



Teacher Manual

microVET

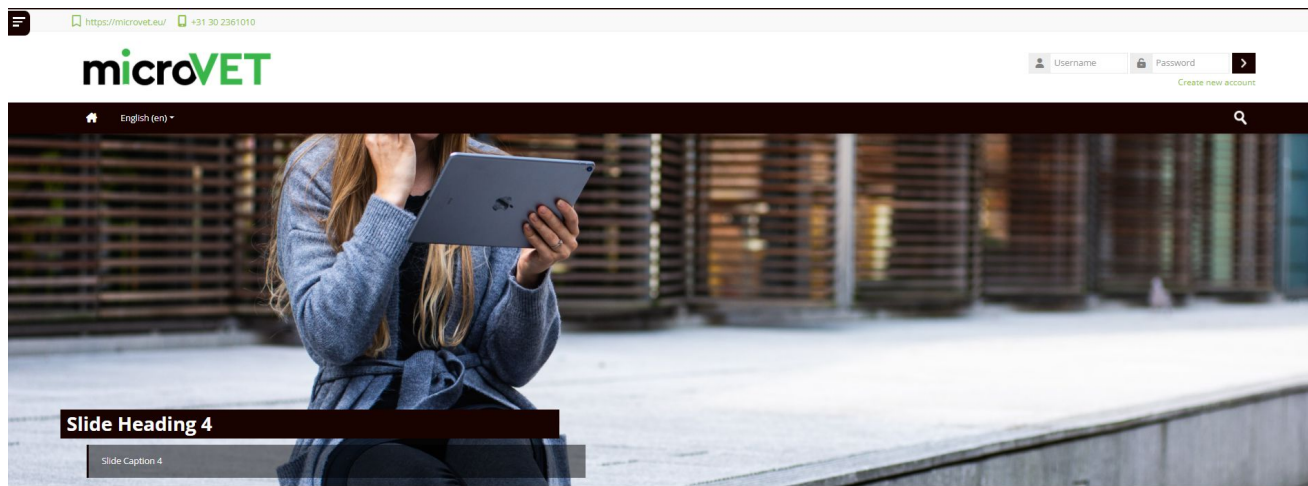
Contents

| | |
|------------------------------------|----|
| Logging in the platform..... | 3 |
| Homepage | 3 |
| Dashboard..... | 4 |
| Course Units..... | 4 |
| Adding activities/resources..... | 4 |
| Contemporary Activity (Zoom) | 7 |
| Quiz | 10 |
| Grades..... | 10 |
| Useful Links..... | 10 |
| Certificate Generation..... | 12 |

Logging in the platform

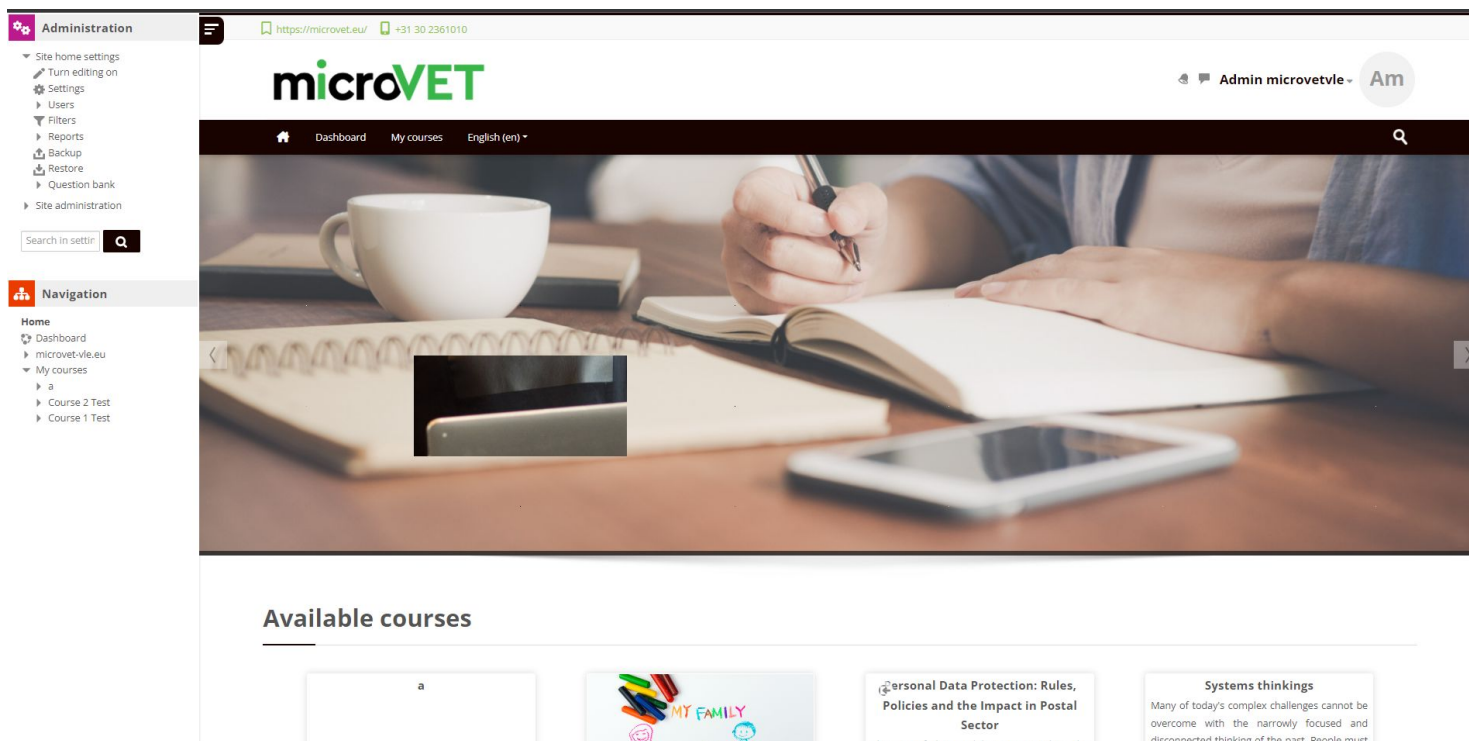
From a browser, type <https://microvet-vle.eu/>

You will enter your details (Username, Password) in the appropriate fields and then click the arrow.



Homepage

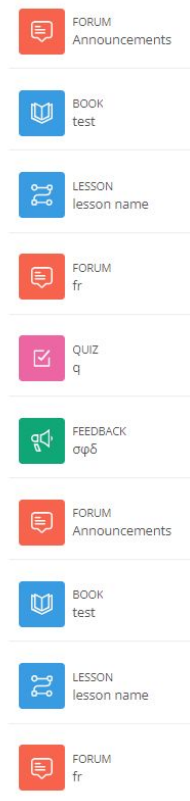
Once you have successfully entered the platform, the home page with the available courses will appear.



Course Units

After you click on a course, by clicking on a Course Module, you can view and navigate to its contents.

All activities on the left have an icon identifying the type of activity and some on the right have completion criteria.



Adding activities/resources

On the course page we select Enable editing located at the top. This option allows the instructor to edit and add any activity or resource to the lesson that they wish.

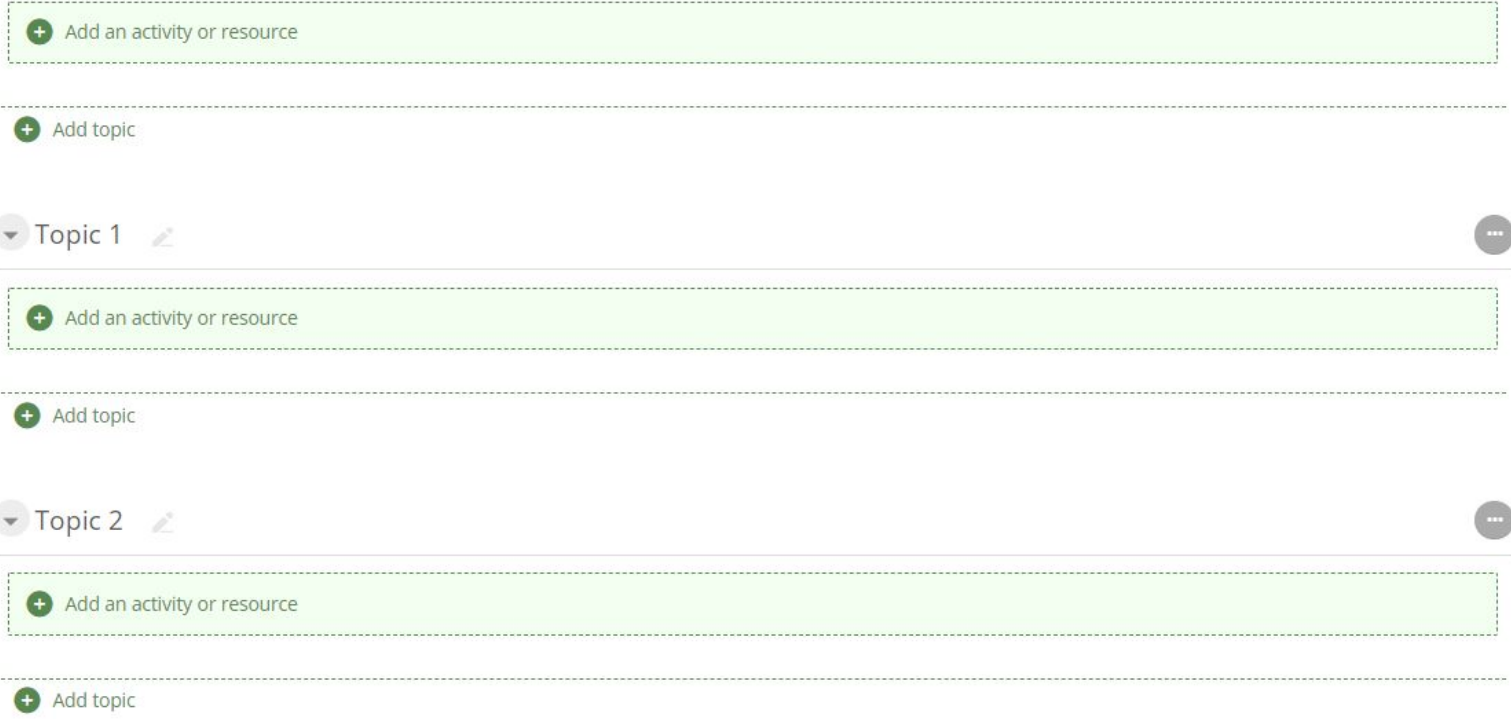
Home > My courses > Course 1 Test

Turn editing on

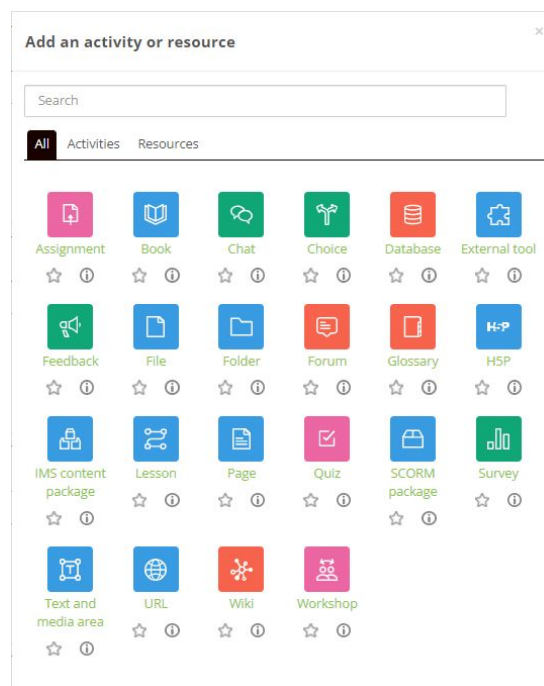


General





More specifically, he goes to the section he wants to add it to and selects the Add activity/resource . Immediately a pop-up window appears showing all the available options (activities-resources).



Once you have selected the activity you want, you can go straight to creating the activity. There he adds the learning material, defines its settings (how it will be displayed, how it will be completed, whether there will be any restrictions and much more) and finally saves it.

But let's look at each resource and activity in detail:

- ✓ External Tool: This tool allows students to interact with learning resources and activities on other websites.

- ✓ Scorm Package This tool allows SCORM or AICC packages to be loaded as a zip file and add them to a course.
- ✓ **Wiki:** This tool allows participants to add and edit a collection of web pages.
- ✓ Glossary: This tool allows participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information.
- ✓ Lesson: This tool displays content in an interesting and flexible way.
- ✓ Choice: This tool allows a teacher to give a question and offer a choice of possible answers
- ✓ Assignment: This tool allows the teacher to give students assignments, collect work, grades and feedback
- ✓ Workshop: this tool allows to collect, evaluate work from other students
- ✓ Database: this tool allows participants to create, maintain and search a collection of records
- ✓ Quiz: this tool allows the teacher to create quizzes consisting of questions of various types, including multiple choice, matching, short answer and arithmetic.
- ✓ Research: With this tool a teacher can collect data from their students that will help them learn about their class and reflect on their teaching.
- ✓ **Forum:** This tool helps to have group discussions on the platform
- ✓ **Chat:** This tool allows participants to communicate with real-time messages
- ✓ **Feedback activity:** The feedback activity allows you to create and conduct surveys to collect feedback. It is ideal for course and teacher evaluations as it allows you to create your own ungraded questions.
Questionnaire: This activity again allows you to create and conduct surveys to collect feedback. It is ideal for course and teacher evaluations as it allows you to create your own ungraded questions.
- ✓ Book: This tool allows a teacher to create a book
- ✓ IMS content package: this tool allows these content packages to be uploaded as a zip file and added to a course
- ✓ Page: This tool allows the teacher to create a web page
- ✓ **URL:** This tool allows the teacher to publish a web link
- ✓ File: This tool allows a teacher to publish a file.
- ✓ Label: This tool allows to insert text and multimedia between resources and activities on the course page

- ✓ Folder: this tool creates a folder for better archiving of resources and of the Activities

Contemporary Activity (Zoom)

To create a Zoom activity in Moodle follow the steps below:

1. Click on the "Enable editing" button in the top right corner of your website page.
2. Scroll to the bottom of the module you have selected and click the Add Activity or Resource button.
3. Select Zoom meeting from the Add Activity or Resource window and a new screen will appear where you can create the Zoom meeting.

You then configure the settings in Zoom.

| Settings | Description |
|---|--|
| Topic | The title of the Zoom Meeting that will be displayed to users. |
| Description | Description of the activity |
| Display description on course page | If enabled, the above description will appear on the course page just below the activity or resource link. |
| When | Select month/ day/ year/ time/ minutes for Zoom Meeting |
| Duration (Minutes) | The duration of the meeting |
| Recurring | Create a meeting without a final date (e.g., the meeting "room" is always open/available. |
| Webinar | This option is only available on pre-authorized Zoom accounts. |
| Password | Set a password for your meeting, which users will have to enter before they can participate. |
| Host Video | Select whether host video will be enabled or disabled when entering the meeting |
| Participants Video | Select whether participants video will be on or off when entering the meeting |

Audio Options

Select whether participants can join the meeting by telephone, by computer or use both options.

Enable join before host

Allows participants to join the meeting before the host is connected or when the host cannot attend the meeting

Alternative Hosts

The alternative host option allows you to schedule meetings and set another Pro user on the same account to start the meeting.

Finally, click Save.

The Zoom Menu Bar: The Zoom menu bar appears at the bottom of the page. When you are in full-screen mode the bar disappears after a few seconds, so you can move the mouse slightly to bring it back up again.



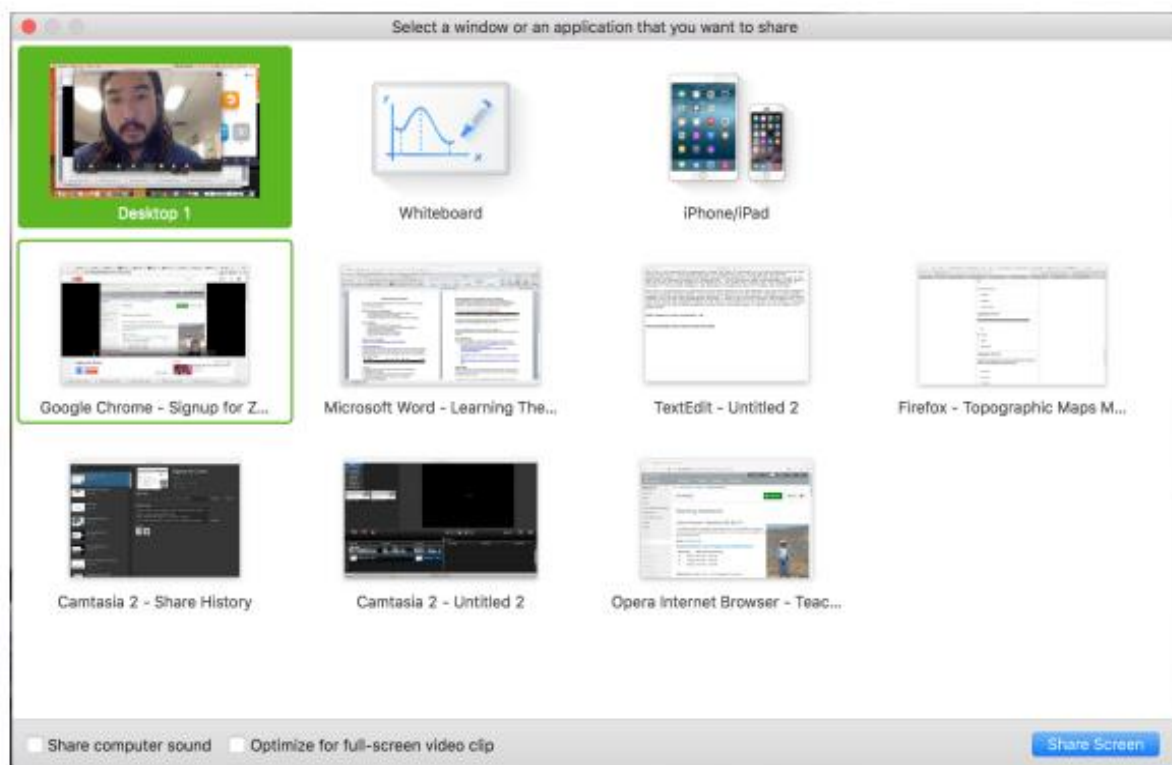
Αναλυτικά

- 1) **Mute:** Σίγαση/ μη σίγαση του ήχου: (not for participants). For more settings, you can select the arrow pointing upwards.
- 2) **Stop video:** To start or stop the video. For more settings, you can select the arrow pointing upwards.
- 3) **Invite:** Invite more people to join via email, IM or meeting ID
- 4) **Participants:** Show list of participants
- 5) **Share Screen:** Share your desktop or select a specific application to share (e.g., Microsoft Word)
- 6) **Chat:** Send a message to one person (using private chat) or to all participants
- 7) **Record:** Record the meeting
- 8) **Leave/End meeting:** Leave or end the meeting

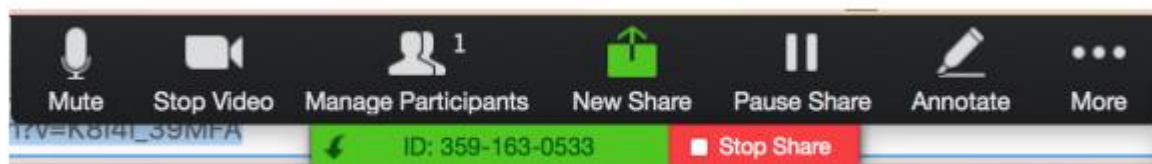
Share Screen and Video



If you're in video mode, switch to share view by clicking on "Share screen" in the menu bar. A window will then appear with all possible options for sharing. Click on the screen you want, which will be highlighted in green, and finally click on the "OK" button:



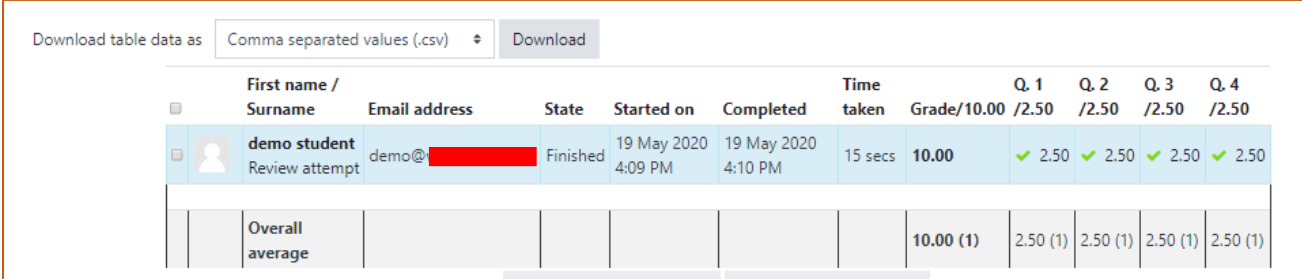
If you want to go to the video, click on "Stop Share" highlighted in red.



Quiz

When you want to view or export the results from a particular assessment activity, you select the title of the activity and from the gear in the top right hand corner select Results.

Then you can quickly and easily export the table data at any time in the format you want (e.g. csv, pdf, xlsx, html)

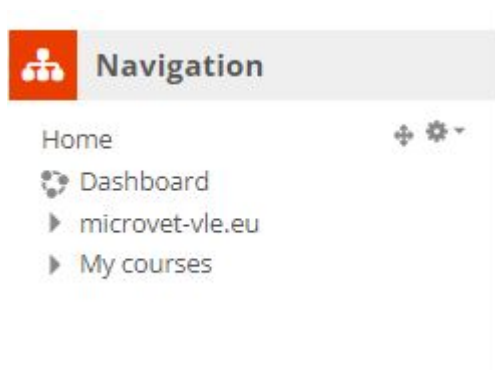


The screenshot shows a table of quiz results with a download menu at the top. The menu is set to 'Comma separated values (.csv)' and has a 'Download' button. The table has columns for student information, timing, and question scores.

| Download table data as | | Comma separated values (.csv) | | Download | | | | | | |
|------------------------|------------------|-------------------------------|---------------------|---------------------|------------|-------------|------------|------------|------------|------------|
| First name / Surname | Email address | State | Started on | Completed | Time taken | Grade/10.00 | Q. 1 /2.50 | Q. 2 /2.50 | Q. 3 /2.50 | Q. 4 /2.50 |
| demo student | demo@ [REDACTED] | Finished | 19 May 2020 4:09 PM | 19 May 2020 4:10 PM | 15 secs | 10.00 | ✓ 2.50 | ✓ 2.50 | ✓ 2.50 | ✓ 2.50 |
| Overall average | | | | | | 10.00 (1) | 2.50 (1) | 2.50 (1) | 2.50 (1) | 2.50 (1) |

Useful links

In the right-hand column of the course, there are Useful links for the course, each of which takes you to the following pages.



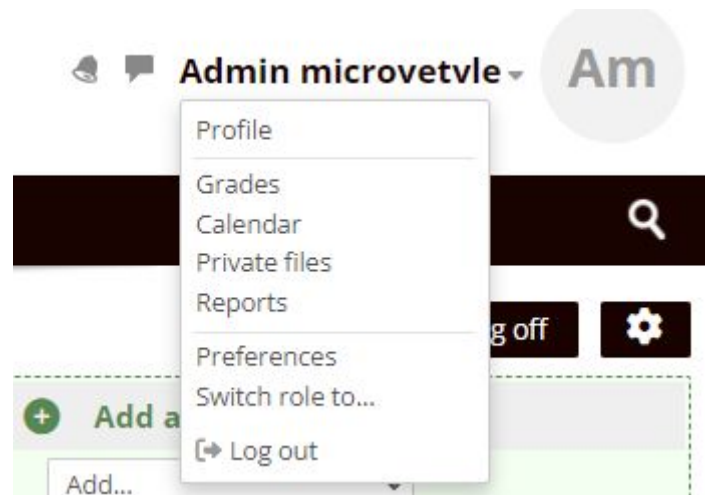
Home and Dashboard: You can go to the home page of the website

microvet-vle.eu: You can go to a specific page on the platform

My courses: You can view and go to the courses you are enrolled in.

No matter which page you are on, your name is at the top right. Next to your name your notifications and messages are displayed.

By clicking on your name, you can view your Profile with the basic information entered in your account, your grades and change your preferences. Basic account preferences include editing your profile (e.g. Name and Picture), changing your password and changing your language.



Finally, from the same window, you can log out of the platform.

Certificate Generation

From "Manage course categories and courses", click on the course you want to add a certificate to.

Manage course categories and courses

Course categories

Create new category

- Microvet 12
- Microvet_ESHA 1

Sorting

Selected categories

Sort by Category name ascending

Sort by Course full name ascending

Sort

Move selected categories to

Choose... Move

Microvet

Create new course Sort courses Per page: 20

- WEBLOG Essere in rete con pochi click e comunicare liberamente
- Systems thinking
- Il piano editoriale social
- test3
- Time management
- Parental engagement
- Personal Data Protection: Rules, Policies and the Impact in Postal Sector
- Systems thinkings
- TEST
- Industry 4.0
- Course 2 Test
- Course 1 Test

Showing all 12 courses

Move selected courses to...

Choose... Move

Click on View

Manage course categories and courses

Course categories

Create new category

- Microvet 12
- Microvet_ESHA 1

Sorting

Selected categories

Sort by Category name ascending

Sort by Course full name ascending

Sort

Move selected categories to

Choose... Move

Microvet

Create new course Sort courses Per page: 20

- WEBLOG Essere in rete con pochi click e comunicare liberamente
- Systems thinking
- Il piano editoriale social
- test3
- Time management
- Parental engagement
- Personal Data Protection: Rules, Policies and the Impact in Postal Sector

Course 1 Test

View Edit Enrolled users Delete Hide Backup Restore

Full name Course 1 Test

Short name C1T

ID number

Category Microvet

Groupings 0

Groups 0

Role assignments Teacher: 2
Student: 2

Enrolment methods Manual enrolments
Self enrolment (Student)

























Format Topics format

Click on add an activity and choose "Custom certificate"

Add an activity or resource ×

Search

All Activities Resources

| | | | | | |
|---|---|---|--|---|--|
|  Assignment ☆ ⓘ |  Book ☆ ⓘ |  Chat ☆ ⓘ |  Choice ☆ ⓘ |  Custom certificate ☆ ⓘ |  Database ☆ ⓘ |
|  External tool ☆ ⓘ |  Feedback ☆ ⓘ |  File ☆ ⓘ |  Folder ☆ ⓘ |  Forum ☆ ⓘ |  Glossary ☆ ⓘ |
|  HSP ☆ ⓘ |  IMS content package ☆ ⓘ |  Interactive Content ☆ ⓘ |  Lesson ☆ ⓘ |  Page ☆ ⓘ |  Quiz ☆ ⓘ |
|  SCORM package ☆ ⓘ |  Survey ☆ ⓘ |  Text and media area ☆ ⓘ |  URL ☆ ⓘ |  Wiki ☆ ⓘ |  Workshop ☆ ⓘ |

Add a name and start editing the various options below

Home > My courses > Microvet > Course 1 Test > Topic 6 > Adding a new Custom certificate to Topic 6

Adding a new Custom certificate to Topic 6

General

Name 

Description



I

Display description on course page 

Display description on course page 

Options

Delivery options

Email students 

Email teachers 

Email others 

Allow anyone to verify a certificate 

Required minutes in course 

Set protection Print 

Modify

Restrict access

Access restrictions

Student match of the following

Activity completion

Completion tracking

Require view Student must view this activity to complete it

Expect completed on

Once done, click "Save and display"

Home > My courses > Microvet > Course 1 Test > Topic 6 > Certificate

Course 1 Test Certificate

To do: View

[View certificate](#)

Recipients: 0

Nothing to display



Add a block

- Settings
- Edit certificate**
- Verify certificate
- Locally assigned roles
- Permissions
- Check permissions
- Filters
- Competency breakdown
- Logs
- Backup
- Restore

Click on the top right gear and choose "Edit certificate"

Scroll down to "Load template" and click on load next to "microVET_Template"

▼ Load template

Manage templates

microVET_Template ▼

Load

Click Continue

Confirm


































Are you sure you wish to load this template? This will remove any existing pages and elements for this certificate.

Cancel

Continue

Scroll down to "Elements" and click reposition elements to start editing

Elements ?

| Name | Type | Actions |
|--|-------------|---|
| Text  | text |    |
| Date  | date |     |
| Text  | text |     |
| Student name  | studentname |     |
| Course name  | coursename |     |
| Image  | image |     |
| Border  | border |    |

Reposition elements

Background image ▼

Add element

Save changes

Save changes and preview

 Add page

Reposition the elements to your liking and once done, click "Save and continue"



Then by clicking save changes and preview you can see your certificate

Save changes

Save changes and preview



microVET



Co-funded by
the European Union

CERTIFICATE OF COMPLETION

This is to certify that on 09/05/23

Admin microvetvle

Has successfully completed the course of the **Course 1 Test** of the

MicroVET Project.

