

# eBytes

Your Newsletter from eLearning Services

## Liberal Arts and Sciences Division Update for eLearning Support

Due to unexpected family circumstances and needing to relocate, Sara Lott will be leaving her role as an Instructional Designer at LC State College at the end of May. She has truly enjoyed her time here and wants to thank everyone for the wonderful experience she has had when working with faculty, staff, and students. She will be greatly missed!

To ensure that Liberal Arts and Sciences faculty receive timely assistance during this period, we ask that any email inquiries be sent to [elearning@lcsc.edu](mailto:elearning@lcsc.edu) and route calls to the main eLearning Services phone at (208)-792-2239. eLearning anticipates hiring a new ID later this summer. We appreciate your patience during the transition.

## Syllabi in Summer Courses

The 2025 summer semester begins May 19th. Please make sure you syllabi are posted and visible before students gain access to summer courses the morning of Friday, May 16th. The syllabus should be accessible under the 'Syllabus' tab in your Canvas course.

For summer courses, faculty have the option to use the Syllabus template found on the Academic Affairs [Information for Faculty page](#), under the 'Syllabus Resources' section. It is not required for faculty to use until fall 2025 semester, but it is available if you choose to utilize the template for the summer semester.

If faculty needs assistance with uploading their course syllabus into Canvas, please reach out to your Instructional Designer.

## New Quizzes Import Button in Canvas

With the spring semester coming to a close, it is a great time to try out a new tool in Canvas as you begin preparing for your fall courses. Canvas has recently added a new feature when you import course content.

Fast-track the migration process of turning Classic Quizzes into New Quizzes with just a click of a button!

### Full Course Import

When you begin importing content over to your fall course shells, be sure you use the 'Convert content to New Quizzes' button when doing a FULL course import. After selecting this button and beginning the import, it will automatically convert all Question Banks into Item Banks and Classic Quizzes to New Quizzes.

Select Content Type

Copy a Canvas Course

Search for a course \*

Q Search...

☒ Include completed courses

Content \*

☒ All content

Note the following content types will be imported: Course Settings, Syllabus Body, Modules, Assignments, Quizzes, Question Banks, Discussion Topics, Pages, Announcements, Rubrics, Files, and Calendar Events.

☐ Select specific content

Options

☒ Convert content to New Quizzes ?

☐ Adjust events and due dates

Clear + Add to Import Queue

After completing a course import, faculty should check their course to ensure no issues have occurred. If any quizzes, questions, or banks are missing or incorrectly formatted, please reach out to eLearning Services.

### Partial Course Import

When you are importing only select content from one course into another and you want to bring your quizzes into the new course shell, you must select all of the Quizzes and Question Banks in order for the 'Convert content to New Quizzes' button to work properly.

Content \*

☐ All content

Note the following content types will be imported: Cc Question Banks, Discussion Topics, Pages, Announcer

☒ Select specific content

Options

☒ Convert content to New Quizzes ?

☐ Adjust events and due dates

Clear + Add to Import Queue

Select Content for Import

☐ Course Settings

☐ Syllabus Body

> ☒ Assignments (8)

> ☒ Quizzes (1)

> ☒ Question Banks (13)

Cancel Select Content

## Handheld Device Flag for Respondus Monitor

Respondus Monitor has added a recent update of flagging handheld devices, such as phones, when students are being monitored during a test. With this new update, it will automatically flag handheld devices that are noticed in Monitor. However this setting can have the sensitivity adjusted if a handheld device is acceptable to have while taking a test, such as a student using a calculator for a math exam.

For more information on this new update and to learn how to adjust the flagging sensitivity, please read this article: [Handheld Device Flag for Respondus Monitor](#)

## Join the Summer Migration

As a reminder, Classic Quizzes is being phased out and New Quizzes will be the only quiz platform starting in Fall 2025. eLearning Services wants to provide the best information for faculty to begin transferring Classic Quizzes to New Quizzes.

Faculty can best prepare for the transition from Classic Quizzes to New Quizzes by:

1. Creating New Quizzes from this point forward in your Canvas courses.
2. Migrating Classic Quizzes to New Quizzes if the Classic Quizzes doesn't utilize Question Banks. To do this: click into Quizzes --> click the 'more options dots for a quiz' --> Migrate
3. Contacting your Instructional Designer to begin the process of transferring Question Banks to Item Banks.

Any questions or concerns regarding this transfer, please reach out to your Instructional Designer for assistance.

In addition to the quiz migration, summer is a great time to begin migrating your YouTube content to Panopto!

Here's how to get started:

1. Log in to your YouTube account and access your videos. Download each video as an .mp4 file.
2. Log in to Canvas and navigate to your course. Locate the YT video embed/link in the course and remove it.
3. In Edit mode, click the Panopto button in the content editor tool bar. Select the Upload tab. Drag and drop your video file into the box to upload!

Panopto will generate captions for your video, and you can also take advantage of great features like quizzing during playback, viewing statistics, class discussions on videos, and more!

Need a Panopto lesson? Contact your Instructional Designer today!



## Spring Semester Classes Update for Faculty & Students

### Faculty Update:

As finals week is approaching and the semester coming to an end, eLearning Services wants to remind faculty that they will have grading and editing access in their spring courses until noon on Wednesday, May 14th, 2025. After that date, the course will become read-only where faculty can only view their course and not be able to make any edits.

### Student Update:

Once finals week concludes, students will lose access to their spring semester courses at 11:59 PM on Sunday, May 11th, 2025. If they are wanting to download any of their submissions, they must do so before that date passes.

Feel free to share these resources with your students:

- [How to View and Print Grades from Canvas](#)
- [How Students Download their Assignment Submissions](#)

For any questions concerning closing dates for spring courses, please reach out to your Instructional Designer.

## eLearning Services is Available All Summer

As you head into Summer, we want to remind faculty that eLearning Services is available to assist with any questions or needs you may have. Summer is a great time for some one-on-one assistance with things like migrating to New Quizzes, moving YouTube videos to Panopto, learning how to use the student engagement features in Panopto, or learning to use GetMarked quiz creation software. Is your course feeling a little stale? We're happy to chat with you about content design, module organization, and other ways to freshen up your course space! Set up a Teams meeting or in person appointment with your ID this summer to spruce up your Canvas space!

### eLearning Services Summer Hours

- Monday - Thursday 7:30 AM to 5:00 PM
- Friday 8:00 AM to 12:00 PM

## eLearning Services Tutorials

If you want to get a head start on creating content for your upcoming fall courses, eLearning services has many tutorials available for faculty to use! To best help staff and faculty navigate Canvas and integrations within Canvas, eLearning Services has a webpage dedicated to providing helpful tutorials. To view these tutorials, visit our [Canvas Coaching and Tutorials](#) page.

There are also other tutorials available to faculty in the form of a Canvas course you are automatically enrolled in. If you don't have access to any of the following courses, please inform your Instructional Designer. Those Canvas course resources are:

- Growing with Canvas
- Respondus LockDown Browser
- Access for All
- Video Conferencing

If you need additional help or help with a topic not covered by one of our tutorials, please reach out to your Instructional Designer.