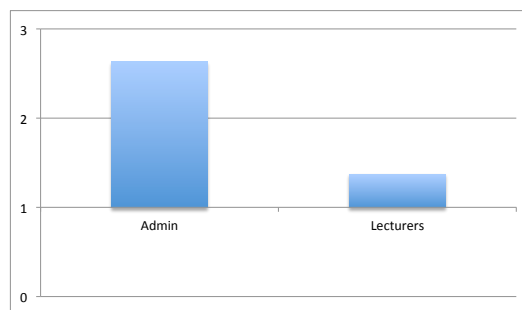


Date: 15/09/2009



	Research	Teaching	Admin
Telephone			Contact, messaging Ordering, registration for conferences, invoicing
FAX			
Photocopiers	Private copies of printed material	Slides, teaching packs	
TV		Distance learning	
PCs	Research Analysis, Writing papers & proposals, Giving Presentations.	Creating and Delivering Slideshows	Personal Organisation.
VHS		Distance learning	
laser printers	Drafts of papers, theses etc	Slides, handouts	
CDs	Backup Scholarly collections	backup	backup
Videodisk			
Internet			Skype Liaison & co- ordination
Email	(Research discussions)		backup
DVD	Backup	backup	collaborative work (Google Docs), diary management
Web	Project sites, repositories, digital libraries scholarly monologging; shared awareness	Course pages, VLEs	
Web2			

Overall Impact 1.95
Admin 2.63
Lecturers 1.37

Aspects of Teaching	Category	Web Impact	Score	Notes
Advertising	admin	HIGH		3 Prospective students look on the web - league tables and university web sites
Application	admin	HIGH		3 Undergrad students fill out web forms for UCAS; postgrad students fill out University forms which are distributed internally via Web
Registration	admin	HIGH		3 Registration occurs online BEFORE arrival at University. Like checking in.
Timetabling	admin	MEDIUM		2 Personalised timetable information published on web.
Lectures				
Writing Slides	lect	LOW		1 Powerpoint, look up stuff on Google, find images
Identifying Resources	lect	HIGH		3 Google!
Delivering Lectures	lect	NONE		1 Stand up and present to a class
Archived Lectures	admin	HIGH		3 Available from Web, portal, repository or VLE
Tutorials	lect	NONE		1
Studying	stud	MEDIUM		2 Reading web resources and lecture notes
Examinations				
Setting Exams	lect	LOW		1 Dream up questions and write them in Word, give to exam secretary
Sitting Exams	stud	NONE		1 Still handwritten scripts (given up on web exams)
Marking Exams	lect	NONE		1 Red pen & excel and email results to exam secretary
Past Papers	admin	HIGH		3 Download from web/VLE
Setting Coursework	lect	MEDIUM		2 Dream up questions, write them in Word, save as PDF and put on Web
Undertaking Coursework	stud	MEDIUM		2 Do work, write up in Word and submit via Web
Marking Coursework	lect	NONE		1 Print out, red pen & excel and email feedback to students
Exam Board	admin	MEDIUM		2 Publish exam results via Web for scrutiny and progression decisions at f2f meeting; deliver marks to students via web portal
Quality Processes	admin	MEDIUM		2 Collect syllabus information via web forms and databases, QA evidence via paper forms and surveys
Aspects of Research	Category	Web Impact		Notes
Call for Proposals	admin	HIGH		3