

.....→ January 2024, Vol 20.

**Welcome to the DFI January Faculty Newsletter!**

Happy new year and welcome back! We hope that you had a restful break. We are pleased to include below all of the details that you will need to request support for getting your courses up and running.

You can find [resources](#) on the [Accessibility First website](#) for creating accessible course materials. We are also excited to announce [Grackle](#), a new accessibility extension for your Google Suite.

We hope you have a wonderful month and thank you for reading!



## .....→ What's New?

### 1. Spring 2024 Course Development Support

**Individual assistance from DFI:**

If you would like assistance setting up your Canvas course please [Open a DFI Support Ticket](#) and one of our Instructional Support Associates (ISAs) will contact you to assist.

We can assist with:

- Importing content from a previous semester
- Utilizing [one of the TC templates](#)
- Answering any questions you might have about adding content to your canvas course

**Do-it-yourself:**

- This simple [10-step Canvas Quickstart guide](#) is a great resource for faculty who would like to set up Canvas courses on their own.

**Utilize DFI's Syllabus Template**

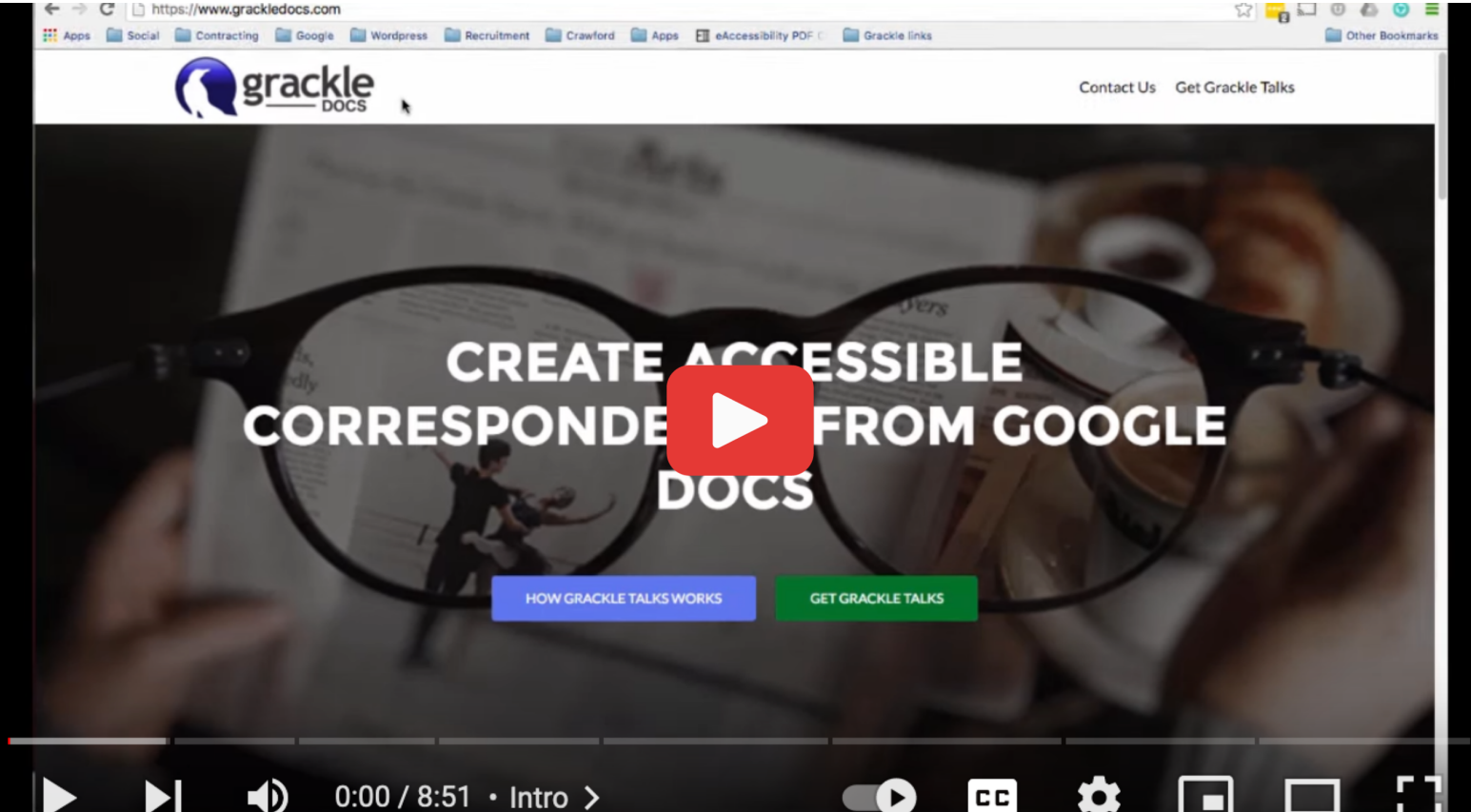
Are you auditing your Spring 2024 syllabus thinking "I wish I could add some color and pizzazz to this syllabus..." Well, look no further. You can utilize our [Canvas course syllabus template](#) and copy and paste your content right in!

Our Syllabus template:

- Has been checked and meets Accessibility guidelines
- Can be easily embedded into the Syllabus link in your Course Navigation

[Download the Syllabus Template Now](#)

### 2. New Accessibility Extension for your Google Suite:



[Grackle](#) provides an automated accessibility report for Google Docs, Sheets, and Slides. The accessibility reports provide information about how to improve the accessibility of your Docs, Sheets, and Slides. Grackle also provides the ability to save a Google Doc as a tagged PDF.

**Note:** Grackle will not catch all accessibility barriers. Use accessibility best practices and utilize Grackle as a secondary check.

**Additional Resources:**

- [Grackle Quick Start Guide](#)
- [Grackle Docs Short Overview \(YouTube\)](#)
- [Step-By-Step Instructions](#)

## Classroom Technology

The [Digital Futures Institute](#) collaborates with [Media Services](#) (in TCIT) to provide you support for your classroom technology and digital pedagogy needs. See below for two ways to receive support for classroom technology use.

**Open a Media Services Request:**

Media Services can come and assist you with getting started at the beginning of each class session. Complete a request early to make sure you are on their schedule by filling out a [Media Services request form](#).

**Classroom Specific Questions:**

If you have a classroom specific technology question, [open a ticket](#) and Media Services will work with you to find an answer.

## Upcoming Faculty PD



**DFI Learning Lab: Canvas Assistance**

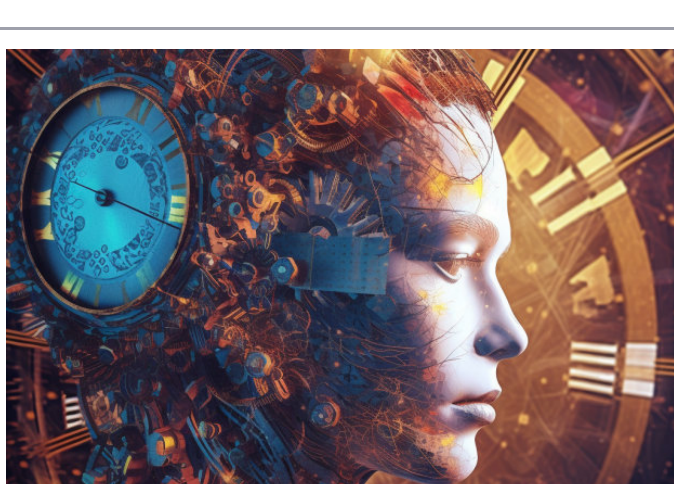
**Thursday, January 11, 2024**  
**11:00 AM - 12:00 PM**

**Russel Hall 5 - Mixed-Use Space**

Drop-in to receive in-person Canvas assistance for your Spring 2024 courses or to learn more about TC's new Google accessibility plugin: Grackle.



[Register](#)



**DFI Masterclass Webinar: Tips & Tricks for Prompt Writing with Generative AI**

**Tuesday, January 23, 2024**  
**11:00 AM - 11:30 AM**

**Remote Via Zoom**

Join us for this 20 minute masterclass where you will learn tips and tricks for writing effective prompts for generative AI tools, including: - How to choose the right generative AI tool for your needs - How to write prompts that are clear, concise, and informative

[Register](#)