MyAberdeen

Some stuff to save you all time and effort.

1. I am assuming that everyone knows how to upload files onto the system and how the directory trees are set up. If you haven't got that far, go on a course.
2. after about three weeks of trial and error, I thought it would be worthwhile passing on some tips.
3. this is divided into
   a. Course Materials
   b. Creating an Item – how to get your lectures visible to the students
   c. Announcements – how to tell the students what's going on.
   d. Contacting students - group or individual e-mail.
4. these are the things I have found most useful so far, or can be repeated easily for different courses. Please let me know if I have missed anything crucial
5. I do not mention test and quizzes. Why ? Because they are a nightmare at best. If you are familiar with WebCT tests and quizzes, that is no help whatsoever.
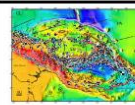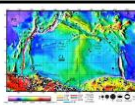6. anything in Arial Burgundy is a MyAberdeen term, tool, menu, item, list……………

Course Materials – how to get your stuff visible to students

You have two main options before you start.

1. Add an item
2. Add specific contents i.e. a file, an image, a link &c

Through (limited) experience, I have found it is easiest to add content as a content item and to group content items into folders.

This is how I have structured GL1005 - Seven folders, each with multiple content.

The Map Room - downloads

The Tectonic Map Room

A series of maps showing the detailed tectonic setting of some of the World's most geologically active areas. The key is at the bot of the page. Click on the map to see the full-sized version.

World map

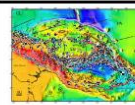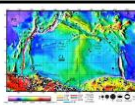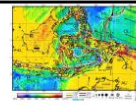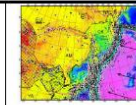World map showing plates

Taken from; Bird, P. 2003 An updated digital model of plate boundaries. Geochemistry, Geophysics, Geosystems, 4, 1027.

Bismark   Caroline   Malucca   West Pacific

Each of the folders was created by
Course Materials ⇒Build Content⇒ New Page⇒ Content Folder

Course Materials

Build Content ⌄   Create Assessment ⌄

The content above is all added as items. There are three items in the Map Room; Tectonic Maps, Earthquake Maps and World Maps. When the student views this content they see a single page with all the folder content displayed at once – that is why I have added across-the-page banners to separate the content. The small maps are thumbnails inserted as pictures within the link and nested in a table, so you can click on the image to open it. **The expand-contract button visible in edit mode cannot be seen by students.**

Creating an item

The subject box is mandatory and is what the student sees as the title of the Content Item. Below the header is a free-text box. Above it is a tool bar. The tool bar is the same for every sort of item, announcement and so on.
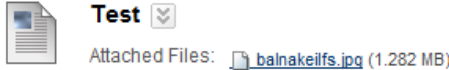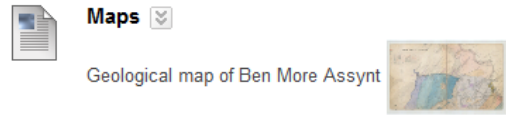
If you don't see three rows of icons click the arrows. ▶

MIDDLE ROW ICONS

You probably can't use cut and paste. You need to use windows keyboard shortcuts, CtrlX, V & C

The hyperlink tool works in the same manner as any webpage. The table tool is so fiddly it is almost useless. But you can create a blank table in Word and paste it in.

BOTTOM ROW ICONS L ⇒ R

1. Inserts a file. You can insert from the Content Collection or from My Computer. Do **NOT** do this from My Computer - the file ends up in a root directory which you will never find again. The filename will appear as an underlined link within the free text box. It can be edited by deleting or overtyping. Backspace deletes the link. To have a clickable icon link, insert a picture into the link text.
2. Inserts an image. Again, you can insert from the Content Collection or from My Computer, but the same rule applies as in 1.
3. Inserts an MPEG or AVI. Never used it.
4. Inserts Apple Quicktime content. This DOESN'T WORK. If you hit this without submitting your content then you are likely to lose everything. Use file insert for QT content. **QT content is not supported in computer classrooms**.
5. Inserts audio. Never used it.
6. Inserts Adobe Flash content. A bit fiddly
7. Inserts mash-up – this includes YouTube, Flickr and SlideShare content

2. Attachments Attach a file from a local drive, Course Files or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted. Attach File [Browse My Computer] [Browse Content Collection]	**A very quick way of adding a file** (e.g. a lecture or something) is to add an attachment. Again, adding content from My Computer may dump the file into a root directory of a server on one of Saturn's Rings.
The big disadvantage of attachments is that this is what the student sees ▶ This seems to me to be neither aesthetic nor informative.	**Test** Attached Files: 📄 balnakeilfs.jpg (1.282 MB)
Multiple uploads are easy and you get this ▶ Of course, you can add some description about the files in the free text box.	**test** Attached Files: 📄 balnakeilfs.jpg (1.282 MB) 📄 benmoreassynt.jpg (1.008 MB) 📄 balnakeilfs-tn.jpg (64.1 KB)
Is it possibly easier to add files into the free text box. This way you can at least give some description with the link to the file directly after it. This is the same content as above added in the free text box using the add file tool and adding a description. It doesn't actually take any more time to do this than add an attachment ▶	**Maps** Geological map of Ben More Assynt benmoreassynt.jpg Geological map of Balnakeil balnakeilfs.jpg
This is a pretty version of the same link. All I have done is inserted a thumbnail picture of the Ben More Assynt map within the link, and deleted the text. The student can now click on the thumbnail and the map will open in a new window (if you request a new window). ▶	**Maps** Geological map of Ben More Assynt
3. Options Permit Users to View this Content ● Yes ○ No Track Number of Views ○ Yes ● No Select Date and Time Restrictions ☐ Display After [ ] 📅 [ ] 🕐 Enter dates as dd/mm/yyyy. Time may be entered in any increment. ☐ Display Until [ ] 📅 [ ] 🕐 Enter dates as dd/mm/yyyy. Time may be entered in any increment. **4. Submit** [Cancel] [**Submit**]	The final options box is self-explanatory, unless you want to track views. Once you submit, the content becomes live. ◀

Examples of content in the Lecture folder for GL2015

Carbonate lecture & Practical - Joyce Neilson

Enabled: Statistics Tracking

Lecture

Monday 26th September 2011 Meston 118, 3:00pm.

Carbonates (3Mb)

Covers

1. controls on deposition
2. carbonate mineralogy
3. classification
4. carbonate environments

Associated practical materials Monday 26th September 2011 Meston 118, 4:00-5:00pm.

please download these and bring them to Monday's practical class (26th September)

1. Practical notes 1Mb
2. Carbonate Practical Sheets (90Kb)
3. Practical introduction (4Mb)

Mineral Chemistry & Structure - Malcolm

Availability: Item is not available. It will be available after 28-Sep-2011 09:00.

Enabled: Statistics Tracking

Lecture covers:

1. ionic radii and bonding
2. coordination numbers
3. unit cells and the Bravais Lattice
4. Miller index and crystal form
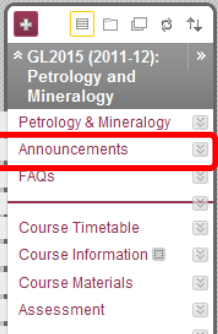5. Some optical properties of application to petrology

Mineral Chemistry & Structure

⇒Link to folder containing Crystal structure animations⇐

From this link you can download individual files to your laptop or PC. This will not work in computer cl

Alternatively, go to **Course Materials** ⇒ **Mineralogy** to see more details of each animation and a table

In this case, the Lectures Folder has each lecture as a Content Item. Joyce's lecture is as a pdf, so I have added the relevant icon. The practical associated with that lecture has some downloads, so they are kept in the same item and labelled appropriately. My lecture is in powerpoint so has the appropriate logo. I have also added a link to 3-D animations of the structure of common rock forming minerals. These were uploaded to MyAbderdeen by me i.e. they are not an external link. Note that my lecture will not be live until 09:00 on 28-09-2011. For GL1005, GL1505, GL2014 & GL2015 I am trying to maintain some consistency to the content. So, lecture folders are always, black, additional content green, and external links blue. File types are indicated by an appropriate icon – if anyone wants icons let me know. The size I use is 30x30 pixels.

Announcements & contacting students

Announcements. These are handy for letting students know about deadlines, practical groups and so on. Announcements appear on the logon page for each student. In addition, depending on how they configure their own home page, they will receive and e-mail digest, telling them of all changes to MyAberdeen courses for which they are registered. This includes new content, announcements, assessment deadlines &c.

◄Start off with the Announcements tool on the course tool bar, then select Create Announcement.

1. Announcement Information

★ Subject _____ ■ ✓ Black

The Announcement information section is identical to the Content Information in Create an Item, and has all the same tools and options and things that don't work (see page 3).

2. Web Announcement Options

Duration   ○ Not Date Restricted
            ● Date Restricted

Select Date Restrictions   ☐ Display After 25/09/2011 🔲 11:37 🕐
                            Enter dates as dd/mm/yyyy. Time may be entered in any increment.
                            ☐ Display Until 26/09/2011 🔲 11:37 🕐
                            Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Email Announcement   ☐ Send a copy of this announcement immediately
                      Students are still notified of this announcement even if this option is not selected

This is all self-explanatory. The Email announcement should send the notification directly to each student if they are logged on or not

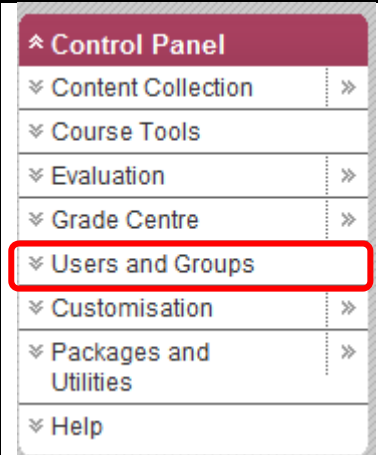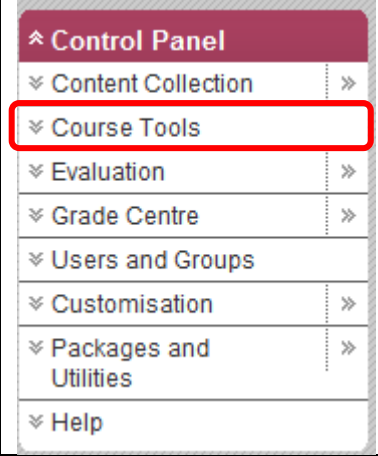**3. Course Link**

Click **Browse** to choose an item.

Location   _____ Browse...

4. Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel   Submit

The course link is simply a jump to MyAberdeen content. It does not support external links. Sometimes.

E-mail, registered students and enrolling extra students (e.g. demonstrators)

Lists of Users
Go to the Control Panel immediately beneath the Course Tools box on the left hand side of the home page. Select Users & Groups. Select Users from the drop down. You will get a list of all users, including different levels of tutors, demonstrators, administrators &c. E-mail addresses are all listed as links, so you can e-mail an individual directly through Outlook.

E-mailing the entire class.
Go to the Control Panel immediately beneath the Course Tools box on the left hand side of the home page. Select Course Tools. There is an extensive dropdown in alphabetical order. You want Send Email. You will get a long list of options of whom you want to mail. Click the option you want and you will get a bog-standard text box for your message. You can add attachments from the box below the text box. This works, by the way.

Enrolling individuals.
This option is not available to all users. If you need to enrol someone let me know as I have permissions for all GL courses.