

# Teaching and Learning @ RBC

Pedagogical Tips, Tricks, and Lessons Learned -  
A Newsletter by Faculty for Faculty



## Welcome to Teaching and Learning at RBC

Welcome back, everyone!

### *WHAT'S NEW*

#### *DECODING THE MYSTICAL FLIPPED CLASSROOM*

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#### *WHIPPING CANVAS INTO SHAPE*

It's time to start another adventure with the 2022-23 academic year. To get us started, I just wanted to share some things that can help you as you start your semester. In particular, this issue will share a number of tricks for Canvas and resources on flipping the classroom, a technique that Dr. B. Morgan is trying in her classes this semester. This issue includes an "Indiana Jones" theme for your entertainment as well as our permanent sections for the Library Lounge and Reminders. Good luck with classes!

Do you have something you'd like to share? What about something that you'd like to learn more about? Just email Jena Zarling at [jzarling@rbc.edu](mailto:jzarling@rbc.edu)!

## Decoding the Mystical Flipped Classroom

By Jena D. Zarling with Barbara Morgan

Somewhere along the lines we've all heard of (and maybe even tried) a flipped classroom. For those unfamiliar with the concept, the idea is that rather than teach new material in class, this work is done outside of class with classroom time used for assignments and activities.

### Pro's

- Students have help readily available for the course assignments since they are done in class.
- Class time can be used to foster social cohesion and build relationships. This is important both for the development of critical thinking skills as well as the social development of the student.
- This provides extra time and an opportunity for activities that are interactive, active, experiential, and that focus on real application.

### Con's

- Doing work in-class means that student must read textbook chapters and other material before coming to class.
- Students aren't generally prepared for this type of learning, so there may be pushback or a delay as they work to approach learning and the classroom in a new way.
- This may be particularly challenging for underprepared students, those who struggle with reading, or those who don't dedicate enough time on a regular basis to do schoolwork.



This semester Dr. Barbara Morgan is venturing into the world of the flipped classroom with her students. In a hybrid-formatted class, students will be expected to complete chapter readings, watch videos, and read additional assigned material outside of class. During the weekly day of in-person class, students will have opportunities to have questions answered and really engage with the material using experiential learning techniques. The focus for learning will be on developing their critical thinking skills and the application of concepts and theories. If you want to find out more about how this is going, check in with Barbara during the semester. There are also resources below for those interested in trying this in their own classes:

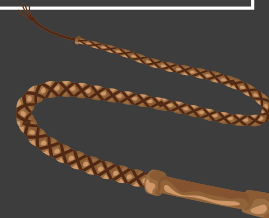
Flipped classrooms. Derek Bok Center, Harvard University. (n.d.). Retrieved August 29, 2022, from <https://bokcenter.harvard.edu/flipped-classrooms>

Hertz, M. B. (2015, December 22). The flipped classroom: Pro and con. Edutopia. Retrieved August 29, 2022, from <https://www.edutopia.org/blog/flipped-classroom-pro-and-con-mary-beth-hertz>

What, Why, and How to Implement a Flipped Classroom Model. Michigan State University, Office of Medical Education, Research, and Development. (n.d.) Retrieved August 29, 2022, from <https://omerad.msu.edu/teaching/teaching-skills-strategies/27-teaching/162-what-why-and-how-to-implement-a-flipped-classroom-model>

# Whipping Canvas Into Shape

By Jena D. Zarling



During the last month or so as I've restructured my classes, I've picked up a few new tricks to help me whip Canvas into shape. Each comes with its challenges (because.... Canvas), but hopefully you'll find something that will work for you.

## Trick #1 – Using the Student To Do List

I've found that students constantly rely on the Canvas calendar to tell them what needs to be done. I've tried hiding all extra links to drive them through the Modules pages and lectures, but that still hasn't given me much luck. So, this semester I'm using adding the Start Here and lecture pages to their Canvas calendars.

Instructions:

- Go to your page in Canvas
- Click Edit
- Under options – Check the box for “Add to student to-do”
- Pick a date for it to appear on their calendar. (ie. first day of the new week, before a certain assignment is due, etc.)



## Trick #2 – Dealing with Multiple Due Dates for an Assignment

For my discussion boards, I have initial posts due on Wednesdays and replies due on Sundays. Unfortunately, Canvas will only let you set one due date for each assignment. To get around this, I've tried using the due date of Wednesday and setting the assignment to close on Sunday night. Sadly – still no luck, despite multiple reminders, getting students to consistently to both parts of the assignment. This semester's trick is adding a second due date to their Student To Do List. (It will show up in their calendar/agenda like in the picture on the left.)

Instructions:

- Go to Pages
- Create a New Page (It may be helpful to use a title that has the word “due” in it.)
- Put in any additional instructions
- Put in any necessary links to the assignment or discussion board
- Under options – Check the box for “Add to student to-do”
- Pick a date for it to appear on their calendar. (ie. first day of the new week, before a certain assignment is due, etc.)

### Week 1 Discussion: 2 Replies Due

To-Do Date: Sep 4 at 11:59pm

Reminder: 2 Reply Posts Due by 11:59pm Sunday Night

- 100 words or more each
- 2 replies are required
  - Replies to instructor count towards this
- You can reply to two other students or your instructor and another student
  - [Show sidebar](#) are engaged in the discussion will help you better understand the material
- Both replies must be substantive in nature. Substantive means:
  - That you are demonstrating an attempt to apply what you are reading in the textbook or additional reading/videos to the question(s) posed
  - You are trying to engage in discussion with another student (ie. asking a question, expanding on their post, providing follow-up questions, etc.)
  - You are trying to link their comments to experiences in another class or other scholarly material

Discussion board: [Week 1 Discussion: Deviance vs. Crime](#)

## Whipping Canvas Into Shape (con't)

### Trick #3 – Adding Office Hours to Student Calendar

Full disclosure – I'm not thrilled with this feature or sold on the idea. I worry that it will clutter up their calendar too much and they won't use that resource anymore. It's also a not very editable or as easy to set up recurring events like Outlook is. But, if you're interested in having your office hours showing up in students' Canvas calendars, the instructions are below. This could also be a good idea for those classes that push students towards the Writing Center or MySTiC since you can put the hours those resources are open for your specific classes in that class calendar.

Note: You'll have to do this for every class you want the event added to.

Instructions:

- Go to the Calendar in Canvas
- At the top right – Click on the + (Create New Event)
- Put in the information you want added to the calendar
- Select the calendar you want to add it to (ie. Class)

For recurring events – click on More Options

- Check the Duplicate box
- Select your options

### Trick #4 – Creating a Photo Roster

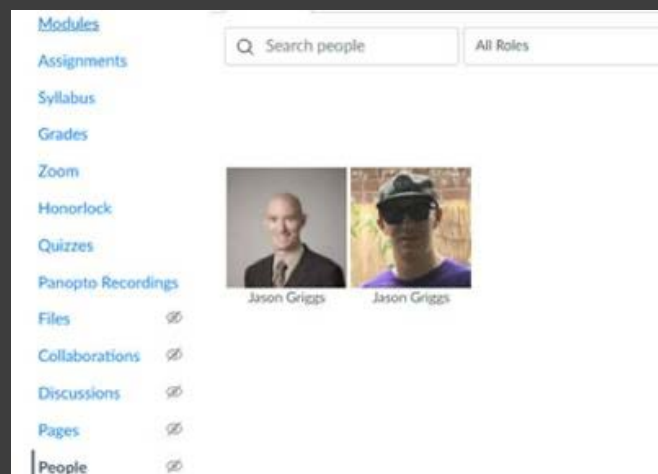
This trick will allow you to (temporarily) make the People page in Canvas display as a photo roster. Again – full disclosure, I'm not a fan. I don't use Chrome as a browser. And, this looks a bit tricky to even bother trying out. However, since I haven't tried it I'm not sure how easy it is. It's only a temporary view, but it could be great for printing a copy or taking a screenshot to have on hand until you learn names and faces. If you try it out, please let me know how it worked for you.

Instructions:

<https://canvas.unl.edu/courses/1374/pages/generating-a-photo-roster>

Note:

- This only works for Chrome browsers.
- It is temporary. You can use it to print out a roster with pictures, but it will not stay like that.
- Students who don't have pics uploaded or are using avatars will show up accordingly.



\*Picture shared with permission.



## Whipping Canvas Into Shape (con't)



### Trick #5 – Using Gmail and Google Doc with Canvas

Shout out to Dr. Tim Rohrbach for cluing us into this trick! Apparently, you can link your Google Docs account with Canvas for easy file importing and access. And, you can even add in a Gmail (or other non-Google) email address to automatically receive notifications and emails from Canvas based on your settings. (Yes, these links and information can be shared with students.)

Instructions for Adding Access to Google Docs to Canvas:

<http://western.touro.edu/wp-content/uploads/sites/8/2018/10/Creating-a-Google-Account-to-Use-with-Canvas.pdf>

Instructions for Adding a Gmail account to Canvas for Notifications:

<https://community.canvaslms.com/t5/Student-Guide/How-do-I-add-an-additional-email-address-as-a-contact-method-in/ta-p/412>

### Trick #6 – Adding Emojis to Your Course

Sometimes sorting through all the listed items in the Canvas Modules page can be confusing. Last Spring I played with indentations and using emojis to help students notice what each item is. I didn't get a lot of feedback from students on how useful this was. And, given that it can be a bit time consuming to go in and change all the assignments, I've elected to not do it this semester. However, I am using them to notate important dates in the Modules page by adding them to a simple Text Header. I also regularly add them to my discussion board responses and emails to help "soften" the cold text to make my online students more comfortable asking for help. Inserting emojis is pretty easy to do – it's just a combination of keys on your keyboard that need to be pressed simultaneously. Once they're pressed, a small pop-up window with the available emojis should pop up.

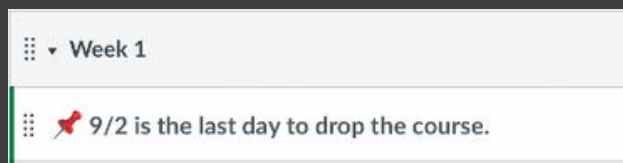
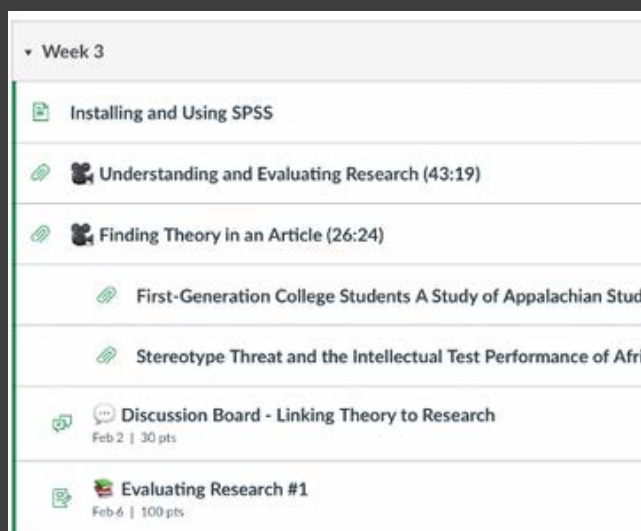
Instructions:

Mac

- On your keyboard, click on the Control, Command, and the Space Bar at the same time.

PC

- On your keyboard, click on the Windows logo and the Period at the same time.





## Library Lounge

- **Library Instruction Sessions** – Library instruction sessions and tours are available for both small and large groups. Librarians provide instruction in the use of print and electronic materials. We can hold classes upstairs in the Library, in the Virginia Room or come to your classroom. Classes may be of an introductory nature or content-specific. Faculty are encouraged to schedule class groups well in advance of desired instruction dates. Contact us at [library@rbc.edu](mailto:library@rbc.edu) to schedule a session.
- **Reserves** – To place items on reserve, please send an email to [library@rbc.edu](mailto:library@rbc.edu). Before the start of each semester, please let the staff know if you need materials to be placed on reserve. Materials may include personal items, library materials, videos, DVDs, and photocopies. Reserves may be designated as library-use-only, overnight, 3-day or a time period you request.
- **Assignment Design Services** – If you are concerned about whether or not the library has the resources to support your assignment, the library staff can work collaboratively with you to design assignments that will ensure student success in their research.
- You can review all the Library Services here: <https://www.rbc.edu/library/library-services/>

### Reminders

- Roster verifications are due on Friday, 9/9. Make sure you fill out the "Roster Verification and Drop" form in the Faculty Hub for each one of your classes.
- Spring and Winter Intersession schedules are due in the next week or so. Talk to your Chair to make sure your schedule is correct for these semesters. Spring registration begins 10/3.
- No classes are being held on Labor Day this year (Monday, 9/5).
- Students can add classes to their schedule until 9/2.  
So, expect your class rosters to fluctuate during this time. Banner is the most current and accurate roster.
- There is no bookstore on campus. Instead, students order their books through the Bookstore portal.  
Books are then delivered to their dorms or mailed to their home address.

