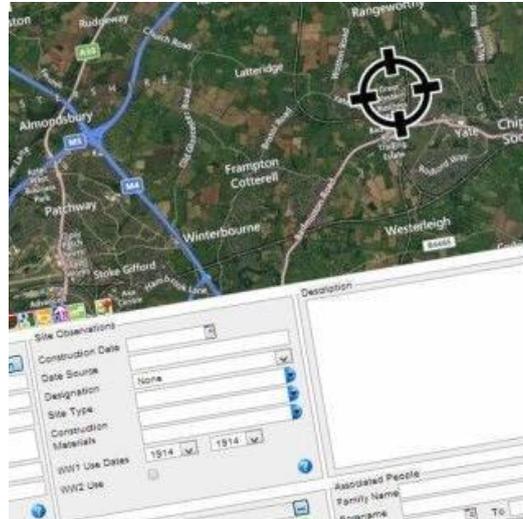


# Home Front Legacy Training Session Template

Putting together your own Home Front Legacy recording app training session



This template features information and advice for conducting your own Home Front Legacy recording app training session. This template can be used as a training resource, enabling you to work with a group to ensure you all become proficient with the Home Front Legacy recording app.

A training session can be as simple as a small gathering of local history/archaeology group members or individuals working together to learn how to use the recording app.

## Training session outline

A group training session is a great way of bringing people together and demonstrating how to use the Home Front Legacy recording app.

A training session should cover-

- An introduction to the Home Front Legacy project and recording app
- Registering, logging in, accessing, and setting up the app
- Navigating the mapping layers and using the Information Panel Help Notes
- Working with Off-line maps (This is optional but worth highlighting if participants are using Mobile or Tablet devices)
- Taking a Grid Reference with the app and selecting an appropriate mapping layer
- Determining the condition of your site (This is optional but can be covered in a classroom environment)

## **Resources**

A number of readily available resources are recommended for your training session.

### **'Handouts'**

A set of illustrated help notes can be found within the Resources section of the on-line Site Recording Guide. These accompany the 'toolbox talk' training videos and can be used as 'handouts' for your training session. The 'handouts' also feature some basic training exercises which can be used as the basis for your own training exercises.

### **WiFi connection**

It is recommended that you use a stable internet connection to demonstrate the app. A wireless internet connection will allow participants with laptops and mobile or tablet devices to log-in and use the app.

### **Devices**

You will need desktop, laptop, Smartphone or tablet devices to demonstrate the app. It is best to have a number of devices available and participants can be encouraged to bring their own if a wireless connection is available.

## **Conducting a Training Session**

There are many ways of conducting a training session and your training event can be as formal, or as informal, as you like.

You may wish to start with an introduction to Home Front Legacy, field recording, and the recording app. This can be in the form of a PowerPoint presentation or an informal talk based on the **Part.1: Welcome Supporting Notes**. This will provide your group with background information about the Home Front Legacy project, field recording and the recording app.

If your venue has an internet connection and a digital projector connected to a computer you can demonstrate the app 'live'. Simply access the recording app and demonstrating its features and functions on the computer. Your introduction could also feature a PowerPoint presentation to demonstrate setting up the app, and using the app functions.

Once the introduction is complete a practical 'hands on' exercise can be carried out. Practical training exercises are essential for ensuring knowledge is embedded and help to inspire confidence in using the App. As much time as possible should be allotted to the practical exercises to ensure all aspects of using the recording app are covered.

When conducting these exercises it is best to split the group up into smaller teams. These teams should consist of no more than 4-5 people with a desktop, laptop or tablet device, depending on how many devices are available. The Supporting Notes 'handouts' can be used as a resource for the 'hands on' exercises and each participant should receive a copy.

If possible provide one-on-one support to participants who may be struggling during the training exercises. This will help instil confidence. Discussion during the training exercises should also be encouraged.

The training session can be concluded with a short feedback session. This will allow participants to discuss the training and highlight how confident they are with using the app.

Your group is now ready to start recording sites with the Home Front Legacy recording app.

## **Training exercises**

A number of simple but effective training exercises can be used to allow participants to get 'hands on' experience of using the app. The handouts that accompany the Home Front Legacy 'toolbox talks' videos feature all the required information, along with a number of simple exercises. These exercises can be customised to suit your training session and location.

Exercises can cover the main subjects mentioned in the Training session outline.

**Log in and set up-** Logging in and setting up the recording app can be demonstrated on a laptop, desktop, mobile or tablet device. To save time you can ask participants to register in advance and use their log-in details to access the app.

Take into account your audience's confidence with using computers and mobile devices. You may wish to assist participants with logging in to the Member Toolkit, accessing, and setting up the app.

**Getting to know the App-** The exercise should cover navigating the mapping layers through clicking, dragging and zooming in, as well as using the information panel and section help notes.

Encourage the use of the Mapping Layer to explore a recognisable area or location, this will familiarise participants with the mapping layers. Allow participants plenty of time get used to navigating the map and using the app functions.

An example exercise is outlined in the 'Over to You' section of the **Part. 3: Getting to Know the App Supporting Notes** handout.

**Working with off line maps (Optional)** - Demonstrate downloading the Ordnance Survey mapping layers to participants using a mobile or tablet device. It is important to use a Wi-Fi connection to do this due to the size of the mapping layer files.

**Taking a grid reference-** You can provide further grid references for well known sites or landmarks in your locality. A search of the Heritage Gateway may reveal First World War sites in your area which can be used to train participants in taking an accurate Grid Reference. Cover the Gazetteer function and selecting the different Mapping Layers. Taking a Grid Reference for a familiar location (e.g. participant's home or a local landmark) is advised; this can build up to taking a Grid Reference for an unfamiliar location such as the venue for your training session.

The **Part.5: Taking a Grid Reference Supporting Notes** handout can be used to support this exercise and features a number of simple exercises in the 'Over To You' section.

**How to Determine Site Condition (Optional)**- An exercise covering the Site Condition categories can also be included in your training session. It is useful for participants to gain some experience of techniques they will require when conducting field recording.

Outline that the condition categories are available through the Condition help notes within the app. Use pictures of local sites if possible; providing a wide range of site types will further highlight the range and scope of First World War remains in the UK.

At the end of this exercise participants can feedback their choices and explain why they picked their chosen condition category.

The **Part.8: How to Determine Site Condition** and Site Examples handouts will complement this training exercise.