Tips for using IVLE to support teaching and learning

I. Presenting Basic Module Information
Instructors can use the IVLE environment to present basic module information.

1. Create a module on IVLE to present basic information
2. Include detailed module information - Aims & Objectives, Prerequisites, Teaching modes, Schedule, Synopsis, Syllabus, Practical work, Assessment tasks and policies
3. Provide links to other websites, resources and even online tools external to university
4. Provide quick access to reading lists, downloadable resources, and/or other information sources that will support students' independent learning
5. Include Instructors' photograph and contact information under the Teaching Staff section

II. Distributing Module Materials (Handouts, Notes, Assignment)
Instructors can use IVLE to provide module materials and resources for use as a preparation for upcoming class or as a follow-up to the class.

1. Update the module syllabus on IVLE
2. Organise files in the IVLE workbin to improve structure, navigation, and usability
3. Upload PowerPoint presentations before or after class as appropriate
4. Upload handouts, notes, assignments, worksheets, and readings before or after class as appropriate
5. Scan and upload documents created in other formats or articles for assigned readings while adhering to NUS copyright policies
6. Upload practice tests and quizzes
7. Provide links to information that may be useful for assignments, worksheets

III. Communicating with Students
Instructors can use IVLE to enhance communication with their students.

1. Post announcements to remind students of assessment task reminders, assignment due dates, time-table or room changes, corrections or clarifications to materials and exam schedules
2. Send E-mail messages to an individual student or all students using class roster
3. Set up a discussion/chat to supplement in-class presentation
4. Use the IVLE Workbin to have students submit assignments
5. Use surveys/ polls to solicit anonymous feedback on a concept or topic
6. Set up an online grade book, and post student marks on an ongoing basis

IV. Providing Additional Resources

Instructors can use IVLE to provide students with resources they could use for module assignments and encourage them to extend learning by communicating with tutors, peers, and/or experts.

1. Post web resources and other related links as weblinks to supplement a topic
2. Provide opportunities for students to share information and ideas with the class online (Post in Discussion Forum; Send E-mail to all users)
3. Post exemplars of good work done by students (past and present) on IVLE for student reference (in the workbin)
4. Set up additional group discussion areas or chat rooms allowing students to discuss and communicate on their projects
5. Provide electronic access to various textbook resources
6. Set up practice tests and quizzes using IVLE assessment
7. Provide information or links to information on learning skills (i.e. reading the textbook, studying for tests, writing a report) and career related sites

V. Supplementing Classroom Experience

Instructors can use the IVLE environment to supplement classroom delivery.

1. Post a weekly problem, or case study for students to discuss and debate
2. Post a weekly test that is automatically graded using the IVLE assessment tool
3. Set up a discussion area where students explore complex problems and case studies, or debate a topic. This will enable students to share information and ideas (i.e. resource descriptions, reviews) with the class online
4. Have students find and describe a web resource that supplements a topic using the weblinks section or review such resources and upload such information in the IVLE workbin
5. Have students research a specific topic online, and write an essay or create a presentation based on that information or and post them online for peer review
6. Have students create a web page, web site, or blog using it as a presentation or communication medium
7. Set up group projects that incorporate the group discussion areas using IVLE Chat, and encourage students to contact each other via email

VI. Producing enhanced Digital Materials

Instructors can use other computer applications to improve and enhance digital materials.

1. Add images and graphics to the IVLE Multimedia Bank
2. Add audio podcasts, audio clips or video clips to IVLE Multimedia Bank
3. Insert interactive elements (Audio, Breeze persentations, screencasts, MindMap) into IVLE Multimedia Bank
4. Use the Glossary to feature works of your students – – where a student defines a term along with a pictures/flow diagrams/animations to illustrate.
5. Create Question Banks to create assessment questions, quizzes or enhanced MCQs

VII. Replacing some parts of Face-to-Face Instruction with Web-Based Instruction
Instructors can use the web to deliver some parts of the module.

1. Discussions that are graded and replace portions of the face-to-face class
2. Online quizzes or tests (as part of grading or just as review)
3. Learning materials presented in a digital format (i.e. readings, content, demonstrations, pictures, graphs, spreadsheets)
4. Have students submit assignments electronically
5. Use discussion forum, online chats, FAQs or e-mail to answer module-related queries (like you would during office hours)
6. Provide weekly learning goals that students can complete independently
7. Create learning opportunities (learner to content; learner to learner; learner to instructor) for different types of learners (visual; auditory)