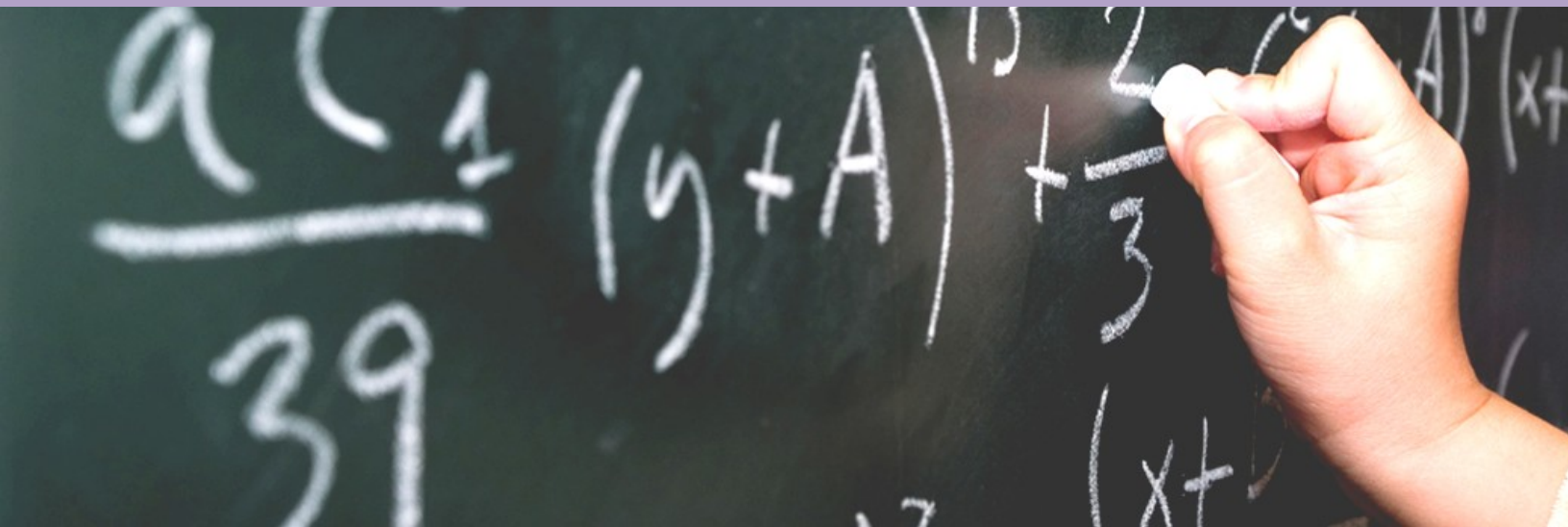# Tutor Guide

Making History Count: Simple Steps towards Understanding Numbers in History

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Overview

Making History Count is a collection of modules for use by history students to teach simple numeracy skills in a way that is easy to digest. Historical examples show that these skills are useful and easily applied without specialist knowledge in maths and statistics.

These modules can be used in a number of ways. Each module is stand-alone and so can be used as a single unit.

The modules are as follows:

1. Percentages and Index Numbers
2. Charts
3. Averages and the Coefficient of Variation
4. Relations and Variations
5. Growth Rates

Each module also comes packaged with an introduction as to why a historian might need numeracy skills, so they can be used as stand-alone modules.

They are packaged up as:
a) Websites which can be made available on any web server
b) SCORM packages which can be viewed in a SCORM player – such as RELOAD (http://www.reload.ac.uk/scormplayer.html) or a SCORM player which may be available in your VLE.

The modules all use an add-in called the Data Analysis Toolpak available for Microsoft Excel 2007 (PC) or Microsoft Excel 2004 (Mac) – although the routines might vary slightly than those shown. These are tools built into Excel which help simplify the calculations and formulae required to complete the analysis. Each module contains instructions on how to install this add-in.

Each module is made up of a mixture of text and screencasts (which are played using a Flash Player or Flow Player). There are transcripts of screencasts as an accessible alternative. Javascript needs to be switched on in the browser to use the exercises – if it is switched off, the exercises will not work.

Getting access to the Modules

Each module can be downloaded from JORUM as a zip file – either as a stand-alone website or as a SCORM package. Instructions on using both versions of the material follow.

Stand-Alone Version

The stand-alone version must be used via a web server. It can be unzipped and used in any web directory. The web address for the material can then be shared around the students. Students must have javascript enabled on their browsers for the self-assessment to work.

SCORM Packaged Version

SCORM packaging eLearning material is a method of assisting the interoperability and portability of material – allowing it to be shared between systems. SCORM 1.2 versions of the modules are available for download from JORUM.

The SCORM packaged version of each module can be used in a SCORM 1.2 player such as RELOAD or a SCORM player in your VLE (such as the one in WebCT). Two examples of how you *may* use the SCORM version follow.

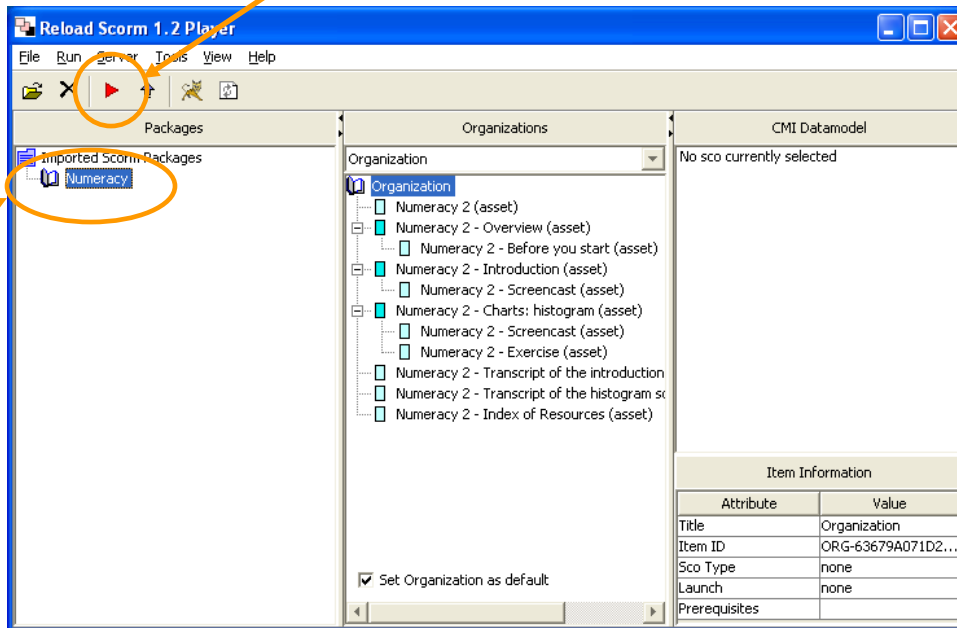## Using the package with the RELOAD Player (1.2):

(This is stand-alone – each user will have to have the SCORM player installed and have access to the package before they will be able to use the material)
1. Download and install the player from http://www.reload.ac.uk/new/scormplayer.html.
2. Open up the player
3. In the **File** menu, select **Import SCORM Package** and navigate to the folder where the zip file containing the SCORM package is, and select it.
4. Give the module a name when prompted.

You should now be able to work through the module by selecting it and pressing the play button. You will then be able to navigate through it using the navigation buttons in the player.

Play button to start the module

Select the module

Using the package by importing it into WebCT (Blackboard Learning System – Vista 8:)
(The module can be shared with the class using this method of delivery. It will appear in WebCT as a Learning Module)

1. Log in to WebCT and navigate to the course area you wish to import the module into. Make sure you have enabled the use of SCORM packages in the course area. You can do this by (in **Build** tab) clicking on **Manage Course** in the left hand navigation. Click on the **Tools** link and make sure there is a check in the box beside *SCORM*. If there isn't, tick the box and click on the **Save** button.
2. Still in the **Build** tab, click on **SCORM** on the side menu (under **Course Tools**).
3. Click on **Create SCORM Module**. Give the module a title and change the settings to suit yourself. We'd recommend that you select *Display both the table of contents and the Previous/Next icons* from under **Navigation Controls**.
4. Click on the **Browse** button to navigate to the zip file which contains the SCORM package. The zip file will be uploaded. Click the **Save** button once you are happy with the settings. Students can now access the module from the **SCORM** area on the left-hand menu.

To use a version of the exercises linking to the WebCT gradebook, there is a QTI version of the questions available to import. To set this up:

1. In the **Build** tab, click on **Manage course** and click on **Import**.
2. Use the *Content Browser* (through **My Computer)** to navigate to the zip files which contain the QTI version of the questions. Select it and click on **Open**. The file will upload and you will see a log of the import process.
3. Once it has successfully imported, click on **Return**. Now you should find the questions under **Assessment** in WebCT. You will then have to make them visible so the students can see them/complete them.

Editing the Modules

Please edit the SCORM versions of the modules only – these can be edited with an HTML editor (page edits) and with a SCORM editor (such as RELOAD) to change the structure. The QTI questions can be edited once they are imported into your VLE.