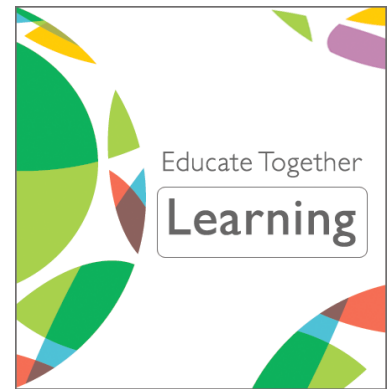


# Guide for Users – Educate Together online courses

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<b>Technical Requirements</b>	<b>2</b>
<b>Logging on for the first time</b>	<b>3</b>
<b>Profile Page</b>	<b>4</b>
<b>Home Page</b>	<b>5</b>
<b>Starting your course</b>	<b>6</b>
<b>Forums</b>	<b>8</b>

*We hope this user guide will help you to get the most out of your course. If there is information you can't find here, please contact us at [info@educatetogether.ie](mailto:info@educatetogether.ie).*

## Technical Requirements

We have designed our courses so that they are easy to navigate, even for people with limited experience in using computers and the internet, and basic equipment. To access all of the content in Educate Together online courses you will need:

- Broadband Connection to the internet
- An up-to-date internet browser (Firefox works best with Moodle, but Internet Explorer, Chrome or Safari should also be fine)
- Adobe Reader
- Adobe Flash Player (Version 9 or later)
- Windows Media Player / Quicktime / VLC player for viewing video content
- Access to YouTube and other internet sites
- Speakers (Either Built-in to your PC/MAC or external ones that have been plugged in) *\*To test if you have built-in speakers, play a piece of music on your computer. If you have no music on your computer already, try this website <http://www.live365.com/stations/john262?site=web> and click play in the left hand column. If this doesn't work within a minute then you probably don't have inbuilt speakers and will need to get some. (NB: Double check that your volume is turned up!)*
- Headphones (these are optional to improve the clarity of the audio items)
- Microsoft Word (or other similar program, eg: Open Office)

If you don't have any of the above, please see the list of solutions below.

Microsoft Word	Download Open Office (free) <a href="http://download.openoffice.org">http://download/openoffice.org</a>
Adobe Reader	Download (free) <a href="http://get.adobe.com/reader">http://get.adobe.com/reader</a>
Adobe Flash Player	Download (free) <a href="http://get.adobe.com/flashplayer">http://get.adobe.com/flashplayer</a>
Broadband Connection	Contact Internet / Phone Line Provider
Internet Browser	Download Firefox (free) <a href="http://www.mozilla.com">http://www.mozilla.com</a>
Speakers / headphones	These can be bought at most electrical / music stores. Make sure you check which kind will plug into your computer.
Access to internet sites	Pop-up windows may be blocked on your web browser. This can be changed in the settings of your browser. If you are unsure how to do this, go to <b>Help</b> in the menu of your browser. Click this and type in <i>blocked pop-up windows</i> and follow the instructions on how to unblock them.  Some schools block access to YouTube and some other sites. Schools that use the NCTE broadband service need to select Levels 4, 5 or 6 of content filtering to have access to YouTube.
Media Players	Download VLC Player (free) <a href="http://www.videolan.org/vlc/">http://www.videolan.org/vlc/</a>

## **Logging on for the first time**

1. Go to <http://learning.educatetogether.ie>
2. Click on Create New Account in the LOGIN box near the top of the screen on the right.
3. You will be taken to the registration page, where you must enter information in the fields marked in red.

- **User Name\***: Enter a user name. You could use your first and last name, for example.
- **Password\***: Create a password. This must have:
  - Minimum of 8 characters
  - At least 1 digit (0-9)
  - At least 1 lower case letter
  - At least 1 UPPER CASE LETTER
  - At least 1 non-alphanumeric character (!,?,\*,#,\$,€,,<,>^,&,\$, etc.)

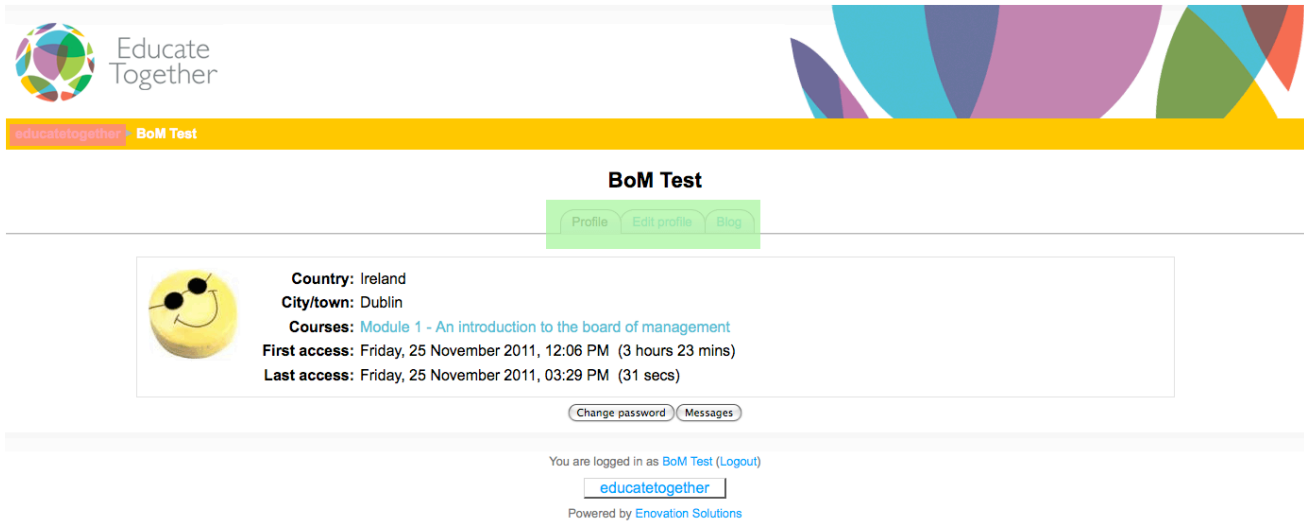
*(\*NB: It may be helpful to memorise or record this password somewhere as you will need it every time you log in.)*

- **Email address\***: You enter this twice
- **First Name\***: Enter your first name
- **Surname\***: Enter your last name
- **City/Town\***: Enter the city / town you live in
- **Country\***: Select the country you live in from the list.
- **School / Organisation\***: Enter the name of your school.
- **Roll No.:** Enter your school's roll number.
- **Board of Management course required information:** Enter your information by selecting from the drop down menus.
- **Site Policy Agreement:** please follow the link and read this information about how we will manage the information you give us, and our policy for the site. Then tick the box to indicate that you agree to this policy.

After you have registered on the site, you can log in at any time by going to <http://learning.educatetogether.ie> from any computer and entering your username and password in the box on the right hand side of the screen, near the top.

## Profile Page

You can view your User Profile page at any time by clicking on your name at the very top of the screen, on the right. Your profile page should look like something like this:



The screenshot displays the user profile page for 'BoM Test'. At the top left is the 'educatetogether' logo. A yellow banner contains the text 'educatetogether BoM Test'. Below this, the user's name 'BoM Test' is centered. Three tabs are visible: 'Profile', 'Edit profile', and 'Blog', all highlighted in green. The profile section includes a yellow smiley face icon, the user's country (Ireland), city (Dublin), and a list of courses (Module 1 - An introduction to the board of management). It also shows the first and last access dates and times. Below the profile information are buttons for 'Change password' and 'Messages'. At the bottom, it indicates the user is logged in as 'BoM Test' with a 'Logout' link, and the page is powered by 'Enovation Solutions'.

From here you can view your courses and when you first/last logged in. There are three tabs highlighted **green** in the picture above.

- Clicking on **Profile** allows you to view your profile how others see it when they click on your name on their home page.
- You can change your password or write messages from here.
- **Edit Profile** allows you to customize your profile and keep your information up-to-date.

In this section you can:

- Change/Edit your name, email address, city and/or country
- Decide whether you wish other users to see your email address or not
- Change your preferred language
- Add/Edit/Change your description, picture and/or list of interests
- Change your board of management information

**Edit Profile** also gives you the option to change advanced settings by clicking one or both of the **Show Advanced** buttons. If you know what you are doing for any of the other of these advanced settings you can customize away, if not, these are already pre-set to allow for optimum usage and do not need to be adjusted if you don't feel comfortable altering them.

- Educate Together courses don't currently require you to use the **Blog** tab, but this allows you to create blogs and view your blogs or blogs you are currently following.

At any time, clicking on the word **educatetogether** in the top left hand corner of the screen (highlighted in **red** in the picture above) will take you to your home page.

## Home Page

This page is now your home page. This means that when you log in next time, you will be taken straight to this page rather than your profile page. If you want to view your profile page again, simply click on your name highlighted **green** in the top right corner of the picture below. Your Home Page is your main page for navigating your way around the moodle course.

You are logged in as **BoM Test** (Logout) English (en)

**Educate Together**

Welcome to Educate Together's Moodle site.

For information about our online courses contact [info@educatetogether.ie](mailto:info@educatetogether.ie), or 01 429 2500

**My courses**

- Module 1 - An introduction to the board of management
- All courses ...

**Educate Together** is the representative organisation of the Educate Together schools and associations throughout the Republic of Ireland. It has grown out of the movement to establish multi-denominational primary schools, which emerged in the late 1970s. It aims to meet a growing demand in Irish society for schools that recognise the developing diversity of Irish life and the modern need for democratic management structures.

Today there are 60 schools nationwide. The schools are fully recognised by the Irish Department of Education and Skills and work under the same regulations and funding structures as other national schools. They have a distinct ethos or characteristic spirit which is governed by the [Educate Together Charter](#). Planning is also underway for the first Educate Together second-level school.

**This Moodle site** is where we host our courses for teachers, members of Boards of Management, and anyone else who would like to learn more about Educate Together, or about managing schools in Ireland generally. We also keep a Resource Bank here, where we list useful resources for teaching our Learn Together ethical education curriculum. You can access this resource bank free of charge by registering on the site.

**FIRST TIME HERE?**

To access our free Learn Together Resource Bank or to enrol on a course, [register on the site HERE](#).

**Educate Together News**

- Minor Works Grant 2011/2012
- Educate Together CEO to Speak at Stormont Senate Chamber Debate on Education
- Educate Together Seasonal Greetings Cards On Sale Now!

Course categories	
Board of Management Training	1
Learn Together Resource Bank - FREE	6
Notes for Tutors and Course Designers	2
Resources for Second-level	1
Resources for Primary Start-up Groups	

Search courses:  Go

You are logged in as **BoM Test** (Logout)

**moodle**  
Powered by [Enovation Solutions](#)

- The 'My Courses' block on the left, highlighted **blue** in this picture, is your navigation column. This allows you to see the course you are enrolled in and to get to it directly from there. You can also go into your course by clicking on the links ([blue underlined writing](#)) with the title of the course you want.
- The column in the middle highlighted **red** shows the courses that are available to enrol in. The enrolment key for the Board of Management training course has been sent by letter to the Chairperson of the Board.
- For free resources, such as the Learn Together Resource Bank, simply click on the link to enter – no enrolment key is needed.

## Starting your course

When you click the link to your course and once you've entered your enrolment key, you should get a page like the one below (without the colour coding).

The screenshot shows the Educate Together BOM1 course interface. At the top right, it says "You are logged in as BoM Test (Logout)". The main header includes the Educate Together logo and the breadcrumb path "educatetogether > BOM1".

**Left-hand navigation menu (pink):**

- CONTACT YOUR TUTOR: Click here to contact this week's tutor: Louise. SEND MESSAGE TO TUTOR.
- Administration: Grades, Profile.
- People: Participants.
- Search Forums: Advanced search (Go).
- Activities: Feedback, Forums, Glossaries, Quizzes, Resources.
- My courses: Module 1 - An introduction to the board of management. All courses...
- People: Participants.

**Main content area (green):**

### Module 1

#### The board as a corporate body

Welcome to the first of Educate Together's online training modules for boards of management.

The national school system is wholly dependent on the voluntary contribution of thousands of board members for its effective management.

This introductory module is designed to support board members in managing schools by providing information and, perhaps more importantly, by providing a space where board members can share their experiences and insights. This module sets the context in which you as a board member operates. The education system can seem complicated, especially in the beginning. By completing this module we hope that you will have a clearer understanding of what your responsibilities are and how best to achieve your goals. Later modules will focus on specific areas such as recruitment, enrolment and child protection. This module is relevant for all members of the board of management.

It is hoped that, by providing this training online, board members will be able to access support in a way that fits in with their busy lives. The module will take about 2 hours 20 mins to complete. However it is broken down into sections which you can return to at your convenience.

This webpage is best viewed with Mozilla Firefox, which is available to download for free here: [Firefox 3.6](#)

You will need to be able hear the presentations on this module so you will need to attach speakers or headphones to your computer if your computer does not have this built in.

We have made the quizzes on the presentations quite difficult so you may need to check up the answers if you get some wrong. This will hopefully help you to become more familiar with the resources available to you.

[Glossary of terms](#)

#### 1 The legal context

In this section we'll look at some of the duties imposed on boards by law.

[Statutory Framework Presentation](#)

**Right-hand sidebar (yellow):**

- Course Menu:** The legal context, The Constitution of Board..., Roles and responsibility..., Resources, Feedback, Show All Sections, Control Panel.
- Educate Together News:** Minor Works Grant 2011/2012, Educate Together CEO in Speak at Stormont Senate Chamber Debate on Education, Educate Together Seasonal Greetings Cards On Sale Now!
- Messages:** No messages waiting. Messages...
- Online Users:** (last 5 minutes), BoM Test.
- Random Glossary Entry:** IEP: An Individual Educational Plan (IEP) which is a written document prepared for a named student who has been assessed as having Special Educational Needs. This plan

At the very top of the image you will see highlighted in yellow **educatetogether > BOM1**. This is your "breadcrumb" path. This works much the same way as your computer will when you go into your files (ie: C://user/mydocuments/sampledokument.doc) to show you where exactly you are in the site. You can go back to any point in the pathway by clicking the word of the place you want to go. Clicking **educatetogether** will take you back to your home page. This is an easy way of jumping to a particular section without having to constantly press the 'back' button on your browser, which may not always take you where you want to go.

The boxes you see to on the right and left of your screen are called blocks. While the layout of these blocks may vary slightly from course to course, the following blocks will usually be available. Left-hand column (highlighted pink here):

- **Contact your tutor.** This usually appears on the top left. It will let you know the name of your tutor this week and if you click on the link below their name you can send them a message.
- **Administration.** This has a quick link to your profile. It also has a section on grades for feedback about your progress in the quizzes.

- **People.** This shows you who is on your course. There are links to other participants' profiles, where you can send messages.
- **Search Forums** allows you to look for a specific forum rather than going to the general list to select one.
- In **Activities**, you can see what assessments and assignments you have, see the forums relevant to your course and have a look at the list of resources available to you.
- At the very bottom you still have your **courses** navigation bar. Again, this makes your Educate Together moodle courses easy to make your way around and is better than constantly pressing the 'back' button on your browser.








Right hand column (highlighted **orange**):



- The first box is your **Course Menu**. This is for navigating within a module. This can be used to jump to certain topics.
- Next is the **Educate Together news**. This is updated with the latest posts from the <http://www.educatetogether.ie> website.
- **Messages** lets you see the messages in your inbox
- **Online users** shows you who is online in the last five minutes and who you can talk to.

The centre section, highlighted here in **green**, is where your course is displayed. This section will include the content and activities for your course.

You can show and/or hide different topics by clicking on the 'box' icon in the top right hand corner of each topic. At the beginning of the first module of each course, there will usually be a Forum for General News and Announcements. Information about general course administration, dates, etc. will be posted here from time to time.

Read down through the material clicking on any linked items (**highlighted blue**) when they come up, and remembering that you will need to turn up your sound or put in/on your earphones/headphones depending on what type of item you are accessing. You can tell the type of item by the symbol beside the link.

	<b>Resource Document.</b> This is mostly text and images, but may include embedded video / audio.
	<b>Video.</b> This will need audio devices.
	<b>Quiz.</b> This does not need audio devices, but generally requires a good think!
	<b>Presentation.</b> This is either PowerPoint or slideshow and may require audio.
	<b>Forum.</b> This is where you can discuss/debate aspects of the course with other participants.
	<b>Pdf Document.</b> These are generally images of a published article.
	<b>Audio.</b> This can vary from radio piece to a sound bite and needs audio devices.

	<b>Downloadable Document.</b> This document will need to be saved on your computer.
	<b>External Resource.</b> This is a link that will take you to another website. It should open in a new page so you won't lose where you are in the course.

## Forums

During the course you may need to make posts to the forums. You should automatically be subscribed to all the relevant forums when you start the course, but if you are not you can subscribe to a forum by simply clicking the 'Subscribe' button highlighted in **pink** below. You can also subscribe by clicking on the button under the **Subscribe** column, highlighted in **green** below.



### Learning forums

Section	Forum	Description	Discussions	Subscribed
2	Scenario	You are a parent representative on the board of management, and are faced with a difficult decision regarding the introduction of a school uniform. Currently, the school does not have a uniform. However, a large number of parents would like one to be introduced – for some, having a uniform ...	0	<input type="button" value="No"/>
3	Communications and confidentiality	What can a board do to maximize transparency and accountability, without breaching confidentiality?	0	<input type="button" value="No"/>
5	Feedback	Your feedback is essential to ensure that this module is continuously revised and improved, and for planning future modules.  Please do share any comments regarding the content or format of the course, and in particular any technical glitches which you may have encountered.	0	<input type="button" value="No"/>

You are logged in as [BoM Test](#) (Logout)

[BOM1](#)

Powered by [Enovation Solutions](#)

If you are finished a course and no longer want to receive notifications of new posts, you can unsubscribe, by clicking the '**Unsubscribe**' link or clicking the button under the **Subscribe** column.