

## eLearning

### Faculty of Humanities eLearning Team

[www.manchester.ac.uk/humanities/tandl/elearning/](http://www.manchester.ac.uk/humanities/tandl/elearning/)

[elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk)

### eLearning Essentials Blackboard site

[www.manchester.ac.uk/humanities/ict/tandl/elearning/ele.html](http://www.manchester.ac.uk/humanities/ict/tandl/elearning/ele.html)

### University eLearning website

[www.manchester.ac.uk/elearning/](http://www.manchester.ac.uk/elearning/)

## Faculty ICT Office

### ICT Office Website

[www.manchester.ac.uk/humanities/ict/](http://www.manchester.ac.uk/humanities/ict/)

### ICT Office Introductory Online Workshops

[www.manchester.ac.uk/humanities/ict/training/resources/tandl/](http://www.manchester.ac.uk/humanities/ict/training/resources/tandl/)

### ICT Office Training

[www.manchester.ac.uk/humanities/ict/training/](http://www.manchester.ac.uk/humanities/ict/training/)

### ICT News

[www.manchester.ac.uk/humanities/ict/atoz/aboutus/news/newsletter.html](http://www.manchester.ac.uk/humanities/ict/atoz/aboutus/news/newsletter.html)

### ICT Office Service Catalogue

[www.manchester.ac.uk/humanities/ict/atoz/aboutus/servicecatalogue](http://www.manchester.ac.uk/humanities/ict/atoz/aboutus/servicecatalogue)

## Other useful contacts

### IT Service Desk

[www.manchester.ac.uk/itservices](http://www.manchester.ac.uk/itservices)

Tel: 65544

### Blackboard Support

[www.manchester.ac.uk/elearning/uomblackboard/](http://www.manchester.ac.uk/elearning/uomblackboard/) (Deliver with Blackboard)

[www.manchester.ac.uk/elearning/prepare/](http://www.manchester.ac.uk/elearning/prepare/) (Prepare your computer)

[www.manchester.ac.uk/elearning/traindevelop/howto/](http://www.manchester.ac.uk/elearning/traindevelop/howto/) (How To guides)

**Please Note:** Blackboard Support provide support to Blackboard Course Designers throughout the University – they are not Faculty based.

### Library

[www.manchester.ac.uk/library](http://www.manchester.ac.uk/library)

[www.library.manchester.ac.uk/eresources/link2lists/](http://www.library.manchester.ac.uk/eresources/link2lists/)

# eLearning Starter Pack

## Faculty of Humanities eLearning Team



### In the starter pack

#### Page 1 starter pack

- what is the starter pack?
- is the starter pack for me?
- what steps do I take now?

#### Page 2 consultation

- what do I do?
- your initial consultation
- what's next?

#### Page 3

##### eLearning team events

- show and tell sessions
- drop-in sessions
- tools and techniques

#### Page 4

##### training and resources

- online workshops
- face to face sessions
- learning resources
- resources for students
- eLearning essentials

#### Page 5

##### eLearning essentials

- where do I find ele?
- what is ele?
- what's on the ele site?

#### Page 6

##### the eLearning team

- who we are
- eLearning strategy and operational plan
- what we do
- how to contact us

#### Page 7

##### who we work with

- t&l team
- library
- t&l support office
- IT services
- ELAT
- Campus solutions

#### Page 8

##### Key contact information and web addresses

### What is the Starter Pack?

The Starter Pack is a range of resources and services, designed and offered by the eLearning Team to help support course development. It includes:

- a one to one consultation with a member of the eLearning Team.
- a variety of events, such as Drop-in sessions and Show and Tell.
- training, both online and face-to-face.
- a range of online resources.

### Is the Starter Pack for me?

The Starter Pack is for you if you can answer yes to any of the following questions:

- Are you starting a new course in Blackboard?
- Do you want to develop new functionality for an existing course in Blackboard, eg communications, assessments, assignments?
- Do you have a new eLearning project, such as recording audio or video, and need some guidance on how to proceed?

### What steps do I take now?

- Decide whether you need a consultation. There is an online form you can use to help you. See page 2 for more details.
- Self-enrol onto the **eLearning Essentials** site. This is a growing resource for BB developers and you may find the answer to your question there. See page 5.
- Come to one of our **events** if you want to know more: [www.humanities.manchester.ac.uk/tandl/elearning/events/](http://www.humanities.manchester.ac.uk/tandl/elearning/events/) See page 3.
- Come to one of our **drop-in sessions** if you have one or two quick queries. See page 3.
- Book onto one of our **training sessions** or use our **online training** if you want to familiarise yourself with Blackboard. See page 4.
- You can also self-enrol onto **Familiarise Yourself with Blackboard** for a quick overview. See page 4.

[www.manchester.ac.uk/humanities/tandl/elearning/starterpack/](http://www.manchester.ac.uk/humanities/tandl/elearning/starterpack/)

### What do I do?

Contact the eLearning Team:

1. Email us at: [elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk) quoting "starter pack" and request a consultation.
2. We will then contact you to help identify your needs and ask you to think about your eLearning development. At this stage you may want to complete our online form at [www.humanities.manchester.ac.uk/tandl/elearning/starterpack/online\\_form/form4.php](http://www.humanities.manchester.ac.uk/tandl/elearning/starterpack/online_form/form4.php)
3. or you may prefer to do that as part of the consultation.
4. You will be provided with an appointment for an initial consultation with a learning technologist. This will be based on any needs arising from Step 2.
5. You will be asked if you require a new Blackboard module. If you do, you will be asked to provide relevant information such as the unit/programme code etc. prior to your consultation.

### Your initial consultation

The types of things we will discuss include:

- the appropriate presentation of teaching materials.
- personal training requirements where appropriate.
- required investment.
- software requirements (if appropriate).
- possible use of the Standard Course Structure for those requesting a Blackboard course.

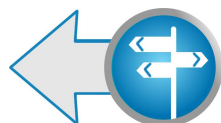
### What's next?

During the session we will plan the next steps. This may include:

1. recommended training and use of online resources.
2. finalising set-up of a new Blackboard section (where appropriate), including use of Standard Course Structure if suitable.
3. guidance and follow up support for any specific processes needed (such as multimedia or use of Blackboard tools to achieve a particular outcome).
4. an estimate of any funding that may be incurred in procuring software and/or more specialist expertise.
5. duration of the project.

### DON'T FORGET..

If you have day-to-day queries email us at [elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk) or come along to one of our regular drop-in sessions.



The Faculty of Humanities eLearning Team works with a number of other eLearning and Teaching and Learning teams in order to provide full support to Faculty staff.

### Faculty Teaching and Learning Team

- [www.manchester.ac.uk/humanities/tandl](http://www.manchester.ac.uk/humanities/tandl)

Development of Teaching and Learning in the Faculty of Humanities is supported by the Teaching and Learning Team and the eLearning Team. Both teams work to facilitate the enhancement of teaching, learning, assessment and student support. The Teaching and Learning team brings together the Quality Assurance and Enhancement Office, the Postgraduate Taught Office and the Undergraduate office.

### Library

- [www.manchester.ac.uk/library](http://www.manchester.ac.uk/library)

The eLearning team works closely with the Library to enable the appropriate integration of existing online resources into eLearning systems such as the Link<sup>2</sup>Lists service.

### Teaching and Learning Support Office

- [www.manchester.ac.uk/tlso](http://www.manchester.ac.uk/tlso)

The eLearning team works with the TLISO on both major strategic projects such as the implementation of Blackboard as well as by interacting with fora, groups and the quality framework.

### IT Services

- [www.manchester.ac.uk/itservices](http://www.manchester.ac.uk/itservices)

IT Services provide staff and students with computing facilities and services around the campus. They support eLearning via the eLAT team (below) and also through Training and Information Services.

### eLearning Applications Team (ELAT)

- [www.manchester.ac.uk/itservices/elat/](http://www.manchester.ac.uk/itservices/elat/)

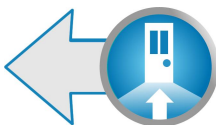
Involved with the overall deployment and support of eLearning at the University of Manchester.

### Campus Solutions

The eLearning Team also works closely with Faculty administrative staff involved in the use of the student system Campus Solutions, for instance when setting up Blackboard courses.

### Who are we?

The eLearning Team in the Faculty of Humanities is staffed by eLearning Technologists and eLearning support staff with backgrounds in both educational and technical fields. We work with a number of operational teams towards the University eLearning strategy through the Faculty eLearning operational plan, and support Faculty academic staff in advising on and developing eLearning.



#### Contact us for:

- eLearning advice
- a consultation
- Blackboard queries

#### We advise on:

- delivery methods
- training
- audio & video production
- eLearning pedagogy

#### We provide:

- online workshops
- learning resources
- Blackboard inductions

### eLearning Strategy and Operational Plan

Our priorities for 2008-2009 are based on a phased approach to Blackboard implementation and include the following principles:

- that all first year students benefit from teaching and learning support using the Blackboard VLE during 2008/2009 in either/or Semester 1 or Semester 2.
- that there is sufficient and appropriate support for individual Schools.
- that eLearning activity meets the minimum requirements outlined in the University eLearning strategy while maintaining developments and support in using technology to enhance teaching and learning.

The University's eLearning strategy can be found at:  
[www.manchester.ac.uk/elearning/uomelearning/strategy/](http://www.manchester.ac.uk/elearning/uomelearning/strategy/)

### What we do

The main role of the eLearning Team is to assist Faculty of Humanities staff in the development of eLearning materials.

We can:

- advise on eLearning pedagogy.
- advise on suitable eLearning delivery methods.
- assist in the creation of Blackboard modules on your behalf.
- provide support for audio and video production.

### How to contact us

If you wish to arrange a meeting to discuss your eLearning requirements or have any queries regarding eLearning, email us at:

- [elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk)

The eLearning Team offers a programme of events for academic staff within the Faculty. For dates of forthcoming events see:

- [www.manchester.ac.uk/humanities/tandl/elearning/events/](http://www.manchester.ac.uk/humanities/tandl/elearning/events/)

Also look out for updates in the Faculty News and Bulletins.

### Blackboard Show and Tell sessions

Blackboard is the official Virtual Learning Environment (VLE) used throughout the University of Manchester. Blackboard Show and Tell sessions led by members of the eLearning Team demonstrate current eLearning approaches by academic staff within the Faculty and highlight benefits to staff and students. Show and Tells are:

- open sessions of approximately an hour.
- an opportunity to ask questions at the end of each session.
- in various locations throughout Schools.

Booking required online via the above URL. If you can't make a session, have a look at the eLearning Essentials Blackboard site, where there are also some Showcase examples. See page 5.

### Blackboard Drop-in sessions

Come along to one of our Drop-In sessions if you have a particular query or would like to:

- get an overview of Blackboard.
- discuss some of the new features of Blackboard.
- get a clearer idea of the impact of Blackboard on how you deliver teaching and learning.
- get advice on using specific tools such as the assessment and assignment tool, discussion tools, announcements etc.

Drop-in sessions run regularly throughout the year. Please check our website for dates and times. No need to book, just turn up.

### Blackboard Tools and Techniques sessions

These taster sessions spotlight specific Blackboard tools. Examples of current and suggested use of these tools are demonstrated and there is also the opportunity for hands-on practice.

Example Topics:

- provision of documentation for student use (selective release, hiding areas of your site etc).
- using Group Manager.
- using the Discussion Board.
- using the Calendar.
- developing formative assessment.

### Online eLearning workshops

A series of introductory online workshops designed to develop underpinning skills for eLearning developers are available on the Faculty of Humanities ICT website.

[www.manchester.ac.uk/humanities/ict/training/resources/tandl/elearning.html](http://www.manchester.ac.uk/humanities/ict/training/resources/tandl/elearning.html)

Topics covered include Structuring Documents, Creating Accessible PDFs and Copying content from MS Word into Dreamweaver.

Each workshop consists of:

- step-by-step instructions.
- 'how to' videos.
- downloadable documents to practice on.

### Face to Face sessions

The Faculty runs a number of face-to-face Blackboard training sessions. In general these sessions are open to all faculty staff. See [www.manchester.ac.uk/humanities/tandl/elearning/events/](http://www.manchester.ac.uk/humanities/tandl/elearning/events/) for details of the courses.

Groups of staff can also arrange for school-based introductory level training sessions by emailing [elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk)

### Learning Resources

Various eLearning related 'How To' guides are available from the eLearning website [www.manchester.ac.uk/elearning/traindevelop/](http://www.manchester.ac.uk/elearning/traindevelop/), and the Faculty ICT Office provides access to a wide variety of online resources including:

- using specific Blackboard features.
- Office applications including Word, PowerPoint and Excel.
- EndNote Bibliographic referencing software.
- file management, image manipulation and much more.

See:

[www.manchester.ac.uk/humanities/ict/training/resources/](http://www.manchester.ac.uk/humanities/ict/training/resources/)

### Resources for use with students

The eLearning team has also developed basic teaching resources for use with students. Created in conjunction with academic teaching staff the resources aim to assist you in introducing Blackboard to your students.

See [www.manchester.ac.uk/humanities/ict/training/resources/tandl/blackboard.html](http://www.manchester.ac.uk/humanities/ict/training/resources/tandl/blackboard.html)

### eLearning Essentials

This faculty-developed resource covers all aspects of eLearning, so is not limited to Blackboard. See next page for details.

The University eLearning website also provides a link to an online **Familiarise Yourself with Blackboard** course. This is recommended for all staff to get to know Blackboard.

See:

[www.manchester.ac.uk/elearning/traindevelop/bbonline/](http://www.manchester.ac.uk/elearning/traindevelop/bbonline/)

Central IT Services also run a variety of introductory and intermediate level Blackboard training sessions.

See:

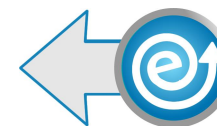
[www.manchester.ac.uk/itservices/trainingcourses/corporateapplications/bb/](http://www.manchester.ac.uk/itservices/trainingcourses/corporateapplications/bb/)

### Where do I find eLearning Essentials?

Go to the Teaching and Learning website at:

- [www.manchester.ac.uk/humanities/tandl/elearning/essentials/](http://www.manchester.ac.uk/humanities/tandl/elearning/essentials/)

Here you will find details of how to access eLearning Essentials and information about the site in general.



### What is eLearning Essentials?

This Blackboard site is a rich eLearning resource for all staff in the Faculty of Humanities. It provides information on all aspects of eLearning (Blackboard is only one of the aspects covered).

The site is intended for you to dip into according to your needs rather than a course to be worked through.

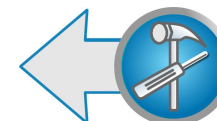
Please explore the site and feel free to contact the **Humanities e Learning Team** with any eLearning questions or queries you have.

eLearning Essentials is a self-enrol site which you can register for from the Blackboard login page.

### What's on the eLearning Essentials site?

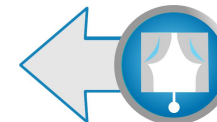
#### Working with Blackboard

- setting up your Blackboard course
- building your Blackboard course: basics
- enhancing your Blackboard course



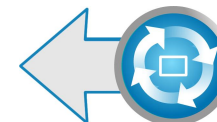
#### Showcase

- tour Blackboard courses currently in use within the Faculty
- view snapshots of the sites
- read about their development and content
- benefit from tips and technologies used



#### eLearning

- pedagogy: an introduction eLearning pedagogy with useful links to relevant sites
- eLearning design
- eTechnologies
- test your eLearning knowledge



#### Training and Resources

- eLearning and general IT training availability at the University
- eLearning news within the University and general links to other sites on eLearning developments
- where to find and how to use software on the University Clip image
- links to University eLearning resources

