



Education  
Services  
Australia



**Scootle user guide**  
For school managers

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# Scootle

## Background and access



### Intended audience

This manual is specifically designed for school managers who intend for teachers in their school to use Scootle to discover and use digital curriculum resources published by Education Services Australia.

### Background

The digital curriculum resources on Scootle include interactive multimedia learning objects and individual digitised items sourced from Australian and New Zealand cultural and scientific organisations.

Learning objects combine still and moving images, text, audio and animation to engage and motivate students and support their learning of concepts and skills in a range of curriculum areas in the P–12 years.

Other digital curriculum resources include museum artefacts, artworks, archival documents, photographs, archival and contemporary moving images, maps, posters, songs and speeches. Teachers and students can use them in a range of flexible ways to suit their own curriculum needs.

Scootle (<http://www.scootle.edu.au>) provides access to more than 10,000 digital curriculum resources published by Education Services Australia. Teachers can find items of interest via browse, search and filter technology. They can also create personal lists of favourite resources for quick access.

Search results can be viewed on timelines and Google maps, providing new and exciting ways not only to discover relevant resources but also to construct challenging learning experiences for students. Teachers can also rate and comment on the value of individual digital curriculum resources. It is hoped that collaborative understanding of the pedagogical value of digital content in authentic teaching and learning contexts will grow nationally with this Web 2.0 feature.

### Access

Everyone in the Australian Capital Territory, the Northern Territory, Queensland, South Australia, Tasmania, Victoria and Western Australia can search and browse Scootle. Full access to the content is available to all teachers of licensed schools. Access to Scootle is not managed by Education Services Australia but by jurisdictions and various school bodies.

### Conditions of use

<http://www.scootle.edu.au/ec/p/conditions>

The top screenshot shows the Scootle homepage. It features a search bar at the top right, a navigation menu with options like 'Home', 'Find by Australian Curriculum', 'Find on map', 'Find on timeline', 'A to Z', and 'Learning paths'. Below the navigation, there is a main heading 'Learn, teach and collaborate using digital curriculum resources from The Learning Federation.' and a section titled 'Organise and share resources with learning paths'. There are also 'Browse by' and 'Popular search terms' sections on the left.

The bottom screenshot shows the 'Manage my school' page. It displays school details for 'Massive Heights Pre-school' and a table of users. The table has columns for ID, First name, Last name, Email, and Open ID. Below the table, there are 'Confirm', 'Edit', and 'Delete' buttons for each user.

ID	First name	Last name	Email	Open ID
42906	John	Banks	john.banks@curriculum.edu.au	-
42908	Davina	Daisy	davina.daisy@curriculum.edu.au	-
42904	Mary	Poppinson	mary.poppinson@curriculum.edu.au	-
42907	Arthur	Tee	arthur.tee@curriculum.edu.au	-
42905	Richard	Van Dyk	richard.vandyk@curriculum.edu.au	-



**Overview**

# Overview

## Introduction



As a school manager, you have access to the school details page and reports, and are responsible for sending out the school URL so that teachers can register.

Basic users have access to Scootle, but no administrative functions. Teachers in schools are usually basic users.

To explore the school manager functionality, school managers login to Scootle at [www.scootle.edu.au](http://www.scootle.edu.au). This provides access to your **My dashboard** page and school administration functions. This is described in more detail in the following pages.

The screenshot shows the 'My Scootle dashboard' for user David Crocker. The dashboard is divided into several sections:

- Navigation:** Home, Find by Australian Curriculum, Find on map, Find on timeline, A to Z, Learning paths.
- Administration:**
  - Manage: My details, School details, School users
  - Reports: School administration [3]
- Shared learning paths:** Shared with Public
- My learning paths:** My learning path folders, Create new folder
- Tips and guidelines:** Guidelines and obligations to manage collaborative activities

**Twelve month user growth (Massive Heights Pre-school):** A bar chart showing user growth from May to April. The Y-axis is labeled 'Users' with a scale of 0.0000000.

**Resource usage (Massive Heights Pre-school):** A pie chart showing the distribution of resource types:

Resource Type	Percentage
Assessment resource	3%
Collection	4%
Image	2%
Interactive resource	84%
Moving image	3%
Other	1%
Teacher guide	3%

**Top 10 resources (Massive Heights Pre-school):**

- L8741 Wonderful words, creative stories: ...
- L1275 Finish the story: bushfire

**Top 10 resources (GWE7783):**

- R11244 Understanding e-security - Budd:e ...
- L8739 Wonderful words, creative stories: ...

**Top 10 resources (nationally):**

- L699 Garden detective: Australian garden
- L8740 Wonderful words, creative stories: ...
- L8306 Pirate treasure hunt: five ...
- L8304 Pirate treasure hunt: eight ...
- L702 Gold rush: level 1
- R11244 Understanding e-security - Budd:e ...
- L8739 Wonderful words, creative stories: ...
- L1276 Finish the story: boat disaster
- L8741 Wonderful words, creative stories: ...
- L1275 Finish the story: bushfire

**Top learning path contributors (Massive Heights Pre-school):**

- Ken Scootler
- Cheryl Betts
- Angela Mann
- Steve Scootler

# Overview

## My dashboard



This page gives you access to all school administration functions.

Many common dashboard functions are covered in the *Scootle user guide for teachers*.

The screenshot shows the 'My Scootle dashboard' for user David Crocker. At the top, there is a search bar and navigation links: Home, Find by Australian Curriculum, Find on map, Find on timeline, A to Z, and Learning paths. The dashboard is divided into several sections:

- Administration:** Includes 'Manage' (My details, School details, School users) and 'Reports' (School administration [3]).
- Shared learning paths:** Includes 'Shared with' (Public) and 'My learning paths' (My learning path folders, Create new folder).
- Tips and guidelines:** Includes 'Guidelines and obligations to manage collaborative activities'.
- Twelve month user growth (Massive Heights Pre-school):** A bar chart showing user growth from May to April.
- Resource usage (Massive Heights Pre-school):** A pie chart showing the breakdown of resource types: Assessment resource (3%), Collection (4%), Image (2%), Interactive resource (84%), Moving image (3%), Other (1%), and Teacher guide (3%).
- Top 10 resources (Massive Heights Pre-school):** A list of resources including 'L8741 Wonderful words, creative stories: ...' and 'L1275 Finish the story: bushfire'.
- Top 10 resources (GWE7783):** A list of shared resources including 'R11244 Understanding e-security - Budd'e ...' and 'L8739 Wonderful words, creative stories: ...'.
- Top 10 resources (nationally):** A list of nationally available resources including 'L699 Garden detective: Australian garden' and 'L8740 Wonderful words, creative stories: ...'.
- Top learning path contributors (Massive Heights Pre-school):** A list of contributors including 'Ken Scootler', 'Cheryl Betts', 'Angela Mann', and 'Steve Scootler'.

### Administration

- Your account information, school administration functions and reports are accessed and managed here.
- To view or change your details, including your password, select **My details**.
- To view or change the details of your school select **School details**.
- To perform administrative actions on the users in your school select **School users**.
- To view reports about your school select **School administration**.

### Resource usage (your school)

This chart shows a breakdown of the types of resources being used in your school.

### Learning paths created (your school)

This graph indicates how many learning paths have been created within your school.

### Twelve month user growth (your school)

This graph shows how many users joined your school in the past 12 months.

### Top 10 resources (your school)

The top 10 resources in your school are listed here.

### Top 10 resources (shared)

The top 10 resources being shared by your jurisdiction are listed here.

### Top 10 resources (nationally)

The top 10 resources nationally are listed here.

### Top learning path contributors (your school)

The top learning path contributors in your school are listed here.



**Managing your school  
Functionality**

# How to View and edit your school details



## Step 1 Manage details

The screenshot shows the Scootle dashboard for a user named David Crocker. The 'Administration' menu is open, and 'School details' is selected. The dashboard displays various metrics and resource lists.

- Twelve month user growth (Massive Heights Pre-school):** A bar chart showing user growth over time.
- Resource usage (Massive Heights Pre-school):** A pie chart showing the distribution of resource usage: Assessment resource (3%), Collection (4%), Image (2%), Interactive resource (0-4%), Moving image (3%), Other (1%), and Teacher guide (3%).
- Top 10 resources (Massive Heights Pre-school):** A list of resources with their IDs and titles.
- Top 10 resources (national):** A list of national resources with their IDs and titles.
- Top learning path contributors (Massive Heights Pre-school):** A list of contributors with their names.

Your school support details are the details displayed when a user in your school visits the **Contact us** page in Scootle, so it is important that this information is accurate. Under **Administration** select **School details**.

## Step 2 Open school details for editing

The screenshot shows the 'Manage my school' page in Scootle. The 'Edit details' button is highlighted in the 'Actions' menu.

**Manage my school**

Group: Massive Heights Pre-school  
Access key: XlVmfDq  
Administrator: dc@mhpc.com  
Support email: co@curriculum.edu.au  
View: http://R12.ust.edna.edu.au/eregister.action?keys=XlVmfDq  
Register URL: http://R12.ust.edna.edu.au/eregister.action?keys=XlVmfDq

Users (0)

Find:  in  First name  Last name  Email  Id

No records to display

When the **Manage my school** page appears select **Edit details**.

## Step 3 Make changes

The screenshot shows the 'Edit my school details' form in Scootle. The form contains fields for Name, Access key, School admin email, Support details, Support email, Access Type, and Register URL.

**Edit my school details**

Name: Massive Heights Pre-school  
Access key: XlVmfDq  
School admin email: dc@mhpc.com  
Support details: 4 Lodge St, Casuarina NT 0810  
Support email: co@curriculum.edu.au  
Access Type: View  
Register URL: http://R12.ust.edna.edu.au/eregister.action?keys=XlVmfDq

Enter a physical address into the **Support details** box and an email address into the **Support email** box. Select **Save** to save your changes or **Cancel** to return to the details page without saving.



# How to Invite people in your school to register



As Scootle school manager you can invite your school staff members to register to use Scootle.

To invite users in your school follow these steps.

1. Create an email inviting teachers in your school to register, containing the school's Scootle registration URL. This URL is on your **School users** page, in the following form:

<http://www.scootle.edu.au/ec/register.action?key=XliVmFOq>

Your email may look like this:

*Dear member of staff,*

*I'm pleased to invite you to use Scootle to access a wide collection of digital curriculum resources.*

*You can register yourself by clicking this link:*

<http://www.scootle.edu.au/ec/register.action?key=XliVmFOq>

*Enter your details in the provided form and click **Register**.*

*You will then be sent an email asking for you to confirm. After registering, please check your inbox. When you click the link in the email, you'll be able to login to Scootle to access thousands of interactive learning objects, images, audio files and movie clips.*

*Let me know if you need a hand.*

*Michelle*

2. Send this email out to the teachers in your school. This URL is only for your school staff. Members of staff outside your school will need to register with their own school URL. Students in your school will access Scootle using student PIN access.
3. After members of staff have confirmed their registration, they can then login to Scootle from any location with their username and password.

The URL given here is an example only. Your school URL will be different. Check in your **My school details** page for your own school's registration URL.

The screenshot shows the Scootle interface for a school manager. At the top, there's a navigation bar with options like 'Home', 'Find by Australian Curriculum', 'Find on map', 'Find on timeline', 'A to Z', and 'Learning paths'. A search bar is also present. The main content area is titled 'Manage my school' and displays the following information:

- Group:** Massive Heights Pre-school
- Access key:** XliVmFOq
- Administrator:** dc@mhp.com
- Support details:** 4 Lodge St Casuarina NT 0810
- Support email:** cc@curriculum.edu.au
- Access type:** View
- Register URL:** <http://tlf2.uat.edna.edu.au/ec/register.action?key=XliVmFOq>

Below the details, there's a section for 'Users (0)' with search filters for 'First name', 'Last name', 'Email', and 'Id'. A 'Find user' button is also visible. The footer contains logos for 'The Learning Federation' and 'Education Services Australia'.

# How to

## View all the users in your school



To view the list of registered users in your school select **School users** in the **Administration** menu.

To search for a user follow these steps.

1. Enter text in the **Find** box.
2. Select whether to search for a user's **First name**, **Last name**, **Email** or **ID**. You can enter the first part of a **Name**, but you must enter the whole **ID**. Searching for an email address will only match the first portion of the address (before the '@').
3. Select **Find user**.

The list of users that match your search criteria is displayed.

When users register using the school URL, they will be sent an email and asked to confirm their registration using a link contained in the email.

If your users have trouble confirming their registration, you can confirm a registration manually by clicking on the confirm icon beside the user.

The screenshot shows the Scootle 'Manage my school' interface. At the top, there is a search bar with a 'Search' button and a link to 'Advanced search'. Below the search bar is a navigation menu with options: Home, Find by Australian Curriculum, Find on map, Find on timeline, A to Z, and Learning paths. The 'Administration' menu is expanded, showing options for Manage (My details, School details, School users) and Reports (School administration [3]). The 'Manage my school' section displays school details for 'Massive Heights Pre-school', including the access key 'XivmFOq', administrator 'dc@mhp.com', support details '4 Lodge St Casuarina NT 0810', support email 'cc@curriculum.edu.au', access type 'View', and register URL 'http://tff2.uat.edna.edu.au/lec/register.action?key=XivmFOq'. An 'Actions' button with 'Edit details' is visible. Below this is a 'Users (5)' section with a search bar and radio buttons for 'First name', 'Last name', 'Email', and 'Id'. The 'Find user' button is highlighted. A table displays 5 users, with the first row shown:

ID	First name	Last name	Email	Open ID	Actions
42906	John	Banks	john.banks@curriculum.edu.au	-	Confirm Edit Delete
42908	Davina	Daisy	davina.daisy@curriculum.edu.au	-	Edit Delete
42904	Mary	Poppinson	mary.poppinson@curriculum.edu.au	-	Edit Delete
42907	Arthur	Tee	arthur.tee@curriculum.edu.au	-	Edit Delete
42905	Richard	Van Dyk	richard.vandyk@curriculum.edu.au	-	Edit Delete

The footer contains logos for 'The Learning Federation' and 'Education Services Australia', along with text: 'The National Digital Learning Resources Network is managed by Education Services Australia on behalf of the Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEECDYA). It includes materials developed through The Learning Federation initiative. Conditions of use'.

# How to

## View or edit a school user



To view the list of users in your school select **School users** in the **Administration** menu.

To view or edit a user follow these steps.

1. Select the given name or surname of the user you wish to view or edit.
2. This page allows you to edit the user's title, given name, surname, current role and country.

When users register using the school URL, they will be sent an email and asked to confirm their registration using a link contained in the email.

If your users have trouble confirming their registration you can confirm a registration manually by selecting **Confirm** beside the user.

The screenshot shows the 'Manage my school' page in the scootle system. The page displays school details for 'Massive Heights Pre-school' and a list of 5 users. A modal window titled 'Edit user details' is open, showing a form for editing user information. A callout box highlights the 'Confirm', 'Edit', and 'Delete' actions available for each user in the list.

ID	First name	Last name	Email	Open ID	Actions
42906	John	Banks	john.banks@curriculum.edu.au	-	Confirm Edit Delete
42908	Davina	Daisy	davina.daisy@curriculum.edu.au	-	Edit Delete
42904	Mary	Poppinson	mary.poppinson@curriculum.edu.au	-	Edit Delete
42907	Arthur	Tee	arthur.tee@curriculum.edu.au	-	Edit Delete
42905	Richard	Van Dyk	richard.vandyk@curriculum.edu.au	-	Edit Delete

**Edit user details** (Close window)

\* denotes a required field

- Title: Ms
- First name: Davina
- Last name: Daisy
- Twitter username: teacherdavinaidaisy
- Current role: Teacher (Primary)
- Country: Australia

Save Cancel



**Reporting in your school  
Functionality**

# Overview

## What reports are available in Scootle?



You can generate reports for your own school. You can access your reports from the **School administration** section of the **Administration** menu. (The number within the brackets indicates the number of reports available to you.)

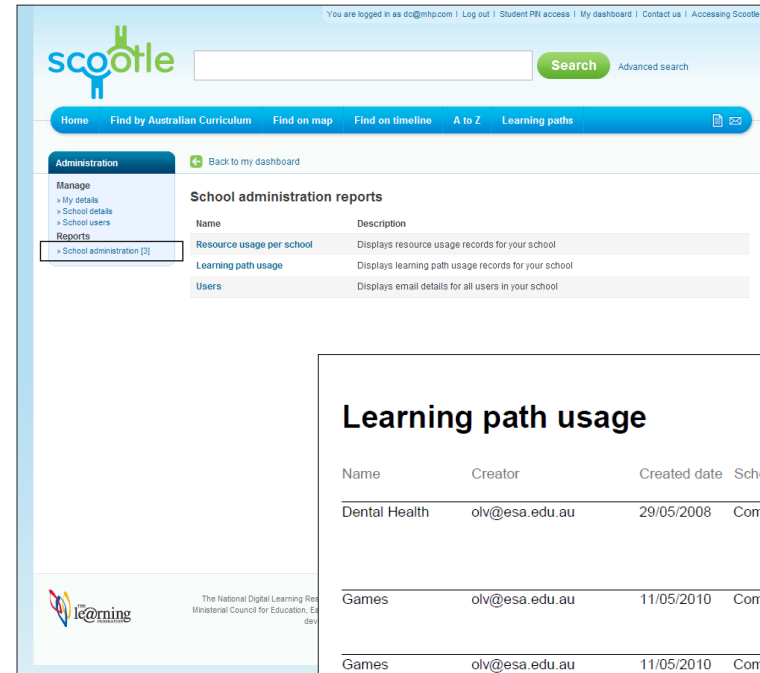
You can generate three different reports.

1. **Resource usage per school:** this report provides a list of items of content with a count of how often they have been accessed by users in your school.
2. **Learning path usage:** this report provides a list of learning paths with a count of how often they have been accessed by users in your school.
3. **Users:** this report displays a list of all registered users in your school with their email addresses.

Once your report is generated you can use the controls within your browser to save your report.

For reports that apply to date ranges where no activity has taken place, a message is displayed explaining that no records match your search criteria.

Each of these reports is described in more detail on the following pages.



### Learning path usage

Name	Creator	Created date	School	Jurisdiction	User accessed
Dental Health	olv@esa.edu.au	29/05/2008	Community School Tasmania		olv@esa.edu.au
Games	olv@esa.edu.au	11/05/2010	Community School Tasmania		olv@esa.edu.au
Games	olv@esa.edu.au	11/05/2010	Community School Tasmania		olv@esa.edu.au
Games	olv@esa.edu.au	11/05/2010	Community School Tasmania		olv@esa.edu.au

	A	B	C	D	E	F
1	Resource usage per school					
2	School	Username	Object ID	Object name	Resource type	No. of times
3	Massive Heights Pre-school	dc@mhp.com	L8983	Physical science: circuits	Interactive	4
4	Massive Heights Pre-school	dc@mhp.com	L897	The futurist: music distribution	Interactive	2
5	Massive Heights Pre-school	dc@mhp.com	L1449	Maths and the car: loan calculator	Interactive	2
6	Massive Heights Pre-school	dc@mhp.com	L2326	Trigonometry: measuring with triangles	Interactive	1
7	Massive Heights Pre-school	dc@mhp.com	L91	The part-adder: make your own easy sums	Interactive	1
8	Massive Heights Pre-school	dc@mhp.com	L4357	Zou ba! Describing people: height	Interactive	1
9	Massive Heights Pre-school	dc@mhp.com	L483	Wild ride: race day	Interactive	1
10	Massive Heights Pre-school	dc@mhp.com	L6561	Exploring trigonometry	Interactive	1
11	Massive Heights Pre-school	dc@mhp.com	L2287	Innovation cycle: resource	Interactive	1
12	Massive Heights Pre-school	dc@mhp.com	L105	The number partner: go figure	Interactive	1
13	Massive Heights Pre-school	dc@mhp.com	L1430	Graphing: line of best fit	Interactive	1
14	Massive Heights Pre-school	dc@mhp.com	P4174	Business economics: Culture, 1870-75	Interactive	1

# How to Report: Resource usage per school



This report provides a list of resources accessed by users in your school.

You can change the report parameters in the following ways.

**Resource type:** select the resource types you want to include in your report, or select **All resource types**.

**Usage type:** select the usage types you want to include in your report.

- **View:** content viewed by users in your school
- **Download:** content downloaded by users in your school
- **Rate:** content rated using Scootle's 'rate this item' feature
- **View (unauthorised):** content that users who are not logged in have attempted to view
- **Download (unauthorised):** content that users who are not logged in have attempted to download

In the **From** and **To** boxes specify a date range for your report.

- Enter a start date in the **From** box, either by typing in a date in the DD/MM/YYYY format (eg 12/09/2008) or by selecting a date using the calendar icon.
- Enter an end date in the **To** box, either by typing in a date in the DD/MM/YYYY format (eg 12/09/2008) or by selecting a date using the calendar icon.

**Sort:** select the order by which you want to sort the results in your report.

- **None:** no sorting
- **By user:** results sorted alphabetically by user
- **By resource type:** results sorted alphabetically by resource type

Select **Run report** to generate your report with the chosen filters or **Run report in new window** to open the report in a new browser window. This may take some time depending upon the size of the report.

Once your report is generated use the controls within your browser to save your report.

	A	B	C	D	E	F
1	Resource usage per school					
2	School	Username	Object ID	Object name	Resource type	No. of times
3	Massive Heights Pre-school	dc@mhp.com	L8983	Physical science: circuits	Interactive	4
4	Massive Heights Pre-school	dc@mhp.com	L897	The futurist: music distribution	Interactive	2
5	Massive Heights Pre-school	dc@mhp.com	L1449	Maths and the car: loan calculator	Interactive	2
6	Massive Heights Pre-school	dc@mhp.com	L2326	Trigonometry: measuring with triangles	Interactive	1
7	Massive Heights Pre-school	dc@mhp.com	L91	The part-adder: make your own easy sums	Interactive	1
8	Massive Heights Pre-school	dc@mhp.com	L4357	Zou ba! Describing people: height	Interactive	1
9	Massive Heights Pre-school	dc@mhp.com	L483	Wild ride: race day	Interactive	1
10	Massive Heights Pre-school	dc@mhp.com	L6561	Exploring trigonometry	Interactive	1
11	Massive Heights Pre-school	dc@mhp.com	L2287	Innovation cycle: resource	Interactive	1
12	Massive Heights Pre-school	dc@mhp.com	L105	The number partner: go figure	Interactive	1
13	Massive Heights Pre-school	dc@mhp.com	L1430	Graphing: line of best fit	Interactive	1
14	Massive Heights Pre-school	dc@mhp.com	L4174	Business premises at Culpeper 1870-75	Image	1

# How to

## Report: Learning path usage



This report lists learning paths used in your school along with the users who created and accessed them.

You can change the report parameters in the following ways.

In the **From** and **To** boxes specify a date range for your report.

- Enter a start date in the **From** box, either by typing in a date in the DD/MM/YYYY format (eg 12/09/2008) or by selecting a date using the calendar icon.
- Enter an end date in the **To** box, either by typing in a date in the DD/MM/YYYY format (eg 12/09/2008) or by selecting a date using the calendar icon.

**Sort:** select the order by which you want to sort the results in your report.

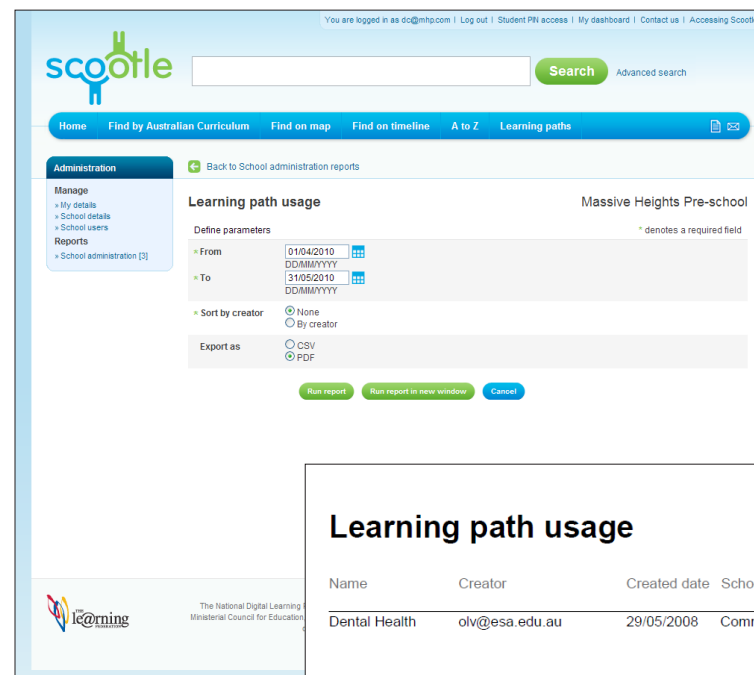
- **None:** no sorting
- **By creator:** results sorted alphabetically by the name of the user who created the learning path

**Export as:** select the report format.

- **CSV:** a spreadsheet format that can be read and edited by an application such as Excel or Numbers
- **PDF:** a PDF format that can be read by an application such as Adobe Reader or Preview

Select **Run report** to generate your report with the chosen filters or **Run report in new window** to open the report in a new browser window. This may take some time depending upon the size of the report.

Once your report is generated use the controls within your browser save your report.



Learning path usage				
Name	Creator	Created date	School	Jurisdiction
Dental Health	olv@esa.edu.au	29/05/2008	Community School Tasmania	User accessed
				olv@esa.edu.au
Games	olv@esa.edu.au	11/05/2010	Community School Tasmania	olv@esa.edu.au
Games	olv@esa.edu.au	11/05/2010	Community School Tasmania	olv@esa.edu.au
Games	olv@esa.edu.au	11/05/2010	Community School Tasmania	olv@esa.edu.au
Gold	olv@esa.edu.au	11/05/2010	Community School Tasmania	olv@esa.edu.au
Gold	olv@esa.edu.au	11/05/2010	Community School Tasmania	olv@esa.edu.au
Gold	olv@esa.edu.au	11/05/2010	Community School Tasmania	olv@esa.edu.au

# How to Report: Users



This report lists all of the basic users in your school.

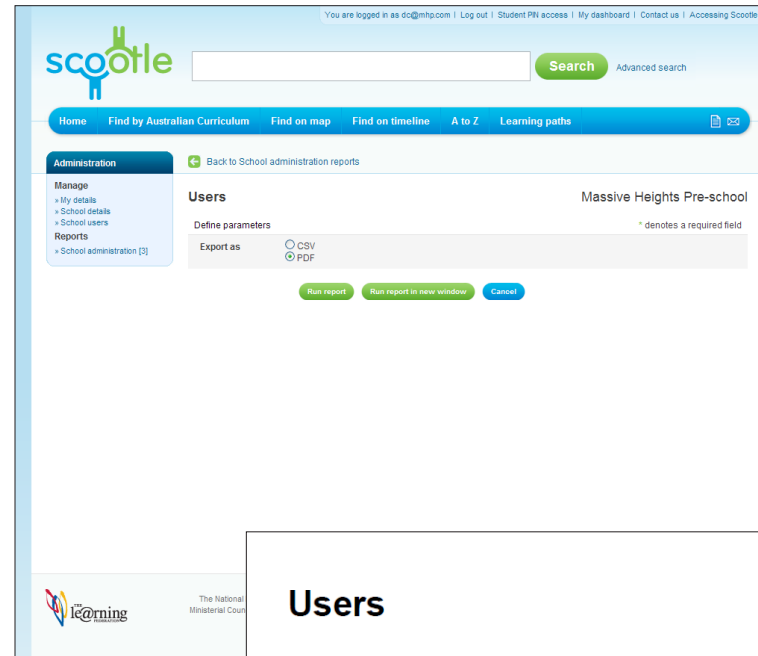
You can change the report parameters in the following ways.

**Export as:** select the report format.

- **CSV:** a spreadsheet format that can be read and edited by an application such as Excel or Numbers
- **PDF:** a PDF format that can be read by an application such as Adobe Reader or Preview

Select **Run report** to generate your report with the chosen filters or **Run report in new window** to open the report in a new browser window. This may take some time depending upon the size of the report.

Once your report is generated use the controls within your browser to save your report.



Users		
Jurisdiction	Schools Association of Tasmania	
School name	User's name	User's email
Community School Tasmania	Anna Daniel	ad@aitc.edu.a
	Kirstin Collins	kc@aitc.edu.a
	Peter Long	lp@aitc.edu.a
	Colin Green	cg@acs.edu.a
	Stan Bateman	s_b@ac.edu.a
	Adam Lacey	adam@cs.edu
	Heather Malcolm	hm@cs.edu.a
	Lynne Little	ll@cs.edu.au
	Ken Chapman	k_c@cs.edu.a