

ACODE BENCHMARKING TOOL

7 June 2016



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ACODE BENCHMARKING TOOL

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INTRODUCTION

The online 'Benchmarking Tool' provides institutions with an easy to use interface to house their self-assessment and consolidated data related to ACODE Benchmarks for Technology Enhanced Learning. The tool enables aggregation of benchmark activity over time for reflection, and includes:

- institutional/unit profile
- institution educational technology snapshot
- view of all institutions profile and technology snapshot
- benchmark self-assessment and team consolidation
- institution benchmark comparison
- view of benchmark Performance Indicator ratings for each institution
- anonymised report export.

The Benchmarking Tool was not completed for the start of the 2016 benchmarking activity, which means that for 2016, institutions will add their data to each benchmark 'Team consolidation' section only. During this period, feedback will be compiled and analysed to inform any further development or refinement.

Information



1. **Adding content to the textboxes throughout the tool**

Avoid issues

If copying data from programs such as Microsoft Word or web pages, avoid pasting directly into the textboxes or 'Text editor'. This action brings formatting and code that may cause issues.

Recommendation

Paste into a program such as Notepad, so all formatting is stripped. Copy the plain text, then paste into the textbox or 'Text editor'.

A 'Clear formatting' option is available in the editor, which may assist if you do paste formatted text.

2. **Saving**

Click the SAVE button, where available, regularly to ensure your work is saved. Before using keyboard shortcuts (e.g. Ctrl + S) to save, test to avoid browser or operating system inconsistencies.

A warning will display if you try to leave a screen without saving.

3. **Text editor**

A 'Text editor' will display when you click in multi-line textboxes. Details can be found in the [Text editor](#) section.

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ACCESS THE TOOL

To access the Benchmarking Tool, you will need your ACODE username and password. First time access may take a few seconds to load.

1. Go to the ACODE site <http://www.acode.edu.au>.
2. In the LOGIN section (right-hand side), enter your ACODE username and password, then click the 'Log in' button.
3. In the QUICK LINKS section (right-hand side), click 'Benchmarking Summit'.
4. Click 'Benchmarking Tool'.

To download the ACODE Benchmarks: [click here](#)

Contact the Secretariat to register ☎ 02 6201 5176

 **Benchmarking Tool**

You could enter directly, and bookmark the Benchmarking Tool URL.

1. Go to <http://www.acode.edu.au/mod/page/view.php?id=497>.
2. Click the 'Log in' hyperlink (right-hand side of the top menu).
3. Insert your ACODE username and password then click the 'Log in' button.

Entry screen

On the Benchmarking Tool entry screen, you have two paths to choose from.

- Access your institution – profile, technology snapshot, benchmarks and reports.
- Access a read-only profile and technology snapshot of all institutions.

Benchmarking Tool

<input type="text" value="Please select your institution"/>	<input type="button" value="START"/>
<input type="text" value="Please select an institution to view"/>	<input type="button" value="VIEW INSTITUTION"/>

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ACODE BENCHMARKING TOOL

VIEW ANY INSTITUTION'S PROFILE AND TECHNOLOGY SNAPSHOT

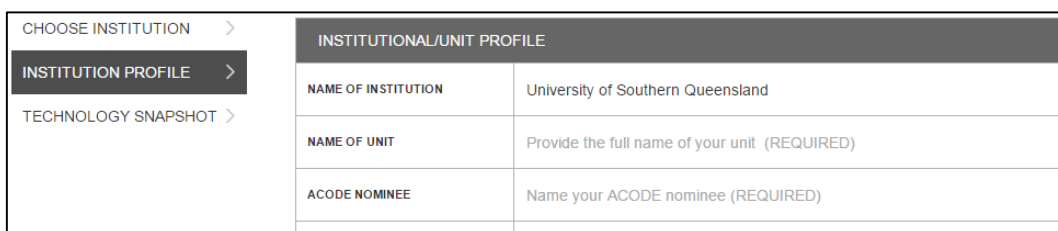
Access a **read-only view** of any institution's profile and educational technology snapshot.

1. On the entry screen, select an institution to view from the dropdown list, then click the VIEW INSTITUTION button.



The screenshot shows two rows of input fields. The first row has a dropdown menu with the text 'Please select your institution' and a 'START' button to its right. The second row has a dropdown menu with 'Australian Catholic University' selected and a blue 'VIEW INSTITUTION' button to its right.

2. View profile and snapshot details by clicking the relevant button on the left-hand menu.



The screenshot shows a navigation menu on the left with three items: 'CHOOSE INSTITUTION', 'INSTITUTION PROFILE', and 'TECHNOLOGY SNAPSHOT'. The 'INSTITUTION PROFILE' item is highlighted. To the right is a table titled 'INSTITUTIONAL/UNIT PROFILE' with the following data:

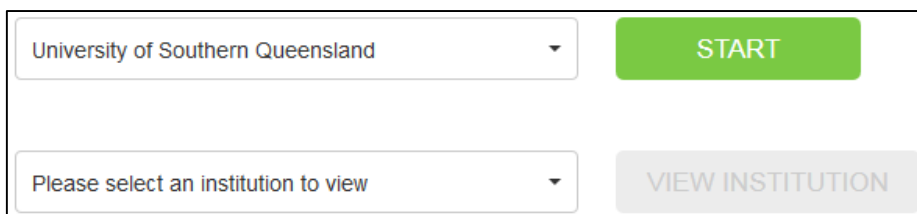
INSTITUTIONAL/UNIT PROFILE	
NAME OF INSTITUTION	University of Southern Queensland
NAME OF UNIT	Provide the full name of your unit (REQUIRED)
ACODE NOMINEE	Name your ACODE nominee (REQUIRED)
ACODE NOMINEE POSITION	

3. Click the CHOOSE INSTITUTION button (left-hand menu) to return to the entry screen.

YOUR INSTITUTION'S PROFILE

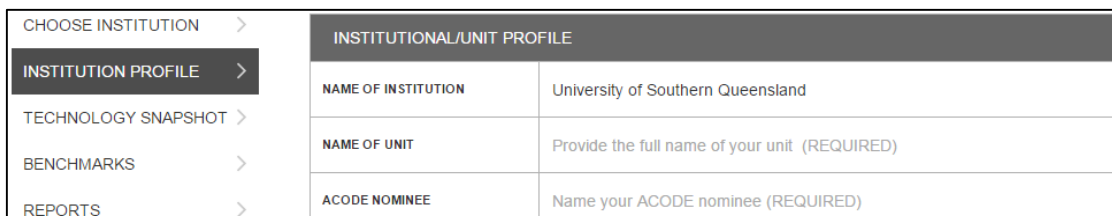
A nominated team member will complete their institution's profile. Accessing the profile with this process provides you with editing options.

1. On the entry screen, select your institution from the dropdown list, then click the START button.



The screenshot shows two rows of input fields. The first row has a dropdown menu with 'University of Southern Queensland' selected and a green 'START' button to its right. The second row has a dropdown menu with 'Please select an institution to view' selected and a grey 'VIEW INSTITUTION' button to its right.

2. Type the profile details. Some of these are multi-line textboxes, so an editor will display when you click in the textbox.



The screenshot shows a navigation menu on the left with five items: 'CHOOSE INSTITUTION', 'INSTITUTION PROFILE', 'TECHNOLOGY SNAPSHOT', 'BENCHMARKS', and 'REPORTS'. The 'INSTITUTION PROFILE' item is highlighted. To the right is a table titled 'INSTITUTIONAL/UNIT PROFILE' with the following data:

INSTITUTIONAL/UNIT PROFILE	
NAME OF INSTITUTION	University of Southern Queensland
NAME OF UNIT	Provide the full name of your unit (REQUIRED)
ACODE NOMINEE	Name your ACODE nominee (REQUIRED)
ACODE NOMINEE POSITION	

3. Click the SAVE button (bottom of the screen).

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Information



1. The institution name will be automatically populated from your entry screen selection.
2. All REQUIRED fields must be completed before the Save option is activated.
3. A helpful explanation of each section is provided in the textbox. The explanation will disappear when you add data, and reappear if you delete all data.

YOUR INSTITUTION'S TECHNOLOGY SNAPSHOT

A nominated team member will complete a snapshot of their institution's educational technology systems and use. Accessing the snapshot with this process provides you with editing options.

CHOOSE INSTITUTION >	EDUCATIONAL TECHNOLOGY SNAPSHOT			
INSTITUTION PROFILE >	Description	Hosted	Considering alternatives?	Piloting this year?
TECHNOLOGY SNAPSHOT >	LEARNING MANAGEMENT SYSTEM (LMS)	----- v	----- v	----- v
BENCHMARKS >	SYNCHRONOUS ONLINE LEARNING AND TEACHING	----- v	----- v	----- v
REPORTS >	COMMUNICATION AND COLLABORATION	----- v	----- v	----- v
	ASSESSMENT	----- v	----- v	----- v

1. Click TECHNOLOGY SNAPSHOT (left-hand menu).
2. Type the description details.
Hover your cursor over section headings to view a helpful explanation.
3. Select the appropriate option from each of the dropdown menus.
4. Click the SAVE button (bottom of the screen).

YOUR INSTITUTION'S BENCHMARKS

Three sections – Self-assessment, Team members, and Team consolidation, are available for each of the eight benchmarks. The benchmark SCOPING and GOOD PRACTICE statements will help to inform your self-assessment activity.

1. Click BENCHMARKS (left-hand menu).
2. Authenticate to access the benchmarks.
 - a. **Your first time access**
 - i. Click the ADD TEAM MEMBER button.
 - ii. Your name will be automatically added from your log in.

Add new team member

Please enter the name of the new team member:

- iii. Click the OK button.

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If none of your team have accessed before, no users will be listed.

Please select which team member you are:

No users currently added

[ADD TEAM MEMBER](#)

If other team members have accessed before, you will see buttons with their name.

Please select which team member you are:

[Dorothy Toto](#) [Jon Snow](#) [Pollie Kettle](#) [ADD TEAM MEMBER](#)

b. **If you have previously accessed** – Click your name button.

Please select which team member you are:

[Dorothy Toto](#) [Jon Snow](#) [Pollie Kettle](#) [ADD TEAM MEMBER](#)

Self-assessment

Complete a self-assessment for each benchmark that your institution is participating in. Individual team members can only view and edit their own self-assessment from this screen.

CHOOSE INSTITUTION > Self-assessment Team members Team consolidation

INSTITUTION PROFILE >

TECHNOLOGY SNAPSHOT >

BENCHMARKS >

BENCHMARK 1 >

BENCHMARK 2 >

BENCHMARK 3 >

BENCHMARK 4 >

BENCHMARK 5 >

BENCHMARK 6 >

BENCHMARK 7 >

BENCHMARK 8 >

REPORTS >

Institution-wide policy and governance for technology enhanced learning

SCOPING STATEMENT

This applies to institution level planning, policy development and implementation in relation to the application of technology enhanced learning. It includes the delegation of authority and responsibility for developing and implementing policy, and strategic and operational plans.

GOOD PRACTICE STATEMENT

The institution has established, well understood strategy, governance mechanisms and policies that guide the selection, deployment, evaluation and improvement of the technologies used to support learning and teaching.

RATE THE FOLLOWING STATEMENTS

PI 1.1
Institution strategic and operational plans support and promote the use of technology enhanced learning.

No current strategic or operational plans	Strategic or operational plan but no recognition of technology enhanced learning	Strategic or operational plan includes some recognition of technology enhanced learning	Strategic and operational plans both have some recognition of technology enhanced learning	Strategic and operational plans both have clear recognition of technology enhanced learning
OVERALL RATING				
1	2	3	4	5

RATIONALE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas cursus arcu in mollis iaculis. Mauris bibendum venenatis justo varius sodales. Aenean maximus lectus vitae quam interdum tincidunt. Duis rhoncus, nibh pretium ultricies mollis, quam justo varius dolor, quis gravida felis lorem porttitor quam. Aenean libero mi, efficitur at arcu vitae, volutpat convallis elit. In nisi orci, accumsan non ultricies vel, venenatis nec nunc.

EVIDENCE

Phasellus non tellus lacus. Quisque a mauris eget turpis tincidunt auctor sed sed nisi. Ut vestibulum orci nec lorem pellentesque dignissim. Donec ultrices, diam eget rhoncus tincidunt, odio purus scelerisque tellus, vitae congue elit orci at felis. Aliquam lacinia nec nulla quis consequat. Praesent in mauris turpis, Praesent euismod nisi felis, in varius tellus volutpat eleifend. Duis laoreet elit sed ante tristique luctus. Nunc commodo id velit nec ullamcorper. Donec euismod lectus quam, id malesuada lacus rhoncus nec. Morbi varius metus non augue hendrerit interdum. Nullam interdum imperdiet sapien, id molestie neque vulputate blandit. Aenean sodales nisi eu metus auctor, vel consectetur arcu pellentesque.

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1. Click the 'Self-assessment' tab.
2. Click in the RATIONALE textbox for the 'Text editor' to display.
3. Type or paste plain text, format then click the OK button.
4. Add data in the same manner for EVIDENCE.
5. Click the measure you feel is appropriate, then click the overall rating number.
6. Click the SAVE button (bottom of the screen).
7. Move onto the next Performance Indicator (PI).
8. Continue until you have completed each benchmark.

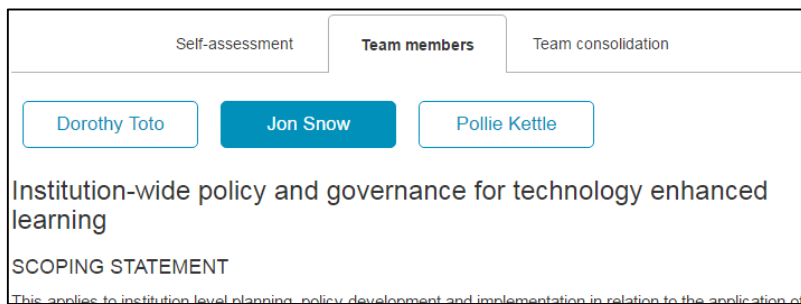
Information



1. Save regularly to avoid potential loss of work.
 2. You may find it easier to develop your benchmark data outside of the tool in plain text format. The data can then be pasted and formatted using the 'Text editor' in the tool at your convenience.
-

Team members

This section is read-only, and automatically populated with the self-assessment data of each team member.



1. Click the 'Team members' tab.
2. Click a team member's button to view their self-assessment.

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Team consolidation

Provide your teams agreed outcome for each benchmark in this section, by including the consolidated rationale, evidence and rating.

Self-assessment	Team members	Team consolidation		
Institution-wide policy and governance for technology enhanced learning				
SCOPING STATEMENT This applies to institution level planning, policy development and implementation in relation to the application of technology enhanced learning. It includes the delegation of authority and responsibility for developing and implementing policy, and strategic and operational plans.				
GOOD PRACTICE STATEMENT The institution has established, well understood strategy, governance mechanisms and policies that guide the selection, deployment, evaluation and improvement of the technologies used to support learning and teaching.				
Benchmark 1: Institution-wide policy and governance for technology enhanced learning				
PI 1.1: Institution strategic and operational plans support and promote the use of technology enhanced learning.				
1	2	3	4	5
RATIONALE				
Comments...				
EVIDENCE				
Comments...				

1. Click the 'Team consolidation' tab.
2. Click in the RATIONALE textbox for the 'Text editor' to display.
3. Type or paste plain text, format then click the OK button.
4. Add data in the same manner for EVIDENCE.
5. Click the rating number.
6. Click the SAVE button (bottom of the screen).
7. Move onto the next PI.
8. Continue until you have completed consolidation for each benchmark.

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REPORTS

View the consolidated benchmark ratings and details for each institution, and download an anonymised data file.

CHOOSE INSTITUTION >	Benchmark 1								
INSTITUTION PROFILE >	Institution-wide policy and governance for technology enhanced learning								
TECHNOLOGY SNAPSHOT >	Downloads:								
BENCHMARKS >	Anonymised CSV	PI 1.1	PI 1.2	PI 1.3	PI 1.4	PI 1.5	PI 1.6	PI 1.7	PI 1.8
REPORTS >	Auckland University of Technology	-	-	-	-	-	-	-	-
2016 >	Australian Catholic University	-	-	-	-	-	-	-	-

Information

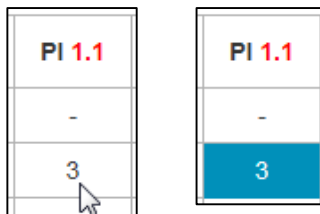


1. Ratings will be automatically populated from the benchmark 'Team consolidation' section.
2. Hover your cursor over PIs to view an explanation.

View details

View the rationale and evidence for the selected institution's benchmark rating.

1. Click an institution's Performance Indicator (PI) rating.



2. Scroll to the bottom of the benchmark table to view the rating, rationale and evidence details.

Victoria University of Wellington				
Australian Catholic University				
PI 1.1 Institution strategic and operational plans support and promote the use of technology enhanced learning.				
1	2	3	4	5
Rationale Rationale comments here				
Evidence Evidence comments here				

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Report download

Download an anonymised Comma-separated values (CSV) report. All institution names, except for your own, will be replaced with an institution number.

Benchmark 1								
Institution-wide policy and governance for technology enhanced learning								
Downloads:	PI 1.1	PI 1.2	PI 1.3	PI 1.4	PI 1.5	PI 1.6	PI 1.7	PI 1.8
Anonymised CSV								
Auckland University of Technology	-	-	-	-	-	-	-	-

1. Click the 'Anonymised CSV' hyperlink.
2. Select to open or download the file.

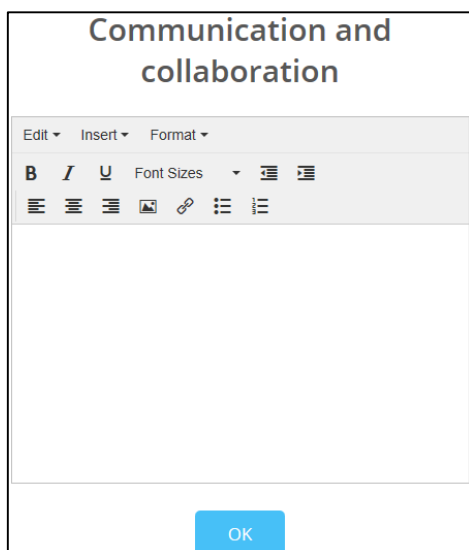
The process depends on your browser and operating system.

	A	B	C	D	E	F	G	H	I
1	Institution	PI 1.1	PI 1.2	PI 1.3	PI 1.4	PI 1.5	PI 1.6	PI 1.7	PI 1.8
2	Institution 1	-	-	-	-	-	-	-	-
3	Institution 2	-	-	-	-	-	-	-	-
4	Central Queensland University	-	-	-	-	-	-	-	-
5	Institution 4	-	-	-	-	-	-	-	-

Ratings will display for each PI when populated.

TEXT EDITOR

A 'Text editor' is available throughout the tool, when working in multi-line textboxes.



1. Click in a multi-line textbox. The relevant section name will display at the top of the editor.
2. Type or paste your text (preferably plain text).
3. Format the text using the buttons or menus.
4. Click the OK button when finished.

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1. It is recommended to type or paste your data as plain text into the 'Text editor'.
 2. To assist with stripping format if you do paste directly, select the text, then from the menu, select **Format > Clear formatting**.
 3. Insert an image – Use the Insert menu or image icon on the toolbar to insert an image. A URL to access the image is required. For example, if your image objects are stored in a repository, you will be able to retrieve a URL for the image.
-

RESOURCES

Use the 'Resources' block (left-hand side) to access resources to assist you while using the Benchmarking Tool.

RESOURCES

[Benchmarking Summit](#)

[Benchmarking Tool](#)

[Benchmarking Tool User Guide](#)

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