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Scootle

Background and access

Intended audience
This manual is specifically for teachers who intend to use Scootle to discover and use digital curriculum resources published by Education Services Australia.

Background
The digital curriculum resources on Scootle include interactive multimedia learning objects and individual digitised items sourced from Australian and New Zealand cultural and scientific organisations.

Learning objects combine still and moving images, text, audio and animation to engage and motivate students and support their learning of concepts and skills in a range of curriculum areas in the P–12 years.

Digital resources include museum artefacts, artworks, archival documents, photographs, archival and contemporary moving images, maps, posters, songs and speeches. In contrast to learning objects, which have in-built learning design, teachers and students can use digital resources in a range of flexible ways to suit their own curriculum needs.

Scootle (http://www.scootle.edu.au) provides access to more than 10,000 items of digital curriculum content published by Education Services Australia. Teachers can find interactive learning objects, images, audio files and movie clips via browse, search and filter technology. They can create personal lists of favourite resources for quick access.

Search results can be viewed on timelines and Google maps, providing new and exciting ways to discover relevant resources and construct challenging learning experiences for students. Teachers can also rate and comment on the value of individual learning objects or digital resources. It is hoped that collaborative understanding of the pedagogical value of digital content in authentic teaching and learning contexts will grow nationally with this Web 2.0 feature.

Access
Everyone in the Australian Capital Territory, the Northern Territory, Queensland, South Australia, Tasmania, Victoria and Western Australia can search and browse Scootle. Full access to the content is available to all teachers of licensed schools. Access to Scootle is not managed by Education Services Australia but by jurisdictions and various school bodies.

Conditions of use
http://www.scootle.edu.au/ec/p/conditions
Getting started
Home page overview and logging in
Overview

Home page

Search
A search box appears at the top of every page in Scootle. You can search all of the learning content in the repository using single or multiple keywords, or exact phrases.

Navigation bar
This Navigation bar provides easy access to the various ways of finding content on Scootle. Its function is discussed on page 6.

New to Scootle?
If you have never used Scootle before this is an excellent place to start. More detail is provided on page 6.

What others are using
Here, you can see what items of content other people are using. Selecting one will take you to it.

Scootle's on Twitter!
Scootle's most recent Twitter updates are displayed here. You can use the Follow us on Twitter link to view Scootle's Twitter page. If you have a Twitter account, you can also follow Scootle by using this link.

Popular search terms
The most popular searches performed by other Scootle users are listed here.

Browse by
Browse content by selecting a topic.

New digital curriculum resources
See what has been added to the site recently. Use the green arrows in the top right-hand corner to move through these resources.

Resource spotlight
This section describes new features and functions, as well as new types of Scootle resources as they become available. To stop the moving slide show select one of the five dots in the bottom right-hand corner.

Scootle awards
Scootle won two Learning Impact awards in 2009. Select these icons to learn more.

Utility navigation
The utility navigation appears at the top of every page. It is the home base for logging in and out, and accessing your account page. More detail is provided on page 6.

Advanced search
This allows you to make specific, targeted searches of learning content by restricting the learning area, year level, content type and metadata fields searched. More detail is provided on page 14.

Resource types
By selecting any one of these content icons you can choose the type of content you wish to see. More detail is provided on page 6.

What others are using
Here, you can see what items of content other people are using. Selecting one will take you to it.

Scootle’s on Twitter!
Scootle’s most recent Twitter updates are displayed here. You can use the Follow us on Twitter link to view Scootle’s Twitter page. If you have a Twitter account, you can also follow Scootle by using this link.

Hot topic
This content changes frequently, always focusing on a topic that is currently of importance or interest.

Featured content
This area displays featured content. It is also frequently updated.
Overview
Home page functions

This page explains in detail the home page functions referred to on page 5.

Utility navigation
Login allows you to login to Scootle.
Student PIN access is used by students to access learning paths created by teachers.
My dashboard is the first page you see when you login. It gives you access to your account details and your learning paths.
Contact us provides contact details for your school, including an email address for requesting help.
Accessing Scootle displays the conditions of use for Scootle.

Print and email
Use the Print page link to print the current page without headers or left-hand navigation.
Use the Email page link to send an email containing the URL of the current page and a short message.

Resource types
Learning object gives you access to interactive multimedia resources that support learning of concepts and skills in a range of curriculum areas in the P–12 years.
Image takes you to historical and contemporary digitised photographs, artworks, maps, posters and documents.
Audio takes you to speeches, interviews and songs.
Video takes you to short clips from documentaries, advertisements, newsreels, feature films and television programs.
Collection takes you to themed combinations of digital content.
Teacher resource gives you ideas for using digital curriculum resources for teaching and learning.
Assessment resource takes you to interactive tasks that report on student performance.
Dataset takes you to a list of data set resources.

New to Scootle?
New features gives you a run-down of the features that are new to this version of Scootle.
Scootle News is the latest edition of the Scootle newsletter.
Our catalogues takes you to a list of downloadable catalogues published by Education Services Australia.
Software analyser ensures that your computer is able to use all the features that Scootle has to offer.
FAQs (Frequently Asked Questions) provides answers to many common questions about Scootle.
Guide to resource types explains all the different types of Scootle content that you can use.
Scootle user guide, School manager guide and Jurisdiction administration link you to the three manuals for using Scootle.
Career development provides links that may be useful in your career.
How to Login with a registered username

**Step 1**
Access the login page

To access and manage content you will need to login using your registered email address and password. To login, select the **Login** link in the utility navigation area.

**Step 2**
Enter your login details

Enter your email address and password and select **Login**.
If you have forgotten your password select the **Forgotten your password?** link and enter your registered email address. Your password will be emailed to you.

**Step 3**
Remember to logout

You can see your login status in the utility navigation area at all times. When you are ready to logout simply select the **Logout** link from any page in the site.
Overview

My Scootle dashboard

Administration
By selecting My details you can update your profile in Scootle. More information is provided on page 9.

Shared learning paths
Here, you can view learning paths that are shared with all users. Learning paths are explained in detail on pages 32-54.

My learning paths
Use these links to access your learning path folders, to create a new learning path, and to view and manage learning paths that others have shared with you. Learning paths are explained in detail on pages 32-54.

Tips and guidelines
Here, you can read a few tips and guidelines on using some of the key functions of Scootle.

Sample learning paths shared nationally
These learning paths are available to all states and territories in which Scootle is available. They will give you a feel for the ways in which you can use learning paths.

Top 10 Scootle resources
The ten most frequently accessed Scootle resources are listed here.
How to
Update my details

Step 1
Select My dashboard

Once you have logged in you can manage your account by selecting My dashboard in the utility navigation area.

Step 2
Select Manage details

In the left-hand column, under Administration, select My details to view and update your details.

Step 3
Update details and save

On the right-hand side, under Actions, select Edit my details to update your title, first name, last name, Twitter username, current role and country. You can also upload a photo of yourself by selecting Choose picture. (For further details see page 10.)

Edit any details that you want to change and select Save, or select Cancel to exit without saving your changes.

Your personal details will never be shared with anyone or used for commercial purposes.
How to
Upload and change my picture

**Step 1**
Select a photograph

Under **Edit my details**, next to **Picture**, select **Choose file**. Select **Browse** (or **Choose file**) to locate the image you would like to use, making sure to highlight the rights box, then select **Upload**.

**Step 2**
Select an area of the image

Select the area of the image that you would like to use as your picture by dragging the highlighted box with your mouse. When you are pleased with the result select **Save**. Your image will automatically resize to a small 64 x 64 pixel square.

**Step 3**
Save and return to details

Your new picture is now displayed. You can delete your picture at any time by selecting **Edit my details**, then selecting the **Delete picture** check box and saving. This picture is used to identify you in Scootle’s collaborative activities.
How to
Access learning paths with a student PIN

Step 1
Go to the Student PIN access page

Students access teacher-created learning paths by entering the learning path PIN provided by their teacher. Learning paths are explained in detail on pages 32–54.
To begin, they select Student PIN access in the navigation bar.

Step 2
Enter student PIN

Students enter the six-letter Student PIN provided by their teacher in the text box provided – the PIN is not case-sensitive. Then they select Login and are prompted to choose a nickname and select an avatar.
If they have already begun to collaborate and are returning to the activity, entering their eight-letter Collaborative Activity PIN in this text box and selecting Login will take them straight to the activity.

Step 3
Access learning path

Students then have access to the learning path developed by their teacher. Their login details appear in the navigation bar.
Discovering learning content
Searching and browsing using Scootle
Overview
Basic search

Basic search functionality is provided from every page of the Scootle website via the search box.

Search box and Advanced search
This search box and Advanced search link is available at the top of every page in Scootle. With it, you can search the full repository of digital curriculum resources. Searched fields include the title, description, topic, keyword and catalogue entry ID fields.

You can search using:
• a single keyword
• multiple keywords separated by spaces
• Boolean operators OR, AND, NOT
• an exact phrase inside double quotation marks.

Scootle is limited to displaying 500 search results.
Overview

Advanced search

The Advanced search page presents a number of filters, allowing you to perform a more specific search.

Source
Use these check boxes to determine which sources will be included in your search.
If you want to include web resources, select Web based resources.
If you want to include content from the National Digital Learning Resource Network (previously The Le@rning Federation), select TLF.

Publication date
You may select content according to the time period in which it was published in the repository. (This should not be confused with resources that describe a certain time period or the original creation date of a digital resource.)
Dates may be entered using the DD/MM/YYYY format (day-month-year, e.g. 12/04/2006), or by using the calendar icon and selecting a date from the drop-down calendar.
Most content was published after November 2003, so selecting earlier dates will not provide useful results.

Resource provider
You can restrict your search to include only content provided by a certain institution or content provider, such as the Archives Office of Tasmania or the Powerhouse Museum.

Search/Clear Search buttons
Once you have specified your search criteria, select Search to search the repository. Select Clear search to restore all default search criteria.

Learning area
You can select a learning area by using the Learning area drop-down list. Only one learning area can be selected at a time.

Year level
The Year level section allows you to choose the audience the resources are aimed at based on schooling year levels. You may select multiple year levels.

Resource type
The Resource type selection tick boxes allow you to restrict your search to specific types of content. By default, the search covers all content types.
If neither Learning objects nor Collections is selected, the Year level and Learning area sections collapse. This is because learning objects are designed for specific learning audiences.

Fields
This section allows you to specify fields to search against. You may include multiple metadata fields in your search.

Keyword and topics
Enter keyword(s) in the Search for field or, if you prefer, select a topic to search using the topic drop-down box. You may select only one topic, including All Topics.
How to
Find content by Australian Curriculum

Step 1
Choose an Australian Curriculum learning area

Begin by selecting Find by Australian Curriculum on the Navigation bar and choosing a learning area from the drop-down list.

Step 2
View learning area

The page displays all subjects, strands and content descriptions for each year level that fall within the learning area you selected.

To view available content descriptions, select a strand by clicking on the text or the magnify glass on the right.

Select View elaborations and matching resources to view elaborations and digital curriculum resources linked to the selected curriculum content descriptions.

To save a curriculum content description to a learning path, select the check box(es), then select + Add (number) item(s) to my learning paths.
How to Find content by Australian Curriculum

Step 3
View the details in a list

The page displays all digital curriculum resources that fall within the curriculum content selected. Use the page navigation area to view more content.

To view a digital curriculum resource select View. To view the details of a resource select Details.

To save a content description to a learning path, select + Add this content description to my learning path.

For more information on learning paths see page 32.

Step 4
View the details of a resource

When viewing the details of a digital curriculum resource you can add a comment and tags, download the content, convert it to a learning path, or report an issue.

For more information on the details of a resource see page 29.
The Australian Curriculum page displays all subjects, strands and content descriptions for each year level that fall within the learning area you selected.

Refine search by section allows you to further refine your results by selecting a year level, General capabilities and Cross-curriculum priorities. Select the desired year level and/or general capabilities and/or cross-curriculum priorities, then select Apply filters. The search will be conducted within the current search results, narrowing down the number of items returned.

Curriculum content descriptions
A brief outline of the curriculum element that will be covered.

View elaborations and matching resources
Select to view elaborations and digital curriculum resources linked to the selected curriculum content descriptions.

Curriculum tab
The results from Find by Australian Curriculum will display all curriculum tabs available. These are the same options as the drop-down menu, allowing you to browse each curriculum by selecting the appropriate tab.

View on Australian Curriculum website
This link will open a new window displaying the content from the Australian Curriculum website.

Australian Curriculum Assessment and Reporting Authority
This link goes to the ACARA website, which will open in the current window.

Hide Tags
Allows the user to hide or display the general capability tags for each content description, which are explained in the Refine search box on the left of the screen.

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Overview
Elaborations and digital resources

This page displays the Curriculum content descriptions, Elaborations and related digital resources that fall within the curriculum content selected.

Curriculum content descriptions
A brief outline of the curriculum element that will be covered.

Elaborations
A list of tasks involved in order to satisfy the curriculum element.

Changing results view
The results from searching or browsing always show four tabs which give you the choice of how you would like to display the results. The default tab can differ depending on the search results, but all four display modes are always available.

Refine search by
The Refine search by section allows you to further refine your results by selecting a year level – useful mainly for learning objects and collections - a resource type or learning area. Select the desired year level, resource type(s) and/or learning area, then select Refine search at the bottom of the box. The search will be conducted within the current search results, narrowing down the number of items returned.

Refine search by topic
The Refine search by topic section suggests a list of topics related to the search results, with the number of related items displayed beside each topic. Selecting a related topic restricts the results to items also related to that topic.

Back to search results
Select Back to search results to continue searching.
How to Find content by location

Step 1
Choose a location

Begin by selecting Find on map on the Navigation bar, and selecting an Australian state or territory, or New Zealand or World, in the drop-down list.

Step 2
View results on a map

To move around the map, you can click and drag on the map or use the sliders in the top left-hand corner. You can zoom in and out using the slider on the left-hand side of the map.

By selecting the Choose a location drop-down list you can view a different location as per step 1.

Step 3
Preview the learning content

Select an icon to preview the digital curriculum resource.

Scroll down to read more of the description and view other options for the content. Select the title to view the details of the content. To save it in a learning path, highlight Select item for my learning paths, then select + Add (number) item(s) to my learning paths. To close the preview and continue using the map select the (x) icon in the top right-hand corner of the preview.

Some locations have multiple resources. This is indicated by the icon. Select it to view multiple previews for a location and scroll down to view all the previews. Many, but not all, of the available digital curriculum resources are tagged against a specific location.
How to Find content by time

Step 1 Specify a time frame

Start by selecting Find on timeline in the Navigation bar, and selecting a period of time in the drop-down list.

Step 2 View results on a timeline

When you select a time range, the search results are displayed as icons on a timeline. You can further refine your results by entering keywords or selecting a topic. Navigate the timeline by clicking and dragging left or right within any of the three timeline scales.

Step 3 Preview the learning content

Select an icon on the timeline to preview the learning content. Scroll down inside the preview to read more of the description and view other options. Select the title to view details of the content. To save it in a learning path, highlight Select item for my learning paths and select + Add (number) item(s) to my learning paths. To close the preview and continue using the timeline, select the (x) icon in the top right-hand corner of the preview.

Much, but not all, of the available learning content is tagged against a specific time period.
How to
Browse content alphabetically

Step 1
Select the A to Z tab

The A to Z tab on the Navigation bar allows you to browse learning content using a list of alphabetically grouped keywords.

Step 2
Choose a letter and select a keyword

You can choose a letter of the alphabet, each of which is divided into alphabetically sorted keywords and key phrases. Select a keyword or phrase to view the matching learning content.

In order to help you find content more quickly, a keyword in italics acts as an alias for another keyword. For example, selecting A cappella will display all learning content for the keyword Vocal music.

Step 3
Browse the search results

You can view the search results as a list (default), as a gallery, on a map, on a timeline or by Australian Curriculum by selecting the appropriate tab.

Find out more about changing the search results view on page 25.
How to Browse content by topic

Step 1
Choose a topic

The Browse by topic area of the home page allows you to browse learning content by topic.

Topics are structured using a controlled education vocabulary – Schools Online Thesaurus (ScOT)* – and include Arts, Business and enterprise, Education, Health, History, Language, Mathematics, Science, Society, and Technology.

• For further information about ScOT, visit http://scot.curriculum.edu.au/.

Step 2
View all subtopics within a topic

Selecting a topic takes you to a page that shows all subtopics, including numbers of resources for each subtopic. Each subtopic is further divided into relevant keywords.

In the above example, the Science topic matches 3,411 items of digital curriculum content. Earth and space, one subtopic of Science, matches 1,160 items. One of the keywords relevant to Earth and space is Geographic location, which matches 323 items.

Step 3
Browse the search results

You can view the search results as a list (default), as a gallery, on a map or on a timeline by selecting the appropriate tab.

Find out more about changing the search results view on page 25.
Understanding and refining search results
Processes and functions
Overview
Search results page

Changing results view
The results from searching or browsing always show five tabs which give you the choice of how you would like to display the results. The default tab can differ depending on the search results, but all five display modes are always available.

Refine search by
The Refine search by section allows you to further refine your results by selecting a year level – useful mainly for learning objects and collections – a resource type or learning area.
Select the desired year level, resource type(s) and/or learning area, then select Refine search at the bottom of the box. The search will be conducted within the current search results, narrowing down the number of items returned.

Refine search by topic
The Refine search by topic section suggests a list of topics related to the search results, with the number of related items displayed beside each topic.
Selecting a related topic restricts the results to items also related to that topic.

RSS
If you use an RSS (Really Simple Syndication) reader, you can use this function to monitor the search results in a news reader application, or link to the search results from another website.

CSV
Selecting this icon allows you to download search results in a CSV (Comma-Separated Values) file, which can be viewed in a spreadsheet application such as Excel or Numbers.

Refining the results
After your results have been generated you may further refine your search in a number of ways. You can add extra keywords and choose a topic or subtopic for your searching using the Search for field and drop-down list.

Sorting the results
Results can be sorted according to relevance, title (alphabetically), published date or rating.
How to
Change the search results view

Alternative option 1
View as gallery

Most search and browse results default to displaying the results as a list, as depicted on the previous page. However, choosing the View as gallery tab displays search results as thumbnail images.

Alternative option 2
View on map

Choosing the View on map tab displays search results on a map. Select the icons to preview the underlying content. Not all learning content is tagged against a specific location, so this view will display fewer results than the View as list and View as gallery tabs.
How to Change the search results view

Alternative option 3
View on timeline

Choosing the View on timeline tab for a set of search results will show those items on a scrollable timeline. Select the icons to preview the content. Click and drag left or right to view more of the timeline.

Not all learning content is tagged against a specific time, so this view will display fewer results than the View as list and View as gallery tabs.

Alternative option 4
View by Australian Curriculum

Choosing the View by Australian Curriculum tab for a set of search results will show all related content description items available. Select View elaborations and matching resources to view all digital curriculum resources that fall within the curriculum content you selected.
Overview

Search result display

Each search result has a consistent format, whether it is part of View as list or View as gallery, or a preview in View on map or View on timeline.

Content icon and content title
The title of the item appears next to an icon describing the type of learning content. Selecting the title takes you to the details page of that content.

Learning path tick box
Select this tick box to add the item to a learning path.

Description
Each search result displays a short description of the digital curriculum resource. For more detailed information select the Details button to the right.

Source
This icon indicates that the source of the content is the National Digital Learning Resource Network (previously The Learning Federation). A web resource icon may appear instead, as shown in the inset on the right.

Details and View
View opens the learning content in a new window or tab in the browser. Details takes you to the details page for the content.

Learning area, year level, publication date, ID and rating
Beside the content is a section displaying the learning area, year level, publication date, ID and rating of the content. (The learning area and year level values only appear for learning objects and collections.)

The item in this example has not yet been rated. Ratings are generated by users of Scootle, and are displayed as a number of stars.
Viewing learning content
Exploring audio and video content, learning objects and images
Overview
View details page Educational details

Selecting Details from a Search results or Learning path page opens a preview of the content with its key information. The information displayed varies according to whether the content is a learning object or a digital resource.

Content preview
The Details page displays a small preview image of the content. Select View to go directly to the learning content.

Educational details
The Educational Details tab contains information about the learning outcomes for learning objects and information about the educational value for digital curriculum resources. The details can be valuable in helping you plan for the use of the learning content in your teaching.

Australian Curriculum
Select the Australian Curriculum tab to view related curriculum information for the learning content selected.

Comments
Select the Comments tab to view ratings and teaching ideas related to this resource provided by other Scootle educators.

View
Select View to go directly to the learning content.

Actions
Select Add comment to write a review and select a star rating for the resource. Select Add tags to add your own tags, or keywords that describe the resource. Those tags will help others when searching for this resource. Select Download to save the resource to your hard drive. Select Convert to learning path if you want to convert this resource to a learning path. For information about converting resources to learning paths see page 43. Select Report issue if the resource does not function correctly.

Rating summary
See how other users have rated this resource.

You may also like
Find similar content items by browsing related items.

Refine search by
Main topic
Find other content items under a broad topic.
Specific topic
Find other content items under a more specific topic.
Related topic
Find similar content items by browsing related topics.
Overview
View details page Australian Curriculum

Selecting the Australian Curriculum tab from the Details page displays a list of available Curriculum content descriptions and Elaborations linked to the resource selected.

Back to search results
Select Back to search results to continue searching.

Check box
Select the check box to add the Curriculum content description to a new or existing learning path.

Curriculum content descriptions
This contains a brief outline of the curriculum element that will be covered.

Elaborations
This lists the tasks involved in order to satisfy the curriculum element.

Add to learning paths
Click to add selected items to a new or existing learning path.

View on Australian Curriculum website
This link will open a new window displaying the content from the Australian Curriculum website.

General capabilities
This list indicates the capabilities required in order to perform the selected task/s.
How to View content

Viewing Learning objects

Selecting View content from a search result or learning path opens the learning content in a new browser window or tab. If the content is a learning object, it opens to fill the window.

Viewing Images

If the content is an image, selecting View content opens a large version of the image with key creation and acknowledgement information.
Both images and learning objects automatically resize to fit your window if supported by your browser and settings.

Viewing Audio and video content

If the content is video or audio, selecting View content opens a small media player embedded in the window with acknowledgement information.

'Fox hunting in 1946': From the collection of the National Archives of Australia. Photograph by Department of Information.

'Outside world comes to keeper of the light', 1933 – asset 2: Stock Footage supplied courtesy of Film World Pty Ltd and Cinesound Movietone Productions. Reproduced courtesy of National Film and Sound Archive. Produced by Cinesound Productions.
Adding, managing and sharing learning paths
Processes and functionality
About

Learning paths

You can save content items and collections in **Learning paths** to keep them organised and support students. Each learning path has a unique PIN which students can use to access the path. You can build many learning paths and use Scootle to keep them in one place or share them with others.

A learning path includes a sequence of learning content, interwoven with teacher comments and descriptions, and delivered to students either online (by use of the student PIN) or offline (by using an exported learning path spreadsheet or PDF).
How to
Build a learning path

Step 1
Choose items from search results

- When viewing results from searching or browsing you can add items to a learning path by checking the boxes to the left of the item titles. As more items from the results list are chosen the Add item(s) list updates to show how many you have selected.
- Once you have chosen the items, select + Add (number) items to my learning paths to save them to a learning path.
- You cannot add more than 20 items to a learning path at any one time.

Step 2
Create a learning path or add to an existing path

- You can select a folder from the list or select Create new folder.
- If you create a new folder, enter a name and select Save.
- If you are making a new learning path, choose Create new learning path. To create a new learning path, enter a Name and an optional Description, then select Save.
- For subsequent additions, choose Add to existing learning path and select it from the Select list.
- When you have finished, choose Add to learning path to save your learning path.

Step 3
Return to search or go to learning path

- Once your learning path has been saved you will be returned to the search results page. Here, you can view your learning paths and folders by selecting My dashboard, then the folder you want to look at under My learning paths.
How to
Add curriculum content descriptions to a learning path

Step 1
Choose items from the Australian Curriculum

When viewing the selected curriculum content, you can add content descriptions to a learning path by selecting + Add this content description to my learning path.

Step 2
Create a learning path or add to an existing path

You can select a folder from the list or select Create new folder. If you create a new folder, enter a name and select Save.

If you are making a new learning path, choose Create new learning path. To create a new learning path, enter a Name and an optional Description, then select Save.

For subsequent additions, choose Add to existing learning path and select it from the Select list.

When you have finished, choose Add to learning path to save your learning path.

Step 3
Return to search or go to learning path

Once your learning path has been saved you will be returned to the search results page. Here, you can view your learning paths and folders by selecting My dashboard, then the folder you want to look at under My learning paths.

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Overview
Learning paths page

Your learning paths are stored and managed in the Learning paths tab.

Shared learning paths
Use the list to access all learning paths that have been shared with you.
You can view learning paths shared in your school and in your jurisdiction, and public learning paths that have been shared with the whole Scootle community.

My learning paths
All learning paths that you create or copy are stored here.
By selecting My learning path folders you can sort your learning paths into folders to make it easier to find and organise them.

Search and browse learning paths
You can search for learning paths using the Find learning paths search box, or browse popular, recently created and recently updated learning paths. See page 49 for more information.
You can copy learning paths that you find into your folder so you can customise them for your own learners' needs.

Organise, annotate and share digital curriculum resources by building learning paths and creating collaborative workspaces to bring your lessons to life.

What is a learning path?
A learning path allows you to integrate selected items of digital curriculum content with learning tasks for students.
Students are provided with a unique PIN to allow them to view and use the content and activities online. Find out more about learning paths.

What is a collaborative workspace?
A collaborative workspace is a secure online workspace for teaching students. Setting one up is as simple as uploading selected digital curriculum resources to the workspace and setting tasks and questions for your class. Find out more.
When viewing your learning path folders, select an edit link to edit that learning path.

Preview learning path
You can preview the displayed learning path by selecting this tab.

Learning path details
The learning path details, including the title, description, PIN, contributor and URL, are displayed here. The details and title can be edited by choosing Edit details under Actions.

Actions
You can edit the details of each learning path (including the description and additional comments), delete it, share it, convert it to a collaborative activity, email it to another person (for example, a student), export it as an Excel spreadsheet or save it as a PDF.

Actions
You can edit the description of an item (left), add a comment or delete the item.

URL
You can copy and paste the URL into your internet browser to access the resource directly without having to login to Scootle.

Grouping
Resources are linked to their respective content description and are categorised by teacher and student resource types.
How to
Sort or delete items within a learning path

Step 1
Select a learning path

Step 2
Sort items

Step 3
Delete items

Each item (learning content or comment) within a learning path can be moved to a different place in the sequence. The first step is to select a learning path by choosing the corresponding Edit link.

Click and drag a content item to a different place. When you release the item it will snap into place.

To delete an item select Delete. A dialogue box will pop up confirming the deletion. Select OK to delete or Cancel to return to your learning paths.
How to Email a learning path

You can send a learning path to another person, such as a student, by selecting Email.

Step 1
Select Email

Step 2
Enter details and send

Fill in your name, your email address, the recipient’s name and email address, and any comments you wish to make. Comments will appear in the body of the message.

Sample
Email message format

The recipient will receive an email message similar to the one shown here. They can use the Login link at the beginning of the message to go directly to the Scootle login page. The recipient can view the learning content by selecting the relevant links in the message. They can also read your comments and edited descriptions. The message is sent from Scootle, not you, so if the recipient wishes to respond to you, they will need to forward it to your address.
How to Export a learning path

Step 1
Select Export

Select Export to export a learning path as a spreadsheet which can then be opened by an application such as Excel or Numbers.

Step 2
Open file or specify save location

A dialogue box will prompt you to save the file.
In Mozilla Firefox (depicted above):
Select Open with and choose spreadsheet editing software, or select Save file and OK.
In Internet Explorer:
Select Open or Save.

Sample
Spreadsheet format

The learning path spreadsheet can be opened in Excel or Numbers, and will have each item of learning content and comment in its own row, with one field per column: title, description and so on. Comments appear in the description column.
How to
Edit an item description within a learning path

Step 1
Select Edit description

You can edit the description of an individual content item by selecting the **Edit description** link directly above the item.

Step 2
Edit the item description

Type within the text box to alter the text. You can delete any parts of the original description and enter your own text. Select **Save** to keep your changes and return to the learning path.

Step 3
Return to the learning path

Your students will see your new description when they visit the learning path, but anyone viewing that learning content in the repository will see the original description.
How to
Add a comment to an item within a learning path

Step 1
Select Add comment

To add a comment after an item select Add comment.

Step 2
Enter your comment

Type inside the text box to enter your comment. Select Save to keep your changes and return to the learning path.

Step 3
Return to the learning path

Once added, your comment appears directly below the corresponding item in the learning path.
How to
Add additional instructions to a learning path

Step 1
Select Edit details

To edit the details of the learning path, or add comments to the learning path rather than one item within it, select Edit details.

Step 2
Add or edit details

You can edit the title and description of the learning path and add additional comments or instructions.

If you want the name of the contributor to be visible in the details of the learning path, select the Show contributor details? check box.

If you want to grant students the ability to see the details of the learning path, select the Allow view details? check box.

When you have made your changes select Save to keep them and return to the learning path.

Step 3
Return to the learning path

Once added, your additional comments appear at the end of the learning path.
How to Create a learning path PDF

Step 1
Select PDF

Select PDF to save a learning path as a PDF file. This format allows the learning path to be printed and used as a reference or supporting document. A student could have the printed document sitting beside them at the computer, reference the PIN to access the learning path and use the check boxes to keep track of their progress through the learning path.

Step 2
PDF opens in a browser or PDF reader

The learning path opens in your browser or a separate application, such as Adobe Reader or Preview.

Outcome
Save or print learning path

Select the print icon to print the document or the disk icon to save it. The placement and appearance of these icons may differ according to the PDF-viewing application you are using.
How to Convert a resource to a learning path

Step 1
Select Convert to learning path

Step 2
Create a learning path or add to an existing path

Outcome
Resource appears as a learning path

When you convert a digital curriculum resource to a learning path Scootle also adds related content to that learning path. If the resource is a collection of content, Scootle adds the whole collection to the learning path.

To convert a resource to a learning path select Convert to learning path.

You can select a folder from the list or select Create new folder. If you create a new folder enter a name and select Save.

If you are making a new learning path choose Create new learning path. To create a new learning path enter a Name and an optional Description, then select Save.

For subsequent additions choose Add to existing learning path and select it from the Select list.

When you have finished, choose Add to learning path to save your learning path.

The resource now appears as a new learning path or is added to an existing learning path, along with all related content.
Overview
My learning path folders

Your learning paths can be organised using the My learning path folders page. You can access this page by selecting My learning path folders in the My learning paths box on the left-hand side of the page.

Shared learning paths
Use the list to access the learning paths that have been shared with you. You can view learning paths shared in your school and in your jurisdiction, and those that have been shared with the whole Scootle community.

My learning paths
Learning paths you create and copy are stored here. You can sort your learning paths into folders to make it easier to find and organise them.

Tips and guidelines
+ Guidelines and obligations to manage collaborative activities

Actions
Select the Export icon to download a folder to your computer. Select View to open folders you have created and view the learning paths in each folder. Select Delete to delete a folder. If you delete a folder that contains learning paths you will delete those learning paths too. Select Rename to rename a folder.

Import folder
Use the Import folder button to create a new folder from a previously exported XML file.

Create new folder
Use the Create new folder button to make a new folder to store your learning paths.
How to
Create a learning path folder

Step 1
Select Create new folder

Select Create new folder to create a new folder for organising your learning paths.

Step 2
Enter a folder name

Enter a name for your new folder. Select Save to save your folder, or Cancel to return to the My learning path folders page.

Outcome
Folder created

Your new folder is created. It will appear in the list of folders on your My learning path folders page. This list is sorted alphabetically.
How to
Export a learning path folder

Step 1
Select Export

Select Export to export a learning path as an XML file.

Step 2
Save the exported folder

Select Save to save the exported folder, or Cancel to return to the My learning path folders page.

Outcome
Folder exported

Your folder has been exported. To import a learning path folder, see page 49.
How to Import a learning path folder

Step 1
Select Import folder

Step 2
Locate the folder to be imported

Outcome
Folder imported

Select Import folder to import a new learning path folder.

Select Browse (or Choose file) to locate the XML file you want to import as a folder, then select Upload.

The newly imported folder will appear in your list of folders.
How to Manage learning path folders

Step 1
Select My learning path folders

The My learning paths navigation list, on the left-hand side of the screen (above, left), is a compact version of the full list of folders.
To see the full folder list and be able to view and delete those folders, select My learning path folders in the My learning paths navigation list.

Step 2
View the contents of a folder

To view the contents of a folder select View next to the folder you wish to open.

Step 3
Delete a folder

To delete a folder, select Delete next to the folder you wish to delete. A dialogue box will appear to confirm the deletion.
Select OK to delete the folder or Cancel to return to your folder list without making changes.
When you delete a folder all the learning paths it contains will also be deleted.
Overview
Searching learning paths

Search for learning paths in your folders and shared folders using the Find learning paths search.
You can access this search function by selecting Learning paths in the Navigation bar.

Find learning paths
Enter a search term and select whether to search titles, learning areas, contributors or user tags.
Select Find learning paths to begin your search.

Filters
You can specify filters for your search if you wish.
Select one or more year levels and one or more learning areas using the check boxes.
Select Refine search to apply your filter options to the search results.

Follow on Twitter!
You can use the Follow on Twitter! link to view the Twitter page of the person who shared this learning path. If you have a Twitter account, you can also follow that person by using this link.

Shared learning paths and My learning paths
Browse your folders and shared learning path folders here.
Overview
Sharing learning paths

Learning paths that are shared with you are displayed in the My school, My Jurisdiction and Public folders.

**Search and browse learning paths**
You can search for learning paths using the Find search box.
To narrow your search by title, learning area, contributor or user tags (keywords that help to identify an item of content), select the corresponding option button.

**Shared learning paths**
Use this list to access the learning paths that have been shared with you.
You can view learning paths shared in your school and in your jurisdiction, as well as those that have been shared with the whole Scootle community.

**My learning paths**
All learning paths that you create and copy are stored here.
You can sort your learning paths into folders to make it easier to find and organise them.

**Managing shared learning paths**
Learning paths others have shared with you can be copied into your folder so you can customise them for your own learners’ needs.
Shared learning paths that you have created can also be edited, deleted, emailed, exported, saved as a PDF, shared and copied.
How to Copy a learning path

There are two ways to select a learning path to copy. After searching, you can choose a learning path by selecting Copy beside the corresponding learning path. Alternatively, you can select the title of a learning item to open it, and select Make a copy in the Actions section of the View learning path page.

Select a folder for your new learning path copy, enter a title and description, and select Save. Select Cancel to return to the learning path without saving a copy.

Once saved, the newly copied learning path now appears in the folder you selected, ready for you to edit for your students.
How to Share a learning path

Step 1
View My learning paths

Open the folder containing the learning path you wish to share, locate the learning path to be shared and select Share. You can only share learning paths that are available in your My learning path folders.

Step 2
Share learning path

Select whether you wish to share this learning path with your school, with your jurisdiction (also your state) or with the whole Scootle community (public).
To allow others to find your learning path more easily, select appropriate learning areas and year ranges.
Select Share learning path to share your learning path, or Cancel to cancel the process.

Outcome
Learning path is shared

Once your learning path is shared it will appear in the appropriate sharing folder.
You can continue to edit your learning path after it is shared, export it as a spreadsheet, email it, save it as a PDF, or even delete it.
Creating and managing collaborative activities
Processes and functionality
Online collaborative learning
Pedagogy and benefits

Collaboration and online learning
Collaboration means working together towards a common goal where participants are responsible for one another’s learning, as well as their own.
When comparing learning environments where students are working alone or with others in a non-interdependent way, learning collaboratively provides students with a social and intellectual context for greater levels of critical thinking, motivation, peer critique and self-reflection.
Online learning gives students the tools and opportunities to learn in a way that is engaging, interactive, multi-threaded and experiential, with multiple tools and contexts for collaboration.

Scootle
Scootle’s collaborative activities bring a huge range of high-quality digital curriculum resources into an environment where students collaborate to build understanding, express their learning and receive meaningful feedback using a range of innovative, easy-to-use online tools.
Some of the features of Scootle’s live workspace that support collaboration are:
» a dynamic environment – Students can add their own text, comments and online resources, and rearrange the workspace to build a structured, collaborative response to a task.
» feedback – Ongoing feedback is available from the teacher at any time for student reflection and meaningful formative assessment.
» online identity – Students choose nicknames and avatars for themselves in the live workspace.
» Scootle chat – Chat in real time, with all discussions recorded and available for feedback and reference for students and teacher.
» file upload and sharing – Students can upload their own files and resources to attach to a learning activity.
» innovative map and timeline – Students can interact with resources using Google maps and unique timeline display.

Further reading
Overview
Collaborative activity live workspace

Live workspaces empower students to work together to create an online artefact that records their learning as they engage with a collaborative activity. Live workspaces can be accessed by selecting the Live workspace tab when viewing or editing a collaborative activity. To learn how to create, view and edit a collaborative activity, see pages 58–60.

Collaborative activity tabs
Each collaborative activity has a tab interface to access associated pages. The live workspace tab is where students will collaborate on the activity. Students can also view resources on maps or timelines or access the teacher feedback tabs at any time. Each tab is explained in detail on page 62.

Collaborative activity details
The activity title and description are listed here.

Workspace
Students can add their own text, add comments and attach files to the live workspace to build their own learning experience around the collaborative activity.

File
Any files that are uploaded by students can be placed in the workspace.

Actions
Items in the live workspace can be viewed, edited, deleted, moved and commented upon by any participant in the live workspace.

Scootle chat
Students can participate in Scootle chat as they engage in the collaborative activity. All chat comments are stored with a time stamp so that a record of the conversation can be kept, both for the students to refer to later and for teacher assessment and feedback purposes.

Participants
Each student involved in the collaborative activity is listed under Participants, which appears directly underneath Scootre chat (see the inset on the right). Students who are offline appear with dimmed avatars.

File
Any files that are uploaded by students can be placed in the workspace.
How to
Create a new collaborative activity

Step 1
Choose items from search results

Step 2
Create an activity

Step 3
Collaborative activity created

When viewing results from searching or browsing you can add items to a collaborative activity by checking the boxes to the left of the item titles. As more items from the results list are chosen, + Add (number) item(s) to my learning paths updates to show how many you have selected.

Once you have chosen the items, select + Add (number) item(s) to my learning paths to save them to an activity.

The maximum number of items that you can add to a collaborative activity is 20.

You can select a folder from the list or select Create a new folder. If you create a new folder, enter a name and select Save.

You can then choose to Create new or Add to existing.

To create a new learning activity, enter the Name and the Description and select Collaborative activity.

Select Add to learning path to save your collaborative activity.

You are automatically taken back to your search results. To manage and edit your activity select Learning paths in the Navigation bar.
How to
Create a collaborative activity from an existing learning path

Step 1
Select a learning path

Step 2
Convert to collaborative activity

Result
Collaborative activity created

A learning path can be converted to a collaborative activity so that you can engage your students in an online collaborative discussion around the resources and tasks in your learning path. Select the learning path you wish to convert to a collaborative activity and choose Edit.

Once the learning path is open for editing, select Convert to collaborative activity. You cannot share a collaborative activity, but you can still share, edit and copy the original learning path, which remains intact.

Your collaborative activity is now displayed in the Collaborative activities tab. Note its associated icon: . You can now view the activity, edit it, delete it and save it as a PDF.
How to
Edit your collaborative activity

Step 1
Select your activity

From the Collaborative activities tab, select Edit next to the collaborative activity you wish to edit.

Step 2
Edit activity

To modify your collaborative activity you can edit the descriptions and add comments, just as you would in a learning path.
You can also add questions, files and text by selecting the buttons indicated.
The PIN for the activity is listed beneath the title of the activity.
This PIN can be given to the students you wish to participate in the activity.

Result
Activity ready for students

You can now give students access to your collaborative activity via the student PIN. They can participate together in the live workspace, discussing the questions and resources.
How to Register as a student and access activities

Step 1
Login with PIN

Students participate in your collaborative activity by logging in to a special student area of Scootle.
By selecting the Student PIN access option from the header bar of the Scootle home page students are directed to the student login page.
To start a new collaboration students enter the six-letter Student PIN that corresponds to the activity you created.
If they have already begun to collaborate and are returning to the activity they should enter their eight-letter Collaborative Activity PIN in this text box instead (and skip step 2).

Step 2
Create a nickname and avatar

Students then enter their nickname and select an avatar. If their name has been taken they will be prompted to try another name. Selecting the Check button confirms that the chosen nickname is unique. Once an avatar is chosen it is unavailable to other students.
Once students choose a nickname and avatar and select Get collaborative activity PIN they receive a new PIN that uniquely identifies them in the activity. Students should write down this eight-letter code and keep it in a safe place.
All registered students are listed with their avatar, their registration code and their nickname in the Feedback tab of the teacher area for quick reference.

Step 3
Enter the live workspace

Once nickname and avatar selection is successful students enter the live workspace. They can interact with other students and the questions and resources that form the activity to create a new product for assessment.
Overview
Collaborative activity live workspace: teacher view

Once your students receive the link to your activity and complete the registration process your live workspace begins to come to life.

Add an item to the space
Teachers can add questions, text boxes, comments and files to the live workspace while the collaborative activity is in progress. Students can interact with each of these items in different ways, as described elsewhere on this page. Teachers can move, delete and edit any item they create and any item a student creates, except chat dialogue. Students can only edit and delete their own comments.

Scootle chat
Students can participate in Scootle chat as they engage in the collaborative activity. All chat comments are stored with a time stamp so that a record of the conversation can be kept for the students to refer to later and for teacher assessment and feedback purposes.

You can delete conversations and comments made in Scootle chat, but you should only do so if necessary.

Resource actions
Both teachers and students can add resources from Scootle into the workspace. Once a resource has been added anyone can edit its description, add text to it and delete it. Both students and teachers can view the resource, view its details and move it. Additionally, teachers can attach a question to a resource which cannot be edited or moved by students. If the resource is repositioned that question moves with it.

Collaborative activity tabs
Each collaborative activity has a tab interface to access associated pages.

The Prepare activity and Preview activity tabs allow you to set up the activity and view the layout.

The Live workspace tab is where you and your students collaborate on the activity.

Use the Feedback tab to view the list of students who have logged into the activity. The feedback list displays each student with their avatar, nickname and collaborative activity PIN code, along with the option to give individual feedback to each student. The Feedback tab also gives you the option to give feedback to the group as a whole.

Use the Activity log to see a chronological list of when students have interacted with the workspace.

File actions
Both teachers and students can upload files to the workspace.

Teachers can delete any file uploaded; students can only delete files they have uploaded themselves.

Question actions
Only teachers can create questions in the workspace. Questions cannot be edited by students, but they can be moved. Questions added to a resource cannot be moved.

Text actions
Both teachers and students can add text to the workspace. Text boxes can be moved, edited and deleted by anyone.
Overview
Collaborative activity live workspace: student view

Once students have logged in to the collaborative activity with their registration key they can interact with other students and the content of the activity.

Email to teacher
Students can select this link to open a form in a new window, allowing them to send you an email requesting help.

Add an item to the space
Students can add questions, resources, text boxes and comments, and attach files to the live workspace while the collaborative activity is in progress. Students can interact with each of these items in different ways, as described elsewhere on this page.

Teachers can move, delete and edit any item they create and any item created by a student, except chat dialogue.
Students can move, delete and edit any text box or resource, but they can only edit and delete their own comments.

Scootle chat
Students can participate in Scootle chat as they engage in the collaborative activity. All chat comments are stored with a timestamp so that a record of the conversation can be kept for the students to refer to later and for teacher assessment and feedback purposes.

Conversations and comments made in Scootle chat cannot be edited or deleted.

Participants
Each student involved in the collaborative activity is listed under Participants, which appears directly underneath Scootle chat (see the inset on the right). Students who are offline appear with dimmed avatars.

Collaborative activity tabs
The View activity tab displays all items of content in the current learning path.
The Live workspace tab is where you and your students collaborate on the activity.
Students can use the View on map and View on timeline tabs to view content. Only resources that have spatial or date data are displayed this way.
Students can use the Feedback tab to view feedback left for them individually by the teacher, as well as feedback for the whole group.

File actions
Both teachers and students can upload files to the workspace.
Teachers can delete any uploaded file; students can only delete files they have uploaded themselves.

Question actions
Only teachers can create questions in the workspace.
Questions cannot be edited by students, but they can be moved. Questions added to a resource cannot be moved.

Resource actions
Both teachers and students can add Scootle resources to the workspace.
Once a resource has been added, anyone can edit its description, add text to it and delete it. Both students and teachers can view the resource, view its details and move it. Additionally, teachers can attach a question to a resource that cannot be edited or moved by students. If the resource is repositioned that question moves with it.

Text actions
Both teachers and students can add text to the workspace.
Text boxes can be moved, edited and deleted by anyone.
Using the live workspace
About student contributions

Using material that belongs to others

Students who are planning to share content that is not their own work, such as an image they have found on the internet, must first check with the teacher to ensure that they are permitted to include it in the workspace.

When saving material to the workspace students must include information about the source of the material, as well as the name of the author or artist.

Material created by other people is protected by copyright; the act of reproducing that material on Scootle may require permission, a licence or compliance with special conditions. You and your students can find more information at Smartcopying (http://www.smartcopying.edu.au) and the Australian Copyright Council (http://www.copyright.org.au).

A responsible attitude

Students must never make negative comments about others, such as remarks on their appearance or religion. In addition to potentially hurting their feelings, comments of this nature could be illegal.

It is important that you monitor the workspace – comments, uploaded files and chat dialogue – to ensure that only appropriate contributions are made. Do what you can to help students, and respond to their questions whenever possible.
How to Upload a student file

**Step 1**
Attach a file

Before uploading a file the student must first obtain correct permission to use it.
To add a file to the collaborative workspace students select Attach file.

**Step 2**
Choose the file to be attached

Students select Browse (or Choose file) to locate the file they would like to upload, enter a Title and short descriptive Comment, and select Upload.
The comment area can be used to include information on a file from a secondary source, such as a book or webpage. In such cases the author or artist must be specified, along with a link to the originating website or details of the source (book, DVD, etc.). Neither the title nor the comment can be edited by the student once the file upload is complete, but you or the student can delete the file if it is uploaded in error, is inappropriate or a breach of copyright.

**Result**
File uploaded

The new file is placed at the top of the live workspace, with the student’s title and comment displayed next to the file. Like any component of the live workspace the uploaded file can be dragged to another position.