



Academic Technology

JACKSONVILLE UNIVERSITY



Winter Break!

Wrapping Up Fall 2025: A Season of Growth and Learning

As we approach the end of the fall semester, it's the perfect time to reflect on all we've accomplished together. From innovative teaching strategies to new technologies, you've worked hard to create meaningful learning experiences for your students. As you finalize grades, wrap up projects, and prepare for a well-deserved holiday break, we want to thank you for your dedication and creativity in the classroom. Before you sign off for the semester, we've gathered some final resources, reminders, and opportunities to help you finish strong and set yourself up for success in the spring. Wishing you a restful and rejuvenating break—you've earned it!

With appreciation for all you do,
Academic Technology Team



ONLINE TEACHING HANDBOOK

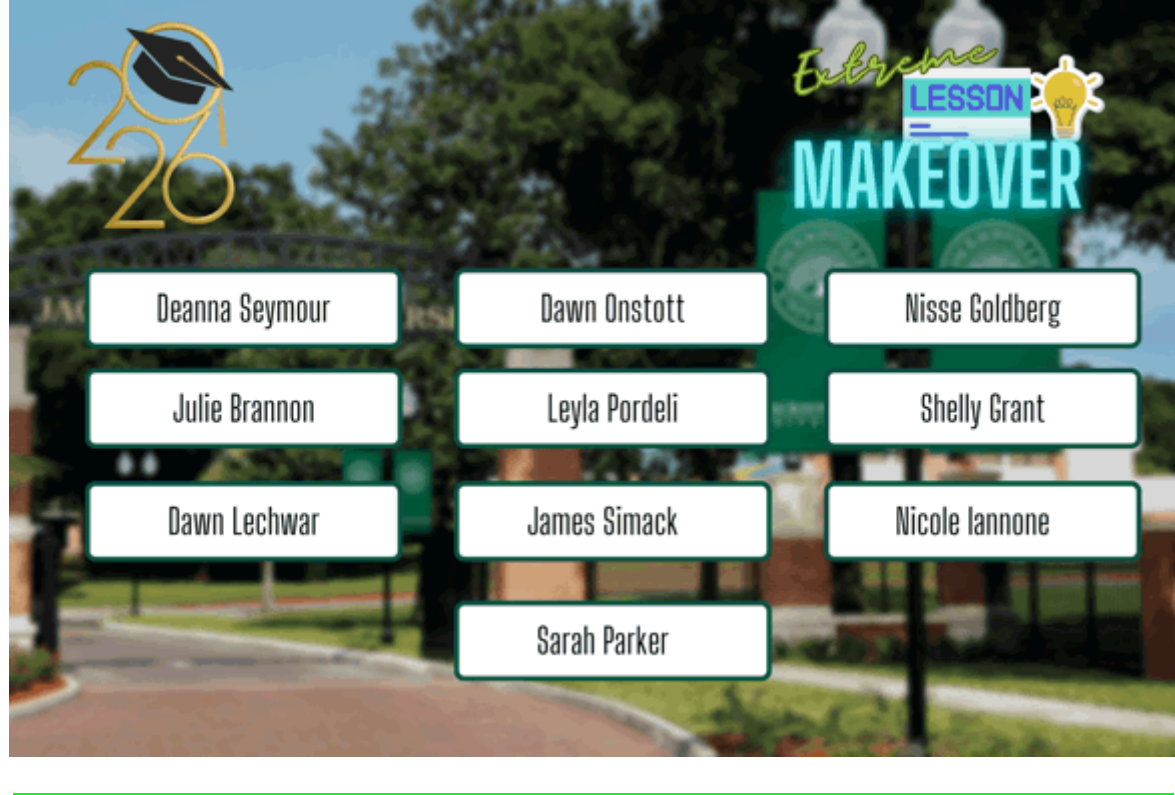
Reminder: Online Teaching Handbook & Certification Requirements

As a reminder, our Online Teaching Handbook went into effect in Fall 2024 and outlines important requirements for faculty teaching online courses. If you're teaching online for the first time, you'll need to complete certification before your course runs—either through the Digital Teaching and Learning course, our Academic Technology workshops (one Blackboard and one Online Pedagogy session), or by providing documentation of recent LMS and pedagogy training. Faculty who continue to teach online are expected to complete recertification every two years through either two professional development sessions or the Digital Teaching and Learning Update course. Interested in the asynchronous courses? [Contact us to request access](#) and get started at your own pace. Good news—we've been tracking your professional development attendance! If you've already completed qualifying sessions, you may be all set. Contact Dee to confirm your status and find out what you still need to complete. These requirements ensure we're all equipped with the skills and strategies to deliver high-quality online learning experiences. For full details, exemption processes, and emergency provisions, check out the complete handbook:

<https://www.ju.edu/provost/info/OnlineTeachingHandbookFinalformat.pdf>



Thank you for the overwhelming response to our inaugural Lesson Makeover initiative! Your enthusiasm and commitment to improving your teaching made the selection process incredibly challenging! Please join us in congratulating the colleagues who were selected for the incentive.

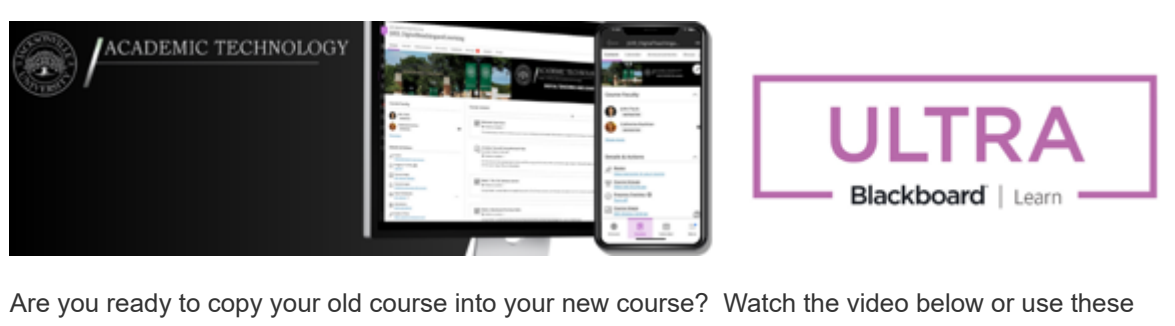


Respondus

Respondus LockDown Browser and Monitor can help you administer secure online exams with confidence. Exciting new enhancements now give you even more flexibility and control: choose screen-only recording during assessments, automatically flag handheld devices, and more. These updates make it easier to balance exam security with the tools your students need to succeed. Want to learn how these features can work for your courses? [Explore how Respondus can support your assessment needs.](#)

Hypothes.is

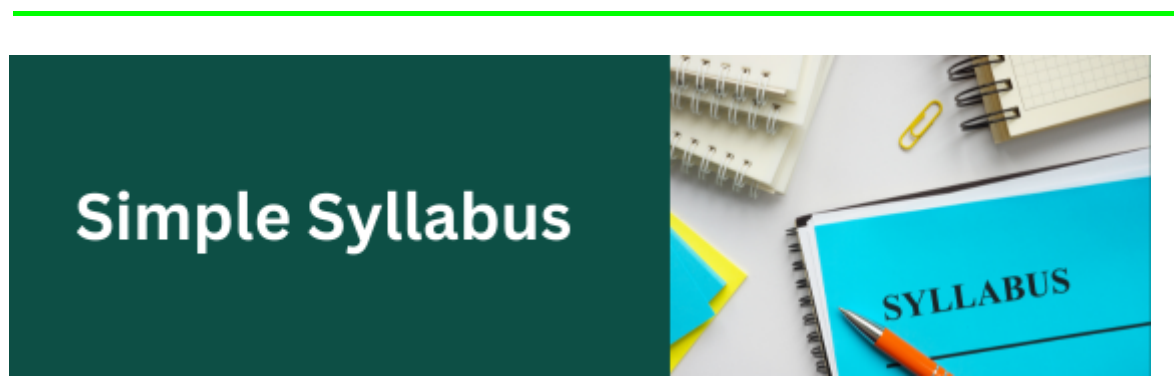
Whether you're teaching online or in person, Hypothes.is can help your students stay engaged, keep up with the material, and collaborate meaningfully. Learn how to integrate collaborative annotation into your courses. This series provides practical guidance to enhance student engagement and foster interactive, discussion-based learning. All workshops take place on Tuesdays at 11:00am PT/2:00pm ET. [Register with Hypothes.is](#)



Are you ready to copy your old course into your new course? Watch the video below or use these guides to assist you:

[Copying Course Content from Another Ultra Course](#)

[Exporting and Importing an Ultra Course Package](#)



We continue to build our Syllabus repository by using the Simple Syllabus template for all syllabi. You can view videos and FAQs for Simple Syllabus [here](#).

Remember you can import a syllabus from a previous semester or another section. Review the video to import here <https://juacademictechnology.com/simplesyllabus.html> (third video) - If you are teaching sections that are not in Blackboard, you can click on View Your Simple Dashboard once in the software or log in through the link in MyJU.



As you submit your final grades, we invite you to recommend high-performing students to Knack for peer tutoring. Students who have earned a B+ or higher in your course are eligible to serve as tutors. By recommending these students, you'll provide them with a valuable employment opportunity while supporting academic success across campus. The recommendation process is straightforward and easy: simply review your course grades, select eligible students, and submit their names directly to Knack. Your recommendations will play a crucial role in growing our peer tutoring program and supporting students academically next semester.

[Recommend a Tutor](#)



Reminders for Blackboard retention of content: Beginning January 26th, we will be focusing on Blackboard cleanup. In accordance with our one-year retention policy, **all Fall and Winter 2024 courses and Collaborate sessions will be deleted.** To ensure you maintain everything you need, please do the following prior to January 26th:

Export Blackboard Content - For any course that you want a copy of all the content, you should export content. This will give you access to a ZIP file that you can later import to a new course (like a course copy). This will save content only, there will be no student information saved. Directions for exporting Blackboard content can be found on [Blackboard's website](#). Once you follow these directions, you will return to the Export page and click the down arrow next to the file

name and choose OPEN, this will save the file to your computer. If you need any assistance, please contact us. **All Fall and Winter 2024 courses will be removed January 26th.**

[Exporting a Course](#)

Collaborate Recordings - Download any Collaborate sessions that you want to keep for future use or for documentation and delete any sessions you no longer need. For each of these, you will go to the Recording page (Click on the three lines in the top header of the Collaborate page and choose Recordings). For each recording, click on the three dots - choose to download and/or delete. Watch the video on [downloading and deleting Collaborate Recordings](#). **All Fall and Winter 2024 Collaborate recordings will be removed on January 26th.**

[Download a Collaborate Session](#)
[Delete Collaborate Recordings](#)

