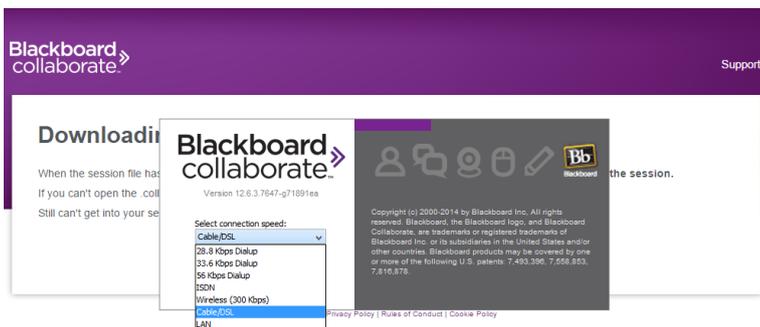


How to get the best out of your FMSP online course

These hints and tips are designed to help you get the best out of your Live Online Professional Development course.

Getting the best connection to Blackboard

- If possible, use a wired connection to the internet i.e. via an Ethernet cable.
- Try to cut down on other drains on bandwidth e.g. someone in the house using live gaming, streaming video or internet chat.
- We won't be using the webcams so don't switch it on! This often causes the connection to fail.



- When the Blackboard room opens up, if you are asked to choose your connection speed, choose the option which best reflects the setup you are using. The system will automatically optimise the setup of your room to fit. (You can also do this once you are in the classroom by going to Edit > Preferences > Connection).

- If you're joining the sessions from a school, you may need to get your IT technician to help you access the classroom via your proxy server. This works best if you plan ahead as far as possible!

Getting the best out of the features of the room

- For most of our courses, a graphics tablet will be necessary to help you to engage with the tasks set by the tutor, allowing you to handwrite freely on the shared whiteboard.



- A headset with a microphone is essential to help you to engage with the tutor and the other participants to best effect. A USB headset is great; using the microphone on your laptop will often cause echo and loss of quality which can be distracting for other participants.

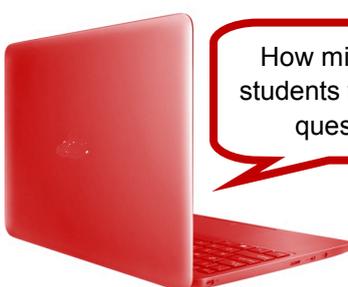


- Make sure you have tried your headset and graphics tablet before your course starts!

Engage with us!

You will have lots of options for engaging with us in the sessions:

- Sessions are usually more like a conversation than a lesson: we will chat with you and we think you will get the best out of the course if you chat to us too, ideally using your microphone. It will feel a little odd to start with but you'll soon get used to it!



How might your students tackle this question?

- For quick responses, especially where we're looking for a number of people to respond at once, we use the Chat box and emoticons.
- Your tutor will often ask you to use the shared whiteboard to engage with some of the content; it's just like the whiteboard in a classroom with a range of tools you can use to make your mark!

Outside the sessions themselves, your tutors will be available via email to help with any follow-up questions you may have.

Using the recordings

All LOPD sessions are recorded. Your tutor will send you a link after the session which you can follow to watch the session through in your own time. Participants often use this to review the topics just before teaching them or to go through the trickier questions at a slower pace.



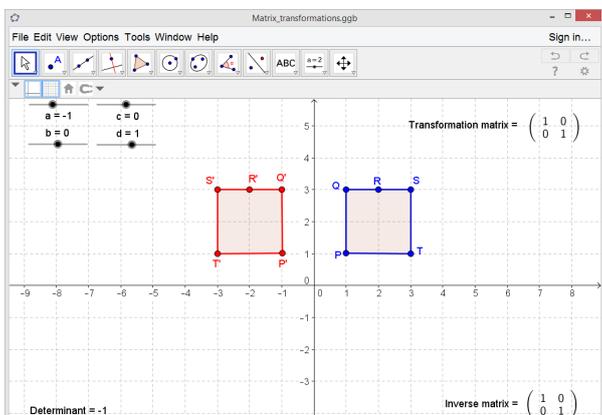
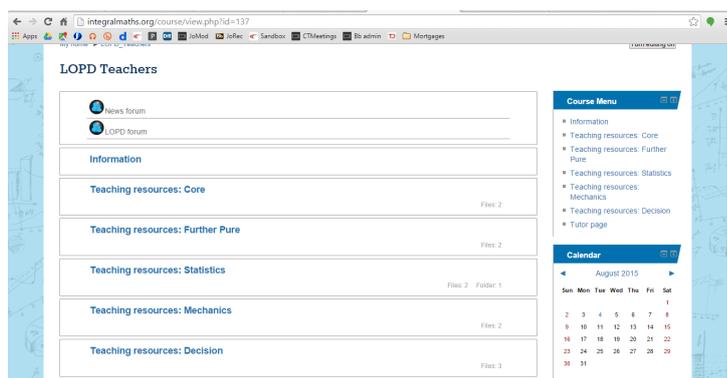
Need to take notes? No, just download the presentation

Your tutor will show you how to download the presentations from the session. This gives you a PDF document containing all the annotations from the session.

You can save this either at the end of the live session (your tutor will give you time to do this) or you can do this from the recording at your leisure.

Using Integral

Use of the Integral resources comes as part of the LOPD package. You will usually have access, including the LOPD Teachers area where you will find your group's forum and links to the online classroom and feedback form, for one year from the start of your course. If your course starts with an introductory session, this will include a tour of the Integral resources.



If you wish to, you can use your Integral resources to support your course by:

- Reading ahead on the upcoming topic: your tutor will review the schedule at the end of each session so you know what's coming up.
- Completing some consolidation exercises on the topic you've just studied.
- Using one of the resources from the LOPD Teachers database with a class.
- Looking in more depth at topics which are specific to the awarding organisation you are working with.

None of these are compulsory but they're there if you would find them useful.

Who to contact if you have a query or a problem:

Issue to be resolved	Who to contact
Connection to the online classroom, technical issues such as sound, etc.	Go to www.furthermaths.org.uk/online-support first. Email online@furthermaths.org.uk
Questions regarding the schedule, content of sessions, preparation required.	Contact your course tutor(s) via your group's forum on Integral.
Administrative issues e.g. missing access details, invoicing queries, booking confirmation, Integral access.	Email LOPD@furthermaths.org.uk or contact the CPD team on 01225 716494.
Concerns: if you have any issues you would like to raise with the project coordinator.	Email LOPD@furthermaths.org.uk .

We hope that you will enjoy your course.
The LOPD Team.