

e-Tuition®

Web 2.0 in VET

Using Web 2.0 technologies in Vocational Education and Training

FIT



The eTuition project (LLP/LdV/TOI/2007/IRL-514) has been funded with the support from the European Commission under the Lifelong Learning Programme. This publication reflects the views of the author, and the Commission cannot be held responsible for any use which may be made of the information contained herein.

Contents

INTRODUCTION.....	2
WEB 2.0 TOOLS.....	2
BLOGS & MICRO BLOGS	4
WIKIS.....	6
TAGGING & SOCIAL BOOKMARKING	7
PODCASTING	9
SOCIAL NETWORKING	12
ETUITION COMMUNITY OF PRACTICE.....	14
REGISTERING.....	15
NAVIGATING THE SITE.....	17
PERSONALISING YOUR SPACE.....	19
SENDING MESSAGES	20
CREATING A GROUP	21
INVITE PEOPLE TO YOUR GROUP	22
MANAGING GROUPS	22
UPLOADING PHOTOS AND VIDEOS.....	23
POSTING TO THE FORUM.....	25
CREATING AN EVENT	26
CREATING A BLOG.....	27
ASSESSMENT ACTIVITIES:	28

Introduction

Web 2.0 is a term describing the trend in the use of World Wide Web technology and web design that aims to enhance creativity, information sharing, and, most notably, collaboration among users. These concepts have led to the development and evolution of web-based communities and hosted services, such as social-networking sites, wikis, blogs, and folksonomies.

The relevance of Web 2.0 technologies for teaching, learning and creative expression lies in fostering collaborative work for teachers with colleagues, students and community members from around the world. Sites that allow easy upload of images, video, audio and other media also provide students with low-cost, low-risk means to publish their work as they develop their skills. Comparing their own work to that of others can give students a valuable perspective on their own abilities and inspire them to try new ideas and techniques.

Another value of these tools for education may lie in their ability to connect people and facilitate work without the need to consult central technology support centres. These tools also lend themselves to classroom applications, providing a space where work begun in the classroom can be easily carried out outside of class.

Web 2.0 tools

There is a variety of Web 2.0 enabled tools and their number is constantly growing. However, some are more or less related to education. Therefore in this manual we will refer to those tools that are widely adopted in education settings.

Some of web 2.0 tools that can be used in the classroom:

- blogging & microblogging
- podcasting
- wikis
- Google Docs (and other Google apps)
- Google Earth
- Flickr
- Skype
- social networking
- social bookmarking
- collaborative documents

The essential attribute of the Web 2.0 technologies for education and learning is that they make it easy for people to share interests and ideas, work on joint projects, and easily monitor collective progress. All of these are needs common to student work, research, collaborative teaching, writing and authoring, development of grant proposals, and more. Using them, groups can collaborate on projects online, anywhere there is Internet access; interim results of research can be shared among a team, supporting illustrations and tables created, and all changes and iterations tracked, documented, and archived. In class situations, teacher can evaluate student work as it progresses, leaving detailed comments right in the documents if desired in almost real time. Students can work with other students in distant locations. The bar for widespread participation is very low, since the software to support virtual collaboration is low cost or free, and available via a web browser. Students can access the same materials from any computer, whether it is theirs or one in a computer lab. Support needs are greatly reduced as nothing needs to be installed or upgraded. A virtual collaborative workspace for a course or study group can be assembled quickly using tools, or widgets, that can pull information from a variety of sources, including Flickr, Twitter, MySpace or Facebook, news and weather feeds, Del.icio.us, blog feeds and more. All the information the group needs can be accessed and contributed to by any of them in a virtual space accessible from any computer. The same tools can be used to set up a personal portfolio where a student can display his or her work in any form—photos, blog posts, shared videos, and more can be pulled to the page by widgets that grab the student's contributions on other sites. Complementary webware tools make it possible for students to easily incorporate multimedia into their work. Videos, audio clips, and images can all be edited online using free tools like those mentioned above, then easily published and shared using any of a number of online services. As new work is blogged, podcast, or posted, a portfolio page created with these tools will automatically update with the most current content. Using similar approaches, online conferences and symposia can offer session archives that persist over time; simply request that participants use a particular tag when they post related content, and the widgets will continue to update the conference page as new content appears.

This manual comprises description of several Web 2.0 technologies that make a good starting point in the application in the classroom. They can be further exploited and linked together to make a fully comprehensive web 2.0 learning environment.

Blogs & Micro Blogs

What is a blog?

The term blog comes from 'weblog' and can be defined as a website for which an individual or a group generates text, photographs, audio files and/or links, typically but not always on a daily or otherwise regular basis. (Source: Wikipedia). Authoring a blog, maintaining a blog or adding an article to an existing blog is called "blogging". Individual articles on a blog are called "blog posts", "posts", or "entries".

There is a big variety of blogs according to their content. There are group blogs, family blogs, community blogs, and corporate blogs. EduBlogs (<http://edublogs.org>) is one of the emerging types of blogs targeting education.

New type of blogs and social networking is micro-blogging has been launched recently. Twitter (www.twitter.com) is getting more and more popular worldwide. Twitter enables its users to send and read messages known as *tweets*. Tweets are text-based posts of up to 140 characters displayed on the author's profile page and delivered to the author's subscribers who are known as *followers*.

Why use blogs in education

In educational settings blogs can be used to express opinions, to promote dialogue in the subject area, and as an instructional tool, and students are increasingly using blogs both as personal commentaries and as a required part of certain courses. Blogs are an increasingly accepted instructional technology tool. Blogs can be used for reflection about classes, careers, or current events; they can also capture and disseminate student and subject- or organisation-generated content. Through another Web 2.0 technology - RSS feeds - blog content can be accessible through newsreaders, allowing bloggers to increase the sharing of this information among interested individuals. Blogs offer students, staff, and others a high level of autonomy while creating a new opportunity for interaction with peers. Blogs provide a forum for discussion that goes beyond coursework. Students often learn as much from each other as from instructors or textbooks, and blogs offer another mechanism for peer-to-peer knowledge sharing and acquisition.

How to use blogs in education

- As an informational/instructional resource,
- For frequently asked questions and other course updates,
- As a tool for learners to establish their own journals, portfolios and personal reflections for presentation to their teachers and peers,
- A course/subject journal compiled over the period of delivery with course related reflections,
- To showcase personal works and achievements (e.g. an arts portfolio),
- To contribute to a wider body of knowledge (e.g. people from beyond your provider can benefit from reading your blog) ,
- As a class portal where learners can access supplemental materials, curriculum, links, videos, podcasts, homework, assessment task and other peer/trainer feedback,
- As an ongoing content where materials and resources can be archived online for easy locating in the future,
- As a curriculum vitae,
- As the basis of an assessment.

Examples of education-based blogs:

<https://blog.teachnet.ie>
<http://www.joedale.typepad.com/>
(A blog run by Joe Dale, leading practitioner in the area of ICT and modern foreign languages.)
<http://blogs.msdn.com/ukfe/default.aspx>
(UK Further Education Blog)
<http://www.online.sheffcol.ac.uk/>
(The virtual 'campus' of the Sheffield College)
<http://blogs.warwick.ac.uk/>

Blogging software

<http://wordpress.org/>
<http://www.sixapart.com/typepad/>
<http://www.blogger.com/start>
<http://radio.userland.com/>
<http://www.bblogger.com/>

Blog search services:

<http://technorati.com/>
<http://www.gnosh.org/>
<http://blogsearch.google.com/>
<http://www.weblogs.com/about.html>

Source: What is Web 2.0? Ideas, technologies and implications for education by Paul Anderson; JISC Technology and Standards Watch, Feb. 2007

Wikis

What is a wiki?

A wiki is a website that allows users to add, remove, or otherwise edit and change content collectively. Other sites allow users to log in and cooperate on the editing of particular documents, so it is usually a joint collaboration on the part of several authors. Wikis permit asynchronous communication and group collaboration across the Internet. Wikis are able to incorporate sounds, movies, and pictures; they may prove to be a simple tool to create multimedia presentations and simple digital stories.

Why use wikis in education?

Wikis offer a powerful yet flexible collaborative communication tool for developing content-specific Web sites. Because wikis grow and evolve as a direct result of people adding material to the site, they can address a variety of pedagogical needs—student involvement, group activities, and so on. Since wikis reside on the Internet, students can access and participate from any location, provided they have Internet access. From an instructional technology perspective, wikis allow students to engage in collaborative activities that might not be possible in a classroom.

How to use wikis in education

- as a Web-based collaboration tool in any instructional portfolio,
- for collaborative project activities or group editing with students,
- as e-portfolios and a tool for collection and reflection,
- for collaborative projects with schools and colleges (e.g. editing a textbook, preparing a journal article, assembling a syllabus or reading list),
- for soliciting ongoing input for research or projects where community input can help inform and direct subsequent investigation.

Examples of wikis:

<http://wiki.oss-watch.ac.uk/>
http://wiki.cetis.ac.uk/CETIS_Wiki
http://en.wikipedia.org/wiki/Main_Page
http://www.ch.ic.ac.uk/wiki/index.php/Main_Page
<http://www.wikihow.com>

Wiki software

<http://meta.wikimedia.org/wiki/MediaWiki>
<http://www.socialtext.com/products/overview>
<http://www.twiki.org/>
<http://uniwakka.sourceforge.net/HomePage>

Tagging & Social Bookmarking

What is tagging and social bookmarking

Social bookmarking is the practice of saving bookmarks to a public Web site and "tagging" them with keywords. Bookmarking, on the other hand, is the practice of saving the address of a Web site you wish to visit in the future on your computer. To create a collection of social bookmarks, you register with a social bookmarking site, which lets you store bookmarks, add tags of your choice, and designate individual bookmarks as public or private. Some sites periodically verify that bookmarks still work, notifying users when a URL no longer functions. Visitors to social bookmarking sites can search for resources by keyword, person, or popularity and see the public bookmarks, tags, and classification schemes that registered users have created and saved.

A tag is a word that is used to describe a bookmark. Tags can be presented in a visual way of "Tag Clouds". A **tag cloud** or **word cloud** is a visual depiction of user-generated tags, or simply the word content of a site, used typically to describe the content of web sites. Tags are usually single words and are typically listed alphabetically, and the importance of a tag is shown with font size or colour. Thus both finding a tag by alphabet and by popularity is possible. The tags are usually hyperlinks that lead to a collection of items that are associated with a tag.

Compared to conventional navigation patterns **tag clouds** don't necessarily offer a more convenient and intuitive navigation. However, used properly, they can provide visitors with an instant illustration of the main topics, giving a very specific and precise orientation of the site's content. In fact, the main advantage of tag clouds lies in their ability to highlight the most important or/and popular subjects dynamically which is not the case in conventional navigation menus.

Tag Cloud on the eTuition Community of Practice presents the content of the web links stored on the eTuition Delicious account:



As you can see from the Tag Cloud on the eTuition CoP site the most popular links refer to ICT, resources, teachers, ICT etc.

Why use social bookmarking

Social bookmarking is particularly useful when collecting a set of resources that are to be shared with others. Anyone can participate in social bookmarking.

Using social bookmarking tool for research lets you take advantage of the insights of other users to find information related to the topic you are researching, even in areas that aren't obviously connected to the primary topic.

Tagging information resources with keywords has the potential to change how we store and find information. It may become less important to know and remember where information was found and more important to know how to retrieve it using a framework created by and shared with peers and colleagues.

How to use social bookmarking in education:

- distribution of reference lists, bibliographies, papers, and other resources among peers or students,
- for research projects to share bookmarks with students,
- collaborate on projects with other schools, colleges sharing bookmarks between all participating communities

Examples of social bookmarking

services: <http://www.citeulike.org/>
<http://www.librarything.com/>
<http://www.sitebar.org>
<http://www.furl.net/index.jsp>
<http://www.stumbleupon.com/>
<http://www.digg.com/>

Podcasting

What is podcasting

Podcasting is a new method of communication allowing anyone to create audio files and post them to the Internet for others to download and listen to at any time. These audio files can be downloaded to a personal computer or handheld device such as an iPod.

Unlike traditional radio or other Web-based streaming media, podcasts give listeners control over when they hear the recording. Podcasting makes use of the Internet's Real Simple Syndication (RSS) standard. It differs from broadcasting and Webcasting in the way that content is published and transmitted via the Web. Instead of a central audio stream, podcasting sends audio content directly to an iPod or other MP3 player.

Why use podcasting in a classroom.

Podcasting allows education to become more portable than ever before. Podcasting cannot replace the classroom, but it provides educators one more way to meet today's students where they "live"—on the Internet and on audio players. Barriers to adoption and costs are minimal. The tools to implement podcasts are simple and affordable.

Regarding the teaching and learning implications podcasting allows students to use their technology-based entertainment systems (iPods, MP3 players) for educational experiences. Because students are already familiar with the underlying technology, podcasting broadens educational options in a nonthreatening and easily accessible manner. For example, podcasting allows lectures or other course content to be made available to students if they miss class. Beyond missed lectures, podcasting can provide access to experts through interviews. Podcasting is not limited to content delivered to the student, however; students can create their own podcasts—as a record of activities, a way to collect notes, or a reflection on what they have learned.

How to use a podcast in a classroom

- For recording lectures,
- For conferences,
- For revision,
- For practicing English or foreign language,
- For recording interviews,
- For assigning instructions/guides,
- For Staff induction,
- To give learners options to record in place of written assignment.

How to do a podcast?

What you need:

- A computer and internet connection
- iTunes software (or similar)
- Microphone
- Headphones are a nice option if you want to hear your recordings played back without the additional desktop speaker noise, but not necessary,
- A program that records a voice, ideally with some type of audio editor. You can use something as basic as the preloaded programs on most operating systems, such as Windows Media, or you purchase more sophisticated software, allowing you to modify the sound that you're recording, such as [ePodcast Creator](#). Another option is Audacity 1.2.3., which is open-source audio editing software available via a free download at <http://audacity.sourceforge.net/> .

How to implement podcast into teaching:

- Review computer skills and software needed for production process.
- Define the purpose of the Podcast.
- Organize students to participate. Brainstorm potential topics for the Podcast with students (Weekly classroom news broadcast, document a field trip, share book reviews, etc.)
- Divide up topics to pairs of students for content/script production.

TIP: Allow students to use other Web 2.0 tools such as wikis or Google docs to create their scripts and brainstorm ideas. These tools will allow them to work outside of the classroom and collaborate with others.

- Produce rough scripts with students.
- Practice recording the content a few times.
- Record the Podcast content.
- Edit recording in an audio editing programme (e.g. Audacity).
- Post content to Internet and RSS feed.
- Advertise Podcast availability to peers.

Examples of podcasting sites:

<http://blog.teachnet.ie/>

<http://www.ucd.ie/scholarcast/>

<http://www.ucd.ie/quinn/media/podcasts/#d.en.10534>

A series of short podcasts about how to podcast for educators:

<http://recap.ltd.uk/podcasting/professional/educationalpodcasts.php>

Social networking

What is social networking?

Social networking is considered as the most pervasive aspect of Web 2.0 with its ability of making connections and bringing people together. Conversations that take place in social networking contexts are inherently social, and often revolve around shared activities and interests. The heart of social networking is fostering the kinds of deep connections that occur when common pursuits are shared and discussed.

Because of students' tremendous interest in social networking, colleges and universities are increasingly going to be seeking ways to employ the same strategies that make social networking sites so effective.

Why use social networking?

- To share content, extend discussions beyond the classroom and support learning outside the classroom;

E.g. Students learning another language can join a community in that language, where they will be exposed to conversational and colloquial reading and writing, learn about daily life, and establish friendships with native speakers.

- To support staff communication and professional development;
- To encourage and build community;

College-based social networking sites offer a safe, convenient space for students to build ties with community members and experiment with developing a public self.

- To extend the impact and life span of conferences and workshops;

Topical social networking sites can be used before, during, and long after an in-person conference. Attendees can begin to network before they even get to the hallways, and the group's wisdom can be collected and preserved, increasing the effect of the conference and prolonging its usefulness.

Despite the significant benefits there are some risks to include: privacy and safety, abuse risks. The educators must be therefore well informed about the possible dangers and react to any sign of it on their social networks.

Social networks have other Web 2.0 tools like blogs, podcasts etc. embedded and are really just collections of Web 2.0 technologies combined in a way that help to build online communities. Other common features include photo and video sharing, internal email and massaging, chat rooms, forum and search facilities.

Examples of social networks:

<http://www.facebook.com>

<http://www.myspace.com>

<http://www.linkedin.com>

<http://www.ning.com> - this is a platform for creating own social networks

<http://www.elgg.net> – a free, open source social network software designed especially for education.

<http://www.etuitionnetwork.eu> - a professional social network for VET teachers who are interested in the use of ICT in the classroom and who are using the site for personal professional development.

eTuition Community of Practice

What is eTuition Community of Practice

eTuition Community of Practice is an online professional network of VET teachers who want to improve their ICT skills and incorporate them into their teaching and learning. This platform allows you to meet other VET teachers and discuss how they incorporate ICT into their practices. This is a unique network, directed to teachers in vocational education and training in comparison to many existing platforms for schools and universities.

Why join eTuition Community of Practice?

- to improve IT skills and access a series of tutorials
- to meet other VET teachers and discuss any issues arising around the use of technologies
- to find out about how to use technologies in teaching and learning and how others already do that

How to join eTuition Community of Practice?

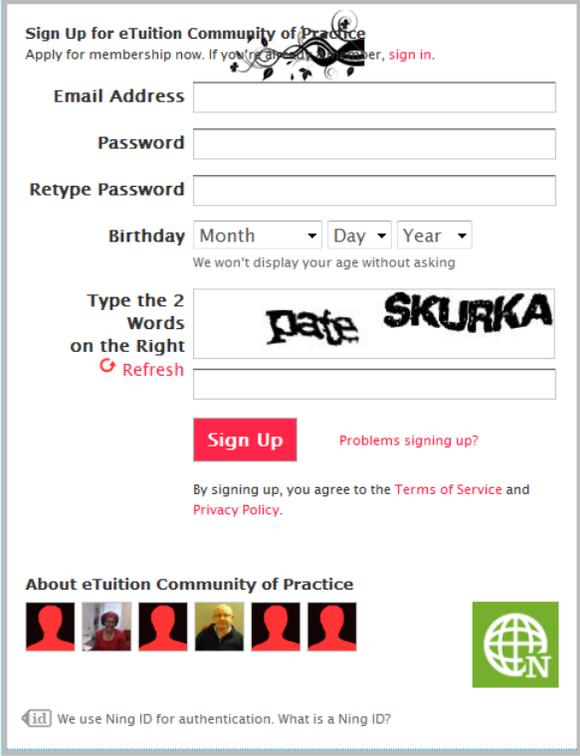
The following section will give you some basic instructions on how to join the website, how to navigate in and how to contribute through forums, blogs, video sharing, etc.

There is no right or wrong way of doing things on the eTuition CoP. We have concentrated on the basic functions of the site, but there are various ways of doing the same activities. So, once you become familiar with the basics you might find your own way of using the social networking tools and features.

Registering

Go to www.etuitionnetwork.eu and click "Sign Up".

Fill out the form and click "Sign Up" again.



The screenshot shows the registration page for the eTuition Community of Practice. At the top, it says "Sign Up for eTuition Community of Practice" and "Apply for membership now. If you're already a member, sign in." Below this are input fields for "Email Address", "Password", and "Retype Password". There is a "Birthday" section with dropdown menus for "Month", "Day", and "Year", and a note: "We won't display your age without asking". A CAPTCHA section asks to "Type the 2 Words on the Right" with the words "Date" and "SKURKA" displayed. A "Refresh" button is next to the CAPTCHA. A red "Sign Up" button is prominent, with a link "Problems signing up?". Below the button, it states: "By signing up, you agree to the Terms of Service and Privacy Policy." At the bottom, there is an "About eTuition Community of Practice" section with several profile picture icons and a globe icon with "CN" on it. A footer note says "We use Ning ID for authentication. What is a Ning ID?"

After you click sign up you will be asked to verify your email address. Log in to your email account and click on the link provided.

You will be asked to answer some more questions about yourself and upload a profile photo. They are necessary to make sure only relevant people (Teachers) join the website.

Create Your Profile

One more step: tell the people on the Vocational Community of Practice more about yourself. Questions marked with a  are private and only visible to network administrators.

* indicates a required question

Full Name *

Profile Photo



Upload a Photo (GIF, JPG or PNG; limit 10MB)

Gender

Male Female Don't Display

Country *

Profession: *

What subject/field do you teach? *

College/centre name *

Click **Join** when you are finished and your details will be sent to the Administrator who will approve your membership by email. When you get the approval you have to log in again and you will be taken to the Home page.

Navigating the site

The screenshot shows the home page of the eTuition Community of Practice. At the top, the title "eTuition Community of Practice" is displayed with the subtitle "Use of ICT in Vocational Education and Training". A navigation menu includes links for HOME, INVITE, MY PAGE, MEMBERS, EVENTS, GROUPS, TUTORIALS, RESOURCES, SAY IT!, and TV. The page is divided into three main columns. The left column features a "Members" section with a grid of profile pictures and an "Events" section with a calendar for December 2009. The middle column has a "Welcome" message, a "Latest Activity" feed showing recent posts by Host, Maria Fojk, and Angela Higgins, and a "BETT Conference 2010" announcement. The right column contains a user profile for "Maria" with navigation options like Sign Out, Inbox, Alerts, Friends, and Settings, along with several resource links such as "E-Learning Courses", "HDip Irish Interview", and "Education Technology".

The home page displays the latest content added to the site. On the top of the page you will find the menu bar.

HOME INVITE MY PAGE MEMBERS EVENTS GROUPS TUTORIALS RESOURCES SAY IT! TV

When you move your mouse over some of the tabs a drop down list should appear, e.g.:

The screenshot shows a dropdown menu for the "RESOURCES" tab. The menu items are: BESTPRACTICE, EDU LINKS, PHOTOS, and VIDEOS.

What can you find under each of the menu tabs?

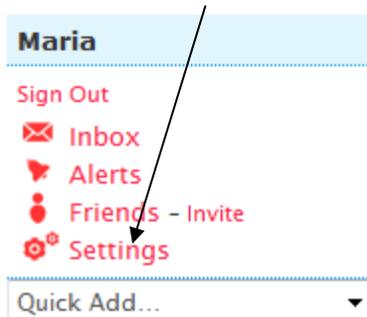
HOME	Clicking here will take you to the log in page	
INVITE	You can invite other teachers to become members of the network.	
MY PAGE	Here people can view information about you.	
MEMBERS	Information about the other members on the network.	
EVENTS	If you have an event that you would like others to attend, you can enter the details here, and then invite other people to attend.	
GROUPS	Groups for topics of special interest. You can join existing groups or create your own one for your subject or topic of interest, etc.	
TUTORIALS	A series of tutorials for eCert in VET and eTuition Programmes.	
RESOURCES	BEST PRACTICE	Examples of good practice in the use of ICT in education
	EDU LINKS	Interesting web links grouped in a deli.cio.us account
	PHOTOS	Here you can upload photos to share with the group.
	VIDEOS	Video tutorials. Here you can also upload videos to share with the group.
SAY IT	FORUM	Here you can start or join a general discussion.
	BLOG	Here you can run your own blog and read blogs of other members.
	CHAT	This area is where you can chat with your group and/or hold a private conversation with a selected member.
TV	An online TV channel where educational videos are broadcasted.	

Personalising your space

Most Social Networking sites have the ability to personalise your own space. This is important because it "says" something about you.

The website settings give you the ability to specify how you want to receive information from eTuition Community of Practice and how you present information on the site.

Click on Settings from the right hand side of the screen



Profile - you can change anything about yourself here e.g. your photo, email address, password, year you were born and any details about your professional activity.

Privacy - here you can decide how you want to manage your privacy.

Email - this is where you can set up how you want the messages from the site sent to you.

My Page - clicking here allows you to edit the appearance of your page so you can personalise it!

My Settings

Profile

Privacy

Email

My Page

Sending messages

Internal email feature is embedded in the social network and it allows you to send messages to your network friends. This is very useful as you do not have to log in to your external email account.



Noel O Hare
Male
Newry
United Kingdom
[+ Add as Friend](#)
[✉ Send a Message](#)
[+ Share](#)
[✉ Block Messages](#)

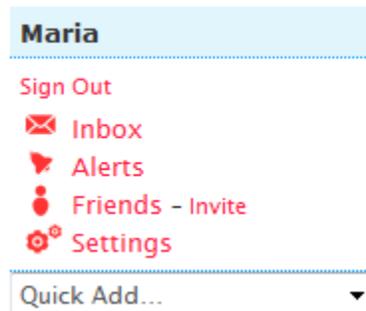
To add a member as a friend click on the **Add as Friend** link underneath their photos (or where there photo should be!).

A request will be sent to them. Add a personal message and then click on **Send**. Your friends will also get an email sent to them alerting them that someone has added them as a friend.

When they (or yourself) next logs in a message will appear in the Admin area next to **Friends**. Click on this link and it will take you to the request section - here you can view their profile and decide if you do want to add them as your friend - you (and they) can either **Accept** or **Ignore!**

To send a message to a friend go to INBOX

And click [+Compose](#)



Maria
[Sign Out](#)
[✉ Inbox](#)
[🔔 Alerts](#)
[👤 Friends - Invite](#)
[⚙ Settings](#)
Quick Add...

Tick the recipients of your email, give a title and enter your text in the body and click **Send**. A copy of any messages sent should also appear in the saved items.

To read a message

When you next log in - look to the Admin Section. Here you will see if any new messages have arrived. It will be indicated by the number of messages in brackets.



Maria
[Sign Out](#)
[✉ Inbox \(1 new\)](#)
[🔔 Alerts](#)
[👤 Friends - Invite](#)
[⚙ Settings](#)
Quick Add...

Accessing tutorials

Click on the TUTORIALS tab on the main menu bar. A drop down list will appear. Choose from the list and click on the tutorial you wish to take.

The tutorials are in a form of Word or PDF file, videos or web link. For word or PDF documents the most convenient way will be to download and print as a paper version.

Creating a Group

Any of the members have the ability create an interest group.



To create a group click on **Groups**, then **Add a Group**

This screen now appears - enter the information in the relevant places.

Add a Group

Step 1: Set up your group's information Step 2: Invite members

Group Information

Name

Image

Description

Group Address
This sets the URL of your group:
`http://etuitionnetwork.ning.com`
`/group/groupwebaddress`

Website
If your group has another website, add it here

Location
If your group is based somewhere, add your town or city

Features

Choose the features you want on your group page.

Comments

Discussion Forum

Text Box

RSS Reader

Privacy

Choose who can join this group. Privacy can't be changed after the group is created.

Anyone

Moderated Membership

Messages

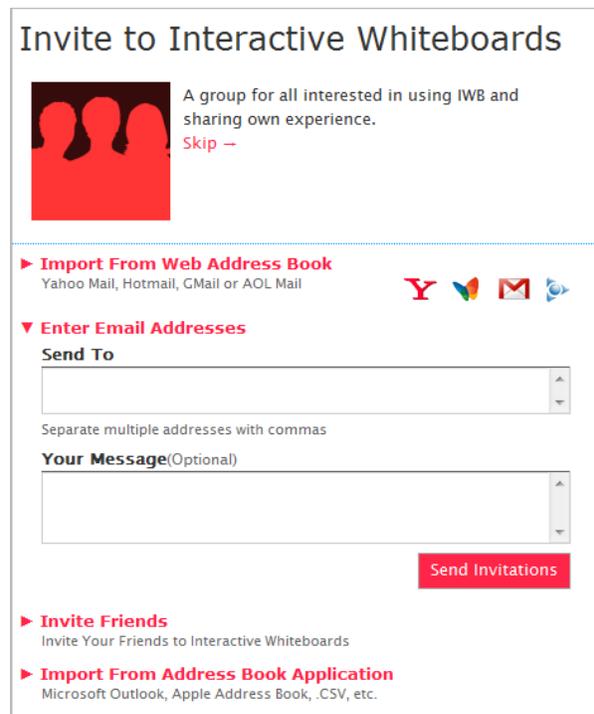
Allow members to send messages to the entire group

When you are satisfied with the details click on **Add Group**

Invite People to your Group

Here you get the opportunity to invite people to your group. Enter the email address of those you wish to invite with a short message, and then click on **Send Invitations**.

You can also invite your friends from the network



Invite to Interactive Whiteboards

A group for all interested in using IWB and sharing own experience.
[Skip](#)

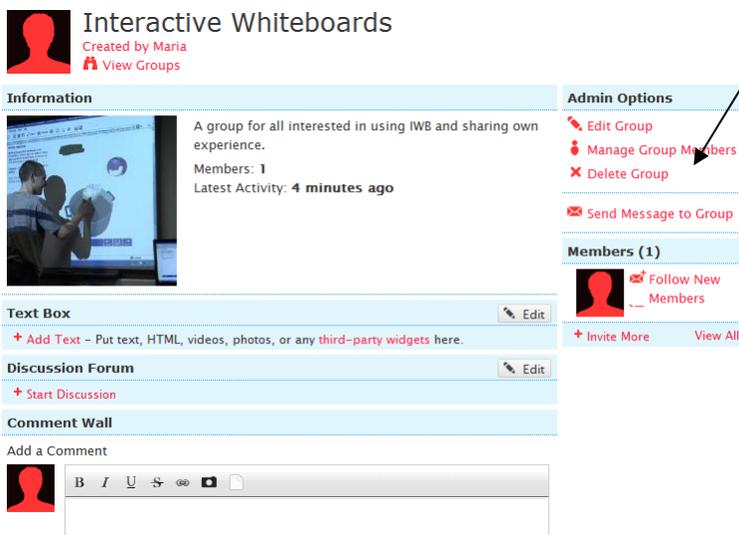
► **Import From Web Address Book**
Yahoo Mail, Hotmail, Gmail or AOL Mail

► **Enter Email Addresses**
Send To
Separate multiple addresses with commas
Your Message(Optional)
Send Invitations

► **Invite Friends**
Invite Your Friends to Interactive Whiteboards

► **Import From Address Book Application**
Microsoft Outlook, Apple Address Book, .CSV, etc.

Managing Groups



Interactive Whiteboards
Created by Maria
[View Groups](#)

Information
A group for all interested in using IWB and sharing own experience.
Members: 1
Latest Activity: 4 minutes ago

Admin Options
[Edit Group](#)
[Manage Group Members](#)
[Delete Group](#)
[Send Message to Group](#)

Members (1)
[Follow New Members](#)
[Invite More](#) [View All](#)

You can manage the group you created through the Admin Options box. Here you can:

- Edit the information about the group (takes you to the page where you set the group up).
- Manage Group Members - i.e. decide who stays and who goes.
- Delete the Group

You can run discussions add text, files and comments in your group space.

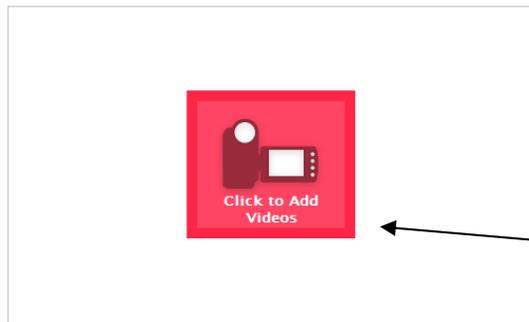
Uploading Photos and Videos

To upload videos, click on **RESOURCES**, **VIDEOS** and then **Add Videos**

The **Add Videos** screen appears.

Add Videos

Add Videos From Your Computer



Here you can upload videos directly from your computer, from YouTube or even by phone or email!

To add a video that is saved on your computer click on the red icon, choose the file and upload.

I am uploading these videos under the [Terms of Service](#).

You can add 30 total videos, and each video may be up to 100MB in size. We support videos in the .mov, .mp4, .mpg, .avi, .wmv, .3gp, and .3g2 file formats. You can also try the [simple uploader](#).

Add videos from YouTube, Hulu, or Vimeo

...or embed videos from other services

Add videos by phone or email

 Send videos to:
Guest744@etuitionnetwork...

To add a video e.g. from YouTube click here and paste a YouTube link or any video embed code into the empty box and click Add Video.

You can paste a YouTube link, or any video embed code here:

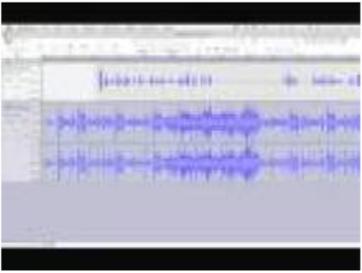
Add Video

Enter a title, a short description and tags that will help other members find the video. You can also decide on who can view this video!

Click on **Save** to upload your video. You can edit your videos at any time.

Edit Video

Add a title, description, and other information for this video.

	Title: <input type="text" value="How to Create a Podcast."/>	Who can view this video? <input checked="" type="radio"/> Anyone <input type="radio"/> Just My Friends <input type="radio"/> Just Me
	Description <input type="text" value="A YouTube video with instructions and demonstrations on how to create a podcast for education."/>	Location <input type="text"/> Map It
	Tags: <input type="text" value="podcast, podcasting"/> ?	
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

To upload Photos - follow the same procedure as above except this time click on the **Photos** on the Main Menu.

Posting to the Forum

Sometimes you may want to add a discussion to the general forum. It may be that you have a general question to ask and perhaps someone has an answer. To do this -

1. In the Menu, click on **Say IT!** and then **Forum** from the drop down list.
2. Click on **Add a Discussion**.
3. In the **Discussion Title** add a title - make sure it is something meaningful so it alters the user to the content.
4. In the **Post** or main area, add your question, idea or thought
5. If you want to upload a file i.e. a picture or a document, click on **Browse** - here you follow the same procedure that you did when uploading a photo and video.
6. When you are satisfied, click on **Add Discussion**.
7. If you need to edit or perhaps even delete it you can do that via the admin options that appear on the screen.

The screenshot shows a web form titled "Add a Discussion". It contains the following fields and controls:

- Discussion Title:** A text input field with an arrow pointing to it from step 3.
- Post:** A large text area for the main content with an arrow pointing to it from step 4.
- Tags:** A text input field with a red question mark icon on the right.
- Attach File(s):** Three file upload buttons, each labeled "Browse...", with an arrow pointing to the first one from step 5.
- Buttons:** "Add Discussion" (in red) and "Cancel" at the bottom right.

Creating an Event

If you have created a group, you may want to hold an event. For example you may organize a workshop for your colleagues on using the Interactive Whiteboard that was installed recently in your college. You can send individual emails, but you can also "post" it to the site as an event. This way you also alert the members!

1. To create an event click on **Events** from the menu and **Add an Event**



HOME INVITE MY PAGE MEMBERS **EVENTS** GROUPS TUTORIALS RESOURCES SAY IT! TV MANAGE

All Events My Events **+ Add an Event**

All Events (1)

January 13 Wednesday



BETT Conference 2010
January 13, 2010 to January 16, 2010 - Olympia London
BETT is the world's largest educational technology event.
Organized by | Type: **exhibition**
You are attending.

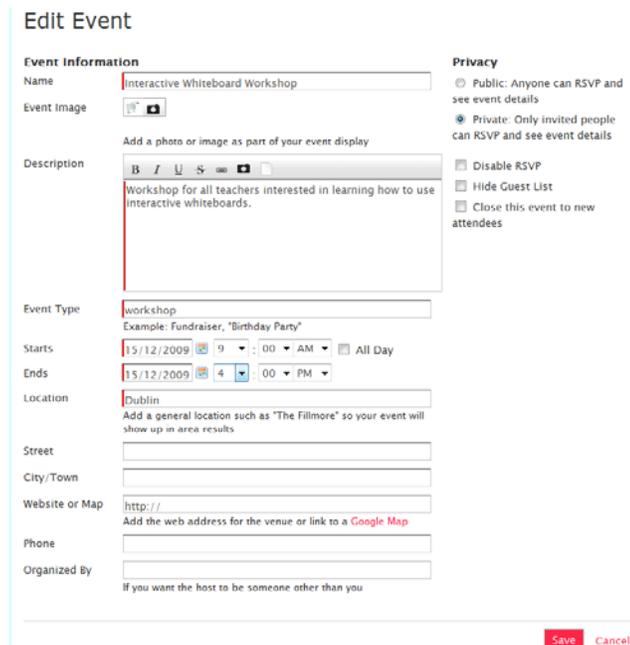
My Upcoming Events

BETT Conference 2010
January 13, 2010 to January 16, 2010
[View All](#)

Popular Event Types

workshop (2)
exhibition (1)

The following screen will appear. Enter all the details regarding the event - when complete click on **Save**.



Edit Event

Event Information

Name: Interactive Whiteboard Workshop

Event Image: 

Add a photo or image as part of your event display

Description: **B I U S** Workshop for all teachers interested in learning how to use interactive whiteboards.

Event Type: workshop
Example: Fundraiser, "Birthday Party"

Starts: 15/12/2009 9:00 AM All Day

Ends: 15/12/2009 4:00 PM

Location: Dublin
Add a general location such as "The Fillmore" so your event will show up in area results

Street:

City/Town:

Website or Map: http://
Add the web address for the venue or link to a [Google Map](#)

Phone:

Organized By:
If you want the host to be someone other than you

Privacy

Public: Anyone can RSVP and see event details

Private: Only invited people can RSVP and see event details

Disable RSVP

Hide Guest List

Close this event to new attendees

Save **Cancel**

Now in the next page you can invite who you wish to this event! You can enter names individually, or invite your friends - all these people will get an email!

The invitation will appear on the website in the **Events** section. It will also appear on the Main Page!

Creating a Blog

1. To create a Blog posting, click on **Say IT!** then **BLOGS** from the main menu.
2. Click on **Add a Blog Post**
3. In the space provided enter a Post Title, then enter your information in the Entry box. You can also tag your post to make it easier for others to find it.

You can also select who sees this post

What date would you like for your post?

Now

Choose a date and time (if you choose a future date, your post will publish at that time)

Date: Time: GMT/BST

Privacy & Comments

Who can view this post?

Everyone

Just My Friends

Just Me

Who can comment on this post?

Everyone

Just My Friends

Just Me

Comment Moderation

You are not currently moderating blog comments. ([Change](#))

4. When you are done you can **Save as Draft** (to post later) **Preview** (to see how it looks) and then **Publish Post**.

Maria

[Sign Out](#)

[Inbox \(1 new\)](#)

[Alerts](#)

[Friends - Invite](#)

[Settings](#)

Quick Add...

Quick Add...

- Blog Post
- Discussion
- Event
- Podcasts
- Photos
- Video
- Invite Friends
- Share This Page

USEFUL TIP:

To add a blog post, discussion, event, video, etc. to the network you can also use the Quick Add function from the Administration box on the Home page.

Assessment Activities:

1. Register on eTuition Community of Practice
2. Create your profile page to include photo.
3. Start a forum or reply to existing posts.
4. Upload a video, photo or another resource.
5. Join existing group or create a new one and invite friends.
6. Set up a blog and describe you experience of using ICT in your teaching practice or a topic of your choice.

Evidence of these activities can be provided in the form or a series of annotated screenshots or links provided to the tutor.

Advanced activities

7. Record a podcast for your subject and upload on eTuition CoP.
8. Join eTuition Delicious account and add a bookmark of your choice.

Evidence of these activities can be provided in the form or a series of annotated screenshots or links provided to the tutor.

In order to achieve this unit you need to complete assessment activities 1 - 6.