

Partners:



Combating Digital Exclusion

CHILDREN
EDUCATE
DIGITALLY ILLITERATE
ADULTS
IN **SAFE & CREATIVE WEB**



www.eduweb-project.eu

Funded By



Erasmus+



Regional Directorate of Primary and Secondary Education in Western Greece



Quick guide

Adding new L-BUNDLES

For content buddies and providers

* An L-bundle, is a collection of educational material (L-mites) embedded inside a course.

** You may copy material from the LIBRARY of L-mites, or from the COURSES, or even add your own.

*** A note that applies to content providers only.

As a content provider, you would *initially* want to *import* all of your L-mites under a topic, into a large L-bundle for this topic.

To do this, first split your topic into sub-topics and add one new L-mite for each of these sub-topics. THEN import these tiny L-mites into a large L-bundle, which trainees will have access to follow.

To import your tiny L-mites into your large L-bundle, follow the steps at the end of this guide.

Adding a new L-bundle

Combating Digital Exclusion ENGLISH (EN) - You are currently using guest access (Log in) 1

Home
Calendar



Available courses

- Sending Your First Email  
This course will show you how to get an email account, how to send your first email.
- test course 1  
Course creator: buddy buddy summary
- A test course related to email (L-Bundle)  
This is a summary of the course that relates to the email topic.
- test course 2  

COURSE CATEGORIES

- COURSES
- LIBRARY
- All courses ...

TAGS

Communicate

- Easy level email
- English Medium level
- Very easy level Ελληνικά



buddy 2

Remember username

Log in 3

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?

To gain points from your achievements, you first need to create an account.

Create new account

Eduweb Combating Digital Exclusion ENGLISH (EN) buddy buddy

buddy buddy Reset page to default Stop customising this page

- Dashboard
- Site home
- Calendar
- Private files
- Add a block

LEARNING PLANS

COURSE OVERVIEW

COURSE CATEGORIES

- COURSES
- LIBRARY
- All courses ... **3a**

Eduweb Combating Digital Exclusion ENGLISH (EN)

EduWeb
Dashboard / Courses

Search courses Go Expand all

- COURSES** **3a-2**
- LIBRARY

Eduweb Combating Digital Exclusion ENGLISH (EN) buddy buddy

EduWeb
Dashboard / Courses / COURSES

3b Manage courses

Course categories: COURSES Expand all

Search courses Go

- Communicate
- Stay informed
- Entertain
- Protect one's Self and Others
- Create
- Shop
- Technical skills
- L-BUNDLE TEMPLATE

LEVEL UP!

7
6th 1st to go

To gain experience points and level up, FIRST enrol in the course, by clicking the little GEAR icon at the top of the course page.

RECENT REWARDS

Activity completed	127 th
Activity completed	127 th

Eduweb Combating Digital Exclusion ENGLISH (EN) ▾

Dashboard
Site home
Calendar
Private files

EduWeb

Dashboard / Manage courses and categories / COURSES

Course and category management

Viewing: Course categories and courses ▾

Course categories

- COURSES 1
 - Communicate 2
 - Stay informed 1
 - Entertain 0
 - Protect one's Self and Others 0
 - Create 0
 - Shop 0
 - Technical skills 0
- LIBRARY 0

Search courses

COURSES

3c Per page: 50 ▾

L-BUNDLE TEMPLATE

Showing all 1 courses

Eduweb Combating Digital Exclusion ENGLISH (EN) ▾

Add a new course

The course full and short names, must be typed always in ENGLISH. You will be given the option later on, to enter them in other languages.

General

Course full name * ⓘ 3d

Course short name * ⓘ 3e

Course category ⓘ 3f

Visible ⓘ You MUST select "COURSES" and a category under it

Course start date ⓘ

Course end date ⓘ Enable

Course ID number ⓘ

Description

Course summary ⓘ 3g



▶ Course format

▶ Collapsed Topics reset options [?]

▶ Appearance

▶ Files and uploads

▶ Completion tracking

▶ Groups

You MUST select from the list of the tags. Avoid entering your own tags.

▶ Role renaming [?] You MUST select tags at least for Category, Languages and Difficulty level

▼ Tags

Tags

× Communicate × Easy level × English × Ελληνικό

3i

Enter tags...

3j

Be informed

Create

Difficult level

display

Cancel

There are required fields in this form ma

▼ Tags

Tags

× Communicate × Easy level × English × Ελληνικό

Enter tags...

3k

Save and return

Save and display

Cancel

If you are a content provider, the picture below will be shown. Click on the proceed button.

Dashboard / Courses / LIBRARY / A test course / Users / Enrolled users

A test course: 0 enrolled users

Enrolled users

Enrol users

Search Enrolment methods

Role Group Status

First name / Surname / Email address Last access to course Roles Groups Enrolment methods

3L

If you are a content buddy, the picture below will be shown instead.

Dashboard / My courses

A test course

Instructions: Clicking on the section name will show / hide the section.

- Section 1
- Section 2
- Section 3
- Section 4

3m

3n

To get... and... the c... little GEAR icon at the top of the course page.

+ Add an activity or resource

Open all Close all

Instructions: Clicking on the section name will show / hide the section.

+ English Title 3p ⚙ Edit

+ Ελληνικά 3q ⚙ Edit

+ Section 3 ⚙ Edit

+ Section 4 ⚙ Edit

+ Add an activity or resource ⚙ Edit

30

Escape to cancel, Enter when finished

Type in, the title of your course, in all desired languages

Use the icons to add or remove languages. Languages must match the TAGS of the course!

+ Add an activity or resource

Open all Close all

Instructions: Clicking on the section name will show / hide the section.

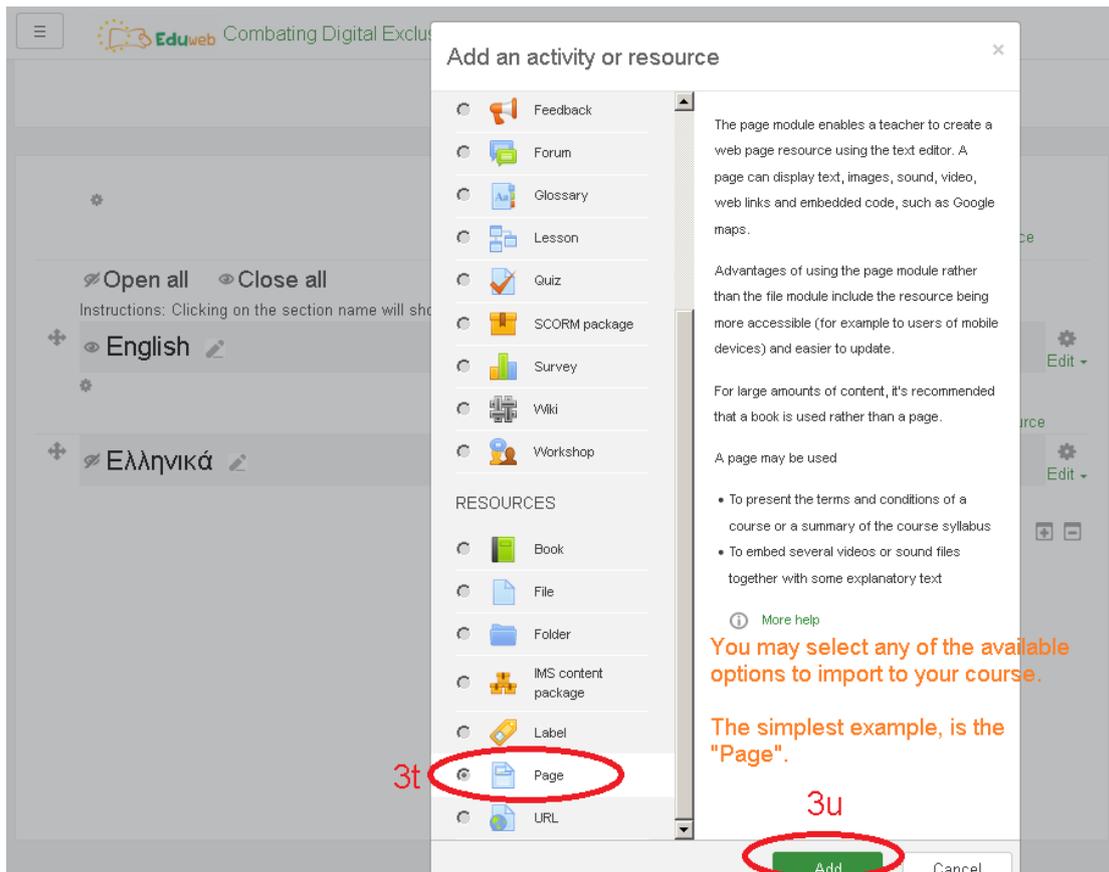
+ English Title 3r ⚙ Edit

+ Ελληνικά Τίτλος 3s ⚙ Edit

+ Add an activity or resource

⚙ Edit

Click here to expand the English section



Adding a new Page to English

General

Name ***** Introduction (3v)

Description

Rich text editor toolbar with icons for text color, bold, italic, bulleted list, numbered list, link, unlink, image, video, and file upload.

Display description on course page **Use the toolbar to add images, videos, etc**

Content

Page content *****

Rich text editor toolbar (3x) with the text "this is the introduction of the test course" (3w) entered in the text area.

- ▶ Appearance
- ▶ Common module settings
- ▶ Restrict access
- ▶ Tags
- ▶ Competencies

3y

Save and return to course

Save and display

Cancel

There are required fields in this form marked *.

A test course

Dashboard / Courses /



🔗 Open all 👁 Close all

Instructions: Clicking on the section name will show / hide the section.



👁 English



⊕ Introduction Edit ▾

⊕ Introduction to what are emails **Edit ▾**

3nn

⊕ Watch the video!

⊕ Please leave some Edit ▾

- Edit settings
- Move right
- Hide
- Duplicate**
- Assign roles
- Delete



🔗 Ελληνικά

300

You may duplicate items and edit them accordingly

If you are adding an L-Bundle as a content provider, additional options are available to you, which are not available to content buddies.

You can import educational content from your L-mites/L-bundles or other's people L-mites/L-bundles. Follow the steps below, to find out how to import educational material from the LIBRARY (L-mites) or the COURSES (L-bundles).

The screenshot shows a Moodle course page for 'A test course'. The breadcrumb trail is 'Dashboard / Courses / LIBRARY / A test course'. The course content includes a section named 'English' with an 'Introduction' activity. A settings menu is open on the right side, listing options like 'Edit settings', 'Turn editing off', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', 'Publish', 'Reset', and 'More...'. The 'Import' option is circled in red and labeled '3z'. A tooltip at the bottom of the menu indicates that a 'little GEAR icon at the top of the course page' leads to these settings.

The screenshot shows the 'Find a course to import data from:' search interface. It displays a list of courses with columns for 'Course short name' and 'Course full name'. The 'L-MITE TEMPLATE' course is circled in red and labeled '3aa'. Below the list is a search bar with a 'Search' button and a 'Continue' button circled in red and labeled '3cc'. The search bar itself is circled in red and labeled '3bb'. A message below the list says 'There are too many results, enter a more specific search.'

Course short name	Course full name
L-BUNDLE TEMPLATE	L-BUNDLE TEMPLATE
firstemail	Sending Your First Email
test course 1	test course 1
A test course related to email (L-Bundle)	A test course related to email (L-Bundle)
test course 2	test course 2
A test course	A test course
L-MITE TEMPLATE	L-MITE TEMPLATE (What are 'emails?')
λογαριασμός skype	Δημιουργία λογαριασμου στο skype
How do I send and receive emails?	How do I send and receive emails?
Why is it important to know how to email?	Why is it important to know how to email?

A test course

Dashboard / Courses / LIBRARY / A test course / Import

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Backup settings

Include activities and resources

3dd

Include blocks

Include filters

Include calendar events

Include question bank

Include groups and groupings

Include competencies

Jump to final step

Cancel

3ee

Next

Include:

Select

All / None (Show type options)

General

What are 'emails'?

Introduction to what are emails

Watch the video!

Do the quiz now!



Please leave some feedback for this course

3ff

Τι είναι τα email;

Previous

Cancel

3gg

Next

Included items:

General	✗
What are 'emails'?	✓
Introduction to what are emails	✓
Watch the video!	✓
Do the quiz now!	✗
Please leave some feedback for this course	✓
Τι είναι τα emails;	✗

[Previous](#) [Cancel](#)

3hh [Perform import](#)

here are required fields in this form marked *

Important step: After you import educational material from the LIBRARY of L-mites (this does not apply importing from the COURSES category), you have to follow the next two steps, for each of the elements you have imported.

The screenshot shows a course editor interface. At the top, there is a gear icon and a '+ Add an activity or resource' button. Below that, there are 'Open all' and 'Close all' options, followed by instructions: 'Instructions: Clicking on the section name will show / hide the section.' A section titled 'Section 1' is visible, with an 'Edit' dropdown menu on the right. Underneath the section, there is a resource named 'aaa' with an 'Edit -' button circled in red. A dropdown menu is open over the 'Edit -' button, showing options: 'Edit settings' (highlighted with a red arrow), 'Move right', 'Hide', 'Duplicate', 'Assign roles', and 'Delete'. On the right side of the resource area, there are several 'Edit' dropdown menus and a '+ Add an activity or resource' button.

Go to the specific element you have imported from the LIBRARY of L-mites and click “edit > edit settings”

▼ **Activity completion**

Completion tracking



Students can manually mark the activity as completed ▾

Require view

Student must view this activity to complete it

Expect completed on



2 ▾

October ▾

2017 ▾



Enable

▶ **Tags**

▶ **Competencies**

Save and return to course

Save and display

Cancel

Then, under the activity completion choose only the “Students can manually mark the activity as completed” and then “Save and display”. No other settings must be made.



Regional Directorate of Primary
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Министерство на младежта
и спорта



ΠΕΙΡΑΜΑΤΙΚΟ ΣΧΟΛΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟΥ ΠΑΤΡΩΝ
ΓΥΜΝΑΣΙΟ



Atlantic Academy Portland



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