

The Bubble

Users Guide



The Bubble is Achievement for All's online professional development portal. The Bubble contains materials, resources and on-line learning to support the development of **high impact inclusive practice** at every age and stage.

Any education setting on one of our **main programmes** has **free access** to hundreds of hours of CPD material, designed to support whole staff INSET, team development and coaching sessions as well as individual professional reflection and study.

The Bubble is also the preferred platform to support other professional communities. For example, programmes have been specially written for developing child-centred approaches for **professional childminders** and an extensive suite of materials serve the **youth justice community**.

The Bubble is not a website. It is an on-line learning platform that supports the delivery of Achievement for All Programmes and Projects. In that respect, it is more similar to a MLE (Managed Learning Environment) than a open website.

It takes a little time to get used to navigating around The Bubble, but we have done our best to try and make it easy and intuitive. After a few sessions, you are sure to get the hang of it.

We have produced short web-based guides to opening a Bubble Learner account (see last page of this guide). Each of the guides cover a few first steps, so that new users get to access the resources and navigate the platform quickly and easily.

PLEASE NOTE: You will need a special organisation code in order to join The Bubble.

This is sent to your setting when you join our community of practice.

At any time, if you have problems, contact: bubblehelp@afaeducation.org

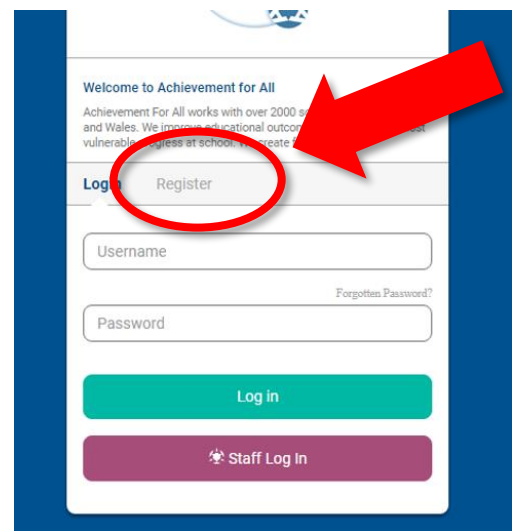
How to register as a Bubble user

And open an account

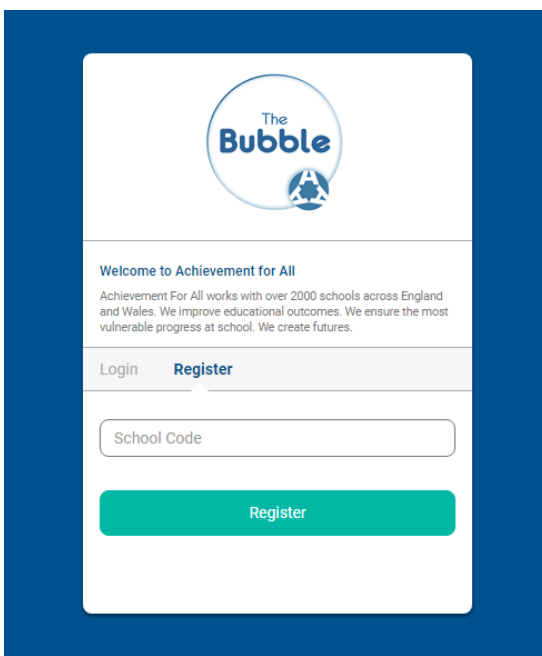
STEP 1

Go to the Bubble website: <http://bubble.afaeducation.org/>

When you log into The Bubble for the first time, **choose the grey option:**
“Register”



You should then see a screen like this



STEP 2

ENTER YOUR SCHOOL CODE

Your School Champion should have this code.

Once you go through the registration procedure by completing and submitting the form, you will be sent an activation email... and you'll be ready to log-in and begin!

If an activation email does not appear soon after submitting your details, it is possible that your service internet provider's security settings are blocking it. Please let us know- we can work around this.

Any problems please contact us: bubblehelp@afaeducation.org

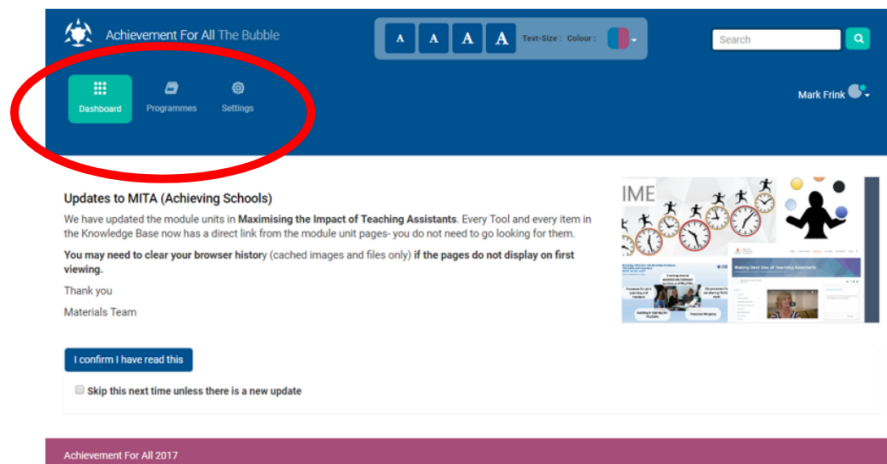
Logging in for the first time

What you can see from your start-up screen

Go to the Bubble website: <http://bubble.afaeducation.org/>

Type in your email address and password.

You will see the latest news from The Bubble Team.



The **Dashboard** gives you instant access to your modules and supporting materials

Programmes shows you which Programmes your setting is registered for.

Settings allows you to change your password. **If you forget your password**, contact BubbleHelp: we can reset your password for you.

The Bubble is organised into

Programmes which contain

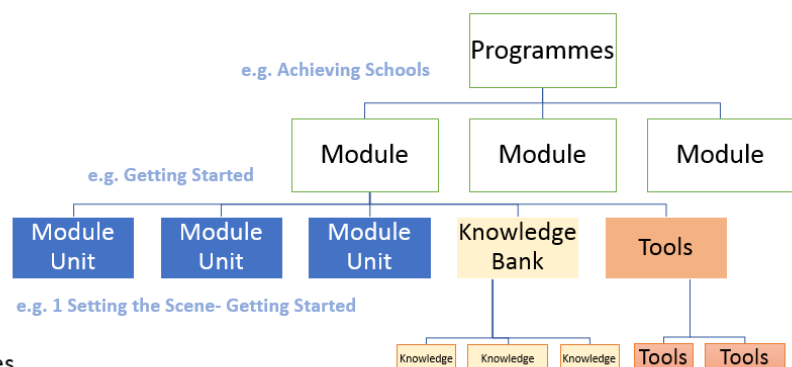
Modules which contain

Module Units of on-screen learning

Supported by

Knowledge Bank Downloadable articles and papers

Tools Downloadable resources to support professional training and development



Navigating around The Bubble

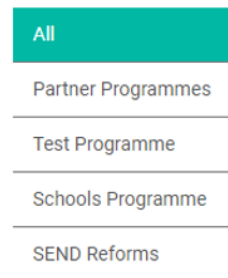
Forwards and backwards through the pages

You can explore content in three ways, clicking on

BUTTONS



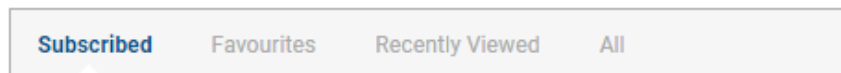
My Learning



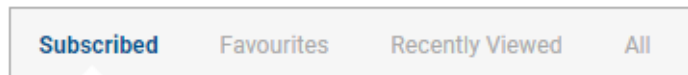
GREY BARS

The active bit lights up in blue

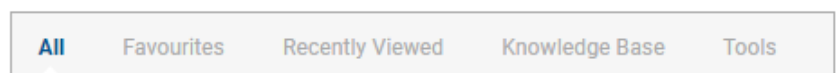
Programmes



Modules



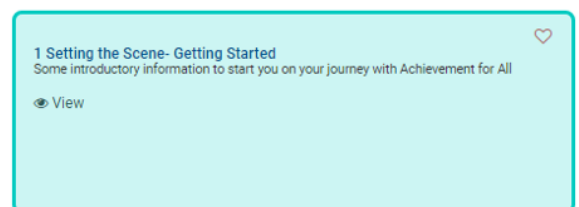
Module Units



EYEBALLS! These open up Programmes, Modules and most importantly Module Units



Found in the blue panes



The **BACK BUTTON** in your browser takes you back a step



Or



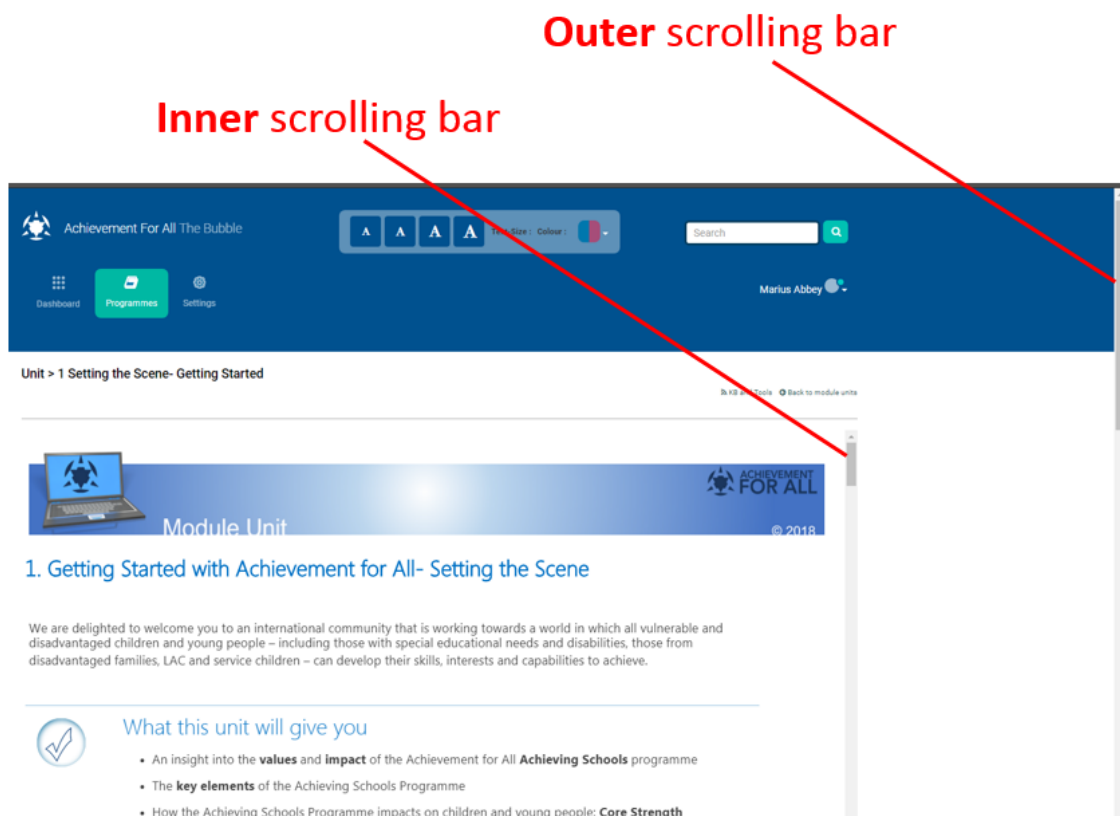
Looking at Module Units

Two scrolling bars

We have tried to design **The Bubble** so that it works on laptops, desktops, handheld devices and interactive whiteboards.

It will take a little getting used to, especially when looking at Module Units.

There are two scrolling bars, not one.



The **outer scrolling bar** moves the main screen frame around, so that you can see the **navigation tools** at the top of the screen and the **messaging tools** at the bottom.

The **inner scrolling bar** helps you move around the learning content.

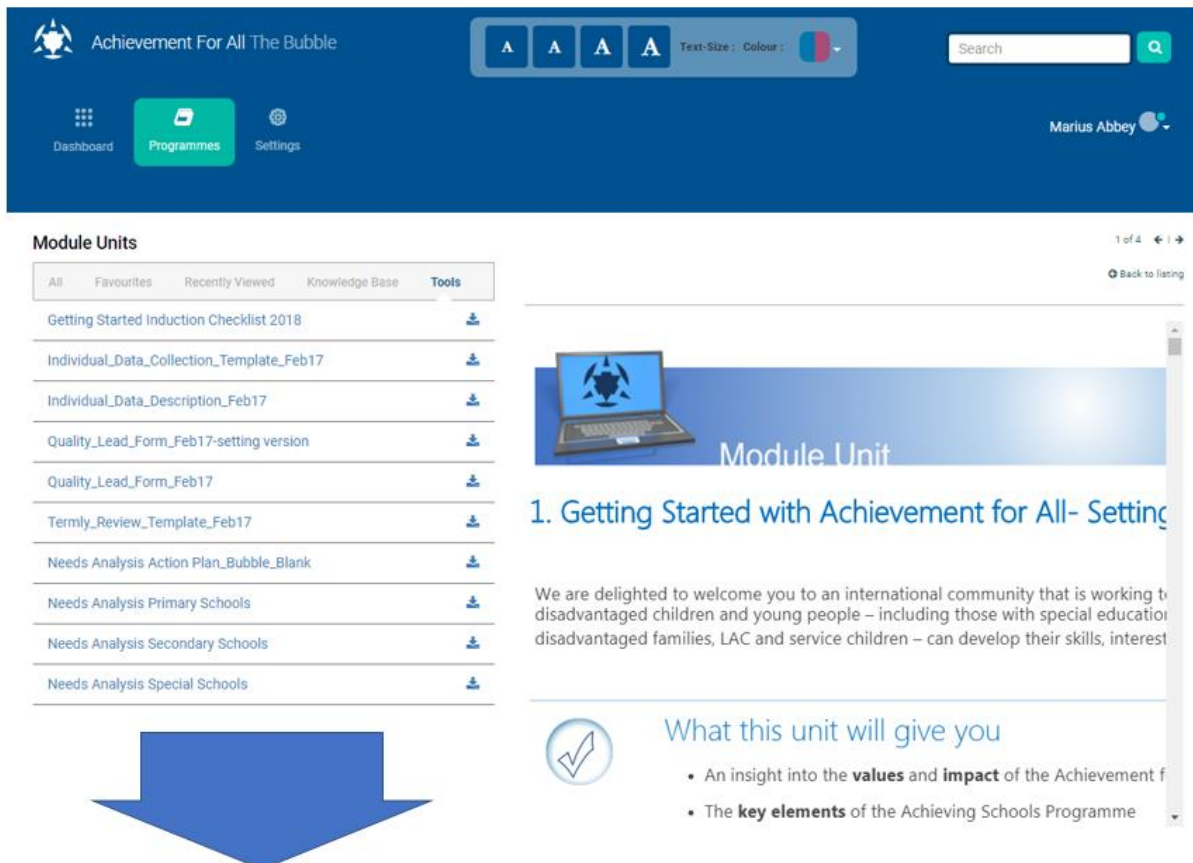
Get used to moving the outer bar until the top frame is hidden, then you will be able to see the key information in a bigger space (using the inner bar to move through this space).

Looking at long lists of resources

Scroll down to view them all

When you first view a long list in The Bubble, you may not see everything on offer... this design feature speeds up accessibility and navigation. This is particularly true when looking at **Knowledge Base** and **Tools** (from the Module Unit grey bar).

However, all you have to do is scroll down... if there is more content, it will immediately appear!



The screenshot shows the 'Achievement For All The Bubble' interface. At the top, there is a navigation bar with 'Dashboard', 'Programmes', and 'Settings' buttons. A search bar and user profile 'Marius Abbey' are also visible. Below the navigation bar, the 'Module Units' section is active, showing a list of resources under the 'Tools' tab. A large blue arrow points downwards from the list, indicating scrolling. To the right, a preview of a 'Module Unit' page is shown, featuring a laptop icon and the title '1. Getting Started with Achievement for All- Setting'. The page content includes a welcome message and a section titled 'What this unit will give you' with two bullet points.

All	Favourites	Recently Viewed	Knowledge Base	Tools
				Getting Started Induction Checklist 2018
				Individual_Data_Collection_Template_Feb17
				Individual_Data_Description_Feb17
				Quality_Lead_Form_Feb17-setting version
				Quality_Lead_Form_Feb17
				Termly_Review_Template_Feb17
				Needs Analysis Action Plan_Bubble_Blank
				Needs Analysis Primary Schools
				Needs Analysis Secondary Schools
				Needs Analysis Special Schools

Module Unit

1. Getting Started with Achievement for All- Setting

We are delighted to welcome you to an international community that is working to disadvantaged children and young people – including those with special educational needs, disadvantaged families, LAC and service children – can develop their skills, interest and confidence.

What this unit will give you

- An insight into the **values** and **impact** of the Achievement for All programme
- The **key elements** of the Achieving Schools Programme

More online tips and advice can be found on our main website:

<https://afaeducation.org/content/bubble/the-bubble-guide-and-site-map/>