

Inside Independent Learning

Online Exam Proctoring

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Independent Learning courses offered in the D2L platform will soon give students the opportunity to take their course exams in D2L with remote proctoring provided by SoftWare Secure.

The pilot of this program has been going well, and more than 15 D2L courses currently have this option available for IL students. Students who have taken exams in D2L with remote proctoring have noticed several advantages to this system. Some include: being able to take exams any time, any place, in the same way they complete the rest of their course-work; not needing to locate

and get a proctor approved; and receiving instructor feedback faster.

Instructors who have graded exams in D2L have also noticed improvements, including: a faster turn-around time; less time spent grading thanks to the D2L grading features; no exams lost or misplaced in email; and no need to download, save, or print exams. Online exam proctoring also has the advantage of ensuring that students in IL courses are assessed fairly, since the exam proctoring rules for all students taking an IL

exam in D2L with remote proctoring will be the same.

In this issue of *Inside Independent Learning*, you will find more information about the online exam proctoring process and more details about how to provide useful, supportive, and task-oriented exam feedback to your students through the D2L platform. If you have any questions about D2L exams and online exam proctoring, please let Sarah know.



Behind the Scenes with SoftWare Secure

The Instruction Design Team, in collaboration with the DCS Academic Program Coordinator, authored a set of rules for IL courses using SoftWare Secure remote proctoring. These rules are available to students before they take the exam. Students who have grades entered for the required assignments have their D2L Exam unlocked. Students must sign on to SoftWare Secure before they can access the exam in the D2L quiz section. Once the student has completed an exam, reviewers at SoftWare Secure view the audio and video footage recorded during the exam. They verify the student identity with a student's ID, check the recordings of the student's computer desktop to ensure that students did not access any restricted files or websites, and view the recordings of the student to ensure that the rules set for the exam were followed. Each exam is reviewed by multiple reviewers. Any instances of rules violations or suspicious activity are marked in the videos and included in the exam proctor report. Once SoftWare Secure has reviewed the exam, they send the proctor report to IL Student Services. Student Services then sends the exam report on to the proper academic program coordinator. The academic program coordinator can then review the exam, either in its entirety or individual flagged segments. Examples of things that have been marked thus far in exam reports are: students sitting in front of a bright window; students getting up to get a new pen; students who do not have their eyes and mouth in the camera shot at all times; students speaking to children or dogs during the exam; and students who browse websites or open documents on their computer while taking the exam. Since the pilot started, only one student was found to have engaged in academic misconduct while taking the exam. More than 57 other students successfully completed their exams online without issues, rules, violations, or academic misconduct.

**Announcing the Fourth
Quarterly DCS IL Instructor
Appreciation and Professional
Development Meeting:
A Working Lunch with the D2L
Design & Development Team**

**August 21, 1-3 pm
Room 7045, 21 N. Park Street
Madison, WI 53715**



Continuing Studies
UNIVERSITY OF WISCONSIN-MADISON

Grading an Exam in D2L

Once your course exam is in D2L, grading exams should be faster and easier. Any questions that have one and only one correct answer (e.g. multiple choice, true and false, matching, etc.) can be autograded by D2L based on your exam answer key. This means that you will need to review these portions, but the grading should be complete for you already.

You will still need to grade any questions that have multiple correct answers (e.g. short and long essay questions). To make this process easier, the exam can be set to display a sample correct answer or a list of important details from your exam answer key.

To grade an exam in D2L, log in to your account and navigate to the course page. Click on the "Quizzes" tab. Locate the exam you wish to grade, and click on the triangle. Click on the link titled "Grade." Scroll down to locate your student, and click on "Attempt 1." This will take you to the student's quiz, where you can enter or change points

awarded to individual questions. When you have completed grading the quiz, remember to save. Then, enter the score and your exam feedback in the grades tab as usual. Be sure to include the following in your exam feedback in D2L: "Exam score is not official until the proctor report has been reviewed." Notice that the exam score, the course grade average, and the final course grade should not be entered in LPV/LRMS until the exam report has been reviewed. You will receive an email from the DCS IL Program Coordinator when the report has been reviewed and scores can be posted to the official student record.

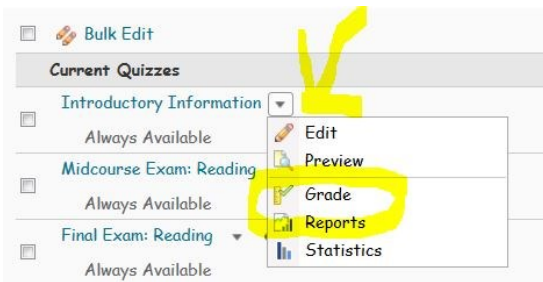
When you grade an exam in D2L, sever-

al steps can be avoided. There is no need to print a copy of the exam for grading. You do not need to compile an exam report. You do not need to return any materials regarding the exam to DCS. You do not need to compose a separate email to the student; the student can access the score and all feedback in the grades tab of their D2L course. The exam itself and all feedback is archived in D2L.

Detailed instructions about grading exams in D2L and leaving exam feedback in D2L can be found in the "How-To Guide" section of the DCS IL Instructor Resource website:

go.wisc.edu/ilinstructors

Please feel free to contact Sarah with any questions or concerns as we move toward online exams and online exam proctoring program-wide.



Coffee with Sarah

This year's schedule is as follows:

- August 25, 2015–10 am, Barriques MID
- September 23, 2015–10 am, Cargo
- October 22, 2015–2 pm, Manna Café
- November 20, 2015–10 am, Beans & Cream, SP
- December 21, 2015–10 am, Cargo
- January 19, 2016–2 pm, EVP Midvale
- February 24, 2016–2 pm, Barriques MID
- March 24, 2016–10 am, Manna Café
- April 22, 2016–2 pm, Barriques S. Park
- May 23, 2016–2 pm, Beans & Cream, SP
- June 21, 2016–10 am, EVP Midvale

The coffee shop name abbreviations and addresses are:

- ⇒ **Manna Café**—Manna Café and Bakery, Lakewood Plaza Shopping Center, 611 N. Sherman Ave, Madison
- ⇒ **Barriques MID**—Barriques, 1901 Cayuga St. # 101, Middleton
- ⇒ **Barriques S. Park**—Barriques, 961 S. Park St. Madison
- ⇒ **Cargo**—1309 S. Park Street, Madison
- ⇒ **Beans & Cream SP**—Beans n' Cream Coffeehouse, 345 Cannery Square, Sun Prairie

- ⇒ **EVP Midvale**—EVP Sequoya, 555 South Midvale Blvd, Madison



Good Practice Reminder: Submitting Lesson Tally Sheets

We are working toward a simpler method of reporting how many assignments you have graded each month. Until this method has been finalized, please continue to report your graded lesson and exam totals on the familiar Tally Sheets. Please be sure to submit these tally sheets to Laura on or before the last business day of each month. Your timely submission of tally sheets ensures that payroll can be processed efficiently and effectively. We appreciate your assistance with this process.



D2L Gem: Newsfeed



Students who stay engaged with their course material tend to be more successful in IL courses than students who have long lapses in their engagement with the course. D2L course instructors sometimes wonder whether students spend enough time reading resources provided in the D2L course sites. One way instructors can encourage students to return to the course sites often is to use the Newsfeed on the course home page in D2L as a *newsfeed*.

Often, this Newsfeed is used to welcome students to the course and post any updates about instructor availability. Courses that currently make use of the online exam proctoring option also have an online

exam option announcement in the newsfeed.

These uses of the Newsfeed are relevant and practical, but they do not encourage students to log in to their courses to see what might be new and interesting.

In addition to using the Newsfeed to welcome students to the course and to

notify them of instructor availability, instructors can post interesting links and facts relevant to the course in the Newsfeed. Updating the Newsfeed once a week can encourage students to check in to their course on a regular basis to see what is new. Instructors who teach multiple levels of the same course can use the same news item in all courses when relevant.

Instructors can keep important, but older, news items visible by deleting the former news item when they post the new one.

Our partners at UW-Extension have posted a tip sheet for making the most of your Newsfeed. You can find this and other important instructional design tip sheets here: <http://go.wisc.edu/IL-newsfeed-resources>

Regularly updating the Newsfeed with interesting information related to the course content is a great way to personalize the course and make it feel more current to students. It also offers instructors a different way to connect with students and facilitate conversations. Students looking for ways to be more engaged with their courses and a learning community may also appreciate the opportunity to post about a Newsfeed item in the course Discussion Board.

Next Coffee with Sarah:

Tuesday, August 25, 2015
–10 am

Barriques MID—1901
Cayuga St. # 101,
Middleton

Save the Date:

Next DCS IL Instructor Meeting:

A Working Lunch

August 21 from 1-3 pm

Room 7045, 21 N. Park St.

Madison, WI

UW-Madison

**Distance Teaching & Learning
Conference**

August 11-13, 2015

Madison, WI

dtlconference.wisc.edu

The DCS IL Team Is Growing!

**In August, David Werther will join the
DCS IL Team as an instructor/
academic program manager.**

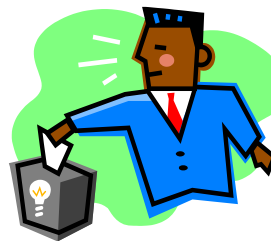
**Initially, David will be working
primarily on developing new
Philosophy courses.**

**We are excited to have David back at
DCS!**

Coming Next Month: TBA

Remember, if you have any questions or concerns that you think would be of interest to your IL colleagues, please submit them for future IL newsletters.

Email ideas to:
skorpi@dcs.wisc.edu



Introducing: Rich Freese

I currently teach the IL Jazz History, Music Appreciation/History, and Legendary Performers courses.

I was born in Tucson, AZ, but I've lived in the Midwest for most of life. I'm working on my dissertation for a DMA (doctor of musical arts) at UW-Madison in composition, which involves writing a multi-movement work for wind ensemble and putting together two lecture recitals.

My interest in music started in late high school when I thought it would be fun to learn how to play some Metallica songs on the electric guitar. I subsequently earned music composition degrees at Wisconsin Lutheran College (with a second major in art) and Truman State University. As a composer, I enjoy writing choral, instrumental, and electronic music, and my music has been performed throughout the United States in settings ranging from art exhibitions to theatre productions to worship services to music festivals. As a guitarist and bassist, I've had the opportunity to perform a variety of styles throughout the Midwest. As a music educator, I've taught private guitar lessons since 2004, and last summer I had the chance to teach composition workshops through Lyre Power, a group aimed at

getting kids interested in writing and improvising their own music. I also work full-time with church music in Madison.

Outside of music and teaching, I much enjoy reading (currently HP Lovecraft and some books on video game history), playing video games, scenic walks/hikes, and spending time with my wife and 8-month old son.

