LNS Resource Hub

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

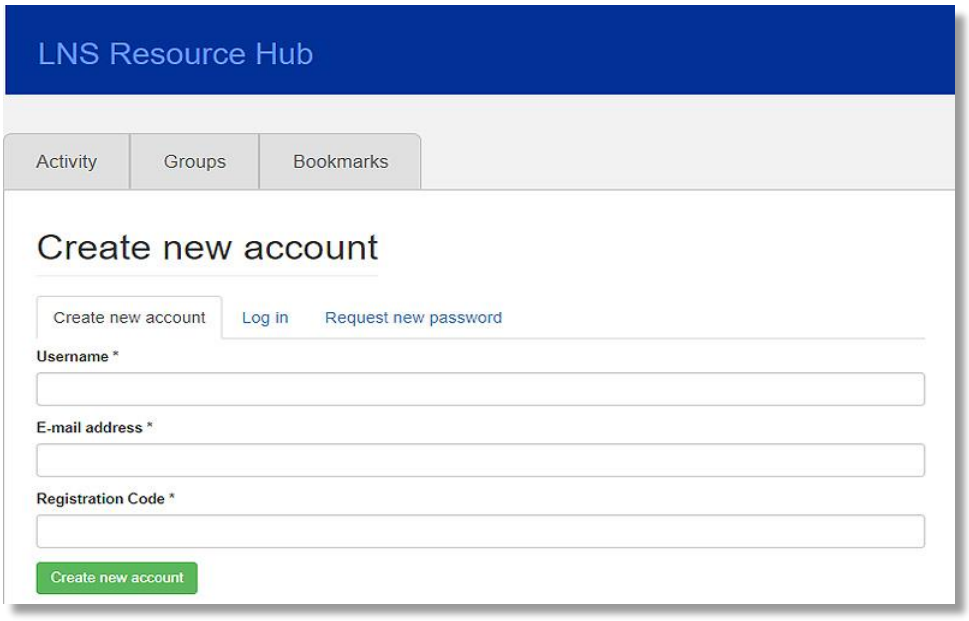
As practitioners use this website, we hope they will:

- 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

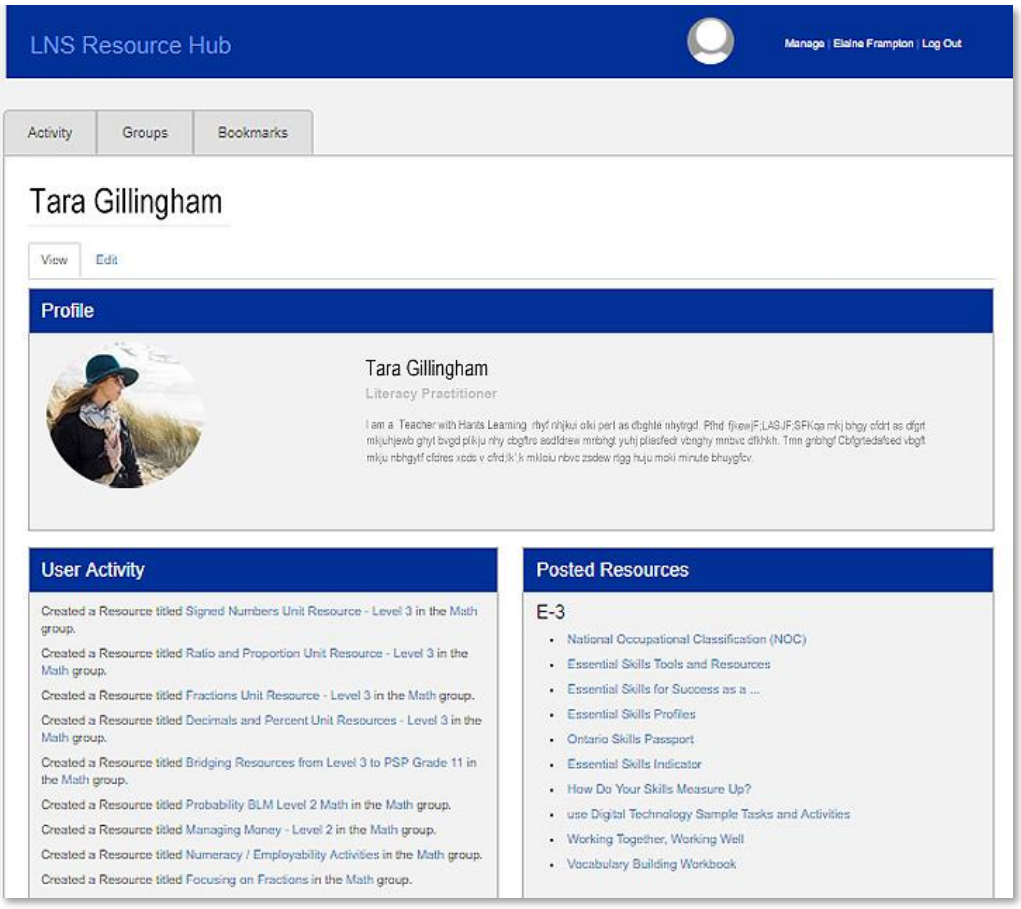
How do I create a user account? Email the website administrator at frampton.elaine@gmail.com and provide the following:

- 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.



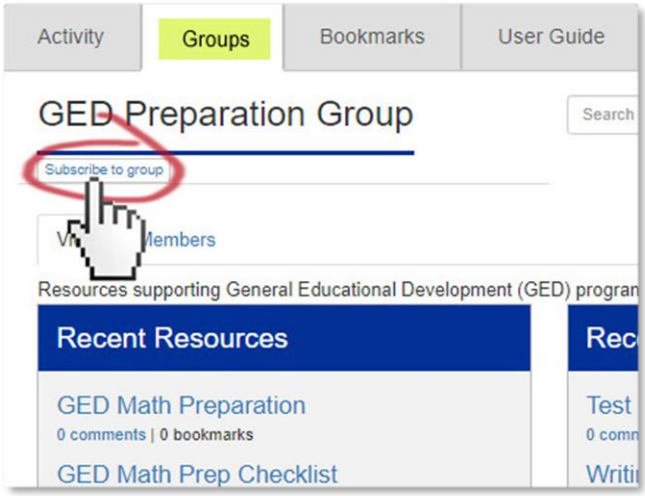
How do I find my personal profile on the website? Once you have created a user account and logged into the site, click on your username at the top righthand corner. You will see your profile page. Click on the **edit** tab to upload a profile picture and add your biography.



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.

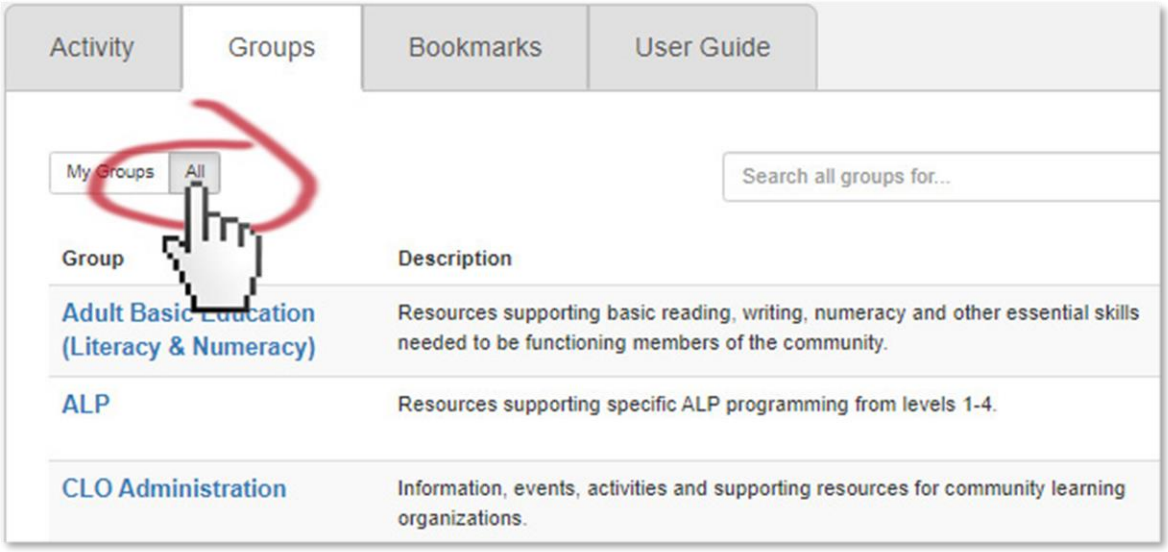


Can I create a new discussion group? No, but the website administrator can create a discussion group for you. Email frampton.elaine@gmail.com to make the request and include the name of the new discussion group.

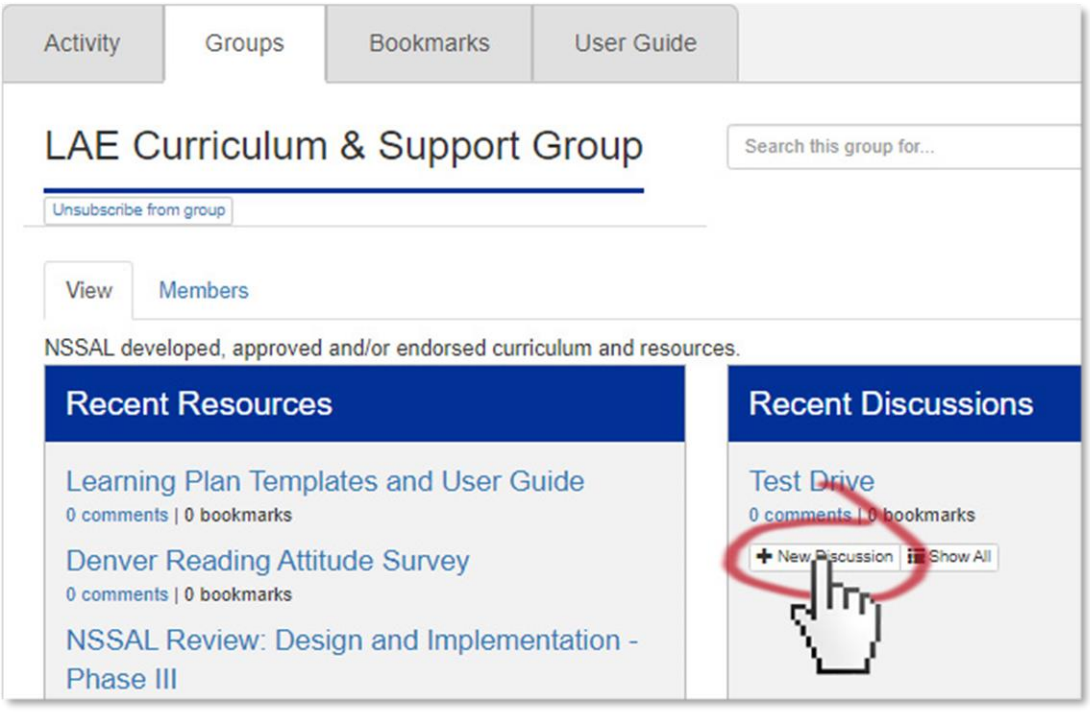
Can I have a private group created where only the group members can see and participate in the discussion? No, all discussions on the site are public and any site user can see them. Joining a group makes it easier to see what new resources and discussions have been posted in that group, because they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

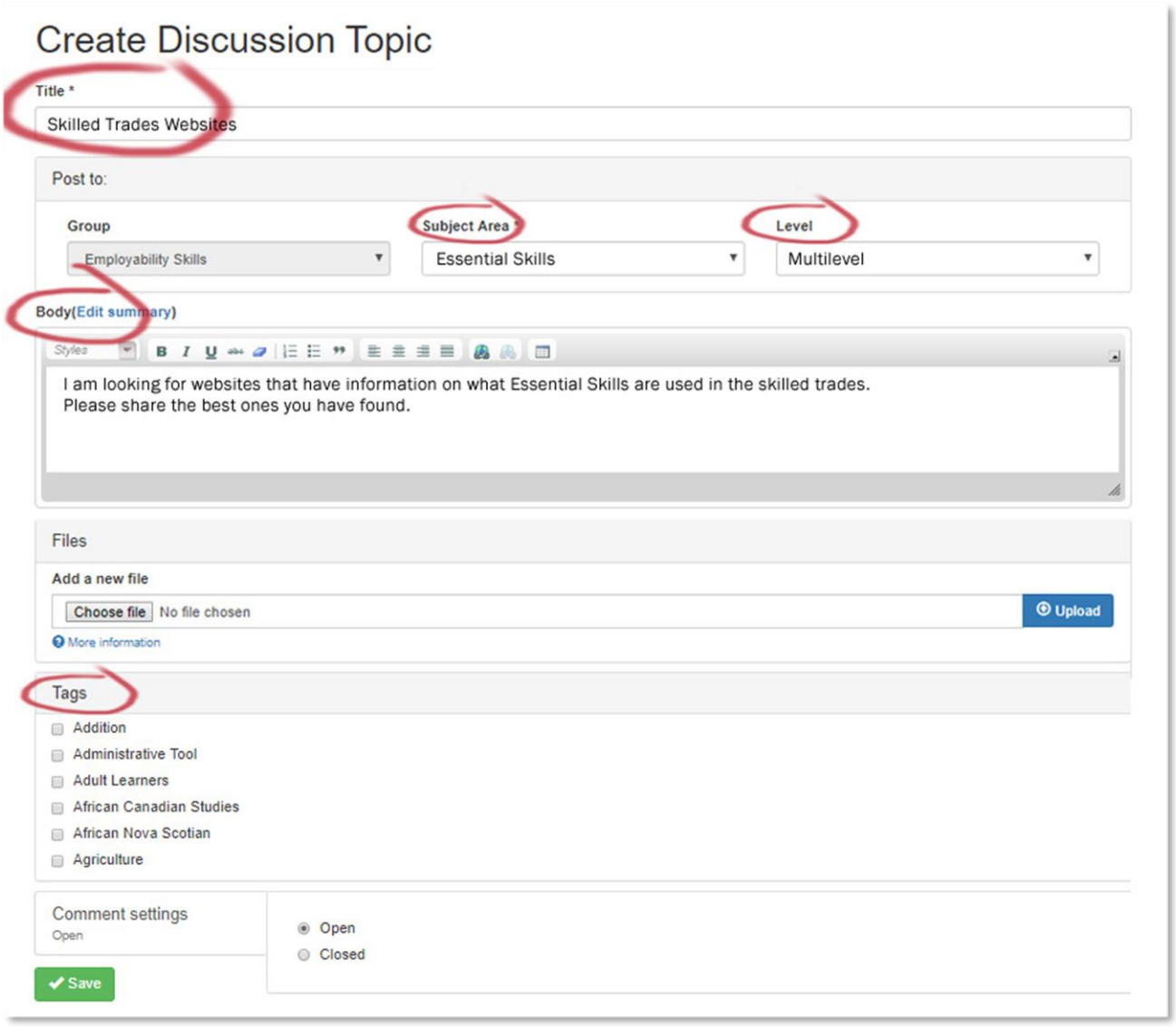


Are there any discussion topics that are not allowed? Please keep all discussions polite. Protect the privacy of adult learners by not mentioning their names. Users can report broken links and offensive posts by clicking the 'Report this post' link.

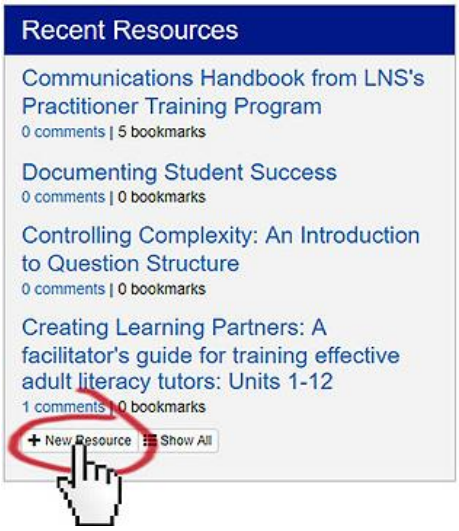
Create a Discussion Topic: When creating a discussion, a user must fill in 3 mandatory fields:

- 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.

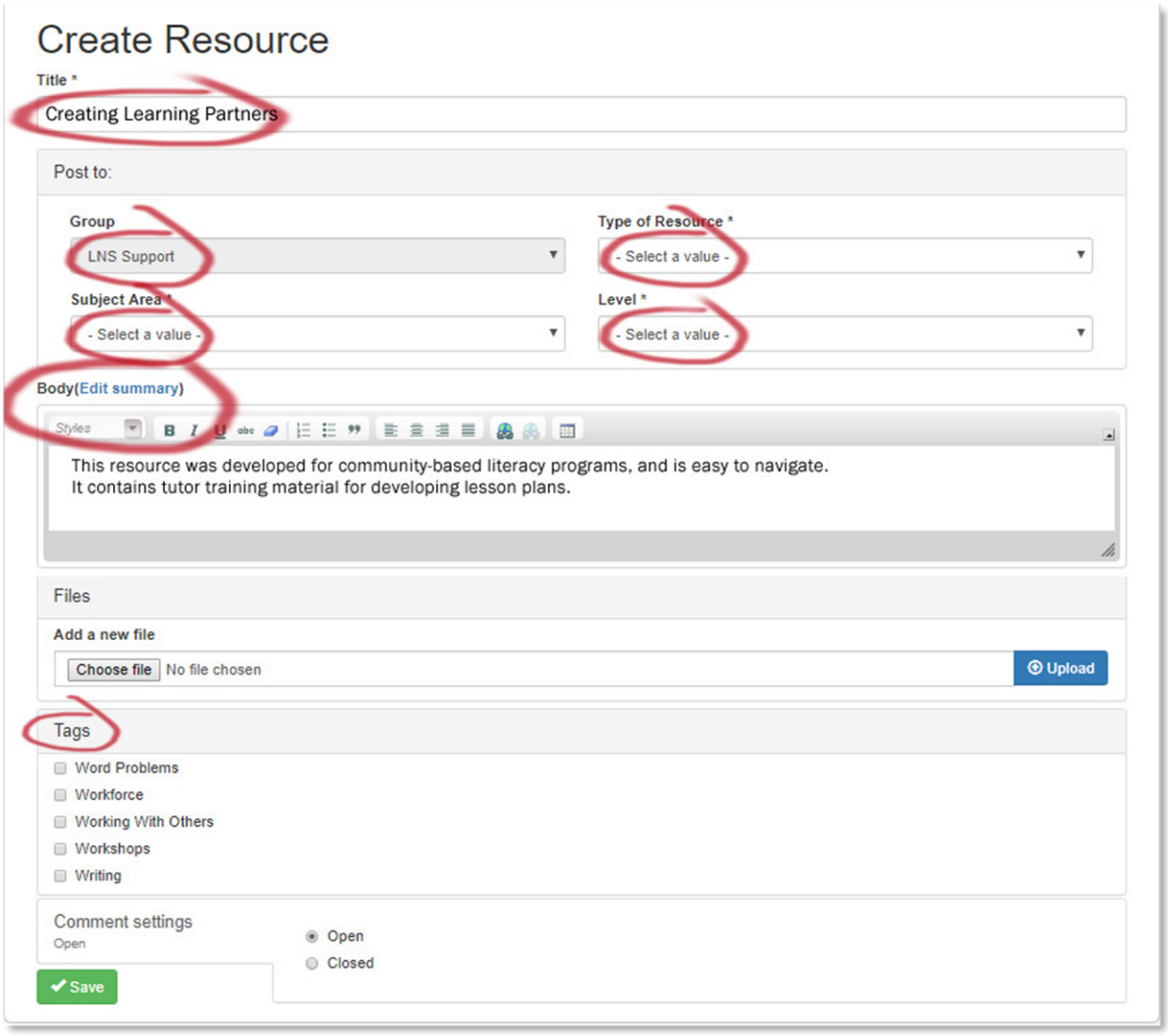


How do I upload a resource to the website? Resources are uploaded within discussion groups.



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)*

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.