

# TECHNOLOGY2U ROADSHOW



# e-LEARNING

Incorporating the 'e' into learning is enabling TAFE Western to compete in the current environment.

It allows the Institute to meet market needs and support students, wherever they live.

## DEC Portal for Staff

<https://staff.det.nsw.edu.au>

Your portal is your main access point for your teaching applications, particularly when off campus. In here you can:

- > Get links to many of your TAFE applications.
- > Access your pay and leave information.
- > Add your own links to other sites you access frequently.
- > Reset student passwords using EMU.

## DEC Portal for Students

<https://student.det.nsw.edu.au>

It is important for students to access their portal as soon as their enrolment has been accepted so they can self-manage their password and access student based applications such as email and Bridgit. From the student portal, students can access their learner portal to view their records, including personal details, payment/fees, enrolments and learning history. As a teacher you need to orient your students to this space.

## Staff Support

Student Hubs:

- > Literature reviews and resource finding.
- > Creation of LibGuides as support resources.
- > Introductory support for technologies.

Lynda Online:

Staff training with over 1400 subjects.

TWC Coordinator:

Delivery and resource support.

Professional Development:

Request the training you need.

## Further Support

Contact the service desk on **02 6885 7555**

Option 1: EBS and student services

Option 2: eLearning

Option 3: Video conference and connected classroom

Option 4: ICT

Email us

[elarningsupport@tafensw.edu.au](mailto:elarningsupport@tafensw.edu.au)

## Useful Links

For a copy of all the links provided in this brochure please go to:

<http://bit.ly/2a150Hu>

TAFE NSW Intranet

<https://staff.tafensw.edu.au/>

TAFE Western Hubhub

<https://intranet.tafewestern.edu.au/>

Connect to the TAFE Western Wireless

<http://bit.ly/2aDVgxH>

Resetting a Student Password

<http://bit.ly/2anvMjN>

TAFE Western Password Help

<http://bit.ly/2asjOGn>

Start Learning with Lynda

<http://bit.ly/2akjryD>

Order an Adobe Connect Room

<http://bit.ly/2aBxi4Q>

Student Portal Overview

<http://bit.ly/2aoz9tK>

VMR Numbers

<http://bit.ly/2aJEvz9>

Video Conferencing

<http://bit.ly/2aUWWQU>

Professional Development (EEMS)

<http://pdonline.wit.tafensw.edu.au/EEMS/>

Central Moodle Units

<http://bit.ly/2aeHcqt>



To assist in meeting the needs of our staff and students you can find a variety of user guides and training resources on the TAFE Western website:

<http://www.tafewestern.edu.au/current-students/online-learning>

Or on the Staff Information Hub:

<http://bit.ly/2as4B8L>

# MOODLE

## Enabling online and blended delivery

### What is it?

Moodle is used at TAFE Western to house course resources and activities for students to use and complete. Many courses use Moodle to support their delivery with some courses fully online.

It works well on most devices including iPhones, tablets, laptops and desktop computers.

### Preparation for using Moodle

Assist student in using Moodle by confirming:

- > the URL of the Moodle/s the student needs to log into
- > the enrolment key for the Moodle/s that the student will be using
- > contact details of course coordinator/head teacher or teacher delivering the course
- > other tools being used (e.g. video conference, Adobe Connect, face to face session)
- > student login details (i.e. username and password)
- > the student knows how to contact you if they need further help.

### Equipment required to use Moodle

A computer/tablet/phone with internet access.

Some resources within Moodle may need additional software—you will need to speak with the Moodle course manager if you are having trouble viewing resources.

For optimal performance we recommend the student enables:

- > Cookies
- > Popups
- > Javascript
- > ActiveX
- > Adobe Reader

### Logging into Moodle

The student should have a URL supplied by their teacher for the Moodle/s they will be using.

As a second option the generic Moodle URL is <https://moodle2.wit.tafensw.edu.au/login/index.php> and students can search for their course from here.

The first time a student logs into any Moodle course they will be asked for an enrolment key. This needs to be provided to them by their teacher.

### STUDENT TIPS FOR USING MOODLE

Many resources in Moodle can utilise the text to speech function on iPads and tablets. Speak to the hub staff for assistance with using this feature.

May resources in Moodle can be downloaded and saved for later use. This means that you can use TAFE internet on any campus and save resources to take home and study there.

If you are having trouble with the upload of assignments, try on a desktop machine where it is easier.

If you are having trouble with a student account that is not yet fully provisioned then you can use the temporary login:

**Username: student01 Password: sunshine**

Be advised that this is a view only account and all students should login using their own DEC login before completing activities or submitting assignments.

### Other documents in the series

#### Moodle Student Orientation Guide

<http://bit.ly/2anyO7p>

#### Moodle File Upload Instructions

<http://bit.ly/2aUYN8b>

#### Teaching with Moodle—A Facilitator's Guide

<http://bit.ly/2aJGaov>

#### Technical Requirements for Studying Online

<http://bit.ly/2anz3zw>

#### TAFE Western Central Units

<http://bit.ly/2arJyCW>

# ADOBE CONNECT

## Enabling web-conferencing for course delivery and student support

### What is it?

Adobe Connect (or Connect) is a web-conferencing program. It provides a complete solution for rapid training and mobile learning enabling training that is accessible from anywhere, anytime, on virtually any device.

It is free to use and only needs free, downloadable software to run.

The following guide provides details about how a student logs into an Adobe Connect session.

### Preparation for using Adobe Connect

Assist students in preparing and participating in learning using Adobe Connect by confirming the following:

- > The URL of the Adobe Connect room the student needs to log into.
- > Contact details of course coordinator/head teacher or teacher delivering the course.
- > Location of support materials (e.g. Moodle, booklets including logins).
- > Additional tools being used (e.g. video conference, Moodle).
- > Student computer account details (i.e. username and password).
- > The student knows how to contact you if they need help through the session.
- > Location of student amenities.

### Equipment needed to join an Adobe Connect session

A computer/tablet with internet access.

A headset with microphone (ideal).

If the student does not have a headset they can still listen via a computer's speakers but you will need to put them in a room where they will not disturb others.

### How to check the students' setup

As preparation, test the system **before** the session. Please do this by clicking on the following URL:

[https://webconf.det.nsw.edu.au/common/help/en/support/meeting\\_test.htm](https://webconf.det.nsw.edu.au/common/help/en/support/meeting_test.htm)

This will evaluate the computer/tablet and advise of any additional software that needs to be installed.

If you are prompted to install the 'add-in' please do so. This should only take a few moments.

NOTE: If using an iPad it helps to download the free app from the App Store.

**Preparation for the Adobe Connect session**

Encourage your student to do the following:

- > Arrive 15 minutes prior to the session.
- > Have notes ready for the lesson.
- > Log onto any other sessions.
- > Access the Connect 'room' by clicking the URL given to you by the meeting organiser.
- > At the login screen, enter as a guest.
- > Please type your full name.
- > Select 'Enter Room' and wait for the site to load.
- > Run the 'audio setup wizard' with the student and make sure they know how to mute and unmute their microphone.
- > Familiarise the student with how to use the chat pod.

**STUDENT TIPS FOR USING ADOBE CONNECT**

Mute your microphone when not speaking.

Raise your hand or write in the chat box if you want the teachers' attention.

Let your teacher know if your cannot make the session so they can inform support staff.

Make sure you have your teachers' contact details for outside of the Adobe Connect session. Your teacher will send you the URL of the recording after the session.

Ask for the session to be recorded if you want to go back and watch the session again.

Write questions down during the session as you think of them so you can ask your teacher later if needed.

**Where can I learn more?**

**What is Adobe Connect**

<http://bit.ly/2aap4SZ>

**Adobe Connect User Community**

<http://bit.ly/2anz0Uf>

**Help and FAQs**

<http://helpx.adobe.com/adobe-connect.html>

**Other documents in the series**

**Adobe Connect Support Web Page**

<http://bit.ly/2aJGi7s>

**Troubleshooting in Adobe Connect**

<http://bit.ly/2aknvyO>

**Technical Requirements for Studying Online**

<http://bit.ly/2aqPFdq>

**Participating in an Adobe Connect Session for Students and Guests**

<http://bit.ly/2asGfLm>



**LYNDA TRAINING**

**Online training for all: FREE video tutorials on a wide range of topics**

**What is it?**

Lynda.com has over 1400 courses available for **free** to TAFE Western staff and students in the subjects of business, software, technology and creative skills to achieve personal and professional goals.

Some teachers and Hub staff are now incorporating these resources into their teaching and learning materials so keep an eye out for it.

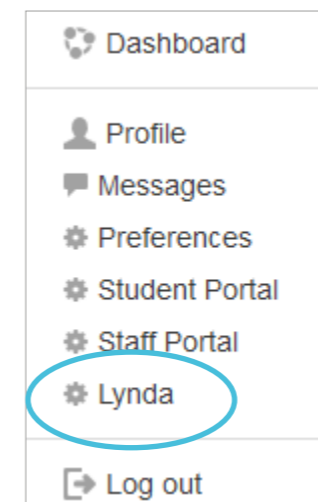
**Access from Moodle**

Navigate to the Moodle login page: <https://moodle2.wit.tafensw.edu.au/login/index.php>

Fill in your DEC User ID and password to access Moodle.



Choose Lynda link from drop down menu below your name.



Log in to the portal using your DEC username and password.

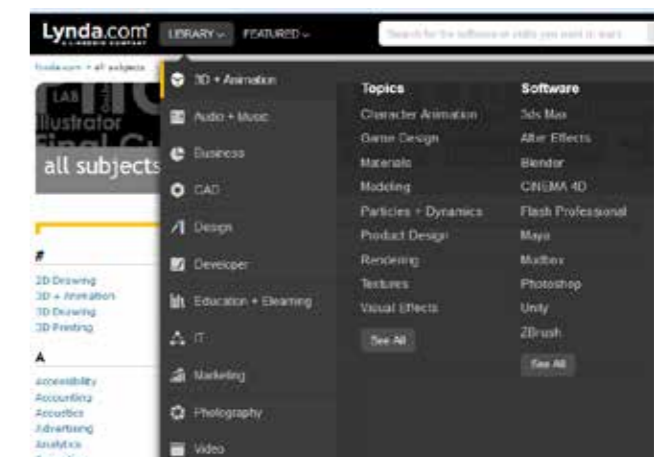


If you have an existing lynda.com account choose 'I've had an account' and you will be prompted to transfer your history to your new account.

If you don't have an existing lynda.com account choose 'No, I've never had an account' and you will be logged into Lynda.

Once you have accessed Lynda you will see that your new account has been created or merged if you have had an existing account.

Start using Lynda.



Access from Google

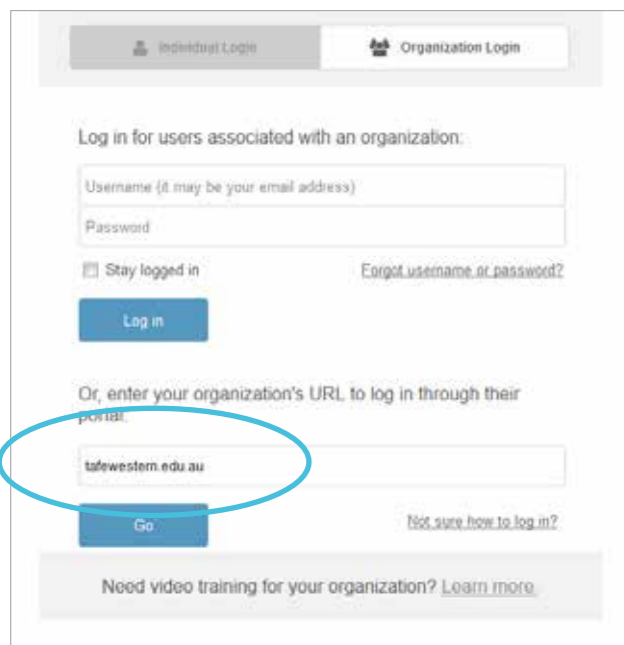
Google Lynda from any search engine.



Click on the log in option.



Log in using the organisational login option entering tafensw.edu.au to login through the portal.



Log in to the portal using your DEC username and password.

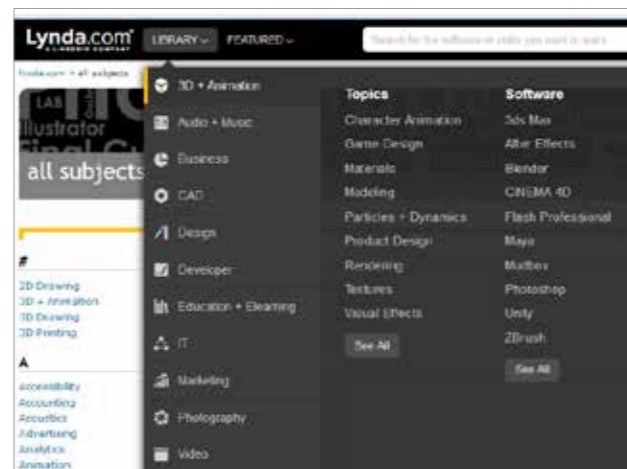


If you have an existing lynda.com account choose 'I've had an account' and you will be prompted to transfer your history to your new account.

If you don't have an existing lynda.com account choose 'No, I've never had an account' and you will be logged into Lynda.

Once you have accessed Lynda you will see that your new account has been created or merged if you have had an existing account.

Start using Lynda.



# CONNECTED CLASSROOM

Enabling the integration of classes from across our campus network

## What is it?

Connected classroom technology is available in all TAFE Western campuses, allowing groups from different locations to join together in an extended class environment. Based on an integration of video-conferencing and interactive whiteboard technology, teachers can share and display resources and facilitate student interactions just as they would in a normal classroom.

## Preparation for using connected classroom technology

Assist students in preparing and participating in learning using connected classroom technology by confirming the following:

- > Room bookings of connected classroom equipment.
- > Video conference number (VMR) to be used when dialling into the session.
- > Contact details of course coordinator/head teacher or teacher delivering course.
- > Location of support materials (e.g. Moodle, booklets including log in, location of files).
- > Additional tools being used to compliment video conference (e.g. Bridgit, Adobe Connect).
- > Student computer account details (i.e. student username and password).

## Induction to local site

Support students to access important information relevant to their site, including the following:

- > Contact details of local support staff for accessing the room/facilities.
- > Contact details of local support staff to contact if student will not be attending class.
- > Emergency evacuation procedures.
- > First aid information.

## STUDENT TIPS FOR USING CONNECTED CLASSROOM TECHNOLOGY

- Keep your microphone on mute when you are not speaking over video conference.
- Allow for a short delay when you speak.
- Raise your hand before speaking if there are multiple sites in the class.
- Speak in a normal tone, speaking loudly will muffle your voice across video conference.
- Let your teacher know if you are not able to make your class, so they can let support staff know.
- Ensure you have your teacher's contact details for communication outside the connected classroom session.
- Ask for the session to be recorded if you want to go back to view the lesson again for clarification.
- Write questions down during the session as they come to mind, so you can follow up later if needed.
- You will be making eye contact with other participants, when you look at the camera when speaking.

### Induction to using connected classroom technology

Assist students to gain confidence and skills in:

- > turning on/off connected classroom technology
- > joining/ending the video conference session
- > how and when to mute the microphone
- > placement of the microphone
- > moving the camera and set a camera setting
- > using the remote control
- > turning on the projector and SMART board
- > logging into Bridgit or Adobe Connect session
- > receiving content and sending a presentation.

### Preparation for the connected classroom session

Encourage your student to do the following:

- > Arrive 15 minutes prior to the session.
- > Set camera settings or move the camera so students are in the middle of the screen and the far sites can see all of the students.
- > Check the lighting in the room, close blinds in needed, ask for feedback from other participants.
- > Have notes out ready for the lesson.
- > Log onto any other systems (e.g. Bridgit, Adobe Connect).
- > Have a practice session where students manage the technology independently (after induction).



## VIDEO CONFERENCING

### Supporting a student in using video conferencing

#### What is it?

TAFE Western's extensive video conference network allows teachers and students from all campus locations to join together for classes or support sessions.

#### Preparation for using video conference

Assist students in preparing and participating in learning using video conference by confirming the following:

- > Room bookings of video conference equipment.
- > Video conference number (VMR) to be used when dialling into the session.
- > Contact details of course coordinator/head teacher or teacher delivering course.
- > Location of support materials (e.g. Moodle, booklets including log in, location of files).
- > Additional tools being used to compliment video conference (e.g. Bridgit, Adobe Connect).
- > Student computer account details (i.e. username and password).

#### Induction to local site

Support students to access important information relevant to their site, including the following:

- > Contact details of local support staff for accessing the room/facilities.
- > Contact details of local support staff to contact if student will not be attending class.
- > Emergency evacuation procedures.
- > First aid information.

#### STUDENT TIPS FOR USING VIDEO CONFERENCE

Keep your microphone on mute when you are not speaking over video conference.

Allow for a short delay when you speak.

Raise your hand before speaking if there are multiple sites in the class.

Speak in a normal tone, speaking loudly will muffle your voice across video conference.

Let your teacher know if you are not able to make your class, so they can let support staff know.

Ensure you have your teacher's contact details for communication outside the video conference session.

Ask for the session to be recorded if you want to go back to view the lesson again for clarification.

Write questions down during the session as they come to mind, so you can follow up later if needed.

You will be making eye contact with other participants, when you look at the camera when speaking.

- > Location of student amenities.
- > Location of student support services.
- > Access to computers or other facilities out of class hours.
- > Where and how students can access printing services.

**Induction to using video conference technology**

Assist students to gain confidence and skills in:

- > turning on/off video conference technology
- > joining/ending the video conference session
- > how and when to mute the microphone
- > placement of the microphone
- > moving the camera and adjusting a camera setting
- > using the remote control.

**Preparation for a video conference session**

Encourage your student to do the following:

- > Arrive 15 minutes prior to the session.
- > Set camera settings or move the camera so students are in the middle of the screen and the far sites can see all of the students.
- > Check the lighting in the room, close blinds in needed, as for feedback from other participants.
- > Have notes out ready for the lesson.
- > Log onto any other systems (e.g. Bridgit, Adobe Connect).
- > Have a practice session where students manage the technology independently (after induction).



**TOOLS FOR TEACHING**

Trying to choose how to work with your dispersed students? Look at this comparison of software applications to choose the best combination.

	Video conference	Connected classroom	Bridgit	Adobe Connect	Teleconference	Moodle	Email	Facebook
<b>Real time/synchronous delivery</b>								
Present content (e.g. PowerPoint)	🔒	🔒	🔒	🌐		Features can support real time delivery	Features can support real time delivery	Features can support real time delivery
Talk through headset				🌐	🌐			
Talk through inbuilt microphones	🔒	🔒						
Computer screen share		🔒	🔒	🌐				
Control remote computers			🔒	🌐				
Share files (e.g. Word, PDF, audio)				🌐				
Share images				🌐				
Share videos				🌐				
Live video camera interaction	🔒	🔒		🌐				
Type into live chat pod				🌐				
Conduct polls				🌐				
Onscreen games		🔒		🌐				
Record the session and share the recording	🔒	🔒		🌐				
Complete quizzes				🌐				
Students submit work				🌐				
Create virtual breakout spaces				🌐				
Works on portable devices (e.g. phones or tablets)				🌐	🌐			

🔒 Within DEC network    🌐 Anywhere with internet    🎧 Recording

Functions identified are achieved with a standard installation. Additional functions may be achieved with add-ins and widgets. For more information, visit the TAFE Western staff support site at <http://www.tafewestern.edu.au/student-services/elearning/staff-support>.

# TOOLS FOR TEACHING

Trying to choose how to work with your dispersed students? Look at this comparison of software applications to choose the best combination.

	Video conference	Connected classroom	Bridgit	Adobe Connect	Teleconference	Moodle	Email	Facebook	
<b>Self-paced/asynchronous delivery</b>									
Present content (e.g. doc, PPT, PDF, mp4, mp3)	🎧	Real time delivery only	Real time delivery only	🎧	Real time delivery only	🌐	🌐 limit 10MB	🌐	
Share files (e.g. doc, PPT, PDF, mp4, mp3)				🎧					
Online quizzes				🎧			🌐		🌐
Forums							🌐		🌐
Supervisor verification of work									
Students submit work online (e.g. doc, PPT, PDF, mp4, mp3)							🌐	🌐 limit 10MB	
Conduct polls							🌐	🌐	
Onscreen games							🌐		🌐
Teacher provides grading and feedback							🌐	🌐	
Central storage of work and files						🎧		🌐	
Works on portable devices (e.g. phones or tablets)			🎧		🌐	🌐	🌐		

🔒 Within DEC network   🌐 Anywhere with internet   🎧 Recording

Functions identified are achieved with a standard installation. Additional functions may be achieved with add-ins and widgets. For more information, visit the TAFE Western staff support site at <http://www.tafewestern.edu.au/current-students/online-learning/staff-support>.

# USEFUL LINKS



Video: Adobe Connect

[https://youtu.be/IE\\_FK298lcg](https://youtu.be/IE_FK298lcg)



Video: Moodle

<http://youtu.be/WvCiv5KCbeE>



Video: TAFE Western Online

<http://youtu.be/Hi6W9Pd7cnM>



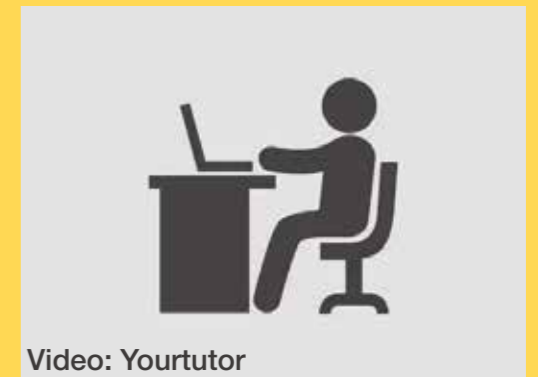
Video: Lynda Online

<http://youtu.be/fUbyc2x6Z44>



Video: TAFE Western Student Hub

<http://youtu.be/-XW5WWiZ47g>



Video: Yourtutor

<http://youtu.be/JHxkZMVwaAY>



Video: TAFE Western More Choices

<http://youtu.be/2bExFnIqSxA>



Video: Technology in Education

<http://youtu.be/Uyk91jzv1jg>



## TALK TO US

 02 6885 7555

 [elearningsupport@tafensw.edu.au](mailto:elearningsupport@tafensw.edu.au)

 [www.tafewestern.edu.au](http://www.tafewestern.edu.au)

