Guidelines on working together on your Xerte object (if relevant)

If you are working on your Xerte object as part of a group project, there are a number of ways in which you might organise your work, which are outlined in the rest of this document.

The first thing to note, is that Xerte DOES NOT (a) allow you to work simultaneously on the same learning object or (b) allow you to copy and paste content straight from one learning object into another. We have developed the following advice to enable you to work together without wasting effort.

- Although Xerte is an online tool, there is no replacement for carefully planning what you want to do with your Xerte tool on paper in a face-to-face session (or, preferably, a series of face-to-face meetings).
- There are a number of ways in which you might want to work together as you build the online version of the learning object using Xerte. The two that are most suitable are:
  1. **Nominate one person in your group as the creator and manager of the Xerte object (<u>recommended</u>).** They can collate all of the content and suggestions that you send through to them and submit the finished Xerte learning object at the end of the project. This will make it easiest to keep control of the versions of your learning object and one person can deal with any technical problems. The rest of you can focus on developing the content. The person who is responsible for collating the object can use the '**Peer review**' tab under 'Properties' in the Xerte editor to gather feedback from members of your group (this is also a way to get some quick feedback from your tutor). Other group members can suggest edits to the text and tell you that they will send through files or other materials via email to be uploaded to the master version.
  2. **Work on it one by one in turn and pass from one to the other using the 'Give this project' tab within 'Properties'.** This way all of you can work on Xerte and develop the object in stages. The key thing here will be to create a schedule that you all stick to when working on the object (e.g. each of you works on it for a week at a time then passes it on) and to maintain control of the version. One person will still need to submit the Xerte object, but you can decide on that when setting up the schedule. You can use the 'Peer review' function to show your fellow students/ tutors work in progress.
- Whichever method you choose, you should keep backup copies of files or text (or details of references/ websites) of any materials that you upload into your Xerte object in case of any technical difficulties.
- You should also attempt to meet face-to -face whenever possible to look over your Xerte object and discuss it in person. This is often quicker than sending emails.

Timeline for working together on Xerte on East meets West

We've developed the following timeline here to break down the task of completing your Xerte object in groups. If you follow this process then there will be sufficient time to create, develop, refine and then test your object in time for the deadline in week 10. As you can see, there will be numerous opportunities for your tutors and your fellow students to offer feedback and suggestions on how to improve your object.

- Read this document and look at some example Xerte object(s) (week 1)
- Meet your group (week 1 or 2 in seminars)
- Xerte training sessions (week 3)
- Group meetings (week 3-5):
  - By week 4 – you should have had an initial meeting to choose your primary source and divide tasks within the group
  - By week 5 – you should have had another meeting to collate ideas and plan your storyboard for discussion with your tutor in week 5. This could be done on paper OR as a PowerPoint OR you may make a draft Xerte object
- Make first draft of Xerte object (week 6)

- Group and independent working on your Xerte object (weeks 7-9)
- Submission (week 10)