



SOMEXNET

O2/WP3 – User's Guide

Synthesis

Tutorial on using Moodle, in order to manage mobility actions

CENFIC
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O2/activities

Project n°: 2017-1-BE01-KA202-024739



Activity : WP3 – Users Kit (Moodle – Backend data)

Interim result: Moodle - Tutorial for Admins, Editors and Users

Language : English

Date : November 2018

Moodle LMS - Tutorial for Admins, Editors and users

- **Description:** Tutorial on using Moodle LMS, in order to create and manage mobility actions
- **Target audience:** Administrators, Editors (teachers) and users (students)
- **Validation Period:** During and after the project for Partners with the role of Editors/Admin's and Students
- **Objective –** Learn the basic from Moodle LMS, to be able to:
 - Create and Manage users;
 - Create and Manage Categories;
 - Create and manage mobility's plans (using Moodle resources)
 - Experiencing mobility as a user (app)

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BEFORE STARTING

- **If you are not a partner of SoMExNet project :**

Please, ask for the formulary/ protocol to become a partner by sending a mail at contact@somexnet.eu

- **For the partners of SoMExNet project :**

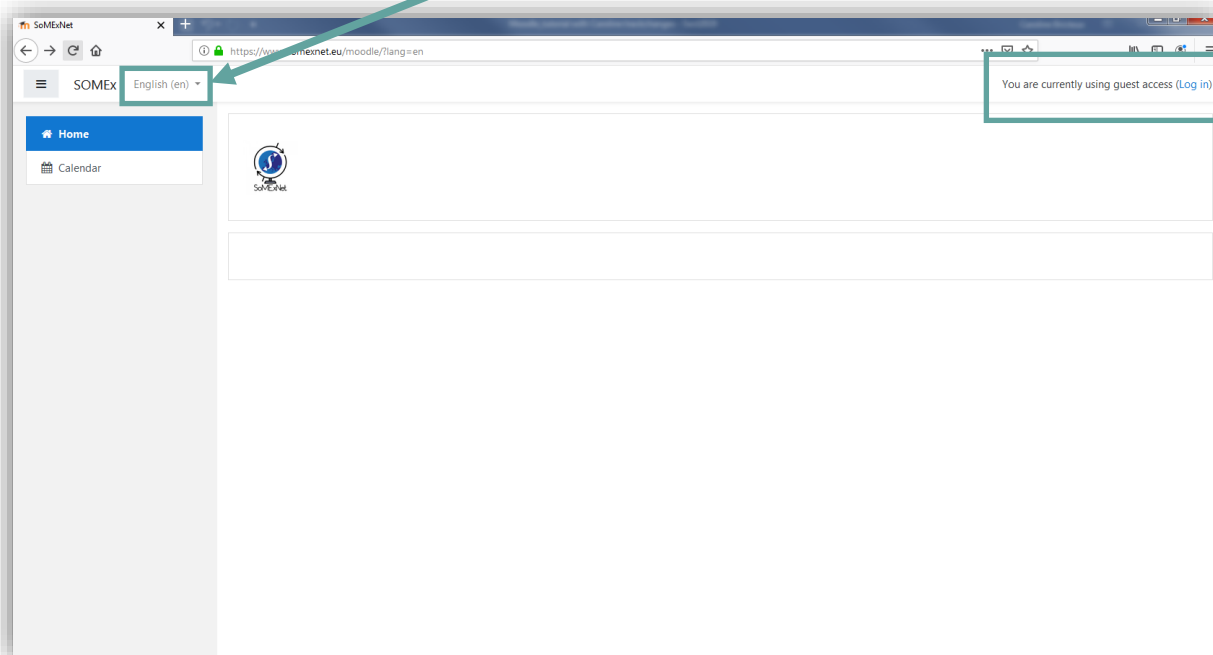
Please refer to your Mobility Coordinator to give your access credentials. If in need of more considerations, please send a mail at contact@somexnet.eu

HOW TO CONNECT TO Moodle Backend Site

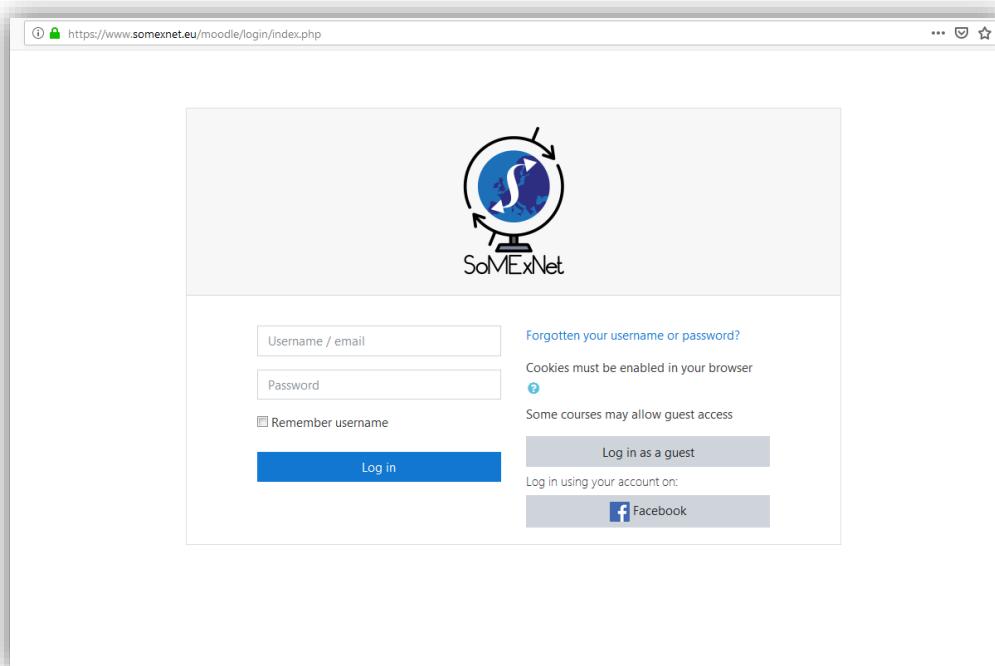
- 1- Please click on the link below or copy this url address in your web browser :

<https://www.somexnet.eu/moodle>

- 2- Click on **Log in** (*you can also change the display language*)



- 3- Fill your **Username, Password** and click on **Log in**.

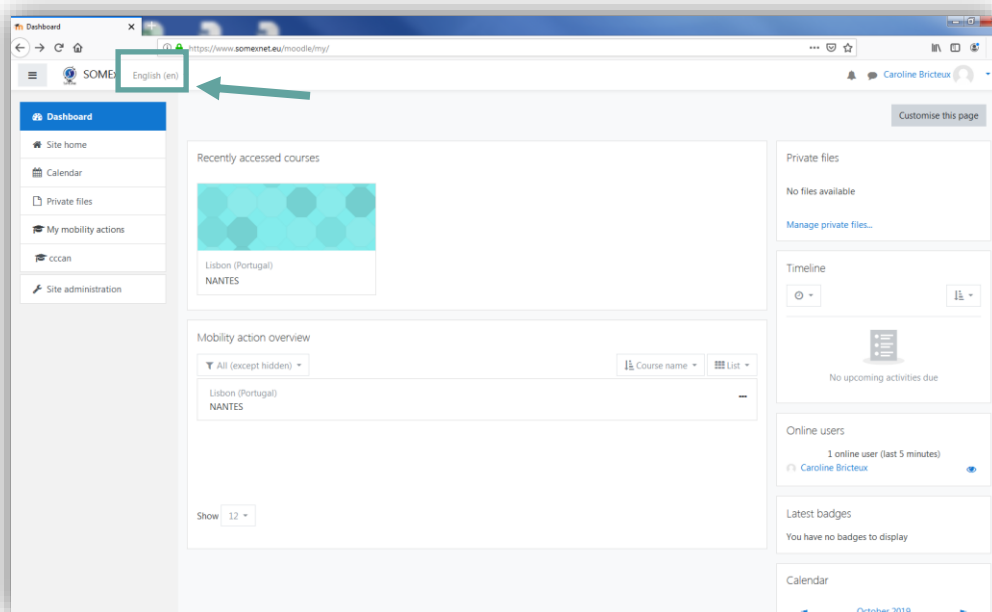


➤ For SoMExNet's partners:

Username: [partners name_admin]

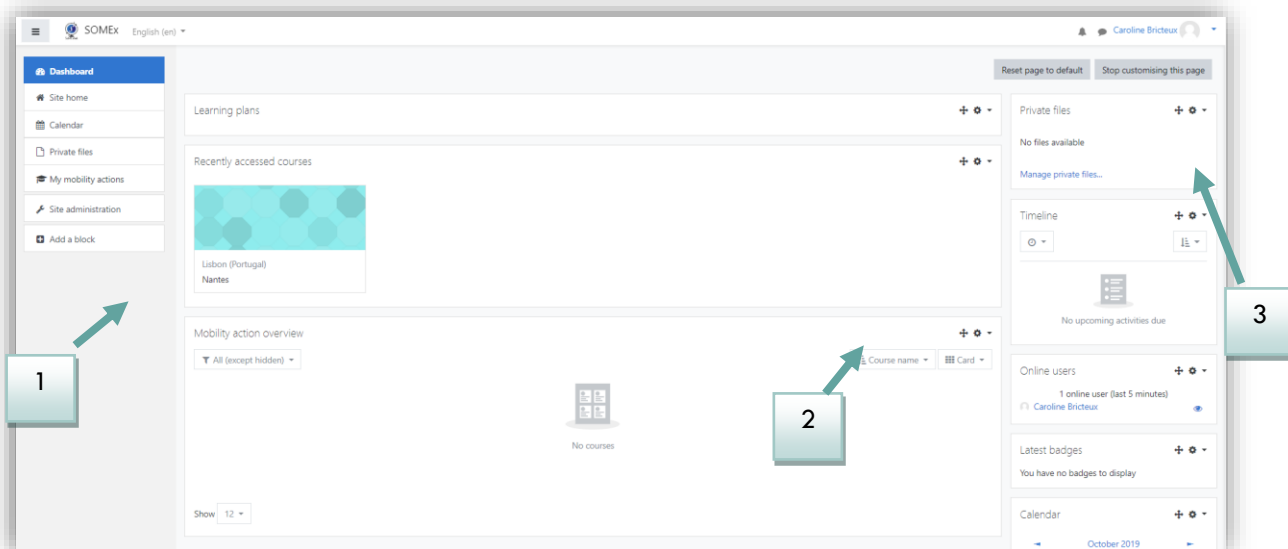
Password : [partners name_year]

4- Congratulations! You are now logged in. If you want, you can change the language display.



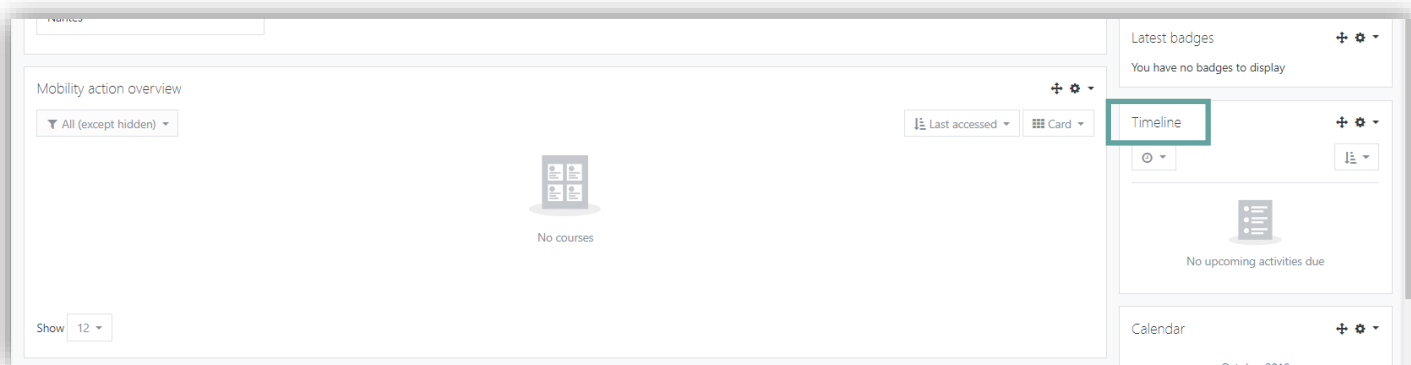
Working Space

Learning the workspace

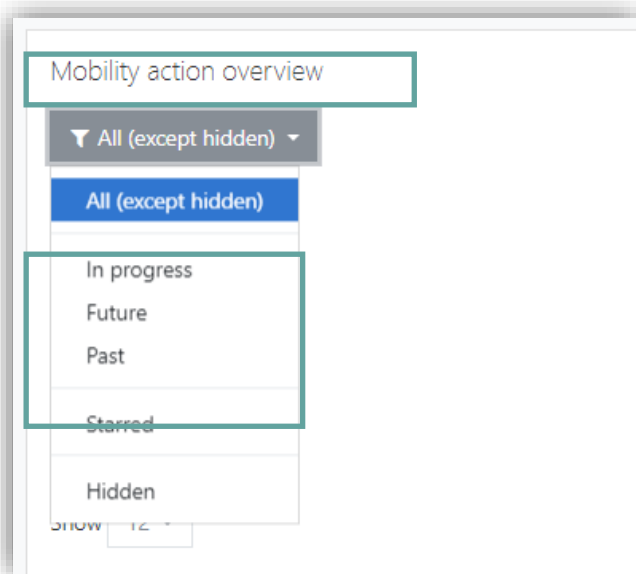


1- Mobility display mode

- This option gives you the facility to display the following programmed mobility's or to show all the existing mobility's, even the ones that occurred in the past;
 - In Timeline display the occurring mobility's or the future programmed mobility's



- Selecting mobility's actions will display all mobility's in progress, in the future or in the past



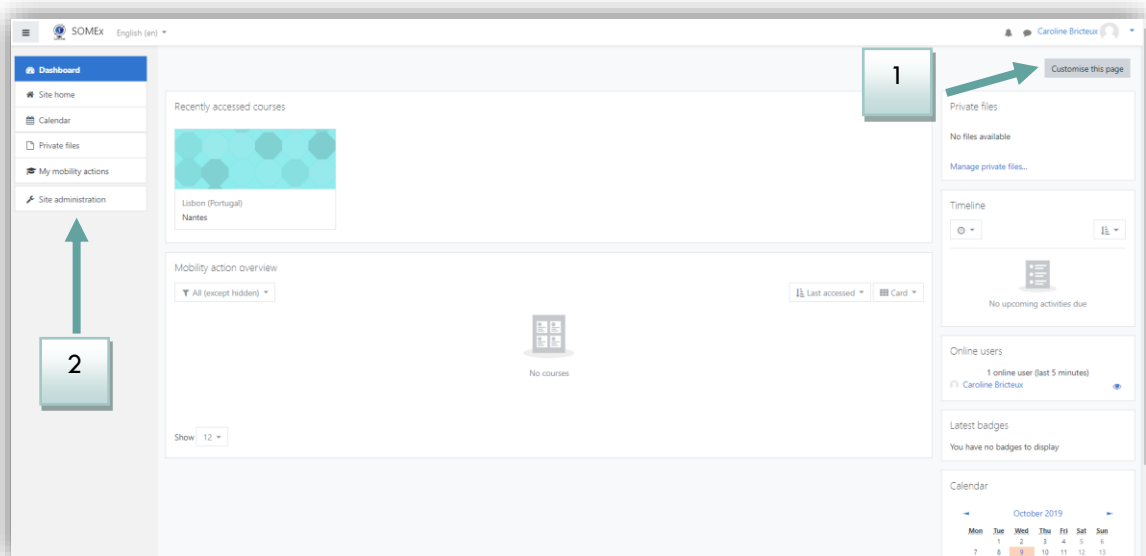
Selecting one of the programmed mobility will take you inside and gives you the ability to interact with it according to the role assigned to your user

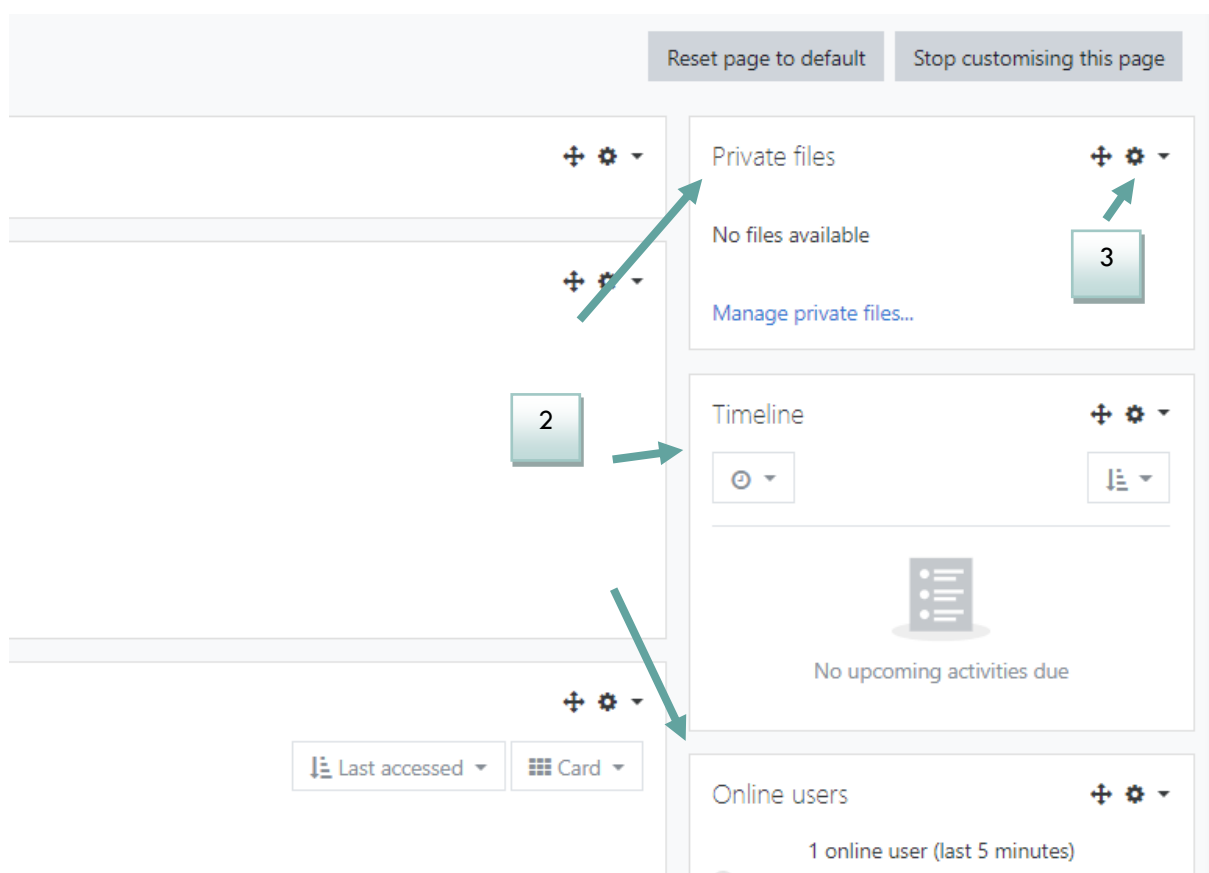
2- Programmed mobility's display area

- According to the option selected in n.1, this is the space where all mobility's is displayed and selected.

3- Blocks

- In this area you can access the menu (called blocks in Moodle), where you will find all the options to parametrize Moodle and to manage the users and mobility's
 - All this blocks can be edited or hidden. By default, you have some blocks defined, but you can disable or add more blocks according to your needs. In this manual we are not going to enforce this option, leaving the default options on.





- 1- Parametrize the blocks (permissions, availability in pages, add more blocks);
- 2- Blocks – Gives access to options according to the block context;
- 3- Hide, show or dock modules

IDENTIFY YOUR ROLE : ARE YOU A MANAGER OR AN TEACHER?

- 1- If you are **the mobility manager of your organisation**, you will need to learn
 - a. How to add users and how to manage users' roles (manager, teacher or student)
 - b. How to create and manage a mobility action
 - c. How to enrol users in a mobility action
 - d. How to edit the content of a mobility action

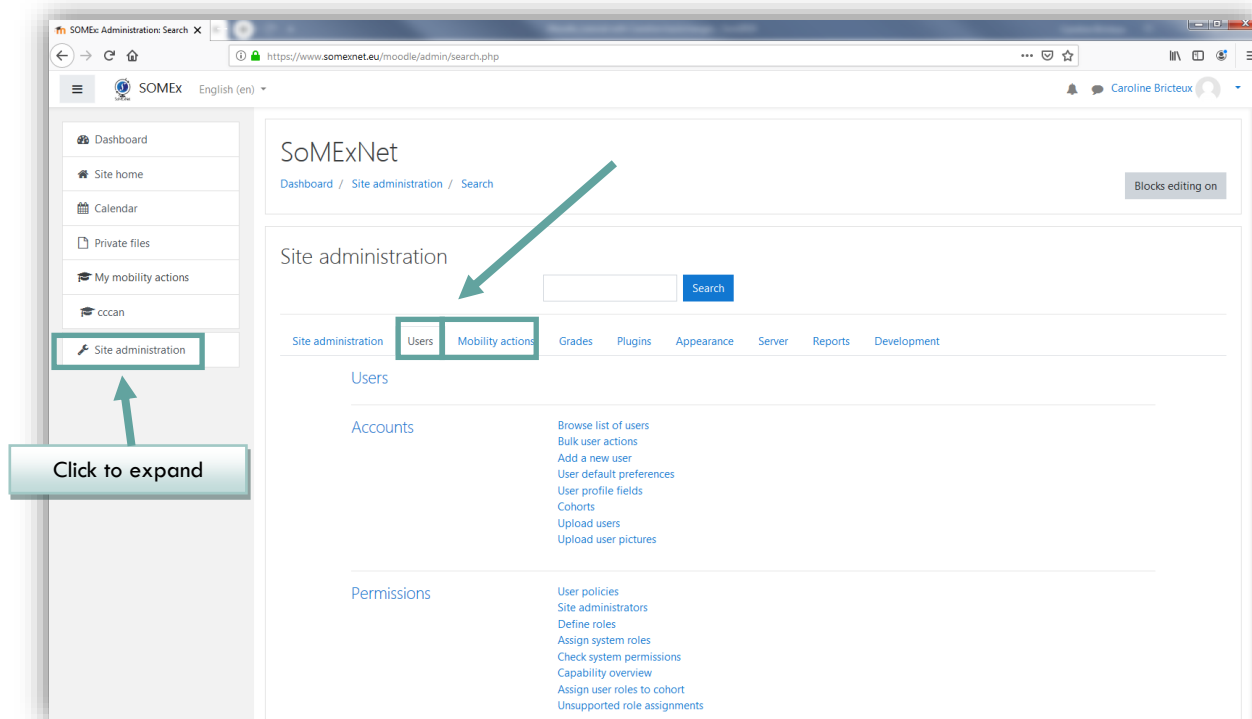
For all that please refer to pages 9 to 39 of this tutorial.

- 2- If you are **a trainer or teacher taking part in a mobility action**, you will need to learn
 - a. How to add activities (assignments, chat, choice, feedback, forum, glossary or quiz) to a mobility action
 - b. How to add resources (file, folder, label, page or URL) to a mobility action

For all that please refer to pages 34 to 39 of this tutorial.

Administration Block

This is the most important block, since is the one, among other options, that gives the ability to manage users and manage mobility's. As said, there are a lot of options in this block, but all that we need for our purpose is the following options (all the other functional options are already pre-configured):



The screenshot shows the SoMExNet administration interface. On the left sidebar, the 'Site administration' menu item is highlighted with a green box and a callout bubble that says 'Click to expand'. In the main content area, the 'Site administration' section is visible, with a green arrow pointing to the 'Users' and 'Mobility actions' tabs, which are also highlighted with green boxes. The 'Users' tab is active, showing a list of links under 'Accounts' and 'Permissions'.

Category	Options
Accounts	<ul style="list-style-type: none"> Browse list of users Bulk user actions Add a new user User default preferences User profile fields Cohorts Upload users Upload user pictures
Permissions	<ul style="list-style-type: none"> User policies Site administrators Define roles Assign system roles Check system permissions Capability overview Assign user roles to cohort Unsupported role assignments

Administration Block / Users

Selecting the option users will display a submenu with the options accounts and permissions

Site administration

[Site administration](#)
[Users](#)
[Mobility actions](#)
[Grades](#)
[Plugins](#)
[Appearance](#)
[Server](#)
[Reports](#)
[Development](#)

Users

Accounts

- Browse list of users
- Bulk user actions
- Add a new user
- User default preferences
- User profile fields
- Cohorts
- Upload users
- Upload user pictures

Permissions

- User policies
- Site administrators
- Define roles
- Assign system roles
- Check system permissions
- Capability overview
- Assign user roles to cohort
- Unsupported role assignments

Users Menu / Accounts

Picking the option user will lead us to some more sub-options witch, we are only using the ones that is strictly necessary to **our needs:**

Accounts

- Browse list of users
- Bulk user actions
- Add a new user
- User default preferences
- User profile fields
- Cohorts
- Upload users
- Upload user pictures

Accounts / Browse existing users

When you select this option you will be able to list all the existing users, with all different roles assigned in our platform project

« 1 2 3 »

▼ **New filter**

User full name

Show more...

First name ^ / Surname	Email address	City/town	Country	Last access	Edit
Evan Poirier	BTPcfa45-4@outlook.fr			Never	
Formedil Formedil	tiziana.gugliandolo@formedil.it		Italy	3 hours 32 mins	
Frank Bertelmann-Angenendt	frank.bertelmann@bzb.de	Krefeld	Germany	193 days 2 hours	
Fundación Laboral	bblanco@fundacionlaboral.org		Spain	103 days 7 hours	
Gabriel Velloso da Cruz	gabrielveloso_18@hotmail.com	Santander		223 days 4 hours	
Germana Cristiano	germana.cristiano@formedil.it	Roma	Italy	272 days 22 hours	
Gianni GUEDET	BTPcfa45-1@outlook.fr		France	Never	
Guillermo Méndez Mazpúlez	guillermomendez3693@gmail.com	Santander		Never	
Hicham Benabbou	hicham.benabbou@ccca-btp.fr			Never	
Ifapme Centre	Laetitia.Beckers@centreifapme.be		Belgium	217 days 4 hours	

From this area you can go, by clicking in some user, to other options such as edit profile, reporting and statistical figures about the selected user.

<p>User details</p> <p>Edit profile</p> <p>Email address luisfmpo@gmail.com</p> <p>Country Portugal</p> <p>City/town Lisbon</p>	<p>Reports</p> <p>Today's logs</p> <p>All logs</p> <p>Outline report</p> <p>Complete report</p> <p>Grades overview</p> <p>Grade</p>
<p>Privacy and policies</p> <p>Data retention summary</p>	<p>Administration</p> <p>Preferences</p> <p>Log in as</p>
<p>Mobility action details</p> <p>Mobility action profiles</p> <p>WordPress CMS Tutorial</p>	<p>Login activity</p> <p>First access to site Tuesday, 25 September 2018, 12:01 PM (1 year 19 days)</p> <p>Last access to site Tuesday, 25 September 2018, 5:42 PM (1 year 18 days)</p> <p>Last IP address 83.223.243.97</p>
<p>Miscellaneous</p>	

From this screen you can check several interaction details about the user, such as, logs the posts produced, mobility's enrolled and the option to edit the profile.

General

Username

test

Choose an authentication method

Manual accounts

☐ Suspended account

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

New password

[Click to enter text](#)

☐ Force password change

First name

Test

Surname

Test

Email address

test@test.pt

Email display

Allow only other course members to see my email address

City/town

Test





Select a country

Belgium

Timezone

Server timezone (Europe/Madrid)

You can now change and update the user information.

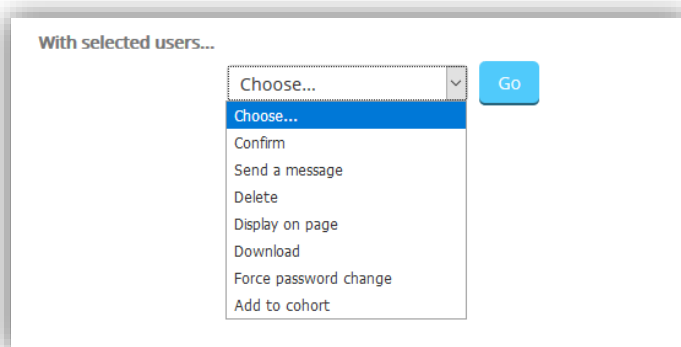
Student First	Student.First@mail.com	Germany	27 days 10 hours	  
Student Second	Student.Second@mail.com	Germany	1 year 145 days	  

Other option is to click in the quick action buttons (which you will get familiar along all the process) and you can directly access the user profile for some modifications, create a new user, suspend user account or delete the user.

Accounts / Bulk user actions

Use this option if in need to perform actions to all users or a group of users (i.e. delete, send a message to a group of users, instead of doing it one by one)

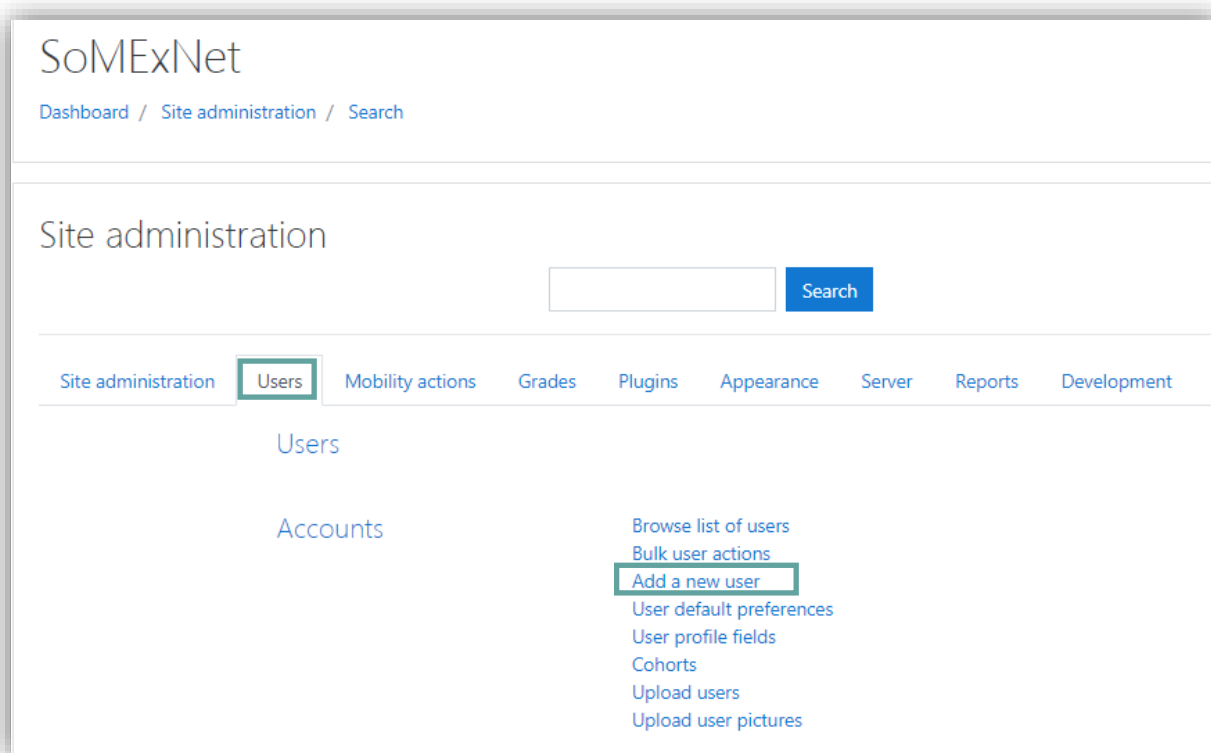
- 1- Users list boxes;
 - List box in the left is a List of all available users;
 - List box in right will show you is all the users you are selecting;
- 2- Command buttons to select or remove the users you chose or even add all the users
- 3- Finally, after setting all the users that we want to perform an action we must select an option available in the drop box and press command button "Go"



The action selected will occur in all selected users.

Accounts / Add a new user

If you want to directly add a new user, you can press the option “add a new user” from the left block



And be redirect to a page for that propose (same as editing a user with the difference that all records are blank)

General

Expand all

Username

Choose an authentication method

New password

First name

Surname

Email address

Email display

City/town

Select a country

Manual accounts

Suspended account

Generate password and notify user

Click to enter text

Force password change

Allow only other course members to see my email address

Select a country...

Users Menu/Permissions

Especial Remark: This subcategory menu under users is important, but you must note that the permissions that you can set in this area will default it's users to all contents in the platform.

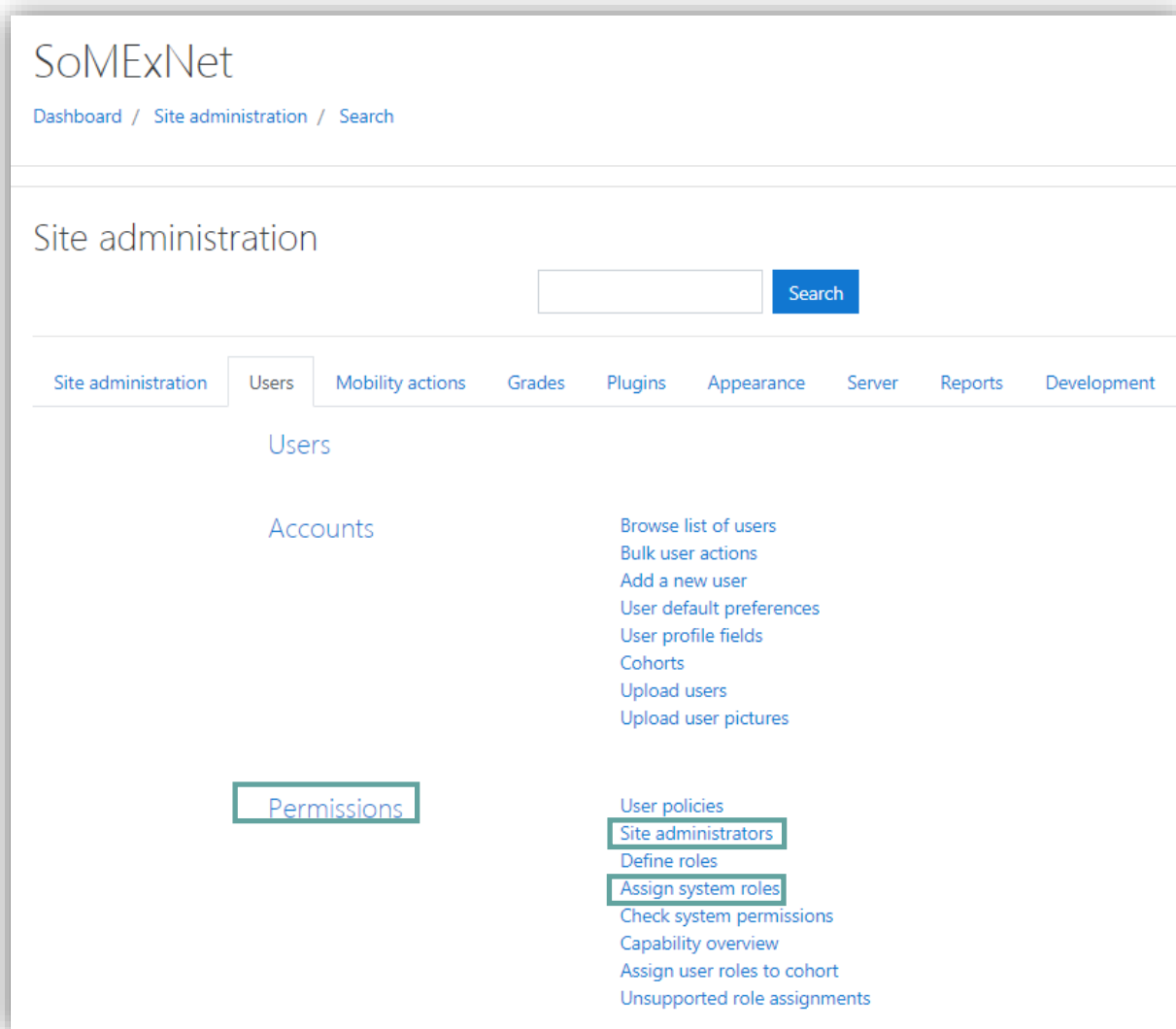
I.e. Setting some user with a role (in this menu) of manager or mobility action creator or even administrator will grant the user the ability for playing this role in all mobility's created, even the ones not created by you.

I suggest that, all these roles should be assigned inside the mobility, which we will see ahead, granting this way that the user only have a specific role under a specific mobility.

Moving on to permissions we are going to focus only in the **marked options:**

15

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Permissions / Site administrators

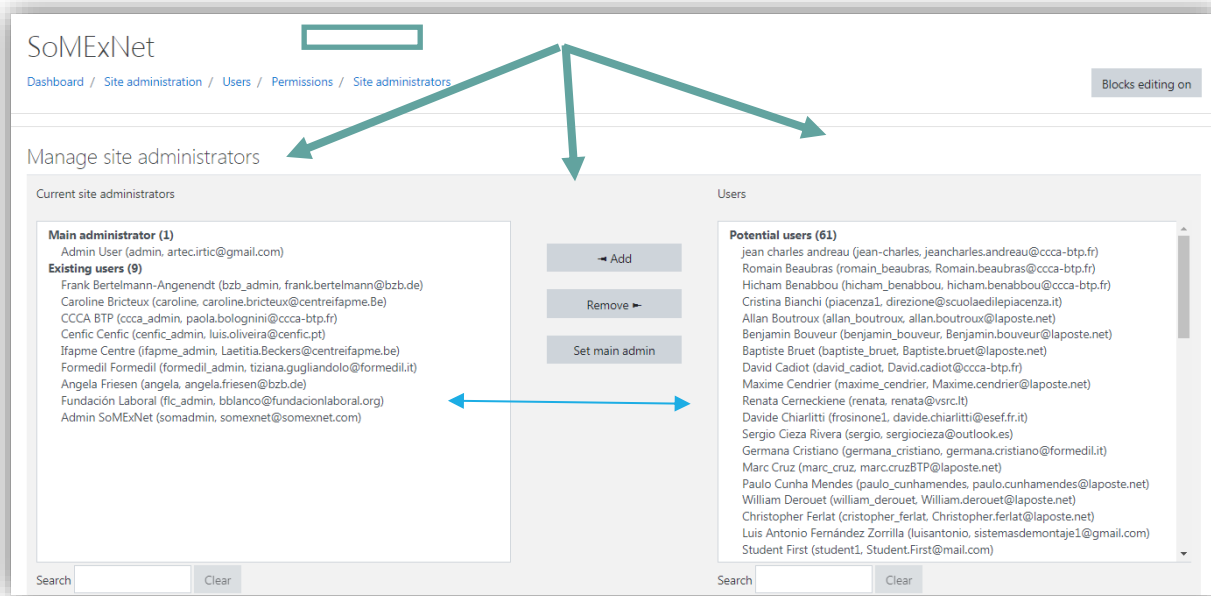
This is the option who lets you define which user should get the role to administrate the platform. My suggestion is that only one user (per partner) should get this kind of permission, because as you may be aware, this is the user that has the higher privileges and could access to several parametrization options that can disrupt the system.

Why should there be an admin user for each partner?

Because, that's the kind of user that, besides having access to all functionalities (like, students, Managers, Mobility creators), is the one that is needed to create all the users plus the one who will define the roles, along with manager.

I.e. You couldn't define which user will be the manager unless you don't have admin privileges.

To assign a user as administrator all you have to do is to select an existing user from the list box in the right and click add button. You will then note that the user moved from right box to the left one. That's it. Also you can do the reverse process revoking admin rights to some one that already had it



As you may note there is already, at least, one administrator user per-partner.

Permissions / Assign system roles

In system roles is where you could assign users the role of Manager or Mobility Creator (check [Especial Remark](#))

SoMExNet

Dashboard / Site administration / Users / Permissions **Assign system roles** a.

Assign roles in System

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.

Please choose a role to assign

Role	Description	Users with role
Manager		2 Marco Golato Fundación Laboral
Mobility action creator		5 Cristina Bianchi Renata Cerneckiene Davide Chiarlitti Fundación Laboral Elisabetta Prete

b.

So in order to set a user to a role of manager or mobility creator throughout the entire system

- Select the Assign System roles (from the right block)
- Chose the role you want to assign (in the middle)
- And just like the example above (assign administrator) you select the users you want from right to left. That's it.

SoMExNet

Dashboard / Site administration / Users / Permissions / Assign system roles c.

Assign role 'Manager' in System

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.

Existing users

Existing users (2)

[Marco Golato \(marco.golato@formedil.it\)](#)

[Fundación Laboral \(bblanco@fundacionlaboral.org\)](#)

Potential users

Potential users (69)

[jean charles andreau \(jeancharles.andreau@ccca-btp.fr\)](#)

[Romain Beaubras \(Romain.beaubras@ccca-btp.fr\)](#)

[Hicham Benabbou \(hicham.benabbou@ccca-btp.fr\)](#)

[Frank Bertelmann-Angenendt \(frank.bertelmann@bzb.de\)](#)

[Cristina Bianchi \(direzioe@scuolaedilepiacenza.it\)](#)

[Allan Boutroux \(allan.boutroux@laposte.net\)](#)

[Benjamin Bouveur \(Benjamin.bouveur@laposte.net\)](#)

[Caroline Bricteux \(caroline.bricteux@laposte.net\)](#)

[Baptiste Bruet \(Baptiste.bruet@laposte.net\)](#)

[CCCA BTP \(paola.bolognini@ccca-btp.fr\)](#)

[David Cadiot \(David.cadiot@ccca-btp.fr\)](#)

[Maxime Cendrier \(Maxime.cendrier@laposte.net\)](#)

[Cenfic Cenfic \(luis.oliveira@cenfic.pt\)](#)

[Ifapme Centre \(Laetitia.Beckers@centrefapme.be\)](#)

[Renata Cerneckiene \(renata@vsrclt\)](#)

[Davide Chiarlitti \(davide.chiarlitti@esef.fr.it\)](#)

[Sergio Cieza Rivera \(sergiocieza@outlook.es\)](#)

[Germana Cristiano \(germana.cristiano@formedil.it\)](#)

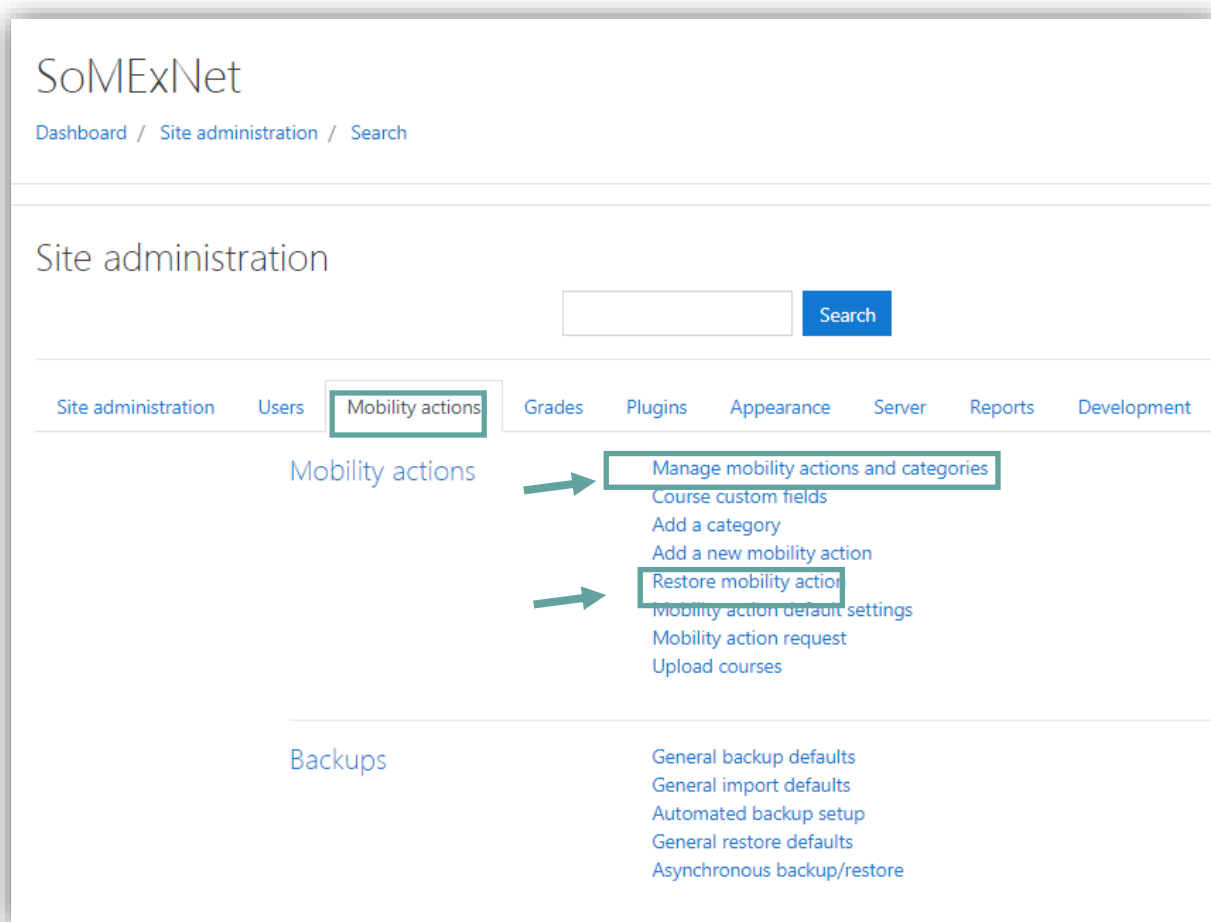
[Marc Cruz \(marc.cruzBTP@laposte.net\)](#)

Search Clear

Administration Block / Mobility Actions

In this menu we will be able to create Categories, which is necessary to organize our mobility's, Create and edit Mobility's and enrol users to our mobility programs. We can also restore a mobility using the predefined templates, according to the needs of our project.

In order to do this we have to select the Mobility actions option and we will be focusing, only, in the selected options:

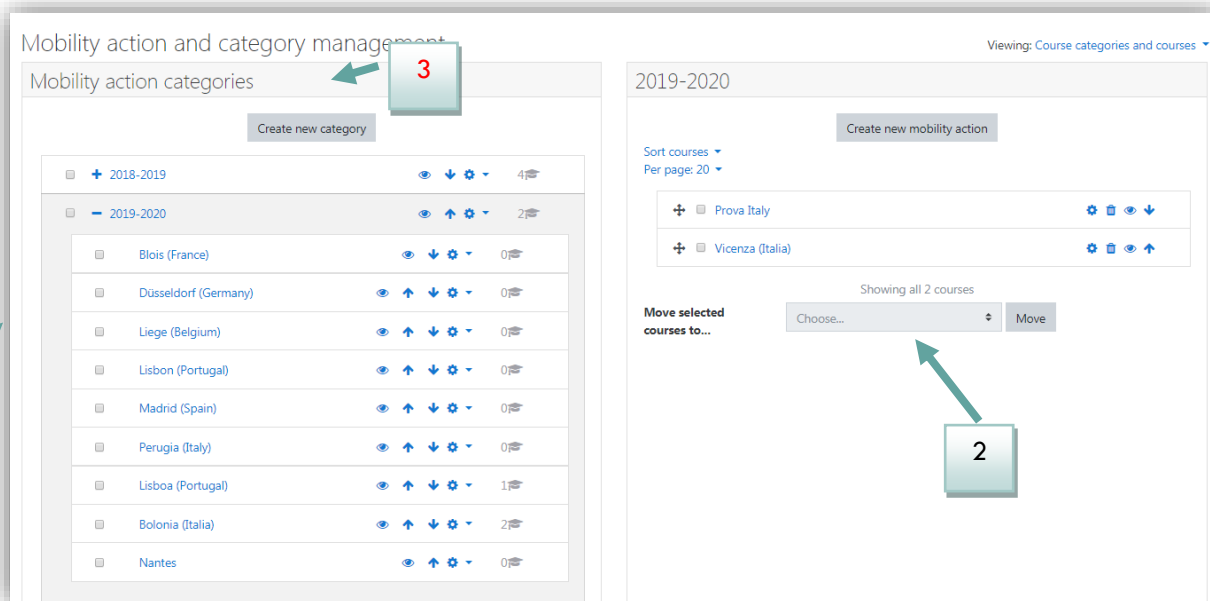


The screenshot shows the SoMExNet interface with the following structure:

- Site administration** (Breadcrumb)
- Search** (Input field and button)
- Navigation tabs:** Site administration, Users, **Mobility actions** (selected), Grades, Plugins, Appearance, Server, Reports, Development.
 - Mobility actions** (Section header)
 - Manage mobility actions and categories (highlighted with a green box and arrow)
 - Course custom fields
 - Add a category
 - Add a new mobility action
 - Restore mobility action (highlighted with a green box and arrow)
 - Mobility action default settings
 - Mobility action request
 - Upload courses
 - Backups** (Section header)
 - General backup defaults
 - General import defaults
 - Automated backup setup
 - General restore defaults
 - Asynchronous backup/restore

Mobility Actions / Manage Mobility actions and Categories

From this option we can manage almost all the needs in the process of creating mobility's



Mobility action and category management

Mobility action categories

2019-2020

2018-2019

2019-2020

Blois (France)

Düsseldorf (Germany)

Liege (Belgium)

Lisbon (Portugal)

Madrid (Spain)

Perugia (Italy)

Lisboa (Portugal)

Bolonia (Italia)

Nantes

Prova Italy

Vicenza (Italia)

Showing all 2 courses

Move selected courses to...

Choose...

Move

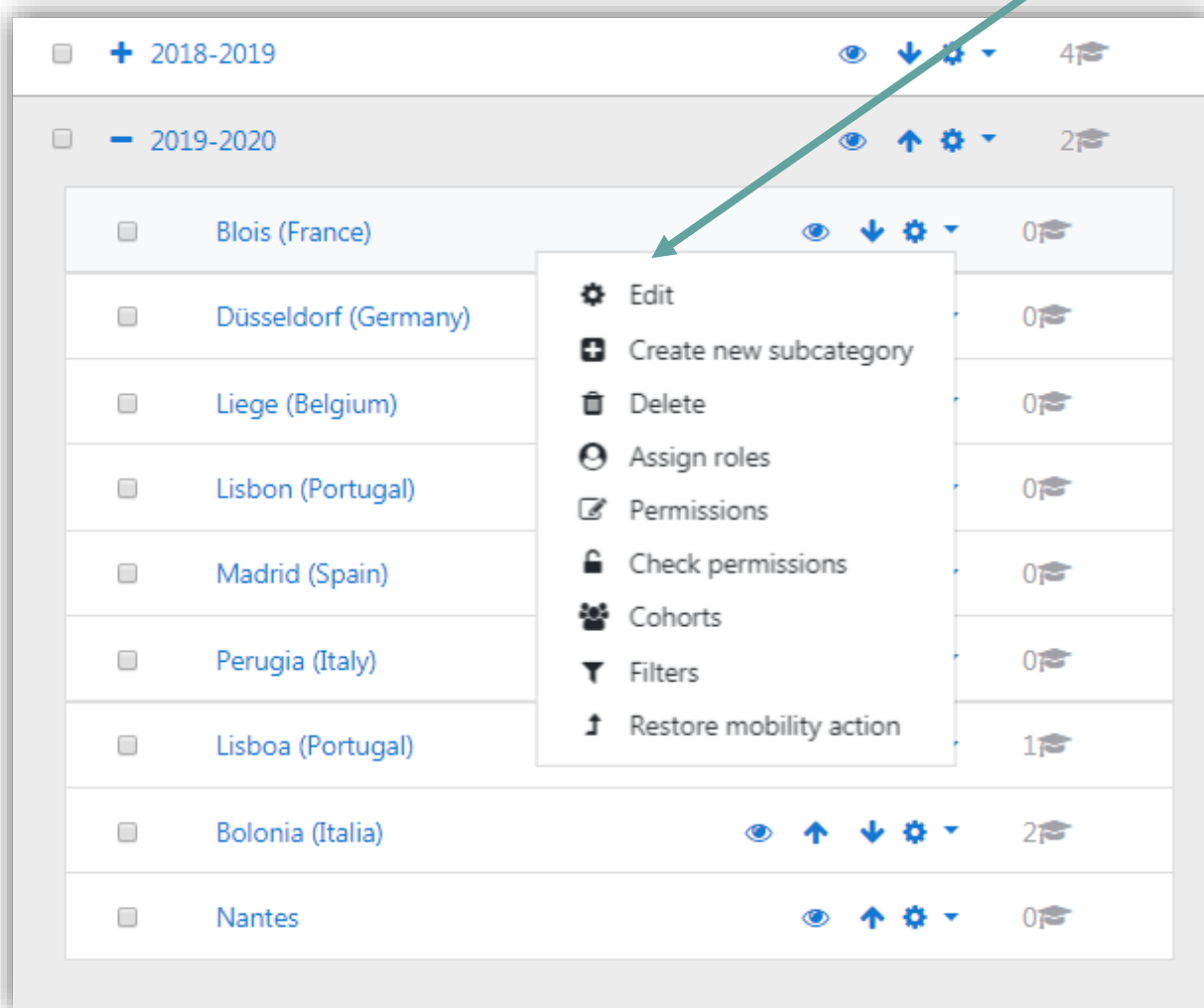
In this workspace you will find:

- 1 – List of available categories / add a new category
- 2 – Upon selecting a category you can create or manage an existing category

Note: We have already predefined categories in the system, which by default is hierarchic organized by years followed by the local where the mobility will take place. If the category needed is already created, we could select it and move forward to the next step, else, we can create new categories by pressing the create new category option on top of this block (3)

Manage Mobility actions and Categories / Manage categories

You can manage an existing category by clicking the quick action button (wheel) and select the option “edit”



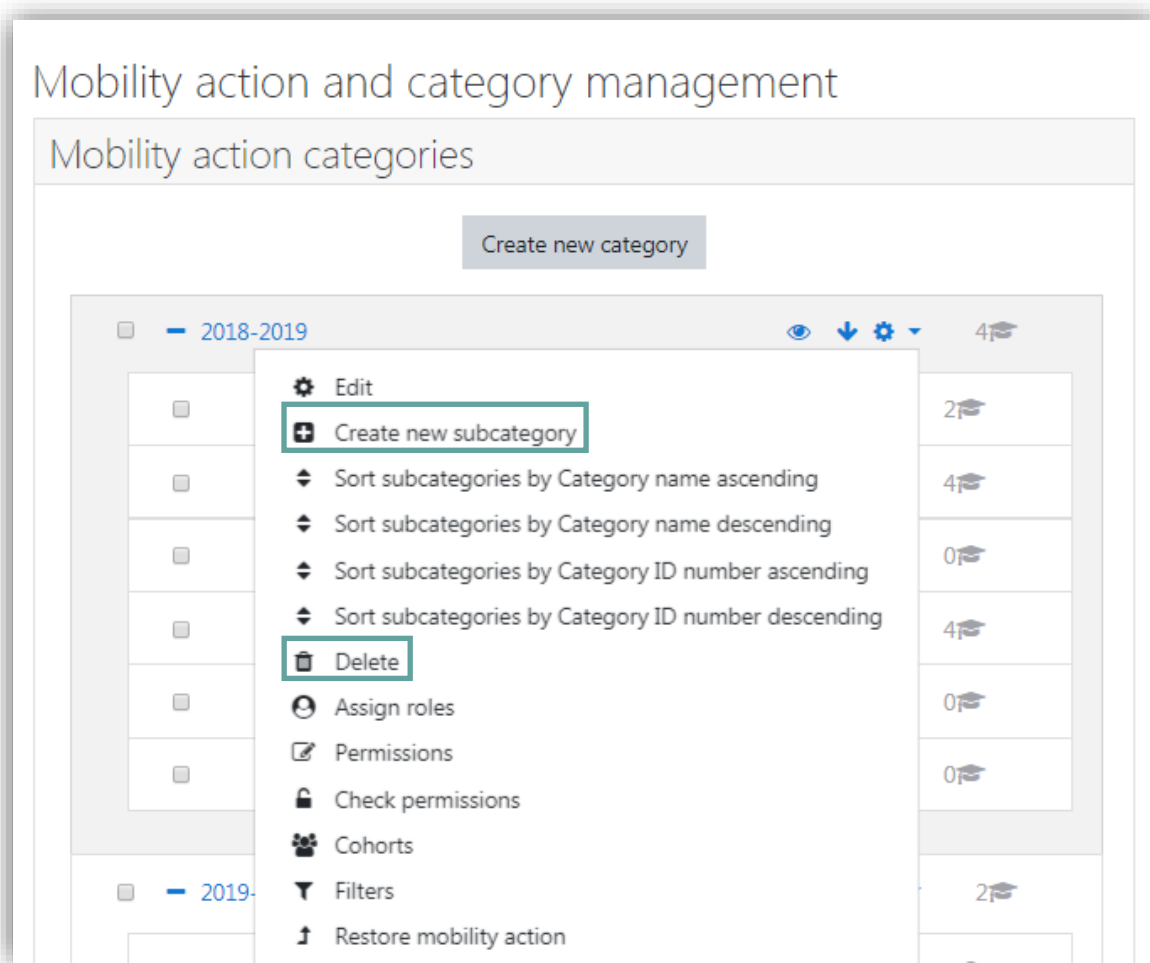
Then the edit category settings will display. From here you can change the data according to your needs (change the parent category (remember Hierarchy) and changing the category name)

Edit category settings

Parent category		2019-2020
Category name	!	Blois (France)
Category ID number	?	
Description	<div> <div> ↓ </div> <div> A </div> <div> B </div> <div> I </div> <div> ≡ </div> <div> ≡ </div> <div> 🔗 </div> <div> 🔄 </div> <div> 🖼️ </div> <div> 📄 </div> <div> 🎤 </div> <div> 📹 </div> <div> 📋 </div> </div> <div>2019-2020</div>	

[Save changes](#)
[Cancel](#)

The process of creating a new category or even a subcategory is even. Just keep in mind to organize it by hierarchy



Also from this menu you can delete a category. In this case keep in mind if the category is empty, else you may delete all the contents inside the category. If this is the case, Moodle will prompt you with a screen for you to take action and decide if you want to delete all contents or to move it to another category.

Delete category: Liege (Belgium)

▼ Contents of Liege (Belgium)

This category contains

• Mobility actions

What to do

Move contents to another category ▾

Move into

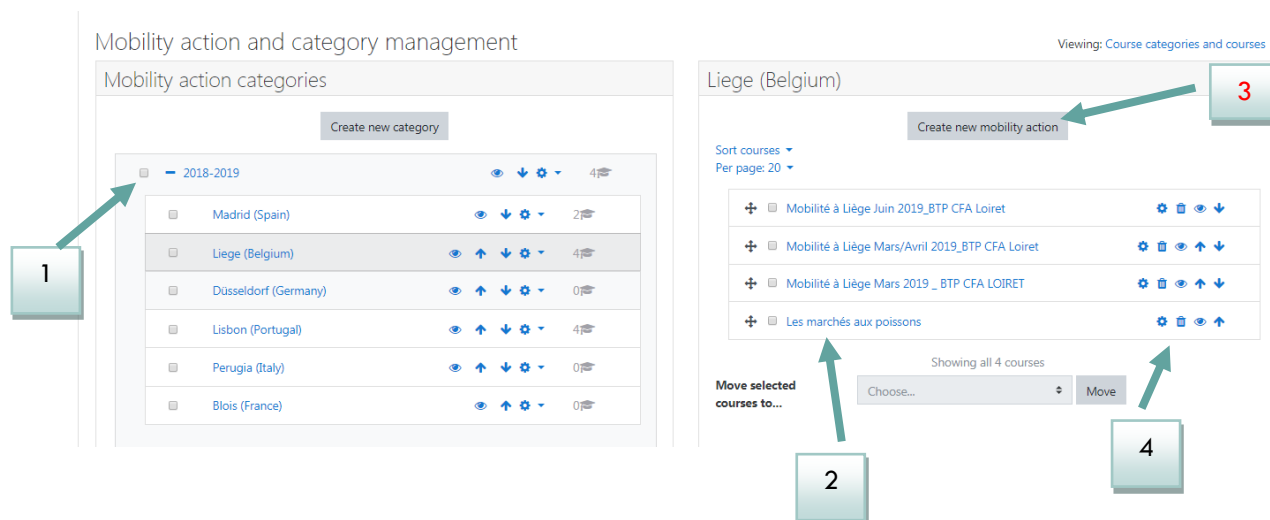
2018-2019 ▾

Delete

Cancel

Manage Mobility actions and Categories / Create or edit a mobility

To be able to edit or create a new mobility



1 – Select a category

2 – To edit select a mobility

3 – To create (using default Moodle Template¹) select option “create new mobility action”












4 – Like the previous screens, you have access, also, to the “quick action buttons”, which lets you perform related actions concerning the context selection

Just like the other editing screens all the operations will be similar (change all the data fields you need) In this case you should pay particular attention to the mobility start date and the end date (this is where you define it).




¹ Moodle by default creates it's courses with 3 default sections. If you want to create a mobility with the project predefined templates, please check the topic “Manage Mobility actions and Categories / Restore a Mobility”

Edit course settings

General

Course full name	 	<input type="text" value="Les marchés aux poissons"/>
Course short name	 	<input type="text" value="Les marchés aux poisson"/>
Mobility action category		<input type="text" value="2018-2019 / Liege (Belgium)"/>
Mobility action visibility		<input type="text" value="Show"/>
Course start date		<input type="text" value="9"/> <input type="text" value="July"/> <input type="text" value="2018"/> <input type="text" value="00"/> <input type="text" value="00"/> 
Course end date		<input type="text" value="15"/> <input type="text" value="July"/> <input type="text" value="2018"/> <input type="text" value="00"/> <input type="text" value="00"/>  <input checked="" type="checkbox"/> Enable
Course ID number		<input type="text"/>

Description

Mobility action summary		<div>           </div>
-------------------------	---	--

Note: you are free to enable or disable (by default) the end date. In case of not defined, means your mobility stays forever available.

Manage Mobility actions and Categories / Enrol users to a mobility

Now that you have setup your mobility action you need to enrol the users (Teachers, Managers, and students). In order to do this you have to select the mobility action.

Mobility action and category management

Mobility action categories

Create new category

2018-2019

2019-2020

Blois (France)

Düsseldorf (Germany)

Liege (Belgium)

Lisbon (Portugal)

Madrid (Spain)

Liege (Belgium)

Create new mobility action

Sort courses

Per page: 20

Training at Construform

Showing all 1 courses

Move selected courses to...

Choose...

Move

Training at Construform

View

Edit

Enrolled users

Delete

Hide

Backup

Restore

Full name

Short name

ID number

Category

Groupings

Groups

Role assignments

Enrolment methods

Format

Sections

Modules used

Training at Construform

Construform

Liege (Belgium)

0

0

Manual enrolments

Topics format

General

Topic 1

Topic 2

Topic 3

1 - Select Mobility action

2 - Click the option "Enrolled users"

3 - Info Summary (information about) of the mobility action

Participants (Enrolled users) Screen

In this following screen you be able to manage and add new participants to your mobility action. You can also assign roles to your users.

Note: these roles will only take effect inside this mobility (Restricted role assignment compared with the roles assigned in the topic "Permissions / Assign system roles"

Training at Construfarm

[Dashboard](#) / [Mobility actions](#) / [2019-2020](#) / [Liege \(Belgium\)](#) / [Construfarm](#) / [Participants](#)

Participants

No filters applied



Enrol users

Search keyword or select filter ▼

Number of participants: 0

First name [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Surname [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Nothing to display

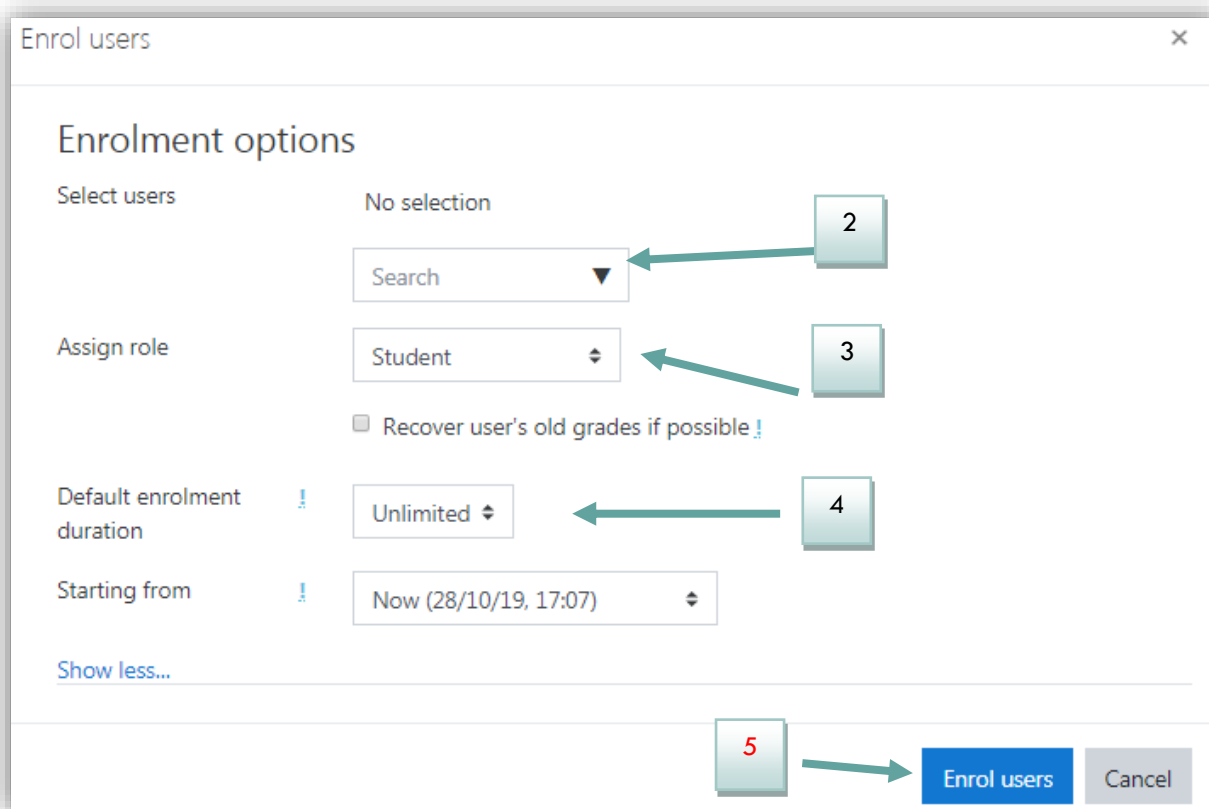
[Select all](#) [Deselect all](#) With selected users... [Choose...](#)

Enrol users

In this screen all the participant in the mobility will be displayed. In this case there is nothing to display since no users have been enrolled yet.

To enrol users:

- 1 – Click the enrol users button – The following popup will show



The image shows a screenshot of the 'Enrol users' popup window. It contains several sections for configuring user enrolment. The 'Select users' section has a dropdown menu currently set to 'No selection', with a green arrow and a box labeled '2' pointing to it. The 'Assign role' section has a dropdown menu set to 'Student', with a green arrow and a box labeled '3' pointing to it. Below this is a checkbox labeled 'Recover user's old grades if possible' with an exclamation mark icon. The 'Default enrolment duration' section has a dropdown menu set to 'Unlimited', with a green arrow and a box labeled '4' pointing to it. The 'Starting from' section has a dropdown menu set to 'Now (28/10/19, 17:07)', with a green arrow and a box labeled '5' pointing to it. At the bottom right, there are two buttons: 'Enrol users' (blue) and 'Cancel' (grey). A green arrow points from the 'Enrol users' button to the box labeled '5'.

- 2 – Select from the available users

- 3 – Assign a role (student is default, you can choose from manager, Teacher, Non Editing Teacher)

- 4 – Set the enrolment duration (if you want to establish some days of access)

5 – Once setup all parameters, click “Enrol users” button

You may add as many users you need.

Enrol users
×


Enrolment options


Select users


× **Test Test** test@test.pt
× **Ifapme Centre** Laetitia.Beckers@centreifapme.be


Assign role

stud ▼


Student First Student.First@mail.com


Estudiante Nuevo sagibe2010@gmail.com


Estudiante Nuevo2 boliete@fundacionlaboral.org


Student Second Student.Second@mail.com

Default enrolment duration

!
Unlimited ⇅

Starting from

!
Now (28/10/19, 17:07) ⇅

[Show less...](#)

Enrol users
Cancel

After clicking “Enrol Users” button you came up with the participants screen, only this time you don’t have it empty anymore.

Participants

No filters applied











Enrol users

Search keyword or select filter ▼

Number of participants: 2

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	First name ^ / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Ifapme Centre	Laetitia.Beckers@centreifapme.be	Student 	No groups	Never	Active   
<input type="checkbox"/>	Test Test	test@test.pt	Student 	No groups	Never	Active   

Select all Deselect all With selected users... Choose... ▼

In this screen you can unenrol users, change or add other roles and edit enrolment, such as altering the status from active to suspended.

Manage Mobility actions and Categories / Restore a Mobility

This option is very useful and is a way to assure that the mobility's created are according to a preconfigured template established by the partners.

Instead of creating an empty content's mobility this one as already an "all you need" template from which you just need to populate.

Site administration

[Site administration](#)
[Users](#)
[Mobility actions](#)
[Grades](#)
[Plugins](#)
[Appearance](#)
[Server](#)
[Reports](#)
[Development](#)

Mobility actions

- Manage mobility actions and categories
- Course custom fields
- Add a category
- Add a new mobility action
- Restore mobility action**
- Mobility action default settings
- Mobility action request
- Upload courses

When you click this option you will get the following screen.

Restore mobility action


[Dashboard](#) / [Site administration](#) / [Mobility actions](#) / [Restore mobility action](#)

Import a backup file

Files



Choose a file...



You can drag and drop files here to add them.

Restore

There are required fields in this form marked ❗.

Mobility action backup area

Filename	Time	Size	Download	Restore
Mobility Action Example	Thursday, 30 August 2018, 1:08 PM	41.9KB	Download	Restore

[Manage backup files](#)

All you have to select is “restore” from the Mobility Action backup area and follow the steps by default (suggested)

In order to perform a restore you need to follow 7 steps:

- 1- The first step – Confirm is just an information screen where you should press the [Continue](#) at the bottom

SoMExNet

[Dashboard](#) / [Site administration](#) / [Mobility actions](#) / [Restore mobility action](#)

1. **Confirm** ➤ 2. Destination ➤ 3. Settings ➤ 4. Schema ➤ 5. Review ➤ 6. Process ➤ 7. Complete

Backup details

Type	Mobility action
Format	Moodle 2
Mode	General
Date taken	Thursday, 30 August 2018, 12:58 PM
Moodle version	3.4.1+ (Build: 20180208) [2017111301.04]
Backup version	3.4 [2017111300]
URL of backup	https://hyperion.uv.es/moodle [f147a80562e45b01ffec6aa8a81bd6f]

Backup settings

Convert to IMS Common Cartridge 1.1	❌
Include enrolled users	❌
Anonymize user information	❌
Include user role assignments	❌
Include activities and resources	✅
Include blocks	✅

2- Select the Restore Point

- As a new mobility action (don't forget to select the category to where you want to create a new mobility)

Restore as a new mobility action

Restore as a new mobility action

Select a category

Name	Description
2018-2019	
Madrid (Spain)	2018-2019
Liege (Belgium)	2018-2019
Düsseldorf (Germany)	2018-2019
Lisbon (Portugal)	2018-2019
Perugia (Italy)	2018-2019
Blois (France)	2018-2019
2019-2020	
Blois (France)	2019-2020
Düsseldorf (Germany)	2019-2020

There are too many results, enter a more specific search.

Continue

- Into an existing mobility

Restore into an existing mobility action

Merge the backup mobility action into the existing mobility action

Delete the contents of the existing mobility action and then restore

Select a mobility action

Course short name	Course full name
SOMEx	SOMExNet
PR	Prova
prova2	prova2
75493	Corsi di riqualificazione e specializzazione professionale
Workshop mobility coach	Project of a transnational seminar on training strategies of mobility coach in Finland and in France: exchange of practices and mutual learning
Pippo	Pippo Baudo
Work environment in Madrid	Visit to Madrid to learn work environment
Mobilité à Liège Juin 2019_BTP CFA Loiret	Mobilité à Liège Juin 2019_BTP CFA Loiret
Mobilité à Liège Mars/Avril 2019_BTP CFA Loiret	Mobilité à Liège Mars/Avril 2019_BTP CFA Loiret
Example	Mobilité à Liège Mars 2019 _ BTP CFA LOIRET

There are too many results, enter a more specific search.

Continue

3 – Settings (suggestion: leave it by default)

Restore settings

Include enrolled users ☒

Include enrolment methods

Include user role assignments ☒

☒ Include activities and resources

☒ Include blocks

☒ Include filters

Include comments ☒

Include badges ☒

Include calendar events ☒

Include user completion details ☒

Include mobility action logs ☒

Include grade history ☒

Include groups and groupings ☒

Include competencies ☒

☐ Include custom fields


Cancel Next

4 – Schema – Here is where you can define the name to your mobility and all the contents you want to restore to your mobility (suggested to leave as is)



Mobility action settings

Mobility action name:

Mobility action short name:


Mobility action start date: 

Select
[All / None \(Show type options\)](#)

<input checked="" type="checkbox"/> Section 0	User data	No
<input checked="" type="checkbox"/> Logistical information	User data	No
<input checked="" type="checkbox"/> Logistical information 	-	No
<input checked="" type="checkbox"/> Chat 	-	No

5 – Review – is just a review summary (nothing to do)

Restore settings

Include enrolled users	✗
Include enrolment methods	No
Include user role assignments	✗
Include activities and resources	✓
Include blocks	✓
Include filters	✓
Include comments	✗
Include badges	✗
Include calendar events	✗
Include user completion details	✗
Include mobility action logs	✗
Include grade history	✗
Include groups and groupings	✗
Include competencies	✗ 
Include custom fields	✗

6 – Process – (just a process information screen)

1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► **7. Complete**

The mobility action was restored successfully, clicking the continue button below will take you to view the mobility action you restored.

[Continue](#)

7 – Complete – You are redirected to your newly created mobility

Mobility action example copy 2

[Dashboard](#) / [Mobility actions](#) / [2019-2020](#) / [Liege \(Belgium\)](#) / [Example_2](#)

Logistical information

[Logistical information](#)

What time is departure schedule? How do we get to the airport? What is the address of the working site? Where are we going to sleep? You have so many questions about the practical organization of your mobility. Relax and look at here!

[Chat](#)

Chat section. Possibility to have a conversation with the group and with the trainer, to ask practical question...

Agenda

Restricted Available from **10 January 2019** (hidden otherwise)

Will we visit any tourist attraction? When? Will we have any spare time? What kind of visits will be organized? Have a look at the complete program of your mobility action here

[Example of appointment](#)

After the travel

Restricted Available from **25 January 2019** (hidden otherwise)

[Evaluation](#)

Dear participants, thanks a lot for giving us your rate about the different sections here under. It is very important in the context of improving our practices. Thanks a lot in advance

[Testimonials](#)

Dear participants, thanks a lot for giving us your impressions, your feeling about the stay

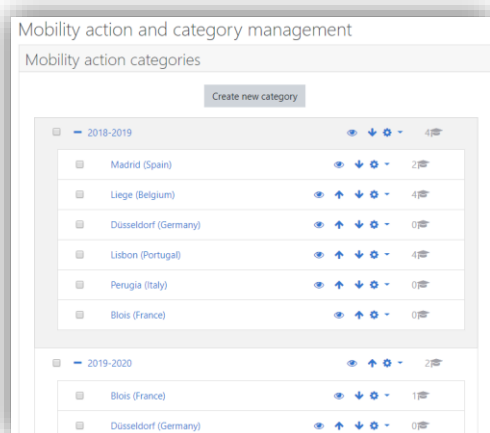
[Testimonials media](#)

Mobility Planning – Content Editing

Now that all is been setup is time to add contents to our created mobility structure.

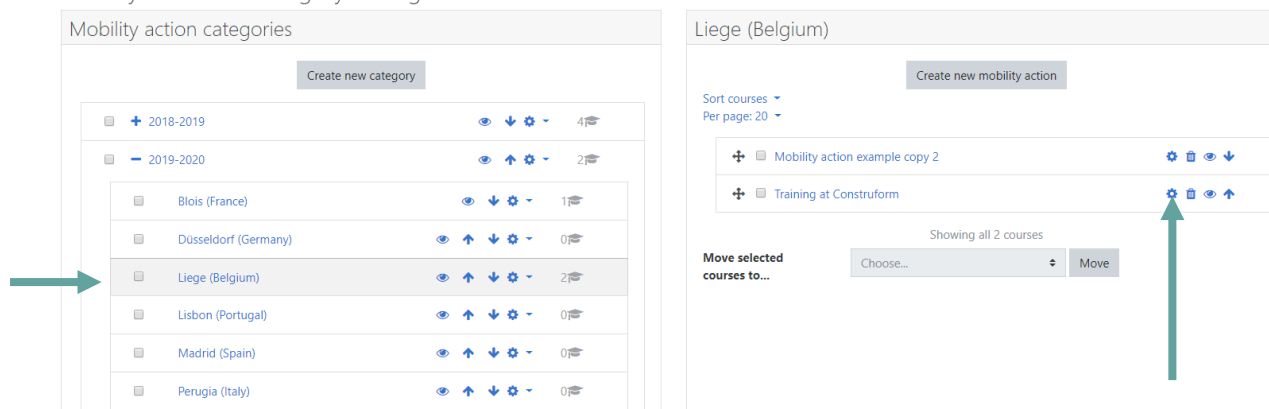
First step is to select the mobility structure:

- 1 – Access administration block
- 2 – Select option Manage mobility actions and categories
- 3 – Select the category from where your mobility is



4 – Select your mobility structure

Mobility action and category management













5 – Click on the wheel to edit the mobility. You will see the general information on the mobility action.

Training at Construform

Dashboard / Mobility actions / 2019-2020 / Liege (Belgium) / Construform

Edit course settings

▼ General

Course full name	 	<input type="text" value="Training at Construform"/>
Course short name	 	<input type="text" value="Construform"/>
Mobility action category		<input type="text" value="2019-2020 / Liege (Belgium)"/>
Mobility action visibility		<input type="text" value="Show"/>
Course start date		<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2019"/> <input type="text" value="00"/> <input type="text" value="00"/> 
Course end date		<input type="text" value="21"/> <input type="text" value="January"/> <input type="text" value="2019"/> <input type="text" value="00"/> <input type="text" value="00"/>  <input checked="" type="checkbox"/> Enable


6 - Now select the “save and display” option at the bottom to access the mobility structure.

7 – Now you are inside the mobility structure. Click on the wheel to turn the editing mode on,


Training at Construform

Dashboard / Mobility actions / 2019-2020 / Liege (Belgium) / Construform

Logistical information

 Logistical information

What time is departure schedule? How do we get to the airport? What is the address of the working site? Where are we going to sleep? You have so many questions about the practical organization of your mobility. Relax and look at here!


 Chat


Chat section. Possibility to have a conversation with the group and with the trainer, to ask practical question...
















Agenda

Restricted Available from **10 January 2019** (hidden otherwise)

Will we visit any tourist attraction? When? Will we have any spare time? What kind of visits will be organized? Have a look at the complete program of your mobility action here

 Example of appointment



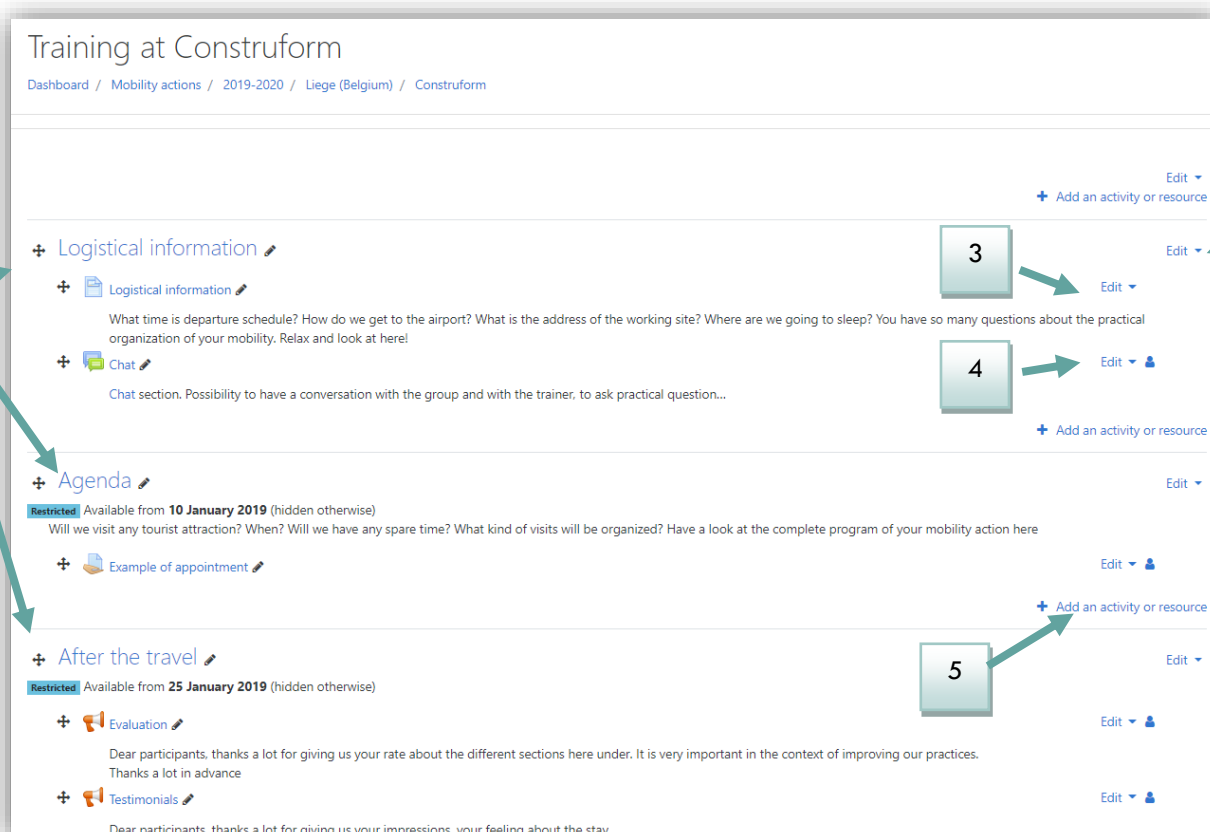
-  Edit settings
-  Turn editing on
-  Mobility action completion
-  Filters
-  Gradebook setup
-  Backup
-  Restore
-  Import
-  Reset
-  Repositories
-  More...
-  Hide category events
-  Hide mobility action events
-  Hide group events
-  Hide user events

8 – You are now in editing mode and free to add your contents

Mobility Structure Explanation

This mobility template has already 3 topics predefined (Logistical Information, Agenda and After Travel), all replicated in the partner's languages.

Note: If you want the content available to all languages you should do the planning in all language topics, else if you want the planning to appear in one specific language you should edit the topics concerning that language (Ignoring or deleting the other topics).



The screenshot shows the 'Training at Construform' mobility template interface. It features three main topic areas: 'Logistical information', 'Agenda', and 'After the travel'. Each topic area has a plus icon to add resources and an 'Edit' link. Numbered callouts indicate specific actions: 1 points to the topic area header, 2 points to the 'Edit' link for the 'Logistical information' topic, 3 points to the 'Edit' link for a resource within the 'Logistical information' topic, 4 points to the 'Add an activity or resource' link for the 'Logistical information' topic, and 5 points to the 'Add an activity or resource' link for the 'After the travel' topic.

1 – Topic area

2 – Edit a topic name and summary



3 – Edit the topic details

4 – Edit a resource

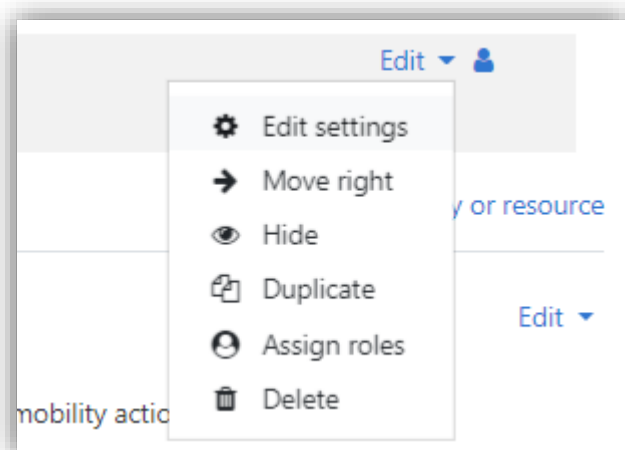
5 – Add more activities or resources

Note: In the predefined template, by default, the option to restrict access is applied by language, which means that the content will only be displayed if the client language matches the contents language.

Edit a Topic or activities / resources

To edit a topic, first  , then click the “edit” option vertically aligned to the title or, for quick labelling, use the near  icon.

Again this option “edit” will give you access to a sub-option menu where you can do several actions concerning the Topic, Activities or resources, such as:



Summary of Logistical information

▼ General

Section name ☒ Custom

Summary

▼ Restrict access

Access restrictions

Student must match the following

⊞ User profile field is equal to

Edit the info as needed and specify the restrictions of access, in this example case, a restriction is set to display this topic, only to users from a certain country.

The same actions are applied to all pre-existing activities or resources.

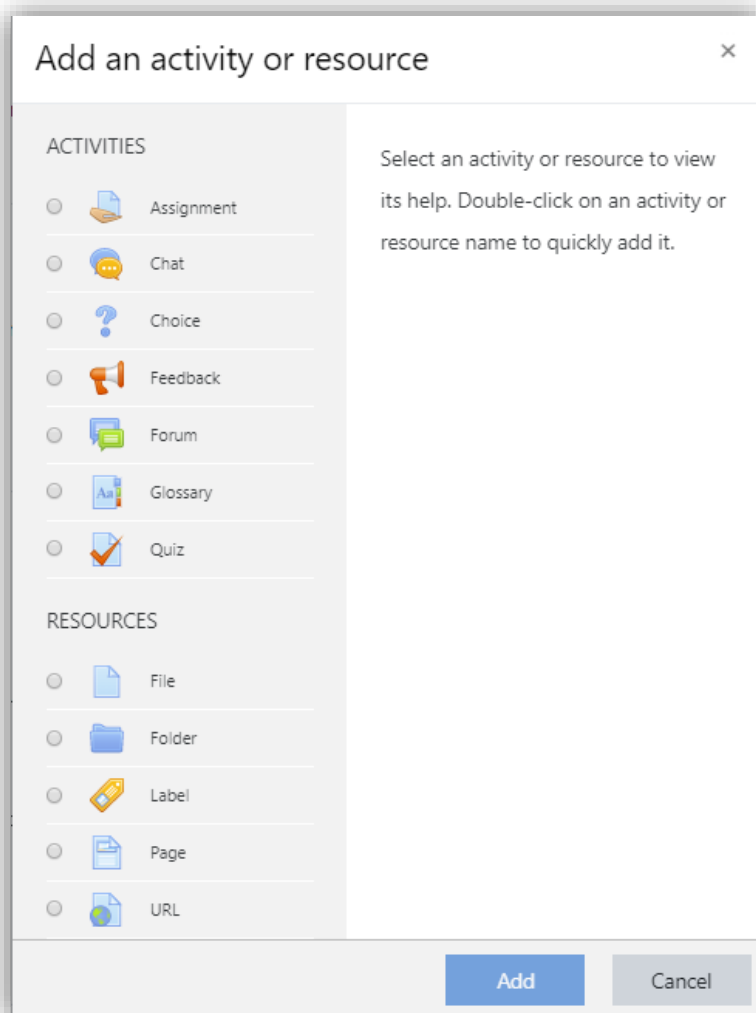
Sort / ordering the display content

With editing mode turned on use the  icon to move the blocks to the desired positions.

Moodle Activities and Resources

To add a new activity or resource [Add an activity or resource](#), just press the, located at the bottom of the topic. Despite all the specific definitions (according to the resource / activity), remember that all this actions could be defined with a starting and ending date, some with file submissions and feedback (required or not) and completion (needed or not). All this can be setup in order to control how your mobility is occurring and how users are dealing with it.

A popup will be displayed in order to select the desired activity:



When you select an activity or a resource, a short description will show in the right, letting you know what it's about.

Available Activities

- 1- **Assignments** - The assignment activity provides a space into which students can submit work for teachers to grade and give feedback on. This saves on paper and is more efficient than email. It can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content.
- 2- **Chat** - The Chat activity module 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. The Chat activity contains a number of features for managing and reviewing chat discussions.
- 3- **Choice** - The Choice activity allows you to ask a question and set up radio buttons which learners can click to make a selection from a number of possible responses. They can choose one or more option and they can update their selection if you allow them. Choices can be useful as quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course, or to gauge progress.
- 4- **Feedback** - The Feedback activity allows you to create and conduct surveys to collect feedback. Unlike the Survey tool it allows you to write your own questions, rather than choose from a list of pre-written questions and unlike the Quiz tool, you can create non-graded questions. The Feedback activity is ideal for the likes of course or teacher evaluations.
- 5- **Forum** - The forum activity allows students and teachers to exchange ideas by posting comments as part of a 'thread'. Files such as images and media maybe included in forum posts. The teacher can choose to rate forum posts and it is also possible to give students permission to rate each other's posts.
- 6- **Glossary** - The glossary activity module allows participants to create and maintain a list of definitions, like a dictionary. Glossary can be used in many ways. The entries can be searched or browsed in different formats. A glossary can be a collaborative activity or be restricted to entries made by the teacher. Entries can be put in categories. The auto-linking feature will highlight any word in the course which is located in the glossary.
- 7- **Quiz** - The Quiz activity module allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choice, true-false, short answer and drag and drop images and text. These questions are kept in the Question bank* and can be re-used in different quizzes. * Previously you have to create your questions and answers in the question bank, accessible through the administration block

Available Resources

- 1- **File** - Moodle provides an easy way for a teacher to present materials to their students such as word-processed documents or slideshow presentations. All types of files can be uploaded and accessed through Moodle, but the student needs to have the correct software to be able to open them. Files may be added by uploading from an external source such as computer or USB drive, or by dragging and dropping directly onto the course page. Both options need the editing to be turned on.
- 2- **Folder** - A folder allows a teacher to display several course resources together. The resources may be of different types and they may be uploaded in one go, as a zipped folder which is then unzipped, or they may be added one at a time to an empty folder on the course page. Using a folder to display resources is neater than displaying files one by one in a list. It takes up less space on the course page. (However, the folder settings allow for the files to be displayed on the course page if required.)

- 3- **Label** - A label serves as a spacer on a Moodle course page. It can be used to add text, images, multimedia or code in between other resources in the different sections. It is a very versatile resource and can help to improve the appearance of a course if used thoughtfully. Banners or descriptions may be added to labels to distinguish between and highlight different areas. On the other hand, over-use of multimedia (sound, video) in labels can slow down the loading of a course page.
- 4- **Page** - A page resource creates a link to a screen that displays the content created by the teacher (i.e. web page). The Text editor allows the page to display many different kinds of content such as plain text, images, audio, video, embedded code or a combination of all these.
- 5- **URL** - A URL (Uniform or Universal Resource Locator) is a link on the internet to a website or online file. Teachers can use the URL resource to provide their students with web links for research, saving the student time and effort in manually typing out the address. The URLs can be displayed in various ways - see the URL resource settings for example, opening in a new window so a student can access and use the URL, close it and return easily to their original Moodle course page.

Experiencing as a user (In APP)

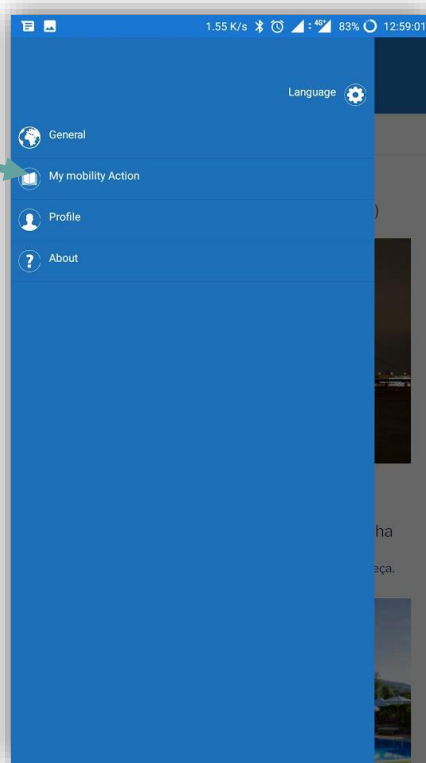
After all of the above is setup and your mobility planning content is set is time to check what users (students) will see and be able to do:

Note: User experience will be really straight forward, since all their inputs will be guided and oriented by our setup in mobility planning.

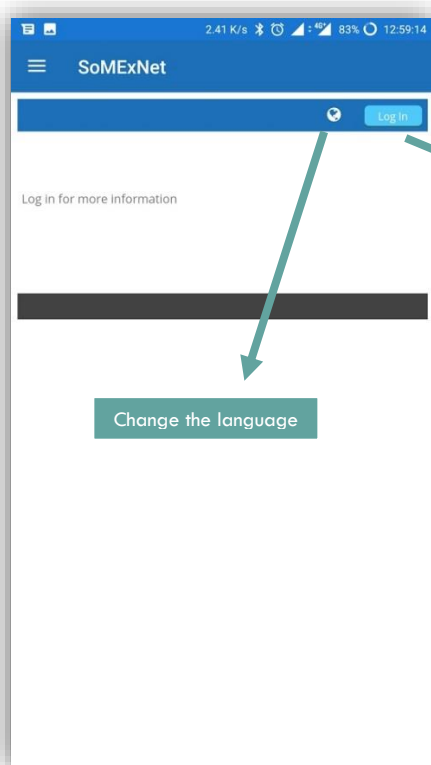
Accessing Mobility in APP



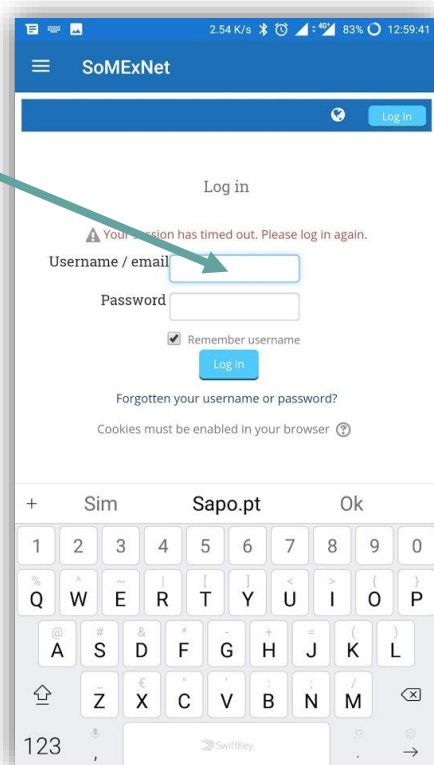
1 – SomexNet App main screen



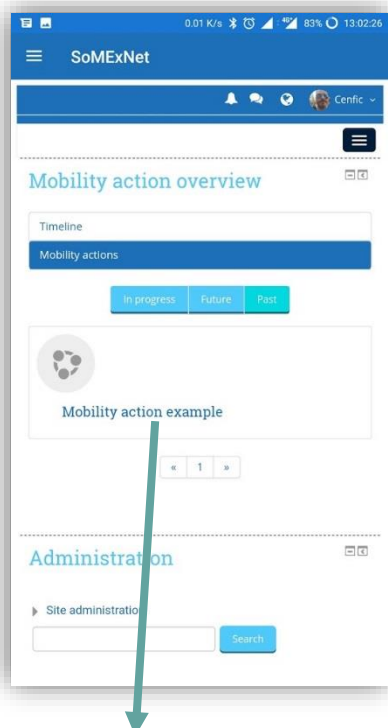
2 – App main Menu



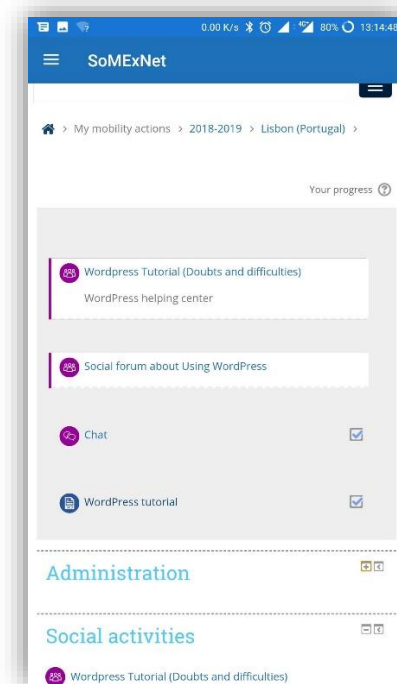
3 – APP Mobility main screen



4 – APP Mobility Login Screen (use user defined credentials)



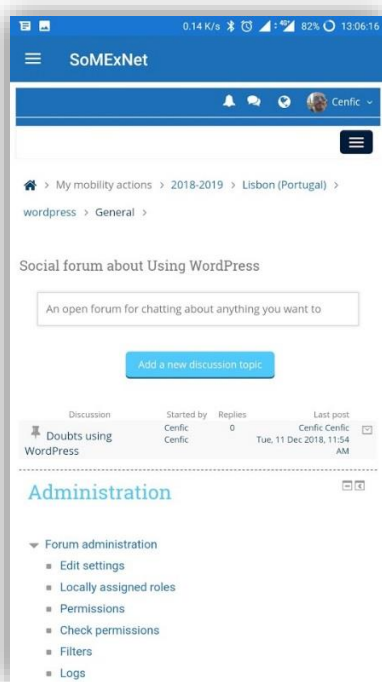
5 – Mobility Selection



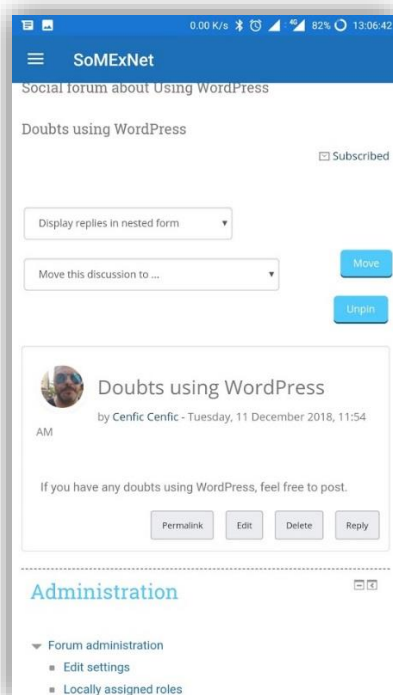
6 – Mobility Interaction Contents



7 – Interacting with Chat



8 – Social Media Interaction (Forum)





For any problem, do not hesitate to access our website contact form.