TRAINER's MANUAL

For the Learning Management System

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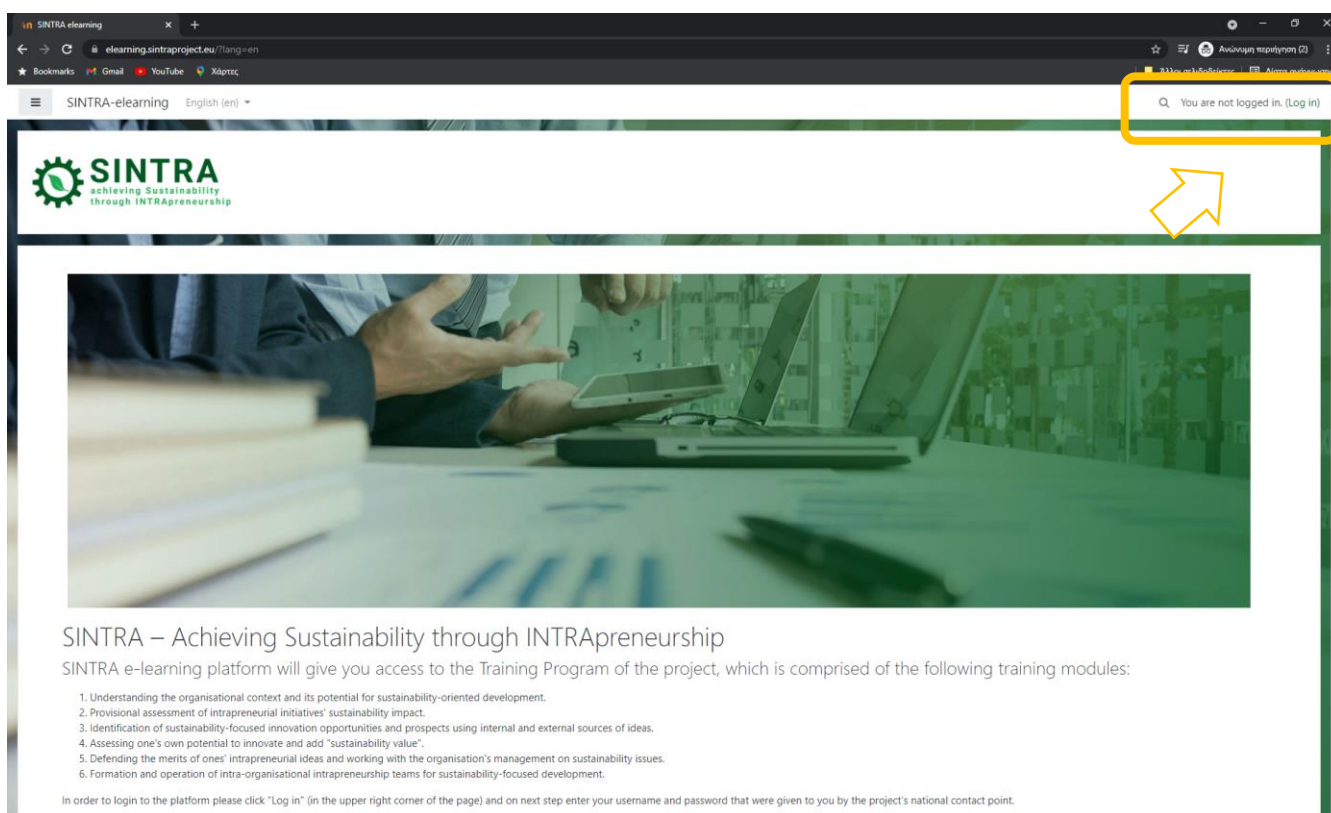## Home page, Login & Learning environment

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.
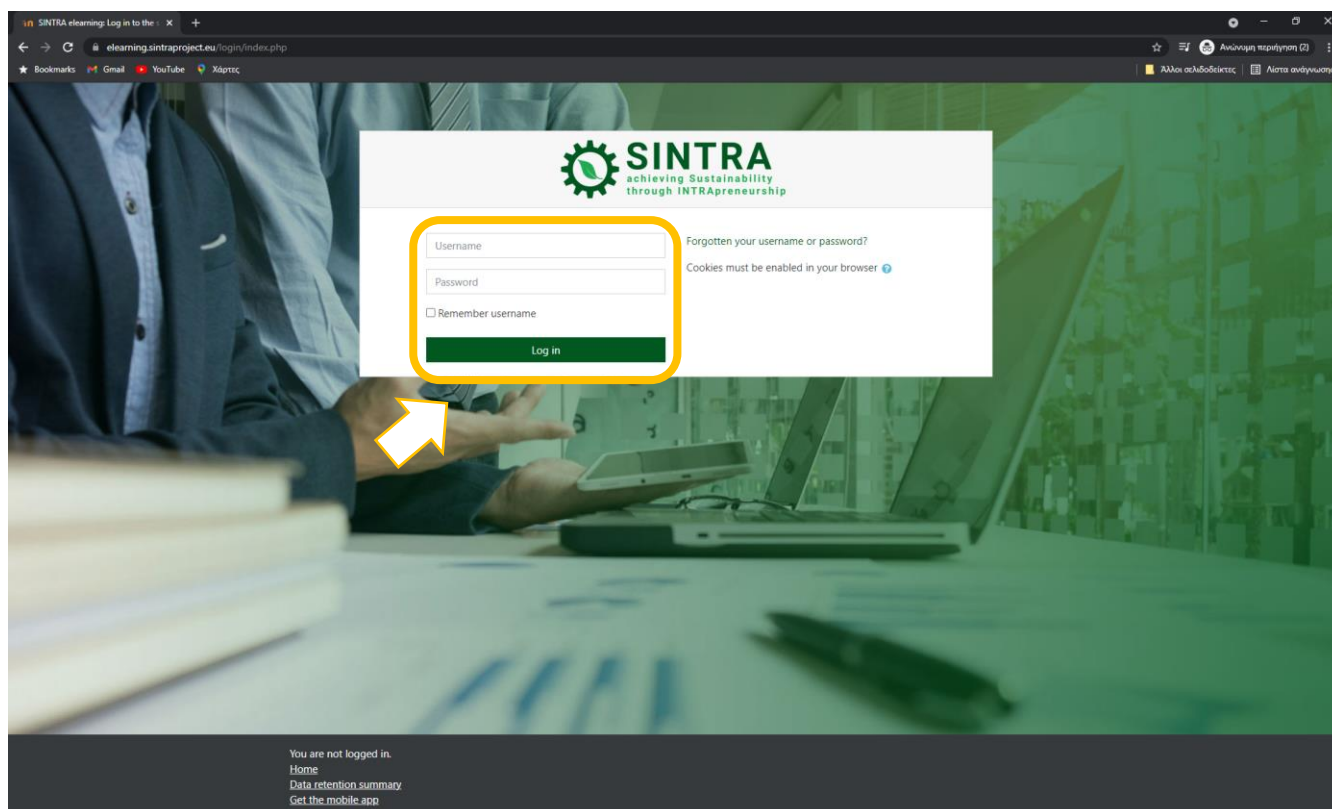
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Dashboard – Course overview

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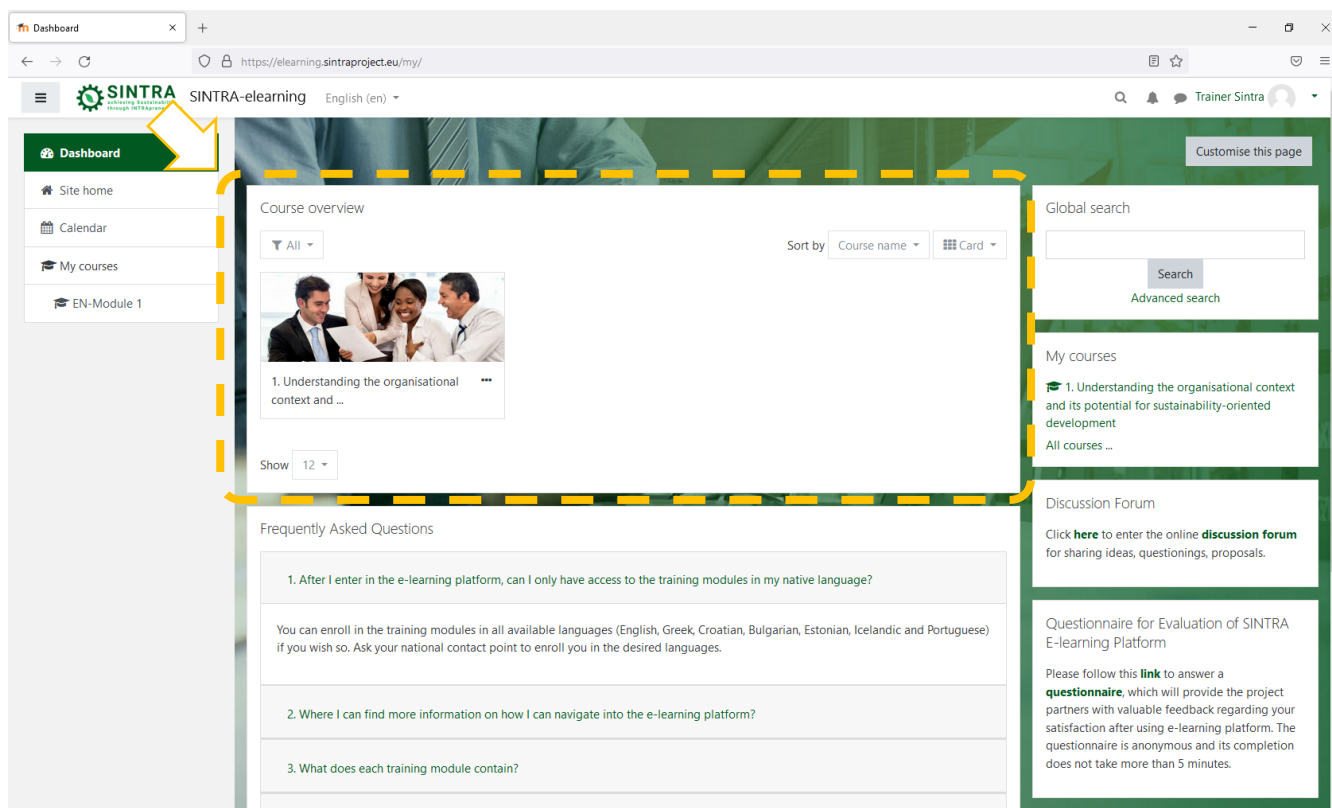
Your Dashboard is a personalized (for each system user) page, where you can quickly find information about your study, e.g. announcements, events, due dates for assignments, training calendar, etc. Each user can customize the layout and add/remove blocks of the dashboard by clicking the button **Customize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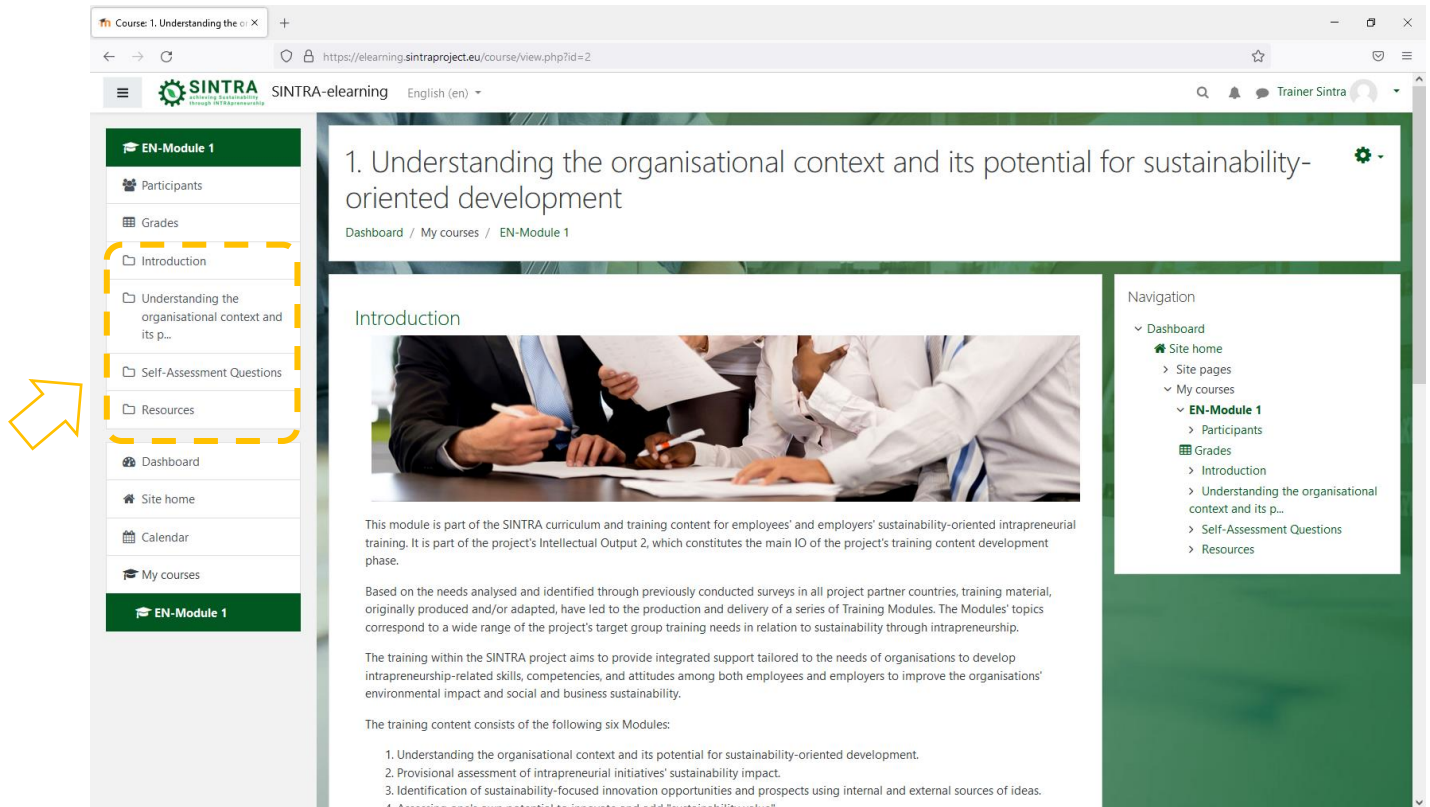
Enter a course

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.
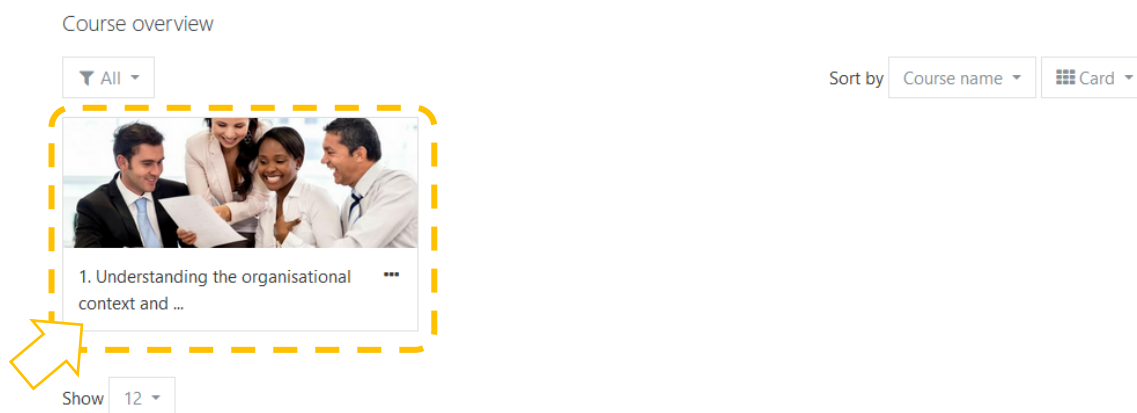
Course page

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

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.

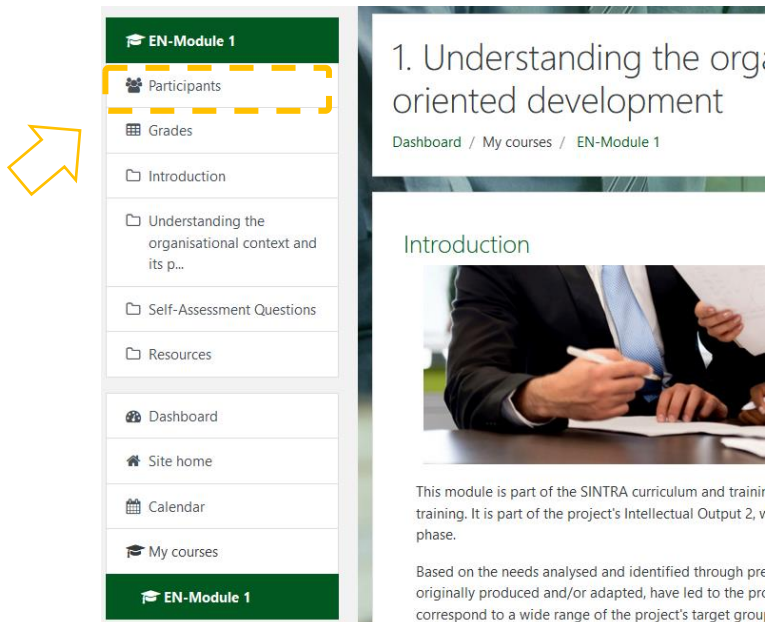**Forum:** Web discussion for all enrolled user to the same course

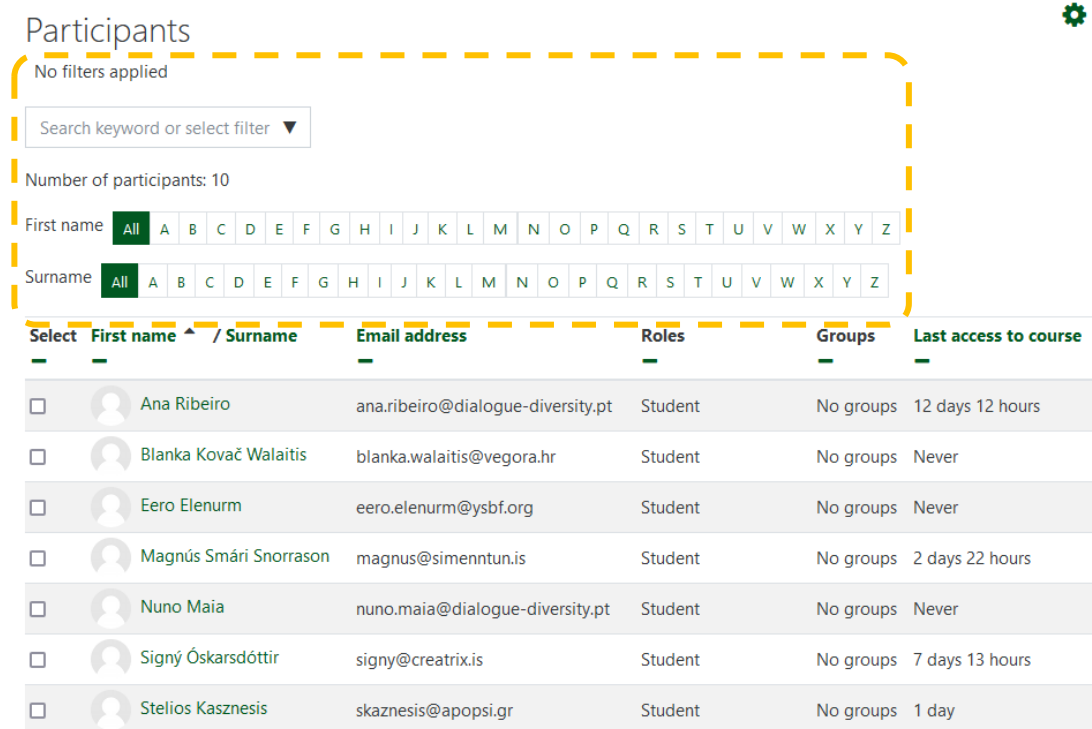**Glossary:** A list with terms and terminology.

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).

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

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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**.

Messaging

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

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

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

Select all   Deselect all   ❓   With selected users...   Choose...   ⇕

3. Choose "Send a message" from the "With selected users..." drop-down menu.
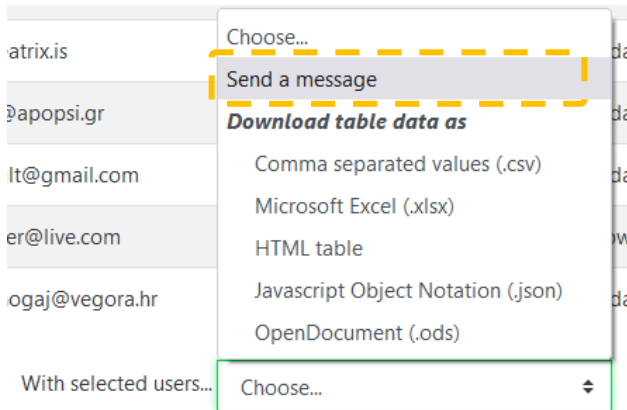
4. After you finish typing your message, click the "Send message to…" button.
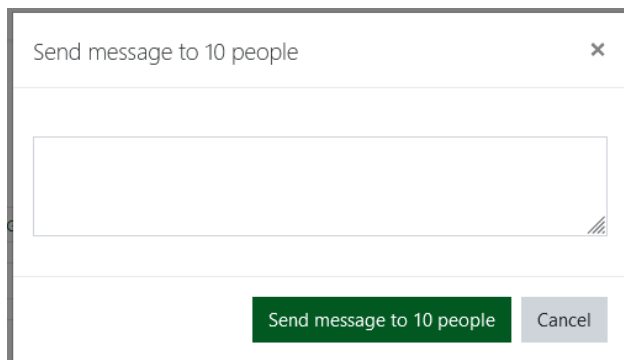
Announcements

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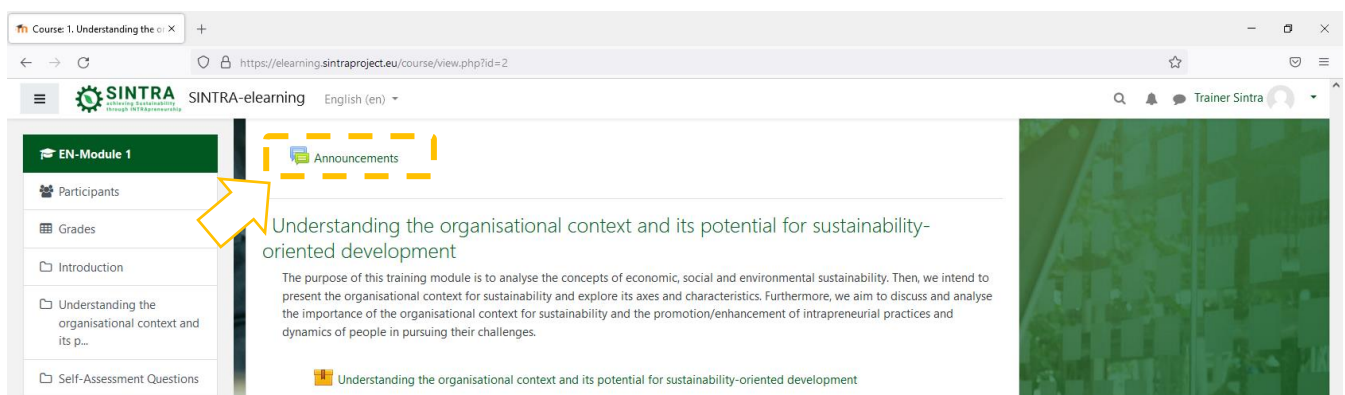
In order to post a new announcement, click on the activity and then click on "Add a new topic" button.

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

☑ Discussion subscription ❓

Attachment ❓

📄

📁 Files

☐ Pinned ❓

▼ Display period

Display start ❓ | 13 ◆ | October ◆ | 2021 ◆ | 13 ◆ | 03 ◆ | 📅 ☐ Enable

Display end ❓ | 13 ◆ | October ◆ | 2021 ◆ | 13 ◆ | 03 ◆ | 📅 ☐ Enable
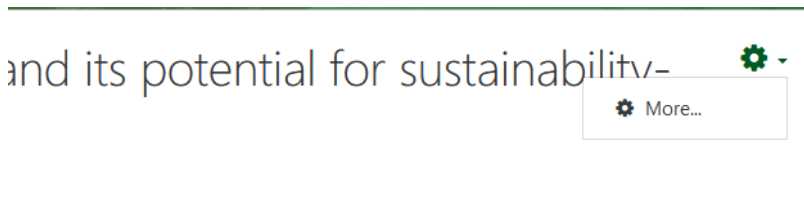
[Post to forum] Cancel

There are required fields in this form marked ❗ .

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"

and its potential for sustainability-

⚙ ▾

⚙ More…

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

Course administration

Course administration

Users	Permissions

| Reports	Logs
	Live logs
	Activity report
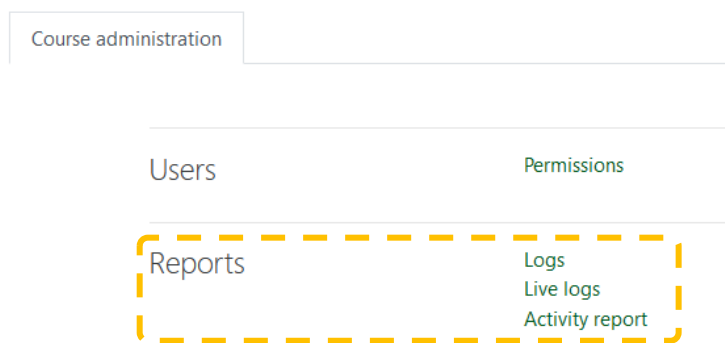
4. The results of each report can be filtered by:
   - Participant
   - Date
   - Activity
   - Action

Choose which logs you want to see:

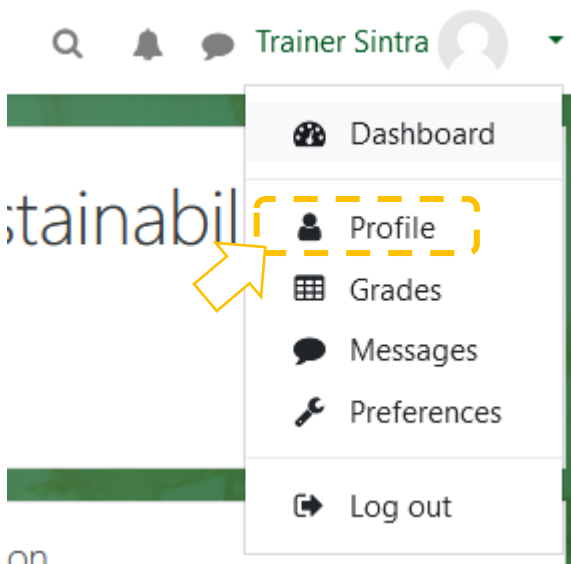| 1. Understanding the organisational context and its potential for sustainability-oriented development ⬍	All participants ⬍	All days ⬍
All activities ⬍	All actions ⬍	All sources ⬍	All events ⬍ ❓	Get these logs

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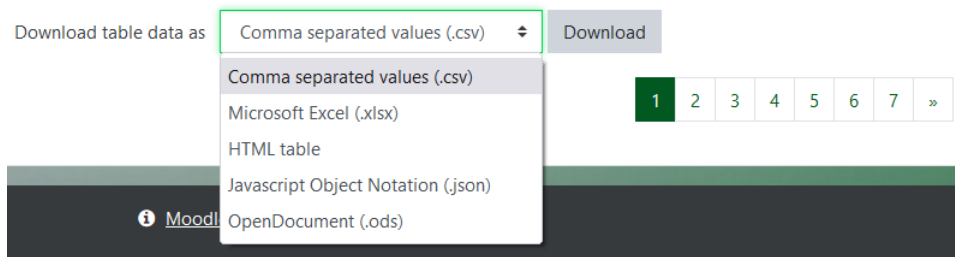
Profile

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"**

Now you can edit your data.

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.
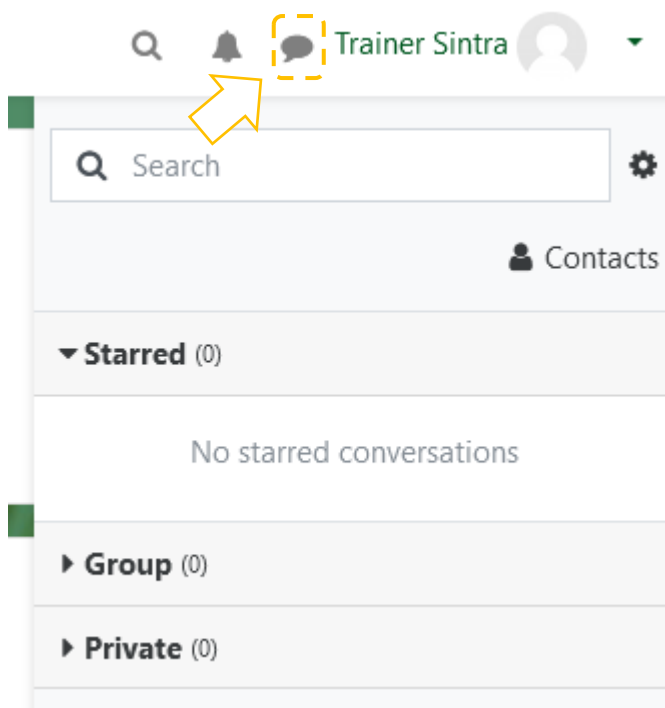
Important notice

- 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.