

A Teacher's Guide to getting started with Am Baile Schools Websites

Introduction

This section of the Am Baile website provides tools to enable schools to easily create multimedia cultural and heritage projects and share them around the world.

This guide explains how to get started. There is also a separate guide available for pupils.

If at any time you require assistance or advice with any aspect of your project(s) then please do not hesitate to contact Am Baile by email on ambaile@highland.gov.uk or on 01463 251274.

Register

To register as a Teacher or Group Leader, go to www.ambaile.org.uk, select your Language preference and scroll down the Am Baile homepage to the 'Education Zone'.

Click on the [Register or view schools website](#) link under the 'School Websites' section as shown below.



The next page is a brief introduction to the feature with a list of participating schools. Click on the [click here](#) link to proceed to registration.

a new service for schools...

This schools section has been developed in association with Historic Scotland and is aimed at allowing schools, or individual classes, to create exciting multimedia projects on Highland heritage and culture and share them around the world.

If you are a teacher and would like to register your interest, please [click here](#)

This page is a brief outline of what you can do with your class projects. Click on the [Register here](#) link at the bottom of the page as highlighted below.

register your interest...

This site, especially created for Highland 2007, Year about Highland heritage. To facilitate research you w in the national curriculum. Once you have explored t photographs, text, sound and video.

You can work in either Gaelic or English and use of t

What can I do?

- ★ Create a personalised website for your class or s
- ★ Have fun designing your own template to present
- ★ Explore multi media publishing using photographs
- ★ Access a unique database of local resources, to s
- ★ Add, update and extend projects online whenever

What are the benefits?

- ★ Easy to use and facilitates pupil centred learning
- ★ Class work can be published online and shared w
- ★ Access to a wide range of resources e.g. access
- ★ Access to original materials and primary evidenc
- ★ Topics link to the national curriculum
- ★ Training and support
- ★ Receive a unique Am Baile promotional pack whe

[Register here](#) or [contact us](#) for more information

register your interest...

Fill in this form if you are a teacher or organisational leader who would like to allow your pupils or equivalent to create their own project accounts. You will be able to review your details and contact you once your account has been created.

Full Name

Username

Password

Retype password

School or Organisation

Email address

School telephone number

[Agree to Terms and Conditions](#)

register 

Once you have completed the form and clicked on the **register** button, we process your registration and send you an email confirming details. This should only take a day or two.

Once you have received our 'confirmation of registration' email, you are now ready to get started.

There are essentially three areas to the Schools websites:

- **Public area**
No login is required and the public can view live school projects
- **Teacher area**
This area is password protected and can be accessed by only the teacher. From this area teachers can manage pupil accounts and projects can be created, approved, published and deleted
- **Pupil area**
This area is also password protected. Pupils can work on their class projects and add and delete items

In this guide we will cover the Teacher and Pupil areas.

We will begin with the Teacher area:

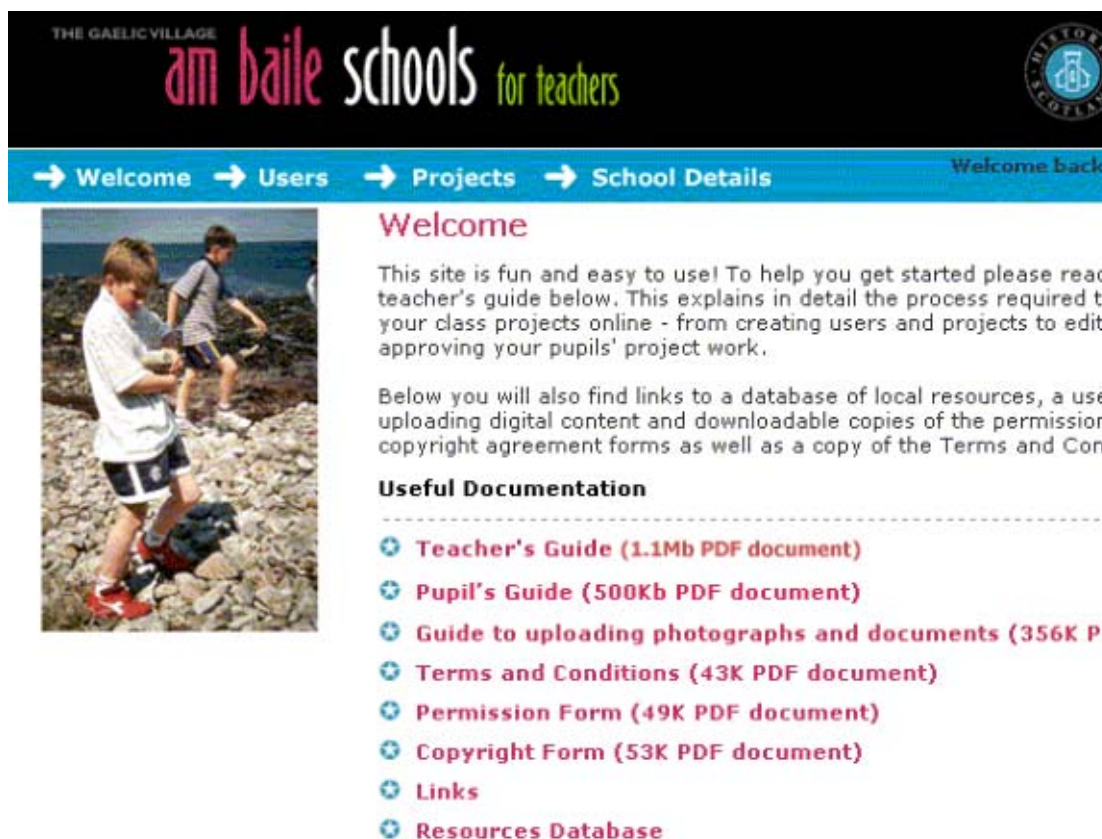
Login

Go to the School Websites home page and enter your login details. This is also where your pupils will login in once you have created an account for them (see 'Users' section below).

Teacher's Welcome

When you are logged in, the following page is displayed. Along the top navigation bar you will see a link to 'Users', 'Projects' and 'School Details'.

You will find a link to the Resources Database as well as useful documentation such as copyright and permission agreement forms. These forms are for your use and must be used to comply with the Terms and Conditions of using this feature. There is also a guide for preparing digital assets prior to uploading them to the site.



Welcome

This site is fun and easy to use! To help you get started please read teacher's guide below. This explains in detail the process required to your class projects online - from creating users and projects to editing approving your pupils' project work.

Below you will also find links to a database of local resources, a useful uploading digital content and downloadable copies of the permission copyright agreement forms as well as a copy of the Terms and Conc

Useful Documentation

- ★ [Teacher's Guide \(1.1Mb PDF document\)](#)
- ★ [Pupil's Guide \(500Kb PDF document\)](#)
- ★ [Guide to uploading photographs and documents \(356K PDF document\)](#)
- ★ [Terms and Conditions \(43K PDF document\)](#)
- ★ [Permission Form \(49K PDF document\)](#)
- ★ [Copyright Form \(53K PDF document\)](#)
- ★ [Links](#)
- ★ [Resources Database](#)

In this area you as the teacher can change the school details, search the resources database, create and manage pupil user accounts and class projects.

Users

This page is where you will create and manage the pupil user accounts and can be accessed by clicking the 'Users' link in the navigation bar. The page contains a form to create a new user and a list of current user accounts for your pupils.

User Management

Users will have the ability to add items to projects. To add new users you create a project, you can assign who has access to which project


Fullname **create new user** 

The following users are already defined, click to edit

This is where you enter your pupil account details.

User Management


Username
 Password
 Full name
 Withheld
 Email

Add 


Once the information has been entered click the 'Add' button and you will be returned to the user page where you will see your new user listed as shown below.

User Management

Users will have the ability to add items to projects. To add new users you create a project, you can assign who has access to which project

Fullname **create new user** 

The following users are already defined, click to edit

 **Angus MacTavish**

By clicking on the pupil's name you can edit their login details, withhold or delete the account.

Projects

Before starting your class project we recommend that you/your pupils prepare the content i.e. image, audio, video and narrative items. See the Guide to Preparing Digital Assets.

You are free to use the materials on Am Baile for educational purposes.

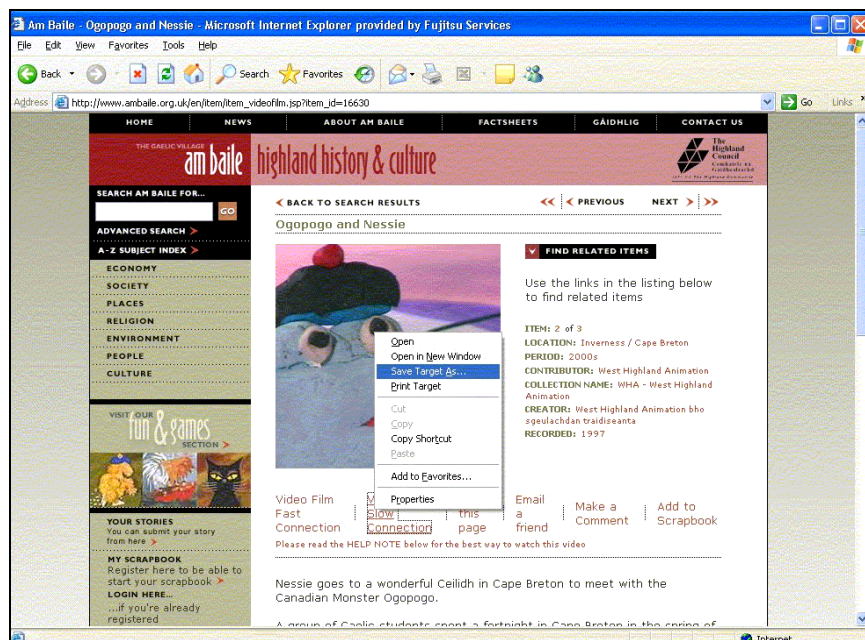
Using images from the Am Baile website is simple:

- Select the image you want to use, right click on image and select 'Save Picture As'. Save jpeg image on to PC.



To use videos from the Am Baile website:

- Select the video item you would like to use and right click on the 'Video Film Slow Connection' link and selection 'Save Target As'



The file will be downloaded on to your PC as a WMV file which can be used in the project.

The procedure to download Audio items is the same as downloading a Video item.

Ensure that the pupils know where to find the files e.g. in a folder on the computer, on a CD or memory stick. Failure to prepare in advance will only cause frustration.

Click on the 'Projects' link in the navigation bar. Once you have created projects, you can access them from this page. The page will list 'live' projects as well as listing 'projects being edited'.

To add a new project click on the 'create new project' and this will take you to a form to create the project. This page allows you to choose the design template and set up the main parameters for the project.

The design template will control the page on which the project will be displayed to the public. You can change your selected template at any time.

To allow a pupil to access a project the pupil's name must be selected in the 'Pupils that can access this project' select box. To select multiple pupils click on the pupil's name while pressing the 'Ctrl' button on your keyboard.

Selecting 'Live' on the project page will make the project accessible to the public (once the Schools details are 'Live'). You can choose to either:

- Publish the project straight away and add items as they are created and approved
- Or
- Wait until the project is completed before publishing


Once you have completed the form and assigned the pupils make sure you click the selection box for agreeing to terms and conditions before proceeding to the next stage.

The next page will look like this, with a brief description of your project under the title.

Projects

[Create new Project](#)

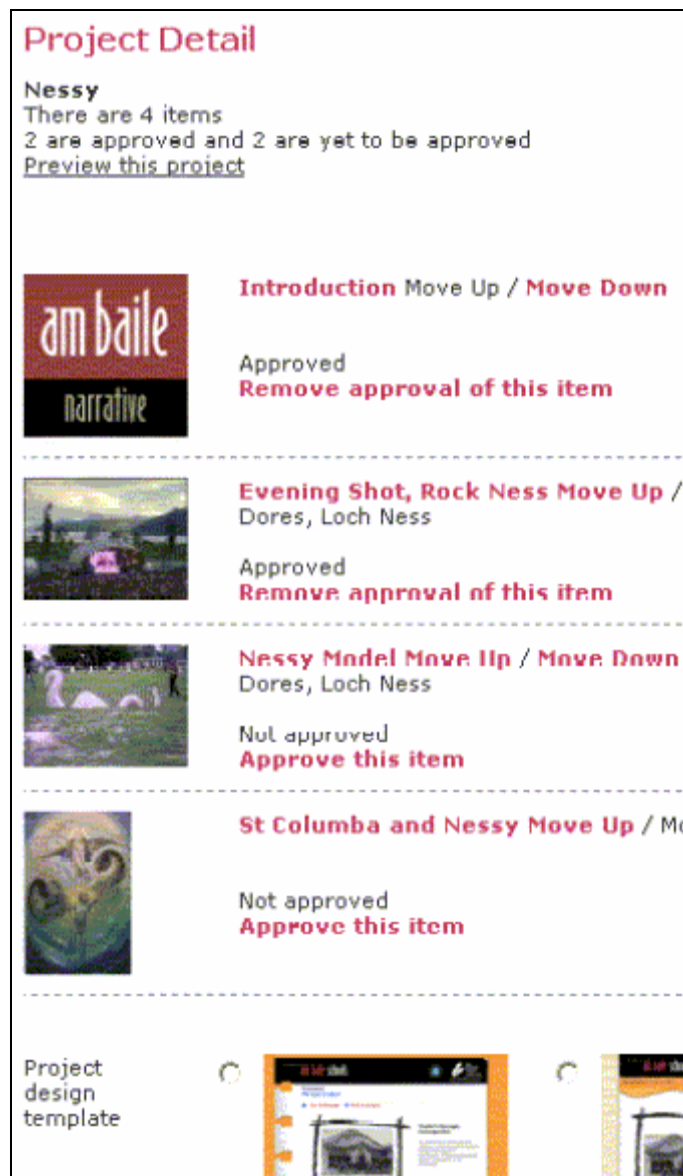
Projects being edited

 **Nessy**
A look at the History of Nessy, from the first writings of her meeting with St Columba, to this year's Rock Ness Festival.

The projects can be edited by clicking on the project title. Make the necessary changes and click the 'Update' button at the bottom of the Project Detail page.

To delete a project, click on the project title and click the 'Delete button' at the bottom of the Project Detail page.

Once your pupils have started to upload items to the project, when you click on the project title, you will see the following screen.



In this example there are 4 items in the project. 2 items have been approved by the teacher, 2 items are waiting for approval. To view an item, click on the item name. This is where you can edit the details that your pupil has submitted (remember to click the update button once you have made any changes).

Please note that an item can only be deleted by you the teacher, and the pupil who created it.

The 'Comments' field is where you and your pupil can exchange comments.

Rock Ness



Project Title	Nessy
Item Type	Image
Item Title	<input type="text" value="Rock Ness"/>
Source	<input type="text"/>
Description	<input style="width: 100%; height: 150px;" type="text" value="A photo of Rock Ness 2006 foreground and lochness in"/>
User	<input type="text" value="Angus MacTavish"/>
Item Approved	<input checked="" type="checkbox"/>
File Upload	<input type="text"/> <input type="button" value="Browse..."/>
Comments	<input style="width: 100%; height: 50px;" type="text" value="Please include this photogra it shows the venue in a goo background unchanged in th"/>

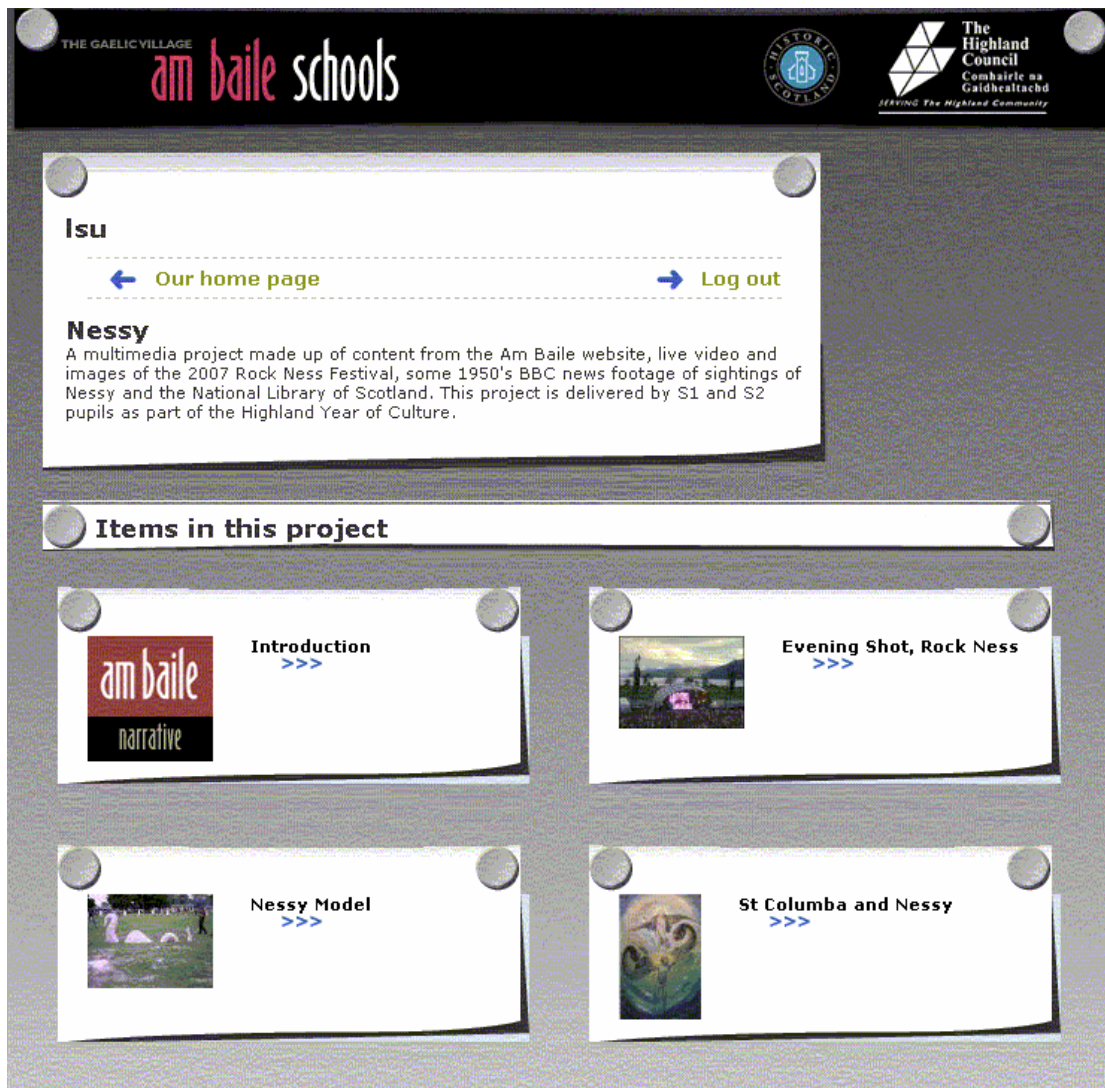
You may wish to change the order of the items and this can be done by clicking on the 'Move Up' or 'Move Down' links on the Project Details page.

Once you have approved items you can see what your project looks like by clicking on the 'Preview this project' link as shown below.

Project Detail

Nessy
 There are 4 items
 4 are approved and 0 are yet to be approved
[Preview this project](#)

The project looks like this:



To return to the project for editing or publishing, click on the 'Our home page' link, then click on the 'Projects' link in the navigation bar at the top of the screen and click on the project title.

Selecting 'Live' on the Project page will make the project accessible to the public (once the Schools details are 'Live'). You can choose to either:

- Publish the project straight away and add items as they are created and approved

Or

- Wait until the project is completed before publishing

Select the 'I agree that' selection box and click on the 'Update' button.

School details

In order to ensure that your project is live, you need to first publish your 'School Details'.

To do this, click on the 'School Details' link in the navigation bar and enter your school's details, upload your school logo, select the 'Live' selection box and then click the 'Update' button.

To view your published project, click anywhere in the header above the navigation bar.



Your school should now be listed as shown below - 'School (sample project)'.

THE GAELIC VILLAGE **am baile schools**

Welcome → Users → Projects → School

a new service for schools...

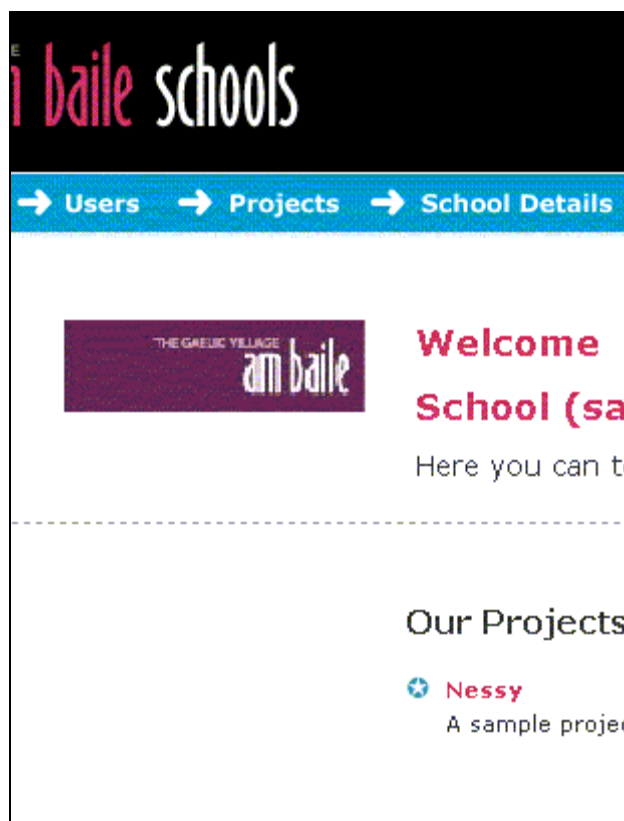
This schools section has been developed in association and is aimed at allowing schools, or individual classes, multimedia projects on Highland heritage and culture around the world.

If you are a teacher and would like to register your interest...

Participating schools

- ★ **Craighill Primary School**
- ★ **Fortrose Academy History Club**
- ★ **Inverness, Nairn & Badenoch & Strathspey Schools Coordinators**
- ★ **Knockbreck Primary**
- ★ **School (sample project)**

Click on your school and you will see your school home page with the live projects listed below.



You can remove your School details by simply removing the tick from the 'Live' selection box on the School Details page and then click on the 'Update' button. This will also remove all projects linked to your School.

To remove a project from the School homepage remove the tick from the 'Live' selection box on the Project Details page and then click on the 'Update' button. The project will be removed from the School homepage but the School details and any other projects will still be accessible.

Please note that you need to publish your School Details before your 'Live' projects will be published

The Resources Database

The resources database enables you to locate resources which are linked to curriculum topics and can be used to support classroom learning.

Use the form to search the database, if you don't use the checkboxes the search will include them all. The search results can be reduced by using the checkboxes and dropdowns to filter the results.

To search the database always select a curriculum topic(s) and geographic location(s), and then click 'Search'. Use the tick boxes to refine your search.

Resources database

Search

<p>Curriculum topics</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> Clearances and Emigration Crofting and Highland Life Jacobites Mary Queen of Scots Medieval Life </div>	<p>Location</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> Badenoch Caithness Inverness & Nairn Lochaber Moray </div>
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<input type="checkbox"/> Online Resources <input type="checkbox"/> Handling Boxes <input type="checkbox"/> Worksheets / Teaching Packs <input type="checkbox"/> Visits to Schools	<input type="checkbox"/> Open air site <input type="checkbox"/> Displays <input type="checkbox"/> Guided Tours <input type="checkbox"/> Free entry for schools
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search

Resources

You can also browse through the entries - click on a letter to see all entries beginning with that letter.
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [M](#) [N](#) [R](#) [S](#) [T](#) [U](#) [W](#)

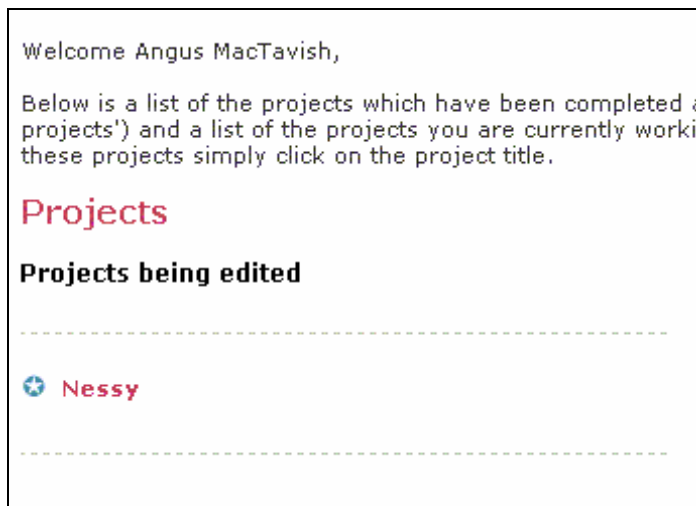
Now let's take a look at the Pupils area. There is a separate Pupils guide available from your homepage.

Pupil Area

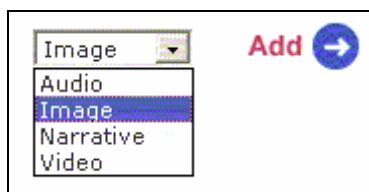
This area gives pupils access to their assigned projects and requires login details provided by the teacher (see 'User' section).

The pupil should enter their login details on the School Websites homepage. Once they have logged in, they will be presented with a welcome page and a list of projects that they are assigned to.


To access a project, click on the project title.



Pupils can add a new item by selecting the item type from the drop down list and clicking on the 'Add' button.



The following form will now be displayed.

Project Title	Nessy
Item Type	Image
Item Title	Evening Shot Lochness
Source	<input type="text"/>
Description	An evening shot of Rock Ness 2007 with revellers in the foreground and Loch Ness in the background.
File Upload	C:\Documents and Settings\Angus\My Documents\Brock Ness Loch Ness Scotland 2007\Evening Shot Loch Ness Scotland 2007.jpg <input type="button" value="Browse"/>
Comments	Please include this photograph in the project. I think it shows the festival in a good light. The loch unchanged since St Columba's day.
<input type="button" value="Add"/> 	

The pupil should give the item a title and description. They can upload the item by clicking on the 'Browse' button and selecting the file from a folder, CD or memory stick on the computer.

The 'Source' field will not be published and can be used to record where the item was sourced from eg Am Baile, SCRAN, Mrs Johnstone etc.

The 'Comments' field is where the pupil can interact with the teacher and post editorial notes or comments.

When your pupil has clicked the 'Add' button, they can continue to add further items to the project by selecting the item type as before.

If the pupil is adding text, then this should be entered into the 'Description' field under item type 'Narrative'. If they want to include an accompanying thumbnail image, they can upload this by clicking the 'Browse' button.

Once the pupil has clicked the 'Add' button, you will be able to see the item when you login as a teacher. You can edit, approve or post a comment to the pupil using the 'Comments' field as detailed above.

The following table lists the file types that are allowed on the Schools Website.

Item	Acceptable File Types
Video	WMV
Audio	WMA
Image	JPG, JPEG, PJPG
Narrative (the accompanying thumbnail)	JPG, JPEG, PJPG

If at any time you require assistance or advice with any aspect of your project then please do not hesitate to contact Am Baile by email on ambaile@highland.gov.uk or on 01463 251 274.