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**INSTITUTE FOR TEACHING
AND LEARNING EXCELLENCE**

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



REIMAGINING YOUR SYLLABUS

[Watch the Video](#)

Reimagine your syllabus as a marketing tool that promotes your field and interests students. The syllabus is a document that students reference throughout your course. How might it be structured so that it attracts students? Intrigues them? Is visually appealing?

[Read More](#)

ENCOURAGING ATTENDANCE

While instructors may choose to require student attendance during the Spring 2021 semester, we encourage you to consider implementing strategies that illuminate the value of in-person class time. Rather than creating a policy that punishes students for lack of

attendance, such as loss of points or a letter grade, consider utilizing strategies that promote attendance in positive and authentic ways.

[Read More](#)

PREPARING IN CANVAS

Below is a list of the most useful tutorial videos for getting your Canvas course site read for the next semester.

Importing from another Canvas Course

[Watch the Video](#)

Content can be imported into a Canvas course directly from other Canvas courses, which is very useful when re-using content from one semester to another. The same process can be used when copying content from a Sandbox or Test environment into an actual course.

Setting a Custom Dashboard Image

[Watch the Video](#)

Canvas lets instructors customize the dashboard images of courses by using header images. These can be a useful way of distinguishing courses from each other and providing visual cues as to the type of content contained within a course.

Adding TAs to Your Course

[Watch the Video](#)

Instructors can use the People option in a course navigation bar to add a TA to a class.

Five Things to Get Started with Canvas

[Watch the Video](#)

This video will help new Canvas users get started as quickly as possible.

More Canvas Tips

FINAL GRADES

Final grades for the Fall 2020 semester should be submitted to **Banner** system on or before **noon Dec. 16**. For help submitting grades to Banner, please contact the Office of the Registrar or consult the provided [online guides](#).

Spring 2021 Graduate Teaching Assistant One-Day Conference on Teaching: **Teaching Effectively during a Pandemic**

The materials for the conference will be posted on Canvas by session and presenter as we get closer to the date. During the discussion sessions, you will be able to have deeper dialogue on the material with the presenter and other interested instructors. An agenda with all the details will be available in the Canvas portal.

Jan. 13, 2021

[Sign up Here](#)

Coming Soon: Virtual Faculty Training Session

SAVE the DATE, Jan. 14, 2021 from 9:00 to Noon

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](#)

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](#)

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[Events Calendar](#)

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