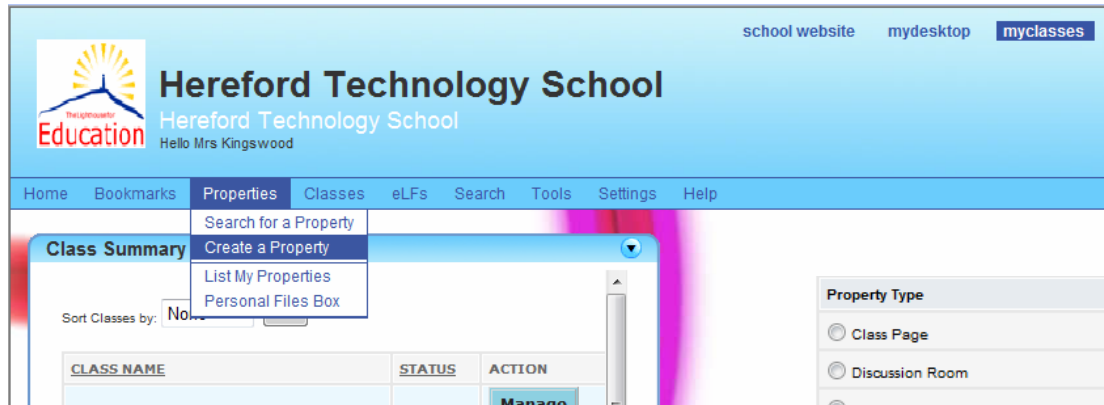


## Creating a Property

You can add different properties to your **MyClasses** by simply adding a property. To do this you need to be in the **MyClasses** section of the **VLE**. Click on the **Properties** menu and **Create a Property** from the drop down list.



You will be given a list of property templates which you will be able to use.

For this example I want to add a **Text and Image Area**, so that I can add useful web sites and a picture to one of my classes.

Click on the radio button at the side of the property **Text and Image Area**.

Click the **Next** button under the list of properties.

You will now be asked to add a title and some other information, so that you can produce your property. It is important to use a sensible name as you may want to search for your property to add to any of your classes.

Property Type
<input type="radio"/> Class Page
<input type="radio"/> Discussion Room
<input type="radio"/> e-Learning Folio
<input type="radio"/> Email List Subscriber
<input type="radio"/> Enhanced Notice Board - Education Authority
<input type="radio"/> Events Calendar
<input type="radio"/> Feed Reader
<input type="radio"/> File Viewer
<input type="radio"/> Files Box
<input type="radio"/> Forum
<input type="radio"/> Frequently Asked Questions
<input type="radio"/> Image
<input type="radio"/> Index
<input type="radio"/> Journal
<input type="radio"/> Notice Board
<input type="radio"/> Portfolio Viewer
<input type="radio"/> Simple Template
<input type="radio"/> Survey
<input type="radio"/> Text and Image Area
<input type="radio"/> Vote For

Details	
Title *	Useful Information <small>The Property title.</small>
Description *	This will contain useful information in relation to the ICT training class. <small>The Property description is shown in the search results.</small>
Owner	Mrs Kingswood
Creator	Mrs Kingswood
Creation date	Fri 14 Dec 2007 at 9:14 am

Complete the details for your property.

Curriculum Indicators	
Category	Science Society and Environment Technology Vocational Learning <small>The Categories this Property belongs to.</small>
Audience	Primary Secondary Teacher Student <small>The target Audience levels for this Property.</small>
Subject	Useful Information <small>Subjects associated with this Property.</small>
Keywords	ICT Training <small>Keywords that describe this Property.</small>

Share Next

Click on the **Next** button.

You can now start to add the information you want to appear in your property.

The screenshot shows a table with the following content:

Property and Full page	Edit	Delete
Useful Information	Change	Delete
Here is a list of useful website that will give you some resources or teaching ideas.	Change	Delete
<a href="#">DIDA Delivered</a> . This link will take you to North West Learning Grid, where you will be able to access tutorials	Change	Delete
<a href="#">ICT Classroom</a> . This link contains GCSE (KS4) and A-Level ICT notes as well as many other resources.	Change	Delete
<a href="#">ICT Teacher</a> . Some useful resources for teachers	Change	Delete
<a href="#">Teacher Resource Exchange</a> . A site for teachers by teachers good for lesson plans and resources	Change	Delete
<a href="#">The Teacher</a> . Good for revision notes	Change	Delete

Next

**REMEMBER** you can alter the order of your information around by using the arrows. You can change the web address by clicking the Change or Edit button. You can Delete any section by clicking the Delete button.

Once you are happy with your information click the **Next Button**.

Your property has now been created. You can now add it to any of the **MyClasses** you have created by searching for in the class.

The screenshot shows the search interface with the following elements:

- Search for a Property
- Search:  Search
- (Title, Description, Subject, Keywords)
- Additional Search Options
- Help Cancel

Type in the title, subject or keyword, of the property in the **search area** section.

Click on the **Search** Button.

Your search will bring you up a list of properties that match your criteria. In this instance there is only the one.

The screenshot shows the search results page with the following content:

Search for a Property

Search:  Search

(Title, Description, Subject, Keywords)

Additional Search Options

Search Results

To view a Property, click the Property Title.

Viewing results: 1 to 1 (1 total)

First | Previous | 1 | Next | Last

Results per page: 10 Refresh

PROPERTY TITLE	DESCRIPTION	CREATOR	CREATION DATE
Useful Information	This will contain useful information in relation to the ICT training class.	Mrs Kingwood	14/12/2007

First | Previous | 1 | Next | Last

Click on the name of your property and your screen should look similar to the one below: -

Click on the **Add To Class** button and a list of all your **MyClasses** will appear on the screen.

SELECT	CLASS	DESCRIPTION
<input type="checkbox"/>	<a href="#">7CH3</a>	searching the internet and refining search criteria
<input type="checkbox"/>	<a href="#">Business Communication Systems</a>	Welcome to the Business and Communication Systems class page
<input type="checkbox"/>	<a href="#">D202 Multimedia</a>	This class will provide help and guidance in relation to the Multimedia section of the DIDA course
<input type="checkbox"/>	<a href="#">D203 Graphics</a>	This class will be used for the delivery of the graphics unit.
<input type="checkbox"/>	<a href="#">D204 ICT in Business</a>	This class is set up to contain information about the D204 course
<input type="checkbox"/>	<a href="#">DIDA</a>	D201
<input type="checkbox"/>	<a href="#">ICT Forum</a>	Resources
<input checked="" type="checkbox"/>	<a href="#">ICT Training</a>	Contains eLF with resources delivered in relation to twilight classes
<input type="checkbox"/>	<a href="#">OCR GCSE Project 1a</a>	This class contains teaching material for the OCR Project 1a course
<input type="checkbox"/>	<a href="#">Unit 2 Newspaper</a>	This will look at 7.2 and 7.3 and cover aspects in relation to citizenship
<input type="checkbox"/>	<a href="#">Unit 8.3 Healthy Living</a>	This is part of the the national strategies unit 8.3 which looks at how to narrow and reduce hits in a search engine...
<input type="checkbox"/>	<a href="#">Unit 8.4 Databases</a>	This class will take students through learning how to set up and import data. It will also look at searching for...
<input type="checkbox"/>	<a href="#">Year 7 Safety on the net</a>	This class will look at safety issues on the net and help to make students a more aware of use of the net - this is...

Select the box next to the class you want your property to appear in and click the **Add** button. Your screen will confirm that the property has been added to your **Class**.

Click on the button **Go To Class Foyer** and from your list of classes select the class that you have added the **Text and Image property** to.

The screenshot displays a software interface with three main panels:

- Useful Information:** Features a chalkboard graphic with 'Best Teacher' written on it and a red apple. Below the graphic, it lists several useful websites for teachers, including 'DIDA Delivered', 'ICT Classroom', 'ICT Teacher', 'Teacher Resource Exchange', and 'The teacher'.
- Text and Images:** Shows the date '14th November 2007', 'Learning Objectives', 'W.A.L.T. (We are Learning To ..)', and 'Learning Outcomes'. The 'W.A.L.T.' section includes three bullet points: 'Know: how to set up a class and an eLF in the VLE', 'Understand: How an class and eLF can be used within teaching', and 'Be able to: Set up a class and start to create an eLF'. The 'Learning Outcomes' section includes 'W.I.L.F. (What I'm Looking For...)' with three bullet points: 'ALL - To create a class and add members', 'ALL - To start to produce an eLF', and 'SOME - To add resources to an eLF'.
- Class Image:** Contains an icon of a computer monitor and keyboard.

Place the property in the area you want it to be displayed by clicking on the title and dragging it to the position.