

ICT Curricular Team

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This Issue

- Use of school laptop at home
- Love your Whiteboard training sessions – SIGN UP NOW!
- Projector problems?
- GLOW
- New GLOW MEET
- In house ICT Training – try out a TeachMeet in your school
- Google Apps Updates
- Glow Futures
- Upgrade to Microsoft Office 2010
- Internet Safety and Responsible Use:
- New CfE-Linked Resources
- Websites being blocked?
- Edubuzz update
- Science Resources
- ASN News

Use of school laptop at home

It is permissible to take school laptops home but the Acceptable Use Policy that each Council employee signs does state that connecting Council computers to any other network is not allowed. This is the policy due to



concerns about security when reconnecting the computers to the Council network.

If you want to prepare flipcharts for your

interactive whiteboard at home you can download the software onto your home computer and then save the flipchart to your encrypted pendrive.

For SMARTboard Notebook 10 software go to www.smarttech.com and click on Downloads and follow the instructions there. You will need to use the serial number from your class SMARTboard which can be found on the side or the bottom of the board. You will be emailed a product key to activate the Smart Notebook software.

To download ActivInspire click on <http://bit.ly/12PnGu> and click on the download link. You will need to use this serial number **0015-9071-0124-9143-0105** to complete the download.

Love your Whiteboard training sessions – SIGN UP NOW!

Teaching Literacy interactively May 26
ECS190
Teaching Numeracy interactively June 1:
ECS189

The trainer will run through the basic tools within ActivInspire software and demonstrate how a flipchart can easily be created using resources available within ActivInspire. The focus will be on Numeracy (session 1) and Literacy (session 2). Participants will learn how to find ready made numeracy and literacy flipcharts on Promethean Planet and how to download them to use in the classroom. Useful tips will be provided on how to get pupils involved in the learning by actively engaging with the whiteboard activity.

Suitable for all Primary teachers with little or some experience. Sign up <http://edubuzz.org/blogs/cpdshare/>

Projector problems?

East Lothian Council has an audio visual maintenance and repair contract with Matrix Display so if you have any problems with your projector or interactive whiteboard, call **0845 26 26 200** and an engineer will ensure it's fixed.

Other IT equipment not working?

Email any reports of faulty equipment to ithelpdesk@eastlothian.gov.uk

In house ICT Training – try out a TeachMeet in your school

What does TeachMeet offer?

The TeachMeet Roadshow is a flexible training format which can be adapted to suit particular groups. It is based around small steps, offering something for the novice and the experienced user. It encourages active participation in using the technology and planning out how it might be used in a forthcoming lesson or series of lessons. The aim of TeachMeet is that everyone who attends takes away something they can use with learners. For further information go to <http://edubuzz.org/blogs/cpdshare/tag/ict/>



If you have not done so already, why don't you take the opportunity to log into Glow and see what it's all about? Forgotten your Glow log in details? Can't remember your password? Don't worry, just ask your Glow ASM contact in your school <http://bit.ly/i9m1dF> to find who that is. If you have any further questions, please email Suzanne Todd at stodd@eastlothian.gov.uk

Click on NEWS tab on the Glow Light log in screen. Next, look down the left hand side for NATIONAL SITE and from there you can explore a wide range of curricular resources (including some great science videos), educational games, a calendar of events, blogs, the NAR, general information and help guides called cookbooks.

New GLOW MEET makes for easier class web conferences

Glow Meet has now changed for the better with an attractive, modern user interface based on new software.

Up till now, Glow Meet has been powered by Marratech MeetNow, a conferencing system dating from around 2004. Although it did the job, many staff found it just a bit too complicated for easy classroom use.

Now, Glow Meet is powered by Adobe Connect. This is a much more modern system, and starts rapidly. It's easy to rearrange the various "pods" (windows) that make up the display; if all you want is sound and video, or a shared whiteboard, it's easy to do - just like arranging windows on your PC desktop.

It's still a powerful product, though, and introduces new features such as desktop sharing, participant polling and breakout rooms your class might enjoy exploring.

How to access new Glow Meet:

- Add the updated Glow Meet web part to your Glow Group, and create a web conference room in the usual way.
(The old one is still there, labelled Glow Meet Classic meantime.)

How to test drive it:

Plug in your mic and webcam, if you want to use them.

- Go to the East Lothian Staffroom Glow Group <http://bit.ly/elstaffroom> (Staff Glow login required.)
- Click "View Web Conferencing Room New Glow Meet"

This room is open to all East Lothian staff, so can be used any time for ad-hoc meetings where confidentiality isn't needed.

The full documentation isn't yet updated on the Glow web site, but there's a good Adobe Connect Quick Start Guide here: <http://bit.ly/acquickstart>



eduBuzz Google Apps Updates



EduBuzz Google Docs now offers a number of improvements with great learning potential:

- Improved support for rapid and seamless in-document discussions between contributors

- Ability to hide resolved comments from the main document view, but view them in future if required.

More details, including video:

<http://googledocs.blogspot.com/2011/03/introducing-discussions-in-google-docs.html>

Other new features added over recent months include:

- Uploaded docs can be Optical Character Recognition (OCR) scanned into Google Docs in up to 34 languages
- You can now edit your documents on the go on Android with Froyo (version 2.2) and on iOS devices (version 3.0+) including the iPad.
- You can now find and edit your documents via a native Google Docs app for Android.
- You can now customize your eduBuzz Google Sites with over 100 new fonts etc.
- eduBuzz Google Docs now permits folder uploads from some of the latest browsers.
- Image upload is now available in eduBuzz Google Spreadsheets.



Planning is under way at the Scottish Government for the next 5-year

phase of Glow, which is currently a year into a two-year extension of the original 5-year contract. We don't yet know what it will look like, but a lot of work has gone into gathering feedback to learn from experience to date across Scotland.

That work has led to encouraging Design Principles; the new system must be trusted, personalised, organic, a motivator, engaging, social and easy. We know also that it will be designed to support seven learner activities; showcasing, exploring, learning, creating, sharing (with anyone), organising and collaborating.

An advert has been issued, and meetings have been held with industry groups. The goal is to let the contract in time to allow a seamless transition to the new service via an overlap period from January to September 2012.

Find out more: <http://glowfutur.es/>

Internet Safety and Responsible Use: New CfE-Linked Resources

This new Glow Blog site, hosted by LTS, "will contain the best Internet Safety and Responsible Use resources from around the world, linked to Curriculum for Excellence, backed up by success stories from around Scotland's schools. Each post will contain the resources and links that you need to be able to use in your classroom, including a reflection on the individual successes and things to avoid."

Find out more:

<https://blogs.glowscotland.org.uk/glowblogs/ISRU-Resources/>

Upgrade to Microsoft Office 2010

It is anticipated that by the end of September 2011, all schools will be using Microsoft Office 2010. Schools will be notified by IT of the time when upgrades will take place. If the date should cause any problems, there will be the opportunity to reschedule.

The Microsoft Office 2010 offers new, easy-to-use features and tools. Most staff are likely to be already using this at home so will be familiar with the new look. It will not be necessary to provide dedicated staff training but schools may want to provide a brief overview of the main differences (e.g. Microsoft Word 2010 documents will now have a .docx extension instead of .doc) There will also be e-learning modules and printed materials available on ELNet.

Websites being blocked?

The new webfiltering system Bloxx looks at the page not just the URL so there are sites being blocked that previously were not. Email ithelpdesk@eastlothian.gov.uk if you would like to get a website unblocked. Please provide brief details of the educational purpose of the site.

Edubuzz update

You may have noticed a few recent changes in the eduBuzz WordPress blog system. All blogs are now easier to read on popular mobile devices such as smartphones and tablets, for example.

If you're an administrator, you'll find a few more plugins have been added in response to demand. The Flexi Pages Widget, for example, offers a much more powerful new way to display Pages than the standard widget. Browse the Plugins menu to see what's available, or get in touch if you don't see what you need.

If you're a SuperAdmin, you'll find the Users and Sites options are now under a Network Admin link in the top right of your Dashboard.

eduBuzz
What's On?



Known Issue

Hitting problems with file uploads? :- For reasons we don't yet understand, some school PCs can't use the default (Flash-based) WordPress uploader, and get web filtering error messages. If your PC is affected, look for the message "You are using the Flash uploader. Problems? Try the Browser uploader instead." on the upload screen. Choose "Browser Uploader", and you'll be able to upload as normal, but only one file at a time.

Tips and tricks

Quickly create hyperlinks to earlier posts:- Maybe you're writing a post with the latest news of an upcoming event. The event was detailed in a good post last week, so you can make your post more useful by linking to it. Simply select the name of the event, click the "Insert/edit hyperlink" button (it looks like a chain link) and you can now quickly search or browse your existing content and link to it.

Site needing a makeover? - If your site's been around a while, you may want to freshen up its appearance. The good news is that you don't need to rewrite your content, its appearance will automatically change to match any new theme you select. The Twenty-Ten theme is proving popular; it handles subpages well with drop-down, customisable menus, offers 6 widget areas and easily changed header image and background.

ICT to support ASN pupils

Please email Shirley Lawson
slawson@eastlothian.gov.uk

If you have any questions about how best support pupils with additional support needs using ICT.

Free Access to subscription based Science Resources on GLOW

Pupils will happily explore the Primary Science resources in
<http://bit.ly/kR5zWM>

Excellent Science video for all ages on
<https://www.glowscience.org.uk/>