Using Personal Tutor Organisations to Communicate with Tutees

eLearning Team, updated February 2015
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An organisation has been created in MyAberdeen for each Personal Tutor, in which are enrolled the Personal Tutor's tutees. This facility has been provided to facilitate communication between Personal Tutors and tutees. The list of tutees on individual Personal Tutor Organisations (PT Organisations) is maintained by the Personal Tutoring Support Staff in the Infohub. Please email personaltutor@abdn.ac.uk with any queries regarding these PT Organisations.

Overview of a Personal Tutor Organisation

Login to MyAberdeen and go to your My Organisations module on the Organisations tab of MyAberdeen and click on 'First Name Last Name's Personal Tutees' organisation. Please note that Organisations have the same functionality as Course areas.

Once you are in the organisation please make sure 'Edit Mode' in the top right of your Personal Tutor Organisation is switched 'On' so that you can see all sections.

Welcome & Introduction area contains a welcome message, links to resources and your contact details (you need to add your contact details in order for students to see this information).

Communication tools area contains sections for making announcements, a discussion board (optional, therefore hidden) and sending email (hidden from student view).

Meetings Information area contains a section for listing your Tutees (the 'Roster', hidden from student view), a meetings calendar (use of this is optional), and a section for accessing your virtual meeting room (optional, therefore hidden).

Quick links area contains web links to key resources.
Key Areas

Welcome & Introduction
In this area are links to the following sections:

Welcome
This section contains a welcome message, that can be edited by you, and a ‘greyed out’ item (i.e. it is not available to students / tutees) with links to this documentation and a podcast on the Personal Tutor Organisations.

Resources
Contains a list of links to useful resources – you can add more links to this section via ‘Build Content’ menu item at the top.

Personal Tutor’s Contact Details
Within this section you should create a Contact, entering your name and contact details. You can add office location, hours and a contact telephone number, if you wish. Make sure your profile is selected as ‘Available’ before clicking on Submit.

Communication tools

Announcements
Use the announcements section to create announcements for all tutees to see. Announcements appear in the order posted, with the most recent announcements appearing first.

Note: When you add an announcement, you can also send the announcement as an email to students in your organisation, however if you do the emails will not include any links to organisation content.

For more details see the Blackboard video tutorial on Announcements (via YouTube).

Discussion Board (hidden to students by default)
The tool is currently hidden from students as its use is optional. Click Create Forum to create a discussion forum, such as a forum for Frequently Asked Questions (FAQs Forum). For more information see the Discussion Boards Quick Guide.

Send Email (hidden to students by default)
The email tool allows you to send email to others without launching an external email program. You can send emails to individuals or selected groups, all enrolled users etc. To see how to do that see Blackboard’s email tutorial.

Note: Recipients of each email will not see the email addresses of other recipients. Blackboard Learn keeps no record of sent or received email. When you receive or send an email, the email appears in your external email program. Be sure to check your Spam / Junk e-mail as sometimes e-mails from MyAberdeen end up there.

Meetings Information

Tutees list (hidden to students by default)
The Tutees list is a link to the ‘Roster’ tool which enables you to see all the tutees enrolled in your organisation. Ensure that for the second field you select ‘Not Blank’ in order to display all the tutees with access to your organisation.

Meetings Calendar
The Calendar can be used to remind participants of important dates and be used only in conjunction with emails / announcements. You should not rely upon students looking at the calendar directly for important dates. For a Blackboard instructional video on using the Calendar Tool (via Youtube) click here.

Bb Collaborate Room (Virtual Meeting Room) (hidden to students by default)
If you or your tutees can not meet face to face, you can meet online in your own virtual meeting room using Blackboard Collaborate. You will have options to talk and to use the chat area or the whiteboard. To get more information about the rooms see Blackboard’s introductory video to virtual meeting rooms (3mins) or contact eLearning.

For further information about MyAberdeen please contact elearning@abdn.ac.uk