



DG Istruzione e cultura

Programma di apprendimento permanente

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I - CAMPUS

Interactive learning space to develop enterprise culture and professional skills

HANDBOOK TO USE “ACTIVE CAMPUS” ON SECOND LIFE AS STUDENT OR GUEST

ECIPAR
FORMAZIONE E SERVIZI INNOVATIVI

ECIPA

PANEBARCO

CNA

CNA SHV

IPVC

exertus

UCY

OBCHODNA AKADEMIA CAD CA

ECIPAR
RAVENNA

ECIPAR
EMILIA
ROMAGNA

ECIPA
SIRACUSA

PANEBARCO

CNA ECIPA

CNA
BOLZANO

IPVC

EXERTUS

UCY
UNIVERSITY
OF CYPRUS

OBCHODNA
AKADEMIA
CAD CA

INTRODUCTION

The I-Campus Project on Second Life is an experimental project that has been thought in order to activate virtual simulations on starting up and managing an enterprise.

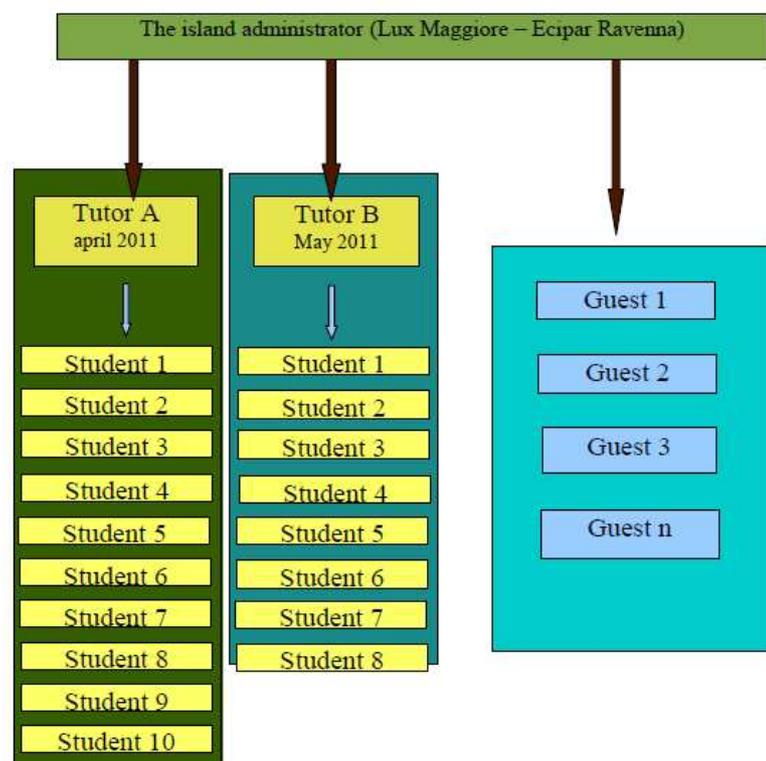
It's just an initial approach to the issue and the island is just a beginning, the idea is that of developing new contents and new courses in it, also thanks to the ideas and suggestions of the people (tutors, students and guests) that will use it.

The initial idea was that of developing an island in which to establish a sort of virtual headquarters of the real Enterprise Business Game; a virtual island in which students (but not only) coming from the different countries taking part in the real EBG, can meet and know each other and exchange ideas and information. The main purpose of the island was that of being a sort of navigation tool of all the information contained in the platforms CIELI and INNOVCOM.

All this has been done, but we did more than this, as we created an online platform for activating and managing simulation on demand (tutors will have the opportunity of reserve the island for a month and run the simulation with their students). Enrolled students will be able to manage a parcel of the island and set up their virtual business.

Thus we have four different users in the island (and 4 different levels of access):

- the island administrator (Lux Maggiore – Ecipar Ravenna)
- the tutor (that can activate a simulation on demand)
- the students enrolled in a simulation
- the island standard guests, that can have access only to some information and do not participate into the simulation



In the scheme we underline that the island administrator manages all the contents, both those dedicated to students enrolled and those dedicated to guests.

During the simulation, the student will have a virtual folder in which all his progresses and steps will be saved; the guest will only have the opportunity of walking around (possibly following the itinerary suggested entering the island) and clicking on the interactive objects in order to collect documents and information.

This handbook is to manage the Island as STUDENT OF A COURSE or as GUEST

Manual for the student enrolled in a course

The tutor that manages a simulation session, when enrolling the students to that simulation is supposed to organize a plenary starting session in Second Life and invite all the participants.

How to collect the Virtual Folder?

Click on the Virtual Folder Distributor (the Distributor will automatically identify the language of the student and give him the correct Virtual Folder)

At the moment the simulation supports 5 languages that can be activated: italian, english, portuguese, slovak and greek.

Accept the Virtual Folder---> the virtual folder appears as a folder in the inventory (I-Campus – Faldone Virtuale); with double click on the virtual folder object I-Campus – Faldone Virtuale, the virtual folder is worn by the user and it appears in the left-bottom part of the screen (within the Second Life viewer).

The virtual folder acts as a collector of documents and also a reminder of the user's status (the things done and the things to be done). The virtual folder is made of a main page (homepage) and internal pages which are a sort of focus of each step and tasks.

The virtual folder contains 4 STEPS which are divided in several TASKS; the user can advances from a step to another only if every task of the step in progress has been completed.

Thus at the beginning the user can't have access to step 2 if he hasn't completed bot task 1.2 and task 2.2.

Each tasks contains 3 or more status (see table p. 10); the status automatically change according to the actions of the users.

At the beginning only STEP 1 is active.

The user can start setting up his business in the virtual island.

Clicking on “i” put next to the title STEP 1 he can have access to an internal page of the folder which contains information about that specific STEP (what to do in order to pass it, places to go, description of the places)

STEP 1 contains two tasks:

- 1 Analysis of the local economy
- 2 market research

Clicking on “i” put next to the title of each task, the user can have access to an internal page of the folder which contains information about that specific task.

Analysis of the local economy

status 1: Find the document

Clicking on Find the document the user has access to an internal page of the folder in which he finds the following note:

Go to the Chamber of Commerce in order to collect the analysis of the local economy

The user should go with his avatar to the Virtual Chamber of Commerce and reach the New Enterprise Office, then click on the totem that delivers the Analysis of the local economy so that he will collect a copy of this document in his own virtual folder.

Clicking on the totem a message will appear in the Second Life viewer of the user (bottom right).

The user has to select the option: upload.

The browser will automatically show the webpage with the analysis of the local economy.

Clicking on return to the folder, the user can return to the homepage of the folder.

The status of task 1.1 is now updated.

status 2: Read document

once the document of the Analysis of the local economy has been collected, it can be automatically visualized in the virtual folder; by clicking on Read document, the user can read it and thus complete the task.

Clicking on return to the folder, the user can return to the homepage of the folder.

Now the status of task 1.1 is complete.

The same process will have to be done for task 1.2 Market Research

The user will notice that once that both the task of STEP 1 are completed, it will be possible to have access to STEP 2 (an in fact they will be also graphically unlocked)

PENCIL SYMBOL

Clicking on the pencil symbol which can be found next to the task title the user can have access to an internal page that shows the comment of the tutor with regard to the performance of the user related to that specific task.

Notice that the pencil symbol only appears if the tutor has published something.

Clicking on "i" put next to the title STEP 2 he can have access to an internal page of the folder which contains information about that specific STEP (what to do in order to pass it, places to go, description of the places).

STEP 1 contains four tasks:

- 2) Organizational Form
- 3) Name and Logo
- 4) Registration Name/logo
- 5) Location

[Organizational Form](#)

status 1: Find the document

Clicking on Find the document the user has access to an internal page of the folder in which he finds the following note: *Go to the Association, and ask for the office for New Enterprises in order to collect the form for the organization chart and the legal form.*

In the I-Campus virtual island, the association is CNA.

Once you have downloaded the document on your computer, fill it in and upload it on the virtual folder.

The user should go with his avatar to the Virtual Chamber of Commerce and reach the New Enterprise Office, then click on the totem that delivers the Analysis of the local economy so that he will collect a copy of this document in his own virtual folder.

Clicking on the totem a message will appear in the Second Life viewer of the user (bottom right).

The user has to select the option: upload.

The browser will automatically show the download of the document s2_1.

Clicking on return to the folder, the user can return to the homepage of the folder.

The status of task 2.1 is now updated.

status 2: Upload document

The user will have to fill in the document (using Word or similar programs) with his data and all the indication about the organization form that wants to assign to his activity (he will have the possibility to read information and guidelines contained in the Platform Cielo or Innovcom); once that the document of the organization form is filled in, the user can upload it in the virtual folder. In order to do that he will have to click on the status upload document, click on Choose file and select the file in his own computer, then click on Submit. Now the document is in the folder, waiting for the tutor approval and maybe comments.

Status 3: waiting for approval

In this case the user has to wait. The tutor will have to read the document, put any comment in the notes and then click the approval button.

Status 4: complete

Once the tutor has clicked approved on the tutor panel, the status of the task will be updated user-side; it will be complete.

Clicking on the pencil symbol, if available, the user will be able to read the tutor's comments.

Clicking on return to the folder, the user can return to the homepage of the folder.

Now the status of task 2.1 is complete.

Same process will be applied to the other tasks; the user will have to pay attention to the instructions written in each step and task description.

Manual for the island guest (not enrolled in any course)

The guest can walk around the island and collect information and documents on how to start up an enterprise and manage it.

This is the list of steps and places he should follow in order to have a clearer idea of the educational itinerary. For further information (also on the courses to follow) he can write an e-mail to: progettoleonardo@ecipar.ra.it

STEP 1

Task 1.1.

Analysis of the Local Economy ---> Chamber of Commerce – New Enterprise Office

Task 1.2.

Market Analysis ---> Chamber of Commerce – New Enterprise Office

STEP 2

Task 2.1.

Organizational Form ---> Association CNA - New Enterprise Start Up Office

Task 2.2.

Name and Logo ---> Communication and Advertising Agency

Task 2.3.

Registration Name/logo ---> Chamber of Commerce – Trademark Office

Task 2.4.

Location ---> Real State Agency

STEP 3

Task 3.1.

Licence Acquisition ---> Chamber of Commerce – Licence Office

Task 3.2.

Business Constitution ---> Notary

Task 3.3.

VAT number ---> Revenue Office

Task 3.4

Register of Businesses ---> Chamber of Commerce – Register of Businesses Office

Task 3.5

National Institute for Insurance ---> National Institute for Insurance

Task 3.6

Declaration of Starting up a new business ---> Town Hall

Task 3.7

Security courses ---> Association CNA – Security Courses Office

Task 3.8

Leasing Contract ---> Real State Agency

STEP 4

Task 4.1.

Investments analysis ---> Association CNA - New Enterprise Start Up Office

Task 4.2.

Credit request ---> Bank

Task 4.3.

Insurance contract ---> Insurance Agency

Task 4.4.

Balance ---> Association CNA - New Enterprise Start Up Office