

Apps and Tools Guidelines

Considerations:

- Select appropriate apps and tools thoughtfully and take workshops or one-on-one tutorials to learn how to use them proficiently before teaching. The TLC team can help you choose and learn about apps and tools. Contact askTLC@ufv.ca
- Before each term starts, it is important to post a “welcome” announcement (preferably using Kaltura myMedia) and a course outline inside UFV’s learning management system (LMS) = Blackboard (BB). Students get confused when their BB course shells are empty on the first day of classes.
- If all or part of your course needs to be facilitated online from off-campus, it is important to get proper computer hardware (e.g., dual computer screens, webcam, high-quality microphone, writable screen/pad with digital pen, etc.) and a fast, stable Internet connection.
- If all or some of your course activities in UFV’s classrooms need to be streamed online or recorded, please ask your department assistant to book a hybrid classroom.
- Most of UFV’s client apps (e.g., Microsoft Office, Adobe Acrobat Pro, etc.) and classroom setups (e.g., projectors, ceiling microphones, webcams, etc.) are managed by the [IT Service Desk](#).
- Who to Contact:
 - askTLC@ufv.ca: for teaching & learning related matters and workshops & tutorials offered by TLC.
 - itservicedesk@ufv.ca: for passwords & classroom technology and [BB’s technical support \(webpage here\)](#).
 - grades@ufv.ca: for inquiries about UFV’s grading system. Grades posted in the Blackboard Grade Centre are unofficial.
 - scheduling@ufv.ca: for course scheduling, academic timetables, and final exam schedules.

Table 1: Essential Apps and Tools

| TITLE | ACCESS | NOTES |
|----------------------------------|--|---|
| Blackboard (BB) = myClass | <p>Direct link (recommended)</p> <p>UFV’s main webpage > MYCLASS</p> <p>Both instructors and students can use Blackboard anytime.</p> | <p>UFV’s Learning Management System (LMS).</p> <p>BB’s tools include Assignments & Rubrics, Tests, Discussion Boards, Journals, Portfolios, and more.</p> <p>New BB course shells are created automatically by IT & OREG, usually 2 to 4 months before the start of each term.</p> |

| TITLE | ACCESS | NOTES |
|------------------------|--|--|
| BB Ally | <p>Instructors: Send your 5-digit course number to askTLC@ufv.ca. Take a tutorial/workshop from askTLC@ufv.ca if you have not used it before.</p> <p>Students can use Ally when it is enabled in each course.</p> | <p>Application with Blackboard to support accessibility by providing digital course content in several alternative formats to learners.</p> <p>BB Ally provides accessibility assessments for documents and guidance for improvement.</p> <p>Students can get alternative document formats such as Immersive Reader, Audio, BeeLine Reader, Translated version, PDF, ePub, Electronic Braille, and HTML.</p> |
| Kaltura myMedia | <p>Recommended for creating and uploading audio & video:</p> <ul style="list-style-type: none"> ➤ BB (Blackboard) main page ➤ Tools ➤ Kaltura myMedia LTI <p>Recommended for linking Kaltura video & audio:</p> <ul style="list-style-type: none"> ➤ Any BB content editor ➤ + (plus icon) at the end of the toolbar (or the three dots first) ➤ Kaltura Embed LTI <p>Both instructors and students can use Kaltura myMedia anytime.</p> | <p>Both instructors and students can embed audio and video for more interactive and “humanizing” course content: e.g., instructors’ short videos for introducing each week’s plan and students’ videos for discussion forums and assignments.</p> <p>Express Capture: up to 30 minutes for capturing video, audio, and screen. No extra app is required and it is very easy to use.</p> <p>Kaltura Capture: any number of minutes for capturing video, audio, and screen. Kaltura Capture’s latest version needs to be installed.</p> <p>Media Upload: BB users should upload video and audio files using Kaltura only because of the high storage cost for direct uploading to BB.</p> |
| Padlet | <p>Instructors: Send your access request to askTLC@ufv.ca</p> <p>UFV’s Padlet accounts are only for UFV employees and students can use Padlet as participants.</p> | <p>Engaging alternative to a shared whiteboard.</p> <p>Flexible synchronous and asynchronous application that can help transfer your in-class activities to an online format, such as brainstorming by posting “Post-it” notes to a virtual whiteboard.</p> |

| TITLE | ACCESS | NOTES |
|-----------------------|---|---|
| TurnItIn (TII) | Instructors need to set up each TurnItIn assignment: <ul style="list-style-type: none"> ➤ Any BB content area ➤ Build Content ➤ TurnItIn | <p>Students can self-check for plagiarism issues. This is not meant to be a punitive tool, but rather, a learning tool.</p> <p>Recommended setup: TII assignments for ironing out plagiarism issues only and BB assignments for grading because of TII's limitations for grading.</p> <p>It promotes academic integrity and writing skills by helping students paraphrase and cite accurately. This tool also enhances the academic skills of the students by providing feedback on the content authorship.</p> |
| Zoom Classroom | Instructors need to set up a recurring Zoom meeting room (preferably with "No Fixed Time") for the whole semester and any other extra meeting rooms: <ul style="list-style-type: none"> ➤ Each BB course's left menu ➤ Zoom Classroom ➤ Schedule a New Meeting | <p>UFV's synchronous virtual classrooms.</p> <p>Cloud recordings for some students who cannot join online classrooms. Cloud recordings will be removed 30 days after the end of each term. They need to be backed up on local computers or Kaltura myMedia.</p> <p>Instructors need to edit their own Zoom room settings and retrieve cloud recordings' links on UFV's Zoom portal page.</p> |

Table 2: More Apps and Tools

| TITLE | ACCESS | NOTES |
|--------------------|---|---|
| Camtasia | <p>Instructors: Send your access request to askTLC@ufv.ca</p> <p>This is only for UFV employees.</p> | <p>Independent app on local computers for capturing (video, audio & screen) and editing video tutorials and instructional videos.</p> <p>It offers more editing tools than Kaltura myMedia.</p> |
| PeerScholar | <p>Instructors need to set up each PeerScholar assignment:</p> <ul style="list-style-type: none"> ➤ Any BB content area ➤ Build Content ➤ PeerScholar Assignment | <p>Students can review each other's assignments and give feedback.</p> <p>A great way for students to learn from their peers through self- and peer-assessment.</p> <p>It supports reflective learning practices.</p> |

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