



## The interactive community within the PreMo vortal

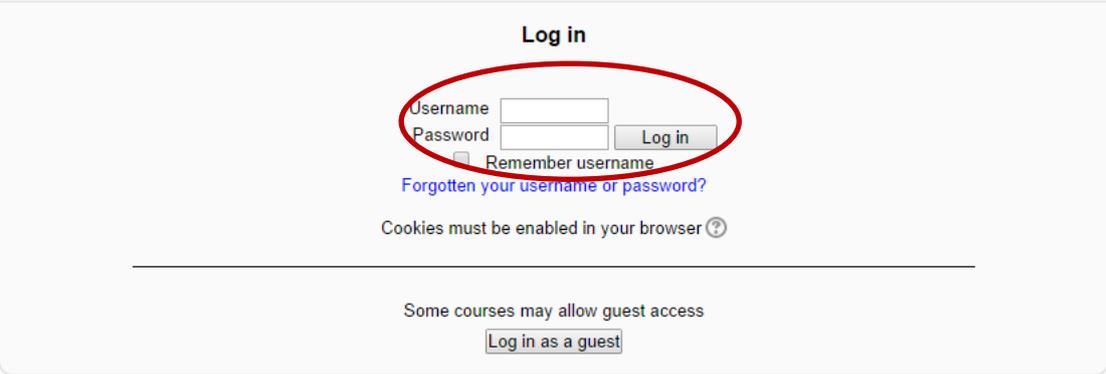
A user manual for the main functionalities

Version 1, September 2014



## PART I: LOGIN AND GENERAL ASPECTS

1. Enter the PreMo community via the website or the vortal, or use the link:  
<http://moodle.evta.net/course/view.php?id=3>
2. You will arrive in the login area, where you have to enter your username and password. If you have forgotten your login, here you can achieve a new one.



**Log in**

Username

Password

Remember username

[Forgotten your username or password?](#)

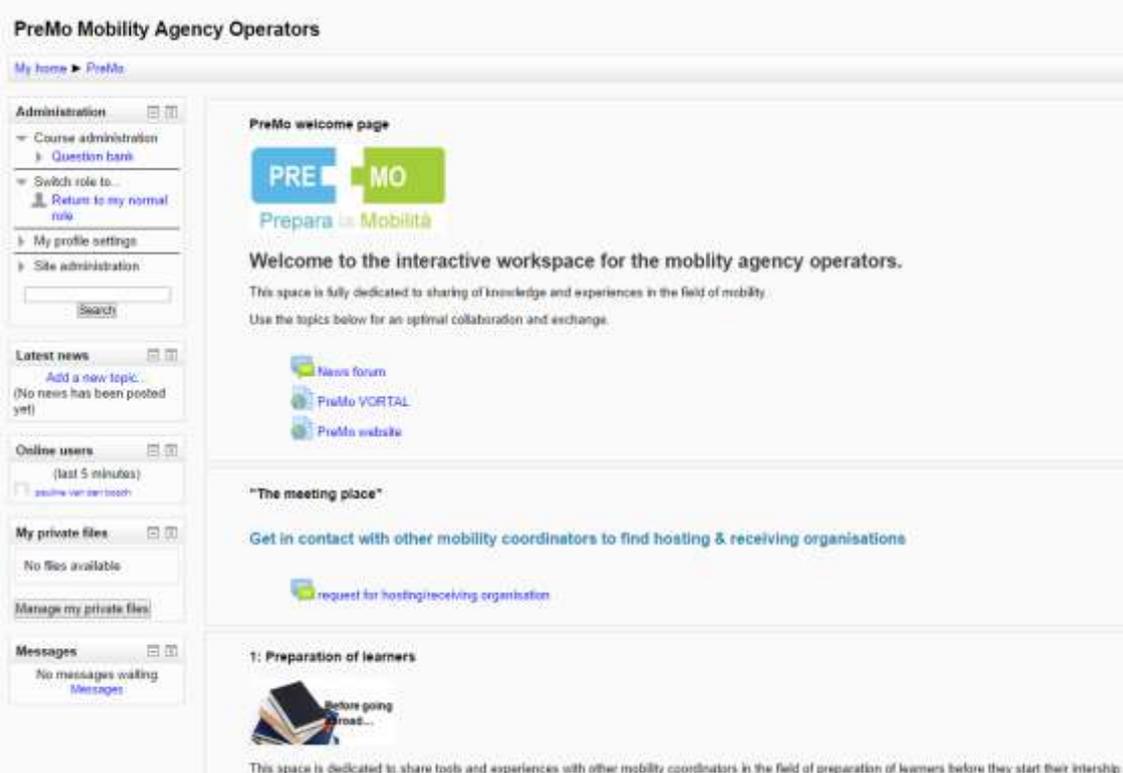
Cookies must be enabled in your browser [?](#)

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Some courses may allow guest access

You are not logged in.

3. Now you will arrive on the welcome page of the community:



**PreMo Mobility Agency Operators**

My home ► PreMo

**Administration**

- Course administration
- Question bank

Switch role to...

- Return to my normal role

My profile settings

Site administration

Search

**Latest news**

Add a new topic...

(No news has been posted yet)

**Online users**

(last 5 minutes)

anneke van der stoep

**My private files**

No files available

Manage my private files

**Messages**

No messages waiting

Messages

**PreMo welcome page**

**PRE MO**

Prepara la Mobilità

**Welcome to the interactive workspace for the mobility agency operators.**

This space is fully dedicated to sharing of knowledge and experiences in the field of mobility. Use the topics below for an optimal collaboration and exchange.

- News forum
- PreMo VC/R/TAL
- PreMo website

**"The meeting place"**

Get in contact with other mobility coordinators to find hosting & receiving organisations

request for hosting/receiving organisation

**1: Preparation of learners**

Before going abroad...

This space is dedicated to share tools and experiences with other mobility coordinators in the field of preparation of learners before they start their internship.

On this page you will see all the working areas.

4. On the left you see a “control panel”. In the first block on the left, in “administration”, you can edit your profile and change your password.

## PreMo Mobility Agency Operators

[My home](#) ▶ [PreMo](#)

### Administration

- ▶ Course administration
- ▶ Switch role to...
- ▼ My profile settings
  - [Edit profile](#)
  - [Change password](#)
  - ▶ Roles
  - [Messaging](#)
  - ▶ Blogs
  - ▶ Badges
- ▶ Site administration

### Latest news

[Add a new topic...](#)  
(No news has been posted yet)

### Online users

(last 5 minutes)  
 [pauline van den bosch](#)

### PreMo welcome page

### Welcome to the interactive v

This space is fully dedicated to sharing of kno  
Use the topics below for an optimal collaborat

- [News forum](#)
- [PreMo VORTAL](#)
- [PreMo website](#)

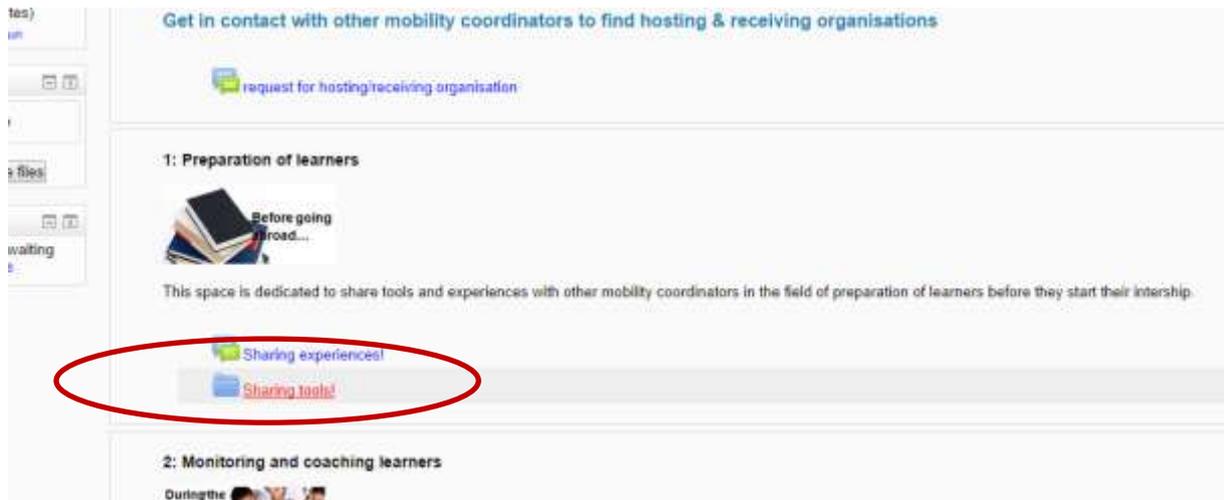
### "The meeting place"

[Get in contact with other mobility](#)

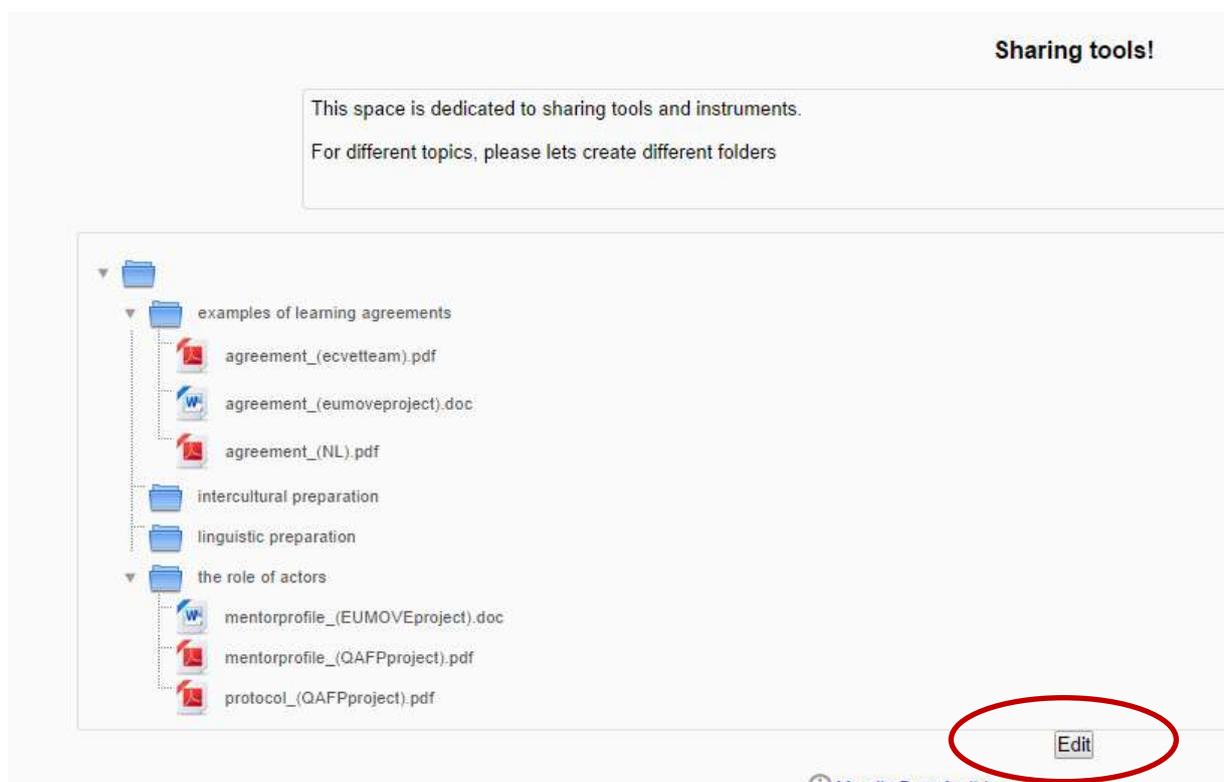
## PART II HOW TO WORK WITH FILES?

In the community of practice it is possible to create files, to insert documents and to manage document in the community.

1. Click on the folder where you want to work in. (for example in “sharing tools” in the section preparation of learners)



2. Now you see the folder structure, but in order to work in it, you have to put the “editing” on.

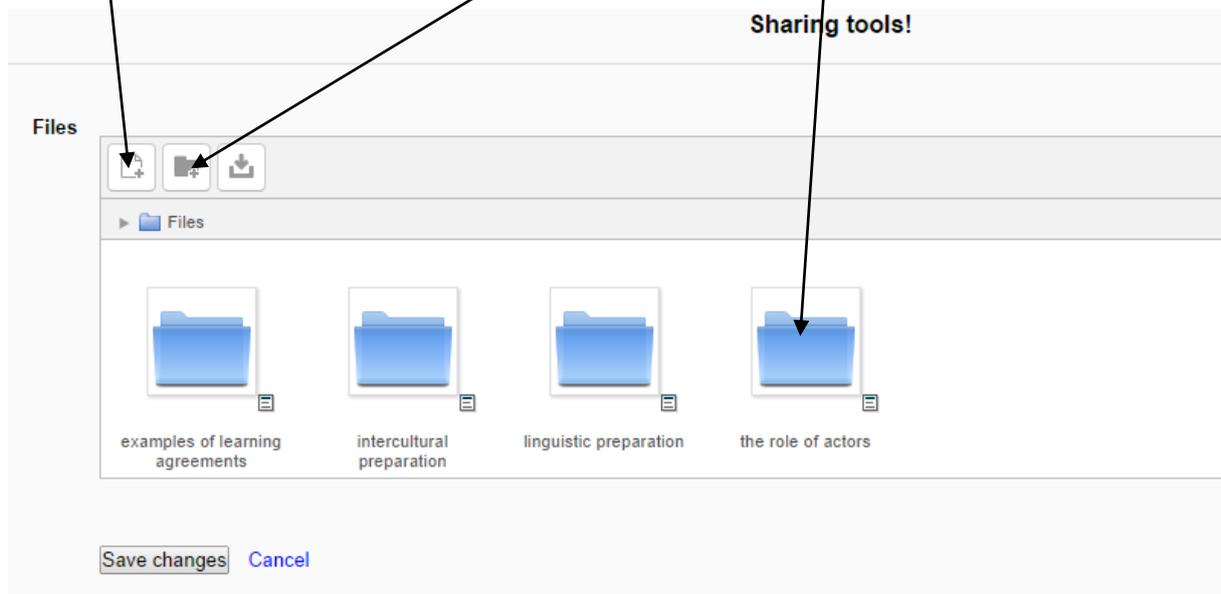


3. When you have turned on the “editing”, you can add and remove documents.

Now you have three options:

- To add a file directly in this directory: click on the icon “add a file”
- To add a file in an existing folder, click first on an existing folder and then add the file
- To add a folder: click on the icon “create a folder”

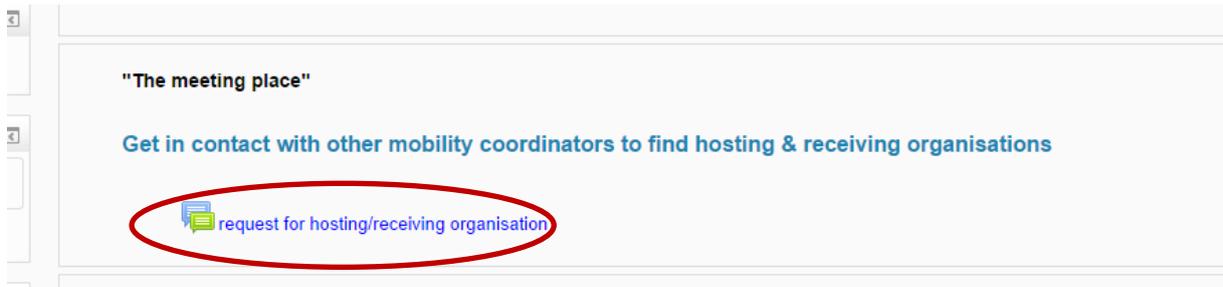
Don't forget to save your changes



## PART III: HOW TO WORK IN THE DISCUSSION FORUM?

In the community it is possible to start, join and moderate discussions on specific topics.

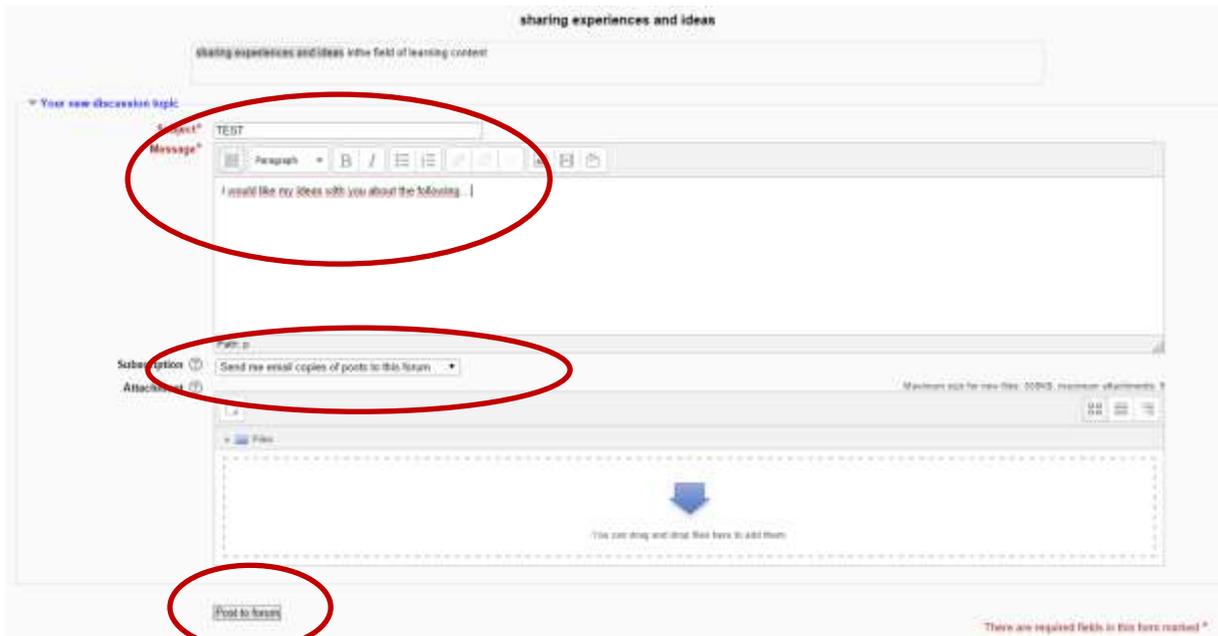
1. To start or join a discussion, just select the topic (for example: “request for sending/receiving organizations” in the section meeting place ).



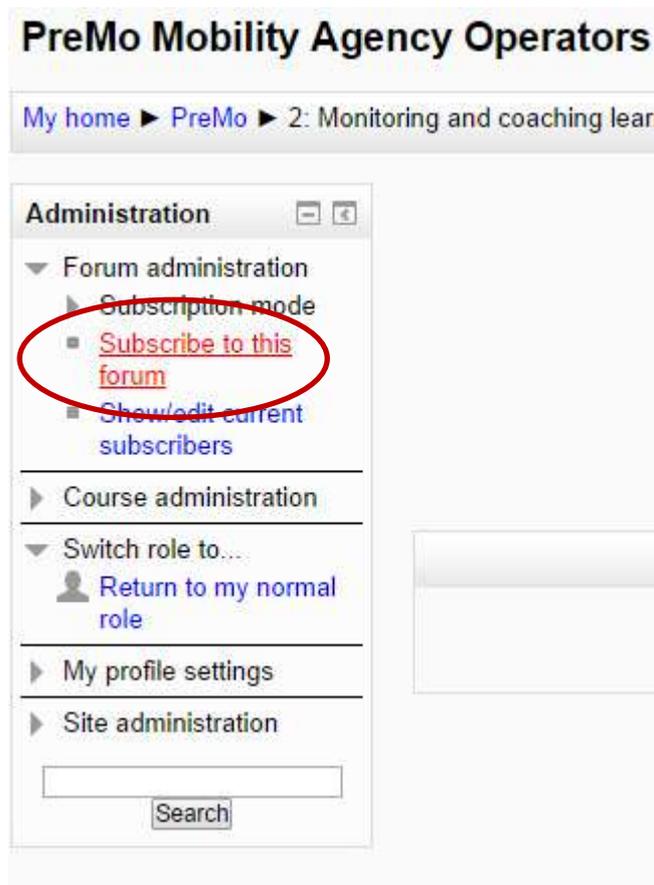
2. If there is not yet a topic started, you can create a topic by clicking on the button “add a new discussion topic”



3. Type your subject, text and where relevant you can attach a file. If you are finished, click on the button “post to forum”. If there are any replies on the discussion you started, you will receive a notification in your email box.



4. If you want to subscribe yourself to the forum, without posting anything (for example because you want to be kept up to date about new mobility requests), then click in the box on the left hand side on "subscribe to this forum". If you post a topic or when you reply, you will be automatically subscribed to a forum discussion.

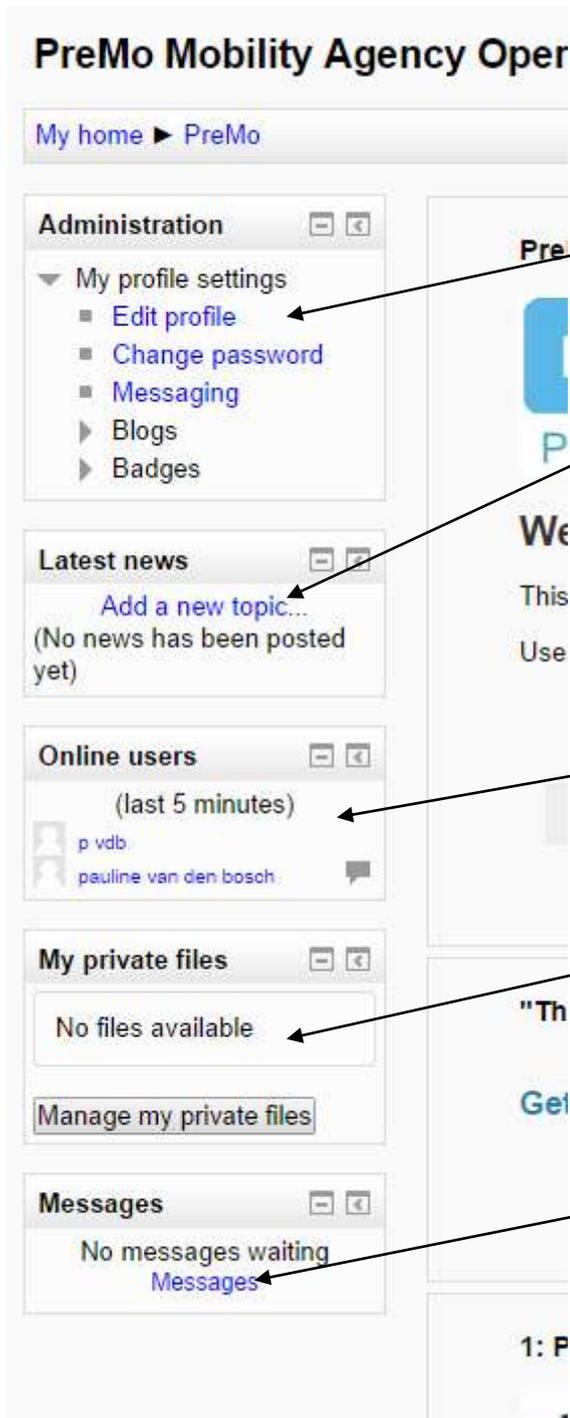


5. If you want to reply on this or another topic, just click on the discussion topic and reply.



6. If you don't want to follow the discussion anymore, you can unsubscribe yourself from this discussion topic in the block on the left hand side.

## PART IV: OTHER FUNCTIONALITIES...



1. Here you can edit your profile and change password

2. Here you will see latest news, posted by the community managers

3. Here you see who is online at that moment and start a chat discussion with a person

4. Here you can store and maintain private file, which can only be seen by you

5. Here you can send emails to other participants of the community (click on "messages" and then search in the "message navigation" in the course "VET 4").