

## Teaching Tip • April 26, 2018

### Preparing for Final Exams, The Sound of Silence

Spring semester 2018 grades are due by May 9th at 2:15pm. Follow this end of semester checklist to guide you through the end of the semester process in Canvas via the [End of Semester Checklist](http://bit.ly/2HQFnV2) website(<http://bit.ly/2HQFnV2>). You may also submit grades through AccessPlus.

Spring semester marked the implementation of Canvas as the centrally-supported learning management system at Iowa State University. Over 30,000 students were enrolled in nearly 3,000 courses taught by 2,200 instructors. In a survey CELT conducted earlier in the semester, students commented that the modules, the mobile friendliness, the list of upcoming assignments, and the calendar features helped them learn and kept them on track.

Finally, CELT Open Labs will be ending this Friday (April 27). You may schedule individual consultations with the CELT instructional designers for all your course development needs via the [MyCanvas Teacher at ISU](http://bit.ly/2EapGqK) website (<http://bit.ly/2EapGqK>).

Best wishes for finals week.

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Center for Excellence in Learning and Teaching

P.S. The CELT Teaching Tip resumes August 2018.

### On June 1, Blackboard access ends... REALLY.

Access to Blackboard ends 1 June 2018. Ensure that you have downloaded or archived all necessary files, assignments, and student work that you might need. These files are considered part of university records retention, according to the [Records Retention](http://bit.ly/2HbUWGB) website (<http://bit.ly/2HbUWGB>). More information is on the Overview of the Process to [Download Grades and Files Before Blackboard Disappears](http://bit.ly/2Hi09fO) web guide (<http://bit.ly/2Hi09fO>)

### Teaching in Canvas Summer 2018?

Prepare to teach your summer course in Canvas by creating a blank course shell and building or copying your course by completing the following steps:

1. Log into Canvas
2. From the Help menu in the global navigation, select Global Course Administration. You will be asked to authorize the Global Course Administration tool before use.
3. The Global Course Administration tool consists of two functionalities:
  - Click "Prepare to Teach" if you are an instructor of record for any Summer 2018 courses. On the top of the Prepare To Teach page, select "Summer 2018" from the Term drop-down menu. You will see a list of courses in which you are designated the instructor of record in Summer 2018. You will be able to create Canvas course shells, combine sections, enroll students and publish/unpublish your courses.

- Use the “Request a New Course Shell” in Global Course Administration if you are NOT an instructor of record in Summer 2018. A course shell built here can be attached to your course later or used as a development course that only you see.

**Note:** If you are an instructor of record for Summer 2018 courses and your upcoming semester’s course(s) are not in your course list in the Prepare To Teach functionality of the Global Course Administration tool, contact the representative via the [Registrar's department contacts](http://bit.ly/isu-dept-contacts) web directory (<http://bit.ly/isu-dept-contacts>).

## Accepting applications for the CELT Course Design Institute (May 21-24)

The CELT Course Design Institute is a new offering to take place on May 21 through May 24 and will focus on course design and development with Canvas. Participants will learn about practical and flexible ways to plan student-centric courses and how such courses feel and look like in Canvas. Learn more from the [CELT Course Design Institute: Build a pathway to student learning in Canvas](http://bit.ly/celtcdi18) website (<http://bit.ly/celtcdi18>).

Apply now by filling out the [online application form](http://bit.ly/2HeJB8r) (<http://bit.ly/2HeJB8r>). The application deadline is April 30, 2018. You will be informed whether you have been selected by May 5, 2018.

## 3-Part Summer Series: The Research-Based Flipped Classroom - Team-Based Learning (June 11-13)

"The research-based flipped classroom and team-based learning (TBL)," an increasingly-popular form of flipped-classroom where small-group learning that can be implemented effectively in small or large classes. TBL was originally developed nearly 40 years ago by a professor of organizational psychology to maximize the power of teams, and carefully designed to avoid the pitfalls of small group learning. TBL provides students with a more intimate, small class feel even in large theater-style classrooms with fixed seats. TBL teachers report high levels of student attendance, preparation, participation and critical thinking. TBL students report enjoying class and being more motivated and actively engaged. Collaboration in teams builds student problem-solving skills that are valued by employers in real-life workplace environments. Just like on the job, participants are expected to be responsible and prepared as individuals and then bring their best efforts into group activities. Facilitator: Holly Bender, CELT Associate Director.

\*\*This 3-part workshop series will take place from 1:10 - 4:00 p.m. in Gerdin on the following days: Monday, June 11, Tuesday, June 12 and Wednesday, June 13\*\*

Register for this series via the [Learn@ISU](http://learn.iastate.edu/) website (<http://learn.iastate.edu/>).

## Summer professional development opportunities

- If you are interested in learning more about course design in Canvas, consider applying for the Canvas Course Design Institute - space is limited! Read more on the [CELT Course Design Institute: Build a pathway to student learning in Canvas](http://bit.ly/celtcdi18) website (<http://bit.ly/celtcdi18>).
- Another Canvas-based opportunity is to complete the helpful quality assurance process for ensuring excellence in online and blended courses is [CELT's Applying the Quality Matters Rubric workshop](http://bit.ly/2HLI6yW) (May 18, 8am-4pm) (<http://bit.ly/2HLI6yW>).
- CELT's non-Canvas professional development offerings include the very popular [3-part series on Team Based Learning](http://bit.ly/2HS0tIY) (<http://bit.ly/2HS0tIY>) led by CELT Associate Director Dr. Holly Bender and the [Inclusive Classroom Faculty Development Workshops](http://bit.ly/celtinclusiveprograms) (<http://bit.ly/celtinclusiveprograms>) led by Dr. Laura Bestler.

To learn more about our comprehensive array of events visit [CELT's Event and Registration](http://www.celt.iastate.edu/events-registration) website (<http://www.celt.iastate.edu/events-registration>) and register via the [Learn@ISU](http://learn.iastate.edu/) website (<http://learn.iastate.edu/>).