

ISC16D011

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Issue

A report listing events to be hosted by ISD in the coming year 2016/17.

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 2016-17

ISD Events 2016-2017

Library

The Library's Academic Engagement 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.

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.

Area	Staff hours	Attendees	Student hours
Generic	69:05	481	382:20
SSF	96:30	2898	2185:35
HUM	83:45	1873	1448:20
SCI	58:55	1243	1698:00
FMH	203:30	1709	1791:10

Programme for 2016-17 (to date)

Generic programme consists of workshops:

- Getting started with academic information
- Referencing without tears
- 12 ½ digital tools for learning
- How to do a literature search

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
- Referencing without tears
- 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

Faculty IT Support

The Centre for Technology Enhanced Learning provides a one-stop shop for staff to enhance their teaching using technology

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. (30 minute sessions at 11am, 12pm, 1pm and 2pm)

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 (8:15am – 9:15am Monday to Friday) and TEL Top Ups (4p – 5pm Monday to Friday)

Example sessions:

- 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 Office 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: (term time Wednesdays 12pm – 1pm))

Example sessions:

- 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 1pm-2pm)

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 2016-17 (to date)

Science Graduate School Personal and Professional Development Programme

- Introduction to Linux – 1st November
- Introduction to High Performance Computing - 25th November

CSED Programme 2016-17

- Introduction to Linux (One to one/group sessions delivered on request)
- Introduction to High Powered Computing (One to one/group sessions delivered on request)

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
- E:Vision for new students

Training Course	Dates
Online Module Evaluation	12-23 Oct 2016
Module Updates	7-23 Nov 2016
Course Profiles	30 Nov-9 Dec 2016
Online Module Enrolment	8-19 Feb 2017
Timetabling - Teaching Patterns	7-25 Mar 2017
PGR only Timetabling	Mar/Apr 2017
Module Assessment Boards	3-21 Apr 2017
Stage & Final Boards Part 1	8-19 May 2017
Stage & Final Boards Part 2	8-19 May 2016
Student Scheduling	31 May-14 Jun 2017
Module Reassessment Boards	17-28 Jul 2017
PGT Online Module Enrolment overview	31 July – 4 Aug 2017

Approximately 10 training sessions for WPM will be run by CIS staff throughout the year.

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 2016-17 (to date)

CSED Programme 2016-17

- Data Protection Act: An Introduction – Tuesday 1 November and Tuesday 2 May
- Sharing Personal Data: How to do it right - Tuesday 1 November and Tuesday 2 May
- Protecting Personal Data: Tuesday 1 November and Tuesday 2 May
- Using Personal Data for Research and Reporting - Tuesday 1 November and Tuesday 2 May
- Freedom of Information & Environmental Information Regulations: An Introduction – Thursday 3 November and Tuesday 16 May
- Copyright: An Introduction – Tuesday 6 December and Tuesday 23 May

Professional Development programme

- Data Protection Act –10 November 2016
- Freedom of Information –17 November 2016
- Copyright –24 November 2016