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.

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 [All links are to Moodle modules]

- 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

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Core technologies

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), Rogo (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, and audio and embedded video links.

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.

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
- 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

For quick answers to questions and support please complete the form at selfservice.nottingham.ac.uk or contact your Faculty Learning Technology Consultant or you can speak to one of the team in the virtual Digital Learning Drop-in (Search MS Teams for Digital Learning Drop-in).
Turnitin

Turnitin is always accessed through Moodle

Function

An online service which enables the text-matching of submitted texts against an extensive library of web 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 also use the Turnitin text matching service, for matching only (marking using the Feedback Studio via a Moodle assignment is unsupported).

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

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 complete the form at selfservice.nottingham.ac.uk or contact your Faculty Learning Technology Consultant or you can speak to one of the team in the virtual Digital Learning Drop-in (Search MS Teams for Digital Learning Drop-in).

Office 365

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

Function

Office 365 is a cloud suite of Microsoft applications that enables access to a wide range of communication and collaboration tools, including Teams [https://uniofnottm.sharepoint.com/sites/Office365/SitePages/Seminars-in-Teams.aspx] and OneDrive [https://uniofnottm.sharepoint.com/sites/Office365/SitePages/OneDrive.aspx].

All staff and students have access to Office 365 applications for the duration of their work or studies at the University.

Help & Support

For an overview of the available services, take a look at the comprehensive set of Office365 user guides: [https://uniofnottm.sharepoint.com/sites/Office365] (login required)

For help with technical issues, including Bookings, Forms, OneNote, OneDrive and so on, the IT Service Desk is the place to go.

- **UK:** 0115 9516677, 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

For advice specifically on using Office 365 in teaching and learning please complete the form at selfservice.nottingham.ac.uk or contact your Faculty Learning Technology Consultant or you can speak to one of the team in the virtual Digital Learning Drop-in (Search MS Teams for Digital Learning Drop-in).

Useful apps include:

- Whiteboard
- Forms
Microsoft Teams

Function
Microsoft Teams enables online conference style meetings that can include live audio and video as well as screen-sharing in real-time with remote participants.

Help & Support
There is an interactive hands on Teams demo [https://teamsdemo.office.com] from Microsoft.

Using Teams for Teaching Online [https://uniofnottm.sharepoint.com/sites/Office365/SitePages/Seminars-in-Teams.aspx] is a comprehensive support resource that covers creating a Team, deciding the structure, adding your students, setting up and recording meetings and archiving as well as helping you to understand how to use Teams alongside Moodle to deliver your teaching.

For help with technical issues, the IT Service Desk is the place to go.

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- **China**: UNNC 8818 0009 or IT-Services@nottingham.edu.cn
- **Malaysia**: 603 8924 8199 or itsupport@nottingham.edu.my

For advice specifically on using Microsoft Teams in teaching and learning please complete the form at selfservice.nottingham.ac.uk or contact your Faculty Learning Technology Consultant or you can speak to one of the team in the virtual Digital Learning Drop-in (Search MS Teams for Digital Learning Drop-in).

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 integrate your lecture recordings with your Moodle modules, or create access links making them private and restricted to university login or open/public access.

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](http://www.nottingham.ac.uk/it-services/help/campus.aspx) You can also consult the Digital Drop-In from Learning Technologies: Digital Learning Drop-In

If you do not have access to Echo360 for a module which you have access to in Moodle:

1. Login to the module as an Editing Teacher
2. Click on the Echo360 link (it may have a different name) which will send you to the Echo360 system and add you to the equivalent Echo360 section.

Please complete the form on the Self-Service Portal [https://selfservice.nottingham.ac.uk/](https://selfservice.nottingham.ac.uk/) if you do not currently have a folder within Echo360 for your module giving your module (course) ID number (found in your Moodle module > Edit settings) and the title of your module (course).

Further information
Everything you need to know about Engage Echo360 This resource links to extensive resources about Echo360 Engage.

- 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](https://workspace.nottingham.ac.uk/display/Moodlehelp/How+to+add+Engage+recordings%2C+via+the+Echo360+Engage+link+in+Moodle)
- How you can use Universal Capture to create and publish your own recordings: Install the Universal Capture Software: [https://xerte.nottingham.ac.uk/play_23419](https://xerte.nottingham.ac.uk/play_23419) and Making Recordings: [https://xerte.nottingham.ac.uk/play_24878](https://xerte.nottingham.ac.uk/play_24878)
For more information on the engagement features: 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

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 more information about monitoring usage analytics, there is a Xerte resource called 'Engage: Consolidated Engage (Echo360) analytic from Moodle' that describes what information you can find about how students are using your recordings: https://xerte.nottingham.ac.uk/play_37787

For more information about live streaming there is a Xerte resource about this functionality: https://www.nottingham.ac.uk/toolkits/play_22921.

For help with Echo360 links within Moodle please complete the form at selfservice.nottingham.ac.uk or contact your Faculty Learning Technology Consultant or you can speak to one of the team in the virtual Digital Learning Drop-in (Search MS Teams for Digital Learning Drop-in).

ExamSys

https://examsys.nottingham.ac.uk/

Note: prior to November 2022 ExamSys was known as Rogo.

Function

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

What you can do in ExamSys:

- 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 below under 'Other technologies').
- Each assessment paper has a unique URL which can be used when a link to an assessment is required.
- Your module in ExamSys, once created, automatically links to Campus Solutions to add student enrolments. Links to ExamSys 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

ExamSys has a large number of help pages held within the system, accessed from a link from the menu in the top right corner.

ExamSys help is the main source of information.

Students get automatic access to their modules within ExamSys 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 require that staff attend training in ExamSys.

To request access and a module in ExamSys, or if you have any questions, please complete the form at selfservice.nottingham.ac.uk or contact your Faculty Learning Technology Consultant or you can speak to one of the team in the virtual Digital Learning Drop-in (Search MS Teams for Digital Learning Drop-in).

If you have any questions please contact the IT Service Desk for support:

- UK: 0115 9516677, 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

Xerte Online Toolkits
https://xerte.nottingham.ac.uk/

Function

With Xerte, 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 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 https://xerte.nottingham.ac.uk/ and log in.

Help & Support

- What is Xerte Online Toolkits?
- Getting started guide
- Xerte Community website including user guides, examples, support, community forum and blog

If you have any questions please complete the form at selfservice.nottingham.ac.uk or contact your Faculty Learning Technology Consultant or you can speak to one of the team in the virtual Digital Learning Drop-in (Search MS Teams for Digital Learning Drop-in).

Audience Response Systems

Function

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

Engage activity slides and polling

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

Microsoft Forms

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

See also this Video on using MS Forms and Quizzes in Teams meetings

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 options (not centrally supported by UoN)

There are also free polling solutions available such as Kahoot.com, Socrative.com, Mentimeter and 2si.de: these are not supported by Digital and Technology Services but are used by many colleagues. Please consider the pitfalls of third-party software before deciding to use one of these, including security, GDPR and record-keeping.

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, 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

More information in this blog post: Ways to poll your students

Mahara
Function

Mahara is an e-portfolio management system 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

Help & Support

At present Mahara is only supported for agreed pilot projects but if you have any questions complete the form at selfservice.nottingham.ac.uk or contact your Faculty Learning Technology Consultant or you can speak to one of the team in the virtual Digital Learning Drop-in (Search MS Teams for Digital Learning Drop-in).

More information and Help on Mahara

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.

Reading Lists (online)

UK: http://readinglists.nottingham.ac.uk/index.html
China: 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 Reading list (UK) activity. You can create a link to a full reading list or to sections of a reading list as appropriate. 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 resources or more of a particular resource need to be purchased by the University.

**Help & Support**

For more information about reading lists and to learn how to create an online reading list: https://www.nottingham.ac.uk/library/reading-lists/staff/index.aspx.

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.


**Other technologies**

**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

**Mirroring360**

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

**Function**

Mirroring360 is a program 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

**Adobe Connect**

Adobe connect information from the UoN Software Library (UoN login required to access)

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.
Function
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.

Connect
If you have any queries about how to use Adobe Connect please contact learning-technologies@nottingham.ac.uk or you can speak to one of the team in the virtual Digital Learning Drop-in (Search MS Teams for Digital Learning Drop-in). There's also a community Adobe Connect Team for mutual support:

Download our Webinar Best Practices guide: Webinar Best Practices.pdf

Curriculum Mapping System
https://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 Rogo 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 Rogo 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 their 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 complete the form at selfservice.nottingham.ac.uk or contact your Faculty Learning Technology Consultant or you can speak to one of the team in the virtual Digital Learning Drop-in (Search MS Teams for Digital Learning Drop-in).
Timetabling (online)

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

Help & Support

The Workspace Support pages are at: 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 951 6677, 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