

Instructional Technology Newsletter

Important Updates

Gradebook Instructional Support Workshop Recording

We facilitated a Gradebook – Organizing & Time-Saving Tips Workshop last week and we wanted to [share the recording](#) (Passcode: &vMF^R1@) with everyone. I go over tips for managing the gradebook in Canvas in order to save time grading and we also take a look at ways to clean up and organize the Canvas gradebook to make it easier to navigate for faculty and students.

Hot Tip: Use ‘Message Students Who’ to Send Positive Messages to Students

During our workshop, Jessica Kaven used the Message Students Who feature to send an encouraging and positive message to all the students who got a high score on a recent assignment in her course. Within minutes, Jessica received multiple responses from students appreciating the message. Consider using this feature in a similar way to connect with students.

Fall 2022 QOTL 1 Offering – Sign Up Now

We will be offering [QOTL 1](#) again this Fall from October 10 – November 22, 2022. If you haven't already taken our in-house online teaching certification training, Quality Online Teaching & Learning, please [sign up for our Fall offering](#).

Reminders

New Online Teaching Website, Online Learning Website & Faculty Resource Repository Are Now Live!

Our new [Online Teaching](#) and [Online Learning](#) websites are now live, so if you try to navigate to any of our old websites, they will redirect to these new websites. The [Faculty Resource Repository](#) is also live and available on the Online Teaching website. Please explore those resources, share them, and let me know if you see anything missing that needs to be added or anything that needs to be updated.

The 2022-2023 Program Review Cycle Is Here!

Here are the steps needed to complete program review this year:

1. Check the Administrative, Instructional, and Student Services Program Review schedules to see if your program is up for comprehensive program review this year.
2. If your program is up for comprehensive program review this year, enter your [Comprehensive Program Review](#). If you're not up for comprehensive program this year and you have resources you want to request this year, enter an [Annual Update](#).
3. Enter [the Goals](#) that your program will be working on this year.
4. If any of your Goals require resources, also enter your [Resource Requests](#).
5. Submit your complete Comprehensive Program Review or Annual Update before **October 14, 2022**.
6. Deans and VPs [complete feedback of all program review materials](#) and send out before **October 28, 2022**.
7. Review your supervisor's feedback and incorporate it into your program review before **November 4, 2022**.

Improve (TracDat) Has Been Updated! – Program Review & Assessment

We have completed our upgrade of the Nuventive Improve system (formerly TracDat) where we enter our program review and SLO, SAO & PLO Assessment information. Please take some time explore the new guides and login information below if you'll be needing to submit program review and/or assessment information this year. If you have any questions, or need any help with the new system, please email me at hughesa@smccd.edu.

- [Improve Assessment Guides](#)
- [Improve Program Review Guides](#)

Upcoming Training

@One Courses – Space Available!

@One offers a variety of timely and relevant online teaching short courses, that I encourage you to check out if you haven't already. I've taken quite a few of their courses and can vouch that they are worth your time.

- [Humanizing Online Teaching & Learning](#) – November 5 – December 3, 2022
- [Equitable Grading Strategies](#) – October 8 – November 5, 2022 & November 5 – December 3, 2022
- [10-10-10: Communication That Matters](#) – October 8 – November 5, 2022