

ACT e-learning/NLN materials



Using the NLN materials A practical guide

Tutor Documentation

v0.5



Produced by



In partnership with Becta
As part of the NLN Materials Development Programme

1. Supplier – background and approach

act e-learning was established in 1989 and has since become an award-winning leader in the provision of bespoke learning materials. The company's core business is to supply

e-learning solutions to blue chip clients within the government, financial, retail, telecommunications and utilities markets.

act combines professional instructional design with an innovative and highly skilled in-house development team and is therefore able to utilise the latest technology and delivery platforms for on-line learning materials. The graphics team have the creativity and flair to produce user-centred and attractive interface design.

The NLN materials team, based at Becta, is at the forefront of procuring and managing the development of high-quality electronic learning materials.

Since the NLN project first began in 1999, the NLN materials team has been responsible for commissioning and managing the development of over 500 hours of electronic learning materials across a wide range of subjects, working in partnership with subject matter experts in FE colleges and commercial developers.

In June 2002 the NLN materials team at Becta was commissioned by the Learning and Skills Council (LSC) to recruit up to 30 national subject mentors to raise awareness and promote good practice in using subject specific learning resources within post-16 education. The mentors are all college practitioners who will continue to work for their college half-time, and promote the NLN materials across their local region. These subject mentors and members of the NLN materials team worked alongside **act e-learning** to design the practical guide.

2. Aims and objectives

Many FE tutors and learning resource centre staff have not yet recognised the potential of integrating online materials in general, and NLN materials in particular, into learning and teaching. The National Learning Network has worked with a range of suppliers to provide online learning materials covering a wide range of subject areas. To support the use of these materials, this practical guide has been developed to encourage tutors to integrate NLN materials into their teaching sessions.

The desired performance is centred on a greater and more effective use of NLN materials in the classroom and learning resource centre (LRC). Specifically, it would be desirable for the users of the practical guide to:

- Try out NLN materials with confidence if they have never previously used them in the classroom/learning resource centre
- Adopt new teaching practices, mainly in the case of tutors who have seldom/never used NLN materials
- Select different materials appropriate to different student learning styles
- Make best use of the available NLN materials as resources in a range of learning/teaching environments
- Recognise how NLN materials can support the learning process and how learning styles are important in the way that people learn from NLN materials
- Demonstrate best practice in using NLN materials within their own particular curriculum area
- Map lesson content to the FENTO Standards for the Application of ICT to Teaching & Supporting Learning and Management in Further Education

- Recognise situations where the use of NLN materials is inappropriate
- Produce high quality lesson plans that reflect the above objectives

3. Target audience

The practical guide has been developed to help the post-16 education sector make the best use of the NLN materials. It has been designed so that tutors and other members of staff can dip into those areas that most interest them, or to find a specific answer to a particular problem or query regarding using the NLN materials. Therefore the practical guide will be useful for various members of staff working within post-16 education, including:

- tutors
- learning resource centre staff
- learning support staff.

4. Overview of content

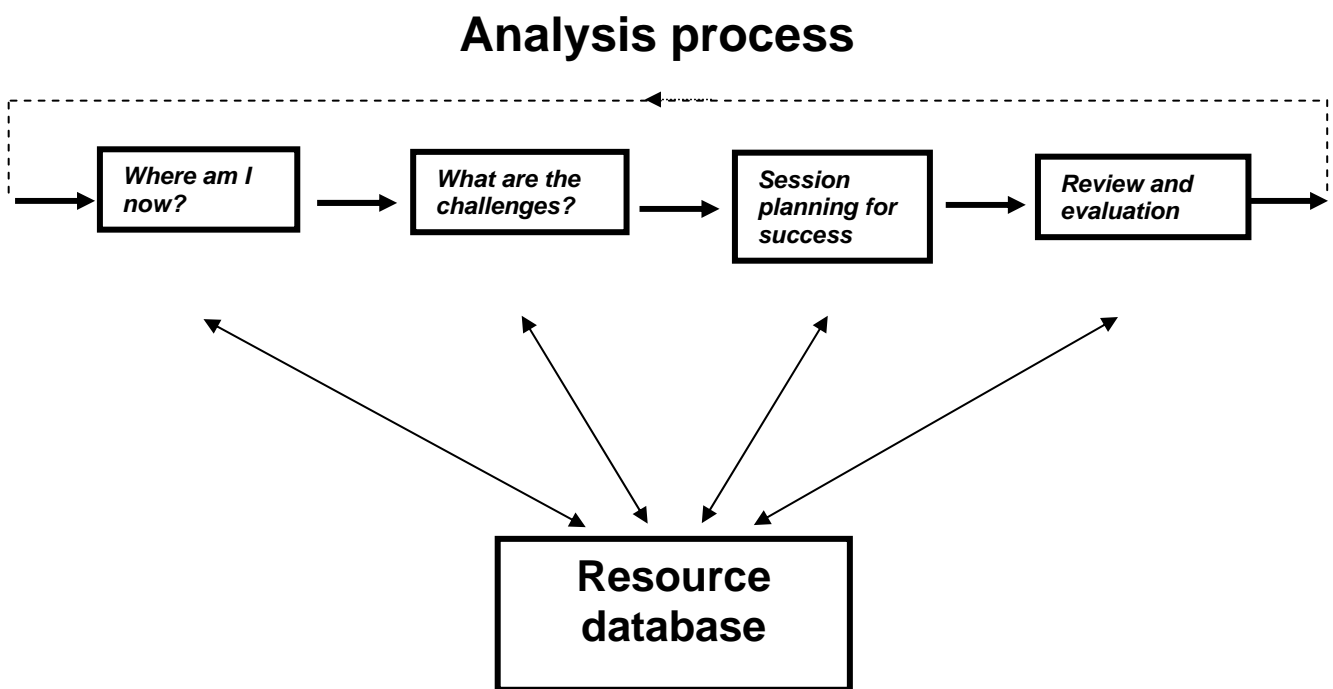
The guide consists of two main parts:

- An analysis process, analysing the user's situation and targeting material from a database relevant to their needs
- A resource database of material in a variety of formats, appropriate to content

The materials will enable tutors and LRC staff to:

- **Analyse** their current views, experiences and practices with respect to online learning and NLN materials
- **Reflect** upon the information contained in the resource material generated by the analysis
- **Plan** to research, trial and integrate NLN materials into learning and teaching
- **Act** to implement their plans

The structure is shown in the diagram below.



Users are able to go through the analysis stages in sequence or select as appropriate for their needs. The sequence will take users from their current position through to the situation where they have the necessary confidence, motivation, tools and techniques to blend NLN materials into their lessons.

Resources can also be selected independently.

Resources

Lesson Plans

LP1 NLN materials and different learning styles

This unit shows how the same materials can be used in different ways to match different learning styles. It includes an example lesson plan for Fire Safety taken from Beauty Therapy Level 2.

LP2 NLN materials and the vocational curriculum

This unit shows how NLN materials can be used flexibly. It includes an example lesson plan, Handling knives, from Catering Level 2.

LP3 Lesson planning for a diverse group of students

This unit looks at how NLN materials can help to run sessions incorporating the interests of a diverse group of learners. It includes an example lesson plan, Workplace pests, from Catering Level 2.

LP4 Using a single computer for whole class teaching

This unit discusses how NLN materials can be used in a situation where the availability of computers is limited. It includes an example lesson plan, Head lice, taken from a hairdressing course.

LP5 NLN materials and small group work

This unit includes an example lesson plan, Investigating sources of information, taken from key skills.

LP6 Using NLN materials in a computer suite

This unit includes an example lesson plan, Planting harmony, taken from a horticulture course.

LP7 Using NLN materials in the academic curriculum

Lesson plans demonstrating the flexibility on NLN materials.

LP9 Using NLN materials used to provide evidence for key skills portfolio

This unit provides an example lesson plan containing suggestions of how NLN materials can be incorporated.

Course: Key skills Level 2 **Topic:** Communications

LP10 Using NLN materials used for Maths skills

This unit provides an example lesson plan containing suggestions of how NLN materials can be incorporated.

Course: Application of number Level 2 **Topic:** Median values

LP11 Using NLN materials and key skills

This unit provides an example lesson plan containing suggestions of how NLN materials can be incorporated.

Course: Improving own learning and performance Level 1.

LP12 Using NLN materials for health education

This unit provides an example lesson plan containing suggestions of how NLN materials can be incorporated.

Course: Any course **Topic:** The effect of smoking on health

LP13 Using NLN materials for vocational courses

This unit provides an example lesson plan containing suggestions of how NLN materials can be incorporated.

Course: Beauty Therapy Level 2 **Topic:** Credit/Debit card payments

LP14 Using NLN materials for investigations

This unit provides an example lesson plan containing suggestions of how NLN materials can be incorporated.

Course: Art Techniques Level 1 **Topic:** Form and perspective

LP15 Using NLN materials for provide experiences difficult to present in the classroom

This unit provides an example lesson plan containing suggestions of how NLN materials can be incorporated.

Course: Business Studies Level 2 **Topic:** Customer needs

LP16 Using NLN materials to provide opportunities to experiment

This unit provides an example lesson plan containing suggestions of how NLN materials can be incorporated.

Course: Floristry Level 2 **Topic:** Designing a corsage

LP17 Follow-up activities

This unit provides an example of an activity that can be used in conjunction with NLN learning units.

Course: Catering Level 2 **Topic:** Food hygiene

LP18 Using NLN materials in a tutor led session

This unit contains an example lesson plan showing how an NLN unit can be used as a resource in a tutor led session.

Course: Access to HE (Science) **Topic:** Enzyme action

LP19 Using NLN materials in a tutor led session 2

This unit contains an example lesson plan showing how an NLN unit can be used as a resource in a tutor led session.

Course: Food and beverage diploma **Topic:** Theory of fish

LP20 NLN materials in a scheme of work

This unit contains a scheme of work covering a full year course showing how the use of NLN units can become an integral part of the plan.

Course: Food and beverage diploma **Topic:** NVQ Level 2 Food preparation and cookery

LP21 NLN materials in an AS course

This unit shows a session plan incorporating the NLN health unit as a pre-class homework and as an integral part of the session.

Course: Human biology AS level **Topic:** Immunity and infection

LP22 Using NLN materials for presentation

This unit uses NLN materials to present a practical demonstration as part of a short presentation at the start of the session.

Course: Hospitality and catering (Entry Level to Level 2) **Topic:** Palette knife familiarisation

LP23 Using NLN materials from a different subject area

This unit shows how NLN materials on widely applicable topics can be used across multiple subject areas. This example lesson plan shows how a learning unit developed for Business studies can be appropriate for students in other courses.

Course: GNVQ in Travel and Tourism/Catering and Hospitality **Topic:** Market competition

LP24 Using NLN materials through a range of technology

This unit shows how you can use a range of technologies to include NLN materials in your lessons. In this example this includes video and using NLN materials on an interactive whiteboard and in an LRC as on-line revision.

Course: Catering and Hospitality **Topic:** Food preparation induction

LP25 Using NLN materials with a class of students

This unit shows how NLN materials can support a Tutor to give students the opportunity to develop their own preferred learning style. How an NLN unit designed for beauty therapy is appropriate for any service industry training.

Course: NVQ Level 2 **Topic:** Credit card payment

LP26 Using NLN materials to generate evidence for key skills

This unit gives ideas on how NLN materials can be used to generate evidence for key skills.

Course: Key skills Level 1 and Level 2 **Topic:** Diet and exercise

Quizzes

Q1 What are your students' learning styles?

This unit contains a short quiz designed to give you an opportunity to reflect on the learning styles of your students. The quiz is based upon Bloom's taxonomy of learning styles.

Q2 What are your teaching styles?

This unit contains a short quiz designed to give you an opportunity to reflect on your teaching styles. The quiz is based upon Bloom's taxonomy of learning styles.

Q4 Assessing your IT skills

This unit contains a short quiz designed to help you to assess your current level of IT and e-learning skills. It contains suggestions for personal development and sources of further information.

Other Resources

OS1 NLN materials – what are they?

If you have not had a chance to see any of the NLN materials yet, this unit will give you a taste of what to expect.

OS2NLN materials – where are they available?

This unit explains how you can access the NLN materials from the NLN website or from your college network.

OS3 NLN materials – what subjects are available?

This unit describes the timetable for release of the NLN materials and the curriculum areas covered.

It will also tell you where to find information on what's available and how to find out whether there is material you can use, even if your particular curriculum area is not covered.

OS4 How can I use NLN materials in my teaching?

This unit contains some ideas for how you could use on-line materials in a variety of teaching and learning situations. It also suggests other units in this pack that may be of interest for particular situations.

OS5 NLN materials – what support can I get?

This unit describes the comprehensive range of support that is available to help you use the NLN materials as effectively as possible.

OS6 NLN materials – are they accessible to people with disabilities?

This unit describes how the NLN materials have been designed to be accessible to people with disabilities.

OS7 NLN materials – technical knowledge quiz

This unit contains a short quiz designed to test your technical knowledge and what is required to use the NLN materials.

OS8 Using the NLN materials in learning situations

This unit describes how the NLN materials can be used in a variety of teaching and learning situations. Specific examples to illustrate each area of use are taken from a business studies course but the ideas can be applied to other areas of the curriculum.

Printable documents

P1 Student learning styles

By looking at different styles of learning, tutors can maximise the learning potential of their students through making simple adjustments to their teaching style and lesson plans.

This document provides a useful summary of the seven ways to teach or learn contained in the MI theory. You can use this information as a basis to explore how NLN materials can incorporate the different types of activities into your curriculum programmes.

P2 Where do I find useful resources?

This document lists some useful organisations and information services whose websites you could look at to help you get started using on-line materials.

P3 How to use NLN materials

This document contains some useful tips to help you get the most out of the NLN materials for your students.

P4 The FENTO standards

The FENTO standards provide a framework within which to identify the competencies and knowledge necessary to perform effectively with the help of new technology. This document contains a summary of the standards and guidelines for mapping them to your lesson plans.

P5 Accessibility: useful resources

The NLN materials have been designed to be accessible by students who have disabilities. This document contains an overview of useful documents relating to accessibility.

P6 Using NLN materials with part-time students

This unit shows how some of the particular problems and issues associated with part-time learners can be addressed using NLN materials.

P7 Using NLN materials in mixed-ability groups

This unit gives guidance on how the same NLN materials can be used for learners of different abilities.

P8 Using NLN materials to motivate students

This document will give you some ideas on how you can use the NLN materials to motivate your students.

P9 Using NLN materials for supplementary work

The NLN learning materials are versatile and can be used in a variety of ways. This brief document will give tutors and instructors some ideas on ways to use the materials to provide extra activities to enhance the learning process.

P10 NLN materials, key skills and core skills

This document describes how key skills are embedded in the NLN materials and how you can use a Virtual Learning Environment (VLE) in your college to search for NLN materials relevant to the courses you teach.

P11 Further professional development

This document is designed to help tutors and LRC staff who have some experience of integrating NLN materials into their teaching and wish to develop further in using ILT.

P12 NLN materials – what do students think?

Ever wondered what students really think about NLN materials? This document contains feedback from students, comparing the approach and style of the NLN materials to traditional teaching methods. It also includes a questionnaire for you to use with your students to see what their response is.

P13 Using the NLN materials to meet inspection criteria for ILT and associated areas

The FENTO standards provide a framework within which to identify the competencies and knowledge necessary to perform effectively with the help of new technology. This will provide you with some guidelines for mapping them to your lesson plans.

P14 Getting advice and support in college

This document gives you details on the role and skills of the different people who can help you within your college. This includes ILT Champions and Learning Resources staff. Once you know who these people are you can start to use them as a source of help and support.

P15 Using an interactive whiteboard with NLN materials

This unit describes how an interactive whiteboard can be used to integrate NLN materials into learning and teaching activities.

P16 How to access NLN materials

This document gives you a short introduction to accessing the NLN materials via the NLN website or your college intranet.

P17 Accessibility and NLN material

This document describes what has been included to ensure the accessibility of the NLN materials. Each developing company has explained their strategy in the tutor documentation accompanying their learning units. Extracts from those documents are shown.

P18 Evaluating online materials

This document gives you help in evaluating learning materials with the aim of perhaps using the material in your teaching and learning activities. A checklist is provided to help you put yourself in the place of the learner.

P19 An introduction to Virtual Learning Environments (VLEs)

This document introduces you to what a Virtual Learning Environment (VLE) is and how you can use it to search and access NLN materials relevant to your teaching.

P20 Using a data projector to run NLN materials

A projector connects to the computer and projects the image directly onto a screen. This document gives a brief overview of projectors and how they are used.

P21 Motivating reluctant learners with ILT

This document looks at how ILT can be used in a variety of ways to motivate reluctant learners. It shows how judicious use of ILT can be used to address issues like the pace of learning, the relevance of the learning and the timing of the learning.

NLN Resource

NLN0 Finding NLN materials for widely applicable topics

NLN materials are being produced in a wide range of subject areas. If you are looking for material on a specific topic you should look at your subject area to see what is available. However, you could also find something useful under another subject area. This learning unit can help give you some ideas for how to do this.

Case Studies

LO1 Blending ILT with other teaching methods

This case study shows how NLN materials can be blended with other teaching methods to provide variety and interest in a three-hour session.

LO2 Structuring activities for learning centres

This case study will show you how NLN materials can be used in a busy LRC and integrated into independent study programmes to provide effective resource based learning. The materials are used with a large group of students and a limited number of computers in a busy LRC.

LO3 Using an interactive whiteboard

This case study shows how the NLN materials can be used in conjunction with an interactive whiteboard. The aim is to demonstrate both the NLN materials content and the technology to a group of students undertaking a teaching certificate and give ideas on how they can introduce them into their teaching.

LO4 NLN materials and key skills

This case study shows how NLN materials on Communication can be used in other subject areas to provide evidence for key skills. The materials are used in a classroom as part of a tutor led session.

LO5 Covering a topic using a range of NLN materials

This case study demonstrates how the NLN materials for Art, Floristry, and Hair and Beauty all contain information on Health and Safety which can be used for any areas of the curriculum covering this topic.

LO6 Using NLN materials with a range of users

This case study focuses on a group of hairdressing students who have a wide range of learning experiences and abilities and illustrates how the effective use of the NLN materials can support differentiated learning.

LO7 Using NLN materials for extension work

This case study focuses on some catering students who want to extend their study of a particular topic. It also illustrates the way that the NLN materials can be used to give this opportunity and by so doing benefit other students within the learning group.

LO9 Using NLN materials with special needs students

This case study demonstrates how NLN materials can be used particularly effectively for students with special needs.


LO10 Students with a range of knowledge and experience

This case study demonstrates how NLN materials can be used with students who bring a wide range of knowledge and experience to lessons, demonstrated using the Customer Care unit.


5. Orientation

All resources have been designed to run from a local source (such as a network drive). The materials will first have to be unzipped to a server or local machine.

An introduction on how to use the Practical guide is contained within the Overview section, which you will access the first time you use the Analysis tool.

 Overview

Skip overview ▶





How to integrate NLN materials into learning and teaching


Before you start you should know ...


- What will this practical guide do for me?
- What won't the guide do?
- How is the guide structured?
- How do I find my way around this guide?


Click on Forward to find the answers to these questions.



Glossary


Help


Menu


Print





To help you to get started, the Overview will also describe how the guide has been structured for your use.

nh Overview: How is the guide structured?

This unit works in four steps

Step 1 is the analysis.

Step 2 is the search, based on your selection, to identify relevant resources in the database.

Step 3 shows your search results. It displays a list of resources found in the search and you can click on any of the links to view the material.

Step 4 is accessing the individual resources. Some are viewed on screen and some are printable documents.

If you would like to save the resources to view later, you can store them in your resource folder. The contents of the resource folder will be retained for future visits.

Click on Forward to continue

Glossary Help Menu Print Previous >>>

The various navigation features are also explained.

nh Overview: How do I find my way around this guide?

Overview Where am I now? What are the challenges? Session planning for success Review and evaluation

Analysis Where am I now?

Click on any option to deselect it

This title shows where you are within the unit.

You will be able to use these buttons to move between the different areas.

This screen describes the function of the buttons you will use to navigate round the resources.

Control buttons used to move between screens.

Display more options More

View contents of your Resource Folder Resource Folder <<< >>>

<<< >>>

On completion of the Overview, you will be able to start the process of finding the resources that suit your needs.

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Overview

Where am I now?

What are the challenges?

Session planning for success

Review and evaluation

You have now left the overview. Click here to begin the analysis.

How to integrate NLN materials into your learning and teaching

Finding the resources you need

Glossary Help Menu Print

Navigation arrows

6. Using the product

1. Methods of use

This material comprises an analysis tool and resources as detailed earlier in this document. Each one is approximately 20 minutes in duration, although this time may vary widely between different users.

2. Preparations for use

Word version 8 or higher and/or Adobe Acrobat Reader version 5 are required to access the Lesson Plans and other printable documents.

7. Accessibility information

All reasonable effort has been taken to ensure that the resources can be read with Jaws screenreader, and are keyboard accessible.

8. Publication and copyright information

Copyright 2003 The Learning and Skills Council

We would like to acknowledge the following for their contributions to the development of this material:

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