



Education  
Services  
Australia



Scootle user guide  
For teachers  
Version 4.0  
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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 20,000 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.

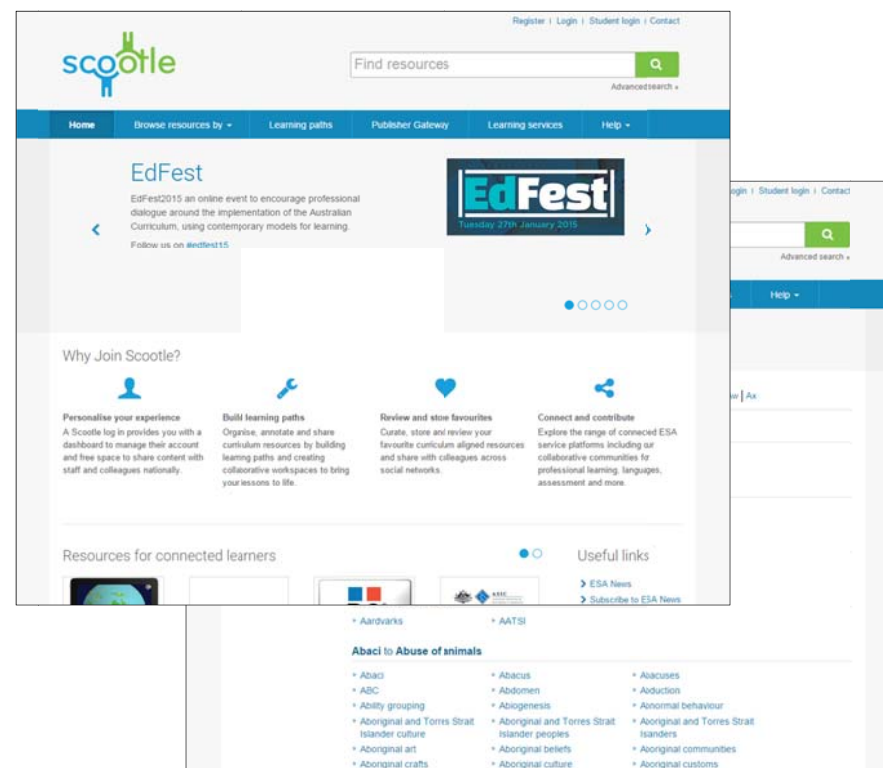
Teachers can also rate and review the value of individual learning objects or digital resources. It is hoped that collaborative understanding of the pedagogical value of digital content in authentic teaching and learning contexts will grow nationally with this Web 2.0 feature.

### Access

All teachers and pre-service teachers across Australia can search and browse Scootle. Full access to the content is available to all teachers at licensed schools. Access to Scootle is not managed by Education Services Australia but by jurisdictional education departments and independent and Catholic 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. More detail is provided on page 12.

### Navigation bar

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

### Browse resources by

This option allows you to browse for content rather than having to conduct a search. More detail is provided on page 6.

### Spotlight

This section highlights various resources or events. To stop the moving slide show, click one of the five dots in the bottom right-hand corner of the spotlight. You can also use the arrowheads to the left and right of the spotlight to navigate through the various items.

### Resources for connected learners

See what has been added to the site or updated recently.

Use the dots to the right of **Resources for connected learners** to move through these resources.



### 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 13.

### Help

If you have never used Scootle before, or require assistance, this is an excellent place to start. More detail is provided on page 6.

### Social media

You can use the:

- Twitter link to view Scootle's Twitter page and the most recent Twitter updates. If you have a Twitter account, you can also follow Scootle by using this link.
- Facebook link to view Scootle's Facebook page and any news updates. If you have a Facebook account, you can also 'like' Scootle by using this link.
- YouTube link to view videos on the Education Services Australia channel.
- Scootle Community link to join this national network of educators.

# Overview

## Home page functions

**Home**  
This link returns you to the Scootle home page.

**Learning paths**  
Learning paths allows you to create, share and search for learning paths.

**Login**  
The Login link allows a registered user to login to Scootle.

**Register**  
If you do not have a Scootle account, the Register link will allow you to join Scootle, provided you meet Scootle's eligibility criteria.

**Student login**  
The Student login is used by students to access learning paths created by teachers.

**Contact**  
Contact enables you to submit a support ticket, if you require assistance, or allows you to look up the various jurisdiction contacts for Scootle.

**Publisher Gateway**  
The Publisher Gateway showcases commercially available resources to support teaching and learning aligned to the Australian Curriculum.

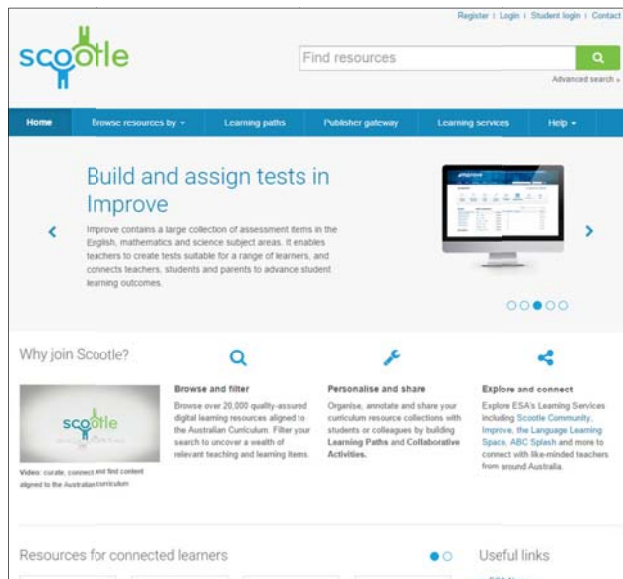
**Learning services**  
The Learning services area contains free education services and tools, developed by Education Services Australia for Australian educators.

**Help**  
About contains information, and a short video, on what Scootle is all about.  
FAQs (Frequently Asked Questions) provide answers to many common questions about Scootle.  
10 ways you can use Scootle provides a brief summary on how you can maximise the functionalities available for you.  
Guide to resource types explains all the different types of Scootle content that you can use.  
User guides contains links to download the School user guide, Administrator user guide and School manager guide.  
Contact enables you to submit a support ticket, if you require assistance, or allows you to look up the various jurisdiction contacts for Scootle.

**Browse resources by**  
Australian Curriculum lets you discover content available for each specific curriculum for the various levels.  
Keywords allows you to browse all of the digital curriculum resources by alphabetically arranged keywords.  
Topics allows you to browse content by selecting a topic.

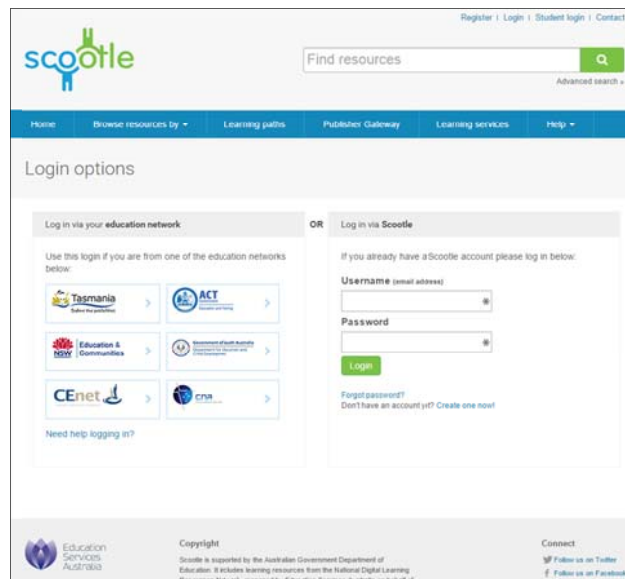
# How to Login with a registered username

## 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, click the Login link in the utility navigation area.

## Step 2 Enter your login details

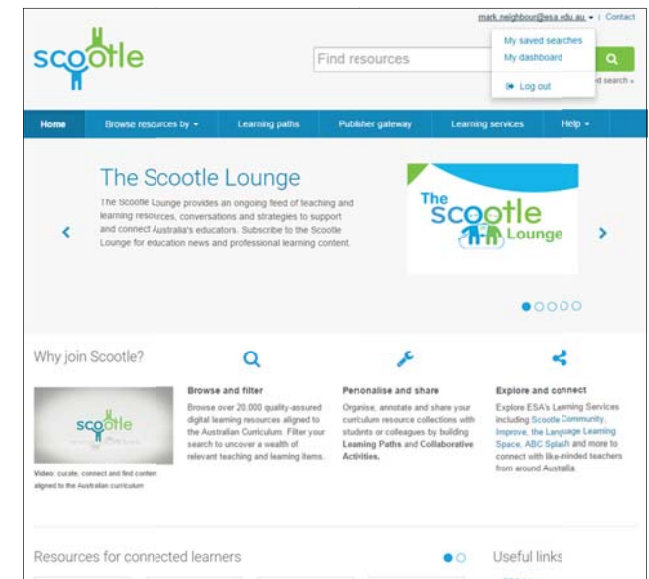


Enter your email address and password and click the Login button.

If you have forgotten your password click the Forgot password? link and enter your registered email address. Your password will be emailed to you.

Click your jurisdiction logo where appropriate to login to your education portal site. This may also be referred to as logging in via Single Sign-On (SSO).

## Step 3 Remember to log out



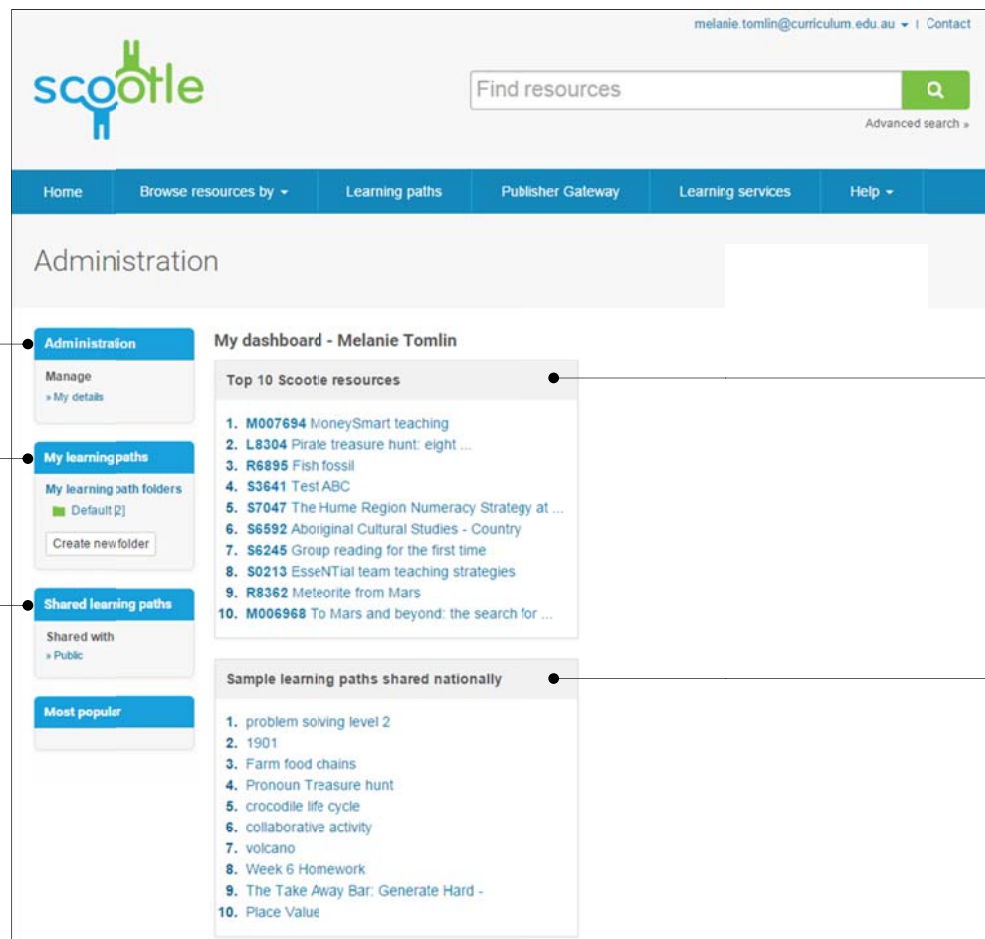
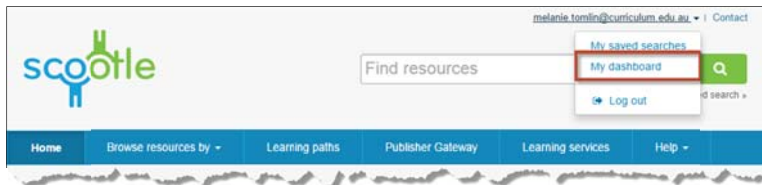
When you are logged in, your username will appear at the top right of every page. Click your username to expand the options available for your account. In order to log out, click your username, then the Log out link which appears at the bottom of the available options.



# Overview

## My Scootle dashboard

To access your dashboard, click on your username, then click the My dashboard option.



### Administration

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

### 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.

### Shared learning paths

Here, you can view learning paths that are shared with all users.

Learning paths are explained in detail on pages 29-50.

### Top 10 Scootle resources

The ten most frequently accessed Scootle resources are listed here.

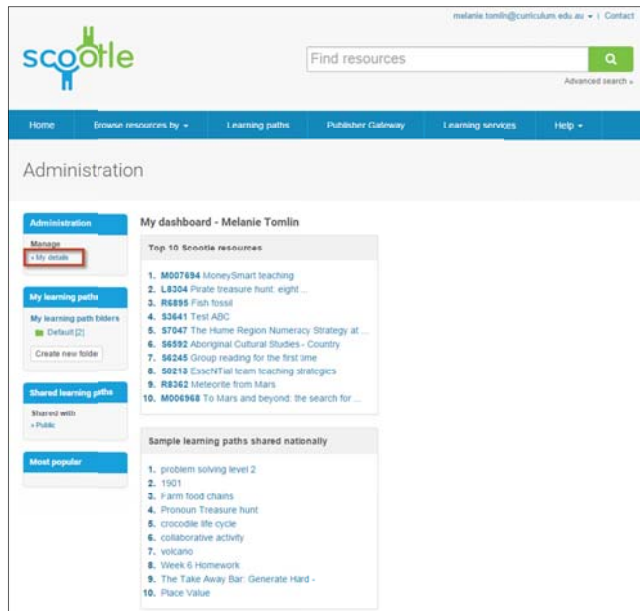
### Sample learning paths shared nationally

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.



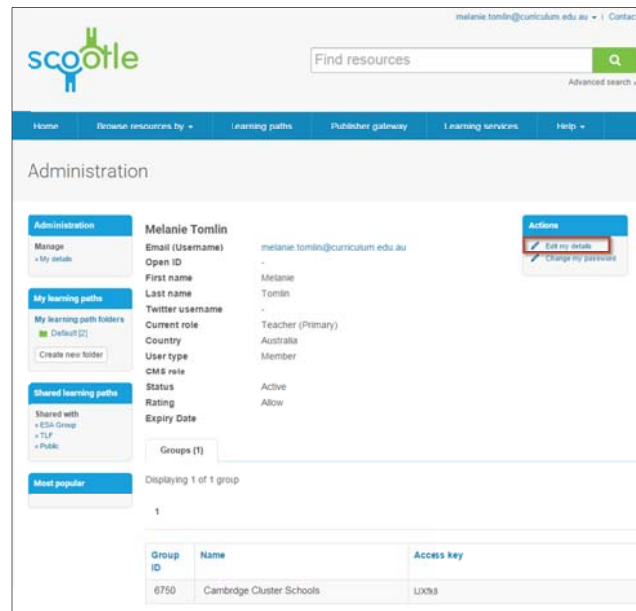
# How to Update my details

## Step 1 Click My details



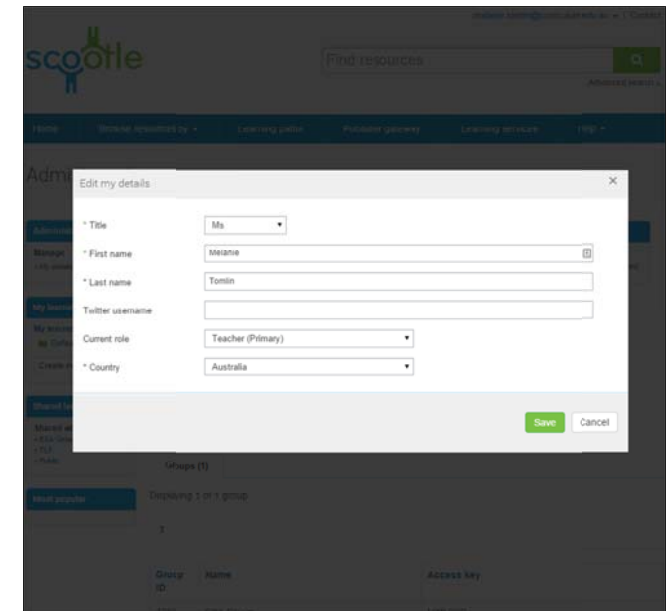
Once you're on the My dashboard page, you can access your details by clicking **My details** under Administration, which appears on the left hand side of the dashboard.

## Step 2 Click Edit my details



On the right-hand side, under Actions, click Edit my details.

## Step 3 Update details and save



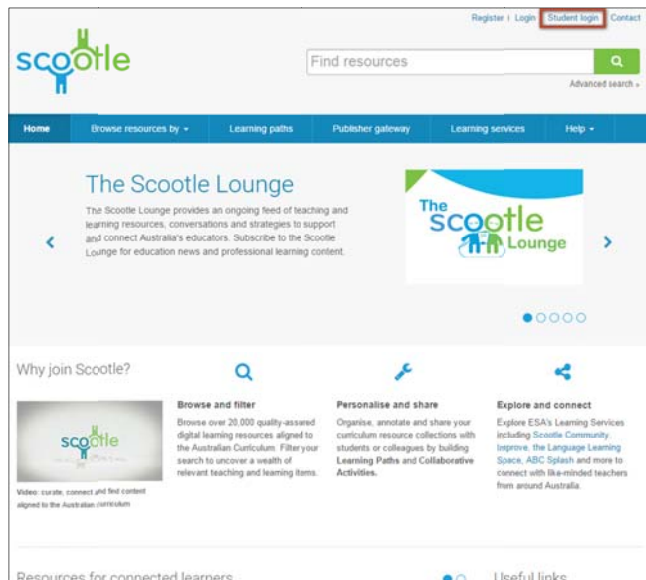
An Edit my details pop-up will appear over the Administration page.

Edit any details that you want to change and click Save to save your changes and exit, or Cancel to exit without saving your changes. Upon exiting, you will be returned to your details page.

Your personal details will never be shared with anyone or used for commercial purposes.

# How to Access learning paths and collaborative activities with a student PIN

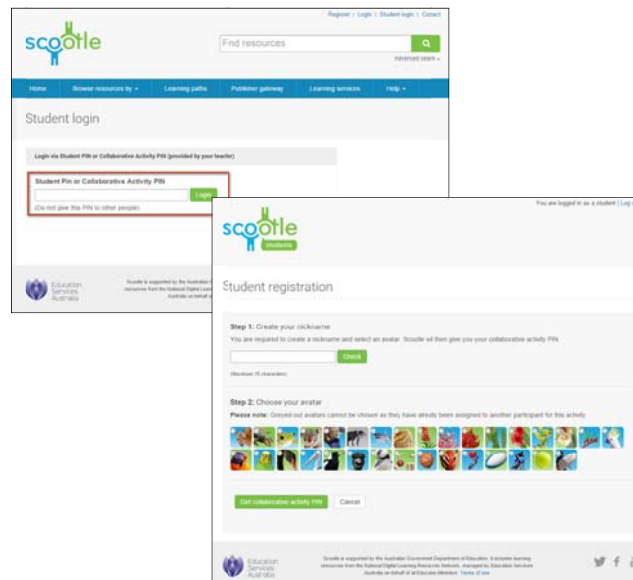
## Step 1 Go to the Student login page



Students access teacher-created learning paths by entering the learning path PIN provided by their teacher. Learning paths are explained in detail on pages 29–50.

To begin, the student clicks Student login in the navigation bar.

## Step 2 Enter Student PIN - Collaborative Activity



### Access to Learning Path

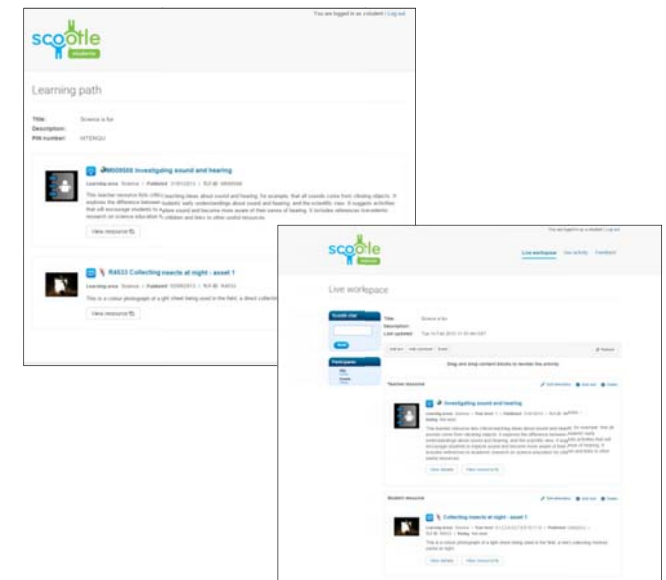
Students enter the Student PIN provided by their teacher in the text box.

### Access to Collaborative Activity

If the students have a PIN for a collaborative activity, they will be prompted to choose a nickname and select an avatar on login.

If they have already begun to collaborate and are returning to the activity, entering their Collaborative Activity PIN in this text box and clicking Login will take them straight to the activity.

## Step 3 Access learning path or collaborative activity



Students then have access to the learning path or collaborative activity developed by their teacher.

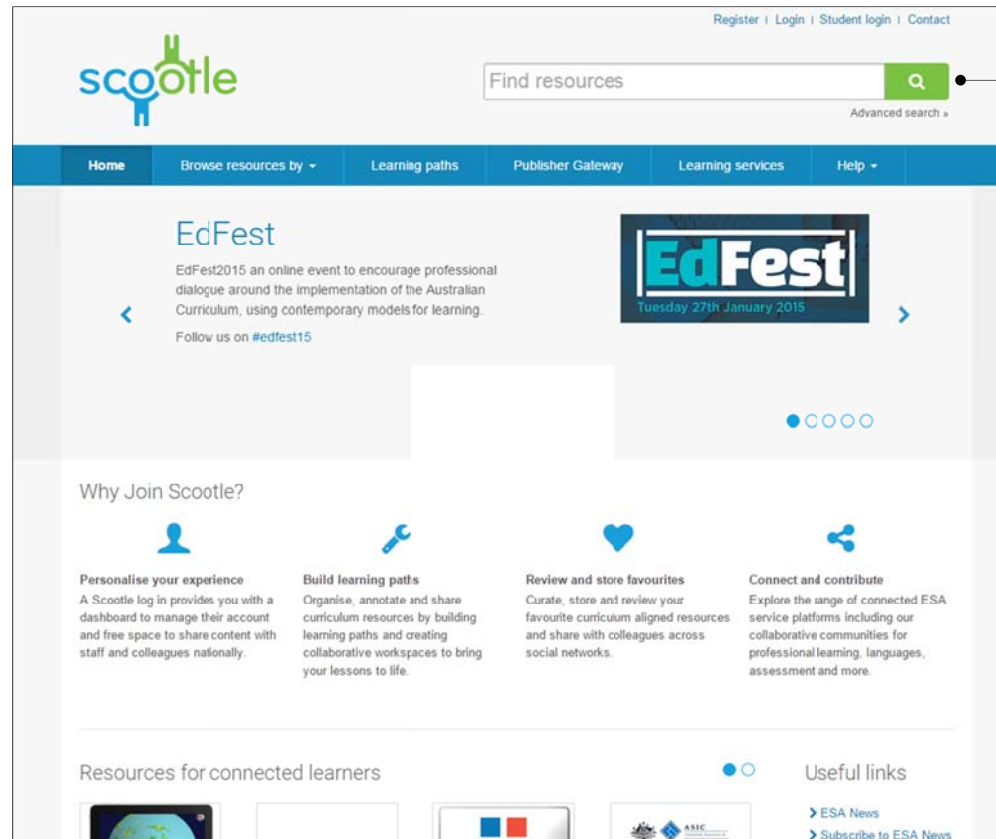


**Discovering learning content**  
Searching and browsing using Scootle

# Overview

## Basic search

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



### Search box

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.

The screenshot shows the Scootle Advanced search interface. At the top is the Scootle logo and a navigation bar with links: Home, Browse resources by, Learning paths, Publisher gateway, Learning services, and Help. Below the navigation bar is the 'Advanced search' title. The main search area includes a 'Search for' text box, a green 'Search' button, and a 'Clear search' button. To the right of the search box are 'Search/Clear Search buttons'. Below the search box are several filter sections: 'Fields' (with checkboxes for All fields, Title, Description, Topic, Sub-topics, TLF-ID, Educational value statement, Key learning objectives, and User contributed tags), 'Resource type' (with checkboxes for All types, Learning Object, Image, Audio, Video, Collection, Teacher resource, Assessment resource, Dataset, and Text), 'Year level' (with checkboxes for All year levels, F-2, 3-4, 5-6, 7-8, 9-10, and 11-12), 'Access profile' (with checkboxes for All profiles, Generic, Colour independence, Visual independence, Device independence, Physical independence, Hearing independence, and Cognitive support), 'Source' (with checkboxes for All, Web based resources, TLF, NSW DEC resource, Nationally shared, and Publishers), 'Published between' (with two date input fields in DD/MM/YYYY format and a calendar icon), 'Learning area' (with a dropdown menu set to 'All Learning Areas'), and 'Resource provider' (with a dropdown menu set to 'All content providers').

**Keyword**  
Enter keyword(s) in the Search for field.

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

**Resource type**  
The Resource type selection check boxes allow you to restrict your search to specific types of content. By default, the search covers all resource types.

**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.

**Search/Clear Search buttons**

Once you have specified your search criteria, click Search to search the repository.

Click Clear search to restore all default search criteria.

**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. 12/03/2015), 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.

**Learning area**

You can select a learning area by using the Learning area drop-down list.

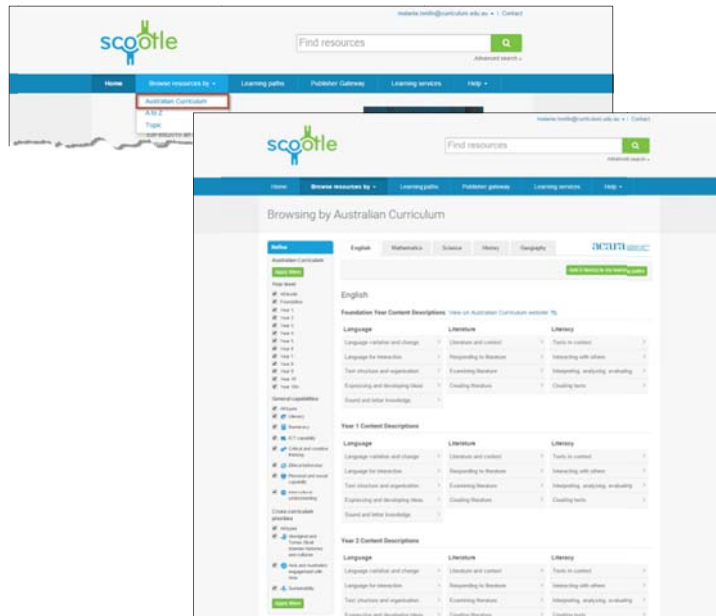
Only one learning area can be selected at a time.

**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.

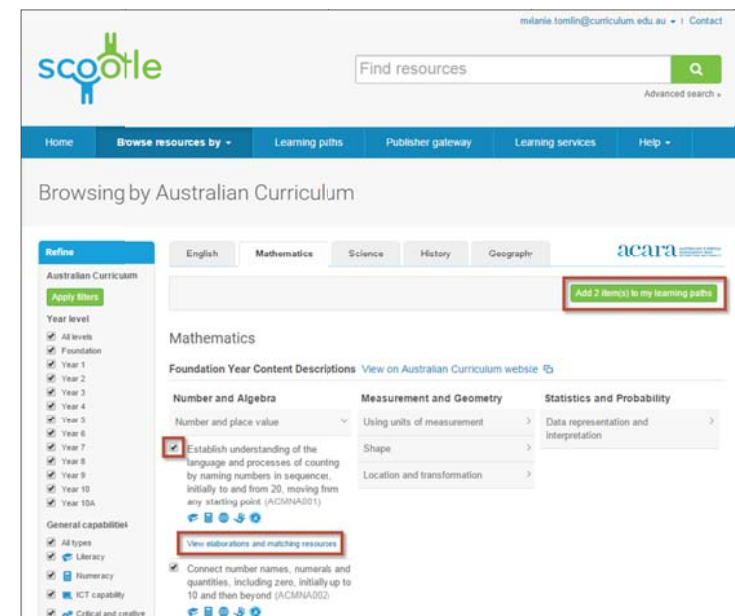
# How to Find content by Australian Curriculum

## Step 1 Select an Australian Curriculum learning area



Begin by clicking Australian Curriculum from Browse resources by on the Navigation bar. Tabs for each learning area are displayed on the page, with English displayed by default. If you wish to view another learning area, simply click the relevant tab.

## Step 2 View learning area



All strands and content descriptions for each year level that fall within the learning area you selected are displayed.

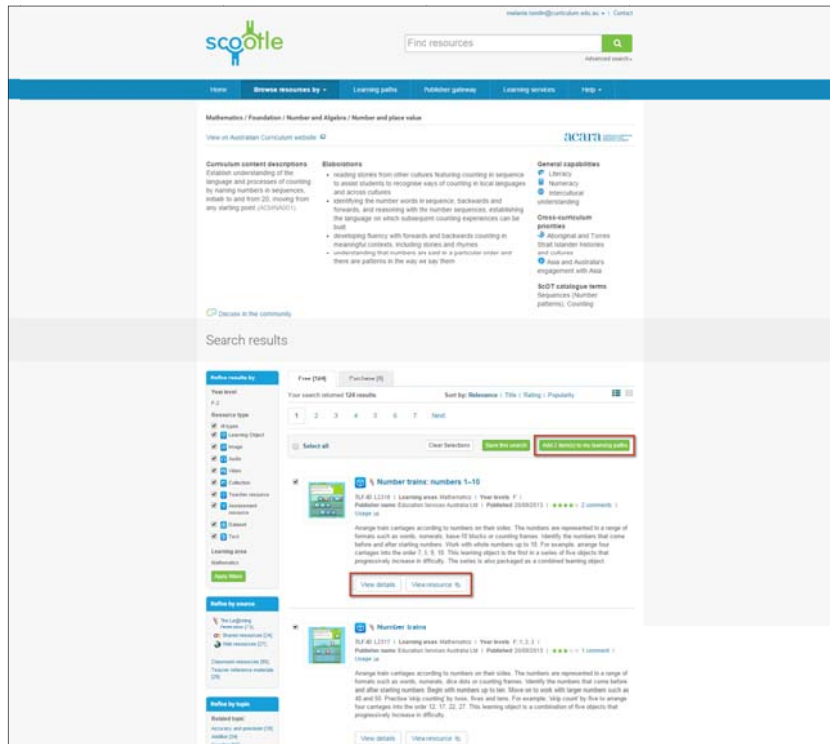
Click on a strand to view the available content descriptions.

Click View elaborations and matching resources to view elaborations and digital curriculum resources linked to the selected curriculum content description.

To save a curriculum content description to a learning path, select the check box(es) and click Add (*number*) item(s) to my learning paths, where (*number*) represents the number of check boxes for curriculum content descriptions you have selected. For example, in the image shown above, it is Add 1 item(s) to my learning path.



### Step 3 View elaborations and matching resources



Click View elaborations and matching resources for the curriculum content description.

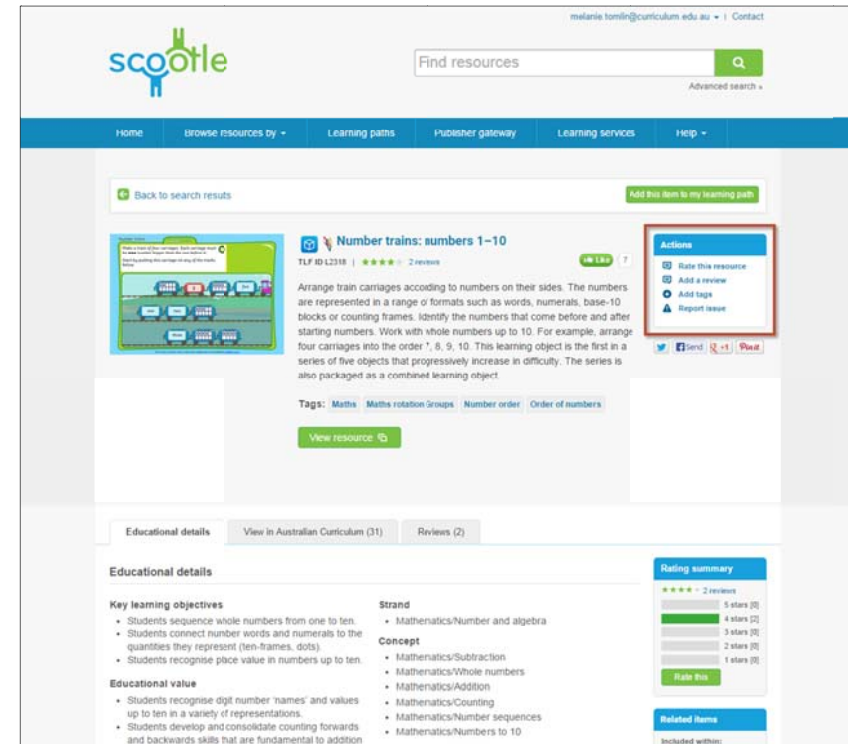
The page displays all digital curriculum resources that fall within the curriculum content selected. Use the page navigation to view more content.

To view a resource, click View resource. To view the details of a resource click View details.

To save a resource to a learning path, select the check box(es) and click Add (*number*) item(s) to my learning paths, where (*number*) represents the number of check boxes resources you have selected. For example, in the image shown above, it is Add 2 item(s) to my learning path.

For more information on learning paths, see page 29.

### Step 4 View the details of a resource

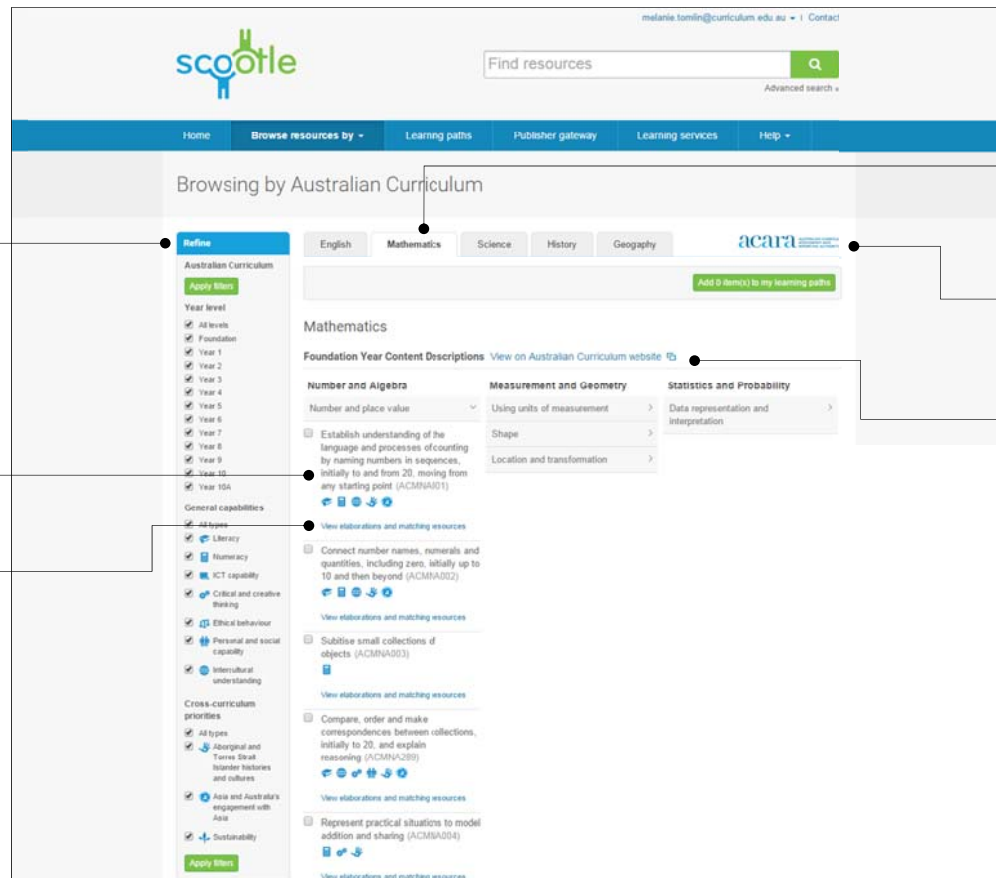


When viewing the details of a digital curriculum resource you can rate the resource, add a review, add tags, or report an issue.

# Overview

## Australian Curriculum content

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



### Refine

The Refine section allows you to filter your results by selecting **Year levels**, **General capabilities** and **Cross-curriculum priorities**.

Select the desired year level and/or general capabilities and/or cross-curriculum priorities and click Apply filters. The search will be conducted *within* the current search results, narrowing down the number of items returned.

### Curriculum content descriptions

This is a brief outline of the curriculum element that will be covered.

### View elaborations and matching resources

Click to view elaborations and digital curriculum resources linked to the selected curriculum content descriptions.

### Subject tabs

The results from Find by Australian Curriculum will display all subject tabs available. These allow you to browse each subject by clicking the appropriate tab.

### Australian Curriculum Assessment and Reporting Authority

This link goes to the ACARA website, which will open in the current window.

### View on Australian Curriculum website

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

# 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.

### Refine results by

The Refine results by section allows you to further refine your results by resource type.

Select the desired resource type(s), then click Apply filters at the bottom of the box. The search will be conducted *within* the current search results, narrowing down the number of items returned.

### Refine by topic

The Refine by topic section provides a list of topics related to the search results, with the number of related items displayed beside each topic.

Clicking a related topic restricts the results to items also related to that topic.

The screenshot shows the Scootle website interface. At the top is the 'Find resources' search bar. Below it is a navigation bar with links: Home, Browse resources by, Learning paths, Publisher gateway, Learning services, and Help. The main content area displays search results for 'Mathematics / Foundation / Measurement and Geometry / Using units of measurement'. It includes sections for 'Curriculum content descriptions', 'Elaborations', and 'General capabilities'. Below these is a 'Search results' section with a 'Refine results by' sidebar on the left. The sidebar has sections for 'Year level', 'Resource type', 'Learning area', and 'Refine by topic'. The main results area shows two resource cards: 'Comparison of length' and 'Starting Smart: the art of communication: pattern, order and number'. Each card includes a title, ID, learning area, year levels, publisher, and a brief description. There are also buttons for 'View details' and 'View resource'.

### Elaborations

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

### Changing tabs

The search results are displayed in two tabs. Free, which is displayed by default, contains a listing of all freely available resources. Purchase contains a listing of resources that must be paid for.

### Changing results view

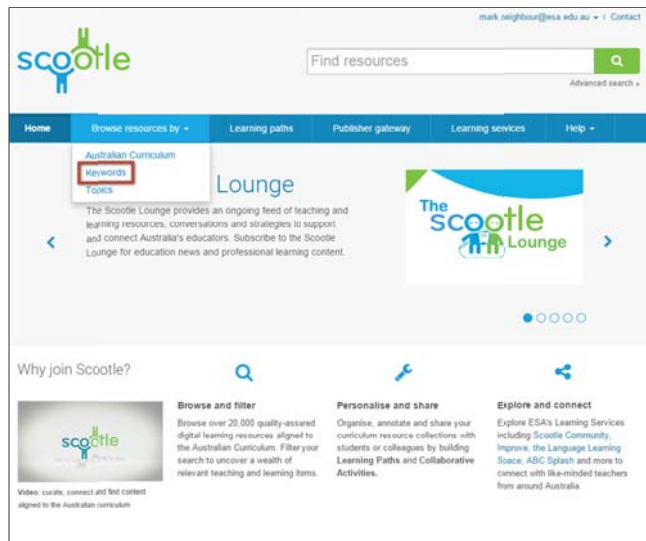
You can change between list view, which is the default view, and gallery view, by clicking the list or gallery icons.

### Sorting results

The results can be sorted according to relevance, title (alphabetically), rating or popularity.

# How to Browse content alphabetically

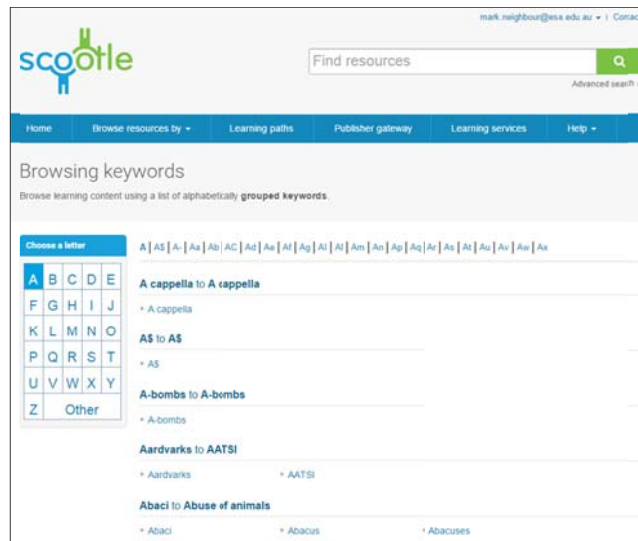
## Step 1 Click Keywords



Keywords allows you to browse learning content using a list of alphabetically grouped keywords.

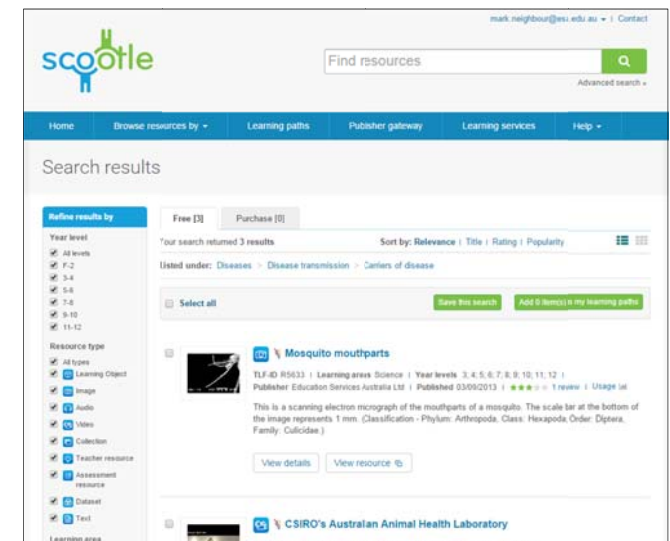
Begin by clicking Keywords from Browse resources by on the Navigation bar.

## Step 2 Choose a letter and click a keyword



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

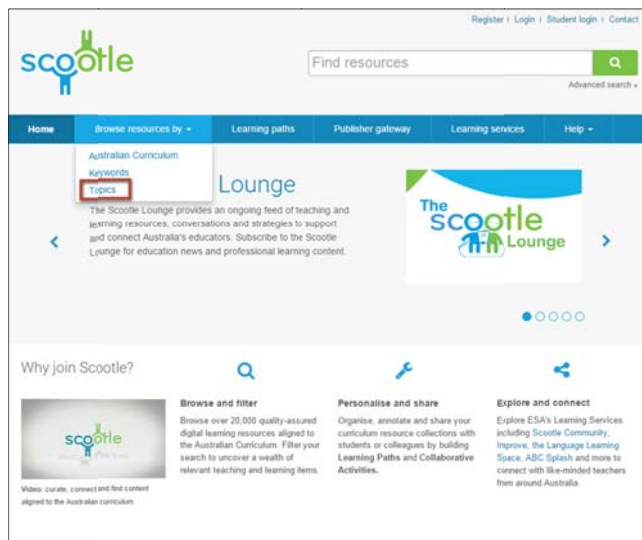
## Step 3 Browse the search results



You can view the search results as a list, which is the default, or a gallery by clicking the appropriate icon. Find out more about changing the search results view on page 22.

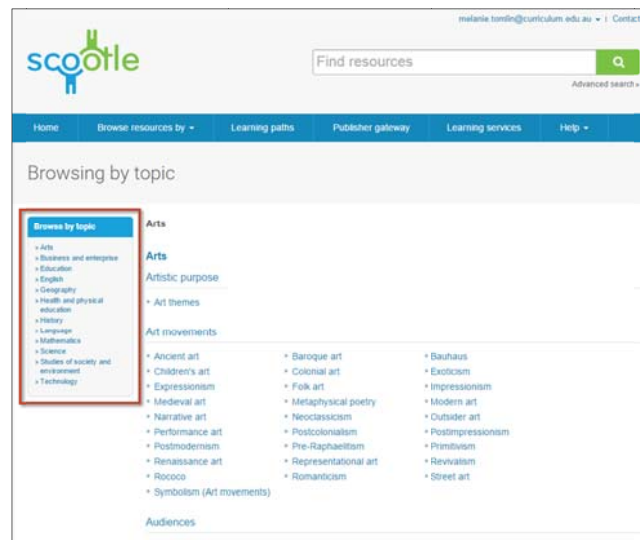
# How to Browse content by topic

## Step 1 Choose a topic



Begin by clicking Topic from Browse resources by on the Navigation bar.

## Step 2 View all subtopics within a topic



The Browse by topic page allows you to browse learning content by topic.

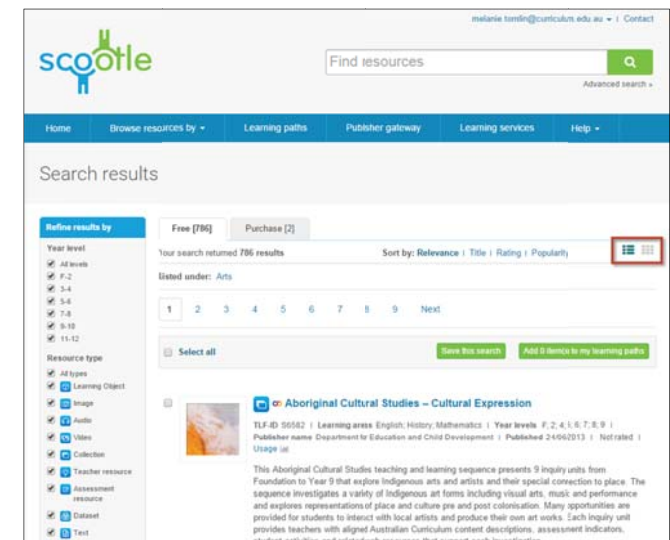
Topics are structured using a controlled education vocabulary – Schools Online Thesaurus (ScOT)<sup>1</sup> – and include Arts, Business and enterprise, Education, Health, History, Language, Mathematics, Science, Society, and Technology.

Clicking on a broad topic in the Browse by topic box will display the subtopics. Each subtopic is further divided into relevant keywords.

Clicking any topic, subtopic or keyword on the main area of the page takes you to a page that displays all results related to your selection.

<sup>1</sup> For further information about ScOT, visit <http://scot.curriculum.edu.au/>.

## Step 3 Browse the search results



You can view the search results as a list, which is the default, or a gallery, by clicking the appropriate icon.

Find out more about changing the search results view on page 22.



**Understanding and refining search results**  
Processes and functions



# Overview

## Search results page

**Refine results by**

The Refine results by section allows you to further filter your results by selecting Year levels (useful mainly for learning objects and collections), Resource types and/or a Learning area.

Select the desired year level, resource type(s) and/or learning area, then click Apply filters 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 source**

The Refine by source section provides a list of sources for the relevant resources. Clicking a source restricts the results to the items related to the source.

**Refine by topic**

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

### Changing tabs

The search results are displayed in two tabs. Free, which is displayed by default, contains a listing of all freely available resources. Purchase contains a listing of resources that must be paid for.

### Sorting results

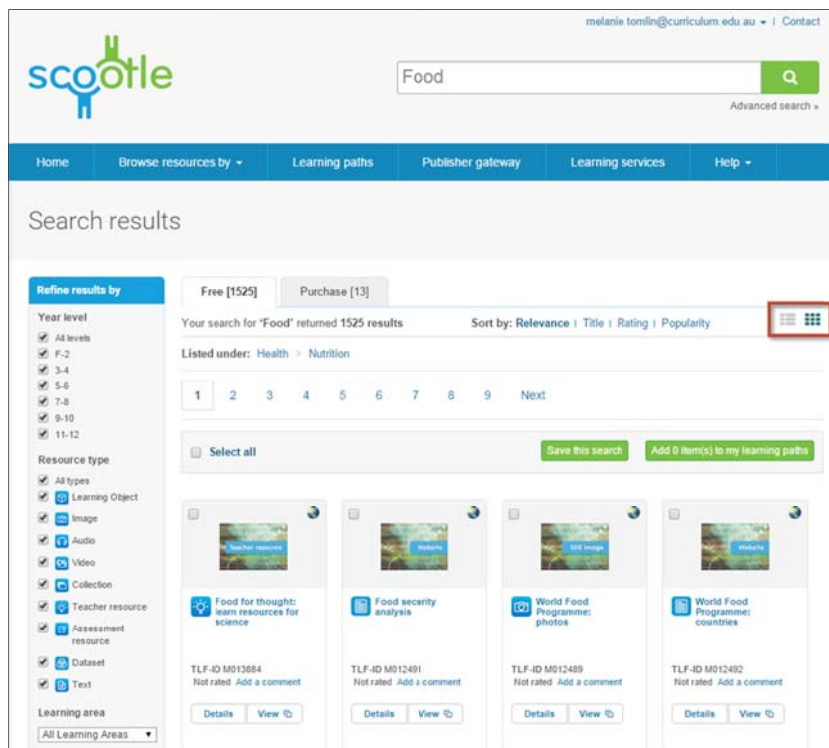
The results can be sorted according to relevance, title (alphabetically), rating or popularity.

### Changing results view

You can change between list view, which is the default view, and gallery view, by clicking the list or gallery icons.

# How to Change the search results view

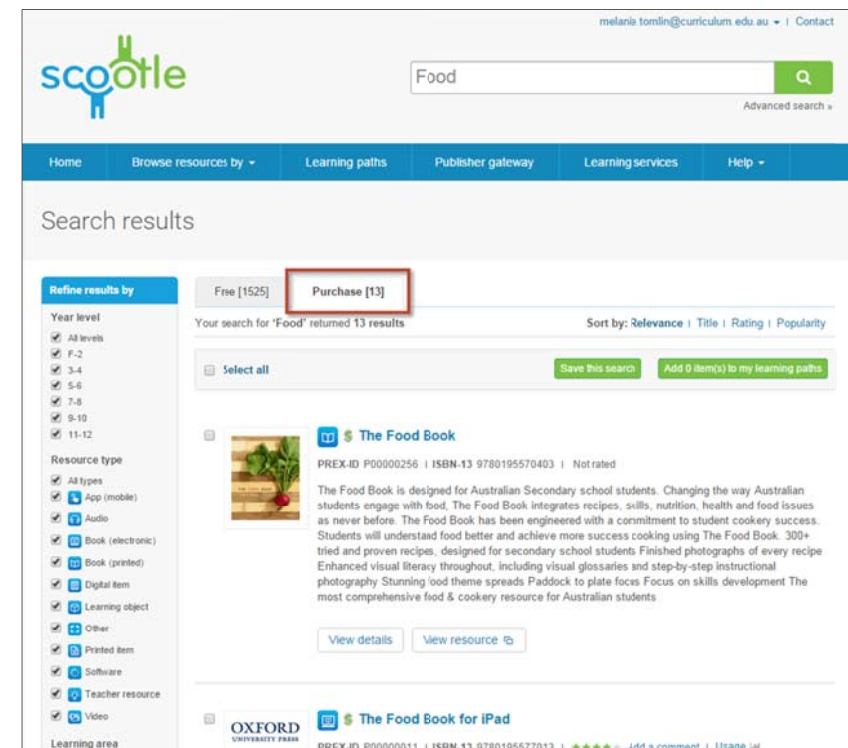
## Alternative option 1 View as gallery



Most search and browse results default to displaying the results as a list, as depicted on the previous page.

However, choosing the gallery icon (nine small squares set out in 3x3) displays search results as thumbnail images.

## Alternative option 2 View resources that are available for purchase



Choosing the Purchase tab for a set of search results will show all related resources available for purchase.

# Overview

## Search result display

Each search result has a consistent format, whether it is being viewed as part of list or as a gallery.

**Learning path check box**

Select this check 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, click the **View details** button.

**Source**

This icon indicates that the source of the content is the National Digital Learning Resource Network (previously The Le@rning Federation).  
A web resource icon may appear instead, as shown in the resource listed above this one.

**Resource icon and title**

An icon indicating the type of learning resource appears to the right of the resource thumbnail, if any. The title of the resource appears to the right of the icon indicating the source of the resource.

Moving your mouse pointer over the resource icon will display what type of resource it is.

Clicking the title takes you to the details page of that content.

**ID, Learning areas, Year levels, Publisher name, Published (date), rating and usage**

Below the content title is a section that displays the ID, Learning areas, Year levels, Publisher name, Published (date) rating and usage of the resource. (Note: The Learning area and Year level values only appear for learning objects and collections.)


The resource in this example has not yet been rated. Ratings are given by users of Scootle, and displayed as a number of stars.


Moving your mouse pointer over Usage will display a number of statistics for the resource, such as how many people have viewed the resource and how many learning paths it has been added to.


**View details and View resource**

View details takes you to the details page of the resource.

View resource opens the learning content in a new browser tab or window.


☐




**Food and drink**


TLF-ID M013283 | Learning areas Languages other than English | Year levels 5,6,7,8 |  
 Publisher name Department of Education, Employment and Workplace Relations | Published 16/05/2013 |  
 Not rated | Usage 

This is a learning object that explores Chinese food and drink through the context of preparations for a party, from shopping for food, how it is grown, prepared and cooked, through to eating. The resource offers two audio tours of its eight locations, narrated by two Chinese teenagers in Chinese, supported by simplified characters and pinyin text. Each location contains bilingual information and bilingual captioned images, which can be saved to a tool known as a backpack, and a vocabulary list in simplified characters with pinyin and audio.

[View details](#)
[View resource !\[\]\(a4848a7f290c3fd14bf2276a5b09747a\_img.jpg\)](#)

☐



**Smart food**

TLF-ID R11528 | Publisher name Education Services Australia Ltd | Published 01/07/2013 |  
 Not rated | Usage 

This colour clip highlights the amount of energy used to produce some everyday food items of the typical Australian consumer. It features Lisa Corduff from the television series 'Making the Switch' interviewing Sophie Scott from the Australian Conservation Foundation's GreenHome program at a Melbourne market. This interview featured in the second episode of 'Making the Switch', a television series about environmental sustainability. It first aired in June 2007. A short section from the Black Balloons advertising campaign appears at the end of the clip.

[View details](#)
[View resource !\[\]\(92ce96eaea0d7284690928c496458da0\_img.jpg\)](#)



**Viewing learning content**  
Exploring audio and video content, learning objects and images

# Overview

## View details page Educational details

Clicking View 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.

### Back to search results

Click Back to search results to continue searching.

### Thumbnail image

The Details page displays a small preview image of the resource.

### View in Australian Curriculum

Click the View in Australian Curriculum tab to view related curriculum information for the learning content selected.

### Reviews

Click the Reviews tab to view teaching ideas related to this resource, and how well the resource met teaching purposes. These reviews are provided by other Scootle educators, based on engagement with the resource.

### 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. These details can be valuable in helping you plan for the use of the learning resource in your teaching.

The screenshot shows the Scootle website interface for a resource titled 'Making music'. The page has a blue header with the Scootle logo and navigation links. Below the header, there's a search bar and a 'Back to search results' button. The main content area features a thumbnail image of a guitar, a title 'Making music', and a brief description. Below this, there are tabs for 'Educational details', 'View in Australian Curriculum (1)', and 'Reviews (0)'. The 'Educational details' tab is selected, displaying a list of key learning objectives, educational value, strand, concept, skill, student activity, and learning design. To the right of the main content, there are sections for 'Actions' (Rate this resource, Add a review, Add tags, Report issue), 'Rating summary' (showing 2 reviews), 'Related items' (listing similar resources), and 'You may also like' (listing recommended resources).

### Actions

Click Rate this resource to enter a star rating.

Click Add a review to write a review.

Click Add tags to add your own tags or keywords that describe the resource. Those tags will help others when searching for this resource.

Click Report issue if the resource does not function correctly.

### View resource

Click View resource to go directly to the resource.

### Rating summary

See how other users have rated this resource and give the resource your own rating by clicking Rate this.

### Related items

Find similar content items by browsing related topics.

### You may also like

Find similar content items by browsing related items.

# Overview

## View details page Australian Curriculum

Clicking the View in Australian Curriculum tab from the details page displays a list of available Curriculum content descriptions and Elaborations linked to the resource selected.

The screenshot shows the Scootle website interface for the 'Making music' resource. The page includes a search bar at the top with the text 'making music'. Below the search bar is a navigation menu with links: Home, Browse resources by, Learning paths, Publisher gateway, Learning services, and Help. The main content area features a large image of a guitar and a description of the resource. On the right side, there is a sidebar with sections: Actions (Rate this resource, Add a review, Add tags, Report issue), Rating summary (5 stars (0), 4 stars (0), 3 stars (1), 2 stars (1), 1 star (0)), and Related items (Includes: Making music: free play, Making music: make a tune, Making music: match that sound, Making music: match that tune). At the bottom, there is a section titled 'You may also like' with two items: 'Sydney Symphony Orchestra: making music lessons: years 7-8' and 'Should art starters: painting the music - item 1 of 2'. The page also has a 'Back to search results' button and an 'Add this item to my learning path' button. The 'View in Australian Curriculum' tab is highlighted, showing a list of Curriculum content descriptions and Elaborations.

**Back to search results**  
Click Back to search results to continue searching.

**Add to learning paths**  
Click to add any selected curriculum content descriptions to a new or existing learning path.

**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.

**View on Australian Curriculum website**  
This link will open a new window displaying 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



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

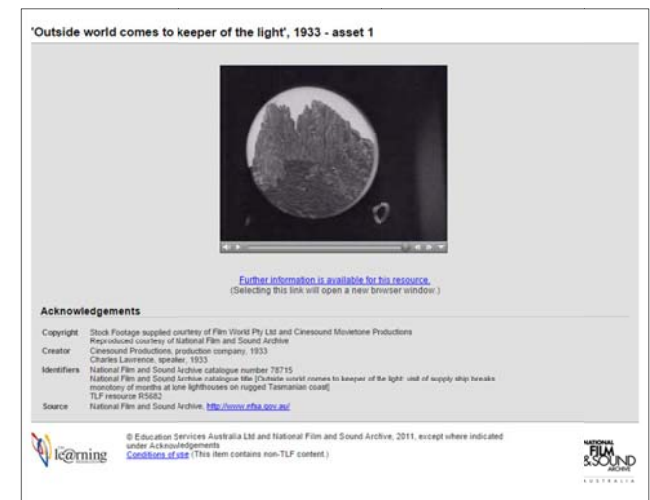
## Viewing Images



If the content is an image, clicking View content opens a large version of the image with key creation and acknowledgement information.

*'Fox hunting in 1945': From the collection of the National Archives of Australia. Photograph by Department of Information.*

## Viewing Audio and video content



If the content is video or audio, clicking View resource opens a new window with a small media player embedded and acknowledgement 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.*



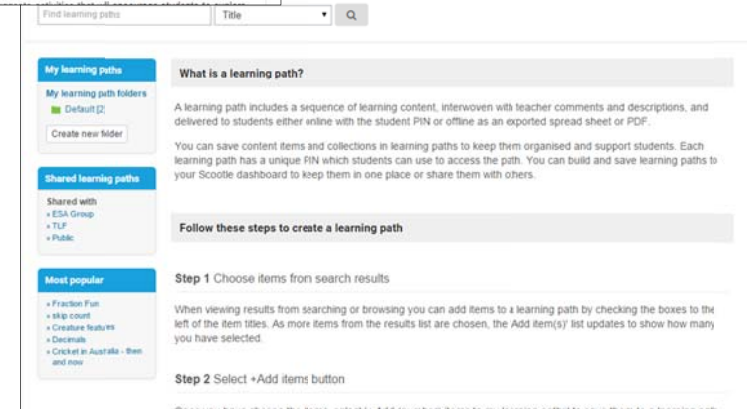
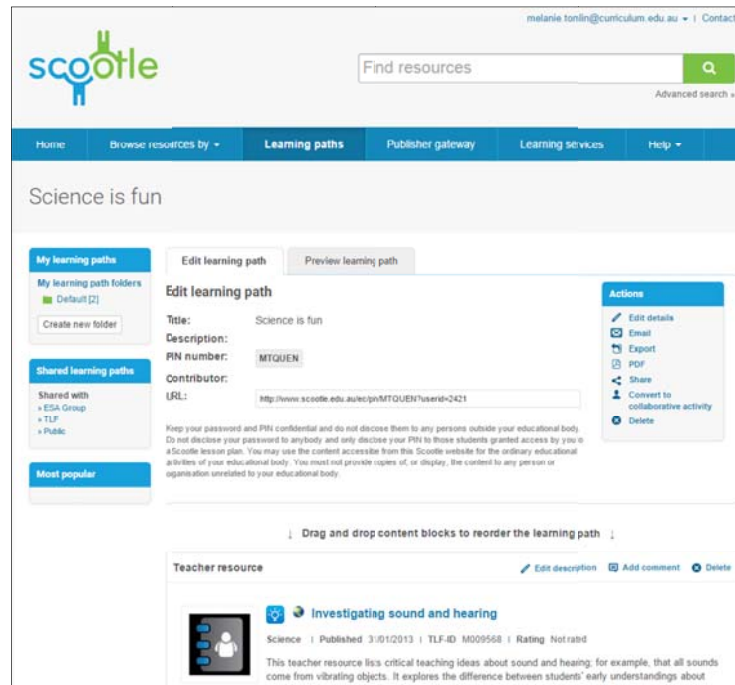
**Adding, managing and sharing learning paths**  
Processes and functionality

# About Learning paths

## Learning paths

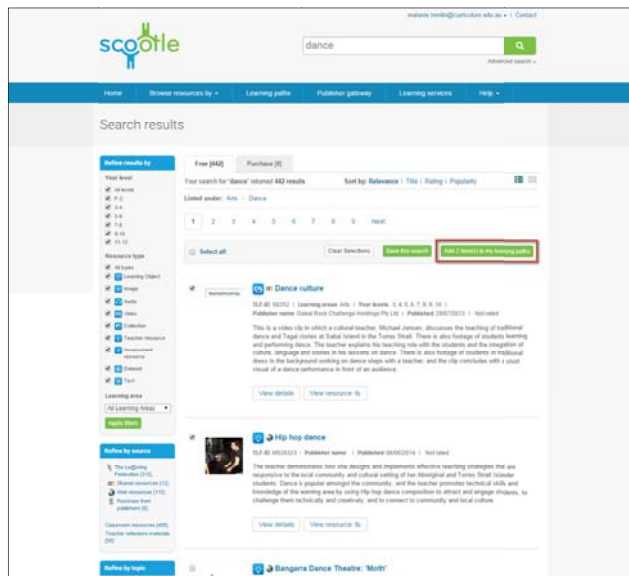
You can save resources, content descriptions and collections in Learning paths to keep them organised and support students. Each learning path has a unique PIN which students can use to access the path. You can build many learning paths and use Scootle to keep them in one place or share them with others.

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

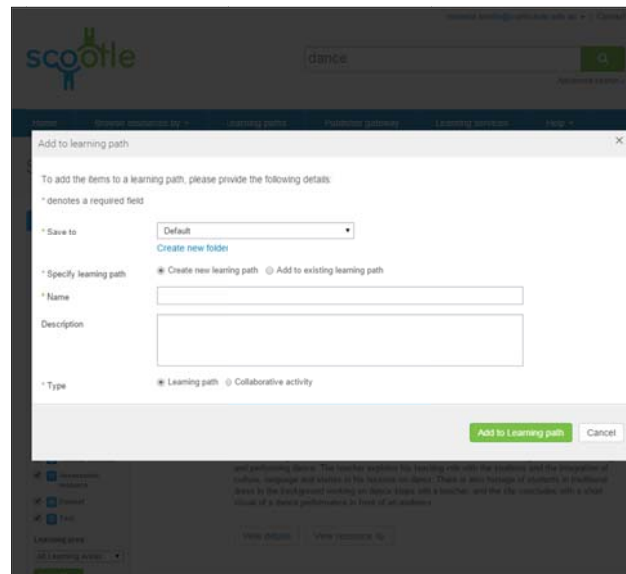


When viewing results from searching or browsing, you can add items to a learning path by checking the boxes to the left of the thumbnail. As more items from the results list are chosen, the number of items shown on the Add *(number)* items to my learning paths button updates to show how many you have selected. For example, in the image shown above, it is Add 2 item(s) to my learning path.

Once you have finished selecting your items, click Add *(number)* items to my learning paths to save them to a learning path.

Note: You cannot add more than 50 items to a learning path at any one time.

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



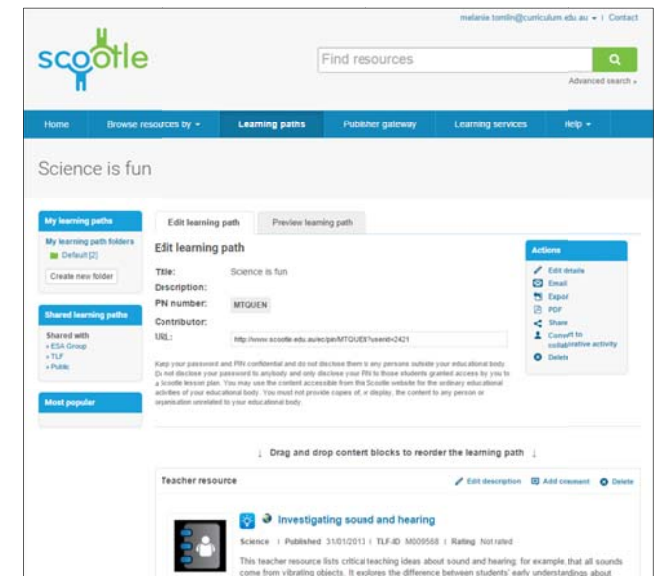
You can select a folder from the Save to drop-down list or click Create new folder.

If you create a new folder, enter a name and click Save.

If you are creating a new learning path, choose Create new learning path, enter a Name and an optional Description, then click Add to learning path.

For subsequent additions, choose Add to existing learning path, select the learning path from the Select drop-down list and click Add to learning path to save your learning path.

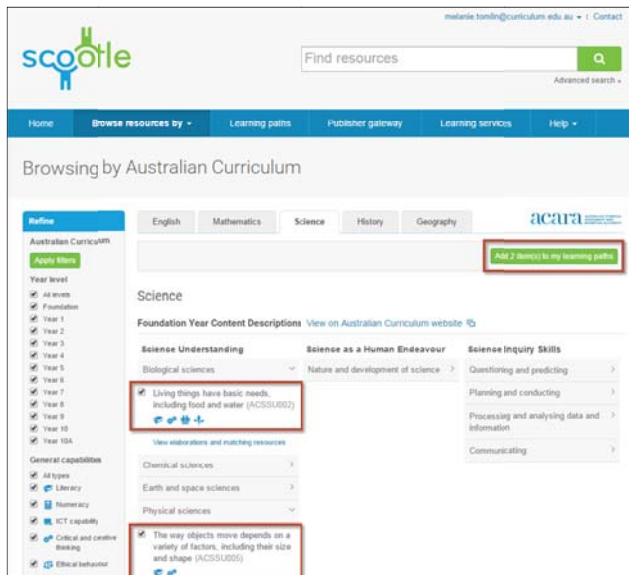
## Step 3 Manage learning path



Once your learning path has been saved, you will be returned to the **Edit learning path** page. Here you can manage your learning paths and folders.

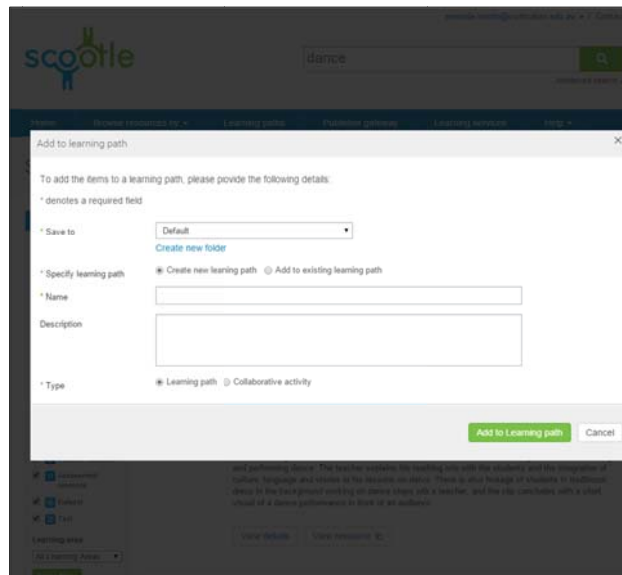
# How to Add curriculum content descriptions to a learning path

## 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 the relevant check box and clicking **Add (number) item(s)** to my learning path. For example, in the image shown above, two content descriptions have been selected to add to a learning path.

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



You can select a folder from the list or click **Create new folder**.

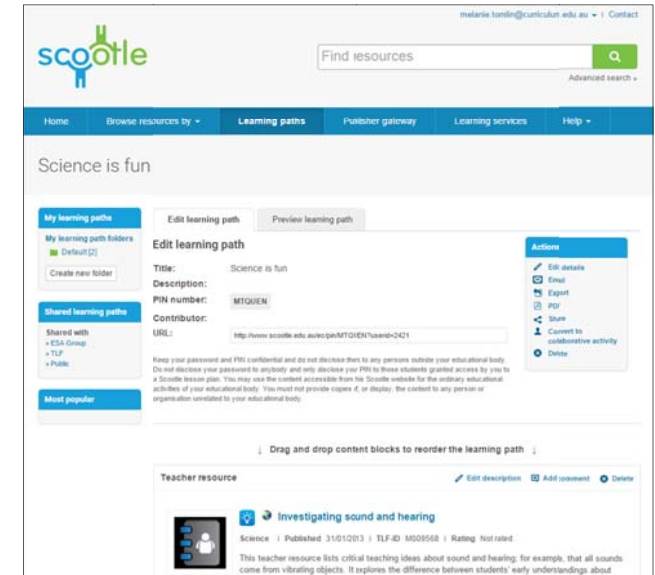
If you create a new folder, enter a name and click **Save**.

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 click **Save**.

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

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

## Step 3 Manage learning path



Once your learning path has been saved, you will be returned to the **Edit learning path** page. Here, you can view and manage your learning paths and folders.

# Overview

## Learning paths page

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

The screenshot shows the Scootle Learning paths page. At the top, there's a header with the Scootle logo, a search bar, and a navigation menu. The main content area is titled 'Learning paths'. Below the title, there's a search bar with the text 'Find learning path'. To the left of the search bar, there's a sidebar with three sections: 'My learning paths', 'Shared learning paths', and 'Most popular'. The 'My learning paths' section has a sub-section 'My learning path folders' with a 'Default [2]' folder and a 'Create new folder' button. The 'Shared learning paths' section has a 'Shared with' sub-section with links to 'ESA Group', 'TLF', and 'Public'. The 'Most popular' section has a list of items: 'Fraction Fun', 'skip count', 'Creature features', 'Decimals', and 'Cricket in Australia - then and now'. The main content area has a section titled 'What is a learning path?' and a section titled 'Follow these steps to create a learning path'.

### My learning paths

All learning paths that you create or copy are stored here.

By clicking My learning path folders you can sort your learning paths into folders to make it easier to find and organise them.

### Shared learning paths

Use this 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.

### Most popular

The most popular learning paths can be found here. Click a learning path to view it.

### Search and browse learning paths

You can search for learning paths using the Find learning path search box, and copy learning paths that you find into your folder so you can customise them for your own learners' needs.



# Overview

## Edit learning path page

When viewing your learning path folders, select Edit from the Actions drop-down list to edit that learning path.

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

**Grouping**  
Resources are linked to their respective content description and are categorised by teacher and student resource types.

The screenshot shows the Scootle website interface for editing a learning path. The top navigation bar includes links for Home, Browse resources by, Learning paths, Publisher gateway, Learning services, and Help. A search bar is located in the top right. The main content area is titled 'Science is fun' and features a sidebar on the left with sections for 'My learning paths', 'Shared learning paths', and 'Most popular'. The main area has tabs for 'Edit learning path' and 'Preview learning path'. The 'Edit learning path' tab is active, displaying fields for Title, Description, PIN number, Contributor, and URL. Below these fields is a warning about confidentiality. At the bottom, there is a section for 'Teacher resource' with a resource titled 'Investigating sound and hearing' and a URL field.

### 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), email it to another person (for example, a student), export it as an Excel spreadsheet, save it as a PDF, share it with other users of Scootle, convert it to a collaborative activity, or delete it.

### Group Actions

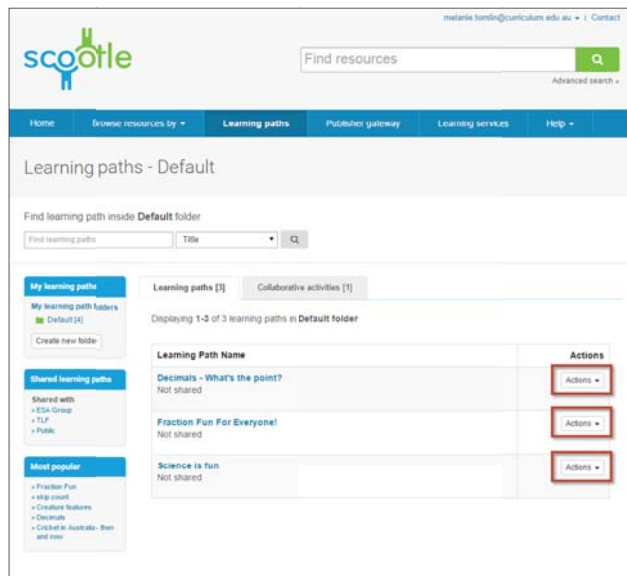
You can edit the description of an item (left), add a comment or delete the item.

### URL

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

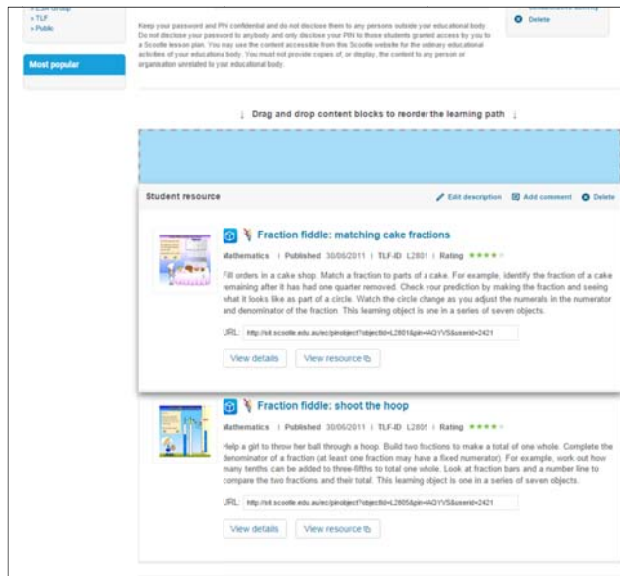
# How to Sort or delete items within a learning path

## Step 1 Select a learning path



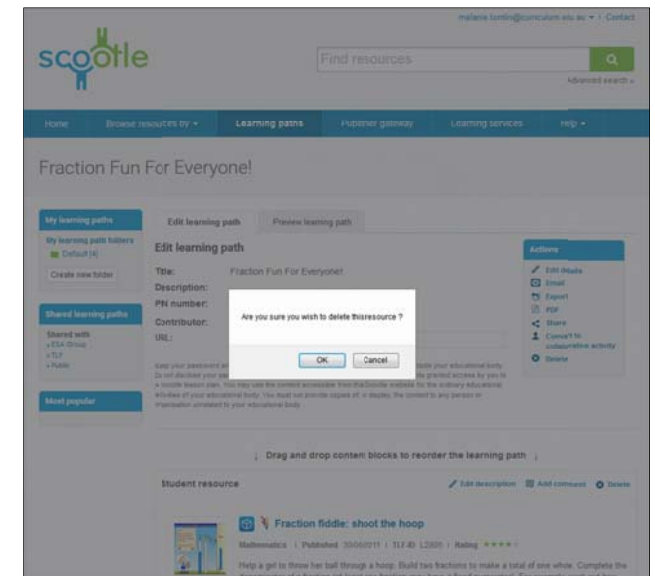
Each item (learning resource, content description or comment) within a learning path can be moved to a different place in the sequence by way of drag and drop. The first step is to select a learning path by clicking the corresponding Edit link via Actions.

## Step 2 Edit - Sort item(s)



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

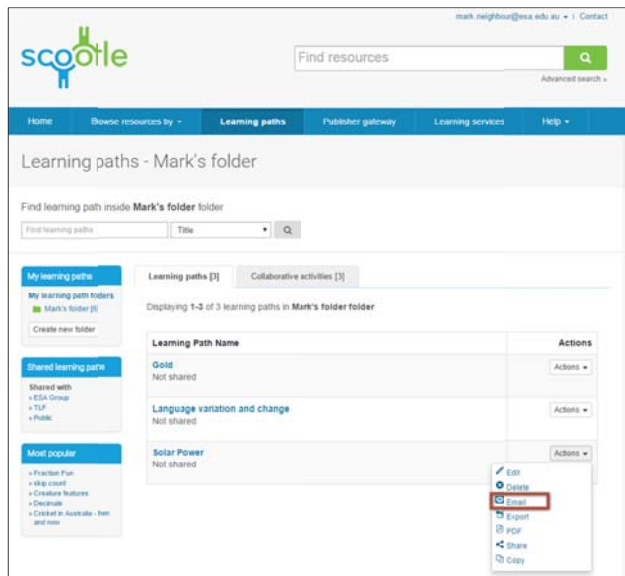
## Step 3 Delete item(s)



To delete an item, click Delete which appears to the far right of Student resource or Teacher resource. A dialogue box will pop up requesting confirmation of the deletion. Click OK to delete or Cancel to retain the item.

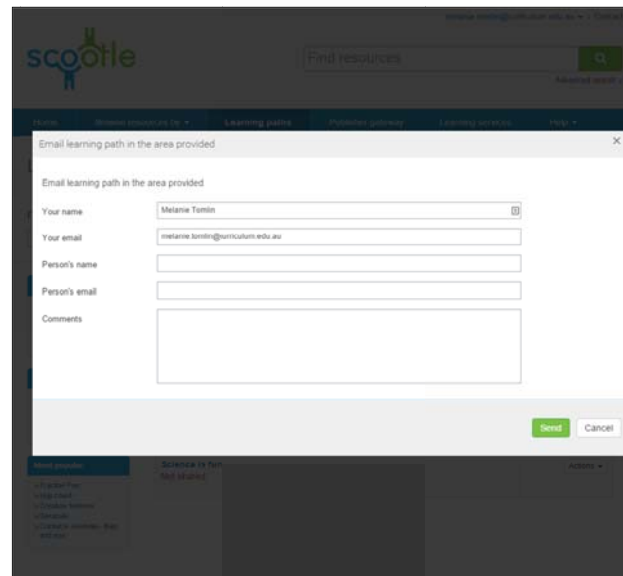
# How to Email a learning path

## Step 1 Click Email



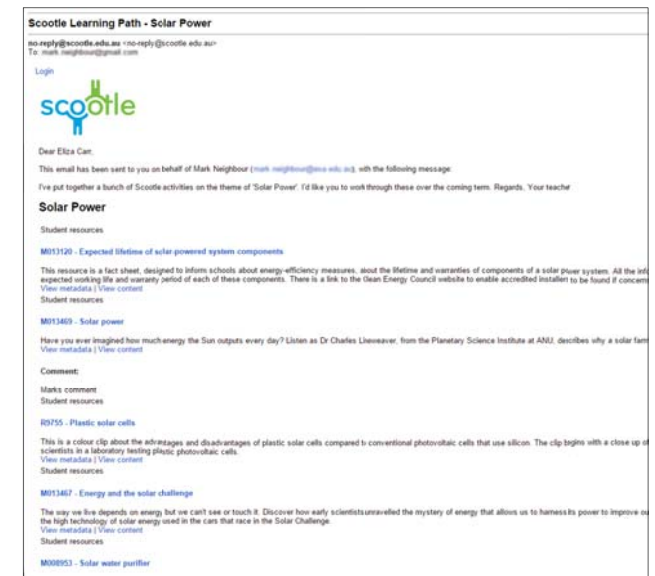
You can send a learning path to another person, such as a student, by email. To begin, click the Email link via Actions for the corresponding learning path.

## Step 2 Enter details and send



Your name and email address will be pre-populated. Simply enter the recipient's name and email address, and any comments, which will appear in the body of the email, before clicking Send.

## Sample Email message format



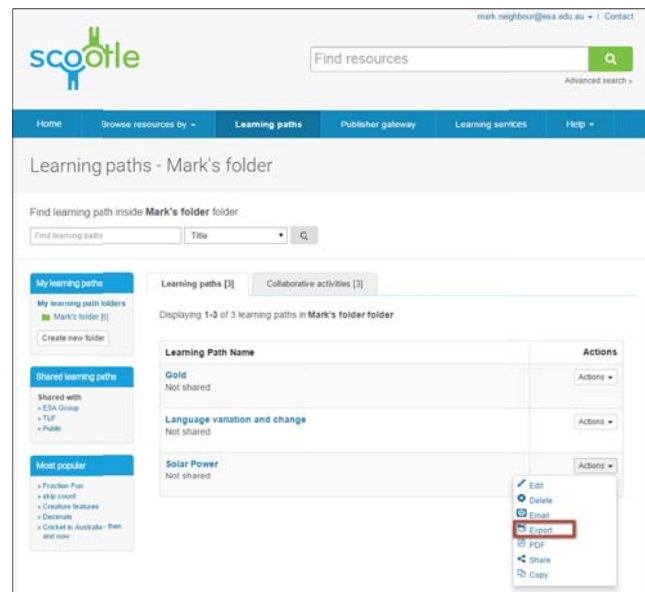
The recipient will receive an email message similar to the one shown above. They can use the Login link or the Scootle logo at the top of the message to go directly to the Scootle login page.

The recipient can view the learning content by clicking 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 reply to your email address.

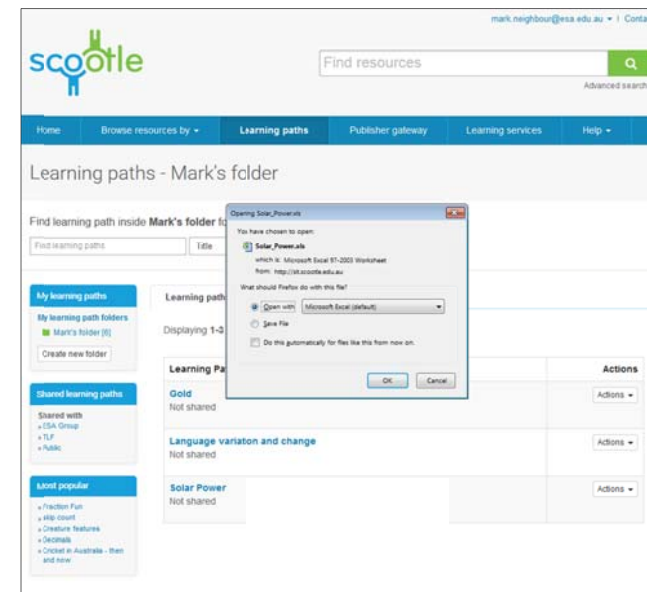
## How to Export a learning path

Step 1  
Click Export



Click 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



In Mozilla Firefox (depicted above), click Open with and choose spreadsheet editing software, or click Save file and OK.

In Internet Explorer, click Open or Save.

In Google Chrome, the spreadsheet file will automatically download to your default download location.

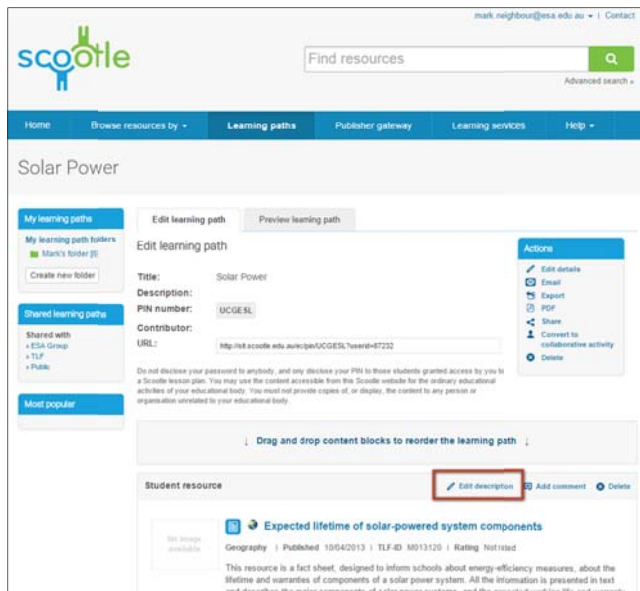
Sample  
Spreadsheet format

Object ID	Title	Description	View Metadata URL	View Content URL
M013120	Expected lifetime of solar-powered energy components	This resource is a fact sheet, designed to inform schools about energy efficiency measures, about the lifetime and value of the components of a solar power system. All the information is presented in text and describes the major components of solar power systems, and the expected working life and warranty period of each of these components. There is a link to the Clean Energy Council website to enable accredited installers to be found if you choose an artisan.	<a href="https://aiid.acsc.edu.au/resource/168791">https://aiid.acsc.edu.au/resource/168791</a>	<a href="https://aiid.acsc.edu.au/resource/168791">https://aiid.acsc.edu.au/resource/168791</a>
M013469	Solar power	Have you ever imagined how much energy the sun radiates every day? Listen as Dr Charles Livermore, from the Planetary Science Institute at NASA, describes why a solar farm based in space can capture and use more of the Sun's enormous energy potential. Mark's comment	<a href="https://aiid.acsc.edu.au/resource/168794">https://aiid.acsc.edu.au/resource/168794</a>	<a href="https://aiid.acsc.edu.au/resource/168794">https://aiid.acsc.edu.au/resource/168794</a>
R0175	Plastic solar cells	This is a 'click' clip about the advantages and disadvantages of plastic solar cells compared to conventional photovoltaic cells and their cost. The clip begins with a close-up of photovoltaic cells and zooms out to show how they are arranged in a solar panel. I have seen scientists in a laboratory testing plastic photovoltaic cells.	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>
M013467	Energy and the solar challenge	The way we live depends on energy but I don't see our touch k Discover how early scientists unravelled the mystery of energy that allows us to harness its power to improve our lives. Track the development of energy converters from massive steam-driven engines through to the high technology of solar energy used in the cars that race in the Solar Challenge.	<a href="https://aiid.acsc.edu.au/resource/168794">https://aiid.acsc.edu.au/resource/168794</a>	<a href="https://aiid.acsc.edu.au/resource/168794">https://aiid.acsc.edu.au/resource/168794</a>
M005953	Solar water purifier	This website presents an activity that demonstrates the evaporation and collection of clean water from a solution containing impurities. The activity includes a list of materials, a step-by-step procedure, a description of what is happening, some real-life applications and external links for further research. This activity is part of CSEA's Science by email publication, an online newsletter featuring the latest science news, activities and experiments.	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>
R0957	Solar car, 1986	This is a clip of a lightweight solar-powered car. It's got wheels and side wings of the car catch winds of the solar panels, the wheel of the car, which houses the electric motor, and scientists looking at CAD-like drawings of the wheel and a workshop manufacturing the wheel. A narrator talks about the innovative design that enables the motor to generate the same power output as six twice its weight.	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>
M009063	Solar power: the ABC science program	This clip from the ABC Science program "Cataly looks at the potential benefits that could be gained from harnessing solar power via solar sails positioned in outer space. Dr Charles Livermore (Australian National University) describes the vast energy resources that the Sun could provide for humanity's future energy needs.	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>
R0311	An innovative solar energy panel	This is a colour photograph of a solar energy panel being held up to the sky. The panel is being twisted to display its high flexibility. Standard electricity towers can be seen in the background. This solar panel contains a layer of nanocrystalline, or quantum dots, of copper-indium-gallium-diselenide (CIGS).	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>
R425	Solar-powered light trap	This is a colour photograph of a flycatcher examining a solar-powered light trap. The solar panel powers the trap's light catches insects like moths and beetles. The solar panel is attached to the side of the device and directed towards the sun.	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>
R0585	Solar-covered car, 1993	A solar covered car made in 1993 by students from Morisset	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>	<a href="https://aiid.acsc.edu.au/resource/168795">https://aiid.acsc.edu.au/resource/168795</a>

The learning path spreadsheet can be opened in Excel or Numbers, and each item (learning resource, content description or comment) will have its own row, with one field per column: title, description and so on. Comments appear in the description column.

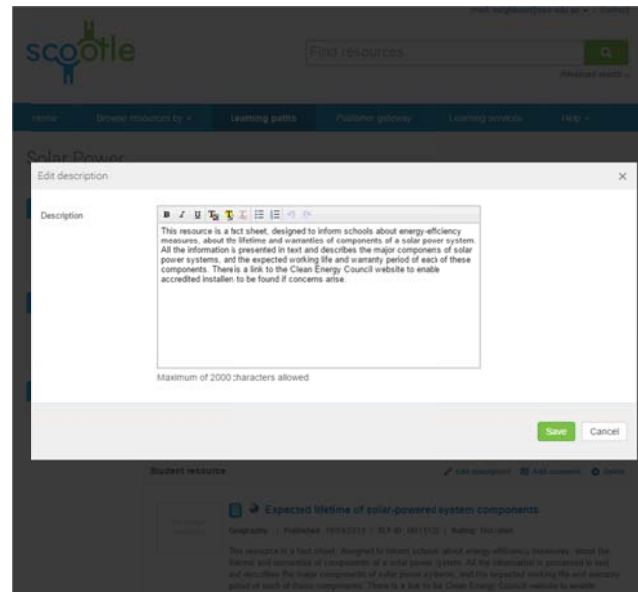
# How to Edit an item description within a learning path

## Step 1 Click Edit description



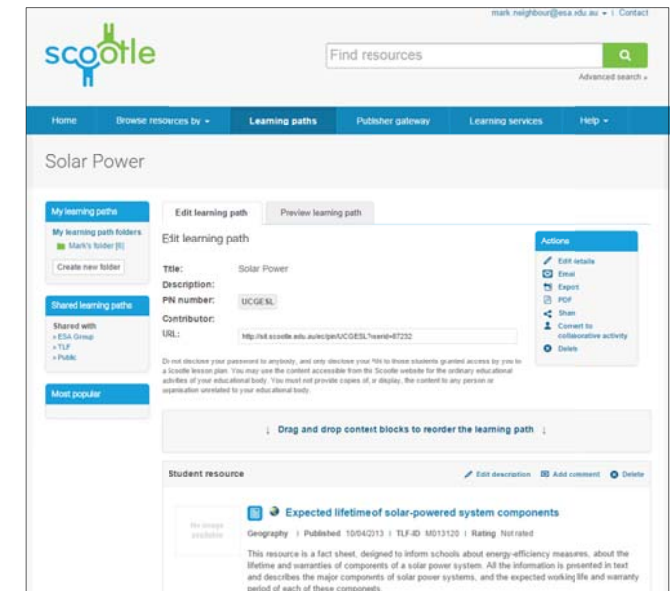
You can edit the description of an individual content item by clicking the Edit description link directly above the item.

## 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. Click Save to keep your changes and return to the learning path.

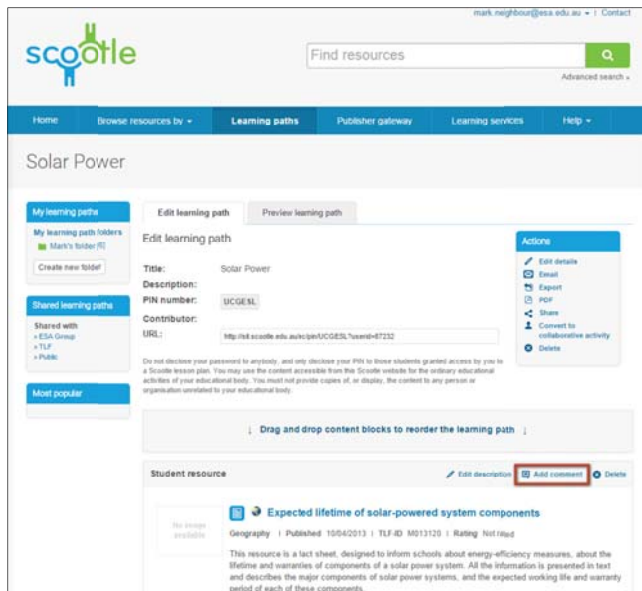
## Step 3 Return to the learning path



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.

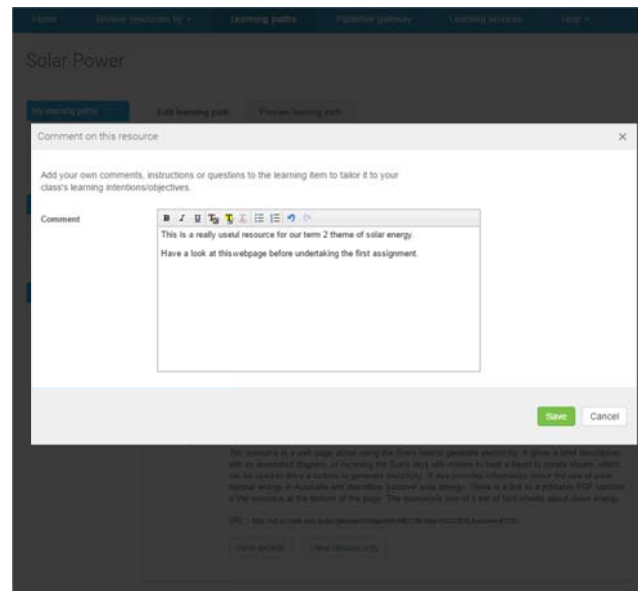
# How to Add a comment to an item within a learning path

## Step 1 Click Add comment



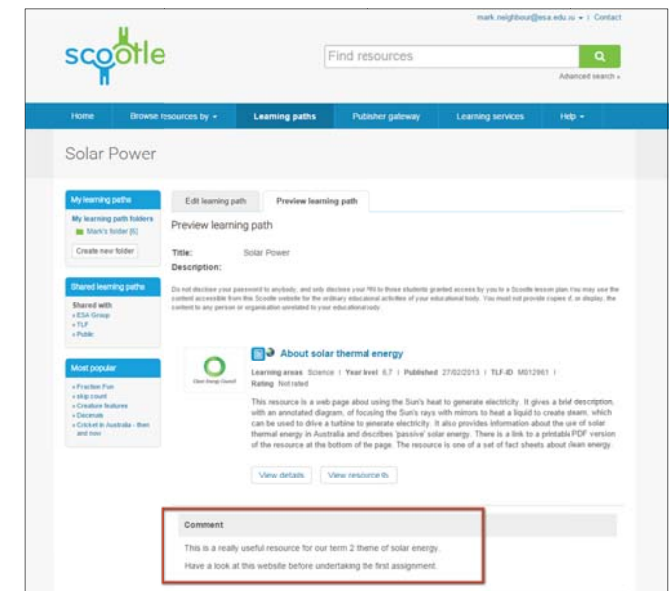
To add a comment after an item, click Add comment.

## Step 2 Enter your comment



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

## Step 3 Return to the learning path

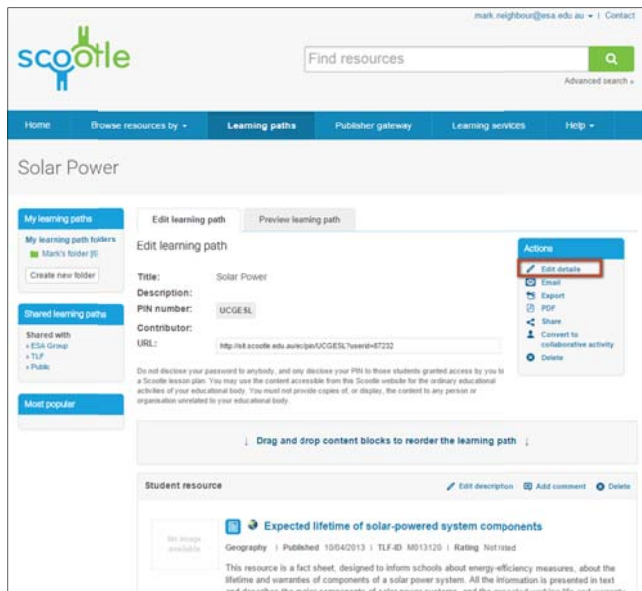


Once added, your comment appears directly below the corresponding item in the learning path.



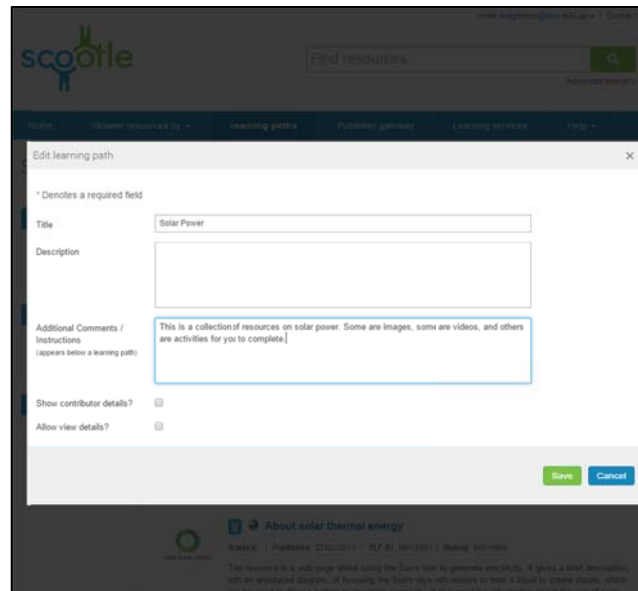
# How to Add additional instructions to a learning path

## Step 1 Click Edit details



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

## Step 2 Add or edit details



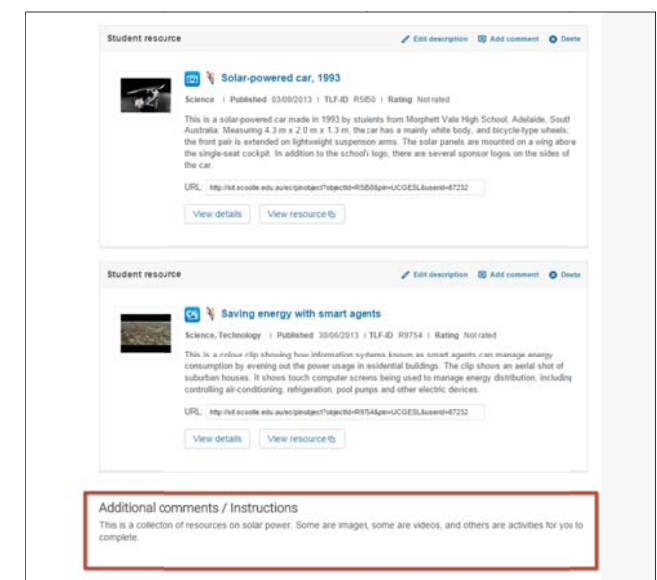
You can edit the title and description of the learning path and add additional comments or instructions.

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, click Save to keep them and return to the learning path.

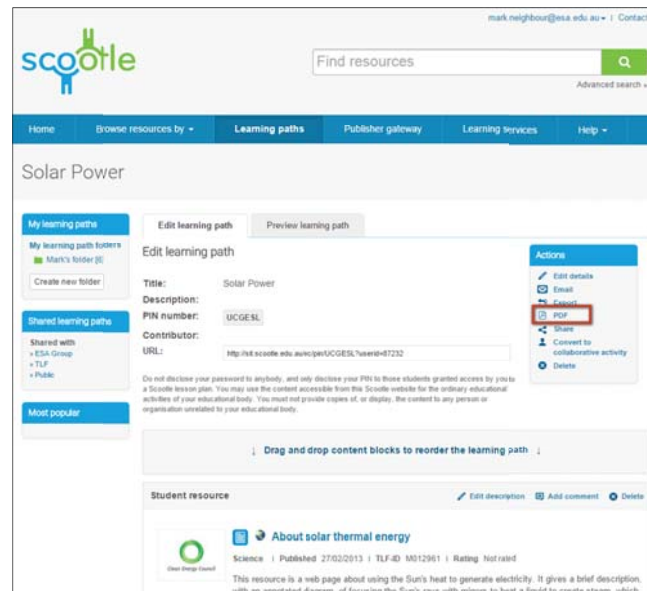
## Step 3 Return to the learning path



Once added, your additional comments appear at the end of the learning path.

# How to Create a learning path PDF

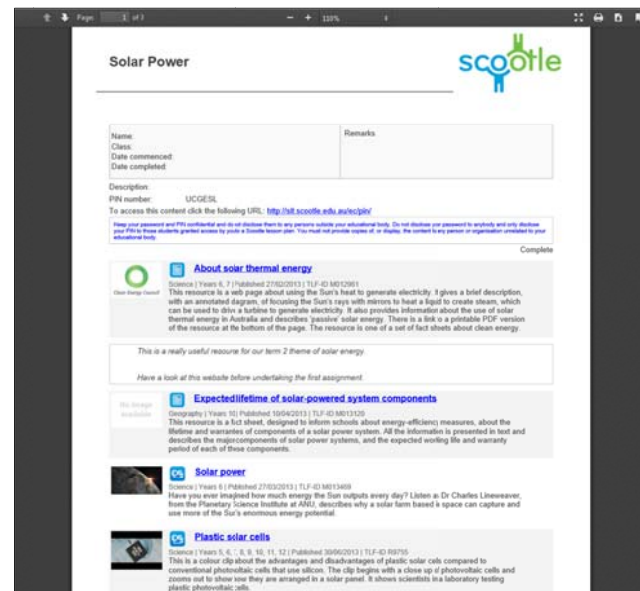
## Step 1 Click PDF



Click PDF to save a learning path as a PDF file.

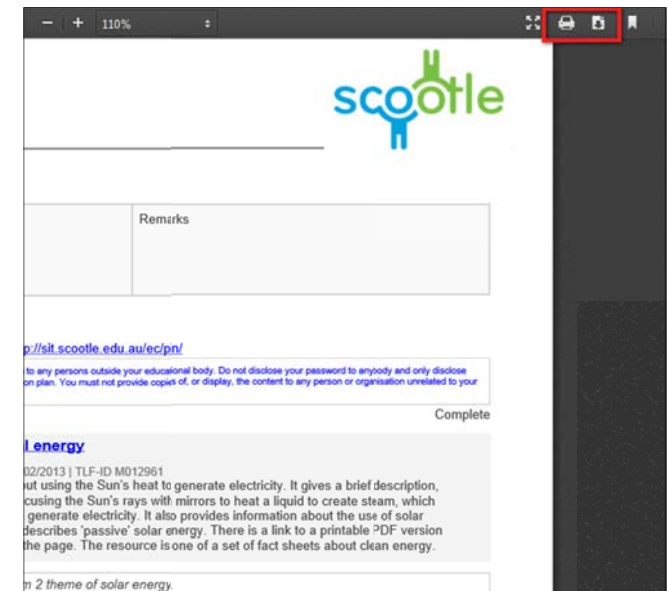
This format allows the learning path to be printed and used as a reference or supporting document. A student could have the printed document sitting beside them at the computer and reference the PIN to access the learning path.

## 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

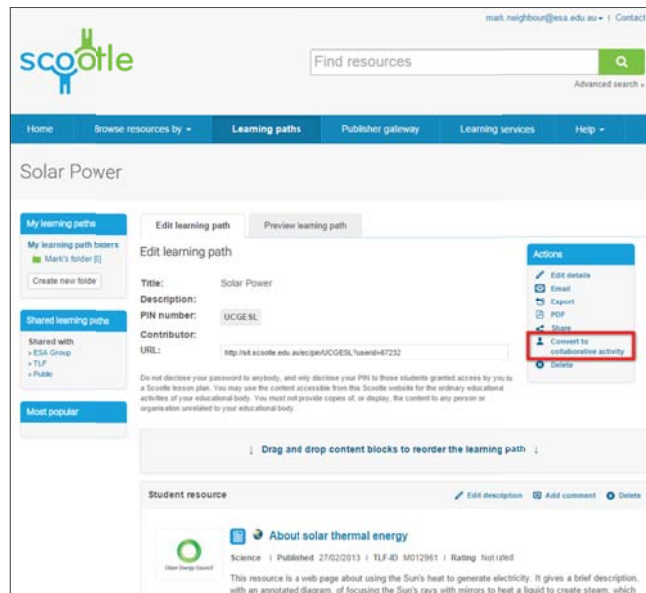


Click the print icon to print the document or the disk icon to save it. The placement and appearance of these icons may differ according to the PDF-viewing application or browser you are using.

# How to

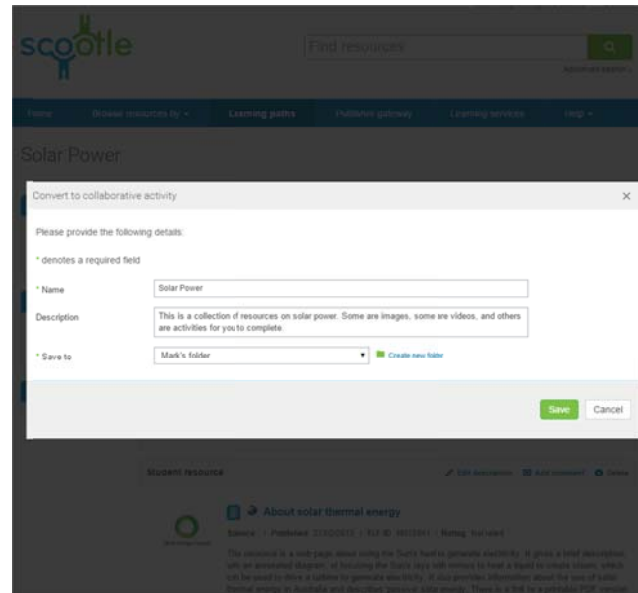
## Convert a learning path to a collaborative activity

Step 1  
Click Convert to collaborative activity



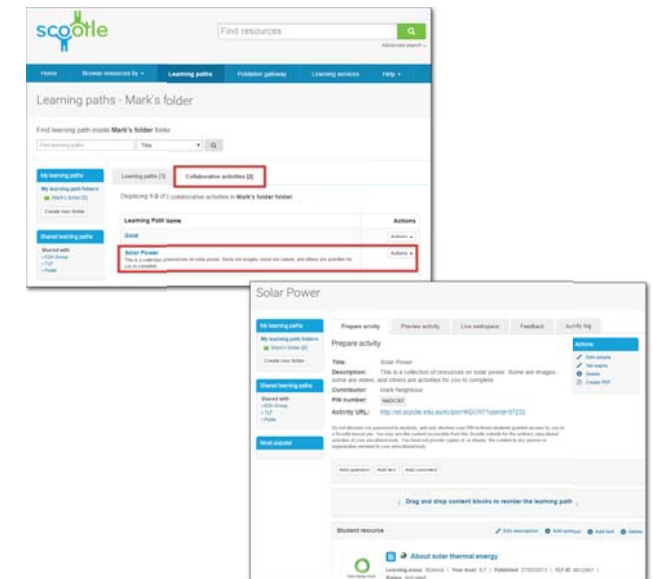
Click Convert to collaborative activity.  
This option will open a window where you can enter the learning path details.

Step 2  
Create a folder or save to an existing folder



You can select a folder from the list or click Create new folder.  
If you create a new folder, enter a name and click Save.  
Name and description fields can be edited. When you have finished, click Save to convert your learning path.

Outcome  
Resource appears as a collaborative activity

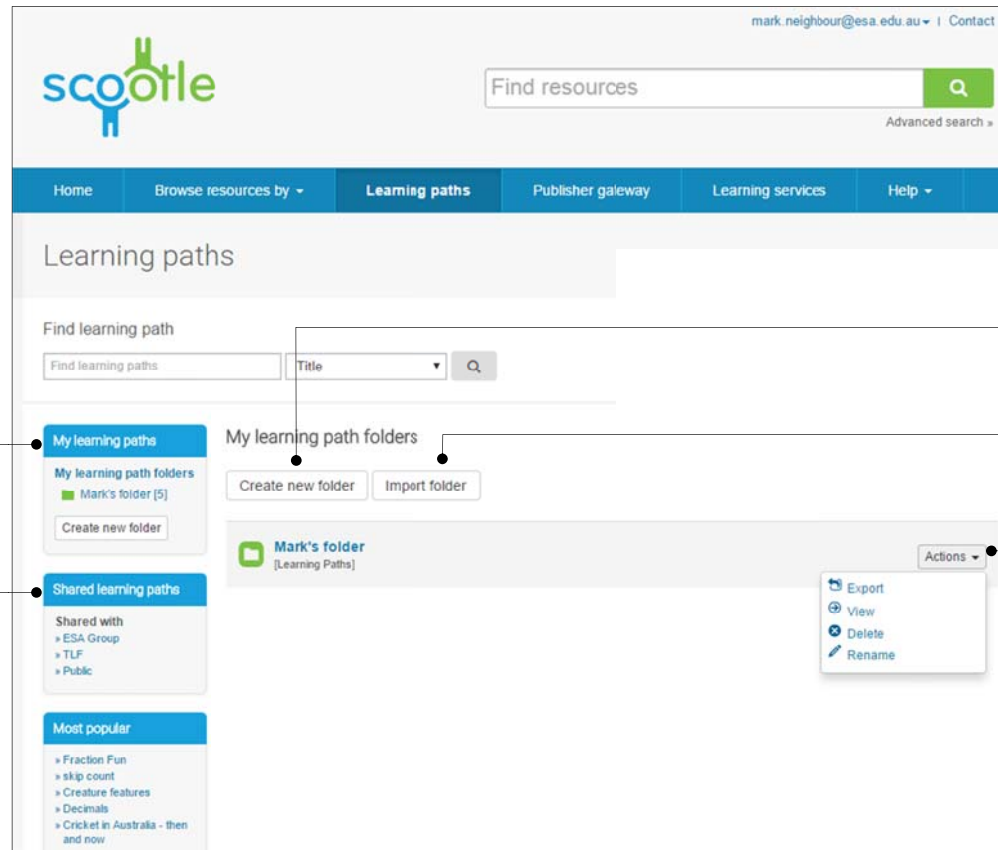


The resource now appears as a new collaborative activity.

# Overview

## My learning path folders

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



### 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.

### 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, and those that have been shared with the whole Scootle community.

### Create new folder

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

### Import folder

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

### Actions

Click the Export icon to download a folder to your computer.

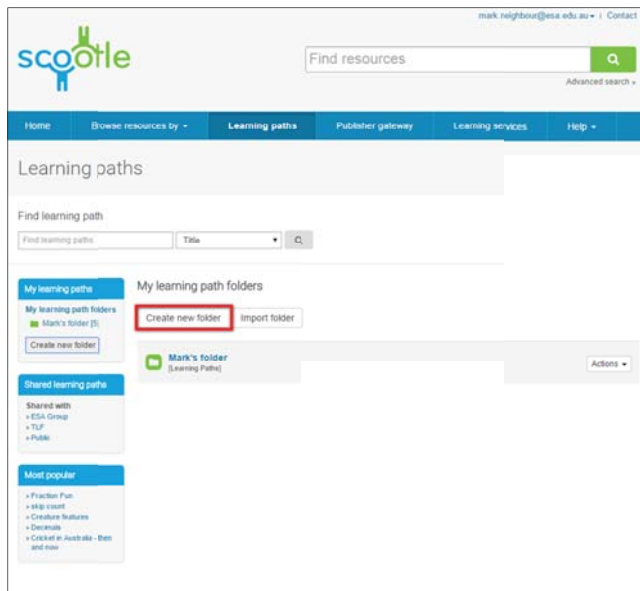
Click View to open folders you have created and view the learning paths in each folder.

Click Delete to delete a folder. If you delete a folder that contains learning paths, you will delete those learning paths too.

Click Rename to rename a folder.

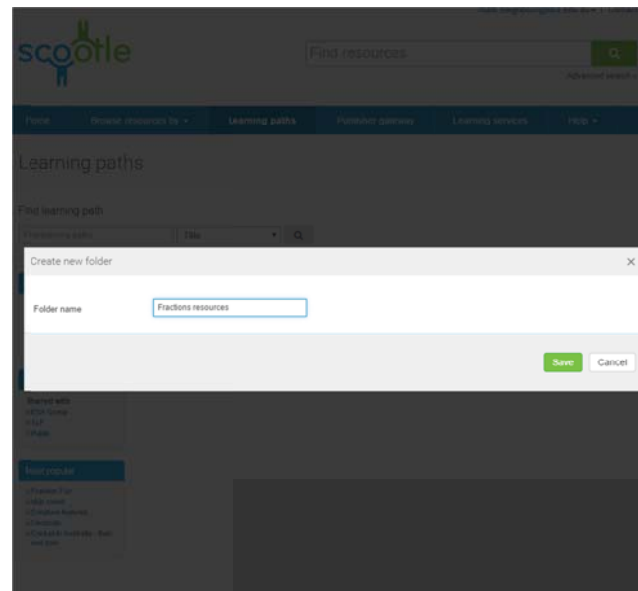
# How to Create a learning path folder

## Step 1 Click Create new folder



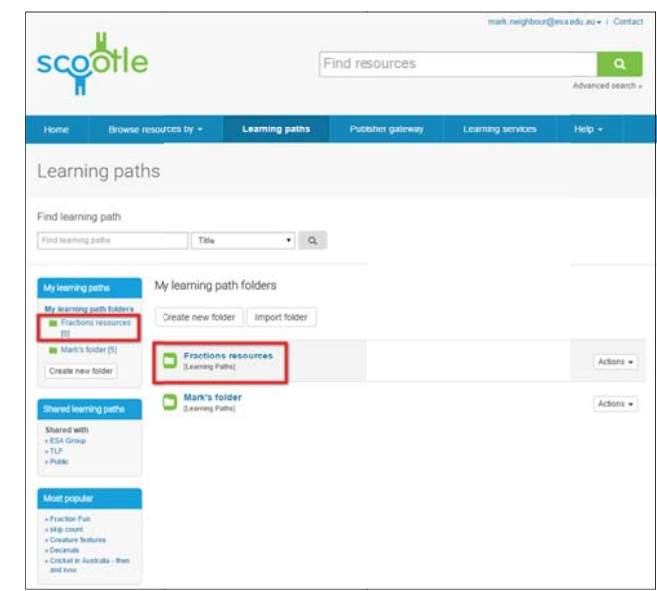
Click Create new folder to create a new folder for organising your learning paths.

## Step 2 Enter a folder name



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

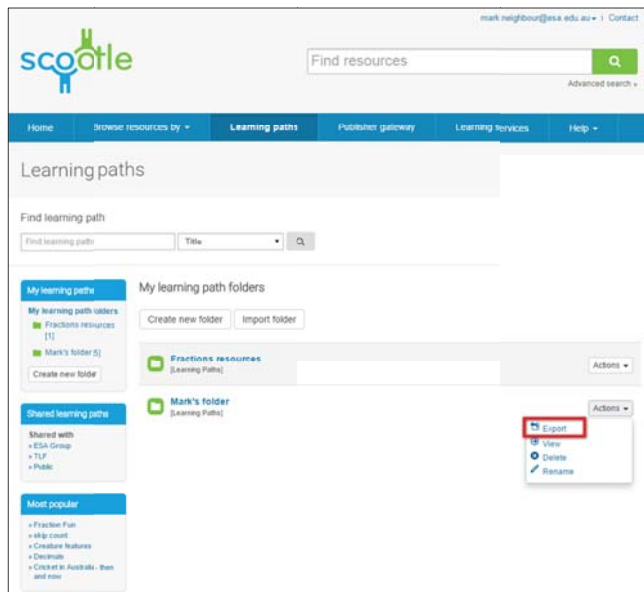
## Outcome Folder created



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.

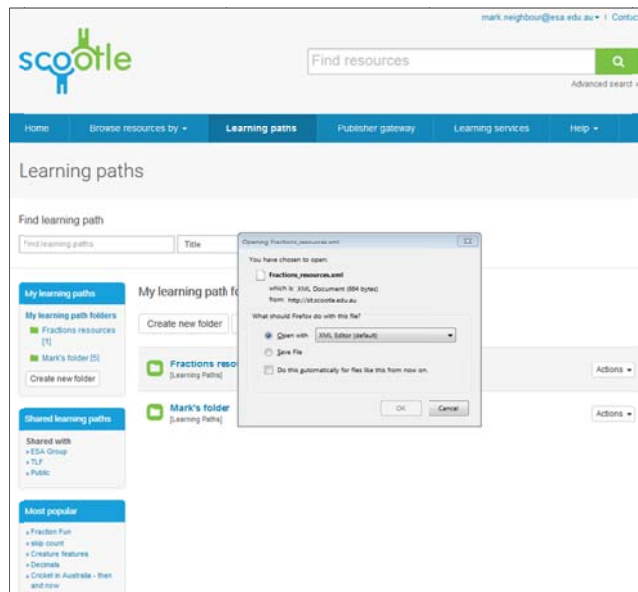
# How to Export a learning path folder

## Step 1 Click Export



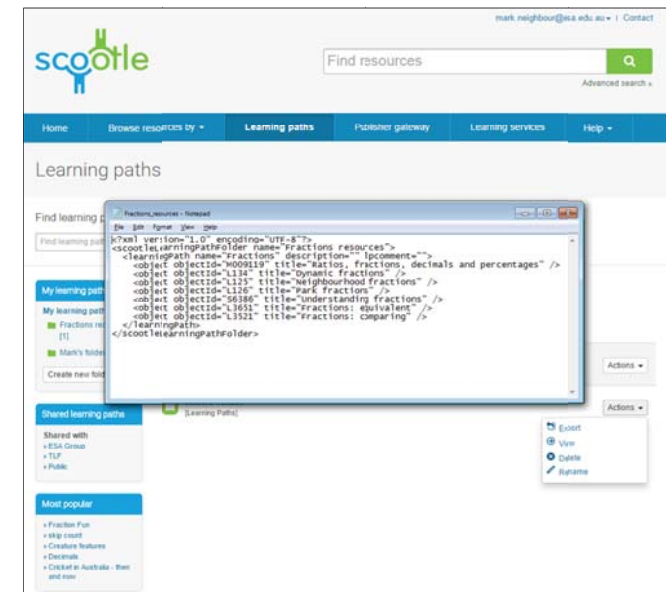
Click Export to export a learning path folder as an XML file.

## Step 2 Save the exported folder



In Mozilla Firefox (depicted above), click Save File and OK.  
In Internet Explorer, click Save.  
In Google Chrome, the spreadsheet file will automatically download to your default download location.

## Outcome Folder exported

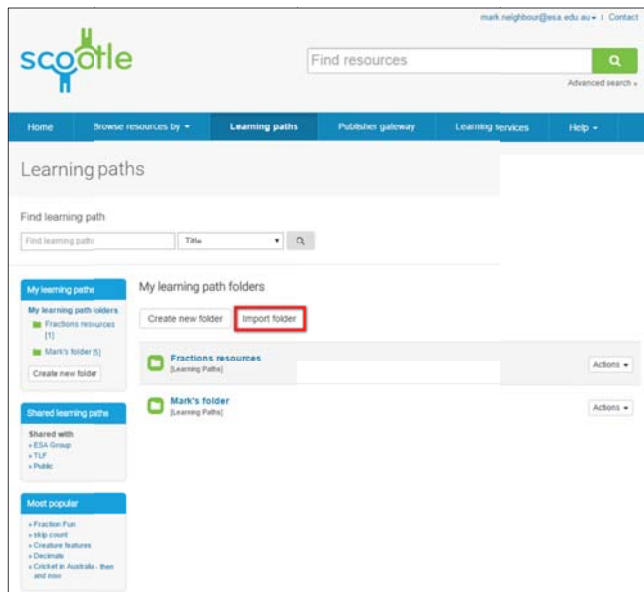


Your folder has been exported. To import a learning path folder, see page 45.



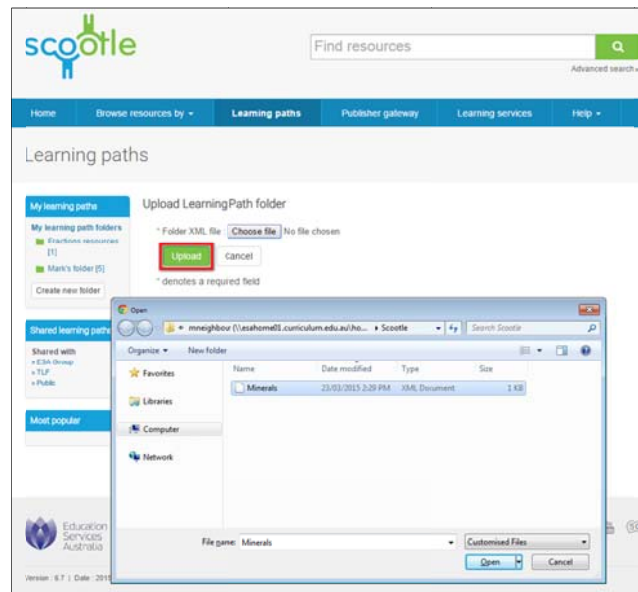
# How to Import a learning path folder

## Step 1 Click Import folder



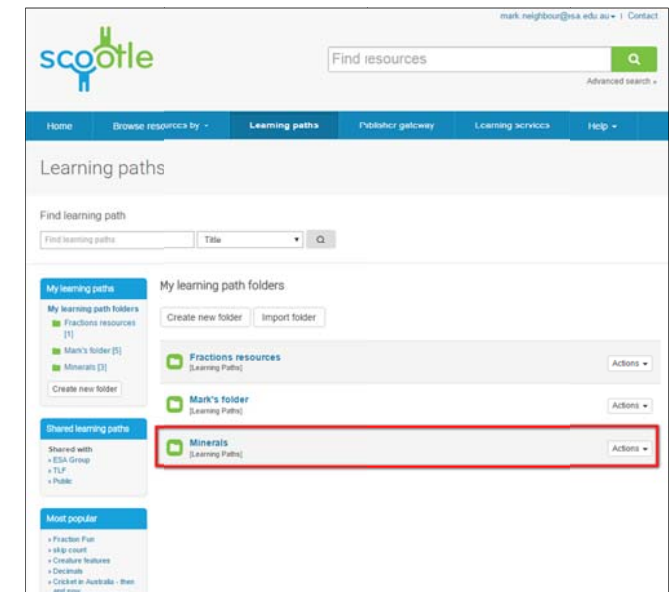
Click Import folder to import a new learning path folder.

## Step 2 Locate the folder to be imported



Browse for the XML file you want to import as a folder, then click Upload.

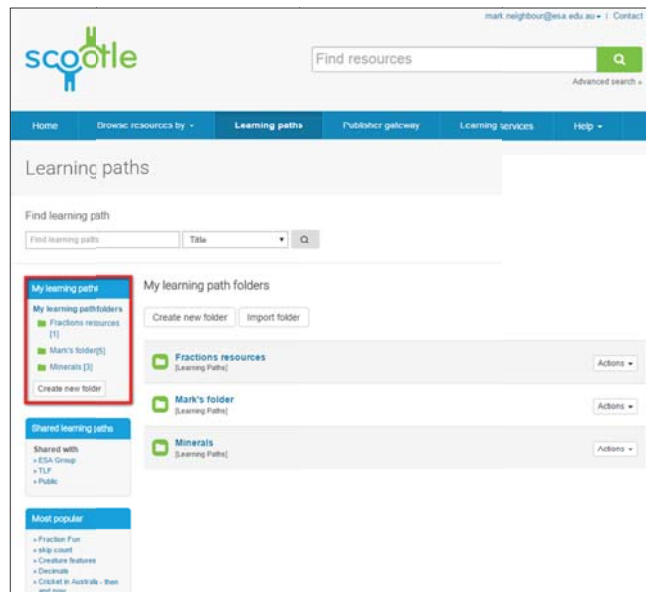
## Outcome Folder imported



The newly imported folder will appear in your list of folders.

# How to Manage learning path folders

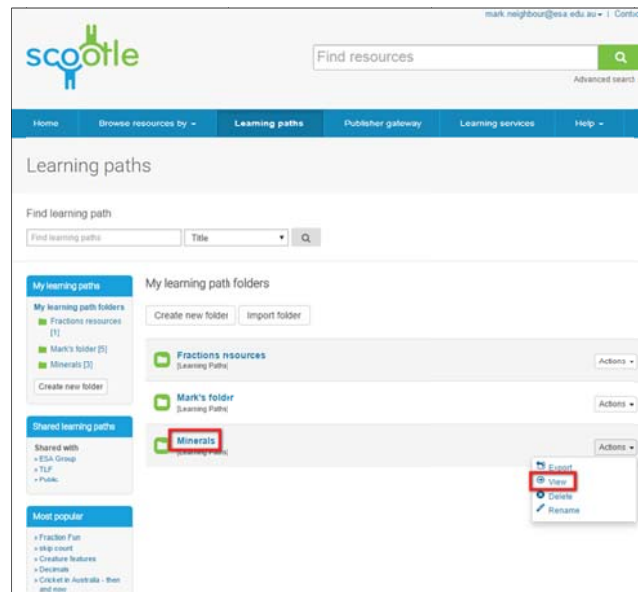
## Step 1 Click My learning path folders



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.

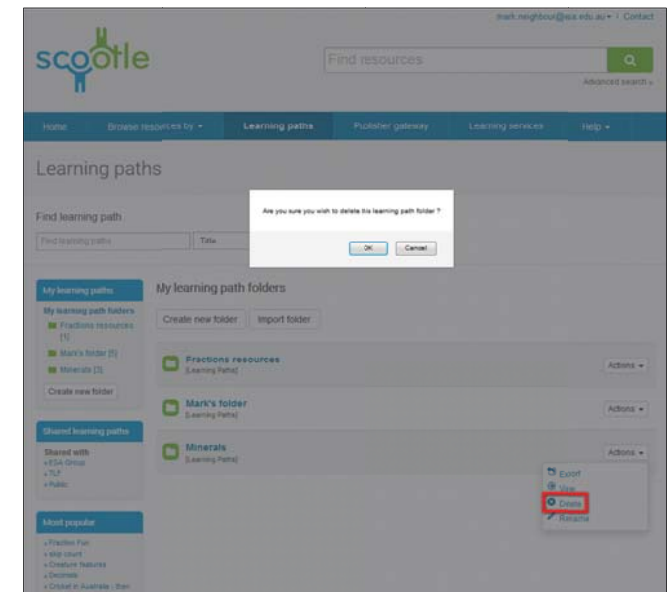
To see the expanded view of the folder list and be able to export and delete those folders, click My learning path folders in the My learning paths navigation list.

## Step 2 View the contents of a folder



To view the contents of a folder, click on the folder name or on View under the Actions drop-down menu.

## Step 3 Delete a folder



To delete a folder, click Delete under the Actions drop-down menu next to the folder you wish to delete. A dialogue box will appear to confirm the deletion. Click 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 path search.

You can access this search function by clicking 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. Click the search icon to begin your search.

### Shared learning paths and My learning paths

Browse your personal and shared learning path folders here.

### Search results

Click a learning path title or the View link to view the learning path.

### Managing learning paths

Learning paths that you have created can be edited, deleted, emailed, exported, saved as a PDF, shared and copied.

# Overview

## Shared learning paths

Learning paths that are shared with you are displayed in the school, jurisdiction/sector and public folders.

The screenshot shows the Scootle Learning paths interface. At the top, there's a search bar with the text "Find resources" and a magnifying glass icon. Below the search bar is a navigation bar with tabs: Home, Browse resources by, Learning paths (selected), Publisher gateway, Learning services, and Help. The main heading is "Learning paths". Below this, there's a section for "Find learning path" with a search box containing "atom" and a dropdown menu for "Title". To the left, there's a sidebar with "My learning paths" (showing "Penguins [1]" and "Physics [1]"), "Shared learning paths" (showing "Beaconhills College", "Association of Independent Schools - Victoria", and "Public"), and "Most popular" (showing "Fraction Fun", "skip count", "Creature features", "Decimals", and "Cricket in Australia - then and now"). The main content area shows "Learning paths [8]" and "Collaborative activities [0]". It displays "1-8 of 8 learning paths". The first path is "Atom bingo" shared by Brodie Harrington. The second is "Atom Structure" shared by Hellen Weber. The third is "Atomic Learning resources" shared by Louise Bowe. Each path has "View", "Copy", and "Rate" buttons. The "Follow on Twitter!" button is also visible next to the "Atomic Learning resources" path.

### Search and browse learning paths

You can search for learning paths using the Find learning paths 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 under the drop-down menu.

### 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.

### Managing shared learning paths

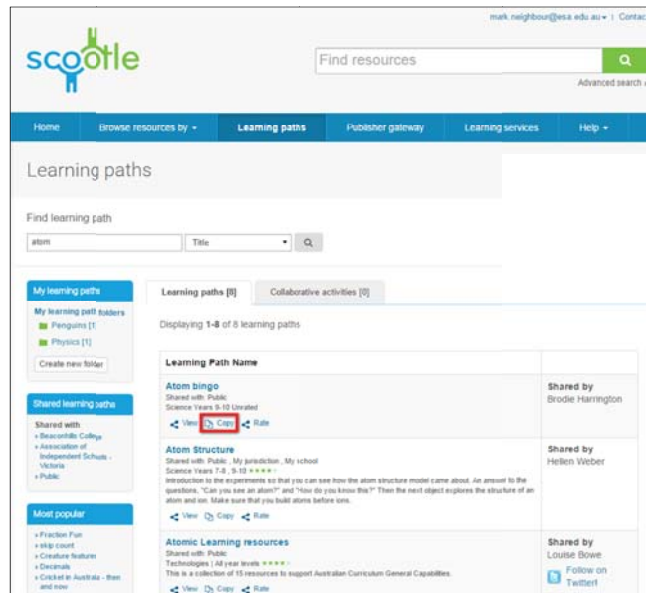
Learning paths others have shared with you can be copied into your folder so you can customise them for your own learners' needs.

### 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

# How to Copy a learning path

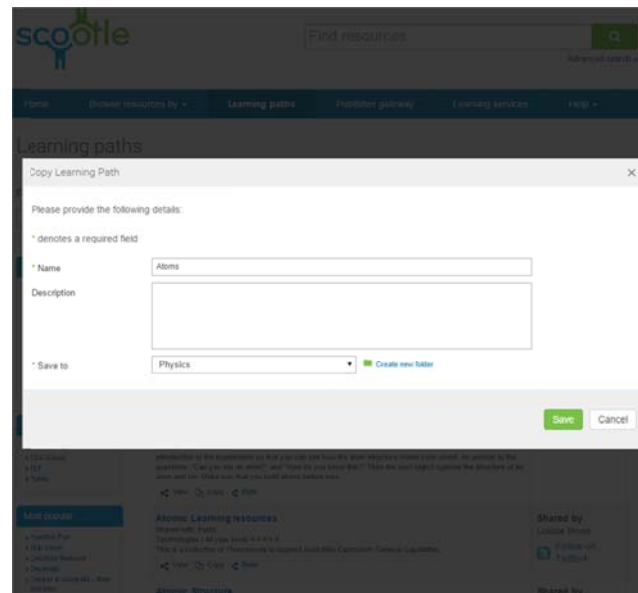
## Step 1 View learning paths



After searching, you can choose a learning path by clicking

Copy under the corresponding learning path.

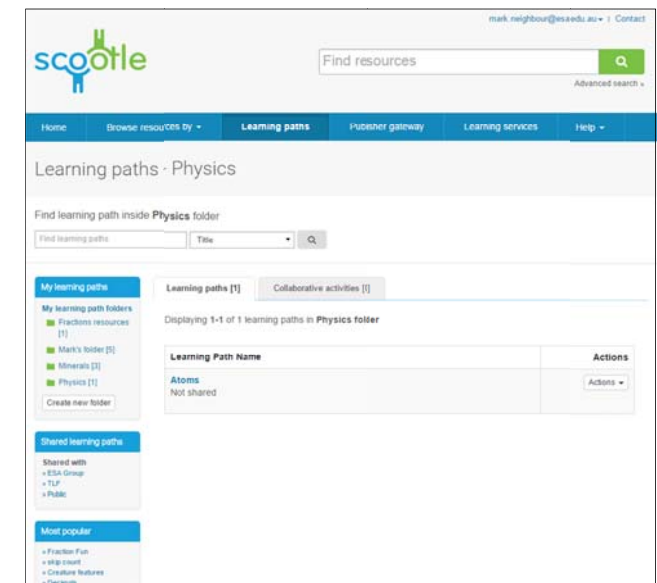
## Step 2 Copy learning path



Select a folder for your new learning path copy, enter a title and description, and click Save.

Click Cancel to return to the learning path without saving a copy.

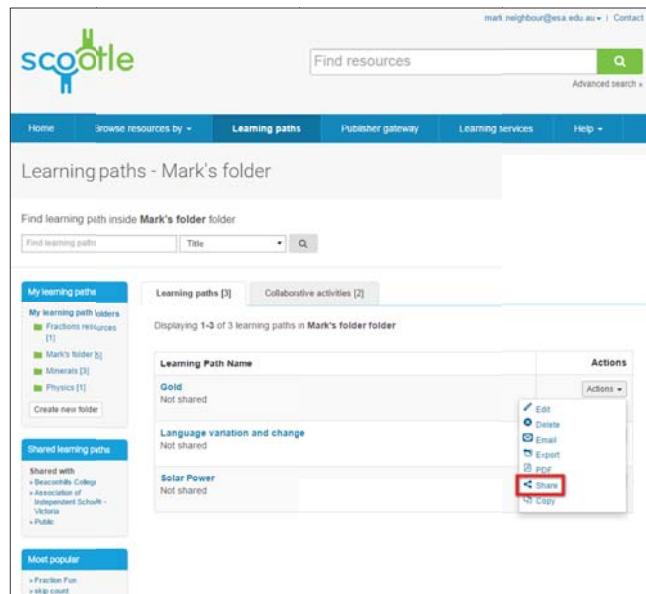
## Outcome Learning path is saved



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

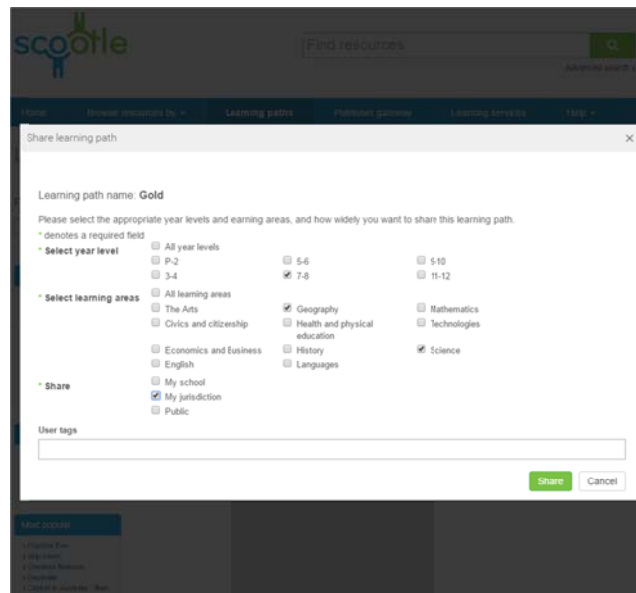
# How to Share a learning path

## 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 click Share. You can only share learning paths that are available in your My learning paths folders.

## Step 2 Share learning path



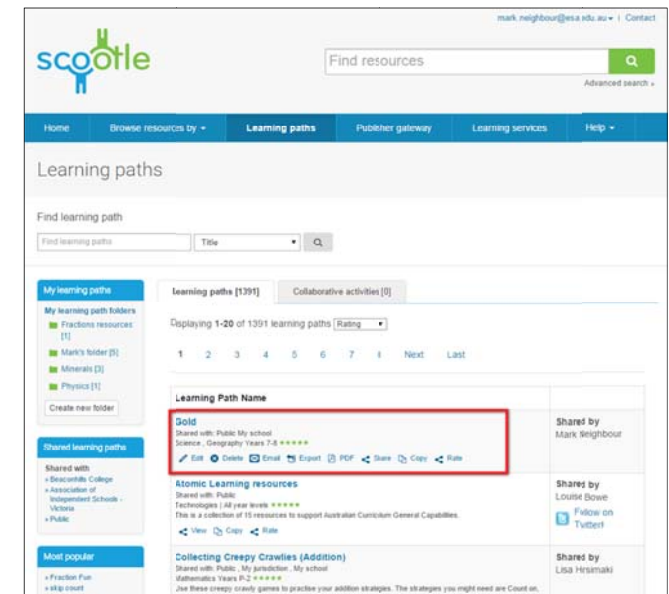
Select whether you wish to share this learning path with your school, with your jurisdiction (also your state) or with the whole Scootle community (public).

To allow others to find your learning path more easily, select appropriate learning areas and year ranges.

Click Share 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 compared with 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.

### Further reading

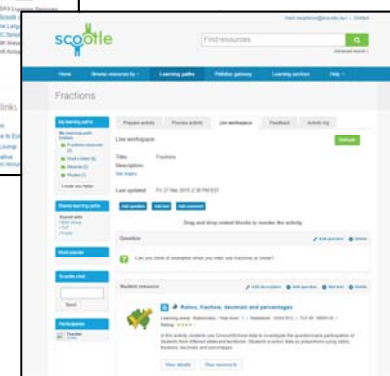
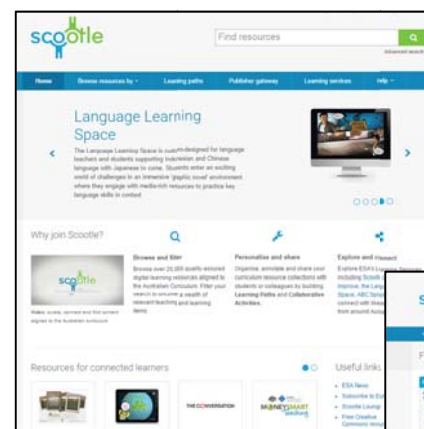
Gokhale, Anuradha A. 1995, *Collaborative Learning Enhances Critical Thinking*, *Journal of Technology in Education*. Viewed 16 December 2008, <<http://scholar.lib.vt.edu/ejournals/JTE/jte-v7n1/gokhale.jte-v7n1.html>>

Kumar, Vivekanandan Suresh Kumar 1996, *Computer-Supported Collaborative Learning: Issues for Research*. Viewed 15 December 2008, <<http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.150.6693&rep=rep1&type=pdf>>

MCEETYA 2005, *Learning in an Online World*. Viewed December 2008, <[http://www.curriculum.edu.au/verve/\\_resources/Contemp\\_Learning\\_Final.pdf](http://www.curriculum.edu.au/verve/_resources/Contemp_Learning_Final.pdf)>

"... the collaborative learning medium provided students with opportunities to analyse, synthesise and evaluate ideas cooperatively. The informal setting facilitated discussion and interaction. This group interaction helped students to learn from each other's scholarship, skills, and experiences."

"The promise of collaborative learning is to allow students to learn in relatively realistic, cognitively motivating and socially enriched learning contexts ..."



"Our students' worlds are increasingly being shaped by their abilities to acquire, communicate, access and manipulate information using ICT, and to respond creatively to emerging technologies."

# 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 clicking the Live workspace tab when viewing or editing a collaborative activity. To learn how to create, view and edit a collaborative activity, see pages 54–59.

### 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 Scootle chat. Students who are offline appear with dimmed avatars and names.

You are logged in as a student | [Log out](#)

[Live workspace](#) [View activity](#) [Feedback](#)

### Live workspace

#### Scootle chat

[Send](#)

#### Participants

Kerry Online  
claire Online  
Croc Online

**Title:** Solar Power  
**Description:** This is a collection of resources on solar power. Some are images, some are videos, and others are activities for you to complete.  
**Last updated:** Wed 25 Mar 2015 4:21 PM EST

[Add text](#) [Add comment](#) [Email](#) [Refresh](#)

Drag and drop content blocks to reorder the activity

#### Student resource

[Edit description](#) [Add text](#) [Delete](#)

**About solar thermal energy**  
Learning areas: Science | Year level: 6,7 | Published: 27/02/2013 | TLF-ID: MC12961 | Rating: Not rated

This resource is a web page about using the Sun's heat to generate electricity. It gives a brief description, with an annotated diagram, of focusing the Sun's rays with mirrors to heat a liquid to create steam, which can be used to drive a turbine to generate electricity. It also provides information about the use of solar thermal energy in Australia and describes 'passive' solar energy. There is a link to a printable PDF version of the resource at the bottom of the page. The resource is one of a set of fact sheets about clean energy.

[View details](#) [View resource](#)

### Collaborative activity tabs

Students can switch between the Live workspace and View activity views, or view Feedback from their teacher, using these links.

### Collaborative activity details

The activity title and description are listed here.

### Workspace

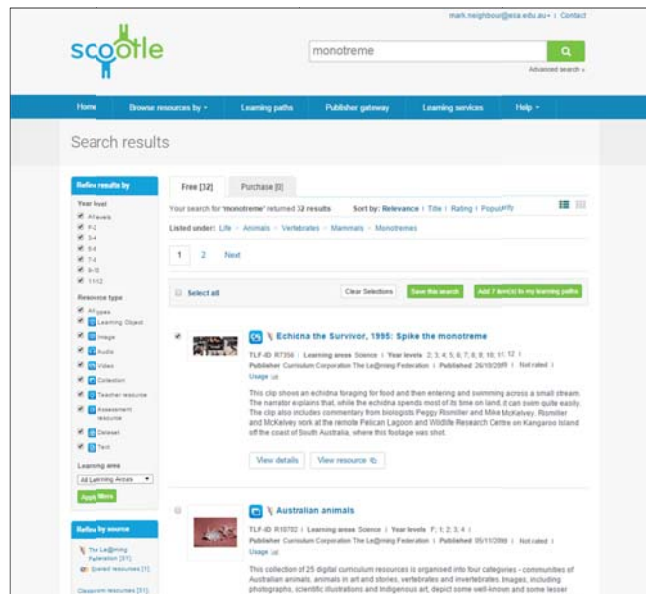
Students can add their own text and comments in the live workspace to build their own learning experience around the collaborative activity.

### Actions

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

# How to Create a new collaborative activity

## Step 1 Select items from search results

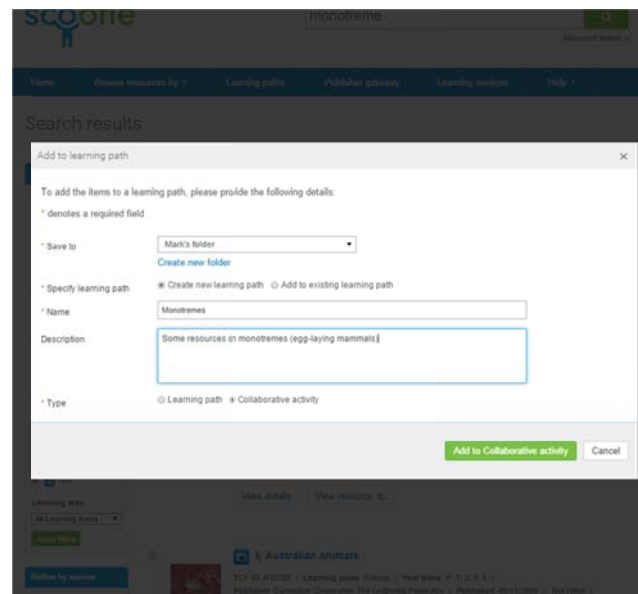


When viewing results from searching or browsing you can add items to a collaborative activity by checking the boxes to the left of the item titles. As more items from the results list are chosen, Add *(number)* item(s) to my learning paths updates to show how many you have selected.

Once you have chosen the items, click 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 50.

## Step 2 Create an activity



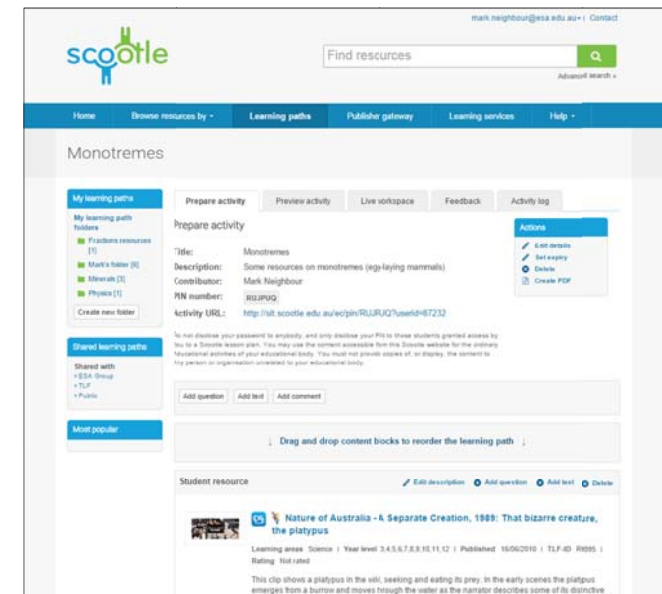
You can select a folder from the list or click Create a new folder. If you create a new folder, enter a name and click Save.

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

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

Click Add to Collaborative activity to save your collaborative activity.

## Outcome Collaborative activity created

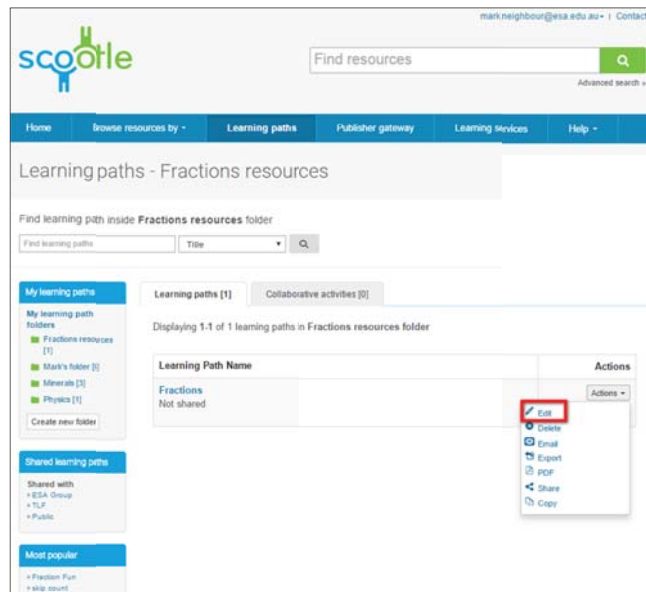


You are automatically taken to the created collaborative activity where you can preview and edit the activity.

# How to

## Create a collaborative activity from an existing learning path

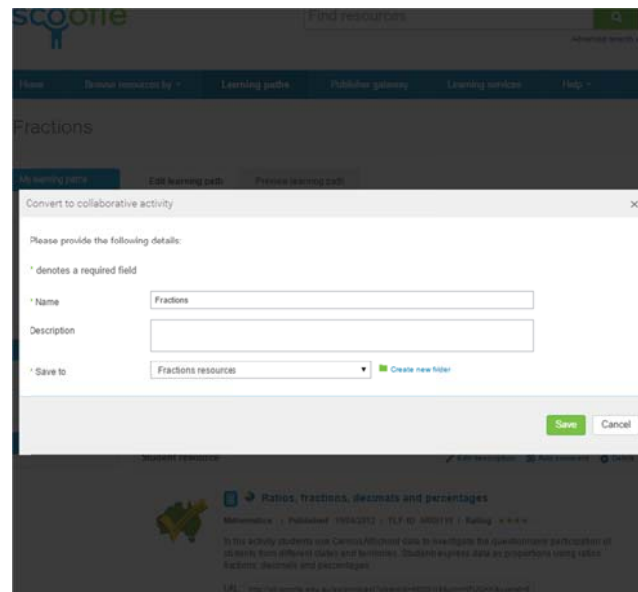
### Step 1 Select a learning path



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 click Edit under the Actions drop-down menu.

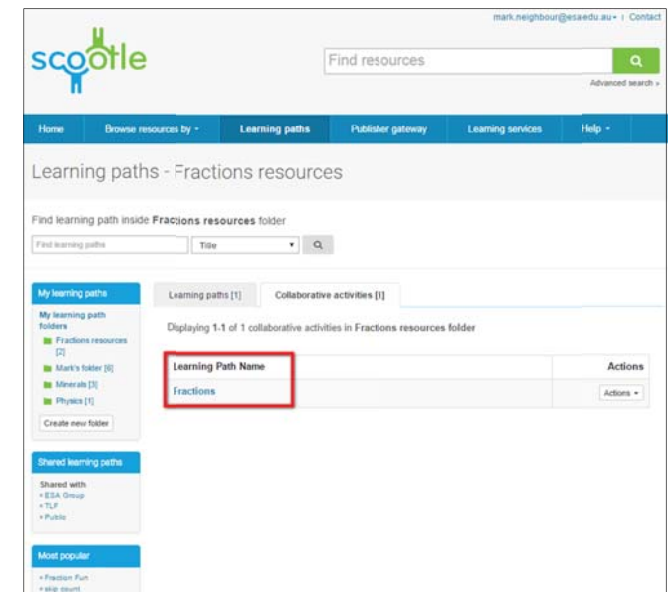
### Step 2 Convert to collaborative activity



Once the learning path is open for editing, click Convert to collaborative activity, enter a name and optional description, and click Save.

You cannot share a collaborative activity, but you can still share, edit and copy the original learning path, which remains intact.

### Outcome Collaborative activity created

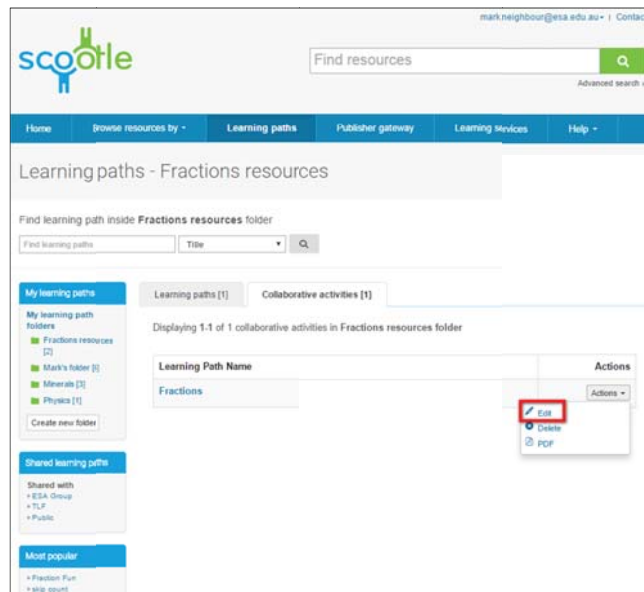


Your collaborative activity is now displayed in the Collaborative activities tab of the learning path folder.

You can now view the activity, edit it, delete it and save it as a PDF.

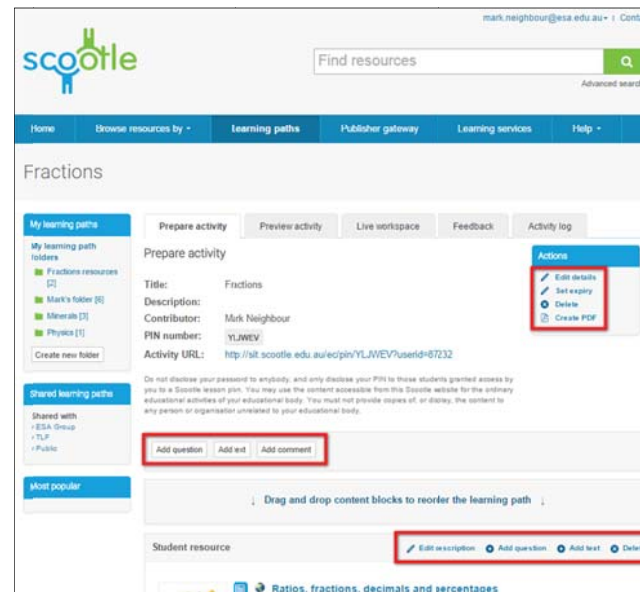
# How to Edit your collaborative activity

## Step 1 Select your activity



From the Collaborative activities tab, click Edit under the Actions drop-down menu next to the collaborative activity you wish to edit.

## Step 2 Edit activity

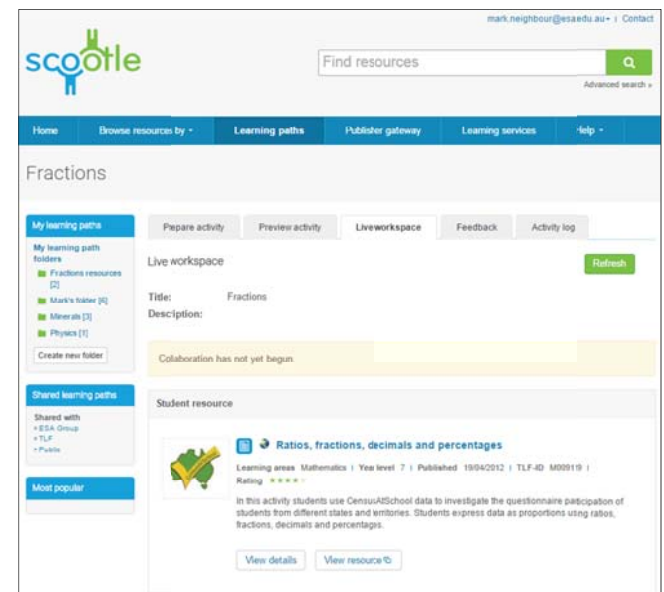


To modify your collaborative activity, you can edit the descriptions and add comments, just as you would in a learning path.

You can also add questions and text by clicking 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.

## Outcome Activity ready for students



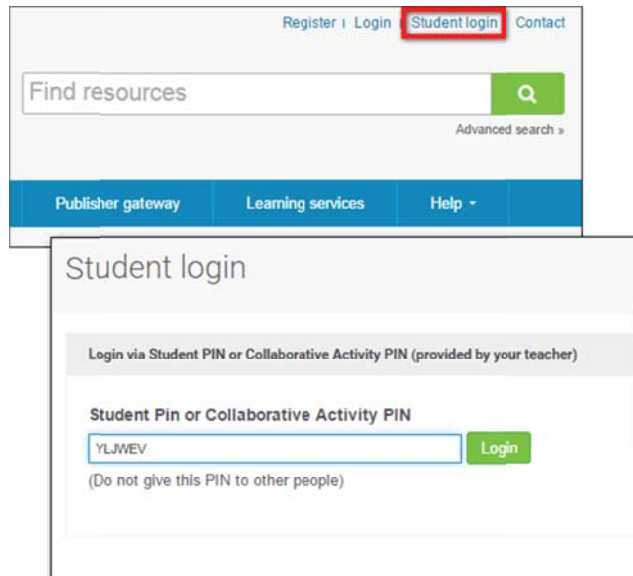
You can now give students access to your collaborative activity via the student PIN. They can participate together in the live workspace, discussing the questions and resources.



# How to

## Log in as a student and access activities

### Step 1 Login with PIN



The screenshot shows the Scootle website header with links for Register, Login, Student login (highlighted with a red box), and Contact. Below the header is a search bar labeled 'Find resources' with a green search button and an 'Advanced search >' link. A blue navigation bar contains links for Publisher gateway, Learning services, and Help. Overlaid on this is a 'Student login' modal form. The form has a title 'Student login' and a subtitle 'Login via Student PIN or Collaborative Activity PIN (provided by your teacher)'. It contains a text input field for the 'Student Pin or Collaborative Activity PIN' with the example 'YLJWEV' and a green 'Login' button. A note below the input field says '(Do not give this PIN to other people)'.

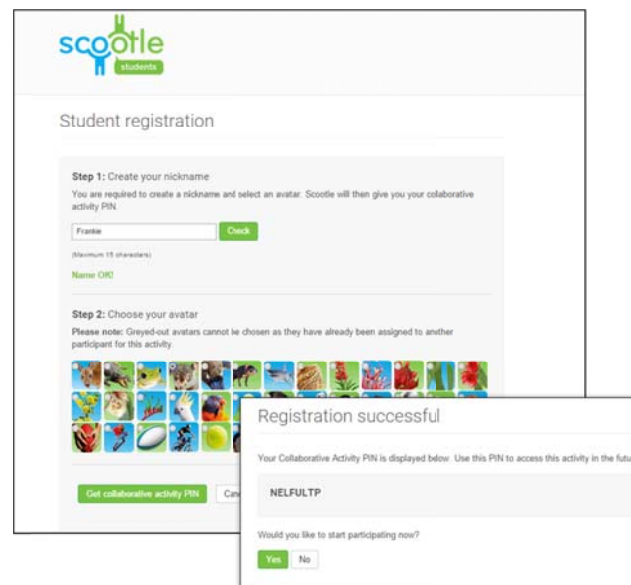
Students participate in your collaborative activity by logging in to a special student area of Scootle.

By clicking the Student login 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 their 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 Collaborative Activity PIN in this text box instead (and skip step 2).

### Step 2 Create a nickname and avatar



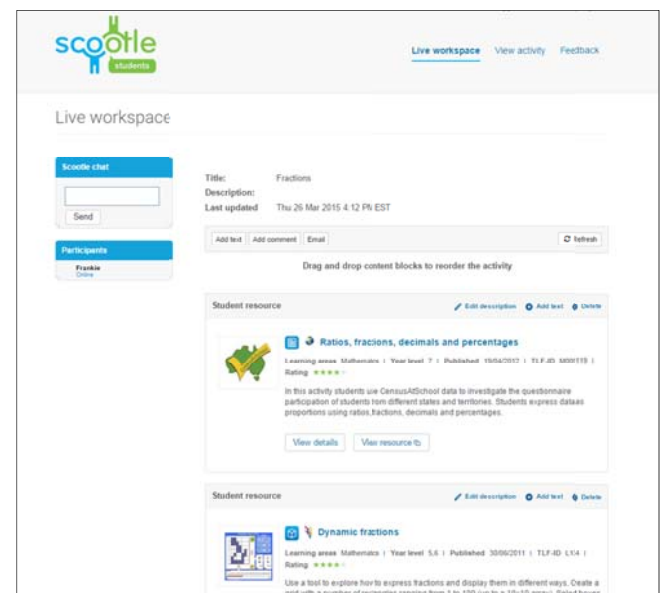
The screenshot shows the 'Student registration' page on Scootle. It has two main steps: 'Step 1: Create your nickname' and 'Step 2: Choose your avatar'. In Step 1, there is a text input field for a nickname (example: 'Frankie'), a 'Check' button, and a note that the name must be unique. In Step 2, there is a grid of various avatars for selection. Below the avatars is a 'Registration successful' message box that displays the 'Your Collaborative Activity PIN' as 'NELFULTP' and asks 'Would you like to start participating now?' with 'Yes' and 'No' buttons. A 'Get collaborative activity PIN' button is also visible at the bottom.

Students then enter their nickname and select an avatar. If their name has been taken, they will be prompted to try another name. Clicking 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 click Get collaborative activity PIN, they receive a new PIN that uniquely identifies them in the activity. Students should write down this PIN 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.

### Outcome Enter the live workspace



The screenshot shows the 'Live workspace' page for a 'Fractions' activity. The page has a header with 'Live workspace', 'View activity', and 'Feedback' links. On the left, there are sections for 'Scootle chat' and 'Participants'. The main area displays the activity details: Title 'Fractions', Description, Last updated 'Thu 26 Mar 2015 4:12 PM EST', and a 'Refresh' button. Below this is a section for 'Student resource' with a title 'Ratios, fractions, decimals and percentages' and a description. At the bottom, there is another 'Student resource' section titled 'Dynamic fractions'.

Once nickname and avatar selection are 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 log in, your live workspace begins to come to life

### Add an item to the space

Teachers can add questions, text boxes and comments 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. Students can move, delete and edit any text box or resource, but they can only edit and delete their own comments.

### Scoutle chat

Teachers and Students can participate in Scoutle 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 comments made in Scoutle chat, but you should only do so if necessary.

### Collaborative activity tabs

Teachers can switch between the different views of the collaborative activity.

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's avatar, nickname and collaborative activity PIN code, along with the option to give individual feedback to the 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.

### Question actions

Only teachers can create questions in the workspace. Questions cannot be edited by students, but they can be moved.

### Resource actions

Students and teachers can edit a resource description, add text, move or delete the resource.

Additionally, teachers can attach a question to a resource which cannot be edited by students. If the resource is repositioned, that question moves with it.

# Overview

## Collaborative activity live workspace: student view

Once students have logged in to the collaborative activity with the PIN, they can interact with other students and the content of the activity.

### Add an item to the space

Students can add text boxes and comments 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.

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 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.

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

### Participants

Each student involved in the collaborative activity is listed under Participants. Students who are offline appear with dimmed names and avatars.

The screenshot shows the 'Live workspace' interface for a student. At the top, there's a navigation bar with 'Live workspace', 'View activity', and 'Feedback' tabs. The 'Live workspace' tab is active. Below the navigation bar, the 'Live workspace' section is divided into three main areas. On the left, there's a 'Scootle chat' section with a list of chat messages and a 'Send' button. Below the chat is a 'Participants' list showing 'Maggie' and 'Teacher' as online. The central workspace contains a 'Question' section with a question about fractions at home, and a 'Comment' section with a comment from 'Tue 31 Mar 2015, 10:55 AM'. At the bottom, there's a 'Student resource' section for 'Ratios, fractions, decimals and percentages'. The interface includes various action buttons like 'Add text', 'Add comment', 'Email', 'Refresh', 'Edit comment', 'Delete', 'Edit description', 'Add text', and 'Delete'.

### 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.

### Email

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

### Question actions

Only teachers can create questions in the workspace. Questions cannot be edited by students, but they can be moved.

### Text and comment actions

Both teachers and students can add text and comments to the workspace.

Text boxes can be moved, edited and deleted by anyone.

Comments can be moved by anyone but only deleted by teachers and the students that added the comments.

### Resource actions

Students and teachers can edit a resource description, add text, move or delete the resource.