Academic Technology Handbook 2017-2018

Created by Neal MacInnes / Allison Lee

Welcome to the Academic Technology Handbook...

Educational Technology Handbook - An Introduction

Welcome to the educational technology handbook prepared by the Faculty of Nursing's academic technology team. The prurpose of this handbook is to provide you with reference information and resources to support the integration of the available education technology into your course. The information and resources are a mix of technical tutorials, templates, and advice about teaching with technology.

The handbook consists of three sections and an appendix organized into thematic areas:

The first section focuses on **Course Maintence** covering the tasks and technical details relating to setting up your course to archiving it when it is complete.

The second section focuses on **Course Management** covering the tasks and technical details of using educational technology while your course is ongoing.

The third section focuses on **Additional Technologies** not mentioned in the first two sections (each of which is focused more on the Learning Managment System). The information in this section is arranged by technology (software or hardware) and has a focus on integrating the technology with your course.

The final section is an **Appendix** containing templates and resources for reference as well as practical use. It contains things such as course checklists, email templates, announcement templates, and student handouts.

We try to incorporate updates regularly so we recommend keeping an eye on updates made to the handbook to see if you have the latest information. Major changes and releases of the handbook will also be listed on the updates page in the handbook itself.

This handbook is also meant to be a collaborative with our Faculty so if you have any suggestions or would like to highlight something you've done as a way to promote best practices with integrating technology into your teaching please get in touch.

Sincerely,

Neal and Allison

neal.macinnes@utoronto.ca
ali.lee@utoronto.ca

Blackboard Collaborate Lifecycle and Back-up

If you use Blackboard Collaborate to deliver webinars, your course files will be removed from Blackboard after 1 year (for single semester courses) or 9 months (for multi-semester courses).

It is your responsibility to back-up and archive your Blackboard Collaborate Recordings / Webinars.

To Back-Up your Blackboard Collaborate / Webinar Recordings

1. Log into your course and go to your collaborate / webinars area
2. Find your webinar under the RECORDINGS tab
3. On the far right side of the page, click on the word Convert under Video (MP4) to start converting the video. Note: This conversion takes time (at least the length of the video – Please be patient).
4. The conversion is complete when the word Converting disappears and a Play button () appears in its place.
5. After the conversion is complete you can now download the video. To do so, click the Play button (). On the next page that appears, click on the Download Icon on the top right of the video window and download the video and save to your computer &/or back-up drive.

Note:
The conversion process can take a long time. After starting the conversion process it is best to log out of BB completly and then log back into your course after you think the conversion process has completed. Then log back into BB and check in the RECORDINGS area of Webinars. The conversion time takes *at least* as long as the length of the video - i.e., a 3 hour video will take at least three hours to convert.

Course Content and Clean-up

There are a number of different types of content that can be added to Blackboard. The university has put together some good information and informative videos regarding basic Course Content and the best ways to add them to your course. Please go to Instructor Portal Help and the Adding Course Content pages for more in-depth information.

However, what this section focuses on is what you can do to your content to prepare it for copying and re-use after it has been added.

After the term is done and your course is complete it is suggested that you go to the content page of your course and remove any extraneous files or folders. It is advised that you also delete any unneeded announcements, discussion forums, tests, and assignments. This is particulary importatnt if you would like to copy your course from one semseter to the next and ensure that unnecessary files and content are not copied over to your new course.

Not performing a course cleanup will cause issues with the course storage quota (300MB by default). Try to only save content you are going to re-use. If you want to have a backup of everything from an old course make an archive of the course before you delete any content. Archiving your course is covered elsewhere in this handbook.

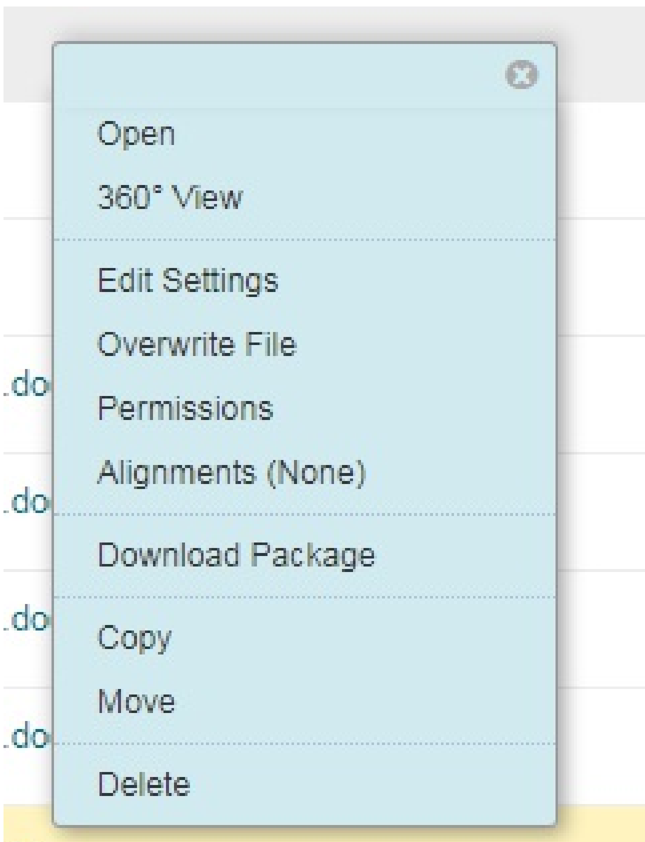
To Clean-up (Remove) Content

To look at the files that are stored in the course content folder, go to the **Course Management > Control Panel > Content**. Click on the course name under Content to view all the content uploaded to a course. Please go through this content carefully and remove any unnecessary or redundant content.

While in edit mode you can also delete individual content areas, items, tests, discussion boards, etc. by navigating to them in your course and clicking the chevron beside them to bring up a menu that will have a delete option.

360° View

For help determining if certain content is in use, and if so where it is attached, there is an option on content items called 360° View. Clicking the chevron beside the content item will bring up a menu from which you will be able to select 360° View for that piece of content.



When you click on the 360° View you will be taken to another screen that shows all the details about the file. A key place to look to see if it is in use is to check the Links area.

Links

Course Id	Course Name
NUR-SandBox-Neal	NUR-SandBox-Neal

If the Course ID and Course Name show up in the Links Area then you know it is attached to an item in the course. If nothing shows up in the links area it may indicate that the file is not in use in your course. In addition, depending on how the file is attached to a content item you may be able to see what item in your course it is connected to.

Bulk Delete

To assist with course clean up you are able to delete items in bulk. To begin this process in your course navigate to **Course Management > Control Panel > Packages and Utilities > Bulk Delete**.

When you click Bulk Delete you will be taken to a page that lists all of your content areas including discussion board, tests, and announcements. You can use the checkboxes to select what areas you want to delete and then type delete into the box at the bottom of the page and click submit.

This will delete everything in any areas you have selected. This can be a very fast way of deleting content but there is no nuance in the selection so only use it to delete areas you are sure you want everything to be erased.

It is particularly effective for deleting old announcements and discussion boards which may no longer be relevant if you are copying everything into a new course.

Blackboard Course Copy Process

You can copy all, or parts, of your existing course into a new course or another existing course. This copy can include course materials and settings for tools like the discussion board, blogs and journals. There can be great time saving benefits as well as opportunities for collaboration and sharing by making use of teh course copy function to move parts of one course to the newest version or into another course entirely.

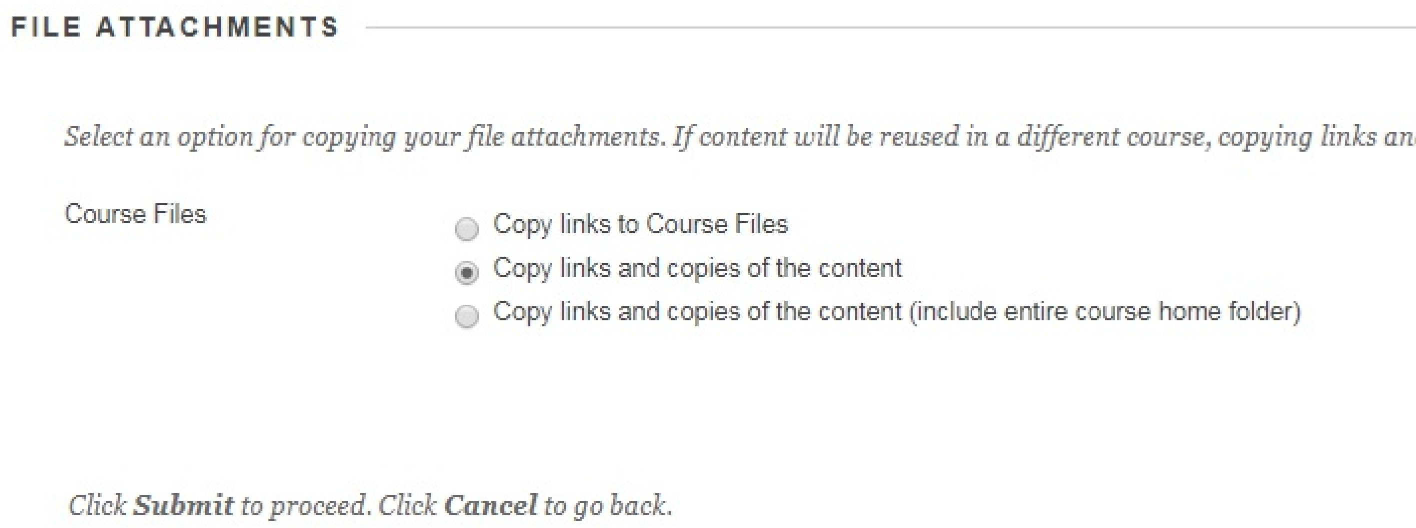
When copying an entire course it is important to keep in mind the storage quota for each course make the course cleanup process (covered elsewhere in this hanbook) an important first step.

Typically course copies are performed or requested as soon as possible after the new term's courses are available.

You can perform a course copy by following the steps below or you can request a course copy by emailing: it.nursing@utoronto.ca or ali.lee@utoronto.ca

How to Copy Course Content into a New or Existing Course

1. Log into Blackboard and go to the course you'd like to copy from
2. Go to the course Control Panel
3. Click on Packages and Utilities and select Course Copy
4. Click on the Browse Button and choose the course you'd like to copy the materials into
5. Check the boxes of the areas you'd like copied over to the new course
6. We recommend in most instances to use the "copy links and copies of the content" option for file attachments*



- Click Submit. You will receive confirmation on the screen when the system has received the copy request
- You will then receive an email when the system has completed the copy

*if *include entire course home folder* is chosen (this option can be quite large) ensure you **Calculate Size** before clicking Submit to ensure that there is enough room in the new course space and enough room for new materials you may add to your new course);

To see what gets copied and how, please look at the table here: http://portalinfo.utoronto.ca/content/copy-course

Course Lifecycle

Each of your courses in the Portal has a course lifecycle that begins once the course is created and made available in Blackboard. There are certain events that are triggered automatically by the University's central administrators and there are some suggested tasks that you, as a faculty member, are responsible to complete. These suggested tasks will make preserving your course content easier from course to course and year to year and also highlights some of the things that need to happen to make your course available to your students.

Timeline of Events (with suggested tasks)

Approximate Timeline	Automatic Blackboard Events	Suggested Tasks
3-4 months before first class	Course Created on Blackboard & Instructors Enrolled	Copy your old course or any other material into the new course
2 months before first class	Students Enrolled into course from ROSI	Create your course content and assignments Enroll your TA(s) and make your course available to students
1 week before course start	N/A	Double check that you have made the course available to students and enrolled your TAs

1 week after course completion	N/A	Download Grades Centre (for backup) regularly (i.e. weekly) during term (Final grades centre download) Export/Archive course Backup course files or copy to My Content and Backup Collaborate Recordings
~5 months after last class	Students unenrolled & no longer have course access	Backup your Collaborate recordings and any content if you have not done so already Clean up any old course content and items you will not be using anymore in preparation for a course copy to your new course
1 year after last class (single term courses) &/or 9 months after last class (multi-term courses)	Course deactivated and unavailable to instructors Blackboard Collaborate Recordings are deleted	Double check you have archived any content you want saved prior to this point of time

Export and Archive a Course

To backup your course you can create a Course Archive or a Course Export that can then be loaded into another course or course sandbox to view it later.

Course Archives are a permanent record of a course at a particular point in time while Course Exports allow you to Export an entire course but also select which content you'd like to include.

Another important difference between archives and exports is that exports do not bring across student grades. If you want a record of student grades you should download these seperately from Grade Center (covered elsewhere in this handbook).

It is your responsibility to backup your course at the end of semester. We recommend keeping a copy of the backup on your computer as well as on a USB drive so it is redundantly stored in case of data loss.

In most instances a course export and a Grade Center download will be sufficent for a backup. But there is no harm in creating both an Archive and an Export.

Course Archives

For more information about creating course archives please visit the Portal Info article, Archive a Course, and refer to the steps outlined below.

Create and Download an Archive of your Course

1. Log into Blackboard and go to your courses Control Panel
2. Click on Packages and Utilities and select Export/Archive Course
3. Click on the Archive Course button that appears on the next page
4. Choose Include Grade Centre History if applicable
5. Ensure that Copy links and include copies of the files in the course default

directory is chosen. This will copy course links and files from the current course folder into the destination course and Content folder.

6. Click Submit. You will see confirmation on the screen that the system has received the request.
7. When the archive is ready, the system will send you an email that the Archive package is ready to Download.
8. After receiving an email indicating that your archive package is ready, log back into Blackboard and go to your course.
9. Go to the **Control Panel** and click on **Packages and Utilities** and select **Export/Archive Course**.
10. Click on the link to the Zipped Archive that is now available to initiate your download.

Note: It may take several minutes to several hours following the receipt of the confirmation message for imported course package materials to appear in the new shell. Please be patient.

Course Exports

For more information about creating course exports please visit the Portal Info article, Export Course Material, and refer to the steps outlined below.

Create and Download an Export of your Course

1. Go to the Control Panel from within your course page.
2. Click on Packages and Utilities, and then select Export/Archive Course.
3. On the next page, click the Export button.
4. Next to Course Files Default Directory, verify that Copy links and Include Copies of the Files in the Course Default Directory has been selected. This will copy course links and files from the current course folder into the destination course and Content folder.
5. Next to Files Outside of the Course Files Default Directory, verify that Copy

links and Include Copies of the Files in the Course Default Directory has been selected. This will copy course links and files from the current course folder into the destination course and Content folder.

6. Tick the boxes next to the content to be exported.
7. Click Submit. A confirmation screen will appear once the system has received the export request.
8. Once the Export operation has completed a link to a .zip file containing exported course content will be available. You may need to click the Refresh button or click on Export/Archive Course under Packages and Utilities again to see the link to the .zip file. Click this link to download this file to your computer.

Note: When the export has completed you will receive an email message. This email message will note that the export file is available for download. It may take some time following the receipt of this email for the export file to be created depending on the course file size.

Requesting a Sandbox

Sandboxes are blank courses created by the Academic Technoloy team. These sandboxes are for instructors to:

- organize and test course content
- examine an old course from an archive or export
- test new structures and/or technology you want to use in upcoming courses
- set up the structure of a course and then be copied into the actual course when available

The sandbox is a useful metaphor as this space is for experimenting, testing, building, and just playing with the tools available to you.

Each instructor can request one Sandbox in their name. If you have a need for multiple sandboxes or course specific ones these requests can be vetted through consultation with the Academic Technology team.

After setting your course up in your sandbox, you can then copy the sandbox into your course to be used for the term. If the course items in the sandbox have been cleaned properly, then you will avoid extranious items being copied into your courses and then having to delete them.

Creation of your Sandbox in Blackboard will take at least 24-48 hours after you've made your request.

Tips

Sandboxes are placecs to experiment and see if your course structure will work well for you and your students. It is also somewhere to create content and areas in a single place wihch can then be copied over to multiple sections of the course so all instructors have the same content in similar or the same areas.

If you intent to copy the contents of your sandbox into your active course, please ensure you have carefully gone through the course and removed ALL extranious materials. Please keep the courses you copy clean.

After adding content and setting up your course as you like it, please ensure you go through all content areas again and remove any duplicate or extranious content. This prevent content duplication and build-up over time and keep courses easy to use. It also allows for uploading of more content without the delay of requesting and waiting for a course folder size increase from UofT Central.

To request a sandbox, Contact Neal MacInnes (neal.macinnes@utoronto.ca) or Allison Lee (ali.lee@utoronto.ca)

Make a list of tips regarding using the sandbox... guidelines like loading in a course export and if you wat to see multiple old courses... bul deleting everything after looking at the course before importing the new one

Adding Your Teaching Assistants to your Course on Blackboard

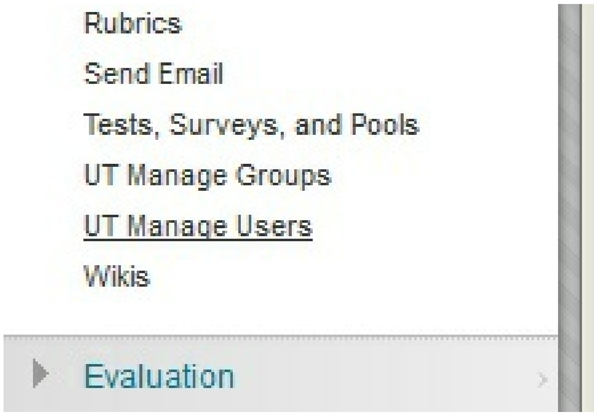
Students and instructors are added to courses automatically by central registration systems. However, as an instructor you are responsible for adding TAs and other staff to your course.

To Add a TA or other Course Staff:

Adding course staff to a course is the same process as adding a Teaching Assistant.

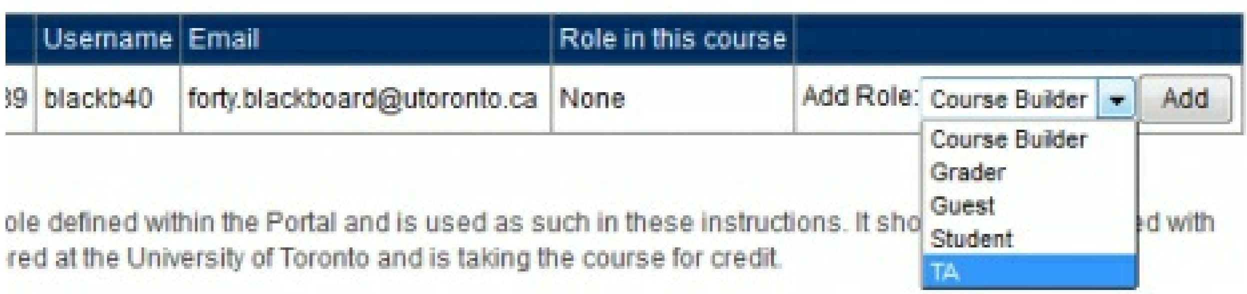
1. Go to **Control Panel**. Click on **Course Tools**.

2. Select **UT Manage Users**.



3. Enter the UTORid for the Teaching Assistant or course staff member and click **Go**. (Note: The UTORid should be obtained from the individual.)

4. Each individual you add to your course will need an identified Role. From the **Add Role** drop down menu, choose a role (e.g. TA, Grader, etc.). Click **Add** and then click **OK**.



Roles in Blackboard

There are a number of different roles available to you when adding someone to your course. To better understand the roles here is a breakdown for what they can do:

- **Teaching Assistant:** A Teaching Assistant has access similar to that of an instructor. A TA can assist in creating and managing the Blackboard course (posting documents and announcements, moderating the discussion board, and so on). This role also provides the TA with access to the Grade Center allowing them to post or modify grades.

- **Course Builder:** The Course Builder role can be assigned to individuals who are helping you to develop the course in Blackboard but who do not need access to the Grade Center. Course Builders can edit course content but do not have access to the Grade Center; they cannot remove forums from the discussion board.
- **Grader:** You may select this role for TAs whose primary responsibility within the course is grading or for individuals who are providing administrative support for the course. Graders have the ability to add or edit information in the Grade Center. The Grader cannot add or change course content.
- **Guest:** Visiting Instructors, special guests, peers and colleagues (with UTORids) can be enrolled by the Instructor of the course using this tool. For information on adding individuals without UTORids, please see: http://www.utorauth.utoronto.ca/?page=ltguest and http://www.utorauth.utoronto.ca/?page=others

Note: Guests will only be able to access parts of your course you have enabled for guest access. Please see the Portal Info article,Enable Guest Access for more details.

Student Role

One role option avaialble is **Student**. As a general rule we don't recommend adding anyone as a student and below are some important considerations when using this role to manually add someone to your course:

- **Students must enroll in courses through ACORN (the official student record system) in order to receive academic credit.** Students enrolled in your course through ROSI will appear on your class list in Blackboard. This tool must not be used to manually add students who have registered, or will be registering, in your course through ROSI. Student information in Blackboard is updated every business day.

- **This tool can be used to add individuals who are not officially enrolled in the course through ACORN (e.g. auditors, students writing deferred exams)**. Students must understand that being manually enrolled in Blackboard is not equivalent to being officially enrolled in the course.

Blogs

Blogs are a useful tool for student communication and can be used for assigments. If wanting to use a blog for an assignment you can set it up so that they can appear in the Grade Center for marking and feedback.

As a general rule what makes Blogs distinct from other forms of course communiation, such as a discussion board, is that they put more emphasis on the original post and a longer format of writing rather than the back-and-forth dialogue of a discussion.

However, Blogs can be commented on and a discussion can ensue through the commenting function of the blog.

Blog Setup

Blogs are availabe under Tools and you can link directy to them by creating a Course Link.

Blogs can use text, images, and links in the creation of an entry. As an instructor you can decide if comments can be delted or not and have the ability to moderate comments on blogs.

There are 3 types of blogs.

1. Course: everyone enrolled has access amd can post entries and comments)
2. Individual (only owner can post entries, everyone can comment)
3. Group (group members can post entries and make comments, all can view but only post comments).

Instructor can always edit and/or delete ALL entries in the above three types.

My Portal Course Checklist

Please consult the following guide and checklist for managing your course on blackboard.

Before Opening Your Course to Students

Consider:

Are there students in my course?
Have I added my TA(s)?
Have I posted my syllabus?
Have I posted my contact information/office hours?
Have I copied over my previous course?
Have I deleted content from a course copy I no longer need such as old discussion board posts and announcements?
Have I setup my course folders?
Have I created my assignments?
Have I setup my gradebook and hidden gradebook columns?
Have I created all the course content I will need?
Have I checked my links (to readings, videos, etc.) to make sure they work?
Have I setup availability dates for content?
Do I have a MyMedia account?
Have I made my course available to students?
Have I posted expectations for participation and feedback?
Have I setup or inquired about any additional tools I will be using (PeerScholar, Techsmith Relay, Blackboard Collaborate, etc.)

After Opening Your Course to Students

Consider:

Have I posted a welcome announcement?
Have I posted an introductory podcast?
Have I scheduled any webinars?
Do I know how to release grades and provide feedback?
Can I message students using the Send Email tool?
Are any academic accommodations required?

Throughout Your Course

Consider:

Am I consistently providing feedback both formative and summative?
Am I monitoring participation?
Have I received feedback I can respond to in my teaching?
Are there technical issues that I need to respond to?
Is my TA active in the course?
Are students meeting the learning objectives I have set?

On Completion Your Course

Consider:

Have I submitted grades?
Have I made an archive or an export of my course data?
Have I downloaded and archived my webinar recordings?

Creating Tests and Surveys

You can create tests and surveys directly in your blackboard course which can be graded by the system (in the case of multiple choice tests) or display the survey results from within the Grade Center for students to view in 'My Grades'.

Creating online tests and gathering survey feedback can be useful even in a course that is not online to create practice quizzes and other fomrative assessnment or surveys to gather feedback about your course to help inform course changes and teaching strategy.

Tutorial at Portal Info

Pretty good information on the site here: http://portalinfo.utoronto.ca/content/create-test

Also a video walkthrough here: http://portalinfo.utoronto.ca/content/create-test#video

Discussion Boards

Your course on blackboard has a space where you can host online discussions. The discussions are asynchronous meaning that they can be effective places to have discussions over a period of time. They can also be maintained as an archive for review throughout the course.

Discussion Board Basics

Consists of FORUMS and THREADS A forum is an area for discussion about a topic, and thread discussions are that forum. (i.e., A forum could be Week 1 and on that forum will be threads discussing topics from that week)

Tutorial on Portal Info Site

http://www.portalinfo.utoronto.ca/content/discussion-board

The Grades Centre

The Grades Centre is a repository of student grades for your course. You can also mark papers, with feedback, in the grades centre and release or hide grades from the students. You can also download your class list and download/upload or enter grades.

To access the grades centre, go to Control Panel > Grades Centre > Full Grades Centre.

The grades centre has a listing of your enrolled students with their names, UTORids, student #, Last Access and Availability, along with their grades.

To Download Grades / Class List

1. Go to you Grades Centre
2. On the Top Right of the Grades Columns, click on the Work Offline button and choose Upload or Download. Use Upload VERY SPARINGLY. It WILL OVERRIGHT grades if not done properly. If you wish to use the Upload feature, please come and talk to Neal/Allison before you begin.
3. To download the grades or class list, choose Download
4. Then choose the Full Grades Centre or the column you wish to download or User information only (for a class list)
5. Click Submit. This will take you to a new page.
6. To download the file, click on the Download button.

Hide Grades from Student / Release Grades to Students

1. Go to the Full Grades Centre
2. Find the column you wish to hide or make available to students.
3. Click on the grey chevron beside the column name and choose Hide from Students (on/off).

4. If a red diagonal line appears beside the name of the column, the student cannot see the grades in their column. (FYI – student do not see these columns. Their grades appear under My Grades.)

Create a column

1. In the Full Grades Centre and click on Create Column. Create a Calculated Column is a different type of column and you should talk to either Neal or Allison before trying to crete a calculated column
2. Enter in the column name (required)
3. Enter in the total number of points possible (required)
4. Change Include this Column in Grade Centre Calculations to No
5. Change Show this column to Students to No
6. Click Submit

Hiding columns from everyone view

1. To hide a column from sight (one that you don’t need to see or never use) navigate to the Full Grades Centre.
2. Click on the Manage button and choose Column Organization
3. Choose the column you no longer want to see in the Grades Centre and check the box and at the bottom of the page hover over the Show/Hide button and choose Hide Selected Columns
4. Then click Submit

Note: The column isn’t deleted, just hidden from view. You can make the column visible again in the future if you want.

Weighted Total and Total columns.

Weighted total column ad up the points in all grades column and produces a final grade using the grades entered into the grades centre to calculate the grades with their appropriate weight for the final grade. If you wish to use this column to calculate grades, you should talk to Neal/Allison first to properly set up the column parameters.

Total columns aggregate the total number of points a student has received without using any weight for the percent value of the mark.

Both these column are automatically set up to add together the marks and present them to students in the grades centre and will show the grades as part of the total even if the column with the grade is made not visible to students. To prevent this, please talk to Neal/Allison.

EOF

Online Exams & Drop Box Papers
Online exams that are taken through Blackboard will automatically have a grades
Sending final grades to Soobong
Reassure that only TAs and Instructors can see the Full Grade Center
Note how you can also upload grades.
Note rationale of why columns should be hidden from students using Hide from students On/Off
Note about giving feedback through blackboard grade center and the rationale for that so students can access feedback online… attaching files, rubrics, etc…

Test Imports/Exports

Instructors can build their own test questions and assign specific point values to each question. When a student completes a test, it is submitted for grading and the results are recorded in the Grade Center. Tests can be added to any content area within a course. Instructors can export tests from their current or previous courses and import tests into a new course.

Export a Test

1. Log into your course in Blackboard and go to the Control Panel
2. Click on Course Tools and select Tests, Surveys and Pools
3. Click on the Tests link and then hover your mouse over the test you'd like to export and click on the Chevron beside the test name
4. Choose either Export to Local Computer (the download will begin automatically) or
5. Choose Export to Content Collection to save it in your Blackboard content collection.

Import a Test

1. Log into your course in Blackboard and go to the Control Panel
2. Click on Course Tools and select Tests, Surveys and Pools
3. Click on the Tests link and then click on Import Test
4. Find your exported test.
    - If you exported test is stored on your computer, click on Browse My Computer and navigate to the file
    - If your exported test is in your content collection, click the Browse Content Collection and navigate to the file.
5. Then click Submit

Back-up Your Tests

It is good practise to back-up your Tests. You can easily export your test/exam from Blackboard and store it on your computer and/or back-up storage device.

To export an test:

1. Go to the Control Panel. Click Course Tools then select Tests, Surveys and Pools.
2. Click the Tests link.
3. Click the contextual menu button next to the test you would like to export. To save your test file to:

- A local computer: click Export to Local Computer, then specify a save location;
- Your Content collection: click Export to Content Collection, specify a save location.

It is *strongly* recommended that you do this at the end of every term. This will reduce the number of duplicate tests carried from course copy to course copy.

Wikis

Wikis allow course members to contribute and modify one or more pages of course-related materials and provide a means of sharing and collaboration. Users can create and edit pages and track changes and additions which allows for effective collaboration between multiple writers.

You can create one or more wikis for all course members to contribute to and wikis for specific groups to use to collaborate. All course members can use the wikis tool to record information and serve as a repository for course information and knowledge.

NOTE: Wikis currently only support asynchronous editing. When a user is editing a page, others are prevented from editing the same page for 2 minutes. If multiple users need to edit a Wiki page at the same time, they may encounter issues.

For more information, watch the video below:

How To Create and Manage Wikis

Wikis are available under Tools

Nursing Surveys (LimeSurvey)

The Faculty of Nursing now has a survey tool with more funtionality than the built-in blackboard survey functionality included with your courses. If you are interested in accessing this tool you will first need to request an account.

You can use this tool to create anonymous surveys, and have access to advanced features such as survey logic and branching.

An example use of this tool could be gathering mid-term feedback from students.

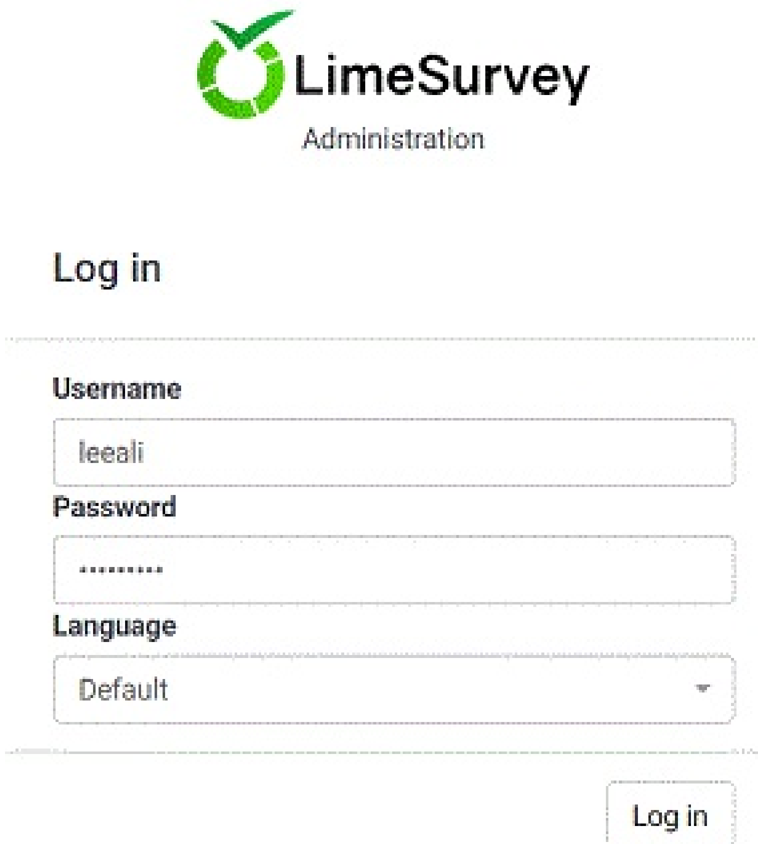
Request an Account

To request an account at surveys.nursing.utoronto.ca please contact: it.nursing@utoronto.ca

Logging In

Logging in: Go to https://surveys.nursing.utoronto.ca/admin/authentication/sa/login

Sign in using your username and the auto generated password sent to you.

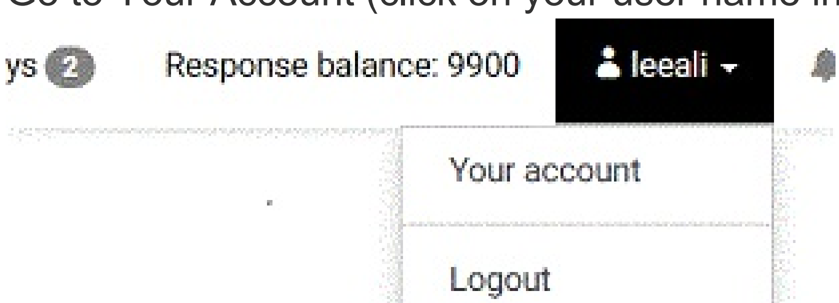


A link to a Quick Introduction for LimeSurvey:
https://manual.limesurvey.org/General_FAQ#I_need_a_quick_introduction_for_LimeSurvey

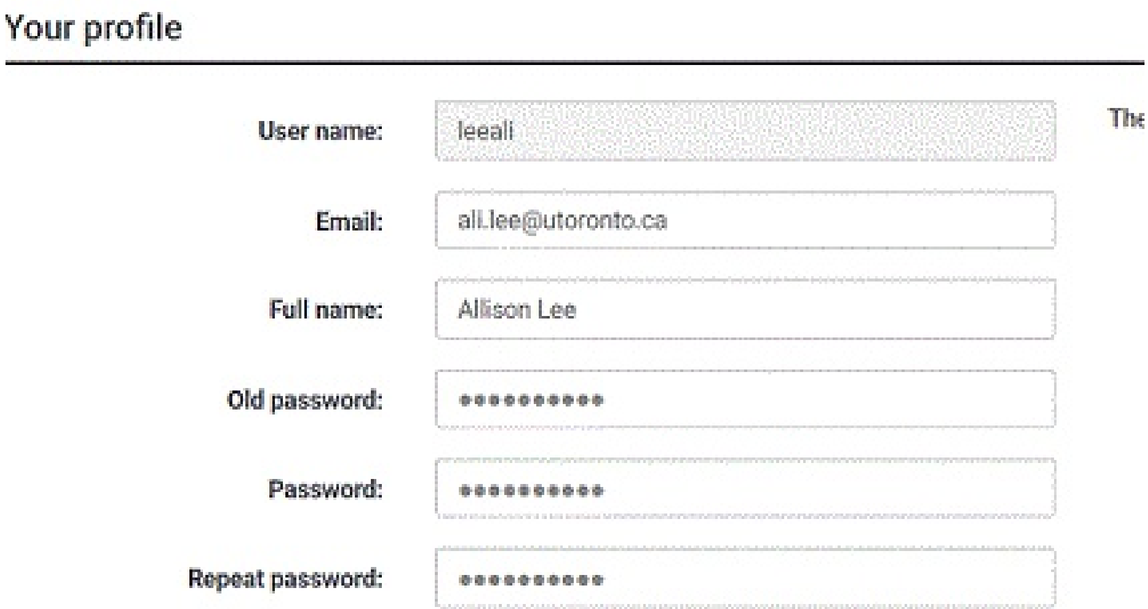
Changing Your Password

Once you've logged in we recommend updating your password. To do this follow the steps listed below:

1. Go to Your Account (click on your user name in the top right corner).



2. Enter your new password in the Password field.



3. Enter it again in the Repeat Password field
4. Click Save (or Save and Close)

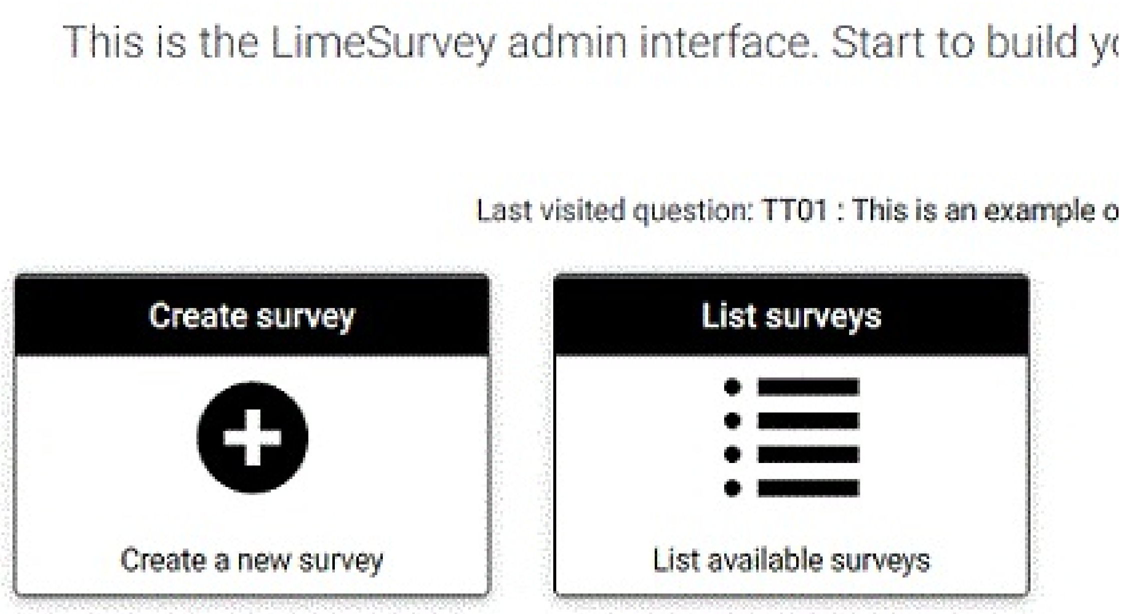
Creating Surveys and Questions

To see already created surveys, click on the List surveys box.

To create a new survey, click on the Create Survey box

Create a Survey

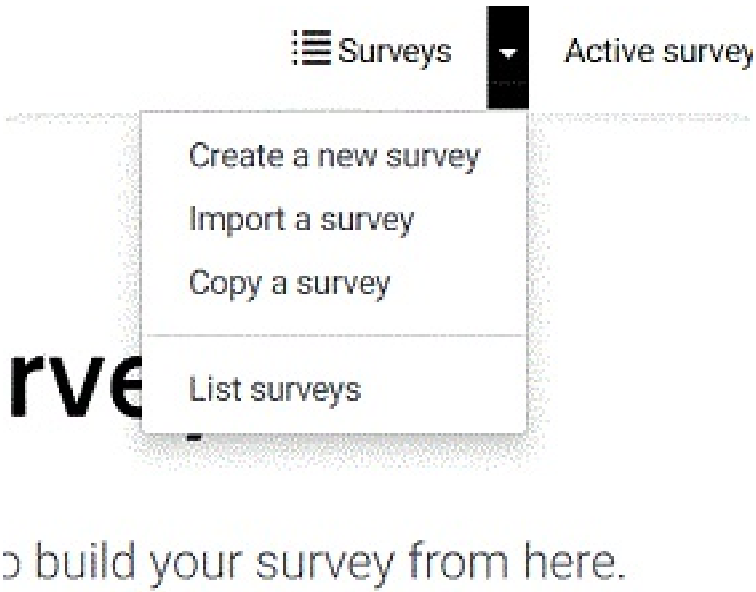
Creating a New Survey



1. After clicking on the Create Survey box, enter in a survey title and Description (if needed), a Welcome Message (if needed) and an End message (if needed). All of these can be entered later (except for the survey title).
2. On the right side of the page, there are a number of options that can be adjusted as needed at a later date.
3. Add details of these options later (or somewhere else and link to it??)
4. On the Top Right of the screen, save your new survey by clicking on Save or Save and close

Creating a New Survey Using Import

1. On the Top Left side of the page, click on 'Import'
2. Click the Choose File button and import the file.



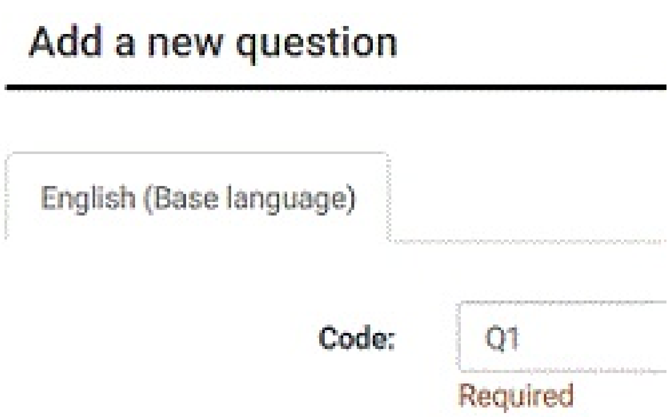
3. Please read more about this feature here: https://manual.limesurvey.org/Importing_a_survey_structure

Create Question Groups

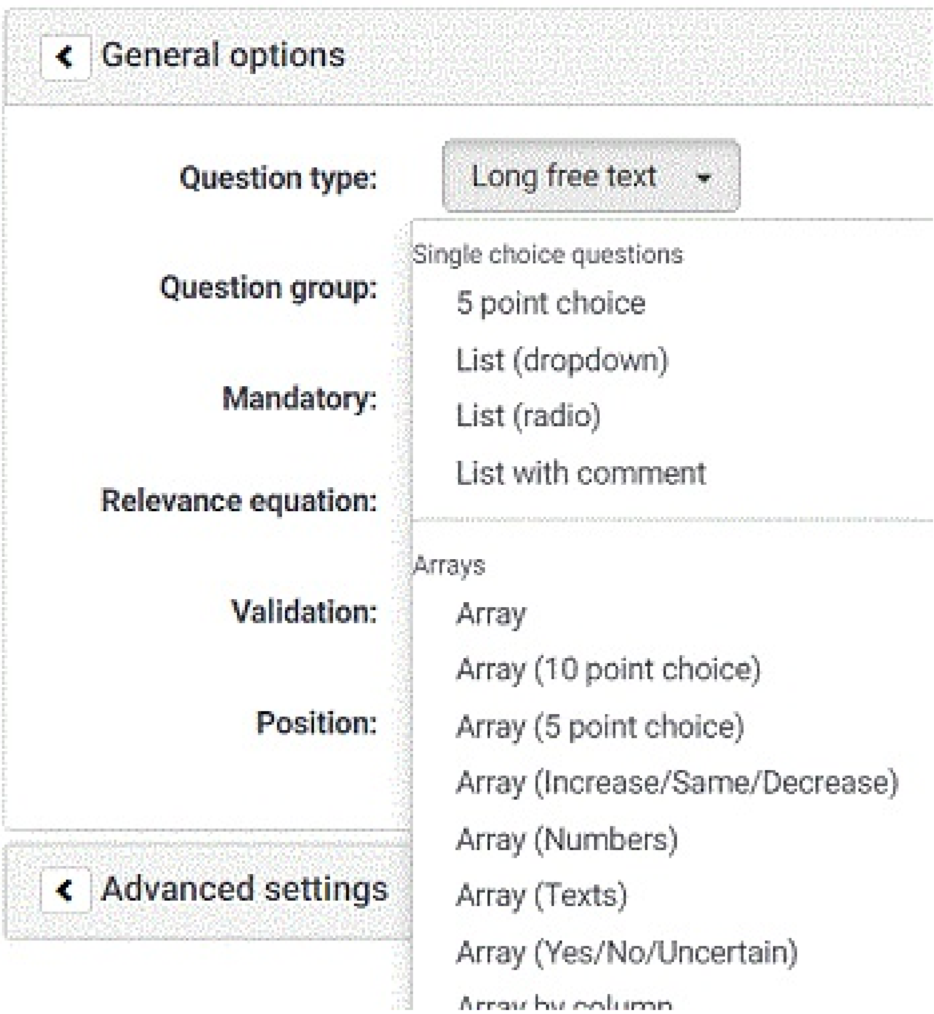
1. Click on the Create a Group Button, then enter a Title and Description (if needed) and Click Save and Close.

Create Questions

1. Click on the Add new question to group button
2. Enter question code



3. On the Right Side of the page, choose the question type, make the question mandatory (or not) and any of the other options available to you.



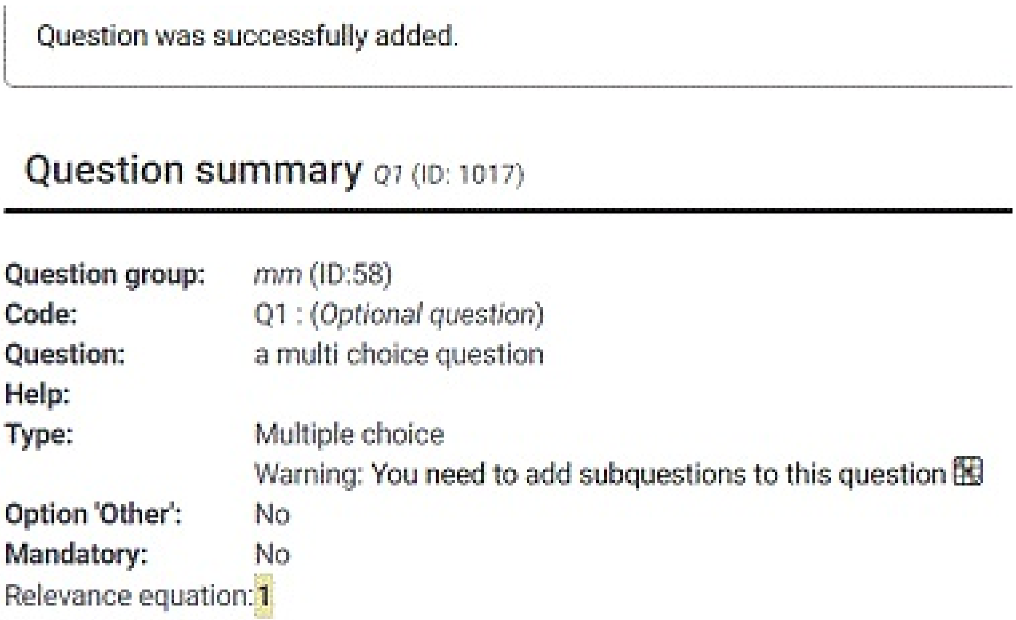
4. Enter the question text in the Question: box on the Left Side of the page
5. On the Top Right, click Save, or Save and Close

6. Information regarding that various question types can be found here: https://manual.limesurvey.org/Question_types

Create Sub-questions

Some questions require *sub-questions* to add the various answer choices (i.e. Multiple Choice Questions)

1. After saving and closing the question, in the Question Summary, choose Edit subquestions on the Top Menu Bar or click the add subquestion warning link:



2. Enter the number of subquestions required and click Save and Close (or just Save)

FAQ

This link gives some General Information on many aspects of LimeSurvey. Look here first: https://manual.limesurvey.org/General_FAQ

The LimeSurvey Online Manual is available here: https://manual.limesurvey.org/

MyMedia

MyMedia is a U of T resource that can be used as a streaming media platform and archival storage for video and audio content. All media files uploaded here are re-encoded into standard format for playback over the web. You can think about it a little bit like an internally managed YouTube.

Faculty have unlimited storage space on MyMedia so it is a great place to store recorded presentations or other teaching material for ongoing use. In addition students have access to upload up to 30 videos so it is a good opportunity to use it to create multimedia assignments.

There are two ways you can get your multimedia content up on MyMedia:

1. The video or audio can be recorded and edited on any device using any software and then uploaded through the mymedia.utoronto.ca site.
2. You can use TechSmith Relay or Camtasia to record and upload files to your MyMedia from directly within the software.

Create a MyMedia account

1. This requires a valid UTORid.
2. Go to https://mymedia.library.utoronto.ca
3. Click on the **Create a MyMedia account** link and enter your UTORid and password and create your MyMedia account.
4. After creating your account, to back to https://mymedia.library.utoronto.ca and click on **Login to MyMedia** and log in with your UTORid.

Login to MyMedia

1. Go to https://mymedia.library.utoronto.ca
2. Click on the **Login to MyMedia** and enter your UTORid and password

3. You will then see a list of your uploaded media files.
4. To play the video, click on the green Play link or embedded link or to do any changes, click on the yellow Manage button (more information below). To delete the video, click on the red Delete link.

Managing your Video

1. Under the yellow Manage link, you will be given a number of options for your video.
2. You can change your video's Title
3. Input a Description and enter keywords
4. Choose your Access Options. **I.e.:** Do you want this video restricted to be viewed by UofT only (this option requires a valid UTORid to sign in to view the video).
5. Or, you can also opt to ** *not* ** restrict your video to UofT only however, if you choose this option the video **MUST** have closed captioning to align with current AODA laws.
6. Upload any captions files you have created.

Uploading Video to MyMedia

1. Go to MyMedia (https://mymedia.library.utoronto.ca/) and login to MyMedia using your UTORid.
2. Once logged in you should see a green button on the upper right of the page that says **Upload Media** and clicking this will take you to the upload screen.
3. On the **Upload your media page** click **Add Files** and select the video from your computer **or** drag and drop the file you would like to upload and then click ***Start Upload***.
4. Once the upload is complete the video will take some time to encode
5. Once it has finished encoding you will receive an email with a link in it you should click and follow to complete the process.

6. Edit the title and description and select the option U of T only and then click Save.
7. You should now see a **Permanent Play Link** available
8. Copy this Permanent Play Link and paste it into the text submission area of your Blackboard Assignment and then Submit.

Media Production Support

There are a number of in-house media production options available.

Recording and Editing Software:

Articulate, Camtasia and TechSmith Relay.

Articulate is used to create interactive learning modules. If you're interested in creating an online learning modules, please contact Neal or Allison to discuss options.

Camtasia is a screen and webcam recording and editing software. It can be used to create videos which can be recorded in parts, edited and then easily uploaded to MyMedia for easy placement in your Blackboard course without taking up space in the course folder.

TechSmith Relay is an easy to use recording software for screen recording and webcam video. After recording your video, you can then 'trim the edges' (I.e. cut off the beginning and end) of the video only. This software then easily uploads your video to MyMedia for easy palcement in Blackboard.

Adobe Premiere is a professional video editing suite that can edit and export digital video and audio.

Recording Hardware

JVC HD Cameras: Two 1080p JVC Video Cameras

Wireless Lavalier Microphone: One wireless lavalier microphone for attaching to teh video camera or a computer

Microsoft Surface: One Microsoft Surface for hand annotated screen recording

The Academic Technology team is also available for assistance and consultation in any of your video projects. Please contact us with any questions regarding videos and your best options for creating them.

peerScholar

peerScholar is a peer assessment tool. Developed by Professor, Steve Joordens and Ph. D. Student Dwayne Pare at the University of Toronto Scarborough, the tool is designed to allow students to think critically and creatively, to be analytic, and to communicate their thoughts clearly through peer assessment. peerScholar is available for use in Learning Portal courses.

peerScholar can be a good way to engage students in scaffolded assignments allowing them multiple opportunities for feedback from peers before submitting a larger final work to you.

We should wait to update this session after seeing what the new peerScholar is actually like.

peerScholar how-to viodeos: http://peerscholar.com/how-to-videos

peerScholar cannot be used with Internet Explorer
Use Mozilla Firefox, Google Chrome, or Safari browsers instead.

Adding peerScholar to course: http://www.portalinfo.utoronto.ca/content/add-peerscholar

Create an Assignment: http://www.portalinfo.utoronto.ca/content/create-peerscholar-assignment

Edit and Assignment: http://www.portalinfo.utoronto.ca/content/edit-peerscholar-assignment

ProctorU

ProctorU is an online proctoring system to monitor your students duiring their online exams for academic integrity purposes.

As an instructor you do not need an account on ProctorU, the students are proctored by ProctorU and the Academic Technology Team. The exams are taken on the Blackboard platorm. Documentation and support are provided by the Academic Technology Team and will be sent out prior to the proctored exams to guide strudents through the signup and exam taking process.

Signing up and Testing your Computer

When students are told it available (by the Academic Technology team), students must register on the ProctorU (http://proctoru.com/portal/utoronto-nursing) site and then they must book their exam time on the appriopriate day and time.

On the day of the exam, they log in and write the exam. Easy eh??

If students have had technical issues in the past or are concerned about using Proctor U they can schedule a time to talk to Proctor U's technical support team. The support team is able to test the students connectivity and verify that their computer will be ready come exam day. Students can contact the support team by visiting http://www.proctoru.com/testitout , filling out the form and clicking the button that says "Connect to a Live Person".

Students should make sure their internet is fast and reliable. If students are connecting via wireless, they should test their speed at at speedtest.net and ideally they will have a Download and Upload Speed of at least 1.5 Mbps. If your students are at all concerned about technical issues they should connect to a Live Person at Proctor U as detailed above.

Please note: The exam time does not start until the student enters the exam in

Blackboard. The time it takes to setup with the proctor will not affect the students test time. Any technical difficulties will also not affect the students test time.

Writing the Exam

At the date and time of the test, students log into http://www.proctoru.com/portal/utoronto with the username and password that they created when they scheduled their test. A message will appear saying, “It’s go time! Click here to start your exam”. Students click on this link to go to the proctoring room and start their exam.

In the Grades Centre, when students are writing their exam, a Yellow Circle with an ! appears in their grades cell for the exam. When the students has completed their exam, and sogned out of the exam, their exakm mark will appear in the grades cell. If the student has gone overtime a Red Circle with a ! appears in that students grade cell. (is this right Neal?? I can't remember).

Top Hat

Top Hat, a classroom response tool, is available across the undergraduate program for 2017-18.

It has replaced iClicker and takes advantage of the greater functionality of students' smartphones, computers, and tablets.

It has many great functionality improvements over the previous system, not the least of which is a greater variet of question types and the ability to save data from each session for review.

Alternatives

If you are not teaching in the Undergraduate Program but are still interested in classroom response there are some alternatives (ie. PollEverywhere) that are free to use in a limited capacity.

Turnitin

Turnitin is a leading academic plagiarism checker technology for teachers and students. It offers online plagiarism detection, a grammar check and grading tools.

This tool helps students develop their writing skills while fostering academic integrity. With the integration of Turnitin in the Learning Portal, instructors and students can now use the tool without leaving their Portal course.

Turnitin info: http://www.portalinfo.utoronto.ca/content/turnitin

Voicethread

VoiceThread is an online platform that allows you to put digital media such as images, videos and documents at the centre of an asynchronous conversation. It allows you and your students to contribute to discussions using a keyboard, microphone or webcam.

It can be a way to have more dynamic and engaging asynchronous discussions in the classroom as well as a good solution for creating voice-over powerpoint style presentations. Users can create Voicethreads as well as comment on them.

In order to access this tool you will need to consult with the Academic Technology team as we do not yet have universal access. Please contact Allison or Neal to discuss your interest in implementing Voicethread with your course.

Please see the videos below for more information:

Voicethread Demo I video (logging in & replying to a thread)

Voicethread Demo II video (creating & sharing a Voicethread)

Voicethread Demo III (PowerPoint Voiceover & Sharing with Group)

My Portal Course Checklist

Please consult the following guide and checklist for managing your course on blackboard.

Before Opening Your Course to Students

Consider:

Are there students in my course?
Have I added my TA(s)?
Have I posted my syllabus?
Have I posted my contact information/office hours?
Have I copied over my previous course?
Have I deleted content from a course copy I no longer need such as old discussion board posts and announcements?
Have I setup my course folders?
Have I created my assignments?
Have I setup my gradebook and hidden gradebook columns?
Have I created all the course content I will need?
Have I checked my links (to readings, videos, etc.) to make sure they work?
Have I setup availability dates for content?
Do I have a MyMedia account?
Have I made my course available to students?
Have I posted expectations for participation and feedback?
Have I setup or inquired about any additional tools I will be using (PeerScholar, Techsmith Relay, Blackboard Collaborate, etc.)

After Opening Your Course to Students

Consider:

Have I posted a welcome announcement?
Have I posted an introductory podcast?
Have I scheduled any webinars?
Do I know how to release grades and provide feedback?
Can I message students using the Send Email tool?
Are any academic accommodations required?

Throughout Your Course

Consider:

Am I consistently providing feedback both formative and summative?
Am I monitoring participation?
Have I received feedback I can respond to in my teaching?
Are there technical issues that I need to respond to?
Is my TA active in the course?
Are students meeting the learning objectives I have set?

On Completion Your Course

Consider:

Have I submitted grades?
Have I made an archive or an export of my course data?
Have I downloaded and archived my webinar recordings?

Guest Speaker Information Form

The following template can be used when contacting guest speakers about presenting to your class. This will help in any preparation required for setting up the presentation and communicate to them the technological requirements at the Faculty of Nursing.

Dear [Fill in Name],

Thank you for agreeing to speak at the Faculty of Nursing.

Please answer the following questions so we can best support you presentation needs.

1. Do you plan on using presentation slides?

2. If you are using Presentation Slides what file format are they (ie. Powerpoint, PDF, Etc.)?

3.. Approximately how many slides are in your presentation

4. Will your presentation require the playing of videos or audio?

5. Presentations are recorded. Do you have a preference for whether video is recorded along with the audio?

6. When presenting do you prefer to move around the room or speak from a stationary podium?

Presentation Technology at the Faculty of Nursing

Please be aware of the following technical information and guidelines for delivering presentations at The Faculty of Nursing.

- The preferred format is Powerpoint as it has the most compatability with the webinar/recording software in use.
- When creating your powerpoint it is best to avoid using animations as they do not work properly with the webinar software.

- Typically the microphone is placed on the podium for recording the presentations. If there is a preference it is possible to setupa wireless microphone you can wear on your lapel. If this is required you must provide advanced notice as it takes some time to setup.

Key Contact information

If you require IT or academic technology support, you can email the Nursing IT general address: it.nursing@utoronto.ca or call 416-458-5629.

If you wish to reach one of the team

Academic Technology

Neal MacInnes
Academic Information & Communication Technology Supervisor
neal.macinnes@utoronto.ca

Allison Lee
Academic Technology Support Analyst
ali.lee@utoronto.ca

IT

Barry St. Denis
Administrative Information & Communication Technologist
b.st.denis@utoronto.ca

Yashar Bashiri Moghadam
Technology Support Analyst
y.bashirimoghadam@utoronto.ca

Nursing IT Emerg contact number: (416) 458-5629

The university has a Central IT department which you may have to contact for support. They have a Help Desk which you can visit in person on the 1st floor of Roberts Library (130 St. George Street)
They are open from 9:30am - 5:30pm, Monday - Friday.

They can be contacted at:

(416) 978-HELP (4357)
help.desk@utoronto.ca

Podiums

If you are teaching in a classroom and have an AV problem, all podiums have an intercom system which you can use to contect to Central AV. They will assist you with any technical / AV problems in the classroom when the Nursing IT team is unavailable.

Sample Announcements

The following page contains some messaging templates that can be used or modified for email messages or blackboard announcements for students.

Exam Scheduling - ProctorU

Proctor U Exam Scheduling Open

Your exam is now open for scheduling in Proctor U.

If you have not had the chance yet please go to www.proctoru.com/portal/utoronto-nursing and sign up for an account.

In addition, please take the time to test out your settings using proctoru.com/testitout/ and/or speedtest.net.

We also recommend using the form on Proctor U's Test it Out page to contact a live person if you are at all concerned about your computer or internet speed as it relates to writing your exam. They will be able to double check your settings with you and help alleviate any concerns prior to the exam day.

To schedule your exam

1. Go to proctoru.com/testitout/ and login to your Proctor U account
2. Click "Schedule a New Session"
3. Select the Term and Year (ie. Fall 2017)
4. Select your course's test/exam and click "Find Session"
5. Choose the time you would like out of those available for your test/exam

Note: There is a live chat support available on the scheduling page if you have any questions for Proctor U.

ProctorU - Information and reminder of upcmoing exam

Proctor U - MidTerm Exam

You should now have scheduled your final exam. If you have not yet scheduled your exam do so by going to this link and logging in at ProctorU.

If you had technical issues in the past or are concerned about using Proctor U please schedule a time to talk to Proctor U's technical support team. The support team is able to test your connectivity and verify that your computer will be ready come exam day. The support team can be reached by visiting http://www.proctoru.com/testitout, filling out the form and clicking the button that says "Connect to a Live Person". This step is highly recommended if you have any concerns about your equipment.

Things to do in preparation

1. Make sure your internet is fast and reliable. If you are connecting via wireless, please ensure you meet the speed requirements. You can double check your speed at speedtest.net and ideally you will have a Download and Upload Speed of at least 1.5 Mbps. If you are at all concerned about technical issues please Connect to a Live Person at Proctor U as detailed above.
2. This test is closed book but you may have two sheets of blank scrap paper and a pen/pencil with you for the exam.
3. Photo ID is required. Valid goverment-issued ID or your University of Toronto Student Card are acceptable and should be available to display for your proctor.
4. If your webcam is built into your computer make sure you have a mirror or some other reflective surface such as a cd available so the proctor can inspect the computer monitor edges and keyboard.
5. Please turn off all cell phones and find a comfortable, quiet spot in a well-lit room. Make sure the room's light source, such as a window or lamp, is in front

of you in order to avoid shadowing or glare. Your proctor will need a clear view of your surroundings and face in order to grant access to the test.

6. You will not be permitted to leave the proctor's sight while you are writing the test. There are no washroom breaks permitted so if needed please use the washroom before your scheduled start time.
7. The test is 75 minutes long. This time does not start until you enter the exam in Blackboard. The time it takes to setup with your proctor will not affect your test time. Any technical difficulties will also not affect your test time.
8. If you have scheduled a room please take into account up to 30 minutes of time in order to login to Proctor U and any waiting prior while going through the exam setup. Remember this setup time does not impact the time you have to write the test.
9. Take a moment to watch Blackboard Exams - Demo Video so you are familiar with the exam completion process in Blackboard.

IMPORTANT If you have technical difficulties that are taking longer than the alloted 30 minutes from your schedule start time. Please tell your Proctor you have been instructed to call or email Neal MacInnes (neal.macinnes@utoronto.ca) at 416-946-8749 or Allison Lee (ali.lee@utoronto.ca) - 416-946-8434

Writing your test

1. At the date and time of your test, login to http://www.proctoru.com/portal/utoronto with the username and password that you created when you scheduled your test. A message will appear saying, “It’s go time! Click here to start your exam”
2. Click on this link and it will automatically take you to the proctoring room.
3. Next,click the button under Step 1 that says “Click to Download.” You will be prompted to download and run a file. Instructions to run the file will be customized based on your web browser.

4. ProctorU will run an applet, or temporary program, on your computer that will allow us to view your screen and what programs are running during your exam session. This program will expire once you close it. Please close all programs not related to the exam before logging in to ensure the best experience.
5. Once connected, the proctor will walk you through the testing process and into the exam. Your proctor will ask you to login to Blackboard and go to the exam. There will be an Exams link in the left-hand menu of your Blackboard course. Click on this link and then click on your test Fall 2016 MidTerm Exam.
6. The proctor will enter the exam password when prompted.
7. Your allotted exam time begins once you are entered into the exam by your proctor.
8. Save each answer as you go in case connectivity is lost or if an error occurs with Blackboard.
9. If you lose connectivity to Proctor U immediately call 1-855-772-8678 and Proctor U will work to re-connect you.
10. If you experience technical difficulties these will be noted in the Proctoring system. You will be granted extra time equivalent to the time of the technical difficulties, however, this time is not automatically added. If you run out of time after experiencing technical difficulties just click cancel when the prompt appears saying time is concluded and asking if you wish to save and complete. Continue writing your exam for the amount of extra time you missed and then submit.

NOTE: If you have any issues during the exam and can communicate with your proctor, you should chat or speak to them to resolve the issue. If you cannot communicate with the proctor, you may contact Neal MacInnes (neal.macinnes@utoronto.ca) at 416-946-8749 or Allison Lee (ali.lee@utoronto.ca) - 416-946-8434

Guest Lecture Announcements

Guest Lecture for [TOPIC]

Good morning everyone,

We will be having a guest speaker, [NAME] [(title, workplace)], for the [TOPIC] on [DATE] at [TIME]. She [or He] will be discussing the [MORE SPECIFIC TOPICS]. You are welcome to attend this talk in person at the Faculty in Room [ROOM], tune in via Blackboard Collaborate, or watch the taped version in Blackboard.

You can join the webinar by using the following link (PUT GUEST LINK HERE) or by going to the webinars area of your course and clicking on the scheduled session followed by Join Room.

[YOUR NAME]

Blackboard Course Setup/Training Checklist

This list comprises the content we generally cover when providing training for Blackboard. If any of these areas seem interesting to you we recommend scheduling a 1 - 1 session or attending one of our training sessions leading up to the start of every semester.

Accessing Blackboard

- From the U of T Home Page
- From the Portal URL
- Showcasing the Dashboard
  - My Courses
  - Notifications/Announcements
  - My Organizations

The Navigation Menu

- Locating the Navigation Menu
- Customizing The Menu
  - Adding Items
  - Moving Items
  - Hiding/Showing Items
  - Deleting Items
  - Tips on organization of the menu
    - section dividers, etc...
- Coure Managment Menu
  - What can be done here? Who has access?
  - How to access the Course Tools
  - How to access Course Administration Functions (ie. Grade Center)

Creating Content

- Announcements
- Build Content
  - Content Folders
  - Items
  - Weblinks
  - Other
- Content Options
  - Date Restrictions
  - Item Availability
- Student Preview and Edit Mode

Discussion Boards

- Forums
- Threads
  - Collecting Posts
- Performance Dashboard - View Users' Aggregated Posts

Creating Assignments and The Gradecentre

- Assessments
  - Test
  - Assignment
  - Turnitin.com Assignment
- Gradecentre
  - Creating Columns
  - Hiding/Showing Columns

  - Downloading Assignments
  - Smart Views using Groups
  - Providing Feedback
    - Entering Grades
    - Attaching Files to Feeback

Webinars (if applicable)

- Scheduling a Session
  - Creating a Guest Link
  - Adding a session to you your Course Content
- Joining a session or watching a recording
  - Collaborate Launcher
  - meeting.collab and play.collab files
- Session Management
  - Moderator Tools
  - User Management
    - Making someone a moderator
  - Audio Video
  - Chat
  - Uploading a PPT
  - Sharing the screen
  - Recording the session

Odds & Ends

- Making your course available
- Adding TAs
- Changing the Visual Theme

- Modifying the Banner

Webinar 101 (Student Info)

Webinars are a frequently used tool in Bloomberg Nursing online courses. Often, they are lectures with special guests and are an important part of your course. You can log in and watch and engage in the lecture as it is happening or, if you're not able to partake in the lecture as it happens, a recording of the webinar will be available in your course, generally by the next morning.

To access Blackboard Collaberate Webinars

Log into your course on BB

- If this is the first time you've tried to access a BB Collaberate webinars:
  - Downlaod the Blackboard Collaberate Launcher. It should automatically install after the download is complete.

- Click the **Join Room** button. This downlaods a **meeting.collab** file with should automatically run and start your webinar software. [If this file does not automatically run, open the file to start the webinar.]

You can also watch these videos:

Logging into a webinar in UofT's BB - UofT video: https://www.youtube.com/watch?v=R9NdGf8B6tE&feature=youtu.be

A PDF reference guid for students: BB Collaberate_Quick_ref

To access Recorded Webinars

- Log into your course in Blackboard and go to the Webinars section.
- Click on the RECORDINGS tab
- Check the date range of webinar being shown to ensure the webinar you're looking for is in the date range bgeing displayed by the system

- Click on the webinar name and the webinar will automatically start.