

# Digital Tools

As you start the new term, you will be using the University's digital tools to support your learning and experience. Here's a short guide to help you get the most from them.

<b>Tool</b>	<b>Summary</b>
<a href="#">Minerva</a>	The University's Portal and Virtual Learning Environment
<a href="#">UniLeeds</a>	The University's app for viewing your timetable, library record, etc.
<a href="#">Leeds Office 365</a>	Word, Excel, PowerPoint, etc.
<a href="#">Library Search</a>	Search the Library resources
<a href="#">Collaborate Ultra</a>	Virtual classrooms (Blackboard)
<a href="#">Microsoft Class Teams</a>	Virtual classrooms and collaborative tools (Microsoft)
<a href="#">Zoom</a>	Virtual classrooms (Zoom)
<a href="#">Top Hat</a>	Voting, discussion and assessment
<a href="#">PebblePad</a>	An E-portfolio to record, reflect on and evidence your learning
<a href="#">LeedsforLife</a>	Support for your personal and academic development
<a href="#">Mediasite</a>	Digital content: podcasts, videos, presentations and screencasts
<a href="#">Padlet</a>	Facilitates online discussion, resource sharing and collaboration
<a href="#">Gradescope</a>	For submission of work including handwritten work and code
<a href="#">Turnitin</a>	For submission of assignments
<a href="#">FutureLearn</a>	Short flexible courses
<a href="#">LinkedIn Learning</a>	Video-based courses
<a href="#">Box of Broadcasts</a>	Records programmes and has a searchable archive
iTunes and Apple Podcasts	Free podcasts, audio and video content
<a href="#">MyCareer</a>	Careers and employability opportunities and support

## Name: Minerva

### What's it for?

Minerva is the University's Portal and Virtual Learning Environment (VLE). It provides quick access to many of the other digital tools (listed below) and to the online materials for your modules. From Minerva you can access: University and departmental announcements, module areas, the Library, Office 365 email, Student Services and Timetabling.

### How do I get to it?

Visit [minerva.leeds.ac.uk](http://minerva.leeds.ac.uk) and sign in using your username@leeds.ac.uk and password.

### Where can I find out more?

Read the [Navigating Minerva Guide](#) and [Minerva Help](#) pages.

### Top tips:

- Minerva uses 'tabbed' navigation for each of the major sections: Home, Learn and Discover.
- You'll be using the toolbar a lot, so familiarise yourself with its functions.
- The Learn tab is where you'll find your modules and organisations.

## Name: UniLeeds

### What's it for?

It is the University's app for viewing your personalised timetable, checking your library record and accessing other useful features.

### How do I get to it?

Download the app through Apple or Google app stores.

### Where can I find out more?

Read the [IT Knowledge Base article on UniLeeds Mobile App](#).

### Top tips:

- Make sure that you login using your username@leeds.ac.uk.

- If timetabled sessions are showing at the wrong time, check your phone's date and time settings. The time zone needs to be set to automatic and the time format to 24-hour.
- If your timetable is not displayed correctly follow the steps outlined in the IT Knowledge Base article above.

## **Name: Microsoft Office 365**

### **What's it for?**

Office 365 is a cloud service that provides apps like Word, Excel and PowerPoint, along with productivity apps, device management, and advanced security, in one connected platform.

### **How do I get to it?**

Sign into [Leeds Office 365](#) with your University account.

### **Where can I find out more?**

Check the [IT Knowledge Base articles on Office 365](#).

### **Top tips:**

- Familiarise yourself with the suite of applications available within Office 365.
- Share documents through One Drive links, rather than email attachments.
- Collaborate and edit documents through One Drive.

## **Name: Library Search**

### **What's it for?**

To find library resources and manage your account.

### **How do I get to it?**

Go to the [University of Leeds Library](#) where you can sign-in using your username@leeds.ac.uk and password.

## Where can I find out more?

See the [Library Search Help](#). The [Library Quickstart](#) has more information about how to use the Library.

### Top tips:

- Start your search by typing a keyword or phrase into the search box.
- You can limit the search results using the filters on the left of the search results. This can be used to limit results to resources “available online”.
- Your username and password enable you to access online journals, eBooks and databases with Library subscriptions.

## Name: Blackboard Collaborate Ultra

### What's it for?

It is a virtual classroom used for live learning activities e.g. lectures and seminars. Details will be posted in Minerva if it is being used for your module(s).

### How do I get to it?

Usually through a Collaborate link under ‘Collaboration’ in the Module menu. Select the link to access the course room or individual sessions. You do not need to download anything as Collaborate Ultra works in a web browser.

## Where can I find out more?

Visit [Blackboard Collaborate Ultra's website](#).

### Top tips:

- Make sure that your web browser is up-to-date and [supported](#). If you are accessing it from a mobile phone, use Chrome for Android devices, or Safari for iOS.
- Enter the room early to check your connection and familiarise yourself with the features before the session begins.
- Your tutor will let you know how the session will be run. This may differ between modules.

## Name: Microsoft Class Teams

### What's it for?

If your tutor has created a Class Team for your module, it will be used to communicate and collaborate online. Teams' functionality includes video meetings, posting messages and working together on files. Your tutor may organise you into Channels to help with group work, and into Breakout Rooms for discussion during live sessions.

### How do I get to it?

Visit [Leeds Office 365](#) or [download the app](#). Login with your university account.

### Where can I find out more?

See Microsoft's [Teams guidance](#).

### Top tips:

- Turn on notifications to receive instant updates.
- Use Group Chat or Posts (where directed) for working with other students on projects, tasks and activities.
- For live sessions, ensure you have a good Internet connection, are in a quiet place and can hear your tutor. You may find that headphones help.

## Name: Zoom

### What's it for?

Zoom is used for interactive, live learning activities. If your tutor is using it on your programme, you will see details posted on the module page in Minerva.

### How do I get to it?

[Download the Zoom client](#) for your device or use the app store. Sign into Zoom using the single sign-on (SSO) option for University sessions, so that your tutor can recognise you easily. You can sign in with your personal account too. See the [IT Knowledge Base article on Zoom Guidance and Access](#).

### Where can I find out more?

See [Zoom online resources](#) to help you setup Zoom on your device, and get the most out of it.

## Top tips:

- Make sure you have a good internet connection, are in a quiet place and can hear your tutor. You may find that headphones help.
- Your tutor will give advice on how the session will be run, and this may differ between groups.
- Use text chat, audio and video to interact with your peers and teachers during classes.

## Name: Top Hat

### What's it for?

Top Hat is a mobile voting, discussion and assessment tool. It is used by staff before and during teaching sessions and to set assignments.

### How do I get to it?

Tutors who are using Top Hat in their teaching will send an email invitation to you with instructions of how to join. You can either [log in via a supported web browser](#) or download the Top Hat app.

### Where can I find out more?

[IT Knowledge Base article on Top Hat](#)

## Top tips:

- Make sure you sign up ahead of a teaching session.
- Review answers to quizzes and test to find areas of learning that need more work.
- Revisit learning resources for revision.

## Name: PebblePad

### What's it for?

PebblePad is an e-portfolio tool which can be used to record, reflect on, and evidence your learning, and bring your learning journey stories together into interactive presentations. Students own and manage their own PebblePad content. During this year, your tutors will begin to use the tool for assessments and tutoring.

## How do I get to it?

Through the [University's PebblePad page](#).

## Where can I find out more?

[IT Knowledge Base article on PebblePad](#)

## Top tips:

- Create your own portfolio and use it to record your learning progress.
- Collate evidence of learning and format into a CV to share with potential employers.
- Create a personal blog about your interests or to document a personal goal, for example Couch to 5k progress.

## Name: Leeds*for*Life

## What's it for?

Leeds*for*Life helps you to get the most out of your time at university by supporting your personal and academic development. It is used by many Schools to organise tutoring. It provides you with access to a range of opportunities to enhance your time at Leeds and with access to an alumni mentoring network (Leeds Network) and your academic summary. There's information relating to discovery themes and a language exchange scheme.

## How do I get to it?

Directly from the [Leeds\*for\*Life website](#) or through Minerva.

## Where can I find out more?

The [Leeds\*for\*Life website](#).

## Top tips:

- Explore Leeds*for*Life to see the range of opportunities.
- Your school will explain how personal tutorials will be organised.
- Look at the Foundation tab to see how you can apply for funding to develop your own project whilst developing your skills.

## Name: Mediasite

### What's it for?

It gives you access to digital content and lecture recordings provided by your tutor. You can also record, edit, upload and share your own content such as podcasts, videos, presentations and screencasts for learning and assessment.

### How do I get to it?

[Mediasite](#)

### Where can I find out more?

[Introduction to Lecture Capture and Media Management](#)

### Top tips:

- Record content on a mobile phone and edit this in any software you choose before uploading it to Mediasite.
- Find extra learning resources on [VideoLeeds](#).
- Have a look at the guidance on [using lecture capture recordings for study](#) from Skills@Library.

## Name: Padlet

### What's it for?

Padlet is available to all staff and students to facilitate online discussion, resource sharing, collaborative working and much more.

### How do I get to it?

[Padlet](#)

### Where can I find out more?

[IT Knowledge Base article on Padlet](#)

### Top tips:

- Create Padlets for your group-based projects to share ideas and collaborate.

- Create a personal Padlet to assist your learning, pinning webpages to refer back to, or hosting drafts of work.
- Create a Padlet to brainstorm an essay before writing it, keeping all your notes in one place.

## **Name: Gradescope**

### **What's it for?**

Gradescope is a tool that allows you to submit a number of different assessment types, including handwritten work and computing code.

### **How do I get to it?**

Through a link in your Minerva module (within Submit My Work)

### **Where can I find out more?**

[Minerva support on Gradescope](#)

### **Top tips:**

- If you need to scan your handwritten work for submission to Gradescope, download Scannable (iOS) or Genius Scan (Android) to create a PDF file.
- You can resubmit your work at any time until the deadline passes. If your assignment is timed, you can resubmit at any time before the timer elapses.
- Computing code can be submitted directly from GitHub or Bitbucket.

## **Name: Turnitin**

### **What's it for?**

You may be asked to submit your assignments to Turnitin via Minerva. You may also receive assignment feedback/marks via Turnitin.

### **How do I get to it?**

Links to Turnitin will be available in your Minerva modules: there will be a separate link for each assignment. Look under "Submit My Work" in the module menu.

## Where can I find out more?

[Minerva support on Turnitin](#)

### Top tips:

- Make sure you use a supported browser e.g. the most recent version of Chrome, Safari, Edge or Firefox.
- When submitting to Turnitin, you must wait for confirmation of submission – this will include a Submission ID. If you don't see this, you haven't submitted and must wait.
- If you have any technical problems when submitting, contact the IT Service Desk with a screenshot of the error, module code, assignment name, date/time and location (PC number if you are in a cluster). If you are going to miss your deadline, let your School know this information too.

## Name: FutureLearn

### What's it for?

FutureLearn is a leading online learning platform that enables learning through conversation. The platform offers short flexible courses, Microcredentials and programs, and online degrees. Students at the University of Leeds have free upgraded access to University of Leeds courses on FutureLearn via FutureLearn Campus.

### How do I get to it?

To get free access to University of Leeds courses on FutureLearn, follow [these instructions](#). You will need to use your University of Leeds email address.

## Where can I find out more?

Advice on [Using FutureLearn](#).

### Top tips:

- [Search for a course](#).
- Boost your knowledge and skills within, or beyond, your discipline to improve your success.
- Publish your FutureLearn Certificates of Completion to your LinkedIn profile to demonstrate your commitment to learning and professional development.

## **Name: LinkedIn Learning**

### **What's it for?**

LinkedIn Learning is an online learning platform which you can access anytime and anywhere. It contains over 15,000 video-based, professional courses in a wide range of areas such as technology, business and professional, and creative. Courses are led by experts, are on average an hour long, and are broken down into bite-sized chunks.

### **How do I get to it?**

Activate your account by clicking the LinkedIn Learning tile on the [Minerva home page](#).

### **Where can I find out more?**

Visit the [IT Knowledge base article on LinkedIn Learning](#).

### **Top tips:**

- Connect your personal LinkedIn profile to your LinkedIn Learning account. This will enable you to publish the courses you have completed on your profile (as a certification / badge). You will also receive personalised course recommendations based on your profile information and your learning history will remain with you once you leave the University.
- In the 'My Learning' section remember to set the skills you are interested in and you will receive daily recommended courses based on your area of interest.
- Set yourself a weekly learning goal and monitor your progress.

## **Name: Box of Broadcasts (Bob)**

### **What's it for?**

Bob allows you to record programmes from over 75 free to air channels, and also to search the Bob archive of over 2.2 million broadcasts.

### **How do I get to it?**

Type 'Box of Broadcasts' into the [Library search box](#).

### **Where can I find out more?**

Visit Bob and click on About Bob for more information.

## Top tips:

- Use Bob to find documentaries and films that are relevant to your studies.
- Once in Bob use the Guide to browse programmes or search to find future and past programmes for viewing or recording.
- You can receive email alerts when programmes are ready to view.

## Name: iTunes and Apple podcasts

### What's it for?

A range of free podcasts, audio and video content from the University of Leeds and other educational institutions.

### How do I get to it?

On Apple and iOS devices you can access iTunes and Apple Podcasts via the usual apps. iTunes can also be installed on Windows PCs.

## Top tips:

- Use it to research and find content that is of interest and helps to broaden understanding of your subject.
- Subscribe to podcasts from leading people in your field or from prominent schools/institutions.
- Ask for recommendations from other students and staff.

## Name: MyCareer

### What's it for?

Careers and employability opportunities and support including: opportunities for volunteering, placements/ internships, graduate roles, careers events, and appointments with careers and study abroad advisers.

### How do I get to it?

[MyCareer](#)

## Where can I find out more?

[“Talk to us” at the Career Centre](#)

### Top tips:

- Set up your preferences when you first log in each academic year.
- Get the system to work for you; set up weekly event and vacancy alerts.
- Use the 'Resources' tab to see global vacancies, virtual career fair apps, virtual interview preparation toolkits, etc.