

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

EduWeb

A quick guide to adding educational material in the e-learning environment (for beginners)

Sign in and log in in the e-learning environment

If this is the first time you visit the EduWeb e-learning environment, you need to subscribe to it so that you can access the creation of lessons and download educational content.

To subscribe to the e-learning environment:

- Visit <http://eduweb-project.eu/elearning>
- Tap the green icon (if you have already registered, just enter your username and password and ignore the next steps) see Figure 1 Sign in for the first time

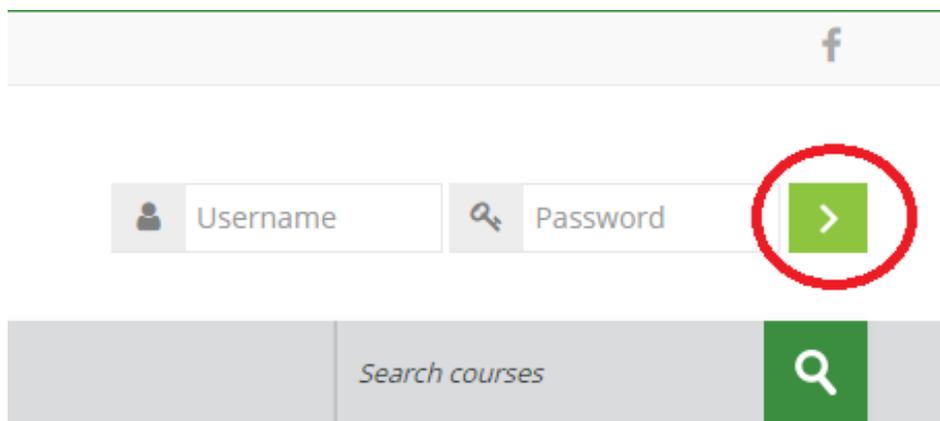


Figure 1 Sign in for the first time

- Choose create a new account see Figure 2

Is this your first time here?

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

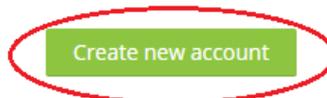


Figure 2 Create account

- Fill in the registration form and click "Create Account". You will be sent an email to the email address you have entered to confirm your registration (see Figure 3).

New account

▼ Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s).

Password [Click to enter text](#) 

▼ More details

Email address*

Email (again)*

First name*

Surname*

City/town

Country

Security question 

I'm not a robot



Create my new account

Cancel

Figure 3 Registration form

- Once you have received the confirmation email and verified your account, then send us a message to eduweblist@googlegroups.com in order to provide you with educational rights for downloading e-learning content. Students enrolled in the environment to attend lessons are not required to send this message. Only educational content editors are required to send this message to be given the appropriate permissions.

Integrating your learning material on Eduweb

One of the main strengths of Eduweb is the fact that anybody can contribute with any form of educational material. The platform gives significant amount of flexibility and freedom.

The downside is that the material will not be homogeneous, despite the available templates, which are not enforced. This is fine, we need to allow freedom and creativity of all contributors!

However, it is advised that the material is all integrated in a “standard” way, so that some consistency is offered and the visitor’s experience is kept at the highest possible standard.

Prerequisite: There is an existing course (I-mite) created in the form of pdf, doc, pptx, or videos. This is either available off line, or it has been uploaded on Eduweb as part of a set of attachments.

The following steps should be followed:

Adding new course step by step guide

1. After you have logged on the main dashboard at the right panel click on all courses (see *Figure 4*)

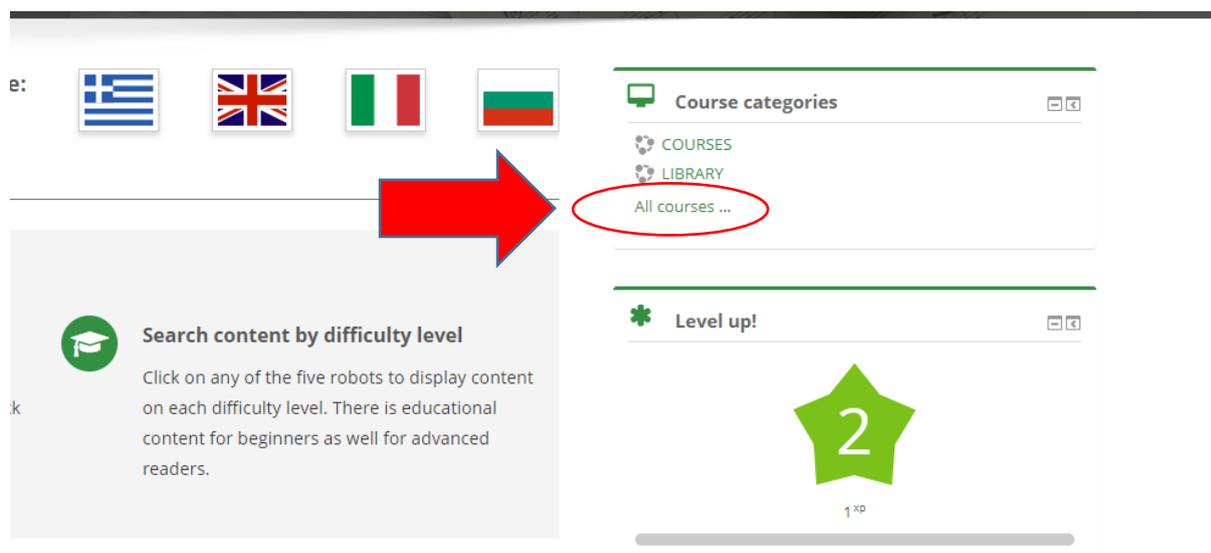


Figure 4 Adding new course

2. At the bottom of the page, you will find the button “Add a new course” (*Figure 5*) click on it and you will be redirected to next page (*Figure 6*). In that page, it is compulsory to complete the two first fields “Course full name” and “Course short name”. It is also important to choose in which category your course (*Figure 7*). Select one category to form the existing categories. In the given example we will choose the “COURSES/ Stay informed” category. We can also choose the course start date and the course end date. It is recommended to **untick** the *Enable*.

HELP: How to add new content (L-bundle)

HELP: How to add new content (L-bundle)

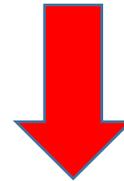
[Click to enter this course](#)

L-BUNDLE TEMPLATE

Content Buddies and Content Providers can use this template as a guide to create their own courses.

Here, the course summary must be written, a few words about the course.

[Click to enter this course](#)



[Add a new course](#)

Figure 5 Add new course

Dashboard My courses English (en)

Home > Category: COURSES > Manage this category > Add a new course

Add a new course

Expand all

General

Course full name*

Course short name*

Course category COURSES

Visible Show

Course start date 3 July 2018

Course end date 1 July 2025 Enable

Course ID number

Description

Course summary

Figure 6 New course page

Dashboard My courses English (en)

Home > Category: COURSES > Manage this category > Add a new course

Add a new course

Expand all

General

Course full name*

Course short name*

Course category

- COURSES
- COURSES / Communicate
- COURSES / Stay informed
- COURSES / Entertain
- COURSES / Protect one's Self and Others
- COURSES / Create
- COURSES / Shop
- COURSES / Technical skills
- LIBRARY
- LIBRARY / Technical skills
- LIBRARY / Technical skills / Device Maintenance
- LIBRARY / Technical skills / Diagnosing Common Problems
- LIBRARY / Technical skills / Upgrading Hardware
- LIBRARY / Technical skills / Installing an App
- LIBRARY / Stay informed
- LIBRARY / Stay informed / Introduction to Search Engines
- LIBRARY / Stay informed / Accessing News Stories
- LIBRARY / Stay informed / Accessing Online Learning Courses
- LIBRARY / Shop
- LIBRARY / Shop / Basic steps for shopping online

Visible

Course start date

Course end date

Course ID number

Description

Course summary

Figure 7 Choose category

The next step is to add some tags in order for the material to be easily searchable via the Eduweb search engine. Please use the existed tags (click on the arrow and the existed tags will appear) and try to avoid creating new ones (Figure 8). Important tags that each course must have are the category (e.g Stay informed) and the difficulty level (e.g Easy). In the description field, you can add a short description of your course but it will not appear in your course content, so leave it blank if you wish. Then click *save and display* and you will be automatically redirected to the next page (Figure 8 Create course) and then click *proceed* to course content to add your course material.

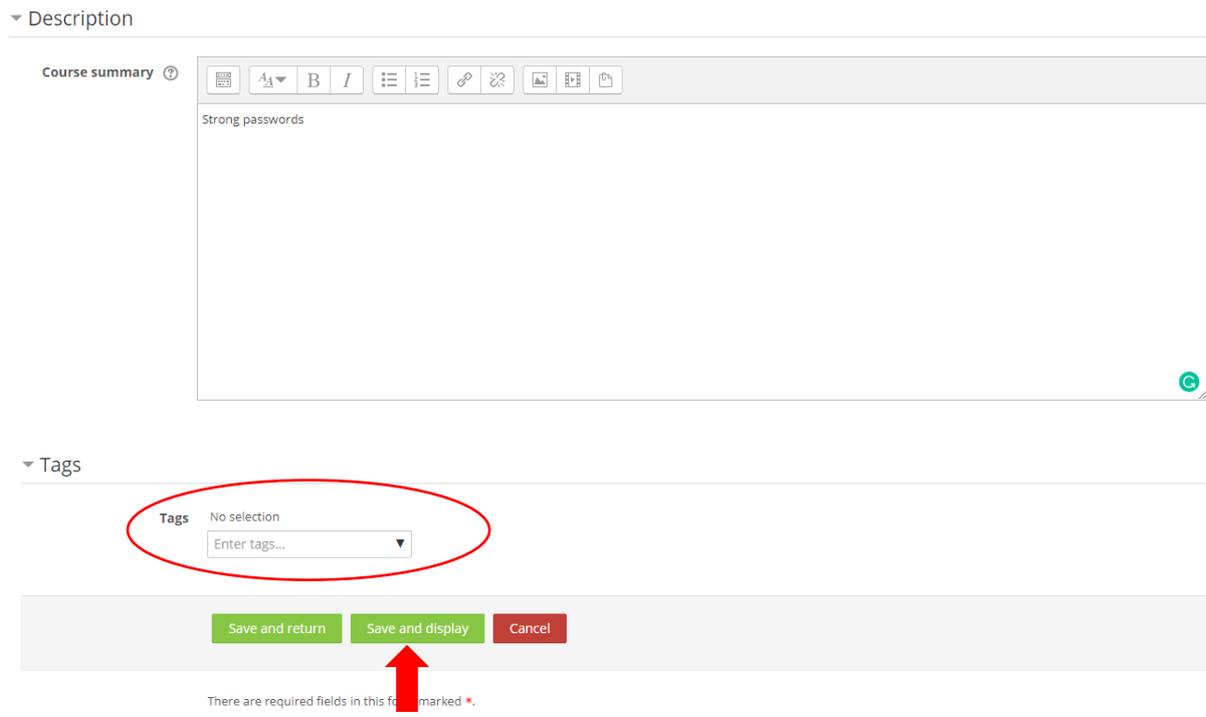


Figure 8 Create course

Sometimes the edit feature of the course content is disabled. In order to activate the editing feature click on the gear at the right area of the page and the click Turn edit on. After being enabled the button will be appeared as *Turn edit off* (see Figure 9 Turn edit on).

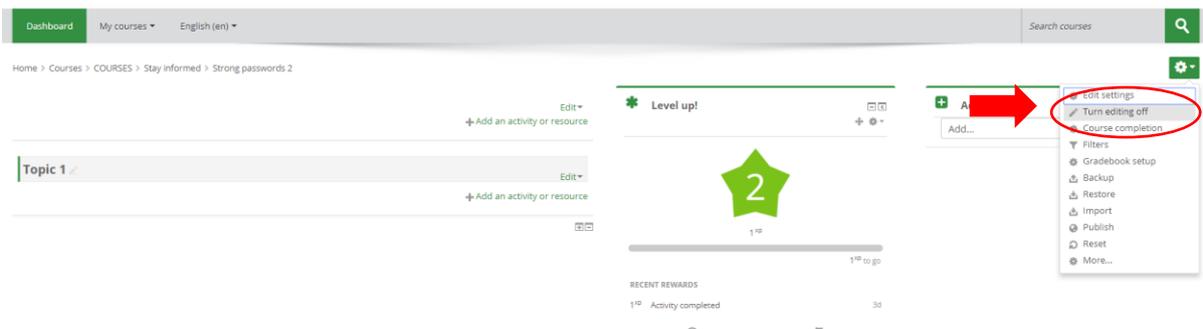


Figure 9 Turn edit on

Next step is to edit the topic of your course (see red arrow Figure 10). Put the description of your course and the click enter to add the description. After you have done this it time to add the course material. In order to do this click on *edit* (see yellow arrow Figure 10) .

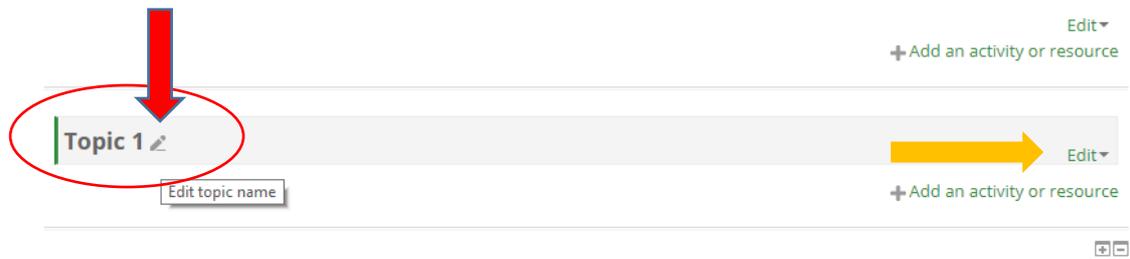


Figure 10 Edit the course

You then have to enter the educational content under this topic. Select “Add activity or resource” and then select “Page” (the most common option) see Figure 11 Add material. There is also the ability to display quiz, files and other items if required.

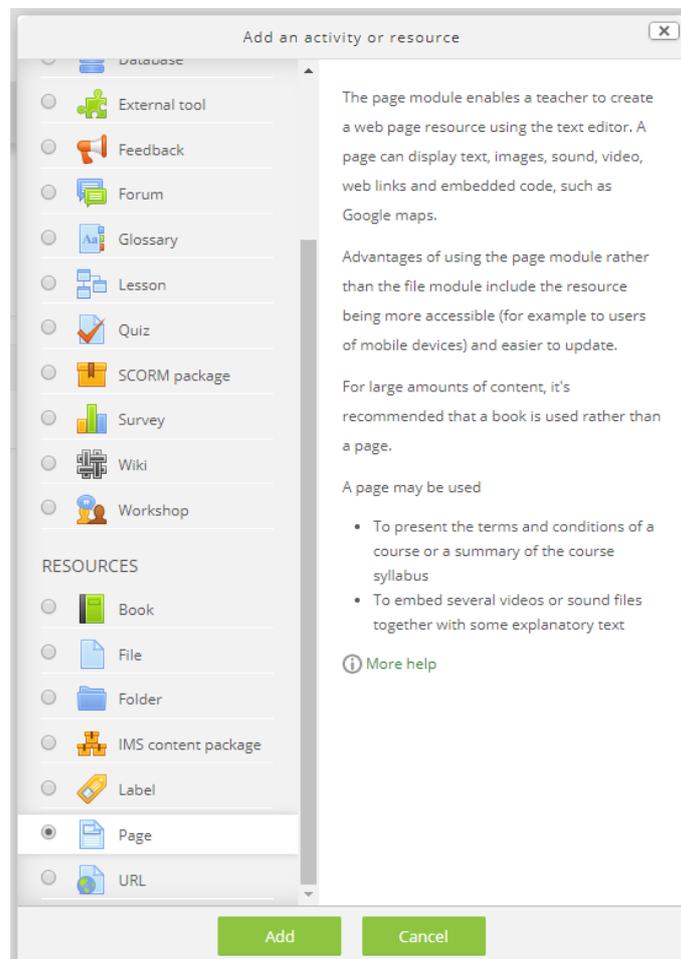


Figure 11 Add material

On the next page, enter the course title in the "Name" field. You can also add a short description in the "Description" field.

The "Page content" field is the point that should contain the course content of the course (text, video, etc.).

In the page content editor, press the green arrow (Figure 12) to see more icons and options. The icons in the red and yellow arrows are used to upload images and videos.



Figure 12 Adding media and formatting content

At the start of each course you have to add the difficulty level and the time of the course. In order to do that you have to add a table of 1 row and 2 columns (see Figure 13 red arrow). In the left column of the table you can add the picture of the level and on the right column the picture of the stopwatch – these can be found in the shared folder https://drive.google.com/open?id=1KqSKh4g3DGFfYUxHVuq1fV8pz6T_ncOw

Below the picture you can type the level (e.g Easy) and the time accordingly (e.g 10 minutes).

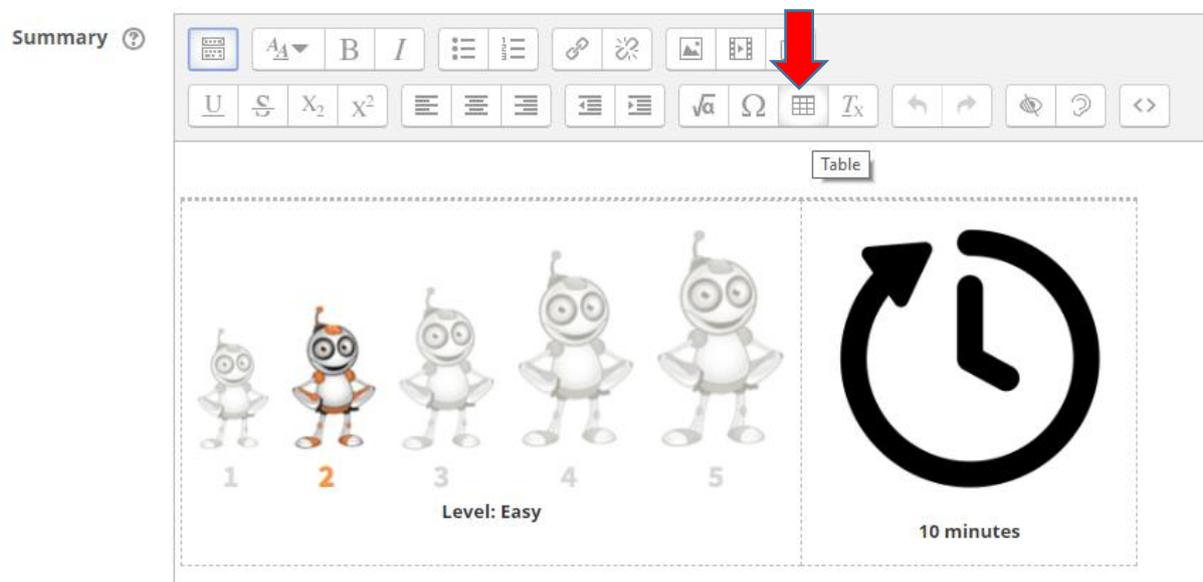


Figure 13 Create a table for the ribbon and the timer

Additional instructions on how to add media files

Upload an Image

In order to add an image, you have to click on the insert image icon as shown in Figure 12 Adding media and formatting content by the red arrow. After that, a pop up appears (see Figure 14). In order to upload the image you have to:

1. Click on "Browse repositories...". After that step, the file picker will guide on how
2. Choose the location in which your image is stored in your PC (see Figure 15). Choose the image and then click upload.
3. Click "upload file"

4. Then you can adjust the image properties (e.g. size and alignment) and save it (see Figure 16). Be sure that “Auto size” is ticked. Otherwise, if you change one the parameter of the size this will deform the image. You can also add a description to the image but if you do not wish to put a description just click “Description not necessary”

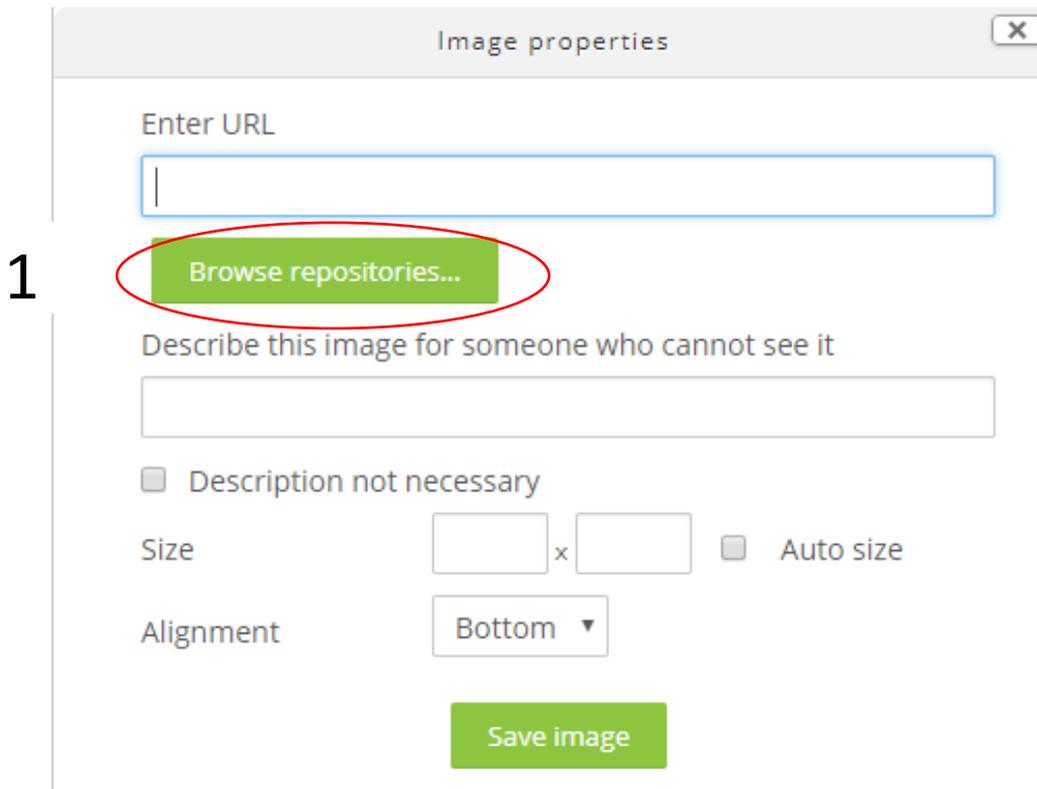


Figure 14 Image upload

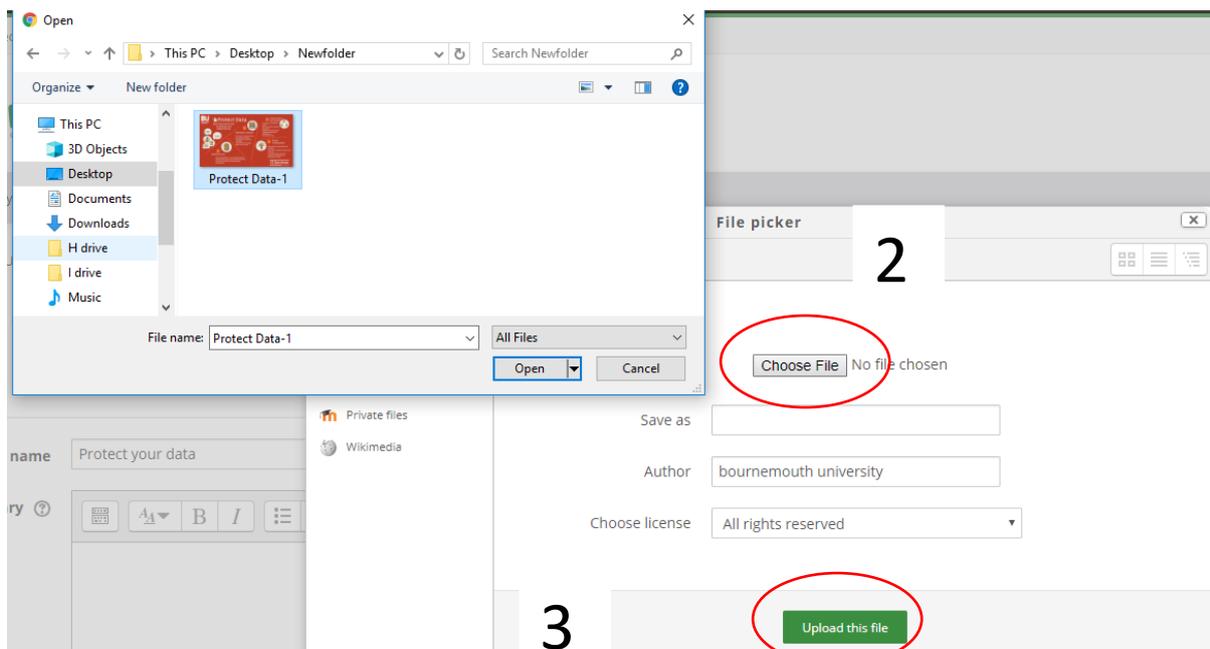


Figure 15 Select image to upload

4

Image properties

Enter URL

<http://eduweb-project.eu/elearning/draftfile.php/22/user/dra>

Browse repositories...

Describe this image for someone who cannot see it

Description not necessary

Size: 5334 x 3000 Auto size

Alignment: Middle

Save image

Figure 16 Adjust image properties

Upload a video

The process of adding a video is the same as above. First you have to click on the add video (see Figure 12 yellow arrow). Then a pop-up window will appear (see Figure 17) in which you have to:

1. click on the "Video" tab
2. Then paste the URL link of your video or click on "Browse repositories..." to upload a video that is stored in your computer. The process is the same as the process of uploading an image.
3. Click "upload file"

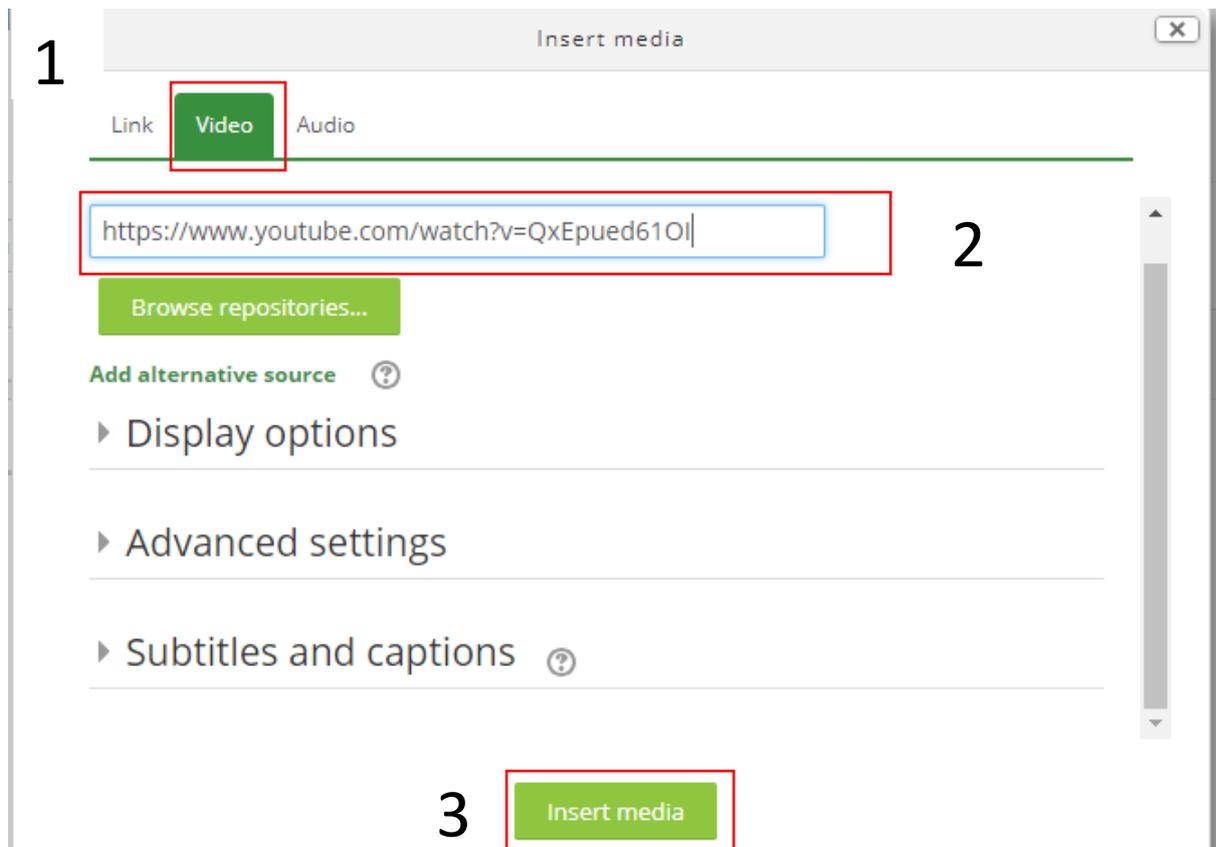


Figure 17 Upload video



Eduweb



Regional Directorate of Primary
and Secondary Education
in Western Greece



Министерство на младежта
и спорта



ΠΕΙΡΑΜΑΤΙΚΟ ΣΧΟΛΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟΥ ΠΑΤΡΩΝ
ΓΥΜΝΑΣΙΟ



Atlantic Academy Portland



Istituto Istruzione Superiore
EINAUDI - SCARPA

Funded By



Erasmus+



Regional Directorate of Primary and
Secondary Education in Western Greece