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Tools

Visit the [clickUP help](#) page for UP supported tools for content, assessment, engagement and more. We highlight some of these tools alongside many others being used in our community below.

Engagement

Awwapp: Online whiteboard for real-time visual collaboration (for a small group); basic version free.

AnswerGarden: Free minimalistic open-ended feedback tool. Use it for real time audience participation, online brainstorming and classroom feedback. [Bull. 1 \(p5\)](#) · [HowTo@NAS guide](#)

Blackboard collaborate (in clickUP): A real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact; suitable for streaming sessions & e-tutoring. [Bull. 1 \(p4\)](#)

Clickers: Classroom response system which facilitates feedback (e.g., multiple choice question). [Bull. 1 \(p3\)](#)

Kahoot: Easy to use learning platform to create, share and play fun learning games or trivia quizzes.

Padlet: Online platform for virtual “bulletin” boards, where students and lecturers can collaborate and share ideas & links. After setting up a bulletin board, anyone who has the link can add posts (with text, links, pictures, etc.) as well as comment and “like” other posts. Basic version is free. [Bull. 1 \(p5\)](#) · [HowTo@NAS guide](#)

Zeetings: Audience engagement: transform your meetings, presentations, lessons and events by empowering everyone to participate from their own device. (Free education version has unlimited presentations and a limit of 500 participants per presentation.) [Bull. 3 \(p4\)](#)

Google calender appointment slots: You can set up appointments on your calendar so that people can easily reserve specific time slots. For instance, lecturers can have their students reserve time slots during consultation hours each week ([here](#) is an interesting blog about this kind of practice). [HowTo@NAS guide](#)

Mail Merge (using Microsoft): Easily send personalized emails to a list of people (potentially hundreds) based on data in a spreadsheet. E.g., “Dear [put name], Please note that your semester mark is [put mark]. I recommend that [put recommendation]. Best regards, your lecturer.” Here the [put] fields are populated from data in your spreadsheet ([demo here](#)) which should also contain all the email addresses. *Requirements: Microsoft Word, Excel, and Outlook—which you need to set up with your gmail account (you simply need to download and run [G Suite Sync](#)).* [HowTo@NAS guide](#)



The T&L@NAS Bulletin aims to be a forum for sharing thoughts, ideas, and stories on teaching and learning across NAS and UP. In doing so, we hope to help foster a supportive and collaborative community where we can be inspired by the experiences and innovations, no matter how minor, of all our colleagues.

Editors: [Rory Biggs](#) (Maths) & [Ina Louw](#) (Edu. Innovation)

Bulletin archive: bit.ly/TLatUP

Current bulletin: bit.ly/TLatUP1

Latest resource list: bit.ly/RSatUP

Distribution

[Soundcloud](#): Online audio distribution platform; free version restricted to a total of 3 hours of audio.

[Bull. 2 \(p7\)](#)

[YouTube](#): Online video distribution platform. (Obvious, but useful to keep in mind!)

Audio/Video: capture & editing

[APowersoft](#): Online screen recorder & basic video editing (including easy to use video compression); basic features are free.

[Bull. 2 \(p5\)](#) · [HowTo@NAS guide](#) · [YouTube video](#)

[Audacity](#): Free and open-source digital audio editor and recording application software.

[Bull. 2 \(p7\)](#)

[Avidemux](#): Free basic video editor that's simple to use, even if you've never cut and manipulated your own footage before (best for making quick edits and cuts).

[Dockeri](#): A professional interactive whiteboard tablet app with sophisticated tools for hand-drawn graphics; can be used to create video lectures. (Free on iOS, paid on Windows.)

[Bull. 1 \(p2-3\)](#)

[Lightworks](#): Professional non-linear editing system for editing and mastering digital video; free version has restricted features.

[Andre du Plessis (UP) has a [YouTube video](#) on "How to produce your own instructional video."]

[OBS studio](#): Free and open source software for video recording (including screen capturing) and live streaming.

[Snagit](#): Screen capture software. "[Snagit] takes the hassle out of creating custom screenshots and recordings. Capture your screen, edit images, and deliver results." Education version currently ~30USD.

[Bull. 3 \(p3\)](#) · [HowTo@NAS guide](#)

Miscellaneous

[Bitly](#): URL shortening service with analytics. Basic version is free.

[GoQR](#): Free QR code generator.

[CloudConvert](#): Easily convert between various audio, video, document, ebook, archive, image, spreadsheet and presentation formats; simply upload, convert, and download. No need to install any software.

[Doodle](#): Online calendar tool for time management, and coordinating meetings. Users are polled to determine the best time and date to meet. (Note: you can use this service for free with some limitations—this is not clear from their "pricing" page.)

[Education Coffee Table Book](#): Showcases stories of Education Innovation so that you can get more ideas to enhance your own teaching and learning practice.

[Bull. 2 \(p2\)](#)

[Lynda.com / LinkedIn learning](#): Online learning platform with a variety of courses (including ones on some of the tools mentioned above). Covered by UP subscription.



Library Services: A large range of [services](#) including:

[Bull. 4 \(p4\)](#)

- [Information specialists](#): Large number of specialists available to support your information resource needs, Hybrid learning content needs, and scholarly information needs.
- [MakerSpace](#): Creative lab for collaboration with 3D printing, 3D scanning, IoT kits, robotics kits, etc.
- [Digitisation](#): on-demand digitisation service (e.g., paper docs, photographs, slides and negatives).
- [UP Bindery](#): High standard, professional binding service including reparation of damaged books.

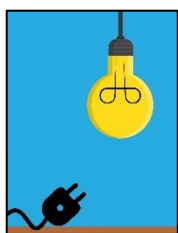


ITS Helpdesk & AV support: The ITS Helpdesk is the first contact point for staff and offers support and advice for passwords, hardware, software, access rights, venue & audio visual requirements. AV services can be requested via the ITS Services Catalogue.

ITS Helpdesk: x3051, help@it.up.ac.za, service catalogue upnet.up.ac.za/SRC/.

AV support: via ITS helpdesk x3051, avsupport@up.ac.za, after-hours (16:00–19:00) phone security services x2310.

Events: via ITS service catalogue upnet.up.ac.za/SRC/ at least 3 days prior to the event.



Facilities 1stop: Register any building maintenance related requests and tasks with us 1stop@up.ac.za or contact us at 012 420 2244. Kindly provide the following information to enable us to process your request effectively and accurately: name & telephone number of the person requesting the service, building & room number, nature of the problem / request.

[Click here](#) for a full list of Technical Services on offer.



UP printers: Offers a suite of [services](#) including copying, printing, and binding of tests, study guides, reports, etc. Requisitions can be sent electronically via e-mail to printing@up.ac.za; find the requisition form and some more details [here](#).

Location: Building No 7, South Campus.

Contact: printing@up.ac.za, x4004 / x2127, Phyllis Lottino / Norman Ngaka.

Hatfield speed services depot: Kama-Kama building (east from Thuto), x4096, Gene Hale / Edward Rametse.



Scheduling Office: Responsible for the scheduling (& rescheduling) of all lectures, tests, examinations and ad hoc bookings. Please get in touch when curriculum changes are being planned to determine scheduling feasibility. [Bull. 4 \(p10\)](#)

Valériette de la Pierre (x2134, valeriette.delapierre@up.ac.za) — scheduling of lectures, tests, and examinations.

Laverne Coverdale (x5830, laverne.coverdale@up.ac.za) — assists with ad hoc bookings, e.g., sick tests.

Pieter Gouws (x2218, pieter.gouws@up.ac.za) — assists with the examination and supplementary timetables.



Disability Unit: Works closely with departments and faculties to make the academic journey more accessible to navigate for students with disabilities. Students can consult with the [Disability Unit](#) (walk-in; x2064; du@up.ac.za) for all disability related queries and support (including to assess if a student is eligible for concession support, e.g., additional time on the basis of a disability).

The Unit can also [advise lecturers](#) on how to accommodate students with disabilities.

Mr Juan Erwee (juan.erwee@up.ac.za) is the Disability Unit Faculty Liaison for lecturers in the NAS Faculty.



Invigilators' office (Hatfield): Contact this office to arrange invigilators for learning opportunities / class tests, semester tests, examinations, and other ad hoc purposes (e.g., perusals, delivery and collection of semester tests & exams).

Location: [Centenary building](#) (along front ramp/stairway).

Contact: Happy Legae (x2592, happy.legae@up.ac.za), Lewellyn Pietersen (x5477, lewellyn.pietersen@up.ac.za).

Head: Karabo Mmola (x6512, witinton.mmola@up.ac.za).

Note: Students with disabilities who are granted extra-time only, can write their semester tests and exams in Law 1-45 when arranged with the Invigilators' office. These students must have a valid concession for the current academic year.



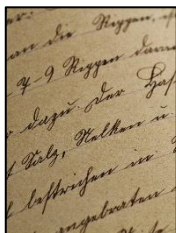
Creative Studios: Creative Studios help lecturers create engaging audio and visual material for teaching and learning. Creative experts assist in capturing concepts in audio and/or visual forms, which range from graphic images, photographs and video to animations, voice-overs and other forms of sensory stimuli.

Graphic design: Hettie Mans, x4264, hettie.mans@up.ac.za, portfolio <https://hettiemansb336.myportfolio.com>.

Video: Andre du Plessis, x4031, andre.duplessis@up.ac.za, portfolio <http://bit.ly/34mCxPg>.

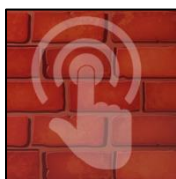
Video conferencing: Almero du Pisani, x3779, almero.dupisani@up.ac.za.

[Bull. 4 \(p2\)](#)



Scholarship of Teaching and Learning (SOTL) grants: Available to undertake research into the teaching of your discipline with the aim of developing your teaching and research capacity and improving student learning. These grants are administered by Education Innovation, available for UP lecturers, and worth a maximum of R50 000 each. You can view details for the closed 2019 call [here](#).

Should you be interested in applying for a future grant, please contact your [Education Consultant](#).



Flexible Futures: Annual T&L conference organised by UP. This conference is a source of inspiration for teaching and a platform to share experiences and advice on the effective incorporation of teaching technologies to improve learning and mastery. Attendance is free for all UP staff.



[Ina Louw \(Department for Education Innovation\)](#)

ina.louw@up.ac.za · x3768

Education Consultant (NAS): From organising and presenting continuous professional development (CPD), to peer feedback on lecturing and providing assistance on designing projects/study guides/assessments. Feel free to discuss your T&L needs with Ina who will help to identify the best solution for your particular situation. If Ina can't help you, she'll be able to tell you who can.

[\[Other faculties—click here\]](#)

[Bull. 4 \(p6\)](#)



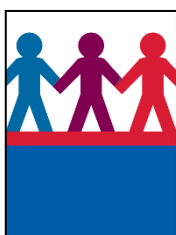
[Mpho Thukane \(Department for Education Innovation\)](#)

mpho.thukane@up.ac.za · x2564

Instructional Designer (NAS): Do you need advice and support on creating great learning experiences for your students using clickUP and other tools? I am only an email or a call away ☺.

[\[Other faculties—click here\]](#)

[Bull. 4 \(p6\)](#)



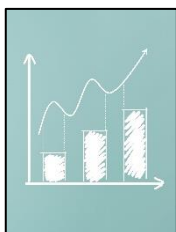
Unit for Community Engagement (CE): Any module that has some aspect of community engagement or off campus learning should be registered with CE; email Londiwe Mahlangu (Londiwe.Mahlangu@up.ac.za) or Gernia van Niekerk (gernia.vanniekerk@up.ac.za) to register. Benefits include a small contribution per student to the transport or other expenses of the module. Additionally, CE can help you to connect to local partners where your students can do hands-on learning while contributing to the community. Registering is not limited to only community engagement activities in class, but also covers field work and field trips.



Faculty student advisors: Enthusiastically support students academically (e.g., goal setting and motivation, time management, study methods, and handling of academically related stress). Any students who struggle to cope academically should be referred to FSAs. Any matter that is not related to academic content is addressed or, if necessary will be referred to the relevant place or person.

Find details about your FSAs [here](#).

[Bull. 4 \(p7\)](#)



PowerHEDA: A tool designed to provide institutional statistics at a glance, in addition to in-depth analyses that cover a broad spectrum of foci, ranging from UP's performance against key indicators and in world rankings, to student profiles and registration, success and throughput rates, staff profiles, and research outputs. More details and a stepsheet can be found [here](#).

Contact Thea Neethling (thea.neethling@up.ac.za) to arrange access.

[Bull. 4 \(p8\)](#)



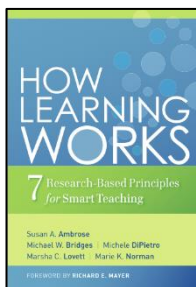
Security services: A host of security related services, including:

- 24h control room for emergencies (e.g., fire dept., ambulance, stuck in lift/building) in aid of students, staff, guests, and contractors; call **083 654 0476** ("please call me" can be used).
- Green route escort service: ask any security personal to escort you on campus at night; service runs between Park st, Lynwood rd, and the residences in the east.
- CCTV cameras in many areas—you can request footage if you are involved in an incident.
- Street security around campus in collaboration with Tshwane Metro (on bicycles as well as a bus with cameras).
- Responsible for locking and opening buildings on campus.

Contact details: back of staff card

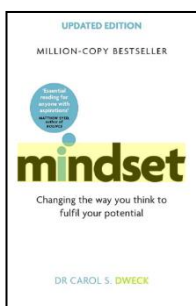


Books



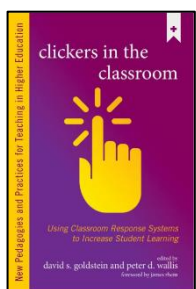
Ambrose, Susan A., et al. How learning works: Seven research-based principles for smart teaching. John Wiley & Sons, 2010.

[UP libraries:](#) print & ebook



Dweck, Carol. Mindset: changing the way you think to fulfil your potential. Hachette UK, 2017.

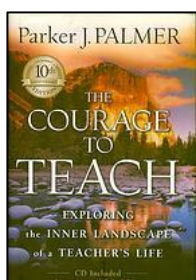
(Also this blog on "[Mindset and mental health.](#)")



Rhem, James. Clickers in the classroom: Using classroom response systems to increase student learning. Stylus Publishing, LLC, 2015.

[UP libraries:](#) ebook

Reviews: [Tomorrow's Professor Postings \(Stanford\)](#)



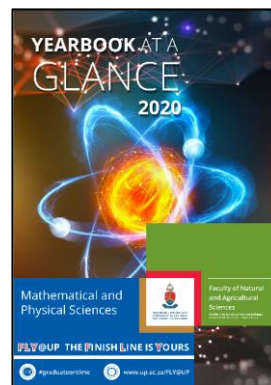
Palmer, Parker J. The courage to teach: exploring the inner landscape of a teacher's life. John Wiley & Sons, 2007

[UP libraries:](#) print book

❖ Yearbook at a glance



[Yearbook at a glance 2020
Agricultural and Biological Sciences](#)



[Yearbook at a glance 2020
Mathematical and Physical Sciences](#)

❖ Faculty Student Administration [contact list](#).

❖ FLY@NAS clickUP page: bit.ly/FLYatNAS.

(Please contact Mpho Thukane, mpho.thukane@up.ac.za, if you do not have access.)

Suggest

Please send any suggestions for additions to the resource list to Rory Biggs (rory.biggs@up.ac.za). Kindly also report any obsolete or dead links to Rory.