

Platform user's guide

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1. Enter in the Platform frontpage

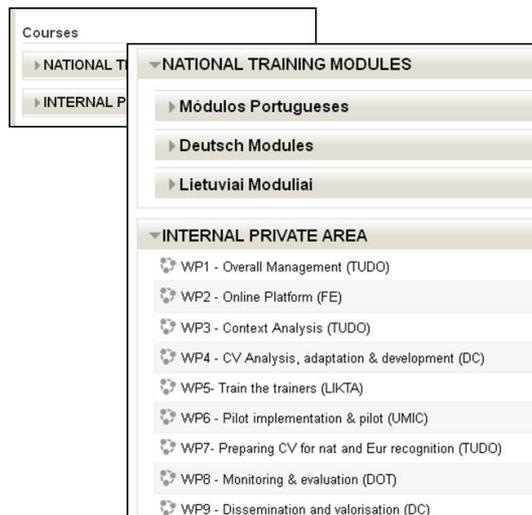
A: Choose the language of the platform. Give the platform few seconds before seeing changes.



B: Introduce your username and your password.

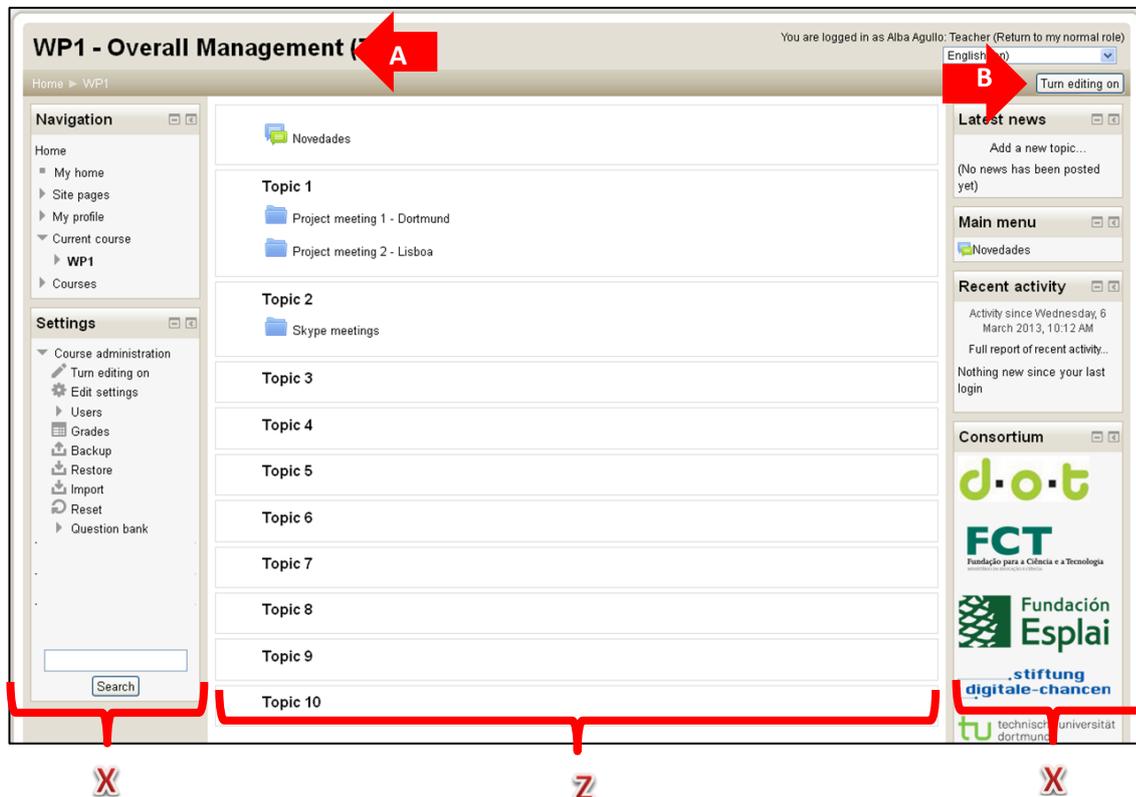


C: Once you have logged in, scroll down and click on the name of your Work package / Modules.



2. Workpackages

When we join a workpackage, there are two distinct areas: a **menu** column on the left & right side of the screen (**X & Y**), composed of small windows or blocks that give us access to information and important functionalities to the development of the course and a **central part in the middle of the screen (Z)** more broadly, where we find relevant information and documentation about the WP and its deliverables.



A: Name of the Work package.

B: Turn editing on / Turn editing off button. To switch on/off the edition of the WP.

X: Blocks of left & right side of the screen:

Navigation: Here you will see your personal setting in the platform.

Settings: Here you will find Settings for course administration.

Latest news: Here you will see the latest news and announcements that has been done in the News Forum of the Work Package in which you are in: Notices of new documentation uploaded, notices of a new forum openings,...

Whenever Partners publish news on this block or on the News Forum, the rest of partners will receive a copy of the message in their email. However we recommend you each time you enter at the platform, you consult if there is any news. It will permit you to be updated about all the important information on this WP.

Recent activity: Here you will see the latest documentation / information that has been published or uploaded into the Work Package in which you are in.

Consortium: Here you will find all logos of the partners who are participating in this project. And the logo of Lifelong Learning Programme which is supporting this Transfer of Innovation project.

Z: Central part of the screen. Partners can upload, edit and organize deliverables, documentation,... as they prefer.

3. Editing in Moodle

To implement and edit your WP the first thing partners should do is to turn on the edition by clicking the button top right



or the link in Settings > Course administration > Turn edition on.

The editing panel of any Course, Work package or Central part of Moodle platform.



 - "Edit title" - the pencil icon allows renaming your item directly on the course page without entering the settings for that item.

 - "Update" - the edit icon allows you to change the wording or settings of the item.

 - "Duplicate" - the duplicate icon allows you to copy an activity or resource within your course .

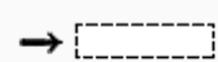
 - "Hide" - the open-eye icon means an item is visible to students. It will close when you click on it .

 - "Show" - the eye with a strike through icon means an item is hidden from students. It will open when you click on it .

 - "Move right" - the right arrow icon is used to indent course elements (there is also a left icon)

 - "Move" - the move icon allows you to move items or sections by dragging and dropping.

 - this move icon appears if you don't have Ajax enabled.

 - the move here icon appears when moving a course element without Ajax. Click into the box to re-locate your item.

 - the up/down arrows allow you to move course sections up or down and appear if you do not have Ajax enabled.

 - "Delete" - the delete icon will permanently delete something from the course

 - "Groups" - the groups icon allows you to change between no groups or separate/visible groups

 - "Assign roles" - the roles icon allows you to assign roles locally in the item.

The following icon only applies to sections



- “Highlight” - the highlight icon allows you to highlight a section as current.

To add an activity or resource to the course.

+ Add an activity or resource

1. Turn on the editing by clicking the button top right or the link in Settings > Course administration.
2. Click 'Add an activity or resource' to open the new activity chooser. Select an activity or resource then click the Add button, or simply double-click on the activity or resource name.
3. To know more about Activities or Resources, read section Components in Moodle.

To add or edit Blocks:

Blocks are displayed in the right and/or left columns of the course page.

To add a block to the course page:

1. Turn on the editing by clicking the button top right or the link in *Settings > Course administration*
2. Select a block from the "Add block" dropdown menu (usually situated bottom right of the page)

To move a block:

1. Ensure editing is turned on then click onto the block title until the crosshair icon appears
2. While keeping the block selected, drag it to where you want to position it and let go.

Alternatively,

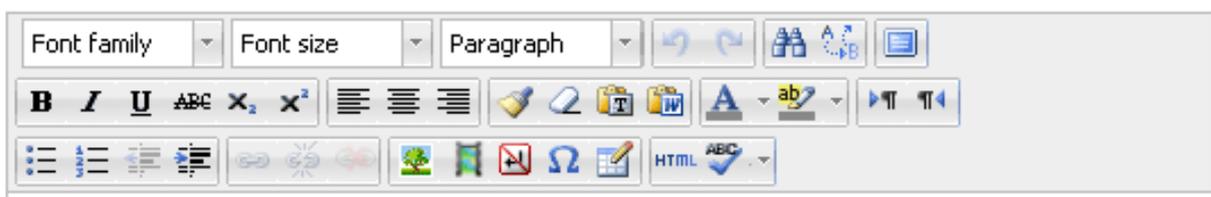
1. Click on the up/down arrow
2. Click on the place holder (a zone with a dashed border) where you want the block to appear.

The editing panel of the Activities and Resources.

When you write in Activities or Resources is like the Word editing panel.

But beware! If you prefer writing the course in a Word document before creating it in Moodle, never copy/paste directly from Word to Moodle. You must always copy / paste into Notepad and then, copy / paste into Moodle.

This is the tool panel that will appear:



This panel works as the editing panel of word documents, but there are 3 little buttons we want specifically to talk about:



- "Toggle full screen mode" - This icon works very well to write easily in Assignments and Reading contents.



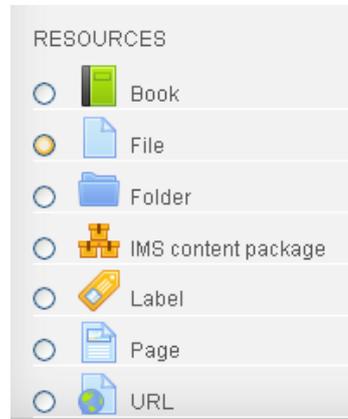
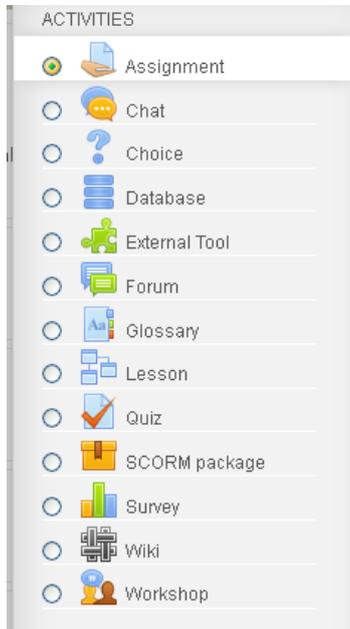
- "Insert images" + "Insert Moodle media" - These icons work really well to upload images you want to show in the course. Media's one works to link your contents or explanations with Wikipedia or YouTube videos.



- "Paste as Plain Text" + "paste as Word text" - These icons work quite well to copy paste from Word documents. Sometimes doesn't work, so we hard recommend you to upload it using Notepad tool.

4. Components in Moodle platform. What are they for?

Moodle separates into two types of components: ACTIVITIES and RESOURCES.



**Depending on the language, activities or resources will appear in this order or in another. Alphabetically.

4.1. RESOURCES:

Activities are all those documents in which it is shared knowledge.

Book: It enables to create a multi-page resource in a book-like format, with chapters and subchapters. A book may be used:

- To display reading material for individual modules of study
- As a staff departmental handbook
- As a showcase portfolio of student work

File: It enables to provide a file as a course resource.

A file may be used:

- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of certain software programs (eg Photoshop .psd) so students can edit and submit them for assessment

Folder: It enables to display a number of related files inside a single folder, reducing scrolling on the course page.

A folder may be used

- For a series of files on one topic, for example a set of past examination papers in pdf format or a collection of image files for use in student projects
- To provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it)

IMS content package: An IMS content package is a collection of files which are packaged according to an agreed standard so they can be reused in different systems.

Label: The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully.

Labels may be used:

- To split up a long list of activities with a subheading or an image
- To display an embedded sound file or video directly on the course page
- To add a short description to a course section

Page: It enables to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.

For large amounts of content, it's recommended a book rather than a page.

A page may be used:

- To present the terms and conditions of a course or a summary of the course syllabus
- To embed several videos or sound files together with some explanatory text

URL: It enables to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website.

4.2. ACTIVITIES:

Activities are all those actions requiring explicit involvement of the participants in a Moodle course. Moodle platform offers plenty of different activities. We will give you a little description of them but, as Partners you will probably only use Forums.

Assignments: Enable teachers to grade and give comments on uploaded files and assignments created on and off line.

Chat: Allows participants to have a real-time synchronous discussion.

Choice: A teacher asks a question and specifies a choice of multiple responses.

Database: Enables participants to create, maintain and search a bank of record entries.

External tool: Allows participants to interact with LTI compliant learning resources and activities on other web sites.

Forum: Allows participants to have asynchronous discussions.

There different types of forums:

- A single simple discussion;
- Each person posts one discussion;
- Standard forum for general use;
- Question and Answer fórum

Glossary: Enables participants to create and maintain a list of definitions, like a dictionary.

Lesson: For delivering content in flexible ways.

Quiz: Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown.

SCORM: Enables SCORM packages to be included as course content.

Survey: For gathering data from students to help teachers learn about their class and reflect on their own teaching.

Wiki: A collection of web pages that anyone can add to or edit.

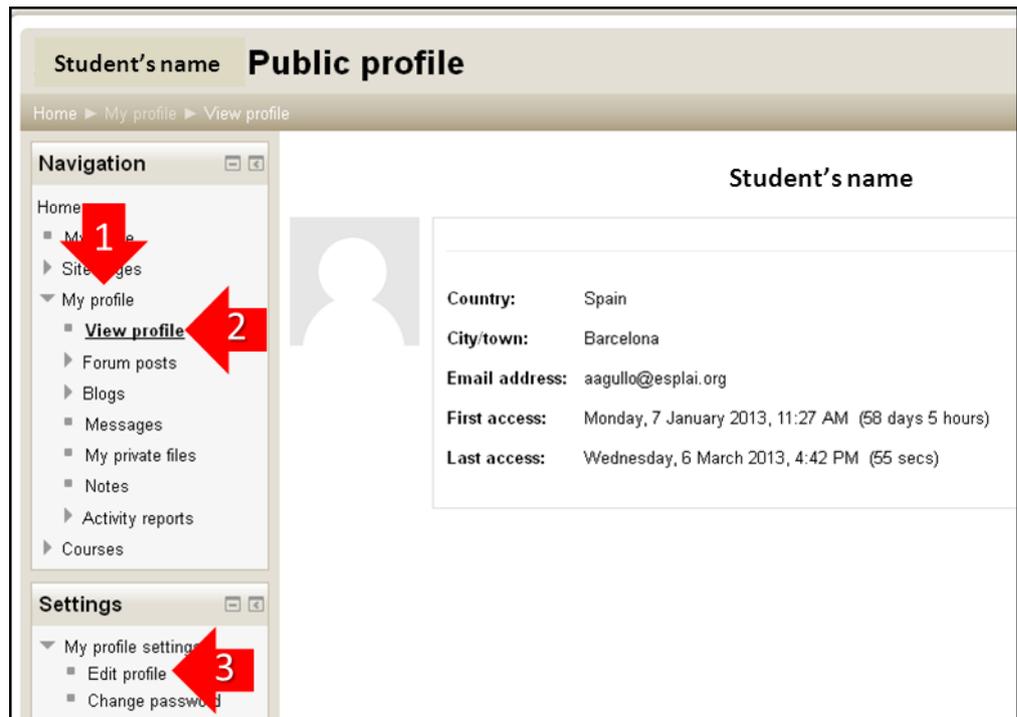
Workshop: Enables peer assessment.

5. My profile.

To modify your profile information you can do:

- a) Go to the menu "**Navigation**", click on the "**View Profile**". There you can see the personal information that you share with colleagues.

In the tab "**Edit profile**" you can edit all your profile, change password, set or change a picture. It is important that through the item "**Description**" you share some information about your interests and motivations.



- b) You can also do the same clicking on your name at the top right side of the screen.

