



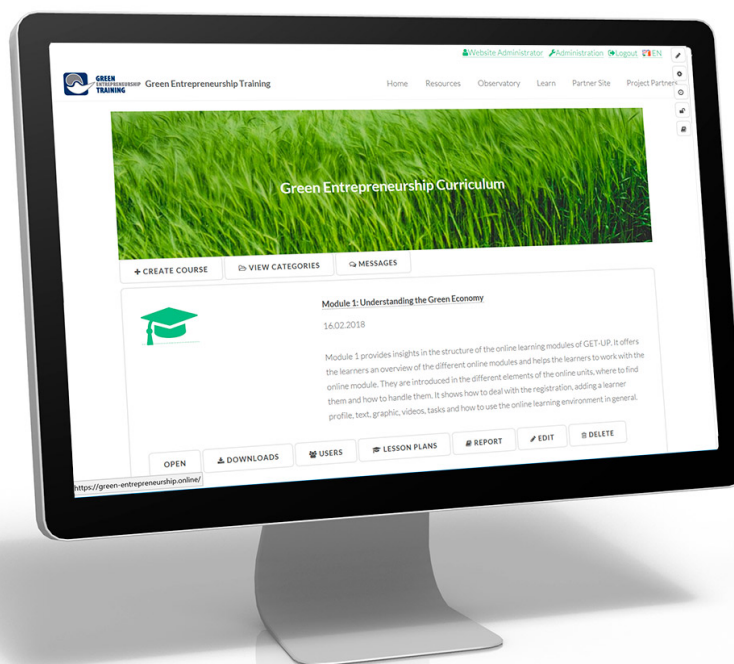
CPD Training Programm für Berufsbildungspersonal
Modul 7 – Die Lernplattform

Projekttitel: Green Entrepreneurship Training - Underpinning Prosperity
Abkürzung: GET-UP
Referenznummer: 2016-1-DE02-KA202-003277

Modul 7 – Lernergebnisse

- Kenntnis und Verständnis über den Zweck des Lernmanagementsystems (LMS)
- Kenntnis über die Vorteile des Lernmanagementsystems
- Fähigkeit zur Nutzung des Lernmanagementsystems
- Fähigkeit, die Prinzipien des Lernmanagementsystems zu verstehen und den GET-UP-Teilnehmern zu erklären.
- Fähigkeit, den Online-Lernprozess der GET-UP-Teilnehmer zu steuern.

Einführung



Was ist Online-Lernen?

Online-Lernen ist jede Form des Lernens, die ganz oder teilweise über das Internet durchgeführt wird.

Plattformen können eine oder mehrere der folgenden Optionen beinhalten:

- Virtuelle Lernumgebung, wie Moodle, Learn oder Blackboard Collaborate
- Wikis
- Blogs
- Diskussionsforen
- Video-Streaming-Dienste, z.B. YouTube oder Vimeo
- Virtuelle Welten, z.B. SecondLife

Vorteile einer Lernplattform

1. Zeit und Geld sparen

Der Einsatz von LMS oder Lernplattformen zur Erstellung, Verwaltung und Durchführung von Aus- und Weiterbildungsprogrammen spart Unternehmen im Vergleich zu herkömmlichen Methoden sehr viel Zeit. LMS ermöglicht die Organisation, den Grad der Automatisierung und Programmierung in Übereinstimmung mit den Bedürfnissen der Lernenden und Mitarbeiter. Die Nutzung von virtuellen Klassenzimmern reduziert die Kosten, vor allem in Unternehmen, in denen Mitarbeiter häufig zu Schulungen, Hotelaufenthalten etc. reisen müssen. Dank LMS sparen Unternehmen und Bildungseinrichtungen Kosten, die sie dann auf andere Ressourcen umlegen können. Virtuelle Klassenzimmer ermöglichen die gleichzeitige Schulung von Personen, die aus verschiedenen geografischen Regionen lernen. Diese Kurse können dann immer wieder für neue Lerngruppen genutzt werden.

2. Effizientmanagement

Lernplattformen ermöglichen eine effektive und vollständige Kontrolle über die Administration, Automatisierung, Kommunikation mit Benutzern, Lehrern und Trainern und natürlich das Content Management. Sie ermöglichen eine effiziente Verwaltung von Anmeldungen sowie die Erstellung von Gruppen und Kursen. Die Rollen von Tutoren, Studenten, Supervisoren und Administratoren können alle im LMS verwaltet werden. Benachrichtigungen, Erinnerungen und Nachrichten an Benutzer können ebenso einfach verwaltet werden. Es kann als mächtiges Werkzeug verwendet werden, das die Erstellung und Verwaltung von Inhalten und Themen auf einfache und intuitive Weise ermöglicht. Schüler können Inhalte und Arbeiten oder Projekte mit ihren Lehrern und Mitschülern hochladen und teilen, was wiederum in einer Datenbank gespeichert wird.

3. Einfacher Zugang zu Informationen

Alle Informationen sind an einem Ort organisiert und für alle Benutzer zugänglich. Kurse, Kalender, multimediale Inhalte, Archive und Auswertungen sind mit nur einem Klick zugänglich. Alle Lernenden haben jederzeit und von jedem Ort aus, an dem Internet verfügbar ist, Zugang zu Lerninhalten und -materialien.

4. Personalisierung

Lernplattformen ermöglichen auch eine vollständige Personalisierung für jede Institution oder Organisation. Das Unternehmensimage und die Marke können in die Plattform integriert werden. Verschiedene Elemente und Funktionen können auf den Geschmack des Unternehmens oder der

Organisation zugeschnitten werden. Sie können mehrsprachige oder einsprachige Plattformen entwickelt werden. Darüber hinaus können verschiedene Portale und Benutzer-IDs ohne zusätzliche Installationen erstellt werden und gleichzeitig mit dem Web-Zugang funktionieren. Die Möglichkeiten sind endlos und können auch Systeme zur Bewertung von Lernenden oder Prüfungen/ Tests beinhalten.

5. Aktueller und unmittelbarer Inhalt

Learning Management Systeme ermöglichen Administratoren, den Inhalt von Kursen sofort zu aktualisieren oder Materialien und Ressourcen für Studenten hinzuzufügen.

6. Advanced reporting

These innovative management systems allow the creation, personalisation 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 commercialisation

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.

Blog CAE

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.

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

drpfconsults.com

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 regularly 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.
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.

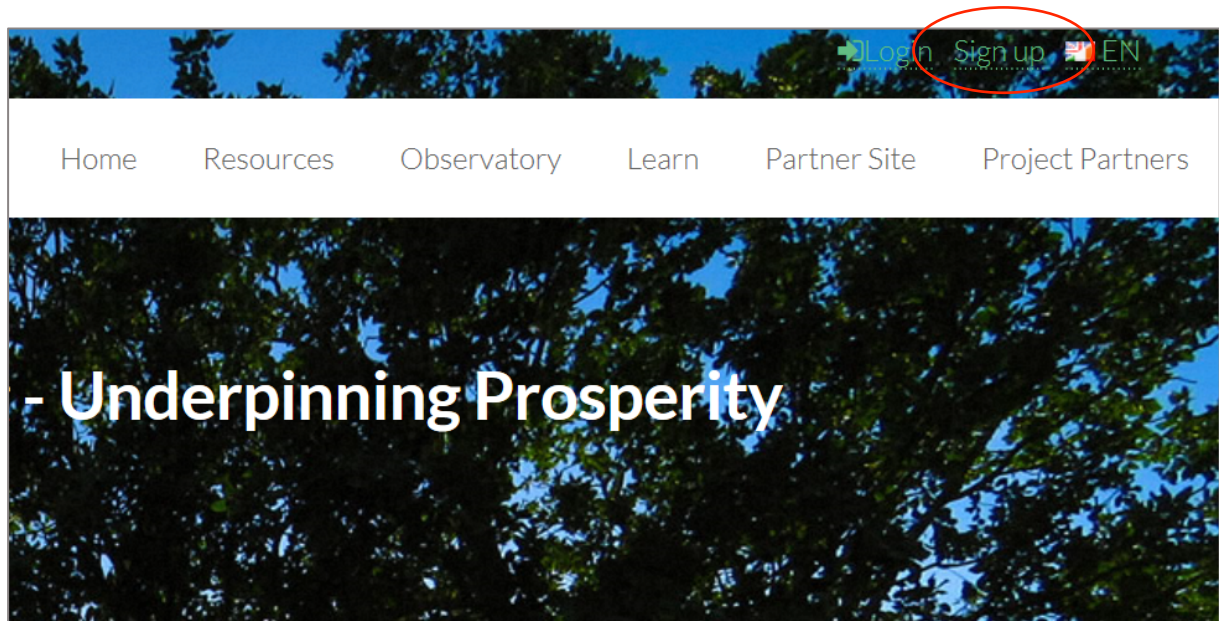
Basic usage

<https://green-entrepreneurship.online/>

Registering and logging in

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

When you are accessing the website for the first time, you have two options for creating your own account: 1) Choose to **Sign up** and fill in your personal information and a password of your choice, or use the Single Sign-On options provided by Facebook and LinkedIn, which allow you to use your existing social media user account for logging in.



User account registration

Please fill the registration form

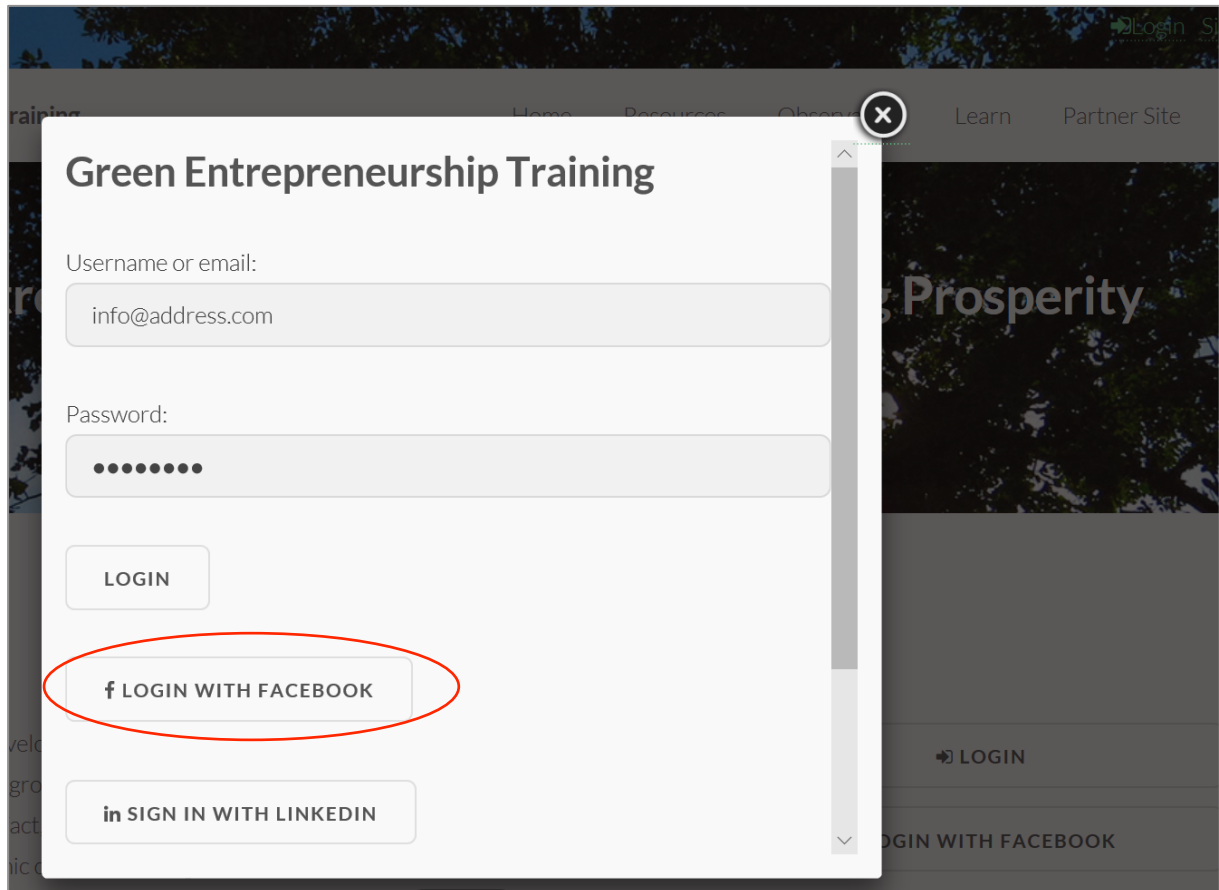
First name *	<input type="text"/>
Last name *	<input type="text"/>
E-mail address *	<input type="text" value="admin@testing.fi"/> ✓
Password *	<input type="password" value="••••••"/> ✓
Re-enter password for verification *	<input type="text"/>
Picture	<input type="text"/> <input type="button" value="Selaa..."/> Attached image must be in jpg,png or gif format
Country	<input type="text" value="Finland"/>
Choose your language	<input type="text" value="English"/>

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.

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;



Green Entrepreneurship Training

Username or email:
info@address.com

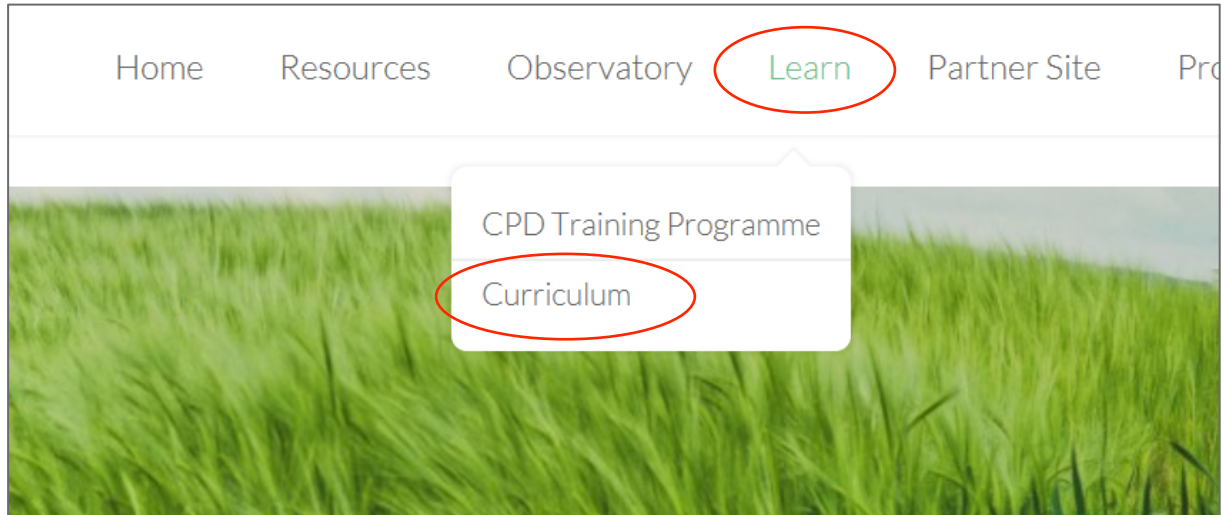
Password:
●●●●●●

LOGIN

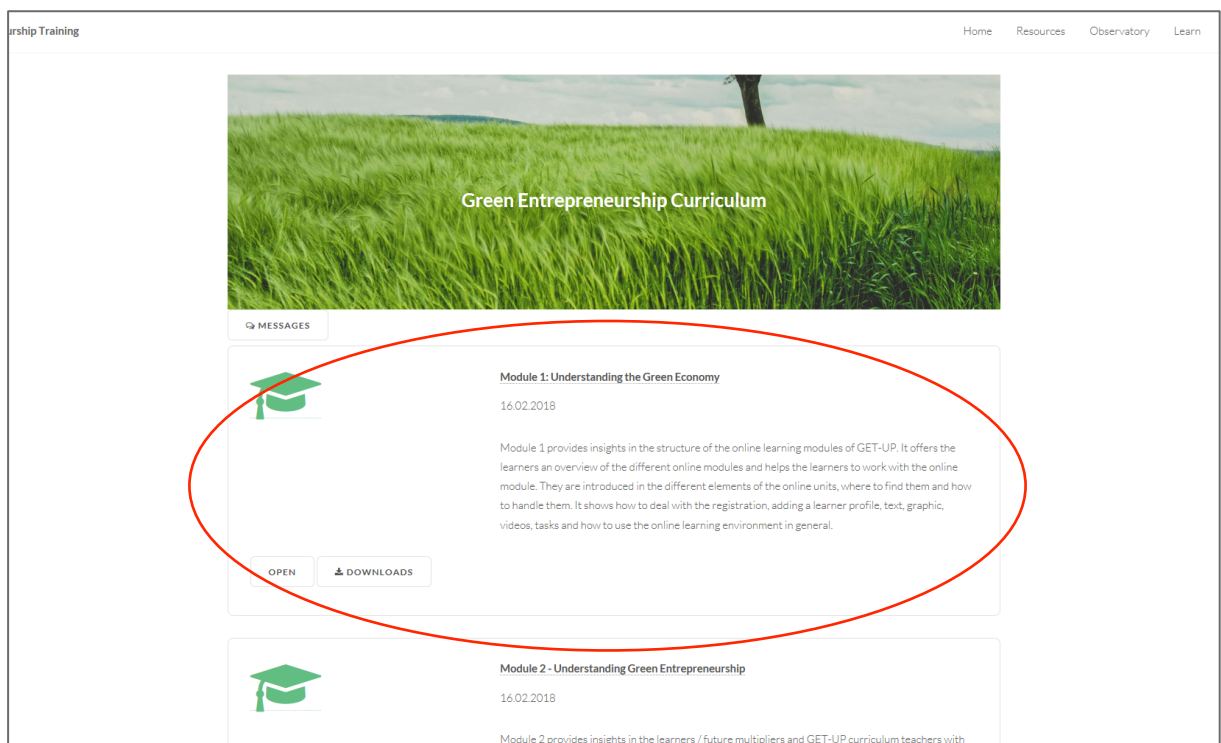
f LOGIN WITH FACEBOOK

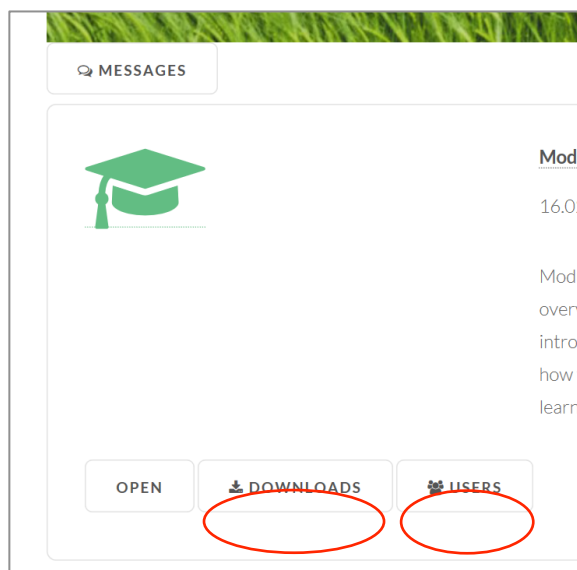
in SIGN IN WITH LINKEDIN

Taking a Course



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. You can either Open a course, or view the related Downloads;

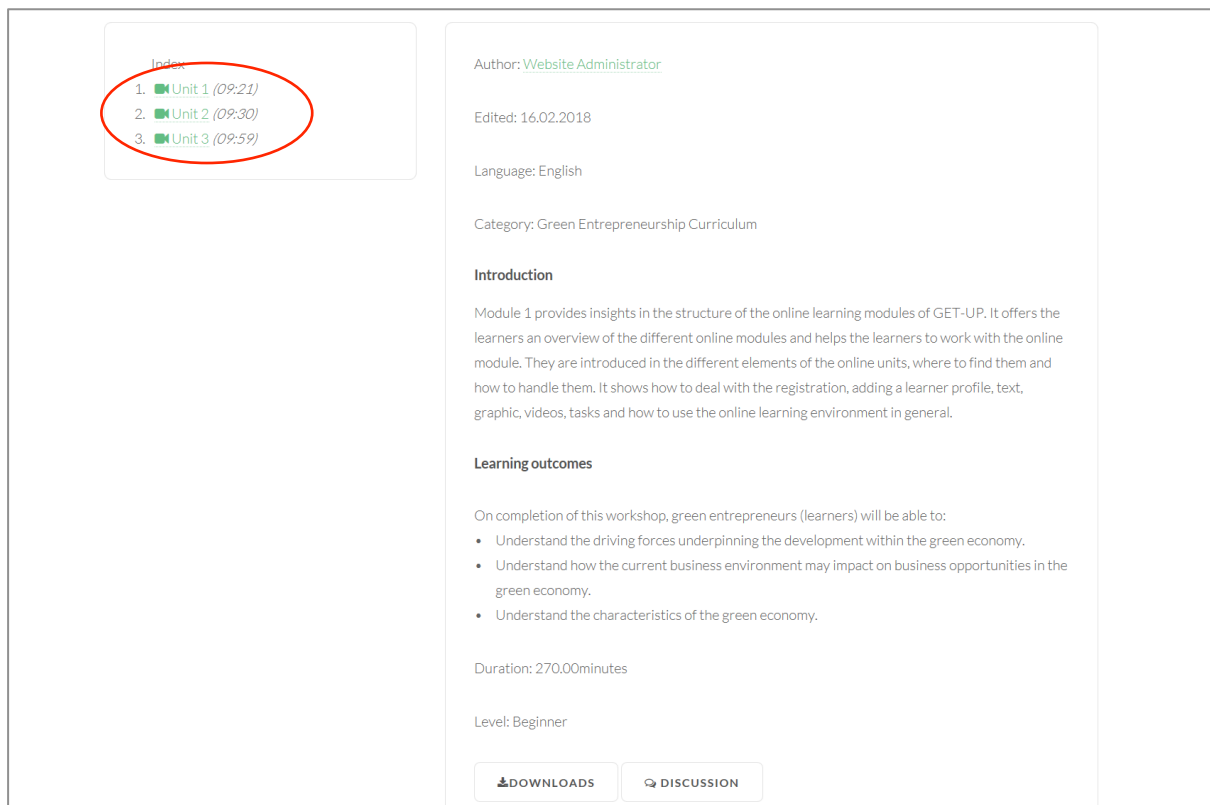




Downloads – this section allows you to download the materials related to each course for offline use.

Users – you can view the users who have enrolled to a course. From the Users -page you can also send messages to other participants.

By choosing **open** 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.



A screenshot of a course page. On the left, there is an 'Index' section with three items: '1. Unit 1 (09:21)', '2. Unit 2 (09:30)', and '3. Unit 3 (09:59)'. These items are circled in red. On the right, there is a main pane with course details: 'Author: Website Administrator', 'Edited: 16.02.2018', 'Language: English', and 'Category: Green Entrepreneurship Curriculum'. Below this is an 'Introduction' section with text about the module. Further down is a 'Learning outcomes' section with a list of three bullet points. At the bottom, there are two buttons: 'DOWNLOADS' and 'DISCUSSION'. The 'Duration: 270.00minutes' and 'Level: Beginner' are also visible.


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.


Green Entrepreneurship Curriculum ▶ Module 1: Understanding the Green Economy

Website Administrator


Unit 1


In this short talk we are going to consider the driving forces underpinning the development of the green economy looking at what underpins this latest transformational megatrend.







The green economy is defined as an economy that aims at reducing environmental risks and ecological scarcities, and that aims for sustainable development without degrading the environment





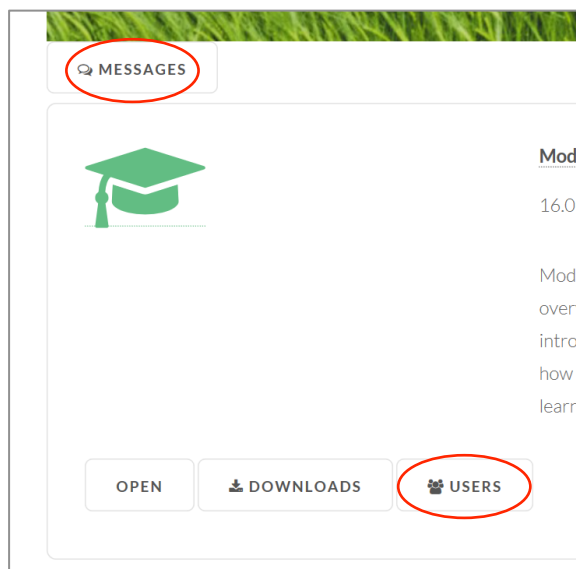




Slide 2/8

Messaging with other users

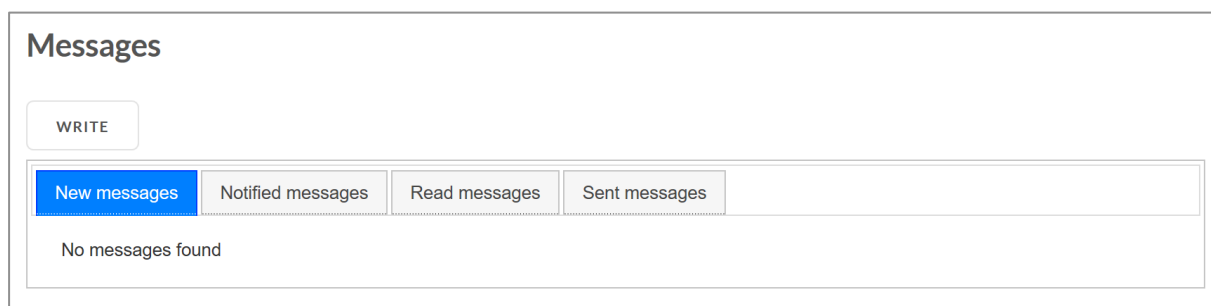
There are two ways to send messages to other users; Directly via the Messages feature, which takes you to your messaging Inbox, or navigating through the Users button to the list of users enrolled on the selected course.



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

Messages view

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.



Sending a message

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



The screenshot shows a 'Write message' form with the following fields and elements:

- Write message**: Title of the form.
- Subject**: A text input field.
- Recipient**: A dropdown menu with 'Janne Leinonen' selected.
- Content**: A large text area for the message body.
- SEND**: A button to submit the message.
- Close button**: A small 'X' icon in the top right corner of the form window.

Discussion Forum

Open discussion forum by clicking **discussion** on the bottom of the course page.

	<p>green economy.</p> <ul style="list-style-type: none">• Understand the characteristics of the green economy. <p>Duration: 270.00minutes</p> <p>Level: Beginner</p> <p>DOWNLOADS DISCUSSION</p>	
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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. 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!



Module 1: Understanding the Green Economy

EDIT

DELETE

16.01.2018 11:00

Discussion about course

READ BY 1

RETURN

Post message

Topic

Re: Module 1: Understanding the Green Economy

Message

HTML | ABC |

Testing the discussion

Attachments

Selaa...

SEND MESSAGE

RETURN





[Discussions](#) > [Curriculum](#) > [Module 1: Understanding the Green Economy](#)

Module 1: Understanding the Green Economy

16.01.2018 11:00

Discussion about course

 READ BY 1

Re: Module 1: Understanding the Green Economy Website Administrator

09.04.2018 09:56

Testing the discussion

 READ BY 1

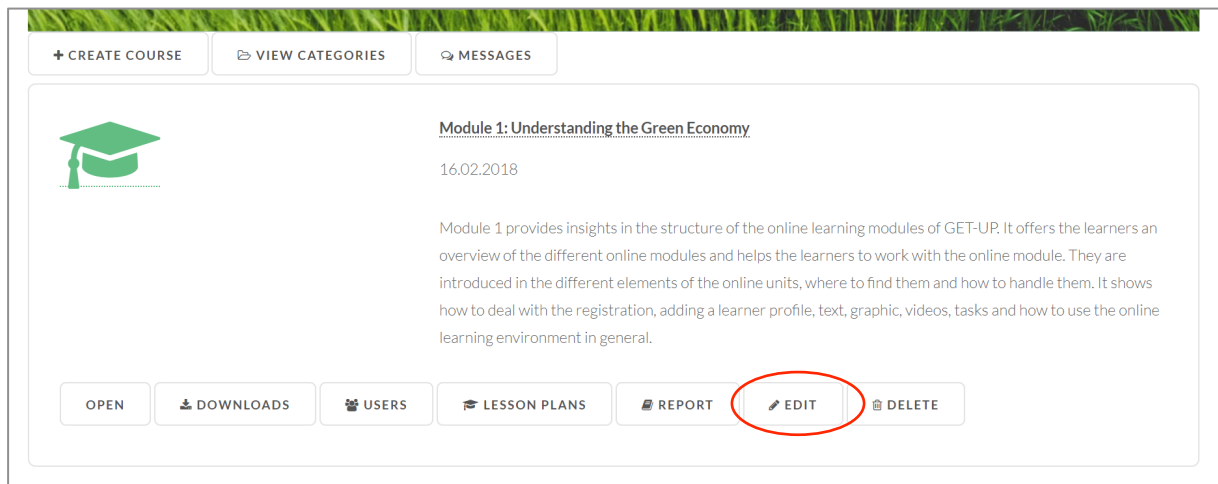
RETURN

Advanced usage

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

Editing courses

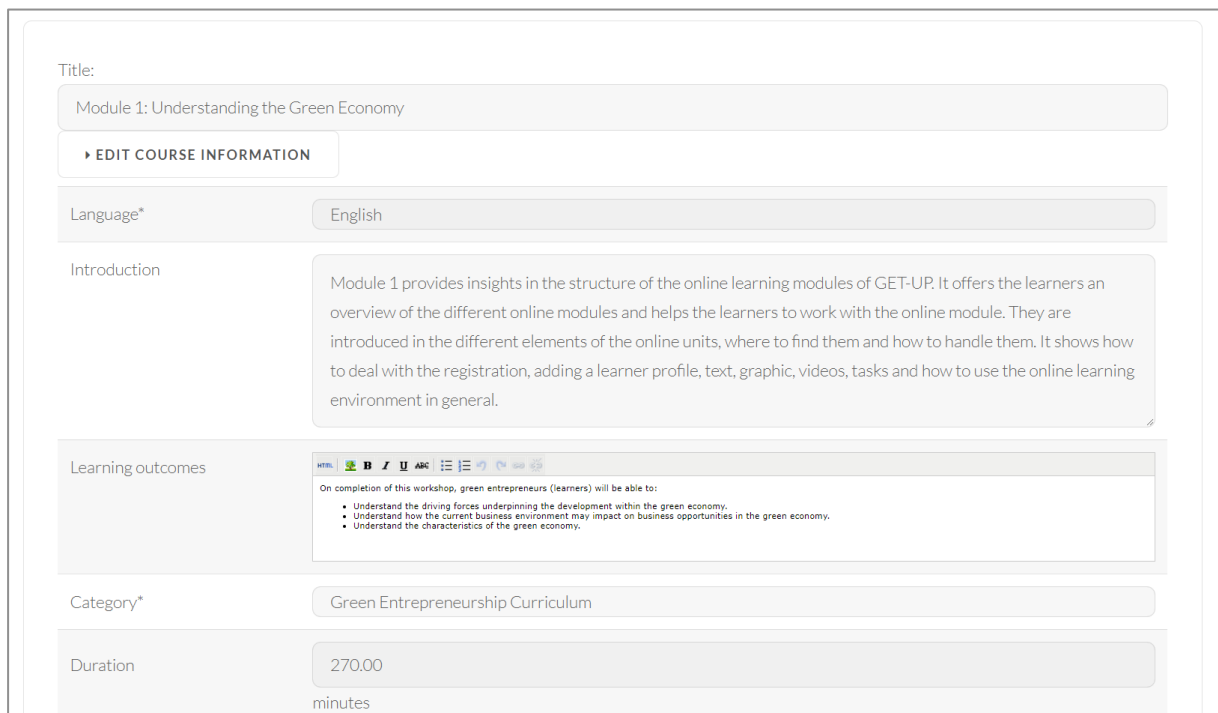
Each course in the Learning environments consists of basic information, and one or more content pages, which can be media or text content, and related attachments.



The screenshot shows a course management interface with a navigation bar at the top containing '+ CREATE COURSE', 'VIEW CATEGORIES', and 'MESSAGES'. Below this is a course card for 'Module 1: Understanding the Green Economy' with a graduation cap icon and the date '16.02.2018'. The card contains a brief description of the module. At the bottom of the card is a row of action buttons: 'OPEN', 'DOWNLOADS', 'USERS', 'LESSON PLANS', 'REPORT', 'EDIT', and 'DELETE'. The 'EDIT' button is circled in red.

Edit view (Course)

Click on the 'Edit the course information' button to edit the course properties, such as the title, language, introduction text, outcomes, select the course category and so on




The screenshot shows the 'Edit course information' form. It includes the following fields and content:

- Title:** Module 1: Understanding the Green Economy
- Language*:** English
- Introduction:** Module 1 provides insights in the structure of the online learning modules of GET-UP. It offers the learners an overview of the different online modules and helps the learners to work with the online module. They are introduced in the different elements of the online units, where to find them and how to handle them. It shows how to deal with the registration, adding a learner profile, text, graphic, videos, tasks and how to use the online learning environment in general.
- Learning outcomes:** On completion of this workshop, green entrepreneurs (learners) will be able to:
 - Understand the driving forces underpinning the development within the green economy.
 - Understand how the current business environment may impact on business opportunities in the green economy.
 - Understand the characteristics of the green economy.
- Category*:** Green Entrepreneurship Curriculum
- Duration:** 270.00 minutes

Level* Beginner
 Intermediate
 Advanced

Keywords
+

Type Course *The content is created using this course creator tool*
 Link *Content is on another website*

Coversheet Upload image Ei valittua tiedostoa 




Access
Coffee Room
CPD Training Programme
Curriculum

Status Published Not published

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.

Pages
Tip: you can change the order of pages by dragging them

 Unit 1	<input checked="" type="button" value="EDIT"/>	<input type="button" value="DELETE"/>
 Unit 2	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>
 Unit 3	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>

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.

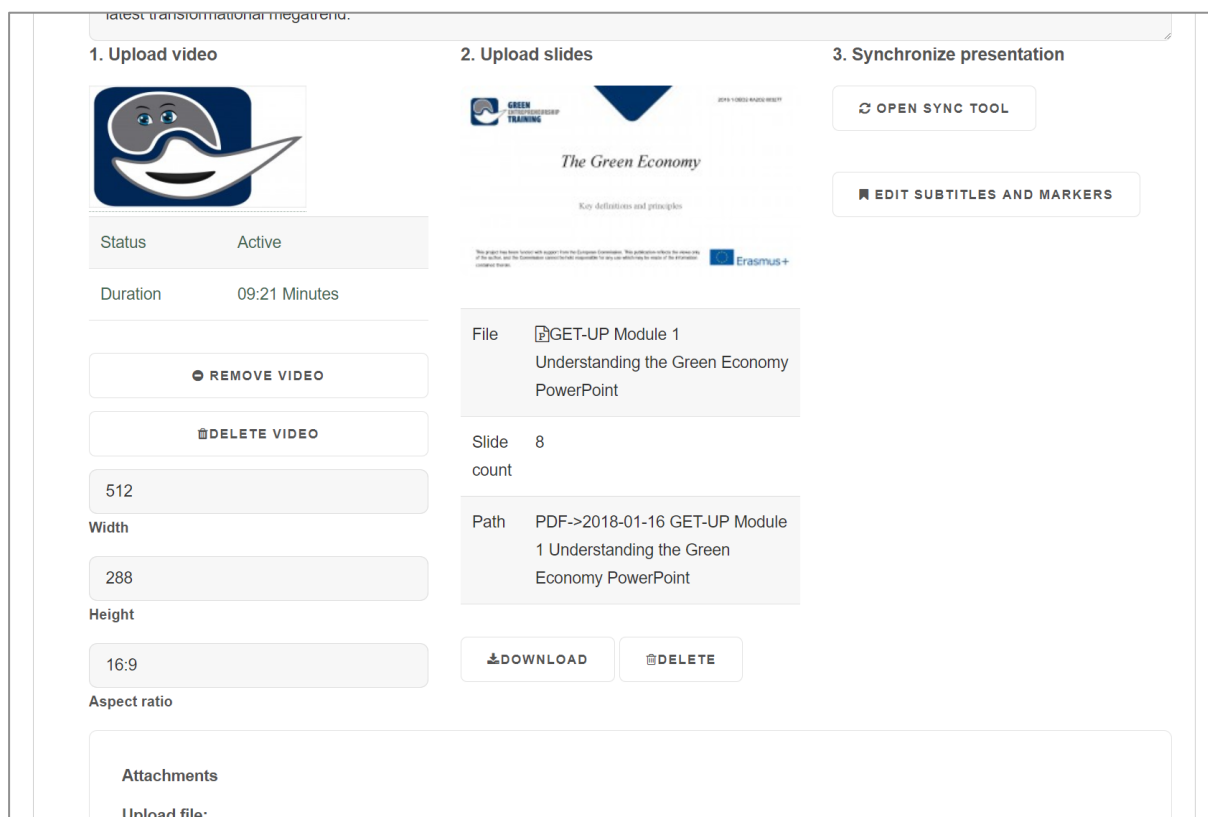
You can either upload a new audio/video from your computer, or choose a file you have previously uploaded on the system. After the file has been uploaded, it will take a while for the web server to convert it to appropriate media format for streaming online.

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.

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.

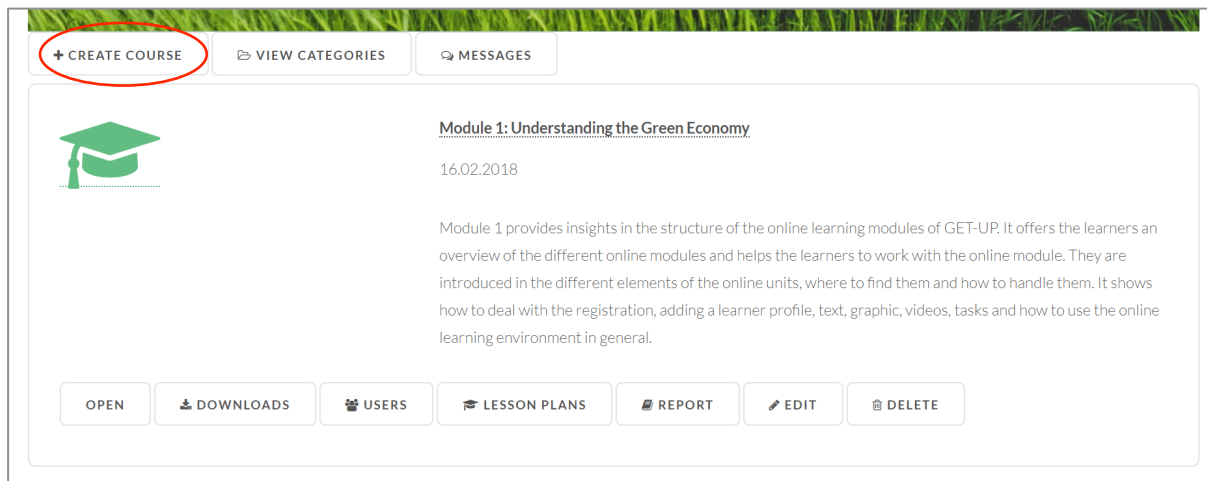
After both the video (or audio) and slideset files have been uploaded and converted, you can open a synchronisation tool for setting the positions where you want each of the slides to be displayed.



The screenshot displays a three-step process for media management:

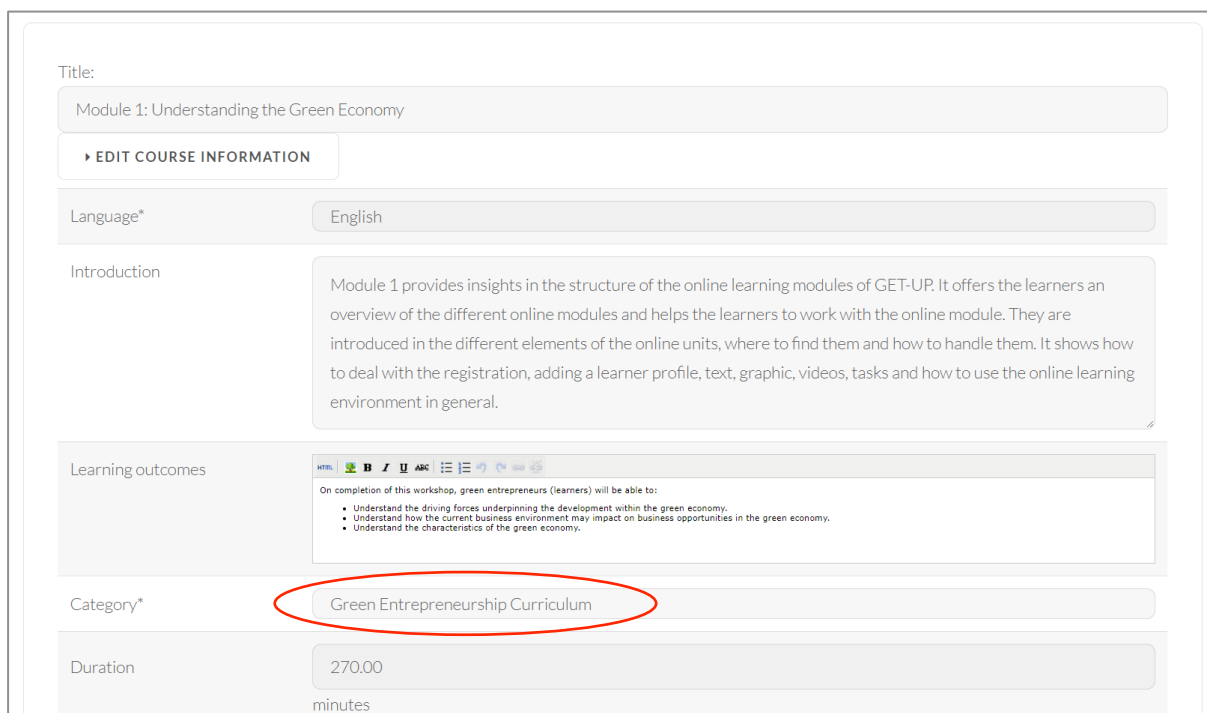
- 1. Upload video:** Shows a video player with a cartoon character logo. The video is titled "latest transformational megatrend...". It is currently "Active" and has a duration of "09:21 Minutes". The width is set to "512" and the height to "288", resulting in a "16:9" aspect ratio. There are buttons for "REMOVE VIDEO" and "DELETE VIDEO". An "Attachments" section at the bottom has an "Upload file:" label.
- 2. Upload slides:** Shows a slide titled "The Green Economy" with the subtitle "Key definitions and principles". The slide is from a file named "GET-UP Module 1 Understanding the Green Economy PowerPoint" and is slide "8" out of a "count" of "8". The path is "PDF->2018-01-16 GET-UP Module 1 Understanding the Green Economy PowerPoint". There are "DOWNLOAD" and "DELETE" buttons.
- 3. Synchronize presentation:** Contains two buttons: "OPEN SYNC TOOL" and "EDIT SUBTITLES AND MARKERS".

Creating courses



The screenshot shows a course management interface with a top navigation bar containing three buttons: '+ CREATE COURSE' (circled in red), 'VIEW CATEGORIES', and 'MESSAGES'. Below the navigation bar is a course card for 'Module 1: Understanding the Green Economy' with a graduation cap icon, the date '16.02.2018', and a description. At the bottom of the card is a row of action buttons: 'OPEN', 'DOWNLOADS', 'USERS', 'LESSON PLANS', 'REPORT', 'EDIT', and 'DELETE'.

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



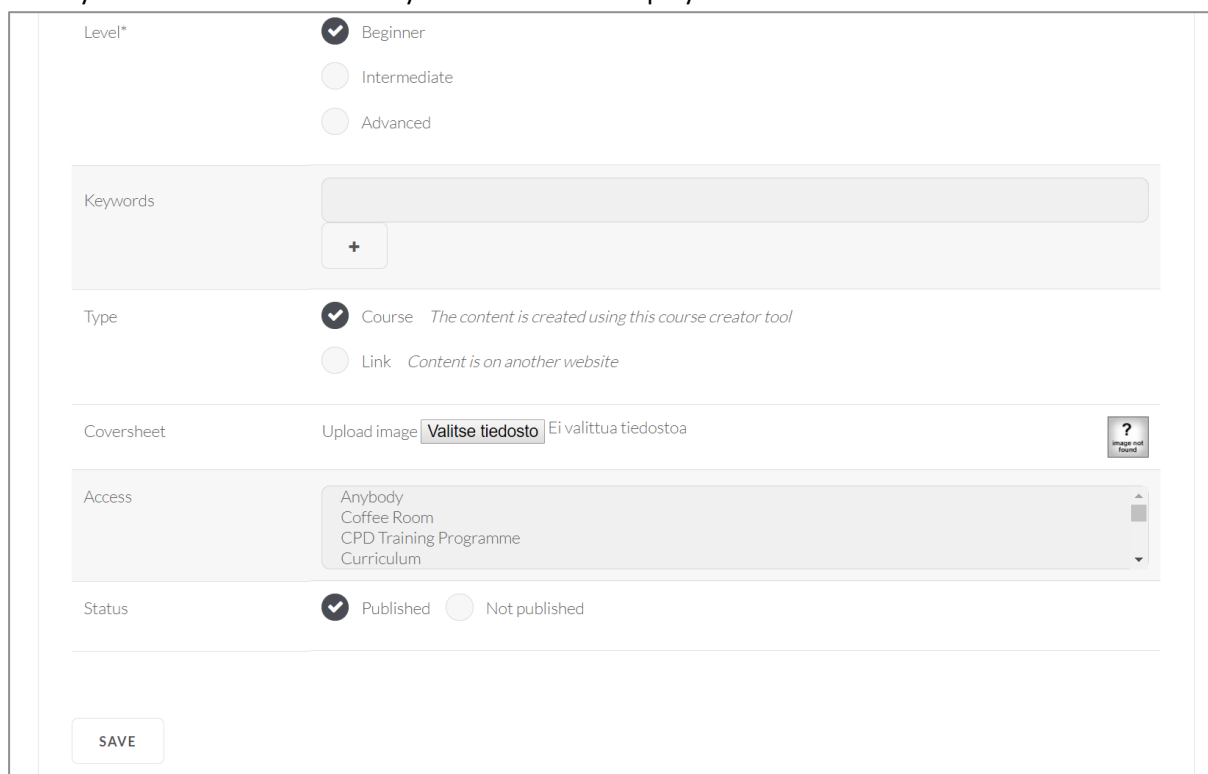
The screenshot shows a form for entering course information. The fields are:

- Title:** Module 1: Understanding the Green Economy
- Language*:** English
- Introduction:** Module 1 provides insights in the structure of the online learning modules of GET-UP. It offers the learners an overview of the different online modules and helps the learners to work with the online module. They are introduced in the different elements of the online units, where to find them and how to handle them. It shows how to deal with the registration, adding a learner profile, text, graphic, videos, tasks and how to use the online learning environment in general.
- Learning outcomes:** On completion of this workshop, green entrepreneurs (learners) will be able to:
 - Understand the driving forces underpinning the development within the green economy.
 - Understand how the current business environment may impact on business opportunities in the green economy.
 - Understand the characteristics of the green economy.
- Category*:** Green Entrepreneurship Curriculum (circled in red)
- Duration:** 270.00 minutes

The **Keywords** you fill in are not displayed on the page, but they are available for the search feature and can be used to further categorise the content.

The **Type** selection define whether you are creating a **course** on the green-entrepreneurship.online site or **linking** to content on another website.

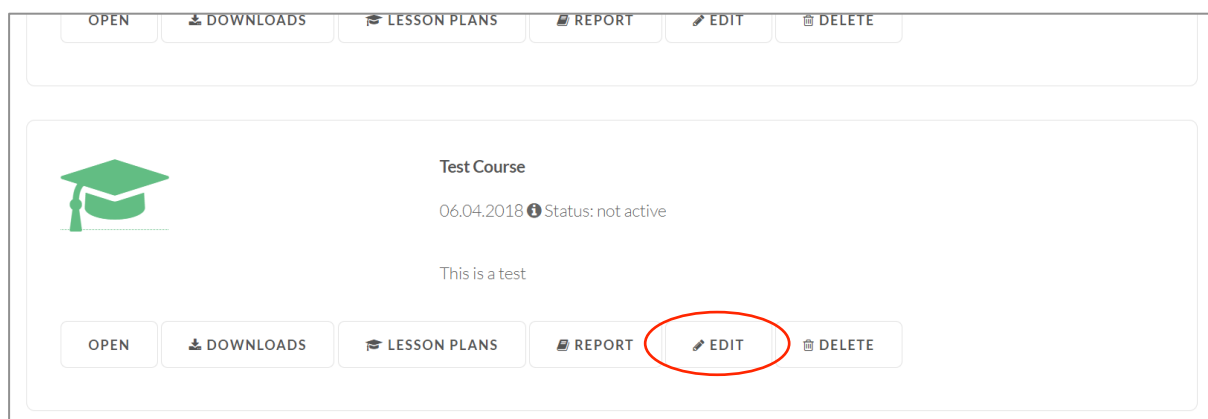
When you are creating a new course, set the **Status** to **Not published** and change it to **Published** when your course is finished and you want it to be displayed in the course list for all users.



The screenshot shows a form for creating a course. It includes the following fields and options:

- Level***: Radio buttons for Beginner, Intermediate, and Advanced.
- Keywords**: A text input field with a plus sign button below it.
- Type**: Radio buttons for Course (with subtext "The content is created using this course creator tool") and Link (with subtext "Content is on another website").
- Coversheet**: "Upload image" button, a text input field containing "Valitse tiedosto", and a "Ei valittua tiedostoa" message. A small "Image not found" icon is visible on the right.
- Access**: A dropdown menu with options: Anybody, Coffee Room, CPD Training Programme, and Curriculum.
- Status**: Radio buttons for Published and Not published.
- A **SAVE** button is located at the bottom left.

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



The screenshot shows the course management interface for a course titled "Test Course".

- At the top, there is a navigation bar with buttons: OPEN, DOWNLOADS, LESSON PLANS, REPORT, EDIT, and DELETE.
- The course details section includes a graduation cap icon, the title "Test Course", the date "06.04.2018", and the status "Status: not active".
- Below the details, it says "This is a test".
- At the bottom, there is another navigation bar with buttons: OPEN, DOWNLOADS, LESSON PLANS, REPORT, EDIT, and DELETE. The **EDIT** button is circled in red.

Choose **Text Page** to create pages that contain formatted text and images, and **Media Page** when you wish to upload media contents such as video or audio or Power Point slides. **Test Page** can be to create self-assessment tests and other quizzes.



Courses > Course editor > [Test Course](#)

Title:

Test Course

▶ EDIT COURSE INFORMATION

SAVE

Pages

📄 CREATE TEXT PAGE

📺 CREATE MEDIA PAGE

📝 CREATE TEST PAGE



Text Page

Fill in title and content (using content editor). On Url field you can change Page Url.

New page

Uri

new-page-0-3/

Content

Paragraph

HTML

SAVE

Attachments

Upload file:

Valitse tiedosto Ei valittua tiedostoa

Media Page

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

New page

title: New page

new-page-0-5/

Readable url

Introduction

1. Upload video 2. Upload slides 3. Synchronize presentation

Upload file

Upload a file

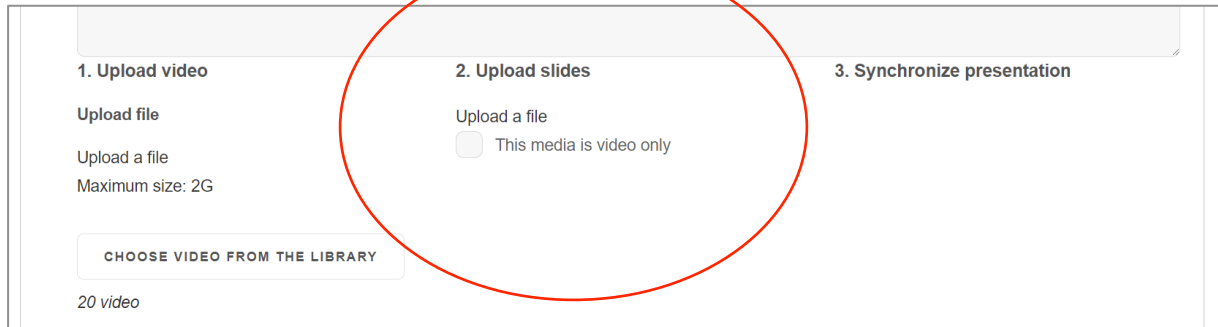
Maximum size: 2G

CHOOSE VIDEO FROM THE LIBRARY

20 video

After your media file upload is completed, it is automatically converted into a format that is best suited for online streaming. This can take a few minutes, depending on the size and length of the uploaded media file.

Choose **This media is video only** if you don't want to add slides. The video will be displayed in a bigger player element instead.



1. Upload video

Upload file

Upload a file

Maximum size: 2G

CHOOSE VIDEO FROM THE LIBRARY

20 video

2. Upload slides

Upload a file

This media is video only

3. Synchronize presentation


If you have a slide presentation for your video or audio, Click **Upload a file** to add slides.

After both video and slides have been uploaded and the video conversion is completed, links to synchronise the presentation will become available.

Working with the synchronisation feature is further described in Appendix – Syncing your media.

Report

+ CREATE COURSE
VIEW CATEGORIES
MESSAGES



Module 1: Understanding the Green Economy

16.02.2018

Module 1 provides insights in the structure of the online learning modules of GET-UP. It offers the learners an overview of the different online modules and helps the learners to work with the online module. They are introduced in the different elements of the online units, where to find them and how to handle them. It shows how to deal with the registration, adding a learner profile, text, graphic, videos, tasks and how to use the online learning environment in general.

OPEN
DOWNLOADS
USERS
LESSON PLANS
REPORT
EDIT
DELETE

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

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	<ul style="list-style-type: none"> • -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	
<i>Johanna L...</i>	05.04.2018	09.04.2018	4 visits	offline
	last session duration	time spent on course	<ul style="list-style-type: none"> • 00:08:43 Unit 1 • 0 Unit 2 • 0 Unit 3 00:08:43 total time 	
<i>Anna Lind...</i>	02.04.2018	02.04.2018	3 visits	offline
	last session duration	time spent on course	<ul style="list-style-type: none"> • 00:00:14 Unit 1 • 0 Unit 2 • 00:00:13 Unit 3 00:00:27 total time 	
<i>Paula P...</i>	13.02.2018	01.01.1970	9 visits	offline
	last session duration	time spent on course	<ul style="list-style-type: none"> • 00:02:34 Unit 1 • 00:00:22 Unit 2 • 00:00:19 Unit 3 00:03:15 total time 	