Teaching & Learning Center

Sample Syllabus Language for Tools

This document contains **sample syllabus language** for various technology tools you might use in your course. Feel free to copy and use as is, or modify as you'd like.

Some additional considerations for smoothly and effectively using new technologies in your course:

- Explain to students how you plan to use the technology and the value that it has.
- Introduce the technology to students during class or with a pre-recorded video.
- Give students an opportunity to gain familiarity with the technology—before they use it for an assignment or assessment—with a practice activity.

Technologies are listed alphabetically. If you have suggestions for this guide or want to submit your own language, email tlc@ucsc.edu.

Ed Discussion

*Considerations: If you're using Ed Discussion for announcements **instead** of Canvas announcements, make sure to note that too.*

Sample syllabus language:

> In this course we will use Ed Discussion as a central forum to discuss lectures, homework, and course policies outside of class time. The TAs and I will monitor posts to provide answers, guidance, or feedback.
> Please ask all of your questions about the course in Ed Discussion. You might not be the only one with that question, and you may find that someone has already posted an answer! Ed Discussion is accessible from our Canvas course.
> If you'd like to discuss something privately, please email me.

Gradescope

Sample syllabus language:

> The teaching team will use Gradescope for grading your homework assignments and exams. Gradescope uses rubrics, so you will understand exactly how points are awarded or deducted. It also helps us give you feedback and grades sooner. You'll be able to submit your work to Gradescope through our Canvas course.

Hypothesis

Sample syllabus language:

Some of our readings will be Hypothesis assignments. Hypothesis is an annotation tool that enables you to have group discussions about our assigned texts. You'll add your insights, reactions, or questions about the text and reply to others' comments. By sharing your thoughts and connecting with other students, you'll build knowledge together and collectively gain a deeper understanding of the readings. This student guide explains more about using Hypothesis.

Note: Here's some sample Hypothesis assignment instructions too.

Lecture Capture

Note: make sure to edit what the recording will capture, based on your room/setup. If you're making videos available somewhere else (like adding videos as a module item), reflect that in the last sentence

Sample syllabus language:

I will be using Lecture Capture to record our class lectures. The recordings will include audio and video from the classroom projector, video from the document camera, and a video aimed at the front of the classroom. Use these videos to review/reinforce material or if you've missed a class. Remember though, they're meant to complement, not replace, our class sessions! The published videos will be available in the YuJa tab in our Canvas course navigation.

Poll Everywhere

*Note: Poll Everywhere activities completed in class should be used for **participation points**, not graded for correctness.*

Sample syllabus language:

We'll use Poll Everywhere for active engagement in lectures and as a way to record attendance. When we run a Poll Everywhere activity in class, you'll have the chance to respond and share your thinking from your device. These activities help you practice what you're learning, and they help me gauge your understanding of course material. Remember, it's not about getting every answer right. Your participation is what counts.

We'll always review the answers together, making it a great learning opportunity for all of us.

Before our first class, please sign up for a Poll Everywhere account. The best way to do this is to go to our Canvas course and click on Poll Everywhere from the course navigation. Your account has to be **created or connected to your @ucsc.edu email address** so your participation is accurately recorded. You can respond via the Poll Everywhere app or from a browser on your computer. There is no cost to you.

ProctorU

Note: Use of ProctorU has to be approved prior to use and information about it must be included in your syllabus. Please reach out to tlc@ucsc.edu for more resources about communicating ProctorU requirements and expectations to students.

Sample syllabus language:

- Exams in this course will be administered online through ProctorU. Once the exam window is finalized, you should log into ProctorU through Canvas register for the exam as soon as possible. There is **no fee for exams** unless you register with less than 72 hours in advance.
- On the day of the exam, a live proctor will help you access your exam. After that, you will be recorded (screen, webcam, and microphone) and monitored by a computer program. Recordings are archived after six months and deleted after one year.
- To use ProctorU, you must have access to a computer with a functioning microphone and webcam, and a stable internet connection. If preferred, you may check out Dell Windows laptop computers or power banks from the self-service laptop kiosks located at McHenry Library and the Science & Engineering Library. These loaner laptops have the Guardian browser installed and a built-in webcam. They can be borrowed for 24 hours for free. More information about the Laptop Checkout Kiosk here.