Do: How WebLearn can reduce the administrative burden

Fawei Geng
Email: Fawei.geng@it.ox.ac.uk
Twitter: @oxford4learning

IT Learning Programme

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weblearn.ox.ac.uk

Pick the right tool for the job
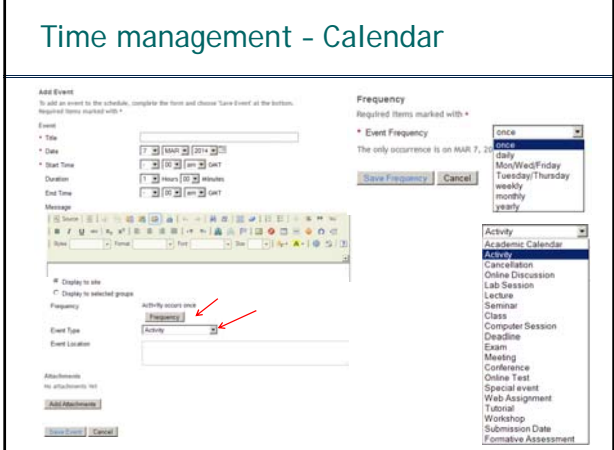
Site Info >
Edit Tools

Time management – Calendar

Data collection and feedback - Surveys

Communication- Announcements, Email Archive

Event management – Sign-up

Time management – Calendar

Time management – Calendar

Homepage view

Event details

Tips:
- Events can have multiple attachments
- Oxford term dates, groups
- Printed version is available

Data collection and feedback - Surveys (1)

It is free

Course evaluation, research or general data collection

Survey results are just one click away

Data collection and feedback – Surveys(2)

1. Create a new or select an existing survey template

   Rating Scale Question
   Multiple Choice Question
   Multiple Answer Question
   Free Text/Essay Question
   Heading/Instruction
   Existing Question
   Suggested Question

2. Create your survey and configure the settings

   Survey Dates

   Current date is 05 February 2014 at 15:20

Start Date	01 September 2013 09:00
Closing Date	31/08/14	23:59
Extension Date	31/08/14	23:59

   Survey Notification and Reminders

   Please check all details in this list before saving your survey settings. An email will be sent out to your respondents when the survey opens, and may not be appropriate for other kinds of surveys.

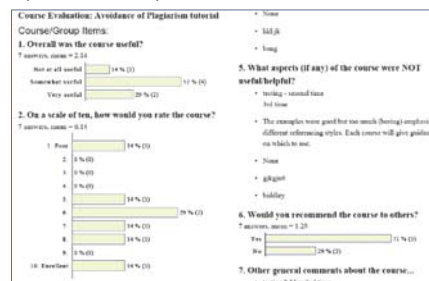   ☑ Send notification email the day the survey opens

   Reminders
   Never

3. Assign the survey to a group of recipients

   - **WebLearn site participants**
   - **People with WebLearn accounts**
   - **The general public**

Data collection and feedback – Surveys(3)

Export as PDF report

Export to Excel as raw data for further analysis

Data collection and feedback – Surveys(4)

Tips:

Template ownership transfer

Think about how to use the survey data when writing the survey questions

A survey also needs to be beneficial to the survey participants

If possible keep the survey short and easy to understand

Communication– Announcements (1)

Communication– Announcements(2)

One to many one-way communication

Announcements can be sent to the site participants via email

Announcements can be scheduled, e.g. send an announcement at a specific time and date

Attachments can be added to an announcement

Communication-Email Archive(1)

- Email Archive: a mailing list for all site participants

- All messages are archived in the site

Communication-E-mail Archive (2)

Configure Email Archive

Event management – Sign-up (1)

Time slots available to participants

Event management – Sign-up (2)

Participant can sign up a time slot

Event management – Sign-up (3)

Organiser can allocate a time slot

Event management – Sign-up (4)

Replace the "sign up sheets on the door"

Different types of event, e.g. single slot, multiple slots or recurring

Various notification options, e.g. availability, signup, cancellation

Participants can sign up to a time slot of their choice or be assigned by the event organiser

Summary

Time management – Calendar

Data collection and feedback - Surveys

Communication– Announcements, Email Archive

Event management – Sign-up

If you would like more support…

Come along to **Computer-8** sessions
(WebLearn team members will be there to help)

Contact the VLE team at:
weblearn@it.ox.ac.uk

View the WebLearn Guidance Site
www.weblearn.ox.ac.uk/info
- bite-sized video demonstrations
- step-by-step tool guides
- least-you-need-to-know guides
- FAQ for site maintainers

Courses (bookings: courses.it.ox.ac.uk)

ITLP:
- WebLearn: Fundamentals
- WebLearn: Design and content
- WebLearn: Tools for teaching and learning
- WebLearn: Creating interactive web pages
- WebLearn: Surveys
- WebLearn Bytes: Tests, Surveys, Assignments, Site Mgmt
- Plagiarism and Turnitin
- Plagiarism: How to avoid it (for students)

Computer8 sessions (Fri am, term time)

Customised training or information sessions (on request)

Useful Links

About: www.oucs.ox.ac.uk/weblearn

Contact: weblearn@it.ox.ac.uk

WebLearn blog: blogs.it.ox.ac.uk/adamweblearn

Use the service: weblearn.ox.ac.uk

Guidance: weblearn.ox.ac.uk/info

Thank you