

UniLearn ToolGuide

What do you want to use (Technology)	What do you want to achieve? (Pedagogy)		Information Transfer	Assess Learning	Communication & Interaction	Co-Create Content	Blooms
	Ease of Use		Is it a tool for disseminating information from you to your students?	Will this tool allow you to assess your students' learning?	Can this tool be used for communication & interaction among participants (you & your students)	Can you & your students collaborate and create content together?	<ul style="list-style-type: none">RememberUnderstandApplyAnalyseEvaluateCreate
Announcements Announcements can be used to send out messages from tutors to students. Blackboard	Easy. It's just like a standard forum already set up in your module	Yes. Include course updates, encouragement, timely links, etc.	No. Announcements are limited in that students cannot post back or start new topics.	No. Announcements are limited in that students cannot post back or start new topics. They are a 'push' tool.	No. Announcements are limited in that students cannot post back or start new topics. They are a 'push' tool.	No. Announcements are limited in that students cannot post back or start new topics. They are a 'push' tool.	None. This is not a learning activity, but information transfer.
Assignments Use to collect submissions, assess and provide feedback on assignments. Blackboard, Turnitin	Easy to set up on the systems - any assessment needs careful planning though. Online submission and offline assignments can be created.	No. Although contextual content can be added to the assignment brief.	Yes. Set due dates and grades. Collect assignments, assess and grade work and return feedback.	Limited. Assignment brief given out, submissions collected, grades and feedback returned - no substantive dialogue takes place through assignment tools themselves.	Maybe. Assignments can be submitted in groups in Blackboard (not Turnitin), although careful planning of the assignment activity is required.	6/6 Can do all 6 with some planning and creative learning design.	
Audience Reponse Voting systems which allow audience responses within a face-face environment. Collaborate, Voting systems	Not difficult, but can take some thought to set up well to ensure good engagement	Maybe. This is primarily a tool for audience engagement and response, although it can be tied in with presentations or other information transfer tools	Yes. Audience response systems can be used to judge understanding of sessions and discussions.	Yes. Although communication may be limited according to the responses enabled, it does allow users to interact with the session and the instructor	No. Audience responses are not really co-creation, although they may be set up to display charts of responses as part of the presentation being used.	6/6 Can do all 6 with some planning and creative learning design.	
Audio Embed audio directly on the module page Blackboard	Easy to add a pre-recorded audio file which is already stored on your computer	Yes. Only tutors can upload audio files to modules, so this is definitely a 'push' tool. Good practice to also add a transcript.	Maybe - can be used in the same way as files or content to give information about a task which can then be collected through forums or assignments.	No. Its a distribution tool. No option for interaction or 2-way communication.	No. Its a distribution tool. No option for interaction or 2-way communication.	None. This is an information transfer tool rather than a learning activity.	
Blank Page Upload a file - e.g. Word, Powerpoint, PDF Blackboard	Easy. Just create the page using the HTML editor, adding multimedia if needed.	Yes. Only tutors can create the pages, so this is definitely a 'push' tool.	Maybe. Use to give a task. Student files can be collected through forums or assignments.	Maybe. Embed or link to interactive widgets.	Maybe. Use to give a task. Student files can be collected through forums or assignments.	None. This is not a learning activity, but information transfer.	
Chat Hold real-time text based chat discussions with the class Collaborate, Skype, Hangouts	Quite easy to set up. Requires some planning to manage and moderate	Maybe. Use for invited speakers. High speed message volume. Risks of non-interaction	Maybe. Chats are versatile and can be used in formative assessment activities if planned well.	Yes. Hold debates, small group review sessions, drop-in and Q&A sessions	Yes. Students can collaborate and explore topics, discuss them and write together.	5/6 understand, apply, analyse, evaluate, create	
Content Item Any type of file, text, image, or link that appears to users in a module page. Blackboard	Easy. Just create the content using the HTML editor, adding multimedia if needed.	Yes. Only tutors can create the content, so this is definitely a 'push' tool.	Maybe. Use to give a task. Student files can be collected through forums or assignments.	Maybe. Embed or link to interactive widgets.	Maybe. Use to give a task. Student files can be collected through forums or assignments.	None. This is not a learning activity, but information transfer.	
File Upload a file - e.g. Word, Powerpoint, PDF Blackboard	Easy. Like an email attachment, but can your document stand on its own?	Yes. Only tutors can upload files to modules, so this is definitely a 'push' tool.	Maybe. Use to give a task. Student files can be collected through forums or assignments.	No. Its a distribution tool. No option for interaction or 2-way communication.	Maybe. Use to give a task. Student files can be collected through forums or assignments.	None. This is not a learning activity, but information transfer.	
Folder Content folders and subfolders set up a hierarchy to group related material Blackboard	Easy. Content folders can be added from the Build Content tab and used to organise content	Yes. Only tutors can create folders so definitely a 'push' tool.	No. Folders are a content structure for organising content, they dont actually give the content or enable assessment	No. Folders are a content structure for organising content, they dont actually give the content or enable interaction	No. Folders are a content structure for organising content, they dont actually give the content or allow co-creation	No. Folders are a content structure for organising content, they are not a learning activity.	
Discussion Forum Can be used for many types of learning activities and interactions. Blackboard	Easy. Forums have usable default settings. A name & description is usually enough.	Share resources as links or files. Caution over high message volume and risk of losing info.	Forums are versatile & allow this with some learning design.	Yes. Students communicate with you & peers. They can interact as a class or in groups.	Yes. Students can collaborate & explore topics, discuss them & write together.	5/6 Understand, Apply, Analyse, Evaluate, Create	
Glossary Use for learning activities that gather resources or present information. Blackboard	Easy to set up with the default settings, but has many other options to tailor its use.	Use a glossary to define terms or present information in categories.	Glossaries in Blackboard are a 'push' tool to present information.	Glossaries in Blackboard are a 'push' tool to present information	Glossaries in Blackboard are a 'push' tool to present information	None. Glossaries are an information transfer tool not a learning activity.	
Images Present images directly on the module page Blackboard	Easy to add images as either standalone image or as embedded in a content item.	Yes. Only tutors can add images onto module pages so primarily a 'push' tool.	Maybe. Images are a 'push' tool to display on the module page. However, all users can add images into fourm posts	Maybe. Images are a 'push' tool to display on the module page. However, all users can add images into fourm posts	No. Images cannot be worked on together. They must be saved on the computer and then uploaded, or linked as a URL.	None. This is information transfer and not a learning activity.	
Learning Module Create a series of related pages and chapters to organise materials Blackboard	Easy. A series of pages can be created just using the main editor, adding multi-media if required	A way to present information to students in a 'book' style format.	Maybe. Use to present the task, then collect student files through forum discussions or assessments.	Maybe. Link to external webpages or embed interactive widgets within the pages of the learning module.	No. Learning modules are primarily used to present information, although they could contain links to external collaborative activities.	None. This is information transfer and not a learning activity.	
Lecture Casting Recording and playback of lectures, events and seminars. Panopto	Not difficult but requires some preparation and planning. Requires some initial setup and additional equipment (microphone and camera)	Yes. Provide lecture or seminar recordings for a variety of purposes.	Maybe. Use to present the task, then collect student files through forum discussions or assessments.	No. This tool is for recording and playback of sessions, it is not an interactive communication tool.	Yes. Students and other users can contribute to the session being recorded.	5/6 understand, apply, analyse, evaluate, create	
Lesson Plan Use to present lesson profiles, objectives and materials. Blackboard	Takes some time and planning to set up properly.	Yes. This tool is about passing information to the students about the structure of the module.	No. This is a 'push' tool for information and would not be best suited for information about a particular assessment.	No. This is a 'push' tool to provide information. There are no opportunities for interaction.	No. This is a 'push' tool to provide information. There are no opportunities for collaboration.	None. This is an information transfer tool, not a learning activity.	
Tests and Quizzes Use to assess learning, whether formative or summative. Blackboard, QMP, Voting Systems	No. Takes time to set up well. Configure the general settings and then add questions.	No. Quizzes are aimed at assessment not as a distribution channel.	Yes. Quiz can be timed and secure and has a variety of question types which can be used for assessing.	No. Tip - use forums instead.	No. Tip - use forums or wikis instead.	6/6 Can do all 6 with some planning and creative learning design.	
SCORM Use to present content, media and interactive activities from external sources. Blackboard	Can be tricky to create, although 3rd party materials can be available	Yes. Great for presenting multimedia content and animations.	Yes. Allows grading and can pass grades back into Blackboard. Can embed questions and interactive challenges.	No. this is an individual activity, not a group one.	No. this is an individual activity, not a group one.	6/6 - but depends on the actual SCORM activity used. Can do all 6 with some planning and creative learning design.	
Screen Sharing Share your desktop and applications to demonstrate via web-conferene tools Collaborate	Once you are in Collaborate its easy, but you need to have your web-conferencing session set up first.	Yes. Share desktop, applications and use for demonstrations over the web.	Maybe. Screen sharing can be set up so your students can share their screens for others to see, which would enable some formative assessment if planned carefully.	Maybe. If activities are planned in conjunction with web-cam or text chat.	Maybe. If activities are planned in conjunction with web-cam or text chat.	5/6 Understand, Apply, Analyse, Evaluate, Create. Most useful in combination with the chat or webcam tools	
Survey Use surveys to gather data from students on any topic. Blackboard, QMP	Maybe. Takes time to set up well. Configure the general settings and then add questions	No. The survey tool is not for distributing information.	Yes. Use to have students self-assess their understanding before and after.	No. Enables one-way communication from student to teacher.	No. This is an individual activity, not a group one.	6/6 Can do all 6 with some planning and creative learning design.	
URL Link to a webpage or resource - this can be internal within the VLE or external to another page. Blackboard	Easy - find the web address (the bit that starts <i>http</i> , copy it and paste it.	Very easy way to direct students to information on other websites	Not directly. Could link students to external assessable activities such as portfolios or blogs.	Not directly. Could link students to external interaction activities such as wikis or forums.	Not directly. Could link students to external collaborative activities such as wikis	Depends on the link provided and what learning activities are available on the external link.	
Video Embed videos directly on the module page, or anywhere in content created Blackboard	Easy to add videos as either standalone videos or as embedded in a content item.	Yes. Only tutors can add videos onto module pages so primarily a 'push' tool.	Maybe. Videos are a 'push' tool to display on the module page. However, all users can add videos into fourm posts	Maybe. Videos are a 'push' tool to display on the module page. However, all users can add videos into fourm posts	No. Videos cannot be worked on together. They must be saved on the computer and then uploaded, or linked as a URL.	None. This is information transfer and not a learning activity.	
Web-Conference Hold real-time audio/video (web-cam) based chat discussions with the class. Collaborate, Skype	Quite easy to set up. Requires some planning to manage and moderate	Maybe. Use for invited speakers. High speed message volume. Risks of non-interaction	Maybe. Chats are versatile and can be used in formative assessment activities if planned well.	Yes. Hold debates, small group review sessions, drop-in and Q&A sessions	Yes. Students can collaborate and explore topics, discuss them and write together.	5/6 understand, apply, analyse, evaluate, create	
Wiki Enables collaborative content creation. Blackboard, Campus Pack	Can be tricky to set up and get best use from wikis - get some training.	Yes. Use as an information page. Tutor can control who is able to edit.	Wikis are versatile and assessable activities can be planned and designed to use their features.	Not suited for discussions, but ideal for brainstorming, planning and collaborative writing.	Yes. Students can collaborate and explore topics and write together.	5/6 <ul style="list-style-type: none">UnderstandApplyAnalyseEvaluatecreate	

This tool is a great fit for this purpose

Can work with some learning design

This is not the best tool for this job. It may be ideal for others!

How to use this guide

- **Are you a tutor new to UniLearn?** Use this guide to help pick the right tool for the job.
- **Know what you want to achieve?** Select the column and follow down to see which are the best tools to help you do it.
- **Want to know the strengths of a specific tool?** Follow its row across the guide to see what that tool is suited for, or not.

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