INSTITUTE FOR TEACHING AND LEARNING EXCELLENCE

Supporting faculty in the creation and development of high-impact learning opportunities

Preparing for Finals

PROCTORING FINALS

As you plan for final exams and if you are going to use Examity test proctoring, please review in advance the proctoring guidelines with your students. Be sure to ask your students to check that they all have access to a quiet room in which to complete the exam, high speed internet, and a computer that will load the Examity extension (they must use the latest version of the Google Chrome browser). If they don't have all these elements, students will not be able to successfully complete an online exam with proctoring and will need accommodations..

You can get information on the **ITLE website**. There is a **webinar recording** for instructors to view and an **Instructors' Guide** that will walk you through setting up exams in Canvas to be proctored by Examity. In addition, there are **video** and **PDF** instructions for your students to help them complete their online final exam using Examity.

- **Tutorial Video**

examity®
BETTER TEST INTEGRITY.

COURSE EVALUATIONS

OSU University Assessment & Testing is piloting a new and improved survey instrument for Fall 2020. Students will find this new survey easier and quicker to complete while providing more meaningful feedback to OSU instructors.

For more information, including samples of the instrument and instructor reports, see the **UAT website**. Questions can be directed to **s.s.i@okstate.edu**

Course Evaluations are available within Canvas courses through **Dec 4th.**

EXAM CREATION in CANVAS

Examity (above) can provide online proctoring for online exams created using the Canvas Quizzes tool, specifically those created using Classic Quiz engine in Canvas. ITLE has a series of tutorial videos and downloadable PDFs covering the process.
Canvas Classic Quizzes Tutorials

Featured Events

Canvas Webinars for Fall 2020

ITLE is providing several Canvas-focused webinars to help faculty this semester. These sessions will be useful for instructors who are using online, face-to-face, hybrid or flexible course delivery models.

Dec. 2, 9 a.m. — Grades in Canvas: Sorting, Commenting, & Submitting to Banner
Dec. 9, 9 a.m. — Introduction to Canvas: Looking Ahead to Spring

*A *Microsoft Teams* webinar link will be emailed to each registered participant prior to the webinar.

Register for Events Here

Self-Paced Online Teaching Workshop

This self-paced online teaching workshop covers a variety of topics such as outcome-oriented course design, engaging online learners, creating an online activity and assessment plan and more. Whether you are new to online teaching or need a refresher, this course is designed to meet your needs in a flexible format. While working through modules in the workshop, participants will create an Online Learning Assessment Portfolio, which will be submitted to the instructor upon completion of the final module. After receiving your portfolio, the instructor will set up a time to discuss your experience in the workshop with a one-on-one video conference.

To sign up, contact Elaine Johns at **itleevents@okstate.edu**. You will be asked to provide your CWID so we can add you to the course.
Self-Paced Online Teaching Workshop Syllabus PDF

Creating Online Quizzes in Canvas

Below is a list of the most useful tutorial videos for creating online exams using Canvas's classic Quizzes tool.

Overview of Quizzes and Question Banks

Watch the Video

Creating a Quiz

Watch the Video

Randomizing Quiz Questions

Watch the Video

Quiz Options

Part 1: **Watch the Video**

Part 2: **Watch the Video**

Providing Students Extra Time or Attempts

Watch the Video

Re-Grading a Quiz Question

Watch the Video

Online Exam Proctoring with Examity

Watch the Video

More Quiz Related Tutorials

More Canvas Tips

Need Help with Your Course Design?

As you begin creating your upcoming courses, remember that ITLE teaching support specialists are happy to assist. Although we are not in our offices every day, we are still available to help with all aspects of online teaching. Contact us at **kdickey@okstate.edu**, **gina.morris@okstate.edu**, or **simon.ringsmuth@okstate.edu**.

Have Questions About Teaching Online?

Contact ITLE for assistance with your online teaching questions.

Phone: (405) 744-1000

Email: **canvas@okstate.edu**

Shifting to Online Teaching

With a shift to teaching a course online, instructors need a plan to produce high-quality instruction. To accomplish this, it is helpful to think about key elements of learning as you prepare. For more information visit the **Teach Online Effectively** webpage.

Visit ITLE Website