

[HTTP://EKNOWIT-LEARNING.EU/](http://eknowit-learning.eu/)
TUTORIAL NOTES

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General Notes

The following Moodle Manuals are available to download, use and share freely at <http://www.howtomoodle.com/moodle-services/moodle-support-services/moodle-manuals/>

- Course Creator Essential 2.7
- Course Administration 2.7
- Site Administration 2.7

Feel free to address any questions you might have to info@eknowit.eu

Avatar

The eKnowIT platform has 8 customized avatars for you to choose from and personalize your user profile:

- Go to Profile>Edit Profile>User Picture and click New picture. In the file picker box, click on the last item in the list, “eKnowIT_Avatars”. Select the avatar and confirm by clicking Select this file. Scroll down and confirm, clicking Update Profile.

Tutorial Notes for Creating a Course

Create / Add a course

- Go to Administration>Site Administration>Courses>Manage courses and categories.
- Choose the category where you want your course to be (Each Case Study corresponds to a category).
- Click the “Create new course” link.
- Enter the course settings (see [Course settings](#) below) and click the “Save and display” button.
- Turn editing on, by clicking on the button at the top right. Go to Add a Block and Add GEL HTML block. **This will give your course the gamification techniques available in the platform.** Use the button  to move this block. For better use, it is recommended that you place this block right side, first one from the top (above search forums). Use the ? button to access a summary of the gamification rules.
- Assign a Global Forum to your course. Click  for settings, and select a course type and the course Global Forum that matches your course.
- At this point, you can continue and create a course or replicate the default (See [Import data from a course](#) below), which one you think is more adequate to your goals. The default courses, one per case, are presented in English. When importing, you are welcomed to adapt the suggested structure as well as language.
- Per default, you’ll be assigned as teacher. To add a “non-editing teacher”, go to Administration>Course Administration >Users>Enrolled Users and click the “Enrol users” button. Assign role, select user and enroll. To add another teacher with the same permissions as you, contact the site administrator.

Course settings

You can describe all course settings. However, the minimum information should be as follows:

- General
 - Course Full Name: “Case Name”, Program/Discipline/event (and) entity, class discussion date
e.g. "Horizontal collaboration in logistics: The case of P&G and Tupperware", MBA/Logistics CEGE/ISEG, 11 Dez 2015
 - Course Short Name: Program/Discipline/event (and) entity, date
e.g. MBA/Logistics CEGE/ISEG, 11 Dez 2015

- **Course Start Date:** if your course does not have a real starting date then set the date to yesterday and use the availability setting to reveal the course to students.
- **Course Format:** by default, the course is set to be in Topics Format and number of sections 5. This way, your course is prepared to easy allow you to import information from the course default or any other available. The sections are:
 - **Learning Objectives:** Where you can find and use public and contextual information regarding the case and its academic and market purpose
 - **Introduction:** Where you allow your students to download the course documents. All cases are available in English, French, German, Portuguese and Spanish. However, some cases have additional information and/or appendixes and these documents are available only in English.
 - **Development:** Where you give assignments to allow students to prepare for classroom discussion
 - **Consolidation:** The classroom discussion. In this section you'll find teaching notes to help you guide the discussion and answer the questions given before (see development section); Use it also to inform students of room or any specials arrangements.
After the discussion, don't forget to return to the platform and use this section to clarify additional assignments given in class, such as write summary, find similar cases, e.g. to be done in group or individually. For master and PhD students a suggestion of an advanced case problem is available for you to use.
 - **Conclusion:** Where students are expected to submit the responses to the assignments given in Consolidation and a course evaluation.

Import data from a course / Replicate a course

- Go to Administration>Course Administration>Import and select a course. Hint: Use the search function to narrow down the list and identify the courses with all the information (search default), or, e.g., the courses in Portuguese (search CEGE) or the courses in Spanish (search UNIOVI).
- In initial settings, unmark block, calendar events and groups. Click Next.
- In schema settings, unmark News forum and all the documents you wish to exclude from your course. You can leave the Teachers only folder in Section Consolidation, since it will be hidden to a student profile. It is highly recommended that you import the sections names and the questionnaire.
- Use the button  to change a section header or description, e.g. for another language. Also, the button  allows you to hide and unhide sections, if you want to follow the recommend path available in appendix 1. With the button  it is possible to highlight the section you wish to draw attention to at any given moment.

Enroll students manually

- The student needs to have a user profile already created, before you enroll him. See [platform access options](#)
- Go to Administration > Course administration > Users > Enrolled users. Click the 'Enrol users' button at the top right or bottom left of the page
- Browse or search for the user.
- Click the Enrol button opposite the user. The user will indent in the list and the enrol button will disappear, indicating that the user is enrolled.
- When you have finished, click the 'Finish enrolling users' button (or simply close the enrol users box). The user will then appear in the list of enrolled users.

Note: Other enrollment methods are available and you can read about them in the How to Moodle Manual – Site Administration 2.7 mentioned in General Notes.

Self – Enrolment

- This allows users to enrol themselves into your course, with a previously provided enrolment key (“course password”).
- First, check self-enrolment is enabled. In your course, go to Administration>Course administration>Users >Enrolment methods and ensure the “eye”  is opened for self-enrolment.
- Then, click the edit icon  on the right, write your enrolment key in the box provided. (Click Unmask to see what you are typing.). Click Save changes.

Platform access options:

- A person with a LinkedIn profile can create its own profile simply using that option in the front page. However, they will not have access to courses until you enroll them
- Provide the name and email details in an excel file, and ask the platform administrator to create the user profiles manually.

Appendix 1

Guidelines for the use of eKnow IT Case Studies

