DIGITAL FIFE ONLINE LEARNING

Online learning means using computers instead of books or teachers to learn about a subject. For community groups the courses cover topics such as marketing, working with volunteers and fundraising.

For individuals the courses cover computing and making the most of the internet. Follow the instructions below to use the courses.

Getting started

1. In Internet Explorer or Firefox type:
   www.digitalfife.com
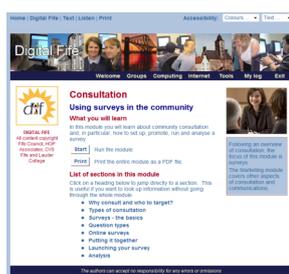2. Click the menu link to "Free courses"

Logging in

3. Select one of the modules (e.g. "Consultation") and click "run"
4. If you have already registered for online learning, enter your name and password on the next screen.
5. If not, press the "Apply" button. You will be asked some questions.
6. If you have forgotten your log in click the link to be reminded by email.

Launch a module

7. Once you have logged in, your module will run.
8. Click Start" to begin learning or select a section if you just want to look up some information.
9. The first page appears. You can press "Show" to show more than one item at a time. You can also Press "Listen" to hear the page spoken.

Questions

10. Moving on to the next page may bring up a multiple-choice question.
11. Answering this correctly makes an entry in your learning log. You can ask for a hint to help you.

Learning log

12. Click "Learning log" on the menu
13. You can edit your contact information, look at what you have achieved and see what is left to do.

Certificate of achievement

14. Finally you can create a certificate of achievement, listing all the sections of the module that you have studied and passed.
15. This can be printed on a colour printer, trimmed, mounted and displayed.
16. The courses are full of practical examples and tips. You can print out a module for future reference or go back to it and follow up some of the suggestions.

Logging off

17. Remember to log off at the end of your session, or someone else may do your learning for you! Click the link at the bottom of the page.
18. You can then click the link at the top of the page to return to the main Digital Fife website.

Further information

To learn more about the Digital Fife project and online learning please contact the Digital Fife project manager, Sheena Watson on:

07939 170307 or sheena.watson@fife.gov.uk.

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