

A Staff Guide

ICT Provisions

Changes and updates for 2011/12

<https://learn.adamsmith.ac.uk>

<https://learn.adamsmith.ac.uk/training>

Section 1: Overview of ICT Provisions 2011/12

Foreword

This guide is aimed primarily at Teaching Staff to provide an overview of the Learning & Teaching Gateway (LTG).

The purpose of this guide is to raise awareness of the LTG and the ICT provisions for the forthcoming Academic Year (2011/12) which will affect all Teaching Staff and Students.

The first section is designed to offer an overview of the LTG and its components; the second section delves deeper into the “How To”.

It is not intended to be a full on user guide, although Section 2 contains many fact sheets on how to complete the most frequently used tasks.

This guide uses icons to highlight recommended practice and very important points.



Recommended Practice



Very important point

Contents

https://learn.adamsmith.ac.uk	1
https://learn.adamsmith.ac.uk/training	1
Section 1: Overview of ICT Provisions 2011/12	2
Foreword	2
An Introduction	5
What is my Username?	6
What is my E-mail Address?	6
Why make this change?	6
Overview of the LTG Functional Sites	7
Centre Site	7
Department Site	8
Repository Site	10
Student Forum Site	11
Library Site	11
Student Funding Site	12
Guidance Site	12
Learning Support Site	12
Induction Site	12
Using this Site	13
eLearning Services	13
Drives for 2011/12	14
U Drive	14
J Drive	14
S Drive	14
M Drive (CCI, Stenton Campus Only, limited access)	14
The Future	15
Backup Provisions	16
What can I reasonably expect to be backed up?	16
What are the limitations?	16
Recovery	17
LTG Class Sites	18
Overview	18
Prerequisites	20
Staff E-mail Provision	21
Outlook Client	21
Webmail	23
Student Provision: 2011/12	25
MySite	25
E-mail	26
SkyDrive	26
Training	27
Section 2: How To	28
How To: Access the Learning & Teaching Gateway	29
Internal (within the College) Staff	29
Internal (within the College) Students	29
External (outside the College) Both Staff & Students	29
How to: Use the Guest Wireless Network	30
File Restrictions in SharePoint	32

File & Folder Names	32
File Type Restrictions	33
Upload Documents to SharePoint	34
Single Document	34
Multiple Documents	35
Where Do I Save...?	37
Edit a document in SharePoint	38
Discussion Forums.....	41
Read an Existing Discussion Topic.....	41
Reply to an Existing Thread.....	41
Add a Discussion Topic	41
Class Site	43
Class Site Creation	43
Class Site Setup: Overview	45
Class Site Setup: Class Materials Picker	46
Class Site Setup: PDP Materials Picker	47
Class Site Setup: Add or Remove Students	49
Class Site Setup: Add or Remove Lecturers.....	51
Class Site Setup: Online Resource List	53
Class Site Setup: Reading List	53
Class Site Setup: Class Discussion Forum.....	53
Class Site Setup: Events & Assignments	54
Class Site Setup: Assignment Drop Box.....	56
Class Site Setup: Activate the Class Site	57
How To: Add/Create your own Learning Documents to add to the Repository via the Authoring Area.....	58
Shibboleth Resources	62
CHANGES; ERRORS and OMISSIONS.....	66

An Introduction

The Learning & Teaching Gateway (LTG) was developed in response to the ICT Strategy requirements to provide on-line access to resources and systems from anywhere in the world along side greater autonomy for users.

The LTG has been the biggest in-house development undertaken by ICT since Merger, a massive step forward in ICT service provision to both Staff and Students.

It is hoped that the LTG will enhance the learning experience, providing online access to materials and files, and aid teaching staff.

Along-side its sister development, the Business Gateway, the new functionality will eventually take over from the old file shares (drives) such as the L, J, S etc.

Please take the time to read this guide, we understand that this development, and that of the Business Gateway, present changes to the way we do things, culture change and an increase in autonomy.

What is my Username?

In line with ICT Strategy, e-mail addresses will now be used for usernames. This moves away from the current username and replaces it with your e-mail address.

What is my E-mail Address?

Essentially, your e-mail address in the format [johndoe@adamsmith.ac.uk](mailto: johndoe@adamsmith.ac.uk)



This should be used when you are prompted for a username in the following circumstances.

- **Logging on to a College PC on the Staff network**
- **Logging on to a College PC on the Student network as a staff member**
- **Logging on to Webmail**
- **Logging on to the Learning & Teaching Gateway**
- **Logging on to the Business Gateway**

Why make this change?

As there are many systems which require staff to log in using their e-mail address, it is sensible to change it for all systems, so that the one username works across all ICT provided systems.

Instead of having a combination of different usernames depending on which system is prompting, your e-mail address is now your general login.

Another advantage is that using the e-mail address allows cross domain logons. In non techno-speak, this means that staff members can login to both Staff and Student networks using the e-mail address as the username.



As staff can now login to both Staff and Student networks using the e-mail address, teaching accounts have been removed from the network.

A further advantage to this approach is that it aids the move towards “Single Sign On” where you will only have to remember one username and password to access all the systems you require. The quest for this prize continues at pace through the ICT Strategy and this is an important building block in achieving the end goal.

Overview of the LTG Functional Sites

There are a number of functional sites within the LTG. What they are and their purpose is detailed below.

The aim of the LTG is to provide a system for all staff and all students to be informed and to collaborate together.



Unless otherwise stated, all sites and areas within the Learning & Teaching Gateway can be read by all staff and all students.



Please refer to the “File Restrictions in SharePoint” document in Section 2.

Centre Site

Each Centre has a site which contains the following functionality:

- Shared Documents

Shared Documents is an area to upload documents to share with **all staff** and **all students**.

Permissions to this area are as follows;

- All Staff – read only
- All Students – read only
- Institute Staff – read/write

- Centre Documents

Institute (or Centre) Documents is an area to upload documents to share with Institute Staff.

You can only see this area if you have permissions to it.

Permissions to this area are as follows;

- Centre Staff – read/write



Please remember that the LTG is for the Teaching aspect of the College, the Business Gateway provides areas for administrative documentation.

Please see the “Where do I save...” flowchart

- Calendar

This is a calendar for use in the Context of the Institute\ Centre.

- Announcements

This is an area for publishing announcements to the College.

- Links

This is an area for providing links to web pages **that are relevant for all staff and all students to see.**

✓ A link to “NewsFilm Online” web page
And Not

✗ A link to a staff only business system such as E-Moderation

- Discussion Forum

This is an area for discussions with staff and students.

Permissions for this area are as follows;

- All Staff – Read Write
- All Students – Read Write



Each site owner is responsible for the moderation of content on their site.

Please be reminded that all users are subject to the Acceptable Use Policy when using this system and any posts are marked with the student’s id number or the staff member’s name.

Each Centre sites contains links to a site for each of its Department. The Department site is fundamentally the same as the Institute site, with slight permissions differences.

Department Site

Each Department has a site which contains the following functionality;

- Shared Documents

Shared Documents is an area to upload documents to share with **all staff** and **all students**.

Permissions to this area are as follows:

- All Staff – read only
- All Students – read only

- Department Staff – read/write
- Department Documents

Department Documents is an area to upload documents to share with department Staff.

You can only see this area if you have permissions to it.

Permissions to this area are as follows;

- Department Staff – read/write



Please remember that the LTG is for the Teaching aspect of the College, the Business Gateway provides areas for administrative documentation once developed.

Please see the “Where do I save...” flowchart

- Calendar

This is a calendar for use in the Context of the Department.

- Announcements

This is an area for publishing announcements to the College.

- Links

This is an area for providing links to web pages **that are relevant for all staff and students to see.**

✓ A link to “NewsFilm Online”

And not

✗ A link to a staff only business system such as E-Moderation

- Discussion Forum

This is an area for discussions with staff and students.

Permissions for this area are as follows;

- All Staff – Read Write
- All Students – Read Write



Each site owner is responsible for the moderation of content on their site. Please be reminded that all users are subject to the Acceptable Use Policy when using this system and any posts are marked with the student’s id number or the staff member’s name.

Repository Site

<https://learn.adamsmith.ac.uk/repository>

The Repository is a central store for documents which will be used cross college, reducing duplication by storing only one copy and in a structured manner.

At present, the repository contains the following resources:

- Learning Materials

Which originally resided on the old L Drive and were managed by Registry staff, all learning materials will conform to the College standard in terms of template use and structure satisfying compliance issues such as equality and inclusion.

Learning Materials are structured using Cognate Group and Unit Code, providing a simple, efficient way to locate materials.

- Authoring Area

There is a requirement for staff to be able to author and upload learning materials to the Learning Materials Document Library of any acceptable file types which are allowed by SharePoint 2007.

At present, staff can add documents to the Repository via the Authoring Area. This is to ensure that the correct templates and standards are used in the production of the resources. Once created, a menu item called "Copy to Repository" can be used to publish this material to the Repository if all requirements are met.

Note: refer to the How to Section on creating/uploading documents to the authoring area.

- PDP Materials

PDP Resources are stored within the repository, structured via Level, Competency and Area. The PDP resources are managed by Learner Services.

- External Media Resources

This additional area was setup after a successful pilot was run and it links resources to You Tube and MP3's which can be used in the class sites.

External Media Resources are stored within the repository are structured by Cognate Group and Unit Code. They are managed by the eLearning Support Team.

Contents of the repository are presented to the class sites based on Unit Code in the case of Learning Materials. Please see the section “Class Sites” for further information.

Permissions for the Repository are as follows:

- All Staff – Authoring Area, External Media Resources
- All Staff – Read
- Cohort of Registry Staff – Read Write for Learning Materials
- Cohort of Learner Services Staff – Read Write for PDP lists
- eLearning Staff – External Media Resources, Contribute
- Students – Gain read permissions to relevant resources when the resource is added via the Class Site. Read permissions revoked when Class Site expires.

Student Forum Site

<https://learn.adamsmith.ac.uk/studentforum>

The Student Forum site is managed and controlled by Gordon Scrimgeour of the Quality department.

The purpose of the site is to facilitate cross college communication with all students, irrespective of course etc.

This is where cross college surveys and such documents as Learner Forum minutes, would be posted.

There is also a Discussion Forum for Staff-Student discussions.

Library Site

<https://learn.adamsmith.ac.uk/library>

The Library site contains links to various resources, subscriptions and the library system “Heritage” is also accessible via the site.

There is a host of information available from opening times to how to reference appropriately.

Shibboleth¹ resources will be accessed via this site, please see the section on Shibboleth later in this guide.

The Library site is managed by Jean Priestley and Lesley Jackson.

Student Funding Site

<https://learn.adamsmith.ac.uk/funding>

The Student Funding site contains various information including bursary schedules, fact sheets and links to supporting organisations such as SAAS, ILA Scotland and Student Loans Company.

The Student Funding site is managed by Margaret Barrie and Joan Howell.

This site appears under the “Help & Support” tab on the LTG.

Guidance Site

<https://learn.adamsmith.ac.uk/guidance>

The Guidance site contains various information and resources to aid the student through their studies.

The Guidance site is managed by Margaret Barrie and Joan Howell.

This site appears under the “Help & Support” tab on the LTG.

Learning Support Site

<https://learn.adamsmith.ac.uk/lsupport>

The Learning Support site contains various information and resources to support the student through their studies should they require extra help in areas such as accessible software tools, scribes etc.

The Learning Support site is managed by Margaret Barrie and Joan Howell.

This site appears under the “Help & Support” tab on the LTG.

Induction Site

<https://learn.adamsmith.ac.uk/Induction>

This site has been developed to host induction information for students and is managed by Margaret Barrie of Learner Services.

¹ Shibboleth is a free, open sourced, web communication system which facilitates single sign on to many resources from different providers. Please see <http://www.ukfederation.org.uk/content/Documents/Benefits> for further information.

It is envisaged that this resource will contain information from cross college areas such as Learner Support, Health & Safety and ICT.

It will be available at all times throughout so that it can aid in informing late starts who would normally miss the structure induction sessions.

This site appears under the “Help & Support” tab on the LTG.

Using this Site

<https://learn.adamsmith.ac.uk/training>

This site contains all the help resources in terms of using SharePoint and the LTG.

There are Videos, Interactive videos, guides and forums designed to be the first stop for staff and students when they are unsure of how to use the LTG.

eLearning Services

<https://learn.adamsmith.ac.uk/els>

There is also access to the new Helpdesk created for the eLearning Support Team by ICT Services.

This is your first point of contact for all for all your eLearning needs (not to be confused with the ICT Helpdesk).

Instructions on how to use the Helpdesk can be found in the Shared Documents area on the eLearning Services site.

<https://learn.adamsmith.ac.uk/els/shreddocs>

Drives for 2011/12

U Drive

The U Drive will continue in operation for 2010/11. This drive is for documents only to be used by you and not shared.

J Drive

The J Drive (team drive) will continue in operation for 2010/11 with quota management activated.

It is envisaged that when the Business Gateway is developed, the contents of the J Drive will be migrated to the most appropriate gateway, be it the LTG or the Business Gateway. Until then, the J Drive will continue as usual with the addition of Quota management to ensure good housekeeping.



It is recommended that learning materials stored in the J Drive should be migrated to the Repository via Registry Services or the Authoring Area throughout 2010/11.

S Drive

The S Drive (All Staff) will continue in operation for 2010/11 with quota management activated.

It is envisaged that when the Business Gateway is developed, the contents of the S Drive will be migrated to the most appropriate gateway, be it the LTG or the Business Gateway. Until then, the S Drive will continue as usual with the addition of Quota management to ensure good housekeeping.

M Drive (CCI, Stenton Campus Only, limited access)

It is not efficient or cost effective to store large files, such as media files, within the LTG at present, therefore the M Drive will continue in normal operation for the academic year 2011/12 until such time as the functionality exists within the LTG.

The Future

It is important that you are aware of the direction the College is moving in with the new gateways eventually replacing the old drives.

Please familiarise yourself with the appendix "Where do I Save" for recommended practice as to where to save documents this year (2011/12).

Backup Provisions

Like any business, we depend on our data. After disasters many companies die, not due to building or staff loss, as they can be replaced, but due to data loss which can't be replaced.

Due to this fact, ICT engage in many activities to ensure the College's important data is backed up for both business continuity and disaster recovery reasons.

Backing up data is very expensive, estimated at around £2500 per terabyte, so it is vital that the backup routines target only **business critical data** and not John Doe's personal music collection.

There are types of files which should not be saved on the College Drives due to possible license and/or copyright issues.

- ✗ .iso
- ✗ .mp3
- ✗ .avi
- ✗ .exe

Please seek ICT guidance via the helpdesk if you wish to save some of these file types.

What can I reasonably expect to be backed up?

ICT will back up the following:

- ✓ U Drive (Home Drive)
- ✓ J Drive (Team Drive)
- ✓ S Drive (All Staff Drive)
- ✓ Learning & Teaching Gateway
- ✓ Business Gateway

ICT have no backup arrangements for

- ✗ M Drive (CCI, Stenton Campus Only, limited access)
- ✗ Any area on your PC or laptop i.e. My Documents.

What are the limitations?

Backup routines run at certain times, normally overnight, therefore it is not possible to recover files from the backups that were lost on the same day they were created.

At the time of writing, the 3rd Party recovery software has a limitation recovering from SharePoint. Recovered files may lose some of the additional SharePoint metadata (properties). Properties within the document or file are unaffected; this refers only to metadata held by SharePoint.

Recovery

Recovery is expensive, trawling through tapes looking for and restoring files can be very time-consuming depending on information given and how long ago the file was lost. Due to this, there is a fine line between the times to recreate against the time to recover. For example, if it will take an hour to recreate a single lost file, it would be inefficient for the business to use four hours of ICT staff time to recover it. On the flipside, if it will take two weeks to recreate a folder full of documents, it would be efficient to spend 4 hours recovering.



If the worst happens, the following information is required for recovery.

- **Exact** file name
- **Exact** file location including directory structure
- Date last used
- Date lost (if known)

Please contact the ICT helpdesk as soon as you are aware of the loss. Failure to provide the above information will significantly lengthen the time taken for recovery.

While every effort will be made to recover lost data there is no guarantee that this will be possible in every case. All reasonable care should be taken by Staff to ensure that data is accessed safely and left in an operational condition.

Backups are kept as a safety net which should never be taken for granted. ICT keep a log of all recovery requests and should a pattern emerge it will be investigated and reported to management as it could indicate a weakness or failing in normal operational practices.

LTG Class Sites

Overview

The class site contains a host of features designed for collaboration between staff and students.

A class site is simply an online extension of your physical class, with the same Lecturers and Students as members. The class site is based on the Register, each register created by the Absence Management system will have a unique number shown (Register ID). Simply enter this number into the wizard and the LTG creates the site with the relevant Lecturers, Students, Units and expiry date (end date of register).

It is extremely important to understand that class sites are Register based, Course or Unit based. It is expected that a lecturer will have a class site for each register they have:

- ✓ One class site per Register.

And not:

- ✗ One class site per Unit
- ✗ One class site per Course.

Once created, the lecturer can make use of the following features.

- Class Materials Picker

The Class Materials Picker presents all learning materials from the Repository with the same Unit Code(s) as the Register on which it is based.

The Lecturer can review the materials and select them to be visible to students between specific dates (or if left blank, for the life of the class site)

- PDP Materials Picker

The PDP Materials Picker allows the Lecturer to browse all the PDP resources available in the Repository filtering by Level, Competency and Area.

The Lecturer can review the resources and select them to be visible to students between specific dates (or if left blank, for the life of the class site)

- Class Lecturers

Lecturers can add or remove lecturers to the class site, for sickness cover etc.

- Class Students

Lecturers can add or remove students to the class site as appropriate.

- Events & Assignments

There is a calendar which can be used for 2 purposes.

1. Show an event, for example a guest lecturer or a visit.
2. To show an Assignment deadline

- Assignment Upload

When a student views an Assignment, they can submit their work to it. The student only sees their own work, but the Lecturer sees all the submissions attached to the Assignment from all students.

The Lecturer can view the work and make comments, pass or fail the assignment.

The student receives an e-mail once the Lecturer has marked the assignment.

It is not possible for the Lecturer to directly comment in the file, only to attach comments to it. To explain, if a student submits an essay in Microsoft Word, the lecturer can view it read only, but cannot change the original file. There is a separate area for comments.

- Online Resources List

This is a list of links to resources on the internet (web pages)

- Reading List

This is a list of recommended reading that teaching staff can update.

- Class Discussion Forum

This is a discussion forum in which students and staff can communicate together discussing topics of interest.



Please refer to the "File Restrictions in SharePoint" document in Section 2.

Prerequisites

There are two prerequisites to using the Class Site.

One prerequisite (Register IDs) is mandatory and must be in place prior to creating a Class site.

The other prerequisite, while optional,



REGISTER IDs:

Before you can create a Class site you must ensure that the Register exists with the correctly enrolled students attached.



LEARNING MATERIALS:

Using Learning Materials is optional but, If you wish to make them available to your class via a class site, these will need to be uploaded to the repository.

NOTE:

It is not possible to add a student to a class site if they are not enrolled.

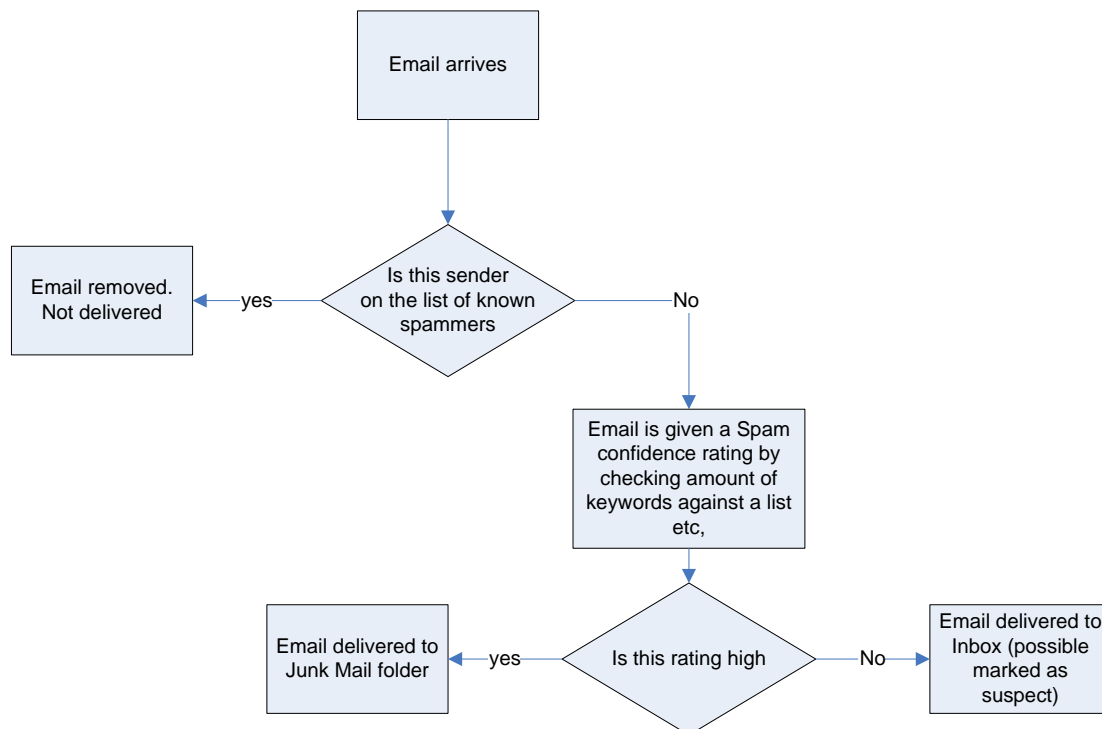
Staff E-mail Provision

During the summer break, there are no changes to email and means no differences from last year/term.

Outlook Client

E-mail considered spam or unwanted e-mail is placed in your “Junk E-mail” folder. Like the old system, there is a process which runs in the background scanning e-mails for keywords etc that it considered inappropriate or, in some cases, checked the sender against a black list.

The E-mail filtering system is shown below.



This system gives you, the user, more power to determine how to handle the e-mails which get delivered.

Should a message be delivered to your “Junk E-Mail” folder which is not junk, you can chose to mark it as “Not Junk” (right click on message and select Junk Mail Options).

Should a message be delivered to your “Junk E-Mail” folder and you reply to it, the system adds the sender to a white list which positively affects the Spam Confidence Level rating it receives when that sender e-mails again.

There is a problem using keywords to determine junk e-mail, take the words “erection” or “sexual”. These would predominately feature in spam, but could legitimately feature in business related e-mails. “Erection of new structure” or “Sexual Harassment policy update” are both legitimate subject lines.

Words such as Viagra are purposely misspelt by spammers in an attempt to bypass keyword filtering, vi@gra or v1agr@ for instance. For this reason, it is not always possible to stop the spam reaching your inbox.

If an e-mail makes it through the various checks and gets delivered, it may end up in your inbox with a tag of “SUSPECT ?:”, shown at the start of the subject line. In these cases, the spam filtering has given it a rating which was not high enough to be delivered to your junk email folder. If it turns out to be junk e-mail, you can mark the e-mail as junk and any further e-mails from this sender will automatically be placed into your junk e-mail folder. This is a personal setting for you only.

You have the autonomy to control how your junk e-mail folder works. To find out how to set this up, please select the *Help tab* within Outlook, then select *Microsoft Office Outlook Help* and type in your question on junk e-mail.

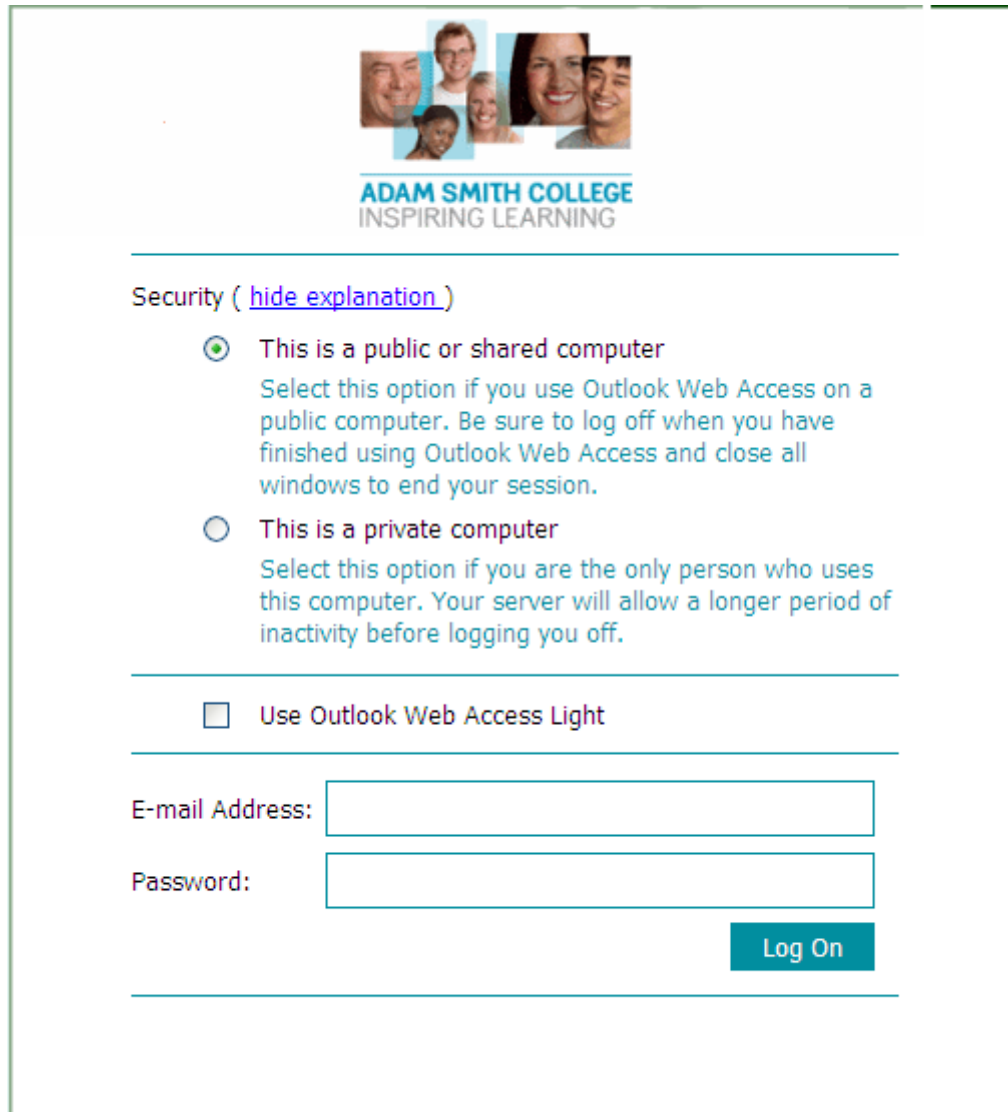



Please note: changes you make for your personal spamming needs could/can prevent legitimate e-mails from arriving. Changes made by you are done so at your own risk. ICT services cannot support individual spam filtering needs.

Webmail

The webmail interface is shown below.

The logon screen at <https://webmail.adamsmith.ac.uk> asks for e-mail address and password.





Security ([hide explanation](#))

This is a public or shared computer
Select this option if you use Outlook Web Access on a public computer. Be sure to log off when you have finished using Outlook Web Access and close all windows to end your session.

This is a private computer
Select this option if you are the only person who uses this computer. Your server will allow a longer period of inactivity before logging you off.

Use Outlook Web Access Light

E-mail Address:

Password:

You enter your e-mail address i.e. [johndoe@adamsmith.ac.uk](mailto: johndoe@adamsmith.ac.uk) and your normal college logon password.

There are other options, including asking if the computer is a public or private computer. A public computer is one that is shared by many people, a library PC or one in a workroom for instance. A private computer is one used only by you. The difference is around how the browser 'remembers' your details and for how long. Please ensure you select the appropriate one to ensure your e-mail is as secure as it can be.

If your browser of choice is Internet Explorer 6 or later you will be asked if you wish to “Use Outlook Web Access Light”. This is for older computers or slow connections as it provides fewer functions and is therefore sometimes faster. If you use any other web browser other than Internet Explorer 6 or above, you will only get the light access.

Please be aware that selecting the light option will limit the functionality, this includes accessibility options. If you have accessibility concerns, do not use the light function.

Student Provision: 2011/12

MySite

The students will each receive a MySite, which will be their homepage (first page that appears when the internet browser is opened).

Once a student is enrolled in the student records system, an overnight process is run which creates the ICT Network Account. As is normal practice, a student will only receive a Network Account after they are enrolled by Registry.

For students to activate their MySite they need to go to the following address <https://my.adamsmith.ac.uk> (on a college PC for the first time) and their MySite will be automatically created. A MySite is a personal website, which contains links to all the ICT provisions, such as storage space and e-mail. It also contains links to all the student's class sites, a Google search and a change password facility.

As the MySite is personal to the student, they have full control of it. It is theirs to use as they wish, they can add 'Web Parts²' to it to customise what they see and where. Over the academic year, web parts may be made available for students to select from.

Another advantage of this personal web space is that ICT can provide information and services personalised to that student.

The student's MySite can also be accessed from outside the College by visiting <https://my.adamsmith.ac.uk> and entering their username and password when prompted.

The MySite has a quota of 200Mb.



Please refer to the "File Restrictions in SharePoint" document in Section 2.



The MySite will not be backed up by ICT Services. The new SkyDrive functionality provides 25 GB of storage for that purpose and the responsibility for management of their data falls to the student. Please see the SkyDrive section below.

² Web Parts enable end users to modify the content, appearance, and behaviour of their MySite directly from a browser. Web Parts are provided by ICT Services.

E-mail

The e-mail provisions for students e-mail will be provided through collaboration with Microsoft's Outlook Live program (previously Live@Edu), students will receive a 10 GB E-mail provision.

This provision is supplied by Microsoft through their data centres in Ireland and is not held within the College.

ICT do not backup student e-mails and therefore cannot recover any student e-mail.



The student can access their E-mail through the link on their MySite. This link makes use of Single Sign On meaning that the student will not have to re-enter their username and password to access their e-mail.

Windows Live Services

Your Windows Live Services are a new feature brought to you by a collaboration between Adam Smith College and Microsoft ®

-  Email
-  SkyDrive

SkyDrive

The Outlook Live program (previously Live@Edu) provides Students with a SkyDrive. The SkyDrive is online storage hosted at Microsoft data centres throughout the world.

The amount of storage is currently 25GB which is a huge increase in the provision from last year. It would be cost prohibitive for the College to offer such levels of storage itself.

The SkyDrive is provided so that students can archive and backup data from their MySite to ensure that their data is safe and to ensure their MySite quota is not reached.

ICT do not backup the student's SkyDrive and therefore cannot recover any files from this area. Microsoft ensures that the data held in SkyDrive is always accessible by hosting it on multiple servers.



The student can access their SkyDrive through the link on their MySite. This link makes use of Single Sign On meaning that the student will not have to re-enter their username and password to access their SkyDrive.

Windows Live Services

Your Windows Live Services are a new feature brought to you by a collaboration between Adam Smith College and Microsoft ®

-  Email
-  SkyDrive



One of the services provided by Microsoft within the SkyDrive is the ability to edit online documents from home even if you don't have Microsoft Office installed, you can create, view, edit and share Microsoft Word, Excel, PowerPoint and OneNote files online.

Please note however this is a service provided by Microsoft and not ICT Services so the policy of backup is the same that applies to SkyDrive.

Training

There are a host of materials available on the "Using this Site" page under the "Help & Support" tab. These materials include bite size videos, interactive tutorial videos and PDF guides demonstrating the most frequently used tasks.

If you cannot find the answer within the videos or guides, there is a discussion forum on the site in which you can raise your query and other staff can help you out.

On most sites, there is a Question Mark icon, shown below, click on it and it will take you directly to the "Using this Site" site.



The direct URL is <https://learn.adamsmith.ac.uk/training>

In addition to the above, each institute\centre has a mentor or a number of mentors who are the designated staff for communication between the institute\centre and ICT.

Within the ICT Strategy, there are objectives, led by Gill Ritchie, which will cover the staff training required to embrace the Learning & Teaching Gateway.

Section 2: How To



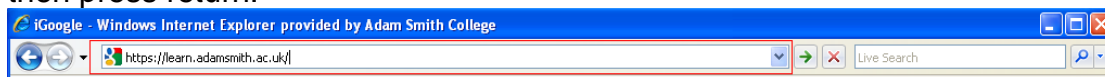
Please periodically check for updated and additional help guides and videos online at

<https://learn.adamsmith.ac.uk/training>

How To: Access the Learning & Teaching Gateway

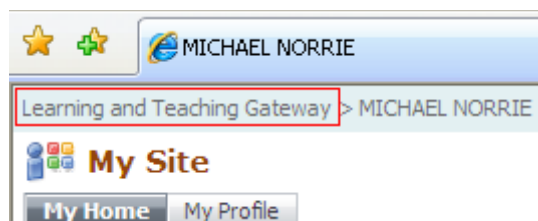
Internal (within the College) Staff

To access the Learning & Teaching Gateway from within the College Network, log on to a PC using your username and password then open Internet Explorer and enter the URL <https://learn.adamsmith.ac.uk> into the address bar then press return.

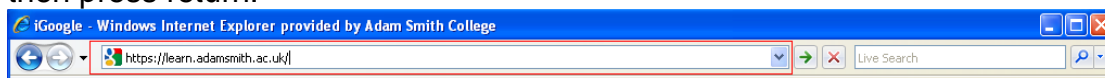


Internal (within the College) Students

Log on to a PC using your username and password then open Internet Explorer to show your MySite. Click on the Learning and Teaching Gateway link in the top left hand corner.

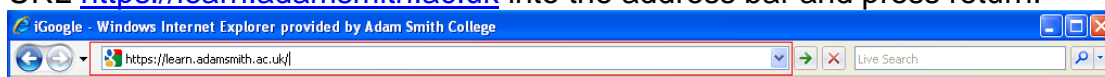


Alternatively, type the URL <https://learn.adamsmith.ac.uk> into the address bar then press return.



External (outside the College) Both Staff & Students

To access from outside the College Network, open Internet Explorer, type the URL <https://learn.adamsmith.ac.uk> into the address bar and press return.



You will then be prompted for your username and password.

Your username is your e-mail address in the format;

Staff	yourname@adamsmith.ac.uk
Student	studentid@student.adamsmith.ac.uk

Your password is your College Network password.

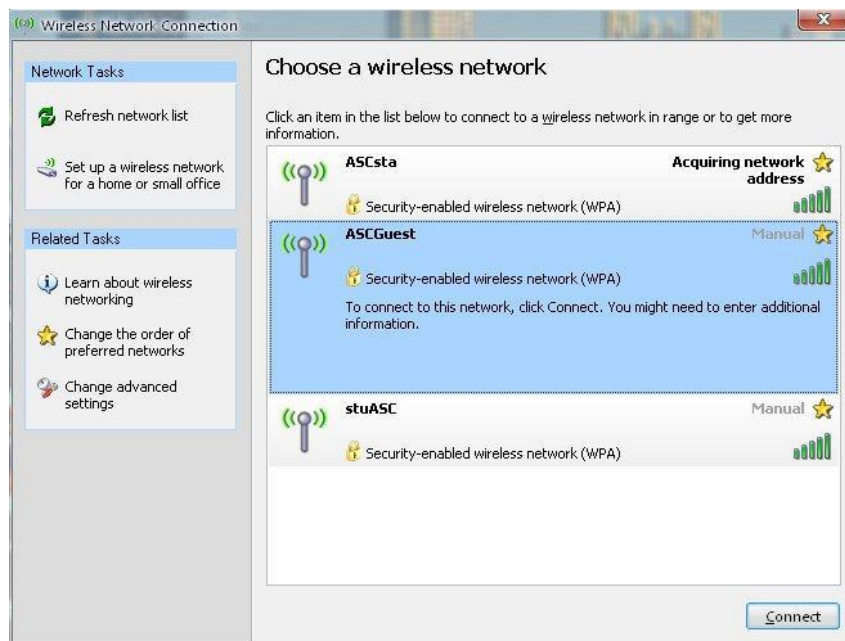
How to: Use the Guest Wireless Network

The college now provides a guest wireless network which is available for access by users who have a compatible wireless device and Adam Smith College network account.

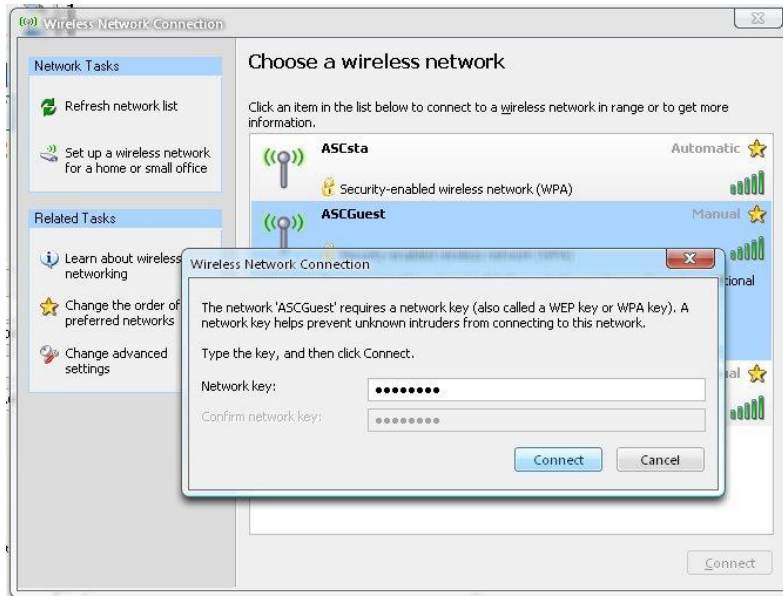
To use the guest wireless network, after you have logged in to your device you must agree to follow the College's Acceptable Use Policy. If you do not follow this, and the "Guest Wireless (WiFi) Access Policy – 2010", your use of the service will be stopped. The Guest Wireless Access Policy can be accessed on the Learning and Teaching Gateway on the Induction site.

<https://learn.adamsmith.ac.uk/induction/>

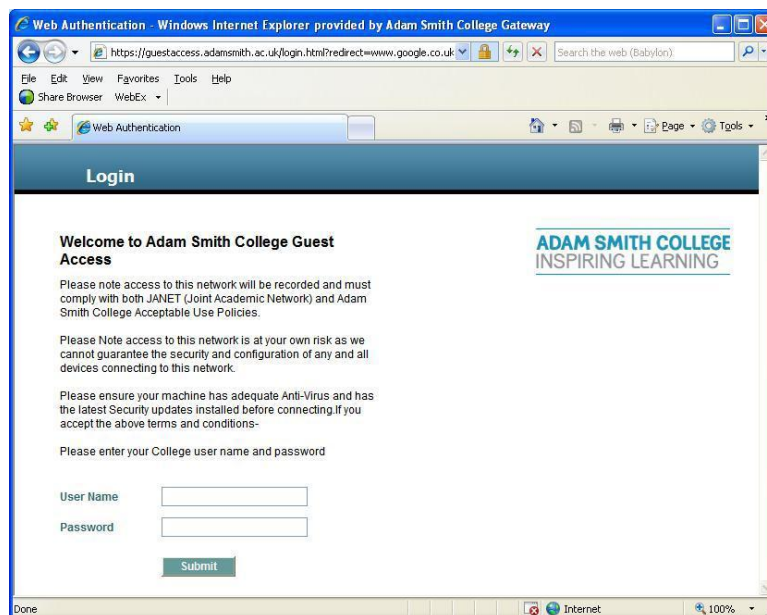
When the laptop is in a WiFi zone, an icon will show in the bottom right hand section of the desktop toolbar. Double click this icon and the following screen (or similar) will appear. (You may need to choose the Show Active Connection option on your laptop to see this.)



- Choose the option to connect to „ASCGuest“ wireless network:



- You will be asked to put in a security key, please enter:
ascguest2011g
- To logon to the Guest Access network, open your web browser. You should be automatically redirected to the Web Logon page.



- At the Login page, enter your College Email address and your usual College Password.

Staff	yourname@adamsmith.ac.uk
Student	studentid@student.adamsmith.ac.uk



- Once you have logged in you will be directed to the College website. You will then be able to access the internet from this point.

Any connection to the Internet from the College Guest Wireless access points will pass through a filter in the same way as the access from the Student network does.

Laptops may have different methods and requirements to allow connection to the Guest Wireless Network. This information is based on the Windows Operating System and Internet Explorer and only has generic information. You may need to check your laptop manual or manufacturer for more detailed set up information.

Note: You will need to use battery power for WiFi so remember to charge your device before coming in to college.

File Restrictions in SharePoint

As the Learning & Teaching Gateway and MySite are based on Microsoft SharePoint technology and designed for use over the internet, there are certain restrictions in terms of file types permitted and file names.

File & Folder Names

- ✗ Invalid characters for File Names: “ # % & * : < > ? \ / { | } ~
- ✗ Cannot be longer than 128 characters
- ✗ You cannot use the following characters anywhere in a folder name ~ # % & * { } \ : < > ? / |
- ✗ You cannot use the period character (.) consecutively in the middle of a file name

- ✘ You cannot use the period character (.) at the end of a file name
- ✘ You cannot start a file name with the period character (.)
- ✘ In addition, file names and folder names may not end with:

.files _files -Dateien	_fichiers _bestanden _file _archivos -filer	_tiedostot _pliki _soubory _elemei _ficheiros	_arquivos _dosyalar _datoteke _fitxers _failid	_fails _bylos _fajlovi _fitxategiak
------------------------------	---	---	--	--

File Type Restrictions

There is a list of file types that are barred, primarily for safety purposes, because they can harbour viruses, execute malicious code or stop SharePoint from operating as expected.

If you come across an occurrence of this, where the file type is required for teaching and learning purposes, please follow the steps below to rectify;

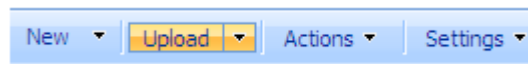
1. For immediate solution, zip up the file (by right clicking on the file and selecting send to, compressed (zipped) folder) and then upload the zip file to SharePoint.
2. Raise a helpdesk job with the ICT Helpdesk <https://business.adamsmith.ac.uk/ICT> explaining the need for the file type, so that ICT can investigate whether it is feasible and safe to remove the file type from the restricted list.

Upload Documents to SharePoint

There are two methods of uploading documents to a SharePoint library area, single or multiple uploads.

Before we progress, it is important to know how buttons behave in SharePoint.

Within the relevant document library, **place** your mouse pointer over the *Upload* button; it will change to an orange colour. **Don't click on it yet.**



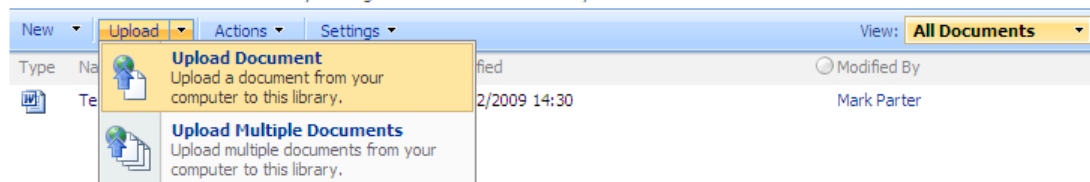
You will notice that the highlighted Upload button consists of the word "Upload" a vertical dividing line and a downward arrow. If you click on the word "Upload" the button will perform the default action which is a single document upload. If you click on the downward arrow, you will receive a drop down list with options.

Single Document

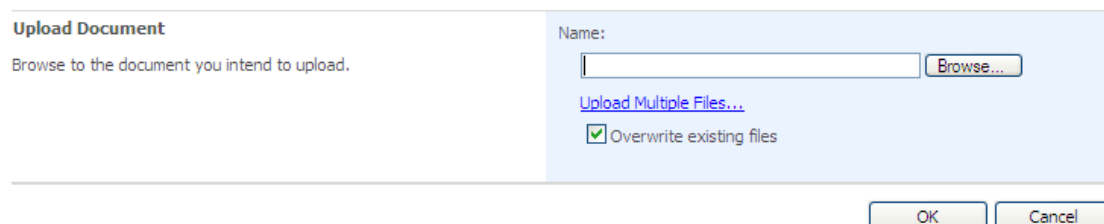
To upload a single document, click on either the word "Upload" in the upload button (for default action), or click the downward arrow section of the button and select Upload Document from the drop down menu (shown below).

Shared Documents

Share a document with the team by adding it to this document library.



The page will then change to the following

A screenshot of the 'Upload Document' dialog box. The dialog has a title bar 'Upload Document' and a subtitle 'Browse to the document you intend to upload.' On the right side, there is a 'Name:' label followed by a text input field and a 'Browse...' button. Below the input field, there is a link 'Upload Multiple Files...' and a checked checkbox labeled 'Overwrite existing files'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Click on the *browse* button and a window will open allowing you to locate the file on your PC. Once located, click on you file then click Open. This will enter the path to the file in the Name box on the screen above. Click OK.

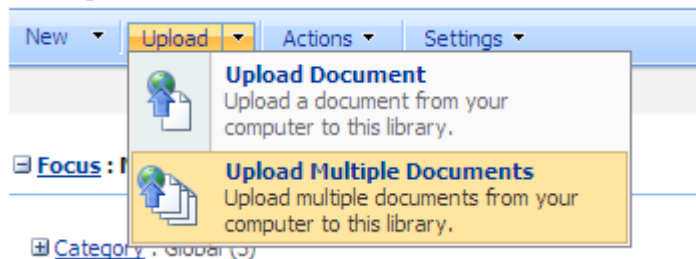
Depending on the Document Library, you may be asked for additional information about the file. This is to aid searching and in some cases the structure of the site. You should always try to complete as much of this information (known technically as metadata) as possible. See below for an example of this.

Name *	ICT Networks Extract Script .doc
Title	ICT Networks Extract Script (from SITS)
Focus	Learning and Teaching Gateway
Category	Discussions
Experience	User

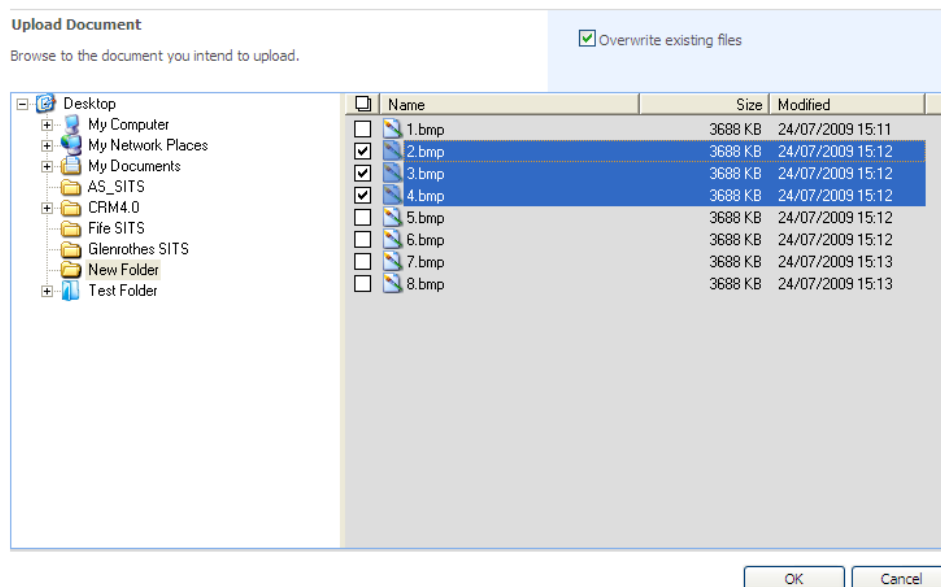
Created at 27/07/2009 10:54 by [spm](#)
 Last modified at 27/07/2009 10:54 by [spm](#)

Multiple Documents

To upload multiple documents, click on the downward arrow section of the button and select *Upload Multiple Documents* from the drop down menu (shown below).



The page will then change to the following



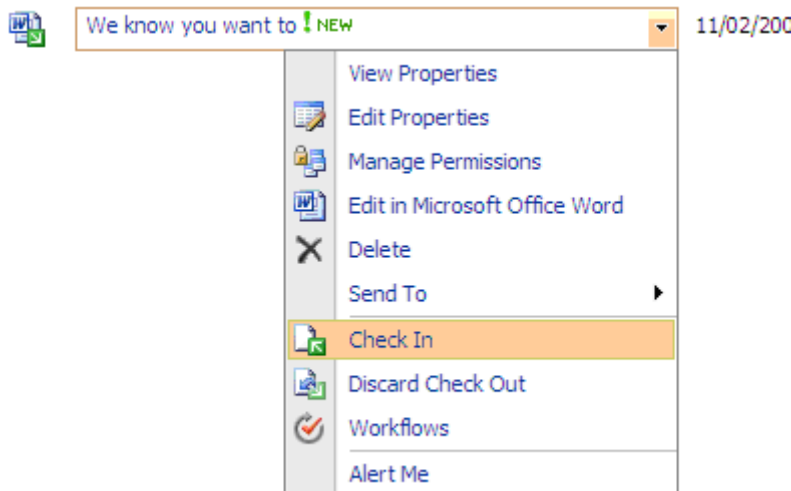
Select all the files you wish to upload, by ticking the box beside the relevant documents. Click *OK*

If the Document Library requires additional information about the file (metadata), all the files will be “Checked Out” to you (meaning only you can see them) until you supply the missing information and “Check In” each file. You can check if the file is checked out to you by looking at the icon. If there is a small green box at the bottom right of the document icon (shown below), the document is checked out.



At this stage, the document can only be seen by you. No one else can see the document until it is checked in.

To check in the document, you will first have to supply the metadata it requires. To do this, hover over the file name until you see the drop down arrow (shown below), click on the arrow and select “*Edit Properties*”.



This will take you to another screen where you can ensure all information required is provided. Once you have edited the properties, you can check in the file. To do this, hover over the file name, click on the arrow and click on *Check In* (as shown above).

Check in

Use this page to check in a document that you have currently checked out.

Document Check In

Other users will not see your changes until you check in. Specify options for checking in this document.

Keep the document checked out after checking in this version?

Yes No

Comments

Type comments describing what has changed in this version.

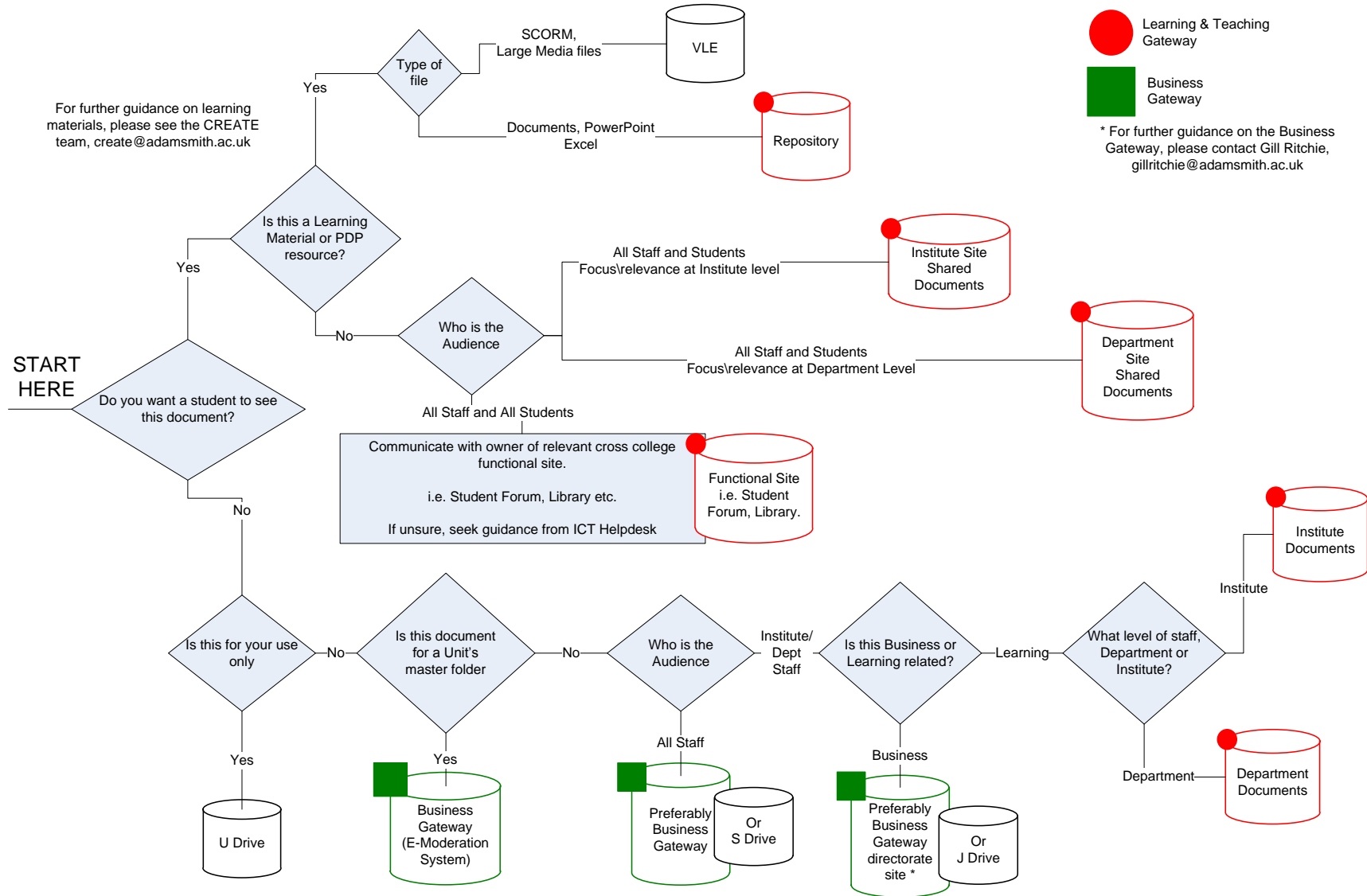
Comments:


OK

Cancel

You can provide comments if you wish about the version of the document you have uploaded.

Where Do I Save...?



 Learning & Teaching Gateway

 Business Gateway

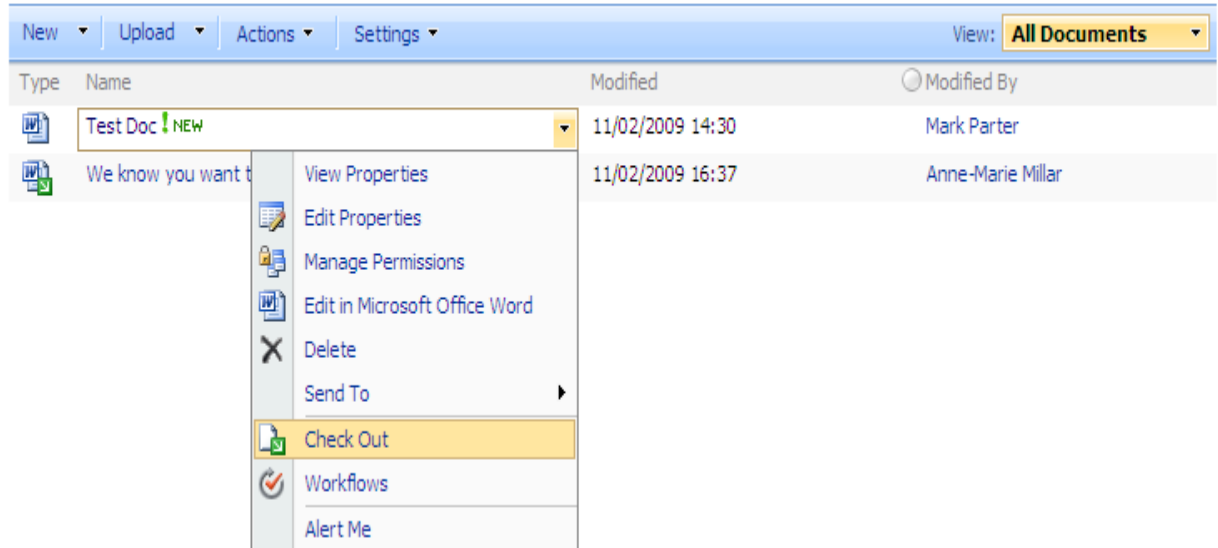
* For further guidance on the Business Gateway, please contact Gill Ritchie, gillritchie@adamsmith.ac.uk

Edit a document in SharePoint

In Shared Documents hover over the document you want to edit and then click on the downward arrow to show the drop down menu. Select 'Check Out'.

Shared Documents

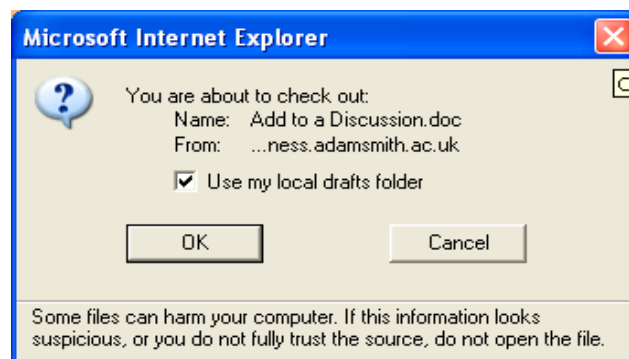
Share a document with the team by adding it to this document library.



This ensures that no-one else can change this file as you work on it. You can tell it is checked out by the Green Square containing an arrow in the bottom right of the icon.



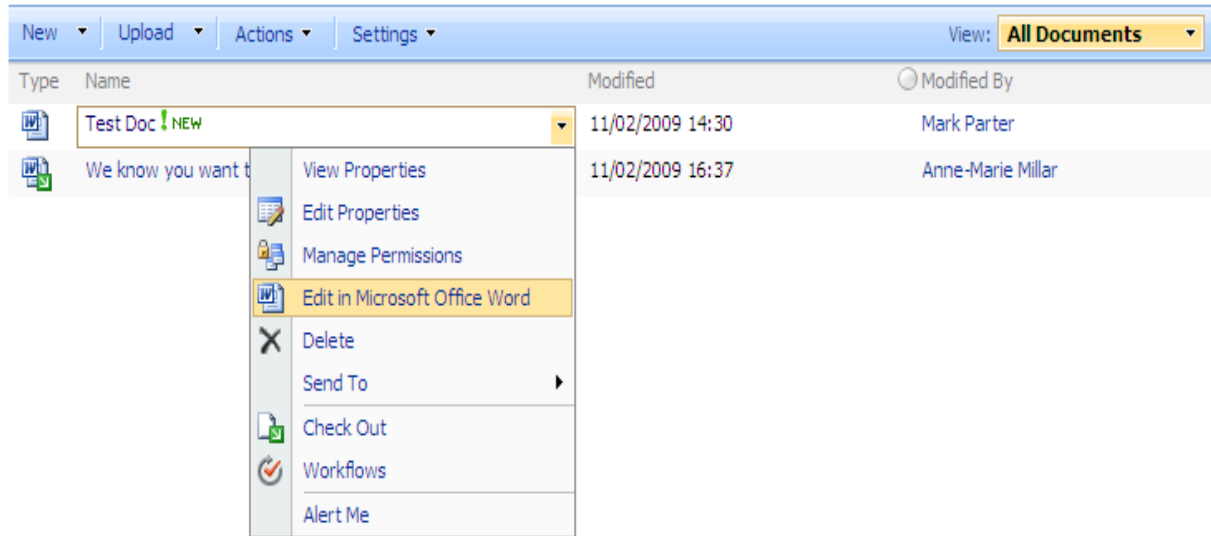
Select *OK* to use Local Drafts Folder when prompted.



Select Drop down arrow on same document name again. Select '*Edit in Microsoft Office Word*'.

Shared Documents

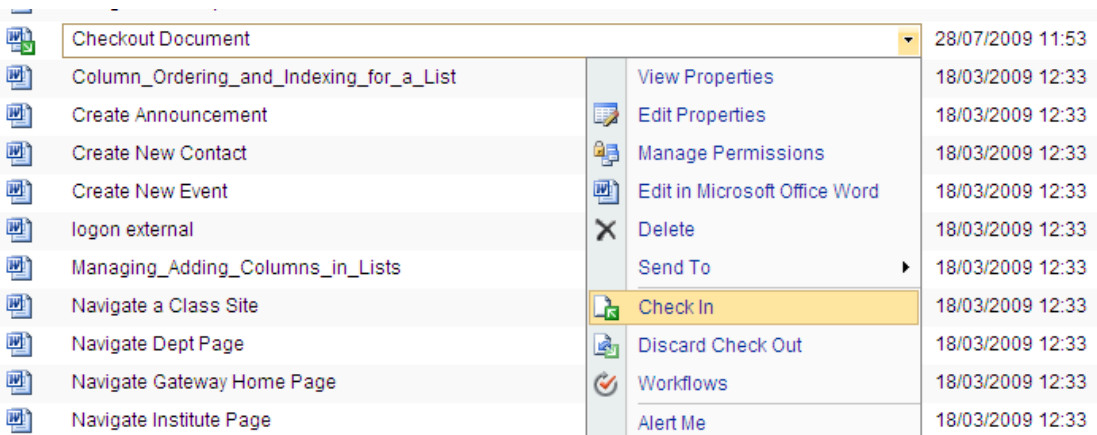
Share a document with the team by adding it to this document library.



This will open the document in Microsoft Word. Edit the document as required and Save.

Now we have to check the file back into SharePoint so others can view our recent changes. There is more than one way to do this but this guide will demonstrate the recommended practice.

Hover over the document that is checked out, click on the downward arrow to show the drop down menu. Click on "Check In".



Provide check in version information if required.

Check in

Use this page to check in a document that you have currently checked out.

Document Check In

Other users will not see your changes until you check in. Specify options for checking in this document.

Keep the document checked out after checking in this version?

Yes No

Comments

Type comments describing what has changed in this version.

Comments:

OK

Cancel

Click *OK*.

Discussion Forums

There are many discussion forums within the Learning & Teaching Gateway. They are a more appropriate method to discuss topics than e-mail.

Read an Existing Discussion Topic

To read a discussion topic in a discussion forum, simply click on the subject of interest.

Discussion

Use the Discussion list to hold newsgroup-style discussions on topics relevant to you.

Subject	Created By	Replies	Last Updated
Library Questionnaire	ROSS RIDDOCK	4	24/04/2009 10:19

This opens the topic, displaying all the replies.

Reply to an Existing Thread

To reply to an existing post in a topic, click on the *Reply* button.

Posted: 23/04/2009 13:56	View Properties	Reply
--------------------------	---------------------------------	-----------------------

Type in your reply in the Body textbox and click *OK*.

Add a Discussion Topic

To add a new topic to a discussion board, click on the new button

Discussion

Use the Discussion list to hold newsgroup-style discussions on topics relevant to you.

Subject	Created By	Replies
Library Questionnaire	ROSS RIDDOCK	4

Discussion
Create a new discussion topic.

Enter the information required on the following screen. Subject is a required field. Enter the discussion into the body.

Discussion: New Item

| * indicates a required field

Subject *

Body

Rich text editor toolbar with icons for: Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Text Color, Background Color, Link, Unlink, and Spell Check.

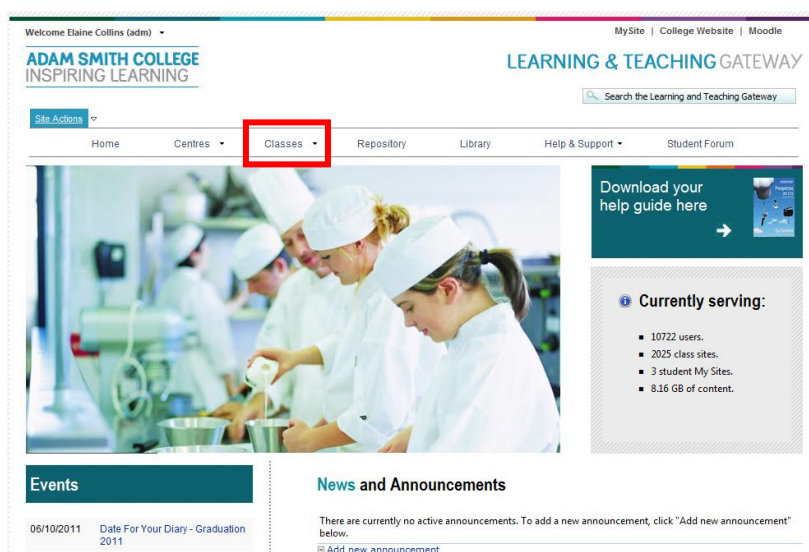
Then click *OK*.

Class Site

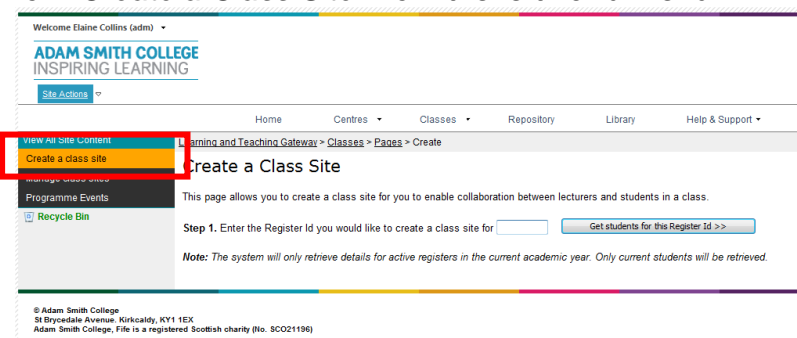
For its conception, the Class Site was designed to be created, setup and used by teaching staff without the requirement to go through a central resource as with the VLE for example. There are no advanced ICT programming skills required to create or use a Class Site.

Class Site Creation

The Class Site is based on the Register, meaning that you can have a site per register that you deliver. To create a class site, click on the Classes tab.



...and click on “*Create a Class Site*” from the left hand menu.



Create a Class Site

This page allows you to create a class site for you to enable collaboration between lecturers and students in a class.

Step 1. Enter the Register Id you would like to create a class site for

Note: The system will only retrieve details for active registers in the current academic year. Only current students will be retrieved.

The wizard will then return the students for selection.

Create a Class Site

This page allows you to create a class site for you to enable collaboration between lecturers and students in a class.

Step 1. Enter the Register Id you would like to create a class site for

Note: The system will only retrieve details for active registers in the current academic year. Only current students will be retrieved.

Step 2. Select the student(s) you wish to give access to this class site.

<input checked="" type="checkbox"/>	Student No.	Firstname	Surname
<input checked="" type="checkbox"/>	0901580	DERIDRE	BARLOW
<input checked="" type="checkbox"/>	0901581	KEN	BARLOW
<input checked="" type="checkbox"/>	0901582	TRACEY	BARLOW
<input checked="" type="checkbox"/>	0901583	JULIE	GOODYEAR
<input checked="" type="checkbox"/>	0901584	VICTOR	MELDREW
<input checked="" type="checkbox"/>	0901585	JACK	BARTON
<input checked="" type="checkbox"/>	0901625	ANGUS	MAGOO

Step 3.



This information comes straight from the Student Records System Absence Management component. If there are any issues with the students returned against the Id given, please check with Registry in the first instance.

To select students, click in the Tick box against the students you wish to add (you can add/remove students later too). To add them all, click on the top tick box. Once you have selected the students, click on "Add selected students and continue"

The wizard will then display a confirmation screen, shown below, detailing the selected students and lecturers (from the Absence Management Component) held against the Register Id. If you do not appear on the list of lecturers, you will be added to them when the site is created. Click *Create Site*.

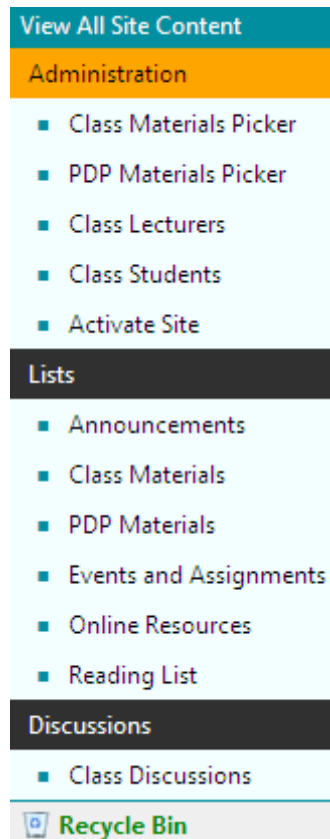
Create a Class Site

You're now ready to create your class site. The site will be setup with the following users given access (if you're not the lecturer listed, you will also be added to the site as a lecturer);

Lecturers	Students	<input type="button" value="Create site >>"/>
<ul style="list-style-type: none">■ Mo Neilson■ Susan Finlay	<ul style="list-style-type: none">■ DERIDRE BARLOW [0901580]■ KEN BARLOW [0901581]■ TRACEY BARLOW [0901582]■ JULIE GOODYEAR [0901583]■ VICTOR MELDREW [0901584]■ JACK BARTON [0901585]■ ANGUS MAGOO [0901625]	

Class Site Setup: Overview

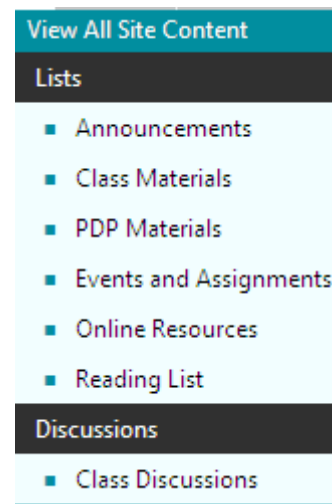
Once the Class Site is created, only the lecturer(s) can see it until it is Activated. This gives you time to set up the class site with the relevant content prior to the students getting access.



On the left is the menu that Lecturer(s) see.

It differs from what the students will see **when activated** (Right).

All the options under the orange "Administration" tab do not appear to students.

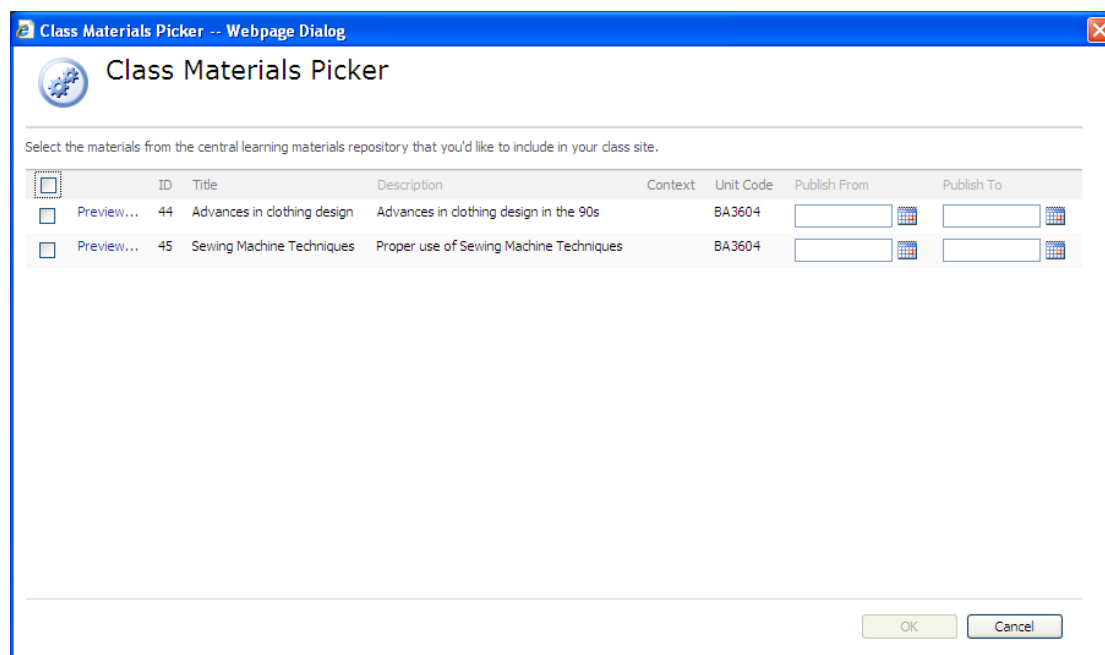


Please read the LTG Class Sites Overview on page 16 of this manual as it describes the purpose of each area in greater depth. This section will focus on how to use each section.

Class Site Setup: Class Materials Picker

To add Class materials from the Repository to the Class Site, click on “*Class Materials Picker*” under the Administration tab. This will open a pop up window containing all the materials from the Repository where the Unit Code matches a unit code from the Register.

Note: if you have any External Media Resources linked to your Unit Code then these will also show in the Class Materials Picker list.



You can preview the content by clicking on the relevant “*Preview...*” link; this will then open the document in another window for previewing.

You can then select the required materials by clicking on the relevant check box on the left. There are optional “*Publish From*” and “*Publish To*” fields should you wish to limit the amount of time the student will be presented with a material, or to pre-plan delivery of materials to coincide with your teaching.

Once you have selected all the relevant materials, click “*OK*” at the bottom of the pop up.



It is important to know that what you have added is a link to the master material document held in the Repository and not a copy of the material. If the original is updated or deleted in the Repository, this is reflected in the material on your class site.

You can return to this option at any time through-out the life of the Class Site.

If you wish to change the Publish dates of a material you added previously, you can do this by clicking on the “*Class Materials*” option under “*Documents*”.

Class Materials

Use the class materials list to store links to centrally managed teaching materials for use with this class.

Actions ▾		View: All Items ▾	
Edit	URL	Publish From	Publish To
	Advances in clothing design	06/08/2009	
	Sewing Machine Techniques	06/08/2009	

Click on the *Edit* button of the relevant material you wish to change.

URL *	Type the Web address: (Click here to test) <input type="text" value="https://learn.adamsmith.ac.uk/repository/Materials/D01B09/Advanc"/> Type the description: <input type="text" value="Advanced Communication Techniques"/>
Publish From *	<input type="text" value="29/07/2009"/> When do you want to make this item available to the students in this class?
Publish To	<input type="text"/> This item will no longer be available to this classes students after this date.

Created at 29/07/2009 10:43 by [Michael Norrie](#)
Last modified at 29/07/2009 10:43 by [Michael Norrie](#)

Edit the *Publish From* and *Publish To* dates (*Publish From* is mandatory) then click OK. **Do not change or edit the URL field.** If you do by accident, click Cancel. Changing the URL field will break the link with the Repository item and not present the material to the student.

Class Site Setup: PDP Materials Picker

There is a collection of PDP materials available for you Class Site from the Repository. This feature is very similar to the “Class Materials Picker” bar the filter options in the pop up window.

Filters:	Level: 4 ▾	Competency: None ▾	Area: None ▾
<input type="checkbox"/>	Level	Competency	
<input type="checkbox"/>	Preview...	4	
<input type="checkbox"/>	Preview...	4	

- None
- Communication
- Self Awareness/Reflection/Self Development
- Teamwork
- Analytical Ability
- Flexibility
- Innovation and Creativity
- Mental Agility
- Leadership
- Planning
- Task Management
- Organising
- Action and Delivery
- Quality

Using the filters will limit the PDP materials returned from the Repository.

The Preview, Selection, Publish Date entry is the same as using the Class Materials Picker (described above).

To change the Published Dates for previously added PDP materials, click on the “*PDP Materials*” option under “*Lists*”.


PDP Materials

Use the PDP materials list to store links to Personal Development Plan materials for use with this class.



Actions ▾		View: All Items ▾	
Edit	URL	Publish From	Publish To

☒ **PDP Level** : 5 (1)

☒ **PDP Competency** : Action and Delivery (1)

 Generic Class Group Activity Log	29/07/2009
--	------------

Click on the *Edit* button of the relevant PDP Material.

URL *	Type the Web address: (Click here to test) <input type="text" value="https://learn.adamsmith.ac.uk/repository/PDP Materials/Generic Cl"/> Type the description: <input type="text" value="Generic Class Group Activity Log"/>
Publish From *	<input type="text" value="29/07/2009"/>  When do you want to make this item available to the students in this class?
Publish To	<input type="text"/>  This item will no longer be available to this classes students after this date.

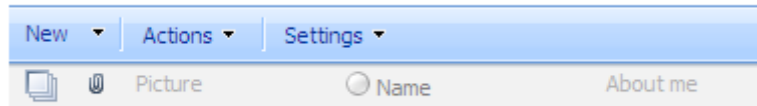
Created at 29/07/2009 10:55 by [Michael Norrie](#)
Last modified at 29/07/2009 10:55 by [Michael Norrie](#)

Edit the *Publish From* and *Publish To* dates (*Publish From* is mandatory) then click OK. **Do not change or edit the URL field.** If you do by accident, click Cancel. Changing the URL field will break the link with the Repository item and not present the material to the student.

Class Site Setup: Add or Remove Students

To add or remove a student click on “*Class Students*” under “Administration”.

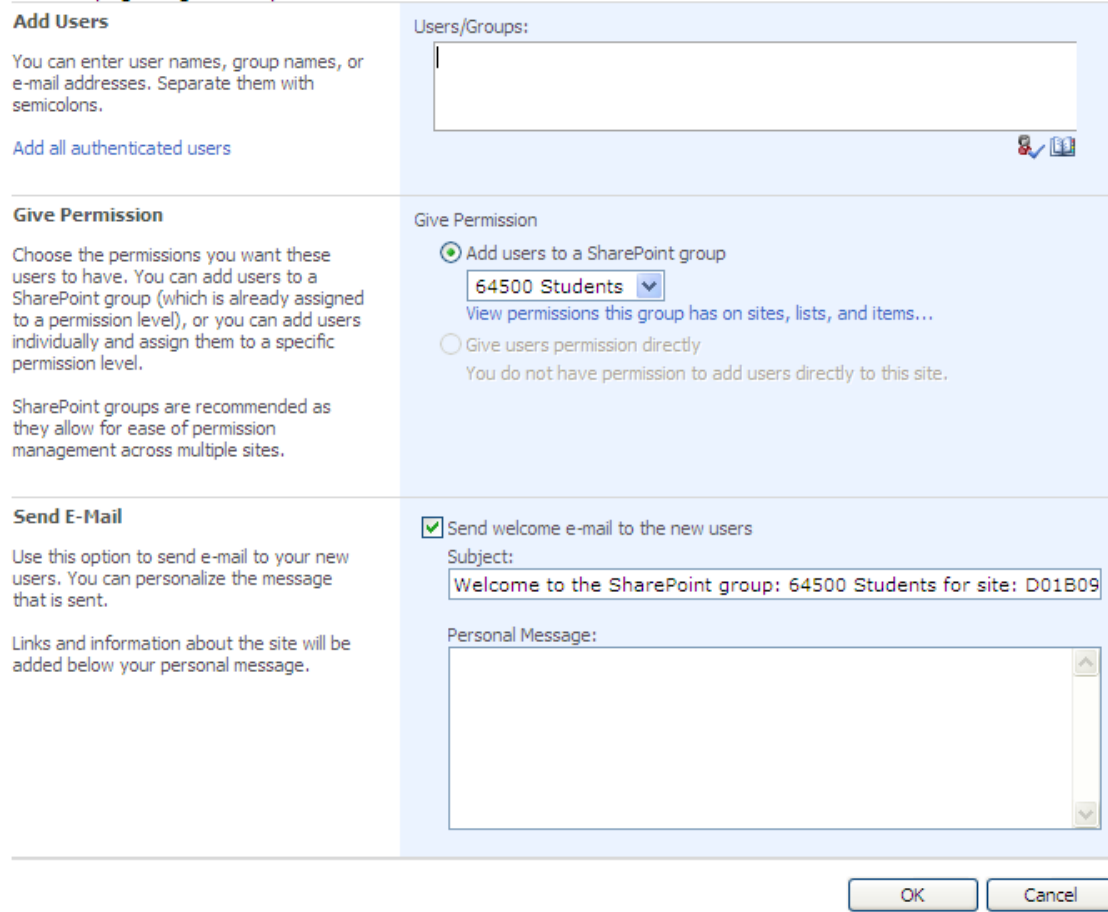
Use this group to give students access to the Class site: 64500




There are no items to show in this view of the "User Information List" list.

Click on the “New” button.

Use this page to give new permissions.



Add the students into the Users/Groups using their ID numbers. Separate each student Id by a semi colon “;”. If you need to search for them, use the address book functionality. 

For information, in most cases, names in proper case indicate Staff and names in uppercase indicate students.

Once entered click on the tick button  and ensure each id is underlined.

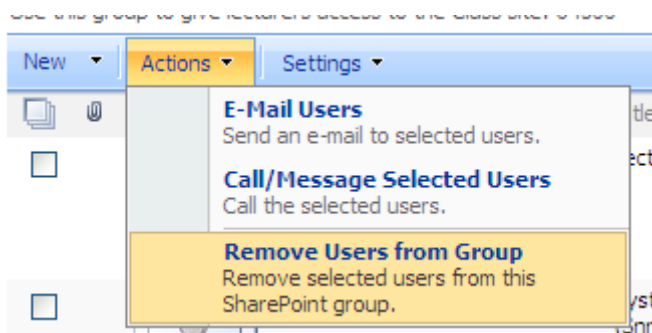
Ensure that the Give Permission is set to “**Register ID Students**” i.e. “64500 Students” shown above. **Do not give users permission directly.**

If you wish to send the students an e-mail to inform them that they have been added, ensure the “Send welcome e-mail to the new users” is selected. Enter a personal message.



Please do not send an email welcoming students if the class site has not yet been activated as they will be denied access until it is activated.

To remove students, click on “*Class Students*” under “Administration” and select the student(s) you wish to remove by ticking the relevant checkbox. Once selected, click on “Actions” and select “Remove Users from Group”

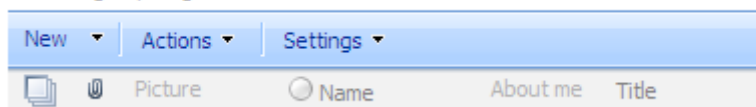


You will note that it is also possible to e-mail selected Students from here, which is a very useful feature. This is dependent on an e-mail client being set up on the machine i.e. Microsoft Outlook.

Class Site Setup: Add or Remove Lecturers

To add or remove a lecturer click on “*Class Lecturers*” under “Administration”.

Use this group to give lecturers access to the Class site: 64500



Click on the “*New*” button.

Use this page to give new permissions.

Add Users

You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

[Add all authenticated users](#)

Give Permission

Choose the permissions you want these users to have. You can add users to a SharePoint group (which is already assigned to a permission level), or you can add users individually and assign them to a specific permission level.

SharePoint groups are recommended as they allow for ease of permission management across multiple sites.

Send E-Mail

Use this option to send e-mail to your new users. You can personalize the message that is sent.

Links and information about the site will be added below your personal message.

Users/Groups:

[People Picker](#)

Add users to a SharePoint group

Give users permission directly


64500 Lecturers [View permissions this group has on sites, lists, and items...](#)

You do not have permission to add users directly to this site.


Send welcome e-mail to the new users

Subject:

Personal Message:

Add the lecturers into the Users/Groups using their name numbers. Separate each lecturer by a semi colon “;”. If you need to search for them, use the address book functionality. 

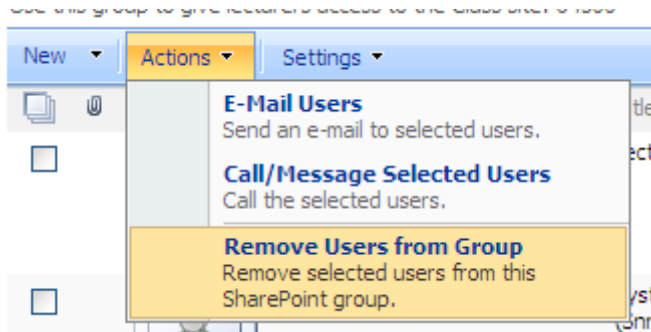
For information, in most cases, names in proper case indicate Staff and names in uppercase indicate students.

Once entered click on the tick button  and ensure each name is underlined.

Ensure that the Give Permission is set to “**Register ID Lecturers**” i.e. “64500 Lecturers” shown above. Do not give users permission directly.

If you wish to send the lecturers an e-mail to inform them that they have been added, ensure the “Send welcome e-mail to the new users” is selected. Enter a personal message.

To remove lecturers, click on “*Class Lecturers*” under “Administration” and select the lecturer(s) you wish to remove by ticking the relevant checkbox. Once selected, click on “Actions” and select “Remove Users from Group”



You will note that it is also possible to e-mail selected Lecturers from here, which is a very useful feature. This is dependent on an e-mail client being set up on the machine i.e. Microsoft Outlook.

Class Site Setup: Online Resource List

To enter this list click on “*Online Resources*” under “Lists”

Click on “New”

URL *	Type the Web address: (Click here to test) <input type="text" value="http://news.bbc.co.uk"/> Type the description: <input type="text" value="BBC News website"/>
Notes	<input type="text" value="BBC News website, a good example of communication."/> <input type="text"/>

Enter the details required then click OK.

Class Site Setup: Reading List

To enter this list click on “*Reading List*” under “Lists”

Click on “New”

Book Title *	<input type="text"/>
Author *	<input type="text"/>
Editor	<input type="text"/>
Publisher	<input type="text"/>
ISBN *	<input type="text"/> International Standard Book Number
URL	Type the Web address: (Click here to test) <input type="text" value="http://"/> Type the description: <input type="text"/>

Enter the details required then click OK.

Class Site Setup: Class Discussion Forum

There is a class discussion forum, which Lecturers and Students can use to communicate and discuss topics of interest.

Please refer to Page 38 Discussion Forums for information on using this feature.

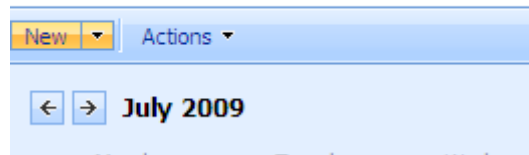
Class Site Setup: Events & Assignments

Each class site has a calendar for Events and Assignment dates.

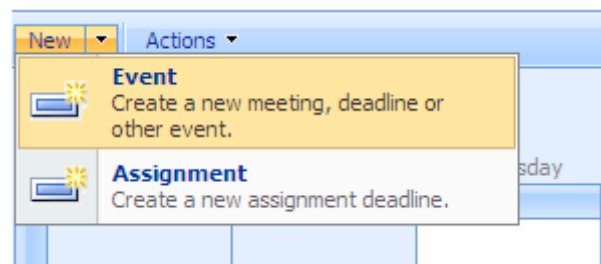
To add an event, click on “*Events & Assignments*” under “Lists”.

Hover over the “New” button and you will notice that it changes colour to Orange and consists of the word “New”, a vertical dividing line and a downward arrow.

Use the Events and Assignments list to keep important events.



If you click on the downward arrow to the right of the dividing line, the system will display the following drop down menu.



Click on “*Event*”

Title *	<input type="text"/>
Location	<input type="text"/>
Start Time *	<input type="text" value="29/07/2009"/> <input type="button" value="Calendar"/> <input type="text" value="14:00"/>
End Time *	<input type="text" value="29/07/2009"/> <input type="button" value="Calendar"/> <input type="text" value="14:00"/>
Description	<div style="border: 1px solid #ccc; padding: 5px;"><p>A A B I U [List Icons] [Link Icon] [Image Icon] [Undo] [Redo]</p><div style="border: 1px solid #ccc; height: 100px;"></div></div>
All Day Event	<input type="checkbox"/> Make this an all-day activity that doesn't start or end at a specific hour.
Recurrence	<input type="checkbox"/> Make this a repeating event.

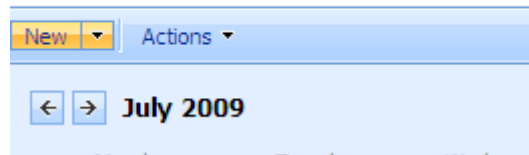
Enter your title, location times etc. Then click “OK”

This new event will appear in the calendar (through “Events and Assignments” under “Lists”) and on the Class Site homepage.

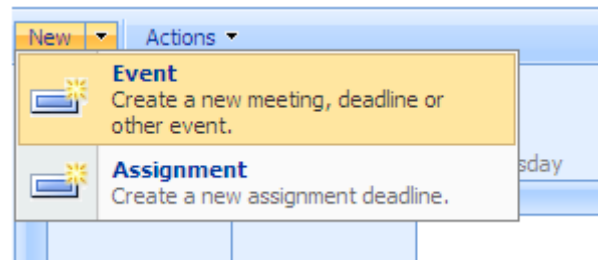
To add an assignment deadline, click on “*Events & Assignments*” under “Lists”.

Hover over the “*New*” button and you will notice that it changes colour to Orange and consists of the word “*New*”, a vertical dividing line and a downward arrow.

Use the Events and Assignments list to keep important events.



If you click on the downward arrow to the right of the dividing line, the system will display the following drop down menu.



Click on “*Assignment*”


Events and Assignments: New Item

A screenshot of a dialog box titled 'Events and Assignments: New Item'. It has 'OK' and 'Cancel' buttons at the top right. Below the title bar, there are buttons for 'Attach File' and 'Spelling...'. The main area has three fields: 'Assignment *' (a text input field), 'Description' (a rich text editor with a toolbar), and 'Deadline *' (a date and time selector). A legend indicates that '*' indicates a required field. 'OK' and 'Cancel' buttons are at the bottom right.

Enter the Assignment name i.e. “*Coursework 1*”

Enter a Description

Enter the Deadline.

Attach the Assignment using the “*Attach File*” button.  **Attach File**

Click on **Browse** to locate the assignment file. Then click **OK**.

Use this page to add attachments to an item.

A screenshot of an attachment dialog box. It has a 'Name' label and a text input field with a 'Browse...' button to its right. 'OK' and 'Cancel' buttons are at the bottom right.

This new Assignment will appear in the calendar (through “*Events and Assignments*” under “Lists”) and on the Class Site homepage.

Class Site Setup: Assignment Drop Box

Once an assignment has been uploaded, students can upload their submissions to it. Students can only see their own submissions, but lecturers can see all student submissions.

To see the student submissions, click on the Assignment from within the calendar. In the example below the assignment is called "Coursework 1"

27	28	29	30	31
			17:00 Coursework 1	

This opens the following screen showing details of the coursework and students submissions.

New Item Edit Item Delete Item Alert Me Submit Assignment Export Event	
Title	Coursework 1
Description	Coursework 1 covering communication techniques
Deadline	30/07/2009 17:00
Attachments	Assessment.doc
Created at 29/07/2009 14:10 by Michael Norrie Last modified at 29/07/2009 14:10 by Michael Norrie	
<input type="button" value="Close"/>	

Assignment Submissions

Assignment Submitted	Result	Comments
Student : MICHAEL NORRIE 1230015 29/07/2009 14:13:12		Review... Pass/Fail...



The document opens in read only mode. This is a limitation of this feature. It is not possible for the lecturer to change the original document. If you wish to physically mark the document you would need to print it out.

Once you have reviewed the document, you can pass or fail and leave comments for the student by clicking on "[Pass/Fail...](#)"

Use this page to pass or fail assignments. Once an assignment has been passed or failed, the student can no longer edit it.

Assignment Status Pass or fail this assignment.	<input checked="" type="radio"/> Passed. <input type="radio"/> Failed. <input type="radio"/> Other. Please specify: <input type="text"/>
Comment Use this field to enter any comments about why this item passed, failed or received the result it did. These comments will be attached to the assignment for the student to view.	<input type="text"/>

Fill in the details as required then click OK. At this point, the student will be notified by e-mail that it has been marked (if they asked for notification when they submitted their document(s)).

Class Site Setup: Activate the Class Site

Once you are happy with the contents of the Class Site, you must activate it so that the students can access it.

To activate the site, click on “*Activate*” under the “Administration” tab.

A confirmation screen will appear. Click “Activate”.

Once the site is activated, the “*Activate*” option disappears from the “Administration” tab.

The Students MySite is automatically updated to include a link to the Class Site.



How To: Add/Create your own Learning Documents to add to the Repository via the Authoring Area

There is a requirement for staff to be able to author and upload learning materials to the Learning Materials Document Library in order for staff to have the autonomy to carry this out you must complete checks to ensure you have adhered to strict guidelines in terms of accessibility, format etc, before the system will allow you to the upload to the Learning Materials Document Library.

You can upload Learning Materials of any acceptable file type (acceptable file types are any which are allowed by SharePoint) It will now check for existing documents of the same name and only allow overwriting of that file if the person uploading it is:

- The author of the original document
- A delegate of the author of the original document (staff will be able to setup and manage their own delegates).

Uploading documents



Follow the instructions on page 35 for uploading your documents. Once you have located your document etc and selected OK you will then be prompted with the following screen to fill in. Fill in all relevant information.

OK Cancel

Delete Item | **ABC Spelling...**

Title

Subject

Unit Code  

Contributor
One or more people or organizations that contributed to this resource

Source
References to resources from which this resource was derived

Accessibility

Have words in capitals, italics, bold and underlining been avoided, other than the odd word for emphasis?

Is plain English used whenever possible for carrier language?

Are captions and alternative text on non-text items, e.g. diagrams, images?

Has imported text been cleaned up e.g. removal of page breaks, empty paragraphs etc?

Equality and Diversity


Are gender, disability, ethnicity and the other equality groups reflected positively in the resource, including role models, scenarios, and case studies, audio and visual images?

Does language avoid stereotypes, derogatory



At this stage it is good practice to fill in all relevant information as when you go to upload your document to the Learning Materials area you will get the error as shown below of what details have not been filled in. Until you fill these in you will not be able to upload your document to the Learning Materials Area to use in your class Site.

Repository

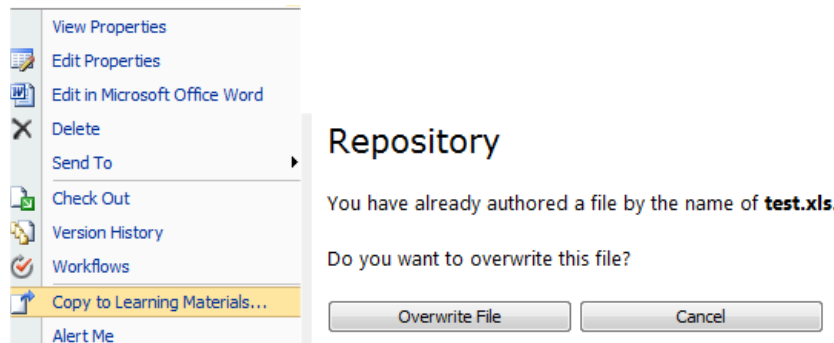
 Your learning material cannot be copied because the following criteria were not met;

- Learning material is not associated with a unit.
- **Accessibility:** Have words in capitals, italics, bold and underlining been avoided, other than the odd word for emphasis?
- **Accessibility:** Is plain English used whenever possible for carrier language?
- **Accessibility:** Are captions and alternative text on non-text items, e.g. diagrams, images?
- **Accessibility:** Has imported text been cleaned up e.g. removal of page breaks, empty paragraphs etc?
- **Equality and Diversity:** Are gender, disability, ethnicity and the other equality groups reflected positively in the resource, including role models, scenarios, and case studies, audio and visual images?
- **Equality and Diversity:** Does language avoid stereotypes, derogatory connotations, or eurocentric approaches which contain discriminatory content or perspectives?
- **Copyright:** Is the original source of the materials identified with full information about copyright permission?
- **Copyright:** Is all content from other sources fully attributed to an author, creator, rights holder, or contributors?
- **Copyright:** Has the LMT attribution style been used to support the production of a bibliography?

Update properties

Once you are ready to upload your document right click on it and from the drop down menu (shown below) pick “copy to Learning Materials”, if your document already exists in the system you will be given a message (shown below) to inform you of this and if you wish to overwrite the original, it will also only allow overwriting of that file if the person uploading is:

- The author of the original document
- A delegate of the author of the original document (see how to setup delegate)



If your file does not exist then it will check to see if a Unit Folder exists and place your document within it, if a Unit Folder does not exist then it will create a new one and place your document within it. Your materials will then be available to use in your class site through the Materials Picker.

Note: once your document has been moved by the system it will be removed from the authoring area, previously this did not happen this is now an enhancement made to the authoring area for housekeeping and performance issues.

Setup Delegate(s) to allow for editing of your original documents

To setup delegate(s) who will be allowed to edit and upload your original documents go to the repository, and click on Authoring Area on the left you will then be presented with the screen shown below, click on 'To set up delegate(s)'.

Authoring Area Changes

The Authoring Area Process has undergone significant changes based on the pilot feedback received from staff.

- The area now allows for the uploading of additional file types.
- Existing files within the Learning Materials area can be replaced with newer documents by the Author or a delegate of the Author.
- Once copied to the Learning Materials area, the file left in the Authoring Area is deleted by the process.

To enter the Authoring Area click [here](#)

To set up delegate(s)* click [here](#)

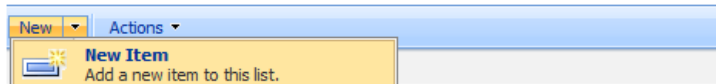
* Your delegates can replace files authored by you by their files.

Last modified at 24/01/2011 15:21 by [sp mike norrie](#)

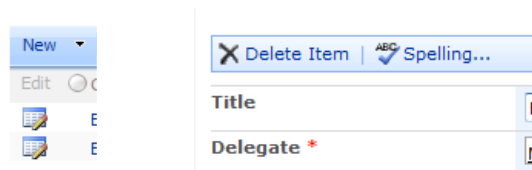
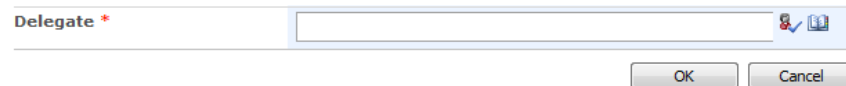
When in the delegate screen select the *New* button then *New Item* from drop down menu as shown below.

Authoring Delegates

Delegates allowed to overwrite my authored materials in the Learning Materials area



Enter your full delegate(s) name or use the book icon and search for their name then click on OK, you have now set up your delegate(s). To remove delegate(s) click the edit icon next to the person's name and in the next screen you will be able to select delete. (Shown in screen shots below)



Shibboleth Resources

Shibboleth is a free, open sourced, web communication system which facilitates single sign on to many resources from different providers.

Adam Smith College has signed up to Shibboleth meaning that your username and password will give access to various other resources.

All the resources are listed in the Library Site on the Learning & Teaching Gateway <https://learn.adamsmith.ac.uk/library>

Online Resource Subscriptions

Using the selection options below, you can view the various online resources that the College subscribes to via Shibboleth. You are permitted to use these resources for the purposes of your course(s) whilst a student at the College.

List by letter: 0 - 9 | A - F | G - M | N - S | T - Z

List by category: News | Media | History

Your selection:

There are no items to show in this view, please select a selection option from above.

As we expect the list of resources to grow throughout the year, the resources are presented after you select an option from “*List by letter*” or “*List by category*.”

Clicking on one of these options i.e. News, will display all the related resources under “*Your selection*”.

Your selection:

▣ [NewsFilm Online](#)

NewsFilm Online offers access to over 3,000 hours of downloadable television news and cinema newsreels, selected from the ITN/Reuters Television archives. Access the service by clicking on 'via direct access' Login option.

To visit one the resources, click on the link (i.e. NewsFilm Online).

There will be an area on the page where you sign in but this may be different on different Sites, for example it may say Shibboleth Login, or authenticate here, Login via UK Federation etc.

EDINA Help & Support | About | Feedback | Contact | Site Map | Search Site: Go

nfo newsfilmonline

You are here: EDINA > NewsFilm Online

NewsFilm Online Menu

- Login**
- Description
- Access & Subscription
- Help & Support
- EDINA News & Events

For Library & Support Staff

Login to NewsFilm Online

Selected news from the ITN/Reuters archives. Video playback and downloading are available to staff and students at subscribing UK universities and colleges. Everyone may search and browse.

For subscribing universities and colleges

Login → via UK federation. [\[info\]](#)

Login → via direct access. [\[info\]](#)

[Search and Browse - Login later to download](#)

→ [Does your institution subscribe to NewsFilm Online?](#)

For non-subscribers

[Search and Browse](#)

[Having trouble logging in?](#)

The NewsFilm Online data is © ITN and Reuters and was first produced in a joint initiative project with the British Universities Film & Video Council.

Related Links

- Multimedia & Education**
- [Film & Sound Online](#)
- [Education Image Gallery](#)
- [ITN Source](#)
- [JISC Digital Media](#)

Multimedia News

Looking for downloadable film, sound or still images at EDINA and beyond? Try the [Visual and Sound Materials Portal](#). The beta-version portal offers access to collections (both open and subscription-based) of interest to UK FE and HE and will be available until 2011.

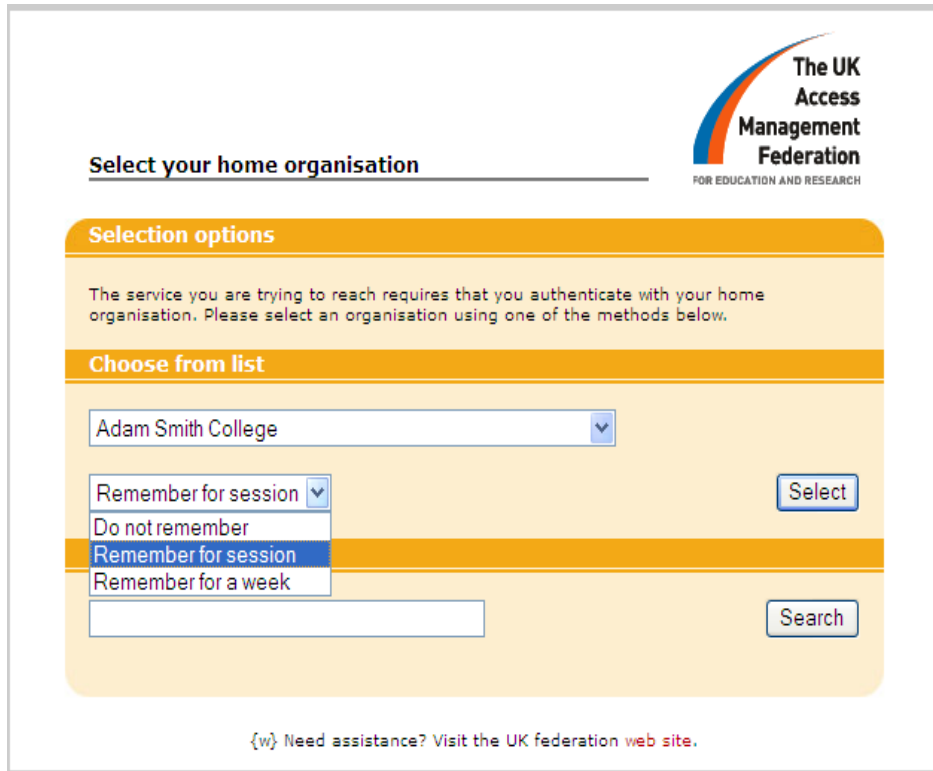


Logging in via the UK Federation:

The [UK Access Management Federation for Education and Research](#) enables secure access using the same username and password to all external services supporting it; in many cases, but not all, the username and password is the same as for local services at your institution. If you have difficulty accessing the service you wish to use, check your local login procedures with your institution's library or computing staff.

JISC is currently supporting wider rollout of federated access across HE and FE, while Becta is doing the same in the schools sector. Over time, federated access is expected to become the norm for JISC Information Environment services.

When you Login via the UK Federation you will be redirected to a 'wayf' Server, (where are you from). The 'wayf' server page will be similar to this:



Select your home organisation

The UK Access Management Federation
FOR EDUCATION AND RESEARCH

Selection options

The service you are trying to reach requires that you authenticate with your home organisation. Please select an organisation using one of the methods below.

Choose from list

Adam Smith College

Remember for session

Do not remember

Remember for session

Remember for a week

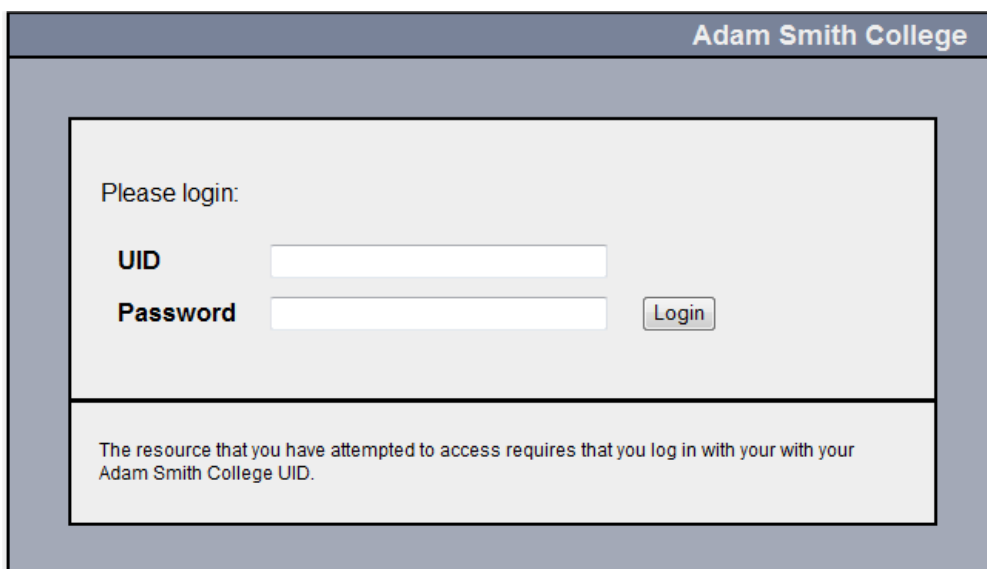
Select

Search

{w} Need assistance? Visit the UK federation web site.

Select your organisation from the drop down list; Adam Smith college. You can also select how long they want to have the session open using the 'Remember for Session' drop down box.

You will now be directed to the Adam Smith College's Shibboleth Identity Service Provider for authentication. This will look similar to the screen below, but will be personalised for Adam Smith College.



Adam Smith College

Please login:

UID

Password

The resource that you have attempted to access requires that you log in with your with your Adam Smith College UID.

Log in using your college Login name i.e. JohnDoe@adamsmith.ac.uk and password. You will be redirected back to the original registered site.

Shibboleth Authentication Request Processed

You are automatically being redirected to the requested site. If the browser appears to be hung up after 15-20 seconds, try reloading the page before contacting the technical support staff in charge of the desired resource or service you are trying to access.

Redirecting to requested site...



The screenshot shows the nfo newsfilmonline website. The header includes the logo and navigation links: Home | Advanced Search | Browse Subjects | Browse Dates | Search History | My Favourites. A 'Logged in' button is visible in the top right. Below the header, there is a search bar with a 'Search for:' field, a dropdown menu set to 'All fields', and a 'Search' button. To the left of the search bar, there is a message about video playback and download availability for staff and students at subscribing UK universities and colleges. Below the search bar, there is a 'Browse Dates' section with a timeline of decades from the 1910s to the 2000s. The 1960s is currently selected. Below the timeline, there are two boxes: 'It happened today ... news stories from 29th July' and 'Browse Subjects' with a link to 'Arts, Culture & Entertainment'.

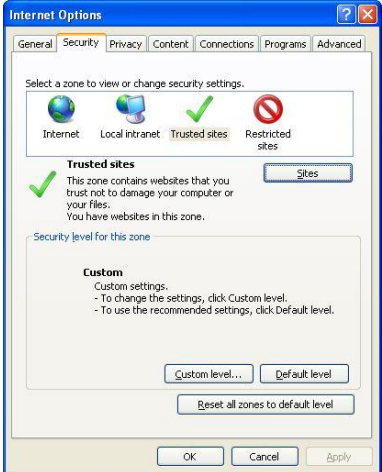

Once authenticated if you keep the Browser open you can access all the Federated Sites registered by Learner services without having to go through the login process again.

Once you close the Browser you may be required to authenticate again.

Additional Information/Help


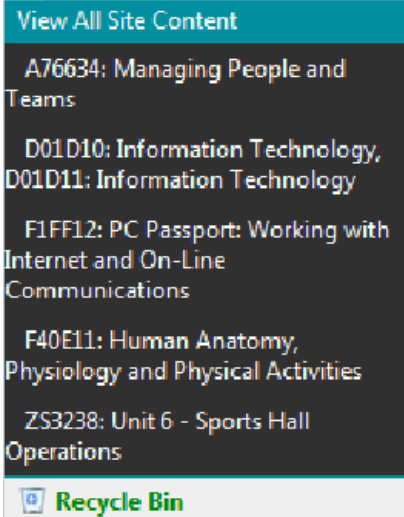
CHANGES; ERRORS and OMISSIONS

Change – Home Access HTTP Error Access Denied

Reason	Problem	Date
Not being able to access the LTG from home even though putting in correct credentials (username & password).	Get a HTTP Error – Unauthorized to view page, due to invalid credentials	05/01/2011
Solution Add URLs to Internet Security Settings		
Step 1 Open up Internet Explorer (web browser) select Tools > Options > Security Tab > Click on Trusted Sites > Then Sites		
Step 2 Add in the following addresses: www.adamsmith.ac.uk https://learn.adamsmith.ac.uk If the same problem occurs with trying to access the Business Gateway from home add the following address also: https://business.adamsmith.ac.uk Click on Close and restart Internet Explorer.	 <p>Note: ignore what you see already in the box above</p>	

CHANGES; ERRORS and OMISSIONS

Change – Moving of Class Sites for year 2010/2011

Reason	Problem	Date
<p>The need to clear down the Class Area for the new academic session, to leave it clean for the new academic session 2011/12.</p> <p>Also takes away the staff and students still seeing old expired sites.</p>	<p>Lecturers would still need to access/view their old class sites for 10/11 to take materials off if they wish to reuse in new academic year class sites if required.</p>	<p>02/09/2010</p>
<p>Solution To move all 2010/11 Class sites to a new location in the Learning & Teaching Gateway</p>		
<p>Step 1</p> <p>Go to the Learning and Teaching Gateway, https://learn.adamsmith.ac.uk</p> <p>There are 2 options you can choose to view your class site see below:</p>		
<p>Option 1</p> <p>If you want to see the list of all your class sites then in the address bar in Internet Explorer type in https://learn.adamsmith.ac.uk/2010-11 this will open a site with your classes listed down the left-hand side and you can click on any of these to access, or type 2010-11 in the search box at the top right hand corner and press return you will see the search results once you have your list of classes then click on which one you wish to access and it will open as shown below.</p>		

Option 2

If you know the Register ID number of your class site then enter it in the search box at the top right hand corner and press return you will see the search results for your class, click on the link and this will take you directly to your class site.

The screenshot displays the Adam Smith College Learning and Teaching Gateway. At the top, it says "Welcome Elaine Collins" and "ADAM SMITH COLLEGE INSPIRING LEARNING". The navigation menu includes "Home", "Centres", "Classes", "Repository", and "Library". The main content area shows the breadcrumb "Learning and Teaching Gateway > Classes > DK0733: International Tourist Destinations". The page title is "DK0733: International Tourist Destinations". Below the title, there are sections for "Announcements", "Events and Assignments", and "Class Materials". A search box at the bottom right contains the text "DP4V35". Below the search box, the text "Student Forum" is visible.

ICT Provisions
Changes and updates for 2011/12
A Staff Guide

ICT Services
August 2011