

Interreg Greece-Bulgaria EnvironmentYou

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EnvironmentYou

Environmental Management Enhancement by Youth-run SMEs

EMS Manuals EnvironmentYouEMS.eu

The project is co-funded by the European Regional Development Fund and by national funds of the countries participating in the Interreg V-A "Greece-Bulgaria 2014-2020" Cooperation Programme.

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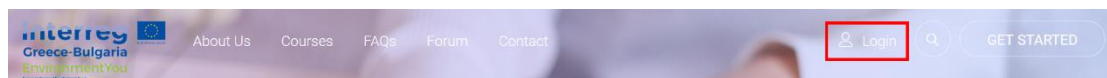
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User / Administrator Manual (EnvironmentYouEMS.eu)

STUDENT REGISTRATION

To register as a Student in the system, you must click the "Login" link at the top right of the page,



Then click on the link «Register now»

Login with your site account

Username or email

Password

Remember Me [Lost your password?](#)

LOGIN

Not a member yet? [Register now](#)

and fill in the details on the registration form and accept the terms of use, by checking the «I accept the Terms of Service».

Register a new account

Username

Email

I accept the [Terms of Service](#)

SIGN UP

Are you a member? [Login now](#)

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By clicking "SIGN UP" a confirmation email will be sent to the email address stated during registration and an informative email to the Administrator of the page for new user registration.

The Student will have to click on the 1st link in the confirmation email to set his / her password and from there he / she will be able to log in to the system with the data he / she stated during registration.

** The registration of a Student can also be done by the Administrator of the page, creating a new user in the system, going from the left menu to Users → Add New and declaring to the new user, in addition to his / her data, as Site Role: Subscriber and as Forum Role: Participant.*

INSTRUCTOR REGISTRATION

The registration process described above also applies to Instructors, as the main role a new user takes in the system is as a Student, and once registration is complete, the user should ask the Site Administrator to designate him / her as an Instructor at system as only he / she has that right.

Therefore, the Administrator should go from the left menu in Users, find the user he is interested in, edit him / her and change his / her role in the system, by changing the fields: Site Role from Subscriber to "LP Instructor" and Forum Role from Participant to "Keymaster". So now the specific user has all the rights and functions of an Instructor and can log in to the system stated during registration.

** The registration of an Instructor can be done directly by the Administrator of the page, by creating a new user in the system, going from the left menu to Users → Add New and declaring to the new user, in addition to his / her data, as Site Role: LP Instructor and as a Forum Role: Keymaster.*

TRANSFER OF INFORMATION TO OTHER SYSTEMS

All system information is available for transfer to other systems by exporting the contents to a file type, suitable for import to another system, only by the Page Administrator.

- For lessons / quizzes / questions etc going from the left menu to LearnPress → Import / Export
- For pages / posts / users etc going from the left menu to Tools → Export

CONTROL MANAGEMENT

All content management of the page is done by the Administrator of the page if it connects to the Wordpress management environment with the login credentials mentioned above and by the respective Instructor for his / her own courses / forums / quiz etc, if he logs in with the login details of his / her account, from the same management environment but with less content management capabilities.

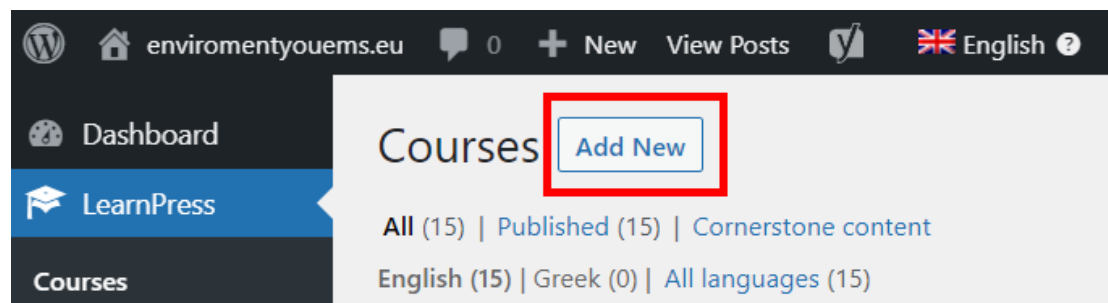
INSTRUCTOR POSSIBILITIES

Course Management

Courses are managed from the Instructor by going from the left menu to LearnPress → Courses.

Create New Course

To create a new course the Instructor presses the Add New button at the top of the page LearnPress → Courses,



with the possibilities to fill in Title, Description, Curriculum, Categories and Course Tags as well as an image that characterizes the course.

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All other information about the course (eg Duration, Number of Students, Assessment, Certifications, Forums, etc.) can be completed in the Course Settings box in the respective fields.

Course Programming

The planning of a course is defined by the Instructor by going to the 4th section "Course Settings" and selecting Coming Soon, checking Enable and filling in the information he wants.

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The screenshot displays the 'Course Settings' interface in LearnPress. The left sidebar contains a navigation menu with 'Coming Soon' highlighted. The main settings area includes:

- Enable:** A checked checkbox to enable coming soon mode.
- Message:** A text editor with a toolbar and a text area containing 'This course will coming soon'.
- Coming Soon End Time:** An empty input field.
- Show Countdown:** An unchecked checkbox.
- Show DateTime Text:** An unchecked checkbox.
- Show Meta:** An unchecked checkbox.
- Show Details:** An unchecked checkbox.

Deleting a Course

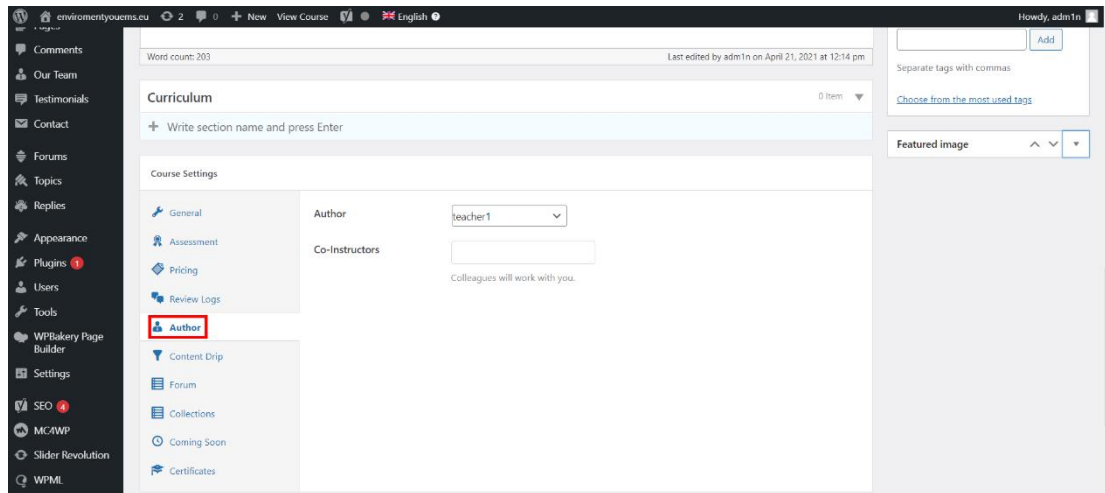
To delete a course, from the table LearnPress → Courses, the Instructor finds the course, hovers over the name and the "Trash" option appears in red under the title, presses it and confirms. It is not completely deleted, but remains in the recycle bin (3rd column Trash above the table) until it is totally deleted from there.

Course Creator / Owner

Each Instructor can see only his / her own courses, ie the ones that write his / her username in the Author column on Courses table. These courses have either been created by him / her or have been assigned to him / her by the Administrator, by editing the course and going to the 4th section "Course Settings" and selecting "Author" (administrator only ability)

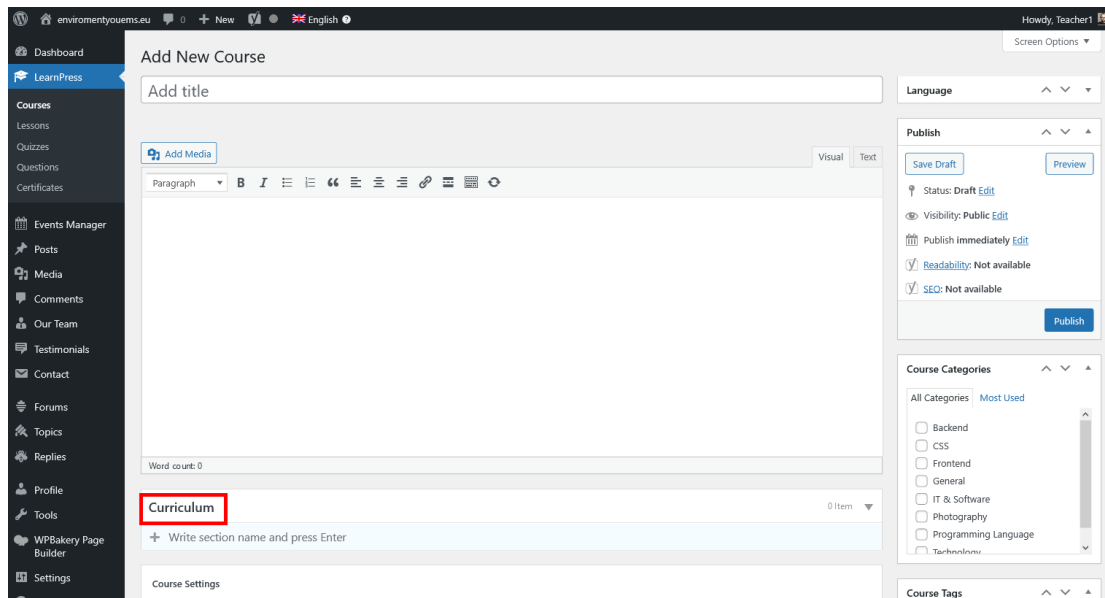
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Add educational material to the Courses

To add the educational material / curriculum to a course, the Instructor in creating or editing a course completes the 3rd field "Curriculum" by writing next to + the name of each lesson and pressing Enter to complete its rest details.



Then these lessons can be managed by going from the left menu to LearnPress → Lessons

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Managing Discussion Groups (forums)

The management of forums created by an Instructor, is done by going from the left menu to "Forums".

Create a new Forum

To create a new forum the Instructor clicks the Add New button at the top of the Forums page and fills in Title, Description as he / she has the ability to set the visibility (restrict access) from the Visibility option on the right of the page, in case which wants its content not to be visible to all visitors of the page.

Delete a Forum

To delete a forum from the Forums table, Instructor finds the forum, hovers over the name and the "Trash" option appears in red under the title, presses it and confirms. It is not deleted completely directly, but remains in the recycle bin (3rd column Trash above the table) until it is totally deleted from there.

Management of Topics / Replies of Forums

The management of the Topics of the forums that each Instructor has created, is done by going from the left menu to "Topics".

The management of the Answers to the topics of the forums that each Instructor has created, is done by going from the left menu to "Replies".

Questions Management

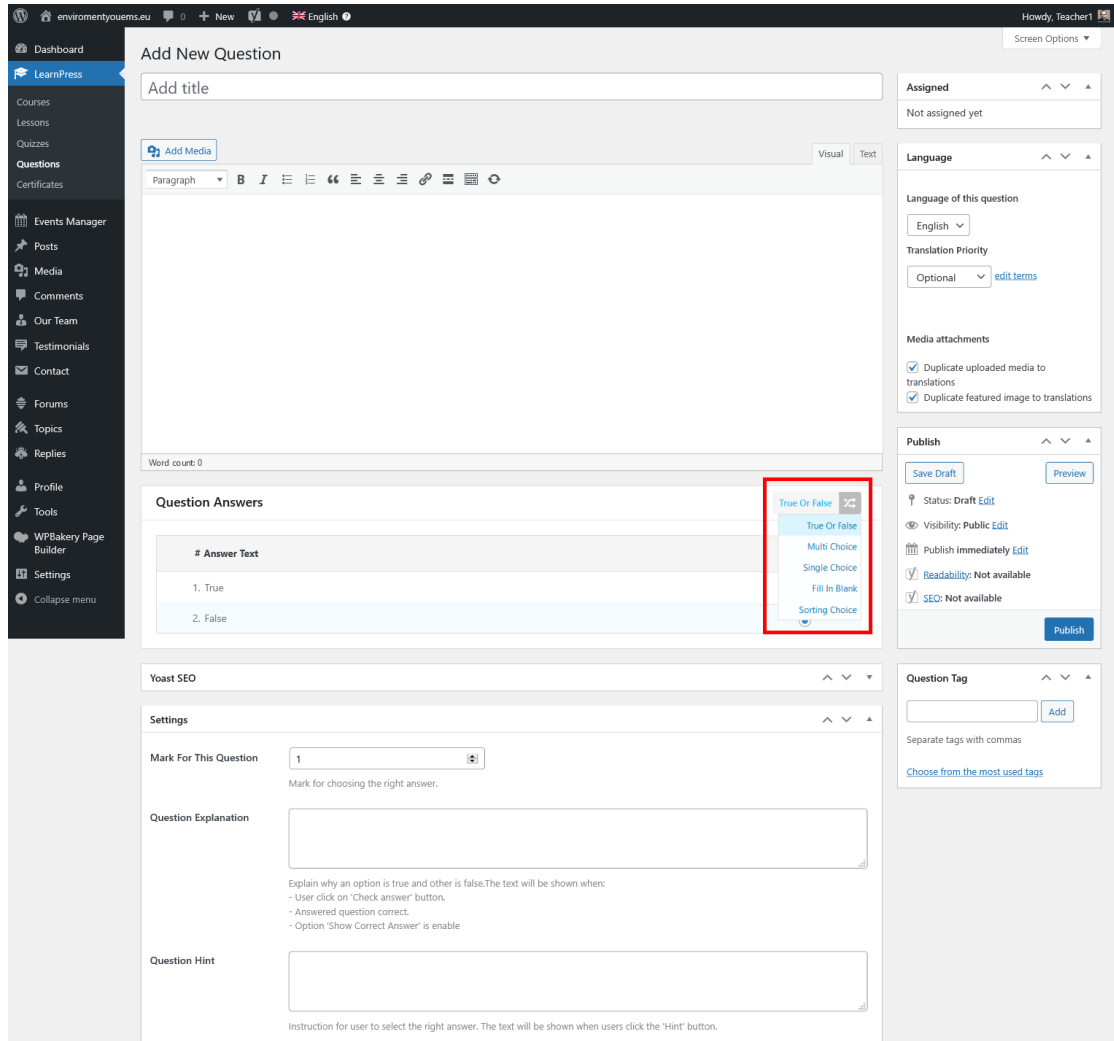
The management of the questions for the educational material created by an Instructor, is done by going from the left menu to LearnPress → Questions.

Create a new Question

To create a question, the Instructor clicks the Add New button at the top of the LearnPress → Questions page and fills in the Title, Description and Answers to the question. The question type can be determined by selecting the right of the 3rd field Question Answers and the available options are:

- True or False
- Multi Choice
- Single Choice
- Fill In Blank

- **Sorting**



Choice

Delete Question

To delete a question from the Questions table, the Instructor finds the question, hovers over the name and the "Trash" option appears in red under the title, presses it and confirms. It is not deleted completely directly, but remains in the recycle bin (3rd column Trash above the table) until it is totally deleted from there.

** Questions can then be defined within Quizzes.*

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Quizzes Management

The management of quizzes on the educational material created by an Instructor is done by going from the left menu to LearnPress → Quizzes

Create a new Quiz

To create a new Quiz the Instructor clicks the New Quiz button at the top of the Quizzes page and fills in Title, Description, Questions and which lesson concerns the Assigned field (top right of the page), as he has the ability to define other options from the General Settings field, such as Completion Time, Success Rate, etc.

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The screenshot shows the 'Add New Quiz' page in the LearnPress plugin. The page is divided into several sections:

- Title:** A text input field for the quiz title.
- Rich Text Editor:** A WYSIWYG editor for the quiz content, with a 'Word count: 0' indicator.
- Questions:** A section with a '0 Question' dropdown and a '1. Create a new question' button.
- Yoast SEO:** A section for search engine optimization settings.
- General Settings:** A section with various quiz options:
 - Random Questions:** Mix all available questions in this quiz.
 - Pagination Questions:** Show list of questions while doing quiz as ordered numbers (1, 2, 3, etc.).
 - Review Questions:** Allow re-viewing questions after completing the quiz.
 - Show Correct Answer:** Show correct answer when reviewing questions.
 - Duration:** 10 Minute(s)
 - Minus Points:** 0
 - Minus For Skip:** Minus points for skip questions.
 - Passing Grade (%):** 80 %
 - Re-take:** 0
 - Archive History:** Archive quiz results for each time.
 - Show Check Answer:** 0
 - Show Hint:** 0

At the bottom of the page, there is a footer: "If you like LearnPress please leave us a ★★★★★ rating. A huge thanks from LearnPress team for your generous." and "Version 5.7.1".

Delete Quiz

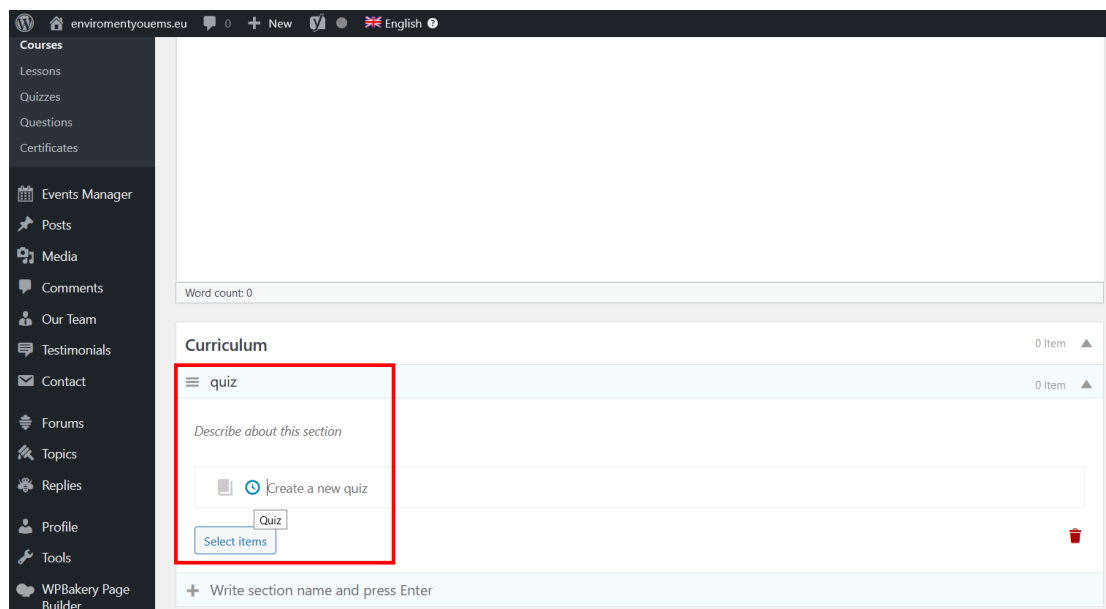
To delete a quiz from the Quizzes table, the Instructor finds the quiz, hovers over the name and the "Trash" option appears in red under the title, presses it and confirms. It is not deleted

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completely directly, but remains in the recycle bin (3rd column Trash above the table) until it is totally deleted from there.

Quiz Assignment

The assignment of a quiz to students who have enrolled in a course is done during the Creation / Editing of a course when adding the educational material to the 3rd section "Curriculum" by writing next to + the name of the quiz and pressing Enter to fill in the remaining details and selecting the 2nd icon that is for a Quiz.



Also, the course in which the quiz is assigned can be seen from the Assigned field at the top right of the page for creating / editing a Quiz.

Assessment of Learning Process

The evaluation of students by the Instructor in a course can be done through quizzes, questions, course attendance, etc. selecting the corresponding way by going to the 4th section "Course Settings" and selecting «Assessment».

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Course Settings

Assessment

Course Result

- Evaluate via lessons
- Evaluate via results of the final quiz
- Evaluate via results of quizzes
- Evaluate via quizzes
- Evaluate via questions
- Evaluate via mark

The method to assess the result of a student for a course.

Passing Condition Value: 80 %

The percentage of quiz result or completed lessons to finish the course.

and finally be graded by the Courses → Gradebook column → View in the corresponding course where the entire Gradebook can be managed.

Gradebook

Student: [username, email, display name] From: [] To: [] Search student Clear Filter

Student	Email	Enrolled	Average	Status
No items found.				
Student	Email	Enrolled	Average	Status

Export to CSV

Upon successful completion of the course, the student can be awarded a Certification by going to the 4th section "Course Settings" and choosing «Certificates».

Course Settings

- General
- Assessment
- Pricing
- Review Logs
- Content Drip
- Forum
- Collections
- Coming Soon
- Certificates**

Add new Certificate

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The general management of Certificates can be done by LearnPress → Certificates.

** The central system administrator has also all the above possibilities.*