

www.ncsl.org.uk



talk2learn

talk2learn is simple, fun and rewarding to use. Spending 10 minutes getting to grips with the basics will give you access to a whole new world of ideas, advice and support from colleagues across the country. The ability to discuss issues that matter to you, the opportunity to question those making decisions which affect you and the potential to support your learning – all in a secure environment – make talk2learn totally unique.

Getting started

Your starting point is the NCSL home page at **www.ncsl.org.uk**

The image shows a dark grey login box. On the left is the 'Learning Gateway talk2learn' logo. To its right are two input fields: 'username:' and 'password:'. A 'login' button is positioned to the right of the password field. Further right, there is a link that says 'Forgotten your password? Join the Learning Gateway'.

Towards the top of the page are boxes in which you will need to enter your username and password. You will be able to request a reminder of your password by email, by clicking **forgotten your password?** If you have mislaid this information or have difficulties logging in please call the NCSL helpdesk on 0845 6013032.

Then click the **talk2learn** or **my communities** tab.



You can also enter the NCSL Learning Gateway by clicking **my learning**. talk2learn is a component of the Learning Gateway and your membership will provide you with access to additional resources within the Learning Gateway.

The NCSL Learning Gateway contains:

- talk2learn – NCSL’s online community environment for school leaders (open to all members)
- specific learning activities and resources for a number of NCSL programmes (open to members registered for these programmes)
- an increasing range of generic learning resources (open to all members)

Finding your way around

When you first log in to talk2learn you will see the **my info** page:

Wherever you are in talk2learn you will be able to see:

Visit a community by clicking on **my community memberships**. Use the tabs to return to the **my info** page or to visit **NCSL in Dialogue**, the online communities homepage.

If you cannot see all your communities in the dropdown list, go to **all my communities**, tick alongside your favourite communities, scroll to the bottom of the list and click **add to favourite communities**.

NCSL in Dialogue

NCSL in Dialogue is the central hub of NCSL's online communities. Here you can take in a variety of themed discussions including hotseats, in which a range of policy-makers and key thinkers on issues of school leadership will answer your questions and debate issues with you.

Search

Clicking on the **search button** will take you to a page where you can quickly locate other talk2learn users.

My info

This is your personal area of talk2learn where you will be notified of any new notes (private messages), community news and latest contributions to forums.

My page – what others will see when they access your personal area of talk2learn. Create and publish items about yourself here so others will feel welcome to your area of talk2learn.

Click on **my membership card > edit image** to upload a photograph of yourself which will be used as a personal icon. This image will appear alongside any contribution you make and helps create a feeling of community.

Introducing forums

Community membership is all about contributing and sharing. talk2learn has a range of different tools available which encourage your participation. These tools are called forums and they include:



Contributing to any of these items is made easy with the text editor feature.

Making a contribution

To contribute to a forum:

- Find an item that interests you in one of your communities.
- Scroll through and read what others have said.
- Type in your contribution using the text editor to enhance text, or to add images or links.
- Click **contribute**.

Your Message (please complete your contribution within 20 minutes, or it may be lost)

Tom toolbar on/off

A screenshot of a web-based text editor. At the top, it says "Your Message (please complete your contribution within 20 minutes, or it may be lost)". Below this is a toolbar with various icons for text formatting (bold, italic, underline, etc.) and a "Tom toolbar on/off" button. The main area is a large text input field. At the bottom right, there is a "contribute" button.

contribute

Publishing an item

We encourage you to publish some text about yourself or your school that other talk2learn users can read. To do so:

- Make sure that your starting point is **my info > my page**.
- Click on the checkbox next to **edit** at the top right of the page.
- Click **insert text** and the text editor will appear (as shown left).
- Type the text and use the toolbar to change font, size, colour etc.
You can also add images and links.
- Click **save**.

Your text is automatically published on the page. You can create further pages if you wish.

Creating a forum

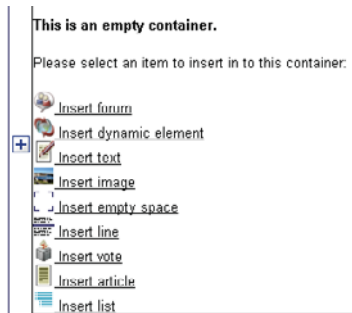
You can also create items such as forums to which other talk2learn users can contribute. These can be published on your own pages, or in a community.

To publish on your own page:

- Make sure that you are in **my info > my page**.
- Click on **my files** (in a community it would be shared files or file store).
- Select **new forum** from the list of items at the top of the filing list.
- Give the forum a title, select the type of forum, type more details of the subject for discussion into the text editor and set opening hours.
- Click **save**.

Your item is now created and will be listed in the filing area. You now need to publish the item so that it is visible to others:

- Go to **my page** or the community page and click **edit**.
- Decide where you wish to place the item on the page. If there is already a container present click to **insert a forum**. If this option is not available click on a + sign to add a container, then click **insert forum**.



- Choose correct file store and folder and locate the forum that you wish to publish (you will need to click on the folder name and you might also need to scroll down to see the complete list).
- Click the item to add it to the page. Make sure the **published** check box is ticked, if there is on.

Notes

Most recent notes (private messages) are listed in [my info](#). To view all your notes, click [my notes](#) on the dark blue menu bar. New notes can also be sent from here, by clicking [new note](#) at top right. Alternatively you can send a note whilst visiting another user's page by clicking [new note](#) in the left hand frame.

Other communication tools

Instant messages

Instant messaging allows you to send and receive messages with other individuals who are currently online. To send an instant message, click [see who's online](#) and then click a name to have a one-to-one conversation.

Chat

Some communities may have the chat tool added – check the blue menu bar and click chat to have live group discussions. (You may need to make technical adjustments to your computer or connections for chat to work.)

Support

NCSL Helpdesk tel: 0845 601 3032

email: ncsl.support@bt.com

For more information about talk2learn online communities and the Learning Gateway visit www.ncsl.org.uk

More information is available on talk2learn support and training at www.ncsl.org.uk/communities

**National College for
School Leadership**

Triumph Road
Nottingham NG8 1DH

T: 0845 601 3032

F: 0115 872 2001

E: ncsl.support@bt.com

W: www.ncsl.org.uk