HOW TO UPLOAD YOUR LECTURE NOTES

You can upload notes to My.SUPA through the web interface. Here's how:

1. **Log into My.SUPA and find your course area.**

2. **Turn editing on.**

3. **Select 'Link to a file or web site' from the appropriate 'Add a resource…' dropdown.**

Note that there is a download limit of 20MB. If you find you cannot bring the size of your file down below this limit, please send or take the file to SUPA Central or to one of the SUPA Learning Technologists.

SUPA EMAIL ADDRESSES

To enquire about the availability of SUPA videoconferencing rooms, please email rooms@supa.ac.uk

For all matters related to the SUPA Graduate School Courses, contact courses@supa.ac.uk

To report errors on the websites or to request technical help, please write to webmaster@supa.ac.uk

To contact the SUPA administrators at SUPA Central, please email admin@supa.ac.uk

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SUPA
THE LEARNING TECHNOLOGY TEAM

The SUPA Technology Team is here to help. If you have any questions or ideas about our online provision or video-conferenced lectures, please contact:

David Crooks at Glasgow
david.crooks@supa.ac.uk
Tel. 0141 330 2395

Sean Farrell at Heriot-Watt
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SUPA

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SUPA

SOME THINGS YOU CAN DO WITH My.SUPA

A gentle introduction to SUPA e-learning

My.SUPA is the online space that students and staff can use to manage their SUPA-related activities. It is where students come to sign up for the courses that are being run as part of the SUPA Graduate School.

This leaflet introduces just a few of the many tools available to SUPA lecturers.

My.SUPA is at http://my.supa.ac.uk/

SUPA

THINGS YOU SHOULD DO WITH My.SUPA

As a SUPA lecturer, you will probably want to …

- ☐ Display a message of welcome to attract prospective students to your course.

- ☐ Publish a photo of yourself.

- ☐ View the list of participants.

- ☐ Check the dates of your lectures.

- ☐ Check and edit the course description.

- ☐ Provide a reading list.

- ☐ Link to other web sites or resource that will be of interest to your students.

To add text to any of the sections on your course page, look for the ▣ icon.

Note that the ▣ icons are only visible when editing is turned on.

8 MORE THINGS YOU COULD DO WITH My.SUPA

As a SUPA lecturer, you could also …

1. Set out the course objectives

The course areas in My.SUPA are divided into topics or weeks. As an editing lecturer, you can add explanatory text to any section. To edit the sections, click on the ▣ icons.

Many lecturers write a summary or a list of objectives for each section.

2. Upload handouts, lecture notes and presentation slides

You can upload materials to My.SUPA and add a list of resources to each of the course sections. Note that the "Add a resource…" tool only becomes visible when you turn editing on.

3. Use the News Forum to email your students

The News Forum, found in the top section of every course, is the best way of communicating with your students as a group, especially for those vital and urgent messages about postponed lectures.

Students cannot opt out of receiving emails from the New Forums and the messages can also be read online.

4. Start an online discussion

You can create additional discussion forums for a topic or for a small group of students. To add forums to sections, use the "Add an activity…" dropdowns.

5. Put up a podcast

Use your laptop to record your lecture or a special message and upload the recording as an MP3. My.SUPA will automatically provide playback controls.

6. Provide interactive resources

Extend the students' learning experience using interactive resources. The SUPA Learning Technology Team will help you to find existing resources or create new ones.

"University is where students go to watch lecturers work."
Alternatively…

7. Set up a course wiki

Set up a wiki for a topic and let the students write the notes for you! A wiki enables documents to be authored collectively using markup language in a web browser.

8. Ask some tricky questions

It may be called a Quiz Tool, but in My.SUPA it does so much more than MCQs and can be set to give automatic feedback.