



# THE CenterPOINT Press

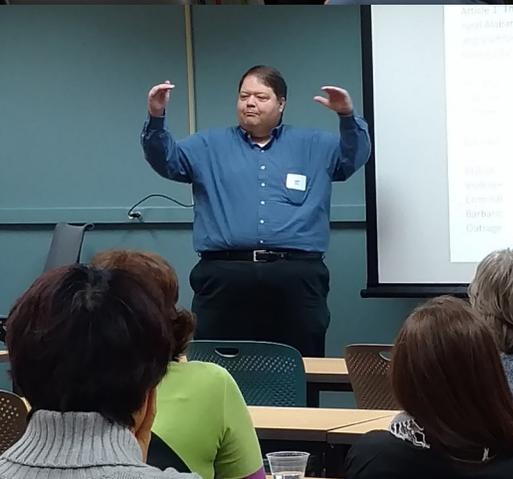
A monthly publication of the Center for Inclusive Teaching and Learning at UW-Stevens Point

February 2019

## Annual Conference Supports Teaching, Learning, and Wellness

The 23rd Annual UWSP Teaching Conference, held on Friday, January 18, provided the opportunity for colleagues from all UW-Stevens Point campuses to present in Albertson Hall.

Materials from conference sessions are available on our [website](#). And, be sure to check out more photos from the Teaching Conference on [Facebook](#).



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**Assessment Mondays**

Monday, 11 a.m. - noon  
ALB 403A  
February 4

**Canvas Sessions:  
Face-to-Face Training**

*Various times offered in ALB 403A*

Wednesday, Feb. 6  
Tuesday, Feb. 12  
Tuesday, Feb. 19  
Wednesday, Feb. 20  
Thursday, Feb. 21  
Friday, Feb. 22  
Wednesday, Feb. 27

**[Register for  
Canvas Training.](#)**

**DATC Workshops**

Thursdays, noon - 1:00 p.m.  
ALB 403A  
February 14 and 21

## New Appointment Reservation Tool Serves to Increase Efficiency

CITL is trying out a new appointment reservation tool called Bookings from Microsoft Office. The [Bookings link](#)



(which can also be found in our email signatures) allows you to schedule an appointment with **Bridget**, **Eric**, or **Sean** for instructional design or technology/online issues.

The link connects to their three calendars for available time slots in increments of 30, 60, or 120 minutes, depending on type of consultation needed: D2L export to Canvas or instructional/technological design in D2L or Canvas. We are hopeful that this new appointment reservation tool will offer some time savings for busy instructors at UWSP. Take a moment to check it out and let us know what you think.

## ACCOMMODATIONS FOR STUDENTS: What You Need to Know

**T**wo workshops, facilitated by staff members from the Disability and Assistive Technology Center (DATC), will be held in the CITL training room in February. Each brown bag session is open to UWSP faculty and staff members. **Pre-registration is not necessary.** Bring your lunch and your colleagues and join us to learn about the services available through the DATC and faculty responsibilities for student accommodations.

**Thursday, February 14, noon - 1:00 p.m.**

**DATC Session#1: Common Classroom Accommodations**

Come learn about some typical accommodations for students that faculty interact with in the classroom, like modified attendance, breaks, captioning/sign language interpreting, and service animals. DATC staff will talk about the rationale for them and how they help ensure access.

**Thursday, February 21, noon - 1:00 p.m.**

**DATC Session#2: "What Do I Need to Do?"**

Implementing some accommodations requires direct involvement from instructors. DATC staff will highlight faculty responsibilities and processes for note-taking, test accommodations, and electronic formats of books, handouts, and course materials.

## OPPORTUNITIES

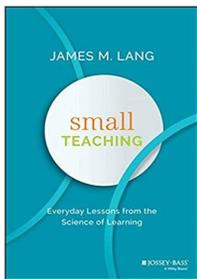
The Center for Inclusive Teaching and Learning works to foster community among all those who contribute to the pedagogical mission of UW-Stevens Point.



Two **Learning Communities** are beginning this semester with a professional development stipend available for participants. Information about both communities and the links for registration are available on the [CITL website](#).

Small Teaching **Book Group** will meet for three sessions in February.

[Learn more about the book and how to register.](#)



The 2019 College of Natural Resources **Spring Seminar Series**, entitled *Expanding Our Reach in Natural Resources Management*, will address issues of diversity and inclusivity in gender, race, ethnicity, urban, rural, Traditional Ecological Knowledge, and Millennial-GenZ audiences.

Seminars are held in TNR Room 170 from 4:00 to 5:00 p.m. [Review the presentation topics and presenters.](#)

# canvas



## CORNER

### Using a Text Document to Import Quiz Questions

You can import exam questions from text files into Canvas, but only if the text files are formatted correctly and the correct answers are indicated. The files must be saved as plain text (.txt) files. We recommend that you use Notepad to create these files. You can copy text from Word to Notepad. Please contact CITL if you need assistance. Here are some tips to get you started:

#### Adding Titles to Your Questions

1. You can add a title to any question by typing "Title: your title text" on the line before the question.
2. We encourage you to create titles for you questions as it will make identifying questions easier in the future.
3. If you don't create a title, Canvas will automatically use the first 20 characters from the question text as the title.

#### Multiple Choice

1. Each question must begin with a question number, followed by either a period "." or a parentheses ")".
2. The question wording must follow the question number. (Note: at least one space should be between the question number and the question wording.)
3. Each answer must begin with a letter (A-Z) followed by a period "." or a parentheses ")".
4. The correct answer must be indicated with an asterisk (\*) directly in front of the answer choice (do not put a space between the asterisk and the answer choice).

Example:

Title: Speed of Light MC

- 1) Who determined the exact speed of light?
  - a. Albert Einstein
  - \*b. Albert Michelson
  - c. Thomas Edison
  - d. Guglielmo Marconi

Not all exam questions are simple multiple choice. What if you have multiple correct answers, fill-in-the-blank, true/false, or essay questions? No worries—the full question formatting instruction sheet is available in the [Canvas documentation](#) on the Canvas login page.



## Not Just for Grant Recipients!

CITL team members are available to assist with developing or revising any face-to-face, online, or hybrid course – not just the ones awarded grants.

Contact the CITL to learn more at [citl@uwsp.edu](mailto:citl@uwsp.edu), or schedule a consultation with Bridget, Eric, or Sean using the Bookings app (see the article on page 2).

## CITL Grants Awarded in January

Eight instructors were recently awarded grants from the CITL for online course development or online course revision. All courses will be developed for and offered during Summer 2019 except the two identified for advance development.

### Online Course Revision Grant Recipients:

Eduardo Gregori Selles - Spanish 101  
Nancy LoPatin-Lummis - History 358

### New Online Course Development Grant Recipients:

Kristina Sneshkoff - Theater 244  
Heather Molenda-Figueira - Psychology 255  
(Advance Development for Winter 2020)  
Erica Weisgram - Psychology 110  
(Advance Development for Winter 2020)  
Jason Zinser - Philosophy 380  
Dana Haagenson - Chemistry 101  
Craig Wendorf - Psychology 301

Grant recipients will complete Quality Matters course design workshops before working closely with a CITL team member during the creation/revision of their course.

## Guidebook Available For UWSP Online Instructors

The UWSP Online Instructor Guidebook is a compilation of resources for people designing and teaching online courses at UWSP.

The guidebook contains policies pertaining to online course design and teaching, instructions for learning technologies, definitions, general information, and course design resources. The guidebook is located on the UWSP Online website with a direct link located in the left navigation panel.

[uwsp.edu/online](http://uwsp.edu/online)

The screenshot shows the University of Wisconsin Stevens Point website. The navigation menu includes Admissions, Academics, Athletics, Alumni, Pointer Life, Community, Diversity and Inclusion, and Support. The main content area is titled "UWSP Online" and "Online Instructor Guidebook". It includes a search bar, social media icons, and a "BEST COLLEGES" award badge. The page content describes the guidebook as a resource for online instructors and lists several policies and guidelines, including Academic Expectations and Standards, Commenced Attendance, Compensation for Online Instruction, Course Approval or Revision Guidelines, and Course Enrollments.