Finding and sharing resources using the university's Toolkit

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Introduction

The university has its very own Toolkit to enable staff to share, search and discover teaching and learning resources. Developed by the Educational Development Unit (EDU), the Toolkit stores a wide range of learning resources created by the EDU in collaboration with teaching teams. These learning resources are relevant to many areas of the curriculum from archaeology to x-ray crystallography. The resources take all forms and may be Word or PDF handouts for a face to face session or self-contained online learning resources, with built-in formative assessment, all of which may be used for teaching.
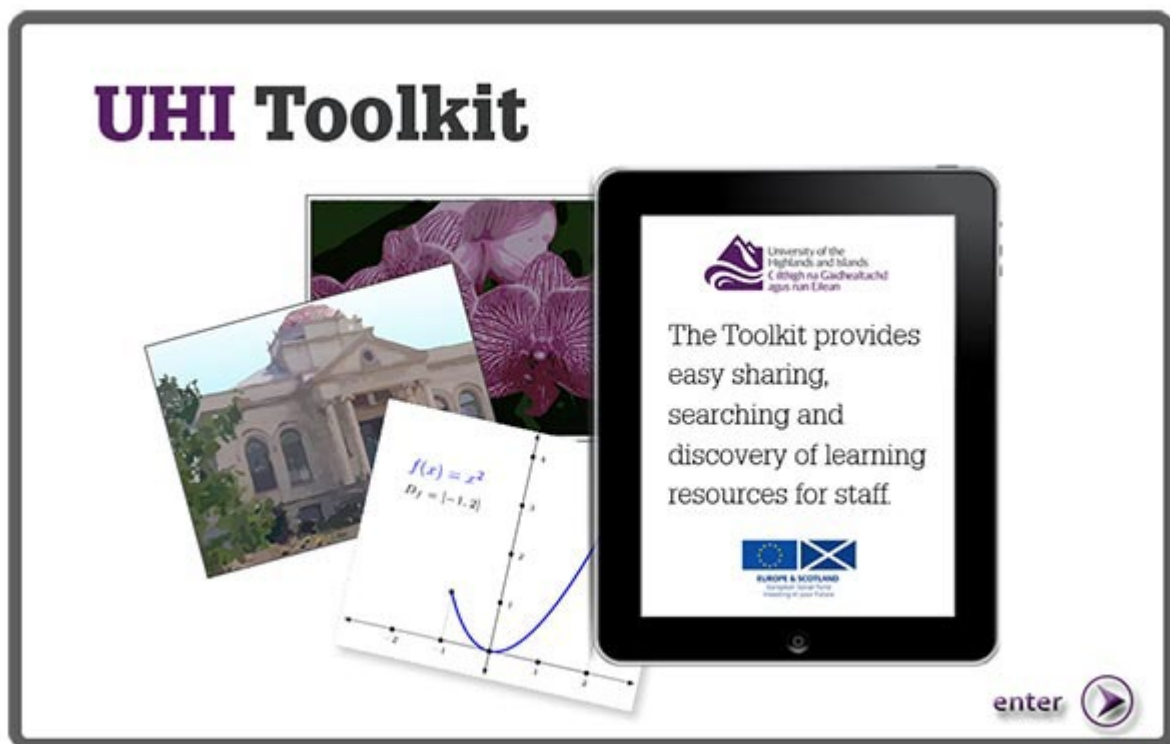
The front page of the Toolkit. Copyright University of the Highlands & Islands

The Toolkit also contains a wealth of resources uploaded by staff including links to useful online resources, digital artefacts, guides and templates relating to many aspects of teaching and learning. Another key feature of the Toolkit is the 'Image Bank'. The Image Bank provides free to use, copyright-cleared images, again all uploaded by university staff.

Many educational institutions are now creating ways to encourage staff to share resources. With over 1000 users, the Toolkit provides a mechanism for staff to collaborate, share and exchange resources and to create a body of knowledge available across the university. The

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following sections explore how to become one of those users and how to search, discover and upload resources.

How to edit your profile

UHI Toolkit

To edit your profile, you first need to log in to the Toolkit. Click on the following link to access the UHI Toolkit and log in using your normal UHI username and password. All university staff have access to the Toolkit however there is no student access as many of the resources contain feedback and answer information. Once logged in you can create a personal profile and a build a list of your favourite resources.

Gravatar profile picture for the Toolkit

Editing your profile

The web version of this resource has a short video demonstration on how to edit your profile. Here is a step-by-step guide:

Login to UHI Toolkit

When you navigate to the UHI Toolkit (www.toolkit.uhi.ac.uk) you will be taken to the Toolkit's splash page. Click on 'enter' and you will be taken to the login page. You will be prompted to enter your login credentials. Your login details for the Toolkit are the same as your login details for other UHI system (Blackboard, email etc.).

Edit Profile

Once logged in you will be taken to your profile page. Here you can upload a profile picture, set your email address, add the URL of your website and add your Twitter details.

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Uploading a profile picture allows other members of the online community to see who you are and forms part of your online identity. To upload a profile picture to the Toolkit click on 'Choose File'. This will open a window that will allow you to navigate to the location of an image on your local machine. Once you have found the image double click on it to select it and then click update when you are returned to the profile page. Your new profile picture will now appear once the page reloads. If you use Gravatar you can take your profile picture from there by checking the 'Use Gravatar for my profile picture' tick box and clicking 'Update'. If you do not choose an avatar you will be given a default avatar.

By default your email address on the Toolkit will be your UHI email address. This email address will be the address other Toolkit users will use to contact you. If you would like to be contacted on a different email address change the details in the email textbox on the profile page and click 'Update'.

If you are using Gravatar for your profile picture your Toolkit email address and your Gravatar email address must match.

If you would like to share your website URL or Twitter details you can enter these details on your profile and click 'Update' to save these details to your profile. If at any point you would like to remove these details form your profile, delete the information from the 'Website' and 'Twitter' textboxes and then click 'Update'.

How to browse

The 'Browse' facility provides a way of looking for resources through a broad category and sub-category structure and is found in the left hand menu panel. This can help you look for resources within a category such as "teaching materials" or "quality standards and procedures". Using the browse facility is particularly helpful if you are looking for a range of resources on a topic, rather than searching for a named resource.

Browsing the Toolkit

The web version of this resource has a short video demonstration on how to use the Browse facility. Here is a step-by-step guide:

How to Browse

Click on the 'Browse' button in the left-hand menu. You now have two options

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To browse the image bank: Click on the button at the top that says 'Image Bank Search' (it will turn blue). From here you can choose which sub-categories you would like to browse within by clicking in the boxes in the panel at the bottom, a green tick will appear.

To browse the resources: Ensure that the button at the top for 'Image Bank Search' is set to off (greyed out). The box at the bottom of the screen shows the top level of the category structure. Many categories can be expanded, by clicking on the small triangle to their left, to reveal various sub-categories. When you tick the box next to any category or sub-category a list of all the resources in that category will appear on the screen. More than one category can be selected at one time; this would return a list of the resources that appear in all selected categories.

When you tick the box next to any category or sub-category a list of all the resources in that category will appear on the screen. More than one category can be selected at one time; this would return a list of the resources that appear in all selected categories.

To open a resource, click on the title of the resource in the list of results.

Finding other Toolkit users

The Toolkit also has a feature that enables you to browse and find other Toolkit users. To find other users Click 'Users' in the left hand panel. This will bring up a list of all Toolkit users. The names can be sorted in alphabetical order by clicking in the column header called 'Name'. Click on a user's name to view their profile. Here are step by step instructions:

To find other UHI Toolkit users click 'Users' in the left hand panel. This will bring up a list of all Toolkit users. You can sort them in alphabetical order by clicking in the column header where it says 'Name'. To view a user's profile click their name. You can also search for a specific user by typing their name into the search box.

When viewing a user's profile a list of resources they have uploaded to the UHI Toolkit will appear below their profile picture and personal details. To open any of these resources click on the title of the resource.

The browse facility

The browse facility can also be used to look for images. Click on the button at the top that says 'Image Bank Search' (it will turn blue). Here you find a category structure organised

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alphabetically from Abstract to Vintage. Clicking on the category or categories (selects the images held within the category. Click on the image to view or to download the image and to find out more about the image. If multiple categories are selected the Toolkit will provide a list of all images that are held in 'category A' or 'category B' or…It will not provide duplicate images if the same image is held in more than one category.

Petal the dairy cow ©UHI, 2015

How to search for a resource

The search facility provides a way of looking for resources using keywords. Two search options are available – **Search** and **Advanced search**.

Basic search

The search facility is located in the left hand panel, click on the word search and type in either a word or a string of words (with spaces between) into the search box.

Note that words used in searching for resources can relate to all three key information fields relating to a resource - the title of the resource, the description of the resource or the keywords of the resource. The default setting is for all of these information fields to be include in the search. However, these can be de-selected by clicking on the tick boxes.

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Basic searching in the Toolkit

Once the results of your search have been displayed you are then able to filter them down using a filter option.

Microsoft Movie Maker – Basic searching in the UHI Toolkit (2:42 secs). See the online resource for video tutorial.

Here is a step-by-step guide:

Quick Search

Click on 'Search' in the left-hand menu. You can search the resources or images by toggling the 'Image Bank Search' select button at the top of the page. From here entre the keywords you are looking for in the 'search' box and decide whether you wish to search keywords, title or description by clicking in the relevant tick box (they are all selected by default) click the orange 'search' button. Your results will be presented in a list at the bottom of the page.

Typing a string of words into the Search box will search for resources that contain 'word A' OR 'word B' OR 'word C'... You can make this more specific by using double quotes e.g. Typing "Stornoway Harbour" (with quotes) will search for the exact term *Stornoway Harbour*.

Advanced search

By default, the Toolkit performs a Boolean OR search on the words you type in so try to keep them to a minimum. The Toolkit can be forced to perform a Boolean AND search by enclosing your words in double quotes "".

Microsoft Movie Maker – Advanced searching in the UHI Toolkit (3:43 secs). See the online resource for video tutorial.

Example

- A search for *Health and Safety* will return all the resources in the Toolkit that contain the words *Health* **OR** *Safety*
- A search for "*Health and Safety*" (with the double quotes) will return all the resources in the Toolkit that contain the words *Health* **AND** *Safety*

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Following on from the quick search, you can access the UHI Toolkit's advanced search function by clicking the 'Advanced Search' link on the search page, just under the search input window. The advanced search combines the functionality of the quick search and the browse function, allowing you to narrow the search results by category. The search terms are entered in the search bar as they are when using quick search and categories are selected by in the box at the bottom of the page.

How to download a resource

Once you have found the resource you wish to use, either by using the Browse or Search function you can then go into the resource by clicking on the resource title. Now that you have accessed the resource you will see the usual information and the option to 'View Resource'. Click on the 'View Resource' tab at the top and then follow the downloading steps. The resource can be saved to a suitable folder. This short video demonstrates the steps to download a resource from the Toolkit including how to download zipped packages. Careful attention is required when handling zipped (content) packages to ensure the resource can be uploaded successfully into the VLE.

Downloading resources

Microsoft Movie Maker – Downloading resources from the UHI Toolkit (3:34 secs). See the online resource for video tutorial.

Here is a step-by-step guide:

Viewing zipped resources from the UHI Toolkit

There are steps to be able to view a downloaded archived resource from the UHI Toolkit. This brief guide will show you how to do this.

Before you read this, you should already know how to search for resources in the UHI Toolkit. If you don't, please read the guide on 'Searching the UHI Toolkit' which is located under the help page of the toolkit – this includes instructions on how to download a resource.

"If the resource is a compressed archive/zip file then you should choose the 'Save File' option.

The resource will be saved to your browser download directory.

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Locate the zip file you have saved and copy it to another directory on your hard drive where you can work with it. In this example we have placed the zip file in a directory on the desktop called 'Recent Downloads'

Once you have copied the file to a working directory, right-click the file and select 'Extract All..."

Right-click the zip file and select '**Extract All...**'

Then, click '**Browse'** to select a destination on your computer to extract the files to.

Once you have selected where you want to extract your files to, click "**OK**". Then click "**Extract**".

Once extracted, a new window appears similar to below.
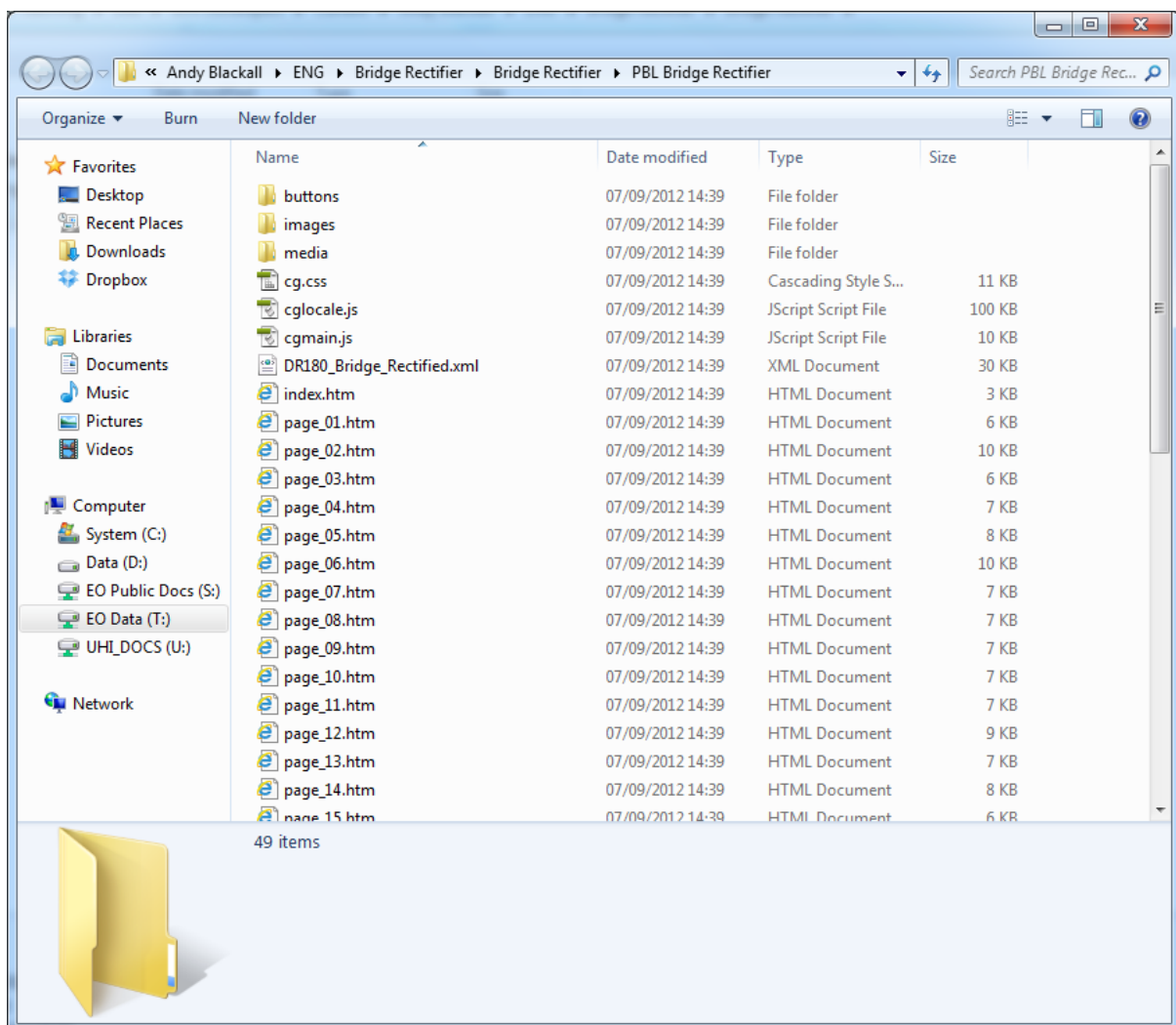
You are now ready to view the resources. Double click on the 'index.htm' to view them

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Please note that some index files in other downloaded resources may be named 'topic_index1.htm' instead of 'index.htm'. The index file usually has the word 'index' within the filename.

Note: If there are 2 index files within an extracted folder eg 'index1.htm and 'index2.htm', it is usually 'index1.htm' that you double click to open.

How to handle zipped content packages

A zipped content package downloaded from the Toolkit can be viewed before a decision is made on how to use it.

Knowing how to upload zipped content packages to the Virtual Learning Environment (VLE) is an important step in using many of the online learning resources created by the EDU or other learning content creators. Once mastered, it will open up the possibility of providing students with interactive online learning content which can include formative feedback such as quizzes and drag and drop exercises.

Uploading to Blackboard 9

Microsoft Movie Maker – Uploading to Blackboard 9 (8:15 secs). See the online resource for video tutorial.

How to add a favourite

When you find a resource that is particularly useful you might want to add it to your favourites. This will make it easy to retrieve in the future and let other users see which resources you find particularly useful. Click on the resource and within the view resource menu, click on the star icon. The star will turn yellow and the resource will be added to the list of resources appearing in "My favourites". To delete a resource from your favourites list, go to the 'My favourites' section of your profile and select the link 'remove from favourites'. The resource will be removed from the list but you can add it again at any time.

The favourite star in yellow

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The favourite star in the Toolkit resources which will add it to your list of favourites

How to edit a resource

You can edit the information held on a resource which you have uploaded to the Toolkit. This facility can be found in the resource information page of any resource you have uploaded. The quickest way to view all the resources you have uploaded is by the 'My resources' menu, under 'Profile'. There are three options in the orange tabs within the resource page – 'Edit', 'View resource' and 'Delete resource'. Select the 'Edit' function by clicking on the edit tab. The Edit Resource page allows you to edit the title, description, rights, publisher and keywords held for the resource. In addition, the edit resource function allows you to edit the category or categories for the resource. Once you are happy with the changes you have made, click the 'Modify' button to save the changes.

How to upload a resource

The Toolkit provides staff in the University of the Highlands and Islands with an excellent mechanism to share their own and others resources across the institution. Three kinds of resources can be uploaded to the Toolkit – a file (any file type including a zipped package file), an image or a link to an online resource.

How to Browse

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There are five simple steps in the process as illustrated in the diagram:
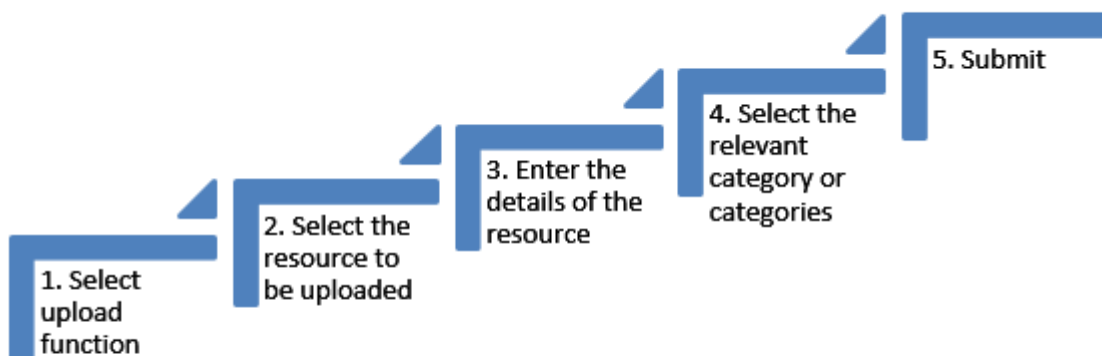
The five step process of uploading a resource to the Toolkit.

Microsoft Movie Maker – Uploading resources into the UHI Toolkit (2:11 secs). See the online resource for video tutorial.

Leaving your feedback

The Toolkit has already had a number of enhancements in response to feedback from users. For example, the 'add to favourites' button was replaced with a star beside the resource

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title and in 2014 the Image Bank was added to address a need for staff to access, copyright-cleared images to use in the creation of learning resources.

Large group of people seen from above gathered together as an ear shape / Shutterstock

Toolkit terms and conditions

The Toolkit is owned and maintained by the University of the Highlands and Islands. The terms and conditions can be downloaded as a PDF.