

eBytes

Your Newsletter from eLearning Services

Teams Meeting Workshop Recording

eLearning Services recently held a “How to use Teams” workshop to help faculty become more familiar and comfortable with the platform. If you are interested in hearing great information about Teams, view the workshop video recording below:

[“How to use Teams” Workshop Recording \(49:05\)](#)

If you have any questions concerning the MS Teams Canvas integration, reach out to your designated Instructional Designer. We are happy to help!

End of Semester Reminders

Dead Week: Dec 2-6

Finals Week: Dec 9-12

Testing Center hours during Finals Week:

- Monday - Thursday: 7:30am - 8pm
- Friday: 7:30am - 5pm

Final grades due: Monday, December 16 before noon

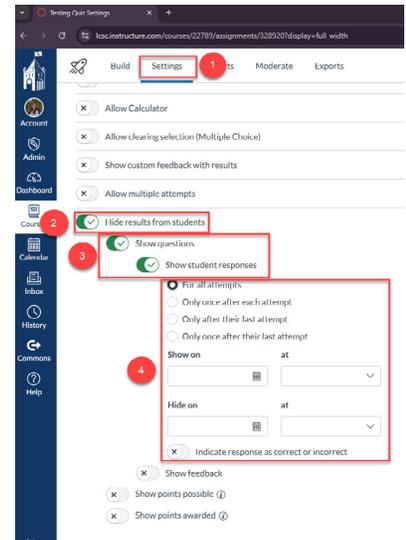
Semesterly reminders:

- Students lose access to Fall 2024 courses on Sunday, December 15th at 11:59 PM. Advise students to retrieve all grade-related data and copies of any assignments prior to this date.
- Instructors lose editing access to Fall 2024 courses on December 18th at noon.
- Canvas does not transfer grades to WarriorWeb; you must manually enter grades in WarriorWeb.
- Grades of Incomplete MUST be entered into WarriorWeb. Incomplete courses are processed in order of most recent expiration. Once the Registrar’s office sends the list of Incomplete grades to our Canvas Admin, those courses will be re-opened for students receiving the incomplete and will remain open until the expiration date.
- Spring 2025 Canvas Courses are now available. View [intructions on importing previous content here](#).

Canvas Update: New Quizzes Settings

Canvas has recently updated a setting feature within New Quizzes that will now allow faculty to preference how student receive scores! Follow the directions below to activate these settings:

1. Within the ‘Build’ mode for a New Canvas Quiz, click on the ‘Settings’ tab located at the top.
2. In ‘Settings,’ scroll down to the bottom and toggle over the ‘Hide results from students’.
3. From there, you want to have both ‘Show questions’ and ‘Show student responses’ toggled over.
4. There you will see in-depth setting preferences on when and how the student’s scores are revealed.



Becoming Efficient MS Teams Users

As we acclimate ourselves to becoming knowledgeable users of Microsoft products, let’s ensure we are helping others along the way with the ongoing Microsoft transition. Please use the informational videos below to help yourself and your students navigate Teams efficiently.

Faculty/Staff Teams Guide:

- [How to set up auto-recording in scheduled Teams meetings in Canvas \(1:38\)](#)
- [How faculty/staff access recorded Teams Meetings \(2:24\)](#)

Students Teams Guide:

- [How students access recorded Teams Meetings \(1:07\)](#)
- [How students navigate and use the tools in a Teams Meeting \(11:20\)](#)

Panopto Assignments for Students

Panopto is an amazing platform and Canvas integration that not only benefits faculty/staff but students as well. Students are able to use Panopto to create or upload video discussion posts for assignments. Use the link below to learn how you and your students can best utilize this tool to enhance classroom assignments.

Panopto Video Student User Guide

- [How to record a Panopto video through a Canvas Assignment \(2:40\)](#)
- [How to upload an existing video with Panopto through a Canvas Assignment \(1:20\)](#)
- [How to add comments to a Panopto video assignment so the instructor and student can see them \(1:52\)](#)
- [How to create a video discussion using Panopto video recorder \(2:51\)](#)