



## Activity Owner Guide

If you are already running a co-curricular activity for students, or if you are thinking about starting one, this guide is intended to guide you through the process of registering and maintaining your activity on the BrookesEDGE scheme.

If you have come across this guide, but are unfamiliar with BrookesEDGE, please take a look at the [EDGE google site](#), as well as the overview provided below.

The guide is organised in chronological order of the steps undertaken by someone new to the scheme.

# Overview of the BrookesEDGE Co-Curricular Scheme

**NB: BrookesEDGE is a new iteration of BrookesID. It will come into effect in September 2020 and BrookesID will close at that time.**

This scheme allows students who engage with activities outside of their academic study to receive recognition for their efforts. Students achieve recognition in the form of a BrookesEDGE certificate and this is awarded on completion of a minimum of 6 online STAR entries. A [STAR](#) entry is a well-recognised model for self-reflection based on the four categories of Situation, Context, Action, Result. Students must complete a STAR entry against at least 4 from 6 skills or attributes that are recognised and valued by employers. Each entry must be at least 500 words in length. :

Creativity

Planning and managing

Problem solving

Communication

Working with others

Ethical behaviour

**An important change from the previous BrookesID scheme, is that the award will now be based upon the students' STAR entries and not on the activities themselves. The evaluation of the STAR entries will be carried out by the BrookesEDGE Steering Group.**

Students may download an app (search for BrookesEDGE on Apple or Android), that provides them with a means of browsing and enrolling on activities, as well as monitoring their own achievements. The browser will only display activities relevant to each student, according to the faculty in which they are studying, as well as those offered university-wide. Adding an activity to the scheme means that it will be visible to any student eligible to enrol, and is therefore a good way of advertising an activity.

Staff running activities included in the scheme are referred to as Activity Owners. Activity Owners are provided with a Moodle site for their activity. The site is visible to students who have enrolled on the activity, and provides a mechanism for Activity Owners to communicate with enrolled students and to maintain control of the activity. **Activity owners do not, however, need to monitor students who have enrolled or award achievements to successful students. You can concentrate instead on making the activity a rewarding one as its own end.**

Once a student has engaged with an activity, they can submit STAR entries against one or more of the attributes relevant to the activity. The ability for students to write more than one STAR entry against any one activity will enable students to complete the award at their own pace, opening the scheme up to students in their final year or students on one-year PGT courses. Activity owners will be asked to select one or more relevant attribute against their activity as part of the proposal process.

## Interested in including your activity in the scheme?

Attend a BrookesEDGE workshop

If you have questions regarding the scheme or your idea for an activity, we have organised a series of workshops to provide some answers. These are advertised through the Staff Newsletter and on the web at [Get the EDGE](#) and will take place regularly throughout the academic year. If you would like to contact the scheme at any other time, please email [brookesedge@brookes.ac.uk](mailto:brookesedge@brookes.ac.uk)

You can also contact your Faculty EDGE champion (see below) or the EDGE Team.

## Filling in the form

The form for potential Activity Owners to register their activity is available at the bottom of the Get the EDGE google site.

The Activity Name and Activity Description are used to advertise your activity through the BrookesEDGE app. The Activity Name and Activity Description are intended to provide people outside Brookes, e.g. employers, with key information. The Activity Name should be a phrase describing the student, e.g. "Student Ambassador", and should be specific to your activity (there will be lots of "Student Volunteers"). The Activity Description should highlight which of the 6 attributes the activity can develop.

Whether or not you have attended a workshop, filling in the form is the first step in getting your activity a place in the scheme. You may put questions in the form fields - and we will get back to you.

## Getting notice of inclusion

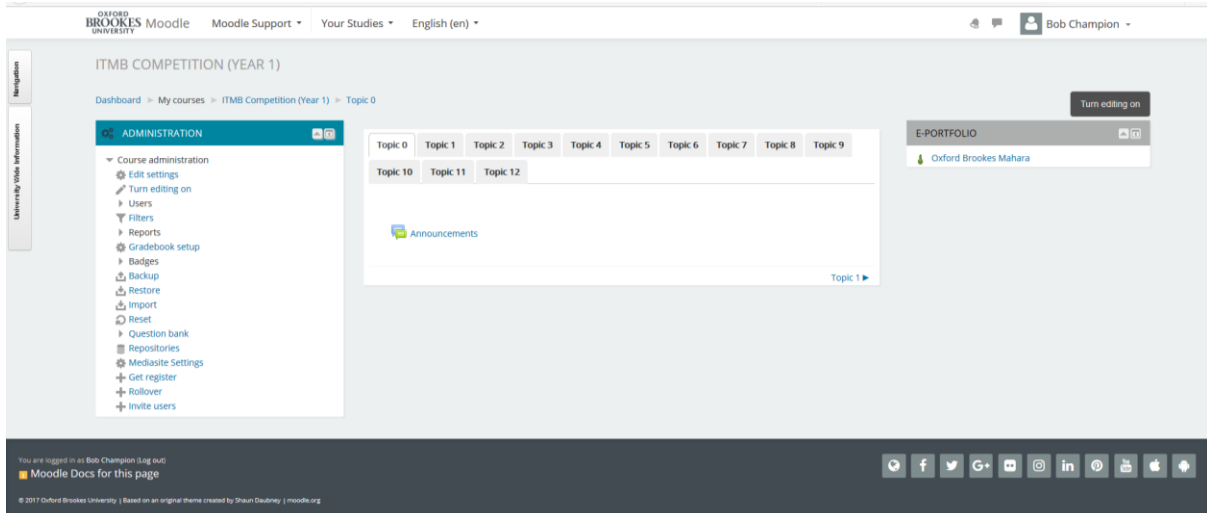
Once we have agreed the details with you, the activity will be included on the mobile app for students. We also create a Moodle page for the activity. You will see the activity appear on your list of Moodle courses.

## Managing a BrookesEDGE Activity

When a student enrolls on an activity (through the app), they will also see the activity appear in their list of courses on Moodle. You will have chosen a theme for the Moodle site (usually 'One topic with tabs'). This section describes what is already on the site, and what you might want to do with it.

It is important to note that students are not required to use the Moodle site - it is there primarily for the Activity Owner. Students will primarily interact with the scheme through the app.

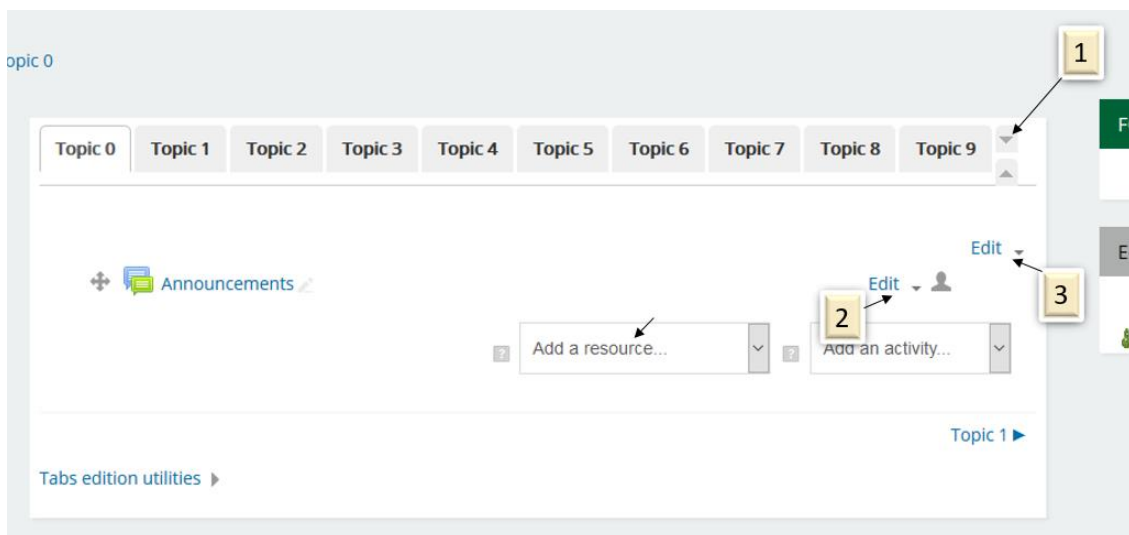
## Opening Page



The screenshot above shows the 'default' configuration of a new activity, where 'One topic with tabs' has been chosen. Click on the 'Turn editing on' button (top right of the screen), to make some simple changes.

## Customising your Moodle site

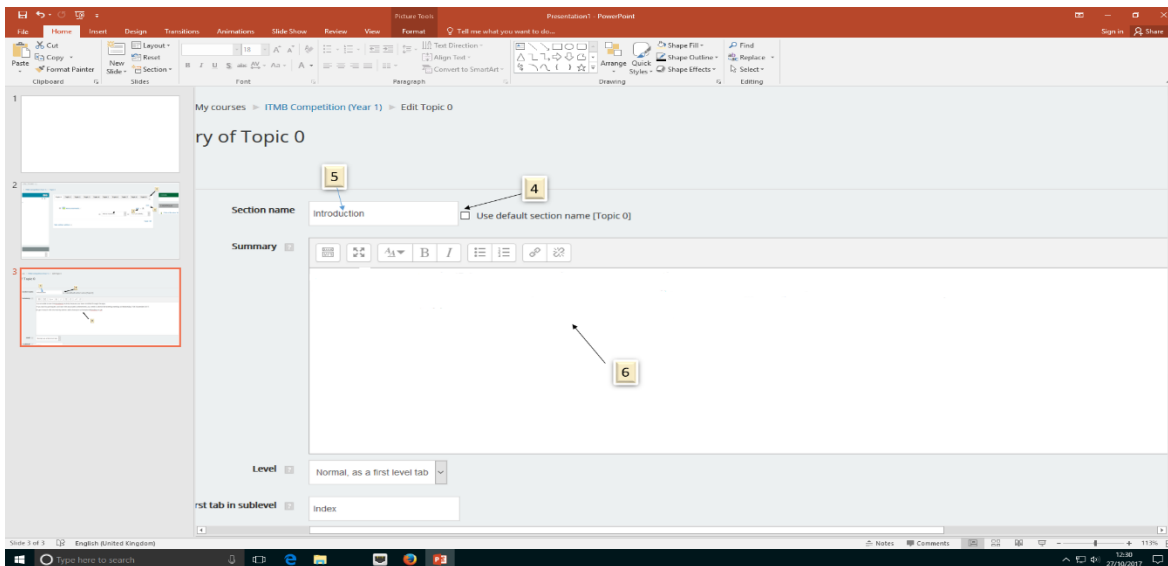
You may use the Moodle site in any way you wish, but you don't have to populate it at all as it can simply be used as a holding space for monitoring student enrollments. The steps below leave the site in a very 'basic' setup, suitable for most activities where the action happens offline



Use these arrows to add/remove Topic tabs

'Announcements' can be removed by selecting 'Delete' from the Edit menu

This Edit menu allows you to alter the currently highlighted Topic label (see screenshot below)

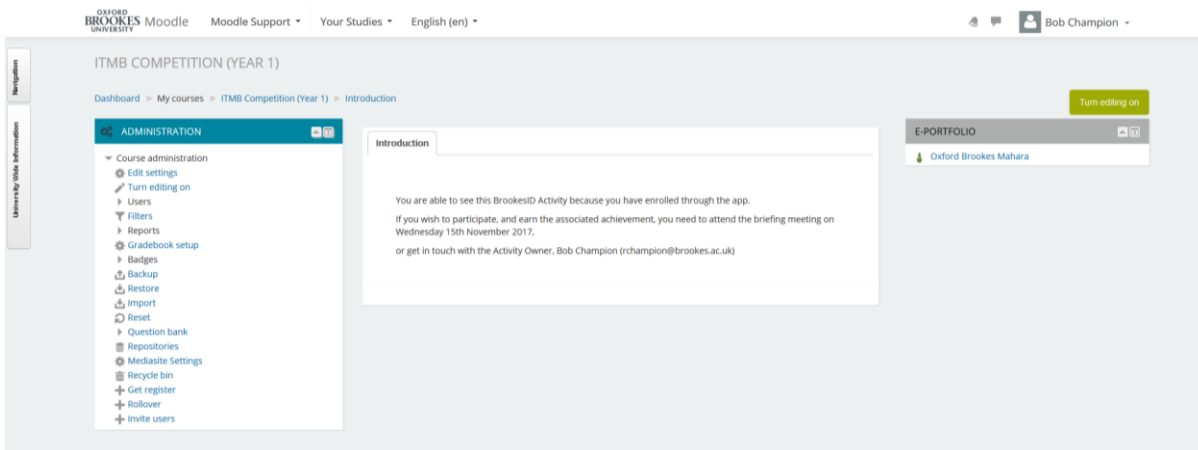


Uncheck the 'Use default section name (Topic 0)' box

Add your own topic name here

Add a short introduction to the activity, and how students should get involved, in the summary.

The end result, once 'Turn editing off' button has been clicked, is shown below:



Checking student enrolments (and adding/removing students)

You can use Moodle to monitor students who are enrolled on your Activity. It is important to remember that:

Any student who can see your activity on the app, can enrol on it. The scheme only restricts through the faculty in which the student is studying.

Students may attend your activity, even though they are not (yet) part of the BrookesEDGE scheme.

Students who have enrolled on an activity may not engage.

## Looking at enrollments

The screenshot shows the Moodle interface for 'ITMB COMPETITION (YEAR 1)'. The left-hand navigation menu is expanded to 'ADMINISTRATION', with 'Enrolled users' selected and highlighted with a yellow box labeled '1'. The main content area is titled 'Enrolled users' and features a search bar, filters for 'Enrolment methods', 'Role', 'Group', and 'Status', and buttons for 'Filter' and 'Reset'. A yellow box labeled '2' points to the 'Enrol users' button in the top right corner. Below this is a table of enrolled users:

First name / Surname	ID number / Email address	Last access to course	Roles	Groups	Enrolment methods
Gurjit Chagger 16015330	16015330@brookes.ac.uk	Never	Student x		Manual enrolments from Friday, 27 October 2017, 00:00 @ x
Bob Champion p0073390	rchampion@brookes.ac.uk	14 secs	Module Leader x DMelD		Manual enrolments from Thursday, 5 October 2017, 00:00 @ x
Matthew Hosking 16031757	16031757@brookes.ac.uk	Never	Student x		Manual enrolments from Friday, 27 October 2017, 00:00 @ x

A yellow box labeled '3' points to the 'Enrol users' button at the bottom right of the table.

Select 'Users' and then 'Enrolled users' to see a list of people and roles. Note that you will be on the list, as Module Leader, even if you have no students enrolled.

You can enrol students yourself by clicking this button. A search window will be displayed, and you can search by student number or name. YOU SHOULD NOT NORMALLY DO THIS - students should be encouraged to download the app, look for your activity, and enrol that way.

If you find students on the list who have never engaged, you may want to remove them. Use the 'x' to 'unenrol'.

Please take special note of point 2 above. We are keen for students to gain awareness of the scheme, and hence to other activities that they might not be aware of. If we all do it this way, we will all gain publicity for our activities.

## Managing students through the activity

We are envisaging that most activities will not use Moodle as part of their normal student engagement, although you might want to at a later stage.

## How to raise a support query about the app

Please go to ServiceNow: [service.brookes.ac.uk](http://service.brookes.ac.uk), or call 01865 483311. It will help if you put BrookesEDGE in the subject line of your inquiry.