GREEN ENTREPRENEURSHIP TRAINING

2O16-1-DEO2-KA2O2-003277

CPD Training Programme for VET Staff
Module 7 – The Learning Platform

This project has been funded with support from the European Commission. This publication 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.

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Learning outcomes

• Knowledge and understanding the purpose of the learning management system

• Knowledge of the advantages of the learning management system

• Ability to use the learning management system

• Ability to understand the principles of the learning management system and being able to explain those to the GET-UP participants

• Ability to manage the online learning process

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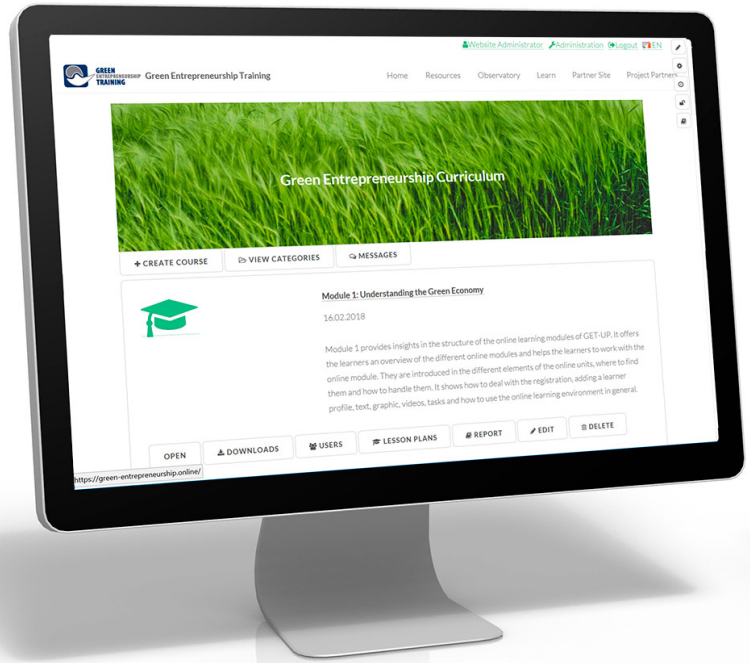
Module 7 – The Learning Platform



Introduction - What is Online learning?

Online learning is any form of learning conducted partly or wholly over the Internet.

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Platforms may include one or more of the following:

- virtual learning environment, like Moodle, Learn or Blackboard Collaborate
- wikis
- blogs
- discussion boards and forums
- video streaming services, e.g. YouTube or Vimeo
- virtual worlds, e.g. SecondLife

Benefits of learning platforms (Blog CAE)

1. Saving time and money

The use of LMS or learning platforms to create, manage and carry out educational and training programs saves businesses hours of time when compared to traditional methods. LMS allow the organisation, level of automatisation and programming in line with the needs of the learners and employees. The use of online classrooms reduces costs most of all in businesses where on many occasions employees have needed to travel for training sessions and stay in hotels etc.

2. Efficient management

Learning platforms allow effective complete overall control of administration, automatisation, communication with users, teachers and trainers, and of course content management. They allow efficient management of registrations/sign ups, and creation of groups and courses. The roles of tutors, students, supervisors and administrators can all be managed on the LMS, and notifications, reminders and messages to users can be administered easily.

3. Easy access to information

All of the information is structured in an organized way in the same place, making it accessible to all users. Courses, calendars, multimedia content, archives and evaluations are accessible in just one click. All learners have access to learning content and materials at any time and from any place where they have internet access.

4. Personalisation

Learning platforms also allow each institution or organization complete personalization. The corporate image and brand can be incorporated into the platform and different elements and features can be tailored to the company or organisations taste. They can be multi language platforms, or monolingual. The possibilities are endless and could also include systems for the evaluation of learners or exams/testing.

5. Up to date and immediate content

Learning Management Systems allow administrators instant access to update the content of courses, or to add materials and resources for students for immediate access.

6. Advanced reporting

These innovative management systems allow the creation, personalization and download of detailed reports outlining the progress of the learners, groups, completion of work, time taken etc which allows easy evaluation of their progress either as a group or individually.

7. Multimedia learning

The systems allow businesses and educational institutions to create multimedia learning content which is comprehensive and practical, using video, images, audio and text which all serve as great tools in learning new skills or information. Learners can also communicate with their trainers or teachers and their classmates via chat platforms and online forums, creating a more collaborative, interactive, attractive and personal learning environment.

8. Improved communication

LMS facilitate communication and collaboration between people, whether it be students and teachers or administrators and employees, or between all users of a platform with a permanently open channel of communication. They facilitate the overall management of communication: global or individual emails, messages, forums and agenda. An environment where the user can find all the important or vital information in just one screen.

9. Sales and commercialization

Finally, LMS can generate profit for businesses and institutions thanks to the sales of online courses via e-commerce, which can be managed and automated on the platform and paid for by credit card or bank transfer. Students can sign up to a course and pay easily online. There is no limit to the number of courses a student can sign up to, and no limit to the growth in student numbers and courses provided.

Benefits for tutors

1. the method of teaching becomes more interactive.
2. Teachers can prepare single document for all different types of students, so that they don't need to do it again and again.
3. Timing is also flexible for teachers, they can do this with continuation to their regular classes in schools.

Benefits for tutors

4. They can get more and more information on net, that they embed in their course materials.
5. Interaction with students become more appropriate. When students are sharing their problems with teachers, since it's not face to face they fear less and can ask their problems freely

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Benefits of learning platforms

Benefits for learners

1. Full flexibility to participate in education no matter if you are at work or have family obligations etc.
2. Personalized learning
3. Relevant and regulary updated content of education.
4. Studying at your own pace – possibility to visit and re-visit the learning resources whenever it suits the learner's schedule.

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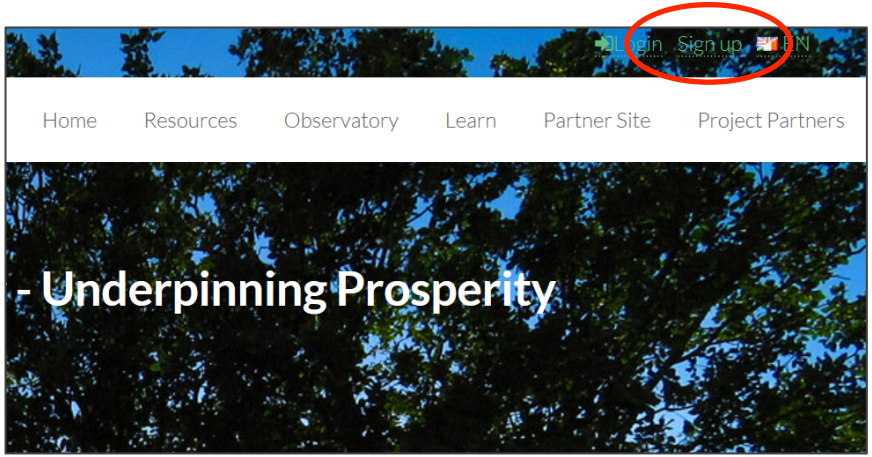
Benefits for learners

5. Time management skills are improved because students are forced to develop or to cultivate not only their self-discipline but their time-management skills.
6. Students can establish new ways of thinking and are able to get to know each other better through various actions which promote values such as teamwork and cooperation.
7. In online learning, students can take advantage of an extended network and even establish future business contacts.

Basic usage - https://green-entrepreneurship.online/



Registering and logging in

Some features on the website require users to login for example, to be able to save information about user progress, and allow interaction with other users.

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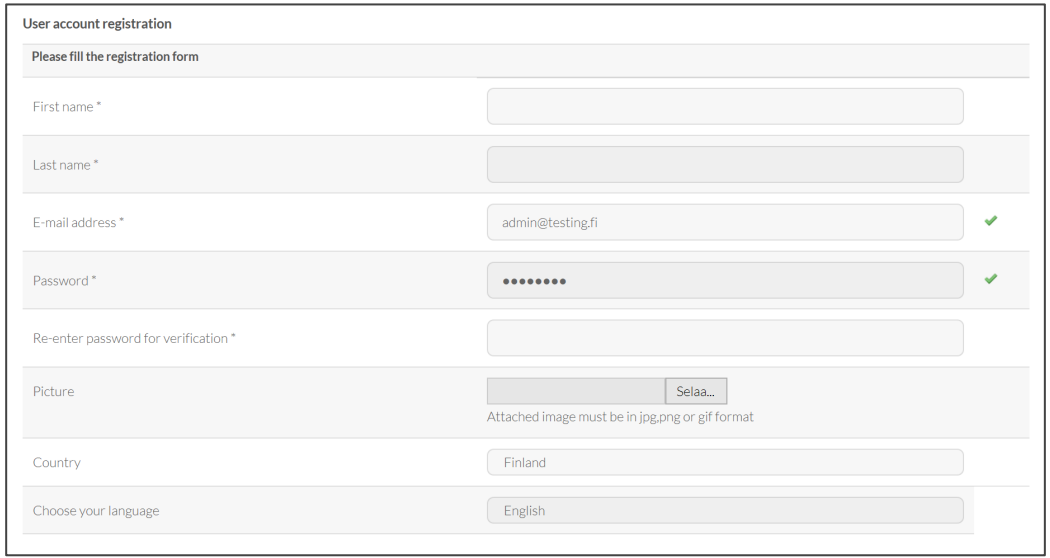
green-entrepreneurship.online - Basic usage



When you have filled in and submitted the registration form, your account is created and an activation e-mail is sent to your mail inbox.
Click on the link in the e-mail to activate your account and you're ready to login.

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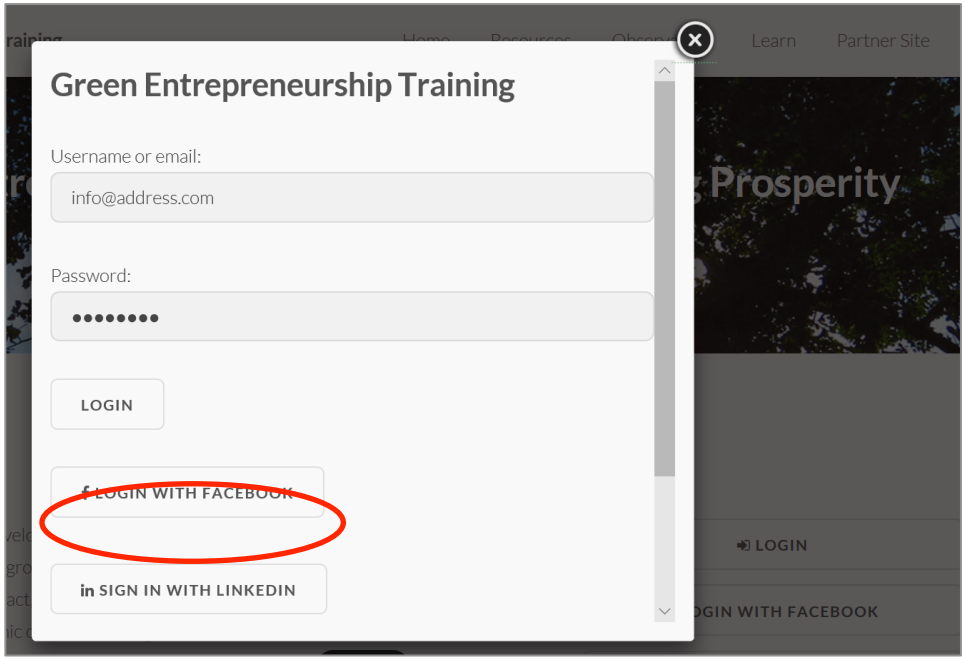

Logging in

You can now login using your e-mail address as Username and with password you chose in registration, or if you chose to use Facebook or LinkedIn login, simply by clicking the appropriate button.

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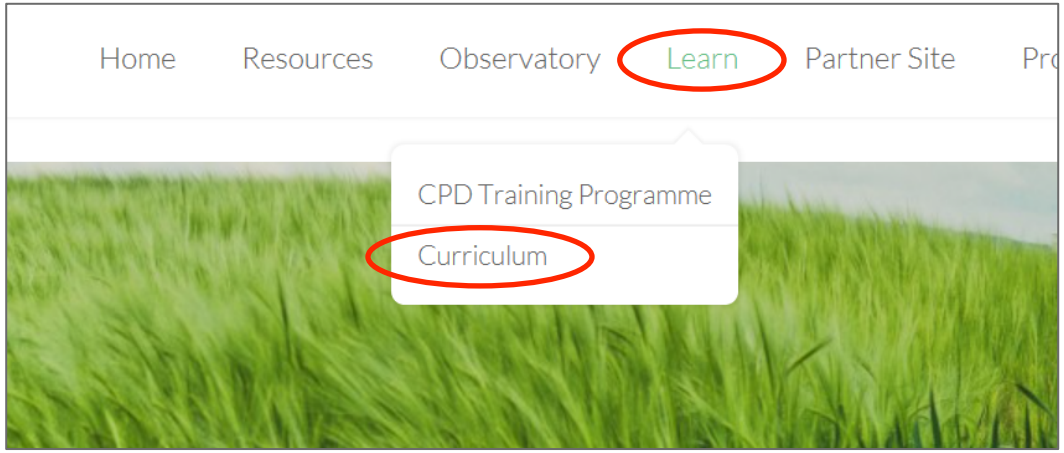
Taking a Course



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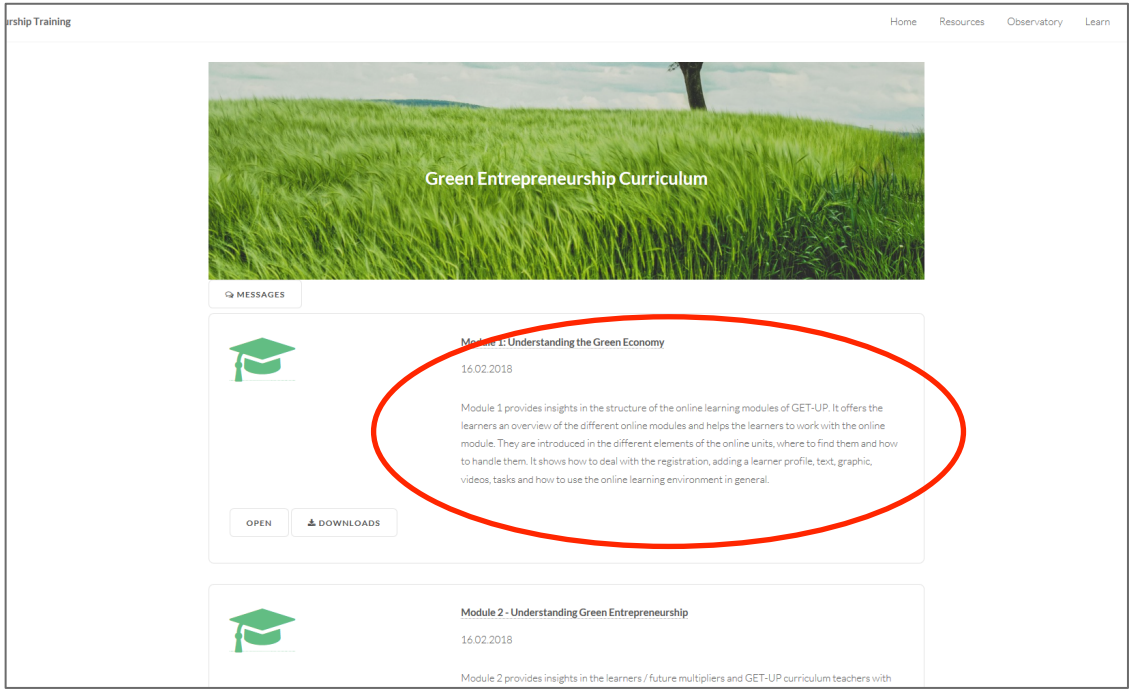

Navigate to the Curriculum, which you can find in the Learn dropdown menu Choose the course you want to start from the course list that will appear.

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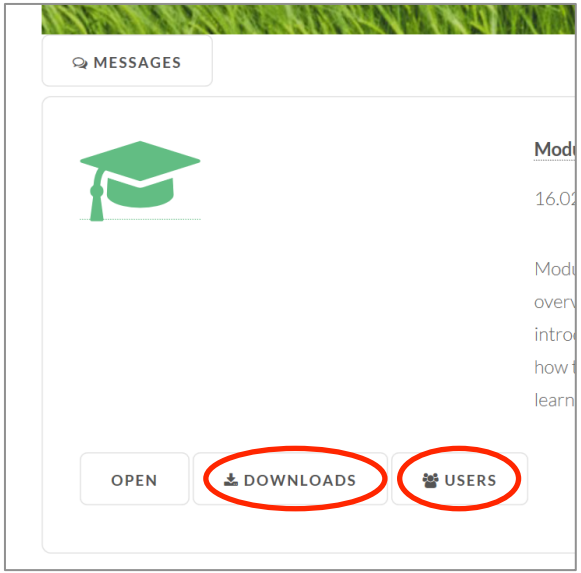

Downloads – download course materials for offline use

Users - view the participants. From the Users -page you can also send messages to other participants.

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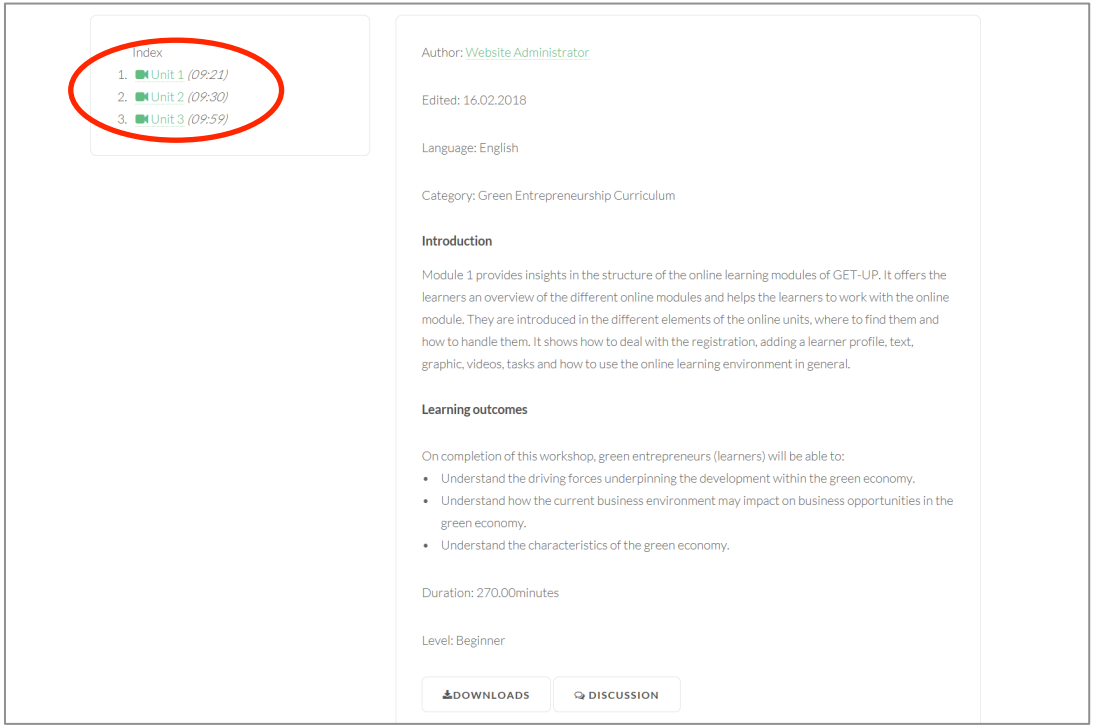

When you click on the **Open** button you get to the selected course. Some courses consist of several units or pages. You will find the index on the left pane for selecting content. The course information appears on the main pane.

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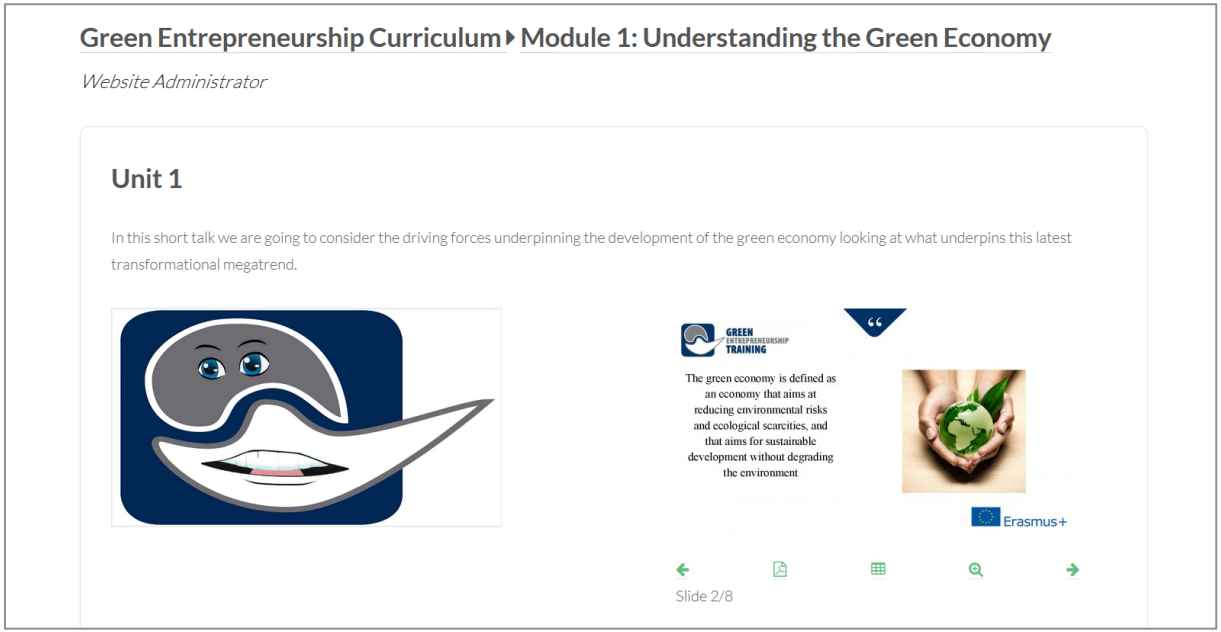

◈This is an example of what a learning Unit may contain: a video lecture with synchronized slides next to it. You can navigate the presentation using the buttons below the slide set. The Video will automatically follow your slide selection.

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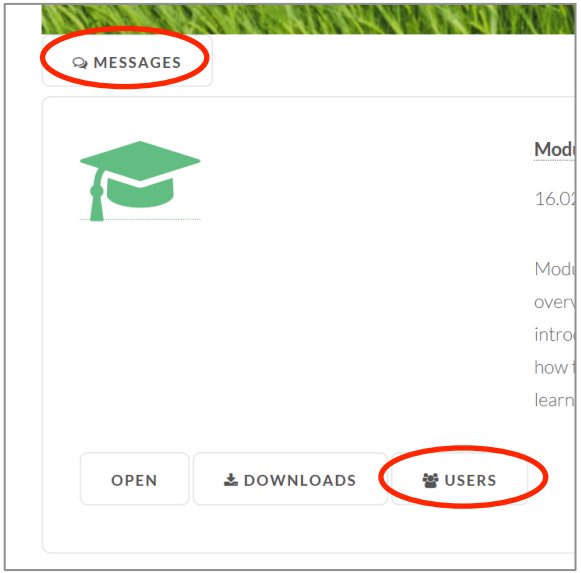
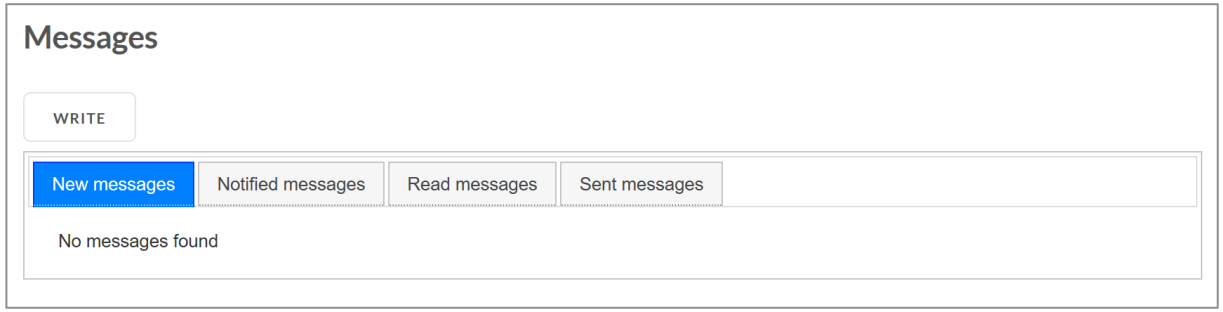
Messaging with other users



There are two ways to send messages to other users; Directly via the Messages feature, which takes you to your messaging Inbox, or navigating through the Users button to the list of users enrolled on the selected course.

Users - view the participants. In the Users page you can also send messages to other participants.

Messages view



Here you can view all the messages you have received.

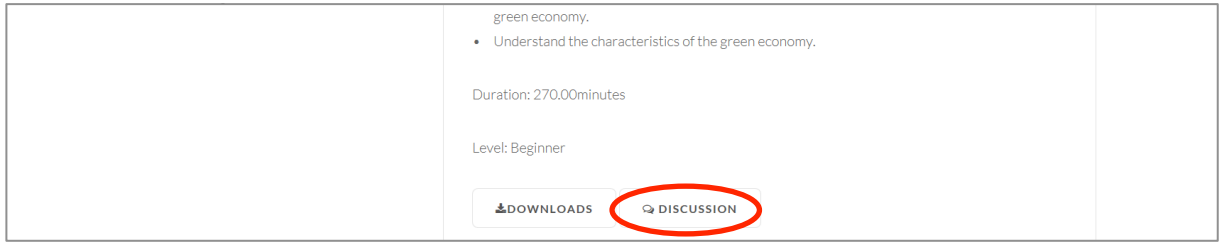
You also get an e-mail notification every time you receive a message, or if you have chosen to get a digest message, a collection of new messages is sent with the interval you have selected.

Messages view

Click **write** and fill in Subject and Content. Choose the recipient from the list.

Discussion Forum

Open discussion forum by clicking discussion on the bottom of the



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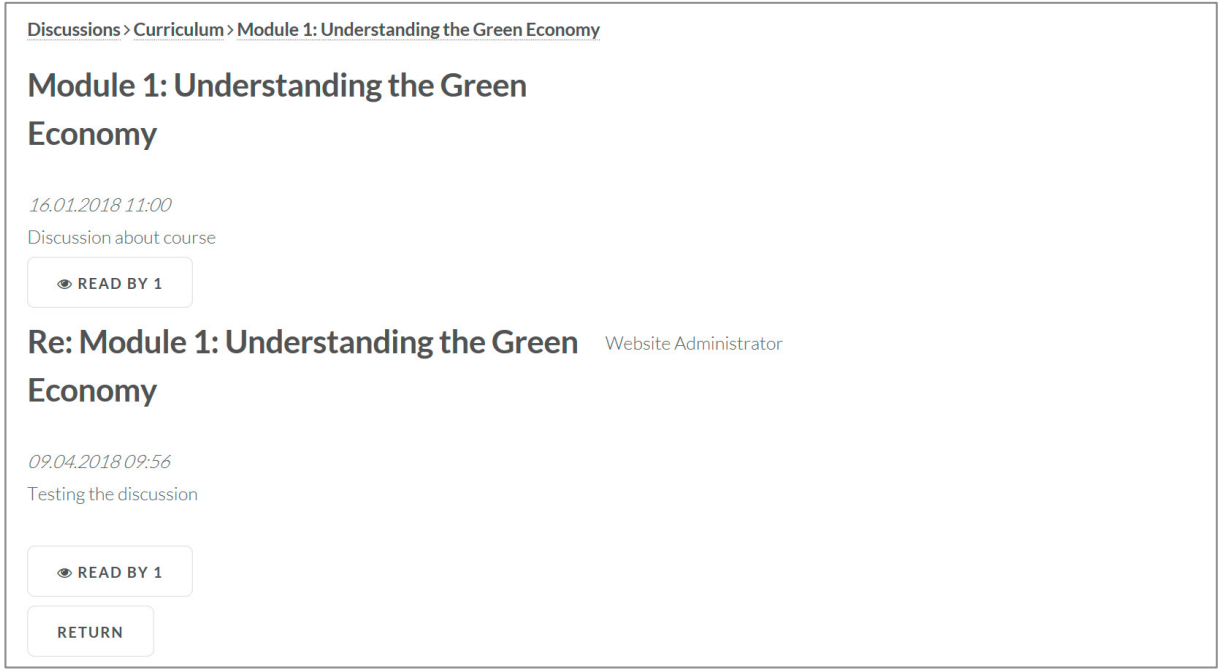

This will take you to the discussion thread about the selected course. You can view previous messages and add your comment to the thread.

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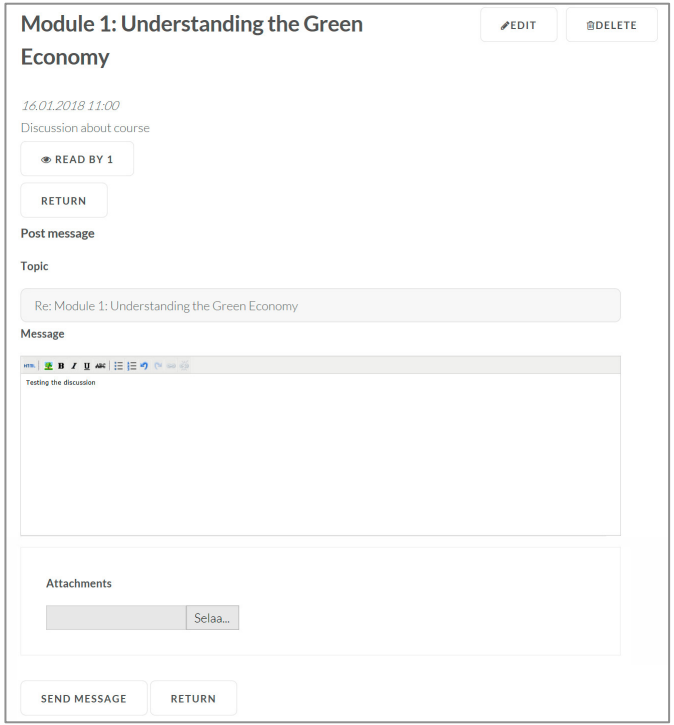

You can also add attachments to the messages. Discussion messages are visible to all registered users visiting the forum, so remember to follow good manners when posting!

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Advanced usage

This section will take you through some of the features available for Teachers and Tutors

Each course in the Learning environments consists of basic information, and one or more content pages, which can be media or text content, and related attachments.

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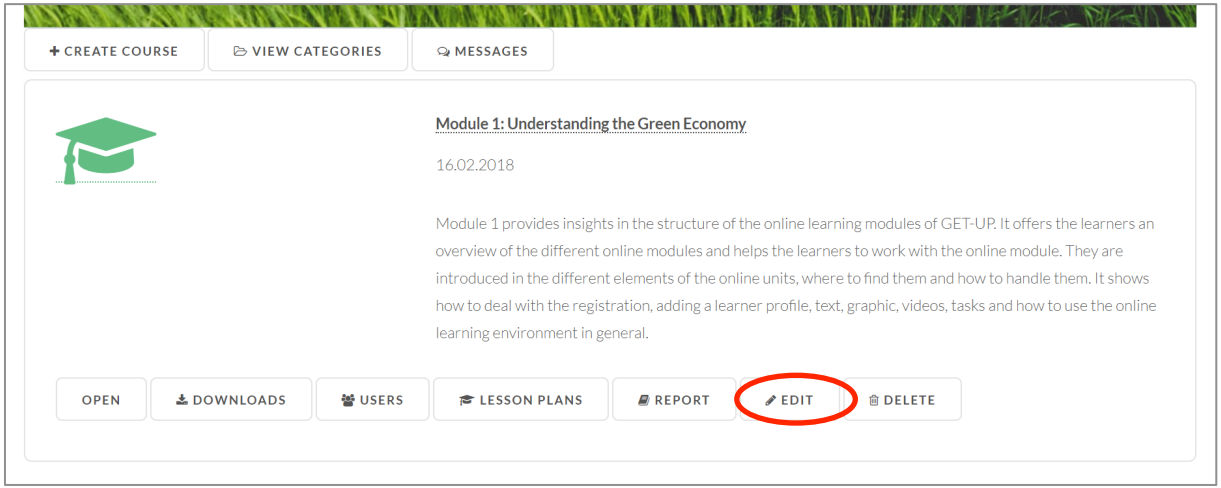

Edit view (Course)
Click on the 'Edit the course information' button to edit the course properties.

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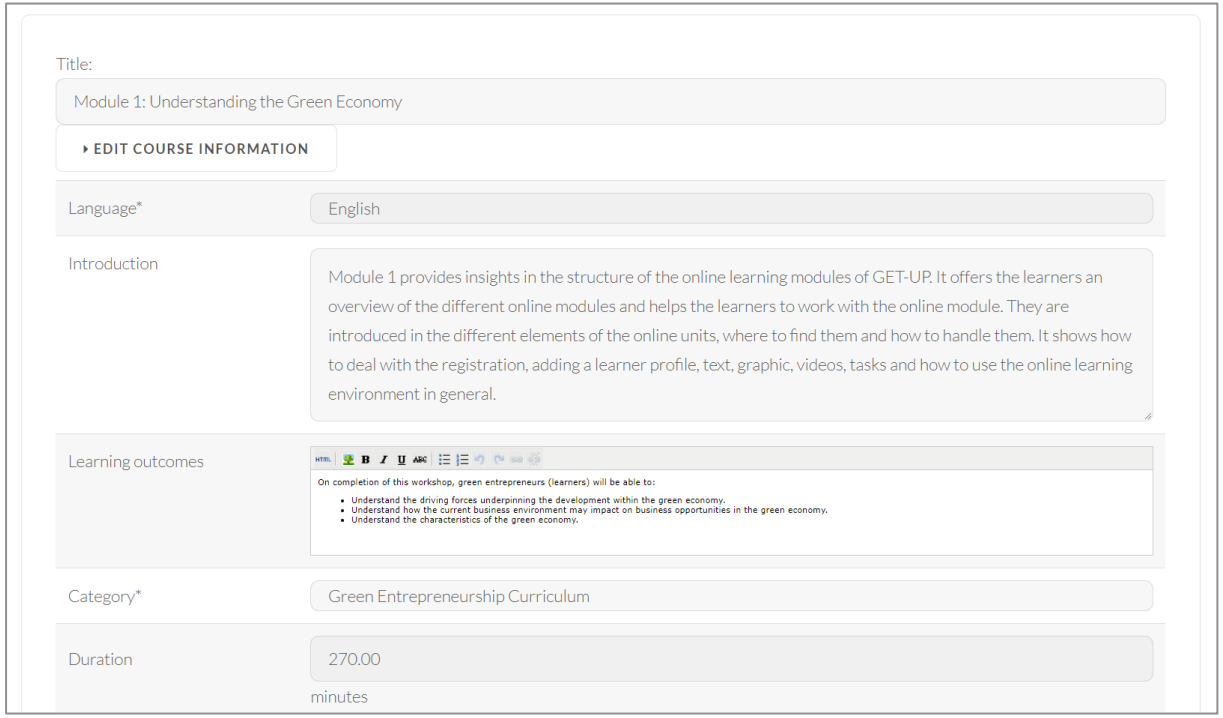

Edit view (Course)

In this view you can edit the course properties, such as the title, language, introduction text, outcomes, select the course category and so on

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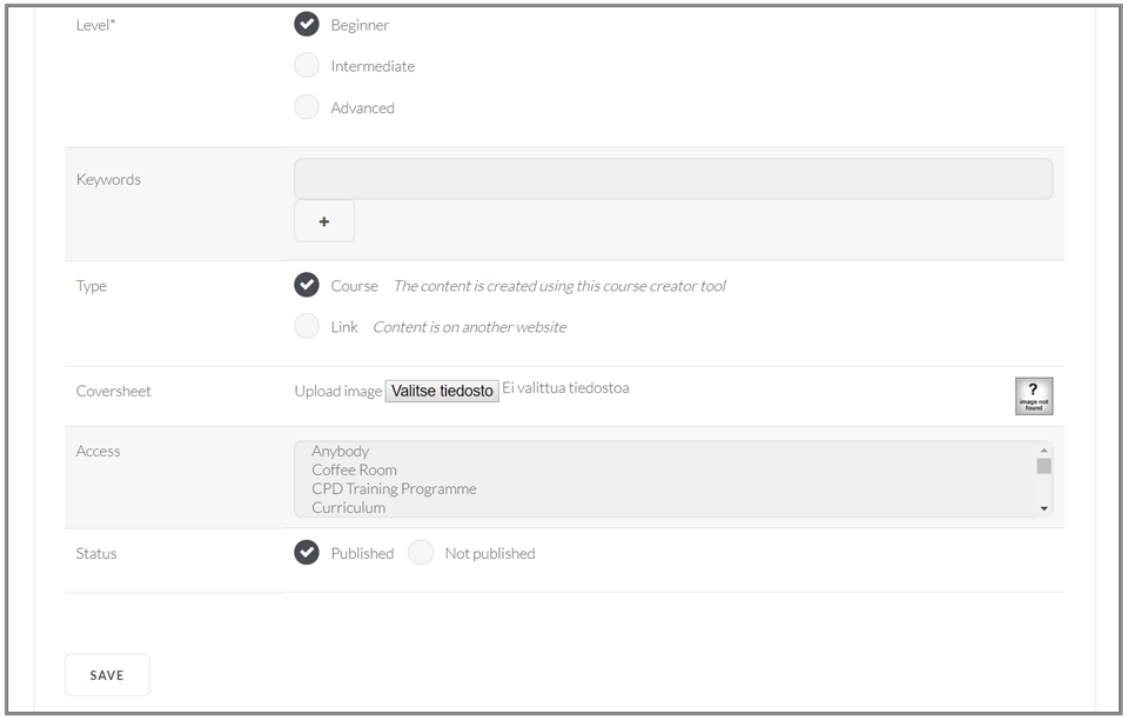

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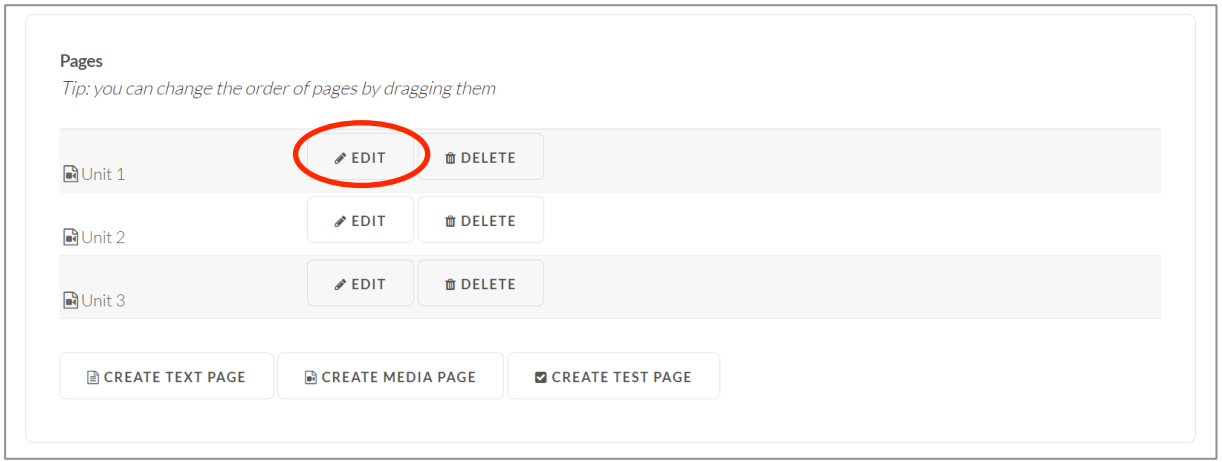

Editing Course pages
Choose the page to edit from the page index.
In this view you can also change the order of pages simply by dragging them.

Media pages

The media pages may contain a video or audio file, a PowerPoint presentation (if possible, use PDF format when uploading for best visual compatibility!), their synchronisation information, and also subtitles for the video.
You can either upload a new audio/video from your computer, or choose a file you have previously uploaded on the system. After the file has been uploaded, it will take a while for the web server to convert it to appropriate media format for streaming online.

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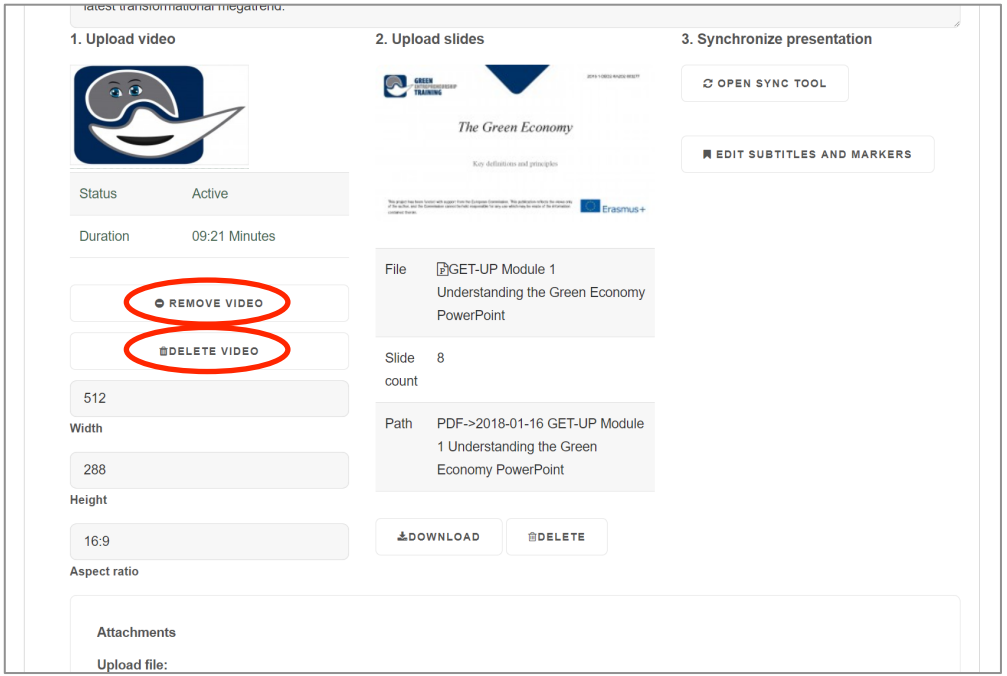

Media Pages

For existing files, you have two options:

1) **Remove video** – this will only remove the video from the selected page, but keep it in the Learning system's video archive

2) **Delete video** – this option will both remove the video from the selected page, and the archive, so re-upload is required if you wish to use the file again later.

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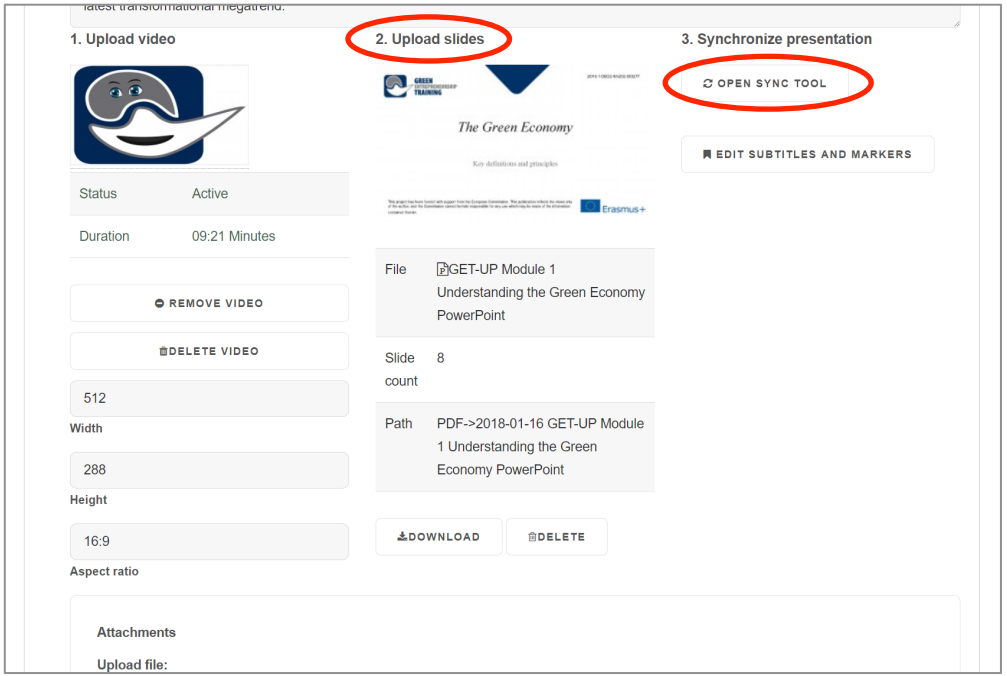


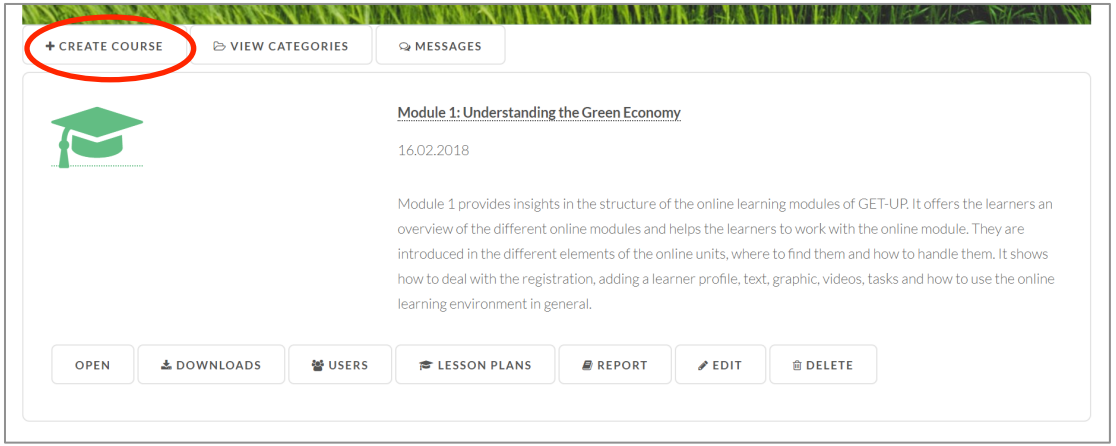
Media Pages

Upload slides – section expects one or more slides that will be displayed next to the playable media.

If you are not planning to upload slides, you can choose '**This is video only**' checkbox to display the video in a bigger player.

After both the video (or audio) and slideset files have been uploaded and converted, you can open a **synchronisation tool** for setting the positions where you want each of the slides to be displayed.

Creating courses



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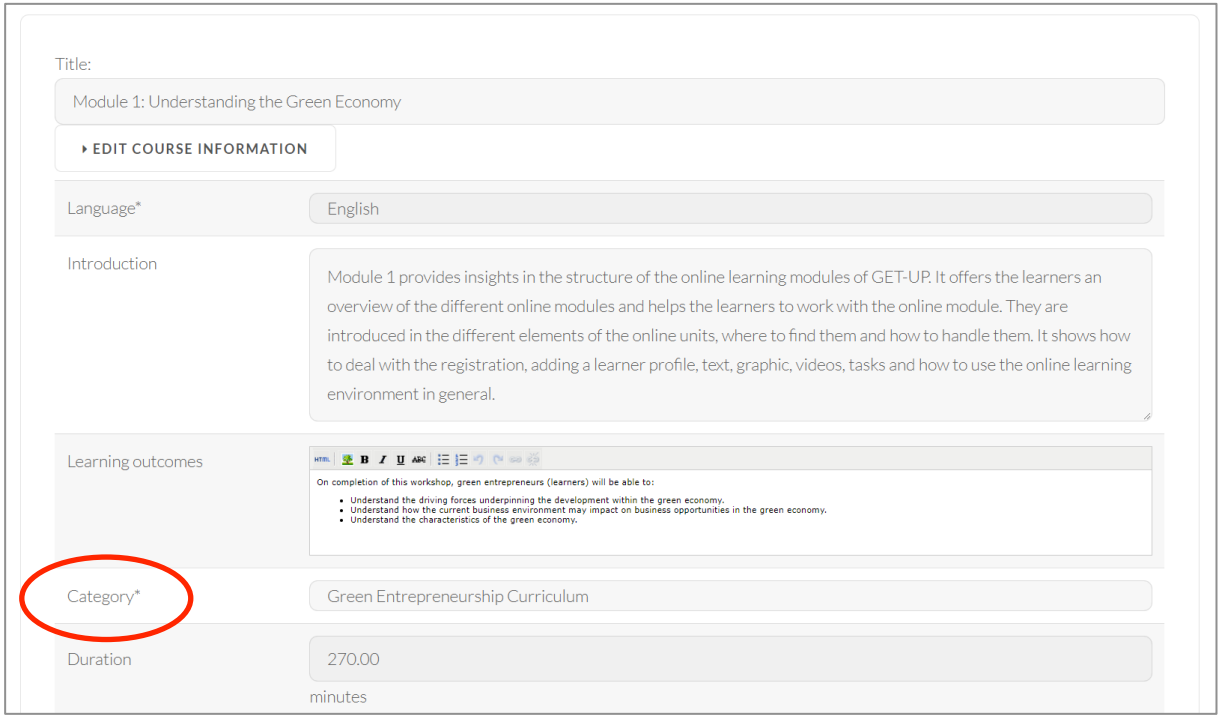

Fill in the Course information. Choosing the category defines in this case whetrer the course is placed Under **Curriculum** or **CPD Training Program** in the Learn section.

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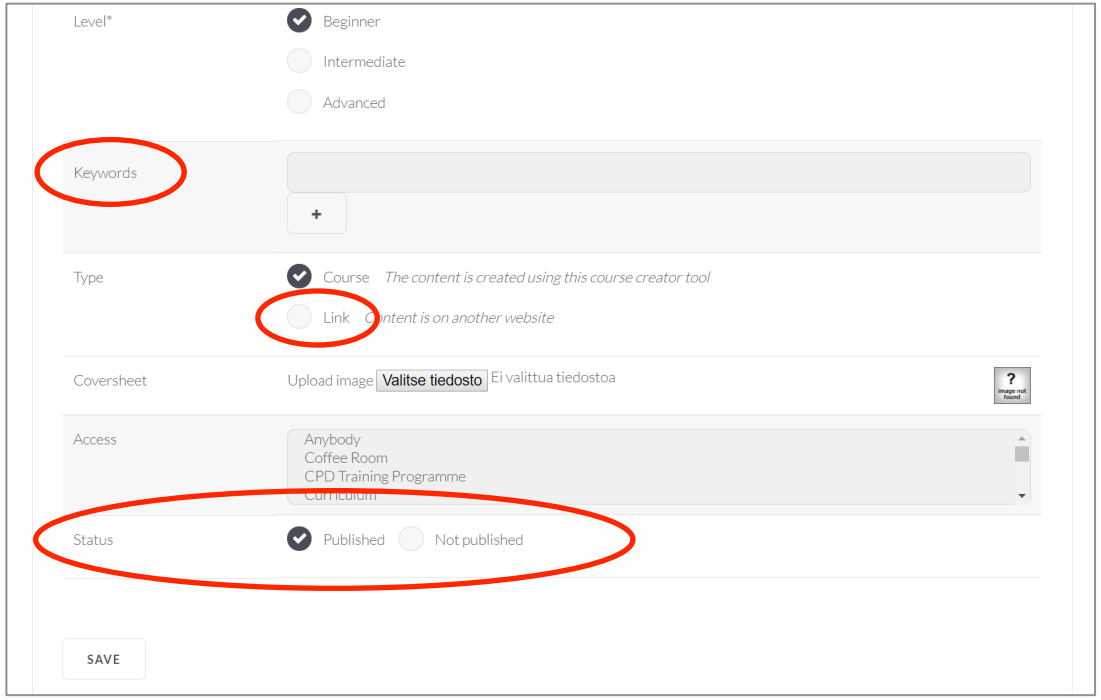

The **Keywords** you fill in are not displayed on the page, but they help users to find your page by using search. Use **Type Link** when your course is on another website.

When you are creating a new course you can at first choose **Status** to be **Not published** and change it later to **Published** when your course is finished.

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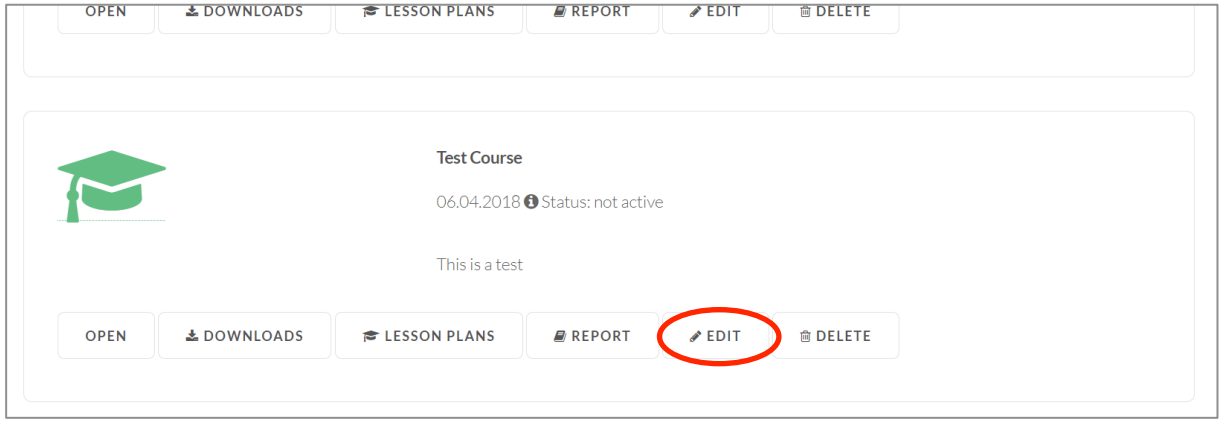
After creating a Course choose **Edit** and create the pages.



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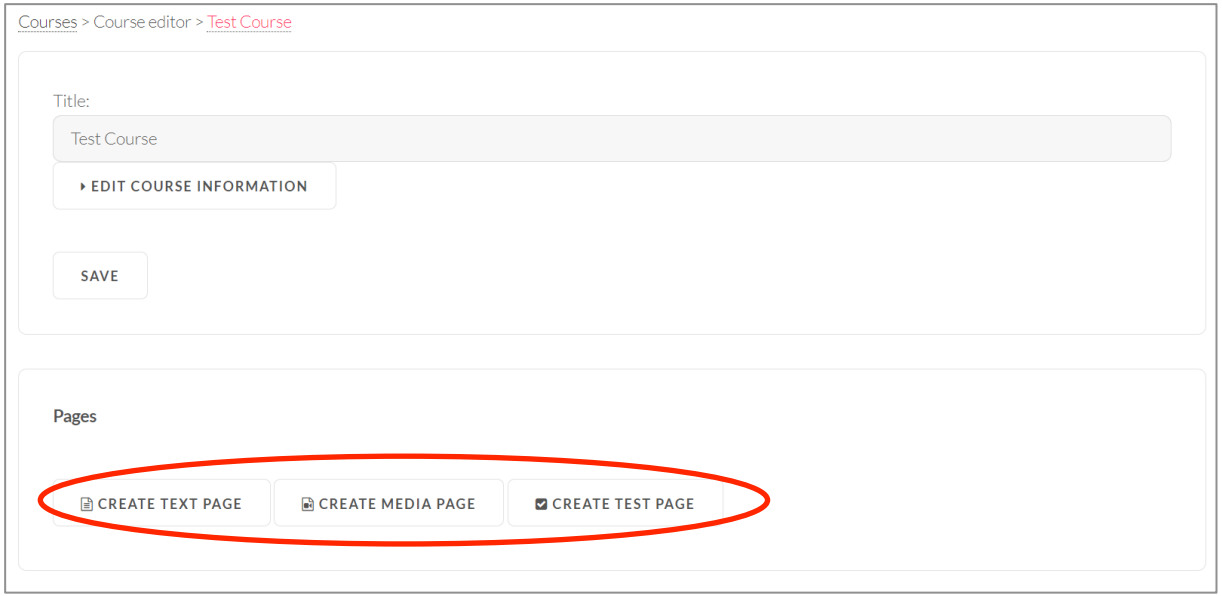

Choose **Text Page** for a page which only contains text and images and **Media Page** for pages that contain media contents (videos, Power Point slides...). **Test Page** can be used for testing purposes.

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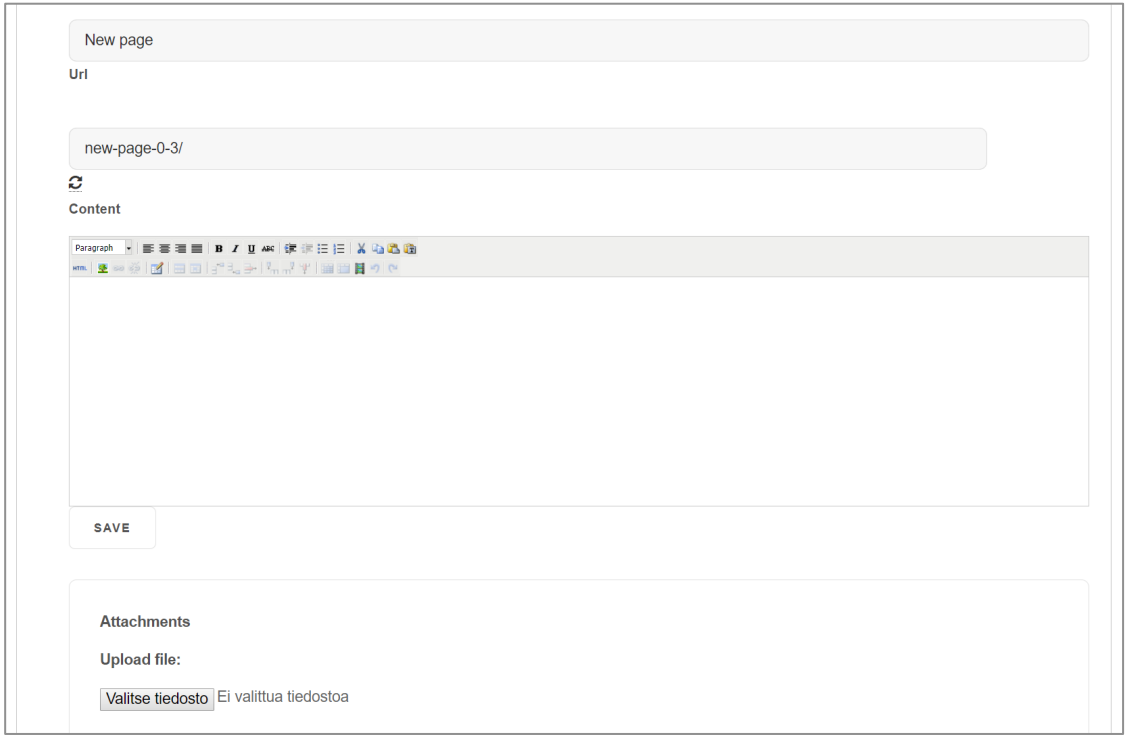
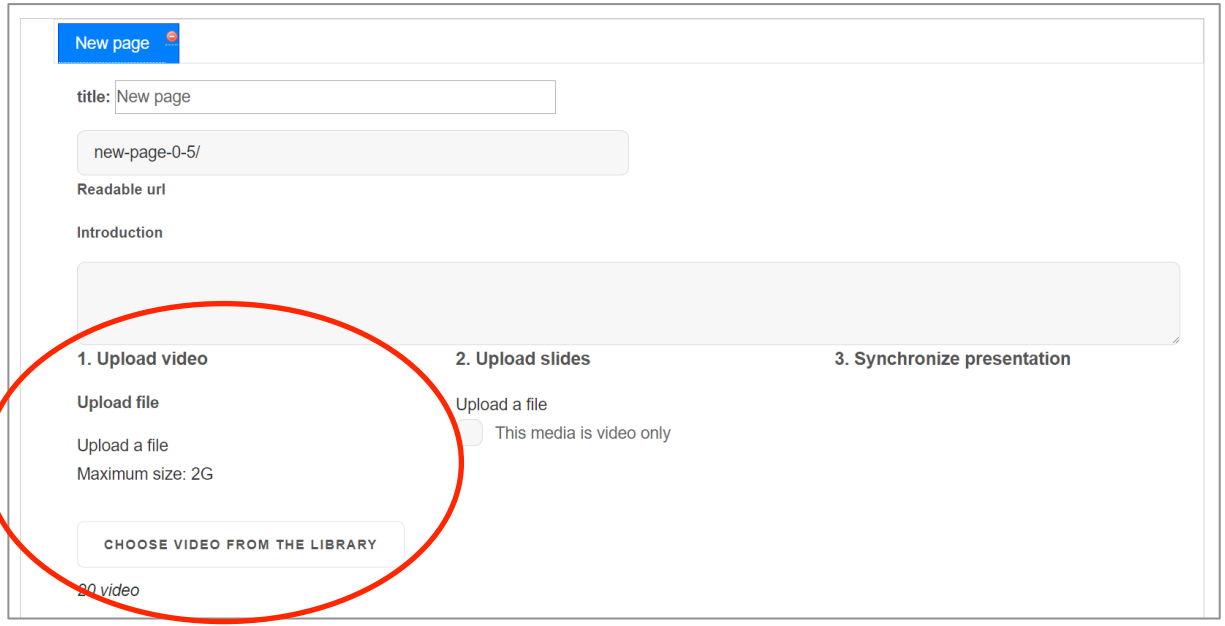


Text Page

Fill in title and content (using content editor).

On Url field you can change Page Url.



Media Page
Upload a video from your computer or choose one from the library.

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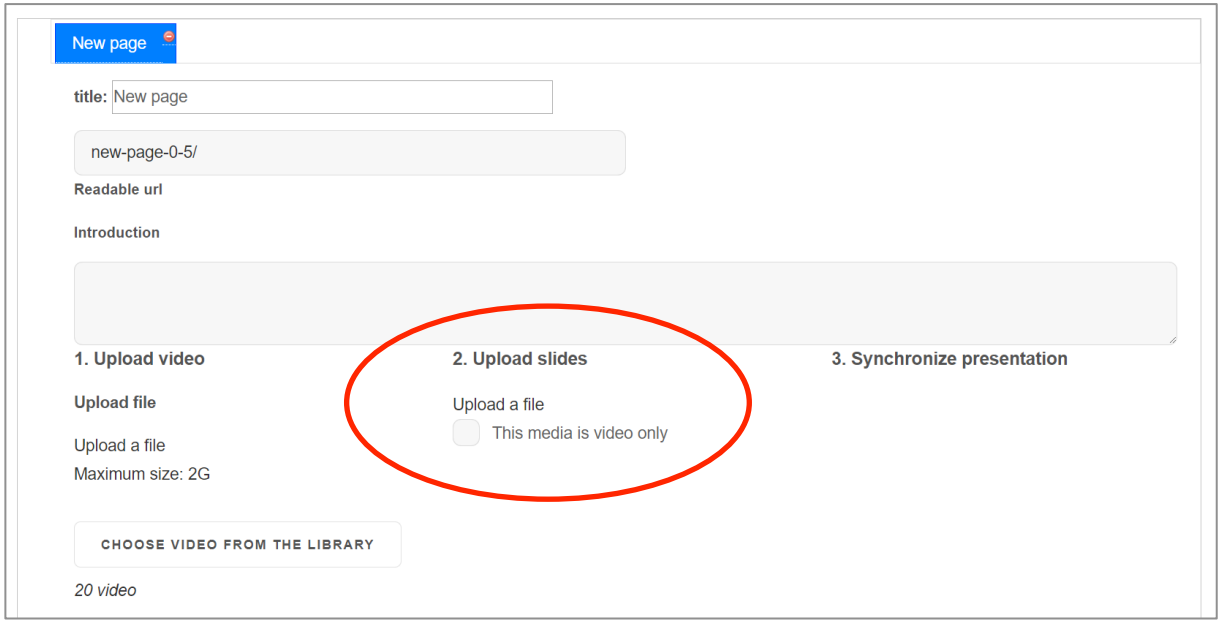
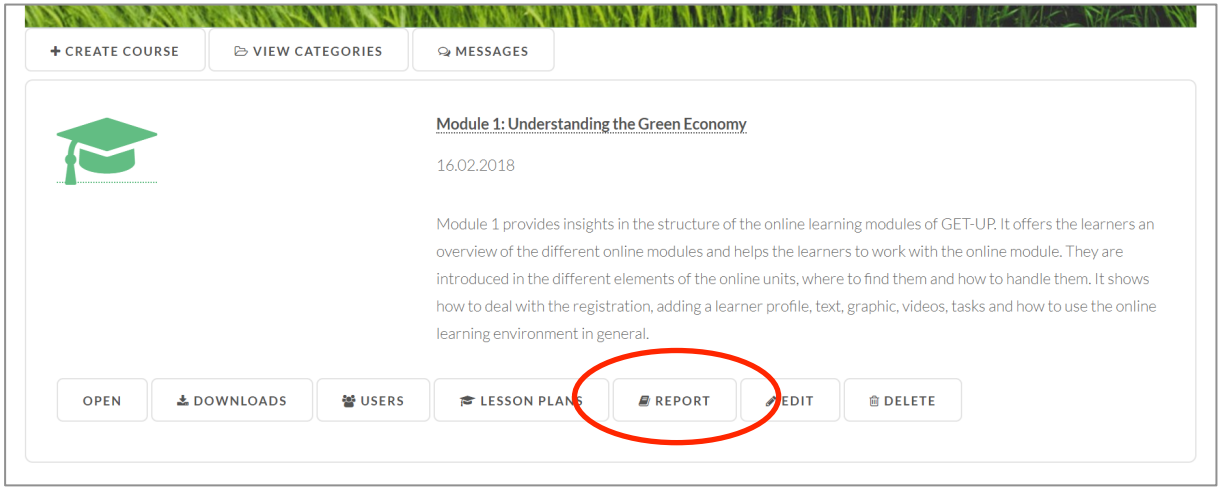


Choose This media is **video only** if you don´t want to add slides

Click **Upload a file** to add slides.

Messaging with other users



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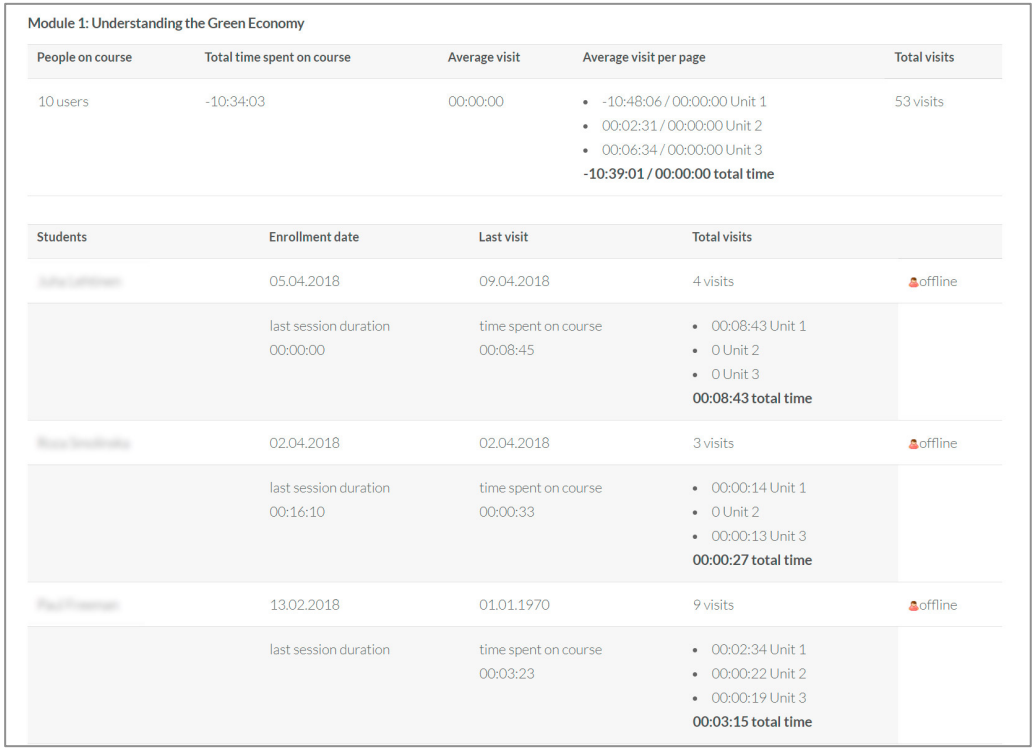

Module 1: Understanding the Green Economy

People on course	Total time spent on course	Average visit	Average visit per page	Total visits
10 users	-10:34:03	00:00:00	• -10:48:06 / 00:00:00 Unit 1 • 00:02:31 / 00:00:00 Unit 2 • 00:06:34 / 00:00:00 Unit 3 **-10:39:01 / 00:00:00 total time**	53 visits

Students	Enrollment date	Last visit	Total visits	
[redacted]	05.04.2018	09.04.2018	4 visits	offline
	last session duration 00:00:00	time spent on course 00:08:45	• 00:08:43 Unit 1 • 0 Unit 2 • 0 Unit 3 **00:08:43 total time**	
[redacted]	02.04.2018	02.04.2018	3 visits	offline
	last session duration 00:16:10	time spent on course 00:00:33	• 00:00:14 Unit 1 • 0 Unit 2 • 00:00:13 Unit 3 **00:00:27 total time**	
[redacted]	13.02.2018	01.01.1970	9 visits	offline
	last session duration	time spent on course 00:03:23	• 00:02:34 Unit 1 • 00:00:22 Unit 2 • 00:00:19 Unit 3 **00:03:15 total time**	

In report view you get basic information of course usage (total, average and student-specific usage)

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