

## SCOOTLE-Exporting and Importing Learning Paths

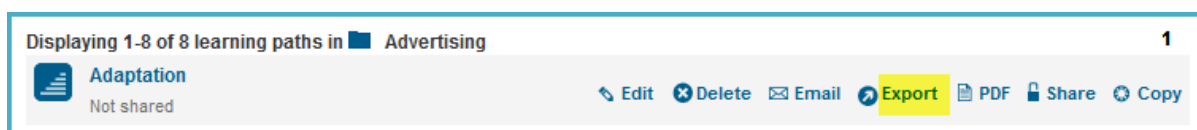
When teachers move from one school to another, it is desirable that they are now associated and registered with their new school.

If details of registration are changed, Learning Paths and Collaborative activities will be lost.

To move the Learning Paths, teachers may follow this procedure.

### **BEFORE registering with new school:**

- ✓ Create a folder in your My Documents called Learning Paths
- ✓ Export your Learning Paths to this folder

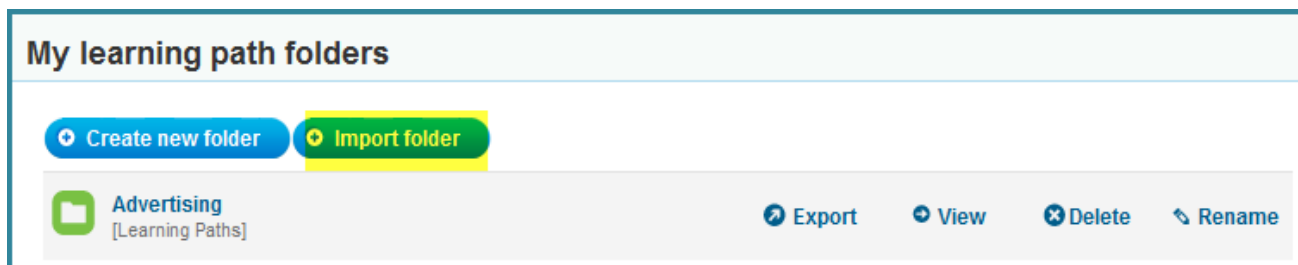


### **Registering with your new school:**

Send me a request to be registered with your new school <mailto:cheryl.fahey@mn.catholic.edu.au>

I will delete you from your previous school and register you with your new school.

You may then Import your Learning Paths using the following feature.



The advantages of being associated with your new school are:

- ✓ sharing of Learning Paths within your school
- ✓ accurate data usage for individual schools

If you have any problems please feel free to contact me at:

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SCOOTLE Contact Liaison Officer for NSW Catholic Schools