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April issue

Issue 70, May 2019

A monthly newsletter for UCL E-Learning Champions, and anyone else interested in learning technology, in six sections: **Need to Know**, **Case Study**, **What's on**, **Online & Distance Learning**, **Tech Focus** and **Questions**. Please pass around and ask colleagues to subscribe via the link at the bottom.

Need to know

New accessibility legislation applying to all UCL website content, learning, and library systems

In September 2018 [new legislation to ensure that digital content is accessible to everyone](#) came into effect. This means that UCL, along with all other universities, will need to make improvements to material held within websites and online learning environments. The rules will apply to new online content from September 2019, and will need to be applied to existing content by Sept 2020.

Anyone responsible for online pages and files, including documents, presentations and videos, will need to review and update all content to meet the new standard so that it can be accessed by people with disabilities. It is recognised that this will be a big job and colleagues will need support and guidance, so ISD will introduce tools which will help scan files for accessibility problems and provide feedback on how to fix them as well as running a programme of training and awareness raising. Funding permitting, ISD also hope to employ a team of students that departments can engage to fix their files.

Guidance highlighting some of the key things you can do to make online materials more accessible [has been developed by Digital Education](#). e-Learning Champions

may also wish to consult the All-Party Parliamentary Group for Assistive Technology's report [Accessible VLEs: making the most of the new regulations](#).

Moodle snapshots, summer upgrade and late summer assessments



Staff may be aware through [previous communication](#) that a snapshot of Moodle will be taken this summer. Digital Education would like to everyone aware of key dates.

Legacy Moodle: 30th April 2019

The Legacy Moodle platform is now 'read only' for students. Staff will still be able to edit courses for a period of time to allow for any final changes or upload of resources before it is archived.

New Moodle: Friday 26th July 5pm – Saturday 27th July 12pm 2019

The standard yearly upgrade of Moodle will take place. Moodle 3.4 will be upgraded to a new release version, Moodle 3.7 and a snapshot of Moodle 2018/2019 will be taken.

Once the snapshot occurs the standard procedure for summer snapshots will be followed. Tutors and Course administrators will have editing rights for one month to hide or edit course content, as per the guidance [on the Digital Education wiki](#).

Guidance and information on preparing Moodle courses for the next academic year will be provided nearer the time, but please review the Moodle Snapshot and Summer upgrade [blog post](#) and [FAQs](#) for further information.

Note: To comply with GDPR requirements, only 5 snapshots of Moodle will be available to staff and students at any one time. From 26th July 2019, only the following snapshots will be available from the [UCL Moodle Snapshot webpage](#).

- UCL Moodle 2018/19 (snapshot to be taken summer 18/19)
- UCL Moodle 2017/18 (snapshot to be taken summer 18/19)
- UCL Moodle 2016/17 (snapshot taken July 2017)
- UCL Moodle 2015/16 (snapshot taken July 2016)
- UCL Moodle 2014/15 (snapshot taken July 2015)

Late summer assessments

Digital Education will be sending out more information to Department teams regarding [late summer assessments](#) and what steps need to be taken to ensure students can complete assessment activities on Moodle if needed.



Creating Accessible Documents course now available

Digital Skills Development have introduced a new course to help staff meet the requirements of the new accessibility regulations. Making documents accessible is important for everyone, not just those with visual or hearing impairments or mobility issues. In this session participants will learn how to make sure their PowerPoint presentations, Word documents, Excel Spreadsheets and PDFs meet these requirements.

To find out more please visit the [UCL Training Booking System](#).

There is limited availability on the current dates but those who [register an interest](#) will be notified when future dates become available.

Voices from the OER19 conference

Staff from both Digital Education and the Library represented UCL at this year's OER19 conference, the theme of which was recentering the open education debate through exploration of critical and global perspectives. The Association for Learning Technology (ALT) have taken time to collate reflections from conference participants and these can be found [on the conference website](#).

Case Study

The [UCL Teaching and Learning Portal](#) contains news, resources, case studies and more to help you develop your teaching at UCL.

[Submit a case study to the UCL Teaching and Learning portal](#).



Six ways to get students to really learn during a lecture

Dr Elinor Bailey shares some top tips for promoting active learning in lectures, aligning personal experience as both a student and lecturer to prominent research outputs which explore the use of lectures as a pedagogic tool.

A range of techniques are highlighted, including consideration of cognitive load and pacing, the opportunity to ask questions, rephrase concepts, and participate in quizzes, and the need to 'mix it up'.

For more information [visit the UCL Teaching and Learning Portal](#).

What's on (and what's gone...)



Digital Skills Development has released new course dates for the summer term

As usual, the team is offering a wide range of courses covering Excel, Photoshop, Matlab, SPSS, and more. For full details of all the courses available please [read the Digital Skills Development blog post](#).



Digital Skills Development at Institute of Education Summer Term training schedule

Digital Skills Development at IOE offers training in a wide range of apps including: blogging, mind mapping, infographics, screencasting, Microsoft Sway, SharePoint, Office 2016 applications, Endnote and more. Bookings are open to all current UCL staff and students.

Visit [Digital Skills Development at IOE – Course Bookings](#) for the full schedule and bookings or read the [newsletter](#) in Microsoft Sway format.



APT conference 1st July: call for papers

This year, for the first time, the Academic Practice and Technology (APT) conference will be held at UCL. The call for contributions for the 17th conference is now open.

"The changing roles of educators in higher and further education: the shape of teaching today" will take place on Monday July 1st 2019, and contributions are

invited from colleagues who are pushing boundaries and critiquing their practice.

[View information and download the call for papers](#)

Online & Distance Learning

Our [FutureLearn MOOCs](#) are free to study and open to all. If you're a member of staff, delivering a MOOC can be an exciting way to engage the public and promote understanding and use of UCL research. [UCLeXtend](#), meanwhile, is UCL's public-facing learning platform and supports delivery of our range of non-credit bearing Life Learning CPD and short courses.

If you're interested in developing a MOOC or offering short courses via UCLeXtend, please contact the [UCLeXtend team](#).

Introduction to GDPR: General Data Protection Regulation

29th April 2019 (3 weeks)

Learn how to handle data in the digital economy safely, securely and respectfully.

[Sign up via FutureLearn](#)

Dementia and the Arts: Sharing Practice, Developing Understanding, and Enhancing Lives

13th May 2019 (4 weeks)

Explore, challenge and shape your perceptions of dementia through science and the creative arts.

[Sign up via FutureLearn](#)

The Many Faces of Dementia

3rd June 2019 (5 weeks)

Explore the key issues in dementia care and research through stories, symptoms, and the science of four less common diagnoses.

[Sign up via FutureLearn](#)

Get Interactive: Practice Teaching with Technology

27th May, 24th June, 22nd July, and 19th August 2019 (3 weeks)

This course, delivered by [the Bloomsbury Learning Environment \(BLE\)](#) on the Coursera platform, acts as an exploration of some of the popular technologies that educators use to make their learning engaging, interactive and dynamic. It is aimed at educators with little experience using online tools and technology for teaching purposes but who have basic familiarity with the Internet, online learning environments and computers in general.

[Sign up via the BLE webpages](#)

Work towards the e-Learning Baseline

To help staff ensure their Moodle courses meet the [UCL e-Learning Baseline](#), the Digital Education team provide tips in each newsletter on small changes that can be made to Moodle course(s) to make them more engaging and user friendly. The **fifth** in this series will focus on **Resources** and how to provide well labelled learning resources using internal and external sources.

Suggestions

- **Provide learning resources** - Provide presentation slides, notes or handouts and link to external online resources where appropriate. UCL policy is to provide [lecture materials 48 hours in advance](#).
- **Use descriptive titles for all items** and consider displaying the item's description on the course homepage, as this helps students understand the purpose of the activity or resource.
- **Provide reading list(s)** – Provide a list of course readings, preferably using the [UCL online reading list service](#), outlining which are compulsory and which are optional.
- **Check resources** - Regularly fix or remove broken hyperlinks (URLs) and check that all resources are up-to-date before releasing these to students.

Tech focus

Did you know...?

Reward students with the Moodle Custom Certificate

The new [Moodle Custom Certificate plugin](#) enables the creation of colourful and meaningful certificates. It is now possible to upload images, logos, signatures, text, and grades to create your own design. The certificate can be used as a record of achievement and reward. Certificates are unlocked when students complete activities such as quizzes or reach the end of a course where [Course Completion](#) is activated.



The previous Moodle Certificate plugin did not allow for easy customisation and will be phased out. Current users of the 'old' Certificate plugin will be contacted by Digital Education Services in the coming weeks with a timeline and support for recreating certificates with the new plugin.

To find out more about Moodle upgrades and new features visit the [Moodle 3.7 - Summer 2019 Upgrade](#) wiki. Any further questions can be directed to digi-ed@ucl.ac.uk.

Questions

What are students engaging with on my Moodle course?

Have you ever wondered what resource(s) your students access most frequently on your module or how often they engage with certain activities?



Well, as we approach the end of another academic year, this might be a good time to look at some of the [reports](#) available on Moodle to help you plan for your next cohort of students.

Reports are available for every Moodle course and can be accessed by anyone enrolled as a Tutor or Course administrator on the course. To find out more, see the Moodle user guide - [Moodle Reports](#).



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Questions or comments? Email Digital Education at digi-ed@ucl.ac.uk or call the ISD Service Desk 020 7679 5000 (ext. 25000).

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