


Online Inset Student Handbook

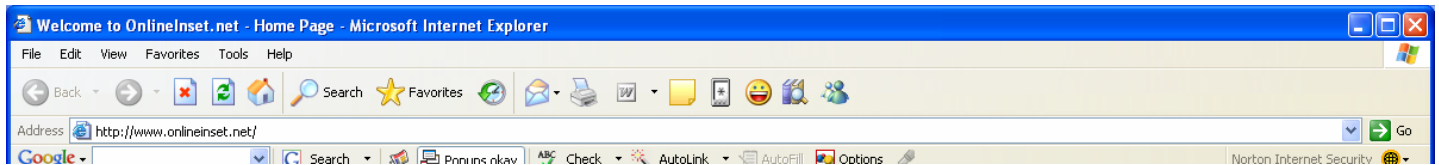
What's different about online learning?

- Online training makes use of the huge advancement in broadband content that can be hosted on a website. Most schools have access to the Internet on suites of PCs and through interactive whiteboards so you can access the course materials at work as well as at home.
- Traditional courses have a tutor, who usually delivers training through a lecture or workshop by presenting well planned content verbally which is often supported by written notes projected onto a screen. Online courses have a tutor, who will help you to register onto the course and who will guide your learning through online content and discussion forums and by supporting and assisting you to complete tasks. They may arrange face to face sessions with a group or meet you individually to work with you.
- In a traditional course the tutor is in control of the content and will deliver the training whereas in online learning the content is online and you can control the rate at which you learn. All the materials are visually engaging and interactive and you can choose how, when and where you learn.
- Traditional courses are confined by time and location whereas online courses are available on any Internet connected computer. The materials are available 24/7 and you can read or contribute to forums at any time.
- Discussions forums enable everybody to participate at a time that is convenient to them. You have time to reflect before writing, and can read other people's contributions.
- You can make contact with their tutor and other students through email and through the course open discussions
- The course content is presented using multi-media tools. Animations, online quizzes, sound files, videos and graphics make the content accessible and interesting. Many pages can be printed and there are additional printable resources, a glossary and a support facility with frequently asked questions.

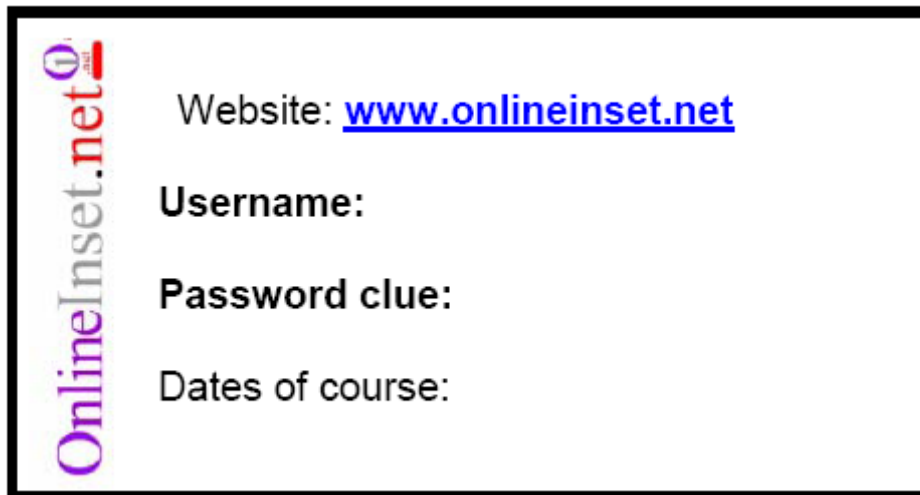
Technical Support

- You will need access to an Internet connected computer. School computers often need a password before you can use them.
- You will need to be able to find the browser  through which you can access the internet.

- You will need to write the web address (also known as the URL) in the web address bar. The web address is <http://www.onlineinset.net>



- You will need to have your own email account. This could be a school email account if the administrator is able to print out messages and pass them on. Free web based email is available through msn <http://uk.msn.com/> or yahoo <http://mail.yahoo.com/>
- There is a full guide which takes you through the course registration process. You will need to enter the course password which your tutor will give you and makes sure that you join the correct cohort.
- Make a note of the web address and your user name and password on the card your tutor will give you.



- There are printable resources available on the course. Make sure that you know how to print these sheets and check that the printer is on and has paper and ink.
- If you have any technical difficulties you could try working on a different computer. If this doesn't help then email support@onlineinset.net or training@onlineinset.net or call 07817 545221 or 01273 507007 or speak to the IT technician on your tutor. Some problems can be due to a slow internet connection, or due to a computer which has not had recent software updates.

Course requirements

- Your tutor will arrange any face to face meetings that you need to attend
- You will need to participate in two scored online tests and you can have more than one attempt at the quizzes.
- You will be asked to write three goals at the end of the assessment for learning section and three interventions at the end of the interventions section.
- Tutors will set a minimum standard of participation for online forums. This will be at least one original contribution and one reply to another student per week or per topic. You can make as many contributions as you wish and may also email other people on the course or your course tutor.
- You may be asked to carry out some informal observations of pupils as part of the course.
- When you have finished the course you will need to submit a request for your tutor to pass you (last page of Interventions section), which is activated when all the course requirements have been met (quizzes, goals, interventions). Your tutor will check whether you have participated in the course forums, and then will either print, or email your Certificate of Online Completion. Alternatively, you can print this from the welcome page of your course.
- Course materials will remain available for up to six months so that you can refer back to them if necessary.

How to make the most of online discussions

- There is a social side to online learning. Even though you may be geographically separated from your group you can talk to each other through the discussion forums. These forums are there to help you think through what you are learning and to share your thoughts with others on the course.
- Your tutor will start off discussion topics and you should enter these and make your contribution. It helps to read what other students have written and you can make reference to their comments either in your reply or to them directly.
- Remember to KISS - keep it short and simple. If you have several points to make then put them in different replies.

- Avoid writing everything in CAPITAL LETTERS because this is the equivalent of shouting. You can add emoticons to express emotions eg : -) is a smiley face, ;-) is a wink :-0 means oh!
<http://www.computeruser.com/resources/dictionary/emoticons.html>
- People like to be encouraged to know that you have found their contribution helpful so try to acknowledge this and reply to them.
- It is best to try and log on every day or every other day to read the forums and then they feel more like an extended conversation. Online discussion gives thinking and reflecting time so it is easier for everyone to join in.
- Your tutor may go online regularly or may just check the course once a week. Tutors with large groups may only reply to two or three people per week. It may be that your tutor will email or phone you to follow up an individual issue where they can support you.
- You can start new topics under a forum and ask questions or get course members talking about subjects that interest them-i.e. the various intervention strategies
- Onlineinset provides asynchronous discussion, but if you want to “meet up” at a set time for either synchronous real time text or computer based conversations (free phone calls through the computer) then this can be done through msn messenger <http://join.msn.com/> or yahoo messenger <http://messenger.yahoo.com/> or Skype <http://www.skype.com/helloagain.html>

Other online resources

- Search engines: www.google.co.uk or <http://www.dogpile.com/>
- Encyclopaedia http://en.wikipedia.org/wiki/Main_Page
- Search inside a book <http://books.google.com/>
- European Computer Driving License http://www.ecdl.com/main/index_old.php
- Dictionary: <http://dictionary.cambridge.org/>
- Learn English <http://www.britishcouncil.org/learnenglish/central.htm>