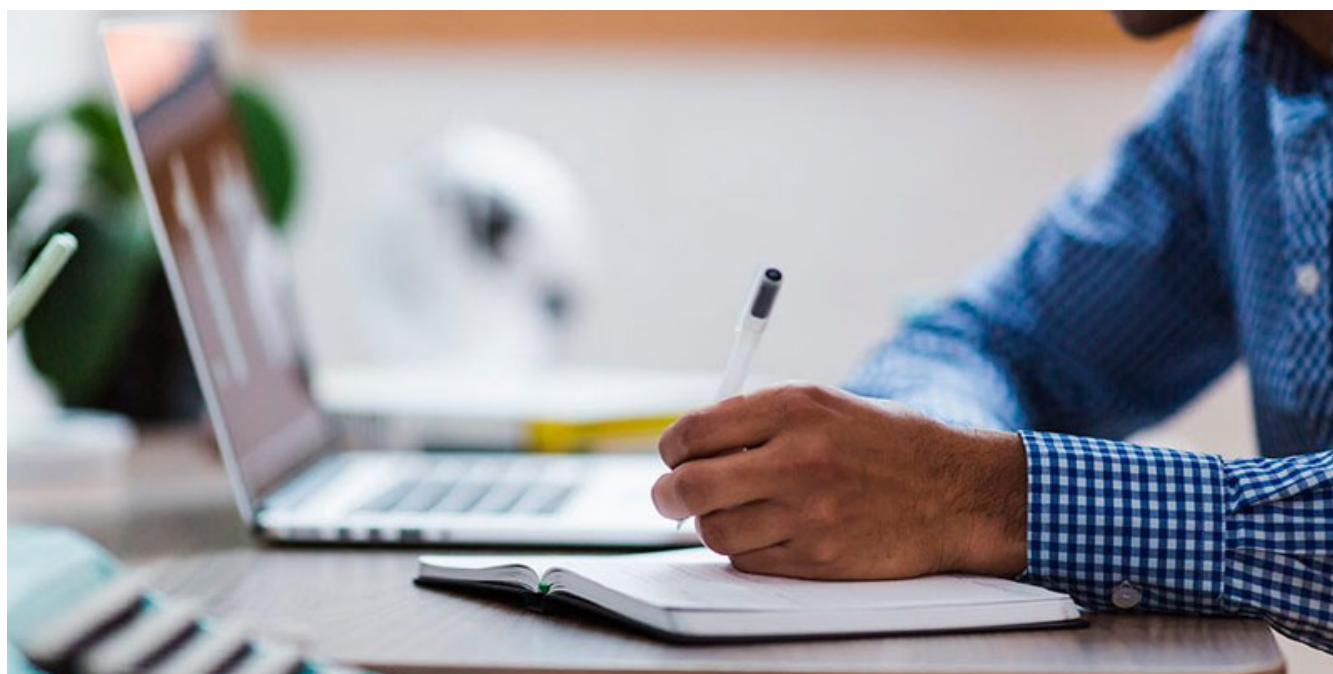


# TRAINEE MANUAL

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*For the Learning Management System*



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## Home page, Login & Learning environment

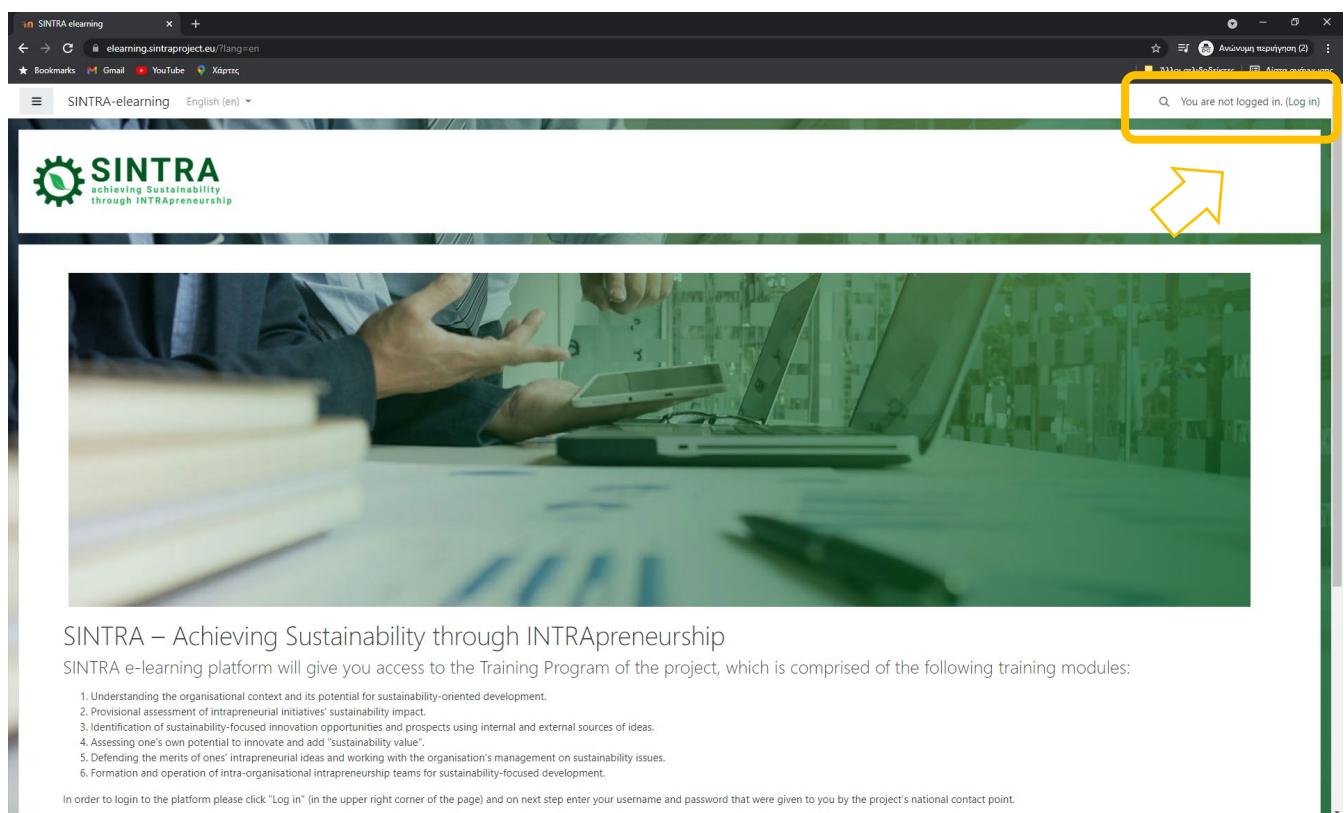
Information are following for browsing and using the LMS.

### Home page - Login

First step is to login to the Learning Management System.

The URL of the LMS's homepage is: <https://elearning.sintraproject.eu/>

In order to login to the platform click "Log in" (in the upper right corner of the page) and on next step enter your username and password that were given to you by the project's national contact point.



SINTRA e-learning

elearning.sintraproject.eu/?lang=en

SINTRA-elearning English (en)

You are not logged in. (Log in)

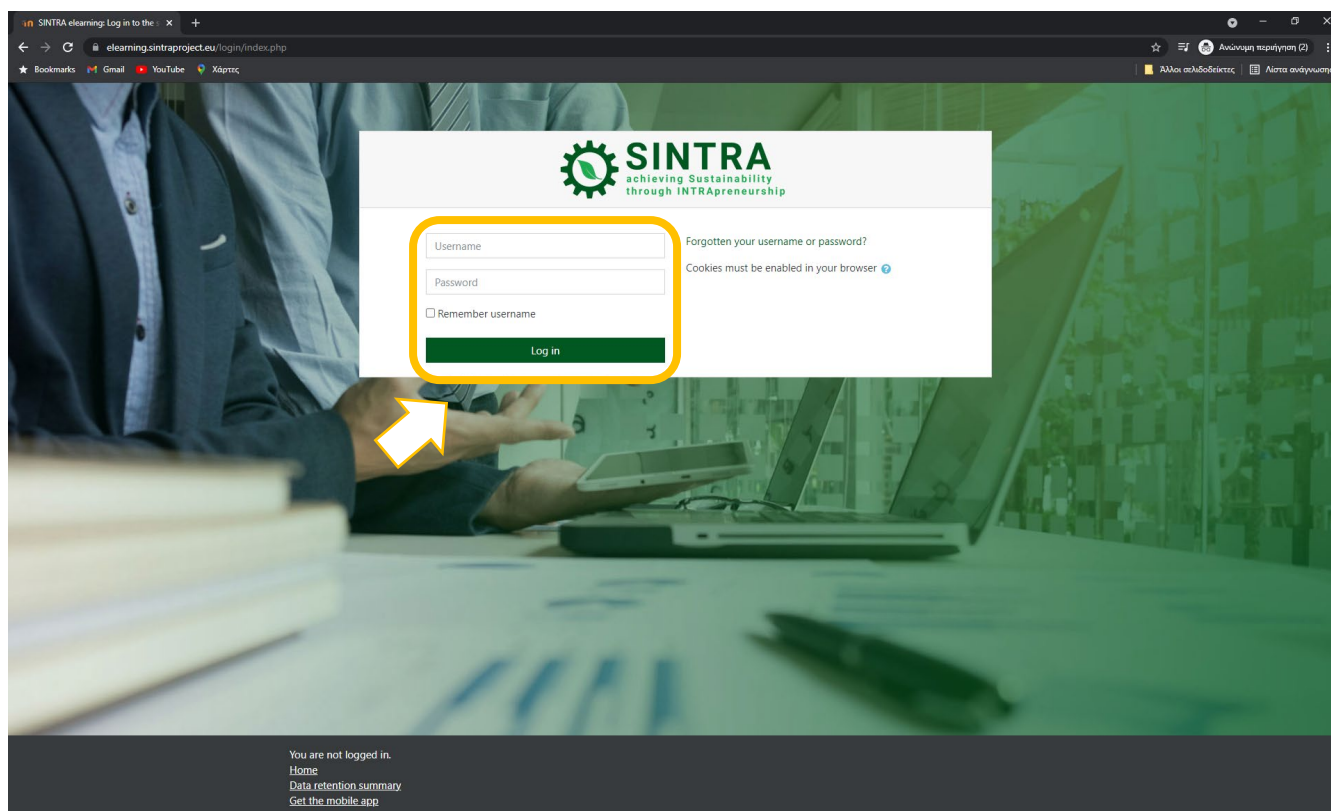
**SINTRA**  
achieving Sustainability  
through INTRAprenurship

**SINTRA – Achieving Sustainability through INTRAprenurship**

SINTRA e-learning platform will give you access to the Training Program of the project, which is comprised of the following training modules:

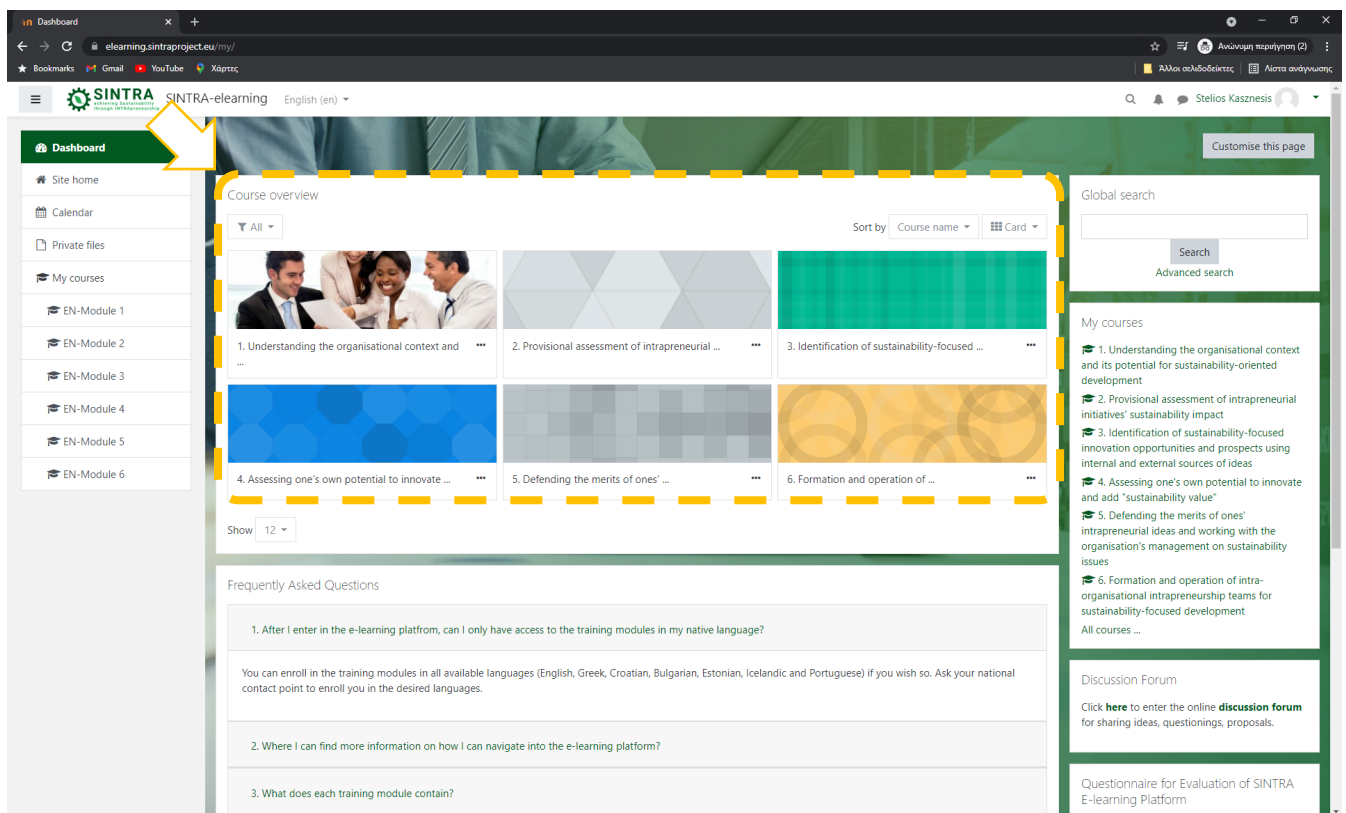
1. Understanding the organisational context and its potential for sustainability-oriented development.
2. Provisional assessment of intrapreneurial initiatives' sustainability impact.
3. Identification of sustainability-focused innovation opportunities and prospects using internal and external sources of ideas.
4. Assessing one's own potential to innovate and add "sustainability value".
5. Defending the merits of ones' intrapreneurial ideas and working with the organisation's management on sustainability issues.
6. Formation and operation of intra-organisational intrapreneurship teams for sustainability-focused development.

In order to login to the platform please click "Log in" (in the upper right corner of the page) and on next step enter your username and password that were given to you by the project's national contact point.



## Dashboard – Course overview

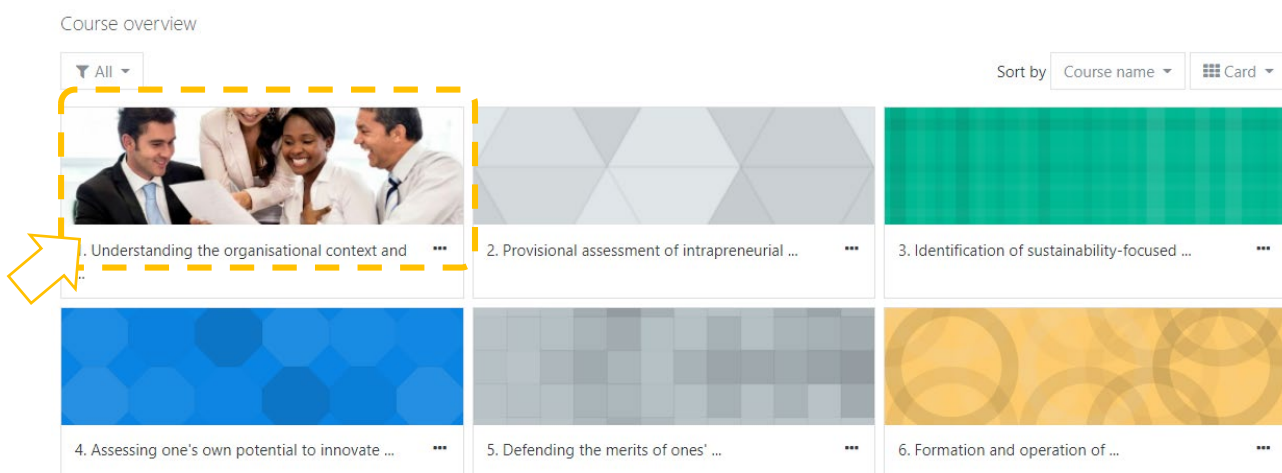
After the login procedure you are connected to the system and redirected to your **Dashboard**. In this page you have access to all courses you are enrolled. At block **Course overview** is a list with all your courses



**Your Dashboard** is a personalized (for each system user) page, where you can quickly find information about your study, e.g. announcements, events, due dates for assignments, training calendar, etc. Each user can customize the layout and add/remove blocks of the dashboard by clicking the button **Customize this page**

## Enter a course

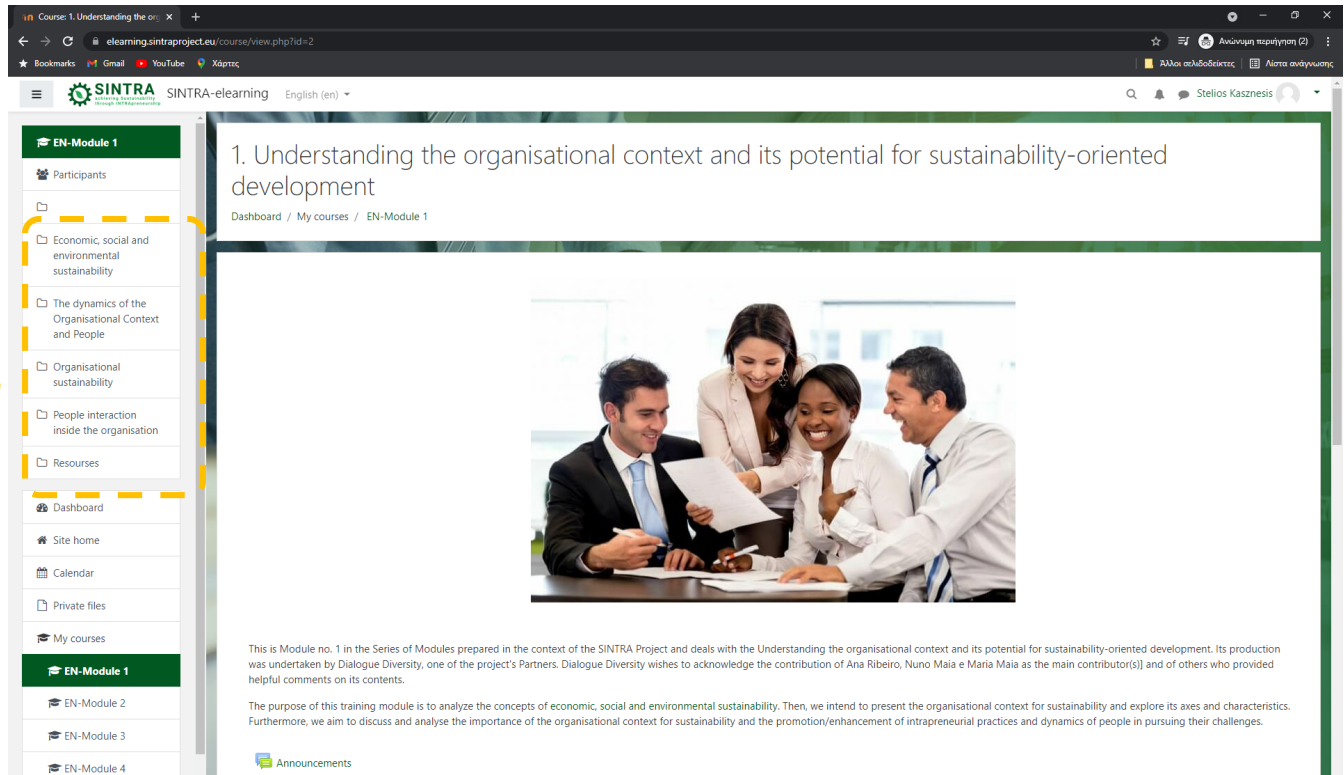
At dashboard in **Course overview** block, you click on the one you wish to enter. The list contains only the courses you are enrolled and a course/system administrator has given access to.



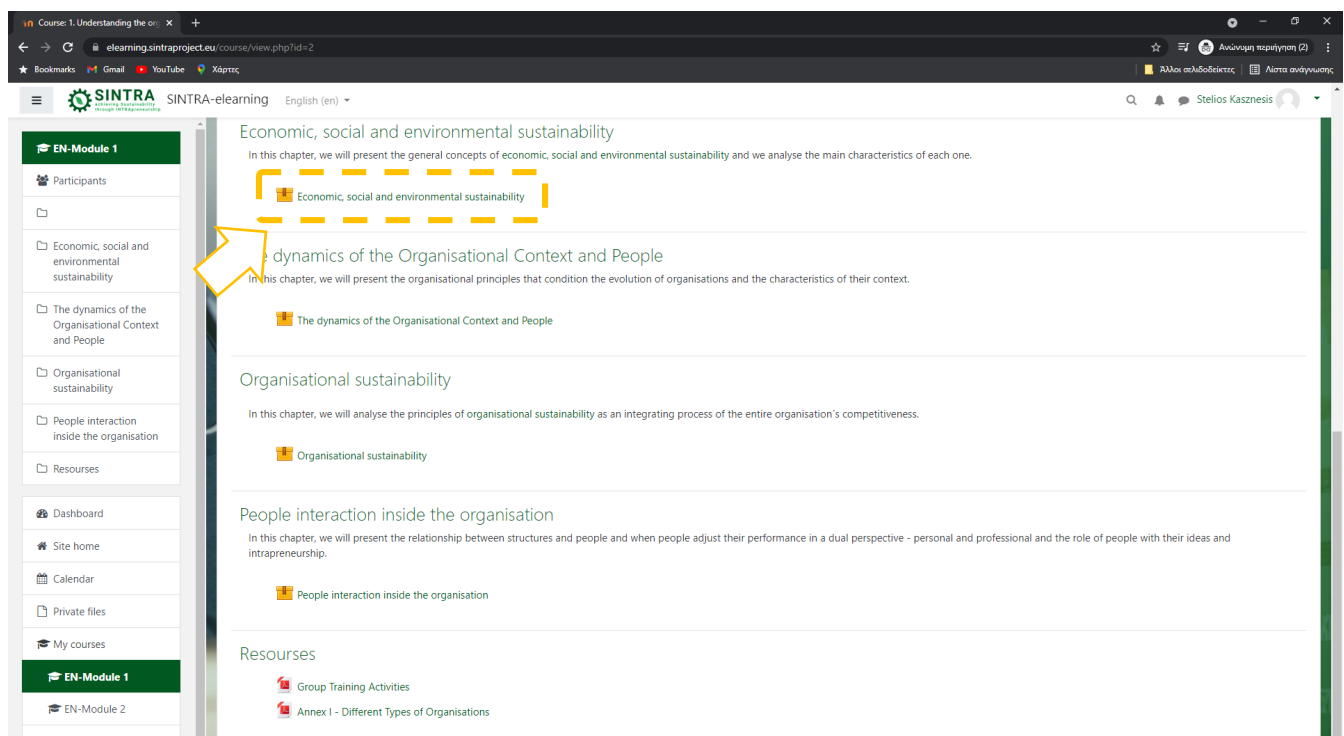


## Course page

Next page is the main course page. Usually the course page is divided in topics. Each topic contains a sub unit, activities, resources, etc.



The screenshot shows the SINTRA-elearning interface. On the left is a sidebar menu for 'EN-Module 1' with options: Participants, Economic, social and environmental sustainability, The dynamics of the Organisational Context and People, Organisational sustainability, People interaction inside the organisation, Resources, Dashboard, Site home, Calendar, Private files, My courses, and a list of EN-Modules 1 through 4. The main content area displays the title '1. Understanding the organisational context and its potential for sustainability-oriented development' and a sub-header 'Dashboard / My courses / EN-Module 1'. Below this is a large image of four business professionals in an office setting. A text block follows, explaining the module's purpose and production. At the bottom, there is an 'Announcements' section.



This screenshot shows the same SINTRA-elearning interface but with the 'Economic, social and environmental sustainability' section selected in the sidebar. The main content area displays the title 'Economic, social and environmental sustainability' and a sub-header 'In this chapter, we will present the general concepts of economic, social and environmental sustainability and we analyse the main characteristics of each one.' Below this is a list of topics: 'Economic, social and environmental sustainability', 'The dynamics of the Organisational Context and People', 'Organisational sustainability', 'People interaction inside the organisation', and 'Resources'. Each topic has a brief description and a small icon.

You click on the title of the activity/resource you want to open/view. The description of each resource is followed by an icon which informs you for the type of the resource.

The available types of resource or activities and the accompanying icons are as follows:



**Scorm:** The most common learning activity which opens in popup window



**Pdf:** Extra educational and support material is usually in this form. It opens in new/popup window



**Url:** Links to digital libraries, web resources, web sites etc.

**Attention:** Resources that open in popup window may be blocked by the security settings of your browser. So, you have to make the appropriate changes to allow popups from this specific URL.



**Zip:** Compressed file which need less hard disk space and can be transferred quickly to your PCs



**Quiz:** Several types of tests, usually assessment tests. It's a serie of questions to be answered. Different types of questions are available, like multiple choice, true-false, short answer, etc.). Answers are automatically graded by the system according the rules are set. Questions can be ordered in categories



**Assignment:** Trainer/teacher can assign projects to students, who have to upload them to the system. Trainer collects and grades the assignments, sends the results with comments.



**Forum:** Web discussion for all enrolled user to the same course

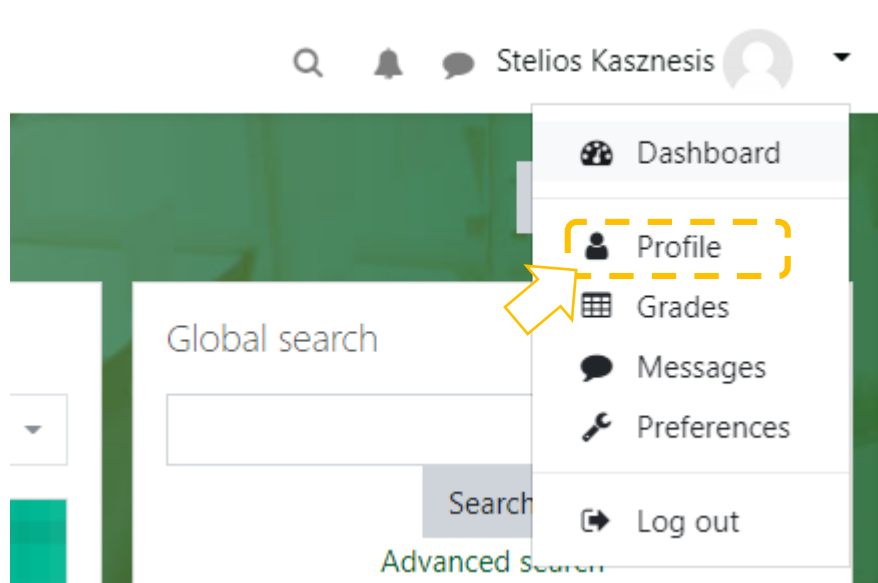


**Glossary:** A list with terms and terminology.

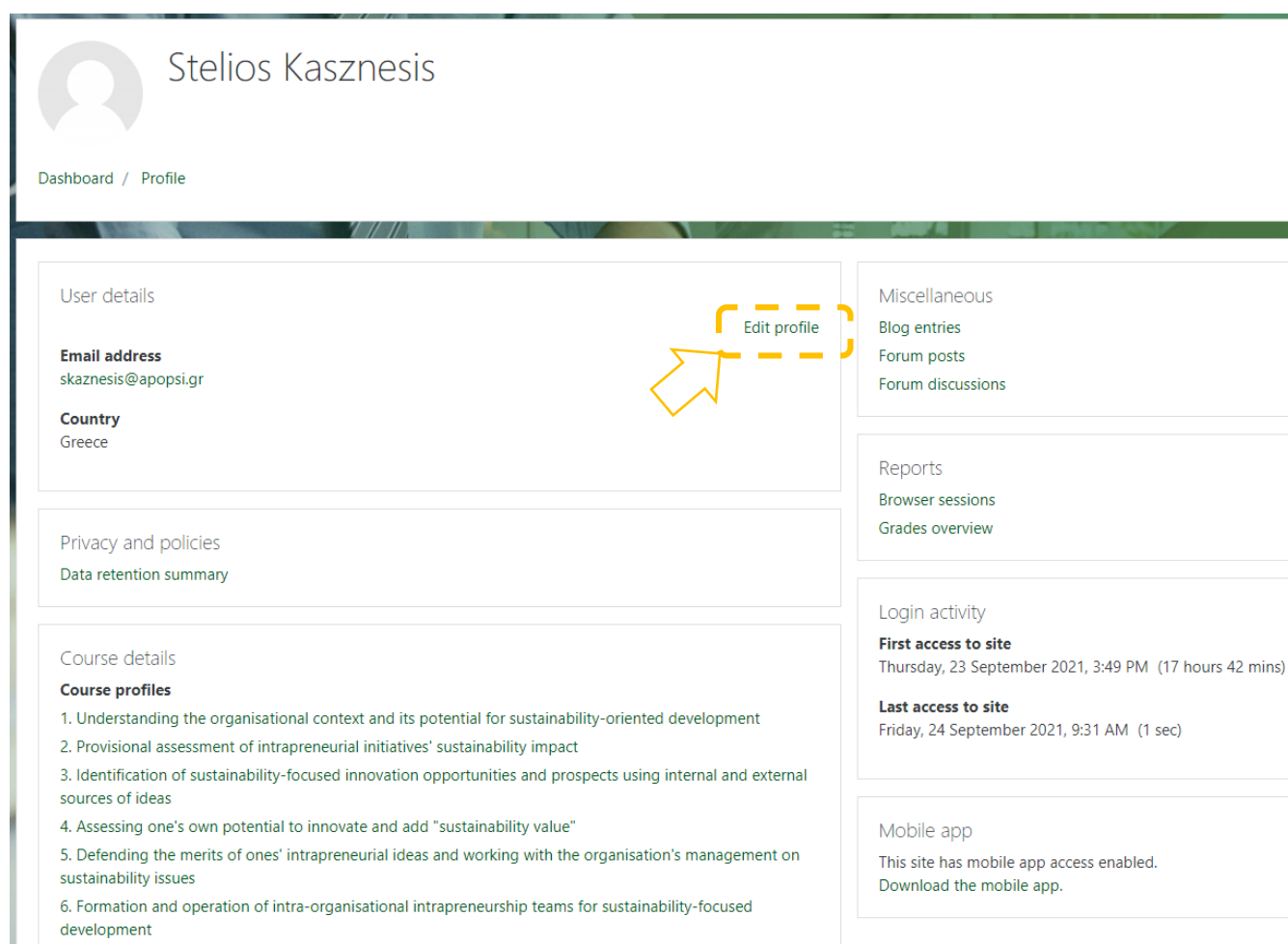
## Profile

As an authenticated user you can view and edit your profile information. Select your name on the top right corner and in the sub menu select **View profile**

In the next page you see your general information.

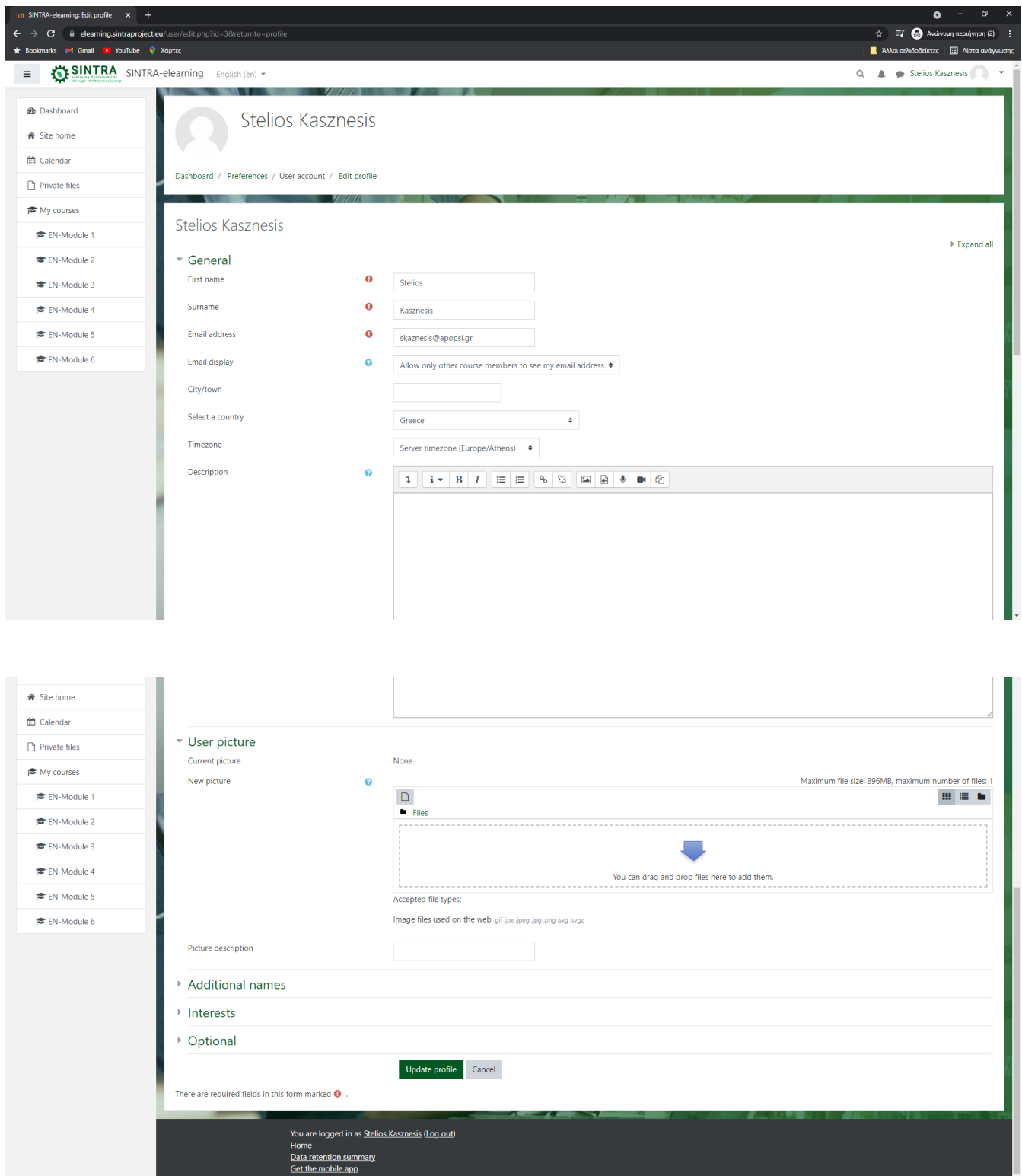


In order to change your profile information, you click the link **“Edit profile”**





Now you can edit your data.



SINTRA-elearning: Edit profile

elarning.sintraproject.eu/user/edit.php?id=3&returnto=profile

SINTRA-elearning English (en)

Dashboard / Preferences / User account / Edit profile

Stelios Kasznesis

Expand all

**General**

First name ❗ Stelios

Surname ❗ Kasznesis

Email address ❗ skaznesis@apopsi.gr

Email display i Allow only other course members to see my email address

City/town

Select a country i Greece

Timezone i Server timezone (Europe/Athens)

Description i

**User picture**

Current picture None

New picture i Maximum file size: 896MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

Accepted file types:  
Image files used on the web .gif .jpeg .jpg .png .svg .svgz

Picture description

**Additional names**

**Interests**

**Optional**

**Update profile** **Cancel**

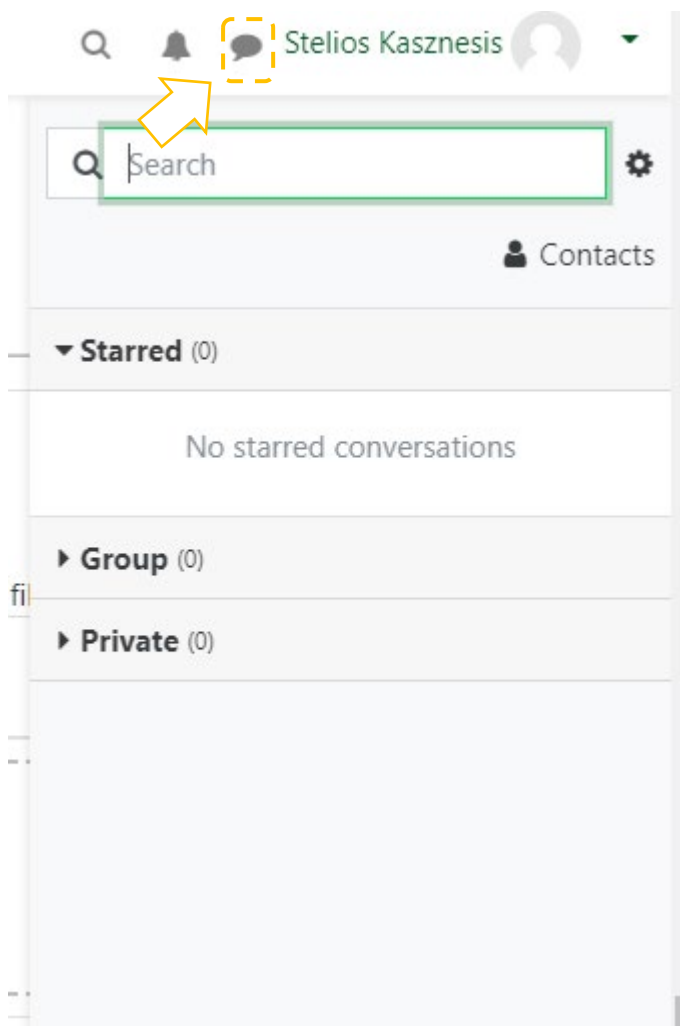
There are required fields in this form marked ❗.

You are logged in as Stelios Kasznesis (Log out)  
Home  
Data retention summary  
Get the mobile app

It's allowed you to change your personal data and contact details, to upload a profile picture which can your teachers and students can see. After you finish editing toy click on **Update profile** to save your changes.

## Messaging

The LMS gives you the ability to contact with other users (your teacher and classmates) with personal messages. You click on Messaging icon on the top bar left from your name.



## Annex

- Several learning activities and resources are opened in popup window. You have to take care of your browser security settings in order to allow popups from this specific URL. If you have an add-on for extra protection (Popup blocker) make the same settings, there.