

How to do blended learning—using email:

One way to start using the internet with learners is to use email with your class. Some instructors use email to communicate instructions, send reminders about activities, events and assignments, send links to resources, send notes, and collect student work.

Setting up email

Some literacy programs require each learner to have an email address. The email address must be one that the learner could use in formal situations such as communicating with potential employers or places they may attend for further education and training. Usually a formal email address is like this:

firstname.lastname@email.com

or this:

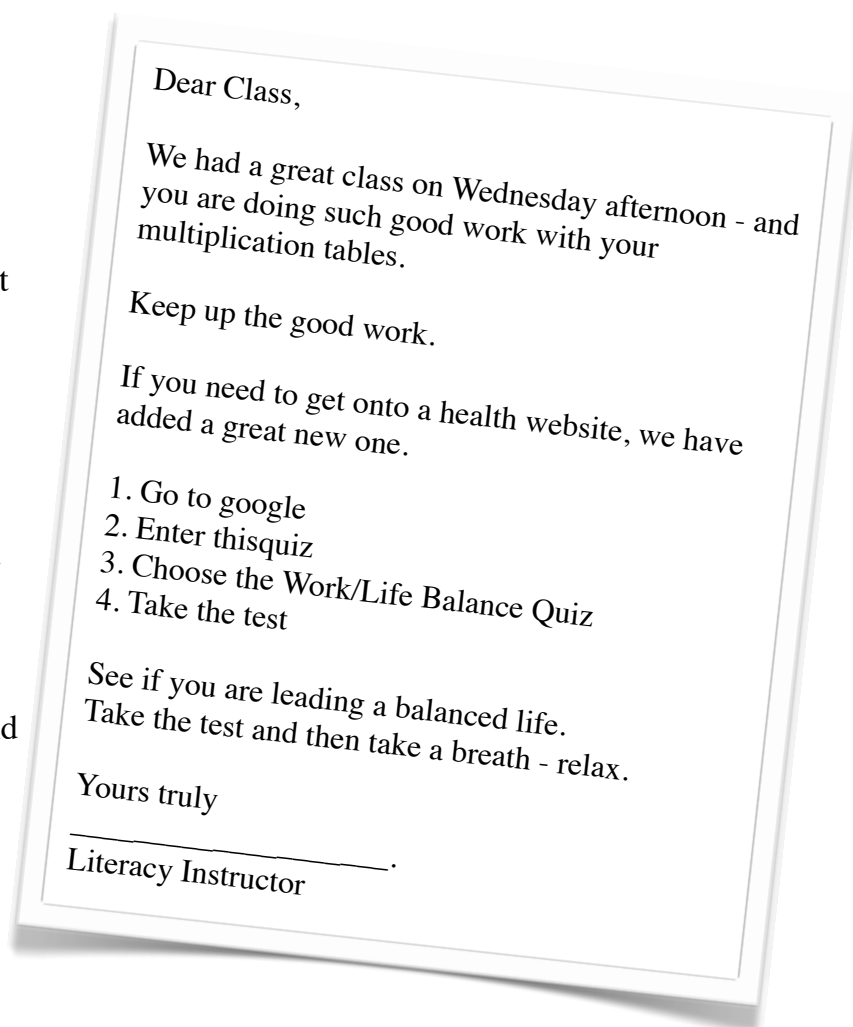
initial.name@email.com

Fortunately for educators, email requires minimum technical knowledge and is fairly easy to set up—it takes about 3 minutes to go through the set up procedure with a learner at Hotmail or Gmail.

Most instructors at the TDSB seem to be using Hotmail. Hotmail and Gmail seem to be the easiest to set up. Both Hotmail and Gmail allow you to view emails in “conversation view” where emails of the same topic are grouped together. In Gmail the conversation view is the default. In Hotmail a view where emails are threaded by date is the default.

Another option is Yahoo. Yahoo works well but the set up procedure can be a little onerous—there are more questions and some of the questions are difficult to answer.

Hotmail and Yahoo offer .ca accounts as well as .com accounts. If the learner’s name is not available at .com, it may be available at .ca. Hotmail and Yahoo suggest alternative accounts if the name is not available at hotmail.com or yahoo.com respectively.





Getting Started with Hotmail:

<http://explore.live.com/windows-live-hotmail-get-started>



10 reasons to use Gmail

<http://mail.google.com/mail/help/intl/en/about.html>

Managing email

Unfortunately, email can be a challenge to administer. Some learners forget their login information and some forget to check their email. In continuous intake, it can be difficult to keep track of who has email and who does not and who should be on your class list. Here are some tips from instructors:

- Set up email addresses with learners in the first week they are in the class.
- Use phone numbers as passwords.
- Keep a list of everybody's email address posted in the class.
- Keep a list of everybody's email address and password with your notes.
- Use email regularly to communicate with your class and with individuals so that it becomes part of your, and their, routine.

Using email: Classroom Management

Email can be used to send out handouts, notices, and assignments, and be a way for learners to ask questions.

Using email: One-to-one Support

Email communication provides a space where instructors and individual learners can work to develop writing skills. Instructors can provide feedback to individuals about their work and learners can resubmit revised work.

Using email: Collaboration

Most email accounts offer a chat option. If the whole class is using the same email provider, provides a space where instructors and individual learners can work to develop writing skills. Instructors can provide feedback to individuals about their work and learners can resubmit revised work.

Using email: Learner Portfolios

Assignments that are submitted and assessed by email will be collected in one place. Learners can set up folders to organize their school work and keep it separate from the other email. In Gmail, learners and instructors can use Google docs to view, download and store work.