# ABERLEARN INFORMATION MEETINGS SUMMER 2015

E-learning Group, Information Services

The purpose of these meetings is to inform staff about AberLearn Blackboard updates, new e-learning tools for 2015, and to support staff in the process of organising modules for 2015-16. Please see Nexus for more information: http://nexus.aber.ac.uk/xwiki/bin/view/Main/Blackboard+9

The E-learning Group offers bespoke training sessions and individual consultations. Staff are welcome to come to our drop-in sessions every Friday from 9:00-12:00 in room E6 Hugh Owen Library. Please contact us at is-alto@aber.ac.uk. If you want consultations on teaching activities using new technologies for deployment to students, please allow one month to enable research and testing by the E-learning Group. If you don't allow this time, we can't guarantee to support the work.

COURSE COPY

For AY2015-16, we have made a copy of all AY2014-15 modules as they stood on 16th June 2015. They can be found on the **My Modules** tab. This is part of the annual course copy process which also creates all new modules being taught for the first time from September.
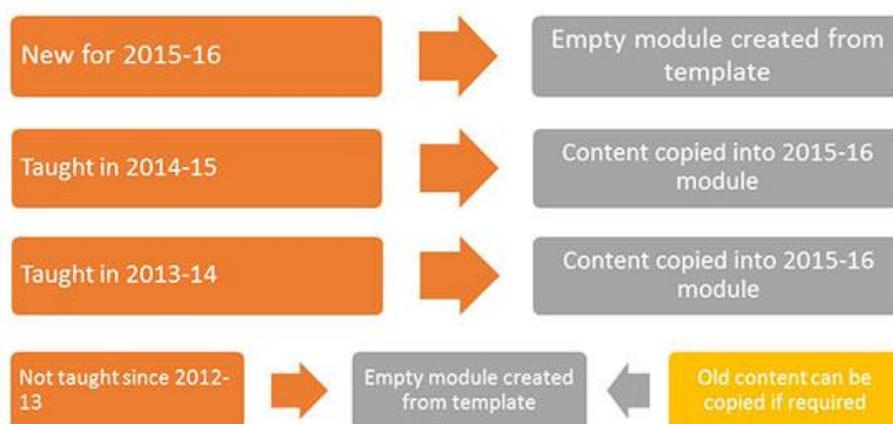
If your module:

- was **taught in 2014-15**, the materials from the 2014-15 module will be copied into the 2015-16 version.
- was **taught in 2013-14**, the materials from the 2013-14 module will be copied into the 2015-16 version.
- is **new for 2015-16**, a new blank module (using the standard AU template) will be created.
- **hasn't run since 2012-13**, a new blank module (using the standard AU template) will be created.

There is a video available (https://www.youtube.com/watch?v=9o5i3IOqXKM) which shows you how to organise your materials, particularly any materials leftover from previous years that appear below the dividing line on the course menu. Please note that this video clip was created in 2011 to support staff when we first went to a course copy procedure, so some things in AberLearn have changed since then. If you'd like any support or advice from the Blackboard Team on organising your AberLearn Blackboard materials, please do get in touch (bb-team@aber.ac.uk).

MODULE ENROLMENTS

Staff enrolments at the time of course copy were carried over into AY2015-16 modules from AStRA. We will perform an interim one-off upload of AY2015-16 enrolments on 20 July. Starting on 17 August, enrolments will be taken directly from the AY2015-16 AStRA versions of modules automatically once every two hours. This is a significant improvement over the previous nightly updates.

This will allow staff to start preparing next year's modules and make any changes that are needed for resits in AY2014-15 modules without causing any conflicts.

NEW ADMINISTRATIVE FEATURES

We have made some changes that will streamline AberLearn's administrative features:

- New module codes reflect whether the module is taught in Aberystwyth or Mauritius.
- Students will be enrolled in the departmental module for all departments in which they are taking modules.
- Videos showing students how to submit via Turnitin and find their feedback will be added to the module template.

A new retention policy is being implemented this year. Any modules older than five years will be removed from Blackboard, along with associated content and recordings in Panopto AberCast. In most instances the module content will have been copied into more recent versions of the module as part of the Course Copy procedure. Prior to removal of modules older than five years, please make a copy of any module content unique to that particular year you wish to keep. Information relating to student assessment is not copied over. Students may wish to take copies of any essays and assignments for future reference.

Staff wishing to re-use AberCast recordings from one year to the next should contact the Blackboard Team to discuss the options available.

ABERCAST PANOPTO LECTURE CAPTURE PROVISIONING

Starting from AY2015-16, all modules are automatically provisioned for Panopto in the course copy process, so staff no longer need to provision modules before making their first lecture capture recording.

Check that you have the teaching materials you want to use in the correct areas of the course. You can delete any items that you don't plan to use this coming year, as they will remain in the previous year's version of the module.

The AberLearn Required Minimum Presence (RMP) applies to all taught undergraduate and postgraduate modules. Both the RMP and a new, enhanced, level of AberLearn provision are described on Nexus here: http://nexus.aber.ac.uk/xwiki/bin/view/Main/RMP+and+enhanced.

Here is the Required Minimum Presence checklist, which can help you prepare your modules for start of term (please note the areas highlighted in bold, which are new for 2015/16):

- **Module Information folder**
  - Module handbook / module outline is accessible through AberLearn
  - Aims and Objectives of the module are easily located in AberLearn
  - Expectations regarding communications are clearly defined, including what is expected from the student and from the tutors, expected email response time, etc
- **Content folder (learning materials)**
  - All electronic learning materials, such as lecture notes, handouts, e-journal articles, PowerPoints, supplementary readings, etc., are accessible through AberLearn and **up to date**
  - All materials in AberLearn are supported with descriptions or instructions for students, so that they know what the materials are, and what they should do with them
  - Readings Lists in an appropriate format are accessible through AberLearn, preferably with hyperlinks to e-books/journals **[Please note that the Talis / Aspire Reading list link will be available directly on the Course Menu starting from AY 2015/16]**
- **Assignments folder**
  - Information about all assessments, information about how students will receive feedback, and any electronic submission links are available in AberLearn **and up to date**
  - Marking criteria or a marking rubric is accessible through AberLearn
  - Multiple types of assessments are used (research project, objective test, discussions, etc. - this area can include any combination of summative, formative, self- and peer-assessment)
- **General Information**
  - Staff Profiles with contact information such as email and office hours are available in the Contacts area of AberLearn **and up to date**
  - Links to relevant policies (plagiarism, special needs, etc.) are provided in the logical place (e.g. links to assessment policies are in the same area as the assessment information)
  - Clear explanations of optional and/or required software including any additional costs are provided, preferably close to the items they are related to
- **Structure of the AberLearn Course**

- o Navigation is intuitive and logical, so that items are easy to find
- o All learning materials should be grouped into distinct, manageable learning units according to student work flow. For example, if a different topic is covered each week, then all that week's materials (readings, PowerPoints, lecture capture, formative quizzes, supplementary materials, etc.) should be accessible from one place, not scattered in different areas of the AberLearn course.
- o Blackboard tools are used to reduce the labour-intensity of learning (e.g. providing links to needed resources where they will be used in the course, integrating publisher resources that are tailored to the course materials, and providing streamlined access to supplementary materials)

You can receive help in a number of ways:

- Come to the bespoke information sessions we organise for your institute or department
- Get a Module MOT at our drop-in clinic in the Academy (E6 in Hugh Owen Library) on Fridays between 9-12 http://nexus.aber.ac.uk/xwiki/bin/view/Main/training
- View sample modules including recent ECA winners at http://nexus.aber.ac.uk/xwiki/bin/view/Main/AU+Exemplary+Course+Award
- View the RMP and Enhanced Presence (EP) checklists, including a downloadable Excel worksheet that can be used for auditing purposes http://nexus.aber.ac.uk/xwiki/bin/view/Main/RMP+and+enhanced
- Contact us for specific advice or a consultation session: bb-team@aber.ac.uk

AU LEARNING AND TEACHING CONFERENCE 2015

Booking is now open for the Aberystwyth Learning and Teaching Conference 2015, held on 8-10 September. The theme is 'Celebrating the diversity of teaching excellence' and the conference has four strands:

- Assessment and feedback at the centre of what we do
- Enriching learning with media and online learning objects
- Engaging students in learning
- Teaching approaches specific to disciplines

The conference is free of charge to AU staff and students. Please see Nexus for the booking form and programme: http://nexus.aber.ac.uk/xwiki/bin/view/Main/TEL+Conference+2015.

ABER ACADEMY

Staff can borrow media equipment, use the Media Lab, and book the Recording Studio in the Academy. Training sessions and e-learning consultations also take place in the Academy (on Level E in Hugh Owen Library).

The Aber Academy Forum aims to help staff to share good practice in learning and teaching and enable them to create educational resources using the media equipment and training provided by

the CADARN Learning Portal and the E-learning Group. It is open to any interested members of the university, including lecturers, PG Tutors, administrative/support staff, students, and more.

Please see http://nexus.aber.ac.uk/xwiki/bin/view/Main/Aber+Academy or email acistaff@aber.ac.uk.

ABERYSTWYTH UNIVERSITY EXEMPLARY COURSE AWARD (AU ECA)

We are inviting submissions for the third annual Aberystwyth University Exemplary Course Award (AU ECA). Modules are judged using the scoring system for Blackboard's Exemplary Course Program.

The deadline is 12:00 noon on 19 November 2015. Staff are encouraged to request a 'Module MOT' consultation before preparing modules for the next academic year, as we can advise on ways to implement the guidance in the ECA rubric. Please contact the E-learning Group for more information: is-alto@aber.ac.uk.

Links to the top three winning modules from last year are available on Nexus. See http://nexus.aber.ac.uk/xwiki/bin/view/Main/AU+Exemplary+Course+Award.

ABERLEARN UPDATE

AberLearn Blackboard will be upgraded on **6-8 July**. This upgrade offers increased stability and bug fixes, but there will be no major change in the appearance or functionality of AberLearn Blackboard from a user's perspective.

TURNITIN

Turnitin has been used across the University for a full academic year and e-submission is well established for both staff and students. From AY2015-16 there will be some additions to the e-submission policy:

1. A mark and feedback should be available through AberLearn Blackboard for all work submitted electronically. Staff can still mark on paper, but a mark and feedback should be entered via Blackboard.
2. All dissertations should be submitted electronically; departments can request students submit a single paper copy for marking.
3. In order to facilitate the transfer of marks into AStRA, it is proposed that submission points be created automatically. We are currently consulting on the Turnitin settings to be used by default when they are created.

Please note that a number of the settings in Turnitin are crucial to set correctly when creating your submission point. These can have a significant impact on the return of marks to students:

- **Points Possible** – this should **always** contain a numerical value. If you don't enter a value it will default to 0. If you subsequently make any edits to submission point (e.g. changing the post date), there is a high probabity that all the marks will be lost.

- **Post Date** – staff are advised to only change the post date if absolutely necessary. If you are going to change the post date, it is best to do it for the following day if possible. It should **not** be changed to a date/time in the past or too close to the current time.

Make sure that you have created your Turnitin Assignment or Blackboard Assignment submission points for the coming academic year. Our comprehensive Turnitin guide can be found at http://nexus.aber.ac.uk/xwiki/bin/download/Main/turnitin/TurnItInStaff2014_consolidated.pdf or come to our drop-in session every Friday from 9-12 for a quick-start session. Details about the drop-in sessions, together with centrally-timetabled training sessions, can be found on Nexus at http://nexus.aber.ac.uk/xwiki/bin/view/Main/training.

You can also come along to our Learning and Teaching conference e-submission workshop on Tuesday 8th September. For more information and booking details, see http://nexus.aber.ac.uk/xwiki/bin/view/Main/TEL+Conference+2015.

If you need any advice or support in getting ready for 2015-16 teaching, you can contact the Blackboard Team at bb-team@aber.ac.uk.

LECTURE CAPTURE

Lecture capture with Panopto AberCast is not currently mandatory but strongly encouraged. It has a wide range of benefits including supporting students with individual learning requirements, students who are unable to attend for health reasons and students for whom English is not their first language. Lecture capture or voice-over recordings with slides have been shown to aid retention by allowing students to keep up with lectures whilst they are ill. A university-wide lecture capture policy is currently under development.

The E-learning Group provides training and support to any staff wishing to use AberCast. Guidance is also available on Nexus here: http://nexus.aber.ac.uk/xwiki/bin/view/Main/abercast.

MOBILE APPS

We have a number of options available for staff interested in using mobile devices. Turnitin has a free iPad app which can be used by staff for marking work (http://turnitin.com/en_us/features/ipad). A number of staff have made use of the app over the last year and have found it a good way of marking online. It can also be used offline for occasions when access to wifi is limited.

Qwizdom QVR allows students to join in with Qwizdom activities using mobile devices (phones, tablets and laptops). It can be run alongside the use of the Qwizdom handsets as well as independently. QVR should be booked in the same way as the standard handsets (http://nexus.aber.ac.uk/xwiki/bin/view/Main/qwizdom).

Students are increasingly using the Blackboard Mobile Learn app which allows them to access AberLearn Blackboard via a mobile device. Staff wishing to understand how to design activities which make the most of mobile capability or how to design mobile-friendly courses are encouraged

to attend the Go Mobile! training session in this year's Learning and Teaching Conference or contact the E-learning Group.

CAMPUS PACK

Following a recent software review by Information Services, the Campus Pack blog, wiki and podcasting platform will remain in use for AY 2015-16, but after this we do not expect to renew our licence. Mahara will be offered for portfolios, and Blackboard blog and wiki tools will be available for use within modules. Staff currently using Campus Pack are encouraged to consult with the Blackboard Team so that we can help ensure a smooth transition for subsequent academic years.

TRAINING

The E-learning Group provides training and drop-in sessions for staff, with consultations and custom training sessions available upon request. The Aber Forum provides academic and support staff the opportunity to share good practice in learning and teaching. For more information on training options, please see http://nexus.aber.ac.uk/xwiki/bin/view/Main/training.

VIDEO STREAMING AND OFF-AIR RECORDING

The Helix media server has a facility for student uploads to assignments. This would allow students producing video or audio files for assignments to upload them into Helix rather than Blackboard. Helix is designed specifically for media files and should make viewing and downloading them easier, as it can be difficult to deal with large media files in Blackboard. The process for upload for students is more involved than a standard assignment upload and may need specific training for students. However, the Blackboard Team would be willing to run pilots of student uploads with any staff interested. This will give an idea of the possible impact on storage space as well as providing us with an idea of the support required by students. If you would be interested in using this, please contact bb-team@aber.ac.uk

The E-Learning Group is able to record TV broadcasts for staff upon request and upload them to Helix for later use as teaching resources. These recordings can be used in AberLearn Blackboard or in teaching. A wide range of channels is available including:

- BBC television and radio
- ITV Network services (including ITV2 and ITV3)
- Channel Four and E4
- Five television
- S4C

A recording request form is available at http://www.aber.ac.uk/en/is/media/oa-recording/request-form/. Please give at least one (1) working day's notice if you require a recording, as it needs to be set up by a member of the group.