

TRAINEE MANUAL

For the Learning Management System



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Home page, Login & Learning environment

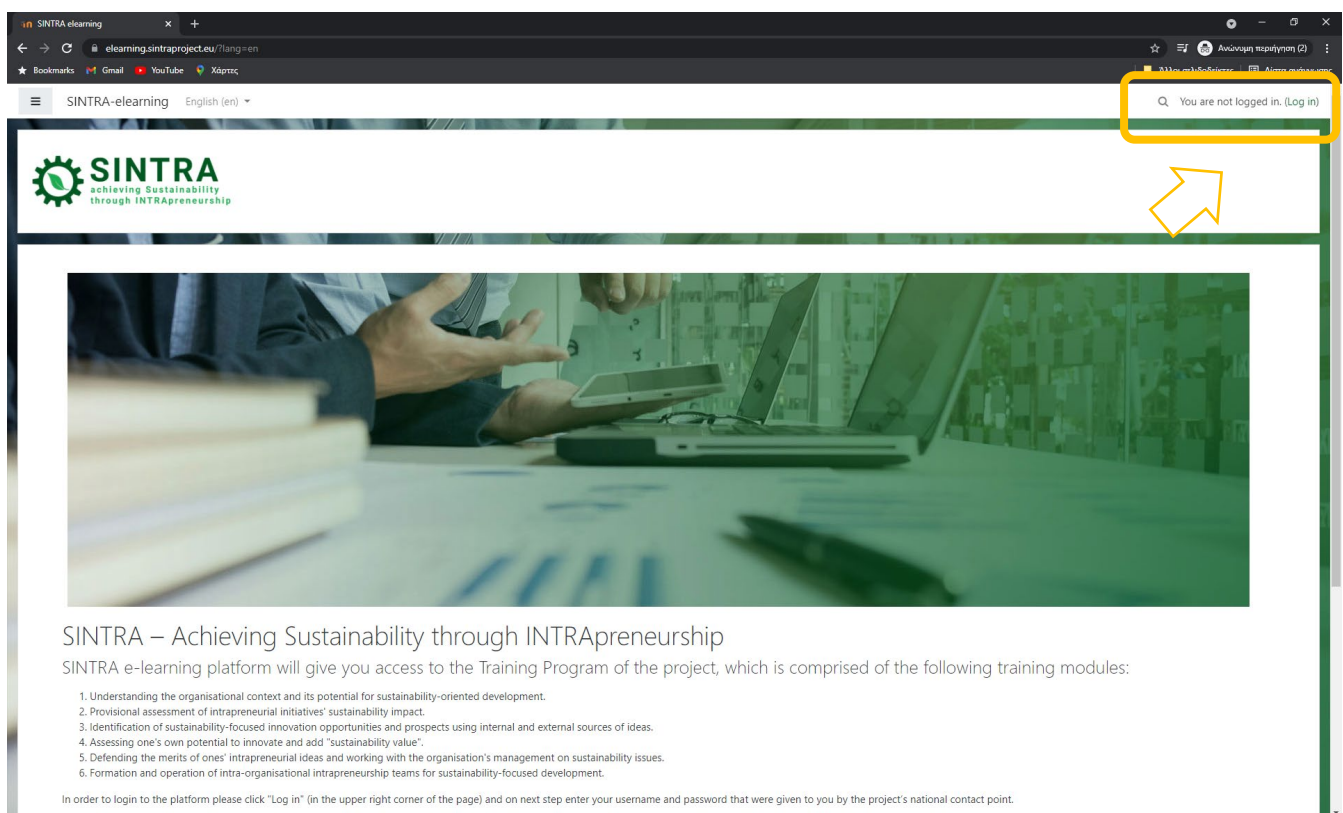
Information are following for browsing and using the LMS.

Home page - Login

First step is to login to the Learning Management System.

The URL of the LMS's homepage is: <https://elearning.sintraproject.eu/>

In order to login to the platform click "Log in" (in the upper right corner of the page) and on next step enter your username and password that were given to you by the project's national contact point.



SINTRA e-learning

elearning.sintraproject.eu/?lang=en

SINTRA-achieving Sustainability through INTRAprenurship

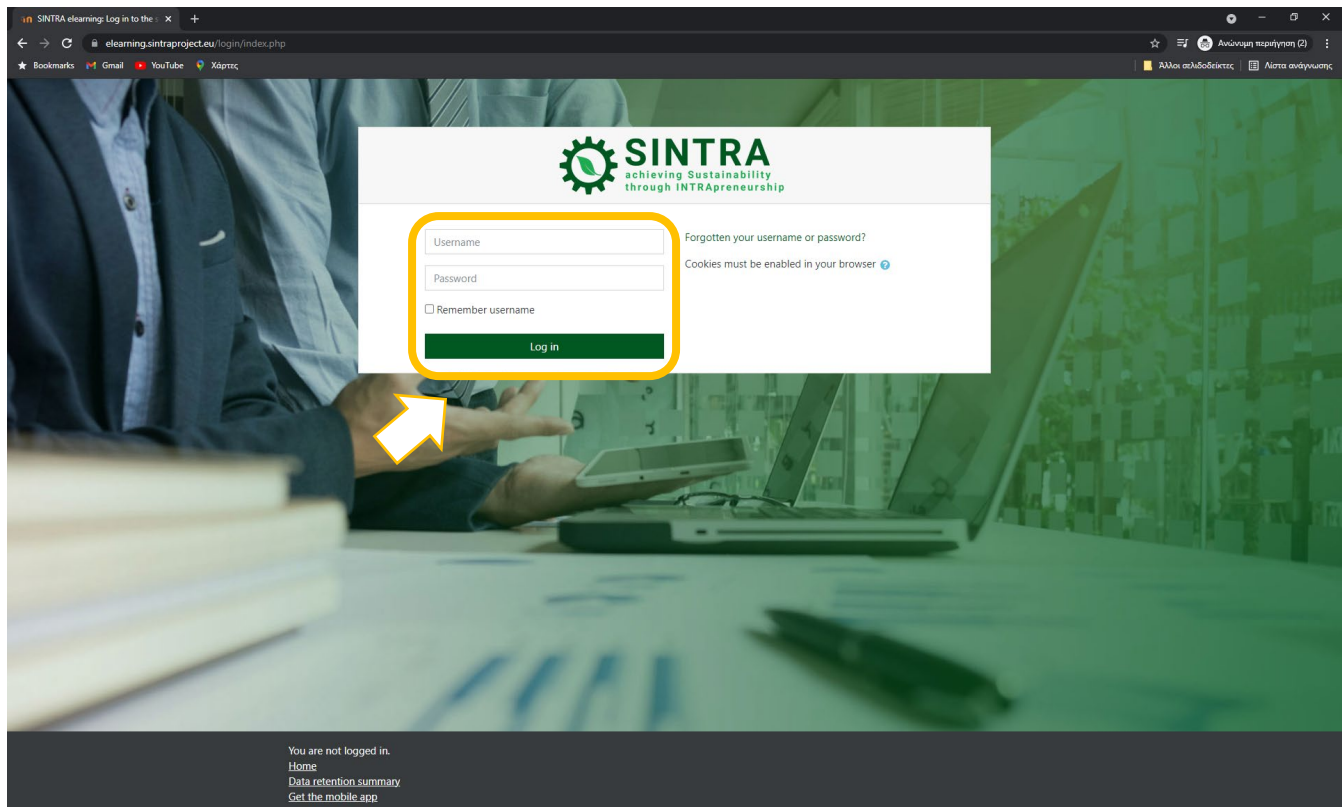
You are not logged in. (Log in)

SINTRA – Achieving Sustainability through INTRAprenurship

SINTRA e-learning platform will give you access to the Training Program of the project, which is comprised of the following training modules:

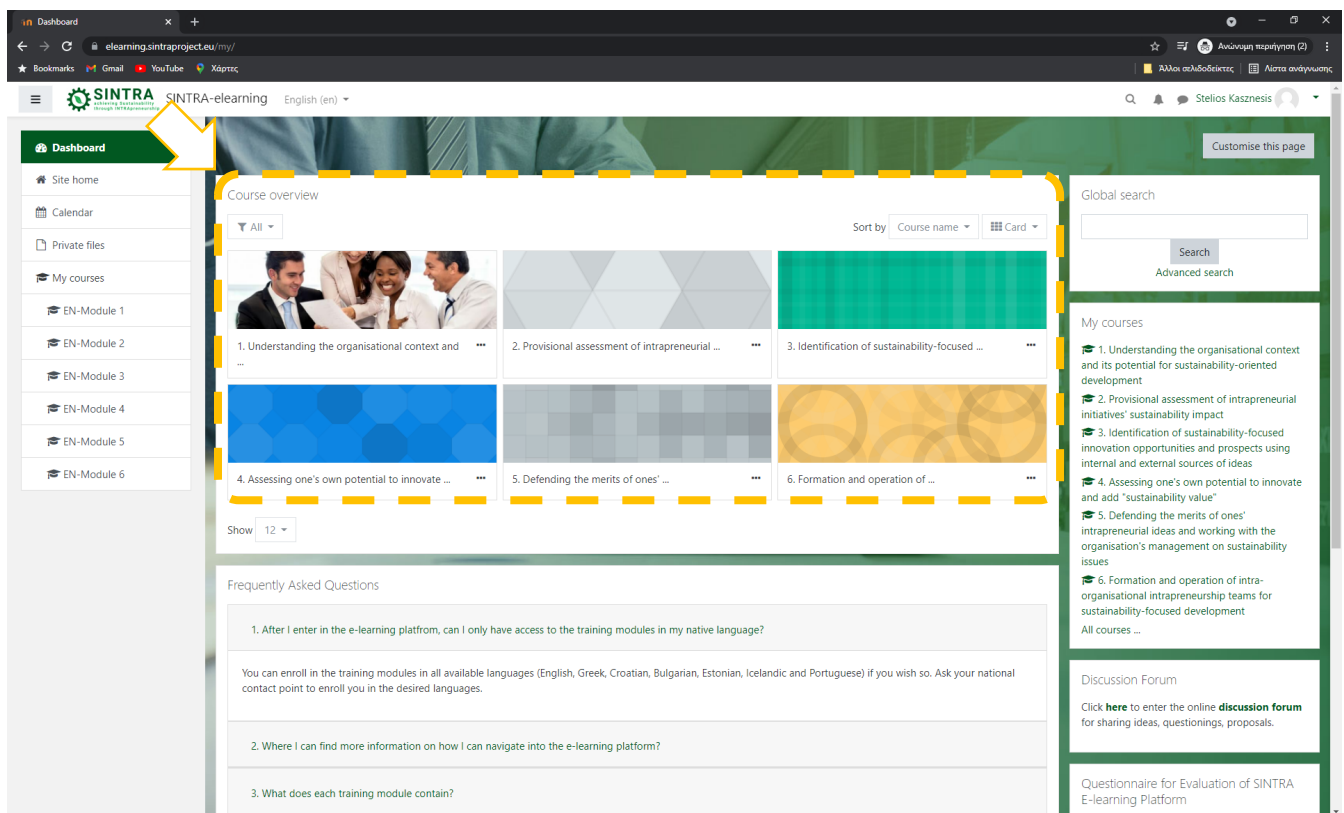
1. Understanding the organisational context and its potential for sustainability-oriented development.
2. Provisional assessment of intrapreneurial initiatives' sustainability impact.
3. Identification of sustainability-focused innovation opportunities and prospects using internal and external sources of ideas.
4. Assessing one's own potential to innovate and add "sustainability value".
5. Defending the merits of ones' intrapreneurial ideas and working with the organisation's management on sustainability issues.
6. Formation and operation of intra-organisational intrapreneurship teams for sustainability-focused development.

In order to login to the platform please click "Log in" (in the upper right corner of the page) and on next step enter your username and password that were given to you by the project's national contact point.



Dashboard – Course overview

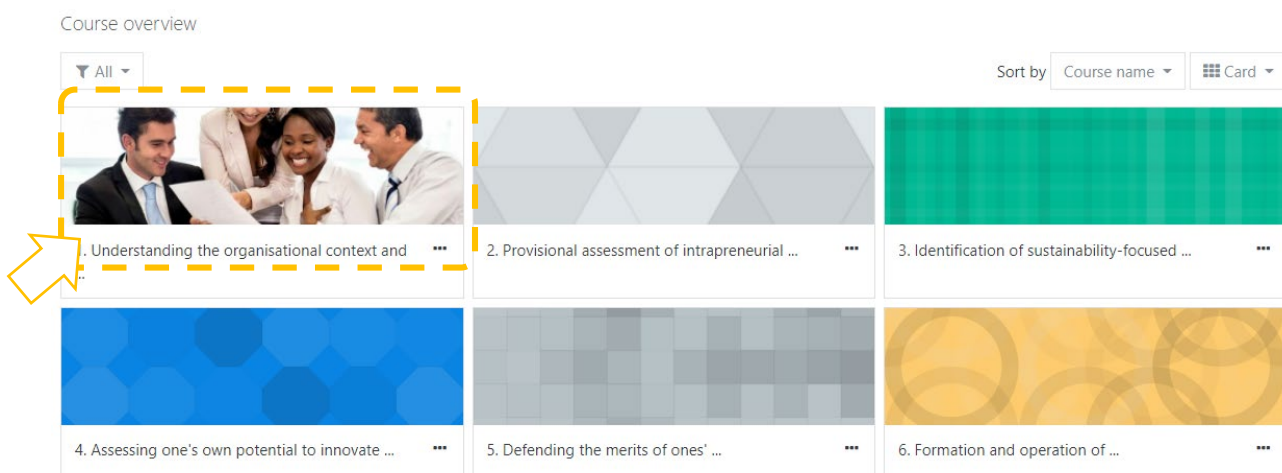
After the login procedure you are connected to the system and redirected to your **Dashboard**. In this page you have access to all courses you are enrolled. At block **Course overview** is a list with all your courses



Your Dashboard is a personalized (for each system user) page, where you can quickly find information about your study, e.g. announcements, events, due dates for assignments, training calendar, etc. Each user can customize the layout and add/remove blocks of the dashboard by clicking the button **Customize this page**

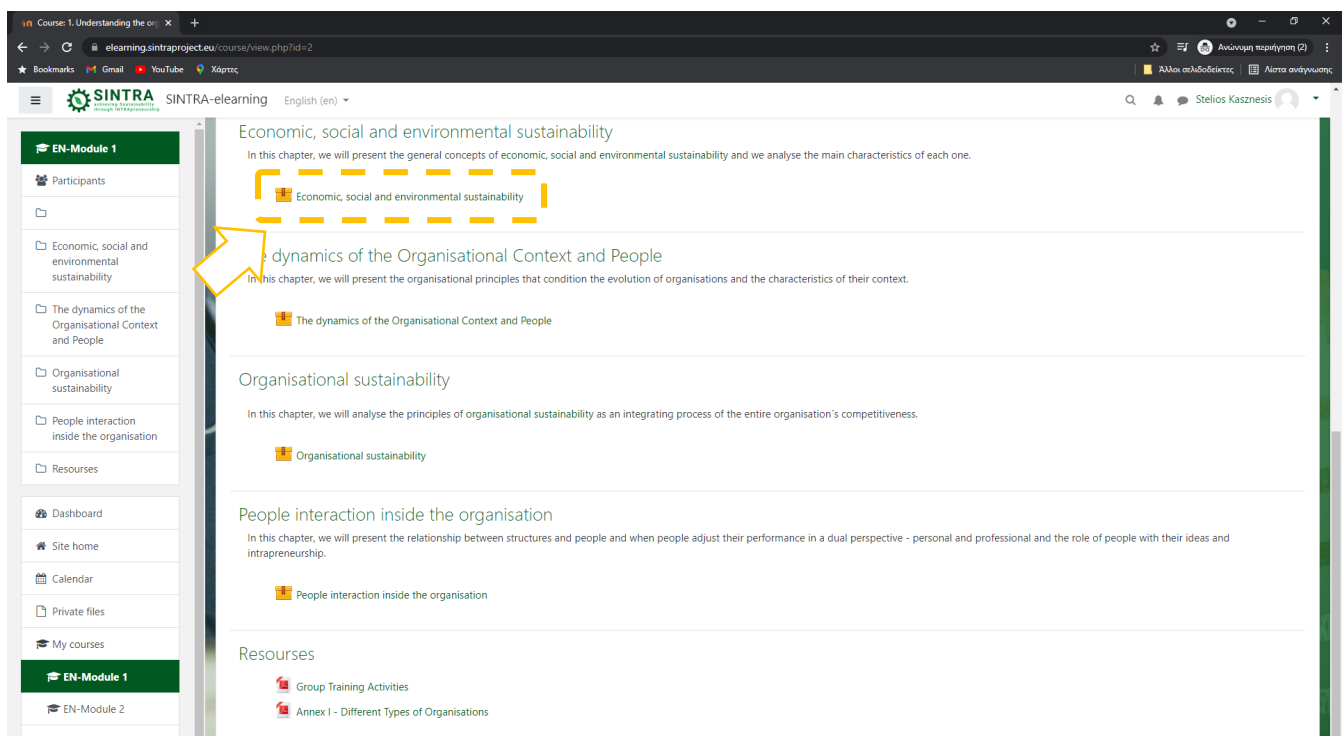
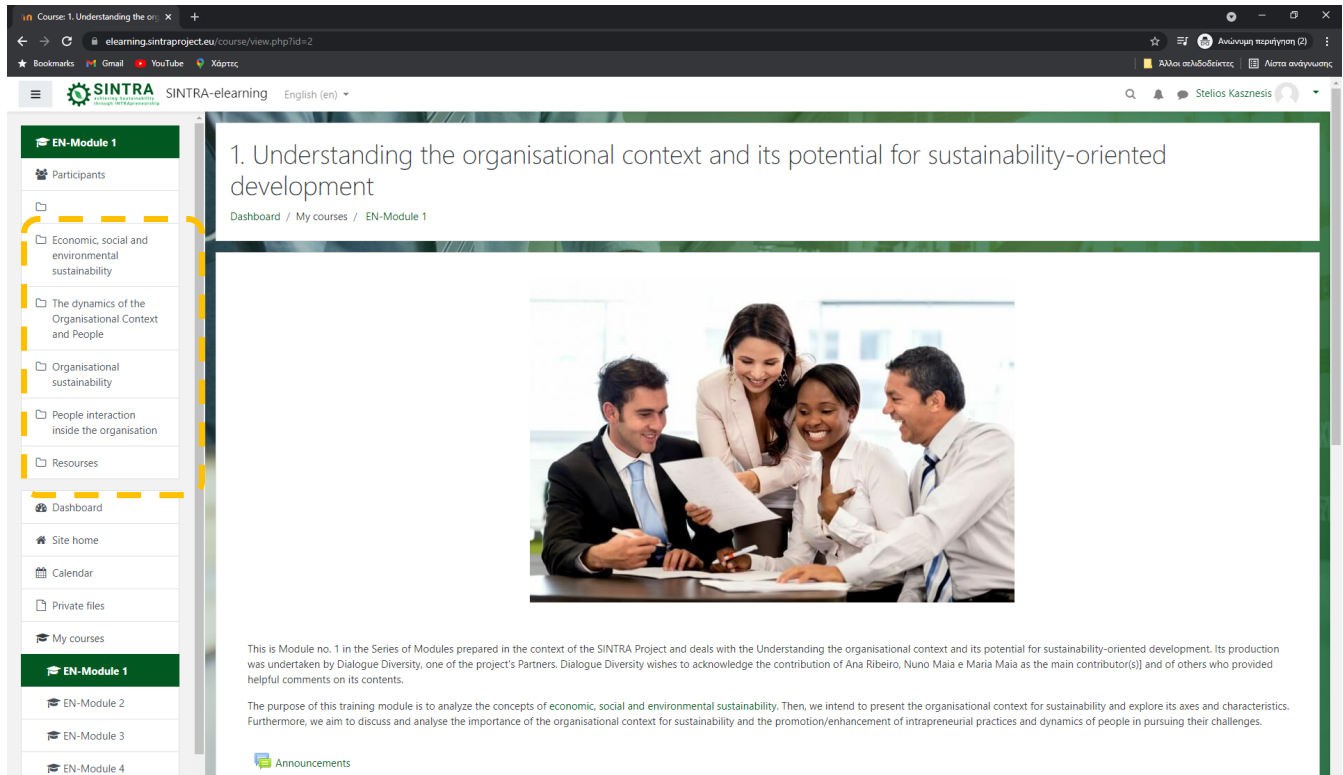
Enter a course

At dashboard in **Course overview** block, you click on the one you wish to enter. The list contains only the courses you are enrolled and a course/system administrator has given access to.



Course page

Next page is the main course page. Usually the course page is divided in topics. Each topic contains a sub unit, activities, resources, etc.



You click on the title of the activity/resource you want to open/view. The description of each resource is followed by an icon which informs you for the type of the resource.

The available types of resource or activities and the accompanying icons are as follows:



Scorm: The most common learning activity which opens in popup window



Pdf: Extra educational and support material is usually in this form. It opens in new/popup window



Url: Links to digital libraries, web resources, web sites etc.

Attention: Resources that open in popup window may be blocked by the security settings of your browser. So, you have to make the appropriate changes to allow popups from this specific URL.



Zip: Compressed file which need less hard disk space and can be transferred quickly to your PCs



Quiz: Several types of tests, usually assessment tests. It's a serie of questions to be answered. Different types of questions are available, like multiple choice, true-false, short answer, etc.). Answers are automatically graded by the system according the rules are set. Questions can be ordered in categories



Assignment: Trainer/teacher can assign projects to students, who have to upload them to the system. Trainer collects and grades the assignments, sends the results with comments.



Forum: Web discussion for all enrolled user to the same course

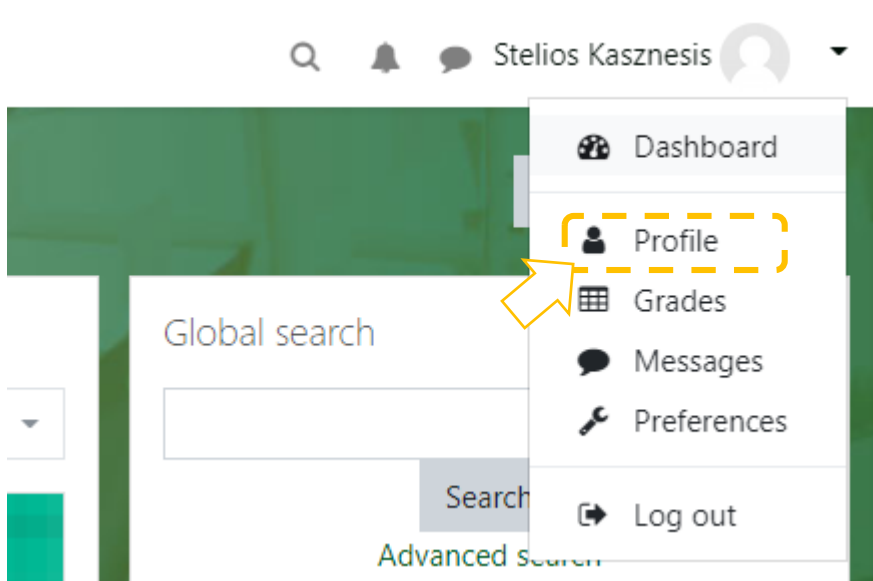


Glossary: A list with terms and terminology.

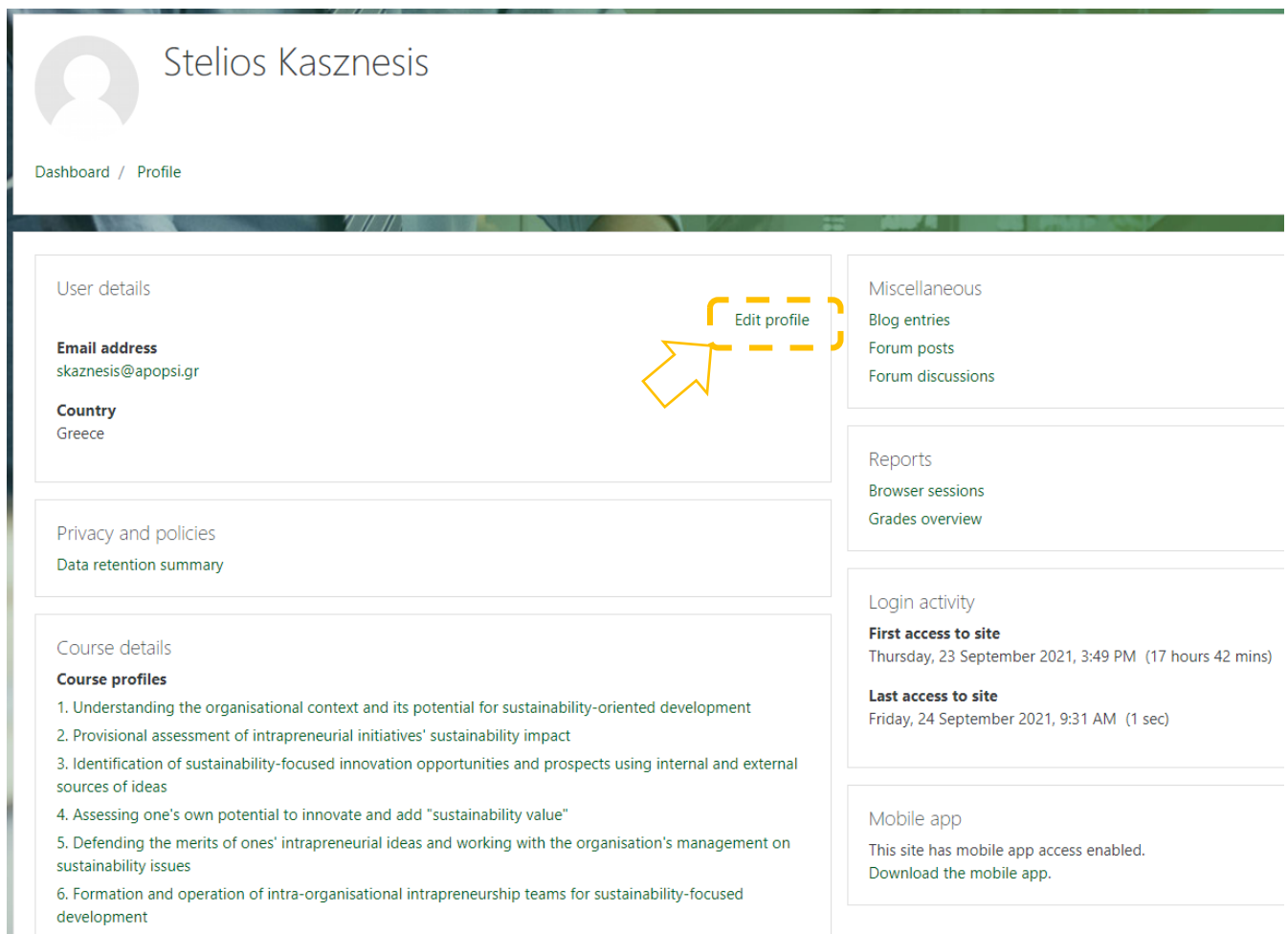
Profile

As an authenticated user you can view and edit your profile information. Select your name on the top right corner and in the sub menu select **View profile**

In the next page you see your general information.



In order to change your profile information, you click the link **“Edit profile”**

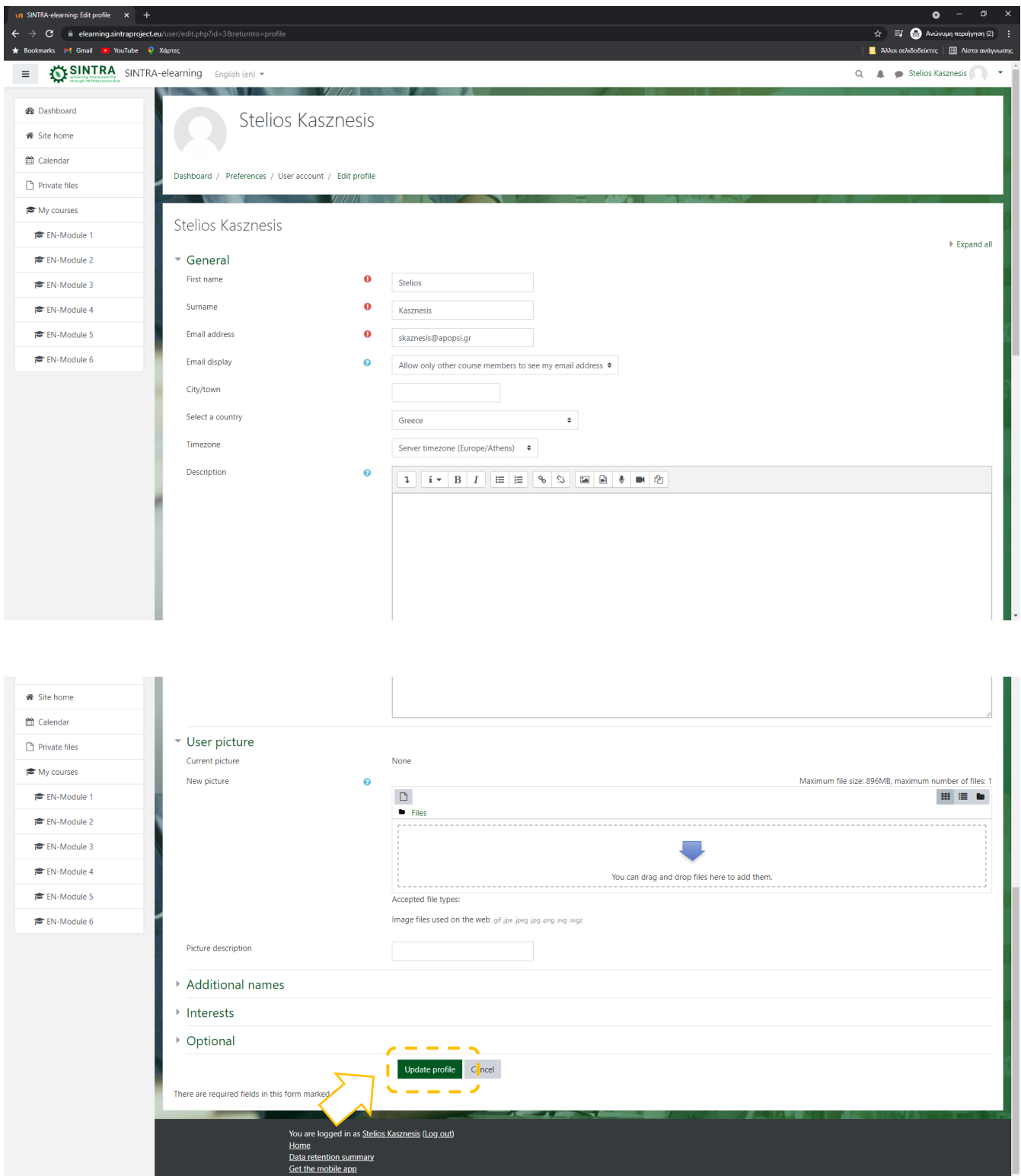


The screenshot shows the user profile page for 'Stelios Kasznesis'. The breadcrumb trail is 'Dashboard / Profile'. The page is divided into several sections:

- User details:**
 - Email address:** skaznesis@apopsi.gr
 - Country:** Greece
- Privacy and policies:**
 - Data retention summary
- Course details:**
 - Course profiles:**
 - Understanding the organisational context and its potential for sustainability-oriented development
 - Provisional assessment of intrapreneurial initiatives' sustainability impact
 - Identification of sustainability-focused innovation opportunities and prospects using internal and external sources of ideas
 - Assessing one's own potential to innovate and add "sustainability value"
 - Defending the merits of ones' intrapreneurial ideas and working with the organisation's management on sustainability issues
 - Formation and operation of intra-organisational intrapreneurship teams for sustainability-focused development
- Miscellaneous:**
 - Blog entries
 - Forum posts
 - Forum discussions
- Reports:**
 - Browser sessions
 - Grades overview
- Login activity:**
 - First access to site:** Thursday, 23 September 2021, 3:49 PM (17 hours 42 mins)
 - Last access to site:** Friday, 24 September 2021, 9:31 AM (1 sec)
- Mobile app:**
 - This site has mobile app access enabled.
 - Download the mobile app.

The 'Edit profile' link is highlighted with a yellow dashed box and a yellow arrow pointing to it.

Now you can edit your data.

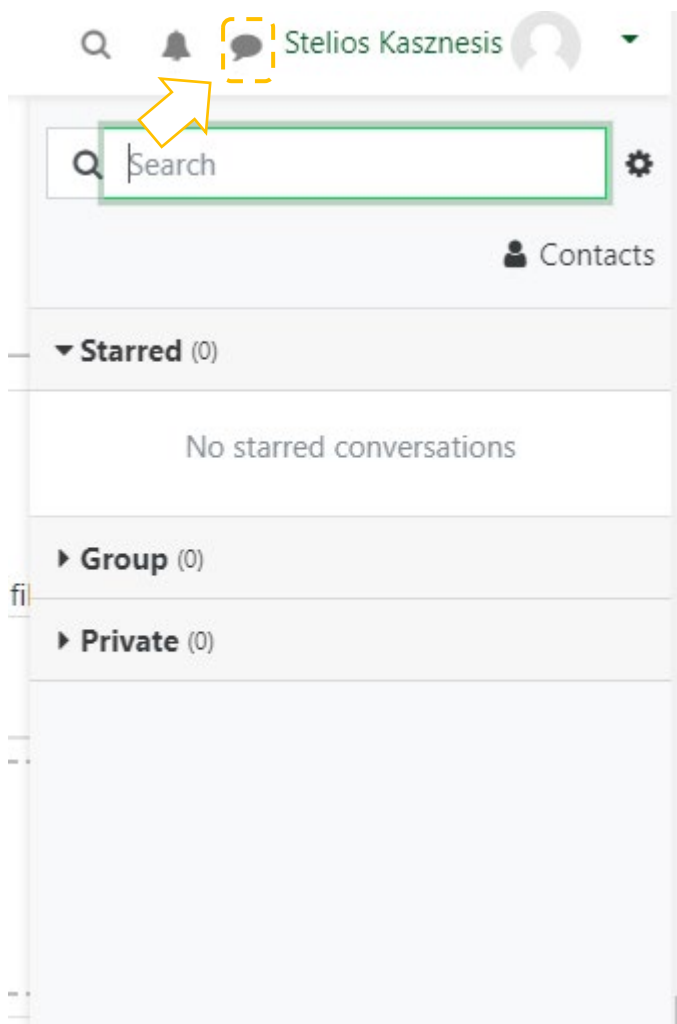


The screenshot shows the 'Edit profile' interface for a user named Stelios Kasznesis. The page is divided into a sidebar and a main content area. The sidebar contains navigation links for 'Dashboard', 'Site home', 'Calendar', 'Private files', and 'My courses' (with sub-links for EN-Module 1 through 6). The main content area has a header with the user's name and a breadcrumb trail: 'Dashboard / Preferences / User account / Edit profile'. Below the header, there are two main sections: 'General' and 'User picture'. The 'General' section includes form fields for 'First name' (Stelios), 'Surname' (Kasznesis), 'Email address' (skasznesis@apopsi.gr), 'Email display' (a dropdown menu), 'City/town', 'Select a country' (Greece), 'Timezone' (Server timezone (Europe/Athens)), and 'Description'. The 'User picture' section shows the current picture as 'None' and a 'New picture' upload area with a file selection interface. Below the upload area, there is a 'Picture description' field. At the bottom of the form, there are 'Update profile' and 'Cancel' buttons. A yellow dashed box highlights the 'Update profile' button, and a yellow arrow points to it from the text below. At the very bottom of the page, there is a footer with the text: 'You are logged in as Stelios Kasznesis (Log out)', 'Home', 'Data retention summary', and 'Get the mobile app'.

It's allowed you to change your personal data and contact details, to upload a profile picture which can your teachers and students can see. After you finish editing toy click on **Update profile** to save your changes.

Messaging

The LMS gives you the ability to contact with other users (your teacher and classmates) with personal messages. You click on Messaging icon on the top bar left from your name.



Annex

- Several learning activities and resources are opened in popup window. You have to take care of your browser security settings in order to allow popups from this specific URL. If you have an add-on for extra protection (Popup blocker) make the same settings, there.