TALETE
Teaching mAths through innovative Learning approach and conTEnts

**LIFELONG LEARNING PROGRAMME
COMENIUS**

Coordinated by Università degli Studi "G.Marconi"

DEV(29) Users guideline

(English version)

Education and Culture DG

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1. Log In

In order to reach the TALETE Training Path you have to click on "Course" then to "Online course" and finally click on the image "Click here to enter the…."
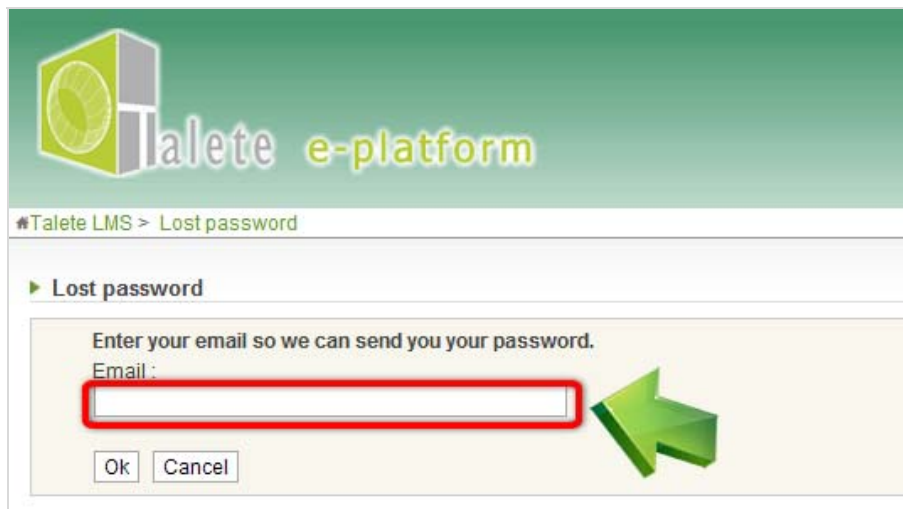

After that to gain access to the resources and tools you have to log in. Type your user name and password in the corresponding fields and press Enter. After a successful login the page redirects you to the 'My Course List page'.

Log in form

If you don't remember your password, click on the link 'Lost password' which redirects you to the 'Lost Password page'.

You can easily retrieve your lost password on this page. Just type your email address assigned to your account and press Enter or click the Ok button. To go back to the homepage simply click the Cancel button.

2. The e-learning section (only for teachers)

As a teacher you have to click on "e-learning section" in order to enter in your didactic area. The system shows you 2 courses: in English and in your national language.
To enter for example the course in English, click on its label.

Course list

3. Course home page

The course home page displays the list of the available learning and communication tools. In the next pages, all these tools will be described in details.
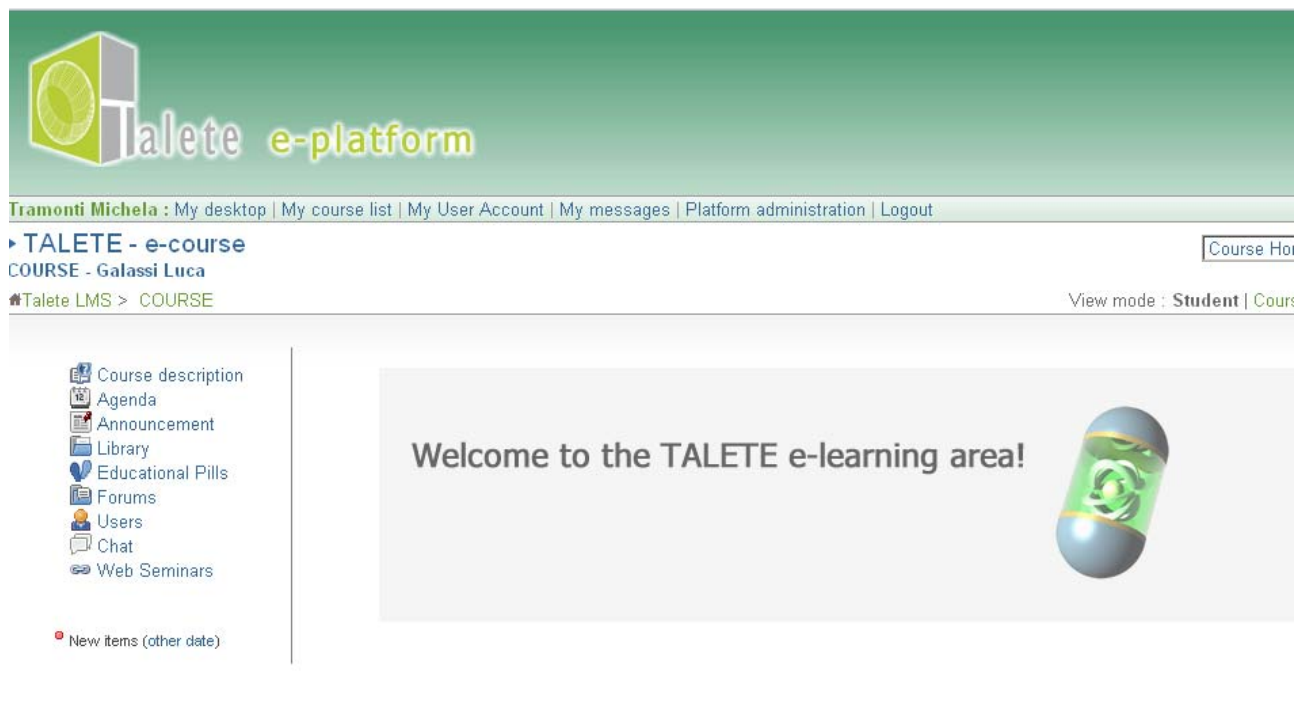
Course home page

4. My user account

You can modify your personal information accessing the 'My User Account' page by clicking the corresponding link in the menu bar.

My User Account

If you insert or change some information, don't forget to confirm by pressing the OK button

5. Navigation within the platform

To navigate the platform 2 methods are available:

- using the green colored links just below the course name on the left side of the screen,
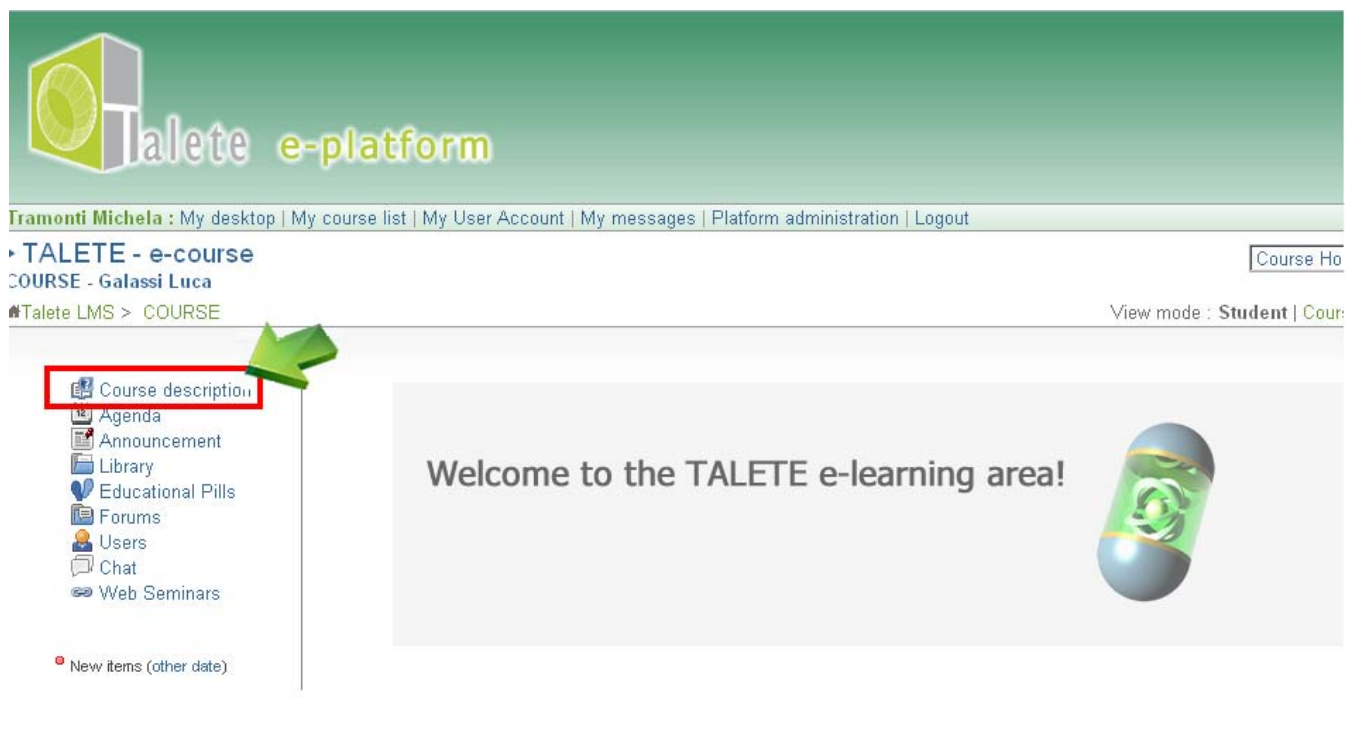
- using the drop down menu on the right side of the screen.
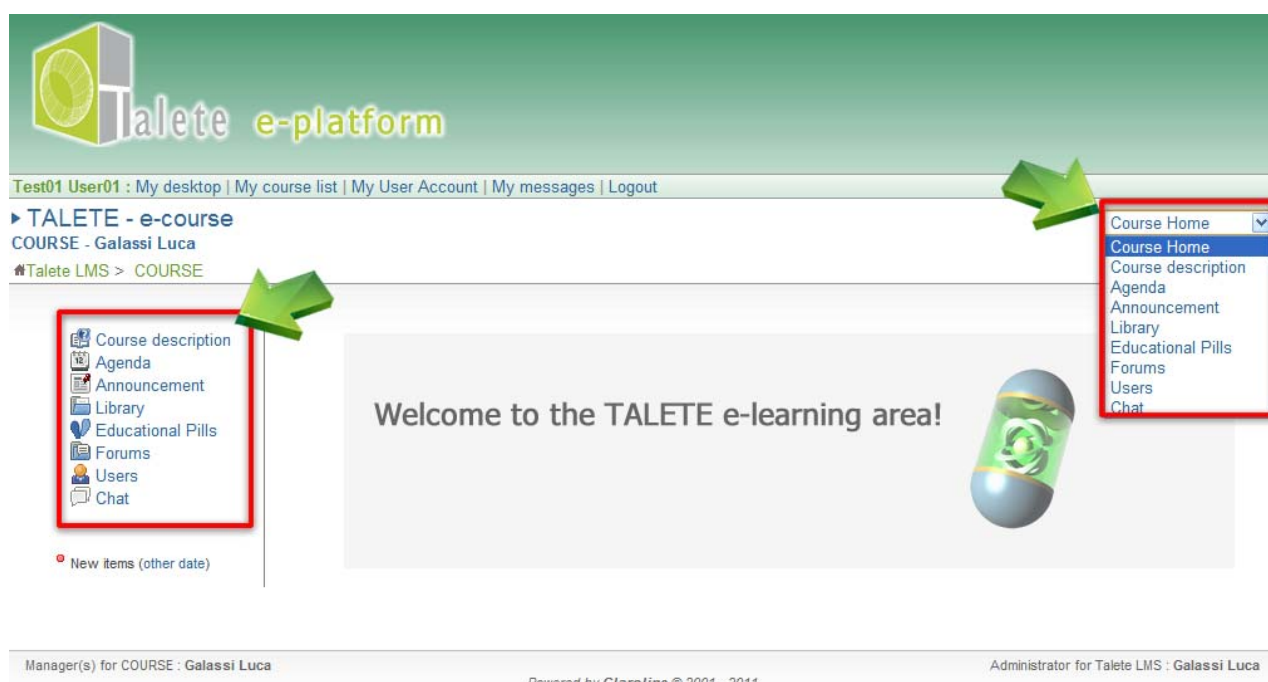
Navigation

6. Course description

This section shows all about the general presentation of the course such as an introduction, Purpose of the course, overall learning objectives, learning perspectives of the course, delivery method and course modules and activities.

You should read carefully and as soon as possible this area to understand the aim of the course and its learning objectives.

Course description

7. Agenda

The agenda shows course deadlines together with a title of the event or activity to be carried out, a description of the event or activity to be carried out. The event or activity list is displayed from the most recent (decreasing order by date).

You can also see the agenda in a different way from 'My Desktop' in the menu just below the logo of the E-Learning platform. Here the visualization is like a calendar with the event or activity titles and, all the description is displayed by clicking on the respective title.

The agenda

My calendar

# 8. Library

This section allows you to access and download all documents connected to the course and previously uploaded by experts and tutors.
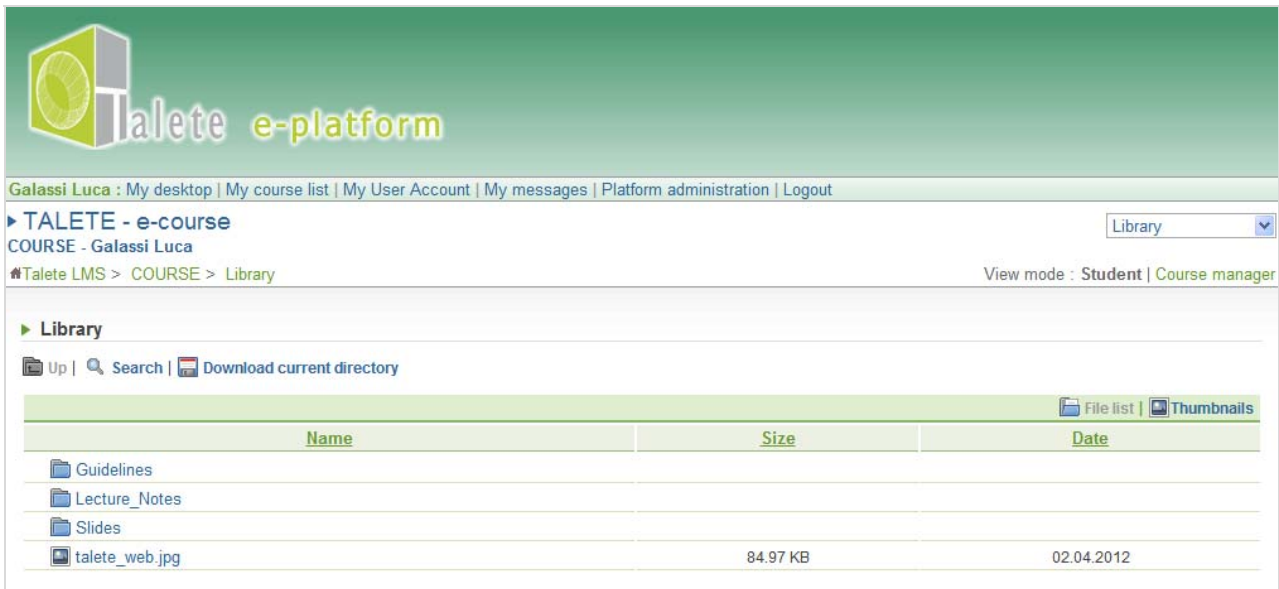
Here, you can find all the materials to deepen your knowledge on the course topics such as:

- **Lecture notes** are text files designed to deepen the learner knowledge on topics presented in the multimedia lessons in the learning path area. Click on the folder 'Lecture notes', then open or download the file you are interested in (one per educational pill).
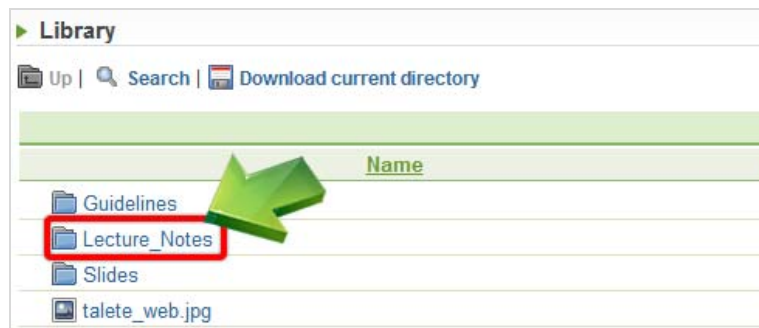

- **Slides** have the same contents of the multimedia lesson slides but static and without audio, to allow a quick review. Click on the folder 'Slides', enter the educational pill

you are interested in to find the file list, then open or download the file you have chosen.

Following some useful tools:

- '**up**' in order to access the parent folder
- '**search**' in order to find quickly a file or link by inserting a fragment or all the name in the available text box. Then click 'OK'.
- '**download current directory**' in order to download a zip file with the selected folder and its contents.
- To **download a file** put the mouse arrow over it, then right click to open a contextual menu, chose the "Save Link as…" item and finally download the file in your computer.
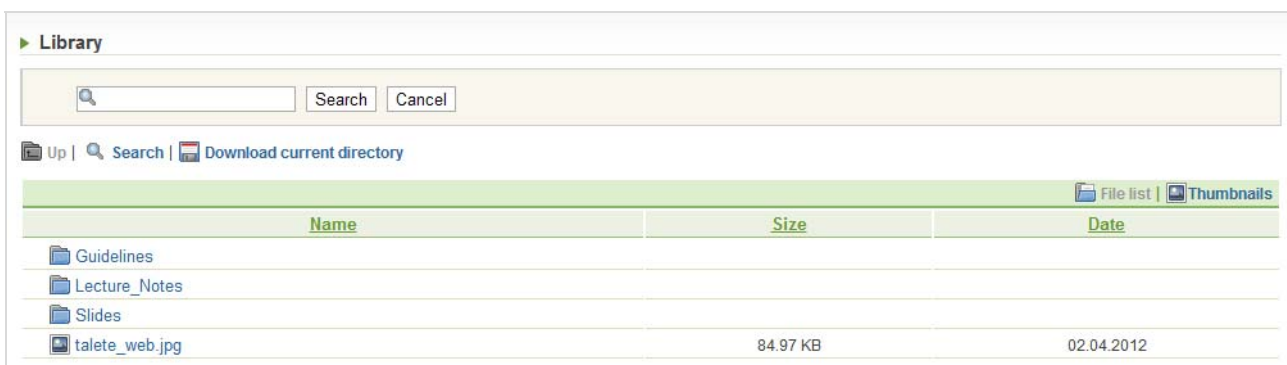
Search engine

9. Educational pills

This area is the core tool of the E-learning platform and it is divided in modules, as many as foreseen by the learning strategy.

Educational pills

9.1 Educational pills

A didactic pills is a multimedia and dynamic lesson with text, images and animations synchronized together with the teacher audio contribution. The learner has the total control of the audio lesson flow by clicking on the stop / go button, the forward button, the backward button.

Some panels (Outline, Thumb, Notes, Search) are available to allow an easier navigation:

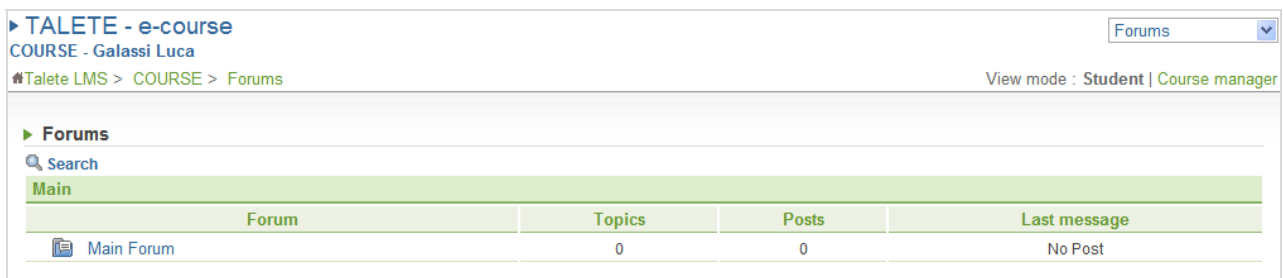- 'Outline' panel to jump from one slide to the another.

- 'Thumb' panel to display the slides preview where it is possible to jump from one slide to another by clicking on the preview.
- 'Notes' panel to display the slides notes.
- 'Search' panel to search the slides that match the text of your search

To go back to the lesson list click the 'back to list' button.

10. Forum

The forum is a classic asynchronous communication tool. Forums have been set up to encourage communication among users, teachers and moderators and providing the opportunity to post ideas, opinions, and information on the course in an organized manner.

It is important to mention that a forum could be used as a strong tool for collaborative learning. For example, if a learner doesn't understand a particular course topic, he or she can open a new thread asking for clarifications. Probably, other learners more familiar with the topic will be able to give a satisfactory explanation.

The Forum

Click on the 'Forum' title to see the topic list from the most recent to the oldest (decreasing order by date).
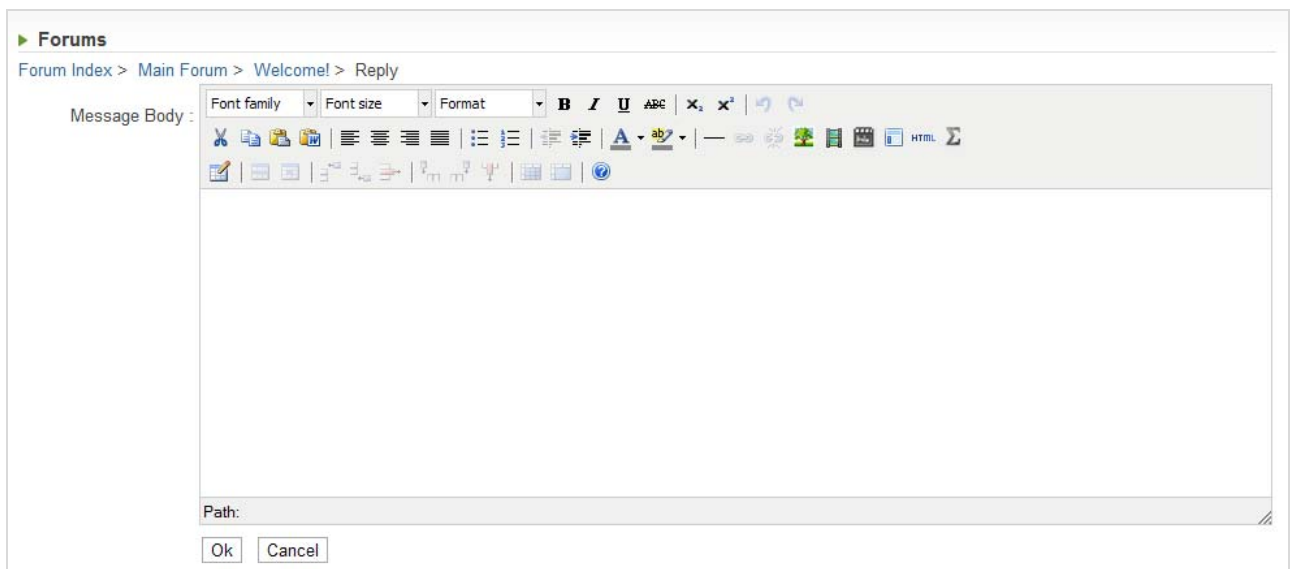

The topic list

Click on the selected topic to see the list of posted messages from the most recent to the oldest (decreasing order by date).
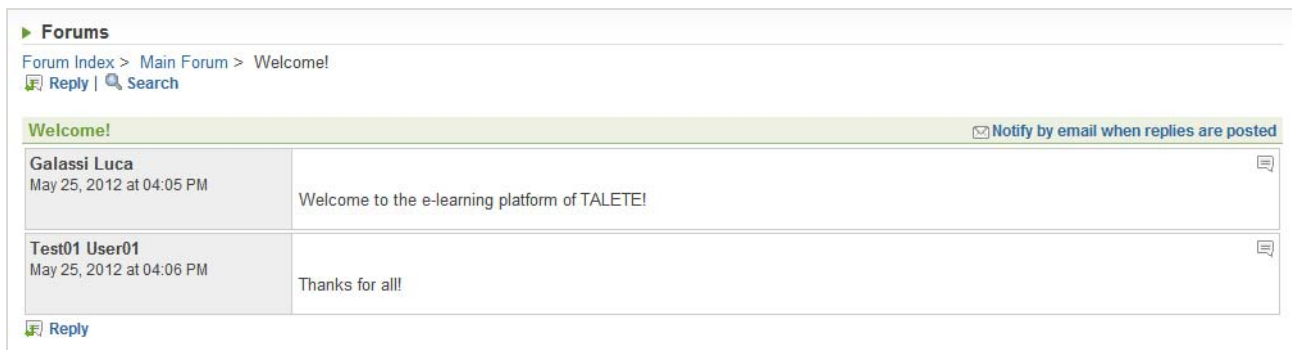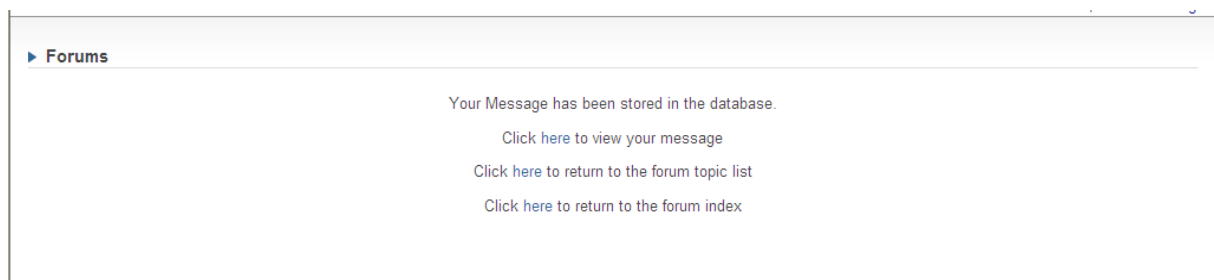
The message list

Click on 'reply' to write formatted text thanks to the editor at your disposal, then click 'OK' to confirm and save your post.


The text editor

After your submission you will get three different options:

- To view your message
- To return to the forum topic list
- To return to the forum index

The action editor

Click on 'New topic' in order to create another discussion topic. The subject or title is a compulsory field. Write formatted text on the message body field by means of the editor. Then click 'OK' to confirm and save your post.
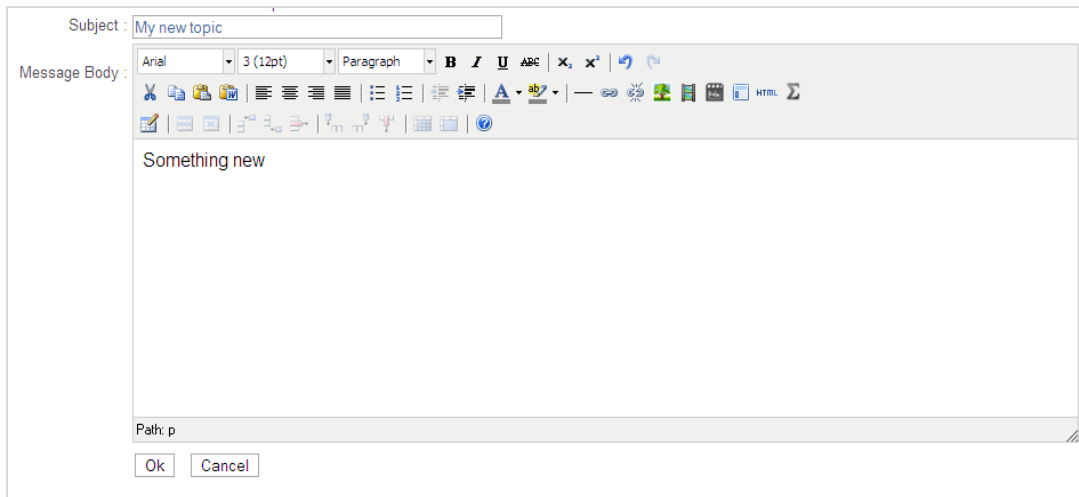
New topic

Click on 'Search' in order to find the title of a topic or a post. Insert a text string in the field just below 'Search:' and click on 'OK' to start the research. The system will find titles that include the text previously written in the search box.

The search engine

The editor
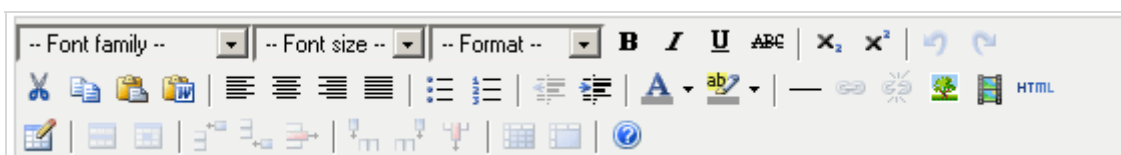
The toolbar

A short description of each button is provided below.

B	Bold text style (Ctrl+B).
I	Italic text style (Ctrl+I).
U	Underline text style (Ctrl+U).
ABC	Strikethrough text style.
≡	Align left.
≡	Align center.
≡	Align right.
≡	Align full.
≔	Unordered list/bullet list.
≔	Ordered list/numbered list
≡	Outdent/decrease indentation.
≡	Indent/increase indentation.
↩	Undo the last operation (Ctrl+Z).
↪	Redo the last operation (Ctrl+Y).
🔗	Insert a new link, read more about this function in the Insert link section hereafter.
🔗	Unlink the current selection/removes all selected links.
⚓	Insert a new anchor, read more about this function in the Insert anchor section hereafter.
🖼	Insert a new image, read more about this function in the Insert image section hereafter.
🧹	Cleanup code/Removes unwanted formatting. This function is useful when you copy contents from for example a office product.
ⓘ	Show this help window.
▬▬	Open HTML source code editor.
▦	Insert a new table at the current location. , read more about this function in the Insert table section hereafter.
▤	Add a row above the current one.
▤	Add a row below the current one.
▤	Removes the row.
▥	Add a column before the current one.
▥	Add a column after the current one.
▥	Remove the current column.
—	Insert a new horizontal ruler
⌫	Remove formatting from the selection.

x₂	Make the selection to be subscript.
x²	Make the selection to be superscripted.

Insert link button

This button opens a new window with the insert/edit link function.
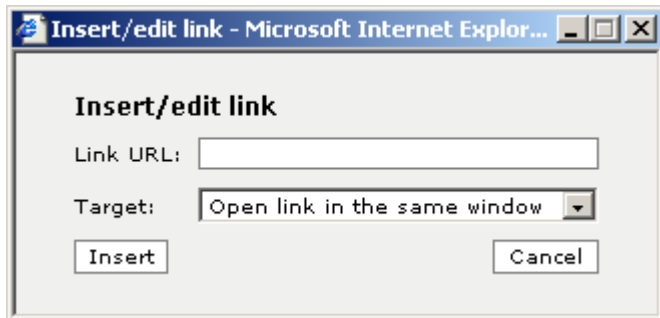
There are two fields in this window the first one "Link URL" is the URL of the link. The target enables you to select how the link has to be opened.

Insert anchor button

This button opens a new window with the insert/edit anchor function.
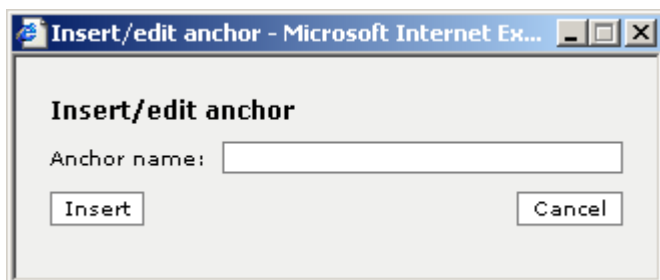
There is one field in this window, this is where you enter the name of your anchor point. Remember the anchor name needs to be unique.

Insert image button

The insert image button opens the window shown below.
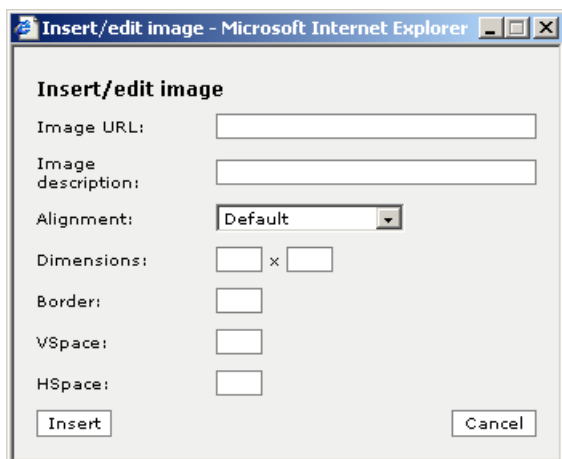
You should simply enter the URL of the image you want to link to and enter an image description, displayed as an alternative text description of the image on the page.

Field descriptions:

Image URL	URL/path to the image.
Image description	Alternative description of the image.
Dimensions	Image width/height.
Alignment	Image alignment, useful when wrapping text around images.
Border	Border thickness.
VSpace	Vertical space, useful when wrapping text around images.
HSpace	Horizontal space, useful when wrapping text around images.

Insert table button

The insert table button opens the window shown below. This action enables you to create tables.
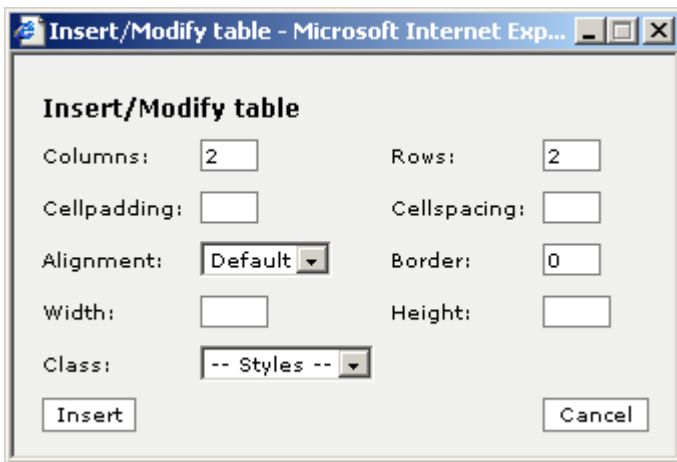
Field descriptions:

Columns	Number of columns in the table.
Rows	Number of rows in the new table.
Cellpadding	Cellpadding of the table .
Cellspacing	Cellspacing of the table .
Alignment	Table alignment .
Border	Border thinkness of table.
Width	Width in pixels of table .
Height	Height in pixels of table.
Class	Style or CSS class of table.

11. Users

This tool shows you all the course participants. You can see information on the other co-trainees and on the tutors as well.
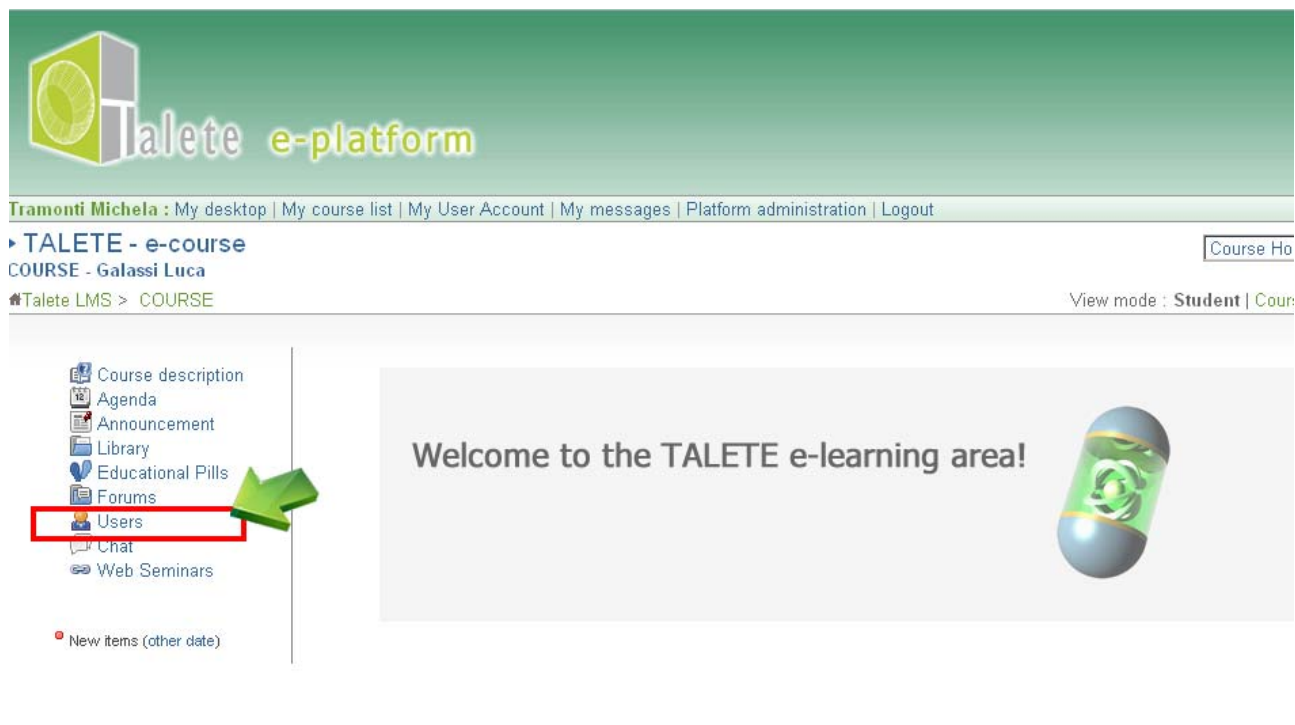
Participant list

12. Chat

The chat is a very popular synchronous communication tool.

Write down your message in the appropriate input box, then click the button ">>" in order to send the message. The latter will appear in the list of messages already sent just next to the time and date of your submission.

The chat room
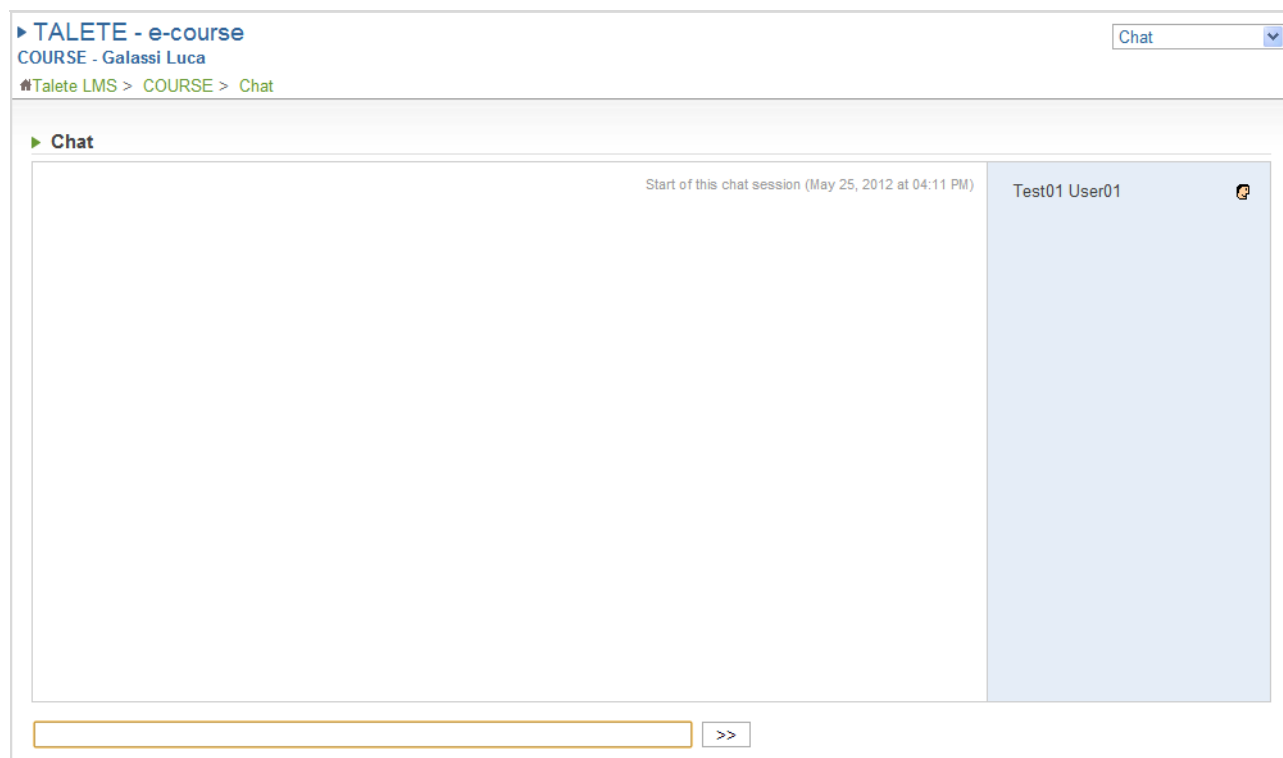
You can also send a text by copying it from another text file.

To do this:

- open a text file and select a part of the text,
- right click your mouse to open a contextual menu and copy the selected text using the "copy" option,
- put the cursor in the chat input box,
- right click your mouse and select the "paste" option,
- Finally click the button ">>" to send the message.

13. My messages

This section allows internal messaging between your tutor and you.

You can access the 'My messages' page by clicking the corresponding link in the menu bar.

Click 'inbox' to display the list of the incoming messages

Internal messaging system

Click on the subject of a message to open and read it.

13. Web Seminars

Click on the subject of a message to open and read it.

In order to participate in the web seminars you need:

1. a browser with the last flash player installed

2. an headset (NO microphone and speakers in order to avoid echo)

The Adobe ADDin plugin installed (download here **Windows** http://project.unimarconi.it/box/Adobe_Connect_Windows_Addin_setup.exe – MAC http://project.unimarconi.it/box/AcrobatConnectAddinMAC.z)

Therefore you can access into the virtual room, just clicking on the "Web seminar" in the main menu and
after a while, you will be able to attend the web seminar.

14. Logout

Click on "Logout" to log you out from the platform.

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