

To obtain a SUPA username and password, please apply online at [www.supa.ac.uk/Graduate\\_School/](http://www.supa.ac.uk/Graduate_School/) or email [courses@supa.ac.uk](mailto:courses@supa.ac.uk).

## 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](mailto:rooms@supa.ac.uk)

For all matters related to the SUPA Graduate School Courses, contact [courses@supa.ac.uk](mailto:courses@supa.ac.uk)

To report errors on the websites or to request technical help, please write to [webmaster@supa.ac.uk](mailto:webmaster@supa.ac.uk)

To contact the SUPA administrators at SUPA Central, please email [admin@supa.ac.uk](mailto:admin@supa.ac.uk)

## 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:



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The Scottish Universities Physics Alliance

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SUPA

## SOME THINGS YOU CAN DO WITH My.SUPA

*A gentle introduction to SUPA e-learning*

**My.SUPA**  
Scottish Universities Physics Alliance

My.SUPA is an online space for you to use to manage all your SUPA-related activities.

For many of you this is where you will come to find lecture notes or tutorials for the courses that are being run as part of the SUPA Graduate School.

Where to begin...

If you are a **student**, look for the My SUPA areas box on the right hand side. There you will find the Student Common Room and a list of the courses for which you are currently registered.

If your course isn't listed, click on **all courses**... and join up. If you can't find your course at all it probably means that it isn't yet available to students. If in doubt, contact the SUPA courses office at the address shown on the main website.

If you are a **lecturer**, you will also have a My SUPA areas box. You might want to start by viewing the generic Staff course, which contains some helpful advice about setting up your course page.

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/>



# 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

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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

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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

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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

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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

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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

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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

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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

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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.