Open Resources for English Language Teaching (ORELT)

Website Training Manual

Prepared for Commonwealth of Learning by Affinity Bridge

The Commonwealth of Learning (COL) is an intergovernmental organisation created by Commonwealth Heads of Government to encourage the development and sharing of open learning and distance education knowledge, resources and technologies.

Commonwealth of Learning, 2012

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Introduction and Overview

Project background

The Open Resources for English Language Teaching (ORELT) portal supports classroom activities of teachers of junior secondary schools (JSS). The ORELT project aims to:

- Provide a bank of 'open content' multi-media resources in online and traditional text formats that will support school based education and training for teachers in junior secondary schools;
- Provide 'open content' support resources for teacher educators who prepare teachers for junior secondary schools.

To achieve these aims a situation analysis of English language teaching (ELT) in selected Commonwealth nations was undertaken to determine strengths, gaps and challenges of teaching English in Africa and Asia. This formed the basis for developing appropriate materials that address the needs and realities of JSS teachers.

The ORELT website portal provides access to these 'open content' resources and provides teachers, teacher educators and other stakeholders a platform for sharing other resources and a place to engage in online discussions.

This training manual will provide a simple overview on the main components of the ORELT portal, outlining the basic steps for performing all website tasks for the following user roles:

1. **Anonymous users** (users who are not logged into the site)
2. **Authenticated users** (teachers and teacher educators who have user accounts and are logged in)
3. **Editor** (in-country organizer who has a user account and is logged in)
4. **Manager** (COL Staff Member who has a user account and is logged in)
5. **Administrator** (developers who administer the site)

User Roles explained

Each person who visits the site will be assigned a "user role" by either the site itself or a site manager. This user role will determine what they can and cannot see and do on the site.

Anonymous users

Anonymous users are people who are visiting the site but are either not logged in or do not have a user account. The site considers these non-logged in users as having the role "Anonymous" as it does not know who they are (and therefore does not give them any of the additional options to see or do things on the site).

They will be able to download resources, and view comments and forums but not post resources, comments, or forum posts.

Authenticated users
Authenticated user are teachers and teacher educators who have user accounts and are logged into the site. In addition to what an Anonymous user can do, they will be able to manage their own user account/profile, upload resources, and post comments.

Editor
Editors are in-country organisers who have a user account and are logged into the site. In addition to what the Anonymous and Authenticated users can do, they will be able to moderate Resources, and manage Comments and Forum posts.

Manager
Managers are COL Staff Members who have a user account and are logged into the site. In addition to what the Anonymous, Authenticated, and Editor users can do, Managers can also manage the users on the site.

Administrator
Administrators are the web developers who administer the website for COL. They have the ability to do virtually anything on the site.

Viewing the site as an anonymous user

Reviewing website structure

To access the content on the ORELT site, start by opening a web browser (a computer application that allows you to visit websites, such as Firefox, Internet Explorer, or Chrome), and entering the URL of the site: http://www.colorelt.org/
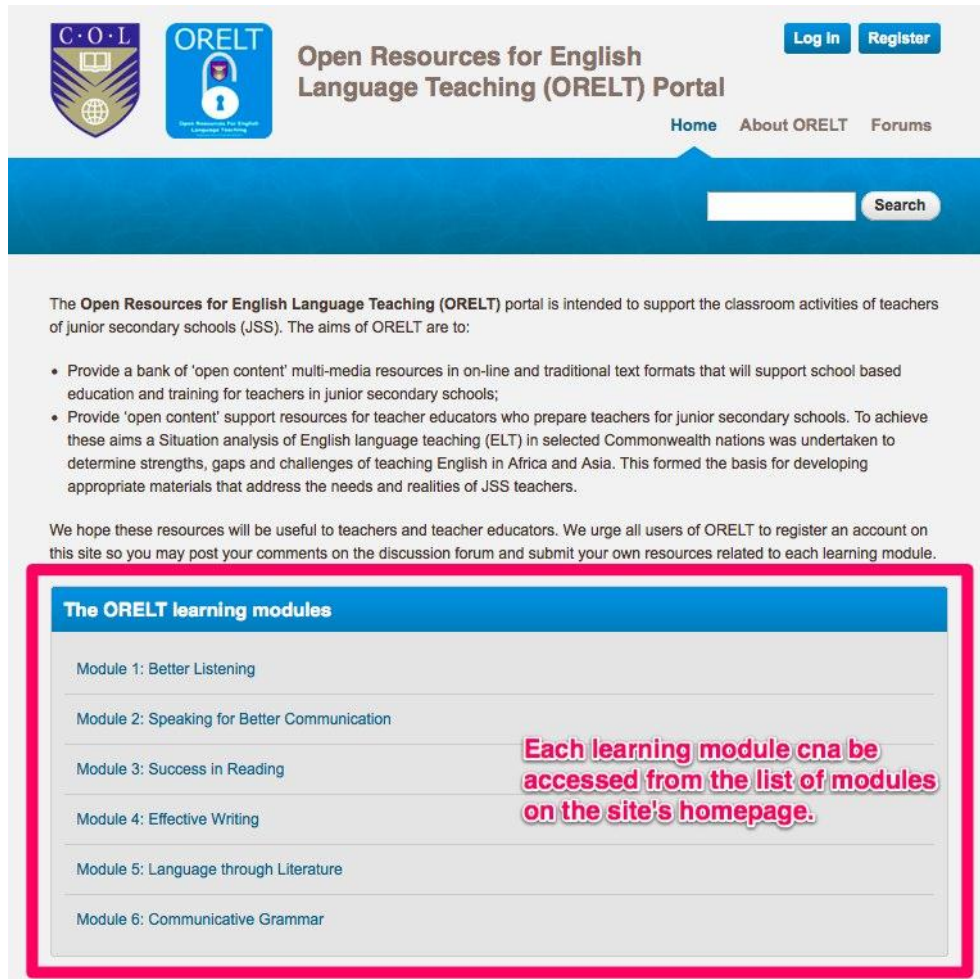
The bulk of the content on the ORELT website is posted as learning "modules" and "units". Each module can be accessed from the list of modules on the site's homepage http://www.colorelt.org/, or if you know the name of a specific module or unit, you can look for it using the white search box at the top right corner. Units are shown on each module page in a list called "Units in this module".

The site also has Forums (an area where you can discuss various topics), and you can access them by clicking the link in the top right. You can view all of this material as an anonymous user (i.e. when you're not logged into the site).

Understanding Learning Modules

Learning Modules are ORELT resources provided for teachers and teacher educators to prepare teachers for junior secondary schools.

Within each Learning Module you will find:

1. An ***introduction*** to the learning module's topics. The introduction should give you the information to know if this module is right for you.

2. Two different files in the ***Download*** section allows you to save a copy of the entire learning module and all its associated Units as a Word file or PDF file for reading when you are not connected to the Internet.

3. Within each module are several ***Units***. Units contain specific exercises for students to complete. See next section on *Understanding Units* for more information.

4. An overview of the module purpose, called ***Module Objectives***.

5. An outline of what students will be able to do once they complete this module. This is called the ***Module Outcomes***.

6. The ***Time Frame*** section describe how long a learning module will take to complete.

7. A section on ***Study Skills*** describes some successful strategies to studying.

8. The ***Need Help?*** section will direct you to resources if you need assistance in understanding components of the learning module.

9. Some modules contain Units that have ***Assessment*** sections which outlines a self-assessment activity meant to encourage students.

10. Some learning modules contain a section on ***Reading*** which has additional reading resources for teachers and educators.

Below is an example of the structure at the beginning of the first learning module.

Understanding Units

Within each Learning Module are a series of Units. Units are exercises for students that relate to a learning module's objectives.

Each Unit contains a range of case studies, activities and resources for the teacher to use in the classrooms to encourage students.

- ***Case Studies*** link to the classroom activities, which follow and tell you about experiences of other teachers. They describe how other teachers have approached the linked activity or a similar activity in their classroom. They may look at one particular aspect of the activity or at a particular classroom situation.

- ***Activities*** are for you to carry out with your pupils in the classroom or in the wider school and community. They are the most important part of the section. It is by doing these activities that your learning will take place.

- ***Resources*** are to support you in carrying out the classroom activities. They may be a summary of some key subject, a resource for you to use with pupils or source for pupils to use themselves or an example of a pupil's work.

At the end of some Units is a section called ***Teacher Question and Answer***. In this section are some commonly asked questions from teachers who have used these Units in the past. You may find some useful information in the answers.

Downloading Learning Modules

Once you are on a Module page, you have the option of downloading a copy of the module so you can use it yourself. To download a copy of the Module to your computer, right click on the link for the file you want, and choose "Save Link As..."

Home ▸ Module 1: Better Listening

Module 1: Better Listening

Welcome to Module 1 — Better Listening

This module is made up of five units and aims to show the teacher how effective listening can be taught in Junior Secondary Sch meaningful contexts, so that students learn how to understand and respond to real-life uses of English. Teaching listening does n sounds, words or sentences in isolation; it refers to giving the students exposure to natural language in communicative situations teachers will learn ways of engaging their JSS students in meaningful communicative tasks that will train them to perform various real-life contexts outside the classroom, such as asking for clarifications, responding to a request, an invitation or a greeting and

Is this module for you?

This module is intended for teachers of English as a Second Language (ESL) teaching at the JSS level.

Download:
📕 ORELT--Module 1_Modified.pdf
📄 ORELT--Module 1_Modified.doc

To download a copy of the Module to your computer, right click on the link for the file you want, and choose "Save Link As..."

Units in this module

Unit 1: Listening for Pronunciation Practice

Unit 2: Listening for Personal Communication

Reading shared resources

Teachers and teacher educators who have an account on the ORELT website can contribute their own shared resources related to Learning Modules. These are reviewed and posted to the website on the right-hand side of a Learning Module page. Shared Resources can be anything that aids other teachers in their understanding of the related Learning Module contents.

As a teacher or teacher educator, you might have a strategy that has worked for you in the past. Creating a shared resource would allow you to share your strategy with other teachers. As a teacher or teacher educator, you can also comment on shared resources to let other teachers and teacher educators know how their strategy worked for you.

Viewing the discussion forum

To view the discussion forum, click on the "Forums" link in the top right and you will go to http://www.colorelt.org/forum
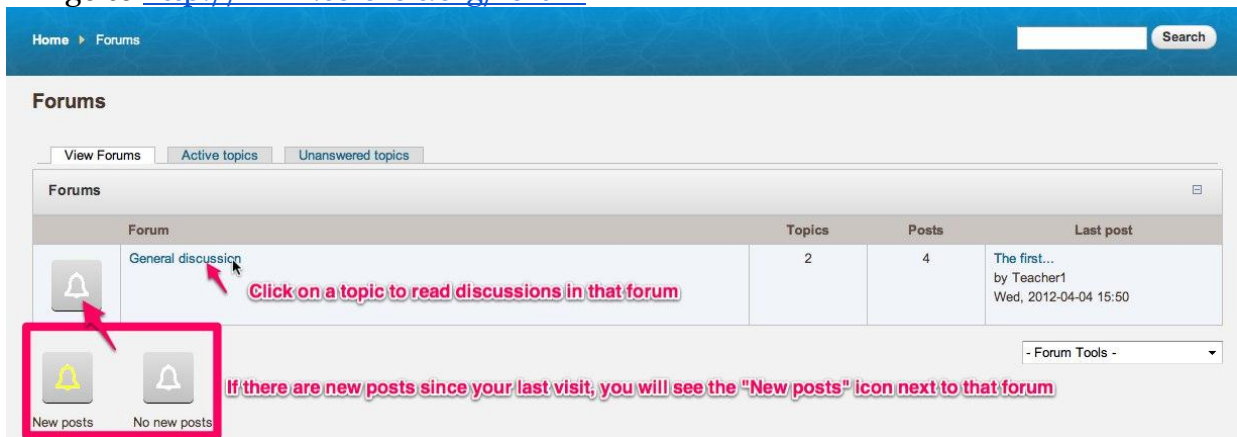
If there are posts you have yet to read in a forum, the "New posts" icon will display next to that forum. To read a comment and participate in the discussion, click on the forum's topic.

Viewing the site as an authenticated user (teacher/teacher educator role)

Like an anonymous (logged out) user, you will be able to view modules, units, resources, and forums. In addition to these options, once you are logged in, you will be able to do a few new things.

Registering a user account

To register a user account, click the "Register" link at the top right on the homepage or from the "Log in" page, click the "Create new account" tab, which will take you to http://www.colorelt.org/user/register. Fill out the form, and click "Create new account" at the bottom. A message about your registration will be sent to the email address you entered in the registration form, and you will need to follow the instructions in the email message to activate your account.

Logging in

To add resources to the site or post comments or discussions in the forums, you will need to login to the site. Open a web browser application on a computer that has an active internet connection and enter the URL http://www.colorelt.org/ - look at the top right corner and find the link "Log in". Enter the username and password information from your user account registration, and click on the "Log in" button.

If you forget your password

On the login page there is a tab called "Request new password". You must enter your email address, and the system will send you a password retrieval email message - follow the instructions in this email message to reset your password.

Logging Out

Once you have finished all of your site updates and work, log out of the website. You will find the "Log out" link at the top of the page. Click "Log out" there and the system will log you out.

Viewing the Learning Module page

See the section above on *Understanding Learning Modules* if you seek more information.

Upload a Resource for a specific learning module

To upload a Resource you have for a specific learning module, from the homepage, click on the module you have a new resource to upload to. On the module page, look at the right side of the page, and you will see a button that says "Add a resource".

Once you click on the button, you will see a page with a form (see photo below). You will need to fill out the following fields:

1. Title (required): The title of your resource
2. Associated learning module (required): The module the resource should be uploaded to
3. Country (required): Where you are from
4. File attachment: Upload your file. Files of the following formats (may be displayed at the end of the file name) are allowed: pdf, odf, odt, doc, docx, jpg, jpeg, png, gif, mp3 - these will allow most text documents, Word, photos, and some audio files.
5. Notes/description: Other notes or description

Create User-submitted resource

1 Title *

2 Associated learning module *

Module 1: Better Listening

Choose the learning module most closely related to this resource.

3 Country *

- Select a value -

Choose your country, or the country most appropriately associated with this resource.

Attachment
Upload your resources here. You can attach documents, images, or MP3 audio.

4 Add a new file

Browse... Upload

Files must be less than **10 MB**.
Allowed file types: **pdf odf odt doc docx jpg jpeg png gif mp3**.

5 Notes/description (Edit summary)

B I ≔ ≔ 🖼

body p

Disable rich-text

Text format Wysiwyg public

• Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code>   <dl> <dt> <
• Lines and paragraphs break automatically.
• Web page addresses and e-mail addresses turn into links automatically.

Optionally, provide **Save button**

Save Preview

Once you have filled all of these in, make sure you click "Save" at the bottom of the page. Your resource will be displayed publicly after ORELT staff reviews it and publishes it publicly on the site. You will be able to return and edit the resource later on if you like - to do this, just find the resource on the site, and click the small "edit" tab at the top of the page.

Comment on a discussion forum topic

In the Forums, once you have clicked on a Forum and then a specific topic of discussion in the forum, you will see a number of comments, followed by a comment form.

To reply to a specific comment, click on the "Reply" icon in the bottom right corner of that comment. To add a new comment at the end, simply fill out the form at the bottom with your comment, and optionally a subject. Be sure to click "Save" at the bottom of the page to save your comment.

A few notes on using the rich text editor to style text

On the larger text fields on forms, you may see a "rich text editor" which has buttons at the top, similar to when you use a text editor on your computer like Word or OpenOffice.

The text editor has a few buttons on it to help you
- style the text: bold, italics
- create lists: bullets, numbers
- create linked text

You also have the option of disabling the rich text editor buttons by changing the text form to "Plain text". Or if you are more advanced and familiar with HTML code, you can also click the tiny "Disable rich-text" link right below the text field to disable the editor and write in HTML - the allowed tags are listed below the text field.
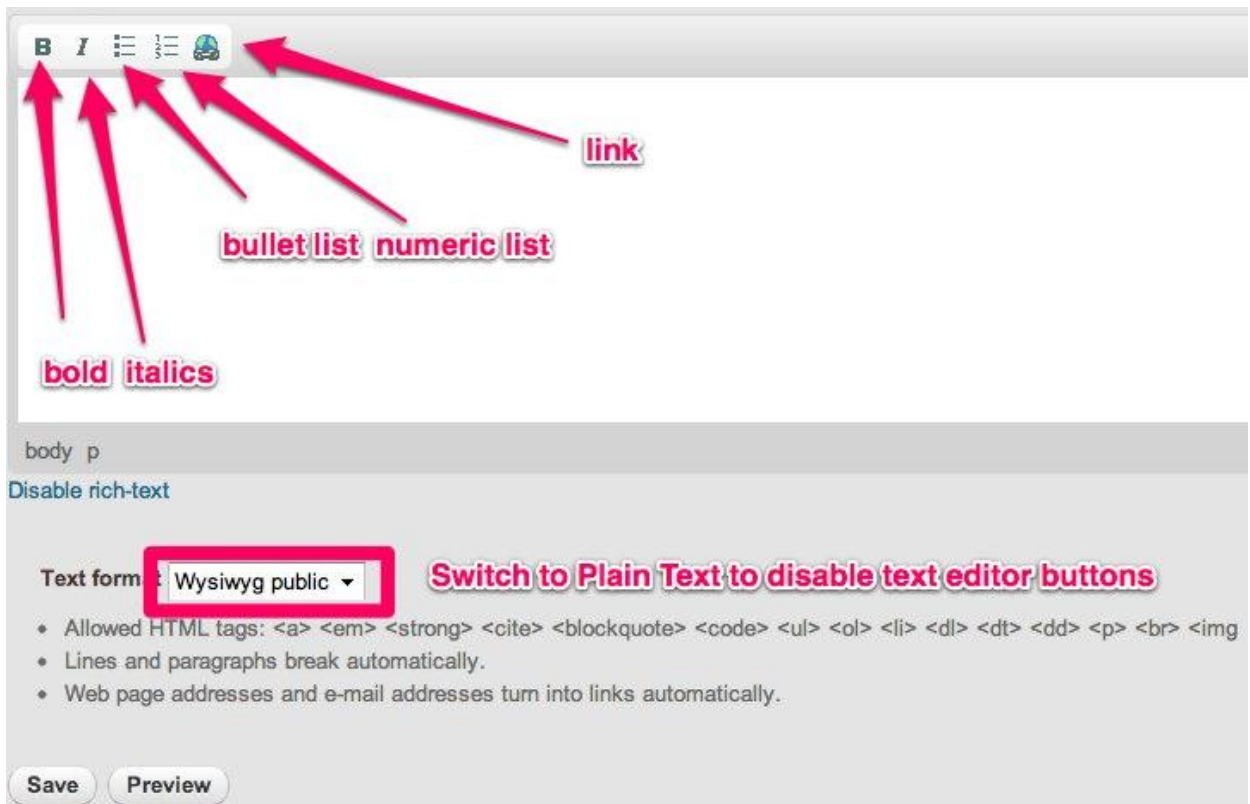
Instructions on making links

The final button on the rich text editor is the link button.

Note that you do not need to use this most of the time - just writing a link (starting with http:// or www.) or email address in the rich text editor is usually enough - it will turn into a link automatically when you save the page. If you want to have a link that is text other than the link itself, then you can use the instructions below.

There are three different types of links you can add to a web page either by writing HTML or using the button on the text editor:

- email links
- absolute links
- relative links

Email links are links that go directly to someone's email address, typically opening up an email application (like Outlook, Mail, or GMail) automatically for the user to send a message to that address. Absolute and relative links refer to two different types of links that will take you from one page in a one website to a page in another, or from one page in a website to another within the same site. We will deal with absolute and relatives links first, offering more information about them below, and then will cover making email links.

Absolute vs. Relative links

"Absolute link" is a term that refers to links that go to other websites outside of http://www.colorelt.org. To make absolute links work, they *must* have a full prefix in front of them, for example: http://www.colorelt.org (not just colorelt.org with no http://) to work. Often the easiest way to ensure that you have the correct URL for an absolute link (and do not accidentally mistype something) is simply to copy the URL from the address bar of your browser, then paste it into the editing window (explained in detail below).

Relative links are links that go from one page of your website to another. For example, you may wish to make a link from the About page to the Contact page - here you would only input /contact for the link. Relative links do not need the http:// protocol in front of them, nor do they need the colorelt.org; they need *only* the rest of the information after the base URL. Where possible, we have tried to make the URLs for site pages on this site "human friendly," meaning that they are intended to follow some logic, so for example:

About = /about

Contact = /contact

Some things to note:

- URLs should not have spaces in them, so where we intend a space to exist a dash"-" is generally used.
- As convention, the URL paths are typically all lower case.

Making an absolute or relative link

1. With your cursor, highlight the text you would like to make into a link.
2. Click on the create link button in the text editor.

You will see a popup window that will help you configure your link:
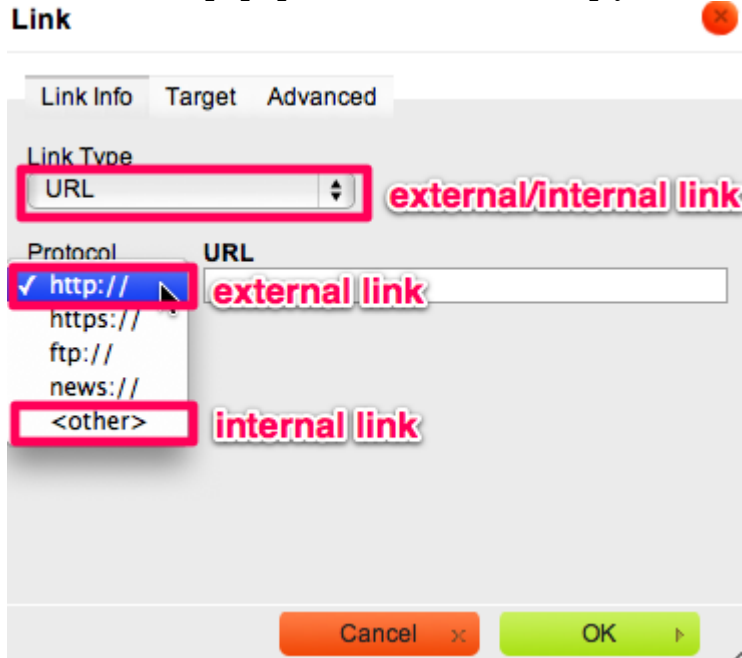
3. The pop-up window will look similar to this image above. To set the link you must first fill out the required boxes in the pop-up window. Start with setting the "Link type" to "URL".
4. If it is a link to another website, choose the http:// protocol before the full link. If it is a link within the website, choose <other> and omit the base of the URL, i.e. only put /about into the URL field.
5. On the "Target" tab in the link popup, you can then choose the "Target" for the link, if you would like it to open in a new window. By default this box will stay at <not set> which means internal links keep you in the same

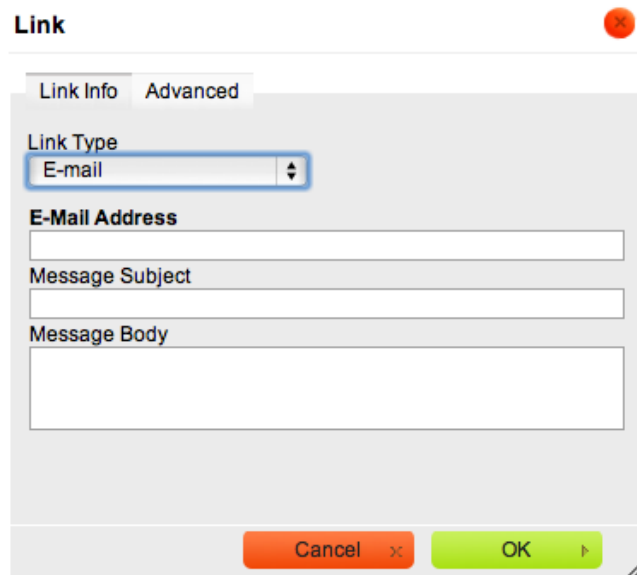window, and external links will use the Browser default for a user's computer.

Making an email link
1. With your cursor, highlight the text you would like to make into a link – in this case this will typically be an email address or someone's name.
2. Click on the Create link button

A pop-up window will open up.
3. This time, select "Link Type" of "E-mail" and you will see the following fields to fill in:

4. The pop-up window will look similar to this image above. To set an email link you need only pay attention to the first field "E-Mail Address", the rest are optional default text you can input.
5. Click "OK" and your email link will be created.

Deleting a Link from the text area

If, once you have inserted a link, you realise it is the wrong one, or that you no longer need it, you can easily remove it. Highlight the linked text, and click the "Remove link" button (next to the create link button).

Viewing the site as an Editor (in-country organiser)

Review the capabilities of the Authenticated User

Just like other authenticated (i.e. logged in) users, you will be able to view the site, and add resources to modules, as well as comments to resources and forums. In addition to these, you will be able to do a few new things.

How to moderate Resources that have been posted to the website

Once you log in to the site, you will see a new link in the main menu (at the top right) that says "Moderation". Click this link and you will see a page that lists all of the resources awaiting review, it will look like this:

To review a resource, click on its title. You will now be able to view the shared resource as it will be seen on the public website except you will see the words "UNPUBLISHED" on the background of the page.

Test resource with audio and image attachments

View | Edit — Click the edit tab to edit this resource.

Thu, 2012-03-... ...anada editor
Some sample images and audio, added in the role of teacher.

Country:
Estonia
Attachment:
thankyouforthedove.jpeg

▶ 00:00 ──────── 05:29 ◀) ────

Download audio file

UNPUBLISHED means that only Editor roles can see this shared resource content.

To "Publish" this resource you need to click on the edit tab. On the resource Edit form you must scroll down to the bottom of the page and select "Publishing options". There you can check the box to make this resource "Published". Once you save these changes this shared resource can be seen by the public and all other visitors to the website.

- Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code>   <dl> <dt> <dd> <p>
 <img
- Lines and paragraphs break automatically.
- Web page addresses and e-mail addresses turn into links automatically.

Optionally, provide a description of this resource.

Revision information
No revision

☑ Published

☐ Promoted to front page

On the resource Edit form you must scroll down to the bottom of the page and select "Publishing options". There you can check the box to make this resource "Published".

Comment settings
Open

Authoring information
By canada editor on 2012-03-29 17:59:54 -0700

Publishing options
Published

Once you save these changes this shared resource can be seen by the public.

Save | Preview | View changes | Delete

Please note that you can also edit and update the contents of shared resources on the Edit form. If you want to make any changes to the content of the shared resource you can make them through this form and click the Save button to update the resource.

Content types and management

The Commonwealth of Learning Open Resources for English Language Teaching website is a "content management system" (CMS), so you can easily manage the content on your site, right through your web browser. There are several different types of content on the site, and the "type" of content defines where the content shows up on the site, as well as who can access and manage it.

- Basic page
- Forum topic
- Learning module
- Unit
- User-submitted resource

Editing content

To edit site content:

1. Be sure to log in using the link at the top of the site.
2. Navigate to the content/page you want to edit.
3. If you have permission to edit the page, you will now see at least two tabs at the top of the page, "View" and "Edit".
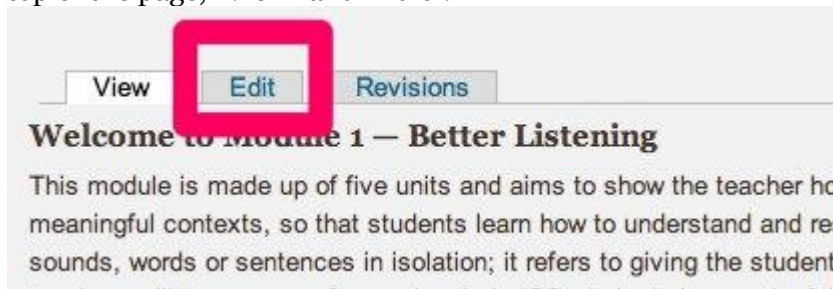
4. Once you click the Edit tab, you will see an editing version of the page, containing several fields.
5. To make changes, simply edit any fields then click "Save" at the bottom of the page.

Managing comments on a discussion forum topic

When viewing a discussion forum topic, each comment will have an edit and a delete link.

If a comment is inappropriate, you may choose to edit or delete it. Editing is typically a better approach as then you can leave a note such as "**This comment has been edited by a moderator**" and contact the original commenter to explain why (by clicking on their username and then the contact tab on their user profile). If you must delete a comment, be careful as any replies to the comment will also be deleted.

Viewing the site as a Manager (COL Staff Member)

Review the capabilities of Editor account

In addition to the moderation abilities of the Editor users, and the editing and content creating abilities of other Authenticated users, Managers can also manage users on the website, and taxonomy (categorisation) for content.

Managing website user accounts

To manage users from the People page, navigate to *Administer > People* or http://www.colorelt.org/admin/people Here you can assign any of the roles to a user, block or unblock users, or delete users. You can edit individual user profiles or use the checkboxes to apply changes to multiple accounts at a time.

Adding user accounts

To register a user account, navigate to *Administration > People > Add User* or http://www.colorelt.org/admin/people/create and fill out the form.

Be sure to select the appropriate user role(s). If you want the user to receive a notification about their account, you must check the "Notify user of new account" checkbox below the list of roles. Then click "Create new account" at the bottom.

Promoting a user to the Editor role

If there is an existing user you want to make an editor, simply find their user profile either through the People admin page http://www.colorelt.org/admin/people or the User search page http://www.colorelt.org/search/user/ and click on their username. You should see an edit tab at the top of their user profile. Click that and scroll down to where you see the user role checkboxes. Check the checkbox next to "Editor" then scroll to the bottom and click Save.

Blocking a user account

If you have a trouble user, or a spammer user account, there is a quick and easy way to temporarily or permanently disable the user account (without needing to delete it).

Navigate to the user's account, and click the "Edit" tab. Below the password field you will see the options "Blocked" and "Active". Simply switch the button to "Blocked" and click "Save". This user will no longer be able to log into the site, but their content will remain intact.

Deleting a user account (and optionally all of their website postings)
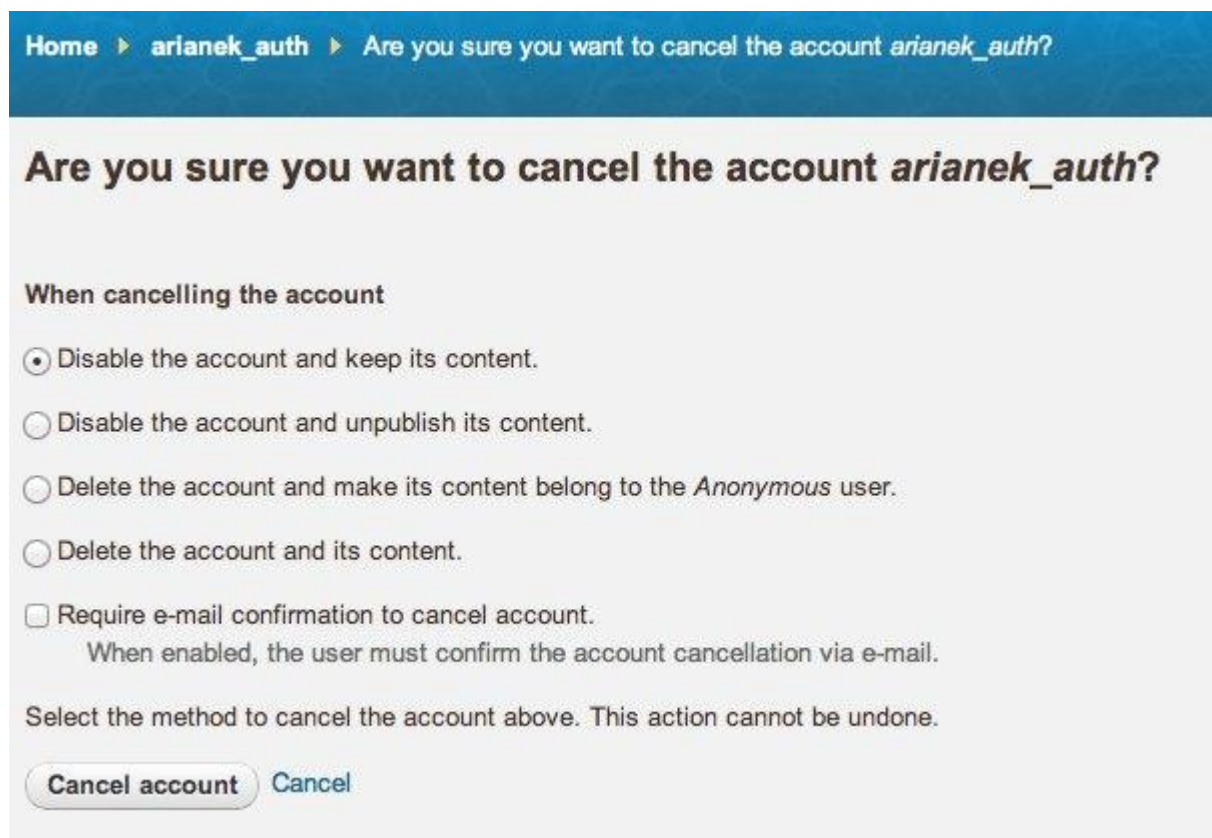
If you actually need to delete a user account, find the user account, and then click the Edit tab at the top of the account. Scroll to the bottom of the page and find the "Cancel account" button.

Once you click this button, you will be presented with several options of what to do with the user's content when the account is deleted:

- Disable the account and keep its content.
- Disable the account and unpublish its content.
- Delete the account and make its content belong to the Anonymous user.
- Delete the account and its content.

Select the appropriate option – it is likely that if you are deleting the account as a Manager, you will *not* want to check the "Require e-mail confirmation" box, as you want to immediately delete the account without needing the user's permission.

Once you are sure the selections are correct, click the "Cancel account" button. This deletion will be final, and is not reversible.

Managing taxonomy (categories)

This website has the ability to categorize content by a number of descriptors. Several sets of tags aka "vocabularies" have been created for the site, for example:

- Forums (Applies to Forum Topic posts, and is used to control the different sections of Forum)
- Collections
- EduTags
- Keywords

One or more of these vocabularies can be applied to any one content item. By applying the correct vocabulary, you are indicating how the content should be indexed and/or displayed.

Adding vocabularies, and editing and adding terms to a vocabulary

1. Navigate to *Administration > Structure > Taxonomy* or http://www.colorelt.org/admin/structure/taxonomy and click "Add vocabulary" to create a new set, or "add terms" or "list terms" to the right of the category you would like to modify.
2. If creating a new vocabulary, save that before entering terms.
3. Edit or enter the new term.
4. Give the term a description – this is optional.
5. Click Submit to add your new term.

Description of what an Administrator (Top-level Admin) can do

An Administrator role user will be only assigned to the website developers who build and maintain the website. They have access to administer most of the inner workings of the site. You will not be able to assign this role.