

Sharing Resources

eLearning PD Session 2009-2010

<http://elresources.skola.edu.mt>

Introduction to VLEs

Video: <http://skola.edu.mt/wp-content/uploads/vlesintro.wmv>

Skola Portal

URL: <http://skola.edu.mt>

The screenshot shows the Skola Portal interface. At the top, the logo 'Skola' is displayed with the tagline 'Bringing Schools Together' and the URL 'http://skola.edu.mt'. Below the header is a navigation bar with icons for eLearning Resources, Curriculum Areas, College Websites, Webmail, Photo Resources, and Forum. A main content area features a post titled 'Il-Bilingwiżmu fl-Edukazzjoni ta' Pajjiżna' (Bilingualism in Education in our Country) published on November 23, 2009. The post includes a public seminar announcement for Saturday, December 5, 2009, at Attard Primary Saint Nicholas College. A sidebar on the left lists eLearning Services such as CMELD, Courses Unit, ECCL, eTwinning NSS, SEN Unit, Year 5 Blog, and Primary School Blog. A 'Latest Comments' section is also visible. On the right, there are sections for Exam Papers, Educational Links, and a Monthly Archive.

Teachers can find and share resources

Students can upload their work

Student

Primary School Blog

URL: <http://studentsblog.skola.edu.mt>

All students in the primary schools, including those in Kindergartens, may upload their work in the “Primary School Blog”. Teachers themselves may upload any children’s work or events that have taken place in their school or class.

To upload an article:

1. Go to <http://studentsblog.skola.edu.mt/wp-admin>
2. Type the username _____
3. Type the password _____ (DO NOT give this password to students)
4. From the menu on the left choose “Post” and then choose “New Post”.
5. Type the title and body of the article.
6. Upload images if necessary.
7. At the end of the article type “Submitted by...”, “Drawing by...”, etc.
8. Choose the proper category to indicate your class / school / college.
9. You may add tags to indicate the topic of the article.
10. Click the button Publish.

Teacher

eLearning Resources

URL: <http://elresources.skola.edu.mt>

All teachers are encouraged to share and search for resources to be used in their lessons. Teachers can upload resources including handouts, work sheets, flash cards, on screens, lesson plans, lesson packs, presentations, booklets, games, songs, videos, etc.

To upload an article:

1. Go to <http://elresources.skola.edu.mt/wp-admin>
2. Type the username _____
3. Type the password _____
4. From the menu on the left choose “Post” and then choose “New Post”.
5. Type the title and body of the article (short description of the resource to be uploaded).
6. Upload resource files or images.
7. At the end of the article type “Submitted by...”.
8. Choose the proper category according to the year group, subject and type of resources included.
9. Remember to tag resources to indicate the topic, e.g., fractions, clock, past tense, etc. This will facilitate searching for resources about particular topics.
10. Click the button Publish.

Downloading Documents

To download a document:

1. Right-click on the link.
2. Choose "Save Target As.." from the popup menu.
3. Choose the folder where you wish to place the file (e.g., in "My Documents").
4. Note the name of the file, and click "Save".

Uploading Images or Documents in an Article

Resources can be typed directly in the body of the blog article, but very often, a resource is in the form of a Word document, PDF file, PowerPoint document, picture, or some other file type. These files can be uploaded into the blog as long as they are smaller than 2MB.

To upload an image:

1. Click on the **Add an Image** button next to 'Upload/Insert'
2. Click on **Browse** and select the file you want to upload
3. Click on the **Upload** button
4. Finally click **Save All Changes**

To upload a document:

1. Click on the **Add Media** button (last icon)
2. Click on **Browse** to select the document you would like to upload
3. Click on the **Upload** button
4. Click on the **Save All Changes** button

Links

While surfing the Internet, teachers may come across useful and interesting websites that are suited for their students. In such a case, teachers may wish to share this link by adding an article which may include:

- a short description of the site
- the URL (web address)
- a picture or screen shot
- category (year, subject, type of resource – in this case "Link")

To create a screen shot, the "Print Screen" feature may be used.

1. Click and hold the Function key and press the Print Screen key.
2. You can now paste the image in Paint (or in other programs such as Word).
3. Save the image in gif or jpg format so you can upload it into the blog article.

To take a snap shot of a minimised window only (and not of the whole screen):

1. Click and hold the Function key, click and hold the Alt key and press the Print Screen key.
2. You can now paste the image in Paint (or in other programs such as Word).
3. Save the image in gif or jpg format so you can upload it into the blog article.

Compressing Pictures

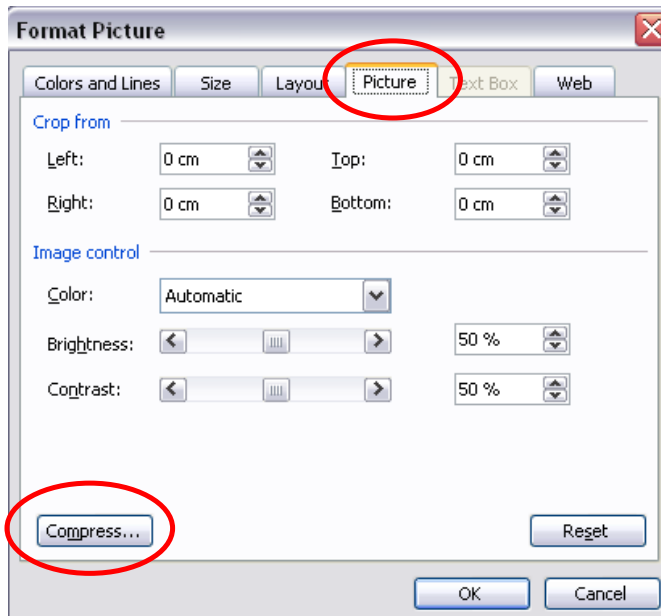
It is good practice to compress photos/images before uploading them into the blog. Same applies to Word or Powerpoint documents that contain pictures.

To compress stand alone pictures:

1. Locate the photos on the computer.
2. Right click on the photo and choose “Open with...”.
3. Select “Microsoft Office Picture Manager”.
4. Click “Edit Pictures...” and choose “Compress Pictures” from the right menu.
5. Choose “Web pages” and click “OK”.
6. Save the picture with a different name (to keep originals in high resolution).

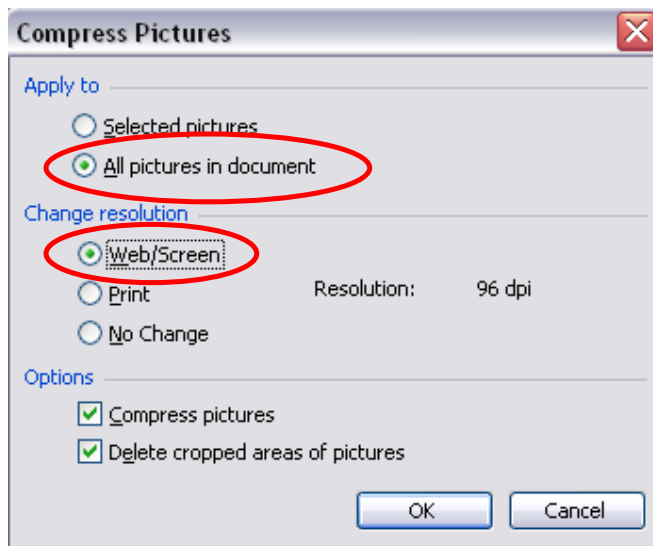
To compress pictures in Word or PowerPoint:

1. Open the document.
2. Right click on one of the pictures and choose “Format Picture” from the popup menu.



3. Click compress from the Picture tab and select “All pictures in document” and “Web/Screen”.





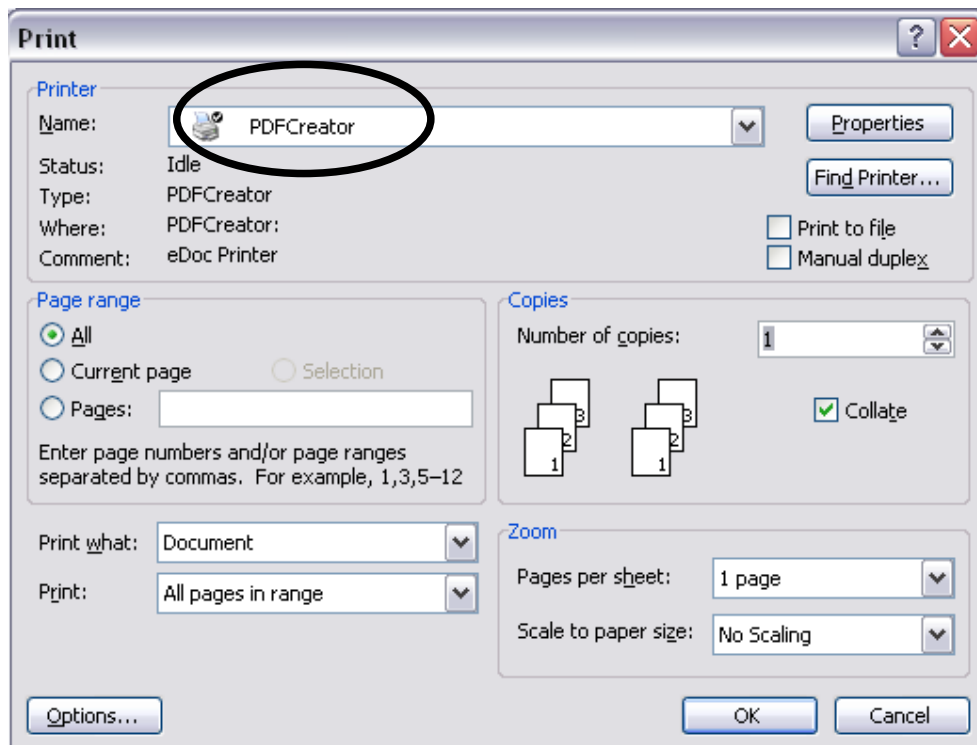
4. Click "OK" and save document.

PDF files

Sometimes, teachers may need to convert a document to PDF format. A PDF file can be accessed (opened) by anyone, but it can not be modified.

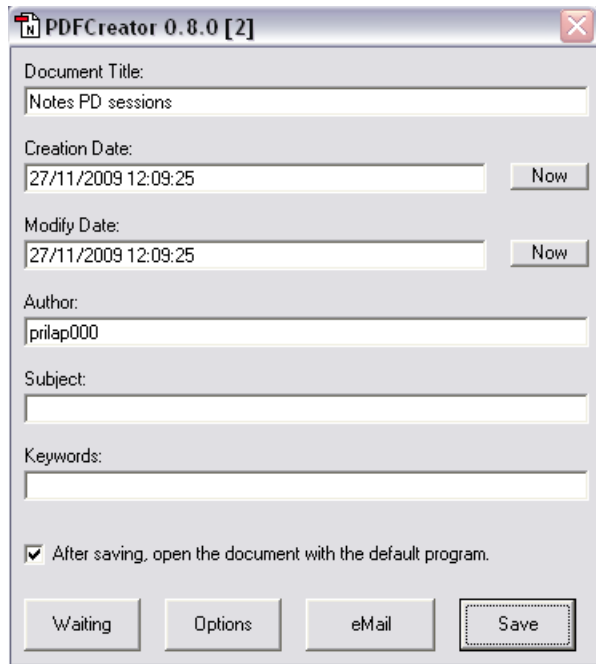
To create PDF files using PDF creator:

1. Open the document.
2. Select Print from the File menu.
3. Choose PDFCreator.



4. Click OK and remember to take note of the location where you are saving your work.

5. Click Save.



PDFCreator 0.8.0 [2]

Document Title:
Notes PD sessions

Creation Date:
27/11/2009 12:09:25 Now

Modify Date:
27/11/2009 12:09:25 Now

Author:
prilap000

Subject:

Keywords:

After saving, open the document with the default program.

Waiting Options eMail Save

Deleting an Article

1. Click on **Posts** menu and click on the submenu **Edit**
2. A list of posts is shown and tick the post you want to delete
3. Select **Delete** from the options below the ticked post
4. Press the **OK** button to confirm

Deleting Media Files

1. Click on the Media menu
2. From the list of uploaded media, tick the media file you want to delete.
3. Select **Delete** from the options below the ticked media file
4. Press the **OK** button to confirm

Make sure that you only delete the media files you have uploaded yourself . Do not delete media files upoaded by others as this will cause broken links in other posts.

Sharing Videos

Videos take up a lot of storage space, so when teachers need to upload and share a video, they have to upload it to <http://www.youtube.com> or to <http://www.teachertube.com>.

After uploading videos to the TeacherTube, they take a day or two to be moderated before they can be used. Videos upoaded on YouTube can be used immediately.

Videos on YouTube can only be accessed from schoolnet after the teacher enters the Internet password. Videos on TeacherTube are accessible without a password.

To upload a video on YouTube or on TeacherTube you need to register for an account on these sites.