Microsoft Office 365

## Email

## Student portal - MyBristol

## University of Bristol app

## Blackboard

## Lecture recordings - Re/Play

* Microsoft design and development tools (including Project and Visio) are available to students and academic staff under the University's [Azure Dev Tools for Teaching](https://uob.sharepoint.com/sites/itservices/SitePages/microsoft-azure-dev-tools-for-teaching.aspx) subscription
* [ChemDraw](https://uob.sharepoint.com/sites/itservices/SitePages/chemdraw.aspx" \o "https://uob.sharepoint.com/sites/itservices/SitePages/chemdraw.aspx). Instructions for staff and students to [download a personal copy](https://uob.sharepoint.com/sites/itservices/SitePages/fits-chemistry-chemdraw.aspx)
* [SPSS](https://uob.sharepoint.com/sites/itservices/SitePages/spss.aspx) is available for academic staff and students from the [download site](https://bristol-ac.onthehub.com/)
* [Maple](https://uob.sharepoint.com/sites/itservices/SitePages/maple.aspx) is a computational mathematics package which is also available on the staff and student remote desktops. Staff and students can obtain free copies by visiting the [download site](https://bristol-ac.onthehub.com/)
* [Stata](https://uob.sharepoint.com/sites/itservices/SitePages/stata.aspx) is available to install on all University Windows and Mac devices and staff and students can get a copy for your privately owned computer.
* [Matlab](https://uob.sharepoint.com/sites/itservices/SitePages/matlab.aspx) is available for students and academic staff. It can be installed  on personally-owned devices or as a standalone copy on a UoB machine by following these [instructions](https://uob.sharepoint.com/sites/itservices/SitePages/matlab-standalone.aspx)
* [ArcGIS](https://uob.sharepoint.com/sites/itservices/SitePages/arc-gis.aspx) is available for staff and students from the [UoB download site](https://bristol-ac.onthehub.com/" \o "https://bristol-ac.onthehub.com/)
* [NVivo](https://www.bris.ac.uk/software/software-list/nvivo.html) is available for staff and students from the [UoB download site](https://bristol-ac.onthehub.com/" \o "https://bristol-ac.onthehub.com/)
* [Overleaf Pro+](https://uob.sharepoint.com/sites/itservices/SitePages/overleaf.aspx) is an online LaTeX editor available for staff and students
* [End Note](https://uob.sharepoint.com/sites/itservices/SitePages/endnote.aspx) is now available for desktop installs on personal machines
* [Sophos anti-virus for the Mac](http://www.sophos.com/products/free-tools/free-mac-anti-virus/) (not for University owned Macs or those used for commercial purposes)
* [AutoCAD and other AutoDesk products](http://students.autodesk.com/)(Link to external web site)
* Intel Fortran is available free for students, academic staff who use it for teaching and researchers who write open source software from [Intel Developer Zone](https://software.intel.com/en-us/qualify-for-free-software/)

### Support with reading

* Hear text read aloud to aid understanding.
* Change background colours.
* Use scanning tools to create audio files or alternative formats of printed materials.
* Spot errors in your own work.

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| *Support with reading* | |
| **Natural Readers** | <https://www.naturalreaders.com/>. Upload documents to hear them read aloud whilst the sentences are highlighted. Guidance document: [Natural readers text-to-speech (Office document, 491kB)](https://www.bristol.ac.uk/media-library/sites/library/documents/library-support/Natural%20Readers.docx). |
| **Read Aloud** | Available in Word for Microsoft 365. If you have a Word document there is a read aloud feature built-in to read the text. Guidance document: [Word Read Aloud and Immersive Reader (Office document, 709kB)](https://www.bristol.ac.uk/media-library/sites/library/documents/library-support/Word%20Readaloud%20and%20Immersive%20Reader.docx) |
| **Immersive Reader** | Available in Word Online for Microsoft 365. To change the spacing of a document, use reading rulers, change the background colour or display sylablle breaks in Word Online, go to the View menu and click Immersive Reader. Guidance document: [Word Read Aloud and Immersive Reader (Office document, 709kB)](https://www.bristol.ac.uk/media-library/sites/library/documents/library-support/Word%20Readaloud%20and%20Immersive%20Reader.docx) |
| **Mac Reader** | Apple Macintosh computers (Macs) have a facility built in to read in various programmes. To set up see the guidance document: [Mac text to speech (Office document, 21kB)](https://www.bristol.ac.uk/media-library/sites/library/documents/library-support/Mac%20text%20to%20speech.docx) |
| **Sensus Access** | [Create alternative formats](https://www.bristol.ac.uk/library/accessibility-support/alternative-formats/) is a web-based conversion tool. Transfer documents into accessible formats including PDF to Word, MP3 and Braille. Guidance document: [Sensus Access alternative formats (Office document, 216kB)](https://www.bristol.ac.uk/media-library/sites/library/documents/library-support/Sensus%20Access%20alternative%20formats.docx) |
| **Blackboard Ally** | The materials you receive through blackboard can be changed into alternative formats including translations, PDF to word and MP3, plus Beeline create an easier format to read. Guidance document: [Blackboard Ally (Office document, 315kB)](https://www.bristol.ac.uk/media-library/sites/library/documents/library-support/Blackboard%20Ally%20alternative%20formats.docx)‌ |
| **Texthelp Read&Write** | Text-to-speech software available in all libraries and study centres. Also from [software self service](https://uob.sharepoint.com/sites/itservices/SitePages/software-self-service.aspx) via a university managed laptop. [Information and online training here](https://training.texthelp.com/login/index.php)  (login required). |

## Mind mapping software

* Plan and organise your essay or project in a visual way.
* Take notes in a non-linear visual style.
* See connections and links.
* Collate your notes and materials in one place.

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| *Mind mapping* | |
| **MindView** | Available in all libraries and study centres, and from [software self service](https://uob.sharepoint.com/sites/itservices/SitePages/software-self-service.aspx) via a university managed laptop.   * [Information and online training](https://www.matchware.com/mind-mapping-tutorials) * [Training videos (YouTube)](https://www.youtube.com/channel/UCmVNvt2Ya_AMZN2u7j5f6lA) |

#### Support with writing

* On-screen writing guidance
* Speak instead of typing
* Avoid difficulties with keyboard use and spelling.
* Get ideas on paper quickly

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| *Support with writing* | |
| **Grammarly** | Grammarly is an online/downloadable program which helps to improve your writing. This includes explaining why areas of your writing need working on. Guidance document: [Grammerly (Office document, 129kB)](https://www.bristol.ac.uk/media-library/sites/library/documents/library-support/Grammarly.docx) |
| **Dragon Naturally Speaking** | Dragon is available on site to those who already use it in the Meet & Speak Room and Accessible Group Study Room (ASR), Arts and Social Sciences Library. When setting up your profile on a shared PC please use a non-identifiable user name. |
| **Word Dictate** | Available in Word Online for Microsoft 365. Speak aloud to dictate directly into Word, or transcribe pre-recorded files by uploading them. Guidance document: [Transcribing audio in Word (PDF, 644kB)](https://www.bristol.ac.uk/media-library/sites/library/documents/library-support/Transcribing%20audio%20in%20Word.pdf) |
| **Teams transcription** | Transcribe a Teams meeting in real time once the call has begun, the transcribed file will be available to all participants at the end of the call. Guidance document: [Teams transcription (PDF, 614kB)](https://www.bristol.ac.uk/media-library/sites/library/documents/library-support/Teams%20transcription.pdf) |

#### Screen reading and display enhancement

* Hear text read aloud to aid understanding.
* Enlarge and enhance screen text.

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| *Display enhancement* | |
| **JAWS Screen Reader** | [Product information](http://www.freedomscientific.com/Products/Blindness/JAWS). Available in the Accessible Technology Room, Arts and Social Sciences Library, and PC Room, Queen's Building Library. |
| **Video captioning** | Automatically caption any audio/video playing in your Google Chrome browser (live or recorded). To setup please see the guidance document: [Captioning on Chrome (Office document, 21kB)](https://www.bristol.ac.uk/media-library/sites/library/documents/library-support/Captioning%20on%20Chrome.docx) |
| **Windows magnification** | Further information to follow\*\* |
| **Mac magnification** | Further information to follow\*\* |
| **AbilityNet My Tech My Way** | [Simple 'how to' guides to make your device easier to use | My Computer My Way (abilitynet.org.uk)](https://mcmw.abilitynet.org.uk/?dm_i=1,1HTCC,3SCI,5ICGI,72BXG4) |

If specialist assistive technology is required for a disability please contact Disability Services: [disability-services-advice@bristol.ac.uk](mailto:disability-services-advice@bristol.ac.uk)

### Engineering with GPU

This virtual desktop solution is specifically for Engineering staff and students. It provides access to Windows computers with the same software normally available for Engineering teaching and coursework. These desktops have a GPU attached to support GPU-Intensive software required to complete coursework

# Questionnaire

1.Please select your role:

a) Student

b) Staff

2.How often do you currently use assessment tools?

a) Daily

b) Weekly

c) Monthly

d) Rarely

e) Never

3.Which of the following features do you consider essential in an assessment tool? (Select all that apply)

a) Multiple-choice questions

b) Essay questions

c) Grading rubrics

d) Automated grading

e) Integration with learning management systems

f) Real-time feedback

g) Data analytics and reporting

h) Other (please specify): \_\_\_\_\_\_\_\_\_\_\_

4.How user-friendly do you find the current assessment tool?

a) Very user-friendly

b) Somewhat user-friendly

c) Neutral

d) Somewhat difficult to use

e) Very difficult to use

5.How satisfied are you with the existing assessment tool's interface design?

a) Very satisfied

b) Satisfied

c) Neutral

d) Dissatisfied

e) Very dissatisfied

6.What improvements would you suggest for the user interface design? (Select all that apply)

a) Simplify the navigation

b) Enhance visual aesthetics

c) Improve responsiveness on different devices

d) Provide better accessibility features

e) Other (please specify): \_\_\_\_\_\_\_\_\_\_\_

7.Are there any specific types of assessments you believe the current tool lacks support for? (Select all that apply)

a) Group projects

b) Presentations

c) Performance assessments

d) Coding assignments

e) Portfolio assessments

f) Other (please specify): \_\_\_\_\_\_\_\_\_\_\_

8.How well does the current assessment tool align with your educational or institutional goals?

a) Very well

b) Somewhat well

c) Neutral

d) Somewhat poorly

e) Very poorly

9.What additional features or functionalities would you like to see in the assessment tool? (Select all that apply)

a) Peer assessment capabilities

b) Plagiarism detection

c) Integration with external content repositories

d) Gamification elements

e) Social learning features

f) Other (please specify): \_\_\_\_\_\_\_\_\_\_\_

10.How important is data privacy and security when using an assessment tool?

a) Extremely important

b) Very important

c) Moderately important

d) Slightly important

e) Not important at all

11.How well does the current assessment tool provide actionable insights and analytics on student performance?

a) Very well

b) Somewhat well

c) Neutral

d) Somewhat poorly

e) Very poorly

12.What improvements would you suggest for the analytics and reporting capabilities? (Select all that apply)

a) More detailed performance breakdowns

b) Comparative analysis with peers

c) Predictive analytics for identifying struggling students

d) Integration with learning analytics tools

e) Other (please specify): \_\_\_\_\_\_\_\_\_\_\_

13.How responsive and timely is the support provided for the assessment tool?

a) Excellent

b) Good

c) Average

d) Poor

e) Very poor

14.What improvements would you suggest for the support and assistance provided? (Select all that apply)

a) Faster response times

b) Improved documentation and tutorials

c) Expanded availability of support channels (e.g., live chat, phone)

d) Dedicated training sessions for users

e) Other (please specify): \_\_\_\_\_\_\_\_\_\_\_

15.Overall, how satisfied are you with the current assessment tool?

a) Very satisfied

b) Satisfied

c) Neutral

d) Dissatisfied

e) Very dissatisfied

Please provide any additional comments, suggestions, or feedback regarding the assessment tool: