



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

User Guide

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This guide has been made to support the students 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.

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. IM-FUTURE will also address transversal skills, such as entrepreneurship, foreign languages and digital competences.

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 project has been funded with the support from the European Commission. IM-FUTURE arises from a Strategic Partnership composed of seven entities from regions that are highly influenced by the furniture and woodworking industry: Four universities, two technical research and Training centers and one furniture industry representatives and are the followings:



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, which 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.

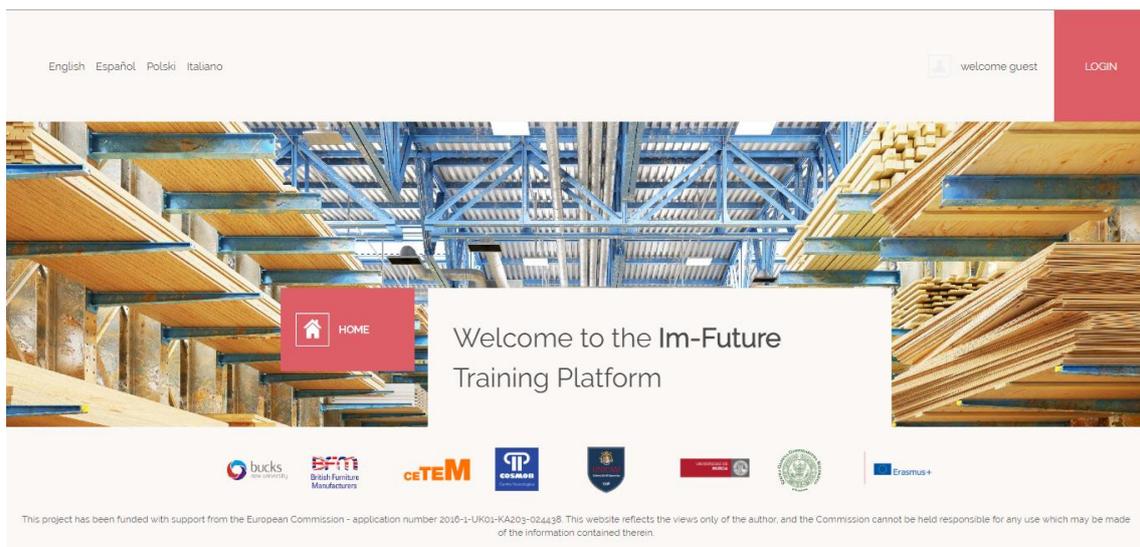
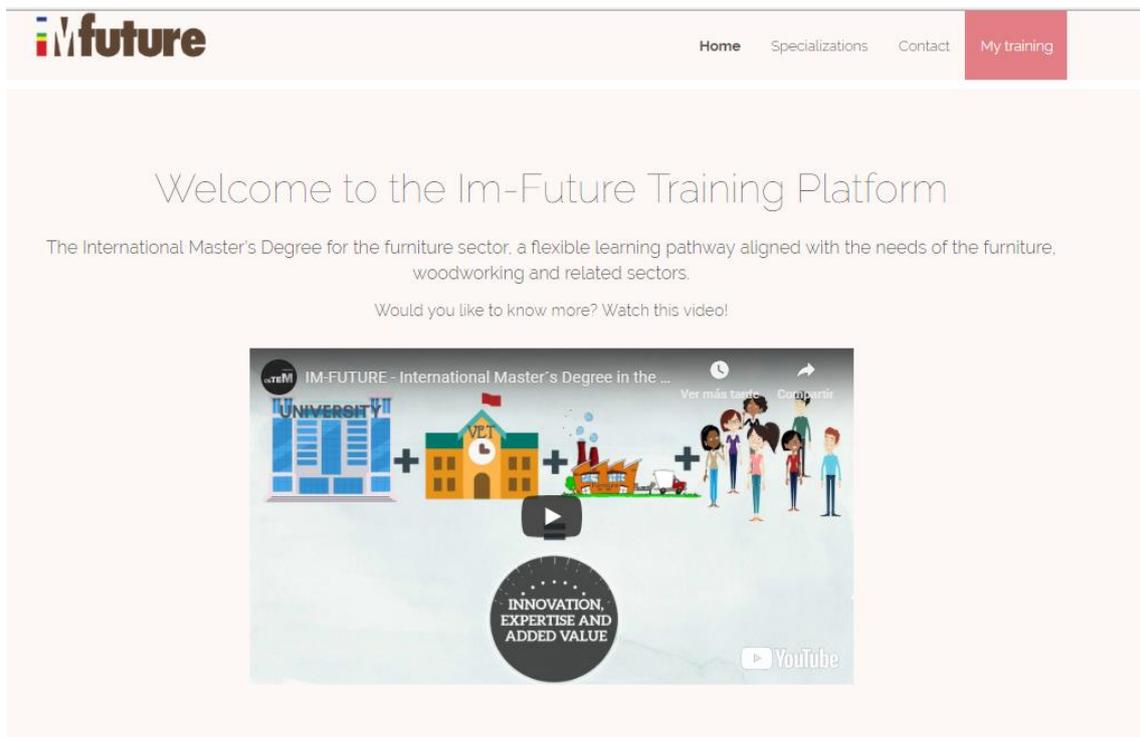
IM-FUTURE is divided in 5 specialization: Production, Design, Business, Research and General Master. Depending on the chosen specialization, students will take 4 main modules and 6 optional ones with Practices and Dissertation:

- 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.

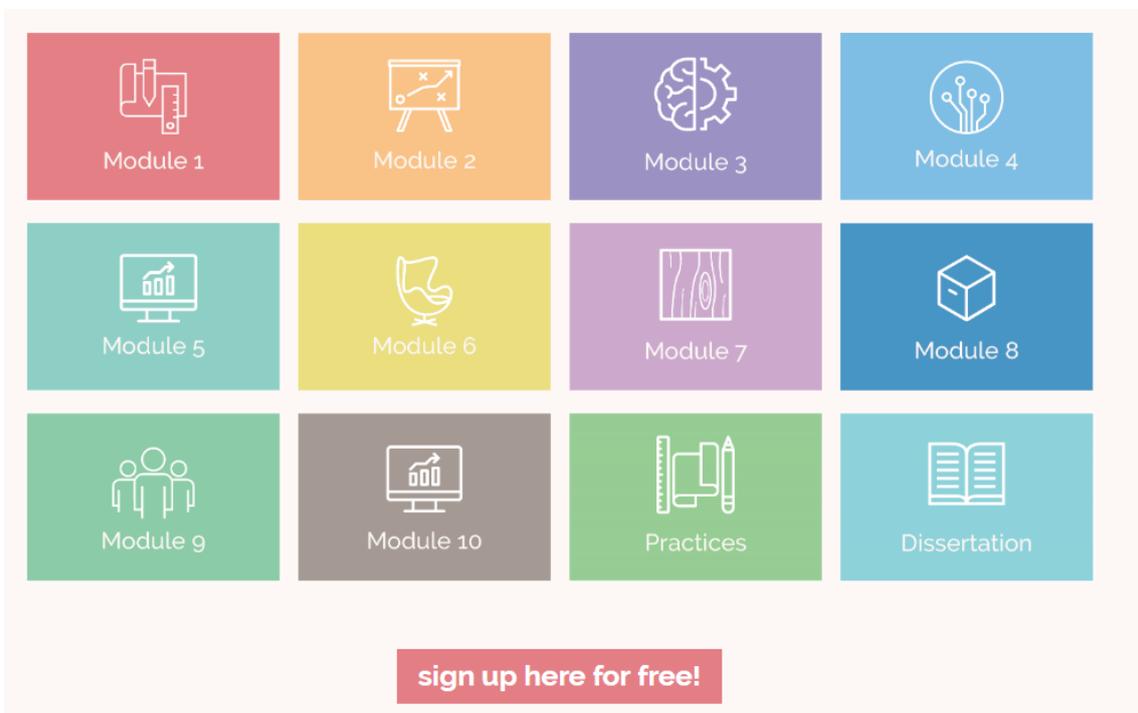
The main page of IM-FUTURE (<http://imfuture.cetem.webfactional.com/>) is as follows.



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. Registration

To login in IM-FUTURE platform you have to create a user account or be registered by an administrator user, as a teacher. To create a new account, you have to follow the next steps:

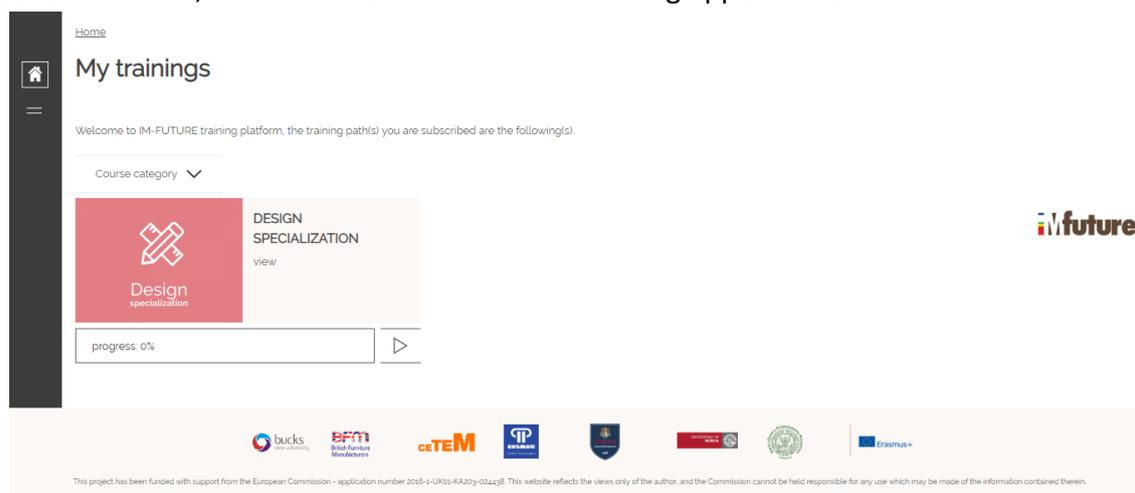
1. Go to the web page <http://imfuture.cetem.webfactional.com/>
2. Read all the information about each specialization.
3. Click on “sign up here for free” bottom inside the specialization you like.
4. Fill the “real name”, “email address”, “password” and “confirm password”. Accept Terms & Conditions of Use and check the CAPTCHA control.

5. After this process, click on ‘Create new account’.
6. After that, you will be redirected to the chosen specialization. At the beginning, you will be able to see the modules, subjects and units inside it, without seeing the content.
7. For this reason, you will click on the right of the screen on ‘Subscribe to group’.
8. The following message will appear on the screen. Are you sure you want to join the group X SPECIALIZATION? Click on ‘Join’.
9. You are ready to take the Master.

In case an administrator registers you as a user, an email from imfuture@cetemlearning.eu will be sent to your e-mail address to notify and certify your identity.

2.2. Training interface and navigation

Once students have selected between Production, Design, Research, Business or General Master; the interface will have the following appearance:



Once a student clicks on the specific specialization, a general description will appear explaining which aspects will be covered on this module and the different subjects or units inside it. These summaries are available in English, Spanish, Italian and Polish.

On the top bar there is a panel with many buttons related to all the tools available for this course (documents, tools, lessons, 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 3: INNOVATION, PRODUCT & PROCESS IMPROVEMENT SYSTEMS		
LESSONS	SCORE	TOTAL TIME
Theory	0	-
Presentations	0	-
Final Questions	62	06:18:19

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:



3. 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.
- No specialization.

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 and the rest are optional and are up to

students.

- 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, 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.

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 mean 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 ^{D1}		>	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			
Fundamentals block	>	18 ECTS	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).
4 specialization modules	>	12 ECTS	
Total	>	30 ECTS	
2nd semester / Country B			
3 Specialization modules	>	9 ECTS	
Practices	>	12 ECTS	
Dissertation	>	9 ECTS	
Total	>	30 ECTS	

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. Course tools

IM-FUTURE training platform offers many tools proposing different ways to facilitate the knowledge transmission. These tools will appear on home page of the course. This section will present the different tools in detail and the way to use them.

4.1.1 Tool “Lessons”

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.
- purely quiz: only questions of different types

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



The interface is as follows:

MODULE 2 SCHEDULING AND PLANNING		
Type:	Theory	Start lesson ▶
Questions:	1	Read more ≡
Attempts allowed:	3	
Available:	Always	
Pass rate:	50%	
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.

4.1.2. “Documents” tool

The documents tool provides a kind of Document Management System inside courses. It

makes possible to easily download documents. 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.

MODULE ≥ Production – scheduling and planning					← parent folder
NAME	LOADED BY	LAST MODIFIED	TYPE	OPERATIONS	
 Archives			Folder		