New Staff - Learning Technologies Induction

Your use of Learning Technologies is supported by both the Centre for Learning and Teaching and by your Learning Technologies Adviser, contact details of your Learning Technologies Adviser can be found here: https://staff.brighton.ac.uk/is/learningandteaching/Pages/Learning-Technologies-Advisers.aspx

The role of your Learning Technologies Adviser is to provide guidance and support in your use and implementation Learning Technologies across your teaching, this includes online content as well as the use of classroom technologies and the support of activities beyond the classroom, e.g. Field trips, site visits.

Contents

Essential Information and resources .............................................................................................................. 2
  Your modules on studentcentral ................................................................................................................... 2
    Some FAQs about your modules ............................................................................................................... 2
  studentcentral resources for new staff ..................................................................................................... 3
Other technologies to support Learning and Teaching .................................................................................. 3
  ePortfolios .................................................................................................................................................. 3
  Blogs ............................................................................................................................................................ 4
  Recording your lectures ............................................................................................................................ 4
  Mobile devices ............................................................................................................................................ 5
  Assessments .............................................................................................................................................. 5
    Turnitin ..................................................................................................................................................... 5
    studentcentral Assignment ...................................................................................................................... 5
  studentcentral Blogs, Wikis and Journals ................................................................................................ 5
  studentfolio ............................................................................................................................................... 5
  studentcentral tests .................................................................................................................................. 5
  External tools .............................................................................................................................................. 6
The university uses the Virtual Learning Environment (VLE) solution Blackboard, known here as studentcentral. The University has a baseline agreement on the use of studentcentral, all modules are on the VLE. The following link is accessible from all module areas and provides an outline of the baseline agreement:

https://staff.brighton.ac.uk/is/learningandteaching/Pages/Understanding-my-studentcentral-module---Help-for-Staff.aspx

**Your modules on studentcentral**

Each year you will have a new ‘instance’ of your modules, these are created by your school office staff and come with a default set of menu items ready for you to populate as appropriate (see baseline agreement for details).

**Some FAQs about your modules**

- **How does Contacts on your modules works?**
  Modules contacts are added based on staff who are registered as ‘Instructors’ on your module, if staff need to be added or removed you can do this by going to the Control Panel>Users and Groups>Users and removing them, details of how can be found here:
  https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/How-to-add-or-remove-users-in-a-study-area-in-studentcentral.aspx

- **How to I change the Module leader in Contacts?**
  Module leaders are automatically added via a feed from the module records in CAMS. If this needs to be altered you need to ask your school administrators to do this for you.

- **Who adds my Module Descriptor?**
  Module descriptors are managed by Academic Services and the link to the document on your module automatically generated when the module is triggered.

- **What do I use ‘You Said we did’ for?**
  This link is designed for you to feedback to your students any actions you will be taking as a result of their feedback to you.

- **Can you tell me more about the Assessment link?**
  All Assessment briefs should be available here as well as any eSubmission points. All text-based assignments must be submitted electronically, however if your assignment is not text based there may still be an electronic solution for either the submission. Speak to your Learning Technologies Adviser before setting up this area as they can help you choose and implement the best solution for your assessments. More on Assessments can be found below and our online resources here:
  https://staff.brighton.ac.uk/is/learningandteaching/Pages/Teaching%20Practice/assessment.aspx
What is My Grades? And how do I use it to manage my student’s Grades and Feedback?

My Grades is the student view of the Grade Centre which is available for staff to use to manage the distribution to students of all module marks and feedback. The Grade Centre is an aggregator for all marks and feedback and enables you to centrally manage the marking of all module assessments. More on My Grades and the Grade Centre can be found here: https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/Managing-the-Distribution-of-Grades-and-Feedback-on-studentcentral.aspx

Studentcentral resources for new staff

- Understanding my Module: https://staff.brighton.ac.uk/is/learningandteaching/Pages/Understanding-my-studentcentral-module---Help-for-Staff.aspx
- Getting started with studentcentral: https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/Getting-Started.aspx
- About studentcentral (student guide) – also available via the “Using studentcentral” link on the - https://tools.brighton.ac.uk/studentcentral/about.htm

Other technologies to support Learning and Teaching

ePortfolios

The university solution for eportfolios is Mahara, known here as Studentfolio. Studentfolio is the University’s dedicated web-based ePortfolio tool available to students and staff. It can be used for:

- Personal & professional development (Graduate Toolkit).
- Record of achievement & learning.
- Evidence for assessment.
- Target setting and planning.
- Presenting projects and research.
- Critical reflection.

We recommend speaking to your Learning Technologies Adviser before using Studentfolio with your students. They will help you plan and structure your implementation.

Studentfolio can be accessed here: https://folio.brighton.ac.uk/
Blogs

We have two supported blogging tools, one within studentcentral, available to deploy within your modules and only visible to those enrolled on the module. The other is Edublogs™, the educational version of Wordpress™. This platform enables you and your students to create multiple blogs including group blogs and control the level of access. This platform enables your students to publish in a public domain and can improve students’ writing skills and build their confidence as writers. By blogging, students can take ownership of their writing, become better observers of others’ writing, and develop a more immediate and powerful understanding of audience.

Please Note: If your students’ blogs are likely to include sensitive or copyright-protected imagery (e.g. fashion, photography) then these should be set as private blogs (not public, but accessible to instructors). Your Learning Technologies Adviser can advise you on the correct access settings for your students’ blogs and can help you to create a class of individual blogs if required.

Examples of how Edublogs™ is being used can be viewed here: http://blogs.brighton.ac.uk/blogs/

Recording your lectures

We don’t currently have a simple solution in place for recording live lectures but with some guidance this is possible to achieve, speak to your Learning Technologies Adviser if you would like some guidance around recording live lectures. We do have a simple solution in place for pre-recording a lecture or creating short tutorial videos, MediaLecture. MediaLecture allows you record your lecture and then upload it to our mediastream service; like a university-specific YouTube.

Mediastream has a direct connection to studentcentral, allowing you to embed self-produced videos within any area of your module. For more details see: https://staff.brighton.ac.uk/is/learningandteaching/Pages/Mediastream.aspx
**Mobile devices**

The university has a ‘switch it on’ policy for mobile phones in lectures and seminars. This is in place to ensure that students with LSPs can use their own devices to support their learning but it’s also an opportunity to utilise their devices as part of your lectures or seminars. We have a number of technologies available to support this, for more information see:

https://staff.brighton.ac.uk/is/learningandteaching/Pages/Mobile/Switch-It-On.aspx

**Assessments**

We have a number of solutions to facilitate the submission, marking and feedback of assessments. Each solution is provided to support the variety assessments our students complete. They are:

**Turnitin**

Use for all single document text based submissions -
https://staff.brighton.ac.uk/is/learningandteaching/Pages/Turnitin/home.aspx

**studentcentral Assignment**

Use for the submission of multiple files or non-text based submissions. This tool also supports the submission of group work if used alongside the groups function in studentcentral -
https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/The-studentcentral-assignment-tool.aspx

https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/Using-Groups.aspx

**studentcentral Blogs, Wikis and Journals**

Used for assessed reflections or collaboration projects –
https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/Blogs-in-studentcentral.aspx
https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/studentcentral-Journals.aspx
https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/Wikis-in-studentcentral.aspx

**studentfolio**

The university’s ePortfolio solution, see above for more details.

**studentcentral tests**

Tests include a number of traditional question types a well as short answer, essay questions, and file submission. Before using tests please speak to your Learning Technologies Adviser for guidance on the various options for deploying your test, particularly if using for summative assessments -
https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/Implementing-Tests-and-Quizzes-in-studentcentral.aspx
There are a number of external tools and social media sites being used to support learning and teaching, e.g. Twitter, Pintrest, Prezi, Slideshare, Kahoot, YouTube, Facebook.

If using external solutions that are not supported by the university please ensure no assessment data is held on the site, that you are aware of the terms of use of the site and that you cannot require your students to register with an external service.

If you are interesting in using an external solution to support your teaching but want guidance please speak to your Learning Technologies Adviser, who are happy to help and also check the university’s social media policy.