

iLearn v2 Frontend User Guide

1.0 Purpose

This document is intended for iLearn trainees, trainers and administrators.

This document explains how to use the iLearn Extranet.

What is iLearn?

iLearn is an online learning system devised by BBC Media Action for media professionals in developing countries. The courses are accessible to users with poor Internet connectivity and can be published in any language.

iLearn courses:

- promote the principles of balanced, objective journalism.
- provide advice, models and guidelines for best practice.
- focus on developing professional skills.

Trainees perform practical tasks and submit them to online mentors for evaluation. This process is managed by iLearn partners based in London and around the world and supervised by BBC Media Action.

iLearn forms a key component of “blended learning” programmes – ie face-to-face training coupled with online learning.

The system contains dozens of modules – each explaining a different subject area. Our trainers use these modules to create tailor-made courses, meeting the individual needs of each student.

The iLearn system tracks and manages the personal development of each trainee. The cumulative data shows the long-term impact of media development initiatives.

If you have any questions on these points or any other aspects, please contact anca.toader@bbc.co.uk.

Please note that this is a new version of iLearn and this system is still under development. If any bugs or system errors are detected, please direct this to Anca Toader. Please end that the forums tab is invalid.

2.0 Accessing iLearn Frontend

1. Go to <http://i-learn.co.uk/Extranet>
2. Type in your username and password

Important:

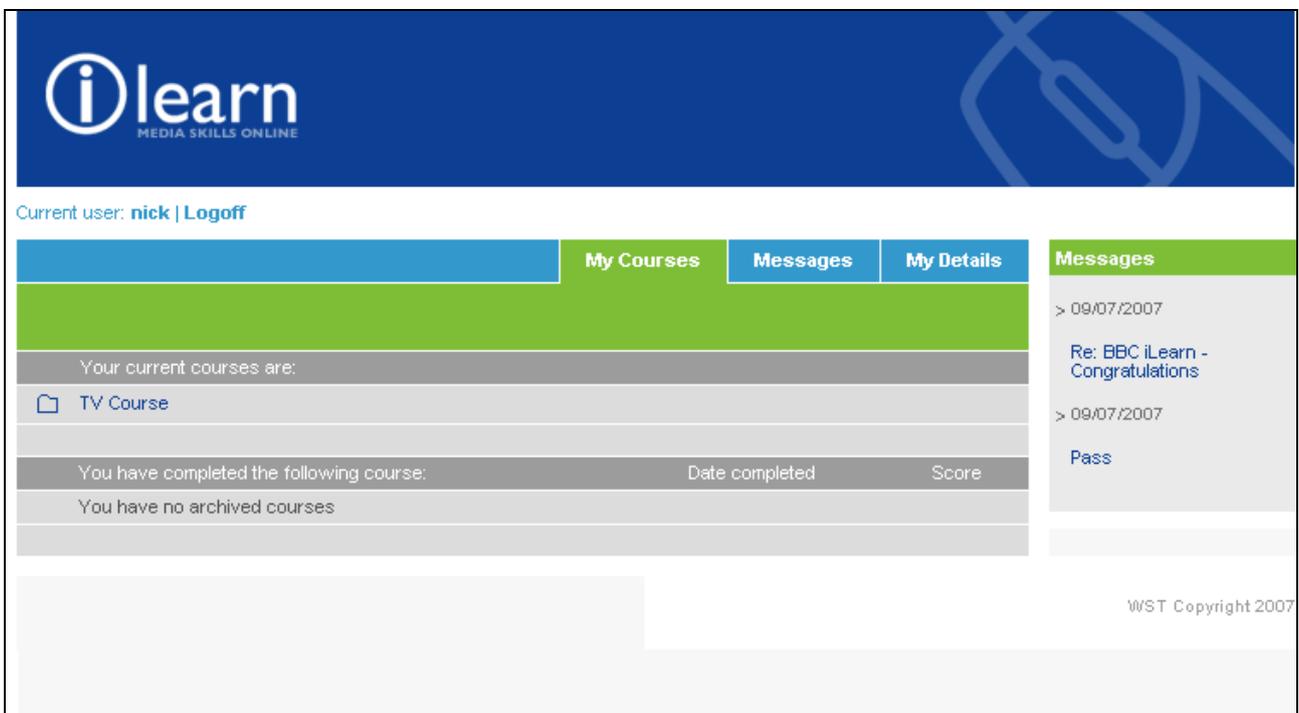
- The iLearn Frontend website works better with Windows and Internet Explorer. You may encounter errors if you're using it with other browsers/systems.
- If at any stage you have repeatedly tried to login into the system but failed, please close internet explorer and restart the programme again.

3.0 Accessing my courses & modules

Once you have logged on, the first screen you see i.e. 'My Courses' gives you an overview of the courses you have been signed up to. (Your trainer is responsible for signing you up to iLearn courses & modules)

Each course is made up of a number of modules and within each module there are a number of steps. You may be required to answer a questionnaire and/or submit an exercise (assignment) as part of the learning process.

1. To access a course, click on the title of the course that you are ready to attend:



2. Next, you will see a number of modules within that course. Modules cannot be skipped. You have to attend modules in sequence, finishing one before moving on to the next.

On this screen, you will also be able to view the scores you have obtained for each module.

Either click on the module title to attend the module or click on 'Resume Course' to rejoin your most recent module.

The screenshot shows the iLearn user interface. At the top left is the iLearn logo with the tagline 'MEDIA SKILLS ONLINE'. Below the logo, it says 'Current user: nick | Logoff'. There are three main navigation tabs: 'My Courses', 'Messages', and 'My Details'. The 'My Courses' tab is active, showing a table of modules for the 'TV Course'.

Modules	Status	Questionnaire	Submission	Feedback	Total
Writing for Television	Started	6/10	0/50	0/60	
Introduction to Learn	Enrolled	0/10	0/50	0/60	
Total:					6/120

Below the table is a 'Resume course' button. On the right side, there is a 'Messages' section with two messages: 'Re: BBC Learn - Congratulations' and 'Pass'. At the bottom right, there is a copyright notice: 'WST Copyright 2007'.

- Now you have started the module. You can navigate through the module using the navigation arrows at both the top & bottom of the screen. Alternatively you can navigate the steps by using the dropdown navigation menu, although note that you will not be able to skip any steps.

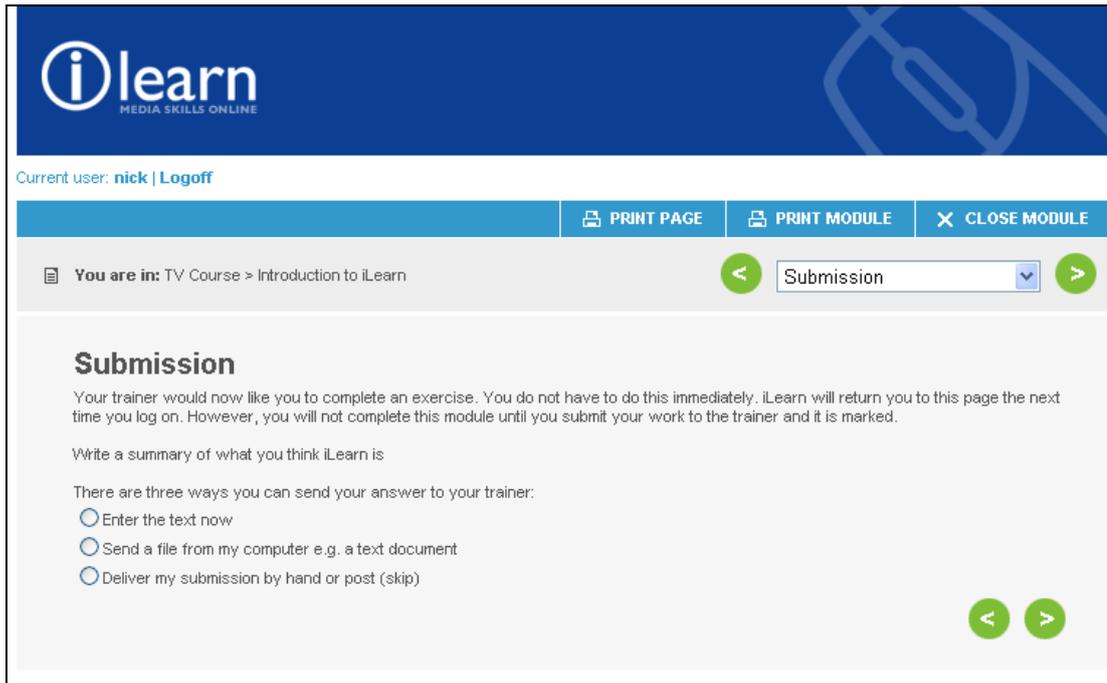
The screenshot shows the iLearn user interface for a lesson page. At the top left is the iLearn logo with the tagline 'MEDIA SKILLS ONLINE'. Below the logo, it says 'Current user: nick | Logoff'. There are three buttons: 'PRINT PAGE', 'PRINT MODULE', and 'CLOSE MODULE'. Below these buttons, there is a breadcrumb trail: 'You are in: TV Course > Writing for Television'. To the right of the breadcrumb trail are navigation arrows and a dropdown menu showing 'The Trick is...'. Below the breadcrumb trail is a large image of a television news reporter in a field. To the right of the image is the title 'The Trick is...' and the text: 'What do experienced television news reporters say about script writing? It doesn't matter how you say it - television is about pictures. As a television journalist, you will spend much of your time and considerable effort chasing pictures. In television, pictures tell the story. The script and the sound are important - but they pale almost into insignificance in comparison. Sometimes the pictures will be so powerful that viewers will stop listening to the sound altogether. Unless you give way to the pictures, your script may actually destroy rather than enhance your story. Watch this television news report. See how the pictures and words work together. Every word counts. Each sentence adds to what is seen.' At the bottom right, there are navigation arrows.

4. Questionnaire step – This is an example of a questionnaire in a module. You are expected to select the answer by choosing the appropriate radio button. Click on the forward arrow to submit your answers and continue.

5. Questionnaire feedback – On the next screen, you will receive your scores and feedback to your answer. To continue with the module, click on the forward arrow.

- This is an example of an assignment step within a module. Your trainer will be setting an assignment in relation to some of the modules you have attended. There are three options of submitting your assignment – a) entering the text directly into a text field box, b) uploading a file (e.g. word document, mp3 etc) or c) handing the submission by post.

We do not generally encourage trainees to hand in their exercise by post but in some of the countries we operate in, this is a necessary option.



- To exit the module at any time, just click on CLOSE MODULE at the top right hand corner of the screen. The system will remember the last step you are at so even if you do not have the time to finish a module, you can always revisit this at any stage.

Closing the module will bring you back to the 'My Courses' module page where you will have access to the list of modules within the course.



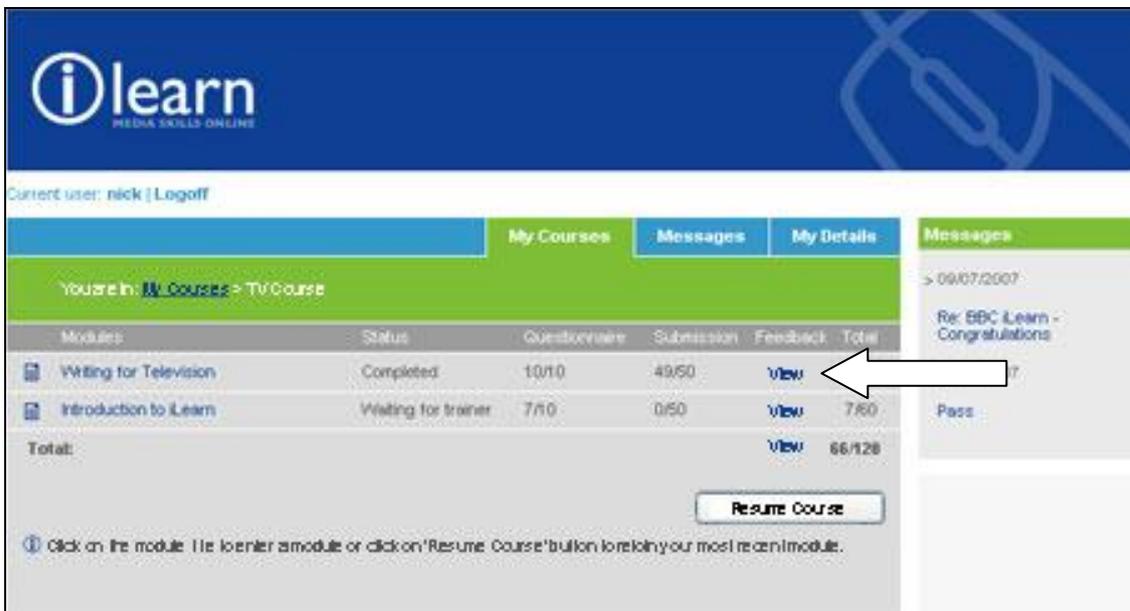
8. To print the entire module or to print a single page of the module, there are both Print Page and Print Module options at the top of the module step screen (see above).

9. Viewing courses and modules feedback:

When you have successfully submitted your assignment, your trainer will grade your assignment and send you his/her comments.

To view your trainer's feedback relating to your **module** click on 'View' under the feedback column.

To view your trainer's feedback relating to your **course**, click on 'View' next to your total score.



The screenshot shows the iLearn user interface. At the top, there is a blue header with the iLearn logo and the text 'MEDIA SKILLS ONLINE'. Below the header, the current user is identified as 'nick | Logoff'. A navigation bar contains tabs for 'My Courses', 'Messages', and 'My Details'. The 'My Courses' tab is active, showing a breadcrumb trail: 'You are in: My Courses > TV Course'. A table displays course progress:

Modules	Status	Questionnaire	Submission	Feedback	Total
Writing for Television	Completed	10/10	49/50	View	
Introduction to Learn	Waiting for trainer	7/10	0/50	View	7/60
Total:				View	66/126

Below the table is a 'Resume Course' button. A white arrow points to the 'View' link in the 'Feedback' column for the 'Writing for Television' module. On the right side, there is a 'Messages' section with a date '> 09/07/2007' and a message titled 'Re: EBC Learn - Congratulations' with a 'Pass' status.

4.0 Messages

The messages section allows you to send messages to your trainers or the local administrator. To write a new message, simply click on the button 'Write message'

Under the messages section, you will see a list of messages you have received. You can click on each of these messages to read these and click on the reply button to reply to the message if you wish.

5.0 My Details

The My Details section allows you to edit your personal information, contact details and also allows you to change password.

To change password, click on the 'change password' link located at the top of the screen.