

Integrating Technology into Researcher Training

Participant handout

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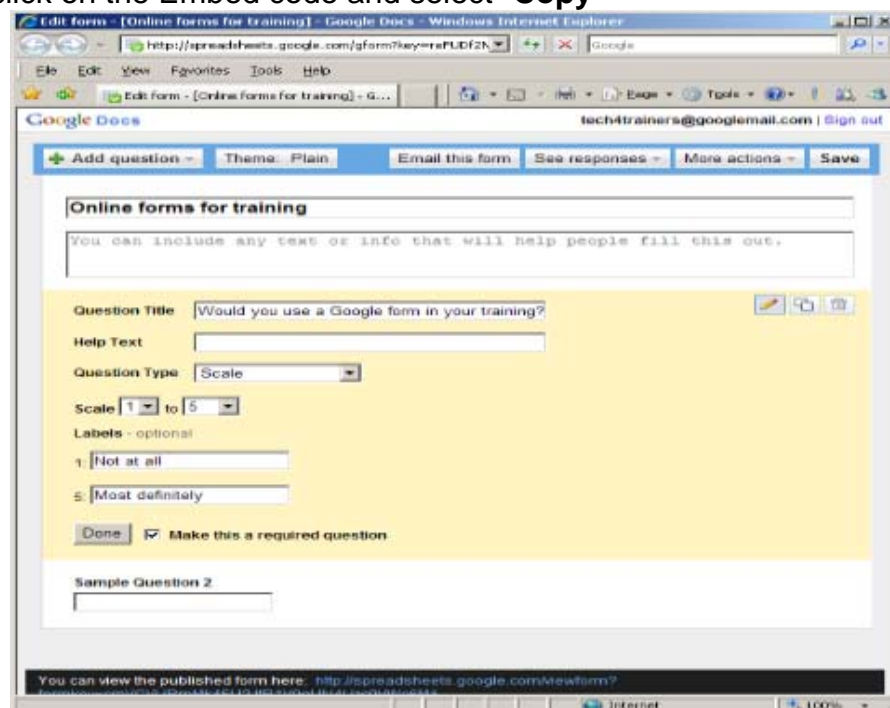
Task – Google Docs

Create a questionnaire and embed it into the blog

Instructions

Part 1 – Creating the questionnaire

1. Go to www.google.co.uk
1. At the top right click “**Sign in**”. Use the email address and password that has been provided in the training to sign in.
2. At the top of the screen click “**more**” and then select “**Documents**”
3. Click **New** and then **Form**
4. Enter the title “**Online forms for training – Your Name**” for the form
5. In the “Question title” section enter the question “**Would you use a Google form in your training?**”
6. Change the “Question Type” to **Scale**
7. Enter the labels “**Not at all**” in label 1 and “**Most Definitely**” in label 5
8. Tick the box “Make this a required question”
9. Hover your mouse over “Sample Question 2” and delete it (Hint - Click on the rubbish bin)
10. Click “**Done**”
11. Click “**More Actions**” and then “**Embed**”
12. Right click on the Embed code and select “**Copy**”



The screenshot shows the Google Forms editor interface. The browser window title is "Edit form - [Online forms for training] - Google Docs - Windows Internet Explorer". The address bar shows "http://spreadsheets.google.com/form?key=PLDF2N...". The page header includes "Google Docs" and "tech4trainers@googlemail.com | Sign out". The main content area shows a form titled "Online forms for training" with a description: "You can include any text or info that will help people fill this out." Below this is a question titled "Would you use a Google form in your training?". The question type is set to "Scale" with a range from 1 to 5. The labels are "1: Not at all" and "5: Most definitely". There is a checkbox for "Make this a required question" which is checked. Below the question is a "Sample Question 2" section. At the bottom, there is a link to view the published form: "You can view the published form here. http://spreadsheets.google.com/viewform?..."

Part 2 – Embedding the code into the blog

1. Go to www.blogger.com
2. If you haven't already signed in, do so using the email address and password that has been provided in the training
3. Click "**New Post**"
4. In the "Title" type in "**Online questionnaire – Your Name**"
5. Click "Edit Html"
6. In the body section right click and **paste the embed code** in from part one
7. Click **Preview** to view your post
8. Click **Publish Post**
9. Click "View Blog"

Optional task extension

1. Add more questions to the questionnaire using the different types of questions available.
2. On the blog, fill in the questionnaire several times.
3. Go to Google Docs (www.docs.google.com) and see the questionnaire results as a spreadsheet. Hint: To view the data in a graphical format click "Form" and then Show Summary
4. Export the data as a Microsoft Excel spreadsheet by clicking **File, Download As** and then select **Excel**

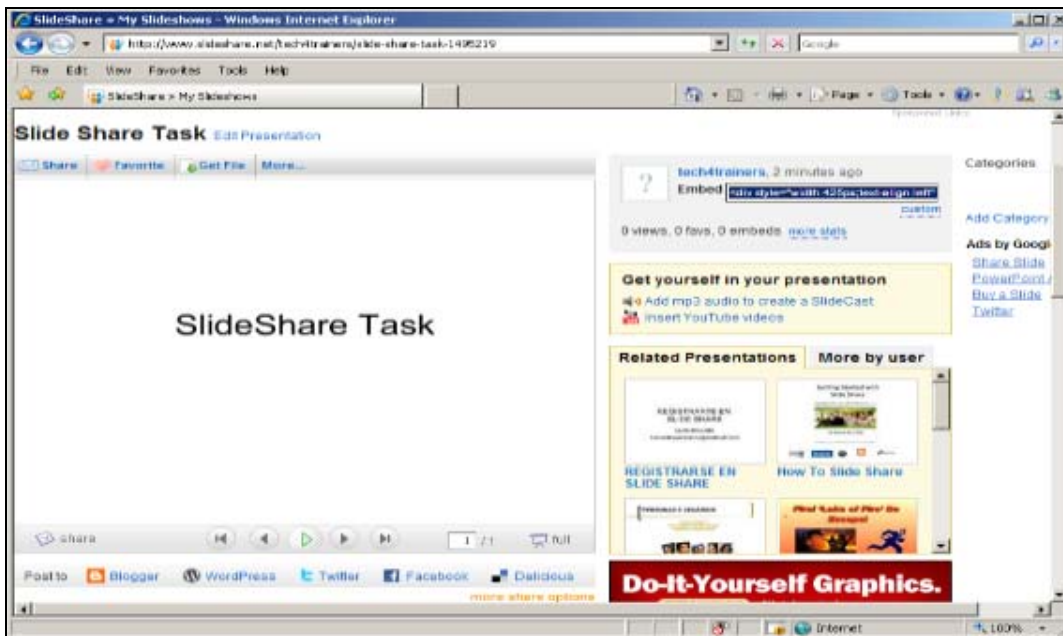
Task – Slide Share

Create a PowerPoint presentation containing one slide and embed it into a blog

Instructions

Part 1 – Creating and uploading the presentation

1. Open PowerPoint
2. In the first slide add the text “**SlideShare Task**” and another line of text anywhere on the slide
3. Save the presentation to the desktop as “**SlideShareTask – Your Name.ppt**”
4. Go to www.slideshare.net
5. In the top right click “**Login**”. Use the email address and password that has been provided in the training to login.
6. Click “**Upload**” (in the tabs across the top of the page)
7. Click “**Browse and select files...**”
8. Navigate to the desktop and select the “**SlideShareTask – Your Name.ppt**” file
9. Click the “**Publish All**” button
10. Slide will display the following message “*Your slideshow 'Slide Share Task' is being converted and will be published shortly. You can see its current status [here](#).*” Click on the “**here**” link
11. Once the file is ready click on it’s title
12. To the right of the presentation click on the **Embed** code
13. Right click and select “Copy”



Part 2 – Embedding the code into the blog

1. Go to www.blogger.com
2. If you haven't already signed in, do so using the email address and password that has been provided in the training
3. Click "**New Post**"
4. In the "Title" type in "**Embedding a presentation from SlideShare – *Your Name***"
5. Click "Edit Html"
6. In the body section right click and **paste the code** in from part one
7. Click **Preview** to view your post
8. Click **Publish Post**
9. Click "View Blog"


Task – Embed a YouTube Video

Find a YouTube video and embed the video into the blog

Instructions

Part 1 – Finding the video

1. Go to www.youtube.com
2. In the search box type “RSS in plain English”
3. In the search results click on “Video: RSS in Plain English”
4. To the right of the video click on the “Embed” code
5. Right click the mouse and select “Copy”



The screenshot shows a Windows Internet Explorer browser window displaying a YouTube video page. The video is titled "Video: RSS in Plain English" and is presented by "commoncraft". The video player shows a black screen with the "commoncraft" logo and the text "Presents...". Below the video player, there are 1,663 ratings (all stars) and 847,531 views. The video is shared on Facebook, Digg, and MySpace. The video description includes a URL and an embed code. The embed code is: `<code>http://www.youtube.com/watch?v=8Gg3t30z8tQ</code>` and the embed code is: `<code>object width=425 height=344</code>`. The video is also available in a "Presentation quality" version that can be licensed for use in the workplace. The video is part of a series of "Explanations in Plain English" by commoncraft. The video was uploaded by "loolefever" on 23 April 2007. The video is also available in a "Presentation quality" version that can be licensed for use in the workplace. The video is also available in a "Presentation quality" version that can be licensed for use in the workplace.

Part 2 – Embedding the code into the blog

1. Go to www.blogger.com
2. If you haven't already signed in, do so using the email address and password that has been provided in the training
3. Click "**New Post**"
4. In the "Title" type in "**RSS in Plain English – Your Name**"
5. Click "Edit Html"
6. In the body section right click and **paste the embed code** you copied in part one
7. Click Preview to view your post
8. Click **Publish Post**
9. Click "View Blog"

Optional task extension

1. Embed other videos from the "CommonCraft" series
2. Embed a JISC "web2practice" video from <http://tinyurl.com/jiscw2p>
3. Embed a video from one of the following websites
 - a. www.vimeo.com
 - b. www.blip.tv
 - c. www.ted.com

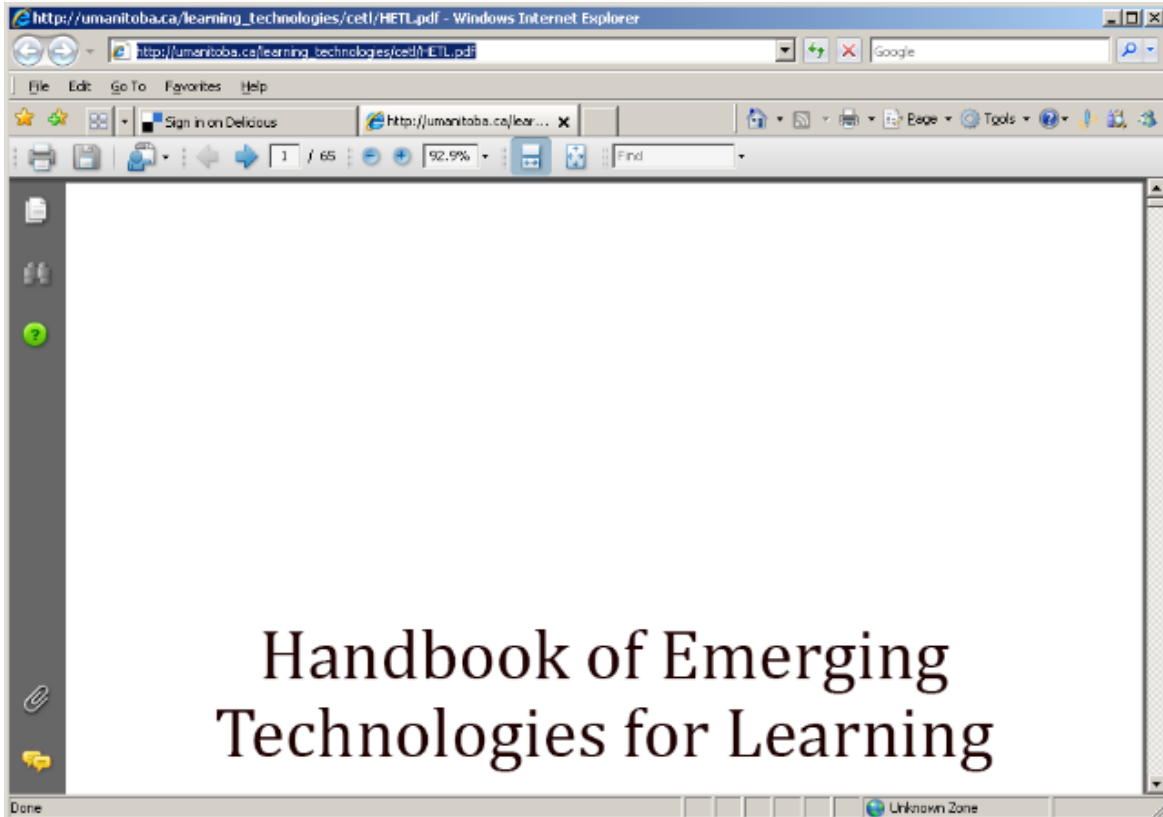
Task – Social Bookmarking using Delicious

Add favourites to the social bookmarking site “Delicious”

Instructions

Part 1 – Obtaining the URL (web address) of some useful sites and web pages

1. Type one of the following into the address bar of a web browser
 - <http://tinyurl.com/tech4learning>
 - <http://tinyurl.com/jiscmods>
 - <http://tinyurl.com/tech4learning>
 - <http://tinyurl.com/tech4learning>
 - <http://tinyurl.com/digitalbloom>
 - <http://tinyurl.com/2009horizon>
 - <http://tinyurl.com/jiscdig>
 - <http://tinyurl.com/flabdig>
 - <http://tinyurl.com/nn2t5b>
2. Click in the address bar of the web browser, then right click and select “**Copy**”



Part 2 – Bookmarking some web links in Delicious

1. Go to <http://delicious.com/>
2. In the top right click “**Sign In**”. Use the user name and password that has been provided in the training to sign in.
3. In the top right click “Save a new bookmark”
4. Click on the box “**URL**”
5. Right click and select “**Paste**”
6. Click “**Next**”
7. In the tags box enter “tech4training”
8. Click “**Save**”

Note: If you go back to the blog (<http://tech4training.blogspot.com/>) you will see that the bookmarks you have added to delicious also appear on the blog (on the left under “Tech4trainers bookmarks on Delicious”). This happens automatically using a technology called “RSS”.

Optional task extension

1. Repeat the steps in this task for the other web addresses provided in part 1.
2. Add any other web addresses you know of that are relevant to the topic "using technology in training".

<p>Dissemination “Provision of key material.”</p>	<p>Discussion “Trainer to learner and/ or learner to learner”</p>
<p>Activities “Learners ‘doing’ activities e.g. practical's”</p>	<p>Assessment/ QA “Formative for learners, trainer evaluation”</p>
<p>Others Administration, Marketing, Planning etc</p>	