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different ways of displaying them. The files supplied with this guide use the Tabbed Document option, where each object has its own tab in the work area. Actions: 1. Open the Staff database (it may be on the Recent list). 2. Double click on Course List in the Navigation Pane to open the table in Datasheet view. 3.

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tutor should be able to help guide you through your chosen unit, marking and commenting on your work. The Open Learning Unit Co-ordinator can also help you with practical problems which might arise, and can arrange most assessment times to fit in with you. How much are Open Learning Courses? Open Learning courses range from Â£50 for some college

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It takes place in the discussion forums. The aim is to create a positive collaborative community. A large part of your role as online tutor will involve monitoring and moderating course discussions. Please see below for a short guide to monitoring discussions. For more detailed guidelines see the official ecX guide on moderating.

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