



Guidelines for the use of the Moodle Platform



Give Competence a Chance

The platform presented in this manual was developed within the GCaC project in order to create a virtual working environment, to support and monitor the development of the testing phase in the four contexts of transfer (Central and Southern Italy, Poland, Romania).

The platform is not only a showcase for the products and the achieved results, but it was created with the aim of facilitating the operators and final beneficiaries in the acquisition of the Assessmentcenter methodology, both in terms of method and use of tools.

The decision to use a Moodle platform was dictated by the need for a truly interactive tool, with an immediate use and that is customizable in relation to the contents and characteristics of its users.

The modular structure allows an easy creation of the courses and the systematic loading of new materials even by inexperienced users in the field in training. Moreover, thanks to dedicated tools such as Chat and Forum, it is possible to create a learning community where Participants can start almost continuous modes of communication, both among themselves and with their teachers.

The manual aims to accompany teachers and users in learning the basic functions for the management / maintenance of the platform.

The platform of the project is accessible at:

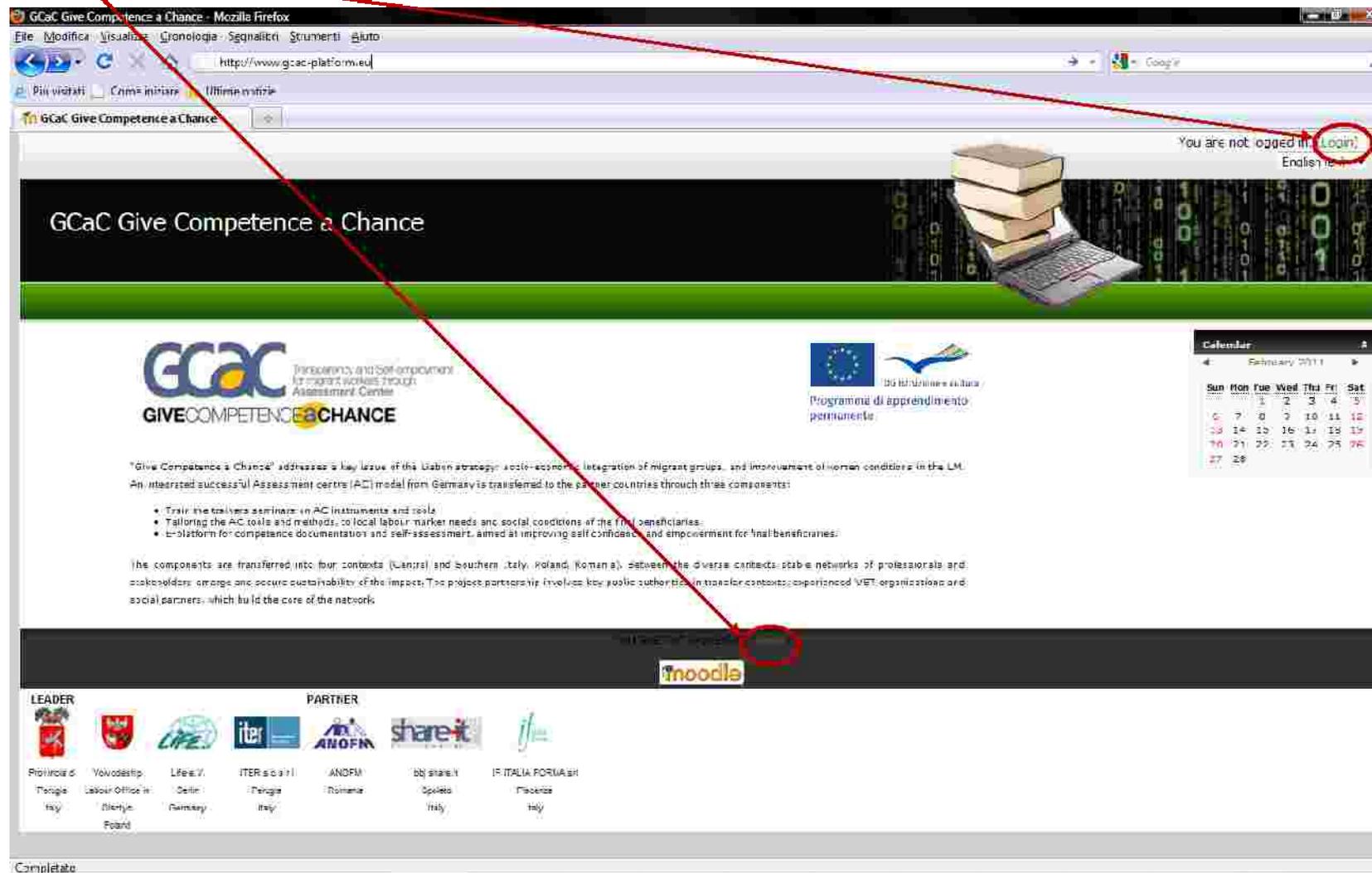
www.gcac-platform.eu

Every participant to the testing will be provided with their own credentials.

The platform's home page is the one showed in the Figure 1:

In order to log in the user can opt for the two access point circled in red.

Fig.1



Once the login button is clicked, the following screen appears (Fig.2):

Fig.2



Insert Username and Password and click on the  button which you can see in the red circle.

The following screen that appears looks like Fig.3. Here it is possible to select the preferred language.

Fig. 3



While the homepage is always in English, the materials can be viewed in the following languages:

- Deutsch
- English
- Italian
- Romanian
- Polish

By clicking on the desired language you can arrive to the sections page.

The sections are 5 plus an introductory section as we can see in the detailed layout of the page (Figure 4) once the login to the course is made.

The main page of the course is made up of three parallel columns:

Fig.4

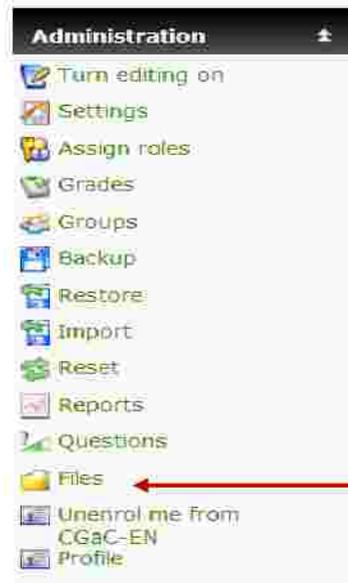


It contains the blocks for the courses management, the participants, a block that lists the online users, the Administration block and the list of courses.

It contains the didactic material and the activity modules.

It contains the optional blocks that may refer to the latest news, the events to come, the calendar and the recent activities.

Let's see how to upload folders and/or single files. First of all, you should click – within the "Administration" menu – the "Files" feature



Therefore, the view presented by the Fig. 5 will open;

Fig.16

Name	Size	Modified	Action
<input type="checkbox"/> 1methodology	0 bytes	31 January 2011, 11:15 PM	Rename
<input type="checkbox"/> 2training	0 bytes	31 January 2011, 11:16 PM	Rename
<input type="checkbox"/> 3testing	0 bytes	31 January 2011, 11:16 PM	Rename
<input type="checkbox"/> 4models	0 bytes	31 January 2011, 11:17 PM	Rename
<input type="checkbox"/> 5online	0 bytes	31 January 2011, 11:18 PM	Rename
<input type="checkbox"/> gcac.jpg	11.7KB	31 January 2011, 11:10 PM	Rename
<input type="checkbox"/> leonardo.jpg	6.3KB	31 January 2011, 11:11 PM	Rename

With chosen files...

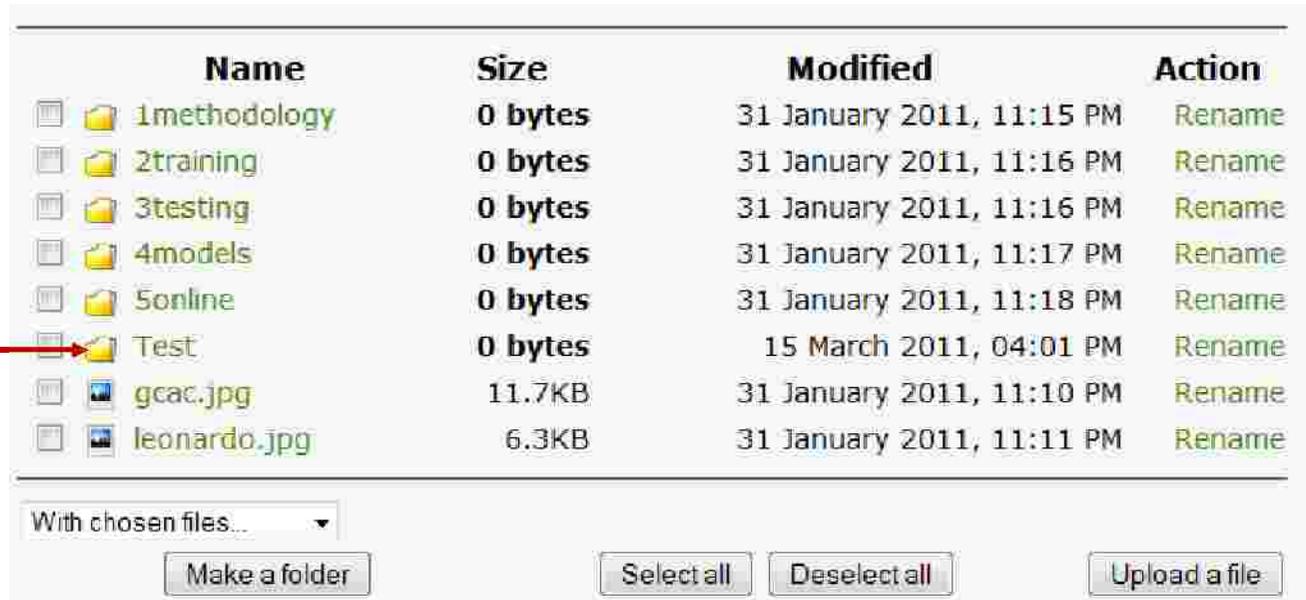
The buttons at the bottom allow you to add new documents. Let's suppose you want to add a folder, clicking the "Create a folder" (marked in red) button will open a page as in the image below:



Let's name our folder "Test" and click on "Create"

So the "Test" folder that we have just created is in our list of folders (Fig.6).

Fig.6



By clicking on the icon of our folder the image bellow will appear.

Now we can add other sub-folders or files to our folder with the help of the buttons that are marked in red.(Fig.7).

Fig.7



The icon "Parent folder" helps us return to the last view. This space is a kind of "storage room" which contains all the folders and files contained by the courses. It means that they are not loaded directly into the courses, but they are all gathered here. As a result, they are "imported" to the desired destination with the procedure that we will see next.

How do we transfer the files to the desired section?

We have to activate the "Turn editing on" and within the section of reference click on the "Add a resource" menu



Once we open the menu, we select the item "Display a directory" in order to create a new folder.

The screen we see is the one presented in the Fig.8, on the next page.

Fig. 8

General

Name

Summary

Trebuchet 1 (8 pt) Lang **B** *I* U

Path:

Display a directory

Display a directory Main files directory ▾

Common module settings

Visible Show ▾

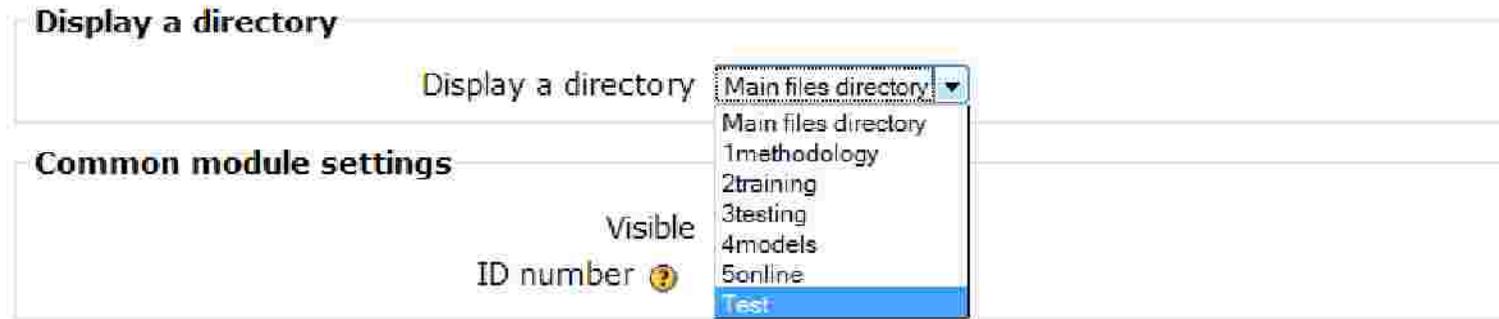
ID number

Save and return to course Save and display Cancel

We name the directory (mandatory), add a brief description if needed (optional) in the box below the name, and we import from our storage room. To do this we must open the "Display a directory" menu marked in red. Once it is opened, it will list all the documents in the storage room.

By sliding to the bottom we find the folder we have previously uploaded, our "test"(Fig. 20).

Fig.9



The screenshot shows a web interface with two main sections: "Display a directory" and "Common module settings". In the "Display a directory" section, there is a dropdown menu labeled "Display a directory" with the following options: "Main files directory", "1methodology", "2training", "3testing", "4models", "5online", and "Test". The "Test" option is highlighted in blue. Below this, in the "Common module settings" section, there is a "Visible" label and an "ID number" field with a question mark icon.

We select it and save it by using the button.



This screenshot shows the same web interface as the previous one, but with the "Test" directory selected in the "Display a directory" dropdown. The "Visible" dropdown is set to "Show". A red arrow points from the text above to the "Save and return to course" button at the bottom of the form. Other buttons visible are "Save and display" and "Cancel".

If we wanted to add a single file, we would have picked "Link to a file or web site" from the menu.



The view that opens is the one shown in La Fig.10

Fig.10

A screenshot of a 'General' settings panel. The panel has a pink header bar with the text 'Name*'. Below the header is a 'Summary' section with a help icon. A rich text editor is present, showing the font 'Trebuchet' and size '1 (8 pt)'. Below the editor is a 'Path:' label and a help icon. The panel is divided into three sections: 'General', 'Link to a file or web site', and 'Window'. The 'Link to a file or web site' section has a 'Location' field with 'http/' and a 'Choose or upload a file ...' button highlighted with a red box. The 'Window' section has a 'Force download' checkbox, a 'Window' dropdown menu set to 'Same window', and a 'Show Advanced' button. A note at the bottom reads 'Note: some media files may ignore this setting'.

As usual, we name our file, we insert a brief description if needed and afterwards, in the "Link to a file or web site" area we select "Choose or upload a file" (see button marked in red in Fig. 10)

At this point, our well-known storage room window opens. Let's suppose we want to add the "gcac.jpg" image. We select it by checking the box beside the file and afterwards we click "Choose" (see marking in red)

Fig.11



Once this is done, before saving and returning to the course is good to ALWAYS remember to chose from the "Window" menu the "New window" feature as shown below. This allows you to browse the files in a stand-alone page that can be closed without interrupting the navigation on the platform. The procedure is the same, whatever the extension of the file.



Let's see how the filled in sections present themselves.

The introductory section contains a brief text that describes the Give Competence a Chance project and provides a context of reference (Fig.12).

Fig.12

GCAC Transparency and Self-employment for migrant workers through Assessment Center

GIVE COMPETENCE a CHANCE

Programma di apprendimento permanente

DG Istruzione e cultura

Culture Programme VINCII

"Give Competence a Chance" addresses a key issue of the Lisbon strategy: socio-economic integration of migrant groups, and improvement of women conditions in the LM. An integrated successful Assessment centre (AC) model from Germany is transferred to the partner countries through three components:

- Train the trainers seminars on AC instruments and tools
- Tailoring the AC tools and methods, to local labour market needs and social conditions of the final beneficiaries
- E-platform for competence documentation and self-assessment, aimed at improving self confidence and empowerment for final beneficiaries.

The components are transferred into four contexts (Central and Southern Italy, Poland, Romania). Between the diverse contexts stable networks of professionals and stakeholders emerge and secure sustainability of the impact. The project partnership involves key public authorities in transfer contexts, experienced VET organisations and social partners, which build the core of the network.

News forum

Chatroom

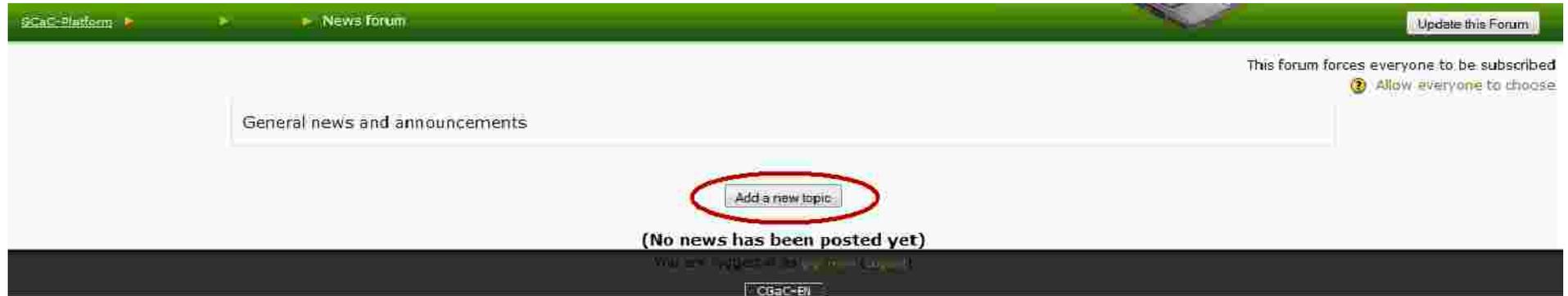
Moreover in this section we find 2 tools:

News forum

Chatroom

By selecting "General news and announcements" it is possible to post comments that all users of the forum can see, for instance the uploading of new material. Let's see how it's done: by clicking the button you access the page as shown in the Fig.13

Fig.13



Now click the  button (marked in red) to access the page as shown in Figure 14 (next page).

The subject should always be indicated as well as it is necessary to write a message in the dedicated window.

In the case of loading new data the message may provide a description of the document loaded or the space can be used to ask any questions or pinpoint doubts that may also affect other users.

As it can be seen, (fig.14) above the message window, a toolbar is found (marked in blue). It is similar to the one used by Microsoft Word. With the help of the text editor it is possible to set a particular set of characters to the text or to parts of it, to insert images, to set up the layout.

In order to insert attachments to the message it is necessary to click on the  button (marked in red) and follow the pathway until getting to the desired file.

The maximum size for the attachments is 8 MB.

Fig.14

The screenshot shows a web form for creating a new discussion topic. At the top, there's a title "Your new discussion topic". Below it are two input fields: "Subject*" and "Message*" with a help icon. The "Message*" field is a rich text editor with a toolbar showing options like font face (Trebuchet), size (1 (8pt)), color (Lang), bold (B), italic (I), underline (U), strikethrough (ABC), link (x), unlink (x), list (ul), and indent (l). Below the text area is a "Path:" field with a help icon. At the bottom, there are several options: "Format" (HTML format), "Subscription" (Everyone is subscribed to this forum), "Attachment (Max size: 8MB)" with a "Browse..." button circled in red, and "Mail now" (checkbox). A "Post to forum" button is at the very bottom, with a red arrow pointing to it from the text below.

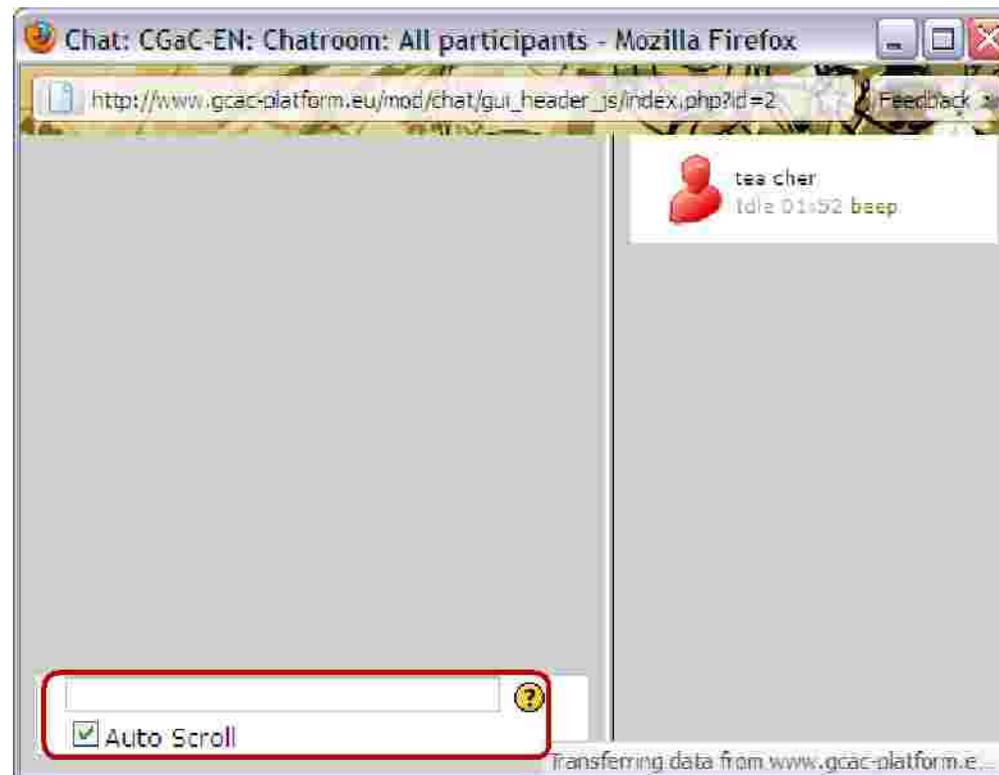
Finally, once the text has been written and the attachments have been uploaded, the message can be sent to the forum with the help of the dedicated button.

As far as the chat room is concerned, once it is accessed, the following screen appears.

Fig.15



By entering the Chat, a window opens as seen below. Here it is possible to communicate in real time with other online users by writing into the designated area (marked in red) and stroking the "enter" key on the keyboard.

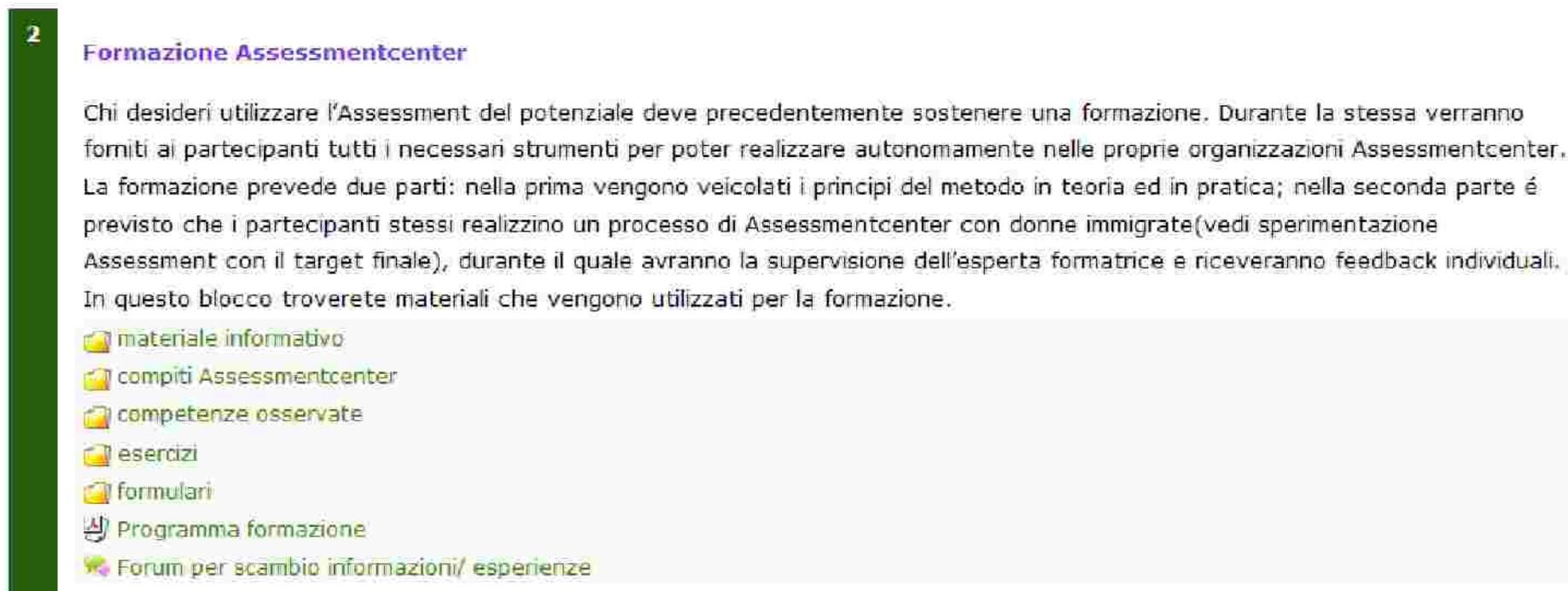


Navigating further, the user may access the work environment itself, which is composed of 5 sections structured as follows.

Title, brief description, documents (divided into directories)

Let's see, as an example, the section two of the Course in the Italian language (which is richer) as shown in the Fig.16

Fig.16



2 **Formazione Assessmentcenter**

Chi desideri utilizzare l'Assessment del potenziale deve precedentemente sostenere una formazione. Durante la stessa verranno forniti ai partecipanti tutti i necessari strumenti per poter realizzare autonomamente nelle proprie organizzazioni Assessmentcenter. La formazione prevede due parti: nella prima vengono veicolati i principi del metodo in teoria ed in pratica; nella seconda parte é previsto che i partecipanti stessi realizzino un processo di Assessmentcenter con donne immigrate(vedi sperimentazione Assessment con il target finale), durante il quale avranno la supervisione dell'esperta formatrice e riceveranno feedback individuali. In questo blocco troverete materiali che vengono utilizzati per la formazione.

- 📁 materiale informativo
- 📁 compiti Assessmentcenter
- 📁 competenze osservate
- 📁 esercizi
- 📁 formulari
- 📄 Programma formazione
- 🗨️ Forum per scambio informazioni/ esperienze

As you can see, the materials are divided into ordinary directories. By opening them, you can access the single files and consequently save, print or simply consult them.



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