

Instructional Technology Newsletter

Important Updates

September Office Hours

I'll be holding office hours this semester from 11:30am-12:30pm on **Tuesdays** in my same Personal Meeting Room via Zoom. If you don't have that Zoom link handy, email me at hughesa@smccd.edu. **For the month of September, I'll be holding office hours on 8/31, 9/7 and 9/28.**

Sign Up for QOTL 1!

If you've never completed online teaching training, or would like to refresh a previous training, we will be running another cohort of QOTL 1 in the District this semester from 9/20-10/31. If you're interested in completing QOTL 1, fill out the [sign up form](#). You can read more about what QOTL 1 is on the [QOTL Work Group website](#).

Annoying Course Import Issue – Past Calendar Events Showing on Current Course Calendar

A few of you have made me aware of an issue that you've experienced this semester. If you've imported your course from a previous Canvas shell into your current shell, you may find that all of the calendar events from your Zoom meetings in that previous course were included in the course import and have populated to your current shell. Unfortunately, the only way to fix this is to manually delete each incorrect event from the calendar. I encourage to take a look at your course calendar and make sure that no previous events are shown there that might confuse students. If you have any questions, or need any help, just let me know!

Reminders

Gradebook Tips & Tricks

As we start another semester online (for most of us), I wanted to re-share a few guides that I created for working more effectively with the Canvas gradebook. Take a look at them if you haven't already, and if you have a gradebook question that isn't answered in these guides, please send them to me!

- [Keeping the Gradebook Accurate \(3 minutes\)](#)
- [5 Tips for the Gradebook \(5 minutes\)](#)
- [4 Tips for Adding Extra Credit \(3 minutes\)](#)

Upcoming Training

Pronto Training Sessions

If you're interested in learning more about Pronto, Pronto is offering a series of training sessions this month that you're welcome to participate in. Here are the dates and Zoom links:

- August 31st at 10:00am PST - https://pronto.zoom.us/webinar/register/WN_H0c04MGzSwSze-VqBtHicg
- September 2nd at 2:00pm PST - https://pronto.zoom.us/webinar/register/WN_BmgEiWS8Ssys8telCD3QFA
- September 7th at 10:00am PST - https://pronto.zoom.us/webinar/register/WN_UBLsTQJwQrqZdqzBvW233w
- September 9th at 2:00pm PST - https://pronto.zoom.us/webinar/register/WN_EuMOlocqSBWYAtefom7Tfw