

ISS Toolkit: Useful resources for digital teaching H20

Per 16.september 2020

ISS HELPDESK

Here is who to contact at ISS if you need low-threshold assistance with:

Zoom, Forelesningsopptak, IT-equipment: Matthew Rix Whiting m.r.whiting@sosgeo.uio.no

Canvas: Runar Forsetløykken runar.forsetlokken@sosgeo.uio.no

Video recording, editing: Erik Berge erik.berge@sosgeo.uio.no

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DIGITAL TEACHING

Digital teaching at UiO

<https://www.uio.no/tjenester/it/digital-undervisning/index.html>

<https://www.uio.no/english/services/it/digital-teaching/>

<https://www.uio.no/tjenester/it/lyd-video/>

Digital solutions for lecturers

<https://www.uio.no/english/services/it/digital-teaching/lecturer/>

Pedagogical advice for digital teaching

<https://www.uio.no/english/services/it/digital-teaching/lecturer/pedagogical-advice/>

ZOOM

Zoom: Video meetings and digital lectures

<https://www.uio.no/english/services/it/phone-chat-videoconf/zoom/>

UiO kurs om bruk av Zoom for digital undervisning:

<https://uio.instructure.com/courses/26384>

Opprette breakout rooms fra grupper i Canvas / Pre-assigned Breakout rooms (NEW!)

Most of us are familiar with the Breakout rooms option in Zoom, used to create random groups among participants. In some courses we need to work with **pre-assigned groups/prekonfigurerte grupper**. Here we explain to you how to do it.

Before you start: Make sure that you have created a Zoom-meeting for your lectures in Zoom-in-Canvas.

Step 1: In your Canvas room, go to People/Personer and click on the category/gruppesett you want to work on. Click on *Zoom Breakout room csv*. A file is now downloaded to your PC, leave it visible.

Step 2: Now you need to log into UiO-Zoomweb portal, you find it here: <https://uio.zoom.us/>

Step 3: Once in, go to *Meetings* and choose the meeting where you want to pre-assign breakout groups. Click *Edit this meeting*, then under *Meeting Options* select *Breakout Room pre-assign* og click on *Import from CSV*. Move the downloaded file from Step 1 into the box that pop out. The Breakout rooms are now pre-assigned. Click *Save*, and one more time *Save*.

You should now be able to start your teaching as scheduled, either from Zoom at your PC, your Canvas room or the web portal – your choice! 😊

Full instructions and videos here:

NO: https://uio.instructure.com/courses/26384/pages/opprette-breakout-rooms-fra-grupper-i-canvas?module_item_id=249103

EN: <https://support.zoom.us/hc/en-us/articles/360032752671>

General info om Breakout Rooms:

<https://www.uio.no/english/services/it/phone-chat-videoconf/zoom/help/breakout-sessions.html>

FORELESNINGSPPTAK (NEW!)

The easiest way to record AND upload your lectures!

General page: <https://www.uio.no/english/services/it/video-sound/recording-lectures/>

Direct instructions: <https://www.uio.no/english/services/it/video-sound/recording-lectures/help/index.html>

At the end of your lecture, once you press “Stop”, your lecture video will be formatted and new window will appear: “**Upload course video**”. Follow the instructions and make sure to choose “Published” in the settings, so that the video is available in the course schedule right after uploading. The video will also automatically appear in the Canvas room (Video folder).

<https://www.uio.no/english/for-employees/support/profile/web/lecture-videos/index.html>

If for some reason the video fails to upload, you can upload it manually, here are the instructions:

<https://www.uio.no/english/for-employees/support/profile/web/lecture-videos/upload-manually.html> You can also take a look at the instructions for manual uploading prepared by Fanny last March, this was circulated earlier by email (step 7 onwards).

CANVAS

UiOs Canvas page

<https://www.uio.no/for-ansatte/arbeidsstotte/sta/canvas/>

<https://www.uio.no/english/for-employees/support/studies/canvas/guides/educator/index.html>

Lecture videos in Canvas (NEW!)

All lecture videos recorded and uploaded via «Forelesningsopptak» are available in the «Video» menu in all Canvas rooms, just follow the instructions in “Forelesningsopptak”

<https://www.uio.no/tjenester/it/aktuelt/om-it/2020/videoer-i-canvas.html>

Other videos in Canvas (NEW!)

Please DO NOT upload videos directly into Canvas, there is not enough space. All videos are to be uploaded into Vortex (see below), in a special folder on the course homepage, then linked up in Canvas for easy access.

For info, updates and malfunction:

<https://www.uio.no/for-ansatte/arbeidsstotte/sta/canvas/driftsmeldinger/>

UPLOADING VIDEOS TO VORTEX (Updated!)

It is now easier to upload lecture videos to Vortex by using the application «Forelesningsopptak», see the instructions above.

If you have other course videos that you would like to use and make available in the course schedule, there is an application that places the file at the correct place in Vortex in a similar way to “Forelesningsopptak”:

NO: <https://www.uio.no/tjenester/it/utdanning/kursopplasting/index.html>

EN: <https://www.uio.no/english/services/it/education/upload-course-videos/index.html>

Videos uploaded to Vortex might appear to be open to the public, but they are not. When put in the correct place, only students in the course will have access to the videos.

Be aware that video-files are very big and if your connection is limited you can easily get errors. They typically cannot be sent by email, but you can use file sender:

<https://www.uio.no/tjenester/it/forskning/lagring/filesender.html>

RECORDING LECTURES AND PRIVACY ISSUES/PERSONVERN (NEW!)

Several of us are worried about the privacy issues arising from digital teaching and the use of Zoom, Forelesningsopptak, podcast, etc. UiO established regulations and guidelines for recording lectures and other events a few years ago; these have been updated this year.

A distinction is made between recording ONLINE and PHYSICAL lectures/events, and between lectures where recording is a compulsory part of teaching (not the case at ISS) and those where recording is optional (ISS courses). Information about the purpose, use and storage of the recording, and obtaining consent from students is required.

In the practice of the Faculty of Social Sciences, oral information and consent at the start of a lecture has been and continues to be considered sufficient. Course convenors are expected to remind all lecturers about this. The use of a written information sheet and consent form can also be used at the start of the semester.

UiOs regelverk for opptak av forelesninger & arrangementer/Regulations for recording lectures & events:

<https://www.uio.no/tjenester/it/lyd-video/regelverk/>
<https://www.uio.no/english/services/it/recordings/>

Regelverk for forelesere/regulations for lecturers:

<https://www.uio.no/tjenester/it/lyd-video/regelverk/forelesar-arrangor/index.html>
<https://www.uio.no/english/services/it/recordings/lecturer/index.html>

Routines for recording at UiO (new 2020):

<https://www.uio.no/tjenester/it/lyd-video/regelverk/rutine/>
<https://www.uio.no/english/services/it/recordings/routines/index.html>

Information sheet & consent form

<https://www.uio.no/tjenester/it/lyd-video/regelverk/skjema/>
<https://www.uio.no/english/services/it/recordings/forms/index.html>

REGISTRERE OPPMØTE DIGITALT / REGISTRERING COMPULSORY ATTENDANCE (NEW!)

Some courses have seminars with compulsory attendance. Use the “Fagpersonweb” application to register students attendance digitally:

<https://fswb.no/fagpersonweb/velgInstitusjon.jsf>

Choose the institution first and log in Feide. Next, look for the course code, seminar group and date, then press “Register oppmøte” (Register attendance). A screen with the names and pictures of all students will appear. You can then call out their names and mark those attending. Alternatively, you can take a screen shot of the list of participants in Zoom and fill for the specific seminar in “Fagpersonweb” later.

SEMINAR LEADERS

Seminarlederkurs Høsten 2020

<https://www.uio.no/for-ansatte/kompetanse/enhet/sv/>

STUDENT ASSISTANTS

Kun for BA-innføringsemner: Nå har LINK lansert en egen digital ressurs for opplæring av læringsassistenter. Flere fakulteter og institutter har allerede et opplegg klart for bruk av læringsassistenter til høsten, og LINK samarbeider gjerne med flere om å organisere dette. Nyhetsaken finnes her: <https://www.uio.no/link/aktuelt/2020/leringsassistenter-i-aksjon---ny-ressurs-fra-link.html>

Selve ressursen finnes her: <https://www.uio.no/link/ressurser/laeringsassistenter/>

DIGITALT PENSUMSYSTEM “LEGANTO”

All curriculum is now in the new system Leganto. All future changes of curriculum must be done in Leganto directly by the course convenor/emeneansvarlig.

<https://www.uio.no/for-ansatte/enhetssider/beskjed/2020/nytt-digitalt-pensumlistesystem-pa-uio.html>

TEACHING ROOMS AND IT/AV EQUIPMENT AT SV-FAK (NEW!)

All auditoriums and seminar rooms at the Faculty of Social Sciences are being fully equipped with IT/AV equipment suitable for digital and hybrid teaching over the course of this month.

- Please make sure to check the installations before you start your teaching in one of the rooms.
- The contact person for instant IT-help at the Faculty is Lasse Moer (lasse.moer@sv.uio.no, mobile 90517201). His contact details are placed in all teaching rooms.
- If you are teaching at other faculties, you may not have automatic access to the rooms. Your keycard has to be updated with necessary access prior to your lecture.

KOMPENDIER / COMPENDIUMS H20 (NEW!)

NO: For høstsemesteret 2020 har UiO produsert trykte kompendier som normalt. Vi legger til grunn at studentene møter på campus og kjøper kompendier på Akademika. Studenter som bor i Norge og av ulike grunner ikke kan møte på campus, kan få tilsendt kompendier i posten. Disse bestilles hos Akademika ved kopiutsalget@akademika.no

De fleste nye internasjonale masterstudenter er høstsemesteret 2020 i utlandet og følger studier digitalt. De er uten mulighet til å få tak i trykte kompendier, da Akademika ikke sender disse internasjonalt. For å løse dette uten for store forsinkelser kan instituttene sende kompendier i pdf-format direkte til de studentene det gjelder. Filer for de aktuelle emnene klargjøres og oversendes instituttene etter forespørsel til kompendier@admin.uio.no

EN: All compendiums are available for purchase at Akademika. Students living in Norway but not able to come to campus can order the compendiums directly from Akademika at kopiutsalget@akademika.no, the compendius would then be sent on regular mail.

For international master students abroad: compendiums will be available upon request as pdf-files, since Akademika does not do international delivery. It is the respective program/department that requests pdf-files from kompendier@admin.uio.no, and distribute them among international students.

IT- HELPDESK COURSES

UiO:Helpdesk offers introductory courses on Canvas, Zoom and other tools in the coming week:
<https://www.uio.no/tjenester/it/digital-undervisning/helpdesk-digitale-tjenester.html>
<https://www.uio.no/english/services/it/digital-teaching/helpdesk.html>

If IT assistance is required, SV-fak employees are asked to contact IT-hjelp@sv.uio.no, where help will be available all day, or HelpDesk on the 3rd floor of Eilert Sundt's house (which has physical opening hours from 10-14).

You may also contact UiO's Helpdesk Houston (open even on Saturdays):

<https://www.uio.no/english/services/it/contact/houston.html>

E-mail: it-support@uio.no or call 22 84 00 04

SV-FAK CORONASITUASJONEN / ON THE CORONA SITUATION

<https://www.uio.no/for-ansatte/arbeidsstotte/sta/enheter/sv/corona/index.html>