**Item 09**
**For Noting**

**Glasgow Kelvin College**

**Academic Board – 18 February 2022**

**Digital Skills Development Update**

**Report by Director of Digital Services and Head of Digital and IT Operations**

## 1. Introduction

This report provides an update on the digital skills developments in the College

## 2. What's New

New Director of Digital services has now been appointed – Jason Quinn

The Digital Operations Team are now in place and working well together, we have one post still to advertise for a Learning Technology Developer, this will be advertised soon.

## 3. What we've been doing

### 3.1 Training

The training requirements have moved away from the basic use of digital tools to more advanced features, this is great progress as it gives us confidence that the Staff are now feeling more confident using the tools and are keen to learn more.

Jennifer Lavery our Digital Skills Developer has delivered 46 sessions since the start of term on a range of topics as shown below.

| Session Title | All Staff | Department | Individual |
|---|---|---|---|
| Teams Baseline | | | 6 |
| OneNote | | 1 | 3 |
| Whiteboard | | | 1 |
| Setting Up Digital Classrooms | 3 | 1 | 1 |
| MS Stream | | 3 | 2 |
| Teams Assignments | | 4 | 1 |
| OneDrive & Sharepoint | 2 | 1 | 2 |
| Digital Classroom Management | | 1 | |
| OBS Live Streaming | | 1 | 1 |
| Breakout Rooms | 2 | 1 | |
| MS Planner | | 4 | |
| MS Bookings & Calendar Management | | 3 | |
| SharePoint Sites | | 2 | |

### 3.2 Survey/Polling Tools

We are also working with a small team of staff on student engagement tools such as Polly and Kahoot. Staff can use these apps to poll students during sessions to gauge how well the lesson is going and if the students are engaging with the content, particularly useful when delivering online material.

### 3.3 Automated Workflows (MSForms)

Using MS Forms and Power Automate to create digital workflows to remove as many manual steps as possible. Two good examples of this are reflected in the attached workflows that were developed for the Student Association and the Bursary department.

We are currently working with Finance on a travel workflow.

## 4. Upcoming Developments

- Aim to Go live with the new Intranet (OurKelvin) in May
- Offer a public facing MyKelvin app – showcase who we are, what we do, and what we can offer the local community
- Develop an onboarding course for Students as part of the keep warm exercise with the aim to offer similar to new Staff
- Staff Development day – training on SharePoint and OneDrive permissions
    - Move away from the shared drives z:\ h:\ to cloud
- Exploring the development of a digital course for all students (Future Ready)
- Develop the VLE (Moodle) – support Faculties to create digital course material, showcase key features and best practice
- Collaborate with Microsoft on training opportunities, digital material and badges for Staff and Students

## 5. Equalities

There are no equalities implications arising directly from this report.

## 6. Risk and Assurance

This report provides assurance that the College is aligning the digital developments with the overall strategy and College values

## 7. Data Protection

There are no data protections implications arising from this report.

## 8. Recommendations

Members of the Academic Board are recommended to note the contents of the report.

## 9. Further Information

Members can obtain additional information on the contents of this report from Jason Quinn, Director of Digital Services or Michelle Harding, Head of Digital & IT Operations.

Glasgow Kelvin College
JQ / MH
18/02/2022

Please note that this report is available in larger font format on request to the author of the report.

Workflow – Student Association

Workflow – Bursaries