



## Instructions for uploading your VCT/Learning Activity to the Partners in Learning Network for the Partners in Learning European Forum 2012

The best way to help other educators in the Partners in Learning community is to upload your Learning Activity in your native language, and again in English for competing in the Regional Forum. This way, educators in your country who do not speak English have access to native language resources on the Partners in Learning Network and can learn from your experience and expertise.

**Step 1:** Log in to the [www.pil-network.com](http://www.pil-network.com)

**Step 2:** Mouse over Resources to choose “add learning activity”



**Step 3:** Complete the first part of the form – Basic Information

- In this section, simply fill out the form and make sure you **check the box** “I have been invited to present this Learning Activity at Regional Forum in 2012” and **select Western Europe**.



**Note:** If you are uploading a Learning Activity in your native language, **fill the form out in your native language.** If you are uploading a Learning Activity that is in English, fill out the form in English.

**Step 4:** Complete the second part of the form – Pictures and Videos

- In this section, **upload any pictures or videos** of the Learning Activity you would like to share with other educators, including a video of you presenting the Learning Activity. Simply upload your video to YouTube and then simply copy and paste the URL into the form and click “add.” You may add up to 15 videos and pictures.

The screenshot shows the 'Create learning activity' form on the Microsoft Partners in Learning website. The form is divided into sections: 'Basic information', 'Pictures and videos', and 'Supporting resources'. The 'Pictures and videos' section is currently active and highlighted in orange. It contains the heading 'Add pictures or videos' and two radio buttons: 'Picture' and 'Video'. The 'Video' radio button is selected, and a red arrow points to it. Below the radio buttons is a text input field labeled 'YouTube URL:'. To the right of this field is an orange button labeled 'add'. A red arrow points to this button. At the bottom of the form, there are three buttons: 'next', 'submit', and 'save as draft'.



### Step 5: Complete the third and last part of the form – Supporting Resources

- In this section, **upload any files or links** associated with the Learning Activity that other educators might find useful. You are highly encouraged to upload the grading or measurement rubric, links to student work such as blogs if available, lesson sheets, and any other supporting resources. If you have a personal blog with information about the Learning Activity, you may also choose to add that link.

The screenshot shows the 'Create learning activity' form with the 'Supporting resources' section selected. The form includes a tip: 'Add a measurement rubric and examples of student work to raise your learning activity to the gold level.' There are three sections for adding resources: 'Add a measurement Rubric', 'Add examples of student work', and 'Add additional resources'. Each section has radio buttons for 'File' and 'Link to a website or blog'. A note states: 'Student work will only be shown to signed in members of Partners in Learning.' At the bottom, there are 'submit' and 'save as draft' buttons.

### Step 6: Click Submit.

- **What happens next?** Your Learning Activity(s) will be in a queue that will get approved within 48 hours and posted so that it is viewable by members of the Partners in Learning Network. **You will receive a notification that it has been approved.** You can always access your Learning Activity directly from your Profile/Resources page.
- **Then what?**
  - **“Like” your Learning Activity** and encourage other educators to do the same by sending them the link. They will need to be **logged in** to the Network to “Like” your Learning Activity.

**Questions:** If you have issues uploading your Learning Activity to the Partners in Learning Network email: [Contact-PILN@microsoft.com](mailto:Contact-PILN@microsoft.com) and someone will help you. This email address can only offer help with the Network and cannot respond to questions about the Regional Forum.