CPD Training Programme for VET Staff

Module 7 – The Learning Platform

Project Title: Green Entrepreneurship Training - Underpinning Prosperity

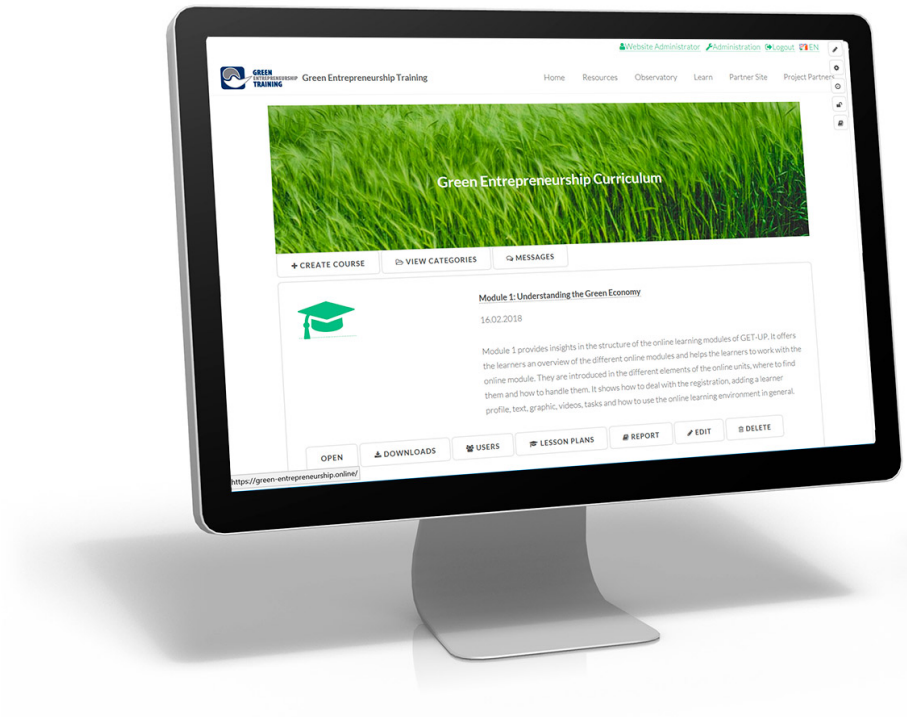
Acronym: GET-UP

Reference number: **2016-1-DE02-KA202-003277**

Module 7 – 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 of the GET-UP participants

Introduction



What is Online learning

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

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

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 automatization 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. Thanks to LMS, businesses and educational institutions save on costs which they can then allocate to other resources. Online classrooms allow the simultaneous training of people studying from different geographical locations, and these courses can then be used again and again with new groups of learners.

2. Efficient management

Learning platforms allow effective complete overall control of administration, automatization, 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. It can used as a powerful tool which allows the creation and management of content and subjects in a simple and intuitive way. Students can upload and share content and work or projects with their teachers and fellow learners, which in turn is stored in a database.

3. Easy access to information

All of the information is structured in an organised 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 organisation complete personalisation. The corporate image and brand can be incorporated into the platform and different elements and features can be tailored to the company or organisation's taste. They can be multi language platforms, or monolingual. What's more is different portals and user IDs can be created without the need for additional installations, and can function simultaneously with web access. 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, 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.

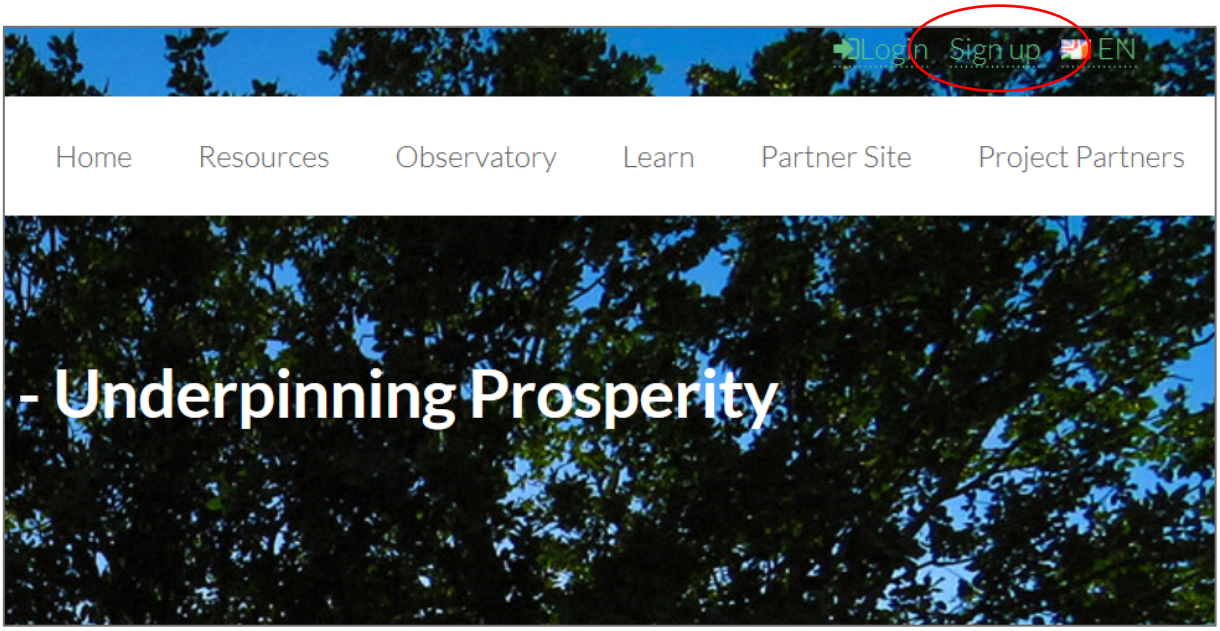
Basic usage

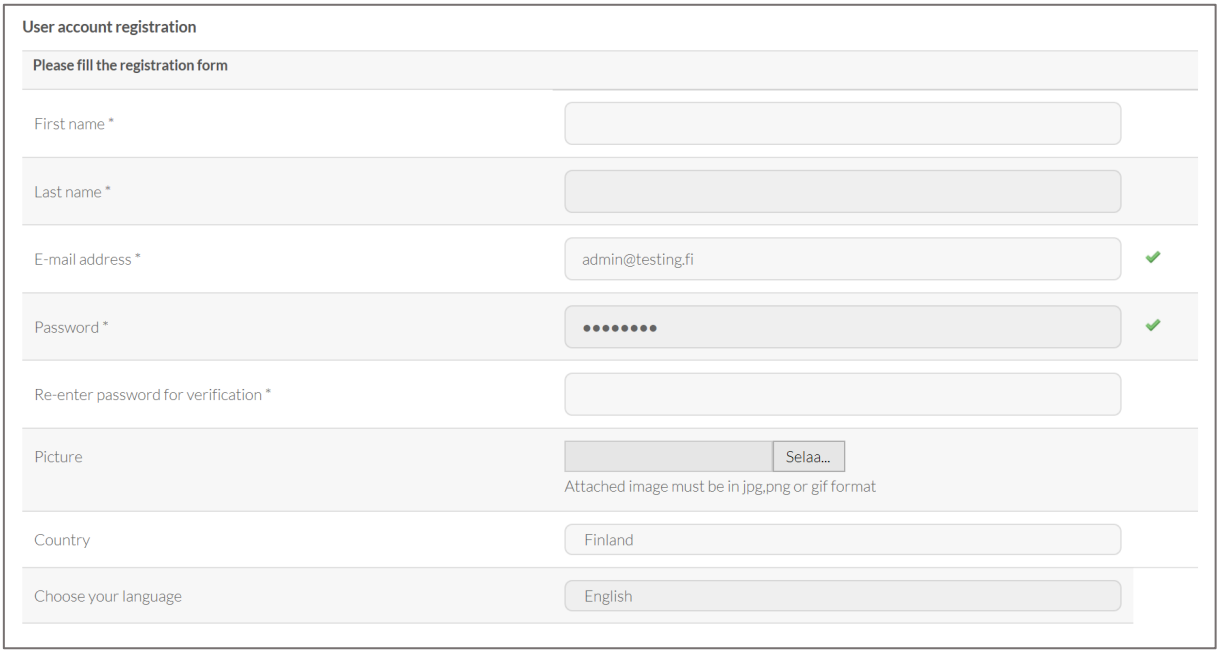
https://green-entrepreneurship.online/

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.



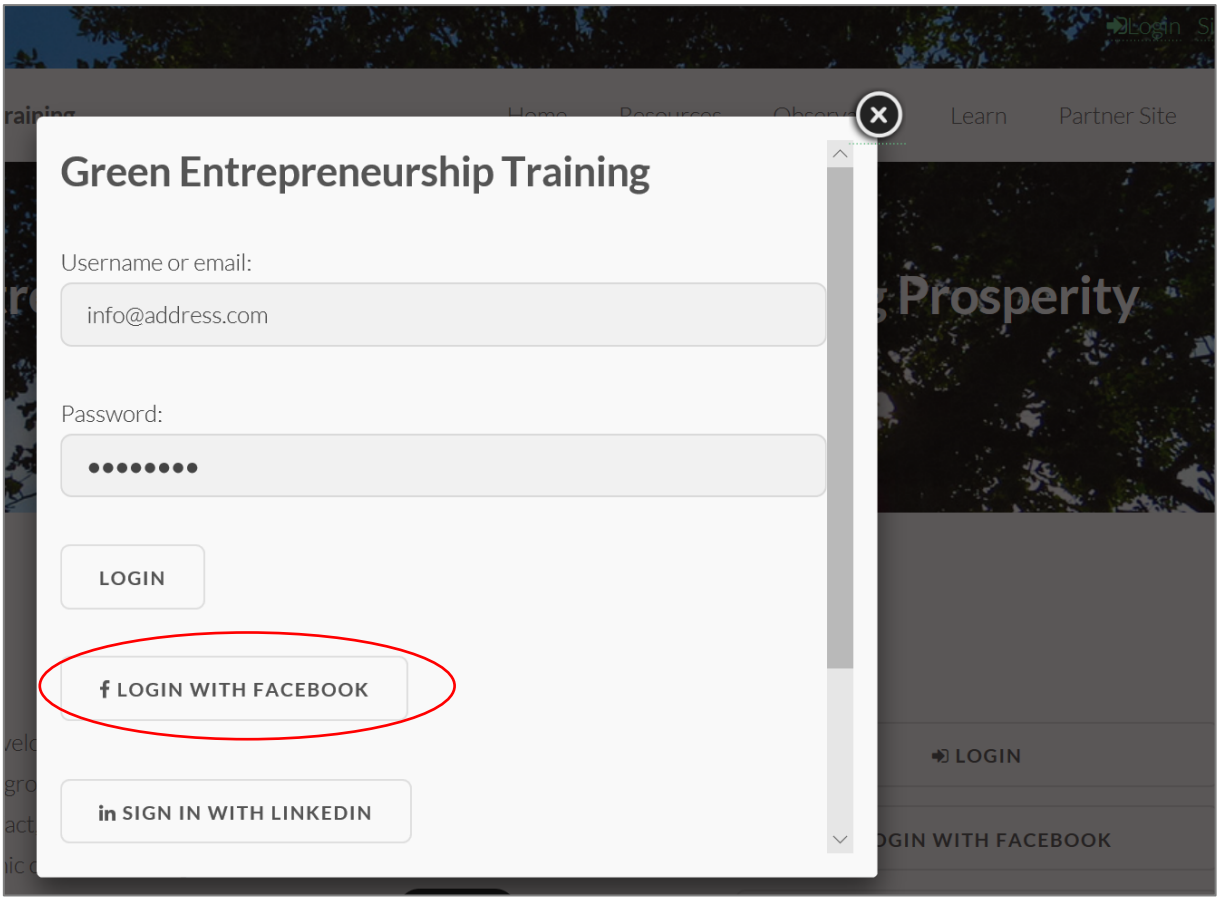


When you have filled in and submitted the registration form, your account is created and an activation e-mail is sent to your mail inbox.

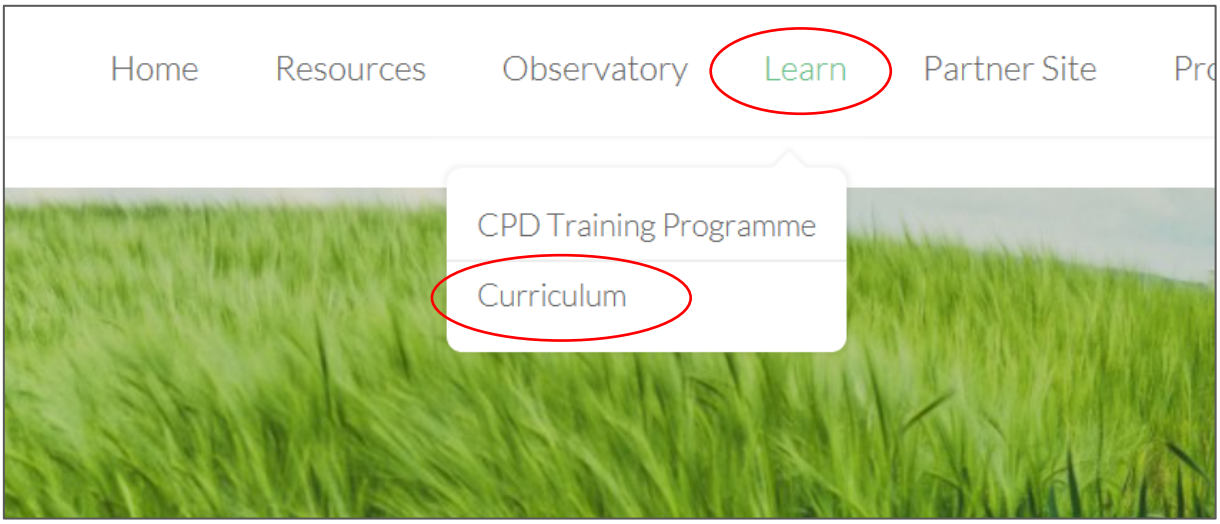
Click on the link in the e-mail to activate your account and you're ready to login.

Logging in

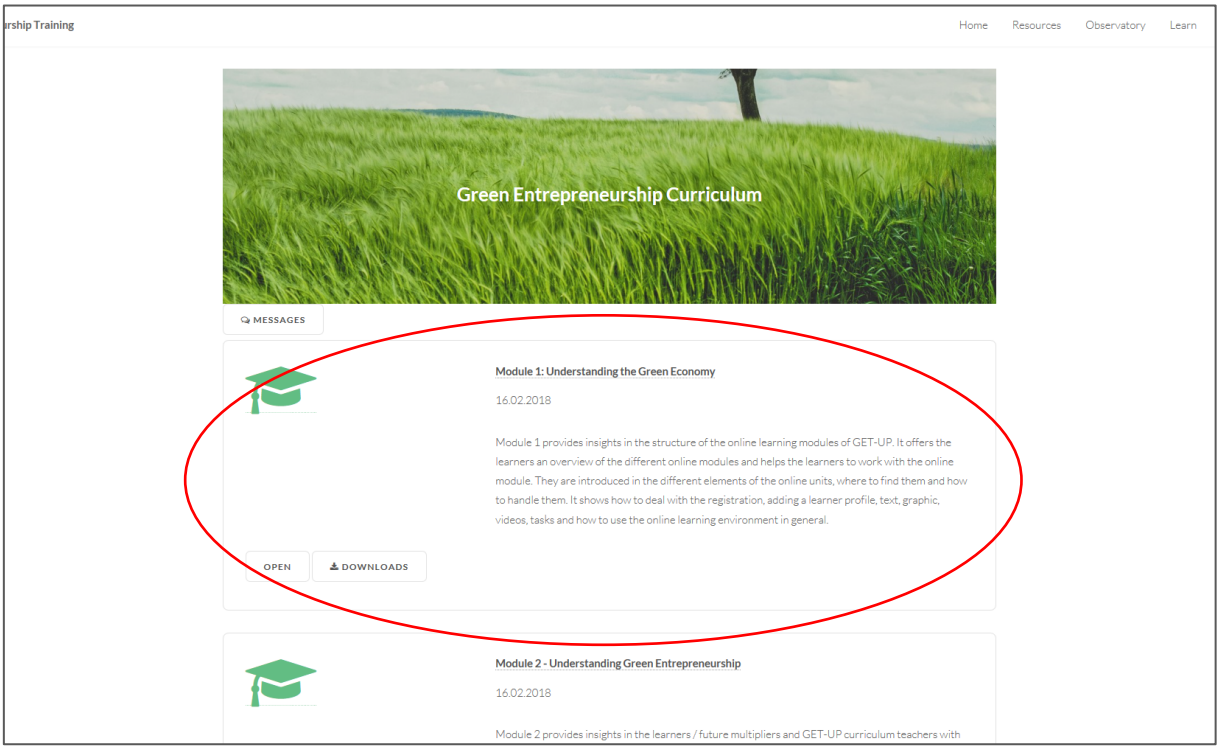
You can now login using your e-mail address as Username and with password you chose in registration, or if you chose to use Facebook or LinkedIn login, simply by clicking the appropriate button;

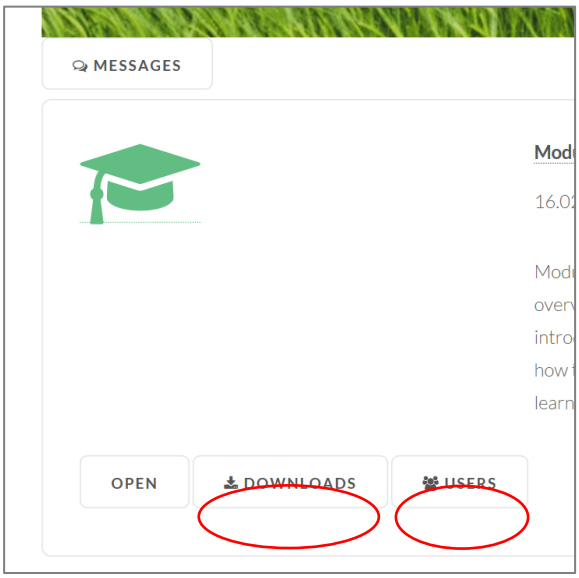


Taking a Course



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;

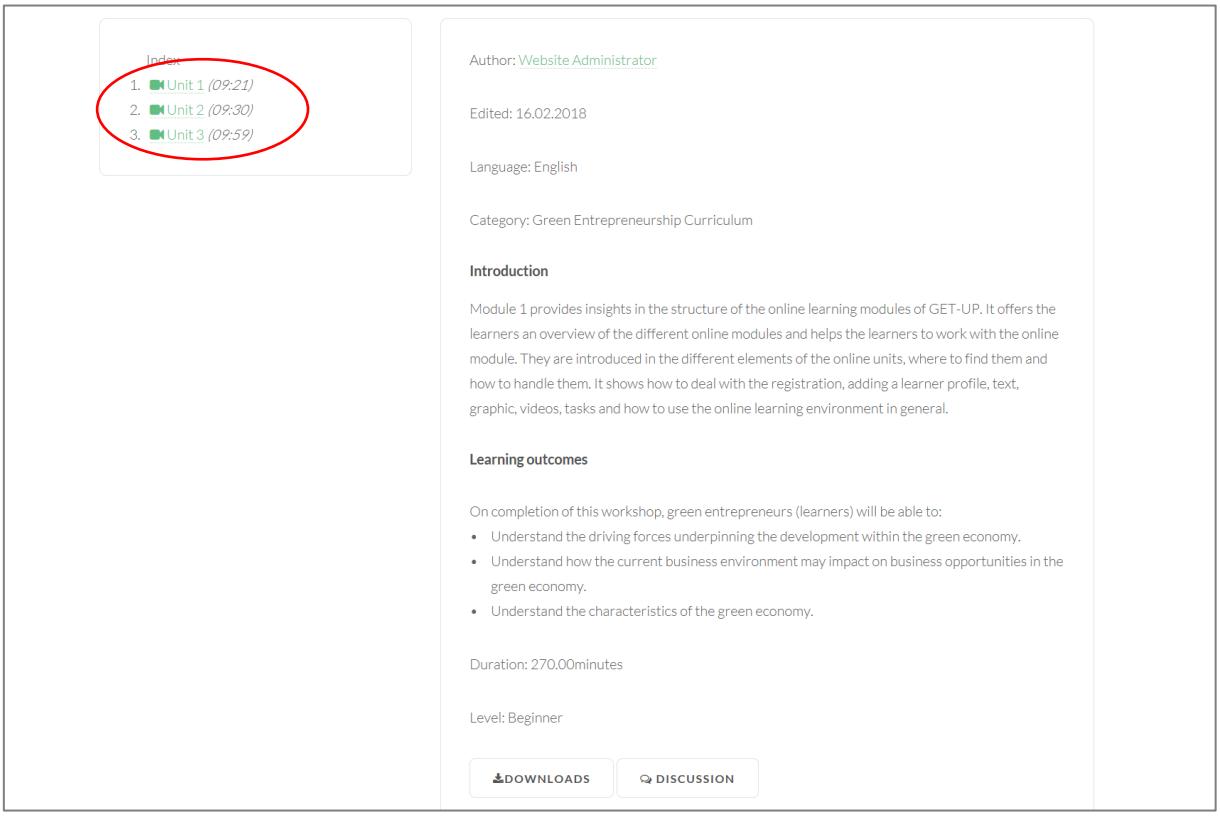




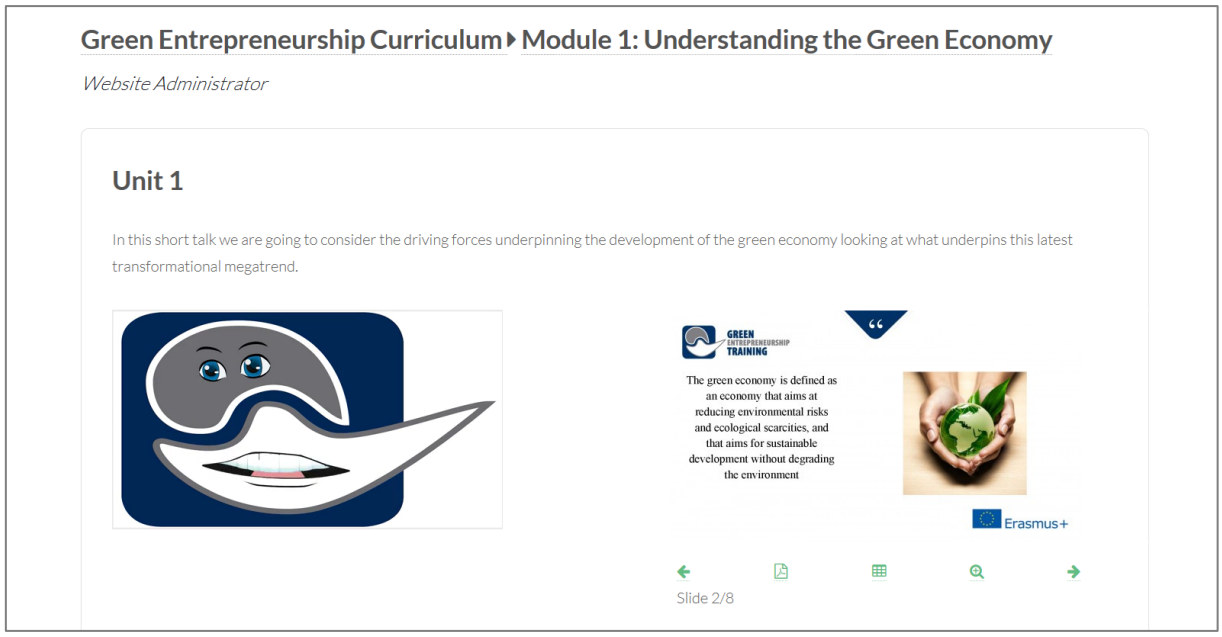
Downloads – this section allows you to download the materials related to each course for offline use.

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.

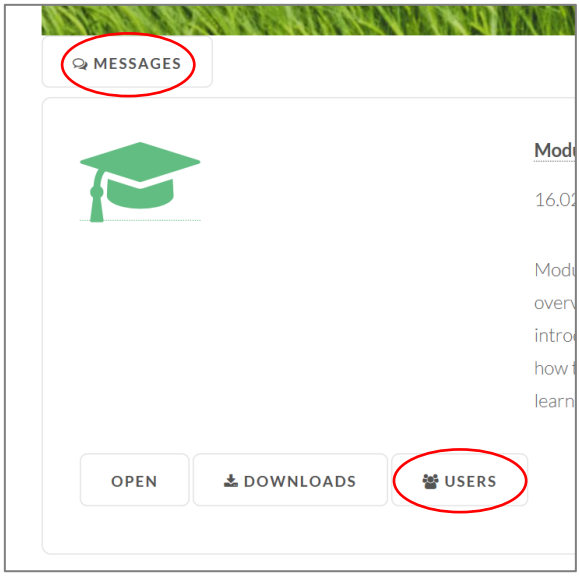


This is an example of what a learning Unit may contain: a video lecture with synchronized slides next to it. You can navigate the presentation using the buttons below the slide set. The Video will automatically follow your slide selection.



Messaging with other users

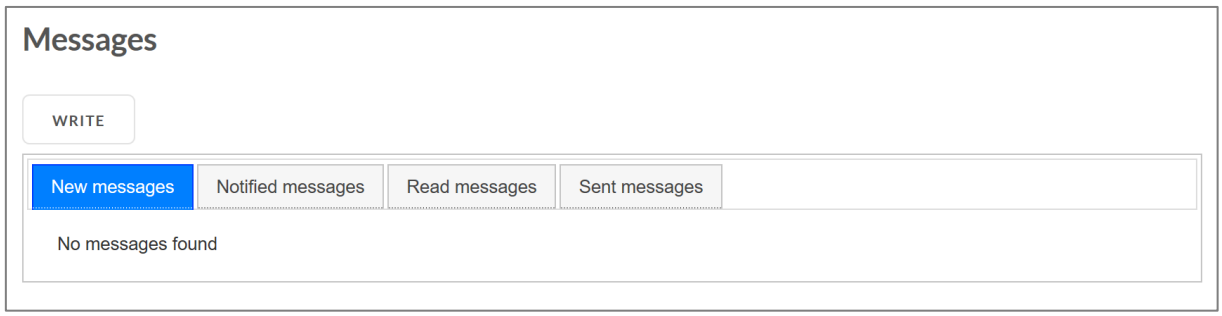
There are two ways to send messages to other users; Directly via the Messages feature, which takes you to your messaging Inbox, or navigating through the Users button to the list of users enrolled on the selected course.



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.

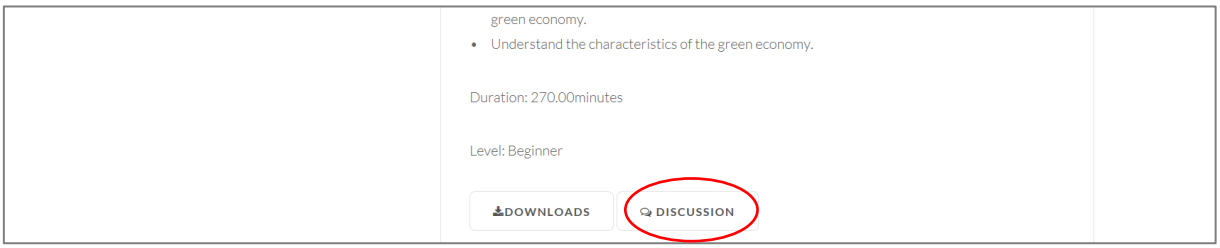


Sending a message

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

Discussion Forum

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



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

Testing the discussion

Attachments

Selaa...

SEND MESSAGE RETURN

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

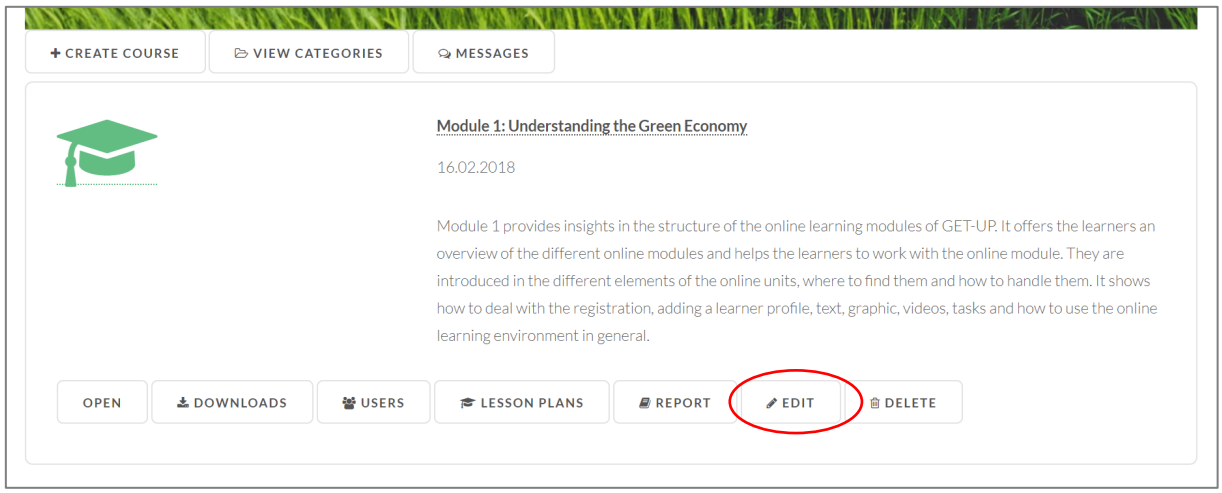
RETURN

Advanced usage

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

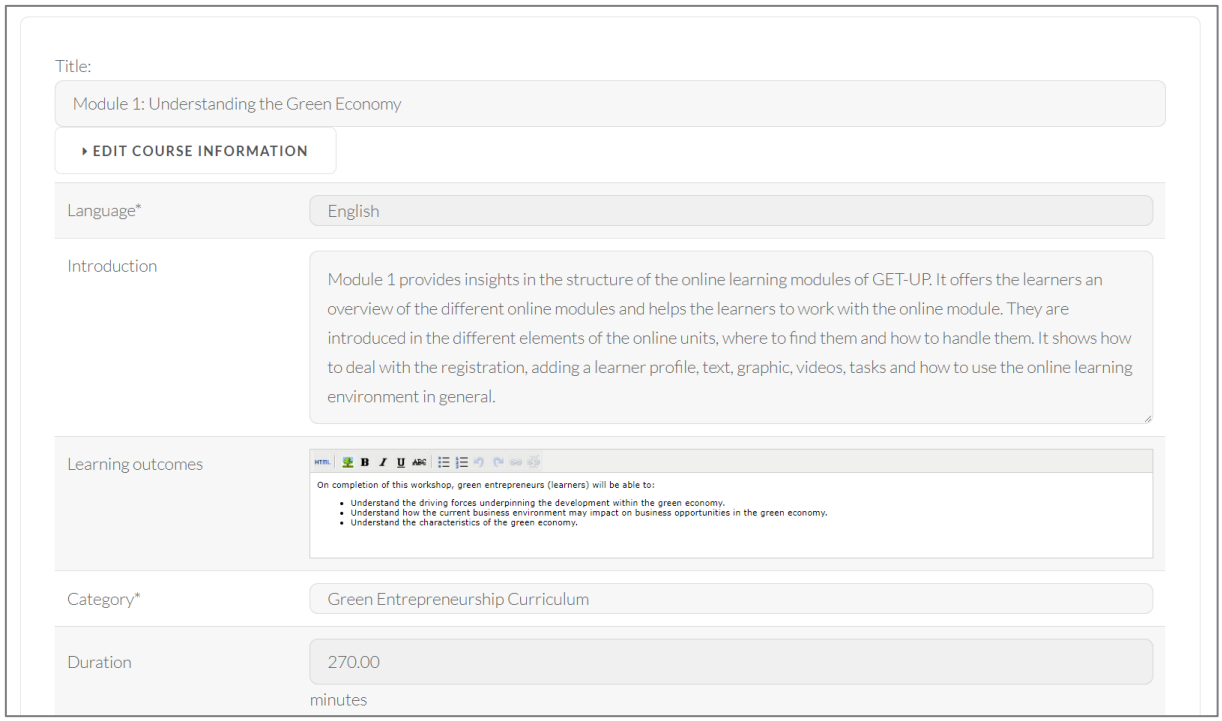
Editing courses

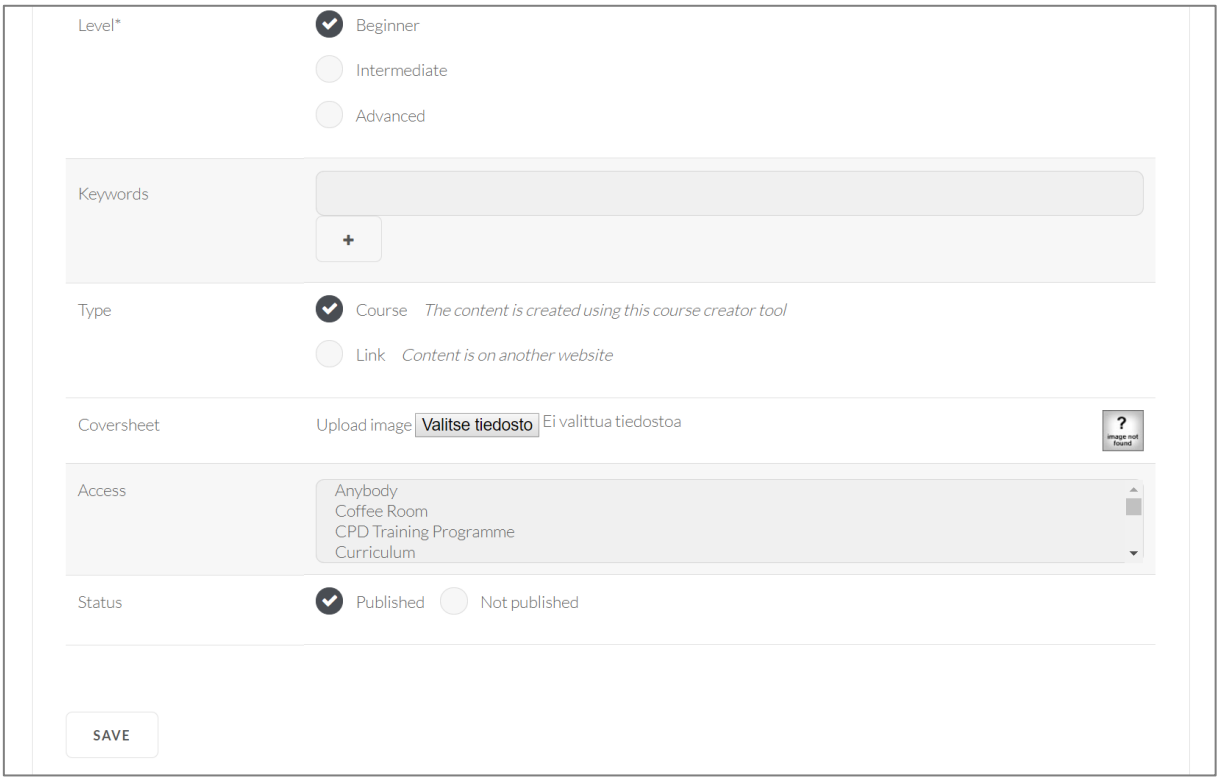
Each course in the Learning environments consists of basic information, and one or more content pages, which can be media or text content, and related attachments.



Edit view (Course)

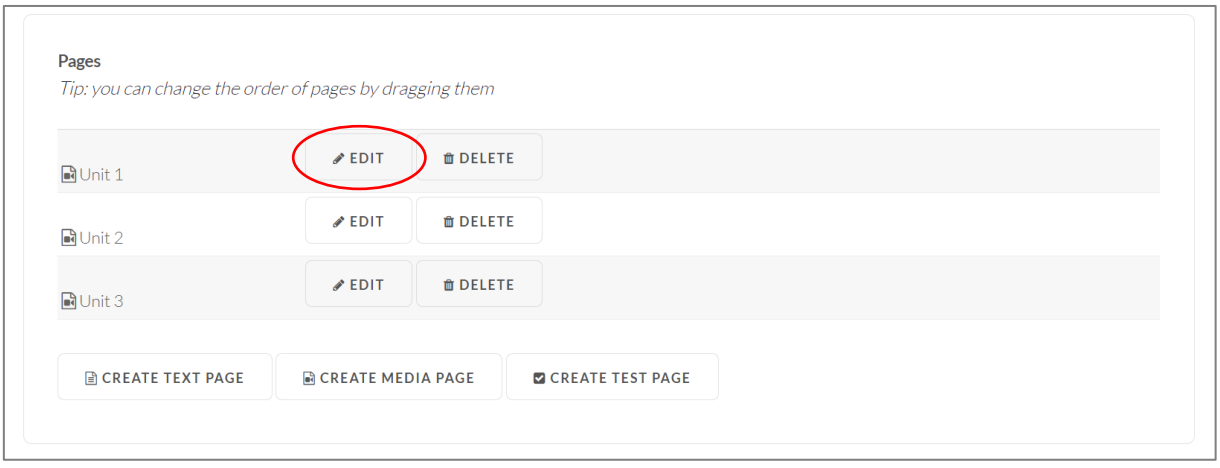
Click on the 'Edit the course information' button to edit the course properties, such as the tTitle, language, introduction text, outcomes, select the course category and so on





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

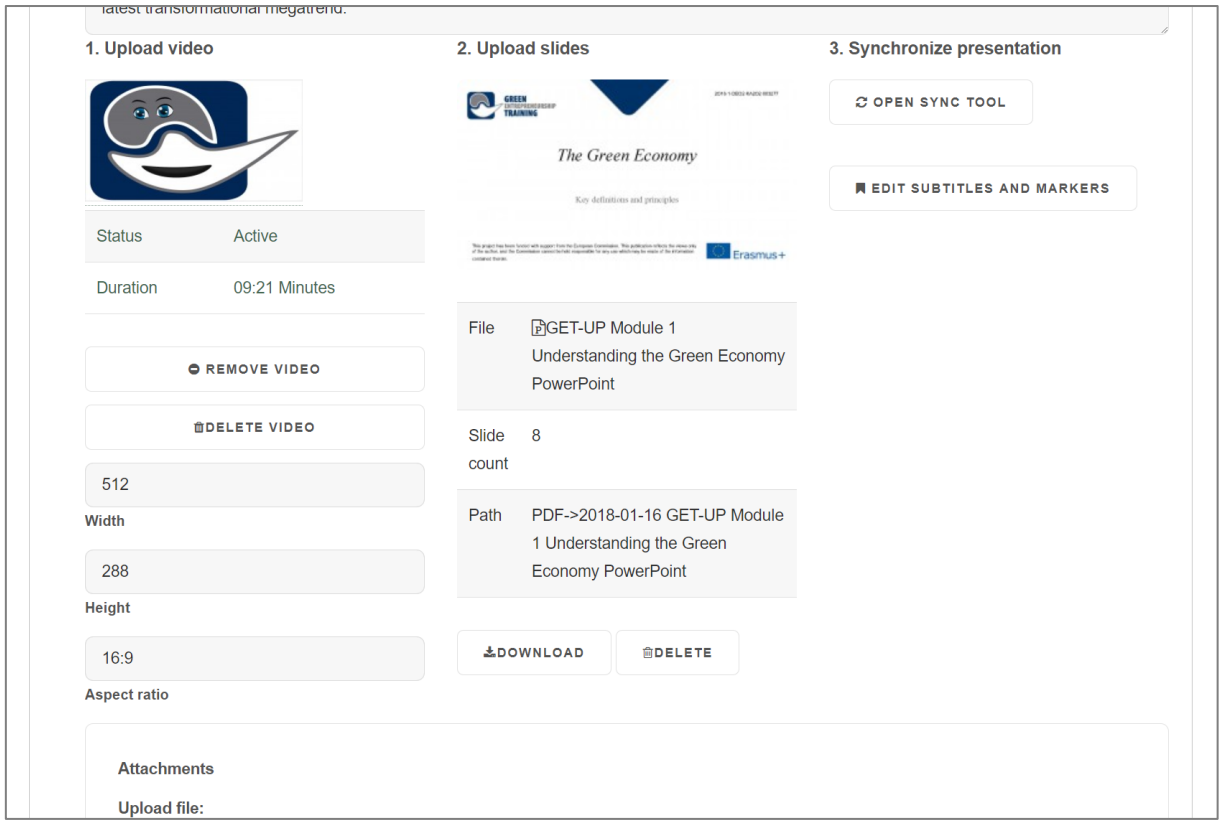
The media pages may contain a video or audio file, a powerpoint presentation (if possible, use PDF format when uploading for best visual compatibility!), their synchronisation information, and also subtitles for the video.

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.

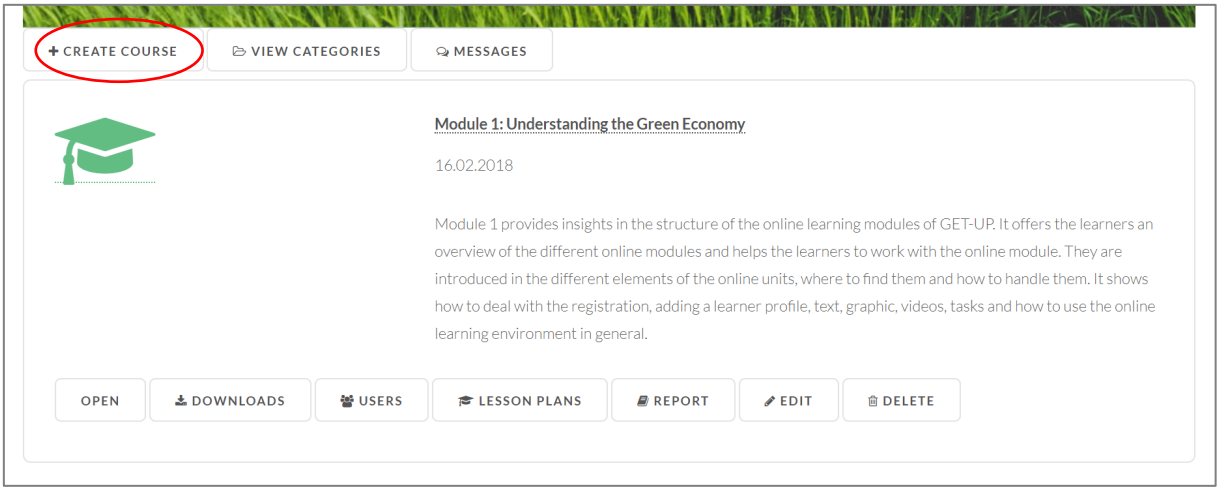
For existing files, you have two options:
1) Remove video – this will only remove the video from the selected page, but keep it in the Learning sysrtem's video archive
2) Delete video – this option will both remove the video from the selected page, and the archive, so re-upload is required if you wish 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.

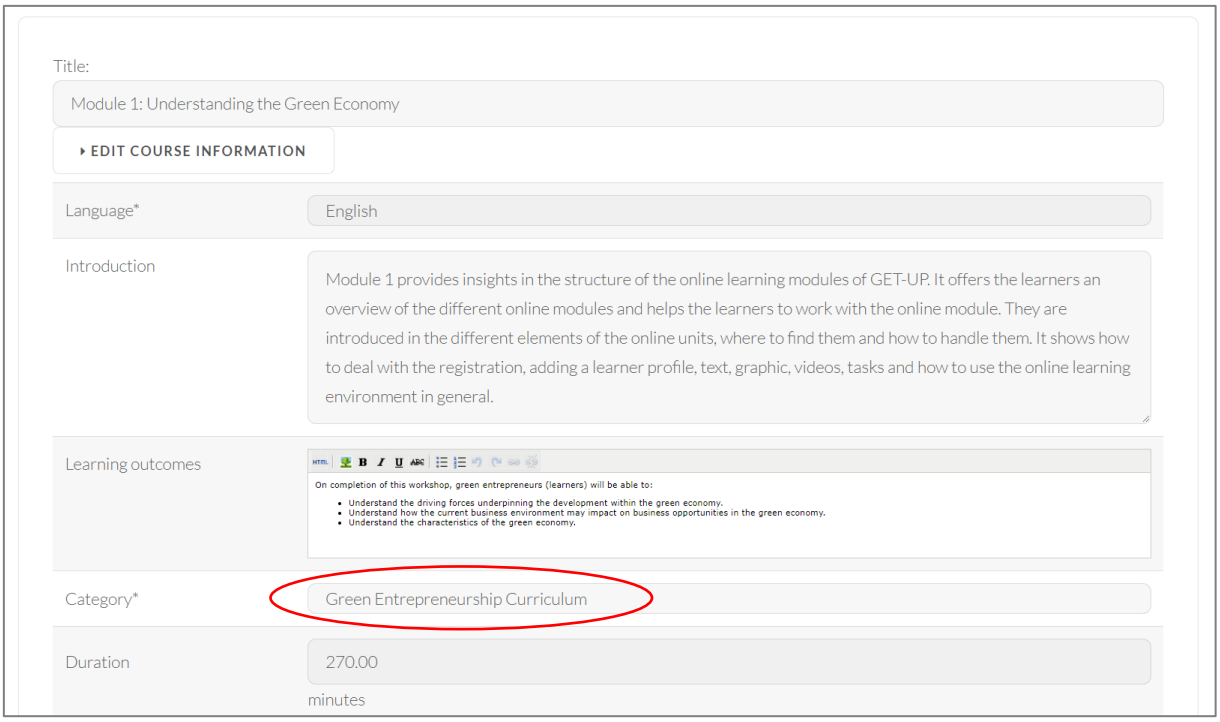
After both the video (or audio) and slideset files have been uploaded and converted, you can open a synchronisation tool for setting the positions where you want each of the slides to be displayed.



Creating courses



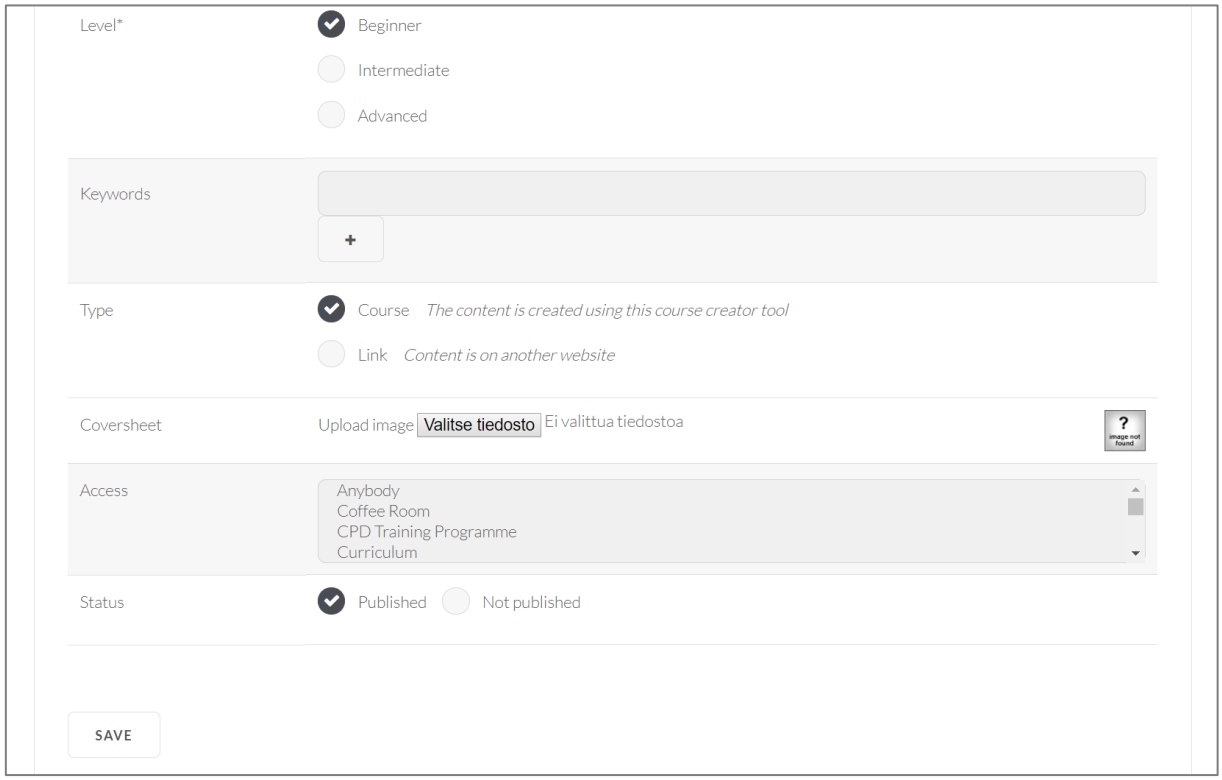
Fill in the Course information. Choosing the category defines in this case whetrer the course is placed Under **Curriculum** or **CPD Training Program** in the **Learn** section.



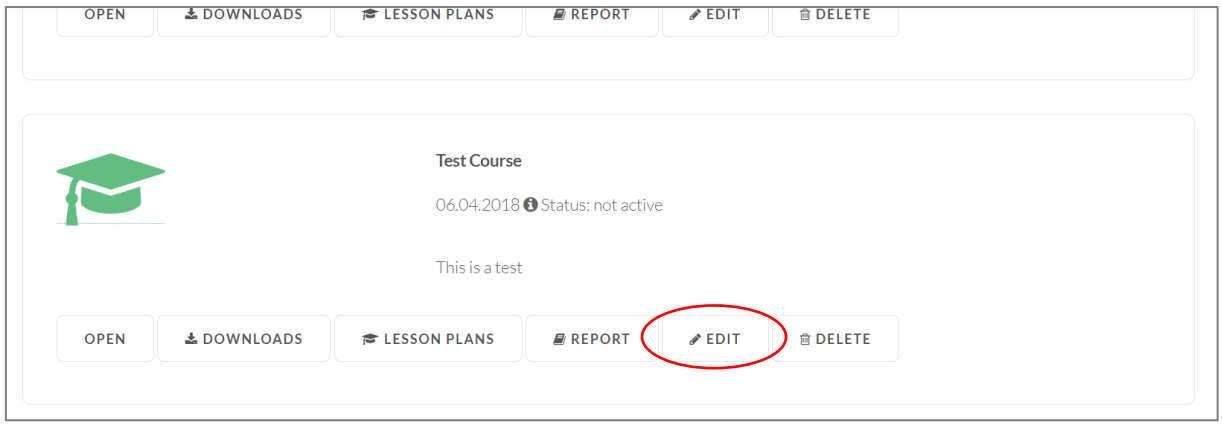
The **Keywords** you fill in are not displayed on the page, but they are available for the search feature and can be used to further categorise the content.

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

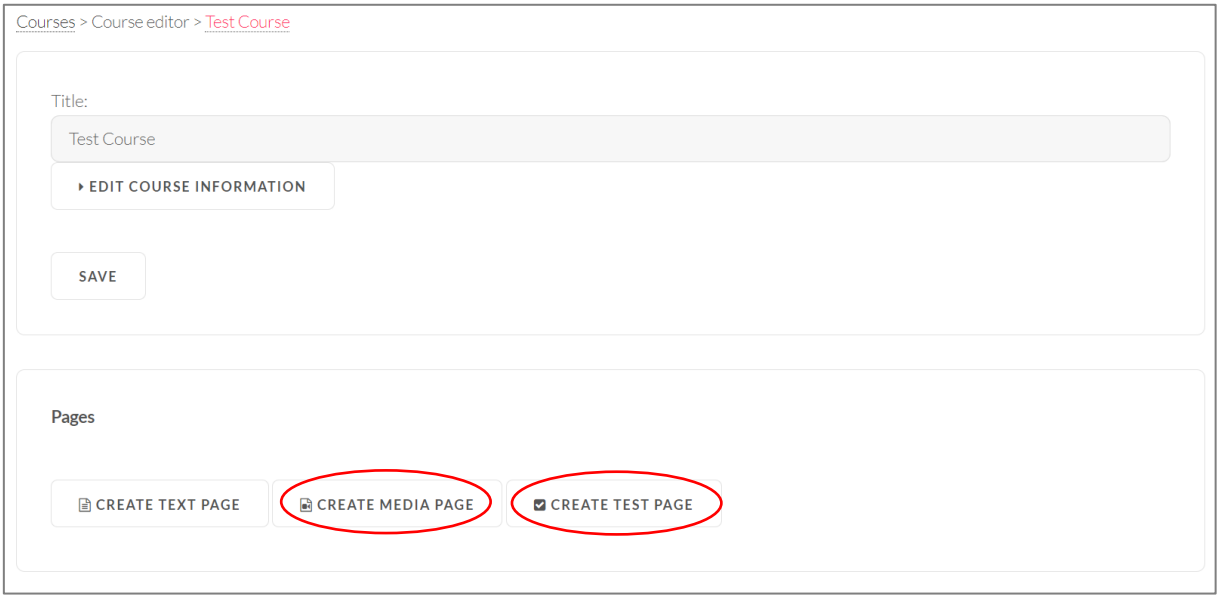
When you are creating a new course, set the **Status** to **Not published** and change it to **Published** when your course is finished and you want it to be displayed in the course list for all users.



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

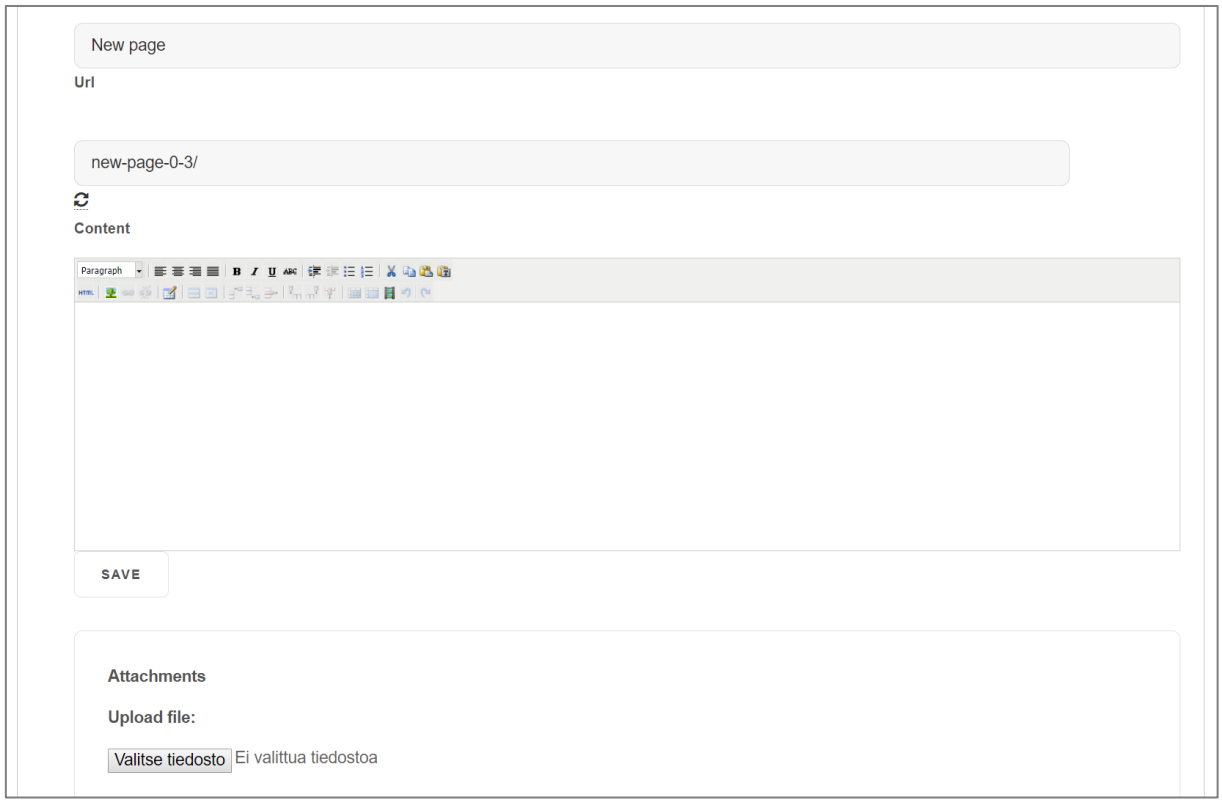


Choose **Text Page** to create pages that contain formatted text and images, and **Media Page** when you wish to upload media contents such as video or audio or Power Point slides. **Test Page** can be to create self-assessment tests and other quizzes.


Courses > Course editor > Test Course
Title:
Test Course
EDIT COURSE INFORMATION
SAVE
Pages
CREATE TEXT PAGE
CREATE MEDIA PAGE
CREATE TEST PAGE

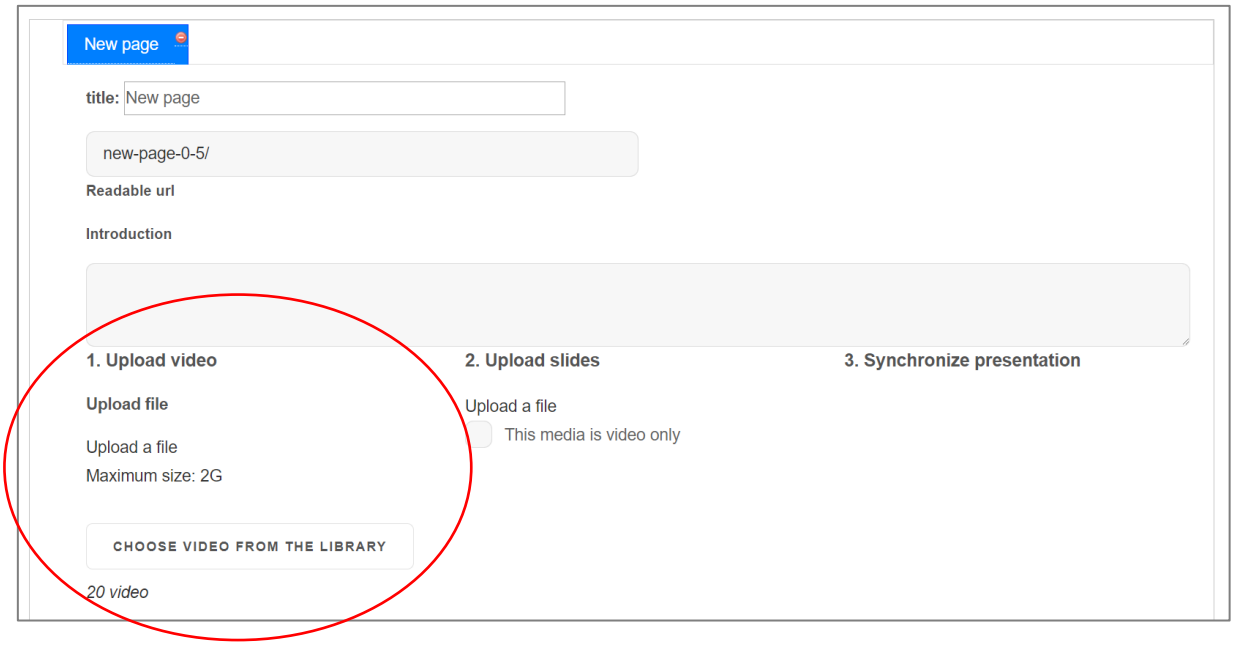
Text Page

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



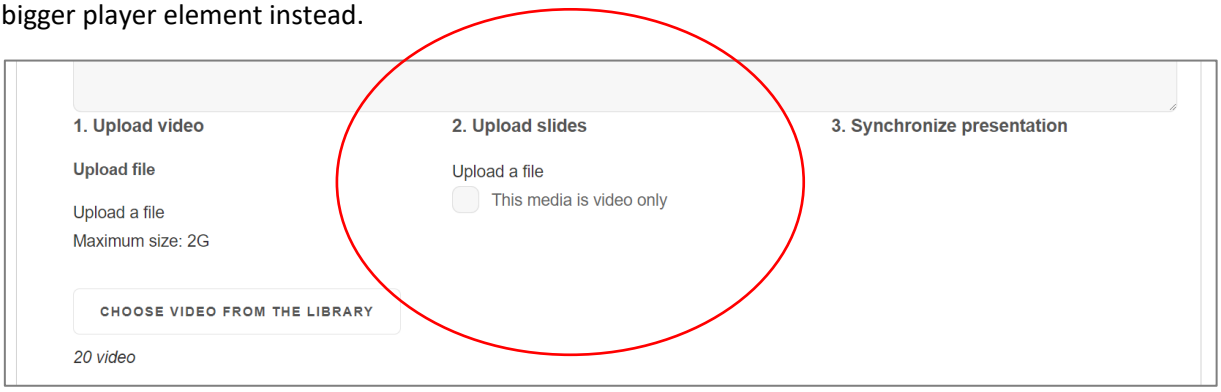
Media Page

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



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.

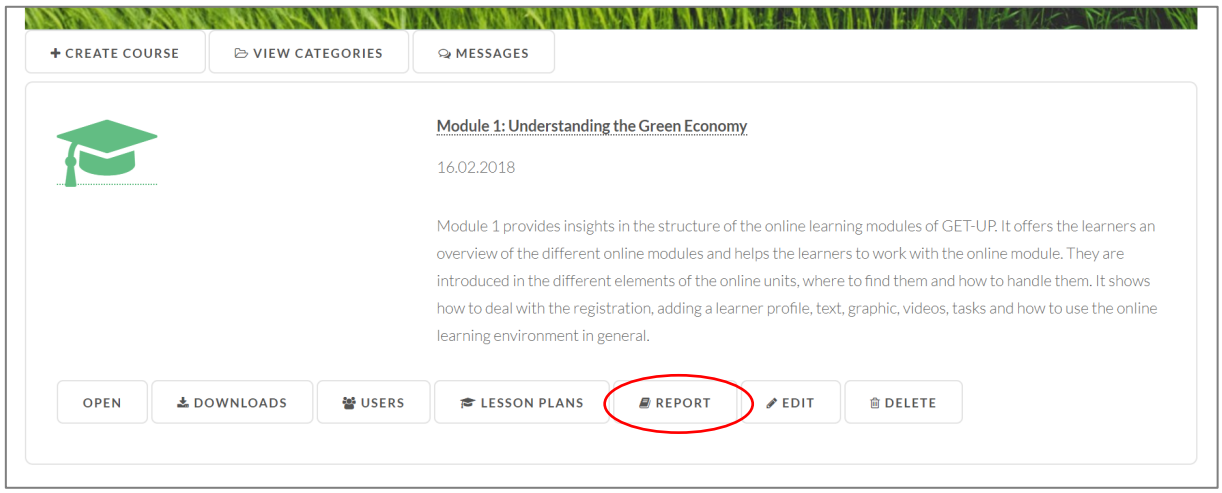


If you have a slide presentation for your video or audio, Click **Upload a file** to add slides.

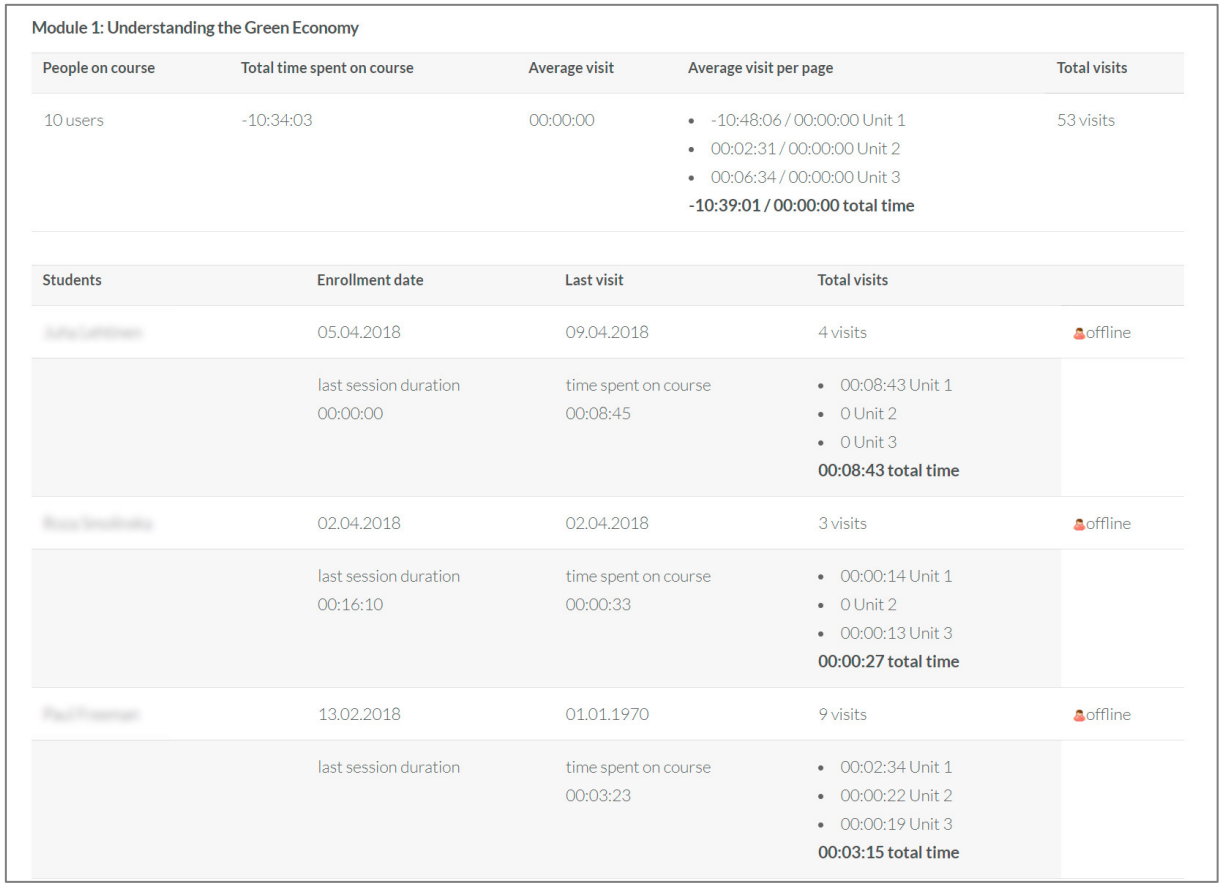
After both video and slides have been uploaded and the video conversion is completed, links to synchronise the presentation will become available.

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

Report



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	• -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**	