

# eBytes Bulletin

December 2025 | eLearning Services

## Meet Your IDs

If you've ever wondered who is behind the scenes helping faculty design great courses, meet the eLearning Services Instructional Designers! This month, we're giving you a quick look at the three creative minds who support digital learning on campus.

### Angela Wilson



Most faculty know Angela (she's been at LC State for almost 19 years!), but do you know Angela? She's a huge nerd! She loves playing video games, Dungeons & Dragons, and Magic the Gathering. You can often find her organizing (closets, cupboards, rooms) or doing puzzles in her free time. Her favorite dinosaur is the ankylosaurus.

### Carrie Kyser



Carrie has been at LC State for 10 years, but do you know Carrie? When she's off the clock, she's usually out adventuring—hiking, cooking up something tasty, painting, hunting, cruising on her motorcycle, or getting her hands dirty in the garden. She's also a big fan of trees and spends plenty of time with her dog and her quirky backyard chickens.

### Elisabeth Murillo



Elisabeth is the newest team member at eLS but has been at LC State since 2022, but do you know Elisabeth? Elisabeth loves to read (non-fiction or sci-fi) and be creative through crochet, jewelry making, book-binding, and most recently, ceramics! She also has a green thumb for indoor and outdoor plants and loves spending time with her family.

## End of Semester Reminders

It's that time of year again – end of semester reminders!

- Students lose access to fall Canvas courses on **December 14<sup>th</sup> at 11:59pm**. All feedback you want students to see needs to be submitted to the course before this time.
- Final grades are due **by noon on December 15<sup>th</sup>**.
- "Incomplete" grades must be submitted through WarriorWeb, and then the course list is sent to the Canvas Admin after the deadline to enter grades has passed. Courses are usually reopened within a week after grades are submitted but may take longer depending on the number of "Incompletes" submitted for the semester.
- Fall courses go into "read only" mode for faculty on **December 17<sup>th</sup> at noon**. Any changes to the course after that point must be done by your Instructional Designer.
- Campus is closed for winter break from **December 24<sup>th</sup> – January 2<sup>nd</sup>**. eLearning staff will be unavailable during this time, so please plan accordingly if you need design help before spring semester begins.
- Spring classes open to students **Friday, January 16<sup>th</sup>**, and a course syllabus must be posted at this time using the required [syllabus template](#).
- The first day of spring semester is **Tuesday, January 20<sup>th</sup>**.

## Workin' in a Winter Wonderland

eLearning would like to remind everyone that we're still here, working away over the winter break (except for the aforementioned campus closure). Winter break is a great time to make an appointment with your Instructional Designer to pick up some sweet skills, like:

- How to record videos with Panopto
- How to use GetMarked to turn a Word doc into a Canvas quiz
- How to configure New Quiz settings and set accommodations
- How to configure LockDown Browser/Monitor for proctored exams
- How to use modules to streamline content delivery in your course
- How to manage your Grades area within courses

Make an appointment with your ID to get in on the learning!

Angela Wilson



Carrie Kyser



Elisabeth Murillo

