



## Centre for Professional Learning and Development

### CPLD's Digital Practice Services

CPLD's Digital Practice team has expertise for supporting the broad range of digital practice staff development required to drive forward our Institutional Academic Plan and Strategic Plan across the University. The Digital Practice team can assist NTU staff to develop their skills in all elements of Digital Practice, helping to support the use of technologies in all aspects of University business and helping to create an inspiring environment that meets the diverse needs of learners, lecturers, researchers and professional services colleagues.

#### What do we mean by Digital Practice?

Digital Practice is based on the overarching aim that technology should be used in an appropriate context and encompasses all the activities that we undertake in our professional roles at NTU which use some form of digital technology. This includes a range of software and hardware plus guidance and best practice about using technologies. The Digital Practice team at NTU is focused on supporting staff to develop and apply effective digital practices within their work with NTU staff, students and clients.

#### Digital Practice Principles

The Digital Practice team's work is guided by the following principles:

**Digital Practice encompasses the use and application of digital technologies in a variety of contexts by using a range of digital literacies and skills sets**

- Digital Practice skills include computer literacy, web literacy, social media literacy and information literacy
- Digital Practice should enable staff to interact effectively in both online and offline work environments

**Digital Practice means ensuring staff have appropriate access to technologies**

- The current digital capabilities and expertise of staff need to be considered when introducing appropriate new technologies
- Technical developments are appropriate and sustainable
- Staff should have timely opportunities to find out about the use of technology relevant to their needs, including signposting to appropriate support
- Staff should have access to relevant guidance and practice for institutionally-supported technologies, and know where to look for support for other technologies
- The Digital Practice team will proactively engage with other services to enhance the use of technologies

## Digital Practice Principles cont

### **Digital Practice is practice driven rather than technology driven**

- The context of use should inform which technologies are appropriate
- Staff are aware of and able to make informed choices about their use of technologies

### **Digital Practice should help to develop staff who are confident, competent and capable users of technology that suits their needs**

- Staff should have access to a variety of staff development opportunities from hands-on practice, guidance and advice through to fostering communities of practice and peer support opportunities
- Staff are active in their own digital practice development and are active participants in knowledge building and sharing of practice.

## Digital Practice Support

### **Support for Colleges, Schools and Professional Services**

We are keen to support all areas of the University with their particular Digital Practice needs. Our current focus is on supporting the Student Academic Satisfaction Programme by offering support for activities that enable enhanced Student Assessment, support Curriculum Redesign, promote the use NOW, contribute to SMART Working and the NTU Learning and Teaching Professional Development Framework. We can offer:

#### **Digital Practice Staff Development Portfolio**

The Digital Practice team offers a range of individual staff development events and open programmes that can contribute to the development of key skills in range of technologies that staff use. Please see the CPLD website for further details of individual sessions and open programmes or request a copy of the Portfolio.

#### **Bespoke Staff Development Programmes/Consultancy**

Members of the Digital Practice team are happy to discuss team requirements from across all areas of the University that have identified a requirement to enhance their Digital Practice Skills. The Digital Practice team will work with colleagues to develop a bespoke programme of staff development activities tailored to the identified needs of the team.

#### **Support for University Projects**

The Digital Practice team work with a variety of projects and programmes around the University which contain an element of Digital Practice or which impact on Digital Practice.

For more details please email: [cpldenquiries@ntu.ac.uk](mailto:cpldenquiries@ntu.ac.uk)

## Support for individuals

The Digital Practice team's role is to provide support across the whole of NTU and, as such, we offer a broad range of staff development activities. Currently we offer the following opportunities:

### **Learning and Teaching Support including eLearning Services**

#### **NOW Surgeries**

One-to-one appointments where staff may get support on a specific area of NOW they would like help or advice with. Staff can book a 30 minute surgery slot with colleagues from CPLD who can provide dedicated one-to-one advice and support on using NOW in their learning and teaching.

#### **eLearning Online Seminars**

In collaboration with CADQ, this is a popular series of eLearning webinars which complement the e-Tool Lunchtime Spotlights

#### **e-Tool Lunchtime Spotlights**

In collaboration with CADQ, these take place monthly and give an opportunity for colleagues to share practice on a particular topic, complementing the eLearning webinars.

#### **Digital Practice Portfolio**

The Portfolio offers a range of staff development events and open programmes on digital practice in learning and teaching and eLearning from 'How to Get Your Module Online', 'Using Online Assessment in NOW' to 'Enhancing Your Presentations'. Please see the CPLD website or the Portfolio for more details.

### **Specialist Practice Support**

#### **Banner Support**

We offer a range of support for Banner based on specific role requirements through face to face sessions and online via NOW. Please see the CPLD website for more details or contact [cpldenquiries@ntu.ac.uk](mailto:cpldenquiries@ntu.ac.uk).

#### **Digital Practice Portfolio**

The portfolio offers a range of staff development events and open programmes on digital practice from 'Enabling Online Submissions', 'Organising Data with Excel' to 'Enhancing Your Presentations'. Please see the CPLD website or the Portfolio for more details.

### **Researcher Development Support**

#### **Digital Practice Portfolio**

The Portfolio offers a range of staff development events and open programmes on digital practice in support of the researcher development framework from 'Organising Data with Excel' and 'Working with Longer Documents in Word' to 'Adding Audio and Video to Your Presentations'. Please see the CPLD website or the Portfolio for more details.

### **Leadership and Management Support**

#### **Digital Practice Portfolio**

The Portfolio offers a range of staff development events and open programmes on digital practice that support and extend existing Leadership and Management provision These include 'Outlook Tasks' and 'Graphics in Word' to 'Enhancing Your Presentations'. Please see the CPLD website or the Portfolio for more details.

## Self Help Guides and Support

We create and publish materials online to support individuals in developing their knowledge and Digital Practice capability. We work with other Professional Services to maintain a variety of online guidance and support. The areas covered currently include:

- **Teaching and Supporting Learning in HE** – learning room in NOW providing professional development resources in support of a variety of learning and teaching activities. Can be found under the staff tab on the NOW home page.
- **Using Technology in Learning and Teaching** – learning room in NOW covering a variety of topics including eAssessment, writing online content and using Open Educational Resources. Can be found under the staff tab on the NOW home page.
- **NOW Central** – Guidance and user guides for using NOW. Can be found under the staff tab on the NOW home page.
- **Banner Collaborative Site**– Sharepoint site with guidance and user manuals on using Banner
- **MS Office 2010** – learning room in NOW covering topics to aid with Office 2010 familiarisation

## Supported digital technologies

Digital Practice can draw upon a wide range of technologies. As a priority we support technologies that provide a platform for strategic University activities. We do review and evaluate technology as part of our work and where appropriate develop support for new technologies that have wide potential for use across NTU.

The following list details the tools that form the core technologies around which we can offer support:

### Learning and Teaching and eLearning

<b>Course and Module Management</b>	<ul style="list-style-type: none"><li>- Classlists and class photos in NOW</li><li>- Custom Groups and seminar groups in NOW</li><li>- Release Conditions in NOW</li><li>- Attendance Registers in NOW</li><li>- Calendars/Events in NOW</li><li>- Learning room design in NOW</li><li>- Reaching the min standards of online provision</li><li>- Learning room announcements and news</li></ul>
<b>Content creation</b>	<ul style="list-style-type: none"><li>- Creating online content for NOW with Word and Wimba Create</li><li>- Word - for document and PDFs</li><li>- NOW html editor</li><li>- Powerpoint</li><li>- Finding ready made learning resources with NOW</li><li>- Providing regularly updated content with RSS feeds</li><li>- Finding images for your learning room</li></ul>
<b>E-assessment</b>	<ul style="list-style-type: none"><li>- Online assessments in NOW</li><li>- Drop Box including TurnitIn in NOW</li><li>- Electronic Voting Systems for increased classroom participation</li></ul>

## Learning and Teaching and eLearning cont

<b>E-feedback</b>	<ul style="list-style-type: none"> <li>- Annotation in MS Word</li> <li>- Word comments</li> <li>- Dropbox</li> <li>- Powerpoint with audio and video</li> </ul>
<b>E-submission</b>	<ul style="list-style-type: none"> <li>- Drop Box in NOW</li> </ul>
<b>Online Communication</b>	<ul style="list-style-type: none"> <li>- Online Discussion-based activities in NOW</li> <li>- News in NOW</li> </ul>
<b>Collaborative Group Work</b>	<ul style="list-style-type: none"> <li>- Groups in NOW</li> <li>- Discussions in NOW</li> </ul>

## Specialist Practice

<b>Student Information</b>	<ul style="list-style-type: none"> <li>- Direct Admissions in Banner</li> <li>- Points Based Immigration in Banner</li> <li>- Finance in Banner</li> <li>- Course and Module Building in Banner</li> <li>- Student Maintenance (including Research Students) in Banner</li> <li>- Placements in Banner</li> <li>- Assessments in Banner</li> <li>- Student Support Services in Banner</li> </ul>
<b>Academic Administration</b>	<ul style="list-style-type: none"> <li>- Creating online content with Word and Wimba Create</li> <li>- Group and Classlist in NOW</li> <li>- News in NOW</li> <li>- Groups in NOW</li> <li>- Release Conditions in NOW</li> <li>- Attendance Registers in NOW</li> <li>- Drop Box in NOW</li> <li>- Powerpoint for Enhancing Presentations</li> <li>- Word for Documents, Mail Merge</li> <li>- Excel for Organising Data, Pivot tables and Charts</li> <li>- Outlook for Email, Calendar and Tasks</li> </ul>
<b>Timetabling</b>	<ul style="list-style-type: none"> <li>- Facility</li> </ul>
<b>Confirmation and Clearing</b>	<ul style="list-style-type: none"> <li>- Admissions processes and digital practice for Clearing Call Operators</li> </ul>

## Leadership and Management

<b>Planning and Organisation</b>	<ul style="list-style-type: none"><li>- Excel for Organising Data, Pivot tables and Charts</li><li>- Outlook for Calendar and Tasks</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>- Powerpoint for Enhancing Presentations</li><li>- Word for Longer Documents, Tables and Graphics</li><li>- Outlook for Email</li></ul>

## Researcher Development

<b>Personal Effectiveness</b>	<ul style="list-style-type: none"><li>- Outlook for Calendar and Tasks</li></ul>
<b>Research governance and Organisation</b>	<ul style="list-style-type: none"><li>- Excel for Organising Data, Pivot tables and Charts</li><li>- Outlook for Calendar and Tasks</li></ul>
<b>Engagement, influence and impact</b>	<ul style="list-style-type: none"><li>- Outlook for Calendar and Tasks</li><li>- Powerpoint for Enhancing Presentations</li><li>- Word for Longer Documents, Tables and Graphics</li></ul>

## Further information

If you would like to discuss or obtain further information on any of these services mentioned above please contact CPLD Enquiries: [cpldenquiries@ntu.ac.uk](mailto:cpldenquiries@ntu.ac.uk)

## Glossary

**Banner** – NTU’s Student Information System.

**Communities of Practice** – a group of people who share a craft and/or profession where people learn and share their information and experiences.

**Computer Literacy** - the knowledge and ability to use computers and technology efficiently.

**CADQ** – Centre for Academic Development and Quality.

**CPLD** – Centre for Professional Learning and Development.

**Digital Literacy** – a broad term used to cover a collection of skills and competencies in relation to use of technology.

**Digital Practice** – the use of technology in an appropriate context.

**Digital Technologies** – the broad range of technologies including software and hardware (including laptops, PC and mobile devices) that are employed within NTU.

**Information Literacy** – knowing when and why information is needed, where to find it and how to evaluate, use and communicate it in an ethical manner.

**NOW** – Nottingham Trent University Online Workspace, NTU’s virtual learning environment.

## Glossary cont

**Offline** – not connected to an internet-connected computer, network or mobile device.

**Online** – connected to an internet-connected computer, network or mobile device.

**Social Media Literacy** - proficiency in being able to communicate appropriately, responsibly and to evaluate conversation critically within the realm of socially-based technologies.

**Web Literacy** – the ability to make critical use of the web to access information and to prepare content for the web that makes effective and appropriate use of this medium.