

ICT Handbook



NPQH

GLOSSARY

You may find it helpful to have the definitions of some terms that occur frequently in this handbook:

Learning Journal – place (online or offline) where candidates record insights, key information and learning points arising from NPQH and/or their daily work.
Accessible to the candidate only.

Online Summary of Learning Group – group of up to twelve candidates with their personal tutor where candidates share their key learning points.

Learning Circle – group of between four and six candidates from the same tutor group who keep in touch regularly to support one another's learning.

Online Module Discussion Group – several tutor groups, i.e. up to 250 candidates and 4 tutors, working together on study units.

Virtual Heads – national online conference space for the NPQH community.

Introductory Tutorial and Final Tutorial – a full-day and half-day tutorial, one at the beginning and one at the end of the Access Stage. Candidates meet face-to-face with their tutor; they will be in mixed phase groups.

Learning Styles Inventory – questions to help candidates to identify their preferred learning styles.

Induction Day – one-day session of tutor with tutor group at the beginning of the Development Stage. Tutor groups will be single phase.

Face-to-face Training – 2 days at Access Stage, 4 days at Development Stage, involving skills based training and problem solving activities. Candidates attend these timetabled sessions as and when it is appropriate for them.

Induction Session – tutor session with Route 3 candidates at the beginning of the Development Stage.

CONTENTS

	Page
1. Welcome	2
2. The Virtual Heads website	3
3. The world of www.think.com and Virtual Heads	4
4. Communities within Virtual Heads	5
5. The discussion communities to which you will belong	6
6. Code of practice	7
7. Your online responsibilities	8
8. Help!	10
9. Getting started	11
10. Writing and publishing an article	18
11. The NPQH materials online	21
12. Participating in activities in your Online Module Discussion Group	23
13. Setting up an online Learning Journal	28

I. WELCOME

Welcome to the online aspects of the NPQH

The NPQH online site is called [Virtual Heads](#). It provides access to two main areas:

- NPQH Modules – where you will find the study units; and
- Discussion Communities – where you can communicate with NPQH candidates, tutors, national speakers and facilitators.

This handbook is designed to help you to find your way around these areas, to explore their potential and to use them to full effect to support your learning.

You can access [Virtual Heads](#) from any computer, provided it is connected to the Internet by telephone or a network. You do not need any special software.

2. THE VIRTUAL HEADS WEBSITE

It is important for you to understand how the [Virtual Heads](#) online site relates to other sites.

NCSL Online is the website that forms the 'Virtual Arm' of the National College for School Leadership. It provides a range of outward facing resources for school leaders and is open to the public. NCSL Online has within it the NCSL Online Community. Access to this facility is provided only to those within the school leadership group and those studying the new NPQH.

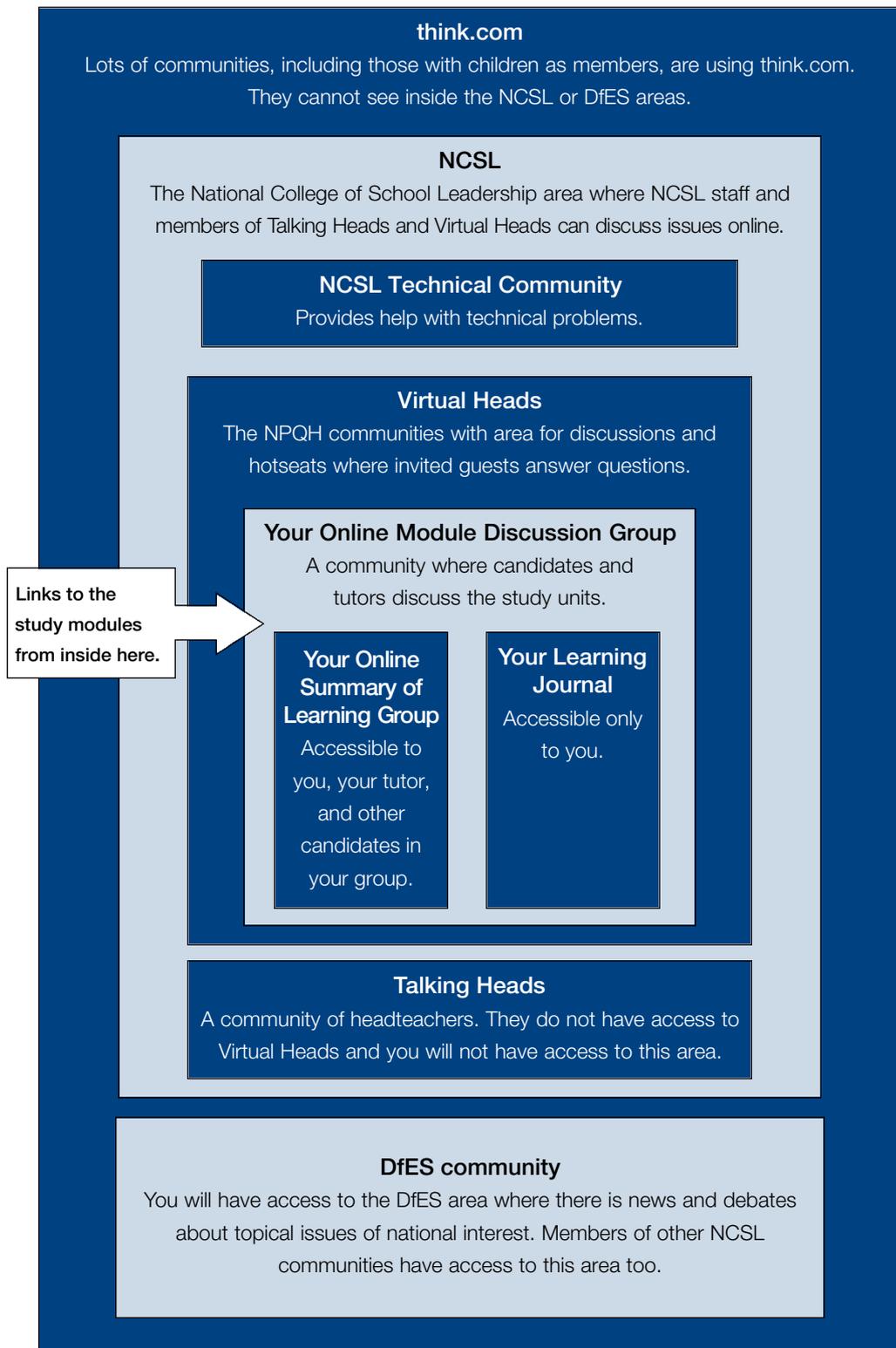
The NCSL Online Community has been developed from the successful Talking Heads pilot to provide a forum for discussion on a range of aspects related to school leadership and to support you in your studies on the new NPQH Programme. The NCSL Online community comprises three main areas: NCSL, open to all members of the NCSL Online Community; Talking Heads, open to headteachers only; and [Virtual Heads](#), open to those participating in the NPQH Programme.

The NCSL Online Community resides within a wider educationally based community environment called [think.com](#). [Think.com](#) has many members worldwide including NCSL, children, teachers and the DfES. The DfES has a discussion site which, as members of the NCSL Online Community, you will have access to and be able to contribute and participate in discussions.

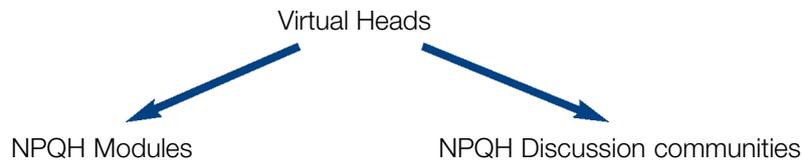
As a member of [think.com](#) you will have your own individual space that you can use to provide short biographical details about yourself. Only this individual space will be visible to all within the wider [think.com](#) community and members will be able to send you an e-mail.

All your work online will be done through the [Virtual Heads](#) Community and only NPQH candidates, tutors, national facilitators and invited speakers will have access to this community area. Similarly you will not have access to other communities, such as Talking Heads and others within the wider [think.com](#) community.

3. THE WORLD OF WWW.THINK.COM AND VIRTUAL HEADS



4. COMMUNITIES WITHIN VIRTUAL HEADS



As explained in your Access or Development Stage Candidate Handbook, in addition to being able to work online on the study units in the **NPQH Modules** space, you will belong to a number of discussion communities within **Virtual Heads**.

1. You may, if you wish, keep your **Learning Journal** online. This space will be accessible only to you.
2. You **must** use your **Online Summary of Learning Group** to record key learning points and to communicate with your tutor and other members of your group.
3. You **must** follow and contribute to the work of your **Online Module Discussion Group**. This space is accessible to candidates and tutors in your region, as well as to your NPQH Centre Manager and a national facilitator who will help to ensure that the system works.
4. You **must** follow, and may wish to contribute to, the discussions in the **national NPQH community**. You may ask questions and make suggestions to speakers in the hotseat and take part in national discussions. This space is accessible to all members of **Virtual Heads**. It is managed by a team of national facilitators.
5. If you need help in using **Virtual Heads**, and have questions that are not answered in this handbook, you can contact a national facilitator in the **NCSL technical community** to which all people working online within the National College for School Leadership (NCSL) will have access.

A diagram summarising the inter-relationship and functions of these communities is on page 6.

5. THE DISCUSSION COMMUNITIES TO WHICH YOU WILL BELONG

Community and its purpose	
Audience	Your individual space
You	To tell others something about yourself and your work. Everyone in www.think.com , children and adults, can read what you write and may, if they wish, communicate with you by e-mail.
Your tutor	The NCSL site and technical community The DIES discussion site
All candidates and tutors in your Online Learning Group	To discuss issues of national significance. To gain technical assistance from national facilitators. To find answers to technical questions that people using the websites frequently ask.
Your regional Centre Manager, a national facilitator and tutors	National NPQH discussions
All members of Virtual Heads – NPQH candidates, tutors, regional Centre Managers, national facilitators	To discuss topics related to the NPQH programme that are of general interest. To share thought-provoking outcomes from online tutorials or special interest group discussions with all Virtual Heads members. To invite 'experts' to the hotseat to provide added information and stimulate discussions.
All members of NCSL	Your Online Module Discussion Group
Everyone in www.think.com	To share learning from the units and discuss one activity for each of those units. To see how your study of the units is progressing. For all members to share learning and discuss. For the tutors, who facilitate the study of the units, to guide and support the group.
	Your Online Summary of Learning Group
	To converse with your tutor and other candidates and to record the key learning points from your Learning Journal. To offer you support and monitor your progress. For all members to share learning and discuss.
	Your Learning Journal
	To keep notes about insights gained and relevant information that interests you.

6. CODE OF PRACTICE

Communicating online allows you to share, and gain support for, your learning by working with other people. It gives you the freedom to do this at a time, a place and a pace that suit you. However, online discussion is different from face-to-face discussion and has conventions of its own.

Please read the following code of practice carefully. Applying it will help you to get the best from online discussions. An effective community needs time to develop and relies on members' active participation. The aim is to develop an environment where people feel confident to openly discuss issues that are important to them, and where interactions are helpful, pleasant, respectful and professional.

All members of the [Virtual Heads](#) communities are asked to subscribe to the following guidelines:

- be informal, maintain a friendly tone in your contributions;
- respect contributions from others;
- participate actively in discussions that are relevant to you – do not simply watch;
- express yourself freely and bring challenging ideas and questions for others;
- be positive, constructive and supportive e.g. if you think a good point has been made, say so;
- consider all communications to be confidential to the community concerned, don't quote others to people outside the community without their permission;
- take care when discussing individuals that they cannot be identified by third parties as this will be in contravention of the Data Protection Act;
- take due account of diversity;
- use appropriate language;
- share only what you know to be true;
- don't issue unsolicited e-mails – spam (electronic junk mail);
- tell us if you see anything on [Virtual Heads](#) that you think should not be there; and
- if you are uncertain about anything, contact your tutor.

Any original article that a member submits to [Virtual Heads](#) will remain the member's property.

7. YOUR ONLINE RESPONSIBILITIES

As a candidate on the NPQH you are expected to make a full contribution to the Online Discussion Groups to which you belong. The Online Discussion Groups compliment the face-to-face sessions you will be attending and the in-school work you are undertaking. They also enable your tutor to monitor your progress and support you in your learning. Your fellow candidates will also have the opportunity to comment on your Summary of Learning and offer you further insights and examples of good practice. If you do not contribute to your Online Groups, your tutor will not know how you are progressing and your fellow candidates will not benefit from the insights and examples of good practice you might share. A summary of what you need to do in your Online Groups is below:

Online Module Discussion Group

- Log in at least once a week and read the noticeboard to check the latest news in your region
- Read and contribute to the online discussion on the Unit you are currently studying. (Even if you have nothing new to add, you may wish to leave a note to say that you agree with what has been said).
- Use the links to the online versions of the Units to see if there are any updates to the Units you are studying

The tutor leading the discussion on the Unit you are studying will respond to any queries you raise about the Units. Your personal tutor will, from time to time, check the contributions made by his/her candidates to the Online Module Discussion Groups to see how candidates are progressing but will not normally contribute to the discussion.

Online Summary of Learning Group

- Log in at least once a week to update your Summary of Learning

(Your Summary of Learning need not be lengthy. It can be just a short note which summarises your learning from each of the Units you have been studying and/or raises points on which you would welcome further support or examples from your tutor and fellow candidates. Your tutor will be able to direct you to some examples of Summaries of Learning.)

- Read and contribute to the Summaries of Learning of your fellow candidates

(You may have some examples of good practice to share or have addressed a similar issue in your studies)

- Raise any queries you may have about the programme with your tutor and fellow candidates

(Please note your tutor will not be able to engage in lengthy individual online conversations. It is important that you share your learning with other members of the group so that they can contribute their insights and examples of good practice)

Virtual Heads national discussion groups/special interest groups

- You also have the opportunity to ask questions of leading education practitioners in the 'Hotseats' on [Virtual Heads](#)
- You may also wish to contribute to the specialist discussion groups

Your tutor's responsibilities

- Your tutor will log in at least once a week and read and contribute to your Summary of Learning

(Although your tutor will contribute, it is also important that you take the time to contribute to the Summaries of Learning of your fellow candidates so that they can gain your perspective and your examples of good practice)

- Provide you with advice and information about the programme

(Please note that although your tutor will provide you with advice, this is a self directed programme and to get the best out of it you will need to set aside time each week to work through the study units, contribute online and share your learning with your fellow candidates through your Online Groups and Learning Circle. Your tutor will be able to provide you with example case studies about how candidates have approached the NPQH.)

- Monitor your progress through the qualification

There is no formal assessment of your online learning contributions but, if you do not contribute, your tutor will not be able to monitor your progress, your fellow candidates will not benefit from your expertise and you will be missing out on an important aspect of your development as a headteacher.

8. HELP!

If you have any difficulties in getting access to or in using [Virtual Heads](#) you should contact the BT helpdesk for personal advice.

BT Helpline: [0845 6013032](tel:08456013032)

7.00 am to 9.00 pm Monday to Friday.

Or e-mail: nctl.support@bt.com

If you have any more technical difficulties once you have logged in to [Virtual Heads](#) you may ask for help in the **NCSL online community**. You can also use the in-built help in think.com by clicking the **Help** button.

If, once you have logged in to the website, you get lost while exploring it, the **Community** icon, which always appears among the icons at the top right hand side of a page, will take you back to the list of communities to which you belong.

9. GETTING STARTED

At your **Introductory Tutorial** you will receive your **Virtual Heads** CD, and your username and password for the NPQH sites.

You will also see a demonstration of:

- how to log in to **Virtual Heads**;
- the NPQH Modules site;
- your Online Module Discussion Group;
- an Online Summary of Learning Group.

After the Introductory Tutorial

1. Find the Virtual Heads website at

www.virtualheads.net

You may wish to add this site to your list of favourites (if you are using Internet Explorer) or bookmarks (if you are using Netscape).

2. Log in

Enter your username (your surname followed by an underscore _ then two letters, two numbers, two letters) and password in the boxes provided. It does not matter whether you type the letters in capitals or lower case. Your password will appear as asterisks for security reasons.

Click the **Login** button.

ILLUSTRATION 1 – login

If you have any difficulty in logging in, it may be because you have made one of the following common mistakes:

- you have put a dash – not an underscore _ ;
- you have put spaces between the letters and numbers;
- you have entered an incorrect password; or
- you have typed a number rather than a letter e.g. a (1) rather than an (l).

Check for these errors and, if you still have a problem, ring the BT Helpline on **0845 6013032** or email ncsl.support@bt.com.

3. **Change your password**

After you log in for the first time, you **must** change your **password**, for administrative and security reasons.

- type in the password you were allocated;
- on the next line, type a password of your own choice. (It must consist of between 5 and 8 letters or numbers.) It will appear as a row of asterisks;
- in the third line, type in your new password again; and
- click on **Change Now**.



Tip: Remember to keep your password secure and choose words, letters or numbers that are easy to remember.

Click on the **Home** icon to go to your **personal home** space.

ILLUSTRATION 2 – Home icon

ILLUSTRATION 3 – personal home

In your **personal home** space you will find personal communications relevant to you, for example emails.

4. Community space

Click on the **Community** icon to go to your communities.

ILLUSTRATION 4 – community icon

You will find the list of all the communities you belong to in the **community space**.

All **Virtual Heads** candidates should belong to:

- DfES in Dialogue;
- **Virtual Heads**;
- Your Online Module Discussion Group;
- Your Online Summary of Learning Group.

ILLUSTRATION 5 – community space

Click on the title of the community to go directly to that community.

5. Invitations

If you have received invitations to any other communities you will find these in your **community space**.

ILLUSTRATION 6– invitations

To accept invitations:

- Click on the name of the community to go to the **community space** which will appear in world colour as you are not yet a member of the community;
- Click on the **Members** tab;
- Click on the **Accept** under 'notification'.

As your invite is accepted the screen will change to the community colour to confirm your membership.



Tip: Always check membership carefully so that you are aware of who can see, and contribute to, any community you join.

6. Navigation

Tabs similar to those seen in the illustration below are common to all communities.

ILLUSTRATION 7 – navigation bar

Site	keeps you informed of current activities of the community and allows you to see all the pages in the community.
File Cabinet	is the store for everything that has been created in the community and provides you with the tools for creating new items.
Members	tells you who else can participate in the community and read your contributions.
About	contains a statement about the community purpose.

To move between communities click on the **Community** icon. This will take you back to your community list so that you can choose which community you wish to visit next.

To navigate while in a community click on **Pages** and **Sub-communities** listed in the left vertical bar.

Pages click on the name of the page you wish to go to.

Sub-communities click on the name of the sub-community you wish to visit. You will see all the sub-communities of the community you are currently in, regardless of your memberships. If you click on a community to which you do not belong your screen will change colour to 'world' and you will be taken to the 'about' section of the community.



Tip: If you ever get lost when exploring the communities, the **Community** icon, which always appears among the icons at the top right hand side of the screen, will take you back to the list of communities to which you belong.

7. Writing about yourself

Write a few sentences about yourself in your **About** area. It is important that you do this to enable others, who may never meet you face-to-face, to have some idea of the person with whom they are communicating. Research shows that simple measures, like this one, to personalise the online spaces do make communication much more useful and meaningful.

To write the piece about yourself:

- click on the **Home** icon;
- click on the **About** tab;
- click on the **Edit** icon;
- decide what you want to call your space – you may simply label it with your name;
- type what you want to say about yourself in the box – keep it brief; and
- click **Save**.

Remember that anything in your individual space can be read by all members of [think.com](#), not just members of [Virtual Heads](#).

You can edit what you have written at any stage by repeating the process described above.

8. Log out

You can do this at any time by clicking on **Logout** at the top right hand corner of the screen. This logs you out of [Virtual Heads](#) and [think.com](#). This is essential as it prevents others accessing your information e.g. on a shared computer in school.

9. The CD-ROM

If you have not already done so, you may wish to look at the [Virtual Heads](#) CD-ROM and explore its contents. It gives a general overview of the [Virtual Heads](#) site and a 'walkthrough' of the software.

10. WRITING AND PUBLISHING AN ARTICLE

Once you have had a look at the [Virtual Heads](#) site, write a short piece about your school and post this in your individual space.

During the Development Stage of the NPQH, candidates make visits to other schools. You will decide what you want to see on these visits and your learning outcome. To help you to choose visits that might be particularly useful for illuminating the focus you have identified in your individual training and development plan, you may wish to read about the schools of other candidates in your locality and any special features they have. You could then request a visit to a school that appears to offer what you are looking for.

The purpose of the following exercise is therefore to:

- a) exchange information about your school with other candidates; and
- b) introduce you to some of the tools available in [Virtual Heads](#) and encourage you to explore their possibilities.

Writing an Article

Please write a short piece about your school describing any aspects that might be of particular interest to others – strengths of the school, problems you are attempting to solve, initiatives in which you are engaged. Put yourself in the position of an informed visitor. What is it about the school that would capture your attention?

 **Tip:** You may write your piece online, following the instructions below, but you may prefer to type it offline into a word processor. You may then cut it, log in to [Virtual Heads](#), and paste it into the online box rather than typing it there. You still need to follow the steps below.

1. Log in to www.virtualheads.net.
2. Click on the **Home** icon at the top of the page. This will take you to your individual space (note its colour). Remember that what you put in this space can be read by all members of think.com including children.
3. Click on the **File Cabinet** tab at the top right of the page.

4. To the left of the page you will see a list of the tools available to you, each illustrated with an icon. You will become familiar with many of the tools through the work in your Online Groups. The following pages of this handbook give instructions for using the ones you will need most.
5. Click on the **Article** icon at the top of the toolbox.
6. Choose a name for the article and type it into the first box. You may simply use the name of the school – you should certainly include it if others are to use what you write for the purpose outlined above. When you publish an article normally only the title and summary will appear. If you want the text of the article to appear instead then click in the **Show in line** box.
7. Write a short summary sentence to describe your article – this is like an advertisement or trailer. People will use the information in it to decide whether or not to read your article.
8. Type or paste your article into the box.
9. Ignore the boxes that invite you to include a file from your gallery.
10. When you publish an article on a page, usually only the title and summary will appear. If you want the text of the article to appear instead then click in the **Show in line** box.

ILLUSTRATION 8 – article box.

11. Click **Save**. You will see how your article will appear to others.
12. Your article will now be in your **File Cabinet**, which holds all the work that you do in this space. It will not appear on your individual page until you publish it. Unpublished items have an indicator (illustration) to the left of the item name and cannot be seen by other users.
13. You can edit your article at any time by opening it, clicking on the **Edit** icon, making the changes you wish to make, and clicking **Save**.
14. You can delete your article by opening it, clicking on the **Delete** icon and following the instructions.

Publishing an item

1. Click on the **Site** tab and then on the name of the page on which you wish to publish your article.
2. Click the **Edit pencil**.
3. Click on a  symbol to add any item which will appear where the  is located.
4. A small box (window) will appear and you will see all the items in your **File Cabinet**. Select the name of the item you wish to publish and then click on **Insert item**.
5. You can unpublish your article by clicking on the red **X** to the right of its name.
6. When you have finished publishing items, click on **Save**.

If you are experienced and confident in using your computer you may wish to explore the other tools in the toolbox. e.g. you can add images to your article or post other items, such as conversations, on your individual page. Instructions for using some of the tools are given in this handbook but, if you want to know more there are also **Help** buttons around Think.com.

Warning If you want to experiment, make sure that you do so in your **personal home space** (check the colour). Use the **File Cabinet** and toolbox there, not in your Online Module Discussion Group or [Virtual Heads](#) national community, or your efforts may appear where you did not intend.

11. THE NPQH MATERIALS ONLINE

The NPQH study materials are available online.

To find them you should:

1. Log in to www.virtualheads.net.
2. Click on the **Community** icon.
3. Click on **Virtual Heads** in your community list.
4. Click on the link to either the Access or Development stage study modules.

You may find it helpful first to browse around to see what is there. What you will find is:

Access Stage or Development Stage
(a brief introduction to the Stage)



Module 1, Module 2, Module 3 or Module 4
(there is an explanation of the way in which each module relates
to the National Standards for Headteachers)



Unit 1, Unit 2, Unit 3, or Unit 4
(the front page of each unit tells you what the unit is about)



Tip: If you ever get lost when you are browsing, you can re-trace your steps by using the  **Back** button in the left of the toolbar at the top of your screen.

As explained in the Candidate Handbooks, the advantages of working with the materials online are that you can:

- browse through the units quickly;
- search for a topic in a unit – there is a search button on each page;
- access the web sites referred to in the text. If you click on the web address in the text the relevant page will appear;
- view the activities. The activities for each unit have a separate tab on the introductory page so that you can click on that and find them quickly; and
- check for any updates.

You will also be able to find the links between one unit and another quickly.

The content of the materials online is identical to that of the printed booklets but it is arranged slightly differently to enable you to find what you want easily. On the first page of each unit there is a navigation bar.

ILLUSTRATION 9 of modules' navigation bar

The relationship between these tabs and the headings in the unit booklets is as follows:

Overview gives you a brief description of 'This unit' and 'What you should be able to do after completing this unit.' It will also explain 'How this unit contributes to your attainment of the National Standards for Headteachers', set 'The context', and show 'Links with other parts of the training';

Reflection contains the 'Unit reflection activity' and 'Unit review';

Content houses the main body of the text;

Activities contains all the activities in the unit including the optional ones;

Resources lists 'What you need in order to carry out the work' and 'References';

Unit index displays the unit structure;

What's new gives updates including new or revised web pages for reference.

12. PARTICIPATING IN ACTIVITIES IN YOUR ONLINE MODULE DISCUSSION GROUP

As explained in the Access or Development Stage Candidate Handbook, you should log in to [Virtual Heads](#) at least once a week and join in with the activities in your regional discussion area. To do this you must:

1. Log in to www.virtualheads.net.
2. Click on the **Community** icon. You will see a list of the communities to which you belong. These should include [Virtual Heads](#), DfES in dialogue, your Online Module Discussion Group and your online tutorial.
3. Click on your Online Module Discussion Group – you will go to the front page.
4. Click on the **Noticeboard** to check if there is any news.
5. When you have read the notices, click on the page for the module on which you are working.
6. Contribute by clicking on the underlined title and writing in the box provided.

You will find contributory items and activities in your Online Module Discussion Group – brainstorm, conversations, debates and hotseats. Articles may also be placed there for you to read.

The following pages explain how you can take part in discussions. The instructions apply to all the communities to which you belong. In addition to working in your Online Module Discussion Group, you should also visit your Online Summary of Learning Group regularly, and look at the national hotseat debates and other discussions in [Virtual Heads](#).

It is easy to take part in an activity. Just click on its title and follow the instructions on the screen.



Tip: If you have a long contribution to make, or wish to take time to consider your comments, you can always type into a word processor whilst not online, re-connect to the internet and copy and paste your comments.

Brainstorm

ILLUSTRATION 10

Click on the title of the brainstorm to see it.

A brainstorm is the only anonymous item in **Virtual Heads**. The time since a contribution was made is indicated by its colour.

To add your comment:

1. Click on the **light bulb**, this allows you to choose where to put your contribution on the page;
2. Click in the box provided and enter your idea in the white box;
3. Click **Create** to add your comment;
4. If you want to see what your comment will look like before you commit yourself to adding it to the brainstorm, you can click **Preview**; and
5. Click **Continue** to edit what you have written, or **Create** to add it to the brainstorm.



Tip: Brainstorms are for short comments only. If people write long pieces it is difficult to see the whole pattern of contributors' ideas.



Tip: As brainstorms are anonymous, you may prefer in your Learning Group to adopt the convention of always typing your name at the bottom of your contribution so that others can communicate with you about your idea.

Conversation

ILLUSTRATION 11

Click on the title of the conversation to see it.

In a conversation, contributions are added in sequence. The name of the contributor and time when the contribution was made is shown alongside each addition.

To contribute to a conversation:

1. Scroll to the bottom of the page and click in the box provided there;
2. Type what you have to say;
3. Click **Preview** if you want to see how your piece will look in the conversation. Click **Continue** to change it if you are not satisfied; and
4. Click **Contribute** to post your contribution.



Tip: If you do not contribute to activities in a community you are 'invisible'. Nobody will know that you have logged in.

Debate

ILLUSTRATION 12

Click on the title of the debate to see it. A debate allows contributors to comment on a set of up to five statements. Each statement is colour-coded and the comments relating to it appear in that colour.

To contribute to a debate:

1. Scroll to the box at the bottom of the page;
2. Click on the button for the statement on which you wish to comment;
3. Click in the box provided and type what you want to say;
4. Click **Preview** if you want to see how your piece will look in the debate. Click **Continue** to change it if you are not satisfied; and
5. Click **Contribute** to post your contribution.

Hotseat

ILLUSTRATION 13

Click on the title of the hotseat discussion to view it.

In a hotseat discussion members can ask questions of a guest. You may find that the guest has written an article as a basis for the discussion and you can click on the title of the article to read it.

Most hotseats will be found in the [Virtual Heads](#) national discussion area.

To ask a question:

1. Scroll to the bottom of the page and click in the box provided there;
2. Type in your question;
3. Click **Preview** if you want to see how your question will look on the page. Click **Confirm** to post your question or **Continue** to make any changes; and
4. Click **Ask Question** to post your contribution.

To answer or comment on a particular question:

1. Click on the **Q** icon to the left of the question;
2. Click inside the box that appears and type your answer or comment;
3. Click **Preview** if you want to see how it will look. Click **Confirm** to post your answer or **Continue** to make any changes; and
4. Click **Answer Question** to post your contribution.

13. SETTING UP AN ONLINE LEARNING JOURNAL

You may decide to keep your Learning Journal online. To do this:

1. Log in to www.virtualheads.net;
2. Click on the **Home** icon to go to your **personal home** space;
3. Click the **File Cabinet** tab at the top of the screen;

How to use this area

You may find it helpful to explore the toolbox **in the File Cabinet** in this area to decide how you will keep your notes online.

- You might use an article – you can add text to it as you wish, much as you would if you were writing in a notebook. You can copy and paste from a word processed document created off-line into your article.
- You might use a conversation – although you would be talking to yourself! The format makes separate entries, and gives them an approximate date.
- You might use a brainstorm for jotting down short notes on a theme over a period of time.

 **Tip:** You can also copy and paste relevant bits from other areas in [Virtual Heads](#) (e.g. Learning Group discussions or hotseats) into the most appropriate tool in the **File Cabinet** for later reference. You may wish to save a question and answer from a national hotseat or a point made in your Online Module Discussion Group.

 **Tip:** If you leave items in your **Filing Cabinet** then other users will not be able to view them until you choose to publish them.

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August 2001

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