



Ministry of Finance,
Trade, Investment and Economic
Planning



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EPA Project E-Learning Platform Trainers Manual

INTRODUCTION

The EPA Programme has a strong emphasis **on** sustainable capacity building aimed at facilitating a wide range of demand driven formal learning and mentorship across several topics and themes.

More information about the EPA capacity building project can be found here:



The EPA Programme E-Learning Platform was created as part of the Programme's capacity building strategy in order to provide quality blended education to the EPA Programme beneficiaries in a wide range of topics including ASYCUDA; EPA implementation skills and agriculture and fisheries Value chains.

The E-Learning modules are delivered through innovative and interactive tools and resources including video presentations, knowledge reviews, course notes and assessments.

More information about the EPA MOODLE training platform can be found here:



Enrolling users into your course:

Enrolling users into the course is relatively easy:

Go to your course and if you don't see the menu on the left, click on the menu button *in the left corner as marked* then click:

1. Participants.
2. Enrol users.
3. On the search bar type the name of the user to and select the found user from the drop-down menu.
4. Click Enrol users.

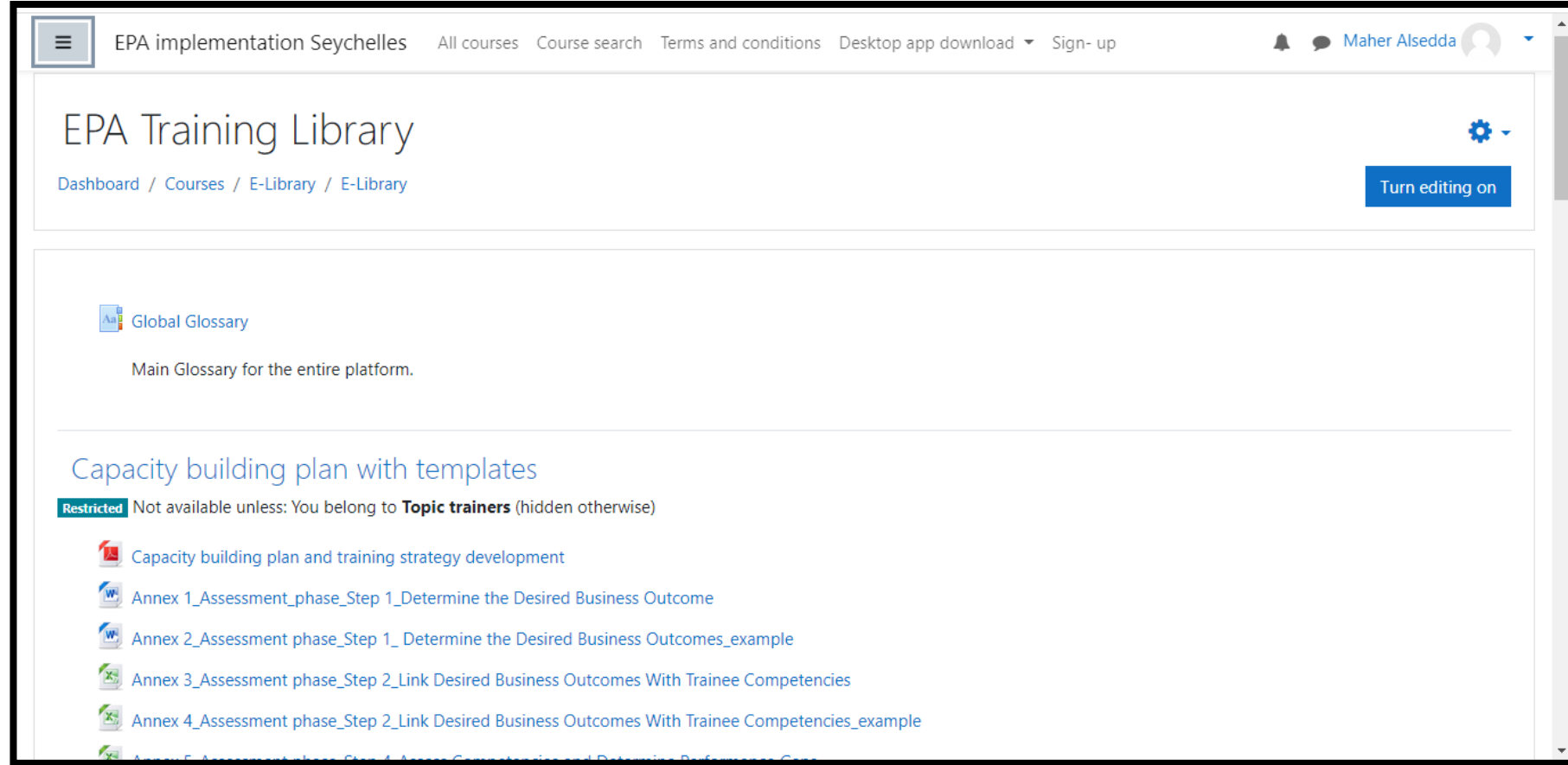
Note: Before starting your online course, you will receive the list of participants from the beneficiary and the participants will contact you requests for enrolment. **You have to use** the same **process** when enrolling participants into the EPA e-library.

The screenshot shows the Moodle course management interface for 'EPA implementation Seychelles'. The left-hand menu is visible, with the 'Participants' option highlighted. A red circle (1) is around the menu button in the top left corner. Another red circle (1) is around the 'Participants' menu item. A red circle (2) is around the 'Enrol users' button in the bottom right corner. A red circle (3) is around the search bar containing the letter 'm'. A red circle (3) is around the dropdown menu showing a list of users including 'Moodle Admin', 'Maher Alsedda', 'Evgeny Papilin', 'Sonja Priscan', and 'Maurizio Zincone'. Below the search bar, there are filters for 'First name' and 'Surname', and a table of users with columns for 'First name / Surname', 'Email address', 'Roles', 'Groups', 'Last access to course', and 'Status'. The table shows one user: 'Student01 Student01' with email 'student@web.com', role 'Student', no groups, last access '4 hours 59 mins', and status 'Active'.

EPA E-Library:

The EPA training e-library is integrated into the MOODLE platform as a course which can be visible to all users.

It is designed to provide trainers a single area to publish documents which will be used by learners as sources or forms, templates, etc. Moreover, some chosen sources/ documents can be linked to the courses, if needed.

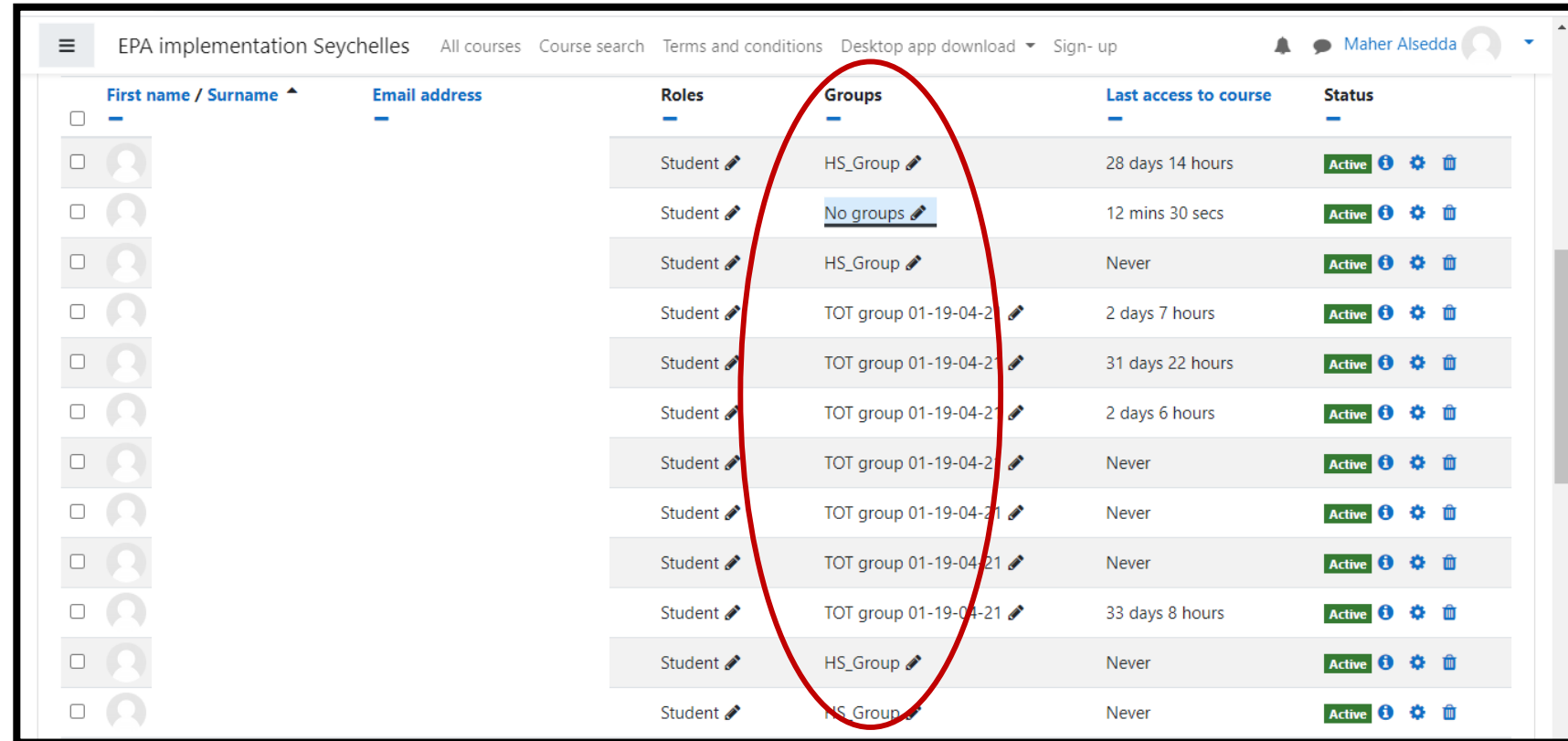


The screenshot shows the 'EPA Training Library' page in a Moodle environment. The page title is 'EPA Training Library' and the breadcrumb trail is 'Dashboard / Courses / E-Library / E-Library'. A 'Turn editing on' button is visible in the top right corner. Below the title, there is a 'Global Glossary' section with the description 'Main Glossary for the entire platform.' Underneath, there is a section titled 'Capacity building plan with templates' which is restricted to 'Topic trainers'. A list of documents is displayed, including 'Capacity building plan and training strategy development', 'Annex 1_Assessment phase_Step 1_Determine the Desired Business Outcome', 'Annex 2_Assessment phase_Step 1_ Determine the Desired Business Outcomes_example', 'Annex 3_Assessment phase_Step 2_Link Desired Business Outcomes With Trainee Competencies', and 'Annex 4_Assessment phase_Step 2_Link Desired Business Outcomes With Trainee Competencies_example'.

Permissions for participants using E-library

The users' permissions in Moodle are groups' based. Therefore, it is important that you assign your participants to the appropriate group in order them to be able to see the uploaded documents in the e-library.

The group related to your course will be provided by the platform administrator.



The screenshot shows the Moodle user management interface for the course 'EPA implementation Seychelles'. The table lists users with columns for 'First name / Surname', 'Email address', 'Roles', 'Groups', 'Last access to course', and 'Status'. A red oval highlights the 'Groups' column, which contains entries like 'HS_Group', 'No groups', and various 'TOT group' entries.

First name / Surname	Email address	Roles	Groups	Last access to course	Status
		Student	HS_Group	28 days 14 hours	Active
		Student	No groups	12 mins 30 secs	Active
		Student	HS_Group	Never	Active
		Student	TOT group 01-19-04-21	2 days 7 hours	Active
		Student	TOT group 01-19-04-21	31 days 22 hours	Active
		Student	TOT group 01-19-04-21	2 days 6 hours	Active
		Student	TOT group 01-19-04-21	Never	Active
		Student	TOT group 01-19-04-21	Never	Active
		Student	TOT group 01-19-04-21	Never	Active
		Student	TOT group 01-19-04-21	33 days 8 hours	Active
		Student	HS_Group	Never	Active
		Student	HS_Group	Never	Active

How to enable users who belong to a group to see the course library?

1. On the e-library home page, click the menu button and choose the option Participants. Scroll down to the bottom of the page to see the list of the users enrolled to the e-library.
2. Click on the pencil icon next to the group name.
3. In the search bar, type the group name provided by the administrator for your course. Select it from the search bar.
4. Click on the save icon.

The screenshot shows the EPA Platform interface for 'EPA implementation Seychelles'. The left sidebar contains a menu with 'Participants' highlighted. The main content area displays a table of participants. The first row shows a participant with the role 'Student' and group 'HS_Group'. A pencil icon next to the group name is circled with a red '2'. A search bar is open with 'HS_Group' selected in the dropdown, circled with a red '3'. A yellow arrow points from the search bar to a save icon, which is circled with a red '4'.

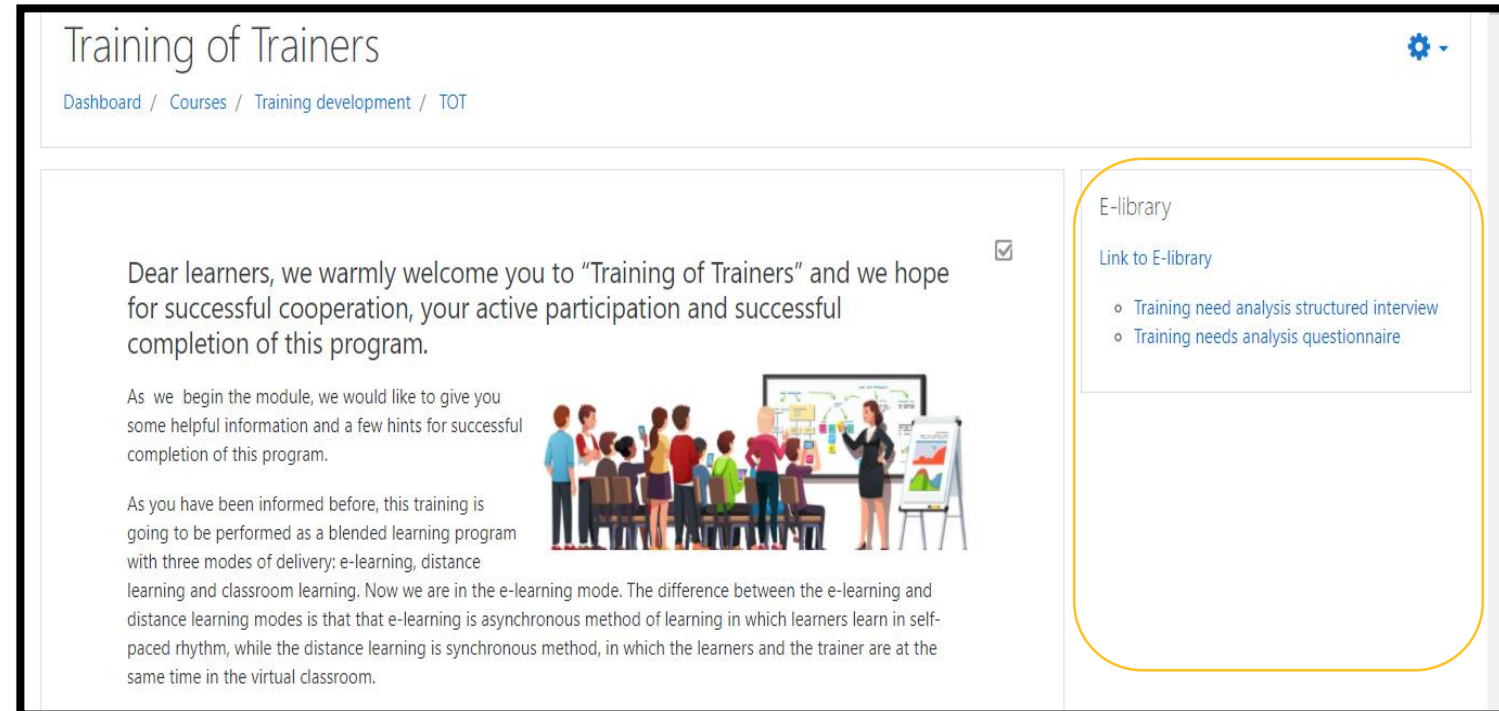
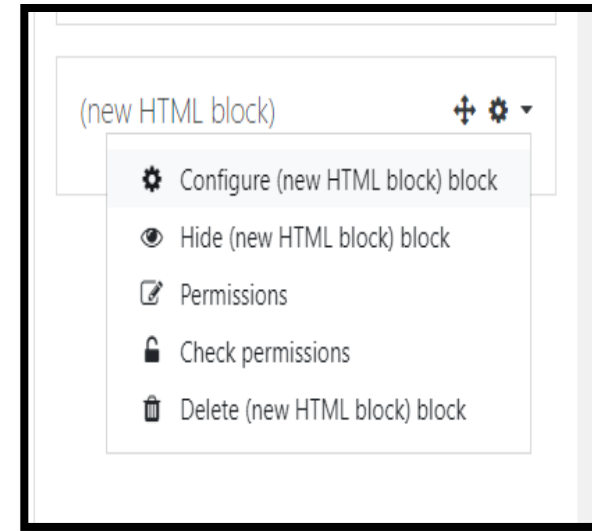
First name / Surname	Email address	Roles	Groups	Last access to course	Status
		Student	HS_Group	28 days 14 hours	Active
		Student		37 mins 58 secs	Active
		Student	HS_Group	Never	Active
		Student	Topic trainers		
		Student	ToT group	2 days 7 hours	Active
		Student	TOT group 01-19-04-21		
		Student	TOT group 01-19-04-21	31 days 23 hours	Active
		Student	TOT group 01-19-04-21	2 days 7 hours	Active
		Student	TOT group 01-19-04-21	Never	Active

Linking documents from the E-library to the course

The documents which are linked from the E-library can be visible for learners on the course page, inside a block specially created for that purpose.

The documents can be linked through the following procedure:

1. On the course home page, click the course administration button and choose "Add block".
2. Select from the menu Add HTML.
3. Click on the option Configure new HTML Block (As shown in figure).
4. Name the block as Library.
5. In the content area, write the name of the resources that should be linked from the library.
6. Copy the document link from the library and paste it next to the document name created in the previous step.
7. Ensure that the link will open in another window.

A screenshot of the Moodle course page for "Training of Trainers". The page title is "Training of Trainers" and the breadcrumb is "Dashboard / Courses / Training development / TOT". The main content area contains a welcome message: "Dear learners, we warmly welcome you to 'Training of Trainers' and we hope for successful cooperation, your active participation and successful completion of this program." Below the message is an illustration of a group of people in a classroom setting. The text continues: "As we begin the module, we would like to give you some helpful information and a few hints for successful completion of this program." and "As you have been informed before, this training is going to be performed as a blended learning program with three modes of delivery: e-learning, distance learning and classroom learning. Now we are in the e-learning mode. The difference between the e-learning and distance learning modes is that that e-learning is asynchronous method of learning in which learners learn in self-paced rhythm, while the distance learning is synchronous method, in which the learners and the trainer are at the same time in the virtual classroom." On the right side of the page, there is an "E-library" block with a "Link to E-library" button and two links: "Training need analysis structured interview" and "Training needs analysis questionnaire".

Technical assistance

For technical assistance with Moodle, please contact:
the platform administrator:

Alsedda.m@web.de



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Thank you for your attention