The Empowering Teaching Excellence (ETE) program elevates and promotes USU’s culture of teaching excellence through cross-disciplinary events and programs that are open to all USU instructors. All initiatives are guided and approved by the ETE Faculty Committee.

**Venues for Sharing and Renewal**

**ETE Conference**
- Hosted annually during retreat week
- Faculty-proposed, faculty-led sessions with a strong teaching focus

**Foundations of USU Teaching**
- An interactive primer on the USU teaching environment and key pedagogy concepts
- Introduces new faculty to experienced teachers; provides opportunity for consultation and networking

**ETE Seminar Series**
- Interactive sessions featuring faculty presenters, panelists, and guest speakers
- Broadcast statewide and recorded

**E-Learning Workshop**
- A three-day, intensive workshop featuring small-group activities, hands-on work sessions, and training in e-learning technology

**Journal on Empowering Teaching Excellence**
- A peer-reviewed online publication for higher education professionals who engage in the design and practice of instruction

**ETE 10: Recognition of Improvement Efforts**

Participants in the ETE 10 program earn digital badges for their participation in and documentation of teaching improvement activities. Badges can be earned in three tiers:

- **Engage:** For participation in an event and submission of a reflection
- **Implement:** For implementing and reporting on a new teaching strategy, course design, or teaching grant
- **Contribute:** For efforts that assist others in teaching improvement, such as presentations, journal articles, committee membership, and more

Badges count toward Teaching Scholar and Master Teacher certificates.
Resources for Quality Feedback and Mentorship

Learning Circles and Instructional Coaching

- Voluntary, faculty-led groups of instructors and instructional designers who meet periodically and work together to grow and share knowledge around a topic of interest

Scholarship of Teaching and Learning

- Data, design, and publication support for faculty-led research projects that engage in systematic inquiry into the teaching and learning process

Peer Evaluation Support and Resources

- Opportunities for faculty to request a peer review of their e-learning course design
- Instruments informing the peer evaluation of teaching

Innovation Support

Instructional Design Resources

- The Center for Innovative Design and Instruction (CIDI) provides qualified instructional designers who can assist with teaching innovations and technology implementation.

Ongoing Teaching and Tools Workshops

- CIDI provides workshops on instructional technologies, such as Canvas, and instructional approaches like flipped teaching, objective-based assessment, and course design.

AIS Grant Opportunities

- All USU faculty are eligible to apply for a Teaching with Technology Innovation Grant, offered by Academic Instructional Services (AIS). Additional teaching-oriented grants are available for Regional Campus faculty. Grant recipients receive instructional design and development support and are eligible for an ETE 10 implement badge.

Affiliated Events

The ETE program will promote or partner with any teaching-development initiatives around campus. The program seeks to be a one-stop venue for faculty to locate and participate in teaching-improvement activities.

Faculty Driven

ETE programs and events are guided and approved by the ETE faculty committee, comprising representatives from each USU academic college, including faculty from the Logan, Statewide, and Eastern campuses. Committee members serve two-year terms and meet three-to-four times per semester.

Find More at EmpowerTeaching.usu.edu
TECHNOLOGY RESOURCES FOR TEACHING

The Center for Innovative Design and Instruction (CIDI) at USU helps teachers create high quality learning environments using effective technologies and methods. This handout highlights several capabilities and technologies available to teachers.

**MANAGE LEARNERS**

🧮 Canvas

The Canvas learning management system (LMS) is an online platform for organizing learning content, running learning activities and discussions, securely sharing grades and feedback, and more. To access Canvas, go to [https://canvas.usu.edu](https://canvas.usu.edu). A shell appears for every course you teach.

For tutorials, visit [http://cidi.usu.edu/tools/canvas/](http://cidi.usu.edu/tools/canvas/).

**RECORD AND POST VIDEOS**

🌟 Kaltura Lecture Capture and Video Hosting

Kaltura provides classroom lecture recording, desktop screen capture, media hosting, and interactive video quizzes with deep Canvas integration. It is the all-around solution for videos you wish to manage and share online for teaching purposes. It is installed in every classroom and integrated with USU’s licensed captioning services. Click on your account profile image in Canvas and choose the MyMedia option to view your Kaltura media account. Enable the Media Gallery in your Canvas navigation to share videos with students, or click the Embed Media icon ( Crudely ) on a Canvas page to embed a video within your course content.

メディア Recording Services

USU’s media production team manages recording studios and video equipment that can be reserved for teaching purposes. They also provide on-location presentation recording and media production services. Visit [https://mediaproduction.usu.edu](https://mediaproduction.usu.edu) for scheduling options and details.

 Licensing Videos

If you wish to use copyright-protected media content in your course, check first with the USU Libraries. They manage databases of licensed media content and can assist in obtaining streaming permission for videos not in their database. They may help pay for some one-time streaming costs as well. See [https://library.usu.edu/inabs/](https://library.usu.edu/inabs/) and click the Streaming Audio and Video link for databases and details.
Other Tools and Services as Needed

If a video solution you wish to use in your teaching isn’t listed above, CIDI or Media Production can and will still seek to help you. We can also provide training and help with video editing.

ENGAGE STUDENTS IN CLASS

iClicker

USU supports the iClikker student response system to assist in obtaining live feedback in a face-to-face or broadcast course. iClikker can also be used for in-class quizzing and attendance tracking and is generally useful for keeping students’ attention. See https://cidi.usu.edu/tools/iclicker for downloads and tutorials.

Free Tools

Other free or “freemium” options exist for in-class polling and quizzing. Some include Plickers, https://www.plickers.com/, a print-based alternative to clickers; Kahoot!, https://kahoot.com/, which works well for game-style quizzing formats, PollEverywhere, https://www.polleverywhere.com/, which allows for polling via cell phone and other devices, and more.

More Tools and Techniques

Often, USU courses extend the boundaries of a traditional classroom via broadcast to regional campuses, web conferencing, online activities, and field work. Some resources you have access to that you should be aware of include:

- **WebEx and Adobe Connect** web conferencing software, for robust, recorded, real-time interaction online. Contact CIDI for WebEx meeting space, or enable the Adobe Connect navigation option in your Canvas course.
- **Smart Classrooms**, with digital touchscreens, multiple room cameras, flexible seating arrangements, document cameras, write-on walls, and more. Visit with your course scheduler to see what classroom arrangements are available for you.
- **Classroom Innovation Lab**, where you can see and try out classroom technologies that are up and coming, plus the best of what is currently available.

Empowering Teaching Excellence Program

The ETE program provides Consultation, Training, and Mentorship Opportunities to USU faculty. Offerings include an ongoing seminar series, yearly conference, e-learning workshop, academic journal, learning circles, and badging program, all designed to connect teachers with colleagues and great ideas. Participate in USU’s culture of teaching excellence. Visit https://empowerteaching.usu.edu for schedules, resources, and archives.
**ASSESS LEARNERS**

## USU Testing Centers and Proctor Network

The USU Logan campus and regional campuses have **testing centers** available to help students take **online and paper-based exams** in a **secure environment**. For students unable to attend a testing center, USU also has an extensive network of vetted and approved proctors. Students can find and arrange for a proctor nearly anywhere in the world. For details, visit [https://testing.usu.edu](https://testing.usu.edu).

### Proctorio

Teachers can also allow students to take exams in a **virtually monitored** environment using Proctorio—a **Canvas plugin** that can lock down browser functionality and monitor student exam-taking behavior using the student’s webcam, microphone, and keystroke patterns. Proctorio gives students the convenience of taking quizzes and exams at home without sacrificing teachers’ ability to enforce a secure assessment environment.

### Outcomes and Mastery

Beyond examination-style testing, assessment in general refers to identifying performance-based outcomes that students are to achieve, prompting students demonstrate their mastery of those outcomes, and measuring and reporting the results. Canvas provides **built-in tools for tracking and reporting** student performance toward identified outcomes. These include outcome repositories at the course and unit level, rubrics and quizzes that can be aligned with outcomes, and a **mastery gradebook** that reports performance on outcomes to students and faculty. Canvas also supports course designs built around a **mastery-learning framework**, in which students must master certain outcomes to progress. Contact CIDI at 435.797.9506 for help with setting and using outcomes and mastery learning approaches in your course.

### Badging

A digital badge functions as a **micro-credential**, providing a lasting and **shareable indicator** of student achievement toward specific outcomes. In other words, in addition to providing a grade at the end of the course, a teacher can provide digital badges for achievement points within the course. Each badge should provide a description of the specifics of the achievement. Students can share badges they have earned on resumes, social media, and more. USU uses the **Badgr** badging system, which **integrates with Canvas**.
DATA ANALYTICS

Educational technologies such as Canvas gather information about the learning behavior and performance of students, which can be used to inform teachers about students who need attention and about the effectiveness of various instructional methods. You can work with CIDI to obtain data and visualizations related to your course. For details, visit https://cidi.usu.edu/analytics. Canvas also provides simple analytics dashboards within your course.

ETE 10

As teachers engage in teaching-development activities, implement new ideas and techniques, and contribute what is learned to the USU community, they can document and report their activities through the ETE 10 program. ETE 10 provides badges that recognize professional development at the engage, implement, and contribute levels. Badges lead to certificates, which can be included in a faculty member's teaching effectiveness documentation. To learn more and participate, go to https://empowerteaching.usu.edu/ete10.

DESIGN INSTRUCTION AND CONTENT

CIDI Consultations

CIDI instructional designers are available to help instructors design and develop effective course content and identify appropriate student-engagement techniques for a given learning environment and subject matter. You do not have to work alone as you develop your teaching environments. To set up an appointment with a designer, visit https://cidi.usu.edu/directory.

Accessibility and Usability

USU is committed to providing the same educational opportunities to all of its students, and therefore strives to make all digital learning content accessible to users of all ability levels. In so doing, we believe the usability of content increases as well. The university provides services to help you make your content more accessible and usable. For help and information, visit https://accessibility.usu.edu or email accessibility@usu.edu.

FIND ADDITIONAL HELP

If your learning and teaching objectives require a solution that does not appear on this handout, CIDI will still attempt to help you find something that will meet your needs. Call CIDI at 435.797.9506. Email cidi@usu.edu, or visit our website at https://cidi.usu.edu
STRUCTURING YOUR COURSE IN CANVAS

THE ESSENTIALS

1. Add a Syllabus
2. Build Assignments
3. Establish a Grading Scheme
4. Build Modules
5. Add Pages and Files
6. Configure a Home Page
7. Publish!

ADD A SYLLABUS

- Use the Syllabus tool and syllabus template. See [http://cidi.usu.edu/topics/syllabus_development](http://cidi.usu.edu/topics/syllabus_development) and [https://community.canvaslms.com/docs/DOC-12831-415255577](https://community.canvaslms.com/docs/DOC-12831-415255577)

BUILD ASSIGNMENTS

- Create assignments to create gradebook columns. See [https://community.canvaslms.com/docs/DOC-9873-415267003](https://community.canvaslms.com/docs/DOC-9873-415267003)
- Types. See [https://community.canvaslms.com/docs/DOC-10092-415254365](https://community.canvaslms.com/docs/DOC-10092-415254365)
  - Assignment
    - Can be online (students submit a file online); no submission (students don’t submit anything); or external tool (students do their work in another system, and the grade passes back)
  - Quiz
    - Mostly computer-graded, objective items
  - Discussion
    - Students post for all the class to see, and the teacher grades.

ASSIGNMENT EXTRAS

- Rubrics. See [https://community.canvaslms.com/docs/DOC-12861-4152724129](https://community.canvaslms.com/docs/DOC-12861-4152724129)
  - Save time and communicate expectations
- Group Assignments. See [https://community.canvaslms.com/docs/DOC-10107-415254248](https://community.canvaslms.com/docs/DOC-10107-415254248)
  - Accept one submission for a whole group (assignments)
  - Organize groups for discussion
- Peer Review. See [https://community.canvaslms.com/docs/DOC-10256-4152719640](https://community.canvaslms.com/docs/DOC-10256-4152719640)
  - Assign students to review each others’ work.
- Plagiarism Checking. See [http://cidi.usu.edu/tools/turnitin/Turnitin](http://cidi.usu.edu/tools/turnitin/Turnitin)
  - Use Turnitin to check against a database of other work

ESTABLISH A GRADING SCHEME

- Assign “Points Possible” to everything
  - Unless it is extra credit. See [https://community.canvaslms.com/docs/DOC-9940-415278195](https://community.canvaslms.com/docs/DOC-9940-415278195)
- Use assignment groups for weighting grades. See [https://community.canvaslms.com/docs/DOC-10059-415267002](https://community.canvaslms.com/docs/DOC-10059-415267002)
- Go to Settings and set up your letter grading scheme. See [https://community.canvaslms.com/docs/DOC-10313-415257090](https://community.canvaslms.com/docs/DOC-10313-415257090)
BUILD MODULES

• Modules help you chunk and linearly organize your whole course. See https://community.canvaslms.com/docs/DOC-12937-4152322062
  o Organize by week, unit, day, chapter ... it’s up to you!
• You can set rules to control and measure progress through modules.
• *It will be a rare day when your course won’t be benefited by using modules!*

ADD PAGES AND FILES

• Pages and Files are for presenting content. For pages, see https://community.canvaslms.com/docs/DOC-13018-4152724253
  For files, see https://community.canvaslms.com/docs/DOC-12963-4152314203
• Load articles as files. If you write the content, use pages.
• Pages allow you to display text, images, video, and links to other content.

CONFIGURE A HOME PAGE

• You can choose your home page setup. See https://community.canvaslms.com/docs/DOC-13012-4152724499:
  o Modules page (default)
  o Assignments List
  o Syllabus
  o Latest Activity (Least helpful—not recommended)
  o A Canvas page (Most flexibility)

PUBLISH

• Two things make a course visible
  o The course is published (from the Home page). See https://community.canvaslms.com/docs/DOC-13030-415257126
  o The course is past its start date (see the course settings).
    See https://community.canvaslms.com/docs/DOC-12907-415257088
• Individual items can be published/unpublished. For example, see https://community.canvaslms.com/docs/DOC-10114-4152180497

BONUS! BUILD FAST AND FANCY

• Enable the Multi Tool to build modules fast and add due dates. See https://support.cidilabs.com/support/solutions/articles/14000054561-how-to-build-courses-with-the-multi-tool
• Click the Rocket Ship icon for advanced styling and UI options. See https://support.cidilabs.com/support/solutions/articles/14000054548-introducing-the-design-tools-interface

GET HELP!

• cidi.usu.edu (A variety of tutorials. Schedule appointments.)
• guides.instructure.com (The full Canvas help guide)
• 435.797.9506 (CIDI main line)
• Dial 1 for someone at CIDI (M-F, 8am-5pm)
• Dial 2 to redirect to someone at Canvas (24/7)
• cidi@usu.edu (Creates a ticket)
Setting up the grade book

1. Start by creating assignments. Be sure to specify the points possible.

You create columns in the Canvas grade book by creating assignments. This is done in the Assignments tab in the left-hand navigation.

Canvas automatically calculates a final grade percentage for each student by totaling the number of points the student earns by the total number of points possible for all assignments. Because of this, assignments for which points possible are not specified are treated like extra credit, so be sure to specify the number of points possible for all required assignments.

Assignment types can include standard assignments as well as quizzes and graded discussions.

- For more information about assignments, see https://community.canvaslms.com/docs/DOC-10733-67952724474
- For step-by-step details on creating an assignment, see https://community.canvaslms.com/docs/DOC-9873-415267003

2. Use assignment groups for special calculations.

You can organize assignments into assignment groups. Canvas gives options to

- Weight final grades by assignment group (See https://community.canvaslms.com/docs/DOC-10059-415267002)
- Add rules to an assignment group, such as dropping the lowest x scores. (See https://community.canvaslms.com/docs/DOC-9880-4152232976)

3. Set up a letter-grade scheme in the course settings.

In the course settings, you must specify a grading scheme for Canvas to associate a letter grade with a student's final percentage grade.

- For step-by-step instructions, see https://community.canvaslms.com/docs/DOC-10313-415257090.
- Note that USU does not offer a D- grade, so be sure to remove that from the scheme.

Grading assignments

1. Enter grades using the SpeedGrader or directly in the grade book.

The Canvas SpeedGrader is the primary tool, available with every type of graded assignment, for viewing student submissions and entering scores and comments.

- To get to the SpeedGrader, follow the steps found here: https://community.canvaslms.com/docs/DOC-12778-415255020
- For details on using the SpeedGrader, see https://community.canvaslms.com/docs/DOC-12774-415255021

You can also enter grades directly into the grade book spreadsheet.

To prevent premature notifications to students, hide grades while you grade assignments. Don't forget to post when you are done. See https://community.canvaslms.com/docs/DOC-17327-41521118231

2. View student grades, grading history, and more in the grade book.

The grade book itself offers many options to search and filter for specific students, view grading histories, check class averages, and more.

- For details, see https://community.canvaslms.com/docs/DOC-16554-4152813659
3. Give every student a score for every assignment. Don’t leave empty cells.

Canvas shows students their current score, which is their points earned divided by the points possible for the assignments they have received a grade for. This means that a student’s score can look higher than it really is if the student doesn’t have a score for a missing assignment that is past due. Be sure to give each student a grade for every assignment, even if that score is a 0, if you want students to see an accurate total grade.

Finalizing grades to Banner

1. Double-check your grades. Export to a spreadsheet.

Before you send your grades to Banner,

- Make sure everybody has a score for every assignment.
- Spot check several students to make sure their percentages meet your expectations.
- Make sure letter grades appear accurate.
- Export the grade book. See https://community.canvaslms.com/docs/DOC-12811-415255012

Make sure the grades in the Current Score and Final Score columns match. The Current Score is what students see. The Final Score is what gets sent to Banner. If they do not match, check for cells with dashes in the grade book and check for muted assignments that need to be unmuted.

2. Sync grades to SIS (Banner).

Once you feel good about your grades, go to the grade book, click the settings icon, and click Sync to SIS to send grades directly to Banner.

- For step-by-step details, see https://community.canvaslms.com/docs/DOC-16540-4152813638

3. Double-check grades in Banner. Enter last date of attendance for F grades.

Once Canvas tells you your grades have been successfully synced to Banner, be sure to login to Banner and spot check a few to be sure.

If any students have received an F grade, be sure to enter that student's last date of attendance in Banner. For online classes, this may be the last time the student logged in according to the Canvas Student Access Report. (See https://community.canvaslms.com/docs/DOC-10162-415241458)

You have until about 5:00pm every day to change grades in Banner, after which they are rolled to history and must be changed using a change-of-grade request. For more information, see http://www.usu.edu/registrar/faculty-staff/grading

Getting Help

If you need help setting up assignments and grading, scoring assignments, or finalizing grades to Banner, please contact CIDI at 435.797.9506. Dial 1 for a CIDI representative M-F 8am-5pm, or dial 2 for 24/7 phone support provided by Canvas.

Also, be sure to check out the Canvas help guides at https://guides.instructure.com.
Procedural FAQs for Teachers

This reference sheet is intended to point you in the right direction on several common procedural issues and questions. It is non-definitive. You are encouraged to seek further advice from the appropriate office as needed.

Course Materials

**When do course materials requirements to be reported?**
The Higher Education Opportunity Act requires that all course materials and their costs are disclosed to students at the time of registration. This translates into the following deadlines by which teachers must report the materials they are using:

| Fall: March 20 | Spring: October 10 | Summer: February 25 |

**How are course materials reported?**
You will receive an email 2-3 weeks prior to the semester’s due date. Follow the instructions it provides. You can also review or submit materials at [https://coursematerials.usu.edu/](https://coursematerials.usu.edu/)

**Where to find more information:**
Learn more online at [https://campusstore.usu.edu/t-facultytextbookinfo.aspx](https://campusstore.usu.edu/t-facultytextbookinfo.aspx), call 435.797.1671, or email textbooks@usu.edu

Grading

**When are grades due?**
Instructors are expected to submit final grades within four business days after the last day of the final exam. For most courses, this falls on **Thursday, 5:00 pm** following the conclusion of Finals week.

**How are grades submitted?**
You can publish grades in one of two ways:

- From the Canvas gradebook using the “Publish to SIS” feature. See [https://community.canvaslms.com/docs/DOC-2854](https://community.canvaslms.com/docs/DOC-2854)
- In Banner. Login via [https://access.usu.edu](https://access.usu.edu). Go to the Faculty Services tab, click on Final Grades, and select a course. Use the online grade entry form provided to submit.

Where students receive a failing grade, the last date of attendance or the date of last access in Canvas needs to be entered into Banner. Information about a student’s last access in Canvas can be obtained in a student’s Access Report. [https://community.canvaslms.com/docs/DOC-2864](https://community.canvaslms.com/docs/DOC-2864)

**What if a change of grade is needed?**
The Registrar’s office provides an electronic change of grades form through the university’s ServiceNow catalog. You can find a link to it on the Registrar’s grading page for faculty: [http://www.usu.edu/registrar/htm/faculty_staff/grading](http://www.usu.edu/registrar/htm/faculty_staff/grading)
Is there a standard grading scale?
Instructors are given flexibility in their grading scales; however, the typical grading scale used is as follows. Note that there is no A+ or D- grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 or higher</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92.9</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89.9</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86.9</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82.9</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79.9</td>
</tr>
<tr>
<td>C</td>
<td>73 – 76.9</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 72.9</td>
</tr>
<tr>
<td>D+</td>
<td>67 – 69.9</td>
</tr>
<tr>
<td>D</td>
<td>60 – 66.9</td>
</tr>
<tr>
<td>F</td>
<td>59.9 or below</td>
</tr>
</tbody>
</table>

How are incomplete (I) grades handled?
If a student does not complete a class by its scheduled completion date because of extenuating circumstances, he or she can petition the instructor for an incomplete grade with time beyond the end of the semester to finish. If the instructor agrees, he or she must submit an Incomplete Grade Documentation Form, https://www.usu.edu/provost/forms/doc/Incomplete_Grade.pdf, with the department or college office. In Banner, the instructor will give the student a grade of “I” and the student will have the agreed upon amount of time (12 months or less) to complete the coursework.

Where do I find more information?
You can find more information about grading and academic records at the following sites:

- The Registrar’s office page on grading: http://www.usu.edu/registrar/htm/faculty_staff/grading
- The USU Catalog for the most current year: http://catalog.usu.edu, under Policies and Procedures.

Academic Integrity Issues

USU students agree to an honor pledge when they enroll at USU, in which they pledge to conduct themselves with the utmost academic integrity. Academic integrity violations include, but are not limited to, cheating, falsification, and plagiarism.

Where academic dishonesty is suspected, the instructor must complete an Academic Integrity Violation Form, https://studentconduct.usu.edu/forms/aivreport, within 7 days of when the suspected violation has occurred.

The student has 7 days to respond to the instructor. Resolutions are filed in a resolution report to student services. There is an appeal process available if a satisfactory resolution is not reached. See the Student Code for full details: https://studentconduct.usu.edu/studentcode/article6
Student Privacy (FERPA)

Student records at USU are governed by the Family Education Rights and Privacy Act (FERPA). This gives students the right to review information in their academic records, request to amend their academic records, consent to disclosure of personally identifiable information, and file a complaint with the U.S. department of education if they feel the University has not complied with their FERPA rights.

FERPA has a number of implications for teaching. For example, it prohibits instructors from sharing student grade information without the student’s consent with anyone but the student receiving the grade. Student enrollment information as well as other “non-directory” information is also protected. Parents, friends, family, and other students are among those with whom information cannot be shared unless the student consents to it.

Systems like Canvas (https://usu.instructure.com) are provided as a secure means of communicating grade and feedback information with students.

See the university catalog (http://catalog.usu.edu) or the registrar’s office web page http://www.usu.edu/registrar/htm/faculty_staff/ferpa for more details.

Campus Safety Issues

Students of Concern
If a student’s behavior reaches a level that seems disruptive or threatening, an instructor should fill out a Student of Concern Incident Report Form: https://www.usu.edu/campussafety/reportingstudents.cfm

Emergencies should go directly to 911.

Other Resources
Campus Safety Office: http://www.usu.edu/campussafety/
Campus Police: http://dps.usu.edu/
Sexual Assault and Anti-Violence Information: http://www.usu.edu/saavi/

Copyright

What materials can be shared in teaching?
Materials that are in the public domain, that have a Creative Commons license, that belong to the instructor, or that have copyright clearance from the copyright holder, can be used according to the terms of use agreed upon.

Other materials may be used according to the provisions of the TEACH Act, which provides some freedom for educational use within a closed system like Canvas, so long as a “reasonable and limited” amount of the content is used in a manner that is not likely to impact the profitability of the work for the copyright holder. Copyright restrictions do not apply if the instructor simply links to materials hosted elsewhere.

Instructors are encouraged to use open-educational resources (OER) where possible. For much more detailed information on copyright and access to OER resources, see http://www.usu.edu/copyrightatusu/
Accessibility and Student Accommodations

USU is committed to providing access to its many educational opportunities to individuals with disabilities. Students with disabilities may contact the Disability Resource Center (DRC) (https://www.usu.edu/drc/) to request assistance and accommodations. Faculty may also refer students to the DRC.

When an accommodation request is made, the faculty member is informed and is responsible to help provide the accommodations requested. Staff members at the DRC and the Academic and Instructional Services (AIS) Department provide additional resources necessary to assist the instructor.

As a rule, instructors are responsible to strive for accessibility in their selection and use of materials. Captioning services for videos, among other services, are provided for instructors by the DRC and AIS upon request. Email accessibility@usu.edu.

Diversity

USU is committed to fostering and supporting diversity among its faculty and students on campus. For help and information on programs and services supporting diversity, see https://accesscenter.usu.edu/

Course Evaluations

USU uses the IDEA Center evaluation system for its student course evaluations. Instructors are sent an email near the beginning of the semester providing instructions on how to identify which of 12 general objectives apply to their course. Instructors are encouraged to select 3-5 objectives. Near the semester’s end, students are sent an email requesting that they complete an evaluation form. Completion of the form is voluntary. Results are reported to the instructor and the instructor’s department head. Quantitative results are made available on the website of the Office of Analysis, Assessment and Accreditation (AAA).

For more information, see http://www.usu.edu/aaa/idea_faculty_faq.cfm

Testing

Students may be tested in-class or a test may be proctored in one of USU’s on-campus or regional campus testing centers or through a certified proctor located in locations worldwide. Virtual proctoring is also available where needed. See http://testing.usu.edu/ for details and forms.

Support

The IT Service Desk (435.797.HELP) is available to help with many technical support issues for students and faculty. The Center for Innovative Design and Instruction (CIDI) at 435.797.9506 is available to help with technical and teaching-related questions in teaching and learning environments. For contact information for other service entities on campus, see http://cidi.usu.edu and click “Contact Information.”
CIDI Helps You

✓ Learn and adopt practical teaching technologies
✓ Build high quality online course environments
✓ Apply great teaching techniques in any format
✓ Use data in your teaching efforts
✓ Solve teaching and technology problems
✓ Connect with other faculty and educators

Find resources or schedule a personal consultation!

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