



A Newsletter from e-Learning Services

Summer 2020

e-Learning and IT: The Dynamic Duo!

With the retirement of long-time Learning Management System (LMS) Administrator, Dr. Thomas Hennigan, the job of LMS administration has transitioned from e-Learning Services (eLS) to Information Technology (IT).

Alex Ball has been hired as the new Instructional Technology / LMS Administrator. Alex will have other duties in IT as well, as time permits. Please join us in welcoming him to the LC Family!

As a result of this transition, certain Canvas-related processes will need to be directed to the IT Helpdesk instead of e-Learning Services.

Where To Go For Help

The eLS Instructional Designers, Angela Meek and Carrie Kyser, will continue to be the lead points of contact for faculty regarding course design, content, and tool use in Canvas. Contact your lead Instructional Designer about issues such as:

- How to use Canvas tools
- How to add content to Canvas
- Questions about assignment or quiz settings
- How to use Respondus, Snagit, or Canvas Conferences (BigBlueButton webinar software)

IT will now be the lead point of contact for issues related to course enrollments, course availability, and course access. Contact the IT Helpdesk about issues such as:

- You're not enrolled in a course you're teaching
- You'd like multiple sections of the same course combined into one course (ex. Engl-101-01, -02, and -03).
- You'd like to start working on a course in Canvas that you don't currently have a "shell" for (ie – you'd like a "development shell")
- You've assigned an "Incomplete" grade to a student and the student needs access to the course

Don't hesitate to call or email either department when you have questions related to Canvas. e-Learning and IT are in constant communication and will make sure your request gets to the right person!

e-Learning Safety Protocols

For the safety of our employees, please wear a mask when visiting the e-Learning Services office. Please schedule your visit in advance whenever possible. Our office space is limited to four visitors at any one time.

Carrie and Angela are available to meet with faculty remotely via BigBlueButton. Please email your Instructional Designer to schedule a virtual appointment.

Summer Canvas Coaching

Join us remotely for Canvas workshops this summer!

[Please Register Online to Attend](#)

All sessions are 10am – 11am.

Session 1: Getting Started

Session 2: Building Modules

Session 3: Grades & SpeedGrader

Session Dates:

July 7: Session 1

July 8: Session 2

July 9: Session 3

July 21: Session 1

July 22: Session 2

July 23: Session 3

Session Reminders:

Please access the sessions using the Google Chrome browser.

You don't need a microphone; you can join in "listen only" mode.

You will receive the session link via email the morning of each session.