

Tune into Teaching:

Introduction to the Academic Toolbox

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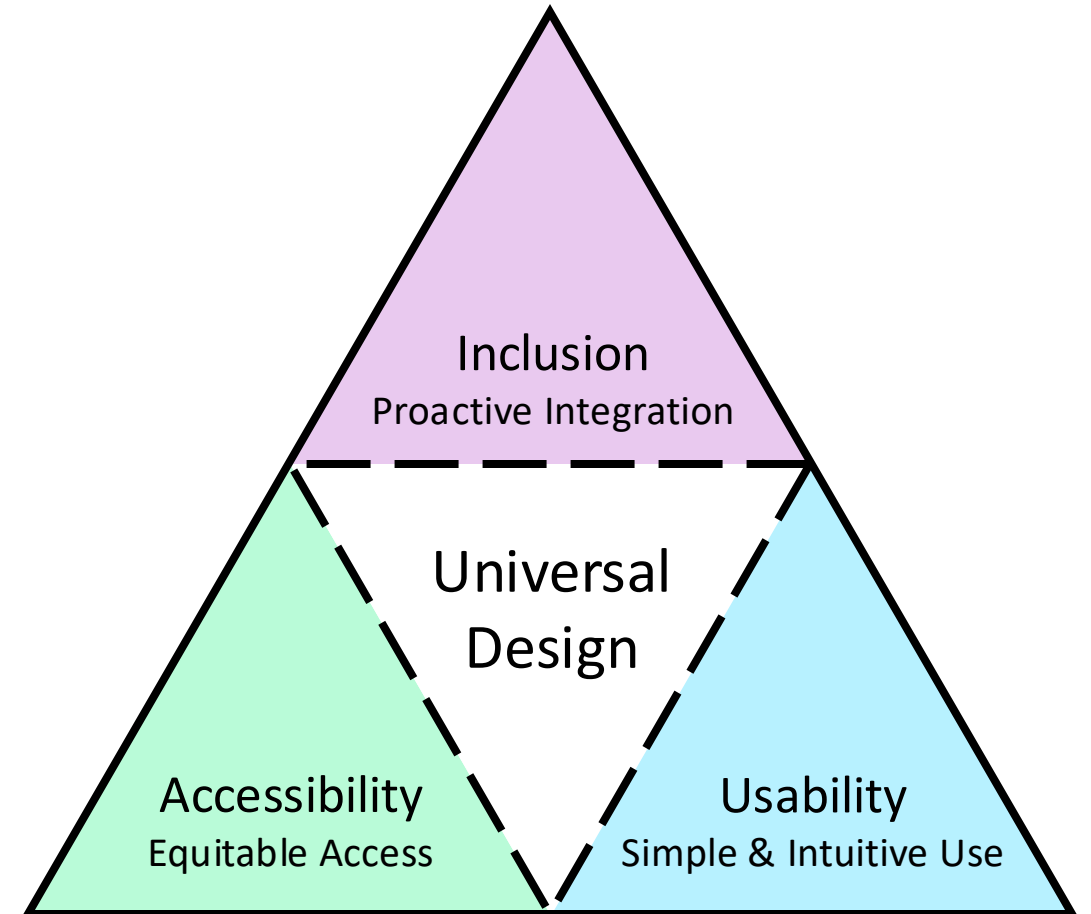
Learning Outcomes

- Identify comfort level with educational technology tools for any course modality
- Become familiar with U of T's Academic Toolbox tools that can be used to:
 - Build, organize, and manage the course
 - Connect, communicate, and collaborate with students
 - Assess student work and provide feedback
 - Design and foster accessible and inclusive teaching and learning
 - Analyze teaching and learning data and analytics
- Review guidelines for using tools beyond Quercus and the Academic Toolbox
- Navigate Quercus support resources

What is UDL?

Universal Design for Learning (UDL):

- Is a proactive approach
- Reduces learning barriers
- Welcomes learner variability



Using Educational Technology

What is Educational Technology (EdTech)?

“Educational technology is the ethical study and application of theory, research, and practices to advance knowledge, improve learning and performance, and empower learners through strategic design, management, implementation, and evaluation of learning experiences and environments using appropriate processes and resources.”

Association for Educational Communications and Technology (AECT), 2023

- Supports and enhances teaching and learning
- Encompasses hardware, software, theory, and practice

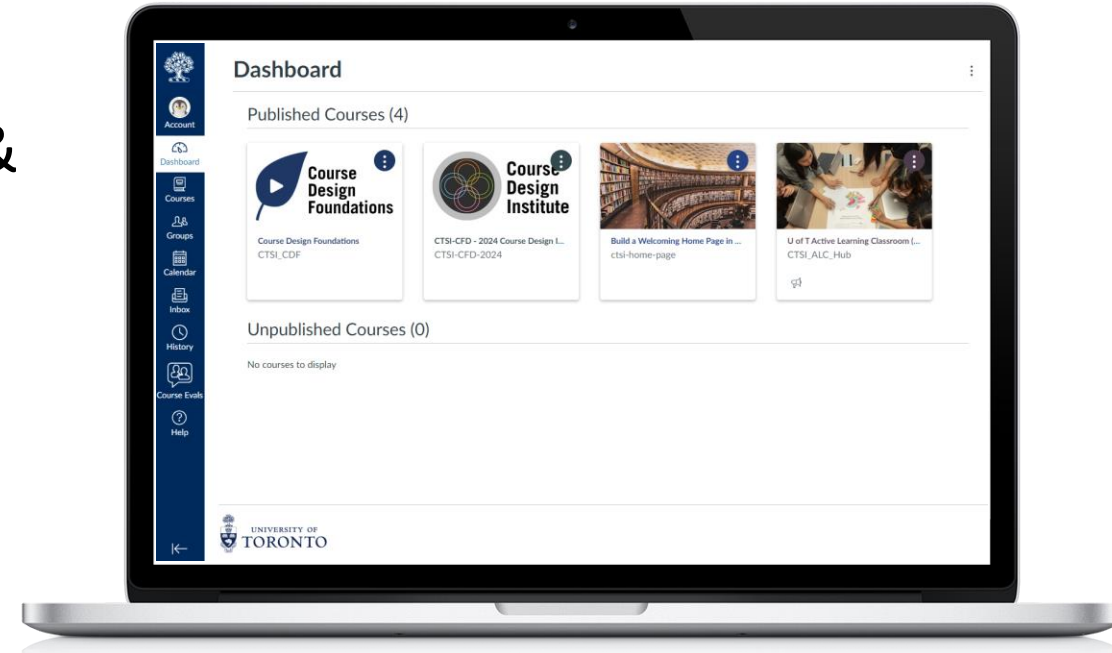
Course Modalities Overview

In Person	Synchronous Online	Asynchronous Online	Hybrid
<ul style="list-style-type: none">• Learning that happens at a specific time and physical location	<ul style="list-style-type: none">• Online learning that happens in real time on a platform (e.g., this webinar)	<ul style="list-style-type: none">• Online learning that happens at different times	<ul style="list-style-type: none">• Learning through intentional mix of in-person and online elements

Quercus and U of T's Academic Toolbox

Quercus

- LMS (the Learning Management System/LME)
- The main part of U of T's Academic Toolbox
- Facilitates both administrative and teaching & learning functions for your course:
 - Building, organizing, managing the course
 - Connecting, communicating, and collaborating with your students
 - Assessing student work and providing feedback



Quercus Course Roles and Permissions

Permissions	Student	Unregistered Student	TA	Course Staff	Grader	Teacher	Designer	Librarian	Observer
Add, edit, and delete events on the course calendar	✗	✗	✓	✓	✗	✓	✓	✓	✗
Add/remove other teachers, course designers or TAs to the course	✗	✗	✗	✗	✗	✓	✗	✗	✗
Add/remove students for the course	✗	✗	✗	✗	✗	✓	✗	✗	✗
Change course state, including publish and unpublish	✗	✗	✓	✓	✗	✓	✓	✗	✗

Building, Organizing, and Managing Your Course

- Quercus Modules and Pages
- Course Tour Video
- Library Reading List

Facilitating Learning through Course Organization

- Elevating the meaning and purpose of goals by clarifying and integrating the interactive relationships and alignment between course components
[[Quercus Modules, Pages, Course Tour Video](#)]
- Supporting multiple ways to perceive information by offering information in text, video, audio, and/or images [[Quercus Modules, Pages, Course Tour Video, Library Reading List](#)]
- Varying the methods for response, navigation, and movement by sharing information in Quercus, Word, and/or other appropriate formats [[Quercus Modules, Pages, Course Tour Video, Library Reading List](#)]

Quercus Modules

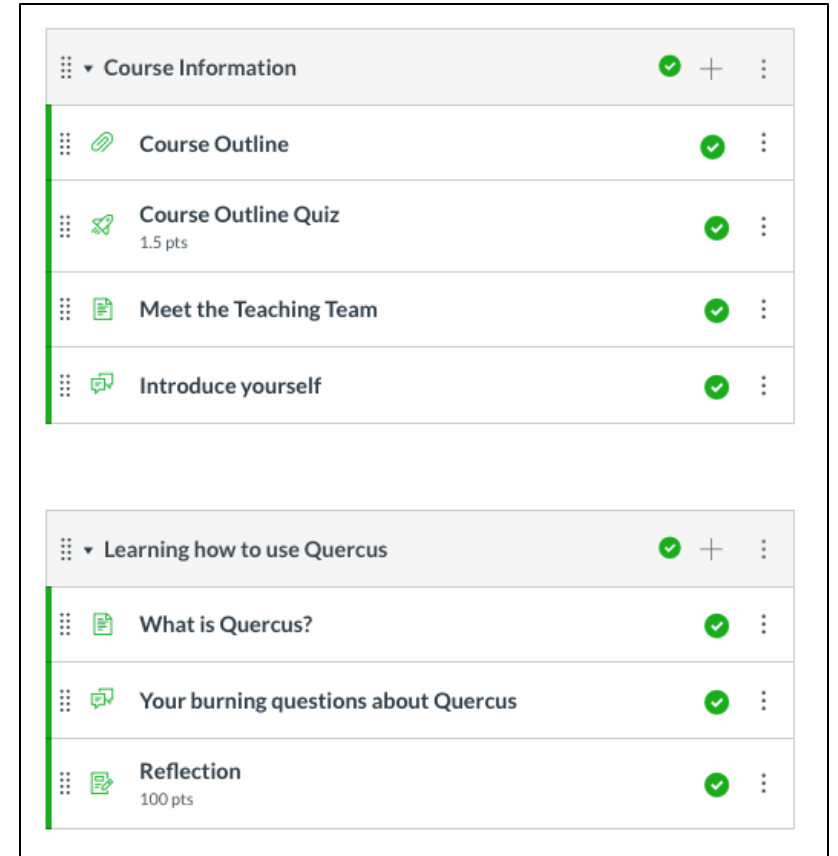
- Organize content into 'buckets' with a linear flow

Quercus Pages

- Create a web 'page' of content that can include text, images, audio, video, and links

Course Home Page

- Enrol in CTSI's "[Build a Welcoming Home Page in Quercus](#)" self-paced program.



Quercus Course Templates and Example Courses

Downloading and importing course templates

- Example course template
- Assessment and feedback in Quercus template

Resource:

- [Quercus course templates and example courses](#)

[Home](#) » [Resources](#) » Quercus course templates and example courses

Quercus course templates and example courses

View Quercus Course Templates

We have created course templates to provide instructors and instructional staff with a framework for using the Quercus tools to build their own course sites. View the course templates using the links below, and consult the instructions if you wish to import the template(s) into your course.

EXAMPLE COURSE
TEMPLATE

ASSESSMENT AND FEEDBACK IN QUERCUS
TEMPLATE

Download and Import Quercus Course Templates

Library Reading List

- Connect with your [faculty liaison librarian](#)
- Submit your syllabus for [course readings and reserves support](#)

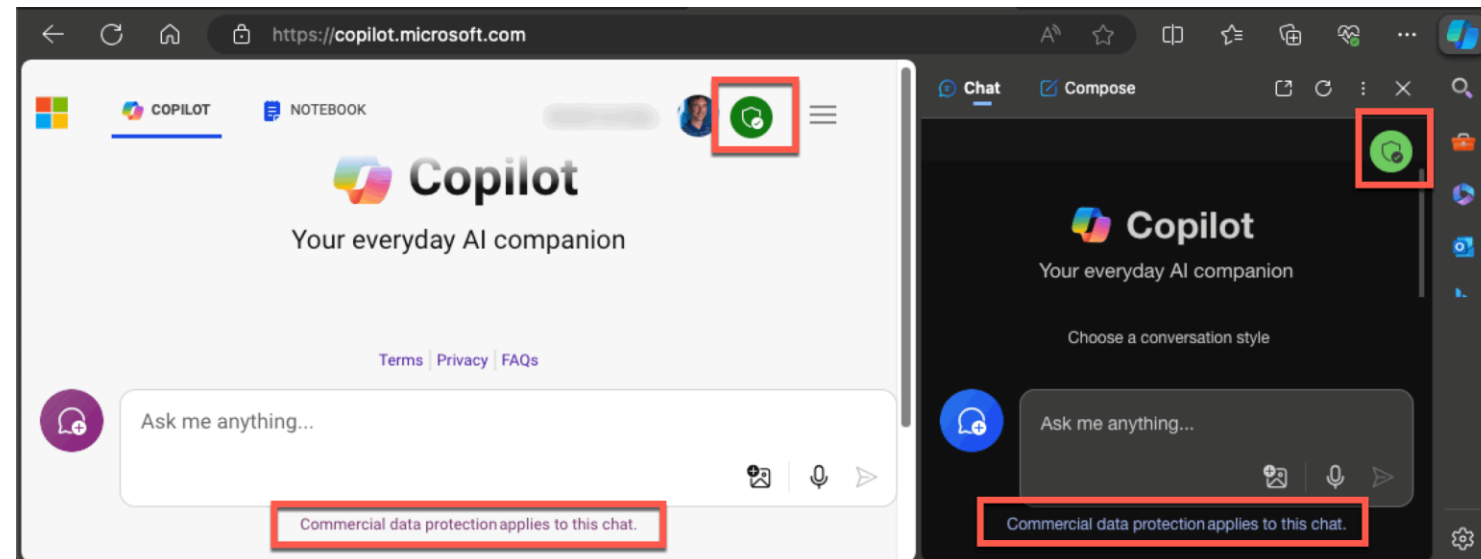
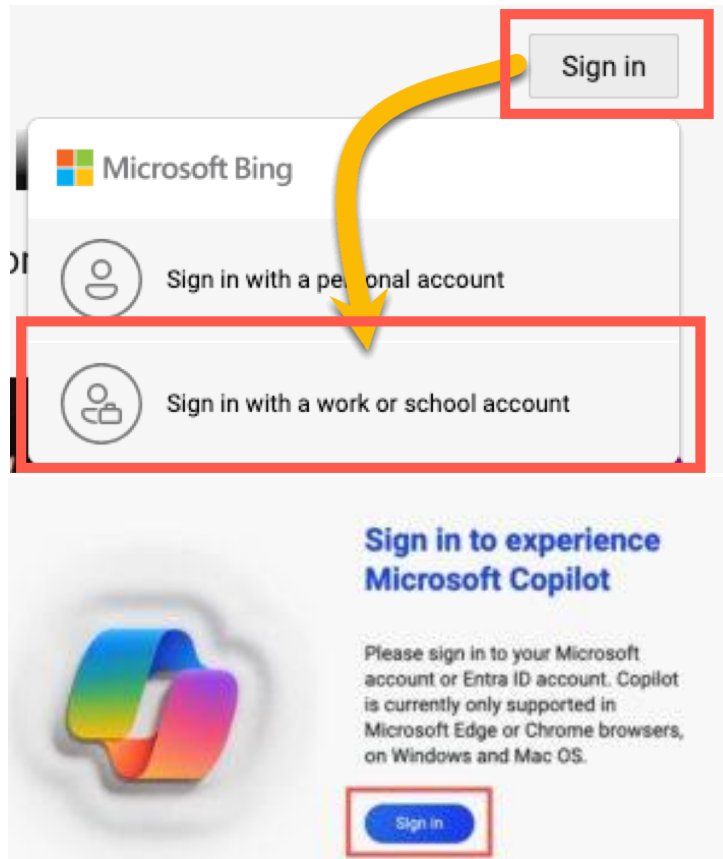
Games of History: Games and Gaming as Historical Sou... EDIT

PUBLISHED HI-132-1 (2017) Updated 11 minutes ago 12 items in 2 sections 0/12 items are in process

SEND LIST NEW SECTION OPEN COLLECTION

- The Game Definition Game: A Review** ✓
Stenros, J., Games and Culture 2016, 1 - 21
Essential Lecture Reading
Complete Check availability >
ARTICLE
- A+ Guide to Five-Paragraph Essays (A+ Guides to Writing Book 1)** ✓
Alison Plus, Four-Ply Publishing, March 7, 2012, Total Pages 68
you can get it in the library as part of the kindle loan plan
Recommended
Complete View online
BOOK
- SPORT IN MEDIEVAL TIMES (Due: Nov 9, 2017)** ✓
Elise Brogan, Sep 11, 2014
Important to view the movie from minute 11-18
Recommended
Complete View online
VIDEO
- Wargames : from gladiators to gigabytes** ✓
Cambridge ; New York : Cambridge University Press, 2013, 54 - 96 , Chapter Number 3
Please read chapter 3, recommend to read chapter 5 as well
Essential
BOOK

University “Protected” Microsoft Copilot



Connecting, Communicating, and Collaborating with Your Students

- Quercus Announcements, U of T Email, and Quercus Inbox
- Quercus Groups, Quercus Discussions, and Piazza
- Microsoft 365 Collaboration Tools

Facilitating Learning through Communication

- Fostering belonging and community by clarifying and co-creating community expectations and guidelines
- Clarifying vocabulary, symbols, and language structures by decoding texts and symbols
- Using multiple media for communication and tools for construction, composition, and innovation by identifying different methods to communicate and collaborate in class and out of class

Course Announcements

- Communicate directly with your students

U of T Email and Quercus Inbox

- Download a class list, including emails

Quercus Groups

- Self-signup or instructor assigned.

Online Discussions

- Multiple platforms are available and approved to facilitate online discussion.

Recording and Hosting Videos

Recording Videos

- [Snagit](#)
- [Microsoft PowerPoint](#)
- [Microsoft Stream](#)
- [Zoom](#)

Hosting and Sharing Videos

- [MyMedia](#)
- [Microsoft Stream](#)
- Share MyMedia or Stream links in Quercus [modules](#) or [pages](#)

Online Meeting Platforms

- [Zoom](#)
- [Microsoft Teams Meeting](#)

Assessing Student Work and Providing Feedback

- Quercus Assignments, Quizzes, and Surveys
- Quercus SpeedGrader, Rubrics, and Gradebook
- peerScholar

Facilitating Learning through Assessment

- Developing awareness of self and promoting individual reflection by offering action-oriented feedback
- Connecting prior knowledge to new learning by designing activities and assessments that check for and practice previously- and newly-acquired knowledge and/or skills
- Enhancing capacity for monitoring progress by providing clear instructions and rubrics and offering timely feedback

Quercus Assignments

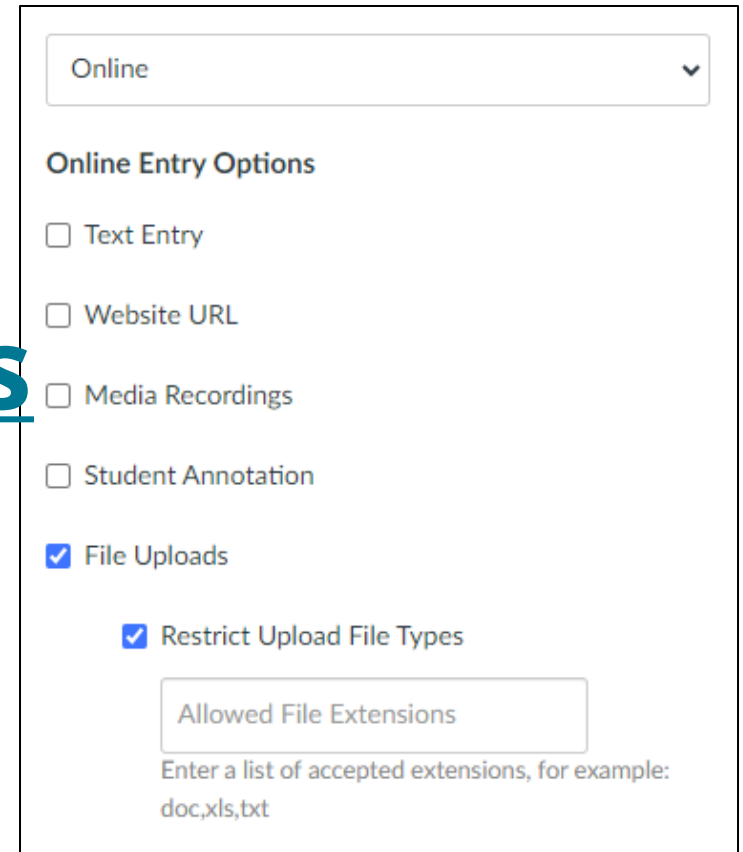
- Collect student work, provide grades and feedback
- Options for groups, peer review or [peerScholar](#)

Quercus Quizzes and Surveys

- Graded and practice quizzes

Quercus Rubrics

- Team teaching with TAs can grade with rubrics



Online

Online Entry Options

- Text Entry
- Website URL
- Media Recordings
- Student Annotation
- File Uploads


Restrict Upload File Types




Allowed File Extensions

Enter a list of accepted extensions, for example:
doc,xls,bxt

Quercus Gradebook

Gradebook ▾ View ▾

Actions ▾  Papers ▾ All Sections ▾ All Student Gro ▾ Search...

Student Name	Reflection Out of 100	Paper Proposal Out of 30	Papers 45% of grade	Quizzes 20% of grade	Exams 35% of grade
training25 blackboard	 27	27	90%	-	-
training24 blackboard	 26	26	86.67%	-	-
training22 blackboard	50	-	50%	-	-
training1 blackboard	 14	14	46.67%	-	-
Test Student	-	26	86.67%	-	-

Quercus SpeedGrader

- All-in-one view of student submissions
- Ability to hide student names
- Annotate document submissions
- Text, audio, or video feedback can be given

The screenshot displays the Quercus SpeedGrader interface for a document titled "Preview of Essay First Draft-3.pdf". The interface includes a toolbar with navigation and editing tools, a document preview area, and a feedback panel on the right. The document text is a placeholder Lorem Ipsum. The feedback panel shows three comments from graders:

Grader
Good introduction
1 Reply

Grader
Great ideas here. Model the rest of your paper on this paragraph

Grader
You can make this transition stronger.

Designing and Fostering Accessible and Inclusive Teaching and Learning

- [Quercus Accessibility Checker](#); [MS Office Accessibility Checker](#)
- [Quercus Immersive Reader](#)

Analyzing Teaching and Learning Data and Insights

- [Quercus New Analytics](#)
- [Course Evaluations in Quercus](#)

Tools beyond Quercus and the Academic Toolbox

Why use Academic Toolbox tools?

- Security
- Functionality
- Contracts
- Testing
- Training and support

Learn more about the process to [add tools to the Academic Toolbox](#) and consult the Academic Toolbox “[Tool Finder](#).”

Tool Guide Menu

Tool Finder

Are you wondering which tools to choose to achieve learning goals for your course? Use our Tool Finder to see guides for the various tools in our Academic Toolbox. You can also [reach out](#) for guidance on using the tools that best suit your specific course context and needs.

Build Course

Manage Course

Active Learning

Assess & Give Feedback

Grade Course Work

Collaborate

Communicate

Discuss

Build Course

These Tool Guides will guide you in building your Quercus course:

[Quercus Class List](#)

[Quercus Copy Content from Another Course in Quercus](#)

[Quercus Cross-Listing](#)

[Quercus Download Student Emails](#)

[Quercus How to Add People](#)

[Quercus Learning Outcomes](#)

[Quercus Modules and Pages](#)

[Quercus New Rich Content Editor](#)

[Quercus Notifications](#)

[Quercus Redirect Tool](#)

What are tools beyond Quercus?

Examples include:

- Social media (e.g., Instagram, TikTok, Facebook)
- Generative AI tools such as ChatGPT
- Other third party or cloud technologies not vetted by U of T

Learn more about using [tools beyond Quercus](#).

Navigating Quercus Support Resources

Divisional Support Contacts

- Support from your local academic unit
- Support for departments not listed

Divisional Support Contacts

Support from your Local Academic Unit

DIVISION/ FACULTY	CONTACT
Applied Science and Engineering	Educational Technology Support for FASE Instructors and Staff: https://uoft.me/eto-esc or fase.edtech@utoronto.ca FASE EdTech Office Website: https://edtech.engineering.utoronto.ca/ FASE EdTech Office Technical Help Guides: https://ito-engineering.screenstepslive.com/s/ito_fase Students: Information Commons (help_desk@utoronto.ca or 416-978-4357)
Architecture and Forestry	For technical problems – IT@daniels.utoronto.ca For all other issues – programs@daniels.utoronto.ca
Arts and Science	Instructors: teachinglearning.artsci@utoronto.ca Students: Information Commons (help_desk@utoronto.ca or 416-978-4357) Arts & Science Teaching & Learning Website (direct link to A&S documentation): https://uoft.me/astl
Dentistry	academicadmin@dentistry.utoronto.ca
Education (OISE)	oise.help@utoronto.ca

Support Resources for Students

Share the Student Support page with your students!

- Quercus / Academic Toolbox "how-to"
- Important information when taking a Quercus Quiz

Student Support

Instructors: feel free to share this support page with your students

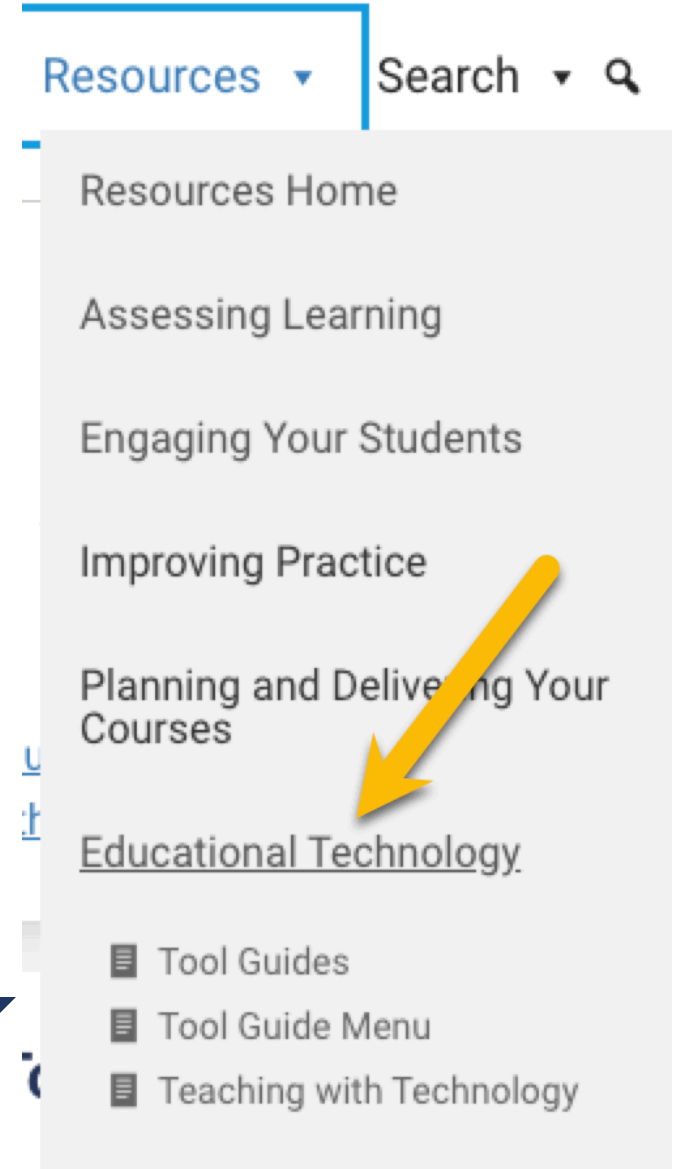
Quercus Tools:

- ▶ [Quercus Discussions](#)
- ▶ [Quercus Groups](#)
- ▶ [Quiz tool in Quercus](#)
- ▶ [Library Resources](#)
- ▶ [Plagiarism Detection Tool](#)
- ▶ [Web Conferencing \(Zoom & Teams Meeting\)](#)
- ▶ [peerScholar](#)
- ▶ [Quizzical](#)
- ▶ [Team Up!](#)
- ▶ [Hypothesis](#)
- ▶ [iClicker](#)
- ▶ [Crowdmark](#)
- ▶ [Mobile Apps - Canvas Student](#)

Quercus Support Resources for Instructors

- **Tool Guides:** View and search all of the tools in the Academic Toolbox
- **Tool Finder / Tool Guide Menu:** Discover guides for the various categories of tools
- **Teaching with Technology:** Learn about how to incorporate tools into your teaching

teaching.utoronto.ca/educational-technology



Additional Support

- [CTSI Website](#)
- [CTSI Programming](#)
- [U of T Teaching and Learning Calendar](#)
- [CTSI Resources Library](#)
- [Teaching with Generative AI at U of T](#)
- Questions? q.help@utoronto.ca