Doktorandråd EES: seminar on course administration

Part I: KTH Social

KTH Social is an online meeting place for KTH students, teachers and staff. It is a place where students, teachers and KTH staff can communicate, collaborate and share information. All courses are accessible through the toolbar at the top of the web browser. It is possible to find and share course and program information such as schedules and course descriptions. For example:

- Keep up to date with KTH information that is relevant for you
- Communicate and collaborate through groups. You can join groups or create your own
- Network with students and teachers. Let people know who you are through your personal profile page

Advantages:

- Accessing course information
  - Events on courses you subscribed to
  - Personal schedule is exportable to Outlook, Google, etc.
  - Automatic updates to your calendar
  - On the course page you could discuss course related topics with students and teachers
  - You could search for course information
  - Teacher can give assignments to the students
  - A course and lecture evaluation tool is available

- Accessing program information
  - Each program has a web page where all admitted students automatically get access to that page. For example, they get notified by E-Mails about activities and information.
  - Students, teachers and KTH staff can communicate, collaborate and share information

- Finding interesting Groups
  - Already existing groups could be found under Groups > All open Groups at KTH
  - Create new Groups located under Groups at the toolbar.

- Create your own profile
- Build course websites in KTH Social
How to build a course website:

- Become a teacher in KTH Social. You should be registered as a teacher on your courses in KTH Social. The KOPPS-administrator of your school can help you. You can write an e-mail to one of the KOPPS administrators stating your name, your KTH user name, course code as well as a list of which course rounds you should be registered to.
- Become a course assistant in KTH Social. Course responsible, examiner or KOPPS admin can add you as course assistant.
- Find your course in KTH Social. All courses automatically get their own course website in KTH Social. If you cannot see your courses in the quick menu you have not been registered correctly in the administrative course system.
- Upload course information. A lot of information is automatically uploaded, e.g. the course plan, the schedule and the links to Bilda. You can edit the titles of your schedule to make them more descriptive. You can also add information, for example reading guidelines and upload files such as lecture notes.
- Inform your students about KTH Social and how it can be used during the course. Write a post on your course website in KTH Social and welcome the students to your course.

Further functions:

- Subscriptions. A collection of all activities in courses, programmes or groups. Subscribers get an e-mail notification (immediately, daily, weekly) when someone writes something, e.g. a post, on courses, programmes or groups.
- Calendar. Consists of the schedule from courses or calendar events from groups or programmes. You can also export the personal calendar and view these events in another calendar programme.
- My profile. Is shown to other persons that have clicked on a name. Here you can write a brief presentation of yourself, upload a photo, publish links, and any other portfolio material.
- Journal. A private page that can be used for personal notes on studies or courses.
- Visibility of pages could be set so that they are visible to everyone, to logged in users, and only to current students. Also when posting new entries it is necessary to be aware of the visibility status.
- Homework assignments are possible with a feedback function, the plagiarism tool Turnitin, and later grading. However, there is a maximum upload of 10 files per student and it is not possible to delete them later. More information can be find under [1].

Create Groups:

You can create both open groups (public) or private groups in KTH Social. In a group you can e. g.:
Communicate and share information (create pages, posts, upload files and images etc.).

Use the group calendar. By adding events in the calendar the people who subscribe to the group will automatically find these events in their personal calendar in KTH Social.

Relation to Bilda:

KTH Social is focused on improving students’ communication and participation through social networking seeing as it will aid them to share knowledge. There is a link from the course activities in Bilda to KTH Social with the stipulation there is a connection between course activity and the course itself in Bilda.

Currently you are able to create your own links for the activities in Bilda, such as assignments and course evaluations. For the time being Bilda will be presented parallel to KTH Social. Bilda acts as a complement to KTH Social when it comes to document archives, tests, assignments and surveys. Eventually these functionalities will be integrated into KTH Social.

Relation to My Pages:

There are links between the different systems foremost by the toolbar. The toolbar is also going to be accessible in most of the other web interfaces that are supplied by KTH.

Seminar notes:

The scheduling tool has some problems. If you upload course material in the schedule, they disappear after the lecture is over.

The announcement “Students” option only applies for validated students (not for un registered PhD students)

Make it clear at the beginning of the course where the students should find the information.

There is no group based homework submission as Bilda

There is no template for course pages available

If you have any questions you can contact the KTH Social team by sending an e-mail to itsc@kth.se. There is a group on KTH Social that discusses everything related to KTH Social itself. It is administrated by the persons responsible for the development of KTH Social. It is the best place to ask questions. It is called Virtuellt Kampus and accessible on [2].

There is a list of examples of how some courses use KTH Social [3].

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Links: