

Elklan Let's Talk at Home

This information sheet is designed to provide you with all that you need to know to deliver LTAH remotely. LTAH has been made into an interactive web-based programme for parents and carers of children under 5 who are passionate about helping their child learn to talk.

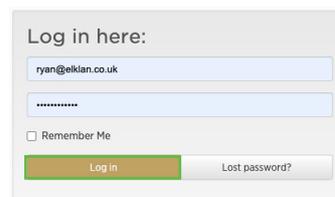
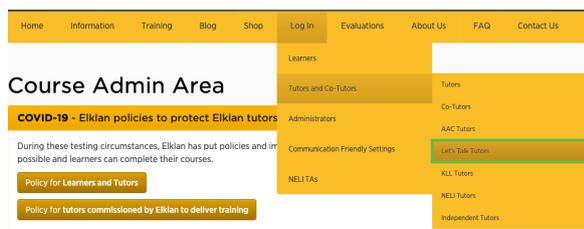
The structure and content of the course remains the same, the only thing that has changed is the delivery method.

Course summary

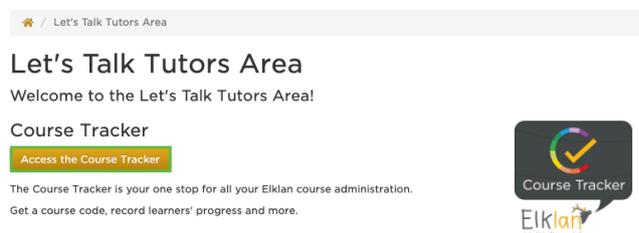
- The six topics covered are
 - o Hello time
 - o Talk time
 - o Word time
 - o Talking time
 - o Story time
 - o Top talkers!

How do I register a course?

1. Register a course in the same way as you would a face to face course by logging in to the Let's Talk at Home tutor area



2. Select 'Access the Course Tracker'.



3. Once the course tracker is opened click the bottom at the top right hand side of the page labelled: 'Add course'. Click this button.



- Select the Let's Talk at Home – e-learning course from the drop-down menu, choose the Start Date and select yourself as the Course Tutor then click 'Submit'.

Tutors' Area Courses Training Packs Projects

Set up a new course

Course Title *
Let's Talk at Home - e-learning

Is this course run directly by Elklan?
Yes No

Start Date *
You must enter a Start Date.

Main or first-named Course Tutor *
Please select...

Submit

- Enter the further information requested such as time, end date, format and venue

Course Delivery

Start Date * End Date *

Time Zone Start time * End time * Start time End time

UK time >< ⌚ ⌚

GoToMeeting Seat # Webinar URL

Please select... [not yet set]

Delivery format *

One session a week
 One session a day over 6 non-consecutive days
 Other - please state

Save

Day of Week Date Start Time Finish Time Venue

- Click the button to confirm the details of the course and to get a Course Code.

Get a course code

To get a course code, you must:

- confirm the course title
- identify all the tutors delivering the course
- renew any expired tutor licences, as detailed above
- confirm the course start and end dates and times and the delivery format
- provide details of the course venue

Once a course code has been issued, you will not be able to change the course title, tutors or start date.

I confirm the above details are correct

- Once the details are confirmed the Course Code will appear at the top of the page.

Home / Courses / AUT20/091LTaH

AUT20/091LTaH

- Each parent needs a **set of resources and the evaluation sheets** to fill in. Email katie@elklan.co.uk to request these. They are currently provided free of charge as part of the TALK Derby funding. They will be sent to you, the tutor, NOT the parents. You will need to ensure that these and the evaluation forms are given to the parents/carers in time for the first session.

Registering course participants

9. Now that you have a Course Code you can register the parents. Scroll down on the Course Tracker to the Results and Attendance Certificates section. To register a participant click 'Add a Learner'.

Results and Attendance Certificates

Learner Register, Evaluations and Attendance Certificates

Please tick each session attended. Please add just the child's first name if the parent would like this to be added to the attendance certificate. Once confirmed as complete, learners who registered online will be sent an email asking them to log in and complete their course evaluation. They will then be able to download or print their attendance certificate. You can also download and print attendance certificates if needed.

Learner		Child	Session						Completed	Evaluation	Certificate		
First Name	Last Name	First Name	1	2	3	4	5	6					
A	B		<input type="checkbox"/>	View response	Download								
			<input type="checkbox"/>	Submit paper-based response									

[+ Add a Learner](#)

- AUT20/091LTAH
- About the course
- Get a course code
- Resources**
- Register, Evaluations, Certificates
- Notes **1**
- Emails sent
- User Activity
- Tutors Area
- Learners Area (as Tutor)
- Settings
- GoToMeeting bookings

10. You will then be required to add the first names of each parent and child.

Please enter the learner's details below.

First Name *

Surname *

Child's First Name

Optional - will appear on the Attendance Certificate

11. Once all of the parents and children have been added to the table you can keep a record of which session each parent has participated in.

Learner		Child	Session						Completed	Evaluation	Certificate		
First Name	Last Name	First Name	1	2	3	4	5	6					
Name	Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Download						
Name	Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit paper-based response							
Name	Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit paper-based response							
Name	Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit paper-based response							
Name	Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit paper-based response							
Name	Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit paper-based response							

12. The parents need to have a copy of the evaluation forms. You can give these to the parents at the same time as you deliver the course materials. To access these click on 'Print the evaluation form for parents and carers'.

Learner		Child	Session						Completed	Evaluation	Certificate		
First Name	Last Name	First Name	1	2	3	4	5	6					
Name	Name	Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	Download						
Name	Name	Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit paper-based response							
Name	Name	Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit paper-based response							
Name	Name	Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit paper-based response							
Name	Name	Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit paper-based response							
Name	Name	Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit paper-based response							

[+ Add a Learner](#)

[Print the Evaluation Form for parents and carers](#)

13. The evaluation form will look like this:
Evaluation

Form used: Let's Talk at Home - Parents and Carers

Form used: Let's Talk at Home - Parents and Carers

Please help us to evaluate how helpful and effective our Let's Talk courses are. Thank you.



How helpful was the course in...	Not helpful	Slightly helpful	Helpful	Very helpful	Extremely helpful
Helping you change how you talk with your child?	<input type="radio"/>				
Helping you to stop and wait so your child takes the lead and talks more?	<input type="radio"/>				
Giving you new ideas to help your child's to learn new words?	<input type="radio"/>				
Giving you new ideas to help you improve your child's talking?	<input type="radio"/>				
Giving you new ideas to help you improve your child's enjoyment of books?	<input type="radio"/>				

14. Ask the parents to complete the evaluation sheets. To collect them you could provide a SAE or offer to pick them up or ask them to drop them off at a local centre.

15. Once you have the completed sheets you add the results to the Course Tracker. If you click 'Submit paper-based response' a copy of the paper copy will come onto your screen. Copy the parent's views from the sheet of paper onto the electronic form.

Evaluation	Certificate
<input type="button" value="View"/>	<input type="button" value="Download"/>
<input type="button" value="Submit paper-based response"/>	<input type="button" value="View"/> <input type="button" value="X"/>
<input type="button" value="Submit paper-based response"/>	<input type="button" value="View"/> <input type="button" value="X"/>
<input type="button" value="Submit paper-based response"/>	<input type="button" value="View"/> <input type="button" value="X"/>

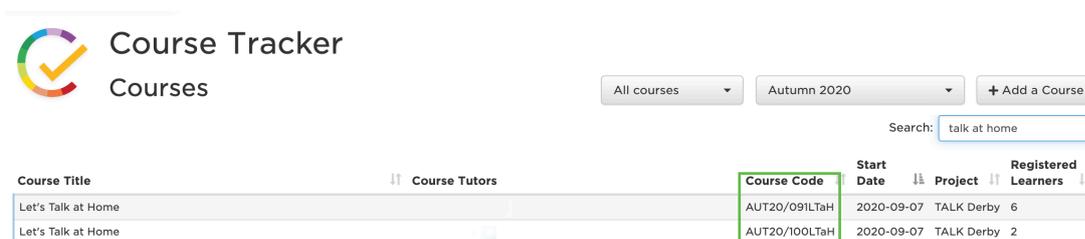
16. After session 6, print off the certificates. Certificates will be made available if the parent has attended 4/6 sessions and completed the evaluation form.

Learner		Child	Session						Completed	Evaluation	Certificate	
First Name	Last Name	First Name	1	2	3	4	5	6				
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="View"/>	<input type="button" value="Download"/>	<input type="button" value="View"/> <input type="button" value="X"/>
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Submit paper-based response"/>		<input type="button" value="View"/> <input type="button" value="X"/>

17. You will need to post out or deliver the certificates to the parents and children.

Giving parents and carers access to the e-learning sessions

1. Parent and carers will need to create an account on the Elklan website.
2. Give them their course code and start date. You can find this in your course tracker.



Course Tracker Courses

All courses | Autumn 2020 | + Add a Course

Search: talk at home

Course Title	Course Tutors	Course Code	Start Date	Project	Registered Learners
Let's Talk at Home		AUT20/091LTaH	2020-09-07	TALK Derby	6
Let's Talk at Home		AUT20/100LTaH	2020-09-07	TALK Derby	2

3. Ask them to log in. It will ask them to create an account, to do this they enter their details and choose a password. Their username is their email address.
4. Once logged in they enter the course code and start date.
5. This will give them access to each e-learning session.

Conducting the video calls.

1. Before the first video call ask the parent/carer to look at session 1. This explains what will happen during the call. You will need to arrange with them how you are going to make contact.
2. Each week for 6 weeks the parents/carers watch a short video, no more than 5-10 mins which contains the one main teaching point for that session. This replaces the teaching you would do face to face.
3. After each session you will arrange a time to call the parents and observe their play and interaction with their child. You can use Facebook messenger, WhatsApp or some other system, whatever works for you and the parent/carer.
4. During the call you will:
 - a. Watch the play and interaction with the child.
 - b. Encourage the parent/carer and tell them what they are doing well.
 - c. Give tips and ideas to help them to help their child to talk and play better.
5. The calls will NOT be recorded and will not be shared with anybody else.
Normally we would like this to be done face to face but this isn't possible at the moment.

How do parents/carers apply?

For invited parents/carers give them the course code and start date and ask them to log in.

Do you have a question?

email katie@elkklan.co.uk or call 01208 841450.