

Elgg at Hull and Goole College

The Personal Learning Landscape

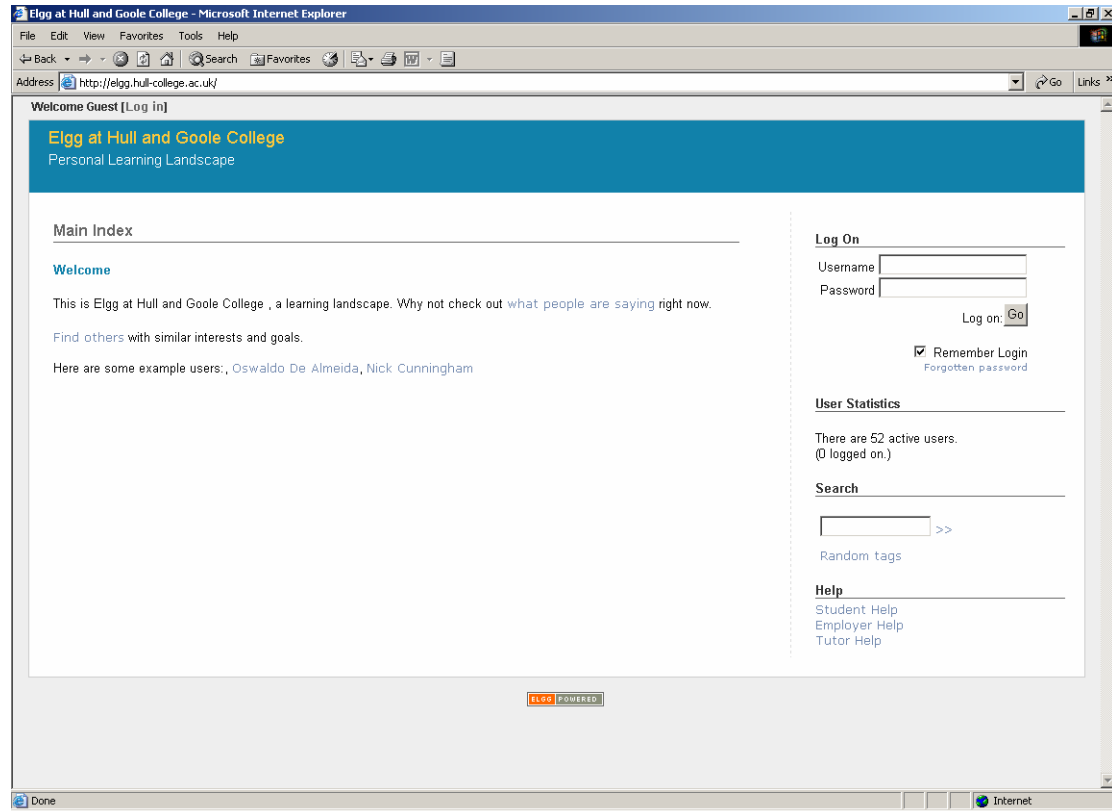
Employers and Work Placement Mentors: Getting started

Elgg is a web-based environment that allows you to keep in touch with both students and tutors via blogs. It will also allow you, your work placement student, and college tutors to share files – these can be text-based documents, pictures or video files. The work placement contract can be monitored and amended via this system, too.

You can log on to Elgg via the Internet – the web address is:

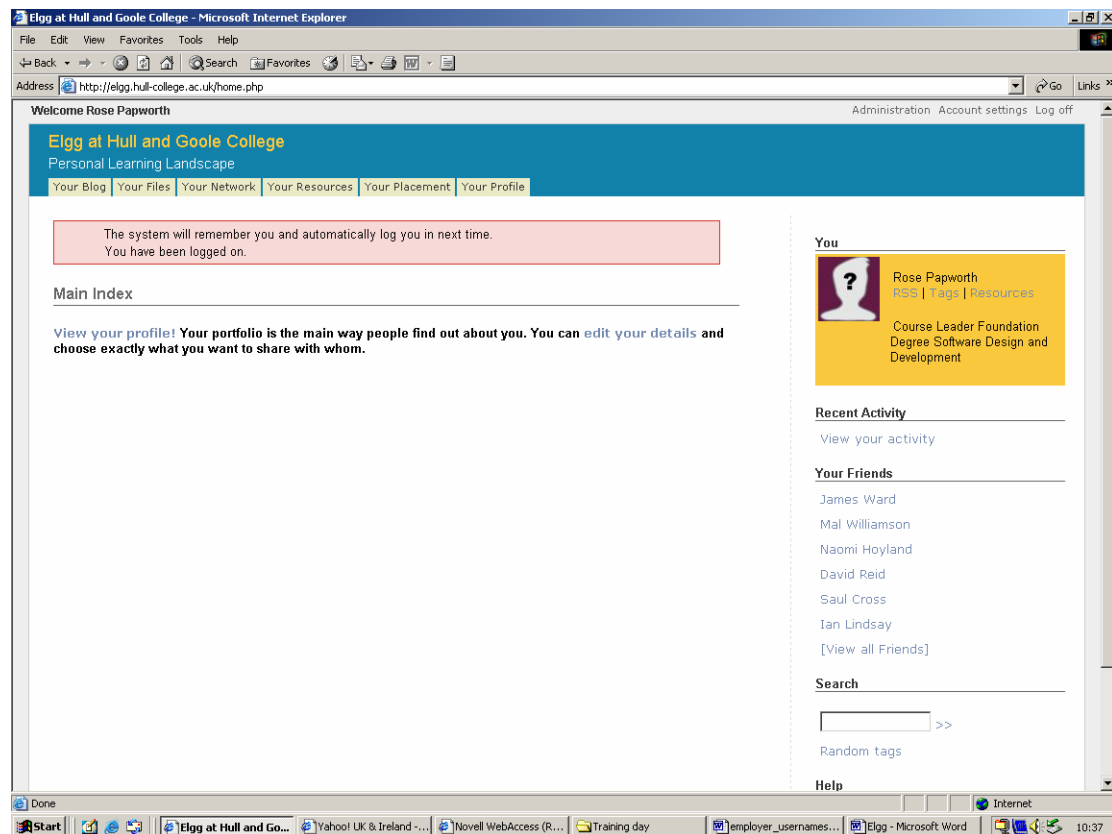
<http://elgg.hull-college.ac.uk>

The first screen you see will be the log-on screen, which should look something like this:



Put your user name and password into the appropriate text boxes and click the 'Go' button.

The next screen you see will look something like this:

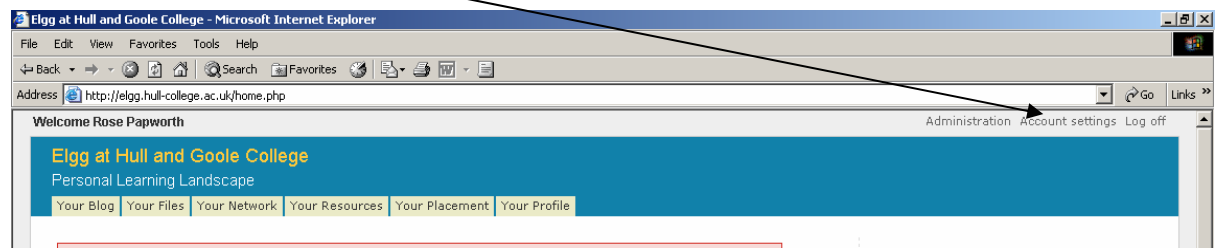


From here, you can access the blogs and files of 'friends', change your profile details, view and alter work placement contracts and alter your personal settings.

Changing your password:

So that you remember your password, this is what we will do first.

Click on 'Account settings'



This will take you to a screen where you can change your name, e-mail address and password.

Scroll down the page until you get to the section below:

Change your password:

Leave this blank if you're happy to leave your password as it is.

Your password:

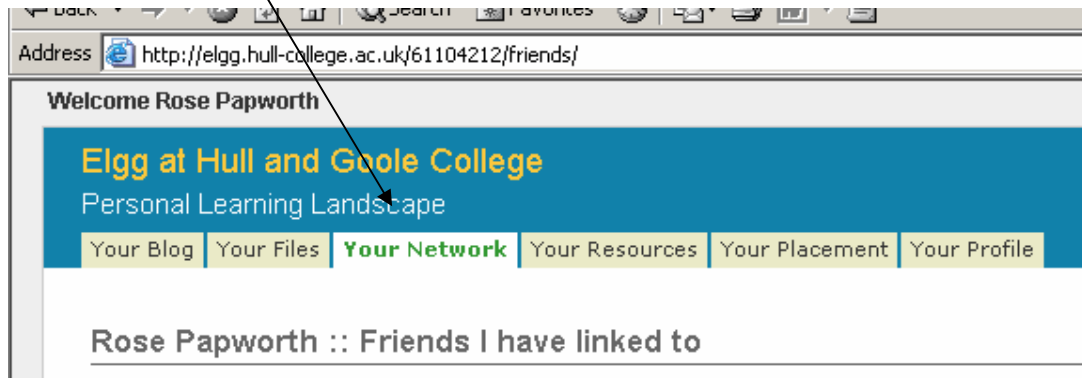
Again for verification purposes:

Enter your new password twice, then scroll down to the bottom of the page and press 'Save'.

Making 'friends'

The next thing you will need to do is to find the students who will be on your work placement.

Select the 'Your Network' tab.



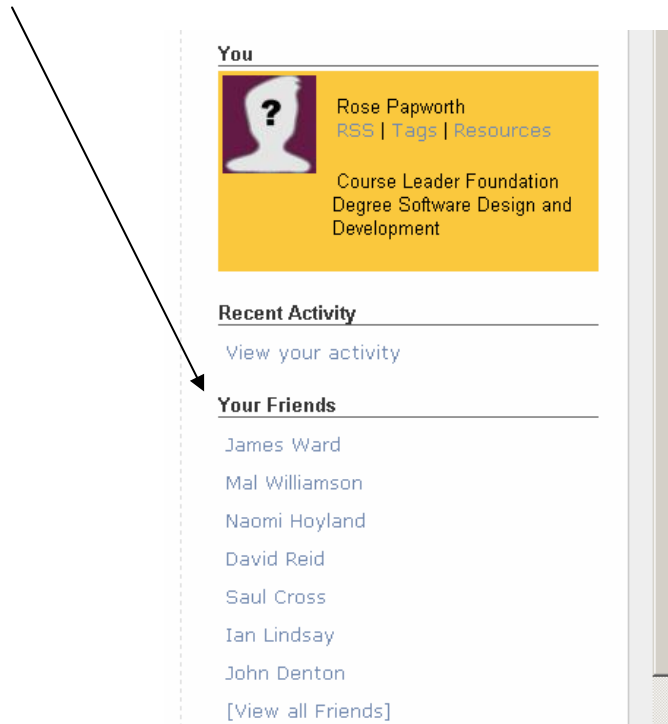
So you can easily view someone's blog or work, you can make them your 'friend'.

Step 1: To make someone your friend, firstly search for them by name using the search box at the bottom right hand corner of the page. When the search results are displayed, click on the person you want. You can then make them your friend by clicking on the link in the yellow profile box at the top right of the screen.



Make sure that your work placement students and the college tutor you are associated with are amongst your 'friends'!

Step 2: When you have linked to your new 'friends', they should appear in the right-hand column under 'Your Friends'.



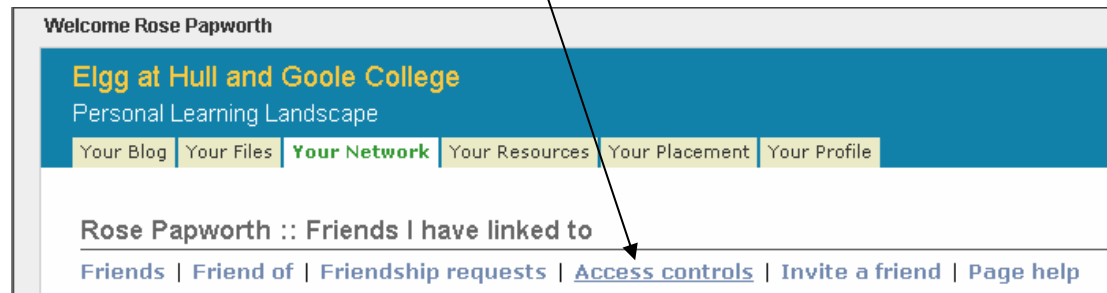
You can then click on a particular friend to access their profile (left hand side of the screen) and their blogs and files (via the right-hand side column).

Access controls

Before you edit your profile and add details about yourself that may be useful to your work placement students – e.g. business telephone number and e-mail address – you will want to create security controls so that only certain people have access to them. These are called 'access controls' in Elgg.

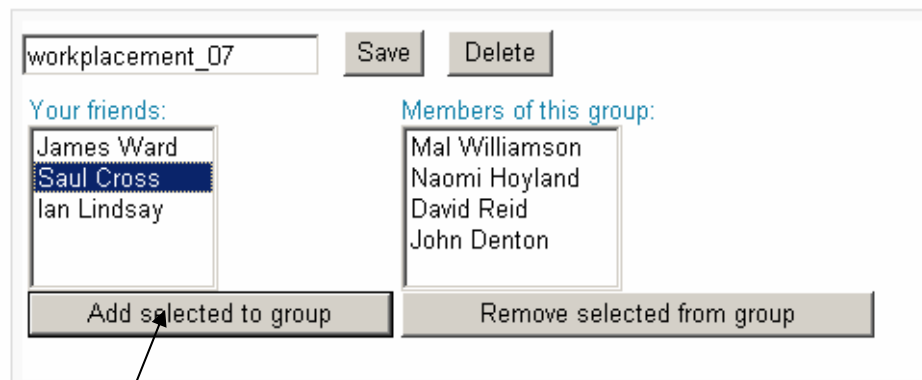
After you have made your students and the college tutor you are working with your 'friends', you can then allow only them to see certain details about yourself.

Select the 'Your Network' tab, then 'Access controls'



You will be asked to create a new access group. Give your group an appropriate name – e.g. workplacement_07 – and click 'Create'.

Groups you own



You can now add as many of your 'friends' to the access group as needed, by selecting their name and clicking on this button.

Remember to save the group when you are finished!

You can have as many different access groups as you like, but to include someone remember to make them your 'friend' first!

For more information on Friends and access controls, click on 'Page Help' under the 'Your Network' tab.

Editing your profile:

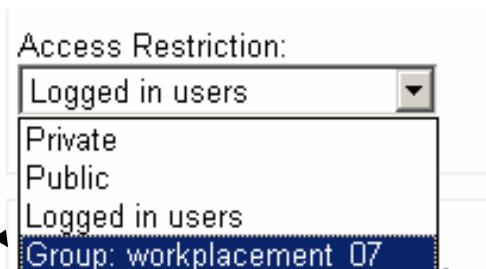
Your profile allows others on the system to see a little more about you – we will be using the access group created above to control who can see different elements of your details.

Select 'Your Profile' tab, then 'Edit this profile'.



Only fields you fill in are shown on-screen. Who sees these fields depends on the access rights you grant for each one, or you can set a default access restriction that affects all fields at the top of the screen.

If you check, you will find that the group you created earlier is one of the access groups you can use:

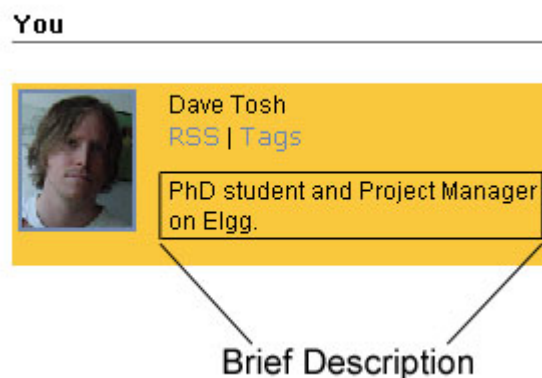


Important!

Keep personal details, such as home address and home telephone numbers, private.

Step 1: Type in a short introduction to yourself in the 'Who am I?' field, and give appropriate access rights.

Then scroll down to the 'Brief description' field and type in a sentence about yourself with access rights to all logged on users. This will be used in your sidebar profile.

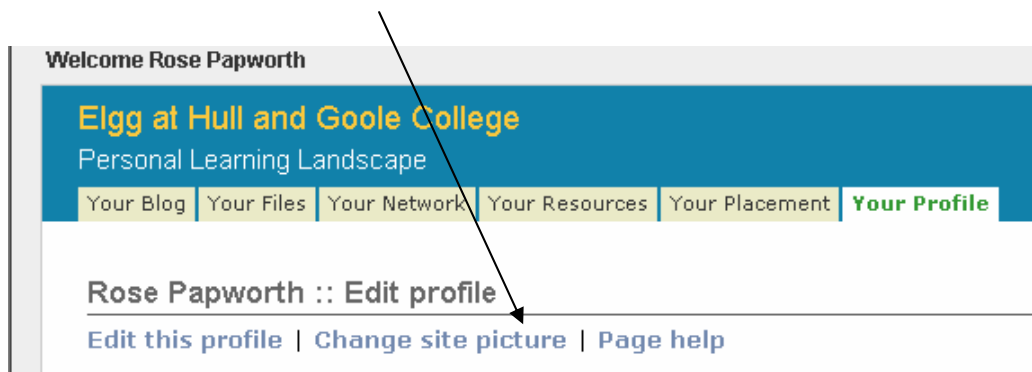


Step 2: Add other details that will help your students to contact you if necessary – e.g. e-mail, work telephone number etc. You can use the address fields to enter your work address. Select appropriate access groups for each one.

Step 3: Remember to scroll down to the bottom of the page, and click on the 'Save your profile' button!

Step 4: Now try adding a picture of yourself for others to see on the sidebar. Once you have a picture on the computer you are using, you can upload this to be displayed on the sidebar.

Select 'Your Profile' tab, then 'Change site picture'.



Step 5: Browse for the picture and give it a description. Make it the default icon, and then click on the 'Upload new icon' button.

Upload a new picture

Upload a picture for this profile below. Pictures need to be 100x100 pixels or smaller, but don't worry - if you've selected a larger picture, we'll shrink it down for you. You may upload up to 10 pictures in total.


Picture to upload:

Icon description:

Make this the default icon:

You should now have a picture displayed on your sidebar details:

You



Rose Papworth
[RSS](#) | [Tags](#) | [Resources](#)

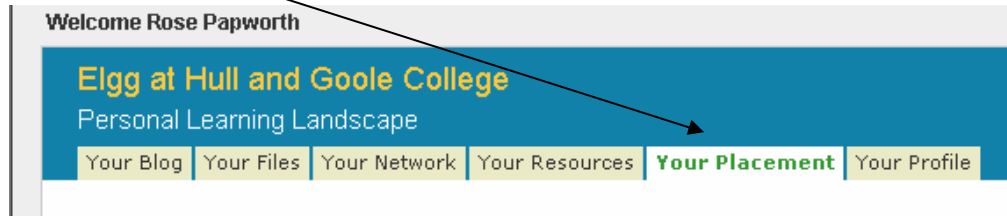
Course Leader Foundation
Degree Software Design and
Development

For more information on creating and editing your profile, click on 'Page Help' under the 'Your Profile' tab.

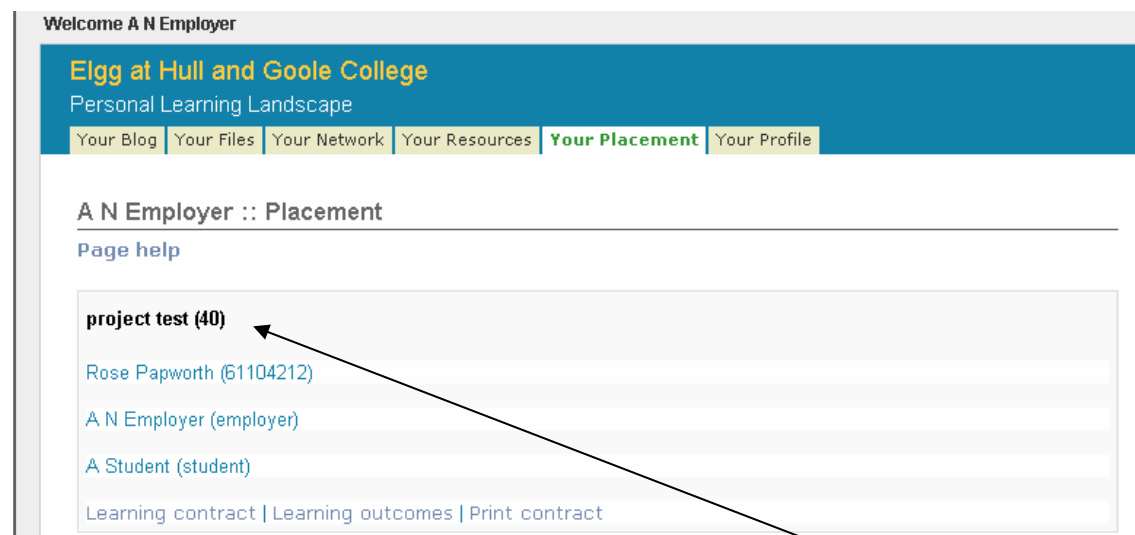
The work placement contract

You can view and alter the work placement contract you have with each individual student via Elgg. You can also 'sign off' sections online if you feel the student has completed a section of the contract successfully.

Select the 'Your Placement' tab.



You should see a screen looking something like this:



Each student you have on placement will have a different contract, uniquely numbered in the Elgg system.

Click on the 'Learning contract' link.

Here you can alter your details. It is automatically linked to your profile so anything you enter will be displayed there, too, with a 'private' access group.

Mentor Details
Name: A N Employer
Position: work
Work Address: 111 HULL England rrr
Tel No:
Mobile No: 6546
E-mail: eee@eee.com
Edit Mentor details

You can edit your details by clicking on this link.

Don't forget to click on the 'Update details' button at the bottom when you have finished!

You can also alter project details and aims in a similar fashion:

Work-Based Learning Project Aims
Section 2
Project Details
Award: test
Unit: 3
Level: 1
Project Title: project test
Edit Project details
Overall aims of the project
(A brief description of the purpose of the project and deliverables.)
No aims at present.
Add overall aims
Areas of reading and research covered in support of the project
No research at present.
Add reading and research

Now use the 'Learning outcomes' link at the top of the page to view learning outcomes and associated deliverables:

Welcome A N Employer

Elgg at Hull and Goole College
Personal Learning Landscape

Your Blog | Your Files | Your Network | Your Resources | **Your Placement** | Your Profile

A N Employer :: Placement

[Page help](#)

[Your Placement](#) | [Learning outcomes](#) | [Print contract](#)

Work-Based Learning Contract
Learning Contract

Here you can create, edit and delete learning outcomes:

Unit Learning Outcomes and Project Deliverables

[Create an outcome](#)

Learning Outcome: test

Project Deliverable: test

Start Date: Thu 25 Jan 2007

Completion Date: Thu 25 Jan 2007

Sign Off:
Learner: **Mentor:** **Tutor:**

[Edit](#) | [Delete](#)

If you 'Edit' a learning outcome, you can also set the start and completion dates for that section of a project.

Work-Based Learning Project Aims

Learning Contract

Section 3

Outcome Details

Learning Outcome: test

Project Deliverable: test

Start Date: 25 January 2007 Set the start date:

Completion Date: 26 July 2007 Set the completion date:

Sign off: Learner Mentor Tutor

update details

You will also notice some check boxes – one is marked 'Mentor'. This is for you to select if you think that the student has completed this outcome satisfactorily. Both the student and tutor can also do this – when all have checked the learning outcome can be deemed completed in full.

Note that if the student thinks they have completed the work, but it does not seem completed to you, you can uncheck the box marked 'Learner'.

In this way, all three participants can easily see what work has been completed and checked, and what is still to be done.

Commenting on other's blogs

We aim to foster reflective practice in our students – one way of doing this is via comments on a students blog entry.

To view a students blog, click on their name in the friends list on the right-hand side.



This will take you to their profile page. From here, you can access

- any postings on their blog that you have rights to view
- any files that you have rights to view

A screenshot of a user profile page for Matthew Burns. The page is titled 'Welcome Rose Papworth' and 'Elgg at Hull and Goole College'. The profile owner is Matthew Burns, with a profile picture and a link to 'Resources'. The profile information includes: 'Who am I?' (The stunt double for Vin Diesel during his two week Hollywood career.), 'Town' (HULL), 'Country' (United Kingdom England), 'Email address' (bigbadburns@hotmail.co.uk), 'Dislikes' (Ducks), and 'Occupation' (Customer Service Advisor). The 'Blog' section includes links for 'Personal blog (RSS)', 'Weblog Archive', and 'Friends blog'. The 'Files' section shows 'File Storage (0 files) (RSS)'. The 'Friends' list includes A Tutor, News, Wayne Sunman, Sam Helas, Matthew Parrot, and Danny Hunter. Two black arrows point from the list above to the 'Blog' and 'Files' sections of the profile page.

If you click on the 'Personal Blog' link, you will be able to see all the entries that a particular student has made and given you permission to view.

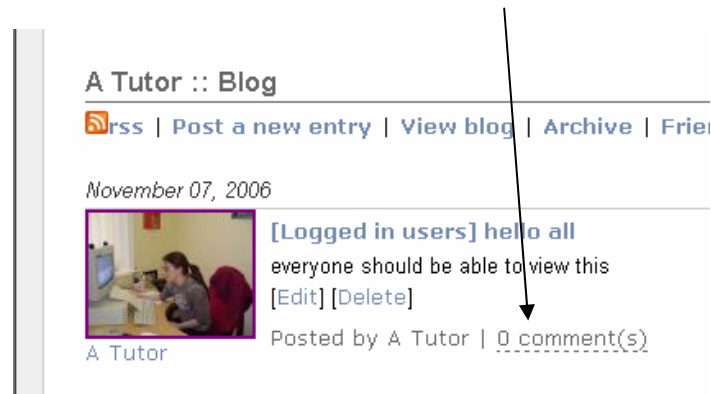
On the work placement, we encourage students to make reflective entries, not simply detailing what has been done each week, but also details of problems encountered and solutions found.

Students may identify areas that they need to clarify, or areas where they need to make a personal improvement. They may also reflect on the nature of the environment and the relationships they encounter in the workplace.

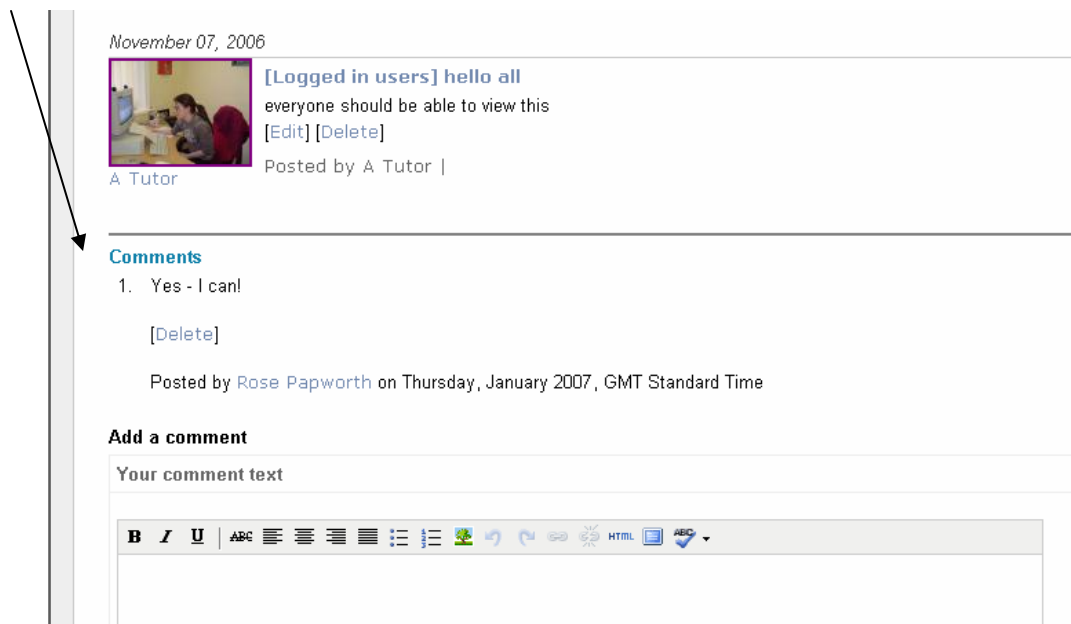
Studies have shown that reflection of this nature can ultimately lead to a better practitioner.

However, learning to reflect is an art in itself. The skill can be fostered through comment and questions from both mentors and tutors.

To leave a comment on a particular blog entry, use the 'comments' link.



This will leave a comment that the student and tutor can read. Another comment can be left afterwards, allowing a thread of discussion to take place.

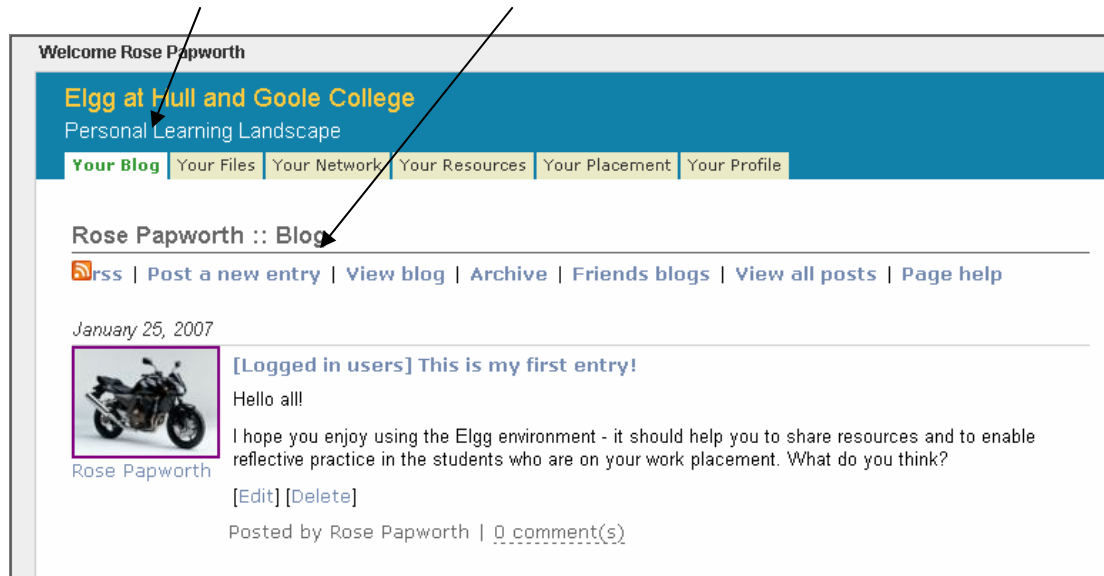


Creating your own blog

You can also create your own blog entry. This may be useful if you are giving placements to a group of students, and you will have information to share with all of them.

Alternatively, you may wish to share thoughts with other employers and tutors, or wish to invite comments on proposals or issues. Remember, you can create access groups to limit viewing of certain blog entries.

Select the 'Your Blog' tab, and then 'Post a new entry'.



The screenshot shows the Elgg user interface for Rose Papworth. At the top, there is a navigation bar with the following tabs: 'Your Blog' (highlighted in green), 'Your Files', 'Your Network', 'Your Resources', 'Your Placement', and 'Your Profile'. Below the navigation bar, the page title is 'Rose Papworth :: Blog'. There are several links: 'rss', 'Post a new entry', 'View blog', 'Archive', 'Friends blogs', 'View all posts', and 'Page help'. The date 'January 25, 2007' is displayed. A blog entry is shown with a thumbnail image of a motorcycle. The entry text reads: '[Logged in users] This is my first entry! Hello all! I hope you enjoy using the Elgg environment - it should help you to share resources and to enable reflective practice in the students who are on your work placement. What do you think?'. Below the text are links for '[Edit]' and '[Delete]'. At the bottom of the entry, it says 'Posted by Rose Papworth | 0 comment(s)'. Two arrows point from the text above to the 'Your Blog' tab and the 'Post a new entry' link.

Now you can complete your entry – don't forget that you may want to limit who can see this posting by using access groups.

Add a new post

Post title:
Writing the training manual

Post body:

B I U | ABC | [List Icons] | [Link Icon] | [Image Icon] | HTML | ABC

This post is taking place as I am writing the training manual for this.

I like posting to blogs - it allows me to invite discussion and reflection on different topics - a bit like having my own discussion forum.

I can also link to files I have uploaded.

Path: p

Keywords (Separated by commas):
Keywords commonly referred to as 'Tags' are words that represent the weblog post you have just made. This will make it easier for others to search and find your posting.

Access restrictions:
Logged in users
Private
Public
Logged in users
Group: workplacement_07

Hull and Goole College file storage:
(This will add a code to your weblog post that will be converted into an embedded file.)

Post

When you have finished your entry, click on the 'Post' button to publish. The new entry will be at the top of the page.

Rose Papworth :: Blog

[rss](#) | [Post a new entry](#) | [View blog](#) | [Archive](#) | [Friends blogs](#) | [View all posts](#) | [Page help](#)

January 25, 2007

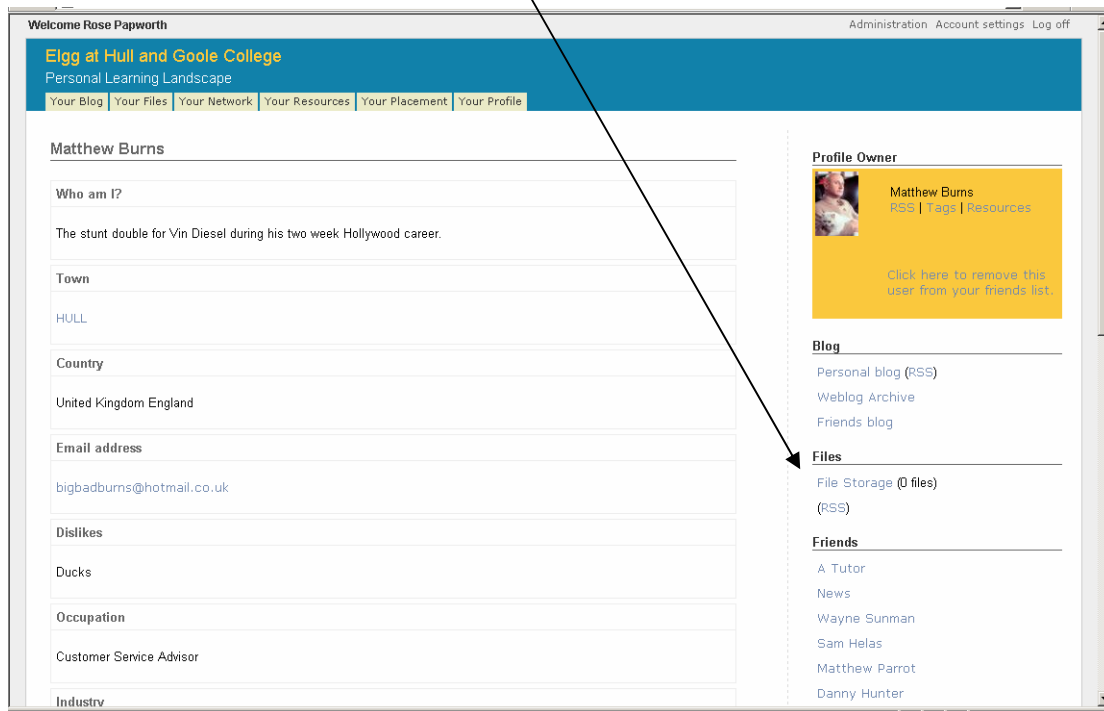
 **[Logged in users] Writing the training manual**
This post is taking place as I am writing the training manual for this.
I like posting to blogs - it allows me to invite discussion and reflection on different topics - a bit like having my own discussion forum.
I can also link to files I have uploaded.
[Edit] [Delete]
Posted by Rose Papworth | [0 comment\(s\)](#)

 **[Logged in users] This is my first entry!**
Hello all!
I hope you enjoy using the Elgg environment - it should help you to share resources and to enable reflective practice in the students who are on your work placement. What do you think?
[Edit] [Delete]
Posted by Rose Papworth | [0 comment\(s\)](#)

For more information on blogs, click on 'Page Help' under the 'Your Blog' tab.

Viewing student's files

You can view files that a student has uploaded by clicking on their name in the right-hand side column, and then selecting the 'File storage' link.



Welcome Rose Papworth Administration Account settings Log off

Elgg at Hull and Goole College
Personal Learning Landscape

Your Blog Your Files Your Network Your Resources Your Placement Your Profile

Matthew Burns

Who am I?
The stunt double for Vin Diesel during his two week Hollywood career.

Town
HULL

Country
United Kingdom England

Email address
bigbadburns@hotmail.co.uk

Dislikes

Ducks

Occupation
Customer Service Advisor

Industry

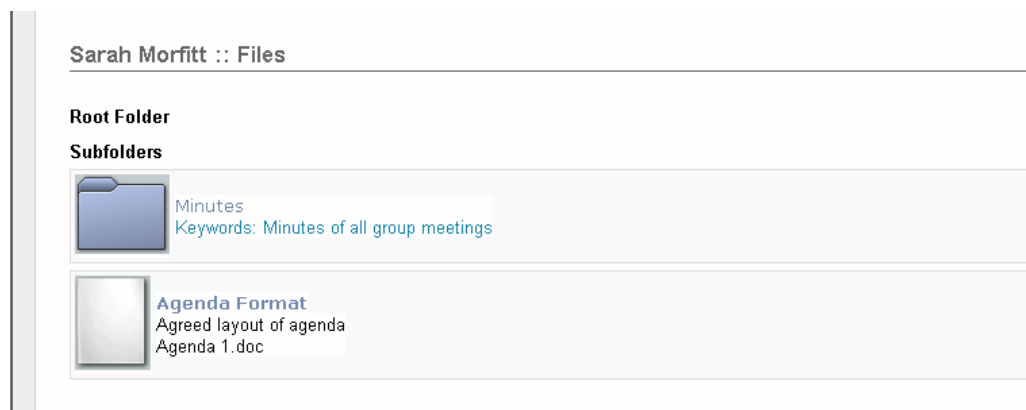
Profile Owner
Matthew Burns
RSS | Tags | Resources
Click here to remove this user from your friends list.

Blog
Personal blog (RSS)
Weblog Archive
Friends blog

Files
File Storage (0 files) (RSS)

Friends
A Tutor
News
Wayne Sunman
Sam Helas
Matthew Parrot
Danny Hunter

You will then be able to access any files and folders that the student has given you permission to view. If files are only for certain people involved in a project to see, make sure the student has created and used an appropriate access group.



Sarah Morfitt :: Files

Root Folder

Subfolders

Minutes
Keywords: Minutes of all group meetings

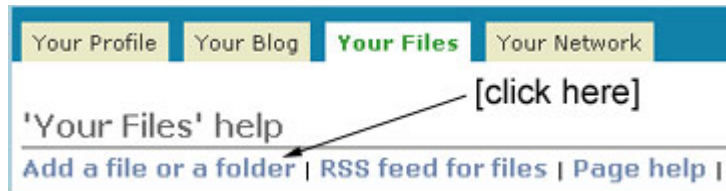
Agenda Format
Agreed layout of agenda
Agenda 1.doc

Simply click on the appropriate icon to view the file.

Uploading files and creating folders

You can also upload files and create folders, so that you can share documents etc. with students and tutors.

Select the 'Your files' tab, then select 'Add a file or a folder'.



Step one: Now you will be in the root directory of your file repository. If you like you can upload all your files here. First you need to browse for the file you want to upload using the first part of the form at the bottom half of the page.

Upload a file

Used space: 0.1464 Mb.

File to upload:

Step two: Now enter a title and short description (*optional*).

File title:

File Description:

Step 3: You can now set the 'Access Restriction' you want for this file.

Access restrictions:

- Public
- Logged in users
- Private

Step 4: (*optional*) Now you might want to add some keywords (tags).

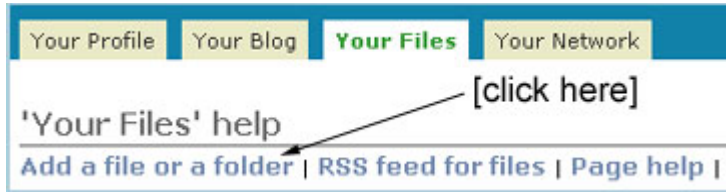
Keywords (comma separated):

Step 5: The disclaimer states that you acknowledge you have the right to upload the particular file.

By unchecking this box, you are asserting that you do not have the legal right to share this file, and that you understand you do not have the right of sharing it with other users of the system.

Step 6: Click 'Upload' at the bottom of the form.

To create a folder, select 'Add a file or a folder'.



Step one: You need to give the folder a name - then set the Access restrictions and finally, if you want, put in some keywords (remember to separate with a comma!)

You can create as many sub-directories as you want - just click on the folder for which you want to create a sub-directory in and then follow the instructions to 'Create a folder' above.

For more information on creating files and folders, click on 'Page Help' under the 'Your Files' tab.

Further information

This brief guide should have got you started and familiarised with Elgg.

For further information, try using the 'Page help' sections on Elgg, or ask your college contact.

To get you started, there is also a brief help guide just for employers located at the bottom right-hand side of every page.

