



Together at a Distance

Pan-Arctic E-Learning Project

Facilitator Guide

Version 1 – September, 2009

For questions, contact:

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Welcome to facilitator

Welcome to **Together at a Distance**, and thank you for being the community facilitator for this pilot workshop.

In this guide, we take you through a step-by-step approach to run a successful pilot.

If you have any questions, or need any support, please don't hesitate to contact Neil Burgess. I can be reached as follows:

Neil Burgess – Together at a Distance project lead

Ph: 902-845-2039

ellearn@togetheratadistance.ca

Skype: togetheratadistance

Or

Malcolm Campbell – Manager for Information Systems Planning

Nunavut Department of Education

Ph: 867-975-5638

MCampbell2@GOV.NU.CA

Please follow the steps below to run your workshop. You should also have received project posters that can be pinned up to help advertise and create excitement for your workshop.

Technical Setup

There are two options for workshop pilots:

Option 1: Received four laptops, QINIQ high speed modem and router from Together at a Distance. Other computers you may have can continue to run on a separate network, or have their Ethernet cords plug into the Together at a Distance router.

Option2: Use existing computers on a network to access workshops.

Workshop CD: If a number of participants are opening new pages and resources from the Internet, access may be slow for all, especially if everyone begins viewing the streamed introductory videos at the same time. If this happens, it may be best to have participants view the videos and complete workshops two to six from the CD.

Media Players: Please go through the introductory videos and test part of a workshop on each participant computer in advance to ensure they have Internet access and updated media players. There are five main media players that will be required. They are free and can be downloaded from the workshop page: <http://ndlp.ca>.

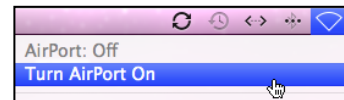


For example, the introductory videos require the QuickTime player.

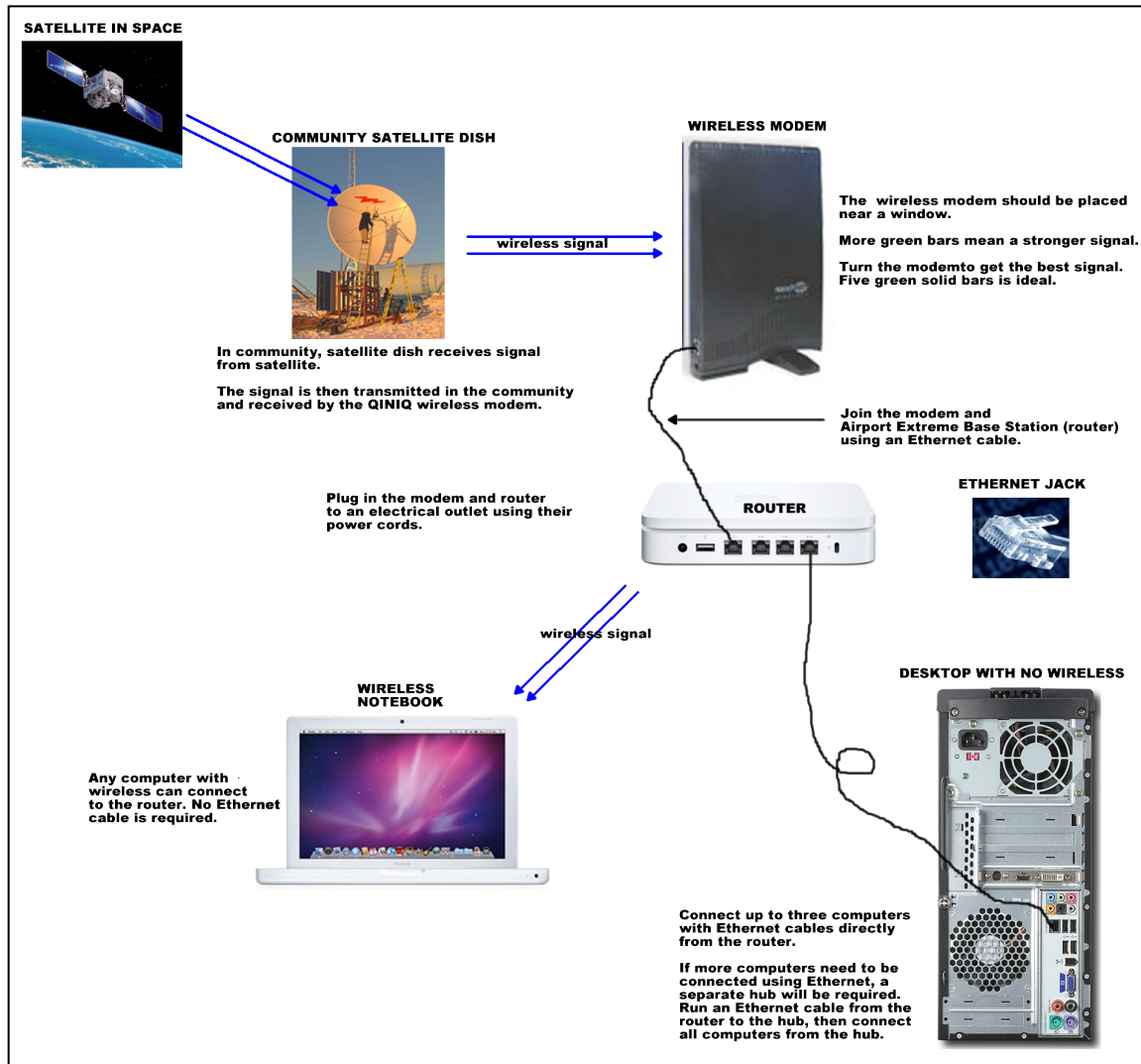
Plugging it all in: The picture below shows a satellite signal being received by the community satellite dish. On the QINIQ network, that signal is then re-transmitted within the community and received by the wireless modem (black).

The router plugs into the modem and broadcasts a signal to any computer that is able to pick up a wireless signal. All newer notebook computers are wireless, but some have a small switch to turn the wireless on and off. If the wireless is not working, check that it is on.

The white Apple notebooks will likely have their wireless left on, but if they do not, turn the wireless or AirPort on by clicking on the wireless symbol on the upper right hand corner of the screen.



Router password: The white wireless router will show up on wireless computers as "ALLESPnet". The white Apple laptops should connect to ALLESPnet automatically. If they do not, click on the wireless symbol on the right hand top corner of the screen and select ALLESPnet. If a password is requested, type **8679755600**. This same password can be used for other computers to connect to the wireless router.



Web Browser: All the course material can be found on the Internet for which you require an Internet connection and a Web Browser. There are several Web browsers such as FireFox, Safari and Explorer.

What to do if there is a problem? Call or e-mail Neil or Malcolm.

Introduction to participants

It is suggested you begin the session by summarizing the following to participants:

Together at a Distance is a three year, Pan-Arctic, adult literacy, e-learning project funded by the Federal Government of Canada and the Nunavut Department of Education.

The workshop you are attending right now is part of a pilot phase. From the pilot phase, the project team hopes to learn what works and what does not, which will help them improve the project. As part of their research, they ask that participants complete an online survey at the end of workshops.

If you have a data projector, show participants the project portal as you summarize the text below. If you do not have a data projector, invite participants to open the website (shown below) on their screen as you summarize the text below. (A portal is a website with a variety of resources).

<http://togetheratadistance.ca>

Continue reading or summarizing...

The Together at a Distance project has a portal that is being developed and improved all the time. Right now there are six online workshops and links to other resources. You can learn more about the project by reading the newsletters.

The workshops are run from a piece of software called Moodle, which is known as a Learning Management System or LMS. Let's visit the LMS now at <http://ndlp.ca> or click on the link shown on the portal.

As you can see, the LMS has a number of resources or courses. Later, you are welcome to click on the ones that do not have keys and try them out. For example, there is a course called "Common Plants of Nunavut" that you may find interesting.

For now, let's look at the workshops. They are:

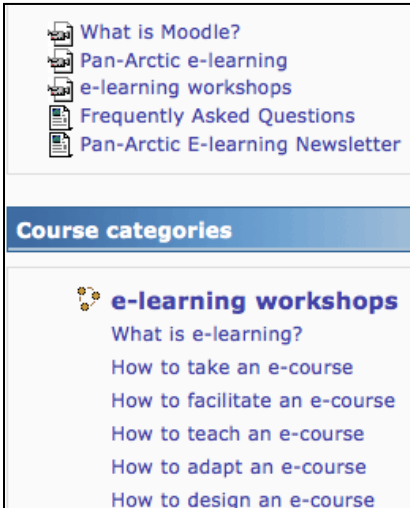
- Workshop One: What is e-learning
- Workshop Two: How to take an e-course
- Workshop Three: How to be an e-facilitator
- Workshop Four: How to be an e-teacher
- Workshop Five: How to adapt an e-course
- Workshop Six: How to design an e-course

In this session we will complete workshops (based on what was agreed upon with the project team).

You're doing a great job - now have participants view the videos on the site <http://ndlp.ca>

In the picture here there are three, but we may have added more by the time you run your session.

If your Internet access is slow with a number of participants watching at the same time, there are two options. You can either project the videos if you have a



The screenshot shows a Moodle LMS interface. At the top, there is a list of resources with document icons: "What is Moodle?", "Pan-Arctic e-learning", "e-learning workshops", "Frequently Asked Questions", and "Pan-Arctic E-learning Newsletter". Below this is a blue header for "Course categories". Underneath, the "e-learning workshops" category is expanded, showing a list of workshop topics: "What is e-learning?", "How to take an e-course", "How to facilitate an e-course", "How to teach an e-course", "How to adapt an e-course", and "How to design an e-course".

data projector, or ask that participants watch the each video form the CD they received. The CD version is also a much higher quality.

Completing workshops

Once participants have finished watching the videos, invite them to begin investigating the characters in Workshop One, "What is e-learning". This may take about 30 minutes.

Workshop Two, "How to take an e-course" will likely take a full day or more.

End of workshop survey and facilitator interview

At the end of Workshop Two, there is a survey that will take participants about 20 minutes. Please encourage all participants to complete the survey as their feedback is very important in helping us improve the workshops. In fact, participants are some of the Arctic's e-learning pioneers!

As the facilitator, we are very interested in your experience and would like to also take about 20 minutes of your time to complete a phone interview after you have completed the workshops.

Please thank all participants and ask that they come back and visit the portal many more times. There will be more workshops and all sorts of other learning resources.

What do with the equipment we shipped you

Yes, it would be nice to keep all that equipment, but we must insist you ship it back to us at the Department of Education. Shipping instructions will be provided to you separately.