ultranet

GETTING STARTED – RELEASE 1

RESOURCE FOR TEACHERS

SECOND EDITION

Home
Personalised home page for all users

eXpress Space
My personal space

Connect
A place to find websites and online activities

Design
A place for professional collaboration and learning

My Content
A place to store and search for personal, school and DEECD digital resources

Community
A place for my school's communities

Learning Tasks
A tool for planning, delivering and assessing learning activiites

Collaborative Learning
A place for student collaboration and learning

Learner Profile
Personalised learning information for and about each student

RELEASE 1

RELEASE 2

ultranet

State Government Victoria
Department of Education and Early Childhood Development

www.ultranet.vic.edu.au

The Victorian Government is committed to providing every child with every opportunity to succeed. The introduction of the Ultranet upholds this commitment by using the latest technology to connect the whole school community to support quality learning and teaching.

In line with the Blueprint for Education and Early Childhood Development, the Ultranet will unlock the full potential of information and communications technology in Victorian government schools and facilitate partnerships with parents.

The Ultranet brings to mind the concept of a 'classroom without walls' – a space where learning continuity is maintained as students move from class to class, year to year, and even from school to school. This is why having one online system for every Victorian government school is so important.

The Ultranet provides the opportunity for us to more easily differentiate the learning experience for students – using technology, tools and applications that are relevant to their lives. It also supports teachers to collaborate, share professional practice and interests with colleagues – not just in their own school but, for the first time, across Victoria.

As educators, we need access to the tools that will extend our creativity and innovation as 21st-century learning and teaching practice evolves. The Ultranet is one way that we can achieve this, as teachers can now access a powerful set of digital learning tools, resources and student data in one place – available anywhere, anytime.

From the end of September 2010, we will begin to invite parents onto the Ultranet, giving them a new window into their child's learning. Parents will be able to gain a better understanding of what teachers are trying to achieve with their child, facilitating open communication, shared understanding and common goals.

I look forward to watching our schools harness the endless possibilities the Ultranet offers for innovative learning and teaching practice.

Hon Bronwyn Pike MP
Minister for Education, Skills and Workforce Participation

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If every aspect of school improvement depends on highly skilled teachers and leaders, then the Victorian government school system is ready to embrace the potential of the Ultranet.

There is increasing acknowledgement of the work of Victorian government schools and the achievements that have been realised through all levels of our system working together. The number of educators who have participated in, and made a commitment to, their own development in order to provide high-quality learning environments for our students has been recognised internationally.

Schools in our system are places where everyone has the opportunity to learn and grow. It is within this context that teachers and school leaders will determine how the Ultranet can support more powerful teaching and learning, and how the expertise of colleagues throughout the system can be drawn on to benefit all students.

The Department of Education and Early Childhood Development (DEECD) considered the Ultranet in early 2004. Since that time a proof-of-concept has been trialled and the marketplace tested prior to entering into a contract with Australian firm CSG, using predominantly Oracle software. This contract is being delivered in partnership with the Office for Government School Education and will result in the creation of a virtual learning environment accessible to every student, teacher and parent in Victorian government schools.

Over the last decade, we have increased our knowledge about how effective schools create the conditions that support high-quality instruction and learning. With this in mind, we have implemented system-wide strategies to support our workforce to engage in this important work. The Department also initiated a wide range of projects that were designed to ensure that the full benefit of the Ultranet would be realised for every user.

Examples of these projects include:

> The provision of a high-quality broadband service to every school.

> The provision of a free internet service to every school.

> A large scale pilot of netbooks and an evaluation of their impact by the University of Melbourne.

> The creation of a standard suite of applications for all DEECD devices, including over 70 software programs suitable for students in all year levels.

> The training of 70 Ultranet coaches whose brief is to support Ultranet implementation and to train lead users in every school.

> The purchase and trial of a large number of digital learning objects and sequences that will complement the extensive resources already available in FUSE.

> An increase in the level of technical support available to schools and an assessment of each school's hardware and infrastructure to determine technical readiness for the Ultranet.

> A substantial upgrade of the wireless environment in all Victorian government schools.

> The development of an instructional model, e^5, to support greater understanding of the role of a teacher in generating improved learning for their students.

The Ultranet is the result of extensive collaboration between all levels of our system, and it has emerged through the persistence of a large number of people who understand the importance of this framework, *the missing piece of the technology puzzle*. This group of people wanted to ensure that Victorian educators, students and parents have access to an intelligent and responsive knowledge management framework that is web-based and accessible at all times.

The Ultranet can connect people, places and spaces to this information right across our state. Enjoy this opportunity to propel Victorian government school education into an exciting future; a future that embraces everyone.

Victorians log into your future … the Ultranet is here.

Darrell Fraser
Deputy Secretary
Office for Government School Education
May 2010

WHAT IS THE ULTRANET?

The Ultranet is an online student-centred learning environment that supports high-quality learning and teaching and connects students, teachers and parents.

It is a 21st-century online learning platform that takes learning beyond the walls of the classroom and provides a rich knowledge management framework for schools.

The Ultranet will:

> provide online anytime, anywhere access for students, parents and teachers;

> capture a complete record of student learning progress over time, from year to year and school to school;

> provide you with a rich, readily accessible source of information about each learner to inform personalised curriculum planning and delivery;

> provide you with the ability to readily plan, deliver and assess curriculum online;

> allow you to incorporate the use of Web 2.0 technologies to enable your students to communicate, collaborate, publish and share with peers within and across schools;

> provide ready access to quality digital learning resources;

> enable students to take greater responsibility for their own learning;

> enable you to communicate each student's learning progress more easily with parents/guardians;

> allow you to collaborate with colleagues in your school and in schools across Victoria; and

> facilitate knowledge transfer and sharing across schools and the system.

'The Ultranet is a high-tech vehicle; it will take a while to learn how to drive it but the journey and the destinations will benefit those who climb aboard.'

Graeme Henchel, Ultranet Coach

HOW TO LOG IN

Before you first log into the Ultranet, you must register in the Department's Identity and Access Management system (IDAM).

Registering in the Identity and Access Management System (IDAM)

1.	Go to http://idam.education.vic.gov.au/firstuse
2.	You will be presented with a screen to enter your Edumail username and password. Once entered, click 'Continue'.
3.	You will be presented with a second screen to confirm your Edumail password. Click 'Submit' to complete the registration. **You only need to do this once.**

Logging into the Ultranet

1.	Go to http://www.ultranet.vic.edu.au
2.	Enter your Edumail username and password.
3.	Click on and read the Ultranet Terms of Service.
4.	Tick the box to confirm that you will comply with the Ultranet Terms of Service.
5.	Select 'Login' and you will be directed to your personal Home page.

GLOBAL NAVIGATION

The Global Navigation icons appear at the bottom of the screen, allowing you to navigate easily to the spaces and tools available in the Ultranet. The icons are grouped into four colour themes: **green** (personal or collaboration spaces), **blue** (learning spaces), **purple** (content), and **orange** (resources, and tools for managing and customising spaces).

Home

Home provides a personalised home page for all users. It provides easy access to the Ultranet spaces and your most frequently used applications.

eXpress Space

The eXpress Space is a personal space. For students, it is viewable by Portfolio Viewers and includes a Profile, Learning Portfolio and Learning Goals. For teachers, it is viewable by Learning Contacts and Portfolio Viewers and includes a landing page, Wall, Profile and Portfolio.

Design

Design is a place for professional collaboration and learning facilitated by a range of Web 2.0 applications, including blogs and wikis (not available to students).

Community

Community is a place for your school's communities. This includes a space for your entire school community as well as other groups that exist within your school or extend across schools in Victoria.

Collaborative Learning

Collaborative Learning is a place for student collaboration and learning, where students and teachers can engage in learning activities using a range of Web 2.0 applications, including blogs, wikis and polls.

Learner Profile

Learner Profile is a place to find and record up-to-date information about each student you teach (Release 2).

Learning Tasks

Learning Tasks is a place for teachers to plan, deliver and assess learning activities, and for students to view and participate in learning activities (Release 2).

My Content

My Content is a place for teachers and students to store and search for personal, school and quality-assured digital learning resources.

Connect

Connect is a place for students to find reviewed websites and online activities. Connect is only available for students, and it links externally to the Connect Primary and Connect Secondary FUSE site, depending on the age of the student.

Actions

Actions is a pop-up menu where you can choose your applications for each page and customise each space. Select from Manage Pages, Change Layout, Add Applications, Edit Controls, and Flag Inappropriate Content (only appears in some spaces).

Utilities

Utilities is a pop-up menu providing access to the Control Panel, Email, Find People, Log Out, View Moderator Requests, the Bastow Institute of Educational Leadership and the Ultranet Support site.

PRIVACY

THE ULTRANET AND YOUR PRIVACY

As the Ultranet contains some personal information, it is important that all users understand their privacy rights and responsibilites. The *Victorian Information Privacy Act 2000* provides privacy standards when operating in a physical and/or an online world. Privacy law and policy exists to protect personal information from misuse.

The first thing to remember is that the Ultranet is not the internet – it is a closed, secure space for students, teachers and parents/guardians who are members of the Victorian government school community.

The Ultranet has strict access controls – only certified users are able to access it. These users must always log in with a username and password. All users are required to have a complex seven character password (in line with whole of Victorian government guidelines) and the level of access that a person has, depends on their role. 'Who can see what?' on page 7 shows you how access is controlled in Release 1.

PHOTOS IN THE ULTRANET

Official school photos of you will be uploaded annually from the school administration database into the Ultranet.

The use of student and staff photos is integral to the objectives of the Ultranet and, in particular, to supporting connections between students and their teachers. The Ultranet is a contained, secure environment with a specific educational purpose. Your photo will only be visible to teachers and students in your school and against your contributions within collaborative or community spaces.

If you do not want your photo to be uploaded to the school administrative database or the Ultranet, please notify your school.

How the Ultranet protects your privacy

> Defined roles and access rights control who can access information.

> Password policy in line with whole of Victorian government guidelines.

> As a teacher, you decide who sees your personal space (eXpress Space).

> Time-outs after 15 minutes and maximum session time of four hours.

> Staff personal information is taken from CASES21 and limited to name, photo and Edumail address (note that staff Edumail addresses are not exposed to students or parents).

> Ability to opt-out of having your photo displayed on the Ultranet.

> All online community spaces are moderated by a teacher (see page 13 for more information). It is easy to report any inappropriate content.

> No anonymous postings are possible – all postings are logged and can be audited.

> Processes have been developed for the expiry, destruction and archiving of information.

How to protect your privacy in the Ultranet

1. Don't share your password.

2. Shut down your browser when you finish a session (especially on shared computers).

3. Don't disclose personal information in online community spaces.

4. Understand who can see information about you in the different spaces on the Ultranet (see 'Who can see what?' on page 7).

Having access to a range of information about students has major benefits for teachers; however, it carries with it a responsibility to treat this information in line with privacy laws.

2. PRIVACY AND RESPONSIBLE USE

THE ULTRANET AND STUDENT PRIVACY

STUDENT INFORMATION

While the Ultranet will provide teachers with a rich source of up-to-date information about the learning progress and attendance of students within their school (in Release 2), it will not contain personal information such as contact details, date of birth or any medical, welfare or behavioural information.

Having access to a range of information about students through the Ultranet has major benefits for teachers; however, it carries with it a responsibility to treat this information in line with privacy laws. It is important to minimise the risk of misuse of student data, while still allowing teachers access to the data they need.

Therefore, the only purpose for which teachers should use student data from the Ultranet is when it is necessary to enable them to fulfill their official teaching or pastoral care duties to that student.

Student privacy is protected in the Ultranet in similar ways to teachers (see previous page). Students can always see who has access to their eXpress Space, even though their teachers are automatically given access when they apply to be a Portfolio Viewer.

THE ULTRANET STUDENT GUIDE

Information about privacy and safe and responsible use will be provided in the *Ultranet Student Guide.* This is to be distributed and explained to students when they receive their Ultranet Welcome Letter. The *Ultranet Student Guide* is available on the Ultranet Support site: www.ultranet.vic.edu.au/portal/web/support/home

The only purpose for which teachers should use student data from the Ultranet is when it is necessary to enable them to fulfil their official teaching or pastoral care duties to that student.

Protecting the privacy of others in the Ultranet

> Only access information on a need-to-know basis and ensure access is justified (related to educational or pastoral care).

> Don't make comments/observations about others or upload content that is:
> • not related to the educational context. This includes comments or information which refer to a student's medical history or behaviour;
> • unsubstantiated, based on hearsay, misleading or out of context; or
> • offensive, defamatory, racist, sexist, homophobic or bullying in nature.

> Don't use material/content that you find on the Ultranet for purposes other than education.

> Don't disclose personal information about other people.

> Don't upload photos of, or information about, others without their permission.

> Before sharing student work, consider whether you need to obtain their consent.

WHO CAN SEE WHAT?

Who can see my... eXpress Space

I am a...	Landing Page and Wall	Profile	Learning Goals	Learning Portfolio	Portfolio
Student	Not available to students	Members of my school community	My Portfolio Viewers	My Portfolio Viewers	Not available to students
Teacher	My Learning Contacts	Students in my school & DEECD staff[1]	Not available to teachers	Not available to teachers	My Portfolio Viewers
School Leader	My Learning Contacts	Students in my school & DEECD staff[1]	Not available to school leaders	Not available to schools leaders	My Portfolio Viewers
Non-teaching school staff member	My Learning Contacts	Students in my school & DEECD staff[1]	Not available to non-teaching staff	Not available to non-teaching staff	My Portfolio Viewers
Corporate DEECD staff member	My Learning Contacts	DEECD staff[1]	Not available to corporate staff	Not available to corporate staff	My Portfolio Viewers

Learning Contact: A person that a school staff member has invited, or has accepted following a request, to view their eXpress landing page and communicate via their Wall. This is a reciprocal relationship. Students do not have Learning Contacts.

Portfolio Viewer: For students, a Portfolio Viewer is a person who can view their Learning Portfolio and Learning Goals. For staff, a Portfolio Viewer is a person who can view their Portfolio. When a teacher requests to be a Portfolio Viewer of a student within the school, access is automatically granted, but expires on the 31st December each year.

See page 17 for more information about Learning Contacts and Portfolio Viewers.

Who can be my...   Who can see/join...

I am a...	Learning Contact	Portfolio Viewer	Type of Space	Community (General)	Community (My School)	Design	Collaborative Learning
Student	Not available to students	Teachers in my school					
Teacher	Students in my school & DEECD staff[1]	DEECD staff[1]	Open	School staff[2] can see and join automatically	Members of my school community can see and join automatically	DEECD staff[1] can see and join automatically	Students[3] and school staff[2] can see and join automatically
School Leader	Students in my school & DEECD staff[1]	DEECD staff[1]	Restricted	School staff[2] can see and request membership	Members of my school community can see and request membership	DEECD staff[1] can see and request membership	Students[3] and school staff[2] can see and request membership
Non-teaching school staff member	Students in my school & DEECD staff[1]	DEECD staff[1]					
Corporate DEECD staff member	DEECD staff[1]	DEECD staff[1]	Private	School staff[2] can be invited	Members of my school community can be invited	DEECD staff[1] can be invited	Students[3] and school staff[2] can be invited

[1] **DEECD staff** – all school and corporate staff; [2] **School staff** in all Victorian government schools; [3] **Students** in all Victorian government schools.
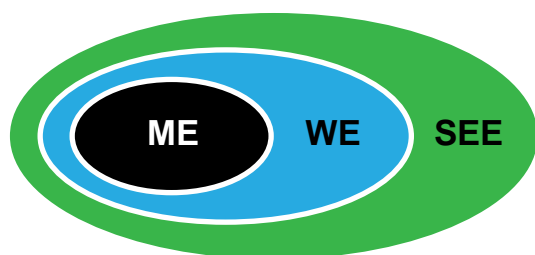
2. PRIVACY AND RESPONSIBLE USE

SAFE AND RESPONSIBLE USE

A teacher's duty of care to students extends to the Ultranet. Schools and teachers need to take positive, reasonable steps to protect students from harm when using this technology.

Teachers have an ongoing role in preparing and supporting students to use online environments safely and responsibly. While the Ultranet is a controlled environment, it is still an online space. Web 2.0 has changed the way we interact with technology. The Ultranet will open up the classroom to new learning experiences; however, it also presents some challenges in managing appropriate online behaviour.

Guidelines on safe and responsible behaviours when using the Ultranet need to be determined at a school level and students made aware of them. Students need to be taught how to keep both themselves and others safe on the Ultranet and more broadly on the internet.

The following diagram provides a useful way to think about the various types of online spaces that we use. Online spaces can be considered in terms of who the audience for that space is, or more simply ME, WE or SEE spaces. Each space has different levels of privacy and security. As users, whether we are teachers or students, we need to understand what type of online space we are in and the implications for using that space.

'A positive school culture can help develop responsible, ethical and resilient digital citizens who do the right thing, "even when no one is watching".'

Robyn Treyvaud,
Director of 'Cybersafe Kids'

ME SPACE

> A private 'Me' space where I am free to reflect, record my thoughts, take responsible risks and try new things. Only I can see it.

> Examples include notebooks, netbooks, personal devices and mobiles.

> **The Ultranet Home page and My Content are ME spaces.**

WE SPACE

> A collaborative 'We' space where I am able to share my work with a controlled/known group of peers or colleagues. I know who sees my content.

> Examples include SuperclubsPlus and school intranets.

> **The Ultranet eXpress Space, Design, Collaborative Learning and Community spaces are WE spaces. The Ultranet itself is a WE space.**

SEE SPACE

> A public space where the whole world can 'See' what I publish.

> Examples include: World Wide Web, school websites, online published newsletters, web conferencing events, published FUSE content, nings and Teacher Tube.

> **There are no SEE spaces in the Ultranet**

With permission: Professor Stephen Heppell

It is important to note that the Ultranet has only ME (private) and WE (controlled/known) spaces for teachers and students.

FOR ALL USERS, BEHAVING SAFELY ON THE ULTRANET MEANS:

> Not sharing your password with anyone – to protect your own (and others') privacy and personal information;

> Being aware of what space you are using, and who can see your comments;

> Understanding and modelling safe, responsible and ethical practices;

> Not uploading, or passing on, any content that may be harmful or hurtful to others;

> Not uploading content about or by others without their consent, e.g. photos, pieces of work; and

> Being proactive to act on or report issues or behaviours of concern.

SAFE AND RESPONSIBLE USE

HOW CAN WE SUPPORT SAFE AND RESPONSIBLE USE OF THE ULTRANET?

Safe and responsible use of the Ultranet can be achieved through a mix of technical controls and school policies and programs, as outlined below.

TECHNICAL CONTROLS

1. The Ultranet has the following built-in controls:
   > All users have to log in.
   > All Collaborative Learning, Community and Design spaces must have a teacher as a Moderator (see page 13 for more information).
   > Students can easily flag inappropriate content in any space to which they belong.
   > There are no anonymous postings. All postings are logged and can be audited.
   > Every time they upload content, students will be presented with a message that they may not upload content that may be hurtful or harmful to others.
   > There are filters for bad language.
   > A school staff member must agree to someone being their Learning Contact. The relationship is reciprocal.
   > Once registered as a Portfolio Viewer, teachers are able to view and check all the spaces within a student's eXpress Space – this includes the Learning Portfolio, Learning Goals and Profile.

2. The Department's Internet Service Provider (ISP) provides schools with a filtered internet service which will prevent users from linking to inappropriate external content while at school.

   This will not prevent students from making links to inappropriate content when at home. These links will be visible to users, but they will not be able to access them when using the Ultranet at school. However, teachers need to be aware that links to inappropriate content will still be accessible to users outside the school's ISP (e.g. at home). Furthermore, the school's ISP will not detect inappropriate content in uploaded files (e.g. an MS Word or PDF file).

   Teachers therefore need to review the spaces they moderate on a regular basis and respond to moderation flags as quickly as possible.

SCHOOL POLICIES AND PROGRAMS

The Department is clear that every student has the right to feel safe from bullying at school. All forms of bullying, whether physical, verbal or cyberbullying, are not tolerated in Victorian government schools. The whole school community needs to be involved in ensuring that students are aware of and use safe and responsible behaviours when using the Ultranet and other digital technologies.

Schools have the following policies to support safe and responsible use:

> Student Engagement Policy; and
> Acceptable Use Agreement.

All teachers need to take responsibility for being aware of, and reinforcing, the behaviours outlined in these policies.

CYBERSAFETY PROGRAMS

> School-based cybersafety programs are a critical component of providing a safe and secure environment for students. Cybersafety awareness and action needs to permeate all aspects of online interactions. Cybersafety programs should not be 'one-off' programs – supporting students to use the Ultranet safely and responsibly is a key responsibility of every teacher, in every classroom, every day. Part of this responsibility extends to teachers modelling safe and responsible behaviours.

> Teachers and parents need to ensure that students understand and take responsibility for their own online behaviour. This is more likely to occur when students are involved in ongoing discussions and decisions regarding safe and responsible online behaviours.

> Teachers also play an important role as Moderators of online spaces. Moderators of spaces are responsible for reviewing content regularly to check its appropriateness. See page 13 for more information.

For further information, go to the DEECD website 'Learning On Line' – a school resource for the safe and responsible use of digital technologies: www.education.vic.gov.au/cybersafety

'The fact that students appear to be technologically "savvy" does not mean that they have developed the skills and competencies that will make them responsible, critical and creative users of technology.'

Are the new millennium learners making the grade?
OECD, 2010

COPYRIGHT AND INTELLECTUAL PROPERTY

THE ULTRANET AND COPYRIGHT LAW

The Ultranet allows the sharing of materials, which means that we all need to be vigilant about using material that is not our own work. Uploading content to the Ultranet which is not your own can be a breach of the Commonwealth *Copyright Act 1968* (Copyright Act).

Ensuring that the Ultranet is compliant with the Copyright Act is everyone's responsibility.

HOW THE ULTRANET HELPS YOU MEET YOUR OBLIGATIONS

The Ultranet will prompt all users when they upload content to consider copyright and intellectual property implications. Teachers will be required to reference the source of any third-party content that is added to the Ultranet.

HOW TO AVOID COPYRIGHT BREACHES

If you are not using your own work:

1. Link to third-party content

Work that is not your own is defined as third-party content. Whenever possible, link to third-party content and objects, including images. You can link to any content or objects, including images, without breaching copyright. By linking, the content has not been copied, cut and pasted or plagiarised.

2. Use endorsed content from the Ultranet repository

Endorsed Content from the Ultranet repository has been copyright cleared. However, it still carries usage conditions as outlined in the simple traffic light system below:

Colour code	Endorsed Content in the Ultranet repository
(white)	White content can be copied and modified (can be used anywhere)
(blue)	Blue content can be copied, but not modified (can be used anywhere)
(green)	Green content can be copied and modified (Victorian educational use only)
(yellow)	Yellow content can be copied, but not modified (Victorian educational use only)

3. Use external content that you know you have a specific licence to use, modify and share

An example of content that is legal to use is content sourced from Creative Commons at www.creativecommons.org

4. Use content in line with Part VA or Part VB Licence under the Copyright Act

As teachers, you may use some copyrighted content for education purposes under Part VA and Part VB of the Copyright Act. Teachers can use:

> **10 per cent or less of a third-party text,** including sheet music, literary or dramatic publications. This is allowed under Part VB of the Copyright Act. Content must be labelled 'Copied under Part VB' and the copyright owner attributed.

> **Images that are surrounded by text.** Under Part VB you are also allowed to copy images, provided they are sourced from material where they are accompanied by text (i.e. no standalone images). Content must be labelled 'Copied under Part VB' and the copyright owner attributed. When possible, link directly to the site where the images were sourced. They can then appear in the Ultranet without breaching copyright (because you have linked).

> **Movies or programs broadcast on television or radio.** You may copy and communicate programs broadcast on television under Part VA of the Copyright Act.

> **Music in limited circumstances**. Incorporating music in a wiki or blog, or otherwise widely sharing it, is likely to infringe copyright, except in limited circumstances. For more information see www.smartcopying.edu.au. You may copy and communicate programs broadcast on radio under Part VA of the Copyright Act.

'It's what I love about the Ultranet … teachers are their own best resource, so quality teacher-generated content can be shared.'

Angela Houghton, Teacher, Murrumbeena Primary School

COPYRIGHT AND INTELLECTUAL PROPERTY

OTHER ISSUES TO BE AWARE OF

Teachers cannot rely on Part VB of the Copyright Act when uploading information that is not for educational purposes.

When you use someone else's work you are required to label the source of the content to identify the copyright owner. For example:

> when using a web resource, reference the name of the author or the copyright owner of the site and the web address;

> when using a book, the reference should state the name of the author, title, publisher, edition and ISBN; and

> for further information refer to the following labelling worksheet: www.smartcopying.edu.au/scw/go/pid/530

When relying on the Fair Dealing 10 per cent or less rule under the Copyright Act, if more than one person uploads content from the same source they are likely to be breaching copyright, as the total sum available on the Ultranet is likely to exceed 10 per cent. To reduce this risk, minimise the duration of time the content is on the Ultranet, i.e. remove and store it in My Content when not in use, use links and remove multiple versions.

If you know of infringing material on the Ultranet you should seek to have it removed as soon as possible.

STUDENTS AND COPYRIGHT

Teachers need to ensure that information about students' copyright responsibilities is regularly communicated to them. Students may use some copyrighted content for research and study or for assessment purposes by relying on Fair Dealing under the Copyright Act.

Information for students

> Students can link to content or objects, including images, without breaching copyright;

> Students can use content from the Ultranet 'endorsed' repository;

> Students can use licensed content, such as that available from Creative Commons or NEALS;

> Students can copy and communicate up to 10 per cent of any material under the Fair Dealing defence of the Copyright Act for research and study or for assessment purposes. However, they cannot legally copy and communicate materials to other students to assist them with their research and study, unless:

   • they are engaged in a joint collaborative task for assessment;

   • there is a direct licence permitting them to do this; or

   • they have directly obtained the copyright owner's permission.

The Ultranet will direct students to both their teacher and www.smartcopying.edu.au when they upload material to the Ultranet. Supporting documentation will accompany these prompts.

COLLABORATE, COMMUNICATE, CREATE
INTRODUCTION TO ULTRANET SPACES

The Ultranet provides teachers and students with access to Web 2.0 applications and tools in many of its spaces, enabling users to communicate, collaborate, share and co-create knowledge easily with each other. This is especially true in the Collaborative Learning, Design, and Community spaces, where users can set up online communities.

WHAT IS WEB 2.0?

The term 'Web 2.0' describes the changing trend in the use of the World Wide Web and web design that enhances creativity, communications, secure information sharing, collaboration and the functionality of the web. See 'How does Web 2.0 support ICT for Communicating?' at www.education.vic.gov.au/studentlearning/ teachingresources/ict/communicating/web.htm

Examples of Web 2.0 include web-based communities, hosted services, web applications, social-networking sites, video-sharing sites, nings, wikis and blogs. A Web 2.0 site allows its users to interact with other users or to change website content, in contrast to non-interactive websites where users are limited to the passive viewing of information that is provided to them.

Web 2.0 is all about applications that are content rich, where content is presented flexibly to allow for interaction. Sites such as Wikispaces, Google, Blogger, Delicious, Digg, Facebook, MySpace, You Tube and Twitter make use of Web 2.0 applications to allow users to publish their own content and share it with others.

AS A TEACHER, WHY SHOULD I USE WEB 2.0?

Web 2.0 enables teachers to:

> create online communities which support purposeful interaction between students, teachers and experts using wikis, blogs and discussion forums;

> create online learning spaces that enable students to share and collaborate with students within your school and across the state. This will support teachers in some schools to reduce the effects of disadvantage and distance;

> create interactive and rich media content that complements existing learning activities and engages students in dialogue and deep exploration of concepts and ideas;

> readily share ideas with colleagues about effective curriculum planning and teaching strategies;

> be involved in professional dialogue with colleagues in different schools.

'The aim of teaching is not only to transmit information, but also to transform students from passive recipients of other people's knowledge into active constructors of their own and others' knowledge. The teacher cannot transform without the student's active participation ...'

Richard F. Elmore, Education for judgement: The artistry of discussion leadership*, p.xvi.*

USING ULTRANET SPACES TO COLLABORATE, COMMUNICATE AND CREATE

Many teachers already use Web 2.0 applications to support student learning and their own professional learning. The Ultranet will open up the classroom to learning opportunities and experiences that utilise the power of Web 2.0. Collaborative spaces in the Ultranet are more protected than many of the online environments that students currently access via the internet.

Teachers are able to set up and join online communities to collaborate, communicate and create within the Ultranet. You can set up or join online communities quickly and efficiently within Collaborative Learning, Design and Community. These communities can exist within a school or be set up across schools, enabling you to be part of an online community with students and/ or colleagues from across the state.

COLLABORATE, COMMUNICATE, CREATE
INTRODUCTION TO ULTRANET SPACES

SETTING UP AN ULTRANET SPACE

When you set up a community in the Ultranet (whether it is for your colleagues, your class, a group of students in your class, selected students in a year level or students from another school doing a project with your students), you need to decide if it will be:

> **Private** – viewable and accessible only by those Ultranet users that you as the Space Owner invite to participate. These communities cannot be seen by people who are not part of that space;

> **Restricted** – viewable by **all Ultranet users across the state**, but they must seek your permission to be able to join and access the space; or

> **Open** – viewable and accessible by **all Ultranet users across the state.**

When you set up a space, think carefully about the type of community you want it to be and who you want to participate in it. Restricted and Open spaces are viewable by all Ultranet users and may attract participants from across the state.

When you invite someone to become a part of a space you own, they automatically become a member of that space. You can search for teachers from across the state to invite to join a space, but you are only able to search for students within your school. If you want to set up a shared space for students across schools you will need to work with a teacher at that school to organise it.

Naming and describing your Ultranet space

Consider the name and description you will give to the space, especially if it is a restricted or open community:

> Use the space description to outline the target participants and purpose of the space. Include the date of posting and the owner.

> Provide a name that will make sense to users across the state. As a minimum, include a reference to the **target participants** and then the **topic or title** of the space.

> Target participants could be at the school, network region or system level. This will enable you to identify users you wish to participate. Topic/Title could include a reference to a year level, VELS/VCE or area of interest.

Example space names within the Ultranet

Healesville Primary School – Year 5 Maths

Yarra Valley Network – Student Creative Writing

For more advice go to the Ultranet Support site:
www.ultranet.vic.edu.au/portal/web/support/home

MODERATOR ROLE

Moderators of spaces in the Ultranet are responsible for reviewing content regularly to check its appropriateness.

Members of a space are able to flag inappropriate content at any time using the 'Flag Inappropriate Content' action on the Action menu of the Global Navigation.

When this occurs the Moderator of the space will be sent an email asking them to review the flagged content and to take corrective action if required, by editing or removing the content from the space.

This would occur if the Moderator determined that the content is defamatory, abusive, obscene, threatening or illegal, and/or that it infringes on the ability of others to enjoy the space or infringes on the rights of others.

Managing your Ultranet space

Once you have set up a space for your community, you then decide what it will look like and what applications you will add to it. You also need to assign appropriate permissions so people can contribute to the space.

All communities must have at least one Space Owner (this can be a teacher or a student) and, in the case of spaces set up by students, a Moderator (this must be a teacher). When you set up your own space as a teacher, you automatically become the Moderator of that space.

JOINING AN ULTRANET SPACE

When you to go to Collaborative Learning, Design or Community, a portlet named 'Manage Learning/Design/ Community Space' will appear by default on the screen. This portlet lists all of the spaces within that particular place:

1. Spaces that you own or co-own (i.e. you are the Space Owner).
2. Spaces that you have joined (i.e. you are not the Space Owner).
3. Spaces that are available for you to join (these will be restricted or open communities).

When you select the third option (Available Spaces) you will be provided with a list of all of the Open and Restricted Communities that you can join.

You can choose to join any available Open space without requesting permission. You can request to join a Restricted space, however, your request must be accepted by the Space Owner before you will be able to participate.

HOME
PERSONALISED HOME PAGE FOR ALL USERS

WHAT IS HOME?

Home is where Ultranet users land after they have logged into the Ultranet. It can be personalised and is designed to provide easy access to the Ultranet spaces and to your most frequently used applications. By changing the theme and layout, and adding and deleting applications, you can customise your Home page to suit yourself. Only you can view your Home page.

Student Home Example
Default applications: Notice Viewer.

Teacher Home Example
Default applications: Learning Contacts, Notices and Moderator Requests.

WHY USE HOME?

Home provides the entry to other spaces available to you. It has by default a number of useful applications that you will use regularly:

> **Learning Contacts** is a list of people you have invited, or have accepted following a request, to view your eXpress landing page and communicate via your Wall. This is a reciprocal relationship. Students do not have Learning Contacts.

> **Notices** (for teachers) is for viewing and creating notices for all the communities and spaces you belong to, including your school community.

> **Notice Viewer** (for students) displays notices in pictorial format with a text summary for all the communities and spaces the student belongs to.

> **Moderator Requests** informs you if any students have requested you to become a Moderator of a space that they have set up within the Ultranet.

HOW TO CUSTOMISE HOME

THEMES

Home and the eXpress Space have a range of themes which you can use to customise these spaces. All themes are available to all users. Some themes include
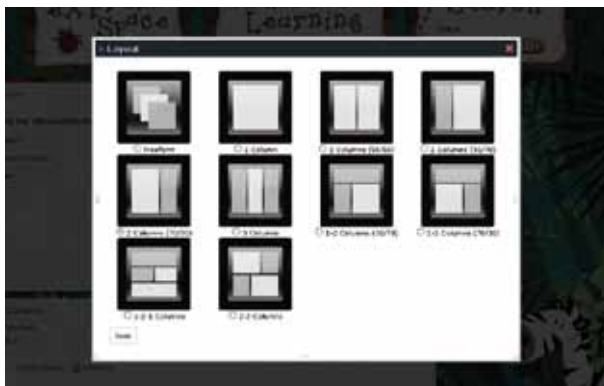
icons at the top of the page (called macro navigation). The macro navigation allows users to more easily find the spaces they want. Themes with macro navigation have been designed particularly to support younger students. More themes will be available in Release 2.

How to change the theme on your Home page
1. Using the Actions icon, select 'Manage Pages'.
2. Select the theme by clicking on the icon.
3. Then click on 'Return to Full Page' and the theme of your page will be saved.

LAYOUT

The layout of each page can be changed within most spaces.

How to change the layout of Home

1. Using the Actions icon, select 'Change Layout'.

2. A pop-up screen will appear with different layouts. Select the layout you prefer and click on 'save'.

How to delete an application

1. Click on the 'x' in the top right corner of the application.

2. A pop-up screen will appear asking you to confirm that you want to remove the application.

APPLICATIONS

There are many applications available to be added to Home, eXpress Space, Collaborative Learning, Design and Community. These include Blogs, Message Boards, Wiki, Image Gallery, Slide Show, Publications, Notices and RSS. See Applications section on pages 26–32 for more information. A detailed list can be found on page 32.

How to add an application

1. Using the Actions icon, select 'Add Applications'. A list of applications will appear.

2. Select the application you want to add to your space by either clicking 'Add' or by dragging and dropping it into the page.

THINGS TO TRY

> Personalise Home by changing the look and feel and adding applications.

> Explore Home to see the functionality available.

IDEAS FOR USE IN THE CLASSROOM

> Discuss the nature of a private space, or 'ME' space, with students.

'Experimenting with the Ultranet, I was able to see huge possibilities for 21st-century learning. I created my own blog, wiki and was even able to embed a website into my own personal space. The Ultranet uses the applications and language that are familiar to today's students. Combining this with their learning is going to be very powerful.'

Michael Georgiadis, ICT Coordinator
Elsternwick Primary School

3. ULTRANET SPACES

eXpress SPACE
MY PERSONAL SPACE

WHAT IS THE EXPRESS SPACE?

The eXpress Space is an individual's personal space. For teachers, it is a personal space viewable by Learning Contacts and Portfolio Viewers with a landing page, Wall, Profile and Portfolio. For students, it is only viewable by Portfolio Viewers, and includes a Profile, Learning Portfolio and Learning Goals. The eXpress Profile displays the user's name and photo.

Student eXpress Space – Learning Portfolio
Students can access their Learning Goals, Learning Portfolio and Profile from this space. The Wiki and Blogs applications appear by default on the student Learning Portfolio page.

Teacher eXpress Space – Landing page
Teachers can access their Wall, Portfolio and Profile from this space. By default, on the teacher eXpress landing page are the Image Gallery, Blogs and Learning Contacts applications.

WHY USE THE EXPRESS SPACE?

The eXpress Space is available for students and teachers for communicating, sharing and reflecting on their learning using a suite of Web 2.0 tools including the Blogs, Wiki, Polls Display and Image Gallery applications.

EXPRESS SPACE FOR STUDENTS

eXpress Space is a place where students can:

> share their thoughts and ideas regarding their learning;

> document their Learning Goals;

> collect evidence of their learning in their Learning Portfolio; and

> see who their Portfolio Viewers are.

It is important that teachers support students to understand that the Web 2.0 tools in the eXpress Space are to support their learning – they are for educational purposes only.

EXPRESS SPACE FOR TEACHERS

eXpress Space is a place where teachers can:

> easily communicate with Learning Contacts (see next page);

> maintain a professional Portfolio, which could include evidence of professional learning, development of professional learning goals, feedback from colleagues and performance plans or strategies that have led to improved student learning;

> select to be a Portfolio Viewer (see next page).

'Young people have become increasingly reliant on social networking technologies to connect, collaborate, learn and create.'

Equipping every learner for the 21st century,
Cisco, 2008

WHO ARE LEARNING CONTACTS?

A Learning Contact is a colleague with whom you engage in professional online conversations. It is someone you have invited, or have accepted following a request, to view your eXpress landing page and communicate via your Wall. This is a reciprocal relationship. Students do not have Learning Contacts.

Your Learning Contacts cannot see your Portfolio unless they request to be a Portfolio Viewer. A list of your Learning Contacts is provided on your Home page and can also be added to your eXpress landing page.

WHO ARE PORTFOLIO VIEWERS?

PORTFOLIO VIEWERS FOR SCHOOL STAFF

A Portfolio Viewer is a person who can view your Portfolio. Make personal contact with those who you wish to view your Portfolio and ask them to request access from your Profile in the Ultranet.

You control all requests. You are able to see a list of your Portfolio Viewers by adding the Portfolio Viewer application to your eXpress landing page.

PORTFOLIO VIEWERS FOR STUDENTS

All teachers and school leaders can select to be a Portfolio Viewer of a student in their school. Teachers should only request to be Portfolio Viewers of students they teach or for whom they have a pastoral responsibility. Class teachers would normally request to be a Portfolio Viewer of all students they teach at the beginning of the year. All Portfolio Viewer rights are automatically removed at the end of each year.

As a Portfolio Viewer, you will be able to see a student's Learning Portfolio and Learning Goals. Students are able to view a list of their Portfolio Viewers.

See 'Who can see what?' on page 7 for a detailed outline of which users can see what within teacher and student eXpress Spaces.

IDEAS FOR USE

> Request other teachers to be your Learning Contact so you can start communicating with them;

> Write on a Learning Contact's Wall and invite them to write back;

> Create an image gallery: upload photos, files, documents and videos;

> Explore different ways to reflect on your learning in your Portfolio, such as writing, capturing video clips, audio clips and images;

> Explore the applications that can be added, for example a Publications list or RSS feed;

> Create a blog, write posts, become a blogger by writing comments on other blogs;

> For ideas on how to use these spaces with students, refer to the *Getting Started Information Guides – Learning Portfolio and Learning Goals* at: www.ultranet.vic.edu.au/portal/web/support/home

3. ULTRANET SPACES

DESIGN
A PLACE FOR PROFESSIONAL COLLABORATION AND LEARNING

WHAT IS DESIGN?

Design is a place for professional collaboration and learning and is only accessible by staff and invited guests (guests can only be invited from Release 2). It is a space where teachers can interact, engage in professional dialogue and plan curriculum/learning activities with colleagues from within the school and across schools.

Design Home
Design spaces are only accessible to teachers and invited guests.

WHY USE DESIGN?

Design is an area for teachers to work collaboratively as part of a professional learning community. It provides a space for the professional dialogue and intellectual exchange that is an essential part of teacher professional practice. You can use this space to collaboratively design curriculum and student learning activities. Design can also be used for any collaborative activity, including mentoring or coaching.

Through Design you can interact easily with colleagues at your school or in other DEECD locations, extending your relationships and learning networks. In Design, diverse perspectives can be captured to develop shared understandings. Design will provide an alternative to the need to always meet face-to-face, particularly with colleagues from other schools, and is designed to enhance collaborative and knowledge-sharing processes across the state.

HOW TO USE DESIGN

You can choose to set up your own Design space/s or join spaces that have already been set up by colleagues. The 'Manage Design Spaces' application, which appears by default on the Design landing page, will enable you to do this.

To create a new Design space, go to 'Add Design Space' on the 'Manage Design Spaces' application. Don't forget to assign permissions to members so that they can contribute.

Four Design templates are available to assist you to set up your space.

'Using Design, we can share the workload by planning curriculum collaboratively.'
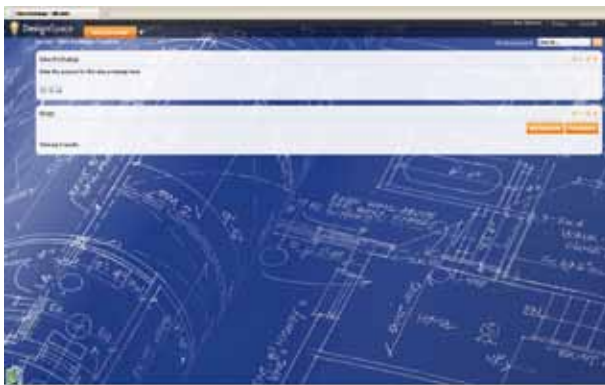
Heather Carver, Ultranet Coach
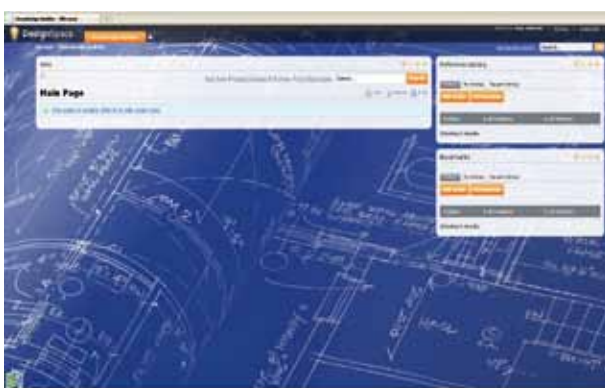
DESIGN TEMPLATES

1. Blank template
Allows you to fully customise the space to meet your needs.
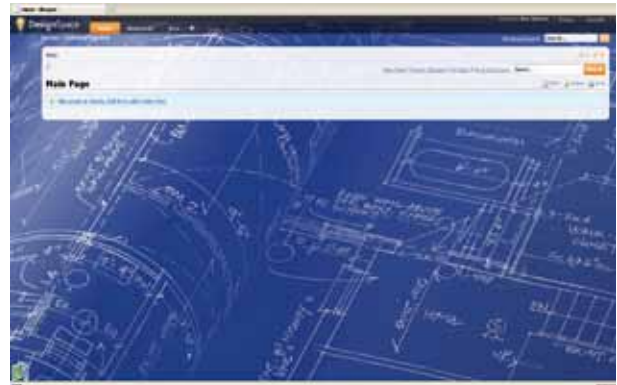

2. Idea Exchange Template
For collaborating and sharing ideas on a specific topic. It contains a Publication Display, to explain the purpose of the space, and a blog for collaborating and sharing ideas.

3. Knowledge Builder
Facilitates shared knowledge-building and contains the Wiki application for collaboration and the Reference Library and Bookmark applications for knowledge-building.

4. Learning Together
Facilitates collaboration and enables resources to be shared around a specific focus. It has three pages which are tabbed: Home contains the Wiki application for collaboration; Resources contains the Blogs, Reference Library and Bookmark applications; Photos contains the Image Gallery and Slide Show applications.

IDEAS FOR USE
> Create your own spaces or join Design spaces that have been set up by other teachers across the state;
> Create an online space for your professional learning team to communicate and collaborate around aspects of shared work. For instance, what we mean by high-quality instruction;
> Enable teachers in a learning area or year level team to collaboratively develop, plan and document curriculum. This can occur within a school or across schools;
> Set up a space for a less experienced teacher(s) to be coached by another teacher;
> Enable teachers in small or remote schools to collaborate and share curriculum materials with teachers across Victoria;
> Create a space for principals in a network to collaborate and share professional dialogue and resources. This could include a space to collaborate on Instructional Rounds;
> Create a space for curriculum/literacy/numeracy coordinators across a network to collaborate and share;
> Enable teachers involved in a Bastow program, network or regional professional learning activity to communicate between and after sessions; and
> Create a space where teachers can share and moderate pieces of student work.

3. ULTRANET SPACES

COMMUNITY
A PLACE FOR MY SCHOOL'S COMMUNITIES

WHAT IS COMMUNITY?

Community is a place for your school's communities. There are two purposes for Community on the Ultranet:

1. Schools can set up their own School Community space, and restrict access to members of their school community; and

2. Users can set up a space for a specific community that may be within their school or extend across schools.

Like other spaces in the Ultranet, Community has Web 2.0 functionality so the Wiki, Blogs, Message Boards and other applications can be added as required (see page 32 for a list of applications).

School Community Space
This space provides information about a school for their community.

WHAT IS A SCHOOL COMMUNITY SPACE?

A School Community space is where a school can easily communicate with its entire community, making items such as newsletters, calendars, policies and other information readily available. Schools can use these pages to profile their activities to students, teachers and parents. It can function like your existing school website but instead of being available to the world, it is only available to members of your school community.

A School Community space is created by the School Portal Administrator. This person can delegate responsibilities to different people within the school to maintain pages within this space. The School Community space can be customised by the School Portal Administrator to include school logos and colours as part of the design.

Once this space is set up, school community members will be able to access it through the 'My Organisations' portlet on the Community landing page.

How to set up a school community space

Your School Portal Administrator will create your School Community space using the Control Panel function on the Utilities menu (in the Global Navigation). Once the space is created it will be maintained from within the School Community space. The School Portal Administrator will be responsible for:

> creating the required pages within the School Community space;

> setting all the permissions for accessing the school's pages (who can add and view content);

> entering custom style guides (setting the look and feel of the space); and

> adding the school logo to the space.

WHAT IS A COMMUNITY SPACE?

Community supports collaboration and easy communication for a range of school-based groups, such as school clubs, school teams, committees, special interest groups, staff and school communities. Although primarily a place for a particular school, Community is also able to be used by communities that extend across schools and regions.

For example, schools within a network may set up a Community space for a chess club or a drama program. The space can also be used to set up general Community spaces across schools, for example a space for school Sport Coordinators to share programs, dates or results. These communities can be set up by any user. They do not need to be set up by the School Portal Administrator.

HOW TO USE COMMUNITY

To create a new Community space, go to 'Add Community Space' on the 'Manage Community Spaces' application on the Community landing page.

Students are also able to create Community spaces, but they must have a teacher agree to be a Moderator of the space, before it becomes active.

Three Community templates are available to assist you to set up your space.

COMMUNITY TEMPLATES

1. Blank template

Allows you to fully customise the space to meet your needs.

2. Class Group template

Can be used to showcase a class and its activities. It has three pages which are tabbed: Home contains the Wiki application for collaboration and Resources contains the Blogs, Reference Library and Bookmark applications.

3. Interest Group template

Has four pages which are tabbed: Home contains the Wiki application for collaboration; Resources contains the Blogs, Reference Library and Bookmark applications; Photos contains the Image Gallery and Slide Show applications; and Calendar is where events can be scheduled and viewed.

IDEAS FOR USE

SCHOOL COMMUNITY SPACE

(contains similar information to your school website/portal)

> Newsletters
> School policies
> School calendar
> Uniform list
> Booklists
> Images and videos
> Curriculum
> Parent–teacher nights
> Assessment and reporting information

STAFF COMMUNITY SPACE

> Duty rosters
> Extracurricular rosters
> Staff meeting agendas and minutes
> School processes – (e.g. PE equipment)
> Booking sheets (e.g. hall, computers, library, common spaces)
> Induction material
> Bulletins
> Resources – new to school

SCHOOL COMMITTEE SPACE

(for example, School Council, Parents' Club, Curriculum Committee)

> Members
> Agenda
> Minutes
> Upcoming events

CLUBS AND TEAMS

> Fixtures
> Members
> Calendar of events
> Scoreboards
> Images and videos
> Blogs

3. ULTRANET SPACES

COLLABORATIVE LEARNING
A PLACE FOR STUDENT COLLABORATION AND LEARNING

WHAT IS COLLABORATIVE LEARNING?

Collaborative Learning is a place for student collaboration and learning. Students, their peers and their teachers can communicate and collaborate on aspects of learning and co-create knowledge. This space provides access to Web 2.0 applications and tools and creates opportunities to extend learning beyond the classroom. You can nominate whether a Collaborative Learning space is open, restricted or private (see page 13, 'Introduction to Ultranet Spaces').

Collaborative Learning Home
You control who can view and the levels of interaction for any space you create.

WHY USE COLLABORATIVE LEARNING?

Collaboration is a social process that supports learners to collectively deepen their knowledge, understanding and skills. Collaborative Learning is about students connecting for a common purpose – to search for understanding, meaning or solutions, or to create an artifact or product of their learning. Collaborative Learning can be used to create a space for a group of users with a common learning focus.

'Students are capable of performing at higher intellectual levels when asked to work in collaborative situations than when asked to work individually. Group diversity in terms of knowledge and experience contributes positively to the learning process.'

Vygotsky, Mind in society: The development of higher psychological processes, *1978*

A range of applications that facilitate collaboration, communication and knowledge creation may be used within this space including the Wiki, Blogs, Polls, Message Boards and RSS applications. These applications can be used by teachers to facilitate substantive conversations between groups of students. Collaborative Learning spaces may be used for a group of students within a class or a whole class, or to connect students across a school or across different schools.

Teachers will most commonly set up Collaborative Learning spaces, but students are also able to set up spaces. Students are not able to set up a space unless a teacher agrees to be a Moderator. Moderators are responsible for reviewing content and, if deemed inappropriate, for editing or removing it (see page 13 for more information).

From Release 2, guests can be invited to join a Collaborative Learning space. Guests could be an expert on a topic being discussed, such as a scientist or an author. Guests will need to be registered by your school in the Identity and Access Management System (IDAM) before they can access the Ultranet.

HOW TO USE COLLABORATIVE LEARNING

To create a new Collaborative Learning space, go to 'Add Learning Space' in the 'Managing Learning Spaces' application on the Collaborative Learning landing page. Four Collaborative Learning templates are available to assist you to set up your space.

Tips: Setting up a Collaborative Learning Space

> Be clear about what you want to achieve;

> Make sure the name clearly describes your project;

> Explore whether a similar project already exists and if it would be useful to join it instead;

> Start planning early and keep the scope small and focused;

> Align your project with your curriculum and identify specific tasks and outcomes;

> Consider whether you should involve other students/classes;

> Decide whether you will make the project open, restricted or private;

> Make sure you discuss safe and responsible behaviours with your students; and

> Allow time to reflect at the end of the project.

COLLABORATIVE LEARNING
A PLACE FOR STUDENT COLLABORATION AND LEARNING

COLLABORATIVE LEARNING TEMPLATES

1. Blank template
Allows you to fully customise the space to meet your needs.

2. Idea Exchange template
Contains the Publication Display application to explain the purpose of the space and the Blogs application for collaborating and sharing ideas.

3. Knowledge Builder
Contains the Wiki application for collaboration, a Reference Library and the Bookmark application to facilitate shared knowledge-building.

4. Learning Together
Has three tabbed pages: Home contains the Wiki application for collaboration; Resources contains the Blogs, Reference Library and Bookmark applications; and Pics contains the Image Gallery and Slide Show applications.

IDEAS FOR USE IN THE CLASSROOM
Collaborative Learning spaces can be used for:

> **Small group tasks**: create a wiki that poses an inquiry question, such as 'Do we need to conserve water in our community?'. Invite students in the group to respond to the question through comments on the page. You can add resources you want students to use;

> **Whole class project:** create a unit on China by posing questions and including supporting information such as images, videos, message boards and hyperlinks to other internet resources. Add a blog to promote reflection, asking students to reflect and comment on a podcast or a video. Alternatively, add a blog asking for comments on what action students will take as a result of their new learning on this topic;

> **Cross-class project:** studying a book. Students and teachers discuss and share ideas about characters, themes or the plot. Students are invited to collaborate and contribute designs for alternate book covers, rewriting blurbs, or writing character references;

> **Plan an excursion or camp:** create a space where an excursion to the museum is jointly planned by all involved; and

> **Prepare a list of class norms** in relation to safe and responsible behaviours when participating in online communities like the Collaborative Learning Space.

3. ULTRANET SPACES

CONTENT
A PLACE TO FIND AND STORE DIGITAL RESOURCES

WHAT IS CONTENT?

The Ultranet contains high-quality digital resources or content that the Department has made available to schools through FUSE, the digital content library of the Ultranet, including resources from Connect and The Learning Federation.

The Ultranet enables teachers to easily locate these teaching and learning resources and incorporate them into Collaborative Learning, Design and Community Spaces to support student learning.

FUSE content sourced via the Ultranet is quality-assured and copyright assessed. This content is referred to as Endorsed Content. Much of it has been recommended by teachers and includes interactive learning objects, videos, audio, websites and professional learning resources. Endorsed Content will continue to grow, providing you with a bank of quality online digital learning resources.

As well as Endorsed Content, the Ultranet holds content from your school, Ultranet spaces and your personal space.

'The Ultranet has an amazing collection of quality resources for students. It saves teachers time when researching topics and is easy to navigate and use.'

Teacher, Western Metropolitan Region

HOW DO I SEARCH FOR CONTENT?

Content is accessed through a search function. Search is available from every page on the Ultranet, in the top right-hand corner, and is known as 'Ultranet Search'. If you enter a search term into Ultranet Search it will return results from the following Scopes (a Scope refers to the area where the content is added and housed):

> Endorsed – Department quality-assured content available to all schools through FUSE;

> Personal – Content added to your personal storage area. This is where you store your personal files to which only you have access.

> School – Content that has been added to your school repository by teachers within your school. Note that this is only available to teachers and students in your school;

> Spaces – Content that has been added to:

• your eXpress Space, including Portfolio; and

• Learning, Design and Community spaces.

Once the results are returned, you can refine your search using any of the Scopes listed above. You may also use an Advanced Search function if you have more defined search criteria, such as keywords, author, date, title or tags.

Connect – Primary Students
A place to find websites and online activities.

Digital Learning Resources
Interactive resources for incorporating into curriculum plans.

CONTENT
A PLACE TO FIND AND STORE DIGITAL RESOURCES

HOW DO I ACCESS AND MANAGE 'MY CONTENT'?

My Content is a place within the Ultranet where you are able to access, manage and store your own content. It is accessible from the Global Navigation. In My Content, you can view and manage all content that you have added to any area within the Ultranet.

My Content is also where you manage your quota. Teachers are given 400 Mb of storage quota. Content added to the eXpress Space and your personal storage area contributes to your quota. Student quotas vary based on year level. Content added within a shared space, such as Collaborative Learning, does not count towards your personal storage quota.

— **User Quota**

Total — 400 MB

- Personal — 1.2 MB
- eXpress — 7.7 MB
- Portfolio — 5.4 MB
- Free — 385.6 MB

Refresh

My Content is also where you add, manage and view all content within your:

> Personal storage area – content that is only ever accessible by you; and

> School repository – content that is added by teachers within your school but is accessible by both students and teachers within the school.

HOW DO I ADD CONTENT?

You can add content from many sources, including the internet, your network or local drive. You can do this in two ways:

> through My Content you can directly add to your personal storage area and/or school repository; or

> into a space through an application such as a Blog, Wiki or Reference Library. Whenever you add content within a space, it is stored within the Ultranet against the area of that space. For example, content added to an eXpress Space is given the Scope 'eXpress'.

When adding content you are prompted to apply keyword tags, which make your content both browsable and searchable. For further information, refer to the Online Simulations on the Ultranet Support site at: www.ultranet.vic.edu.au/portal/web/support/home

RELEASE 2 CONTENT FUNCTIONALITY

The content and search functionality of the Ultranet will be substantially improved in Release 2. Release 1 provides only an initial release of the Ultranet's content management solution. Release 2 will provide a more intuitive interface with improved options for:

> searching;

> refining searches;

> viewing content;

> bookmarking; and

> adding content, including multiple files.

You can add applications to your Home page, eXpress Space, Design, Collaborative Learning and Community spaces from the wide range available in the Ultranet. The following is a sample of some of the applications that can be readily used to support teaching and learning. Separate guides have been developed for the Blogs and Wiki applications on the following pages. A full list of applications can be found on page 32.

Calendar

The Calendar allows you to create calendars, manage events, specify types of events, repeat events and set reminders. The calendar application can be added to any Collaborative Learning, Design or Community space.

Ideas to try

Set up a Community space for your home group or class and add a calendar which highlights important dates for your group, e.g. excursions or special events.

Image Gallery / Slide Show

Image Gallery is used to create links to pictures, images or photos that are stored in the Content repository. Images can then be displayed in the Slide Show application.

Ideas to try

Teachers can create image galleries containing excursion, camp and school activity photos or selected theme or topic-based images for use in Collaborative Learning and Community spaces. **Ensure permissions are in place before using student images.**

Message Boards

Message Boards allows you to explore a particular subject or a range of related subjects in a collaborative manner. A Message Board consists of 'categories', 'threads' and 'messages.' A thread is a series of messages about a particular topic and each message is an individual contribution to a conversation thread.

Ideas to try

Who or what am I? Groups of 2–4 students use a message board to discuss five clues that a student has posted and decide on an agreed answer.
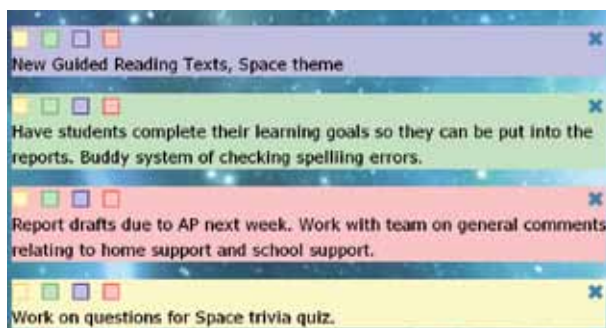
Publication Display

The Publication Display allows you to view all types of notices received in one location. You can also create and publish publications to other users within the Ultranet. Publication Display can be customised with the use of templates.

Ideas to try

Publications can be used by students and teachers to create templates for newsletters and digital stories. Use Publications to create a descriptive and engaging header in collaborative spaces**.**
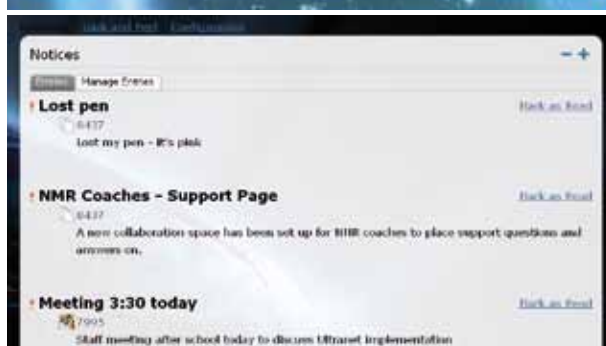
Quick Note

Quick Note is a tool which can be dragged onto a page multiple times to enable you to jot down quick notes. You can select from four colours for the background to differentiate the type of note.

Ideas to try

Use Quick Note in your Home or eXpress Space to set reminders or create a 'to do' list. The notes can be removed as tasks are completed.

Notices

Notices can be created by teachers and school staff. When creating notices you can select the audience so that they are only sent to relevant groups. Using the Notice Viewer allows you to view all notices received in pictorial format. You only see notices that are relevant to you.

Ideas to try

Teachers and students running clubs can send messages out to their members via Notices. A school could consider using this application to create its Daily Bulletin.

Polls Display

The Polls Display is a tool that allows you to create single question multiple-choice polls to collate votes, gain opinions or invite feedback. You can create several polls in a space and view the results in graph form.

Ideas to try

To inform arguments in debates students could poll students to gather data.

RSS

RSS (Really Simple Syndication) feeds are an easy way to keep up with information without having to constantly visit spaces or websites. RSS feeds are accessible from blogs, wikis and news-related sites. Using RSS saves you time because you don't need to visit each site individually to check for updates.

Ideas to try

Students could use the default RSS feeds from National Geographic and Discovery Channel as a literacy activity. Encourage students to add RSS feeds from other sources.

Reference Library

The Reference Library enables you to add links to documents from the Content repository into a space. You can create references to relevant pieces of content for that space. A Reference Library can be added to all Community spaces and your eXpress Space.

Ideas to try

Prior to commencing a unit of work, a teacher could add useful documents to the Reference Library for easy access.

WHAT IS A BLOG?

Shorthand for 'web log', a blog is an online, chronological collection of personal commentary and links. It is a Web 2.0 application that provides a communication space with an authentic audience, where readers are invited to become writers, and comments are recorded in a reverse chronological order. Regular updates and descriptions focusing on a particular topic can be posted on a blog. Users can share ideas and opinions in a conversational style. Blogs usually include text and still or moving images.

Example Blog – Learning Goals

The creator of a blog can post a topic, question or image. Readers of the blog may comment on the post.

WHY USE A BLOG?

A blog can be used as a communication and collaboration tool for teachers to use with students, or for students to interact with a wider audience. It can also be used by students in the form of a personal journal, or as a reflective space related to a particular structured activity. Readers have the ability to leave comments, which create an interactive environment. Students are invited to read and provide written responses to a topic of interest and engage with other writers.

A blog provides the opportunity for views to be shared to a wider audience, giving it an authentic purpose. Blogs may be used within a class, across a school or across different schools. They may also be used for a range of purposes throughout different spaces in the Ultranet.

'Blogging gives my students a platform to connect, communicate and collaborate with an authentic audience that includes students, teachers, parents and other communities.'

*Anne Mirtschin, Teacher,
Hawkesdale P-12 College*

'It provides an opportunity to reflect on their learning and improve their literacy and ICT skills while providing an authentic purpose for writing.'

*Kathleen McGeady, Teacher,
Leopold Primary School*

BENEFITS OF USING BLOGS

Blogs have been used effectively in many classrooms with the following benefits:

> An authentic audience is available;

> Blogs suit all learning styles;

> Increased motivation for reading and writing;

> Improved confidence levels for students;

> Students take pride in their work;

> Blogs allow the use of text and multimedia, including widgets, audio and images;

> Improved proofreading skills;

> Supports sharing and peer-to-peer mentoring;

> Supports collaborative learning with students and staff;

> Students have an opportunity to show responsibility and trustworthiness, engendering independence;

> Prepares students for digital citizenship as they learn about cybersafety and responsible internet use; and

> Students can set the topics for posts, leading to deeper thinking activities.

HOW TO USE A BLOG

Blogs are a default application on the teacher eXpress landing page and on the student Learning Portfolio page. Users should consider the purpose of their blogs and who the audience is before adding entries. Users can control who can contribute to and view the blog via the Permissions icon. Blogs can also be added to other spaces as required.

Example Blog – Thoughts for the Day
In their eXpress Space, teachers can write comments, opinions or questions on daily news items or issues of interest to them in their blog.

Example Blog – My Learning Reflections
On the Learning Portfolio page, students can make reflections about their learning in a blog.

VIDEO RESOURCE: BLOGS IN PLAIN ENGLISH

https://edugate.eduweb.vic.gov.au/sc/sites/eastern/media/Blogs%20in%20Plain%20English.wmv

IDEAS FOR USE IN THE CLASSROOM

Blogs can be a repository, a reflective, communication or discussion space and used for personal or collaborative projects. Teachers need to oversee and model how to provide constructive comments when giving feedback to blog entries. Possible activities include:

> Creating a personal writing space;

> Students writing about class topics, using subject area vocabulary words;

> Students writing responses to thought-provoking questions, photos or videos;

> Creating a collection of sentence starters for students to write various endings, for example, 'I need to improve ...', 'I am most proud of ...', 'I feel confident in ... but I need to work more on ...';

> Creating an online book club;

> Creating a blog to express opinions on topics being studied in class;

> Showcasing student art, poetry, and creative stories; and

> Communicating with another class, in another school.

![Hand pointer icon] **APPLICATIONS**
WIKIS

WHAT IS A WIKI?

A wiki is a Web 2.0 application that allows you to quickly create and edit a webpage. People can be invited to become a participant of a space containing a wiki, where they can collaborate, create and exchange ideas relating to a particular topic.

Example Wiki – Solar Power
A sample wiki created to encourage students to develop their understanding of solar power. Students also have easy access to a range of resources through the Reference Library application.

WHY USE A WIKI?

Wikis are a useful tool for involving students in their learning to construct knowledge and understanding. Wikis can be created and edited in almost all of the spaces in the Ultranet. They can be enhanced by incorporating the RSS, Blogs, Poll Display, Message Boards, iFrame and Image Gallery applications.

A wiki can be used in a range of ways to enable collaboration. They may be used within a class, across a school or across different schools and may be interdisciplinary or domain-based, and/or about a project or task.

VIDEO RESOURCE: WIKIS IN PLAIN ENGLISH

https://edugate.eduweb.vic.gov.au/sc/sites/eastern/
media/Wikis%20in%20Plain%20English.wmv

Why use a wiki?

> Wikis encourage participation, collaboration and a strong sense of common purpose, thereby developing participants' skills;

> Wikis are a tool for active learning, where all learners are asked to be collaborators, synthesisers, explainers and problem-solvers in relation to activities with a common purpose;

> Wikis can build creativity and skills in elaboration and fluency;

> Teamwork skills can be developed where a number of contributors work together around a common task and all have an equal say;

> Through wikis people can develop communication skills, including consensus-building and compromise through problem-solving; and

> Wikis are a tool to promote communities of practice that engage in negotiating meaning.

BENEFITS OF USING WIKIS

Wikis have been used effectively in many classrooms with the following benefits:

> Access and equity – high-level access with low-level technical knowledge required.

> Collaboration and distribution – wikis facilitate ongoing sharing and discussion and information can be easily distributed to groups.

> Engagement and connection – wikis are accessible and engaging. Teachers and students can work collaboratively online.

> Authenticity and relevance – wikis use social media that is part of student's lives. Employability skills are developed when students work in teams to collaborate and create.

> Production and reflection – both individual and shared work can be authored. Wikis foster critical reflection, comment and evaluation. However it is important to discuss with students appropriate behaviours around:

  • editing other users' contributions
  • overwriting / deleting others' work
  • making inappropriate statements

> Identity and accountability – groups can contribute and have a sense of belonging. Group members' contributions can be viewed by members of the community and assessed.

> Flexibility and diversity – wikis can be used for open-ended and structured activities across all curriculum areas.

Sources:

> Michele Notari, *How to use a wiki in education: Wiki-based effective constructive learning,* www.wikisym.org/ws2006/proceedings/p131.pdf; and

> Kevin R. Parker and Joseph T. Chao, *Wiki as a teaching tool*, http://ijklo.org/Volume3/IJKLOv3p057-072Parker284.pdf

HOW TO CREATE A WIKI

Wikis can be set up in a number of ways within the Ultranet. Advice on setting up wikis can be found on the Ultranet Support site: www.ultranet.vic.edu.au/portal/web/support/home

It is strongly recommended that you read this advice prior to setting up a wiki.

Example Wiki – Learning Goals

IDEAS FOR USE IN THE CLASSROOM

> Students could use a wiki for collaborative storytelling. Students contribute to the story based on certain instructions they have been given to create a story together;

> Students work collaboratively to develop a glossary of new vocabulary for a topic, for example, scientific terms with illustrations;

> Students and teachers create an online museum of artefacts and pictures of their local community, which could include interviews of local personalities, images and maps (past and present), transport systems and timelines;

> Students work in teams to complete a Web Quest on the class inquiry focus;

> Students collaborate to solve a maths problem;

> Students can work on a structured project creating a wiki to discuss the five Ws: the when, what, why, who and where (and how) of a given topic;

> Students collaborate by adding their results from a scientific study to collate class results and record findings in tables, graphs and diagrams;

> The class can collaborate to create a class code of conduct where all members agree to a set of shared norms;

> Upload some images and ask students to respond to questions such as: 'What is happening in this picture?'; 'What would be happening outside the frame?'; 'What other events or images does this image bring to mind for you?'; and 'Write a caption for this image';

> Discuss the need for safe and responsible behaviours when using wikis.

APPLICATIONS
LIST OF APPLICATIONS

Tools	Content Management	People	Collaboration	News
Quick Note Online 'sticky notes' for setting reminders and recording tasks.	**Image Gallery** Collates pictures, images or photos that are stored in the Content repository.	**Learning Contacts** Provides a view of Learning Contacts and allows you to remove contacts (see page 7).	**Blogs** A personal journal or a collaborative workspace.	**RSS** Viewer for an RSS feed that you have subscribed to.
Breadcrumb Displays where you are within a space.	**Slide Show** Displays a slide show based on images from a folder within the Image Gallery and can be added to any page within the same space.	**Portfolios I View** A list of student and staff Portfolios that you have permission to view (see page 7).	**Message Boards** An online discussion site that allows you to post a statement or question.	**Notices** Creates a simple message with an active date period.
Nested Portlets Clusters multiple applications (such as wikis) in the one place.	**Asset Publisher** Collates content from Publications, Blogs, Wikis and Message Boards.	**My Portfolio Viewers** A list of users who can access your Portfolio, eXpress landing page and Wall (see page 7).	**Wiki** For collaboration on information or the exchange of ideas relating to a particular topic.	**Notices Viewer** Notices in a pictorial format with a text summary of the notice.
Calendar A simple calendar function.	**Publications** Creates articles, but unlike the Blogs and Wiki applications, this one enables you to use templates to design publications.	**Moderator Requests** Teacher application that displays requests to be a Moderator for a space.	**Wiki Display** Displays a single wiki and allows you to edit it.	**Community** **My Organisations** Provides links to organisations (such as your school) of which you are a member.
iFrame Enables you to display the content of an external webpage, including video.	**Publication Display** Displays the text from a Publications article.	**Members** Lists all the members of a space.	**Page Comments** Allows you to add comments to a page within a space.	
Navigation Displays the structure of the pages within a parent page.	**Publication Search** Enables search functionality for Publications within spaces.	**Requests** Displays the requests to be your Learning Contact and Portfolio Viewer (for teachers).	**Page Ratings** Allows you to add ratings to a page within a space.	
Site Map Creates an index for you to navigate within your space.	**Reference Library** Provides links to content stored within the Ultranet.	**Activities** Lists a summary of activities completed by Learning Contacts.		
Polls Display Creates multiple choice polls and displays the results on the relevant pages.				
Google Maps Shows a map of a specified place.				

SUPPORT AND RESOURCES

The Ultranet has a support site that you can access at:
www.ultranet.vic.edu.au/portal/web/support/home

Starting Points: Quick Wins for Schools	A list of possible starting points for schools as they begin to use the Ultranet.
Online Help and Simulations	A comprehensive suite of online simulations to demonstrate the functionality of the Ultranet. Follow these simulations for step-by-step guidance.
Getting Started Information Guides	Available as PDF documents, these guides contextualise Ultranet functionality, outline the 'what, how and why' of the Ultranet and provide ideas for use in the classroom.
Online Support Modules	Online professional learning support for teachers in how to use the Ultranet to support learning and teaching. These modules are designed to be used online and are self-paced or can be used as part of face-to-face professional learning activities at school.
Ultranet Help Desk	The Ultranet Help Desk is available to assist you with technical or system faults. Teachers, students and school administrators can log a query during the following hours: > Monday to Friday: 8:00am to 8:00pm > Saturday to Sunday: 10:00am to 5:00pm.
Fortnightly Newsletters	Using the Ultranet in the classroom: practical ideas for teachers, including stories from teachers sharing their experiences.
Ultranet Student Guide	Introductory information for students.

Don't forget – your Lead Users are available in
your school to provide ongoing support.