A Reflection and Evaluation of the SLLF 'Year Abroad' Community: Developing an online social environment for language students

URL of resource
https://hub.qmplus.qmul.ac.uk/group/view.php?homepage=sllf-year-abroad-community

Interest/Subject area
E-Learning resource for students who complete a year abroad as part of their degree

E-learning area
Social networking, sources of information and advice, embedding interactive features

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Tags: e-Learning, pages, embedding media, social media, student experience, buttons, maps, check-in, community
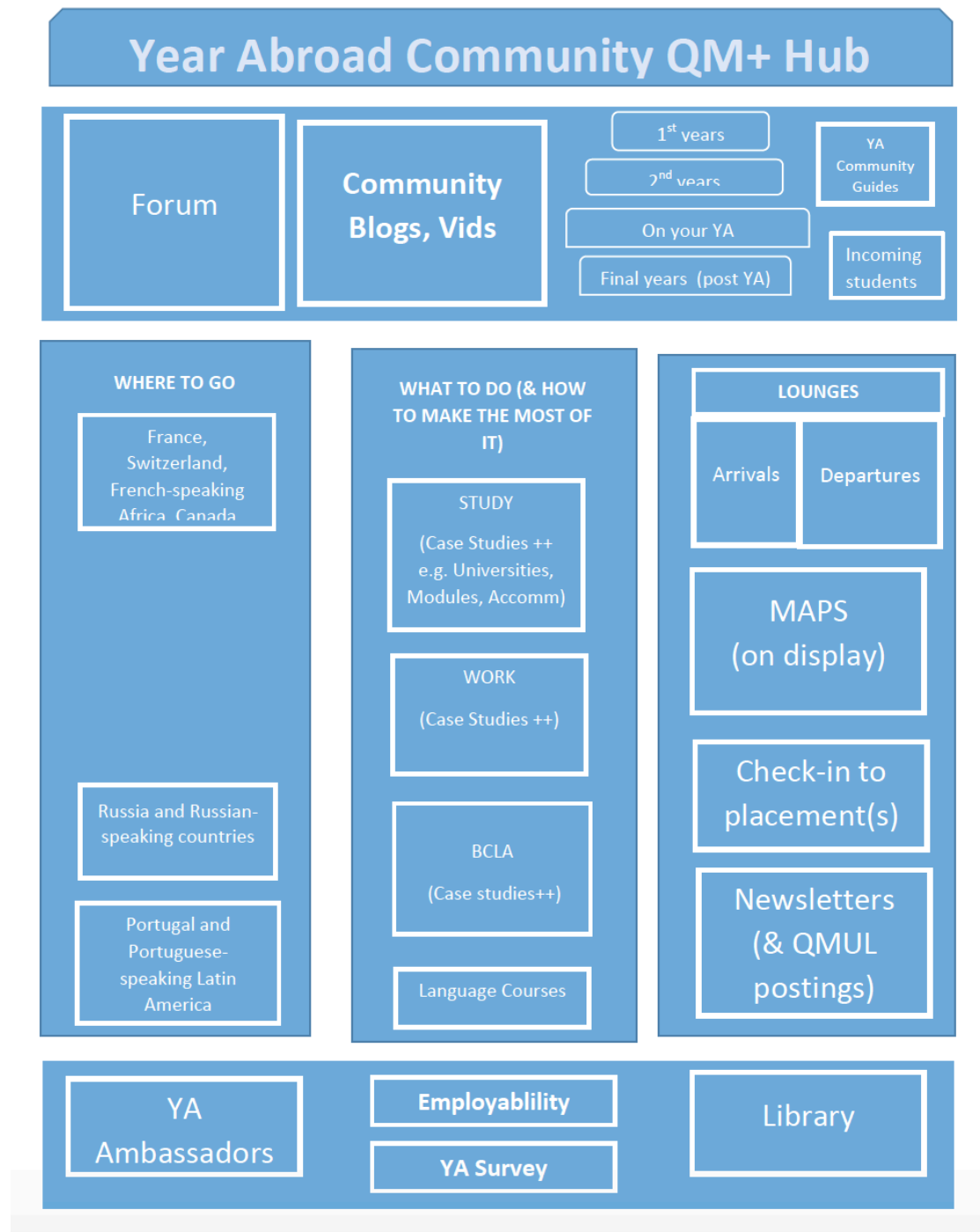
Appendix

Appendix A: Productivity planner.

E-learning Production Scheme
Project activity planner

SLLF 'YEAR ABROAD EXPERIENCE' COMMUNITY HUB	
Key activity	**Date (or number of hours**
Pre-project – establish feedback panel – e.g. four of each of 1st years, 2nd years and four returned YA 2016-17 students – ask for updated views on Hub	
Kickoff meeting(including a brief review of existing research/feedback with team and review of initial proposed Hub development schedule)	3 hrs (half day)
Training for E-learning assistant (and other team members)	**(across project – as required)** 3 x 2 hrs workshop, up to 4 x sessions with individual CAPD staff (10 hrs max)
Basic infrastructure research (including apps research)	7 hrs
Basic infrastructure development and populating **Phase 1** • maps x 3 • Arrivals and Departure Lounges • Hub discussion forum **Phase 2** • embedding YA 2016-17 survey • Ambassadors Section • Hub Library design • 3-min 'how to use your YA Community Hub' video **Phase 3** • Other basic space design e.g. Newsletters & QMUL postings…	20 hours (5 hrs test and reformat) 20 hrs (5 hrs test and reformat) 5 hrs
Meeting, update with Chair, Year Abroad Committee	2 hrs (30 mins+ weekly, as scheduled)
Twice-weekly touch basewith Administrator	3 hrs
Strategy for pump priming (team brainstorm session, notes, draft strategy developed and circulated for comment, any necessary redrafting)	7 hrs
Short 'how to' video production – prep and production	3 hrs
Near-end exercise customer journey testing and reworking	7 hrs
End of project case study/report	8 hrs
Slippage? (basic infrastructure and population...)	**5 hrs**
	100 hrs

Appendix B: Initial plan for layout.

Year Abroad Community QM+ Hub

| Forum | Community Blogs, Vids | 1st years / 2nd years / On your YA / Final years (post YA) | YA Community Guides / Incoming students |

WHERE TO GO

France, Switzerland, French-speaking Africa, Canada

Russia and Russian-speaking countries

Portugal and Portuguese-speaking Latin America

WHAT TO DO (& HOW TO MAKE THE MOST OF IT)

STUDY
(Case Studies ++ e.g. Universities, Modules, Accomm)

WORK
(Case Studies ++)

BCLA
(Case studies++)

Language Courses

LOUNGES

Arrivals | Departures

MAPS
(on display)

Check-in to placement(s)

Newsletters
(& QMUL postings)

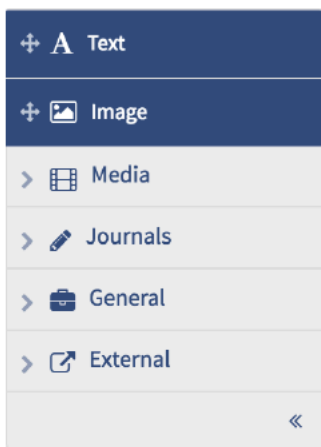YA Ambassadors | Employablility / YA Survey | Library

Appendix C: Example of tutorial – 'Adding images and text'.

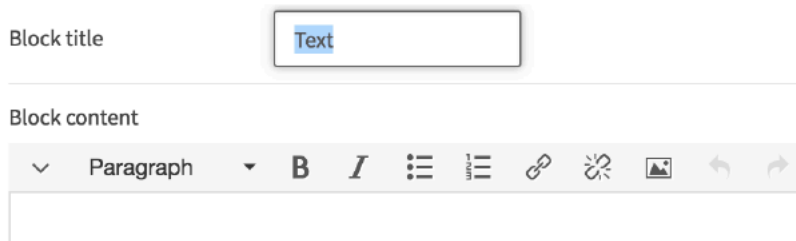<u>Tutorial: Adding images and text, and changing the sizes</u>

Step 1: On a page, click 'Edit this page':

Step 2: From the bar on the left, drag a 'text' box to where you want on the page:
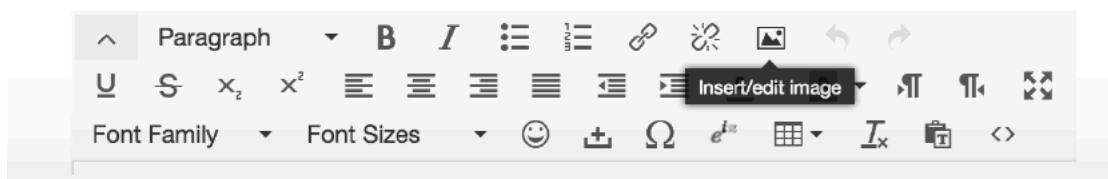

Step 3: Delete 'Block title' if you don't want the blue bar at the top of each text section. If you do want it, add the title of the section.
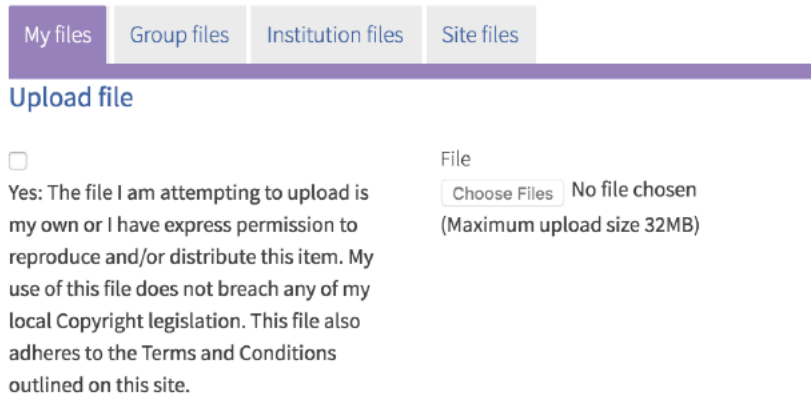

Step 4: Type whatever you desire, and change fonts, layout, bullets and colours as you would with Microsoft Word.

Step 5: To add an image, click the icon shown below:

Appendix C (continued.)

Step 6: Tick the box (shown below), and then either upload from your computer directly (shown below), or select a file that you have previously uploaded from 'Group Files'. Just click the tick next to the file.

My files Group files Institution files Site files

Upload file

☐
Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any of my local Copyright legislation. This file also adheres to the Terms and Conditions outlined on this site.

File
Choose Files   No file chosen
(Maximum upload size 32MB)

Step 7: To change the size of the image, click the icon shown below labelled 'Source Code':

Paragraph   B I ≡ ≡ 🔗 ✂ 🖼 ↩ ↪
U S x₂ x² ≡ ≡ ≡ ≡ ≡ ≡ A ▾ A ▾ ¶ ¶ ⤢
Font Family ▾   Font Sizes ▾   ☺ ⬆ Ω eᴶ ⊞▾ Ix 📋 <>
Source code
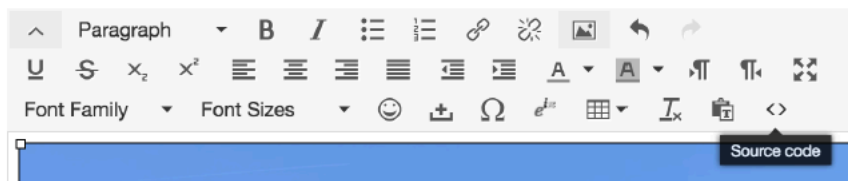
Step 8: Then, change the number that comes after the 'width="number"' (shown below). You will have to mess around until you find the size you want, but 300 or 400 usually work pretty well.

```
<p><img src="http://hub.qmplus.qmul.ac.uk/artefact/file/download.php?
file=459988&amp;embedded=1" alt="Avignon.JPG" width="300" /></p>
```

Step 9: Click 'Save'.