**Developing a DDE Session – Information Sheet**

**Filing - Y Drive**

All session materials should be filed in Y:Drive\Learning Services\Common\Developing Digital Excellence\DDE 2013\_14 Prog\

Then into one of the following folders;

* The Digital Classroom
* The Digital Office
* The Digital Practitioner
* The Digital Researcher

Then into a session specific folder.

**Developing the Session - Blackboard and eShare**

Create a standard folder structure

* Go into Blackboard (with Edit Mode is: ON)
* Select the ‘[STAT\_DEVELOPING\_DIGITAL\_EXCELLENCE: DDE - Staff Development](https://learningedge.edgehill.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_131901_1%26url%3D)’ area.
* Select the appropriate strand from the main menu on the left
* Find the hidden folder named ‘[Sample Session Structure - Put the session title here]’,
	+ Left click the ‘Activities Item Options' button (Chevron) to the right of the text
	+ Select ‘Copy’
* Copy it back into the same level (i.e. The Digital Practitioner)

Set the folder text

* Edit the copied version (this will appear at the bottom of the strand folder)
* Keep the (top level) folder hidden whilst you work inside it. This avoids sending out constant notifications alerts until everything is ready.
* Modify the folder text for the top level and 3 sub-set folders, see the ‘Example Session Folders Text’, later in this document as an example
* Do not edit or remove the red text, this is fixed instructional text

Add content to the folders

* Add all session material to eShare
	+ Add description Tags, to include;
		- DDE2013/14
		- Session title (i.e. The Students Ideal VLE or Grade Centre Successful Marking)
	+ Add/create a collection/s, to include;
		- Session title (i.e. Grade Centre - Successfully managing online marking Presentation or The Students Ideal VLE)
* Add a ‘Web Link’ in Bb with a description - Produced by [Name] : Last audited [Date]

Course Links

It is really important to interlink the Sessions, Technologies and the Teaching Themes with each other. So when you are developing material for the DDE, think about how it could be interlinked, example could be;

* Are there technologies involved which attendees should be familiar with (link to the Technology)
* Are there concepts which attendees should be familiar with (link to a theme or a previous session/s)
* Are there sessions which follow on from a session (link to other sessions)
* Are there technologies which follow on from a session (link to other technologies)
* Link sessions and technologies (and ‘How to’) to Themes (e.g. Student Engagement) if applicable
* Link sessions and technologies to ‘how to’ (to be confirmed)

If your do feel your session could be associated to other aspects of the DDE site, by using a predominant Technology, or applicable to a particular Theme then discuss it with the other area/s responsible person/s. If you do make a Course Link it is important to add the instructional text referring to using the back arrow, this text as well an example description text is detailed later in this document.

Making the Session Available

Once you have finished editing/developing your session

Go to the top level folder of your session (the strand level);

Move the session folder to its correct alphabetic order

* Move the cursor to the left of the folder icon and it will change to a four way arrow
* Click and hold on the up/down arrow which appears in the chevron edge
* Slide the folder to its correct location and release

Make the folder available

* Left click the ‘Activities Item Options' button (Chevron (Button with down arrow)) to the right of the text
* Select ‘Edit’
* Select ‘Yes’ next to ‘Permit Users to View this Content’

Promoting your session

Calendar

* Put your session date and description in the Blackboard calendar
* Put the Strand in brackets after the title, i.e. The Students’ Ideal VLE (Digital Practitioner)

Digests - Monthly Blog/Boards/Team meetings/TEL SG/SSF

* Send the title and a 30 word description of your session to Adrian/Rachel to add to monthly promo blog

**Examples of folder text**

**General Information**

Red Text is instructional (expectation) text

Blue Text is contact information

Black Text is descriptive text

Email/Tel contact details (next to your name) on the folders are optional, as this is awkward to achieve.

**Session folders text**

Top Level (Strand) Session Folder

**A World Café in Campus Pack: Using Wikis & Blogs**

Session Dates: 03/04/2014 and 11/06/2014 - Facilitator: Adrian Cain (*adrian.cain@edgehill.ac.uk*, x7752)

Session Sub-folders

**Pre-session Materials and Activities**

This session may require prior knowledge, if this is the case then details will be contained in this folder.

This session requires attendees to arrive with a basic awareness of campus pack. If you don't already have this, then the information in this folder will help.

Or …..

There are no pre-session requirements.

However, you are likely to benefit most from the session if you have experience of working with the Grade Centre in Blackboard, especially in conjunction with Turnitin and/or the Blackboard Assignment tool.

Or …..

Please study these materials before attending the class session.

**Session Materials and Activities**

This folder contains all the materials and activities used during the session.

**Post-Session Materials**

This folder may contain materials to review, support and extend your learning after the session. This will also include any recordings of the class session.

There is no Post-Session information.

**Technology folders text**

Top Level Technology Folder

**Campus Pack**

Lead experts: David Callaghan (*david.callaghan@edgehill.ac.uk* x7753) and Mark Wilcock (*mark.wilcock@edgehill.ac.uk* x7069)

Technology Sub-folders

**Set-up**

This folder will contain details on how to set-up this technology.

**Use and Management**

Advice on good practice in use.

**Campus Pack - Trouble-Shooting**

Information on technical issues (may include details of process and procedure in your faculty/department).

**Examples of link text**

**Course link text**

Details on how to set-up some aspects of Campus Pack can be found here.
Please note; This is a course link and will take you to a different location in this site, please use the **Back** arrow on your browser to return

**Web Link (or Item) file text**

**The Students' Ideal VLE - Learning Edge (90 Minute Presentation Slides)**

Produced by Adrian Cain : Last audited October 2013

**Tips, Tricks and Ideas - Resource sheet**

Produced by Adrian Cain : Last audited October 2013

**Evaluate your Current and Future TEL Practice – Activities**

Produced by Adrian Cain : Last audited October 2013

**PGCE Teaching Standards Log - Set-up**

Produced by Lynne Warham: Last reviewed 3rd Sept 2013