

SLC Digital Learning Toolkit – Summary

This document should be used as a guide when you are exploring the functions of specific learning technologies offered by the college. It's important to remember that "alternate delivery does not imply complex delivery" so keep it simple and strategic based on the learning outcomes of your course.

Technology	Functions	How do I access this?
<p>Blackboard (LMS)</p>	<p>The college LMS should be used for all official communication with students. It should include all the course material, assessments, and grades featured in a course.</p> <p>Faculty</p> <ul style="list-style-type: none"> • Upload course documents and organize them in module or weekly folders. • Use the "announcement" tool as your main communication tool to students. Make sure to check the box so that students receive an email copy of the message. • Use the "discussion" tool to add a forum for students to post their questions. This avoids duplication in email inquiries and helps students connect with one another. Alternatively, you can create a graded discussion forum to simulate an onsite debate. • Create an "assignment dropbox" for students to submit digital assignments (e.g., research paper). • Create a "quiz" for students to test their knowledge on a particular topic before a larger assignment. • Design a "rubric" for your assessments to help you be more efficient and ensure consistent feedback to all students. • Use the "email" tool if you want to email all students in your course. <p>Students</p> <ul style="list-style-type: none"> • Download course documents for review. • Connect with the Faculty using the email tool or open discussions. • Interact with peers via Discussion Forums. • Review their progress by viewing the My Grades section in Blackboard • Collaborate with other students in "groups" via a discussion forum. • Build a collaborative wiki with other students as part of an assessment. <p>Important Reminders</p> <ul style="list-style-type: none"> • The LMS is the official application for the college so it's important that you use this as your primary mode of communication to students. • Make it easier for students by uploading your documents in Bb instead of splitting them up in other applications (e.g., Teams, OneDrive, etc.) • The LMS provides a record of all interactions/logins so encourage students to check in daily/weekly. 	<p>SLC.me</p> <p>Click on the Bb icon</p>

<p>Panopto</p>	<p>The Panopto video service enables Faculty and students to securely create/share videos. These videos can be anchored within the Blackboard course site.</p> <p>Faculty</p> <ul style="list-style-type: none"> • Create video summaries of concepts, theories, or content. Try creating shorter videos 5-10mins to help students tackle content in small bursts. • Advanced users can add interactive quizzes to existing videos to help students assess their knowledge throughout a video lesson. • Faculty can add closed captioning to their videos to make them accessible to all learners. This can be done by sending an email request to ITS. <p>Students</p> <ul style="list-style-type: none"> • Create video presentations using the Panopto App on their mobile device or their home computer. • Share a video to other students via a Discussion Forum using a link or with a Faculty via an assignment dropbox. 	<p>SLC.me</p> <p>Log into Blackboard and add Panopto to your course.</p> <p>Visit this site for faculty instructions (Panopto)</p> <p>Visit this site for Panopto (Student) "how to" docs - ITS</p>
<p>Office 365</p>	<p>All SLC Faculty and students have access to the full list of Microsoft applications that come with Office 365. This includes applications such as:</p> <ul style="list-style-type: none"> • Word – create wide range of documents using templates • Excel – create calculation spreadsheets with formulas • PowerPoint – create presentation slide decks and add narration • OneNote – create digital notebooks and add users to collaborate on notes • OneDrive – save your documents to the cloud • Sway – create online presentations via a simplified website • Forms – create an online anonymous or not-anonymous survey <p>Here are a few examples how Faculty/students can use these applications.</p> <p>Faculty</p> <ul style="list-style-type: none"> • Create a narrated PowerPoint (PPT) and upload it to Panopto to get closed captioning. Alternatively, you can create a PPT and use it to create a video directly in Panopto. • Use FORMS to create a survey for students to collect feedback on how they are doing in the course (e.g., Start, Stop, Continue exercise) • Digitize your lesson using SWAY by integrating various forms of media (text, images, websites, YouTube videos, etc.) <p>Students</p> <ul style="list-style-type: none"> • Create a PPT slide deck and upload it to a discussion forum for review/debate • Create a website presentation using SWAY and share the presentation as a link to Faculty/students. • Create Word/Excel docs for specific assignments • Use OneNote to take notes from digital or onsite lesson 	<p>SLC.me</p> <p>Click on the top left corner to view all apps</p> <p>Visit this site for Office (Student & Faculty) "how to" docs - ITS</p> <p>Use LinkedIn Learning to learn about Office (via SLC.me)</p>

<p>Office 365 - Teams</p>	<p>All SLC Faculty and students also have access to Microsoft Teams. This platform enables a user to create a “team” to connect with other users for collaborative work. Within a Team, users can connect for synchronous gatherings using a video connection (similar to Skype) or interact asynchronously using a chat function.</p> <p>Users can do a lot in Teams, but this list will help you focus on simple tasks that will help you connect with students.</p> <p>Faculty</p> <ul style="list-style-type: none"> • Invite your students into a TEAM in office and conduct synchronous virtual lessons using the video conferencing tool. • Use the “chat” function in Teams to have discussions with students during livestream lessons. <p>Students</p> <ul style="list-style-type: none"> • Students can use Teams to coordinate group work outside of the Learning Management System. This is a great way for them to connect virtually but this cannot be tracked by Faculty. As a result, this should be used to facilitate the process (meetings, discussions, etc.) but not the outcome (formal assignment). • Students can use the chat function to interact with one another during a livestream or asynchronously 	<p>SLC.me</p> <p>Click on the top left corner to view all apps</p> <p>Use LinkedIn Learning to learn about teams (via SLC.me)</p>
<p>LinkedIn Learning</p>	<p>The LinkedIn Learning platform provides Faculty/students with a list of professionally made video lessons on specific topics.</p> <p>Faculty</p> <ul style="list-style-type: none"> • Add LinkedIn Learning videos using a link in Blackboard to supplement your current lesson. • Create a specific Learning Path of multiple videos on a specific topic for students as a customized learning option. • Encourage students to explore the video library as part of a formal assignment (e.g., search for the video library for resources on a topic or skill) <p>Students</p> <ul style="list-style-type: none"> • Learn how to use various Office applications using LinkedIn Learning video library (e.g., how to create a pivot table in Excel). • Complete online modules to receive a digital badge for their LinkedIn Profile. • Create a LinkedIn profile to showcase specific skills learned online. 	<p>SLC.me</p> <p>Click on the LinkedIn icon</p>

To learn more about these tools and how to use them to facilitate communication, assess, deliver content, or collaborate with students visit:

- Alternative Delivery Toolkit (built for moving your course) - <https://sites.google.com/view/teach-at-slc/home>
- SCTL website for eLearning "How to" (Blackboard, Panopto) - <http://www.teachatslc.ca/>