



TRAINING
PATH FOR
EUROPEAN
PHLEBOLOGISTS



STUDENT GUIDE

2019 INTELLECTUAL OUTPUT3
learning.europeanregisterphlebologists.eu

TRAPP PROJECT

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EUROPEAN
REGISTER
PHLEBOLOGISTS



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1. INTRODUCTION

This guide will introduce the basics to know for participating in an online course. You will learn step by step to register on the Moodle platform, find and enrol in a course, enter and work in the online environment.

1.1 WHAT IS MOODLE

Moodle is an LMS (Learning Management System), a system for managing online courses designed to create virtual classes that allow effective and engaging online learning experiences. It is used internationally for educational and training projects that involve the active involvement of learners and allow collaborative learning, group work and knowledge exchange.

1.2 DEFINITION OF A MOODLE COURSE

The term **Course** means the virtual space dedicated to loading and managing the teaching material of each individual teaching.

In the e-learning platform of the TRAPP Project the courses are set up according to the format for **topics**, which allows to divide the material organizing it according to the themes chosen by the teacher.

A Moodle course can contain:

- didactic material in various forms such as text, audio, video etc
- interactive activities such as homework, quizzes, workshops
- activities that allow teacher-student and student-student communication, such as forums and chats.

1.3 NECESSARY REQUIREMENTS

To use a site created with moodle you need to have a computer or tablet or smart-phone connected to the internet, have a valid e-mail address, be able to use a browser and send and receive e-mail messages.

The browser must be configured to accept "cookies" otherwise the system will not work and errors will be displayed. Normally all browsers are automatically configured to accept cookies, if not then consult the browser documentation and set it to accept cookies from the platform site.

If you have a smartphone you can use most of the site's features even with the official Moodle app, more conveniently than the browser. Without the APP, in fact, with the normal browser, the small video of the mobile forces to frequent enlargements and moves of the page to reach the various elements that constitute it. The App can be downloaded for Android for free from the Google Play Store and for IOS from the Apple Store. However, a normal browser is required to take advantage of all the features.

Generally, the only requirement is a computer with Internet access and a web browser. However, not all features are supported in older web browsers, so we suggest using the latest Firefox, Chrome, or Safari or Internet Explorer 10+. We highly recommend Firefox or Chrome as the BRTC Moodle site has been optimized for use with it. Some courses may require additional plugins and software such as Flash, QuickTime, or Acrobat Reader. Most classes require word processing software such as Microsoft Word. Each course syllabus should list specific software requirements.

Pop-up Blockers

Pop-up blockers should be disabled in order to display Moodle content correctly.

Chrome

In the top right of your screen, click Customize icon and then *Settings*. Scroll to the bottom and click the “*Show advanced settings...*” link. Under the *Privacy* heading, click *Content settings*. Scroll down to the *Pop-ups* heading and click *Manage exceptions*. In the box that says “[*].example.com”, type [*].learning.europeanregisterphlebologists.eu. Then click *Done* twice. Close the tab.

Chrome Customize Icon

Firefox

In the top right of your screen, click the Firefox menu, then *Options*. Click the *Content* on the menu on the left. Under *Pop-ups*,” click *Exceptions*. In the address

bar, type <https://learning.europeanregisterphlebologists.eu>, then click *Allow* and then *Save Changes*. Close the tab.

Firefox Menu Button.Internet Explorer (IE)

In the top right of your screen, click the *Tools* menu and then *Internet options*. Now, click the *Privacy* tab. Next, under the *Pop-up* blocker heading, click *Settings*. In the address bar, type [https:// learning.europeanregisterphlebologists.eu](https://learning.europeanregisterphlebologists.eu) and click *Add*. Click *Close* and then *OK*.

IE Tools.Safari (Apple Computers)

Open Safari, and hit the command key and, simultaneously. This brings up Safari's menu. Click *Security*. Untick the box that says *Block pop-up* windows.

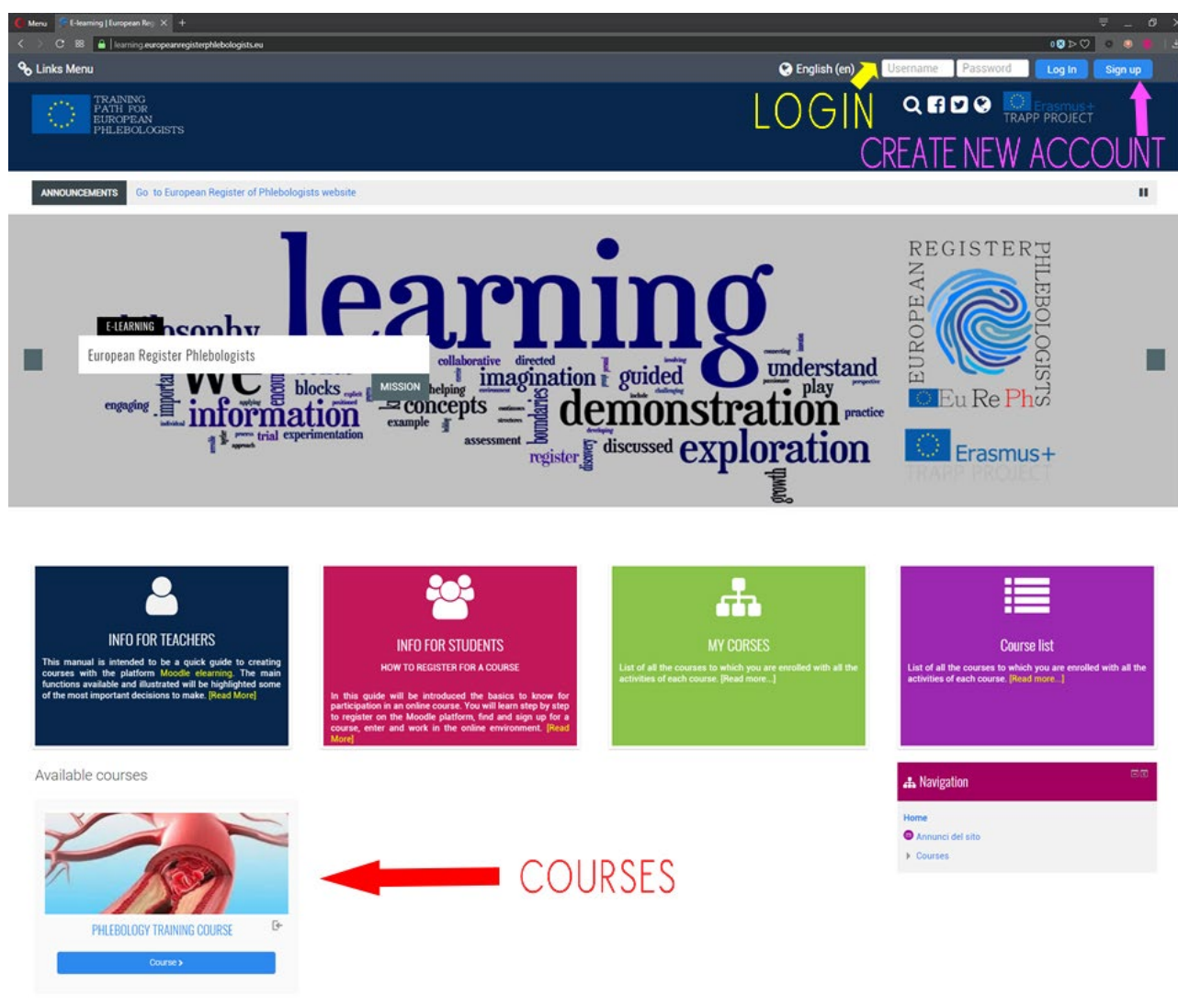
2. REGISTRATION AND REGISTRATION FOR THE COURSES

2.1. CONNECTION TO THE E-LEARNING PLATFORM

To connect to the e-learning platform of the project it is sufficient to type, in the address bar of any web browser, the URL

<https://learning.europeanregisterphlebologists.eu/>

At this point you will see the home page of the site:



The main page of the platform containing the list of available courses will be presented in the central part.

To access the courses you must be registered on the site and register for the course.

Registration is used to enter your data into the system, so that it can be subsequently recognized, and involves assigning a unique username and choosing a password. The next paragraph explains how to register.

With username and password you can login or you can log in and be recognized.

Once you have logged in you can enter and carry out activities in all the courses you are enrolled in. To carry out activities in a course (for example to try the quizzes or to make interventions in a forum), one must be at least registered and have accessed.

Logout procedure

To log out always click on the link **(Exit)** next to your name and last name; avoid closing the browser window without logging out first.

2.2 REGISTRATION

Currently registration on the site is free, anyone can register by filling out the registration form.

If you don't have an account yet, you need to create one from the login page.

To access the login page, click on the button, top right, **"Sign up"** or by clicking on the name of any course.



Log in

Username Password ☐ Remember username[Forgotten your username or password?](#)Cookies must be enabled in your browser [?](#)

Is this your first time here?

For full access to this site, you first need to create an account.

To register, click on "Create New Account", the page with the registration form will open.

New account

[▼ Collapse all](#)

▼ Choose your username and password

Username *

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 #

Password *

▼ More details

Email address * Email (again) * First name * Surname * City/town Country

▼ Other fields


Registration number on the register of doctors * City and nation of the register of doctors * Security question [?](#)☐ I'm not a robot

In this module the fields marked with an asterisk are mandatory. In particular, username and password that you will need later for access.

You can choose any username (only letters and numbers without spaces and special characters) but must be different from the one chosen by the other users of the system because this name must uniquely identify the user.

The password can be chosen at will but must respect the rules imposed by the site administrator (in our case it must be at least 8 characters long). Remember to write both your username and your password, the latter will be known only to you. No one, not even the system administrator will ever be able to see it. If you forget it there is no way to find it again, you can only change it by communicating via e-mail or you will have to contact the administrator.

Another important fact is the e-mail address which must be a valid and working address. In fact, to prevent a user from registering with the name of another, the registration must be validated. After clicking on “Create a new account” button, the system automatically generates an e-mail message that is sent to the user's e-mail address and contains a link for validation.

 > Confirm your account

An email should have been sent to your address at **XXXXX@XXX.XXX**
It contains easy instructions to complete your registration.
If you continue to have difficulty, contact the site administrator.

Continue

Registration will not be active until you follow the instructions contained in this message and do not click on the link included, if this does not happen, after a certain number of days the registration will be cancelled.



The e-mail address you indicated is also the one that will be used by the teachers to communicate with you, for example to tell you the homework grades. You can then decide whether to make it visible to other course users.

As mentioned before, the e-mail address is also used to recover the password or username in case you have forgotten them. To recover them, just click on the "Forgotten your username or password?" Link on the login page and enter at least your e-mail address. The link to change the password will arrive in the inbox.

2.3 REGISTRATION FOR THE COURSES

Once logged in you will be recognized by the system which will display a personalized home page called "dashboard" from which you can access the available courses.

Courses can be:

- With free registration; each registered user can register (marked with the icon  next to the title). Enrolment in the course entails the possibility for the teacher to check and view the activities performed during the course.
- With inscription protected by a keyword, (marked with the icon  next to the title). To enrol, it is necessary to know a secret key word that is normally communicated by the teacher only to his own students. In this case the first time you log in, you will be asked for the keyword, only after entering it will the system register you for the course
- blocked by the teacher; in this case only the teacher can register new students and if you try to enter the message is displayed: At the moment it is not possible to enrol in the course.

Identify the course you want to enrol in and click on its name, access the course registration page::

The screenshot displays the 'PHLEBOLOGY TRAINING COURSE' registration page. At the top, there is a navigation bar with links: Home, Dashboard, Events, My Courses, and This course. The main content area is titled 'Enrolment options' and features a list of teachers: Roberto Bisacci, Alessandro Frullini, Giuseppe Genovese, Paolo Giardini, Paolo Giordano, Dr. Guarnaccia, Olivier La Rocca, Giovanni Nano, Pavei Patrizia, Daniela Radu, Augusto Sampaio, Docente Test, Francesco Vallebona, Marco Viani, and Polizois Zois. To the right of the teacher list is a detailed description of the course, explaining that phlebology is the branch of medicine which studies and treats venous diseases. Below the description, there is a section for 'Self enrolment (Student)' with a message 'No enrolment key required.' and an 'Enrol me' button. On the right side of the page, there is a sidebar with 'Navigation' and 'Administration' sections. The 'Navigation' section includes links to the Dashboard, Site home, Site pages, Courses, and the PHLEBOLOGY COURSE. The 'Administration' section includes links to Course administration and Enrol me in this course.

Click on "Enrol me in this course" or on the "Enrol me" button and you will be written to the course.

After the student has logged in, the list of courses he is enrolled in will be presented directly and can be accessed directly by clicking on the relative name.

2.4 HOW TO MODIFY PERSONAL

Once verified the login you will come from the system which will display a personalized home page called "dashboard".

If this is the first time that you log in, you may be asked to change your password, this is because each user must be the only one to know his password (which is his job to keep secret) since he will be legally responsible for everything will do on the site. After logging in, all the activities that will be performed on the

site by your computer will be assigned to you until you finish the session.

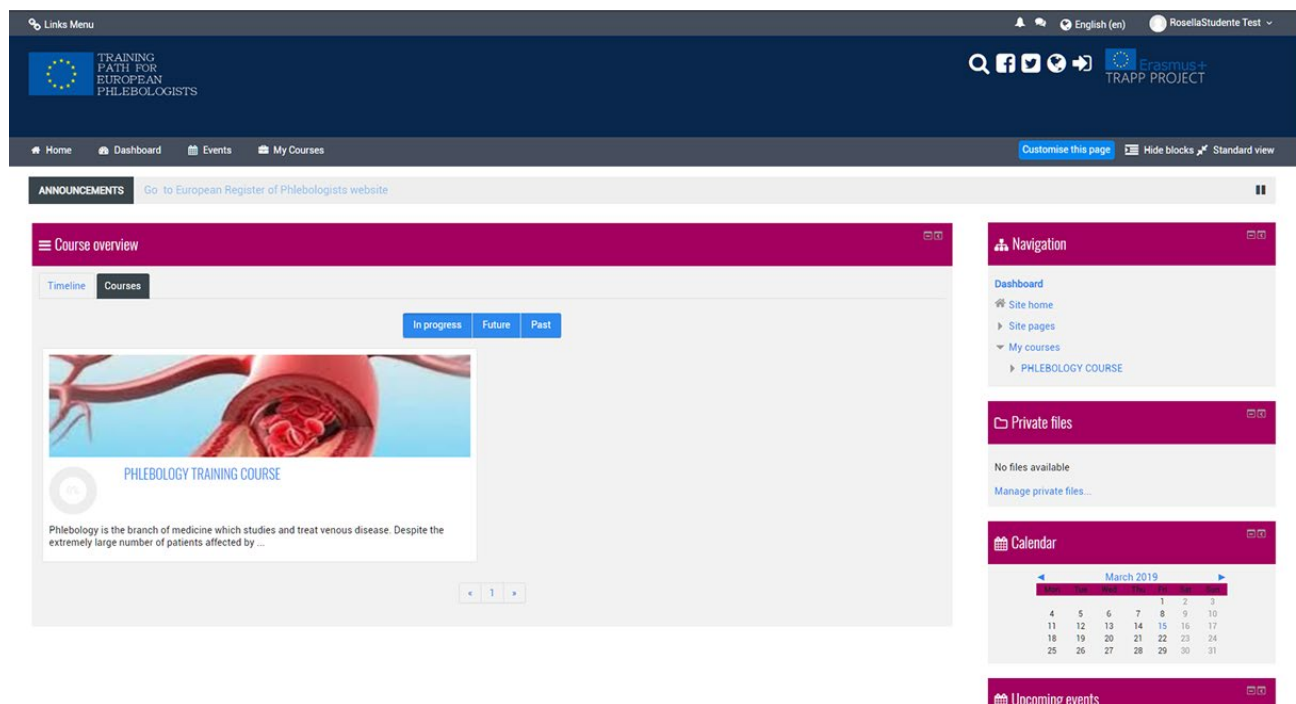
The screenshot shows a Moodle interface. At the top, there's a dark blue header with the 'TRAINING PATH FOR EUROPEAN PHLEBOLOGISTS' logo and a user profile for 'RosellaStudente Test'. A dropdown menu is open, showing options like 'Dashboard', 'View profile', 'Edit profile', 'Grades', 'Preferences', 'Notifications', 'Calendar', and 'Log out'. Below the header, there's a navigation bar with 'Home', 'Dashboard', 'Events', and 'My Courses'. The main content area is titled 'Course overview' and shows a 'PHLEBOLOGY TRAINING COURSE' with a 0% progress indicator. A sidebar on the right contains 'Navigation' (with links to Site home, Site pages, and My courses), 'Private files' (with a message 'No files available'), and a 'Calendar' for March 2019.

All Moodle users have an editable profile where you can upload a photo and add additional details about yourself. As well as information displayed to other Moodle users, your profile includes a number of settings that affect how Moodle functions and how it is displayed to you.

You can access your Moodle profile by clicking on your name after you login. Your name is usually visible in the top right corner of the page.

3 BASIC USE

After the student has logged in, the list of courses he is enrolled in will be presented directly, which he can access directly by clicking on the relative name.



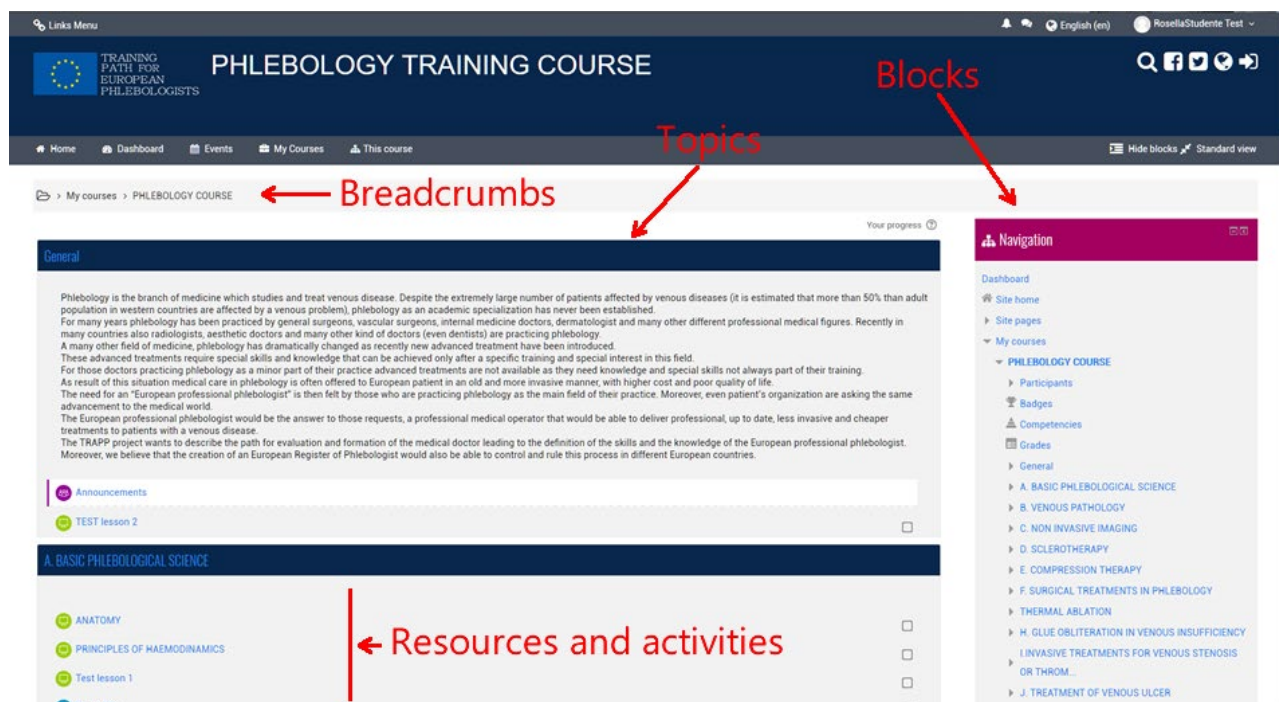
The course "PHLEBOLOGY TRAINING COURSE" was organized by topic.

The TOPICS represent logical units into which the course can be divided.

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3.1 WORK ENVIRONMENT

After registering for a course each time you enter, the initial page of the course is displayed which is similar to that of the next image:



The course page is divided into two separate sections. The left section lists all the teaching activities and resources prepared by the teacher for the course (lessons, homework, forums, notes, web pages, quizzes, etc.).

On the right side there are a series of blocks, each of which has a specific function and contains a series of links for quick access to some elements of the course as well as some information, for example: the Upcoming events block displays the upcoming planned activities in the calendar.

When navigating in the course the upper left part of each page contains the breadcrumbs that show where you are and allow you to go back to any intermediate point (just click on one of them).

3.2 RESOURCES AND ACTIVITIES

As mentioned above, a course consists of a series of **resources and activities** prepared by or by the teachers (a course could have several teachers).

The **resources** correspond to the material made available to the students. There are various types of resources, the main ones are:

- **File.** It is the most common type of resource, it can be a file of any type, for example a pdf document, a word file, an image, etc. The file is uploaded to the site and can be downloaded by all registered students;
- **Link to page or website (URL).** When the resource is available on the internet it is not necessary to upload it to the site, just insert a link in the course. Students will be able to download or view it directly from the site of origin.
- **Page.** A web page (but can also be a simple page of text) created specifically by the teacher, can contain text, images, links, quizzes, etc.
- **Folder:** group of files.
- **Book:** group of pages organized in chapters.

Activities are tasks in which the student takes an active role. There are various types of activities supported by the platform, some of which are:

- **Lessons.** A lesson consists of several pages, each page normally ends with a question and a number of possible answers. Depending on the student's choice, the lesson progresses to the next page or returns to a previous one.
- **Assignments.** The assignments allow the teacher to assign to the students any individual work that he can then evaluate and comment on. The work can consist in the realization of any digital work that will be delivered on the server but also in the compilation of a text online, in the delivery of a paper report or in the performance of any other activity (without delivery of files or documents).
- The **Quizzes.** This activity allows the teacher to design and perform tests that can consist of multiple-choice questions, questions with true-false answers, short answer questions and other types of questions. These

questions are collected in a deposit organized by category of questions, and can be reused within the same course or different courses. Quizzes can allow repeated response attempts. Each attempt is automatically registered and the teacher can decide whether to send a reply and / or show the correct answers. The Quizzes include a response evaluation system.

- The **choice**. A choice is a very simple type of activity. Teacher asks a question and proposes a choice between various answers.

4 ACTIVITY COMPLETION AND CONDITIONAL ACCESS

Some courses might utilize the Activity Completion and/or the Conditional Access features

4.1 ACTIVITY COMPLETION

Activity Completion, allows your instructors to set up criteria to set a point when an activity is completed. This can be done either by allowing the students to manually mark their own completion (a nice way to keep of checklist of class activities completed), or by setting some criteria based on things like Activity Viewed, or Student Receives Grades. This Activity Completion might be used in conjunction with Conditional Access, effectively restricting access to certain activities, until you have completed prior objectives.

You'll see in the screenshot below, that you can always click on the 'My Progress' button to view some help information about Completion Tracking. In addition, you will notice that the Yellow boxes have not been completed yet, the Green box, is an activity in which the student completed based on the instructor's criteria, and the Blue boxes, were marked manually by the student.

4.2 TAKE A QUIZ

These are instructions on how to access and take a quiz in a Moodle course site.

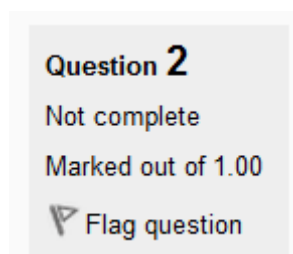
Before taking a quiz in Moodle, make sure you review the Quiz Taking Tips:

- Don't take a quiz over wireless.
- Don't take a quiz on a phone or tablet.
- Save answers frequently.
- Leave time to actually submit the quiz.

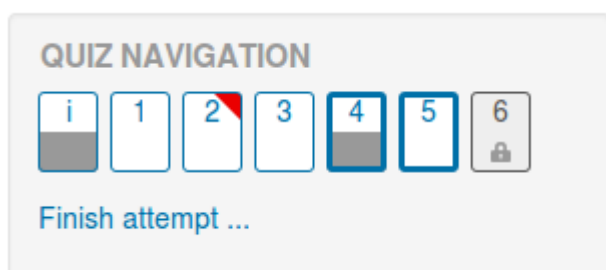
How students take a quiz

- Click on the quiz link on the course homepage and read the information to check you're in the right quiz.
- Click on "Attempt quiz now" button.

- Click on the "Next" button at the bottom of the page to see the next page of questions
- Click on the "flag" in the box next to the question to put a temporary marker on it



- Notice the Quiz navigation block. You can use it to jump to any question.



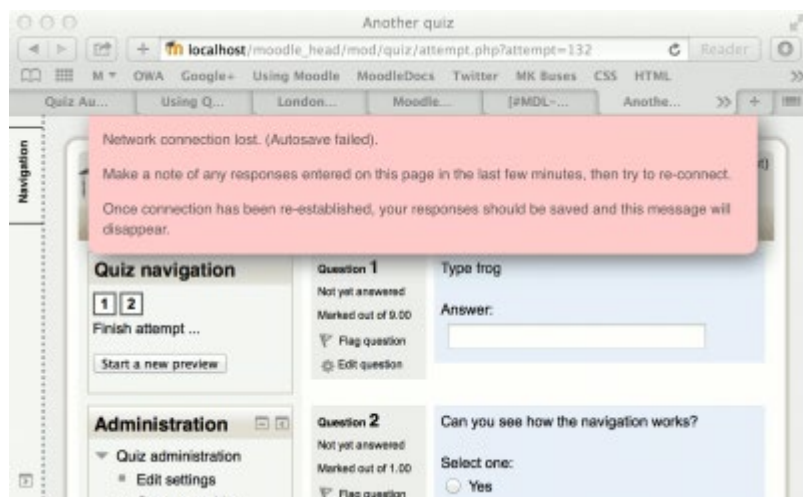
- A flagged question is shown with a red triangle at the top right
 - Questions on the current page are shown with a thicker border
 - After viewing a description, it is shown with the bottom half grey
 - After saving an essay question, it is shown with the bottom half grey
 - A dependent question is shown in grey with a padlock icon
- To finish the exam, click "Finish attempt" in the navigation block of "Next" on the last page of the exam.
 - The "Summary of attempt" page - reviews the questions and alerts you to questions not attempted.

Summary of attempt		
Question	Status	Marks
1	Not complete	
2	Not complete	
3	Not complete	
Return to attempt		
Submit all and finish		

- Click on any question page number or "Return to attempt" to go back to the quiz.
- Click on "Submit all and finish" to have your quiz scored. A warning will pop up telling you you can no longer change your answers.

Autosave

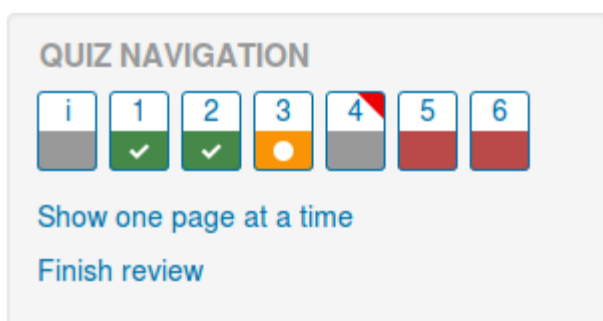
If Moodle detects that the student's Internet connection has dropped, and the Quiz autosave feature is enabled, a warning message is displayed, prompting the student to make a note of recent responses.



Quiz autosave is enabled by default, with the default time period set to 2 minutes. This autosave period can be changed, or the setting disabled completely, from *Site administration > Plugins > Activity modules > Quiz > Autosave period*.

How students review a quiz

- In the quiz navigation block
 - A correct answer is shown with the bottom half green with a white tick
 - A partially correct answer is shown with the bottom half orange with a white circle in it
 - A wrong answer is shown with the bottom half red
 - An essay question (requiring manual marking) is shown with the bottom half grey
 - A flagged question is shown with a red triangle at the top right



- In the questions themselves, correct answers will be in green with a check mark. Incorrect answers will be in red with a cross. will have a green check mark next to your correct answer
- According to your teacher's settings, you might get general feedback, specific feedback on each question and/or overall feedback on your final score.
- Although the quiz may have been split into multiple pages, the review will show all the questions on a single page to make it easier to navigate. You can chose to review the quiz with separate pages as it was when you took the quiz

Saving questions and returning later to a quiz

- If you answer a number of questions and then want to complete the quiz at a later time,click "Finish attempt".
- When you return to continue the quiz, Moodle will remember which page you were on and allow you to continue from there, having saved your previous questions.

Retaking a quiz

If your teacher has allowed multiple attempts, when you click on the quiz again you will be informed how many attempts you have remaining along with your previous scores.

See

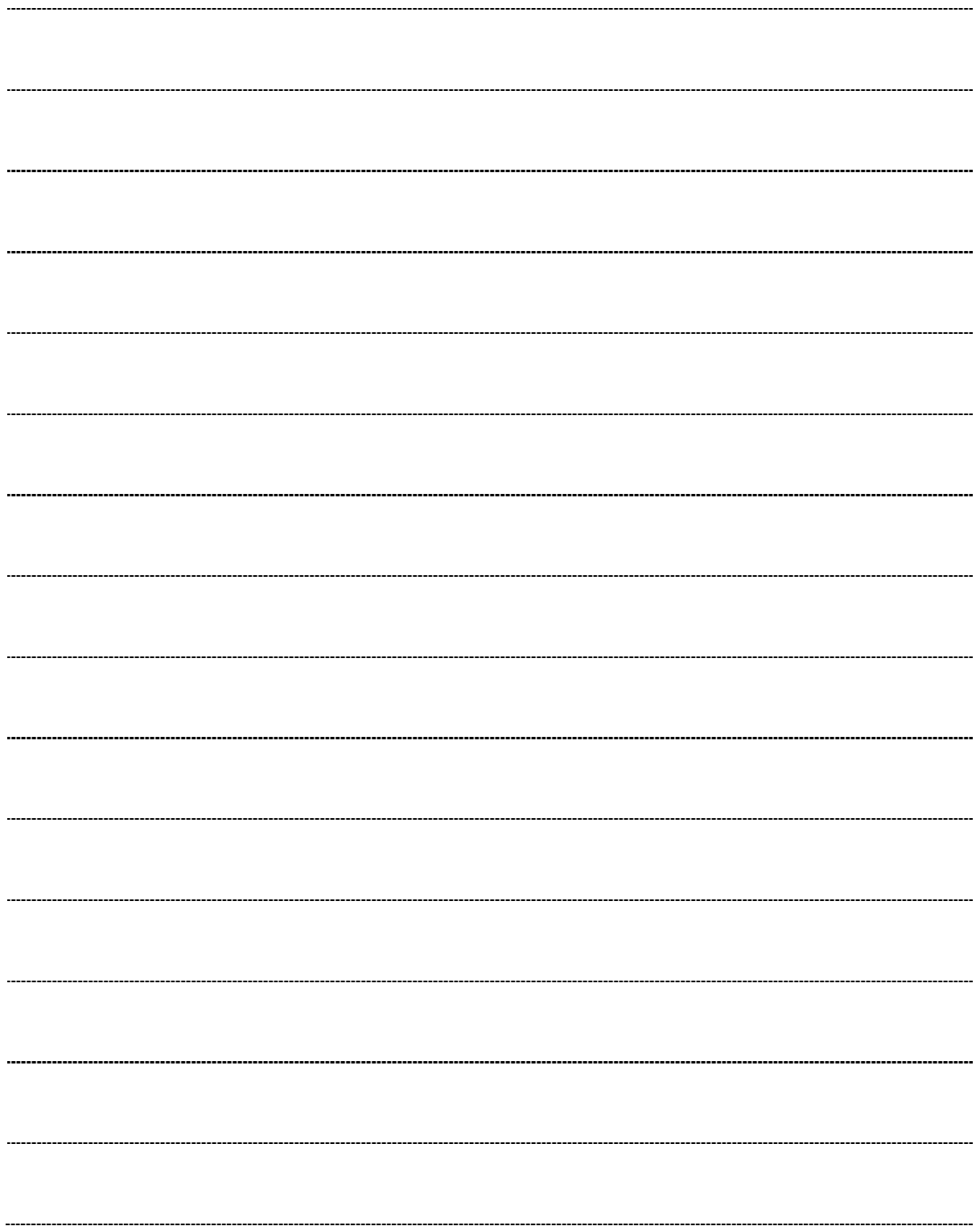
- [Working example of a quiz on School demo site](#) (Log in with username:student/password:moodle)

5 VIEWING YOUR GRADES

To view your grades, you will simply need to enter the desired course, and navigate to the Administration Block>Course Administration>Grades

Here you will be shown the course's graded items, and the grades you have been marked with for those assignments, as well as an aggregated total in the course. Some grade items might be hidden from student view at the behest of the course's instructor, so if you do happen to notice a missing grade item, do send questions their way as a first point of contact.

- User quick guide (https://docs.moodle.org/34/en/User_quick_guide)
- Student FAQ (https://docs.moodle.org/35/en/Student_FAQ)



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NOTES



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STUDENT GUIDE



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