End of Semester Topics in Educational Technology

End of Semester Checklist, Summer & Fall '22 HuskyCT courses, Media Retention Policy News, HuskyCT's upgraded version: Now available.

Image of sun setting over an open field

LOOKING AHEAD TO SUMMER SESSION

HuskyCT courses for the Summer sessions have already been created. You can locate your new Course site by going to the HuskyCT Courses tab and clicking on the *Upcoming Courses* section on the top right.

*Note: Lecture and discussion sections are created automatically, while lab, seminar, and independent study sections must be requested manually via the student administration system.

Helpful step-by-step guides for:
- Requesting a HuskyCT course
- Requesting a course copy

SCHEDULE YOUR GRADE CENTER CONSULTATION

Organizing your HuskyCT Grade Center can seem daunting, but with the help of the Educational Technologies staff, it can be easier than ever. We encourage instructors in need of Grade Center support to schedule an appointment with us via email at **edtech@uconn.edu,** to attend a workshop or watch a Grade Center training video.

FAREWELL DEAR ED TECHIE!

Karen Skudlarek

This spring, the EdTech office is losing a beloved team member, Karen. During 7 years in EdTech + 10 years in IT support, Karen has been indispensable, supportive and kind. Her tireless efforts during the pandemic provided a calm port in the storm for countless faculty members pivoting to new technology. Fortunately, Karen is staying at UConn as the new IT Accessibility Coordinator. Congrats on your new role, we will miss you!

MEDIA RETENTION POLICY NEWS!
Collaborate & Kaltura

WHAT DO I NEED TO KNOW?

1. **Collaborate Recordings from 2020 were transferred to your Kaltura media**

2. **Collaborate recordings will be now be deleted every June 1st and November 1st**

3. **Unplayed Kaltura Media will be deleted after 4 years**

WHAT DO I NEED TO DO?

1. **Cleanup: Delete unwanted Collaborate recordings from your Kaltura account**

2. **Ownership issues? Submit <u>ownership change form</u>**

3. **Retrieve: Collaborate recordings prior to deletion dates**

4. **Maintain activity for important Kaltura media**

Questions? Contact HuskyCT Admin Team
huskyct@uconn.edu
860-486-6146

Preparing for Final Exams?

Tips and tricks to make your final exam secure, accessible, and engaging.

Build your Test in HuskyCT

You can build an **online test directly in HuskyCT** following our step-by step instructions on our page on underline creating and administering HuskyCT Tests. With HuskyCT Tests, you create a timed or untimed test with a wide range of questions- many that can be automatically graded for you!

Or, Make an Exam with Gradescope

If you would still like to give an in-person exam, but would like the efficiency of online grading, consider using Gradescope. Gradescope is an assessment technology that allows you to create online assessments or grade handwritten assessments online. With Gradescope, you can proctor an exam in person, and then scan in student responses to grade. Or, students can upload their own responses and be graded online. Learn more on our informational page on Gradescope.

Protect Academic Integrity Online

If you're giving an online exam, consider using **LockDown Browser** to limit web browsing during tests. LockDown Browser also has remote proctoring options like **Respondus Monitor** or **live proctoring** with Zoom, WebEx, or Microsoft Teams. For more information about how to protect academic integrity online, check out our page on assessment security. It is important to note that LockDown Browser and Respondus Monitor are only available when using the HuskyCT Test tool. It is not available for HuskyCT Assignments or Gradescope.

Make Sure Your Exam is Accessible

When giving any assessment, it is crucial to make sure that all student accommodations are met. When working with HuskyCT Tests, you can use the Availability Exceptions feature to give students extra time or take a test on a different day.

HuskyCT Upgraded Version
Now available

Starting with Summer and Fall 2022, you can now request to have new or existing course shells created using the upgraded HuskyCT interface.

***Note for Restoring existing courses:** content, tool, and assessment layouts and settings do not copy over 1:1 and will require some initial revision.*

You may prefer the upgraded version if...

- you are a new HuskyCT user
- you seek a simple user-friendly interface
- your existing courses have uncomplicated designs
- visual design is not an essential element of your course

Workshops and more information on the updated version of HuskyCT will be offered in Summer 2022

End of Semester Checklist

The semester's conclusion necessitates various administrative processes. Here's a checklist to help you cover all the steps. Click the link symbol 🔗 for direct access to help pages.

Final Grade Center Preparation

Link

☑ Confirm final calculated column is accurate 🔗

☑ Confirm Letter Grading Schema matches syllabus 🔗

Submitting Final Grades

☑ Send final HuskyCT grades to Student Admin before 2pm on May 10 🔗

☑ Record final grades in Student Admin system before 4pm on May 10 🔗

Other End of Semester Topics

☑ Extending course availability 🔗

☑ Student Evaluations 🔗

Preparing Your Course for Future Use

☑ Check Grade Center for hidden/unused columns 🔗

☑ Delete unused columns 🔗

New Semester FAQs

Q: Do I need to request my Summer HuskyCT course?
- Lecture and discussion sections = No
- Labs, seminars, and independent studies = **Yes**

Q: Where is my Summer '22 HuskyCT course?
- After logging in to HuskyCT, navigate to the Courses section, in the top right, click Upcoming Courses.

Q: Should I combine course sections before or after requesting a course copy from a previous semester?
- It's best to combine all course sections together before requesting a course copy from a previous semester.

Q: When will students be able to access my HuskyCT course?
- Courses open for students on the 1st official day of the semester.
- To open courses early, you can adjust the availability dates.

Q: I'm new! Where can I find information about getting started?
Extensive resources are available at the following sites:
- Your HuskyCT Institution page
- EdTech Homepage
- UConn Knowledge Base
- On-demand workshop recordings
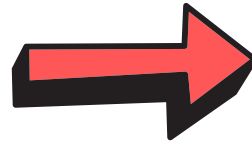- Live training through FINS

Q: Who do I contact if my students or I need technology help?
- Students should always contact ITS (techsupport@uconn.edu 860-486-4357)
- Instructors/staff should contact ITS for technical issues and EdTech for support on using software and technology for teaching. (edtech@uconn.edu 860-486-5052)

Q: What should I know if I plan to use iClicker next semester?
- iClicker instructor guide

Get your Summer '22 HuskyCT Course ➡ Flowchart

⚠️ **= Action Required**   ⬇️ **= Proceed to next step**

1). Locate or Request Blank Course Shells

⚠️ **Request**: Lab, seminar, independent study sections from Student Admin: (LINK)

⬇️ **Locate:** Lecture & discussion sections: in Upcoming courses (LINK)

2). Combine multiple or cross listed course sections

⚠️ **Request**: Course section combination via form (LINK)

⬇️ **Don't Need to Combine**

3). Copy Content (Restore) from Previous Course

⚠️ **Request**: Previous course content is copied onto new course section. (LINK)

⬇️ **Don't Need to Restore Content**

4). Update Course Content and Dates

🛑 **Continue:** to the next page "Updating your Course for New Semester"

Updating your Course for the New Semester

1. Course Dates

When HuskyCT courses are copied... content, assessments, tools, *and* dates are copied. Reviewing and updating all associated dates will help prevent issues or student confusion during the semester.

With the **Date Management Tool (Link)**, you can review and adjust ALL the dates in your course including: due dates, availability, and adaptive release for the following content items, tools, and assessments.

- *Announcements*
- *Assignments & Tests*
- *Discussion Boards & Journals*
- *Item/Folder/Module Availability*
- *Item/Folder/Module Adaptive Release*

It's also important to locate and update other old dates listed in assessment instructions, course files, item names, or the syllabus, and course schedule.

2. Course Syllabus and Schedule

It's tempting to just swap out last semester's dates and times with this year's and be done with it, but it's worth giving your syllabus a thorough review. To help you make sure that your syllabus is clear, accessible, and up to date with UConn policy, check out CETL's page about creating a strong syllabus. This resource includes a downloadable syllabus template and plenty of info about what to include in your syllabus.

3. Course Content

It's best practice to review ALL of the content in your course prior to the start of the semester. Here are some areas that often can use a bit of attention.

- **Course Menu:** Reorganize, remove unneeded or duplicate items *(Announcements, Course Overview and Syllabus, Library Resources, and My Grades)*
- **Announcements:** Create a new welcome message and delete obsolete announcements from last term.
- **Web links:** check hyperlinks out to external pages, youtube links, and remove/update broken links
- **Media:** Check that all media displays properly

4. Grade Center

Rather than hiding unused grade columns under the rug, its best to clean out and organize your grade center as much as possible at the start of new semester...for your own sanity.

- *Unhide hidden columns*
- *Delete unused columns*
- *Set up a calculated Final Grade column that aligns with your current syllabus*

5. Add a TA or Co-Instructor

While your student roster will automatically be populated in HuskyCT, you can add other instructors and TAs directly to your course yourself. You can find directions how to add a user on our Instructor Resource Site.