**Purpose of this booklet**

This booklet was composed to support the VLE staff development workshops delivered in September 2013. It can also be used for self-directed learning. All sections in this booklet, plus others relating to additional aspects of the VLE are available as separate guides via the VLE Support Site at: [http://vle.anglia.ac.uk/sites/support/vle](http://vle.anglia.ac.uk/sites/support/vle) (or click the support site link at the bottom of any VLE page).
What’s new in VLE 3 (September 2013)

A number of new features have been added to the VLE as part of the 3.0 release over the summer of 2013.

The purpose of this guidance sheet is to highlight these new features and to provide a brief summary about them.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Learning Space?</th>
<th>Tutor Space?</th>
<th>Further information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved layout</td>
<td>✔</td>
<td>✔</td>
<td>See pages 2-3</td>
</tr>
<tr>
<td>Improved navigation with breadcrumbs</td>
<td>✔</td>
<td>✔</td>
<td>See pages 3-4</td>
</tr>
<tr>
<td>Admin Shortcut toolbar</td>
<td>✔</td>
<td>✔</td>
<td>See page 4</td>
</tr>
<tr>
<td>Student Information area</td>
<td>✔</td>
<td>✗</td>
<td>See page 4</td>
</tr>
<tr>
<td>Links for Student Resources</td>
<td>✔</td>
<td>✔</td>
<td>See page 4</td>
</tr>
</tbody>
</table>

Note: The Site-listing sidebar is now no longer available.

Summary of new features in the Tutor Space

- New Admin Menu
- Search box
- Use of breadcrumbs for easier navigation
- Reminder that area is visible to tutors only
- Tutor Space activity panel
- Links for Student resources
- New Navigation Menu with access to all Spaces
Summary of new features in the Learning Space

**Navigation Menu**

The Navigation menu is focused on accessing all the spaces which the logged in user has rights to.

Clicking on **Sites Listing** displays a list of all the VLE sites the user has access to.

Clicking on **Tutor Space** (as is shown in the example) gives access to the collaborative space for the assigned Module Leader and the Module Tutors. This space will not be visible to students (with the exception of the Cross-Delivery Documents).

Clicking on a **Learning Space** (such as Semester 1-2, Cambridge) will access the space that students on this specific delivery will also see.

The Development Space is not visible to students, and can be used for updating content prior to moving to a Learning Space with students on it.
Breadcrumbs

Within a VLE site, Breadcrumbs provide two functions:

- A visual reminder as to where a user is within a VLE site. In this example, the user is viewing the Group B wiki page which is within the Project Wiki for the Cambridge module delivery.
- A means of navigation within the VLE site. A user can quickly return to the Learning Space by clicking on the second breadcrumb (ie Semester 1-2, Cambridge), or to the list of all his/her sites (first breadcrumb representing Home).

Admin Menu

The Admin Menu provides access to the tools for the following functions:

- Adding and removing people (People and Groups);
- Creating student groups (Cohort Builder);
- Adding learning tools (for example a blog) and assigning them to individual students or groups of students (Tool Builder);
- Changing the navigation menu (for example adding a new link);
- To copy content from another VLE site;
- To access the site settings.

Student Information

For all the Learning Spaces, there is a student information area on the right hand side of the screen - see right.

This will indicate whether the Learning Space is Published or Unpublished.

A tutor can email all his students if desired.

A list of all the students currently assigned to the Learning Space will be displayed.

Student Resources

Links to student resources (see below) are visible on the Tutor Space and all the Learning Spaces, and are located on the bottom right hand corner of the screen.
Copying Sites using the Site Copier

This tutorial shows you how to copy an existing learning space into a new learning space.

As was the case in 2012/13, every module in 2013/14 has been provisioned with a Tutor Space (Module Portal) and Learning Spaces (sub-sites) for each delivery of the module. In addition to the Tutor and Learning Spaces, there is a Development Space which can be used to keep a prototype copy of your learning space site or as a space to test a VLE functionality.

You can copy an entire site (without subsites) or select elements to copy. The booklet explains how you can complete each of these.

**Note:** The guidance below will take you through copying an existing Learning Space into a new Learning Space. However, the same process applies if you copy an existing Learning Space into a Development Space.

Note: A Tutor Space can only be copied into a Tutor space by the module leader.

*How to copy last year’s delivery into the new Learning Space*

To copy your existing Learning Space into a new Learning Space, you start in the Learning Space of the new module site and then copy the content of the existing site into the new Learning Space.

**Step 1: Navigate to the new Development Space.**

Access your Learning Space from the Tutor Space homepage (e.g. SEM1, Distance Learning in this case)
Step 2: Access the Site Copier in the Learning Space

In the Learning Space click on the Admin tab on the top menu and then click on *Site Copier*.

![Site Copier screenshot]

Step 3: Complete the fields of the first dialogue box

Choose the correct descriptions of the module site you want to copy from:
- Modules (or, rarely, Courses, Sites, Pathways)
- the year - normally the previous academic year e.g. 2012/13
- the module code e.g. MOD001545

Then click on *Next*.

![Copy site content from an existing site into this site]

Note: You must be a Module Owner of both sites to perform this action.
Step 4: Choosing what to copy

You now have a choice which site you want to copy e.g. Sem 1 or Sem 2 delivery, Development Space, Tutor Space site, etc.. You can also choose if you want to copy All Content of the chosen site or Selected Content. Once you made your choices, click on Next.

![Copy site content from an existing site into this site.](image)

Step 5a: Choosing Specific Content

Click all the items (lists or libraries) you want to copy. Then click Next. Remember that blogs do not copy.

![Copy site content from an existing site into this site.](image)
Confirmation screen. Click on *Proceed*.

**Copy site content from an existing site into this site.**

You have chosen to copy:

- Content
- Documents
- Images
- Web Links

From /modules/2012/MOD001545/SEM1-DL1
To /modules/2013/MOD001545/SEM1-DL1

**Notes:**
- The content will not be copied for items where students can contribute.
- Copied content may overwrite or be appended to existing content.
- The copy may take a few minutes to complete.

**Step 5b: Choosing All Content**

Click *All Content* if you want a whole module site copied. Then click *Next*.

Confirmation screen. Click on *Proceed*. 
Copy site content from an existing site into this site.

You have chosen to copy all content.

From /modules/2012/MOD001545/SEM1-DL1
To /modules/2013/MOD001545/SEM1-DL1

Notes:

• The content will not be copied for items where students can contribute.
• Copied content may overwrite or be appended to existing content.
• The copy may take a few minutes to complete.

Completion Message

Copy site content from an existing site into this site.

Content copying complete.

Step 6: Check that everything has copied as expected. Update Navigation Menu if required (see separate guide on Changing Navigation)
Editing the Tutor Space Home Page

The Tutor Space is reserved for the Module Leader and Module Tutors to facilitate communication and collaboration, and is most useful where there are multiple deliveries of the same module during the same academic year. Students do not see this space, but documents which have been put into the Cross Delivery Documents can be made visible to them (see Helpsheet on Cross Delivery Documents).

The Tutor Space Home Page consists of a series of “zones” (left, centre and right) in which panels or “Web Parts” are displayed. Most of these Web Parts display information pulled from either SITS (eg the top section of the Information panel) or from elsewhere (eg announcements from the Module Leader are displayed in the Activity Panel).

![Diagram of Tutor Space Home Page zones]

Please see next page for information about the Tools for the Module Team and the Activity Panel.
**Tools within the Tutor Space**

Note: All these tools have a separate section/helpsheet for further information. Where a tool is also provided in the Learning Space (e.g. Announcements, Weblinks etc), please see the section on the Learning space for the step-by-step guide on using that tool.

<table>
<thead>
<tr>
<th>Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>The Module Leader can post announcements for the Module Tutors.</td>
</tr>
<tr>
<td>Resources</td>
<td>A Document Library specifically for the Module Leader and Module Tutors to facilitate the sharing of documents relevant to the module. Both the Module Leader and Module Tutors can upload documents.</td>
</tr>
<tr>
<td>WebLinks</td>
<td>This tool allows the Module Leader and Module Tutors to share useful weblinks relevant to the Module.</td>
</tr>
<tr>
<td>Discussions</td>
<td>This tool allows communications between the Module Leader and Module Tutors relevant to the Module.</td>
</tr>
<tr>
<td>Cross Delivery Documents</td>
<td>This tool allows the Module Leader to upload a single set of documents to the <strong>Cross Delivery Document Library</strong> and which can be made visible to students from more than one delivery or all the deliveries of the module. This is a separate Library to the <strong>Documents</strong> which is specific to each module delivery.</td>
</tr>
</tbody>
</table>

The Activity Panel displays for the Module Team:

- **Announcements from the Module Leader.**
  - Outhwaite, Katherine added an announcement, Wednesday 14 August 2013 16:38
    - headline until 04 October 2013
    - Welcome!

- **Documents which have been uploaded to the **Resources Library** or the **Cross Delivery Documents Library**
  - Everett, Carol added a document, Thursday 29 August 2013 17:04
    - Using_Twitter_to_Enhance_Social_Presence

- **Discussion postings made by any member of the Module Team.**
  - Everett, Carol added a discussion, Tuesday 03 September 2013 14:47
    - Meeting please
Cross-Delivery Document Visibility

Many modules have more than one delivery - for example the Cambridge delivery and the Peterborough delivery. For each delivery, there is a Learning Space with a Document Library called Documents which contain documents (such as the Module Guide, Reading List) specific to the delivery. (Guidance on uploading files to Document Libraries is available in the Uploading Documents section/helpsheet).

If a Module Leader requires a single set of documents to be accessed by students from more than one module delivery or even all the deliveries, then this is possible using Cross Delivery Document Visibility.

This document Library is accessed by clicking on the link to Cross Delivery Documents in the Tutor Space Navigation menu.

From within the Tutor Space, the Module Leader can upload a set of documents into the Cross-Delivery Documents section, and then select in which module deliveries these Cross Delivery Documents appear and whether they appear in addition to or instead of any documents uploaded to the specific module delivery site. The default setting is for both Cross Delivery and the module delivery specific Documents to be visible in all deliveries.

However, there may be circumstances in which this default setting is not appropriate: e.g. if there are no Cross Delivery documents to be made available or if a differing delivery mode such as distance learning makes the use of Cross-delivery documents inappropriate for a particular delivery.

The purpose of this Helpsheet is to illustrate how a Module Leader can control the visibility of both the Documents and the Cross Delivery documents.

Step 1: In the Tutor Space, the Module Leader should see a link in the Admin Shortcut menu for Cross Documents Visibility.

Click on this option.
Step 2: You will see a list of module deliveries. This example shows a Cambridge delivery (SEM1-2-C-1) and a Chelmsford delivery (SEM1-2-A-1).

It also shows that both the Documents (specific to each delivery) and the Cross Delivery Documents (which can appear in both deliveries) are visible to the students in each module delivery.

In this scenario, a student on either delivery will see two document libraries. These can be accessed by clicking on the Documents link from the left hand Navigation menu of the Learning Space.

Note: If the Cross-Delivery Documents is set to be visible, it will only display in the Learning Space Documents when it has at least one document uploaded to it.

Step 3: To change the visibility settings for one or more of the module deliveries, click in the “radio” button next to the relevant document library.

Press Submit to make the changes.

Look for Updated to indicate that this has been done.

This second example shows that one single set of documents (the Cross Delivery Documents) is visible to the students from both module deliveries. The Documents folder for each delivery is not visible to the students.

Note: Removing the visibility of a Document Library to the students of a module delivery is not the same as deleting the documents of a Document Library. The documents within the Library will still be on the Sharepoint Server and can be accessed by the Module Tutor. The access by the students (ie the visibility) can be restored if required by the module leader.
Editing the Learning Space Home Page

What is the Learning Space Home Page and which parts can be edited?

The Learning Space Home Page consists of a series of “zones” (left, centre and right) in which panels or “Web Parts” are displayed. Most of these Web Parts display information pulled from either SITS (for example: the top section of the Information panel on the right hand-side) or from elsewhere in the site (for example: the Activity panel in the centre displays content posted in the Learning Space Announcements, uploaded documents, new threads in the main Discussions board and forthcoming events added to the calendar in the learning space.

Notes:
- Only the Module Tutor and Module Leader (plus any other colleagues who are given owner rights to the Learning Space) can edit the Learning Space Home Page.
- Separate guides to setting up Announcements, Calendar Events etc to display in the Activity panel are available.
How to edit the Information panel

**Step 1:** In order to change the content of the Learning Space Homepage, click on the **Page** tab at the top left of your screen - see right.

Next, click on **Check Out & Edit**.

The screen will display the central and right panels.

**Step 2:** To edit the Information section, locate the webpart at the right hand side of the screen, click the arrow button alongside the Web Part title then choose “Edit Web Part” from the drop down menu that appears.

In the grey **Information** web part, click on the **+** next to **Tutor Information** to expand this section.

This opens up a dialog box to the right of the screen with three fields for adding the following details for the module tutor:

- Contact phone number
- Office Location
- Office Hours

Enter the details and then click on **OK** to add the information to the Information Panel.
**Step 3:** To add some descriptive text about the module and the specific delivery to the Learning Space, click on the text “Click here to add new Content” below the Description title.

*(Note: The Description title is only visible in Edit mode)*

At this point you can start typing some text to describe the module and the specific delivery. Alternatively, you can copy and paste text from a Word document such as the Module Guide or the MDF.

The **Editing Tools** toolbar has become available and you can apply text formatting <text snipped> as well as inserting images (or other features) if desired.

*(Note: A more detailed guide to using the Editing tools is available separately.)*

**Step 4:** When you have completed your edits, you need to check them in to make them visible to the students.

To do this, go to the ribbon and click on the **Page** tab, then click on **Check In & Save** button to save and publish your changes.

You will be offered the opportunity to add a comment about the update if you wish, then you should click **Continue** to finalise the Check In process.
Your changes will now be visible on the Learning Space home page.

<table>
<thead>
<tr>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOD002136 (15 Credits)</td>
</tr>
<tr>
<td>Semester 1, 2012/3</td>
</tr>
<tr>
<td>Cambridge</td>
</tr>
<tr>
<td>Scourfield, Peter</td>
</tr>
<tr>
<td>Department of Family &amp; Community Studies</td>
</tr>
<tr>
<td>Faculty of Health, Social Care &amp; Education</td>
</tr>
<tr>
<td>01234 557098</td>
</tr>
<tr>
<td>Hel 499</td>
</tr>
<tr>
<td>Tues 9-10am</td>
</tr>
<tr>
<td>Thurs 1-2pm</td>
</tr>
</tbody>
</table>

This is the Semester 1 Cambridge Delivery of the Health and Social Care module.

In this module, we will explore the principles and applications underpinning current thinking and practice in Health and Social Care.
Publishing the Learning Space

(The 2013/14 Semester 1 Learning Spaces were published to students on Monday 9th September 2013.)

A Learning Space can be published or unpublished. A published status means that the students can access and contribute to the course. There may be occasions, however, when the module tutor may wish to revoke the student access to the Learning Space, and therefore unpublish the Learning Space.

The purpose of this helpsheet is to illustrate how to publish and unpublish a Learning Space within a VLE site.

Finding out if the site is published or not

Step 1: Click on the link from the left hand Navigation menu for the Learning Space. The example shows that the Cambridge group has been selected.

Step 2: Look at the right hand side of the screen for the Student information.

If the site is published to the students, the link will be green and say “Space is Published”.

A list of students who are assigned to the Learning Space will be displayed and the students can access the content of the course.

If the site is unpublished to the students, the link will be red and say “Space is Unpublished”.

There will be no students listed.
**How to change the Published status of a Learning Space**

*To change from published status to unpublished status:*

Click on the link **Space is Published**.

Click on **Un-Publish** – see right.

*To change from unpublished status to a published status:*

Click on the link **Space is unpublished**.

Click on **Publish** – see right.

**Note:** Any students or visitors who have been added to the learning space manually (please see separate helpsheet **Adding Users**) prior to unpublishing, will need to be added again once the site is re-published.)
Using Alerts - Staff Guide

Alerts can be set when information is posted to the VLE – for example Announcements, Calendar events, or Discussion Board postings made by your students. The VLE is linked to the university’s e-mail system and most of the tools or lists can be set to mail you an alert when something changes or a new item is added.

Alerts can also be set for announcements made by the Module Leader for all module tutors within the Tutor Space.

This document looks at using alerts with the Discussion Board function within a Learning Space. It should be noted that setting alerts for the other tools is a very similar process.

Note: Requesting an alert in one module will not switch on the same alert in another module. You must request the alert in each module you are teaching.

Setting an Alert on the Discussion Board

From the Navigation Menu on the left hand side of the Learning Space HomePage, click on the link for the Discussions.

From List Tools on the Toolbar, select List. This will display the List Toolbar – see below.

Click on the Alert Me option, followed by Set alert on this list.

This will display a dialog box – see next page.
You do not need to change the settings for **Alert Title**, **Send Alerts To** or **Delivery Method**. Regarding **Delivery Method**, E-mail is currently the only active delivery method.

You may wish to change the option **Change Type**. By default, you will have an alert for **All changes** which means that whenever a discussion posting is added, changed or deleted you will get an alert. If you choose the second option – **New items are added** – then you will only receive an alert whenever a posting is added. This setting can be changed at a later date if you prefer.

Click **OK** when finished.

You will be sent an e-mail confirming that alerts have been setup. All alerts will be sent to your Anglia Ruskin e-mail, although you can set this to forward to another account.

Alerts can be deleted – look at the **Manage Alerts** option (from **List Tools → List → Alert Me**).
Emailing students

Communication with your students during their study is important. The VLE has an email system which enables you to send a text mail to all the students registered on a module delivery.

The purpose of this helpsheet is to illustrate how to send a mail using the VLE email system.

Note: The VLE also has an Announcements function which displays your communication on the Learning Space Home Page – please refer to separate Helpsheat.

Step 1: Click on the link for the Learning Space for the desired group of students.

This example shows the Learning Space for the student cohort from Cambridge has been selected.

Step 2: On the right hand side of the screen, there will be the Students information panel.

At the bottom of this space will be a list of students who are assigned to this particular module delivery.

Click on Email my students – see right.

Step 3: A form will appear on the screen.

Click on the text About this form?
This will display information about the form and also the text of the mail introduction – see right.

Clicking on the text **About this form** again will hide this information from your view.

**Step 4:** Within the form, enter a **Subject** and a **Message**, and then click on **Send**.

Only text can be sent. It is not possible to include links or images.

A message will appear – see image above. Your message will be sent immediately (pending any service maintenance work).

If you wish to email individual students, then use the option within the **People & Groups** function from the **Admin Shortcut** menu. Choose the student group eg **SEM1-2-C-1 Students** then select the tab **Email students** (see top of screen) and then select the student(s) you wish to email.

**Notes**

| From the Tutor’s perspective | • Your mail will be sent to the students’ Anglia email accounts.  
• You will not get a copy of your own mails sent through the VLE email system.  
• It is a good idea to include the **Module Title** either within the Subject or at the top of the Message.  
• If you want to include a link within your message, then consider using an Announcement, and advise your students to set an email alert for all announcements. |
| From the Student’s perspective | • Your students will get a mail heading which looks similar to this.  
• It will come from the address **vleinfo@anglia.ac.uk**.  
• Your students may get emails from this address from more than one module, so the message text needs to be clear as to which module the text refers to.  
• They will not be able to reply back to this address. |
**Content Section 1: Editing a Content Page**

**Important:** The Content Home Page is the ‘entry point’ for the Content pages you will set up.

**Step 1:** From the Navigation menu on the left hand side, click on the Content link.

This will display the Page View of the Start Page of the Content wiki.

**Step 2:** In order to change the content of the Start Page, click on the Page tab at the top left of your screen - see right.

Next, click on Check out & Edit.

**Step 3:** You will need to check out the page.

This means that nobody else can edit this particular page whilst you are working on it.

This is displayed on the screen to remind you. Later, we will look at saving and checking in this page.
Step 4: The screen will show the Editing Tools toolbar (see below) with its two sub-tabs – Format Text tab and Insert tab. Using the Format Text tab, enter introductory content like the example below shows.

Step 5: When inputting new text for your main headings, use Markup Styles. These styles ensure that your headings look consistent across all your wiki pages and save you time from having to manually format the text of a heading with the font size, style etc. (Heading 1 is the biggest.)

If you are copying text from another source, such as a Microsoft Word document, then Section 2a (see Page 26) will cover formatting this text.

Step 6: When you have finished editing your Content wiki home page, click on the Check In & Save button on the Format Text tab – see right.

If you navigate away from the page you are editing at any time without saving, you may lose your work. You may also leave the wiki page Checked out to you, thus preventing your students from seeing your changes to the page.
Section 1a: Editing and formatting text

Step 1: Note that the Editing Toolbar has two sub-tabs.

The Format Text sub-tab is for modifying the appearance of text, and the Insert sub-tab is for inserting objects such as links or media (see next Section).

Step 2: Formatting text

For headings, remember to use the Markup Styles (see page 25).

For paragraphs, highlight the paragraph text and use the Paragraph Markup Style.

You can then apply additional text formatting eg italics, bold, indents or insert a list using bullets.

Step 3: Copying text from another source

If you wish to copy over text from another source – for example a Word document – then you will need to strip the text of its Word formatting before applying the formats within the wiki editor.

After pasting in the copied text, use the Clear Format option from the Format Text toolbar which will strip the text of its formats but leave any hyperlinks intact.

Step 4: When you have finished editing your text, you must click on the Check in & Save button on the Format Text sub-tab.
Section 1b: Inserting objects within a wiki page

Examples of objects are a table, an image, a weblink or a document on the VLE.

The **Insert** sub-tab of the **Editing Tools** displays the options available.

![Insert sub-tab of Editing Tools](image)

Inserting an object may then activate additional Tabs and toolbars specific to that type of insertion. This section will look at the following objects:

- Links
- Pictures
- Tables
- Audio/Visual Media

**How to insert a Link**

**Step 1:** Click on the **Page** tab (top of screen) for the content page. Next, click on **Check Out & Edit**.

From the **Editing Tools** Toolbar, click on the **Insert** sub-tab – see right.

**Step 2:** Click your cursor in the location at which you want to add a link. Click on the arrow head just below the **Link** icon and select whether you want to add a link to an external website (**From Address**) or to a feature within the VLE Space such as an uploaded document or a discussion board (**From SharePoint**).

**Note:** highlighting existing text and clicking the Link button only associates that text with the link when using “From Address”.

**Step 3a:** If you choose “From Address”, a dialog box opens up and, if you had not already highlighted text on the page, you should type in the text you want to be associated with this link, and the address of the external Website. Click **OK** to create the link.
Step 3b: If you choose “From SharePoint”, this opens up a window that allows you to browse the learning space (and other spaces for this module if you have sufficient rights*) for features already setup in the site—documents, discussions, announcements. You can also upload a new document from another location.

Browse to and click on the feature you want to link to, then click OK.

* Take care to link only to resources in the appropriate learning space or your students will not be able to access the link.

Step 4: Either option on Step 3 will then open up the Link Tools toolbar.

Enter text in the Description and decide whether or not you want to open the link in a new tab or window.

Step 5: Return to the Editing Tools toolbar, and click on the Format Text sub-tab.

Click on Check in & Save.
How to insert a picture

Step 1: Click on the Page tab (top of screen) for the page. Next, click on Check Out & Edit.

From the Editing Tools Toolbar, click on the Insert sub-tab – see right.

Step 2:
Click your cursor in the location at which you want to add an image.
Click on the arrow head just below the Picture icon.
Select whether you want to add an image from the local Computer (From Computer), from an external website such as Flickr (From Address) or to an image already loaded within the VLE Space (From SharePoint).

Step 3a: Choosing from Computer opens up a dialog box to browse for a file on the local computer and upload it. It is a good idea to change the Upload to folder to a specific area (Images) in the VLE space.

Click OK.

You will be offered the opportunity to add more detail about the file you are uploading but you can just press SAVE to complete the upload process.
Step 3b: Choosing From Address opens a dialog box for inserting the link to an image on another website. Enter some Alternative text describing the image (for use by screen-readers) and click OK.

**Note:** Local security settings may prevent an image from another website from being displayed.

Please remember to check copyright/creativecommons licence on original image and attribute as necessary in your text.

Step 3c: Choosing From SharePoint opens a window to browse the SharePoint site for images. Click to select the image you want to use, then click OK.

You can also upload a new image at this point.

Step 4: Whichever way you have chosen to insert the image, the “Picture Tools – Design” tab is visible (you may need to click on the tab to bring the toolbar into the foreground or click on the image itself).

You must enter some descriptive text in the Alt Text field for screen-readers. You can resize the image, position it relative to text and apply border formatting (using the Image Styles button). You can also add content to the wiki page by clicking on the Format sub-tab from the Editing Tools toolbar.

Step 5: Return to the Editing Tools toolbar, and click on the Format Text sub-tab.

Click on Check in & Save.
How to insert a Table

Step 1: Click on the Page tab (top of screen) for the page. Next, click on Check Out & Edit.

From the Editing Tools Toolbar, click on the Insert sub-tab – see right.

Step 2: Click your cursor in the location at which you want to insert a table.

Click on the Table icon. Use the grid to highlight how many rows and columns you initially need for your table then click once on the highlighted area to insert the table into your text.

You can change the number of rows and columns at a later date.

Step 3: You can start entering information into your table and you can use the Table Tools Layout and Design toolbars to alter the way the table displays.

Note: You should enter some descriptive text in the Summary box (from the Layout toolbar) to provide information to screen readers about the table.

Step 5: Return to the Editing Tools toolbar, and click on the Format Text subtab.

Click on Check in & Save.
How to insert Video or Audio

There are 3 ways of inserting a video or audio file:

1. Use a link as described in the section Inserting a Link - the viewer will see just a link on your content page.
2. Embed a link to a media file stored on a streaming server eg MyPlayer (http://myplayer.anglia.ac.uk), Echo360 server (using Personal Capture to publish to http://mycapture.anglia.ac.uk) or YouTube.
3. Embed a link to an audio file uploaded to your VLE site (for audio files up to 50MB only).

Note: To embed a video feed, you will need to have the embed code such as that available from YouTube or that e-mailed from the streaming server once it has been encoded after upload. (Further information on how to use My.player or Lecture Capture is available via the Anglia Learning and Teaching website (www.anglia.ac.uk/ita)

Step 1: Find the video on the streaming server (see above) and use the COPY function to copy the embed code to the Clipboard. An example is shown from myplayer.anglia.ac.uk.

Step 2: Click on the Page tab (top of screen) for the wiki page. Next, click on Check Out & Edit.

From the Editing Tools Toolbar, click on the Insert sub-tab – see right.

Step 4: Within your wiki page, click your cursor in the location at which you want to insert the media file.

Click on Embed Media.

Step 5: Within the highlighted box, paste the text (which will be in HTML language) that you copied in Step 1.

Make a note of the width and height of the video. For this example, the figures are 560 and 315 respectively.

Click on OK.
The video should then be visible on the wiki page. (Note: if you are using Chrome as your browser you will need to Check in and Save your page in order to view the video).

Some further editing of the Web Part is recommended to tidy up the appearance of the video on the page.

**Step 6:** Click on the dropdown arrow to and select “Edit Webpart” from the menu.

This will show a dialog box on the right hand side – see next page.

**Step 7:** The box – see right - are settings related to the “Appearance” of the embedded video window.

You can edit:

- the Title to a more meaningful one than the default of “Embedded media”
- set the Height and Width to match those given in the embed code
- Select a different “Chrome Type” which defines whether the Title and/or Border are displayed for the Web Part on the published page.

When finished, click the OK button at the bottom of the box to save the changes to the Web Part settings.

**Step 8:** Return to the Editing Tools toolbar, and click on the Format Text sub-tab.

Click on Check in & Save.
Content Section 2: Creating Additional Pages

You can now begin to extend your content wiki by creating new pages and adding content to them.

**Step 1:** Check out your content home page (see Content Section 1: Editing a Content Page).

Within your home page, enter the names of your new content pages and enclose them in double square brackets – see right.

In the example, “Searching tips” is both the link for the reader and the name of the linked wiki page. It is possible to display text other than the page name by using the format: `[[Pagename|Displaytext]]`

Click on Check In & Save to save your page.

**Step 2:** The new pages will then appear as temporary links (denoted by a dotted line below)

Click on any link to continue.

**Step 3:** You will be prompted to confirm your request to create a new content page. Click on Create.

**Step 4:** Within the newly created wiki page, add content as before.

You will need to add a link back to the wiki Start page - as the example shows.

Click on Check In & Save. You can return to this wiki page to enter more text at a later stage.
Step 5: You can now view your newly created wiki page. Note that its link will also appear in the Breadcrumbs menu.

Click the Start link at the foot of the page to return to the entry wiki page.

Step 6: The page you've just created will appear as a link.

(Remember: a dotted line denotes a page not yet created)

Repeat steps 2 to 6 to create the other linked pages.
**Section 2a: Creating Additional Pages using the Page option**

To edit a content page, you may wish to see a list of all the pages in the Content Library in order to find the page to edit. There is an alternative view which does this.

Click on the breadcrumb of your Content library.

This will display a LIST View of all the Content pages which have been created.

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Modified By</th>
<th>Modified</th>
<th>Created By</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Writing tips</td>
<td>Everett, Carol</td>
<td>15/08/2013 12:05</td>
<td>Everett, Carol</td>
<td>15/08/2013 12:05</td>
</tr>
<tr>
<td></td>
<td>Searching tips</td>
<td>Everett, Carol</td>
<td>15/08/2013 11:56</td>
<td>Everett, Carol</td>
<td>15/08/2013 11:47</td>
</tr>
<tr>
<td></td>
<td>Start</td>
<td>Everett, Carol</td>
<td>15/08/2013 11:45</td>
<td>Everett, Carol</td>
<td>14/08/2013 10:15</td>
</tr>
</tbody>
</table>

To edit an existing Content page, click on its name. This will display the Content page in Page View – you can then click on the Page tab and then Check Out & Edit (see Content Section 1: Editing a Content Page).

To add a new wiki page, click on Add new page.

Provide a name – remember to keep it brief and unique.

If you add a new content page by the above method, then a link to this content page will need to be inserted manually on another content page – for example the Content Start page.
Learning Space Navigation Links: Documents

Uploading files to Documents

What are document libraries and why do we need to upload files to them?

For your teaching, you may wish your students to access your documents (such as PowerPoint presentations, images or Word handouts). In order to do this, you upload your documents to a Document Library in the Virtual Learning Environment (VLE).

There are four types of Document Libraries – Resources, Documents, Shared Documents and Cross Delivery Documents.

In the Tutor Space, we have:
- the Resources library which gives the module leader and tutors the opportunity to share files with each other, and
- the Cross-Delivery Documents which allows the module leader to make files accessible to students in their learning spaces via the Cross-Delivery Delivery Visibility setting (please see separate helpsheet).

In the Learning Space, we have:
- the Documents library which is for teaching materials and resources uploaded by tutors for students, and
- the Shared Documents library which facilitates the uploading of files by all the students on the learning space, enabling them to view each other’s work, edit, comment, etc. (Note: Shared Documents no longer appears on the navigation by default although it is still available for students to use when attaching files to discussion posts etc. If you want to restore the link to the menu, please see the section on changing navigation).

This helpsheet focuses on uploading files to the Documents library.

How does the Document Library work?
The Document Library is very similar to file folders or directories in Microsoft Windows and it can be viewed in Windows Explorer, like any Windows file folder. There are a few restrictions on the files you can upload:
- File and folder names cannot include the following characters: &, ?, %, or .. (two periods together).
- Executable file types are blocked by default to avoid the spread of malicious code or viruses.

Notes:
- It is important to consider copyright guidelines before uploading files.
- Although audio and video files can be uploaded, the file sizes have to be kept reasonable (the maximum file upload size is 200Mb) and you should consider using the Myplayer server (https://myplayer.anglia.ac.uk) as an alternative host for your files then inserting a link or embedding the media in your VLE site.
- When uploading files to these Document repositories, it is good practice to organise files in a directory / folder first before uploading them onto the VLE.
- When uploading your files, you may be asked to authenticate yourself more than once, depending on where you are accessing the VLE from.
- The multiple file upload process described only works when using Internet Explorer on a Windows operating system.
How to upload a single file

**Step 1:**
To choose the *Document library* in a Learning Space, click on the link for the Learning Space.

Click on **Documents** on the left hand navigation menu.

**Step 2:**
In the library access an existing folder by clicking on it (e.g. Guide).

Alternatively you can create a new folder. From the Library Tools (see top of screen) click on the **Documents** sub-tab and then **New Folder**.

Type in the name of your new folder in the text field and click **Save**
Step 3: Open the folder by clicking on it and click on **Add document**.

![Documents folder with Theories within Documents]

Step 4: Browse for your file on your hard disk or other storage device. The file will appear in the folder.

**Note:** Once you have uploaded a file, you may have to refresh the browser to see the file in your document folder.

![Upload document dialog box]

Note the breadcrumbs showing the new folder **Theories within Documents**.
How to upload multiple files (requires Internet Explorer browser)

Follow Steps 1 and 2 from the previous section.

**Step 3:**
Open the folder by clicking on it. Then activate *Library* on the taskbar followed by clicking on *Open with Explorer*. This will open the folder or library with *Window Explorer*.

**Step 4:**
Open your home directory (e.g. C or H-Drive, memory stick, etc.) in another *Windows Explorer* window (e.g. right mouse click on *START* followed by *Open Window Explorer*). Access the file or folder you want to copy. Then highlight it and either drag it from your home directory to the VLE directory or use copy and paste.

**Note:** Once you have uploaded your files and / or folders, you may have to refresh the browser to see the file in your document folder.
Creating and editing Web Links

Step 1: Accessing the Weblinks
Click on the link on the left hand menu of either the Tutor Space or Learning Space.

Step 2: Viewing the Weblinks
The screen will show a list of weblinks if they have been previously created.

Note the breadcrumb at the top so you can find your way around your course quickly.

Step 3: Adding a new Weblink
Click on Add new link.
Enter the required information (URL, Description) and then click on SAVE.
The Notes field is useful to provide a short description of the weblink which appears on the list.

(please see image on next page)
Step 4:  Editing an existing Weblink
To change any of the elements of a weblink, such as the Notes or the address itself, click on the edit icon of the link.

Step 5:  Changing the order of the Weblinks
Find the List Tools at the top of the screen and click on Items.

Next, click on the Change Item Order button.
Step 6: Organising the Weblinks

Folders are useful if you have a lot of weblinks, making it time-consuming for your students to find a particular link.

To create a new folder, click on the List Tools and then Items (see previous page) and then New Folder. Enter a name and then OK.

<table>
<thead>
<tr>
<th>Type</th>
<th>Edit</th>
<th>URL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
<td>Technology and Inclusion</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td>Anglia Ruskin University</td>
<td>Main website for the University</td>
</tr>
</tbody>
</table>

Note the Type column indicates whether it is a folder or a weblink in the current folder.

To put a weblink in this new folder, click on the new folder first before clicking on Add New Item. Note the Breadcrumbs reflects your new location.

Deleting a Weblink or folder

Right click on the dropdown menu to the right of the weblink name. Choose Delete Item.

Renaming a Weblink or folder

Tick the link or folder to be renamed and click on the edit icon of the link. Make your desired changes and then click Save.

Note: If you prefer a link within a browser window to open in a new window (instead of replacing the current window), click on the link with the right mouse and choose Open in New Tab.
Learning Space Navigation Links: Discussions

(Note: If using the main Discussion board, jump to Step 3)

For a quick guide to using the Toolbuilder to create extra discussion boards please follow steps 1 and 2. (Please also see the separate guides on the Tool builder and the Cohort builder).

The ToolBuilder allows you to setup one or more Discussion Boards to which are “private” to a group of students.

Within each Discussion Board, there can be one or more discussions (or threads).

**Step 1:** Click on the Tool Builder link in the Admin Shortcut menu.

Click on Discussion from the Tool Builder menu.

**Step 2:** Enter a Title for the Discussion.

If you wish to select individual students to access this tool, then click on the “+”.

Click create.

The Navigation menu for the Learning Space Homepage will be updated.

**Step 3:** Adding a discussion within a discussion board

Click on the link for the Discussion Board within the left hand Navigation menu. The diagram below shows a newly created board with no discussion threads. To create a new thread, click on Add new discussion.
Provide a clear title for the new discussion thread.

Note the name of the Discussion Board – “Field Trip Discussions” - is reflected at the top of the dialog box.

Enter body text.

Click Save.

**Step 4:** The screen will show one or more postings for the selected topic.

To return to the list of discussion topics, use the breadcrumbs.

The diagram below shows two current discussion threads are taking place within the Discussion Board titled “Field Trip Discussions”. On the right hand side, you can see the date of the last contribution to the discussion. To join in one of these discussions, click on the **Subject title**.
Step 5: Replying to a post.
Find the posting that you wish to reply to, then click on the **Reply** option.

The reply post will display the text from the previous post.

Enter your reply and click **SAVE**.

**Note:**
- Always write your reply above the line.
- For longer contributions you may prepare your text in Word and copy and paste it into the reply post.
- When you have finished writing your reply, you may wish to delete the quoted text from the post you are responding to.

You can insert non-text items such as images and links if this helps to illustrate your point(s) in your response.

When you have finished your posting for the discussion topic, click on **SAVE** to publish it for the others to see it.

**Using more than one Discussion Board**

Repeat steps 1 to 5 above. The new Discussion Board will appear beneath the first Discussion Board – see example on right.
Change the display view of postings

There are two different ways in which you can view the postings for a discussion topic.

The **Threaded View** displays postings in the order of the *thread*, whilst the **Flat View** uses the *date/time*. It is recommended to use the Threaded View, as this keeps all the replies on one thread together and it is easier to get the flow of the discussion. Try both views to see which you prefer.

**Step 1: Choose a View.**
From the List Tools menu (see top of screen), note the Current View option. The diagram indicates that the VLE is currently showing the postings in Threaded view. Use the dropdown menu to change the view.

**Threaded View** - All the Replies on one thread are displayed together. Look at the left hand indents of the postings.

![Threaded View Example](image)
**Flat View** – the replies are shown in date / time order regardless of the thread.

![Screenshot of forum discussion]

**Week 7: Seminar Topic: Your Group Project**

You will know your groups, so please use this

Fred

Hi everybody!
Could we look at refuse waste amenities for our
dlac

Peter.

Dear George
I do like your idea of Inner Cities. Would we

Lucy

Show Quoted Messages

Peter and Mick
Nah! Who wants to walk around refuse waste

Luke
Learning Space Navigation Links: Announcements

Creating an Announcement – Staff Guide

What are Announcements and how are they used?

Announcements are either text announcements or they provide information about newly added documents and newly created discussion threads. They are displayed in the Activity panel, and are used as followed:

- In the Tutor Space they are used by the Module Leader to highlight new information for the attention of Module Tutors.
- In a Learning Space, they are used by the Module Tutor to highlight new information for the attention of the students in that Learning Space.

By default the most recent activity displays at the top of the Activity panel, but it is possible to make one or more announcements into “Headline” announcements which will keep an announcement at the top of the Panel until the announcement “expires”.

Announcements are highlighted in yellow boxes. The image above shows the Homepage of a Learning Space. The first announcement is a headline entry which will expire on 10/1/2014, whilst the second entry is an ordinary announcement.

(Updates to Documents and Discussions appear in blue boxes in the Activity Panel as shown above. All activity notifications display the originator’s name and a clickable link to the relevant item.)
Step 1: Viewing the Announcements

On a Homepage - either the Tutor or Learning Space Homepage - click on **Announcements** in the Navigation Menu on the left hand side. This opens up the Announcements screen where any existing announcements are listed. The screen below shows the Learning Space Homepage with two Announcements.

![Announcements Screen](image)

Note the Breadcrumbs at the top which show your location within the course.

Step 2: Creating a new Announcement

Note: Only staff with Owner rights in a particular Tutor Space (normally, the Module Leader) or Learning Space (normally the Module Tutor and the Module Leader) can add, edit or delete announcements in that Space.

Click on **Add new announcement** – ![Add new announcement]

![Add new announcement](image)

Enter a title and the body of the announcement. If you use the **Editing Tools** toolbar, you can apply any text formatting and insert links or images, and add attachments.

Click on the **Save** button.

If you return to the Home Page of the Tutor or Learning Space, you will see that your announcement is now listed in the Activity Panel – see example image on Page 1 – though it may take a few minutes for the background processes to pick up the change.
Step 3: Editing an Announcement

From the list of announcements, right-click on the entry you want to edit. The image shows the dropdown menu for the first announcement. Next, click on **Edit Item**.

![Dropdown menu for an announcement](image)

Make your changes to the announcement, then click on **SAVE**.

The Activity Panel on the Home Page will then be updated with your change.

Step 4: Making a Headline Announcement

The image shows an example of a headline announcement.

![Example of a headline announcement](image)

To add the headline attribute to an announcement, note the date field (below the Body of the announcement) in the dialog box when you create (or edit) an announcement.

![Date field for an announcement](image)

Click on the date you want the announcement to expire (you can use the arrow head to move on through the coming months, if needed).

Click on the **Save** button to save your changes.

As a headline announcement, it will appear at the top of the Activity Panel where it will remain until the expiry date, after which it will be listed with the other announcements according to its last modified time and date.

Step 5: Deleting an announcement

From the list of announcements, right-click on the entry you want to edit. The image shows the dropdown menu for the first announcement. Next, click on **Delete Item**.

![Dropdown menu for an announcement](image)

The Activity Panel on the Home Page will then be updated with your change.
Learning Space Navigation Links: Calendar

Creating a Calendar Event

Calendar Events are used in the Learning Spaces of a VLE module when the Module Tutor wants to highlight forthcoming events such as assignment deadlines or relevant extra-curricular events for the attention of the students in that Learning Space. Recently added calendar events are displayed in the Activity Panel on the Home Page of the relevant Learning Space.

**Note:** To avoid the possibility of presenting conflicting information to students, staff should not duplicate information relating to events, such as lectures, that are scheduled via the centralised timetabling system.

**Step 1: To view a calendar**

At the Learning Space homepage, click on the Calendar link in the Navigation Menu on the left hand side.

This will display the current month for the calendar for the Learning Space.

Change the month by using the arrow – see right.

The month view can be changed to a day view or week view.

Note the breadcrumbs.

**Step 2: To create an event**

Navigate to the date for which you want to add an event, hover your cursor over the date to activate the “Add” link, then click on the link to open up the new event window.

Alternatively, you can click on **New Event** tab from the Calendar Tools toolbar – see right.
Enter the information required – the red asterisks denote the minimum information. Click on **Save**.

The new calendar entry will be displayed in the Activity Panel on the Homepage of the Learning Space (see right) for your students to see.

**Step 3: To edit a calendar item**

Within the Calendar, click on the calendar entry. Click on **Edit Item**, make your changes and then click on **Save**.

The Activity Panel on the Homepage of the Learning Space will be updated accordingly.

**Note:** You may wish to advise your students to set up an email alert for the calendar function which will send them an email each time the calendar is updated (see separate Helpsheets).
Admin Menu

As described in the “What’s New in VLE3” section, the Admin tab on the ribbon opens up the toolbar menu for various administrative functions.

Admin menu

The Admin Menu provides access to the tools for the following functions:

- Adding and removing people (People and Groups);
- Creating student groups (Cohort Builder);
- Adding learning tools (for example a blog) and assigning them to individual students or groups of students (Tool Builder);
- Changing the navigation menu (for example adding a new link);
- To copy content from another VLE site;
- To access the site settings.

The following pages deal in detail with:

- Adding users via People and Groups
- Changing the Navigation
- Creating Student groups (or “learning sets”) using the Cohort Builder
- Adding extra Learning tools for students using the Toolbuilder.
Admin menu: Adding Users

This helpsheet shows you how to add users using the Admin shortcut link on either the Learning Space or Tutor Space Homepage.

**Note:** You have to be an owner to be able to add users to a Space.

### How to add users

**Step 1:** Click on the link from the Navigation menu for the required Space, then click on the Admin Shortcut menu.

Next, click on **People and Groups**.

**Step 2:** The screen will split into 2 columns, **Local** and **Global**. Ignore the Global column on the right hand side.

Within the Local column on the left hand side, identify the group to which you want to add a user, for example Visitor, and click on the link to open.

**Note:** Every Space has its own set of user groups with specific permissions. Ensure you choose the appropriate group when manually adding a user.

**Step 3:** In the opened group, look for the Groups toolbar (see top of screen) and click on **Add**.

**Step 4:** Enter either the Active Directory ID or the name of the person you want to add (in the format: surname, firstname).

If you add more than one person separate each name by a semi-colon.

Then click on the checkname button to match to the full names.

**Step 5:** If a match cannot be found you can click on the
unresolved name and then choose **More Names** to access a directory to search for the user.

Finally click **Add** to add the user(s) – see image on previous page.

The added user(s) will then be listed in the selected group (the Visitors group in this example).

---

**How to remove users**

Go through Steps 1 to 3 above, but at Step 3 choose the **Remove** option.

Tick the box beside the user, then click on **Remove**.
Admin menu: Changing Navigation

This helpsheet shows you how to change your navigation. This will include changing the order of the navigation links, and adding or deleting links.

There are two approaches to changing the navigation. If you just want to edit the link name, or delete a link or change the order, then the Change Navigation method will enable you to do this. However, if you want to add a new link or edit an existing link (for example change a web address), then the Editing Navigation method will be required. The latter method will also do the same actions as the first method.

Editing the link name or deleting a link using Change Navigation

Step 1: Select the Learning Space or Tutor Space for which you want to edit a link name.

From the Admin Shortcut menu click on Change Navigation.

Step 2: To edit a link, click on the icon next to the link to access the edit menu (in this example Web Links).

Step 3: To change the link name, see the Type the description box and make your changes. Click on OK.

You can also delete a link name by using the Delete option.
Changing the order of the links using *Change Navigation*

Repeat Step 1 from the previous page.

Click on *Change Order*.

Change the numbering of the items to move them up and down.

Then click **OK**.

Please see the next section on “Editing Navigation” if you need to do something that is not covered using the Change Navigation tool.
**Accessing the *Editing Navigation* method**

**Step 1:** Select the Learning Space or Tutor Space for which you want to edit a link name.

From the Admin Shortcut menu click on **Site Settings**.

**Step 2:** Under Look and Feel (middle column) click on **Navigation**.

---

**Editing an existing link using *Editing Navigation***

Ignore the first three sections and scroll down to the 4th section titled **Navigation Editing and Sorting** – see below.

In this menu you can:

- **move an item up or down:**
  1. Highlight item to be moved, then
  2. Click on **Move Up** or **Move Down**.

- **delete** an item:
  1. Highlight item to be deleted, then
  2. Click on **Delete**. *(Note: Only the link is deleted not the actual page or list)*

- **edit** an item:
  1. Highlight item to be edited, then
  2. Click on **Edit**.
  3. You can change the link Title, URL and add a Description (which will display as mouse-over tooltip)
Adding a new heading using Editing Navigation

Navigation items can be classified as Headings or Links.

Headings can just be text or can be linked to an internal resource or an external website. Links can be nested under a specific heading or can stand alone.

You can add a new heading using Add Heading (see the image on the previous page). The example shown is a link to an external website which will open in a new browser window. After completing the fields click on OK.

The following example links to Shared Documents in a Learning Space. To enter the URL use the Browse function.
Browse to the functionality you want to link to, click on it - which enters the URL into the box at the bottom - and click OK.

Then click OK again in the Navigation Item dialog box.

(If desired, you can then move the new link up to where you want it to appear on the navigation (see Editing an existing link on page 59).

Finally, click OK on the Site Navigation Settings page to save your changes.

The new link now appears on the left-hand navigation.
Admin menu: Using the Cohort Builder

A module will have one or more module deliveries. Each delivery represents a student group, and the name of the delivery will reflect the location of the student group (for example the students based at Chelmsford) or the type (distance learning).

Within the VLE, the student group for a module delivery will be illustrated within the Learning Space heading shown in the Navigation menu.

The example shows the student group located at Chelmsford.

For teaching purposes, it may be desirable to have smaller groups (or cohorts) within the student group of the module delivery. This may be for group work requiring students to collaborate together. For example two or more group wikis can be set up for group projects, or several student blogs can be set up with just a few students assigned to each blog for the purpose of reflection in small groups.

The **CohortBuilder** function is designed for a Module Tutor to set up student cohorts within a module delivery student group. The cohorts can be named by the Module Tutor, and the students can be assigned to a cohort either randomly or manually.

The **ToolBuilder** function, which creates student Learning Tools (such as a wiki or a blog), complements the CohortBuilder function by assigning a Learning Tool to the student cohorts.

The purpose of this helpsheet is to illustrate how to use the **CohortBuilder**. There is also an example to show how the Toolbuilder works with the CohortBuilder.

**To create student cohorts**

**Step 1:** Select the Learning Space for the module delivery, and thus the whole student group (see example above). The Space has to be **Published**.

**Step 2:** Click on the **Admin Shortcut** menu and then Cohort Builder – see right.

The screen will display the **CohortBuilder** – see next page.
**Step 3:** Click on the + next to the module delivery student group - this will display all your students and provides a check.

**Step 4:** Decide on the creation type for your student cohorts, and select.

**Step 4a:** A **Manual** creation enables you to select the students manually for each cohort you create.

You are invited to supply a name for the cohort. You can create as many cohorts as you require, by repeating this step.

**Step 4b:** A **Random** creation means that you can indicate how many groups you require and the **CohortBuilder** will assign the students to all the groups on a random basis.

You are invited to supply a prefix for the name of each group. If the group prefix is Art, then the groups will be named Art_0, Art_1 and so on.
Step 5: Add the Users

For a Manual Creation, the list of all the students will be displayed.

For a Random Creation, you can – at this stage - select which students are going into all the cohorts. For the module delivery student group, choose All Users.

Tick the students for the group(s), and click Create.

In either case, a message will display – under Create - indicating that the group(s) have been created.

The groups will be displayed under the Summary List.

Click on the + next to the group name to view the students in the group.

To change a group

You may wish to add a student or remove a student from a group, or to delete the cohort entirely.

Click on Edit for the required group.

This will display the Edit screen – see overleaf.
Check the name of the selected group.

From this menu, you can:

- Change the title of the group;
- Add one or more students;
- Remove one or all the students from the group;
- Remove the group (it is possible to have a group with no students).

Choose your option and follow the prompts.

*Note: Removing a student from a group that you have set up yourself, or removing the group itself does NOT remove the students from the VLE site.*

---

**Using the Toolbuilder with the CohortBuilder**

There is a separate helpsheet on using the ToolBuilder, but this section will illustrate how to set up one of the tools (Student Wiki) with a student group.

**Step 1:** Select the Learning Space for the module delivery. The example below assumes that 2 groups have been created previously with the CohortBuilder.

**Step 2:** Click on the Admin Shortcut menu and then ToolBuilder – see right.

The screen will display the ToolBuilder screen.

**Step 3:** Select the Wiki option (as an example of a ToolBuilder tool).
Step 4: To set up a wiki for each of the two groups, enter a prefix for the wiki name within the Tool Prefix field. The ToolBuilder will then add the group name to the prefix for each wiki.

The Toolbuilder will recognise the student groups previously created, and enable you to set up a wiki for each group – see second option.

Decide on the access permissions – Read or Contribute. For student collaboration work, select Contribute.

What happens next?

With the prefix shown in the above example and the two groups, this will create two wikis named using the prefix and group name – see right.

Students within the ClaudeMonet cohort will have access to the ProjectWiki_ClaudeMonet wiki, but they will not have access to the other wiki, and vice versa for the other student group.
Admin menu: Using the Tool Builder

The Tool builder function (from the Admin Shortcut menu) allows a module tutor to create a new version of a VLE tool and to allocate use of that tool to all students or to a selected subset of students. The following learning tools are available via the Tool builder:

- Assignments (see page 69)
- Discussion Boards (see page 70)
- Document Libraries (see page 71)
- Student Blogs (see page 72)
- Surveys (see page 73)
- Wikis (see page 74)

This guide only covers the initial setting up of these tools. There are separate guides to managing the use of these tools.

How to set up Tools with the Tool Builder

Step 1: Select the Learning Space Homepage for the required student group. In this example, the Cambridge group has been selected.

Step 2: From the ribbon, select the Admin tab.

Step 3: Select the Tool Builder option.
Step 4: For any of the tools, you will need to supply a Title.

You will be offered different configuration options depending the tool – for example this wiki gives you the choice of whether the students to have Read-only access or Contribute access to the tool (in this case, a wiki).

The student group for the module delivery (SEM1-2-C-1 Students) appears by default as will any additional groups created by you using the Cohortbuilder tool. (See separate helpsheet.) Clicking on the + will display a list of students in the student group. You can then select individual student(s) for the tool.

Click on create.

The Navigation menu on the Learning Space Homepage will then be updated with the new tool but this link will be visible only to those students who have been associated with that tool.

The location of the link within the navigation menu can be moved up or down – see the Changing Navigation helpsheet.
**Assignment**

This tool sets up a new Assignment which allows students associated with that assignment to upload a file or files to a location where it can be viewed only by the Tutor (or other site owners such as the Module Leader but not by other students). The Tutor can then provide feedback on that file by marking up the file itself and/or via a text box and return the feedback to the student.

**Step 1:** Repeat Steps 1 to 3 from page 1, choosing the **Assignment** option from the Tool Builder menu.

Enter a **Title** for the Assignment and tick the appropriate rights level for the student(s) or group(s). (If you wish to select individual students to access this tool, then click on the “+” sign to expand the list).

Click **create**. The Navigation menu on the Learning Space Homepage will be updated.

**Step 2:** Click on **Assignment** from the Left Hand navigation menu to display a list of all assignments you have created.

**Step 3:** Click on the name of a specific assignment. This will display the students who have been assigned. The settings (start-date for example) can be changed for each assignment.

**Step 4:** To edit the settings of an assignment, click on **Settings** from the Assignments tab at the top of the screen (next to the Admin Shortcut menu) with the Assignment toolbar.

*Please refer to the separate Helpsheet on Assignments.*
Discussion

A VLE site will have a Discussion Board by default, but the ToolBuilder will allow you to setup additional Discussion Boards to which are “private” to a group of students.

**Step 1:** Repeat Steps 1 to 3 from page 1, choosing the **Discussion** option from the Tool Builder menu.

Enter a **Title** for the Discussion board and tick the appropriate rights level for the student(s) or group(s) you wish to. (If you wish to select individual students to access this tool, then click on the “+” sign to expand the list).

Click **create**. The Navigation menu on the Learning Space Homepage will be updated.

**Step 2:** **Viewing the list of discussions** (or threads) **in a discussion board.** You may wish to initiate the discussion by making an initial posting to which the students can respond. The diagram below shows two current discussions are taking place within the Discussion Board titled “Field Trip Discussions”. On the right hand side, you can see the date of the last contribution to the discussion. To join in one of these discussions, click on the **Subject title**.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Created By</th>
<th>Replies</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport arrangements</td>
<td>Everett, Carol</td>
<td>4</td>
<td>16/06/2013 12:24</td>
</tr>
<tr>
<td>Preparatory work for the field trip</td>
<td>Everett, Carol</td>
<td>1</td>
<td>16/06/2013 12:18</td>
</tr>
</tbody>
</table>

**Step 3:** The screen will show one or more postings for the selected topic. To reply to a posting, click on **Reply**.

To return to the list of discussion topics, use the **breadcrumbs**.

Please refer to the separate Helpsheet on Discussion Boards.
Document Library

By default, all students can upload, edit and remove files in the Shared Documents* library (or folder) in the Learning Space but this tool allows you to facilitate individual or group working by providing additional document folders within the Learning Space to which only an individual student or a selected group of students can upload or edit files.

**Step 1:** Repeat Steps 1 to 3 from page 1, choosing the Document Library option from the Tool Builder menu.

Enter a Title for the Document Library.

Decide on whether you want the students to be able to edit other’s work.

Select whether you want a single library or if you want each selected group/person to have their own library.

Tick the appropriate read/contribute rights for the student(s) or group(s) you wish to associate with the tool. (If you wish to select individual students, then click on the “+” sign to expand the list). (The library title will be appended with the group name or student id)

Click create. The Navigation menu on the Learning Space Homepage will be updated.

**Step 2:** Clicking on this link will display a screen similar to that below:

The students will be able to upload one or more documents to this folder. See separate helpsheets on uploading files.

* The “Shared Documents” folder is no longer listed on the left hand navigation menu but it is still available “in the background”. If you want to add a link to shared documents to the navigation, please follow the instructions in the Changing Navigation helpsheet.
Student Blogs

This tool allow you to create a “private” blog for an individual student (perhaps for reflective learning) or for a group of students to share. With an individual student blog, only the student and the Tutor (or other owner eg Module Leader) can see the link and access the blog. Where a blog has been setup for a group of students, each of those students can see the link and create or edit Posts or Comments on the Group blog, as well as the Tutor.

Step 1: Repeat Steps 1 to 3 from page 1, choosing the Blog option from the Tool Builder menu.

Enter a Title for the Blog.

Select whether you want a single blog or if you want each selected group/person to have their own library.

Tick the appropriate read/contribute rights for the student(s) or group(s) you wish to associate with the tool. (If you wish to select individual students, then click on the “+” sign to expand the list). (The blog title will be appended with the group name or student id)

Click create.

The Navigation menu on the Learning Space Homepage will be updated.

A Blog site will appear with the Blog Tools on the right.

A blog posting will also be shown, but this can be deleted if required – see Manage Posts from the Blog Tools.

See separate helpsheets on blogs.
Surveys

This tool allows you to setup a survey to be taken (responded to) by all students or a selected group of students. (Details on creating the questions for a survey are available in a separate helpsheet).

Step 1: Repeat Steps 1 to 3 from page 1, choosing the Survey option from the Tool Builder menu.

Enter a Title for the Survey.

Tick the appropriate read/contribute rights for the student(s) or group(s) you wish to associate with the tool. (If you wish to select individual students, then click on the “+” sign to expand the list). (The survey title will be appended with the group name or student id)

Click create. The Navigation menu on the Learning Space Homepage will be updated.

Step 2: The screen will update to one similar to the example below. The next step would be to set the Survey questions (see Settings below).

Please refer to the separate Helpsheet on Surveys
Wiki

This tool allows you to setup Wiki (Web Page) libraries which can be edited by all the students assigned to a module delivery, or to a subgroup of students or just an individual student.

**Step 1:** Repeat Steps 1 to 3 from page 1, choosing the **Wiki** option from the Tool Builder menu.

Enter a **Title** for the Wiki.

Select whether you want a single wiki library or if you want each selected group/person to have their own wiki library.

Tick the appropriate read/contribute rights for the student(s) or group(s) you wish to associate with the tool. (If you wish to select individual students, then click on the “+” sign to expand the list). (The wiki title will be appended with the group name or student id)

Click **create**. The Navigation menu on the Learning Space Homepage will be updated.

**Step 2:** Editing the wiki page(s)

By using the **Editing Toolbar** (see separate guide) either you or the students (who have contribute-access to the page) can insert text and objects.

Additional wiki pages can be created and linked to from the main wiki page.

*Please refer to the separate Helpsheet on Student Wikis.*