



OLA WEEKLY NEWSLETTER

AUGUST 10, 2020 | No.7



COURSE SPOTLIGHTS

Senior Online Learning Advisor

As spring term comes to a close, I have been working with other SOLAs and OLAs to create comprehensive transition manuals for Fall SOLAs/OLAs. Our goal is to ensure that incoming SOLAs and OLAs have the appropriate resources available to help faculty in administering fall courses. The transition manuals provide detailed information about the SOLA and OLA roles, tips for success, a bank of deliverables, and descriptions of the core technical and non-technical task completed by SOLAs and OLAs. These manuals may be of interest to instructors, especially those who have not had the chance to work directly with a SOLA or an OLA, and will be completed by August 17th. - **Matthew Olsen**

ENGL 193 - Communication in the Sciences

This week, I will continue collaborating with my fellow ENGL 193 OLA to review data from the recently completed student experience survey. This data will be incorporated into a comprehensive user experience report. Other projects I am working on include writing a comparison report on the Swales CARS unit in the two current sections of ENGL 193 and creating video tutorials for students on how to use Bongo. I also look forward to writing a section for the OLA Manual. - **Maanasa Rajaguru**

ENGL 192 - Communication in the Engineering Profession

To prepare ENGL 192 for Fall 2020, I am creating a 3 week lesson plan on Information Seeking and Evaluating Research. I have also been working with other OLAs and SOLAs to create an OLA Co-op Manual. This manual will help OLAs in the fall term learn about the responsibilities and expectations of being an Online Learning Assistant, simplifying the transition process. - **Krishani Puveendiran**

PROVIDING FEEDBACK FOR STUDENTS

OLAs are trained in best practices for providing feedback to students. Our team has researched various techniques to support instructors in providing students with a seamless online learning experience. Reach out to an OLA if you have questions related to this topic.



Turnitin

Students should receive consistent feedback from their instructors to succeed academically. Software such as Turnitin can help instructors provide feedback and promote academic integrity. Turnitin allows instructors to:

- Create or upload assignment rubrics that automatically calculate students' scores
- Provide in-line written feedback on assignment documents using the comment feature
- Include voice recordings detailing the feedback
- Use QuickMarks automatic suggestions (including comments such as "weak transition") to provide feedback

Find more information on using Turnitin by watching this video tutorial. To find more information about how to enable Turnitin on your LEARN dropbox, click here.

Providing In-depth Feedback

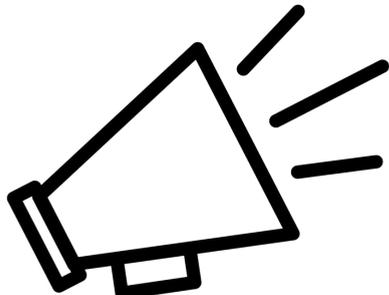
Providing students with clear, constructive feedback is a crucial part of increasing students' understanding of content and supporting their learning. **To find more information about how to add Feedback to dropboxes, click here.** Additionally, instructors can provide line-by-line feedback for written assignments to help improve the students' writing.

Gradebooks

Gradebooks are used in LEARN course shells to provide students with updates on their academic progress throughout the term. Instructors can easily create gradebooks by using the **Setup Wizard**, a tool that provides default options to prepare gradebooks quickly. After setup, instructors can link quizzes, discussion forums and dropboxes to the gradebook. This ensures that the items in the gradebook are linked to the work being evaluated.

OLA TIDBIT

OLA Tidbit: Tips for Working from Home



Working from home can be challenging, which is why it is important to create a routine to optimize productivity. It may take some time to find a routine that works for you, but through trial and error, I have found that starting my mornings with a large cup of green tea helps me stay focused throughout the day. I have also downloaded the Forest App, a productivity software that prevents me from becoming distracted by my phone. Additionally, it can be normal to feel inundated during work, which is why it is important to take breaks when needed! - **Rency Luan**