

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

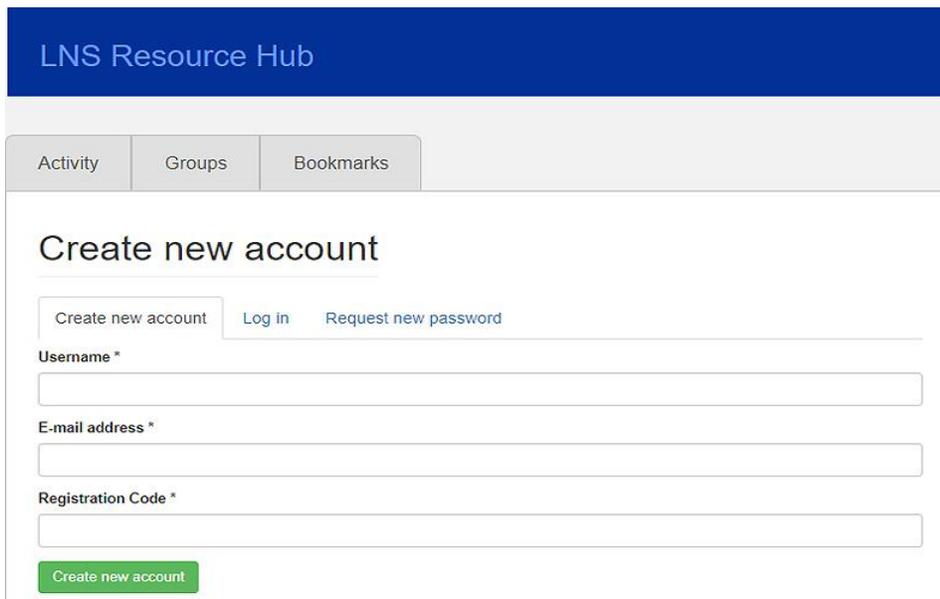
As practitioners use this website, we hope they will:

- 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 and provide the following:

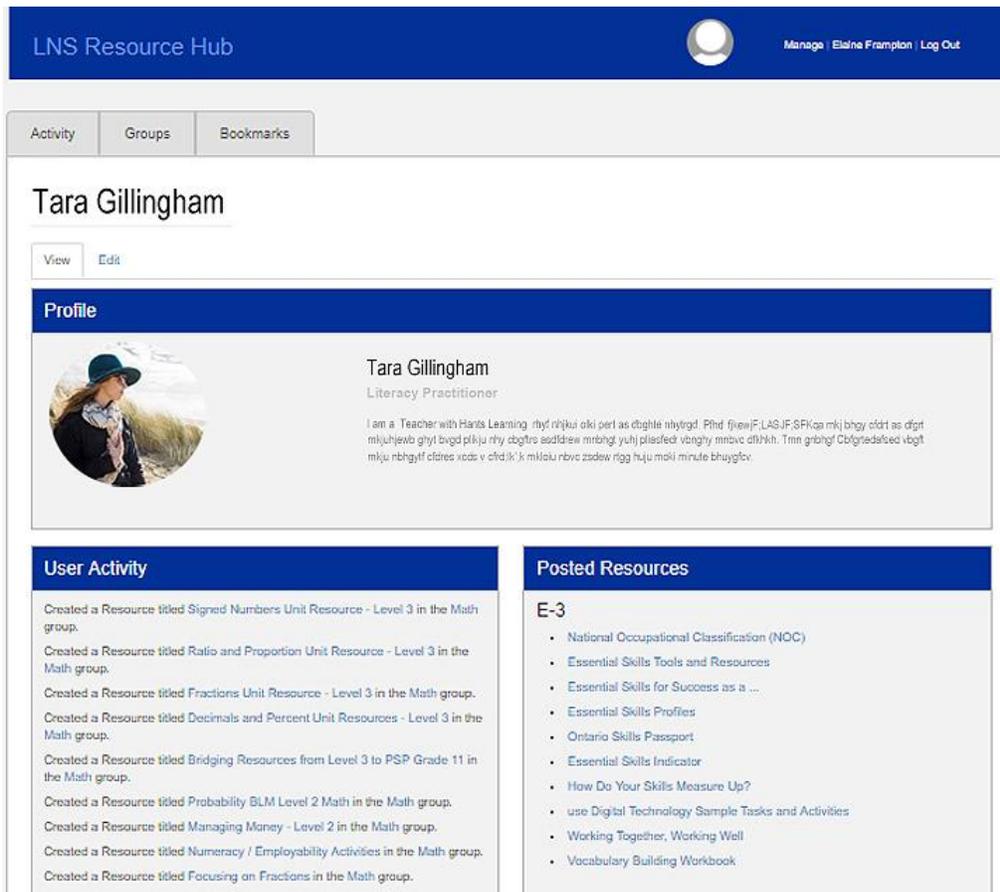
- Your name
- Email address
- Name of Learning Organization

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.



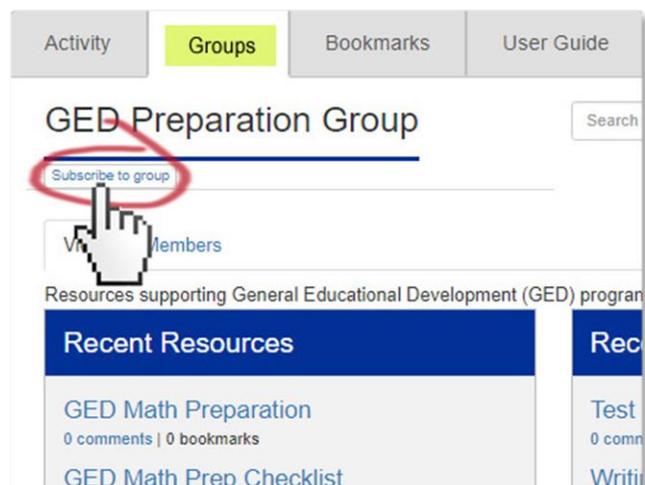
The screenshot shows the user profile page for Tara Gillingham. At the top, there is a blue header with the text "LNS Resource Hub" and a user profile picture icon. Below the header, there are navigation tabs for "Activity", "Groups", and "Bookmarks". The main content area is titled "Tara Gillingham" and includes a "View" and "Edit" button. Below this is a "Profile" section with a circular profile picture of Tara Gillingham, her name, and her title "Literacy Practitioner". A bio follows, stating "I am a Teacher with Haris Learning...". Below the profile section are two columns: "User Activity" and "Posted Resources". The "User Activity" column lists several resources created by Tara, such as "Signed Numbers Unit Resource - Level 3 in the Math group". The "Posted Resources" column lists resources like "National Occupational Classification (NOC)" and "Essential Skills Tools and Resources".

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 to make the request and include the name of the new discussion group.

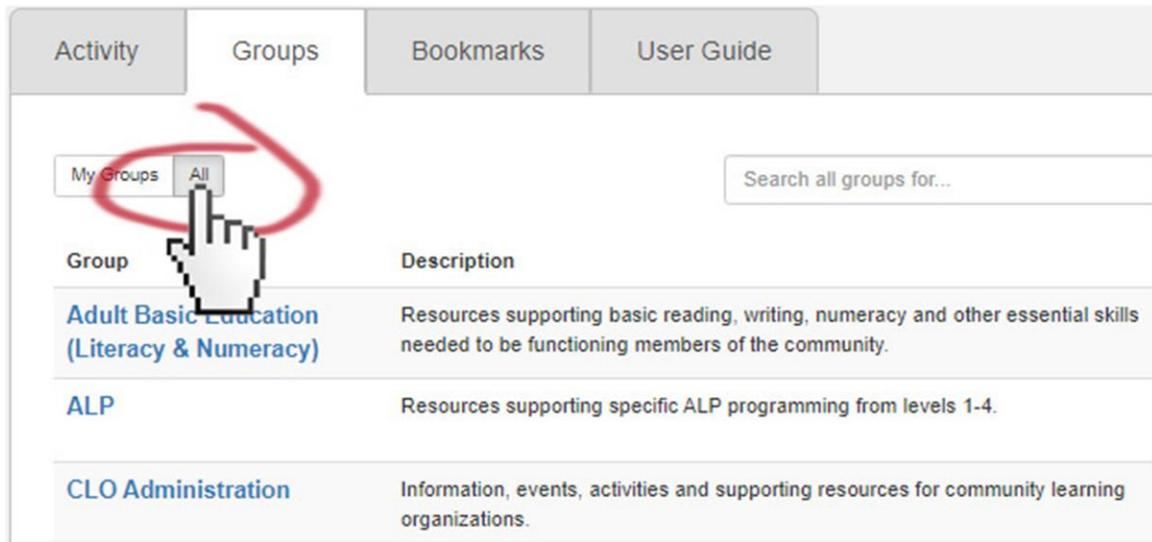


The screenshot shows the "GED Preparation Group" page. At the top, there are navigation tabs for "Activity", "Groups", "Bookmarks", and "User Guide". The "Groups" tab is highlighted. Below the tabs, the group name "GED Preparation Group" is displayed, along with a "Search" button. A red circle highlights the "Subscribe to group" button, which is being clicked by a mouse cursor. Below the "Subscribe to group" button, there is a "View members" button. The main content area is titled "Resources supporting General Educational Development (GED) program" and features a "Recent Resources" section. The "Recent Resources" section lists two resources: "GED Math Preparation" (0 comments | 0 bookmarks) and "GED Math Prep Checklist".

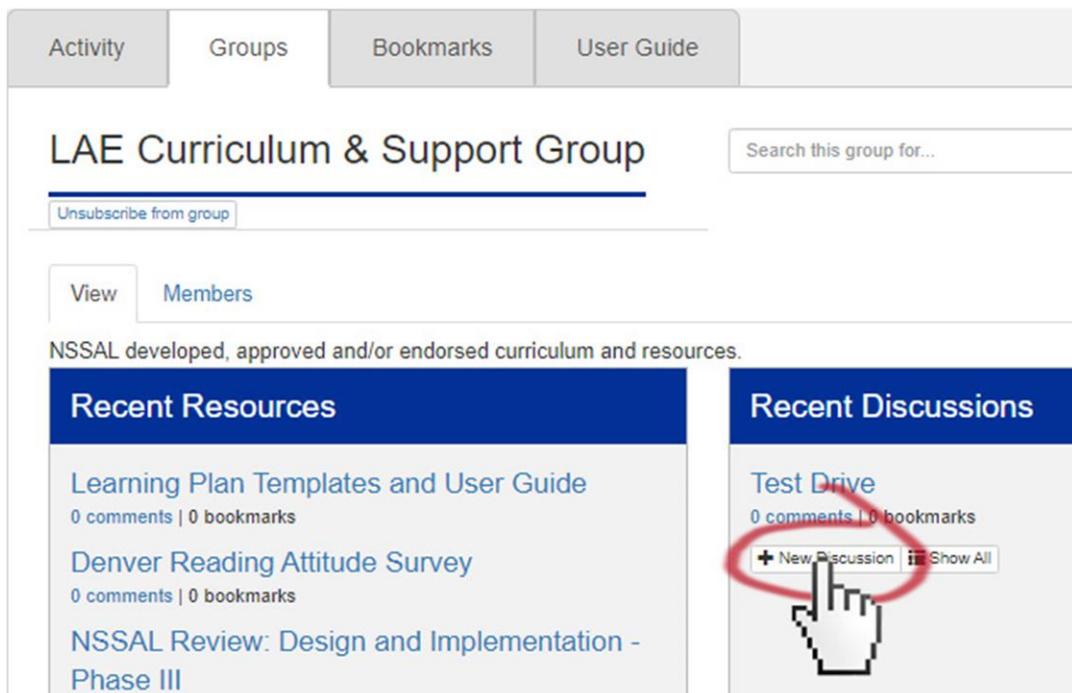
Can I have a private group created where only the group members can see and participate in the discussion? No, all discussions on the site are public and any site user can see them. Joining a group makes it easier to see what new resources and discussions have been posted in that group, because they 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. Users can report broken links and offensive posts by clicking the 'Report this post' link.

Create a Discussion Topic: When creating a discussion, a user must fill in 3 mandatory fields:

- Title (*no drop-down menu – just type in*)
- Subject Area (*drop-down menu*)
- Level (*drop-down menu, N/A as a choice for when level doesn't apply*)

Write a **discussion question** in the Body field. You can upload a resource to the discussion post if you want. Apply **tags** to your resource. Users must choose a minimum of 2 tags to describe the discussion but may choose more. Click the green **Save** button at the bottom of the page.

The screenshot shows the 'Create Discussion Topic' form with the following fields and options:

- Title ***: A text input field containing 'Skilled Trades Websites'.
- Post to:** A section containing three dropdown menus: **Group** (Employability Skills), **Subject Area *** (Essential Skills), and **Level** (Multilevel).
- Body (Edit summary)**: A rich text editor containing the text: 'I am looking for websites that have information on what Essential Skills are used in the skilled trades. Please share the best ones you have found.'
- Files**: A section for uploading files, with a 'Choose file' button and an 'Upload' button.
- Tags**: A list of tags with checkboxes, including Addition, Administrative Tool, Adult Learners, African Canadian Studies, African Nova Scotian, and Agriculture.
- Comment settings**: A section with radio buttons for 'Open' (selected) and 'Closed'.
- Save**: A green button at the bottom left.

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. When uploading a resource, a user must fill in 5 mandatory fields:

- Title (*no drop-down menu – just type in*)
- Group (*drop-down menu*)
- Resource Type (*drop-down menu*)
- Level (*drop-down menu, N/A as a choice for when the resource is for instructors, or an article, etc*)
- Subject (*drop-down menu*)

Recent Resources

Communications Handbook from LNS's Practitioner Training Program
0 comments | 5 bookmarks

Documenting Student Success
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

Write a **description** of the resource. Upload the resource file. Apply **tags** to your resource. Users must choose a minimum of 2 tags to describe the resource but may choose more. Click the green **Save** button at the bottom of the page.

Create Resource

Title *

Creating Learning Partners

Post to:

Group
LNS Support

Subject Area *
- Select a value -

Type of Resource *
- Select a value -

Level *
- Select a value -

Body (Edit summary)

This resource was developed for community-based literacy programs, and is easy to navigate. It contains tutor training material for developing lesson plans.

Files

Add a new file

Choose file No file chosen Upload

Tags

Word Problems
 Workforce
 Working With Others
 Workshops
 Writing

Comment settings

Open Open Closed

Save