

BRIDGE

Full-capacity insertion for non-national workers in EU member states

502366-LLP-2009-IT-LMP



eFront Community (3.6.6) Manual

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Introduction

eFront is a modern learning and training platform (also known as a Course Management System, or Learning Management System or Virtual Learning Environment).

eFront is designed to help create online courses with opportunities for rich interaction. It comes with a distinctive icon-based user interface that is intuitive to use. The platform offers a wide range of features from content creation, test builder, project management, extended statistics, internal messaging system, forum, chat, surveys and more. It is a SCORM 1.2 and SCORM 2004 compliant and certified system. eFront is a multilingual platform offered in several languages.

Several features of the platform (e.g., skills management, organization structure, supervisor role) make it especially suitable for inner organization usage, especially at training or human resource management departments.

eFront is available in four editions:

- **eFront Community** is a fully flexible eLearning 2.0 system capable of fulfilling a wide range of learning needs. The Community edition is offered as open-source and free system.
- **eFront Community++** brings payments support and social extensions on top of the community edition.
- **eFront Educational** is a flexible solution for educational organizations or colleges. It brings support for the latest eLearning standards together with better reporting capabilities.
- **eFront Enterprise** integrates many extensions that are suitable for a company environment. These include skills management, job-description management, branch support, skill-gap analysis and more.

eFront is built around 3 basic type of users Students, Professors and Administrators (in an Enterprise environment the roles are Trainee, Trainer, Administrator). Each type of user can have sub-types with less privilege from the main user. It is also possible for a user to interchange roles for each assigned lesson. For example a user may be Student for lesson-A and Trainer for lesson-B.

Also, eFront uses a dual notation for working with content - Lessons and Courses. Lessons act as the basic ingredient of the learning process and can include static (e.g., content) and dynamic (e.g., user progress) information. Courses bundle several lessons under a concrete entity.

Basic Environment

The picture below shows the Start page of the BRIDGE eFront Community version 3.6.6. The page is divided in different sections:

- **Login:** Registering can be accomplished either through the administrator intervention or one can self-register (depending on the system parameters). Through the Administrator intervention, the admin goes to "Users" tab on his main menu, and clicks on "New user" button. He sets the user's settings and activates him. At a self-registration, the student clicks on "Create an account" on the eFront's main page and he sets his personal settings.
- **Connected users:** Returns a list of all currently connected users.
- **Courses:** Shows all available courses – the whole course catalogue.
- **System news:** Are used by the administrator to spread important system-related news.
- **Selected courses:** Shows all courses in which one is inscribed.

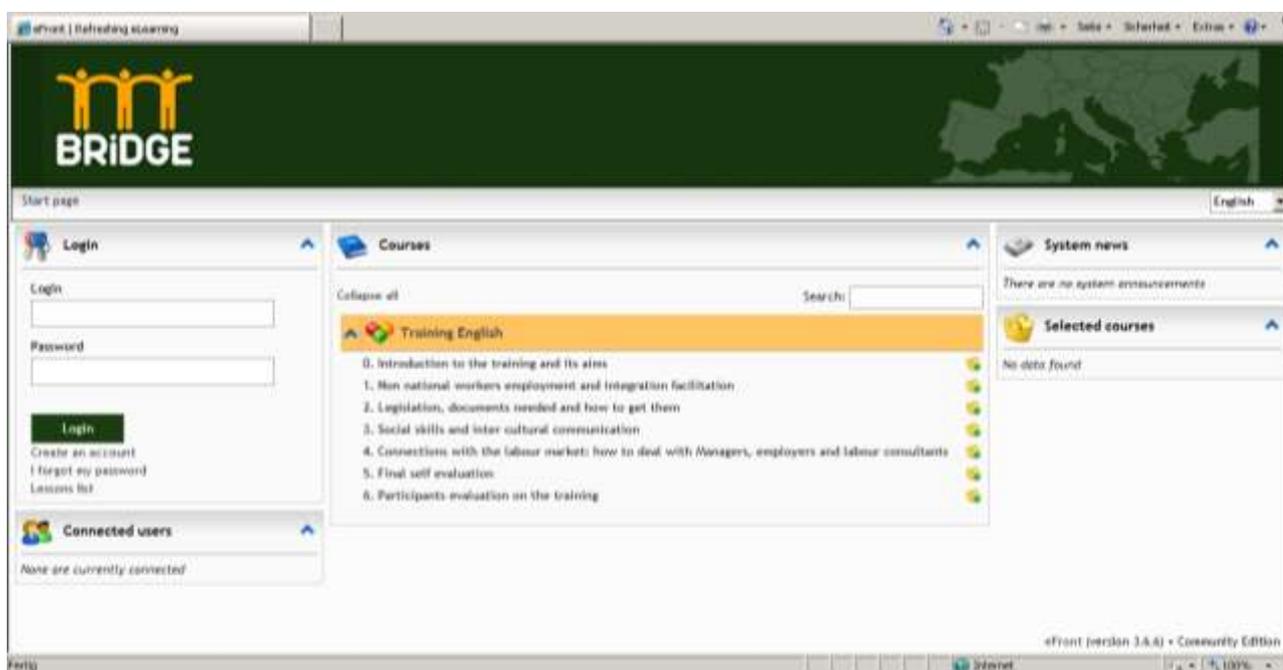


Figure 1: Start page BRIDGE eFront Community Version 3.6.6

After the login procedure the user – trainer and student – has to choose the module he wants to work on or which he wants to study.

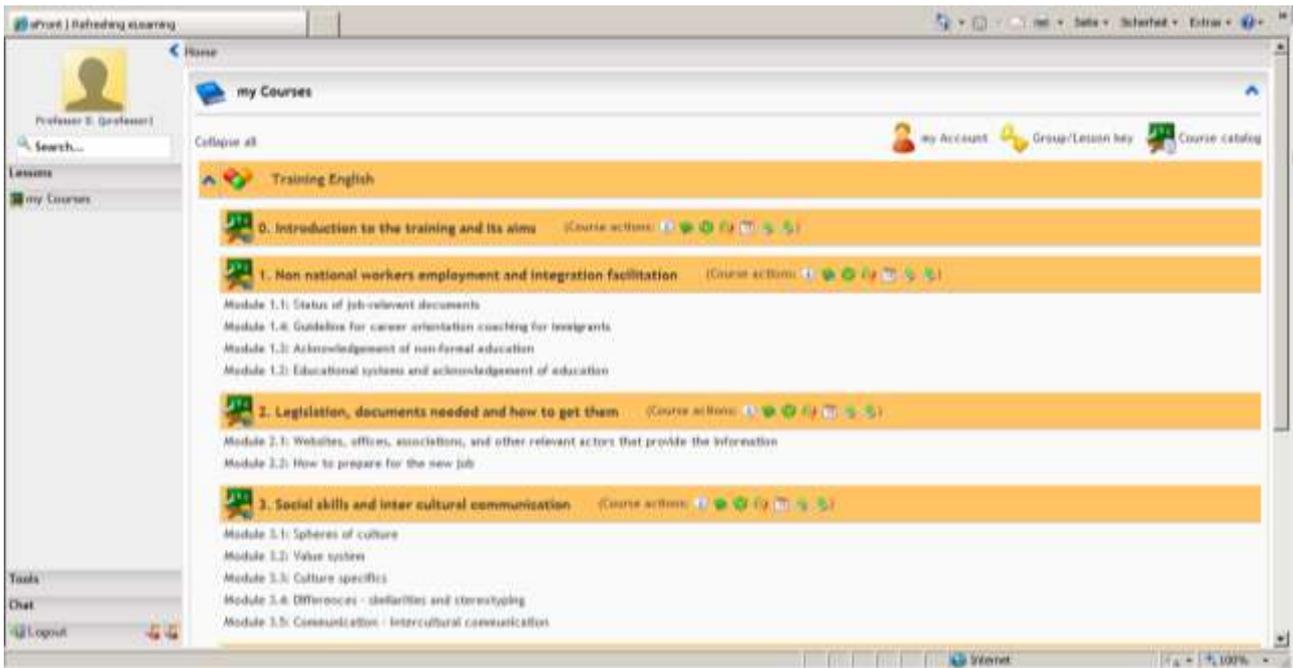


Figure 2: my Courses

After selecting the module, the user gets to the screen below. This can differ isolating between trainer and student, but the basic orientation environment is the same. On the left hand side is the Tools Bar, in the middle the user finds the Lessons Tools and on the right hand side are the Communication Tools.

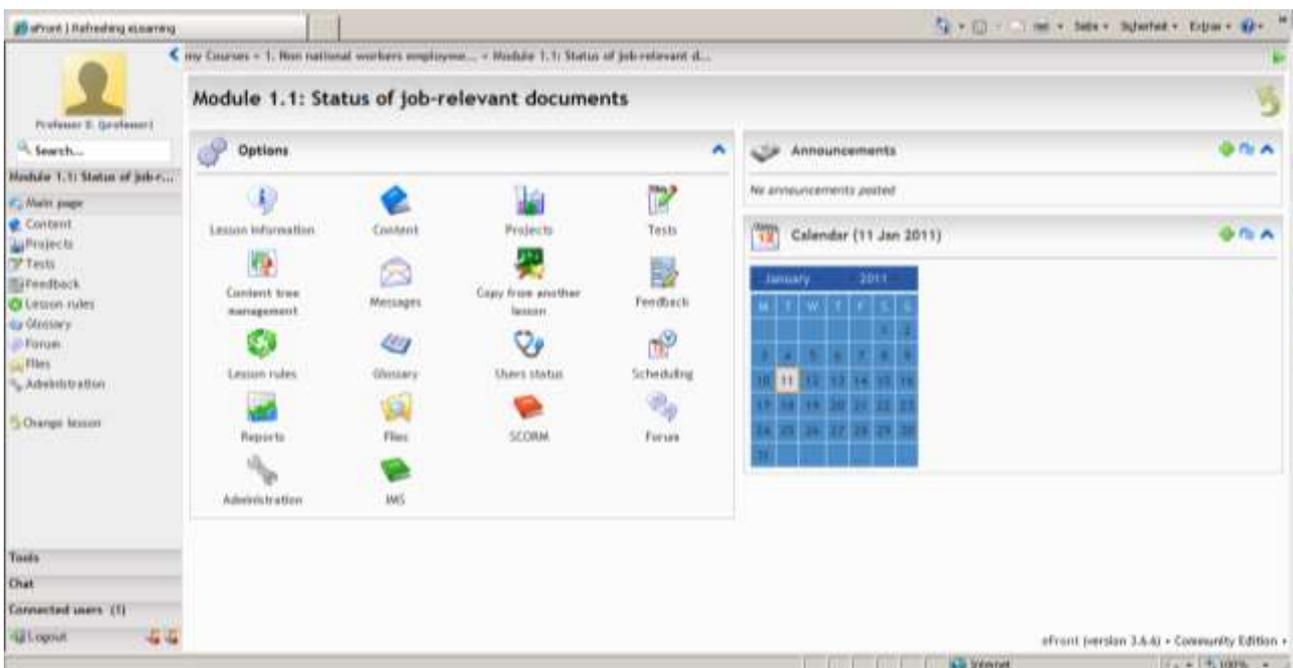


Figure 3: Lessons control panel

Chapter 1 – Trainer’s complete guide

The Trainer is responsible for managing the learning process. Through his interface he can create/edit/organise the educational material, publish tests and quizzes, create access rules, activate certain lesson characteristics, communicate with lesson participants, view lesson reports and statistics and in general track the learning process in detail.

Main page

The trainer main page lists all the trainer’s lessons, organized in directions and courses (hierarchy view). The trainer can quickly view a summary of each lesson by simply moving the mouse over the lesson's name. In addition, next to each course name, there is a list of icons for managing the corresponding course. The trainer can select a lesson, by simply clicking on its name.

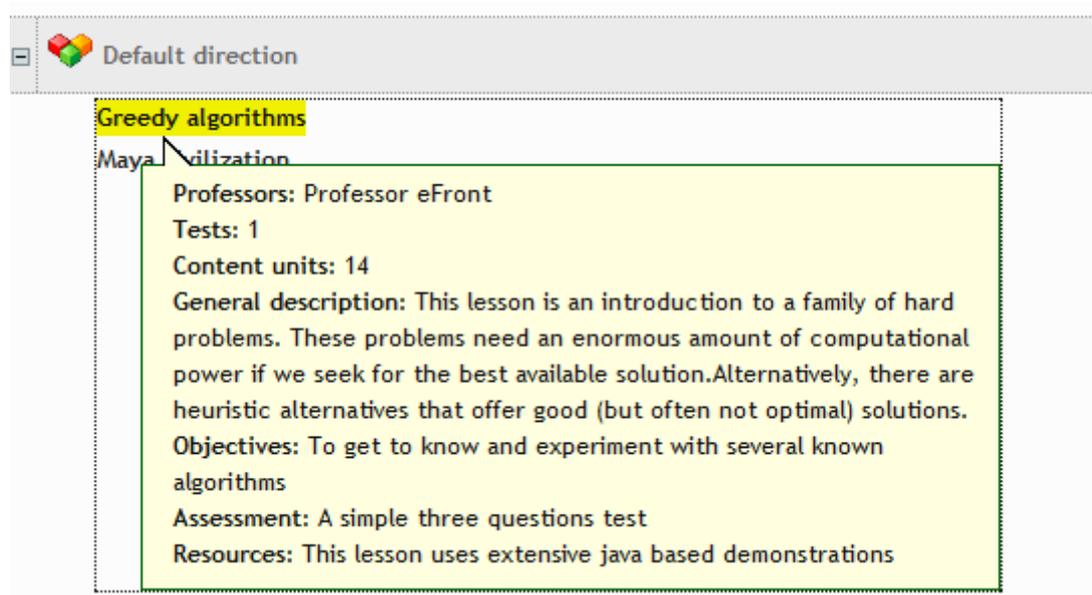


Figure 4: Lesson information

Lessons control panel

After selecting a lesson, the trainer is transferred to the lesson's main page (control panel). In that page, the trainer is offered with a list of tools and actions for managing the lesson's ingredients as well tracking the progress of each student.

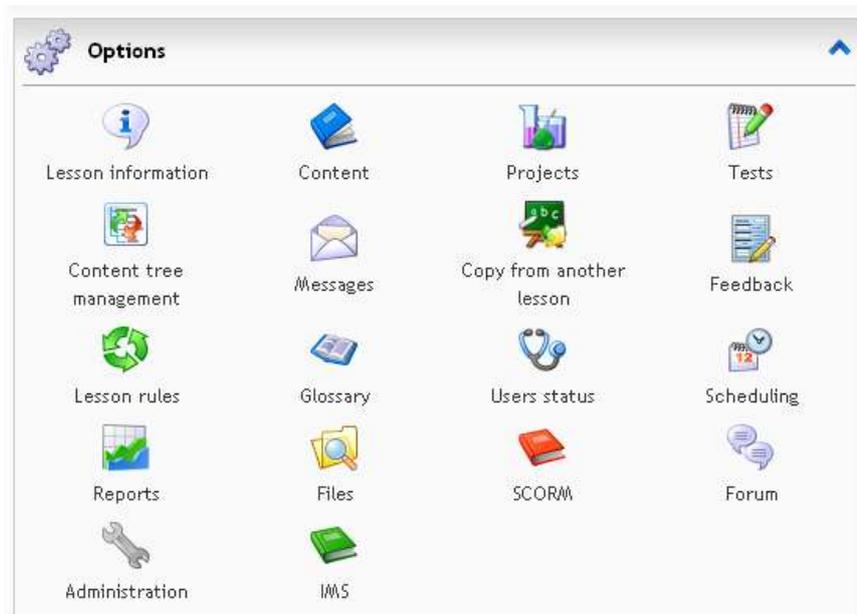


Figure 5: Options

Lesson Ingredients (Modules)

The main modules of a lesson are:

- Content
- Tests
- Projects

Those modules correspond to the modules of a real lesson, for example the content is equivalent to the lesson's book, and the tests are equivalent to the lesson's final examinations while the projects correspond to the real lesson's projects. Using these modules, the trainer can create a lesson that will be very similar to a real lesson.

Managing Content

The creation of new content for a lesson is very simple and easy. It is done through the Content icon in the lesson's control panel. Within that option, the trainer can create new content units, using an advanced editor. A content unit can contain text, equations, images, sounds, videos, flash animations, hyperlinks to external pages or even java applets. The trainer can combine all those in order to create a content that will be easy to read, easy to understand and attractive to the students.

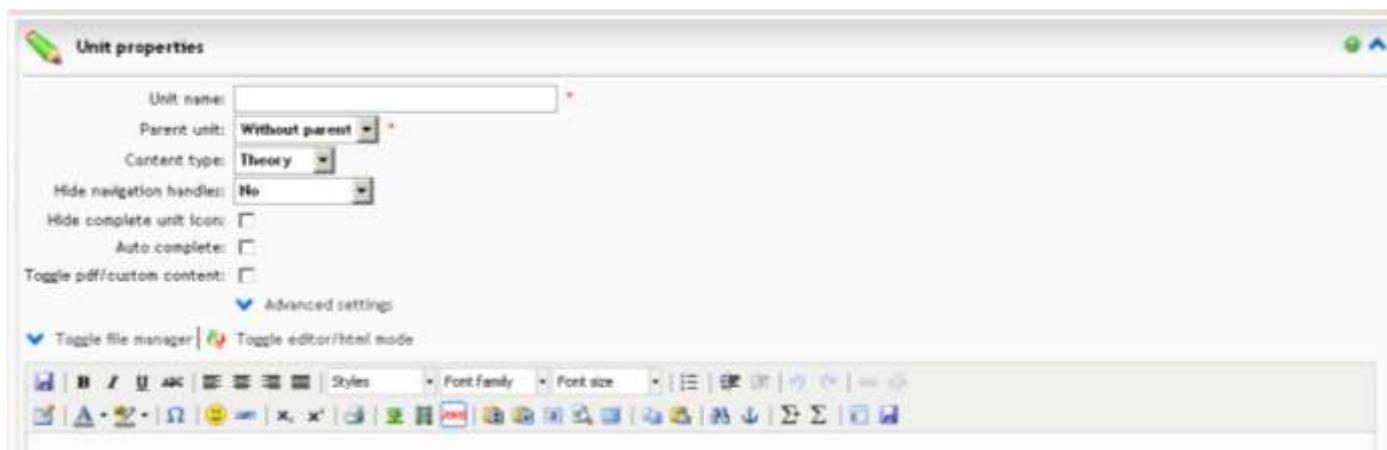


Figure 6: Editor

Content Structure

The lesson's content is organized in a hierarchical tree structure. Each unit can contain a list of subunits, with each subunit containing a list of subunits etc. The content structure can also contain lesson tests, which are treated as units. On the contrary, the lesson projects are not considered as part of the content structure.

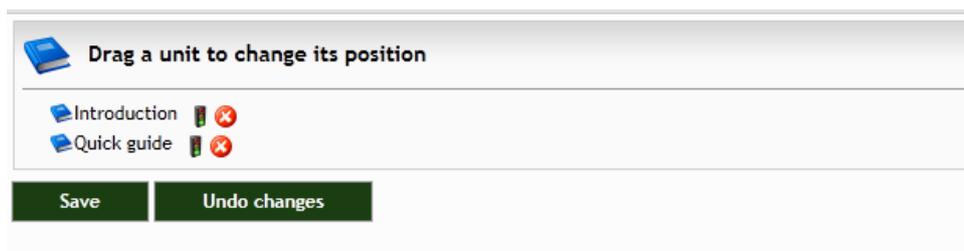


Figure 7: Content tree management

Copying content from other lessons

Expect for creating new content, the trainer can very easily copy content from other lessons. In that way, he can save time by copying similar content units and the editing the copied content. The copying is done by dragging and dropping the required units inside the lesson's content structure.

Change units position

The trainer can very easily change the content structure, by dragging the units to the appropriate place inside the tree structure. In addition, he can easily delete or edit a unit, using the appropriate icons next to each unit's name.

Adding Tests

A fundamental module of each lesson is its tests. The tests can be used in order to evaluate by the trainer in order to evaluate the progress of his student. eFront provides an easy way for creating new questions and tests, thus the trainer can create fully and complex tests for better progress tracking of his student.

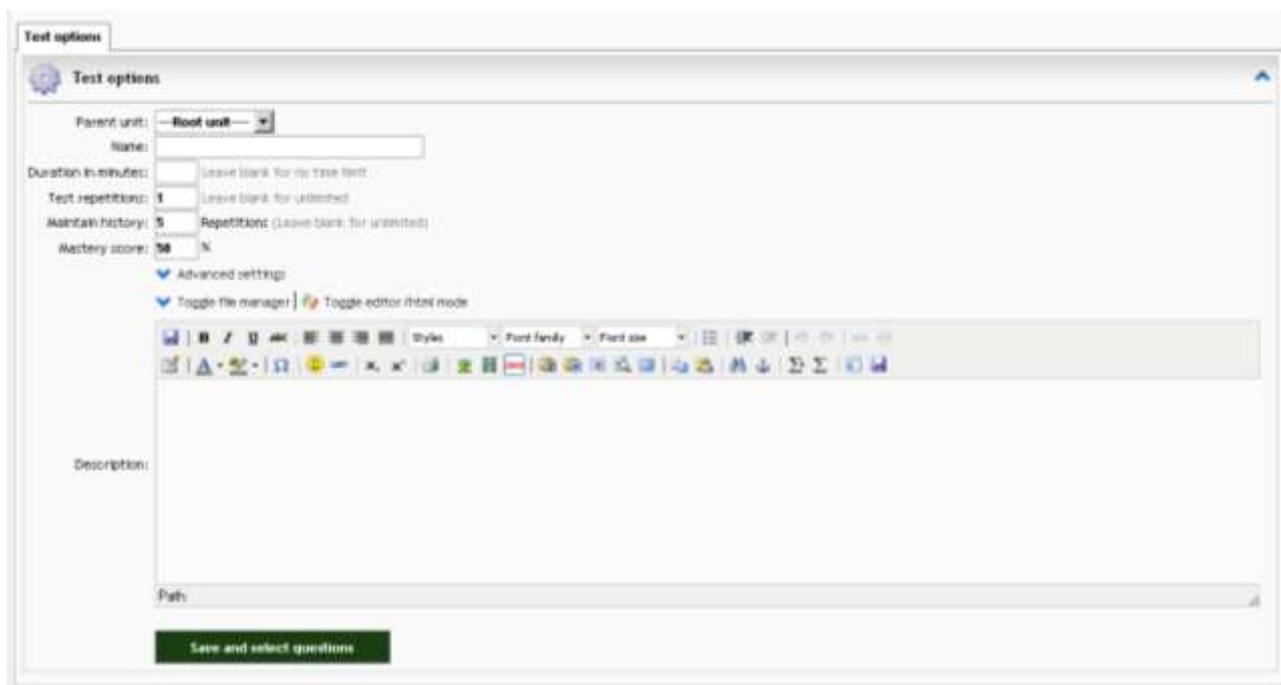


Figure 8: Test options

In order for a new test to be created, the trainer has to create a list of new questions and then assign those questions to the new tests. The created questions can be reused in other tests too. In addition, the trainer can define different weights and difficulty to each question. eFront supports the following types of questions:

- Empty spaces
- Development
- Multi choices - Simple correct answer
- Multi choices - Multiple correct answers
- Match
- True/False

Path rules and Completion Conditions

The trainer can define custom path rules for managing the order of viewing the lesson's content units. For example, he can define that the students cannot view Unit 5 before viewing Unit 3, or before viewing Unit 1 and Unit 2. In addition, he can define custom conditions for completing a lesson. For example, he can define that a user has completed the lesson only if he has seen all the lesson's content units and has scored at least 60% in the lesson's test. The conditions are fully customizable in a very easy way, using a simple and easy-to-use interface.

Reports

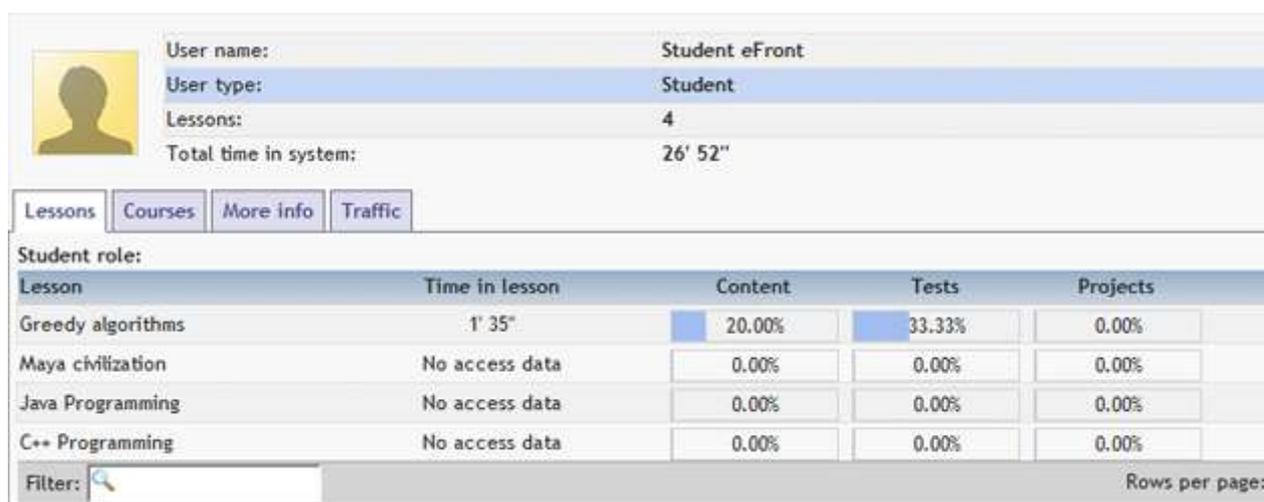
eFront provides a full set of high-quality reports in order for the trainer to efficiently track the progress of his students as well as to quickly overview statistical information about his lessons and courses. The provided reports can be divided in the following categories:

- User reports
- Lesson reports
- Test reports
- Course reports

All of the above reports can be accessed through the Tool ⇒ Reports option in the trainer's sidebar. What categories are available depends on the used eFront version. Additionally, the trainer can always export the provided information in EXCEL or PDF format for later use.

User reports

The user reports summarize personal information about the user along with his/her progress in his/her lessons, courses and tests.



Lesson	Time in lesson	Content	Tests	Projects
Greedy algorithms	1' 35"	20.00%	33.33%	0.00%
Maya civilization	No access data	0.00%	0.00%	0.00%
Java Programming	No access data	0.00%	0.00%	0.00%
C++ Programming	No access data	0.00%	0.00%	0.00%

Figure 9: User reports

Lesson reports

The lesson reports summarize statistical information about the lesson along with the progress of the lesson's students. In addition, the reports include valuable information about the traffic of the lesson (e.g. number of accesses, most frequent users etc).

Test reports

The test reports can be used in order to obtain detailed information about each test, each test's question and the answers that the users have given. So, the trainer can easily identify which questions are the most difficult for the users, in order to focus his teaching in the corresponding section.

Course reports

Similar to lesson reports, the course reports summarize stastical information about each course along with the progress of the course's students.

On the BRIDGE eFront Community Version 3.6.6 only Lesson reports are available.

Communication Tools

The system provides a set of communication tools that enrich the end user environment. These are: Internal messaging, Calendar, Forum, Chat, Lesson Announcements, Extending lesson with user comments.

Forum

Each lesson has its own forum, in order to allow users to discuss topics concerning the lesson. Entering the forum page, users can either create a new topic or reply to an existing one. To create a new topic, the user clicks on "New topic" and then he sets its title and subject (message).

In our case only the lesson "Introduction to the training and its aims" has a forum. The intention is to give the users only one forum with the possibility to discuss there all topics concerning the whole training.

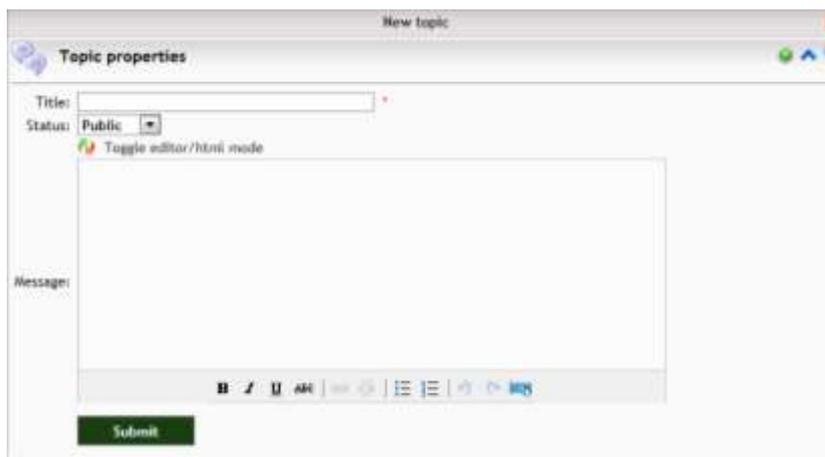


Figure 10: New topic

Chat

By using this tool users are able to exchange instant messages, in real time, provided that they are connected to the system at the same time.



Figure 11: Chat

Personal messages

With this tool, users can send personal messages one to another or to a group, something like an internal email. To send a message, go to "Messages", "New message", type % to select the user(s) who will be the recipient, then type the subject and the message(body). There is a number of criteria that one can use, in order to send a message to a group of users, without having to select them one by one.

Every time the user receives a new incoming message, a notification appears in his page. By clicking on it, he enters automatically the messages page to read it and reply if he wants to.

Glossary

The trainer can define custom explanation and information for specific words, using the lesson's glossary. After defining an explanation for a word, the student is offered with a pop-up information whenever encounters the corresponding word in a content of the lesson.

SCORM content

eFront is SCORM compatible. This means that the trainer can export a lesson into SCORM format, or import a SCORM unit into eFront. Through a user-friendly interface, the trainer can manage all the imported SCORM units and insert them into the lesson's content structure.



The screenshot shows a web interface for importing SCORM content. At the top, there is a breadcrumb trail: "Home » Scorm options » Import SCORM content". Below this is a main heading "Import SCORM content" with a book icon. A navigation bar contains four items: "SCORM tree" (with a book icon), "Review SCORM data" (with a document icon), "Import SCORM content" (with a green arrow icon and is the active page), and "Export lesson to SCORM" (with a green arrow icon). The main content area has the text "Upload SCORM file in ZIP format:" followed by a text input field and a "Browse..." button. Below the input field is a "Submit" button.

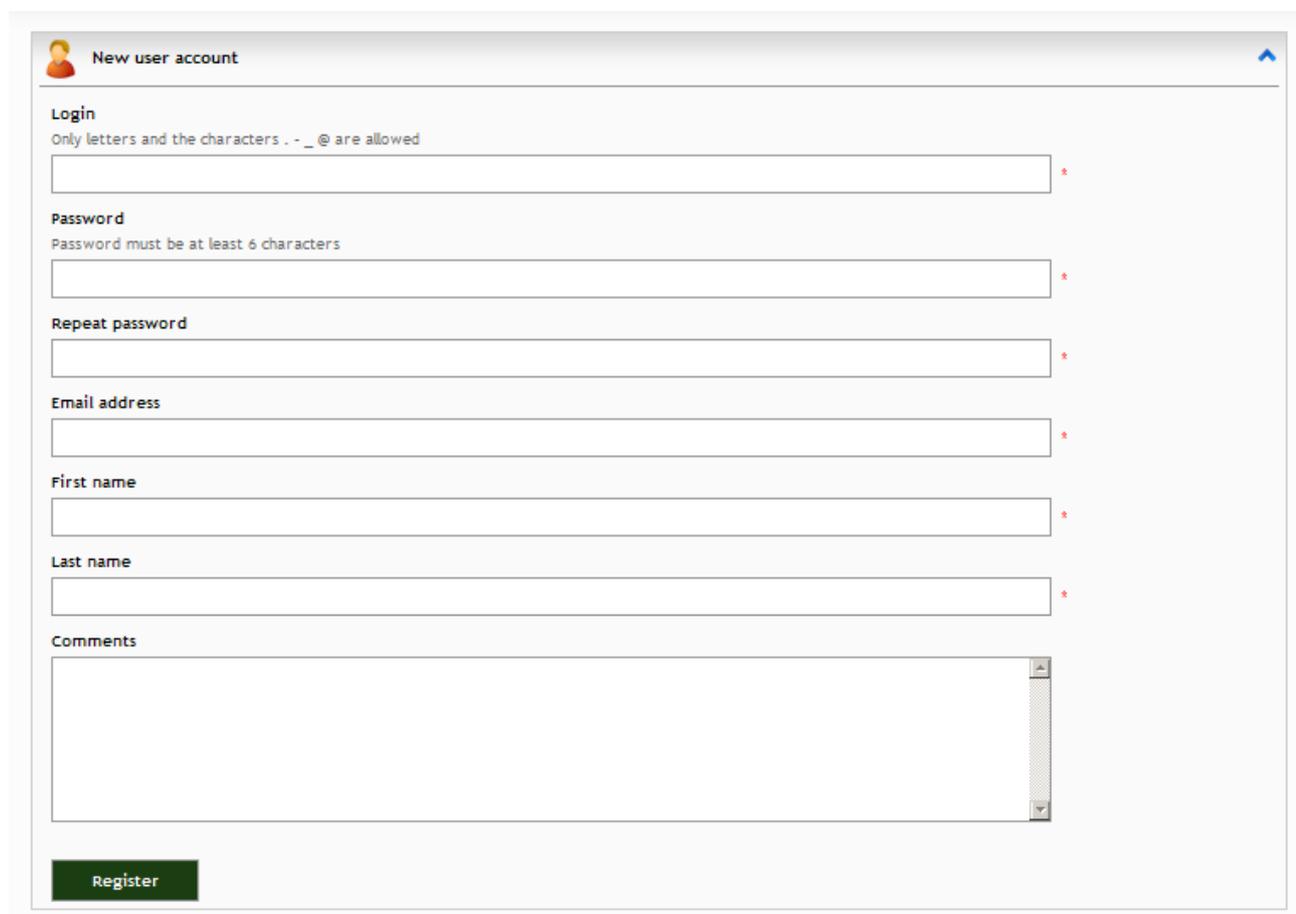
Figure 12: Import SCORM content

Chapter 2 – User’s complete guide

The student interface is simplified to enable functional and straightforward navigation to the provided material, tests and communication tools.

Registration

Users can create new accounts from the main eFront page by clicking on the "Create an account" link. This will redirect them to the registration form where login and password information are submitted. After completing all mandatory information users and clicking on the "Register" button, users create their new account. Depending on the system settings each account may have first to be activated by the system administrator or via an email link before a new user can successfully log into the system.



The screenshot shows a web form titled "New user account". It contains the following fields and instructions:

- Login:** Only letters and the characters . - _ @ are allowed.
- Password:** Password must be at least 6 characters.
- Repeat password:** A field to confirm the password.
- Email address:** A field for the user's email.
- First name:** A field for the user's first name.
- Last name:** A field for the user's last name.
- Comments:** A large text area for additional information.

A green "Register" button is located at the bottom left of the form.

Figure 13: Registration form

My Courses

User courses and lessons are structured in directions. More specifically, the main student lessons' page shows all directions that contain courses which have the lessons that this student attends. This organization allows the student to quickly review current lessons and their status, not only by having a look at the completion percentages for each lesson, but also by moving the mouse cursor over each lesson and acquiring additional information.

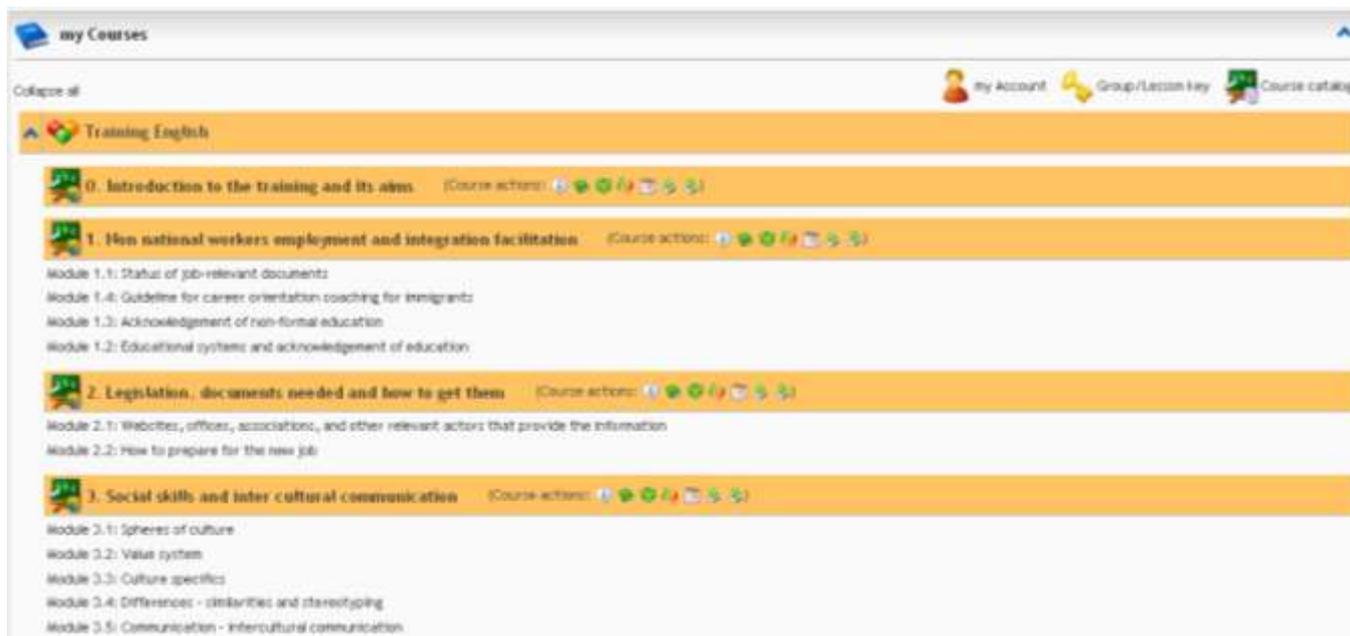


Figure 14: My Courses Student

Main lessons page

By selecting a specific lesson from the courses list, the student is redirected to the main page for that lesson.

Though the exact format of this page depends on the Lessons/Courses management options set by the trainer for this lesson, the lesson content tree is always shown. Users may either press the "Start lesson" button to view all units sequentially or select a unit at random from the content tree (if this is allowed by the lesson's Rules). The "Lesson Information" button provides an overview of the lesson, denoting its content details and its completion rules.

The main lesson page often contains small inner tables which relate to personal messages, forum topics or calendar dates that relate to the corresponding lesson.



Figure 15: Possible tables on the main lesson page

Finally, the left sidebar menu also changes whenever a lesson is selected and offers one step links to the enabled lesson modules. The last link on that menu called "Change lesson" will lead the student back to the courses' main page.

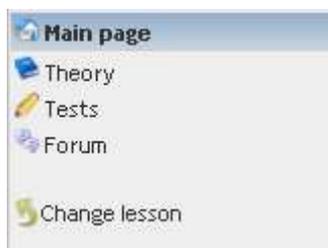


Figure 16: Sidebar menu

Traversing lesson

A lesson can be traversed sequentially by pressing the start button or in a random order by clicking on the title of one of its units on the lesson main page.

The page displaying a unit presents the content that has been defined by the trainer with the lesson content management.

When the student has completed studying a unit, he can then mark it as completed from the relevant button on the bottom of the page.

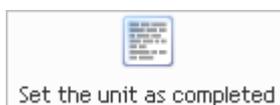


Figure 17: Button complete unit

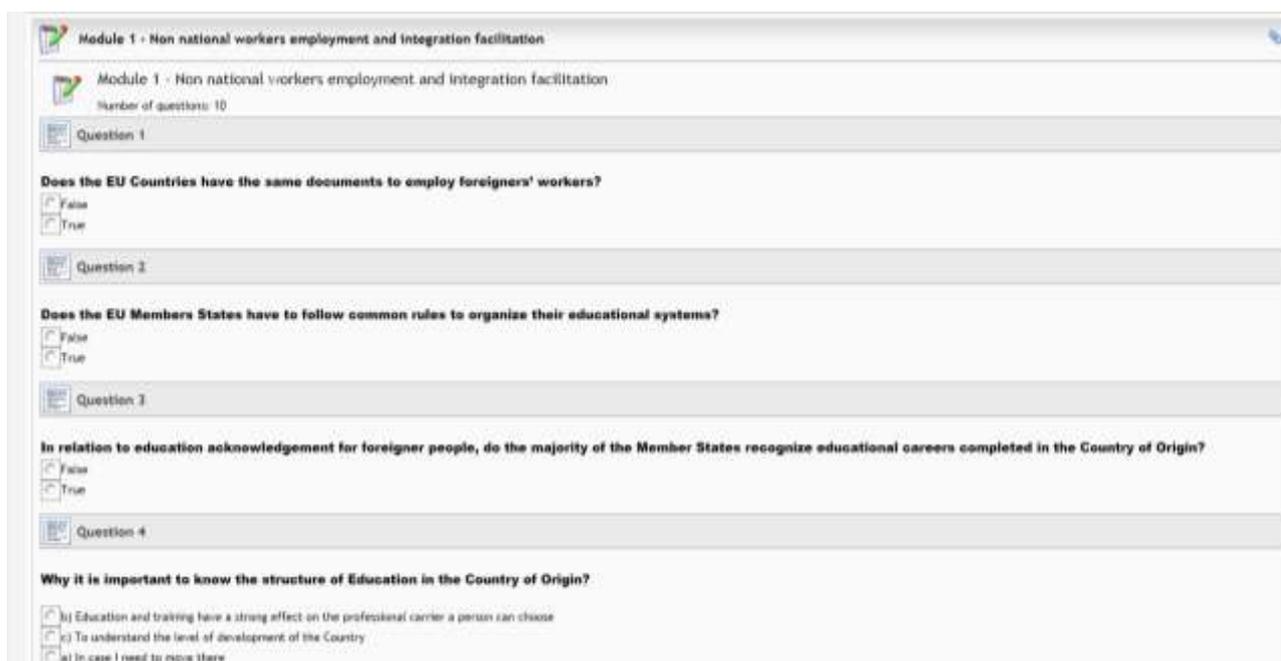
The student progresses in the lesson as units become completed in this way. The student may get an overview of the completed units from the lesson material overview on the top right side of the lesson window.

Students may also partly or entirely print the lesson's content from the corresponding options of the panel on the right side of the lesson content window.

Moreover, comments may be added to each unit rendering it more easily readable and understood by each individual student. The comments on each unit appear on the bottom of its content page.

Tests

Tests are denoted with a small pencil on the lesson content structure. They might include various types of questions ranging from multiple choices to empty spaces completion and from development to true/false ones. The lesson's trainer defines whether the test will be timed or the number of times a student may repeat the test.



Module 1 - Non national workers employment and integration facilitation

Module 1 - Non national workers employment and integration facilitation
Number of questions: 10

Question 1

Does the EU Countries have the same documents to employ foreigners' workers?

False
 True

Question 2

Does the EU Members States have to follow common rules to organize their educational systems?

False
 True

Question 3

In relation to education acknowledgement for foreigner people, do the majority of the Member States recognize educational careers completed in the Country of Origin?

False
 True

Question 4

Why it is important to know the structure of Education in the Country of Origin?

b) Education and training have a strong effect on the professional carrier a person can choose
 c) To understand the level of development of the Country
 a) In case I need to move there

Figure 18: Test

Projects

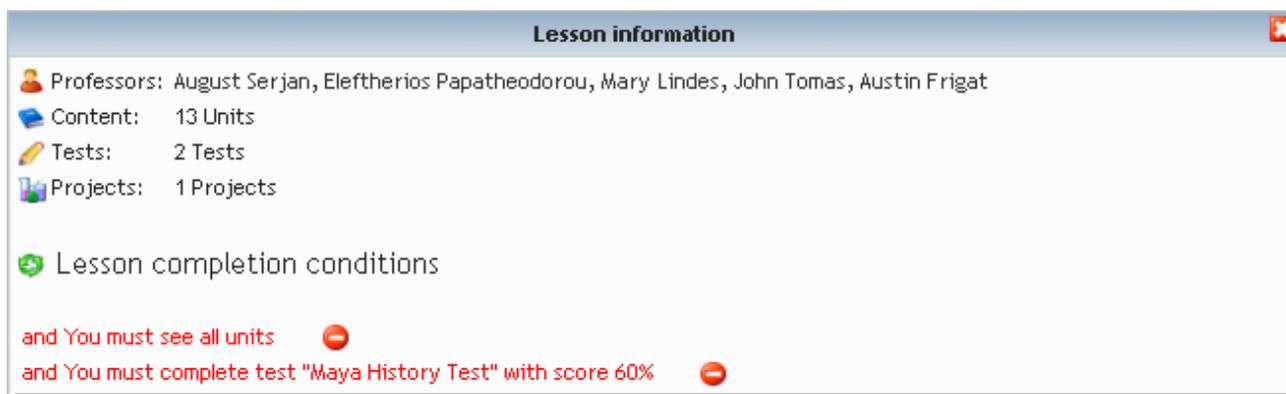
Pending lesson projects appear on the main lesson page if this module is enabled for the lesson. Students can access the projects' page either from that panel or from the link on the left sidebar. Project answers may submit for each project any number of times until the project deadline expires. The most recently uploaded answers' file will be the one on which the student will be evaluated for the project.

Digital Library

Each lesson offers to its users a digital library, where they can store files concerning the lesson. If the trainer decides to share these files with the students, they can find them in the digital library and download them.

Lessons Completions conditions

A student may view a lesson's completion conditions by clicking on the "Lesson information" icon on the main lesson page. The lesson completion rules might involve setting some or all units as complete, passing a test with a certain grade etc. When all lesson conditions have been successfully fulfilled, the student will acquire the final grade from the lesson's trainer.



The screenshot shows a window titled "Lesson information" with a close button in the top right corner. The content is as follows:

- Professors: August Serjan, Eleftherios Papatheodorou, Mary Lindes, John Tomas, Austin Frigat
- Content: 13 Units
- Tests: 2 Tests
- Projects: 1 Projects

Below this is a section titled "Lesson completion conditions" with a green plus icon. It lists two conditions in red text, each with a red minus icon to its right:

- and You must see all units
- and You must complete test "Maya History Test" with score 60%

Figure 19: Lesson information

Communication

eFront students may use a variety of tools to communicate with their trainers and their colleagues. These are:

- Personal Messages
- Forum
- Content Comments
- Chat

It is worth noting that Forum and Chat methods, which are lesson specific, can be deactivated by that lesson's trainers. Let's have a more detailed look to each one of those communication ways:

Personal messages

From the "Tools" menu and the "Messages" link the student is redirected to the personal messages page, which resembles a common mailbox: messages can be

- viewed by clicking on their subject
- flagged as important
- marked as read or unread
- deleted
- moved to other messages folders (with drag and drop). Messages folders may as well be created or deleted

Clicking on the "New message" link allows students to compose their own messages. Subject, message body and attachment can be completed as usual. However, eFront offers a variety of choices by predefining a number of recipients' categories, like user types, user groups, users implicated in a specific lesson or course etc.

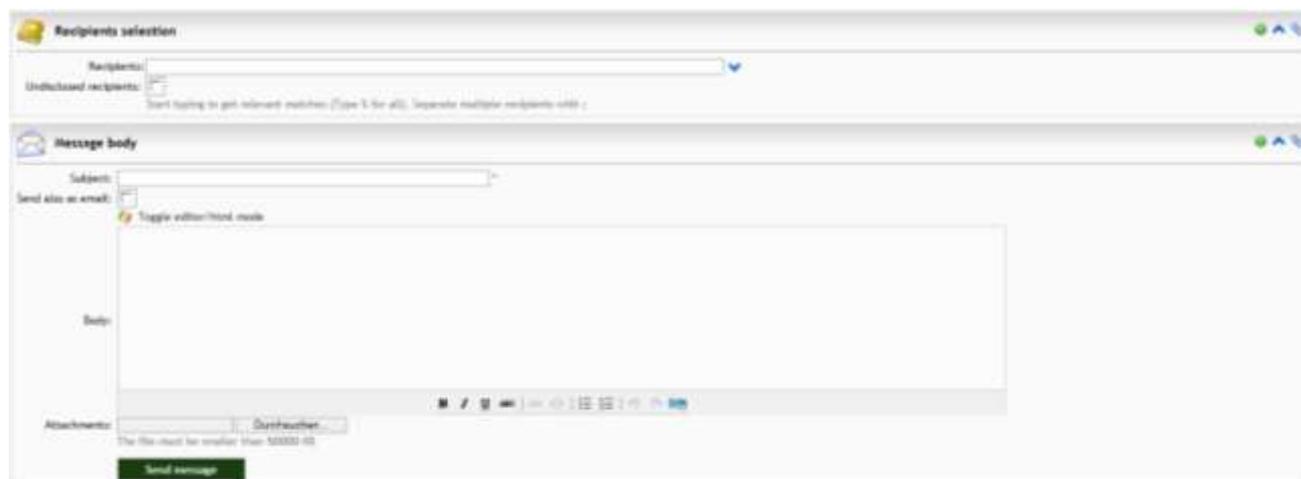


Figure 20: Personal messages

Forum

Forums are always related to lessons. A lesson has to be selected from the main student page in order for the "Forum" option to appear. Users may create topics in the forum, post or comment on other users' opinions and generally discuss on lesson topics of their choosing.

Moreover, users can create polls on a topic of interest, providing an arbitrary number of possible answers and viewing the statistics on the answers given. Every student may vote only once. Polls appear on the same page as lesson topics. Both can be edited either by their creator or by the system's administrator.



Figure 21: Forum

Content Comments

Students may add comments to lesson units by clicking on the corresponding option on the "Unit operations" panel on the right side of a page. These comments will appear to any other user visiting that unit, thus constituting another communication method between eFront users and facilitating the e-learning process by offering insights or sources on each subject. However, though all users are allowed to view a comment, only its author of a comment has authorization to modify it.

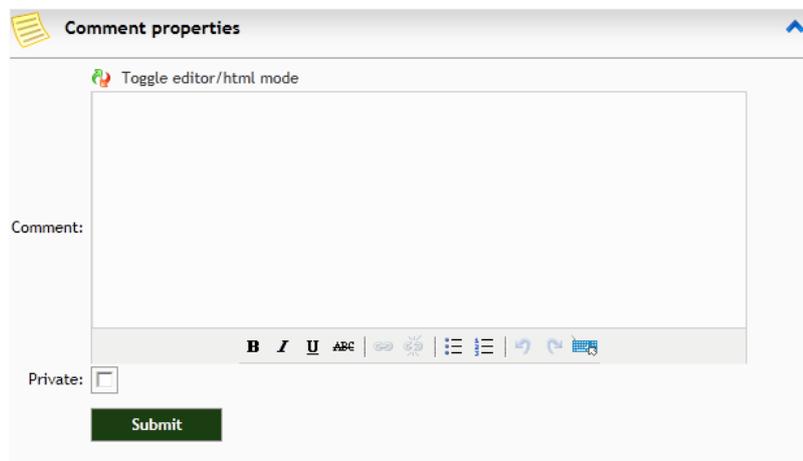


Figure 22: Content Comments

Chat

Chat rooms offer the most immediate means of communication. Online eFront students attending a specific lesson may join the lesson common or a private chat room. Moreover, they can create and administer private chat rooms, inviting other users to join them with an automatically created personal message.

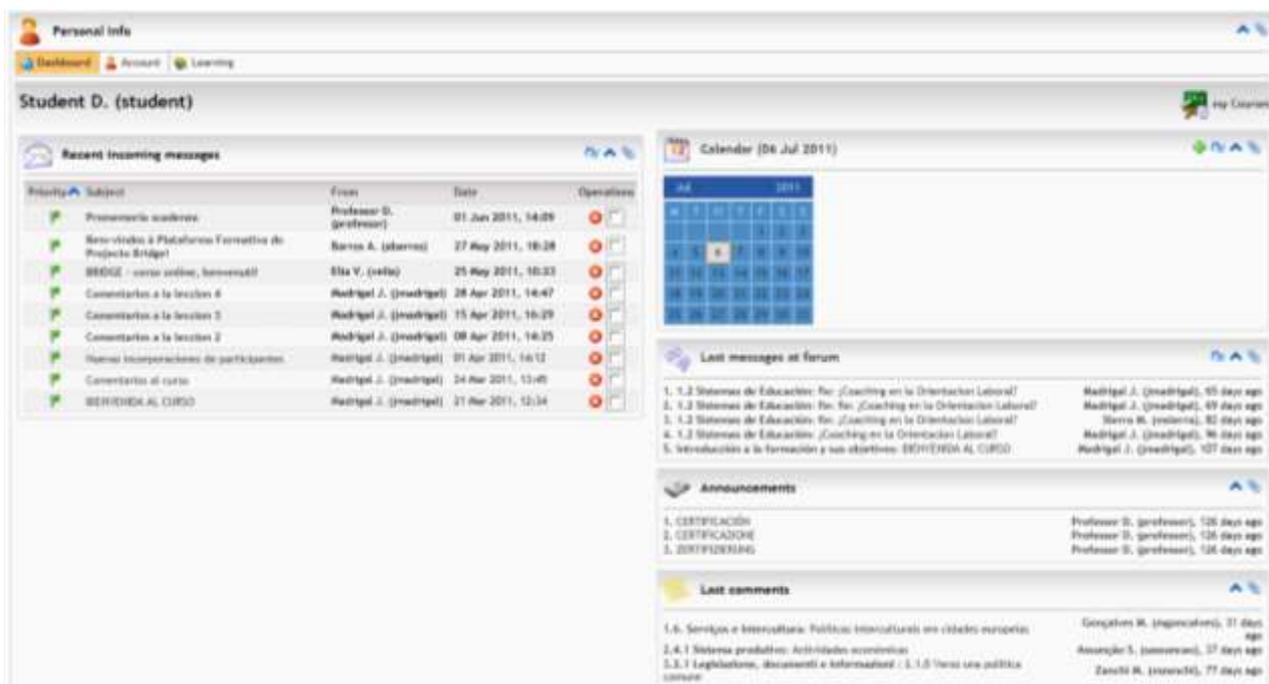
Chat message exchange occurs instantly on the press of the "Send" button. Finally, common chatting features like smilies are also provided.

Personal Options

From the "Tools" menu and by clicking the "Personal Info" link, a student may change his profile information. Personal information like email or contact details (in eFront Enterprise) can be filled in from the corresponding form.

Moreover, a student may select an avatar image from the "Set avatar" form on the bottom of the "User settings" tab. A student may either use one of the preselected images or upload an image of his choosing.

Finally, the "Attending" tab shows a list of all lesson and courses the user currently attends, together with their status (completed or not) and the score achieved in each of them.

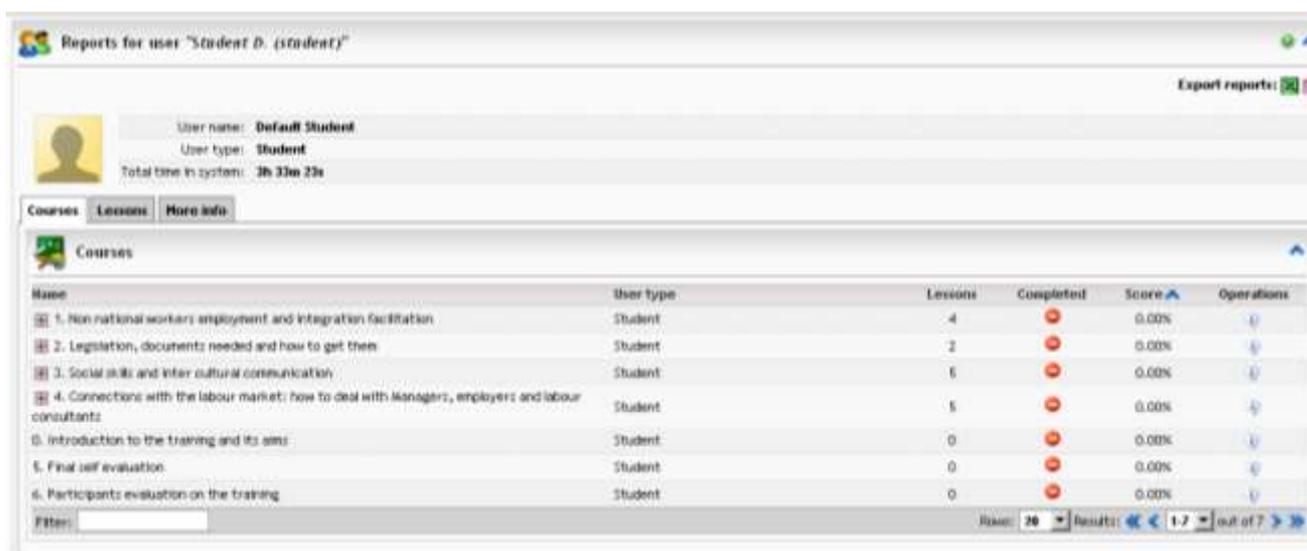


Priority	Subject	From	Date	Operations
	Presentación unidades	Professor D. (professor)	01 Jun 2011, 14:09	
	Reservados a Plataforma Formativa de Proyecto BRIDGE	Barron A. (alumno)	27 May 2011, 16:28	
	BRIDGE - correo electrónico, bienvenida!	Ella V. (alga)	25 May 2011, 16:23	
	Comentarios a la lección 6	Rodríguez J. (jrodrige)	28 Apr 2011, 14:47	
	Comentarios a la lección 5	Rodríguez J. (jrodrige)	15 Apr 2011, 16:29	
	Comentarios a la lección 2	Rodríguez J. (jrodrige)	08 Apr 2011, 14:25	
	Nuevas incorporaciones de participantes.	Rodríguez J. (jrodrige)	01 Apr 2011, 14:12	
	Comentarios al curso	Rodríguez J. (jrodrige)	24 Mar 2011, 12:40	
	DEFINICIÓN AL CURSO	Rodríguez J. (jrodrige)	21 Mar 2011, 12:34	

Figure 23: Personal info

Transactions

A more elaborate view of the lessons and courses attended appears in the user statistics page which is accessed from the "Tools" menu and the "Reports" link. Besides that, the student may view some general information for his account like total time spent in the system, personal or chat messages sent etc. These pieces of information provide a more comprehensive overview on the student's account and educational status.



Reports for user "Student D. (student)"

User name: **Default Student**
 User type: **Student**
 Total time in system: **3h 33m 23s**

Export reports: [icon]

Courses | Lessons | More info

Name	User type	Lessons	Completed	Score	Operations
1. Non national workers employment and integration facilitation	Student	4	0	0.00%	[icon]
2. Legislation, documents needed and how to get them	Student	2	0	0.00%	[icon]
3. Social skills and inter cultural communication	Student	6	0	0.00%	[icon]
4. Connections with the labour market: how to deal with managers, employers and labour consultants	Student	5	0	0.00%	[icon]
0. Introduction to the training and its aims	Student	0	0	0.00%	[icon]
5. Final self evaluation	Student	0	0	0.00%	[icon]
6. Participants evaluation on the training	Student	0	0	0.00%	[icon]

Filter: Page: 10 Results: 1-7 out of 7

Figure 24: Reports for user

Chapter 3 – Training contents

Overview

The BRIDGE project main aim is to create tools, easily transmissible to the network of national and international actors, to facilitate and allow a better job integration and social cohesion of non-national workers. The development of these innovative training tools includes support materials and manuals, on- and off- line training course and a website to be used by a variety of target groups (namely non national workers and services specialised in employment issues -Lisbon Key Competences).

For this reason, the beneficiaries for the activities in our project, and in the training as a consequence, are the professionals working in contact with immigrants (coming from a different Country, within the EU or not), and that perform services as:

- Job placement personnel (both from public and private sector)
- Professionals specialised in work related topics (job consultants, coaches, career counsellors, and so on..)

While, on a wider level, the target groups for the project's activities are:

- The public/private sector – as it will benefit from better trained personnel and an higher number of 'satisfied customers'
- Companies' managers and Human resources manager – as they will benefit from a better selected work force, specifically when dealing with immigrant employees. Job creation is one area where employers can most effectively contribute to greater inclusion, while
- Trade unions can work to ensure adequate pay, job security, and working conditions.
- On a longer term, society – as according to the European Commission, 'Having a job represents the best chance of avoiding exclusion'.

Beneficiaries

The training proposed by the BRIDGE project is addressed to

- Job placement personnel (both from public and private sector)
- Professionals specialised in work related topics (job consultants, coaches, career counsellors, and so on..)

Training's objectives

In general the training has the following objectives:

- Improve target groups' knowledge on local labour market and how to exploit existing rules to facilitate immigrants job insertion
- Provide opportunities to strengthen trainees skills in communicating across cultures
- Learn how to recognize cultural differences when they occur
- Develop self-awareness of your own cultural behaviours and values, which will help you be more effective in cross-cultural communication
- Increase ITC competences thanks to the online platform training

The training course is addressed to adult learners and it is delivered online, so the improvement on digital competences is also a relevant part of the learning process. So, by exploiting ICT used in a learning environment, the training not only aims at improving the knowledge of the participants in the specific contents of the project, but also provides the opportunity to gain experience in those transversal skills that are necessary and fundamental in the contemporary society.

The modules

The training will deal with the following topics:

Module 1 - Non national workers employment and integration facilitation

The module has been designed to provide easy information about the specific documents required in the different Partners Countries and to offer information on a selected number of Foreign Countries educational systems, so to facilitate work insertion and support the personnel in pointing the immigrants in the correct careers/professional/vocational path. As education and training have a strong effect on the professional carrier a person can choose, or can have an influence on the choice of additional training, it is important to understand the structure of Education in the Country of Origin, in order to provide the most useful information to the job seekers and address them in the right direction. To complete the module, some tips and suggestions regarding coaching and career orientation are provided, so to offer a complete set of information on how to facilitate job insertion. In addition, this module helps to create a Curriculum Vitae based on the Europass CV, to support a successful application. Information about the current situation of the studied labour market are given together with link-lists of electronic job offers and newspapers and possible helpful online tools.

Module 2 – Legislation and documents needed and how to get them

In order to update the service providers' knowledge on the national legal system and the documentation needed by non national workers in order to get a regular job, the training provides the European frame for the legislation and the national legislation process, then the links to the major sources of information and also the associations that provide assistance to those that have not a regular situation.

Module 3 - Social skills and intercultural communication

The module tries to provide information and suggestions to build those social, cultural and behavioural skills crucial in the process to proactively dialogue with a multiethnic and multicultural public. The materials start from defining some basic concepts, such as culture, communication, intercultural communication, to then point out fundamental values to support and facilitate an effective multicultural/intercultural communication.

The module does not provide specific information about the different cultures of the other countries, but deals with the general rights, providing tips on how to recognize stereotypes or to control biased point of view, in order to provide a neutral, more professional behaviour in any work situation.

Module 4 - Connection with the labour market

The materials presented provide an overview on productive systems, a presentation of the local labour market and the contracts used at the Partners' Countries level. The aim is to update the knowledge of the trainees on the legal aspects connected with employment issues, and to facilitate a proper job insertion. The Module is completed with information about the workers' duties and rights, but also the skills that an employer is expecting to find in the employees.

ANNEXES

1 - Quick guide - Student

1. Go to <http://bridge-lms.clickandlearn.at>

2. Registration

- a. Login with your Login and Password.
- b. If you have no account, go on “Create an account”. After completing all mandatory information, click on “Register”. Depending on the system settings each account may have first to be activated by the system administrator or via an email link before you can successfully log into the system.

3. Courses

- a. After a successful login you see all available courses (“My Courses”). Choose the module you would like to study. Click on it to enter this module.
- b. If you are not yet enrolled in a course, open the “Course catalog” (at the top right). Select all courses you want to enroll. Click on the symbol right beside the courses you want to enroll. Afterwards click at “Selected lessons” on “Continue”. Go on with the button “Free registration”.

4. Basic Environment

After selecting a module (lesson), you get to the main module page. On the left hand side is the Tools Bar, in the middle you find the Lessons Tools and on the right hand side are the Communication Tools.

5. Complete chapters

The main module page includes buttons to start or continue lesson as well as review its information. The first time you access to a lesson, the "Start lesson" button appears. By clicking on it, you are guided to the first unit of the module.

The next time that you access the same lesson, the Start button will be replaced by the Resume button. By clicking on it, you are guided to the first unit you have not yet completed (Colonial period).

6. Communicate

There are several communication tools provided by the platform: Forum, chat, personal messages, calendar.

Forum: Only module 0 (Introduction) has its own forum, in order to allow users to discuss topics concerning the whole training. Entering the forum page, you can either create a new topic

or reply to an existing one. To create a new topic, click on "New topic" and then set its title and subject (message).

Chat: By using this tool, users are able to exchange instant messages, in real time, provided that they are connected to the system at the same time. There is a chat for each language.

Personal messages: With this tool, users can send personal messages one to another or to a group, something like an internal email. To send a message, go to "Messages", "New message", type % to select the user(s) who will be the recipient, then type the subject and the message (body). There are a number of criteria that you can use, in order to send a message to a group of users, without having to select them one by one. Every time you receive a new incoming message, a notification appears in your page. By clicking on it, you enter automatically the messages page to read it and reply if he wants to.

Calendar: You are able to add events on the calendar, on specific dates, and define if they concern a specific lesson. The events added to the calendar are shown with pop up message over the date.

7. Personal Info

You may change your profile information from the "Tools" menu and by clicking the "Personal Info".

8. Reports

An elaborate view of the lessons and courses you attend appears in the user statistics page which is accessed from the "Tools" menu and the "Reports" link. Besides that, you may view some general information for your account like total time spent in the system, personal or chat messages sent etc. These pieces of information provide a more comprehensive overview on your account and educational status.

2 - Quick guide - Teacher

1. Go to <http://bridge-lms.clickandlearn.at>

2. Registration

- a. Login with your Login and Password.
- b. If you have no account, go on “Create an account”. After completing all mandatory information, click on “Register”. Depending on the system settings each account may have first to be activated by the system administrator or via an email link before you can successfully log into the system. Through the self-registration you get only a student’s account. To become a teacher license please contact the administrator.

3. Courses

- a. After a successful login you see all available courses (“My Courses”). Choose the module you would like to work on. Click on it to enter this module.
- b. If you are not yet enrolled in a course, open the “Course catalog” (at the top right). Select all courses you want to enroll. Click on the symbol right beside the courses you want to enroll. Afterwards click at “Selected lessons” on “Continue”. Go on with the button “Free registration”. Please note that when you enroll like this into a course, you have for this only a student’s account. To become a teacher license please contact the administrator.

4. Basic Environment

After selecting a module (lesson), you get to the main module page. On the left hand side is the Tools Bar, in the middle you find the Lessons Tools and on the right hand side are the Communication Tools.

5. Describe the module (lesson)

Each module (lesson) may have a small description that presents the basic points it addresses. This description is shown to the students when they put their mouse over the module’s title. Select “Lessons information” and add a lesson description, objectives and so on.

6. Create the lesson’s structure

Return to the main module page and select "Content". Adding new content or modifying content is accomplished using the tools on the top of the page. When you select to create a unit an editor appears which allows us to manipulate text, images and other multimedia objects, as well as to define some basic options for the lesson.

7. Activate components

As trainer you have the ability to customize the modules by activating/deactivating components (e.g., he can deactivate the glossary option).

The procedure to achieve this effect is as follows:

- As a trainer go to "Administration" option
- Decide what components should be included to the module
- Click on a component to activate/deactivate it. A deactivated module is shown as a transparent icon.

8. Create rules

Rules ensure that the user traverses the content of the lesson in a certain way. For example you can enforce a linear way of seeing content.

- Go to "Access rules" on the main menu.
- There exist two categories of rules, the "Content traversing rules" that define the order the student should follow when studying the units, and the "Lesson completion conditions" that define when the lesson can be considered as completed.
- In order to add a rule or a lesson completion condition, define the properties needed.

9. Track user's progress

From the main lesson page select "Reports". From there you can track the user progress, his info, his total time in system (user level), lessons details, users, tests and projects (lesson level).

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Source: As a basis for this manual we used the eFront Quick Guide created by Epignosis LTD under http://www.efrontlearning.net/resources/eFront_quick_guide.pdf.