

List of Resources in UWI, Mona Portals

OurVLE Staff Documentation Portal; OSD101

OSD101 is an area designed to allow staff members to become more acquainted with OurVLE. From how to gain access to customizing a course container to posting notes and administering assignments and quizzes you can find it in OSD101. The information is presented in a variety of formats. The most common method however are self-paced videos showing the learner step by step how to carry out certain processes with the flexibility of controlling the rate at which the videos are played and also having the capability to rewind to go over a point that was not so clear.

Name	Description	URL
OurVLE FAQ's	This glossary answers questions that lecturers have posed to us over time as it relates to utilizing the modules of OurVLE. If there is a question that you would like to have placed here please let us know.	
General Information		
What is Moodle?	OurVLE is based on the Moodle Learning Management System; LMS. What really is Moodle and how has it been used across the world in the education community. Watch this short video to find out some more about Moodle.	https://www.youtube.com/watch?v=3ORsUGVNxGs
Flowchart for Using OurVLE	Do you keep having a problem recalling the basic steps to get started on setting up an activity on OurVLE? Well, we hope this diagram will help you to recall the process in an easier way.	

Administrative Matters		
Steps for a Lecturer to Access a Course Container on OurVLE		
Registry Information Systems (RIS) Course Offering Guidelines	<p>This document guides the respective administrator(s) to update the Microsoft Excel sheet with the required information for each course/section, which is then uploaded or manually entered by RIS into Banner.</p> <p>This information is necessary for step 1 of the diagram shown before this item; "Steps for a Lecturer to Access a Course Container on OurVLE"</p>	
Procedure for a Lecturer to Gain Access to OurVLE		
Requesting a New Course Container		
Making your Course Content More Interactive		
Adding Audio to Microsoft PowerPoint Files	<p>Ever wondered if you could add audio to your PowerPoint (PPT) slides for your students to play back and listen to. Read the information on this page and watch the short video at the top of the page to get started. You can use this methodology to present content as if you were in class or to have a flipped classroom.</p>	https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Windows
Turn your Presentation into a Video	<p>If you plan to upload the file as a video on a YouTube channel we recommend that you save the file as a mpeg4/MP4 file.</p>	https://support.office.com/en-us/article/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83#OfficeVersion=newer

How to Create a YouTube Channel?	Watch this short video that guides you on the steps involved to create a YouTube channel and the benefits of having a YouTube channel.	https://support.google.com/youtube/answer/1646861?hl=en
How To Videos		
How to Edit your Course Container Settings	Get further insight into setting up your course container and how the participants will interact with it.	https://www.youtube.com/watch?v=PqnHKJc3JuU
How to Upload a File	Find out how to upload files to OurVLE This resource also serves as an introduction to some of the features of the OurVLE.	https://www.youtube.com/watch?v=gf9sW_J-c4o&feature=youtu.be
Removing a Student's Old Quiz grade	Ever wondered how to remove the quiz grade for a repeating student or for students from previous years from a quiz? Then this video is for you. Look out for a follow up video on how to do a similar procedure across the course.	https://www.youtube.com/watch?v=Nst9SAZT7_4&feature=youtu.be
How to Back Up Course Grades	Ever wondered how to back up the grades from a particular activity or how to download the grades of all the activities without all the course resources? Well this video is just for you. Have a watch. We hope you will learn something new.	https://youtu.be/YyjhyjkLfHg
Editing and Grading Existing Assignments	So you have created an assignment and would like to go back and make some changes to the settings. You remember that you have to turn something on. You are not quite sure.	https://youtu.be/ddTk-Z1ATS0

	You are also not sure of the proper way to grade these assignments. Not to worry. We have a video for you to watch that may just help you.	
How to Restrict Block Access	Ever wanted to deliver content within a block to only a certain set of students. Then this resource is for you! Assuming that you already groups created in your course this short video guides on how to make the necessary settings to properly manage how content is viewed by different sets of students within one course container.	https://youtu.be/-DA9O20SLO8
How to adjust the Number of Topics/Blocks on your Course Page	Need more blocks to better arrange your course content? Then you have come to the right place. With more than one option to utilize you'll find that it's as easy as 1, 2, 3! Remember you can only have up to 52 blocks per course. However, there is no limit on the amount of material placed within a block.	https://www.youtube.com/watch?v=sB91soyd9xM&t=1s
Quiz Videos		
Basics of Setting Up a Quiz on OurVLE	Snippets of an online training on how to setup a quiz on OurVLE. Follow along within your course container if you wish.	https://www.youtube.com/watch?v=mucp-UhUjZ0
Using the Aiken Format	Do you have a quiz to create that contains numerous multiple choice questions? Import the questions into OurVLE using the Aiken format. Watch this video to learn more.	https://www.youtube.com/watch?v=JERsqJLp-To

Using the GIFT Format	Do you have a quiz to create that contains different question types? Import the questions into OurVLE using the GIFT format. Watch this video to learn more.	https://www.youtube.com/watch?v=zELpkQXHNzA&t=212s
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Blackboard Collaborate/MITS Portal; BBC_MITS

BBC_MITS is an area designed to support faculty members who wish to utilize web conferencing to maintain contact with their students. The portal has enough information both for those who are using Blackboard Collaborate Ultra for the first time or if they are seeking a refresher on the critical things to do to get started in the diverse and interactive world of BBC. The portal contains material both from the Mona campus and also from UWI. One of the main features of this portal are links to previously delivered BBC training sessions. Open rooms/sessions are also available so that users can go in and see what the environment is like and practice as necessary.

Name	Description	URL
Setting up BBC on OurVLE_Quick Guide	Quick, targeted guide on how to setup a Blackboard Collaborate room and sessions.	PowerPoint file
General Resources		
A short video on the benefits of using BBC		
What is Blackboard Collaborate?	Information sourced from www.blackboard.com to provide descriptive information and features of BBC.	http://www.blackboard.com/online-collaborative-learning/blackboard-collaborate.aspx

Desktop System Requirements for Blackboard Collaborate	Do you need to know what technical specifications your device should at least have to have an optimal BBC experience? Then this resource is for you! Please ensure that you increase that zoom and read all the details on the page especially those towards the bottom page under the Additional Requirements section.	https://blackboard.secure.force.com/publicbarticleview?id=kAB70000008P8m
BBC: Ultra Experience	A landing page for the three main types of users in Blackboard Collaborate: Ultra <ul style="list-style-type: none"> • Participant • Moderator • Administrator 	https://help.blackboard.com/Collaborate/Ultra
What's NEW!	Want to stay ahead of the game and have a greater knowledge of new features within the BBC Ultra interface? Then this is the place for you!	https://help.blackboard.com/Collaborate/Ultra/Participant/Whats_New
UWI Resources		
UWI Blackboard Collaborate portal	Here you will find information on training resources, training schedules, policies, the latest product announcements and general Blackboard Collaborate-related information for UWI staff.	https://sites.google.com/a/dec.uwi.edu/uwiwebconf/

User Support Training	Powerpoint used in training delivered by Mr. Kevin Ramsoobhag (Open Campus)	PowerPoint File
BBC Regional Training Oct. 2018	Edited video of training delivered on October 4, 2018 Facilitator: Kirk Wilson Assisted by: Soshane Findley, Jana Duncan & Kevin Rhamsobhag	https://youtu.be/T-BWsoaO15g
UWI, Mona Resources		
An Introduction to Blackboard Collaborate by K. Wilson	PowerPoint file that was used in BBC training session held on September 14, 2017 at the Centre for Excellence in Teaching and Learning, Mona campus. Some adjustments were made to facilitate posting in this format. Presenter: Kirk Wilson	PowerPoint File
BBC Icon URL	By copying and pasting this string of characters into the "Icon URL" field your activity will show with the Blackboard Collaborate icon on your OurVLE course main page. This is an optional feature. If you do chose to use it you must use as is. <i>Please do not add to nor remove any character from what is presented.</i>	https://lh3.ggpht.com/bfYUpicewD38Zxt8pnnQf0Z1Lu-bM1rQubk7UhYneP28DzDXyHC1FgPQyLQWu5JP6xM=w300

<p>Top Ten Habits of Highly Effective Blackboard Collaborate™ Moderators</p>	<p>Online learning is all about the experience, and as the moderator, you play a key role in ensuring all your participants have a great experience, one that facilitates engagement, discussion, interaction, and collaboration. So, it's time to get in the habit of being a highly effective moderator! Here are some tips from Blackboard Collaborate</p>	<p>PDF file</p>
<p>BBC Breakout Groups Information</p>	<p><i>Did you know</i> that BBC allows your students to discuss a topic(s) in independent groups within your current BBC session and then come back together within the main session and share the outcomes of their discussions?</p> <p><i>Did you know</i> that as a moderator you can move from one group to another to see and hear the nature of the discussions taking place?</p> <p>If you did not know any of this then this link is for you! You need to view this page starting with the brief introductory video. Click to find out more.</p>	<p>https://help.blackboard.com/Collaborate/Ultra/Moderator/Collaboration/Breakout_groups</p>

BBC Online Training Session	This is a recording of the first online training session in Blackboard Collaborate at the UWI Mona campus. The session was delivered by Mr. Kirk Wilson and Ms. Soshane Findley. Some technical difficulties were experienced during the session. As such, a bit of editing was done on the file by Ms. Soshane Findley.	https://youtu.be/PfmG2UYBz4o
Practice Sessions		
Sessions created with and without icon URL		