



Tutor guidelines

Intro

The course about WebQuest has been designed as an on-line training activity using BSCW as the environment where the scheduled tasks have to be carried out. This is the reason why the first four activities (out of the eleven that comprise the whole course) are devoted to the training in the basic skills of BSCW. These activities are needed to proceed on to the actual WebQuest course. We think this training on BSCW will also be helpful for those who may need to use this tool in the future.

Nevertheless, this course is also platform-transparent, so that it can be carried out under any other collaborative-work environment. If you are using WebCT or PhpCollab, for example, you just have to begin the on-line course at Activity V, and adapt the instructions (create folders, enter discussions, etc) to those of the tool you are using.

We have just mentioned that this is an on-line training activity, but nothing prevents us from holding face-to-face sessions to meet the students: for example, you might find it useful to start the training on BSCW in a classroom or to end the course with a personal presentation of the WebQuest designed by the students.

As a tutor you have to bear in mind that BSCW offers you tools to keep the student well informed about his or her progress along the course. In an on-line distance course there is a high risk of students abandoning the course due to lack of feedback about his or her development.

This English version will be used by all the members of the partnerships as the source for their national versions. This means that all the national courses will have the same basic contents and structure, but with the necessary adaptation to national or local needs.

As you can see, each activity consists of a short, initial explanation, a variable number of steps your students have to follow and a task they have to do.

The step-by-step process might seem too simple (and even boring at times!), but it has been carefully planned to help your students achieve the goal stated in the task. Therefore, all the steps are compulsory and you will be able to check your students' progress. There is no fixed deadline for each step, but they must be done consecutively.

The completion of each of the tasks (e-mails to you / documents uploaded to your workspace / notes to discussions, etc) will serve as proof of the student's active involvement in the course.

There are no fixed deadlines for either the tasks or for the course in general because of the different national arrangements. But you will have to inform your students about your agenda (which is supposed to be the same at each of the Partner Institutions).



Remember that you have to invite your students to become “registered users”. Please refer to the “Registering new users in the BSCW system.pdf” you will find in the BSCW folder to check how this procedure should be carried out.

Structure

Inside his or her space, each tutor has to open a folder, “Online Course” with three sub-folders:

Online course			
	Name	Size	Shared
<input type="checkbox"/>	Closing the course	2	
<input type="checkbox"/>	Webquest course	3	
<input type="checkbox"/>	Webquest template	1	

The description of contents is optional.

1. The folder “WebQuest Course” must consist of, at least, four items:

Webquest Course					
	Name	Size	Shared	Note	Rating
<input type="checkbox"/>	Calendar of Webquest Course	0			
<input type="checkbox"/>	About Evaluation	1			
<input type="checkbox"/>	Activity 1	1			
<input type="checkbox"/>	Introduction to WebQuest	1			
<input type="checkbox"/>	Role of the Teacher	1			

- A group agenda “Calendar of WebQuest course” with the relevant dates for the development of the activity (deadlines, etc)
- A debate entitled “Role of the teacher” (see activity 3)
- A debate entitled “Introduction to WebQuest” (activity 5)
- A debate entitled “About Evaluation” (activity 9)
- and discussions for the activities – these discussions will serve as meeting points for the students and for their “Frequently Asked Questions” –. In the picture you have just one example, but you may need to open one discussion per activity, because the information that can be obtained from them is essential for the evaluation of the whole project. And please keep a record of your students’ questions or comments, because you will need that information if you have to evaluate the whole process.
- It is necessary to emphasise the importance of these discussions: as in any other distance-learning activity, the students will probably feel that



they are not doing well and that nobody else has the same problems they are encountering. One of the tools to avoid this is to open spaces - discussions - where students and tutors can share their opinions and check that everybody is doing as well as they are. This is the reason why we think that it is compulsory to take part in the debates and that the students' participation will serve as proof of their active involvement in the course.

- Activity IV introduces the Calendar Tool. As a tutor, you must use it to keep everybody informed of their progress and to engage them into the debates we have just mentioned.
2. The "WebQuest template" needs to have the template, of course, and the necessary permissions must be granted to the students when the time comes to do it.
 3. In the last folder, "Closing of the course", there must be a debate entitled "Opinions about the course", another called "Internet and the education in the future" and the evaluation form of the course.


Closing the course		Name	Size
<input type="checkbox"/>		Internet and the education in the future	1
<input type="checkbox"/>		Opinions about the course.	1

Remember that you have to grant your students the necessary permissions to enter your WebQuest course folder.



Frequently Asked Questions

If your students are using BSCW they will probably ask you questions about the interface the program uses. In Activity I they are suggested to read the document "Brief Introduction to BSCW" where they will find plenty of information about this environment.

Nevertheless, they may have other questions:

- Once you start version control of any item uploaded in BSCW, you may reach earlier versions of that document by clicking "Branch" in the Action Menu.
- The "Action Menu" you can display with the "Action" button  is sometimes longer than the workspace. You may have to use the menu to reach some of the items. You can also try to modify the properties of your web browser so that it allows you to see a bigger screen.
- The "Action" buttons are not active until the page has been completely downloaded. If you click on them before that they do not work. You have to



- “refresh” the page to re-activate them (but please, wait until the page is completely downloaded!)
- When you share folders you must not delete them until they are previously “unshared”. If you do not do it this way, the folders remain as copies in your students’ pages and they will still be using parts of your own space in the server. You have a limited quota, so be careful: you will be using space (the students’ copies) even though you do not see them. Warn your students about this.
 - When you cut items, they are stored in the Clipboard . If you do not paste them, they will use your space. Clean your Clipboard and Waste Paper Bin from time to time. And ask your students to do so.
 - The most efficient way not to reach your quota is to zip the files you upload to the server. Encourage your students to do so.
 - If you want to know how much space you are using, your disk quota is displayed in the “Info” item of the action menu of your root folder, or in the “More info” button  of this folder.
 - If you (or your students) prefer to see the folders in a Windows Explorer tree-like display, you have to use the “JBrowser” item in the action menu of your root folder. You need to have an “Expert” user profile (in the Options/Preferences Menu)
 - The JMonitor tool enables you to enter into a synchronous chat with other users listed in your Address Book. You will find this tool in the action menu of your root folder. If you want to chat with your students or with other tutors, feel free to do so. Just remember that you need to have an “Expert” user profile. In fact, we believe that this is an excellent opportunity to keep your students informed about their progress or to solve common doubts (and to use the Calendar)

Publishing WebQuests

When all WebQuests are polished, tested and finished, we have to grant access to them from our website. In the “outcomes” section of the project’s page there will be a grid where our students’ “products” appear organised according to “area” (or subject), “age (target) group” and “language(s)”

When your students reach “Activity X”, you should open two new folders: one called “Creating WebQuests’ html” and another called “WebQuest Pages”:

“**Creating WebQuests’s html**” will be shared with your students, and there you can work (co-operatively) with all of them to create the final versions of their html



documents. You should open one folder per student, but share it among all your pupils, that way they will be able to exchange ideas, suggestions and even tools.

In order to grant public access to the students' products you have to open a second folder: "**WebQuest Pages**".

This folder, owned by the tutor, will have **public access**: the html documents you store there can be seen from outside BSCW. In this folder you will store your students' final products (organised in subfolders).

Name	Size	Shared	Note	Rating	Owner	Date	Archive
<input type="checkbox"/> Creating WebQuests' Html's	0				Nacho_1	2003-05-10 11	Export
<input type="checkbox"/> Folder shared with my tutor	1				Nacho_2	2003-03-27 10	Description
<input type="checkbox"/> Older documents of evaluation	5				Glava_A	2003-04-16 11	Rename
<input type="checkbox"/> On_line Course	1				Nacho_1	2003-03-26 22	Events
<input type="checkbox"/> Think, Construct and Communicate Comenius 2.1 project institutions representatives	11				Rodriguez_N	2003-05-11 11	Add Role
<input type="checkbox"/> WebQuest Pages	5				Nacho_1	2003-05-11 10	Edit Role
							Change Owner
							Assign Role
							Public Access

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You can obtain a public link to your students' documents copying the URL from BSCW, but please note that you will have to change the "/bscw/" for "/pub/" in the address to grant access from outside BSCW.

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