

March 2021

THE CenterPOINT Press

A monthly publication of the Center for Inclusive Teaching and Learning at UW-Stevens Point

Course Design Institute Offered for Online Instructors

The Online Course Design Institute (OCDI) is a four-week program provided by CITL, designed to help online instructors develop or improve an online course. OCDIs are open to all UWSP instructors and are currently being offered virtually.

During the institute participants will learn online course design methods, receive online pedagogy instruction, learn about common learning technology used in online instruction, build a network of online instructors and CITL staff, design/map their online course, and build the first module in Canvas. Feedback is provided by CITL team members throughout the sessions. Participants are expected to join synchronous meetings and complete course design work each week.

Those who complete all work and participate throughout are eligible to receive \$200 in professional development funds that will be transferred to their departmental account. Eligibility is not dependent on the receipt of other CITL funding.

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Visit the [Course Design Institute page](#) on our website to learn more.

Online Course Design Institute (OCDI)

[Applications](#) due by March 12 for the April session.

Space is limited to 12 participants.



OCDIs are offered three times per year, during April, July, and November.

We suggest that participants work on courses they will be teaching the term immediately following the OCDI so that the course design is fresh. This schedule is designed to allow participants to begin working on courses for the upcoming term and have an additional month to complete development before the semester begins.

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March



Application Deadline for April OCDI
Friday, March 12

[Apply](#)

Safe Zone Training
via Zoom
Wednesday, March 17
3:00 - 5:00 p.m.

[Register to attend](#)

Spring Break
March 20 - 28

IMPORTANT REMINDER:

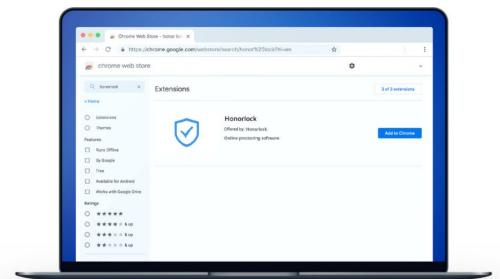
Changes to Honorlock Funding

During the pandemic, the Distance Education fee has been used to fund Honorlock, UWSP's remote proctoring service, for all courses, regardless of modality because all courses were required to have fully online pathways for students to complete the work.

In FY 22 as we return to more normal classroom and fiscal policies, the Distance Education fee will only be able to be used to pay for Honorlock in courses that are 100% online (synchronous or asynchronous). Any courses meeting that criterion can have Honorlock added to their Canvas site by request at no charge to the department.

However, for **hybrid or face-to-face courses wishing to use Honorlock, there will be a cost of \$6.50 per exam, per student to the department.** Some non-online courses may have used Honorlock at CITL's expense during the pilot phase and prior to the pandemic, but we are no longer permitted to spend Distance Education fee dollars for these kinds of courses.

Much like purchasing bluebooks or scantron sheets, we **purchase this testing resource ahead of time based on estimated annual usage.** If anyone in your college or department plans on using Honorlock in a face-to-face or hybrid course, **we will need to know in advance the anticipated usage, and a split Purchase Order will be issued for our annual charge.** It is not possible to provide refunds for unused exams, and exams are good for one academic year. If you determine mid-year that your department needs more capacity from Honorlock, an additional PO can be issued and charged to your account. Honorlock will not be installed in any face-to-face or hybrid courses unless the department has already shared their account information and been listed on the PO.

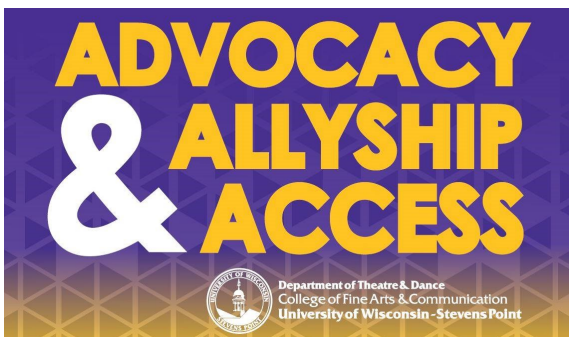


In the very near future, we will devise a process wherein you can register your Honorlock needs for any face-to-face and hybrid courses in your unit for the upcoming academic year so that the appropriate paperwork can move forward.

Department Takes Action on Racism and Social Justice

At the UWSP Annual Teaching Conference held in January, representatives of the Department of Theatre and Dance Advocacy, Allyship, and Access Committee shared their recent work in aiming to dismantle racist and inequitable practices and policies. The formation of the committee, and the subsequent actions, were prompted by student inquiries within the department after the death of George Floyd.

The Advocacy, Allyship, and Access Committee is sharing their work and progress on their [web page](#), where you can view the **Five-year Action Plan: Dismantling White Supremacy, Discrimination, and**



Oppressive Structures. The committee also developed a **Year One Antiracism Timeline and Checklist** which documents the progress they made during the 2020-21 academic year.

Safe Zone Training

Several sessions of the Safe Zone training workshop are offered this semester for UWSP faculty and staff members.

March 17, 3-5 p.m.

April 19, 1-3 p.m.

May 27, 10 a.m.-noon

Facilitators will email the Zoom meeting information the day of the session.

[Learn more and register to attend.](#)

The Faculty and Staff Gender-Sexuality Alliance, in partnership with CITL, provides this training for faculty and staff members of UW-Stevens Point campuses.

Visit Our Website for Assistance and Support

The [CITL website](#) provides access to support, services, and opportunities right on the home page.

You'll find CITL hosted or sponsored events in the 'Opportunities' section on the right hand side. Regional and national professional development opportunities are listed in the 'In the News' section.

All faculty and staff members are encouraged to utilize the 'Quick Links' on the top right.





Syllabus Template

CITL provides a [UWSP Syllabus Template](#) for your use. Download a copy and customize this Word document for your courses.



Attend the OPID Spring Conference

April 9, 16 and 23
via Zoom

Registration coming soon:
<https://www.wisconsin.edu/spring-conference/>



More regional and national professional development opportunities are shared on the [CITL website](#).

See the 'In the News' section on the home page.

canvas



Frequently Asked Canvas Questions

Why am I getting errors when I try to upload video or narrated PowerPoint to my course?

You've most likely run out of space in your Canvas course. Video content should be stored in Kaltura rather than directly in Canvas. Instructions are linked below. Feel free to [book some time with a CITL team member](#) if you want a walkthrough.

[Overview of Kaltura and Canvas at UWSP](#) - This document describes how to use Kaltura within the Canvas environment.

I'm getting too many notifications for my courses. Can I suppress them for one or more of them?

Yes. Students can manage their notification globally or for individual courses.

Manage notification globally:

<https://community.canvaslms.com/t5/Student-Guide/How-do-I-set-my-Canvas-notification-preferences-as-a-student/ta-p/434>

Manage for a course:

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manage-notifications-for-a-single-course-as-an/ta-p/1008>

Canvas Corner Weekly Topics for February

- Feb. 01 - Adding and Using Other External Tools in Canvas
- Feb. 17 - Microsoft Bookings
- Feb. 22 - Outcomes

[Canvas Corner Weekly](#) brings Canvas training to you in brief video tutorials on a variety of Canvas topics. The Canvas Corner Weekly course is set up to be publicly available, so you don't need to be registered for the course to access content. There is also a self-enrollment button enabled in the course so you can enroll as a student if you wish. Enrolling as a student will put the course on your Canvas dashboard and send you notifications of new content publications as they happen.

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