Table of contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background and access</td>
<td>3</td>
</tr>
<tr>
<td>Overview</td>
<td>4</td>
</tr>
<tr>
<td>Introduction</td>
<td>5</td>
</tr>
<tr>
<td>My dashboard</td>
<td>6</td>
</tr>
<tr>
<td>Managing your school</td>
<td>7</td>
</tr>
<tr>
<td>View and edit your school details</td>
<td>8</td>
</tr>
<tr>
<td>Invite people in your school to register</td>
<td>9</td>
</tr>
<tr>
<td>View all the users in your school</td>
<td>10</td>
</tr>
<tr>
<td>View or edit a school user</td>
<td>11</td>
</tr>
<tr>
<td>Reporting in your school</td>
<td>12</td>
</tr>
<tr>
<td>What reports are available in Scootle?</td>
<td>13</td>
</tr>
<tr>
<td>Report: Resource usage per school</td>
<td>14</td>
</tr>
<tr>
<td>Report: Learning path usage</td>
<td>15</td>
</tr>
<tr>
<td>Report: Users</td>
<td>16</td>
</tr>
</tbody>
</table>
Intended audience
This manual is specifically designed for school managers who intend for teachers in their school 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.

Other digital curriculum resources include museum artefacts, artworks, archival documents, photographs, archival and contemporary moving images, maps, posters, songs and speeches. Teachers and students can use them 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 digital curriculum resources published by Education Services Australia. Teachers can find items of interest via browse, search and filter technology. They can also create personal lists of favourite resources for quick access.

Search results can be viewed on timelines and Google maps, providing new and exciting ways not only to discover relevant resources but also to construct challenging learning experiences for students. Teachers can also rate and comment on the value of individual digital curriculum 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
As a school manager, you have access to the school details page and reports, and are responsible for sending out the school URL so that teachers can register.

Basic users have access to Scootle, but no administrative functions. Teachers in schools are usually basic users.

To explore the school manager functionality, school managers login to Scootle at www.scootle.edu.au. This provides access to your My dashboard page and school administration functions. This is described in more detail in the following pages.
Overview
My dashboard

This page gives you access to all school administration functions.

Many common dashboard functions are covered in the Scootle user guide for teachers.

Administration
Your account information, school administration functions and reports are accessed and managed here.
To view or change your details, including your password, select My details.
To view or change the details of your school select School details.
To perform administrative actions on the users in your school select School users.
To view reports about your school select School administration.

Resource usage (your school)
This chart shows a breakdown of the types of resources being used in your school.

Learning paths created (your school)
This graph indicates how many learning paths have been created within your school.

Twelve month user growth (your school)
This graph shows how many users joined your school in the past 12 months.

Top 10 resources (your school)
The top 10 resources in your school are listed here.

Top 10 resources (shared)
The top 10 resources being shared by your jurisdiction are listed here.

Top 10 resources (nationally)
The top 10 resources nationally are listed here.

Top learning path contributors (your school)
The top learning path contributors in your school are listed here.
How to View and edit your school details

Step 1 Manage details

Your school support details are the details displayed when a user in your school visits the Contact us page in Scootle, so it is important that this information is accurate.
Under Administration select School details.

Step 2 Open school details for editing

When the Manage my school page appears select Edit details.

Step 3 Make changes

Enter a physical address into the Support details box and an email address into the Support email box.
Select Save to save your changes or Cancel to return to the details page without saving.
How to
Invite people in your school to register

As Scootle school manager you can invite your school staff members to register to use Scootle.

To invite users in your school follow these steps.

1. Create an email inviting teachers in your school to register, containing the school’s Scootle registration URL. This URL is on your School users page, in the following form:

   http://www.scootle.edu.au/ec/register.action?key=\[\text{XliVmFOq}\]

   Your email may look like this:

   Dear member of staff,
   I’m pleased to invite you to use Scootle to access a wide collection of digital curriculum resources.
   You can register yourself by clicking this link:
   http://www.scootle.edu.au/ec/register.action?key=\[\text{XliVmFOq}\]
   Enter your details in the provided form and click Register.
   You will then be sent an email asking you to confirm. After registering, please check your inbox. When you click the link in the email, you’ll be able to login to Scootle to access thousands of interactive learning objects, images, audio files and movie clips.
   Let me know if you need a hand.
   Michelle

2. Send this email out to the teachers in your school. This URL is only for your school staff. Members of staff outside your school will need to register with their own school URL. Students in your school will access Scootle using student PIN access.

3. After members of staff have confirmed their registration, they can then login to Scootle from any location with their username and password.

The URL given here is an example only. Your school URL will be different. Check in your My school details page for your own school’s registration URL.
How to
View all the users in your school

To view the list of registered users in your school select **School users** in the **Administration** menu.

To search for a user follow these steps.

1. Enter text in the **Find** box.

2. Select whether to search for a user’s **First name**, **Last name**, **Email** or **ID**. You can enter the first part of a **Name**, but you must enter the whole **ID**. Searching for an email address will only match the first portion of the address (before the ‘@’).

3. Select **Find user**.

The list of users that match your search criteria is displayed.

When users register using the school URL, they will be sent an email and asked to confirm their registration using a link contained in the email.

If your users have trouble confirming their registration, you can confirm a registration manually by clicking on the **confirm** icon beside the user.
How to
View or edit a school user

To view the list of users in your school select School users in the Administration menu.

To view or edit a user follow these steps.

1. Select the given name or surname of the user you wish to view or edit.
2. This page allows you to edit the user’s title, given name, surname, current role and country.

When users register using the school URL, they will be sent an email and asked to confirm their registration using a link contained in the email.

If your users have trouble confirming their registration you can confirm a registration manually by selecting Confirm beside the user.
Reporting in your school
Functionality
Overview
What reports are available in Scootle?

You can generate reports for your own school. You can access your reports from the School administration section of the Administration menu. (The number within the brackets indicates the number of reports available to you.)

You can generate three different reports.

1. **Resource usage per school**: this report provides a list of items of content with a count of how often they have been accessed by users in your school.
2. **Learning path usage**: this report provides a list of learning paths with a count of how often they have been accessed by users in your school.
3. **Users**: this report displays a list of all registered users in your school with their email addresses.

Once your report is generated you can use the controls within your browser to save your report.

For reports that apply to date ranges where no activity has taken place, a message is displayed explaining that no records match your search criteria.

Each of these reports is described in more detail on the following pages.
How to
Report: Resource usage per school

This report provides a list of resources accessed by users in your school. You can change the report parameters in the following ways.

Resource type: select the resource types you want to include in your report, or select All resource types.

Usage type: select the usage types you want to include in your report.
- View: content viewed by users in your school
- Download: content downloaded by users in your school
- Rate: content rated using Scootle’s ‘rate this item’ feature
- View (unauthorised): content that users who are not logged in have attempted to view
- Download (unauthorised): content that users who are not logged in have attempted to download

In the From and To boxes specify a date range for your report.
- Enter a start date in the From box, either by typing in a date in the DD/MM/YYYY format (eg 12/09/2008) or by selecting a date using the calendar icon.
- Enter an end date in the To box, either by typing in a date in the DD/MM/YYYY format (eg 12/09/2008) or by selecting a date using the calendar icon.

Sort: select the order by which you want to sort the results in your report.
- None: no sorting
- By user: results sorted alphabetically by user
- By resource type: results sorted alphabetically by resource type

Select Run report to generate your report with the chosen filters or Run report in new window to open the report in a new browser window. This may take some time depending upon the size of the report.

Once your report is generated use the controls within your browser to save your report.
How to
Report: Learning path usage

This report lists learning paths used in your school along with the users who created and accessed them.

You can change the report parameters in the following ways.

In the From and To boxes specify a date range for your report.

- Enter a start date in the From box, either by typing in a date in the DD/MM/YYYY format (eg 12/09/2008) or by selecting a date using the calendar icon.
- Enter an end date in the To box, either by typing in a date in the DD/MM/YYYY format (eg 12/09/2008) or by selecting a date using the calendar icon.

Sort: select the order by which you want to sort the results in your report.

- None: no sorting
- By creator: results sorted alphabetically by the name of the user who created the learning path

Export as: select the report format.

- CSV: a spreadsheet format that can be read and edited by an application such as Excel or Numbers
- PDF: a PDF format that can be read by an application such as Adobe Reader or Preview

Select Run report to generate your report with the chosen filters or Run report in new window to open the report in a new browser window. This may take some time depending upon the size of the report.

Once your report is generated use the controls within your browser save your report.
How to Report: Users

This report lists all of the basic users in your school.
You can change the report parameters in the following ways.

Export as: select the report format.
- CSV: a spreadsheet format that can be read and edited by an application such as Excel or Numbers
- PDF: a PDF format that can be read by an application such as Adobe Reader or Preview

Select Run report to generate your report with the chosen filters or Run report in new window to open the report in a new browser window. This may take some time depending upon the size of the report.
Once your report is generated use the controls within your browser to save your report.