



Up2DigiSchool Learning platform - Guide for teachers

version 2.1 from 30.07.2024

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Contact persons

Contact person for Poland: kdostatnia@man.poznan.pl

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Contact person for Italy: luca.reitano@uniroma1.it

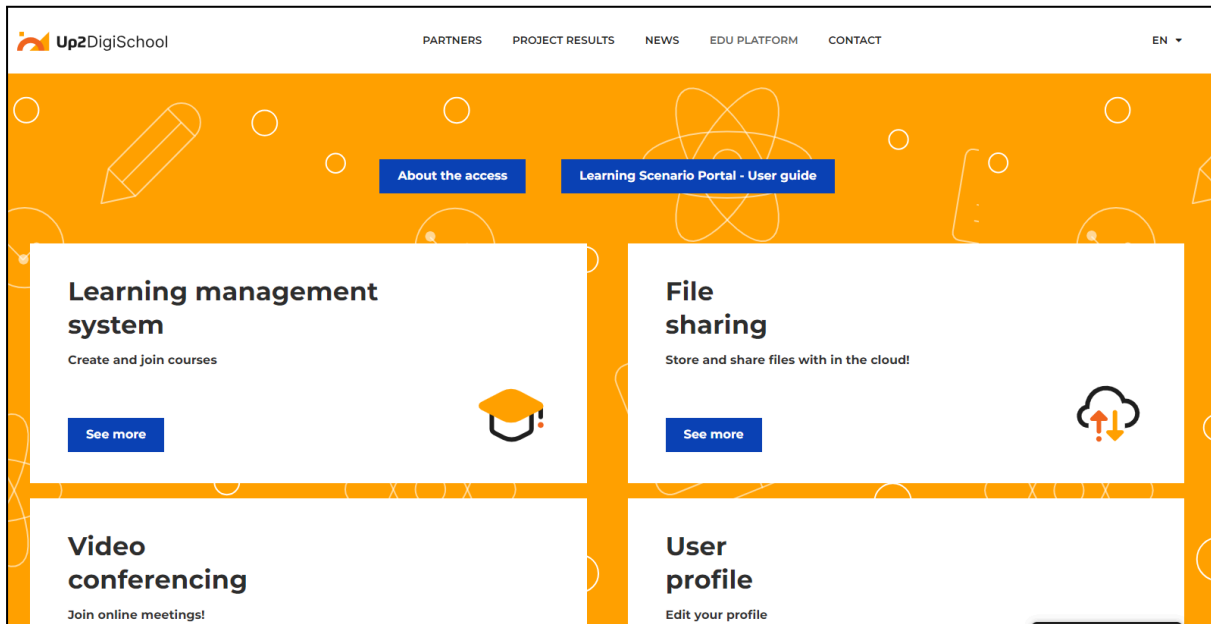
Contact person for Greece: ddimitrakopoulou@ea.gr

Technical support: contact@up2digischool.eu



1. Basic information

The entry point of the learning platform is <https://up2digischool.eu/educational-platform/>



From the user perspective, the learning platform consists of:

- Learning Management System (Moodle)
- File Sharing tool
- Video Conferencing tool
- Interactive data analysis tool
- Online surveys tool
- Project management tool

2. Authentication

You can log in to the platform with:

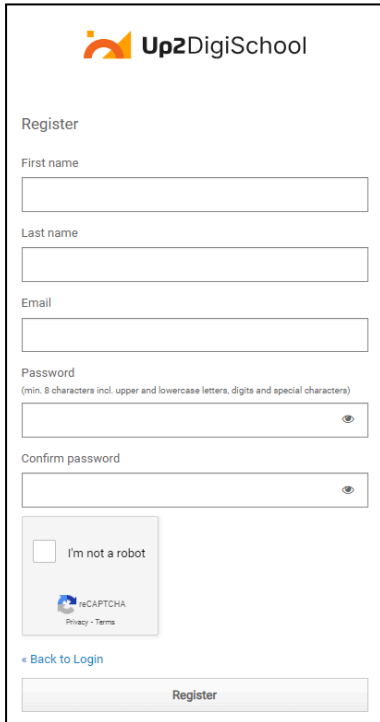
- your existing Google account, or
- by creating a dedicated account on the platform.





3. Registration

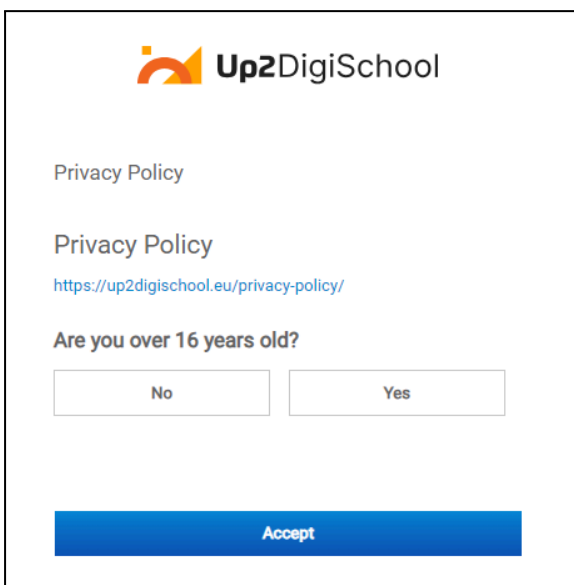
After you click register, you will be asked to provide your basic data:



The registration form includes the following fields and elements:

- Up2DigiSchool logo and name
- Register heading
- First name input field
- Last name input field
- Email input field
- Password input field with a note: "(min. 8 characters incl. upper and lowercase letters, digits and special characters)" and a visibility toggle icon.
- Confirm password input field with a visibility toggle icon.
- A checkbox labeled "I'm not a robot" with a reCAPTCHA logo and "Privacy - Terms" link below it.
- A link: "← Back to Login"
- A "Register" button at the bottom.

Next, you can read our privacy policy. Please indicate whether you have already turned 16 or not - if you are younger, you need to ask your parent or caregiver to give consent for your data processing.



The consent screen includes the following elements:

- Up2DigiSchool logo and name
- Privacy Policy heading
- Privacy Policy heading
- A link: <https://up2digischool.eu/privacy-policy/>
- A question: "Are you over 16 years old?"
- Two buttons: "No" and "Yes"
- A large blue "Accept" button at the bottom.



After you register, you will be asked to verify your account:

Up2DigiSchool

Email verification

You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email?
[Click here](#) to re-send the email.

Have you verified your e-mail address?

Proceed

[Privacy Policy](#)

Dear

Someone has created a Up2Digi SSO account with this email address. If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)

This link will expire within 5 minutes.

If you didn't create this account, just ignore this message.

Best regards
Up2DigiSchool Project Team

The platform is NOT open for everyone. One needs to provide a secret registration code when logging in for the first time. You should have received the code along with this instruction from your country coordinator.

Up2DigiSchool

Enter the enrollment code you have received.

Code

Submit

[Privacy Policy](#)

4. Moodle roles

There are two registration codes for each institution: one for teachers and one for students. You should receive both codes along with this instruction. You should pass the student codes to your students.

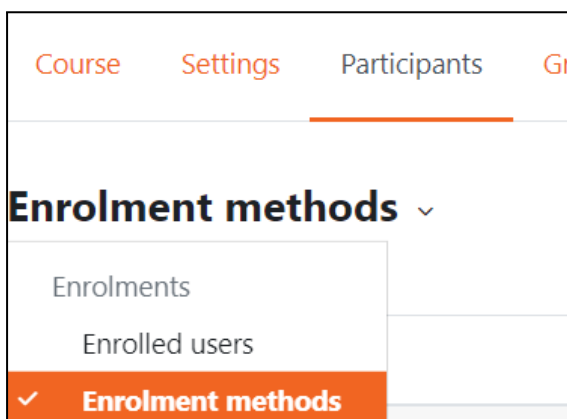


Your registration codes CANNOT be given to users from outside of your school, as the code binds users to specific schools and roles within the platform.

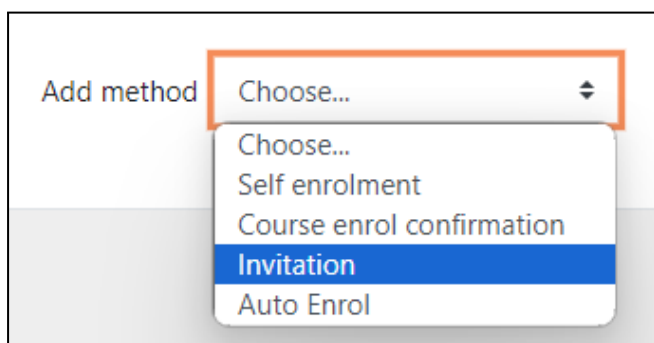
5. How to invite someone to my course in Moodle

There are two possible ways to invite people to a course on our platform - to send them an invitation via email and to have them self-enrol. We strongly advise you to use the invitation method.

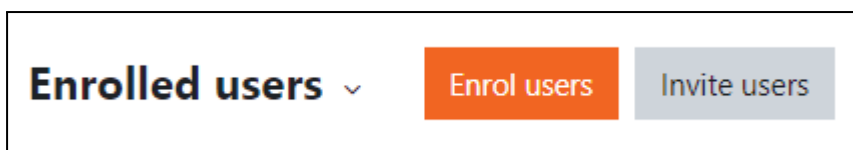
1. Send your students an invitation via email. To do this, you need to go to the “Participants” section of your course and choose “Enrolment methods”.



Then, in the “Add method” choose “Invitation”.



There are some settings that you will be able to adjust your message. After that, you will be able to email the invitations.





2. Just send them the URL address of your course. Alternatively, they can find your course by name in the Moodle page. When they reach your course for the first time, they will be able to enrol in the course. You receive an email notification when a user is asking for enrolment. You can approve or not, and once approved, the user is notified by mail that they got enrolled.

6. Available “Official” courses

Within the Up2DigiSchool project a training program was created to help teachers improve their digital competences and to effectively use digital technologies in the teaching process. The program consists of six modules available for all. Below you can find the summary of each module, the full curriculum is available [here](#).

Module I - Virtual learning environment Moodle

This module will provide teachers with all the basic knowledge and skills necessary to use the virtual learning environment Moodle to create and administer their courses and lessons. The participants will learn how to have Moodle site up, how to navigate within the Moodle interface, how to manage the roster of students enrolled in a course, and how to upload media or create interactive content and different kinds of activities, and how to create group activities and assessments for classes.

Module II - Educational video content creation

The module will provide teachers with all the basic knowledge and skills necessary to create educational video content. Module II is structured around creating engaging video lessons and other digital content, incorporating interactive elements within video lessons, filming, recording, editing and publishing video content. Module II provides an overview of the principles of effective learning and teamwork.

Module III - Interactive data analysis and online surveys

In this module, participants will gain an in-depth understanding of interactive data analysis and online surveys. They will gain knowledge about the fundamentals of data analysis, learn the basics of Python programming language and execution of codes in Jupyter Notebooks. The participants will also learn



about the topics of data processing and visualisation, as well as the design of an online survey.

Module IV - Project-based learning for teachers

In this module, participants will gain an in-depth understanding of Project-Based Learning (PBL) as an advanced teaching method. They will gain knowledge about the benefits of PBL and learn about the key elements that form the basis of this methodology. This module aims to provide participants with a solid foundation in PBL and provide motivation to further explore this method in a teaching context.

Module V - Pedagogical scenario

This module is crafted to usher in a new era of educational methodologies by providing an in-depth exploration of Learning Scenarios. It underscores the pivotal importance these scenarios hold in the modern educational landscape, enriching the teaching and learning process through a blend of practical application and conceptual clarity. Participants will be introduced to pioneering tools like ChatGPT, enabling them to craft dynamic and engaging learning environments.

Module VI - Application of Artificial Intelligence (AI) in school

The module will provide teachers with the basic knowledge and skills about Artificial Intelligence (AI) in education. In an era marked by rapid technological advancements, the integration of AI into the educational landscape has become a transformative force. This 8-hour module is designed to educators with the knowledge and skills needed to harness the power of AI in enhancing teaching and learning experiences within schools. Participants will gain insights into practical AI applications that can enhance teaching, improve student outcomes, and streamline administrative tasks in a school setting.

7. Learning analytics

Last access to course

In your course, click on "Participants". The last time your students accessed the course will appear under the "Last access to course" column.



Match

+ Add condition Clear filters Apply filters

53 participants found

First name

Last name

1 2 3 »

First name / Last name	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/> AA		Manager	No groups	31 days 19 hours	Active
<input type="checkbox"/> IA		Student	No groups	112 days 15 hours	Active

Time spent in course (course dedication)

In your course, click on the arrow on the right side.

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Module I "Virtual Learning Environment MOODLE" (22 hours)

Course [Participants](#) [Grades](#) [Question bank](#) [Badges](#) [More](#)

A sidebar with YOUR estimated time spent in course.

Dedication

Your estimated time spent in course is:

13 mins 14 secs

Last updated: 5/04/24, 01:10

[Full report](#)

To see the statistics of your students, click "Full report".



Module I “Virtual Learning Environment MOODLE” (22 hours)

Course **Settings** Participants Grades Reports More ▾

Time spent in course

Total of all time spent in course: 78 hours 47 mins

Average time spent in course: 1 hour 24 mins

Excludes sessions less than 2 mins

Last updated: 5/04/24, 01:10

Filters

First name / Last name	Group	Session duration	
[REDACTED]		5 mins 26 secs	⚙️ ▾
[REDACTED]		1 hour 33 mins	⚙️ ▾
[REDACTED]		13 mins 14 secs	⚙️ ▾
[REDACTED]		27 hours 13 mins	⚙️ ▾

Download table data as Download

Additionally, if you click on the gear icon of a student and choose “View session duration report”, you will be able to see all their sessions and their durations.



Time spent in course

Last updated: 5/04/24, 01:10



Message

Add to contacts

Excludes sessions less than 2 mins

Filters

Session start	Session duration
Monday, 15 January 2024, 3:36 PM	11 mins 15 secs
Tuesday, 16 January 2024, 9:06 AM	7 mins 54 secs
Tuesday, 16 January 2024, 1:16 PM	1 hour 38 mins
Friday, 26 January 2024, 8:20 PM	10 mins 1 sec
Saturday, 27 January 2024, 6:57 PM	36 mins
Saturday, 27 January 2024, 9:04 PM	11 mins 35 secs

The action log of individual students

To see the action log of individual students, in your course choose option "Reports" and then "Logs". You can use filters to carry out a more detailed analysis.

Logs ▾

Module I "Virtual Learning Environment MOODLE" (22 hours) ▾

▾ All days ▾

All activities ▾ All actions ▾ All sources ▾

All events ▾ ?

Get these logs

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
5 April 2024, 4:53:50 PM		-	Course: Module I "Virtual Learning Environment MOODLE" (22 hours)	System	Course viewed	The user with id viewed the course with id '39'.	web	



Activity completion

To have an overview of activity completion of all your students, in your course choose option “Reports” and then “Activity completion”.

Activity completion ▾

Include: All activities and resources ▾ Activity order: Order in course ▾

Section: Do not filter by section ▾

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

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

First name / Last name	Email address	About this module	Icebreaker! Share one ...	Tutorial: Introduction to ...	Try out...	Checklist: Introduction to ...	Tutorial: Start setting up ...	How to study and get a...	Try out...	Checklist: get started with...	Tutorial: add content to ...	Try out...	Checklist: add content to ...	Tutorial: add activities to...	Tutorial: add activities to
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remember! To see activities on this list, you have to choose at least one requirement in the “Completion conditions” setting in each activity.

Updating Book in 4. Add activities to course

- > General
- > Appearance
- > Common module settings
- > Restrict access
- > Completion conditions**
- > Tags
- > Competencies



Activity report

To access the number of views by users of each activity, in your course choose option “Reports” and then “Activity report”. You will also see the date of the last access to the activity.

Activity report ▾

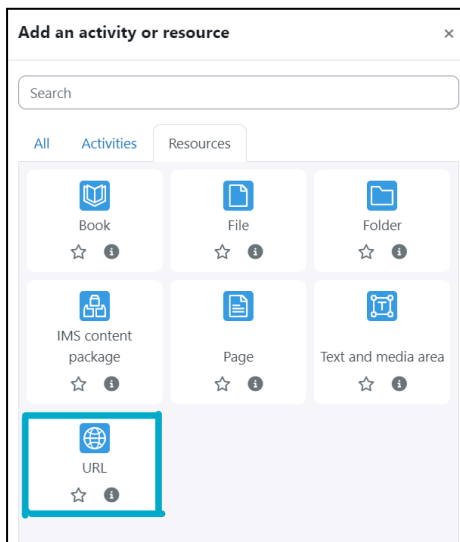
> **Filter**

Computed from logs since Thursday, 19 October 2023, 11:27 PM.

Activity	Views	Related blog entries	Last access
Announcements	67 views by 31 users	-	Thursday, 29 February 2024, 7:00 PM (11 days 18 hours)
Training Plan	118 views by 42 users	-	Thursday, 7 March 2024, 3:26 PM (4 days 22 hours)
Session Calendar	56 views by 26 users	-	Thursday, 29 February 2024, 5:31 PM (11 days 20 hours)
Need help?	5 views by 1 users	-	Thursday, 7 March 2024, 4:57 PM (4 days 21 hours)

Tracking clicks on external links

Add the URL you want to track as a Resource.



You will be able to see the URL statistics in the Activity Report.

URL to click	1 views by 1 users	-	Friday, 5 April 2024, 11:54 AM (21 mins 41 secs)
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8. Recommendations for Video Conferencing Tool

Browser recommendations

Use only the newest versions of the web browser. Recommended browsers:

- Chrome - full support
- Firefox - full support

Other supported browsers:

- Opera
- Edge
- Safari

System requirements

In general the client site application is OS independent as it works in the web browser but some IOS based devices (especially the older ones) may cause various problems with the support of the audio and video devices.

9. FAQ

What languages are supported?

The supported languages in Moodle are English, Italian, Lithuanian, Greek, Polish and Spanish.

What are the differences between Up2DigiSchool platform and other moodles?

Apart from the “plain” Learning Management System (moodle), the Up2DigiSchool learning platform provides users with set of tools tailored to the digital-ready educators’ needs: File Sharing tool, Video Conferencing tool, Interactive data analysis tool, Online surveys tool, and Project management tool. Additionally, several plugins have been installed to improve the user experience even further.