



ENCOURAGE

Erasmus+ project

**Development of Courses for Sustainable Waste Management for
Municipalities**

[ENCOURAGE]

Project Number 2021-1-PL01-KA220-VET-000030417

**GUIDEBOOK FOR USING ENCOURAGE E-LEARNING
PLATFORM(KNOWLEDGE HUB AND COURSES)**

ENCOURAGE, 2024

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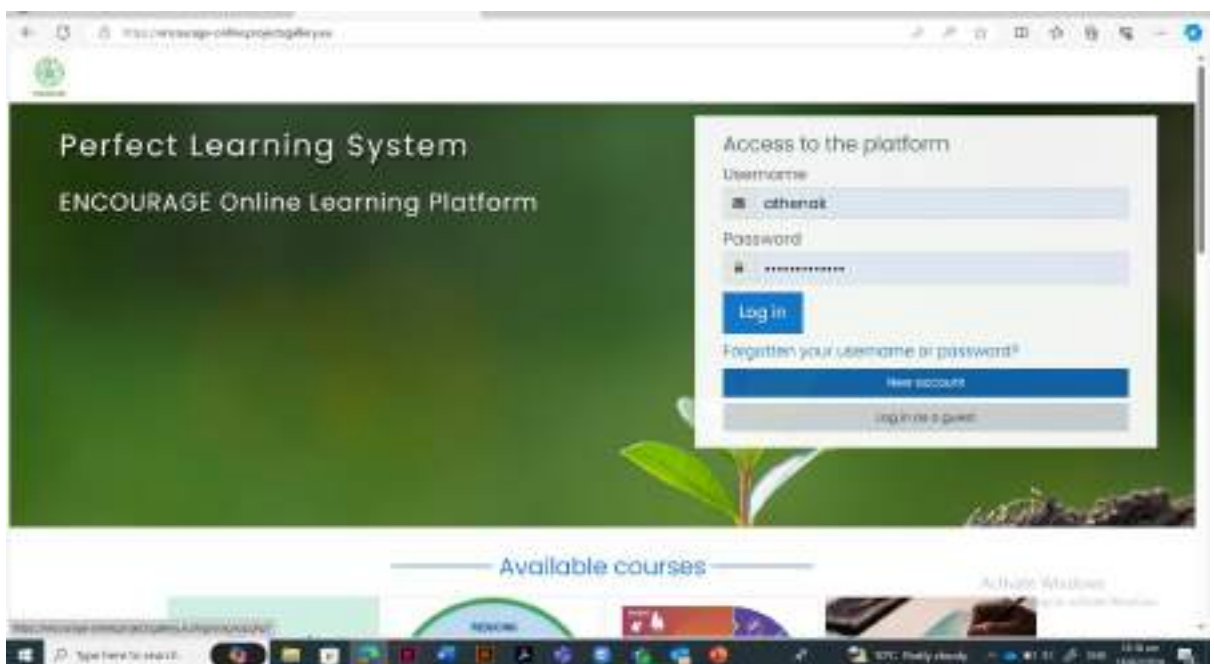
ENCOURAGE Online Learning Platform

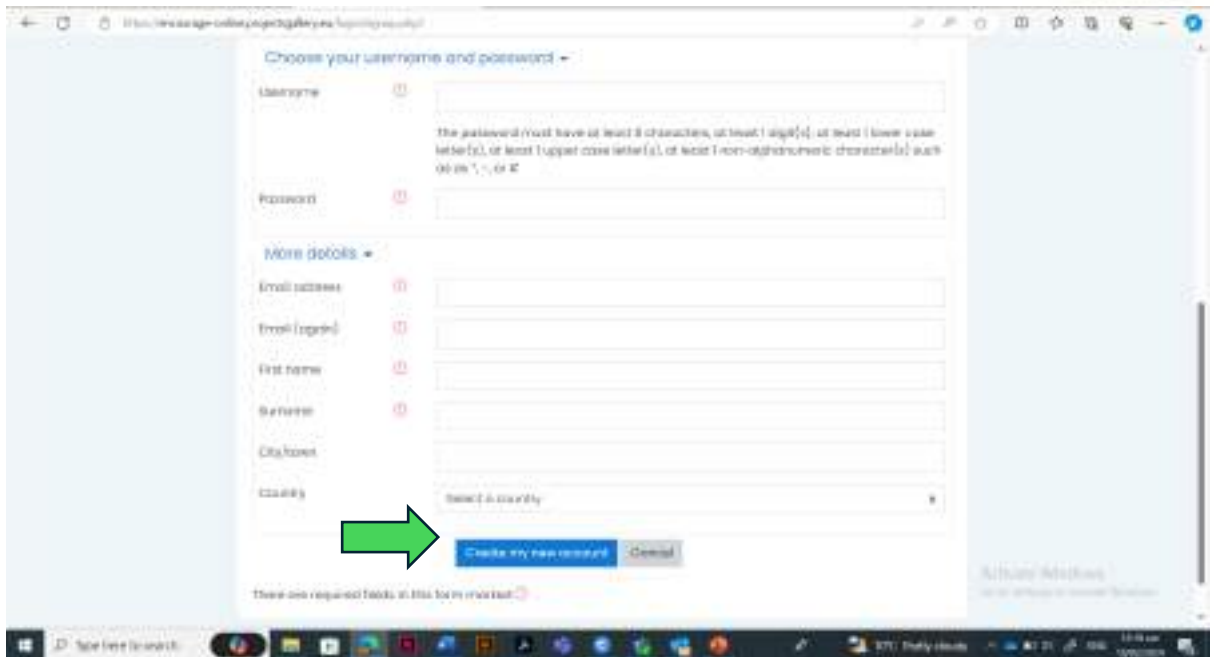
In order to access the ENCOURAGE e learning platform first click on the link.
<https://encourage-online.projectsgallery.eu/>

Then you add your Username and Password and you click on Log In. Now you are signed in the platform.

If you have not created an account, click on New Account and add all information needed in order to create an account. When you add all information click on Create my new account.

You will receive an email in order to activate the account. Now you are ready to start your navigation in the platform.

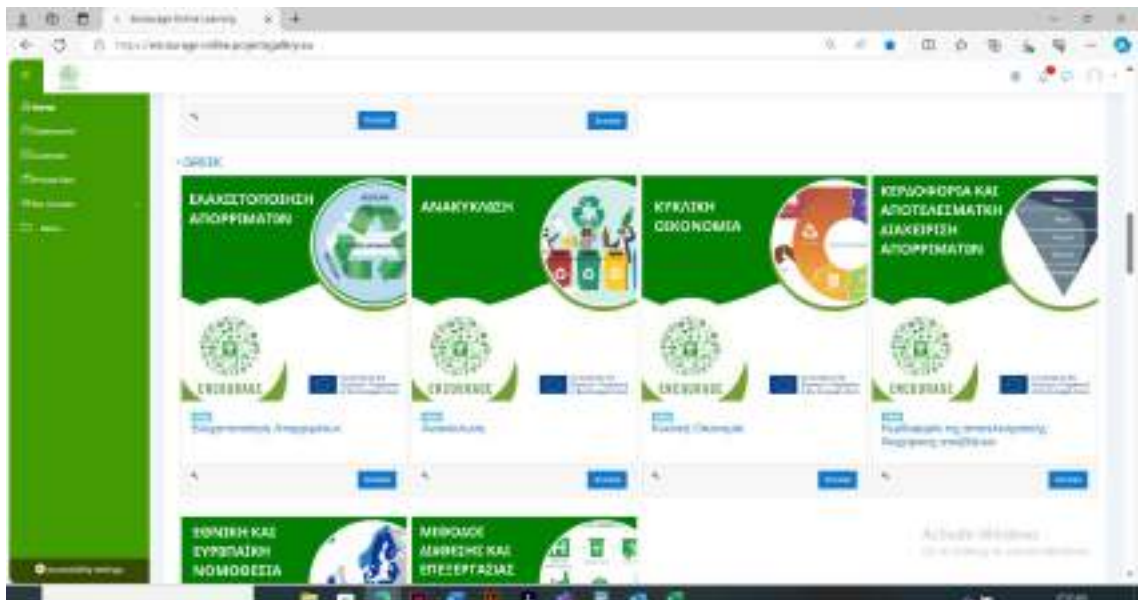




The screenshot shows a web browser window with the URL <https://encourage-online.projects.galileo.eu/learning/enroll/>. The page title is "Choose your username and password". It contains several input fields: "Username", "Password" (with a strength indicator), "Email address", "Email (repeat)", "First name", "Surname", "City/town", and "Country" (a dropdown menu). A green arrow points to the "Create my new account" button. Below the form, it says "There are required fields in this form marked".

Under the **Home** tab you can view the **Knowledge Hub** and the courses of the e-learning platform in five Languages: English, Greek Polish, Slovenian and Macedonian.



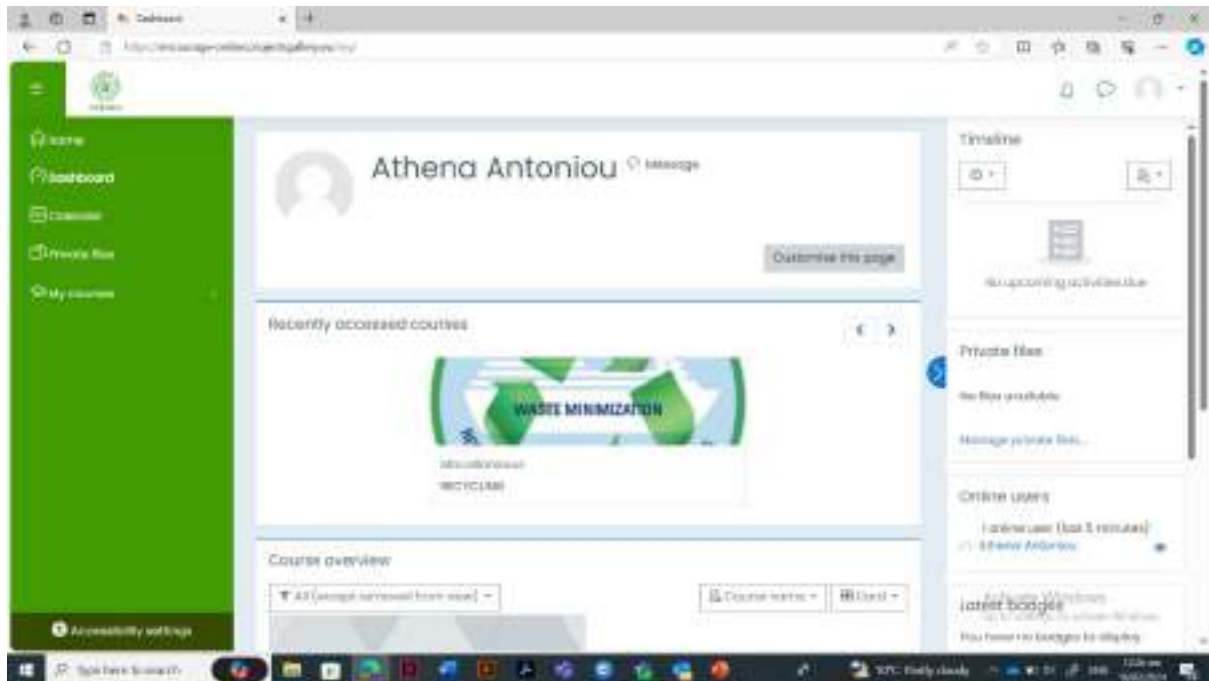




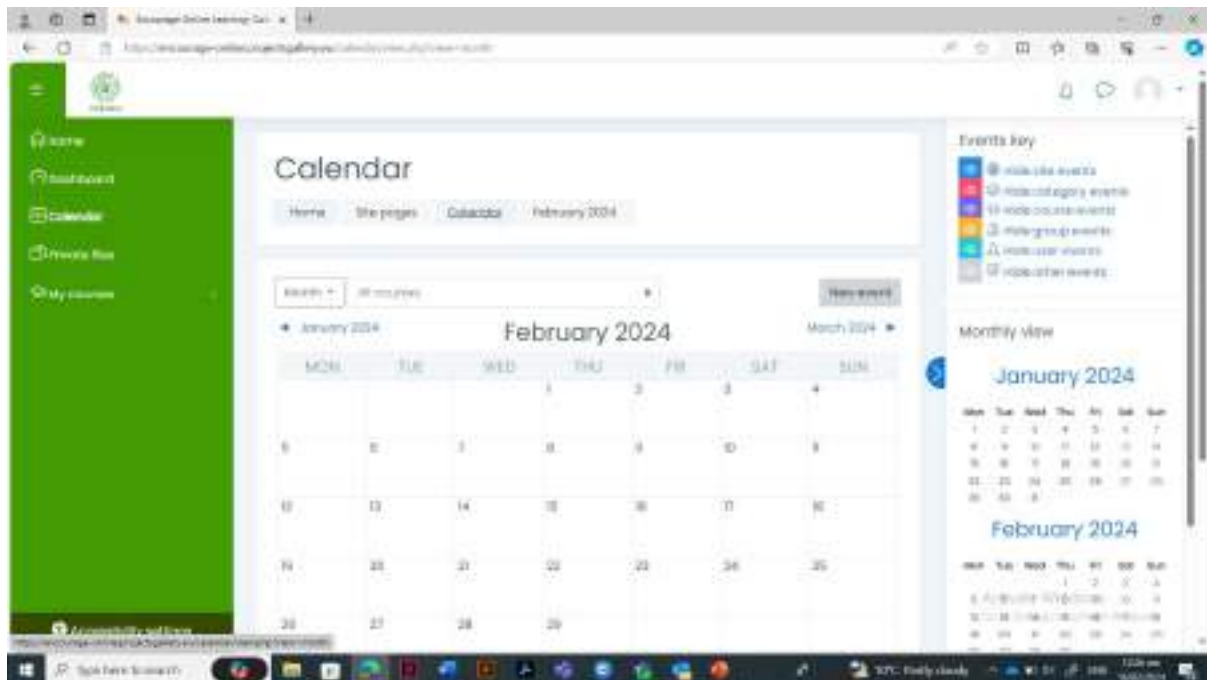
On the left of the screen, you have tabs **Dashboard**, **Calendar** and **Private Files**.

Click on **Dashboard**.

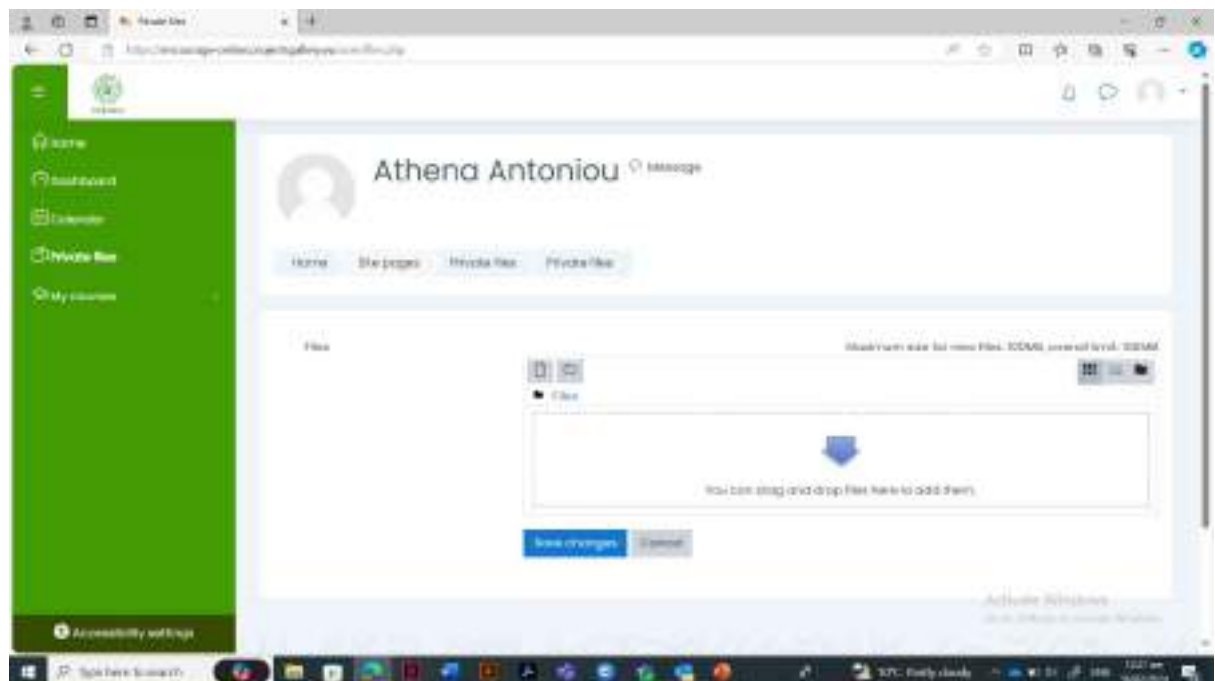
Click on the **Dashboard** tab. Here you can see the *Recently Accessed Courses*, *The Course Overview* where you can view the other courses and on the right-hand side of the tab you can view upcoming activities and private files.



Now click on **Calendar** tab. Here you can see all upcoming events posted on the calendar.



After that click on the **Private Files** tab. From this tab you can upload any files that you wish to use during the course.



Now Click on **My Courses**. Now you can view all courses and if you wish to open a course you click on it.

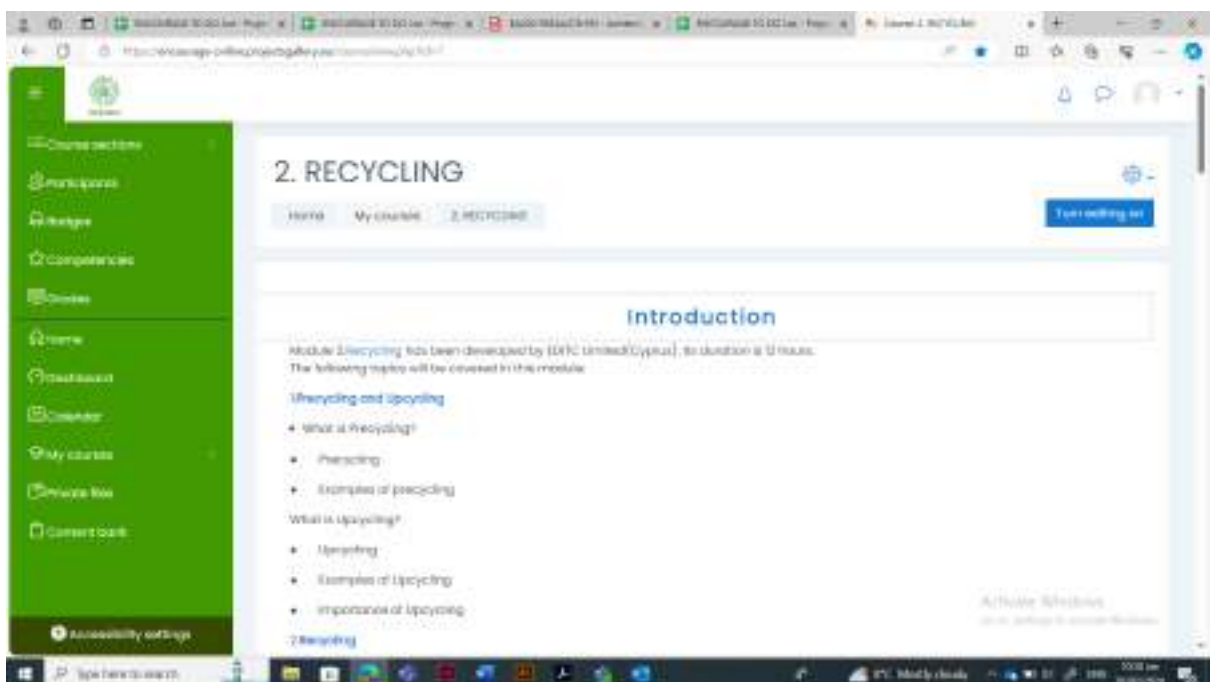
Now click on **Home** in order to move to the **Home** tab.

In this tab you can view all courses. In order to access a course, click on the **Access** button below the course.

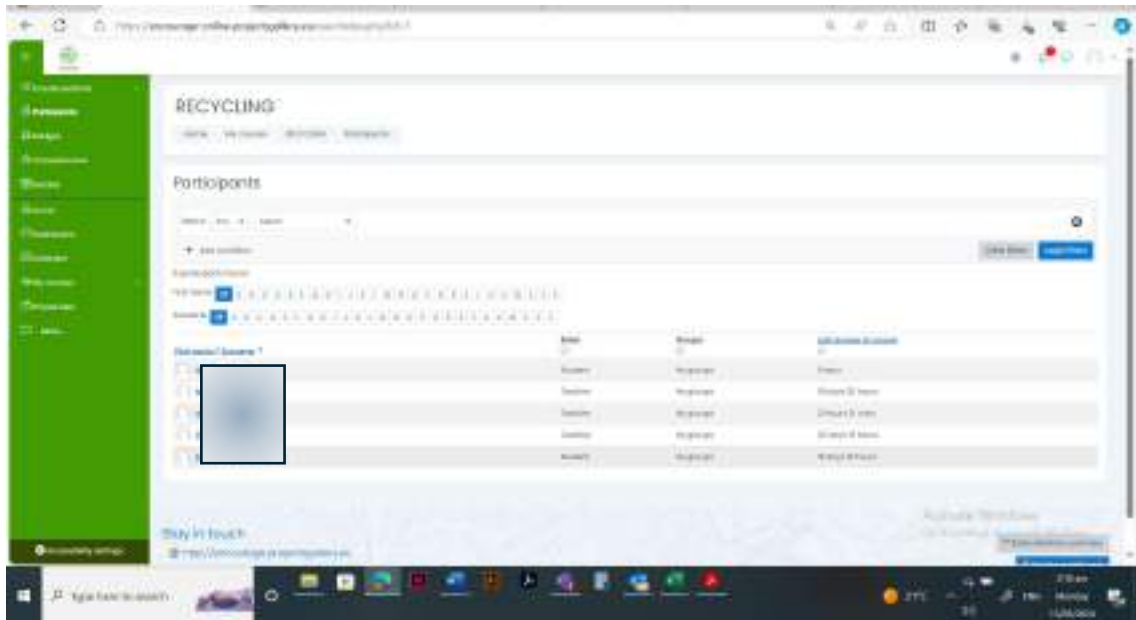


Each course contains different learning materials like PowerPoint presentation, Quizzes, Articles, Other hyperlinks, videos, assignments and forums.

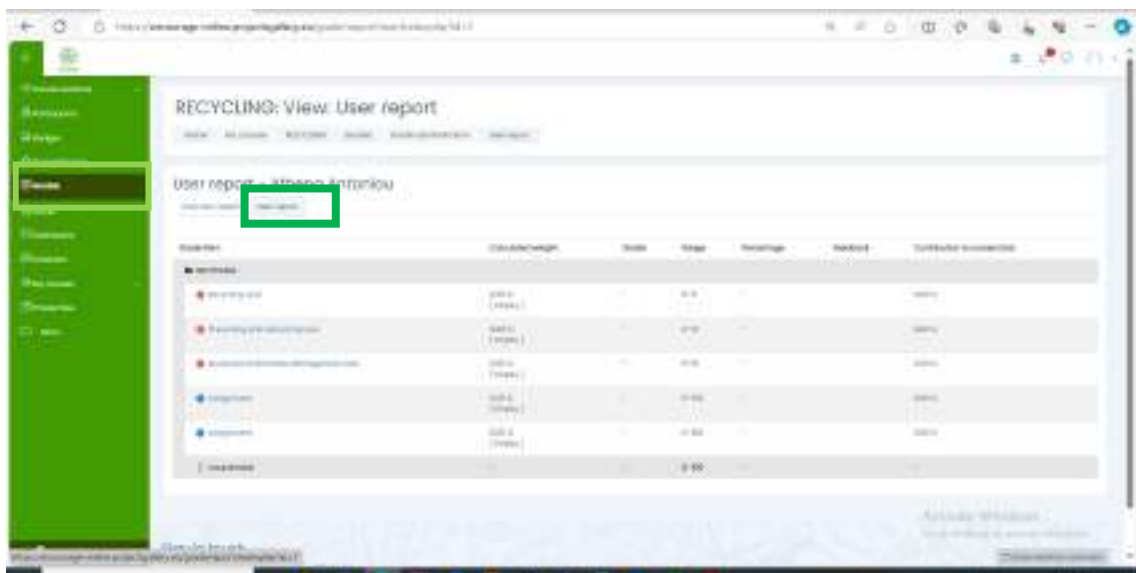
Click on course **Recycling**.



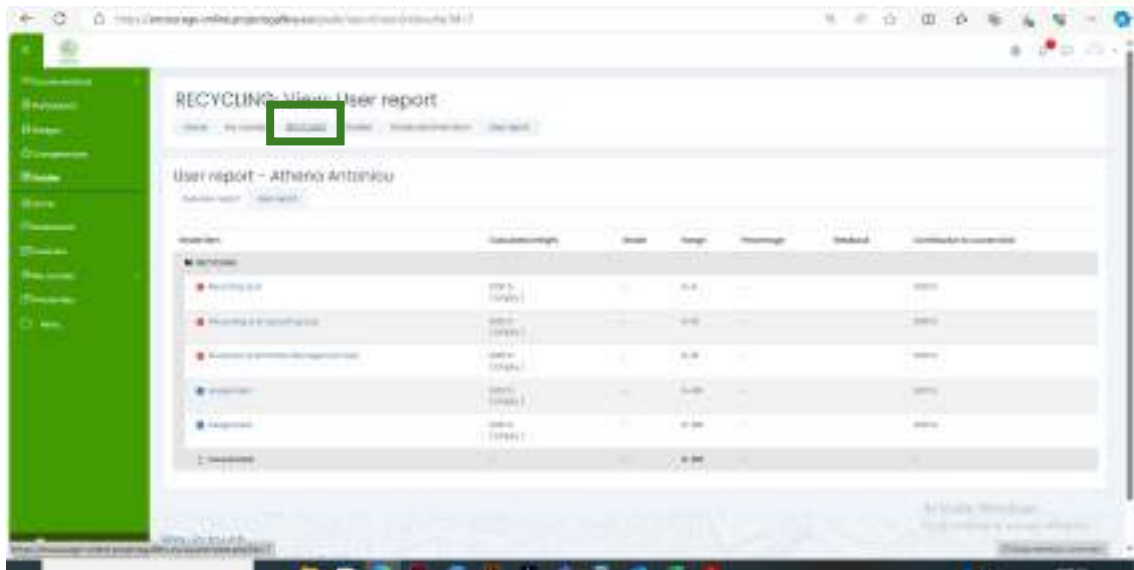
On the left of the windows above you can view the Participants tab. By clicking on that tab, you can see the other participants in this course.



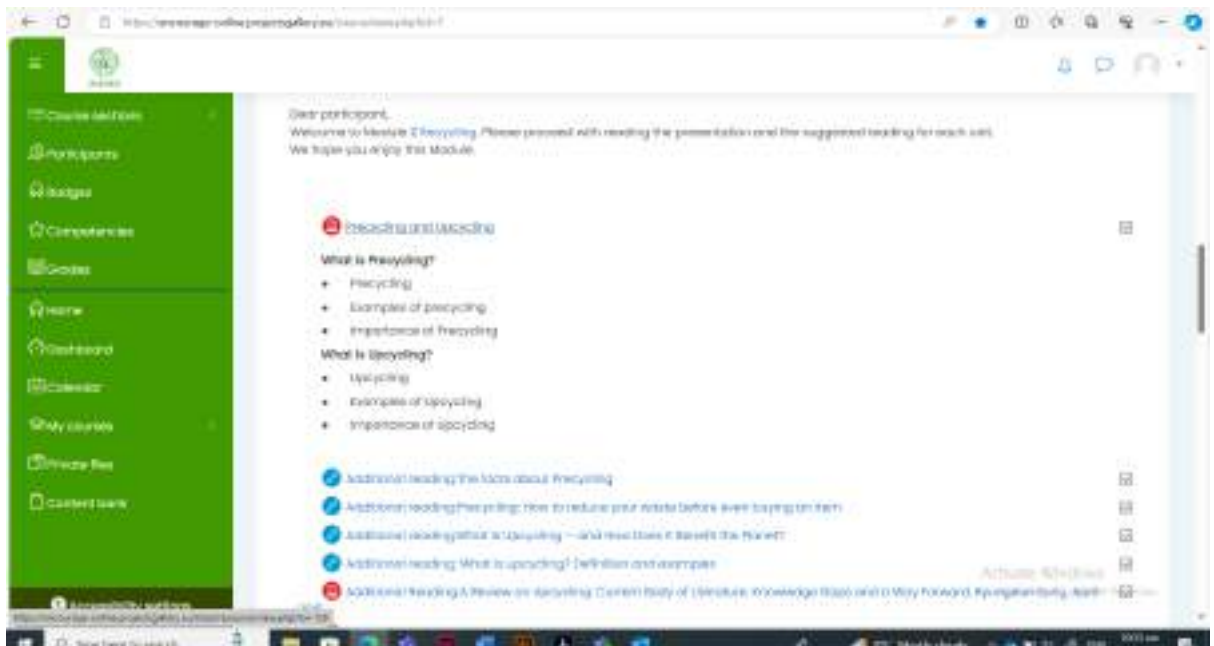
If you click on the **Grades** Tab in which you can see your grades for this course.



Now click on the **RECYCLING** link (above the User Report) in order to view the content of the course.



Now you view the content of course **Recycling** Each unit includes different kind of learning materials like a PowerPoint presentation, quiz, articles, other useful hyperlinks, assignments and forum. In order to open any of these materials click on it.

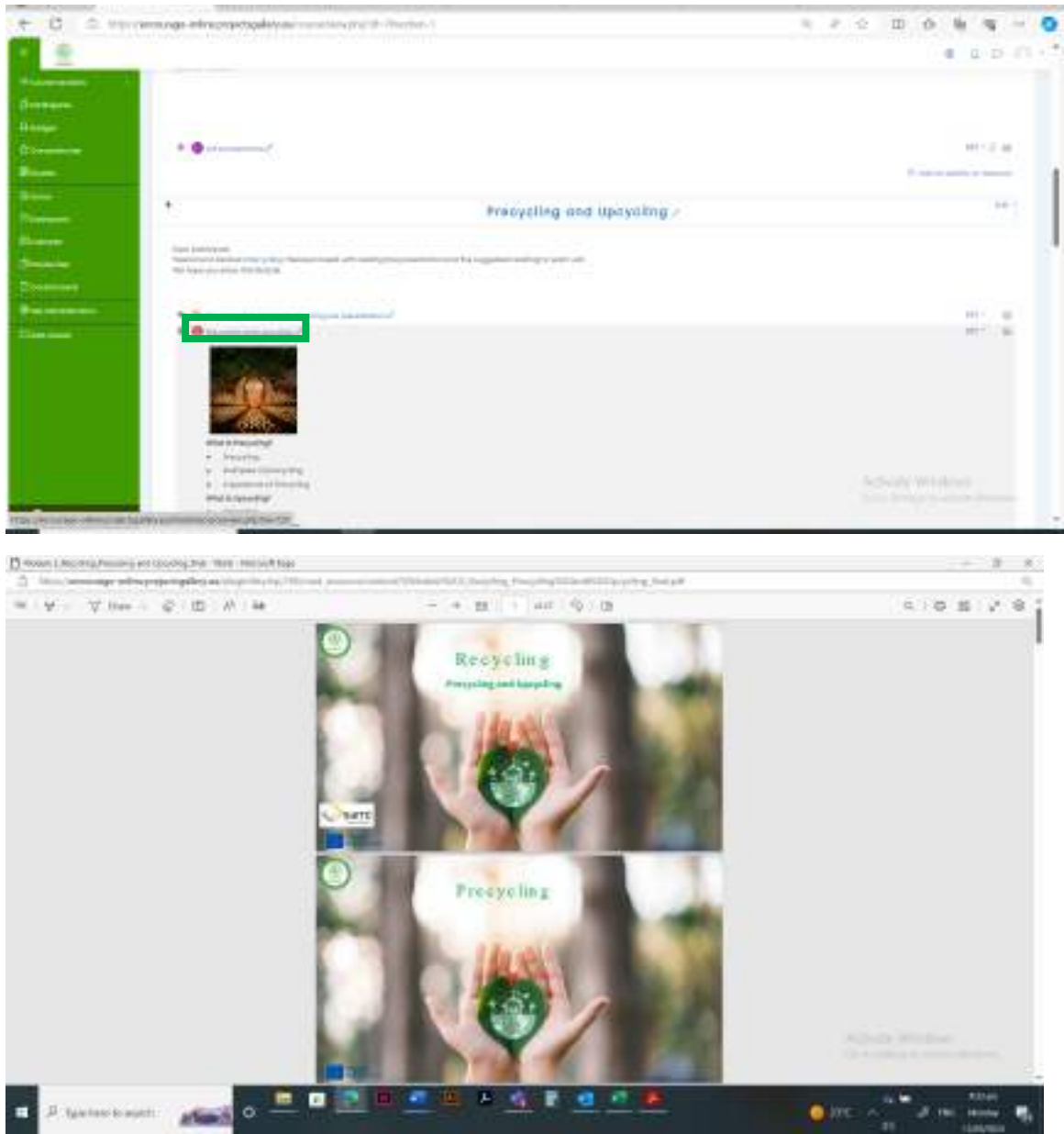


When you wish to share with your learners a simple file like a Word document or a PowerPoint file or a PDF file you use the file resource type. It allows you to upload and display a variety of resources on your course.

The file module enables a trainer to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise, students will

be prompted to download it. The file may include supporting files, for example an HTML page may have embedded image.

For example, if you click on the Precycling and Upcycling link under the *Precycling and Upcycling unit* the Slide Show presentation on Upcycling and Precycling will open.



After you finish you can click on the close button of this window in order to go back to the course.

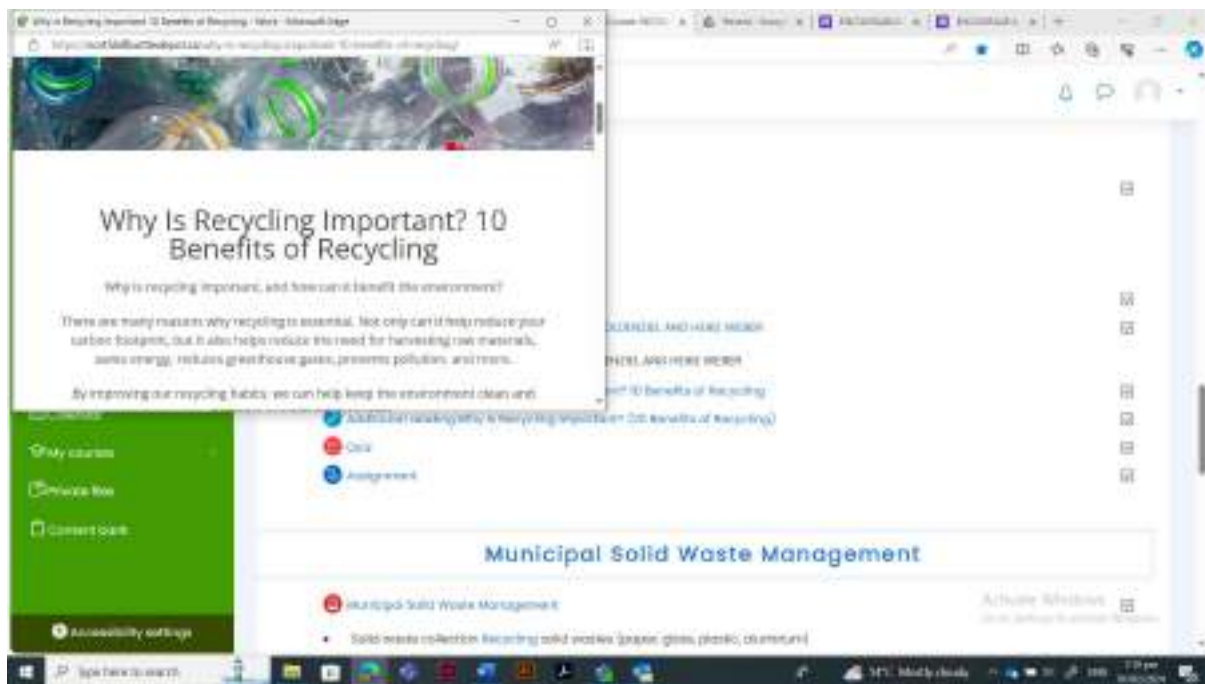
The platform contains quizzes and assignments that will help the participants access their knowledge.



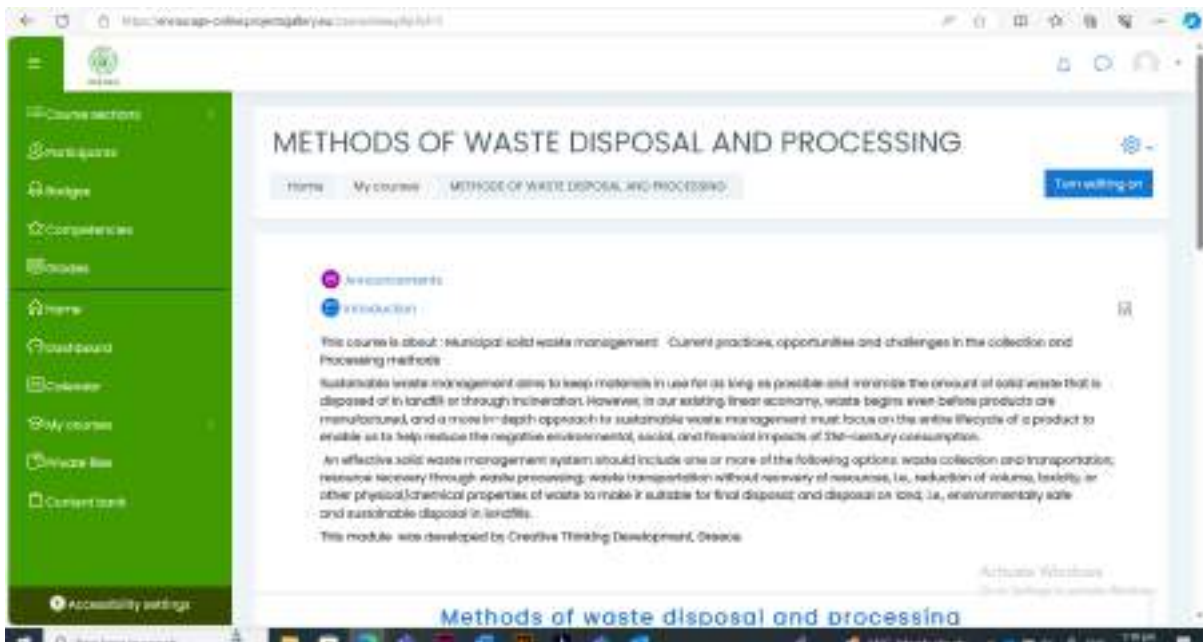
A URL (*Uniform or Universal Resource Locator*) is a link on the internet to a website or online file or a YouTube video. Teachers can use the URL resource to provide their students with web links for research, saving the student time and effort in manually typing out the address.

Students can click the icon on a course in order to view a website or a video or an article.

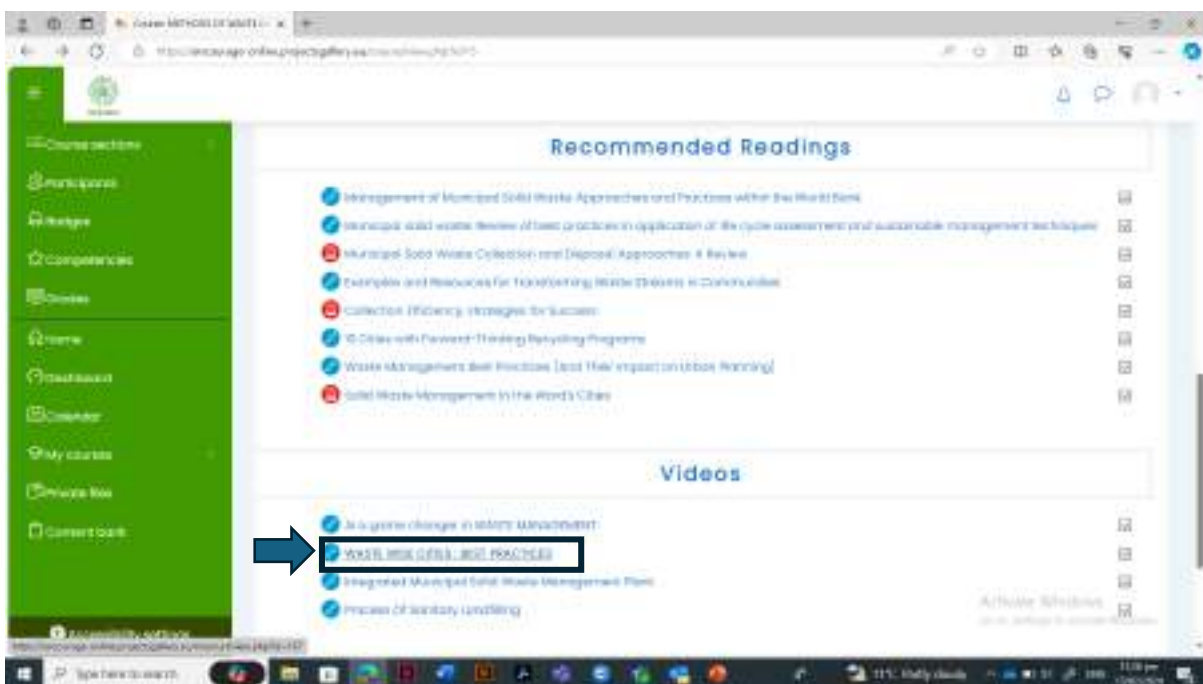
For example, if you click on the hyperlink *Why is recycling important? In the Recycling unit a* Hyperlink opens on a new window, and you can learn more about this topic.



Some hyperlinks also open videos. For example, click on Home tab in order to view all courses. Click on **Access** under **Methods of Waste Disposal and Processing**. Scroll down this window.



Click on *Waste Wise Cities best practices*.



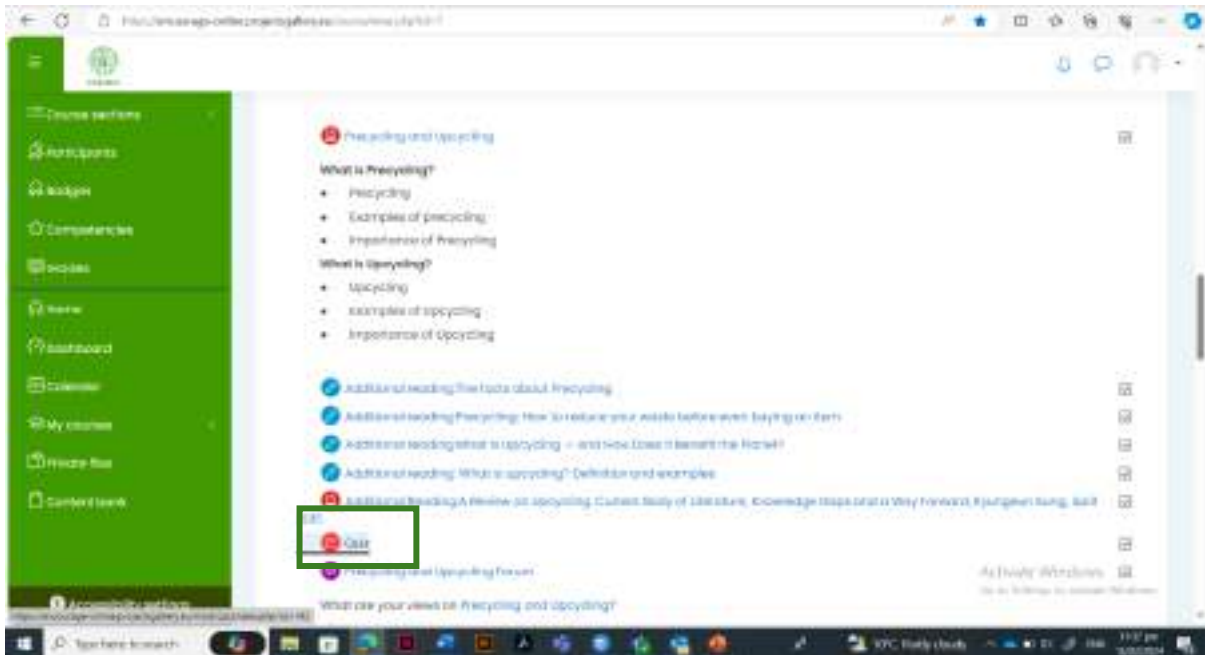
A video opens.



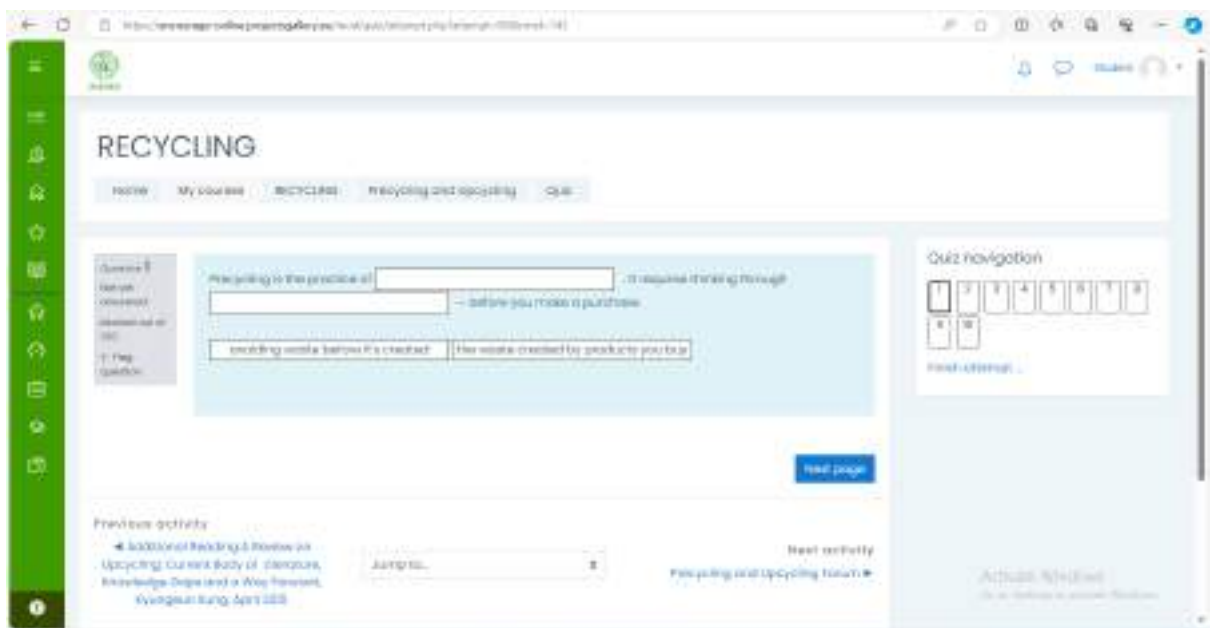
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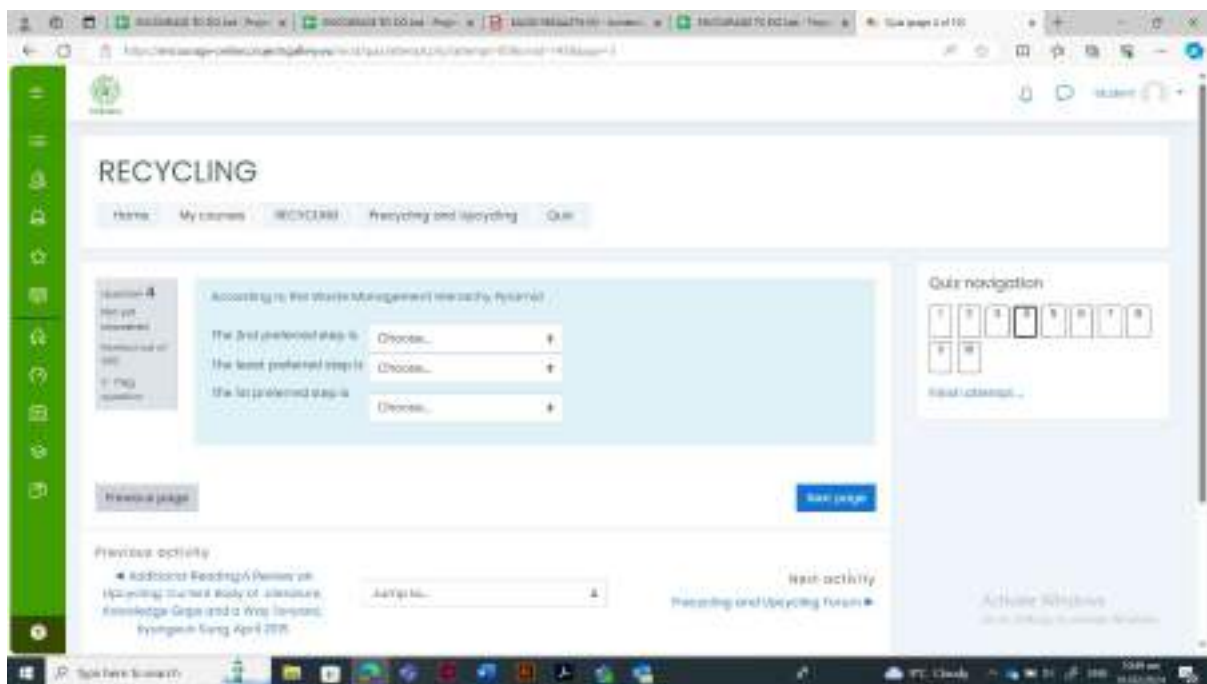
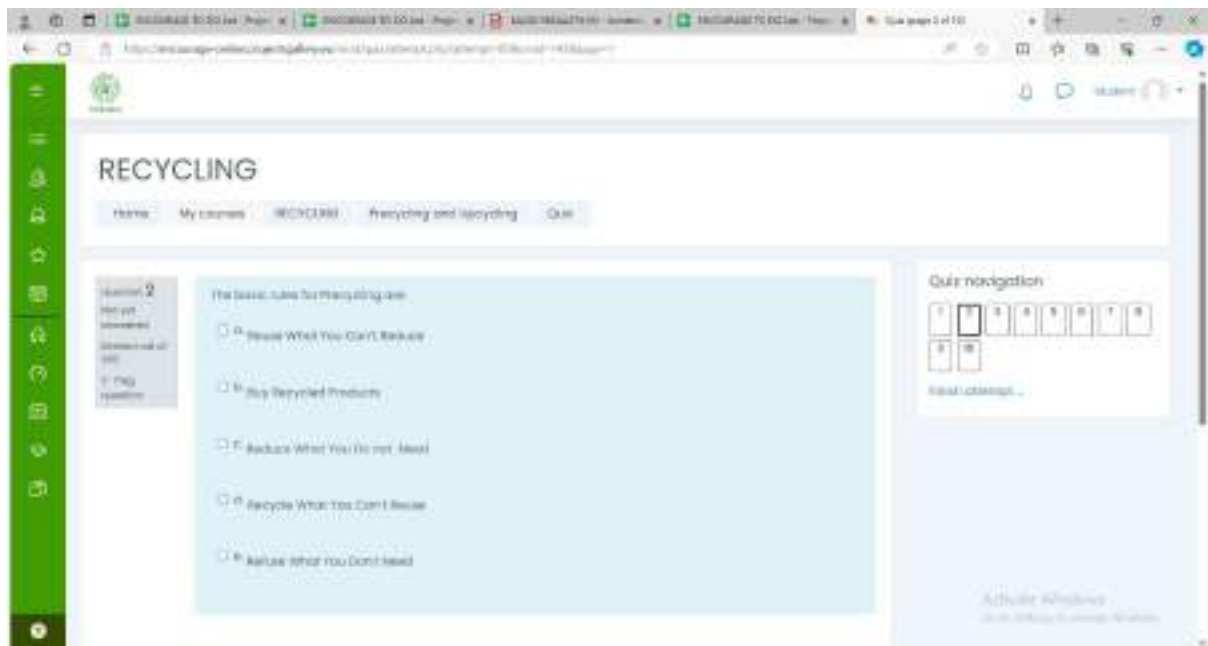
Feedback on performance is a very important part of a learning environment, and assessment is one of the most important activities in education. As educators, we can't tell what's going on inside students' heads, so we need a way for them to demonstrate what they understand and what they don't. A well-designed test, even a multiple-choice test, can give you valuable information about students' misconceptions. If the feedback is rapid enough, it can also be a critical tool for students to know their own performance and help them become more successful.

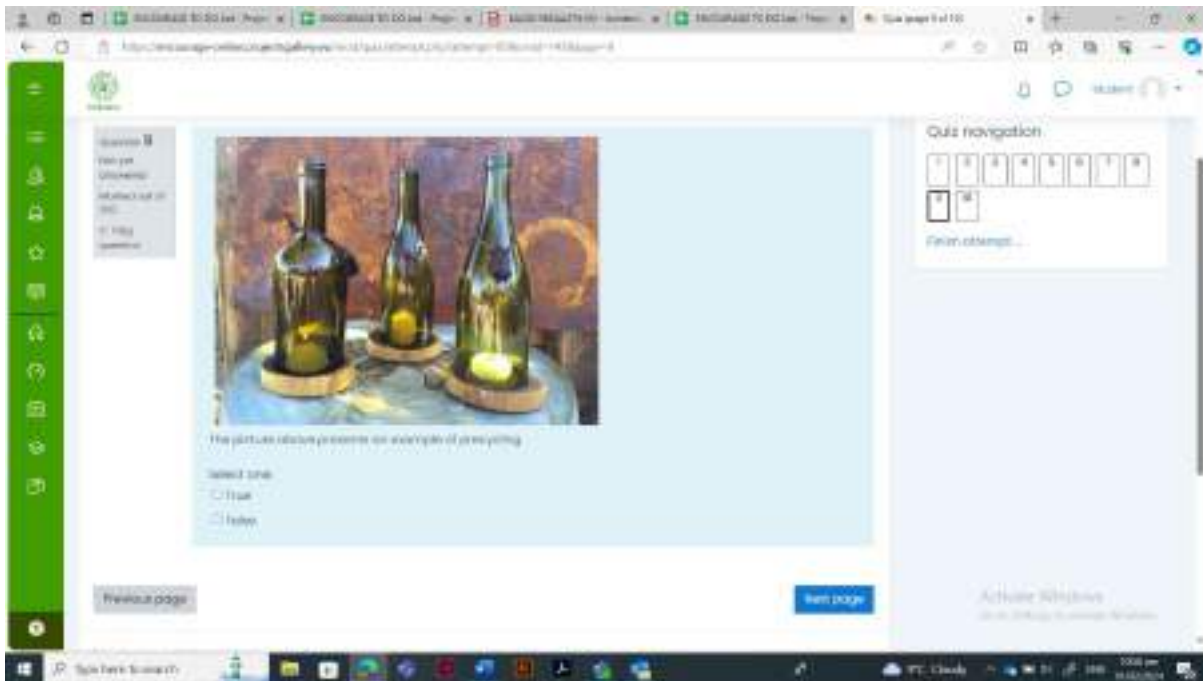
Now click on a **Quiz**, for example the *Precycling and Upcycling Quiz* in the Precycling and Upcycling unit in The Recycling Course.



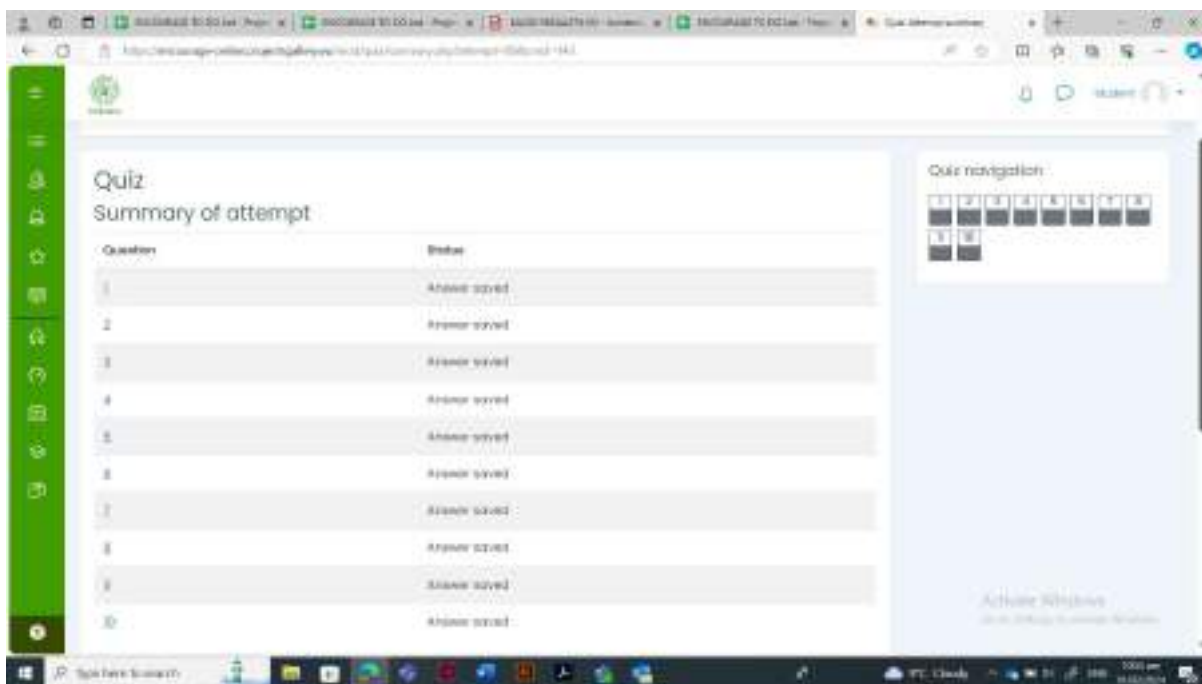
The Quiz opens. Quizzes contain different kind of questions like Multiple Choice questions, True of False Questions, Matching, Fill the gap.



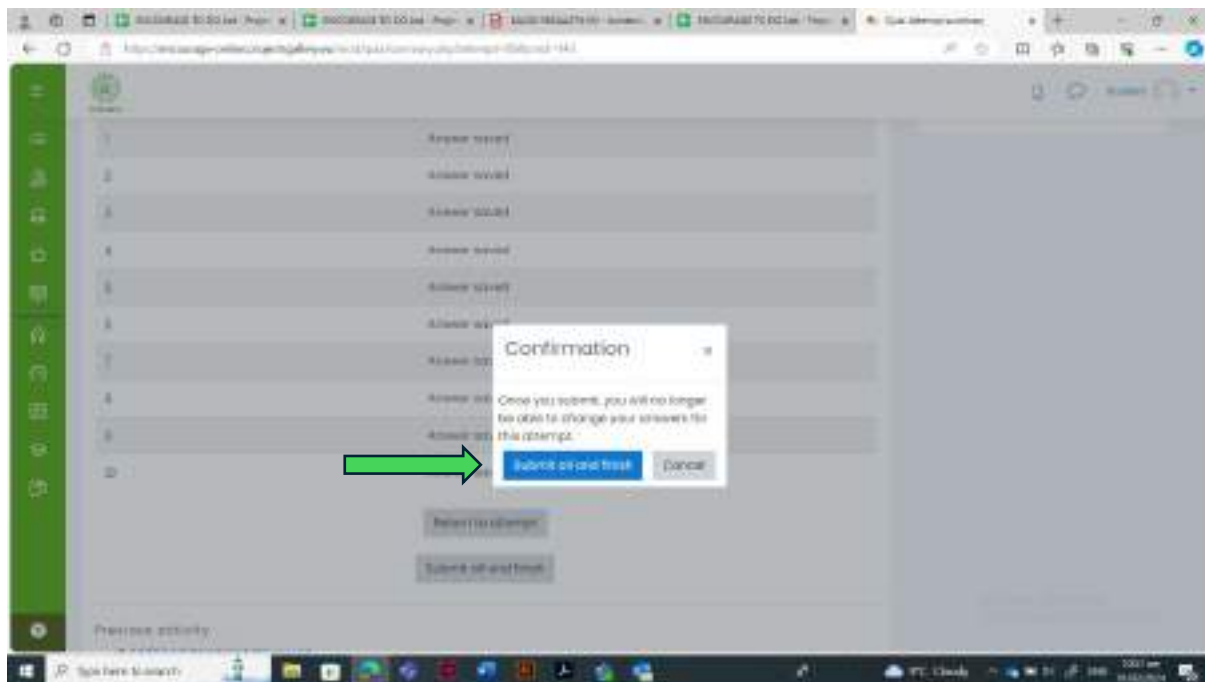
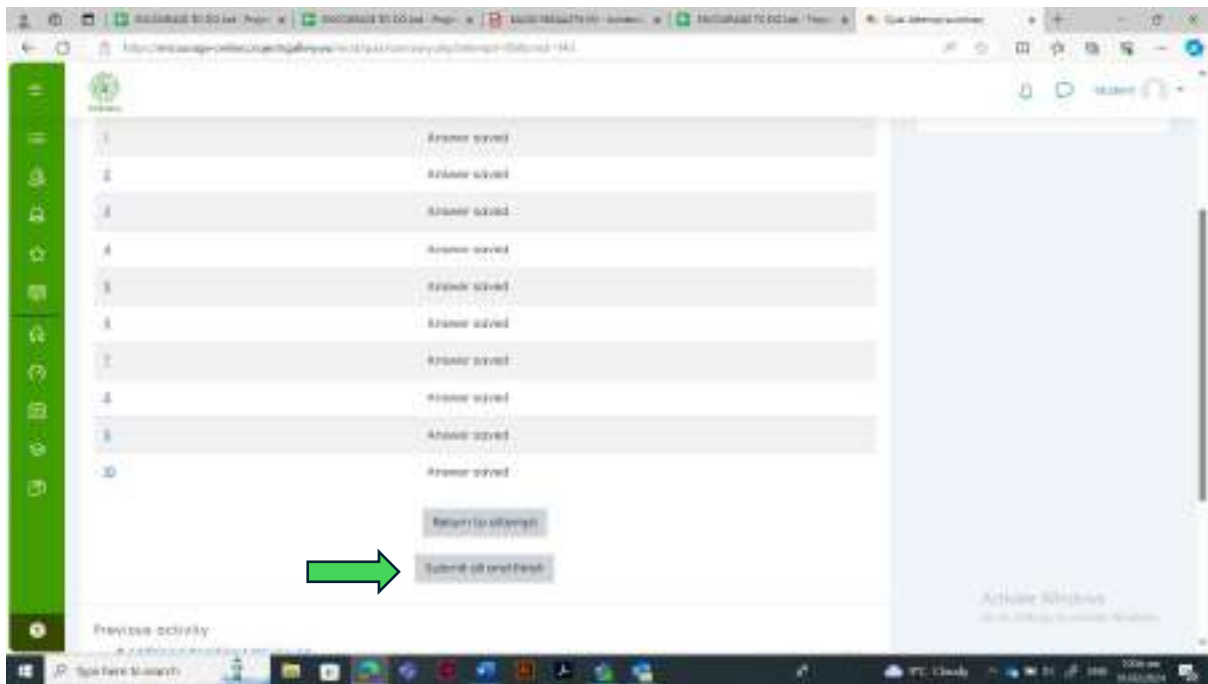




At the end of the Quiz, you get a **Summary of attempt**.

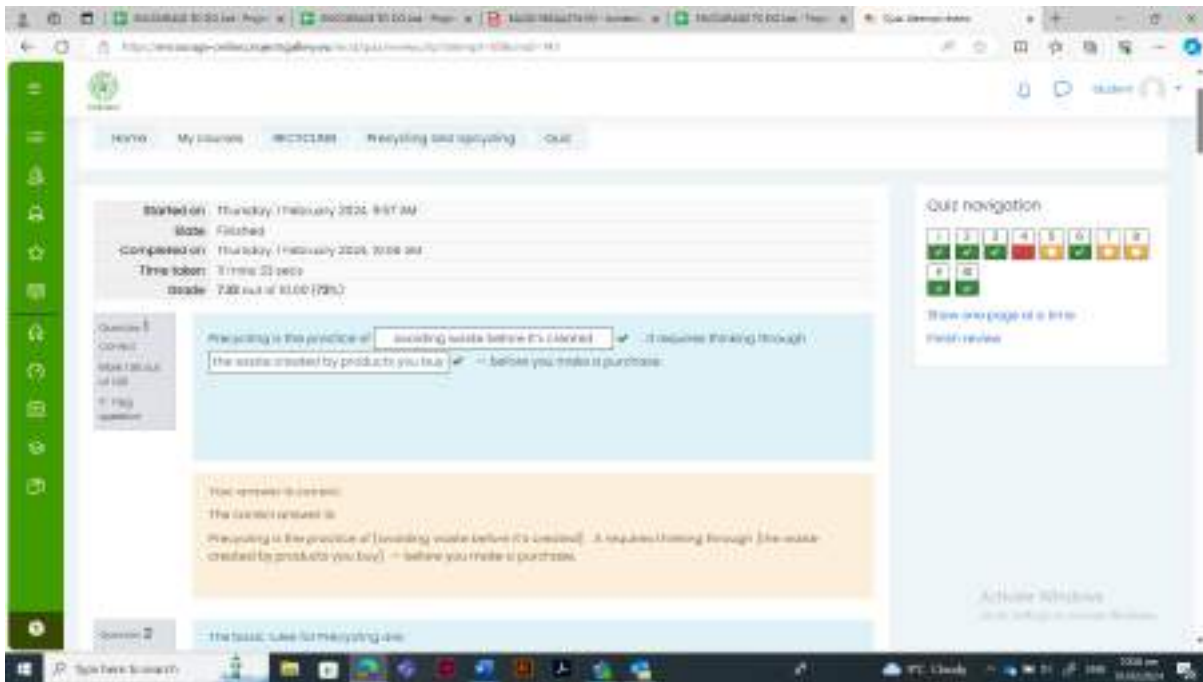


Then you click on **Submit all and finish**

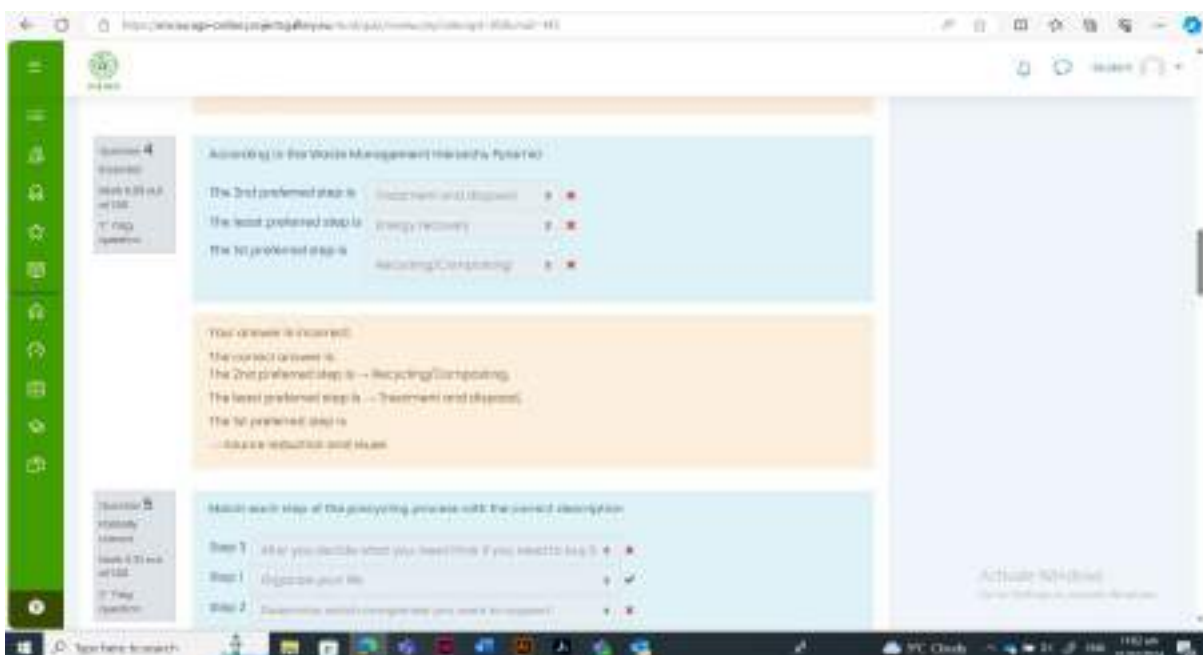


From the Confirmation windows you click on **Submit and finish**.

In the following window you can see the details of the quiz and your Grade and which questions are right and wrong.



By scrolling down the window using the right scrollbar you can also view each question and the correct answer for each one of the questions. For example, in Question 4 you can see what you did wrong and below the correct answer.



Assignment

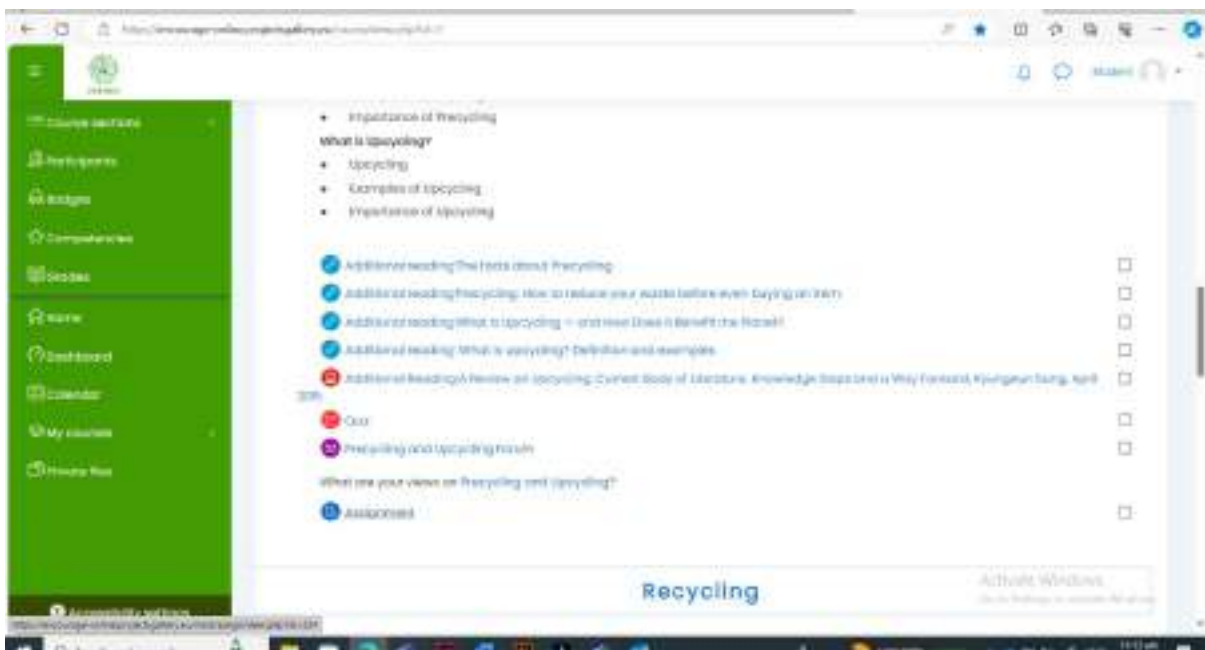
Assignments are a refreshingly simple method for collecting student work. The assignment module allows trainers to collect work from students, review it and provide feedback including grades. The work students submit is visible only to the teacher and not to the other students unless a group assignment is selected.

The assignment module gives you an easy way to allow students to upload digital content for grading. You can ask them to submit essays, spreadsheets, presentations, web pages, photographs, or small audio or video clips. Anything they can store on their hard drives can be submitted in response to an assignment.

Assignments are a useful tool you can use in creative ways to collect more authentic responses from your students than is possible with the quiz engine.

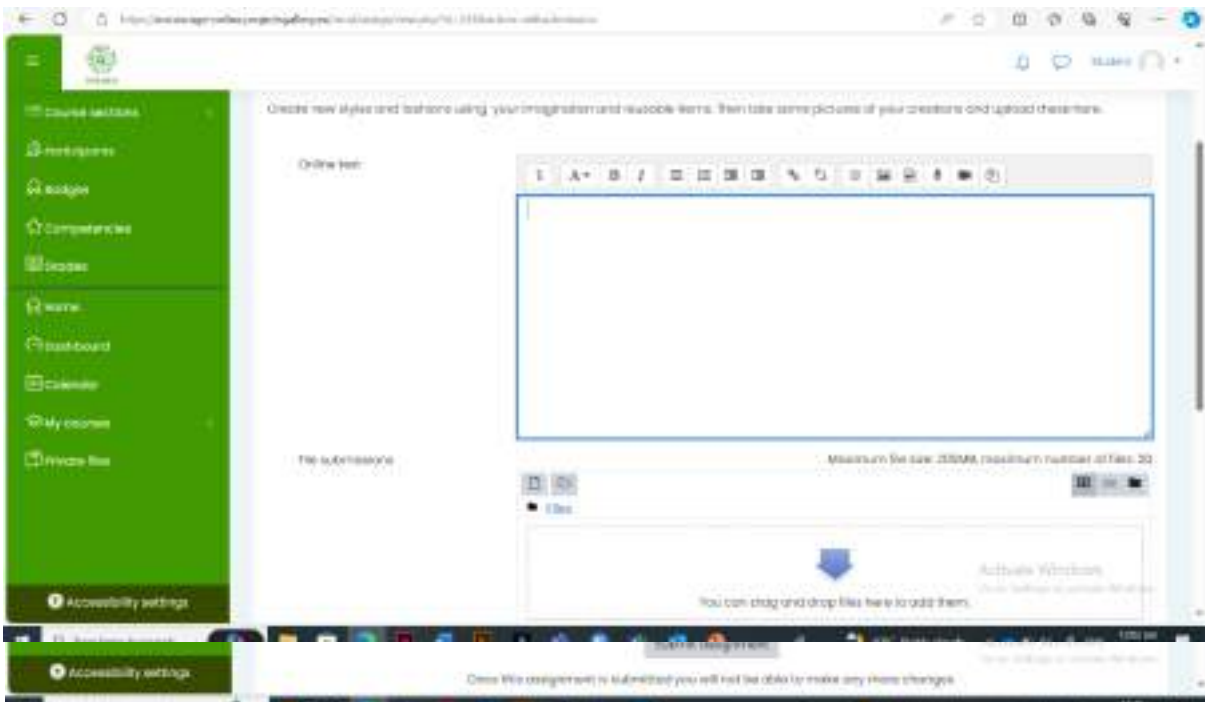
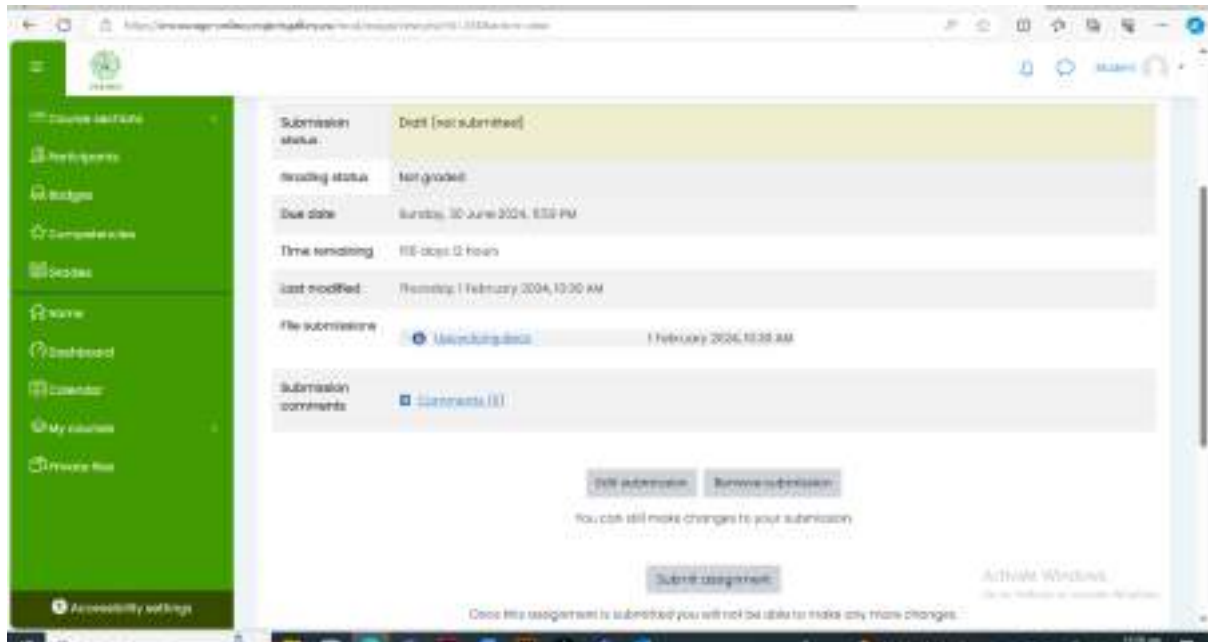
Click on *Assignment* under **Precycling and Upcycling** unit.

Read the instruction prepare your assignment and submit it.



From the **Assignment window** click on **Submission**. Then upload your file and click on **Save changes**.

In the **Submission status** window, the file is saved. In order to submit it click on **Submit assignment** button.



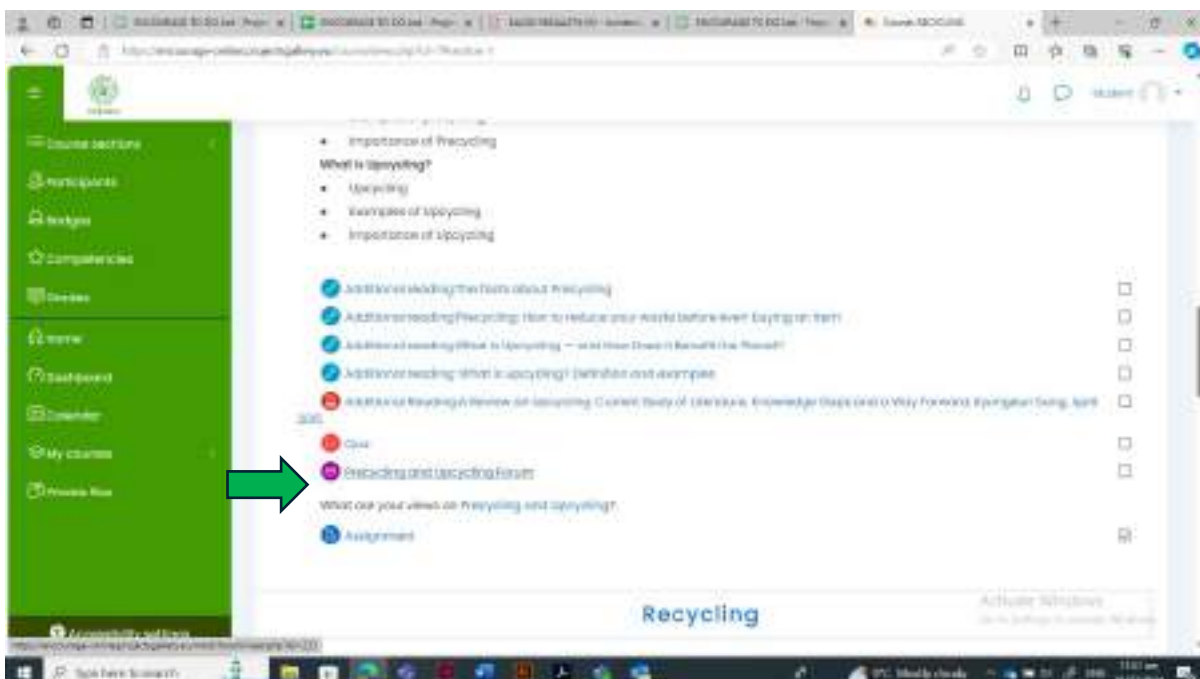
A **Confirm Submission** window appears. Click on **Submit assignment**.



Forums are a powerful communication tool within a Moodle course. Forums are like online message boards where you and your students can post messages to each other while easily keeping track of individual conversations. Forums are the primary tool for online discussion and are the central organizing feature in the social course format.

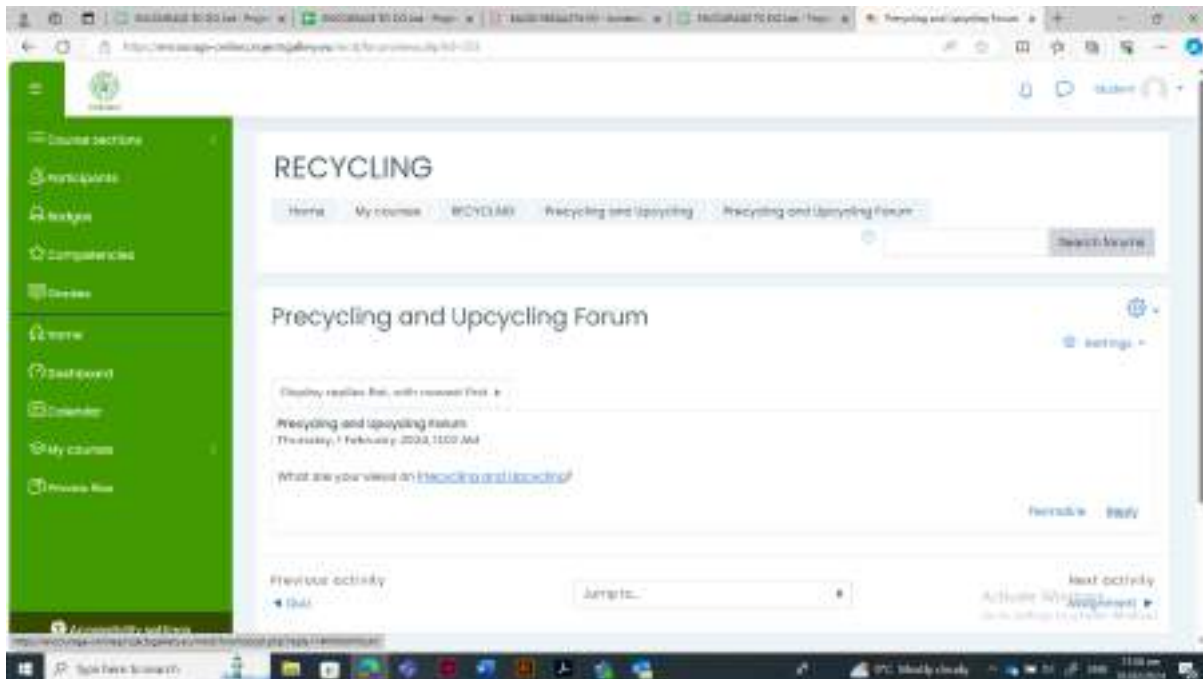
Forums allow you and your students to communicate with each other at any time, from anywhere with an Internet connection. Students don't have to be logged in at the same time you are to communicate with you or their classmates. Conversations are tracked through time, and readers can review the history of a conversation simply by reading the page. This is asynchronous communication meaning not at the same time.

Research indicates that more students are willing to participate in an asynchronous forum than are willing to speak up in class. Some students may be shy and may feel that they will embarrass themselves if they make a mistake or they may have communication disabilities. In some courses there are Forums in which the students can participate and give freely their opinion on a topic discussed.



There is a single discussion in this forum regarding your views about Precycling and Upcycling.

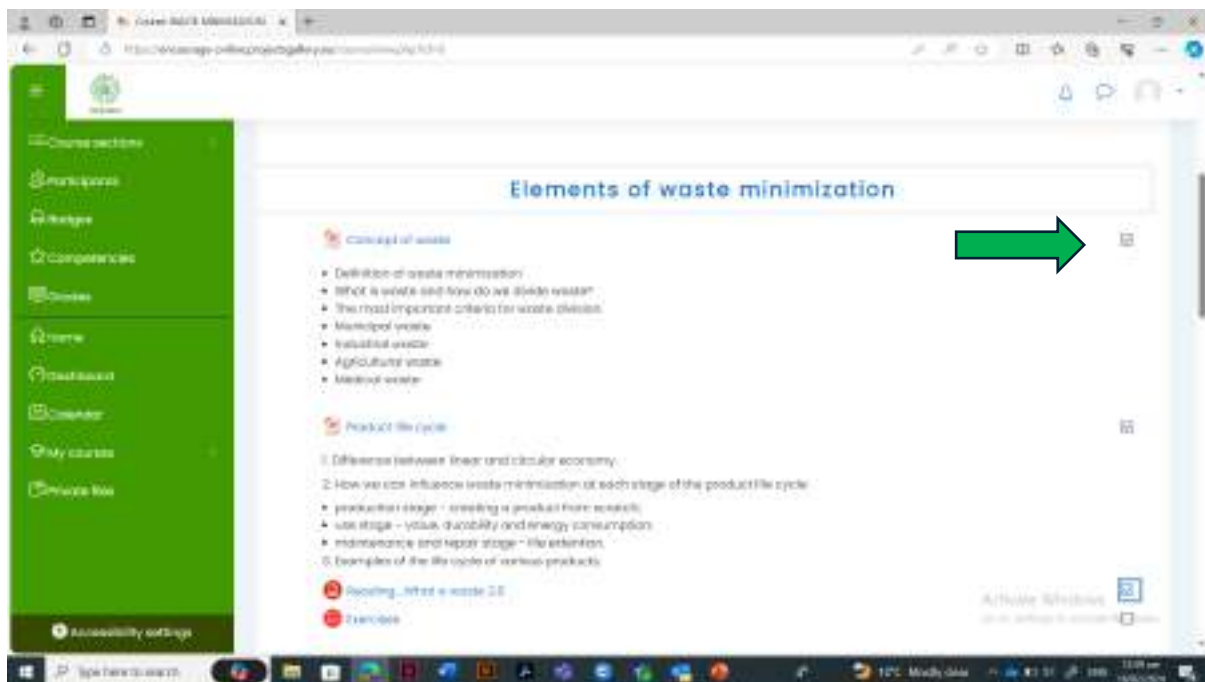
In the window below you can click on the Reply button in order to write your views about the topic.



Write your views in the text box and click on **Submit**.

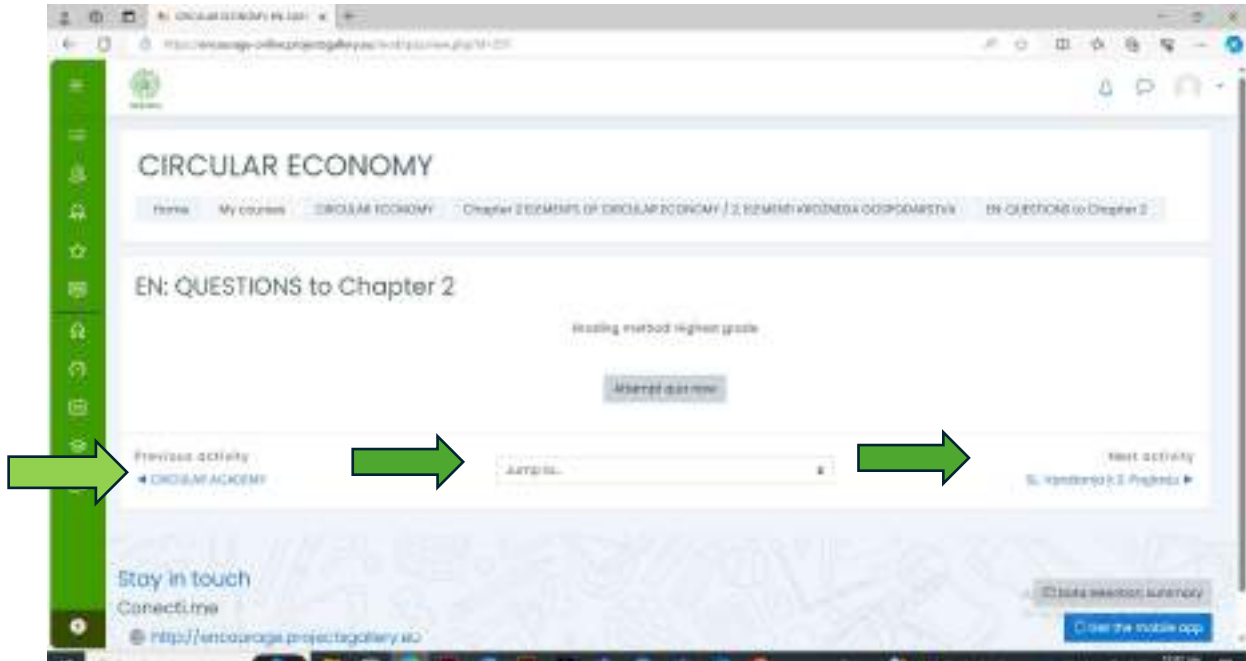
Completing activities in a course

When you finish an activity, you can mark it as complete by ticking on the box at the right activity.

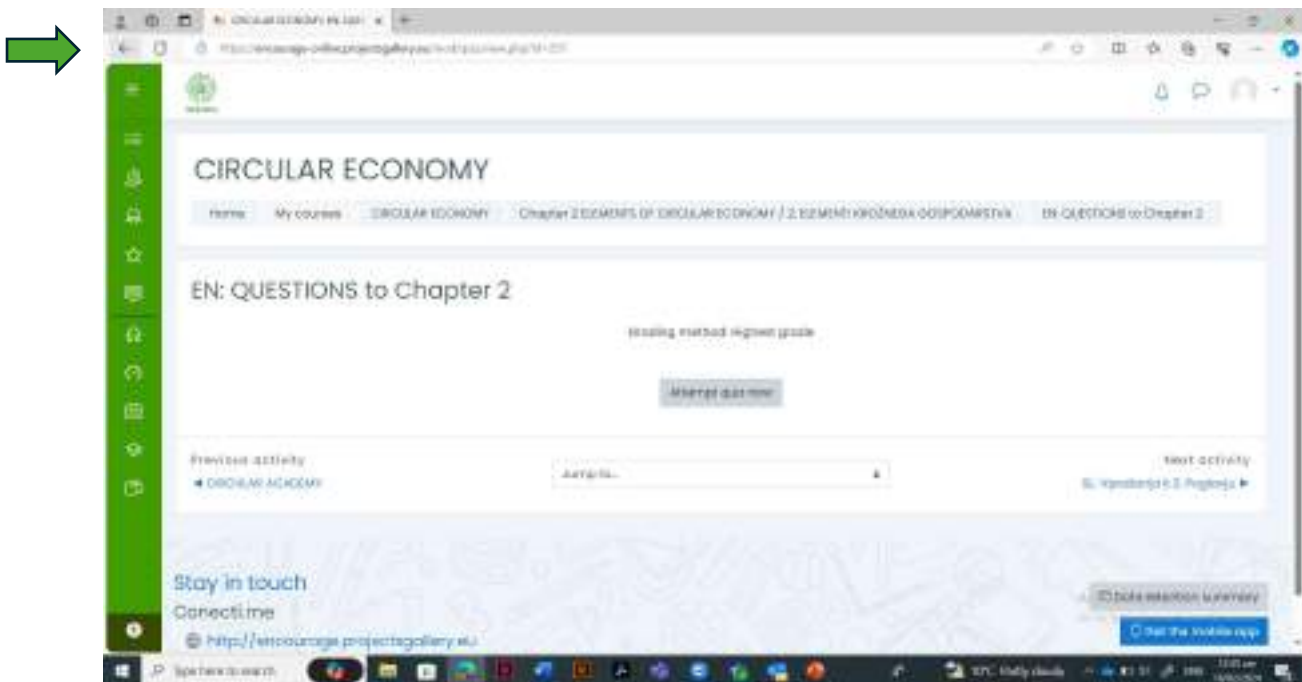


Navigation within a course

When you click on a Quiz, Assignment, Forum you will notice that at any time you can move to **previous activity** or **next activity**, or you can even **Jump** to another activity.

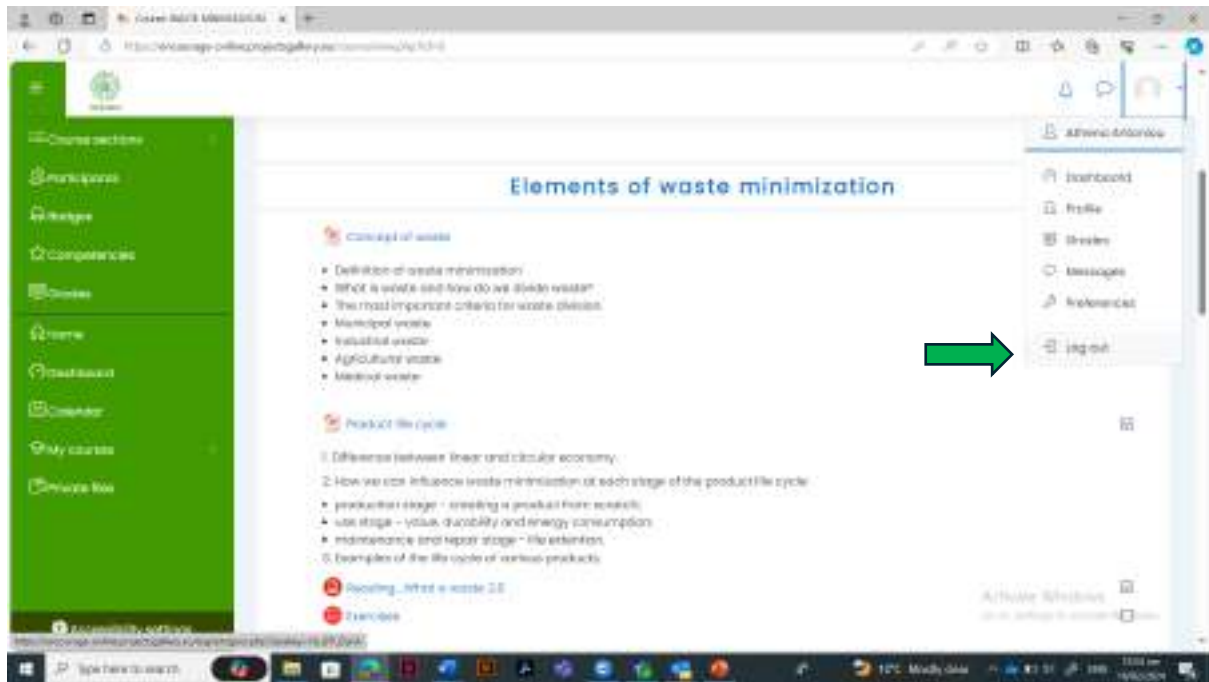


You can also use the **back button** in order to move to a previous page of the platform.

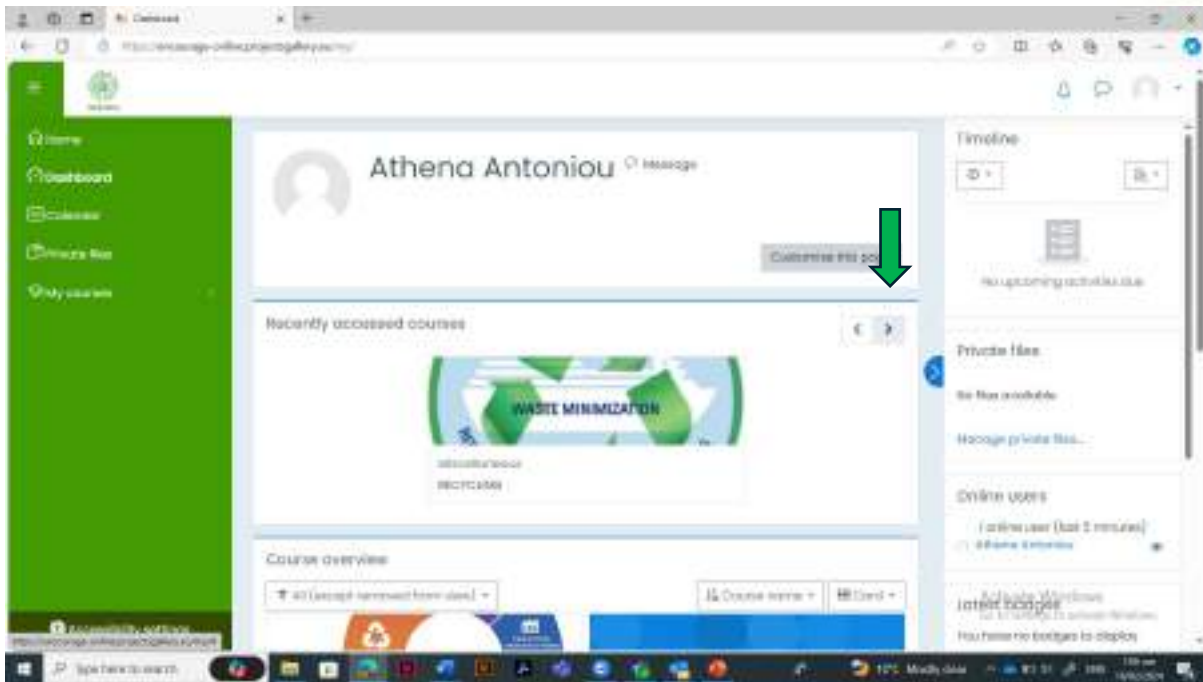


Log out of the e-learning platform.

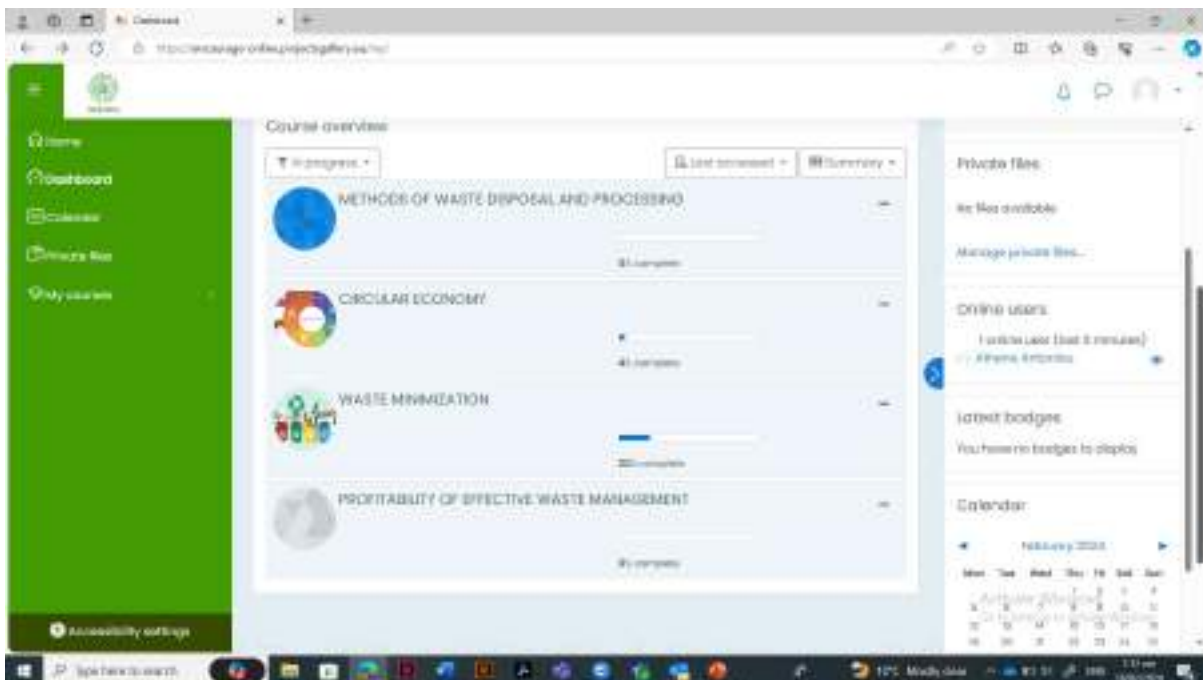
At any time, you can log out of the platform. In order to log out you click on arrow next to your profile and you click on Log Out button.



When you log in the e-learning platform again under the Dashboard tab you can see the Recently accessed courses by clicking on the right arrow



If you scroll down this page, at the Course Overview you can see the completion percentage of each course. For example, this student has completed 22% of the Waste Minimization course.



Pedagogy

Pedagogy refers to the way a teacher understands how their students learn. The teachers' main goal is to ensure that the course's learner receive a curriculum that meets

their needs. The trainer-learner interactions required by pedagogy have a profound effect on the minds of the learners. By understanding how various learners learn and process information, pedagogy enables them to modify their lessons to meet the needs of their students. It is going to make both the instruction and the students' learning experiences better.

Pedagogy is a crucial component in assisting educators(trainers) in comprehending the most effective methods of running a classroom. It provides them with understanding of how learners acquire knowledge in various subjects in order to conduct lectures. The five major approaches of pedagogy learning are:

1. Constructivist

This method allows the learners to *actively participate in their comprehension and knowledge acquisition as opposed to only taking in information passively*. Learners are given the opportunity to engage with what they are learning in a learning environment that fosters critical thinking.

2. Collaborative

1. Here, the *learners learn together and work to solve a problem, build strategies, ideas, create products or complete a task*. This is a joint intellectual effort by the students among themselves or with the help of the teachers.

3. Integrative

1. For the integrative approach, the students are given a *learning environment that helps them in connecting with their learning across the syllabus*. The four objectives of integration include-

- Understanding the process of learning
- Differentiating issues by relevance
- Making use of the lessons in practical scenarios
- Associating the concepts in regular lives

4. Reflective

As per the reflective approach, the learners are expected to evaluate themselves. It means observing the activities of the teachers and other learners in the classroom and analysing why they do it and how it works.

5. Inquiry-Based Learning

In the inquiry-based learning method, the educators are expected to not just answer the queries of the students, but also build a culture where their ideas are explored, challenged, improved, and refined. It aims to take the students from the position of wondering about a question to understanding the answer and then questioning it further.

Online teaching and e-learning are defined as: *“using information and computer technologies and systems in order to build and design learning experiences. ... E-learning is a concept that uses electronic media represented by the internet, CD-s, mobile phones, or even television, in order to provide distance learning and teaching. In short, E-learning refers to transferring knowledge and education by utilizing various electronic devices, and the concept can be better understood when is integrated into a context in which technology is used in order to meet people’s need to learn and evolve.”* (Coman et al., 2020)

An important component and tool used to support and enhance online teaching activities is the use of a learning management system (LMS) and e-learning platforms. The Encourage e-learning platform was developed using Moodle which is an Open-Source Learning management System. LMSs are web applications, meaning that they run on a server and are accessed by using a web browser. At their most basic, LMSs give educators tools to create a course web site and provide access control so only enrolled students can view it. LMSs also offer a wide variety of tools that can make your course more effective. They provide an easy way to upload and share materials, hold online discussions and chats, give quizzes and surveys, gather and review assignments, and record grades. Let ‘s take a quick look at each of these features and how they might be useful:

LMSs give educators tools to create a course web site and provide:

- Uploading and sharing materials
- Forums and chats
- Gathering and reviewing assignments
- Recording grades

The core philosophy behind Moodle is social constructivism which is the same as the pedagogy approach to learning constructivism. While tool centric LMSs give you a list of tools as the interface, Moodle builds the tools into an interface that makes the learning task central. While other LMSs support a content model that encourages

instructors to upload a lot of static content, the focus isn't on delivering information; it's on sharing ideas and engaging in the construction of knowledge.

The set of notable features that constructivist learning theory seems to be built around are:

- Knowledge construction and not knowledge reproduction is paramount.
- Authentic tasks such as problem-solving are used to situate learning in a meaningful context are encouraged.
- Reflection on prior experience is encouraged.
- Collaborative work for learning is encouraged.
- Autonomy in learning is encouraged.

Educators have to apply different teaching strategies and methods in order to engage effectively with their students online, as well as to enhance and support the interaction between students.

Therefore, the teaching methods used in an online training are different from the one used during a class training. This is due to the distinctive elements of online training which are:

Environment: When an educator is not physically present in the classroom, he is unable to use nonverbal cues and eye contact with the learners. During online sessions, it is not possible to see and use the voice, tone of speech, gestures, and eye contact with learners. The educator cannot rely only on the movements, stances, and facial expressions of the learners during live video lectures. As a result, the way educators engage and communicate with their learners online is altered by online environments.

Getting ready for class: The educator must have all of the materials and instructions ready for the online course in advance. These materials may need to be sent and distributed to the students ahead of time, depending on the class. All of the materials and documents that will be required for the lecture must be easily accessed by the educator. The ability to swiftly and effortlessly move between the presentations, files, and resources that will be used in class is crucial. Every file needs to be verified and tested to prevent errors and delays.

Simple and easy to understand content: in an online environment, learners rely on the materials more than on the explanations, given by the educator. Therefore, the content and the presented theory and information must be simple, very clear, and understandable. The content has to include brief descriptions and keywords rather than long definitions, graphics, images, and visuals. In an online setting, communication via phone calls, emails, and intranet messaging has taken the place of in-person interactions and human communication.

Feedback: Because most internet contact takes place in writing, there is typically a delay in receiving feedback. Therefore, due dates for the assessment of task assignments must be determined.

Autonomy: Online instruction is more of a learner centered procedure than traditional in-class instruction, which is educator-centered. This implies that learners now possess greater autonomy for the content, method, and timing of their education. Pupils participate in the process more actively and are seen as decision-makers in their own education.

Evaluation procedure and assessment: in traditional, in-person instruction, the educator plans and conducts every aspect of the evaluation and assessment. On the other hand, in virtual instruction, many resources, such online examinations, can be employed to facilitate evaluation.

You can view some short tutorials on how to add different learning tools in a e-learning platform developed with Moodle:

1. Adding a file

<https://youtu.be/B0AHCAvivYg?si=jaLOerpB5qx7iPZM>

<https://youtu.be/2wDeaXCACkM?si=ODtRYdWnBOcbILJV>

2. Adding a URL

<https://youtu.be/J9JnqJYmptc?si=kRv7w7HDLAxNrwaR>

3. Adding a book

<https://youtu.be/4Kywtt62F8?si=H0aGszXKoQm9Srme>

4. Adding a quiz

<https://youtu.be/J9JnqJYmptc?si=kRv7w7HDLAxNrwaR>

5. Adding an assignment

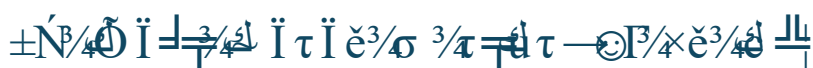
<https://youtu.be/lnizsgd3NBI?si=Pp-WGD-fuxfYq9k0>

6. Adding a forum

<https://youtu.be/mKLht1XCSnk?si=0xnGmA8Gz2ht-2XU>

7. Display sound and video files

<https://www.youtube.com/watch?v=zkWet5Gp-Xs>

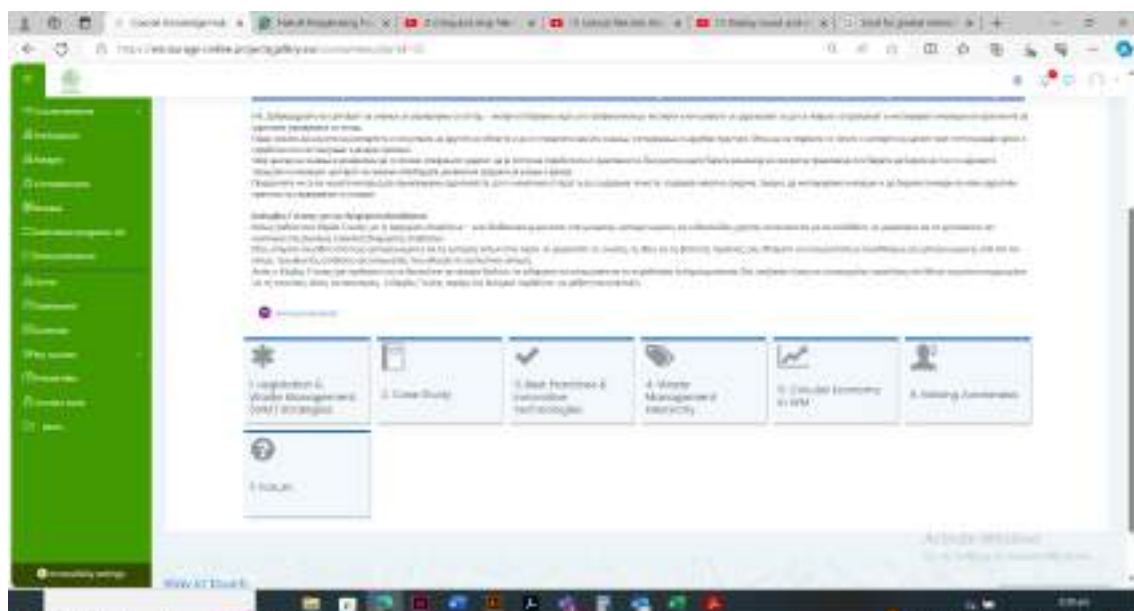


Click on the **Access** button below the **Waste Management Knowledge Hub**. This is an online space where professionals, experts, and enthusiasts come together to connect,

share, and inspire innovation in sustainable waste management practices. Here, you can learn from the experts and experiences of other in the field, share your knowledge, insights, and best practices. You can engage with colleagues and experts from around the world, fostering connections and collaborations that drive meaningful change. This Knowledge Hub is designed to facilitate open dialogue, encourage collaboration, and spark creativity. Whether you're seeking solutions to specific challenges or looking to stay updated on the latest trends and innovations, it provides a dynamic environment for learning and growth.

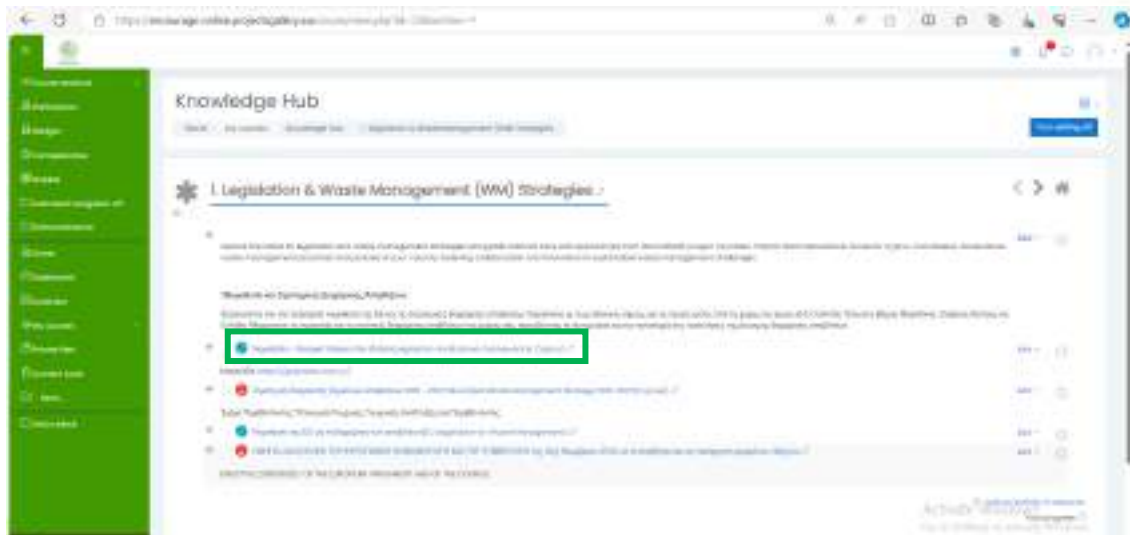
The Waste Management Knowledge Hub has 7 different sections which are:

1. *Legislation and Waste Management Strategies*
2. *Case Study*
3. *Best Practice and Innovative Technologies*
4. *Waste Management Hierarchy*
5. *Circular Economy in Waste Management*
6. *Raising Awareness*
7. *Forum*



Each section contains hyperlinks and files. For example, by clicking Legislation and Waste Management Strategies on you can view more sources on the Legislation and Waste Management Strategies that exist in each partner's country.

Click on **Legislation and Waste Management Strategies** in order to access it.



Now click on hyperlink **Legislation-Institutional Framework in Cyprus**. The hyperlink opens.



After reading the content of this hyperlink you can click on back button and click and open another source.

If you want and you can visit another section of the Waste Management Knowledge Hub, click on the name of the section i.e. **Circular Economy in WM**

