

TRAINER's MANUAL

For the Learning Management System



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Home page, Login & Learning environment

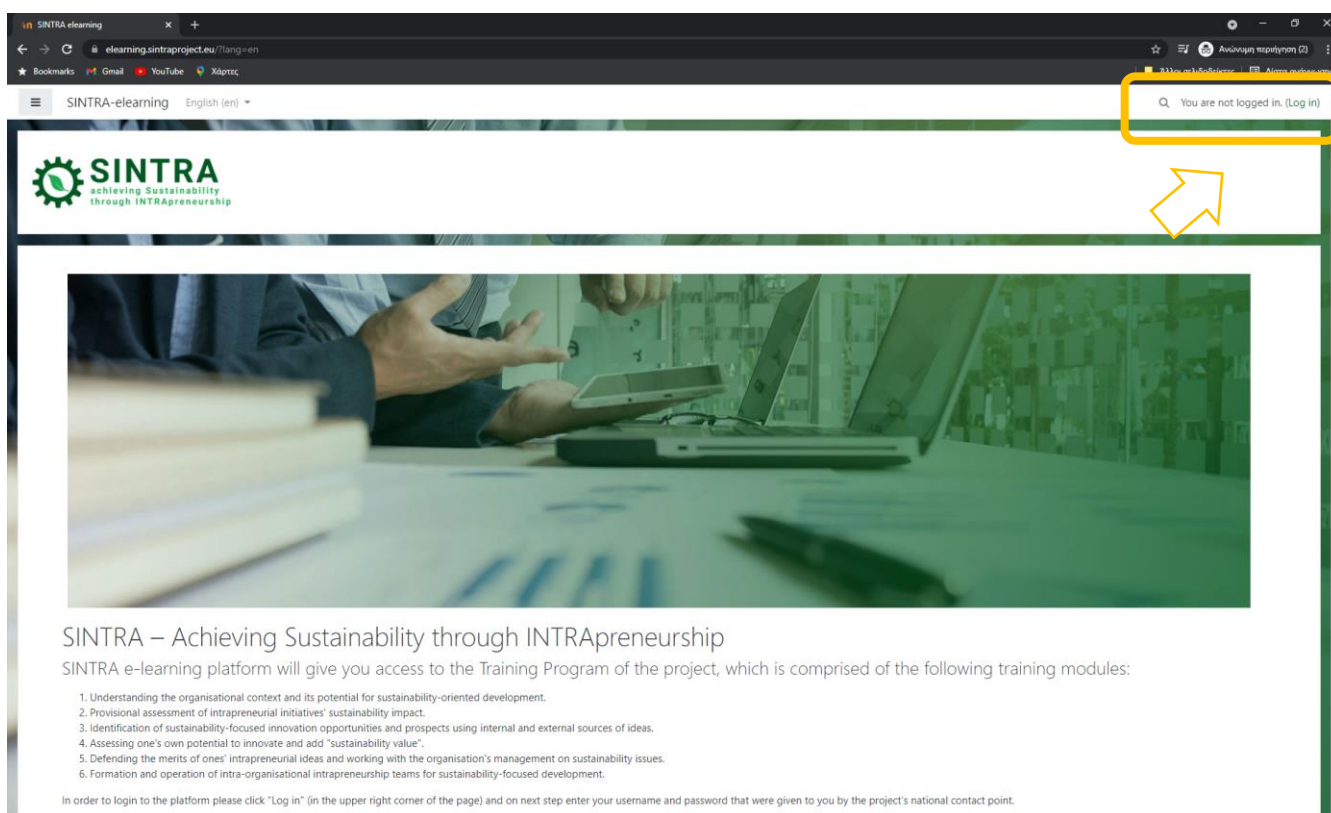
Information are following for browsing and using the LMS.

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/>. Alternatively, you can enter the platform through the project's website at the following URL: <https://sintraproject.eu/e-learning-platform/>

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.

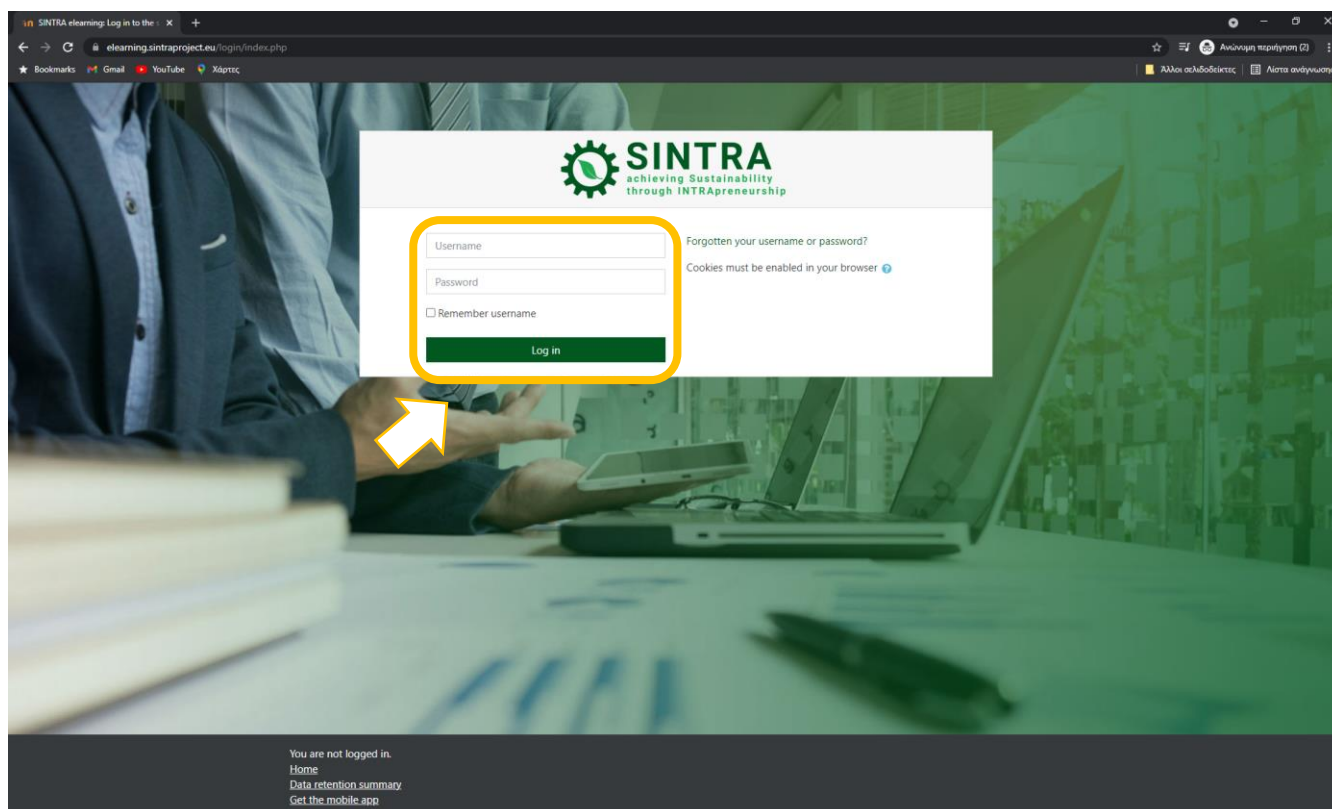


SINTRA – Achieving Sustainability through INTRAprenurship

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

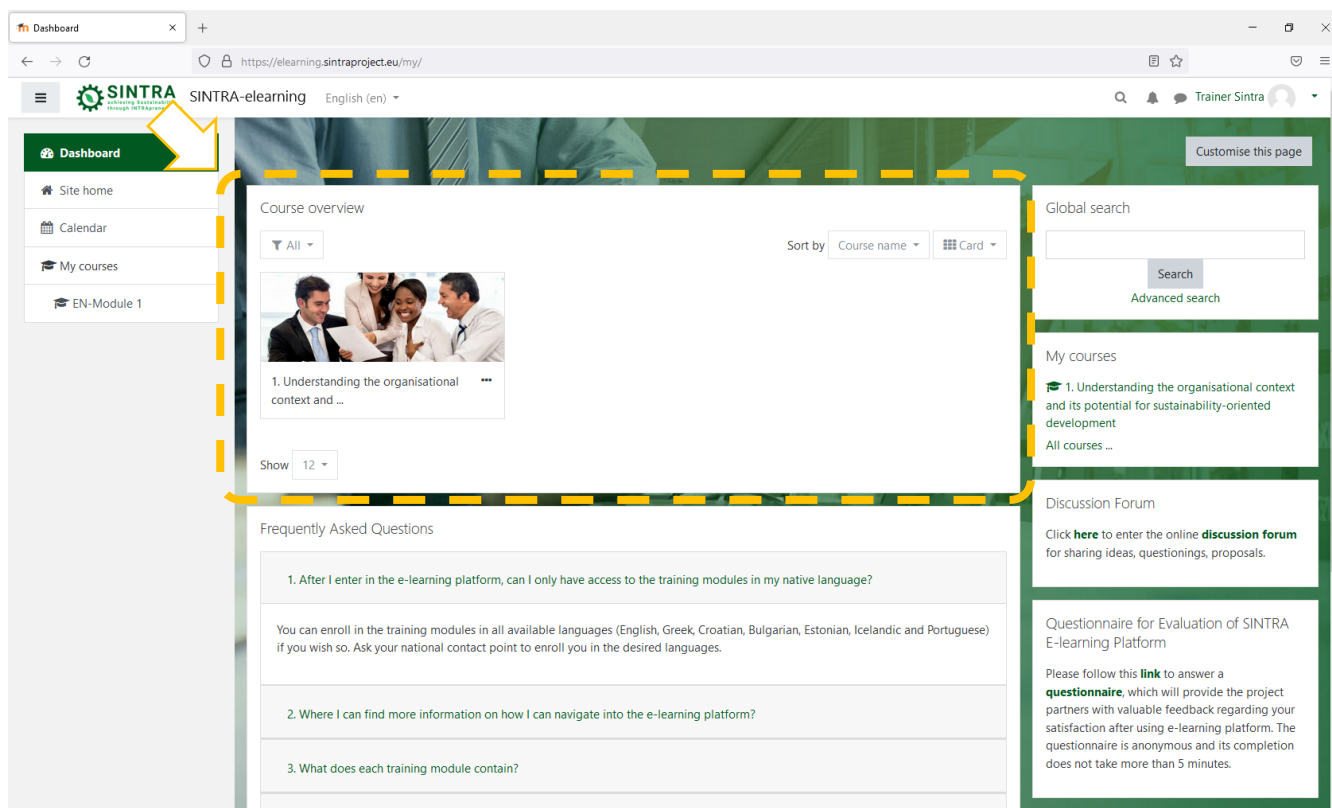
1. Understanding the organisational context and its potential for sustainability-oriented development.
2. Provisional assessment of intrapreneurial initiatives' sustainability impact.
3. Identification of sustainability-focused innovation opportunities and prospects using internal and external sources 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

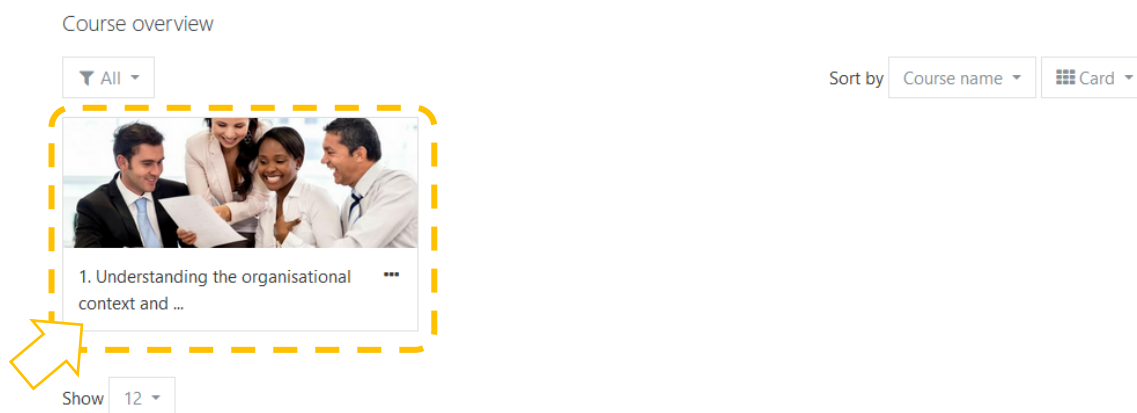
After the login procedure you are connected to the system and redirected to your **Dashboard**. In the “**Course overview**” section you can see the list with all the courses you are enrolled at and by clicking on them you can access their content.



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**

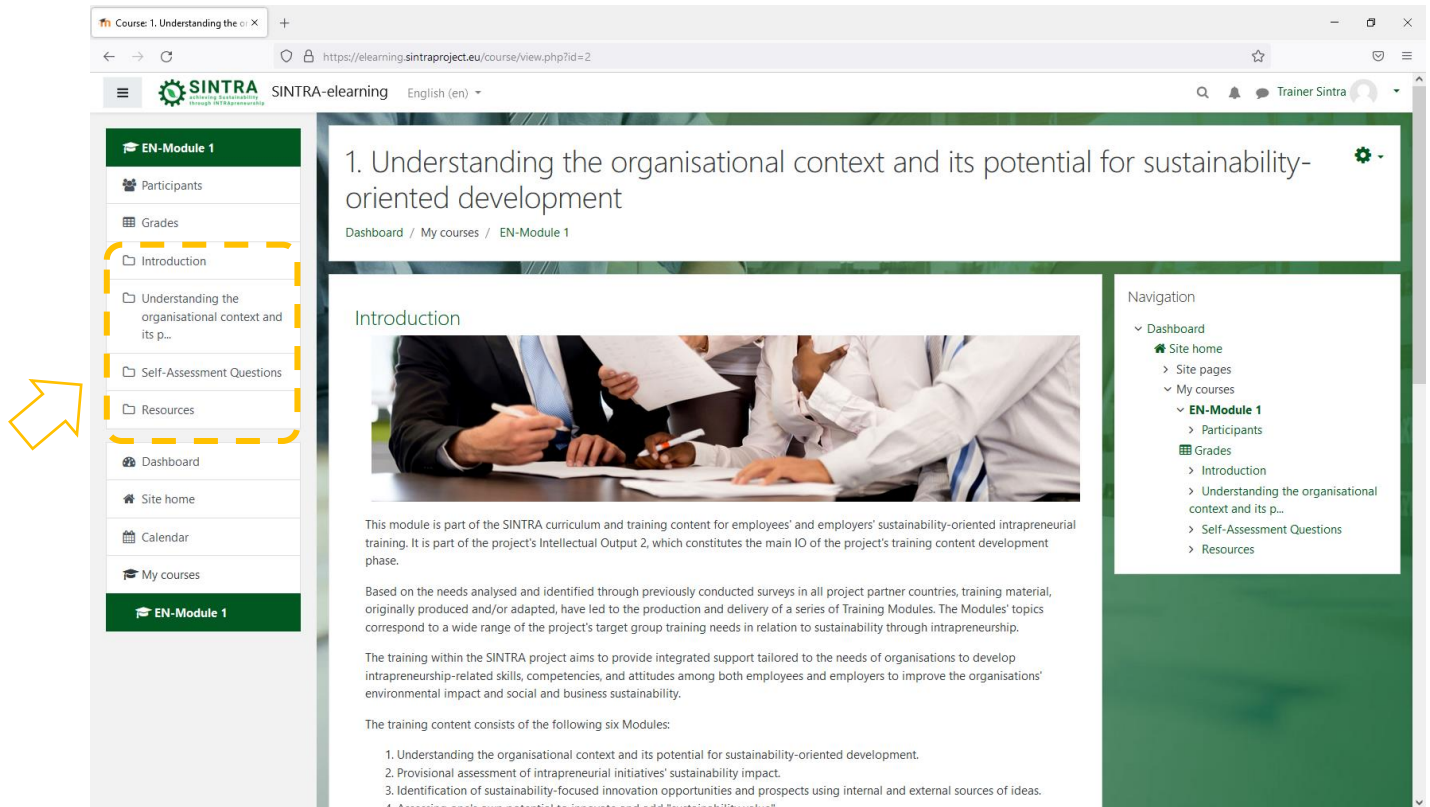
Enter a course

In **Course overview** block, you click on the course(s) you wish to enter. The list contains only the courses you are enrolled and a course/system administrator has given you 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.



Course: 1. Understanding the organisational context and its potential for sustainability-oriented development

Dashboard / My courses / EN-Module 1

1. Understanding the organisational context and its potential for sustainability-oriented development

Introduction

This module is part of the SINTRA curriculum and training content for employees' and employers' sustainability-oriented intrapreneurial training. It is part of the project's Intellectual Output 2, which constitutes the main IO of the project's training content development phase.

Based on the needs analysed and identified through previously conducted surveys in all project partner countries, training material, originally produced and/or adapted, have led to the production and delivery of a series of Training Modules. The Modules' topics correspond to a wide range of the project's target group training needs in relation to sustainability through intrapreneurship.

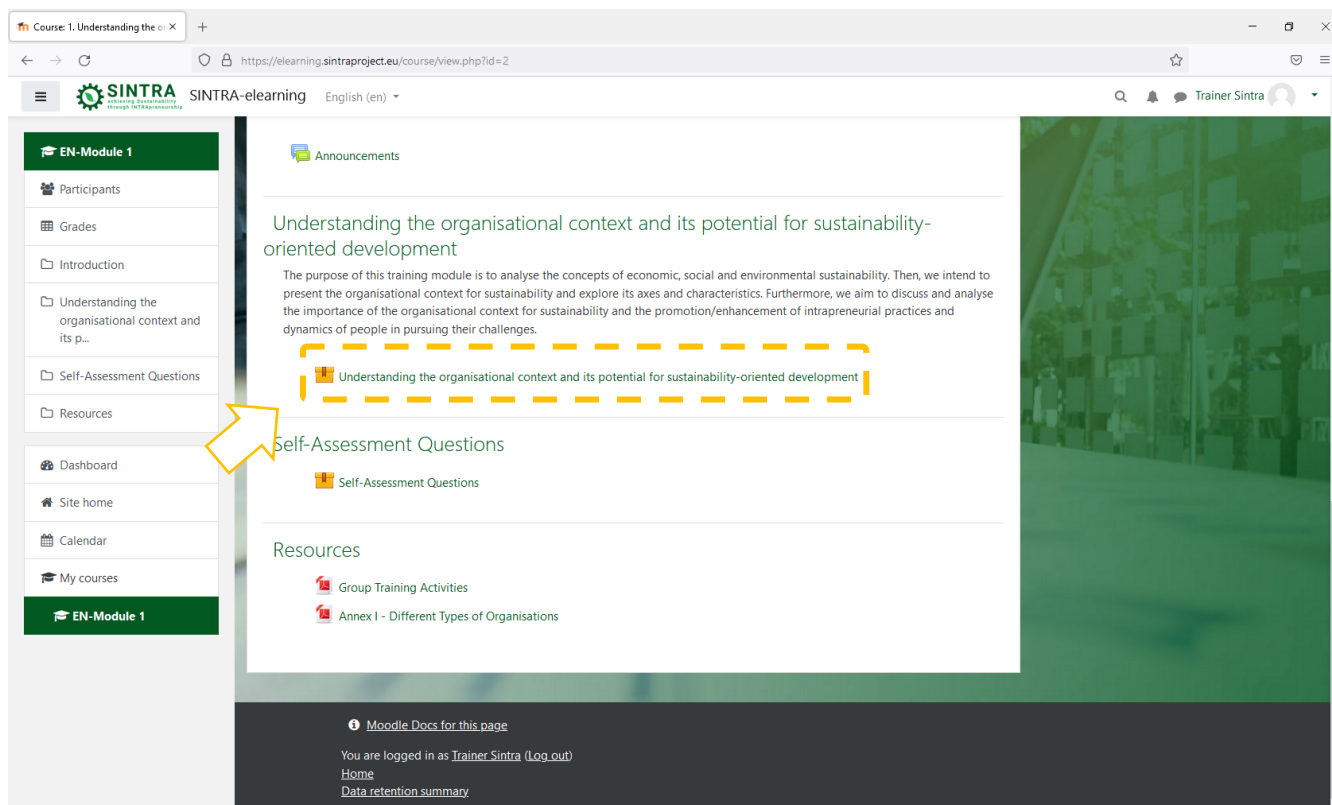
The training within the SINTRA project aims to provide integrated support tailored to the needs of organisations to develop intrapreneurship-related skills, competencies, and attitudes among both employees and employers to improve the organisations' environmental impact and social and business sustainability.

The training content consists of the following six 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".

Navigation:

- Dashboard
- Site home
- Site pages
- My courses
 - EN-Module 1
 - Participants
 - Grades
 - Introduction
 - Understanding the organisational context and its p...
 - Self-Assessment Questions
 - Resources



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 series 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

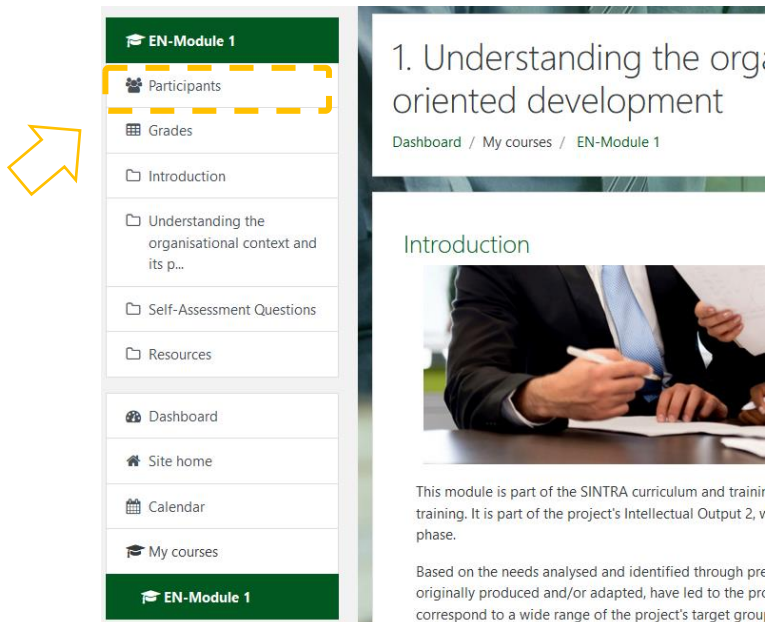


Glossary: A list with terms and terminology.

Collaboration with the trainees

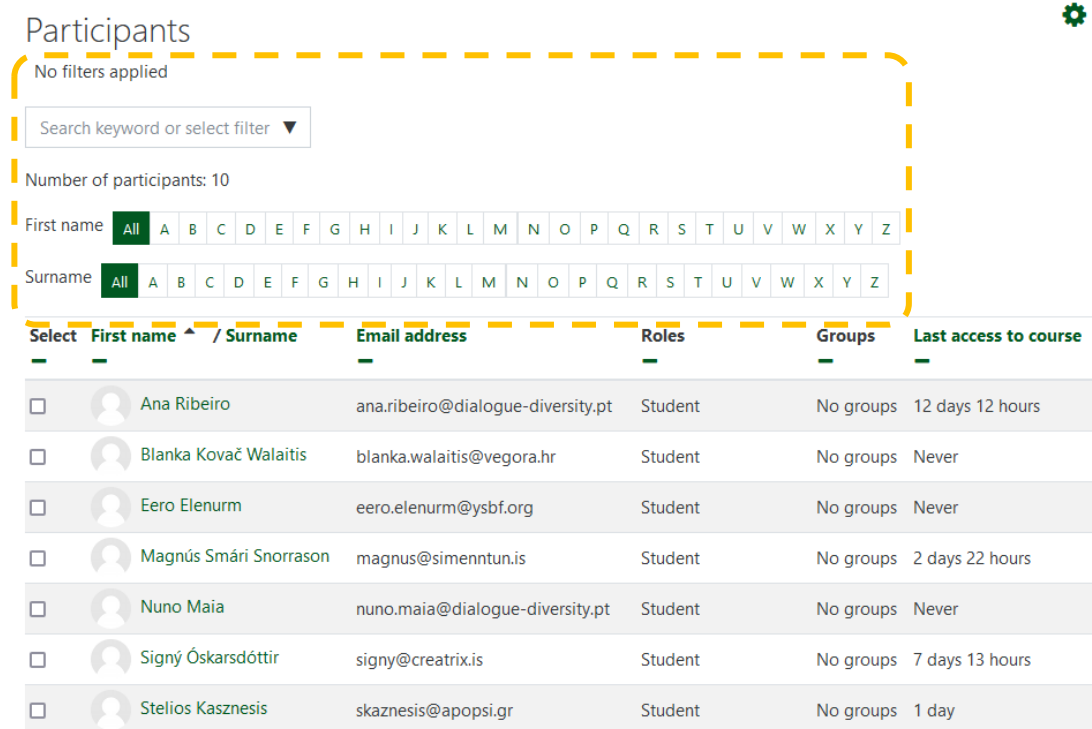
Participants list

As a trainer you can view all participants of your course. Click on **Participants** in the main menu (left side).



The screenshot shows the LMS interface. On the left, a sidebar menu is visible with the 'Participants' option highlighted by a yellow dashed box and a yellow arrow. The main content area displays the course title '1. Understanding the orga oriented development' and an 'Introduction' section with a photo of people working.


You can filter the results in the participant's list by keyword or name.



The screenshot shows the 'Participants' list interface. It includes a search bar, a filter dropdown, and a table of participants. A yellow dashed box highlights the search and filter area.

Select	First name ^ / Surname	Email address	Roles	Groups	Last access to course
<input type="checkbox"/>	Ana Ribeiro	ana.ribeiro@dialogue-diversity.pt	Student	No groups	12 days 12 hours
<input type="checkbox"/>	Blanka Kovač Walaitis	blanka.walaitis@vegora.hr	Student	No groups	Never
<input type="checkbox"/>	Eero Elenurm	eero.elenurm@ysbf.org	Student	No groups	Never
<input type="checkbox"/>	Magnús Smári Snorrason	magnus@simenntun.is	Student	No groups	2 days 22 hours
<input type="checkbox"/>	Nuno Maia	nuno.maia@dialogue-diversity.pt	Student	No groups	Never
<input type="checkbox"/>	Signý Óskarsdóttir	signy@creatix.is	Student	No groups	7 days 13 hours
<input type="checkbox"/>	Stelios Kasznesis	skasznesis@apopsi.gr	Student	No groups	1 day

By selecting a user, you can see more details like communication **information**, **reports**, etc. Also you can send a direct (internal) **message** or simple **add to your contacts**.



Ana Ribeiro
 Message
Add to contacts

User details

Email address
 ana.ribeiro@dialogue-diversity.pt

Country
 Portugal

City/town
 Lisbon

Privacy and policies
 Data retention summary

Course details
Course profiles
 1. Understanding the organisational context and its potential for sustainability-oriented development

Miscellaneous
 Forum posts
 Forum discussions










Reports
 Today's logs
 All logs
 Outline report
 Complete report
 Grades overview

Login activity
Last access to course
 Thursday, 30 September 2021, 11:34 PM (12 days 12 hours)

Messaging

A trainer can send a simple-text message to course participants as follows:

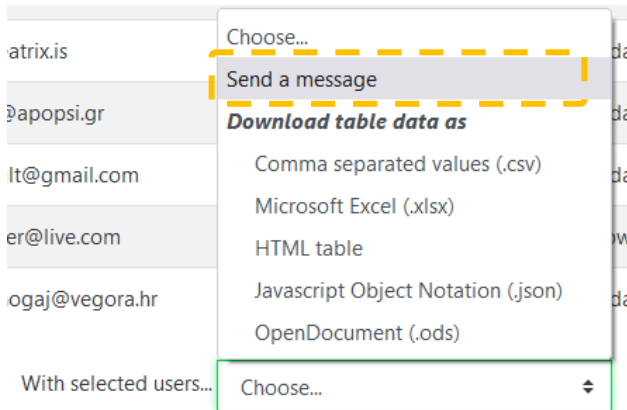
- Go to the **Participants** page (as described before).
- Select participants from the list or use the "Select all" button at the bottom of the list.

<input checked="" type="checkbox"/>		Blanka Kovač Walaitis	blanka.walaitis@vegora.hr	Student	No groups	Never
<input checked="" type="checkbox"/>		Eero Elenurm	eero.elenurm@ysbf.org	Student	No groups	Never
<input checked="" type="checkbox"/>		Magnús Smári Snorrason	magnus@simenntun.is	Student	No groups	2 days 22 hours
<input checked="" type="checkbox"/>		Nuno Maia	nuno.maia@dialogue-diversity.pt	Student	No groups	Never
<input checked="" type="checkbox"/>		Signý Óskarsdóttir	signy@creatix.is	Student	No groups	7 days 13 hours
<input checked="" type="checkbox"/>		Stelios Kasznesis	skaznesis@apopsi.gr	Student	No groups	1 day
<input checked="" type="checkbox"/>		Todor Todorov	tora.consult@gmail.com	Student	No groups	1 day 23 hours
<input checked="" type="checkbox"/>		Trainer Sintra	sintratrainee@live.com	Non-editing teacher	No groups	now
<input checked="" type="checkbox"/>		Violeta Crnogaj	violeta.crnogaj@vegora.hr	Student	No groups	5 days 1 hour

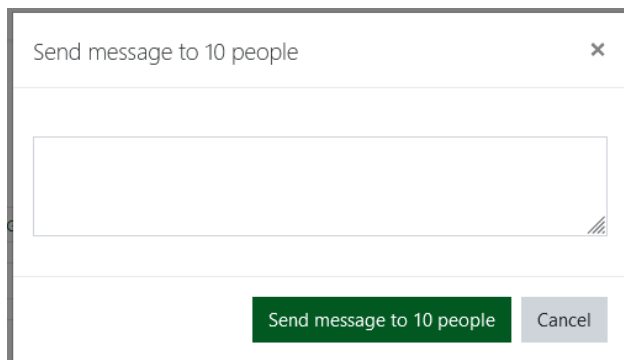
Select all
Deselect all
With selected users...

Choose...

- Choose "Send a message" from the "With selected users..." drop-down menu.

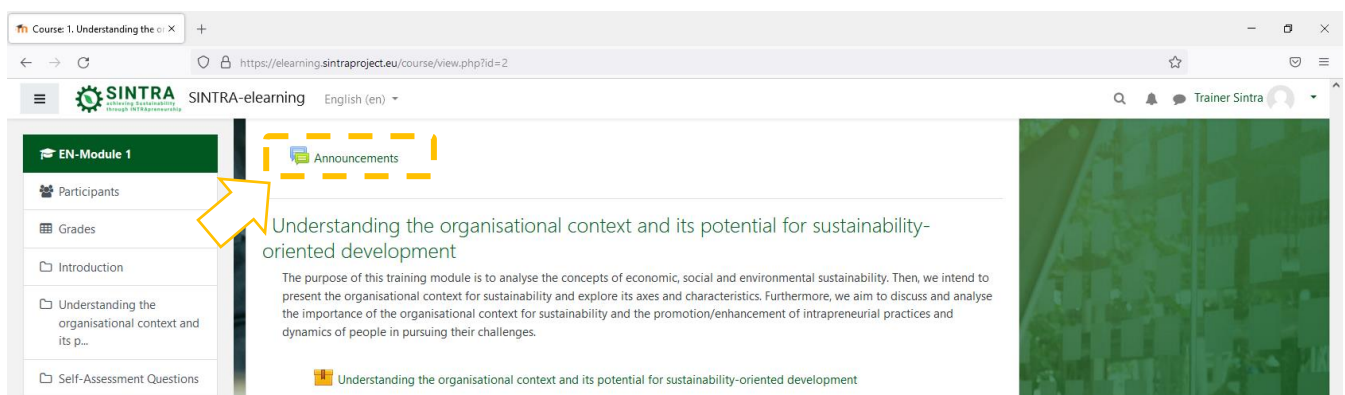


- After you finish typing your message, click the "Send message to..." button.



Announcements

"Announcements" is a special forum for posting news and announcements by the trainers or administrators. It can also be used by trainers to post (attach) additional training resources. Each subscribed user will receive a notification in his/her personal email whenever a new announcement is posted. In order a user to view/download the attachments files, he/she has to login to the platform and view the post in the "Announcements" forum.



In order to post a new announcement, click on the activity and then click on "Add a new topic" button.

Announcements

General news and announcements

Add a new topic

(No announcements have been posted yet.)

Fill in the “Subject” field and the “Message” body as they are mandatory fields. As you can see in the form, you can “pin” the topic (always be the first in the list), you can select a “Display period” and also attach files (Maximum file size: 50MB, maximum number of files: 2). When finished click on “Post to forum”.

Announcements

General news and announcements

▼ Your new discussion topic

Subject

Message

Attachment

1

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📷

📺

📄

☒ Discussion subscription [?](#)

2

📎

Files

☐ Pinned [?](#)

▼ Display period

Display start

?

13

October

2021

13

03

📅

☐ Enable

Display end

?

13

October

2021

13

03

📅

☐ Enable

Post to forum

Cancel

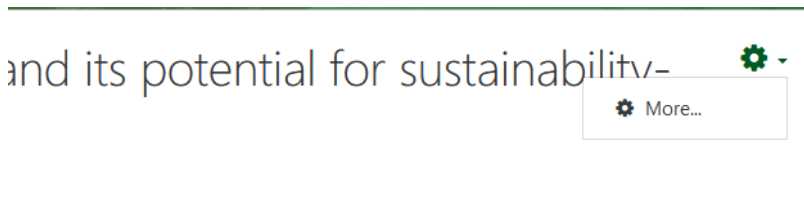
There are required fields in this form marked 1 .



Course logs

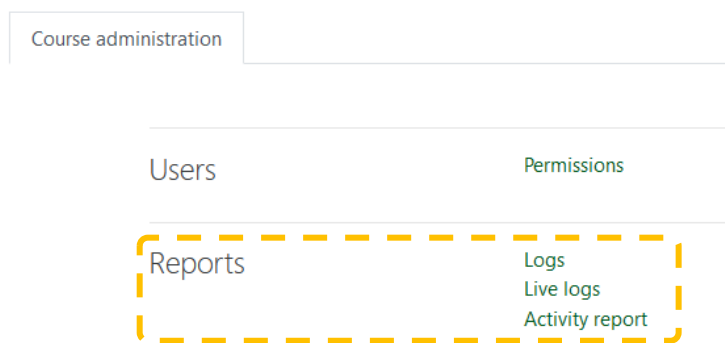
As a trainer you have access to several reports.

1. Browse to course page and click in the upper right corner on the spinning wheel
2. Select "More"



3. At the Course administration page is a list with the reports.

Course administration

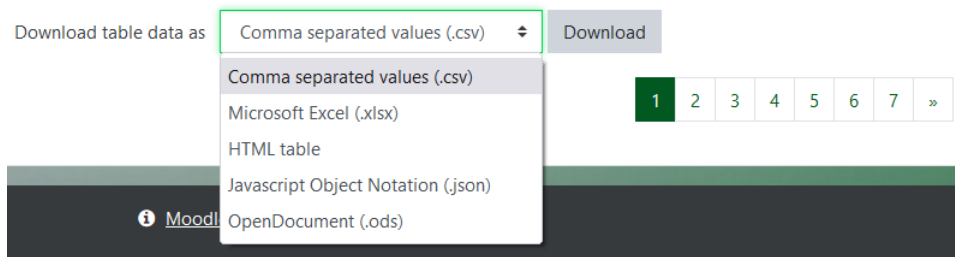


4. The results of each report can be filtered by:
 - Participant
 - Date
 - Activity
 - Action

Choose which logs you want to see:

1. Understanding the organisational context and its potential for sustainability-oriented development	All participants	All days
All activities	All actions	All sources
	All events	Get these logs

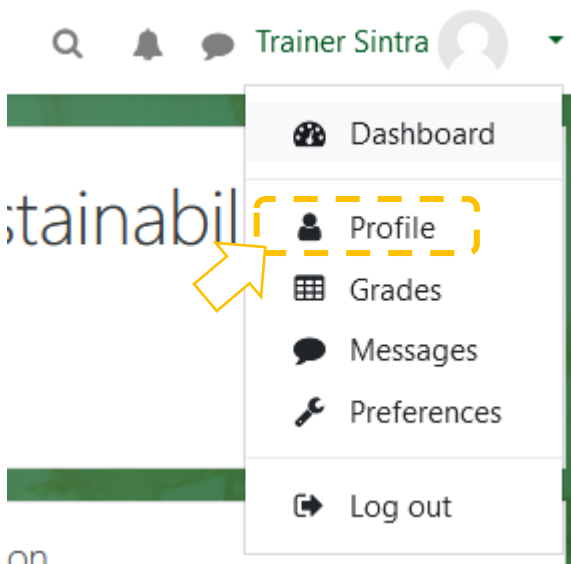
5. At the bottom of the results page is a dropdown list to select the file format for exporting data




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 can see your general information.



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



Trainer Sintra

Dashboard / Profile

User details

Email address
sintratrain@live.com

Country
Greece

City/town
Athens

[Edit profile](#)

Miscellaneous

Forum posts

Forum discussions

Privacy and policies

[Data retention summary](#)

Course details

Course profiles

1. Understanding the organisational context and its potential for sustainability-oriented development

Reports

Browser sessions

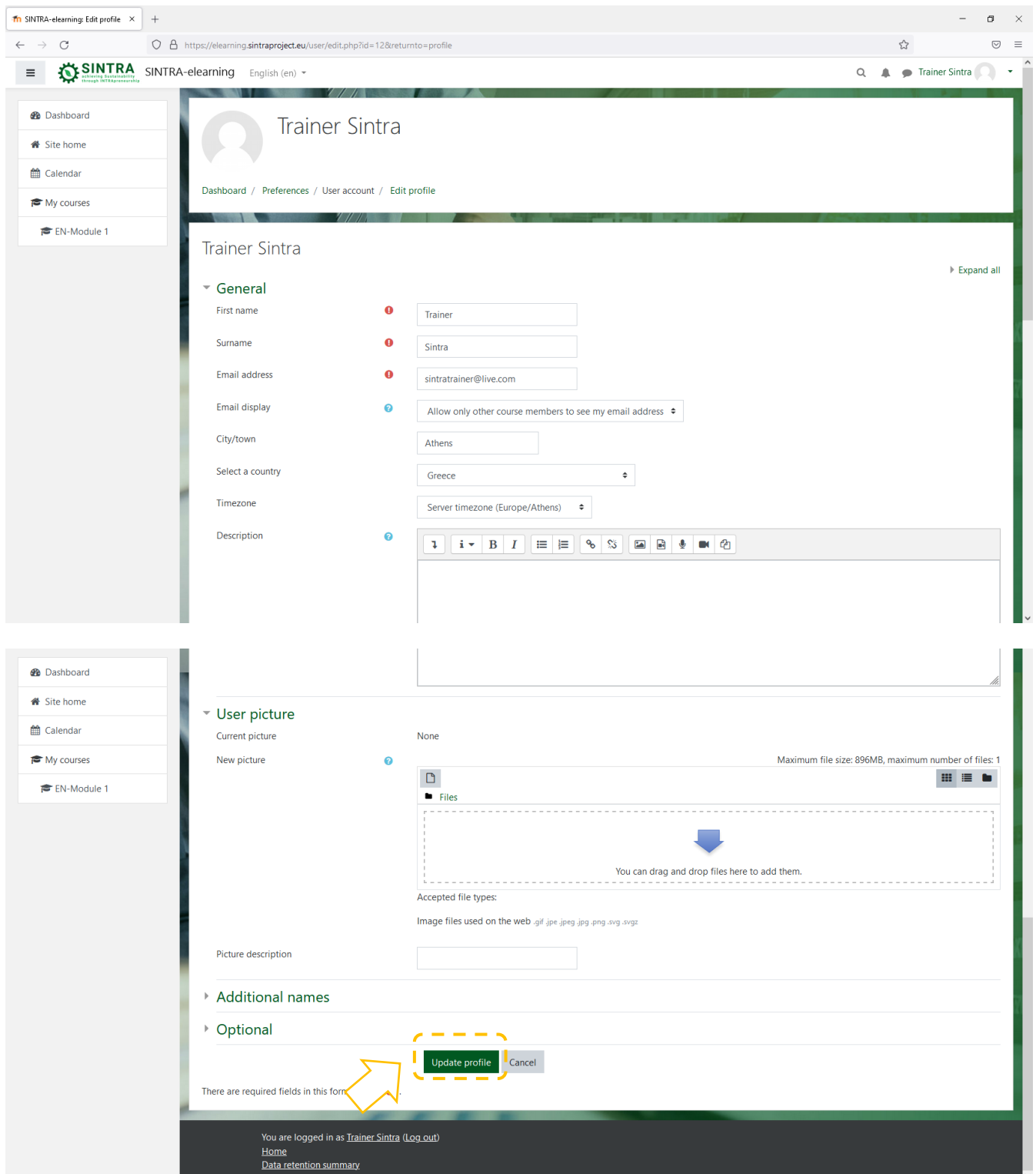
Grades overview

Login activity

First access to site
Wednesday, 13 October 2021, 10:

Last access to site
Wednesday, 13 October 2021, 11:

Now you can edit your data.



SINTRA-elearning: Edit profile

https://elearning.sintraproject.eu/user/edit.php?id=12&returnto=profile

SINTRA-elearning English (en)

Trainer Sintra

Dashboard / Preferences / User account / Edit profile

Trainer Sintra

Expand all

General

First name !

Surname !

Email address !

Email display ?

City/town

Select a country

Timezone

Description ?

Rich text editor toolbar

User picture

Current picture None

New picture ?

File selection interface

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

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

Picture description

Additional names

Optional

There are required fields in this form

You are logged in as [Trainer Sintra](#) (Log out)

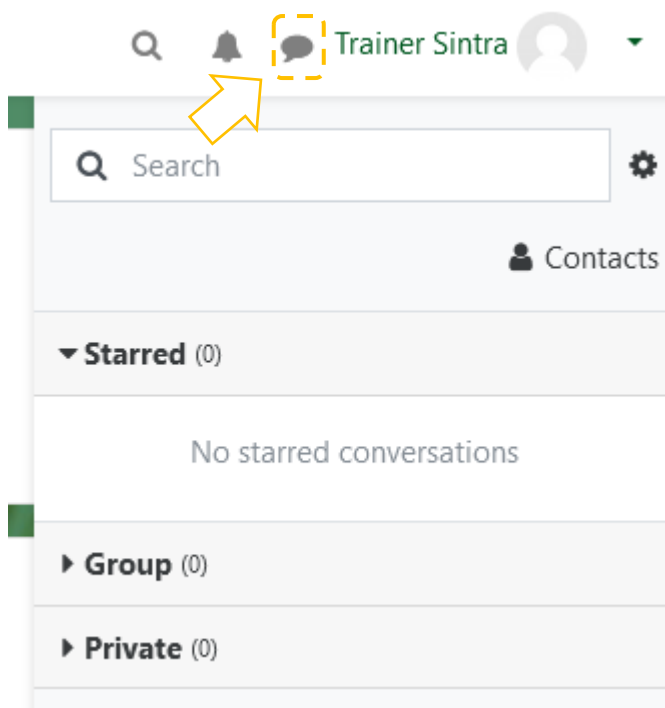
[Home](#)

[Data retention summary](#)

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, you must click on **Update profile** to save your changes.

Messaging

The LMS gives you the ability to contact with other users with personal messages. In order to do that, click on Messaging icon on the top bar left from your name.



Important notice

- 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.