

HEXTLEARN

Higher education exploring ICT use for Lifelong Learning

Visuals for the Virtual Peer Review - UGR

April 26th – 30th 2010

VPR Board

Budapest University of Technology and Economics (BME, HU) – VPR Reviewer	Dénes Zarka
University of Granada (ES) – VPR Manager	Rosana Montes
Scienter España (ES) – VPR Reviewer	Begoña Arenas

Host Institution – CEVUG (University of Granada)

Director of the CEVUG	Miguel Gea
Manager – Subdirector CEVUG	Ignacio Blanco
Platform coordinator – Subdirector CEVUG	Antonio Cañas
Technical Staff	Emilio Arjona

Document by: Rosana Montes.
Contributions: M. Begoña Arenas

INTRODUCTION

Hextlearn is a 3 year KA3 Lifelong Learning Programme Network project. The project is composed on 6 WorkPackages. The Hextlearn project WP3 is PEER REVIEWS.

HEXTLEARN has developed a Community using ELGG available at: <http://www.hextlearn.eu/>



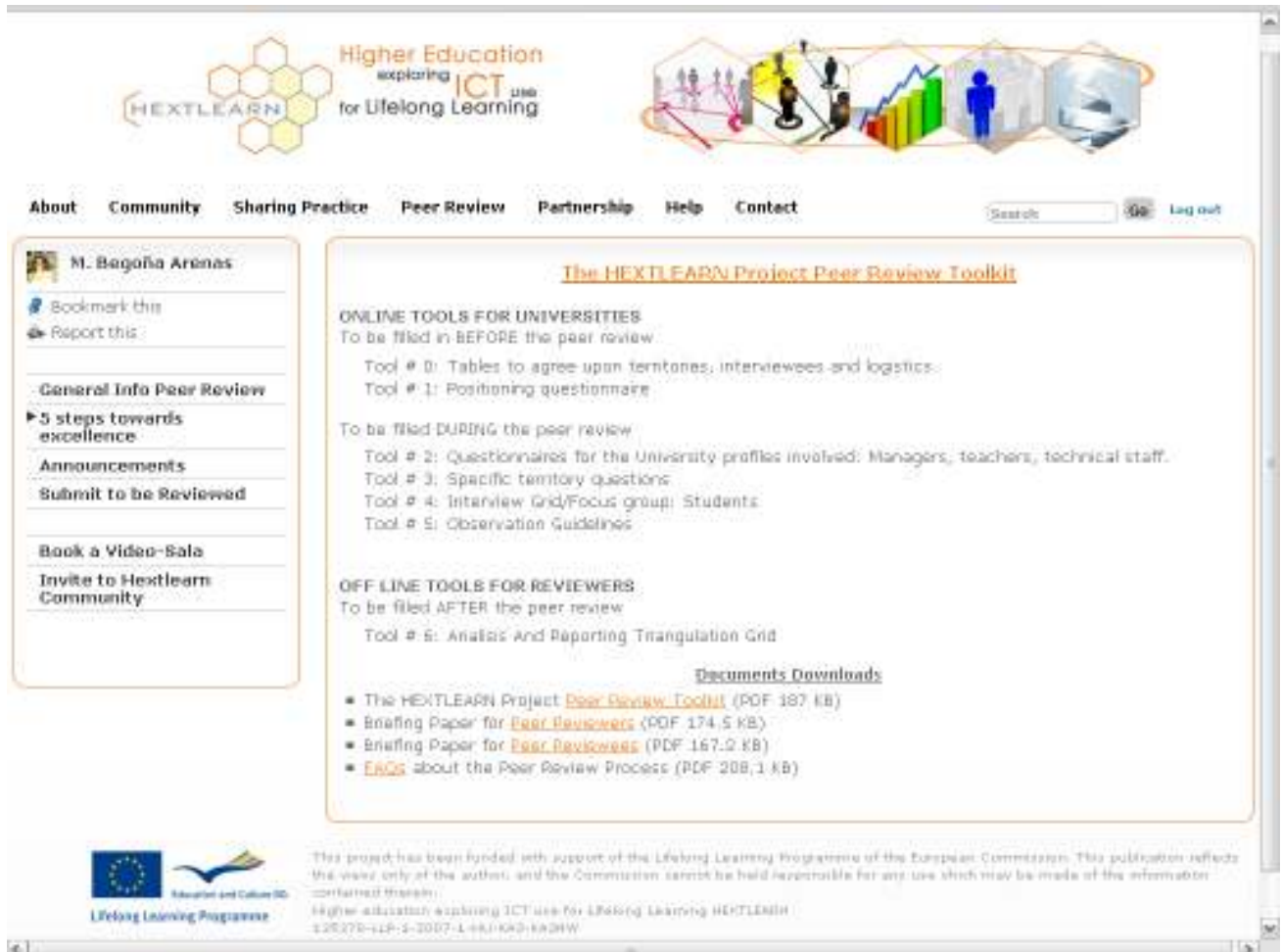
Once you are registered you can have an overview of the Peer review in the community:



This document intends to provide an overview of the steps implemented in the frame of the first peer review carried out in Granada. This process was carried out in 2 weeks: from 12 April to 30 April 2010 (where the interviews using Adobe Connect pro were carried out).

It wil serve as an example for the next peer reviews to follow in the period May-September 2010.

This documents has followed the TOOLKIT available in the peer review area:



The screenshot displays the HEXTLEARN website interface. At the top, there is a navigation menu with links for About, Community, Sharing Practice, Peer Review, Partnership, Help, and Contact. A search bar and a 'Log out' button are also present. The main content area is titled 'The HEXTLEARN Project Peer Review Toolkit' and is organized into three sections:

- ONLINE TOOLS FOR UNIVERSITIES**
To be filed in BEFORE the peer review:
 - Tool # 0: Tables to agree upon territories, interviewees and logistics.
 - Tool # 1: Positioning questionnaire
- To be filed DURING the peer review:
 - Tool # 2: Questionnaires for the University profiles involved: Managers, teachers, technical staff.
 - Tool # 3: Specific territory questions
 - Tool # 4: Interview Grid/Focus group: Students
 - Tool # 5: Observation Guidelines
- OFF LINE TOOLS FOR REVIEWERS**
To be filed AFTER the peer review:
 - Tool # 6: Analysis And Reporting Triangulation Grid

Below these sections, there is a 'Documents Downloads' section with a list of PDF files:

- The HEXTLEARN Project [Peer Review Toolkit](#) (PDF 387 KB)
- Briefing Paper for [Peer Reviewers](#) (PDF 174.5 KB)
- Briefing Paper for [Peer Reviewers](#) (PDF 167.2 KB)
- [FAQs](#) about the Peer Review Process (PDF 208.1 KB)

At the bottom of the page, there is a footer containing the European Commission logo, the text 'Education and Culture DG Lifelong Learning Programme', and a disclaimer: 'This project has been funded with support of the Lifelong Learning Programme of the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.' Below the disclaimer, the text reads: 'Higher education exploring ICT use for Lifelong Learning HEXTLEARN 125278-1-0-2007-1-001-000-0-0000'.

Tool # 0: Tables to agree upon territories

The Virtual Peer Review (PRV) starts when an Institution fill the questionnaire under **Peer Review** menu: **Submit to be reviewed**:

Submit to be Reviewed

COPYRIGHT AND CONFIDENTIALITY

The peer review is a **committing and valuable exercise**. It does imply an exchange of information that involves copyright and confidentiality aspects. Publicity will be restricted to peer review coordinators, peer reviewers and host institutions, that is, confidentiality will be assured by the peer review team as they will accept the disclaimer and accept a confidentiality clause by clicking the following statement:
By submit this form, I understand and accept that the information supplied through the Peer review process is confidential. I agree not to release this information for the purpose of public dissemination without approval from the Peer review team. I agree not to use this information for any unlawful purpose which could cause harm or detriment to any person or institution involved in the Peer review.
Disclaimer: This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

By acceptance of the below terms you will inform the Steering Commite, and they will start the Peer Review process. Soon you will be contacted. Thank you

Name of your institution (mandatory):

eLearning territory of reference:

- Campus education
- Corporate training
- Continuous professional development
- Adult education
- Local and regional development
- Schools teachers's training
- Distance education
- International virtual mobility
- PLA guidance and employment

Reasons for selecting the Territory/Territories:

//



From: **Ignacio J. Blanco**
7 days ago

Institution submission for Peer Review

The user iblanco has requested to be reviewed as the institution: Virtual Learning Center CEVUG, University of Granada

Selection of territories: Campus education -

Reasons: Our center is focused on e-learning as a complement for classical teaching activities and the only tool available when physical mobility is not a possibility.

Please create a new group for the Peer Review team and invite the institution and the reviewers to join it. Remember also to appropriate set the calendar and questionnaires for the new group.

[Reply](#) [Delete](#)

This will trigger an email to every member of the Steering Committee (SC) group. Depending on the user notification settings, this email is received in the community, your usual inbox or both.

Rosana Montes

Dance with the music, love with the heart

[Bookmark this](#)

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Collections of friends

► New friends collection

Friends

Friends of

Announcements


New friends collection


Collection name

Add friends

A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z +

M

 M. Begonia Arenas

 Miguel Ges

Probably you should locate through **Community > Members** the people whom should be in the collection, adding them as friends, before creating the collection itself.

Rosana Montes

Dance with the music, love with the heart

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► Compose a message

Inbox

Sent messages

Announcements

Send a message


























To a Friend:

To a Group:

To a collection of friends:

Title:

Message:

B *I* U |                         

Soon you will receive an invitation to join this group. Please get the invitation to members of your institution who are going to be involved later in the activities.

You can find more information about the process and the documents that will be enabled from the community to you within the Peer Review menu (<http://hextlearn.eu>). Note that this menu is context sensitive to the fact that you are logged into the community or not.

Yours sincerely,

Rosana Montes
Hextlearn project member

Path's p

[Add/Remove editor](#)

Now write to all of them from **Community > Messages**:

Locate members to add them as friends is also important as the tool **Invite friends** of a group only allow to select people to invite to join the group from your list of friends.

If you invite people to join don't forget to check the **Manage join request** to grant access to those who should be in the group (reviewers, people from the host institution, and observers).

The members of the VPR group should be notified to and agreed by the host institution. Here use again the send message to a collection tool:



← back to messages

VPR Board Composition

To: **M. Begoña Arenas**
4 hours ago

Dear Cevug-UGR host, Ignacio and Miguel

Here is the Board Committee composition. Please, let us know that your institution agree on that.

VPR-Manager:
Rosana Montes

Reviewers:
Begoña Arenas
Denes Zarka

Observers:
Rof Reinhardt
Eva Suba
Eva Szalma
Anne-Christin Tannhäuser

Yours sincerely

Rosana Montes
Hextlearn project member

Wait to the proper answer before proceed:



About Community Sharing Practice Peer Review Partnership Help Admin Contact [Log out](#)

← back to messages

RE: VPR Board Composition

From: **Ignacio J. Blanco**
13 hours ago

Dear Rosana:

We agree on the Board Committee composition.

Best regards:

Reply Delete

VPR Cevug-UGR

CEVUG-University of Granada
Virtual Peer Review

Subscribe to feed

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Edit group

Invite friends

Manage join requests

Group discussion

Files

Group pages

Group calendar

Group albums


Announcements

VPR Cevug-UGR's video

VPR Positioning for VPR Cevug-UGR

Group Activities > Preparatory Stage - VPR Cevug UGR

Preparatory Stage - VPR Cevug UGR



M. Begoña Arenas
7 hours ago

Dear hosts at CEVUG-UGR,

Just a short message to let you know that:

- I uploaded the FAQ and the briefing paper for reviewee institutions to clarify about the peer review
- The positioning questionnaire has also been uploaded. I would need you TO FILL IT IN AS SOON AS POSSIBLE
- I have also uploaded the logistics table that I need you TO FILL IN AND SEND BACK TO ME as soon as you can.


We can use the group discussion to agree upon logistics, key issues, tools...etc.

I look forward to receiving your reactions!

Best regards,

Begoña Arenas
HEXTLEARN Peer review coordinator

Delete Edit



Dénes Zarka
7 hours ago

Dear Hosts, dear Bego,

I thought it might be also useful to upload here the filled in logistic document as well so that I can also check it.

Best regards:

Tool # 0: Tables to agree upon interviewees and logistics

The logistic tables should be online for the host to edit them before the interview. The VPR-Manager can upload a .doc file to be edited, or we can use the Page tool. A group page is something similar to a wiki, with part of a document editable by all. These pages allow for jerarchy dependance to better classify its content.

For our case, we have created a page titled **Logistics tables to be filled in by CEVUG-UGR before the Peer review** with two subpages, one for each checklist table.

Virtual Peer Review GRANADA Step by Step - 9 -

VPR Cevug-UGR

CEVUG-University of Granada
Virtual Peer Review

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Files

Announcements

Pages home

New page

Pages Title
Logistics tables to be filled in by CEVUG-UGR before the Peer review

Your page entry Embed / upload media

B **I** **U** | **ABC** | **≡** | **↶** **↷** **↻** **↺** **↻** **44** **em**

Please CEVUG-UGR fill the Logistics Checklist A and B that you will find at our pages.

We need this information to schedule the Peer Review Activities.

Please note that we need also the email of the people who is going to participate, as we need to book the Video-Sala for online video conference (Peer Review Menu - Book Video Sala link)

Path: p

Tags Add/Remove editor
logistic

Access
Group: VPR Cevug-UGR

Write access
Group: VPR Cevug-UGR

Save

Just copy the HTML that you will find in the **Page Entry** of the subpage *Checklist A* created in the SC group just as a template.

About Community Sharing Practice Peer Review Partnership Help Admin Contact
Search 00 Log out

VPR Cevug-UGR

CEVUG-University of Granada
Virtual Peer Review

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Files

Announcements

Pages home

Pages home > Logistics tables to be filled in by CEVUG-UGR before the Peer review

New page

Pages Title
Checklist A

Your page entry Embed / upload media

B **I** **U** | **ABC** | **≡** | **↶** **↷** **↻** **↺** **↻** **44** **em**

Activity Type	Participants	Example	Host
Meeting online meeting	Example: Peer Reviews, host representatives	Group discussion with vice-chancellor and Head of Technical Support	to be filled
Interview	Example: Policy-makers and administrator	Semi-structured interview with Learning Director	to be filled
	Teaching staff	Semi-structured interview with course staff	to be filled
	Technical staff	Semi-structured interview with	to be filled

Path:

Tags Add/Remove editor
logistic

Access
Group: VPR Cevug-UGR

Write access
Group: VPR Cevug-UGR










Save

Similarly, you have the **Page Entry** content template of the subpage *Checklist B* in the SC group pages. Your entry will look like this.

Edit this page

Pages Title

Your page entry Embed / upload media

B **I** **U** | ABC |  |  |  |  |  |  |  |  |  HTML

Activity Type	Detail of activity (e.g. focus group; type of observation)	Participants	Date/Time/Location
Briefing			
Interviews			

Path:

Tags Add/Remove editor

Access

Write access

Now is time to notify this pages to the host institution

< back to messages

 **Logistics table to be filled in by CEVUG-UGR before the Peer review**

To: Miguel Gaa
a minute ago

Dear Ignacio and Miguel

After join the VPR-CevugUGR group you will find many information at your disposal regarding the Peer Review proceess, under the Group files link. With the group calendar we can set our availability as we need to find a date that suit every one. If you prefer we can discuss this issues under the discussion group tool. Please note that everything included in this-group is closed to the rest of the community as privacy is one of our concerns.

And finally go to group page section to set the information regarding the logistic of this event.

Best regards

Rosana Montes

Delata

The host institution should go to the VPR Group > **Group Pages**, select the subpages and clic on **Edit Page**. She/He will see the table in edition mode with the cells to fill. After saving the results are:

VPR Cevug-UGR

CEVUG-University of Granada
Virtual Peer Review

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Report this

Files

Announcements

Edit page
Create a sub-page
Delete this page

Page history

Page navigation

Logistics tables to be filled in by CEVUG-UGR before the Peer review

Checklist B
Checklist A

Pages Home > Logistics tables to be filled in by CEVUG-UGR before the Peer review > Checklist A

Checklist A

Activity Type	Participants	Example	Host
Briefing online meeting	Peer reviewers, Vice-Director of Virtual Learning Center CEVUG	Group discussion with Vice-Director of Virtual Learning Center CEVUG	Ignacio J. Blanco (blanco@ugr.es)
Interviews	Policy Maker	Semi-structured interview with Vice-Director of CEVUG	Ignacio J. Blanco (blanco@ugr.es)
	Teaching staff	Semi-structured interview with course tutor	Dr. Antonio Cañas (cañas@ugr.es)
	Technical staff	Semi-structured interview with on-line technical support officer	Emilia Ayesta (emilia@ugr.es)
Focus groups	Students	Focus groups with 5-7 distance learners	being prepared
Observation	On-line Learning event	Participation in on-line Group Seminar, view of a University LMS with visitor log in and password	Dr. Antonio Cañas (cañas@ugr.es) Emilia Ayesta (emilia@ugr.es)
De-briefing online meeting	Peer Reviewers; host representatives	Group discussion with the key stakeholders involved from the University.	Ignacio J. Blanco (blanco@ugr.es)

logistic

Last updated 10 hours ago by Ignacio J. Blanco

Comment

Embed / upload media

B I U | **ABC** | **≡** | **↶** | **↷** | **↻** | **⌂** | **44** | **✖**

Note the **Page Navigation** zone showing the dependance of both subpages

VPR Cevug-UGR

CEVUG - University of Granada
Virtual Peer Review

Subscribe to feed

Bookmark this

Report this

VPR Positioning for VPR Cevug-UGR

POSITIONING QUESTIONNAIRE for CEVUG - University of Granada

Added on April 28, 2010 by VPR Cevug-UGR


Delete Edit

0

Note that the number below the icon is the number of times it has been edited (**Edit** link) or view (by clicking in the name of the questionnaire).

You should notify the existence of the questionnaire to the host institution in order to give them time to fill it before the interviews.

« back to messages



VPR CEVUG - University of Granada

To: **Ignacio J. Blanco**
17 hours ago

The POSITIONING QUESTIONNAIRE for CEVUG - University of Granada has been created.

You can access it through the VPR_Cevug-UGR group > VPR positioning for VPR_Cevug-UGR link. Use the Edit link to fill it at any time, as it store the form even when is not fully completed.

Please indicate us in the group calendar the expected time of delivery.

Best regards

Rosana Montes

Delete

Adobe Connect Pro for Interview Tools #2 #3 #4 #5

The interviews can be carried out with the Adobe Connect Pro professional software for videoconference. The interface is in spanish but its use is quite easy.

Just remember to book it specifying the base role of each participant: one moderator and the others are participants. In the **Peer Review** menu you have the **Book VideoSala** link:

To do a reservation for a video conference sala enter the email addresses of the participants below (one per line):

mgea@ugr.es
iblanco@ugr.es
acanas@ugr.es
emilio@ugr.es
barnas@scienter.es
zarkakis@edu-inno.bme.hu
suba@eden-online.org
szalma@eden-online.org
rolf.reinhardt@gmail.com
actannhauser@scienter.org

Enter the email address of the moderator

rosana@ugr.es

Requested date

From: Month Day Year
To: Month Day Year

Enter a message specifying the name of the Peer Review Group

I want to book the HEXTLEARN Video-Sala for the Peer Review Group: Cevug-UGR.
Subject: Online meeting for the Interviews.
Scheduled time for the event: 11 A.M. - 1 P.M

Rosana Montes
Hextlearn VPR Manager

Send

Now that the Interviews and the Focus Group is scheduled, notify it by message or the group calendar.

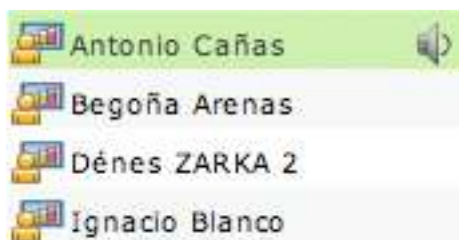


In the Adobe Connect Pro the host is the person that can accept members to the conference session. Only can be one

manager:

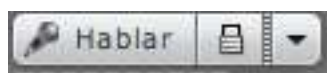


Participants have only the microphone (not the camera), and must ask the manager for voice permission:



The presenters are those of the participants that can enable the camera and can control the micro themselves.

The microphone can be hold to be in possession of the word simultaneously to others presenters with the padlock button or



intermitently (to improve the connection speed) with the Hablar button.

Besides the video, Adobe Connect Pro has other tool for sharing documents, a computer desktop, a dashboard, notes, chat and so on. For a detailed description of this tool consult the document under the Help menu of the community.

http://elearning.ugr.es/hextlearn_v2/hextfiles/tutorial_AdobeConnect.pdf

All the videoconference sessions for hextlearn are accessed through the link to:

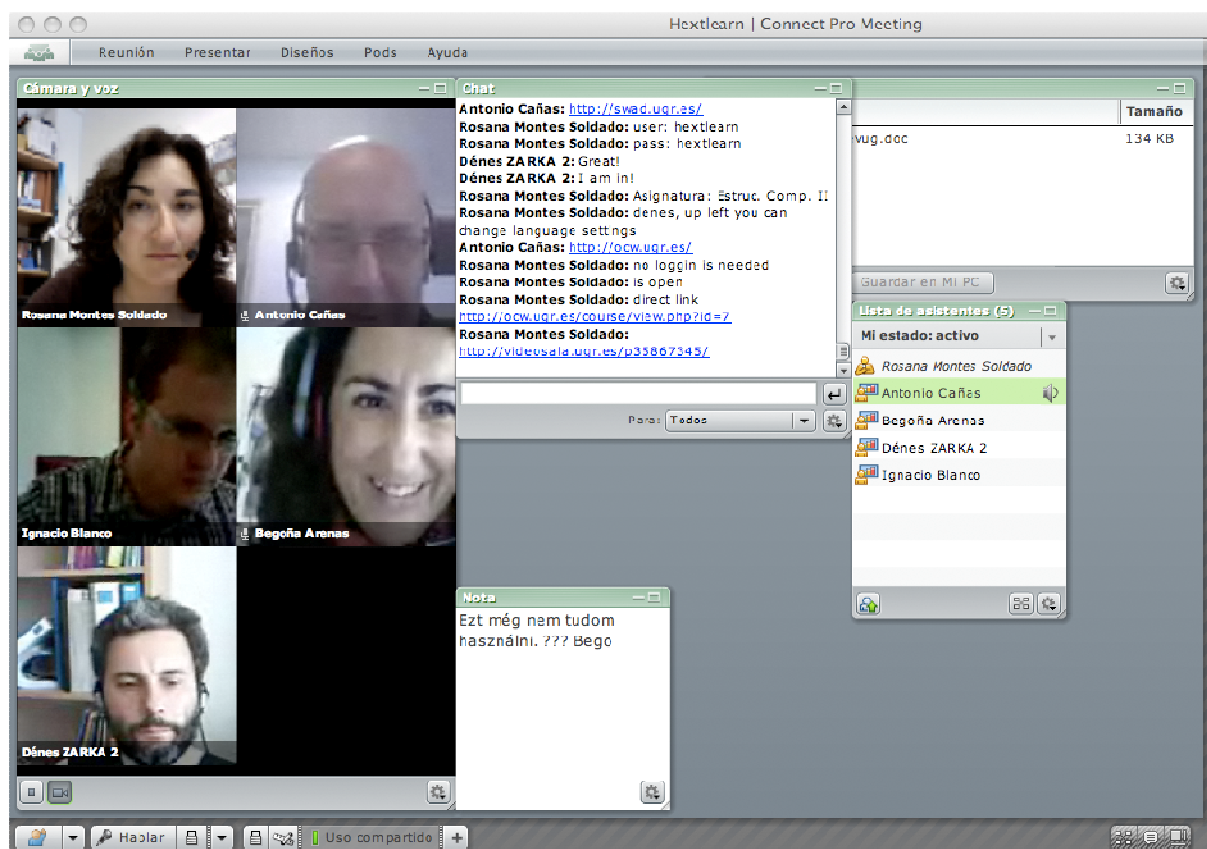
<http://videosala.ugr.es/hextlearn>

Hextlearn

Entrar como invitado
Escriba su nombre:

Entre con su nombre de inicio de sesión y contraseña

All but the host of the session (the VPR- manager) should login as guest using their email direction in the following form:





The owner of the videoconference session in Adobe Connect Pro Meeting should start the recordings by clic on **Reunion** > **Grabar reunion** and finish it with **Reunion** > **Finalizar reunion**.

Reunión	Presentar	Diseños	Pods
<ul style="list-style-type: none"> Gestionar el acceso y las entradas ▶ Crear grupos de trabajo... Grabar reunión... 			
Gestionar la información de la reunión			
<ul style="list-style-type: none"> Rendimiento y aspecto de la sala ▶ Gestionar mis ajustes ▶ 			
Finalizar reunión...			

The recordings and other information of the videoconference can be accessed through web and shared via link.

Información de la reunión | Editar información | Editar participantes | Invitaciones | Contenido cargado | Grabaciones | Informes

Eim.		Mover a carpeta		
Nombre	Tipo	Fecha de modificación	Tamaño (KB)	Con referencia
 Civog_Universidad2010.ppt	Presentación	30/04/2010 11:48	6261,3	Si
 LOGB_M8_Logistica_Civog.doc	Archivo adjunto	29/04/2010 14:14	133,5	Si

The complete 2h 45 minutes can be displayed in real time at:

<http://videosala.ugr.es/p29097134/>

Tool # 6: Analysis And Reporting Triangulation Grid