



LEEDS METROPOLITAN UNIVERSITY

**WEBCT USER GROUP**

**Notes of a meeting held on Monday 28 January 2002 at 10.30 am**

<b>PRESENT:</b>	Glenn Bowdin	Mark deGroot	Julia Douglas
	Chris Garbett	Dennis James	David Killick
	David Little	John Thackray	Thérèse Walker
	Liz Waller	Hannah Walsh	
	Lorna Goddard (minuting)		
<b>APOLOGIES:</b>	Mike Ash	Linda Bilby	Jeremy Bradford
	Tina Conkar	John Gray	Gill Harrison
	Stuart Hirst	Sue Newell	Chris Steadman
	Marie Stinson	Jill Taylor	Deborah Trayhurn
	Stuart Watson		

**1. E-mail Forwarding – Feedback from SIP/VLE**

After extensive discussions it has been decided to review the e-mail situation when Campus Pipeline is installed in June/July. The present version of WebCT does not allow the e-mail forwarding function to be divided.

**2. Student Card Font – Feedback from CS**

Some students are having problems with their password being in upper case on their student card. Liz thought that students' cards were produced with lower case passwords. Liz to check.

**3. WebCT Wednesday Workshops Specialist Sessions**

Hannah informed the group that these sessions had been arranged to discuss issues like html, images and video. Video-streaming is being piloted at the moment. Hopefully the service will be offered next year for WebCT/online courses.

**4. Semester 2 Update**

There has been a good response to making modules live – any changes should be forwarded to Hannah by Wednesday.

Chris expressed his thanks to Hannah for all the work she had put into his modules.

Discussion took place regarding students viewing past years modules for revision purposes. Discussion group activities could be downloaded as text files. Topics could be closed to read-only. However the duplication of modules could cause problems with the SIS number.

THM have had varying success and a Faculty User Group is being introduced to discuss expectations of WebCT. It was felt that there was a drop in class attendance and that students were losing the ability to write notes – on-line access allows notes to be written in Word. Video-streaming would enable lectures to be live once and then to be viewed on-line.

Following a discussion on the provision of the “perfect module example”, Hannah referred the group to the WebCT website. E-mail to be sent to the WebCT designers to seek agreement to show their module to others - could be used as training in the Wednesday sessions.

**ACTION**

**LW**

**ALL**

A project to produce a generic module survey engine will commence soon and this will enable questions on modules to be produced.

Concern was raised regarding module handbooks being made available via WebCT.

**5. Campus Pipeline/Banner/WebCT Update**

Campus Pipeline will provide the portal for LMU packaged up with Banner and WebCT. A decision will be made this week on whether LMU will agree to pay for version 3.1 at a cost of £32,000 pa.

Students, academic staff and the disability unit are required to be part of a group to discuss the content and appearance of the portal which is due to be live by June. WebCT will continue to be used and student data can be imported from Banner but this will depend on schools enrolling students.

Version 3.1 will allow messages to be put onto Campus Pipeline, set-up and identify groups manually and information to be altered and moved around.

On-line course handbooks are being investigated to be linked to WebCT/Campus Pipeline.

**6. Future Uses of WebCT**

Chris has agreed to pilot a possible sampler course as a marketing tool for prospective students. This will provide a frame for LMU and to eventually offer the facility across the faculties.

David requested that a WebCT 'module' should be available for alumni, particularly to overseas students, to encourage their return. Another requirement for WebCT for all students was to give access to English Language skills materials. Skills for Learning was seen to be a more appropriate route for this. Thérèse is looking at the provision of the Looking Ahead courses to be delivered by WebCT.

WebCT version 3.6 will be installed in summer. The server will be changing location during the summer – Hannah will inform group.

**7. The Ultimate WebCT Handbook**

The Ultimate WebCT Handbook can only be purchased from USA at a cost of \$50 each or \$40 if over twenty copies ordered. A site licence could be purchased for \$3000. It would be appropriate to take extracts from the book to develop Staff Development. Staff development budget could fund purchase.

**8. Any Other Business**

Learning and Teaching support network has allocated £5000 for the development of Art, Design and Technology pedagogy. Dennis has an application form if anyone is interested.