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## How To Use the Creative Learning Hub

This is a site for everybody who is involved with Outside In: Step Up. The Creative Learning Hub is not viewable by the general public, but only those people who are logged into it. This means anything you put on the Hub will only be seen by other people involved in the Outside In: Step Up programme. The internet address is **www.outsidein.org.uk/stepup**.

To log in to the Hub, type in your email address and your password. Pallant House Gallery will give you a password for the Hub when you register with the Step Up programme.

Once you are logged in you will be taken to the **Home page** of the Hub.

- Below the Outside In logo is a row of words: Step Up Home, About, Me, Everybody, Postings, Events.
- Clicking on these words will take you to different sections of the Hub.

The **About** section gives information about the Step Up programme.

- On the right-hand side of the page you will see 'Resources'.
- Below this are some of the Outside In: Step Up resources, such as Research packs and session notes.
- You can download these by clicking on the underlined titles.

The **Me** section is where you can put information about yourself.

- In a box on the right-hand side you will see 'Change your details'.
- Click on this and a form appears, which you can fill in with details about yourself.
- You can upload a photo of yourself or an image.
- Click the 'Save' button to save the information on the Hub.





The **Everybody** sections shows the other people who have joined the Hub.

- Click on their photo or their name to view information about them.

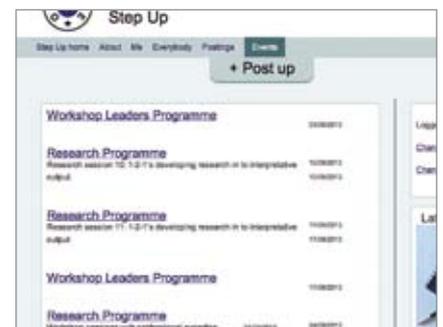


The **Postings** section shows what people have added to the Hub.

- A 'post' is anything – writing, photo, film or sound clip that someone has uploaded to the Hub.
- Often postings form a conversation, with people adding their own post in response to what someone has already posted.
- You can also comment on a post by clicking on the 'comments' button on the bottom left-hand side of the page.



The **Events** section shows a list of Outside In: Step Up events that are coming up.



In the top right-hand corner of the screen there is a button labelled **How to use the site**, which gives information about using the Hub, including posting, changing your details in the 'Me' section and uploading pictures and documents.





## How to make a **post**.

- Click on the **+ Post up** button at the top centre of the screen - 5 icons will drop down.

 If you want to add an image click this icon.

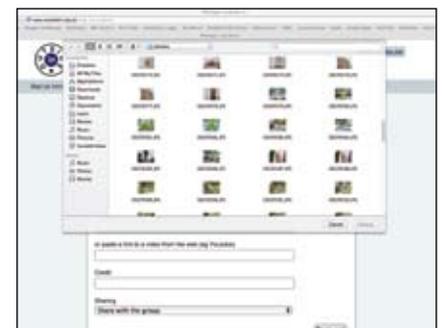
 If you want to add a film clip click this icon.

 If you want to add a sound file click this icon.

 If you want to add a text document click this icon.

 If you want to write a post click this icon.

- A form will appear on the screen.
- Type in a title for your posting
- Click the 'browse' button and find the image, video or audio file from your computer.
- If you do not have the file on your computer, you can enter the URL path to an image, video or audio file in the box where it says 'paste a link to a video from the web'.
- The 'Sharing box' allows you to decide who can see your post.
- If you choose 'Just for me' only you can see it.
- If you choose 'Share with everybody' then your post will be shown in the 'Posting' section of the website and everyone who is logged in to the Hub will be able to see it.





When you have finished your session on the Hub you can **log out**.

- Click on the 'Me' section and on the right-hand side you will see the words 'Logged in as ....' with your name, followed by '[log out]'.
- Click on '[log out]' and you will be logged out.
- Next time you want to go on the Hub you will need to log in again with your email address and password.



## Glossary

**Uploading** – adding something to the website, like a photo or a comment.

**Downloading** – take something from the website, like a photo or a document

**Post** – an entry on the Creative Learning Hub, or on another blog

**Blog** – a 'web-log' or 'blog' is an informal site on the internet, usually used for discussion. The Creative Learning Hub is a blog.

**Log in** – To begin using some websites or blogs (such as the Hub) you have to log in by typing in your username and password.

**Log out** – At the end of your session on the Hub you should log out.

**Username** – the name you use when you log into the Hub, it can be your full name or a nickname.

**Icon** – on the internet, a symbol representing an action or a choice.

**URL Path** – This stands for 'Uniform Resource Locator' and is a link to a file on the internet.

More information and other Step Up resources can be found on the Outside In website:  
[www.outsidein.org.uk](http://www.outsidein.org.uk)



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