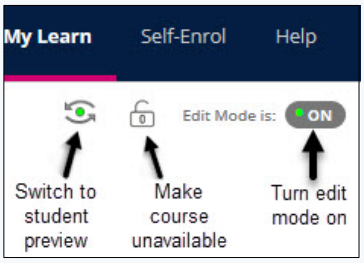
LearnFoundations
Delivering an enhanced student learning experience online

Practical tasks - Creating a welcoming environment for students in Learn

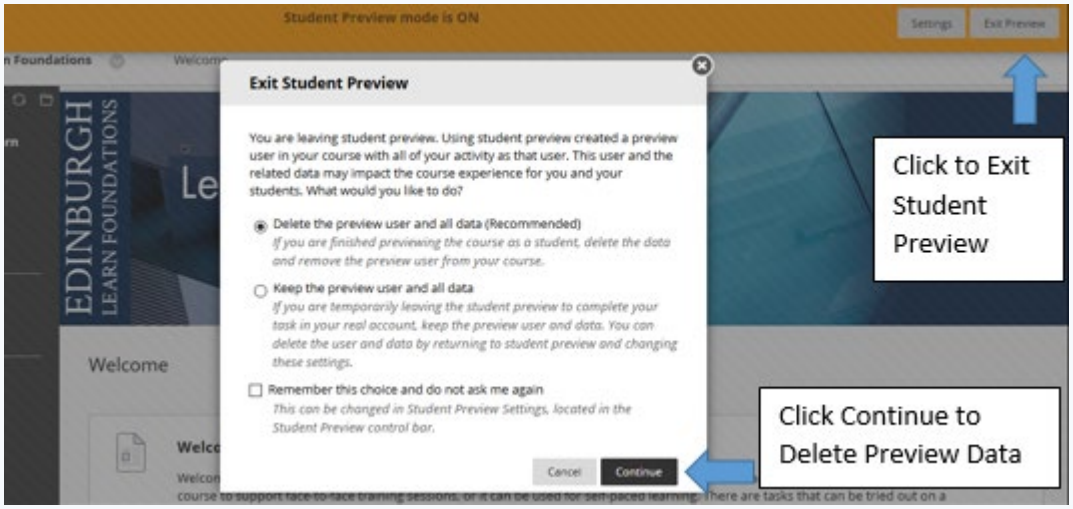


Task 1:
Edit Mode
Check **Edit Mode** is **ON** to ensure all of the edit options are available. This is found in the top right area of the window.

1. Click the Edit Mode button to ON
2. Click Edit Mode button to Off and see how the course looks different

Student Preview
The **student preview** tool, located beside Edit Mode, allows an instructor to view a course as a student would. This can be useful to check settings such as adaptive release and making content unavailable. There is also a link to **make the course unavailable to students**.

1. Switch to **Student Preview** to see the course from a student perspective
2. To exit Student Preview go to the top right and click on **Exit Preview**
3. Select **Continue**

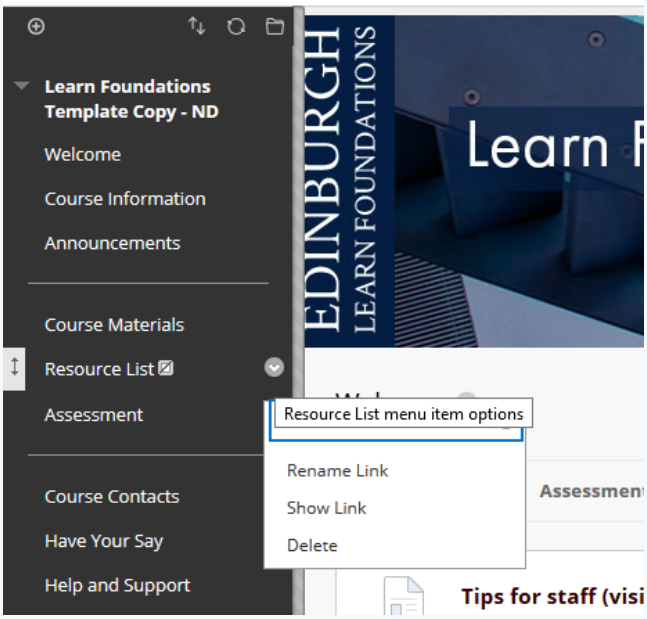


If you require this document in an alternative format, such as large print or a coloured background, please phone Paul Smyth (Learning Technology Advisor) on 0131 651 1261 or email LearnFoundations@ed.ac.uk

Task 1 Continued: Left hand menu

Content Areas are used to organise content such as folders, items and links to files. Tool links create a link to specific Learn tools such as course contacts, announcements and discussion boards.

You have the option to show or hide these content areas from students.



Show a content area:

1. Click on the action menu next to **Resource List** in the left hand menu
2. Select **Show Link**
3. The students will now be able to see this content area when they enter the course

Hide a content area:

1. Click on the action menu next to **Resource List**
2. Select **Hide Link**
3. Enter **Student Preview**
4. The Resource List should be hidden from **Student Preview**
5. Exit **Student Preview**

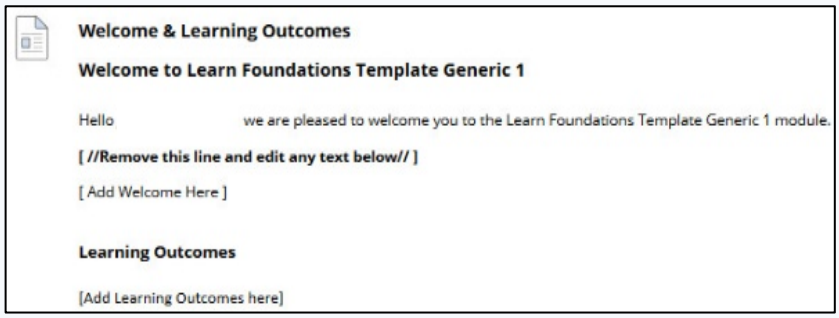
To delete a content area you would follow the same steps as above.

*Please note that once something is deleted within Learn there is not a way to undo or retrieve the deleted content.

Task 2: Add content items

Content Items can present a combination of content such as text, multimedia and attachments. You can create with one line of text or include many elements.

If you have the structure applied then an automated welcome message pulls in the user's name and course name and should not be edited. If it is deleted or edited by mistake, or if you do not have the structure applied, then the text can be recovered using the instructions below:



1. Go to the **Welcome** content area
2. Click on **Build** content from the top tab, then click on **Item**
3. In the **Name** box, type **Welcome & Learning Outcomes**
4. In the **Text** box, type

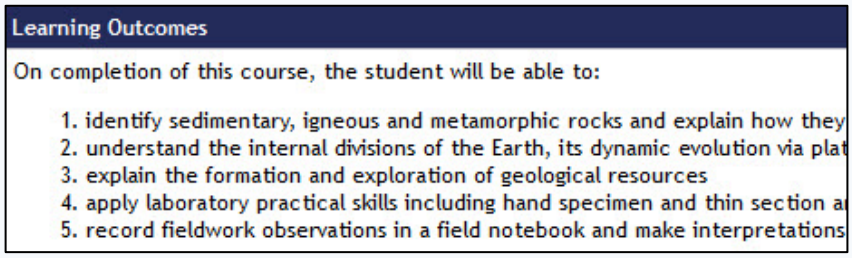
   Welcome to the [insert title of course]
   We are pleased to welcome you to the course.

5. On the next line type **'Learning Outcomes'**, highlight and make **Bold**
6. Click on **Submit**
7. Now go to the **Course Information** content area and add an item with called **Course Outline**

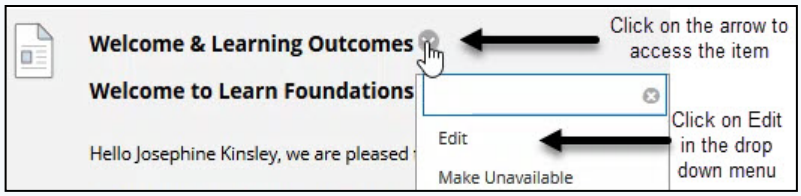
Task 3: Copy the Learning Outcomes from DRPS to Learn

If you copy and paste from Word or a website, you will inadvertently bring in a lot of formatting information which can mix the font and font sizes. The best way to avoid this is to copy your text into Learn and then use the text editor tools to strip out everything but the plain text.

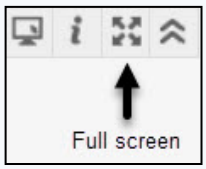
1. Open a course in **DRPS** http://www.drps.ed.ac.uk/
2. Scroll down to the **Learning Outcomes** section



3. Highlight and copy all the text in the **Learning Outcomes** section (use **Ctrl c** to copy)
4. Go to the **Welcome** section from the left hand menu
5. Click on the dropdown menu next to the **Welcome and Learning Outcomes** item title
6. Select **Edit**



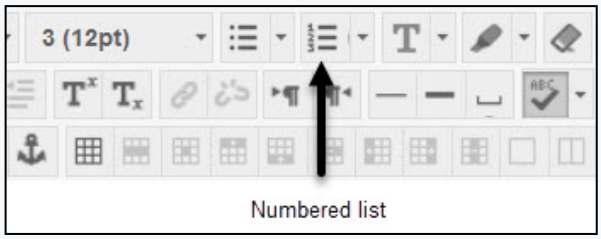
7. The editor pane can be made full screen by clicking on the **Full Screen** icon on the top right. Click on the same icon to return to the reduced view.



8. Go to the learn editor pane, use **Ctrl v** to paste the text under **Learning Outcomes**
9. Highlight the text and click on the **Clear Formatting** icon

Note: This process may remove/alter the automatic numbering from the list of Learning Outcomes (these will need to be fixed after the copy into Learn steps)

10. If the numbering is lost, you will need to reinstate this by highlighting the text to be numbered and click the **Numbered List** icon on the toolbar



11. Click on **Submit**
12. Now copy the **Course description** from the **DPRS** to the **Course Outline** in the **Course Information** area (follow the same steps)

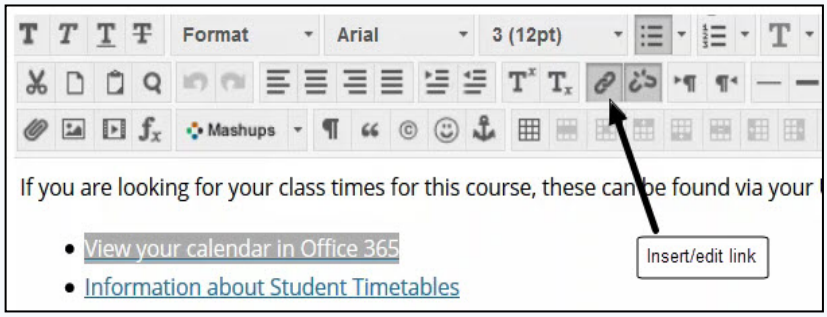
Task 4: Add a hyperlink into a content item
Hyperlinks should be embedded using descriptive text which describes the target of the link. Assistive technology can easily pull up all the links on a page which can help users quickly find what they are looking for.

1. In **Course Information**, create an item with **Name** Timetable and **Text** as below:

   If you are looking for your class times for this course, these can be found via your University of Edinburgh calendar (links provided below):

   View your calendar in Office 365
   Information about Student Timetables

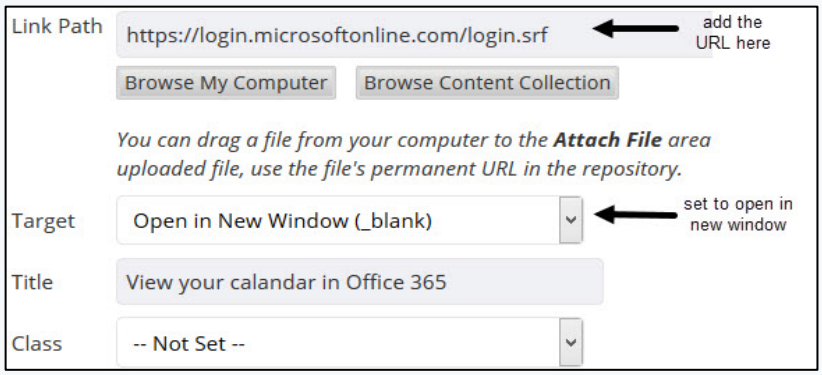
2. Highlight **View your calendar in Office 365** and click on the **Insert/Edit Link** icon



3. A pop up window then opens, enter the **URL for Office 365** into the **Link Path** field:

   https://login.microsoftonline.com/login.srf

4. In the **Target** field select **Open in New Window**
5. Click on **Insert**



6. Highlight **Information about Student Timetables** and click on the **Insert/Edit Link** icon
7. A pop up window then opens, enter the full URL to Timetabling (as below) into the Link Path field:

   https://www.ed.ac.uk/timetabling-examinations/timetabling/personalised-timetables/student-timetables

8. In the **Target** field select **Open in New Window**
9. Click on **Insert**
10. Click on **Submit**

SensusAccess
SensusAccess is a self-service solution that enables you to convert electronic documents into a range of alternate formats including audio books (MP3 and DAISY), e-books (EPUB, EPUB3 and Mobi) and digital Braille. Less accessible documents such as image only PDF files, PowerPoint Presentations and JPEG pictures can also be converted into more accessible formats.
More information on SensusAccess can be found by searching the University webpages on the Student Disability Service pages under Supporting students and Accessible technology.

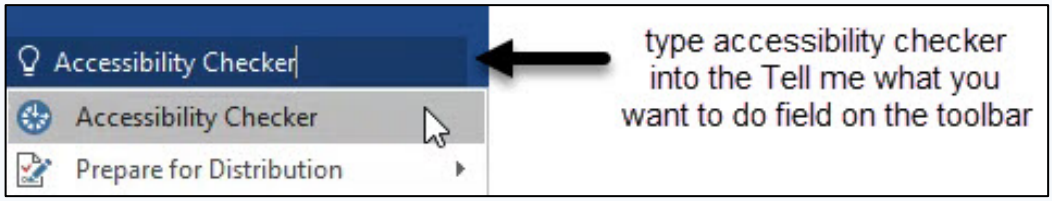
https://www.ed.ac.uk/student-disability-service/staff/supporting-students/accessible-technology

Microsoft accessibility checker (available in 2013 and later versions)

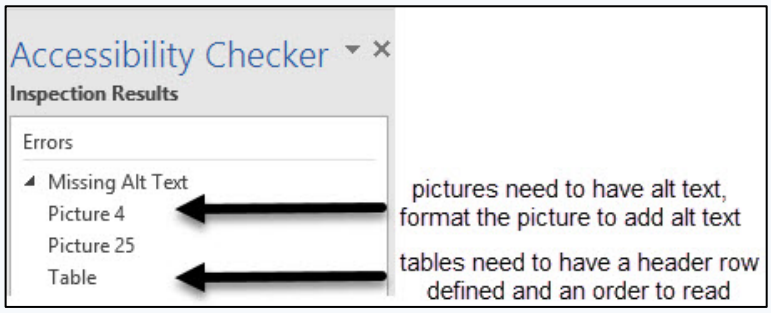
The tool scans the document and opens the Accessibility Checker task pane which shows "Errors", "Warnings" and "Tips" about the document content that may be problematic for users with disabilities.

Task 5: Use the Word accessibility checker to fix a document

1. Go to the **Content Collection** and click on your course name. You will see a document has been uploaded to your playground.
2. Click on the document and save it to your computer
3. Click on the file that you downloaded and open it in Word and Enable editing.
4. In the Tell me what you want to do field on the Toolbar, type Accessibility checker

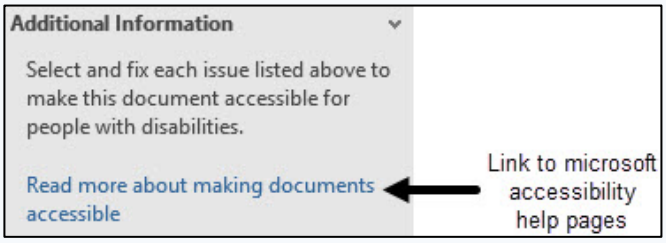


5. Select Accessibility Checker, a side pane will then open with a list of any errors and warnings



6. Select an item in the list to see what to fix and how to fix it.
7. Select the X in the upper right corner when finished.

For more about making documents accessible at the link at the bottom of the accessibility pane.



How to use accessibility checkers: Adobe Acrobat Pro

Acrobat Pro provides tools to 'Make PDFs accessible' and to 'Check accessibility' of documents (available in 2017, DC and later versions).

The 'Make PDFs accessible' action walks you through the steps required to make a PDF accessible. It prompts you to address accessibility issues such as a missing document description or title. It looks for common elements that need further action such as scanned text, form fields, tables, and images. You can run this action on all PDFs except dynamic forms (XFA documents) or portfolios.

1. Choose **Tools** > **Action Wizard**.
2. From the Action List, click **Make Accessible**.
3. The right-hand pane changes to display each task included in the Make Accessible action, as well as the instructions to execute the action.
4. Select the files that you want to apply the **Make Accessible** action to. Select **Add Files** to select additional files or a folder to run the action on.

Image-only PDF

A document that contains non-text content is not accessible. If the document appears to contain text, but doesn't contain fonts, it could be an image-only PDF file. Use optical character recognition (OCR) to recognize text in scanned images.

1. In Acrobat Pro, Select **Tools > Enhance Scans**.
2. In the secondary toolbar, choose **Recognize Text** > **In This File**.
3. Select the pages you want to process and select **Recognize Text**.

Tagged PDF

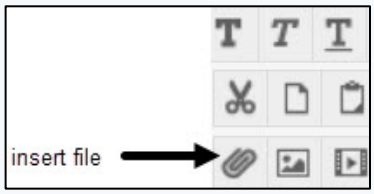
If this rule check fails, the document isn't tagged to specify the correct reading order.

1. Select **Tagged PDF** on the Accessibility Checker panel, and then choose **Fix** from the **Options** menu. Acrobat automatically adds tags to the PDF.

Adobe have online guides with further information on accessible PDFs - search the Adobe support pages for 'Accessibility'.

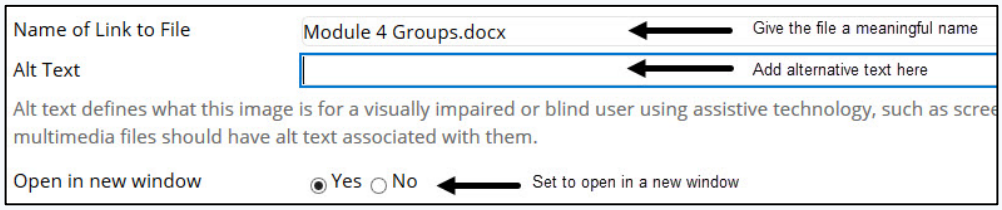
Task 6: Upload a file to Learn
If a course handbook is used it can be uploaded here. The file should first be checked to ensure it is accessible. Uploading a file with the editor offers more control. You can select the Open in New window option and provide alt text. Alternative text appears when you hover over a link and it is read by screen readers. Visually impaired users using screen readers will be able to read the alt attribute to better understand the purpose of the file.

1. Select **Build Content**, then Select **Item**
2. Select **Insert File** from the formatting toolbar on the editor



3. Use the **Browse** options to attach any word doc file from the computer
4. Give the link to the file a meaningful name
5. Add alternative text to describe the purpose of the file

a. Adding alternative text to files is a principle of web accessibility.



6. Select **Submit** when finished

Announcements

You can send time critical information via the announcement tool to your students. You can also set an expiry date for messages that are only relevant for a limited period of time.
You can also pre-write and schedule your announcements, and use them year on year.
Announcements can be emailed to students as a further method of capturing their attention
You can add files to announcements and also add internal links by browsing to the folder you want to link to.

Announcements are good for:

- Time specific information
- Important information that is not only sent out to students, but also is displayed on the homepage of the Learn course
- Directing students to a specific part of the course or materials to focus their learning

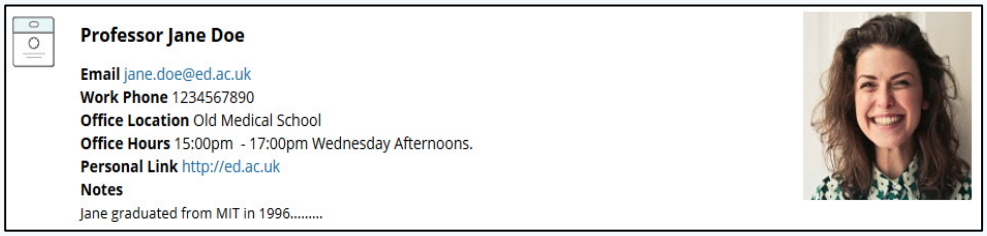
Email could be used for general information, welcoming to the course and contacting specific users or groups

Task 7:

1. Click on **Announcements** in the left menu, then click on **Create Announcement**
2. Add the subject **Welcome Week**
3. Add a Message
4. Click on **Date Restricted** and enter a date for Display Until for 1 weeks away
5. Click on Submit

Task 8: Create and add a contact

Adding course contacts can make it quicker for students to find who to contact with course specific questions. Information about office hours, phone numbers and links to professional background pages can be added, and you can include when to expect a reply to emails to manage student expectations.



1. On the left menu, select **Course Contacts**
2. Select **Create Contact**, add the **Profile Information**. The **Office Location**, **Office Hours**, and **Notes** fields have a 255-character limit

3. Select **Yes** to make the profile available to students. If you select **No**, none of the information provided as part of that Contact item appears to students
4. Select **Browse** to search for an image to attach to the profile (optional). This image is included next to the profile on the Contacts page. The image size must be 150 x 150 pixels.
5. If you would like to add a Personal Link, type the URL for a contact's home page. Note that this must include the http:// or https:// portion of the URL
6. Select **Submit**