



Charles Sturt
University

Interact2 Help and Support

A guide for staff

Division of Learning and Teaching

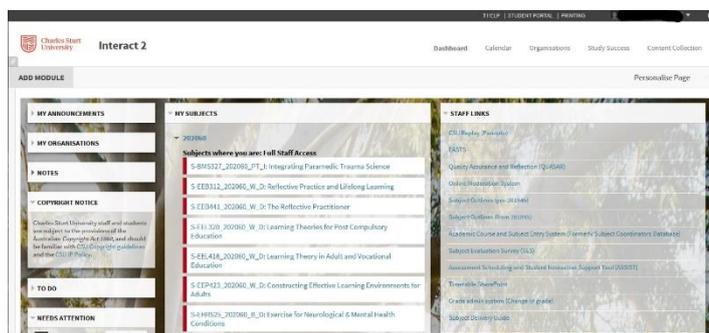
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Getting access to Interact2

What is Interact2?

Interact2 is the Learning Management System (LMS) at Charles Sturt University. Interact2 brings together a range of technologies, including Blackboard Learn and Zoom Online Meetings, to support learning, teaching, and collaboration in and about courses and subjects at the university. Interact2 is also referred to as i2.



How do I access Interact2?

Once you have obtained your Charles Sturt username and password you can access Interact2 directly on your computer, or through a [mobile app](#). You will be prompted to log in using your username and password. You can access Interact2 at <http://interact2.csu.edu.au/>

How do I find my way around interact2?

Once you are logged in, notice the Help link in the top right next to your name. This is where you can find a range of information to support you. Make sure that you have accessed the [Getting Started](#) pages. This provides the latest information on browsers and plugins, personal settings, site availability and will give you a quick overview of the Interact2 interface. It also provides a link to Blackboard help.

What help is available for Interact2?

To find out how to use Interact2 and get the most out of it in your teaching, contact the Division of Learning and Teaching (DLT). You can request a meeting with a Learning Resource Officer (LRO) who can provide an Interact2 induction. For this service or for any other assistance with course and subject design and development, log a request via the [Service Request System](#) (SRS)

The [Charles Sturt Interact2 Help and Support site](#) is a gateway to information about Interact 2 for staff and students. You will find a multitude of resources that are freely available to help you discover the best ways of using Interact2.

You can also check out the [help resources](#) available from Blackboard (creators of the core component of Interact2) and subscribe to the [Blackboard YouTube channel](#). Blackboard TV offers on-demand tutorials, an innovative teaching series, and sponsors free webinars that you can participate in.

How are subjects set up in Interact2?

Courses, subjects and organisations sites

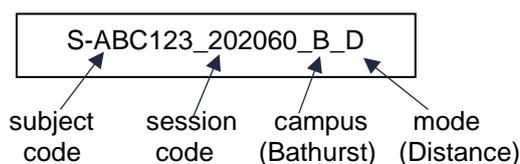
There are three main types of sites in Interact2 at Charles Sturt: **Subject**, **Course** and **Organisation sites**. Your membership to these sites is listed on your Interact2 dashboard. In your dashboard you will see a variety of sections, with links to sites and other system links. "My Subjects" module lists the course and subject sites you have access to. To change the way your list is displayed view [Interact2 Getting Started](#) > Organise Your Subject list. Organisations sites are accessible via the Organisation tab in Interact2.

Charles Sturt Course sites

Charles Sturt Course sites support a program of study. They contain administrative information and functionality for a course and are administered by the relevant Course Director. Students are enrolled automatically in the site that is appropriate to their course. For more information visit the [Course Sites](#) webpage. Course site links begin with C- and the course abbreviation and title.

Subject sites

Subject sites are used for learning and teaching. Each subject at Charles Sturt automatically has a generic subject site created by the system for each session of offering. Content for the subject needs to be added once the subject site has been created. Students are automatically added to subject sites based on their subject enrolments. These sites are administered by the Subject Coordinator. Subject site links begin with S- and the subject code, session code, campus and mode, and title of the subject.



Organisations sites

Organisations are sites that can be used for non-course or subject site purposes. An organisation can be created by anyone with a staff login to Interact2. The following link can provide you with information about [creating an organisation](#). Organisation sites generally begin with O- and the title.

NOTE: Blackboard uses American terminology where courses are equivalent to Australian subjects.

Subject Site Availability

- Interact2 subject sites will be provisioned biannually in 2 releases in September and January. Subject sites cannot be manually created by a user.
- Subject sites will be available to staff when they are added to the subject in the subject coordinator's database by the relevant Faculty Subject Administrations team or when they are directly added by staff to the subject site.
- Subject sites will be available to students automatically 14 days before the start of session unless made available earlier by an authorised staff member. If you wish to do this:
 - Enter your subject site and go to Control Panel > Customisation > Properties.
 - Select the **Yes** radio button for the setting **Make Course Available**.
 - Click the **Submit** button.

Preparing your subject in Interact 2

Getting started

Teaching in Interact2 involves ensuring that your site is set up and ready to go, and that you enact communication and interaction with your students throughout the session.

You may find the [Set Up Sites](#) webpage and the [Subject Delivery Guide](#) useful as they provide information on a range of subject preparation tasks. However, check with your School as they may have existing processes in place for you to follow.

[Subject Delivery Guide](#) is a calendar of recommended tasks that will guide you in the preparation, delivery and organisation of your subject. Subject Delivery Guides are provided for the current teaching session and the commencing teaching session, with tabs for **Pre session**, **Early Weeks of Session**, **During/End of Session**. Each of the tabs provide a list of tasks that may need to be completed, suggested dates, resources and the opportunity to save the tasks to a personal or school outlook calendar.

| Recommended dates | Task to be completed | Resources |
|-------------------|---|--|
| 4th May 2020 | <p>(All subjects) Review actions from previous session: Visit QUASAR for the current session. To view action for each subject 'go to actions' on the far right side of the menu. Check items as they are completed.</p> <p>(Some subjects) Subject Validation: If there has been a CASMS change that is to be applied from this session, then the Subject Validation form in QUASAR needs to be completed by the convenor and moderator 4 weeks before the start of session as part of the creation and QA of the master subject outline.</p> <p>Subject Outline multiple cohort subjects: Allocate Subject Outline publishing responsibilities. No access to Subject Outline? Email your Faculty Subjects Admin Team.</p> <p>Access Issues? No access to the subject outline or QUASAR? Then email your Faculty Subjects Admin Team.</p> | <ul style="list-style-type: none">• QUASAR• QUASAR Help• Subject Outline• Subject Outline dates |
| 18th May 2020 | <p>Textbook confirmation: Ensure textbooks listed in the Subject Outline are confirmed on the Textbook Confirmation webpage. Include the right title, author, publisher and edition details. Search the Library catalogue, Primo Search, to find if eBook options are ...</p> | <ul style="list-style-type: none">• Confirm Textbooks• Primo Search• Optimize Textbook Access• Faculty Librarians |

Creating a Subject Outline

The Charles Sturt Subject Outline serves as an agreed **learning and teaching contract** between the University and a specified enrolment of students. It provides details about learning and teaching strategies, texts, readings, resources, assessment items and the specific conditions that must be met by students in order to obtain a passing grade in that subject. The subject outline also contains links to relevant regulations and academic policies. Every subject cohort requires its own subject outline, and the creation of these outlines is facilitated by the [Subject Outline Tool \(SOT\)](#).

The Subject Outline Tool

You need to use the subject outline tool to create a subject outline for each cohort you are teaching. You can access this tool via the “**Staff Links**” module on your Interact2 dashboard. The subject outline tool automatically brings in subject and institutional data, such as subject outcomes and academic policies, so that you do not need to replicate this information. You will need to provide details such as assessments, contact details, and study schedules. Once you have edited your subject outline it will go through a quality assurance process before being approved, published, and made available to students. Subject Outlines are available to students 14 days before session starts along with the Interact2 subject site.

Once the outline is published the subjects’ assessment items will appear in the Grade Centre of the subject site.

Instructions for using the subject outline tool can be found at the [subject outline tool help page](#).

Your subject site

Your subject site menu

The Interact2 subject site menu is located in the left column and provides students a way to navigate through the subject. A [standard template](#) has been created for each subject site.

Subject content

Subject content in Interact2 is presented within Content Areas that you can add to your subject. Within these content areas you can create pages, links to files or URLs or add tools.

Help developing your subject content

Staff from the Division of Learning and Teaching can assist you in designing and developing your subject in Interact2. This includes the design of learning modules and topics, use of tools or technologies, the development of digital resources, and the transfer of material from previous subject sites. For support log a request via the [Service Request System](#) (SRS).

Adding content to your subject site

If a subject has been taught previously, content from a previous subject site can be exported/imported across from a previous session. Content can also be exported/imported from an organisation site. Once you have exported and imported the content into the subject site you can edit the content as required. See the [Export/Import Content](#) page for more information on the import/export process.

Note: **Subject copy is NO longer recommended.**

Building Subject materials

You can also create basic subject materials directly in Interact2, or upload files such as Word, PDF, PPT, and HTML documents, spreadsheets, slide presentations, images, and audio/video media. These can be uploaded into folders, or as attachments to or links in pages that you create. Subject materials can be presented as topics so that students can navigate through the separate topics of the subject.

You are also able to add links to tools and other functionality in the menu, such as wikis, journals and blogs. Your content can be organised by topic, or in accordance to your particular learning and teaching strategy.

You can learn more about building content from the [Site Content](#) page.

Creating video lectures and resources

CSU Replay/Panopto is an easy & effective way to create videos for use in your teaching or non-teaching activities or to upload videos you have created and want to share with your students.

You can capture lectures or guest speakers from your learning space via capture appliance or podium capture.

On your computer, Personal Capture can simultaneously record webcam video and audio as well as live desktop screen capture. Therefore, it is easy to create tutorials, lectures, feedback and video answers to questions. CSU replay works on any desktop computer or laptop and can be used anytime, anywhere.

Find out more about [CSU Replay](#).

Interaction and communication with students

Interact2 has many tools that can be used in your subject to support interaction with students including communication, collaboration and group activities, discussions and reflective practice. Interact2 offers multiple ways to support collaboration and interaction using a variety of synchronous and asynchronous tools. The tools include announcements, blogs, discussion boards, journals, and wikis. For a full list of tools available visit the [Tools to Engage Students](#) page and the [Guide to Teaching with Interact2](#) which outlines the best tool to use for different activities.

Online lectures and tutorials

Online Meeting, supported by Zoom technology, is a virtual classroom environment which enables synchronous online meetings. Online meeting (Zoom) can be added to your subject by adding a tool link. For more information please see the [Online Meeting Zoom page](#). Zoom enables you to run online lectures and tutorials allowing communication with students using audio, webcams and chat. Online Meetings with Zoom allows you to present documents (i.e. PowerPoint), share your desktop, present polls and survey questions. You are also able to break students into break-out rooms, which allows for a great variety of learning activities to be undertaken. For more information visit the [Online meeting](#) web page.

Supporting groups in Interact2

The Groups tool in Interact 2 allows you to create tutorial signups and much more. You can create formal groups of students to collaborate on work and create these groups one at a time or in sets. You can manually select group members or allow students to self-enrol. Each group has its own space, or homepage, with links to tools to help students collaborate. Only you and group members can access the group tools. The [Groups](#) web page will provide you with all you need to know on creating and managing your groups.



Making tools available to students

The most frequently used tools are automatically made available to students in the subject site menu. For example, the Discussion Board and Announcements. You may need to make other tools, like blogs or tests, available on the subject site menu so your students can access them. To add a tool to the subject menu make sure the Edit Mode is On. Click the plus sign above the left Subject Menu > Select Tool Link > Enter a Name for the Tool > From the Type drop-down list, select the tool > Nominate if the tool will be Available to users (this can be changed later) > Submit.. For more information on tools in Interact2 visit the webpage [Tools to Engage Students](#).

Analytics and Performance

A number of tools within Interact2 are available to monitor the performance of your students. The tools include Achievements, Subject Reports, the Performance Dashboard and Retention Centre are all available to track student performance. For more information visit the [Analytics and Performance](#) web page.

Assessing students in Interact2

Assessment is a crucial part of any subject. Assessment has many aims including providing a means and measure of student achievement, providing feedback to students about their learning, providing teachers with a means of evaluating their teaching, and to enhance student learning.

Creating and using tests and surveys

Tests and surveys are used to measure student knowledge and to elicit information from students. Tests, Pools and Surveys allows you to create a wide range of questions for your students. These include calculated formula and numeric questions, multiple choice and multiple answer questions, short answer or essay questions, Likert scale questions, and many more. Visit the [Tests, Pools and Surveys](#) web page.

Self and peer assessment

The Self and Peer Assessment tool is designed to facilitate the objective, analytical, and learning comprehension skills of students. Reviewing the work of fellow students through criterion-based evaluation allows constructive feedback. The constructive feedback that students give to and receive from their peers can enhance their comprehension of the subject material and provide valuable insights into their own efforts. For more information access the [Self and Peer Assessment](#) web page.

e-Portfolio

An ePortfolio is your private space for managing your own learning and development, and for sharing and collaborating with others. All Charles Sturt staff and students may create ePortfolios using PebblePad. Learn more by visiting the [Pebblepad](#) webpage.

EASTS

The Electronic Assignment Submission Tracking System (EASTS) is a system used by students to submit assignments via the Internet and for academic staff to track submissions and provide feedback to students. The main purpose of EASTS for you is to facilitate paperless marking where the marker views student submissions electronically and also provides feedback to the students electronically. Visit the [EASTS](#) webpage for more information on how to access EASTS, FAQs and Mobile Marking using an iPad, or

Android. You can also join the [EASTS Help for Academics](#) Interact2 organisation (log into I2 first before clicking on this link).

Paperless Marking using Microsoft Word - a Microsoft Word add-in called NORFOLK is available for the creation of comment and rubric banks and other feedback elements in Word. For more information and instructions on how to install NORFOLK visit the [NORFOLK help](#) webpage.

Using Grade Centre

Grade Centre is the tool for recording and managing your students' marks for assessments and their final grades. In Grade Centre, you can provide and manage your students' marks for assignments, tests, discussion posts, journals, blogs, and wikis, and for unmarked items, such as surveys or self-tests. It is recommended that you access the [Grade Centre help page](#) as it provides substantial resources to assist you with using Grade Centre.

As a starting point read the Top Five things to do in Grade Centre and view the introduction to Grade Centre Video. You can also find out who is your Grade Centre Champion if you need further assistance.

Finalising Your Subject

At the end of the session you will need to finalise your grades. See the [Grade Centre](#) help pages for more details.

Students are given the opportunity at the end of each subject to complete a Subject Evaluation Survey (SuES). The SuES gathers feedback on aspects of learning design and delivery that have been shown to be influential on student success. More information about the SuES can be found on the [Evaluating Learning & Teaching](#) help pages.

Feedback

If you would like to comment on this Interact2 guide for new staff please provide feedback via the Interact2 Help and Support site.