

## Talis Elevate Guidance Notes for Students

### Table of Contents

<i>What is it?</i> .....	2
<i>Why use it?</i> .....	2
<i>What have other students said about it?</i> .....	2
<i>How Talis Elevate is different from your reading list</i> .....	2
<i>How to get started</i> .....	3
<i>How to make a comment</i> .....	3
How to comment on a text .....	3
How to leave a comment on an image.....	3
How to leave a comment on a video.....	4
<i>How to make your comments anonymous</i> .....	4
<i>How to reply to a comment</i> .....	5
<i>How to share comments and flag inappropriate comments</i> .....	5
<i>How to make a personal note</i> .....	6
<i>Notification Settings</i> .....	6
<i>Accessibility</i> .....	7
<i>Where to go for further help and information</i> .....	7

## What is it?

Talis Elevate is a tool to support your active engagement with the resources your teachers recommend for your learning. It aims to improve the delivery of resources to you by enabling you to engage directly with these resources. With Talis Elevate you can leave comments on texts, images, and media uploaded by your lecturer. You can also collaborate directly within your classmates within the resources you are all using together for your learning.

Additionally, Talis Elevate has a ‘personal notes’ feature, which allows you to take and keep your notes all in one place alongside the resources you are using for your learning.

## Why use it?

Talis Elevate will help your learning in the following ways:

- By deepening your understanding: leaving a comment can help you work through what you are reading, seeing, or viewing
- By enabling you to build knowledge together: with Talis Elevate, you can learn alongside your classmates and lectures, inside and outside of class
- By increasing your confidence: you can comment anonymously or personal notes which only you have access to. This enables you personalise your learning

Teaching staff will offer instructions and suggestions on how to use Talis Elevate within particular modules via Blackboard sites and module handbooks. If you have any questions, please email them (you can find your lecturers’ contact details in the contact section on your Blackboard module).

## What have other students said about it?

*It was a unique experience to have other students reading and engaging with the material at the same time and having that collaborative element throughout. It reduced that feeling of panic that I think is common, that you are interpreting something incorrectly. When other students made the same comments as I did, it backed up that my opinions were valid and I was on the right track. ~Georgia Petts,  
BA History*

## How Talis Elevate is different from your reading list

Talis Elevate is a tool to support your learning. Some of the same resources will be on your reading list and on your Talis Elevate module, but you will use them in different ways. Talis Elevate allows you to engage actively with module resources.

By contrast, a reading list is designed to support your independent learning by providing you with an overview of the resources you will engage with over the course of the module. All modules will have a reading list, which is linked to the module Blackboard site. Your lecturer chooses resources for the reading list carefully and structures it to help you navigate through the resources efficiently. They may choose to tag resources as ‘essential,’ ‘recommended’ or ‘further reading’ to further help you prioritise what to read, when.

## How to get started

Your lecturers will introduce you to Talis Elevate and explain how they would like you to use it within their class. They may include an icebreaker activity so you can try it out. Don't worry if this is different from what other students in other classes are being asked to do—not all lecturers will use Talis Elevate in the same way. Different teaching styles and learning experiences are one of the exciting things about being at university.

Your Talis Elevate resources will be located within the Blackboard module site, so the first thing to do is to login to Blackboard and access the relevant module.

Then, click into the learning materials folder and locate the resource you wish to engage with. Now you are ready to comment, reply, and make notes!

Each resource on Talis Elevate will have a **title** and a **description**. The title provides a summary of what the source is. The description is where your lecturer will provide guidance and instructions on how they would like you to engage with the resource. These fields can be read with a screen reader and all texts uploaded to Talis have optical character recognition.

## How to make a comment

### How to comment on a text

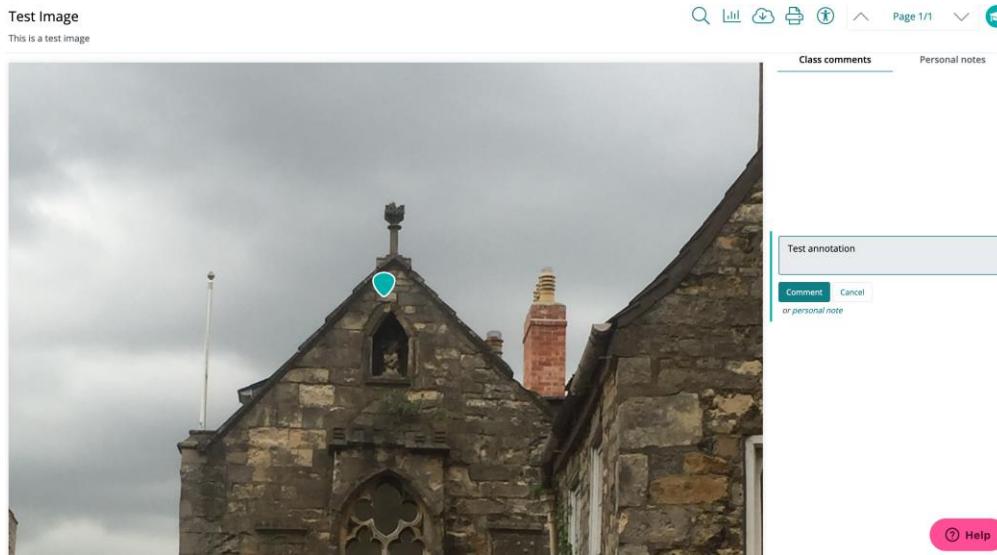
1. Access the reading via the Blackboard module site
2. Click and drag on the text to highlight it
3. Write your comment and click 'comment'
4. Type your comment and click the comment button. Your comment will be visible to your lecturer and classmates. You also have the option to post your comment as a personal note, which will only be visible to you.

The screenshot shows a reading titled "Meeting 3: Library Jargon by Emily Hampton Haynes". The text discusses the use of jargon in library contexts and suggests using simple natural language instead. A specific sentence is highlighted with a blue box. To the right, there's a "Class comments" section with a text input field labeled "Add a comment" and buttons for "Comment" and "Cancel".

### How to leave a comment on an image

1. Access the image via the Blackboard module site
2. Click on the place on the image where you would like to leave a comment. A coloured pin will appear

- Type your comment and click the comment button. Your comment will be visible to your lecturer and classmates. You also have the option to post your comment as a personal note, which will only be visible to you.

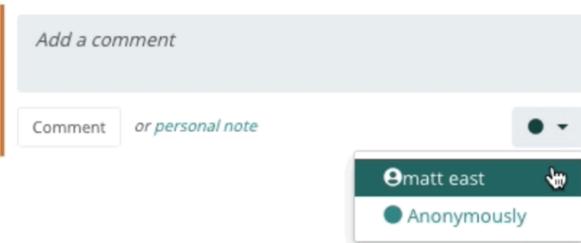


### How to leave a comment on a video

- Access the video via the Blackboard module site
- Begin to play the video. When the video reaches a point where you would like to leave a comment, click on the pencil icon at the bottom of the screen.
- Type your comment and click the comment button. Your comment will be visible to your lecturer and classmates. You also have the option to post your comment as a personal note, which will only be visible to you.

### How to make your comments anonymous

To make an anonymous comment, select the 'Anonymously' option from the drop-down list below the commenting box.



## How to reply to a comment

To reply to a comment on any resources on a Talis elevate module, click on the reply hyperlink below a previous comment. You can also click 'agree' to leave a quick thumbs up on someone else's comment.

Hope Williard  
5 days ago  
Test comment on test image  
Reply Agree

## How to share comments and flag inappropriate comments

Everyone deserves to feel welcome and respected in the classroom. Your lecturers, tutors, and instructors strive to model respectful and productive academic discussion for you, and the university's respect charter (available [here](#)) outlines the common principles by which we all agree to abide.

Talis Elevate has a feature where you can share comments using a URL and flag any comments which you believe to be inappropriate. To use it:

1. click on the three vertical dots next to the comment
2. Select 'flag as inappropriate'
3. Teaching staff on the module will receive an email notification and can hide or respond to the comment.

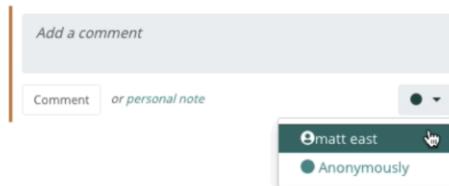
D M  
New a month ago  
test  
Reply

Share comment

Flag as inappropriate

## How to make a personal note

When you add a comment, you type your comment and then click on the ‘comment’ button below the text box. To make a personal note, just click on the personal note hyperlink below the commenting box. Your personal notes are private for you—your lecturer can see how many you have made, but is not able to see what they say, providing you with an independent space to work out your thoughts before leaving a comment visible to others.



Personal notes are also useful if you just want to save your thoughts for assignments or revision.

Finally, your tutor asks you to make only a set number of comments, you can use the personal notes feature to capture thoughts to return to later, or to draft your comments before choosing the ones you want to share publicly.

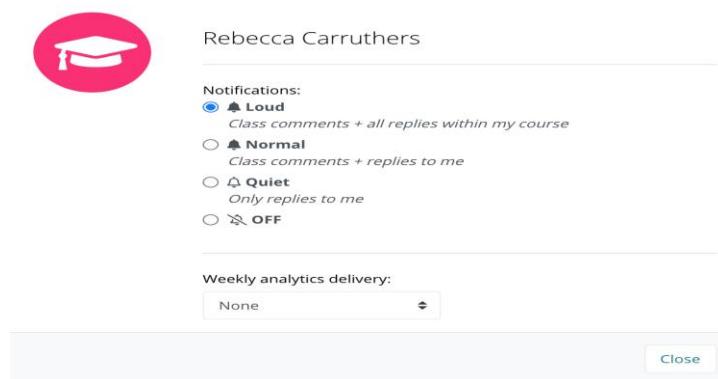
You can switch between making personal notes and making comments using the ‘comment’ and ‘personal note’ tabs in the upper right-hand corner of your screen.



## Notification Settings

Email notifications are available to let you know about new comments or replies to comments you have made. You can adjust these according to your preferences by clicking on your name in the top righthand corner of a Talis Elevate window and selecting the radio button of the option you would prefer.

If you have chosen to be notified of new comments or replies to comments by email, you can respond to that email in order to post a new comment of your own.



## Accessibility

Talis aims to meet and exceed web accessibility standards. As noted above, all text-based resources uploaded into Elevate have optical character recognition (OCR) applied, making them compatible with screen readers. It is also possible to make use of screen magnifiers and speech recognition software.

For more information about accessibility and navigating Talis Elevate with assistive technologies, please see [here](#)

If you or your students experience any problems with the accessibility of content on Talis Elevate, or accessibility issue with the platform itself, please contact your subject librarian and raise a support ticket with Talis Support.

## Where to go for further help and information

If you have any questions about the use of Talis Elevate within your modules, please contact members of the module team using the 'contact' tab on the Blackboard site for that module.

Your academic subject librarian works closely with your lecturers to make sure the library holds the resources you need for your students. We can support you with referencing and finding information for your assignments. You can find our contact information [here](#)

To get technical support from Talis Elevate, click on the pink help button to access student support guides and raise any issues.



You can also find support [here](#)

Guide created by Dr Hope Williard, University of Lincoln Library. Some screenshots in this guide taken from Talis Elevate Guide for Students, available [here](#) (last accessed 17 September 2020). Please contact [hwilliard@lincoln.ac.uk](mailto:hwilliard@lincoln.ac.uk) with any questions about the material in this guide. Last Updated 17 September 2020.