



**Financial Technology and digital innovation to modernise and develop curricula of Vietnamese and Philippines Universities**

Project No 610256-EPP-1-2019-1-IT-EPPKA2-CBHE-JP

# **E-LEARNING PLATFORM**

## **GUIDELINE FOR TUTORS**

### **TASK 2.3**



DELIVERABLE DESCRIPTION	
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<b>Due date</b>	Month N 28
<b>Work Package</b>	WP2 – TASK 2.3 Designing and setting up of the TRUST e-learning platform
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<b>Reviewers</b>	/
<b>Language</b>	English
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#### Document history

Issue date	Version	Comments
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## Abstract

These guidelines are meant to guide tutors in using the tools for monitoring student activities on the platform and help them when required.

Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalised learning environments. With over 10 years of development guided by social constructionist pedagogy, Moodle delivers a powerful set of learner-centric tools and collaborative learning environments that empower both teaching and learning. A simple interface, drag-and-drop features, and well-documented resources along with ongoing usability improvements make Moodle easy to learn and use. Moodle is provided freely as Open Source software, under the GNU General Public License. The Moodle project's open-source approach means that Moodle is continually being reviewed and improved on to suit the current and evolving needs of its users. From a few students to millions of users, Moodle can be scaled to support the needs of both small classes and large organisations. Because of its flexibility and scalability, Moodle has been adapted for use across education, business, non-profit, government, and community contexts. Moodle is web-based and so can be accessed from anywhere in the world. With a default mobile-compatible interface and cross-browser compatibility, content on the Moodle platform is easily accessible and consistent across different web browsers and devices.

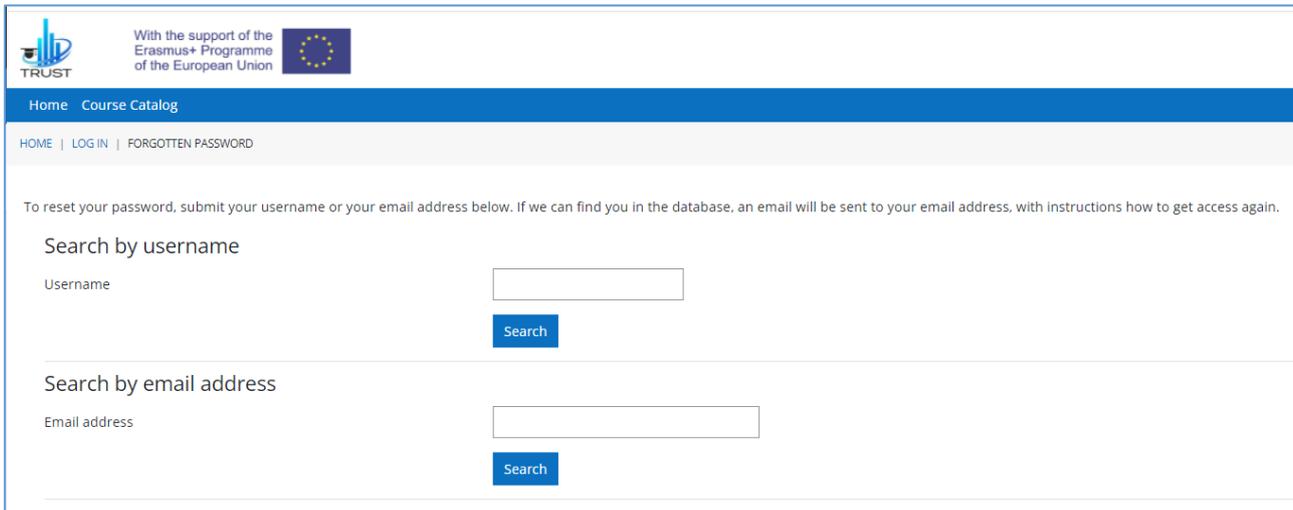
## Login

Enter your username and password, and then click Log in.



If you forgot your username or password click on 'Forgotten your username or password?'.

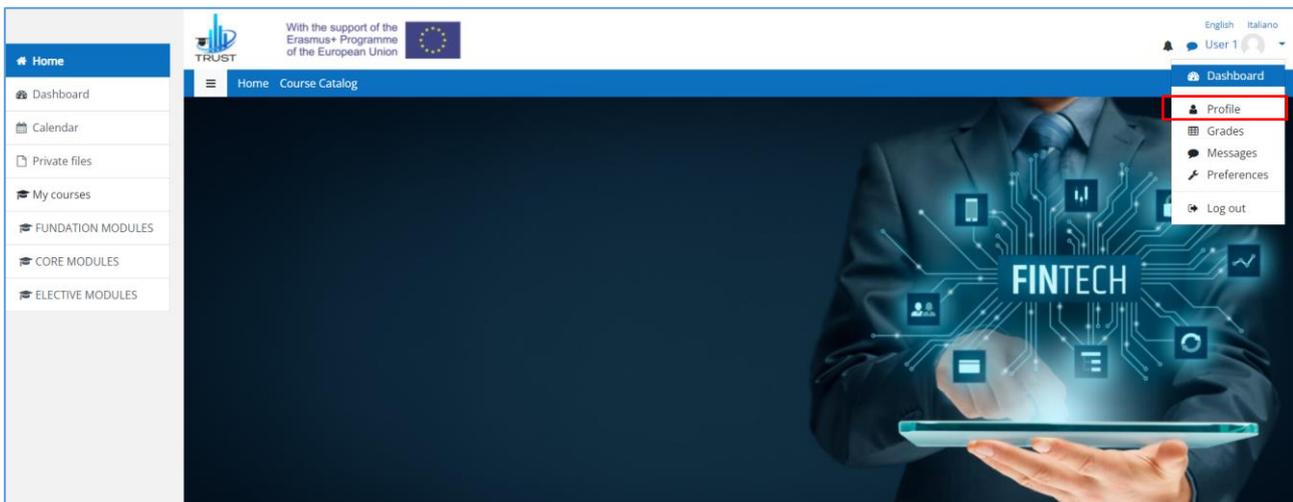
In order to reset your password you can enter your username or the email used to sign up. You will receive an email with instructions to access the platform again.



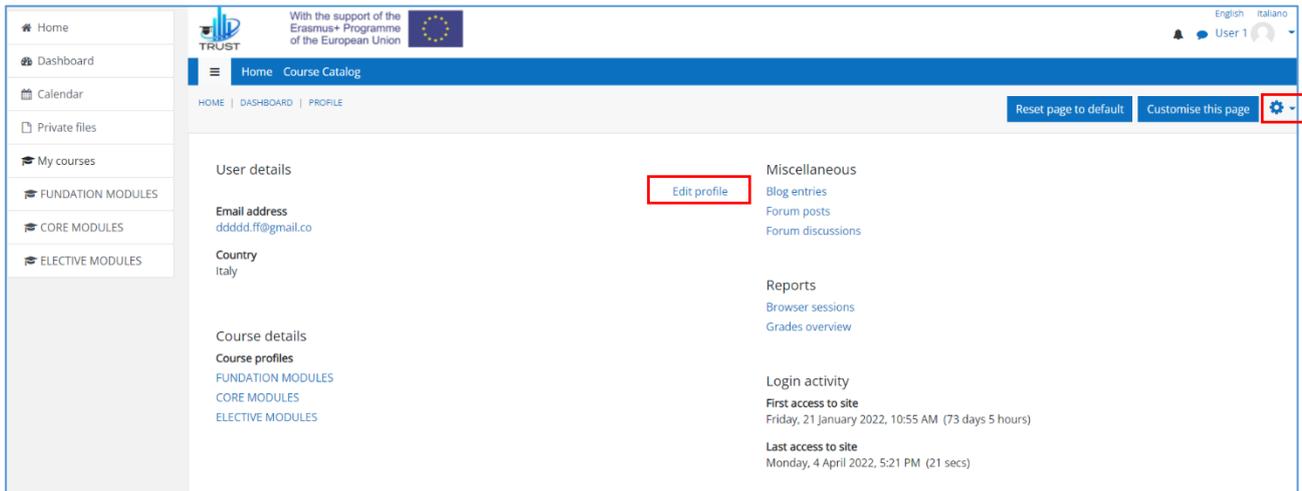
The screenshot shows the password reset interface. At the top left is the TRUST logo and text: "With the support of the Erasmus+ Programme of the European Union" next to the European Union flag. Below this is a navigation bar with "Home" and "Course Catalog". A secondary bar contains "HOME | LOG IN | FORGOTTEN PASSWORD". The main content area has the instruction: "To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again." There are two sections: "Search by username" with a "Username" label, an input field, and a "Search" button; and "Search by email address" with an "Email address" label, an input field, and a "Search" button.

## Settings

If you need to change some information on your profile click on your name in the upper right corner to open a menu, choose the item 'Profile'.



Click on 'Edit profile' to open a page with information about you.



Home Course Catalog

HOME | DASHBOARD | PROFILE

Reset page to default Customise this page 

User details

[Edit profile](#)

Email address  
dddd.d.fff@gmail.co

Country  
Italy

Miscellaneous

- Blog entries
- Forum posts
- Forum discussions

Reports

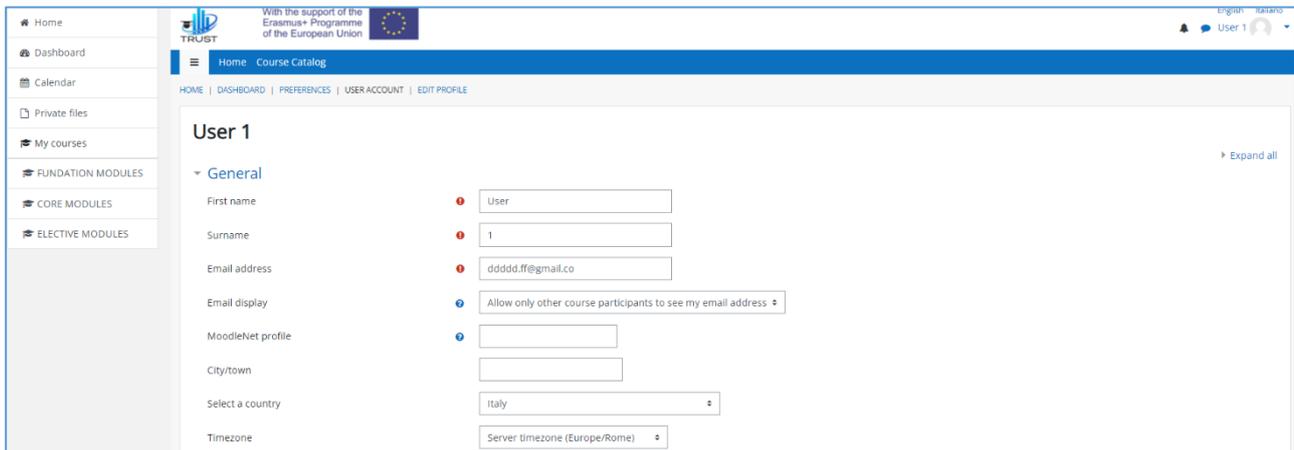
- Browser sessions
- Grades overview

Login activity

First access to site  
Friday, 21 January 2022, 10:55 AM (73 days 5 hours)

Last access to site  
Monday, 4 April 2022, 5:21 PM (21 secs)

Edit / Add data on your profile, then click 'Update profile' at the end of the page.



Home Course Catalog

HOME | DASHBOARD | PREFERENCES | USER ACCOUNT | EDIT PROFILE

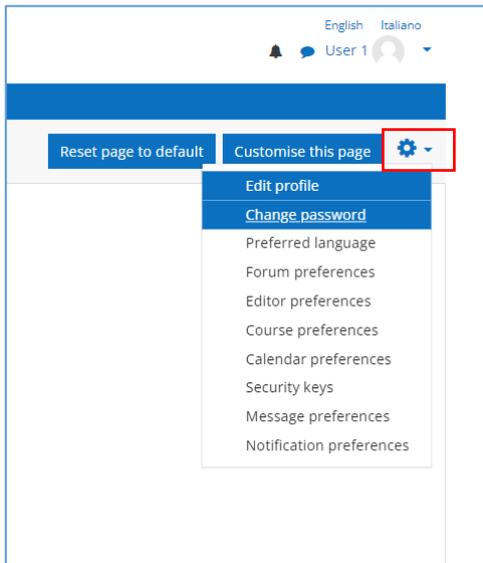
User 1

Expand all

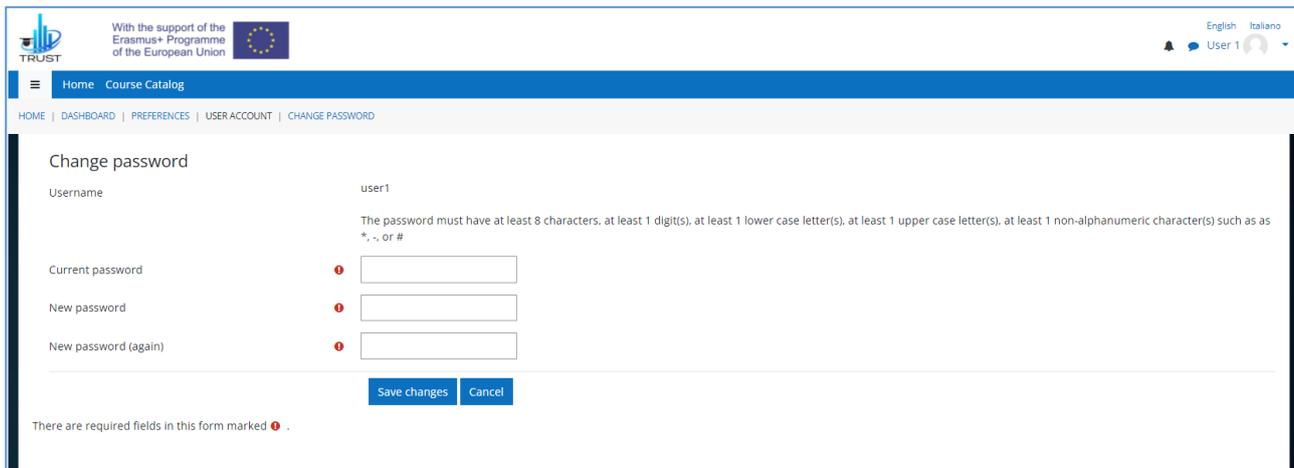
General

- First name: User
- Surname: 1
- Email address: ddddd.fff@gmail.co
- Email display: Allow only other course participants to see my email address
- MoodleNet profile: [empty]
- City/town: [empty]
- Select a country: Italy
- Timezone: Server timezone (Europe/Rome)

If instead you click on the gear you will open a menu, choose 'Change password' if you need to change your password.



Your new Password should match some rules as shown below, and then click on ‘Save changes’ to confirm.



A screenshot of the 'Change password' form in the TRUST platform. The form is titled 'Change password' and shows the following fields and options:

- Username: user1
- Current password:  (marked with a red error icon)
- New password:  (marked with a red error icon)
- New password (again):  (marked with a red error icon)

The password requirements are: "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 #".

Buttons: Save changes, Cancel

There are required fields in this form marked with a red error icon.

## Structure

The Master programme is structured in three main parts:

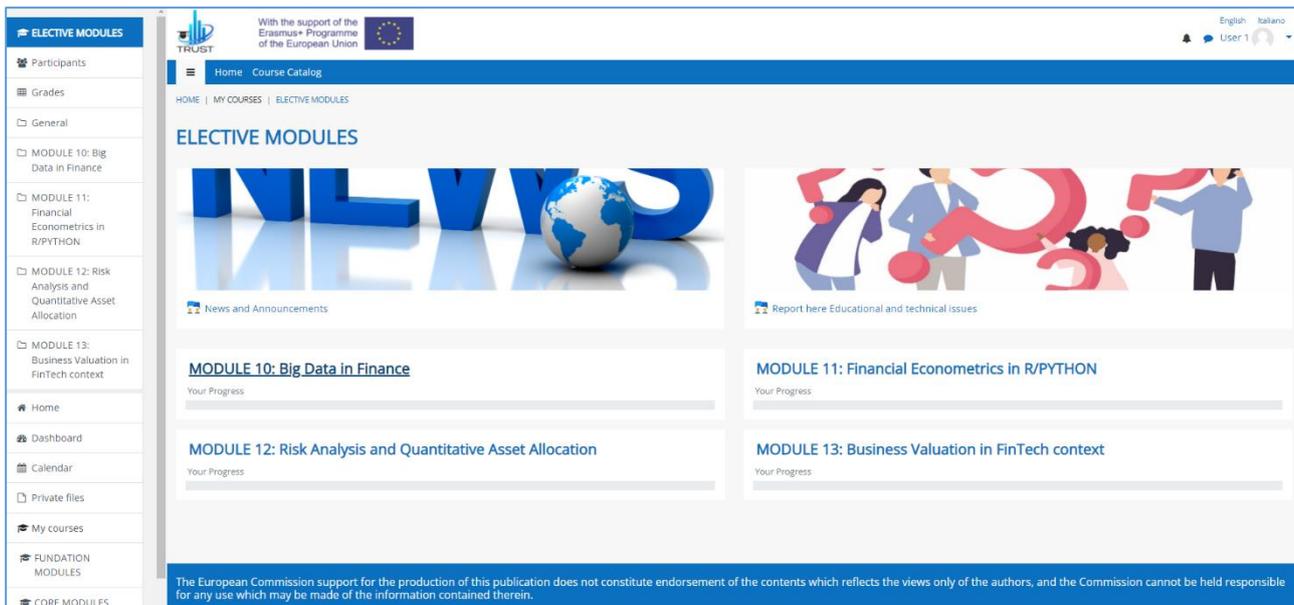
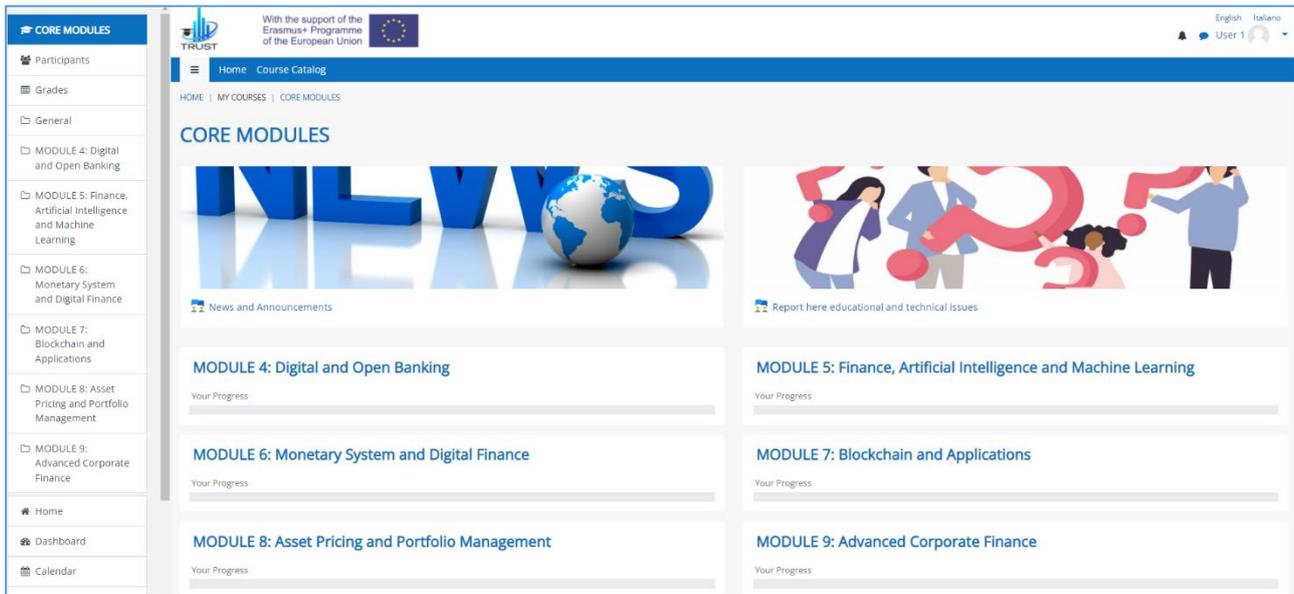
- Foundation Modules
- Core Modules
- Elective Modules

To access any of the three sections click on the menu on the left or on the corresponding pictures.



Each section is organized into modules. You can easily move from one module to another and even from one section to another using the menu on the left side of the screen





Each section has two communication tools always visible:

- News and Announcements
- Report here Educational and technical issues

The first tool is used by tutors to communicate messages ONLY to trainees belonging to their university. The message will also be sent by email.

**News and Announcements** ⚙️ -

General news and announcements

---

Discussion	Started by	Last post ↓	Replies
☆ Welcome!	 Mikail Felturi 8 Feb 2022	 Mikail Felturi 8 Feb 2022	0 <span style="float: right;">⋮</span>

Jump to... Report here Educational and technical issues ▶

**News and Announcements**

**Welcome!** ⚙️ Settings -

Display replies in nested form ▾

 **Welcome!**  
by Mikail Felturi - Tuesday, 8 February 2022, 9:54 AM

**A warm welcome to all Trainees!**

Permalink

Jump to... Report here Educational and technical issues ▶

The second tool is a classical forum to allow trainees to report any issues or even open a discussion on a particular topic.

**Report here Educational and technical issues** ⚙️ -

In this forum you can discuss all educational and technical issues with your facilitator

Add a new discussion topic

---

Discussion	Started by	Last post ↓	Replies
☆ R and Python	 User 1 8 Feb 2022	 User 1 8 Feb 2022	0 <span style="float: right;">⋮</span>

◀ News and Announcements Jump to... Syllabus ▶

Report here Educational and technical issues

### R and Python

[Settings](#)

Display replies in nested form

 **R and Python**  
by User 1 - Tuesday, 8 February 2022, 9:56 AM

Sorry, can you explain the differences between R and Python?  
Thank you very much.

[Permalink](#) [Reply](#)

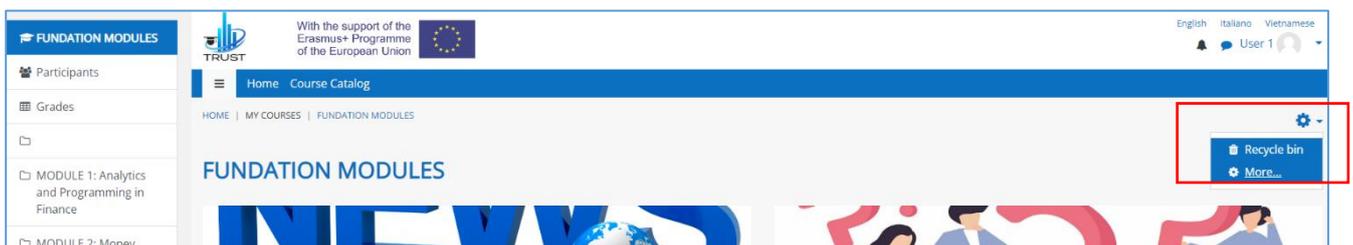
[News and Announcements](#)  [Syllabus](#)

## Tracking of student activities

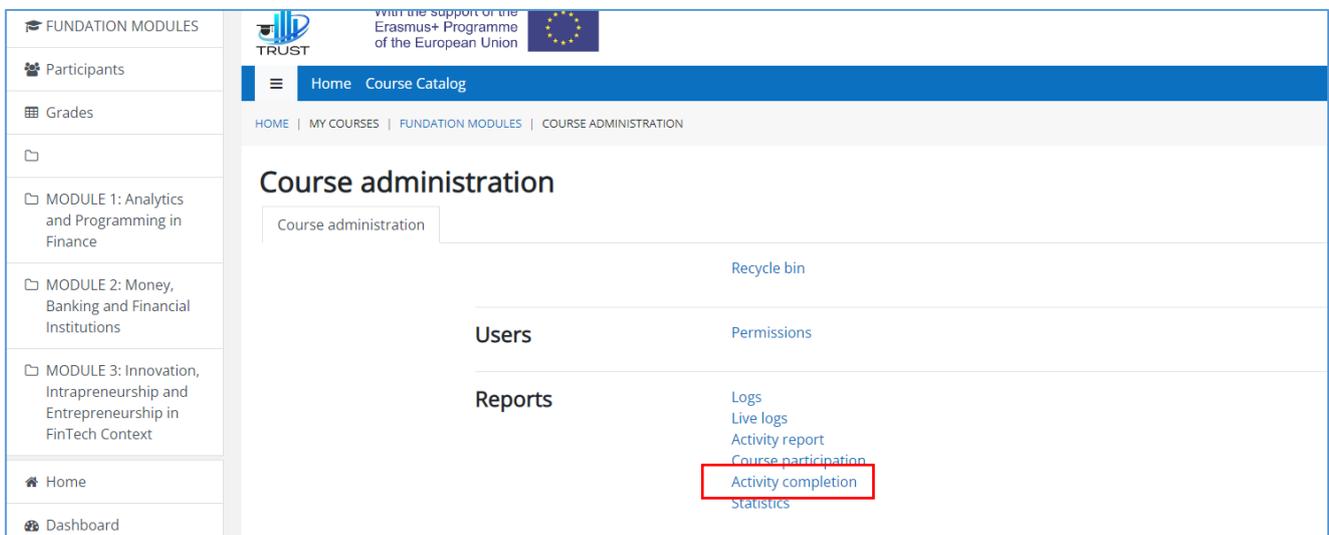
There are two kind of learning objects that can be tracked by the platform:

- **Video lessons:** the video lesson is considered completed **only if** the student watched it for a time equal to or longer than its duration and if he/she reached the end of it.
- **Self-assessment tests:** the test is considered passed with a score **of at least 75%** of the overall score.

Choose the section, i.e. FUNDATION MODULES, and check your students' activities by clicking on the wheel in the upper right corner of the screen.



Select **More...** to open a page called **Course administration**.



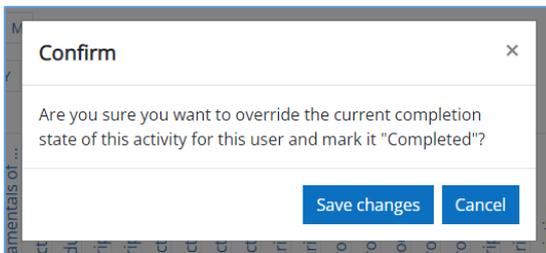
Click on **Activity completion** to open a page showing a matrix where the rows are your students and the columns are the learning objects (video lesson or test). Each cell of the matrix shows if a particular student completed or not the activity.





You can also force the completion of the task by clicking on the checkbox but it should only be done if strictly necessary.

A warning message appears to make sure, if you really want to do so. If yes, click **Save changes**.



The activity will appear as completed but the checkbox is bordered in red to remind you that you forced it.



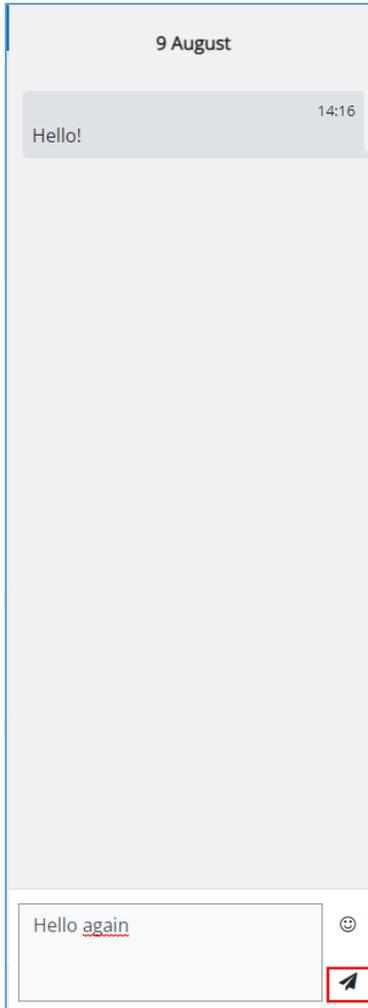
By clicking on the checkbox again, you can mark the activity as not completed.

You can download the tracking matrix in an Excel file by clicking at the bottom of the page on **Download in Excel-compatible format (.csv)**.

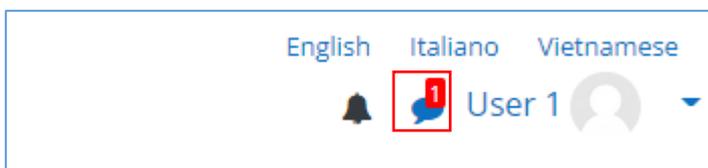


Click on **Message** to open a box on the right side of the screen where you can write the private message.

Click the icon near the message box to send it.



The student will be notified in the upper part of his / her screen that a message was sent by his / her tutor.



By clicking on the small cloud, he / she can read messages sent by tutors.

For Any technical issue, please send an email to [i.reggiani@unimarconi.it](mailto:i.reggiani@unimarconi.it) or [s.correnti@unimarconi.it](mailto:s.correnti@unimarconi.it)