



### ***IO3. A4: Guidelines on how to use the learning platform***

#### **Teacher Guide**

Project Acronym:	IM-FUTURE
Project Start Date:	2nd November 2016
Project Duration:	30-Months
Project End Date:	1st May 2019
Project number:	2016-1-UK01-KA203-024438
Coordinator:	BUCKINGHAMSHIRE NEW UNIVERSITY
Report Authors:	María Sánchez Melero – CETEM



Co-funded by the  
Erasmus+ Programme  
of the European Union

*“IM-FUTURE” has been funded with support from the European Commission. This publication reflects the views only of the author and the Commission cannot be held responsible for any use which may be made of the information contained therein.*

<b>Acronym of partner responsible for publication</b>	CETEM
<b>Title of publication and authors</b>	IO3. A4: Guidelines on how to use the learning platform  María Sánchez Melero – CETEM
<b>Date of publication</b>	January 20 <sup>th</sup> , 2018
<b>Language of publication</b>	English
<b>Magazine name / website name</b>	-
<b>Link (if applicable)</b>	-
<b>Short description (applicable for scientific papers)</b>	-

## TABLE OF CONTENTS:

<b>1. INTRODUCTION TO IM-FUTURE TRAINING PLATFORM .....</b>	<b>1</b>
<b>2. GLOBAL ARCHITECTURE .....</b>	<b>1</b>
2.1. Training interface and navigation .....	3
2.2. General structure .....	5
<b>3. USERS.....</b>	<b>7</b>
3.1. Users and roles.....	7
3.2. User status.....	8
3.3. Add a new user to the platform .....	8
<b>4. COURSES .....</b>	<b>10</b>
4.1. Modification of an existing course .....	11
4.2. Add or remove students into a course.....	11
4.3. Course tools.....	13
4.3.1. Tool “Lesson” .....	13
4.3.2. “Documents” tool .....	25
4.3.3. “Quiz Import” tool .....	26
4.3.4. “Video gallery” tool .....	27
<b>5. STATISTICS AND DASHBOARDS .....</b>	<b>30</b>
5.1. Global statistics .....	30

This guide has been made with the main objective of supporting the teachers of IM-FUTURE training platform. This project has the aim of developing a joint study program between Higher Education (HE) and Vocational Education and training (VET): International Master's Degree for the FURNITURE sector.

Cofounded by the Erasmus + programme of the European Union, IM-FUTURE arises from a Strategic partnership composed by higher education and business institutions as well as stakeholders from the UK, Italy, Poland and Spain.

The developed curriculum attunes to current labour market needs and responds to the requirements of the furniture and woodworking sectors. This training material will provide opportunities for students like Jasper and Elisabeth to gain additional skills through studying and training abroad.

HE students and staff, and also everyone involved in the development of this initiative will have the chance of increasing their sense of initiative and entrepreneurship, their competences in foreign languages and, of course, increasing their skills and capabilities for employability in an industrial sector which is the main key driver in many European regions.

IM-FUTURE will trigger modernization and reinforce education aligned to the needs and opportunities offered by traditional industries. It will provide, assess, and look for the recognition of basic skills needed in the furniture and wood working sector.



## 1. INTRODUCTION TO IM-FUTURE TRAINING PLATFORM

The Strategic Partnership of IM-FUTURE proposes the creation of a flexible learning pathway in line with the needs of learners and companies in the furniture, woodworking and related sectors. It will provide a joint study program between Higher Education and Vocational Education and Training that will capitalize companies with prepared youth, providing enterprises innovation, expertise and added value.

IM-FUTURE arises from a Strategic Partnership composed of seven entities with the aim to develop an international master degree for the furniture sector. This training will offer an adapted curriculum to equip the young generation with the specific, basic and transversal competences currently required in the furniture, woodworking and related industries. This international Master Degree will provide students with opportunities to gain additional skills by studying and training abroad.

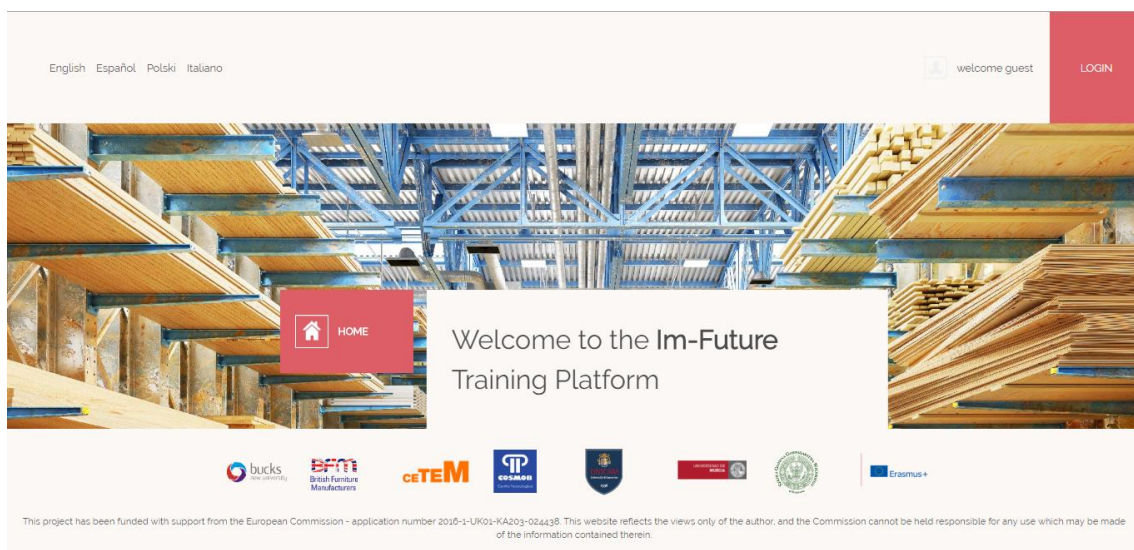
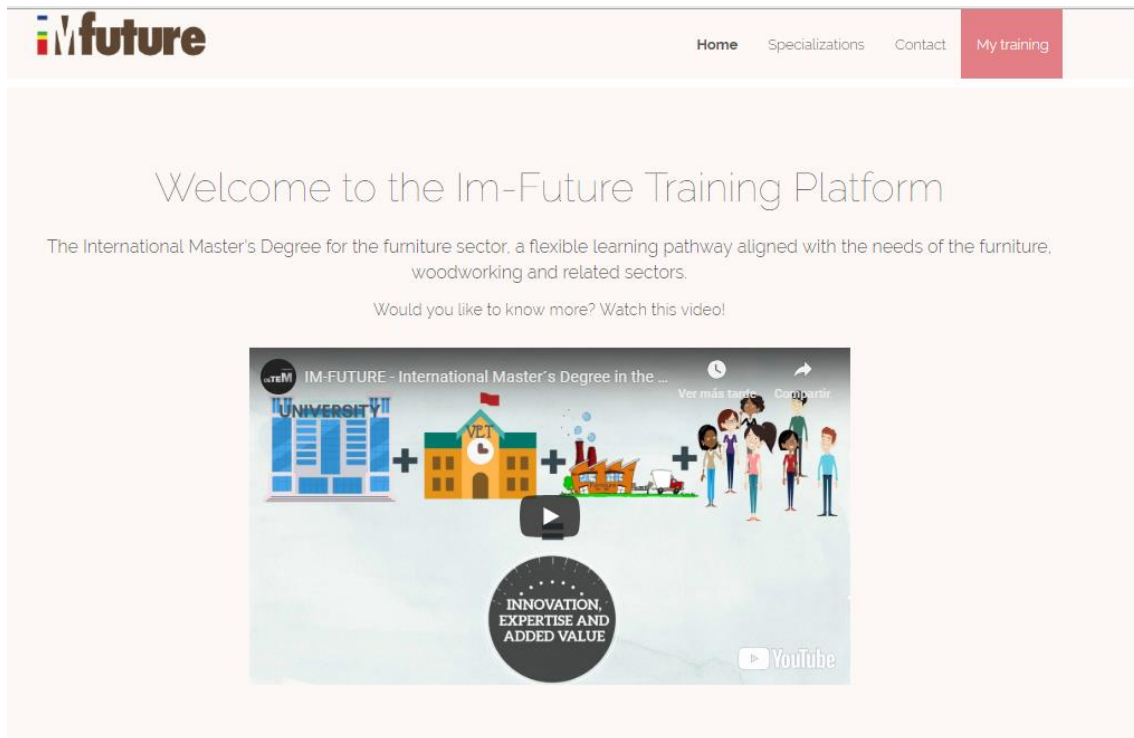
IM-FUTURE is divided in 5 specialization: Production, Design, Business, Research and General Master. Depending on the chosen specialization, students will take 4 main modules and 6 optional ones with Practices and Dissertation:

- Production: In this specialization the student will receive training on how the piece of furniture is produced.
- Design: This specialization is focused on how a piece of furniture is thought and how it is created the draft or model according to that idea.
- Business: In this option the student will receive training to management of the company.
- Research: This specialization is for students who want to investigate in the furniture field.
- No specialization (General Master): Developed for those students who don't want to specialize in a concrete field, but rather have a general knowledge of the furniture sector.

## 2. GLOBAL ARCHITECTURE

This section presents the global architecture of IM-FUTURE Training Platform, based on Opigno and defines the terminology used. The following sections will present its use in more detail.

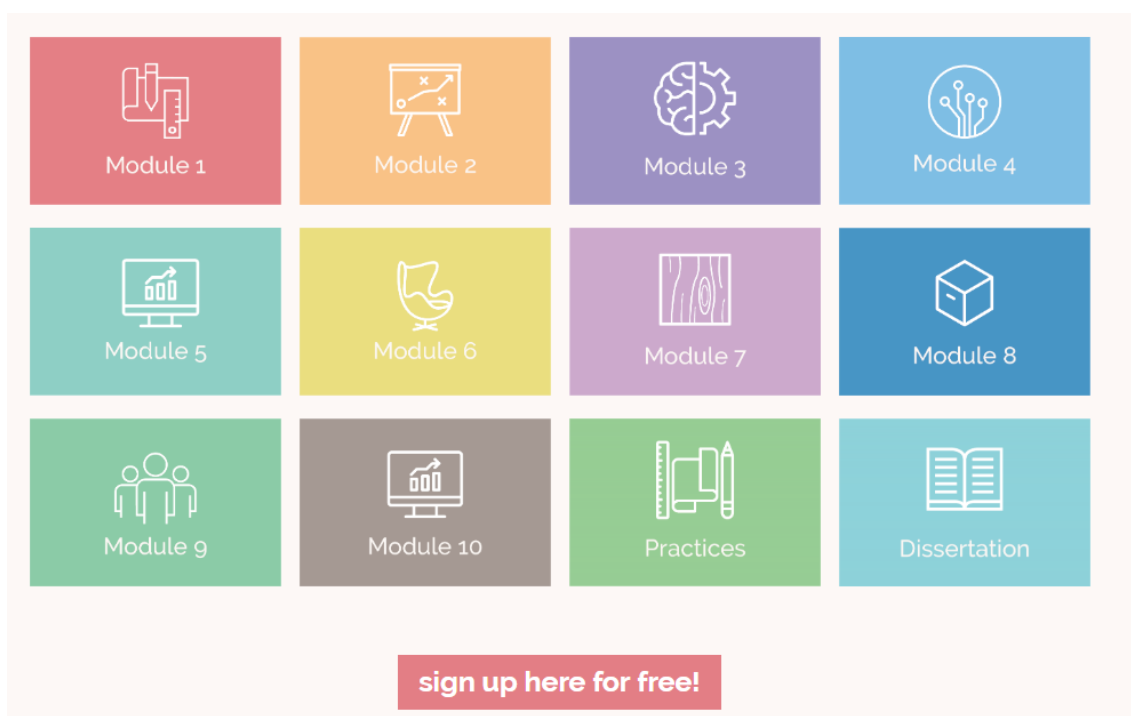
The main page of IM-FUTURE (<http://imfuture.cetem.webfactional.com/>) is as follows.



Here the users will find general information about this International Master Degree, detailed explanations about each specialization both in texts and videos, a contact formulary and the link for register or login into the platform.

Registered and not register users are able to read a complete description of each option before subscribing to any group.

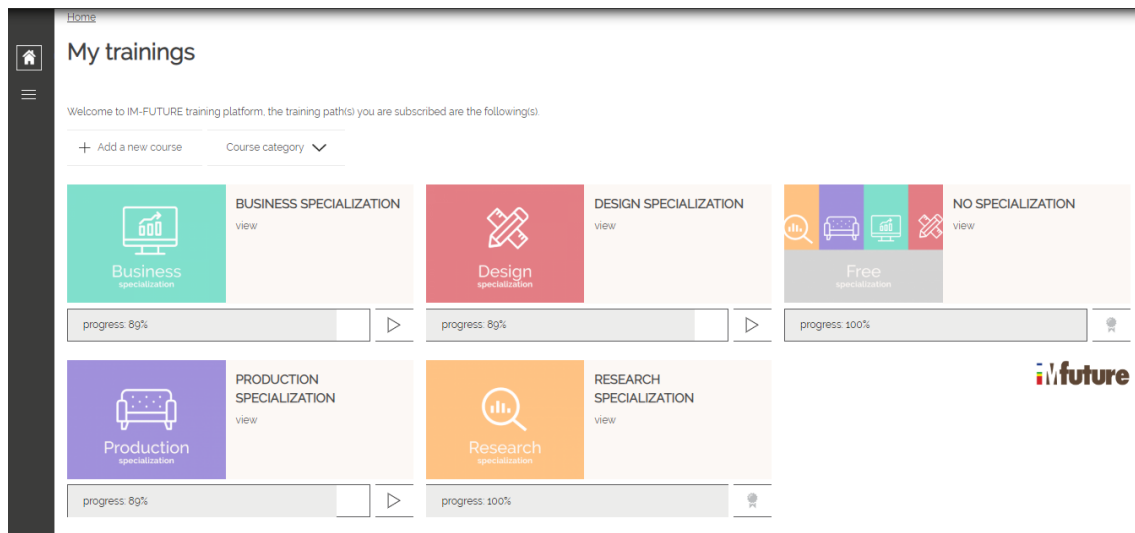
The IM-FUTURE Master Degree has been developed mainly in English. Nevertheless, each training path and module include a summary in Spanish, Polish and Italian.



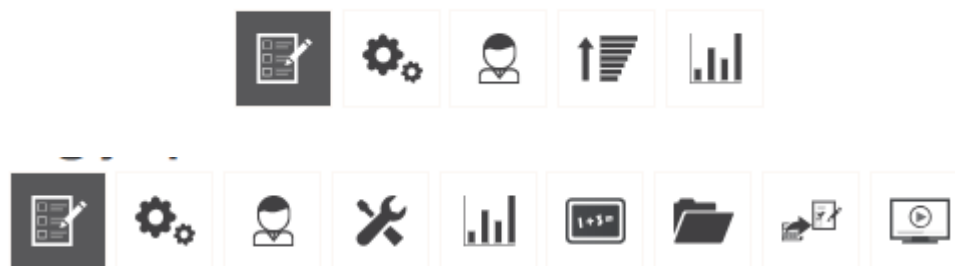
## 2.1. Training interface and navigation

Users should access into the platform clicking on the right of the screen (My training) in order to be identified; they must have previously registered. Then, they will be redirected to the platform.

The interface looks like follows:



On the top bar there is a panel with many buttons related to all the tools available for this course (settings, users, tools, group statistics, lessons, files, quiz import, video, etc.)



On the left side of the screen, a global structure of the training is displayed with the list of online lessons. For each of them, the duration (or time spent for online lessons) and the score or status obtained are displayed.

MODULE 1: PRODUCTION ENGINEERING – TECHNOLOGY, PROCESS & MAINTENANCE		
LESSONS	SCORE	TOTAL TIME
Theory	0	-
Presentations	0	-
Final questions	0	-

The main part of the screen contains the training contents (slides, videos, quizzes). Then it's possible to carry out the complete training by clicking on the "Next" or "Back" buttons. After a lesson is completed, a button "Finish" is displayed and it allows to go to the next lesson:



## 2.2. General structure

IM-FUTURE platform makes it possible to structure the teaching contents in training paths (classes), modules (courses), subjects and units.

**Master** is the whole content that we will develop.

**Training paths**, the different possibilities inside the Master – 60 ECTS. The training path is based on:

- Production specialization.
- Design specialization.
- Business specialization.
- Research specialization.
- General Master.

**Modules**, are made to regularize the contents of the Master and make its structure and Training paths easier to be understood. IM-FUTURE training content consists of 10 modules. The first fourth are compulsories whereas the rest depends on the chosen training path.

- 1) Production engineering – technology, process & maintenance.
- 2) Production – scheduling and planning.
- 3) Innovation, product & process improvement systems.
- 4) Fundamentals of enabling technology applications.
- 5) Operations, business & process management and Quality control.
- 6) Furniture design history and Design.
- 7) Materials and Furniture process.
- 8) Logistics, warehouse, distribution & supply chain management and Sales and Marketing.
- 9) Workplace, leadership & personal effectiveness competences and Industrial Property Rights and Entrepreneurship.
- 10) Information search and retrieval and Investigation methodology.



Depending on the chosen specialization:

- \***Production**, students must perform modules 1, 2, 3, 4, 5, 7 and 9.
- \***Design**, students must perform modules 1, 2, 3, 4, 6, 7 and 9.
- \***Business**, students must perform modules 1, 2, 3, 4, 5, 8 and 9.
- \***Research**, students must perform modules 1, 2, 3, 4, 9, 10 and choose one from 5, 6, 7 or 8 depending on their investigation thematic.
- \***No specialization**, students must perform modules 1, 2, 3, 4 and select the modules that are more useful for their future integration into the workforce of the sector.

Each specialization includes Practices and Dissertation.

**Subject** is a branch of knowledge studied or taught. It will be referred to an important part of the contents of furniture sector. Inside a subject, the content will have a common structure. Each subject has a number of ECTS, depending the number of hours to acquire the required knowledge, skills and competences.

**Units**, inside each subject.

**ECTS**: European Credit Transfer and Accumulation System. It is a standard means for comparing the volume of learning based on the outcomes and their associated workload. It is considered 25 hours per credit point (because we are considering an academic year of 1500 hours of total workload and 60 ECTS credit). Moreover, the ECTS is split in 40% of teaching content, 40% of student work and 20% of tutorship and exam, in conclusion, 10 hours of teaching content, 10 hours of student work and 5 hours of tutorship and exams.

European Master of 60 ECTS		>	1500 hours
Student must do it in 2 different countries			
Divided on 2 semesters of 20 weeks	>	40 weeks	> 37,5 hours/week (including teaching, student work, exams, tutorships...)
Each semester: 30 ECTS	>		60 ECTS
12 training paths			
6 specializations			
1st semester / Country A		The student must do the 3 fundamentals modules (18 ECTS), choose 7 of the 9 specialization modules (21 ECTS), the Dissertation (9 ECTS) and the Practices (12 ECTS).	
Fundamentals block	>		
4 specialization modules	>		
Total	>		
2nd semester / Country B			
3 Specialization modules	>	9 ECTS	
Practices	>	12 ECTS	
Dissertation	>	9 ECTS	
Total	>	30 ECTS	

### 3. USERS

#### 3.1. Users and roles

The different roles available that can be at platform, class or course level are the following:

Role	Platform level	Class level	Course level
Administrator	✓		
Student Manager	✓		
Forum administrator	✓		
Forum moderator		✓	✓
Manager		✓	✓
Teacher			✓
Coach		✓	
Student		✓	✓

**Administrator:** this role gives the possibility to manage the global platform settings, see all students and contents, and consult all results to the quiz.

**Student Manager:** This role gives access to some tools that are useful for the student's management. It has to be granted to the users with "teacher" and "coach" roles in order for them to fully operate their teaching activities. Without any "teacher" or "coach" role inside classes or courses this role won't allow any additional permission compared to a student. This is a platform role that is attributed when a new account is created in the platform.

**Forum administrator:** This is a platform role that is attributed when a new account is created in the platform. It will grant permission to moderate the forums, and it can be useful if you need some additional help to moderate them. It won't give any other permission related to users or classes/courses management.

**Coach:** This role is related to classes. When adding a user to a class, you will have the possibility to grant him a "coach" role. This role will only be effective for this class, and the user can be coach for a class and student for other classes. Inside the courses composing this class the coach will be able to send notifications to students, get the students' list, consult their quiz results, but won't be able to modify the courses' content (theoretical content and quizzes).

**Teacher:** This role is related to courses. When adding a user to a course, you will have the possibility to grant him a "teacher" role. This role will only be effective for this course, and

the user can be teacher for a course and student for other courses. Inside this course, the teacher can manage the course settings, create content (lessons for example), and consult the users' results to the quiz. But he cannot manage the users for the course.

**Manager:** The manager has the same permissions as the teacher, but additionally he/she will be able to manage the users for the course. This role can be granted at class level or at course level. If it is granted at class level, the level will inherit the manager permissions for all the courses composing the class.

**Student:** The student has only the right to consult the data for classes and courses he/she has been authorized to fill in quizzes and to consult his own results.

Note 1: The teacher, coach, and manager roles also require the "Student Manager" permission at platform level to be effective.

Note 2: For advanced users, it's possible to change the permissions settings for these Opigno pre-defined roles, and to create new roles with the dedicated Drupal interfaces.

### 3.2. User status

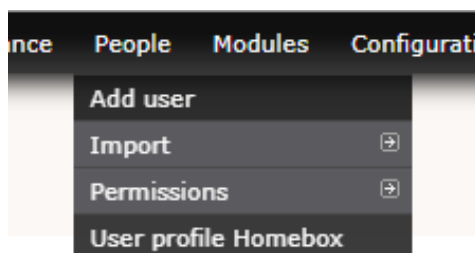
Users inside a course can have the following status:

- **Active:** it means that the user can access the course.
- **Pending:** in this case the user has been authorized to access the course, but he/ she has to complete some steps first (either some pre-requisite courses, or a pre- test to assess the initial knowledge of the user) before automatically obtaining access to the course.
- **Blocked:** in this case the user cannot access the course.

The same status can be defined at class level. In this case the status will be transmitted to the user inside each course composing the class.

### 3.3. Add a new user to the platform

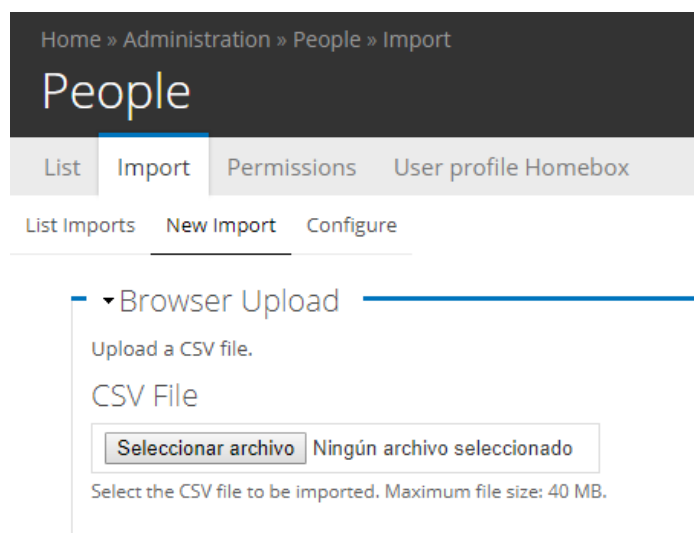
In order to add a new user to the platform, you need to have platform admin rights. Then, just go to the "Administration" menu, and then click in the "Administration" section on "Manage users". You are then directed to the list of users, where you have at the top of the page a link "add user".



Teachers must fill a range of fields such as username, e-mail address, password, status, roles and real name. However, students will be able to register by themselves without any validation required.

In case you have a list of users to import from an Excel file is also possible.

In order to do that, just click on the Import tab on the top right corner, and then on "New Import".



You will have to create a new directory in your web server, ideally separated from the Opigno directory, but with read and write permissions for the www-data user.

Then you are ready to start the import. Select a file, and, if necessary, adapt the delimiter (it may be semi-column instead of column).

The csv file to load should have 4 columns:

- First name
- Lastname
- Password
- Email

After clicking on the “next” button you will have to match the fields. If the username

should be built from the first name and last name, you should indicate this as well (for example a username built with the first letter of the first name -abbreviated- followed by the last name).

→ Use Different CSV File

---

→ Field Match

- **Drupal fields:** Match columns in CSV file to drupal user fields, leave as '----' to ignore the column.
- **Username:** If username is selected for multiple fields, the username will be built in the order selected. Otherwise, the username will be randomly generated.
- **Abbreviate:** Use the first letter of a field in uppercase for the Username, e.g. 'John' -> 'J'.

CSV column	Drupal fields	Username	Abbreviate
Nombre	----- v	-- v	<input type="checkbox"/>
Apellidos	----- v	-- v	<input type="checkbox"/>
Nombre mostrado	----- v	-- v	<input type="checkbox"/>
Apodo	----- v	-- v	<input type="checkbox"/>
	----- v	-- v	<input type="checkbox"/>
	----- v	-- v	<input type="checkbox"/>
Nombre en pantalla	----- v	-- v	<input type="checkbox"/>
	----- v	-- v	<input type="checkbox"/>
	----- v	-- v	<input type="checkbox"/>

## 4. COURSES

The course is the base entity containing many tools and allowing to spread knowledge and to assess students' learning. Referring to IM-FUTURE training platform, courses refers to modules, which are made to regularize the contents of the Master and make its structure and Training paths easier to be understood. This Master consists of 10 modules:

- 1) Production engineering – technology, process & maintenance.
- 2) Production – scheduling and planning.
- 3) Innovation, product & process improvement systems.
- 4) Fundamentals of enabling technology applications.
- 5) Operations, business & process management and Quality control.
- 6) Furniture design history and Design.
- 7) Materials and Furniture process.
- 8) Logistics, warehouse, distribution & supply chain management and Sales and Marketing.
- 9) Workplace, leadership & personal effectiveness competences and Industrial Property Rights and Entrepreneurship.
- 10) Information search and retrieval and Investigation methodology.

Besides Practices and Dissertation.

#### 4.1. Modification of an existing course

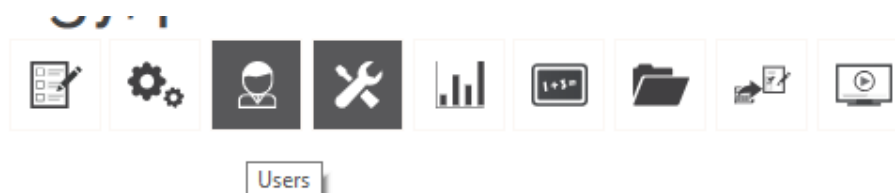
To modify an existing course, simply go into Opigno Administration >> Content >> Course administration, then click on the "Edit" link for the class you want to modify. You can also go to the homepage of this course, and use the "Settings" button.



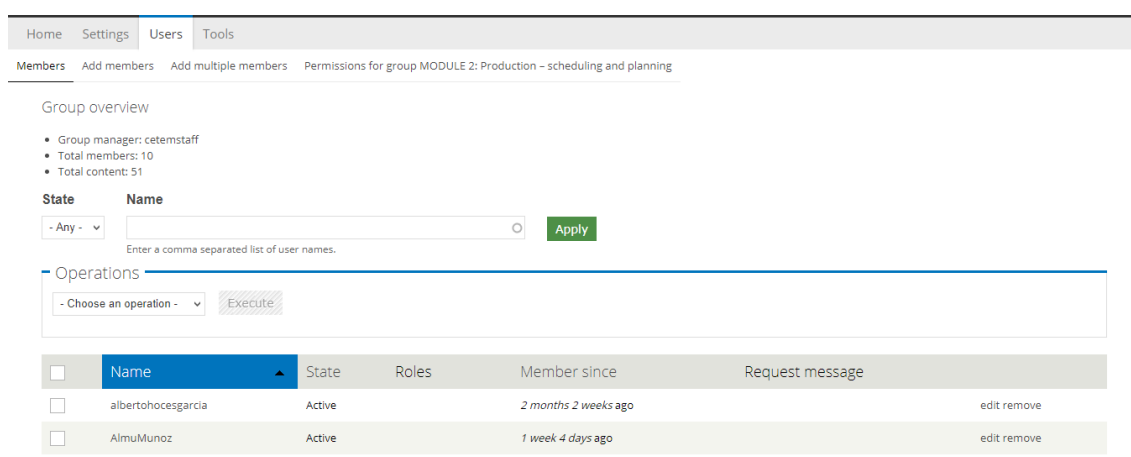
You will be able to modify the same options available when creating a course.

#### 4.2. Add or remove students into a course

To manage the students of a course, you can go (as course manager or platform administrator) either into the class home page and click into the "Users" tab, or go into Opigno Administration >> Content >> Course administration and then click on the "Edit" link for the class you want to modify.



You will get an interface presenting the list of users into this course, with their state (active, pending, or blocked) and their role. An edit link will allow to modify or remove users.



Home Settings **Users** Tools

Members Add members Add multiple members Permissions for group MODULE 2: Production – scheduling and planning

Group overview

- Group manager: cetemstaff
- Total members: 10
- Total content: 51

State Name

- Any -

Enter a comma separated list of user names.

Operations

- Choose an operation -

<input type="checkbox"/>	Name	State	Roles	Member since	Request message
<input type="checkbox"/>	albertohocesgarcia	Active		2 months 2 weeks ago	edit remove
<input type="checkbox"/>	AlmuMunoz	Active		1 week 4 days ago	edit remove

At the top of this list, a button "Add members" allows to add participants to this course. The interface is as follows.

User name \*

State

☒ Active
 ☐ Pending
 ☐ Blocked

Roles

☐ coach
 ☐ forum moderator
 ☐ manager
 ☐ student
 ☐ teacher

Request message

This is the text a user may send to the group administrators.

Add users

You can type a username in the dedicated field. An "autocomplete" system automatically suggests the matching usernames considering the first letters you have entered.

You can then select the state (active, pending, or blocked). By default, you will probably use the "active" state. You can then select the role of the user before saving.

It's also possible to add multiple users. To do that, just click on "Add multiple members" instead of clicking on "Add members". You can move the users from the "available" area to the "selected" area, then choose the role for these users and the state and then save.

Select students to add to the group \*

AVAILABLE OPTIONS:

luthiers  
 grego  
 Prueba  
 Carmelo2

SELECTED OPTIONS:

Roles

☐ coach
 ☐ forum moderator
 ☐ manager
 ☐ student
 ☐ teacher

State

☒ Active
 ☐ Pending
 ☐ Blocked

Add users

### 4.3. Course tools

Opigno courses offer many tools proposing different ways to facilitate the knowledge transmission. These tools will appear at the home page of the course. This section will present the different tools in detail and the way to use them.

#### 4.3.1. Tool “Lesson”

Lessons is an important tool that allows to manage both theoretical content and quizzed to assess the students' knowledge.

A lesson can be:

- Purely theoretical: it means it will be composed of slides with content managed by Drupal, and allowing to add pictures, videos, text.
- Purely quiz: only questions of different types
- Mixed: in this case the lesson will contain slides of the two previous content types, allowing to add some questions at the middle of the theoretical content to make the lesson more dynamic and the student more active.

Lessons can be reached by clicking on the following button once you are inside a course:



The interface (for teachers and administrators) is as follows:

<a href="#">+ Add new lesson</a> <a href="#">Sort lessons</a>		
MODULE 2 SCHEDULING AND PLANNING		
Type:	Theory	<a href="#">Start lesson</a> ▶
Questions:	1	<a href="#">Read more</a> ≡
Attempts allowed:	3	<a href="#">Edit</a> ✎
Available:	Always	<a href="#">Manage questions</a> 📋
Pass rate:	50%	<a href="#">Results</a> 📊
Passed:	✓	

For each lesson, the following action buttons are available:

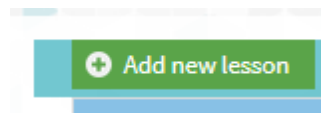
- Start lesson: it allows to start the lesson
- Read more: it allows to view the full details about the lesson
- Edit: it allows to manage the settings for the lesson



- **Manage question:** it allows to manage the questions (or steps) inside this lesson
- **Results:** it allows to consult the results obtained by the students for this lesson

### ADD A NEW LESSON

After clicking on the lesson tool on the course homepage, you get a list of all lessons. At the top of this list a link "Add a new lesson" allows to add a lesson.



The form contains the following items:

1. **Title:** The title of the lesson
2. **Remember my settings:** when checking this option, the settings used for this lesson will be used as default settings for the future lessons

## Title

---

The name of the Lesson

---

☐ Remember my settings

If this box is checked most of the quiz specific settings you have made will be remembered and will be your default settings next time you create a lesson.

3. **Body:** The description of the lesson, that will be displayed on its start page. Opigno offers the CKEditor with nice WYSIWYG capabilities.

[illegible]

4. **Lesson weight:** the weight is used to calculate the global score for the course, which will be the weighted average score for all lessons inside the course. In other words, the score for the course will be:  $(\text{score\_lesson\_1} * \text{weight\_lesson\_1} + \dots + \text{score\_lesson\_n} * \text{weight\_lesson\_n}) / (\text{weight\_lesson\_1} + \dots + \text{weight\_lesson\_n})$ .

LESSON WEIGHT \*

Sets the weight of this quiz for the final course

**5. Lesson type:** The lesson type has to be chosen between quiz, theory and mix (see above for details). This choice will impact the lesson's management interface, that will be simplified to present only relevant question types. If you choose a "theory" type all the quiz questions will be hidden, and only content slides will be available. If you choose "quiz", only the quiz questions will be presented. And with "mix" everything will be presented.

LESSON TYPE \* Quiz ▼

Sets the type of this lesson. The available options are: *Quiz* (not shown in results by default), *quiz* (always shown in results) and *mix*.

**6. Groups audience:** here you can choose the courses in which this class will be

integrated. The current course is selected by default. The first select list displays "your groups", which means groups you have created or groups you are member of. The second autocomplete field is only displayed to platform administrators and allows to define any other course.

#### GROUPS AUDIENCE



YOUR GROUPS

- None -

**Class**

PRODUCTION SPECIALIZATION

DESIGN SPECIALIZATION

Associate this content with groups you belong to.

[Show row weights](#)

Other settings are available at the bottom of the form.



The first one, named "Result Comments", allows to define the global feedback to be displayed to the student after he finishes the quiz. In order to do that, you will define ranges for score (min - max values), named "Result option i", that you will associate with a comment.

Result Comments	
<div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Pass/fail options</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Availability options</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Taking options</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">URL path settings Automatic alias</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Comment settings Closed</div> <div style="background-color: #f2f2f2; padding: 2px; margin-bottom: 2px;">Authoring information By cetemstaff</div> <div style="background-color: #f2f2f2; padding: 2px;">Publishing options Published</div>	<div style="margin-bottom: 10px;">Result Option 1 <span style="float: right;">▼</span></div> <div style="margin-bottom: 10px;">Result Option 2 <span style="float: right;">▼</span></div> <div style="margin-bottom: 10px;">Result Option 3 <span style="float: right;">▼</span></div> <div style="margin-bottom: 10px;">Result Option 4 <span style="float: right;">▼</span></div> <div style="margin-bottom: 10px;">Result Option 5 <span style="float: right;">▼</span></div>







The tab named "Pass/Fail" is an important one and makes possible to define the criteria for lesson's validation.

You can set here the **Pass rate for Lesson (%)**: this is the minimum score (in % of the maximum score possible) the user will need to obtain to pass the lesson. For a quiz you can set a minimum score according to your requirements. If you simply want to have an overview of the students' level, but not block users (for example for an entrance test), you

can set the pass rate to 0%. In case of a theoretical lesson, if you just want to make sure that students have browsed into each slide, you will also make the lesson required for the course validation, with a pass rate of 0%.

Result Comments	PASS RATE FOR LESSON (%)
Pass/fail options	50
Availability options	<small>Set rate for this Lesson as a percentage score</small>
Taking options	SUMMARY TEXT IF PASSED
URL path settings	Congratulations, you're approved
Automatic alias	
Comment settings	
Closed	
Authoring information	By cetemstaff
Publishing options	Published
	<p>TEXT FORMAT Plain text </p> <p><small>Summary for when the user gets enough correct answers to pass the Lesson. Leave blank if you don't want to give different summary text if they passed or if you are not using the 'percent to pass' option above. If you don't use the 'Percentage needed to pass' field above, this text will not be used.</small></p> <p>DEFAULT SUMMARY TEXT</p> <p>Sorry, you have failed. Try again!!</p> <p>TEXT FORMAT Plain text </p>

In the tab named "Availability options", you will define if the lesson has to be always available, or it will have opening and closing dates. Out of these dates the lesson won't be available. This makes also possible to decide if a lesson has to be added to the calendar for all the course participants. In this case, simply check "Add to calendar" and choose one date or a period composed with a start date and an end date.

Result Comments	<input checked="" type="checkbox"/> Always Available
Pass/fail options	<small>Click this option to ignore the open and close dates</small>
Availability options	OPEN DATE
Taking options	Dec  4  2018 
URL path settings	<small>The date this Lesson will become available</small>
Automatic alias	CLOSE DATE
Comment settings	Jan  3  2019 
Closed	<small>The date this Lesson will cease to be available</small>
Authoring information	<input type="checkbox"/> Add to calendar
Publishing options	<small>Add reminder to calendar</small>
Published	

Save

The tab "Taking options" is dedicated to the way students can answer to the quiz.

Result Comments	<input checked="" type="checkbox"/> Allow Resume <small>Whether to allow users to leave the Lesson incomplete and then resume it from where they left off.</small>
Pass/fail options	<input checked="" type="checkbox"/> Allow Skipping questions <small>Whether to allow users to skip questions in the Lesson</small>
Availability options	<input checked="" type="checkbox"/> Allow jumping <small>Whether to allow users to jump between questions using a menu in the Lesson</small>
<b>Taking options</b>	
URL path settings Automatic alias	<input checked="" type="checkbox"/> Backwards navigation <small>Whether to allow user to go back and revisit their answers</small>
Comment settings Closed	<input type="checkbox"/> Repeat until correct <small>Require the user to re-try the question until they answer it correctly.</small>
Authoring information By cetemstaff	<input type="checkbox"/> Mark Doubtful <small>Allow user to mention if they are not sure about the answer</small>
Publishing options Published	<input checked="" type="checkbox"/> Show passed status <small>Show the status if the user has previously passed</small>
<b>RANDOMIZE QUESTIONS</b> <ul style="list-style-type: none"> <li><input type="radio"/> No randomization</li> <li><input type="radio"/> Random order</li> <li><input checked="" type="radio"/> Random questions</li> <li><input type="radio"/> Categorized random questions</li> </ul> <small>The difference between "random order" and "random questions" is that with "random questions" questions are drawn randomly from a pool of questions. With "random order" the lesson will always consist of the same questions. With "Categorized random questions" you can choose several terms questions should be drawn from, and you can also choose how many questions that should be drawn from each, and max score for each term.</small>	

You can define:

- **Allow resume:** possibility for users to stop the lesson they are browsing, and resume later at the same point.
- **Allow skipping questions (for quiz):** the user can leave a question blank and finish the quiz.
- **Allow jumping:** possibility for the user to browse the slides/question in a different order from that defined by the lesson's author.
- **Backwards navigation:** possibility to go back in slides/questions.
- **Repeat until correct (for quiz):** the user will have to retry each question until he/ she finds the correct answer, and he/she can go to the next question.
- **Mark doubtful:** allows the student to mention if he is not sure about the answer.
- **Show passed status:** displays the status if the student has previously passed the lesson.
- **Randomize questions:** 4 different modes are offered concerning the way to randomize the order in which questions/slides will appear. The difference between "random order" and "random questions" is that with "random questions" questions are drawn randomly from a pool of questions. With "random order" the lesson will always consist of the same questions. With "Categorized random questions" you can choose several terms questions should be drawn from, and you can also choose how many questions that should be drawn from each, and max score for each term.
- **Assign Action:** an action that will be performed once the student has passed the lesson (actions are related to Drupal rules).

ASSIGN ACTION Choose an action



Select an action to be preformed after a user has completed this Lesson.

- **Allowed number of attempts** (mainly interesting for quiz): the maximum number of times a student can do the quiz.

#### MULTIPLE TAKES

ALLOWED NUMBER OF ATTEMPTS 3



The number of times a user is allowed to take the @lesson. Anonymous users are only allowed to take quizzes that allow an unlimited number of attempts.

- ☒ Display allowed number of attempts

Display the allowed number of attempts on the starting page for this quiz.

- **These results should be stored for each user:** you can define here, in case of multiple attempts, which score has to be taken into account (the latest, the highest, or every one)

#### THESE RESULTS SHOULD BE STORED FOR EACH USER

- ☐ The best
- ☐ The newest
- ☒ All

- **Time limit:** you are able to stablish here the period of time students have in order to answer the raised exercises. On that case, teachers should take into account the number of questions and define the time in seconds. The IM-FUTURE Training Platform will have unlimited time.

#### TIME LIMIT

0

Set the maximum allowed time in seconds for this @lesson. Use 0 for no limit.

### EDIT GLOBAL SETTINGS OF A LESSON

To edit the global settings of an existing lesson, you can simply go to the lesson home page, and click on the "Edit" tab at the top of the page.

<a href="#">+ Add new lesson</a> <a href="#">Sort lessons</a>		
MODULE 2 SCHEDULING AND PLANNING		
Type:	Theory	<a href="#">Start lesson</a>
Questions:	1	<a href="#">Read more</a>
Attempts allowed:	3	<a href="#">Edit</a>
Available:	Always	<a href="#">Manage questions</a>
Pass rate:	50%	<a href="#">Results</a>
Passed:		

## ADD QUESTIONS / SLIDES TO THE LESSONS

Once a lesson is created, you will probably want to add questions and/or slides to it. To do that, you will click on the "Manage questions" tab at the top of the page (see previous image).

<a href="#">Create new question</a>
<a href="#">Questions in this lesson (21)</a>
<a href="#">Settings for random questions</a>
Max score for each random question <input type="text" value="1"/>
Number of random questions <input type="text" value="21"/>
<small>This number of questions is randomly selected each time someone takes this lesson</small>

By clicking on the "**Create new question**" link, the list of available questions will open (see below for more details), making it possible to choose a question type and define its content and settings.

<a href="#">Create new question</a>
<ul style="list-style-type: none"> <li><a href="#">Fill in the blanks question</a></li> <li><a href="#">Long answer question</a></li> <li><a href="#">Matching</a></li> <li><a href="#">Multiple choice question</a></li> <li><a href="#">SCORM Package</a></li> <li><a href="#">Fileupload question</a></li> <li><a href="#">Drag and drop question with lines</a></li> <li><a href="#">Drag Drop question</a></li> <li><a href="#">H5P question</a></li> <li><a href="#">Scale question</a></li> <li><a href="#">Short answer question</a></li> <li><a href="#">True/false question</a></li> </ul>

In the area "**Questions in this lesson**", you will see the list of questions inside this lesson.

Edit and Remove links will allow to manage questions. The maximum score for the question will also be defined here. By default, it is calculated as the maximum number of points possible to have with the question, according to the points you granted for each possible answer.

Auto update max score means that if you modify a question (add or remove correct alternatives for a multiple-choice question for example), the max score will be automatically re-calculated by adding the scores for all the alternatives offered inside the question. If not checked, the max score will remain the same even if you modify the answers.

QUESTION	TYPE	ACTIONS	UPDATE	MAX SCORE	AUTO UPDATE MAX SCORE	COMPULSORY
+ An IMS...	Multiple choice question	<a href="#">Edit</a> <a href="#">Remove</a>	Up to date		<input type="checkbox"/>	<input type="checkbox"/>
+ The review of the sources of information in a Technology Watch system...	Multiple choice question	<a href="#">Edit</a> <a href="#">Remove</a>	Up to date		<input type="checkbox"/>	<input type="checkbox"/>

By clicking on the "**Browse for questions to add**" link you will see the list of all questions previously used in the platform (a pool of questions) and you will be able to simply select one to add it to the current lesson.

☐ Browse for questions to add

Mark all the questions you want to add. You can filter questions by using the textfields and select boxes. You can sort by pressing the table headers.

	TITLE	TYPE	CHANGED	USERNAME
<input type="checkbox"/>	<input type="text"/>	No filter ▾	No filter ▾	<input type="text"/>
<input type="checkbox"/>	<a href="#">Unit 8</a>	Slide	11/19/2018 - 14:27	cetemstaff
<input type="checkbox"/>	<a href="#">Unit 7</a>	Slide	11/19/2018 - 14:27	cetemstaff
<input type="checkbox"/>	<a href="#">Unit 6</a>	Slide	11/19/2018 - 14:26	cetemstaff
<input type="checkbox"/>	<a href="#">Unit 5</a>	Slide	11/19/2018 - 14:26	cetemstaff

The available question types are the following:

- **Fill in the blanks question:** A text with missing words the user has to fill in.



- **Long answer question:** Question proposing the student to write a long text to answer. The scoring of this question will have to be done manually.
- **Matching:** Question requiring to match the elements from two columns. The elements in the first column will be fixed and randomized, and the ones in the second column will be presented in dropdown boxes.
- **Multiple choice question:** The classical question with many possible answers. One or more answers may be defined as correct. The score is defined for each possible answer, and may be null, positive, or negative (in case of wrong answer).
- **SCORM package:** This question makes possible to insert a SCORM package into the lesson; the results obtained inside this package will be retrieved in Opigno.
- **TinCan package:** This question makes possible to integrate a TinCan package (zip file) inside a lesson; the results obtained will be stored in Opigno.
- **File upload question:** This question offers the student to upload a file containing his work. The scoring of this question will have to be done manually.
- **Drag and Drop questions with lines:** This question makes possible for the user to select zones inside a picture. At the moment the zones can only be circle-shaped.
- **Slide:** This is a theoretical content slide; no answer is awaited from the student.
- **Drag Drop question:** This question offers the user to match pictures and labels, by drag and drop.
- **H5P question:** This question type makes possible to easily create rich HTML contents using H5P technology.
- **Scale question:** A question proposing to answer to questions using a scale (for example "Never - Always" or "Totally disagree - Totally agree").
- **Short answer question:** A question the user has to answer with a short text. The scoring can be either automatic, either manual.
- **True/false question:** A question that has to be answered with true or false. The creation of a question is quite similar for all question types, even if each of them offers some specific settings. You will have basically to define the question, the possible answers, and the feedback.

Note: for theoretical lessons, users can switch in full screen display mode, simply by clicking on the arrows on the top right corner of the slide:



To exit the full screen view, press 'Esc' key.

### **CREATION OF SLIDES FOR THEORETICAL CONTENT**

Opigno makes possible to create slides of theoretical content. Slides can be either created using the WYSIWYG editor, including the use of pre-defined templates (please refer to the next section), or can be created by loading a PDF file that will be displayed inside the

slide.

To do that, in the dedicated section of the slide creation interface, simply load a PDF file.

 PDF

Seleccionar archivo Ningún archiv... seleccionado Upload

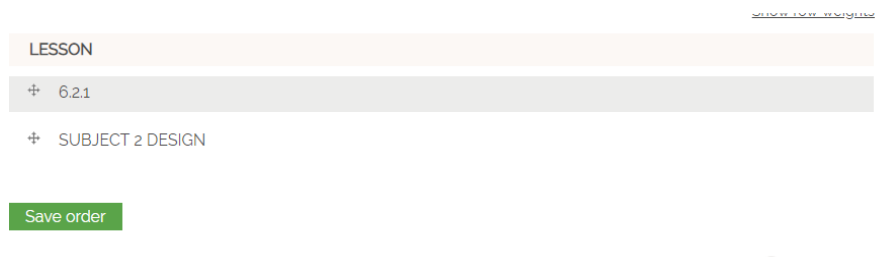
\*El icono PDF es un ícono representativo de un archivo PDF. No es necesario que el archivo sea un PDF.

## **SORT LESSONS**

In order to sort the lessons inside a course, just go to the course and then to the "Lessons" tool.











Then, click on "Sort lessons". You can sort the different lessons inside the course through drag & drop. Click "Save Order" to keep the new order.



## **CONSULT RESULTS AND SCORE MANUALLY ANSWERS**

From the list of lessons, you can click on the "Results" tab to consult the results for a lesson.

<div>  Add new lesson                      Sort lessons                 </div>		
MODULE 2 SCHEDULING AND PLANNING		
Type:	Theory	Start lesson 
Questions:	1	Read more 
Attempts allowed:	3	Edit 
Available:	Always	Manage questions 
Pass rate:	50%	Results 
Passed:		

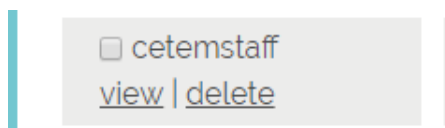
You get a table of all results of students in this lesson.

Options

Special filters

USERNAME	STARTED	FINISHED	SCORE	EVALUATED
<input type="checkbox"/> <input type="text"/>	No filter	No filter	No filter	No filter
<input type="checkbox"/> cetemstaff	11/19/2018 - 12:21	11/19/2018 - 12:21 (Duration: 0:00:00)	100 % Passed	Yes

In order to view the details of the answers given by a student, or to score questions requiring manual scoring, just click on the "view" link under a username (the link appears when your mouse pointer is over the username).



You can then view the detailed results for each question. To score manually a question, just define the score in the dedicated area, eventually add a feedback, and click on "Save score".

**cetemstaff**

You can modify the way the results are shown by clicking in the Special filters. There, you will have the option of showing all the results for a specific student or not showing the results of a lesson in progress.

Special filters

☒ Only show each users best result

☒ Do not show lessons in progress

The scoring can be done either by the course teacher, the course manager, a platform administrator or the coach of the class (if the course is part of a class).

Note: in the administration area, you have also a link "My course student results" that allows to consult the results for your courses, but at a more global level (no detailed by

question).


#### 4.3.2. "Documents" tool

The documents tool provides a kind of Document Management System inside courses. It makes possible to easily share documents and organize them inside folders. It can be accessed from a course by clicking on the following button:

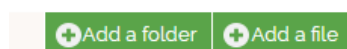


When clicking on files, you can open the files, and, clicking on folder names will let you enter inside this folder. A button "Parent folder" allows to go back to the parent folder.

The content is visible for students, but only manageable (adding files, folders, moving files, etc.) by the course teacher, course manager, or platform administrators.

MODULE 2: Production – scheduling and planning				← parent folder	≡ reorder elements
NAME	LOADED BY	LAST MODIFIED	TYPE	OPERATIONS	
 Archives			Folder		

New folders can be added by clicking on the button "Add a folder", and new files with the button "Add a file".



Folders and files can be reordered by drag-and-drop when clicking on the "reorder elements" button. In this case you have to go first to the parent folder so that you are able to reorder all the elements below this parent folder.

Adding a file is done through the interface shown below, by defining:

- a title
- eventually a description (field "Body")
- a file (that will be uploaded)
- the folder containing this file (the file can move afterwards either by editing it, or with the "reorder" interface)

Title

---

BODY

(Edit summary)

**B** *I* U ~~S~~

Format

**FILE**

Seleccionar archivo

Ningún archiv... seleccionado

Upload

Files must be less than 40 MB.  
 Allowed file types: .jpg .jpeg .gif .png .txt .doc .docx .xls .xlsx .pdf .ppt .pptx .pps .odt .ods .odp

Select folder

MODULE 2: Production – scheduling and planning

#### 4.3.3. “Quiz Import” tool

This tool is only accessible to course teacher, course manager, and platform administrators. It allows to import quiz questions from an Excel file (only valid for Multiple Choice Questions). Teachers and administrators will be able to access this tool from a course by clicking on the following button:



You will then be able to select an Excel file containing the questions and answers, and define the title for the new quiz to be created.

File

Seleccionar archivo Ningún archiv... seleccionado

QUIZ TITLE

Import

The structure of the Excel file (.xls or .xlsx) has to be the following:

- **First column:** the question text.
- **Second column:** the possible answers for the questions. The question text does not have to be repeated in each line for the different possible answers.
- **Third column:** the correctness of the answer (1=yes, 0=no).
- **Fourth column:** the score (positive or negative) if the student chooses this answer.
- **Fifth column:** the score (positive or negative) if the student does not choose this answer.
- **Sixth column:** the feedback if the student chooses this answer.
- **Seventh column:** the feedback if the student does not choose this answer. You can see

below a sample of Excel file just below:

A	B	C	D	E
Question	Answers	Correct (1/0)	Score if selected	Feedback if selected
1. What is Grapphene?	A piece of material made of carbon	0	0	A layer of carbon of one atom thick
	A layer of carbon of one atom thick	1	1	This is correct.
	A very thin layer of atoms of carbon 200 times harder than steel	0	0	A layer of carbon of one atom thick
2. What is the most important property of materials for furnituture industry	Mechanical properties	1	1	This is the correct answer.
	Electrical properties	0	0	Mechanical properties
	Magnetical properties	0	0	Mechanical properties

#### 4.3.4. "Video gallery" tool

The video tool will be accessible inside courses by clicking on the following button:



Here you will find (as a platform administrator, course manager or course teacher) a button "Add video".



The interface allowing to add the new video is as follows:

## Title

## BODY

[\(Edit summary.\)](#)

A screenshot of the CKEditor toolbar. The toolbar is a horizontal bar with a light gray background. It contains a series of icons for text formatting (bold, italic, underline, strikethrough, bulleted list, numbered list, decrease indent, increase indent, outdent, indent), alignment (left, center, right, justified), link and unlink, undo and redo, source code, insert image, insert video, insert iframe, insert table, insert code, and a text input field. Below the toolbar, a large white area represents the text editor, which is currently empty.

Once the video file has been uploaded, you will be offered the following options:

- **Bypass auto conversion:** this will prevent the video from being converted. The original format will be kept.
- **Convert video on save:** this will force the conversion of the video when saving. If neither this option is checked, nor the first one, the conversion will be done during the next CRON running.
- **Video thumbnail:** some thumbnail images are automatically processed by Opigno; you can choose one of them to be displayed in the video gallery.

VIDEO

Boss4Smes-0Bn8r\_brftPs\_beta.mp4 (15.22 MB)

Remove

OUTPUT VIDEO DIMENSIONS

640x360

▼

Set the size of the converted video.

☒ Bypass auto conversion

This video will not convert your video when you save, and it will not be scheduled.

☐ Convert video on save

This will convert your video on save, instead of scheduling it for cron.

VIDEO THUMBNAIL

Seleccionar archivo

Ningún archiv... seleccionado

Upload

The uploaded image will be used as video thumbnail on this video.

After the video has been added, it will be displayed in the gallery, like below:

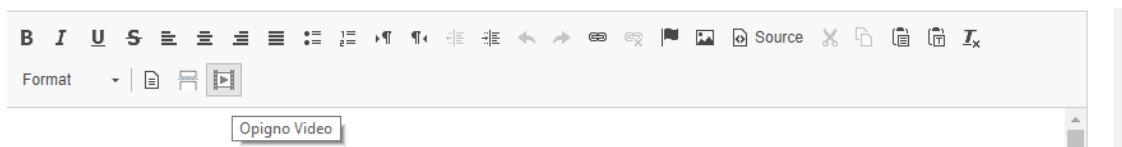


Students will be able to view the videos by clicking on them.

Platform administrators, course managers and course teachers are able to sort the videos inside the gallery. In order to do that, when entering inside the video tool, simply click on the "Sort videos" button and reorder them by drag&drop. Click save when the video order is as desired.

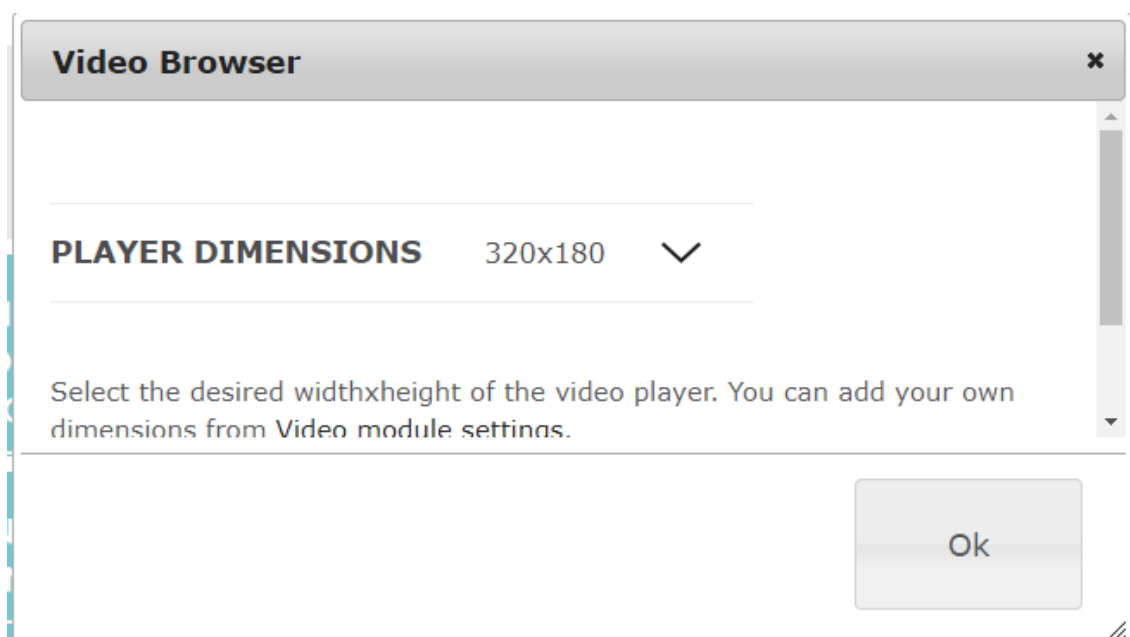


Videos can be inserted in a slide if the video is already in the lesson video gallery. In order to do that you will find a button as follows in the Wysiwyg slide editor:



By clicking it you will see a popup window that allows you to choose the video and its dimension.





## 5. STATISTICS AND DASHBOARDS

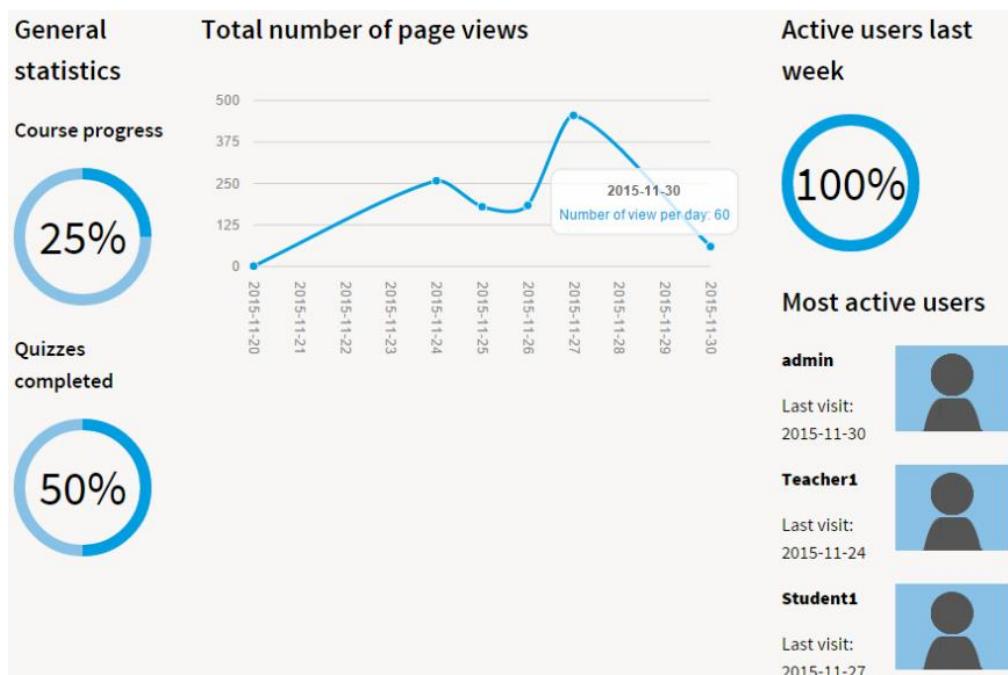
### 5.1. Global statistics

IM-FUTURE training platform offers graphical statistics allowing administrators to understand the behavior of users and the way their Opigno LMS platform is used. This consequently makes possible to adapt the learning paths and tools, to offer the most efficient possible training experience to the users. It's possible to access the statistics interfaces by clicking in the main menu on the following pictogram:



### GENERAL OVERVIEW

This interface displays a general overview of the way the platform is used. It contains links to get more precise dashboards for courses or users.



#### Top 10 courses according to nb of interactions

#	Courses	Number of visits	Number of users	Number passed	Action
1	3 simple step to overclocking	248	4	2	<a href="#">View statistics</a>

#### Top 10 classes according to nb of interactions

#	Classes	Number of visits	Number of users	Action
1	IT pro	1229	2	<a href="#">View statistics</a>

## GENERAL STATISTICS

### Course progress

This is calculated as the total number of users having successfully finished a course, divided by the total number of users, for the selected timeperiod.

### Quizzes completed

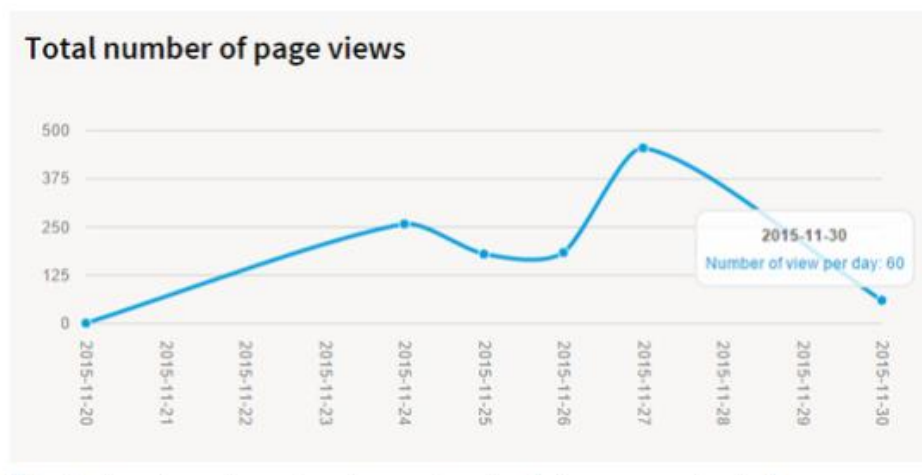
This is calculated as the total number of finished and successful attempts on lessons or in-house trainings divided by the total number of finished attempts (successful or not) on lessons and in-house trainings. If a user takes several times the same quiz only his best result will be considered. The calculation takes in account all the users and all the courses, for the selected time period.



### TOTAL NUMBER OF PAGE VIEWS

This displays the total number of page views by all the users on the platform.

- If the current month is selected, the chart displays the number of page views for each day of the month.
- If another month is selected, then only the total number of page views for the month will be displayed.
- If no month is selected, the chart will display the total number of page views for each month of the year.



### COURSE LESSONS

#### Course lessons

Lesson	Interactions	Avg score
Step 1: CPU Clock is King	170	34%

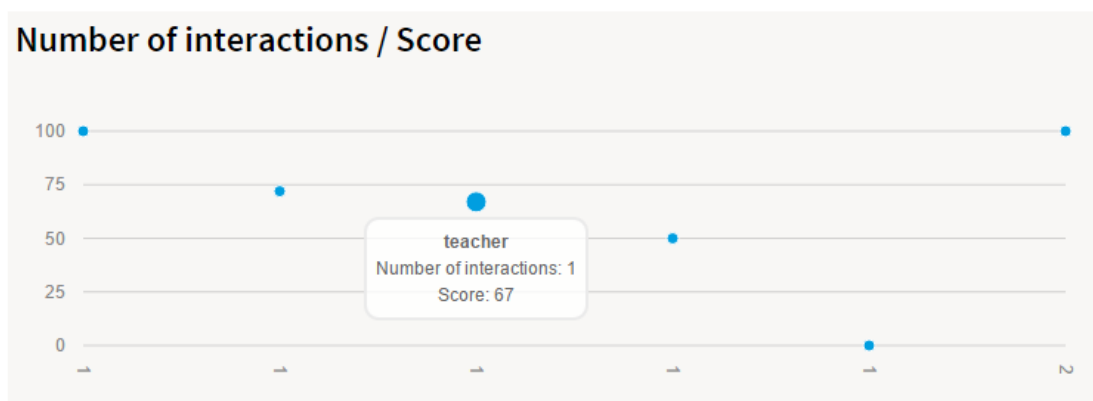
## Interactions

Number of page views inside the course; this makes possible to figure out the interest if users in a lesson.

## Avg score

This is the average score for a lesson, calculated for all the users having finished the lesson (excluding the attempts that were stopped before the end of the lesson, and considering the best result of each user).

## NUMBER OF INTERACTIONS / SCORE



This chart displays both the scores and number of interactions for each user registered to the course. Each user is a dot on the chart.

The number of interactions (total number of page views inside the course) illustrates the efforts and constancy of a user.

The score (average score considering all the lessons inside the course, excluding non-finished attempts; for example, if there are two lessons and that the user only did one with a 100% score, his global score will be 100%) illustrates the user's success.

Consequently, a user with a high number of interactions but a low score would be considered as having difficulties. To the opposite, a user with low number of interactions but a high score would be skilled and at ease.

## STUDENTS RESULTS

This table displays a detailed overview of the users of a course, and their results.

Students results						
Students	Interactions	Avg interactions	Score	Avg score	Passed	Action
admin	7	2	100%	65%	Yes	<a href="#">View statistics</a>
student	1	2	100%	65%	Yes	<a href="#">View statistics</a>
student2	1	2	72%	65%	Yes	<a href="#">View statistics</a>
teacher	1	2	67%	65%	Yes	<a href="#">View statistics</a>
administrator	1	2	50%	65%	No	<a href="#">View statistics</a>
Student.rolex	1	2	0%	65%	No	<a href="#">View statistics</a>

## Interactions

Number of page views (lessons, etc.) from the user inside the course.

## Avg Interactions

This is calculated as the average number of interactions for all the users of the course; this makes possible to compare each user with the average.

## Score

This is the average score for the user considering all the lessons inside the course (online lessons, in house trainings, etc.) and considering only the best result of the user for each lesson.

## Avg score

This is the average value of the average scores for all users registered to the course; this makes possible to compare each user's score to the average.

## Passed

This indicates whether the user has successfully passed the course or not (the course is passed if the user has successfully finished all the required lessons).

By clicking on the link "View statistics" it's possible to get a detailed statistics page related to one given user.

This displays the total number of page views by the user inside the platform.

- If the current month is selected, the chart displays the number of page views for each day of the month.
- If another month is selected, then only the total number of page views for the month will be displayed.
- If no month is selected, the chart will display the total number of page views for each month of the year.