

# e-Bytes Bulletin

March 2021 | e-Learning Services



## Canvas Bullets:

- Class shells for Summer 2021 and Fall 2021 semesters are ready for you in Canvas!
- Submit your section merge requests for Summer '21 & Fall '21 to [helpdesk@lcsc.edu](mailto:helpdesk@lcsc.edu) as soon as possible!
  - Sections merges are useful when you teach multiple sections of the same course (ex: ENGL-101-01 and ENGL-101-04 or COMM-101-60 and COMM-101-01) and you want to have just one course space in Canvas to manage content
  - Sections cannot be combined once the semester is in session
  - Contact your ID to discuss the pros/cons of merged sections!
- When classes go fully remote after spring break, you may need to set up a remote final exam. Check out the [Respondus Training](#) in Canvas to learn about using the remote proctoring tools for securing "at home" finals.

## Improve Your "Common" Knowledge

Do you have an awesome module or an entire course that you'd like to share with your colleagues at LC State? Do you want to add the LC Template to a new class you're building in Canvas? Does your division provide a service, such as tutoring, that involves several pages of instructions to be shared with students across several courses? **Canvas Commons** can help you spread the word!

Commons is a cloud-based repository that allows you to share individual items (pages, quizzes, etc.), modules, or entire courses for other LC State faculty to download and use in their courses. The LC Template is also available for you to download.

Access Commons from the "Commons" button in the blue Global Navigation menu, along the left side of the screen when you're logged in to Canvas. From there, you can search for and download content. Clicking on an item in the search results will allow you to preview the content before you download.

Many people find Commons intuitive to use, but if you'd like a live demonstration of how to use it for sharing and acquiring, join Angela and Carrie in April for a one-hour "Common Knowledge" workshop!

[Sign-up to receive the Zoom link on the day of the workshop.](#)

## Midterm Mindfulness

To ensure students see an accurate representation of midterm grades in Canvas, all missing work should have a "0" recorded in Grades. Did you know Canvas can auto-assign zeros to missing work? To enable this feature:

1. Access Grades and click the "gear" Settings icon in the upper right
2. Check the box that reads "Automatically apply grade for missing submissions"
3. Enter a zero (0) in the percentage box
4. Click the "Update" button in the bottom right to save the changes

NOTE: You can also auto-assign a "late grade" policy in these settings.

In addition to enabling these auto-grading policies, it's helpful to make students aware of the "Calculate based only on graded assignments" feature of the student Grades area. In the upper right of student Grades, students can toggle this checkbox on and off. By default, this box is checked, which means the student's grade will display based on only the items graded to date. This may not reflect the student's actual grade, especially if you haven't entered zeros for missing work.

Questions about Grades? Reach out to [Angela](#) or [Carrie](#) for help!