



*European
Polytechnical
University*

*E-Learning Platform
Professors Guide*

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1 Access to the platform

All the tools that are available to professors on the e-learning platform will be presented and analysed below. Before going into the analysis, we will first see how the user can access it. The access criteria must be entered into the relevant fields on the home page of the Institution's <http://www.epubg.eu/> (figure 2.1)

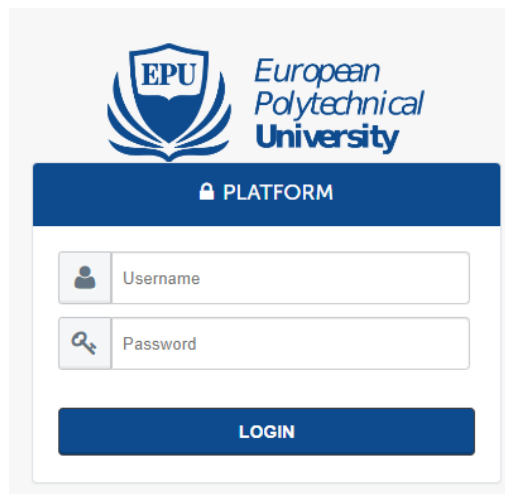
The image shows a login interface for the European Polytechnical University (EPU). At the top, there is the EPU logo, which consists of a shield with 'EPU' inside, and the text 'European Polytechnical University' to its right. Below the logo is a dark blue horizontal bar with a white padlock icon and the word 'PLATFORM' in white. Underneath this bar are two input fields: the first is labeled 'Username' with a person icon on the left, and the second is labeled 'Password' with a key icon on the left. Below these fields is a dark blue button with the word 'LOGIN' in white capital letters.

Figure 1: Access to study areas

1.1. Home page

The home section contains general information related to the latest news from the world of the University, the news in evidence, innovative tools and social networks.

From this section it will be possible to manage the students who have applied for a thesis, start a videoconference and create preparation tests to be submitted to students to prepare them for the exams. We will see below all the tools and features.

1.1.1 Management of the thesis

The Thesis Management Tool allows the teacher to manage students who have applied for a thesis. In addition to all the information on the students, the teacher will be able, at the end of the work, to confirm it, in order to allow the student to proceed with administrative formalities.

1.1.2 Videoconference

The videoconferencing system can be used by university teachers and students and is intended to provide a useful interaction tool for teaching support:

- create classrooms related to one lesson or more lessons of an exam;
- consult the didactic material of the course provided by the teachers;
- create discussion and study groups;
- etc.

The videoconferencing system has the following sections:

- **Online users:** system users who are viewing the same page as the teacher at the same time;
- **Classrooms:** the list of "virtual classrooms" that the teacher has created; the teacher can delete the classroom or access it by clicking on the "Enter" button. From this section the teacher can create a new classroom (section b).
- **Group Chat:** The section where all chat messages from users who are online are displayed.

To create a new classroom, you must indicate the details of the classroom: select the reference course (exam); select the date and time of the start of the videoconference; indicate the duration in minutes; select the type of videoconference (open to all students, with student selection, etc.); if necessary, enter a password for access to the videoconference to be communicated only to those concerned.

If you select the video conference with student choice, you must select the list of students who will be able to access the video conference.

Subsequently, you must indicate at least one pdf document for teaching support and select at least one document as the main document for the videoconference that will appear at the beginning of the videoconference as a default document.

At the end of the insertion, the newly created classroom will be available for the teacher and students and will be available for consultation.

To access the videoconference of a specific classroom, click on the enter button corresponding to the classroom in question.

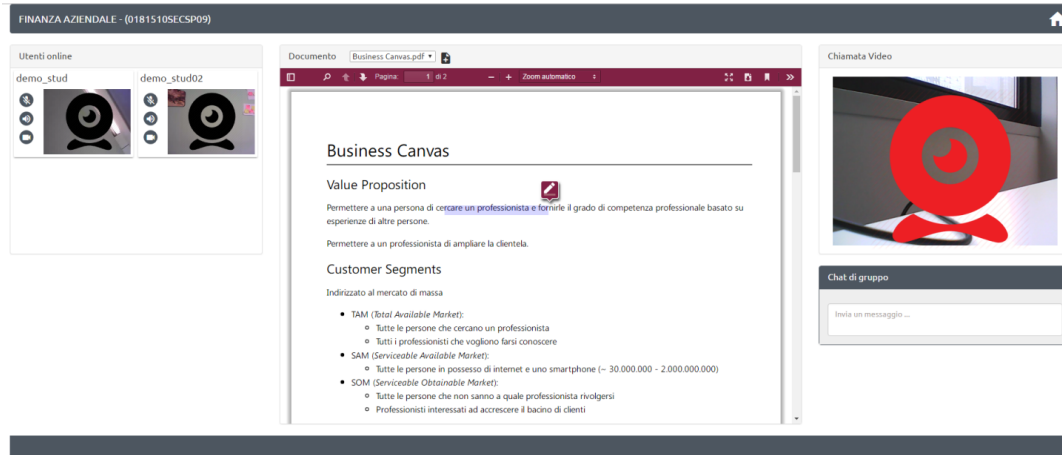


Figure 2: Videoconference

The system presents the main video conference screen which is divided into 3 main sections:

List of students with related video streaming: by clicking on the student I can interact with him and I can black out his video, close his audio or pass him the word. If I give him the word, the student's streaming becomes visible to everyone on the right section of the screen (as if he were the teacher) until I revoke the word.

The central section contains the pdf document that the professor has chosen as the default document. The teacher controls the document actions for the students as well. All the operations that are carried out on the PDF are synchronized with the students: inserting a note, scroll, enlargement, change document, in order to provide a very useful tool to support the videoconference. The right section contains the teacher's video streaming.

1.1.3 Create Preparation Test

In the Create preparation test section, you can manage the questions that are submitted to the student to prepare him for the final exam.

The teacher can use all the options available. Let's see them in detail:

- **Modification:** allows you to assign the test to more than one course, allows you to change the time available for carrying out it, the number of questions to be submitted, the visibility in the course and the percentage useful for passing.
- **Duplicate:** allows you to duplicate the test. This is a useful function if you want to use the test as a basis for another course and add, or delete, certain questions.
- **Delete:** allows you to delete the test.
- **Questions:** allows you to access the test questions. From here the teacher can take care of each question in detail. In particular, he will be able to view it, so as to also see the answers and above all the correct answer, he can modify it, having a text editor, delete it or decide whether to make it visible on the platform or keep it only for a personal archive to be used as an exam test.

1.2. Access to Courses

The courses section allows you to access the courses assigned to the teacher.

From the same section it is possible to view the platform alerts by clicking on the "view" button next to the wording "Platform alerts". In the same way, it will be possible to view all other notices relating to the reference degree course of the teaching, the faculty, etc.

It is also possible to sort your courses into customized categories and, finally, to view the exam diary, a summary of all the sessions scheduled for the courses of interest.

By clicking on the title of the course it will be possible to access the course. Within the home page of the course, the teacher will have a series of tools that you can use to allow students to learn the concepts presented in your teaching and thus take exams.

1.3. Profile

The Profile section allows the teacher to customize their personal profile. Editing of personal information such as profile picture and password will be allowed. From here it will also be possible to send an anomaly report in case of incorrect data.

1.4. Agenda

The Agenda section summarizes, in the form of a calendar, the planned events that are of interest to the user.

1.5. Community

The Community section represents a very useful interaction tool to allow teachers and students to communicate even outside the individual course they belong to.

This section, with the possibility of monitoring by the teacher and tutor, allows students to socialize, help, organize study groups, reach exam sites together and offer or seek hospitality.

The heart of the Community section lies in the “Friends” subsection. After making friends, each user will be able to see all his friends in this section and find out which are the subjects in common to be taken, which are the seats purchased in common and which are the exams booked in common. Through this information it will be possible for each user to build their own social network and create contacts and friendships. You can apply filters on your friends and sort them based on relevance to your study path or geographic proximity.

Thanks to the subsection “Help offers” it will be possible to lend help to other users or, possibly, to receive it.

Through the subsection “We organize study groups” it will be possible to organize meetings and discuss the study of disciplines.

Through the subsection “Let’s reach the exam site”, students can organize themselves to travel together and reach the locations where the exams are held.

Finally, through the subsection “I offer/I am looking for hospitality”, it will be possible to organize overnight stays in view of the exams.

1.6. *Curriculum vitae*

In the Curriculum vitae section it will be possible for the teacher to insert his/her own curriculum vitae and download it, subsequently, in pdf format.

1.7. *Create exam questionnaires*

In the Create exam questionnaires section, the teacher must enter the tracks for the exams that are held in written form. You will have all the previously entered questions at your disposal and will be able to insert new ones.

The teacher has full power to choose the questions. You will be able to insert questions extracted from the tests on the platform and new questions never seen by students. Each track, to be considered usable, must be approved by the teacher.

1.8. *Research registry*

In the Research Registry section, the teacher is asked to enter all publications in detail, assigning the year of publication and category.

1.9. *Student opinion*

In the Student Opinion section, the teacher can view the results of the tests sent by students for each individual course. You will see the statistics and the results as a percentage of each single question.

1.10. *Meeting*

Thanks to the Meeting section, the teacher can convene a meeting and establish an appointment in which the figures selected by him will be involved.

2 Inside the platform

Now let's see in detail all the individual sections placed within each course. We will analyze how they work and understand the purpose and usefulness of each.

2.1 Didactic tools

Course program

In the Program section of the course, basic information regarding a specific course is entered. In this section the student will find the educational objectives, resources, verification methods and any other information that the teacher deems necessary to provide. Each subsection can be modified by the teacher who can use a specific editor at any time.

Documents

With the Documents section we begin the exploration of the sections dedicated more closely to the content to be studied.

In this section the Teacher can insert any material, of in-depth study of the video lessons, and recalled by a specific link in the text of the lessons to be studied.

The materials proposed in this section are considered exam subjects, unless the teacher indicates (very rare case), with a special annotation at the top of the document, that the proposed passage is to be considered as an explanatory document, to be read without no formal study commitment.

Documents can be grouped into folders for clarity.

Once you click on the name of the folder, it will open and the student will have access to all the documents inside.

It will be possible to view the pdf files directly on the platform, save them or, possibly, print them.

You can manage this section using the buttons at the top. In detail, the teacher can: create a document from scratch using the editor made available by the platform, use an existing model, upload multimedia content (video, audio, images, etc.) and upload a text document by inserting it, if necessary, in a specific folder.

Links

The Links section, like the Documents section, is a container for in-depth material for lessons.

In this section, the teacher and tutors can upload links to materials external to the platform, thus making them a subject for further study and, possibly, also for examination. The student's access to external material is regularly tracked through access to the relevant tool.

To insert a new link, simply click on the "add link" button. The screen that allows you to add a new link will then open.

Just copy, under the heading "URL", the link of the content you want to add and, in the fields below, a title and a description of the content.

If you want to make the link visible on the home page of the course (and therefore not only in the Links section) just check the box under the words "Show the link on the home page?".

Notes

In this section the teacher can write down any information he deems useful, also adding the date and place of the note.

Once the note has been saved, it will appear in the left column. Opening it, the text will appear in the area in the center.

Wiki

The Wiki section allows teachers, tutors and students to collaborate in the formation of a real virtual encyclopedia on the contents of the course. Just like in the collaborative encyclopedia Wikipedia (www.wikipedia.org), it will be possible to insert content, link them together and create a network of information, obviously under the supervision of tutors and course teachers.

The pages available to students are listed in the "all pages" area.

By clicking on each page you will have access and it will be possible to start from here with the exploration of the contents and any modification, using the commands at the top.

In this way, it is possible to activate the concept of collaborative learning, one of the key principles on which e-learning is based.

Modules: video lessons

The Video Lessons section represents the true essence of EPU education. In this section, all the educational content recorded by the teacher is made available to the user and can be viewed at any time. Where the courses are presented in modules, video lessons are divided into folders.

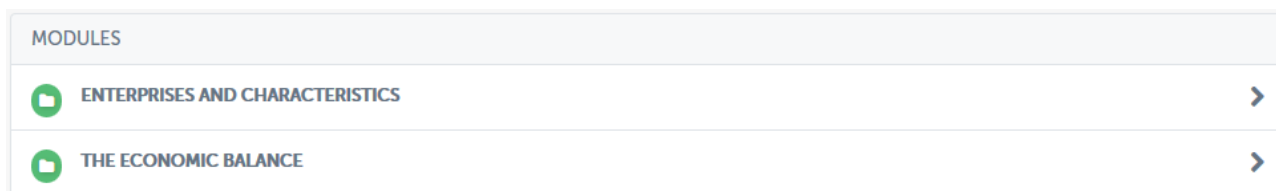


Figure 3: Video Lessons section: division into folders

By clicking on the title of each individual folder, you will have access to the individual video lessons that make up the module.

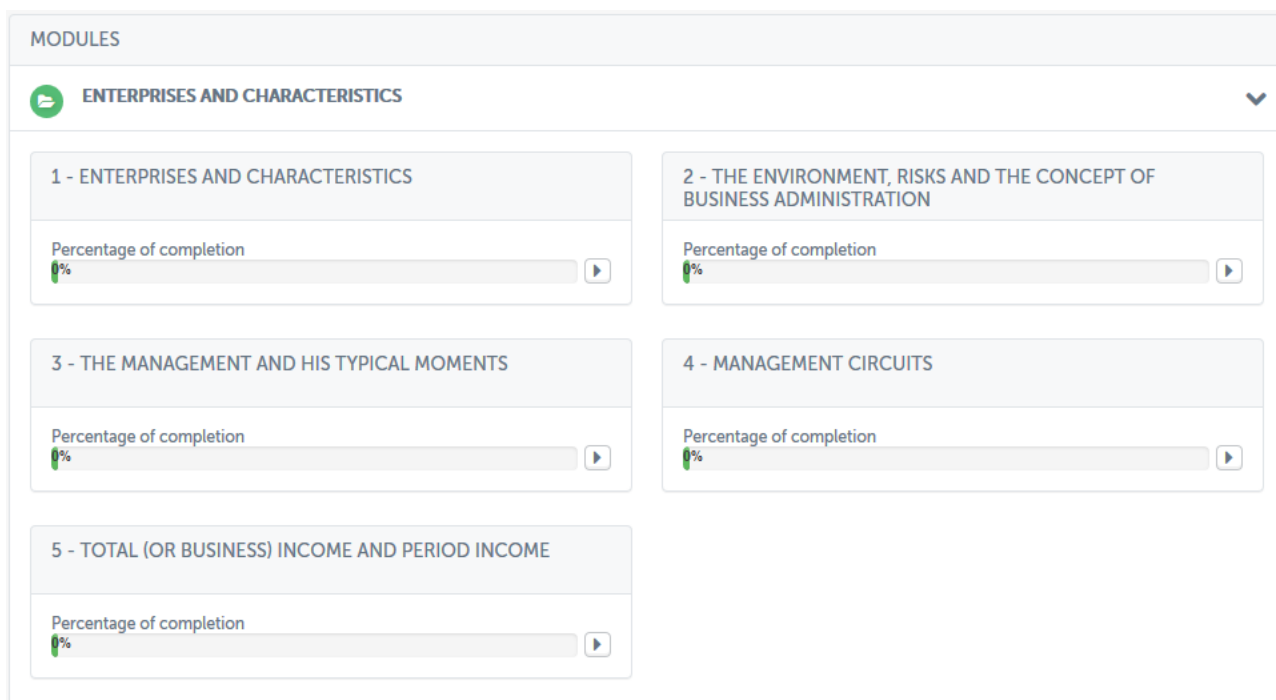


Figure 4: Video Lessons section: inside a folder

If there is no modular structure the student will have direct access to the list of the video lessons.

The displayed screen allows the student to have immediate feedback on what he has seen and what he still needs to see. In fact, the progress percentage for each individual lesson shows that the lessons are still at 0%. When the lesson is opened and the student has seen the remaining parts, the percentage will go up to 100% to indicate completion of the lesson in question.

We will now look at a lesson and explore the different sections that make it up. The starting point is always a screen showing the aims and objectives of the lesson.

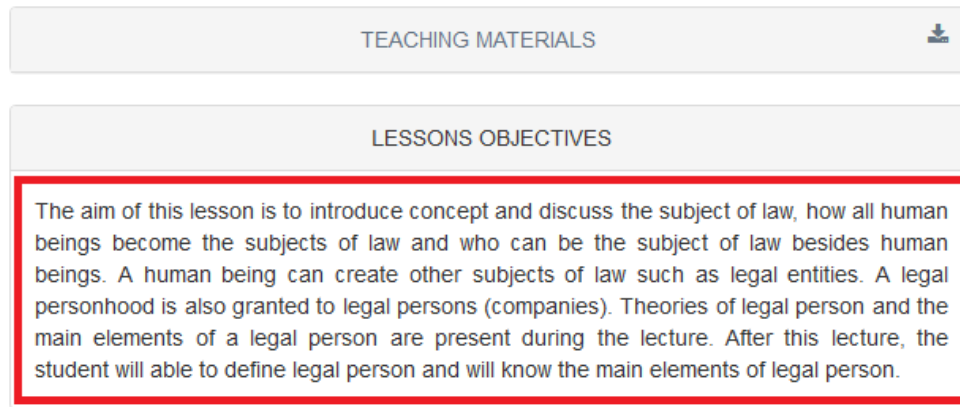


Figure 5: Video Lessons section: video lesson introductory screen

In the introductory screen you can read the objectives of the lesson, the lecturer's name, the title of the lesson and, above all, you can download the lesson in pdf format by clicking on the button to the right. To move forward in the lesson to see all the paragraphs that make it up, click on the button at the top right to display the menu with all the paragraphs in the lesson.

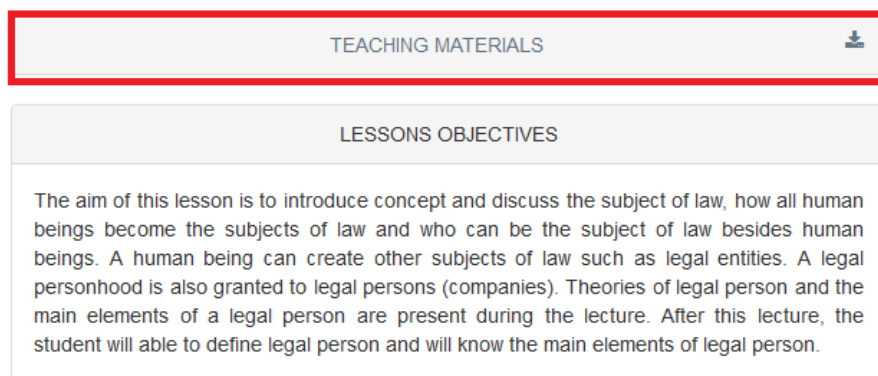


Figure 6: Video Lessons section: teaching materials

Graphically, by observing the checkmarks next to paragraph titles, you can already see which paragraph is not displayed. In fact, next to the title, there is a red mark. The paragraphs already viewed have a green checkmark. By clicking on the title of the paragraph in the menu, you can access the video in which the lecturer explains the subject in question. The explanation will include moments when the lecturer explains the subject to the class and moments when the lecturer's voice-over commentary accompanies a slide prepared by the lecturer himself.

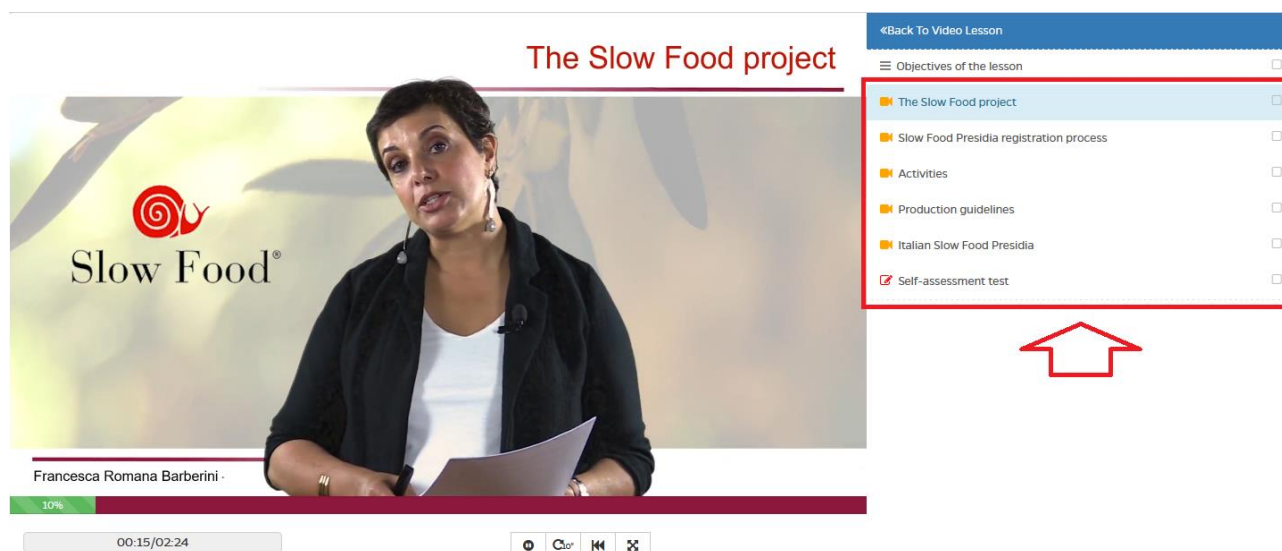


Figure 7: Video Lessons section: screen related to a paragraph, lecturer's explanation

In order for the system to change the paragraph checkmark in the menu from red to green, it is necessary to view the paragraph until the end. The student can go backwards or forwards thanks to the scroll bar under the video, but the system will memorise the video as "seen" only if it is viewed completely. To go from one paragraph to another you need to go back to the menu on the top left and click on the title of the paragraph you intend to watch. Alternatively, in order to move between the following and previous paragraphs in relation to the one that has been opened, you can use the arrows next to the menu.

Where provided, the lesson's last paragraph will consist of a self-assessment test that allows the student to test whether he has understood the topics discussed in the video or needs a repeat.

Self-assessment test		
1	The bar at the top of the screen showing the name of the spreadsheet currently in use is:	
a	The title bar	<input type="radio"/>
b	The menu bar	<input type="radio"/>
c	The calculator bar	<input type="radio"/>
d	The formatting bar	<input type="radio"/>
2	If the spreadsheet is just created, its name will be:	
a	Unnamed X, where X is a letter	<input type="radio"/>
b	Unnamed X, where X is a number-letter combination	<input type="radio"/>
c	Unnamed X, where X is a set of two numbers	<input type="radio"/>
d	Unnamed X, where X is a number	<input type="radio"/>

Figure 8: Video Lessons section: self-assessment evaluation test

The test is made up of ten multiple choice questions (or less, if the lecturer considers these enough). Each question has four answer options of which only one is correct. To give an answer, all you have to do is to check the box next to the answer chosen. To move from one question to another, just click on the numbers and the arrows at the bottom. When you get to the last question, a "get your assessment" button will appear. By clicking on this button, you will be able to view your test results and assess the validity of the answers given.

The test result will tell the student what he did right and what he did wrong and, in case of a wrong answer, will also advise him on which paragraph to repeat.

Self-assessment test		
1 The bar at the top of the screen showing the name of the spreadsheet currently in use is:		
Main window's components ✓		
a	The title bar	<input checked="" type="radio"/>
b	The menu bar	<input type="radio"/>
c	The calculator bar	<input type="radio"/>
d	The formatting bar	<input type="radio"/>
2 If the spreadsheet is just created, its name will be:		
Main window's components ✗		
a	Unnamed X, where X is a letter	<input checked="" type="radio"/>
b	Unnamed X, where X is a number-letter combination	<input type="radio"/>
c	Unnamed X, where X is a set of two numbers	<input type="radio"/>
d	Unnamed X, where X is a number	<input type="radio"/>

Figure 9: Video Lessons section: self-assessment evaluation test, test result

The "try to take the test again" button allows the student to take the test an unlimited number of times. The self-assessment test is not an evaluation for exam purposes, but should be considered as a self-learning tool for the student.

The bibliography is available both at the end of each lesson and at the bottom of each worksheet.

In some cases, there are also suggestions for possible further personal reading or links to web pages whose reliability is guaranteed by the lecturer of the particular subject.

Other tools

In addition to the video and the test described above, the Videolessons section presents important educational and interaction tools. These are enclosed in the icons in the bottom bar (figure 3.22.1)



Figura 10: Videolesson: other tools

With the first button it will be possible to make visible, on the left side of the screen, the lecture notes, so that you can read it while watching the video.

Through the second button it will be possible to download the pantry. Using the third button you can download the podcast of the lesson, to be able to listen to it comfortably even on mobile devices. The fourth button is very important as it allows the teacher to insert annotations that will be visible to the students when viewing the lesson. To insert the annotation, simply enter the text and start and end times.

Through the penultimate button it will be possible to interact, via chat, with all the other users present on the same video lesson at the same instant. This tool allows an important step in interactive teaching as it allows students to ask the teacher for explanations in real time, if he is on the same lesson at that moment. It is not to be excluded, for the teacher, the possibility of giving an appointment in chat to students to offer support on a specific lesson.

Finally, the last button allows you to make the titles of the paragraphs that make up the lesson disappear and reappear on the right side of the screen.

Self-assessment tests

The Self-assessment test section provides the student with a test of 30 questions extrapolated from the contents of the entire course. The questions displayed have already been approved by the teacher through the functionality on the home page.

Thanks to the self-assessment test it is possible to practice in carrying out multiple choice tests. Each test consists of 30 questions with 4 possible answers. The test lasts 30 minutes and is passed by correctly answering 16 questions out of 30.

To start the test, simply click on the "run" item. Once inside you will be faced with the 30 questions chosen. You must provide an answer to each question otherwise the system will not allow progress to the next. After taking the test, the student will immediately know the outcome of the

test. It will be possible to examine the details of the questions and understand which were answered well and which were not. The tests can be repeated as many times as is deemed appropriate, since they have the value of self-assessment of learning. The questions of the self-assessment test just described are the same that the teacher has entered thanks to the preparation test tool.

Assignments

The Assignments section is very important, where applicable, to be able to access the exam sessions. In this section the teacher submits exercises and invites the student to carry them out. The papers section provides, only for the teacher, the possibility of creating and managing evaluation areas. The teacher can create, modify and possibly delete an area. Modification and cancellation can only take place until no student has entered documents inside.

After creating them, the teacher will be able to enter the individual areas, and, at this point, enter the tracks provided for each individual area.

You will be able to add, edit or delete a track. It will also be possible to make it visible or hide it from the class. For each test, the teacher can decide the maximum number of students who can take it. The system will automatically divide the class equally on all the tracks loaded if the teacher does not indicate any specific number.

Once the students have submitted the tests, the teacher will have to pass to the correction and decide if they are passed or not.

From the correction screen, the teacher can send a private message to the student or access the single paper.

In this section, the teacher, after viewing the paper, can leave a feedback message to the student, possibly upload a file with corrections and assign a result between sufficient and insufficient. By assigning insufficient, the paper will not be passed.

The teacher will be able to communicate with students at any time via private messages and see, in a timeline, the entire history of each paper for each student, starting from the selection of the session to the correction and possible exchange of messages.

Multimedia

The Multimedia section is dedicated to the exchange and sharing of any type of multimedia content between teacher and students.

The teacher can upload, for example, images, photographs, videos, animations, concept maps. You will also be able to upload audio content and podcasts of the lessons. The teacher can upload the multimedia contents following the same instructions provided for the Documents section.

Glossary

The Glossary section provides the student with a series of definitions entered by tutors and teachers. It is a very useful tool for clarifying concepts covered in the course lessons.

To insert a new item, the teacher must click on the "new item" button. You will then be faced with the screen that allows you to add a definition.

2.2 Interaction tools

Notices

Important information for each course will be published in the Notices section. Students will be drawn to attention here on any type of communication.

To insert a new notice, simply click on the item "add a notice". An editing window will then open and you will be able to write a new notice here.

Once validated, the new notice will appear in the list on the left. The teacher can also modify any notice and, if necessary, delete it. Finally, you can delete the entire list of published notices.

Forum

The course forum is a very important tool for interaction between teachers, tutors and students. In this section it is possible to take part in proposed discussions on study or in-depth topics.

It is possible for students to intervene in the discussions proposed by the teacher and ask for any kind of clarification. In each course, thematic and classroom forums are active, to give each student the opportunity to use the tool to the fullest. Each user can choose whether or not to receive notifications via email, simply by ticking the red "envelope" icon. If the icon is green, the user will receive a notification on the e-mail registered in the platform account every time a new message is posted in the forum.

In order to add a new forum, a forum category must first exist. The teacher can create a category by clicking on the "add a forum category" button. At that point the teacher will only have to decide a name and a description for the category she wants to create.

Only at this point the teacher will be able to create a forum and insert topics for discussion. To do this you will have to click on the "add a forum" button.

At this point you will be presented with the forum creation screen. In this screen you will have to choose a title for the forum, a comment on it and you will have to select the category in which to insert it.

After adding the forum, the teacher can select it and add a new discussion topic to it.

At this point the teacher can write a new discussion topic for the students of the course.

The student will then be able to see the proposed discussion topics and comment. Same thing the teacher can do. Communication is therefore established from here.

The teacher and the student have two possibilities of interaction within the forum: they can reply to a single post or intervene in the discussion. In the first case, by clicking on the "reply" button, it will be possible to reply to the post individually and the reply will appear immediately below the post itself.

In the second case, however, students and teacher have the opportunity to continue the discussion by adding a post that will be positioned at the bottom. To do this, just click on the icon at the bottom right. At this point a post will appear at the bottom of the discussion, not to be understood as a response to a specific intervention.

Videoconference

The Videoconference tool has been described in section 2.1.2.

Videochat

The Videochat tool allows you to instantly reach a user on the platform. All present users can chat or, alternatively, a one-to-one conversation can be established.

2.3 Exam reservation

The section dedicated to the exam sessions allows the student to be always updated on all exam sessions and to reserve those he is interested in. The section is immediately accessible from the home page of each course through the buttons beneath "Exam dates and reservation".

Let us now examine the menu's options one by one.

Sessions

Clicking on sessions will give access to the list of the exam sessions available for the course in question.

It is possible to view the date, the venue, and the opening and closing of reservations for each session that is present in the list. This way, the student can choose the session that is most suitable for him as regards to both date and venue. For each session, he will know right away the opening and closing dates for reservations.

Reserve

By clicking on reserve, you will have access to the list of sessions that you can reserve.

To reserve an exam, one simply has to click on the "reserve" button. The system will then control all the student's educational requirements and only if he has satisfied them all, he can proceed with the reservation.

When lacking one requirement or more for the reservation, the student can still ask the lecturer to allow him to sit for the exam. Such a request will be evaluated at the discretion of the administration or the course lecturer.

Before proceeding with the reservation, the student can check whether he has carried out the educational activities required through the tools that are accessible via the buttons at the top. By clicking on "view percentage" he will see if he has completed the educational activities required by the course.

By clicking on "test percentage" he will be able to see if he has completed the self-evaluation tests, where these were required.

In our specific case, the student has done 100% of the required tests. The details also show how many he passed and how many he failed.

By clicking on the "AVA teaching record" he will be able to see the course assessment record and may proceed to compile and submit it.

Exam notifications and procedures

By clicking on the "exam notifications and procedures" button, the student will have access to the Notifications section dedicated to the exam sessions. The opening and closing reservation dates and the lists of the students who will be sitting for each exam are published in this section. The exam procedure will also be specified.

Reservations history

By clicking on the "reservations history" button, the student will see a list of the reservations he has made. From here, he will be able to see the reservation details, print the reservation receipt,

with the clause that after printing he will not be allowed to cancel the session, and, finally, he can cancel the reservation by, and not later than, the closing date stipulated by the session.

3 Management of exam tests

3.1 *Research and insertion of questionnaires*

The section dedicated to the management of exam tests allows the teacher to insert one or more exam tests. Thanks to this section, the teacher will have the possibility not only to choose the composition of the new tests, but also to modify the old ones.

The section is immediately accessible from the teacher's home using the button under the heading "Create exams".

The teacher's first step will be to search for the exam for which he intends to create the test. The search can be done in two ways:

- *viewing the exams on a specific date;*
- *selecting an exam scheduled for each course.*

Once the exam has been identified, you need to select the session for which you intend to create the test and then choose the type of test.

3.2 *Composition of the exam test*

Once the exam has been identified, the teacher has the ability to determine its composition by having the right to:

- add questions belonging to the preparation tests;
- define and add new questions

In both cases, the teacher has the possibility to compose his own test by choosing a number of questions from the questions of the self-assessment tests (tests already visible to students on the platform) and / or by adding others of his own creation. The selection can be random or punctually defined by ticking the box corresponding to the question you want to insert.

3.3 *Add a new question*

As previously mentioned, the teacher can formulate a new question from scratch and add it to the list of questions to be proposed during the exam. Once the "add new question" button has been selected, a menu will open in which the teacher himself indicates the topic of the question and its subsequent formulation.

After formulating the question, the teacher must also explain the answers and be careful to check the correct one which will be marked by a green box

The process ends by clicking on the “modify question” command. The teacher can associate the same question with other relevant courses simply by selecting the courses using the cursor.

After having made the correct composition of the questions by appropriately choosing the quotas among those present in the tests and / or those formulated from scratch, the command “create test” will appear in the initial menu thanks to which the teacher will load the trace on the platform, on the left side of the menu, on the other hand, we will find the composition of the questions explained.

3.4 Creation of one or more tests

Subsequently a screen will appear with the test in digital version and with the list of all the selected questions, the teacher can decide to combine the formulated outline with more exam tests, all the questions will be randomized by reversing both the order and the answers , thus constituting other exams.

Once the test has been created using the “create tests” command, the teacher will be directed to a new summary screen where he can:

- view the formulated test
- view the correctors associated with the test
- clone the test
- delete the test
- re-initialize the whole process
- confirm test

It is useful to highlight the “cloning” function thanks to which the teacher can associate the same exam test with multiple exams carried out in different locations.

To complete the entire process and upload the test to the platform, the teacher simply needs to click on the confirmation icon and then enter the PIN provided by the system, which can be viewed on the teacher’s home page.

Once the process is confirmed, it is no longer possible to make changes to the newly created track.