Manual for Participants

Version 1.0
**3. April 2012**

Content

1. Login

The Clipma eLearning Portal is a website like any other and is therefore available wherever there is an internet connection. To get to the eLearning Portal, open your web browser and go to: http://elearning.clipma.eu

Click on Login for course participants to provide your username and your password. You may change the current language by choosing your language at the dropdown menu located at the top right of the page.
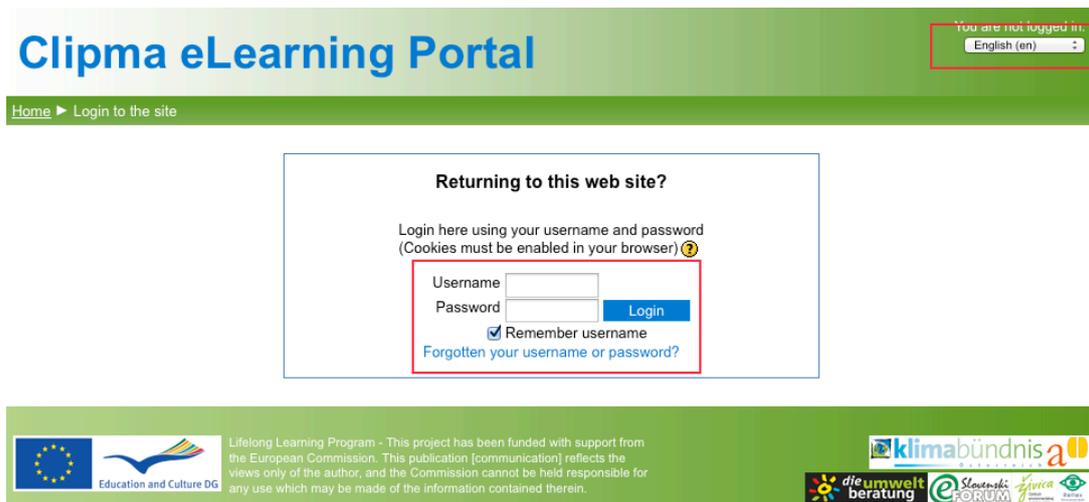
2. Your Course

If you are enrolled in any courses, they should appear in the center area of the main page when you log in.
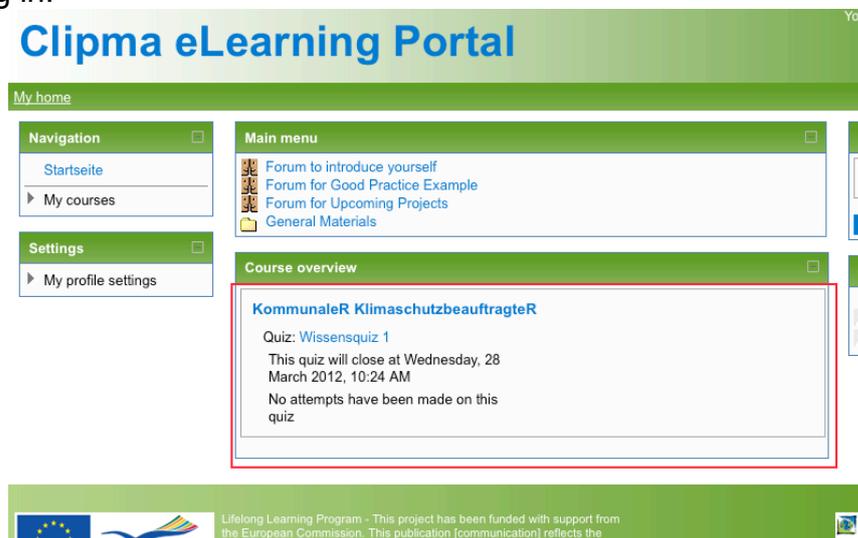
To enter your course, click on the name of the course on the homepage.

Once you are in your course, it is best to use the breadcrumbs at the top of the page for navigation to ensure that you do not get lost.

The breadcrumbs are a trail showing the pages you have passed through to get to your current location.

Your course is divided into topics that are displayed as boxes in the central column on the course page.

The Clipma eLearning Portal offers a large variety of activities that are designed to help your learning. Your instructor creates and names activities according to course content.

3. Forums (Discussion Boards)
The link on the homepage or on the main page of your course will look like this:

 General Discussion and Questions

Post a new thread in a forum

1. Click the link to enter the forum.
2. Click the "**Add a new discussion topic**" button at the top of the list of threads.
3. "**Subject**": Name your thread
4. "**Message**": Write your post
5. When you are done, check your post for errors and click the "**Post to forum**" button at the bottom.

Please remember to adjust the subscription setting to your needs—if you want to receive emails of every post to the forum, set it to "Send me email copies of posts to this forum." If not, set it to "I don't want email copies of posts to this forum."
There are cases in which instructors choose different forum settings (e.g. posters need to be or must not be subscribed). In these particular cases it is not possible to receive email copies of posts. After you've posted, you have 30 minutes to edit your post.

Reply to a thread

1. Click on the name of the thread
2. Click the "**Reply**" button at the bottom right of the post you want to reply to.
3. The text boxes are the same as they are for making a new thread.

a "Subject": Name your thread
4. "Message": Write your postWhen you are done, check your post for errors and click the "**Post to forum**" button at the bottom.

4. Your Profile

Your profile is your identity on Clipma eLearning Portal. It is visible and accessible to all members , including your instructors. Your profile also contains email information.

Edit your profile

To view your profile, click on your name next to the "Logout" link at the top of the screen.
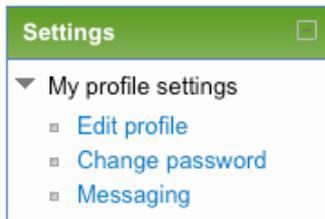
To edit your profile navigate to "My profile settings" – "Edit profile" located at the left bottom of the page.

There are several settings that are accessible from your profile that will help you to use the portal more productively.

1. **Email format**: You can choose to have emails sent in Plain text format or Pretty HTML format. HTML format will include images and colours , but will be slightly larger in size.
2. **Forum auto-subscribe**: If you select yes it means that when posting a message, you will be subscribed to that forum and receive email copies of all messages. But you are still able to unsubscribe from specific forums if you want to.
3. **Email digest type**: You may choose to receive all emails in one daily message. There is also the option of either receiving the complete message or just the subjects from forums you subscribe to.
4. **Forum tracking**: It will highlight unread forum messages so you can easily see what is new.

You can also change your user icon by browsing for a picture (use "Choose a file"). Please use either GIF or JPG format.

GD Bildung und Kultur

Programm für lebenslanges Lernen