

# INSTRUCTIONAL TECHNOLOGY DEVELOPMENT PROGRAM

SPRING 2019 ISSUE



## Need Help with Sakai or other Ed-Tech tools?

ITDP provides online assistance, 1:1 consultation, and in-class support.

### Contact:

ITDP@Providence.edu  
SakaiHelp@Providence.edu

### Or Visit:

[ITDP.Providence.edu](http://ITDP.Providence.edu)

## Preparing for the Spring Semester FAQs...

### When should I start working on my course site?

Spring term courses are now in Sakai; intercession courses are created when registration for them opens.

### Should I merge my course sites?

If you have multiple sections of the same course, merging might be a great idea! Merged Sakai sites allow you to teach from a single course site instead of multiple sites.

To request a Sakai site merge, send an email (with the course name and section numbers) to [sakaihelp@providence.edu](mailto:sakaihelp@providence.edu).

## Quick Tips & Reminders: Copy Course Sites

You can move course materials from the old site to the new one by following this tutorial: <https://goo.gl/DLyYLv>.

### Publish Your Course

Don't forget to publish your new Sakai course sites before the start of the semester, or your students will not be able to see the site.

Here is a tutorial if you need a refresher on "Start of the Semester" Sakai items: <https://goo.gl/9ikJA5>.

## Winter is Here!

Snow days, illness, and travel can cause disruptions throughout the Spring semester. These Tips for Instructional Continuity can help you prepare: <https://goo.gl/T1bSzs>.

## What's New?

### All Sakai Tutorials are Now Accessible...

Providence College has been making the move to ensure that all web-based resources are accessible to all students (current and prospective) as well as employees and the general public.

## ITDP 2019 Summer Institute:

June 11-13, 2019

Is there a project you have been dreaming of integrating into your teaching, but haven't had the time to work on?  
Do you wish you used technology more often, as a way to enhance student learning?  
Do you want to explore new educational technologies that are available on campus?

If so, be sure to apply for the ITDP 2019 Summer Institute! Participants have the chance to receive a stipend while working on their instructional technology goals. The Call for proposals will be sent out during the Spring Semester.

Web accessibility means ensuring that all webpages and documents have been properly designed to remove any barriers from readers of varied disabilities.

You will now find that all resources and tutorials on the ITDP website (ITDP.Providence.edu) are now meeting the accessibility criteria as in accordance with Section 505 of the Rehabilitation Act of 1973.

For more information about Providence College's Accessibility policy, go to: <https://information-technology.providence.edu/information-technology/accessibility/>.

### Conduct Mobile Quizzes and Polling with Top Hat...

Top Hat was introduced to campus on a wider scale at the start of the Fall 2018 semester, and we have already seen some avid adopters of the technology! Top Hat is a web-based software that allows educators to take attendance, administer polls, games, quizzes, and share lecture notes. Students can utilize a smart phone, tablet, or laptop to participate, allowing for a "Bring Your Own Device" policy in place of Clickers or having to book computer labs.



### Discovering Student Engagement with Top Hat



**TOP HAT**

**February 6, 2019**  
12:30 p.m. – 1:45 p.m.  
Feinstein 304

**Dr. Kathleen Cornely**  
*Professor of Chemistry*

**Dr. Robert Barry**  
*Assoc. Professor of Theology*

While this technology has seen a lot of success in the large, lecture hall setting (for obvious reasons), it has also seen implementation as a student engagement tool, even in more intimate classroom settings.

The ITDP Department still has licenses available for student use for the Spring semester, please contact [itdp@providence.edu](mailto:itdp@providence.edu). You may also find our "Top Hat FAQs" page of use: <https://itdp.providence.edu/faculty/top-hat-faq/>.

The CTE and ITDP will be hosting *Teaching Tools: Discovering Student Engagement with Top Hat* on Wednesday, February 6th. To RSVP: <https://bit.ly/2AS6HgJ>.

### Wireless Projection is on the Rise...

You may have noticed that Solstice Pods seem to be appearing in more and more classrooms on campus. These devices allow for wireless projection, which can open instruction to a multitude of new options when it comes to active learning.

The new Science Complex boasts a lot of cool wireless projection technology as well as two iPad labs. If you've noticed these features and are hoping to learn more about it, please contact [ITDP@Providence.edu](mailto:ITDP@Providence.edu) for a consultation.

Review a list of some of the locations that host the latest wireless projection technology around the Providence College campus: <https://bit.ly/2AFgbfd>.

### WHAT IS TECHNOLOGY ENHANCED ACTIVE LEARNING?

Active Learning has been an education buzz word for a while, and it is as simple as the name suggests; Active Learning engages students in the learning process itself. Often this is facilitated through writing, discussion, problem solving, and reflection. There are literally hundreds of technology tools available today that can assist with Active Learning (while enhancing technological literacy in students!). For more information on this topic, check out our website: <https://itdp.providence.edu/faculty/technology-enhanced-active-learning/>.

## New Sakai Tutorials

In response to some commonly asked questions, we have created a few new tutorials that are now on the website at ITDP.Providence.edu. Take a look and see if any of these topics relate to the work you have been doing, and as always, if you have any questions about Sakai you can email the team at [SakaiHelp@Providence.edu](mailto:SakaiHelp@Providence.edu)!

### 1. How to Drop the Lowest in Gradebook

This semester, the old Sakai gradebook (Gradebook 2) was no longer supported, and all faculty had to make the switch. Overall the feedback on the new Gradebook tool has been positive, but there are a few items that have caused some questions. One of the most common questions about the Gradebook is, “how can I drop the lowest grade from a category?”.

In other words, let’s say you give a lot of quizzes, and would like to drop the three lowest grades. Sakai Gradebook has always allowed for this function, and it is still quite easy to do:

1. Open the Gradebook tool
2. Click on the Settings Tab
3. Click on “Categories and Weighting”
4. Check off the box labeled, “Drop Lowest”
5. Now a column will appear where you can define how many grades within that category you would like to drop from the average.

For the full tutorial, go to: <http://sites.providence.edu/itdp/faculty/sakai-gradebook/>.

### 2. Posting Student Videos to Sakai

Having students create video presentations as a course project can be a great way to engage them in using technology at a more advanced level, while also being a time saver by replacing lengthy in-class presentation sessions. Many instructors have begun to involve a student video element in their coursework, so we increasingly hear the questions, “how can students post their videos to Sakai?”

The first part to the answer is that we strongly advise against having students upload the videos directly to Sakai. Videos are large files, and Sakai courses have limited storage space. Additionally, video files can come in many formats, and it’s quite possible a student will upload a video format that you cannot open on your device.

Thus, there are two options for posting videos to Sakai. One option is to have the students upload the video to YouTube, where they can create a private, unsearchable video link that they can then share to Sakai. Another option is for students to upload the video to OneDrive, which is part of the Microsoft Cloud system that all students and faculty have access to.

For detailed instructions on upload to YouTube and OneDrive, and then posting to Sakai, check out our new tutorial: <https://itdp.providence.edu/faculty/youtube-videos/>.

We also have a section of our website dedicated to information about creating student videos and podcasts: <https://itdp.providence.edu/faculty/student-presentations-and-podcasts/>.

### 3. Using the Sakai Sign Up Tool

Did you know that Sakai has a Sign Up tool? The Sign Up tool can assist you with scheduling such as setting up office hour appointments or creating presentation slots. It can even integrate with your calendar in Outlook! For more information, check out our new tutorial: <http://sites.providence.edu/itdp/faculty/sakai-for-advising/>.