

**myUWE Management Group**  
**Notes of the meeting of 29 June 2010**  
**Room 4D24**

**Present:** Steve Grive (Chair), Karen West, Kevin Foreman, David Voss, Rich Egan Margaret Needles, Neil Porritt, Polly Smith, Sid Baldwin, Jonathan Barton, Emma Taylor (Notes).

**1. Apologies**

Nadine Fry, Jon Hallett, Richard Dewfall, Gail Wilson.

**2. Minutes of last meeting 27 April 2010**

Approved.

**3. Matters arising not elsewhere on the agenda**

None.

**4. Online Registration 2010**

Margaret reported that the web service was now being tested and the intention was to go live on 27<sup>th</sup> July. Jonathan confirmed that test data had been set up and there had been no significant issues so far.

**5. Online submission and cover sheets**

Margaret reported that informal feedback on coversheets had been positive, but a review meeting was required to formalise this. Rich advised that a quote had been received from Blackboard Inc for the proposed development of an online submission system. If this development goes forward, online coursework submission will be withdrawn from the portal, but Rich stressed that careful management would be required. Existing development work will be used, which allows work items to be marked in ISIS for inclusion in online submission. The intention would be to retain the Coursework tab in myUWE including links to cover sheets for manual submissions, but to replace the link to the Portal OCS with a link to submission in Blackboard. Rich advised that it may eventually be possible to flag submissions to HSC's own online submission system, but stressed that this would be a long way off.

Rich noted that interest had also been expressed in online marking and the transmission of marks into ISIS, but this would require additional work. In response to a query by Steve, Rich advised that Northumbria's model of online marking would be used, in which tutors download submissions from Blackboard in a .zip file containing submissions and a spreadsheet listing the students submitting, which can then be stored locally. Tutors can add comments directly to the submitted assignment files, and/or add comments and marks to the spreadsheet which is then uploaded to Blackboard for students to access. In response to a query by Steve about discussions in the Blackboard Management Group meeting of 22<sup>nd</sup> June, Rich confirmed that the provision of feedback template forms was not within the specification. In response to a query by Kevin, Rich anticipated that it would be possible to give audio feedback to students, possibly by embedding sound files in Word documents, but the appropriate naming convention would be needed when uploading the files to Blackboard.

**6. Student ID card review**

Margaret reported that the project had been without a project manager for approximately two weeks. The data flow between myUWE, ISIS and the card production system in Operations and Security had been tested, and Sid noted that two minor issues had been picked up and simple fixes put in place. Margaret

advised that a lot of questions had arisen around the processes of card production within Security and distribution by Faculties, and she was working on these. Margaret stressed the need to ensure that all members of staff know what part they play in the process. Sid reported that testing had highlighted the steps in the process for which it would be difficult to create an automated alternative, eg. allowing students the option to make a paper-based application.

### **6.1. Photograph submission in myUWE**

Sid demonstrated the ID Photo sub-tab in the My Details tab. The tab is designed to be as cross-browser/operating system compatible as possible and performs two functions:

- Up to the point at which the ID card is created, the tab provides an ID card application facility.
- When a user has their card, the tab becomes an ID photo maintenance and upload facility which will be accessible to them throughout the time they use myUWE and can be used to make unlimited updates to their photo.

In order to facilitate both online and paper application processes, the tab contains links to a downloadable paper form in PDF format which users then send to Security with a photograph to go through the existing manual card creation process. Sid advised that, to avoid divergence, once the PDF file has been downloaded for the manual card creation process, users are prevented from uploading a photograph online until an ID card has been created. Sid demonstrated the online application process in which users can crop their image and check its fit within a mask. Face detection software is applied at the point where the crop is made. If a card is printed with an inappropriate image, it will not be issued and the student will be required to pay for another.

In answer to queries by Jonathan, Sid confirmed that photos were uploaded to the same database as used by ISIS, a history of old images was kept, and it would be possible for a photograph to appear in ISIS which differed from the photograph on a student's ID card. Sid clarified that the most recently uploaded photo would appear in ISIS and on class lists and Jonathan raised the need to make the potential discrepancy between ID card and ISIS clear to staff managing the Points Based System and monitoring the attendance of international students. In response to a query by Kevin, Margaret advised that there may be some issues with CPD students in HSC as they don't roll into ISIS from SITS, but all students will be sent a list of 'must do' items, which will include applying for their ID card.

Rich confirmed that photograph submission would be rolled out with online registration on 27<sup>th</sup> July 2010. The number of students uploading photos will be monitored and, depending on the level of usage, additional communications may be sent out. In response to a query by Kevin about the speed of card issuing, Margaret advised that this would depend on the card production system. This would not now be done as it had been previously, so it would be necessary to work out a schedule of production. Margaret noted that she was working with Deputy Faculty Academic Registrars to develop a schedule of dates, but confirmed that cards would be available for the registration event on 20<sup>th</sup>/21<sup>st</sup> September. Margaret reported that, following a challenge by auditors, she was working with faculties to put together a solution for registering the issue of cards by barcode scanner and recording the production of a photo ID in ISIS as evidence for card issue.

Steve thanked Sid and Margaret.

## **7. Uportal 3.0 upgrade**

Sid reported that the upgrade from Uportal 2.5.3 to version 3 was still on target for late October/early November 2010 and testing was ongoing to ensure that all of the functionality which had been developed could still be used in the new version. A meeting has been held with Student Ambassadors. Sid advised that the intention is to match the current UWE branding more closely. uPortal 3 will allow users a greater chance to customise the portal, but this functionality won't be made immediately available to users.

## **8. System Administration Report**

Sid advised that there was nothing exceptional to report. There had been a large amount of activity in the week beginning 14<sup>th</sup> June as results were being issued. A large number of results documents had been generated, but no final figures were available as yet.

## **9. Dates of next meetings**

All Tuesdays, 10:20 to 11:20. 5<sup>th</sup> October 2010 in 2A027. Rooms for other meetings tbc - 7<sup>th</sup> December 2010, 11<sup>th</sup> January 2011, 15<sup>th</sup> March 2011, 3<sup>rd</sup> May 2011, 14<sup>th</sup> June 2011.

## **10. Any other business**

### **10.1. Kevin Foreman**

Steve reported that, following his move from Associate Dean of the Faculty of Health and Life Sciences to Head of Department in Allied Health, Kevin would no longer be attending MMG. Steve thanked Kevin for his contributions since joining the group at the start of the portal project in 2004.

**ACTION: Steve to invite the Associate Dean, Teaching and Learning, of the Faculty of Health and Life Sciences to attend future MMG meetings.**