

Teaching at the University of Iceland

Web-tools: UGLA and Canvas



🔒 Login

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Starting up with Webmail

- Webmail at outlook.hi.is
- Setup forwarding:
 - Settings (cog on top-right)
 - View all Outlook settings
 - Mail → Forwarding
 - There is quite some spam, but pay attention to mails from profvon@hi.is

Starting up with Ugla

- Ugla (UI's intranet) at ugla.hi.is
- Change language at top right (flag in a circle)
- My Ugla → Settings → About me
 - Here you change picture and contact info

Official timetable in Ugla

- Is released in
 - first half July for Fall term,
 - middle of December for Spring term
- Check at
 - My Ugla → My timetable → and scroll-scroll through weeks.
 - There will be all lecture timings and, later, exams

Official syllabus in Ugla

- Remember to update it and finilize everything **before or within 1-2 weeks after the start** of the course
- The courses start:
 - **21st August** for Fall term
 - **8th January** for Srping term

Syllabus and requirements

- My Uglu → My courses →
 - Click Name of the course
 - In right panel see Operations Teacher, All operations
 - In Course information find Update course description, Learning Outcomes and Final examination and assesement

Final exam and grading criteria

- Make sure the type and criteria of the final exam and criteria of grading are set **before the course starts**
- In “Final examination and assesement”
- The examination happens:
 - **27 Nov – 11 Dec** for Fall term (makeup: 3-6 January)
 - **22 Apr – 8 May** for Spring term (makeup: first week of June)

Important dates through the term

- Midterm exams: at the 7-8th week of the course
- Student vacations (check schedule in UGLA)
- Arrangements for final exams made and adjusted (one month before the exams).
- Check e-mail from “profvon@hi.is”!

Official student polls (K2)

- Ugla → Systems and Tools → In Evaluations and elections, K2
→ Surveys
- Useful in case you will refer to the poll results formally

Student feedback

- My Uglu → My courses → Evaluation of Instruction
- And hope for the best...

Adding a TA

- In order to add a TA to your course go to
 - My courses → \$your_course\$ → In Operations teacher (right column), All operations → In Users and groups, Register teacher → Add user (username without @hi.is) as “Aðstoðarkennari” (TA).

Canvas

This course will be taught in Canvas.



Stofna námskeið í Canvas

First thing: change language

- Canvas is in <https://haskoliislands.instructure.com>
- On the left “Reikningur” (Account) → “Stillingar” (Settings) →
On the right “Breyta stillingum” (Change settings) → In the
middle “Tungmál” (Language)
- Save changes “Uppfaers stillingar”, then reload

Front page

- Create and publish front page of the course.
 - Reference to Ugla
 - Main literature
 - Permanent Zoom link
 - Calendar
 - Whatever else

People

- Check who are your students in People
 - Also see that your TA is registered, has access.
 - Note who are Masters and who are Bachelors
 - Note who is active (spends time in Cnavas) and who is a ghost

Modules

- Arrange materials in Modules
 - Lecture notes
 - Recordings
 - Extra materials
 - i.e. solutions to exams
 - You can make modules visible/invisible

Homeworks

- Register homeworks in Assignments
 - Include due date
 - Set the form of submission (on paper or online)
 - Check whether it counts towards final grade

Announcements

- Use Announcements to send messages to students (prefer this to mails)

Calendar

- Use Calendar in Canvas to add lectures and lecture content
 - This is independent from Ugla calendar
 - But can be nicely imported to i.e. Google Calendar
 - And generates automatic Syllabus

Final grades

- You can register running grades and evaluate the final in Grades
 - For miscellaneous grades (i.e. summary of homeworks) create the corresponding Assignment
- You can then export them to Uglu (where it is official) or use directly “Assign final grades” in “Assessment and teaching evaluation” in Uglu course page.

Summary

- Uglia is official and has reliable data
- Canvas is useful and tunable
- Canvas is the main working place
- Canvas is better than mail for interacting with whole group of students