

THE ACTEC POST

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Semester Start Checklists

Welcome back faculty! We hope you had a wonderful winter break. Here are some checklists to help you get your courses ready for the spring semester:



[TERM START COURSE CHECKLIST](#)



[GRADEBOOK CHECKLIST](#)



Canvas Superheroes

In order to broaden the scope of service to our faculty, the Academic Technology team has partnered with the Center for Teaching Excellence to assemble a group of Faculty Canvas Superheroes with advanced Canvas “superpowers” to help with basic Canvas functionality, Gradebook setup, Quiz settings, and more! Visit the [Canvas Superhero List](#) to see who is available at your campus the next time you need rescued!



UDOIT Accessibility Checker

It is very important for the content in our online courses to be equally accessible to ALL students. UDOIT is a tool available in Canvas that enables faculty to easily scan, identify and correct accessibility issues in their online courses. To keep up with the high demand, we’ve added several new workshops and open labs to help you with accessibility (below). In the meantime, checkout these resources to learn more about UDOIT!

- ◆ [UDOIT Demo Video](#)
- ◆ [UDOIT Guide \(Course\)](#)

Spring Clean Your Courses!

Since many of us roll our courses over each semester, it’s good to comb over our content periodically to make sure everything is still relevant and functional. Watch this [video](#) by our Instructional Designer, Cheryl Bacheller for tips and tricks on “[Spring Cleaning Your Canvas Courses.](#)”



Did You Know?



Did you know that you can communicate with students more efficiently by sending them a message directly from within the Gradebook? Message subjects are filtered based on specific assignment categories (haven’t submitted yet, haven’t been graded, scored less than, scored more than). Although one message most likely will be sent to multiple students, each student will receive an individual message. For more info click the link below.

- ◆ [Sending a message from the Gradebook](#)



Upcoming Workshops

Workshop advertisements are sent via ‘News You Can Use’ emails. [Visit our Training Calendar](#) for a complete list of workshops including more info about each workshop, rooms, times, and links to register.

- ◆ **Canvas Instructor Training (CIT)** - Ongoing (Online)
- ◆ **Accessibility Open Labs** - 1/12 (Cocoa), 1/18 (PB), 1/23 (Tville), 2/1 (Melb.), 2/8 (PB, 2/15 (Tville), 2/21 (Melb.), 3/7 (Melb.), 3/22 (Cocoa)
- ◆ **UDOIT Webinars**– 1/16, 1/17, 2/2, 4/10, 4/18
- ◆ **Make Your Course Content Accessible***- 1/25 (Webinar), 1/31 (Melb.), 2/12 (Cocoa), 3/20 (Webinar)
- ◆ **Kaltura Lecture Capture** - 1/29 (Webinar), 1/29 (Melb.), 2/6 (Cocoa), 2/14 (Webinar), 2/27 (Webinar), 3/5 (PB), 3/9 (Webinar),
- ◆ **Fundamentals of PBL***- 1/25 (Melb.)
- ◆ **Course Design 1: Fundamentals***- 2/28 (Cocoa)
- ◆ **Course Design 2: Learning Plans***- 3/29 (Melb.)
- ◆ **Course Design 3: Assessment & Rubrics***- 4/24 (Melb.)
- ◆ **Adv. Canvas: Homepage***– 1/24 (Cocoa), 3/14 (Melb.), 3/26 (Webinar)
- ◆ **Adv. Canvas: Gradebook***- 3/6 (Webinar), 3/28 (PB), 4/11 (Cocoa), 4/23 (Melb.)
- ◆ **Adv. Canvas: Quizzes & Testbanks***- 2/26 (Webinar), 3/7 (PB), 3/15 (Melb.), 3/20 (Cocoa), 4/25 (Webinar)

* Indicates a workshop that qualifies for Tenure, MCC, and Faculty Advancement credit.