

From Waste to Taste

Methodological Guidelines

Teacher's Manual

by learningdigital



ELEARNINGPLATFORM

As a teacher using Moodle, effective management of your students is crucial for a successful learning experience. Here are technical guidelines to help you manage your group of students within a Moodle course.

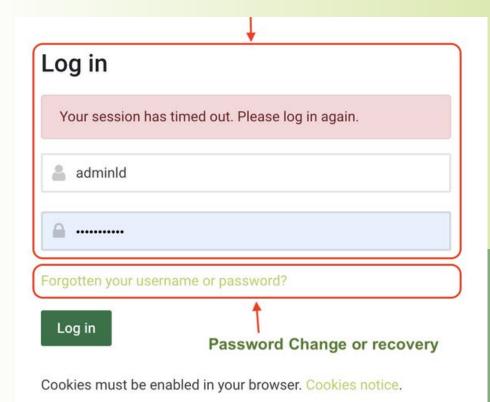












Is this your first time here?

If you do not receive the confirmation message within a few minutes of signing up, please check your Junk Box just in case the confirmation email got delivered there instead of your inbox. Otherwise you may contact <code>cc@learningdigital.eu</code>

Create new account

New Users

1. ENROLLMENT AND ACCESS CONTROL

LOGIN PAGE:

https://learn.vetlovesfood.eu/login/index.php

The login page allows you to log in with your credentials or reset your password if you lose it.

The page also allows you to register as a new user.

The registration page is also accessible via the menu in the upper right corner.









Q Search Log in Register

Policies and agreements

Home > Policies and agreements > Privacy Policy VLF

Privacy Policy VLF

Please read our Privacy Policy VLF

The Privacy Policy of LEARNING DIGITAL, SRL (Vet Loves Food or VET) is governed by compliance with current legislation on the protection of personal data. The objective of this Policy is to protect information on the Internet, in the same way that it is protected in other media. VET is holder of the website www.vetlovesfood.eu, and exposes in this section the Privacy Policy on personal information that the user can provide when visiting our website.

Policy 1 out of 2

v Home

Navigation

My courses

Home

My courses

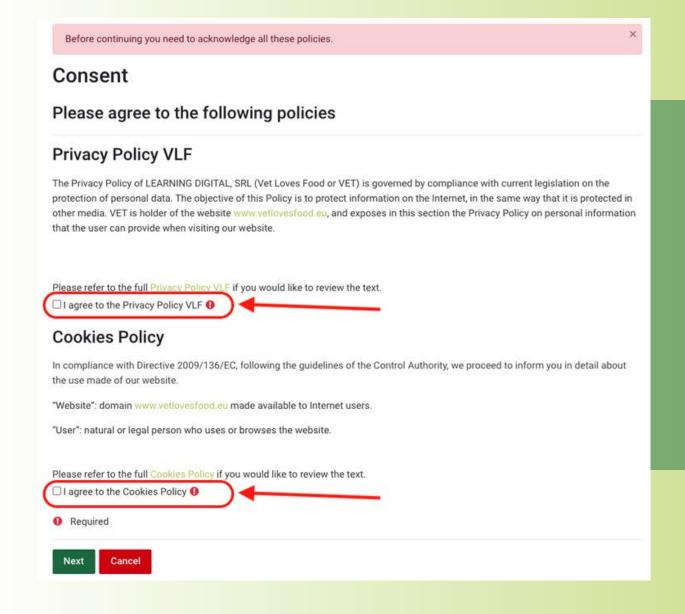
> Courses

WEBSITE PRIVACY POLICY

The first step involves taking a look at the **Privacy Policy** and **Cookie Policy**, then consent must be given to the processing of one's personal data with respect to both documents.



Enrollment and Access Control



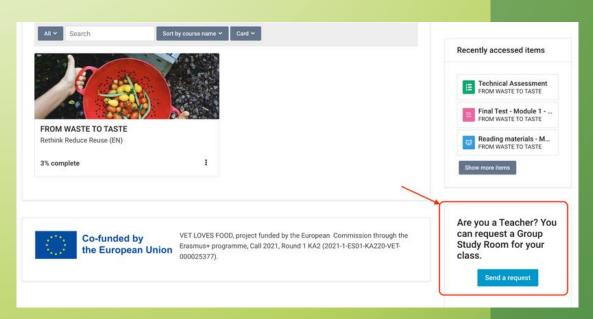
The new user registration form requires you to enter your username, preferably your email address.

Then the chosen password will have to be entered, respecting the complexity rules described in the registration form.

The next mandatory fields are: the email address, first and last name.



2. REQUESTING TEACHER ROLE AND CREATING A CLASS



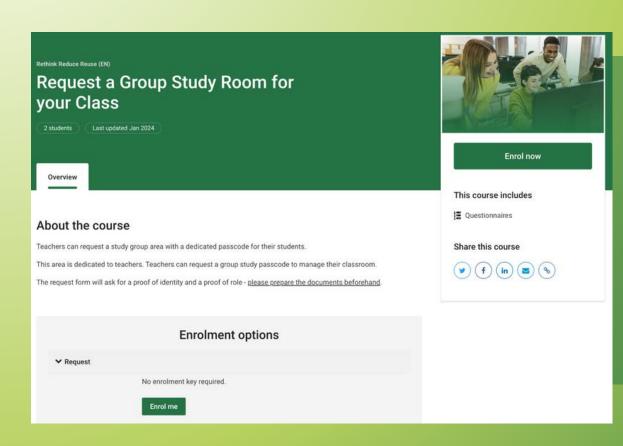
To request a teaching role on the Moodle platform, follow these steps:

- Request access as teacher: click on the bottom left button "Send a request", fill the form and wait for the confirmation.
- Obtain an enrolment code: After the request's approval, a specific code is provided to the teacher, allowing them to enrol themselves.
- Student Registration: The teacher can send the code to students and ask them to enroll. The code ensures that each student is associated with the appropriate teacher and group.

(Se the procedure in detail in the next pages)



Requesting teacher role and creating a class



As a teacher, you can request access to create an exclusive class for your group of students by clicking on the blue "Send a request" button at the bottom right of your interface. That will bring you to the "request a group study room for your class" page.

Here, click on the button "*Enrol me*", at the bottom of the page.





Request a Group Study Room for your Class

Dashboard > My courses > Request > Answer the questions...

Click "Answer the Questions" and follow the on-screen terms of participation questionnaire.

Request a Group Study Room

Teachers can request a Group Study Room. When the request is approved:

- 1- A separate group with a passcode will be created.
- 2- The requester will have the role of Teacher in the group.
- 3- A methodology guide will be available.

Request a Group Study Room



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Terms of participation

- 1. This Questionnaire will collect some personal information necessary to recognize you as a Teacher. This information will be used by vetloveesfood.eu for the following purposes:
 - a) Creating a group study area where you can act as a facilitator
 - b) Creating a role of teacher for technical management of users and requests. It will be managed by vetloves food. eu administrators, using this platform.
- 2. When you send the request using this questionnaire, you are giving vetlovesfood.eu the authorization to contact you via





Here is your Enrollment code: mmngvr

After the administrators of the Vet Loves Food hub analyse your request, you will receive an "Enrolment code", along with a QR code. Both of them are unique and point directly to the study group meant for you and your students.

Save it on your computer and send them to your students via email or other communication platforms, orienting them to access the Vet Loves Food website, and registering and enroll with the code.



3. ACCESSIBILITY OPTIONS



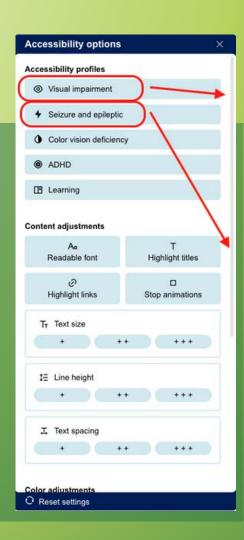




Moodle's newest versions offer tools that allows users to adjust their visibility based on personal needs.

These tools provide presets catering to various challenges such as Visual impairment, Seizure and epiletic, Color vision deficiency, and ADHD.

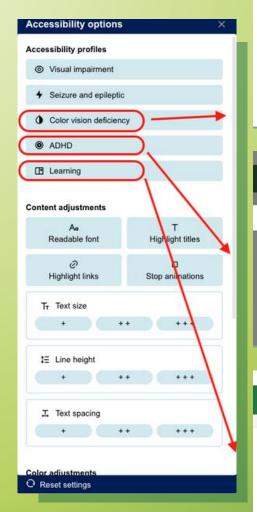
Users can choose settings that align with their specific difficulties, providing a more customized and accessible learning experience.

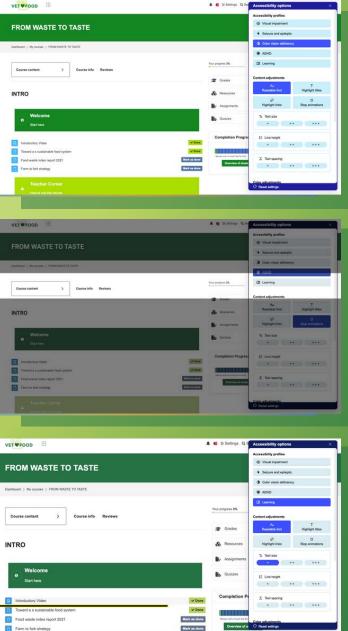


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Accessibility options

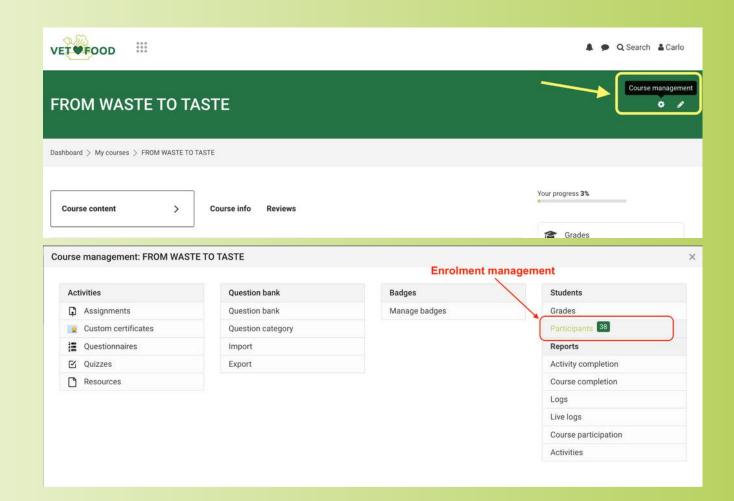






4. COURSE MAIN MENU

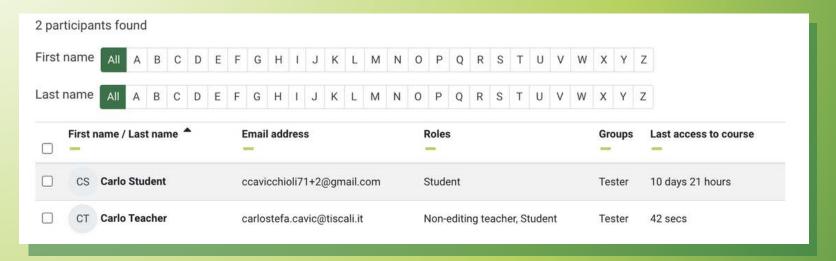
Managing a group of students in Moodle involves a combination of technical expertise and effective teaching strategies. By following these guidelines, you can create a well-structured and engaging learning environment while efficiently managing your students throughout the course.





Course main menu

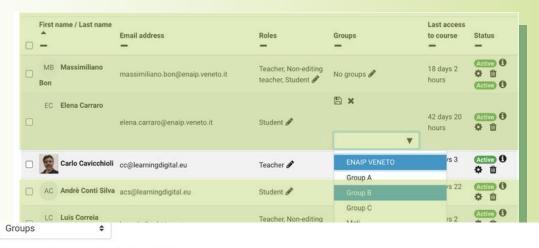
PARTICIPANTS



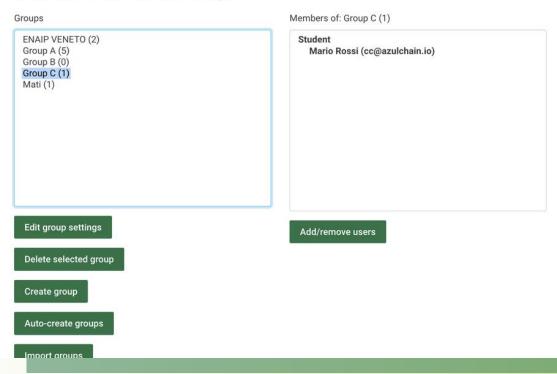
ROLES

Email address	Roles	Groups	Last a
ccavicchioli71+2@gmail.com	Student	Tester	10 day
carlostefa.cavic@tiscali.it	Non-editing teacher, Student	Tester	42 sec





FROM WASTE TO TASTE Groups



5. GROUPS AND GROUPINGS

Divide students into smaller groups for collaborative work or differentiated instruction.

Create groups and groupings through the course settings.

Assign specific activities or resources to certain groups.

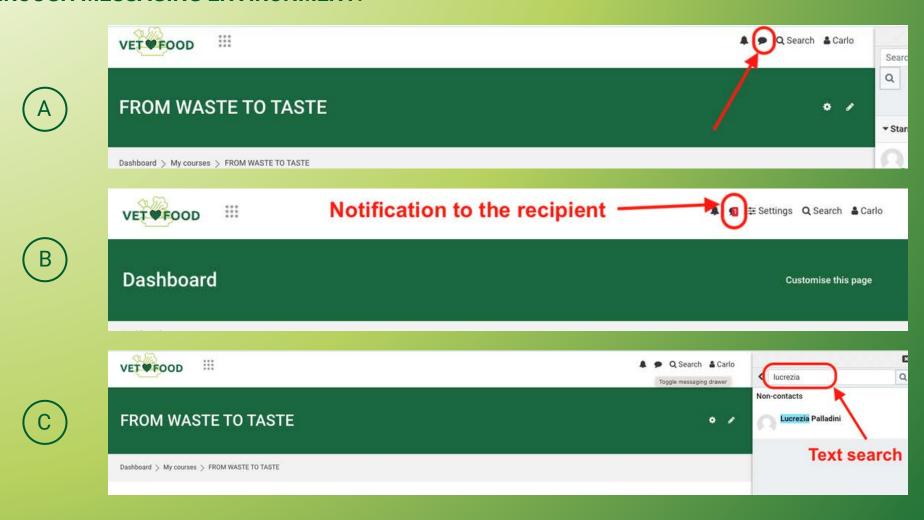
Managing a Group of Students in a Moodle Course: Technical Guidelines.



6. COMMUNICATION

Use the built-in communication tools in Moodle for interaction with students and other participants.

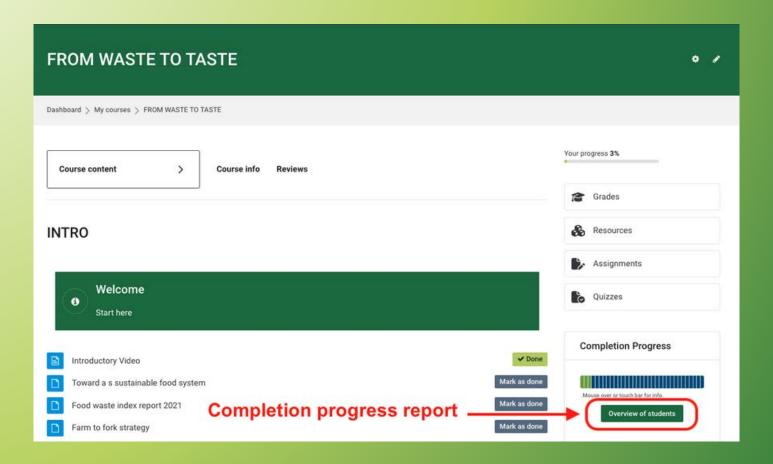
THROUGH MESSAGING ENVIRONMENT:







THROUGH THE COMPLETION PROGRESS REPORT



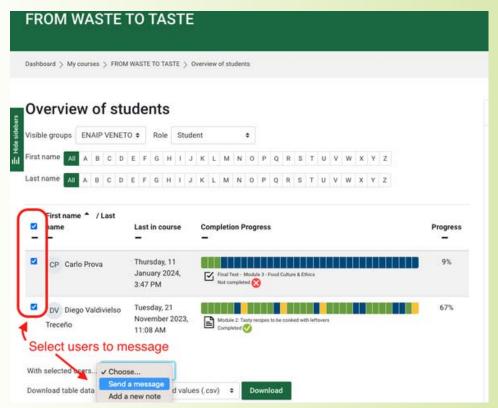




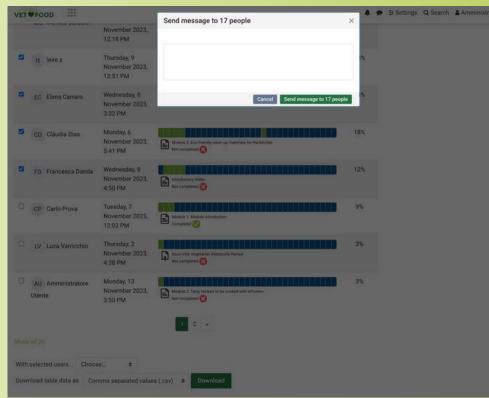
Communication

THROUGH THE COMPLETION PROGRESS REPORT









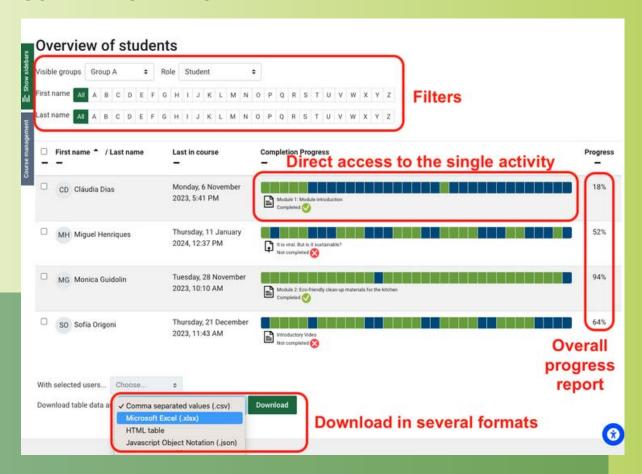


7. MONITORING AND TRACKING

This section contains activities necessary for course completion and provides detailed tracking of user progress.

Teachers can use this tool to check if students have completed required activities and guide them towards successful course completion.

COMPLETION REPORT



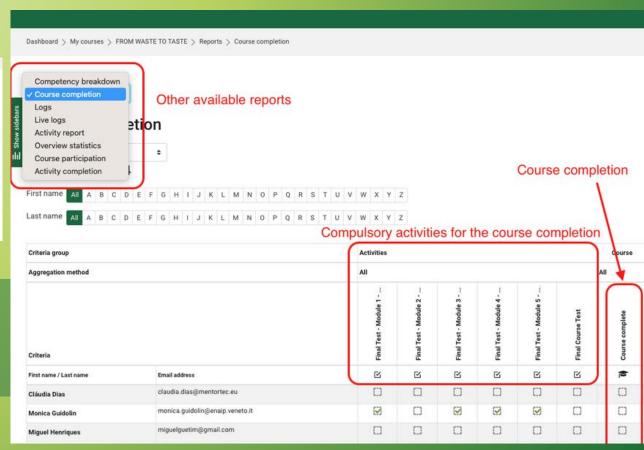


Monitoring and Tracking

COURSE COMPLETION REPORT



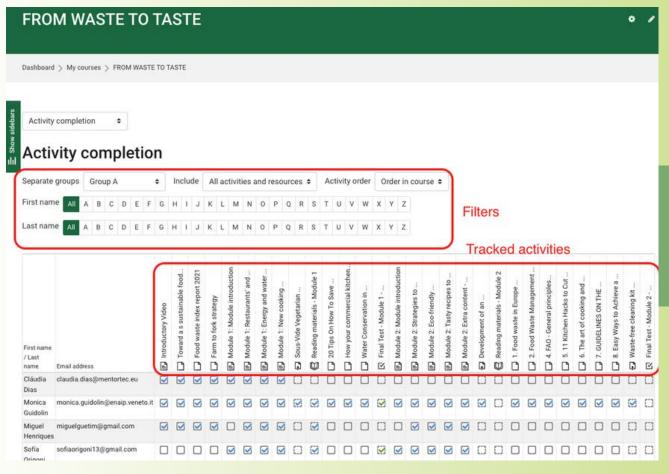
Monitor and track the group progress by reviewing completed compulsory activities for the course completion.





Monitoring and Tracking

ACTIVITY COMPLETION REPORT

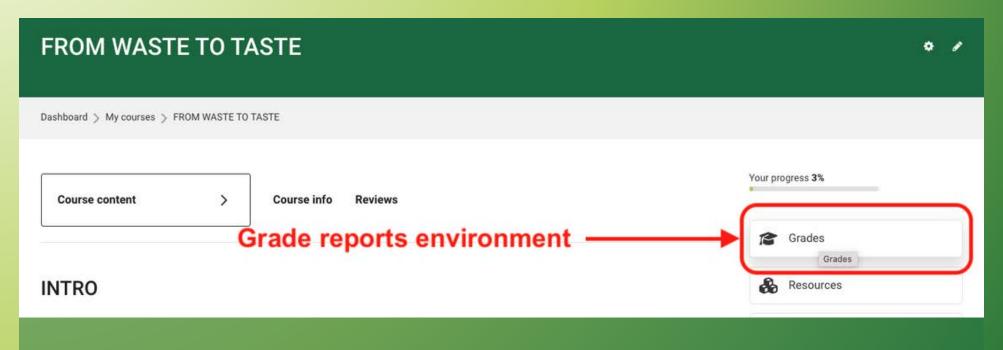


Monitor and track individual user progress by reviewing all completed activities, ensuring a comprehensive view of the user's engagement with the course.



8. GRADEBOOK MANAGEMENT

Keep the gradebook updated and accessible to students.



This section encompasses grade book management, offering a diary of evaluations for activities involving assessment.

Teachers can use this feature to view not only completed activities but also the results and feedback for each, facilitating a thorough assessment of student performance.



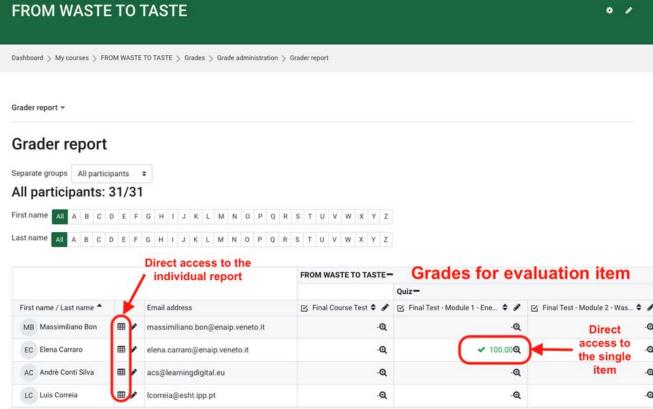
Gradebook Management

INDIVIDUAL REPORT BY USER





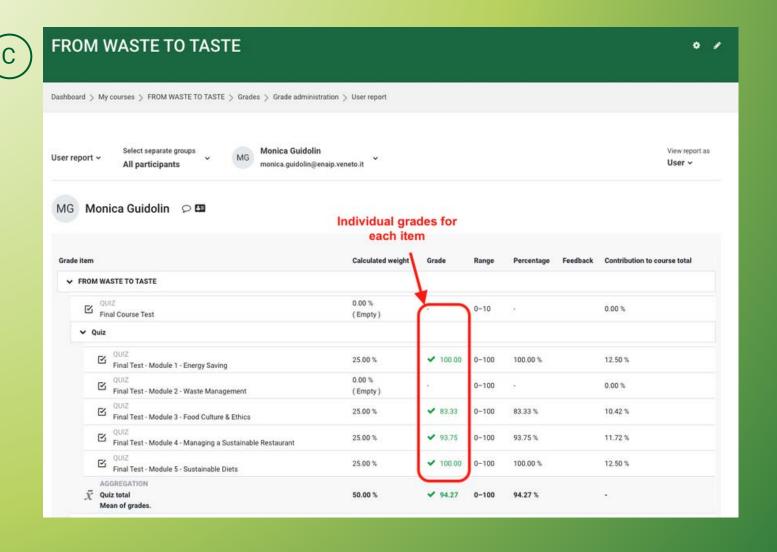




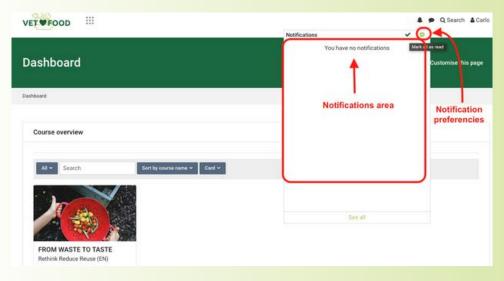


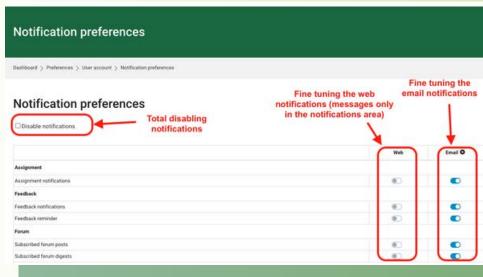
Gradebook Management

INDIVIDUAL REPORT BY USER









9. NOTIFICATIONS AND REMINDERS

Advise students to configure their notification settings to stay informed about course updates.

Customize notification settings based on personal preferences, allowing users to control the way they receive alerts.





Co-funded by the European Union