MANAGING THE INDIVIDUAL DEVELOPMENT PLAN

UF | **Academic Technology**
Center for Instructional Technology and Training
UNIVERSITY *of* FLORIDA

Contents

Welcome to the Individual Development Plan

This document will guide you through the process of managing your department's online Individual Development Plan. We have designed this document to be relevant to both graduate coordinators and faculty advisers, so read as much or as little as you need. If you run into difficulties, eLearning Support will be happy to assist you with Canvas questions. Call 352-392-4357(HELP), option 3.

What is the IDP and how does it work online?

The Individual Development Plan (IDP) is a series of documents that each doctoral student at UF must complete with her or his faculty adviser each year. It is designed to identify students' professional and personal goals, highlight areas of weakness, and help students work with their advisers to create attainable steps for fulfilling long-term goals.

The IDP is being housed in Canvas, the University of Florida's e-learning management system, to make it easier for students, faculty, and graduate coordinators to access and manage; however, the online IDP is not intended to replace in-person meetings with faculty advisers.

Doctoral students will complete the Explore and Assess modules independently before scheduling an appointment with their adviser during the Plan module. The faculty adviser will review a student's answers before the appointment, so that more time can be spent on formulating the action plan.

Afterwards, the student can follow up on the appointment online in the rest of the course. The Canvas IDP shell will make advising appointments more efficient and reduce the need to organize and retain paper copies from year to year.

Modules of the IDP

The IDP is divided into four modules of content and two help modules to guide students through it in an appropriate order.

Start Here

This module has a welcome message, general information, and background on the IDP.

Explore

This module asks the student to think about his or her goals independently.

Assess

This module asks the student to assess her or his strengths and weakness and summarize them.

Plan

This module requires the student to make an action plan with help from his or her faculty adviser.
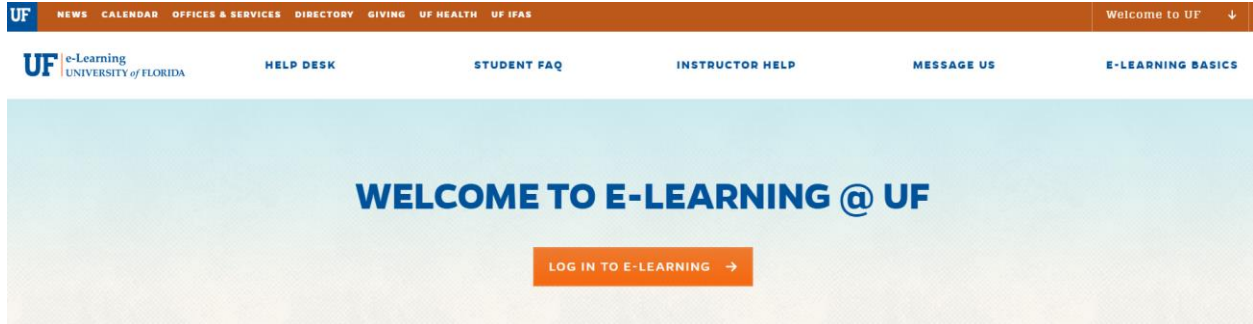
Implement

This module allows the student to track her or his progress in implementing the plan.

Resources

This optional module has departmental resources for students.

How to access the IDP

To access the IDP, you must first log into Canvas at elearning.ufl.edu with the orange button in the center of the page.

This will bring you to the Canvas Dashboard, where you will see all your courses as individual tiles. You should see an IDP tile. If you do not see it, ask your graduate coordinator to add you.

Who can see what information

The IDP was designed to keep student information private. Students in the IDP can see their own work, faculty comments on their submissions, and anything posted in the discussion board or chat for their department's shell. They cannot see other students' submissions or faculty feedback.

Each department has a unique course shell, and each faculty adviser has a course section within that shell. Graduate coordinators are assigned a Teacher role in Canvas, which allows them to see the submissions for each student in the department and easily check who has completed each part of the IDP. Faculty advisers are assigned the TA role in Canvas. That means they can also see, grade, and comment on student submissions, but only for the students assigned to their section. Faculty advisers cannot see what another adviser's student submits.

Navigation in Canvas

The IDP is designed the same way an online course is, so if you are already familiar with Canvas, you do not need to read this section.

Side navigation for all courses

The blue bar on the left-hand side of the Canvas window is for navigation that is not specific to a course. The Account button allows you to log out of eLearning, change your profile, or manage your email notifications. The other buttons you are likely to use are Dashboard, Courses, and Inbox.

Dashboard shows you the first screen you land on when you log in, so use this if you need to change to another course or start over. If you would like to switch to another course without going to your dashboard, you can use the Courses button to open a list of classes.

If you communicate with students within Canvas, messages from students in all your classes and sections will show up in your inbox. The Inbox button is in the left-hand navigation bar under the calendar.

Side navigation within a course

Any time you are in a Canvas course, you will see a list of links next to the blue navigation bar. You can hide and show the side navigation with the three lines at the top left of the page. We will address useful links in the side navigation individually in other sections.

Homepage and modules

The IDP homepage has an icon that links to each module. Clicking one of the links brings you to a module page that includes a To Do List, which has links to each individual assignment. You can return to the homepage by clicking Home at the top of the side navigation. To view all the pages and assignments in the modules, you can click on Modules in the side navigation.

Another helpful link on the side is the Discussions page, where students can ask each other general questions about how to use the IDP.
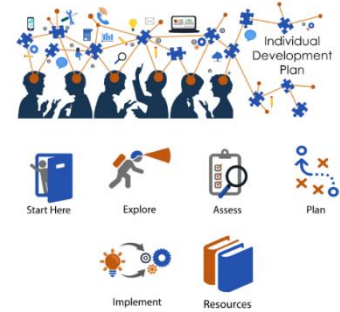
Breadcrumb navigation

The final navigation tool is available at the top of the page. It contains the three lines that will show or hide the side bar. It also shows what page you are on and can help you get back to an earlier page.

Managing users and sections

When managing users and sections, it is important to give everyone the correct role and permissions to maintain student privacy. Graduate coordinators should have the Teacher role so they can view every doctoral student from their department in one place. Faculty advisers should have the TA role so they cannot see what another adviser's student submits. When adding new faculty advisers, don't forget to create a section for them and limit their privileges to that section.

Creating a new section in myUFL

When a new faculty adviser joins the department, she or he will need a unique section in the department's IDP shell. This is a very important part in maintaining student privacy. First, log onto myUFL. You can get to the Canvas management page under *Main Menu>Student Information*

System>Online Learning>My Canvas Course Management. Once there, select your department's IDP to get to the Add/Remove Enrollment page.

Once on this page, you will see the name of the course. Directly under that is a dropdown menu labeled Filter Section. This menu has an option to create a new section. Once you click it, there will be a box to name your section. Your new section should appear in the dropdown menu immediately after you create it.

Adding students in myUFL

From the Add/Remove Enrollment page (In myUFL, go to *Main Menu>Student Information System>Online Learning>My Canvas Course Management* and select the IDP course), you can add a new student by clicking on the blue plus sign after one of the users in the table of enrollment requests. If you know the student's UFID, type it in the box. If you do not know their UFID, click the magnifying glass to search by Gatorlink or name.

Once you have selected the student you want to add, choose their role (student) and section (the section assigned to their faculty adviser). You do not need to limit a student by section. Under Action, choose Add, and then click the Process Enrollment Request below. If you mistakenly choose the wrong person and do not want to add them, under the Action drop-down menu, leave the selection blank before processing the request.

If a student changes advisors, use myUFL to change their section quickly by removing them from the course on one line and, on another, adding them to the course in their new advisor's section.

Adding and removing users in Canvas

Canvas has a fast way to add several students at once if you know the Gatorlink or UFID for each student and they are all going in the same section. From within a Canvas course, select Instructor Tools in the side navigation and then Manage Users. You may need to select the correct course, and then you will see a box where you can bulk enter students.

In the drop-down menus under the box, select the correct section (everyone you add together will go in the same section) and role.

There is an additional tab that allows you to remove users from the Canvas site. This is the most efficient way to remove faculty or staff who have left the university and should no longer be in the IDP shell.

Adding other users

Add new faculty and staff to the IDP the same way you add a new student in myUFL. From the Add/Remove Enrollment page (In myUFL, go to *Main Menu>Student Information System>Online Learning>My Canvas Course Management* and select the IDP course), click on the blue plus sign after one of the users in the table of enrollment requests. Search for the user and select them.

Once the user is selected, make sure you choose the correct role for them. A graduate coordinator or an administrator who needs access to the entire department should be given the Teacher role in the first drop-down. When adding a new faculty adviser, first create a section for them and then give them the role of TA (do not choose TA Grading Only or TA Non-Grading).

Next choose their section ID. A graduate coordinator or administrator should be added to the section name that ends in MISC. A faculty adviser will be placed in their own section so they can only see the students they advise.

It is essential that faculty advisers are limited to their section. If not, they may have access to submissions from students in other advisers' sections.

| *Role	*Section ID	Limit to Section?	Action	
Teacher	CITT.PROJ.TestProject.20171120.INIT		▼	+
Student	CITT.PROJ.TestProject.20171120.MISC		▼	+
TA ▼	CITT.PROJ.TestProject.20171120.I ▼	Yes ▼	Add ▼	+

After a student graduates

After a student graduates, you want them to be hidden from the gradebook so they do not clutter the list of students a graduate coordinator looks at, but you also want their submissions to be retained in Canvas. To do this, you will conclude a student.

You can do this the same way you add a new student in myUFL. From the Add/Remove Enrollment page (In myUFL, go to *Main Menu>Student Information System>Online Learning>My Canvas Course Management* and select the IDP course). When you see the table with a list of students, simply find the student who graduated and, under Action, choose Conclude from the drop-down menu and process the request.

Doing this should automatically hide these students from the gradebook, but if you need to view their records again, go to the gradebook and click the gear button in the top right. That drop-down menu has an option to Show Concluded Enrollments.
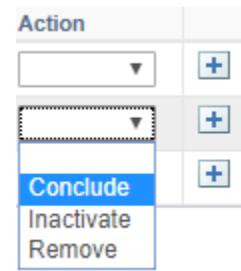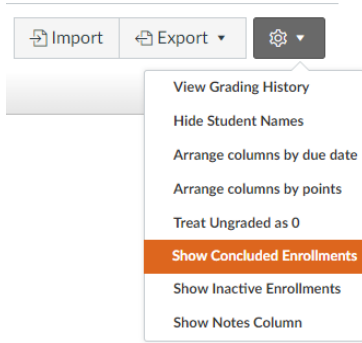
Viewing assignment completion

When graduate coordinators or faculty members need to see who has completed each part of the IDP, they will use the gradebook. View the gradebook by clicking Grades on the sidebar navigation. This will bring you to a page with a chart of assignments and students. Any changes you make to the grades in the gradebook will be automatically saved.

The default view will show coordinators all students in the department and show faculty all students in their section. If a graduate coordinator needs to narrow it down by section, she or he can select different sections under the button that says Showing All Sections, which is at the top right of the page.
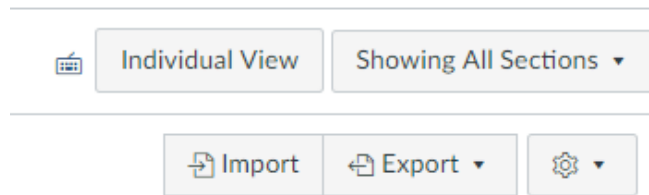
Viewing assignment content

Faculty advisers who need to view their students' survey answers and file submissions will also start by navigating to the gradebook by clicking Grades on the sidebar. They will see a chart of assignments and students. When the mouse hovers over an assignment, a small triangle at the top will appear. Clicking this triangle brings the user to details about the assignment, and has a link to the file, which can be downloaded.

The pop-up window for the individual student's assignment will then allow you to modify the grade or leave a comment, and will tell you when the assignment was completed. To view the answers, click on the link that says "More details in the SpeedGrader."

Quiz

Grade: 5 | out of 5

More details in the SpeedGrader

Submitted: Nov 20 at 9:47am

On a multiple choice quiz or survey, such as the Self-Assessment Survey in the Assess module, the SpeedGrader will show all questions and answer choices with a green arrow pointing toward the student's selection. On a file submission, SpeedGrader will include a preview of the student's file. The adviser can write or record comments directly into the submission within Canvas.

Since students will complete the IDP each year, faculty members need to be able to view several submissions for the same assignment. In SpeedGrader, the top right has a dropdown menu that allows the viewer to toggle between submissions. If this dropdown is not available, it is because the student has only submitted one attempt.

Submission to view:

Nov 21 at 2:24pm (grade: 4) ▼

Nov 20 at 9:47am (grade: 5)
Nov 21 at 2:24pm (grade: 4)

Assessment

Grade 5 out of 5

Communication within Canvas

Although the main purpose of the online IDP is to facilitate communication with advisers and streamline recordkeeping, Canvas also has fast and easy ways to communicate with students online.

Announcements

An announcement is a fast way of communicating information to every student in a course or section. Anyone with a Teacher or TA role in Canvas can find a New Announcement button on the top right of the course homepage. The message will be shown to everyone, so do not use this to send specific feedback to one student. The best way to use the announcement feature is for short messages, but it is possible to attach files to them if they require more details.

For announcements about due dates or reminders that can be planned ahead of time, there is an option to delay posting located below the announcement text box.

⊕ Import from Commons

⊚ Choose Home Page

⛰ View Course Stream

⑦ Course Setup Checklist

📢 New Announcement

Coming Up   📅 View Calendar

*Nothing for the next week*

Conferences

Security ☑ Passcode 567268
Only users who have the invite link or passcode can join the meeting

☑ Waiting Room
Only users admitted by the host can join the meeting

☐ Require authentication to join

While the purpose of the online IDP is to encourage more efficient and productive face-to-face meetings between faculty and doctoral students, there are times when in-person meetings may not be feasible or when students simply want a five-minute voice or video chat. Canvas allows you to schedule Zoom meetings via the Conferences link in the side navigation.

To prevent students from joining a meeting meant for someone else and overhearing confidential information, enable the waiting room so you can control who enters and when.

Inbox
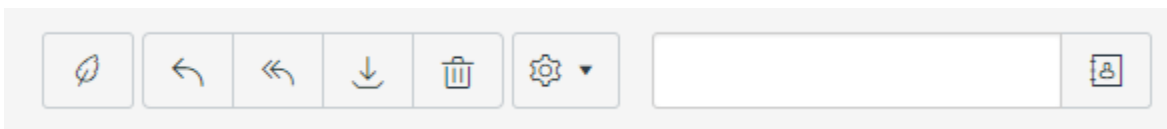
Canvas also includes a private email function. Depending on your notification settings, these messages might also be pushed to your UF email. You can go to the messages in Canvas by selecting Inbox in the blue navigation bar on the left side of the screen. Once there, you can compose new messages with the quill button that is at the top right of the window. Other options in that navigation area allow you to reply, reply all, archive, or delete a message.

Technical assistance resources

There are a number of training opportunities available for you to strengthen your Canvas skills:

Learn More

Live and online classes on how to use the e-Learning system are available through UFIT's eLearning Support. Class registration is available here. TAs may also attend these training classes.

Refer to the Canvas Guides

You can always search on the Canvas Guides for instructions on how to do something in your course. These guides are a thorough online resource site for both students and instructors with step-by-step instructions:
Canvas Guides

Request Assistance

Call eLearning Support at 352-392-4357 (HELP), option 3 if you still have questions.