eBytes

Spring Workshops

eLearning Services will be offering a series of virtual workshops on Panopto and New Quizzes this spring in collaboration with the CTL. Please keep an eye out for the February eBytes issue and the CTL newsletter for dates and times!

"Panopto Pieces" will be a 5-part series of "30 minutes or less" sessions on basic recording and editing, adding quizzes and graded viewing, and sharing permissions. These sessions will be offered twice, in February and March.

"New Quizzes" will cover creating questions, adjusting quiz settings, setting accommodations, and configuring a New Quiz to use LockDown Browser. New to New Quizzes? Bring your questions!

The Five Minute Rule

If you struggle with a Canvas issue for more than five minutes, contact your Instructional Designer!

Angela Wilson
School of Professional Studies and Corrections Education
[Make an appointment]

Elisabeth Murillo
School of Liberal Arts and Sciences
[Make an appointment]

Carrie Kyser
Career and Technical Education
[Make an Appointment]

Spring into the New Semester!

Welcome back! We're going to jump right in with an unfortunate but necessary **UPDATE TO THE SYLLABUS TEMPLATE**. Due to the ongoing accessibility updates being done to LC States' online documents and webpages, some of the links in the syllabus template released last fall were broken.

An updated Syllabus Addendum was released January 12, 2026, on the Provost's website. If you're using an older version of the template, here's what you need to do avoid having broken links in your syllabus:

- Visit the [Information for Faculty] page and **download the Syllabus Addendum**
- Copy everything
- Delete the existing "Shared College Information" section of your syllabus and paste in the updated content
- NOTE: This section of the template also includes the **Artificial Intelligence (AI) policy**, which you should have customized for your course(s). **Be sure to copy/paste your custom AI text to a temporary location** before pasting in the updated content.

Reminder: All courses, regardless of instructional modality, must use the LC State syllabus template and must have a syllabus uploaded to Canvas. Please reach out to your instructional designer if you have questions about how to upload a syllabus to Canvas.

Tool Tips for a Spectacular Spring Launch

- If you use Respondus LockDown Browser for test proctoring, be sure to click on the RLDB tool link in your course menu to initialize the tool for the current semester.
  - Submit your proctored exam forms to the LC Testing Center for each course that has proctored exams ASAP. Student appointments are required for proctored exams!
  - Inside the RLDB tool, there are now links to tutorial videos for how to use this tool. Feel free to check them out if you're interested in learning more about using RLDB for proctoring.
- If you use Microsoft Teams meetings within Canvas, go to Settings --> Integration Tab--> Toggle On Microsoft Sync and click Sync Now
  - Then go to Microsoft Education to activate the desired MS Tools for your course and create your Teams meetings.