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**
  o Use the “Unposted Final Grade Column” in excel spreadsheet to send to Howdy.

• **Fall 2020 content to be deleted from blackboard archive soon**
  o To be deleted in late December

• **Course evaluations in Canvas**
  o This can be done through [AEFIS Tools](https://tamuaefis.net) 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.