

ISC15D010

Title: *ISD Event Diary*
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Date: 9 October 2015
Circulation: ISSC - 20 October 2015
Agenda: ISC15A001
Version: Final
Status: Open

Issue

A report listing events to be hosted by ISD in the coming year 2015/16.

Recommendation

Recipients are invited:

- To note the events

Further Information

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Background

ISD run a number of events through the year covering a variety of topics in support of use of ISD managed systems and services, and to raise awareness of various obligations the University is under.

Attachments

- ISD Events 2015-16

ISD Events 2015-2016

Library

The Library's Academic Liaison Team offers face-to-face support, via workshops, lectures and tutorials, to help students develop their subject knowledge and ground their learning in academic information practices. Working both within and across the disciplines, we support students' understanding of the shapes and formats that academic information takes, where it can be found, and how to evaluate it for both relevance and validity.

- The subject-specialist Faculty Librarians work closely with academic staff in their Schools to help students understand how scholarly information is created, transmitted and used in the context of their own discipline.
- The Information Skills Librarian works across knowledge domains, offering both face-to-face and online support in organising and managing academic information, principles of literature searching, creating and curating a knowledge base, and digital research tools.

Programme for 2015-16 (to date)

Generic programme consists of workshops:

- Getting started with academic information
- Referencing without tears
- How to do literature search

Programme details are available on the web at <https://portal.uea.ac.uk/library/information-skills/workshops>

Postgraduate Research Personal and Professional Development (PPD) consists of workshops:

- Digital tools for research
- Getting organised: from doing research to communicating your findings
- Using information skills at UEA
- Find and discover
- Making the most of UEA Library
- Library Research Support: Making the Most of UEA's resources
- Surveying the literature
- Beyond the UEA Library
- Using SciFinder

- Getting started with Endnote: a basic introduction
- Keeping up to date
- Presenting the Thesis
- Which database?
- Copyright – research support
- Using UEA Archives in your research
- Find and discover

Taught programmes – sessions include lectures and workshops:

- Library inductions:
 - “Meet the teams” induction
 - Introduction to Library Services for postgraduates
 - Welcome to... (includes Library element)
 - Library and IT introduction
 - Library and e-resources introduction
- Using digital resources - general
 - Lab practical on using digital resources
 - Digital resources for Dissertations
 - “Finding Evidence”
 - Literature searching
- Using digital resources - specific
 - Nervous Narratives workshop
 - Critical Reading Task workshop
 - Searching for American Icons 1
 - Lexis Nexis: how to use
 - Writing the Modern World workshop
 - Art history “Learning On Site” workshop
 - Literature in History I lecture
 - Searching the literature for MBBS
 - Problem based learning: searching the literature
- Others
 - Referencing
 - Creative writing: using the archive
 - Using Bibliographic software
 - Research methods for MBBS

In 2014-15 we saw 8,234 students in nearly 512 hours of workshops, classes and 1:1 support, equating to 7,505 student hours in total.

Faculty IT Support

The new Centre for Technology Enhanced Learning; home to the Learning Technology, Digital Learning Design & Media Production Teams, is opening on Thursday 5th November. To mark this occasion a UEA Media Day has been organised with a full day of programmed events:

- Welcome from the Planet eStream Team
- User training: Using media and eStream with students
- Case study: How we used media and eStream to enhance students' learning
- Small group participation: How could you use media with students?
- Individual participation: uploading and managing medi9a to enhance learning
- Presentation: Using student generated media for assessment and feedback
- Case study: How we used media and eStream for assessment for learning
- Small group participation: Would you use media for assessment?
- BYOD individual hands-on: Capturing media live
- Case study: How we used media to augment reality
- Small group participation: How could you use media to augment reality?
- Where to now?: Planet eStream development and road map

Programme for 2015-16 (to date)

eMarking support: An intensive rolling programme of small group (maximum 3) sessions to support the drive towards online marking and feedback. Participants will be welcome to join either a single session as delivered or to attend a series, or all, of the sessions. Some sessions will build on content delivered at previous sessions but this will be indicated on timetable.

Delivered as hands on workshops: Marking Mondays and Feedback Fridays.

Example sessions:

- How to care for your pre-set submission point
- Blackboard anonymisation at UEA
- Hiding and releasing student grades
- Student submission options
- Accessing and grading submitted work
- Annotating scripts
- Adding general feedback
- Using an interactive rubric
- Creating an interactive rubric
- Using templated feedback files
- Adding audio feedback
- Adding links to feedback
- Downloading, annotating and uploading
- Moderating and verifying marked work

Drop in clinics: Participants will be invited to choose from a menu of sessions and benefit from a 15 minute one-to-one hands-on session including input and support. Participants are

also encouraged to bring a project or problem related to online delivery. Clinics will be supported by Learning Technologists.

Delivered as drop in sessions: Blackboard Breakfasts (every morning) and TEL Top Ups

Example sessions:

- Blackboard menu and navigation
- Blackboard folders and content
- Contacting students online
- Adding structure to online delivery
- Tracking online usage interactively
- Adaptive Release for individualised learner journeys
- Finding and embedding YouTube content
- Finding and embedding eStream content
- Using and embedding Box of Broadcasts
- Discussion Boards
- Journals
- Integrating 365

Workshops: Workshops will follow a six weekly theme (eg assessment, audio-visual delivery). A maximum of 6 participants will engage in a hands-on planned session to learn how to apply a particular tool or technology to their context. Content will be linked to an equivalent Lunchtime Illumination Session delivered the week before. The linked illumination session may have discussed a case study of the skills delivered in the following workshop or may add inspiration in another way. Attendance at the Illumination Session is not a pre-requisite. Workshops will be delivered by Learning Technologists.

Delivered as hand-on workshops: Wednesday workshop (term time)

Example sessions:

- Journal, portfolio and longitudinal assessment
- Standardising marking with an interactive rubric
- Immediate feedback with computer marked assignments
- Advanced techniques with CMAs
- Using eStream to support video essays
- The power of peer assessment and ways that technology can enhance and facilitate it.

Illuminations: Illuminations will follow a six weekly theme (eg assessment, audio-visual delivery). Illuminations will be a hands-off opportunity for groups of colleagues to discuss and debate current TEL themes and share good or experimental practice. The sessions may centre around a case study and a practitioner. It is hoped that the practitioner will attend the session to answer questions and engage in debate but this may not always be the case. Alternatively illumination sessions may include external visitors and wider discussions. Illumination sessions will be facilitated by Learning Technologists

Delivered as discussions / demonstrations: Lunchtime Illuminations (term time Thursdays)

Example sessions:

- Using Blackboard's journal tool for 'portfolio' assessment.

- Using an interactive rubric to clarify feedback.
- Instant feedback with computer marked assignments
- Advanced techniques with CMAs.
- Use of video as an assessment tool.
- Peer feedback to support assessment

ICT Systems

The Research Computing Team provide training session on Linux and HPC via the SCI PGR PPD Office and CSED. Support is also provided for a session led by RED on research data management. Throughout the year one to one or small group sessions for HPC users are held on an ad-hoc basis, as well as introductory sessions with most new HPC users.

Programme for 2015-16 (to date)

Science Graduate School Personal and Professional Development Programme

- Introduction to Linux - Thursday 29th October and Wednesday 20th April
- Introduction to High Performance Computing - Tuesday 17th November and Wednesday 27th April

CSED Programme 2015-16

- Introduction to Linux (One to one/group sessions delivered on request)
- Introduction to High Powered Computing (One to one/group sessions delivered on request)
- Managing your Research Data - Wednesday 9th December and Wednesday 30th March (led by Open Access and Research Data Officer from RED)

Planned sessions

- Introduction to Linux and HPC for undergraduate dissertation users - provisional scheduling Wednesday 28th September

nVidia delivered GPU coding training session for researchers – tbc

Corporate Information Systems

The CIS team provide training on SITS and WPM.

Below is a list of the date ranges for the SITS Training that will be delivered to LTS/PGR this year. At an estimate there are also around 25 ad hoc sessions which include:

- Introduction to SITS
- Student Module Maintenance
- Advanced Queries
- PGR Student Processes
- E:vision for new academics
- E:Vision for new students

Training Course	Dates	No of sessions
Online Module Evaluation	14-23 Oct 2015	5
Module Updates	5-25 Nov 2015	7
Course Profiles	30 Nov-11 Dec 2015	5
Online Module Enrolment	8-19 Feb 2016	5
Online Module Enrolment Student view demo	Set by LTS	2
Timetabling - Teaching Patterns	7-25 Mar 2016	7
PGR only Timetabling	Mar/Apr (7-25 Mar)	1
Module Assessment Boards	11-22 Apr 2016	5
Stage Boards Part 1	9-20 May 2016	3
Stage Boards Part 2	9-20 May 2016	3
Student Scheduling	30 May-10 Jun 2016	5
Module Reassessment Boards	20-30 Jul 2016	5
PGT OME overview	July 2016	1
Ad hoc	Throughout year	25
	TOTAL	79

CIS have organised approximately 10 training sessions for WPM, some have been run by CIS staff and others by a WPM consultant.

Strategy, Policy and Compliance

The SPC team provide a range of information compliance training options to both staff and students at UEA. There are a number of short online training courses as well as face to face training sessions. Throughout the year SPC also receive requests to provide ad hoc training sessions.

Programme for 2015-16 (to date)

CSED Programme 2015-16

- Information Compliance – Wednesday 21 October
- Data Protection Act: An Introduction – Thursday 19 November and Thursday 21 April
- Freedom of Information & Environmental Information Regulations: An Introduction – Friday 27 November and Tuesday 3 May
- Copyright: An Introduction – Thursday 3 December and Tuesday 24 May

Professional Development programme

- Data Protection Act – Thursday 12 November and Thursday 25 February 2016
- Freedom of Information – Thursday 19 November and Thursday 3 March 2016
- Copyright – Thursday 26 November and Thursday 10 March 2016