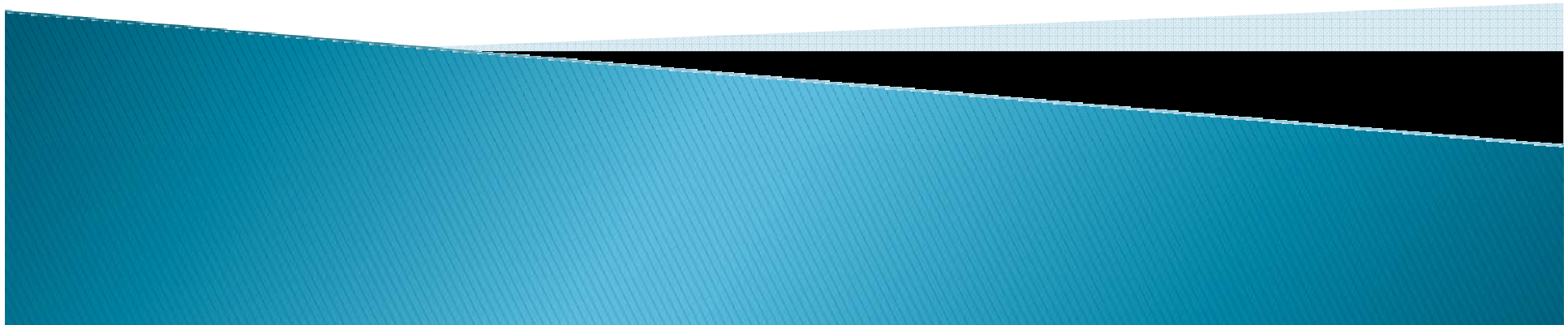


# The new eLearning Assistant Service

*Prof Paul Lam<sup>1</sup> & Ms Eva Cheung<sup>2</sup>*

*<sup>1</sup>Centre for Learning Enhancement And Research,  
<sup>2</sup>Information Technology Services Centre*



# THE NEW eLEARNING ASSISTANT SERVICE



Professional

Well trained

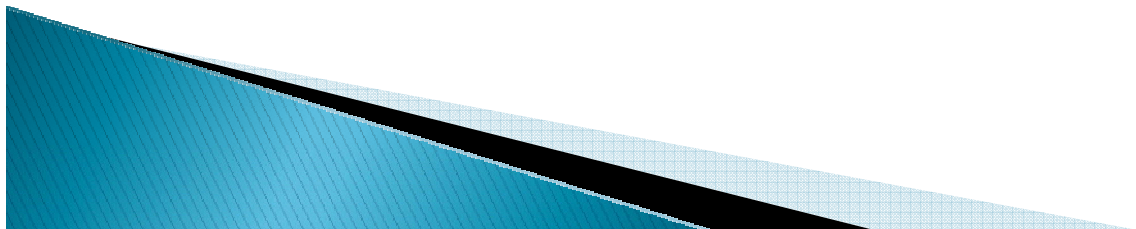
Good advisor

Excellent skills

**ELearning Asisstant**

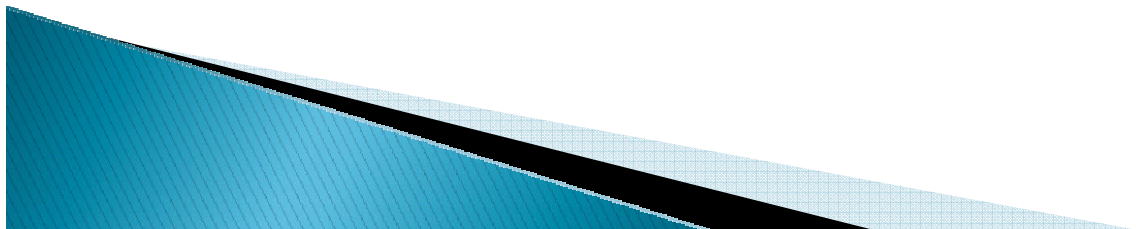
# Background

- ▶ <http://www.cuhk.edu.hk/eLearning/>
- ▶ Courseware development grants (CDG)
- ▶ DIY
- ▶ ...



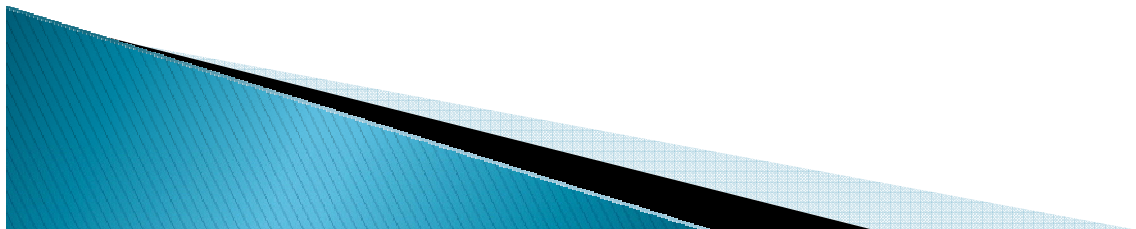
# Needs

- ▶ The number of teachers who are relatively new to eLearning greatly outnumbers the experienced teachers.
- ▶ The challenge is to work out a system that will provide an elementary level of support to novice eTeachers so that they can gain first experience.



# One solution

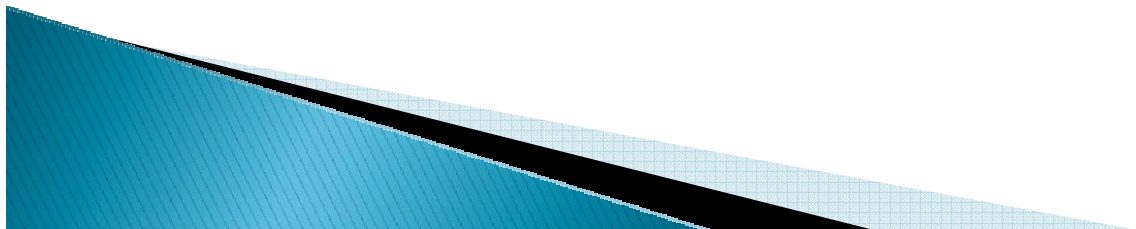
- ▶ The eLearning Service have recruited and trained a team of student helpers (eLearning assistants) to closely work with teachers and assist them in planning and implementing their eLearning strategies.



# Responsibilities

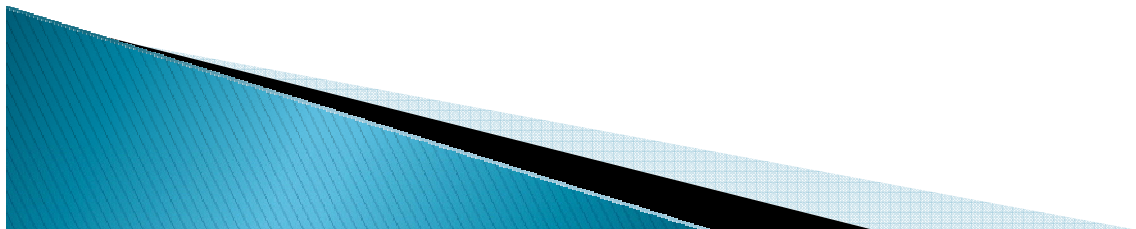
## Advice

- ▶ Advising teachers on eLearning strategies that might support expected learning outcomes;
- ▶ Providing practical skills and tips in using the strategies;



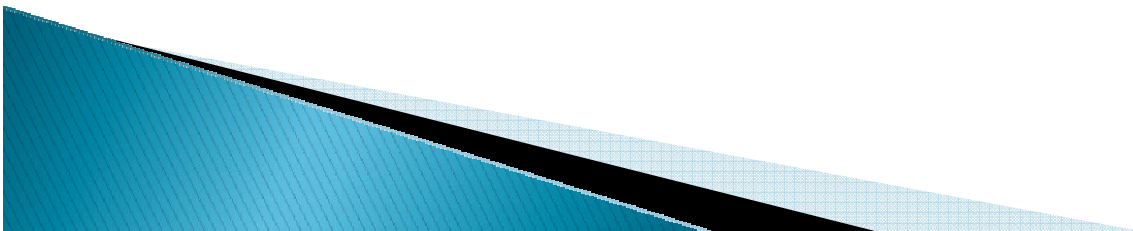
## Develop

- ▶ Assisting teachers in developing the teaching materials and setting up the course websites in the learning management platforms (Moodle and WebCT);
- ▶ The typical eLearning strategies the eLearning assistants support involve operations of the different functions of WebCT and Moodle, and putting learning materials such as PowerPoint and Acrobat on the learning management platforms.



## Implement

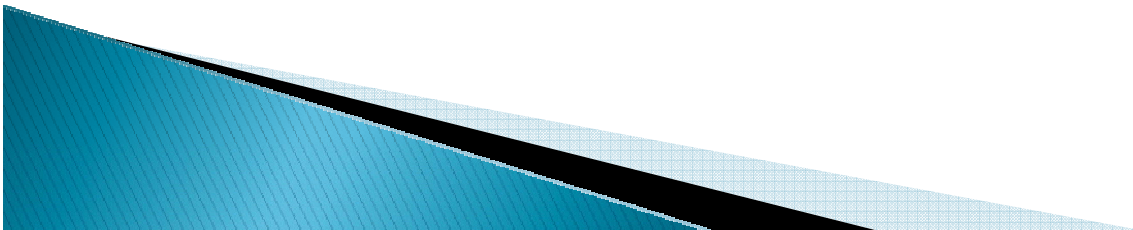
- ▶ Answering teachers' questions during the actual implementation of the strategies;





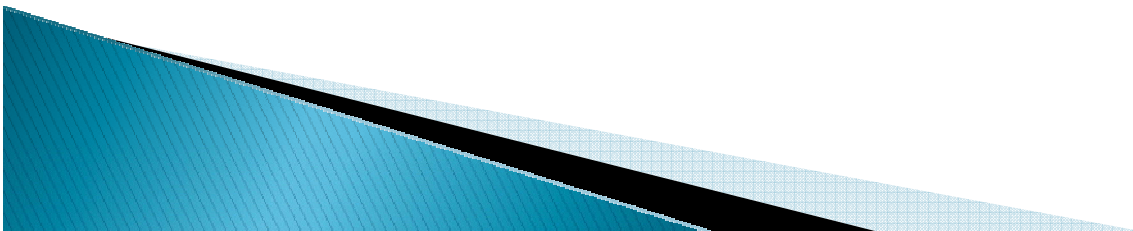
## Evaluate

- ▶ Suggesting to teachers the methods to collect feedback and data for evaluation; and



## Handover

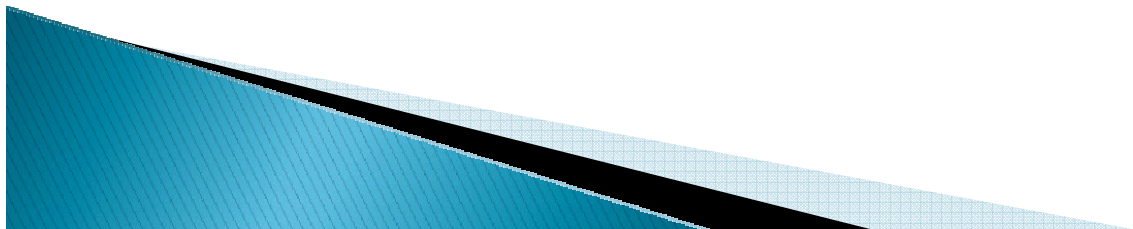
- ▶ Informing teachers about basic skills so that teachers can do simple upgrades to the materials and independently use the sites in the future.



# Developing the team

**TRAINING MODULE: 3 JUNE, 2008 – 5 JUNE, 2008**

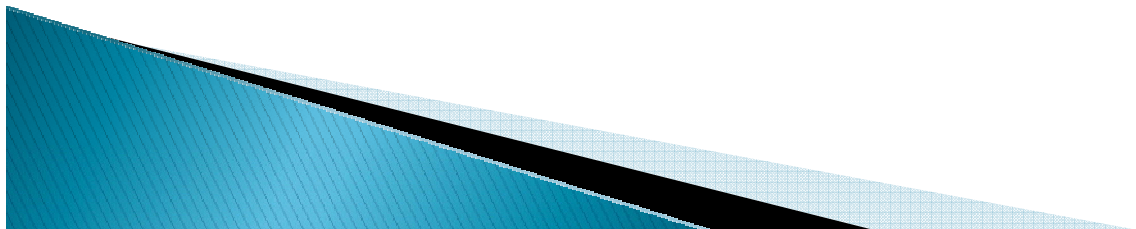
- ▶ eLearning in a face-to-face university
- ▶ Use of eLearning strategies at CUHK, what we know
- ▶ Our targets (level one and two)
- ▶ eManagement: various ideas to ease class management
- ▶ eContent: ideas to disseminate notes or further readings to students
- ▶ eAssessment: ideas to use the web functions for formative or summative assessments. Real examples include
- ▶ eCommunication: ideas to use the web functions to facilitate teacher-student or student-student communications.
- ▶ Skills required to facilitate these strategies using Moodle and WebCT
- ▶ Working with teachers
- ▶ Reporting your work





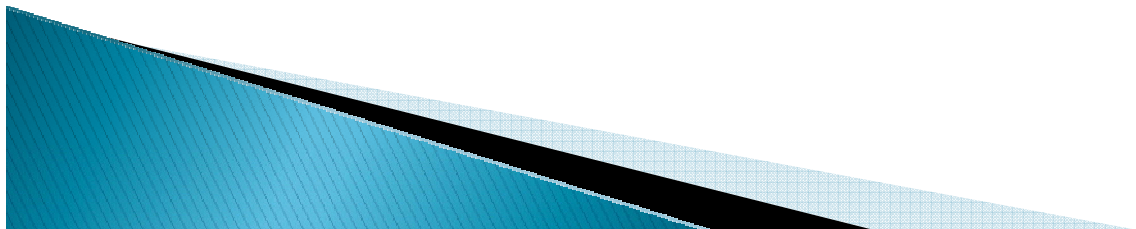
# *Duties of teachers*

- ▶ Teachers who requested the service have an obligation to fill in at least the following simple forms:
  - Form(s) on the performance of eLearning assistants
  - Form(s) on the actual use of the eLearning strategies (the course, the basic design, the time spent, evidence of learning benefits (if available) and the number of students benefited, etc.)



# Some stories

- ▶ Online quizzes (HMG)
- ▶ Frontpage design (German)
- ▶ Resource-rich website (French)



Build

Teach

Student View



2008-09Term1 - HMG2010B EXPOSITORY BUSINESS WRITING

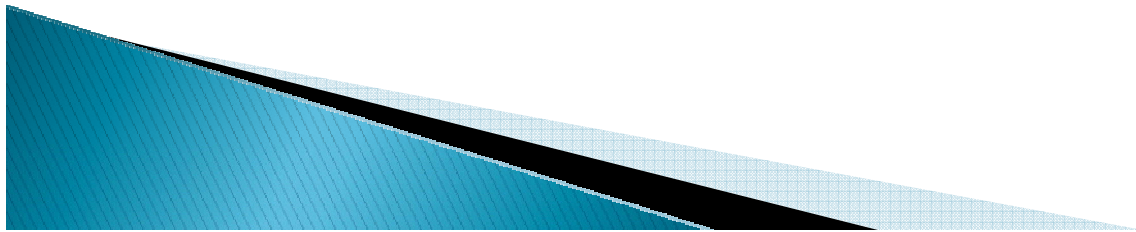
- Course Tools
  - Course Content
  - Announcements
  - Learning Modules
  - Syllabus
  - Assignments
  - Assessments
  - Web Links
  - Discussions
  - Mail
  - Search
  - Calendar
  - Who's Online
- My Tools
  - My Grades

Your location: **Assessments**

### Assessments

[View All Submissions](#) [View Statistics](#)

-  Fall 08 Spring 09 Midterm Quiz  
Start: October 16, 2008 5:30 PM  
End: October 16, 2008 6:30 PM  
Fall 08 Spring 09 Midterm Quiz
-  [Practice Midterm Quiz](#)  
Start: October 9, 2008 4:29 PM  
End: Unlimited  
Practice Midterm Quiz



Course: SPA0000 - Spanish Programme - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh

Address http://moodle.cuhk.edu.hk/course/view.php?id=332

**SPANISH PROGRAMME**

You are logged in as Moodle Administrator Logout

Moodle@CUHK » SPA0000

Turn editing on Turn student view on

**Administration**

- Turn editing on
- Settings
- Edit profile \*
- Teachers
- Students
- Groups
- Backup
- Restore
- Import
- Reset
- Reports
- Questions
- Scales
- Grades
- Files
- Help
- Teacher forum

**Calendar**

< October 2008 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Global events    Course events  
 Group events    User events

**Topic outline**

*Hola, Welcome to our SPA Moodle platform. SPA0000 will serve as the common platform, where you can find what is common to all students, levels and teachers. For specific content on your course, go to your course moodle site. We have just started, so we welcome your suggestions, ideas and comments. Gracias.*

- News / Announcement forum

**1 Materiales del curso / Course Materials**

- Answerkey Español ABC
- GramáticaSustantivos
- Audio Clips (Español ABC)
- Singing in Spanish (KTV programme and resources)

**2 Información académica general / General Academic Information**

- ¿Por qué estudiar español? / Why to study Spanish!?
- Minor Programme in Spanish
- Programa de los cursos / Course outlines
- Intercambios en universidades a través de OAL / OAL exchanges in Spanish Speaking Countries
- Cursos de verano en España / Summer Courses in Spain
- Why Spanish
- Spanish Minor Programme
- Lista de cursos / SPA courses

**Resources**

- Dictionary
- Grammar
- Pronunciation

**Podcast & Multimedia**

- español @CUHK webpage
- www.dpili.com
- Notes in Spanish
- rtve.es Beta
- los.com BETA

**Activities**

- Forums
- Resources



Course: SPA0000 - Spanish Programme - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Go Settings

Address http://moodle.cuhk.edu.hk/course/view.php?id=332

http://webct.cuhk.edu.hk - Assessment - Microsoft Internet Explorer

View Attempt 0 of 1

Title: **Fall 08 Spring 09 Midterm Quiz**  
 Started: October 16, 2008 12:29 PM  
 Submitted: October 16, 2008 12:31 PM  
 Time spent: 00:02:02  
 Comments:

**Total score: 0/104 = 0%** | Total score adjusted by 0.0 | Maximum possible score: 104

Done

1. 1.

Communication is the process of

Student Response	Value	Correct Answer	Feedback
A. speaking	0%		
B. writing effective messages	0%		
C. transferring knowledge by sending and receiving messages	100%	<input checked="" type="checkbox"/>	
D. listening actively	0%		

Score: 0/2

Comments:

2. 10.

Which of the following is NOT a GENERAL purpose common to business communication?

**Time** 12:31:36

Allowed 01:00:00

Remaining 00:57:42

**Question Status**

Unanswered

Answer not saved

Answered

1 2 3 4 5

6 7 8 9 10

11 12 13 14 15

16 17 18 19 20

21 22 23 24 25

26 27 28 29 30

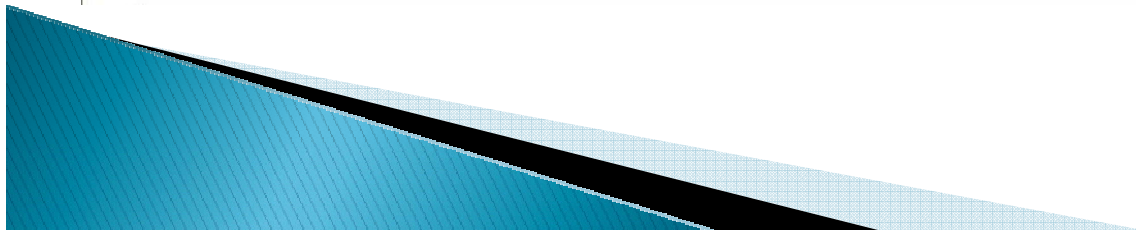
31 32 33 34 35

36 37 38 39 40

41 42 43 44 45

46 47 48 49 50

51 52



### Fall 08 Spring 09 Midterm Quiz

itscsupport itscsupport

Started: October 16, 2008 12:29 PM

Questions: 52

Finish

Save All

Help

**1. 1.** (Points: 2)

Communication is the process of

- a. speaking
- b. writing effective messages
- c. transferring knowledge by sending and receiving messages
- d. listening actively

Save Answer

**2. 10.** (Points: 2)

Which of the following is NOT a GENERAL purpose common to business communication?

- a. To negotiate vigorously
- b. To collaborate
- c. To persuade
- d. To inform

**Time** 12:30:23

Allowed 01:00:00

Remaining 00:58:54

**Question Status**

- Unanswered
- Answer not saved
- Answered

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
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<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
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<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
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<u>31</u>	<u>32</u>	<u>33</u>	<u>34</u>	<u>35</u>
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<u>36</u>	<u>37</u>	<u>38</u>	<u>39</u>	<u>40</u>
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<u>51</u>	<u>52</u>			
<input type="radio"/>	<input type="radio"/>			

# Contact us

- ▶ Please contact Ms Eva Cheung ([eva-cheung@cuhk.edu.hk](mailto:eva-cheung@cuhk.edu.hk)) if you need more information.

