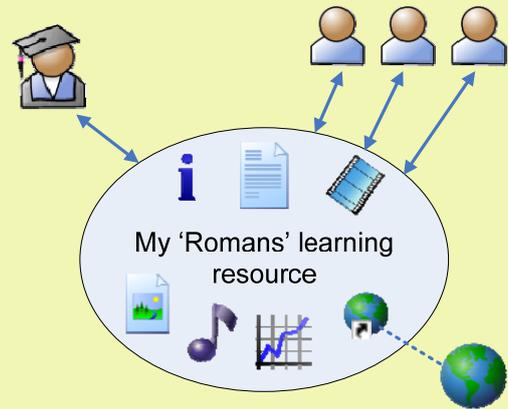


What are Learning Resources?

Learning Resources provide a handy way to organise and share lesson materials, and deliver them to learners through the school network.

This guide aims to get you started using Learning Resources:

- First it explains how to find existing learning resources, and to see what's in them.
- Then it explains how to create new learning resources, and assign them to learners.



Find an existing learning resource



1 Double-click the **Learning Resources** icon on your desktop.

2 The main Learning Resources page shows **all** the learning resources. If you select a Subject (or Member of Staff or Year) ...

3 ... you'll see only the learning resources for that Subject (or Member of Staff or Year).

Resources Available	Description
Algebra	
Cosmology	
Creating a website	
Erosion	
Imaginary Number Theory	
Lifecycles and Ecosystems	
Reaction Formulae	
Relational Databases	
Renaissance	
The Romans	Description: Introduction to The Romans
World War 2	Subject: History
	Year: Year 4
	Member of Staff: Mr Parker

4 To see the description for a learning resource, click on it. (To display its content, double-click on it (see page 3).

Create a new learning resource

When you create it, your learning resource is like an empty box. Give it a name and description that will make it easy for your students and colleagues to find and identify. Decide who owns it, and who it's for. So far, it doesn't contain any lesson material.

Learning Resources - Microsoft Internet Explorer

1 Click **Create a Learning Resource.**

2 Type a Name and Description for it.

3 Assign it to a Subject, by ticking the Subject box and choosing from the drop-down list.

4 In the same way, assign it to a Member of Staff and Year.

5 If you want to limit the students who can access this resource, choose the groups you want on the **Groups tab.**

6 To associate a group, select it in the left-hand list and click the right-arrow.

- You can use the left-arrow to remove an association.
- You can use the double arrows to add or remove an association with **all** the groups .

7 Click **OK to create the new learning resource. It is now listed on the main Learning Resources page (but it is still empty).**

Add content to the new learning resource

Most of your content will be files (e.g., text, images, spreadsheets, video clips) that learners can open and use.

1 To display the content of a learning resource, double-click on it.

2 To add a folder, right-click in a blank area of the left-hand pane and choose **New Folder...**

3 ...enter the details for the new folder...

4 ...and click **OK** when you're done.

5 To add files, right-click on an existing folder and choose **Add Files...**

6 ...click **Browse**, select all the files you want to upload...

7 ...and click **OK** to upload the files to the folder.

- **Read-only** folders give learners access to see the files and folders inside, but they cannot change or delete anything.
- **Collaborative (Read/Write)** folders give learners access, and they can also change or delete files and subfolders.
- **Handing-in Point (Write-only)** folders let learners add files and folders, but they can't see anyone else's handed-in work, or change or delete anything.

When you add files to a learning resource, they're copied into a new location, but your original files stay where they were. If you want to make changes to a file in the learning resource, use **Add Files** to upload it again and overwrite the previous version.

Add a website link to the learning resource

1 To display the content of a learning resource, double-click on it.

2 To add a link to a web page resource, right-click in the Shared Links pane and select **New Link**.

3 Type a name for the new link...

4 ...type the URL for the web page...

5 ...click **Check Link** to verify the URL is correct...

6 ...and click **OK** when you're done.

Learning Resources and Staff Subject Areas

They have different purposes, so don't confuse them. Take the example of a History department:

- The History Staff Area is a good place where History teachers can share programs of study, lesson plans and ideas. It isn't for public view.
- Learning Resources allows students to use finished History lesson materials.

However, when you've selected a subject, Learning Resources does provide a convenient link to the Staff Subject Area for that subject.

Click **Open Staff Area**; you can then view and edit files in your Staff Subject Area – handy for reference when you're planning your latest learning resources.

