<table>
<thead>
<tr>
<th>TASK</th>
<th>RECOMMENDED TOOLS</th>
<th>DESCRIPTION</th>
<th>ACCESS DETAILED INFORMATION</th>
<th>TECHNICAL HELP CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenting a Lecture</td>
<td>Panopto</td>
<td>Oakland University’s tool for recording lectures. It allows faculty to capture their lectures in a lecture hall or record an instructional video from their own computer, so that students may view them at a later date through a web browser.</td>
<td>Panopto User Manual</td>
<td>Dawn Gorris OUWB Helpdesk Technician <a href="mailto:gorris@oakland.edu">gorris@oakland.edu</a></td>
</tr>
<tr>
<td></td>
<td>WebEx</td>
<td>Real-time, video-conferencing classroom environment. It has one application window with voice chat, text chat, an interactive whiteboard for displaying files or webpages, video, and presenter tools. The session can be recorded for future viewing.</td>
<td>• WebEx User Manual • Scheduling WebEx in Moodle • WebEx - Video</td>
<td>WebEx 24/7 phone support (866) 229-3239 e-LIS Support Portal OU e-LIS phone support (248) 805-1625 Weekdays 8 am - 8 pm Saturdays 8 am - 1 pm</td>
</tr>
<tr>
<td>Creating a Module</td>
<td>Moodle Lesson</td>
<td>Deliver content and/or practice activities in interesting and flexible ways. A teacher can use the lesson to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner.</td>
<td>Creating a Lesson</td>
<td>e-LIS Support Portal OU e-LIS phone support (248) 805-1625 Weekdays 8 am - 8 pm Saturdays 8 am - 1 pm</td>
</tr>
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<td></td>
<td>SoftChalk</td>
<td>Authoring software that allows you to design and create online modules including interactive content for your students. You can personalize content for your course by adding audio, images, games, video and interactive assessments</td>
<td>• SoftChalk Cloud Quick Start Guide • SoftChalk Video Tutorials</td>
<td>Kathi Doyle &amp; Tammy Tollon OUWB Instructional Designers <a href="mailto:doyle234@oakland.edu">doyle234@oakland.edu</a> <a href="mailto:tollon@oakland.edu">tollon@oakland.edu</a></td>
</tr>
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<td>Qualtrics XM</td>
<td>Though Qualtrics XM was designed as survey software, many of the question types mimic activities found in survey software (e.g., display media, create quiz questions, drag-and-drop activities).</td>
<td>• Overview of XM Platform • Creating a New Survey (Project) • Editing a Survey • Distributing a Survey • Accessing Survey Data &amp; Using Analysis Tool</td>
<td>Qualtrics Support Site Contact Support Online Experienced OUWB faculty Stefanie Attardi <a href="mailto:sattardi@oakland.edu">sattardi@oakland.edu</a> Victoria Roach <a href="mailto:victoriaroach@oakland.edu">victoriaroach@oakland.edu</a></td>
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| Summative Assessment | Moodle Quizzes | Create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical. | • Making Quizzes in Moodle - Video  
• Adding Quiz Questions  
• Importing Questions into a Quiz - Video  
• Resetting Submissions, and User Overrides  
• Correcting an Answer | e-LIS Support Portal  
OU e-LIS phone support  
(248) 805-1625  
Weekdays 8 am - 8 pm  
Saturdays 8 am - 1 pm |
|---|---|---|---|---|
| | Moodle Assignments | Communicate tasks, collect work and provide grades and feedback. Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. | • Making Assignments in Moodle - Video  
• Adding an Assignment  
• Collecting Assignments  
• Download Submitted Assignments  
• Grading Assignments  
• Grading Assignments - Video  
• Uploading Feedback Files | e-LIS Support Portal  
OU e-LIS phone support  
(248) 805-1625  
Weekdays 8 am - 8 pm  
Saturdays 8 am - 1 pm |
Dr. Yongchao Shi  
OUWB Director of Student Assessment  
yongchaoshi@oakland.edu |
| | YouSeeU | Video Assignments are completed by individuals asynchronously. These video exercises can facilitate repeated skill practice, peer-to-peer collaboration, and the application of knowledge within a real-world context. Once individuals complete a Video Assignment, they submit their recording for personalized feedback and coaching. Individuals build critical thinking and communication skills as they continuously practice, self-assess, and deliver video presentations. | • Add a YouSeeU Activity in Moodle  
• Overview of Individual Project Assignment  
• Set Up for Individual Project  
• Overview of Group Project Assignment  
• Set Up for Group Project  
• Overview of Question and Answer Assignment  
• Set Up for Question and Answer | Bongo/YouSeeU Helpdesk |
| Formative Assessment | Moodle Quizzes | Create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical. | • Making Quizzes in Moodle - Video  
• Adding Quiz Questions  
• Importing Questions into a Quiz - Video  
• Resetting Submissions, and User Overrides  
• Correcting an Answer | e-LIS Support Portal  
OU e-LIS phone support  
(248) 805-1625  
Weekdays 8 am - 8 pm  
Saturdays 8 am - 1 pm |
|---------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Moodle Assignments  | Communicate tasks, collect work and provide grades and feedback. Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. | • Making Assignments in Moodle - Video  
• Adding an Assignment  
• Collecting Assignments  
• Download Submitted Assignments  
• Grading Assignments  
• Grading Assignments - Video  
• Uploading Feedback Files | e-LIS Support Portal  
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(248) 805-1625  
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• Overview of Individual Project Assignment  
• Set Up for Individual Project  
• Overview of Group Project Assignment  
• Set Up for Group Project  
• Overview of Question and Answer Assignment  
• Set Up for Question and Answer Assignment | Bongo/YouSeeU Helpdesk |
| **H5P Interactive Content** | The H5P activity module enables you to create interactive content such as Interactive Videos, Question Sets, Drag and Drop Questions, Multi-Choice Questions, Presentations and much more. | - **Installation for Moodle**  
- **Creating content in H5P**  
- **Tutorials for Different Content Types**  
- **Interactive Videos in H5P** | **H5P Support Contact Form** |
| --- | --- | --- | --- |
| **Group Work** | **Moodle Group Choice** | The Group Choice module allows students to enroll themselves in a group within a course. The teacher can select which groups students can choose from and the maximum number of students allowed in each group. | - **Guide to Moodle Group Choice** | **e-LIS Support Portal**  
OU e-LIS phone support  
(248) 805-1625  
Weekdays 8 am - 8 pm  
Saturdays 8 am - 1 pm |
| **WebEx Breakout Sessions (Groups)** | A host/presenter can create groups, or what WebEx calls Breakout Sessions, which creates a private content sharing session that includes two or more participants. Breakout sessions allow participants to brainstorm and collaborate in small, private groups that can include presenters or other students, away from the main training session. | - **WebEx User Manual**  
(specifically p. 6 Breakout Sessions)  
- **Scheduling WebEx in Moodle**  
- **WebEx - Video** | **WebEx 24/7 phone support**  
(866) 229-3239  
**e-LIS Support Portal**  
OU e-LIS phone support  
(248) 805-1625  
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| **YouSeeU** | Video Assignments are completed by individuals asynchronously. These video exercises can facilitate repeated skill practice, peer-to-peer collaboration, and the application of knowledge within a real-world context. Once individuals complete a Video Assignment, they submit their recording for personalized feedback and coaching. Individuals build critical thinking and communication skills as they continuously practice, self-assess, and deliver video presentations. | - **Add a YouSeeU Activity in Moodle**  
- **Overview of Individual Project Assignment**  
- **Set Up for Individual Project**  
- **Overview of Group Project Assignment**  
- **Set Up for Group Project**  
- **Overview of Question and Answer Assignment**  
- **Set Up for Question and Answer Assignment** | **Bongo/YouSeeU Helpdesk** |
| Peer Assessment/Feedback | YouSeeU | Video Assignments are completed by individuals asynchronously. These video exercises can facilitate repeated skill practice, peer-to-peer collaboration, and the application of knowledge within a real-world context. Once individuals complete a Video Assignment, they submit their recording for personalized feedback and coaching. Individuals build critical thinking and communication skills as they continuously practice, self-assess, and deliver video presentations. | • Add a YouSeeU Activity in Moodle  
• Overview of Individual Project Assignment  
• Set Up for Individual Project  
• Overview of Group Project Assignment  
• Set Up for Group Project  
• Overview of Question and Answer Assignment  
• Set Up for Question and Answer Assignment | Bongo/YouSeeU Helpdesk |
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<td>Moodle Workshops</td>
<td>Collection, review and peer assessment of students' work. Students can submit any digital content (files), such as word-processed documents or spreadsheets and can also type text directly into a field using the text editor</td>
<td>Workshop User Guide</td>
<td>e-LIS Support Portal</td>
<td></td>
</tr>
<tr>
<td>Promoting Student Engagement OUTSIDE of Lecture</td>
<td>Moodle Survey</td>
<td>Create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input.</td>
<td>Designing a Survey in Moodle</td>
<td>e-LIS Support Portal</td>
</tr>
</tbody>
</table>
| Moodle Forum | Have asynchronous discussions i.e. discussions that take place over an extended period of time and do not require participants to contribute at the same time | • Forums - Video  
• Adding a Forum to Moodle  
• Reply to Forums via Email (Faculty)  
• Forums: Grading with Rating - Video  
• Forums: Whole Forum Grading | e-LIS Support Portal |
<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
<th>Related Links</th>
<th>Support Information</th>
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</thead>
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<tr>
<td>Moodle Chat</td>
<td>Text-based, real-time synchronous discussions.</td>
<td>Chat Activity</td>
<td>OU e-LIS phone support (248) 805-1625 Weekdays 8 am - 8 pm Saturdays 8 am - 1 pm</td>
</tr>
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<td>WebEx Meeting</td>
<td>Real-time, video-conferencing classroom environment. It has one application window with voice chat, text chat, an interactive whiteboard for displaying files or webpages, video, and presenter tools. Sessions can be recorded for future viewing.</td>
<td>WebEx User Manual</td>
<td>WebEx 24/7 phone support (866) 229-3239 OU e-LIS phone support (248) 805-1625 Weekdays 8 am - 8 pm Saturdays 8 am - 1 pm</td>
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<td>Google Hangouts Video Call</td>
<td>Host a video call with up to 25 participants.</td>
<td>Start a Video Call</td>
<td></td>
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<td>Qualtrics XM</td>
<td>Collect survey responses through a variety of question types. Though XM was designed as survey software, many of the question types mimic activities found in survey software (e.g., display media, create quiz questions, drag-and-drop activities).</td>
<td>Overview of XM Platform, Creating a New Survey (Project), Editing a Survey, Distributing a Survey, Accessing Survey Data &amp; Using Analysis Tool</td>
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Prepared by Stefanie Attardi, PhD & Victoria Roach, PhD, Department of Foundational Medical Studies, Oakland University William Beaumont School of Medicine