



Fortnightly Update - ISSUE 4

Welcome to the 4th issue of Library and Learning Services fortnightly update, providing academic colleagues with up to date developments during Coronavirus (COVID-19).



Microsoft Teams

You might have noticed since working from home that Microsoft Teams have introduced some new features. Microsoft Teams is a great way to

connect with colleagues and students, facilitate video/audio calls, screensharing or sharing documents.

Below are some top tips and new features that may be of interest.

3x3 video display

Previously on Microsoft Teams you could only see 4 people at any one time. Over the past few days Teams has rolled out the 3x3 video display, allowing you to see up to 9 people at once.

Raise hand function

If you want to raise a question or make a comment but don't want to interrupt the person speaking then the new raise hand feature in Teams is really useful. While in a meeting, select the hand icon in your control bar. This will place a hand icon on your video feed to let the rest of the attendees know that you would like to speak.

Pop out chat window

If you are using the desktop version of Teams you can instantly pop out one of your one-on-one or group chats into a separate window. Select 'Chat' on the left hand side menu of Teams to open your chat lists. Find the name of the chat you want. Then, select more options (...) and choose 'Pop out chat'. Or, just double-click the chat name and you will see a new pop out chat window.

Using Teams with externals

We are pleased to share that you can now chat/audio call/video call with external colleagues. You can also invite external colleagues to pre-arranged Teams meetings. You cannot however invite them to join a 'Team' or a channel within a Team. Remember, you can also use Blackboard Collaborate with externals. For more information contact the [LTD Team](#) for support with Collaborate.

For more information visit the '[Getting Digital Ready](#)' Wiki pages, which contain useful interactive guides and links to resources.



Spotlight on free resources

Due to the pandemic, many publishers are opening up their content or extending our existing subscriptions on a temporary basis. It can be overwhelming to assess all the interesting offers out there, so every fortnight we highlight two resources: one supporting teaching and learning and one for research. *This time we have...*



What is it?

An e-textbook collection from Springer, free to University staff and students. Covers several subjects, but mainly Computer Science, Business, and STEM disciplines.

Why use it?

Includes 383 high quality textbooks including contemporary topics such as Artificial Intelligence and e-Commerce.

More details

Access is restricted to items in the 'Free Textbooks and Library Link special issue during Covid 19' package, via [this link](#).

How to access

Simply click on [this link](#)

When does access stop?

31 July

statista

What is it?

Similar to Mintel, this platform provides reports on market and consumer data.

Why use it?

Covers 80,000 topics - a broader range of than Mintel. An excellent tool for gauging public opinion. Rapidly updated, featuring infographics and data on current new stories.

More details

Resources can be downloaded for later use.

How to access

Click on this [link](#) and use your EHU credentials to access.

When does access stop?

20 July



Preparing for September

What's coming up.....

Over the next couple of months our teams will be providing support and guidance as all staff prepare for September. We will:

- Support you to review your reading lists which will include enhancing access to a wide range of eResources and multi-media

- Provide staff development and support for online learning and teaching – we will be doing much of this via online sessions and recordings which you will be able to access when it suits you best
 - Help you meet accessibility regulations – please note we do have a small team who can currently work with your Word and PowerPoint documents and manage access to journals and articles via online reading lists. The team can help at the moment whilst we are all wfh – please get in touch ASAP email LTDsupport@edgehill.ac.uk
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Upcoming Staff Development Sessions

Are you looking to develop your digital skills? Are you interested in increasing your awareness of key platforms? Take a look at the below sessions, offered as part of the My Staff Development Offer. For independent learning opportunities check out ‘Getting Digital Ready’.

Microsoft Teams

This session will allow staff to learn more about the core features of Teams, such as starting conversations, adding and sharing files with colleagues, scheduling video/audio meetings and screensharing.

Monday 15th June 12pm-1pm

Thursday 18th June 1pm-2pm

Making Documents Accessible

It is important that when producing documents using Microsoft Word that you follow a few simple steps to make sure that your document is accessible by all users. This session will consider how to reach all of your audience, how to make effective use of accessible communication formats (also known as alternative formats), how to add Headings and Subheadings, add alternate text (Alt Text) for images and use tables wisely.

Wednesday 17th June 2pm-3pm

Digital Participation: Encouraging Student Involvement

This session will introduce staff to using free online resources to create

quizzes, games and platforms for assessing learning. Popular in educational institutions, these apps (Padlet, Kahoot and Slido) can be utilised to encourage group participation, gather feedback and conduct surveys.

Tuesday 23rd June 11am-12pm

OneDrive

OneDrive is part of the Office 365 package and is a great way to save your files and photos. This session will allow staff to learn more about using OneDrive at home to save and share documents. By the end this session staff will know how to access OneDrive, learn methods of saving a document to OneDrive, be able to share a document, collaborate on a document with colleagues and understand how to use shared folders.

Monday 22nd June 12pm-1pm

Contact **Laura Riella** (riellal@edgehill.ac.uk) to be added to the session and receive instructions on how to join. Sessions will take place via Microsoft Teams or Blackboard Collaborate.

Support for Research

Two sessions for staff and research students in the next two weeks are:

How to get published in Taylor & Francis journals

Wednesday 10 June at 11am - 12pm

Join via [GoToWebinar](#)

One of the world's 'big five' publishers, Taylor & Francis publishes over 2,700 journals and 7,000 new books annually, including a significant amount of the research output of Edge Hill University.

In this webinar, Ciara Marsh, Abi Amey and Katrina Hulme Cross cover the whole publishing process and Taylor & Francis services for authors including:

- the publishing cycle
- how to choose a journal
- what to think about when you're writing

- what editors look for and why papers may be rejected
- the peer review process
- open access and Pure
- what to do when you're published

There will be interaction throughout and opportunities to ask questions.

Film and discussion: Paywall the Movie

Wednesday 10 June at 2pm

Join via Microsoft Teams (details below)

This is a two-part training session on academic publishing and open access, focussed around the 2018 documentary Paywall: The Business of Scholarship.

Paywall: The Business of Scholarship is a documentary which focuses on the need for open access to research and science.

The film questions the rationale behind the \$25.2 billion a year that flows into for-profit academic publishers, examines the 35-40% profit margin associated with the top academic publisher, Elsevier, and looks at how that profit margin is often greater than some of the most profitable tech companies such as Apple, Facebook, and Google.

This involves watching the freely-available 65 minute film at a time to suit you, then attending a discussion session via Microsoft Teams. Liam Bullingham from Library and Learning Services will facilitate this, but we'll be led by questions or comments sent in by the group both in advance and during the session. It's a bit like an online book group!

Instructions on attending:

1. Go to <https://paywallthemovie.com/> and watch the film at a time to suit you
2. Email [Liam Bullingham](mailto:Liam.Bullingham) to add yourself to the event and send in a question or comment you'd like the group to discuss. Send more than one if you like!
3. Join the discussion on Wednesday 10 June at 2pm



Visit the Library & Learning Services webpages:
ehu.ac.uk/accessinglsonline

Keep the conversation going:
blogs.edgehill.ac.uk/lis
ehu.ac.uk/askus