Key Digital Learning Technologies at Deakin University

Customised BCEL session designed for existing and new teaching staff in the Department of Information Systems and Business Analytics (DISBA).

When: 10th April 2017, 9:30am to 1:30pm

Where: LB2.101 Elgar Rd, Melbourne Burwood Campus

Aim: This half-day session is aimed at building key digital learning technology capacity and capability of new and existing DISBA academic staff involved in the delivery of student learning. There will be plenty of opportunities for discussions on good practices, demonstrations, hands-on play and free flowing Q&A.

Session Topics:

- Learning Innovations – Who we are and what we do?
- *Designing Learning and Teaching in a CloudDeakin Unit site**
- *Creating short and simple videos for the cloud**
- *Learning Spaces: Your cloud classroom using Bb Collaborate / Skype for Business**
- *Learning Spaces: Your campus class, seminar and converged learning spaces**
- What's new and up-coming
- Know where to get help and support

**Details on learning objectives and useful online resources are provided on pages 2-5.*

What to bring: **IMPORTANT: Please bring your web enabled laptops, devices and mics to fully participate in the session.**

Facilitators: Dr Leanne Ngo, Learning Innovations Lead

Maria Lentini, Digital Educational Designer

Vivek Venkiteswaran, Learning Designer

Learning Innovations, Faculty of Business and Law

Designing Learning and Teaching in a CloudDeakin Unit site

CloudDeakin is Deakin University's cloud learning environment. CloudDeakin incorporates a range of applications and educational technologies to enable interactive and engaging learning. This is a practical session where participants will engage in hands-on design and set up of a unit site as well as gain ideas to effectively use appropriate tools to support their teaching in the cloud environment.

By completing this session, staff should be able to:

- Explain DeakinSync and CloudDeakin unit and course sites.
- Incorporate the Faculty CloudDeakin unit site minimum standards into unit design
- Design, build and manage learning resources in CloudDeakin
    - Tools include: *Learning Resources, HTML editor with stylesheets, embedding media and using templates.*
- Communicate, collaborate, and engage effectively online
    - Tools include: *video post widget, news items, classlist, discussion forum and topics, calendar, intelligent agent, FAQs, user progress, attendance, selective release, groups tool, class management tool and more.*
- Manage assessment and provide feedback online
    - Tools include: *quizzes*, *assignment submission dropbox feedback, rubric, grade, Turnitin and video/audio tools.*
- Understand how other CloudDeakin technologies work
    - EchoSystem
    - DeakinAir
    - Cloud Synchronous Classroom tools
    - Talis Apire (eReadings)
    - Wordpress
- Know where to get help and support.

Useful Resources

- Faculty of Business and Law CloudDeakin Minimum Standards (pdf) 2017
- CloudDeakin Unit Preparation Guide T1 2017
- Giving Audio-Video Feedback for Assessment Tasks
- Deakin Digital Asset Bank Management System (Deakin login required. Junos Pulse required off-site)
- Image usage on websites and Copyright

Creating short and simple videos for the cloud

This session introduces staff to planning, producing and publishing short and simple videos (i.e. welcome videos, concept videos, topic introductions, weekly revisions and assessment videos) for the cloud using readily available software and technologies. This is a practical session where participants will engage in hands-on play with short video creation.

By completing this session, staff should be able to:

- Identify potential uses of videos for teaching and learning
- Use existing software and technologies available to plan, produce and publish simple short videos, such as
    - Software: DeakinAir (Kaltura) CaptureSpace Desktop capture software and others covered briefly: Camtasia, Echo Capture, Quicktime Pro, iMovie, Macroplant Adaptor
    - Technologies: PC, Mac, tablets, mobile devices and mics
- Publish videos to DeakinAir and relevant channels
- Embed DeakinAir videos into a CloudDeakin unit
- Know where to get support and access to online resources

Please bring your own laptop, webcam, microphone or headsets, mobile devices with video recording capabilities, and/or video recording devices.

Useful resources:

- Creating Welcome Videos
- Creating Cloud Concepts
- Video Tips and tricks
- Using audio and video for educational purposes
- Camtasia online resources

Learning Spaces: Your campus class, seminar and converged learning spaces

The first part of the session covers good practices and active learning approaches to delivering learning. The second part of the session is devoted to demonstration and hands-on play with learning space facilities and associated technologies to deliver enhanced learning experiences.

By the end of this session, staff should be able to:

- Identify relevant learning spaces and associated technologies to deliver active learning
- Design *active learning strategies* to enhance student learning experiences
- Use appropriate learning space facilities and technologies to effectively deliver learning, including:
    - Touchscreen AMX controllers, camera and microphone/speaker equipment and DocCam
    - Echo capture equipment in the venue and CloudDeakin
    - Technologies to connect cloud participants/classes i.e. Skype for Business, Blackboard Collaborate, Echo Live Streaming and VMP.
- Troubleshoot common AV issues and know who to contact for support

Useful Resources:

- Deakin University – Taxonomy of campus learning spaces
- Deakin Business School Converged Learning

Learning Spaces: Your cloud classroom using Bb Collaborate / Skype for Business

This session introduces staff to the basics of Bb Collaborate / Skype for Business (S4B), a real-time cloud based engagement, collaboration and interaction educational technology, to deliver cloud synchronous classes.

By completing this session, staff should be able to:

- Identify potential uses of Bb Collaborate/S4B to support teaching and learning
- Manage the Bb Collaborate/S4B interface
- Use the basic features of Bb Collaborate/S4B such as audio, chat, whiteboard, polling and application share
- Record a Bb Collaborate/S4B session and access recording
- Setup and communicate a Bb Collaborate session
- Incorporate breakout rooms to manage small groups (only in bb Collaborate)
- Setup physical space, computer, mics and Internet conducive to delivering a cloud session
- Troubleshoot common issues, know where to get help and support

Note:

For optimal learning, training of Bb Collaborate/S4B sessions are facilitated by the Learning Innovations team in the cloud with at least 4 staff participants to experience cloud synchronous delivery.

BEFORE the session

******Staff participants must set up their computer with Internet connection, obtain a microphone headset, and go through Blackboard Collaborate and audio setup test to participate online. ******

Setting up Bb Collaborate

Connecting to your Bb Collaborate on campus

Use the following steps to join a Bb Collaborate session on a public PC on campus:

1. Click on the Bb Collaborate link from your unit.
2. The link will open in a new tab.
3. Click on the **Launch Blackboard Collaborate Now** link.
4. On the pop-up message, click **OK**.

Connecting to your Bb Collaborate from home

The Bb Collaborate Launcher provides the Java program needed to participate in Bb Collaborate web conferencing sessions, users no longer need to install and maintain the system version of Java. The first time that a .collab file is to be sent to a user, the system will present a dialog that instructs users to download the Launcher. Downloading this launcher can take 5 – 10 minutes when on campus and longer when off campus. To avoid this Deakin University recommends that you use the following links to download the launcher prior to your first Bb Collaborate session. Using these links will result in considerably reduced download time.

1. Mac Bb Collaborate Launcher (69.8MB)
2. Windows Bb Collaborate Launcher (41MB)

Setting up Skype for Business

Please read through the Skype for Business instructions to get started:

- How do I get started with Skype for Business (Windows)?
- How do I get started with Skype for Business / Lync (Mac)?
- How do I get started with Skype for Business / Lync (iPad / iPhone)?

Useful Resources

- Bb Collaborate Classic staff guide
- Skype for Business Staff guide