

# E-PLATFORM'S MANUAL FOR SECONDARY SCHOOL TEACHERS



MeLDE:

Media Literacy in the Digitalised Era: supporting teachers through a whole-school approach

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## 1. Information about the manual

The E-Platform's manual addresses the Secondary School teachers who are going to be taught the courses that are uploaded on the platform. The manual will help them familiarise with the use of the e-platform and its functions.

## 2. Information about the platform

The MeLDE e-learning platform provides four (4) main courses in three (3) different languages (12 courses in total) which consist of an optional Self-Assessment Quiz, e-Books and a mandatory Final-Assessment Quiz. The courses are the following: Digital Teaching and Learning Skills, Online Communication and Collaboration, Digital Content Creation, E-Safety. Upon studying of the e-Books and successful completion of the Final-Assessment Quiz (above 60% grade), users can earn a Badge for each course that proves their abilities. If users obtain all four (4) Badges (one for each main course), they can earn an Overall Badge. It is necessary for a user to sign up, login and be enrolled in the courses in order to have access to the courses' material and assessment quizzes.

## 3. How do I sign up?

On the home page, click on the **Create new account** button at the upper right corner of the page (**Figure 1**) and follow the **Sign Up** steps on the right of the page (**Figure 2**). After you have filled in all your personal information, you will receive a confirmation email with a link which you must click in order to validate your profile.



Figure 1: Create new account button on Home Page

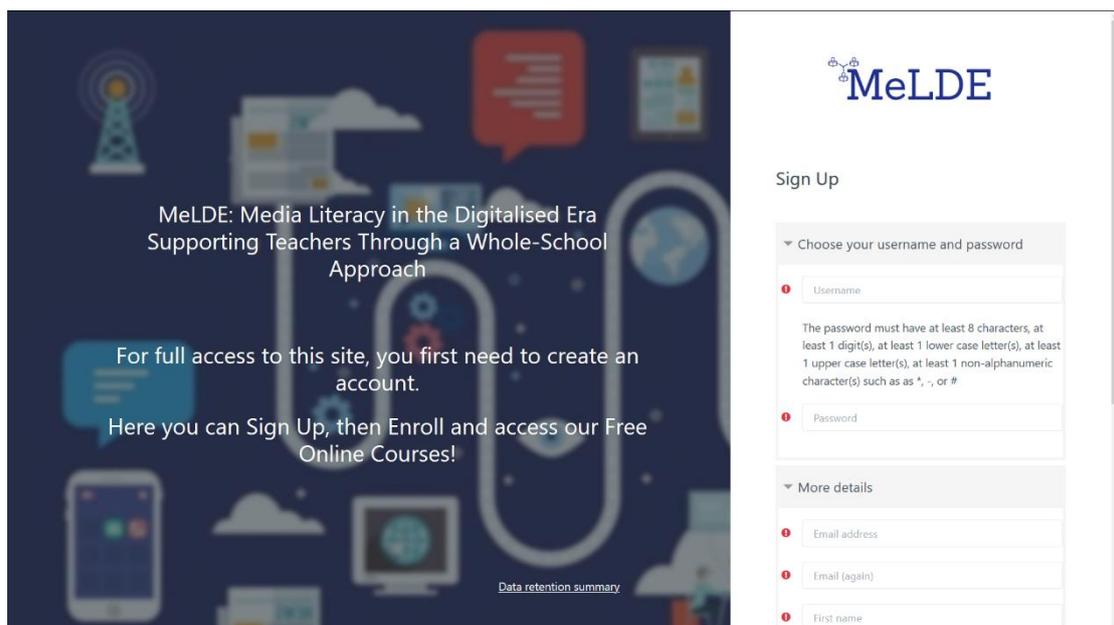


Figure 2: Sign Up Page

#### 4. How do I log in?

On the home page, click on the **Log in** button at the upper right corner of the page and enter the credentials (username and password) that you chose in the previous step at the window that appears (**Figure 3**). The platform gives its users the opportunity to

“remember” the credentials so as to avoid typing them in each time you visit it. Finally, there is a password recovery/change option in case you forgot your password.

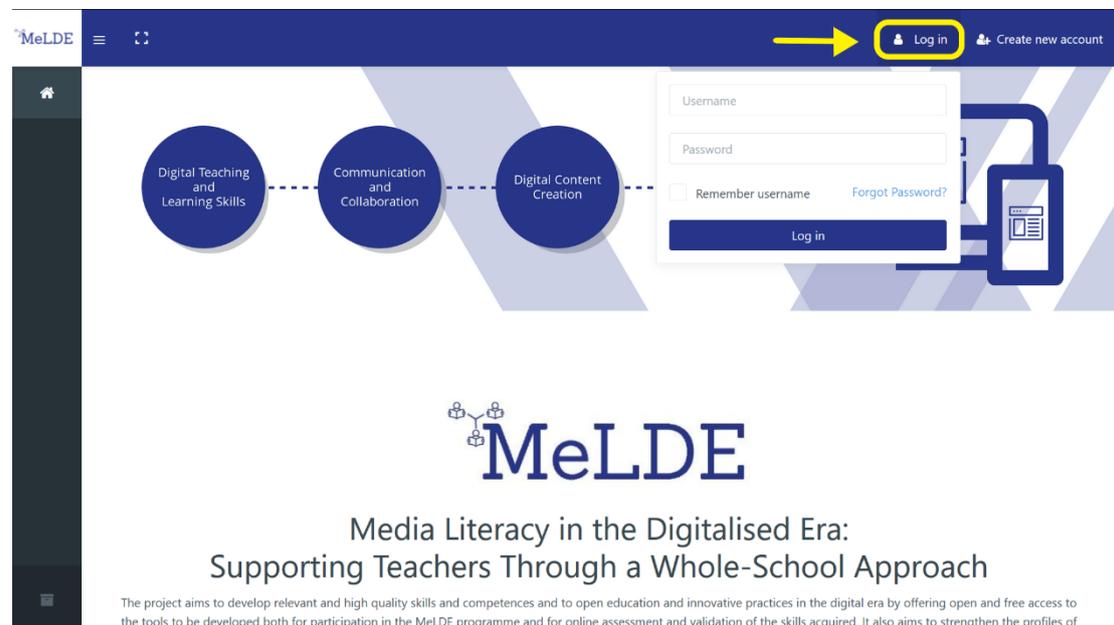


Figure 3: Log in button on Home Page

## 5. Where can I find the available courses?

After you have logged in, on the left menu, click on the **Course Archive Page** button at the bottom. There you will find all the available courses and you can also sort them by language and by name. There is also a search option available (**Figure 4**).

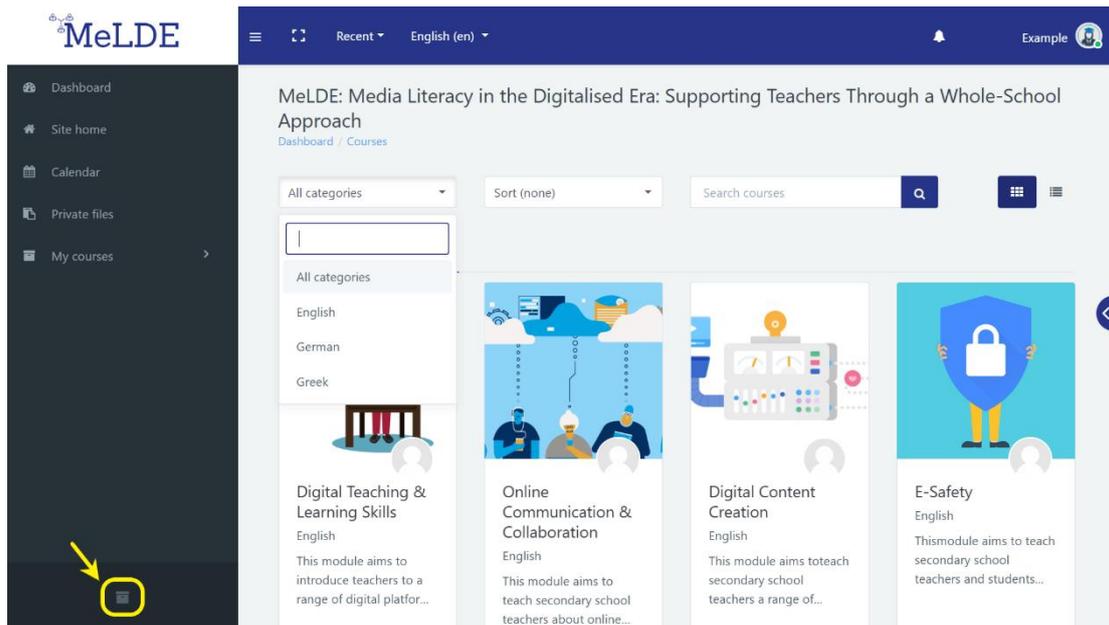


Figure 4: Course Archive page

## 6. How do I enrol in a course?

You can enrol in a course by accessing it and clicking on the **Enrol me** button (Figure 5).

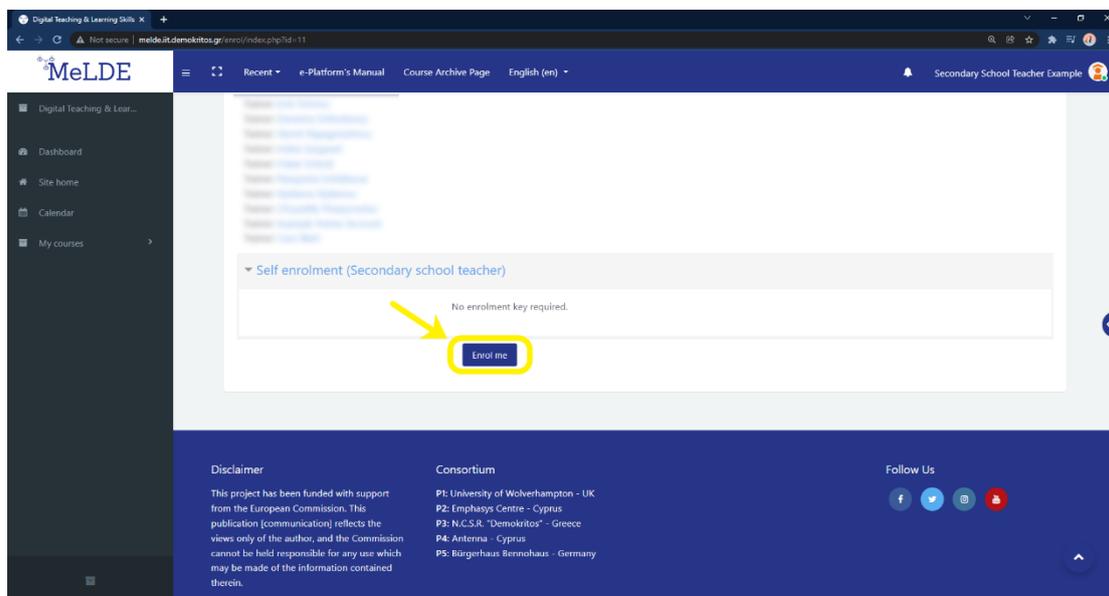


Figure 5: Self-enrolment

## 7. How can I communicate with others in a course?

You can communicate with others in a course by using the two (2) communication methods provided, which are the Forum and the Chat. You can find both in the front page of every course and they are unique for that particular course (**Figure 6**).

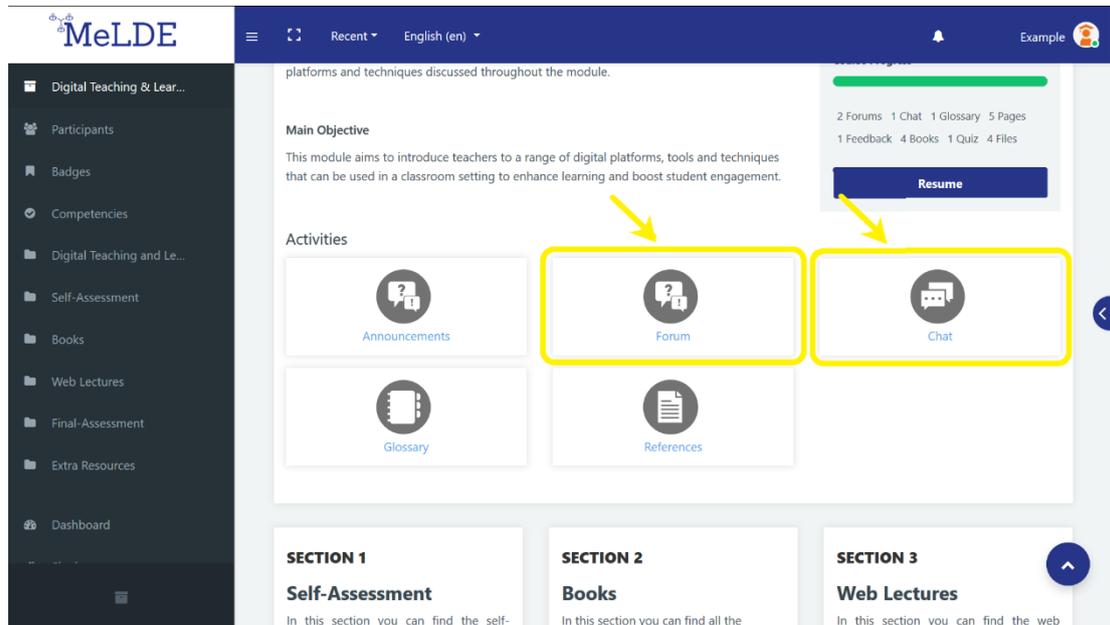


Figure 6: Front page of a course

On the one hand, the Forum enables participants to have asynchronous (non real-time) discussions, i.e. discussions that take place over an extended period of time. You can create a new discussion topic or just reply to someone else's question (**Figure 7**).

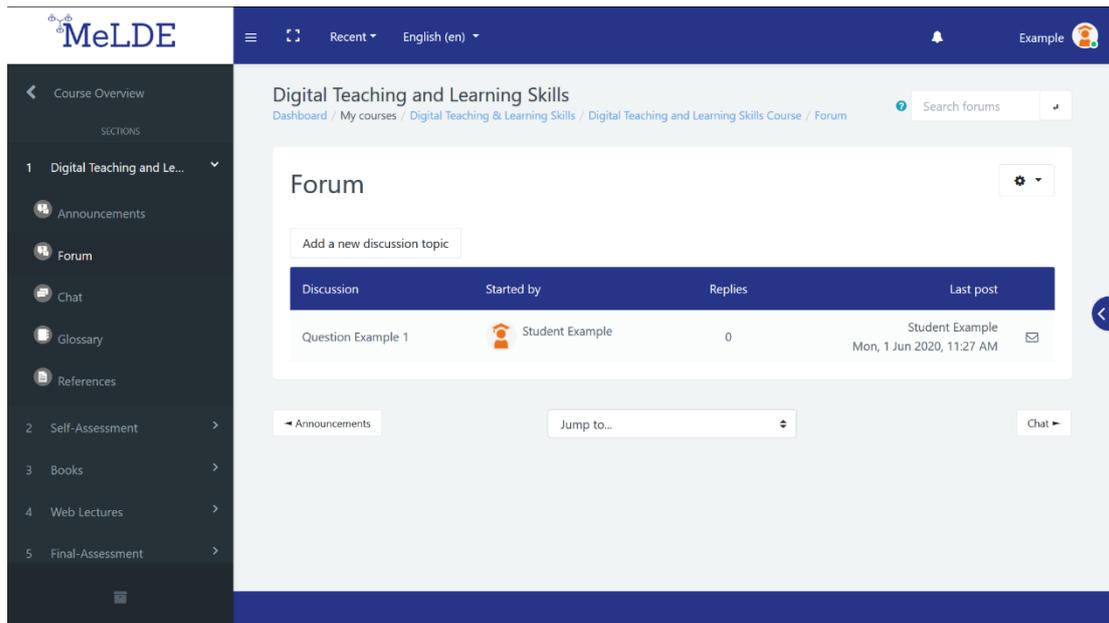


Figure 7: Course Forum

On the other hand, the Chat enables participants to have text-based, real-time synchronous discussions. You just enter the room and start chatting with whoever is logged in at the same time. The e-platform also provides the opportunity to revisit older chats (**Figure 8**).

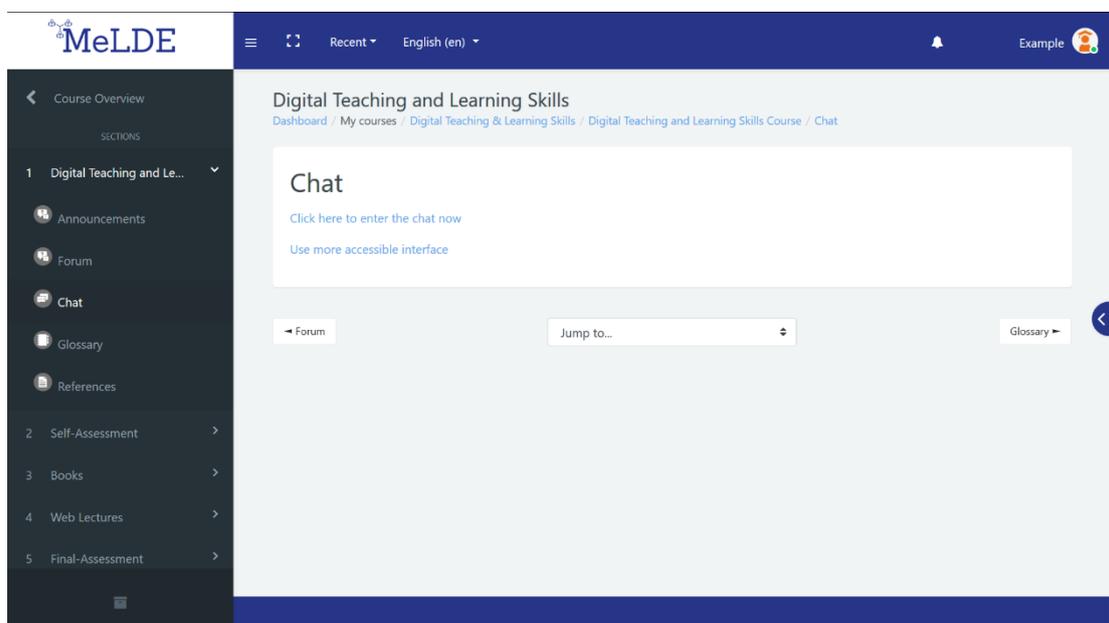
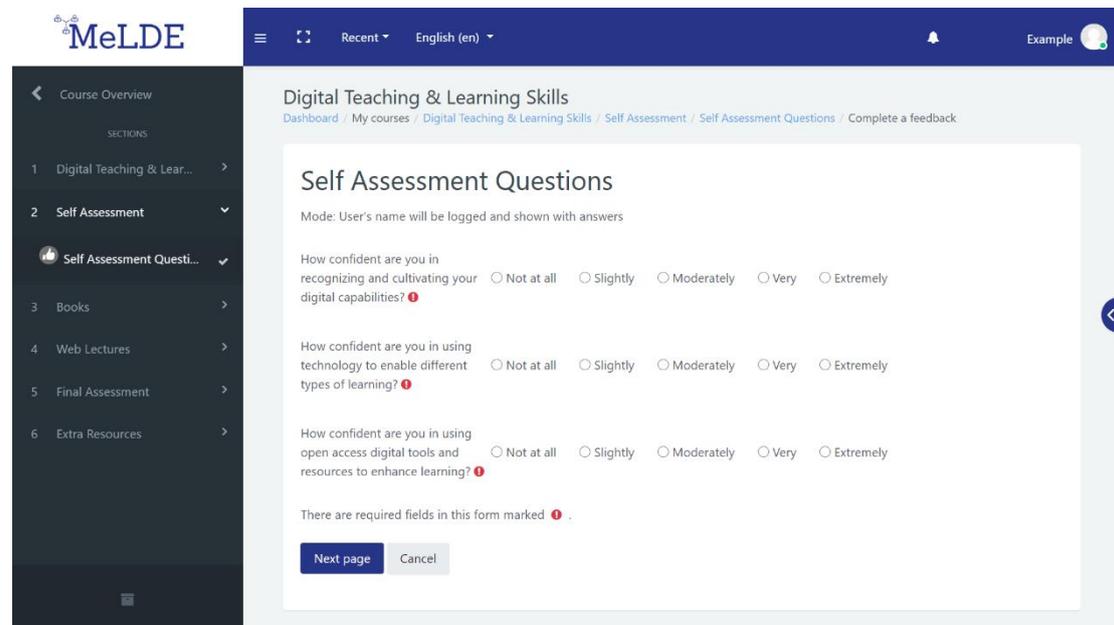


Figure 8: Course Chat

## 8. What are the Self-Assessment Questions?

The Self-Assessment questions can be used by the trainer of a course as an indicator of your knowledge level about each topic of a course before you have read the educational material (**Figure 9**).



The screenshot shows the MeLDE interface for a course titled 'Digital Teaching & Learning Skills'. The left sidebar lists sections: Course Overview, Digital Teaching & Learning Skills, Self Assessment, Self Assessment Questions (selected), Books, Web Lectures, Final Assessment, and Extra Resources. The main content area displays the 'Self Assessment Questions' form. The form includes a mode indicator: 'Mode: User's name will be logged and shown with answers'. It contains three questions, each with a five-point Likert scale (radio buttons for 'Not at all', 'Slightly', 'Moderately', 'Very', 'Extremely'). The questions are: 'How confident are you in recognizing and cultivating your digital capabilities?', 'How confident are you in using technology to enable different types of learning?', and 'How confident are you in using open access digital tools and resources to enhance learning?'. A message at the bottom states 'There are required fields in this form marked [red dot]'. At the bottom of the form are 'Next page' and 'Cancel' buttons.

Figure 9: Self-Assessment Questions

## 9. What is the Final-Assessment?

The Final-Assessment consists of a quiz with 3 questions for each topic of a course and can be used by the trainer of a course as an indicator of your knowledge level about each topic of a course, after reading the educational material (**Figure 10**). You have two (2) attempts for each course's Final-Assessment. If you fail both times, you can ask the trainer, if he/she agrees to erase your attempts, so you can re-attempt the quiz.

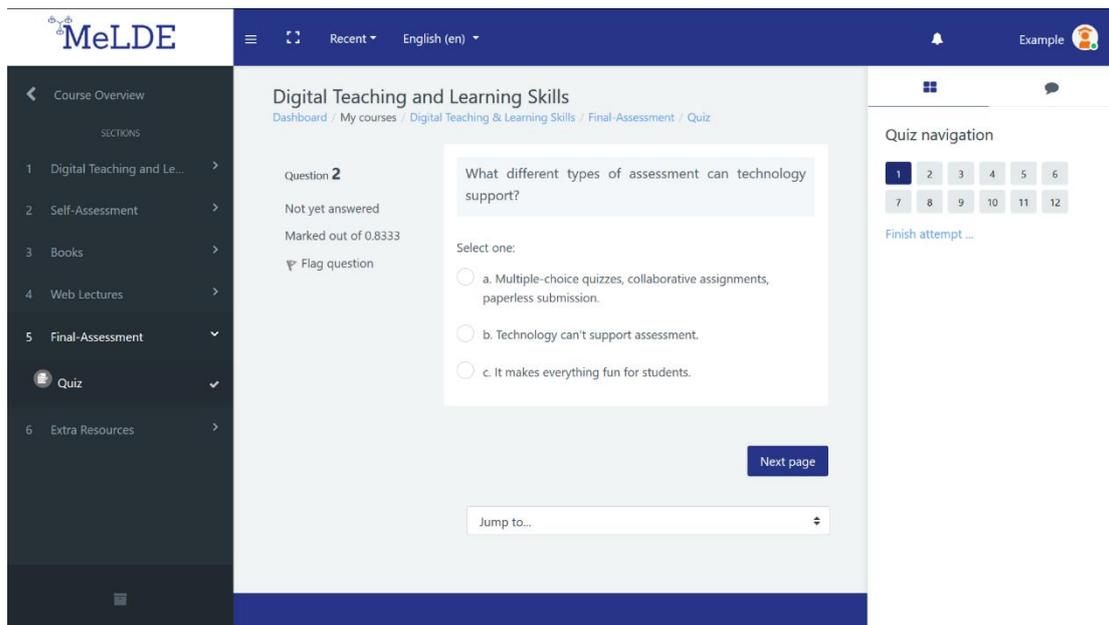


Figure 10: Final-Assessment Quiz

## 10. How can I earn a course Badge?

Each main course consists of five (5) sections. Self-Assessment questions, which will help the trainer to find out your knowledge level about each topic of a course, Books which host the educational material, Web Lectures which contain videos for each topic of a course, Final-Assessment which hosts the Quiz of each course and Extra Resources section which contains the files with the teaching material in .pdf form. You can earn a badge by watching all of the videos available in the Web Lectures section and by successfully completing the course's Final-Assessment Quiz. In order to achieve this, you must pass the Quiz with a 60% at least grade.

It must be noted that you have two (2) attempts for the Final-Assessment Quiz.

When you have successfully viewed all of the teaching material and completed the Final-Assessment Quiz you will receive a notification saying you have earned a Badge. You can see the notification on the little bell on the upper right of the page (**Figures 11 & 12**).

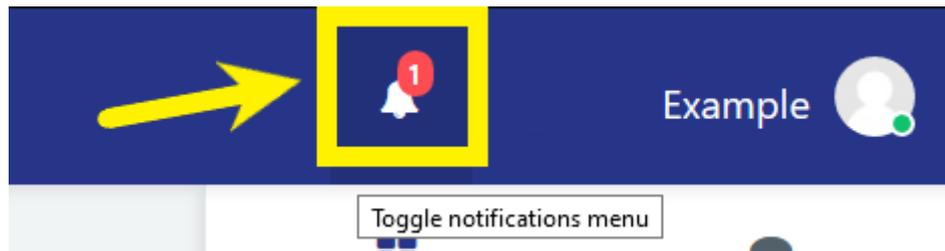


Figure 11: Notification bell

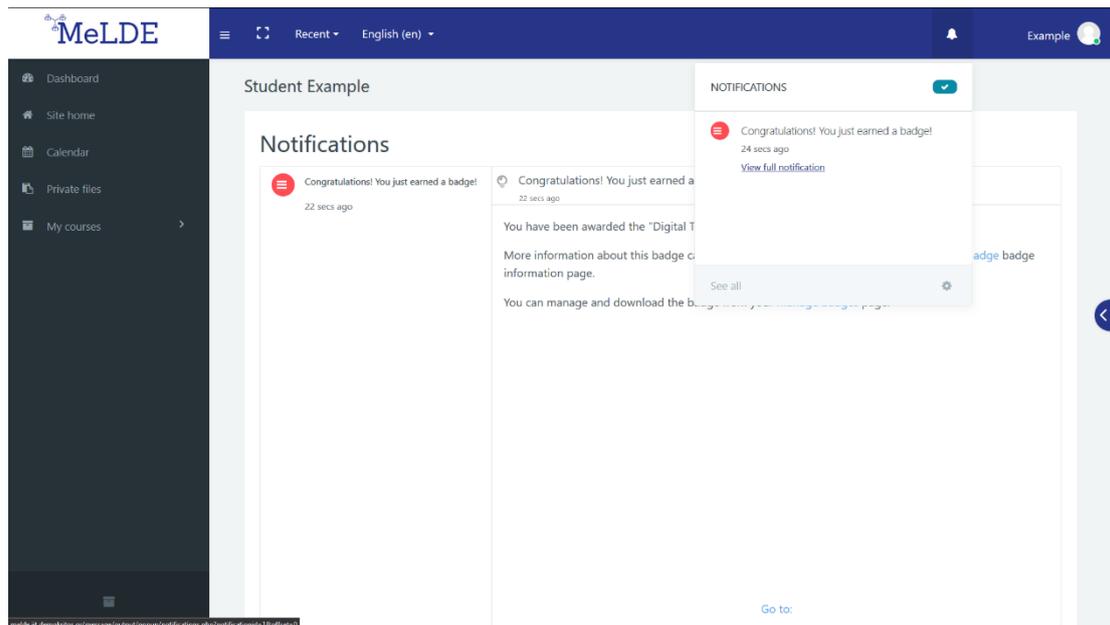


Figure 12: Badge earned notification

## 11. How do I complete a course?

You complete a course by earning its Badge. This means you have to view and learn the material of the books in the **Books** section and complete the **Final-Assessment Quiz** with a passing grade, above 60%.

## 12. How can I earn an Overall Badge?

You can earn an Overall Badge by completing all four (4) main courses (Digital Teaching & Learning Skills, Online Communication & Collaboration, Digital Content Creation, E-Safety).

### 13. How do I check my profile page?

After you have logged in, click on the button with your name on the upper right corner and choose "Profile" (**Figure 13**). There you can see all the info that you have added about yourself (**Figure 14**), as well as the Courses you are enrolled in (**Figure 15**). Furthermore, you can edit your basic info such as personal details and communication methods.

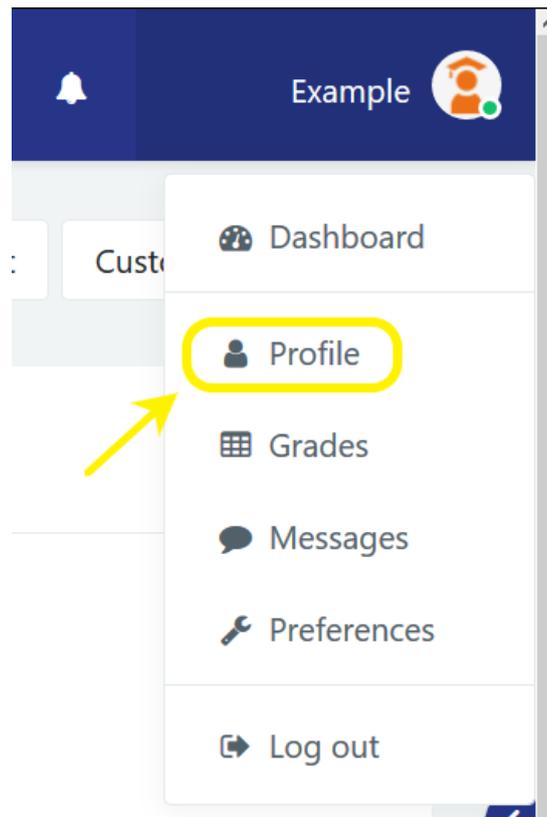


Figure 13: Access the Profile page

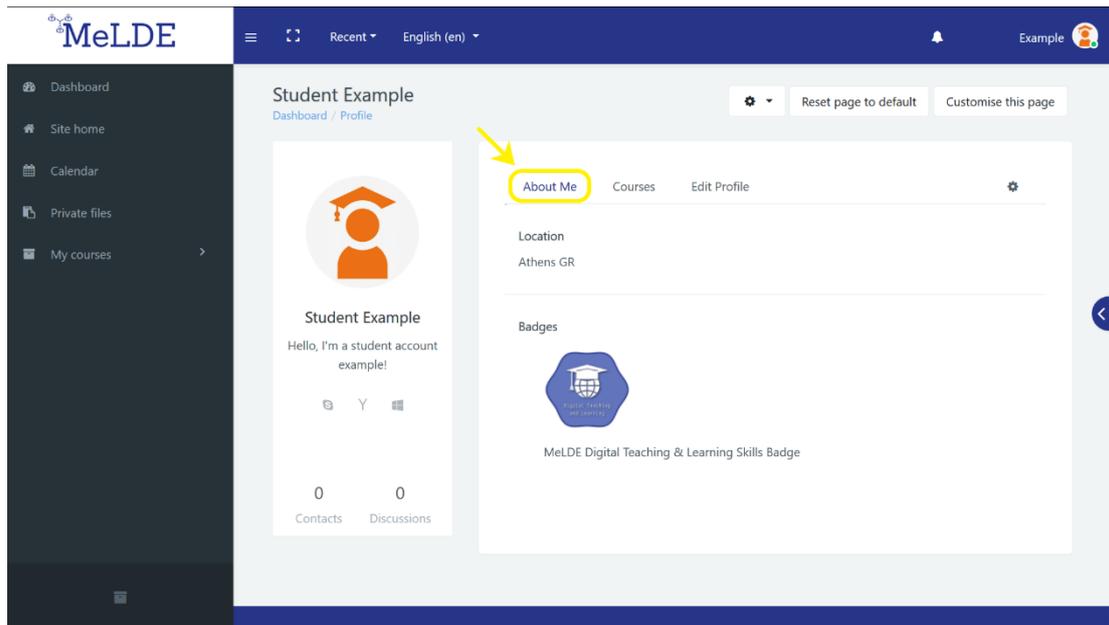


Figure 14: About Me section at the Profile page

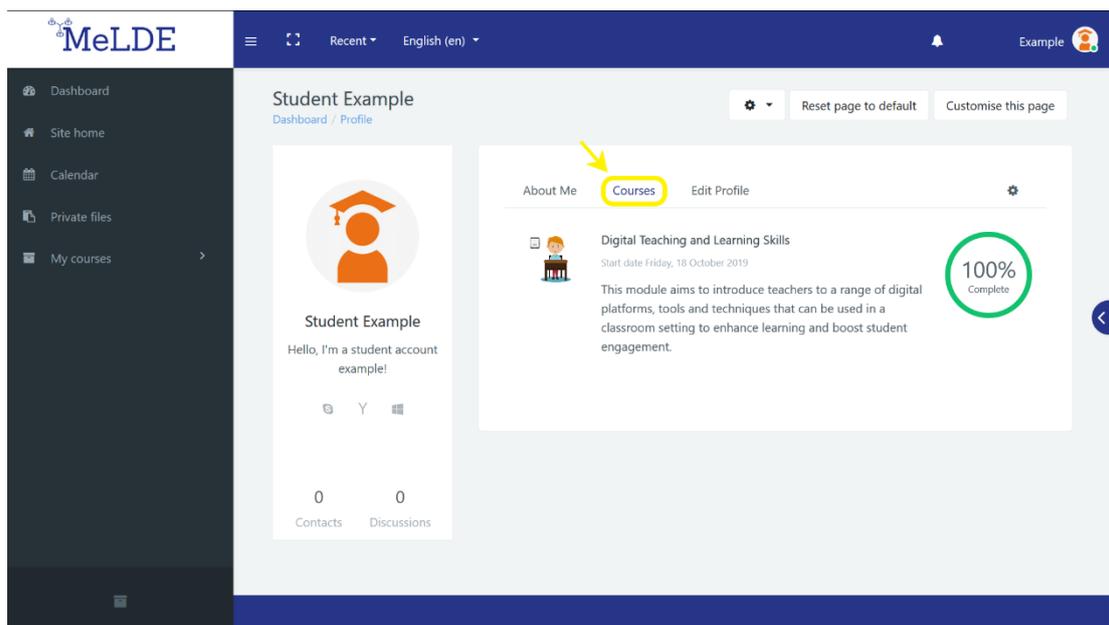


Figure 15: Courses section at the Profile page

## 14. How do I check the Badges I have earned?

After you have logged in, click on the button with your name on the upper right corner and choose **Preferences (Figure 16)**. There you can manage all the preferences about your **User account**, the **Blogs** and your **Badges (Figure 17)**. By selecting **Manage**

**badges**, you can see all of your earned Badges, download them in order to upload them to the Badgr Backpack (**Figure 18**).

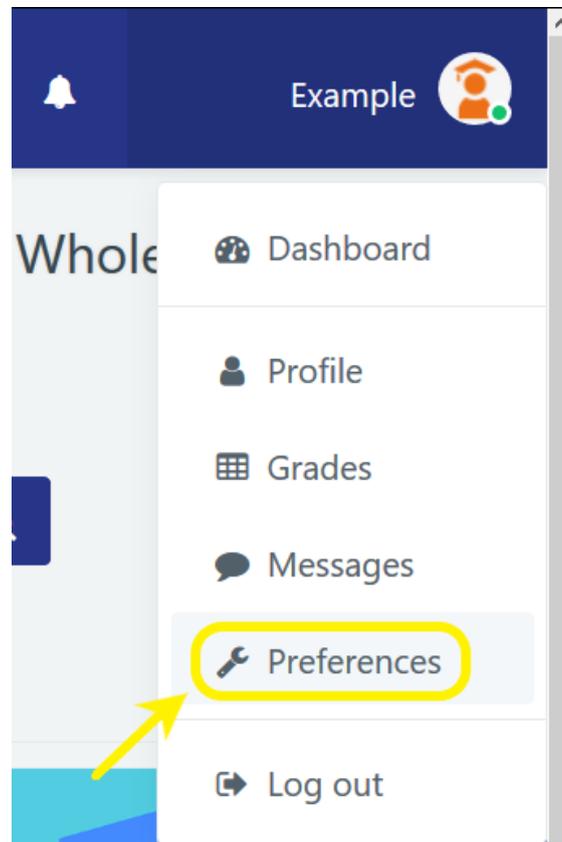


Figure 16: Access the Preferences page

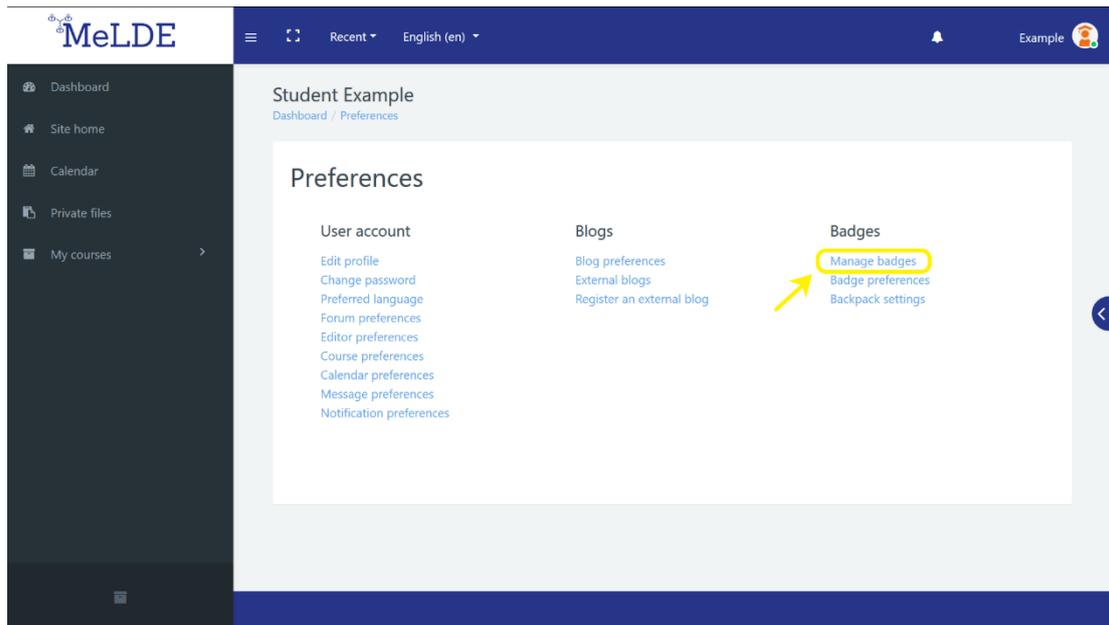


Figure 17: Preferences page

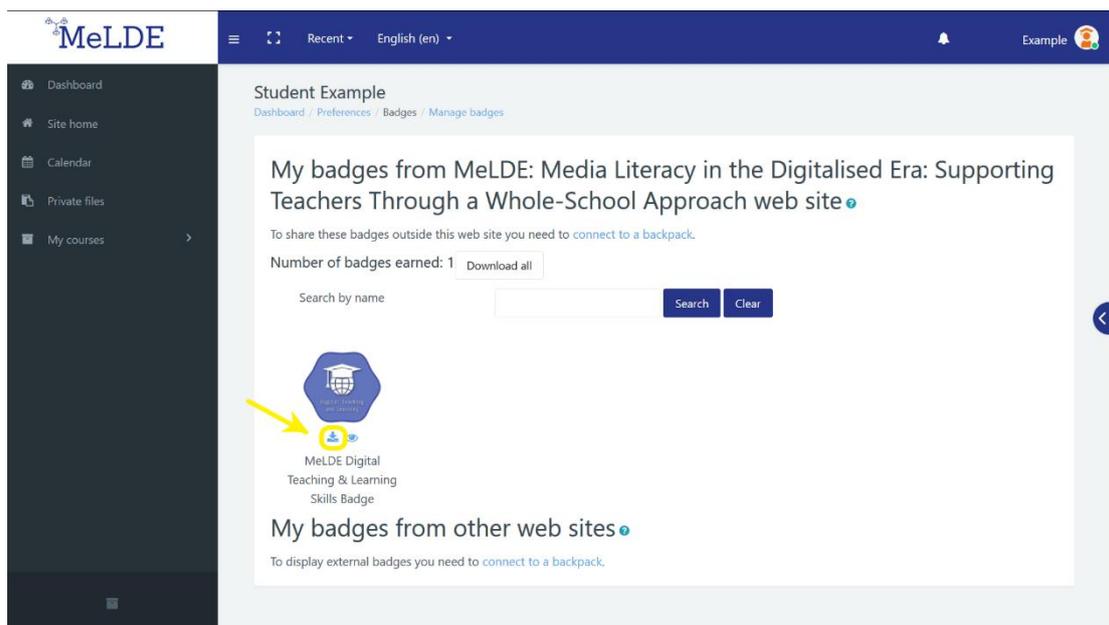


Figure 18: Download badges

## 15. How do I save my Badges in Badgr Backpack?

First, you need to download the badges you want to save from the MeLDE e-platform. Then, you need to [create an account in Badgr Backpack](#) and log in to your account. Now you should press the **Add Badge** button (**Figure 19**) and drag and drop the

badge that you have downloaded earlier in the Add Badge window or select the downloaded file through the **Select File to Upload** selection.

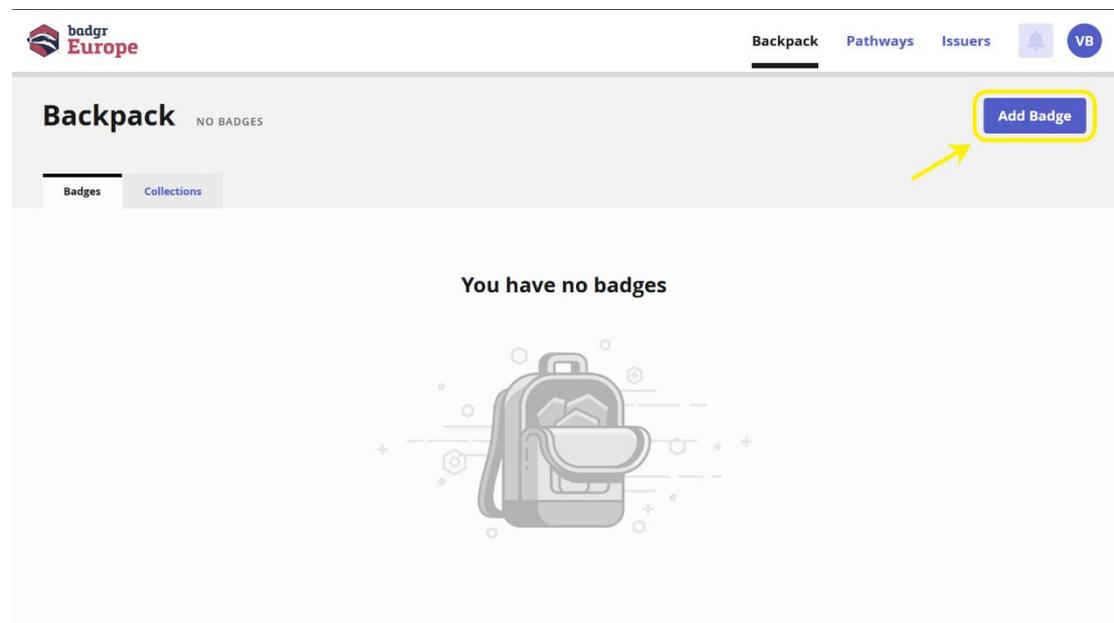


Figure 19: Add Badge page in Badgr Backpack

## 16. How do I check any events?

On the left side menu, you can find the Calendar option (**Figure 20**). There you are able to track all the important events, with them being either public or specifically for a course you are enrolled into. These events could be deadlines, assignments, or even meetups.

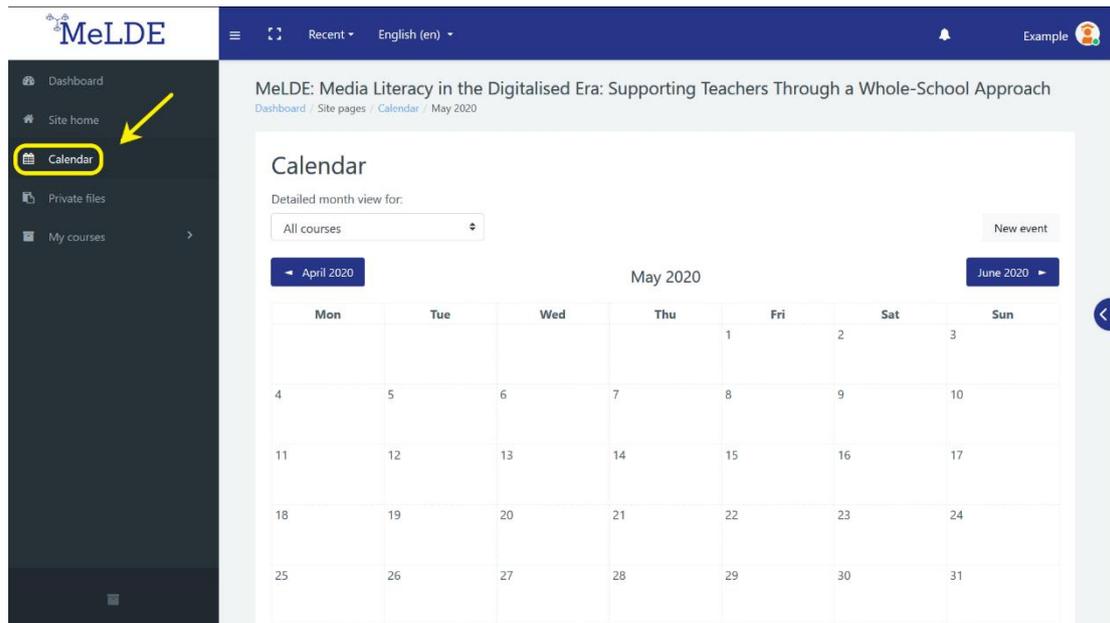


Figure 20: Calendar page

## 17. How do I print a book or save it as a pdf file?

In order to have offline access to a course's book you can print it or save it as a pdf file on your computer. Start by going to the specific course and selecting the book that you want to print or save. Click on the book to open it. Once you open the book, find and click the button that looks like a gear, located on the right of the book's title.

This will open a menu where you should click **Print book (Figure 21)**. You can also print a specific chapter. The process is the same but instead of selecting **Print book** you should select **Print this chapter (Figure 22)**.

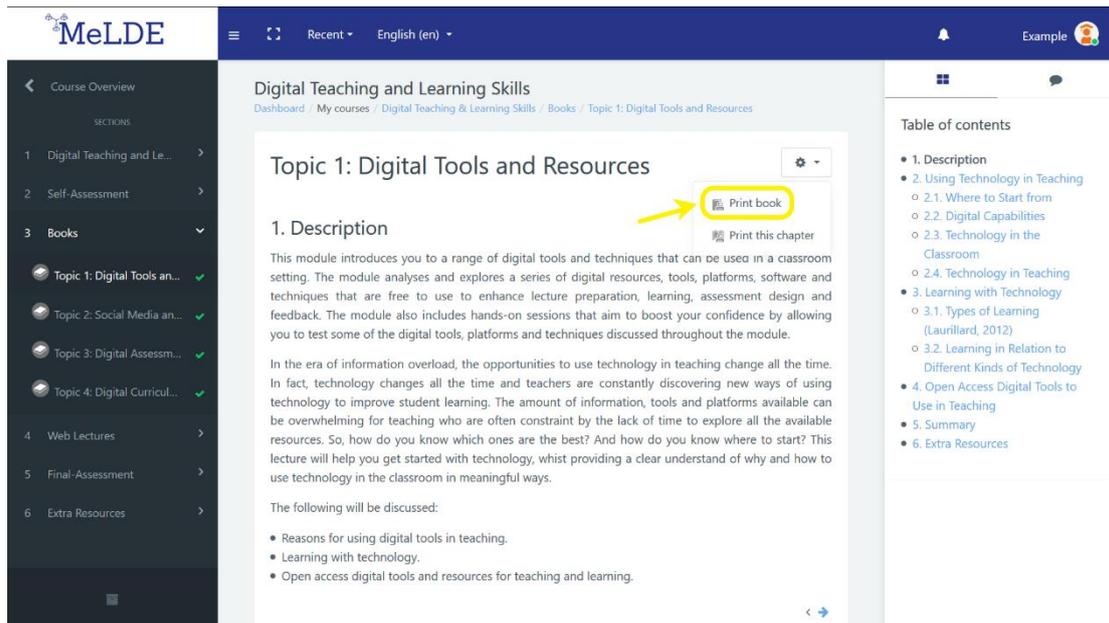


Figure 21: Print book button

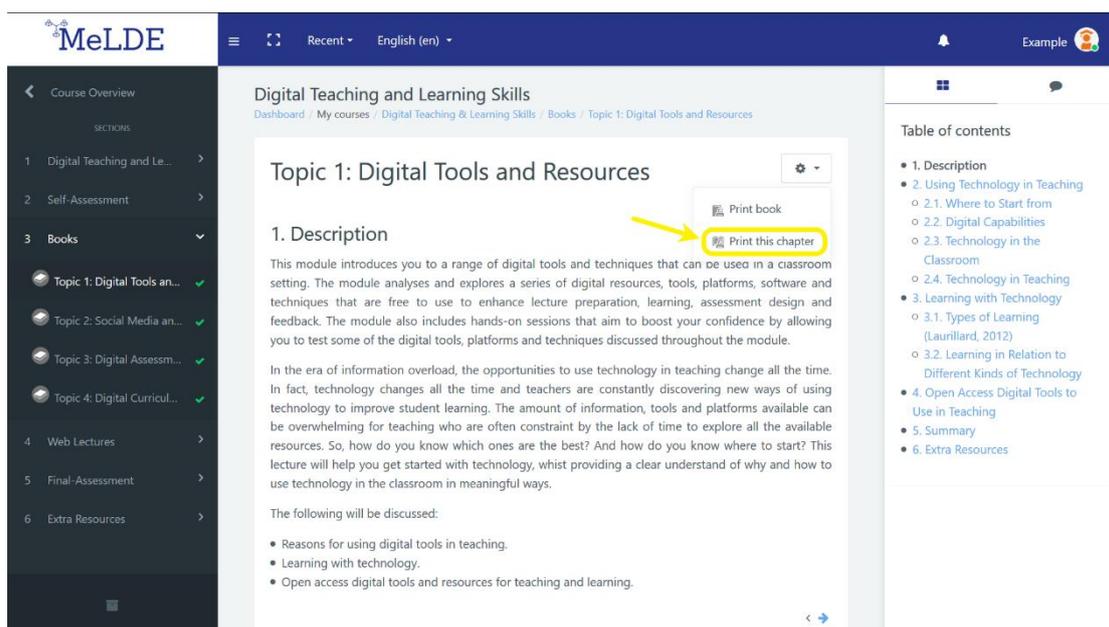


Figure 22: Print this chapter button

By doing so, a new window will appear that has some basic information about the book, the table of contents and all of the book's content. On the top left select **Print Book** (Figure 23) or **Print chapter** if you selected the **Print this chapter** button.



## Topic 1: Digital Tools and Resources

Site: [MeLDE: Media Literacy in the Digitalised Era: Supporting Teachers Through a Whole-School Approach](#)

Course: Digital Teaching and Learning Skills

Book: Topic 1: Digital Tools and Resources

Printed by: Student Example

Date: Tuesday, 26 May 2020, 4:30 PM

### Table of contents

- 1. Description
- 2. Using Technology in Teaching
  - 2.1. Where to Start from
  - 2.2. Digital Capabilities
  - 2.3. Technology in the Classroom
  - 2.4. Technology in Teaching
- 3. Learning with Technology
  - 3.1. Types of Learning (Laurillard, 2012)
  - 3.2. Learning in Relation to Different Kinds of Technology

Figure 23: Print book window

This will open the print settings where you can either choose to print the book by selecting the printer and clicking **Print** or you can change the location on the settings and select **Save as PDF**.