



CLAN Resource Base

This issue includes advice and support, ICT workshops, reprographics, special delivery and more ...

Advice and Support

CLAN Resource Base is a multi-media resource centre for literacy and numeracy practitioners in Edinburgh. Some of the people who call in or contact the Resource Base are looking to borrow specific materials. However, staff are always willing to offer advice on appropriate resources to suit a particular group or course or specific learning goal.

A common area of interest is how to improve inexperienced readers' skills. In this case, we might suggest thinking about fluency, pace and vocabulary development and look through some of our professional resources* which include useful approaches and discussion points. Suitable materials include 'Teaching Reading to Adults' by Pat Campbell, the UK Reading Association's mini guide on Miscue Analysis, and Liz Waterland's little book 'Read with Me' on Paired Reading.

When thinking about sources of material for reading, we might suggest considering books aimed at adult learners that are accompanied by tapes and CDs as a way of helping the learner move beyond their current levels of ability.

If the tutor and/or learner have access to the Web, we might suggest where to find news and special interest pages to be used along with a text-to-speech program.

We are always willing to pilot new ways of working. One tutor is working with a learner with a strong interest in music so we found out how to save web pages on hip-hop and DJ-ing and convert these into MP3 files and save them to disc. The idea is that the learner can hear the text and try to follow it on the printed out web pages both in class and at home. The feedback from the learner and tutor is positive, but the sound quality is not as good as we would like, so we will keep working on this one.

For advice and support with any aspect of practice contact us (see back).

*We have resources aimed at explaining approaches and good practice that we call 'professional resources' to distinguish them from materials aimed at classroom use for teaching and learning.

Networks

On average, 60 workers and learners visit the Resource Base every month. We also get many enquiries by phone and email.

Building on our links with individuals, we are able to identify issues and interests that are shared across the city by workers in different organisations.

We usually put people in touch with each other in twos and threes, but gradually some aspects of practice seemed to stand out as 'hot topics' and we began to develop small networks around these.

A number of workers were designing and delivering courses and projects with homeless learners, many of whom were also dependant on alcohol or prescribed/street drugs.

10 people were invited to meet together at the Resource Base last November, with support from staff.

For the first meeting, the Resource Base worker copied extracts from a London report 'Crossing the Threshold: Successful Learning Provision for Homeless People'. The group exchanged experiences, ideas and areas of difficulty and decided to work together as a network by meeting at three to four monthly intervals.

The Resource Base worker also suggested she finds out more about Learning Connections Pathfinder project, 'Homing in on Literacy' and Jenny Horsman's work on the impact of violence on learning. This information was sent out with notes from the meeting.

Further networks are being planned on youth literacies and learning difficulties. If you would like to be put in touch with colleagues to share practice, or join these or similar networks, email: catherine@clanedinburgh.org

Log on for learning

www.clanlearn.org

"I think this site is great. It gives students a chance to meet others and helps me with my studies"
(Learner's comment)



CLAN launched an exciting new project last summer to help learners extend their learning via the Web.

The project has enabled learners to try out literacy, numeracy and ESOL resources online and join a community of online learners to share ideas, photos and writing – all with the help of an online tutor.

The idea for the project came from practitioners working with learners responding enthusiastically to CLAN supported e-learning within their groups. They wanted to identify ways to extend these learning opportunities beyond the group and increase the learners' autonomy in using e-learning to meet their goals.

With funding from Learning Connections 'Innovations in ICT' grant, CLAN's 'Log on for Learning' project got underway in June last year.

Catherine Macrae, CLAN's ICT & Literacies Officer, explained, "The project was designed to pilot the use of Web supported learning opportunities in order to extend the duration, frequency and effectiveness of literacy and numeracy learning and give learners much greater control over their learning opportunities. It offers learners a programme of individualised e-learning, tailored to their specific goals and guided by an online tutor as necessary."



Online tutor

John McGrath was appointed as online tutor and was also responsible for designing the website. He used his expertise and experience of management systems to adapt the Moodle* software to meet

the learners' requirements. His aim was

to create a site that was very easy to navigate and accessible for all abilities. John replaced the original Moodle symbols with orange ones, which are based on the Bonnington Symbol System.

Site areas

There are three areas to the website: Numeracy, Reading & Writing and ESOL. Each area contains links to free online learning resources with hundreds of activities for learners to try.

John worked his way through websites of English-speaking countries to find the best numeracy, literacy and ESOL sites. The sites that are featured are all easy to use, have clear online instructions and audio.

The Reading & Writing area of the website has been split into four sections – reading, writing, spelling and word games. Each area has a tips video to help learners get the most out of the site.

Profile pages

The website contains some individual areas for learners including a profile page where they can add personalised information and include a photo.

Learners can also complete their 'individual learning plan' and from this the on-line tutor can determine where their interests lie and which resources will be most beneficial.

One learner, Robert, was interested in making movies and John was aware that Windows Movie Maker was freely available. He downloaded details of how to use this onto Robert's personalised section. Robert was able to add titles and credits to his movie which improved his literacy skills.

John said, "The benefits of e-learning is that it allows learners to study, contact tutors, talk to other learners and get instant feedback, all from the comfort of their own home, library or Internet café."

It was hoped that around 12 learners would take part in the pilot project. In fact, 36 learners have now signed up to it.

The project has been presented to different groups across Scotland. The feedback has been extremely positive and CLAN has received enquiries from Aberdeen, Ayreshire and Motherwell about setting up a similar site in these areas.

Funding for the project is due to end in March but it is hoped that further funding will be found to continue the next phase. For more information email: catherine@clanedinburgh.org

* Moodle is a free software package to help educators create effective online learning communities – <http://moodle.org>



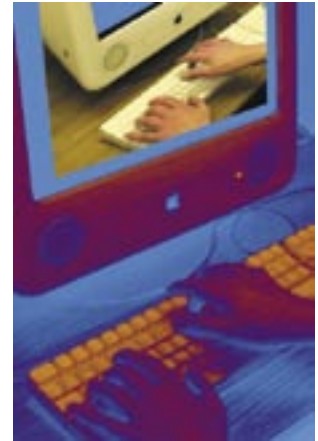
Borrowing resources

The Resource Base has over a 1000 resource items for loan. We have a wide range of printed books and packs on literacy, numeracy and ESOL, offering teaching and learning materials and guidance for tutors.

We also have a range of ICT equipment including digital cameras, camcorders, laptops, printer-copier-scanners, reading pens and spell checkers. For groupwork, we have digital projectors, wireless keyboards and interactive whiteboards.

Contact us for loan details or for a copy of our catalogue (see back).

ICT workshops



The Resource Base has designed and delivered a variety of ICT workshops to workers and volunteers from partner organisations and other agencies

- exploring literacies using digital cameras
- developing writing using a range of software (e.g. Read & Write, Clicker & Wordbar)
- designing leaflets and posters using desktop publishing software (Serif PagePlus)

INTO THE MIX, people have brought their own expertise and experiences of working with learners in a wide range of settings. For example workers from Homelink, who support people to maintain a tenancy, and Forth Sector, who work with people to gain work experience through setting up social firms (non-profit making businesses), have attended workshops.

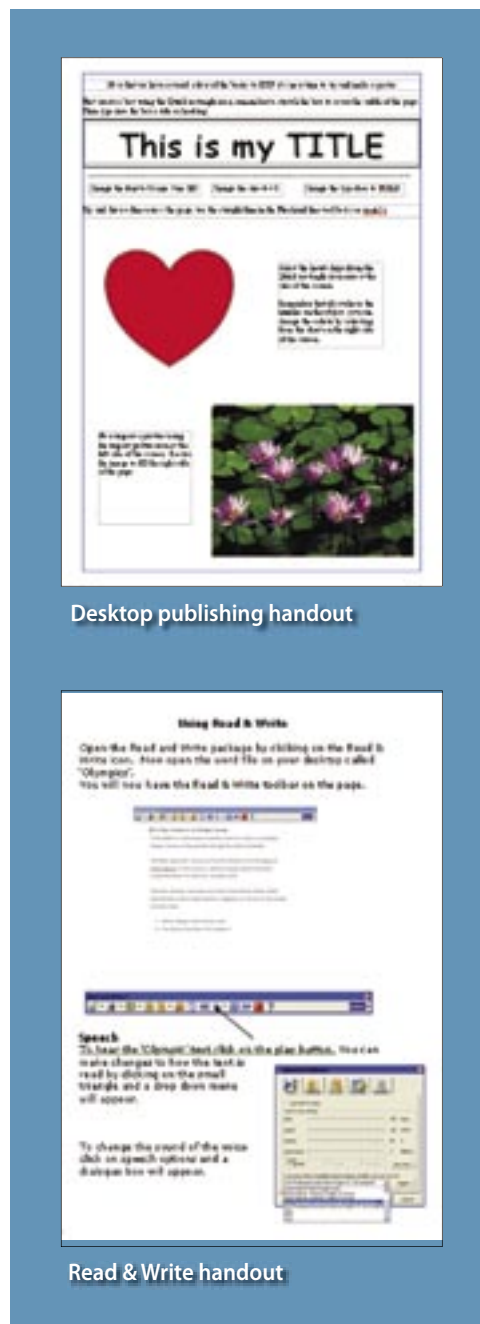
Within the workshops we have tried to adopt a structure so that participants can not only get to grips with the basics of the programme or piece of equipment, but also have the opportunity to discuss and explore how it relates to literacies learning.

Photographing Literacy

For example, when using digital cameras, we introduced ideas from a course called 'Photographing Literacy*'. This course gave learners the opportunity to use cameras to record images and writing from their local area and to then decode them; revealing power relations within society. Participants (on the ICT workshop) were then asked to go out and take photos with learners they are working with. Photos of food, signs and buildings were downloaded and ideas, issues and questions were raised in relation to how cameras and photos could then be used within a learning programme.

The workshops are accompanied by step-by-step colour handouts which take you through the basics of a programme or piece of equipment.

* Copies are available for loan



Desktop publishing handout

Read & Write handout

Feedback from participants

"Lots of new creative ideas ... great handouts ... very clear instructions ... it's been an opportunity to look at what's available for learners ... great to explore and work at my own pace ... good to have hands on practice and freedom to explore."

The feedback we have received on the workshops has been extremely positive but we are keen to find out how we can improve and develop the way we run them. If you have any ideas about topics we haven't covered or the approach we use please let us know.

Outreach ICT workshops

The majority of the workshops have been run from the Resource Base, however we are now keen to offer tailored workshops on your home ground. We have already run our interactive whiteboard session with the WEA and Family Learning within their own settings and feedback suggests that this has worked well.

ICT workshops in March

- **Learning via the Internet**
Thur 2 March, 2.00-4.30pm
- **Basic desktop publishing**
Wed 8 March, 5.00-7.00pm
- **Using video with learners**
Thur 23 March, 10.30am-1.00pm
Wed 29 March, 5.00-7.00pm

For more details contact us (see back).

Repro



CLAN Resource Base is open to anyone designing and delivering courses, training programmes and projects with literacy and numeracy elements.

As part of CLAN's work to improve the quality of programmes, the Resource Base offers a range of ways to reproduce and enhance your documents:

- enlarging or reducing documents to A3 or A4 size
- converting A4 documents to A5 folded and stapled booklets
- copying, printing and scanning in black and white or colour
- laminating documents in A3, A4 and A5 sizes

We can work with images and text produced on PC or Mac and delivered to us by floppy disc, CD or email. We can also help you give your work a more professional look using desktop publishing programs (Publisher or Serif PagePlus).

These services are free to Resource Base members (*unless a very large number of items are needed, when we would agree a contribution to the costs of materials*).



CONTACT

For advice and support, information about membership or any other enquiries, you are welcome to call in to the centre or contact us – Helen Elias, Lorraine Borwick or Catherine Macrae – by phone or email. You do not need to make an appointment to visit, but if you do, we will give you priority at busy times.

Tel: 0131 652 3938

Email: resources@clanedinburgh.org
www.clanedinburgh.org/resources

CLAN Resource Base

McDonald Road Library
2 McDonald Road
Edinburgh EH7 4LU

Location: basement of McDonald Road Library, on the corner of Leith Walk and McDonald Road. (There is a lift to the basement if required).

OPENING HOURS:

Mon & Wed: 2.00pm–7.30pm
Tue & Thur: 10.30am–4.30pm

Bus routes: 7, 10, 11, 14, 16, 22, 25 & 49. Free parking is available on Leith Walk (up to 60 minutes) and is unrestricted on side streets.

Special delivery!



To improve CLAN's services for practitioners, Edinburgh City Libraries have offered to deliver and return CLAN Resource Base materials via their libraries.

You can now phone us for the resources you would like to borrow and then the books and packs you want will be delivered, by the next day, to the library most convenient for you. If you don't know exactly which materials you want, we are happy to make recommendations.

When you are ready to return the resources, simply take them to your nearest library, in the envelope provided, and they will be collected and returned to the Resource Base for you.

We hope this new service will make life easier for busy practitioners and would like to thank all the staff at Edinburgh City Libraries for their help and support (especially those at McDonald Road, the Resource Base's home).

To use this service phone or email CLAN Resource Base. For library addresses and opening hours, phone or email CLAN Resource Base or use the links on www.edinburgh.gov.uk/Libraries/Libraries_and_Services/libraries.html

MORE BYTES

The next Beans will be out in March. If you would like to contribute, send your items to Fiona Holmes
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1–3 Canon Street,
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Tel: 0131 270 6073
Fax: 0131 270 6074
Email: fiona@clanedinburgh.org
Web: www.clanedinburgh.org