

9 eLanguages tips

Nine useful tips on how to use the eLanguages platform:

Tip 1: Always login

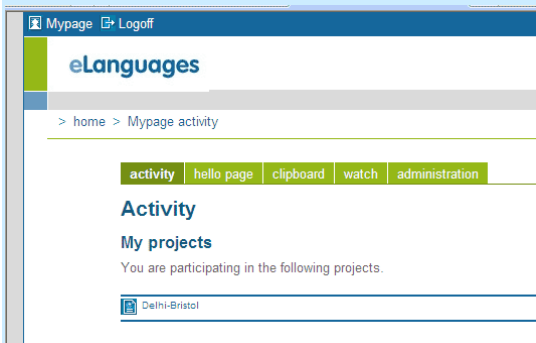


We recommend you always login to eLanguages. As soon as you have logged in you will notice that the login and register icons are replaced by the Mypage and Logoff icons.

Tip 2: Use your Mypage



On your Mypage you find all relevant links to access your projects, your discussions or the last 5 resources you created on the system. This is the quickest way to find and access your relevant project pages.




From your Mypage you can access your hello page, your clipboard, the watch function and administration function to change your password.

Tip 3: Complete your Hello page

Your hello page is your window to the world. **First** make sure all your personal details are up-to-date, especially your email address. You will receive messages from your colleagues through the email you specify. Therefore insert your personal email address and not a general school email address. **Second**, complete your partnership preferences. When you set the preference to yes for “available for partnership”, your name appears in the find partner list and other teacher outside this programme could contact you to collaborate on a project. **Third**, upload some text, images or links describing yourself, your school or your town. This will lift your profile and the chance another teacher would choose you as an international partner



Tip 4: Use the Help function

 On every page you find a Help button in the top right corner. Use it...

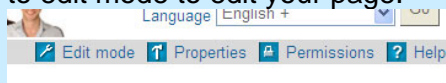
5 more tips on back side >>>

Tip 5: Adding content to your project page

Four steps to add or edit content on your project pages:

Step 1: Open your project page by clicking on the project page title on your Mypage

Step 2: Switch your project page from normal mode to edit mode to edit your page.



Step 3: Add new resources to the project page;

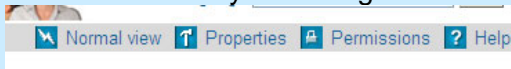


Or

Modify existing resources: In edit mode every resource can be modified by clicking on the appropriate icon in the right hand corner of the resource




Step 4: Switch your project page back to normal mode to check your changes

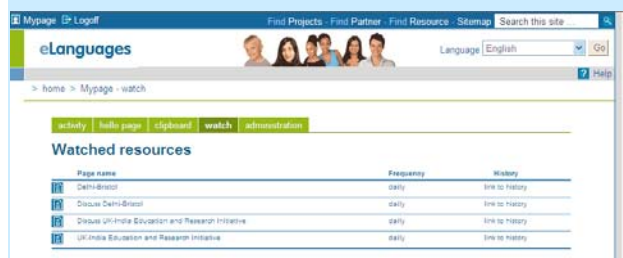


Tip 6: Use the discussion forums

Every project page has a discussion forum for the project members. Go to your own project page (via Mypage) and open its discussion forum (right column)


Tip 7: Use the Watch function

 Let the system email you when changes are made to your project page. Set a watch on any page by clicking on the watch icon (bottom right corner of the page)



In this example the user will receive a daily message when new content is added to any of the four listed project pages.

Tip 8: Translate function

 Each resource can be translated. To translate a resource, switch to edit mode and click on the translate icon for the resource. Click on new, choose the language you would like to add and insert the translations.

Tip 9: You cannot do anything wrong

You are always in control. You can edit or delete anything you add to the system at any time. All you have to do is to click on the edit icon of a resource and make the change.

eLanguages is a tool developed by teachers for teachers. Your feedback will help us to improve the platform. Please communicate any issues, any future wishes back to the eLanguages team. You find a contact link at the bottom of every page. Click on it and send us your comment.

Good luck with your project, the eLanguages team.