

Background and Recommendation for OLE Tool Selection

v0.9

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1. Document Control

Document Status and Revision History

Version	Author	Issue date	Revisions
0.1	Mary Boyd		
0.2	Mary Boyd	21.07.07	Updated with outcomes from Project Team workshop
0.3	Mary Boyd	23.07.07	Updated from Liz Smith's comments
0.4	Mary Boyd	23.07.07	Updated from Programme Team review
0.5	Mary Boyd	26.07.07	Updated from Steering Committee review
0.6	Mary Boyd	07.08.07	Point 3 Exec Summary – Roster previously omitted from table Podcast entered in table as Elective but deemed at workshop as a Pilot tool
0.7	Mary Boyd	27.08.07	Change Request OLE007 My Workspace, Home and Site Info Tools added as Fixed tools in all sites
0.8	Mary Boyd	04.10.07	SC advised tools to be included in project sites – Exec Summary point 3 Programme Team advised tools no longer to be split therefore no white space required - Exec Summary point 7
0.9	Mary Boyd	16.10.07	Programme Team confirmed existing CSU L&T application names - Exec Summary point 6 Contact tool introduced from the SEP project – Exec Summary points 3 & 4 Steering Committee recommended category for Blog tool - Exec Summary point 3 Modules Project Manager advised tool name for December implementation – Exec Summary point 6

Document Authorisation

Name:	Liz Smith, Project Lead	Steering Committee approved
Date:		26.07.07
Position:	Manager Learning, Student Services	

Document Distribution

Recipient	Position and Division
Matt Morton-Allen	Acting Mgr, Strategic Technologies for Teaching & Learning
Philip Uys	Manager, CELT
Maryanne Mozer	Educational Designer, CELT
Sam Parker	Online Services Coordinator, CELT
Sue Moffatt	Strategic Projects Officer, PSC
Terrence Maybury	Learning Media Lab Assistant, CELT
Leo Wiggins	OLE Programme Manager
Rob Boetto	Administrative Programmer, DIT
Tim Archer	Testing Coordinator, DIT

2. Purpose of this Document

This document describes the process undertaken to evaluate and classify Sakai and external tools for January 2008 implementation at CSU.

The Tool Selection Project Team seeks to gain Steering Committee approval for the recommendations put forward in the Executive Summary of this document.

3. Executive Summary

In line with the OLE Tool Selection Project Scope, the Tool Selection Project Team recommends the following:

1. That the following tool categories for tool classification be adopted

Fixed Tool Category	Elective Tool Category	Pilot Tool Category
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2. That the following descriptors and definitions of each category be adopted

Fixed Descriptors	Elective Descriptors	Pilot Descriptors
<ul style="list-style-type: none"> Are the 'default' option Minimum standard that student sees Automated process 	<ul style="list-style-type: none"> Use is at discretion of the academic Tool may be relevant only to specific times throughout the 	<ul style="list-style-type: none"> Academic must request tool through CELT Academic must assist in evaluation of product

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<ul style="list-style-type: none"> • Cannot be removed • Remains 'turned on' all semester – not necessarily visible • Can be made available ahead of schedule by the academic 	<p>teaching period</p> <ul style="list-style-type: none"> • Tools can be enabled throughout session as well as enabled before the start of session • Once a tool is visible to students it cannot be turned off during teaching session 	<ul style="list-style-type: none"> • Applicant must accept risks of early adoption
<p>Fixed Tool Definition</p>	<p>Elective Tool Definition</p>	<p>Pilot Tool Definition</p>
<p>Fixed tools are those which are automatically “turned on”. The automated process that will create subject sites prior to the commencement of each semester will activate these tools by default. This process will require no human intervention.</p> <p><i>Fixed</i> tools are tools that are default and cannot be removed. The academic has no option to disable the tool and it will be present in the subject site throughout the teaching period.</p>	<p>Elective tools are not automatically activated during the site provisioning process. Instead the academic must purposefully activate these tools. Selection and use of these tools is at the discretion of the academic.</p>	<p>Pilot tools are not made available automatically nor are they selectable by the academic. Instead they must be requested through CELT. Approval for use of a pilot tool would only be made after it has been identified that the applicant is willing to accept the risks of early adoption as well as a willingness to help inform future decision making.</p> <p>The intention of the pilot category is to enable the use of new or significantly altered tools in a supported manner. Use of tools in a restricted release is seen as being critical to the effective evaluation of future tools. In turn an appropriate evaluation process is central to balancing the need for agility in the release of new tools with the need for a consistent and stable online learning environment.</p>

3. That the following tools be adopted for subject site implementation in January 2008 within the suggested categories

Fixed Tools	Elective Tools	Pilot Tools	Not for introduction at CSU in January 2008
<ul style="list-style-type: none"> • Announcements • Contact • EASTS • Forums (to be renamed Forum) • Help (framework tool) • Home (framework tool) • My Workspace (framework tool) • OES (to be renamed 	<ul style="list-style-type: none"> • Blog (made pilot tool 16.10.07) • Chat room • Email archive (to be renamed Group Email) • Modules • News • OASIS • Polls • Schedule (to be 	<ul style="list-style-type: none"> • BlogWow (as of 16.10.07) • Mail tool • OSP (ePortfolio) • Podcast • Search • Site stats 	<ul style="list-style-type: none"> • Agora • Assignment • Discussion • Drop Box • Forums • Grade Book • Messages • Mneme • Page Order Helper • Post'Em • Profile

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<ul style="list-style-type: none"> • Evaluation) • Presence (framework tool) • Resources • Site Info (framework tool) • Subject Outline 	<ul style="list-style-type: none"> renamed Calendar) • Web content • Wiki 		<ul style="list-style-type: none"> • Roster • Section Info • Syllabus
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NB –The current Sakai Blogger tool is not recommended for implementation at CSU. Instead, the Blogger tool or another blog application may be modified to suit CSU

NB – BlogWow will be piloted during Semester 1 and be included as a fixed tool for Semester 2 2008. This was recommended by the Steering Committee on 16.10.07

NB – Tools in the ‘Not for introduction at CSU in January 2008’ are tools which form part of Sakai v2.4 but are either not sufficiently ‘ready’ for CSU to implement such as Agora, or CSU is not ready for them such as Assignment and Grade Book

[That the following tools be adopted for project site implementation in January 2008 within the suggested categories](#)

Fixed Tools	Elective Tools	Pilot Tools	Not for introduction at CSU in January 2008
<ul style="list-style-type: none"> • Help (framework tool) • Home (framework tool) • My Workspace (framework tool) • Presence (framework tool) • Site Info (framework tool) 	<ul style="list-style-type: none"> • Announcements • Blog (made pilot tool 16.10.07) • Chat room • Email archive (to be renamed Group Email) • Modules • News • Polls • Resources • Schedule (to be renamed Calendar) • Web content • Wiki 	<ul style="list-style-type: none"> • BlogWow (as of 16.10.07) • Mail tool • OSP (ePortfolio) • Podcast • Search • Site stats 	<ul style="list-style-type: none"> • Agora • Assignment • Discussion • Drop Box • Forums • Grade Book • Messages • Mneme • Page Order Helper • Post’Em • Profile • Roster • Section Info • Syllabus

NB - Project Sites will have the same tools available as that of subject sites excluding subject specific tools (EASTS, Forum, Subject Outline, OASIS & OES). Only framework tools will be fixed in project sites; all other tools will be elective. This decision was previously made by the ILSCOSC and advised at the OLE Steering Committee meeting on 02.10.07.

NB – BlogWow will be piloted during Semester 1 and be included as a fixed tool for Semester 2 2008. This was recommended by the Steering Committee on 16.10.07

4. [That the following dates for releasing tools be adopted](#)

Information based tools (EASTS, OES, Subject Outlines, Announcements, Contact)	-28 days (refer to Glossary for definition)
Activity based tools (Forums, Resources, Presence)	-3 days (refer to Glossary for definition)

NB- Tool release dates apply to Fixed tools only and refer to tool visibility to students. Elective and Pilot tool release dates are at the discretion of the site instructor (academic)

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Background and Recommendation

Sub-sites will be released along with the Information based tools -28 days

5. That the following tools for sub-site tool usage be adopted

Fixed (non CSU) tools available to be used in sub-sites	CSU Learning & Teaching applications not available to be used in sub-sites
<ul style="list-style-type: none"> • Announcements • Help (framework tool) • Home(framework tool) • My Workspace • Resources • Presence • Site Info (framework tool) 	<ul style="list-style-type: none"> • Forums • EASTS • OASIS • OES

NB - Elective & Pilot tools can be used within sub-sites at the academics discretion

6. That the following Sakai tool name changes be adopted for CSU relevance

Sakai Name	CSU Name
Schedule	Calendar
Email archive	Group email
Mail Tool	Email tool but to be confirmed by Pilot Team if a pilot is conducted
Modules	To be determined by Modules Pilot Team (October 2007 – Modules Project Manager advised that the tool will be called Modules for the December 2008 implementation)
OSP	To be determined by ePortfolio Pilot Team

NB – It was recommended by the Skinning Project Team on 1st June 2007 and endorsed by the Steering Committee on 26th June 2007 that the current CSU Learning & Teaching application names not be changed.

NB – It was previously advised that the current CSU Learning & Teaching application names not be changed but it was not clarified what the names are. 3.10.07 the Programme Team advised the names to be used are:

Name used in this document	Interact name
EASTS	EASTS
Forums	Forum
OES	Evaluation
OASIS	OASIS
Subject Outline	Subject Outline (if there is not sufficient area for this title it should be referred to as Outline)

7. That the following tool ordering on the subject entry page be adopted

Fixed tools in alphabetical order
vacant cell followed by
combined Elective and Pilot tools in alphabetical order

NB – the ordering of tools is knowledge required for the Subject Entry Point (SEP) Project

NB – 3.10.07 the Programme Team overruled the splitting of tools and requirement of a white space. The tools will now be ordered alphabetically excluding Home which will be at the top of the list and Help at the bottom of the list

8. That the following policy and/or procedural issues be considered by the appropriate bodies and necessary action taken:

Fixed Tool Policy to be Addressed	Elective Tool Policy to be addressed	Pilot Tool Policy to be addressed

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<ul style="list-style-type: none"> Expectation of academic usage, minimum standards (L&T Committee/ Academic Senate) 	<ul style="list-style-type: none"> Process for piloting a tool – (CELT) Is summative assessment allowed using pilot tools (CELT to advise L&T Committee re policy issues) Archiving support (DIT)
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NB – It is critical that these policy issues be addressed by the relevant bodies prior to the implementation of *CSU Interact*

4. Background

In April 2007 the OLE Programme Team met to discuss the need to provide a long term learning and teaching framework for CSU, not just for the present. It was agreed that tools in Sakai v2.4 should be identified as requiring further consideration.

With this objective in mind a number of issues were raised including:

- What does “consideration” mean?
 - Is it a pilot?
 - Is it a decision we make based on our existing knowledge of the tool?
 - Is it a task for someone in the team to carry out some formal evaluation?
- How could we minimise the scope of the “consideration” in light of the huge amount of work already being done?
 - Where could we eliminate duplication of effort?
 - Where could we reduce our effort without increasing risk?
 - How could we ensure we’re looking at the tools that are most relevant?

When considering these questions the following ideas were raised:

- Identifying the appropriate “consideration” for a tool depends a great deal on how that tool will be provided to the CSU community.

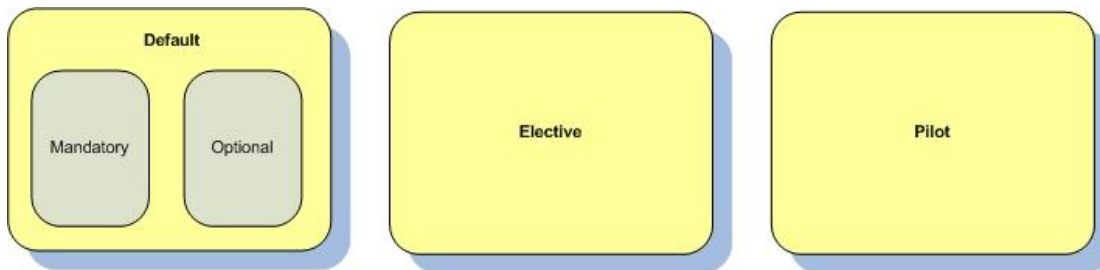
If a tool is made available automatically to all subject sites it clearly needs careful consideration. If a tool is only available on request then less careful evaluation can be applied without incurring significant risk.
- There is little benefit in “considering” tools that are already part of an OLE pilot. Such tools will already be carefully evaluated.
- That we can and should utilise the work done in the Sakai community in determining the “status” (i.e. contribution, provisional, core) to the extent that only core tools and provisional tools with positive feedback be considered as candidates for inclusion in CSU Interact.
- That we leverage off of the work done by the VLE Working Party in helping to identify tools that might be of interest to the CSU academic community.
- That “consideration” of tools in “pilot” category need not be anything more onerous than confirmation that they will not present any risk to the technical stability of the environment. All other concerns will be addressed in the evaluation occurring by virtue of the pilot itself.

From this came the agreed need to identify the ways in which tools would be made available within CSU Interact. The model below is an attempt to document these options or “categories” as they’ve been called here.

Categories Model

Within the CSU context there are four categories in which tools can exist:

- Mandatory (this categories name was changed in June to “Fixed”, this being more appropriate terminology for the academic community)
- Options
- Elective
- Pilot



Default Tools

Default tools are those which are automatically “turned on”. The automated process that will create subject sites prior to the commencement of each semester will activate these tools by default. This process will require no human intervention.

There are two forms of *default* tools: *fixed (mandatory)* and *optional*.

Fixed (mandatory) tools are tools that are *default* tools which cannot be removed. The academic has no option to disable the tool and it will be present in the subject site throughout the teaching period. Tools that fit into this category are those which Academic Senate has mandated. Current examples include the CSU Forums.

Optional tools are *default* tools that the academic may choose to disable. These tools are turned on automatically the same as mandatory tools but these may be disabled should the academic choose to do so.

Elective Tools

Tools in the second category, *elective*, are not automatically activated during the site provisioning process. Instead the academic must purposefully active these tools. Use of these tools is entirely at the discretion of the academic.

Pilot Tools

The final category of tools is *pilot* tools. *Pilot* tools are not made available automatically nor are they selectable by the academic instead they must be requested through the DIT Service Desk. Approval for use of a *pilot* tool would only be made after it has been identified that the applicant is willing to accept the risks of early adoption as well as a willingness to help inform future decision making.

OLE Tool Selection Project Background and Recommendation

The intention of the pilot category is to enable the use of new or significantly altered tools in a controlled manner. Use of tools in a restricted release is seen as being critical to the effective evaluation of future tools. In turn an appropriate evaluation process is central to balancing the need for agility in the release of new tools with the need for a consistent and stable online learning environment.

The Programme Team applied these 4 categories to v2.4 Sakai and external tools plus added 2 more categories:

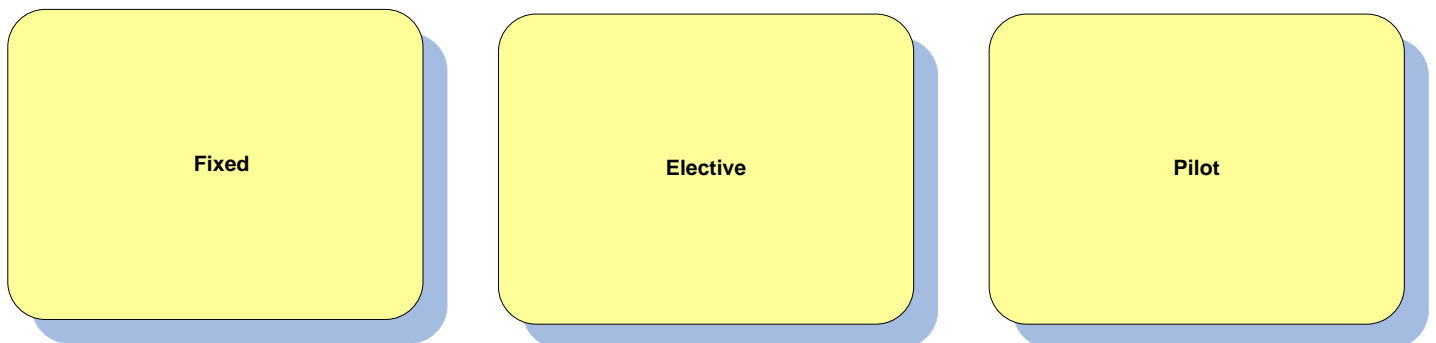
- Remove – Tool is not required or beneficial at CSU so requires no evaluation
- To Be Evaluated (TBE) – requires evaluation

The list of tools and categories applied can be found at:

S:\Administrative\Information Technology\Project Service Centre\Projects\Active projects\PSC010 OLE-5864\Project 1 Implementation Project\Tool Selection\2. Lifecycle documentation\2.3 Analysis\ToolSelection2

In June the Faculty Advisory Reference Group raised concerns that tools in the Optional category are automatically enabled but can be disabled at any time by the Subject Coordinator. Enabling these tools automatically may result in empty sites with disused tools. This was noted as being particularly likely in situations where the Subject Coordinator information is not known until close to the start of session. In these situations the Optional tools would have been released automatically without academic supervision.

Rather than risk the negative impression of unused tools it was agreed to not automatically enable optional tools. It was also felt that erring on the side of a simple model would better support partner institutions. Consequently the “category” model would now have only three options:



The category definitions remain unchanged.

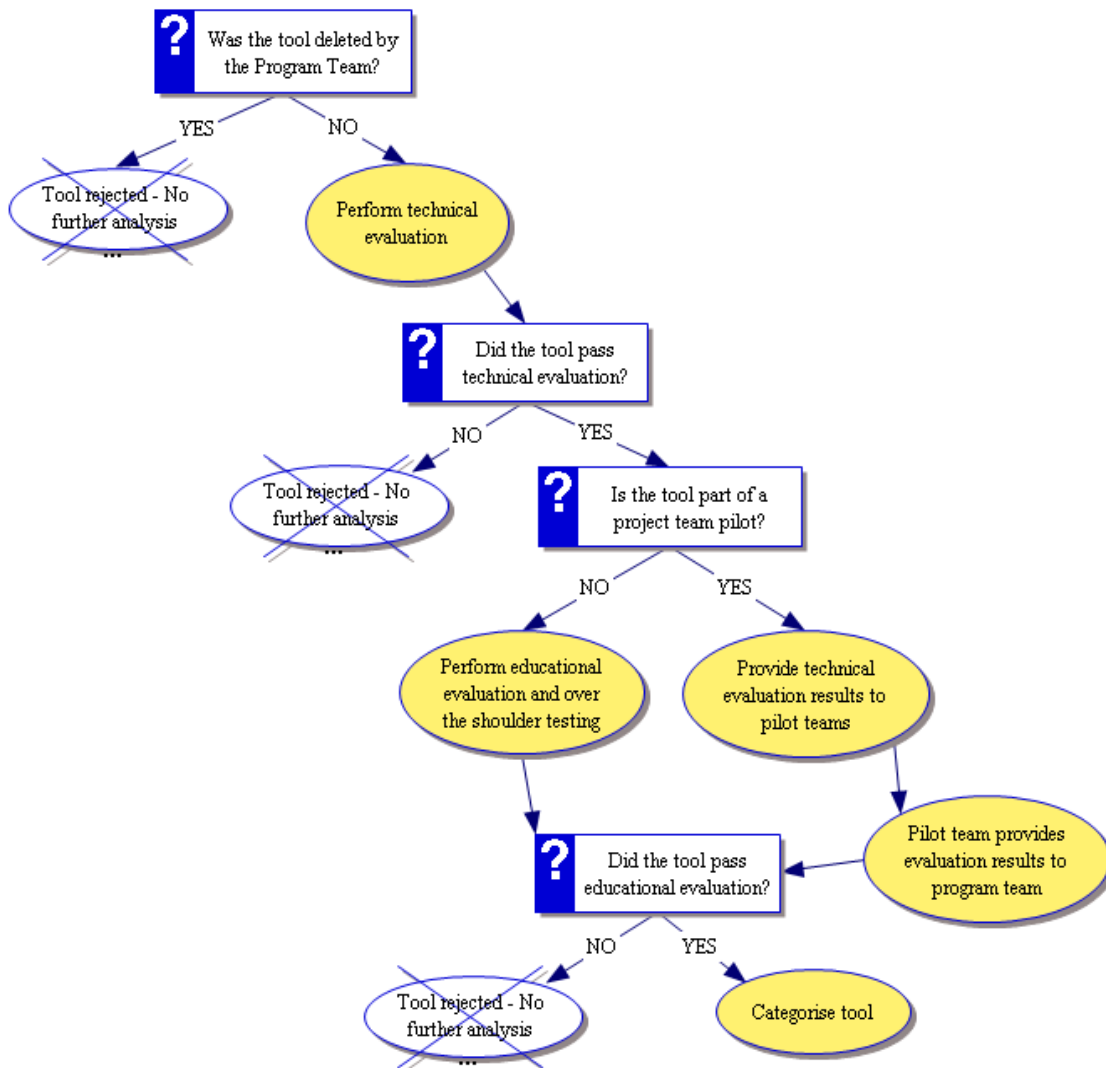
5. Tool Selection Process

The diagram below represents the process undertaken by the project team to evaluate tools for January 2008 implementation. Tools were able to be ‘rejected’ at 1 of 3 points during the process:

1. By the Program Team based on knowledge of the tool and the CSU context
2. As a result of failing technical testing
3. As a result of failing educational testing

Tools that made it through all 3 rounds of evaluation were then considered at a 2 day workshop involving the Project Team and Faculty representation to classify the tool in the appropriate category.

OLE Tool Selection Process



Technical evaluation

- Evaluation criteria was prepared by Tim Archer, DIT Testing Coordinator
- Technical Evaluation was performed for all tools excluding those marked 'Removed'
- Technical evaluation was performed by Tim Archer, DIT Testing Coordinator and his staff
- Analysis can be found at S:\Administrative\Information Technology\Project Service Centre\Projects\Active projects\PSC010 OLE-5864\Project 1 Implementation Project\Tool Selection\2. Lifecycle documentation\2.3 Analysis\Tech Analysis – Tim
- Technical evaluation process eliminated 1 tool, Blog and borderline removal for another, Agora

User evaluation (educational)

- Evaluation criteria was prepared by the Tool Selection Project Team members with knowledge provided from CELT and academic experiences
- User evaluation was not performed on tools being used within a pilot as the pilot will provide this evaluation
- User evaluation was not performed on tools marked 'Removed'
- User evaluation was performed by Tool Selection Project Team members from CELT and PSC

OLE Tool Selection Project
Background and Recommendation

- Analysis can be found at S:\Administrative\Information Technology\Project Service Centre\Projects\Active projects\PSC010 OLE-5864\Project 1 Implementation Project\Tool Selection\2. Lifecycle documentation\2.3 Analysis\User Analysis
- User evaluation process eliminated Drop Box, Page Order Helper, Roster and Agora tools

Over the Shoulder Testing

- 4 academics (1 from each Faculty) and 4 students participated in the testing of selected tools
- Participants were from a variety of backgrounds with differing levels of computer literacy
- Testing was conducted by Tim Archer, DIT Testing Coordinator
- An observer from CELT and Student Services were present and taking notes on the participant responses to set tasks
- All participants were set the same tasks
- Testing went for approx 30 mins per participants
- Notable conclusions from the testing were:
 - More help and / or tutorials would be very beneficial
 - At the very minimum, the default Wiki template needs the addition of a link to a page describing how to create new pages
 - The Blog has a number of serious issues that affect it's usability
 - The lack of confirmations for a number of tasks negatively affected some of the tasks
 - The general lack of consistency between the tools (a known issue within the community) definitely affects the usability on the whole

Tool Workshop (Bathurst CPD 18 & 19th July, 2007)

Agenda of the workshop is attached as [Appendix A](#)

- Workshop was conducted to categorise tools using the Faculty Advisory Group recommended model (Fixed, Elective and Pilot categories)
- Participants at the workshop were the Tool Selection Project Team Members plus representatives from the Faculty of Business, Science and Education. A representative from the Faculty of Arts was unable to attend due to unforeseen circumstances
- Outcomes of the workshop were:
 - Characteristics for each category of tool were defined
 - Definitions for each category of tool were defined
 - Criteria for tool inclusion in a category were defined
 - Policy implications that need to be addressed by other bodies other than this Project Team were defined
 - Sakai v2.4 tools were selected for each category
 - Tools to be made available in sub-site were defined
 - Tool release dates for students were defined
 - Ordering of tools within the subject entry point were defined
 - Communication channels for dissemination of the changes to occur were defined

6. Results of Evaluation and Testing

Yellow represents tools that are being piloted at CSU and only required technical evaluation by this project.

NB - Collaboration tools which formed part of Student Workspace Pilot 1 were not sufficiently tested by users during the pilot phase; testing revolved more around the use of tools enabling feedback for Professional Development materials. Student Workspace Pilot 2 will not finish until November which is too late for the Tool Selection Project Team to categorise tools, therefore the tools were categorised at the workshop from information available. The pilots will provide their user evaluation and additional knowledge to the Project Team at the end of the pilot period allowing the category assigned at the workshop to be confirmed or changed.

Grey represents tools that require no evaluation (previously determined by the Programme Team)

Sakai Core Tools

Tool	Technical evaluation Pass/ fail	Non-technical evaluation Recommend/ not recommend	Category/ status
Announcements	Pass	Pilot being conducted	Fixed
Assignments			Removed – pending EASTS and SOMS work
Chat Room	Pass	Pilot being conducted	Elective
Discussion	Pass		Removed – Steering Committee confirmed use of CSU Forums
Drop Box	Pass	Not recommend	Not for introduction at CSU in January 2008
Email Archive	Pass	Pilot being conducted	Elective
Forums (Message Centre)			Removed – Steering Committee confirmed use of CSU Forums
Grade Book			Removed – to be dealt with in Grade Book Project
Messages (Message Centre)			Removed – Steering Committee confirmed use of CSU Forums
News	Pass	Recommend	Elective
Post 'Em	Pass	Recommend	Not for introduction at CSU in January 2008

OLE Tool Selection Project
Background and Recommendation

Resources	Pass	Pilot being conducted	Fixed
Schedule	Pass	Pilot being conducted	Elective
Section Info	Pass	Pilot being conducted	Removed -Tool is now 'dead'
Syllabus			Removed – Part of the SOMS vision for mid 2008
Web Content	Pass	Pilot being conducted	Elective
Wiki	Pass	Pilot being conducted	Elective
Recent Announcements			Removed – Superseded by the OLE summary tool
Recent Chat Messages			Removed – Superseded by the OLE summary tool
Recent Discussion Items			Removed – Superseded by the OLE summary tool
Presence	Pass	Recommend	Fixed
Profile	Pass	?	Not for introduction at CSU in January 2008

Sakai Provisional Tools

Tool	Technical evaluation Pass/ fail	Non-technical evaluation Recommend/ not recommend	Category/ status
Blog	Failed	Pilot being conducted	Elective
Calendar Summary			Removed – Superseded by the OLE Summary tool
Link Tool			Removed – useful only in the backend context
Mail Tool	Pass	Recommend	Pilot
OSP – many tools	Pass	Pilot being conducted	Pilot
Page Order Helper	Pass	Not recommend	Not for introduction at CSU in January 2008
Podcasts	Pass	Recommend	Pilot
Polls	Pass	Recommend	Elective
Roster	Pass	Not recommend	Not for

OLE Tool Selection Project
Background and Recommendation

			introduction at CSU in January 2008
Search	Pass	Recommend	Pilot
Test & Quizzes (Samigo)			Removed – OASIS will be serving as the quiz tool for CSU in Jan 2008. Samigo is no longer being worked on by the Sakai community and has been replaced by Mneme.

Sakai Contrib Tools

Tool	Technical evaluation Pass/ fail	Non-technical or pilot evaluation Recommend/ not recommend	Category/ status
Agora	Unsure	Not recommend	Not for introduction at CSU in January 2008
JForum			Removed – Steering Committee confirmed use of CSU Forums
Melete	Pass	Pilot being conducted	Elective
Mneme			Removed – still in its infancy but being widely tested in Sept 2007 by Indiana and Michigan. Does not work with Sakai v2.4
Site Stats			Removed – known to have performance problems, requires a lot of hardware resources

7. Tool Selection Project Team Recommendations

These recommendations were derived at the workshop conducted at Bathurst campus on 18th & 19th July 2007

NB – refer to the Executive Summary as changes have been made since this workshop was conducted

	Fixed	Elective	Pilot
Characteristics	<ul style="list-style-type: none"> • Are the 'default' option • Minimum standard that student sees • Automated process • Cannot be removed • Remains 'turned on' all semester – not necessarily visible • Can be made available ahead of schedule by the academic 	<ul style="list-style-type: none"> • Use is at discretion of academic • Tool may be relevant only to specific times throughout the teaching period • Tools can be enabled throughout session as well as enabled before the start of session • Once a tool is visible to students it cannot be turned off during teaching session 	<ul style="list-style-type: none"> • Academic must request tool through CELT • Academic must assist in evaluation of product • Applicant must accept risks of early adoption
Definitions	<p>Fixed tools are those which are automatically "turned on". The automated process that will create subject sites prior to the commencement of each semester will activate these tools by default. This process will require no human intervention.</p> <p><i>Fixed</i> tools are tools that are default and cannot be removed. The academic has no option to disable the tool and it will be present in the subject site throughout the teaching period.</p>	<p>Elective tools are not automatically activated during the site provisioning process. Instead the academic must purposefully activate these tools. Selection and use of these tools is at the discretion of the academic.</p>	<p>Pilot tools are not made available automatically nor are they selectable by the academic. Instead they must be requested through CELT. Approval for use of a pilot tool would only be made after it has been identified that the applicant is willing to accept the risks of early adoption as well as a willingness to help inform future decision making.</p> <p>The intention of the pilot category is to enable the use of new or significantly altered tools in a supported manner. Use of tools in a restricted release is seen as being critical to the effective evaluation of future tools. In turn an appropriate evaluation process is central to balancing the need for agility in the release of new tools with the</p>

OLE Tool Selection Project
Background and Recommendation

			need for a consistent and stable online learning environment.
Criteria for inclusion of tool in this category	<p>Fixed</p> <ul style="list-style-type: none"> • Must be technically stable • Potential to enhance L&T • Expectation that every academic will use this tool • Complies with CSU policy and procedures • University can provide PD and meet support requirements • Must enhance or replace current practice or provide new opportunities for L&T • Is required by other tools in the elective or fixed category • Must adhere to minimum CSU computing requirements 	<p>Elective</p> <ul style="list-style-type: none"> • Must be technically stable • Potential to enhance L&T • Expectation that some academics will elect to use this tool • Complies with CSU policy and procedures • University can provide PD and meet support requirements • Must enhance or replace current practice or provide new opportunities for L&T 	<p>Pilot</p> <ul style="list-style-type: none"> • Must be technically stable • Potential to enhance L&T • Expectation of limited number of academics evaluating this tool • Uncertainty surrounding CSU policy and procedures • Meeting PD and support needs of limited number of academics • Testing the potential to enhance current practice
Policy implications	<ul style="list-style-type: none"> • Expectation of academic usage (L&T/senate) 	<ul style="list-style-type: none"> • Turning tools on – must notify students how they will be used. Cant turn a tool off once it is visible to students • DIT process for turning off tool made visible by mistake 	<ul style="list-style-type: none"> • Process for piloting a tool - CELT • Is summative assessment allowed using pilot tools • Archiving support -IT
Tools selected for this category	<ul style="list-style-type: none"> • CSU forums • CSU EASTS • CSU OES • CSU Subject outline • Announcements • Resources • Presence 	<ul style="list-style-type: none"> • CSU Oasis • Chat room • News (user can change name) • Schedule (rec change: calendar) • Email archive (rec change group email) • Web content (user can change name) • Wiki • Blog (2.0) 	<ul style="list-style-type: none"> • Mail tool (Rec change: email tool. Pilot can consider further) • OSP (e portfolio) (for pilot to consider) • Search • Site stats • Podcast

OLE Tool Selection Project
Background and Recommendation

		<ul style="list-style-type: none">• Polls• Modules (for pilot to discuss)	
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Tools use allowable in subject sub-sites

The following fixed (non CSU) tools will be available in sub sites – announcements, resources, presence
Current CSU Learning and teaching applications (Forums, EASTS, OASIS, OES) and the sub site tool will *not* be available in sub sites

Tool release dates for students – relates only to fixed tools. Elective and pilot tools released dates at the discretion of academic

Information based tools -28 days: Subject Outlines, Announcements, EASTS, OES, sub sites
Activity based tools -3 days: Forums, Resources, Presence

Ordering of tools

Fixed tools first – alphabetical order

- Announcements
- EASTS
- Forums
- Resources
- Subject evaluation
- Subject outline

Elective and pilot tools next – alphabetical order

White space or bar between two categories of tools

Dissemination channels

- L&T web site
- *CSU Interact* web site
- 'About ICT Integration' project site
- Heads of School
- Learning & Teaching Committees
- CELT Educational Designer's
- Course Coordinators forum
- Through OLE Communication Plan – to Divisions

8. Glossary

Term	Definition
-3 day tool release date for students	<p>In <i>CSU Interact</i> all tools, both those from Sakai and existing CSU applications, will have a “default release date”. This date defines when a tool will <i>automatically</i> be made available to students.</p> <p>Tools that fall into this category will be released to students 3 days prior to session commencement.</p> <p>The automatic turning on of tools at specified release dates only applies to Fixed tools. Elective and Pilot tools are turned on at the academics discretion at, or after, session commencement.</p>
-28 day tool release date for students	<p>In <i>CSU Interact</i> all tools, both those from Sakai and existing CSU applications, will have a “default release date”. This date defines when a tool will <i>automatically</i> be made available to students.</p> <p>Tools that fall into this category will be released to students 28 days prior to session commencement.</p> <p>The automatic turning on of tools at specified release dates only applies to Fixed tools. Elective and Pilot tools are turned on at the academics discretion at, or after, session commencement.</p>
Contrib Sakai tool	Tools that are not included with Sakai releases. They have not undergone QA along with the rest of the Sakai code and may not be as well integrated with the framework.
Core Sakai tool	Tools that are tried, tested and tightly integrated with the sakai framework. They work and are visible out-of-the-box and require no special configuration to begin using them.
External tool	Tools maintained by the Sakai community but fit outside the normal Sakai ‘bundle’ eg Modules
Provisional Sakai tool	Tools that are mature enough to be included in the release distribution but not yet considered to be an official part of the enterprise bundle, and do not come enabled by default.
SC	Steering Committee
Sub-sites	Sub set of a subject ‘parent’ site

9. Appendix A - Workshop Agenda

**OLE Tool Selection Workshop
18 & 19th July 2007
Foundation Room 1, CPD Building, Bathurst**

18th July 10:30am – 5:00pm

Facilitators: Liz Smith and Mary Boyd

Presenters: Liz Smith, Mary Boyd, Matt Morton-Allen, Philip Uys, Sue Moffatt,
Tim Archer

Agenda:

Morning tea 10:15 – 10:30

Introduction – Liz (30 mins)

- Introduction of attendees
- Scope of the project
- What the project team has done prior to today

Overview of technical evaluation that has been performed – Tim (20 mins)

Overview of non-technical evaluation that has been performed – Sue (10 mins)

Which tools are we discussing during this workshop – Mary (15 mins)

What are the tool categories and criteria – Philip (1 hour)

- How the categories came about
- Confirm the suggested definitions of tool categories and criteria

Lunch 12:45 approx - 30 mins

Allocate category to tools – Philip (2 hours)

Afternoon tea 3:15 approx – 15 mins

Policy for tool categories – Liz (1 hr 30 mins)

Finish day 5:00pm

Drinks and dinner at Ox Hotel, William Street - drinks at 6pm onwards for dinner at 7pm
Please let Mary know during the lunch break if you will be going

19th July 9:00am – 12:30pm

Facilitators: Liz Smith & Mary Boyd

Presenters: Liz Smith, Mary Boyd, Matt Morton-Allen

Tool release timeline and ordering – Matt (1 hr 30 mins)

- Background of existing timeline and how it may influence OLE
- Determination of timelines for OLE tool categories

Morning tea 10:30 approx – 15 mins

Tool ordering within the subject entry point – Matt (45 mins)

Are name changes required to Sakai tools for CSU use? – Mary (30 mins)

Wrap up – Liz (45 mins)

Finish workshop 12:30

Lunch 12:30 approx