Frankly Speaking: L&T for Science and Engineering

NEWSLETTER | JUNE/JULY ISSUE

This month

- Teaching in Session 2
- Key lessons on online teaching
- Sessional staff induction
- iLearn News
- Invitation to use new teaching spaces
- Teche
- Library
- Events: a bumper set of learning opportunities

From your L&T team, James Downes (Associate Dean, L&T), Kerrie Tomkins (Deputy AD L&T), Natalie Spence (Senior Learning Designer), Fiona Thurn (Senior Learning Designer)

Teaching in Session 2: Things to consider in blended (online and in person) learning

Non-lecture classes are back on campus for Session 2, while lectures remain online. Some students may continue as fully online enrolments. Here are some tips on running a blended mode with a fully online mode in parallel in Session 2.
• Be clear and structured in the online unit and maintain an active presence (see item below on key lessons)
  o Provide students with a clear week-by-week unit schedule in iLearn so they know what they need to do each week – whether it’s independent study, online zoom sessions or on-campus sessions.
  o Use online forum discussions for questions and answers. Online unit communications remain central to coping with a range of class modes and asynchronous lectures.
  o Consider using groups and groupings to hide or show information based on student attendance mode
• Plan contingencies and alternatives in the case that:
  o a proportion of students remain wholly online
  o classes are disrupted through on-campus positive results for COVID-19
  o individual students miss face-to-face classes if feeling unwell
• Design and schedule SGTA/lab/prac activities separately for on campus and online. It is difficult to successfully include remote students in a face-to-face class.
• Talk strategies and design with colleagues or senior learning designers fiona.thurn@mq.edu.au and natalie.spence@mq.edu.au

Note that preparation for Session 2 involves information updated almost daily, so please keep an eye out for new bulletins and send questions to your teaching director or to the L&T team at fse.lt@mq.edu.au.

Two key lessons from moving online and the student experience

Students were surveyed about their experience going online in Session 1.

Be clear and include common structure

• A major concern from students was the heterogeneity of iLearn units which made finding information difficult.
• Revise your iLearn unit structure for clarity in accordance with the new university and FSE unit templating (opt-in but strongly advocated):
  o Keep Topic 0 (the top section that does not open/close) relatively clear. Add a welcome video or photos and keep the Announcements and General forum in Topic 0, but move other content.
  o Put the three open/close sections, ‘Unit information’, ‘Assessments’ and ‘Communications’ at the top of your iLearn unit.
In the ‘Unit information’ section, include the unit guide, textbook, overall guide to delivery, expectations, timetable etc.

Put all assessment information and submission links in the ‘Assessments’ section.

In the ‘Communications’ section, add links to Zoom sessions. Add forums or links to forums (some forums might remain in Topic 0 to show new posts or be added to other relevant sections). Include information about teaching staff, including photos and ways and times to contact them.

- Organise information in remaining sections so that students know what they should be doing in each week or topic. This can include links back to assessments etc.

Keep up communications, connections and dialogue

- One key issue identified by students was maintaining communications and connection with teaching staff, both synchronous (Zoom) and asynchronous (email, forums).
- Consider ways to maintain regular and meaningful contact with students and invite their feedback.
- Undertake to reply to any enquiry within one business day. Talk to your department about options if you e.g. teach part-time or facilitate a large class.
- Note that in Session 2 many students will not meet up in person. Think hard about how you can help students to get to know each other, build confidence to learn together and form study groups.
- Resource of ideas for activities: Adding Some TEC-VARIETY: 100+ Activities for Motivating and Retaining Learners Online (free e-book pdf)
- Talk to Alison Willard, Student Experience Manager, about strategies for engaging students, encouraging students to form study groups and best practice student communications.

Help on L&T awards applications

If you are submitting an application for a VC’s L&T award, we would like to offer our services for review before you submit. We have experience on what goes into awards applications and can help you put your achievements in the best light. Send your draft confidentially to one of the team, or send to fse lt@mq.edu.au.

Sessional staff induction and staff development for Session 2
As in each session, there are 4 hours of paid induction for new sessional staff. For Session 2, the sessional staff induction will be run as online modules, with a Zoom session of one hour at 3pm 22 July. The modules are being set up so that staff or their department can choose which activities are most relevant to them or offer specific training, to complete the total of four hours. If you are new sessional staff, please follow directions from your department on your induction training.

The online modules are also suitable for anyone facilitating learning, offering best practice guidelines. Information on accessing the modules will be sent soon to departments.

The online modules include:

1. How do you teach online?
2. MQU learning technologies
3. Engage students
4. Marking and feedback
5. Zoom interactive classes

iLearn News

- The date for changing units to read-only mode will be extended to the end of July. This is to allow for completion of online supplementary exams. If you are not running supplementary exams and want to move to read-only earlier, you can change the date back via iLearn Spaces in iTeach. Otherwise all units will automatically move to read only at the end of July.
- iLearn has received some minor updates on 1 July. Among the changes are refreshed style-based icons. The Echo plugin for the Atto editor will now add a link. With the Echo filter enabled, this will embed the video without requiring an iframe.
- The Questionnaire activity is now available by request. Questionnaire allows you to survey students using a range of question types and can be used to gather real-time feedback. Contact fiona.thurn@mq.edu.au or natalie.spence@mq.edu.au if you wish to use it.
- Users can now specify a preferred name so that it appears in this format: Natalie (Nat) Spence. This can be set via your profile (accessed via the triangle next to your name on the top menu).
- Turnitin will no longer support Internet Explorer from 31 August. Chrome or Firefox are alternative browsers.
Start using new teaching spaces

Nominate by 31 July 2020 to be among the first to use the new configurable spaces coming into use from Session 1, 2021, in the new 1 Central Courtyard Building. The 24 new spaces are for classes from 30-90 students and cover:

- Semi-tiered group work spaces
- Active learning spaces
- Simulated open plan office space
- Café style arrangement

Find out more ➔

Teche, MQ’s teaching blog

- Digital Assessment in Real and Virtual Worlds
- New Academic Integrity Task Force
- Just Report It, We’ll Sort It – New ‘Advocate’ student care and reporting system.

Go to Teche ➔

Library online help

The Library has emerged from shelf-isolation and has opened up borrowing of physical items.

June Library report includes information on library support for online learning, building and loan services and guides to finding useful content for teaching online.

Events

New sessional staff induction

Online | Live workshop 22 July 3-4pm

See the sessional staff induction item above for details.
iLearn Dropin Clinic – via Zoom
13-31 July, weekdays 11am – 1pm

The fan favourite for gaining expert advice on your iLearn, Echo, Turnitin and other teaching tools setup is back again. And you don’t need to leave your office or kitchen bench to access it. If clinic hours don’t suit, drop us a line at ilearn.help@mq.edu.au for a custom consultation.

Zoom link for Dropin: https://macquarie.zoom.us/j/91454450914

Zoom workshops
Event date, time, location: Various

Zoom (access via your MQ OneID) has become the go-to tool in the move online. A well-designed video meeting will assist student engagement. Take some time to learn Zoom’s features and how they can be applied to your students’ learning needs.

- Start by watching the Getting started in Zoom video (skip the section on pricing plans – you can have meetings for up to 300 participants)
- Further support from Zoom support pages or MQ’s Zoom Quick Guides
- MQ Business School will run Basic (13 July 10am, 20 July 2pm) and Advanced (Wed 15 July 9am, 22 July 2pm) training in Zoom: https://macquarie.zoom.us/j/4755703441, all faculties welcome. They also run capped attendance breakout room training – check if they have places for non-MQBS staff. You can see previous workshop recordings here.
- Talk to your department Teaching Director or natalie.spence@mq.edu.au if you would like to organise a custom Zoom session for staff.

Discover iLearn Suite
Event date, time, location: Various

iLearn is built on the Moodle LMS. These self-paced units help you to discover iLearn in your own time:

- Discover iLearn for Convenors
- Discover iLearn for Gradebook
- Discover iLearn for Tutors

Echo360 Universal Capture Workshop – via Zoom
2 July 10.30am – 12.00pm | 7 July 11.00am – 12.30pm

Universal capture allows you to record to Echo360 from your desktop.
DIY tips to improve your video content – via Zoom
15 July 11.00am – 12.00pm

This online seminar will cover pre-production (scripting, images, file management), production (delivery, audio, framing, lighting, call to action), and post-production (intro to Premiere Rush, MQ branding, editing, exporting video). It will also be recorded for later viewing.

Register now

iLearn Basics Workshop – via Zoom
14 July 10.30 – 12.00pm | 23 July 10 10.30am – 12.00pm

An introduction to using iLearn

14 July
Register now

23 July
Register now

Session 2 Orientation Week
20-24 July

Week 0 will be held from 20-24 July with FSE content being delivered on Tuesday 21 July. All Faculty Week 0 content will still be delivered via Zoom.

Learn more

Teaching in iLearn for Tutors Workshop – via Zoom
30 July 10.30am – 12.00pm | 12 August 10.30am – 12.00pm

An overview of iLearn, how to access student work online, use forums and make announcements

30 July
Register now
12 August  
Register now

**Gradebook Workshop - via Zoom**  
6 August 10.30 – 12.00pm

View, add, edit, auto-calculate weightings, release, import and export grades. The gradebook can trip up even the best of us: take this opportunity to make it your servant.

Register now

**Turnitin Feedback Studio & Rubrics Workshop – via Zoom**  
18 August 10.00am – 11.30am | 3 September 10.30am – 12.00pm

Learn how to set up and use the features in Feedback Studio to mark submissions and provide feedback to students.

18 August  
Register now

3 September  
Register now

**L&T Info and support**

[FSE000 on iLearn]: support for teaching staff  
[FSE101 on iLearn]: support for students  
[@fse101MQ]: send us 140 chars to add to the iLearn block

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YOU to the power of us

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