

- Resubmission Process
- Reminder: Exam Retake Fields
- Fun Fact: The Email Option
- D2L Gem: Intelligent Agents
- Good Practice Reminder: Feedback Register
- Instructor Meeting Recap

#### Save the Date Announcements:

Coffee with Sarah: June 21, 10 am  
at EVP Sequoya, 555 S. Midvale  
Blvd. Madison, WI

Quarterly IL Instructor Appreciation and Professional Development Meeting: August 19, 1-3 pm  
at 21 N. Park Street, Rm 7045  
Topic: Engaging D2L features and Add-ons with Louis Loeffler, DCS Design and Development Team

Distance Teaching & Learning Conference 2016 : August 9-11  
[dtlconference.wisc.edu](http://dtlconference.wisc.edu)  
\*Registration is now open. Early Bird Registration Available until July 25!



## Assignment Resubmission

Independent Learning students have the option to resubmit assignments and retake exams. This allows students to assimilate material at their own pace and achieve course objectives. However, allowing for unlimited attempts can result in students submitting sub-par work or not doing their best work the first time around.

As a general rule of thumb, instructors should work with students early in the course to define assignment expectations. Including grading rubrics with the assignment instructions (see the meeting recap) can help students determine the type of work they will need to put into their assignment in order to earn their desired assignment grade. Students should understand the scope and quality of work required of them early in the course so they are able to do their best work throughout.

Sometimes, work is reassigned because the assignment was incomplete, the work was not comprehensible due to grammar, word choice, etc., or the work did not address the assignment requirements. Remember to refer struggling students to the Online Writing Lab: [owl.wiscconsin.edu](http://owl.wiscconsin.edu)

Some students need to resubmit work because it does not demonstrate minimum standards for unit goals. Others wish to rework some assignments that they found particularly challenging.

Instructors can motivate students to do their best work and ask questions early by giving students the percentage or letter grade earned by their first submission, including a note that the

student is allowed up to 3 assignment resubmissions per course, and suggesting that they may wish to make use of one of those resubmissions to improve their grade in this particular assignment. If you send newly enrolled students a welcome email, you may wish to update that email to include the assignment resubmission policy.

Instructors working with students who need to or wish to resubmit assignments or retake exams should follow these guidelines:

\*Students may resubmit up to 3 assignments per course.

\*All assignment resubmissions must be completed within 2 weeks (14 calendar days) of the feedback being posted.

\*All exam retakes must be completed within 30 calendar days of the exam feedback being posted in D2L or provided to the student via iStudy.

If you are working with a struggling but motivated student, please let Sarah know ([sarah.korpi@wisc.edu](mailto:sarah.korpi@wisc.edu)) so we can provide additional help and resources to the student.

You may now report resubmissions here: <http://goo.gl/forms/S5j3uAJADc>  
This form takes the place of the PDF form in use earlier this year.

### Fun Fact: The Email Option

IL Students enrolled in Print courses can submit and receive their assignments via email instead of US-postal mail. Students who select the email option use iStudy to submit assignments and receive feedback from instructors.

Exams	Delivery Method	Received Date	Grade	Graded Date	Requested Date	Sent To Proctor Date	Written Date	Proctor
Exam 1	Online	01/14/16	86	01/14/16	01/01/16	01/13/16	01/14/16	Joe
Exam 1R			NA				04/15/16	
Final	Mail	04/15/16	60	04/15/16	04/06/16	04/12/16	04/15/16	Mar
Final R			NA				04/15/16	

If you have technical questions, please contact UW-Extension toll free at 1-877-895-3276 or by e-mail at [info@learn.uw.edu](mailto:info@learn.uw.edu)  
Our hours: Monday - Thursday 8:00 a.m. - 6:00 p.m. Friday 8:00 a.m. - 4:30 p.m.

## Reminder: Exam Retake Grade Fields must be completed

You will notice in LRMS that the official student record now reflects our exam retake policy by automatically including slots for the exams and the exam retakes. The exam retake name has the same name as the original exam, and also the letter "R". The exam retake field should be directly below the LRMS field for the original exam attempt.

There must be a grade and date in the exam retake field in LRMS in order to complete a student's record in LRMS/LPV.

If a student does not need to retake an exam, simply enter "NA" as the grade and enter in the "date taken" field the date that the student completed the final exam in the course. If you have any issues posting student final grades, please email us at [il@dcs.wisc.edu](mailto:il@dcs.wisc.edu)

## D2L Gem: Intelligent Agents

"Intelligent Agents" are custom settings in D2L. They can be used to generate email notifications when students engage in certain course activities, including submitting items to the dropbox.

If you would like to receive email notification when a student submits an item to the dropbox, please let us know by emailing us at: [il@dcs.wisc.edu](mailto:il@dcs.wisc.edu)

## Good Practice Reminder: Feedback Register

Student assignment feedback should

at all times be professional in tone, register, and instruction. There are 3 registers that all word choices can be sorted into:

- \*Register 1 (used in informal settings, includes slang and regional varieties)
- \*Register 2 (language used in Professional situations)
- \*Register 3 (used in very formal, legal, and professional in-group settings)

Word choices that belong to register 2 are most appropriate for IL communication. For comparison, consider the following ways of saying hello:

Yo!

Dear Student,

Heartfelt salutations!

Feel free to explain the 3 registers to your students and remind them as well to stick with Register 2 when dealing with their university course.

## Instructor Meeting Recap: D2L, Rubrics, and You

Usually in this space, we introduce one of our IL instructors. This month, we will instead feature a summary of the last IL instructor meeting.

Colleagues from UW-Extension, including the new program manager, Elizabeth Bush, joined DCS Independent Learning instructors, program administrators, and Dean Jeff Russel for a light snack, networking, and professional development. Kristine Pierick, a member of the UW-Extension design and development team, engaged an enthusiastic audience in a discussion

and hands-on workshop about grading rubrics. For those who were able to attend: thank you for your spirited conversation! For those who were not able to attend, please see the summary below and email us with any questions at [il@dcs.wisc.edu](mailto:il@dcs.wisc.edu).

Rubrics are instructional and evaluative assessment tools that can be used to evaluate student performance on subjective assignments. Rubrics communicate expectations, evaluate levels of performance, bring more objectivity to subjective grading work, and make grading student work easier and more transparent. Rubrics also help ensure that student work will be evaluated according to the same criteria, should an unexpected instructor change or absence occur.

The steps to creating a rubric are:

1. Determine the criteria that will be used to define quality performance
2. Determine the maximum number of points for each criterion and/or criterion group
3. Define the highest level of performance for each criterion
4. Fill in descriptions for the remaining performance levels of each criteria on the grid

Tips for creating rubrics:

- \*Use 4 levels of evaluation
- \*Place the highest evaluation level on the left
- \*Find and adapt an existing rubric
- \*Use the rubric or parts of the rubric for multiple assignments

You can view the power-point slides and additional resources from the instructor meeting by visiting the IL Instructor website: [go.wisc.edu/ilinstructors](http://go.wisc.edu/ilinstructors).

If you have a draft rubric you would like to share with your colleagues for information or feedback, please feel free to email the DCS IL Instructor email list-serve: [ilinstructors@lists.wisc.edu](mailto:ilinstructors@lists.wisc.edu)