

# LEARNERS' GUIDE



## IN MOODLE FRAMEWORK

<b>Author</b>	<b>Prompt</b>
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<b>Reviewed by</b>	



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## INTRODUCTION

Digitalis training materials are implemented in the open-source Moodle (**Modular Object-Oriented Dynamic Learning Environment**) platform, which enables:

- structured work with the participants, divided into topics;
- include all course materials that can be tailored for online activities;
- facilitate communication and collaboration between mentors from schools and participants (the other participating teachers).



### Why was Moodle selected?

Because it supports cooperation and collaborative content creation, and it integrates tools for establishing the elements of constructive pedagogy; it is a so called web2.0 aware platform. Moodle Learning Management System lets the trainers/mentors to create, upload, share digital learning content, upload or create assignments, quizzes, discussion forums, etc. with an easy to learn user interface.<sup>1</sup> Digitalis learning modules are provided in English, Greek and Hungarian languages and are organized in different courses based on the language used.

Moodle supports both teaching and learning:

- Delivers a powerful set of learner-centric tools and collaborative learning environments that empower both teaching and learning.
- Easy to use with a simple interface
- Free with no licensing fees
- Always up-to-date
- Multilingual
- All-in-one learning platform
- Highly flexible and fully customisable
- Scalable to any size
- Robust, secure and private
- Can be used anytime, anywhere, on any device
- Extensive resources are available

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<sup>1</sup> The innovator of the system is Martin Dougiamas, an Australian educator and computer scientist. His aim was to develop an open source application to support a social constructionist model of teaching and learning within Internet-based communities. Link to the Moodle community:

<https://moodle.org>



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The platform is accessible at the link: <https://course.digitalis.prompt.hu/>

The graphic design of the e-learning platform is aligned with the design elements of the project. On the frontpage, visitors can find the courses in different languages. Entering each of the courses is possible only after registration.

## ENTERING THE COURSE



Learners can join the course by clicking on **LOG IN**. After selecting the language, all text, commands, menus of the platform, will be published in the selected language.

If you click on any course name before logging in, you will be navigated automatically to the LOG IN page.


### Log in

Username

Password

Remember username

Forgotten your username or password?

Cookies must be enabled in your browser 

Some courses may allow guest access

If you don't have any account yet, you have to register by clicking the CREATE NEW ACCOUNT button.

## Is this your first time here?

For full access to this site, you first need to create an account.

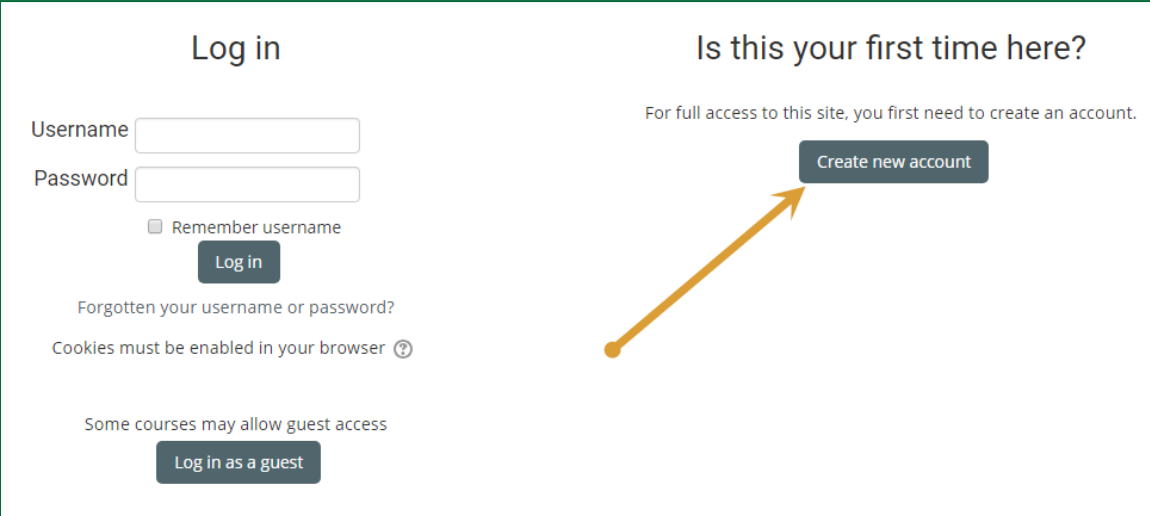


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**REGISTERING FOR THE PLATFORM**

Create a new account by filling in the requested data.



**Log in**

Username

Password

Remember username

**Log in**

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

**Log in as a guest**

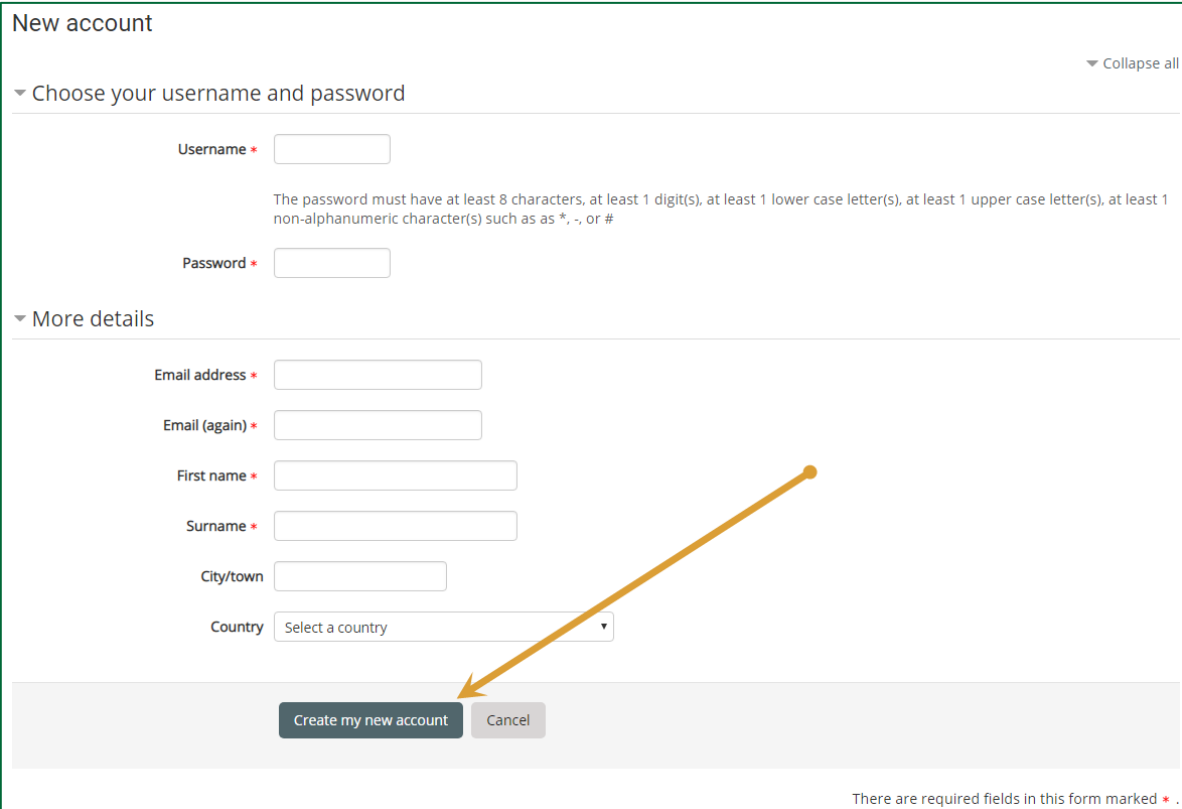
**Is this your first time here?**

For full access to this site, you first need to create an account.

**Create new account**

5

You have to fill in at least the fields marked with red stars, which are mandatory, and then save the figures by clicking **CREATE MY NEW ACCOUNT**.



**New account** ▼ Collapse all

▼ Choose your username and password

Username \*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as \*, -, or #

Password \*

▼ More details

Email address \*

Email (again) \*

First name \*

Surname \*

City/town

Country

**Create my new account**

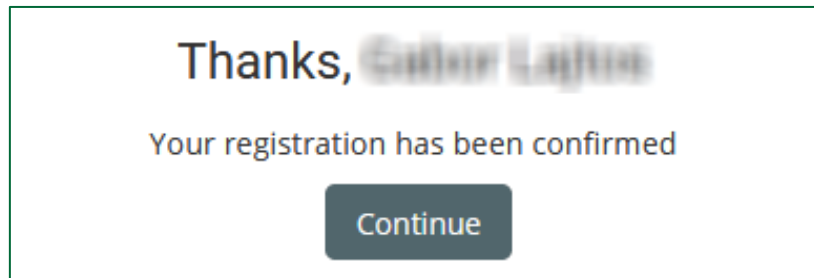
There are required fields in this form marked \*.



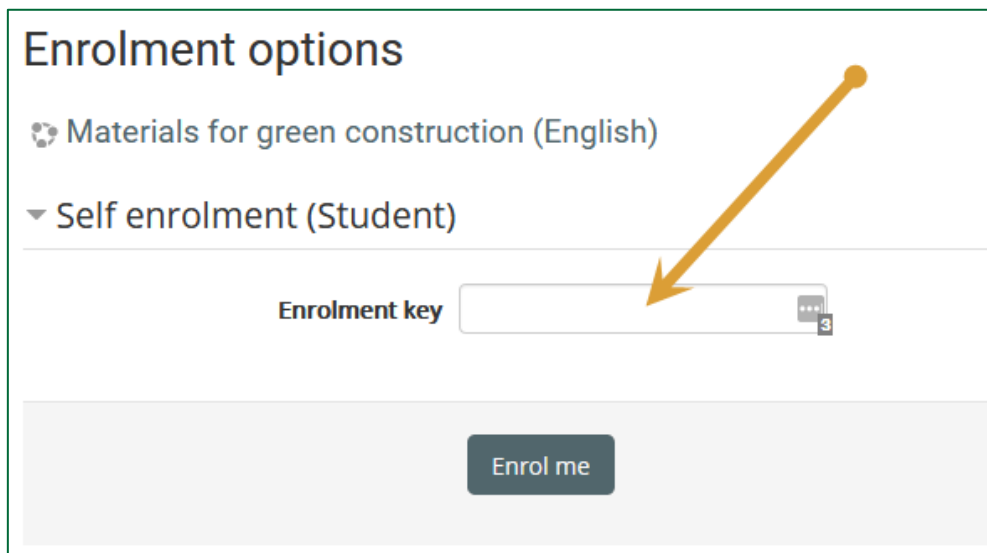
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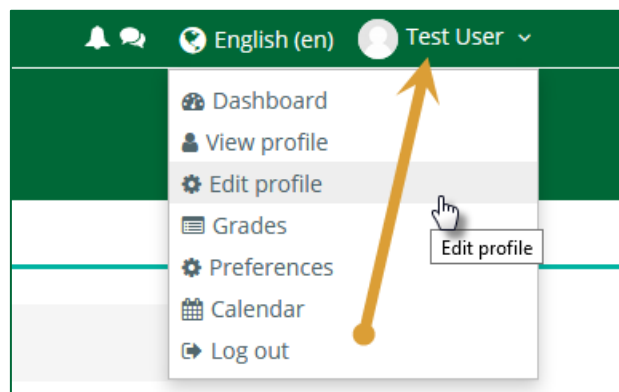
You will receive a confirmation to the e-mail address you supplied. Click on the link in the e-mail to verify your registration.



To access the learning content, you'll need to enroll to the course by adding the unique *enrolment key* provided by the platform administrator.



Successful enrolment will be confirmed in an e-mail. By clicking on the link in this e-mail, you can provide more personal information in the **Edit profile** menu. (You can also edit the profile later in the user menu at the top of the screen.)



## STRUCTURE OF THE COURSE – COURSE COMPONENTS

After entering the course successfully, you will be navigated to the front page of the course, with several course components that you can use.

### MAIN NAVIGATION BAR

In the upper part of the screen, you'll see the main navigation bar, which shows you in which area of the platform you are at present. By clicking one of the items of the bar, you will be navigated to the selected area, e.g. to the front page, if you click on the word "Home".

### COURSE NAVIGATION BAR

In the middle of the window you will find the learning content, and other components of the course, like discussion forum, assignments, quizzes, etc., however, to access to these components, you have to select one of the modules, by clicking the navigation bar of the course.

After entering the course, you will see a new navigation bar beyond the standard bar showing the path, where you are. The new bar let you move around of the **topics** of the course.

In the course navigation bar, you'll see the links beginning with "General" and followed by the titles of the modules.

Under the tab **General** you'll find the forum (**Announcements**) for communicating with others by writing posts, and an option to give notes (**Course content fixes**) to the system administrators if you have experienced a mistake in the operation of the platform.

## CUSTOMIZING YOUR LEARNING ENVIRONMENT

### MAIN MENU

After selecting one of the course categories, you will be navigated to the next site with a list of the language versions of the course and with a menu under the title, with the commands of

***Home, Dashboard, Events and My courses***

at the right side you can change the view by clicking

***Hide blocks and Full screen.***



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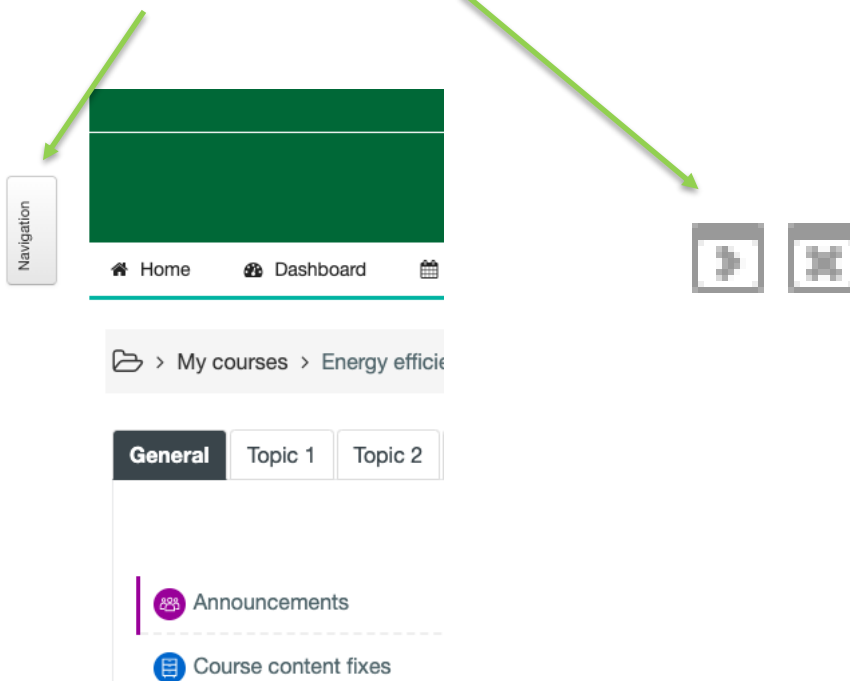
At the left side of the screen there is a Navigation menu with list of functions, this part is the so-called **BLOCK**. Right to it you find a dropdown menu with the categories, and a “search field” to find another course you want to visit.

If you don’t need the options offered by of the BLOCK, you can hide it,

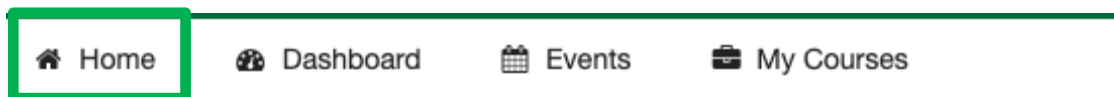
(1) By clicking the small icon at the right top of the block



The block can be open again, when you need it, by moving the cursor above the rectangle with the text “Navigation”, and clicking the icon, which points now into the opposite direction than before.



Let’s see the menu commands:



### **Home**

Clicking this command, you will be navigated back to the front page of the platform.



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[Home](#) [Dashboard](#) [Events](#) [My Courses](#)

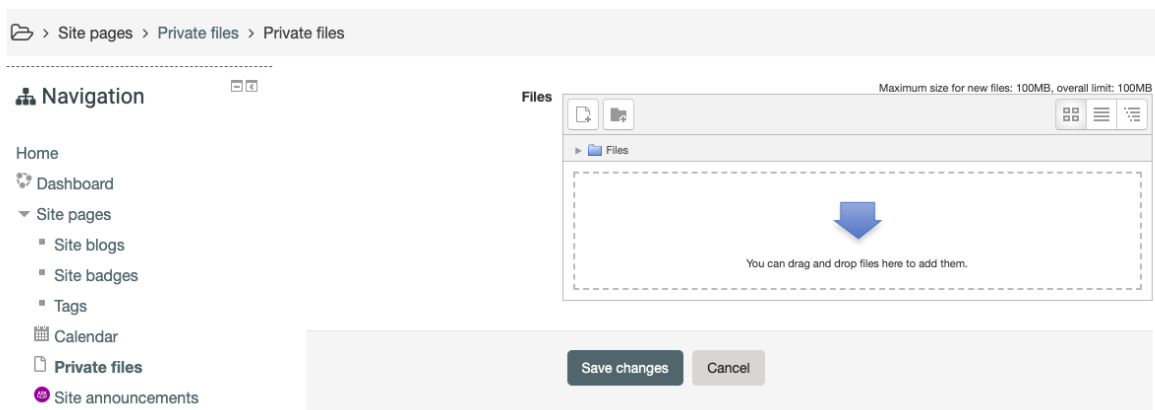
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## Dashboard

This command displays your special learning environment in the form of table, with all courses you are just enrolled. In the first row you see the courses you recently accessed.

On the left side you see several different blocks like:

- **Timeline** – with the actual events in your courses
- **Private files** – you can upload here your own working materials, documents, etc. with Drag&Drop technics.



- **Online users** – you can see here the name of other students, trainers who are just present in the platform.
- **Calendar, Upcoming events** – these are managed by the trainers. If the trainer gives a deadline when you have to submit an assignment, you will see here.
- Etc.

You must know, that the Moodle platform is very flexible, the system administrator can build a customized learning environment for each course, and the trainer and even you as student have also freedom to modify the working environment, e.g. by hiding blocks.

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[Home](#) [Dashboard](#) [Events](#) [My Courses](#)

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## Events

The events are categorized by different aspects, like global events (for everybody who enter the platform), course-events for students enrolled, events for groups, etc. You will see in the calendars




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only the events, which are belonging to your course, group, etc.

---

 Home    Dashboard    Events    My Courses

---

**My Courses** – this command gives a list of the courses you have the permission to visit.

On the left side of the menu, you see the options for customizing your learning environment:

---

**Customise this page**    Hide blocks    Full screen

---

### ***Customize this page***

If you click this command, the text of the command will change, enable you to switch back to the original, standard view, and finish customizing the page:

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**Reset page to default**   **Stop customising this page**

---

New icons will appear as well at the right top of each block:



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Move the block up/down



Configure the block, setting some



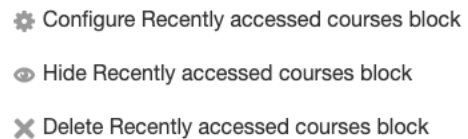
parameters

Open a list for configuring, hiding or

deleting the block.

**Remark:** deleting a block, doesn't mean to delete it only from the present view, later you can put it back if you want to.

delete the object (e.g. course) itself. You

- 
- ⚙️ Configure Recently accessed courses block
  - 👁️ Hide Recently accessed courses block
  - ✖️ Delete Recently accessed courses block

Customise this page



Hide blocks



Full screen

**Hide blocks:** With this command you can hide all blocks from the left side by one single click. This is a switch, after clicking it, the menu changes to **Unhide blocks** with which you can display the blocks again.

As you see, with blocks on the left side you will have smaller part of the screen for the learning content.

### Full screen

It helps to use the most part of the screen as your working area. It is also a switch, after clicking it, it changes to **Standard view**.

## COURSE MENU

If you are learning using full screen, and you close all blocks in order to get more space for the learning content, it will be complicated to find the commands, so you have a new menu point "**This course**"

## PARTICIPANTS



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The menu offers possibilities to keep contact with other participants of the course (**Participants**):

Courses > Passive house technology > Passive house technology (English) > Participants

### Participants





No filters applied

Search keyword or select filter ▼

Number of participants: 13

First name **All** A B C D E **F** G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name ^ / Surname	Roles	Groups	Last access to course
 Aleksejs Zorins	Teacher	No groups	32 days 12 hours
 Galina Bankovska	Teacher	No groups	19 days 11 hours
 Kristina Ivanova	Student	No groups	Never
 Lars Kempt	Teacher	No groups	10 days 10 hours

After clicking one of the names, you can send a message to the selected person.

You can decide whether the person should get an e-mail with your message or should get the message only when she/he will enter the platform next time.

Remark: special settings and editing can be done if you see this icon:



The further menu points include a list of the components of the course:

**Databases:** the trainers can create simple databases for collecting information for instance about special products related to the topic and can give right to the students for collaborative work on collecting information and store in the database.

**Forums:** for communication among the participants. See the detailed description later in this guide.

## LEARNING CONTENT

You can access the content by clicking the title.

The remark “*Not attempted*” is notifying you, that you haven’t completed this lesson yet. In case you have read some parts of the topic before, you will get a notice, as you see below.

You can decide by clicking “Yes” or “No” depending that it is the first time you want to start reading this lesson, or you want to continue your last learning.



If you just start, you will get a table of content, and you can go on by clicking the titles, or the **Next** button.

The last section of the lesson is a summary of the topic, titled: Conclusion.

After clicking End, you get a message and a summary about your fulfillment.

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## VIDEO LESSONS

The videos inserted in the content are usually Open Educational Resources published under Creative Commons license, what means the they can used freely for educational purposes.

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## QUIZ

After finishing the lesson, you are asked to give your feedback by filling out a question-based test.

Depending on the decision of the trainer, usually you are allowed to fill out the quiz several times, and your final score will be the value you reached. If it is not the 1<sup>st</sup> attempt, you will get a message as follows, so you can start with your “Re-attempt” if you want to improve your former results.

Otherwise, you’ll get another message, to start with the quiz at the 1<sup>st</sup> time:

You have to answer the questions one-by-one:

Question 1  
Not yet answered  
Marked out of 1.00  
 Flag question

How many percent of total energy consumption in the world today is due to buildings?

Select one:

- a. 50%
- b. 40%
- c. 70%
- d. 10%
- e. 20%

Next page



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When you are over all of the questions, you can decide to start again, or to submit your present solution:

5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved
11	Answer saved
12	Answer saved

Return to attempt

Submit all and finish

After submitting the solution, you will get a summary about your result, and you can check the correct answers for every questions.

## COMMUNICATION IN THE FORUM



The Forum is an asynchronous communication tool, which means that participants do not have to be logged in on the portal at the same time to use it for communication. Messages are stored in order that participants visiting the forum can see and reply to them any time.

The forum activity allows students and teachers to exchange ideas by posting comments as part of a 'thread'. Files such as images and media maybe included in forum posts. The teacher can choose to rate forum posts and it is also possible to give students permission to rate each other's posts.

Let's see a video on how to use the forum:

[https://www.youtube.com/watch?time\\_continue=11&v=3M7G9aJVGy0](https://www.youtube.com/watch?time_continue=11&v=3M7G9aJVGy0)

The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.



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Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.





Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the gradebook.

Forums have many uses, such as

- A social space for students to get to know each other
- For course announcements (using a news forum with forced subscription)
- For discussing course content or reading materials
- For continuing online an issue raised previously in a face-to-face session
- For teacher-only discussions (using a hidden forum)
- A help-centre where trainer and students can give advice
- A one-on-one support area for private student-trainer communications (using a forum with separate groups and with one student per group)

#### ENTER THE FORUM, READ THE POSTS

Before entering the forum, some information is visible about the forum. On the left side the forum name is visible, which is clickable and forwards the user to the forum. The second column displays how many topics were posted in this forum. The Posts column shows the number of total posts in this forum. The last column displays the author of the latest post and when it was posted

Forum			
<a href="#">Add a new discussion topic</a>			
Discussion	Started by	Replies	Last post
<a href="#">Introduction of the participants</a>	 Mária Hartyányi	0	Mária Hartyányi  Wed, 27 Mar 2019, 12:25 PM
<a href="#">Technical issues</a>	 Mária Hartyányi	0	Mária Hartyányi  Wed, 27 Mar 2019, 12:25 PM

By clicking the name of the forum, you will see the topics and after clicking a topic you will be able to read the posts, you can add a new post as well.

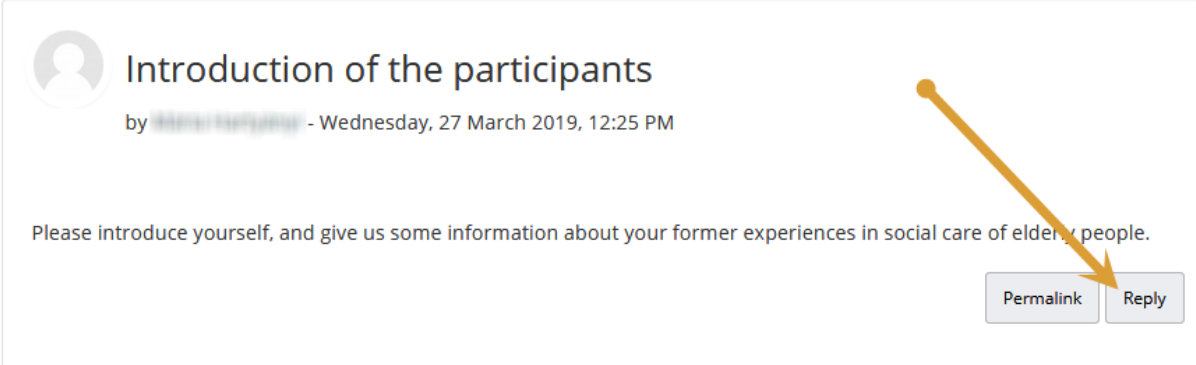
The forum topic is the place where the communication takes place. After entering a topic, the title will appear. Below it there is the date when it was published and the author. The text below the date is description about the topic. Underneath there are some links “forums”, “tags” and “subscription”. You can attach documents or any digital content to your posts.ű



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## ANSWERING A POST

If you want to answer a post of other participant, you have to click the Reply button below the description of the topic.



The screenshot shows a forum post interface. At the top left is a grey profile icon. To its right is the title "Introduction of the participants" in bold. Below the title is the text "by [redacted] - Wednesday, 27 March 2019, 12:25 PM". The main content of the post is "Please introduce yourself, and give us some information about your former experiences in social care of elderly people." At the bottom right of the post content area are two buttons: "Permalink" and "Reply". A yellow arrow points from the top right towards the "Reply" button.

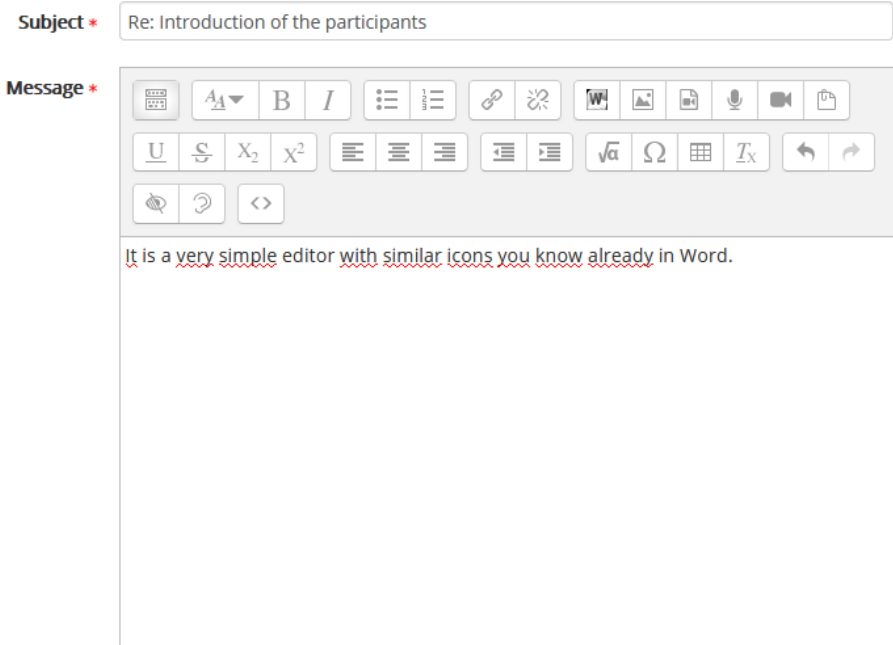
16

The forum posts are similar to the structure of the e-mail, but here it is obligatory to fill in the **Subject** and **Message**, while to attach a document is optional.

---

## WRITING A MESSAGE BY USING THE EDITOR

When you start to write a post, a new window will open with series of icons to edit, format your text.



The screenshot shows a message composition window. At the top is a "Subject" field with the text "Re: Introduction of the participants". Below it is a "Message" field with a rich text editor. The editor's toolbar includes icons for text color, bold, italic, bulleted list, numbered list, link, unlink, insert table, insert image, insert video, insert audio, and insert document. The text area contains the sentence "It is a very simple editor with similar icons you know already in Word." with some words underlined in red.



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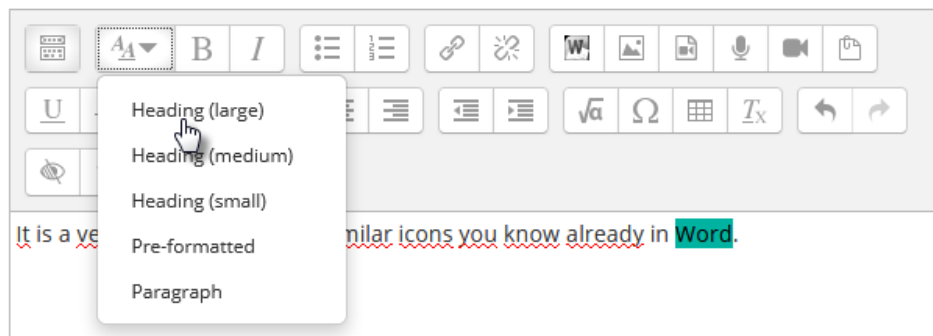
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These are some basic text handling tools which might be already familiar from Word or any other text processing software. You can “cut”, “copy”, “paste”, “paste as plain text” or “paste from word”.

If you have already written your text in a Word document, you just have to paste it with this tool.

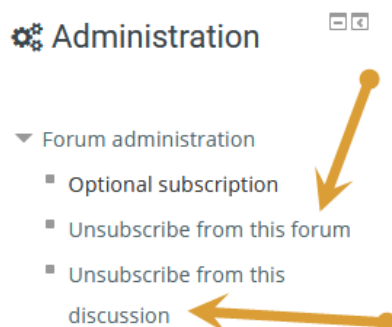
You might be familiar with the basic formatting icons, like below for giving special Heading 1, 2, 3 styles to the selected paragraph.



When you click the **POST TO FORUM** button below the message, then you will see at once your completed text message, but you have **30 minutes** to correct, to modify your text, then the system will send an e-mail automatically to all participants who are subscribed to this forum.

Your post was successfully added. ✕  
You have 30 mins to edit it if you want to make any changes.  
@user: @user will be notified of new posts in 'Introduction of the participants' of 'Forum'

## E-MAIL OF THE MESSAGE



Why will you get e-mail about the forum messages? This is a setting in the e-learning system, chosen by our system administrator because we think that option is useful. If this option is checked, you need not to visit the site to see whether there are new messages or not. You can read the messages in your e-mail. However, if the e-mails would bother you, you can unsubscribe from the forum in the left block, called ADMINISTRATION.

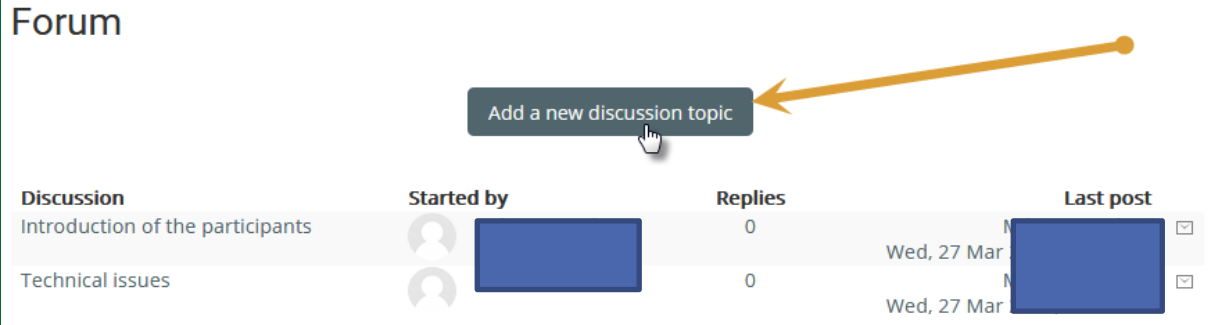


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## ADDING NEW TOPIC TO THE FORUM

You can start a new forum topic, if you want, by clicking the button at the top of the forum. However, please pay attention: do it only if there aren't similar topic opened before! Otherwise the discussion will be too fragmented, and it will be very difficult to follow the stream.



The screenshot shows a forum interface with the following elements:

- A button labeled "Add a new discussion topic" with a hand cursor pointing to it. An orange arrow points from the right side of the forum area towards this button.
- A table of discussions with the following columns: Discussion, Started by, Replies, and Last post.

Discussion	Started by	Replies	Last post
Introduction of the participants		0	Wed, 27 Mar 
Technical issues		0	Wed, 27 Mar 

ENJOY YOUR LEARNING EXPERIENCE!



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