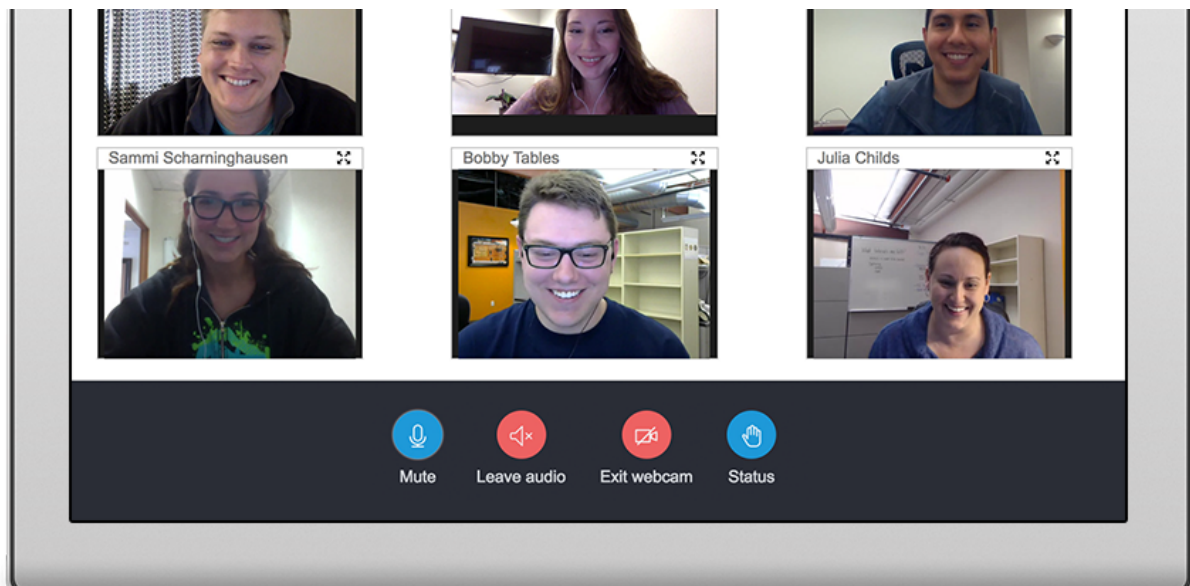


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UCD Available Tools for Module Delivery - Asynchronous and Synchronous class delivery






WHAT YOU WILL FIND IN THIS MANUAL ? Work in Progress

In this manual you will find reference to current possibilities within UCD systems with some recommendations on the modules of synchronous and asynchronous delivery



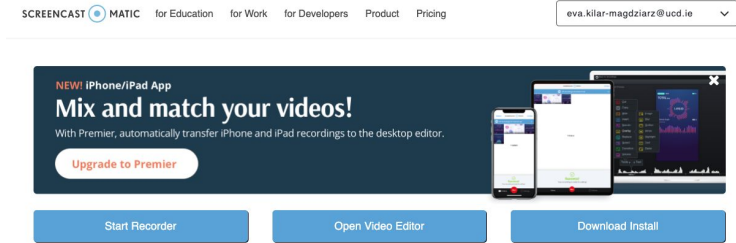
Synchronous Delivery in our Modules

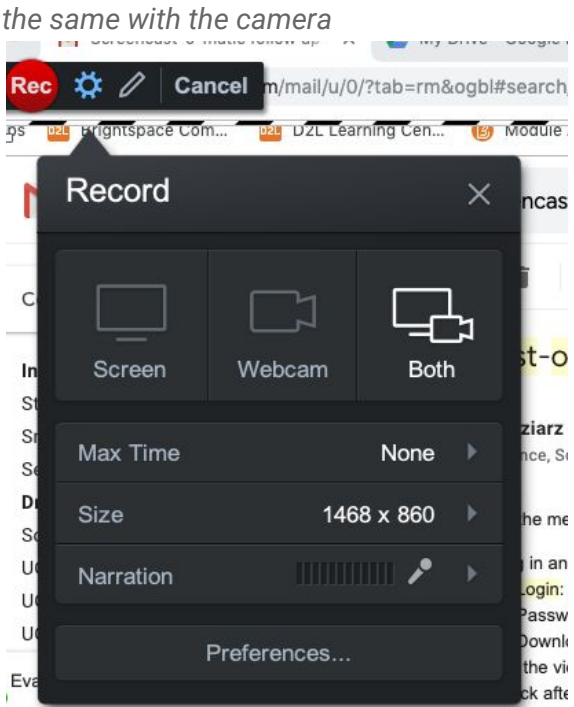
Synchronous mode of delivery deals with live online interactions with your students. Below UCD supported software available to UCD staff

Tool	Comments/ main use/ features
<p>Collaborate Ultra</p> 	<p>Full Training 20th, 23rd and 24th March 4pm-5pm link here, no booking needed</p> <ul style="list-style-type: none"> • Fully integrated with Brightspace • To be used for live sessions with small and big numbers of students • You can use it also for office hours and research meeting with external collaborators • Can hold up to 500 students • You can share your presentations via the tool • Records the sessions after the main delivery happens and link them to My Learning space • You can use to break out students into groups • More info in Shared Drive
<p>Google Hangouts</p>  <p>Google Hangouts</p>	<ul style="list-style-type: none"> • Can be used as an alternative to Collaborate Ultra and holds up to 250 students • Use it for staff meetings, office hours • You can share your screen and record your presentations • Go to Shared Drive to see the functionalities • Not integrated with Brightspace • Integrated with Google Suite at UCD <p>Training starts on 24th March</p>
<p>Zoom</p> 	<ul style="list-style-type: none"> • Licenses issued centrally • Use it for Staff meetings + meetings with other stakeholders outside of UCD • You can share screen and record your live meetings • It needs installation of an app on your device (goes smoothly across all devices) <p>Training starts on 26th March</p>

Asynchronous Delivery in our Modules - WIP

Asynchronous mode of delivery deals with live online interactions with your students. Below UCD supported software available to UCD staff and our school

Tool	Comments/ main use/ features
<p>Recording your Slides (PowerPoint and Keynote)</p> 	<ul style="list-style-type: none"> • Windows OS - you can record the whole screen with audio and video • You can add audio to your presentations and then export it to mp4 and upload to Brightspace • Remember to limit the number of slides and redesign these slightly so that • Use the recordings in My Learning Space with clear instructions for students • Try linking it to some activities for students
<p>Screencast-o-matic</p> 	<ul style="list-style-type: none"> • You can record up to 15 min in the free version • Allows you to record a screencast with audio and visuals for your students • Think about its design as it produces “videos” of your presentations. Go here for a design template and some tips on it • At school we hold a paid license so feel free to use it (below) <ul style="list-style-type: none"> • <i>Step 1 - log in:</i> • <i>Go to https://screencast-o-matic.com and log in with school's account</i> <ul style="list-style-type: none"> ○ <i>Login: eva.kilar-magdziarz@ucd.ie</i> ○ <i>Password: SLCL2019isthebest</i> • <i>Step 2</i> <i>Launch the recorder - by selecting start recording</i>  <ul style="list-style-type: none"> • <i>Step 3 :Adjust the volume and ensure the mic works + do</i>

	<p>the same with the camera</p>  <ul style="list-style-type: none"> • • <i>Step 4: Select REC</i> • <i>And Pause once ready</i> • <i>Step 5: Select DONE</i> • <i>Step 6: Save and Upload - Save as a video</i> <ul style="list-style-type: none"> • You can edit then the video and add music, annotate, cut etc. • More on Screencasting possibilities here
<p>Echo 360 Personal Capture</p>	<ul style="list-style-type: none"> • Licensed by UCD It Services - go here to access information by UCD IT Services • Full screencasting functionalities • Once the video is produced you can only save to the servers of Echo 360 and then add a link to Brightspace
<p>Articulate Suite with Rise eAuthoring tool</p>	<ul style="list-style-type: none"> • Rapid development tool for Reusable Learning Objects (RLOs) that enable students autonomous study online • It can hold multimedia and multiple interactions • Rise - online tool available via school's license - please contact eva.kilar-magdziarz@ucd.ie for log in details and support. • Training sessions will be available soon (on request one on one sessions)