Enabling Teaching Online: Training Schedule for staff

This page shows a schedule of training courses available to staff, with guidance on how to sign up to sessions. Please note this page is dynamic and new courses will be added as we move through the summer so we'd encourage you to check back on a regular basis to see what's available.

- Book our Training sessions on Short Courses
- Training Sessions Schedule
- Recordings
- Digital Learning (Virtual) Drop in Sessions
- Faculty Moodle Pages

Some sessions may be recorded: if there's one you would particularly like to see recorded please contact learning-technologies@nottingham.ac.uk.

There are also Help Sheets and video tutorials in the new Faculty Moodle pages. Please check out the one for your Faculty.

Book our Training sessions on Short Courses

Key Moodle Basics *
A 90-minute session in Teams. Introduction to Moodle including adding resources and activities. or turn up in our training Team channel

Introduction to Rogo (Online self-study)
An introduction to Rogo for staff who want to use Rog? for the creation of assessments, both Summative (Exams) and Formative (Quizzes). (Email learning -technologies@nottingham.ac.uk for access.)

Teaching with Teams (basic/refresher) *
This session is for those new to using Teams for teaching or who would like a refresher course.
We will be covering naming details, how to make a Team, how to use Moodle with Teams, what Channels do, how to manage the Team, and when we may want to archive the team. We will close with a Q&A.

Teaching with Teams (intermediate) *
This session is for those using Teams for teaching and are interested in some of the additional features that can enhance sessions. If you are new to Teams we advise attending one of the Teams for Teaching (Basic / Refresher) courses, or review the guidance on our SharePoint page here.

In this course, we will be covering Private Channels, Tags, Forms/Quizzes, Whiteboard, Teams meetings, and Breakout Spaces. We will also close with a Q&A.

Accessibility Essentials for Teaching and Learning *
Quick win tools and guidance to help make your online content accessible: we will show best practice and use of Accessibility checkers. (90 min).

Creating learning materials using XERTE *
This session will provide an introduction to Xerte Toolkits. It will look at how the functionality with Xerte can be used to create learning materials that support the transfer of face-to-face materials to digital and how to structure these for effectiveness.

Marking Online: Moodle Assignments (the basics) *
A session for staff on how to mark submissions within a Moodle Assignment.

Marking Online: Turnitin Assignments *
A session for staff on how to mark submissions within a Turnitin Assignment.

Engage - Universal Capture using Echo360 *
How to make video recordings using the free Echo360 Universal Capture: how to record your lecture into Echo360 and attach it to Moodle for your students to watch.

Engage - Live Streaming and Automatic Speech Recognition (ASR) using Echo360
This session will cover Live Streaming and how to use the Automatic Speech Recognition (ASR) transcription feature that has recently been released by Echo360. This aims to make video more accessible and engaging by allowing students to read along with spoken content.

PowerPoint Narration for Online Lectures *
One of the simplest things you can do to deliver lectures online is to record audio narration in your PowerPoint, save as a video and embed in Moodle. This session shows you how.

ADAPT for Online
You will use Nick Mount's simple framework and toolkit to learn how to adapt your face-to-face learning activities (lectures, seminars, practical classes etc.) for online delivery.

ABC Learning Design Workshop
The ABC learning design workshop is an interactive practical workshop, developed at UCL, and based on Diana Laurillard’s conversational framework. This is a well known pedagogic approach that supports module-level design work in online, blended or face-to-face contexts. Led by Cecilia Goria and Cristina de Matteis.

Designing for engagement in a learning community
A tutored 10-hour (2-week) online course covering ideas, techniques and skills to implement engaging online activities in order to to develop a community of motivated learners in online/blended courses. Participants will undertake a mixture of synchronous and asynchronous activities. Was previously called Online Facilitation and Designing for Engagement
MS Forms for engagement *

The MS Forms workshop and demonstration will cover using Microsoft Forms in teaching, engagement and polling. (1 hour)

Encouraging student engagement by adding interactive activities using Echo360 *

This workshop will outline how you can embed interactivity into video recordings and why this approach can enhance the student experience. (2 hours)

To engage with the training sessions marked *:

- Please book via Central Short Courses using the link to the course in the above list.
- Click here to join the Team for Digital Online Training
- Then find the appropriate Channel and the advertised Session:
- Click into the relevant meeting a few minutes before the session is due to start

This video link also gives guidance on how to join an online session in the Team.

More Help is available: click on the READ ME FIRST link that you will find at the top of the page in Teams

Training Sessions Schedule

(Please note that you can click on the column headings to sort the table, for example click on 'Session' to arrange by alphabetical order of session title)

<table>
<thead>
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<th>Day</th>
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Recordings

Video of Beginner MS Teams training for staff
https://mediaspace.nottingham.ac.uk/media/1_iaz6zuyv

Digital Learning (Virtual) Drop in Sessions

The face-to-face drop in sessions have been replaced with virtual sessions run through Teams. In parallel, we are increasing the hours of support available. Ad hoc support is now available daily between 9.00 am and 4.30 pm.

Social Sciences, Arts and Science 9 - 4.30 daily
To access the support you need to

• Click here to join the Team
which will take you to the Drop In Teams site. When you get to the site, click on the READ THIS FIRST tab at the top of the Teams webpage for instructions about how to join the drop in, or pop your question in the ASK FOR HELP channel. Don’t forget to check back for your answer.

Engineering (1-3 pm daily)

• Click here for the Engineering Drop in

Medicine and Health Sciences (Mon and Thurs 1-3 pm)

• Click here for the Medicine and Health Sciences Drop In

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)

Further Help

You can always contact us at our learning-technologies@nottingham.ac.uk address.

Previous sessions

Previous sessions

Week commencing 13 July

Thursday 16 July  10.30 am - noon  ADAPT for Online Workshop (Faculty of Science only)
Thursday 16 July  10.30 - 11.45 am  Key Moodle Basics
Friday 17 July  noon - 1 pm  Engage - Universal Capture using Echo360
Friday 17 July  noon - 1 pm  PowerPoint Narration for Online Lectures

Week commencing 20 July
Monday 20 July 10 am - noon  ABC Learning Design Workshop
Tuesday 21 July 10:30 - 11:30 am  Engage - Universal Capture using Echo360
Tuesday 21 July 1.30 - 3 pm  Accessibility Essentials for Teaching and Learning
Tuesday 21 July 3 - 4 pm  MS Teams and Teaching
Thursday 23 July 10 - 11 am  PowerPoint Narration for Online Lectures
Thursday 23 July 2.30 - 4.30 pm  ABC Learning Design Workshop

**Week commencing 27 July**

Monday 27 July 1.30-2.30 pm  Engage - Universal Capture using Echo360
Wednesday 29 July 10-11.30 am  Accessibility Essentials for Teaching and Learning
Wednesday 29 July 11 am -12 noon  MS Teams and Teaching
Thursday 30 July 10.30 - 11.30 am  PowerPoint Narration for Online Lectures

**Week commencing 3 August**

Tuesday 4 August 10.30 - 12:00 pm  Preparing your module for blended learning delivery
Tuesday 4 August 11 am - 12.15 pm  Key Moodle Basics
Tuesday 4 August 11.20 - 12.20 pm  MS Teams and Teaching
Tuesday 4 August 2-3 pm  Engage - Universal Capture using Echo360
Wednesday 5 August asynchronous for two weeks  9-10 hours total  Online Facilitation and Designing for Engagement
Friday 7 August 10.20-11.30 am  PowerPoint Narration for Online Lectures  (Newly added)

**Week commencing 10 August**

Monday 10 August 2 - 3 pm  Engage - Universal Capture using Echo360
Wednesday 12 August 10 - 11.30 am  Accessibility Essentials for Teaching and Learning
Wednesday 12 August 10-11.15 am  Key Moodle Basics
Thursday 13 August 11 am - noon  MS Teams and Teaching

**Week commencing 17 August**

Wednesday 19 August 10 - 11.30 am  Accessibility Essentials for Teaching and Learning
Wednesday 19 August 2 - 3 pm  MS Teams and Teaching
Thursday 20 August 10 - 11.15 am  Key Moodle Basics
Friday 21 August 10.30 - 11.30 am  PowerPoint Narration for Online Lectures

**Week commencing 24 August**

Monday 24 August 2 - 3.15 pm  Key Moodle Basics
Wednesday 26 August 10 - 11.30 am  Accessibility Essentials for Teaching and Learning
Wednesday 26 August 10.30 - 11.30 am  Engage - Universal Capture using Echo360
Thursday 27 August 2 - 3 pm  Creating learning materials using XERTE

**Week commencing 31 August**

Tuesday 1 September 2 - 3 pm  Engage - Universal Capture using Echo360
Wednesday 2 September 10 - 11.30 am  Accessibility Essentials for Teaching and Learning
Thursday 3 September 10 - 11.15 am  Key Moodle Basics
Thursday 3 September  10.30 - 11.30 am  PowerPoint Narration for Online Lectures
Thursday 3 September  10 - 11 am  Creating learning materials using XERTE
Friday 4 September  1.45 - 2.45 pm  MS Teams and Teaching

**Week commencing 7 September**
Monday 7 September  11 am - noon  MS Teams and Teaching
Tuesday 8 September  10 am - noon  ABC Learning Design Workshop
Wednesday 9 September  10 - 11.30 am  Accessibility Essentials for Teaching and Learning
Wednesday 9 September  11 am - noon  MS Teams and Teaching
Wednesday 9 September  asynchronous for two weeks  9-10 hours total  Online Facilitation and Designing for Engagement
Wednesday 9 September  2 - 3.30 pm  Key Moodle Basics
Thursday 10 September  10.30 - 11.30 am  PowerPoint Narration for Online Lectures
Thursday 10 September  10.30 - 11.30 am  Engage - Universal Capture using Echo360
Thursday 10 September  2.30 - 4.30 pm  ABC Learning Design Workshop
Friday 11 September  10 - 11.30 am  Preparing your module for blended learning delivery

**Week commencing 14 September**
Monday 14 September  11 am - 1.15 pm  Delivering asynchronous (recorded) lectures
Monday 14 September  2 - 3 pm  MS Teams and Teaching *
Tuesday 15 September  2 - 3 pm  Engage - Universal Capture using Echo360
Wednesday 16 September  10 - 11.30 am  Accessibility Essentials for Teaching and Learning
Wednesday 16 September  10 - 11 am  MS Teams and Teaching *
Thursday 17 September  10 - 11.30 am  Key Moodle Basics
Thursday 17 September  10.30 - 11.30 am  PowerPoint Narration for Online Lectures
Friday 18 September  11 am - 1.15 pm  Delivering asynchronous (recorded) lectures

**Week commencing 21 September**
Monday 21 September  11 am - noon  MS Teams and Teaching *
Wednesday 23 September  10 - 11.30 am  Accessibility Essentials for Teaching and Learning
Thursday 24 September  10.30 - 11.30 am  PowerPoint Narration for Online Lectures
Thursday 24 September  2 - 3 pm  Engage - Universal Capture using Echo360
Friday 25 September  11 - 12.30 am  Key Moodle Basics

**Week commencing 28 September**
Tuesday 29 September  2 - 3.30 pm  Key Moodle Basics
Wednesday 30 September  10 - 11.30 am  Accessibility Essentials for Teaching and Learning
Wednesday 30 September  10.30 - 11.30 am  Engage - Universal Capture using Echo360
Thursday 1 October  10.30 - 11.30 am  PowerPoint Narration for Online Lectures

**Week commencing 5 October**
Wednesday 7 October  10 - 11.30 am  Accessibility Essentials for Teaching and Learning
Wednesday 7 October  2 - 3 pm  Creating learning materials using XERTE
Wednesday 7 October  2 - 3 pm  PowerPoint Narration for Online Lectures
Thursday 8 October 2 - 3.30 pm Key Moodle Basics

**Week commencing 12 October**
- Tuesday 13 October 10.30 - 11.30 am PowerPoint Narration for Online Lectures
- Wednesday 14 October 10 - 11 am Creating learning materials using XERTE
- Wednesday 14 October 2 - 3.30 pm Key Moodle Basics
- Wednesday 14 October 2 - 4 pm Engage - Live Streaming and Automatic Speech Recognition (ASR) using Echo360
- Wednesday 14 October 3 - 4 pm MS Teams Breakout Sessions

**Week commencing 19 October**
- Monday 19 October 2 - 3 pm PowerPoint Narration for Online Lectures
- Wednesday 21 October 10 - 11.30 am Accessibility Essentials for Teaching and Learning
- Wednesday 21 October 2 - 3.30 pm Key Moodle Basics

**Week commencing 26 October**
- Tuesday 27 October 10 - 11.30 am Key Moodle Basics
- Wednesday 28 October 10 - 11.30 am Accessibility Essentials for Teaching and Learning

**Week commencing 9 November**
- Tuesday 10 November 2 - 3.30 pm Key Moodle Basics

**Week commencing 16 November**
Training sessions cancelled due to low bookings

**Week commencing 23 November**
- Thursday 26 November 10 - 11.30 pm Marking Online: Moodle Assignments
- Thursday 26 November 1 - 2 pm Marking Online: Turnitin Assignments
- Thursday 26 November 2 - 3.30 pm Key Moodle Basics

**Week commencing 30 November**
- Tuesday 1 December 10 - 11.30 am Key Moodle Basics
- Wednesday 2 December 10 - 11.30 am Accessibility Essentials for Teaching and Learning
- Thursday 3 December 10 - 11.30 pm Marking Online: Turnitin Assignments
- Thursday 3 December 1 - 2 pm Marking Online: Moodle Assignments

**Week commencing 7 December**
- Wednesday 9 December 2 - 3.30 pm Key Moodle Basics
- Friday 11 December 10 - 11.30 pm Marking Online: Moodle Assignments
- Friday 11 December 1 - 2 pm Marking Online: Turnitin Assignments

**Week commencing 14 December**
- Wednesday 16 December 10 - 11.30 am Accessibility Essentials for Teaching and Learning
- Wednesday 16 December 10 - 11.30 pm Marking Online: Turnitin Assignments
- Wednesday 16 December 1 - 2 pm Marking Online: Moodle Assignments
**Week commencing 4 January**

Wednesday 6 January 2 - 3.30 pm  
Key Moodle Basics

**Week commencing 11 January**

Thursday 14 January 10 - 11.30 am  
Key Moodle Basics

**Week commencing 18 January**

Tuesday 19 January 10 - 11.30 am  
Marking Online: Moodle Assignments

Tuesday 19 January 1 - 2 pm  
Marking Online: Turnitin Assignments

Tuesday 19 January 2 - 3.30 pm  
Key Moodle Basics

Wednesday 20 January 10 am  (Start of TWO WEEK ONLINE COURSE)  
Designing for engagement in a learning community  
(formerly Online Facilitation and Designing for Engagement)

Wednesday 20 January 10 - 11.30 am  
Accessibility Essentials for Teaching and Learning

Thursday 21 January 10 - 11.00 am  
Marking Online: Turnitin Assignments

Thursday 21 January 1 - 2.30 pm  
Marking Online: Moodle Assignments

**Week commencing 25 January**

Wednesday 27 January 1 - 2.30 pm  
Key Moodle Basics

Wednesday 27 January 10 - 11 am  
Creating learning materials using XERTE

**Week commencing 1 February**

Tuesday 2 February 1 - 2.30 pm  
Key Moodle Basics

Thursday 4 February 1 - 2.30 pm  
Accessibility Essentials for Teaching and Learning

**Week commencing 8 February**

Tuesday 9 February 2 - 3.30 pm  
Key Moodle Basics

**Week commencing 15 February**

Wednesday 17 February 10 - 11.30 am  
Accessibility Essentials for Teaching and Learning

Thursday 18 February 2 - 3.30 pm  
Key Moodle Basics

**Week commencing 22 February**

Wednesday 24th February 10am - 11am  
Creating learning materials using XERTE

Wednesday 24 February 11 - 12.30  
Key Moodle Basics

**Week commencing 1st March**

Monday 1 March 10 - 11.30 am  
Key Moodle Basics

Thursday 4 March 1 - 2.30 pm  
Accessibility Essentials for Teaching and Learning

<table>
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<tr>
<th>Day</th>
<th>Date</th>
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<td>11.00 - 12.30</td>
<td>Key Moodle Basics</td>
</tr>
<tr>
<td>Wednesday</td>
<td>12 May 2021</td>
<td>10.00 - 11.30</td>
<td>Accessibility Essentials for Teaching and Learning</td>
</tr>
</tbody>
</table>