

## User Guide

**Who can use this website?** It was designed for literacy practitioners and adult learning educators who teach, tutor or mentor adult learners in Nova Scotia, and are employed by or affiliated with NSCC or a community learning organization.

### What is the purpose of this website?

- To allow practitioners to share and co-develop teaching resources
- To provide forums for discussion about resources and best practices

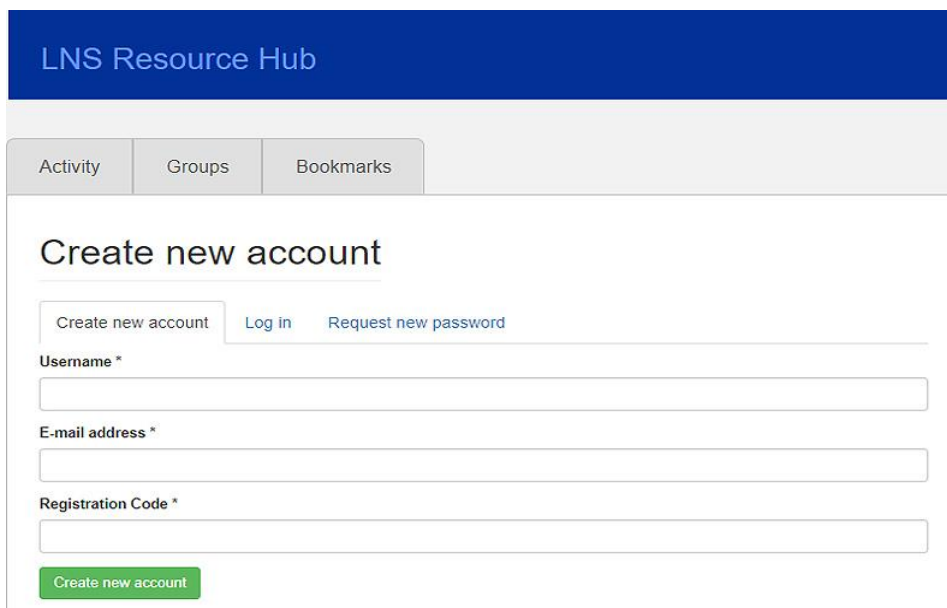
### As practitioners use this website, we hope they will:

- Make connections with literacy practitioners around the province
- Recognize and value the skills they currently bring to working with learners, and broaden and deepen their areas of strength
- Broaden their knowledge of the Nova Scotia School of Adult Learning
- Learn about new specific teaching techniques and strategies for working with adult learners

**How do I create a user account?** Email the website administrator at [frampton.elaine@gmail.com](mailto:frampton.elaine@gmail.com) and provide the following:

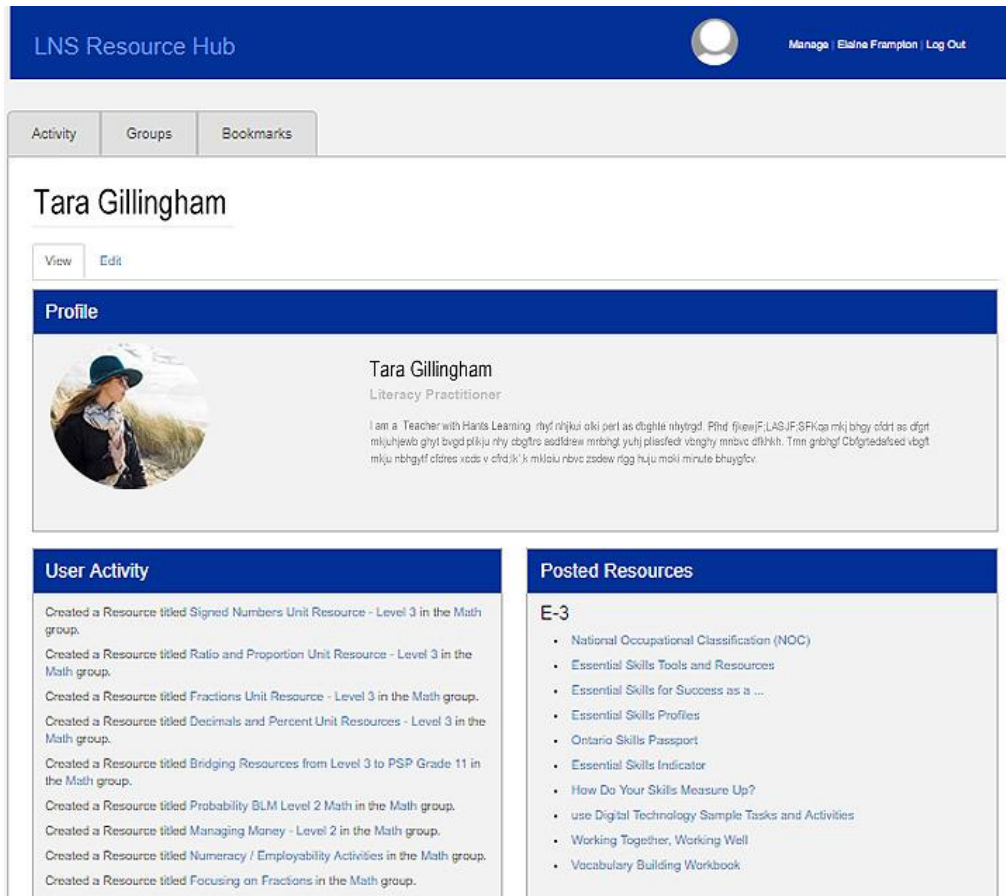
- Your name
- Email address
- Name of Learning Organization

The website administrator will email you a **registration code**. Click on the **Create new account** link in the User login box on the right side of the homepage. Fill in the text fields and click the green button.



The screenshot shows the 'Create new account' form on the LNS Resource Hub website. At the top, there is a blue header with the text 'LNS Resource Hub'. Below the header, there are three tabs: 'Activity', 'Groups', and 'Bookmarks'. The main content area is titled 'Create new account' and contains three input fields: 'Username \*', 'E-mail address \*', and 'Registration Code \*'. Above the 'Username \*' field, there are three links: 'Create new account', 'Log in', and 'Request new password'. At the bottom of the form, there is a green button labeled 'Create new account'.

**How do I find my personal profile on the website?** Once you have created a user account and logged into the site, click on your username at the top righthand corner. You will see your profile page. Click on the **edit** tab to upload a profile picture and add your biography.

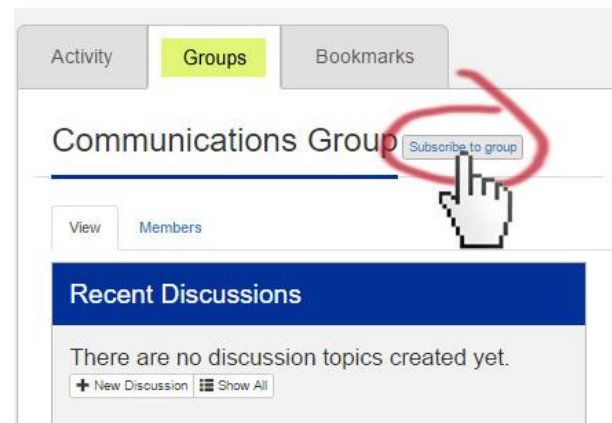


Links to your user activity, resources you have posted and discussions you have contributed to will appear on your profile page. Other site users will be able to access the content you create via your profile page.

**How do I join a discussion group?** Click on the **Groups** tab and you will see a listing of all the groups. Click on the one you want to join, and you will see the main page for that group. Click the **Subscribe to group** button.

Once you have subscribed to a group, any discussions, resources and comments posted in that group will appear in your Activity feed.

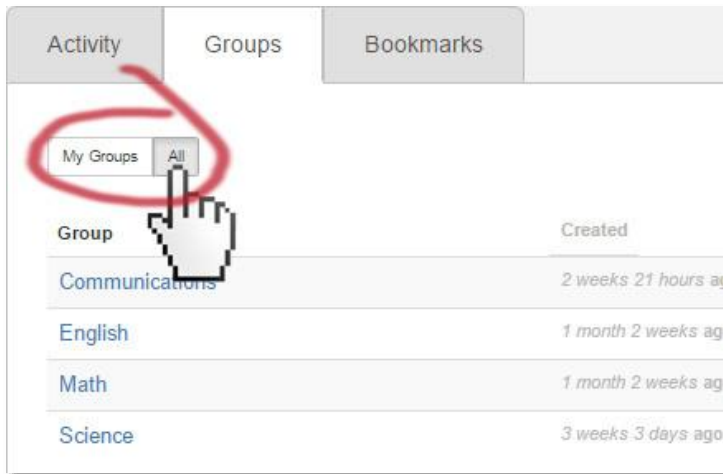
**Can I create a new discussion group?** No, but the website administrator can create a discussion group for you. Email [frampton.elaine@gmail.com](mailto:frampton.elaine@gmail.com) to make the request and include the name of the new discussion group.



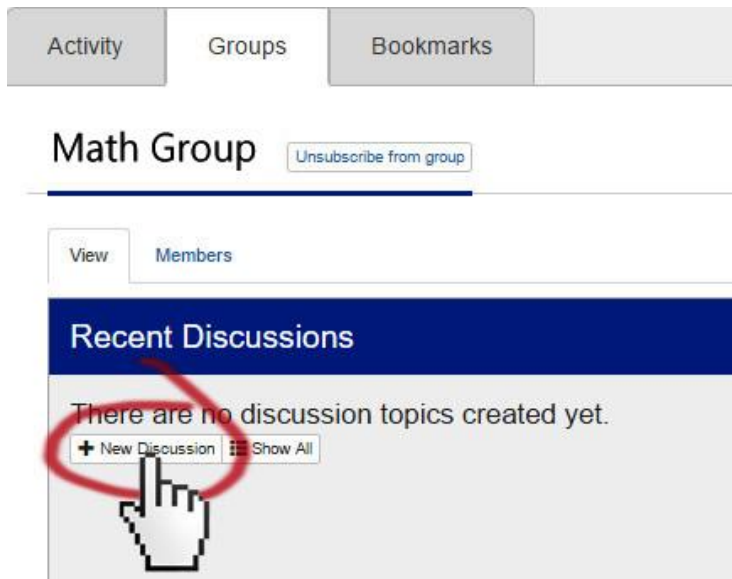
**Can I have a private group created where only the group members can see and participate in the discussion?** No, all discussions on the site are public and any site user can see them. Joining a group makes it easier to see what new resources and discussions have been posted in that group, because they will appear in your Activity feed.

**How do I create a discussion?** Discussions must be created within a discussion group. First, click on the **Groups** tab to see what discussion groups have been set up. Decide which group your discussion should be created in.

Clicking on **My Groups** will display only the groups you have subscribed to. Clicking on **All** will display all groups.



Select which group your discussion should be created in, and click on the group link. You will see the Group main page. Click the **New Discussion** button.



**Are there any discussion topics that are not allowed?** Please keep all discussions polite. Protect the privacy of adult learners by not mentioning their names.

**Create a Discussion Topic:**

Name the discussion topic.

Apply **tags** to your discussion. This helps other users locate it when searching.

Write a discussion question. You can upload a resource to the discussion post if you want.

Click the green **Save** button at the bottom of the page.

The screenshot shows the 'Create Discussion Topic' form. The title field contains 'Math Manipulatives Websites and Apps'. The 'Post to:' section has 'Math' selected for the Group and '- None -' for the Level. The 'Tags' section has several checkboxes, with 'E-3' circled in red. The 'Body (Edit summary)' field contains the text: 'What math manipulative websites and apps do you find most useful for teaching fractions, decimals and percents?'. The 'Files' section has a 'Choose file' button circled in red. The 'Comment settings' section has 'Open' selected. At the bottom, a green 'Save' button is circled in red.

## Creating a resource: How do I upload a resource to the website?

Resources are uploaded within discussion groups.

Click on the **Groups** tab and find the group you want to share the resource in. You will see the Group main page. Click the **New Resource** button in the Recent Resources box at the bottom of the page.

You will see a **Create Resource** page. Name your resource. Apply **tags** to your resource. This helps other users locate it when searching. Write a **description** of the resource. Upload the resource file. Click the green **Save** button at the bottom of the page.

### Recent Resources

- [Communications Handbook from LNS's Practitioner Training Program](#)  
0 comments | 5 bookmarks
- [Documenting Student Success: The Development of a Learner Portfolio](#)  
0 comments | 0 bookmarks
- [Controlling Complexity: An Introduction to Question Structure](#)  
0 comments | 0 bookmarks
- [Creating Learning Partners: A facilitator's guide for training effective adult literacy tutors: Units 1-12](#)  
1 comments | 0 bookmarks

[+ New Resource](#) [Show All](#)

## Create Resource

Title \*

Improving Learner Writing

Post to:

Group

Communications

Level

- None -

Tags

Select related topics...

- Adult Learners Week
- Assessment
- authentic materials
- communications
- Communications I
- Communications II

Body(Edit summary)

Paragraph **B** *I* U **++**

This resource will help tutors and instructors encourage learners through the writing process. Topics include brainstorming, organizing and prioritization of ideas, spelling, grammar and punctuation.

body p

Files

Add a new file

Choose file

No file chosen

Upload

Comment settings

Open

Closed

Save