

Apps and Tools Guidelines

Considerations:

- Select appropriate apps and tools thoughtfully and take workshops or one-on-one tutorials to learn how to use them proficiently before teaching. The TLC team can help you choose and learn about apps and tools. Contact askTLC@ufv.ca
- Before each term starts, it is important to post a “welcome” announcement (preferably using MyMedia) and a course outline inside UFV’s learning management system (LMS) = Brightspace (BSP). Students get confused when their BSP course shells are empty on the first day of classes.
- If all or part of your course needs to be facilitated online from off-campus, it is important to get proper computer hardware (e.g., dual computer screens, webcam, high-quality microphone, writable screen/pad with digital pen, etc.) and a fast, stable Internet connection.
- If all or some of your course activities in UFV’s classrooms need to be streamed online or recorded, please ask your department assistant to book a “Lecture Capture” classroom.
- Most of UFV’s client apps (e.g., Microsoft Office, Adobe Acrobat Pro, etc.) and classroom setups (e.g., projectors, ceiling microphones, webcams, etc.) are managed by the [IT Service Desk](#).
- Who to Contact:
 - askTLC@ufv.ca: for teaching & learning related matters and workshops & tutorials offered by TLC.
 - itservicedesk@ufv.ca: for passwords & classroom technology and [BSP’s technical support \(webpage here\)](#).
 - grades@ufv.ca: for inquiries about UFV’s official grading system. Grades posted in the BSP Gradebook are unofficial.
 - scheduling@ufv.ca: for course scheduling, academic timetables, and final exam schedules.

Table 1: Essential Apps and Tools

TITLE	ACCESS	NOTES
Brightspace (BSP) = MyClass	Direct link (recommended) UFV’s main webpage > MYCLASS Both instructors and students can use BSP anytime.	UFV’s Learning Management System (LMS) . BSP’s tools include Assignments, Quizzes, Discussions and more. New BSP course shells are created automatically by IT & OREG, usually 2 to 4 months before the start of each term.

TITLE	ACCESS	NOTES
Ally	<p>It is enabled automatically in all courses. Look for the “A” icon for Ally above each content page in your course.</p> <p>Instructors can take a tutorial/workshop from askTLC@ufv.ca if you have not used it before.</p> <p>Students can use Ally anytime in each course when they can see the “A” icon for Ally.</p>	<p>This is a tool within BSP to support accessibility by providing digital course content for both instructors and students in several alternative formats such as Immersive Reader, Audio, BeeLine Reader, Translated version, PDF, ePub, Electronic Braille, and HTML.</p> <p>Ally provides accessibility assessments for documents and guidance for improvement.</p>
MyMedia	<p>Path 1:</p> <ul style="list-style-type: none"> ➤ BSP My Home’s green bar ➤ MyMedia ➤ Brightspace Media Library or Kaltura MyMedia <p>Path 2:</p> <ul style="list-style-type: none"> ➤ BSP course’s green bar ➤ Tools ➤ Brightspace Media Library or Kaltura MyMedia or Kaltura Media Gallery <p>Both instructors and students can use MyMedia anytime.</p>	<p>Both instructors and students can embed audio and video for more interactive and “humanizing” course content: e.g., instructors’ short videos for introducing each week’s plan and students’ videos for discussion forums and assignments.</p> <p>Brightspace Media Library: easy to create and usually for capturing video, audio and screen as well as uploading existing media files, resulting in average or lower quality media. Less features than Kaltura.</p> <p>(Kaltura) Express Capture: up to 30 minutes for capturing video, audio and screen, resulting in average quality media. No extra app is required and it is easy to use. More features than Brightspace Media Library.</p> <p>Kaltura Capture: any number of minutes for capturing video, audio and screen, resulting in average or higher quality media. Kaltura Capture’s latest version needs to be installed on the user’s computer. More features than Brightspace Media Library and Kaltura Express Capture.</p> <p>(Kaltura) Media Upload: for uploading existing video and audio files.</p>

TITLE	ACCESS	NOTES
Padlet	<p>Instructors: First, send your access request to askTLC@ufv.ca Second, after getting your Padlet access,</p> <ul style="list-style-type: none"> ➤ Any BSP course content unit ➤ Add Existing ➤ Padlet. <p>UFV's Padlet accounts are only for UFV employees and students can use Padlet as participants.</p>	<p>Engaging alternative to a shared whiteboard.</p> <p>Padlet's grades can be synched into BSP's gradebook.</p> <p>Flexible synchronous and asynchronous application that can help transfer your in-class activities to an online format, such as brainstorming by posting "Post-it" notes to a virtual whiteboard.</p>
TurnItIn (TII)	<p>Path 1:</p> <ul style="list-style-type: none"> ➤ Any BSP course content unit ➤ Add Existing ➤ TurnItIn LTI <p>Path 2:</p> <ul style="list-style-type: none"> ➤ Any BSP course content unit ➤ Create New ➤ Assignment ➤ Evaluation & Feedback (right) ➤ Manage TurnItIn (bottom) <p>Instructors need to set up each TurnItIn assignment.</p>	<p>Students can self-check for plagiarism issues. This is not meant to be a punitive tool, but rather, a learning tool.</p> <p>Recommended setup: If you use Path 1, use TII for ironing out plagiarism issues only and use regular BSP assignments for grading since TII does not show previously submitted files. Path 2 shows previously submitted files.</p> <p>It promotes academic integrity and writing skills by helping students paraphrase and cite accurately. This tool also enhances the academic skills of the students by providing feedback on the content authorship.</p>
Zoom Room	<ul style="list-style-type: none"> ➤ Each BSP course's green bar ➤ Zoom Room ➤ Schedule a New Meeting <p>Instructors need to set up a recurring Zoom meeting (preferably with "No Fixed Time") for the whole semester and any other extra meetings.</p>	<p>UFV's synchronous virtual classroom.</p> <p>Cloud recordings for some students who cannot join online classrooms. Cloud recordings will be removed 30 days after the end of each term. They need to be backed up on local computers or MyMedia.</p> <p>Instructors need to edit their own Zoom room settings and retrieve cloud recordings' links on UFV's Zoom portal page.</p>

Table 2: More Apps and Tools

TITLE	ACCESS	NOTES
Camtasia	<p>Instructors: Send your access request to askTLC@ufv.ca</p> <p>This is only for UFV employees and Camtasia is installable only on UFV issued computers.</p>	<p>Independent app on local computers for capturing (video, audio & screen) and editing video tutorials and instructional videos.</p> <p>It offers more editing tools than Brightspace Media Library or Kaltura MyMedia.</p>
Other Software	<p>If your Department/Faculty/School/Centre needs to purchase other software, you need to submit a software purchase request form to IT</p>	<p>Please check with IT if the required software's license has been purchased already.</p>

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