

ADSI E-LEARNING & M-LEARNING USER MANUAL



Introduction

Welcome to Moodle! (<http://moodle.org/>) Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). It is a software application that GESCI is using to conduct the ADSI virtual training. This virtual platform enables you to participate in distance learning with your tutors and colleagues, even if you are located in different countries and working at different times. In order to complete the ADSI training you will need to connect to the GESCI eLearning site (<http://adsiteachers.gesci.org>) from your home and/or school

Technical requirements

Before you can connect to the e-learning site, please check that the equipment and software that you have satisfies the minimum requirements. Check with a specialists if you have questions.

Minimum requirements:

- A computer. The operating system does not matter as long as it is not older than 5 years. You can access course content from work, home and even cybercafés, as long as the computer equipment satisfies the minimum requirements and the required software has been installed.
- An updated Internet Browser, with cookies, javascript and pop-ups enabled. These are typically enabled by default, but if you think these settings might need enabling, check the documentation for your particular browser for how to do these. Please refer to the support section if you need to change this setting.
- An Internet connection. Any type will work, but dial-up connection (via telephone) can be quite slow. You will need to start connected (online) in order to access most of the content, but you can download related documents and assignments to work off-line and then upload again. If your Internet connection is very slow, you could try the recommendations in the support section for improving the speed.
- A username and password. The ADSI team must have provided you with these. Only participants that have been accepted for the ADSI Programme through the selection process and tutors have access to the platform.

Technical support

Contact adsi@gesci.org in case of any technical problem related to the platform, its access or use.

Moodle Mobile:

https://docs.moodle.org/28/en/Moodle_Mobile

Other requirements:

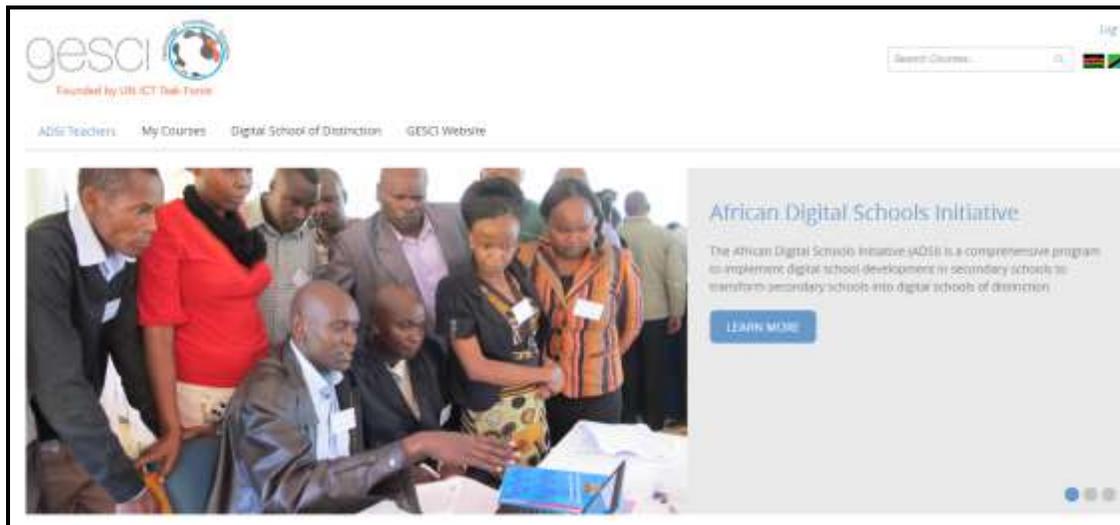
- Several courses have Office documents that you will need to open and edit. If you do not have Microsoft Office, you can download Open Office which allows you to view and edit MS Office files, and is available free for Windows and for non-Windows computers.
<https://www.openoffice.org/>

- Some courses may have documents in Adobe Acrobat format (.pdf) so you will need PDF reader. You can download Adobe Reader for free on this link: <https://get.adobe.com/reader/>
- Some courses may have multimedia animations created using Adobe Flash that require you to have the Flash Plug-in installed on your computer. You can download and install for free on this link: <https://get.adobe.com/flashplayer/> .
- The following software should be installed for full functionality within the Moodle site: Java runtime, down java on this link <https://java.com/en/download/> .
- We also suggest that for your protection and safety you have an updated antivirus running.

Logging In

In order to access the platform, once you have started your computer and Internet connection, to connect to the Moodle site go to <http://adsiteachers.gesci.org> from any web browser including Internet Explorer, Firefox or Safari.

The log in screen will appear. Enter your username and passwords as shown below.



ADSI Platform e-learning & m-learning usage

Connecting to the e-learning platform

- You should use your valid username and password to access the virtual workspace.
- Username and passwords are personal and should not be shared. Passwords are case sensitive.
- Should you wish to change the password, it must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s). Please change it and store it in a safe place.
- If you have forgotten your username or password, you can click the “forgot username or password option” on the login screen
http://adsiteachers.gesci.org/login/forgot_password.php . A window will ask you for your username (normally email address). Fill in and wait for the instruction email.
- Check your email and follow the instructions in order to re-set your password.

Connecting to Moodle Mobile

ADSI platform allows mobile connectivity, this ensures you can be able to access your course content when offline. You can also be able to participate in chats and forums on your cellphone.

Setting up Moodle Mobile

Moodle Mobile runs on three of the main platforms; Android, iOS and Windows Phone. The following are the steps to follow when installing the application on these platforms;

[Setting Up the Moodle Mobile App Page](#)

Uploading Content - Video

For some activities in this course you are required to upload assignments which can be in the following formats; images, videos, PDF etc. But, from the Mobile Application this will not be possible, it will redirect you to the browser from where you can be able to access the files that you have in your phone. This might bring up problems with regards to file type for media files i.e. videos and audio, also the size of the files. This then means we should change the format and the size. To do this we need the following applications;

- For iPhone use: Video Converter App. It is featured to change the format and compress it to a small size.
- For Android use: Video Converter Android. This has an ability to change the file type and compress the video to the desired size.

Uploading Content - PDF and Word Documents

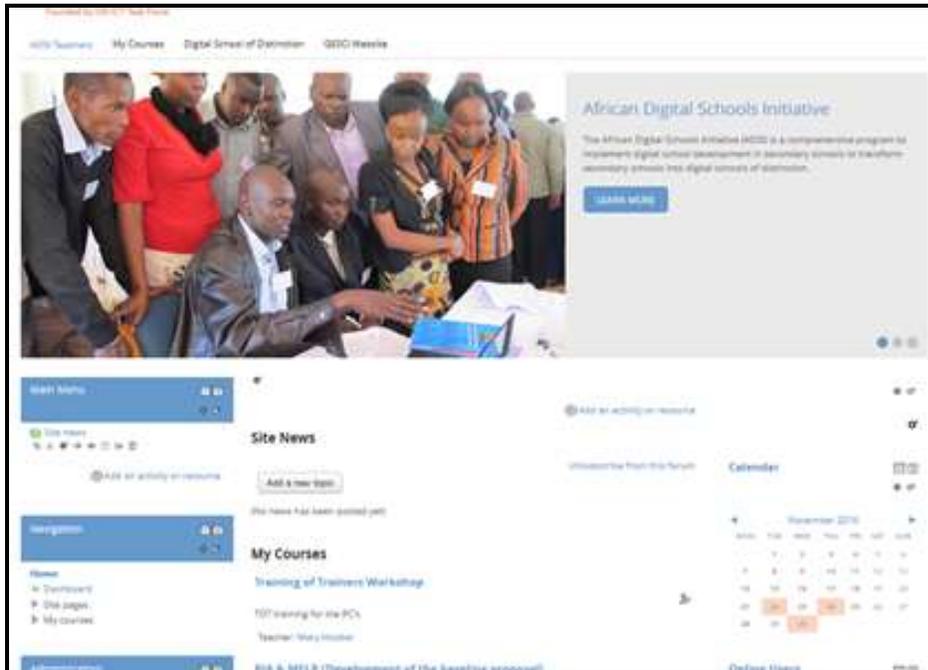
Some assignments will require that you upload PDF and Word documents, the procedure for doing this is the same as the one for videos, you will be redirected to the browser from where you can be able to choose the file you wish to submit.

Note: It's advisable to submit assignments in PDF format so to avoid issues with format.

To be able to smoothly study online using your phone or tablet here are some applications that you may need to have installed on your phone. The document below gives you a breakdown of these apps.

Your e-learning home Page

The home page of Moodle provides your personalized view of the learning environment. It has access to the notice board, current modules, as well as related activities, calendar, etc.



There are 3 distinctive areas in a Moodle page view:

- Left side boxes: provide configuration and navigation options
- Center: contains most of the course and activities content
- Right side: has content related to the course and activities, like calendar, related documents, glossary, etc.

Initial configuration of your profile

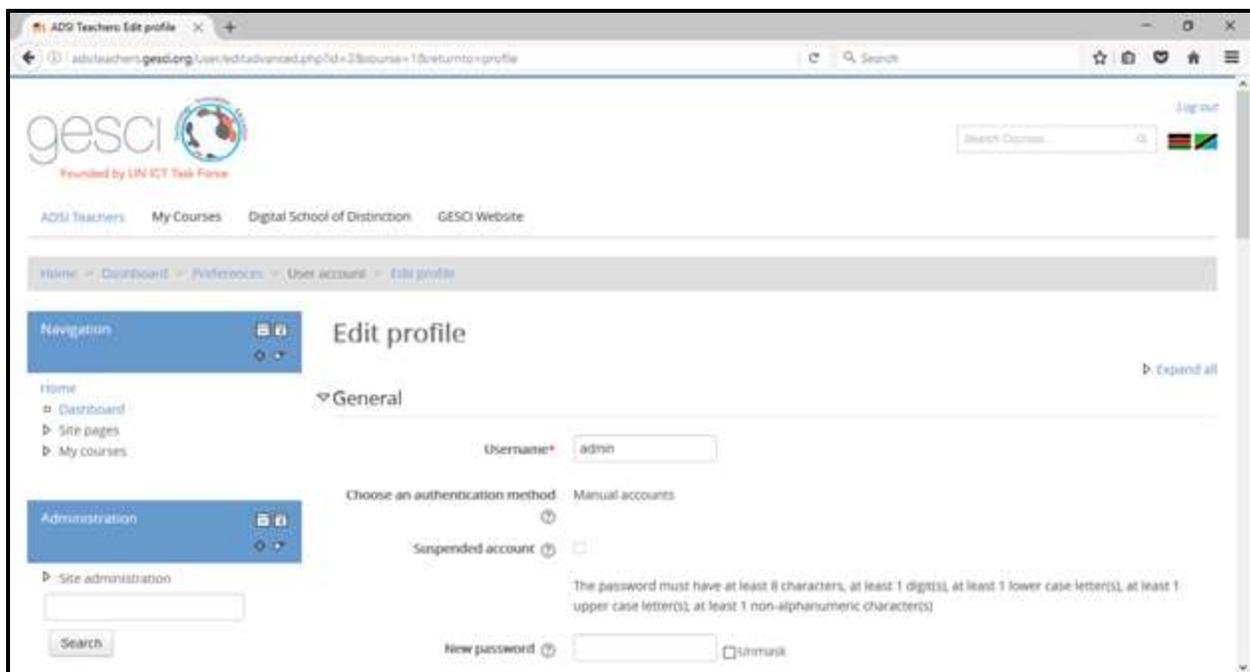
Moodle can be adapted and adjusted to the specific taste and needs of different participants. When you first access the learning environment you will see the initial standard configuration that all participants share. One of the first activities we suggest you do is to configure your specific settings. This changes can be done by checking on the online users on the right hand side of the platform, Double –click your user name, you will see edit profile on the top, select it to allow editing of the profile.

General profiles settings

Here you can modify several components of your view. Please select “edit settings” and complete and verify information like:

- Your name, organization, position
- Your location
- Description, which enables you to enter some text about yourself which will then be displayed on your profile page for others to view.
- Upload your picture

Fill in your data and then save with “Update profile”. Please do not modify your username!



Messaging options

Under “messaging” you can configure the platform to send you messages via email, or via pop-ups on your screen. Please ignore the Jabber heading.

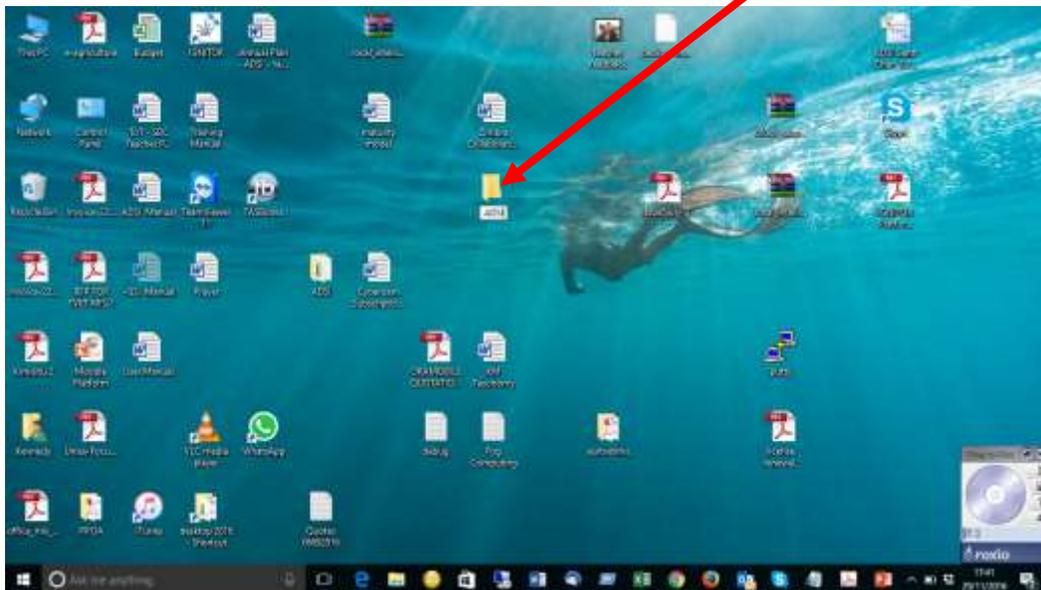
Saving your documents on your Laptop/desktop

To ensure your files and portfolios are saved properly in your computer, it is advisable to create an independent folder with clearly labelled categories.

Follow the steps below to create a folder in your hardisk drive:

1. Navigate to the location where you want to create the folder.(My Documents, Desktop, Partition D:,E,:F etc)
2. Right-click on a blank space in the folder location.
3. Select New then Folder from the contextual menu. Windows will create the new folder at your current location.
4. **Enter your desired folder name** to replace "New folder" and hit Enter.

See example below on a folder created on My Desktop, Folder name ADSI



The working groups

As a member of an ADSI course you will be working on assignments individually and also in groups.

Participants are grouped per county with a tutor, whose task is to support the team members during the course. Make sure that you know the name of your tutor.

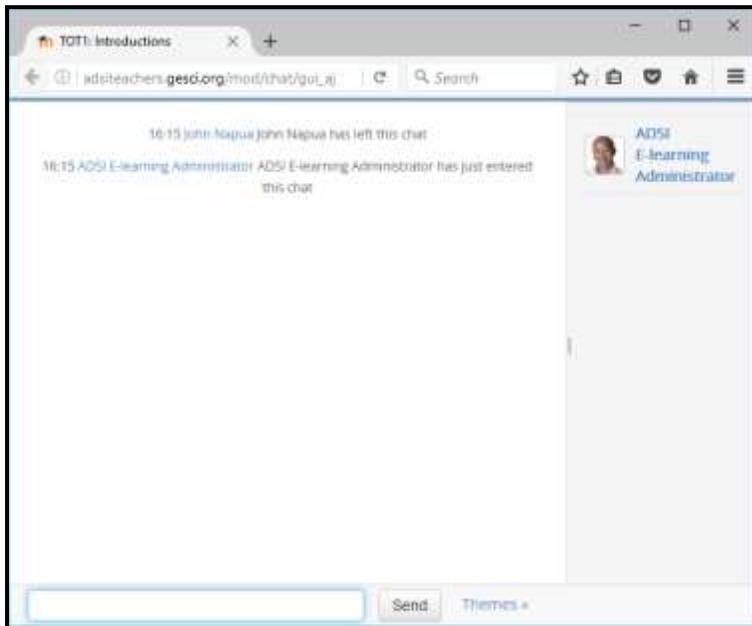
The list of all course participants is available under the course title, "Participants".

Other platform capabilities:

Use of Chats

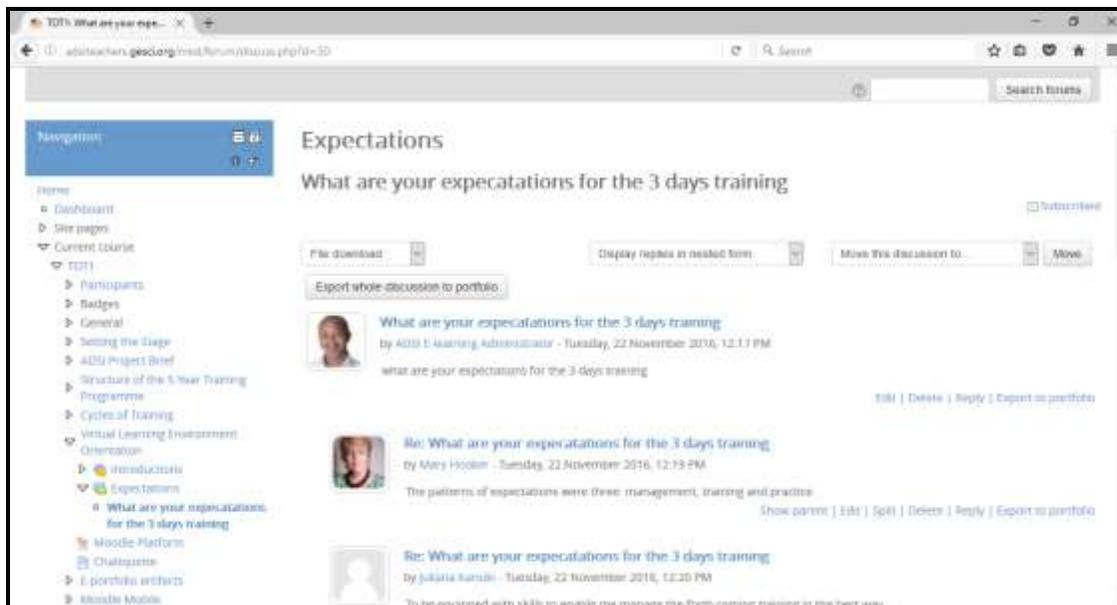
The chat activity module allows participants to have a real-time synchronous discussion in a Moodle course.

This is a useful way to get a different understanding of each other and the topic being discussed – the mode of using a chat room is quite different from the asynchronous forums. Every module and unit will have its own chat link with moderator.



Use of discussion Forums:

These are treaded discussion boards to be used within the platform, it forms very important part of learning. Participants are encouraged to adhere to the forum rules.



Exabis ePortfolio Artifacts

When logged in to the platform, you can be able to see Exabis ePortfolio Artifacts block on the left hand side of your Moodle interface. You will save all your ADSI related course work e-portfolios for the entire course using e-portfolio.



Setting up your e-portfolio's structure

1. Identify the block on the top left hand side of the screen page that is entitled 'Exabis E-Portfolio Artifacts' and *right click* on the 'My Portfolio' link to open the portfolio in a new tab. This will allow you to follow the step by step instructions here and work on the portfolio at the same time.
2. We are going to prepare the portfolio's structure so that it will be easy for you and others to save, store and retrieve portfolio items. Ensure the 'My Portfolio' tab is selected.
3. Create two categories or folders. Call one 'e-Portfolio Documents' and the other 'Personal Files'. The second is for you to store your own items.
4. Select the 'e-Portfolio Documents' category or folder and inside create sub categories or sub folders entitled Unit 1 through to 5. It will be here that we will store each of the portfolio projects for evaluation.
5. Create description of 'Personal Information' under the 'Information' tab inside your portfolio to share with those who look at your portfolio.

Setting up your e-portfolio's layout

1. Inside 'My Portfolio' look for and select the 'Views' tab
2. Select the 'Add View' button.
3. Give the view you are creating the title, 'ADSI Portfolio'.
4. Now click on the 'layout' sub-tab and select a layout for the way the ADSI trainers will see your portfolio items.
5. Next click on the 'content' sub-tab and experiment by dragging the various components, such as 'Personal Info', 'Items', Media etc. onto your layout grid.
6. Currently you don't have anything stored here but as you add files you will be given the option of selecting which files you want to include in this 'view'.
7. Click on the 'Share' tab and insert a tick inside 'External Access'. The portfolio engine will generate a URL you can share allowing others to see that particular 'view' of your portfolio from where ever they are connected. This is the link we will share with ADSI Team.

My CV:

You can create your CV if you so wish using the e-portfolio, which gives a summary of your background.

This is optional.

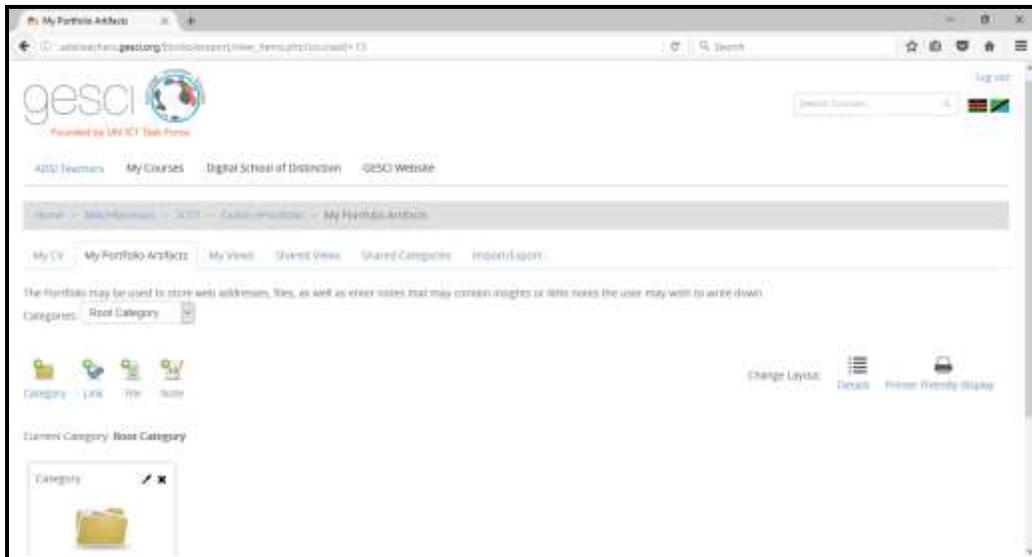
My Portfolio tab

This tab allows you to add individual content to your portfolio. Content can come in the form of Links, Files, and Notes.

- Links:
- This would include links to external websites or other resources pertinent to the portfolio.
- To add a Link, select Link from the drop-down on the My Portfolio tab and press

New and fill in the required fields:

- Title – A short description of the link
- Category – Put the Link into a category for organization
- URL – The URL of the link. Copy and paste this from your web browser.
- Content – Not required but can be used to add a long description of why you are including this site in your portfolio.
- Press Save Changes to finish.



Files:

This would include any files you wish to include in your portfolio.

If you have already submitted the file to a course within Moodle, do not attach it here. Instead, skip to the Export/Import tab and use the Import from Moodle

Assignments feature.

If the file is not already in Moodle, you can upload it here.

To upload a file, select File from the drop-down on the My Portfolio tab and press New and fill in the required fields:

- Title – A short description of the link
- Category – Put the File into a category for organization
- File – Use the Browse button to locate and select the file you wish to upload.
- Content – Not required but can be used to add a long description of why you are including document in your portfolio.
- Press Save Changes to finish.

Notes:

This would include any notes or on-screen text you'd like to incorporate into your portfolio.

To add Notes, select Notes from the drop-down on the My Portfolio tab and press New and fill in the required fields:

- Title – A short description of the link
- Category – Put the Notes into a category for organization
- Content – Put the Notes you'd like to add here.

- Press Save Changes to finish.

Sharing:

This area allows you to decide who will be able to see this view and the artifacts within in. Press the Change button next to the word sharing to see the options:

Other tools

In some specific modules you will be using additional external software tools. Please do not hesitate to contact technical support if you have any issue accessing them.

Technical support

GESCI provides technical support in relation to the learning platform (Moodle) and its related components. We will liase with school based ICT coordinator and SBC for the technical support of your Laptop, Internet connectivity, operating system and required software applications. If you have problems with any of these please contact your local technical support. If you have any problem or question about our platform or its use, please refer to the questions below, access the support section of the site or contact us at adsi@gesci.org .

Frequently asked questions

Q: What are the technical requirements to access the course platform? Please refer to the section on minimum requirements for more information. Q: Can I access the course from different computers?

A: Yes, you can, as long as all of them satisfy the technical requirements. We suggest that you store your work files in the e-portfolio space on the e-learning platform, so that you can easily retrieve it and continue working if you access the site from another device.

Q: How can I enable cookies, java and/or pop-ups in my browser?

It depends on the brand, language and version of your browser. Please search the support pages of your browser.

Q: When can I access the e-learning site?

The site is accessible all the time, every day, so you can access it whenever it is more convenient for you. If occasionally the site will be unavailable for some time period due to maintenance tasks we will inform you.

Q: I cannot connect to the e-learning site (<http://adsiteachers.gesci.org/>)

If you are not able to connect to the site once your internet connection is working, please send a message to adsi@gesci.org so that I we can help you solve it. If you are trying to access the site from your office, please contact IT technical support to find out if the site can be blocked by a firewall.

Q: I don't have MS Office in my computer in order to open some workfiles. Where can I obtain Open Office?

A: Several courses have Office documents that you will need to open and edit. If you do not have Microsoft Office, you can download Open Office from <http://www.openoffice.org/> which allows you to view and edit MS Office files, and is available free for Windows and for non-Windows computers.

Q: Access to the site is quite slow, how can I improve the connection speed?

There are many reasons why accessing a site can be slow. We suggest a few ways to improve your connection speed and the speed of your computer in general.

- Make sure you don't have a virus or other file infections. We suggest that you have an updated antivirus always active.
- Make sure that you don't have Trojans or other parasite software in your browser. We suggest that you activate protective software.
- Perform a cleanup of your hard disk and delete all unnecessary and temporary files.
- Perform a clean up of your operating system and install all updates
- Improve your connection bandwidth or try connecting at a later time.

Q: I cannot open one of the files in a course (ie a video). What software should I use?

We have tried to make the material distributed in a course as open as possible, meaning that files should be able to be opened, and sometimes edited, with a variety of software tools, most of them available for free. However, there can be several reasons why a specific file cannot be opened, like security configuration of your device or connection, missing player software, errors, etc. Make sure that you have a player for that specific content, or contact ads@gesci.org for support.

Q: I cannot view a video or other resource

If you cannot open a specific file or video, this can be due to either lack of the adequate player or browser plug-in or a speed problem. Please contact ads@gesci.org providing more information on the issue.

Q: Can I bookmark (add to favorites) a module or other page inside the course and later access it from my bookmarks?

A: Yes. Moodle will ask you log in again when you select the bookmark, but you'll be directed right to the page or section you bookmarked.

Files stored in this space are private and cannot be accessed by any other user. This space can be used for example for work-in-progress, reading material, etc, especially if you are accessing the course from different computers and don't want to forget the files in one of them.

When you work on assignments or with your group, you will be able to upload files to other, more specific workspaces.