

[www.ncsl.org.uk](http://www.ncsl.org.uk)

A series of overlapping red concentric circles of varying sizes, creating a dynamic, organic pattern across the center of the page.

talk2learn

**talk2learn is a secure online community learning environment developed by the National College for School Leadership (NCSL) specifically for school leaders.**

**A component of the Learning Gateway, talk2learn offers school leaders access to a confidential and extensive network of colleagues, experts and policymakers with whom they can debate, discuss and share ideas.**

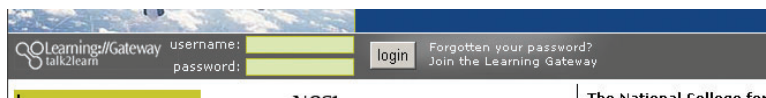
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## Accessing talk2learn

### Logging on

Because talk2learn is a component of the Learning Gateway, you will use the same username and password throughout NCSL. There is a login box on the front page of the NCSL website ([www.ncsl.org.uk](http://www.ncsl.org.uk)) and on all the pages.

A screenshot of the top navigation bar of the NCSL website. It features a dark blue header with the 'Learning Gateway talk2learn' logo on the left. To the right of the logo are two input fields labeled 'username:' and 'password:'. A 'login' button is positioned to the right of the password field. Further right, there are links for 'Forgotten your password?' and 'Join the Learning Gateway'. The bottom of the bar shows a partial view of the main content area with the text 'The National College for'.

Simply enter your existing talk2learn (or Learning Gateway) username and password here and click the 'go' button.

**NB:** Your username and password are not case-sensitive.

Then click the talk2learn or my communities tab on the navigation bar towards the top of the NCSL web page.

You may sometimes see a login page that looks like this:

A screenshot of a login page titled 'Log in to the Learning Gateway'. The page has a light blue background. It contains the following text: 'You need to log in to the Learning Gateway to access this material.' followed by 'The Learning Gateway contains material and resources for school leaders in a secure, online environment.' Below this, it says 'Please enter your details below:'. There are two input fields, one for 'username:' and one for 'password:'. A 'log in' button is located below the password field. At the bottom, there are three links: 'Request a password reminder', 'For username and any other login problems, please telephone the NCSL help desk on 0845 601 3032', and 'Find out about joining the Learning Gateway'.

## My info

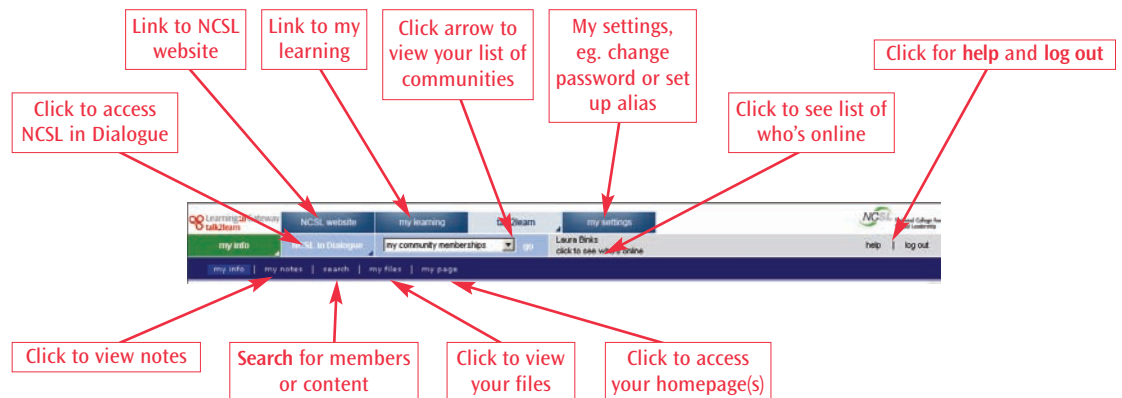
### My info

The starting point on first logging in is **my info**. From here you can access much of the content of talk2learn, as well as receiving updates on community activity. It provides:

- access to your favourite items
- alerts to new notes and new messages in forums, and to community news posted by tutors and facilitators
- access to your talk2learn preferences



### Tabs, drop-down list of communities and toolbar

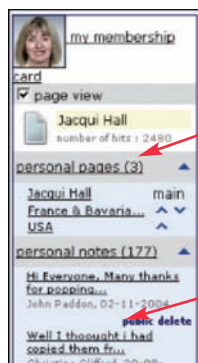


## My info

### Left-hand frame

The left-hand frame provides different information according to whether you are in your personal pages or in a community.

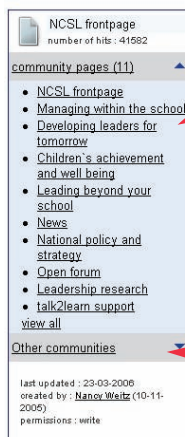
#### Left-hand frame in personal pages:



Lists published pages

Lists most recent notes

#### Left-hand frame in a community:



Lists published pages

Lists sub-communities if present

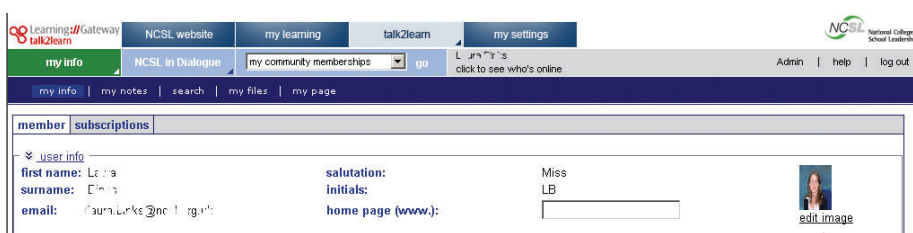
### Back and refresh buttons

Avoid using the back and refresh buttons on the browser as they will usually return you to the my info page.

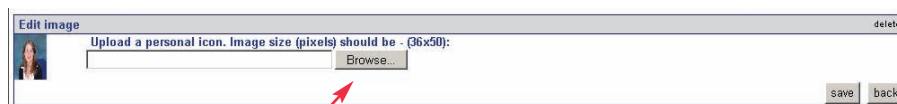
### Adding a personal icon

talk2learn encourages all users to have details about themselves on their homepage and to have a personal icon which displays alongside all their contributions. To add a personal icon:

Step 1: From the my info tab select my membership card



Step 2: Click edit image



Step 3: Browse to locate the image file on your hard drive

Step 4: Click save

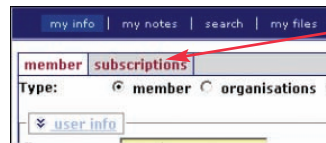
## My info

### Adding an email alert

Daily or weekly email alerts giving updates to the **my info** page can be set up. Before doing so, it is essential to enter a current email address in the Learning Gateway (click **my settings** and **contact details**).

To set up an email alert in talk2learn:

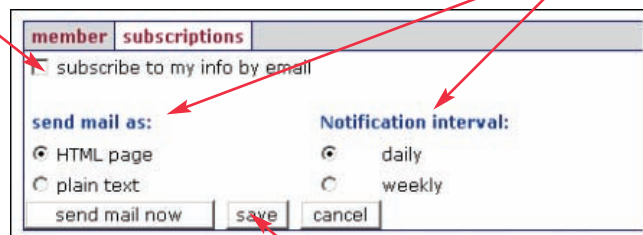
Step 1: From the my info tab select my membership card



The screenshot shows the 'my info' tab selected in the top navigation bar. Below it, the 'subscriptions' sub-tab is highlighted. The 'Type:' section has radio buttons for 'member' (selected) and 'organisations'. A 'user info' link is visible at the bottom.

Step 2: Click subscriptions

Step 3: Tick subscribe to my info by email



The screenshot shows the 'subscriptions' form. The 'subscribe to my info by email' checkbox is ticked. Below it, the 'send mail as:' section has radio buttons for 'HTML page' (selected) and 'plain text'. The 'Notification interval:' section has radio buttons for 'daily' (selected) and 'weekly'. At the bottom are 'send mail now', 'save', and 'cancel' buttons.

Step 4: Select options as appropriate

Step 5: Click save

## Working with different communities

### All about communities

A vibrant community is reliant on its members making regular contributions to items within the community. talk2learn has many communities in which members can contribute. A suggested starting point is NCSL in Dialogue which will point users to many of the discussions which are taking place in talk2learn. The majority of talk2learn users have access to NCSL in Dialogue. To see other communities to which you have access click on the drop-down list of communities and select the one you wish to work with.



Click to view your community list

If you cannot see all your communities in the drop-down list, you can add them from the **all my communities** list.

Step 1: Click all my communities in the drop-down

Step 2: Tick box alongside communities you wish to add to list

<input type="checkbox"/>	NCSL in Dialogue	Super User	2004-Dec-08
<input checked="" type="checkbox"/>	Innovation Unit_PW	Super User	2005-Mar-01
<input type="checkbox"/>	Innovation Unit		
<input checked="" type="checkbox"/>	NCSL in Dialogue_PW		
<input checked="" type="checkbox"/>	Building Bridges_PW		
<input type="checkbox"/>	Online comm (favourite)	Super User	2004-Dec-08
<input type="checkbox"/>	College Community (favourite)	Super User	2004-Dec-08
<input type="checkbox"/>	NCSL in Dialogue	Super User	2004-Dec-08
<input checked="" type="checkbox"/>	The Banner_PW		
<input type="checkbox"/>	The Banner	Super User	2004-Dec-08
<input checked="" type="checkbox"/>	NCSL Open Space_PW		
<input checked="" type="checkbox"/>	Effective use of data_PW		
<input type="checkbox"/>	Effective use of data	Super User	2005-Jan-19
<input checked="" type="checkbox"/>	Financial Management in Schools_PW		
<input type="checkbox"/>	Financial Management in Schools	Super User	2004-Dec-08
<input checked="" type="checkbox"/>	Learning Networks Exchange_PW		
<input type="checkbox"/>	Learning Networks Exchange	John Paddon	2005-Jan-12
<input type="checkbox"/>	NCSL Open Space	Super User	2004-Dec-08

Step 3: Click add to my community favourites

Your list of communities will include both national communities (such as Innovation Unit, Global community and NCSL in Dialogue) and private communities such as those associated with your programme(s).



## Working with different communities

### What's in a community

Communities are made up of a variety of different tools that allow members to contribute in different ways. These tools are called forums and they encourage collaboration and discussion. The forum tools include:

- 🗨 Conversations: unthreaded contributions
- 🗨 Discussions: contributions are divided into topics and threads
- 🗨 Debate: contributions are colour coded according to the debating position taken
- 💡 Brainstorms: ideas can be contributed anonymously
- 👤 Hotseats: contributors can ask questions of a hotseat guest

talk2learn also has a range of other tools including votes, surveys, chat, whiteboard and instant messages.

### Finding your way around

The front page of a community will give you access to a variety of the tools listed above. The community might also have further pages with other items to contribute to or read.

The screenshot shows the 'Global Community' forum interface. A sidebar on the left contains a 'community pages (2)' section with links to 'Frontpage-Global Community' and 'School Business Managers'. A red arrow points from the text 'Click to access other pages within the community' to the 'Frontpage-Global Community' link. The main content area features a 'Welcome to the Global Community' message and a section titled 'Introductions' with a heading 'Please introduce yourself and say where you are from and/or why you think an international perspective is important for your work in schools.' Below this, a post by 'Mike Plummer' is visible. A red arrow points from the text 'Page displays most recent contributions' to the 'Introductions' section. On the right, there is a section for 'International Placements for Headteachers' with an 'Introduction' and a list of bullet points. A red arrow points from the text 'Click heading to enter conversation, debate etc, read all contributions and make your own contribution' to the 'Introductions' heading.

Click to access other pages within the community

Click heading to enter conversation, debate etc, read all contributions and make your own contribution

Page displays most recent contributions

## Working with different communities

### Making a contribution in a forum

This example is a conversation. You will probably have to scroll down past previous contributions. To make a contribution:

The screenshot shows a forum page titled 'Getting out of the SAT race'. It features a list of posts on the left and a main content area on the right. Six red boxes with arrows point to specific elements on the page, each labeled with a step number:

- Step 1:** Select the community you wish to work with from the drop-down list (points to the 'MCSE' dropdown menu).
- Step 2:** Click on the heading of the item to which you wish to contribute (points to the 'Getting out of the SAT race' thread title).
- Step 3:** Read through previous contributions (points to the first post in the thread).
- Step 4:** If contribution text box is not visible, click contribute opinion to see it (points to the 'contribute' button).
- Step 5:** Enter your contribution here (points to the text input area below the posts).
- Step 6:** Click contribute (points to the 'contribute' button at the bottom right).

All forums have a feature which allows for a collapsed view showing only the first few words of the contribution, the name of the contributor and the date. You can also filter the contributions to show only those with a specified date or dates, contributor, word or phrase in the text.

The screenshot shows a forum page titled 'Marketing and Promoting Your School'. It features a list of posts on the left and a main content area on the right. Two red boxes with arrows point to specific elements on the page, each labeled with a step number:

- Step 1:** Tick to choose the filter you wish to apply (points to the 'show filtered view' checkbox).
- Step 2:** Remove tick to return to detailed view of forum (points to the 'show collapsed view' checkbox).

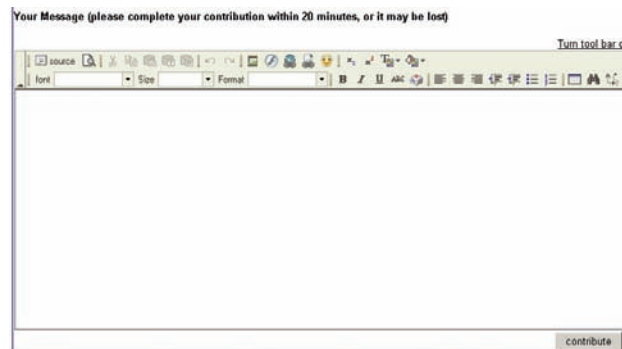
The main content area displays a list of posts with columns for 'title', 'written by', 'date', and 'read by'. The first post is titled 'Marketing and Promoting Your School' and is written by Dawn Groves on 15-03-2006.

NB: Steps may vary according to whether you are contributing to a conversation, discussion or debate.

## Working with different communities

### Using the text editor

Almost everywhere you type text in talk2learn you can use the built-in **text editor**, sometimes referred to as an **HTML editor**. Using the editor allows you to easily include paragraph and line breaks and enhance your contributions with bold, italics, different fonts, coloured text and bullet points.



The **text editor** enables you to format text with the standard formatting tools available in many familiar software applications (font, size, style, table, etc). Hover your cursor over a button to get a description of what it does.



## Working with different communities

### Toolbars



Cut, copy and paste: use as in other Windows programs



Undo/redo: use as in other Windows programs



Insert image: images must first be uploaded into the filing area of the community. Click on the insert image icon to see a list of all images in the community filing cabinet.

Click the image name to insert it into your contribution.



Insert hyperlink: allows you to insert a link to a website. Type in the text you wish to become the hyperlink (usually the title of the website). Highlight this text, then click the button with the globe and chain link symbol for inserting an external link. Type in the URL (web address) or the page you want to link to. Ensure you provide the whole web address including the http://



Insert internal link: allows you to link to another resource within talk2learn. You can make links to other documents and items in talk2learn and to other websites. Click this button: then select a community, tool, or folder and then select the document or forum you wish to link to. Please note that if documents and items are moved afterwards, the link may be broken.

**Note:** if you use Internet Explorer as your browser, you may find that URLs typed into a forum contribution box will automatically become live links. This does not work in Firefox and other browsers.



Insert smiley: click to insert a range of smileys into your contribution



Text colour: select text and choose colour



Background colour: select text and apply a background colour



Format: provides a range of pre-set heading styles



Fonts: choose from a range of fonts



Font size: choose from a range of font sizes



Bold/italic/underline



Alignment: left, centre or right aligned



Indent/outdent: use as in other Windows programs





Bullets/numbering: select text and click icon to add bullet points or a numbered list



Insert Table; Search; and Replace

### Copying from MSWord

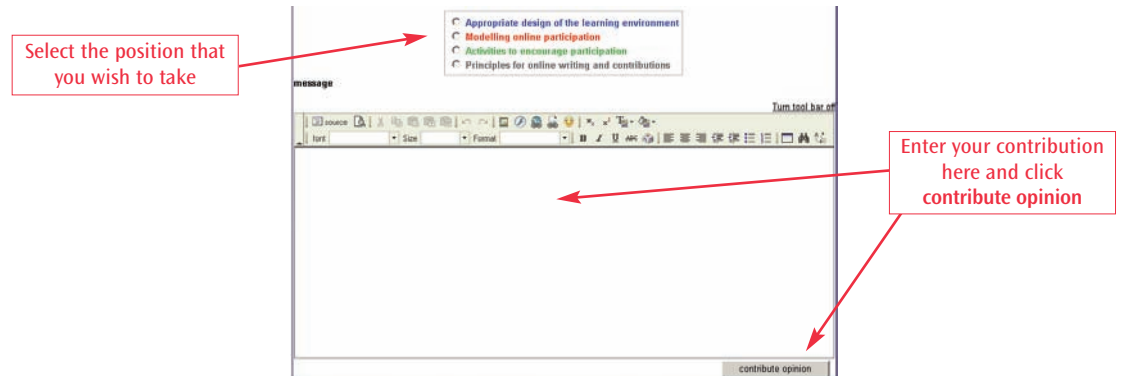
Some people like to write in a Word document and then copy their text into talk2learn. The text editor has a special tool for this that makes the text compatible and saves the styles. Just copy the text from Word as usual. Then click the icon . That will bring up a box, where you paste in the text by holding down Ctrl and typing V, and save.

You can also use the clipboard text tool , which will strip out more of the styles, leaving you free to use the editor's formatting buttons.

## Working with different communities

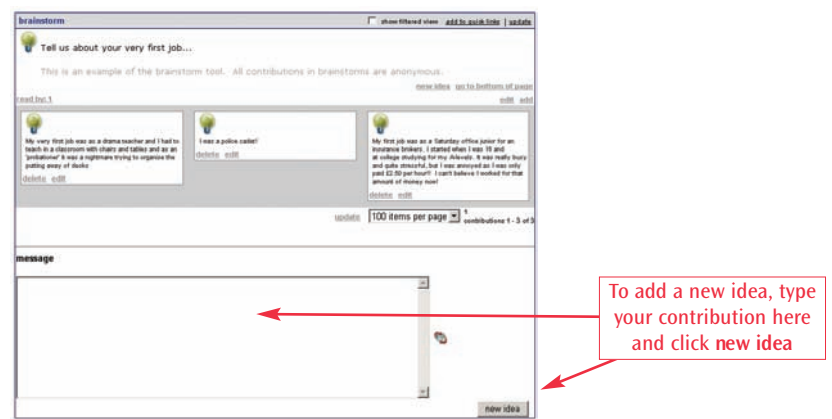
### Contributing to a debate

The debate tool requires contributors to take up a position in the debate.



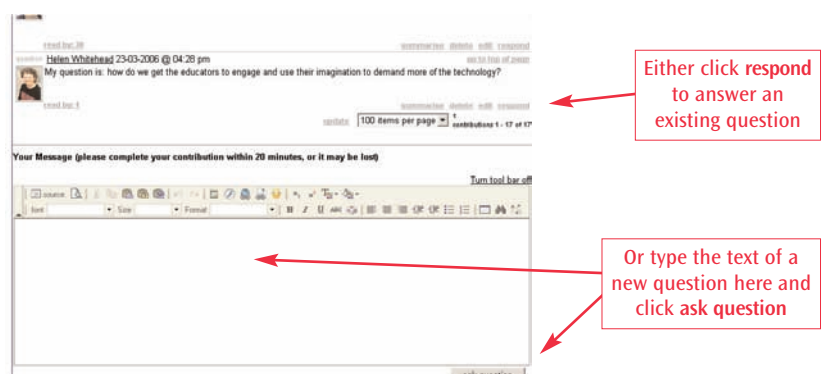
### Contributing to a brainstorm

An important feature of the brainstorm tool is that all contributions are anonymous. Add your contribution to the text box and click **new idea**.



### Contributing to a hotseat

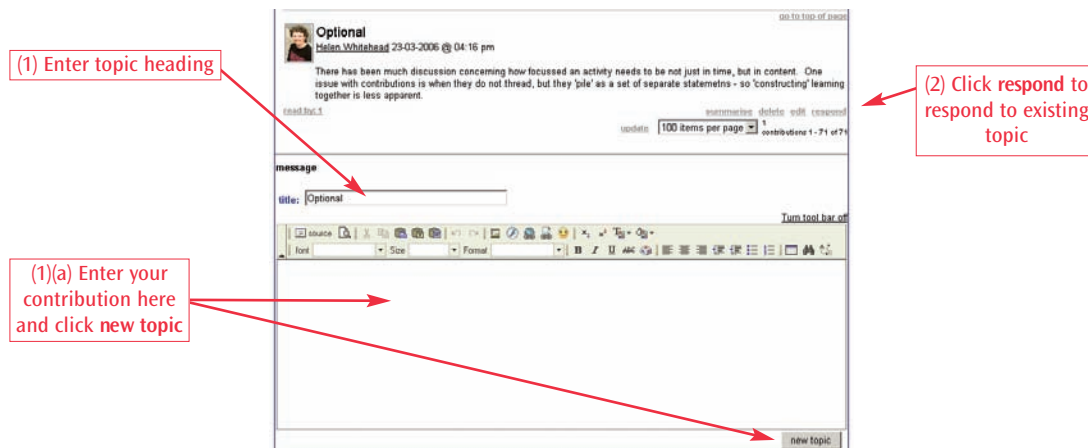
A hotseat allows community members to ask questions either of a hotseat guest or of each other.



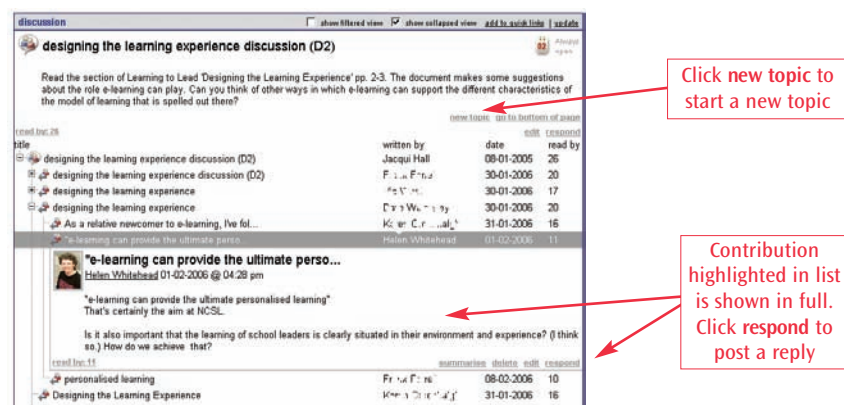
## Working with different communities

### Contributing to a threaded discussion

The discussion tool provides topic based discussions in which contributions on the same topic can be linked together. These are known as threaded discussions. When contributing to a discussion you will need to decide whether (1) you wish to start a completely new thread or (2) respond to an existing topic. The following screenshot shows the discussion in expanded view.



In collapsed view, the discussion displays the first few words (or title) of each contribution. Clicking on any item will display the full contribution *in situ*.

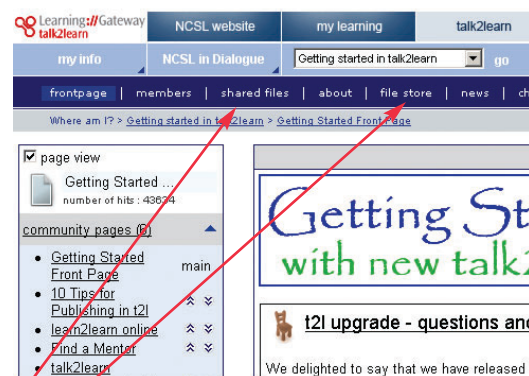
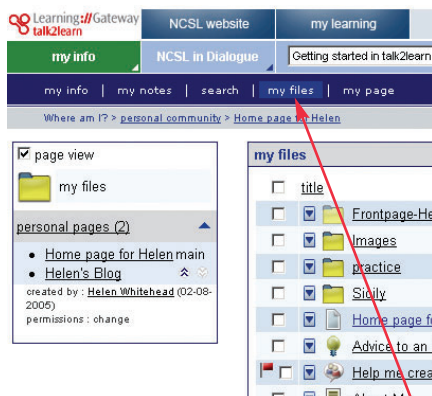


## Setting up forums and other items

As we have already seen, talk2learn provides a variety of different tools that can be used to encourage sharing and collaboration amongst community members and encourage users to contribute to various types of discussion. The tools available include conversations, discussions, debates, brainstorm and hotseats. In many communities, and on your own pages in your **my info** area, you can set up and publish forums and other items such as articles and images.

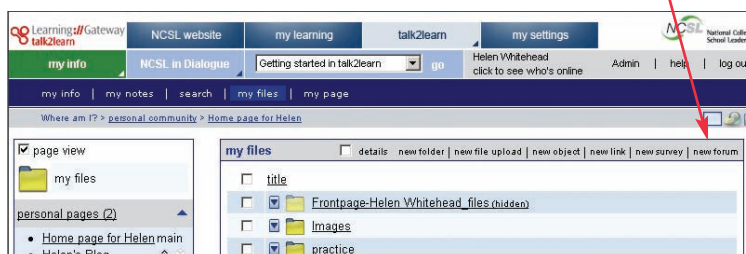
### Setting up a forum

**Step 1:** Select the community in which the item is to be placed or, if it is to be placed on your personal page, ensure your starting point is **my info**



**Step 2:** In my info select my files or, in a community, select shared files or file store

**Step 3:** Select new forum



## Setting up forums and other items

The screenshot shows the 'my files - forum' configuration page. Red arrows point to specific fields with the following annotations:

- Step 4: Add a title** points to the 'title' text input field.
- Step 5: Select type of forum** points to the 'type of communication forum:' section, where 'conversation' is selected.
- Step 6: Enter the detailed description of the forum** points to the large text area for the 'description:'.
- Step 7: Set start and end date** points to the 'open from' and 'to' date/time pickers in the 'customise opening hours' section.
- Step 8: Click Save** points to the 'save' button at the bottom right of the form.

This is a close-up of the 'customise opening hours' section. It shows the 'forum is open for contributions in the period' option selected. The 'open from' date is set to 18:36 on 2004-11-03, and the 'to' date is set to 18:36 on 2004-11-17. There are 'cancel' and 'save' buttons at the bottom right.

You may be prompted to complete other options according to the type of forum selected.

Depending on where you created the item, it will be stored either in **shared files** or the **file store** of the community or in **my files** in the **my info** area. It will remain there until you decide to publish it on a page.

## Editing a forum

To make amendments to the text of a forum.

**Step 1: Open the forum**

The screenshot shows a forum post titled 'Top Tips' with the text: 'What is your Top Tip for using talk2learn for someone who has got past the basics and wants to make the most of the facilities?'. At the bottom of the post, there is an 'edit' link. A red arrow points to this link with the annotation:

- Step 2: Click edit**



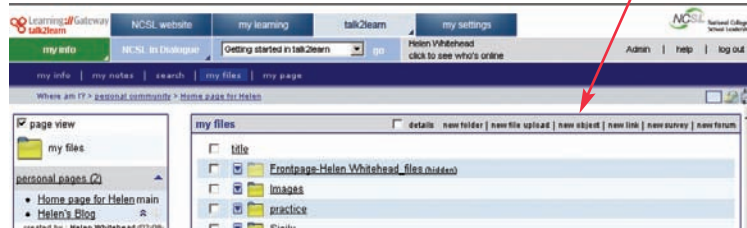
# Setting up forums and other items

## Setting up an article

Step 1: Select the community in which the item is to be placed or, if it is to be placed on your homepage or other personal page, ensure your starting point is my info

Step 2: In my info select my files or, in a community, select shared files or file store

Step 3: Select new object



Step 4: Give the article a title

Step 5: Select articles

A screenshot of the 'new object' form. The form has a 'title' field with the text 'This is an article' and a 'description' field. Below these fields are several radio button options: 'pages', 'articles', 'shared document', 'list', and 'external object'. The 'articles' option is selected. At the bottom right of the form are 'cancel' and 'save' buttons. A red arrow points from the 'Step 4: Give the article a title' text to the 'title' field. Another red arrow points from the 'Step 5: Select articles' text to the 'articles' radio button.

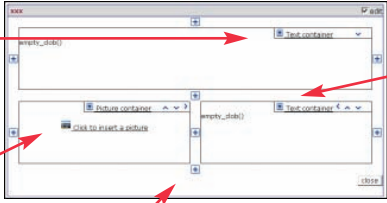
Step 6: Click save

Step 7: Choose a template to make it easy to arrange text and images

A screenshot of the 'new' template selection dialog. It shows a grid of five different templates. At the bottom right of the dialog are 'next' and 'cancel' buttons. A red arrow points from the 'Step 7: Choose a template to make it easy to arrange text and images' text to the first template in the grid.

Step 8: Click next

## Setting up forums and other items



**Step 9:** Click Text container and select edit contents to start the html editor. Enter your text and click save

**Step 10:** Click to insert a picture – images can be uploaded directly onto the page

**Step 11:** If you need to change a text area to display an image or vice versa, click the down arrow and select delete content. You will then be given the option to insert text or image

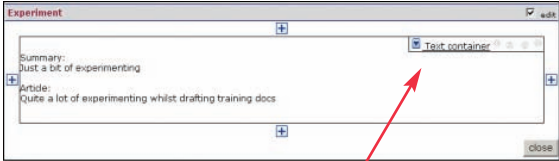
**Step 12:** If you wish to add more text or another image, click on the plus sign at the point where the new item is to be positioned

**Step 13:** Click close to view your article

Depending on where you created the item, it will be stored either in **shared files** or the **file store** of the community or in **my files** in the **my info** area. It will remain there until you decide to publish it on a page.

### Editing an article

If you need to make changes to the article:



**Step 1:** Open the article from my files, shared files or the file store as appropriate

**Step 2:** Click edit

**Step 3:** Click arrow or link words and select edit content

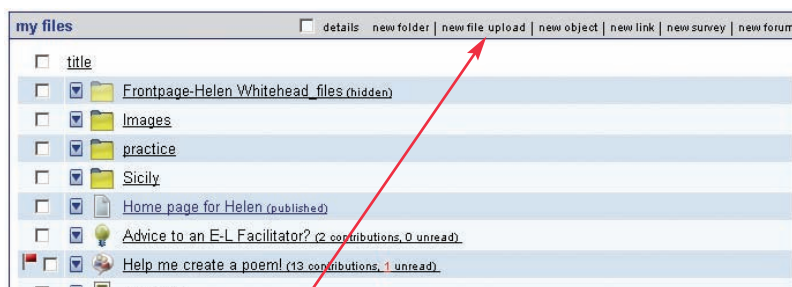
## Setting up forums and other items

### Uploading a file

The file upload feature can be used for uploading files such as Word, Excel and PowerPoint as well as image files in .jpeg or .gif format. Multiple files can also be uploaded rather than having to upload each file individually.

**Step 1:** Select the community in which the item is to be placed or, if it is to be placed on your personal page, ensure your starting point is my info

**Step 2:** In my info select my files or, in a community, select shared files or file store



**Step 3:** Select new file upload

**Step 4:** Browse to locate the file on your computer

A screenshot of the 'my files - upload file' form. It has fields for 'file name:', 'title:', and 'description:'. There is a 'Browse...' button next to the 'file name:' field. Below the 'description:' field, there are links for 'common' and 'metadata', and a checkbox for 'open in new window'. At the bottom right, there are 'save' and 'cancel' buttons. A red arrow points from the 'Browse...' button to the 'file name:' field.

**Step 5:** Give the file a title (or leave the file name as default) - description is optional

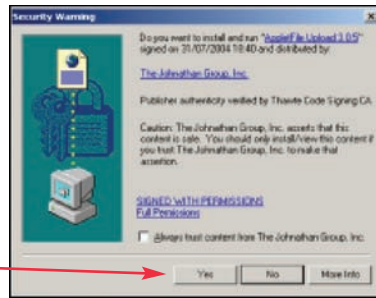
**Step 6:** Click save

### Uploading multiple files

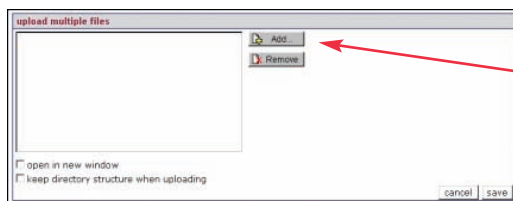
A screenshot of the 'my files - upload file' form, identical to the one above. A red arrow points from the 'upload multiple files' button to the 'Step 1' text box.

**Step 1:** Follow steps 1 and 2 above and then click upload multiple files

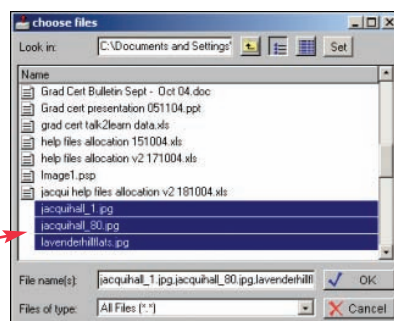
## Setting up forums and other items



Step 2: Click Yes to install applet

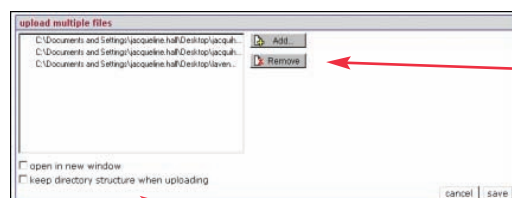


Step 3: Click Add...



Step 4: Locate and select the files to upload. Hold down the CTRL to select more than one file

Step 5: Click OK



Step 6: Check the list. Any unwanted files can be selected and removed

Step 7: Select appropriate options and click save - files should now be visible in the file store

## All about pages

All users of talk2learn have individual pages that can be used to publish information about themselves or their interests. All communities also have pages on which information is published to their members. As a starting point, all communities have a **front page** and all users have a **homepage** allocated to them. More pages can easily be added as required.

A variety of different items can be placed on pages.

Some items can be placed immediately on the page by clicking on that option on the page template and following the instructions. These items include:

- text
- images
- spaces
- lines, or
- votes

Forums and articles need to be created first in the **my files** area or in the **file store/shared files** area of a community.

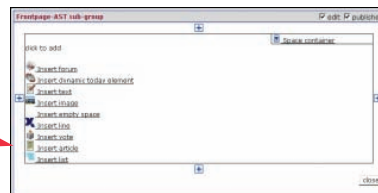
The steps described below apply to both community pages and individual users' pages.

### Adding a forum or article to a page



Step 1: Go to the page you wish to edit and place a tick in the edit box at the top right of the page

Step 2: To insert a forum or an article that you have already set up in the files, click Insert forum or Insert article as appropriate



## All about pages

Step 3: Choose the appropriate file store



Step 4: Choose correct folder or click on file store folder to display items. Then select the correct item from the list that displays

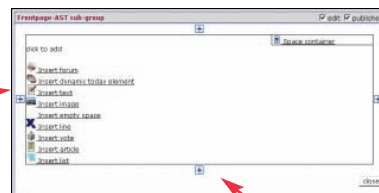
Step 5: Your item will now appear on the page. Click close to view it

## Adding other items to a page



Step 1: Go to the page you wish to edit and place a tick in the edit box at the top right of the page

Step 2: Click on appropriate item to add text, image, empty space, line or vote



Step 3: If you wish to add more items, click on the plus sign at the point at which the new item is to be positioned

## All about pages

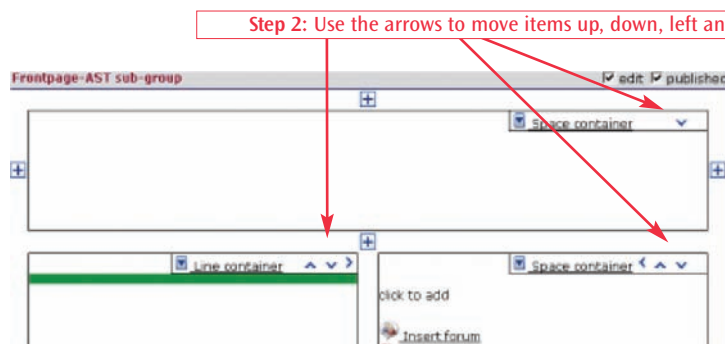
To add the following items:

- Text:** the html editor will display and you can type text directly into it (see page 11)
- Image:** you can either select the image from the file store or upload an image directly
- Empty space:** you will be prompted to set thickness and alignment
- Line:** you will be prompted to set thickness, alignment and colour
- Vote:** you will need to complete the title of the vote, the question and alternative responses. Further response boxes can be added by clicking **add alternative**.

### Moving an item on a page

Items can be easily moved around on pages.

**Step 1:** Go to the page you wish to edit and place a tick in the edit box (top right)



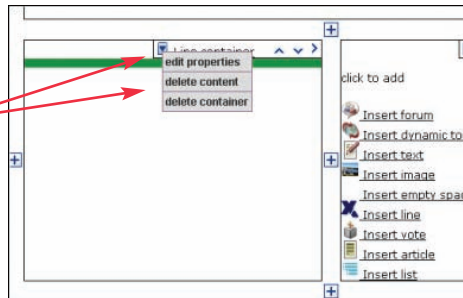
**Step 3:** Click close

## All about pages

### Deleting an item from a page

Step 1: Go to the page you wish to edit and place a tick in the edit box (top right)

Step 2: Click down arrow and select **delete content** – this will leave the container in place. **Delete container** will remove content and container



Step 3: Click close

### Adding more pages

Each community will automatically have a page (front page) available for publishing items which is viewable by all community members. Every user also automatically has his/her own homepage and this is viewable by all talk2learn users. However, if one page is not enough, more pages can easily be added.

Step 1: Select the community in which the new page is to be added or, if you wish to add a new page in your own personal area, ensure your starting point is my info

Step 2: In my info select my files or, in a community, select shared files or file store

Step 3: Select new object





## All about pages

Step 4: Click pages and enter a title

The 'new object' dialog box has a 'title' field and a 'description' section. Under 'description', there are three options: 'pages', 'articles', and 'forums'. The 'pages' option is selected. A red arrow points from the 'Step 4' text to the 'pages' option.

Step 5: Click save

Step 6: Choose a template  
(this can always be  
changed later)

The 'another page' dialog box has a 'template' section with several icons representing different page layouts. A red arrow points from the 'Step 6' text to one of the template icons.

Step 7: Click next and  
your page will display  
ready to receive new  
items

### Publishing a page

New pages added following the above instructions will not automatically be published but they will be saved in the file store. To publish a page:

Step 1: Select the community  
in which the new page is to  
be published or, if you wish  
to publish a new page in your  
own personal area, ensure  
your starting point is my info

Step 2: In  
my info select  
my files or, in  
a community,  
select shared  
files or file store

A file browser window showing a list of files and folders. The 'USA' folder is selected. A red arrow points from the 'Step 3' text to the 'USA' folder.

Step 3: Click to open  
the page that you  
wish to publish.  
NB you may need to  
open a folder to see  
the page



## My files, file store and folders

Within **my files** or the community **file store** (or **shared files**) it is possible to:

- drag and drop files into folders;
- drag and drop folders into other folders;
- delete, copy or move individual files and folders;
- mass delete, copy or move files and folders;
- copy files and folders into different communities.

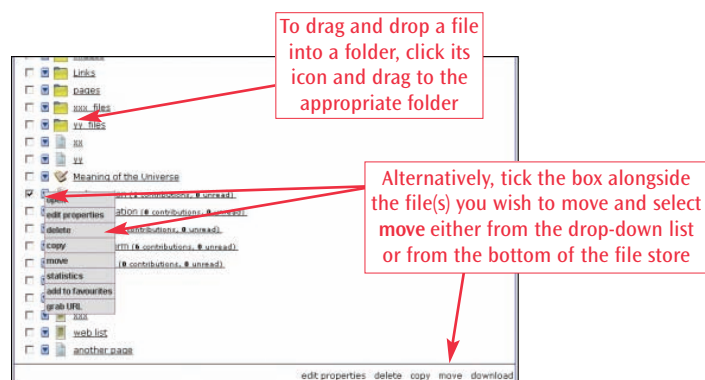
The filing areas also provide the facility to set up new items, including new pages, articles and forums.

### Moving files into folders

**Step 1:** Select the community in which you wish to work or go to **my info** if you want to work with your personal files

**Step 2:** In **my info** select **my files** or, in a community, select **shared files** or **file store**

**Step 3:**

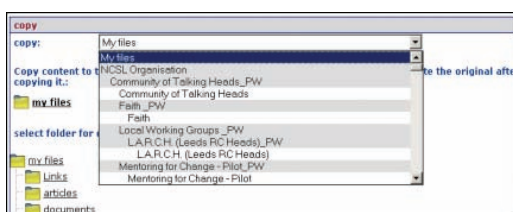


## My files, file store and folders

### Copying files

As above, but select **copy** (either from the drop-down list or from the bottom of the file store).  
For multiple files tick the boxes alongside the files and select copy from the bottom of the file store.  
Then select the target folder for the copies.

To copy files to another community, select as above but then select a community from the drop-down list:

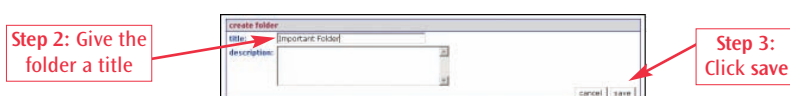


When you copy a forum you will have the option to tick a box to retain the original contributors' names on moving. If you leave the box unchecked contributions will appear in the copied forum anonymously.

### Deleting files and folders

As above, but select **delete** (either from the drop-down list or from the bottom of the file store).  
For multiple delete tick the boxes alongside the files and select delete from the bottom of the file store.

### Setting up folders and sub-folders



## Notes

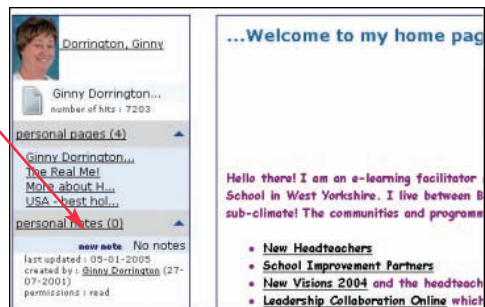
### Sending a note

Notes provide a quick means of communicating directly with other talk2learn users. There are a number of ways to send notes:

#### Method 1

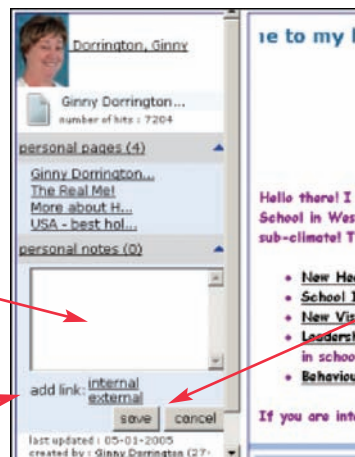
**Step 1:** Go to the home page of the user to whom the note is to be sent – either click on the user's name in a forum or use search on the my info page

**Step 2:** Click new note



**Step 3:** Enter text here

**Step 4:** If appropriate add links to items within talk2learn or to external websites



**Step 5:** Click save

**Step 6:** Click OK to confirm that you want to send the note

# Notes

## Method 2

Learning Gateway  
talk2learn

NCSL website my learning talk2learn my settings

NCSL in Dialogue my community memberships go Helen Whitehead click to see who's online help

my info my notes search my files my page

Step 1: From the my info tab select my notes

Step 2: Select new note

subject	first name	surname	date	type
<input type="checkbox"/> test note for reply	Aidan	Melling	15-03-2006	private
<input type="checkbox"/> Dear Helen	Michael	Fossey	02-03-2006	private
<input type="checkbox"/> Hello Helen, Would welcome advice on...	Michael	Fossey	01-03-2006	private
<input type="checkbox"/> Hi Helen, I was a bit late filling...	Matt	Parrott	14-02-2006	private
<input type="checkbox"/> Thanks Helen, I have to say that whe...	Michael	Fossey	06-02-2006	private
<input type="checkbox"/> Dear Helen	Michael	Fossey	05-02-2006	private
<input type="checkbox"/> Hi there Helen - went pretty well th...	Tam	Mason	29-01-2006	private
<input type="checkbox"/> Hi Helen - thanks ever so much for s...	Tam	Mason	27-01-2006	private

new note

Maximum of 1500 characters in a note.  
To send a note to one or more talk2learn members, select the Add recipient button.

to [Add recipient](#)

add link: [internal](#) [external](#)

send note cancel

Step 3: Click add recipient to search for user name

new note

Search to add receiver for the note

All search

No result from search, search again.

Add recipient cancel

Step 4: Enter name of person to whom note is to be sent and click search

new note

Search to add receiver for the note

Gillian McCalden All search

	username	location
<input checked="" type="checkbox"/> McCalden, Gillian	MCCALDEN_XI93HI	Mccalden, Gillian

Add recipient cancel

Step 5: Place tick next to name and click add recipient

## Notes

The screenshot shows a 'new note' dialog box. At the top, it says 'Maximum of 1500 characters in a note. To send a note to one or more talk2learn members, select the Add recipient button.' Below this, the 'to' field contains 'Gillian Mccalden' with an 'Add recipient' link. The main text area contains 'Hello Gillian,'. At the bottom, there is an 'add link' section with 'internal' and 'external' links. On the right side, there are 'send note' and 'cancel' buttons. Two red arrows point from a text box on the right to the text area and the 'send note' button.

**Step 6: Enter text for your note and click send note**

**Step 7: Confirmation that note has been sent will appear – click OK**

### Method 3

#### Sending notes to multiple users

Follow steps 1-5 above

**Step 6: Click add recipient again and search for another name. Repeat this until all names are added**

This screenshot is identical to the one above, showing the 'new note' dialog box with 'Gillian Mccalden' in the 'to' field and 'Hello Gillian,' in the text area. A red arrow points from the 'Add recipient' link in the 'to' field to the text box on the left.

# Notes

## Reading notes

Notes can also be viewed from my notes

Most recent notes can be accessed from the my info page

## Deleting notes

<input type="checkbox"/>	public	Welcome to talk2learn and the ASTs c...	Jacqui Hall	2004-08-16 private
<input type="checkbox"/>	public	Hi Jacqui		2004-08-15 public
<input type="checkbox"/>	private	Alpha Jacqui - look at the bb	David Whyte	2004-08-13 private
<input type="checkbox"/>	delete	Thanks Jacqui for the fabruetly term...	Kathy Seddon	2004-08-11 private
<input type="checkbox"/>		My setting is multi faith but with o...		2004-08-10 private

public private delete

Step 1: In my notes select message(s)

Step 2: Select delete

## Making notes public

By default notes are private and only you can see them. To make a note public, so that all members of a community or all visitors to your page can read it, follow the steps for deleting notes but choose the public option.

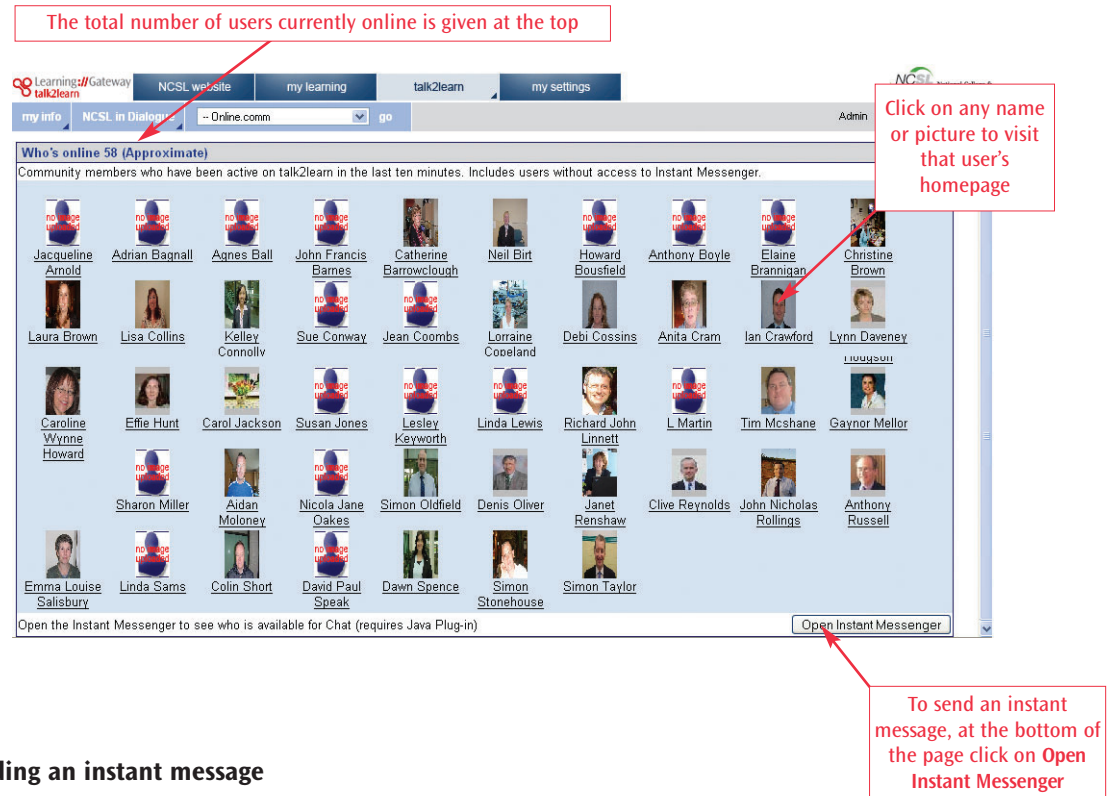


# Who's online and instant messaging

## Who's online

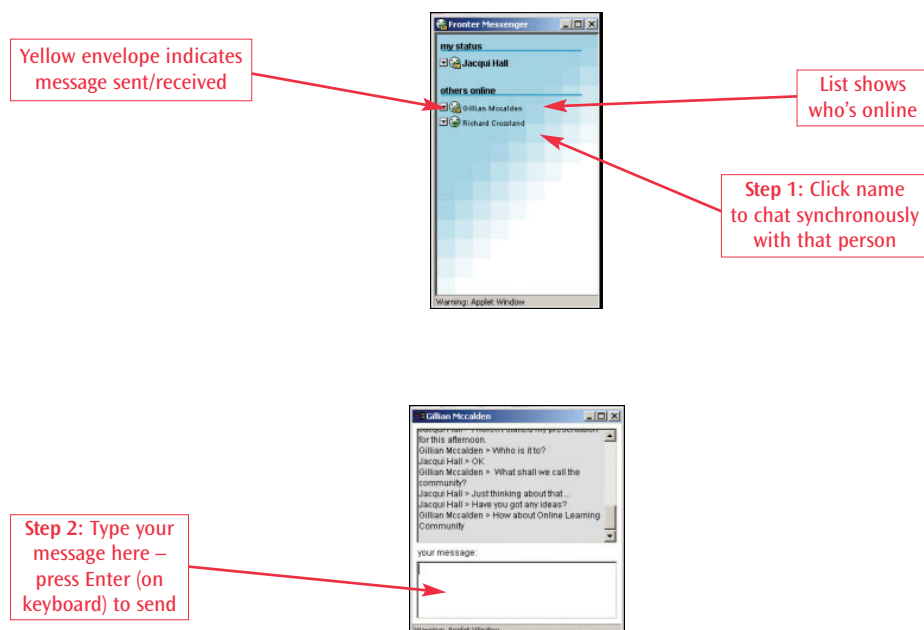


It may take some time for all the pictures to load.



## Sending an instant message

Instant messaging is a one-to-one synchronous communication that allows you to send and receive messages to another person who is currently online.



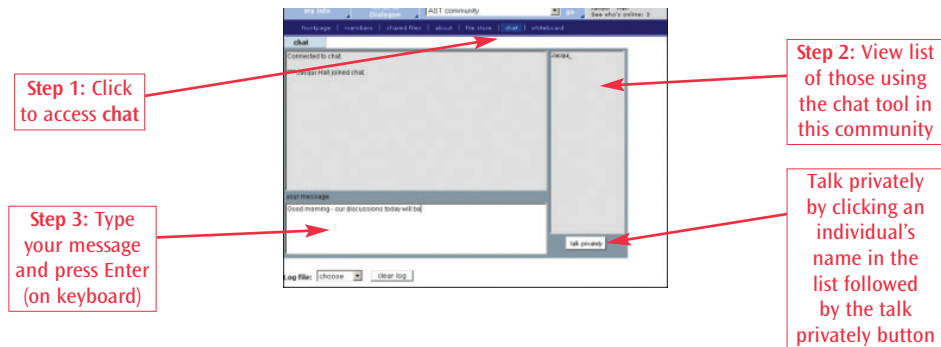
## Chat and whiteboard

talk2learn now provides two synchronous communication tools: chat and whiteboard. Chat provides a facility for a group of users to meet online at a specified time for real time discussion. The whiteboard again enables synchronous online communication in a graphical interface allowing discussion to take place around diagrams, flow charts, pictures and other images.

## Using chat

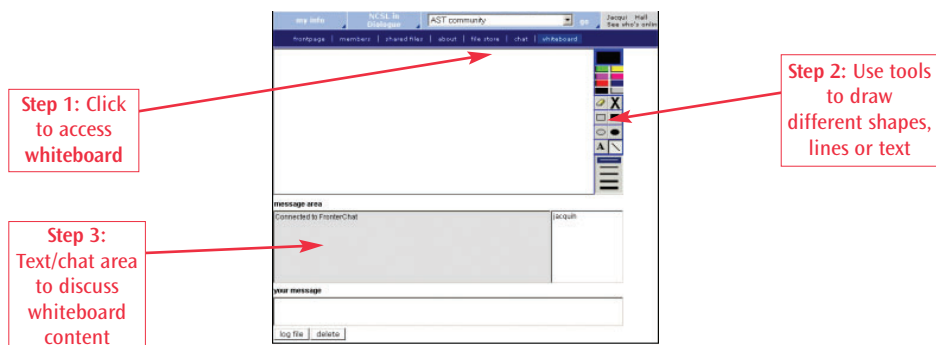
The chat tool will not necessarily be available in all communities. It is for the community manager to decide whether to add the tool.

There are technical requirements to use chat. Contact the helpdesk for further information.



## Using the whiteboard

The whiteboard tool will not necessarily be available in all communities. It is for the community manager to decide whether to add the tool.



## Support

NCSL Helpdesk tel: 0845 601 3032

email: [ncsl.support@bt.com](mailto:ncsl.support@bt.com)

For more information about talk2learn online communities and the learning gateway visit [www.ncsl.org.uk](http://www.ncsl.org.uk)

learn2learn online (available to all users in my learning) is an online mini-course which will take you through using talk2learn and more.

**National College for  
School Leadership**

Triumph Road  
Nottingham NG8 1DH

T: 0845 601 3032  
F: 0115 872 2001  
E: [ncsl.support@bt.com](mailto:ncsl.support@bt.com)  
W: [www.ncsl.org.uk](http://www.ncsl.org.uk)