

E-learning functionalities in ECLAP BPNET

This manual reports basic e-learning functionalities available on the ECLAP BPNET portal (<http://bpnet.eclap.eu>). These functionalities are available thanks to the integration of the Moodle Learning Management System (LMS) in the ECLAP BPNET.

The Moodle integration allows users of the ECLAP social network to publish educational content and to exploit all the advantages provided by the use of a complete and effective tool for creation and management of on-line courses in an integrated manner. The main characteristic of Moodle is in the support of effective pedagogical notions, based on a *social constructionist* education method, adapted and interpreted with the aim to bring out the pedagogical potentialities in the use of Internet.

Complete and updated Moodle documentation is available on the following Moodle webpage: http://docs.moodle.org/en/Main_Page

E-learning functionalities for students

The ECLAP BPNET home page contains in the right column, a box named *e-Learning courses*. **The e-learning Courses box is visible only to users correctly logged in the portal.**



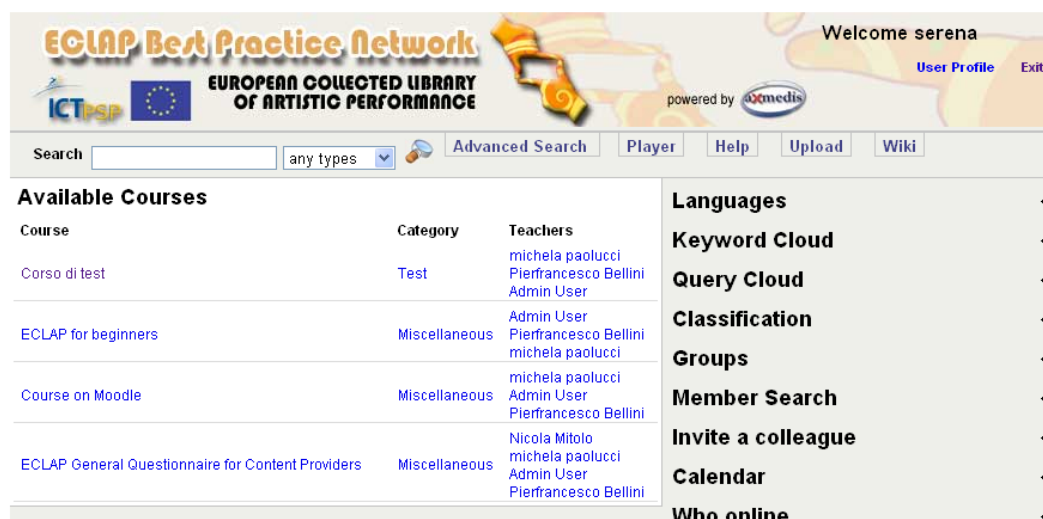
The screenshot shows the ECLAP BPNET portal interface. At the top, there is a header with the ECLAP logo, the European Union flag, and the text "EUROPEAN COLLECTED LIBRARY OF ARTISTIC PERFORMANCE". Below the header, there is a search bar and a "Last posted" section with several document thumbnails. A central section displays two featured items: "ECLAP BPNET User Manual" and "ECLAP Kick-off meeting partners photo". On the right side, there is a "Languages" section, a "Who online" section, a "Development" section, and an "e-Learning courses" section. A red arrow points to the "e-Learning courses" section, which contains links for "All Courses", "All course categories", "All teachers", and "My e-learning activity".

The box contains the following links:



- *All Courses*: to see the list of all available courses;
- *All course categories*: to see the list of all course categories;
- *All teachers*: to see the list of teachers;
- *My e-learning activity*: to see the list of all courses followed by the user.

The following image shows the view with the list of all the available courses in the portal.



If a user selects a course but he is not enrolled to it, a message will be shown below the course description, explaining that the user is unable to access to it.



By selecting a course where the user is enrolled in as student, the course structure will be showed.

As reported in the following image, a course is structured in a number of topics containing links to resources or activities that the student have to perform. The resources to be viewed can be any content published in the ECLAP BPNET and they are shown in the same manner as any other content published on the portal.

Welcome nicola
 User Profile Exit

Search any types Advanced Search Player Help Upload Wiki

Course topics
 ECLAP for beginners (Course program)

This is an introductory course on **ECLAP** that will let you understand the project structure and how to work on ECLAP, to collaborate with the other institutions, in uploading content, enriching content, and publishing, etc.

Italy

ECLAP project flyers

ECLAP best practice network user manual

Some examples of content accessed on ECLAP

a Video Play

a Play List of Images

a Play List with Images and Videos

Each partner can find the last updated content and information on this web page. It is for registered users only.

ECLAP partners support page

In the Action list all the partners can find the next deadline, the work to be done, when and how, next meeting, who is responsible for some activity, which are the next deliverables, etc.

ECLAP Action List

ECLAP Working Group Guidelines

del is a management tool to assess the ECLAP project performances. This requested by the European Commission to compare the performance of a to the values planned in the DOW. NTUA is the coordinator of this activity. data and report them to Coordinator and consortium.

essment Model

Notes

Now we can verify what you have learnt 😊

How Eclap works

Questions on Eclap...

Languages

Keywords
[access](#) **Introductory test**
[copyright](#) [cultural](#) [digital](#) **europena**
[experience](#) [experiences](#) [guidelines](#) [history](#) [holte](#)
[manual](#) [mixed](#) [only](#) [open](#) [overview](#) [performance](#)
[performing](#) [players](#) [reality](#) [report](#)
[requirements](#) [royal](#) [shakespeare](#)
[slides](#) [theatre](#)

Query Cloud

Classification
[Open All](#) | [Close All](#)

subject

Groups

- [WG: Performing Arts Education and Training tools](#)
- [WG: Intellectual Property and Business Models for Content](#)
- [WG: Digital Libraries Tools](#)
- [BEELD EN GELUID](#)
- [BELLONE](#)
- [CTA-UNIROMA](#)
- [CTFR](#)
- [ESMAE-IPP](#)
- [FIFF](#)
- [IKP](#)
- [ITB](#)
- [MUZEUM](#)
- [ODIN](#)
- [OSZMI](#)

Links to any content: video, audio, documents, zipped files, etc.

Links to internal and/or external web pages

Links to activities: for example, questionnaires and quizzes

Course topics. Include:

- Links to resources
- Links to activities

By selecting a link in the course topics, the content is showed integrated in the course web page, as showed in the following image. This is one of the most important functionality since it allows the user to access to the resources in an integrated manner, without the necessity to exit from the BPNET portal and without the necessity to use additional external tools. In this manner the user can enjoy a much more satisfying experience in an integrated environment.

Welcome **nicola**
[User Profile](#) [Exit](#)

Search any types [Advanced Search](#) [Player](#) [Help](#) [Upload](#) [Wiki](#)

ECLAP overview slides

<http://www.eclap.eu>
ECLAP
 European Collected Library of Artistic Performance

Paolo Nesi (coordinator)
 TEL: +39-055-4796523, 567
 FAX: +39-055-4796363, +39-055-4796469
 Email: info@eclap.eu

August 2010, Florence, Italy, version 1.3

PC PDA MP21

Title: ECLAP overview slides
Creator: paolo nesi
Format: document
Accesses: 57
Type: pdf
Date: 9:27 30/8/2010
DC.Date: Friday, August 13, 2010
Subject: ECLAP slides
Duration: n.a.
Partner: DSI
User: paolo
Identifier: ECLAP-overview-August-2010-v1-3.mp21
Language: en
Group: [General Management](#)

Taxonomy: [Management ad organisation / Administrative document](#)
Taxonomy: [Management ad organisation / Dissemination](#)

Description: ECLAP project overview slides, first version July 2010

Course topics

ECLAP for beginners (Course program)

This is an introductory course on **ECLAP** that will let you understand the project structure and how to work on **ECLAP**, to collaborate with the other institutions, in uploading content, enriching content, and publishing, etc.

Introduction to ECLAP project

- [ECLAP overview slides](#)
- [ECLAP people at the kickoff, Florence, Italy](#)
- [ECLAP project flyers](#)

Languages

Keyword Cloud

[access](#) [arrow](#) [arts](#) [axmedis](#) [collection](#) [company](#)
[copyright](#) [cultural](#) [digital](#) [europeana](#)
[experience](#) [experiences](#) [guidelines](#) [history](#) [holte](#)
[manual](#) [mixed](#) [only](#) [open](#) [overview](#) [performance](#)
[performing](#) [players](#) [reality](#) [report](#)
[requirements](#) [royal](#) [shakespeare](#)
[slides](#) [theatre](#)

A course topic can contains links to any kind of resources published on the portal like:

- **playlists:**

Welcome **nicola**
[User Profile](#) [Exit](#)

Search any types [Advanced Search](#) [Player](#) [Help](#) [Upload](#) [Wiki](#)

CTA UNIROMA presentation video

reload

PC PDA MP21

Title: CTA UNIROMA presentation video
Creator: CTA, Roma Sapienza
Format: video
Accesses: 255
Type: video
Date: 23:50 23/8/2010
DC.Date: Tuesday, July 20, 2010
Subject: Promotional video
Duration: 00:04:25.7
Partner: AXMEDIS Cross Media Finder
User: nicola
Identifier: Cta_presentation.mp21
Language: en
Group: [CTA-UNIROMA](#)

Taxonomy: none

Description: Centro Teatro Ateneo presentation video. Research Center on Performance, Sapienza University of Rome, 40 years of audiovisual research towards the creation of a multimedial museum on performance and acting acting.

Course topics

ECLAP for beginners (Course program)

This is an introductory course on **ECLAP** that will let you understand the project structure and how to work on **ECLAP**, to collaborate with the other institutions, in uploading content, enriching content, and publishing, etc.

Introduction to ECLAP project

- [ECLAP overview slides](#)
- [ECLAP people at the kickoff, Florence, Italy](#)
- [ECLAP project flyers](#)
- [ECLAP best practice network user manual](#)

Some examples of content uploaded on ECLAP

- [Example of a Video Play](#)
- [Example of a Play List of Images](#)
- [Example of a Play List with Images and Videos](#)

Each partner can find the last updated content and information on this web page. It is accessible for registered users only.

Languages

Playlist's Playback

Playlist CTA

- 1. Theatre curtain 00'
- ▶ 2. CTA UNIROMA presentation 00:00
- 3. CTA UNIROMA presentation 02:30

Actions

Submitted by nicola on Mon, 2010-08-23 18:21
[Recommend to colleagues](#) [Edit Object](#) [Remove](#)

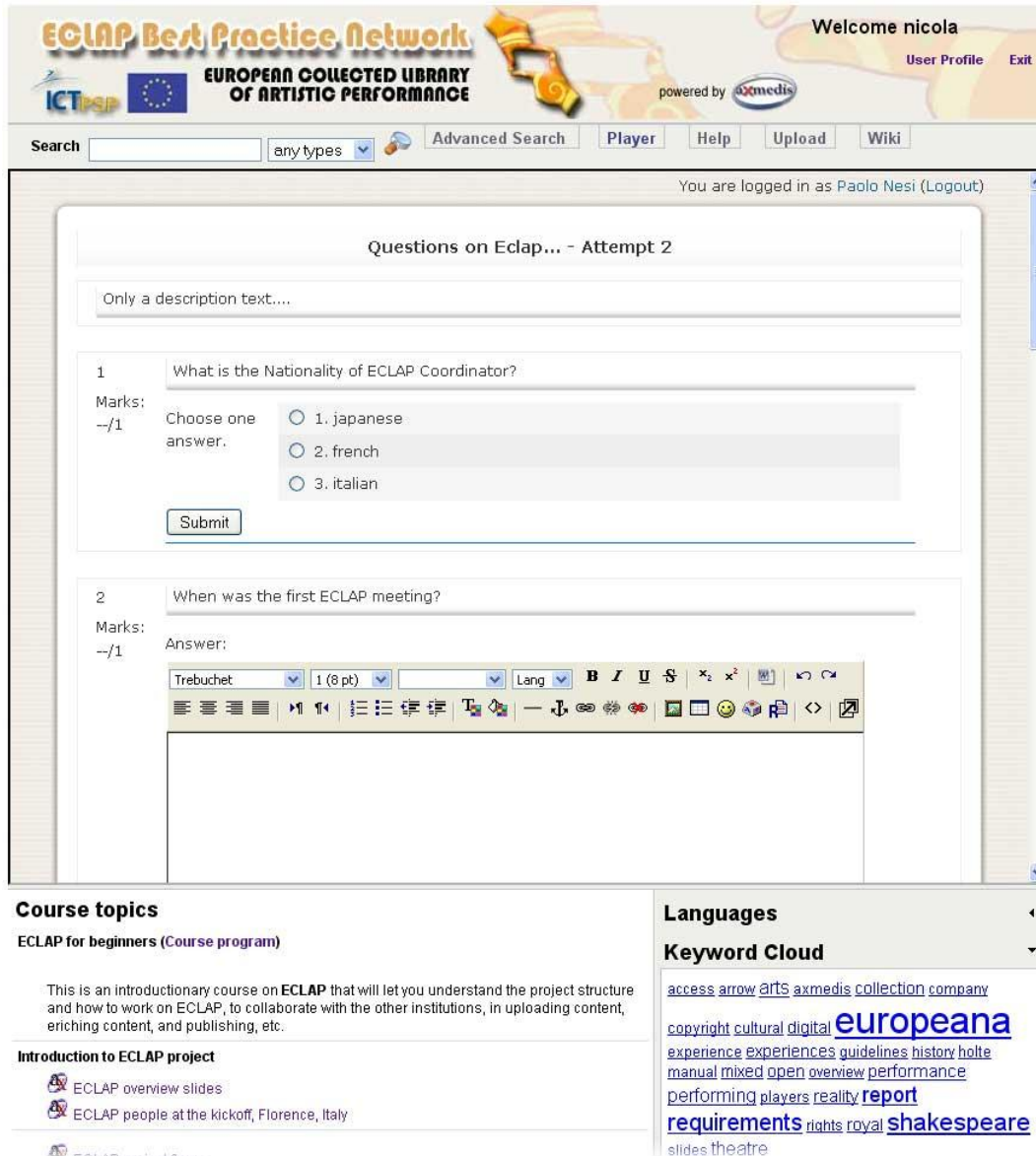
[Favorite](#) [Add to Playlist](#) [Share](#) [Facebook](#) [Twitter](#) [LinkedIn](#) [G+](#)

Average:
 ★★★★★
 Your rating: None Average: 4.5 (2 votes)

Comments


ECLAP Best Practice Network: e-

- Questionnaires and quizzes:




The screenshot shows the ECLAP Best Practice Network user interface. At the top, there is a header with the network name, logos for ICT PSP and the European Union, and the text 'EUROPEAN COLLECTED LIBRARY OF ARTISTIC PERFORMANCE'. A user is logged in as 'nicola' with options for 'User Profile' and 'Exit'. Below the header is a search bar and navigation buttons: 'Advanced Search', 'Player', 'Help', 'Upload', and 'Wiki'. The main content area is titled 'Questions on Eclap... - Attempt 2' and shows two questions. Question 1 asks for the nationality of the ECLAP Coordinator, with radio button options for Japanese, French, and Italian. Question 2 asks for the date of the first ECLAP meeting, with a rich text editor for the answer. On the left side, there are sections for 'Course topics' (including 'ECLAP for beginners') and 'Introduction to ECLAP project'. On the right side, there are sections for 'Languages' and a 'Keyword Cloud' containing terms like 'europeana', 'report', and 'shakespeare'.

When a student complete a questionnaire submission, he will see the final assigned grade (if available) provided by the system in accordance with the assessment rules defined by the teacher during the questionnaire design.

ECLAP Best Practice Network
 EUROPEAN COLLECTED LIBRARY OF ARTISTIC PERFORMANCE
 powered by 

Welcome **nicola**
[User Profile](#) [Exit](#)

Search any types  [Advanced Search](#) [Player](#) [Help](#) [Upload](#) [Wiki](#)

Jump to...

Questions on Eclap...
 Grading method: Highest grade

Summary of your previous attempts

Attempt	Completed	Grade / 10
1	Wednesday, 10 November 2010, 11:18 AM	7.73
2		

Highest grade: 7.73 / 10.




[Continue the last attempt](#)

Course topics

ECLAP for beginners (Course program)

This is an introductory course on **ECLAP** that will let you understand the project structure and how to work on ECLAP, to collaborate with the other institutions, in uploading content, enriching content, and publishing, etc.

Introduction to ECLAP project

-  [ECLAP overview slides](#)
-  [ECLAP people at the kickoff, Florence, Italy](#)
-  [ECLAP project files](#)

Languages

Keyword Cloud

[access](#) [arrow](#) [arts](#) [axmedis](#) [collection](#) [company](#)
[copyright](#) [cultural](#) [digital](#) **europena**
[experience](#) [experiences](#) [guidelines](#) [history](#) [holte](#)
[manual](#) [mixed](#) [open](#) [overview](#) [performance](#)
[performing](#) [players](#) [reality](#) [report](#)
[requirements](#) [rights](#) [royal](#) [shakespeare](#)
[slides](#) [theatre](#)

E-learning functionalities for teachers

In Moodle a teacher is a user with an access control level that allow him to prepare and manage the course material (resources and/or activities), to manage student users enrolled in the course, assess students progress and performance and to access to different activity reports.

NOTE: If a user is registered as teacher in one course, this not imply that he is teacher in all the other courses available on the portal. The assignment to a user with the role of teacher has to be performed by the administrator, as described in the following section.

When a user registered as teacher accesses to a course in the ECLAP portal, at the end of the course topic list he will see a link that allows him to be readdressed to a web page to edit the resources and activities of that course.

The screenshot shows the ECLAP portal interface. At the top, there is a navigation bar with the ECLAP logo, the European Union flag, and the text "EUROPEAN COLLECTED LIBRARY OF ARTISTIC PERFORMANCE". To the right, it says "powered by axmedis". Below the navigation bar, there is a search bar and several buttons: "Cerca", "qualsiasi tipo", "Ricerca Avanzata", "Aiuto", "Player", "Carica", and "Wiki".

The main content area is divided into two columns. The left column is titled "Course topics" and contains several sections:

- ECLAP for beginners (Course program)**: This is an introductory course on ECLAP that will let you understand the project structure and how to work on ECLAP, to collaborate with the other institutions, in uploading content, enriching content, and publishing, etc.
- Introduction to ECLAP project**:
 - ECLAP overview slides
 - ECLAP people at the kickoff, Florence, Italy
 - ECLAP project flyers
 - ECLAP best practice network user manual
- Some examples of content accessed on ECLAP**:
 - Example of a Video Play
 - Example of a Play List of Images
 - Example of a Play List with Images and Videos
- Each partner can find the last updated content and information on this web page. It is accessible for registered users only.**
 - ECLAP partners support page
- In the Action list all the partners can find the next deadline, the work to be done, when and how, next meeting, who is responsible for some activity, which are the next deliverables, etc.**
 - ECLAP Action List
- ECLAP Working Group Guidelines**
- The assessment model is a management tool to assess the ECLAP project performances. This approach is strongly requested by the European Commission to compare the performance of a project with respect to the values planned in the DOW. NTUA is the coordinator of this activity. They have to collect data and report them to Coordinator and consortium.**
 - ECLAP Assessment Model
- Educational Notes**
- Now we can verify what you have learnt 😊**
 - How Eclap works
 - Questions on Eclap
- You can modify this course (moodle link)**: This link is circled in green in the screenshot.

The right column contains several widgets:

- Lingue**: A dropdown menu.
- Nuvola della Keyword**: A cloud of keywords including "arti", "axmedis", "company", "copyright", "diritti", "esperienza", "esperienze", "europeana", "forma", "giocatori", "guida", "intellettuale", "lobiettivo", "manuale", "modello", "open", "performance", "proprietà", "realtà", "relazione", "requisiti", "riunione", "royal", "serie", "shakespeare", "spettacolo", "storia", "teatro", "termini", "utenti".
- Nuvola delle Query**: A dropdown menu.
- Classification**: A dropdown menu with options "Apri tutto" and "Chiudi tutto".
- Lista dei termini**: A list of terms including "Genere", "Periodo Storico", "Organizzazione e gestione annunci", "Arti dello spettacolo", and "Soggetto".
- Gruppi**: A list of groups including "WG: Arti dello Spettacolo, Strumenti Educazionali", "WG: Intellectual Property and Business Models for Content", "WG: Strumenti per le Biblioteche Digitali", "BEELD EN GELUID", "BELLONE", "CTA-UNIROMA", "CTER", "ESMAE-IPP", "FIEF", "IKP", "ITB", "MUZEUM", "ODIN", and "OS7MI".

By clicking the link, a new web page will be opened to access in the Moodle system.

NOTE: it is NOT necessary for the user to insert again his username and password to access to the Moodle frontend to enter in the editing of a course since the access to Moodle is managed in an automatic manner without the necessity to insert again username and password.

The web page is divided in three columns:

- the left side column contains the blocks to manage the course (*People, Activities, Search Forums, Administration, Course categories*);
- the main column in the centre of the webpage shows the list of resources and activities and allows to edit the single items in the list shown in the *Topic outline*;
- the right side column contains informative blocks (*Upcoming events, Recent Activity*).

Please note that the disposition of all these blocks can be customized.



The screenshot shows the Moodle course interface for 'ECLAP for beginners'. The page is divided into three main columns:

- Left Column (Administration and Management):** Contains blocks for 'People' (Participants), 'Activities' (Feedback, Quizzes, Resources), 'Search Forums' (with a search box and 'Go' button), 'Administration' (with options like Turn editing on, Settings, Assign roles, Grades, Groups, Backup, Restore, Import, Reset, Reports, Questions, Files, Profile), and 'Course categories' (Miscellaneous, Test, All courses ...).
- Center Column (Topic outline):** Displays a list of course topics:
 - 1 Introduction to ECLAP project
 - ECLAP overview slides
 - ECLAP people at the kickoff, Florence, Italy
 - 2 ECLAP project flyers
 - 3 ECLAP best preactice network user manual
 - 4 Some examples of content accessed on ECLAP
 - Example of a Video Play
 - Example of a Play List of Images
 - Example of a Play List with Images and Videos
 - 5 Each partner can find the last updated content and information on this web page. It is accessible for registered users only.
 - ECLAP partners support page
 - 6 In the Action list all the partners can find the next deadline, the work to be done, when and how, next meeting, who is responsible for some activity, which are the next deliverables, etc.
 - ECLAP Action List
 - 7 ECLAP Working Group Guidelines
- Right Column (Informative Blocks):** Contains 'Upcoming Events' (stating there are no upcoming events) and 'Recent Activity' (showing activity since Wednesday, 24 November 2010, 03:22 PM).

The *People* block shows the list of enrolled students with all information about them, as shown in the following figure:

ECLAP for beginners

Eclap M ▶ ECLAP 101 ▶ Participants

Jump to...

ECLAP for beginners






Participants | Blogs | Notes

My courses: ECLAP101 | Inactive for more than: Select period | Current role: All | User list: Less detailed

All participants: 5

(Accounts unused for more than 120 days are automatically unenrolled)

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

User picture	First name / Surname	City/town	Country	Last access ↑	Select
	Michela Paolucci	firenze	Italy	now	<input type="checkbox"/>
	Nicola Mitolo	firenze	Italy	14 mins 43 secs	<input type="checkbox"/>
	Admin User	florence	Italy	23 hours 39 mins	<input type="checkbox"/>
	Paolo Nesi	firenze	Italy	13 days	<input type="checkbox"/>
	Pierfrancesco Bellini	firenze	Italy	14 days 2 hours	<input type="checkbox"/>

Select all | Deselect all | With selected users...

The *Activities* block shows a report about activities performed in the course with all the available resources.

The *Search Forums* block allows to make queries in the internal forum pages in Moodle.

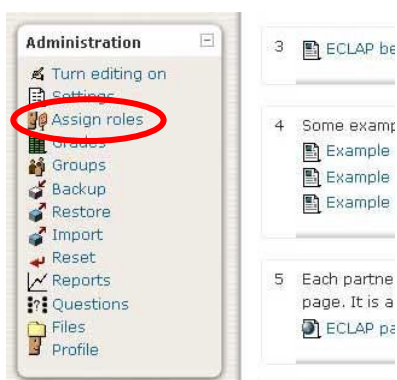
The *Administration* block allows to perform many activities for the course preparation and management:

- *Turn editing on*: to enter in the editing modality to add and/or modify contents and activities shown in the central column (*Topic outline*);
- *Settings*: to define the course main settings;
- *Assign roles*: to define roles in the course, by adding or deleting students that will access to the course;
- *Grades*: to show information related to the assessment of activities performed by students (for additional information, a specific section in this manual is present below);
- *Groups*: to create and manage groups of students, for example to enroll specific activities to a group of students;
- *Backup*: to perform a backup of the entire course or only of single topic;
- *Restore*: to restore the course;
- *Import*: to import data coming from another course (only if the teacher has the rights to do it also in the other course that will be imported). In this manner a teacher will be able to create a new course by using contents and activities yet defined in another course;
- *Reset*: to delete all data referred to students enrolled in the course, but at the same time maintaining the course structure, activities and settings.

- *Reports*: this functionality allows teachers and administrators to see reports regarding the activities performer by the students participating to a course (for additional information, a specific section is present below).
- *Questions*: to manage and define single questions that will be included in the questionnaires (for additional information, a specific section is present below).
- *Files*: to see the list of files included in the course, like for example backup files o other uploaded resources;
- *Profile*: the profile of the teacher user logged in the system.

Add students to a course

A teacher can enroll students in the course by clicking on the *Assign roles* link the **Administration** block on the left column.



A new page will be opened showing:

- a list of available roles in the course (*Roles*)
- a description of the roles (*Description*)
- the number of users enrolled in the course for each role (*Users*)
- the name of the users.

Please note that the list of roles shown on the *Assign roles* can be set by the Administrator. In the following image the teacher is able to enroll users only for the roles *Non-editing teacher*, *Student* and *Guest*.

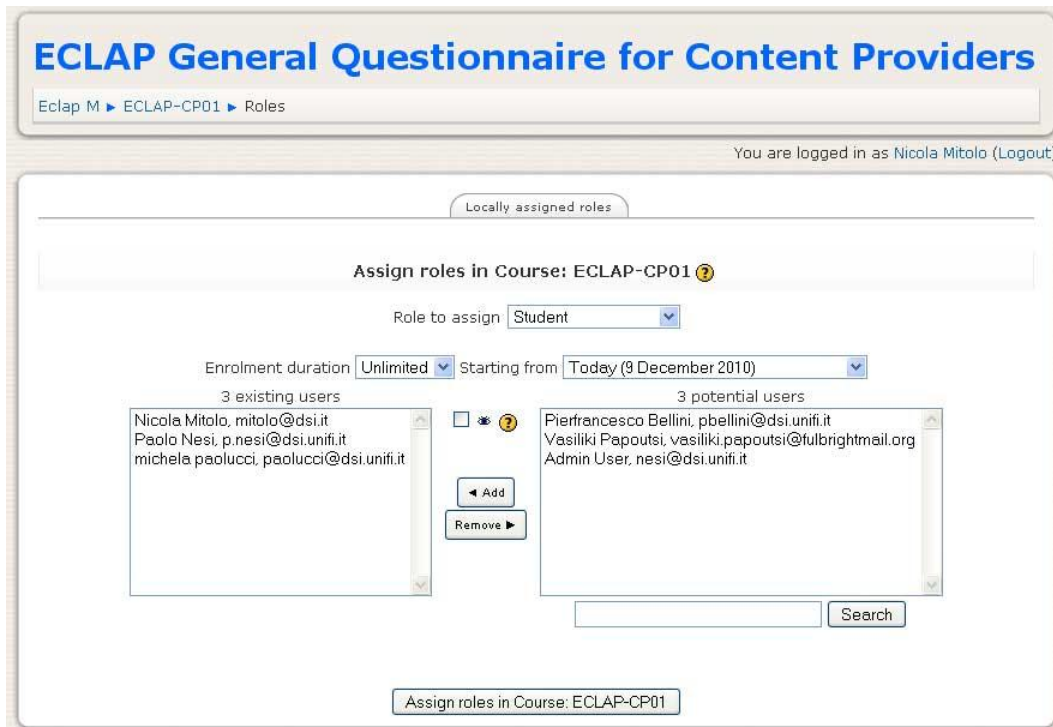
Roles	Description	Users	
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0	
Student	Students generally have fewer privileges within a course.	3	Nicola Mitolo Paolo Nesi michela paolucci
Guest	Guests have minimal privileges and usually can not enter text anywhere.	0	

Click here to enter your course

Moodle Docs for this page
 You are logged in as Nicola Mitolo (Logout)
 ECLAP-CP01

By clicking on one of the available roles, a new page is opened, allowing the teacher to add users by assigning to them the selected role. To add a user, the teacher has to select one of the available name on

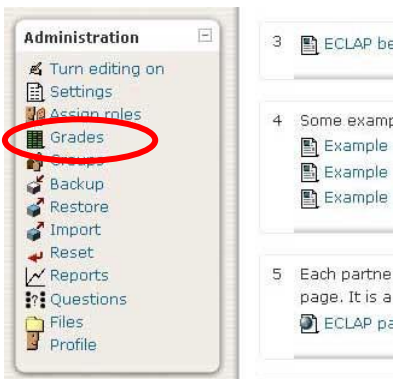
the right column, press the *Add* button on the middle page and press the “Assign roles in Course:” to confirm (as shown on the following image).



In the *Assign roles* page the teacher can also remove users for the course and define enrolment starting date and duration.

Grades management

The teacher can visualize a page reporting an overall view of the grades obtained by each student during the assessment activity. The page can be view by selecting the *Grades* link in the **Administrator** block on the left column.



The *Grader report* webpage contains the list of all the students enrolled in the course with a numeric evaluation referred to each questionnaire and a total evaluation referred to the whole course. The last row in that table contains a medium evaluation of activities performed by all enrolled students.

In general, grades can be calculated, aggregated and visualized in many different modalities according to settings defined by the teacher. Many activities performed by students can be evaluated, like for example: questionnaires, forums, assignments, etc. and values can be expressed in numeric form, as text in the form of words or phrases, or in a scale or rating system.




ECLAP for beginners : View: Grader report


Eclap M ► ECLAP 101 ► Grades ► View ► Grader report Turn editing on

Jump to...

Choose an action ...

Grader report

ECLAP for beginners			
First name / Surname ↑	Questions on Eclap... ↓	Course total ↓	
 Pierfrancesco Bellini	-	-	-
 Nicola Mitolo	7.40	74.00	
 Paolo Nesi	7.73	77.30	
Overall average	7.57	75.65	

 [Moodle Docs for this page](#)
 You are logged in as [michela paolucci](#) (Logout)
ECLAP 101

Grades can also be used as outcomes and as arbitrary text attributed to each participant in a course. The teacher can organize grades and category of grades, he can import and export grades from a course to another and perform calculations.

The following image shows an example of overall report of grades collected after a questionnaire completion.

ECLAP for beginners

Eclap M > ECLAP 101 > Quizzes > Questions on Eclap... Update this Quiz




Jump to...

Info Results Preview Edit
Overview Regrade Manual grading Item analysis

See all course grades

Attempts: 4

Showing graded and ungraded attempts for each user. The one attempt for each user that is graded is highlighted. The grading method for this quiz is **Highest grade**.

	First name / Surname	Started on	Completed	Time taken	Grade/10	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
<input type="checkbox"/>	 Paolo Nesi	9 November 2010, 10:59 PM	10 November 2010, 11:18 AM	12 hours 19 mins	7.73	1/1	1/1	0.33/1	0.4/1	1/1	1/1	1/1	1/1	1/1	1/1
<input type="checkbox"/>	 Nicola Mitolo	10 November 2010, 11:49 AM	10 November 2010, 11:50 AM	1 min 28 secs	7.4	1/1	-/1	1/1	0.4/1	1/1	1/1	1/1	1/1	-/1	1/1
<input type="checkbox"/>		10 November 2010, 05:25 PM	-	open	-	-/1	-/1	0.33/1	-/1	-/1	-/1	-/1	-/1	-/1	-/1
<input type="checkbox"/>	 Paolo Nesi	11 November 2010, 10:46 PM	-	open	-	-/1	-/1	-/1	-/1	-/1	-/1	-/1	-/1	-/1	-/1
	Overall average				7.57	1/1	1/1	0.67/1	0.4/1	1/1	1/1	1/1	1/1	-/1	1/1

Select all / Deselect all Delete selected attempts
Download in ODS format Download in Excel format Download in text format

Preferences just for this page

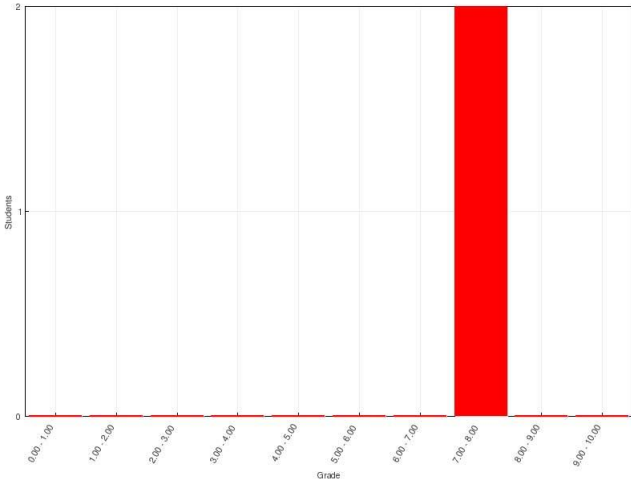
Show / download all attempts
 Show / download only the attempt that is graded for each user (**Highest grade**)

Your preferences for this report

Page size
 Show / download marks for each question Yes

Save preferences

Bar Graph of Number of Students Achieving Grade Ranges



Detailed information on Grades are available in official Moodle documentation:
<http://docs.moodle.org/en/Grades>

The following image shows a complex report related to grades.

Choose an action ...

Grader report My report preferences

Separate groups All participants

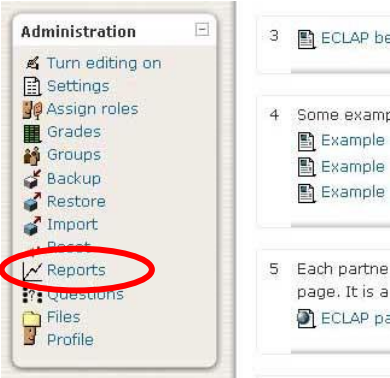
Hide averages Hide groups Hide ranges Hide outcomes

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...159 (Next)

First name / Surname	Gradebook tests										2nd Semester		
	French Monarchy	Philosophy in France	French Kings and Queens	Ancient Gaul	Human Intelligence	Category total	Animal intelligence	Betise humaine et animale	Human Intelligence	Category total	Category total	Category total	Course total
Range	0-100	Idiotic-Clever	0-31	0-84	Idiotic-Clever	0-100	0-92	Idiotic-Clever	Idiotic-Clever	0-100	0-100	0-100	F-A
Patricia Johnson	97.0000	Stupid	16.00	74.00	Smart	81.55	67.00	Clever	Average	74.28	65.89	-	D
Krystelle Aifosne	96.0000	Smart	12.00	84.00	Clever	100.00	78.00	Average	Smart	69.93	75.93	10.44	F
Patricia Johnson	95.0000	Idiotic	31.00	76.00	Idiotic	45.24	92.00	Average	Idiotic	50.00	58.05	-	F
Merline Lanchantée	91.0000	Clever	9.40	44.00	-	52.38	-	-	-	-	68.43	-	D+
Paul Johnson	87.0000	Clever	11.00	38.00	Idiotic	22.62	71.00	Clever	Idiotic	59.06	60.83	-	D
François Labelle	87.0000	Clever	8.90	60.00	Clever	85.71	-	-	-	-	75.36	-	C
Patrick Johnson	84.0000	Clever	9.00	19.00	Clever	61.31	78.00	Clever	Clever	94.93	73.85	-	C
Paul Johnson	78.0000	Clever	7.00	49.00	Smart	66.67	73.00	Clever	Clever	93.12	72.07	-	C-
Roger Lafemme	78.0000	Stupid	7.00	30.00	Clever	67.86	-	-	-	-	47.86	-	F
Raymond Johnson	74.0000	Stupid	24.00	46.00	Idiotic	27.38	34.00	Idiotic	Clever	45.65	49.89	-	F
Overall average (Submissions)	62.1600 (25)	Average (59)	8.98 (65)	52.76 (25)	Average (22)	59.26 (25)	60.90 (21)	Average (20)	Average (20)	63.00 (21)	40.72 (65)	9.42 (2)	F (65)

Visualize reports on activities

The page related to reports management is accessible by selecting the link *Reports* in the **Administration** block in the left column. The reports page allows teachers and administrator to recover information about all activities performed by users into a course.



Informative logs related to activities are in the form of links to the other sections of the course (for example, a link to the user profile or to a specific activity or to a questionnaire).

Particularly, the reporting page allows to have information related to the following activities:

- *Course logs*: show activity within the course. It allows tutors to see what resources are being used and when. They can check to see if an individual student has viewed a specific resource or participated on a specific activity on a specific day.;



ECLAP for beginners

Eclap M > ECLAP 101 > Reports > Logs > All participants, All days

You are logged in as michela paolucci (Logout)

ECLAP for beginners: All participants, All days (Server's local time)

ECLAP for beginners | All participants | All days | All activities | All changes | Display on page | Get these logs

Displaying 200 records

Page: 1 2 (Next)

Time	IP Address	Full name	Action	Information
Thu 25 November 2010, 12:48 PM	150.217.15.245	michela paolucci	course report log	ECLAP for beginners
Thu 25 November 2010, 12:40 PM	150.217.15.245	michela paolucci	course report participation	ECLAP for beginners
Thu 25 November 2010, 12:40 PM	150.217.15.245	michela paolucci	course report participation	ECLAP for beginners
Thu 25 November 2010, 12:39 PM	150.217.15.245	michela paolucci	course report outline	ECLAP for beginners
Thu 25 November 2010, 12:38 PM	150.217.15.245	michela paolucci	course report live	ECLAP for beginners
Thu 25 November 2010, 12:24 PM	150.217.15.245	michela paolucci	quiz report	Questions on Eclap...
Thu 25 November 2010, 12:24 PM	150.217.15.245	michela paolucci	quiz report	Questions on Eclap...
Thu 25 November 2010, 12:24 PM	150.217.15.245	michela paolucci	quiz report	Questions on Eclap...
Thu 25 November 2010, 12:23 PM	150.217.15.245	michela paolucci	quiz report	Questions on Eclap...
Thu 25 November 2010, 12:23 PM	150.217.15.245	michela paolucci	forum search	edlap
Thu 25 November 2010, 12:17 PM	150.217.15.245	michela paolucci	quiz report	Questions on Eclap...
Wed 24 November 2010, 03:24 PM	150.217.15.245	Nicola Mitolo	quiz continue attemp	2
Wed 24 November 2010, 03:22 PM	150.217.15.245	michela paolucci	quiz report	Questions on Eclap...
Wed 24 November 2010, 03:13 PM	150.217.15.245	michela paolucci	quiz report	Questions on Eclap...
Wed 24 November 2010, 03:13 PM	150.217.15.245	michela paolucci	quiz report	Questions on Eclap...
Thu 18 November 2010, 11:53 AM	150.217.15.245	Nicola Mitolo	quiz continue attemp	2
Wed 17 November 2010, 06:17 PM	150.217.15.245	Admin User	quiz continue attemp	2
Wed 17 November 2010, 06:15 PM	150.217.15.245	Nicola Mitolo	quiz continue attemp	2
Fri 12 November 2010, 11:46 AM	150.217.15.245	Admin User	course editsection	10
Fri 12 November 2010, 11:43 AM	150.217.15.245	Paolo Nesi	quiz continue attemp	2
Thu 11 November 2010, 10:46 PM	82.57.62.198	Paolo Nesi	quiz attempt	Questions on Eclap...
Wed 10 November 2010, 05:25 PM	150.217.15.245	Nicola Mitolo	quiz continue attemp	2
Wed 10 November 2010, 05:25 PM	150.217.15.245	Nicola Mitolo	quiz attempt	Questions on Eclap...

- *Live logs from the past hour*, it shows all the activity in the last hour, with a single click;
- *Activity report*, it shows all activity in the course, sorted by topic. Each item will be shown with its type and name. In order of appearance, the fields are: resource/activity name, # of times viewed, date last viewed, and elapsed time since last view;

AP for beginners

ECLAP 101 > Reports > Activity report

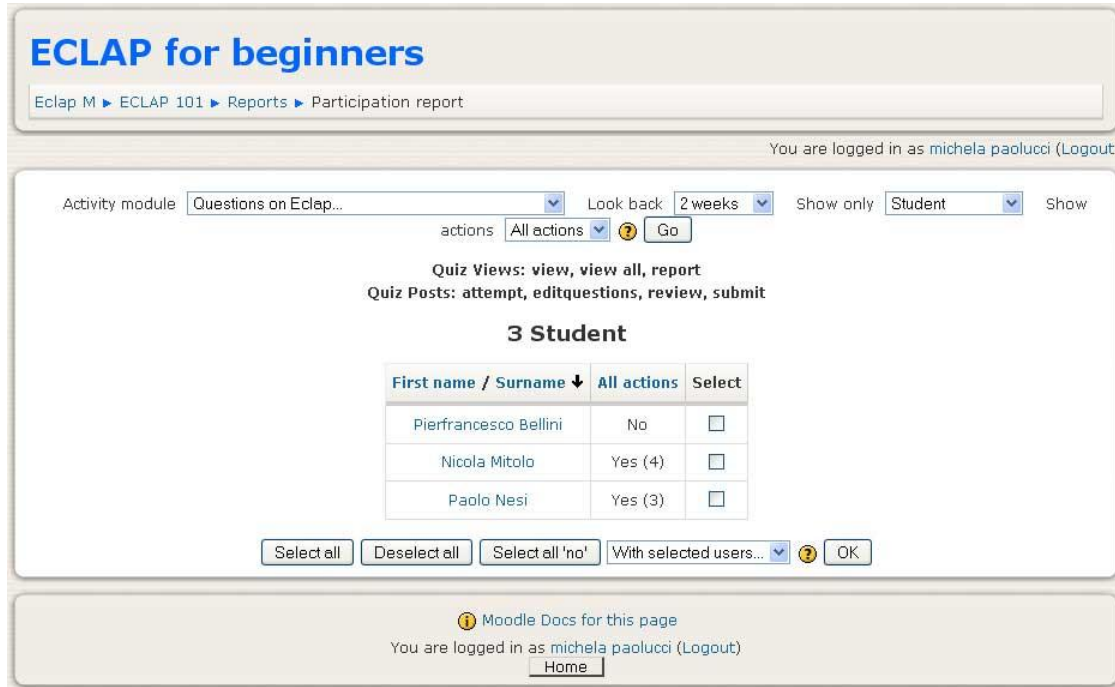
You are logged in as michela

ECLAP for beginners

Computed from logs since Friday, 5 November 2010, 04:16 PM.

Activity	Views	Last access
Topic 1		
ECLAP overview slides	13	Thursday, 25 November 2010, 01:15 PM (5 mins 26 secs)
ECLAP people at the kickoff, Florence, Italy	4	Wednesday, 10 November 2010, 10:40 AM (15 days 2 hours)
Topic 2		
ECLAP project flyers	5	Wednesday, 24 November 2010, 02:54 PM (22 hours 26 mins)
Topic 3		
ECLAP best practice network user manual	4	Wednesday, 10 November 2010, 07:04 PM (14 days 18 hours)
Topic 4		
Example of a Video Play	6	Wednesday, 24 November 2010, 02:59 PM (22 hours 22 mins)
Example of a Play List of Images	6	Wednesday, 17 November 2010, 05:36 PM (7 days 19 hours)
Example of a Play List with Images and Videos	-	

- *Participation report*, provides any easy way to monitor students' participation. The participation report can be accessed from a link off the Reports page;



ECLAP for beginners

Eclap M ► ECLAP 101 ► Reports ► Participation report

You are logged in as *michela paolucci* (Logout)

Activity module: Questions on Eclap... | Look back: 2 weeks | Show only: Student | Show


actions: All actions | ? | Go

Quiz Views: view, view all, report
 Quiz Posts: attempt, editquestions, review, submit

3 Student

First name / Surname ↓	All actions	Select
Pierfrancesco Bellini	No	<input type="checkbox"/>
Nicola Mitolo	Yes (4)	<input type="checkbox"/>
Paolo Nesi	Yes (3)	<input type="checkbox"/>

Select all | Deselect all | Select all 'no' | With selected users... | ? | OK

 Moodle Docs for this page

You are logged in as *michela paolucci* (Logout)

[Home](#)

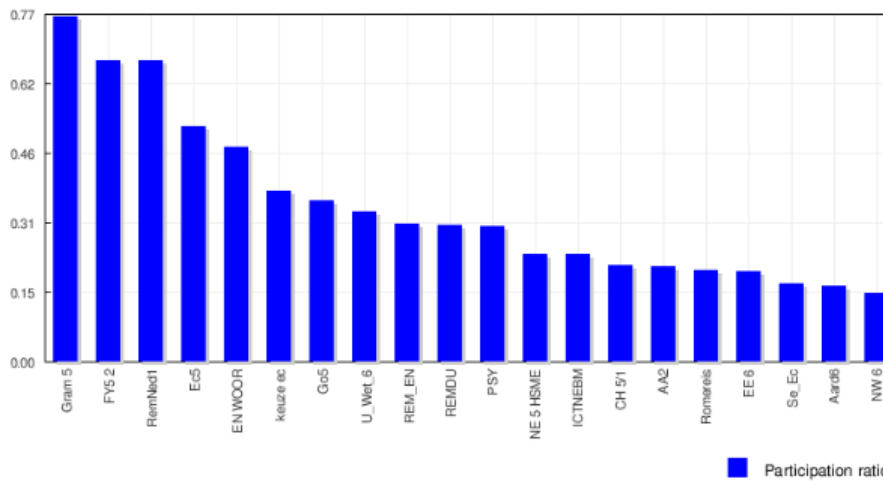
- *Statistics*, (if enabled) Moodle gathers statistics about each course and for the whole site, and produce graphs displaying them. Statistics are available only for the administrator (root). The statistics graphs and tables show how many hits there have been on various parts of the website during various time frames. They do not show how many distinct users there have been. They are processed daily at a time you specify. The administrator must enable statistics to see anything.

The following images are related to course overview reports and show information like the most active courses or the most participatory courses over a certain time period. Results are displayed in a bar chart and in a table.



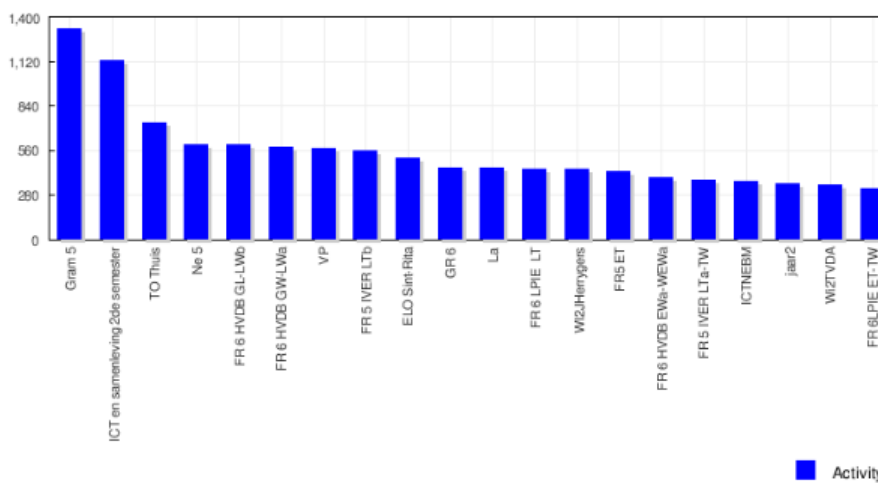
Report type: Time period - last:

Most participatory courses (views/posts)



Report type: Time period - last:

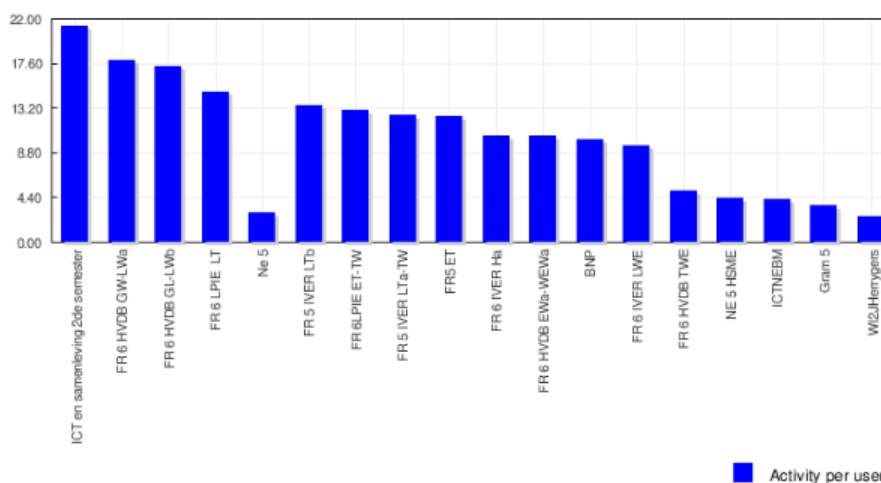
Most active courses



Course	Activity
Gram 5	1320
ICT en samenleving 2de semester	1121

Report type: Time period - last:

Most active courses (weighted)



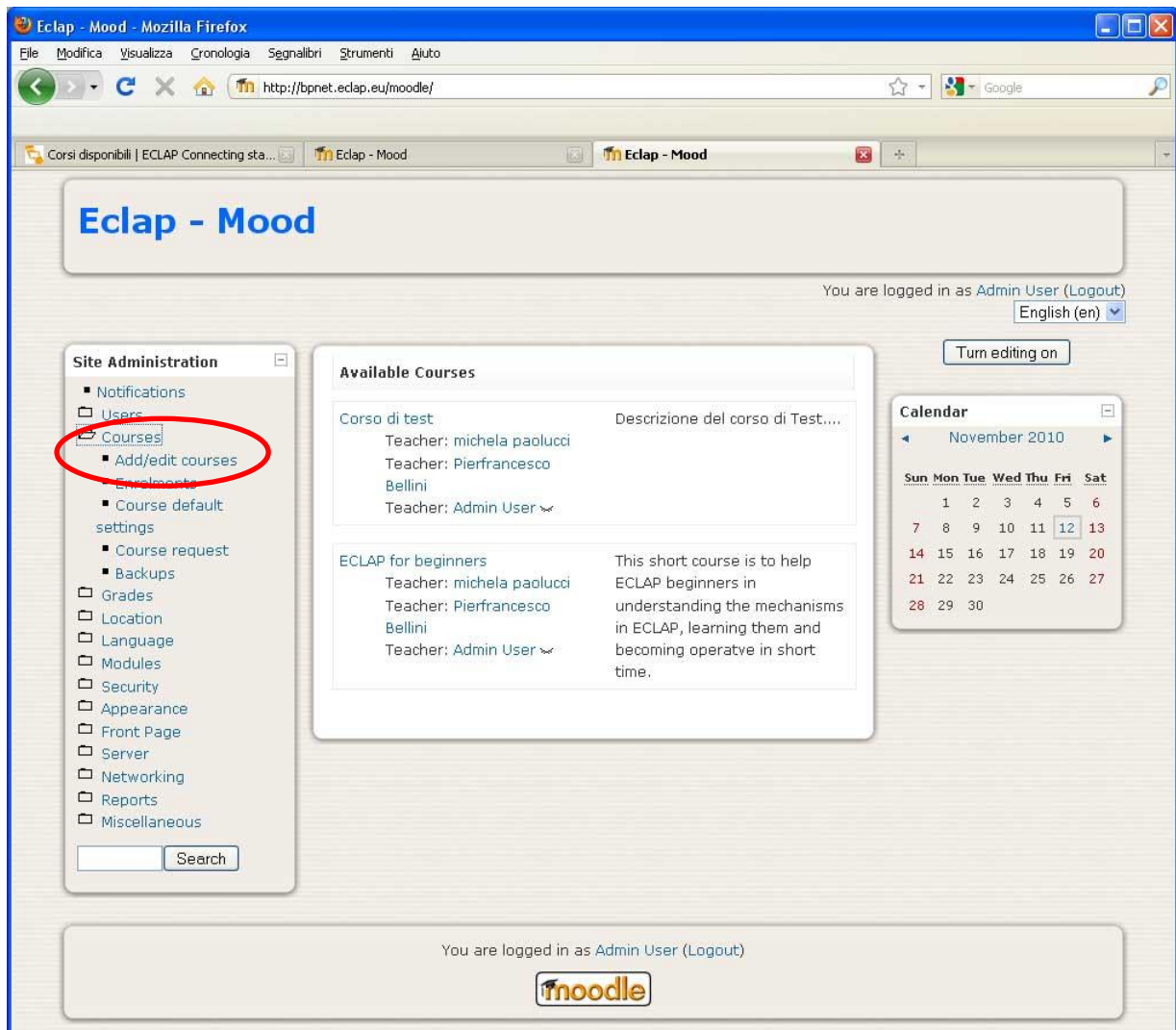
How to create a new course

E-learning functionalities identifies the following main roles:

- Website administrator (named **root**, he has the complete access to all functionalities in the portal);
- Teacher (is the user that add resources and activities in the course and defines the assessment modalities);
- Student (is the user that accesses to the course content and assessment questionnaires);
- Guest.

The procedure to create a new course from scratch can be started by the administrator only (root). Only when a new course has been defined, the administrator itself can register one or more teachers to the course. After this the enrolled teacher will be able to add resources and to define activities in the course.

The Moodle administration page allow to access to the e-learning platform management and is available at the following link: <http://bpnet.eclap.eu/moodle/>. When a user accesses to the administration page, he has to insert his username and password and then the main administration webpage is shown allowing the management of the whole e-learning framework (Moodle).



The screenshot shows the Moodle administration interface in a Mozilla Firefox browser window. The page title is "Eclap - Mood". The user is logged in as "Admin User" and the language is set to "English (en)".

Site Administration (left sidebar):

- Notifications
- Users
- Courses** (highlighted with a red circle)
 - Add/edit courses** (highlighted with a red circle)
 - Enrolment
 - Course default settings
 - Course request
 - Backups
- Grades
- Location
- Language
- Modules
- Security
- Appearance
- Front Page
- Server
- Networking
- Reports
- Miscellaneous

Available Courses (main content area):

Corso di test	Descrizione del corso di Test....
Teacher: michela paolucci Teacher: Pierfrancesco Bellini Teacher: Admin User	
ECLAP for beginners Teacher: michela paolucci Teacher: Pierfrancesco Bellini Teacher: Admin User	This short course is to help ECLAP beginners in understanding the mechanisms in ECLAP, learning them and becoming operative in short time.

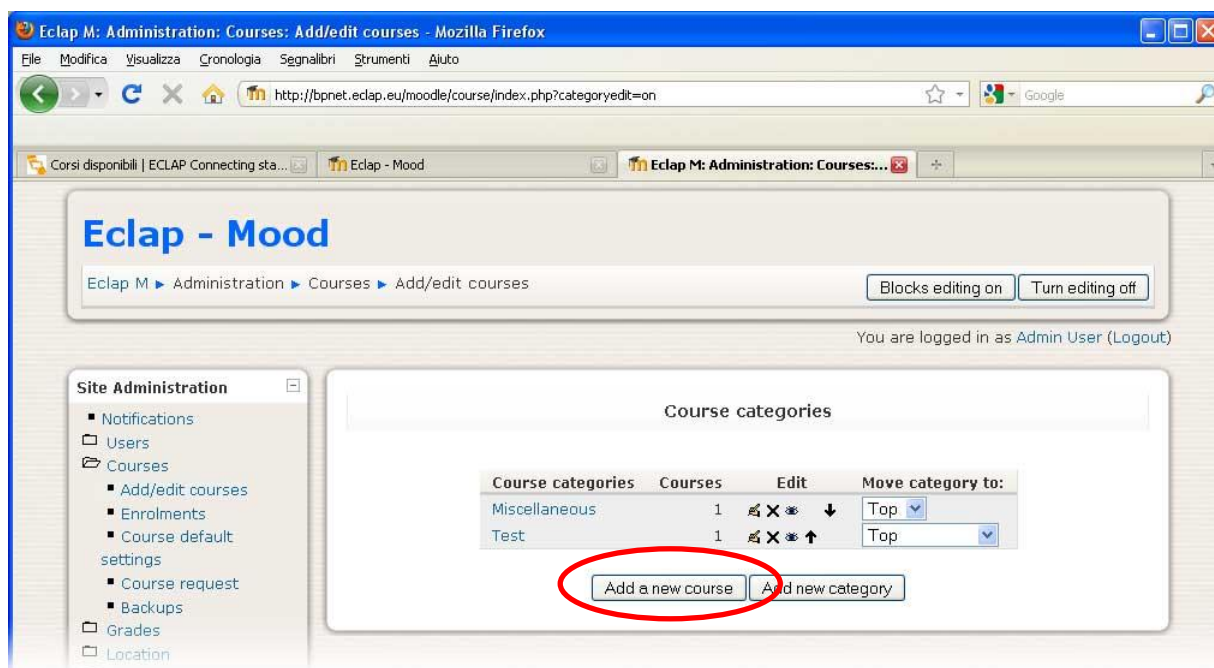
Calendar (right sidebar):

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				






Buttons: "Turn editing on", "You are logged in as Admin User (Logout)", "English (en)", "moodle".

To create a new course, click on the link on the left *Courses* → *Add/Edit Courses*. A new page will be opened showing the list of categories and of all available courses.



The category named *Miscellaneous* is a standard one and it is created by default, so that it is possible to associate every course to the *Miscellaneous* category, or it is possible to create a new category. For additional information it is possible to visit the Moodle documentation webpage available here: http://docs.moodle.org/en/Add/edit_course_categories.

As shown in the previous image, every course category contains a set of icons that allow the user to:

-  Edit an existing category
-  Delete a category
-  Visualize or hide a category
- Shift a category  above or below  on the list

By clicking the *Add a new course* button available below the categories list, a new page is shown to define the course parameters.

A new page is opened containing some mandatory fields to be filled-in:

- The Category of the course to be selected among the available
- Course name
- Course short name

Also it is possible to add a course description and many useful settings can be defined. Detailed information on course settings are available in the following official Moodle documentation page: http://docs.moodle.org/en/Course_settings. When all settings have been defined, it is possible to click on the *Save changes* button at the end of the page, as shown in the following image.



Eclap - Mood

Eclap M > Administration > Course categories > Add a new course

You are logged in as Admin User (Logout)

Edit course settings

General

Category Miscellaneous

Full name* Course on Moodle

Short name* CM001

Course ID number

Summary

Trebuchet 1 (8 pt) Lang **B** **I** **U** **S**

This is an example of course useful to learn basic functionalities related to the use of Moodle

Path: body

Format Weekly format

Number of weeks/topics 10

Course start date 13 November 2010

Hidden sections Hidden sections are shown in collapsed form

News items to show 0

Show gradebook to students Yes

Show activity reports No

Maximum upload size 1GB

Is this a meta course? No

Enrolments

Enrolment Plugins Site Default (Internal Enrolment)

Default role Site Default (Student)

Course enrollable No Yes Date range

Start date 12 November 2010 Disable

End date 12 November 2010 Disable

Enrolment duration Unlimited

Enrolment expiry notification

Notify No

Notify students No

Threshold 10 days

Groups

Group mode No groups

Force No

Availability

Availability This course is available to students

Enrolment key Unmask

Guest access Do not allow guests in

Language

Force language Do not force

Role renaming

Administrator

Course creator

Teacher

Non-editing teacher

Student

Guest

Authenticated user

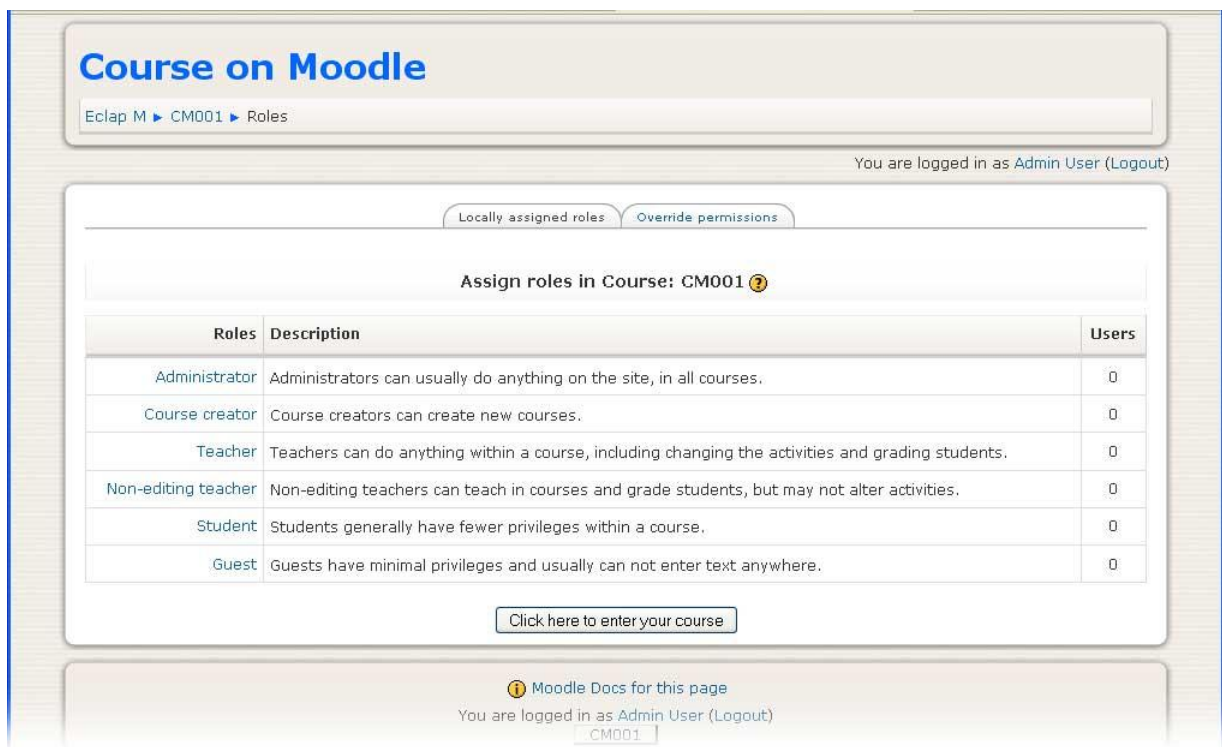
There are required fields in this form marked*.

Moodle Docs for this page

You are logged in as Admin User (Logout)

A new page is shown to define users' roles in the course. Particularly the administrator can enroll users in the course with the following roles:

- **Administrator**, can usually do anything on the site, on all courses;
- **Course creator**, can create new courses;
- **Teacher**, can do anything within a course, including changing the activities and grading students;
- **Non-editing teacher**, can teach in courses and grade students, but may not alter activities;
- **Student**, generally have fewer privileges within a course;
- **Guest**, have minimal privileges and usually cannot enter text anywhere.



Course on Moodle

Eclap M ► CM001 ► Roles

You are logged in as Admin User (Logout)

Locally assigned roles Override permissions

Assign roles in Course: CM001 ?

Roles	Description	Users
Administrator	Administrators can usually do anything on the site, in all courses.	0
Course creator	Course creators can create new courses.	0
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	0
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
Student	Students generally have fewer privileges within a course.	0
Guest	Guests have minimal privileges and usually can not enter text anywhere.	0

Click here to enter your course

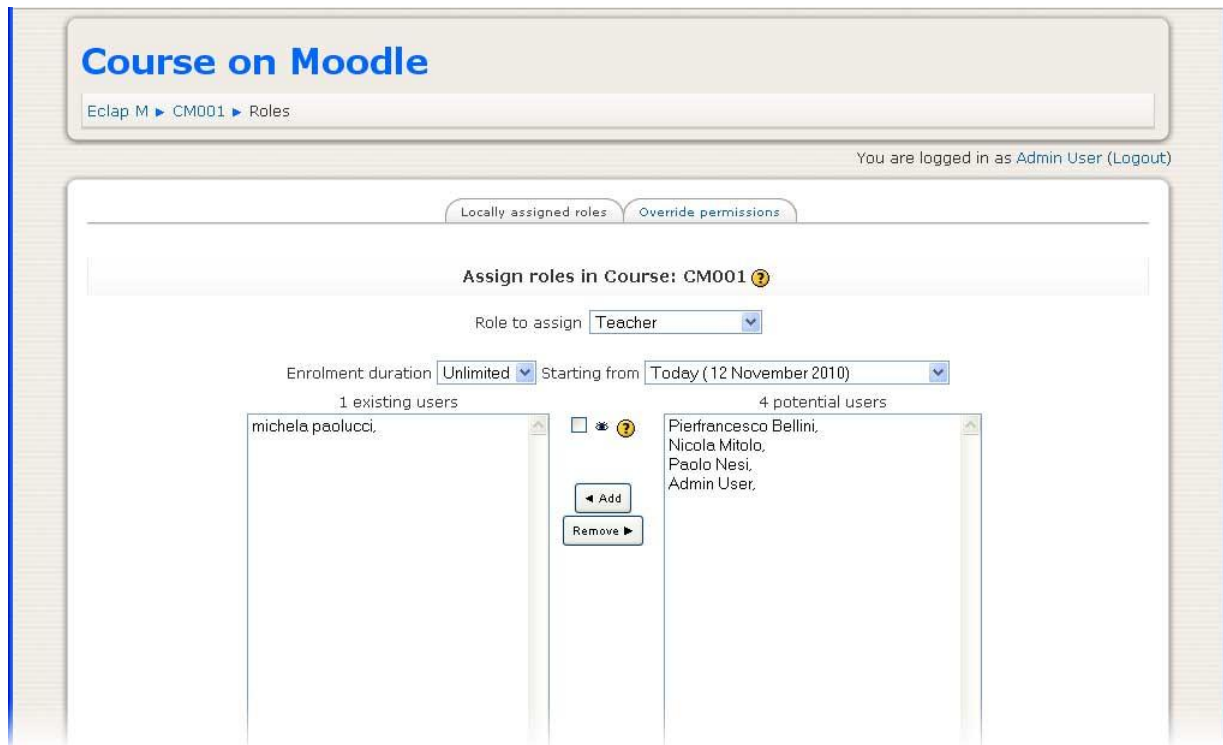
Moodle Docs for this page

You are logged in as Admin User (Logout)

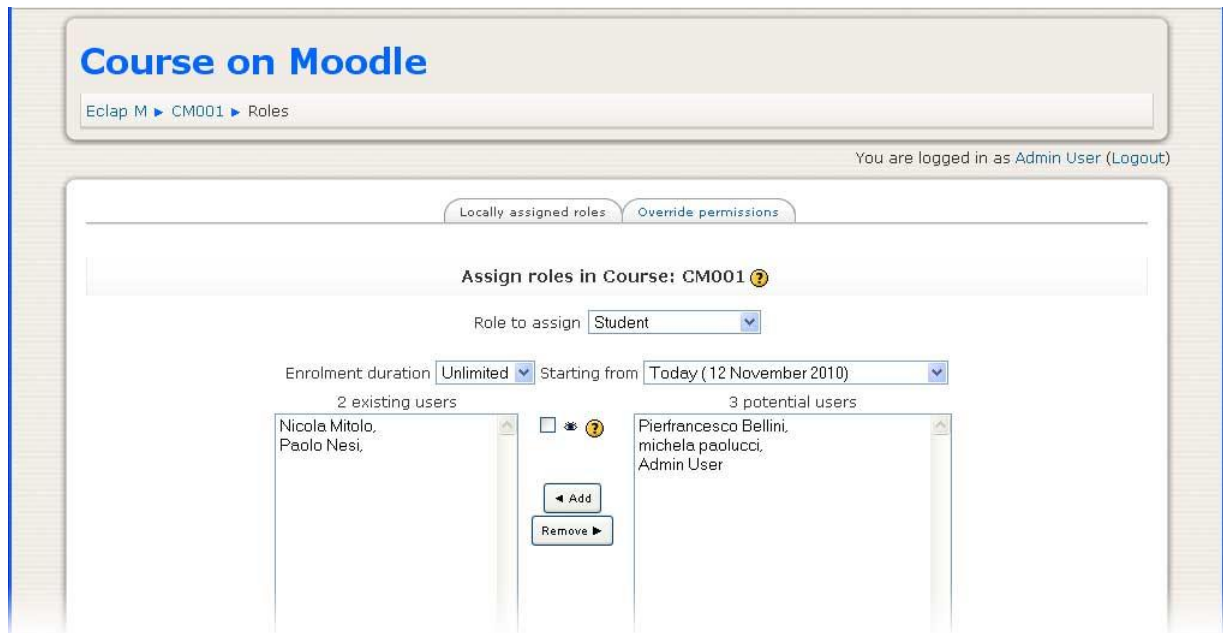
CM001

By clicking on one of the available roles a new page is shown to allow to add users and to assign them the selected role. The list of users potentially qualified to assume the selected role is shown on the right column. To add a user it is sufficient to select it on the list and to press the Add button so that the username will be shown on the left column list and his role will be assigned in the course.

In the following image, the user Michela Paolucci is enrolled as teacher in the course named CM001.

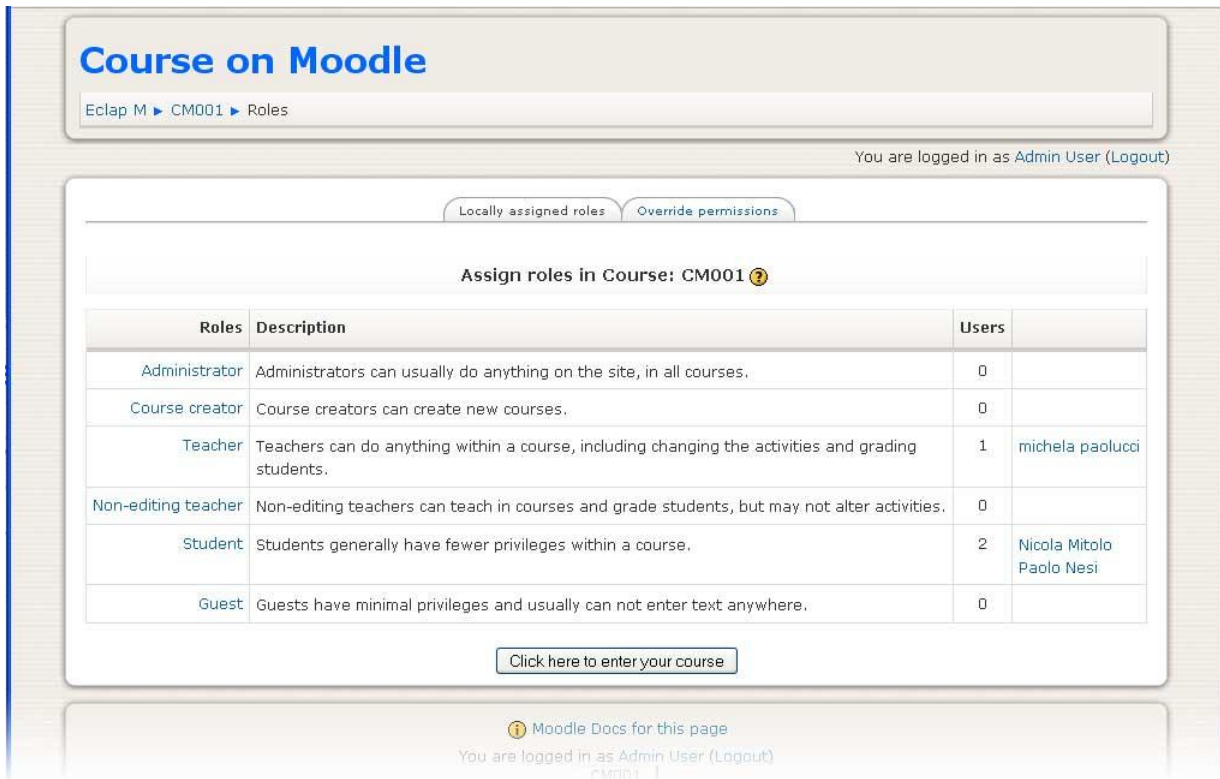


In the following image, users Nicola Mitolo and Paolo Nesi have been enrolled as students in the course named CM001, starting from the 12th November for an unlimited time.



When roles have been assigned, it is possible to save the page. An updated page with the report of all assigned roles is shown, as in the following image.

NOTE: for the administrator it is also possible to manage roles and assignments for all the users and for all the course, avoiding to assign roles course by course.



The screenshot shows the Moodle interface for assigning roles in a course. The page title is "Course on Moodle" and the breadcrumb is "Eclap M > CM001 > Roles". The user is logged in as "Admin User". There are two tabs: "Locally assigned roles" (selected) and "Override permissions". The main heading is "Assign roles in Course: CM001". Below this is a table with columns "Roles", "Description", "Users", and an empty column for user names.

Roles	Description	Users	
Administrator	Administrators can usually do anything on the site, in all courses.	0	
Course creator	Course creators can create new courses.	0	
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	1	michela paolucci
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0	
Student	Students generally have fewer privileges within a course.	2	Nicola Mitolo Paolo Nesi
Guest	Guests have minimal privileges and usually can not enter text anywhere.	0	

At the bottom of the table area, there is a button: "Click here to enter your course".

At the bottom of the page, there is a link: "Moodle Docs for this page" and the user status: "You are logged in as Admin User (Logout)".

By selecting the button “Click here to enter your course” at the end of the page, the page of the course is shown, reporting all activities included in the course. The following image shows an example of new course split in weekly activities (actually empty).


Access to a course as teacher

A user enrolled in a course as teacher, can have the access to a course available in the ECLAP BPNET Portal to:

- define and add activities in a course
- define and add assessment and evaluation questionnaires
- visualize reports related to students' activities.

To have the access in a course, the teacher has to be logged in the ECLAP portal and has to click on the link *My e-learning activities* available in box **e-learning Courses** on the right column. The page with the list of available courses in which he is enrolled in will be shown. By clicking on the course name on the list, the page listing contents available in the course will be shown. At the end of the page a link to enter in the course editing modality is present (*You can modify this course/moodle link*), as shown in the following image.

Welcome paolucci
 Profilo utente Uscire





Cerca qualsiasi tipo  Ricerca Avanzata Aiuto Player Carica Wiki

Course topics




ECLAP for beginners (Course program)

This is an introductory course on **ECLAP** that will let you understand the project structure and how to work on ECLAP, to collaborate with the other institutions, in uploading content, enriching content, and publishing, etc.


Introduction to ECLAP project

-  ECLAP overview slides
-  ECLAP people at the kickoff, Florence, Italy
-  ECLAP project flyers
-  ECLAP best practice network user manual



Some examples of content accessed on ECLAP

-  Example of a Video Play
-  Example of a Play List of Images
-  Example of a Play List with Images and Videos



Each partner can find the last updated content and information on this web page. It is accessible for registered users only.

-  ECLAP partners support page



In the Action list all the partners can find the next deadline, the work to be done, when and how, next meeting, who is responsible for some activity, which are the next deliverables, etc.

-  ECLAP Action List
-  ECLAP Working Group Guidelines

The assessment model is a management tool to assess the ECLAP project performances. This approach is strongly requested by the European Commission to compare the performance of a project with respect to the values planned in the DOW. NTUA is the coordinator of this activity. They have to collect data and report them to Coordinator and consortium.

-  ECLAP Assessment Model
-  Educational Notes

Now we can verify what you have learnt 😊

-  How Eclap works
-  Questions on Eclap...

[You can modify this course \(moodle link\)](#)

Lingue

Nuvola della Keyword






[arti](#) [axmedis](#) [company](#) [copyright](#) [diritti](#) [esperienza](#)
[esperienze](#) [europeana](#) [forma](#)
[giocatori](#) [guida](#) [intellettuale](#) [lobiettivo](#) [manuale](#)
[modello](#) [open](#) [performance](#) [proprietà](#) [realtà](#)
[relazione](#) [requisiti](#) [riunione](#) [royal](#) [serie](#)
[shakespeare](#) [spettacolo](#) [storia](#)
[teatro](#) [termini](#) [utenti](#)

Nuvola delle Query

Classification

[Apri tutto](#) | [Chiudi tutto](#)

Lista dei termini

-  [Genere](#)
-  [Periodo Storico](#)
-  [Organizzazione e gestione annunci](#)
-  [Arti dello spettacolo](#)
-  [Soggetto](#)

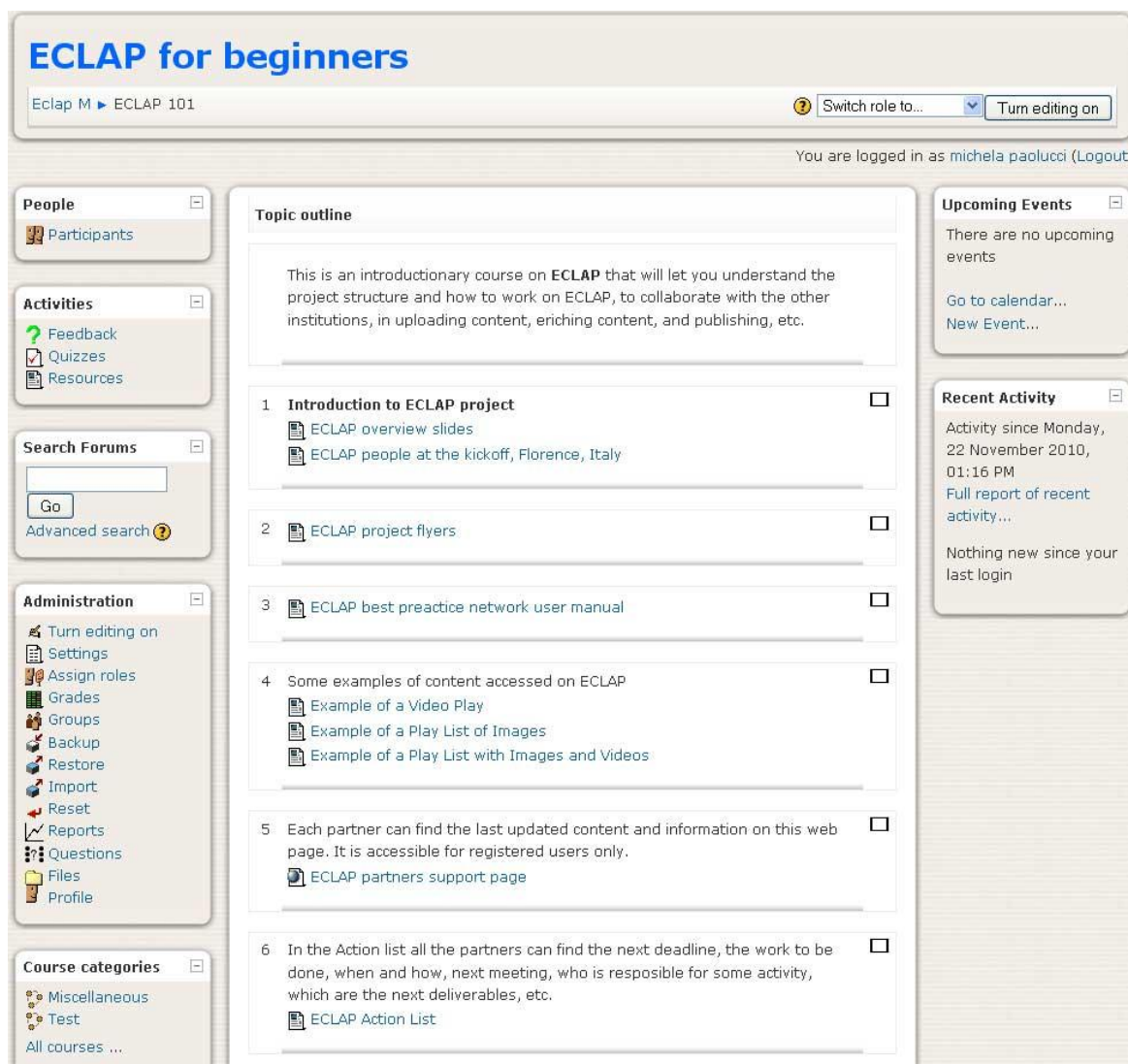
Gruppi

- [WG: Arti dello Spettacolo, Strumenti Educazionali](#)
- [WG: Intellectual Property and Business Models for Content](#)
- [WG: Strumenti per le Biblioteche Digitali](#)
- [BEELD EN GELUID](#)
- [BELLONE](#)
- [CTA-UNIROMA](#)
- [CTFR](#)
- [ESMAE-IPP](#)
- [FIFF](#)
- [IKP](#)
- [ITB](#)
- [MUZEUM](#)
- [ODIN](#)
- [ORZMI](#)

By clicking on the link, a new page will be opened asking for the username and password of the teacher to allow him to enter in the Moodle administration frontend.

NOTE: it is NOT necessary to enter again username and password to access in the course administration page in Moodle.

By entering in Moodle, the page to edit the course is shown and the teacher will be able to access to many functionalities. The following is an example of main page of a course from the teacher point of view.



ECLAP for beginners

Eclap M ► ECLAP 101 Switch role to... Turn editing on

You are logged in as *michela paolucci* (Logout)

People
Participants

Activities
Feedback
Quizzes
Resources

Search Forums
Go
Advanced search

Administration
Turn editing on
Settings
Assign roles
Grades
Groups
Backup
Restore
Import
Reset
Reports
Questions
Files
Profile

Course categories
Miscellaneous
Test
All courses ...

Topic outline

This is an introductory course on **ECLAP** that will let you understand the project structure and how to work on ECLAP, to collaborate with the other institutions, in uploading content, eriching content, and publishing, etc.

- 1 Introduction to ECLAP project**
 - ECLAP overview slides
 - ECLAP people at the kickoff, Florence, Italy
- 2 ECLAP project flyers**
- 3 ECLAP best practice network user manual**
- 4 Some examples of content accessed on ECLAP**
 - Example of a Video Play
 - Example of a Play List of Images
 - Example of a Play List with Images and Videos
- 5 Each partner can find the last updated content and information on this web page. It is accessible for registered users only.**
 - ECLAP partners support page
- 6 In the Action list all the partners can find the next deadline, the work to be done, when and how, next meeting, who is responsible for some activity, which are the next deliverables, etc.**
 - ECLAP Action List

Upcoming Events
There are no upcoming events
[Go to calendar...](#)
[New Event...](#)

Recent Activity
Activity since Monday, 22 November 2010, 01:16 PM
[Full report of recent activity...](#)
Nothing new since your last login

Add a summary to a course

To add an introductory text, it is necessary to turn on the editing mode by clicking on the link “*Turn editing on*” on the **Administration** block on the left.

To insert a text in the first topic of the course, click the *edit* icon as shown in the following image.



Course on Moodle

Eclap M ► CM001 Switch role to... Turn editing off

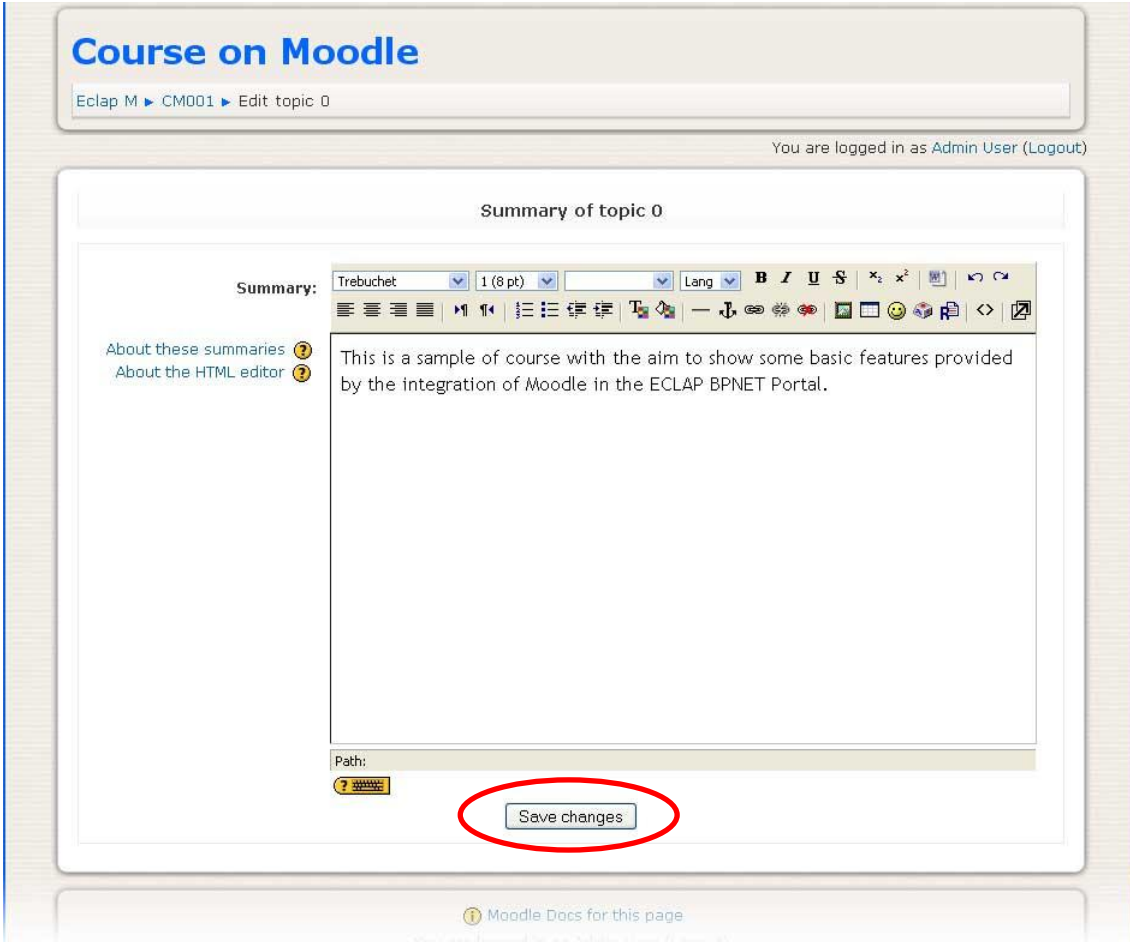
You are logged in as *michela paolucci* (Logout)

People
Participants

Topic outline


Latest News

A new page will be opened to insert the text as summary of topic 0. Write the text and click on the *Save changes* button at the end of the page.







Course on Moodle

Eclap M ► CM001 ► Edit topic 0



You are logged in as Admin User (Logout)

Summary of topic 0

Summary: Trebuchet 1 (8 pt) Lang **B** **I** **U** **S** x₂ x²    

About these summaries ?
About the HTML editor ?

This is a sample of course with the aim to show some basic features provided by the integration of Moodle in the ECLAP BPNET Portal.

Path:  

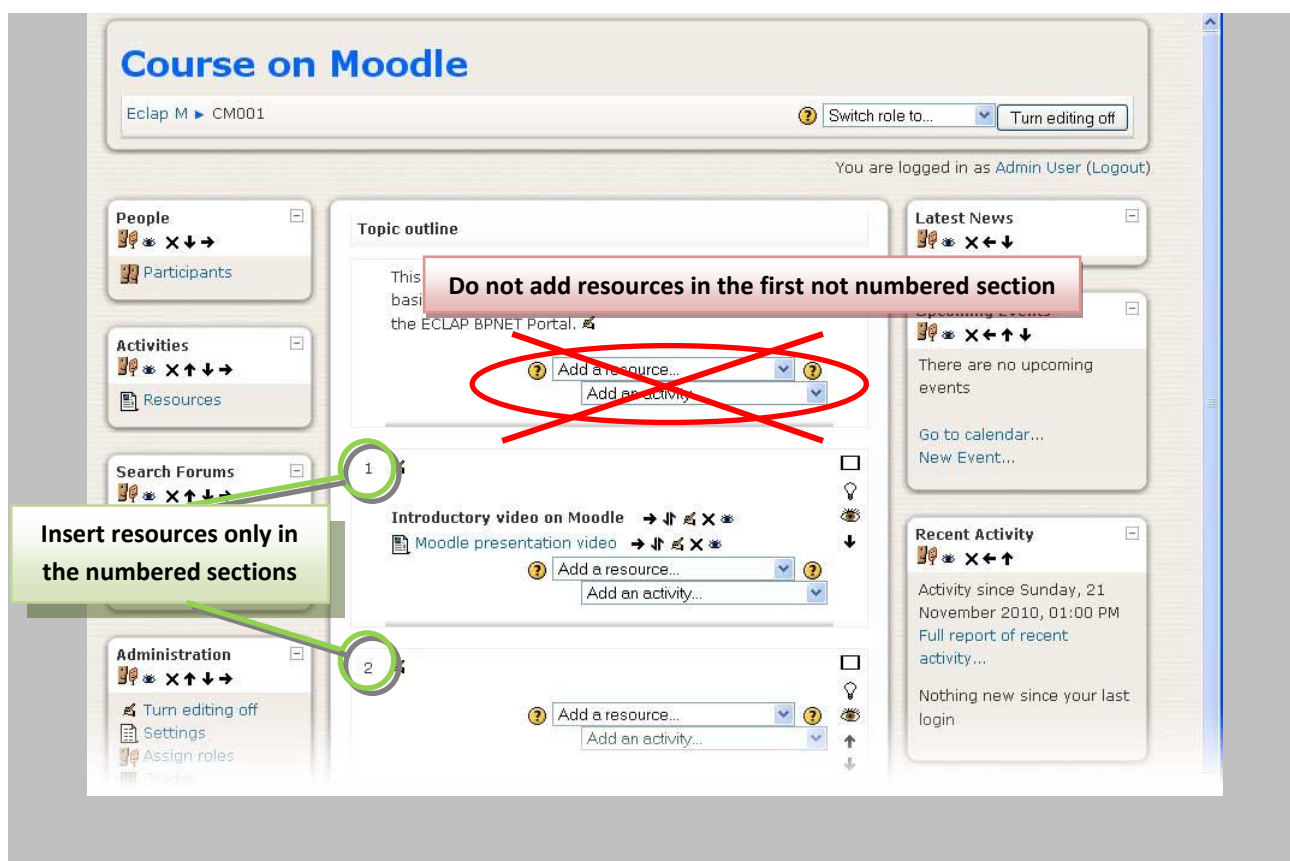
Save changes

Moodle Docs for this page

Add a resource and an activity to a course

The main page of the course is divided in section topics. A course is a collection of topics with resources and activities inside. When a new course is created, the administrator or the teacher has to insert resources and activities that will be visualized by the students of the course.

It is not recommended to add resources and activities in the first topic. Please, be sure to add resources only in the numbered sections, as highlighted in the following image.



In each topic it is possible to add the following resources (that will be viewed by the course students):

- **Label:** a label is a way to add text to the content area of your course. Labels can be used to give a quick instruction or for telling users what to click on next.;
- **Pagina di testo:** a simple page written using plain text;
- **Web page:** a resource that has a link in the center column of a course home page for the student to use. It is like a single page document that has the HTML editor tool which the teacher uses to create content.;
- **Link to a File or web page:** to upload any type of external electronic file;
- **Directory:** to display a whole directory (and its subdirectories) from the course files area. Students can then browse and view all those files.;
- **ECLAP Media Content:** to add a link to a resource published on the ECLAP BPNET portal;
- **IMS Content Package:** The IMS Content Packaging stores chunks of e-learning material in a standard format which can be re-used in different systems, without having to convert the material into new formats.

it is also possible to add the following activities that students will execute:

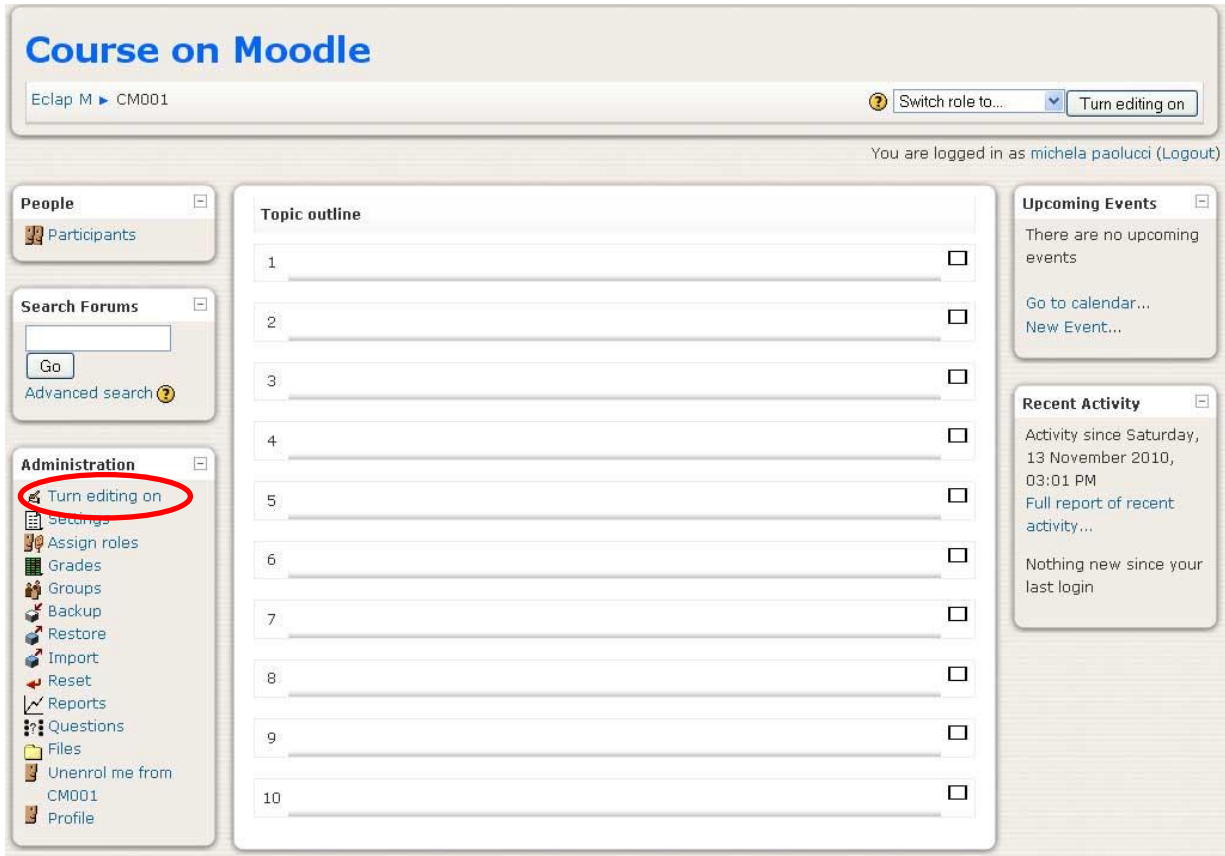
- **Assignment:** it allows teachers to collect work from students, review it and provide feedback including grades. Students can submit any digital content (files), including, for example, word-processed documents, spreadsheets, images, audio and video clips. Alternatively, teachers can ask students to type directly an online text assignment;
- **Chat:** allows participants to have a real-time synchronous discussion via the web;

- **Choice:** the teacher asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent;
- **Database:** The database activity module allows the teacher and/or students to build, display and search a bank of record entries about any conceivable topic. The format and structure of these entries can be almost unlimited, including images, files, URLs, numbers and text amongst other things;
- **Feedback:** allows you to create and conduct surveys to collect feedback from Students. It is smaller in scope and therefore easier to use than the Questionnaire module, and unlike the Survey tool allows you to write your own questions, rather than choose from a list of pre-written survey instruments;
- **Forum:** an activity where students and teachers can exchange ideas by posting comments;
- **Glossary:** The Glossary activity allows participants to create and maintain a list of definitions, like a dictionary. The autolinking feature, will highlight any word in the course which is located in the glossary;
- **Lesson:** The lesson module presents a series of HTML pages to the student, who is usually asked to make some sort of choice underneath the content area. The choice will send them to a specific page in the Lesson. In a Lesson page's simplest form, the student can select a continue button at the bottom of the page, which will send them to the next page in the Lesson;
- **Quiz:** module allows the teacher to design and set quizzes consisting of a large variety of Question types, including multiple choice, true-false, and short answer questions. These questions are kept in the Question bank and can be re-used in multiple quizzes. Quizzes can be configured to allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback and/or show the correct answers.
- **SCORM/AICC:** a course activity which allows you (the teacher) to upload any SCORM or AICC package to include in your course. SCORM (Sharable Content Object Reference Model) is a collection of specifications that enable interoperability, accessibility and reusability of web-based learning content. SCORM content can be delivered to learners via any SCORM-compliant Learning Management System (LMS) using the same version of SCORM;
- **Survey:** The Survey activity module is a course activity that provides a number of verified survey instruments, including COLLES (Constructivist On-Line Learning Environment Survey) and ATTLS (Attitudes to Thinking and Learning Survey), which have been found useful in assessing and stimulating learning in online environments. Teachers can use these to gather data from their students that will help them learn about their class and reflect on their own teaching;
- **Wiki:** A wiki activity is a collection of collaboratively authored web documents. Basically, a wiki page is a web page everyone in your class can create together, right in the browser, without needing to know HTML. A wiki starts with one front page. Each author can add other pages to the wiki by simply creating a link to a page that doesn't exist yet.

To add resources in a course, the teacher has to:

- be logged in the moodle administration frontal page;
- select the course in list "*My courses*" accessible in the middle of the page by clicking the course title;

- In the Administration box on the left, select “*Turn editing on*” to enter in the editing modality (see next image);



Course on Moodle

Eclap M ► CM001 Switch role to... Turn editing on

You are logged in as [michela paolucci](#) (Logout)

People

Participants

Search Forums

Go

Advanced search ?

Administration

- Turn editing on
- Settings
- Assign roles
- Grades
- Groups
- Backup
- Restore
- Import
- Reset
- Reports
- Questions
- Files
- Unenrol me from CM001
- Profile

Topic outline

1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>

Upcoming Events

There are no upcoming events

[Go to calendar...](#)

[New Event...](#)

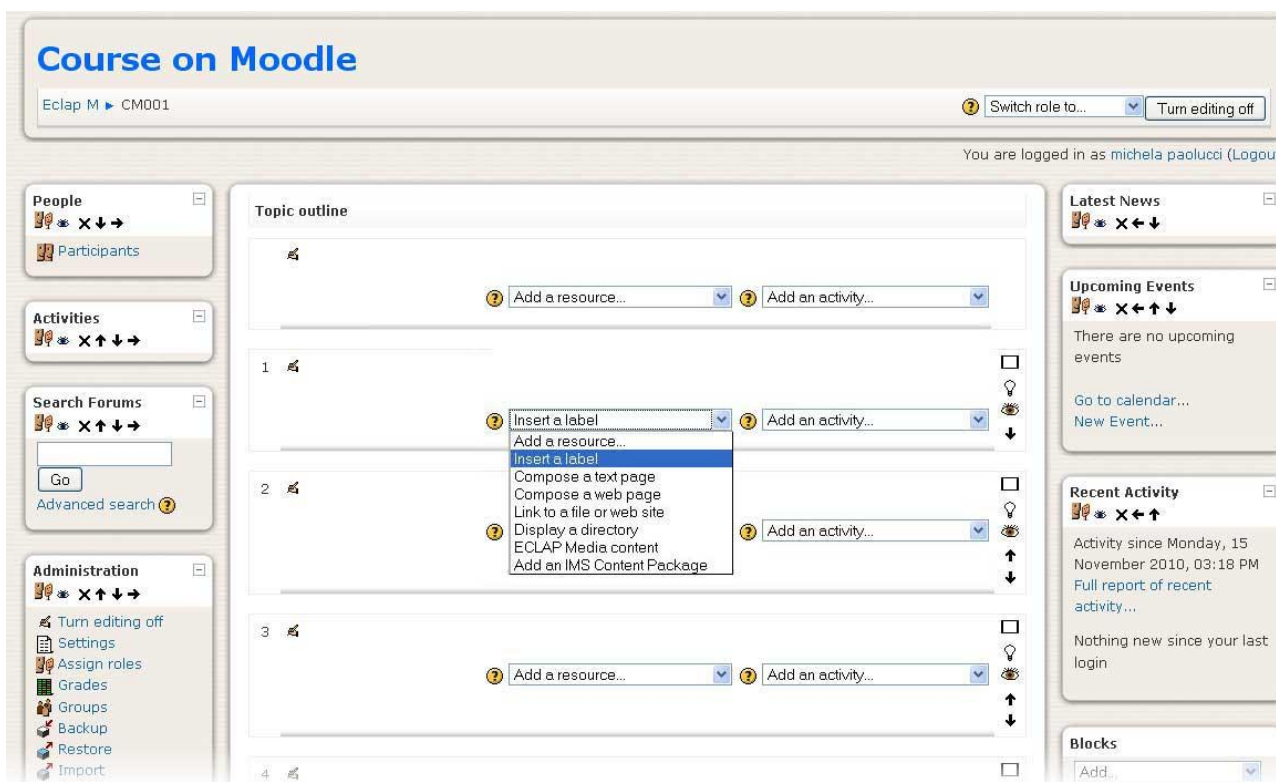
Recent Activity

Activity since Saturday, 13 November 2010, 03:01 PM




[Full report of recent activity...](#)

Nothing new since your last login

- In each topic in the course two drop-down menu are available. Click the menu *Add a resource...*, select the resource type to be added in the course among the available, or click on *Add an activity...* to add for example a questionnaire or a survey, etc.



In the right part of each course topic, some icons are available. They allow to:

- See all weeks/topics;
-  Make Current (highlight) week/topic;
-  Close/Hide item or Open/Show Item;
-  Move down the topic in the list.

Add a multimedia resource available in the ECLAP Portal

Resources available on the ECLAP portal can be added as resources in a course. In this manner, if an ECLAP content has been added in a lesson, the content itself will be played as any other resource available in the ECLAP portal.

To add a resource available in the ECLAP portal in a lesson, follow the following procedure:

- make a query on the ECLAP portal <http://bpnet.eclap.eu/> to search the content to be added to the lesson;
- go with the mouse on the animated icon or on the resource title, right click and copy the link of the resource;

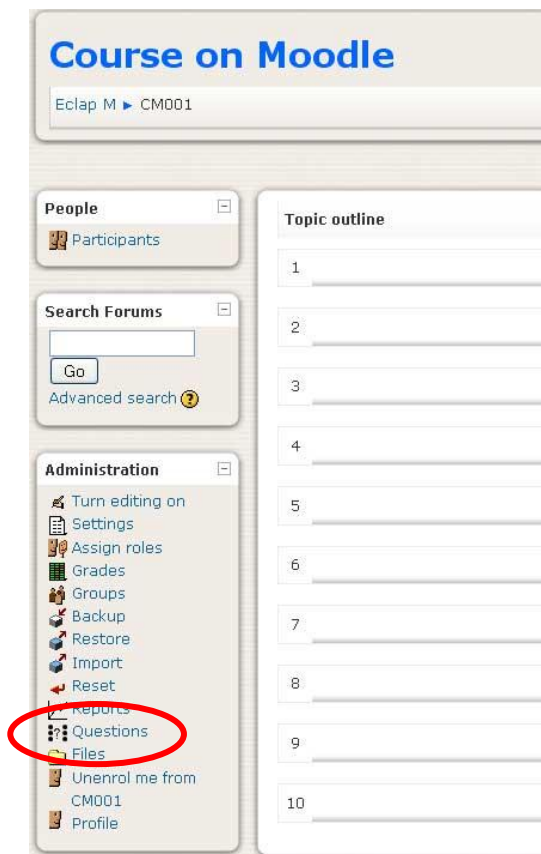
- go to the course administration page in Moodle, click on the menu “Add a resource...” and select the item “ECLAP Media content” (see next image);



NOTE: please note that actually it is not possible to correctly visualize an ECLAP resource by clicking on the resource link in the Moodle administration front page since an error message is visualized in this case. Nevertheless by accessing to the course from the ECLAP BPNET portal and by clicking to the resource link in the lesson, the same content will be correctly visualized.

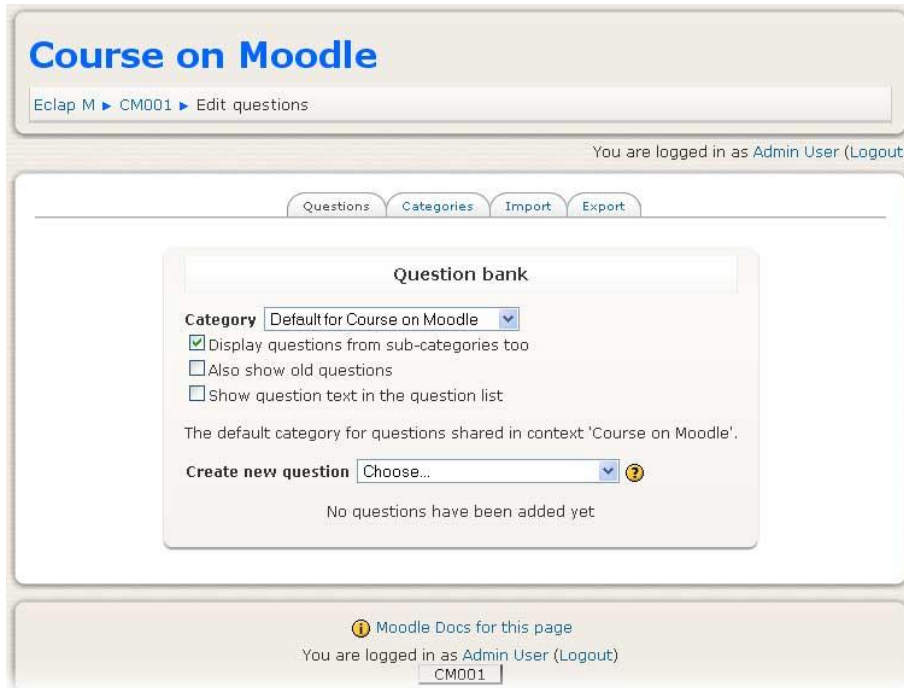
Create a questionnaire

To create a questionnaire, it is necessary to define the single questions before and then the questionnaire can be structured by inserting the defined questions. In the left column, in the **Administration** block the item *Questions* is available, it allows to define the single questions in many different manner.



By selecting Questions a new page will be shown to create and manage the questions. This module allow to create many different type of questions, like:

- **Calculated** – Calculated questions offer a way to create individual numerical questions by the use of wildcards that are substituted with individual values when the quiz is taken;
- **Description** – This is not a real question. It simply prints some text (and possibly graphics) without requiring an answer. This can be used to provide some information to be used by a subsequent group of questions, for example;
- **Essay** – In response to a question (that may include an image) the respondent writes an answer in essay format;
- **Matching** - A list of sub-questions is provided, along with a list of answers. The respondent must "match" the correct answers with each question;
- **Embedded answers (Cloze)** – These very flexible questions consist of a passage of text (in Moodle format) that has various answers embedded within it, including multiple choice, short answers and numerical answers;
- **Multiple Choice** – In response to a question (that may include a image) the respondent chooses from multiple answers. There are two types of multiple choice questions - single answer and multiple answer;
- **Short Answer** – In response to a question (that may include a image), the respondent types a word or phrase. There may several possible correct answers, with different grades. Answers may or may not be sensitive to case;
- **Numerical** – From the student perspective, a numerical question looks just like a short-answer question. The difference is that numerical answers are allowed to have an accepted error. This allows a continuous range of answers to be set;
- **Random Short-Answer Matching** - From the student perspective, this looks just like a Matching question. The difference is that the sub-questions are drawn randomly from Short Answer questions in the current category;
- **True/False** - In response to a question (that may include a image), the respondent selects from two options: True or False.



Select in the drop down menu “*Create new question*” the type of the activity among the available.

In the following example, how to create a multiple choice question will be shown:

1. Select in the drop down menu the item *Multiple Choice*. A new page will be opened to create the question;
2. Select the question category (if available);
3. Write the question title useful to identify the question (for example: *Multiple Choice question 1*);
4. write the text of the question;
5. Specify a value to be used as penalty factor in case of error answer. If the penalty factor is more than 0, then the student will lose that proportion of the maximum grade upon each successive attempt. For example, if the default question grade is 10, and the penalty factor is 0.2, then each successive attempt after the first one will incur a penalty of $0.2 \times 10 = 2$ points.
6. Write the text for the general feedback. General feedback is some text that gets shown to the student after they have attempted the question;

General

Current Category: Default for Course on Moodle (1) Use This Category

Save in Category: Default for Course on Moodle (1)

Question name*: Domanda Scelta Multipla 1

Question text ?

Trebuchet 1 (8 pt) Lang B I U S x: x²

Quante solo le note della scala musicale?

Path: body

Format ? HTML format

Image to display: No images have been uploaded to your course yet

Default question grade*: 1

Penalty factor* ? 0

General feedback ?

Trebuchet 1 (8 pt) Lang B I U S x: x²

Grazie per la risposta!

Path: body

7. Choose whether students can only select one answer or multiple answers (*One or multiple answers?*);
8. Choose whether to shuffle the answer options;
9. Select how to number the choices (*Number the choices?*)

Path: body

One or multiple answers? One answer only

Shuffle the choices? ?

Number the choices? 1., 2., 3., ...

10. Write your first answer in the *Choice 1* text field. Inserting HTML into this area also makes it possible to add an image or a sound file;
11. Select a grade percentage for the answer. This is the percentage of the total points for the question that selecting this response is worth. You can select negative percentages as well as positive percentages. So, selecting a correct response in a multiple answer question may give you 50% of the possible points, while selecting a wrong answer may take away 10%. Note that in a multiple-answer question, the grades must add up to 100%;
12. Add a feedback for each response, if you wish;

Choice 1

Answer


Grade One of the choices should be 100%, so that it is possible to get a full grade for this question.

Feedback

Trebuchet Lang

B I U S

Troppo poche. Sono di più.

Path: 

13. repeat the points from 10 to 12 for all the possible answers to be included in the question;
14. Click on the button Blanks for 3 more Choices to add additional possible answers;
15. In the Overall Feedback field write the text to be shown *For any correct response, For any partially correct response, and For any incorrect response*;
16. Click on the button *Save changes* to save the question. The new question will be shown in list of the available (Question bank).

Course on Moodle

Eclap M ► CM001 ► Edit questions

You are logged in as Admin User (Logout)

Questions Categories Import Export

Question bank


Category

Display questions from sub-categories too





Also show old questions

Show question text in the question list

The default category for questions shared in context 'Course on Moodle'.


Create new question 

Sort by type, name

Action	Question name	Type
<input type="checkbox"/>   	Domanda Scelta Multipla 1	

Select all / Deselect all

With selected:

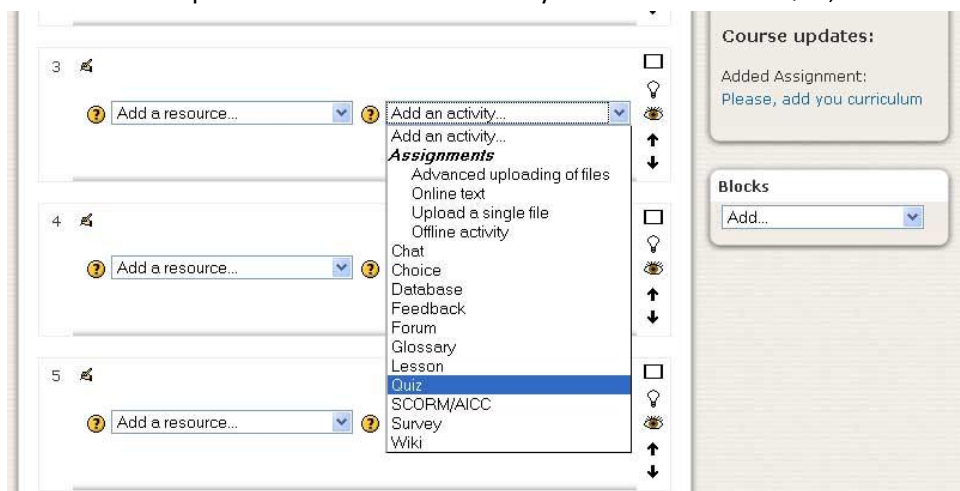
 Moodle Docs for this page

You are logged in as Admin User (Logout)

Add questions to a questionnaire

When all single questions have been created and saved, it is possible to structure the questionnaire to be submitted to students, also by defining parameters.

1. Go in the main administration page of the course. Select the numbered topic where to add the questionnaire. In the drop down menu “Add an activity...” select the item Quiz;



2. in the *General* part, insert the name of the questionnaire and an introductory text, if needed;
3. in the *Timing* part:
 - specify times when the quiz is accessible for people to make attempts. Before the opening time, and after the closing time, the quiz will be unavailable;
 - specify a time limit to ensure that quizzes are completed within that time. If a student manages to cheat and spends more than 60 seconds over the allotted time then the quiz is automatically graded zero.
 - specify if the student will be allowed multiple responses to a question even within the same attempt at the quiz. So for example if the student's response is marked as incorrect the student will be allowed to try again immediately. However a penalty will usually be subtracted from the students score for each wrong attempt.
4. in the *Display* part:
 - define the number of questions to be shown per page;
 - specify if the order of questions in the quiz will be randomly shuffled each time a student attempts the quiz.;
 - specify if the parts making up the individual questions will be randomly shuffled each time a student starts an attempt at this quiz, provided the option is also enabled in the question settings.
5. in the *Attempts* part:
 - specify the max number of attempts allowed to solve the questionnaire;
 - specify if the new attempt has to contain the results of the previous attempt;
 - specify if the student will be allowed multiple responses to a question even within the same attempt at the quiz
6. In the *Grades* part:
 - indicate the grading method to calculate student's final grade for the quiz;

- if a quiz is run in adaptive mode then a student is allowed to try again after a wrong response. In this case you may want to impose a penalty for each wrong response to be subtracted from the final mark for the question. The amount of penalty is chosen individually for each question when setting up or editing the question.
 - select the number of digits that should be shown after the decimal point when displaying student scores or grades.
7. In the *Review options* specify what information users can see when they review a quiz attempt or look at the quiz reports;
 8. In the *Security* part some restrictions can be defined to the user accessing the questionnaire;
 9. The *Common module settings* part it is possible to define if the activities can be visible only to specific groups or sub-groups of students, according to the settings defined during the course creation;
 10. In the *Overall feedback* it is possible to define generic text to be shown to students after they have completed an attempt at the quiz. The text that is shown can depend on the grade the student got.
 11. Click the *“Save and return to course”* button to complete the questionnaire creation. The new questionnaire will be shown as activity in the main page (see next image);



12. Click the questionnaire link and a new page will be shown to add the single questions by selecting each of them one-by-one from the *Question bank*;

Course on Moodle

Eclap M ► CM001 ► Quizzes ► Nuovo questionario ► Editing Quiz Update this Quiz

You are logged in as Admin User (Logout)

Info Results Preview Edit
 Quiz Questions Categories Import Export

Questions in this quiz

No questions have been added yet

Question bank

Category: Default for Course on Moodle (3)

Display questions from sub-categories too
 Also show old questions
 Show question text in the question list

The default category for questions shared in context 'Course on Moodle'.

Create new question: Choose...
 Sort by type, name

Action	Question name	Type
<< < > >> X	Domanda Scelta Multipla 1	☰
<< < > >> X	Domanda a risposta breve 1	☰
<< < > >> X	Domanda vero/falso 1	••

Select all / Deselect all

With selected:

Default for Course on Moodle (3)

Add 1 random questions

List of questions

13. Select one or more questions in the list and click on the << button to add each single question to the questionnaire. The added question are included in the list on the left, below the text "Questions in this quiz";

Course on Moodle

Eclap M ► CM001 ► Quizzes ► Nuovo questionario ► Editing Quiz Update this Quiz

You are logged in as Admin User (Logout)

Info Results Preview Edit
 Quiz Questions Categories Import Export

Questions in this quiz

Order	#	Question name	Type	Grade	Action
↓	1	Domanda vero/falso 1	••	1	<< < > >>
↑ ↓	2	Domanda Scelta Multipla 1	☰	1	<< < > >>
↑	3	Domanda a risposta breve 1	☰	1	<< < > >>

Total: 3
 Maximum grade: 10

Show page breaks
 Show the reordering tool

Question bank

Category: Default for Course on Moodle (3)

Display questions from sub-categories too
 Also show old questions
 Show question text in the question list

The default category for questions shared in context 'Course on Moodle'.

Create new question: Choose...
 Sort by type, name

Action	Question name	Type
<< < > >> X	Domanda Scelta Multipla 1	☰
<< < > >> X	Domanda a risposta breve 1	☰
<< < > >> X	Domanda vero/falso 1	••

Select all / Deselect all

With selected:

Default for Course on Moodle (3)

Add 1 random questions



14. Click on “*Save changes*” button to complete the questionnaire creation.