

Tutorial 7: The pupil's view of Glow Learn

The purpose of this tutorial is to explore how pupils interact with Glow Learn. In this tutorial you will become familiar with:

- the pupil Glow Learn web parts
- a pupil's access to assignments
- a pupil's access to their courses
- a pupil's access to their progress records

The pupil Glow Learn web parts

When a pupil logs on they can access all aspects of Glow Learn from the Glow Learn page.

The screenshot shows the Glow Learn pupil interface. On the left is a navigation menu with items like 'Pupil home', 'Glow learn', 'Timetable', 'zzForthview', 'zzStrathlonsdshire', 'National Site', 'My Glow groups', 'My Glow', 'Learning about Glow', and 'LTS Online Service'. The main content area is titled 'Glow learn - learning' and contains three sections:

- Choose a task:** Contains links for 'See my work due', 'See my work submitted', and 'See my courses'.
- Work submitted:** A table showing completed work items with columns for 'Work item', 'Handed in', and 'Status'.
- Work due:** A table showing upcoming assignments with columns for 'Due by', 'Work item', 'Course', and 'Teacher'.

'Glow Learn – learning' web part:
from here the pupil can access all aspects of Glow Learn

'Work submitted' web part:
Displays a list of the work the pupil has submitted. The pupil can view the teacher's feedback about each marked assignment.

'Work due' web part:
Displays a list of current assignments. The pupil can launch and complete the activity, attach files, and send messages to the teacher.

The 'Glow Learn – learning' web part contains links to the three main aspects usage of Glow Learn:

- See my work due
- See my work submitted
- See my courses

When the pupil clicks on any of these, Glow Learn opens in a new window (or tab).

The other two web parts on the page provide summary information about work that has been assigned, and work which the pupil has previously submitted. The links in the web parts allow the pupil to access the assignments directly.

Working on an assignment

To view an assignment, the pupil clicks on the 'See my work due' link in the 'Glow Learn – learning' web part.

Glow Learn opens in a new window and a list of all current assignments is displayed. The due date for each item is shown, along with the name of the course in which the work appears, and the name of the teacher who assigned the work.

Icons indicate when the work is due:

- due the day after tomorrow or later
- due today or tomorrow
- overdue

Due by	Work item	Course	Teacher
Fri 26 Feb 10	Pythagoras Theorem - Investigation	Maths - S4 Credit 09-10	G Tait
Tue 02 Mar 10	Pythagoras Theorem - revision	Maths - S4 Credit 09-10	G Tait
Sun 07 Mar 10	2b Health and Safety - Case Studies	2b Health and Safety S4 Me Robertson	A Robertson
Thu 11 Mar 10	Activity 3 - H&S legislation	2b Health and Safety S4 Me Robertson	A Robertson

To open an assignment, the pupil clicks on the name of the work item. The 'Work Due Details' window opens.

Pupil can click on the Notes arrow to view any supporting notes.

Pupil clicks on the Messages arrow to send a message to the teacher.

Messages from the teacher are also displayed here.

Instructions for the pupil about the assignment

Pupil clicks on the link to launch the assignment (and supporting notes, if available)

Launching the assignment

To launch the assignment, the pupil clicks on the name of the work item.

- If the assignment is a Glow Learn test, it will launch in a new browser window. The instructions for using the test are displayed.
- If the assignment is a file, then clicking on the name of the work item will launch the file. Depending upon the file type, it will launch either in a new browser window or in the relevant program, as long as that program is available on the machine the pupil is using. It is recommended that the pupil saves the file – for example, to their area of the school network, before beginning work.

Sending messages

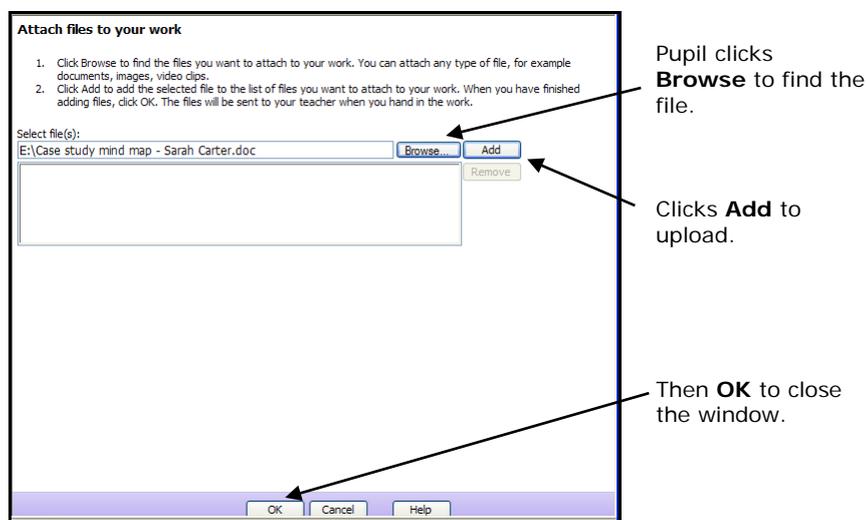
When working on the assignment, the pupil can send a message to the teacher. The pupil could, for example, request additional help or could provide feedback on their progress.

To send a message, the pupil clicks on the 'Messages' arrow ► **Messages** on the 'Work Due Details' window. Here the pupil types in their message and clicks 'Send'. The sent message can be viewed and replied to by the teacher, in the Progress Records. Any messages received by the pupil from the teacher are displayed in the same 'Messages' section of the 'Work Due Details' window.

Attaching files

If the assignment requires the pupil to submit a file, the pupil needs first to save the work to a suitable location, such as their own area on the school network. It is helpful to encourage pupils to include their name or initials in the filename that they give to the work when saving it. This means that if you, the teacher, download the pupil's work from the Progress Records to your computer or the school network, it will be clearly labelled with the name of the pupil.

Having saved the file, the pupil then clicks on the 'Attach files' icon  on the toolbar, browses to find the file(s) to attach and then clicks on 'Add'.



Submitting work for marking

Formal Glow Learn tests (ie. tests using the 'formal, sequential' format) are automatically submitted for marking as soon as the pupil completes the last question.

For informal Glow Learn tests (ie. tests using the 'informal, free exploration' format) and all other assignments, the pupil can choose when to submit their work for marking. To do this, the pupil clicks the 'Hand in work' icon  on the toolbar of the 'Work Due Details' window and clicks 'Yes' to confirm the hand-in.

The work submitted is then immediately available to the teacher in the Progress Records. It is removed from the pupil's 'Work due' list and is shown on their 'Work submitted' list.

Reviewing submitted assignments

To review assignments that they have already submitted, from the 'Glow Learn – learning web' part, the pupil clicks on the 'See my work submitted' link.

Glow Learn opens in a new window and a list of all previously submitted work is displayed. For each item, the due date and date of submission are shown. Also displayed are the name of the course in which the work appears, and the name of the teacher who assigned the work.

Icons indicate when the work was submitted:

- on time
- late

Date due	Hand in date	Work item	Course	Teacher
Fri 12 Mar 10	Thu 25 Feb 10	Unit 2b H&S assessment	2b Health and Safety S4 Ms Robertson	A Robert...
Fri 12 Mar 10	Sun 28 Feb 10	Activity 2 - Health problems of computer users	2b Health and Safety Ms Robertson	A Robert...
Sun 07 Mar 10	Mon 01 Mar 10	2b Health and Safety - Case Studies	2b Health and Safety S4 Ms Robertson	A Robert...
Fri 05 Mar 10	Sun 28 Feb 10	Activity 1 - textbook questions 12 and 14. Type up you	2b Health and Safety Ms Robertson	A Robert...

To open an assignment, the pupil clicks on the name of the work item. The 'Work Done Details' window opens.

Work that has been submitted but not yet marked

If the work has not yet been marked, then confirmation details are displayed of when the work was handed in, and of any files that were submitted. The pupil can view details of the original assignment and any messages they have sent to, or received from, the teacher.

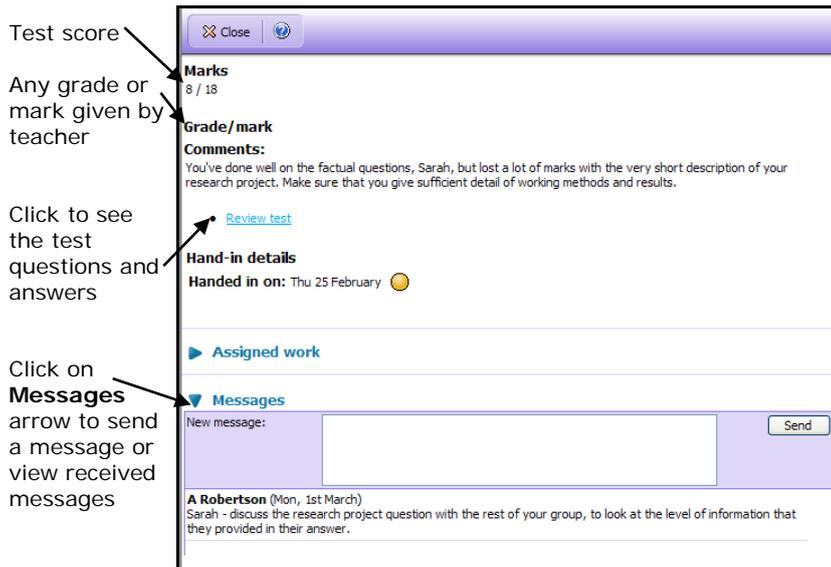
Work not yet marked

Date handed in

Name of file(s) that were submitted

Submitted and marked work

If the work has been marked, then a range of feedback information is available to the pupil. The information displayed depends upon what progress data the teacher has chosen to release, when reviewing pupils' Progress Records.



The feedback can include:

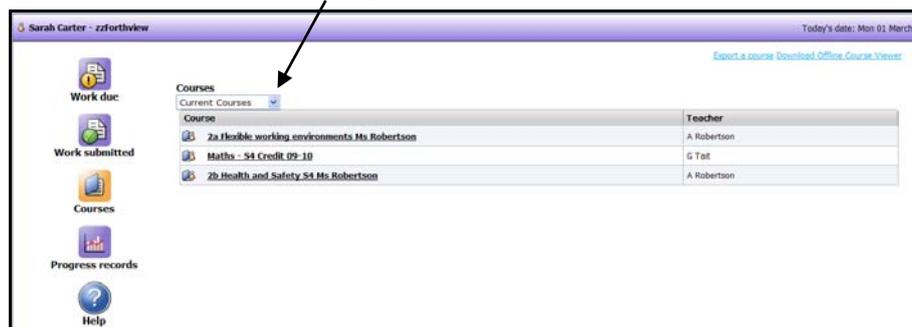
- **Marks:** a score from a Glow Learn test, automatically marked and then reviewed by the teacher in the Progress Records
- **Grade/marks:** any grade/mark added by the teacher in the Progress Records
- **Comments:** the public comments added by the teacher in the Progress Records.
- **Test answers:** to access this, the pupil clicks on 'Review test'. For each question, the pupil can view their answer, the correct answer and the number of marks awarded.

Viewing a course

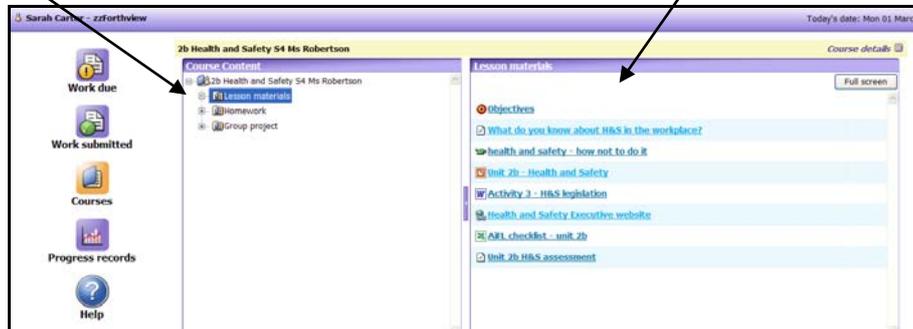
To view a course, the pupil clicks on the 'See my courses' link in the 'Glow Learn – learning' web part.

Glow Learn opens in a new window and a list of the pupil's current courses is displayed. Completed courses – that is, courses archived by the teacher – can be accessed via the drop-down menu. The name of the teacher, who enrolled the pupil onto the course, is displayed.

Drop-down menu allows pupils to access both current and completed courses



To launch a course, the pupil clicks on the course name. A course details window opens. The course structure is displayed in the left-hand pane. To view the structure of the course, the pupil clicks on the + signs next to any folder names. The pupil can select a folder name and the content of that folder is then shown in the right-hand pane.



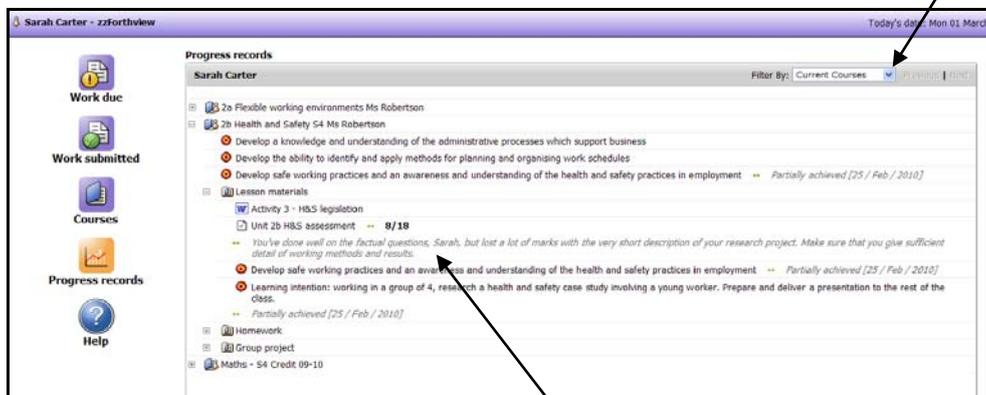
All resources and objectives in the course structure are shown, other than any items set to 'Hidden' in the 'Set viewing and assessment options' window. The pupil can view the objectives and use the resources, whenever they choose. Note that use of the resources is not tracked in 'Monitor and mark' view of Glow Learn and the pupil is not able to submit work for marking.

Viewing progress records

In the Glow Learn window, the pupil can access their own records at any time by clicking on the 'Progress records' icon.

A list is displayed of the courses on which the pupil is currently enrolled. Completed courses – that is, courses archived by the teacher – can be accessed via the drop-down menu. The pupil clicks on the + sign next to a course name, in order to expand the tree structure. A summary of the pupil's progress is displayed, including grades or marks, test scores and teachers' comments.

Drop-down menu allows pupil to access current courses and completed courses



Comments and marks on assignments and objectives