

## Level 2 – Standardized use of elements

SDU Universitetspædagogik

# itslearning-niveauer

Niveau 2 - Ensartet anvendelse af elementer

Classroom aids

SDU 

sdudk  
#sdudk

**Niveau 2**  
Ensartet anvendelse af elementer

Lette de studerendes adgang til materialer (ressourcer og aktiviteter) og udnytte itsl's muligheder.

**Fokus på:**

- Ensartet og øget anvendelse af interne og eksterne ressourcer og aktiviteter

**Eksempler:**

- Anvendelse af Zoom møderums links.
- Adgang til Zoom optagelser via ny optage funktion.
- Brug af noter eller pages til videoer via Mymedia.
- Anvendelse af mediegalleri.
- Brug af det nye testsværktøj.

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# 1 Use of resources, including folders and files

## 1.1 Use of resources, including folders and files

| Item | Recommendation   | Guides (itslearning Guides – Teachers) | Complied yes/no |
|------|--|--|-----------------|
| i.   | The use of folders, including <i>Students' files</i> , should be well structured, standardized and clearly connected to topics and/or assignments  | Add files to your course               |                 |
| ii.  | External and internal files should be clearly separated in this way: <ul style="list-style-type: none"> <li>- You share your internal files using <i>Upload</i>, see section iii, or you create your file directly in itslearning</li> <li>- If possible, you share external files, including articles, using <i>Link</i>, e.g., links to library resources such as <i>Summon</i></li> </ul> | Add files to your course               |                 |
| iii. | Files including PowerPoint presentations, uploaded to plans or resources should have appropriate and transparent names   | (vejledning er under udarbejdelse)     |                 |
| iv.  | Files created directly in itslearning as part of a plan or a resource should have appropriate and transparent names  | (vejledning er under udarbejdelse)     |                 |
| v.   | Files should be described using the <i>Description</i> field.  | (vejledning er under udarbejdelse)     |                 |
| vi.  | When you share a file, make sure to specify whether write protection, editing, printing, or updating should be enabled or disabled   | Add files to your course               |                 |

## 1.2 Zoom meetings and recordings

| Item | Recommendations  | Guides (itslearning Guides – Teachers) | Complied yes/no |
|------|--|--|-----------------|
| i.   | Zoom meeting rooms should be assigned to plans using <i>Zoom Meetings</i>        | Zoom in itslearning                    |                 |
| ii.  | Zoom recordings should be named appropriately and transparently                  | Zoom in itslearning                    |                 |
| iii. | Zoom recordings should be shared using <i>Mymedia</i>                            | Using videos in itslearning            |                 |
| iv.  | Zoom recordings should be assigned to plans using <i>Notes</i> or <i>Pages</i> . | Using videos in itslearning            |                 |
| v.   | Zoom recordings should be consistently available at <i>Course Media Gallery</i>  | Using videos in itslearning            |                 |

### 1.3 Videos

| Item | Recommendation   | Guides (itslearning Guides – Teachers)   | Complied yes/no |
|------|--|--|-----------------|
| i.   | Videos should be shared consistently using <i>Notes</i> or <i>Pages</i> , depending on context – see section on notes/pages  | Using videos in itslearning  |                 |
| ii.  | <p>There should be a clear distinction between internal and external videos:</p> <ul style="list-style-type: none"> <li>- Internal videos, that is your own videos or videos available through the SDU, should be uploaded to Mymedia. This enables you to transfer rights of SDU videos to others (check with the owner of the video before doing so)</li> <li>- If using external videos, please make sure to make use of an embed code</li> </ul> | <p>Using videos in itslearning</p> <p><i>(vejledning vedr. indlejring er under udarbejdelse)</i></p> |                 |
| iii. | Videos should be consistently available at <i>Course Media Gallery</i>   | Using videos in itslearning  |                 |

### 1.4 Course Media Gallery

| Item | Recommendation   | Guides (itslearning Guides – Teachers) | Complied yes/no |
|------|--|--|-----------------|
| i.   | <i>Course Media Gallery</i> should be used consistently. | Using videos in itslearning            |                 |

## 2 Activities and resources in itslearning

### 2.1 Assignments

| Item  | Recommendation   | Guides (itslearning Guides – Teachers)    | Complied yes/no |
|-------|--|---|-----------------|
| i.    | Written exercises should be handed in using <i>Assignments</i>   | Creating an assignment                    |                 |
| ii.   | Assignments should be used in a clearly defined and standardized way   | Creating an assignment                    |                 |
| iii.  | Assignments should be named in a clear and consistent way  | Creating an assignment                    |                 |
| iv.   | The assignment should have a clear description, e.g., in the <i>Description</i> field  | <i>(vejledning er under udarbejdelse)</i> |                 |
| v.    | If the assignment has additional files, these should be consistently attached using <i>Uploads</i> or <i>Treelinks</i>                                       | <i>(vejledning er under udarbejdelse)</i> |                 |
| vi.   | If the assignment has additional videos, these should be available in the <i>Description</i> field.  | <i>(vejledning er under udarbejdelse)</i> |                 |
| vii.  | It should be clearly stated when the assignment is due and if it is compulsory or not. Use the Assignment settings to do so, or the <i>Description</i> field | Creating an assignment                    |                 |
| viii. | The <i>Assessment Scale</i> should be standardized and well-founded.   | Creating an assignment                    |                 |
| ix.   | Activities should be assigned to the <i>Assessment record</i> in a consistent way  | Creating an assignment                    |                 |

## 2.2 Tasks

| Item  | Recommendation   | Guides (itslearning Guides – Teachers) | Complied yes/no |
|-------|--|--|-----------------|
| i.    | Tasks should be used in a clearly defined and standardized way   | (vejledning er under udarbejdelse)     |                 |
| ii.   | Tasks should be named in a clear and consistent way  |  |                 |
| iii.  | Tasks should have a clear description, e.g., in the <i>Description</i> field   |  |                 |
| iv.   | If the task has additional files, these should be consistently attached using <i>Treelinks</i>   |  |                 |
| v.    | If the task has additional videos, these should be available in the <i>Description</i> field   |  |                 |
| vi.   | It should be clearly stated when the task is due and if it is compulsory or not. Use the Task settings to do so, or the <i>Description</i> field |  |                 |
| vii.  | If relevant for the task, the <i>Assessment Scale</i> should be standardized and well-founded  |  |                 |
| viii. | If <i>Assess task with Assessment Scale</i> is relevant, this should be assigned to the <i>Assessment record</i> in a consistent way             |  |                 |

## 2.3 Tests

| Item  | Recommendation   | Guides (itslearning Guides – Teachers) | Complied yes/no |
|-------|--|--|-----------------|
| i.    | Tests should be used in a clearly defined and standardized way   | (vejledning er under udarbejdelse)     |                 |
| ii.   | Tests should be named in a clear and consistent way  |  |                 |
| iii.  | Tests should have a clear description, e.g., in the <i>Description</i> field   |  |                 |
| iv.   | If the test has additional files, these should be consistently attached using <i>Treelinks</i>   |  |                 |
| v.    | If the test has additional videos, these should be available in the <i>Description</i> field   |  |                 |
| vi.   | It should be clearly stated when the test is due and if it is compulsory or not. Use the Test settings to do so, or the <i>Description</i> field |  |                 |
| vii.  | If relevant for the test, the <i>Assessment Scale</i> should be standardized and well-founded, this also includes <i>customized scale</i>        |  |                 |
| viii. | If <i>Assessment Scale</i> is relevant, the results should be assigned to the <i>Assessment record</i> in a consistent way                       |  |                 |

## 2.4 Registrations – not of attendance

| Punkt | Anbefaling  | Guides (itslearning Guides – Teachers) | Complied yes/no |
|-------|---|--|-----------------|
| i.    | <i>Registrations</i> should be used in a clearly defined and standardized way   | (vejledning er under udarbejdelse)     |                 |
| ii.   | <i>Registrations</i> should be named in a clear and consistent way  |  |                 |
| iii.  | Registrations should have a clear description, e.g., in the <i>Description</i> field  |  |                 |
| iv.   | The location of files or videos attached to the registration should be clearly stated in the <i>Description</i> field.  |  |                 |
| v.    | It should be clearly stated whether the registration it is compulsory or not - and whether it is possible to change your answer or not. Use the Registration settings to do so, or the <i>Description</i> field |  |                 |

## 2.5 Surveys

| Item | Recommendation  | Guides (itslearning Guides – Teachers) | Complied yes/no |
|------|---|--|-----------------|
| i.   | <i>Surveys</i> should be used in a clearly defined and standardized way   | (vejledning er under udarbejdelse)     |                 |
| ii.  | <i>Surveys</i> should be named in a clear and consistent way  |  |                 |
| iii. | The purpose of the survey should have a clear description, e.g., in the <i>Description</i> field  |  |                 |
| iv.  | If the survey has additional files, these should be consistently attached using <i>Treelinks</i>  |  |                 |
| v.   | If the survey has additional videos, these should be available in the <i>Instruction</i> field  |  |                 |
| vi.  | It should be clearly stated whether the survey it is compulsory or not - and whether the respondents' names will be shown or not. Use the Survey settings to do so, or the <i>Description</i> field |  |                 |

## 2.6 Discussion

| Item | Recommendation   | Guides (itslearning Guides – Teachers) | Complied yes/no |
|------|--|--|-----------------|
| i.   | <i>Discussions</i> should be used in a clearly defined and standardized way  | Starting a discussion                  |                 |
| ii.  | <i>Discussions</i> should be named in a clear and consistent way   | Starting a discussion                  |                 |
| iii. | The guide lines for taking part in the discussion, including expected response time, should be clearly described, e.g., in the <i>Description</i> field<br><br><b>Please note</b> itslearning do not send notifications if the discussion has new posts or answers | Starting a discussion                  |                 |
| iv.  | If the discussion has additional files, these should be consistently attached using <i>Treelinks</i>   |  |                 |
| v.   | If the discussion has additional videos, these should be available in the <i>Description</i> field   | Using videos in itslearning            |                 |

## 2.7 Notes/Pages

| Item | Recommendation  | Guides (itslearning Guides – Teachers) | Complied yes/no |
|------|---|--|-----------------|
| i.   | <i>Notes</i> and <i>Pages</i> should be used in a clearly defined and standardized way. | (vejledning er under udarbejdelse)     |                 |
| ii.  | <i>Notes</i> and <i>Pages</i> should be named in a clear and consistent way             |  |                 |
| iii. | <i>Pages</i> should be built in a standardized way                                      |  |                 |