



EBSN

Professional
Development
Series



Learn with
NALA

Facilitator Guide



1. How to log in.....	2
2. How to access the MOOCs.....	4
3. Course Navigation	7
4. Checking your progress through the course	8
5. Checking Class Progress	10
6. Using discussion forums	15
7. Knowledge checks	18
8. Viewing the MOOC as a participant	20

1. How to log in

- Login using your user name and password on NALA's login portal:
<https://learn.nala.ie/>
- You will be sent with this information through email.



Welcome to Learn with NALA

Log in to get started.

If you have any questions call us on **Freephone 1 800 20 20 65**.

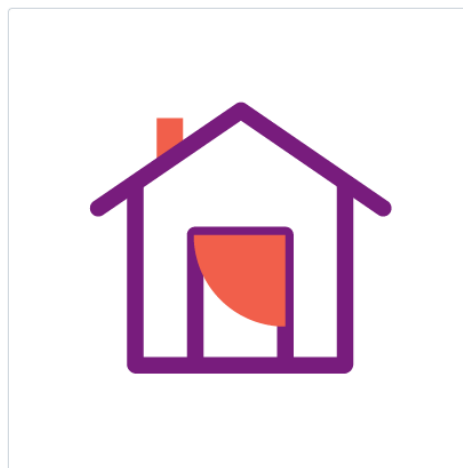
Show cookies we use

Username *

Password *

Log In

[Forgot your password?](#)



Please make sure you are using [Google Chrome](#), the latest version of [Microsoft Edge](#) or Apple Safari.

[Back to Learn with NALA website.](#)

You are registered as an **'Instructor'**. Your main dashboard will look like this.

This is the standard dashboard for Learn with NALA that is used for all our programmes. Please be aware that not all content on this page will be relevant to you or the participants on the pilot MOOCs.

The screenshot shows the NALA elearning platform dashboard. At the top, there is a navigation bar with the 'Learn with NALA' logo on the left and user information 'BC Biona Conroy' on the right. Below the navigation bar is a secondary menu with icons for 'Course Home', 'Help', 'My Progress', and 'Awards'. The main content area features a large purple banner with the NALA logo and the text 'National Adult Literacy Agency' and 'Aisíneacht Náisiúnta Litearthachta do Aosaigh'. Below the banner, there are two columns. The left column is titled 'Welcome' and contains a welcome message, instructions on how to interact with a video, and a contact number. The right column is titled 'Need Help?' and contains a help icon, a message about getting support, and contact information including a freephone number, a freetext number, and an email address. At the bottom of the left column, there is a small thumbnail image of a video player.

Welcome ▾

Welcome to the NALA elearning platform.

The video below will explain how to get started. Click on the square symbol to make the video bigger, and again to make the video smaller.

If you have any questions call us on **1 800 20 20 65**.

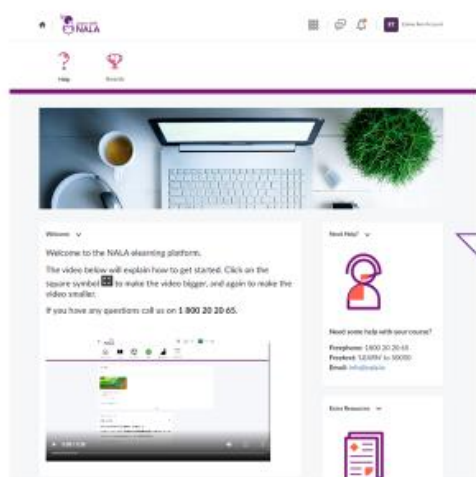
Need Help? ▾

Get support over the phone, book a session with one of our tutors or request extra materials in the post.

Freephone: 1800 20 20 65
Freetext: 'LEARN' to 50050
Email: freephone@nala.ie

2. How to access the MOOCs

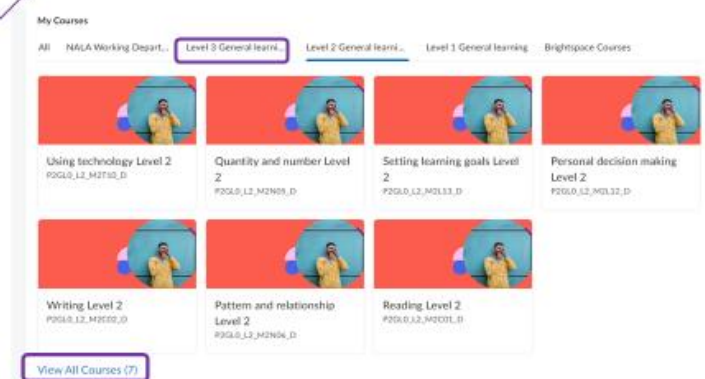
- Scroll down on your home screen to find the courses. Click on the course you wish to access.





Scroll
down





Finding your courses


1. Scroll to end of
home screen





- This will take you to the course home page.
- To access the course content simply click 'Content' on the navigation menu.


 Diversity & Interculturalism

 Elaine Cohalan
as Learner


 Course Home

 Content

 My Progress

 Discussions


Diversity & Interculturalism



Announcements ▾

Welcome

Elaine Cohalan posted on May 16, 2022 2:52 PM • Edited




This image by by Belinda Fewings on Unsplash is licensed under Creative Commons 0

Welcome to Diversity & Interculturalism!

To get started on your course, click on 'Content'.

[Show All Announcements](#)

Need Help? ▾



Need some help with your course?

Talk to your facilitator in the discussion forum if you have questions about your course.

If you are having technical issues, please email ecohalan@nala.ie.

Calendar ▾

Tuesday, May 17, 2022 ▶

Upcoming events ▾

MAY	5:30 PM
17	test

- Once you have selected content, you will see the below screen which is a table of contents linking to the course content.
- To get started, simply click 'Get Started'. This will take you to the content screen.

Course Home Content Awards My Progress Discussions Chat

Welcome to Approaching Digital Teaching and Learning

Get Started

Welcome to Approaching Digital Teaching and Learning Completed 0/1

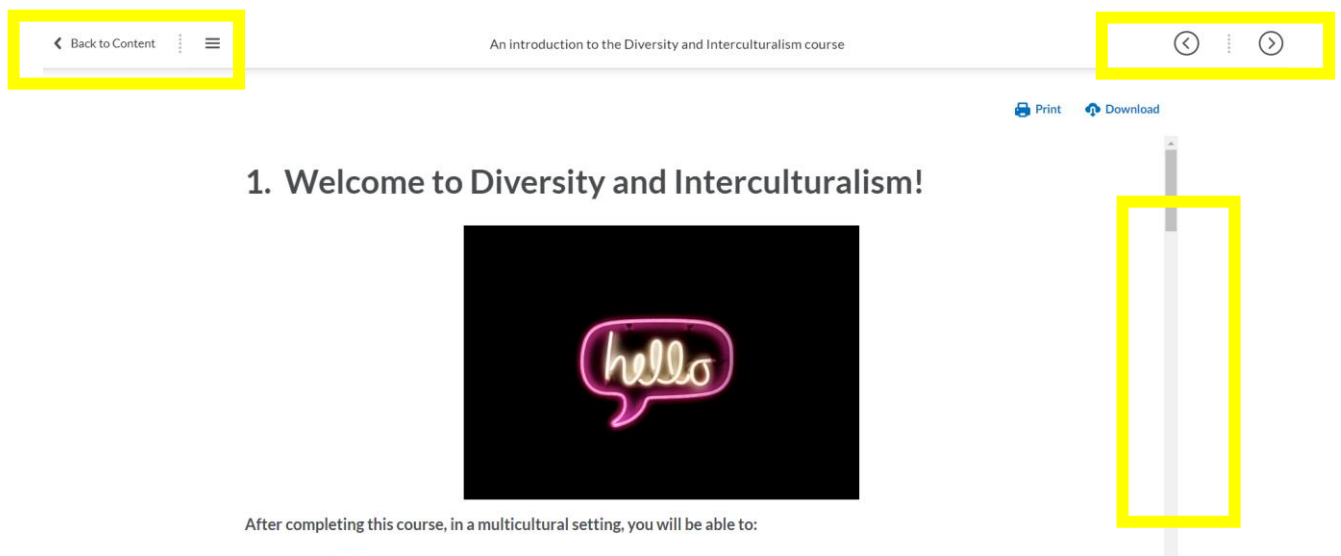
Launch Unit

Introduce yourself!


Week 1: Digital Basic Skills Blended Programme Design	Completed 0/1
Week 2: Planning Blended Learning Courses	Completed 0/3
Week 3: Engaging Adults of Basic Skills	Completed 0/1
Week 4: Preparing for Blended Learning	Completed 0/1
Pilot MOOC Evaluation Form	

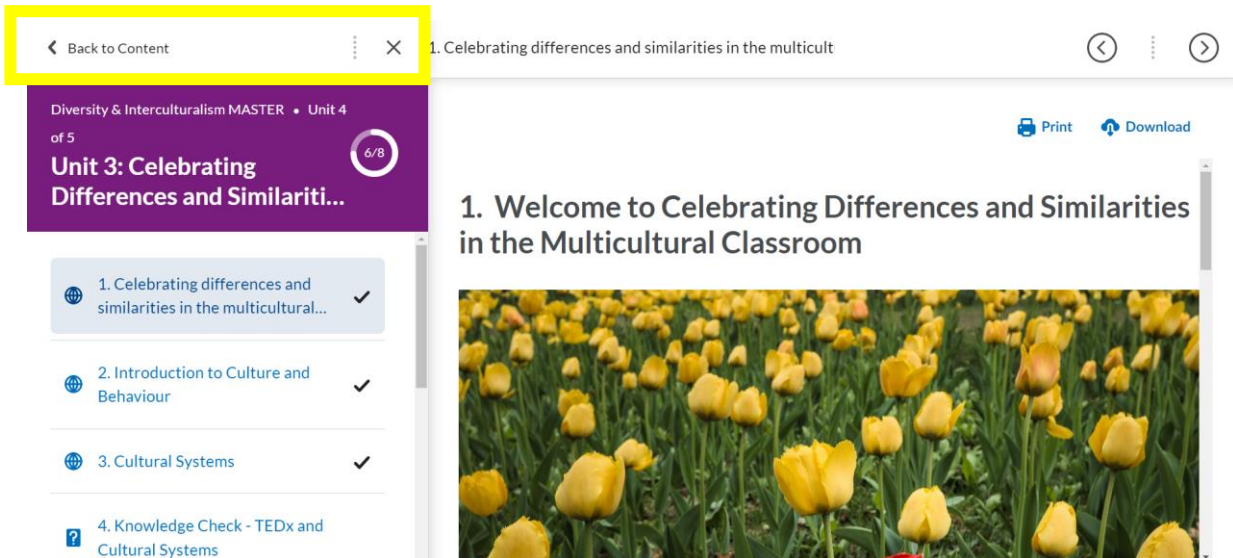
3. Course Navigation

- You can use the arrows on the top right of the screen to navigate back and forth between screens.
- You can use the scroll bar on the right hand side to scroll through the content on this screen.
- At any time you can navigate back to the table of contents page by clicking 'Back to Content' on the top left of the screen.





4. Checking your progress through the course






- You can view where you are in the unit by clicking the  icon with three horizontal lines on the top left of the screen.





The screenshot displays a course interface. On the left, a purple sidebar contains the text "Diversity & Interculturalism MASTER • Unit 4 of 5" and "Unit 3: Celebrating Differences and Similariti...". Below this is a list of four items, each with a globe icon and a checkmark: "1. Celebrating differences and similarities in the multicultural...", "2. Introduction to Culture and Behaviour", "3. Cultural Systems", and "4. Knowledge Check - TEDx and Cultural Systems". The main content area on the right has a header "1. Celebrating differences and similarities in the multicult" and a sub-header "1. Welcome to Celebrating Differences and Similarities in the Multicultural Classroom". Below the sub-header is a large image of a field of yellow tulips. At the top of the main content area, there are navigation icons (back, forward) and a "Back to Content" button. At the bottom of the main content area, there are "Print" and "Download" buttons.


- When you navigate out of the content, the table of content page will remind you where you finished and you pick up where you left off by clicking 'Continue'.


 Diversity & Interculturalism MASTER


 Bruna Conroy
as Learner 


 Course Home

 Content

 Help

 My Progress

 Awards

 1. Celebrating differences and similarities in the multicultural classroom [Continue](#)

Welcome to Diversity and Interculturalism

Completed 2/2 ▶

Unit 1: An Introduction to Diversity & Multiculturalism

Completed 9/12 ▶

Unit 2: Cultural Sensitivity and Microaggressions

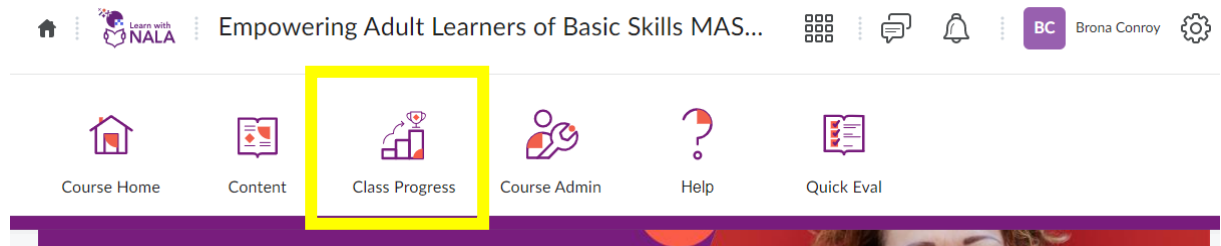
Completed 9/12 ▶

Unit 3: Celebrating Differences and Similarities

Completed 1/12 ▶




5. Checking Class Progress

- You can check how participants are progressing with the course by clicking on 'Class Progress'.



- You can see how much of the course they have completed under 'Content Visited'. Participants must visit 100% of the course content to get their certificate.

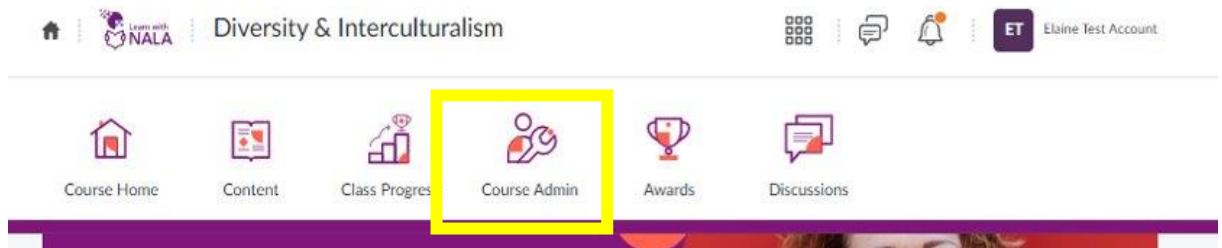
A screenshot of the 'Class Progress' page. The page has a purple header with the course title 'Empowering Adult Learners of Basic Skills MAS...' and a navigation bar with icons for Course Home, Content, Class Progress, Course Admin, Help, and Quick Eval. The 'Class Progress' icon is highlighted with a yellow square. Below the navigation bar, the page title 'Class Progress' is displayed. To the right of the title are links for 'Settings' and 'Help', and a search bar labeled 'Search users'. Below the search bar is a link that says 'Use agents to automate feedback'. The main content area is a table with the following columns: Name, Logins, Content Visited, Grades, and Checklist. The table has one row for a participant named 'McCarthy, Neil'. The 'Content Visited' column for this participant shows a progress bar that is 100% full, with the text '100 % Visited: 35 / 35' below it. The 'Grades' column shows 'No grades' and the 'Checklist' column shows 'No checklist items'. At the bottom of the table, there is a pagination bar showing '1 / 1' and '10 per page'.

Name ▲	Logins	Content Visited	Grades	Checklist
 McCarthy, Neil neilmpftestlearner Centre__S__TES- UP__neilmpftestlearner	 Logins: 4	 100 % Visited: 35 / 35	No grades	No checklist items

< 1 / 1 > 10 per page

6. Using announcements

- To create an announcement, click on 'Course Admin' and 'Announcements'.



Course Administration

Category	Name
----------	------

Site Resources

Calendar

Learner Management

Class Progress

Classlist

Communication

Announcements

Chat

Discussions

- This will show you all current and previous announcements on the course.
- To create a new announcement, click 'New Announcement' and enter the headline and text. You can add images, links etc. in the content section.


Announcements

[New Announcement](#) [More Actions](#) ▼

[Show Search Options](#)

[Delete](#)

<input type="checkbox"/>	Title	Start Date	End Date	Status
<input type="checkbox"/>	Welcome ▼	May 16, 2022 2:52 PM	-	Published



This image by by Belinda Fewings on Unsplash is licensed under Creative Commons 0

Welcome to Diversity & Interculturalism!

To get started on your course, click on 'Content'.

20 per page ▼

- If you want the announcement to only appear in certain conditions, such as between specific dates, you can edit the start and end date.
- Once you are finished, click 'Publish'.

General

Headline *

Content*

Availability

Show Start Date

☒ Always show start date

If unchecked, only users with permission to edit announcements will be able to see the start date in the Announcements tool.

Start Date

5/17/2022 5:36 PM

End Date

☐ Remove announcement based on end date

5/18/2022 12:00 AM

Attachments

Add a File

Additional Release Conditions

Attach Existing

Create and Attach

 Remove All Conditions



There are no conditions attached to this item.





Publish


Save as Draft


Cancel


- The participants on the course will see the announcement when they log in next.


  Diversity & Interculturalism

    Elaine Cohalan
as Learner


 Course Home

 Content

 My Progress

 Discussions

Diversity & Interculturalism



Announcements ▾


test ×

Elaine Cohalan posted on May 17, 2022 5:36 PM


test

Welcome ×

Elaine Cohalan posted on May 16, 2022 2:52 PM • Edited



Need Help? ▾











Need some help with your course?

Talk to your facilitator in the discussion forum if you have questions about your course.

If you are having technical issues.

6. Using discussion forums



There are a number of discussion forums in each course. As a facilitator, you can add the topics you wish here.





 3. Defining basic literacy	✓
 4. How literacy affects life?	✓
 5. Recognising a person with unmet literacy needs	✓
 6. The European landscape on basic literacy	✓
 7. Contributing factors to low basic literacy levels	✓
 8. What needs to happen?	✓
 9. Knowledge check – Basic literacy	✓
 10. Discussion Forum – Understanding Basic Literacy	


Unit 2 - Personal Development Upskilling Pathways


Completed 9/10 ▶


Click on the Discussion topic and **'Start a new thread'** to post a comment.


 Diversity & Interculturalism


 Elaine Cohalan
as Instructor

 Course Home

 Content

 Class Progress

 Course Admin

 Discussions

Discussions List > View Topic

Settings Help

Search Discussi... Q

Discussion Forum: Introduce yourself! ▾

☆ Subscribe

In the discussion forum below, please introduce yourself and include the following points:

1. Where you are based
2. What your teaching context its
3. Something you find interesting about Diversity and Interculturalism

Start a New Thread

Filter by: All Threads ▾

Sort by: Most Recent Activity ▾

There are no threads in this topic.

Click '**Post**' for the thread to appear on the screen.

Introduce yourself! ▾

[★ Subscribe](#)

Add a description ...

Enter a subject

Paragraph ▾ **B** *I* U ~~A~~ | ▾ ▾ + ▾ Lato (Recom... ▾ 19px ... ▾ ...

☐ Pin thread ☒ Subscribe to this thread

[▶ Add attachments](#)

Post to: Introduce yourself! > Introduce yourself!

[▶ Post to other topics](#)

Post

Cancel

Filter by: [All Threads ▾](#)

Sort by:

Most Recent Activity ▾

Hello everyone! ▾









Neill Wylie posted Apr 26, 2022 10:47 AM [★ Subscribe](#)

Hello everyone and welcome to the Approaching Digital Teaching & Learning MOOC!!

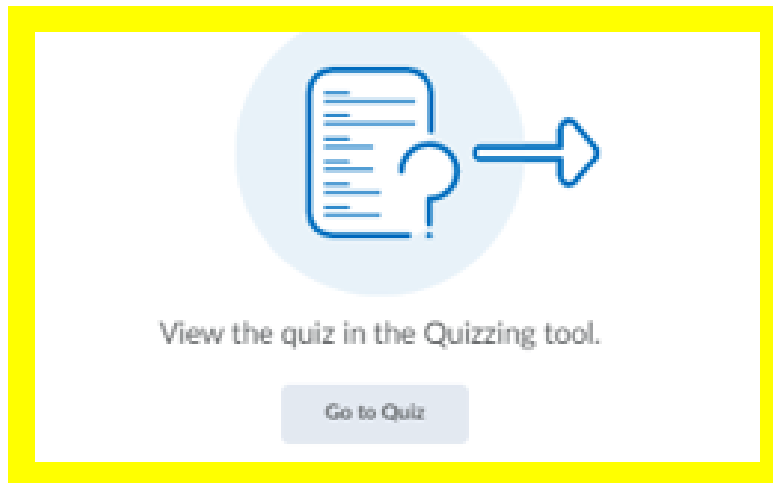
[▾ more](#)

7. Knowledge checks

- Each course has knowledge checks which are ways a learner can self-assess their progress in a course.

	3. Defining basic literacy	✓
	4. How literacy affects life?	✓
	5. Recognising a person with unmet literacy needs	✓
	6. The European landscape on basic literacy	✓
	7. Contributing factors to low basic literacy levels	✓
	8. What needs to happen?	✓
	9. Knowledge check – Basic literacy	✓
	10. Discussion Forum – Understanding Basic Literacy	

- To access a self-assessment in a unit, click '**Go to quiz**'.
- Learners will get their results immediately.



8. Viewing the MOOC as a participant

- To view the course as a learner, go to your name bar and left-click to view the dropdown.

The screenshot displays the user interface for the 'Diversity & Interculturalism MASTER' course. At the top, a navigation bar includes a home icon, the 'Learn with NALA' logo, the course title 'Diversity & Interculturalism MASTER', and user controls. The user controls section, highlighted with a yellow box, shows a user profile icon with the initials 'BC' and the name 'Brona Conroy', followed by a settings gear icon. A dropdown menu is open, listing the following options: 'View as Learner' (with a 'Change' link), 'Profile', 'Notifications', 'Account Settings', and 'Log Out'. Below the navigation bar, a row of icons represents different course sections: 'Course Home', 'Content', 'Class Progress', 'Course Admin', 'Help', and 'Quick Eval'. The main banner area features a purple and red background with the course title 'Diversity & Interculturalism MASTER' and a photo of a smiling woman. At the bottom, there are two sections: 'Announcements' with a dropdown arrow and a message 'There are no announcements to display. Create an announcement', and 'Need Help?' with a dropdown arrow and a circular icon containing a question mark.