

THE PROJECT

- Move School of Business to the Parramatta City Campus in 2017
- Convert most undergraduate units (81 units) to a flipped classroom format (1hr online, 2hr tutorial)
- Digital resources development for online delivery that is rich, current, flexible and responsive

PROJECT MANAGEMENT

- Online planning tool
- Digital resources toolkit
- Lecture recording process flow-chart

‘Move the entire School of Business to a new Campus by 2017 and convert the majority of undergraduate units from traditional face-to-face lecture format to a flipped classroom format’

Getting Started

- Develop effective workflow
- Set guidelines
 - Set naming conventions
 - Set filing structure
 - Develop templates

Keeping track

- Spreadsheet
 - Booking time for recording
 - Who will be recorded
 - Who will be doing the recording
 - Where the recording will take place
 - Status of each production stage

Keeping track

Booking Calendar

File Edit View Insert Format Data Tools Addons Help

Comments Share

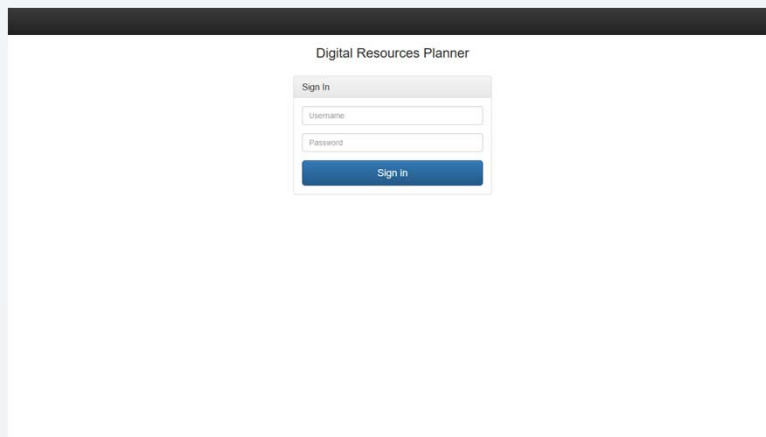
Date	Booking Time	Academic's Name	BLD's Name	Additional Comments	Production	Post-Production	Publishing	Editing BLD	No. Pods
February									
8/2/2016	9:30 AM	Michael Cull	Johnny/Sebastian		Completed	Completed	Completed		
11/2/2016	3:00 PM	Alia Khan	Sebastian	Interview	Completed	Completed	Completed		
11/2/2016	1:00 PM	Walid Bakry	Sebastian	Introduction Video	Completed	Completed	Completed		
March									
1/3/2016	1:00 PM	Kathy Tannous	Sebastian	Room EB 3.37 (1:00pm-3:00pm)	Completed	Completed	Completed		
2/3/2016	2:00 PM	Elen Seymour	Sebastian	Room EB 3	Completed	Completed	Completed		
2/3/2016	6:00 PM	Kathy Tannous	Sebastian	Room EB 3.306 (6:00pm-8:00pm)	Completed	Completed	Completed		
10/3/2016	10:30	Francine Garlin	Andrew	Room EB 3 studio	Completed	Completed	Completed		
10/3/2016	13:30	Edward Maryani-Squire	Andrew	Room EB 3 studio	Completed	Completed	Completed		
16/3/2016	10:00	Scott Holmes	Andrew	EE G.19 lecture	Completed	Completed	Completed		
17/3/2016	12:00	Martin	Andrew	EE G.02 Seminar	Completed	Completed	Completed		
April									
5/4/2016	1:00 PM	Louise Ingersoll	Sebastian	Room EB 3 studio	Completed	Completed	Completed		3
14/4/2016	10:30 - 12:30	Louise Ingersoll	Andrew	Room EB 3 studio	Completed	Completed		Sebastian	6 of 6
18/4/2016	10:00 AM	Fernanda	Andrew	Room EB 3 studio	Completed	In progress		Andrew	1 of 2
19/4/2016	3:00 PM	Francine Garlin	Andrew	Room EB 3 studio	Completed	Completed	Completed		1
19/4/2016	10:00 AM	Louise Ingersoll	Andrew	Room EB 3 studio	Completed	Completed		Sebastian	1 of 5
20/4/2016	1:15 PM	Edward Maryani-Squire	Andrew	Room EB 3 studio	Completed	Not started			4
21/4/2016	1:15 PM	Edward Maryani-Squire	Andrew	Room EB 3 studio	Completed	Not started			1
28/4/2016	9:00 - 10:30	Karen Walsh	Andrew	Room EB 3 studio	Completed	In progress		Andrew	1 of 5
May									
3/5/2016	10:00-12:00	Tenda Chikweche	Andrew	Room EB 3 studio	Completed	Completed		Sebastian	1
4/5/2016	10:00 - 12:00	Tim Hall	Andrew	Room EB 3 studio	Completed	In progress		Andrew	2

Recording Booking Sheet Academic Consultation

Explore

Track and manage the development of digital resources

ONLINE PLANNER



Digital Resources Planner

Sign In

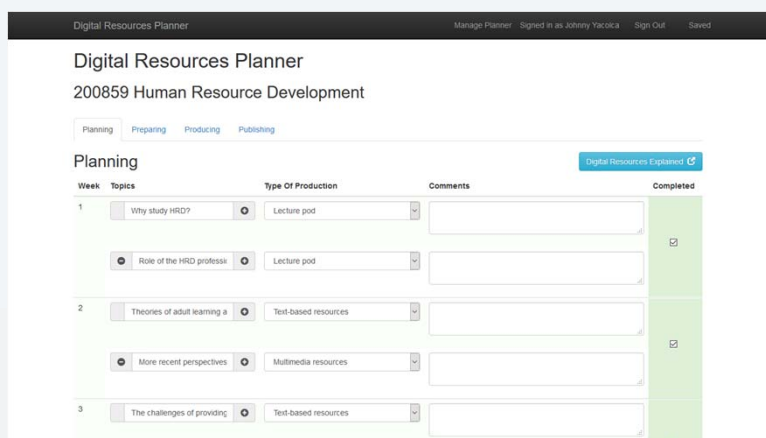
Username

Password

Sign in

Online Planner

A web-based application for planning, tracking and reporting



Digital Resources Planner

200859 Human Resource Development

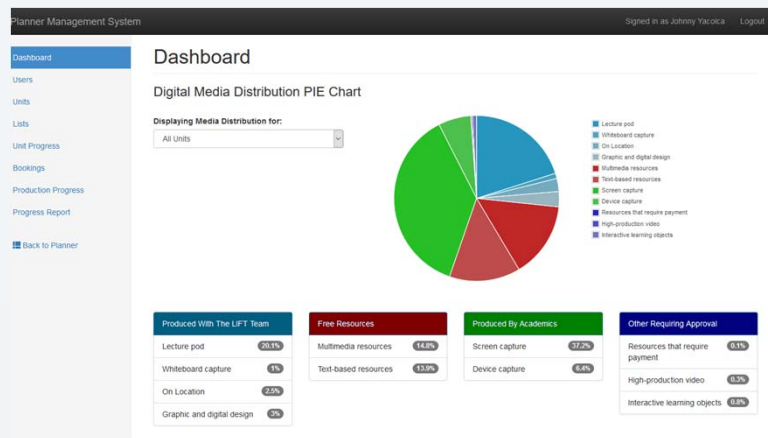
Planning Preparing Producing Publishing

Planning

Digital Resources Expended

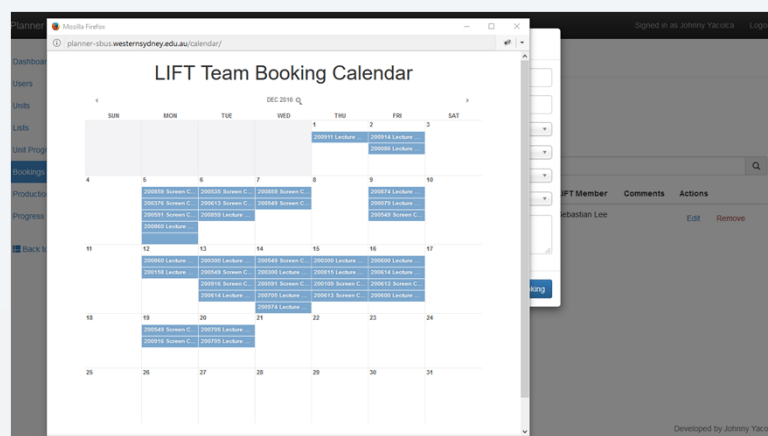
Week	Topics	Type Of Production	Comments	Completed
1	Why study HRD?	Lecture pod		
	Role of the HRD professk	Lecture pod		
2	Theories of adult learning a	Text-based resources		
	More recent perspectives	Multimedia resources		
3	The challenges of providing	Text-based resources		

Unit planning



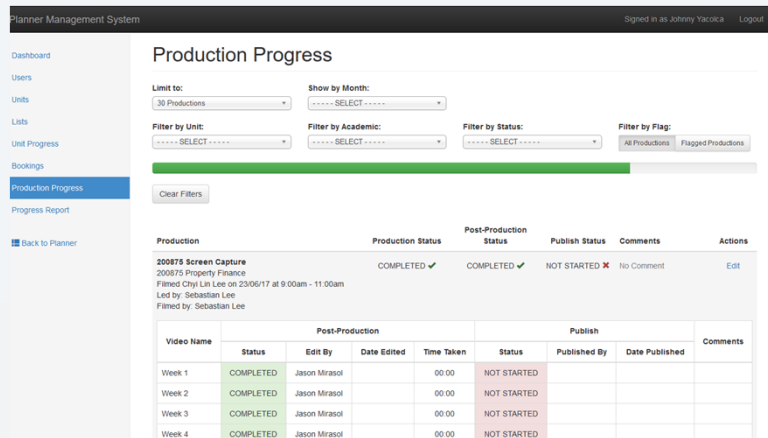
Digital resources visual breakdown

Allocate team's resources accordingly



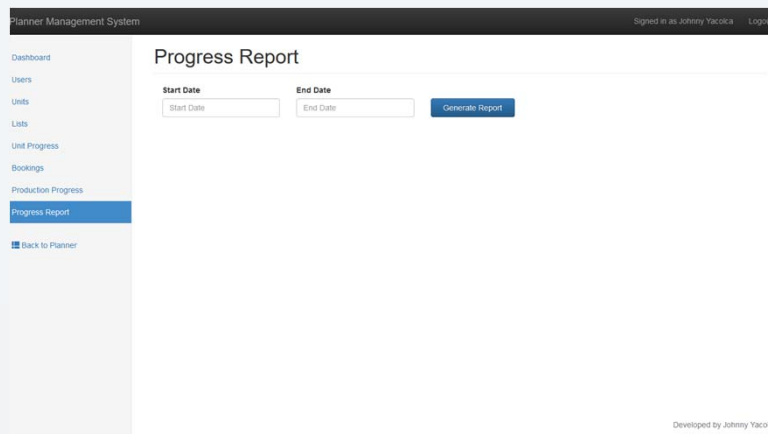
Managing digital resource production

Schedule and allocate the capture of digital resource



Managing digital resource production

Track production progress



Reporting status to stakeholders

Generate figures using the reporting tool

Digital Resources Planner

Manage Planner Signed in as Johnny Yacoka Sign Out Saved

Digital Resources Planner

Display: All Units

Units	Planning	Preparing	Producing	Publishing	Status
200048 Financial Institutions and Markets					Completed
200052 Introduction to Economic Methods					Completed
200079 Derivatives					Completed
200083 Marketing Principles					Completed
200084 Consumer Behaviour					Completed
200086 Marketing Communications					Completed
200087 Strategic Marketing Management					Completed
200088 Brand and Product Management					Completed
200090 Marketing of Services					Completed
200091 Business to Business Marketing					Completed
200094 International Marketing					Completed
200101 Accounting Information for Managers					Completed
200106 Contemporary Management Accounting					Completed
200109 Corporate Accounting Systems					Completed
200111 Financial Accounting Applications					Completed

Online Planner

Innovative tool to manage this large and complex project

Providing information and guidance to academic staff

DIGITAL RESOURCES TOOLKIT

Home

Digital Resources Explained

Free to use resources

Multimedia Resources
TEDtalks, YouTube, Khan Academy, lynda.com etc

Text Based Resources
Journal articles, book chapters, online article, etc

Produced by academics

Screen capture
Video capture powerpoint slides and voice-over (or web-cam) from your computer screen

Device capture
Use own smart phone, GoPro camera etc. to capture video of yourself

Produced with the LIFT team

Lecture pod
Filmed with camera and lights in studio setup

Whiteboard capture
Writing equations, demonstrating processes, illustrating concept maps

On location
Filmed with camera on location, e.g. guest speakers, interviews etc

Graphic and digital design
Infographics, web resources, specialty graphs and engaging graphical/visual elements

Other requiring approval

Resources that require approval


Home

Screen Capture


Screen capturing (also known as screencasting) allows you to record on-screen activity for short tutorials, visual presentations, and communicate while you demonstrate with Powerpoint slides, webpages, or any other visual element on your computer. You are able to choose to capture the screen and your voice, or include a web-cam video feed in the recording.

The School of Business uses and recommends the [Screencast-o-matic](#) software for screen capturing.

Examples

Screen capture with voice-over


In this example the academic recorded only their voice and the Powerpoint slides

Screen capture with web-cam feed



In this example the academic chose to record a video feed of themselves along with the Powerpoint slides.

About Screen Capturing


To achieve the best outcome for learning and teaching online it is better to record a series of short lecture-pods to cover a single week's content than a single recording, so a traditional 2 hour lecture might be translated into 4-5 individual 8-10 minute screencast recordings.

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Getting Started with Screencast-o-matic




Make a voice over recording
Step-by-step instructions on how to make a voice over recording




Make a video feed recording
Step-by-step instructions on how to make a video feed recording



Getting the software
Find out where to get the Screencast-o-matic software and how to install it



Checking your equipment
Setup your recording environment including testing your recording equipment



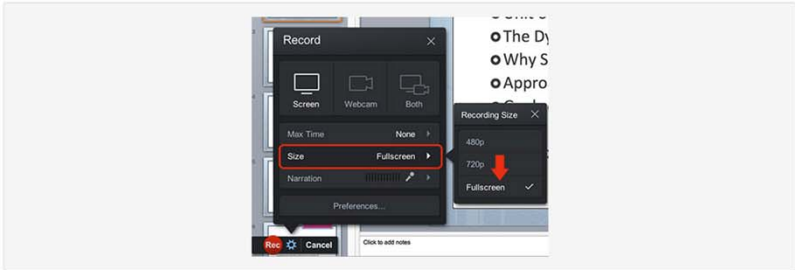
Editing and exporting
How to edit your screencast recording and export the video

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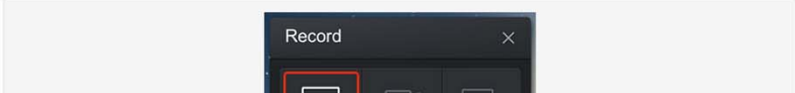
Make a voice over recording

The following steps outline how to record a PowerPoint presentation, however, Screencast-o-matic will work with any software/app on your computer. It records whatever is on your screen at the time of recording. The following steps will work as a guide for all applications.

1. Open your PowerPoint slides
2. Launch Screencast-o-matic
3. Click the red "Record" button to open the Recording tools menu
4. Set the size to Fullscreen



5. Go to PowerPoint, turn on Slideshow view
6. On the Record tools menu select **Screen** as the recording type.



Streamline the process
Assure consistency and quality

WORKFLOW CHART

