

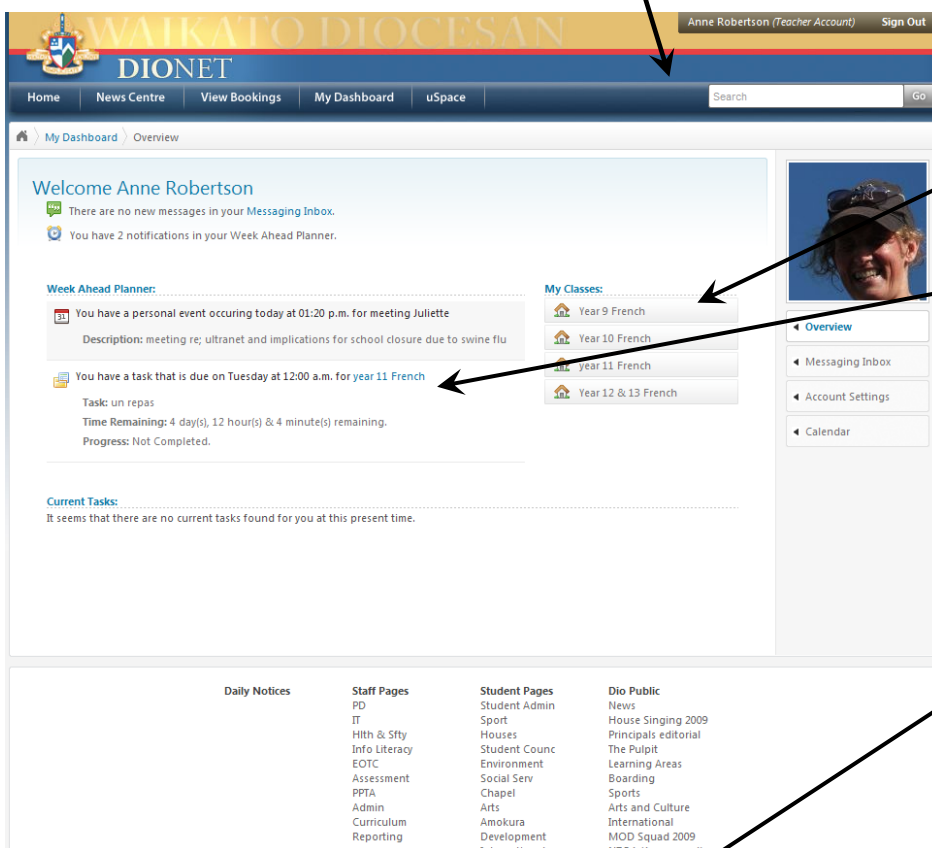
# Using Dionet

The key to start off with is "Keep It Simple"

I would suggest targeting one class to start off with, develop a home page for that class and do some basic activities. As you get to know the system and build your own confidence you can develop pages for other classes and increase the types of tasks and activities.

I will take you through the very basic start up steps so please bear with me and feel free to skip the bits you already know! I have tried to keep this quite basic so will skim by the more complicated editing sections; we can look at those later.

1. Open your web browser – Windows Explorer or Firefox or Safari (for Macs). If you are in school you just type *ultranet* in the address bar. If you are at home go to the school web page [www.waikatodiocesan.school.nz](http://www.waikatodiocesan.school.nz) and then click on *Dionet* and it will take you straight there.
2. You now need to log in – top right of the screen – and you will be taken to your Dashboard which will look something like this.



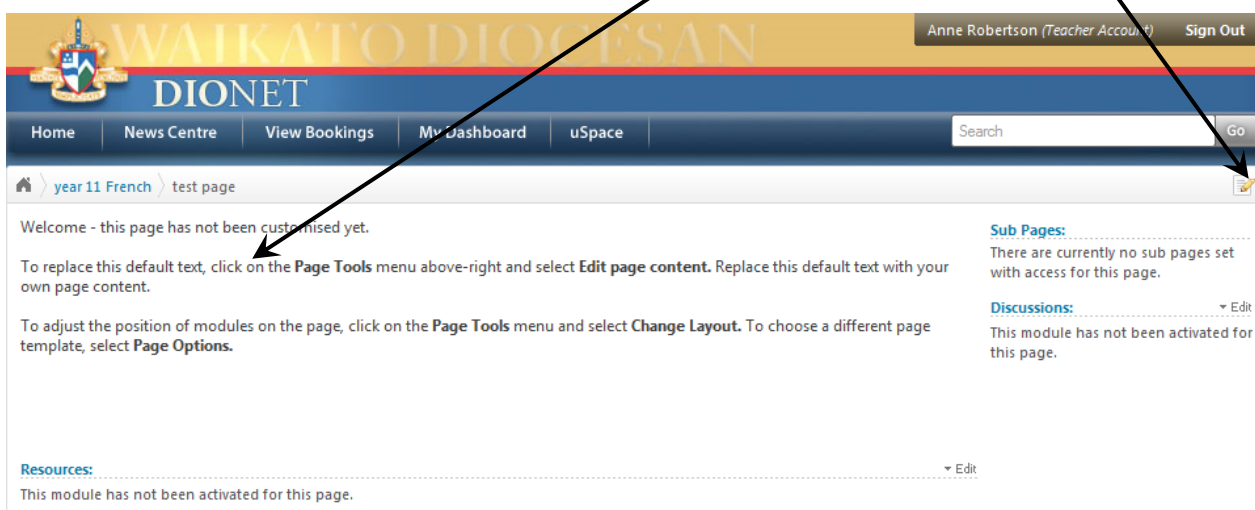
There is a space for you to put in a photo of yourself if you wish and write a brief description of yourself

Your classes will be listed to the left of your profile

On the far left are messages, calendar reminders etc.

You can set up what you want to appear on this page just like you would to set up a blog or podcast site or a Bebo or Facebook page. (more details on that later)

We will focus on your classes first - click on the class you want to work with and a more or less blank page will appear with some basic instructions on what to do to edit its contents. Click on the edit icon .....



...and this drop down menu will appear.

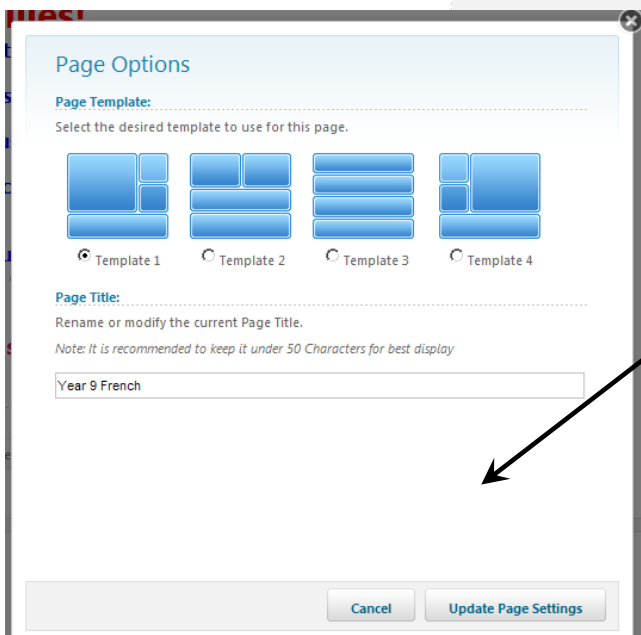
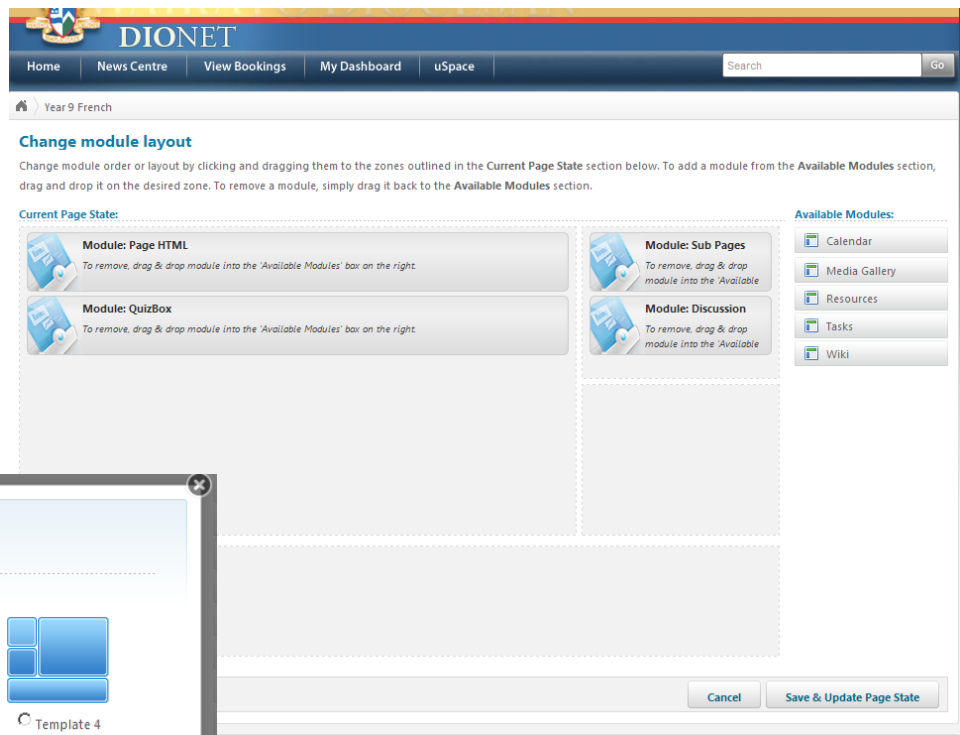
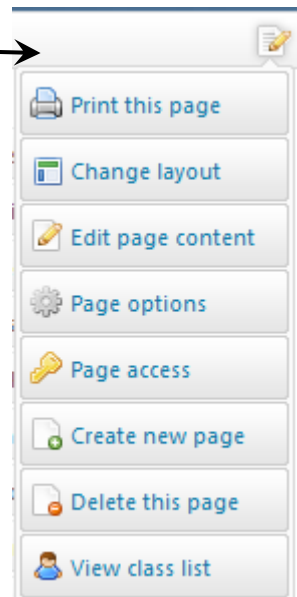
## SECTION 1 Editing Features

So what do all these icons mean? Most of them, as you can see, are self explanatory and if you click on them and have a bit of a play you will soon work them out. However, here is a quick guide:

It is worth noting that whenever you edit anything in Dionet you **must** finish off by "*saving*" or "*updating*".

**Print this page** – does what it says on the tin – the print dialogue box comes up, choose the printer you want to print to and hit Print!

**Change Layout** – this enables you to alter the layout of your page and add in or take out Modules. You can drag and drop whichever modules you want to wherever you want them on the page.



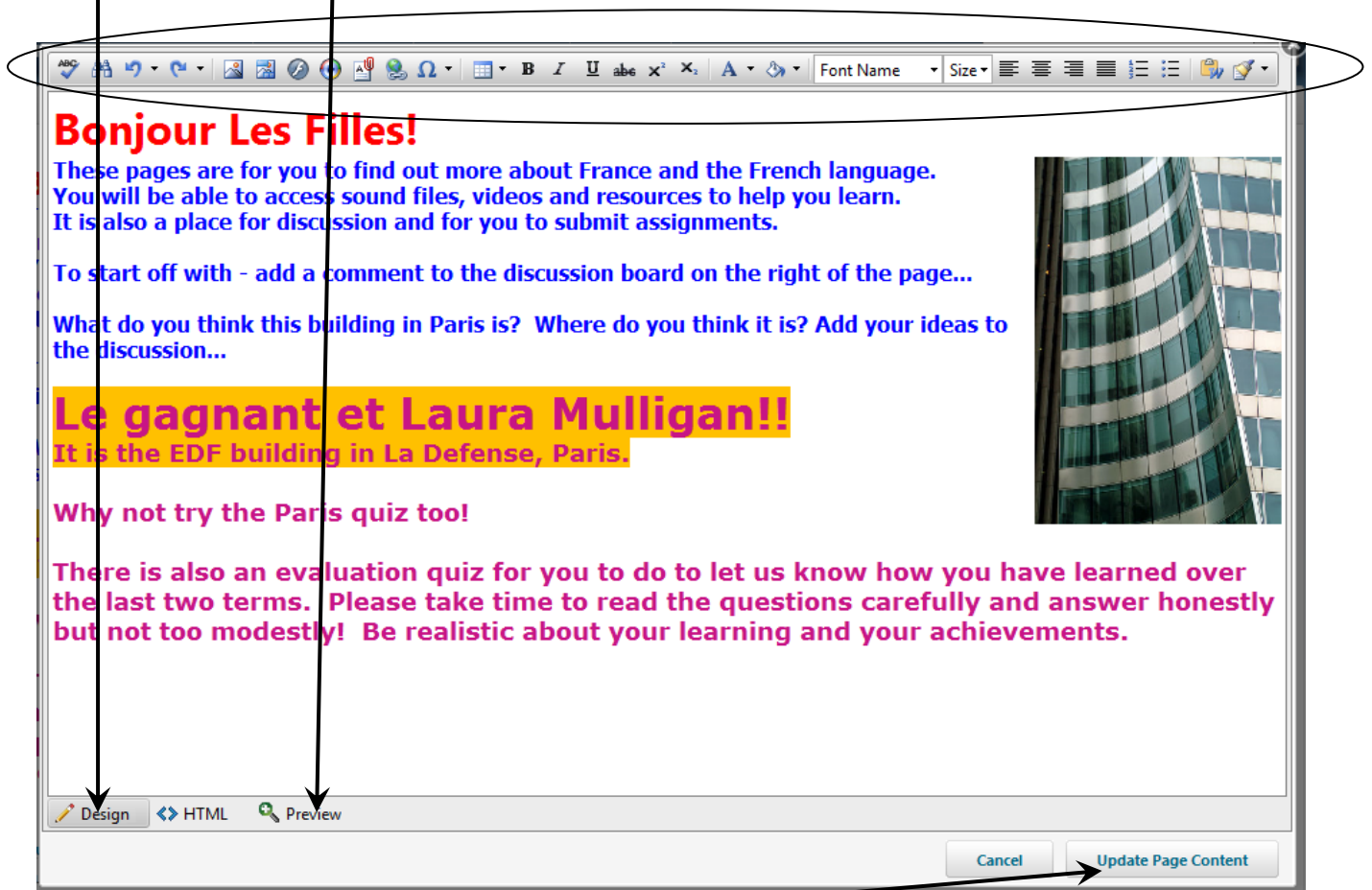
The **Page Options** icon lets you change the shape and balance of the page. There are 4 options to choose from, so you can decide what you want according to which modules (see below for more details) you have on your page.

**Page Access** – this gives you the option to add or remove classes which need access to the page. It is fairly self explanatory – it opens to a box that tells you who currently has access to the page and there is a tab which says "Add Access" where you can add classes from a scroll down list.

**Create New Page** – this lets you create a subpage for the page you are working on. Sometimes it is easier to have subpages with different topics on rather than putting links on your main page to those topics. It also keeps the pages smaller and more manageable. More explanation on this under “Sub Pages”

**Delete this page – be careful as once you delete a page it is not recoverable!** If the topic is completed and you no longer require the content, if it is out of date material and you just want a good old clear out, this is the button for you

**Edit Page Content** –This area lets you edit the content of your main page and the main pages of any of your sub pages. These can be edited in a similar way to Word Documents, you can upload media files, embed videos, insert pictures and weblinks, attach links to documents. You can use the **Preview** button to see what your page will actually look like on Dionet. The **Design view** shows this toolbar with many familiar icons. The **HTML** allows you more control but does require more knowledge.



**Don't forget to Update Page Content** when you have finished or all your hard work will be in vain!

**View Class list** – another obvious one. You can see who is in your class, you can send students messages – e.g. if you want to remind individual students to complete their work.

## SECTION 2 Available Modules

Okay, so to start off with you need to decide what modules to put on your page - remember you need to click on the **Change Layout** button. Drag and drop the modules you want into the places you want them on the page. Then click "Save and Update" at the bottom right of the page. You can keep on going back to move these around, so don't worry too much about layout to start off with. Once you have got started you will see how you want your page to look. What you need to know now is what each of the modules does. So here goes...

Year 9 French

### Change module layout

Change module order or layout by clicking and dragging them to the zones outlined in the **Current Page State** section below. To add a module from the **Available Modules** section, drag and drop it on the desired zone. To remove a module, simply drag it back to the **Available Modules** section.

**Current Page State:**

- Module: Page HTML**  
To remove, drag & drop module into the 'Available Modules' box on the right.
- Module: QuizBox**  
To remove, drag & drop module into the 'Available Modules' box on the right.
- Module: Sub Pages**  
To remove, drag & drop module into the 'Available Modules' box on the right.
- Module: Discussion**  
To remove, drag & drop module into the 'Available Modules' box on the right.

**Available Modules:**

- Calendar
- Media Gallery
- Resources
- Tasks
- Wiki

Cancel Save & Update Page State

**Resources** – This module lets you upload worksheets, powerpoints, student work, Smartboard pages, links to websites. You can upload anything you do in class or that you want the students to have access to to help their learning at home. This is the module that will be the most useful in the short term especially if we need to get work to students in the event of a school closure. Most of the modules follow the same patterns in terms of editing, and as this is the module that may be immediately of the most use we will look at it more closely.

All the modules need to be **activated** once you have pulled them into the page from the "Change Layout" option. Initially you will get a box like the one below.

### Resources:

This module has not been activated for this page.

▼ Edit

Click on "Edit" and you will get a menu like the one below. (1) Click on "Install Module" and you will get a box that says that there are no resources. (2) Click "edit" again and then click on "Create a New Folder" – this gives you a box (3) to insert a name for your folder. You can then go back to "Edit" and "Add a Resource". You can upload files from your computer, link to websites or embed web objects.(4)

(1)

### Resources:

- ▶ Install Module.
- ▶ Create a New Folder.
- ▶ Add a Resource.

▶ Close Edit

This module has not been activated for this page.

(2)

Resources:

▼ Edit

There are no resources found within this page.

(3)

Specify a title for the new resource folder.

Folder Title:

(4)

Upload File    Upload Multiple Files    Link to Website    Embed Web Object

Use this tool to attach documents or files to your page.

File to Upload:

Place in Folder:

Resource Title:

**Always** remember to click the "Create folder" or "Create resources" or "upload" buttons which are usually on the bottom right of the box.

**Page HTML** – is like the **Home Page** for that class or topic. This is editable in a similar way to Word Documents, you can upload media files, embed videos, insert pictures, link to web sites, attach links to documents. (see above under *Edit Page Contents for example*) I use it as a space to introduce the students to a new topic or section or point them to new activities. I try to update it reasonably often so that there is always something new on it to grab their attention.

Year 10 French > Mrs Robertson

# Bonjour les filles!

Well done all of you who correctly identified the bridge as "Le Pont du Gard". Great writing in French!

Merci de tout ce que vous avez écrit! C'était très intéressant de lire.... Thank you to those of you who contributed to the discussion! Have a look at the comments I have made. Hopefully you have made a copy of your work so that you can keep a record in your portfolio!

Your contributions about Hannah Montana are awesome! Great work! We have added some new powerpoints to help you practise and revise clothing - have a look as we will be finishing off the term with a fashion show, so you will need the vocabulary.

Our new topic is weather so I have uploaded some documents and powerpoints that will help you. Have a look at this website too - what is the weather doing in France?



Resources:

- Vocabulary lists

Sub Pages:

- Our recordings

Discussions:

- quel pont?
- Hannah Montana  
Thread title
- Emma Jackson

Tasks:

Current (3) | Planned (0) | Archived (0)

- Qu'est-ce que tu fais le
- Que fais-tu le weekend?
- Hannah Montana (Expired)

**Quizbox** – is a new feature to Ultranet and it allows you to set online quizzes with multi-choice answers. Good for revision of topics and evaluation tasks. It also has an **Evaluation task** which is a good way of getting the students to review what they have learnt and how well they have learnt it. You can set parameters like how long you want the quiz to be available, a time limit in which to do the quiz, how many attempts they are allowed, as well as whether you want to display the results and the class average. You put in as many or as few questions as you wish and you can use standard responses like Excellent, Good, Encouraging, or you can write your own which is great for making things more personal and user friendly. It is a good module to have a play with and very quick to set up. Short (say 5 questions) focused quizzes based on a recent lesson are great for the students to know that they understood it and also for you to know which bits of the lesson the class found more difficult.

**Discussion** – I find this a really useful module and it was the first thing I did with all my classes. It is a good way of getting the students confident about using the Ultranet and a good way of getting communication going. I started off just asking them to post comments about what sorts of activities they found most useful in lessons, how they learnt at home etc. Interesting feedback for me, and they could also see each other's posts and comment on them which gave them more ideas. I have since used it to set mini competitions – e.g. I put a photo on the "Home Page" and ask for some information about it – prizes for the best/first answers. For French it is great because I can ask them to post in French for quick, meaningful homework tasks. Just like the Quizbox, you can set parameters, delete it once it has been used, set a number of days before it deletes automatically. You can also set students to be moderators or editors if you want to give them some responsibility and encourage peer assessment.

**Calendar** – You can use this to set deadlines for assignments, give the students an idea of what topics you plan to cover in each lesson. In theory you can share it with them via their USpace pages so you can set reminders. A good way to encourage them to plan and get them to use their own calendars.

**Media Gallery** – this is the space where you can upload videos, music and photos. This could be a great space for Art work, Media Studies, Music, but any department will find that they can put a wealth of resources. I have had some success uploading sound files my classes have done to practise speaking French, but am still exploring the video uploads! You can also photograph student work such as wall displays, poems, posters and add them to the gallery.

**Tasks** – Set homework tasks for students. You have the space to create a task and include stimulus material and as many instructions as you wish. You can set a time scale in which it has to be done, you can view the students and see who has accessed the page who has started and who has completed the task. The students do the task on a word document and then upload to the task page – instructions for them are quite straightforward when they open up the task. (However, it is worth asking Lesley to make you a student and enrol you in your classes so that you can see what the student sees). Then you click on Download document and save to a folder on your computer. I have created a folder called “Ultranet work from Students” with subfolders for each class and then subfolders for each task.

**Wiki** – there are loads of great ways to use this to enable the students to do inquiry and collaborative learning even when they aren’t together in class. It is new Ultranet and so I have only just put one on my Year 10 page. I look forward to seeing how the girls take to it. It gives them the opportunity to plan work together, to review each other’s work, correct it and suggest alternative ways of expressing ideas. The set-up options don’t seem to allow you to set up small work groups but you can still plan class collaborative projects.

**Sub Pages** – you can add any number of sub pages which you can then set up as you wish in the same way as you do with your “Home” page. It is up to you how you organise your pages of work; you can just have one main page with different modules for Resources, Media Gallery, Discussions etc but this can become cluttered and lead to students having to scroll down a long way to get to things at the bottom of the page. It is better to spend some time planning in advance and building some structure to your page so that it is easy to navigate and more “user friendly”. Everyone will build their pages differently but this is how I try to build mine, just to give you an example.



This is my main page for Year 9 French. This introduces the French pages to the students and gives them some basic information. I have also included a **mini competition** which is linked to a **discussion**. I aim to change these fairly frequently to keep the girls coming back the page and maintain their interest.

**Bonjour Les Filles!**  
These pages are for you to find out more about France and the French language.  
You will be able to access sound files, videos and resources to help you learn.  
It is also a place for discussion and for you to submit assignments.  
To start off with - add a comment to the discussion board on the right of the page...  
What do you think this building in Paris is? Where do you think it is? Add your ideas to the discussion...

**Le gagnant et Laura Mulligan!!**  
It is the EDF building in La Defense, Paris.

**Why not try the Paris quiz too!**  
There is also an evaluation quiz for you to do to let us know how you have learned over the last two terms. Please take time to read the questions carefully and answer honestly but not too modestly! Be realistic about your learning and your achievements.

**QuizBox:**  
Current (2) | Planned (0) | Expired (0)

How well do you know Paris (Due 27 June 2009 at 09:28 a.m.)	50%
Ma famille (Due 18 July 2009 at 01:23 p.m.)	12%

**Sub Pages:**  
videos  
web links for learning French  
Mrs Robertson  
Ms MacKay  
Mme Pied  
Jeanne D'Arc  
Sound Files  
powerpoints  
worksheets

**Discussions:**  
What do you think?  
Thread title  
Laura  
New Thread title

At the bottom here there is a **Quiz Box** – just 7 questions with a time limit of 10 minutes and 3 attempts – non-threatening, a bit of fun, but it tells me what they know. There is also a **Self Evaluation** which asks them how well they think they know the topics we have covered this term.

Down the side of the page there are a series of **Sub Pages** which link to different topics or sections. For example there is a sub page where we have put Powerpoint presentations , another with videos, another with links to useful websites. Each of those sub pages also has sub pages according to topics which we are adding as we go through the year.

As a Department we also decided that we would have a common page for each Year Group with **Sub pages** for each class, so that all of the year group can access resources from the main page but we can put individual tasks or discussions on the class pages for our own classes.