

Academic Liaison Meeting

12/01/21 @ 8:30a.m.

Agenda:

Announcements and Updates from OAI

- Elevated Access Forms
 - Sent via email on November 8th
 - Due by December 15th
- Third Party Tool Requests
 - [Status](#)
 - [Third-party Tools Intake Form](#)
 - This round will allow academic units to receive access to existing tools.
- Email aihelp@tamu.edu for all inquiries or through the Academic Liaisons Teams channel.

Term Dates

- Courses can be merged by Instructors up to the 7th day before the term day (regardless of term)
- Academic Liaisons will have the ability to merge up to the business day before the term date (regardless of term)
- Courses can be published at any time but will be in a read only state up to the first date of the term (regardless of term)
- Courses will be available for instructors and students on the dashboard up to the last day of the late grading period for the term.

Key Dates

- Final exams: December 10- December 15
- Final Grades
 - Open from December 9th at 8am – December 20th at 12pm
 - Degree candidates: December 16th at 6pm
 - All students: December 20th at 12pm

End of Semester Procedures

- Email sent to all faculty and staff, all campuses
- [Proctoring options](#)
 - Respondus Lockdown Browser + Monitor
 - Aggie Proctoring Center

- [Final grade submission to Howdy from Canvas](#)
 - Use the “Unposted Final Grade Column” in excel spreadsheet to send to Howdy.
- [Fall 2020 content to be deleted from blackboard archive soon](#)
 - To be deleted in late December
- [Course evaluations in Canvas](#)
 - This can be done through [AEFIS Tools](#) or tamu.aefis.net
- Spring Canvas shells released
- Spring section merge deadlines

Discussion

Canvas

Q: Can you customize the help section for specific departments at sub-account level?

A: Global navigation menu, so can't manage at the sub-account level. Will ask Instructure.

Q: Dates (start dates) not listed in Canvas and option to edit is greyed out?

A : There should be dates entered in there so please send a ticket.

Community Enrollment

Q: brand new students, new to TAMU that UIN is invalid and trying to enroll in a Community. Doesn't appear to be registration issue.

A: Once UIN is associated with course enrollment and course enrollment is done, that's when the user gets populated into Canvas. Send ticket with those 2 students.