

Office hours, accessibility reminders, Canvas quiz updates, and more.



## A Friendly Reminder About Office Hours

As part of our commitment to supporting student success and engagement, all instructors are expected to make themselves regularly available to students outside of class time.

While you have flexibility in how and when you hold office hours, please ensure that you establish a consistent and reliable means for students to connect with you for questions, guidance, and feedback.

Options might include:

- Scheduled in-person or virtual office hours each week
- Appointment-based meetings coordinated through email or an online scheduler, etc.
- Regular availability before or after class sessions

Please communicate your availability clearly in your syllabus and remind students periodically throughout the quarter/course how they can reach you. The goal is to ensure that every student has meaningful access to instructor support.

Thank you for helping foster a responsive and engaging learning environment.

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## New Accessibility Guidelines

A new regulation, part of the Americans with Disabilities Act (ADA), requires that digital content provided by public state/local government entities, including

public colleges and universities, be fully accessible to people with disabilities by April 2026.

Some requirements include providing:

- Alt text tags on artwork which screen readers can read
- Text captions on videos
- Documents with proper headers
- No scanned documents
- Meaningful links on web pages
- Sufficient contrast on slides

UCR acquired a tool called UDOIT, which runs an accessibility test in Canvas and provides a clickable report that should be fairly straightforward to make changes to.

We will be providing more information and training support in the coming weeks.

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## Gemini and Gems Guide

UCR's Information Technology Services department recently offered a webinar entitled "*Tech Tasting: Introduction to UCR's AI Tools*," distributing the following [handout: AI Exploration Guide for Beginners](#). This document includes instructions and guidelines on how to use Gemini (Google's generative AI tool, similar to ChatGPT) and Gems (Google's AI assistant).

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## Get Your Winter Courses Ready

Don't forget to import and update or develop your courses for the Winter term.

- If you have taught in Canvas before, you will import your prior Canvas course into the empty course shell for the new term, which appears on your dashboard, and update any due dates or other out-of-date information.
- If you have not taught in Canvas, you will first need to import the course, *UCRX Template* (which is a Canvas course with a home page and module structure but no course content), before you add your own course content. Please keep the provided home page as your course's home page.

Online instructors should enroll in the course *Teaching with Canvas at UCR Extension*, accessible through your [Canvas dashboard](#). Please contact [rlin@ucx.ucr.edu](mailto:rlin@ucx.ucr.edu) when your course is ready. This should be two weeks before the course start date. Support questions can be directed to [support@ucx.ucr.edu](mailto:support@ucx.ucr.edu). Ann Kwinn is available to discuss your course design at [akwinn@ucx.ucr.edu](mailto:akwinn@ucx.ucr.edu).

Here is a link to the Canvas Guide on Importing: [How Do I Copy Content from Another Canvas Course](#)

**Please publish your course at least seven days prior to its start date.** Have all your modules ready and published. Ensure your course includes a syllabus using the most recent syllabus template ([Available via the Instructor Community in Canvas](#)).

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## What's New in Canvas New Quizzes

Most of you have probably noticed that Canvas provides two different quizzing tools: Classic Quizzes and New Quizzes, which operate a little differently when you are creating a quiz.

New Quizzes offers a wider variety of assessment options, including question types such as Hot Spot, Ordering, Categorization, and Stimulus. Stimulus allows you to use a single piece of content (text, image, or video) and ask multiple questions related to it. You'll also find enhanced item banks for reusing questions, richer multimedia support, and built-in accommodations such as extended time for individual students.

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## Late Enrollments

Please note the following clarification regarding our late enrollment policy: Late enrollments will be allowed up to two days past the start date, with the exception of the HR SHRM prep course: MGT X455.1 *Society for Human Resource Management-Certified Professional (SHRM-CP)/Senior Certified Professional (SHRM-SCP) Certification Training*.

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## LinkedIn Learning Courses Available to Extension Instructors

LinkedIn Learning is available to UCR Instructors, providing 24-hour access to high-quality, on-demand, online video courses and collections for general

professional development and training in specific skills, all taught by industry experts.

There are over 300,000 tutorials and 16,000 professionally produced videos which can be viewed on a desktop or mobile device – as an entire course or individual videos.

Use this [step-by-step guide](#) to access LinkedIn Learning.



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