CELT Teaching Tip • November 12, 2020

Five factors for success in remote assessment

As you prepare for your final exams, consider the following factors:

1. **Ask yourself:** What ways can my students demonstrate what they know? How can I make it more meaningful/authentic? How can I incorporate knowledge creation?
2. **Consider the impact of proctored exams (https://bit.ly/3lthPpC).** Faculty should consider other assessment strategies to adapt to our unprecedented situation, only using proctored exams when no other options work (e.g., due to accreditation rules). For these reasons, we recommend choosing a suitable remote assessment method (e.g., fact sheet, group project, non-traditional essay, Open Book, or "Take-home" Exam (https://bit.ly/celt-book), etc.) on the CELT Remote Assessments page (https://bit.ly/remote-assessments).
3. **Communicate clearly with your students.** Provide an announcement that contains information about the exam, clarify essential details, using these guiding questions (https://bit.ly/35mg6gq).
4. **Be available.** Recognize that students may require your assistance during your exam/assessment period (e.g., what happens if there are technical issues?). In your communication, please provide the most reliable way for them to contact you or technical support.
5. **Remind students about the importance of academic integrity.** Continue to promote academic integrity (https://bit.ly/celt-integrity) throughout your course; don't forget to prominently place the academic integrity statement (https://bit.ly/ai-examples) at the beginning of the assessment to emphasize responsible behavior.

Are you interested in discovering more remote assessment strategies? Register to attend the ISU Online Learning Community, Nov. 13 (11:30 a.m.-1 p.m., via Webex form, https://bit.ly/3ltsWyX). Join us to hear Dr. Monica Lamm, Associate Professor, Chemical and Biological Engineering, explains "public exams" in courses while demystifying the design and development of final exams for students (see this *Inside Iowa State* story, https://bit.ly/3eU8wwC). We will also discuss recent Canvas updates (https://bit.ly/3lp8SO5) and features to accommodate final assessments.

With a joy for teaching,
Sara Marcketti, Director
Center for Excellence in Learning and Teaching

Prepare for grade submission on Dec. 9th (2:15 p.m.)

To help with grade submission efficiency, we want to help you best prepare your Gradebook in Canvas now, rather than during finals week. Follow five of the seven steps outlined on the End of Semester Checklist page (https://bit.ly/end-checklist). Then, finish with the last two steps when you are ready to submit the grades and retain your records.

New required syllabus statement on free expression

Iowa State has adopted a new required syllabus statement to affirm the university's commitment to free expression. The statement, available on the Required & Recommended ISU Syllabus Statements page (and below), was developed in

consultation with the Faculty Senate executive board and is to be used verbatim for all Iowa State University courses beginning with the upcoming winter session.

Free Expression: Iowa State University supports and upholds the First Amendment protection of freedom of speech (https://bit.ly/isu-freedomspeech) and the principle of academic freedom (https://bit.ly/regents-academicfreedom) in order to foster a learning environment where open inquiry and the vigorous debate of a diversity of ideas are encouraged. Students will not be penalized for the content or viewpoints of their speech as long as student expression in a class context is germane to the subject matter of the class and conveyed in an appropriate manner.

Upcoming deadlines

- Register by Nov. 30 for the CELT Winter Course Design Institute 2021 (https://bit.ly/celt-wcdi), Jan. 4, 6, 11, & 13 (9-10:15 a.m., followed by 30-minutes of optional guided discussion)
- Share by Nov. 30, "Who makes you feel like a valued member of the ISU community?" for #CyThx at Iowa State University (http://bit.ly/isu-cythx) and we will send your thanks.
- Register to attend the Online Team-Based Learning (TBL) Workshop Series with Meghan Gillette (https://bit.ly/2H058nu), Nov. 30, Dec. 7, 14 & 21 (2:15-4:15 p.m.).
- Authors at any stage of their academic and teaching careers are welcome to submit proposals for CELT Teaching Briefs: Teaching through the Pandemic (https://bit.ly/celt-brief) by Dec. 11.
- Any faculty member at Iowa State University (tenured, tenure-eligible, term, or a staff member with teaching appointment) may apply for a Miller Faculty Fellowship Program Proposals (http://bit.ly/celt-miller), due on Dec. 18.

Go Digital & Support Student Affordability with Immediate Access. no access codes. no physical books. just learning.

Deadlines for faculty enrollment in Immediate Access (https://bit.ly/isu-immediate):
- *Spring Session Deadline: December 1st*

To enroll, contact John Wierson, jwwiers@iastate.edu

For technical support or questions contact the ISU team via email immediateaccess@iastate.edu

Arrange for course reserves ASAP

Plan ahead to work with Course Reserves to prepare required materials for your winter and spring courses, whether interested in articles & chapters, books, DVDs, or streaming video. Request your materials now via Canvas by following our Course Reserve guides (https://bit.ly/3eQT5oZ) to enable, request items, and use the module. For questions about reserve items, their copyright, or how to use them in Canvas, email Course Reserves at ereserve@iastate.edu.

Upcoming CELT 2020 Programming

CELT offers face-to-face one-off workshops/webinars, longer-term teaching and learning circles on selected topics, and facilitation of teaching and learning communities. Our program listing with descriptions and registration information may be found on the corresponding page on CELT's event listed via ISU's Events Calendar (http://bit.ly/celtevents) or CELT's programming schedule via ISU's Events Calendar website (http://bit.ly/celt-isu-events).

Choose your instructional tool adventure (30-minute teaching topics)

Each program focuses on various instructional strategies found on the CELT website and demonstrates practical ways to incorporate these tools in a Canvas course. **30-minute teaching topics held on the following days (3-3:30 p.m.)** Registration information is found on the Choose your instructional tool adventure page (https://bit.ly/302B3K1):

- Grading Tricks and Tips, Nov. 17 (11-11:30 a.m.)
- Effective virtual student/office hours), Nov. 24 (11-11:30 a.m.)

Stay up to date on the instructional tools

Review CELT's News & Updates (https://bit.ly/35g7KqL) for upcoming changes to the ISU-approved learning technologies. Questions? email celt-help@iastate.edu.

Know where to go at ISU

For help with the Canvas, contact Canvas Support via the ?Help menu in Canvas:

- All 24/7 support options may be found by clicking the ? Help icon (found on the left-hand navigation bar in Canvas https://canvas.iastate.edu/) to access the support available to you:
- 24/7 phone support. Call 515-294-4000, then follow the prompts to connect with Canvas support.
- Find answers to common questions in the Canvas Instructor Guides (http://bit.ly/38M9BC2).
- Use the resources in the Canvas @ ISU site (https://bit.ly/canvas-isu)

For technical support, contact the ISU Solution Center:

- Email solution@iastate.edu
- Call 515-294-4000 and follow the prompts to receive support from Solution Center staff

To receive one-to-one assistance for teaching with technology, contact the CELT Instructional Designers

- Connect with our CELT instructional designers for support or pedagogical consultations by emailing celt-help@iastate.edu; this will also create a ServiceNow ticket for easy tracking.
- Additionally, you may wish to contact one of the support units directly. Please note which program, department, or college each unit serves and contact the unit for your area (http://bit.ly/isu-support).

CELT Mission and Contact Information

CELT's mission is "Partnering with educators to advance student-centered learning at Iowa State University." Contact us for consultations, questions, and comments via phone: 515-294-5357, email: celt@iastate.edu, or on our website: http://www.celt.iastate.edu/. Our physical office is in 3024 Morrill Hall, 603 Morrill Road, Ames, IA 50011-2100

How to contact us

Contact CELT via email at celt@iastate.edu or call 515-294-5357. We will forward your information to the appropriate staff member or contact the CELT staff directly (https://bit.ly/celt-staff) to schedule a meeting in a safe manner (virtually or face-to- face social-distanced).

Questions about teaching with technology?

Connect with our CELT instructional designers for support or pedagogical consultations by emailing celt-help@iastate.edu; this will also create a ServiceNow ticket for easy tracking.