



LEEDS METROPOLITAN UNIVERSITY

**Notes from the WebCT User Group held on Friday 2<sup>nd</sup> March 2001  
at 1445 hours in Room PR122**

**Attendees:**

Mark DeGroot, LIS; Chris Garbett, H&E; John Gray, IES; Gill Harrison, IES; Stuart Hirst, IES; Dennis James, LIS; Neil Kenna, CES (on behalf of Sue Newell); David Killick, CLS; David Little, CES; Chris Steadman, IES; Jill Taylor, H&E; Hannah Walsh, LIS (Chair); Stuart Watson, LBS; Anthony Main, LIS (minuting).

**Apologies:**

Mick Ash, HCO; Jeremy Bradford, CLS; Tina Conkar, HCO; Nigel Heptinstall, HCO; Max McMurdo, LIS; Sue Newell, CES; Bob Rowles, LIS; Marie Stinson, CES; John Thackray, LBS; Deborah Trayhurn, CES; Thérèse Walker, LIS; Liz Waller, LIS.

**1. Matters arising**

Hannah responded to matters arising from the first meeting; this was available as a handout.

**2. Design update**

Hannah distributed a printout of the current designs for the icons as technical difficulties had prevented an online demonstration; Hannah will distribute the location and password of the icons and banners to the rest of the group.

**3. Training and support**

Mark gave an update on WebCT service training and support. A trainer from WebCT had run two sessions in the w/c 19/2/01. Due to the large expense involved, a procedure is being formulated to identify those in need of training, and to offer alternatives:

- Provide access to online training (equivalent to face-to-face);
- Commit to running awareness sessions for at least one representative per faculty, matching resources to demand;
- Upload information relating to this semester to WebCT in the w/c 5/3/01;
- Introduce a scheme to accredit WebCT trainers in spring/summer 2001.

Mark explained this would require a high level of commitment:

- 1) A three-hour knowledge test on all aspects of WebCT, including a one hour multi-choice test and two hours to build a course.
- 2) An online course (requiring 15-16 hours) involving how to use WebCT to deliver module materials.
- 3) A two-day face-to-face session.
- 4) Submit a video recording of course delivery.

The marking criteria are available on the WebCT website. There was some concern shown as it was felt that larger faculties would need more

than one representative. An issue was raised as to whether training would be centrally funded; Mark was unable to confirm at this point.

#### **4. Pedagogy update**

Dennis is still waiting for feedback on pedagogy (the form is available on the Teaching and Learning pages of the LMU website).

#### **5. Dummy students**

The need for dummy students/guest accounts was raised:

There was a query over the number of accounts that would be made available; the benefits of this would be for marketing to professional bodies and potential clients, and also for University Alumni. Hannah will look into this.

There was then some discussion over delays in providing ID's at enrolment, particularly to part-time students, thereby excluding large portions of the cohort. One suggestion was to offer temporary ID's, another involved the use of help desk assistants, or representatives from the faculties, as administrators. Hannah explained that when Bob returns from leave he would be looking into the auto-population of names from SIS. When Banner is introduced it will directly communicate with WebCT. It was agreed that this was a wider issue for enrolments, not specifically a problem caused by WebCT. Dennis suggested inviting John Webster to the next meeting - all agreed.

#### **6. Access rights**

There was a discussion regarding access rights, including staff having user as well as designer access. Hannah said she would look into this.

#### **7. Trial courses**

Hannah asked for an agreement on the style of the icons and banners before the trial courses for staff are uploaded to the server in order to give an immediate LMU 'feel'.

#### **8. Quizzes**

Jill explained that the use of quizzes/Perception was made easier by the availability of downloads from the WebCT site and will distribute the URL to the group.