

# DELTA: Digital Training Session

To support the transition to remote delivery, CELT are providing the following DELTA: Digital training sessions. This offering includes advanced sessions from UDOL providing their expertise and experience in online learning. In addition details of external training, resources and opportunities are available [here](#).

All sessions are delivered online through Blackboard Collaborate. There is no need to pre-book, so just join using the links provided below.

- Please use the **Chrome** web browser.
- Please join the session with your **full name** and **staff ID**

Full session overviews are available at the bottom of this page.

|   |             |                      |  |
|---|-------------|----------------------|--|
| Transitioning to remote learning delivery (Drop In)   | 15<br>April | 9.00am -<br>10.00am  | <a href="#">Link to online Collaborate session</a> |
| Blackboard Rubrics                                    | 15<br>April | 11.00am -<br>11.30am | <a href="#">Link to online Collaborate session</a> |
| UDOL Blackboard Collaborate Masterclass               | 15<br>April | 11.00am -<br>12.00pm | <a href="#">Link to online Collaborate session</a> |
| Collaborate Ultra                                     | 16<br>April | 11.00am -<br>12.00pm | <a href="#">Link to online Collaborate session</a> |
| UDOL Responsive Asynchronous Facilitation Masterclass | 16<br>April | 11.00am -<br>12.00pm | <a href="#">Link to online Collaborate session</a> |
| Panopto (Lecture Recording)                           | 16<br>April | 2.00pm - 3.00pm      | <a href="#">Link to online Collaborate session</a> |
| Turnitin Induction                                    | 17<br>April | 10.00am -<br>11.00am | <a href="#">Link to online Collaborate session</a> |
| Turnitin Rubrics                                      | 17<br>April | 11.00am -<br>11.30am | <a href="#">Link to online Collaborate session</a> |
| Panopto (Lecture Recording)                           | 20<br>April | 1.00pm - 2.00pm      | <a href="#">Link to online Collaborate session</a> |
| Personal Academic Tutoring (PAT) - Drop In            | 20<br>April | 3.15pm - 4.15pm      | <a href="#">Link to online Collaborate session</a> |
| Transitioning to remote learning delivery (Drop In)   | 21<br>April | 11.00am -<br>12.00pm | <a href="#">Link to online Collaborate session</a> |
| Collaborate Ultra                                     | 21<br>April | 2.00pm - 3.00pm      | <a href="#">Link to online Collaborate session</a> |
| ReadSpeaker and Ally                                  | 22<br>April | 2.00pm - 3.00pm      | <a href="#">Link to online Collaborate session</a> |
| Ally Accessibility Workshop                           | 22<br>April | 3.00pm - 4.00pm      | <a href="#">Link to online Collaborate session</a> |

|  |          |                    |  |
|--|----------|--------------------|--|
| Creating quick and easy learning resources using Canva                       | 24 April | 11.00am - 12.00pm  | <a href="#">Link to online Collaborate session</a> |
| PAT in an Online Environment   | 27 April | 11.00am - 12.00pm  | <a href="#">Link to online Collaborate session</a> |
| Collaborative Ultra  | 27 April | 12.00pm - 1.00pm   | <a href="#">Link to online Collaborate session</a> |
| Personal Academic Tutoring (PAT) - Drop In                                   | 27 April | 3.15pm - 4.15pm    | <a href="#">Link to online Collaborate session</a> |
| Preparing Students for Remote Assessment                                     | 28 April | 11.00 am - 12.00pm | <a href="#">Link to online Collaborate session</a> |
| UDOL Learning Design Team 'Enhanced Practice' Drop In                        | 28 April | 1.00pm - 3.00pm    | <a href="#">Link to online Collaborate session</a> |
| Blackboard Reports and the Performance Dashboard to Track Student Engagement | 28 April | 2.00pm - 3.00pm    | <a href="#">Link to online Collaborate session</a> |
| Blending Live Sessions with Asynchronous Activities                          | 29 April | 11.00am - 12.00pm  | <a href="#">Link to online Collaborate session</a> |
| PAT in an Online Environment   | 29 April | 2.00pm - 3.00pm    | <a href="#">Link to online Collaborate session</a> |
| Blackboard Reports and the Performance Dashboard to Track Student Engagement | 30 April | 11.00am - 12.00pm  | <a href="#">Link to online Collaborate session</a> |
| Preparing Students for Remote Assessment                                     | 30 April | 2.00pm - 3.00pm    | <a href="#">Link to online Collaborate session</a> |
| Poll Everywhere  | 01 May   | 10.00am - 11.00am  | <a href="#">Link to online Collaborate session</a> |
| Refining your use of Blackboard Collaborate                                  | 01 May   | 11.00am - 12.00pm  | <a href="#">Link to online Collaborate session</a> |
| Personal Academic Tutoring (PAT) - Drop In                                   | 04 May   | 3.00pm - 4.00pm    | <a href="#">Link to online Collaborate session</a> |
| UDOL Learning Design Team 'Enhanced Practice' Drop In                        | 07 May   | 11.00am - 1.00pm   | <a href="#">Link to online Collaborate session</a> |
| Padlet   | 08 May   | 11.00am - 12.00pm  | <a href="#">Link to online Collaborate session</a> |
| Personal Academic Tutoring (PAT) - Drop In                                   | 11 May   | 4.00pm - 5.00pm    | <a href="#">Link to online Collaborate session</a> |
| Panopto (Lecture Recording)  | 13 May   | 2.00pm - 3.00pm    | <a href="#">Link to online Collaborate session</a> |
| Personal Academic Tutoring (PAT) - Drop In                                   | 18 May   | 4.00pm - 5.00pm    | <a href="#">Link to online Collaborate session</a> |
| UDOL Learning Design Team 'Enhanced Practice' Drop In                        | 26 May   | 1.00pm - 3:00pm    | <a href="#">Link to online Collaborate session</a> |
| Turnitin Induction   | 27 May   | 2.30pm - 3.30pm    | <a href="#">Link to online Collaborate session</a> |
| Turnitin Rubrics   | 27 May   | 3.30pm - 4.00pm    | <a href="#">Link to online Collaborate session</a> |
| UDOL Learning Design Team 'Enhanced Practice' Drop In                        | 4 June   | 11.00am - 1.00pm   | <a href="#">Link to online Collaborate session</a> |

|   |         |                   |  |
|---|---------|-------------------|--|
| Panopto (Lecture Recording)                           | 12 June | 10.00am - 11.00am | <a href="#">Link to online Collaborate session</a> |
| UDOL Learning Design Team 'Enhanced Practice' Drop In | 30 June | 1.00pm - 3.00pm   | <a href="#">Link to online Collaborate session</a> |
| UDOL Learning Design Team 'Enhanced Practice' Drop In | 02 July | 11.00am - 1.00pm  | <a href="#">Link to online Collaborate session</a> |
| Panopto (Lecture Recording)                           | 06 July | 1.00pm - 2.00pm   | <a href="#">Link to online Collaborate session</a> |
| UDOL Learning Design Team 'Enhanced Practice' Drop In | 28 July | 1.00pm-3.00pm     | <a href="#">Link to online Collaborate session</a> |

If you would like a bespoke college session, please contact [celt-tel@derby.ac.uk](mailto:celt-tel@derby.ac.uk)  
Find out more about each session and access recordings of previous sessions by clicking on the session details below.

There is also a range of [resources to support remote working](#) available on the staff intranet.

## Blackboard Induction



**Blackboard**

### Overview:

Course Resources (Blackboard) is our Virtual Learning Environment (VLE). In the Blackboard induction you will learn how to do the basics. This includes uploading content, creating folders and how to use grade centre and groups, plus we will try to answer any questions you have about Blackboard.

### Learning Objectives:

- How to uploading content
- How to creating folders
- How to use grade centre
- How to create and use groups
- Have a good overview of blackboard

Target Audience: Academics new to the University of Derby

Duration: 1.5 hours

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[Gnereal Blackboard Help](#)

To view a recording of this session click below

[DELTA Staff Development Traing room / Blackboard Induction 13/01/2020](#)

[DELTA Staff Development Traing room / Blackboard Induction 02/09/2019](#)

[DELTA Staff Development Traing room / Blackboard Induction 02/08/2019](#)

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Turnitin Induction



Overview:

Turnitin is our online submission tool for submitting and marking assessments. In the Turnitin induction you will learn how to set up a submission point, how to upload an assignment on behalf of a student and how to mark a Turnitin submission.

Learning Objectives:

- Setting up a submission point
- How to upload an assignment on behalf of a student
- How to mark a Turnitin submission anonymously

Target Audience: Academics new to the University of Derby

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[Trunitin Help](#)

To view a recording of this session click below

[Turnitin Training Room / Trunitin Induction 01/08/2019](#)

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Turnitin Rubrics



Overview:

Rubrics are marking schemes to speed up marking and improve the feedback you give students. This training focuses on a Turnitin rubric. You will learn how to create rubrics for Turnitin, how to import and export them, and how to use them for marking.

Learning Objectives:

- How to create rubrics for Turnitin
- How to import and export rubrics
- How to use turnitin rubrics for marking

Target Audience: Academics that have experience of Turnitin or have undertaken the Turnitin Induction

Duration: 30 minutes

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[Turnitin Rubric help](#)

To view a recording of this session click below

[Turnitin Training Room / Turnitin rubrics 01/08/2019](#)

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## Blackboard Assignments



### Overview:

Blackboard assignments (Box View not Turnitin) is one of our online submission tools for submitting assessments. In the Blackboard assignment training you will learn how to setup a submission point for individuals and for a group assignment. You will explore the different file formats that can be uploaded. The session will also cover how to add a plagiarism check and how to mark assignments.

### Learning Objectives:

- Setting up a submission point
- How to add a plagiarism check
- How to mark a submission anonymously

Target Audience: Academics

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[Blackboard Assignments Help](#)

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## Blackboard Rubrics



### Overview:

#### Blackboard Rubrics

Rubrics are marking schemes to speed up marking and improve the feedback you give students. This training covers Blackboard rubric (Not Turnitin rubrics). You will learn how to create rubrics for Blackboard, what types of activities you can assign a rubric to, and how to use them for marking.

### Learning Objectives:

- How to create rubrics for Blackboard
- How to import and export rubrics
- How to use rubrics for marking

Target Audience: Academics that have experience of Blackboard Assignments or Blackboard Tests, Or have undertaken the Blackboard Assignments or Blackboard Tests training

Duration: 30 minutes

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[Blackboard Rubrics Help](#)

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Blackboard Tests



Blackboard

## Overview:

Blackboard Test is the system we use to run all our online exams. In the Blackboard Test training you will learn how to create a Blackboard test, how to setup all the different question types, how to deploy the test and how to mark the test and how to deploy the results to students.

## Learning Objectives:

- The statistics of automatically marked questions
- How to create a Blackboard test
- How to setup all the different question types
- How to deploy the test
- How to mark the test anonymously
- How to deploy the results to students

Target Audience: Academics that have experience of Blackboard or have undertaken the Blackboard Induction.

Duration: 1.5 hours

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[Blackboard Tests Help](#)

To view a recording of this session click below

[Question types and probabilities 04 March 2020](#)

[Blackboard Tests 04 March 2020](#)



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## Blackboard Tests (Analysis)



### Overview:

Blackboard Test analysis is a workshop for lecturers who have run summative Blackboard test and need to know how to process the results. This session includes checking answers, marking online, downloading results, and question analyses where we look to see how well the questions performed.

This session is a practical workshop and it would be useful if you brought along a laptop.

### Learning Objectives:

- How to check answers
- How to marking online
- How to downloading results
- Question analysis (how well did your questions performed)

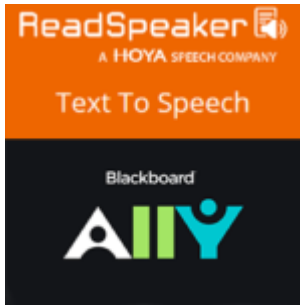
Target Audience: Academics who have recently run a Blackboard test.

Duration: 1 hour

To book training please use the Career & Development page on [MyHub](#) and searching for the course “Blackboard Tests (Analysis)” These session correspond with exam periods.

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ReadSpeaker and Ally



## Overview:

ReadSpeaker and Ally are accessibility tools integrated into Blackboard. This training session will teach you what they can do, how to use them and how to improve the accessibility of your content. The training session will be broken into two parts first ReadSpeaker then Ally. If you have already undertaken the Ally training you are free to leave after the ReadSpeaker section.

## Learning Objectives:

- The capabilities of Ally and ReadSpeaker
- How to use Ally and ReadSpeaker
- How to improve the accessibility of your content

Target Audience: Academics.

Duration: 1 hour (first 30 minutes ReadSpeaker. Second 30 minutes Ally)

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[ReadSpeaker Help](#)

[Ally Help](#)

To view a recording of this session click below

[Ally training session 11 March 2020](#)

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Ally Accessibility Workshop



## Overview:

In this practical workshop you will look through your Blackboard content and improve the accessibility of your content. You will use the Ally tool in Blackboard to find accessibility issues with your content, then you will be guided through fixing those issues. Once your content is accessible you can use Ally again to replace the old content in Blackboard.

**Prerequisites:** Before booking on this session you should have completed the half hour Ally training or the hour ReadSpeaker and Ally training session. There is an hour ReadSpeaker and Ally training session immediately before this session which you can also book on using this booking form.

It would also be useful if you could bring a laptop.

## Learning Objectives:

- Improve the accessibility of your Blackboard content

**Target Audience:** Academics who have undertaken the Ally training and have created blackboard content

**Duration:** 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[Ally Help](#)

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Panopto (Lecture Recording)



Overview:

[Panopto \(Lecture Recording\)](#) covers the benefits of Lecture Recording including what is an appropriate recording, and a demonstration of how to use the software.

Learning Objectives:

- How to use Panoto
- Recording
- Editing
- Moving recordings
- Copy and access stats
- Shared repository.

Target Audience: Blackboard Users

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

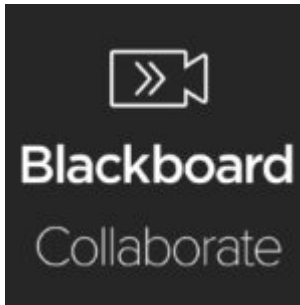
[Panopto \(Lecture Recording\) Help](#)

To view a recording of this session click below

[Panopto - Benefits of Lecture Recording \(Staff\)](#)

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Collaborate Ultra



## Overview:

Blackboard Collaborate Ultra is the University of Derby web conferencing and remote teaching tool. In this training session you will learn the different uses of Collaborate Ultra and the basics of how to schedule a session, how to run a session, how to record a session and distribute the recordings.

This session is a workshop format and it would be useful if you brought along a mobile device.

## Learning Objectives:

- The different uses of Collaborate Ultra
- How to schedule a session
- How to run a session
- How to record a session
- How to distribute the recordings

Target Audience: Blackboard Users and Staff that wish to host webinars.

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[Collaborate Ultra Help](#)

To view a recording of this session click below

[DELTA Staff Development Training room / Collaborate Training Session 29/01/2020](#)

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## Poll Everywhere



### Overview:

Poll Everywhere lets your audience interact with a live presentation using their mobile phones or other devices. In this session you will learn how to create polls and quizzes, how to give your students access to your polls, how to embed polls into PowerPoint and how to view the data collected.

This session is a workshop format and it would be useful if you brought along a mobile device

### Learning Objectives:

- How to create polls and quizzes
- How to give your students access to your polls
- How to embed polls into PowerPoint
- How to view the data collected

Target Audience: Academics and staff running an event

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

### [Poll Everywhere Help](#)

To view a recording of this session click below

[DELTA Staff Development Traing room / Poll Everywhere](#)

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## Padlet training



### Overview:

Padlet is an online notice board which allows you to create online boards where you can add notes which can include text, images, audio, video and web links. In this session you will learn how to create a Padlet, how to make posts, how to give access to your students and how to manage the setting.

This session is a workshop format and it would be useful if you brought along a mobile device

### Learning Objectives:

- How to create a Padlet
- How to make posts
- How to give access to your students
- How to manage the setting

Target Audience: Staff

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[Padlet Help](#)

To view a recording of this session click below

[DELTA Staff Development Traing room / Padlet Training 09/09/2019](#)

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## Using technology to support inclusive teaching practice



### Overview:

This session will provide you with an opportunity to understand the importance of inclusive learning and teaching practice and how technology can be used to support these approaches. The practical activities will enable you to gain experience of these technologies and the evaluation techniques which can be used to assess their accessibility. This session links to the Student Attainment Policy.

### Learning Objectives:

- Explain the importance of inclusive practice in learning and teaching
- Demonstrate what tools can be used to evaluate the accessibility of teaching content
- Plan how to use technology to support inclusive practice in their teaching

Target Audience: Academics

Duration: 2 hours

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[Accessibility tools in Microsoft Office 365](#)

[Accessibility in the Panopto Student View](#)

[Accessibility in Box of Broadcast](#)

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Using digital approaches to create an active classroom environment





### Overview:

This workshop will provide attendees with the opportunity to consider the digital practices which can support students to become active participants in their learning

### Learning Objectives:

- This workshop will provide attendees with the opportunity to consider the digital practices which can support students to become active participants in their learning

Target Audience: Academics

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

Here is a case study [video](#) on best approaches for active learning

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## Introduction to Media Based Assessments



### Overview:

This session will look at different methods of media based assignments and how you can use them in your teaching.

### Learning Objectives:

- Theory of Media Based Assessments This session will introduce the idea

of media based assessments, showing examples of tools to use and how to use them. Including Mobile video production, Interactive Infographic/poster creation and simple Webpage creation.

Target Audience: Academics

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

A quick overview of media-based assessments can be viewed in this short [video](#).

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Using Canva in your teaching



Overview:

This workshop will cover how to use Canva, the cloud based design website, to create and download posters and info-graphics. This is a creative session designed to improve your digital capabilities.

Learning Objectives:

- Using Canva in your teaching - the cloud based design website
- Using Canva to create posters and infographics

Target Audience: Academics

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

To view a recording of this session click below

[Creating a poster using Canva while using colour palettes and font combinations to work with your design](#)

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Using WeVideo in your teaching



Overview:

This session will look at the cloud based video editing software wevideo, and how you can use it to create videos easily using the 1000s of stock video built into the editor to enhance your teaching.

Learning Objectives:

- Using WeVideo in your teaching - the cloud based video editing software WeVideo
- Using we video to enhance teaching materials with stock video

Target Audience: Academics

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[WeVideo help](#)

To view a recording of this session click below

[Editing a video using Wevideo](#)

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## Using Adobe spark in your teaching



### Overview:

This workshop will look at Adobe Spark, the cloud based website, graphic and video creator, to look at how you can create easy and simple videos to create educational content.

### Learning Objectives:

- Using Adobe spark in your teaching – the cloud based website, graphic and video creator
- Using adobe spark to create digital stories

Target Audience: Academics

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

To view a recording of this session click below

[Adobe Spark for a quick video](#)

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Consistency and Organisation of Course Resources



### Overview:

A chance to consider how to organise a Course Resources module to improve accessibility and engagement. Additionally, contemplate how to improve consistency across all modules in a programme to give students a better experience.

### Learning Objectives:

- Understand the module template Consider the best way to organise course materials

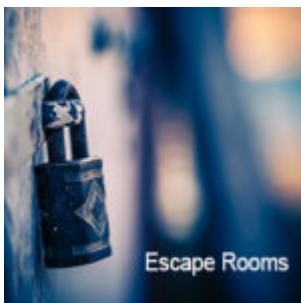
Target Audience: Academics

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

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## Escape Rooms



### Overview:

This session will provide you with the technology tools available to you at the university, providing you with some ideas of how to use them within your teaching in a fun and exciting way

### Learning Objectives:

- Understand the different tools available to use at the university, to enhance the teaching and learning.

Target Audience: Academics

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

To view a recording of this session click below [Escape Rooms](#)

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Creating Impactful digital media session for staff & students



Overview:

This session will show you the variety of technology that you have available to create impactful media content, helping you to understand the process of planning and techniques needed to create videos and graphic designs.

Learning Objectives:

- This session will cover how to use canva, adobe spark and wevideo with the angle of how much time you need to create each peice of content and how to acheive the intended outcome of created content.

Target Audience: Academics

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

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BoB - Accessing TV and Radio content to support your learning



## Overview:

As a student or member of staff at the University of Derby you have access to Box of Broadcasts (BoB). BoB is an archive of over one million TV and radio programmes that can be viewed at home or in the classroom, or clipped and embedded in assignments or within course materials.

## Learning Objectives:

- This session will show you how to search for tv or radio programmes, make clips, save playlists, access captions and transcripts, and grab citations for easy referencing.

Target Audience: Staff

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

[BoB help](#)

To view a recording of this session click below

[Introduction to BOB on demand TV and Radio for Education](#)

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Using ePortfolios and embedding them into your curriculum



### Overview:

This session will provide attendees with the opportunity to explore what an ePortfolio can do, and how it can be embedded into the curriculum to support student reflection and development. The practical activities will enable you to explore the various features of the institutional ePortfolio, PebblePad and experience it as a student.

### Learning Objectives:

- Define the purpose of an ePortfolio
- Experience PebblePad from a student perspective
- Discuss ways of embedding an ePortfolio

Duration: 2 hours

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)  
[PebblePad Help](#)

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### Transitioning to remote delivery



### Overview:

From Monday 23 March until the end of the academic year, we will deliver all HE teaching online. This means classroom teaching of all forms (including lectures, seminars, tutorials, practical sessions, and one-to-one meetings) will cease.

This session will be an open discussion workshop on how to transition from



classroom to online delivery.

It will focus on maintaining student engagement, content delivery through Blackboard, Collaborate, Panopto and Discussion boards and online approaches to active learning.

Please come with ideas of how you might approach the transition to online delivery for programme.

Target Audience: Academics

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

It is best to use the Google Chrome browser to access the session as Internet Explorer and Microsoft Edge will not work. Safari and Firefox users will need to ensure they have an up to date version.

[Click here for help on how to use Collaborate ultra](#)

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UDOL Blackboard Collaborate Masterclass



Delivered by University of Derby Online Learning (UDOL) this session will cover:

- Creating a guest link
- Participant tools - taking back control
- Presenter tools - taking back control
- Recording, deciding when to present or interact
- Basic presentations - whiteboard (Activity)

- Basic presentations - share application, web tour, share and annotate files
- Interaction - polls and timer
- Breakout groups (Activity circa. 20 minutes) - group session tools usage
- How to share recordings

## [Collaborate Ultra Help](#)

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### UDOL Learning Design Team 'Enhanced Practice' Drop In Session



Delivered by University of Derby Online Learning (UDOL).

Learning Designers will be available during regular drop-in sessions to support the continuous development and/or refresh of online modules and programmes. We are extending this service to campus academics now facilitating their modules at a distance. You may wish to discuss your ideas with a Learning Designer during this time or gather new ways of embedding activity-led design and supporting student engagement. If you would like to book in a 1:1 at a time that is not listed, please contact us via: [learningdesign@derby.ac.uk](mailto:learningdesign@derby.ac.uk)

Examples of questions:

- I have set up a discussion board forum linked to an activity, but the conversation is not really taking off, what can I do?
- I have this brilliant activity that I do in my face-to-face teaching but have no idea how to recreate this online, help!
- I am trying to get a sense of how my students are doing, but don't really see them interacting enough. What types of activity can I add?
- I am unsure if you can help me with this issue in delivering online, but ...

We love a challenge, so all are welcome to join our collaborate space to discuss

design practices for online learning. If we can't help, we will advise on who can and will make introductions.

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## UDOL Responsive Asynchronous Facilitation Masterclass



Delivered by University of Derby Online Learning (UDOL).

This session includes:

- Effective announcements
- Community area - discussion forums and journals
- Forums - Types and purpose, one to many approach
- Writing a good asynchronous activity
- Breakout activity - weaving a thread (dissection of a one week forum activity)
- Closing a forum
- When to use journals 1:1 approach

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## Microsoft Teams



Overview:

This session will be an open discussion workshop on how to use Microsoft Teams to support the transition from classroom to online delivery.

We will respond to any questions you have on how to use Teams and give demonstrations accordingly on ways you can use Microsoft Teams.

Target Audience: Academics

Duration: 1 hour

There is no need to pre-book this session. Just click on the [Link to online Collaborate session](#)

It is best to use the Google Chrome browser to access the session as Internet Explorer and Microsoft Edge will not work. Safari and Firefox users will need to ensure they have an up to date version.

[Click here for help on how to use Collaborate ultra](#)

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Personal Academic Tutoring (PAT) - Drop In



Delivered by our Pedagogic Practice Team

These sessions are for all questions about managing Personal Academic Tutoring appointments, particularly with any challenges presented by working remotely. CELT colleagues will be available for the full hour, use the Collaborate link to drop in at a time to suit you.