To: CPP Faculty

From: Victoria Bhavsar

Subject: Submitting grades on BroncoDirect; Canvas tips

Date: Tue, May 6, 2025

Dear faculty,

If you're newer to campus or maybe it's just slipped your mind at an intense time of the year: **Grades must be submitted in BroncoDirect by Friday May 23, 9:00am, and this requires action from faculty!**

Unfortunately, Canvas and BroncoDirect do not "talk" to each other, so it's *not enough* to have your final grades posted in Canvas. **We must enter grades in BroncoDirect itself, not just Canvas.**

- Check these how-to resources for entering grades in BroncoDirect: Short video version and pdf version(both require CPP login).
- Here are a whole bunch of other useful how-to resources from the Registrar.

Take care,

Victoria

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In this email:

- Canvas Tips: Setting extended time on final exams; Wednesday May 7 support
- Teaching Nuts & Bolts: Summer courses
- Career & Community: Federal government updates
- Teacher-Scholar: Area F Summer Learning Community (paid opportunity)
- Generative AI: Last CAFE gAI session; May 28-30 workshops (paid opportunity)
- Friends of CAFE: College Corps Fellowships; Academic Innovation Summer Conference

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Canvas Tips:

- ***Extended time in Canvas on an exam*** for students who have that accommodation for disabilities requires TWO STEPS. This **tutorial from the DRC** gives detailed instructions.
- ***Wednesday May 7***, the CAFE team is away from campus. There will be no in-person or phone service. Service requests and emails will be answered as usual. We'll be back to normal on May 8.

Teaching Nuts & Bolts:

- ***Chancellor's Office Online Course Services Summer Sessions:*** **Fully asynchronous.** Three sessions to choose from between late May and mid-August. CSU Online Course Services offers professional development courses that are accepted by most CPP departments as training for offering courses in hybrid or remote formats. Choose from Introduction to Teaching Online Using QLT, Advanced QLT Course in Teaching Online, Reviewing Courses with the QLT Rubric, and AI Tools for Teaching and Learning. Learn more and register.

Career & Community:

- ***Federal government update resources:*** **CSU Federal Updates** provides regular updates on federal actions and their implications for the CSU. In addition, see **Immigration Enforcement Concerns Resources for Faculty and Staff**. Finally, please share **Undocumented Students Resources** with your students.

Teacher-Scholar:

- ***Student Success in Area F/6***: Summer Faculty Learning Community supported by OIES. Spend one intensive week July 14-18 for readings, group discussions, peer review teaching materials, and guest lectures. Finish up with a proposal for interventions to be presented at the Fall Conference. This is a stipended opportunity. Applications due May 22. Contact Brianne Dávila with questions.
- ***CAFE's Summer Institute 2025:*** June 2 – 30. This multi-week, fully remote experience invites us to treat our classrooms as spaces worthy of serious, systematic, publishable study, with a special focus on being human in the age of generative AI. (We cannot offer stipends this year.) Get more information and register.

Generative AI:

- LAST CALL! ***CoPilot 365 Adoption Workshop Series:*** **May 28-30, 10:00 – 11:30am, synchronous via Teams**. CAFE, Academic Programs, and IT&IP partner up with Microsoft and Avanade for a series focused on faculty uses of CPP's Microsoft CoPilot 365 generative AI tool: Student feedback, data analysis, and streamlining admin tasks. Thanks to special funding, $500 stipends are available. ***We have capacity for only 30 faculty.*** **See the registration form for more details and to indicate interest.** We will prioritize participants who can fully attend.
- ***CAFE's Spring gAI Series: All on Zoom, 12:00 – 1:15pm.*** CAFE's staff pairs up with faculty to offer practical and challenging sessions. Each workshop will begin with presentation, move to examples, and end with plenty of discussion time. Register separately for topics you're interested in.
    - Thursday May 8: Designing Assignments and Feedback with gAI
- ***AI Across the CSU: Innovations and Insights Series:*** Wednesdays, 12:00 – 12:45pm, via Zoom. May 7, hear about fostering AI literacy.

Friends of CAFE:

- ***College Corps Fellowship:*** **Inform your students.**College Corps is a great way to give back to the local community while gaining hands-on experience and reducing student debt. Students who serve for a year in K-12 education, climate action, or food security, can earn up to $10,000. The priority application deadline is **June 1**. Please reach out to College Corps staff for more information.
- ***Office of Academic Innovation 2025 Faculty and Staff Summer Conference*****: June 4-5, 8:30am – 4:00pm, in person**. Explore how AI is shaping the future of higher education and work. The event will feature keynotes, panel discussions, and interactive workshops led by experts in education and workforce development. Registration is free for Cal Poly Pomona faculty and staff. Get a promo codeand **register today**!

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Get Canvas help from CAFE: Submit a Canvas ticket,email Canvas@cpp.edu, OR call 909-869-3099, M-F 8am – 5pm. ***Wednesday May 7***, the CAFE team is away from campus. There will be no in-person or phone service. Service requests and emails will be answered as usual. We'll be back to normal on May 8.