

## Do: Using WebLearn to reduce the burden of administering a course

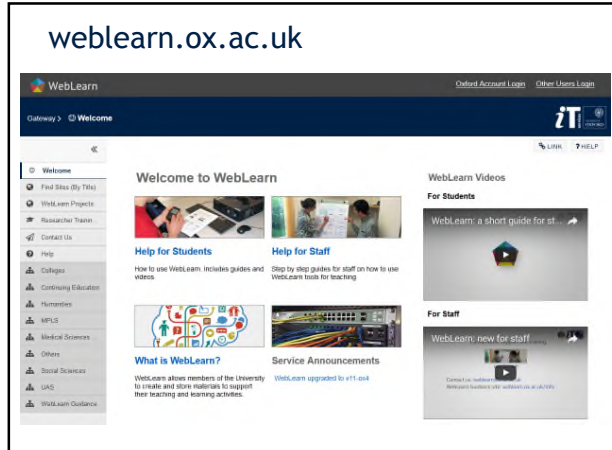
Fawei Geng  
 Email: [Fawei.geng@it.ox.ac.uk](mailto:Fawei.geng@it.ox.ac.uk)  
 Twitter: @oxford4learning







IT Learning Programme

## weblearn.ox.ac.uk



## Pick the right tool for the job

Site Info >  
Edit Tools



**Time management - Calendar**

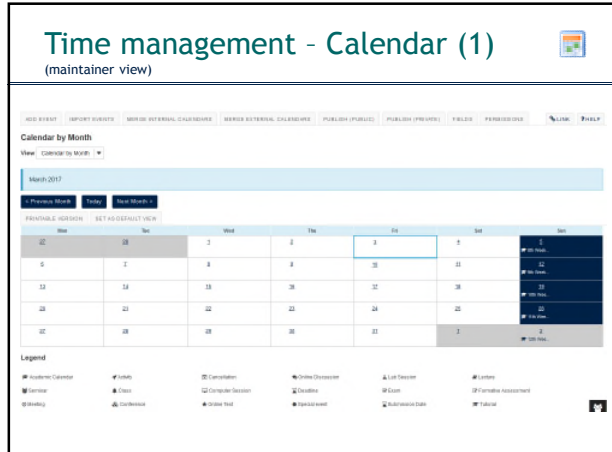
**Course evaluation and data collection - Surveys**

**Communication- Announcements, Email Archive**

**Event management - Sign-up**

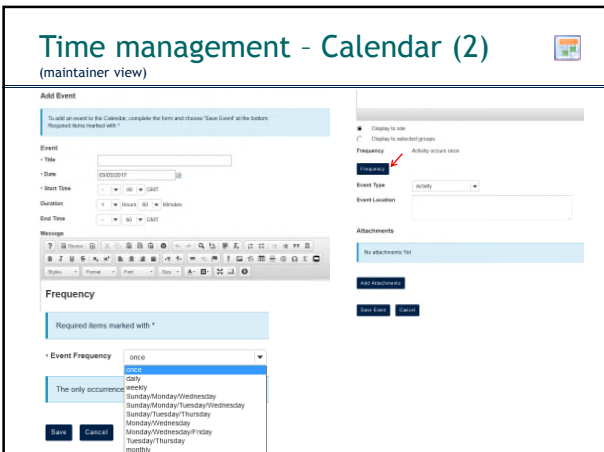
## Time management - Calendar (1)

(maintainer view)



## Time management - Calendar (2)

(maintainer view)



## Time management - Calendar (3)

(maintainer view)

- Add Event (Create new event in this calendar)
- Import Events (Upload events from a file)
- Merge Internal Calendars
- Merge External Calendars
- Publish (Public)
- Publish (Private)

### Time management - Calendar (4)

Homepage view

**Tips:**

- Events can have multiple attachments
- Events can be group aware
- You can easily add Oxford term dates to your site calendar
- Printed version is available

### Course evaluation/data collection - Surveys (1)

- It is free
- Survey results are just one click away

### Course evaluation/data collection - 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 06 March 2017 at 10:45

Start Date: 06/03/2017 10:45

Closing Date: 07/03/2017 23:55

Extension Date: 07/03/2017 23:55

The time for option of allowing people to continue to respond until the extension date is past.
  - Survey Notification and Reminders**

Please check all details in checked before saving your survey settings. We email all the email addresses you specify in the survey options to ensure all relevant student receive anything you have specified for a  World wide email initial for day the survey opens.

Reminders: None

    - WebLearn site participants
    - People with WebLearn accounts
    - The general public
3. Assign the survey to a group of recipients

### Course evaluation/data collection - Surveys (3)

#### Export as PDF report

Export to Excel as raw data for further analysis

### Course evaluation/data collection - Surveys (4)

**Tips:**

- Change owner of template
- Change owner of survey: manage the survey results, etc.
- 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)

- One-way communication (broadcast)
- Announcements can be sent to site participants via email
- Announcements can be scheduled, e.g. at a specific time and date
- Attachments can be added to an announcement

### Communication- Announcements (2)

Announcements (viewing announcements from the last 365 days)

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

Update Cancel

Email Notification: None - No notification  
 See revision history: Low - Not received by those who have opted out  
 None - No notification

### Communication-Email Archive(1)

Email Archive: a mailing list for all site participants

Site Info

Customize tool instance:  
 Please enter the information in advance tool:  
 Add multiple tool instances or configure tool options. You can also make configuration adjustments.

Email Archive  
 See email address:  @weblearn.ox.ac.uk

Continue Back Cancel

All messages are archived in the site

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

From: fawei.geng@it.ox.ac.uk  
 Subject: The presentation slides are available in the training site  
 Date Received: 05-Feb-2014 17:52 GMT

From: fawei.geng@it.ox.ac.uk  
 Subject: WebLearn training session at 10.00am tomorrow  
 Date Received: 05-Feb-2014 17:46 GMT

### Communication-E-mail Archive (2)

#### Configure 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: @weblearn.ox.ac.uk

Update Options Cancel

### Event management - Sign-up (1)

Replace the “sign up sheets on the door” – tutorials, meetings, review sessions etc.

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

Various notification options, e.g. email availability to potential participants, email coordinators about a sign-up or cancellation

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

### Event management - Sign-up (2)

To create an event, enter the required information and validate required information.

Title:

Start Time: 26 April 2017  
 End Time: 26 April 2017

Event Type:  
 Open event (no sign-up required)  
 Single slot  
 Multiple slots

Event Frequency:   
 Number of slots available for sign-up:   
 Number of participants per time slot:   
 Estimate duration per time slot (min):

Category:

Sign-up begins: 0 Days  
 Sign-up ends: 1 Hours

Attendance:  
 Attendance will be taken (you can track attendance to this event if selected)

Available To:  
 Fawei's sites (Current Site)  
 All  
 IT

Next Cancel

### Event management - Sign-up (3)

#### Time slots available to participants

Event Details

Title: IT services Tutorials  
 Organizer: Fawei Geng  
 Location: IT services  
 Event Date: Wednesday, 26 April 2017  
 Time Period: 10:00 AM - 12:00 PM  
 Sign-up Begins: Saturday, 25 February 2017, 9:00 AM  
 Sign-up Ends: Wednesday, 26 April 2017, 11:00 AM  
 Available To: Show who's signed up

Description: Please sign up the time slot of your choice.

Time Slot	Available Places	Participants	Your Status	Action
10:00 AM - 10:30 AM	1	Private		<input type="button" value="Sign Up"/>
10:30 AM - 11:00 AM	1	Private		<input type="button" value="Sign Up"/>
11:00 AM - 11:30 AM	1	Private		<input type="button" value="Sign Up"/>
11:30 AM - 12:00 PM	1	Private		<input type="button" value="Sign Up"/>

Next

## Event management - Sign-up (5)

**Organiser can allocate a time slot**

**Event Details**

Title: [IT Tools Training](#)  
 Originator: Fazel Darg  
 Location: IT services  
 Category: [IT services](#)  
 Event Date: Wednesday, 20 April 2017  
 Time Period: 10:00 AM - 12:00 PM  
 iCalendar Link: [Download](#)  
 Sign-up Begins: Saturday, 25 February 2017, 9:00 AM  
 Sign-up Ends: Wednesday, 26 April 2017, 11:00 AM  
 Available To: [View who is eligible to book](#)  
 Description: Please sign up to the time slot of your choice.

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

Time Slot	Max # of Participants	Participants	Wait List
10:00 AM - 10:30 AM	5	Select Add Participant Add Participant: <a href="#">Book a Cohort</a> Add Participant: <a href="#">Book a Session</a> Add Participant: <a href="#">Book a P</a> Add Participant: <a href="#">Book a Team</a>	<a href="#">Add Participant</a>
10:30 AM - 11:00 AM	5	<a href="#">Add Participant</a>	<a href="#">Add Participant</a>
11:00 AM - 11:30 AM	5	<a href="#">Add Participant</a>	<a href="#">Add Participant</a>

## Summary



Time management - Calendar

Data collection and feedback - Surveys

Communication- Announcements, Email Archive

Event management - Sign-up

## Courses (bookings: [courses.it.ox.ac.uk](http://courses.it.ox.ac.uk))

**ITLP:**

- WebLearn: Fundamentals
- WebLearn: Design and content
- WebLearn: Further tools and features
- WebLearn: Surveys
- WebLearn Bytes: Lessons tool, Tests, Surveys, Assignments, Site management and resources

Customised training or information sessions (on request)

## Useful Links

About WebLearn: <http://help.it.ox.ac.uk/welearn/index>

WebLearn blog: [blogs.it.ox.ac.uk/adamwelearn](http://blogs.it.ox.ac.uk/adamwelearn)

View the WebLearn Guidance Site [www.weblearn.ox.ac.uk/info](http://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

## If you would like more support...

Contact the WebLearn team at: [weblearn@it.ox.ac.uk](mailto:weblearn@it.ox.ac.uk)

## Thank you

