

STAFF DEVELOPMENT October Newsletter

We hope that you are all settling into the new academic year and are ready to take on the new term. **Academic Engagement** and the **Digital Learning Technology Team** are here to support you and provide training and resources with our October sessions.

This month's update will cover:

- New Starter Welcome
- Digital Learning Technology Training
- Digital Skills Training
- Academic Resource Training
- Useful Links to Training and Resources



NEW STARTERS Training

Welcome to all new starters! Most of you will have met a team member from Academic Engagement who has provided information and advice across the full range of Library and Learning Services. The Digital Learning Technology team are here to support you get started with using Learning Edge (Blackboard). We have upcoming introduction sessions, along with many other useful digital training sessions detailed on our [Staff Development Wiki page](#).

DIGITAL LEARNING TECHNOLOGY Training

Below is a selection of our training for October. To see the full calendar please visit our [Staff Development Wiki page](#).

To book any of the below training sessions, please email:

digitech@edgehill.ac.uk →

Blackboard Ultra

The implementation of Ultra is going well, with positive feedback from staff and students. As more staff are preparing to use Ultra, we have broken the training down into four types:

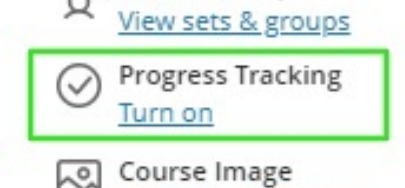
- Ultra Essentials:** Information based sessions, where we demonstrate and expect you to explore using Ultra in your own time.
- Ultra Extra:** Longer, more hands-on sessions where we will demonstrate and then give you time to explore using Ultra with our support.
- Ultra Drop-in:** For anyone who has attended training and is creating content in their Ultra Sandbox or module areas. The drop-ins are a quick 15 minutes to spend time with one of our team to gain further support.
- Ultra Addition:** Any additional sessions that are not required but will give your modules that extra edge, for example, any newly released features and the "Organising Content on Blackboard Ultra" training.

TOP TIPS

Turn on Progress Tracking

In Blackboard Ultra, you can now track students' progress. To gather data for this report, turn on Progress Tracking in the Ultra menu now, as it will only gather the information from the date you turn it on.

Students will see the option to mark items as complete in their course view. To read more digital updates, [view our latest Learning Technology Digital Update](#).



Ultra Extra: Get Started with Blackboard Ultra (1 of 3)

MON 10 Oct

🕒 12:00 – 13:30 📍 Oak Room, Third Floor Catalyst

The time of this session is 12pm – 1pm with an optional extra 30 minutes for you to use Ultra and ask any questions.

Session aims:

- Provide a thorough overview of Ultra Course View
- Discuss key differences between Ultra and Original
- Discuss how to structure a course using learning modules
- Demonstrate how to copy content from previous modules
- Apply the information to your own course

Ultra Extra: Assessment Methods in Ultra (2 of 3)

WED 12 Oct

🕒 12:00 – 13:30 📍 Oak Room, Third Floor Catalyst

The time of this session is 12pm – 1pm with an optional extra 30 minutes for you to use Ultra and ask any questions.

Session aims:

- Demonstrate using assessment methods including: Turnitin, Bb Assignment, Panopto and Tests
- Demonstrate how to access submissions and manage the Gradebook
- Apply for the information to your own course
- Demonstrate using assessment methods including: Turnitin, Bb Assignment, Panopto and Tests
- Demonstrate how to access submissions and manage the Gradebook

Ultra Drop-In Support

WED 19 Oct

🕒 14:00 – 16:00 📍 Oak Room, Third Floor Catalyst

The LTD Team will be available to support you with any Blackboard Ultra queries you may have to transition from Original.

Please note the drop-in sessions are not suitable if you aren't aware of Ultra and haven't started creating your Ultra course areas. We recommend booking onto scheduled sessions first.

Support with:

- Ultra set up
- Ultra administrator tasks
- Turnitin
- Quickly
- Reading lists
- Panopto
- Accessibility - Ally and Microsoft

Ultra Essentials: Assessment Methods in Ultra (2 of 3)

WED 26 Oct

🕒 12:00 – 13:00 📍 Online

Session aims:

- Demonstrate using assessment methods including: Turnitin, Bb Assignment, Panopto and Tests
- Demonstrate how to access submissions and manage the Gradebook

Ultra Essentials: Communication Methods in Ultra (3 of 3)

THU 27 Oct

🕒 12:00 – 13:00 📍 Online

Session aims:

- Demonstrate the different communication tools within Ultra Course View
- Identify third-party methods of communication and engagement: Panopto/Vevox/Padlet

vevox Webinar

Vevox is running short webinars throughout Autumn

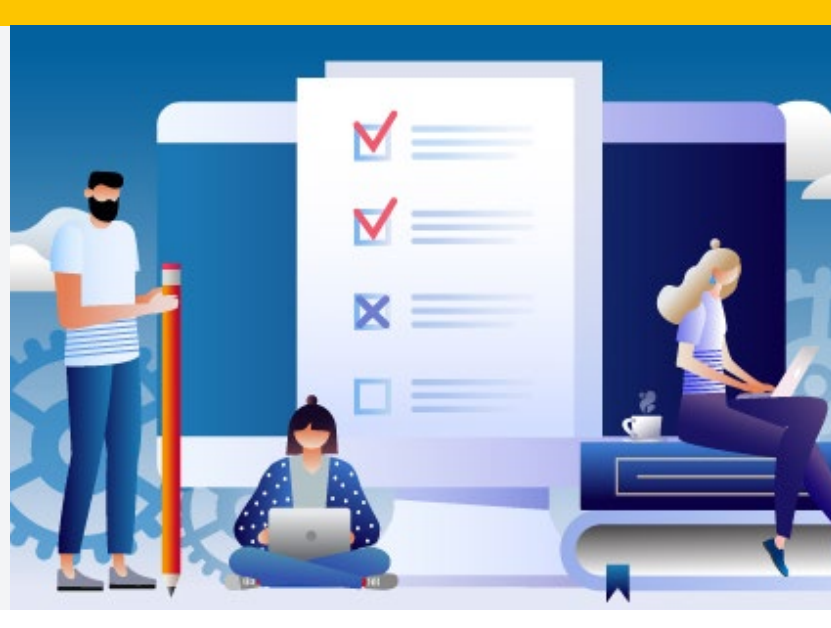
🕒 14:00 – 15:00 📍 Online

The first in this series was delivered by Bruce Wight from Aberystwyth University and talked about tips and tricks in using Vevox for Icebreakers. You can read all about it and [watch the recording now](#).

The second part of the series runs on Wednesday 19th October at 2pm where Kellyanne Findlay from the University of Strathclyde will discuss using Vevox with Microsoft Teams.

If you would like to register, you can do so by completing the from:

[Vevox Webinar registration form](#) →



DIGITAL SKILLS Training

To book any of the below training sessions, please email:

digitech@edgehill.ac.uk →

TOP TIPS



Do you use the Teams Icons?

By changing your icon, you can show others when you are busy, in a meeting, or not to be disturbed. The "do not disturb" setting stops you from getting notifications, which is great for when you are running a meeting or need some time to focus.

Organising Your Work Digitally

TUE 18 Oct

🕒 10:00 – 11:00 📍 Oak Room, Third Floor Catalyst

Session aims:

- Discuss the benefits of making your task lists digital
- Demonstrate how to effectively use Microsoft To Do, Planner and Viva Insight
- Identify ways in which Power Automate could assist your workload
- Apply the advice to your own work

Presenting With Impact

FRI 14 Oct

🕒 13:00 – 14:00 📍 Online

Session aims:

- Identify effective ways to present with impact
- Discover a variety of tools to help create a presentation including, Canva, PowerPoint and Genially
- Discuss and carry out new ideas

Introduction to Interactive Technology to use with Students

TUE 25 Oct

🕒 13:00 – 14:00 📍 Online

Session aims:

- Introduce different tools available to engage students: Padlet, Flip, Edupoint and Genially
- Discuss ideas on how they can be used
- Practise using the tools available

Making Documents Accessible

MON 24 Oct

🕒 10:00 – 11:00 📍 Oak Room, Third Floor Catalyst

Session aims:

- Recognise accessible rules
- Demonstrate how to make a Word document accessible
- Demonstrate how to make a PDF accessible
- Apply the advice to example documents

TOP TIPS

Accessible Alternative to Graphs and Charts

When creating complex graphs and tables, it may be necessary to provide another readable version for screen reader users.

An example of this can be found on the Edge Hill University website pages [2022-2023 academic calendar](#). There are two versions of the academic calendar, one an MS Word text version, the other a PDF containing an image of the calendar.

To learn more about accessibility join our accessibility training or request a bespoke session for your team. In the meantime, you can also visit our dedicated [Accessibility wiki pages](#), which contain a link to our Accessibility Toolkit.



Accessibility Toolkit

ACADEMIC RESOURCE Training

Academic Engagement offer a variety of bespoke sessions to help you such as:

- Scopus
- Reading lists
- Copyright
- Database searches
- RefWorks
- eShare

To book a bespoke session on any of the topics above or workshops below, please email:

lsacademicengagement@edgehill.ac.uk →

Reading Lists Online

THU 13 Oct THU 21 Oct

🕒 13 Oct, 13:30 – 14:30 📍 Online

🕒 21 Oct, 12:00 – 13:00 📍 Online

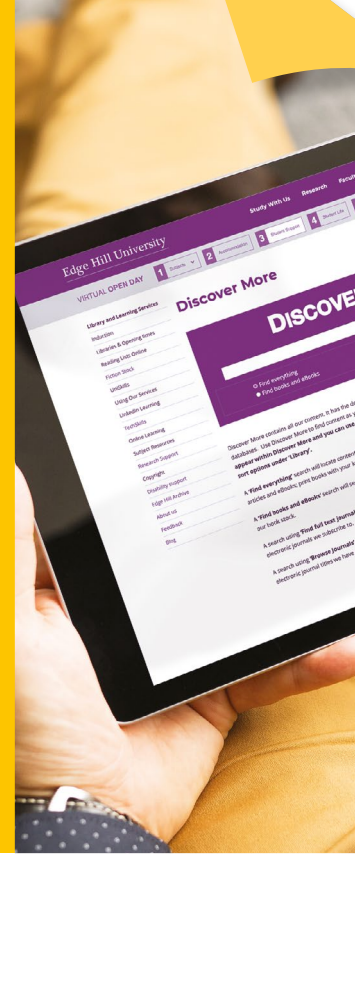
Session aims:

- Claim, add and edit resources lists for your modules
- Learn how to structure your list and annotate items
- Incorporate a range of media to support all learners

TOP TIPS

Get Better Results with Discover More

When using [Discover More](#) to find resources just add a title in the search box - then make use of the side filters to add the detail.



Bespoke Sessions

If you have not attended any of the sessions listed above, please email digitech@edgehill.ac.uk and we can organise bespoke training for you.

Useful links to training and resources

To keep up to date with staff development training from across the University please visit:

[Wiki Page](#) →

If you have not attended any Ultra training or want to watch recorded sessions please visit:

[Recordings Wiki Page](#) →