

e-Bytes Bulletin

May 2022 | e-Learning Services



Summer hours

e-Learning Services will begin summer hours starting May 16th. Summer semester is a great time to meet with your instructional designer about fall classes!

Testing Center

- The [LC State Testing Center](#) is open for in-person testing.
- If you have a class that needs to use the Testing Center over finals week, please get your [submission forms](#) to the Testing Center ASAP.

Student Help for Respondus LockDown Browser +Monitor

- The best resources for students who have difficulty with RLDB +Monitor is to use the 24/7 live chat from Respondus.
- [2 ways to access chat](#)
- [Student Support](#)

New Respondus Tabs

- When setting up RLDB in Canvas, you'll now see some additional tabs at the top of the page.
- Getting Started, Video Tutorials, and Guides & Support are great resources!



May the Force (and Canvas!) be with you

As the semester wraps up, e-Learning wants to remind you of steps to have a successful end of the semester in Canvas:



Assign points (0 or otherwise) to all graded work

The Total column in Grades calculates as a running total of all *graded* assignments in the course, including assignments with hidden grades. If a student has missing work, make sure you have either set Canvas to automatically assign zeros or you have manually entered zeros for all missing work. Otherwise, the total grade displayed to the student will not accurately reflect their final grade.



Canvas Grades are not official grades

Final, official student course grades are determined by the instructor and must be [submitted through WarriorWeb](#). Canvas does not automatically transfer grades to WarriorWeb.



Student access to Spring classes ends Sunday after finals week

Student access to spring semester classes ends on May 15th at 11:59PM. Remind students to retrieve any work they'd like to have from the course before this time.



Classes go into read-only state for Faculty

On Wednesday, May 18th at noon, all Canvas classes go into a read-only state for faculty access. This gives faculty 48 hours after grades are due to have edit ability to the course. After that time, you will be unable to make any changes to the course, including adjusting grades. If you need access after that date, please contact your instructional designer.



Summer and Fall semester classes in Canvas are ready

- Using previous content?
[Copy a course](#)
- Starting new?
[Get the LC template from Canvas Commons](#)
- Don't see Summer or Fall courses on your Dashboard?
[Organize your Dashboard](#)
- Is your course ready to launch?
[Start of the semester checklist](#)

LC State e-Learning Services

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