



WP5 : Community of Practice

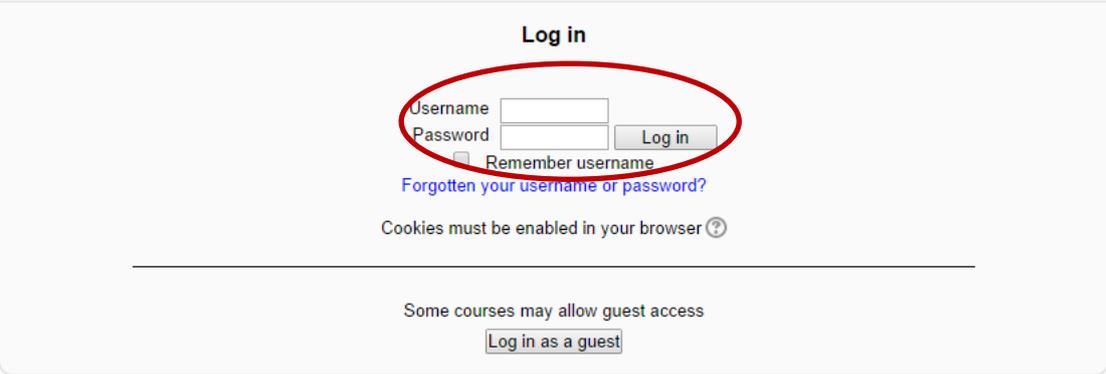
A user manual for the community of practice

August 2014 - Developed by G. Meschino and P. van den Bosch – EVTA (BE)



PART I: LOGIN AND GENERAL ASPECTS

1. Enter the CoP via the website of trainVET4jobs, or use the link:
<http://moodle.evta.net/course/view.php?id=2>
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 achieve a new one.



Log in

Username

Password

Remember username

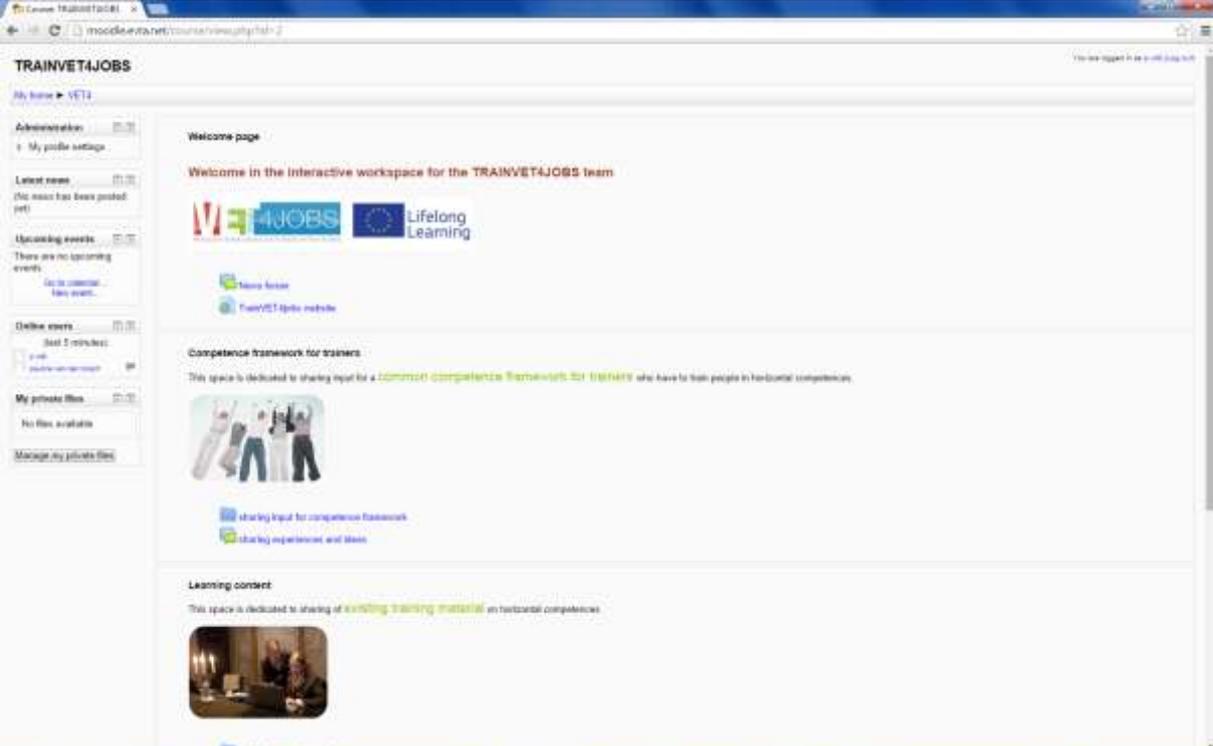
[Forgotten your username or password?](#)

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

Some courses may allow guest access

You are not logged in.

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



TRAINVET4JOBS

My home ▶ VET4

Administration
My profile settings

Latest news
(No news has been posted yet)

Upcoming events
There are no upcoming events.
[Go to calendar...](#)
[View events...](#)

Online users
(last 5 minutes)
1 user
[View the online users list](#)

My private files
No files available
[Manage my private files](#)

Welcome page

Welcome in the interactive workspace for the TRAINVET4JOBS team

[Home](#)
[TrainVET4Jobs website](#)

Competence framework for trainers

This space is dedicated to sharing input for a [common competence framework for trainers](#) who have to train people in horizontal competences.



[sharing input for competence framework](#)
[sharing experiences and ideas](#)

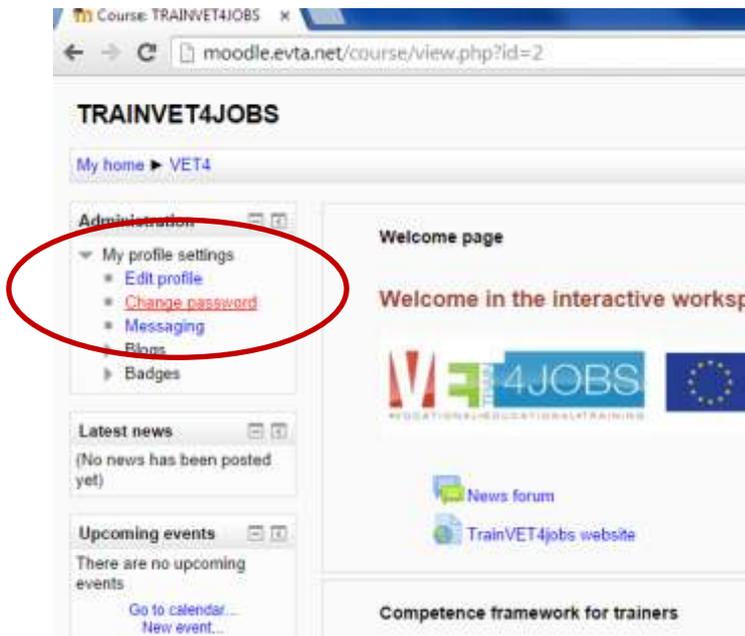
Learning content

This space is dedicated to sharing of [existing training material](#) on horizontal competences.



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.



PART II WHO ARE THE OTHER MEMBERS?

TRAINVET4JOBS

[My home](#) ► [VET4](#)

Administration [collapse] [refresh]
► [My profile settings](#)

Latest news [collapse] [refresh]
(No news has been posted yet)

Upcoming events [collapse] [refresh]
There are no upcoming events
[Go to calendar...](#)
[New event...](#)

Online users [collapse] [refresh]
(last 5 minutes)
p vdb
pauline van den bosch

My private files [collapse] [refresh]
No files available
[Manage my private files](#)

Messages [collapse] [refresh]
No messages waiting
[Messages](#)

Welcome page

Welcome in

VET TRAIN
+ VOCATIONAL+EDU

[News](#)
[Train'](#)

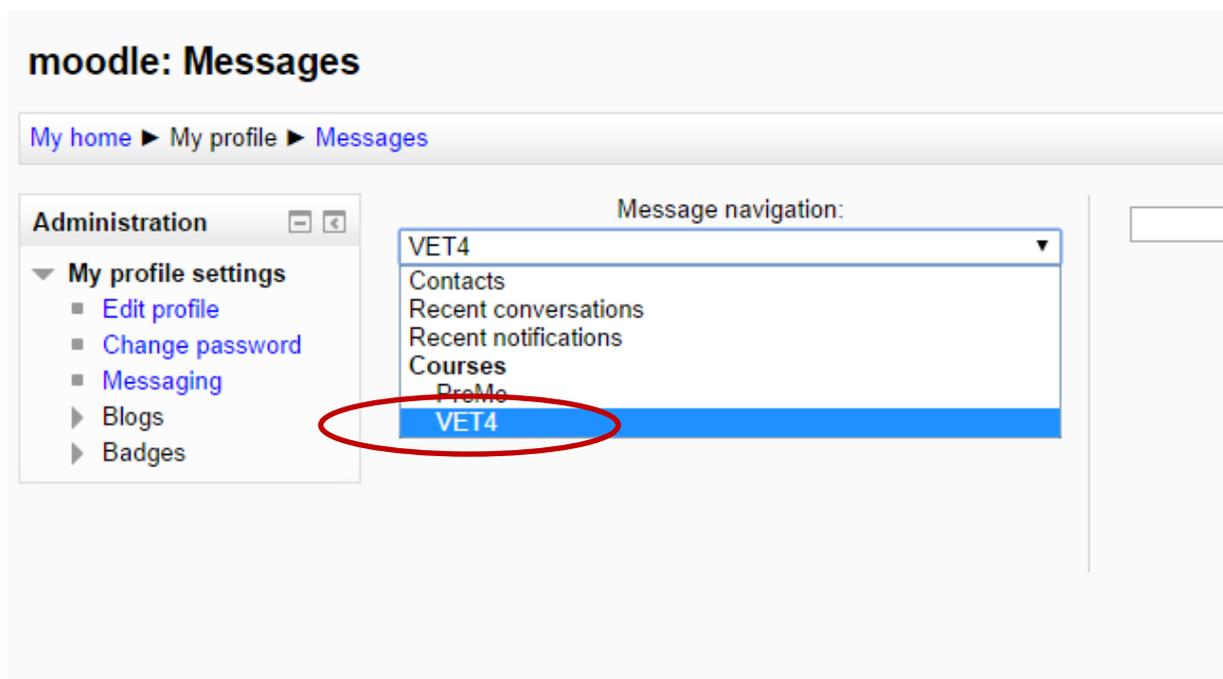
Competence fra

This space is ded

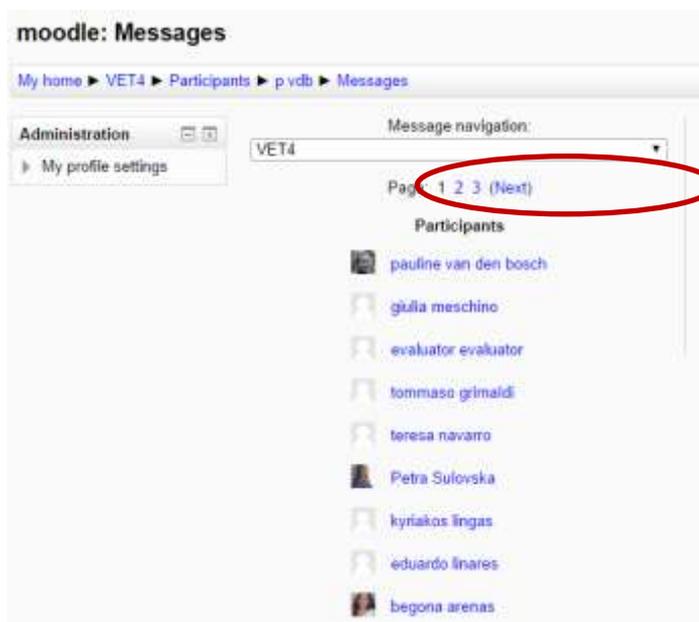
[shari](#)
[shari](#)

1. To find other members in the community, click on “messages” on the bottom of the toolbar on the left hand side.

2. Then select "VET43 in the contact list



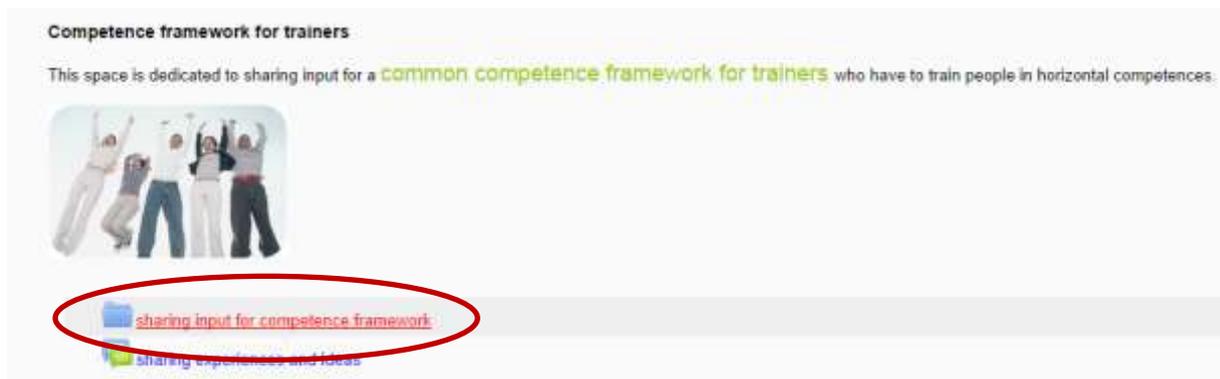
3. You will now see the list of persons in the community and you can contact them directly by sending a message. (please note that there can be more pages with contact persons)



PART III 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 “competence framework for trainers”)



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



3. Now you have three options:

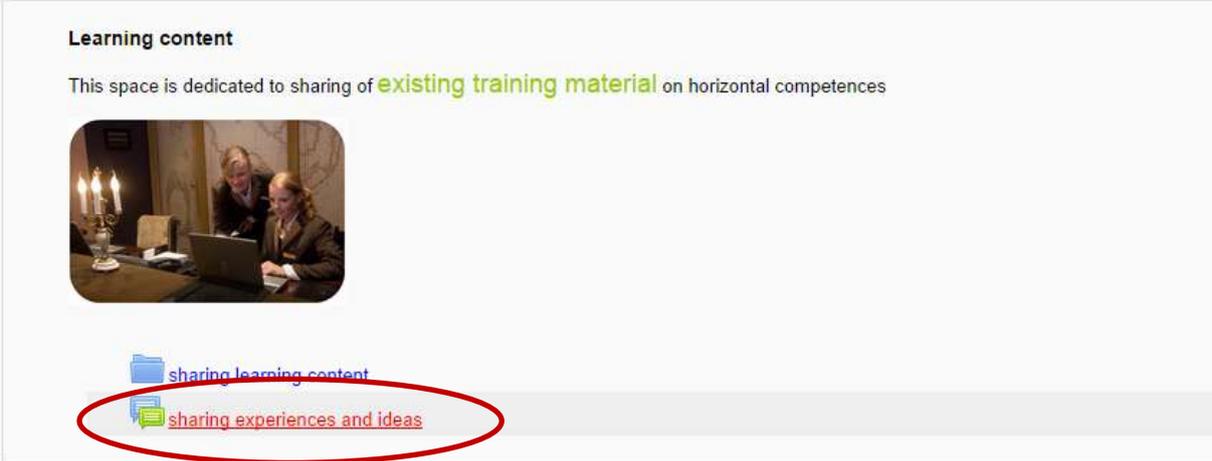
- To add a file directly in this directory: click on the icon “add a file”
- To add a file in an existing folder, click first on an existing folder and then add the file
- To add a folder: click on the icon “create a folder”



PART IV: HOW TO WORK IN THE 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: the discussion forum in “Learning content”).



Learning content

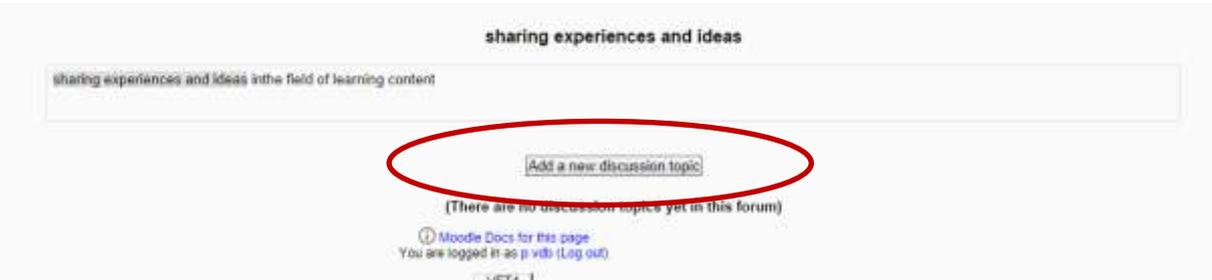
This space is dedicated to sharing of **existing training material** on horizontal competences



[sharing learning content](#)

[sharing experiences and ideas](#)

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



sharing experiences and ideas

sharing experiences and ideas in the field of learning content

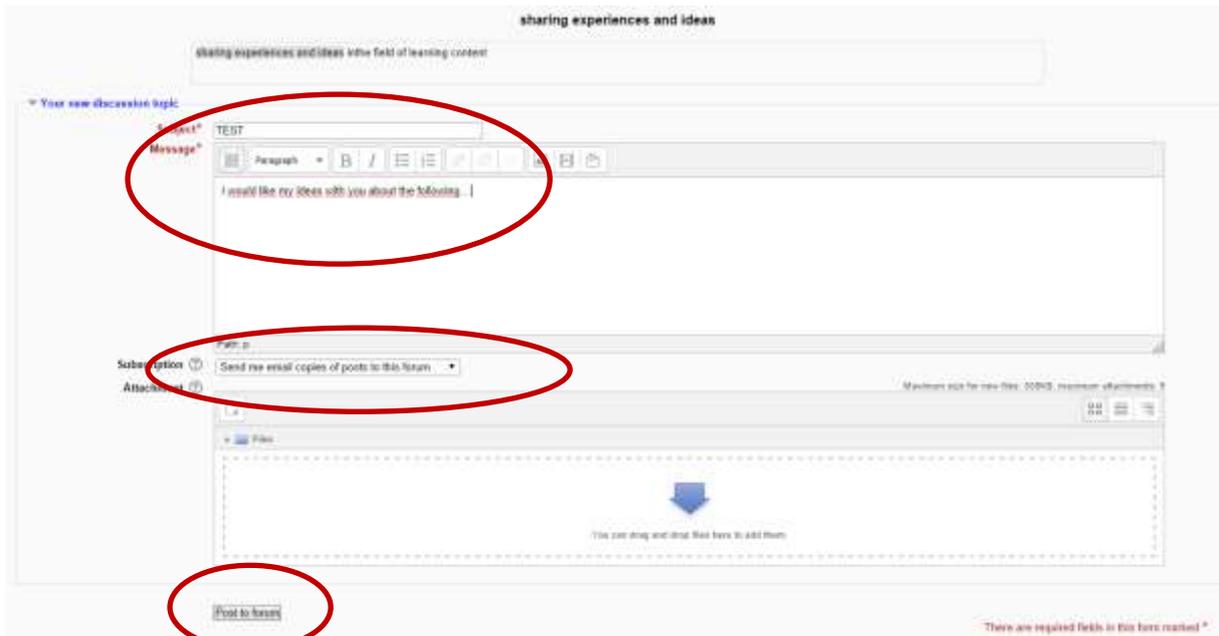
[Add a new discussion topic](#)

(There are no discussion topics yet in this forum)

[Moodle Docs for this page](#)
You are logged in as p.vibb (Log out)

VET4

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 reply on this or another topic, just click on the discussion topic and reply.

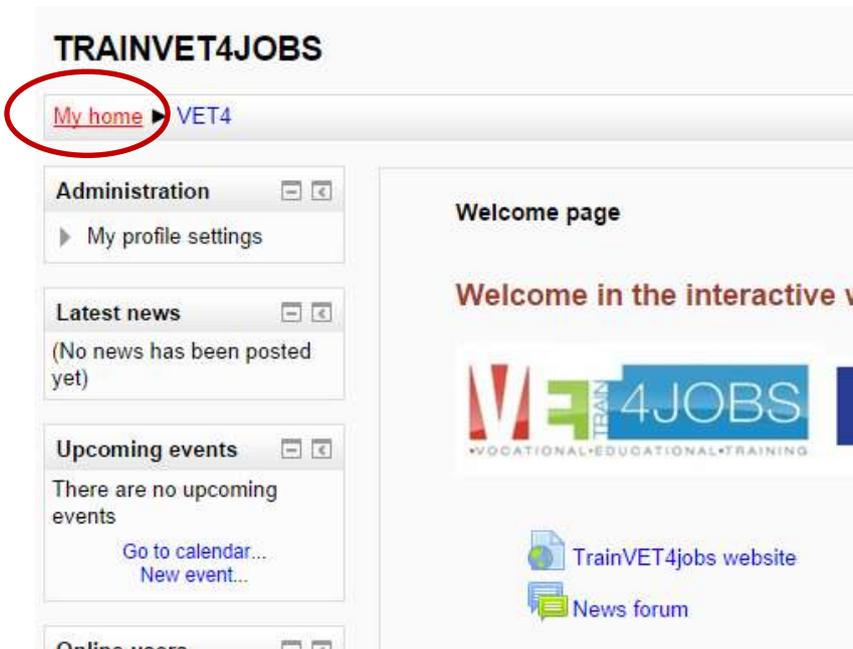


5. If you don't want to follow the discussion anymore, you can unsubscribe yourself from this discussion topic in the block on the left hand side.

PART V: HOW TO CHECK IF THERE ARE ANY NEW MESSAGES?

You can check at a glance which posts are new, without searching through the entire community.

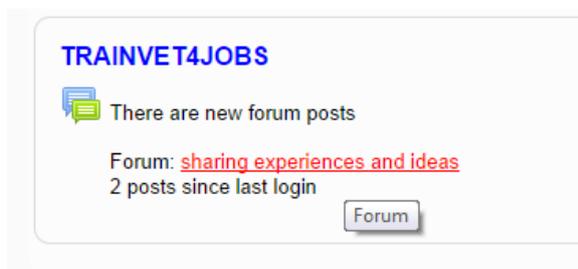
1. After login, go to “my home” on the top of the page.



2. If there are new forum posts, there will be a message like this:



3. When clicking on the icon, you can see directly which posts are new and select the ones you would like to see.



PART VI: OTHER FUNCTIONALITIES...

The screenshot shows the TRAINVET4JOBS user interface. On the left is a navigation sidebar with sections: Administration (My profile settings), Latest news (No news has been posted yet), Upcoming events (There are no upcoming events, with links for 'Go to calendar...' and 'New event...'), Online users (last 5 minutes, listing 'p vdb' and 'pauline van den bosch'), My private files (No files available, with a 'Manage my private files' button), and Messages (No messages waiting, with a 'Messages' link). The main content area features a 'Welcome page' with a 'Welcome in' message, the TRAIN logo, and icons for 'News' and 'Train'. Below this is a 'Competence fr...' section with the text 'This space is ded' and an image of three people. At the bottom, there are icons for 'sharir' (a folder) and 'shari' (a message icon).

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 insert a calendar event

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

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

6. 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").