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. See below for the overview of all technologies.

Further information:
- Mahara Help

Alternatively, download the guide as a document here:

Faculty Moodle Pages

Each Faculty has a Moodle page with information, Help Sheets, videos, etc. to help with adapting your teaching for the new academic year.

- Arts  Show me What and How: Faculty of Arts - Mixed Mode Teaching (UNUK)
- Engineering  ADAPT - Faculty of Engineering
- Medicine & Health Sciences  Delivering Courses Online in FMHS (UNUK)
- Science  Faculty of Science Supporting Online Teaching (UNUK)
- Social Sciences  Faculty of Social Sciences: Adapting to Mixed Mode Teaching (UNUK)

Training Courses available

Enabling Teaching Online: Training Schedule for staff

Contents

- Adobe Connect
- Audience Response Systems
- Curriculum Mapping System
- Echo360 Engage
- Mahara
- Mirroring360
- Moodle
- Office365
- Reading Lists (online)
- Rog
Adobe Connect

Note: much of this functionality can now be found in the Microsoft Teams Meeting app, so if you can use that, we recommend trying that first.

This tool is used 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). **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).
- 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 with a Demo before you purchase a licence. We also run occasional courses in managing sessions in Adobe Connect and other systems. These take place over two weeks, with up to two hours a week in synchronous sessions in Adobe Connect.

Help & Support

Quickstart guides to support accessing and using Adobe Connect are here: [http://www.connectusers.com/learning_center/getting_started/quickstart.php](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

Webinars

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

Download our Webinar Best Practices guide:
Audience Response Systems

Function

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

There are a number of tools that you can use for this:

Engage activity slides and polling

An audience response system is embedded within the Engage system (see below and this Xerte resource “Engaging and Monitoring Students Using Echo360”: https://www.nottingham.ac.uk/toolkits/play_23651).

Microsoft Forms quiz

Microsoft Forms allows you to quickly and easily create quizzes and polls: More information about this functionality may be found on the University Office365 SharePoint site: https://uniofnottm.sharepoint.com/sites/Office365/SitePages/Forms.aspx

Moodle Choice activity

A Choice activity can be used to ask a single question, as a simple poll. More information about the Choice activity may be found in our Moodle Help page: https://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=104968819

Other unsupported options

There are also free polling solutions available such as Kahoot.com, Socrative.com and 2sli.de: 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 there Learning Outcomes are being covered in the Curriculum

Help & Support

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

Echo360 Engage

Function

Echo360 Engage records and (optionally) live streams both presentations and audio/video of the presenter. There are built-in activity slides and polling to facilitate active learning, Q and A and a confusion flag for students. The system also provides usage analytics.

The Engage service does not need to be booked. It is available for all staff to use, in all teaching rooms – you simply need to log into Engage by clicking the Echo360 icon on the computer desktop. You can make your lecture recordings open access, private or restricted to university login and integrate them with your Moodle module.

You can also make your own recordings away from the teaching room by downloading and installing Universal Capture https://echo360.org/uk/downloads (Login using your firstname.lastname@nottingham.ac.uk address as the "username"). To record you will need a microphone and/or a webcam correctly set up on your computer.

Help & Support

Campus IT support can provide technical support for the Engage service. 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 (course) ID number (found in your Moodle module > Edit settings) and the title of your module (course).
3. You wish to run a live streamed public event. You MUST contact this email address a minimum of 3 days in advance so the necessary arrangements can be made.

• Website https://www.nottingham.ac.uk/it-services/teaching/recording/recording.aspx
• Moodle module Introduction to Engage for Staff (self-enrol) https://moodle.nottingham.ac.uk/course/view.php?id=75128
• To add an Echo360 Engage link to Moodle see https://workspace.nottingham.ac.uk/display/Moodlehelp/How+to+add+Engage+recordings%2C+via+the+Echo360+Engage+link+in+Moodle.
• Universal capture: create and publish recordings: https://learn.echo360.com/hc/en-us/articles/360035408191
• For more information about using Q and A, the confusion flag for students, the activity slides, polling and usage analytics, there is a Xerte resource called ‘Engaging and Monitoring Students Using Echo360’ that describes these features and how to use them: https://www.nottingham.ac.uk/toolkits/play_23651
• For more information about live streaming there is a Xerte resource about this functionality: https://www.nottingham.ac.uk/toolkits/play_22921.
• New from summer 2020 You can create interactive activities within your recordings. There is a Xerte resource about this functionality: https://www.nottingham.ac.uk/toolkits/play_24344

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

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

Function

Mahara is an e-portfolio tool used to support personalised and community learning for students and staff. It enables students to compile content from external resources, and build their own personal development plans and reflective pieces, a compulsory feature of Nottingham Advantage Award modules. Mahara is frequently used by Schools and Departments where 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 the help in Mahara. (All staff and students can log in).

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

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.

Help & Support

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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.

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
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 Campus Solutions ensuring student accounts and module enrolments are created within Moodle 24 hours after their details have been updated in Campus by the School. Staff accounts are at present manually created and we are working towards auto-creating them.

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/StudentMoodleHelp](http://workspace.nottingham.ac.uk/display/StudentMoodle/StudentMoodleHelp)

Introduction to Moodle for Students is a self-enrolment-enabled Moodle module with interactive elements and help documents. Staff are welcome to join this module as well to get a feel for what a student sees. [http://moodle.nottingham.ac.uk/course/view.php?id=605](http://moodle.nottingham.ac.uk/course/view.php?id=605)

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](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. Applications include Sway, Teams, OneNote and Forms.

#### Help & Support


Contact learning-technologies@nottingham.ac.uk or your Faculty Learning Technology Consultant for advice on using Office 365 in teaching and learning.

### Reading Lists (online)

**UK:** [http://readinglists.nottingham.ac.uk/index.html](http://readinglists.nottingham.ac.uk/index.html)

**China:** [http://readinglists.nottingham.edu.cn/index.html](http://readinglists.nottingham.edu.cn/index.html)

#### Function

The Talis Aspire Online Reading Lists are managed by the Collections Team in Libraries. Once an academic has created an online reading list, students are provided with direct links to the library catalogue, and information about library availability is provided. It can be made directly accessible to students enrolled on your Moodle module by adding the Course Resource List resource. See here for details: [http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=178128954](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 resources or more of a particular resource need to be purchased by the University.

#### Help & Support

How to create an online reading list: [https://www.nottingham.ac.uk/library/documents/help/readinglistguide.pdf](https://www.nottingham.ac.uk/library/documents/help/readinglistguide.pdf)

If you would like to know more about online reading lists and access any available help, please contact reading-list-support-service@nottingham.ac.uk or ua-collections@exmail.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.
- Reports on student performance can be accessed and exported. These reports are useful when assessing the performance of individual questions. Questions can be corrected or excluded from summative assessment papers post exam if the reports show a problem.
- Questions can be mapped to learning outcomes held in the Curriculum Mapping System (see above).
- Each assessment paper has a unique URL which can be used when a link to an assessment is required.
- Your module in Rog, once created, automatically links to Campus Solutions to add student enrolments. Links to Rog assessments can be added to your Moodle module via the External Link activity.

Note: For parent modules in Moodle (e.g. two modules with the same content, with the same assessment) 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 you can also find helpful tips in the Learning Technology blog: http://comms.nottingham.ac.uk/learningtechnology/category/rogo/

Students get automatic access to their modules within Rog but staff accounts and modules need to be created as required to ensure you have editing access to the correct module. As it is a high-stakes assessment system, we normally recommend staff attend training in Rog. To request access and a module in Rog, or if you have any questions, 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/GuestCourse.aspx?CourseRef=TouchIntro (Or ask on your local campus)

Skype for Business

Function

Skype for Business Online will be retired by 2021, and after that date the service will no longer be accessible. Microsoft Teams is the replacement. All staff and students have access to Teams.

Currently Skype for Business can still be used to communicate with other staff. 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 have limited access to
Skype for Business at present, it is intended for communication between staff. Many of the features of Skype for Business can now be found in Microsoft Teams Meetings.

**Key features:**
- Available to all staff 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](https://www.nottingham.ac.uk/it-services/software/skype.aspx)

**Help & Support**

If you have any questions 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

**Timetabling (online)**

[http://timetabling.nottingham.ac.uk](http://timetabling.nottingham.ac.uk)

**Function**

You will find web timetables for courses, modules, departments and rooms for academic sessions on the online timetabling system. Personal timetables can be accessed via MyTimetable.

myCAL is the term used for the UoN personal timetable solution for mobile devices. It can be found at [https://mycal.nottingham.ac.uk/login](https://mycal.nottingham.ac.uk/login)

**Help & Support**

The Workspace Support pages are at: [http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=271187351](http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=271187351)

Support for online timetabling is provided by IT Service Desk and Campus IT Support

- Contact the IT Helpline
  - **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
  - Information about iCAL/myCAL [http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=277283088](http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=277283088)

**Turnitin**

**Always accessed through Moodle**

**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. Within Turnitin Assignments you can use the Feedback Studio service for marking online. Documents submitted to Moodle Assignments can use the Turnitin text matching service.

**Help & Support**

There is a list of help documents in Workspace for using Turnitin in Moodle, from creating the assignment submission dropbox to setting up a marking rubric. [https://workspace.nottingham.ac.uk/display/Moodlehelp/Turnitin](https://workspace.nottingham.ac.uk/display/Moodlehelp/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](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](http://workspace.nottingham.ac.uk/display/ds/Welcome+to+Workspace)

**Xerte online 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/

Help & Support

- Xerte.org.uk website https://xerte.org.uk/index.php/en/ including Getting Started, examples, support, community forum and blog

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

Learning Technology Blog

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