

## Facilitators



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## Welcome!

- Pick up your t-shirt!
- Blue folders with handouts
- Agenda

 Look for the green oak leaf for tips!

Source: <http://madisonmutual.com/wp-content/uploads/2014/03/oak-trees.jpg>

## Overview

- Welcome!
- The U of T EdTech Community: Meet Your Colleagues
- Academic Toolbox Project Overview and Implementation Timeline (working group updates)
- Top 11: What Need to Know to Get Up and Running with Quercus
- Planning and Developing Your Support Strategy for Your Community
- Solve My Problem Case Studies
- Next Steps in 3-2-1
- Share Your Support Plan



## FIND SOMEONE WHO

1. A question is asked.
2. In response to the question participants record one or two ideas on the recording sheet.
3. Participants move about the room, interacting one-on-one, each time giving one of their ideas and recording one in return.
4. Participants attempt to gather ideas within the allotted time.



**TIP: This activity can be used in Discussions, webinars and Skype for Business**

## Academic Toolbox Project Overview and Implementation Timeline

Haniyeh Yousofpourfard

Matt Clare

## TECHNICAL WORKING GROUP

Jeremy Graham    Marco Di Vittorio

## TRAINING SUPPORT WORKING GROUP



Progress update

Groups goals

Toolbox training plan

- Train the Trainer
- End Users

Help you develop your support plan through training

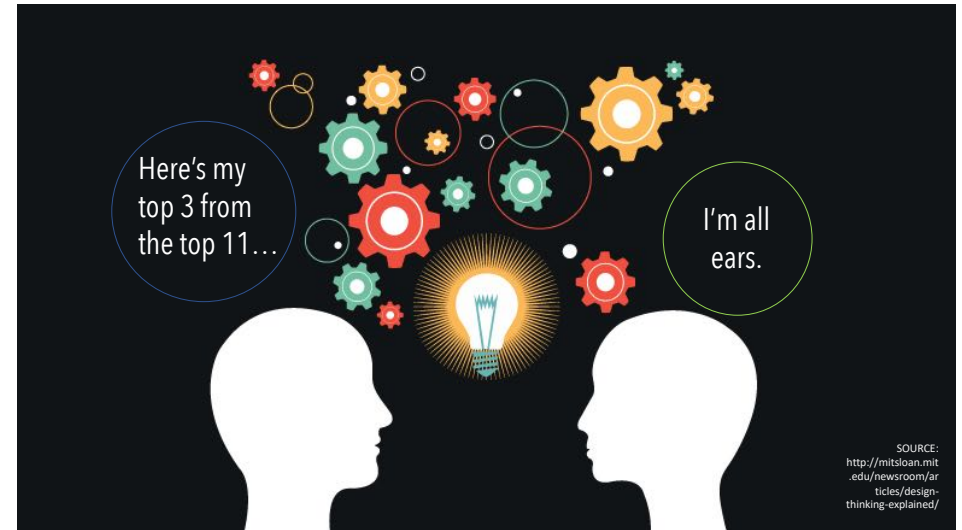


**Schedule posted on Toolbox Renewal website**

## Top 11: What Faculty Need to Know to Get Up and Running with Quercus

**Lena Paulo Kushnir, Ph.D.**  
Manager, Teaching Technology Support Office  
FAS, Information & Instructional Technology

**Kenneth Berry, M.Sc.**  
Instructional Technology Support Specialist,  
UTM Library



Don't Forget Your  Quercus Sandbox Course

Add your name to the list if you would like to enrol in a colleague's sandbox course, or ask them!



PLANNING AND DEVELOPING  
Support Strategy for Your  
Community

## Considerations for Your Support Plan

- **Audience** – Who's in my community? (staff, TAs, students, faculty, other departments, key partners, etc.)
- **Types of Resources & Supports** – What resources and supports does my community prefer? (tip-sheets, consultations, drop-ins, videos, faculty profiles, blog, etc.)
- **Communication** – How do you spread the word?  
(Departmental meetings; personal networks; Listservs; emails; Hallway chats)
- **Network of Support** – Where can I get help and info?  
(Colleagues; Faculty liaison techies; Do you wear many hats?; TEST Group, CTSI, ACT Support, Divisional office, Registrars, Google, other?)

## Explore a Resource & Support Type

- Tip sheets
- Videos
- Drop-ins or help desk
- Online modules
- Articles or blog entries
- Guides or toolkits
- Information sessions
- Workshops
- Webinars
- On-site support (individual consultations)

## Identify Best Practices for Resource & Support Development

How to make my resource effective and increase awareness that it's here for my community

- Develop a list of best practices and considerations when creating resources
  - AS MANY AS YOU CAN THINK OF
  - Accessibility Considerations
  - U of T policies and guidelines
- Communication methods – AS MANY AS YOU CAN THINK OF
  - Email, face-to-face, info sessions, workshops, departmental meetings etc.



### Upcoming Workshops for Ed Tech Community

- Better Path Series #4 – Resource development and sharing
- Better Path Series #5 – Creating Quercus Videos with U of T Context

## Solve My Problem: Case Study Activity

- At your table choose who will be:
  - A **Recorder** to write down responses on behalf of the group
  - **Discussion facilitator** who helps keep the discussion on track
  - A **Reporter/ Presenter** who will speak on behalf of the table following each case study during the large group debrief
- You will be given two case studies
- Read the case study
- Fill out the case study worksheet in your folder
- Provide responses during large group debrief

Use your Quercus sandbox to explore various tools and the Canvass community.



#### SOLVE MY PROBLEM: CASE STUDY 1

At the beginning of August, three faculty members have contacted you on the same day with questions about building more online interactions and engagement between students in their courses.

One wants to use a peer review tool for students to comment on each other's submitted reflections, another wants their teaching assistant to facilitate weekly online discussions, a third wants to know if students can write quizzes collaboratively through Quercus.

You chat with a colleague and they have had the same questions from other instructors.

#### SOLVE MY PROBLEM: CASE STUDY 2

A new department curriculum is emphasizing the promotion of a feedback culture through formative assessments—low-stakes activities that provide feedback to students and update course instructors on how students are learning in their courses.

A faculty member approaches you with a list of tools that they have used previously in Portal and a bunch of new ideas. They had used blogs in Portal for student self-reflections and want to use a similar tool in Quercus. They also want all ten TAs in the course to provide more effective and consistent feedback on assessments.

## RECALL: Considerations for Your Support Plan

- **Audience** – Who's in my community? (staff, TAs, students, faculty, other departments, key partners, etc.)
- **Types of Resources & Supports** – What resources and supports does my community prefer? (tip-sheets, consultations, drop-ins, videos, faculty profiles, blog, etc.)
- **Communication** – How do you spread the word?  
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## Developing Your Support Plan

- What does your timeline include from today to August 31st?
- What tasks or programming and resources need to be prepared and scheduled in this timeline?
- What barriers do you anticipate impeding your plan?
- What support will be required to accomplish this plan?





SOURCE: <https://xelll87.deviantart.com/art/Female-Archer-26902951>

- 3** Immediate tasks I need to initiate to prepare my community for Quercus.
- 2** Resources I am going to develop for my community.
- 1** Colleague I am going to share ideas with after camp.

## Next Steps

### Upcoming training sessions

- Webinars
- Better Path Series workshops

### We want to hear from you!

The Training & Support Working Group will be sending you a survey very soon to get your input on the shared resources that need to be developed by this group



## Support Resources for You

- **Webinars and workshops**
  - Next up: **Modules versus Pages** with Lena Paulo Kushnir on Feb 14, 2018, 1:00PM – 2:00PM
- **Instructor Welcome Site in Quercus**
  - Includes a shorter list of Instructor videos
  - Some localized guides (ie. [Add a Person](#))
- **Canvas Community**
  - <https://community.canvaslms.com/>
- **Toolbox Renewal Website**
  - [FAQ](#)
  - [More Online Resources](#)