A guide to learning technologies at the University

This is a guide to the learning technology tools that are provided for and supported centrally by the University of Nottingham.

Other tools may be used, and we will endeavour to provide support where possible, on an ad-hoc basis.

Alternatively, download the guide as a document here:

[1819LearningTe...ottingham.docx]

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Adobe Connect

Function

This tool is recommended for delivering online classroom sessions, online seminars and training (“webinars”). It can be set up to permit collaboration across firewalls (therefore suitable for the China Campus) on virtually any device, including desktop platforms, iOS and Android (apps are available for mobile devices).

The system is browser based and hosted in the US. A download may be required. The University has an arrangement to purchase cheaper licences. To purchase a license through the university contact paul.garton@nottingham.ac.uk
To run a webinar, a host licence must be purchased (£~100); once purchased it is free to participate. The host named on the licence must be present at each session (usernames cannot be shared).

Several members of staff already hold a host licence - please contact learning-technologies@nottingham.ac.uk if you are interested in using Adobe Connect. We can help you try it out before you purchase a licence.

See this videocast from Jonathan Houdmont talking about his experiences of using Adobe Connect on his distance learning course.

Please note: the maximum number of ‘attendees’ at an Adobe Connect session with the normal licence is 100 (a larger “room” licence can be purchased).

Help & Support

Quickstart guides to support accessing and using Adobe Connect are here: http://www.connectusers.com/learning_center/getting_started/quickstart.php. If you have any queries about how to use Adobe Connect please contact: learning-technologies@nottingham.ac.uk

Adobe Connect offer 30min Daily Demos on the usage of webinars for one of three topics: Content Marketing, Collaboration or eLearning. To register for one visit their Daily Demos site.

Courses in running sessions in Adobe Connect are run occasionally, on demand, for University of Nottingham staff. These take place over two weeks, with up to two hours a week synchronous sessions in Adobe Connect. Contact learning-technologies@nottingham.ac.uk for details.

Webinars

Join us in Adobe Connect for our Moodle Bytes webinar series, and experience it for yourself.

Download our Webinar Best Practices guide:

![Webinar Best Practices PDF](Webinar_Best_Practices.pdf)

Audience Response Systems

Function

Audience response systems facilitate real time interaction between a presenter and the audience.

An audience response system will be embedded within our lecture capture system for academic year 2018-19.

In the meantime, there are free polling solutions available such as Kahoot.com, Socrative.com and 2si.de which can be used as an alternative to TurningPoint (no longer supported since Windows 10). These are not supported by Information Services but are already used by many colleagues.

If you have any queries or need advice, please contact the IT Service Desk or your local Campus IT support team.

Help & Support

If you have any questions about audience response systems, please contact the IT Service Desk for support:
UK: 0115 9516677, itservicedesk@nottingham.ac.uk or via the Self-Service Portal (https://selfservice.nottingham.ac.uk/)
China: UNNC 8818 0009 or IT-Services@nottingham.edu.cn
Malaysia: 603 8924 8199 or itsupport@nottingham.edu.my

Curriculum Mapping System

http://curriculum.nottingham.ac.uk

Function

The Curriculum Mapping System holds Learning Outcomes at different levels and the links between them. For example, you may have module Learning Outcomes that are linked to more detailed Learning Activity Learning Outcomes. Accrediting Body Learning Outcomes can also be added and linked to the Learning Outcomes set for a module, programme or Learning Activity. The Curriculum Mapping System can be linked to Rog and Moodle. Reports can be run from the system showing mappings between the different levels of Learning Outcomes.

The uses for this are as follows:

- Giving outcome based feedback in Rog to students, particularly in summative exams
- The use of the Curriculum Map format in Moodle where the module structure is set by the Curriculum Mapping System with the display of relevant Learning Outcomes
- Providing reports to Accrediting Bodies showing where Learning Outcomes are being covered in the Curriculum

Help & Support

There are help pages within Workspace at: http://workspace.nottingham.ac.uk/display/CuMa/Home, however if you have any queries please contact learning-technologies@nottingham.ac.uk.

Echo360 Engage

Function

Engage is Nottingham’s active learning platform delivered by Echo360. Not only does it make audio and visual recordings of teaching sessions, it also offers engagement tools, learning analytics and the ability to live stream. Engage is available for all staff and students, in all teaching rooms and can also be installed on desktop computers, laptops, tablets and smart phones. It includes features such as polling during lectures.

Lecture capture with Echo360 can simultaneously record audio and/or video of the presenter alongside the presentation – or just slides and audio if you prefer. The Engage services does not need to be booked. Engage is available in all teaching rooms – you simply need to log into Engage by clicking the Echo360 icon on the computer desktop, or use Personal Capture on your own device (see https://www.nottingham.ac.uk/it-services/recording/recording.aspx for further details). You can make your lecture captures open access, private or restricted to university login and integrate them with your Moodle module (for Saturn/Campus Solutions modules only) via the Echo360 Lecture Capture link tool (For help to add an Echo360 Engage link to Moodle see https://workspace.nottingham.ac.uk/display/Moodlehelp/How+to+add+the+Echo360+Engage+link+in+Moodle/).

Help & Support

The Campus IT Support Team provides a call-out service for University staff requiring urgent help operating audio visual (AV) facilities in centrally timetabled rooms. To find your local team: http://www.nottingham.ac.uk/it-services/help/campus.aspx

Please contact lecture-capture@nottingham.ac.uk if…
1. You have any questions about capturing your lecture and using Echo360.
2. You do not currently have a folder within Echo360 for your module. Email your module ID number (found in your Moodle module > Administration block > Edit settings) and the title of your module.
3. You wish to run a live streamed event. You MUST contact this email address **a minimum of 3 days in advance** so the necessary arrangements can be made.

For help with Echo360 links within Moodle contact learning-technologies@nottingham.ac.uk.

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**Mahara**

http://mahara.nottingham.ac.uk/

**Function**

E-portfolio tool to support personalised and community learning for students and staff. It enables students to compile content from external resources, their own personal development plans and reflective pieces, a compulsory feature of Nottingham Advantage Award modules. Mahara is frequently used by schools and departments whereby students go on placements to enable them to keep track of student progress during their time away from the university. There is also a collaborative feature enabling group interaction with other users. Overall students remain in control of how and with whom they share their information, but for placements for example they are encouraged to share their eportfolio with their mentor.

For further information and details on functionality please see [https://workspace.nottingham.ac.uk/display/ISLT/Mahara](https://workspace.nottingham.ac.uk/display/ISLT/Mahara)

For exemplars please see [https://epip.pbworks.com/w/page/59052144/An%20overview%20of%20use%20-%20University%20of%20Nottingham](https://epip.pbworks.com/w/page/59052144/An%20overview%20of%20use%20-%20University%20of%20Nottingham)

**Help & Support**

At present Mahara is only supported for agreed pilot projects but if you have any questions please contact learning-technologies@nottingham.ac.uk who will try to assist.

**Other similar systems**

The PebblePad eportfolio system is used in some Schools. This is not centrally supported: please contact your School Operations Manager to find out where to get help.

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**Mirroring360**

http://www.nottingham.ac.uk/toolkits/play_17222

**Function**

Mirroring360 is a program by Splashtop that allows you to wirelessly share the screen of your personal device with a computer attached to a display screen or projector. This will allow easy sharing of tutor/lecturer and student device screens during classroom teaching or lectures, in group work or in meetings. Using Mirroring360, you can easily share your screen to a computer or laptop, which can then be projected for the whole room to view.

**Help & Support**

More information about Mirroring360:

Mirroring360

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**Moodle**

http://moodle.nottingham.ac.uk/

**Function**
Moodle is an open-source virtual (online) learning environment (VLE). The university has customised Moodle and integrated within it other systems and features (referred to as plugins), such as Turnitin (assignment submission and text-matching tool), Rog (e-assessment system) and Xerte Online Toolkits (online learning materials creation), to enhance the teaching and learning experience for both staff and students.

Moodle is used to support blended learning programmes and programmes for distance learners where the online learning spaces are the key resource for learning materials and activities. Moodle is the place for uploading learning materials such as lecture slides, handouts, readings, web links, audio and video. It is also used for submitting assignments and other participatory and collaborative activities for students such as forum discussions, wikis, blogs and databases.

Moodle is also integrated with Saturn/Campus Solutions ensuring student accounts and module enrolments are created within Moodle 24 hours after their details have been updated in Saturn by the School. Staff accounts are at present manually created and we are working towards auto-creation as use of Campus Solutions becomes more widespread.

All modules within Moodle should contain the basic essentials laid out in the Moodle Everywhere mandate. See http://workspace.nottingham.ac.uk/display/Moodlehelp/Moodle+Everywhere

Help & Support

Staff Moodle Help: http://workspace.nottingham.ac.uk/display/Moodlehelp/Moodle+Help+Guides+for+staff

Student Moodle Help:

- Workspace help documents - http://workspace.nottingham.ac.uk/display/StudentMoodle/Student+Moodle+Help
- Self-enrolment enabled Moodle module with interactive elements and help documents - http://moodle.nottingham.ac.uk/course/view.php?id=605. Staff are welcome to join this module as well to get a feel for what a student sees.

For quick answers to questions and support contact learning-technologies@nottingham.ac.uk or your Faculty Learning Technology Consultant.

Office365

https://www.nottingham.ac.uk/it-services/software/office365.aspx

Function

Office 365 refers to the suite of Microsoft applications that are delivered via the cloud. Access to Office 365 applications will enable access to an exciting range of communication and collaboration tools that can transform the way we work across our global University. Access to the Office 365 applications is available for the duration of your work at the University of Nottingham.

Help & Support

A comprehensive set of Office365 user guides:

http://workspace.nottingham.ac.uk/display/ISSKB/Office+365

Reading Lists (online)

UK: http://readinglists.nottingham.ac.uk/index.html

China: http://readinglists.nottingham.edu.cn/index.html

Function

This is a tool managed by LRLR. By creating an online reading list direct links to the library catalogue and information about library availability is provided for students. Once you have created an online reading list it can also be made directly accessible to students enrolled on your Moodle module (modules in Saturn only) by adding the Module Resources block to your module. See here for details: http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=178128954.

This tool also sends automatic alerts to library staff when you make amendments to your reading list online to ensure the necessary resources are available for students; this is very useful if new or more of a particular resource need to be purchased by the University.

Help & Support
UK: How to create an online reading list:  http://www.nottingham.ac.uk/library/documents/libraries/reading-list-guide.pdf.

If you would like to know more about online reading lists, please contact ua-collections@exmail.nottingham.ac.uk OR if you have any suggestions for improvement please contact Chris Middleton, c.middleton@nottingham.ac.uk.


Rog

https://rogo.nottingham.ac.uk/

Function

Online assessment for informal formative self-assessment quizzes to formal summative exams.

What you can do in Rog:

- Assessment papers can be created using any combination of 15 question types together with graphics, audio files and videos.
- Reports on student performance can be accessed and exported. These reports are useful when assessing the appropriateness of particular questions; inappropriate questions can also be excluded from the assessment paper post exam if necessary.
- Questions can be mapped to an individual or selection of learning outcomes created via the Curriculum Mapping System (see above), which can be linked to your assessment paper in Rog with the click of a button.
- Each assessment paper has a unique URL which can be linked to on any resource.
- Your module in Rog, once created, automatically links to Saturn to add student enrolments. Links to Rog assessments can be added to your Moodle module via the External Link activity.
  - For parent modules in Moodle (e.g. two modules with the same content, a different set of students on each but taught by the same person) a normal URL resource to the assessment paper needs to be added within the Moodle module.

Help & Support

Rogo has a large number of help pages held within the system, accessed from a link in the top right corner. Rogo help is the main source of information but some additional information is held in Workspace at: http://workspace.nottingham.ac.uk/display/TouchStone/Home. You can also find helpful tips in the Learning Technology blog: http://comms.nottingham.ac.uk/learningtechnology/category/rogo/

Students get automatic access to modules within Rog but staff accounts and modules need to be created as required to ensure you have editing access to the correct module. To request access and a module in Rog or if you have any please contact learning-technologies@nottingham.ac.uk.

You can sign-up for Rog: An introduction to this online assessment tool training via https://training.nottingham.ac.uk/cbs-notts/Guests/GuestCourse.aspx?CourseRef=TouchIntro

Skype for Business

Function

Skype for Business is recommended as a tool for communicating with other staff, particularly for online meetings and cross-campus seminars. As well as audio and video, you can share screens, present PowerPoint presentations, share documents and have a live text chat for questions during the meeting. Students do not have access to Skype for Business at present, it is intended for communication between staff.

Key functions:

- Available to all staff and research students at UoN on all three campuses
- Send Instant Messages (IM) to other colleagues using Skype for Business
- Communicate with colleagues via audio and video using webcams
- Share your desktop and programs with global colleagues (including Word documents, PowerPoint and screen based sharing)
- Send Skype for Business meeting invites via your Outlook calendar

For more information on how to install and use Skype for Business please see https://www.nottingham.ac.uk/it-services/software/skype.aspx

Help & Support
If you have any questions please contact the IT Helpline for support:

- **UK:** 0115 9516677, itservicedesk@nottingham.ac.uk or via the Self-Service Portal (https://selfservice.nottingham.ac.uk/)
- **China:** UNNC 88180009 or itservicedesk@nottingham.edu.cn
- **Malaysia:** 603 8924 8199 or itsupport@nottingham.edu.my

Timetabling (online)

http://timetabling.nottingham.ac.uk

**Function**

It is a regular occurrence that students have seminars and lectures that follow each other, therefore their ability to arrive on time for the next activity should be facilitated at all times.

You will find web timetables for courses, modules, departments and rooms for academic sessions on the online timetabling system.

**Help & Support**

For queries regarding:

- Advice about managing your online timetable – contact either LS-Web-Apps-Team@exmail.nottingham.ac.uk or the IT Helpline
- **UK:** 0115 9516677, staff-it-helpline@nottingham.ac.uk or via the Self-Service Portal (https://selfservice.nottingham.ac.uk/ )
- **China:** UNNC 88180009 or IT-Services@nottingham.edu.cn
- **Malaysia:** 603 8924 8199 or itsupport@nottingham.edu.my
- Help connecting your online timetable to your personal or work calendar – contact the IT Helpline

Turnitin

**Function**

An online service which enables the text-matching of submitted texts against an extensive library of internet pages, journals, periodicals and student essays previously submitted. It is a tool for use in preventing plagiarism. Turnitin produces an originality report which indicates the percentage of text matched, i.e. the percentage that is thought to have been copied as well as the suspected sources. Turnitin is integrated into Moodle. Turnitin has now been integrated within Moodle assignments as well.

**Help & Support**

See here for a list of help documents in Workspace for using Turnitin in Moodle, from creating the assignment submission dropbox to setting up a marking rubric. http://workspace.nottingham.ac.uk/label/Moodlehelp/moodle_turnitin

Training is provided both in how to set up assignments and how to mark using the online systems including Turnitin. If you have any questions, especially about which type of assignment is appropriate for your needs, and how to set it up, please contact learning-technologies@nottingham.ac.uk

Video conferencing

**Function**

The video conferencing suites at the University let users see and hear each other in real time using the internet or via digital telephone lines. The systems used by the University are designed to connect to similar dedicated video conference systems. There are a number of suites at the Ningbo and Malaysian campuses.

Connection from these suites to desktop systems is now supported.
Help & Support

For more information: http://www.nottingham.ac.uk/it-services/teaching/vc/vc.aspx

Workspace

Function

Workspace is an intranet for the University: it’s a collaboration tool, based on a wiki, where you can create and share content with your team. It allows you to publish web pages that you can read and edit online via a web browser. You can create something as simple as text on a page, add images, diagrams, activity streams, videos etc. Workspace puts your content online in a central place where your team can search, edit and discuss it at any time. You might use Workspace to write and discuss meeting notes, project plans, requirements, how-to guides etc. Generally material for students is being moved off Workspace.

Help & Support

For a quick guide on how to use Workspace to create content see here: http://workspace.nottingham.ac.uk/display/ds/Welcome+to+Workspace

Xerte online toolkits

http://www.nottingham.ac.uk/toolkits/

Function

With Xerte Online Toolkits staff (and students) can create interactive learning materials that integrate text, images, sound and video. Content is assembled using wizards and templates. Once you have published your Xerte Toolkit resource it can be made accessible through a unique URL or embedded within your module in Moodle using the External Tool activity.

Staff do not need to download any programs. Simply go to http://www.nottingham.ac.uk/toolkits/
(Note: Xerte Online Toolkits is not the same thing as “Xerte”, its parent program. Xerte is designed for the developers of eLearning materials who wish to create sophisticated content with some scripting.)

Help & Support

- What is Xerte Online Toolkits? http://www.nottingham.ac.uk/toolkits/play_17555
- What’s new in Xerte? http://www.nottingham.ac.uk/toolkits/play_17709
- Help video for getting started in Xerte Online Toolkits: http://www.nottingham.ac.uk/toolkits/modules/xerte/training/toolkits.htm
- Different page types that you can create: http://www.nottingham.ac.uk/toolkits/play_560

General support

If you have any questions please contact learning-technologies@nottingham.ac.uk

Learning Technology Blog

http://comms.nottingham.ac.uk/learningtechnology