

Cecil Training

Cecil 1 An Overview



Notes

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Section 1- Seminar Objectives

This seminar is designed to provide an overview of Cecil, its capabilities and benefits, prior to attending the hands-on training sessions.

This seminar covers the following topics:

- 1) What is Cecil?
- 2) A Brief History of Cecil
- 3) Utilization of Cecil within the University of Auckland
- 4) Functions Available in Cecil
- 5) Benefits of Using Cecil
- 6) Cecil Support
- 7) Cecil Registration

Section 2- What is Cecil?

Cecil is a web-based, online, enterprise Learning Management System used and developed in house by the University of Auckland.

The name *Cecil* is derived from the acronym *CSL*, standing for *Computer Supported Learning*.

Cecil comprises three basic components:

- 1) The *Database* which is used to store all data entered by both staff and students.
- 2) The *Staff Interface*, which is also known as *Cecil Explorer* and is used by staff to enter and view course related information. A typical Cecil Explorer window is shown below in Fig 1.

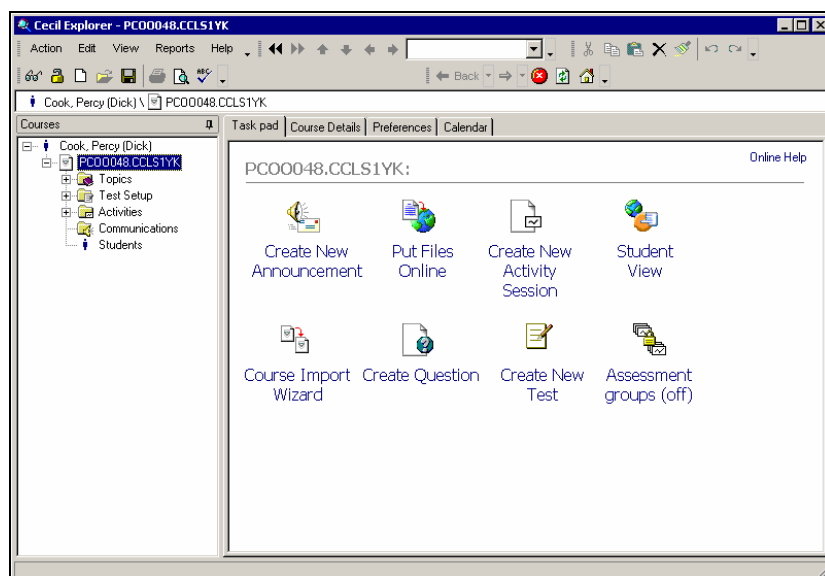


Fig 1- Cecil Explorer

- 3) The *Student Interface*, which is also known as the *Cecil Student Interface* and is used by students to view course related information. A typical Cecil Student Interface window is shown below in Fig 2.

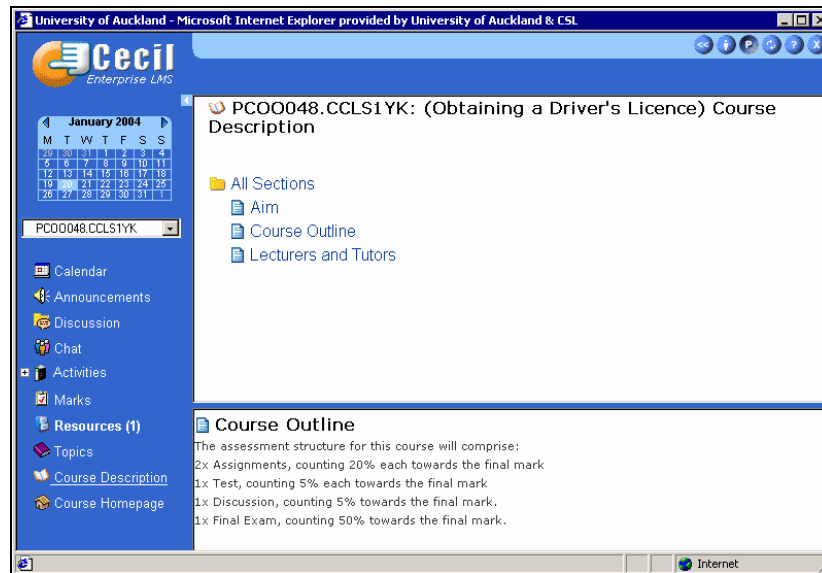


Fig 2- The Cecil Student Interface

Cecil is aimed at supporting academics and their students by providing a highly flexible and reliable system for information and communication. It provides students with an opportunity for self-assessment and immediate, guiding feedback.

Cecil can enrich any course within the University of Auckland. It offers both students and educators alike the capability of employing the latest innovations in technology, and provides an empowering tool for an enhanced learning environment.

Section 3- A Brief History of Cecil

The development of Cecil began in 1995 when David White and Don Sheridan provided a specification for a Computer Supported Learning System.

The system developed was one of the first live database web sites built and required the team to build their own specialized web server. One of its major aims was to better support the teaching, learning and administration of large classes. This was very much ground breaking work and required the assistance of Microsoft consultants in New Zealand and overseas.

Over the intervening years the development work has been focused upon responding to the needs of the principal users of the system. A variety of departments have specifically sponsored the development of features that they saw as giving them a competitive advantage in delivering their teaching.

Over the years Cecil has positively responded to any member of the University of Auckland's teaching staff who wished to use it, regardless of their parent Faculty. Support has been provided by departmental *Learning Technology Assistants* (LTA), (available in some departments) and the *Cecil Service Desk*.

Cecil has been greatly assisted by ITSS who have provided some of the production servers, housed and managed the production systems, performed routine maintenance, backup and some degree of system monitoring. ITSS also houses the Cecil Service Desk.

(highlights from an article by Don Sheridan)

Notes

Section 4- Utilization of Cecil within UoA

| Cecil Utilization 2000 to 2003 | | | | | | |
|--|----------------------------|----------------------------|----------------------------|---------------------------|--------------|-------------|
| | Section 4.1 000 | Section 4.2 001 | Section 4.3 002 | 2003⁽¹⁾ | % Inc | Note |
| Courses | | | | | | |
| No: of courses that actively use Cecil | 351 | 489 | 1,067 | 2,331 | 118% | 5 |
| No: of UoA courses offered | 3,427 | 4,306 | 4,549 | 4,770 | 5% | 2 |
| % of total courses offered by Cecil | 10.2% | 11.4% | 23.5% | 48.9% | | |
| Staff | | | | | | |
| No: of staff using active Cecil courses | 365 | 502 | 1,033 | 1,368 | 32% | 4 |
| Students | | | | | | |
| No: of Student Logins | 994,681 | 1,416,866 | 2,397,901 | 2,603,000 | 9% | |
| No: of students enrolled in active Cecil courses | 12,828 | 14,882 | 21,926 | 27,491 | 25% | 5 |
| No: of students enrolled in all courses | 28,119 | 29,588 | 31,850 | 33,427 | 5% | |
| % of total enrolled students in active Cecil courses | 45.6% | 50.3% | 68.8% | 82.2% | | |
| Subjects | | | | | | |
| No: of subjects using active Cecil courses | 37 | 53 | 84 | 119 | 42% | 3 |
| No: of subjects in UoA | 170 | 153 | 155 | 160 | 3% | 3 |
| % of total subjects | 21.8% | 34.6% | 54.2% | 74.4% | | |
| Online Tests | | | | | | |
| No: of online tests delivered | 202,537 | 298,533 | 429,576 | 501,962 | 17% | |
| No: of courses that delivered online tests | 80 | 100 | 173 | 193 | 12% | 2 |
| No: of subjects that delivered online tests | 21 | 21 | 33 | 38 | 15% | |
| No: of questions answered by students | 3,038,467 | 4,198,734 | 6,224,433 | 7,518,016 | 21% | |

Notes:

- (1) Up to 27 November 2003 inclusive.
- (2) The term *Course* is equivalent to the *Class with enrolled component* defined in nDeva.
- (3) Subjects were restructured when switched from SEARS to nDeva in 2001.
- (4) Staff includes Course Coordinators, Lecturers, Tutors and Markers
- (5) *Active Course* is defined as a course which has activities setup or has made announcements or has marks recorded and has at least one student enrolled in the course.

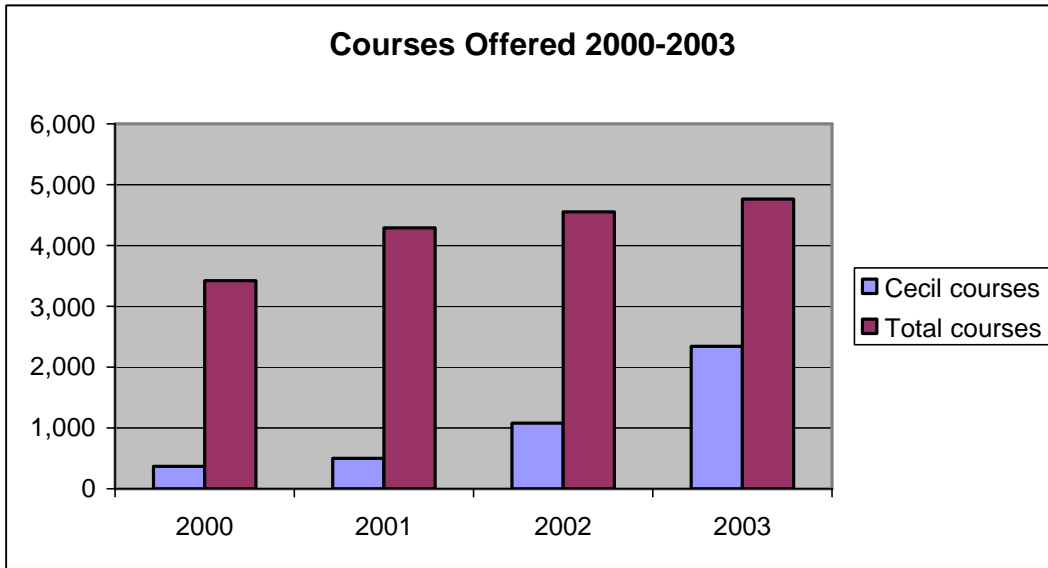


Fig 3- No: of Courses Offered 2000-2003

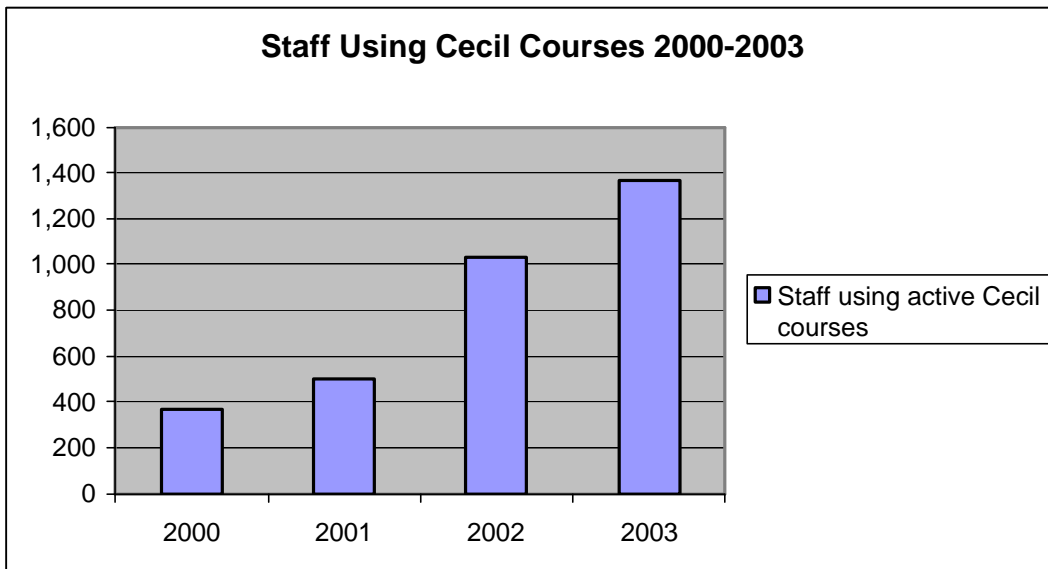


Fig 4- No: of Staff Using Cecil Courses 2000-2003

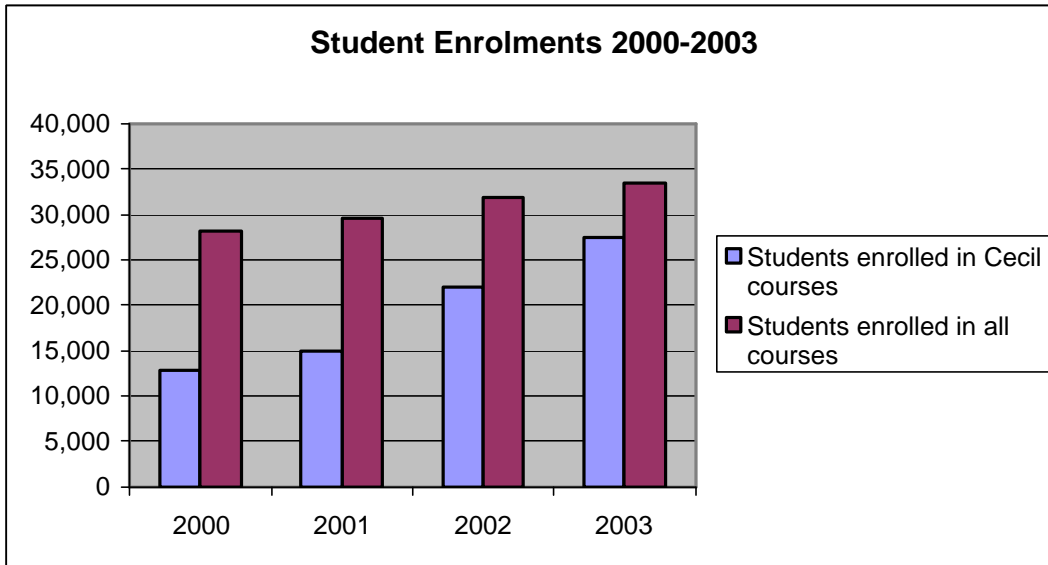


Fig 5- No: of Student Enrolments 2000-2003

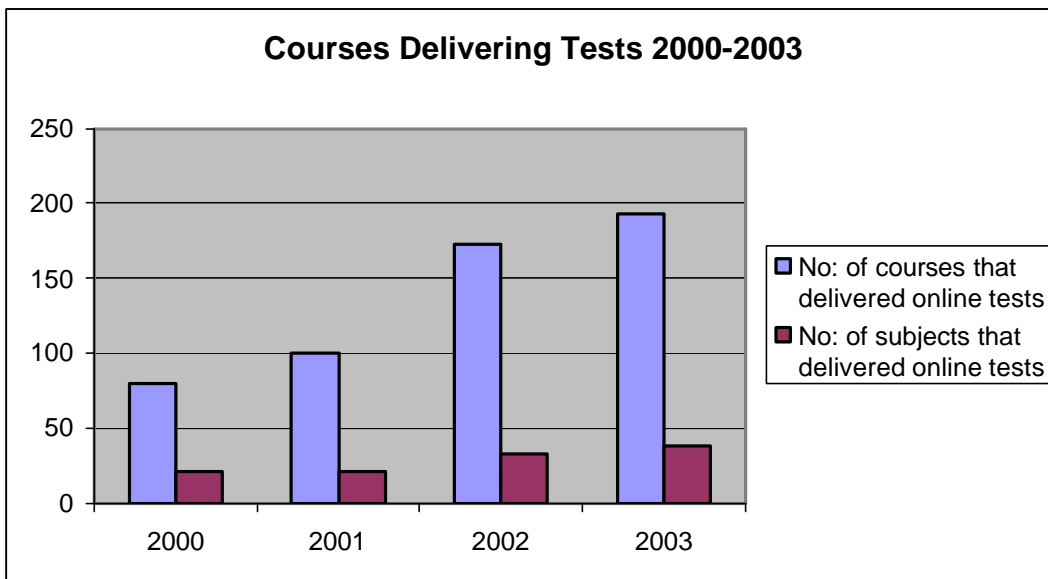


Fig 6- No: of Courses Delivering Tests 2000-2003

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Section 5- Functions Available within Cecil

Section 5.1. Staff (Cecil Explorer)

The following list identifies some of the functions provided for staff by Cecil:

- ? Entry of course details, eg *Course Outline*
- ? Setting up course activities, eg *Assignments, tests*
- ? Making course related resources available, eg *Lecture notes*
- ? Making announcements, eg *Upcoming tests*
- ? Streaming, ie *Dividing a large single group into multiple smaller ones*
- ? Communications environment, eg *Announcements & discussions*
- ? Viewing student enrolment details
- ? Entering of marks
- ? Preparation of Assessment Reports
- ? Submission of Final Grades

Section 5.2. Students (Cecil Student Interface)

The following list identifies some of the functions provided for students by Cecil:

- ? Viewing of course information on-line, eg *Course outline*
- ? Downloading resources, eg *Lecture notes*
- ? Viewing announcements, eg *Deadlines for tests and assignments*
- ? Viewing assessment marks
- ? Participating in on-line assessments, eg *Tests, Discussions*

Notes

Section 6- Benefits of Using Cecil

Section 6.1. Staff

The following list identifies some of the benefits provided by Cecil for staff:

- ? Convenience-
 - Time & Place- access Cecil from any PC with an Internet access
- ? Additional method of communicating with students
- ? Improved productivity and creativity
- ? Enhanced learning and teaching environment

Section 6.2. Students

The following list identifies some of the benefits provided by Cecil for students:

- ? Convenience-
 - Time & Place- access Cecil from any PC with Internet access
- ? More productive use of time
- ? Additional method of communicating with staff and other students

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Section 7- Cecil Support

Section 7.1. Staff

Staff support is available as follows:

? ***Cecil Service Desk***

The Cecil Service Desk operates from Monday to Friday, 8:30am to 5pm.

To contact the Service Desk- either,
phone extension 85100 or,
email cecilhelp@auckland.ac.nz

? ***Online Help***

Online help is available from the Cecil web site, the URL of which is:
<http://cecil.auckland.ac.nz/help>

? ***Departmental***

Departmental help is dependent on whether your department has a Learning Technology Assistant (LTA).

Section 7.2. Students

Student support is available as follows:

? ***IC Help*** (Kate Edger Information Commons)

To contact IC Help- either,
phone extension 82333, or,
email ichelpdesk@auckland.ac.nz

Note: If phoning from outside the UoA, students should phone (09) 303-5959 to access IC Help.

? ***Online Help***

Online help is available from the Cecil web site, the URL of which is:
<http://cecil.auckland.ac.nz/studenthelp>

? ***Cecil Service Desk***

The Cecil Service Desk operates from Monday to Friday, 8:30am to 5pm.
To contact the Service Desk- either,
phone extension 85100 or,
email cecilhelp@auckland.ac.nz

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Section 8- Cecil Registration

Section 8.1. Staff

For staff requiring access to courses in Cecil, contact the ***Cecil Service Desk*** or your ***Departmental LTA*** with a completed application form containing the following details:

- ? Your name, UPI & department
- ? Course Number (incl semester and campus information)
- ? Your role in the course, eg Course Co-ordinator, Lecturer, Marker or Tutor

Note: Please refer to Appendix 1 on page 22 for a copy of the above application form.

Your password and logon instructions will be emailed to you.

Section 8.2. Students

All students enrolled at the University of Auckland automatically have access to Cecil, using their ***NetAccount*** details. If necessary, students can contact ***IC Help*** or the ***Cecil Service Desk*** to resolve any Cecil registration problems.

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Section 9- Scheduled Cecil Courses

The following topics are covered in the scheduled Cecil courses given at CPD:

Section 9.1. Cecil 1- An Overview

- 1) What Is Cecil?
- 2) A Brief History of Cecil
- 3) Utilization of Cecil within the University of Auckland
- 4) Functions Available in Cecil
- 5) Benefits of Using Cecil
- 6) Cecil Support
- 7) Cecil Registration

Section 9.2. Cecil 2- Administering a Course

- 1) Getting Started with Cecil Explorer
- 2) Navigating within a Course
- 3) Setting up a Course
- 4) Managing Students
- 5) Announcements
- 6) Student Marks

Section 9.3. Cecil 3- Managing Information & Communication

- 1) Topics
- 2) Putting Files Online
- 3) Reports
- 4) Discussions

Section 9.4. Cecil 4- Tests

- 1) Creating Questions
- 2) Putting a Test Online

Section 9.5. Cecil 5- Final Marks & Grades

- 1) Check list before processing Final Marks and Grades
- 2) Final Marks and Grades (without criteria)
- 3) Assessment Groups
- 4) Final Marks and Grades (with criteria based on the assessment groups)

Section 9.6. CPD Courses

For further information about the above courses, please refer to the CPD Staff Development Programmes booklet located at the following URL:

<http://www2.auckland.ac.nz/cpd/crswkshps.html>

Appendix 1 - Application Form for Cecil Explorer Access