CELT Teaching Tip • December 2, 2020

All about grade submission, incompletes, instructional tool updates, and more!

Ready for final grade submission?

Fall 2020 grades are due by 2:15 p.m. on Wed., Dec. 9. Use this End of Semester Checklist (https://bit.ly/end-checklist) to submit final grades and conclude your Canvas course.

Do you have a student needing to resolve an incomplete in your course?

Follow the process on the manage incomplete students in Canvas guide (https://bit.ly/canvas-inc).

Are you preparing to teach?

Use the Start of Semester Checklist to create your Canvas course, specify your course settings, choose a homepage, and make your course available to students.

- **Winter Session 2021** begins on Mon., Dec. 14, and ends Thurs., Jan. 21.
- **Spring Semester 2021** begins on Mon., Jan. 25, and ends Thurs., May 6.

Be sure to reference the CELT Quick Start Guide for Instructors (http://bit.ly/cc-start) and remember to add the New required syllabus statement on free expression (https://bit.ly/2K1EFHg) to your syllabus (see the Required & Recommended ISU Syllabus Statements page, https://bit.ly/isu-syll).

See something new in an instructional tool you use?

Updates occurred on Dec. 2 (https://bit.ly/3pZrmrl) with Canvas, ISU Admin Tools, Webex, TurnItIn, Panopto, and Piazza.

Stay up-to-date on ISU-approved learning technologies via the CELT's Instructional Tools News & Updates page (https://bit.ly/35g7KqL). Questions about these updates? Email celt-help@iastate.edu.

Upcoming deadlines

- 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.

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).

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.