

Partners:



Combating Digital Exclusion

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



[www.eduweb-project.eu](http://www.eduweb-project.eu)

Funded By



Erasmus+



Regional Directorate of Primary and Secondary Education in Western Greece



## Quick guide

### Adding new L-MITEs

### For content providers

\* An L-mite, is the minimum educational content under a topic.

\*\* Keep your L-mites small! Break your educational material on a topic, into tiny sub-topics. Then create one separate L-mite for each of these sub-topics.

\*\*\* Other people (or you) will THEN combine one or more of these L-mites, to create courses of larger educational material ( L-bundles) under this topic.

### Adding a new L-mite

The screenshot shows the Eduweb website interface. At the top, there is a navigation bar with a menu icon, the text 'Combating Digital Exclusion', and 'ENGLISH (EN)'. On the right, it says 'You are currently using guest access (Log in)'. Below the navigation bar, there is a sidebar with 'Home' and 'Calendar'. The main content area features the Eduweb logo and a search bar. The 'Available courses' section lists three courses: 'Sending Your First Email', 'test course 1', and 'A test course related to email (L-Bundle)'. The 'COURSE CATEGORIES' section includes 'COURSES', 'LIBRARY', and 'All courses ...'. The 'TAGS' section lists 'Communicate', 'Easy level', 'English', and 'Ελληνικά'.



Eduweb



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)



provider provider



provider provider

Customise this page

### COURSE OVERVIEW

No course information to show.

### COURSE CATEGORIES

COURSES

LIBRARY 3a

All courses ...

### LEVEL UP!



3P

1P 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.

# EduWeb

Dashboard / Courses / LIBRARY

3b [Manage courses](#)

Course categories: LIBRARY

This is the library of educational material.  
Use combinations of the the educational material from this library, to create your own educational material.

Search courses  Go

Expand all

- Communicate
- Stay informed
- Entertain
- Protect One's Self and Others
- Create
- Shop
- Technical skills

L-MITE TEMPLATE (What are 'emails?')

## LEVEL UP!



3P

1P 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

- 1P Activity completed 117w
- 1P Activity completed 117w
- 1P Activity completed 147w



Info



Ladder

# EduWeb

Dashboard / Manage courses and categories / LIBRARY

## Course and category management

Viewing: Course categories and courses

### Course categories

Create new category

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

### LIBRARY 3c

Create new course Sort courses - | Per page: 50 -

- L-MITE TEMPLATE (What are 'emails?')

Showing all 1 courses

Move selected courses to...  
Choose...  
Move

Search courses  Go

## LEVEL UP!



3P

1P 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

- 1P Activity completed 117w
- 1P Activity completed 117w



### 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 "LIBRARY" 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

Enable completion tracking ?  3h

It is important to set completion tracking to "NO"!

#### 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     3i

Enter tags...

3j

There are required fields in this form ma

## Tags

Tags

× Communicate × Easy level × English × Ελληνικά

Enter tags...

3k

Save and return

Save and display

Cancel

## A test course: 0 enrolled users

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

Enrol users

Proceed to course content 3L

## A test course

Dashboard / Courses / LIBRARY / A test course

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

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

3m

3n

Turn editing on

- Edit settings
- Turn editing on
- Filters
- Gradebook setup
- Backup
- Restore
- Import
- Publish
- Reset
- More...

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

# A test course

Dashboard / Courses / LIBRARY / A test course

+ 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

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! 30

Dashboard / Courses / LIBRARY / A test 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

Click here to expand the English section

Eduweb Combating Digital Exclusion

Dashboard / Courses / LIBRARY / A test course

Open all Close all

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

English

Ελληνικά

### Add an activity or resource

- Feedback
- Forum
- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

RESOURCES

- Book
- File
- Folder
- IMS content package
- Label
- Page**
- URL

The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.

Advantages of using the page module rather than the file module include the resource being more accessible (for example to users of mobile devices) and easier to update.

For large amounts of content, it's recommended that a book is used rather than a page.

A page may be used

- To present the terms and conditions of a course or a summary of the course syllabus
- To embed several videos or sound files together with some explanatory text

[More help](#)

**You may select any of the available options to import to your course.**

**The simplest example, is the "Page".**

**3t** **3u**

Add Cancel

## Adding a new Page to English

Expand all

### 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 document.

Display description on course page

### Content

Page content

\* **3x** Use the toolbar to add images, videos, etc

**3w**

This is the introduction of the test course

- ▶ 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 \*.

Importing educational material to your own courses, from other courses in the LIBRARY category (L-mites) or in the COURSES category (L-Bundles), can be done as shown below in steps 3z to 3hh.

The screenshot shows the Moodle course interface for 'A test course'. The breadcrumb trail is 'Dashboard / Courses / LIBRARY / A test course'. The course page has a 'Close all' button and instructions: 'Clicking on the section name will show / hide the section.' There is a section named 'English' with an 'Introduction' activity. A settings menu is open on the right, listing options like 'Edit settings', 'Turn editing off', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', 'Publish', and 'Reset'. The 'Import' option is circled in red and labeled '3z'. A tooltip at the bottom right says: 'To go and the c little GEAR icon at the top of the course page.'



## Find a course to import data from:

Select a course

More than 10 courses found, showing first 10 results

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

3aa

There are too many results, enter a more specific search.

3bb

Search

Continue

3cc

## 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 

Τι είναι το email;

Previous Cancel

3ff

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 το email;

Previous Cancel

3hh

Perform import

here are required fields in this form marked \*

# A test course

Dashboard / Courses / LIBRARY / A test course



🔗 Open all    👁 Close all

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

+ 👁 English ✎



+ 📄 Introduction ✎ Edit ▾

+ 📄 Introduction to what are emails ✎ Edit ▾

+ 🎥 Watch the video!

+ 📣 Please leave some ✎ Edit ▾ 👤

- ⚙ Edit settings
- ➡ Move right
- 👁 Hide
- 📄 Duplicate
- 👤 Assign roles
- ✕ Delete

3nn

+ 🔗 Ελληνικά ✎

300

You may duplicate items and edit them accordingly

Important step: Disable self enrolment for all of your L-mites.

### A test course

Dashboard / Courses / LIBRARY / A test course

Open all Close all

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

English

- Introduction
- Introduction to what are emails
- Watch the video!
- Please leave some feedback for this course

Ελληνικά

More 3ii

RECENT REWARDS

1P	Activity completed	117w
1P	Activity completed	117w
1P	Activity completed	147w

Info Ladder

### A test course

Dashboard / Courses / LIBRARY / A test course / Course administration

#### Course administration

Course administration Users 3jj

Users

- Enrolled users
- Groups
- Other users

Enrolment methods 3kk

- Manual enrolments
- Self enrolment (Student)
- Guest access

Permissions

- Check permissions

# A test course 3mm

Dashboard / Courses / LIBRARY **A test course** Users / Enrolment methods

## Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	0	↓	✕ 👁 👤 ⚙
Self enrolment (Student)	0	↑ ↓	✕ 👁 ⚙ 3LL
Guest access	0	↑	✕ 👁 👤 ⚙

Add method

Disable the self enrolment by clicking the eye icon



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и спорта



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