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# PRODUCTIVITY TIPS & TRICKS TO TEACHING ONLINE

**Jessica Kuo, M.D.**



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**Tuesday, October 20th, 2020**

**Last Positas College**

**3:30pm - 5pm**

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# BEFORE WE GET STARTED....

## ➤ **Disclaimer**

- this presentation represents only the opinion of an individual based on personal experience. It is not to be taken as the official guidelines.

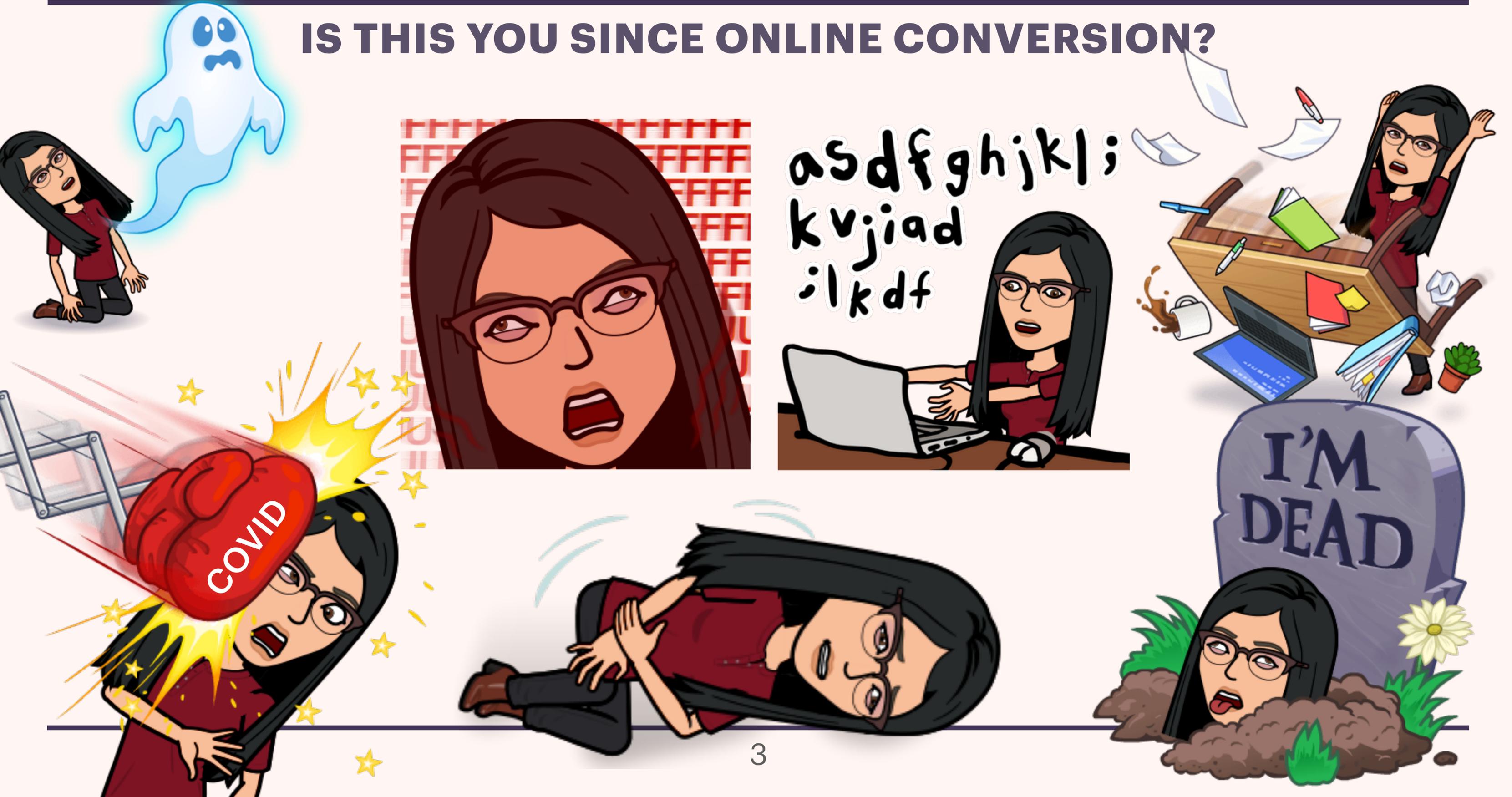
## ➤ **This meeting is recorded**

- Don't worry if you miss something.
- **Sign in to receive meeting recording and slides afterwards (if not logged into Zoom account)**
  - <https://tinyurl.com/LPCproductivity-Signin>

## ➤ **Suggest topics for future Productivity Workshops!**

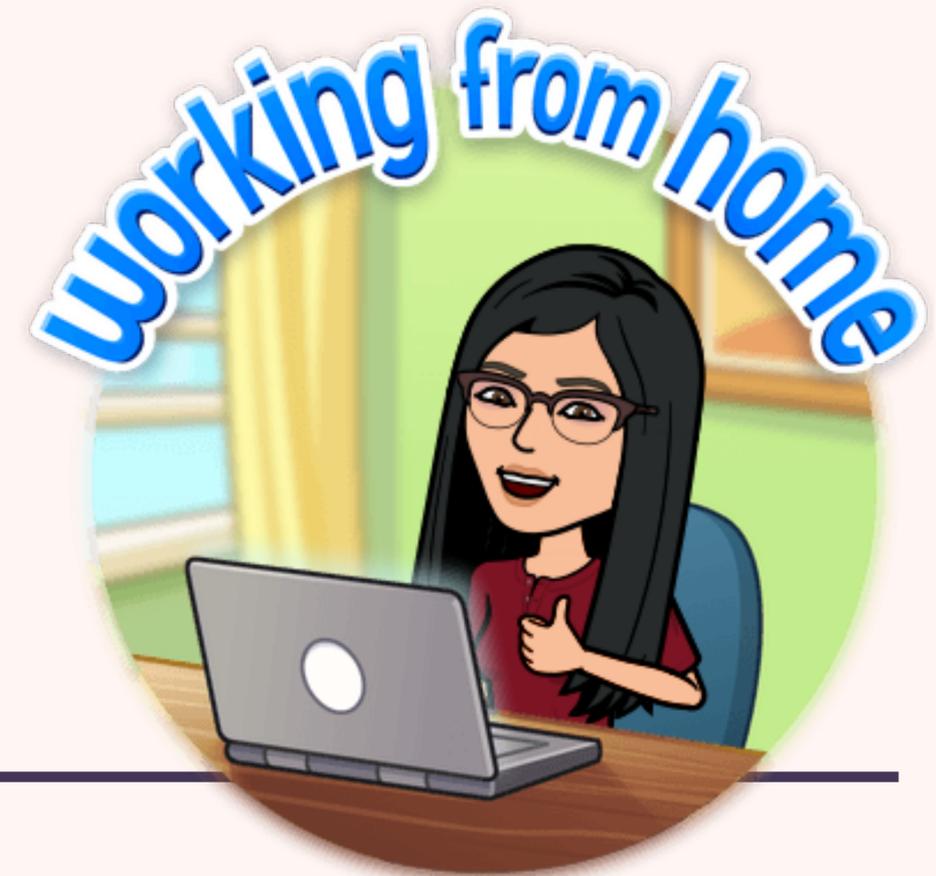
- <https://tinyurl.com/LPCproductivity-Suggest>

# IS THIS YOU SINCE ONLINE CONVERSION?



## PRODUCTIVITY TIPS & TRICKS

- **Navigating to specific Canvas pages in seconds**
- **import/export to Canvas shell**
- **Working with Rich Content Editor & HTML Editor**
- **Embedding images**
- **Grading fill-in-the-blanks**
- **Class management**
- **Setting up dummy student account**
- **App & Extension Recommendations**

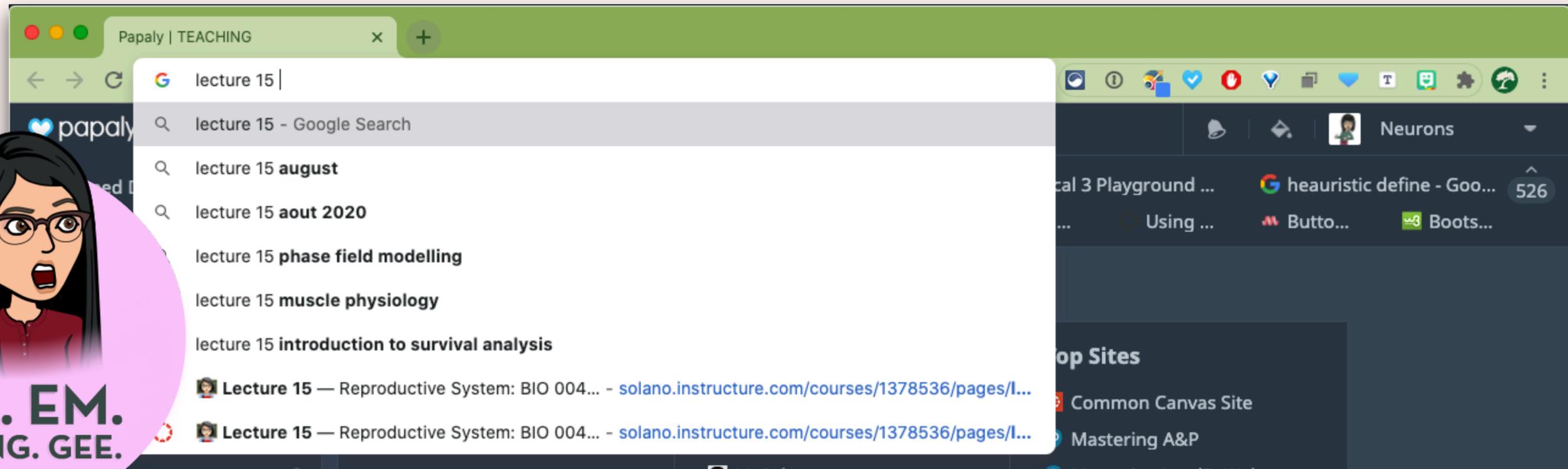


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# **NAVIGATING TO CANVAS PAGES IN SECONDS (CHROME BROWSER)**

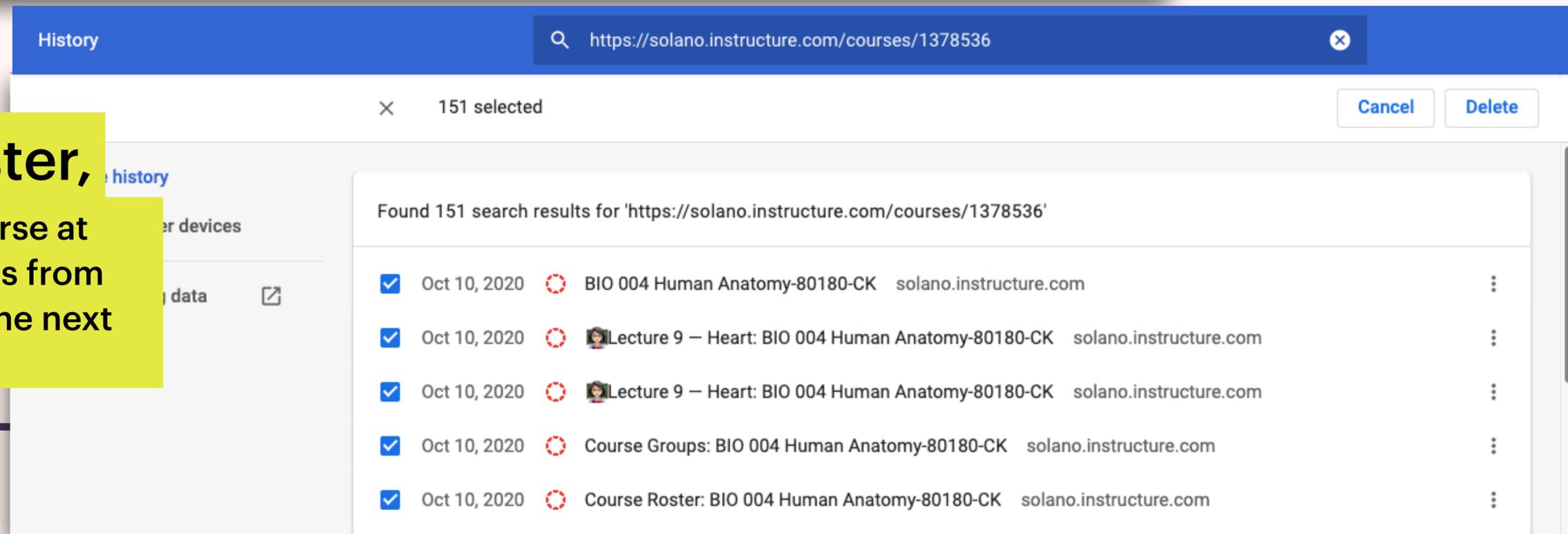
# NAVIGATING TO SPECIFIC WEBPAGES IN SECONDS!

Works for at least both Chrome and Safari browsers. May work in other browsers as well??



At the end of semester,  
clear all history from current course at  
<chrome://history> to prevent results from  
current semester showing up for the next  
semester

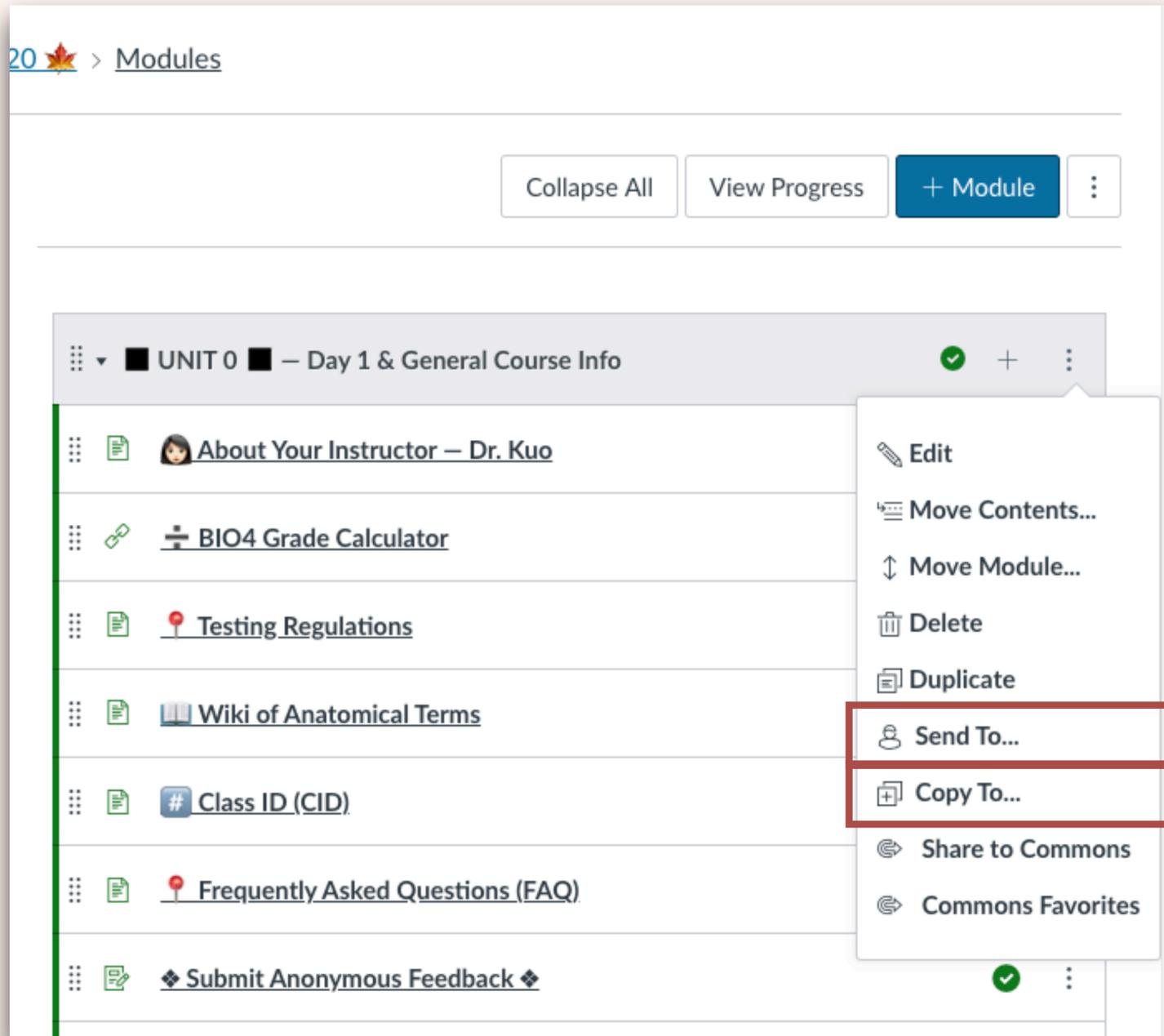
[Watch Video Instruction](#)



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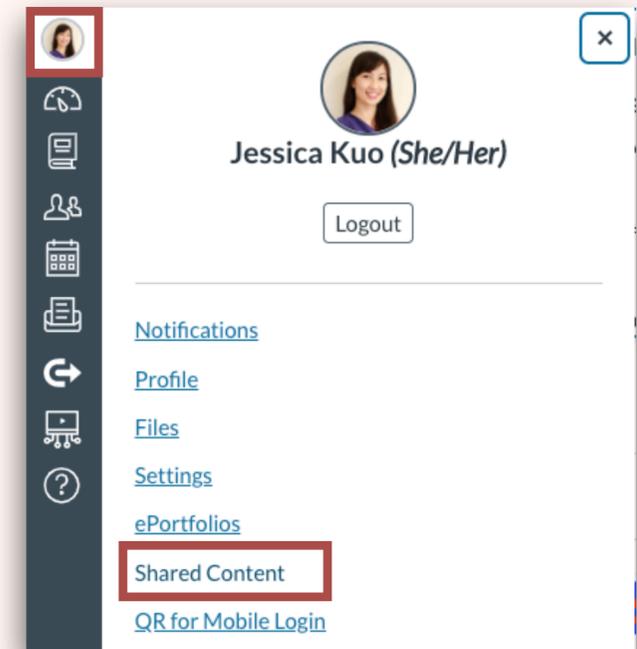
# **SPEEDING UP CANVAS CONTENT TRANSFER**

# SPEEDING UP CANVAS CONTENT TRANSFER — METHOD 1



➤ **Send To...**

➤ **To other people**



➤ **Copy To...**

➤ **Between shells you have access to**

# SPEEDING UP CANVAS CONTENT TRANSFER — METHOD 2

➤ **Canvas Files = 🤪 @\*\$&!(@\*\$&!!!**

➤ **Slow and inefficient**

➤ **Terrible search function**

➤ **Difficult for organization**

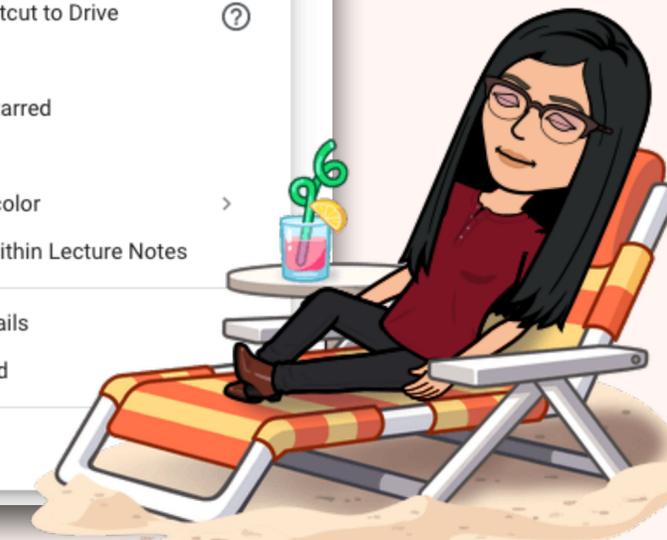
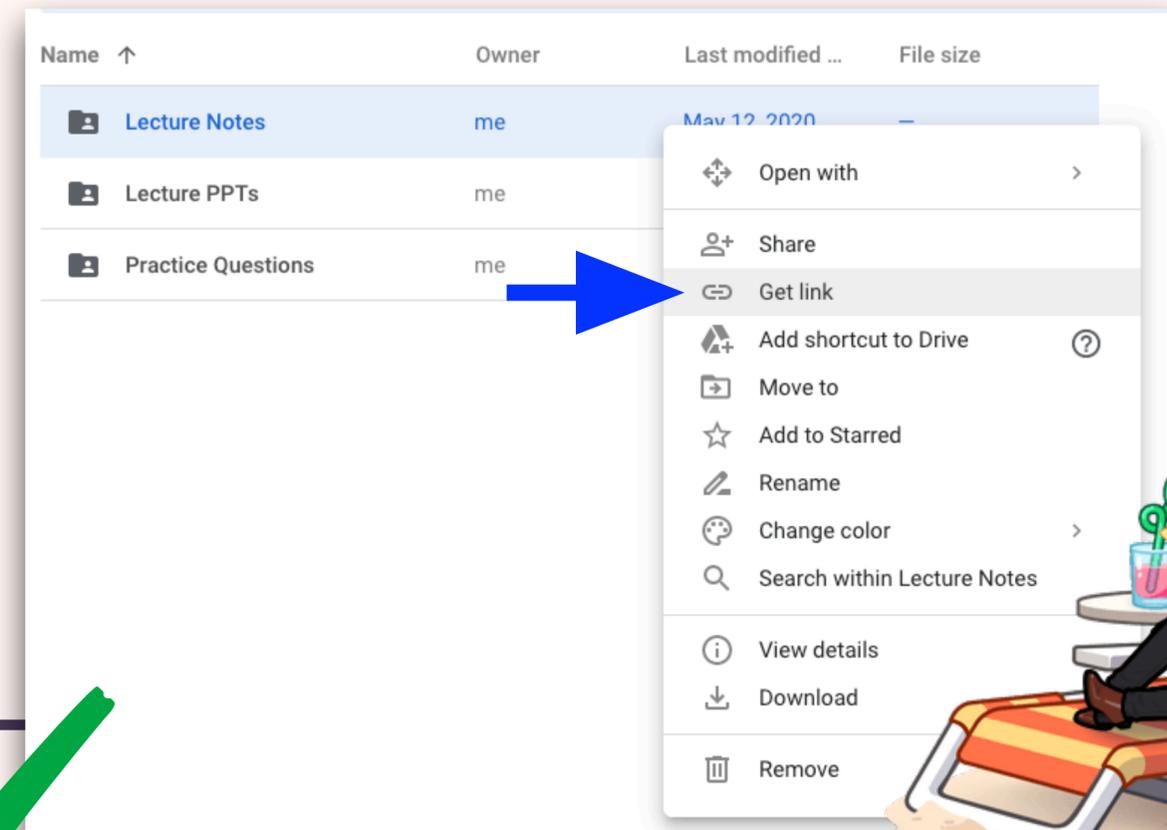
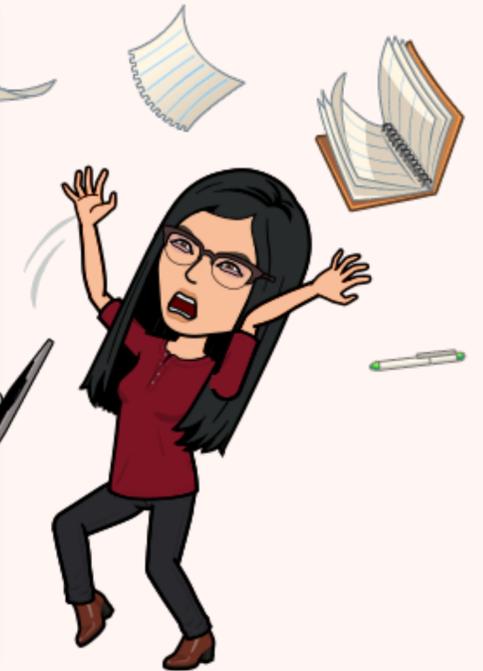
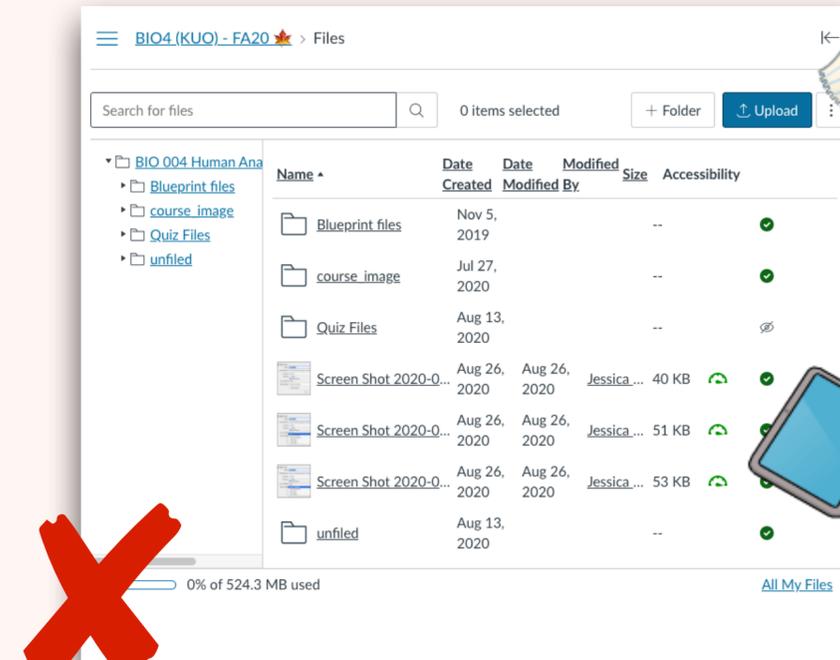
➤ **Link from alternative cloud file storage**



Google Drive



OneDrive

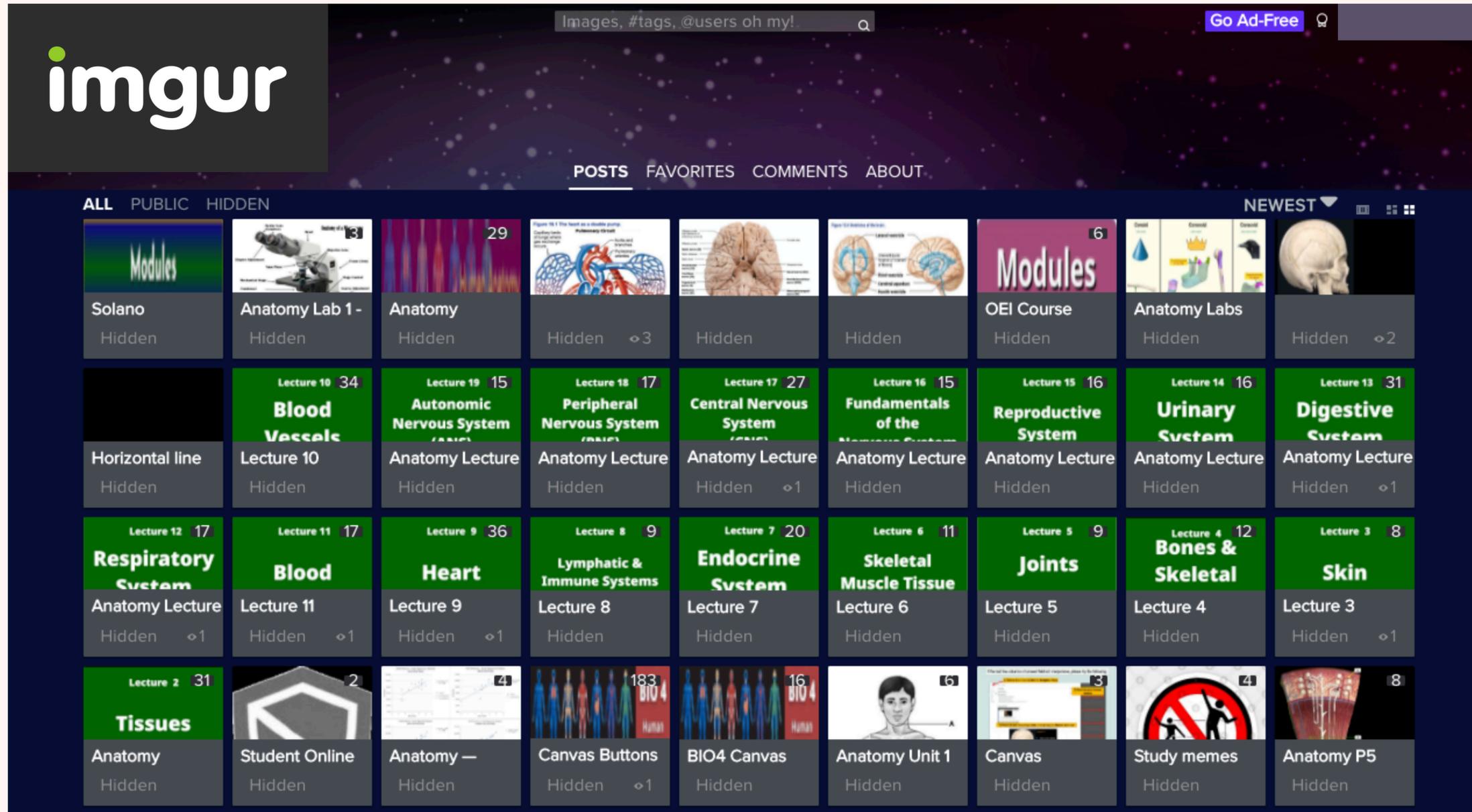


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# CREATING QUIZ QUESTIONS WITH IMAGES

# CREATING QUIZ QUESTIONS WITH IMAGES — METHOD 1

Use a 3rd-party image hosting site



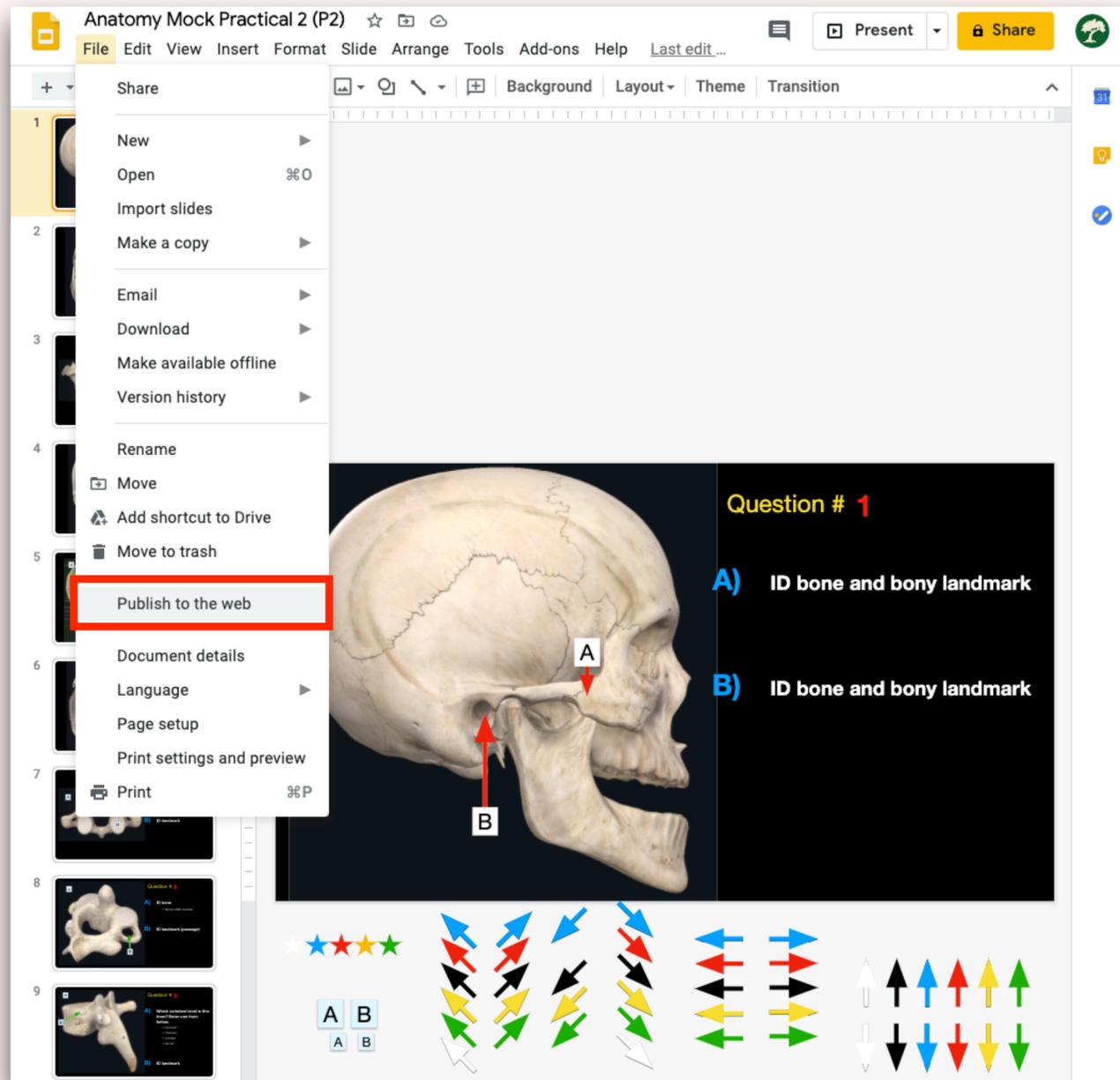
Can also be used to embed images to any Canvas page

Watch video on "How to quickly embed images to Canvas"

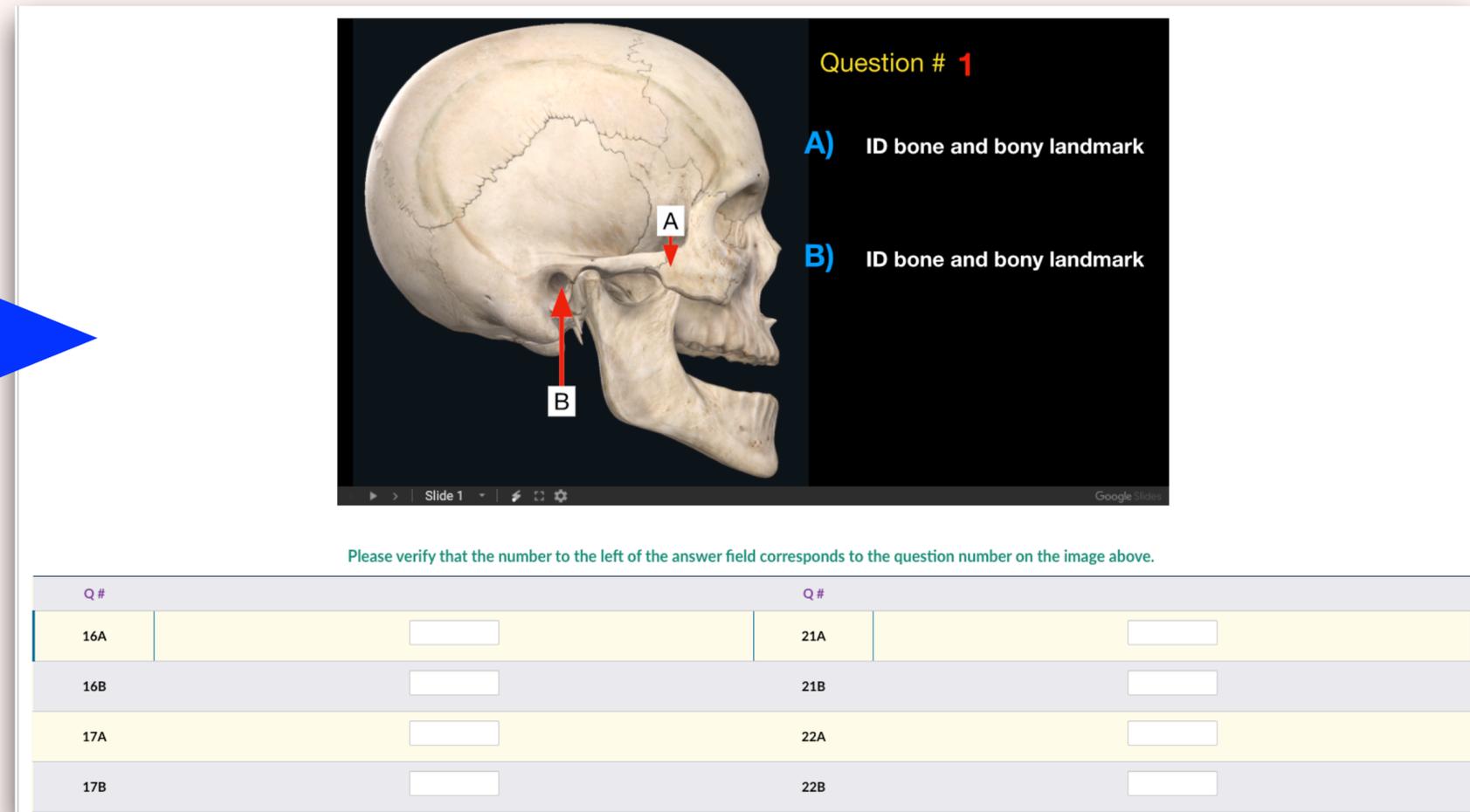
Watch video on "Caveat to hosting Canvas images on Imgur, and its solution"

# CREATING QUIZ QUESTIONS WITH IMAGES — METHOD 2

## Embed Google Slides



Allows for easy modification of test in the future!



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# GRADING

## FILL-IN-THE-BLANKS

# HOW TO GRADE FILL-IN-THE-BLANK EFFICIENTLY

> Quizzes > ? Q4 (Appendicular skeleton) (Remotely Proctored)

Published Preview Edit

Related Items

Quiz Statistics

Moderate This Quiz

SpeedGrader™

## ? Q4 (Appendicular skeleton) (Remotely Proctored) A+

- This quiz covers the bones and bony landmarks of the appendicular skeleton (upper limbs + lower limbs)
- 10 questions, each worth 0.5 points.
- all are identification questions.
- Quiz is out of 4 points, but there are 5 points possible.
- Yes I will manually grade your quizzes after everyone has submitted their quizzes.
- After I'm done grading all quizzes, THEN I'll adjust the quiz to be out of 4 points. So if you get a 4 out of 5, you can just assume that what you really got is a 4 out of 4.

Quiz Type Graded Quiz  
Points 5  
Assignment Group Q  
Shuffle Answers No  
Time Limit 10 Minutes  
Multiple Attempts No

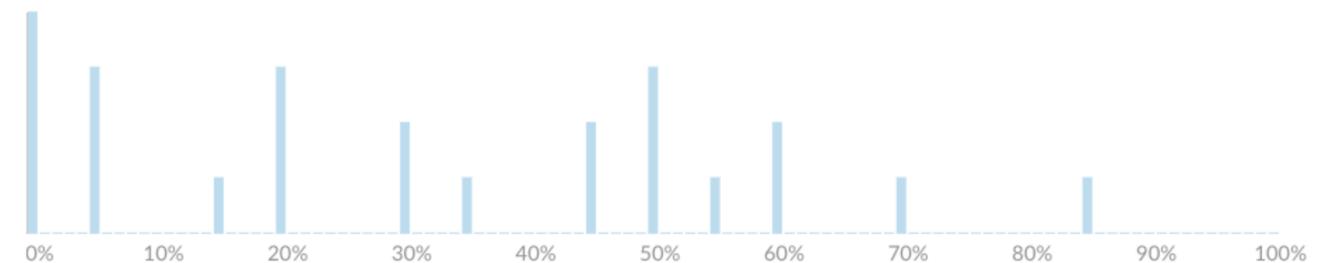
BIO7A (Fall 2020) > Quizzes > ? Q4 (Appendicular skeleton) (Remotely Proctored) > Statistics

Fall 2020

- Home
- Announcements
- Discussions
- Grades
- LPC Tutoring/RAW
- Modules
- NetTutor
- People
- Secure Exam Proctor
- Syllabus
- Assignments
- Files
- Pages

## Quiz Summary

Average Score **31%** High Score 85% Low Score 0% Standard Deviation 1.24 Average Time 09:32



2.

Student Analysis

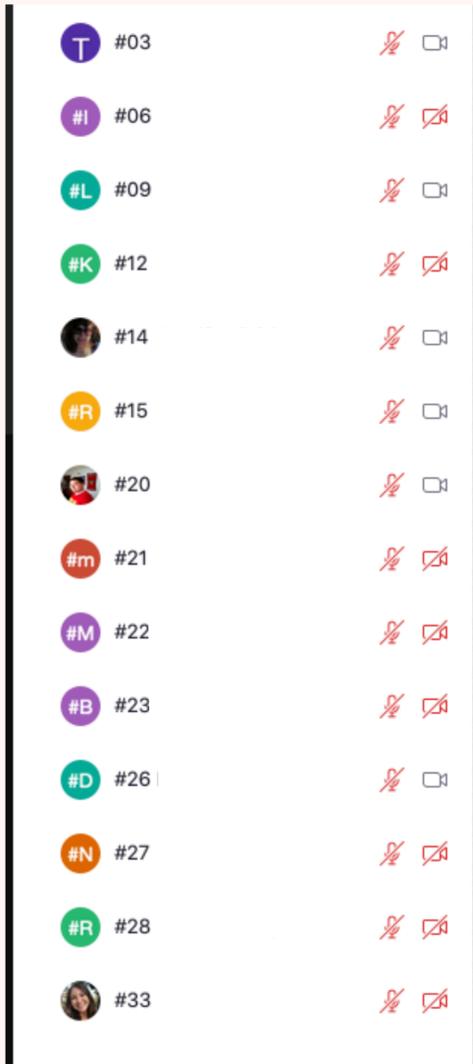
Item Analysis

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# **EFFICIENT CLASSROOM MANAGEMENT**

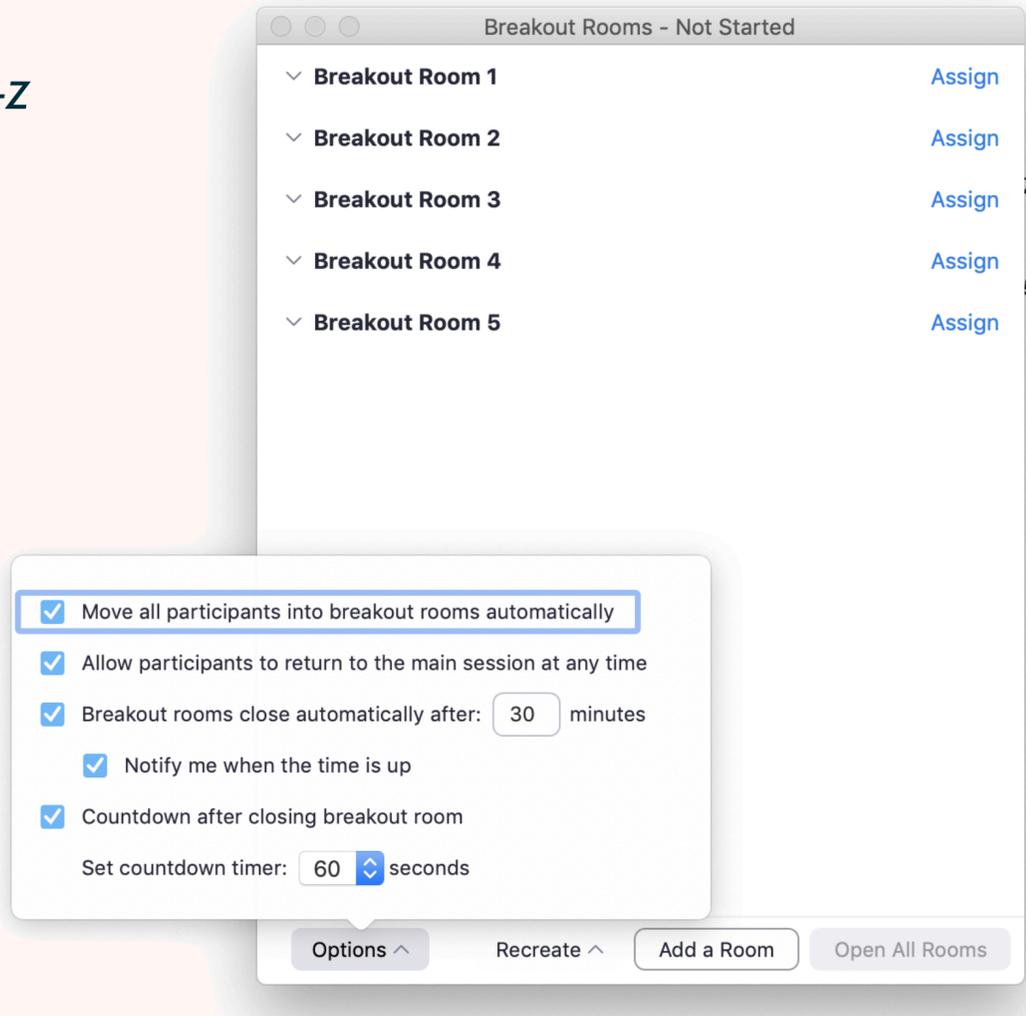
# "CLASS ID"

## Zoom Attendance



A-Z

## Zoom Breakout Rooms



## Grading and updating grades



A screenshot of a student gradebook interface. It features a search bar at the top with the text "Filter by student name or secondary ID". To the right are "Import" and "Export" buttons. Below is a table with the following data:

Student Name	Secondary ID	Final Paper Assignment Out of 20	Mid-Term Out of 100	Concert Review Out of 20	Attendance & Participation Out of 30
Chalk Instructor	chalki	16	96	20	30
Chalk Student	chalks	12	98	18	15
Chalk TA	chalkt	15	90	0	20
Train1 Tester	train1	15	100	16	10

## Sorting & Searching Paper Submissions



# Efficiency Benefits of Using STUDENT GROUPS

Sense of Community / Support

BIO4 (KUO) - FA20 ★ > People > Groups

2020 Fall-Online

Everyone Student Groups BIO4 Student Groups + Group Set

Home

Announcements

Discussions

Grades

Modules

NetTutor

**People**

Secure Exam

Proctor (Proctorio)

Syllabus

Accessibility Report

Collaborations

Assignments

Files

Pages

Quizzes

Rubrics

Outcomes

Conferences

Settings

Self sign-up is enabled for these groups. ⓘ

Groups are limited to 8 members.

+ Group

Unassigned Students (1)

Search users

Groups (4)

Group Name	Students
BIO4 Student Group 1	7 / 8 students
BIO4 Student Group 2	3 / 8 students
BIO4 Student Group 3	<b>Full</b> 8 / 8 students
BIO4 Student Group 4	4 / 8 students

Gain new perspectives

↓ Instructor Workload

Students go to one another for questions first

Happier students!

Sharing of Resources

Develop leadership and communication skills

Improved Learning in Small Groups

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# SETTING UP DUMMY ACCOUNT

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# ADDING DUMMY ACCOUNT TO YOUR COURSE

Feature yet to be implemented at LPC

## ➤ WHAT

- Additional campus Canvas account for troubleshooting and doing trial run

## ➤ WHY

- "Student View" inadequate for some purposes
  - Example – Turnitin, doing test run of exam through Proctorio, demonstrating to students how these apps work, and more.

## ➤ HOW (to set up)

Not currently done at LPC :( please email the LPC Canvas support to request this feature so it can be implemented.



Scott Vigallon,  
[svigallon@laspositascollege.edu](mailto:svigallon@laspositascollege.edu)

- Choose an email to be associated with the new account — Must NOT be associated with main Canvas account
- Email the LPC Canvas Support person — ask them to add the dummy account (using the email you've chosen) to your course as STUDENT.
- Request need to be repeated each semester.

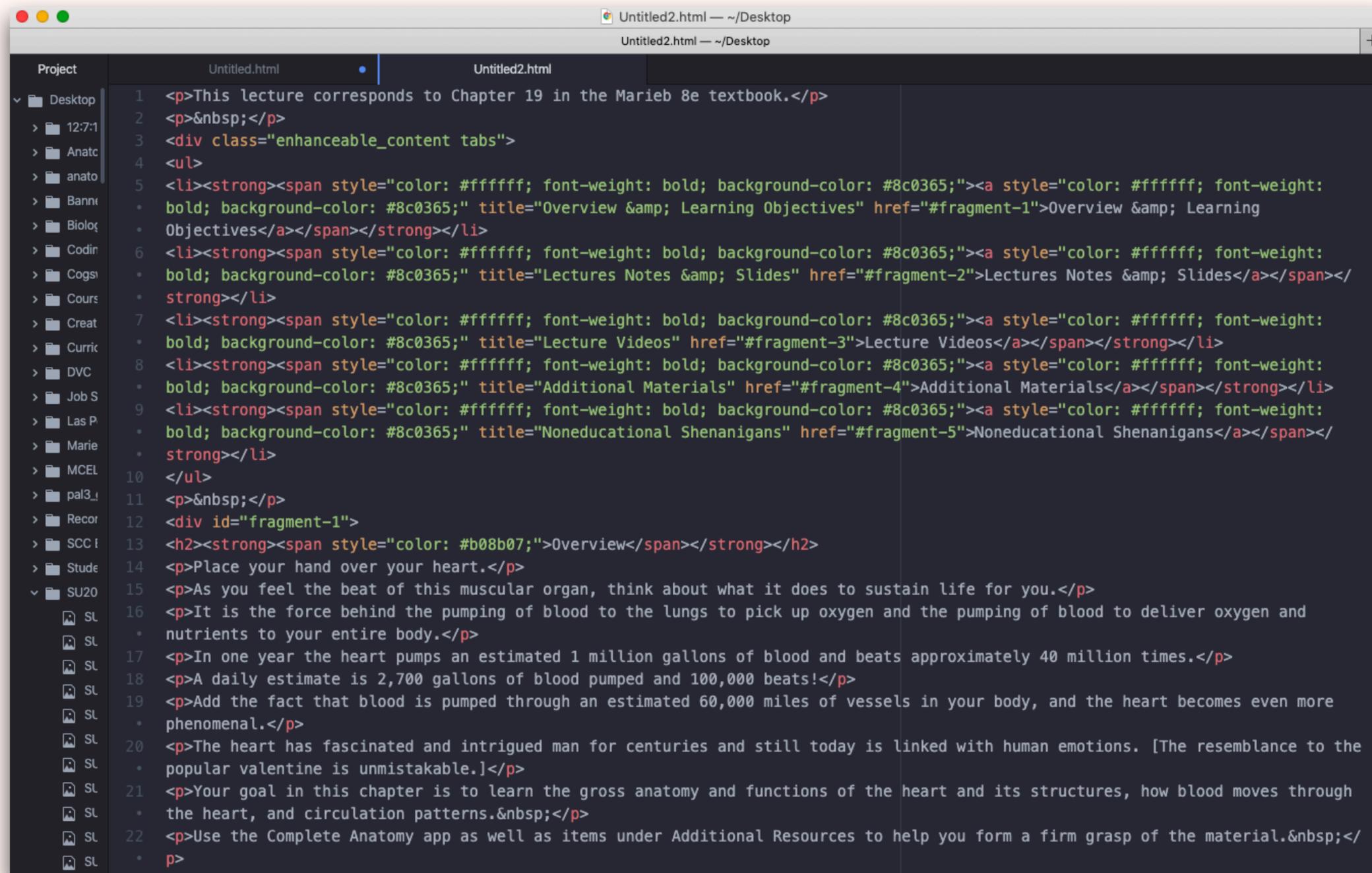
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# APP RECOMMENDATIONS

**Disclaimer:**

**I am not affiliated, associated, authorized, endorsed by, or in any way officially connected with the developers of any of the recommended apps in this presentation**

# ATOM



View HTML edits in real time

Color coded script

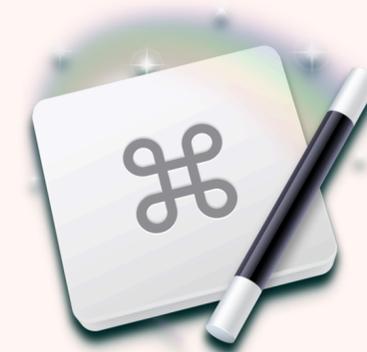
Find & Replace (by text string or Regex)

It's FREE!

Download:

<https://atom.io/>

# KEYBOARD MAESTRO



The screenshot shows the Keyboard Maestro Editor window titled 'Keyboard Maestro Editor — Ethan's Room'. The interface includes a sidebar with a 'Groups' list and a 'Macros' list. The 'Macros' list has 'Ethan's Room' selected. The main area shows the macro configuration for 'Ethan's Room', which is triggered by any of the following (when Home is at front):

- ⊖ ⚡ This hot key:  is pressed
- ⊕ ⚡ This hot key:  is pressed

Below the triggers, it says 'Will execute the following actions:' and lists one action: 'Select "Ethan's Room" in the Menu "View" in Home'. The configuration for this action is shown in a sub-window:

- Select menu in:  Menu
- Menu Title:
- Menu Item:

At the bottom of the editor, there are buttons for '+', '-', and a checkmark. A blue arrow points to the '+' button, labeled '1.'. Another blue arrow points to the 'Ethan's Room' macro name in the sidebar, labeled '2.'. A red box highlights the 'Ethan's Room' macro name in the sidebar. Another red box highlights the hot key configuration area. A third red box highlights the action configuration sub-window. A fourth red box highlights the '+' button at the bottom.

1.

Can be used to automate just about ANY repetitive task

You don't need to know anything about programming to use it!

*The single most powerful app I've ever purchased...*

Download (\$36 one-time payment)  
<https://www.keyboardmaestro.com/main/>

# OTHER PRODUCTIVITY APPS



## Alfred (\$40?)

A better alternative to Spotlight Search

<https://www.alfredapp.com/>



## Find Any File (\$8)

Faster and more thorough search than Spotlight or Finder Search

<https://apps.tempel.org/FindAnyFile/>



## BetterTouchTool (\$8 standard/\$20 lifetime)

Trackpad Customizations

<https://folivora.ai/downloads>



## BetterSnapTool (\$3)

Window management

Sorry, all of these are macOS only... and none is free.....

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# CHROME EXTENSION RECOMMENDATIONS

# CHROME EXTENSION RECOMMENDATIONS

All of these are free!

[LINK](#)



AdBlock — best ad blocker

Offered by: [getadblock.com](https://getadblock.com)

★★★★★ 294,994 | [Productivity](#) | 👤 10,000,000+ users

**AdBlock** No more ads on Youtube!



Font Changer Plus

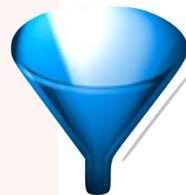
Offered by: Ana Watkins

★★★★★ 7 | [Productivity](#) | 👤 7,000+ users

**Font Changer Plus** Change display fonts on any site

[LINK](#)

[LINK](#)



OneTab

Offered by: [one-tab.com](https://one-tab.com)

★★★★★ 12,813 | [Productivity](#) | 👤 2,000,000+ users

**OneTab** Reduce tab clutter



Quick Tab

Offered by: [tomlerendu.uk](https://tomlerendu.uk)

★★★★★ 125 | [Accessibility](#) | 👤 8,000+ users

**Quick Tab** Quickly find specific tabs

[LINK](#)

[LINK](#)



Extensity

Offered by: [sergiokas.github.com/Extensity](https://sergiokas.github.com/Extensity)

★★★★★ 1,335 | [Productivity](#) | 👤 300,000+ users

**Extensity** Quickly enable/disable Chrome extensions

This is too much!  
My brain stopped functioning 30 minutes ago.....  
***Where should I even start?!***



Think about what you spend the most time struggling  
with....then just try **one trick at a time!**

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## OTHER RESOURCES

- <https://tinyurl.com/SolanoOEI>
- [Canvas Instructor Guide](#)
- [Dr. Kuo's Tech Help videos for instructors](#)
- <https://tinyurl.com/SolanoProctorio>



**Questions?**



➤ **Sign in to receive meeting recording and slides afterwards (if not logged into Zoom account)**

➤ <https://tinyurl.com/LPCProductivity-Signin>