

Creating resources


Within Glow Learn four types of resources can be created:

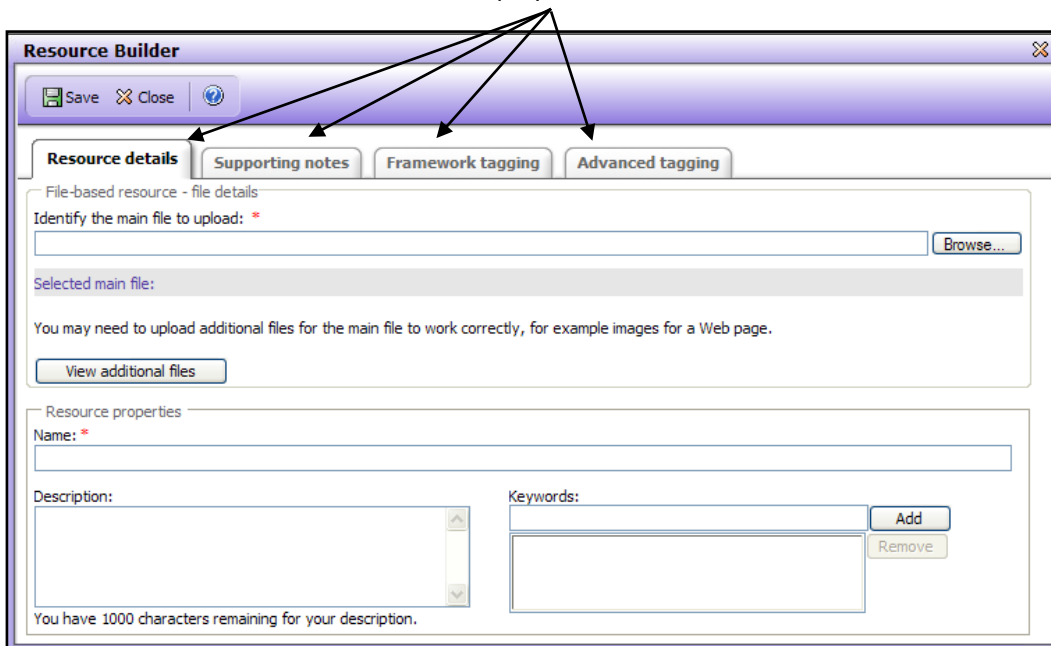
- **A file-based resource:** a file or set of files uploaded to Glow Learn, for example a document, slideshow, sound file or video clip
- **A link-based resource:** a link to a website
- **A test:** an online assessment constructed from a choice of question types, most of which can be marked automatically
- **A simple text resource:** a short instruction or comment, for example a reference to a worksheet or textbook.

Creating a file-based resource

Before uploading any file to Glow Learn, it is essential to consider copyright implications and whether you have the right to use the material. Links to useful sources of information about copyright are given on the final page of this guide.

To create a file-based resource:

1. In Glow Learn, ensure that you are in 'Planning' view. If you are not, click on the drop-down menu at the top right of the screen and select **Planning**.
2. Click on the **Resources** tab.
3. The 'My Resources' folder is already selected and new resources will be saved here by default. If you wish to save your resources in a sub-folder which you have already created in My Resources, click on the **+** sign next to 'My Resources' to view the other folders. Click to select the folder in which to save your new resource.
4. Click on the **Create a new resource** icon 
5. The 'Resource Builder' window will open. Select **A file-based resource** and click **OK**.
6. The 'Resource Builder' window will now display four tabs.



7. To start completing the 'Resource Details' tab, first click **Browse**.
8. Navigate to the current location of the resource, for example on your computer's hard drive or on your school's network.
9. Select the file you wish to upload and click **Open** (on a PC) or **Choose** (on a Mac).
10. If additional files are required to make the main file work correctly (e.g. images required for a web page) click **View additional files**. On the 'Additional files' window click **Browse**, navigate to the current location of the file, select the file and click **Open** (PC) or **Choose** (Mac). Click **Add** and then **OK**.
11. Next, fill in the 'Resource properties' section:

The screenshot shows a 'Resource properties' window with the following fields:

- Name:** Unit 2b - Health and Safety
- Description:** Introduction to H&S unit of Business Admin course. (950 characters remaining)
- Keywords:** RIDDDOR| (with 'Add' button)
- Keywords List:** health and safety, legislation, accidents (with 'Remove' button)

- **Name:** a name will be suggested automatically, but if you prefer you can edit this to make the name more meaningful
 - **Description:** type in a meaningful description of the resource. This is optional, but could be used to provide other users with an indication of the content and the purpose of the resource. Adding a description will also make the resource easier to retrieve, both by yourself and by other users.
 - **Keywords:** this is optional, but it is good practice to enter some keywords that will make the resource easy to retrieve by you and by others. Enter a keyword and click **Add** or press the Enter key. Alternatively, enter multiple keywords separated by semi-colons (take care not to include a semi-colon at the end of the list) and then click **Add**.
12. If you wish, you can click **Save** to save the resource at this point and close the 'Resource Builder' window. Note that closing the 'Resource Builder' window will not prompt you to save.
However, it is good practice to give further information on the other three tabs of the 'Resource Builder' window.
You can use the 'Supporting notes' tab to attach any supporting materials, such as an answer sheet, that you want to accompany the resource. You can add support materials for teachers (visible only to teachers) and support materials for pupils (visible to both pupils and teachers).
 13. Click on the **Supporting notes** tab. Click the appropriate **Browse** button to locate the relevant file, select the file, click **Open** (PC) or **Choose** (Mac). Then click **Add**. Repeat for any other support materials you wish to add.
 14. You can save the resource at this point, or you may wish to go on to use the other two tabs of the 'Resource Builder' window

Use of the 'Framework tagging' tab is optional, but it is good practice to tag your resource to framework objectives. This will make your own curricular planning easier in the future and help any other teacher with whom you share your resource.

15. Select the **Framework tagging** tab.
16. In the left-hand pane use the drop-down menu to select a set of framework objectives. Currently, Glow Learn holds framework objectives for Early Years, 5-14 and for National Qualifications. Curriculum for Excellence Experiences and Outcomes will be added in Spring 2010.
17. Click on the **+** signs to expand the tree structure, as far as you wish. Click to select an objective and then click **Add**. If you want to select more than one, hold down the Ctrl key (on a PC) or Command key (on a Mac) and click the required objectives. Click **Add**.
18. The selected objective(s) will appear in the right-hand pane. If you wish to remove any of them, select the objective(s) and click **Remove**. Note that a resource can be tagged with objectives from a number of different frameworks.
19. You can save the resource at this point, or you may wish to go on to use the final tab of the 'Resource Builder' window

Use of the final tab, 'Advanced tagging', is also optional, but again will help other teachers using your resource. Each field is optional, so you may wish to use some criteria and not others.

20. Select the **Advanced tagging** tab.

Fill in any relevant fields:


- **Activity Type:** select one or more activity types then click **Add**.
- **Interactivity type:** choose one option from the drop-down menu. Place the mouse pointer over the drop-down menu to view a tooltip with further information on activity types.
- **Interactivity level:** select an interactivity level from the drop-down menu.
- **Difficulty:** select an option from the drop-down menu
- **Learning time:** enter a learning time in minutes
- **Language:** select an option from the drop-down menu, to indicate what language is used in the resource
- **Rights information:** use these options to indicate whether Cost or Copyright restrictions apply to this resource. Note that indicating a restriction does not release you from your copyright responsibilities.
- **Notes:** this option is only available if the 'Copyright' box was selected. Information about copyright restrictions can be entered. Adding information about a copyright restriction does not release you from your copyright responsibilities.

21. This is the final stage of creating a file-based resource. Click **Save**. Your resource will be saved directly into 'My Resources', or into the sub-folder you selected in step 3. Note that closing the 'Resource Builder' window will not prompt you to save – always click the **Save** button.

Note: when creating a file-based resource, you are uploading a **copy** of the original file to the Glow Learn database. Therefore, if you make a change to the original file, for example, on the school network, this change will not be reflected in the version held in Glow Learn. If you want the revised version of the file to be available within Glow Learn, upload it again (see page 21 for information on editing a resource).

Creating a link-based resource

The second type of resource which can be created within Glow Learn is a link-based resource. This provides a link to an existing website. It can be a useful means of making a web link available to pupils.

1. In Glow Learn, ensure that you are in 'Planning' view. If you are not, click on the drop-down menu at the top right of the screen and select **Planning**.
2. Click the **Resources** tab.
3. The 'My Resources' folder is already selected and new resources will be saved here by default. If you wish to select a sub-folder within 'My Resources' click on the **+** sign next to 'My Resources' to view the other folders. Click to select the folder in which to save your new resource.
4. Click on the **Create a new resource** icon 
5. The 'Resource Builder' window will open. Select **A link-based resource** and then click **OK**.
6. The layout of the 'Resource Builder' window is similar to that seen when creating a file-based resource.


On the 'Resource Details' tab enter the URL of the relevant web site. The URL can be typed in or can be copied and pasted from the Address bar in a browser window, when visiting the web site.

7. If you want to check that the URL is correct, click **Test**. If the link is correct, the web site will open in a new window or tab.
8. Fill in the 'Resource properties' section:
 - **Name:** the URL will be inserted automatically, but it is generally advisable to edit this and put in a shorter and more meaningful name.
 - **Description:** type in a description of the resource. This is optional, but provides other users with an indication of the content and the purpose of the resource.
 - **Keywords:** this is optional, but it is good practice to enter some keywords that will make the resource easy to retrieve by you and by others. Enter a keyword and click **Add**, or enter multiple keywords separated by semi-colons and then click **Add**.
9. Having completed the required information on the 'Resource Details' tab, you can click **Save** to save the resource and close the 'Resource Builder' window. Note that clicking on the close icon will not prompt you to save. You may instead wish to go on to provide further information about the resource on the other tabs of the 'Resource Builder' window. These tabs are used in exactly

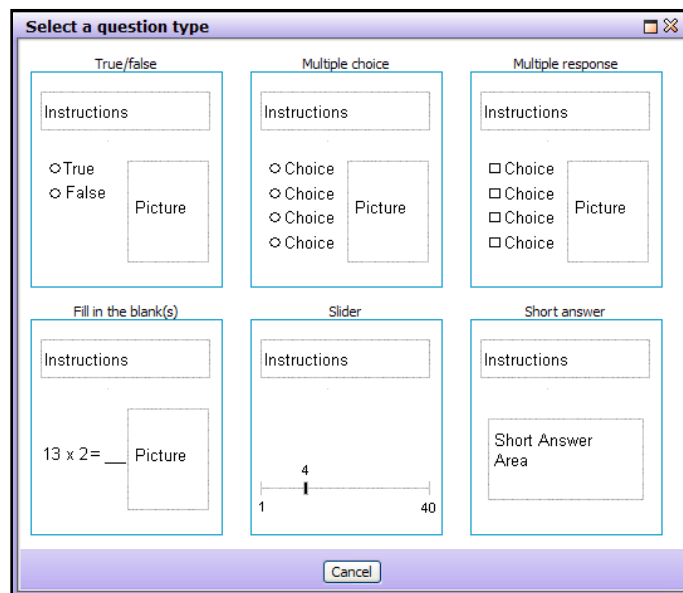
the same way as described previously for file-based resources. The resource will be saved in 'My Resources', or in the sub-folder of it selected in step 3.

Creating a test resource

The third type of Glow Learn resource is a test. This allows you to create assessment materials which can be assigned to pupils as part of a course. You can create online tests using a choice of question styles, most of which are marked automatically. Both formative and summative assessments can be created.

1. In Glow Learn, ensure that you are in 'Planning' view. Click the **Resources** tab.
2. The 'My Resources' folder is already selected and new resources will be saved here by default. If you wish to select a sub-folder within 'My Resources' click on the **+** sign next to 'My Resources' to view the other folders. Click to select the folder in which to save your new resource.
3. Click on the **Create a new resource** icon 
4. The 'Resource Builder' window will open. Select **A test** and then click **OK**.
5. The layout of the 'Resource Builder' window is similar to that seen when creating a file-based or link-based resource.

On the 'Resource Details' tab, you can create the test questions, add instructions and decide on the test format. To begin creating questions click **New**. There are six question types from which to choose. You can use different question types within the same test.



6. Click on one of the question types. Examples of the different types are shown on the following pages.
7. For all question types, complete the following:
 - **Text:** enter the text of the question.
 - **Image:** if you want to include an image in the question, click **Browse**. Navigate to the required image, select it then click **OK**.

- **Tooltip:** if you have added an image, it is useful to enter a short description of it. When pupils work through the test, a tooltip will appear if they move their mouse over the image.
- **Marks:** enter the number of marks to be given for a correct answer. The range is from 1 mark to 999. Entering a marking scheme allows Glow Learn to mark most question types automatically, but you will still have the option to amend the marks before they are released to pupils.
- Other options are available, depending on the question type, as shown in the following examples:

True/false question type:

Click the radio button next to the correct answer.

Set the number of marks for the question.

Enter question details

Create a true/false question

Question

Text: *

Employers are completely responsible for the health and safety of their employees.

You have 2918 characters remaining for your Question.

Select an image (if required):

Tooltip: Location: Browse...

Uploaded file: Remove image

Answer

True False *

Marks:

1

Save & New Save Close

Multiple choice question type: (one correct answer)

Click **Add Choice** to add more possible answers.

Click the radio button next to the correct answer.

Use the **Delete** buttons, if you wish to remove any of the answer choices.

Enter question details

Create a multiple choice question

Question

Text: *

A qualified first aider must attend refresher courses every ...

You have 2937 characters remaining for your Question.

Select an image (if required):

Tooltip: Location: Browse...

Uploaded file: Remove image

Answer

Add choice

<input type="radio"/>	year	Delete
<input checked="" type="radio"/>	2 years	Delete
<input type="radio"/>	3 years	Delete
<input type="radio"/>	4 years	Delete

Marks:

1

Save & New Save Close

Multiple response question type:

(1 or more correct answers)

Click **Add Choice** to add further possible answers.

Click the checkboxes next to the correct answer(s)

The screenshot shows the 'Enter question details' window for a 'Create multiple response question'. The 'Question' section has a text field containing 'Which documents must be completed when an accident has occurred in the workplace?'. Below this, there are fields for 'Tooltip' and 'Location', and a 'Browse...' button. An 'Uploaded file' section is also present. The 'Answer' section features an 'Add choice' button and a table with columns for 'Correct answers', 'Possible answers', 'Marks', and 'Delete'. The table contains three rows: 'Hazard/Fault Report Form' with a checked checkbox and a mark of 1; 'Accident Book' with a checked checkbox and a mark of 1; and 'Customer complaints form' with an unchecked checkbox and a mark of 1. At the bottom, there are 'Save & New', 'Save', and 'Close' buttons.

Allocate marks for the correct answer(s)

Fill-in-the-blanks question type:

Enter the question text, inserting { } braces around the item(s) you want to remove.

The screenshot shows the 'Enter question details' window for a 'Create a fill in the blanks question'. The 'Question' section has a text field containing 'RIDDOR legislation describes the legal duty on employers regarding safety in the workplace. RIDDOR is short for: The Reporting of _____, _____ and _____'. To the right, there is a 'Make blank' button and a note: 'Type { } braces around the item(s) you want to make blank, then click the 'Make blank' button.'. Below the text field, there are 'Tooltip' and 'Location' fields with a 'Browse...' button. The 'Answer' section has a table with columns for 'Correct answer(s)', 'Marks', and 'Delete'. It contains three rows: 'Injuries' with a mark of 1; 'Diseases' with a mark of 1; and 'Dangerous' with a mark of 1. At the bottom, there are 'Save & New', 'Save', and 'Close' buttons.

Then click the **Make blank** button.

Slider question type:

Choose whether the answer is an exact number, or whether any answer is a specified range is acceptable.

The screenshot shows the 'Enter question details' window for a 'Create slider question'. The 'Question' section has a text field containing 'Rate your understanding of this topic on a scale of 0 to 10. 0=I don't understand and 10=I understand well.'. Below this, there are 'Tooltip' and 'Location' fields with a 'Browse...' button. The 'Answer' section has radio buttons for 'Is equal to', 'Is greater than', 'Is less than', and 'Is between'. The 'Is between' option is selected, with input fields for '0' and '10'. To the right, there are fields for 'Slider range: 0 to 10', 'In steps of: 1', and 'Initial pointer position: 5'. A 'Preview' button is located at the bottom right. At the bottom of the window, there are 'Save & New', 'Save', and 'Close' buttons.

Choose the range and scale for the slider.

Choose the initial position for the pointer.

Click the **Preview** button to see how the slider will appear in the test question.

Short answer question type:

Short answer questions are not automatically marked.

When you review pupils' work on the test, you will be able to award marks as appropriate.

The screenshot shows a window titled "Enter question details" with a sub-header "Create a short answer question". It contains a "Question" section with a text area containing the question text: "Describe how your project group has tackled the H&S. Did things go according to plan? Did the group complete the task within the given timescales? What could have been improved?". Below the text area, it states "You have 2822 characters remaining for your Question." There is a "Select an image (if required):" section with "Tooltip:" and "Location:" input fields and a "Browse..." button. Below that is an "Uploaded file:" section with a "Remove image" button. A "Marks:" section has a text input field containing the number "10". At the bottom, there are three buttons: "Save & New", "Save", and "Close".

- To save this question and finish the process of adding questions, click **Save**. To save the question and continue adding further questions, click **Save & New**.

Having created questions for your test, it is possible to amend the test or add further details.

The screenshot shows the "Resource Builder" interface with several tabs: "Resource details", "Supporting notes", "Framework tagging", and "Advanced tagging". The "Resource details" tab is active. It features an "Add question(s)" section with "New" and "Edit" buttons. A list of questions is shown, with the first one selected: "A qualified first aider must attend refresher courses every...". To the right of the list are "Move up", "Move down", and "Remove" buttons. Below the list is the "Test details" section, which includes "Enter test instructions:" with a text area containing instructions: "Read the questions carefully, remembering the feedback you have received on previous work. In the last question ensure you give a sufficiently detailed answer." and "You have 841 characters remaining for your Instruction." There is also a "Select a test format:" section with two radio buttons: "Formal sequential - answer questions in strict sequence with only one attempt permitted" (selected) and "Informal free exploration - answer questions in any order and multiple attempts permitted". To the right of this section are input fields for "Total marks" (18), "High mark" (15), and "Low mark" (10). At the bottom, there is a "Resource properties" section with "Name:" (Unit 2b H&S assessment) and "Description:" and "Keywords:" fields with "Add" and "Remove" buttons.

Enter additional instructions, if you wish

Use the buttons here to change the order of the questions in the test, or to remove questions you no longer want.

Set high and low marks, if you wish.

Choose the test format.

- If you want to change the order in which the questions are presented, on the 'Resource Details' tab select a question and choose **Move Up** or **Move Down**.
- Enter instructions for the test. These instructions will be shown to pupils when they start the test.
- It is possible to give pupils the choice of answering the test questions in any order, or to direct them to answer the questions in sequence. In the 'Select a test format' section, choose either:

- **A Formal sequential test** (the pupil can make only one attempt at the test, must answer the questions in order, and must complete the test once begun. When the pupil completes the test, it is automatically submitted for marking.)
- Or **an Informal free exploration test** (the pupil can answer the questions in any order, can open, amend and save the test as many times as they wish. The pupil can choose when to submit the test for marking – and must remember to do so!)

12. The total mark for the test is calculated automatically, from the marks allocated for each individual question.

If you wish, you can set high and low marks. These marks are not displayed to pupils, but are visible to the teacher in 'Monitor and mark' view. They highlight the pupils who have scored particularly well or poorly in a test, subject to the criteria you set. If you do not wish to use this facility, leave zeros in these fields.

Having entered test questions and made appropriate choices about the instructions, format and marks, the rest of the 'Resource Builder' window can be completed.

13. On the 'Resource Details' tab, fill in the 'Resource properties' section by giving the test a name, a description and adding any relevant keywords.


The screenshot shows the 'Resource properties' section of the 'Resource Builder' window. It includes a 'Name' field with the text 'Unit 2b H&S assessment', a 'Description' text area with the text 'Assessment for the end of Unit 2b on Healthy and Safety, assessing pupils' understanding of employers' responsibilities. Last two questions ask pupils to assess their understanding and their performance in the group project.', and a 'Keywords' field with the text 'health and safety; RIDDOR; HSE'. There are 'Add' and 'Remove' buttons next to the keywords field. A message at the bottom says 'You have 777 characters remaining for your description.'

14. You can save the resource at this point, or go on to use the other tabs of the 'Resource Builder' window. Remember that closing the 'Resource Builder' window will not save the information you have entered – it is essential to click the **Save** icon. The other tabs of the 'Resource Builder' window are used in exactly the same way as described for file-based resources earlier in this tutorial. The resource will be saved in 'My Resources', in the sub-folder selected in step 3.

Creating a simple text resource

The final type of Glow Learn resource is a 'simple text resource'. This option allows teachers to give information, instructions or reminders. A 'simple text resource' can be used very effectively when accompanying other resources which have been collated to form a course. Details on how to build a course are given in Tutorial 3. Examples of use may include a reference to a textbook, instructions about the order in which a number of activities should be undertaken, or a reminder about working methods.

1. In Glow Learn, ensure that you are in 'Planning' view. If you are not, click on the drop-down menu at the top right of the screen and select **Planning**.
2. Click the **Resources** tab.

3. The 'My Resources' folder is already selected and new resources will be saved here by default. If you wish to select a sub-folder which you have previously created in 'My Resources', click on the **+** sign next to 'My Resources' to view the other folders. Click to select the folder in which to save your new resource.
4. Click on the **Create a new resource** icon 
5. The 'Resource Builder' window will open. Select **A simple text resource**.
6. Enter the required text and then click **OK**.
7. For a simple text resource there are no options to add further information or to tag it.
The new resource will be saved in 'My Resources', in the sub-folder selected in step 3.

Editing a resource

Having created a number of different types of resource, you may want at some point to edit them, for example to amend the description or tagging information. You may also wish to edit a file-based resource to upload a modified version of a file.

1. In Glow Learn, ensure that you are in 'Planning' view. If you are not, click on the drop-down menu at the top right of the screen and select **Planning**.
2. Click the **Resources** tab.
3. Click the **+** signs to expand the tree structure.
4. Locate and select the resource you want to edit. Details of the resource will be displayed in the right-hand pane.
5. Either double-click on the resource name in the left-hand pane or click **Edit** in the right-hand pane.
6. The 'Resource Builder' window will open, displaying details of the resource. The name, description, keywords and tagging can all be modified, if required.
7. If you wish to amend a file-based resource by uploading an amended version of any of the associated files ('main file', 'additional files' or 'supporting files') click on the appropriate **Browse** button. Navigate to the required file, and click **Open** (PC) or **Choose** (Mac).
8. Click **Save**.

Viewing details of a resource

1. In Glow Learn, ensure that you are in 'Planning' view. If you are not, click on the drop-down menu at the top right of the screen and select **Planning**.
2. Click the **Resources** tab.
3. Click the **+** signs to expand the tree structure.

4. Locate and select the resource you want to view. Summary details of the resource, including the name, description and resource owner, are displayed in the right-hand pane.
5. Click **Info** to view a list of the file(s) that make up the resource, along with any supporting notes and tagging details.

Resource owner

Main file

Supporting file

Tagging information

Resource details

Name: Unit 2b - Health and Safety

Description: Introduction to H&S unit of Business Admin course.

Resource Owner: A. Robertson

Unit 2b - Health and Safety

Supporting notes:
Teacher Notes

[Teachers notes for unit_2b_intro.doc](#)

Framework Tagging

- Develop safe working practices and an awareness and understanding of the health and safety practices in employment
- Develop a knowledge and understanding of the administrative processes which support business
- Develop a knowledge and understanding of the nature and importance of administration
- Develop personal effectiveness by demonstrating and maintaining good working practices

Advanced Tagging

Activity Types:	Opener, Whole Class Teaching
Interactivity type:	Mixed
Interactivity level:	Low
Difficulty:	-
Learning Time:	-
Language:	-
Rights Information:	
Cost:	No cost information found
Copyright restrictions:	No copyright information found
Notes:	

The resource is not currently included in a course

Launching a resource

The process of launching a resource from 'Planning' view is generally used simply to check that the resource is working correctly. However, this process could also be used to launch a resource for whole class teaching.


1. In Glow Learn, ensure that you are in 'Planning' view. If you are not, click on the drop-down menu at the top right of the screen and select **Planning**.
2. Click the **Resources** tab.
3. Click the **+** signs to expand the tree structure.
4. Locate and select the resource you want to launch. Details of the resource will be displayed in the right-hand pane.
5. Click **Launch**. Click **Yes** on any security messages that are displayed.
6. Depending upon the resource type and settings on your computer, the resource may launch in a new browser window, or a new tab, or in the relevant application (as long as the relevant application is on the computer).

For file-based resources, there may be a choice of opening or saving the file. Click **Open** to launch the file immediately, or click **Save** to save it to a location of your choice on your computer.

7. Once you have previewed the resource, close the application, or browser window, or tab, taking care not to close Glow entirely.

Flagging a resource

When you find an interesting resource, for example in the school or local authority shared folder, you may wish to flag (or mark) it so that you can easily find it again. This process creates a link to the resource, but does not copy it, so should be used only as a temporary 'bookmarking' tool.



1. In Glow Learn, ensure that you are in 'Planning' view. If you are not, click on the drop-down menu at the top right of the screen and select **Planning**.
2. Click the **Resources** tab.
3. Click the **+** signs to expand the tree structure.
4. Locate and select the resource you want to flag. Summary details of the resource are displayed in the right-hand pane.
5. In the toolbar click on the **Flag selected item** icon .
6. A link to the resource will be placed in your 'Flagged Resources' folder. To access the resource in the future, open the 'Flagged Resources' folder and click on the link.

Copying a resource

When you have created a resource in your 'My Resources' folder, you may want to make it accessible to others, by putting a copy of it into a shared folder. You are likely to have permissions to copy resources into your school's shared folder, but not into the Local Authority shared folder or the National Site.


Similarly, you may want to use a resource that is currently in a shared folder. In this case, copy the resource into your 'My Resources' folder and you will then be able to use or amend it, as you wish.

To copy a resource:

1. In Glow Learn, ensure that you are in 'Planning' view. If you are not, click on the drop-down menu at the top right of the screen and select **Planning**.
2. Click the **Resources** tab.
3. Click on the **+** signs to expand the tree structure.
4. Locate and select the resource you wish to copy. Click the **Copy** icon  on the toolbar.
5. Expand the tree structure, if necessary, to locate the folder into which you wish to copy the resource. Select the folder and click the **Paste** icon  on the toolbar.

Deleting a resource

1. In Glow Learn, ensure that you are in 'Planning' view. If you are not, click on the drop-down menu at the top right of the screen and select **Planning**.
2. Click the **Resources** tab.

3. Click the **+** signs to expand the tree structure.
4. Locate and select the resource you want to delete. Details of the resource will be displayed in the right-hand pane.
5. Click the **Delete** icon  in the toolbar. Alternatively, drag and drop the resource to the Recycle Bin.
6. On the confirmation window, click **Yes** to send the folder to the Recycle Bin or **No** to cancel.

Items can be retrieved from the Recycle Bin for up to 90 days.

Note: once a resource has been included in a course (as described in Tutorial 3), it will need to be removed from the course, before it can be deleted.

Similarly, if a resource is assigned to pupils as a piece of work to complete, it will need to be unassigned before it can be deleted. This is to ensure any tracking data regarding pupils' use of the resource is not inadvertently lost. More information on assigning work to pupils is given in Tutorial 4.