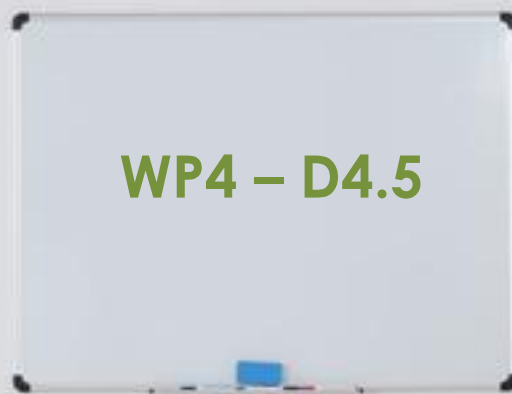




**Improvement of Vocational Education and Training
related to Ecodesign and Sustainable Production
in the Furniture Sector**



WP4 - Platform Set up and Test

D4.5 Guidelines on How to use the Learning Platform

V1.0



**Lifelong
Learning
Programme**

This project has been funded with support from the European Commission. This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

D4.5 Guidelines on How to use the Learning Platform

Context

Grant Agreement Number	2013 - 3692 / 001 - 001	
Project Number	539774-LLP-1-2013-1-ES-LEONARDO-LMP	
Call identifier	EAC/S07/12	
Programme	LIFELONG LEARNING PROGRAMME Centralized	
Sub-programme	LEONARDO DA VINCI	
Action	Multilateral Projects for Development of innovation	
Project Acronym	ECO4VET	
Project Title	Improvement of Vocational Education and Training related to Ecodesign and Sustainable Production in the Furniture Sector	
Project Starting date	1 st December 2013	
Project Duration	24 months	
Deliverable Number	D4.5	
Deliverable Title	Guidelines on How to use the Learning Platform	
Nature of Deliverable	REPORT	
Dissemination Level	PUBLIC / CONFIDENTIAL / RESTRICTED	
Due date of deliverable	M20	
Actual Date of deliverable	30/07/2015	
Produced by	CCS - MKA	Date: 20/07/2015
Reviewed by	KAIROS-ALK	Date: 24/07/2015
Reviewed by	CENFIM-MCC	Date: 28/07/2015
Validated by	CENFIM-JSM	Date: 30/07/2015



D4.5 Guidelines on How to use the Learning Platform

Document change record

Issue Date	Version	Author	Sections affected / Change
20/07/2015	V1.0	CCS / MKA	Complete document
30/07/2015	V1.0	CCS - MKA	Validated version

D4.5 Guidelines on How to use the Learning Platform

Table of contents

1	Guidelines on How to use the Learning Platform.....	5
1.1	User log in.....	5
1.2	Homepage	7
1.3	Following a course	7
1.3.1	Accessing the learning unit.....	9
1.3.2	The User Interface (UI) of the learning unit.....	11
1.3.3	The main presentation of the unit	11
1.3.4	Exercises	13
1.3.5	Assessments	14
1.3.6	Project steps	15
1.3.7	Completed units.....	17
1.4	How to see the results.....	18

Index of Figures

Figure 1: Language selection.....	5
Figure 2: Landing page http://chamilo.ccseducation.com/	5
Figure 3: The list of courses to the logged in user	6
Figure 4: Password requirement for first time entry in the course	6
Figure 5: Homepage	7
Figure 6: Main page of the course	8
Figure 7: Learning path tool.....	9
Figure 8: List of learning units	10
Figure 9: Accessing the unit.....	10
Figure 10: Unit menu	11
Figure 11: Main presentation of the unit.....	11
Figure 12: Presentation tools	12
Figure 13: Exercise	13
Figure 13: Sending an exercise	13
Figure 15: Self –Assessment	14
Figure 16: Sending an assessment	14
Figure 17: Project steps.....	15
Figure 18: Project steps instructions 1	15
Figure 19: Project steps instructions 2	15
Figure 20: Project steps instructions 3	16
Figure 21: Assignments tool.....	16
Figure 22: Project steps results	17
Figure 23: Completed learning unit 1	17
Figure 24: Completed learning unit 2	17
Figure 25: Activities' control.....	18
Figure 26: Activities' control tools	18
Figure 27: Accessing the reporting tool	19
Figure 28: Reporting tool - Presentation.....	19
Figure 29: Reporting tool - Exercise.....	19
Figure 30: Reporting tool - Assessment.....	20
Figure 31: Reporting tool – Project Steps	20

This project has been funded with support from the European Commission. This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

D4.5 Guidelines on How to use the Learning Platform

1 Guidelines on How to use the Learning Platform

1.1 User log in

Users can access the learning platform through the link: <http://chamilo.ccseducation.com/>. The platform is available in 5 languages: English, Polish, Romanian, Spanish and Turkish. The user can select the language from the top left menu.

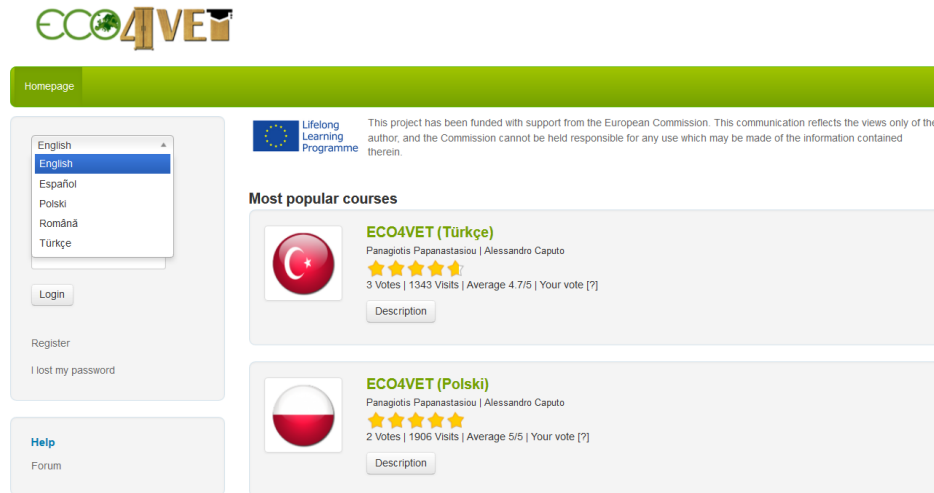


Figure 1: Language selection

On the landing page the user is shown a list of courses and there is an active log in form, as users must be registered to access the platform. The registration is open for all learners but to subscribe a course it will be necessary a code that can only be provided by the administrator of the platform.

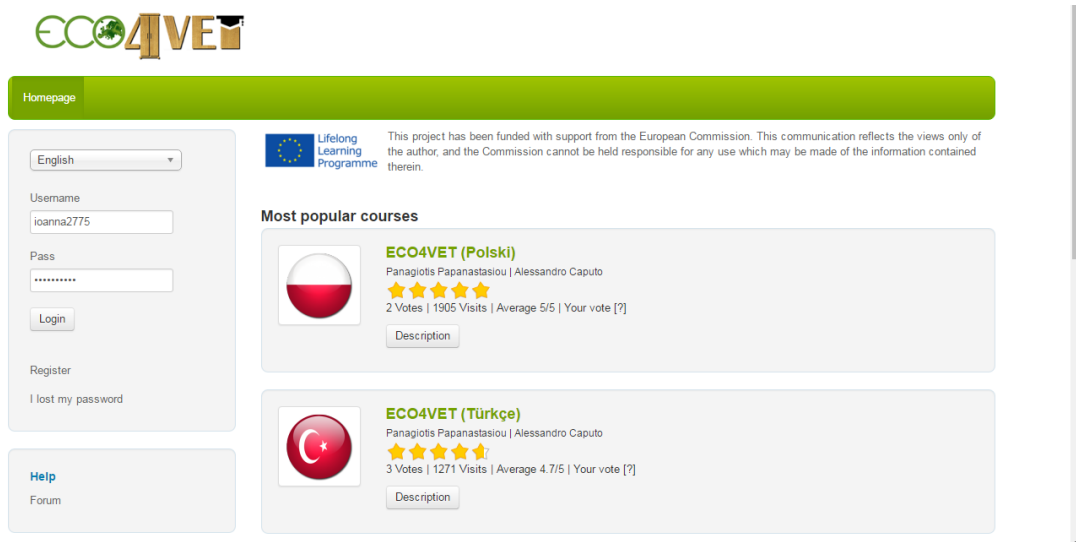


Figure 2: Landing page <http://chamilo.ccseducation.com/>

D4.5 Guidelines on How to use the Learning Platform

Registration can be made through the option “Register”, below the log in form. The user will be asked to provide his/her personal data and to choose a username and a password.

Once registered, the user can insert the Username and the Password in order to access the platform. Then he/she will be able to subscribe a course from the available ones. For attending a course for the first time the user needs to provide a password that is given to the learner by the administrator of the platform.

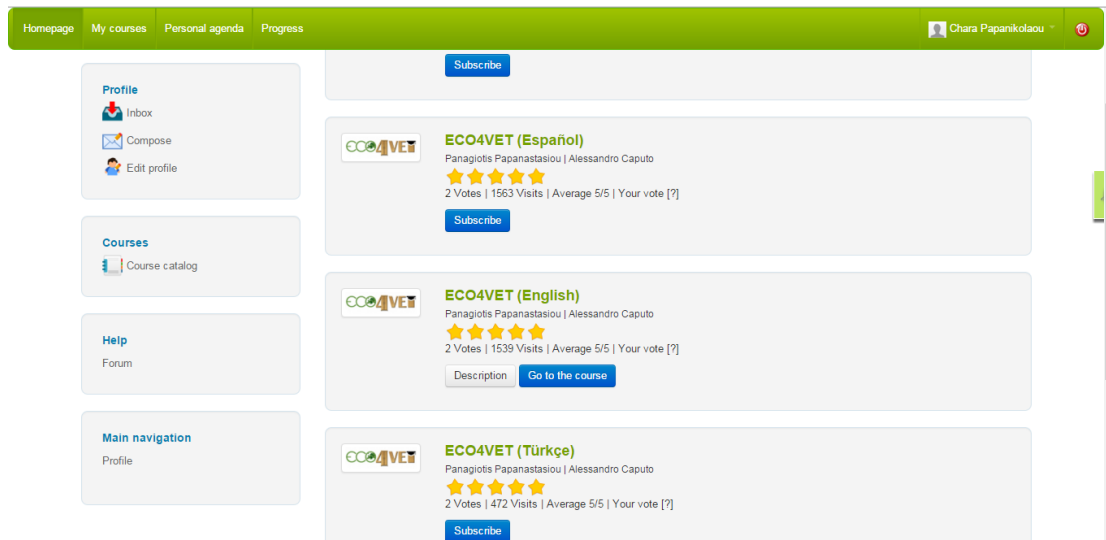


Figure 3: The list of courses to the logged in user

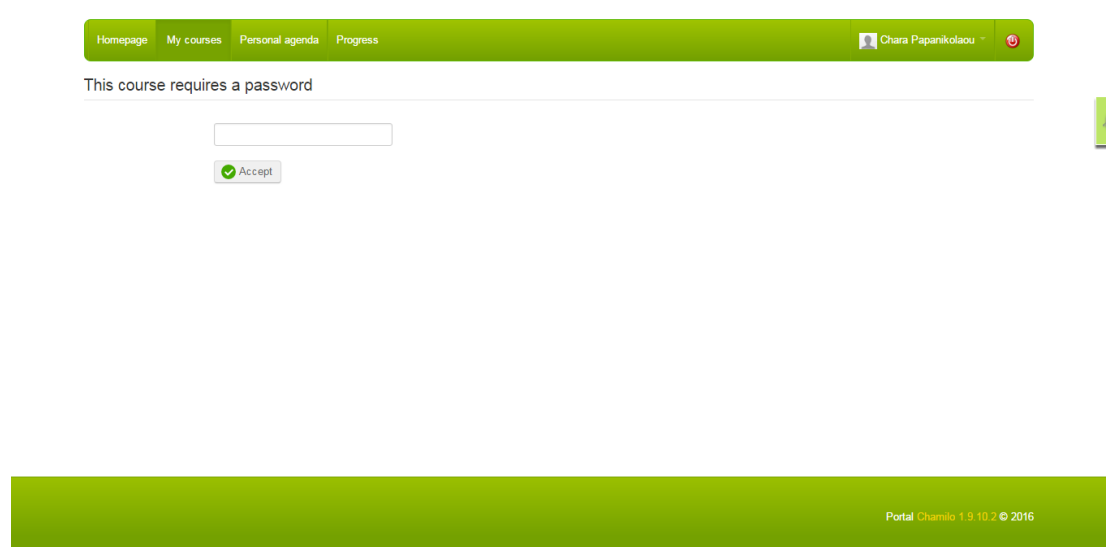


Figure 4: Password requirement for first time entry in the course

Once the user inserts the password he/she will be able to attend the course.

D4.5 Guidelines on How to use the Learning Platform

1.2 Homepage

Homepage is the page where the user is redirected when he/she logs in. From this page the user can subscribe or access already subscribed courses.

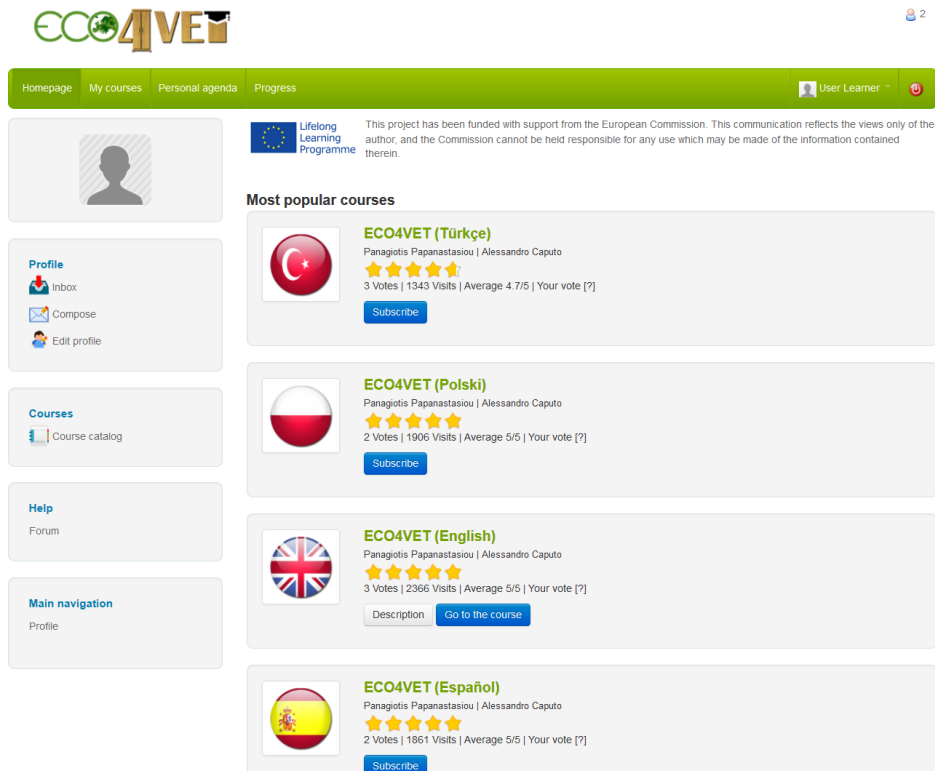


Figure 5: Homepage

Some important tools of the homepage are also:

- **Inbox:** in which the user will receive the courses messages.
- **Compose:** which the user can use to send messages.
- **Edit profile:** where the user can modify his/her data.

1.3 Following a course

The main role of the user in the platform mainly constitutes:

- attending the e-learning lessons and completing the self-assessment activities (exercises and evaluation).
- completing and submitting assignments.
- Answering lessons and courses surveys.

From the homepage, the user can attend the course he/she is subscribed to by the option "Go to the course". He/she will be redirected to the main page of the course. At the top of the page there is an instructional video that help new comers to navigate through the new learning objects.

This project has been funded with support from the European Commission. This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

D4.5 Guidelines on How to use the Learning Platform



Figure 6: Main page of the course

There are different tools that can support the user to the learning process:

- **Course description:** When clicked, this option directs to practical information about the course in which the user was subscribed.
- **Agenda:** When clicked displays important events about the course.
- **Documents:** When clicked displays the relevant documents to this course.
- **Learning path:** Is the main tool to follow the course. When clicked displays the progress the user was made in the course with regards to the units and learning objects dedicated to this course and the user can select a unit to go into it.
- **Announcements:** When clicked displays the announcements the educators are making for this course.
- **Forums:** When clicked leads to the course forums.
- **Chat:** When clicked leads to the chat.
- **Assignments:** When clicked allows the user to see and submit his/her assignments.
- **Surveys:** When clicked the user has access to the surveys related to this course.
- **Assessments:** The assessments leads the user to see his/her progress in the course assessments.
- **Notebook:** This is a personal notebook that the learner can use.

D4.5 Guidelines on How to use the Learning Platform

An instructional video for users is also available online in multilingual versions to explain them the different tools:

Language Version	Video Link
EN	http://www.eco4vet.com/courses/access-the-course
ES	http://www.eco4vet.com/es/cursos/acceder-al-curso
PL	http://www.eco4vet.com/pl/szkolenia/dostep-do-kursu
RO	http://www.eco4vet.com/ro/cursurile/accesati-cursul
TR	http://www.eco4vet.com/tr/kurslar/kursa-girin

1.3.1 Accessing the learning unit

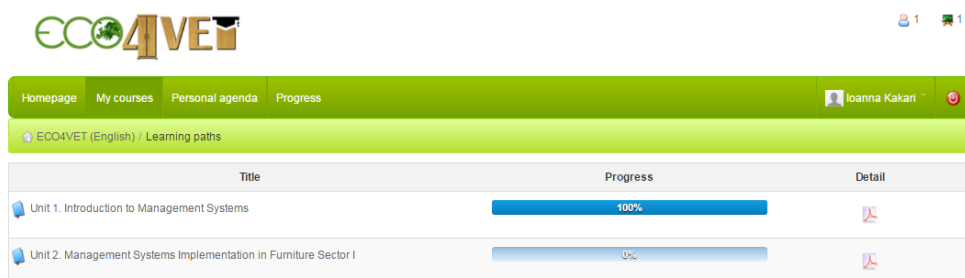
Users can access the learning units through the "Learning path" tool.



Figure 7: Learning path tool

Then, the user is directed to the list of learning units. The percentage of completion is easily visible to the user. At that moment he/she can click the desired learning unit. It should be noted that a user can't access the next unit without completing the previous one.

D4.5 Guidelines on How to use the Learning Platform



Title	Progress	Detail
Unit 1. Introduction to Management Systems	100%	
Unit 2. Management Systems Implementation in Furniture Sector I	0%	

Figure 8: List of learning units

Once in the Learning Path ...

You will see the list of units available to you.

Many of the units have prerequisites and that means that you will only see some units if you have passed previous ones.

Click on the name of the unit to see the content and activities.



Figure 9: Accessing the unit

D4.5 Guidelines on How to use the Learning Platform

1.3.2 The User Interface (UI) of the learning unit

When accessing the unit, the user will find the learning objects which he/she can go through the Unit Menu.

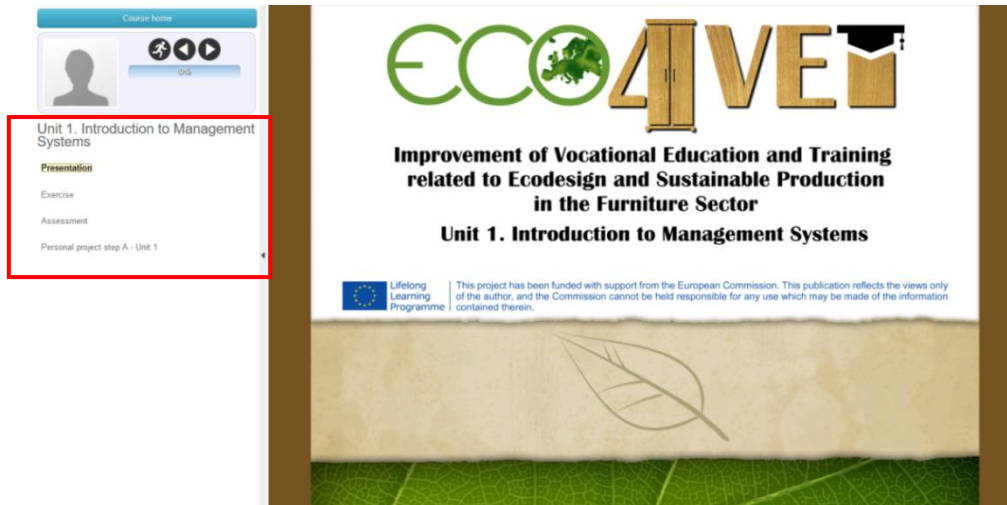


Figure 10: Unit menu

- **Unit Menu on the right:** The learning unit consists of:
 - Main presentation of the unit (theoretical content)
 - Exercise(s)
 - Self-assessment exercise(s)
 - Personal project step for the learner (only in some units)

1.3.3 The main presentation of the unit

The main presentation of the unit contains the theory related to the unit:

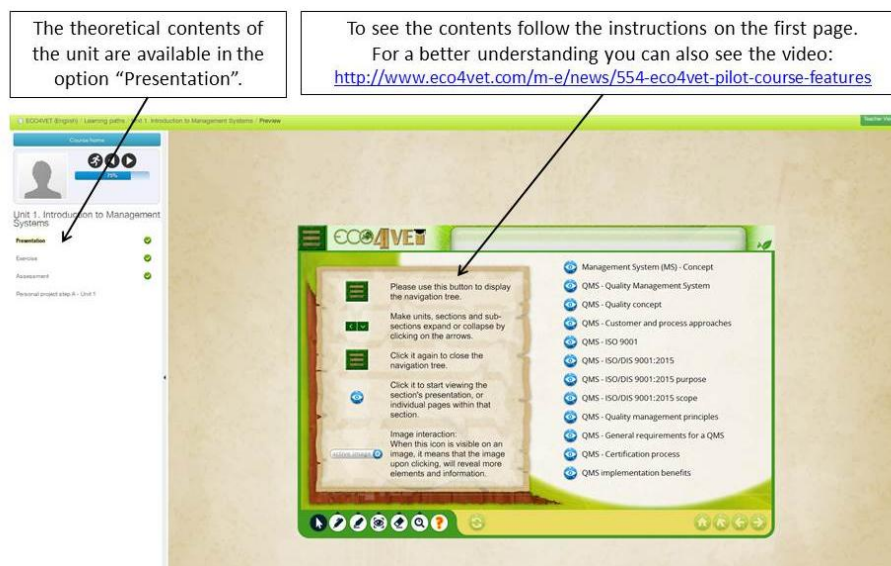


Figure 11: Main presentation of the unit

This project has been funded with support from the European Commission. This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

D4.5 Guidelines on How to use the Learning Platform

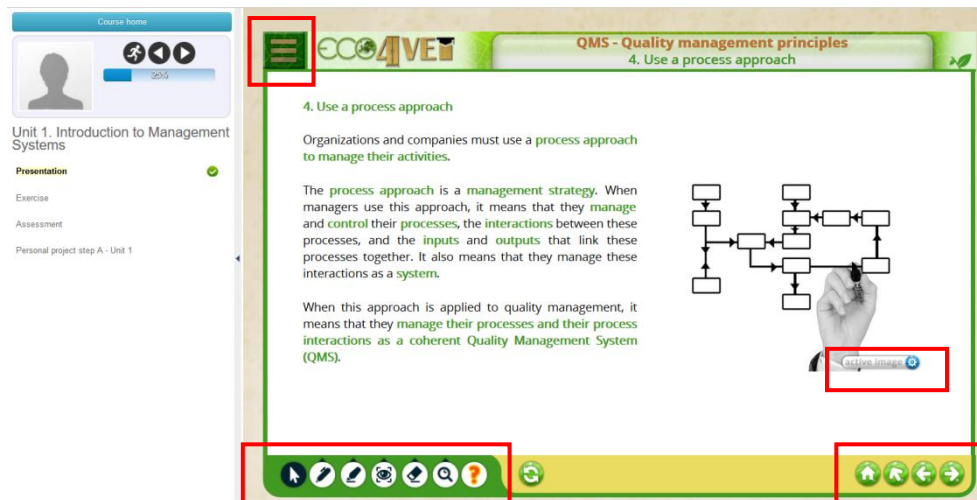


Figure 12: Presentation tools

The tools in the presentation are:

- **Menu button:** The Menu button on the upper far left side of the screen offers access to the list of the subjects included in the current learning object.
- **Active image button:** The active image button is an interactivity feature that once clicked presents hidden information regarding the subject under discussion.
- **Arrow navigation bar:** The arrows on the right of the screen and the Home button help the user to navigate through the slides of the presentation. The green Reload button on the centre helps the user to reload the specific unit.
- **Help features:** The help features consist of electronic versions of: a pen, pencil, eraser, magnifying glass and also a zooming feature. There is also a Help option available.

An instructional video for users is also available online in multilingual versions to show them how to navigate through the presentation:

Language Version	Video Instruction Link
EN	https://www.youtube.com/watch?v=ZXSJx5FBWL0
ES	https://www.youtube.com/watch?v=u2EL9Rp6lIU
PL	https://www.youtube.com/watch?v=pfgul1uu_xY
RO	https://www.youtube.com/watch?v=8L10pal06Fk
TR	https://www.youtube.com/watch?v=pzmcvRnAb4

D4.5 Guidelines on How to use the Learning Platform

1.3.4 Exercises

Exercises are optional activities, although users have to pass through them to complete the unit, it is not necessary to answer them to pass the course.

As they are just for practice, users can repeat them as many times as they want in order to improve their learning and results.



Figure 13: Exercise

Once in the unit ...

You can check if you have understood some contents by doing the practice exercise.

In the exercise, select you answers and then click on the check button. Exercises are just for practice, so you can repeat them as many times as you want to improve your results.

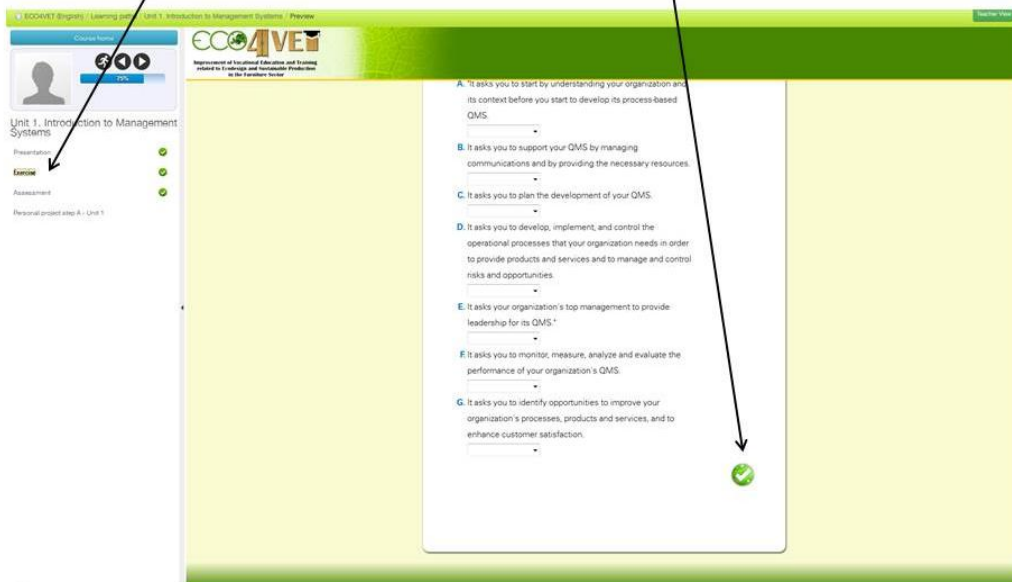


Figure 14: Sending an exercise

D4.5 Guidelines on How to use the Learning Platform

1.3.5 Assessments

Assessments are mandatory activities, it is necessary to pass them to pass the course. As they are evaluations, users can only attempt once. Also, once entered, users have to answer the assessment before going anywhere else in the platform, otherwise assessment can get blocked.

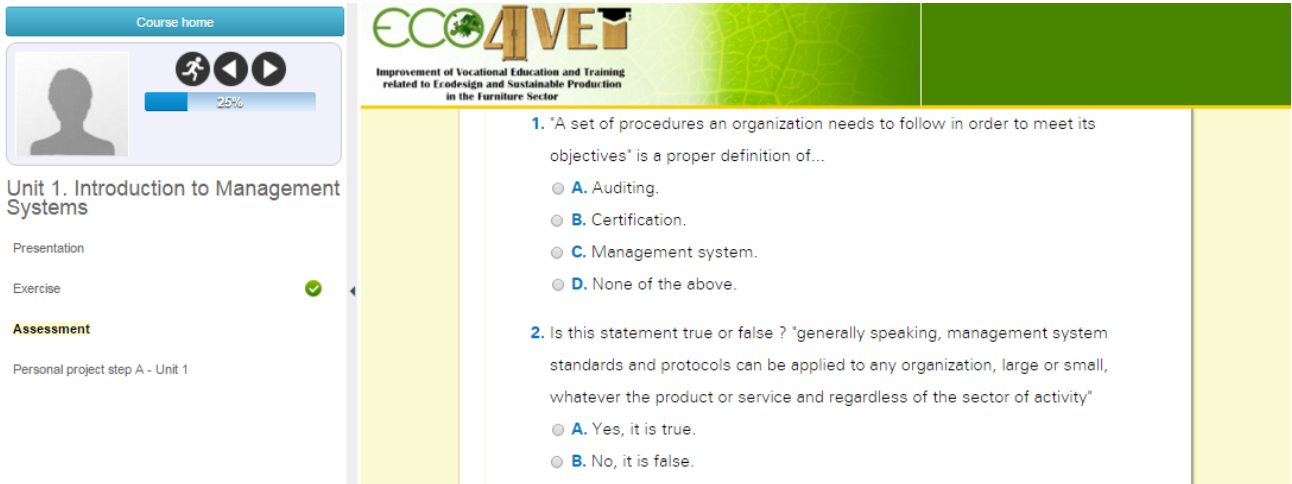


Figure 15: Self –Assessment

Once in the unit ...

To pass the unit you must do the Assessment

In the assessment, select you answers and then click on the check button. You can only attempt assessments once. Please read the document “how to see your results” to know how to see if you have passed.

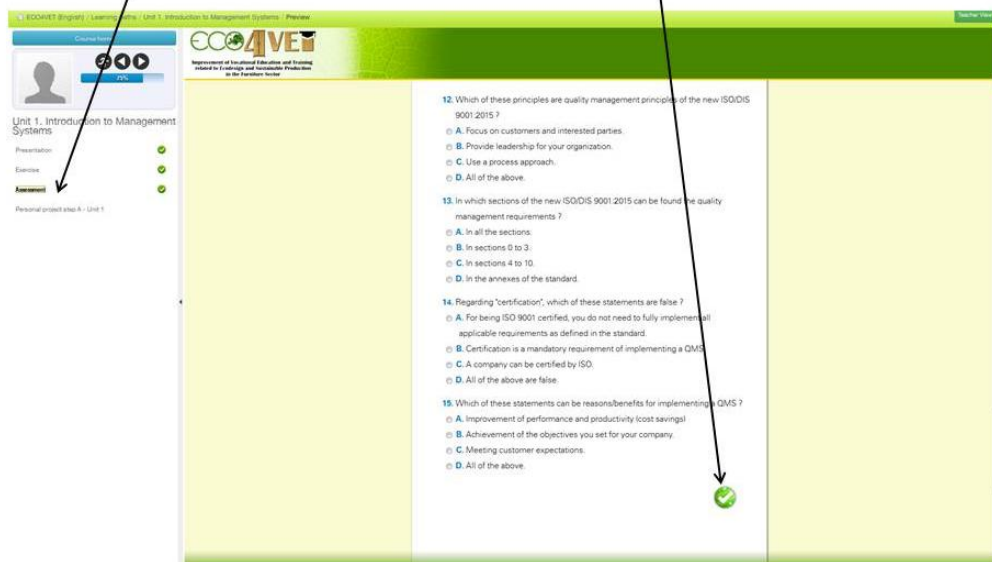


Figure 16: Sending an assessment

D4.5 Guidelines on How to use the Learning Platform

1.3.6 Project steps

Project steps are assignments for the learner.

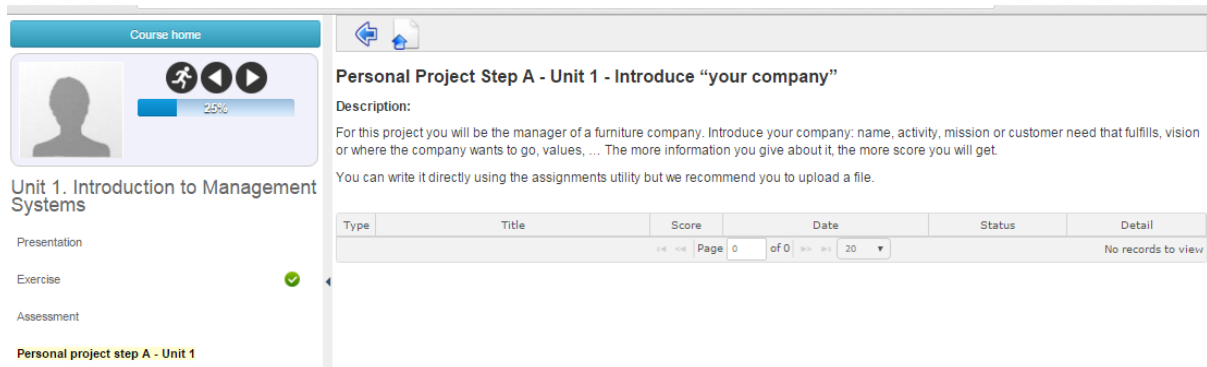


Figure 17: Project steps

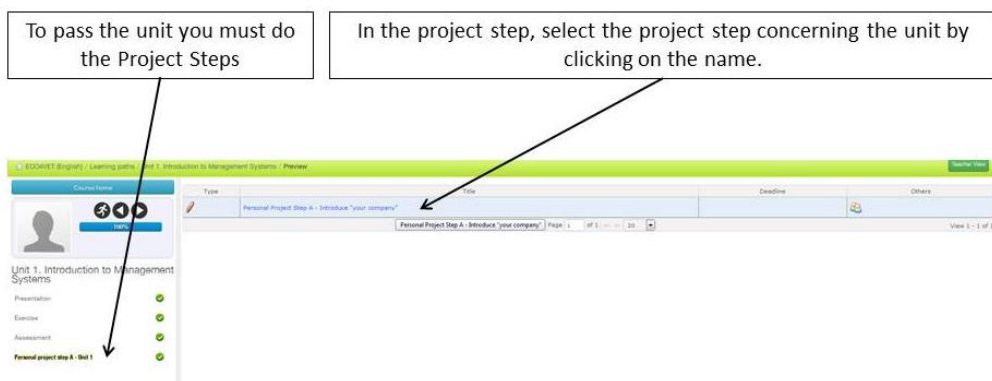


Figure 18: Project steps instructions 1

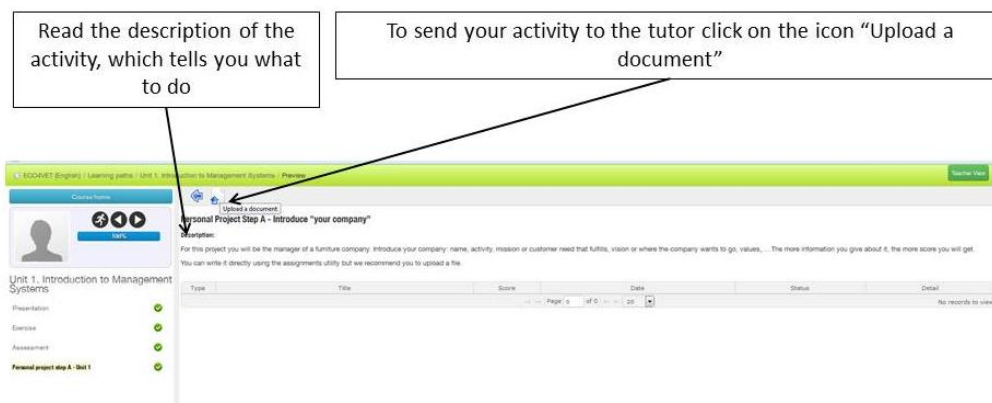


Figure 19: Project steps instructions 2

This project has been funded with support from the European Commission. This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

D4.5 Guidelines on How to use the Learning Platform

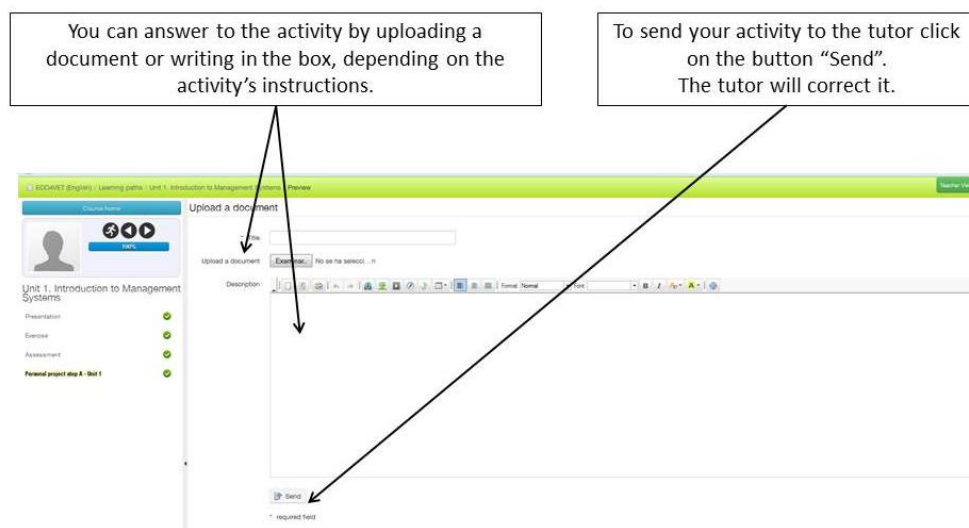


Figure 20: Project steps instructions 3

Users can also access directly to the project steps through the "Assignments" tool in the homepage:



Figure 21: Assignments tool

In the assignments tool users can also see the score of the project steps he/she has submitted:

D4.5 Guidelines on How to use the Learning Platform

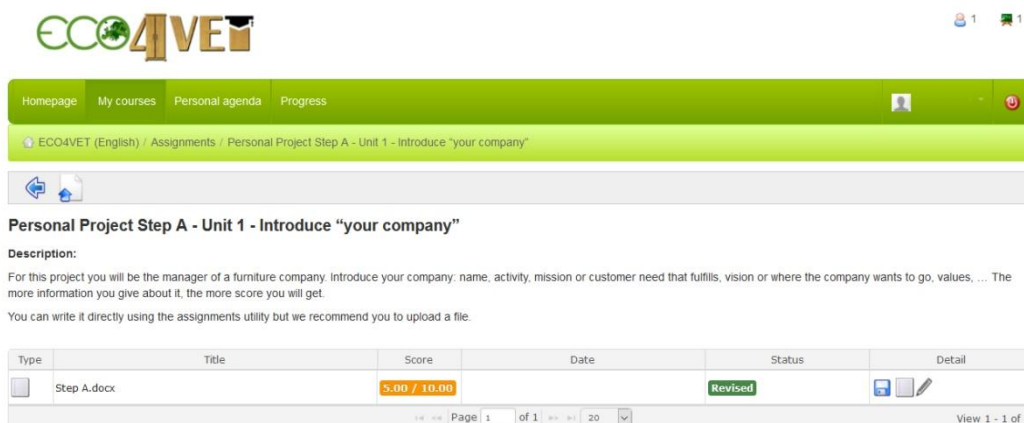


Figure 22: Project steps results

1.3.7 Completed units

When a unit is completed, the menu on the right of the unit will show green/red marks next to each activity:

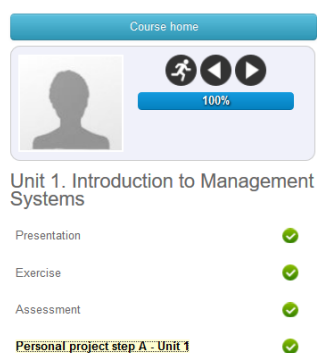


Figure 23: Completed learning unit 1

Then, going again to the "Learning path", users will be able to access next unit:

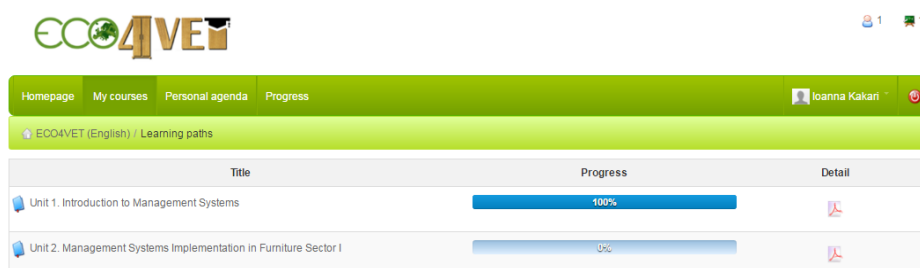


Figure 24: Completed learning unit 2

D4.5 Guidelines on How to use the Learning Platform

1.4 How to see the results

This is the main page in the Learning Path



Figure 25: Activities' control

In the activities' control you've got the following tools

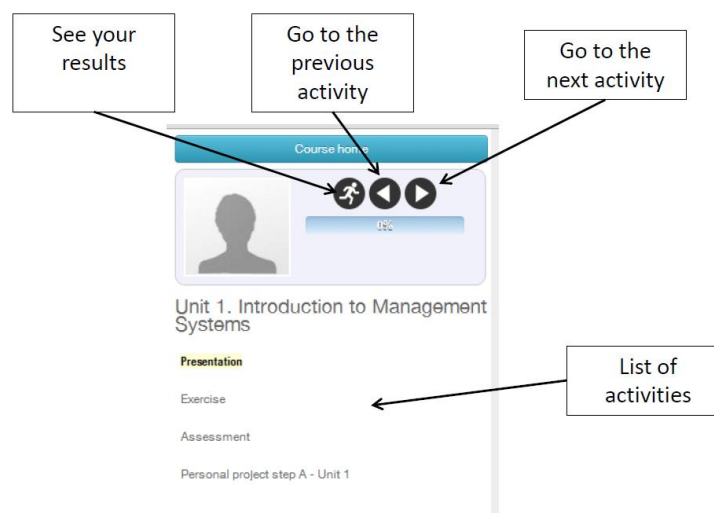


Figure 26: Activities' control tools

D4.5 Guidelines on How to use the Learning Platform

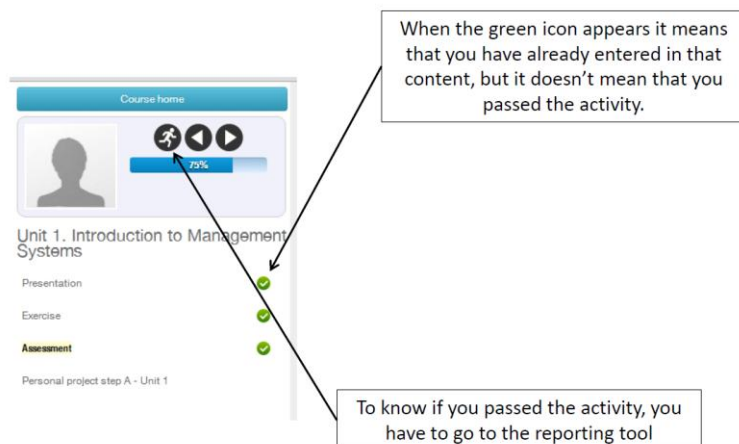


Figure 27: Accessing the reporting tool

In the reporting tool you can see your results

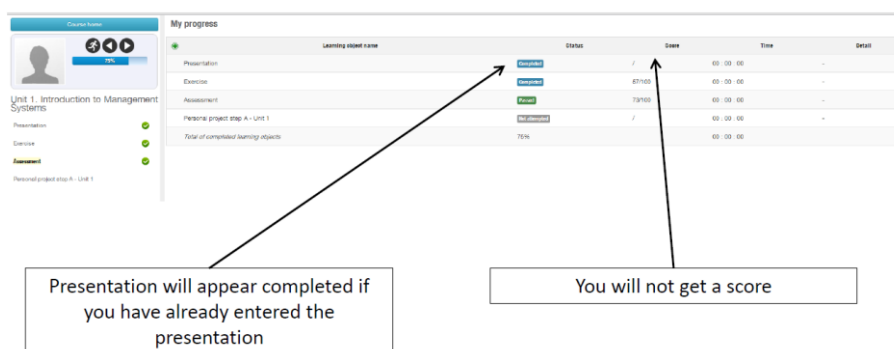


Figure 28: Reporting tool - Presentation

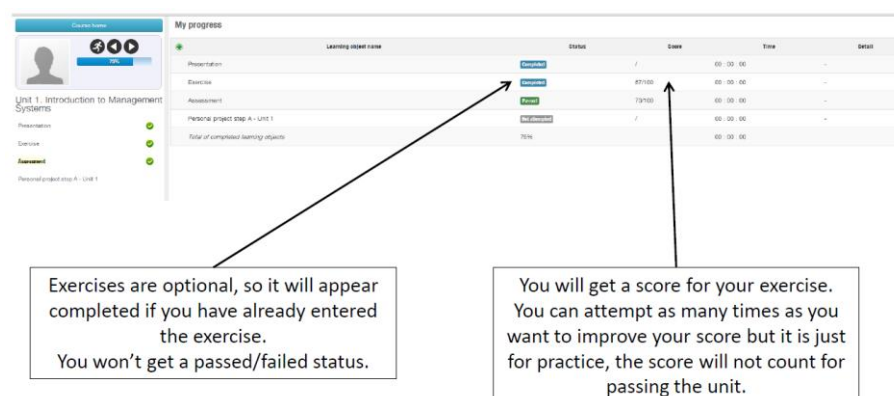


Figure 29: Reporting tool - Exercise

D4.5 Guidelines on How to use the Learning Platform

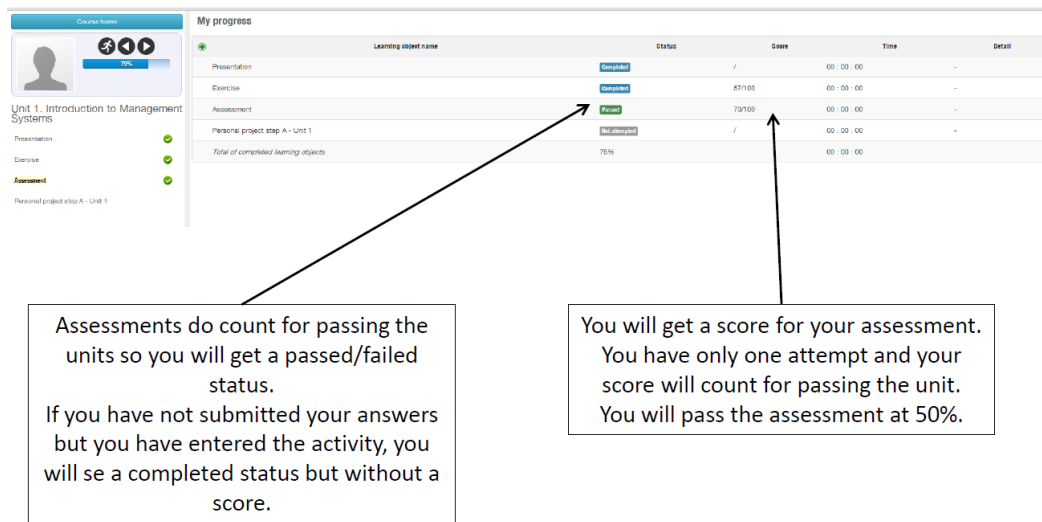


Figure 30: Reporting tool - Assessment

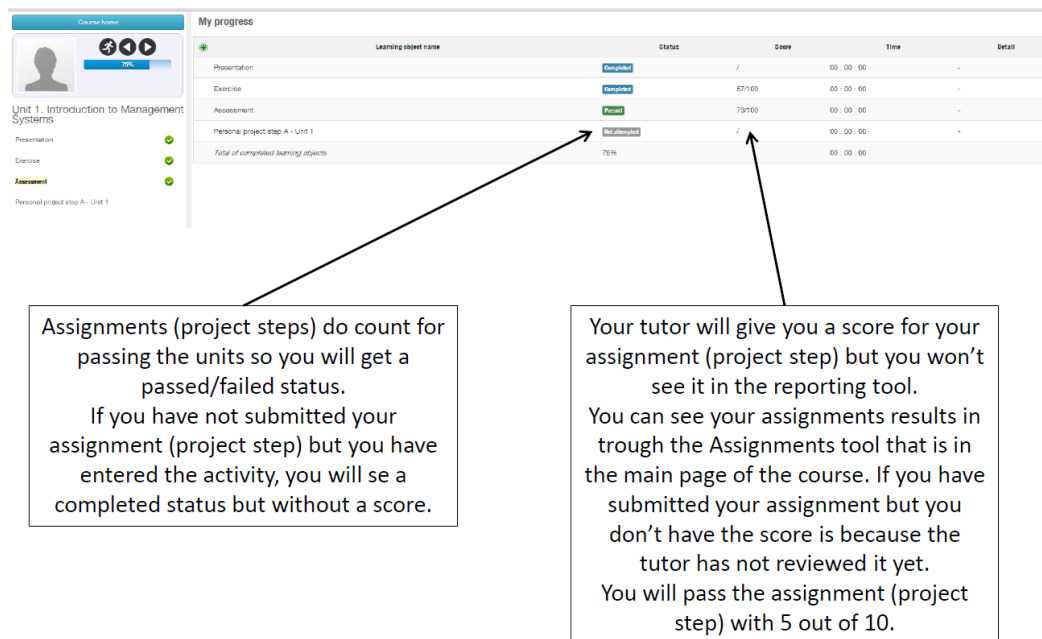


Figure 31: Reporting tool – Project Steps