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#### Save the Date Announcements:

Coffee with Sarah: November 18, 1 pm, EVP Sequoia, 555 South Midvale Blvd, Madison WI

Quarterly IL Instructor Appreciation and Professional Development Meeting: November 4, 1 pm 21 N. Park Street, Room 7045: Grading with your Tablet (bring your tablet)

UW-Extension CEOEL Partner Program Faculty Symposium: May 22-23

Distance Teaching & Learning Conference 2017 : July 25-27  
dtlconference.wisc.edu



## Main Topic - Payroll Report Change

On the first of every month, we run a payroll report based on the grades that were entered in the prior month for each course. We use that report to process payroll. This system took the place of "tally sheets" which were in use for payroll prior to this switch.

With this change in the payroll reporting system, we began emailing instructors a list of graded assignments each month. Initially, we used this method to ensure that our computer-based reporting system was as accurate as the paper-based reporting system it replaced.

Over the past six months, we have collected feedback provided by instructors, and used this feedback to design a new email payroll report. Beginning in the month of November, the email payroll report will be simplified. Your payroll report will include the following information: total payment amount, number of assignments included in the LRMS report, and "additions." Additions can be understood as: the number of assignments reported on the assignment resubmission form, compensation for revision work, compensation for covering grading in a course you do not normally facilitate, etc.

Instructors should still keep a record of assignments graded each month and compare their record total with the total included in the payroll report. Should you find any inconsistencies, please alert the IL office to the issue immediately by emailing [il@dcs.wisc.edu](mailto:il@dcs.wisc.edu)

It is our hope that the new, streamlined format of the IL payroll report will better fit instructor needs. If you wish to continue to receive the long version of the payroll report, please let us know.

## New Title

Independent Learning, a program that is built on a long and rich history of distance education, has undergone changes over the years. One notable change is the use of the internet for online course delivery.

With this change, the instructional titles of professor, grader, and instructor have become less descriptive of the work that DCS IL instructional specialists do in the Independent Learning Program. Much of the work is now related to welcoming students and helping students stay on track as they progress through the courses.

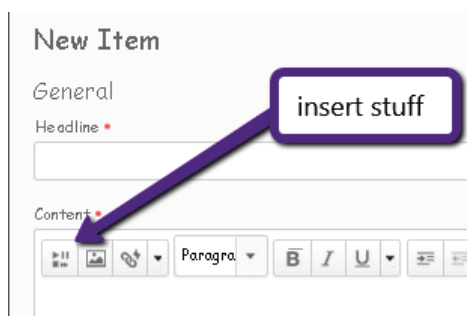
In order to provide a better description of the work that you do, IL will be introducing the title "Course Facilitator." Courses will begin using this title in the next revision cycle. Of course, you are welcome to begin using this title now in your correspondence with students if you find that it better fits your needs and expectations.

## Fun Fact: Fast Completion

IL recommends that students take a minimum of 3 months to complete a course, which allows students to complete a course while following a semester schedule. With instructor consent, students may complete their course at a more rapid pace.

## D2L Gem: Adding Photos

Course Facilitators who work in D2L may add photos to the news feed (and potentially the discussion boards) to increase student engagement. If you have photos that you would like to add, create a new news item and use the “insert stuff” icon to add your photo or image. 640 x 480 is an ideal image size for D2L. Please contact your academic program director with any questions.



“Insert Stuff” can also be used to add audio and video clips to D2L.

Our partners on the media team at UW-Extension have a series of informative Tip Sheets that can guide you through the process of creating and uploading media-rich content to your D2L courses. You can access these tip sheets at the CEOEL Media Team resource site: <https://media.uwex.edu/faculty/>

If you will be revising your course in the coming year, please take a few moments to look over the media team resource page. This page can serve as inspiration of how we might deliver IL instructional content online in a more media-rich way.

## Good Practice Reminder: Exam Grades

Many IL courses offer students the opportunity to complete their exams in D2L with remote proctoring. If your

course allows for this option, this reminder is for you!

If your course offers exams in D2L, please email the exam grades and final course grades to the DCS IL offices ([il@dcs.wisc.edu](mailto:il@dcs.wisc.edu)). Please do not enter these grades in LRMS. LRMS is the official student record for the course, and the exam grade cannot be considered official until a clear proctor report has been received.

We review these reports in the DCS IL offices, and as a part of our report, we log in to LRMS, make notes about any flagged exams, and enter the exam grades.

## Students Say: IL course leads to changes in family farm

Students Say is a new feature of the Inside Independent Learning Newsletter. This feature will share feedback from students about how their IL experience has impacted their lives. If you have feedback from a student about how IL has impacted their lives, please share it with us!

“After taking this class and living on a farm, I have made suggestions to my dad and brother about some things they need to change to make our farm more environmentally friendly.”

## Introducing: Arsenio Cicero

Dr. Arsenio Cicero Sancristóbal has been teaching Spanish language, cultural courses and organizing social events in Madison since his arrival to the city in 1999. After he earned a Ph. D. in Spanish Literature from UW-Madison, Mr. Cicero has been associated with his Alma Mater where he has taught a variety of courses, which he is now looking forward to teaching

to independent learners.

Since the year 2000, Dr. Cicero has also been continuously engaged in teaching a variety of classes to adults and helping to create programs for the UW-Madison Division of Continuing Education. Several years ago, in collaboration with the Division, Mr. Cicero organized three Cuban Film Festivals for Dane County to share his experience and knowledge of his native country, Cuba.

Currently, Dr. Cicero is an Adjunct Faculty member with the World Languages Department at Madison College. Mr. Cicero has also worked as an interpreter and translator for a variety of organizations including Centro Hispano, and The Capital Times. Mr. Cicero enjoys tutoring native English speakers in Spanish, as well as students of Hispanic origin in both English and Spanish. In addition, Mr. Cicero is a member of the Scholar of Color Mentor Program (SCMP) at Madison College.

Dr. Arsenio Cicero is pleased and honored to be joining the Independent Learning Program.

