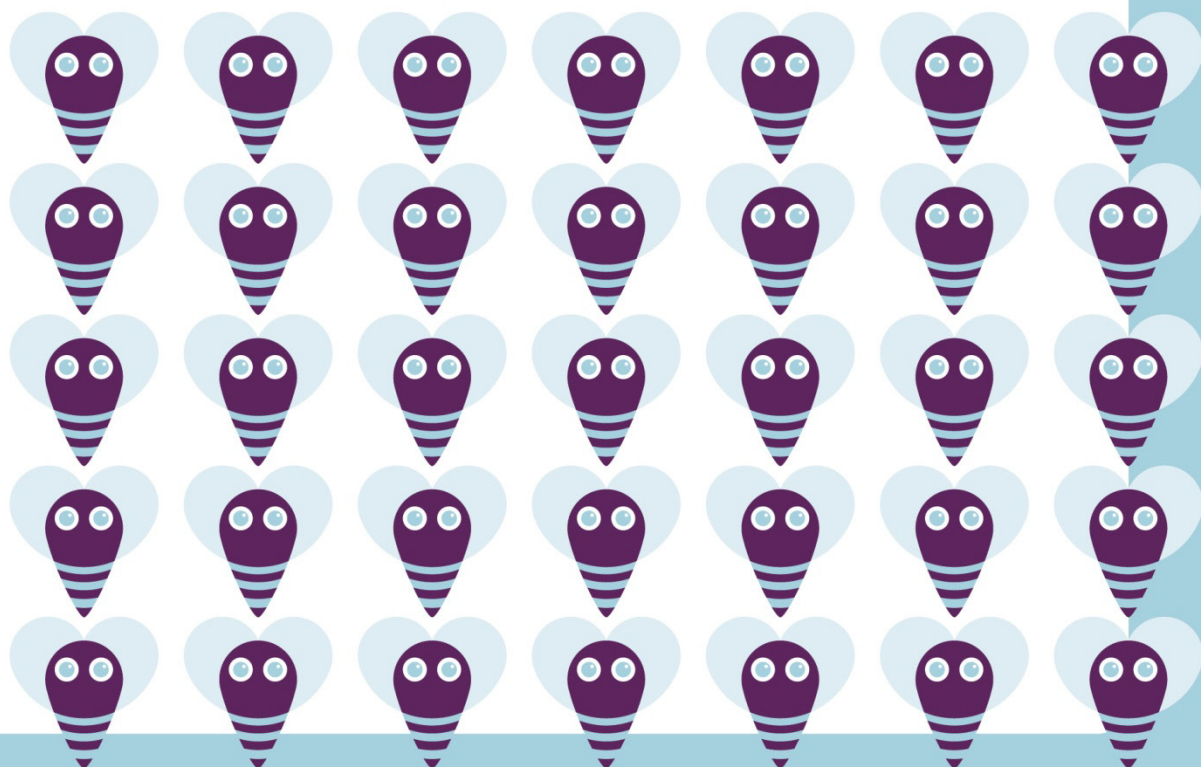




OPENHIVE for Staff

Quick Start Guide



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Introduction to OPENHIVE

Email, websites, online learning systems and parental reporting have become an essential part of teaching, and their role is only going to grow. Teachers want tools that do the job without any fuss. That's where OPENHIVE comes in.

- OPENHIVEportal - Your gateway into all of OPENHIVE's tools. This can be a website in itself, where you can publish school documents and share information.
- OPENHIVElearning - Online learning system.
- OPENHIVEinsight - Keep parents informed how their students are doing at school.
- OPENHIVEemail - We have adapted Microsoft Outlook's email to make it teacher friendly.
- OPENHIVEiD - Change your password

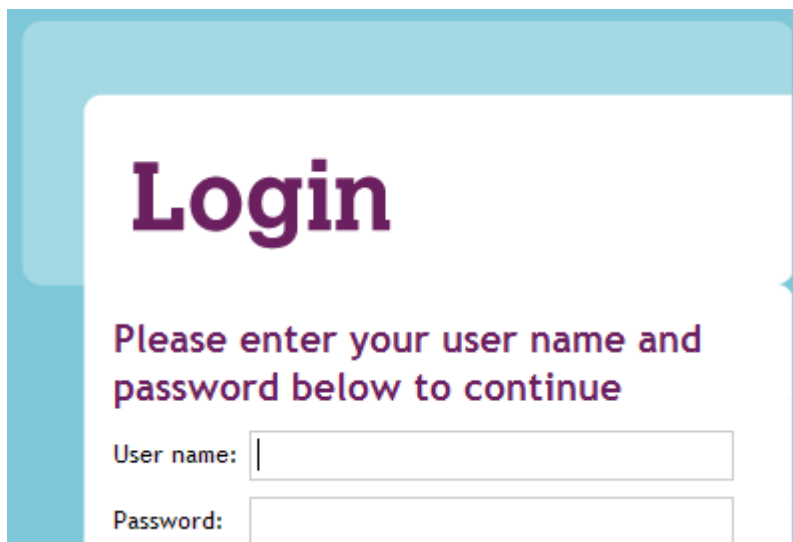
What is this quick tutorial?

This is quick overview of some of the main features of OPENHIVE. We introduce you to some ways OPENHIVE can streamline your teaching and engage your students.

Get started right away

Before you begin, make sure you've got your log in details, including the web address for the entry page, the user name and password. If you don't know your OPENHIVE log in details, contact your network manager.

Find the web page, enter your user name and password. Click 'Log in'.



Login

Please enter your user name and password below to continue

User name:

Password:

All your teaching tools together

OPENHIVEportal

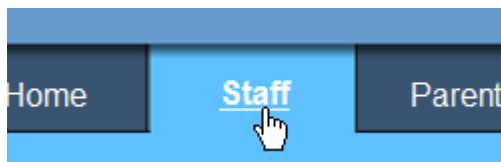
When you log on, the OPENHIVEportal opens. This is your gateway to all the tools available in OPENHIVE.

The screenshot shows the OPENHIVEportal interface for Hill Valley High School. At the top, there is a navigation bar with the OPENHIVEportal logo, several icons, a 'REPORT ABUSE' button, and a help icon. Below this is a header for Hill Valley High School with a search bar and navigation tabs for Home, Staff, Parents, Governors, Activities, and Library. The main content area features a 'Welcome to Hill Valley High' message, a photo of the school building, and a quote about confidence within a school. A sidebar on the left lists various areas like School Information, School Contact, and OFSTED Report. On the right, there is a calendar for Cricket Fixtures 2010 and a section for Useful Links, including Specialist Schools and Academies Trust and Henley Festival.

Stay organised

Explore the staff page

On the OPENHIVEportal page, click the Staff tab.



On screen, your timetable for today appears.

My Timetable Modify ▾			
	Period 3	Period 4	Period 5
Monday	Law 12C/La1 Susan Williams 11:35 - 12:35	Law 12C/La1 Susan Williams 12:35 - 13:35	Theatre Stu 13ATs1 Susan Williams 14:30 - 15:30

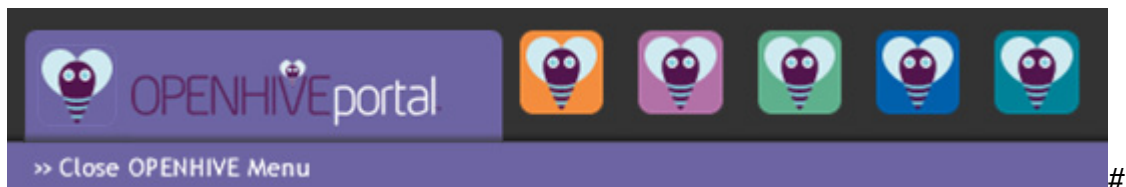
Scroll down the page until you see the staff calendar.

Staff Calendar				
◀ ▶ July 2010 Expand All C				
Monday	Tuesday	Wednesday	Thursday	Friday
28 08:30 Weekly Staff Briefing 16:00 SMT Meeting	29	30 12:00 Department Meetings	1	2
5 08:30 Weekly Staff Briefing 16:00 SMT Meeting	6	7 12:00 Department Meetings	8	9
12 08:30 Weekly Staff	13	14 12:00 Department	15	16

Here you see staff events at your school.

Scroll back up.

Across the top of the display, a number of bee icons link show which applications are available to you. What you see depends on what your school uses.



There's lots to explore here when you finish this tutorial.



OPENHIVEportal - Your gateway to OPENHIVE's tools



OPENHIVEEmail - Email for teaching



OPENHIVEinsight - Keep parents informed



OPENHIVElearning - Your online learning system



OPENHIVEiD - Change your password



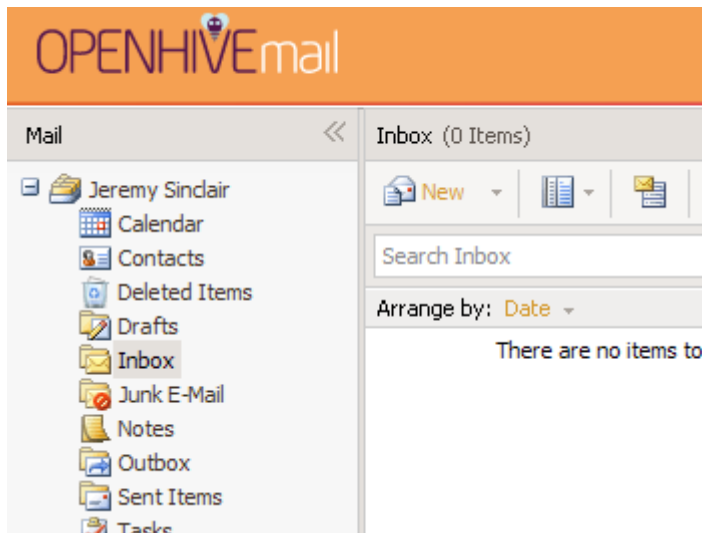
OPENHIVETalk. Instant messages

View your full timetable

Click the OPENHIVEEmail icon.

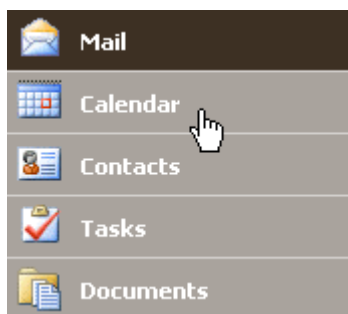


OPENHIVEmail opens.



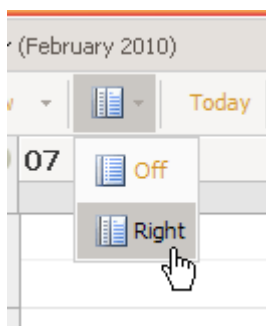
As well as containing all standard email features, OPENHIVE's email is fully integrated with your teaching. Here we will show you one quick example of how this helps.

Towards the bottom-left of the screen, click Calendar.

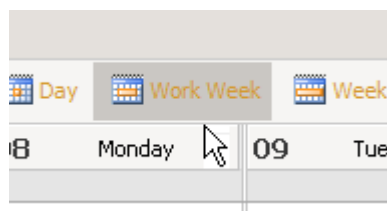


Your timetable appears.

In the row of options along the top of your timetable, click the 'Show/Hide reading pane' icon and select Right to make sure the reading pane is open.



Click 'Work Week'.



Your timetable for the week appears.

	08 Monday	09 Tuesday	10 Wednesday	11 Thursday	12 Friday
09 ⁰⁰			English Room E6	English Room E6	Art Room E2
10 ⁰⁰	English Room E6	English Room E6	English Room E6	English Room E6	English Room E6
11 ⁰⁰	English Room E6	English Room E6	English Room E6		English Room E6
12 ⁰⁰	English Room E6	English Room E6	English Room E6		English Room E6
13 ⁰⁰	English Room E6	English Room E6			English Room E6
14 ⁰⁰					
15 ⁰⁰	English Room E6		English Room E6		English Room E6

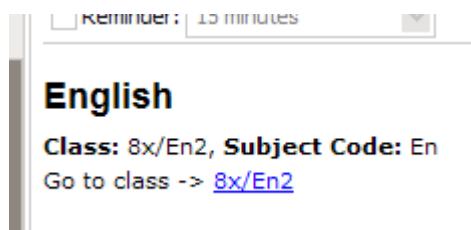
What have you prepared for your lesson?

Select one of your lessons.



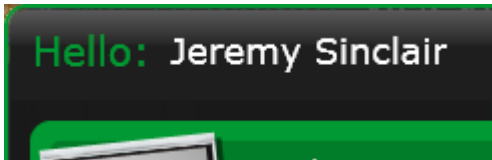
On the right you'll see more information about this class.

Click the link to the class:



Click OK to confirm you are leaving your email.

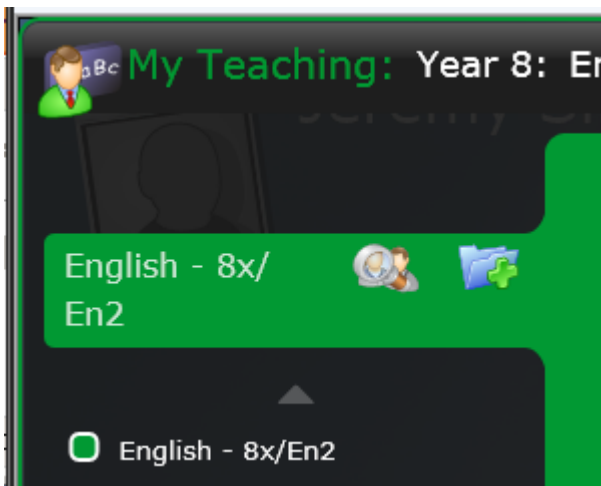
If this is the first time you have used OPENHIVElearning a welcome message appears.



On the welcome message, select 'Click here to continue'.



You enter OPENHIVElearning, OPENHIVE's online learning system, showing any courses that you have prepared for that class.



OPENHIVE Quick Start Guide

Close any open tabs or windows until you return to OPENHIVEportal, with the Staff tab selected.

The screenshot shows the OPENHIVEportal interface for Hill Valley High School. The user is logged in as Helen Green. The 'Staff' tab is selected in the navigation menu. The interface is divided into several sections:

- Header:** OPENHIVEportal logo, user name 'Welcome Helen Green', and navigation links like 'My Site', 'Log Out', and 'Help'.
- Navigation:** Home, Staff (selected), Parents, Students, Governors, Activities, Library, and Site Actions.
- Left Sidebar:** Areas (Staffroom, Committees, SMT, NQT's), View All Site Content, and Documents.
- Main Content Area:**
 - My Timetable:** A table showing the user's schedule for Monday. The table has columns for Period 2, Period 3, Period 4, and Period 5. The subject is Geography, and the teacher is Helen Green. The time slots are 10:15 - 11:15, 11:35 - 12:35, 12:35 - 13:35, and 14:30 - 15:30.
 - My Assignments:** A list of assignments with details like 'Oxbow Lakes' (10yGg1), 'Lesson 1' (10A/Gg2), and 'Introduction to term' (10A/Gg2). Each assignment includes a description, start date, and due date.
 - My Subjects and Classes:** A list of subjects including Geography, History, MyClass, PSE, and ReligiousEd.
 - My Messages:** A list of messages from other users, such as 'Mandy Hobbs says "What are oxbow lakes..."', 'Helen Green says "what do you mean?..."', 'Mandy Hobbs says "read what I wrote..."', and 'Mandy Hobbs says "cant open the quiz?..."'. Each message includes a profile picture and the subject 'Geography'.

Enhance teaching and learning

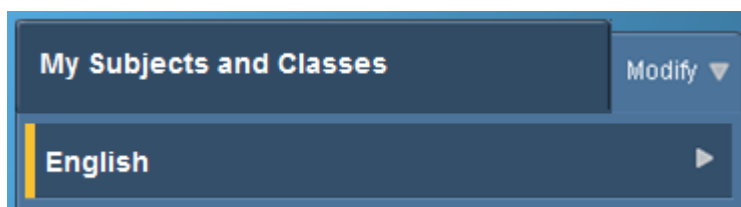
Here we will introduce you to OPENHIVElearning, OPENHIVE's online learning area. We'll give you a practical example straight away, showing you how to create a quick online course for your lessons.

Enter OPENHIVElearning

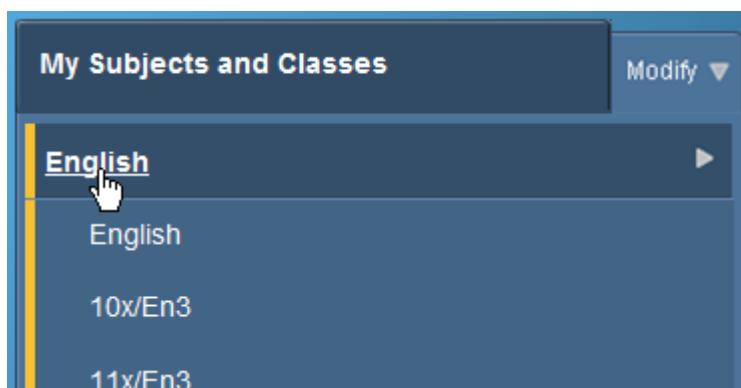
To open OPENHIVElearning you can just click the OPENHIVElearning icon at the top.

Here we'll show you how to enter the OPENHIVElearning area for one of your classes.

In OPENHIVEportal, when the Staff tab is selected, towards the top-right, a list of your subjects appears.



Click the subject where you want to create an online course.

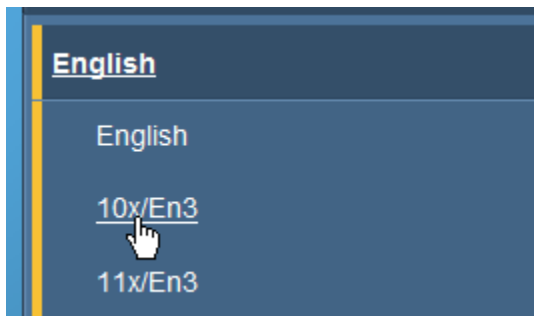


A link to the departmental area appears - 'English' in the case shown here - followed by a list of all your classes.

Create a course

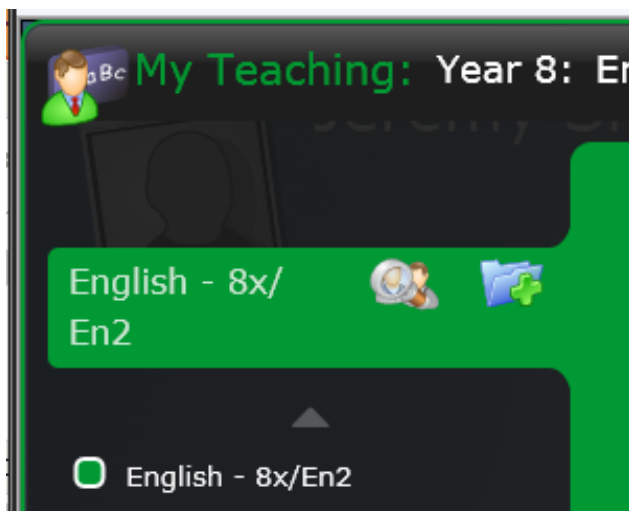
While creating a course we will keep the instructions non-specific. You can adapt these instructions to create a course for a class you are about to teach.

Choose a class.

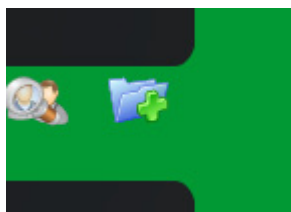


Close the welcome message.

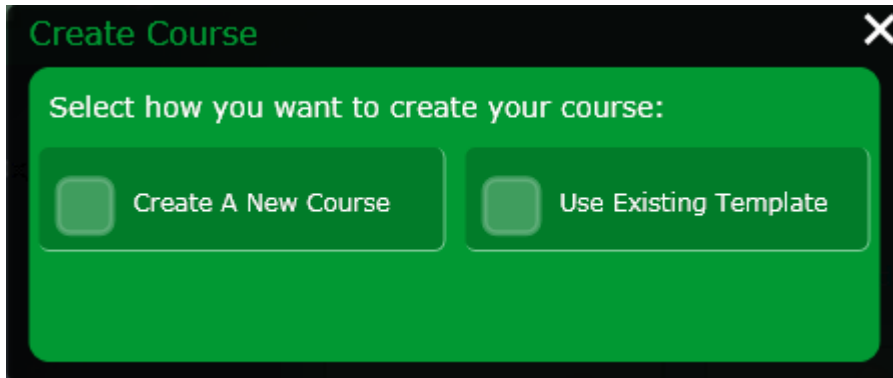
You enter the online course area for the class.



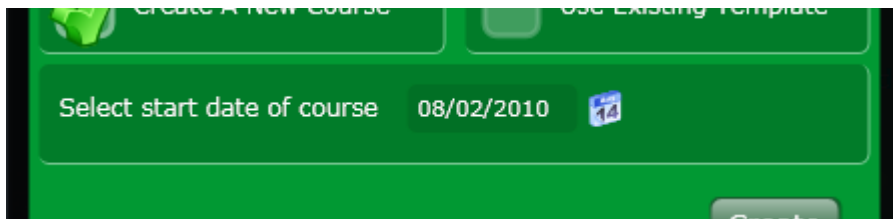
Click the 'Add course' button to create a new course.



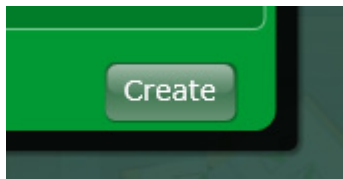
Select 'Create a New Course'.



Enter a start date.



Click Create.

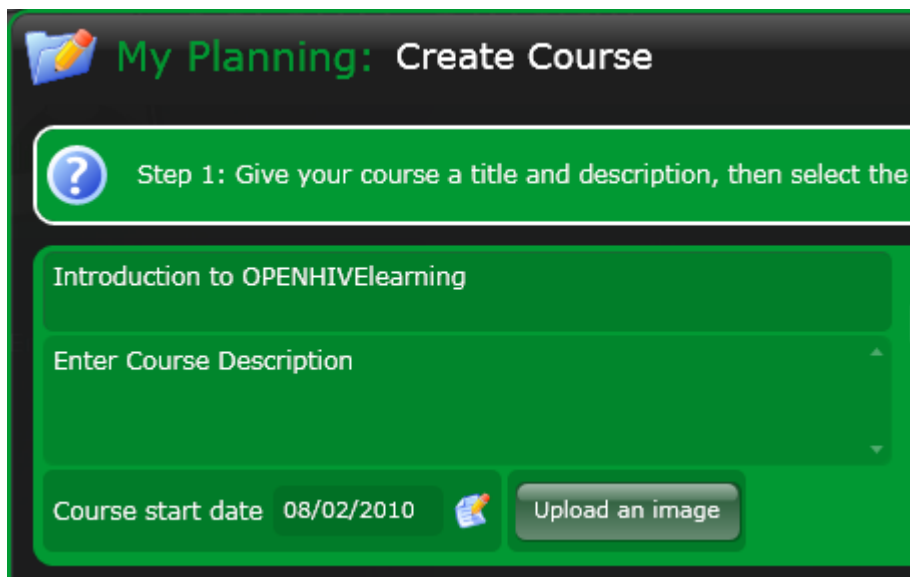


Enter your course details

The 'My Planning: Create Course' window is open.

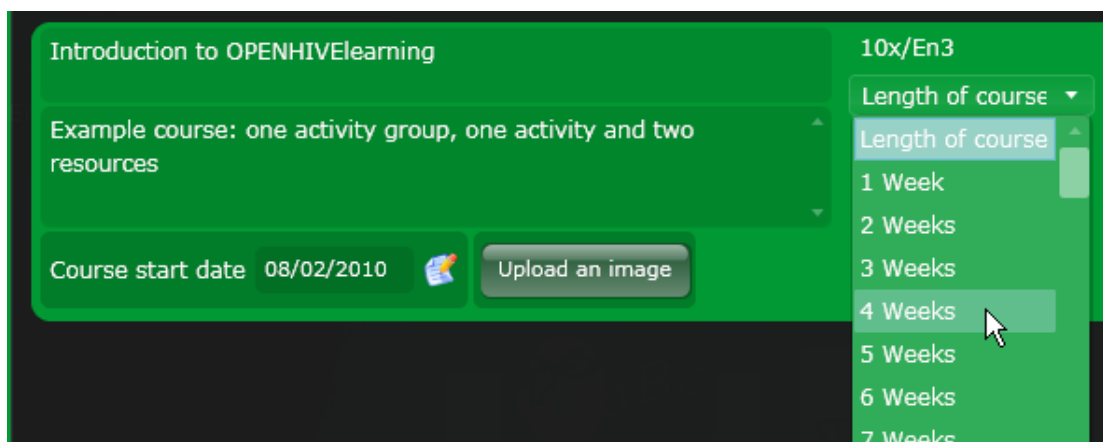
Throughout OPENHIVElearning, instructions are shown on screen. For example, here it says: 'Enter Course Name'.

To enter the course name, click 'Enter Course Name' and overwrite it with the name you want. For example: 'Introduction to OPENHIVElearning'



Over 'Enter Course Description' type some details about the course. For example: 'Example course: one activity group, one activity and two resources.'

Click 'Length of course' to specify how long the course will run. The course can run for a whole year, or just a week.

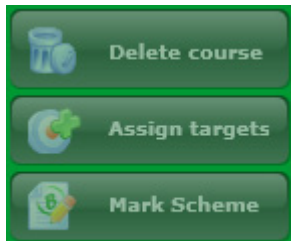


Click Next.

You have created your first blank course.

Create targets and simplify mark schemes

We won't look at these buttons now. They become active when you create the first activity group, which we explain next. When you have finished this quick start tutorial, explore these options to delete a course, assign targets and create a mark scheme.



Engage your students

The possibilities offered by online teaching are endless. You've created the course framework, now we will show how to add the content.

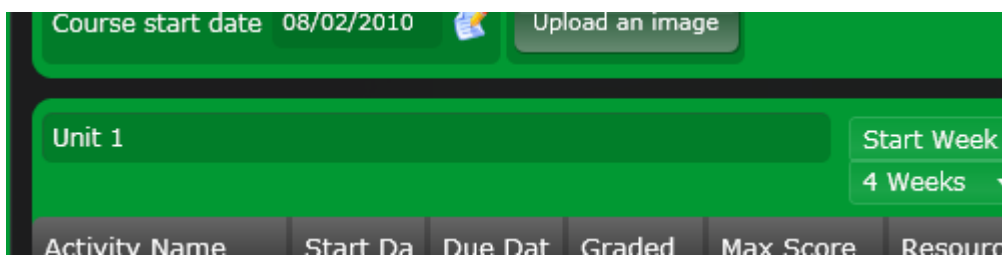
We'll show you how to:

- Give your students assignments to work on outside lessons.
- Create a quick quiz, which could be used before and after a lesson to see how much your students learn.
- Assign students to individual tasks, helping to personalise learning.

Create an activity group

Before adding resources we create the bare bones of the course. First, create an activity group. Activity groups could correspond, for example, to units on a course you are teaching.

Enter the activity group name. For example: 'Unit 1'.



Click Next.

The activity group is created.

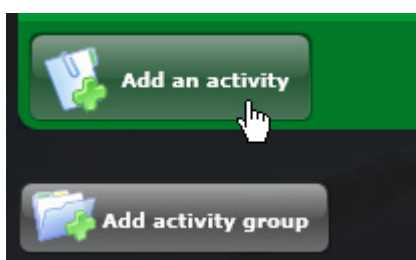
Create an activity

You've created the activity group, now we'll add one activity.

An activity contains all the resources for a topic.

Note the two buttons at the bottom-left of the planning area. You can create more activity groups for each unit on your course. For now, we will add an activity to the first group.

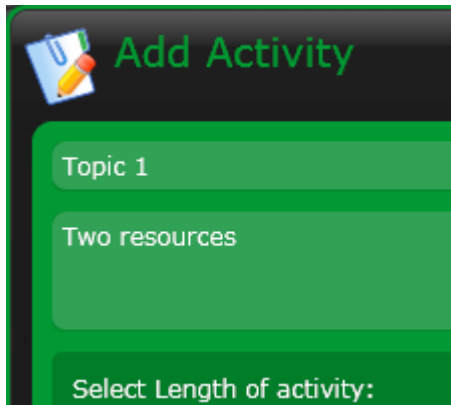
Click 'Add an activity'.



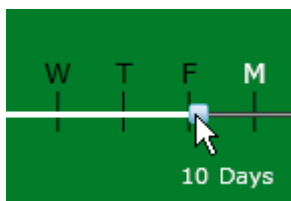
In the 'Add Activity' window, overwrite:

- 'Enter activity name'. For example: 'Topic 1'
- 'Enter Description'. For example: 'Two resources'.

Your students will see these when they open the activity.



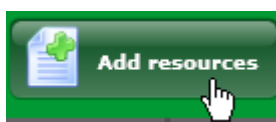
Drag the squares on the timeline to specify the activity's start and end date.



Add resources

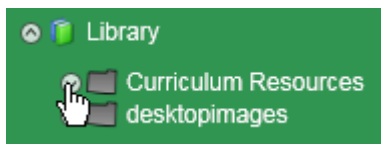
The resources are the content for your course. You can add a whole series of resources to one activity.

Click 'Add resources'.

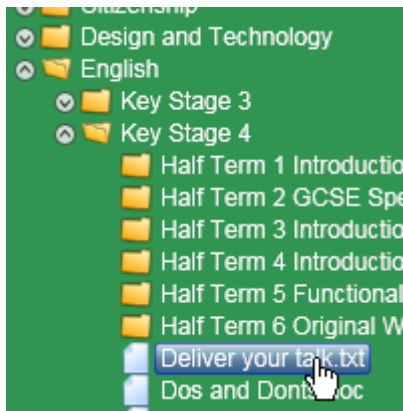


Your school's resource library appears.

Click the arrows to explore the folders.



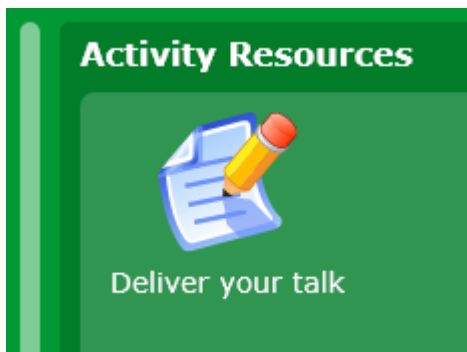
Click a resource to select it.



Click the Add button.

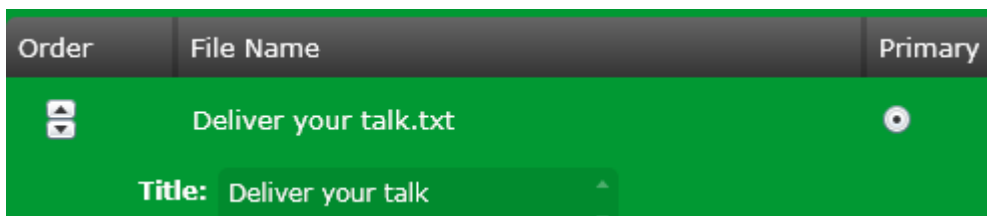


The resource appears on the right.



Click 'Save to Activity'.

The activity is listed in the 'Add Activity' window.



Change the title here and any other descriptions you are asked to provide. Your students will see these details when they open the activity.

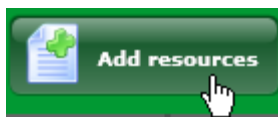
Engage your students 2

Add a quiz

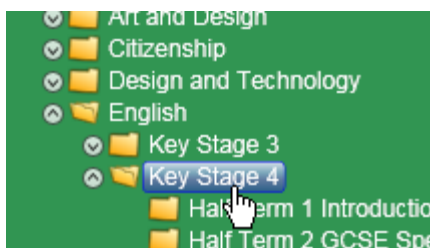
Next we will create a quiz to add to the activity.

We will add a new quiz. We are keeping our instructions general, but you can customise any details to create a quiz for one of your lessons.

Click 'Add resources'.



In the library, find the folder where you want to save the quiz.



Click 'New Resource'.



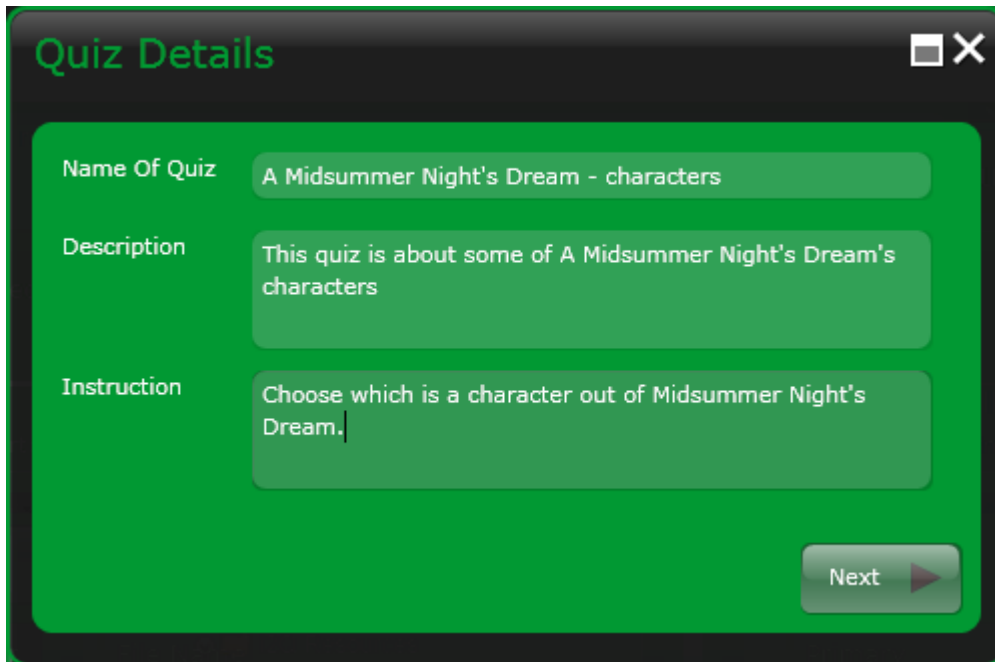
The Resource Type area opens.



There are many options to explore when you finish this tutorial. Select Quiz.



Enter details.



Click Next.



The quiz window opens.



Click 'Add question'.



Select 'True or False'.

Enter:

- Question
- Select which answer is correct
- Enter a mark for this question

The quiz is automatically marked using the marks you set for each question.

Other parts of this window are optional.



The screenshot shows a window titled "True or False" with a dark green header and a lighter green body. The window contains the following elements:

- Question:** A text input field containing "Titania is a character from A Midsummer Night's Dream."
- Image:** A text input field with the placeholder "Select an image" and a "Browse" button to its right.
- Answers:** A section with two radio buttons. The first is labeled "1. True" and is selected, with the word "Correct" above it. The second is labeled "2. False".
- Mark:** A numeric input field containing the value "10".
- Buttons:** Two buttons at the bottom right: "Save and New" and "Save and Close".

Click 'Save and New'.

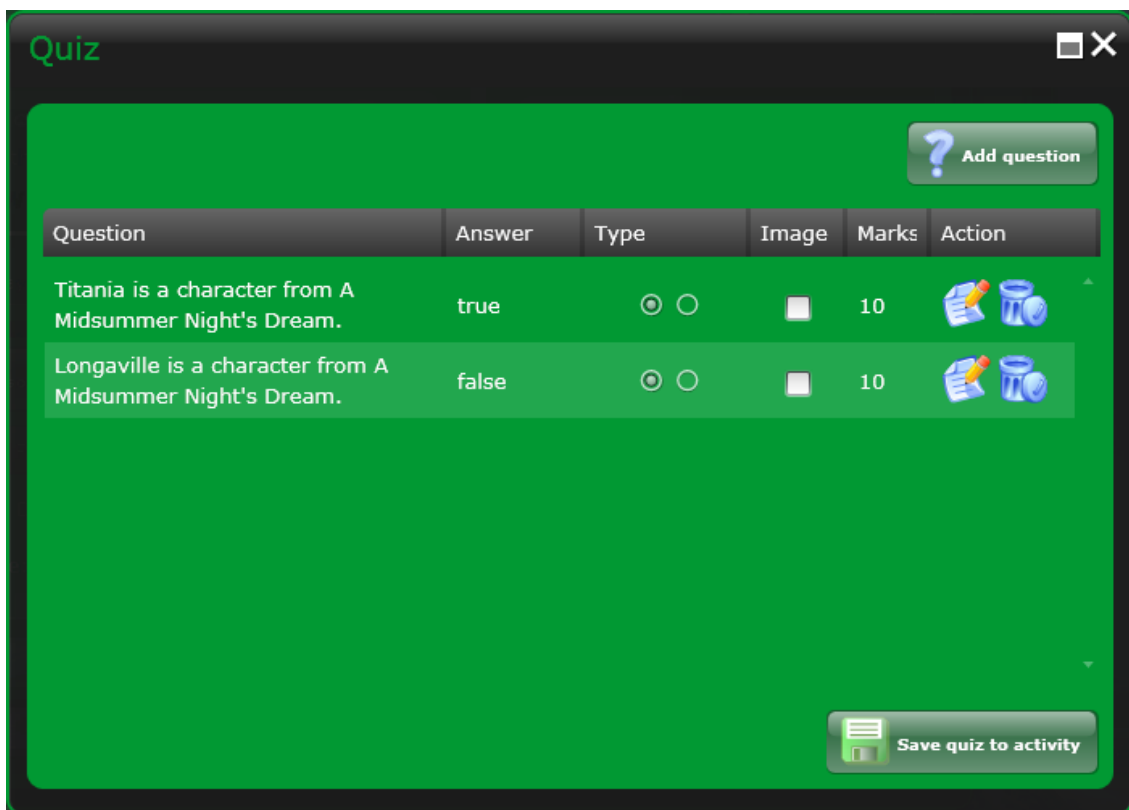


Create a new question. Add as many questions as you want for your lesson.

Click 'Save and Close' when you have finished.

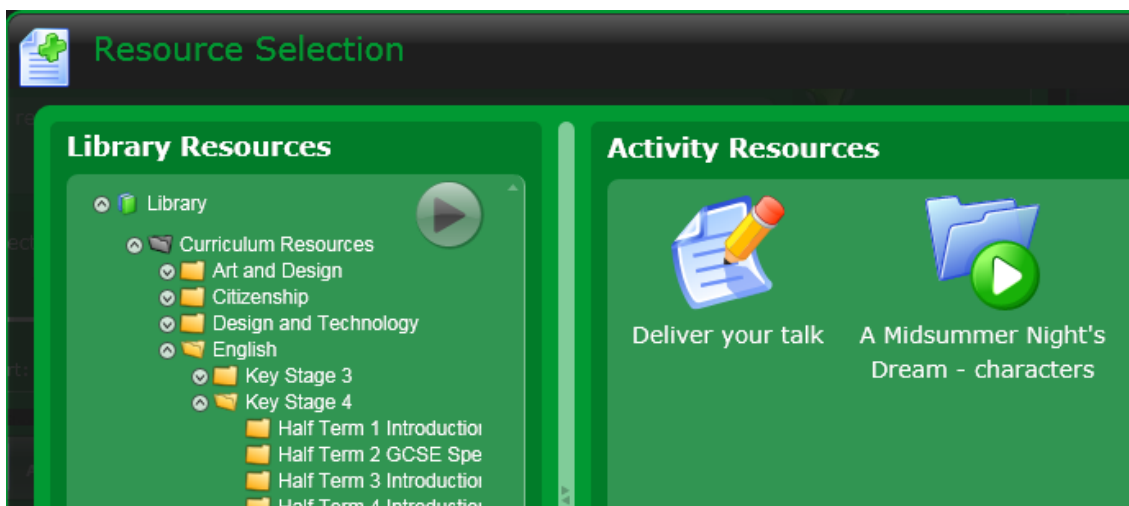


The Quiz window lists the questions.



Click 'Save quiz to activity'.

The quiz is saved to your library and is selected, ready to add to the activity.

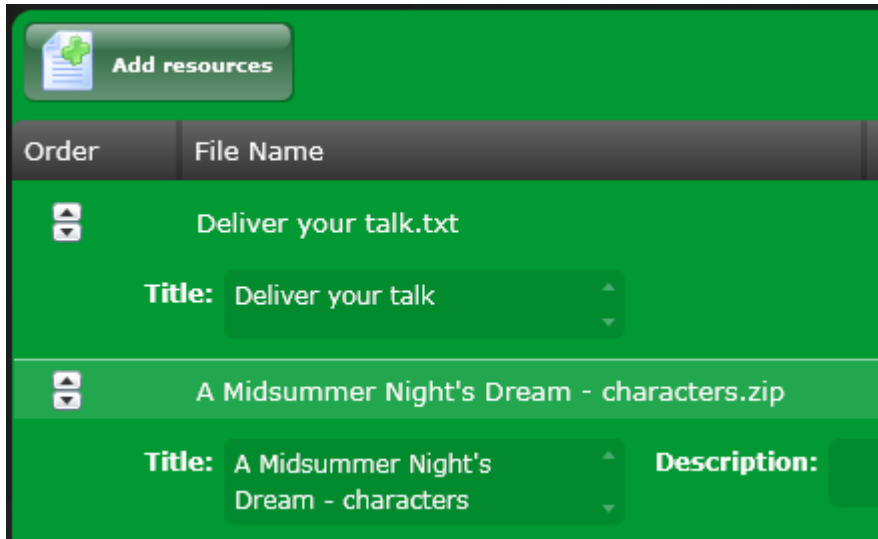


Click 'Save to Activity'.



You've finished your first activity.

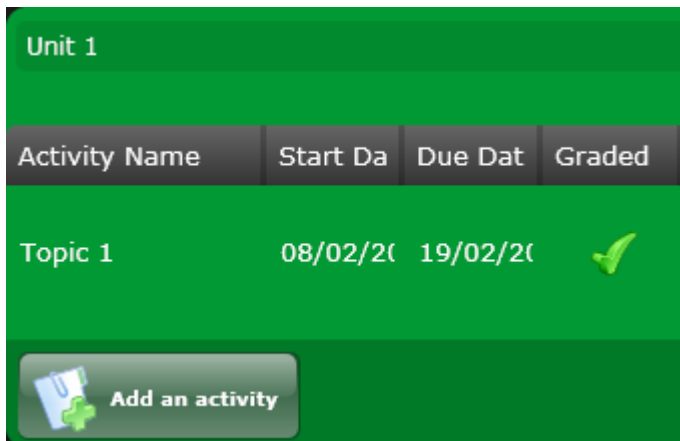
The two resources appear in the 'Add Activity' window.



Click 'Save activity'.



In the 'My Planning' window you can see the first activity group, Unit 1 here, and the first activity - Topic 1.



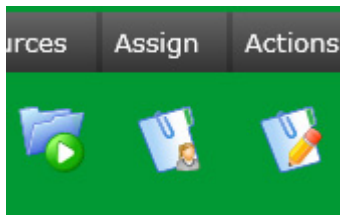
Personalise learning

Assign students

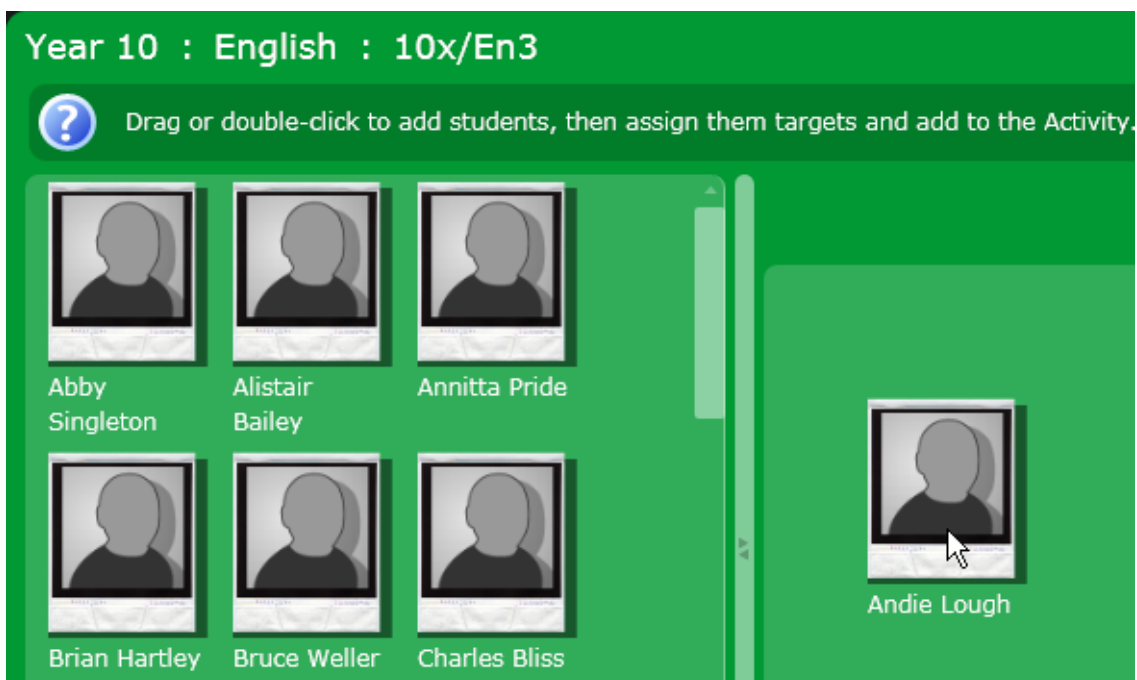
Here we show you how to assign students to different activities, personalising tasks for individuals.

Some students could benefit the activity we just created to back up their learning.

Click the 'Assign students' button for the activity.



Decide who you want to do the quiz. Drag their icons from the left pane to the right pane.



Or click 'Assign all to Activity'.



When you've assigned all the people you want, click 'Save to Activity'.



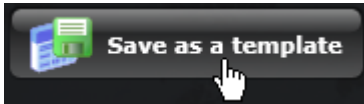
The activity appears in the assigned students' task list in their email, so they receive an automatic reminder of the due date.

Share your ideas

Templates

You've created your first course with OPENHIVE. Here we'll show you how to share it with colleagues, and how they can share courses with you.

Click 'Save as a template'.



Your course is turned into a template.

Close the 'My Planning' area.

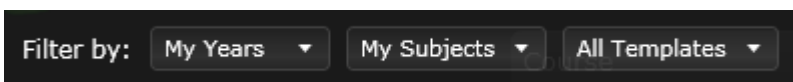


In the bottom right of the display, click the templates button.



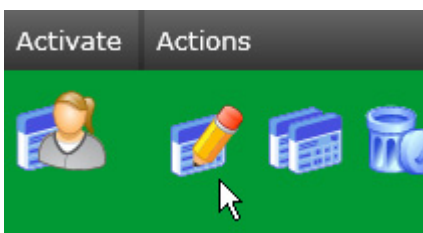
A list of templates appears, including the one you just created.

If you can't see your template straight away, try using the filter options to find it.



When you've finished this tutorial, visit [here](#) to explore templates created by colleagues.

Click the Edit button for the course you just created.



Select 'Share Template'.



All your colleagues can now use your template.

Click 'Save Course'.



You've created:

- A course.
- The first activity group.
- The first activity.

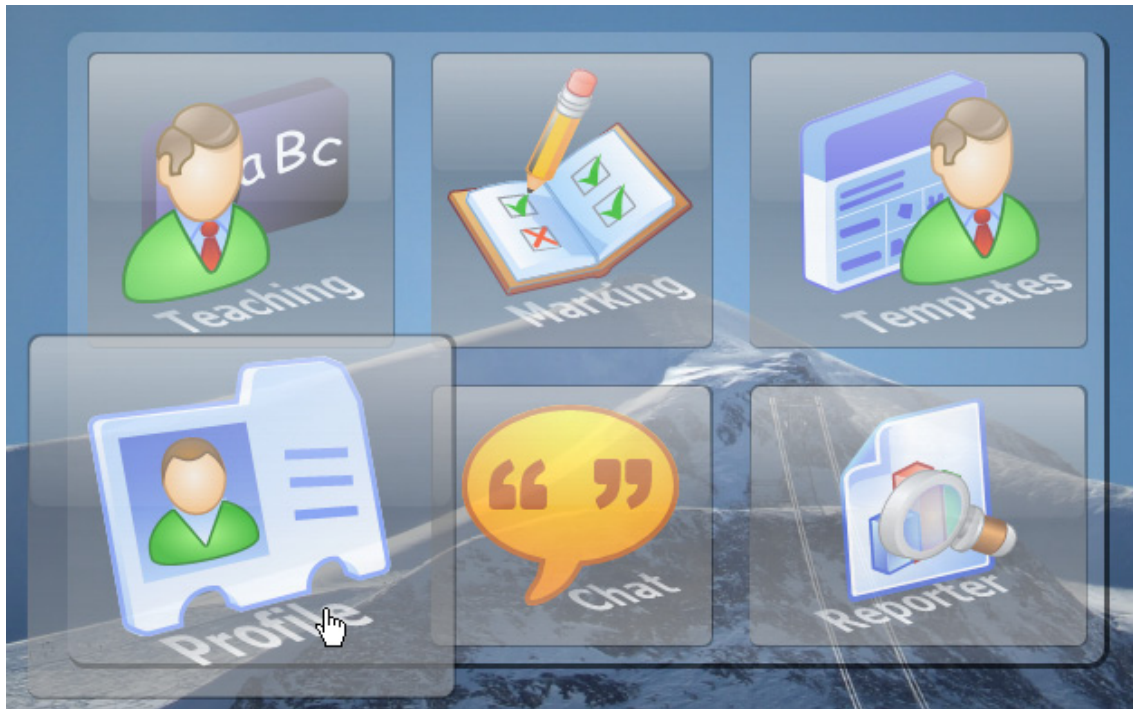
You've added two resources to the activity.

You've shared the template.

Personalised web spaces

Change the colour and the desktop image

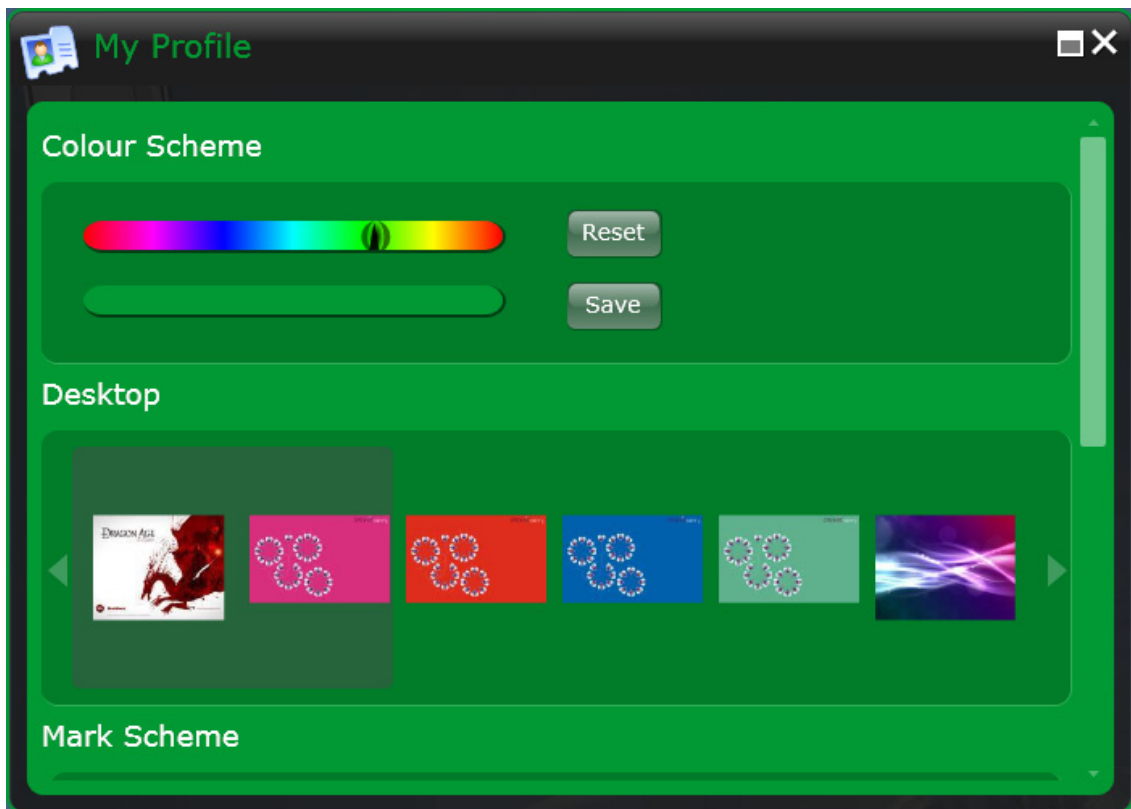
Today's web natives expect to be able to personalise their web spaces. Here's one way to encourage students to personalise their learning area. Close down any windows until you reach OPENHIVElearning's desktop.



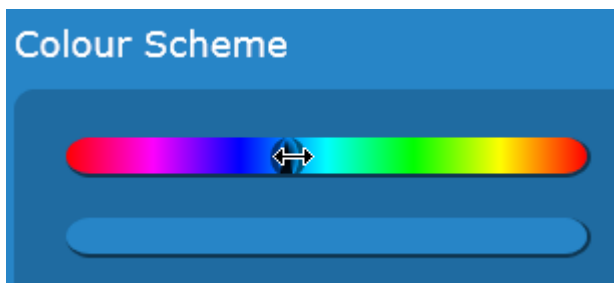
Hover over the icons in the centre of the screen. There are various options to explore when you finish this tutorial.

Select Profile.

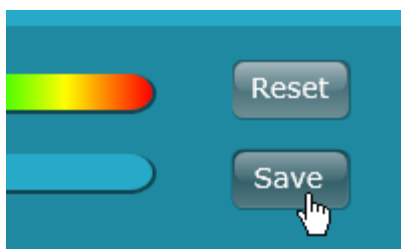
The My Profile window opens.



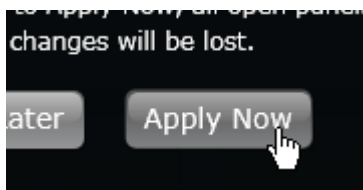
Click and drag the slider to change the colour used throughout OPENHIVElearning.



Click Save to change the colour.



Select 'Apply Now'.



Open the Profile area again.

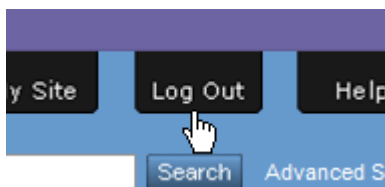
Explore the images available for the desktop. Click an image to select it. Close the My Profile area to view the new image:



All your students can customise their OPENHIVElearning area in this way. Click the Exit button, in the bottom right-hand corner.



Return to OPENHIVEportal, which will be open in another tab or window. Click 'Log Out' in the top right corner to exit OPENHIVE.



What next?

We've suggested some areas worth further exploration throughout this quick start guide.

To help you find your way around OPENHIVE, find out where these options are and explore how they can help your teaching and your students' learning.

Here are two of the main areas to explore.

OPENHIVElearning's main page:



At the top of OPENHIVEportal, find out which of these icons you have, and what they do:



OPENHIVEportal - Your gateway to OPENHIVE's tools



OPENHIVEmail - Email for teaching



OPENHIVEinsight - Keep parents informed



OPENHIVElearning - Your online learning system



OPENHIVEiD - Change your password



OPENHIVESurvey - Create surveys



OPENHIVETalk. Instant messages



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