

## Technical guide for online tutors



### Technical necessities...

1. Each student must have access to a computer which is connected to the Internet, preferably by Broadband. A slower internet connection (dial-up type) may cause poor delivery of the multi-media files.
2. A PC running Windows 98, XP or 2000 or an Apple MAC running OSX 10.2 or higher although we cannot guarantee media playing correctly.
3. Microsoft Explorer 6 or above.  
<http://www.microsoft.com/windows/ie/downloads/default.aspx>
4. Windows Media Player version 9.  
<http://www.microsoft.com/windows/windowsmedia/player/9series/default.aspx>
5. Flash Browser plug-in.  
[http://www.adobe.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)
6. A sound card. (With the sound switched on!)
7. An email address. Free email available through <http://www.msn.com/> or <http://mail.yahoo.com/>

All downloads can be found on the **FAQ** page within the onlineinset web site. The 6 items above are the minimum required to access all media aspects of the course.

### How the courses work ....

Each online tutor is responsible for one or multiple “cohorts” working on any number of courses on offer at Onlineinset.net. The online tutor chooses **course password** that is identified with that cohort. Students first need to **register** then all they need to do is to enter the course password and they will then join the cohort working on that course.

Let's go through it step by step.....

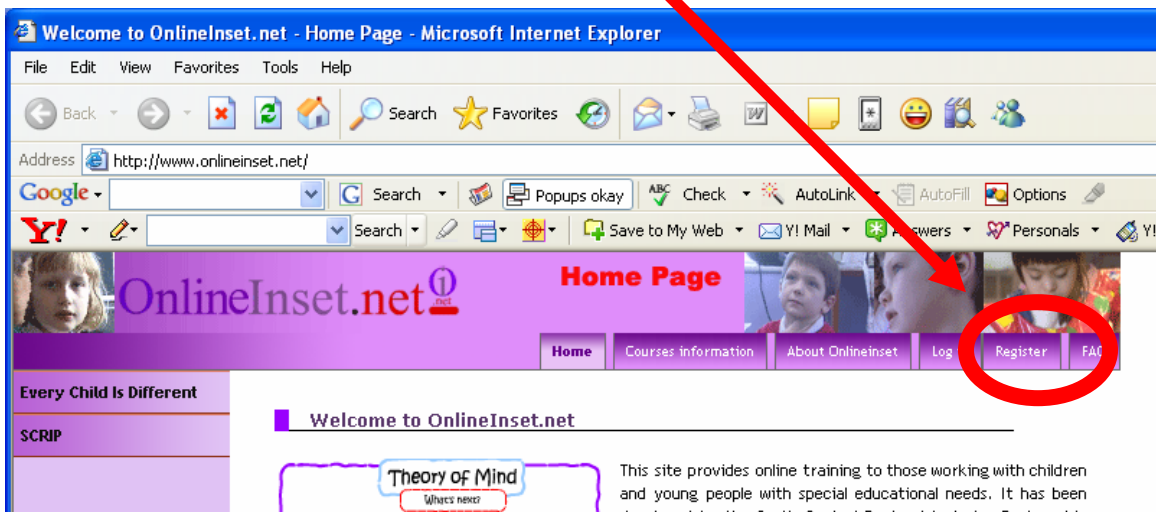
The **first** thing anybody has to do (whether a student or a tutor) the FIRST time they visit Onlineinset.net is to

**REGISTER.**

Registration is only to be done **once** for each student or tutor.

Go to <http://www.onlineinset.net>

Click on the register tab at the top of the Home Page



This will open up a new page.

Let students fill in their details. Make sure that they choose their correct job designation, and the correct local authority from the drop down list.



You will see this icon on this and other pages. Clicking this icon will open a new window with extra information or technical help.

PLEASE DO **NOT** ATTEMPT TO REGISTER TWICE. IF YOU HAVE A PROBLEM CALL 01273 507007 OR [contact support](mailto:support@onlineinset.net) (support@onlineinset.net )


PLEASE READ ANY INSTRUCTIONS!!

You CANNOT join a course until you have the COURSE password from your ONLINE TUTOR.


Please fill in ALL fields

Your first name*	<input type="text"/>
Your last name*	<input type="text"/>
Your role - please select closest description*	<input type="text" value="Please Choose"/>
Your organisation name*	<input type="text"/>
L.A. /P.C.T.* (If not listed <a href="#">contact support</a> )	<input type="text" value="Select your LA from this list"/>
Your e-mail address*+	<input type="text"/>
Please re-enter e-mail*	<input type="text"/>
Your contact telephone no.	<input type="text"/>
1st line of your address*	<input type="text"/>
2nd line of your address	<input type="text"/>
City /town*	<input type="text"/>
County*	<input type="text"/>
Postcode*	<input type="text"/>

**Hint:** Use your e-mail as a username - it's more likely to be unique. Do not use spaces or punctuation.

Username: *	<input type="text"/>	
-------------	----------------------	---

**Hint:** Avoid using a proper name or if you do include a number (e.g. colin28)

Personal Password: *	<input type="text"/>	
----------------------	----------------------	---

Recent changes mean that you enter your course password AFTER you log in.

Choose a **username** (one that you compose yourself and not a sensitive username that you would use for secure accounts)

Choose your personal **password** (A mix of letters or numbers and one that you compose yourself and not a sensitive password that you would use for secure accounts)

**Make a note of your username and password**

**Submit your registration.**

**If this fails then do not attempt to re-register but phone 01273 507007**

**Log in**

You will then see this log in screen.  
Enter your USERNAME in the top box.  
And your PASSWORD in the bottom box

(Your unique password NOT the course password supplied by the tutor)



This is the log in page where you use your username and password to enter the course area. If you require a log in that does not use cookies please click the link below.

**NO COOKIES**

Username

Password  **LOG IN**

Tick in the box to recall log in details  (Cookies must be enabled)

If the tick shows in the box “cookies” then the program will remember your username and password.

See for more information on cookies.

If you do not want to use cookies or are prevented from doing so by the rules on your local area network (LAN) then choose the option to log in using “No Cookies”.

You be sent an automatic **e-mail** to the e-mail address you supplied confirming your registration and reminding you of your username and password.



As this is the first time you have used Onlineinset.net you need to join a course. Have your course password ready and click on the “Join new course” button near the top right hand side of this page.

**Join a new course**

You can now JOIN A NEW COURSE by entering the course password in the box below.

Laura please enter the new course password (this should be supplied by your online tutor) in the box below and click "Check course password". If you do not know the COURSE password [contact us](#)

**You cannot join a course if you do not have the password**

**Get the course password from your online tutor!**

Please ENSURE you type the course password in correctly! Do NOT ADD extra spaces!!


Course Password	<input type="text"/>	<input type="button" value="Check Course password"/>
-----------------	----------------------	--


Enter the course password


Click on "rejoin your course" and you will be led to the social page.  
Open the "feedback" to fill in a five point questionnaire.

**This is your Social Area, Laura- welcome!**

**Messages from your online tutor, Jacqui Webber-Gant.**

 Your initial feedback form for *this module* has apparently not been completed. We are trying to gather statistics and would be grateful if you could fill out the initial feedback form before continuing. *The navigation buttons will activate* as soon as you have finished the feedback form. This will only take a few seconds and we apologise for any inconvenience. Please click the "Feedback" button below.

 **When your online tutor has verified a request to pass this course you will have the option to print an accreditation certificate. The option will be seen in this message box.**



23 February 2007 **National Launch London**

*Today you will have the opportunity to access the latest onlineinset course with a view to you considering subscribing to this project in your local authority. Make a note of your user name and password so that you can view these materials again. Work your way through the course content and please contribute to the online forums. Jacqui Webber-Gant*

### Apply to be a tutor

To apply to be an online tutor you click on the “**Apply to be Online Tutor**” tab on the “your courses page” after the log in.

You need to choose which course you will tutor from the drop down list.

Create a unique course password. Make sure that this has no spaces eg.HoveMB or ChartersSLCN

If you intend to run several cohorts then choose a course name that will help you to remember which course is which (include school name etc)



#### Apply to be an Online Tutor Steps 1 and 2 of 3

Jacqui , applying to be an ONLINEINSET tutor requires you to:

1. Choose a course/cohort password for your students
2. Choose a course to study and
3. Confirm your choices

Your application will then be submitted to the support team and provided you are within a participating LEA or organisation you will be contacted normally within 24 hours.

STEP 1: Type in your new course password:

STEP 2: Which course will this apply to:

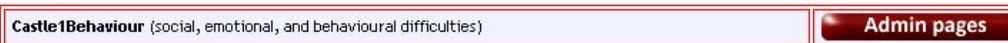
- Understanding Autistic Spectrum Disorders
- Inclusion for learners with speech, language and communication needs
- Understanding and managing behaviour

The course tutor will have an **admin pages** which gives access to student details and where you can write messages and manage the course forum area.



#### Cohort tutor list of 1 for Shannon

Please note that your session in the programme will 'time out' after 15 minutes of computer inactivity.



## Main Tutor Panel

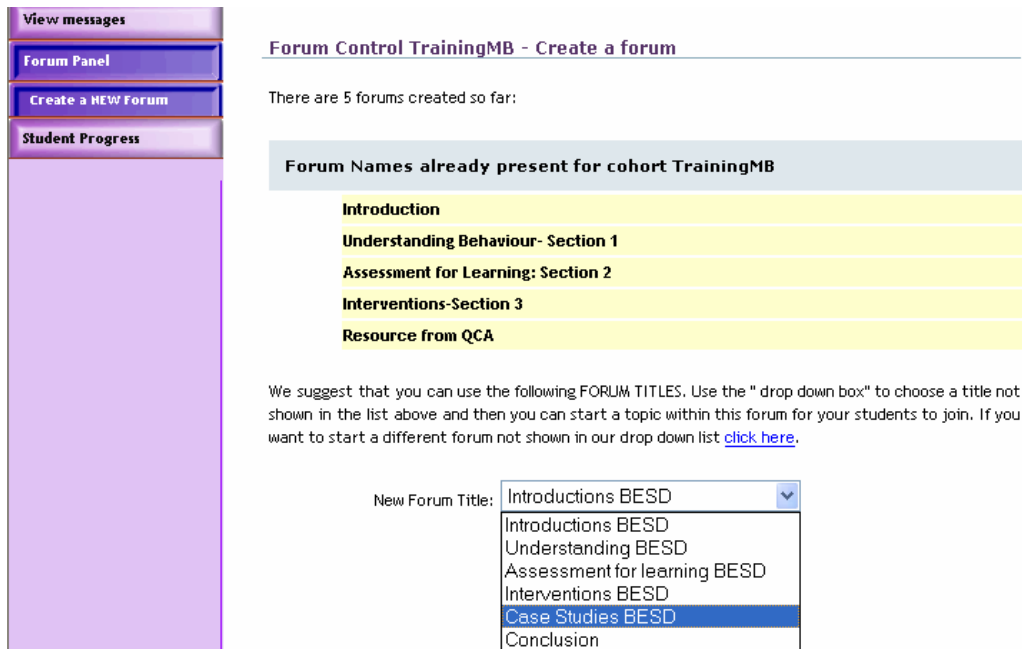
There are three main areas associated with the tutor admin pages.

1. Messages
2. Forums Panel and
3. Student Progress
4. The facility to email the whole cohort.

Each of the areas may have sub menus that appear when you navigate to them. You can see that under the messages option there are three choices: Write a new message, Edit existing messages and Delete unwanted messages.

## Forums Panel

Course tutors are able to start new forums. We now provide a list of suggested forums that follow the course structure, or else you can create your own titles.



The screenshot shows the 'Forum Control TrainingMB - Create a forum' page. On the left is a sidebar menu with four items: 'View messages', 'Forum Panel', 'Create a NEW Forum', and 'Student Progress'. The main content area is titled 'Forum Control TrainingMB - Create a forum' and contains the text 'There are 5 forums created so far:'. Below this is a section titled 'Forum Names already present for cohort TrainingMB' with a list of five items: 'Introduction', 'Understanding Behaviour- Section 1', 'Assessment for Learning: Section 2', 'Interventions-Section 3', and 'Resource from QCA'. A note below the list suggests using the following FORUM TITLES and provides a link to 'click here' for more options. At the bottom, there is a 'New Forum Title:' dropdown menu with a list of options: 'Introductions BESD', 'Introductions BESD', 'Understanding BESD', 'Assessment for learning BESD', 'Interventions BESD', 'Case Studies BESD', and 'Conclusion'. The 'Case Studies BESD' option is currently selected.

View message

Write a new message

Edit a message

Forum Control TrainingMB - Create a new topic

In the event of an error or technical query please quote the following reference: **F1443 AU492**

Please check that the details are correct.

Your name Jacqui Webber-Gant

Now you need to create a new topic for your new forum

**" Conclusion"**

The new topic will be the starting point for any discussion and should invite contributions.

Select "Onlineinset Topics" to use one of our pre-defined suggestions. Select "Your Own Topic" to create your topic and content..

Onlineinset Topics

Your own topic

Choose and edit the topics from those provided in the OnlineInset topics or write your own topic/

View messages

Write a new message

Edit a message

Forum Control TrainingMB - Create a new topic

Now you need to create a new topic for your new forum

**" Conclusion" (FID:1443 )**

The new topic will be the starting point for any discussion and should invite contributions. You can scroll (using the hyperlinks below) through the suggested topics for this forum and select any one of them. You may, if you wish EDIT them to suit yourself.

[First](#) [Previous](#)

Topic title

Reflection

Topic content. (Please avoid extra spaces and paragraph characters)

Share three insights that you have made as a result of going through these materials and taking part in the online discussion forums.

In some cases you may want to attach a supporting document for your students to read. If this is so then choose YES from the first drop down and then locate the document on your computer using the BROWSE button. Then when you click "Create Topic" the document will be made available to your students. Otherwise just click "Create Topic" .

Do you want to attach a document? No

Find the document:

To add a further topic to the forum click on the “add a new topic” in the Course Forum Panel. To remove click on the red button.

Student Progress		
Forum title		
Introduction(330) -	<a href="#">Add a new topic</a>	
Understanding Behaviour- Section 1(337) -	<a href="#">Add a new topic</a>	
Assessment for Learning: Section 2(338) -	<a href="#">Add a new topic</a>	
Interventions-Section 3(339) -	<a href="#">Add a new topic</a>	
Resource from QCA(537) -	<a href="#">Add a new topic</a>	
Conclusion(1443) -	<a href="#">Add a new topic</a>	

The tutor can see the contributions that students have made (See the student forum area) and can also reply to these contributions. Students can reply to other student contributions and these can be read by everyone in this cohort.

The tutor can reply to the student and also follow the trail of comments that other students may have made to the topic. Students can start their own topic under each forum area.

Tutor Cohort Administration

[Back to Rejoin courses](#)  
**Tutor Message - Main Panel**

<p><a href="#">View messages</a></p> <p><b>Forum Panel</b></p> <p><a href="#">Create a NEW Forum</a></p> <p><a href="#">Students Forum Area</a></p> <p><a href="#">Student Progress</a></p> <p><a href="#">New Topic</a></p>	<p><b>Understanding Behaviour- Section 1 (TrainingMB) - Topics</b></p> <hr/> <p>The following 9 topics have been started for this forum. You may contribute to the topic discussions or start a new topic off.</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> <p>Enter a topic area by clicking on JOIN TOPIC</p> </div> <div style="background-color: #e6e6fa; padding: 5px; margin-bottom: 10px;"> <p>07 June 2006 <b>Ref: F 337/T431/U492</b></p> <p><b>Topic: Challenging Behaviour</b></p> <p>from Jacqui Webber-Gant</p> <div style="text-align: right; margin-right: 50px;"> </div> <p style="text-align: center; font-style: italic;">"p4 Theories about Behaviour. "When people describe their own beh.."</p> </div> <div style="background-color: #e6e6fa; padding: 5px;"> <p>07 June 2006 <b>Ref: F 337/T432/U492</b></p> <p><b>Topic: p5 Undiagnosed learning difficulties</b></p> <p>from Jacqui Webber-Gant</p> <div style="text-align: right; margin-right: 50px;"> </div> <p style="text-align: center; font-style: italic;">""Often challenging behaviour develops out of frustrations related.."</p> </div>
--	---

If you have a query with the forums then use the forum reference number when contacting [support@onlineinset.net](mailto:support@onlineinset.net)

## Student Progress

You can see how many students you have in your group and how many have finished the course and have requested certificates. You can also see how many have passed the course successfully (This will be your decision).

The screenshot shows the 'Tutor Cabinet Administration' page. On the left is a navigation menu with options: View messages, Forums, Student Progress (selected), Show Passes only, and Show requests only. The main content area is titled 'Students Progress in TrainingMB at a glance'. It displays: 'You have 177 in your tutor group 0 requests a certificate' and '25 have been passed.' Below this are two student profiles:

- John akers**: Completed: NO. Student ID: 3017. Username: johnakers4 / Password: rebecca4. Registered 17 days ago. Last QUIT was days ago. Buttons: Review full details, PRINT Certificate.
- Christine Ash**: Completed: Finished. Student ID: 1693. Username: ChristineAsh / Password: opium. Registered 158 days ago. Last QUIT was 114 days ago. Buttons: Review full details, PRINT Certificate.

Under the **Review full details** heading you can quickly see what progress the student has made. Clicking on their surname opens your email so you can contact them. The tutor can also remind the students of their log in details.

The screenshot shows the 'Students Progress in detail' page for 'carol davis'. It includes a 'Previous Page' link on the left. The main content area contains:

- NOTE:** Before signing a student off as successfully completed satisfy yourself that they have made contributions to the discussion topics and topic replies!
- FINISHED :** Finished
- ID:** 1456: carol.davis\_fosseway@tiscali.co.uk
- Quiz 1:** 0
- Quiz 2:** [empty]
- Quiz 3:** [empty]
- Quiz 4:** [empty]
- Last URL:** /Behaviour/Interventions/mb\_interventions27.asp
- First reg:** 20-07-2006 **Date Signed off:** 26-07-2006
- Summary of Contributions to forums:**
  - Topics started in forums:** 0
  - Topic Titles:**
  - Responses to topic threads:** 2
- Background Forum: Introduction**: "I am a teacher in special needs, which I enjoy, I have a fair amount of experience in behaviour management having spent my first 5 yrs of teaching in an EBD school. I am a firm believer in respect and building relationships. The school I work in is a stunning school which gives many opportunities for the staff to explore education."
- Dealing with behaviour. Forum: Understanding Behaviour- Section 1**: I have done a great deal of work with EBD pupils, having worked in an EBD school and a prison for a short while. Always I have found that you have to allow them to build trust, which takes a long time. They have to feel that you respect them, that you are not judgemental in any way. These difficult kids come with a great deal of baggage, much of it created by people they tried to trust. Make sure you are positive. Find things they do well. Even if it is a small thing. Always see the good in them. There is usually plenty to find if you look. I am an artist and have responsibility for art at Fosseyway. We get great GCSE results and all the pupils enjoy art. The only way to have

<b>Goal A:</b>	<b>To do as he is asked with out the constant arguments</b>
<b>Intervention A:</b>	quiet voice, positive interactions, choice to help him understand that what he does causes him to miss important learning time
<b>Goal B:</b>	<b>To be more positive about himself</b>
<b>Intervention B:</b>	work with him to see how many things he is really good at. Bring in some peers to say positive things. Positive atmosphere in the room/class/habits in class which mean that every one uses positive language. A positive place to sit. Positive notes in his diary.
<b>Goal C:</b>	<b>to concentrate on his work for at least 5 mins without getting stressed</b>
<b>Intervention C:</b>	Praise when he achieves 5mins. Give opportunities to succeed. Reward every tiny piece of progress. Telephone call home. reward to encourage him to stay on task even longer. Time to talk thing through.
Deliver certificate by:	Sent: July 26, 2006 <input type="button" value="PRINT"/>
carol davis Teacher Fosse way school Fosse Way School, Longfellow Road Radstock Bath @ North East Somerst BA3 3AL	
Your comments:	
<input type="text"/>	

Each student's information is listed down the page alphabetically. (Use the scroll bar at the side of the window to scroll down the page.)

- You can see the total score for each of the two quizzes and you can see if they have set themselves three goals and interventions.
- You can see their last URL (page on the course) and click on it to check.
- You can read an appraisal of their contributions to the discussion forums.
- You can see if they think they're FINISHED, when they registered and when you signed them off as completed successfully. Any comments you may have made on their progress will show here.
- You can see whether or not they want their certificate posted or emailed.
- You can print it out or they can print it out from an option after logging in.
- You can quickly see whether any student has finished the course and is requesting that they are signed off and passed by the tutor and sent their certificate of online completion.

You will receive an email when students have contributed to the forum with details about which forum they are responding to. You will also receive an email when they have finished and are requesting to complete. It is important to encourage students to fill in the feedback form.

See Tutor Handbook for advice about responding to the forums.

An introductory PowerPoint is available from [training@onlineinset.net](mailto:training@onlineinset.net) for each of the courses. This is good to use on the first session to introduce the navigation and course requirements.

### Course navigation

Each of the courses is split into 4 sections.

1. Understanding
2. Assessment for learning
3. Interventions

4. Case Studies

You can select a section from the menu bar on the left

Each course has a **Glossary** help page.

Each course has a **Social area**-where the course forums are located.

Each course has a **Resource area**- where other printable resources are located

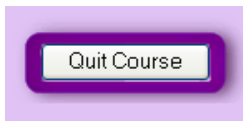
Each course has an **online Help** area. Each course has a **Site Map** where the pages are listed by content with direct hyperlinks.

Each section of a course is made up of a number of pages.

You can move forwards or backwards page by page using the arrow icons to either side of the word “page”.

You can jump to a page number by clicking on the page number from the row of page numbers.

If you hover your mouse over a page number you will be able to see a help hint of the contents of that page.



You will also see a **QUIT** button on the left menu bar. When anyone wants to stop the course or terminate a session they should do so using THIS BUTTON. This will record the page that they finish the session and will enable them to RESUME from that position next time they join the course online.

Support is available from: [support@nickmaloney.net](mailto:support@nickmaloney.net) and [training@onlineinset.net](mailto:training@onlineinset.net)  
Please describe the problem and any error messages to enable us to resolve them.  
Common FAQs can be found on the web site which will give additional support.

Jacqui Webber-Gant  
February 2007