



**Bio-based** revitalisation  
of local communities

# Course Management Guide

Support Tool - Moodle Platform

11 jan 2024



# 01

## Managing a Course

General settings for courses



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# Useful information



The BlueRev Support Tool uses the Moodle platform as its base. While this document gives a broad overview of the capabilities and usability of Moodle, if you want to learn more about the platform's capabilities, feel free to learn from the following sources, or message us at [support@bluerevproject.eu](mailto:support@bluerevproject.eu).

[Official Moodle documentation](#)

[Official Moodle video guides](#)

# A note on configurations



Note the meaning of the following symbols

Mandatory field, must be filled

Course full name  

Course short name  

Course category  

Help with Course category

This setting determines the category in which the course will appear in the list of courses.

Learn more: a helpful pop-up will appear with information about this configuration

# Creating a course



Course Creation is handled by the platform administration, and the courses are managed by Project Partners.

Email [support@bluerevproject.eu](mailto:support@bluerevproject.eu) with the request to create a new course, along with the course name and a general description of the contents that are meant to be added.

Soon, you will be given access to a hidden course with a simple structure that you can customise and add content to.

# Settings





At course creation, all the most important settings will be configured for you, so you do not need to interact with the settings page beside for some key concepts.


Access the course settings to customise some key configurations:






The **Course visibility** is set to *Hide* initially. Changing it to *Show* will reveal the course to all members of the platform.






**Course end date**, if *Enabled*, will automatically change the course visibility to *Hide* at the selected date



- Course visibility 
- Course start date 
- Course end date 
- Course ID number 

Hide 

30  November  2023  00  00 

15  January  2024  10  21   Enable

# 02

## Important activities and resources

The basics of adding content and information on the most common activities and resources for Courses



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# Activate Editing mode



In order to create and manage contents for a course, you must activate Editing mode, by clicking on the toggle available on the top right of the page.

While Editing mode is on, you can edit the courses you have been assigned as a manager of.





# Topics



At course creation, the course will have a few topics created. Each topic is in its own white box section.

Use topics to organise information, so it is easier to find by the trainees.

To add a new topic, while in editing mode, just click on the Add topic option at the end of each of the white boxes.

Topic 1 ← Edit name

▼ ⋮ ← Topic options

Add an activity or resource

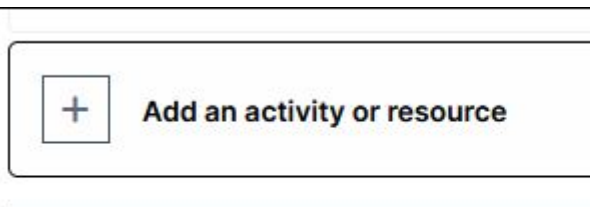
[Add topic](#)

# Adding activities and resources



Click on the button at the end of a topic to add an activity or resource within it.

















Activities and Resources are the content that exist within a course, that can be accessed and interacted with by the trainees enrolled on a course.



Add topic



All Activities Resources

 Assignment ☆ □	 Choice ☆ □	 Database ☆ □	 External tool ☆ □	 Feedback ☆ □	 File ☆ □
 Folder ☆ □	 Forum ☆ □	 Glossary ☆ □	 Open Forum ☆ □	 Page ☆ □	 Quiz ☆ □
 Text and media area ☆ □	 URL ☆ □	 Video Time ☆ □	 Wiki ☆ □		

More details about the activity

# Text and Media Area

## Adding images

Present text and multimedia directly on the course page. It is the main option if you wish to display information on the course page itself.



The screenshot shows a course page editor interface. At the top is a toolbar with icons for undo, redo, text color, bold, italic, bulleted list, numbered list, link, unlink, smiley, image, document, microphone, video, and help. Below the toolbar is a text area with the following content:

### What is the Blue Economy?

The Blue Economy aims to promote economic growth, social inclusion, and the preservation of livelihoods while ensuring the environmental sustainability of the oceans and coastal areas. It is an economic system that aims to conserve marine and freshwater environments while using them in a sustainable way to develop economic growth and produce resources such as energy and food.

# File



## Video [1](#) and [2](#)





Share resources by providing downloadable files. When possible, the file is displayed within the course interface; otherwise, users are prompted to download it.

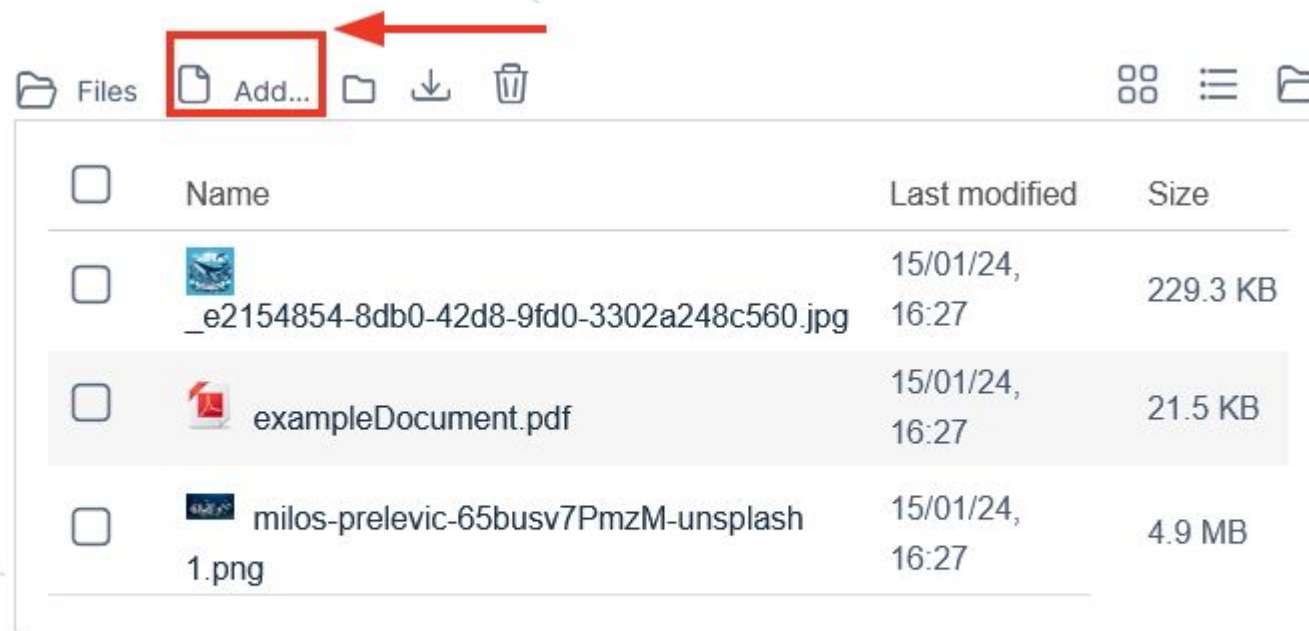
You can add files to the course page through the activity and resources menu, or simply by dragging and dropping the files into the page, given that the editing mode is turned on







# Folder




Organise and display a collection of related files within a single folder, minimising scrolling on the course page.

Download folder

-   \_e2154854-8db0-42d8-9fd0-3302a248c560.jpg
-  exampleDocument.pdf
-  milos-prelevic-65busv7PmzM-unsplash 1.png



Files **Add...**      

<input type="checkbox"/>	Name	Last modified	Size
<input type="checkbox"/>	 _e2154854-8db0-42d8-9fd0-3302a248c560.jpg	15/01/24, 16:27	229.3 KB
<input type="checkbox"/>	 exampleDocument.pdf	15/01/24, 16:27	21.5 KB
<input type="checkbox"/>	 milos-prelevic-65busv7PmzM-unsplash 1.png	15/01/24, 16:27	4.9 MB

Maximum size for new files: Unlimited

**Save changes** **Cancel**




# Video Time




Allows for easy embedding of Youtube and Vimeo videos by simply adding the URL. Alternatively, a video file can be uploaded directly.

Video URL 

Media file 

Files Add...   



You can drag and drop files here to add them.

Maximum file size: Unlimited, maximum number of files: 1

Accepted file types: Audio files .aac .aif .aifc .aiff .au .flac .m3u .m4a .mp3 .oga .ogg .ra .ram .rm .wav .wma

Video files .3gp .asf .avi .dif .dv .f4v .flv .fmp4 .m4v .mov .movie .mp4 .mpe .mpeg .mpg .ogv .qt .rmvb .rv .ts .webm .wmv

Activity name  



**Revitalising Bio-based Value Chains**





# Feedback

## Video

Create custom surveys with various question types (multiple choice, yes/no, text input) for participant feedback. Responses can be anonymous.



Edit questions



Preview questions

Answer the questions

Select the question type,  
and follow the instructions

Add question

Choose...  
Choose...  
Add a page break  
Captcha  
Information  
Label  
Longer text answer  
Multiple choice  
Multiple choice (rated)  
Numeric answer  
Short text answer

## Overview

Submitted answers: 0

Questions: 0



# Glossary

## Video

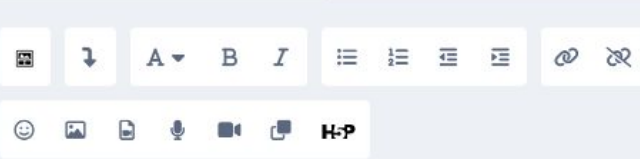
Create and manage lists of definitions and other information, organised alphabetically. Glossary entries can include attached files and images, and the glossary supports searching and browsing options.

### General

Concept 

Definition 

Ocean Renewable Energy



The generation of energy from marine resources, including tidal, wave, and ocean thermal energy, as a sustainable alternative to traditional energy sources



## M

### Marine Biotechnology

The application of biological techniques and processes to marine organisms for the development of new products, medicines, and technologies



## O

### Ocean Conservations

Efforts and strategies aimed at preserving marine ecosystems, biodiversity, and natural resources to ensure long-term ecological balance



### Ocean Governance

The framework and regulations that guide the sustainable and responsible use of ocean resources, including policies related to fishing, shipping, and environmental protection



### Ocean Renewable Energy

The generation of energy from marine resources, including tidal, wave, and ocean thermal energy, as a sustainable alternative to traditional energy sources





03

# Other functionalities



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# A note on activities and resources



The Moodle platform is known for its versatility, and as such it has a vast array of functionalities. The Course activities and resources are no exception. For the Support Tool, there are many that are not useful, given the type of information they deal with.

As such, many functionalities are disabled, in order to simplify and focus the user interaction.

Other activities and resources are available, but are not likely to be as useful as the ones listed before. You can find information about them in the official documentation listed at the start of this document.

However, if you want to add any functionality or resource currently not available on the platform or this document, or have any problem or questions relating to the ones that are listed, please reach out to [support@bluerevproject.eu](mailto:support@bluerevproject.eu).

# Other activities and resources



**Assignment:** Enables file submissions, along task communication, and grading. It supports various content types, including files and text, allowing both individual and group submissions.

**Choice:** Pose a single question and provide a set of response options. Results can be published post-response, after a specific date, or kept private. Results can be published either with names or anonymously.

**Database:** Create, maintain, and search a collection of entries with varied fields like short text, dropdown lists, URLs, images, or files.

**Forum and Open Forum:** Asynchronous discussions with various forum types, including standard, single-post, and question-and-answer forums. It supports file attachments, displaying images within posts. Both have similar functionalities but different structure.

**Page:** Create web page resources using the text editor, displaying text, images, sound, video, web links, and embedded code like Google maps.

**Quiz:** Create quizzes with diverse question types like multiple choice, matching, short-answer, and numerical. You can create time limits and other restrictions regarding the answering of the questions.

**URL:** Provide web links as course resources.

**Wiki:** Contribute to and edit a collection of web pages. Wikis can be collaborative, allowing everyone to edit, or individual, with each participant having their own editable wiki.

thank you



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# BlueRev

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## Consortium



**LOBA**<sup>®</sup>



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