

Course on the Use of Digital Tools to Document and Share Teaching Practices

A. Introduction

1. Introduction to Learning Management Systems
2. The Coursevo Platform:
Brief description of the project's learning platform, services and tools

B. Using Coursevo Platform

1. How to create an account in Coursevo:
Create local accounts, or use credentials from social networks
2. Register in activity spaces:
Search, browse and locate and register in activity spaces
3. The Course Activity Space:
Presentation of the Course type of activity space. View course title, description, structure, instructors, syllabus. Accessing available course services
4. Use Course Services
 - a. Start a Course
How to execute a course and follow the main learning path
 - b. Course Structure
Browse Course Units and educational content
 - c. Digital Content
Browse course content. View categories and uploaded resources
 - d. Search
Use search service to locate information in educational material and course services such as announcements, forums, mail messages etc
 - e. FAQ
Get informed of important issues regarding the course execution and give feedback
 - f. Assessments
Run self-assessment test to monitor your progress. Run assessment tests that are needed for issuing a training certificate
 - g. Workspaces
How to declare your working group. View reference material. View assignments and projects. How to upload a deliverable
 - h. Announcements
View all course announcements
 - i. Calendar
Browse course events

- j. Forums
How to start a discussion topic. How to post a reply. How to quote a post. How to include a link to course material
 - k. Classrooms
View scheduled online classes. Join an open classroom. Setup the microphone and webcam. Post a message in the chat. Raise hand, declare status. Participate in polls. Customize classroom layout.
 - l. User Catalog
Browse registered users
5. Use Site Services
- a. Setup your profile
Fill your professional headline and public contact points. Post brief CV and create a detailed personal page
 - b. View other members of the learning community
View all users in the Coursevo site. Search for users and follow them. View public profiles
 - c. Site Announcements
View all the announcements published in the site
 - d. Site Forums
How to start a discussion topic. How to post a reply. How to quote a post.
 - e. Personal Messages
View personal message. Send a message to a site user. Reply to a message
 - f. View Certificates
View issued certificates. View the pending obligations for a certificate.
 - g. Use Personal Storage
How to upload files to your personal storage. How to capture video. Create categories and organize files.

C. Developing Courses in the Coursevo Platform

Special chapter for teachers and development of courses

1. How to create a new course
How to request the creation of a new course in a Coursevo site
2. Develop, upload and reuse educational resources in a course
 - a. Upload office documents
 - b. Capture video
 - c. Create multimedia screencasts
 - d. Upload audiovisual content
 - e. Create image galleries
 - f. Create rich text pages
 - g. Embed external educational resources
3. Organize and define the course structure
Create course units. Add unit image, description and keywords. How to add resources in a course unit from digital content.
4. Publish an announcement
Publish an announcement and send email notifications in all registered users
5. Create a calendar event
How to create a new event. Add title, description and declare starting date, time and duration
6. Create Forums
How to create discussion categories
7. Create FAQs
How to create categories. How to add a question and answer into a category
8. Create Assessments
How to create a new assessment. Setup access permissions, define date, time and duration. How to create questions of different types (multiple choice, rich text, file upload)
9. Schedule Virtual Classrooms
How to schedule a new classroom. How to send join notifications. Create links for external users. How to pre upload a presentation. Enable session recordings. What can do a moderator in a virtual classroom.