




Do: How WebLearn can reduce the administrative burden

Fawei Geng
Email: Fawei.geng@it.ox.ac.uk
Twitter: @oxford4learning




IT Learning Programme

weblearn.ox.ac.uk



Pick the right tool for the job



Site Info >
Edit Tools

- Project Site Tools
- Choose Tools to Include
- Home
- Announcements
- Assignments
- Chat Room
- Drop Box
- Email Archive
- Email Dander
- Forums
- Markbook
- Messages
- News (RSS)
- Outbound Podcasts
- Podcasts
- Push
- Resources
- Schedule
- Search
- Sign-up
- Site Info
- Site Members
- Site Stats
- Sunkeys
- Syllabus
- Tests
- Track Content
- Wiki

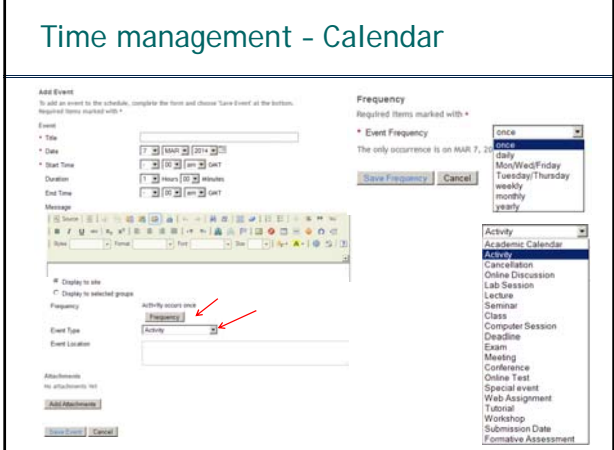
Time management - Calendar

Data collection and feedback - Surveys

Communication- Announcements, Email Archive

Event management - Sign-up

Time management - Calendar



Time management - Calendar

Homepage view

February, 2014						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Events for February 05, 2014
Lecture - Lectures

Event details

WebLearn training session

Date: 07-Feb-2014
Time: 12:30 - 13:30 GMT

Attachments: [course handout.docx](#) (14 KB)

Frequency: Activity occurs once

Event Type:

Owner: Fawei Geng
Site: Fawei's sites
Event Location: IT Services (Banbury Road site)

Tips:


- Events can have multiple attachments
- Oxford term dates, groups
- Printed version is available

Data collection and feedback - Surveys (1)

It is free

Course evaluation, research or general data collection

Survey results are just one click away



Data collection and feedback - Surveys(2)

1. Create a new or select an existing survey template

- Rating Scale Question
- Multiple Choice Question
- Multiple Answer Question
- Free Text/Essay Question
- Heading/Instruction
- Existing Question
- Suggested Question

2. Create your survey and configure the settings

Survey Dates

Current date is 09 February 2014 at 16:20

Start Date: 01 September 2013 09:00

Closing Date: 31/08/14 23:59

Extension Date: 31/08/14 23:59

Survey Notification and Reminders

Please check all details in this list before saving your survey settings. An email will be sent out to your respondents when the survey opens, and may be appropriate for other kinds of surveys.

Send notification email the day the survey opens.

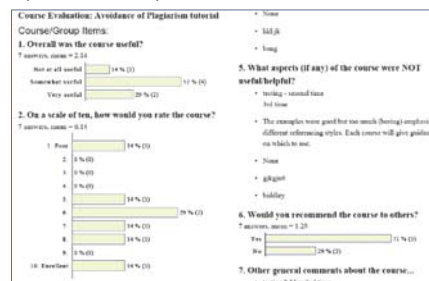
Reminders: Never

3. Assign the survey to a group of recipients

- WebLearn site participants
- People with WebLearn accounts
- The general public

Data collection and feedback - Surveys(3)

Export as PDF report



Export to Excel as raw data for further analysis

Data collection and feedback - Surveys(4)

Tips:

Template ownership transfer

Think about how to use the survey data when writing the survey questions

A survey also needs to be beneficial to the survey participants

If possible keep the survey short and easy to understand

Communication- Announcements (1)

Announcements (viewing announcements from the last 365 days)

View: All

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Public Announce	Fawei Geng	05-Feb-2014 17:15	public			<input type="checkbox"/>
Important documents need to be read before the lecture next week	Fawei Geng	05-Feb-2014 17:14	site			<input type="checkbox"/>
Web learn training session next week	Fawei Geng	05-Feb-2014 17:09	Tutorial group 1	05-Feb-2014 17:00	05-Feb-2014 18:00	<input type="checkbox"/>

Buttons: Update, Cancel

Communication- Announcements(2)

One to many one-way communication

Announcements can be sent to the site participants via email

Announcements can be scheduled, e.g. send an announcement at a specific time and date

Attachments can be added to an announcement

Communication-Email Archive(1)

- Email Archive: a mailing list for all site participants
- All messages are archived in the site

Site Info

Add Multiple Tool instances

Add multiple tool instances or configure tool options. You can also make configuration.

Email Archive

* Site email address: [input field]@weblearn.ox.ac.uk

Buttons: Continue, Back, Cancel

Email Archive

Options Permissions

You are authorized to send email from: fawei.geng@it.ox.ac.uk

Email sent to the following addresses will be archived and sent to participants:

fawei.site@weblearn.ox.ac.uk

Viewing 1 - 2 of 2

From	Subject	Date Received
Fawei Geng <fawei.geng@it.ox.ac.uk>	The presentation slides are available in the training site	05-Feb-2014 17:52 GMT
Fawei Geng <fawei.geng@it.ox.ac.uk>	WebLearn training session at 10.00am tomorrow	05-Feb-2014 17:46 GMT

Communication-E-mail Archive (2)

Configure Email Archive

Email Archive

Customize Email Archive

Mailbox settings

Accept messages from

Anyone

Only site participants

Set the reply to address

The email archive

Leave as the original sender

Send messages to

Site participants who have not opted out

Do not send to site participants - just archive them

Mail Address

Site Email Address

Event management - Sign-up (1)

Time slots available to participants

Meetings

To sign up for a meeting, click the meeting title.

View: By category: Expand all recurring meetings.

Meeting Title	Mobile Info	Organiser	Location	Category	Date	Time	Status
Hilary Term tutorials		Fawei Geng	IT services	IT services	Mon, 10/02/14	4:00 PM - 5:00 PM	Signed up
Hilary Term tutorials		Fawei Geng	IT services	IT services	Tue, 11/02/14	4:00 PM - 5:00 PM	Available
Hilary Term tutorials		Fawei Geng	IT services	IT services	Wed, 12/02/14	4:00 PM - 5:00 PM	Available

Event management - Sign-up (2)

Participant can sign up a time slot

Meeting Details

Title: Hilary Term tutorials

Organizer: Fawei Geng

Location: IT services

Meeting Date: Tuesday, 11 February 2014

Time Period: 4:00 PM - 5:00 PM

Sign-up Begins: Wednesday, 05 February 2014, 4:00 PM

Sign-up Ends: Tuesday, 11 February 2014, 4:00 PM

Available To: Show site(s)/group(s) details

Description:

Time Slot	Available Places	Participants	Your Status	Action
4:00 PM - 5:00 PM	1	Private		<input type="button" value="Sign Up"/>

Event management - Sign-up (3)

Organiser can allocate a time slot

Meeting Details

Title: Hilary Term tutorials

Organizer: Fawei Geng

Location: IT services

Category:

Meeting Date: Tuesday, 11 February 2014

Time Period: 4:00 PM - 5:00 PM

Calendar link:

Sign-up Begins: Wednesday, 05 February 2014, 4:00 PM

Sign-up Ends: Tuesday, 11 February 2014, 4:00 PM

Available To: Show site(s)/group(s) details

Description:

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. Hide meeting info about

Time Slot	Max # of Participants	Participants	Wait List
4:00 PM - 5:00 PM	1	Select <input type="text" value="Geng F"/> <input type="button" value="Add Participant"/>	

Event management - Sign-up (4)

Replace the "sign up sheets on the door"

Different types of event, e.g. single slot, multiple slots or recurring

Various notification options, e.g. availability, sign up, cancellation

Participants can sign up to a time slot of their choice or be assigned by the event organiser

Summary



Time management - Calendar

Data collection and feedback - Surveys

Communication-Announcements, Email Archive

Event management - Sign-up

If you would like more support...

Come along to **Computer-8** sessions
(WebLearn team members will be there to help)

Contact the VLE team at:

weblearn@it.ox.ac.uk

View the WebLearn Guidance Site

www.weblearn.ox.ac.uk/info

- bite-sized video demonstrations
- step-by-step tool guides
- least-you-need-to-know guides
- FAQ for site maintainers

Courses (bookings: courses.it.ox.ac.uk)

ITLP:

- WebLearn: Fundamentals
- WebLearn: Design and content
- WebLearn: Tools for teaching and learning
- WebLearn: Creating interactive web pages
- WebLearn: Surveys
- WebLearn Bytes: Tests, Surveys, Assignments, Site Mgmt
- Plagiarism and Turnitin
- Plagiarism: How to avoid it (for students)

Computer8 sessions (Fri am, term time)

Customised training or information sessions (on request)

Useful Links

About: www.oucs.ox.ac.uk/weblearn

Contact: weblearn@it.ox.ac.uk

WebLearn blog: blogs.it.ox.ac.uk/adamweblearn

Use the service: weblearn.ox.ac.uk

Guidance: weblearn.ox.ac.uk/info

Thank you

