



MOOC-ART TRAINER MANUAL



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Homepage



The screenshot shows the RestART logo at the top. Below it are two input fields: one for the username containing "_trainer" and one for the password. A blue "Login" button is positioned below the password field. Underneath the button, there are links for "Hai dimenticato la password?", "Non hai un account? Crea un account", and a language selector set to "Italiano (it)". At the bottom right of the login section is a link for "Informativa cookie".

Once you **enter your credentials**, you will be able to land the **homepage**. Here you can find information about the MOOC including a **video introduction, general aims of the course and information about the cultural creative sector**.

Scroll down the homepage to **select your preferred language, select a course**.

Students can self-enroll in the courses or teachers can do it for them.

Self enrolment (Student)

No enrolment key required.

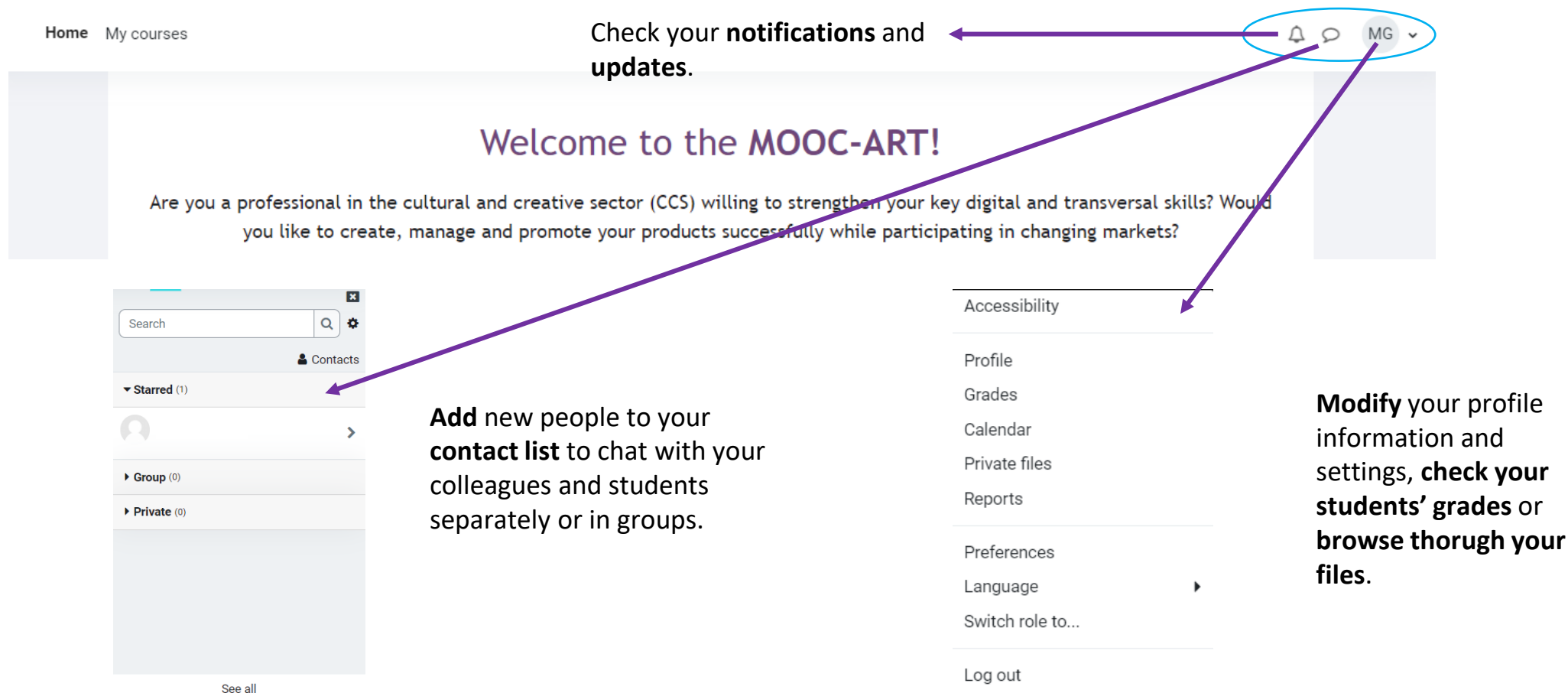
Enrol me

The screenshot shows the main content area of the RestART homepage. At the top, there is a navigation bar with "Home" and "My courses" links. The main heading is "Welcome to the MOOC-ART!". Below this is a question: "Are you a professional in the cultural and creative sector (CCS) willing to strengthen your key digital and transversal skills? Would you like to create, manage and promote your products successfully while participating in changing markets?". The text continues: "This course is definitely for you! You just need to enrol." A video player is embedded, showing a woman with a camera. The video text reads: "Welcome to RestART MOOC-ART! Via this open online course, you will be able to enhance your digital as well as transversal skills as a CCS actor". Below the video is a link "Click here!" and a question "Would you like to read more about the Cultural and Creative sector?". At the bottom, there is a language selection section titled "Select your language:" with flags for English, Finnish, German, Greek, Italian, Portuguese, and Spanish. At the very bottom, there is a link for "For more information about the RestART project" and contact information for Simona Palumbo: "please contact Ms Simona Palumbo: simona.palumbo@cestie.org".

For more information about the RestART project

please contact Ms Simona Palumbo:
simona.palumbo@cestie.org

Layout



Home My courses

Check your **notifications** and **updates.**

Welcome to the **MOOC-ART!**

Are you a professional in the cultural and creative sector (CCS) willing to strengthen your key digital and transversal skills? Would you like to create, manage and promote your products successfully while participating in changing markets?

Search

Contacts

▼ Starred (1)

▶ Group (0)

▶ Private (0)

See all

Accessibility

Profile

Grades

Calendar

Private files

Reports

Preferences

Language ▶

Switch role to...

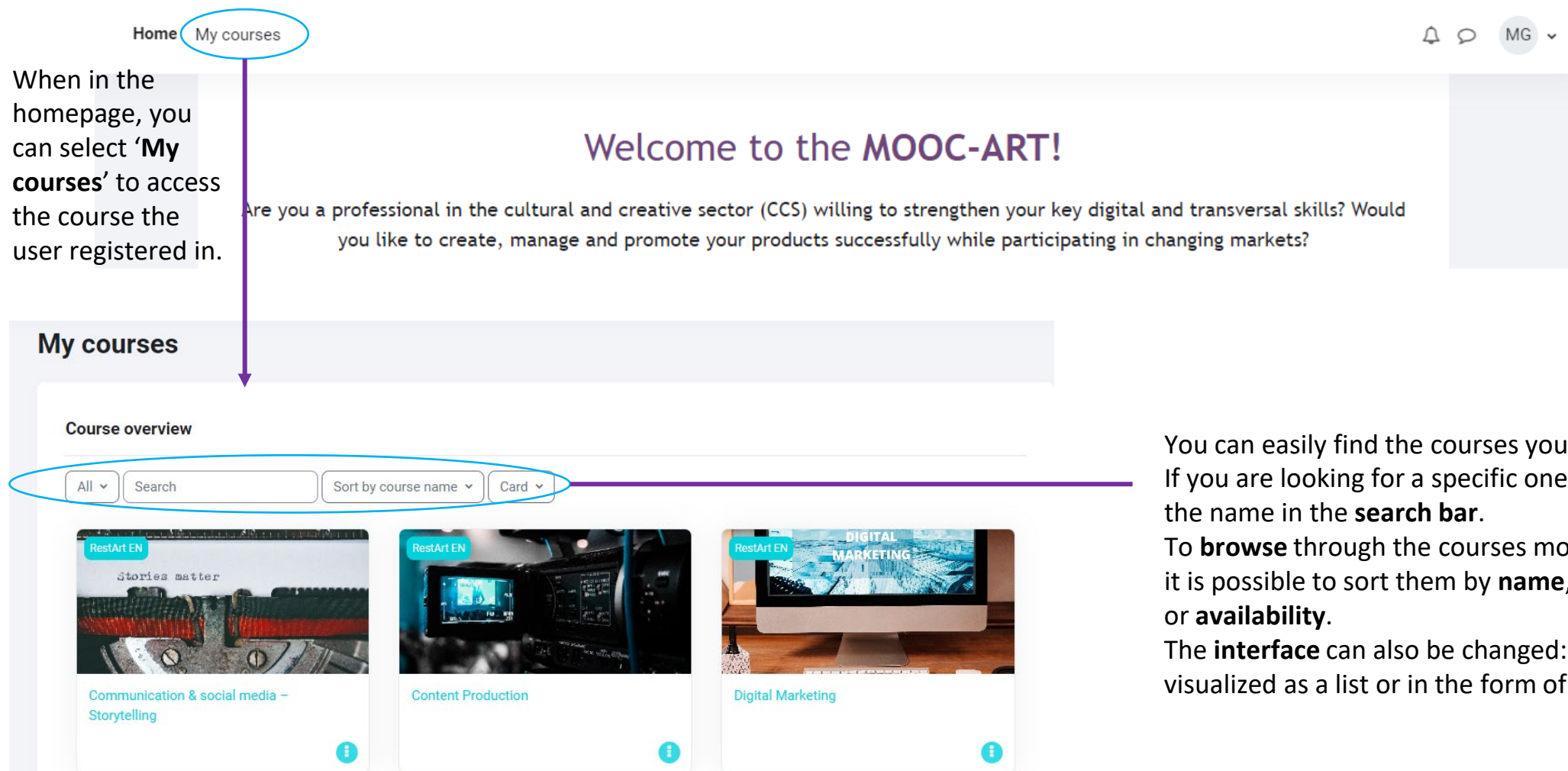
Log out

MG ▼

Add new people to your **contact list** to chat with your colleagues and students separately or in groups.

Modify your profile information and settings, **check your students' grades** or **browse through your files.**

Layout



Home My courses

When in the homepage, you can select 'My courses' to access the course the user registered in.

Welcome to the MOOC-ART!

Are you a professional in the cultural and creative sector (CCS) willing to strengthen your key digital and transversal skills? Would you like to create, manage and promote your products successfully while participating in changing markets?

My courses

Course overview

All Search Sort by course name Card

- RestArt EN
Stories matter
Communication & social media - Storytelling
- RestArt EN
Content Production
- RestArt EN
DIGITAL MARKETING
Digital Marketing

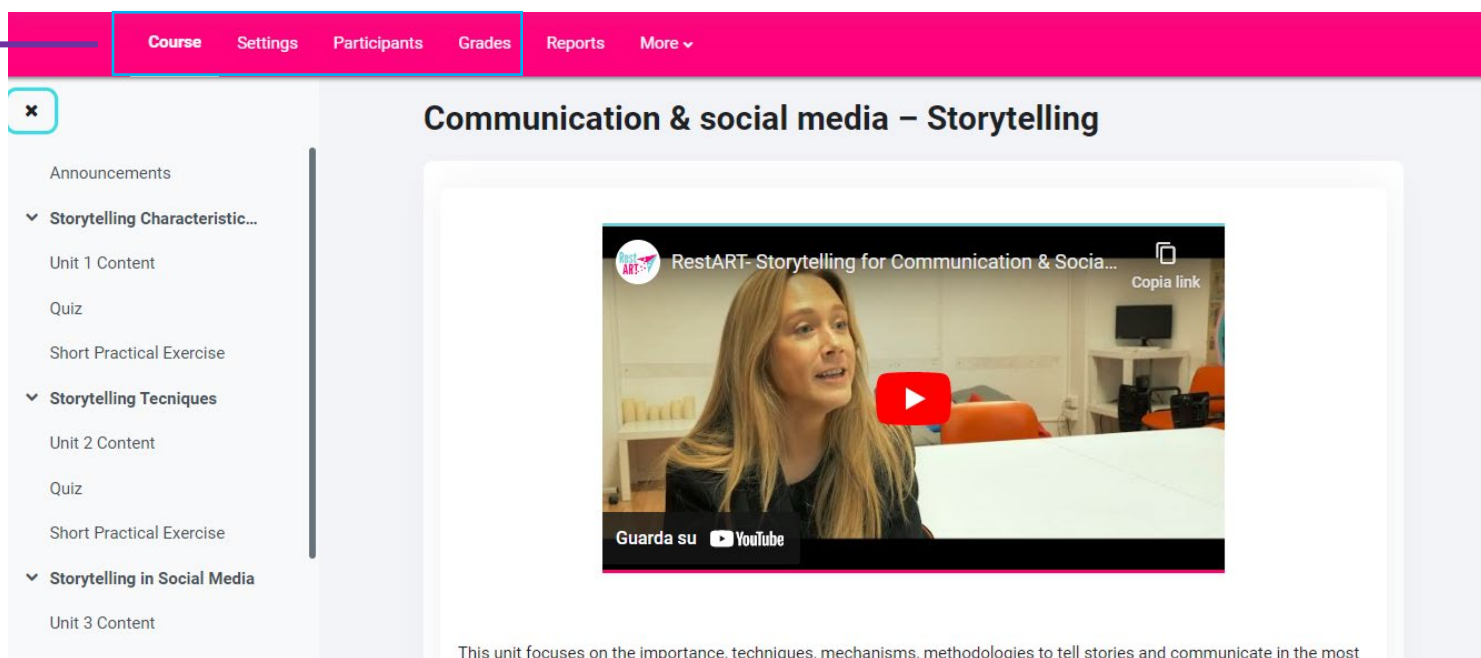
You can easily find the courses you need right away. If you are looking for a specific one, you can type the name in the **search bar**.

To **browse** through the courses more comfortably, it is possible to sort them by **name, access, progress or availability**.

The **interface** can also be changed: courses can be visualized as a list or in the form of a grid.

Inside the courses

At the top of the screen, all of the course options are immediately available. When you **select a course**, you will be able to enter its **main page** containing a general overview of the **course contents, learning outcomes** and **topic** of each unit.



Course Settings Participants Grades Reports More ▾

✕

Announcements

▼ Storytelling Characteristic...

Unit 1 Content

Quiz

Short Practical Exercise

▼ Storytelling Techniques

Unit 2 Content

Quiz

Short Practical Exercise

▼ Storytelling in Social Media

Unit 3 Content

Communication & social media – Storytelling

RestART- Storytelling for Communication & Socia... Copia link

Guarda su YouTube

This unit focuses on the importance, techniques, mechanisms, methodologies to tell stories and communicate in the most

On the right side of the page, you can find the **course index**. Every unit contains **theoretical knowledge, a quiz, short practical exercises, and announcements sections**. You can either move from a page to another by clicking on the voices of the index.



Course options: Settings

Course Settings Participants Grades Reports More ▾

With the **'Settings'** option you can **edit** or **update** your courses' information, such as **name of the course**, **start and finish date**, **add** a short description or **change** the image of the course's thumbnail.

Edit course settings

General

Course full name	<input type="text" value="Communication & social media – Storytelling"/>
Course short name	<input type="text" value="Communication & social r"/>
Course category	× RestArt EN
	<input type="text" value="Search"/>
Course visibility	<input type="text" value="Show"/>
Course start date	<input type="text" value="16"/> <input type="text" value="February"/> <input type="text" value="2023"/> <input type="text" value="00"/> <input type="text" value="00"/> 
Course end date	<input type="text" value="16"/> <input type="text" value="February"/> <input type="text" value="2024"/> <input type="text" value="00"/> <input type="text" value="00"/>  <input checked="" type="checkbox"/> Enable

Course options: Grades

Course Settings Participants **Grades** Reports More ▾

You will be also able to **monitor your learners' progress** by entering a single module in your language and using to the **'Grades'** button.

Grader report

All participants: 30/30

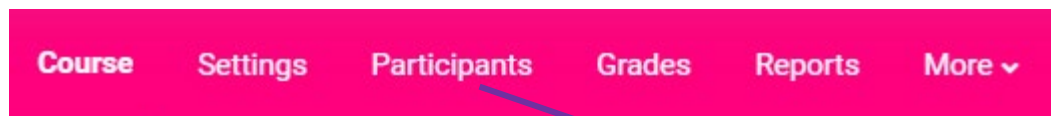
First name **AR** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **AB** 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 / Surname ^	Email address	Communication & social m...		Σ Course total
		HP Quiz	HP Quiz	
MA Marta		-Q	-Q	-
AB Alejandro		-Q	-Q	-
AB Alexandra		-Q	-Q	-
MB Miguel		-Q	-Q	-
AB Alberto		-Q	-Q	-
FC Francisco		-Q	-Q	-
AC Antonio		-Q	-Q	-
Overall average		-	-	-

You will be able to check simultaneously their scores for a **single quiz** inside the unit and their **overall performance** in the course.

Course options: Participants



You will be able to **monitor the registrations** of your learners using the **‘Participants’** button.

Enrolled users

Match

+ Add condition Clear filters Apply filters

37 participants found

First name

Surname

<input type="checkbox"/>	First name / Surname ^	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	MA Marta		Student <input type="text"/>	No groups <input type="text"/>	Never	Active <input type="text"/> <input type="text"/>
<input type="checkbox"/>	AB Alejandro		Student <input type="text"/>	No groups <input type="text"/>	Never	Active <input type="text"/> <input type="text"/>
<input type="checkbox"/>	AB Alexandra		Student <input type="text"/>	No groups <input type="text"/>	8 days 2 hours	Active <input type="text"/> <input type="text"/>
<input type="checkbox"/>	MB Miguel		Student <input type="text"/>	No groups <input type="text"/>	Never	Active <input type="text"/> <input type="text"/>

How to enrol a student

Although students can self-enrol in the courses, you can enrol them too if necessary



Enrolled users ▾

Enrolled users

Match Any ▾ Select ▾ ✕

+ Add condition Clear filters Apply filters

21 participants found

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

Surname 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

Enrol users

Enrol users ✕

Enrolment options

Select users No selection

Search ▾

Assign role Student ▾

[Show less...](#)

Recover user's old grades if possible

Starting from Now (22/05/23, 14:26) ▾

Enrolment duration Unlimited ▾

Enrolment ends 22 ▾ May ▾ 2023 ▾ 14 ▾ 26 ▾ Enable

Cancel Enrol users

If you want to enrol your students to one of your courses, go to the **'Participants'** section. At the top of the page, you will find the option **'enrol users'**.

Inside the **enrolment options**, you will have to **type in** the name of your student in the **'select users'** option. It will also be possible to determine other variables such as the **duration or start date of the enrolment**.

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<https://mooc.restartcreativity.eu>

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