




Online Training 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. All colleges have access to the Internet on suites of PCs 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 the group or meet you individually to work with you.
- In a traditional course the tutor is in control of the content and pace of the lesson and will deliver the training whereas in e-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 through 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 your tutor and other students through email and through the course forum 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. College computers often need a password log in 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.inclusiononline.net>
- You will need to have your own **email account**. This could be a college email account or a home email. Free email accounts can be set up through Google or Yahoo and other providers.
- There is a full guide which takes you through the course registration process. You will make up your own username and password and you retain this for other Online Training courses. You only ever **register once**.
- You will need to enter the **cohort password** which your tutor will give you and makes sure that you join the correct cohort.
- Make a note of your user name and password on the card your tutor will give you.


<u>www.inclusiononline.net</u>
Username:
Password:
Tutor:

- 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. Some colleges block access to some sites using Firebox or another similar programme so make sure that www.inclusiononline.net is available through the IT department.



Course requirements

- Your tutor will arrange a face to face induction meeting that you need to attend where you will register and learn about the course which may be run during a staff development day.
- You will need to participate in scored and unscored online quizzes. You can have more than one attempt at the quizzes.
- You will be asked to write three goals at the end of the assessment section and three interventions at the end of the interventions section. These can be based on a student you work with, or you can write goals based on one of the students used in the case studies if you are not currently working directly with a student with this learning need.
- 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 must complete the final forum question and evaluate your progress towards meeting the goals and interventions that you have set.
- You must complete the post course feedback form that comes up when you submit your request for your tutor to pass you.
- You must complete an evaluation form that will be sent by email approximately 90 days after you have completed 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 then make sure that you have met the course requirements and if you are successful will pass you. Next time you log back into the course you will be able to print your certificate from the social page.
- Course materials for the duration of the college licence and will remain available so that you can refer back to them when 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 join 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. There is a **limited space** of 5000 characters (letters and spaces) available. If you exceed this your contribution may not be recorded.
- 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 few days or every week to read the forums and then they will feel more like an extended conversation. Online discussions enable thinking and reflecting time.
- Your tutor may go online regularly or may just check student activity once a week. Your tutor will communicate through the message board and may also reply in the forum to discussion topics raised. You are able to email your tutor if necessary for advice or support.
- You can start a new discussion topic in a forum and ask questions or get course members talking about subjects that interest them-i.e. the various intervention strategies

Other tips

- If you do not use the mouse for ten minutes then you will find that you may have “timed out” when you attempt some activities. To rejoin the course, log back in using your username and password and resume working.
- It is best to do this course in short sessions of an hour at a time. When you have completed a session use the exit button. Next time you log in click on “resume course” and this will take you directly to the page where you last exited.