Teaching Assistants: Supporting Learners Who Use EAL Pre-course information

Dear Course Participant,

Welcome to the online course '*Teaching Assistants: Supporting Learners Who Use EAL'*. We are excited to welcome you to the course. In this document you will find all the important information about the course. Please read this carefully before the course start date.

Contents

1. Course outline

By the end of the course you will:

- Better understand some key issues around bilingualism and second language acquisition;
- Consider what it is like to learn in another language and how this applies to your work;
- Understand the importance of maximising opportunities for learners with EAL to engage in meaningful talk within the classroom;
- Learn (and hopefully try out) some useful strategies for supporting learners with EAL within an integrated classroom.

So that you:

- Are better able to identify specific language errors made by learners who use EAL in speaking and writing and give them useful feedback to help them improve;
- Are able to use techniques to help learners who use EAL acquire the academic language they need across the curriculum.

And so that your learners who use EAL:

- Are better able to access curriculum material through increased use of EAL strategies;
- Have opportunities to actively develop and expand their English language proficiency in all their lessons.

The course consists of three main components:

Module 1: (approx. 2 hours of study)
This part of the course is done entirely on Moodle and will give you the opportunity to interact with other course participants and your tutors in your own time to complete online tasks which will prepare you for module 2.

Module 2: Webinar (1 hour)
In this part of the course you will participate in real time via webinar software with the course tutor(s) and other participants. Please attend **one** of the following:

- ➢ **Option 1**
  or
- ➢ **Option 2**

Please note that attendance of the webinar is mandatory for completion of the course.

Module 3: (approx. 2 hours of study)
In this part of the course you will plan practical ways in which TAs and teachers can work together to provide effective support for EAL learners. You will receive tutor feedback and support.

2. Moodle

2a. Accessing Moodle

For this course we will be using a Virtual Learning Environment (VLE) called Moodle. The instructions in this section explain how to access Moodle, and how to navigate it, once you're logged in. The instructions for the tasks on Moodle should all be explicit, so don't worry if you haven't used Moodle or a VLE in the past.

Follow these steps to **log on** to the course:

1. Go to lfrinternational.com

💻

Hi, Welcome to The Bell Foundation

Enter your details to log in your account

Username

| Username |

Password

| Password   👁 |

Forgot your password?

| Log in |

Some courses may allow guest access

| Access as a guest |

2. Type in the username and password that will be emailed to you once you have completed and returned your participant agreement.

3. You will then be prompted to change your password. Follow the steps to do this and select 'Save changes'.

Language
for Results
International

Change password

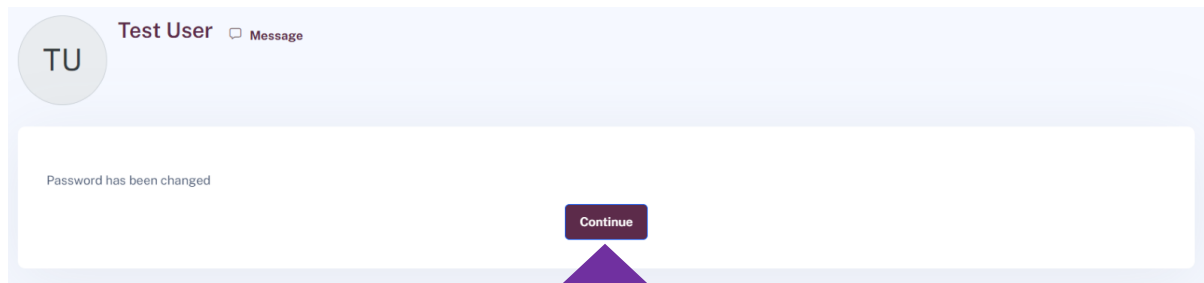Username   test.user.nov23

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

Current password   ⓘ

New password   ⓘ

New password (again)   ⓘ

[Save changes]   [Cancel]

Click
'save
changes'

Test User 💬 Message

TU

Password has been changed

[Continue]

Click
'continue'

4. Click on the course you are enrolled on. This will take you to the course home page (see screenshot below).

Course Menu

View course enrolment page

Welcome to the course   ⌃

General Course Resources   ⌃

  Course Announcements Forum

  Technical Support Forum

  Useful Resources

  Glossary

  Link: Language for Results Intern...

Module 1: Introduction   ⌃

  Module 1 - Interactive Course... 🔒

  Module 1 - Interactive Course... 🔒

Module 2: Webinar   ⌃

Language for Results International

Understanding Language for Learning in Multilingual Schools (Jan-Feb 2025)

👤 Frances Carron 👤 Tom Beakes

Course   Participants   Question bank

Welcome to the course
Please click 'Show More' below to get started.

2b. Overview of main course features on Moodle

The course is divided into four sections, which you will see on the course home page:

General course resources
Important course announcements will be posted here throughout the course – please check this regularly.
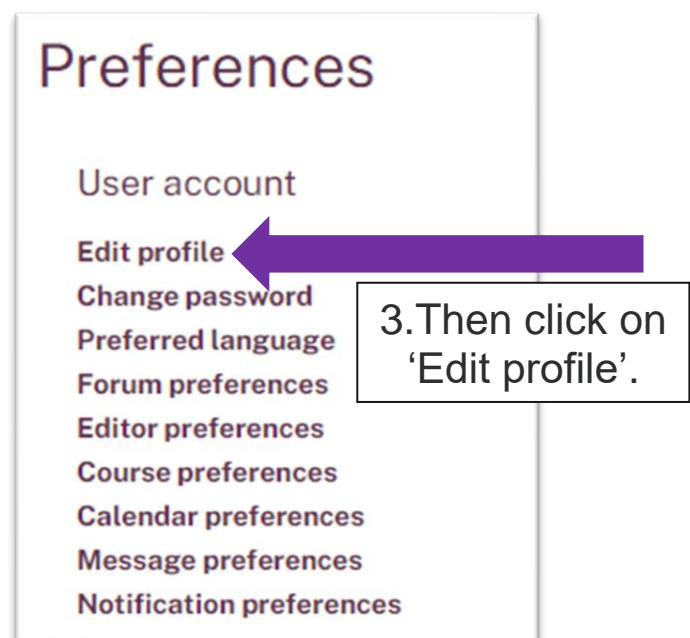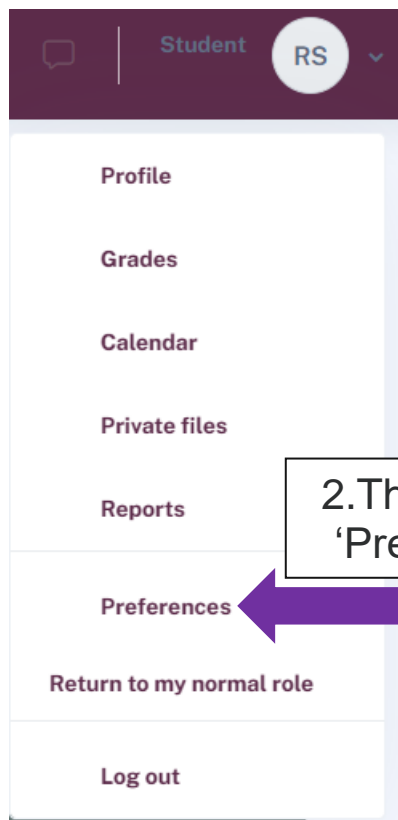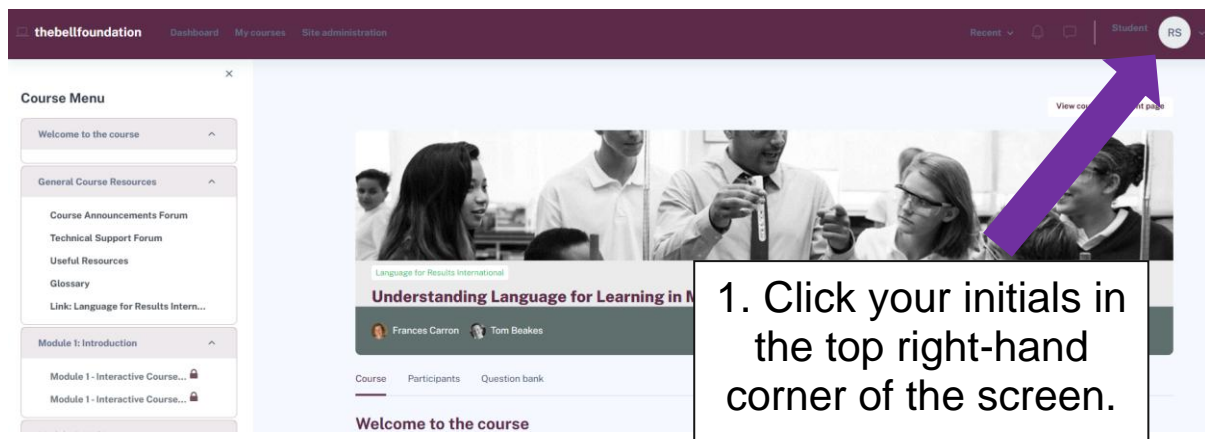

Module 1

Module 2

Module 3

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2c. Accessing and changing your profile picture and information

You may want to add a profile picture of yourself or of something that you like or which represents you. To do this, follow these steps:

1. Click your initials in the top right-hand corner of the screen.

2. Then click on 'Preferences'.

3. Then click on 'Edit profile'.

2d. Moodle and Webinar Software Acceptable Use Policy

THIS IS IMPORTANT – PLEASE READ IT CAREFULLY

The Bell Foundation provide this e-learning site for participants wholly in accordance with the following conditions:

- Participants must not attempt to gain unauthorised access to Moodle or Webinar Software content
- Under no circumstances should participants share their access details
- Participants must notify info@bell-foundation.org.uk immediately if they identify a possible security problem

Conditions of Use of Forums, other Interactive Sites and Web/Software

Courses that make use of asynchronous and/or synchronous discussion areas or other interactive facilities on The Bell Foundation Moodle e-learning site or on other internal or external sites used as part of Bell Foundation courses (including webinar software) do so in order to assist participants in extending the learning experience, especially by exchanging views on course-related issues and matters of common interest. Please observe the following guidelines when posting messages, uploading documents, pictures, videos etc., adding web-links, using voice or video-enabled sites, screen-sharing software, or when using sites that allow virtual visual representation of actions:

- Participants are reminded that text, images and other information created by third parties will be subject to the laws of copyright, and that this includes material found elsewhere on the Internet. Messages posted to the discussion area must not include such material without the copyright owner's permission, and links to other sites should comply with those sites' conditions for such links.
- Use of inappropriate language and material will not be permitted. Participants must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. Participants must not use Bell Foundation-monitored sites to post, say, show, represent or share material that is profane or obscene (pornography) or that advocates illegal acts, or violence or discrimination toward others, or which seems likely to cause offence or distress to others.
- Participants are expected to respect the right to privacy of others. Participants must not repost a message that was sent to them privately without permission of the person who sent the message. Nor must participants post private information about another person or post contact information (e.g. address, phone number) about any other person. Any contact or receipt of any message a participant feels uncomfortable about should be reported to the site administrator team or to info@bell-foundation.org.uk immediately.
- Working in webinar software may allow you the opportunity to share your screen and take control of another user's screen. If you share your screen, you give consent for all those in the webinar room to see the information that you share. By allowing others to take control of your screen, you consent to them accessing your personal information.
- The Bell Foundation reserve the right to remove messages at its discretion. In addition, a message may be moved to another area of the discussions if, in the view of the course tutor, the message is more relevant to that area.
- However, the responsibility for the content of messages rests with the authors. The Bell Foundation make no warranty with respect to the validity of the information supplied in messages, and readers should make their own assessments before using such information.

- Logged-in participants may use the facility to report messages to the e-moderator where they appear to conflict with these conditions. Alternatively, please contact the site administrator or info@bell-foundation.org.uk. **NOTE:** Any violations of the conditions outlined herein may result in the removal of the participant from the site without recourse.
- Any person actively using Moodle is implicitly agreeing to these rules regardless of whether they have been read or not.
- If you are a victim of cyberbullying or unhappy about anything you see on Moodle, please 'Report it' by sending an email to: info@bell-foundation.org.uk

3. Technical information and support

On this course, you will need the following software:

- Zoom downloaded and installed on your computer;
- The latest version of a web browser, e.g. Firefox, Chrome, Safari, Microsoft Edge;
- The latest versions of Flash and Java installed (for tools and websites);
- An up-to-date media player;
- Computer speakers or headphones (to listen to video and audio).

You will also need access to a mobile device or personal computer and a personal data or Wi-Fi network.

Please make sure you have the software listed on the previous page is downloaded on the computer that you plan to use to complete the course.

If you need any technical support, please do contact the course tutors and they will help you from there.

4. Tutor availability and support

4a. During Module 1 and Module 3

Unless otherwise stated on the course, your tutors are available Monday to Friday, between the hours of 09.00 and 17.00 (GMT). If you contact your tutors with a query, they will aim to get back to you within 48 hours (Monday to Friday) from the time that they received the message/email. If your tutor does not reply to you within 48 hours, please get in touch with them to make sure that they have received your message/email.

4b. During Module 2 (webinar)

On the day of the webinar, the tutors will not be available to respond to emails one hour before the webinar starts, and when the webinar is in progress. Instead, you can send an email to info@bell-foundation.org.uk if you have an urgent query.

5. Certificates

On successful completion of the course, you will receive a certificate of completion, which will be emailed to you. In order to qualify for this certificate, you will need to have completed at least 90% of the course and have completed the post-course feedback questionnaire. Please note that each module counts as a third of the course. Attending/viewing the webinar and completing the final assignment are compulsory and necessary in order to complete the course and qualify for a certificate of completion.

6. Plagiarism

Please note that any work that has been plagiarised will not pass and participants will not be able to resubmit plagiarised assignments.

7. Copyright and legal information

Copyright and all other intellectual property rights on the '*Teaching Assistants: Supporting Learners Who Use EAL*' course and all related course materials are owned by The Bell Educational Trust Limited (operating as The Bell Foundation). The EAL Assessment Framework for Schools and related materials are protected by copyright laws around the world that prevent unauthorised copying, adaption and other uses of them. All such rights are reserved. The EAL Assessment Framework or related materials may not be reproduced for financial gain or commercial purposes without the prior written agreement of The Bell Foundation. If you print off, copy or download any part of the EAL Assessment Framework or related materials in breach of these terms of use, your right to use the EAL Assessment Framework and related materials will cease immediately and you must, at our option, return or destroy any copies of the materials you have made.