

Top Ten Tips and Tricks to Make Quercus Work for You

Before we get started



Open **Collaborate Panel** to view session options (bottom right of screen)



Click **Settings** to edit options (e.g., disable pop-up notifications)



Let us know if you can hear us when we do **Audio checks**



Download **Presentation Slides** at uoft.me/ctsi-videos

During the webinar



Your **microphone** will be muted until Q&A at end of session



Type questions and comments into the **Chat**



Close **Collaborate Panel** to stop viewing incoming chat posts

Following the webinar



View **Session Recording** at uoft.me/ctsi-videos in approx. 24 hours



Complete **Feedback Survey** (link sent via email)

Welcome!

Top Ten Tips and Tricks to Make Quercus Work for You

Maryam Shafiei and Sun Ooi
March 25, 2021



UNIVERSITY OF
TORONTO

CENTRE FOR TEACHING SUPPORT & INNOVATION

In this webinar:

1

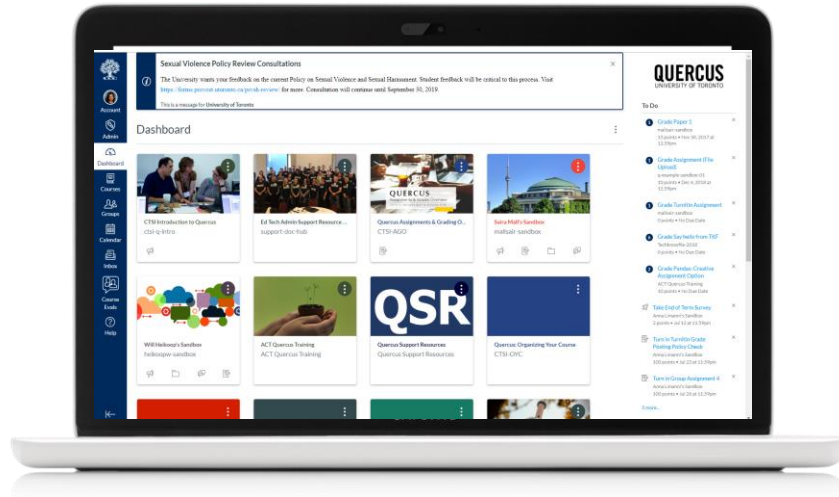
Explore tools and strategies for course delivery in Quercus

2

Leverage tools and features to improve user experience in Quercus

3

Navigate Quercus support resources



QUERCUS

The University of Toronto's Academic Toolbox

QUERCUS



Organize content

Connect and
communicate



The Academic Toolbox helps you...



Assess student work
and provide feedback

Teach from a distance



How comfortable are you with using Quercus?

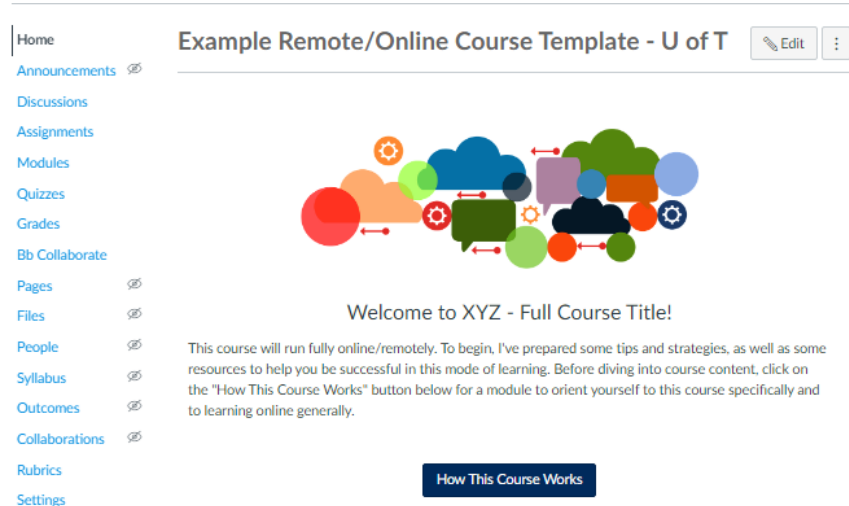


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Organizing Your Course Content

1

Import a Course Template



The screenshot shows a Quercus course interface. On the left is a sidebar menu with links: Home, Announcements, Discussions, Assignments, Modules, Quizzes, Grades, Bb Collaborate, Pages, Files, People, Syllabus, Outcomes, Collaborations, Rubrics, and Settings. The main content area has a title 'Example Remote/Online Course Template - U of T' with an 'Edit' button. Below the title is a colorful graphic of clouds and gears. The text reads: 'Welcome to XYZ - Full Course Title! This course will run fully online/remotely. To begin, I've prepared some tips and strategies, as well as some resources to help you be successful in this mode of learning. Before diving into course content, click on the "How This Course Works" button below for a module to orient yourself to this course specifically and to learning online generally.' At the bottom center is a dark blue button labeled 'How This Course Works'.

- View [Example Courses](#) page
- [Download the course template](#) package
- [Import the course package](#) to your Quercus course

2

Copy Content From Another Course

- You can choose one of your current courses or a previously taught course
- [Copy specific or all content from your Quercus course](#)
- Review the [Content Import Considerations](#)

Import Content

Content Type	Copy a Canvas Course
Search for a course	Select One
	Copy a Canvas Course
	Canvas Course Export Package
	Unzip .zip file into folder
	Angel export .zip format
	Blackboard 6/7/8/9 export .zip file
Content	Blackboard Vista/CE, WebCT 6+ Course
	Common Cartridge 1.x Package
	D2L export .zip format
	Moodle 1.9/2.x
Options	QTI .zip file
	Cancel
	Import

3

Course Data and Reports

- [Add Requirements or Prerequisites](#) to Modules
- [View Student Progress](#)


View Student Progress



Collapse All



View Progress



+ Module

⋮ ▾ Welcome to ABC 101

Complete All Items  + ⋮

⋮  Welcome to Class!
Contribute  ⋮

⋮  General Class Question and Answer
Contribute  ⋮

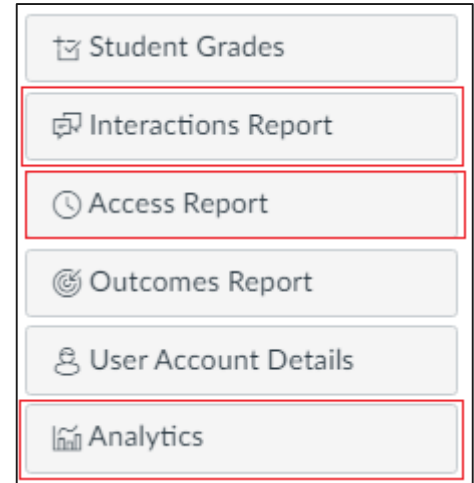
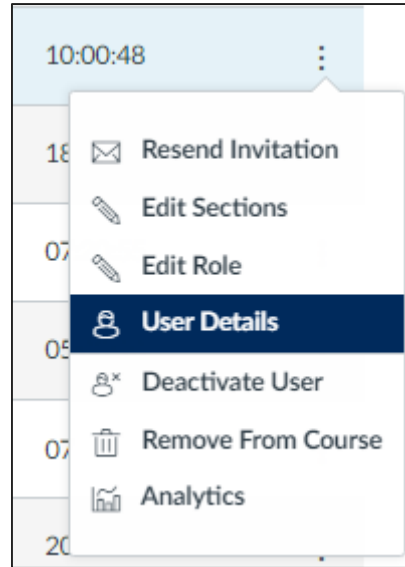
⋮  ABC 101
Mark done  ⋮

Course Data and Reports

Consult Individual Student Reports

People > User Details:

- [Access Report](#)
- [Student Interaction Report](#)
- [Student Analytics](#)



Connecting and Communicating

4

Email Students

1. Download student emails using the [UT Advanced Group Tool](#) or via [New Analytics Reports](#)
2. Send email using [UTMail+ \(Outlook\)](#)
*Use BCC if contacting more than 1 student

5

Post Announcements

- [Delay posting announcements](#) until a specific date
- [Show recent announcements](#) on Course home page
- [Enable comments](#) on announcements (if appropriate)

fewer options

☒ Show recent announcements on Course home page

2

Number of announcements shown on the homepage

☒ Let students attach files to discussions

☐ Let students create discussion topics

☒ Let students edit or delete their own discussion posts

☐ Let students organize their own groups

☒ Hide totals in student grades summary

☒ Hide grade distribution graphs from students

☐ Disable comments on announcements

Only Teachers


can create, rename, and edit course pages by default

Update Course Details

6

Communicate with Your Teaching Team

Manually [create a new section](#) in your course and [add your teaching team](#) to the section

- 
- **Discussions:** [Create a discussion](#) and post it to the new section only
 - **Announcements:** [Create announcements](#) and post them to the new section only

Assessing Student Work and Providing Feedback

7

Sort Students in SpeedGrader

- Providing [feedback in SpeedGrader](#)
- Accessing [SpeedGrader from the Gradebook](#)
- [Sorting students in SpeedGrader](#)

The screenshot displays the SpeedGrader interface for an assignment titled "Film Reflection" with a due date of "No Due Date - Sun-sandbox". The interface includes a top navigation bar with icons for a checklist, eye, and settings. A dropdown menu is open from the settings icon, showing options for "Options", "Keyboard Shortcuts", and "Help". To the right, the "SpeedGrader Options" dialog box is open, featuring a "Sort student list" dropdown menu set to "by student name (alphabetica)" and a checkbox for "Hide student names in the SpeedGrader". At the bottom of the dialog are "Cancel" and "Save Settings" buttons.

SpeedGrader Options

Sort student list by student name (alphabetica)

☐ Hide student names in the SpeedGrader

Cancel Save Settings

Poll: Rubrics

Have you used rubrics in Quercus?

- A.** Yes, I use rubrics in Quercus
- B.** I tried using rubrics before, but decided not to continue
- C.** I have not used rubrics in Quercus

Share in the Chat

What were the successes and challenges in using rubrics?

[Learning Outcomes and Rubrics webinar](#)

8

Grade with a Rubric

- Creating and using [Rubrics](#)
- [Adding a rubric to an assignment](#)
- Holistic rubrics

Title: <input type="text" value="Some Rubric"/>		
Criteria	Ratings	Pts
Description of criterion Range <input type="checkbox"/>	5 pts Full Marks + 0 pts No Marks	<input type="text" value="5"/> pts
+ Criterion Find Outcome		Total Points: 5
<input type="button" value="Cancel"/> <input type="button" value="Create Rubric"/>		

Teaching from a Distance

9

Synchronous Teaching

- Multiple desktops



[Windows 10 Support](#)

Swipe Between Desktops

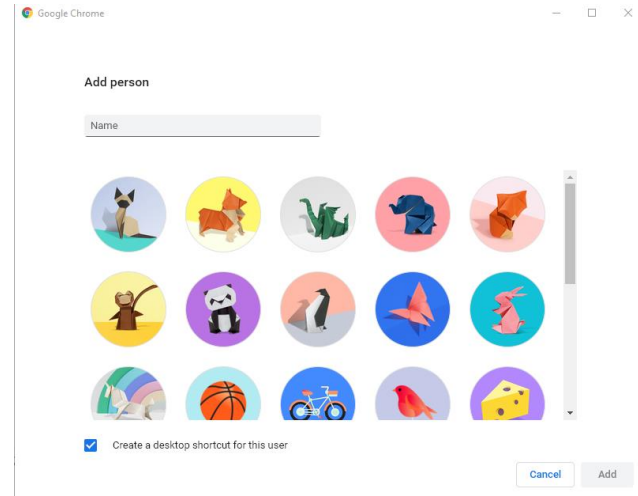
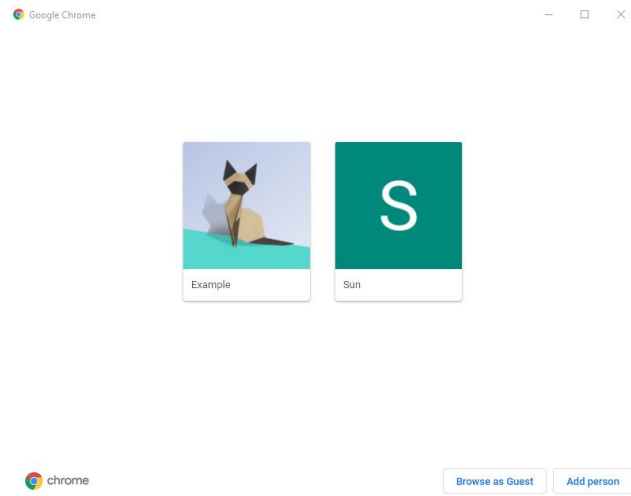


[Apple Support](#)

Synchronous Teaching

Create Secondary Browser Profile

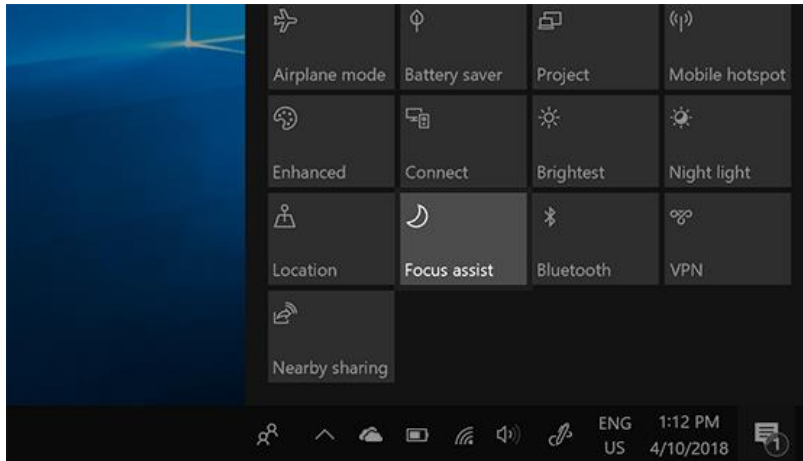
- New browser profile



[User Profiles on Chrome browser](#)

Synchronous Teaching

- Do Not Disturb mode



[Windows 10 Support](#)

Use Do-Not-Disturb Mode

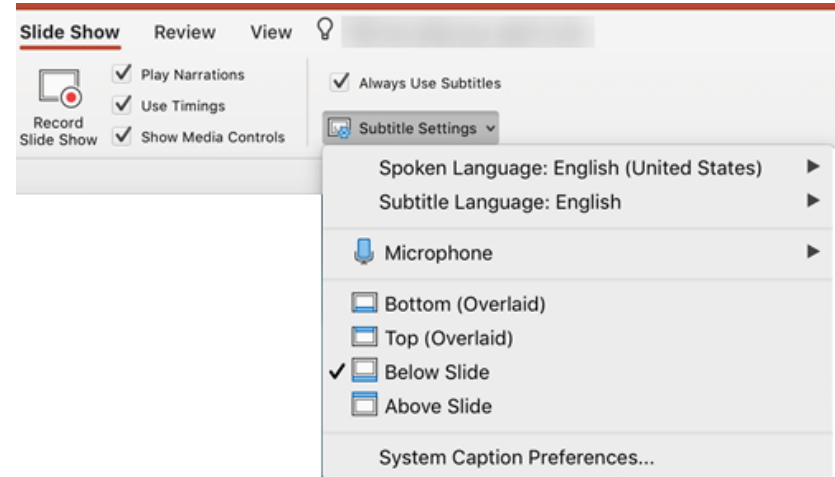


[Apple Support](#)

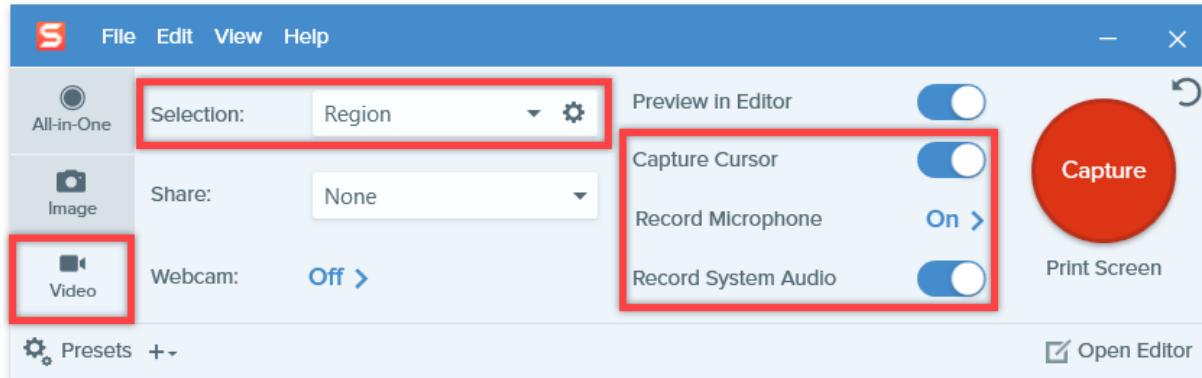
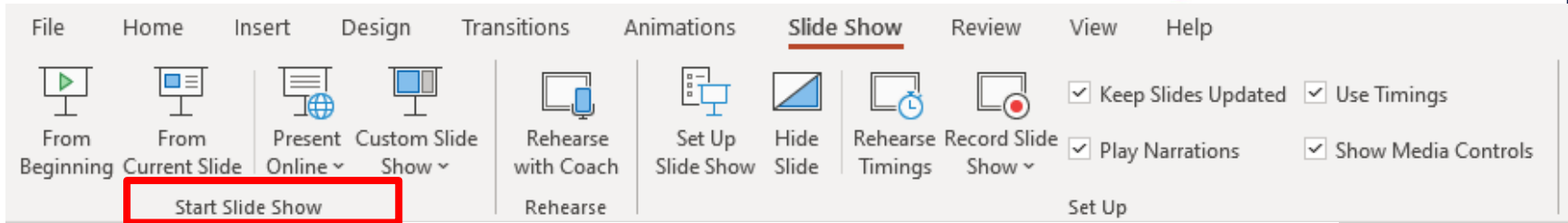
10

Screen Capture with Captions

- Lecture capture with [Snagit](#)
- [Real-time automatic subtitles in Powerpoint](#)
- [Resources for Captioning](#)



Screen Capture with Captions



Share in the Chat

- What tips from today will you implement in your course?

Share in the Chat

- What other tips and tricks have you used?

Quercus support resources

Quercus Support Resources

Home

Modules

Search

The Basics



Start here. Navigate Quercus, modify settings and access courses.

[Learn More](#)

Build Your Course



Create course content and learn about features and integrated tools.

[Learn More](#)

Assessments



Create and grade different types of assessments.

[Learn More](#)

Students



Navigate Quercus, access courses and student mobile apps.

[Learn More](#)

Ed Tech Catalogue



Explore the full list of educational technologies at U of T.

[Learn More](#)

Support



Additional resources, training and support contacts.

[Learn More](#)

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Additional resources, training and support contacts.

[Learn More](#)

- [Technology Requirements for Remote Teaching and Learning](#)
- [Quercus Student Guide](#)

Planning guide: Teaching online/remotely

University of Toronto

EVENTS SCHEDULE

TEACHING SUPPORT

EDUCATIONAL TECHNOLOGY

RESEARCH ON TEACHING

TEACHING AWARDS

ABOUT CTSI

Q

Centre for Teaching Support & Innovation
130 St. George Street, Robarts Library, 4th floor

Teaching Strategies

Continuity Planning
Classroom Management
First Class Strategies
Setting the Tone
Large Classroom Teaching
Inclusive Teaching
Supporting Student-Faculty Interaction
Academic Integrity and the Role of the Instructor

Faculty Mentoring for Teaching

Peer Observation of Teaching: Effective Practices

Teaching Online/Remotely – Planning for Next Term

[Plan Your Course](#) | [Build Your Course](#) | [Engage Students](#) | [Assess Students](#) | [Ensure Accessibility](#)

As an instructor you may be planning to move one or more courses to a fully online/remote mode and facing a very short timeline for the coming term. This resource will explore key considerations and provide examples and how-to guides for course planning.

Explore the following sections:
[Planning Your Course](#)

Continuity Planning

> **Teaching Online/Remotely – Planning for Next Term**



Quick Guide for Continuity Planning
Pre-Recorded Videos
Host Live Sessions Online
Resources and Support
Academic Continuity at U of T: Tip Sheet for TAs

[Planning guide for online/remote teaching](#)

Divisional support

Support Contacts

If you have other questions or wish to speak with an individual, please contact your Divisional support

DIVISION/ FACULTY	CONTACT
Applied Science and Engineering 	tsa.arts@utoronto.ca
Architecture and Forestry	1311@danieldu.utoronto.ca
Arts and Science	Instructors: tsa.arts@utoronto.ca
Dentistry	marisa.curnill@dentistry.utoronto.ca michael.kimberger@dentistry.utoronto.ca marilyn.murphy@dentistry.utoronto.ca
Education 	central.office@utoronto.ca

CTSI website: <https://teaching.utoronto.ca>

Upcoming events: <https://teaching.utoronto.ca/events>

Quercus Support Resources: <https://uoft.me/qresources>

Divisional Support: <https://uoft.me/qsupportcontacts>

CTSI webinar recordings: <https://uoft.me/ctsi-videos>

Questions: q.help@utoronto.ca

Questions?

Thank you!
