



Education  
Services  
Australia



**Scootle user guide**  
For jurisdiction administrators  
Version 2.0  
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# Scootle

## Background and access



### Intended audience

This manual is specifically designed for jurisdiction administrators who intend for teachers in their jurisdiction 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>





# Overview

## Introduction



Scootle has three main user roles to allow access to different levels of administrative functions within Scootle.

1. As a jurisdiction administrator, you can create and manage school groups and users within your jurisdiction. You can generate reports about content usage and the users you administer.
2. School managers are created by jurisdiction administrators when they create a school in their jurisdiction. A school manager has access to the school details page and reports, and is responsible for sending out the school URL so that teachers can register.
3. Basic users have access to Scootle, but no administrative functions. Teachers in schools are usually basic users.

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

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

- Administration:** Includes 'Manage' (My details, Jurisdiction details, Jurisdiction schools, Jurisdiction users) and 'Reports' (Jurisdiction administration [5]).
- Shared learning paths:** Includes 'Shared with' (Public).
- My learning paths:** Includes 'My learning path folders' (Amphibians [2], Chinese Characters [4], European History [0], Foxes [0], Geography [0]) and a 'Create new folder' button.
- Tips and guidelines:** Includes 'Guidelines and obligations to manage collaborative activities'.
- Twelve month user growth (MH):** A bar chart showing user growth from May to April, with values increasing from approximately 25 in May to 100 in April.
- Twelve month school growth (MH):** A bar chart showing school growth from May to April, with values fluctuating between 0 and 100,000,000.
- Resource usage April 2010 (MH):** A pie chart showing usage: Assessment resource (3%), Collection (4%), and Image (2%).
- Top 10 resources (MH):** A list of resources including 'L8741 Wonderful words, creative stories: ...' and 'L1275 Finish the story: bushfire'.
- Top 10 resources (nationally):** A list of resources including 'L699 Garden detective: Australian garden' and 'L8740 Wonderful words, creative stories: ...'.
- Learning paths created (MH):** A horizontal bar chart showing learning paths created for EC, ET, and CLD, with EC having the highest count (around 1,800).
- Top learning path contributors (MH):** A list of contributors including 'Ken Scootler', 'Cheryl Betts', 'Angela Mann', 'Steve Scootler', and 'Mandy Scootler'.

# Overview

## My dashboard



This page gives you access to all jurisdiction administration functions.

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

### Administration

Your account information, jurisdiction 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 jurisdiction select **Jurisdiction details**.

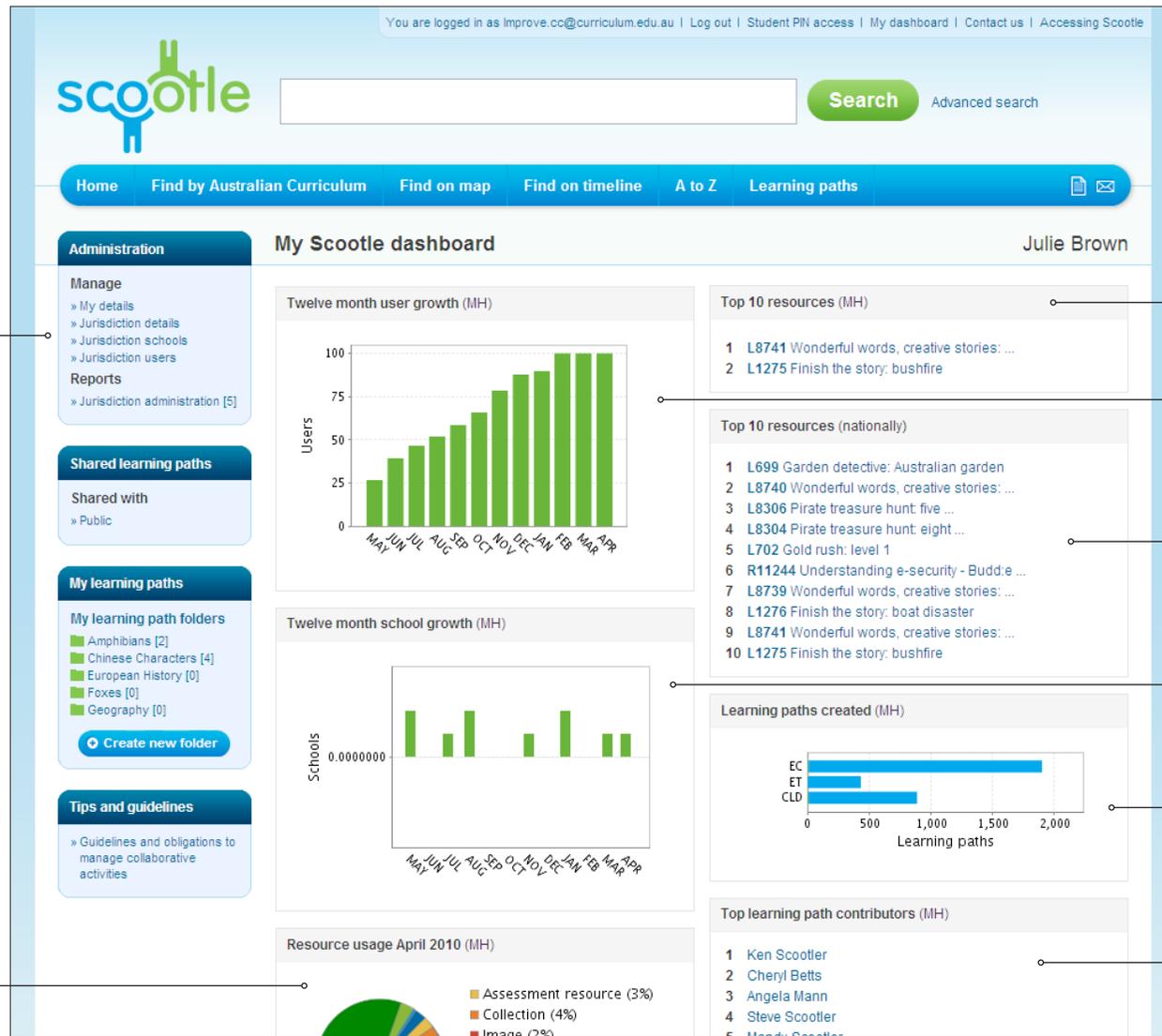
To perform administrative actions on the schools in your jurisdiction select **Jurisdiction schools**.

To perform administrative actions on the users in your jurisdiction select **Jurisdiction users**.

To view reports about your jurisdiction select **Jurisdiction administration**.

### Resource usage (your jurisdiction)

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



### Top 10 resources (your jurisdiction)

The top 10 resources in your jurisdiction are listed here.

### Twelve month user growth (your jurisdiction)

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

### Top 10 resources (nationally)

The top 10 resources nationally are listed here.

### Twelve month school growth (your jurisdiction)

You can monitor the positive and negative growth of schools in your jurisdiction here.

### Learning paths created (your jurisdiction)

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

### Top learning path contributors (your jurisdiction)

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



**Managing your jurisdiction**  
Functionality

# How to Edit your jurisdiction details



Your jurisdiction support details are the default support details displayed when you create schools in your jurisdiction, so it is important that this information is accurate.

To change your jurisdiction support details for Scootle follow these steps.

1. In the **Administration** menu to the left select **Jurisdiction details**.
2. In the **Actions** menu to the right select **Edit details**.
3. When the **Edit jurisdiction** box appears, enter a physical address into the **Support details** box and an email address into the **Support email** box. Enter a **Sharing Exchange ID** if required.
4. Select **Save** to save your changes or **Cancel** to return to the details page without saving.

The screenshot shows the Scootle user interface. At the top, there is a search bar and navigation links. The main content area is titled 'Manage my jurisdiction' and displays the following details:

Name	Massive Heights
Sharing exchange ID	GWE7783
Support details	28 Lodge St Casuarina NT 0810
Support email	improve.cc@curriculum.edu.au

An 'Edit jurisdiction' modal window is open in the foreground, containing the same information as the background page. The modal includes a 'Close window' button, a legend indicating that an asterisk denotes a required field, and 'Save' and 'Cancel' buttons at the bottom.

# How to Create a school



When you create a school in Scootle for your jurisdiction, you assign a school manager at the same time by entering an email address for the person you wish to manage this school. The school manager handles Scootle registrations for their school and can access reports about their school's Scootle usage.

To create a school in your jurisdiction follow these steps.

1. In the **Administration** menu to the left select **Jurisdiction details**.
2. Select the **Add school** button to the right. The **Add school** box will appear.
3. Enter the name of the school in the **School-Suburb** field. For example, 'Massive Heights Secondary'.
4. Enter the **School DEEWR code**, if appropriate.
5. In the **School admin email** field, enter the email address of the person you wish to assign as the school manager.
6. Enter the physical address of the school's support contact in **Support details** and the email address in **Support email**. This information will be displayed as the help contact details for users logging in from the school. (This defaults to the jurisdiction support details. To edit the jurisdiction default details see page 8 of this guide.)
7. Under **Access type**, choose whether the school will have view or download permissions for digital curriculum resources.
8. Select **Save** to save your changes and return to the list of schools in your jurisdiction, or **Cancel** to abandon your changes.

Once you select **Save**, an email is sent to the new school manager. This email will inform them of their management role and, if they are not already a Scootle user, will provide a link for them to register and login.

The screenshot shows the Scootle interface. At the top, there's a search bar and navigation links. The main content area is titled 'Manage my jurisdiction' and includes a sidebar with 'Administration' and 'Reports' menus. A modal window titled 'Add school' is open, displaying a form with the following fields and values:

- Jurisdiction: Massive Heights
- School-Suburb: Massive Heights Secondary
- School DEEWR code: (empty)
- School admin email: admin@massiveheightssecondary.edu.au
- Support details: 36 Lodge St, Casuarina NT 0810
- Support email: improve.cc@curriculum.edu.au
- Access type: View (selected), Download, None

At the bottom of the modal are 'Save' and 'Cancel' buttons. The background page shows a table of schools with columns for Name, Sharing exchange ID, and a list of schools.

# How to Manage your schools



Jurisdiction administrators are able to manage schools within their jurisdiction. This means you can create schools, assign a school manager for a school, manage the users within schools and view reports for schools within your jurisdiction.

To manage schools in your jurisdiction follow these steps.

1. In the **Administration** menu to the left select **Jurisdiction schools**.
2. To view or edit details for an individual school select **Edit** beside the school you wish to manage.
3. To delete a school from the list select **Delete** beside the school you wish to delete.

To search for a school you wish to manage follow these steps.

1. Enter text in the **Find** box.
2. Select whether to search for a school **Name**, **ID** or **Access key**. You can enter the first part of a school **Name**, but you must enter the whole **ID** or **Access key** of the school you wish to find. Note also that the **Access key** search is case sensitive.
3. Select **Find school**.

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

To manage users in a particular school follow the steps on page 13.

You are logged in as [improve.cc@curriculum.edu.au](#) | [Log out](#) | [Student PIN access](#) | [My dashboard](#) | [Contact us](#) | [Accessing Scootle](#)

**scootle**   Advanced search

Home Find by Australian Curriculum Find on map Find on timeline A to Z Learning paths

**Administration** [Back to my dashboard](#)

**Manage my jurisdiction**

**Management**

- » My details
- » Jurisdiction details
- » Jurisdiction schools
- » Jurisdiction users

**Reports**

- » Jurisdiction administration [5]

**Actions**

- [Edit details](#)

Name Massive Heights  
Sharing exchange ID GWE7783  
Support details 28 Lodge St Casuarina NT 0810  
Support email improve.cc@curriculum.edu.au

Users (1) Schools (1)

Find  in  Name  ID  Access key

Displaying 1 of 1 school. 1

School ID	Name	Access key	
4662	Massive Heights Primary	vziqXUJ	<a href="#">Edit</a> <a href="#">Delete</a>

1

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 and edit school details



To view and edit schools in your jurisdiction follow these steps.

1. In the **Administration** menu to the left select **Jurisdiction schools**.
2. Select **Edit** beside the school you wish to manage.
3. From within this page you can view and edit:
  - the school name (**School-Suburb**)
  - the **School DEEWR code**
  - the email address for the school manager (**School admin email**)
  - **Support details**.
4. Select **Save** to save your changes or **Cancel** to return to the schools page without saving.

If you wish to delete a user select **Delete** beside the user you wish to delete.

The screenshot shows the Scootle web interface. At the top, there is a search bar and navigation links. The main content area is titled 'Manage my jurisdiction' and displays details for a school named 'Massive Heights'. A modal window titled 'Edit details' is open, allowing users to update the school's information. The modal includes fields for Jurisdiction, School-Suburb, School DEEWR code, School admin email, and Support details, along with an 'Access type' selection (View or Download). The 'Save' button is highlighted in green.

Field	Value
Jurisdiction	Massive Heights
School-Suburb	Massive Heights Primary
School DEEWR code	
School admin email	improve.cc@curriculum.edu.au
Support details	Massive Heights Primary
Support email	improve.cc@curriculum.edu.au
Access type	<input checked="" type="radio"/> View <input type="radio"/> Download

# How to

## View and edit users in your jurisdiction



To view and edit users in your jurisdiction follow these steps.

1. In the **Administration** menu to the left select **Jurisdiction users**.
2. Select **Edit** beside the user you wish to view or edit. This page allows you to edit the user's title, given name, surname, current role and country.
3. If you wish to delete a user select **Delete** beside the user you wish to delete.

You can also search for a user by following these steps.

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

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

To view and edit users in a particular school follow the steps on page 13.

You are logged in as [improve.cc@curriculum.edu.au](#) | [Log out](#) | [Student PIN access](#) | [My dashboard](#) | [Contact us](#) | [Accessing Scootle](#)

**scottle**  [Search](#) Advanced search

[Home](#) [Find by Australian Curriculum](#) [Find on map](#) [Find on timeline](#) [A to Z](#) [Learning paths](#)

**Administration** [Back to my dashboard](#)

**Manage my jurisdiction** [Edit details](#)

**Management**

- » My details
- » Jurisdiction details
- » Jurisdiction schools
- » Jurisdiction users

**Reports**

- » Jurisdiction administration [5]

**Users (5)** **Schools (2)**

Find  in  First name  Last name  Email  ID [Find user](#)

Displaying 1-5 of 5 users 1

ID	First name	Last name	Email	
42906	John	Banks	<a href="mailto:john.banks@curriculum.edu.au">john.banks@curriculum.edu.au</a>	<a href="#">Edit</a> <a href="#">Delete</a>
42908	Davina	Daisy	<a href="mailto:davina.daisy@curriculum.edu.au">davina.daisy@curriculum.edu.au</a>	<a href="#">Edit</a> <a href="#">Delete</a>
42904	Mary	Poppinson	<a href="mailto:mary.poppinson@curriculum.edu.au">mary.poppinson@curriculum.edu.au</a>	<a href="#">Edit</a> <a href="#">Delete</a>
42907	Arthur	Tee	<a href="mailto:arthur.tee@curriculum.edu.au">arthur.tee@curriculum.edu.au</a>	<a href="#">Edit</a> <a href="#">Delete</a>
42905	Richard	Van Dyk	<a href="mailto:richard.vandyk@curriculum.edu.au">richard.vandyk@curriculum.edu.au</a>	<a href="#">Edit</a> <a href="#">Delete</a>

1

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

# How to

## View and edit all users in one school



To view all of the users in a particular school follow these steps.

1. In the **Administration** menu to the left select **Jurisdiction schools**.
2. Select the name of the school. All the users in that school will appear.

To edit users in the school follow these steps.

1. Select **Edit** beside the user you wish to view or edit. This page allows you to edit the user's title, given name, surname, current role and country.
2. If you wish to delete a user select **Delete** beside the user you wish to delete.

You can also search for a user within the school by following these steps.

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

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

The screenshot shows the scootle administration interface. The top navigation bar includes 'Home', 'Find by Australian Curriculum', 'Find on map', 'Find on timeline', 'A to Z', and 'Learning paths'. The main content area is titled 'Manage my jurisdiction' and displays details for 'Massive Heights' (Sharing exchange ID: GVE7783, Support details: 28 Lodge St Casuarina NT 0810, Support email: improve.co@curriculum.edu.au). Below this, there are tabs for 'Users (5)' and 'Schools (2)'. A search box is present with options to search by Name, ID, or Access key. The 'Schools (2)' tab is active, showing a table with 2 schools:

School ID	Name	Access key	Actions
4863	Massive Heights Pre-school	XilvmFOq	Edit Delete
4862	Massive Heights Primary	vziqkUU	Edit Delete

The 'Users (5)' tab is also shown, displaying a search interface with a 'Find' box and radio buttons for 'First name', 'Last name', 'Email', and 'ID'. Below the search box, a table displays 5 users:

User Id	First name	Last name	Email	Open ID	Actions
42906	John	Banks	john.banks@curriculum.edu.au	-	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 of the interface includes the 'i@rning' logo and 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'.



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**Reporting in your jurisdiction**  
Functionality

# Overview

## What reports are available in Scootle?



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

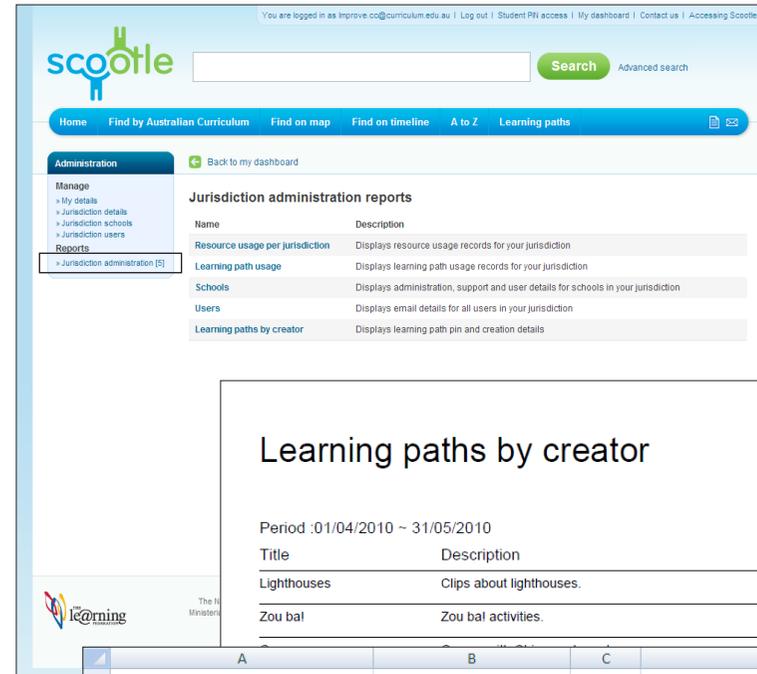
You can generate five different reports.

1. **Resource usage per jurisdiction:** this report provides a list of resources used by users in your jurisdiction.
2. **Learning path usage:** this report lists learning paths used in your jurisdiction along with the users who created and used them.
3. **Schools:** this report lists all the schools in your jurisdiction along with support and contact details.
4. **Users:** this report lists all the basic users in each school.
5. **Learning paths by creator:** this report lists every learning path created by users in your jurisdiction along with the users who created them.

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 paths by creator

Period : 01/04/2010 ~ 31/05/2010

Title	Description	PIN	Creator
Lighthouses	Clips about lighthouses.	YQNUNH	Improve.cc@curriculum.edu.au
Zou bal	Zou bal activities.	YAUSXY	Improve.cc@curriculum.edu.au

	A	B	C	D	E
1	Resource usage per jurisdiction				curriculum.edu.au
2	Massive Heights				curriculum.edu.au
3	Name	School	Object ID	Object name	Reso curriculum.edu.au
4	Massive Heights	Massive Heights Primary	L1341	Wind farm: cool solutions	Inter curriculum.edu.au
5	Massive Heights	Massive Heights Primary	L29	Alien life form	Inter curriculum.edu.au
6	Massive Heights	Massive Heights Primary	L8185	My design: talking dinosaur: choose text	Inter curriculum.edu.au
7	Massive Heights	Massive Heights Primary	L8741	Wonderful words, creative stories: beach	Inter curriculum.edu.au
8	Massive Heights	Massive Heights Primary	L2379	Spinners: spin and label	Inter curriculum.edu.au
9	Massive Heights	Massive Heights Primary	L65	Surviving in a habitat	Inter curriculum.edu.au
10	Massive Heights	Massive Heights Primary	L7863	Dragon's jumble: garden: four parts	Inter curriculum.edu.au
11	Massive Heights	Massive Heights Primary	L5917	Genes	Inter curriculum.edu.au
12	Massive Heights	Massive Heights Primary	L3506	Circle 0	Inter curriculum.edu.au
13	Massive Heights	Massive Heights Primary	L30	What on Earth?	Inter curriculum.edu.au
14	Massive Heights	Massive Heights Primary	L494	Monster choir: look and listen	Inter curriculum.edu.au
15	Massive Heights	Massive Heights Primary	L2378	Spinners: predict and test	Inter curriculum.edu.au
16	Massive Heights	Massive Heights Primary	L8283	Counting beetles: level 3	Inter curriculum.edu.au
17	Massive Heights	Massive Heights Primary	L8188	My design: talking car: create own text	Inter curriculum.edu.au
18	Massive Heights	Massive Heights Primary	L7856	Letter planet: lgh, ear, str	Inter curriculum.edu.au
19	Massive Heights	Massive Heights Primary	L1094	Squirts: two containers: level 1	Inter curriculum.edu.au

# How to Report: Resource usage per jurisdiction



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

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 jurisdiction
- **Download:** content downloaded by users in your jurisdiction
- **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 school:** results sorted alphabetically by school name
- **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
1	Resource usage per jurisdiction				
2	Massive Heights				
3	Name	School	Object ID	Object name	Reso
4	Massive Heights	Massive Heights Primary	L1341	Wind farm: cool solutions	Inter
5	Massive Heights	Massive Heights Primary	L29	Alien life form	Inter
6	Massive Heights	Massive Heights Primary	L8185	My design: talking dinosaur: choose text	Inter
7	Massive Heights	Massive Heights Primary	L8741	Wonderful words, creative stories: beach	Inter
8	Massive Heights	Massive Heights Primary	L2379	Spinners: spin and label	Inter
9	Massive Heights	Massive Heights Primary	L65	Surviving in a habitat	Inter
10	Massive Heights	Massive Heights Primary	L7863	Dragon's jumble: garden: four parts	Inter
11	Massive Heights	Massive Heights Primary	L5917	Genes	Inter
12	Massive Heights	Massive Heights Primary	L3506	Circle 0	Inter
13	Massive Heights	Massive Heights Primary	L30	What on Earth?	Inter
14	Massive Heights	Massive Heights Primary	L494	Monster choir: look and listen	Inter
15	Massive Heights	Massive Heights Primary	L2378	Spinners: predict and test	Inter
16	Massive Heights	Massive Heights Primary	L8283	Counting beetles: level 3	Inter
17	Massive Heights	Massive Heights Primary	L8188	My design: talking car: create own text	Inter
18	Massive Heights	Massive Heights Primary	L7856	Letter planet: lgh, ear, str	Inter
19	Massive Heights	Massive Heights Primary	L1994	Squid: two containers: level 1	Inter

# How to Report: Learning path usage



This report lists learning paths used in your jurisdiction 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 criterion by which you want to sort the results in your report.

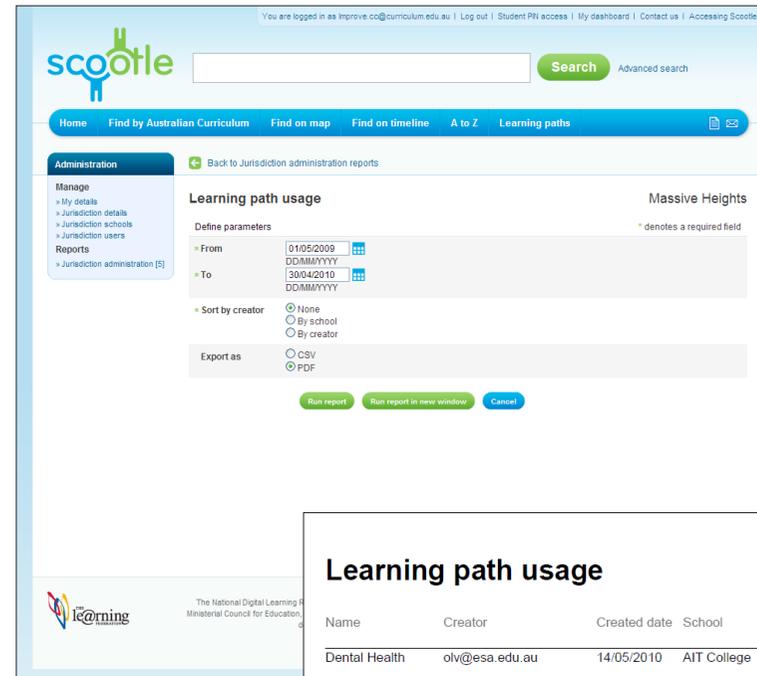
- **None:** no sorting
- **By school:** results sorted alphabetically by school name
- **By creator:** results sorted alphabetically by the name of the user who created the learning path

**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	14/05/2010	AIT College	User accessed olv@esa.edu.au
Games	olv@esa.edu.au	14/05/2010	AIT College	olv@esa.edu.au
Games	olv@esa.edu.au	14/05/2010	Australian Christian School	olv@esa.edu.au
Games	olv@esa.edu.au	14/05/2010	Australian College	olv@esa.edu.au
Gold	olv@esa.edu.au	14/05/2010	Australian College	olv@esa.edu.au
Gold	olv@esa.edu.au	14/05/2010	Community School Tasmania	olv@esa.edu.au
Gold	olv@esa.edu.au	14/05/2010	Community School Tasmania	olv@esa.edu.au

# How to Report: Schools



This report lists all of the schools in your jurisdiction along with support and contact details.

You can change the report parameters in the following ways.

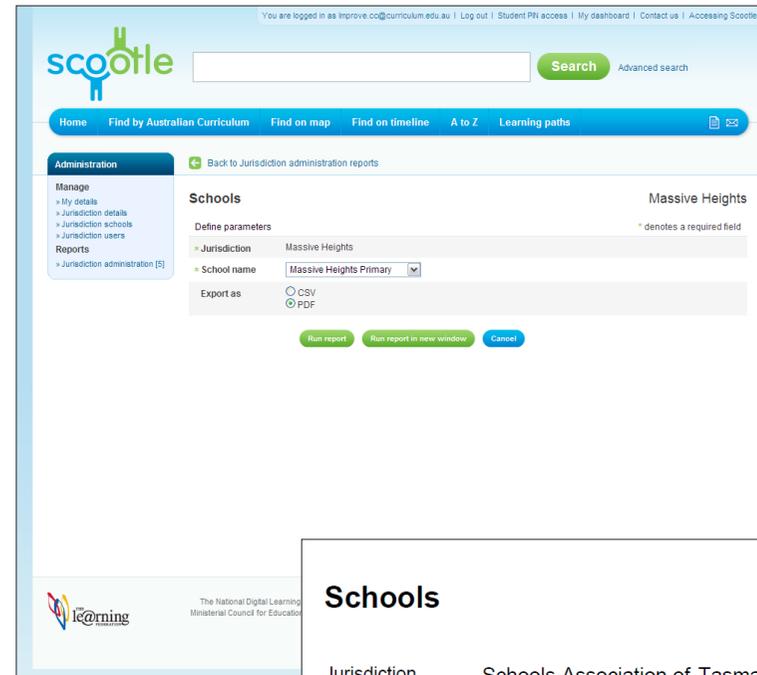
**School name:** select the school for which you want to generate your report.

**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.



Schools Association of Tasmania				
Jurisdiction	School admin	Access key	Support details	Support email
AIT College	ad@aitc.edu.au	H0vYBF	Please contact Julia if you have any queries	ad@aitc.edu.au
Australian Christian School	cg@acs.edu.au	ppdWxM	Please contact Colin if you are experiencing any difficulties in accessing Scootle to review the Digital Learning Objects and resources that are available.	cg@acs.edu.au
Australian College	s_b@ac.edu.au	pDMqPQ	Please contact Peter if you are experiencing any difficulties in accessing Scootle to review the Digital Learning Objects and resources that are available.	s_b@ac.edu.au

# How to Report: Users



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

You can change the report parameters in the following ways.

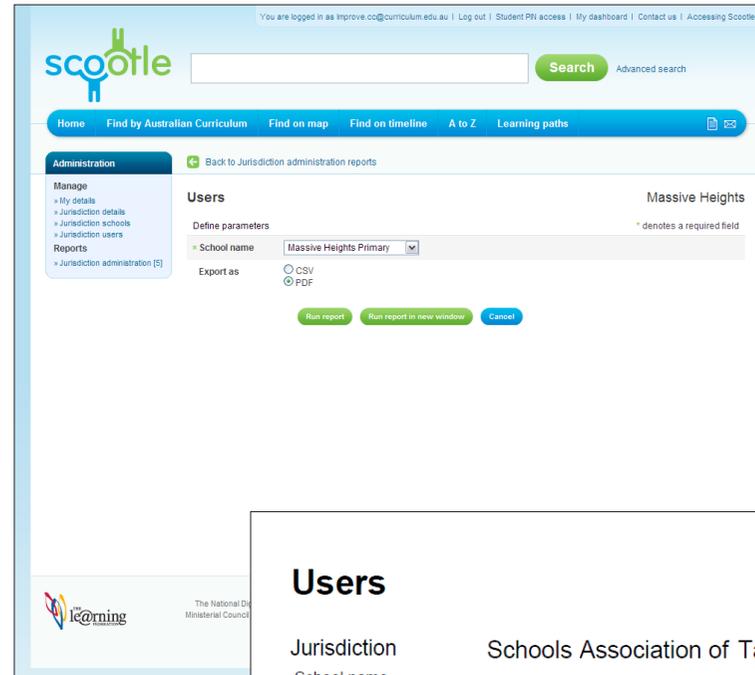
**School name:** select the school for which you want to generate your report.

**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
AIT College	Anna Daniel	ad@aitc.edu.a
	Kirstin Collins	kc@aitc.edu.a
	Peter Long	lp@aitc.edu.a
Australian Christian School	Colin Green	cg@acs.edu.a
Australian College	Stan Bateman	s_b@ac.edu.a
Community School Tasmania	Adam Lacey	adam@cs.edu
	Heather Malcolm	hm@cs.edu.a
	Lynne Little	ll@cs.edu.au
	Ken Chapman	k_c@cs.edu.a

# How to Report: Learning paths by creator



This report lists every learning path created by users in your jurisdiction along with the users who created them.

You can change the report parameters in the following ways.

**Creator:** enter the ID of the user whose learning paths you want to include in the report.

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

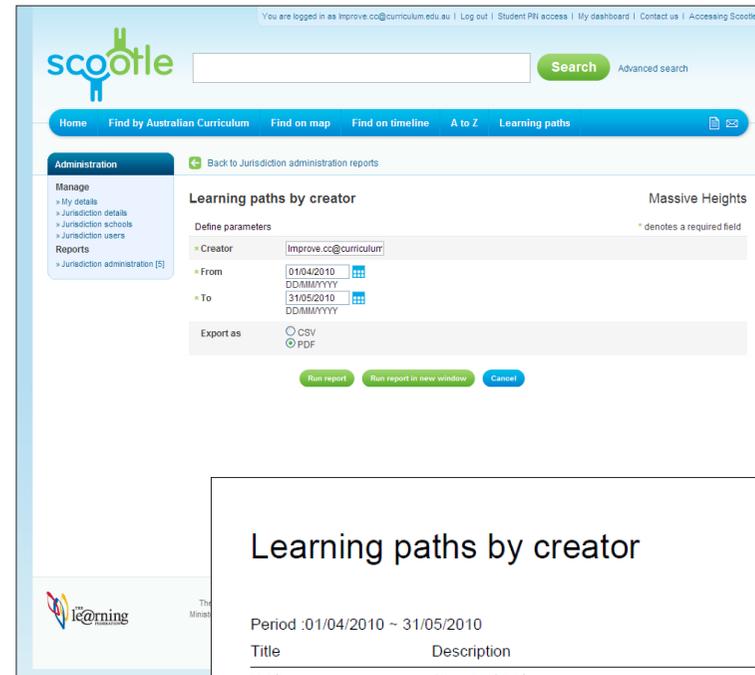
- Enter a start date in the **From** box, either by typing in a date in the DD/MM/YYYY format (eg 12/09/2008) or by selecting a date using the calendar icon.
- Enter an end date in the **To** box, either by typing in a date in the DD/MM/YYYY format (eg 12/09/2008) or by selecting a date using the calendar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

**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.



Learning paths by creator			
Title	Description	PIN	Creator
Lighthouses	Clips about lighthouses.	YQNUNH	improve.cc@curriculum.edu.au
Zou bal	Zou bal activities.	YAUSXY	improve.cc@curriculum.edu.au
Games	Games with Chinese characters.	VCNXKS	improve.cc@curriculum.edu.au
Artefacts	Chinese language artefacts.	QAITLP	improve.cc@curriculum.edu.au
Games	Games with Chinese characters.	WGTWAB	improve.cc@curriculum.edu.au
Games	Games with Chinese characters.	DSHGPU	improve.cc@curriculum.edu.au
Games	Games with Chinese characters.	XWNBIN	improve.cc@curriculum.edu.au
Frogs	A collaborative activity with frogs.	FUGAPX	improve.cc@curriculum.edu.au
Experience	Experience the weather.	VCVIAA	improve.cc@curriculum.edu.au
Changes in Weather	Changes in weather.	LKULKB	improve.cc@curriculum.edu.au
International	Weather in other countries.	LXXVAD	improve.cc@curriculum.edu.au