

Guidelines: Learning and Teaching Technologies

What learning and teaching technologies are currently supported at Federation University?

Version: 1.5 (Updated: 17 January 2025)

These guidelines describe which learning and teaching technologies are approved for use at Federation University. The guideline provides information on how each individual technology should be used and where learning content/material should be stored. As per the [Use of Learning and Teaching Technology Procedure](#), only the approved and supported technologies listed in this document should be used. This is to ensure efficiency and consistency in supporting students and academics in learning and teaching.

Please note: To make Library resources (print, media, weblinks, database content) available directly to students follow the [Copyright Guidelines for teaching](#), and make use of the [Library Learning Resources](#) team who will create a centralised list in Moodle for students to access their resources. Remember – Do not upload PDFs, please send requests to Library Learning Resources.

Name/Type	Purpose of Use	Supporting compliance Documents
<p>Moodle Learning Management System</p> <p>Primary L&T portal Access to Turnitin, Kaltura, ePortfolios, Learning Resources etc.</p> <p>View support resources</p>	<ul style="list-style-type: none"> • Learning content storage (<100MB) ⁽¹⁾ • Assessment submission and feedback (documents/quizzes etc.) • Record of student activity and engagement • Generation of compliance (activity reports - TAFE) • Data source for analytics • Communication with students via forums and messaging • Non-teaching activities (e.g. communities of practice, project work, orientation, staff support) 	<ul style="list-style-type: none"> • Use of Learning and Teaching Technology Procedure • Evidence of Student Participation / Engagement (VET) Procedure • Copyright guidelines for teaching • Higher Education Assessment Procedure • Academic Integrity Procedure • Social Media Procedure • VET Qualification Delivery Procedure • VET Assessment procedure • DJSIR dual sector funding contract • Standards for RTOs 2015 • ASQA – Users’ guide to the Standards for RTOs 2015
<p>Kaltura Media streaming</p> <p>View support resources</p>	<ul style="list-style-type: none"> • Storage and publication of user generated video and audio-based learning content (My Media) • Video assessment and branching video (via Moodle) • Note: FedFlix (Public facing) should not be used for learning content 	<p>Use of Learning and Teaching Technology Procedure</p>
<p>Mahara ePortfolio</p> <p>View support resources</p>	<ul style="list-style-type: none"> • Collation and showcasing of learning experience, evidence and reflective practice • Assessment (via Moodle) • Digital Resume 	<p>Higher Education Assessment Procedure</p>

Respondus View support resources	<ul style="list-style-type: none"> • A custom browser that locks down the test environment within the Learning Management System (LMS) to prevent cheating during online exams. 	<ul style="list-style-type: none"> • Use of Learning and Teaching Technology Procedure • Higher Education Assessment Procedure • Academic Integrity Procedure • Student Misconduct Procedure
Pebblepad eportfolio	<ul style="list-style-type: none"> • Allows users to create an ePortfolio with a collection of information and digitalised data. It can provide a measure of learning outcomes and competencies. 	Use of Learning and Teaching Technology Procedure
Microsoft TEAMS Collaborative Environments View support resources	<ul style="list-style-type: none"> • Telephony, Video conferencing, Chat • Content sharing ⁽²⁾ • User generated content • Student collaboration • Ad-hoc polling • Synchronous Learning ⁽³⁾ • Non-teaching activity (eg. communities of practice, project work, orientation, staff support) 	<ul style="list-style-type: none"> • Evidence of Student Participation / Engagement (VET) Procedure • Social Media Procedure • Copyright guidelines for teaching
Turnitin Academic Integrity View support resources	<ul style="list-style-type: none"> • Submission of Student Assessment items ⁽⁴⁾ • Similarity checking as part of plagiarism deterrence (Academic Integrity) 	<ul style="list-style-type: none"> • Higher Education Assessment Procedure • Academic Integrity Procedure • Student Misconduct Procedure
Qualtrics Surveys Further Qualtrics information here	<ul style="list-style-type: none"> • Evaluation of learning and teaching • Surveys for feedback, research etc. 	Qualtrics Support
eReserve Learning Resources	<ul style="list-style-type: none"> • Resource list management tool in Moodle that provides a centralised place for students to access resources, including digitisations of requested book chapters or journal articles NB don't upload your own files • Store and maintains links to Library database content (journal articles, eBooks) and freely available web links for Moodle distribution • Provide statistics for you to measure student engagement 	<ul style="list-style-type: none"> • Guidelines for teaching – third party teaching content • Copyright guidelines for teaching
Zoom Video conferencing (Performing Arts only)	<ul style="list-style-type: none"> • Zoom supports multiple simultaneous audio, allowing participants sing/play at the same time 	

Potential Issues with using non-supported technologies in learning and teaching

In line with Federation University policy, it is paramount that the appropriate technologies are utilised for establishing clear, effective and supported learning environments for both staff and students. The use of non-supported technology, including the installation of non-approved software, may be in breach of policy and this may have a negative impact on both staff, students and the University. See page 3 for examples that may arise:

Staff Experience

- **Clarity on where to go for training, resources, and support** – Currently training, resources and support for learning and teaching technologies (Moodle, Turnitin, Kaltura, Mahara and Respondus) reside with the Learning and Teaching Support Officers, Training and Content, Fed Services. Training, resources and support for teaching administration technologies (MS Office 365, and fdlGrades) resides with the Knowledge and Training Officer, Training and Content, Fed Services. The use of external social media apps is not supported the University and must not be used as a primary means of communication nor as a method for gathering assessment. This guide provides clear direction for staff regarding professional learning, specific to the relevant learning and teaching technology.
- **Compromising integrity** – Quality online learning and teaching centres around choosing the right technology to maximise student learning needs and outcomes of the unit – ‘pedagogy before technology’. Learning and teaching technologies must be fit for purpose, and teaching practices should not be compromised to fit the technology. Whilst the use/trial of additional technologies to address short term needs may be necessary, long-term use can compromise the integrity of staff teaching practices and student learning outcomes.
- **Sustainability and reusability** – There are significant risk of loss of resources should licensing expire and/or access to cloud-based content creators and object storage be revoked. Content created with unsupported tools may also present additional complications where updating is required. Centrally located resources, supported within the LMS are encouraged to prevent loss and provide consistency for students.
- **Master Shells and copying of content** – Technologies not integrated with Moodle are not supported during backup, restore and duplication functions, thus exposing staff to lost learning and teaching activities and resources, lost data, and/or may require redevelopment each semester.
- **Copyright/licence compliance** – The University is licenced to make copyright material available for educational purposes under specific conditions and systems. Loss of licences would impinge on the ability to use copyright content to teach, and systemic breaches may cause reputational / financial risk. Teaching staff are responsible for managing their copyright content, with support from Library Copyright Coordinator and Library Learning Resources team.

Student Experience

- **No single point of learning** – Use of technologies not integrated together can result in students missing instructions or messages posted in one platform and not the others. There are challenges with learning how to navigate a multitude of platforms and where to find materials or activities.
- **Limited tracking of progress** – When resources and activities are located outside of the LMS, it is difficult for students to track their own progress. Whilst the likes of MS Teams and social media sites can add benefits to learning, they do not include progress tracking for activities or resources.
- **Inconsistency of delivery** – Multiple systems with undefined use results in different adoption of technology in different courses.
- **Equity of access** – Where students experience vastly different technology experiences across courses, there is potential for the student to feel disadvantaged in one model over another. Students could challenge the University around their lack of progress.
- **Equity of skills** – Using multiple technology systems requires students to be upskilled in additional digital literacies. Student resources may not always be available, placing the burden on students to upskill themselves.
- **Clarity on where to go for training, resources, and support** – Use of technologies not integrated with university approved learning technologies means that the appropriate training, resources and support are either not provided, or inconsistent when developed by individual lecturers.

These guidelines have been co-developed between staff from the following areas: Former Centre for Academic Innovation (CAI), VET Practice Unit, ITS, Library, the Copyright Office and school representatives lead by Learning & Teaching Support and Production team, CAI. Updated by Learning & Teaching Support Officer team, Training and Content, Fed Services. The guidelines align with learning and teaching advice described in the column “Supporting Guidance Documents” Version 1.5 – 17 January 2025

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1. Video content should be uploaded to Moodle via Kaltura My Media. Larger files may be stored in SharePoint
2. Learning and Teaching content must be stored in Moodle
3. Cannot be used for EOP or VET attendance roll
4. Not for submission of others work under your own account.