

# eBytes

Your Newsletter from eLearning Services

## Canvas Course Template Update

As Fall courses come to a close, eLearning Services is planning to update those Fall 2024 course shells to reflect our most recent LC State Template update. This update will include a new Home Page layout, updated links, and an updated Student Resources module.

During our transition of updating from the old template to the new one within Canvas, we will still keep individualized components (i.e. pictures you have saved on the Home Page and content you have typed within the page).

If during this process you have any questions, comments, or concerns, please reach out to your Instructional Designer.

## eLearning Winter Hours

eLearning Services will be open during regular campus business hours over the winter break, MF from 8-5pm. We will be closed from December 23 through January 1st. Staff will not be checking or responding to email during the closure.

Winter break is a great time to get some one-on-one help with course design, learn to use GetMarked to create tests, or start transitioning your existing YouTube videos to the Panopto platform so you can take advantage of captioning, interactive quizzing, and viewing statistics on your video content. Book an appointment with your Instructional Designer today!

[Angela's Booking Calendar](#)

[Sara's Booking Calendar](#)

[Carrie's Booking Calendar](#)

*\*If you receive an out of office reply when booking with Sara, please reach out to Angela or Carrie.*



## Course Copying: Panopto Videos

As Spring 2025 course shells are now available in Canvas, faculty may be preparing to do course copies to prepare for the upcoming semester. Doing your course copies, make sure your Panopto videos you've created are saved to the course folder and not to your My Folder to ensure they will copy over with the rest of your course content. Follow the steps below to save videos from My Folder to the course folder:

1. Click into the Fall 2024 course shell where you have Panopto videos hosted and navigate to the 'Panopto Video' tab in the left-hand menu bar.
  2. Click on the gear icon when you hover over the video image tile.
  3. Within the pop out menu window in the 'Overview' tab, at the top, if the folder location is the course folder, you are good to go! If it says 'My Folder,' scroll down to the 'Manage' tab in the left-hand menu bar.
  4. In the 'Manage' view, scroll down to the 'Copy video' section.
  5. Once there, you will click on the drop-down menu titled 'Copy video to' and select the course folder.
  6. After you've made your selection, click 'Create Full Copy' to complete the process.
- If you need any help with this process, reach out to your lead Instructional Designer.

The screenshot shows the Panopto interface for a video titled 'Updated: Recording a Teams Meeting'. The 'Overview' tab is selected, and the 'Manage' tab is highlighted with a red box and a '1'. The 'Copy video' section is highlighted with a red box and a '2'. The 'Copy video to' dropdown menu is highlighted with a red box and a '3', showing the selected folder 'Continuous - Trees-Sandbox'.

## End of Semester Reminders

**Dead Week:** Dec 2-6

**Finals Week:** Dec 9-12

**Testing Center hours during Finals Week:**

- Monday - Thursday: 7:30am - 8pm
- Friday: 7:30am - 5pm

**Final grades due:** Monday, December 16 before noon

**Semesterly reminders:**

- Students lose access to Fall 2024 courses on Sunday, December 15th at 11:59 PM. Advise students to retrieve all grade-related data and copies of any assignments prior to this date.
- Instructors lose editing access to Fall 2024 courses on December 18th at noon.
- Canvas does not transfer grades to WarriorWeb; you must manually enter grades in WarriorWeb.
- Grades of Incomplete MUST be entered into WarriorWeb. Incomplete courses are processed in order of most recent expiration. Once the Registrar's office sends the list of Incomplete grades to our Canvas Admin, those courses will be re-opened for students receiving the incomplete and will remain open until the expiration date.
- Spring 2025 Canvas Courses are now available. View [instructions on importing previous content here](#).