



## INSTITUTE FOR TEACHING AND LEARNING EXCELLENCE

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



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### 1. HOLIDAY GREETINGS

**ITLE wishes Happy  
Holidays and a  
wonderful winter break  
for all of our instructors.**



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### 2. FINAL GRADES

Final grades for the Fall 2022 semester should be submitted to **Banner** system on or before **3:00pm December 20**. For help submitting grades to Banner, please contact the Office of the Registrar or consult the provided [online guides](#).

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### 3. SPRING 2023 VIRTUAL GTA CONFERENCE: *BEING STUDENT CENTERED*

A conference for all graduate teaching assistants will be held **Wednesday, January 11** from **9:00am until noon**. A full agenda will be provided as we get closer to the spring semester.

[Presenters & Topics](#)

[Register Here](#)

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### 4. VIRTUAL CANVAS TRAININGS - SPRING 2023

ITLE is providing three trainings for the Canvas learning management system to faculty and teaching assistants on January 10th, 12th, and 19th. These trainings will be conducted via Zoom. A link to the webinar will be sent in the confirmation notice.

#### Foundations of Canvas

Setting up a course section within Canvas.

*Jan 10, 1:00 to 2:30pm*

[Register Here](#)

#### Canvas Media Madness

Learn more about the creation and storage of videos in Canvas Studio and the basics of using Zoom through a Canvas course.

*Jan 12, 1:00 to 2:30pm*

[Register Here](#)

#### Canvas Quizzes: The New and the Classic

Learn the difference of these assessment tools in Canvas and the basic steps of setting up each.

*Jan 19, 1:00 to 2:30pm*

[Register Here](#)

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### 5. PREPARING ONLINE INSTRUCTORS - SPRING 2023

This six-week workshop, from **January 30th to March 10th**, is designed to help faculty prepare to meet the challenges and embrace online teaching opportunities. This workshop is facilitated to provide faculty with the knowledge and skills necessary to effectively teach in an online environment. Structured as a fully online offering, participants can expect to work independently and as part of a cohort.

[Read More](#)

[Register Here](#)

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### 6. MANAGING GRADES IN CANVAS

Below is a list of the most useful tutorial videos for grading online exams using Canvas's SpeedGrader and Grades tools.



#### Entering Grades

[Watch the Video](#)

Grading an assignment in Canvas can be as simple as navigating through cells in an Excel spreadsheet. Detailed information can also be added to a given grade, including Status (Late, Missing, Excused) and grade comments.

### Viewing and Sorting Grades

#### [Watch the Video](#)

The Gradebook in Canvas can be sorted in many different ways to accommodate the method that suits each instructor best.

This can include sorting according to assignment group and module, as well as using Status indicators to see information on late assignments at a glance.

### SpeedGrader Advanced Options

#### [Watch the Video](#)

Instructors can use the annotation tools in SpeedGrader to mark up student submissions, leave comments, and engage in dialogue with students about the comments. These powerful tools can be used on tablets such as the iPad or a Microsoft Surface.

### Re-Grading a Quiz Question

#### [Watch the Video](#)

If you enter the wrong answer as correct when setting up a quiz in Canvas, you can re-grade the question after students have already taken the quiz.

### Exceptions on Quiz Time and Attempts

#### [Watch the Video](#)

Canvas allows instructors to give extra time, and extra quiz attempts, to individual students. The method for doing this is simple but does not use the same set of menus and screens as the normal Edit Quiz function.

## More Canvas Tips

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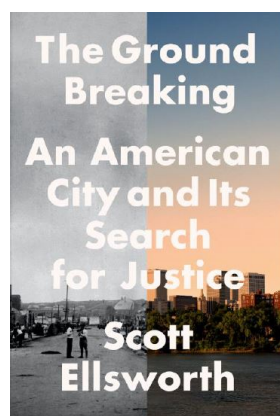
## 7. INCLUSIVE TEACHING AND RETENTION CONFERENCE

Save the date for the Inclusive Teaching and Retention Conference.

This daylong conference on **March 9th 2023** will feature Dr. Scott Ellsworth, author of the book, "[\*\*\*THE GROUND BREAKING: The Tulsa Race Massacre and an American City's Search for Justice\*\*\*](#)," longlisted for the 2021 National Book Award.

"Historian Ellsworth (*Death in a Promised Land*) delivers a riveting investigation into the origins and aftermath of the 1921 Tulsa race massacre. . . . Interviews with survivors and reflections on the debate over reparations and the social, economic, and racial divisions of modern-day Tulsa add depth to Ellsworth's portrait of a community attempting to heal from an unimaginable injustice. This eloquent, deeply moving history isn't to be missed."

- Publishers Weekly





Dr. Ellsworth was formerly a historian at the Smithsonian Institution. He has written about American life for the *New York Times*, *Washington Post*, and *Los Angeles Times*. Born and raised in Tulsa, he teaches at the University of Michigan.

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## 8. ONLINE AND HYBRID TEACHING RESOURCES

Teaching online or HyFlex, when thoughtfully planned, can be very engaging and effective across subjects and disciplines. Whether the content is taught synchronously (live) or asynchronously (on your own time), faculty members can present information to students, demonstrate processes, facilitate large or small group discussions, assess student learning and provide feedback on assignments and assessments. [ITLE has resources](#) to assist you in your planning for a short-term shift or a semester-long course.

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### Need Help with Your Course Design?

As you begin creating your upcoming courses, remember that ITLE teaching support specialists are happy to assist. Contact us at [kdickey@okstate.edu](mailto:kdickey@okstate.edu) or [gina.morris@okstate.edu](mailto:gina.morris@okstate.edu).

### Have Questions About Teaching Online?

Contact ITLE for assistance with your online teaching questions.  
Phone: 405-744-1000  
Email: [canvas@okstate.edu](mailto:canvas@okstate.edu)

[Visit ITLE Website](#)

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[Events Calendar](#)

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