

Organizing your Course Content using Office365 Tools

Before we get started



Let us know if you can hear us when we do **Audio checks**



Download **Presentation Slides** at uoft.me/ctsi-videos



Turn on live captions if you would like closed captioning (see screenshot for details)

During the webinar



Your **microphone** will be muted until Q&A at the end of the session



Type questions and comments into the **Chat**

Following the webinar

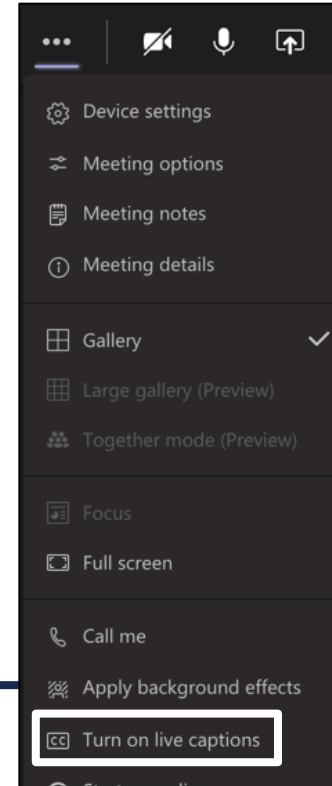


View **Session Recording** at uoft.me/ctsi-videos in 2 business days



Complete **Feedback Survey** (link sent via email)

Welcome!



Organizing your Course Content using Office 365 Tools

Justin Fletcher and Sun Ooi
January 28, 2021



UNIVERSITY OF
TORONTO

CENTRE FOR TEACHING SUPPORT & INNOVATION

In this webinar:

1

Identify key course content that students need to succeed in a course

2

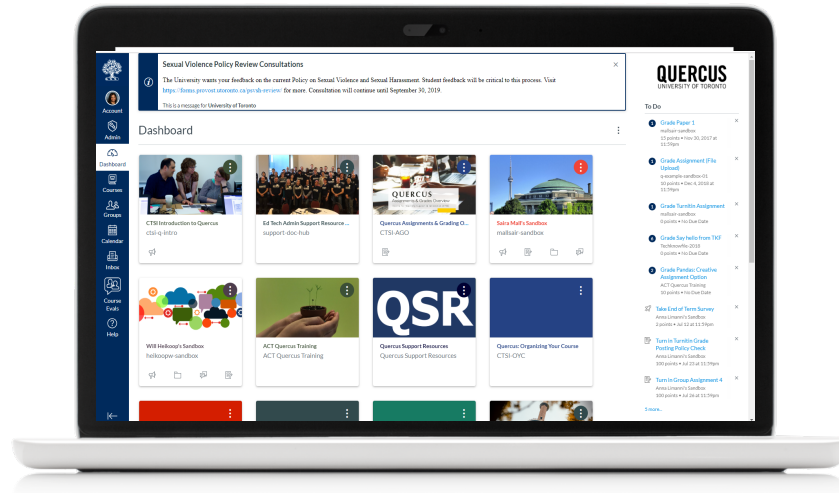
Utilize the OneDrive integration with Quercus to make course content available to students

3

Design course materials for accessibility, readability, and learnability

4

Navigate Quercus and Office 365 support resources



QUERCUS

The University of Toronto's Academic Toolbox

QUERCUS



Organize content

Connect and
communicate



The Academic Toolbox helps you...



Assess student work
and provide feedback

Teach from a distance



Office 365

Office 365

All apps

Tips and Tricks



Bookings

Simplify how you schedule and manage appoi...



Calendar

Schedule and share meeting and event times, ...



Class Notebook

Organize your lesson plans in a digital notebo...



Excel

Discover and connect to data, model and anal...



Forms

Create surveys, quizzes, and polls and easily s...



OneDrive

Store, access, and share your files in one place.



OneNote

Capture and organize your notes across all yo...



Outlook

Business-class email through a rich and famili...



People

Organize your contact info for all your friends,...



PowerPoint

Design professional presentations.



Project

Develop project plans, assign tasks, track pro...



SharePoint

Share and manage content, knowledge, and a...



Staff Notebook

Collaborate with faculty and staff to share poli...



Stream

Share videos of classes, meetings, presentatio...



Teams

The customizable, chat-based team workspac...



To Do

Keep track of your tasks in one place with inte...



Whiteboard

Ideate and collaborate on a freeform canvas d...



Word

Bring out your best writing.

QUERCUS + Office 365



Organize content

Connect and
communicate



The Academic Toolbox helps you...



Assess student work
and provide feedback

Teach from a distance



Identifying key course content

Quick poll

What are the types of materials that you typically provide to your students?

- ☐ Readings / PDFs
- ☐ Links to Library resources
- ☐ Webpages
- ☐ Videos (hosted elsewhere)
- ☐ Videos (created by the instructor)
- ☐ High-resolution images

Any other types of materials? Please share in the chat!

Managing cognitive load

Describe this picture in one or two words.



Managing cognitive load



Key concepts

Pick one (or more) of these words and add your brief definition to our shared document.

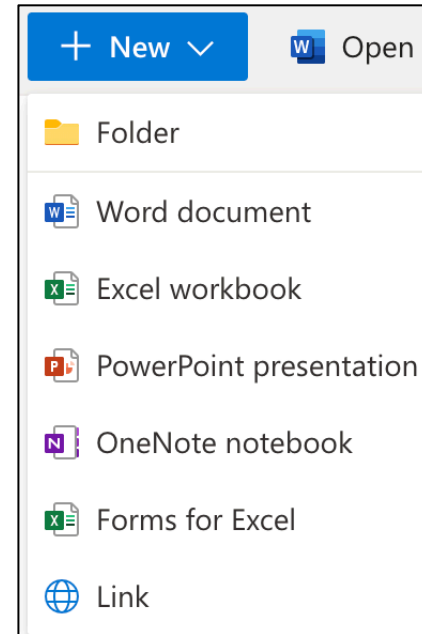
- Navigability
- Accessibility
- Learnability
- Readability



OneDrive



- Store (up to 1 TB)
- Organize (files and folders)
- Share and collaborate (with individuals, teams)
- Manage versions





- Avoid contributing to Quercus quota
- Update files without reuploading*
- Utilize familiar interface of Office 365 apps
- Maintain OneDrive as your go-to file storage solution

*Communicate important file updates to students (via Announcements or Inbox)

Organizing content



Share from OneDrive



OneDrive

Share content with selected students or TAs

Send link



People you specify can view >

Enter a name or email address

Add a message (optional)

Send



Copy link



Outlook

Send link



People you specify can edit >



Shayne Train



Add another

Hi Shayne,
I'm sharing this file with you. Would you be able to send me your feedback by the end of the week?
Thanks,

Send



Copy link

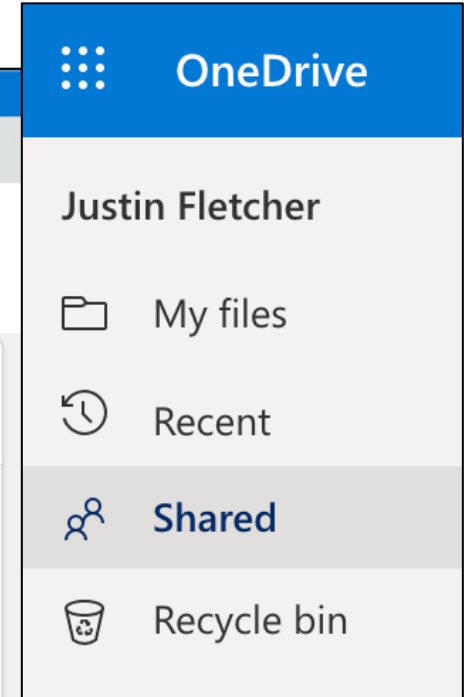
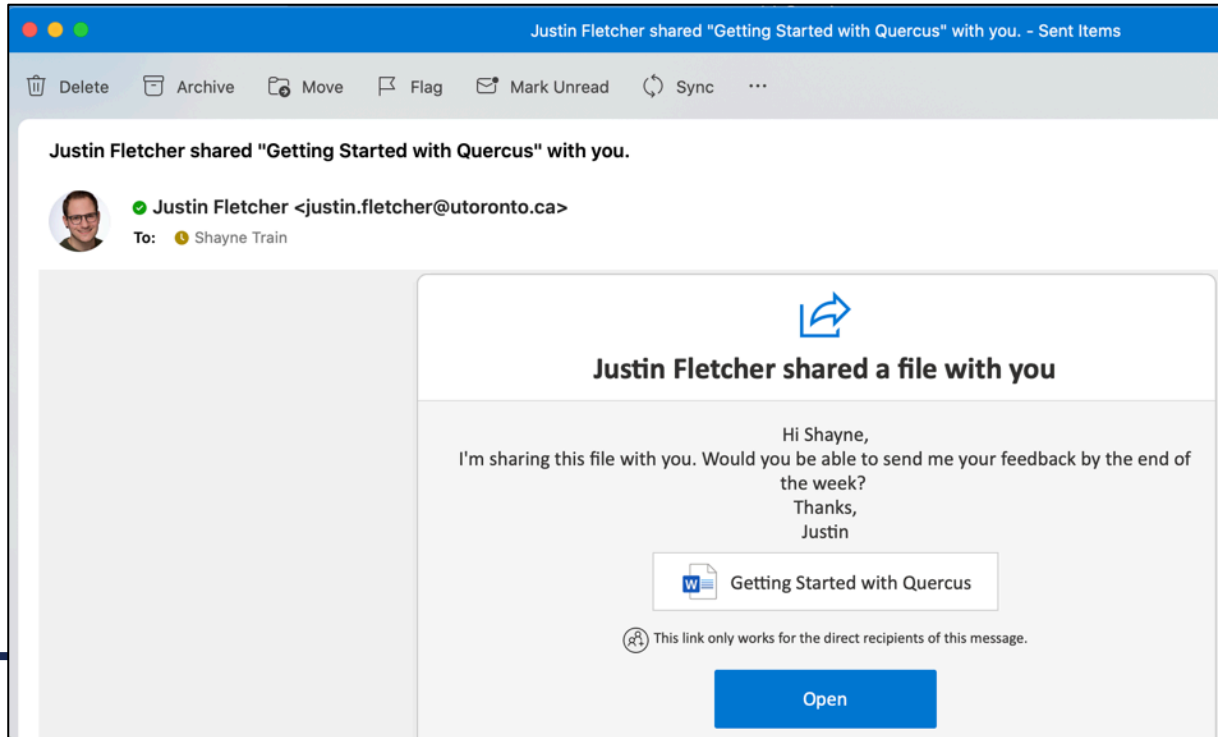


Outlook

[Share OneDrive files and folders](#)



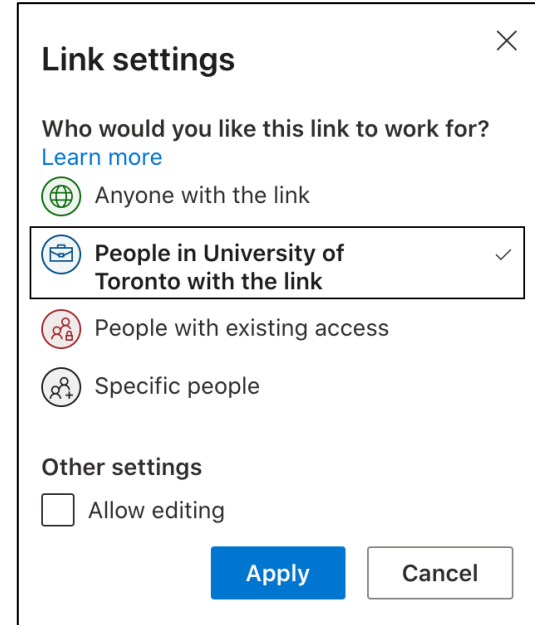
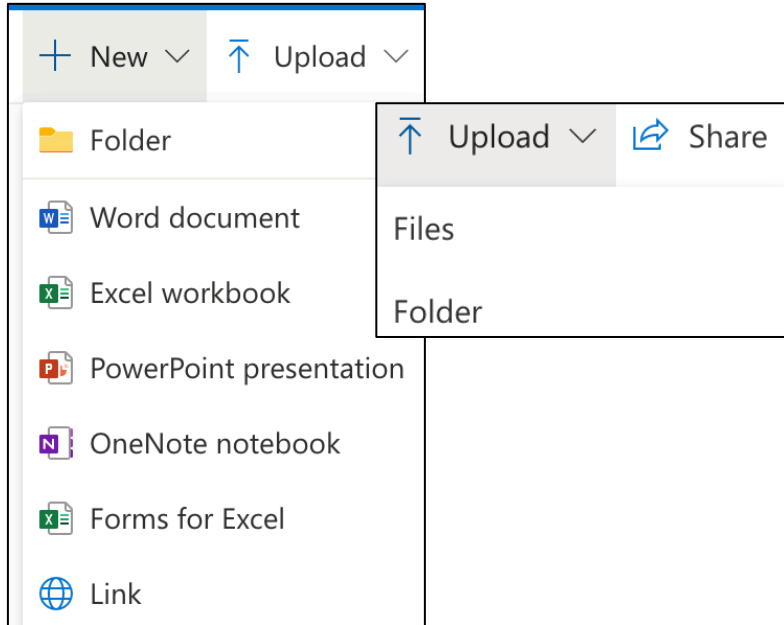
Access shared content via OneDrive





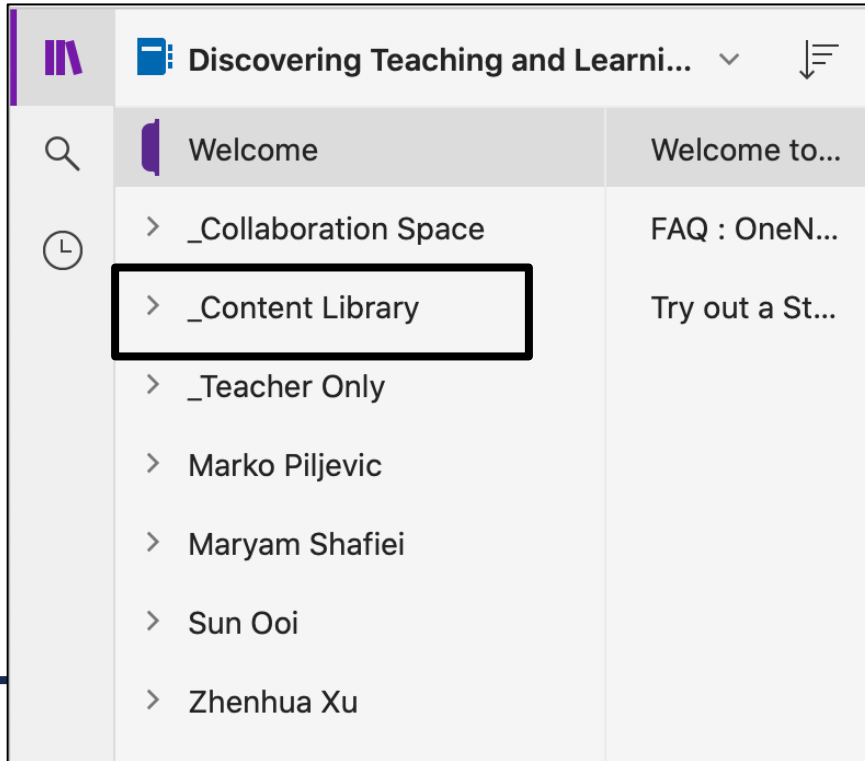
OneDrive

Share large files





Create OneNote Class Notebook



- **Content Library**
- Collaboration Space
- Teacher Only
- Student Notebooks

QUERCUS +



Add OneNote Class Notebook to Course Menu

Add App

Name

OneNote Class Notebook

URL Redirect

https://

☒ Force open in new tab (For External Links Only)

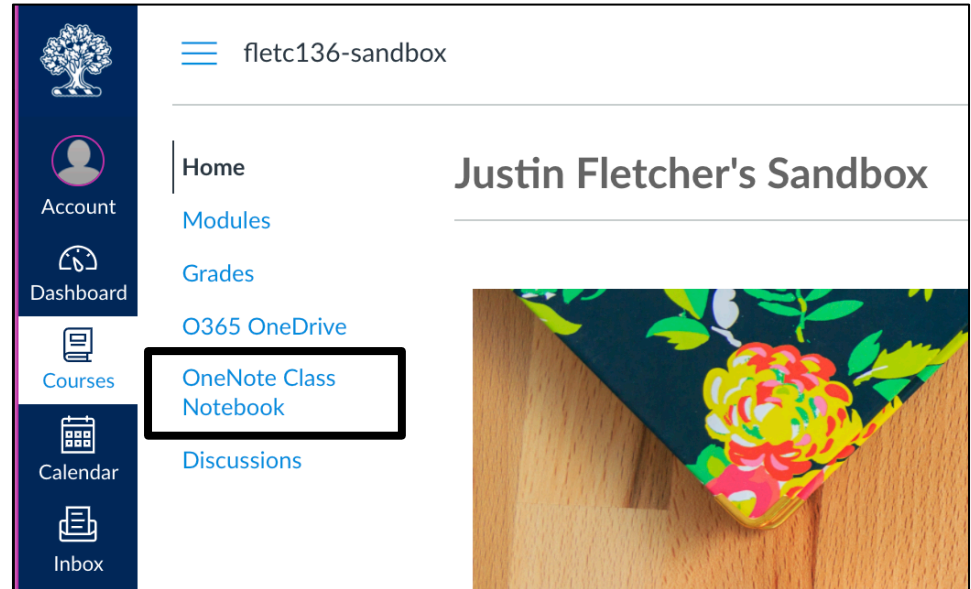
☒ Show in Course Navigation

☐ Show in Account Navigation

☐ Show in User Navigation

Close

Add App



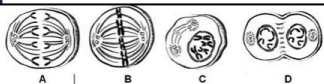
[Redirect Tool](#)

[Find Class Notebook URL](#)

Organizing content



OneDrive + Quercus



Course and Instructor Information

Introduction to Cell Biology

<Info>

Course Description

<Info>

Learning Outcomes

- Distinguish...
- Apply...
- Create...

Evaluation Scheme

Assignment	Brief description	Value

Policies

Academic Integrity

Academic integrity expectations for this course include....

Communication

<Info>

Course Schedule

Week 1: [Parts of the Cell](#)

- Reading: [Cell Systems Open Textbook](#) e

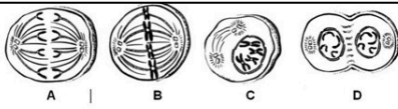
Week 2: [Mitosis](#)

Week 3: [Meiosis](#)

QUERCUS

Modules and Pages

Week 2: Parts of the Cell		✓	+	⋮
⋮	🔗 Module Pre-Quiz: What do you already know about the parts of the cell?	✓		⋮
⋮	📄 Lecture 2 Part A: Cell Walls	✓		⋮
⋮	📄 Lecture 2 Part B: Cell Membranes	✓		⋮
⋮	🔗 Knowledge Check Quiz: Lecture 2 Parts A and B (Cell Walls and Cell Membranes)	✓		⋮
⋮	📄 Lecture 2 Part C: Mitochondria	✓		⋮
⋮	🔗 Reflection: What have I learned in this module?	✓		⋮



Course and Instructor Information

Introduction to Cell Biology

<Info>

Course Description

<Info>

Learning Outcomes

- Distinguish...
- Apply...
- Create...

Evaluation Scheme

Assignment	Brief description	Value
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Edit View Insert Format Tools Table

12pt ▾ Paragraph ▾ | **B** *I* U A ▾ ▾ T² ▾ | ▾ ▾ ▾ ▾ | | ▾ ▾ ▾ | ▾

Po

Academic Integrity

Academic integrity expectations for this course include....

Communication

<Info>

Course Schedule

Week 1: [Parts of the Cell](#)

- Reading: [Cell Systems Open Textbook](#)

Week 2: [Mitosis](#)

Week 3: [Meiosis](#)

QUERCUS | Rich Content Editor

- “Word”-like editor in Quercus
- HTML Editor option for more complex customizations

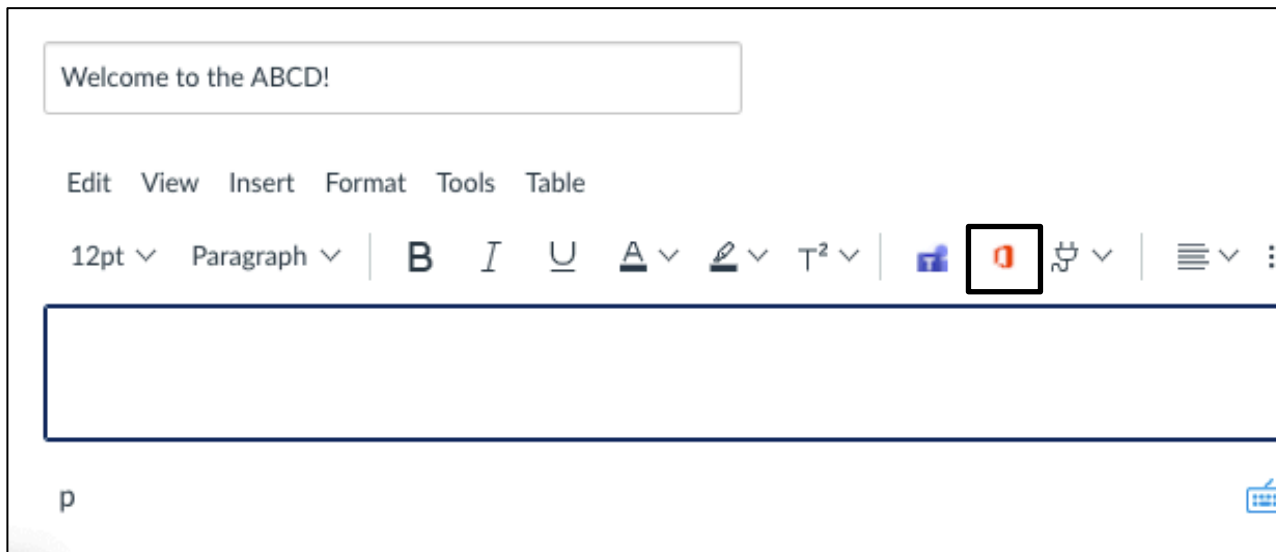
- Pages, Announcements, Discussions, Assignments, Quizzes

[Rich Content Editor](#)

QUERCUS +



Add OneDrive file to Rich Content Editor

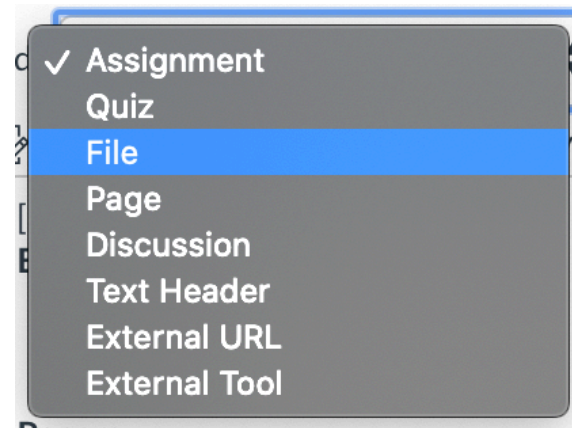
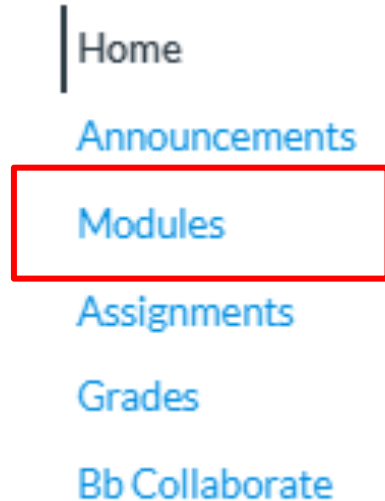


[Create link to Office 365 files](#)

QUERCUS

Modules

Module as a container to hold content



QUERCUS

Modules

⋮	▼ Week 2: Parts of the Cell	✓	+	⋮
⋮	🚀 Module Pre-Quiz: What do you already know about the parts of the cell?	✓		⋮
⋮	📄 Lecture 2 Part A: Cell Walls	✓		⋮
⋮	📄 Lecture 2 Part B: Cell Membranes	✓		⋮
⋮	🚀 Knowledge Check Quiz: Lecture 2 Parts A and B (Cell Walls and Cell Membranes)	✓		⋮
⋮	📄 Lecture 2 Part C: Mitochondria	✓		⋮
⋮	🚀 Reflection: What have I learned in this module?	✓		⋮

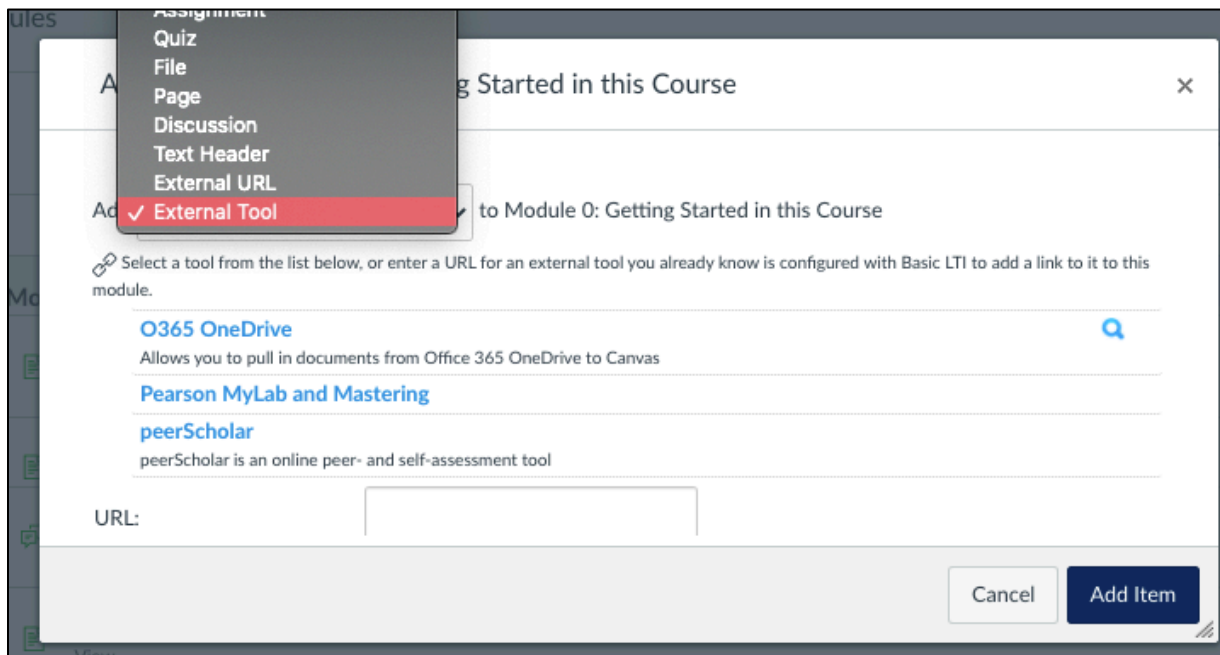
- Organize and sequence content (e.g., by week, topic, unit or chapter)
- Control [when content is unlocked \(released\)](#)
- Control how content is released ([requirements](#) and [prerequisites](#))

QUERCUS +



OneDrive

Add OneDrive file to Modules



Assignment
Quiz
File
Page
Discussion
Text Header
External URL
✓ External Tool

Getting Started in this Course

Add Item to Module 0: Getting Started in this Course

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

O365 OneDrive
Allows you to pull in documents from Office 365 OneDrive to Canvas

Pearson MyLab and Mastering

peerScholar
peerScholar is an online peer- and self-assessment tool

URL:

Cancel Add Item

QUERCUS



OneDrive

Add OneDrive folder to Modules

Link settings

Who would you like this link to work for?
[Learn more](#)

Anyone with the link

People in University of Toronto with the link ✓

People with existing access

Specific people

Other settings

☐ Allow editing

Apply

Cancel

Ad

✓ Assignment

Quiz

File

Page

Discussion

Text Header

External URL

External Tool

Papers

Paper Proposal

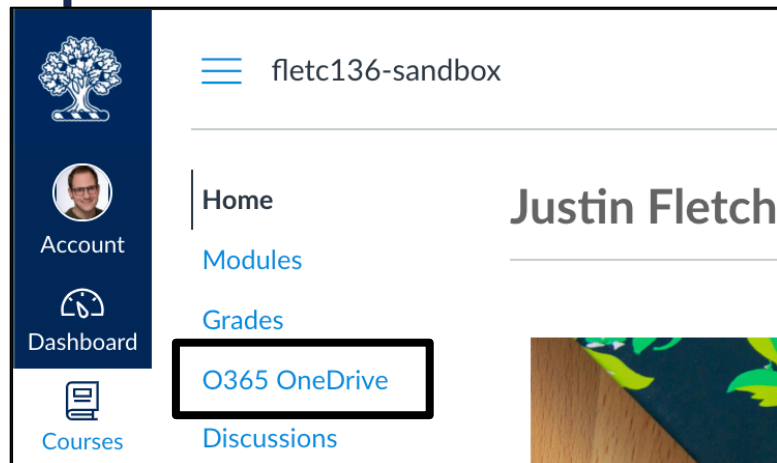
Reflection

Participation

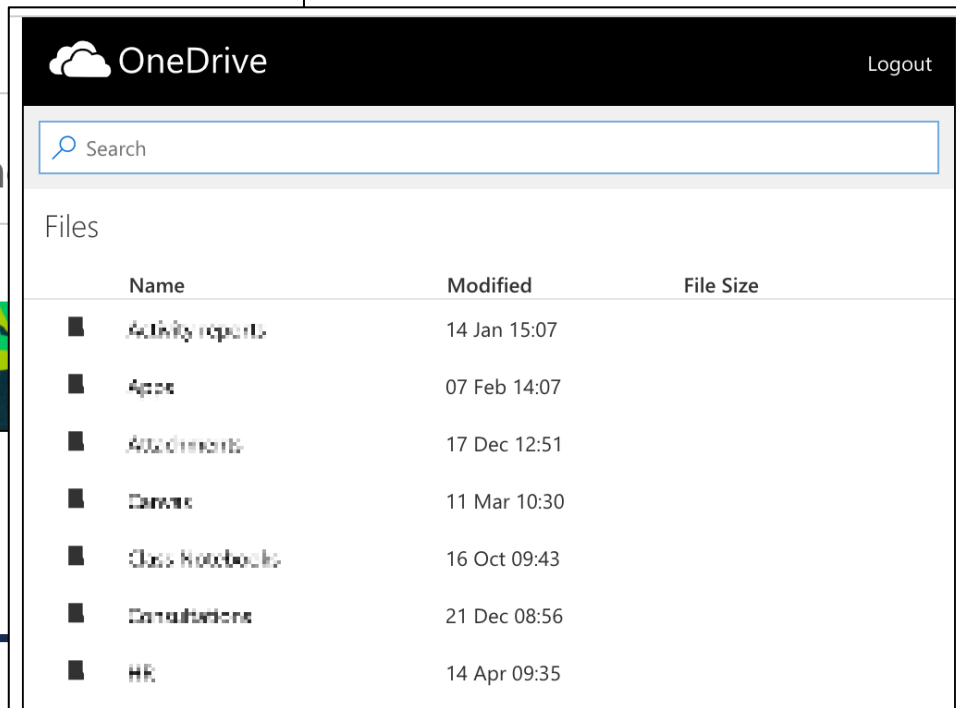
QUERCUS +



Add OneDrive to Course Navigation Menu



The image shows a Quercus course navigation menu for the course 'fletc136-sandbox'. The menu is on the left side of the page. It includes a tree icon at the top, followed by a user profile icon and the text 'Account'. Below that is a clock icon and 'Dashboard'. At the bottom is a book icon and 'Courses'. The main navigation area has links for 'Home', 'Modules', 'Grades', 'O365 OneDrive' (which is highlighted with a red box), and 'Discussions'. The course name 'fletc136-sandbox' is at the top, and the user name 'Justin Fletcher' is partially visible.



The image shows a OneDrive file list. The header is black with the OneDrive logo and 'Logout' text. Below the header is a search bar. The main content area is titled 'Files' and contains a table of files.

Name	Modified	File Size
Activity reports	14 Jan 15:07	
Apps	07 Feb 14:07	
Attachments	17 Dec 12:51	
Canvas	11 Mar 10:30	
Class Notebooks	16 Oct 09:43	
Consultations	21 Dec 08:56	
HR	14 Apr 09:35	

Office 365 Integration

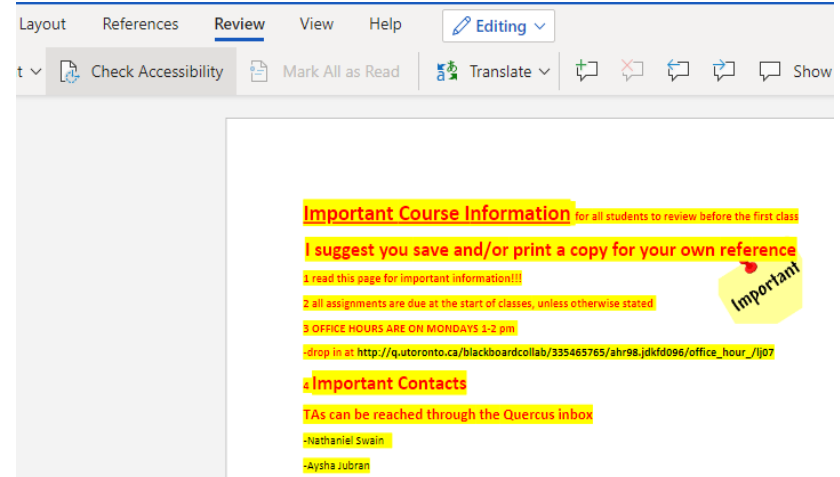
Design course materials

- Accessibility
- Readability
- Learnability

Activity: Creating accessible documents

Review the sample document and share your response in the chat:

Identify the accessibility issues you find in the document.





Word

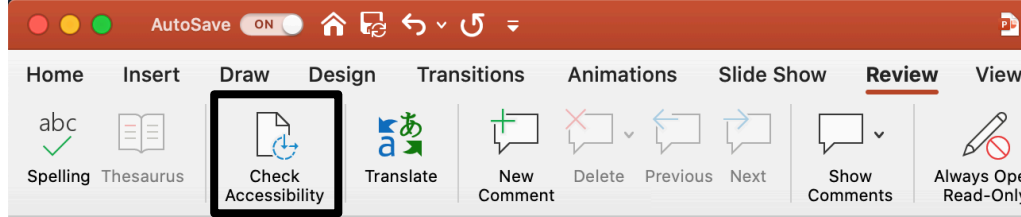
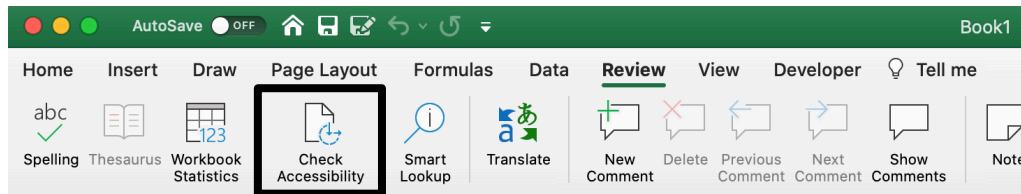
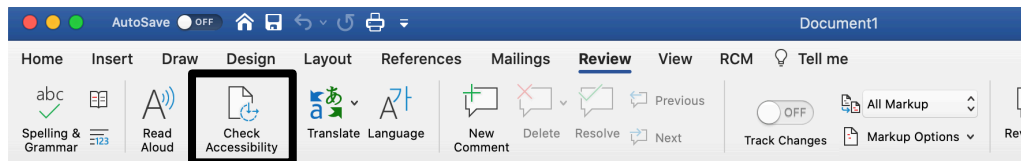


Excel



PowerPoint

Check accessibility of course materials



Accessibility

Inspection Results

- ▼ Warnings
 - ▼ Hard-to-read text contrast Testing

Why Fix?

Text becomes difficult to read when its color is too similar to the color behind it. Increasing contrast makes text easier to read, especially when viewing documents in bright light.

Steps To Fix:

Increase contrast by changing the color of the font (Home tab) or by changing the highlight color (Home tab).


QUERCUS

Check accessibility of course materials

×

Accessibility Checker

No accessibility issues were detected.



Edit View Insert Format Tools Table

12pt Paragraph B I U A T² | | | | |

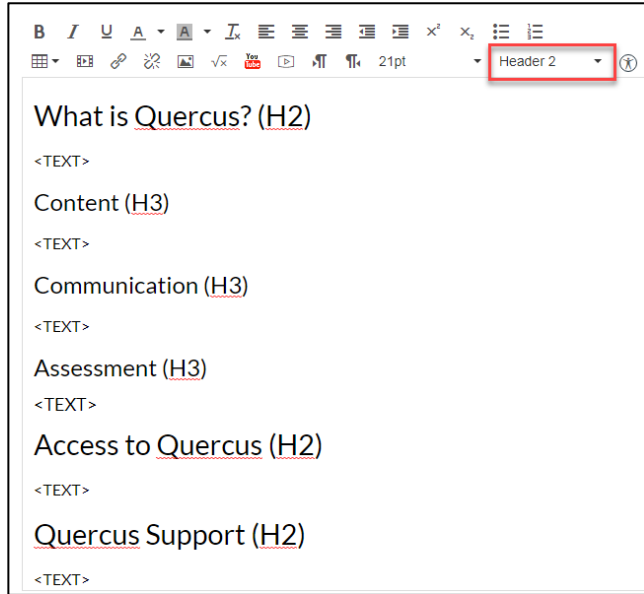
p 0 words </> ↗

How do learners read?

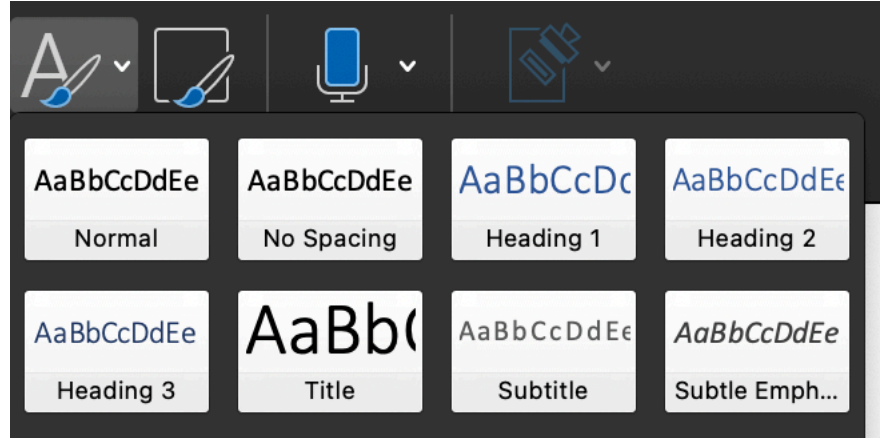


[Learn more about reading patterns](#)

How do headers (headings) improve readability?



QUERCUS



Word

How can I format and align content for readability?

WHAT IS QUERCUS?




Quercus' common functions include:

Effective **Engagement** and **Collaboration**:

conduct discussions; facilitate webinars, organize assignment groups

Assessment 'of' and 'for' **Learning**:

apply assessment tools like quizzes, surveys, assignment submissions



Main functions of Quercus

Content

- Distribute course syllabus
- Share course materials (e.g., readings, videos)

Collaboration and Communication

- Conduct discussions
- Facilitate webinars
- Organize assignment groups
- Send announcements to students and teaching team

Assessment and Feedback

- Accept electronic assignment submissions
- Provide feedback on student work
- Conduct online quizzes
- Administer surveys

Colour, Size, **B/U**, CAPS, Alignment

Why is white space important for readability?

How and when do I access my course in Quercus?

Once you are signed into Quercus, you should be able to see a list of your courses in your Dashboard. If you are unable to see your courses,

this may be because of one of several reasons. First, contact your department to verify that you have been assigned as the instructor for the course in RCM and that you have been assigned as the instructor for the course in Quercus. If not, verify with your Business Office or Human Resources Office that your employment record has been activated in HRIS. If you are a faculty or staff at Federation College, contact your supervisor. Note that any changes made in RCM or HRIS will be reflected in Quercus within 24-48 hours.

All courses in Quercus follow the [Course Life Cycle](#). The Quercus course page provides information on the course's creation to delivery to an archived (read-only) state. The resource linked to provides information on the course's creation to delivery to an archived (read-only) state. Where applicable, tasks suggested in the resource are listed in the [Course Life Cycle](#) section. Please review the timeline to confirm whether you should have access to the course. Course Websites on Quercus are an automatic feed from RCM. Please also review the [Manuals](#) section for more information on how to access the course.

Access to Quercus

[Login to Quercus with your UTORid](#)

After you log in, your Dashboard displays courses that you have access to.

Instructions are assigned as the "owner" of Course Websites on Quercus via an automatic feed from RCM.

Please also see information about [accounts for access to course websites](#).

If you do not see your course:

- Contact your department's RCM Coordinator to verify that you are assigned to the course as an instructor.
- Contact your department's Business Office or Human Resources Office to verify that your employment record has been activated in HRIS.

Changes made in RCM or HRIS will be reflected in Quercus within 24-48 hours.

Course Life Cycle in Quercus

The [Quercus course life cycle](#) is a timeline of events a course goes through from creation to delivery to an archived (read-only) state. Please review the timeline to confirm whether you should have access to your course.

Quercus Teacher App

Download the Canvas Teacher app




Do not use the Canvas Teacher app for high-stakes activities, such as marking assignments and proctored exams. Instead, use a laptop or desktop computer.


Navigating Quercus and Office 365 support resources

Summary of applications discussed


Office 365 All apps Tips and Tricks




Bookings
Simplify how you schedule and manage appoi...




Excel
Discover and connect to data, model and anal...




OneNote
Capture and organize your notes across all yo...




PowerPoint
Design professional presentations.




Staff Notebook
Collaborate with faculty and staff to share poli...




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SharePoint
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Teams
The customizable, chat-based team workspac...



Word
Bring out your best writing.




Summary resource

Office 365

Microsoft Office 365, available to University of Toronto faculty, students, and staff, offers a variety of tools and applications, many of which can be used to support teaching and learning goals.

[Login to Office 365](#)

Discover the pedagogical applications of Office 365 tools

Name of Tool	Description	Pedagogical Applications
 OneDrive	Store, access, and share your files on the cloud. You can access files from any device, anywhere. Sharing your files allows you to collaborate with others.	<ul style="list-style-type: none">• Store and share large files (e.g., course materials)• Release content to selected students• Collaborate on documents• Add annotations to shared documents• Share documents and folders
 Excel	Spreadsheet program. Allows you to connect to data, model and analyze it, and visualize insights. It can help determine trends, timelines, relationships and more.	<ul style="list-style-type: none">• Create and collaborate on gathering and analyzing data• Create data visualizations
 OneNote Class Notebook	Organize lesson plans in a formatted digital notebook with a space for static material, collaborative workspace for students, and a private page for each student.	<ul style="list-style-type: none">• Disseminate materials: Store class materials in Content Library• Create a course wiki: Collaborate in Collaboration Space including group projects, peer review, posing questions• Create private student journals: View individual student

[Office 365: Pedagogical Applications](#)

Webinars

Online/remote teaching webinars

Recordings and materials:

<https://uoft.me/ctsi-videos>

Other CTSI events:

<https://teaching.utoronto.ca/events>

Global calendar to support online/remote teaching:

<https://online-remote.teaching.utoronto.ca/>

Office 365 for Teaching and Learning webinar series

Upcoming:

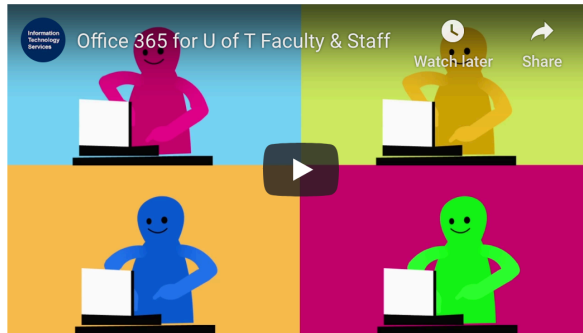
- Feb 18: [Connecting and Communicating with Students Using Office 365 Tools](#)
- Mar 16: [Assessing Student Work and Providing Feedback Using Office 365 Tools](#)
- Apr 7: [Teaching from a Distance Using Office 365 Tools: Webinars and Lecture Recordings](#)

Share in the chat

1. One change I plan to implement in my course
2. One feature or tool I'd like to learn more about

Office 365 licensing and support

Office 365 for Faculty & Staff



Did you know?

If you are a current U of T faculty or staff member with an appointment of 20 percent or more, you have access to full desktop versions and mobile versions of Microsoft Office.

Microsoft Office ProPlus is available for free to faculty and staff using Office 365 and can be installed on up to 5 personal computers or other devices.

[Learn more at the Information Commons Knowledge Base.](#)

General Information

- [Office 365 Updates and Announcements](#)
- [Licensing and Microsoft 365 Apps](#)
- [Microsoft Campus and School Agreement](#)
- [Office 365 Data Residency](#)
- [Admin Managed Apps](#)
- [Known Issues](#)

User Guides

- [Office 365 Product FAQs](#)
- [Information Commons Help Desk FAQs](#)
- [Online Training \(SuccessFactors\)](#)
- [Office 365 on LinkedIn Learning](#)
- [Good Practices for Using Microsoft Teams Remotely](#)

Quercus support resources

☰ Quercus Support Resources

Home

Modules

Search

The Basics



Start here. Navigate Quercus, modify settings and access courses.

Learn More

Build Your Course



Create course content and learn about features and integrated tools.

Learn More

Assessments



Create and grade different types of assessments.

Learn More

Students



Navigate Quercus, access courses and student mobile apps.

Learn More

Ed Tech Catalogue



Explore the full list of educational technologies at U of T.

Learn More

Support



Additional resources, training and support contacts.

Learn More

Student support resources

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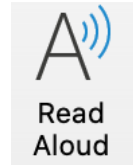
- [Technology Requirements for Remote Teaching and Learning](#)
- [Quercus Student Guide](#)

Share accessibility features with students

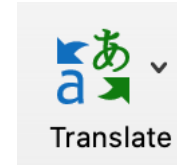
Immersive Reader



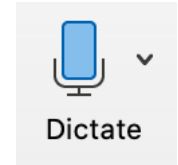
Read Aloud



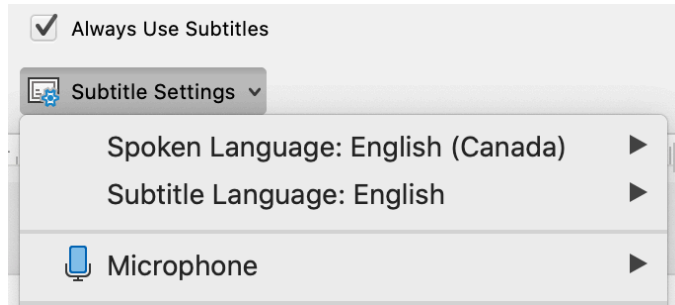
Translate



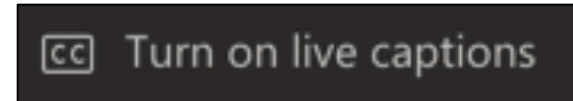
Dictate



Subtitles (PowerPoint)



Live Captions (Teams meetings)



Planning guide: Teaching online/remotely

University of Toronto

EVENTS SCHEDULE **TEACHING SUPPORT** EDUCATIONAL TECHNOLOGY RESEARCH ON TEACHING TEACHING AWARDS ABOUT CTSI

Centre for Teaching Support & Innovation

130 St. George Street, Robarts Library, 4th floor

Teaching Strategies

- Continuity Planning**
- Classroom Management
- First Class Strategies
- Setting the Tone
- Large Classroom Teaching
- Inclusive Teaching
- Supporting Student-Faculty Interaction
- Academic Integrity and the Role of the Instructor

Faculty Mentoring for Teaching

Peer Observation of Teaching: Effective Practices

Teaching Online/Remotely – Planning for Next Term

[Plan Your Course](#) | [Build Your Course](#) | [Engage Students](#) | [Assess Students](#) | [Ensure Accessibility](#)

As an instructor you may be planning to move one or more courses to a fully online/remote mode and facing a very short timeline for the coming term. This resource will explore key considerations and provide examples and how-to guides for course planning.

Explore the following sections:

[Planning Your Course](#)

Continuity Planning

➤ **Teaching Online/Remotely – Planning for Next Term**



- Quick Guide for Continuity Planning
- Pre-Recorded Videos
- Host Live Sessions Online
- Resources and Support
- Academic Continuity at U of T: Tip Sheet for TAs

[Planning guide for online/remote teaching](#)

Divisional support

Support Contacts

If you have other questions or wish to speak with an individual, please contact your Divisional support contact.

DIVISION/ FACULTY	CONTACT
Applied Science and Engineering 	tsa.safeschool@utoronto.ca
Architecture and Forestry	LH11@danieldu@utoronto.ca
Arts and Science	Instructors: tsa.arts@utoronto.ca
Dentistry	marisa.curnill@dentistry.utoronto.ca michael.zimberg@dentistry.utoronto.ca marilyn.murphy@dentistry.utoronto.ca
Education 	scott.alice@utoronto.ca

CTSI website: <https://teaching.utoronto.ca>

Upcoming events: <https://teaching.utoronto.ca/events>

Quercus Support Resources: <https://uoft.me/qresources>

Divisional Support: <https://uoft.me/qsupportcontacts>

CTSI webinar recordings: <https://uoft.me/ctsi-videos>

Questions: q.help@utoronto.ca

Questions?

Thank you!
