



WORKING WITH MACQUARIE NET'S WORKBOOK

WHAT IS WORKBOOK?

Workbook allows you to select and arrange any pages from *MacquarieNet* into a customised online resource for your class. Use *Workbook* to create Learning Trails, MacQuests or Scrapbooks and then present the resource as an online slide-show via whiteboard or projector, print it out and hand out photocopies, or get your students to view the resource themselves online.

Here are a few basic instructions for you to follow if this is your first visit to *MacquarieNet*. Go to the home page: www.macquarinet.com.au

Explore and familiarise yourself with the website. *MacquarieNet* has something to offer everyone, including:

- Teachers (Teacher Resources section)
- Students (Student Zone section)
- Parents
- Librarians

You can also:

- Learn about Australia using the extensive range of Interactive Maps.
- Get up-to-date News feeds

And the opportunity to take out a *Free Trial* or a *Subscription*.

Click on *Teacher Resources*.

You will find on this page the following options:

- Workbook
- Homework hub
- Instant lessons
- Trails and Quests
- Notice Board

Some of the above areas can be accessed by everyone, while other areas require a login and thus you need to be registered. Registration is quite simple.

Access where registration is required.

As part of a school's subscription, all teachers have the opportunity to use *MacquarieNet* at home for free, as well as register for the Teacher Resources area. To register for a personal ID, teachers should go to www.macquarinet.com.au/teacher and enter their school-wide teacher access code. The teacher access code has been distributed to the *MacquarieNet* contact at the school.

If you are unable to access these details within your school, please contact MacquarieNet on 1800 645 349 or email support@macquarieonline.com.au.

If your school does not subscribe to *MacquarieNet*, then either arrange a Free Trial and or take out a Subscription by clicking on the appropriate button on the *MacquarieNet* home page.

Go search on *MacquarieNet* and create a *Workbook Learning Trail*.

Decide on your topic and type it into the *Search* box and discover an immense array of resource materials related to your topic.

Click on any of the search results to explore the content. Even if you are not registered, you can explore the content as you wish, but you will be unable to access *Workbook*.

Within the general *Search* results, you find items under the headings of:

- Encyclopedias
- Images
- News
- Reference Works
- *Macquarie Dictionary*

All of which you can access for reference and, if registered, to add to your *Workbook*.

When searching from the *Teacher Resource* section, you will also find results under the headings of:

- *Teacher resources*
- *Trails and Quests*

The two references above are for your use, but not for adding to *Workbook*.

USING *WORKBOOK*.

1. Ensure that you have registered for your personal *Workbook* ID. If you are registered, type in your user 'Name' and 'Password', click 'Login'.
2. If during your exploration of the *MacquarieNet* *Search* results, you see a page that you would like to include in your *Workbook*, just click on the *Add to Workbook* button on that page. A form pops up which you fill in, and you've added your page!
3. If this is the first selection in a new *Learning Trail*, you will be asked to give your trail a name and select the type, 'Learning Trail'. If this is a new trail, you will be starting from 'scratch'. Otherwise you can add the page to an existing trail. You can add some text in either the *Private Notes* or *Trail Notes*. Click 'Go' and the article is now sitting in your online file. Go back 'to article'.
4. You can repeat the above until you feel you have ample material sitting in your *Workbook*.
5. You can edit the resource you've created - you can change the order of the pages, and add your own notes and comments for the class.
6. Once you feel you are happy with your *Learning Trail* and have clicked 'Go' after the final entry, rather than 'return to article', click on *Workbook* and you will find under 'My Work', your *Learning Trail*. Click on the name of your trail and you will find all the inclusions that you have added. Click on *Start* to view each inclusion. You can return to the task of adding and editing extra inclusions as you wish.
7. Now you have created this *Learning Trail*, you can print it out using the *Print View* button, or simply display it to your class via overhead projector or electronic whiteboard.

NB:

Students are also able to create their own trails at 'Student Zone' in *MacquarieNet*. This area has been specially developed for students, where they can find lots of activities and interesting information as well.