Your Faculty ELT\* Project Officer is Dr Rob Weale ([see Rob's profile](http://celt.our.dmu.ac.uk/celt/celt-people/rob-weale-hls/))
\*Enhancing Learning through Technology
Rob can be contacted by email at: **rweale@dmu.ac.uk**
and by telephone at 0116 257 **7878**Office: EM3.36

Faculty ELT Project Officers are based out of the Centre for Enhancing Learning through Technology (CELT) which is a part of the Library and Learning Services Directorate - but are physically located/embedded within their respective faculty.

The overarching role of a Faculty ELT Project officer is to work with and support **academic staff** and students in the situated use of technology for teaching, learning and assessment - this includes:

* acting as the primary point-of-contact for ELT within the faculty
* offering advice and consultation on the implementation of technologies for teaching, learning and assessment
* offering advice and consultation on curriculum design in relation to technology
* as necessary, and with a strategic focus - running training and development sessions for faculty staff in the use of technology in the curriculum
* where appropriate, identifying interesting practice and supporting the sharing/dissemination of such practice
* offering drop in sessions for faculty staff who are having difficulty/issues with particular technologies
* contributing to the strategic direction of the institution with regards the use of technologies for teaching, learning and assessment
* devising, advising and supporting the development of projects (and research) which seek to explore the innovate use of technologies for teaching and learning
* working with module teams and programme teams on the strategic development and implementation of technology for teaching and learning
* running sessions for students where particular technologies which go beyond the basic use of the VLE are implemented in a programme/module. E.g. use of ePortfolios, blogs, and wikis

The HLS ELT Project Officer also:

* sits on the Faculty IT User Group (FITUG)
* can be a co-opted member of School Teaching and Learning Groups (STLG) - where/as necessary and appropriate
* can attend Programme and Subject Management meetings - by invite, where/as necessary and appropriate

|  |
| --- |
|  |

**A note about technical support for HLS students**

**It is important to note that the role of ELT Project Officer is NOT student facing - it is staff facing. Students do not contact the ELT Project Officer directly if they are having issues with learning technologies.**

If a student/students is/are having problems with any of the teaching and learning technologies; such as – the **VLE (Blackboard)**, **Turnitin** or **DMU Replay**, there are several routes through which they can get support:

1. They can report the issue to their module tutor. If the module tutor is unable to resolve the issue the tutor should contact their [local ELT Project Officer](http://celt.our.dmu.ac.uk/celt/celt-people/faculty-elt-project-officers/) explaining what the problem is. The ELT project Officer will investigate the problem and will reply to the module tutor, who can then pass on the information to their student(s).
2. They can use the **Just Ask** service in the Kimberlin Library:Call the Just Ask service on **0116 257 7042**Drop by the **Just Ask help desk** on the 1st floor of the Kimberlin LibraryComplete a Just Ask query form
[**http://www.library.dmu.ac.uk/Support/Justask/index.php?page=173**](http://www.library.dmu.ac.uk/Support/Justask/index.php?page=173)

In some cases it may be necessary for the ELT Project Officer to contact a student directly.

The Faculty ELT Project Officer role is not a general IT support role. For example:

1. If you are having a problem accessing the DMU Wifi - you would contact ITMS for assistance - NOT your ELT Project Officer.
2. If you are having a problem locating a recording that you made in DMU Replay - you would contact your ELT Project Officer.

The key difference being that issue 1 does not concern a **teaching and learning** technology, whereas issue 2 does.

As well as providing support for the use of learning technologies, ELT Project officers also have a pedagogic remit which means they can be consulted about and engage in constructive dialogue about the effective use of technologies for teaching, learning and assessment. They can be consulted about curriculum design, with respect to the effective use of technology to enhance the curriculum. Not only do they know about the basic operation of the technology, they also have a broad understanding of the pedagogic potentials of the technologies in relation to teaching, learning and assessment.