

Notes on using the file library.

How do documents get into the library?

Documents can be placed in the library either by individual users (learners, Assessors, IVs etc) or *en masse* by centre administrators. There is more information on our support website (see: Centre Admin – upload and attachment of documents and File Librarian)

What kind of content can reside there?

Almost anything can be stored in the file library. Learning content, templates for submissions, trial test papers... the list is endless.

Links to other resources (i.e. external resources that are *not* themselves actually within the file library) can also be stored there, and are best condensed into – say – word docs.

So for instance, an assessor may add a word doc called ‘learning resources to support unit 1’.

The content within that document may be something like:

Link to ‘Safety in my work’ – www.mycollege/moodle/resources/2016

Link to web content supporting safety - <http://www.hse.gov.uk/guidance>

How are they organized?

Files within the file library will be able to be organized into folders (coming Nov 2016) so that they are far easier to work with.

How can those documents be deployed to, say, learners?

Documents can be deployed to users such as learners in 3 ways.

- a) They can be preloaded into a learner’s own file library *en masse*, and the assessor can tell the learner what they can expect to find there.
- b) They can be drip fed to the learner informally, so for example when having a periodic meeting the assessor can record their agreed intentions in the ‘activity log’ and attach a document directly to that log. “For our next meeting, you will have familiarised yourself with the basics of kitchen hygiene, using the learning material attached.”
- c) They can be used more formally, for example pre-selected documents can be embedded into Assessment Plan templates that can then be distributed at set dates, for groups of learners, in a very consistent manner.