

November 2022

# THE CITL REPORT

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## November Events

### CREATING REPORTS IN QUALTRICS

November 8, 2022

Dr. Allen Mathende

11:00 AM | Microsoft Teams

During this session, Dr. Mathende will discuss the different types of reports available in Qualtrics, how to create them, and what to look for when preparing a report.

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### ILEARN: GRADING AND GRADEBOOK

November 15, 2022

Lauren Neal and Dr. Kelvin Norman

11:00 AM | Microsoft Teams

In this training session, Dr. Kelvin Norman and Lauren Neal will introduce some of the more advanced features of the iLearn Grades tool, which allows instructors to create an online course gradebook. We will discuss some common issues and how to identify them. Some of the topics discussed will include setting up grade schemes, using bonus items, dropping the lowest grades, calculating a mid-term grade, allowing exemptions, and switching between a weighted and a points-based grading system.

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### ENGAGEMENT STRATEGIES (REPLAY)

November 22, 2022

11:00 AM | Microsoft Teams

In this session, we explore increasing attendance by designing content for student interaction with the instructor, the content, and with one another. We will discuss including participation as a graded item, activities that encourage student motivation, and creating a welcoming classroom culture and environment.

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### SEMESTER WRAP-UP

November 29, 2022

Lauren Neal and Dr. Kelvin Norman

11:00 AM | Microsoft Teams

The end of the semester is the time to prepare iLearn courses for copying components to the next semester's courses. In this session, we will discuss the exact procedures for adding, deleting and modifying content topics, quizzes, assignments, discussions, and other iLearn components. Lastly, we will elaborate on the steps for selecting specific items to be copied as well as how to manage or offset start, end, and due dates.

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*Happy Thanksgiving*

