

## **Researcher-led Initiative Awards – Frequently asked questions**

### **1. How do I use/download Inkpath?**

Inkpath is available on all platforms via the Single Sign-on Option. Downloading Inkpath is easy. You can download it from the Apple Store, Google Play, or you can access it via the web app.

Please see the [Introducing Inkpath website pages](#) for all the information and resources, you might need to get started, including Inkpath FAQs.

### **2. I have decided on a date for my Researcher-led Initiative (RLI). How can I now open it up for registrations from researchers on Inkpath?**

The Organisational Development team can add your RLI activity on to Inkpath for you. There is an Award Winners MS Teams channel. We will add all the award winners from 2020-21 to this Teams group which includes award winners from 2019-20 so you have a space to communicate, share learning and collaborate: Please send the following information to the RLI Award Winners MS Teams group for a member of the OD team:

- a) A completed 'UCL OD COURSE TEMPLATE (Inkpath)' word document showing all the details about your RLI – a blank one can be found in the 'Files' section of the RLI Award Winners MS Teams channel.
- b) (Optional) link to a website page with more information about your RLI activity. This could be a departmental website or your own personal page you may have set up.
- c) Whether capacity for the RLI activity should be unlimited (which is often the case for online events) or whether you would like to 'cap' the number of places.
- d) An online platform joining link to the event – if registrations are taken via the Inkpath platform (and not an external website such as Eventbrite) then the 'venue' field on Inkpath with the joining link will only be visible to registered participant i.e. not those on the waiting list (see Question 5).

This should be done a minimum of at least 4 weeks before your RLI activity in order to allow the maximum time for advertising and promotion and hence maximise participation.

### **3. Once my RLI activity is on Inkpath, how should I advertise and promote it?**

The OD team will send you the link to the Inkpath page with details of your RLI activity – you can promote/send this link out to all those in your department and networks.

There are various methods you can use to advertise and promote your activity, including the following:

- a) UCL website pages - you might like to advertise your RLI on your own departmental website page or other relevant UCL website pages.

- b) The DocSkills newsletter (aimed at postgraduate students) and the Research Staff Digest (aimed at research staff) – these are sent by the OD team on a regular basis during term time. If you would like your RLI activity to be featured in one or both newsletters, please email Sadie Higham ([s.higham@ucl.ac.uk](mailto:s.higham@ucl.ac.uk)) and Felicity Candy ([f.candy@ucl.ac.uk](mailto:f.candy@ucl.ac.uk)) with the following information:
- 80-100 words (maximum) promoting your RLI activity.
  - an image of your choice that nicely reflects the event, as a jpg or png file.
  - the link to any website page which has more information – see a) above.
- c) Social media including Twitter - you could use your personal and/or departmental Twitter accounts to promote your event. Please tag @UCL\_ODResearch on Twitter and the OD team can tweet/re-tweet the event for you as well.
- d) TheWeek@UCL, for details on how to submit a story, please see the [editorial policy](#).

#### **4. Which online platform should I use for my event?**

See the [UCL ISD website pages](#) for information, resources, FAQs and UCL Wiki pages about the online platforms supported at UCL. Compare the features and suitability of UCL's recommended live, synchronous teaching platforms, Blackboard Collaborate, Zoom and MS Teams.

The [Digital Education team blog about video resources for teaching online](#) may also be useful.

#### **5. How can I communicate directly with potential attendees to send them any pre-reading or the online platform website link for the RLI event?**

You might wish to communicate with attendees prior to your RLI activity if, for example, you need to send them any pre-reading/pre-work or the online platform link. You can ask the OD team to send you an MS Excel list of names and email addresses of those who have confirmed registrations for the event (as opposed to those on the waiting list if the number of places are restricted).

To ensure your participants have access to the joining link, please send it to the OD team as soon as you have it (ideally when you request the registrations to be opened). We will then add it to the Inkpath 'venue' field. This field is visible only to registered participants, as soon as they make their booking.

As some people may not see this link, you should also send the online platform link to confirmed attendees via email, a day or two before the event (as well as just before the event to those who might registered late/been allocated a place from the waiting list).

Please note: if someone who has a confirmed place cancels their place, Inkpath will automatically offer their place to the next person on the waiting list, so it is best to ask the OD team for an update list of confirmed registrations, just before the event.

#### **6. How does Inkpath track live attendance on the day of the event?**

At least 3 days before the RLI activity takes place, as the 'convenor' of the activity on the Inkpath system, you will receive a link to the QR code and the numeric code for the event. This email is generated automatically from the Inkpath system. If you display both these codes on your presentation slides both at the start and at the end of your event for participants to scan, it will enable you to view the 'live' attendance register on the day.

As you 'refresh' the page, the names of all participants who have scanned the QR code/entered the numeric code, will appear under the QR code image on your page. Therefore, please **do not share the link** to the QR code with participants.

Please note that there are essentially three ways for people to 'complete' their attendance after the event:

- i) Participants download and log in to the Inkpath app on their phone (for instructions on how to do this, please see the answer to Qu.1 above) and scan the QR code. **This must be done from within the app using the 'Scan' button.**
- ii) If participants are using the web version of Inkpath, they can type in the long number that appears with the QR code.
- iii) After they have clicked 'add to my activities' they click 'mark activity as complete' on the web or phone version of the app.

Once participants have done the above, if you 'refresh' the live link you will have received automatically from Inkpath, you will see all those who have scanned/completed their attendance.

## **7. How should I evaluate my RLI?**

You might like to think about how you might keep a record of your RLI in advance of the activity e.g., screen shots if it is an online event, if the attendees have given their consent.

You should also reflect on how you might evaluate your event. One suggestion is to use a JISC online survey which should be sent to participants within three working days of the activity delivery date. The OD team can assist you by sending you some standard questions for a JISC survey and can also set the survey up for you.

Keeping a record and evaluating your RLI event will help you with the brief written report of approximately 1000 words which you will be submitting to the OD team within 8 weeks of delivering your RLI activity (see the Researcher-led Initiatives Award Holder Responsibilities 2020-21 for suggestions as to what the report might cover).