

eBytes Bulletin

October 2025 | eLearning Services

Your ID is just a Click away!

Instructional Designers are ready to support your goals, but their calendars fill quickly. From course setup, to general Canvas help, to creative learning solutions, a quick meeting with your ID can save you hours later. Scheduling is as easy as clicking on a booking link below!



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[Book an Appointment with Angela](#)



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TEAMS in Canvas

At the start of the semester, faculty ran into problems setting up recurring Microsoft Teams meetings inside Canvas. This issue has been resolved. You can now schedule your recurring meetings directly in Canvas without a hitch. If you'd like a refresher or need a walkthrough, reach out to your Instructional Designer for support.

Midterm Grades Due Mid-October

Midterm grades are due soon—don't let them sneak up on you! If your Canvas Gradebook feels a little messy, your Instructional Designer is ready to help you whip it into shape. A quick check-in now can save you future headaches. Reach out early, and check out these handy tips for keeping your Gradebook tidy:

- [Place assignments in meaningful groups on the Assignments page.](#)
 - Assignment groups control how averages are calculated and displayed in the Grades area.
 - Groups allow you to [drop low scores from a set of scores](#) and set [weighted grades](#).
 - Delete any empty assignment groups.
- Assign zeros to missing work
 - Canvas calculates grades as a running total; assigning zeros to missing work ensures students see an accurate representation of their grade to date.
- Move Total Column
 - To avoid having to scroll all the way to the right, you can move the Total Column to the front.
 - Locate your Total column, click the "more options" dots, and select "Move to Front" to place the total column right next to the students' names.

Panopto Pointers

When uploading Panopto videos, be sure to save them in your **course folder** rather than the "Everything" folder or your "My Folder." Storing videos in the right place ensures your students can easily find course videos, keeps your content organized, and ensures your videos will be visible to students when you copy your course content to the next semester. The course folder is the default save location when you record videos within a course, so unless you change the save location, Panopto content will be saved to the **course folder**.

Additionally, videos should be added to course content (pages,



discussions, assignments, etc.) using the built-in "add Panopto content" button in the Rich Content Editor rather than copy/pasting a video's URL from the browser address bar and adding it to a page as a link. This ensures the view settings for "current students in the course" will roll over when the course is copied for the next semester.