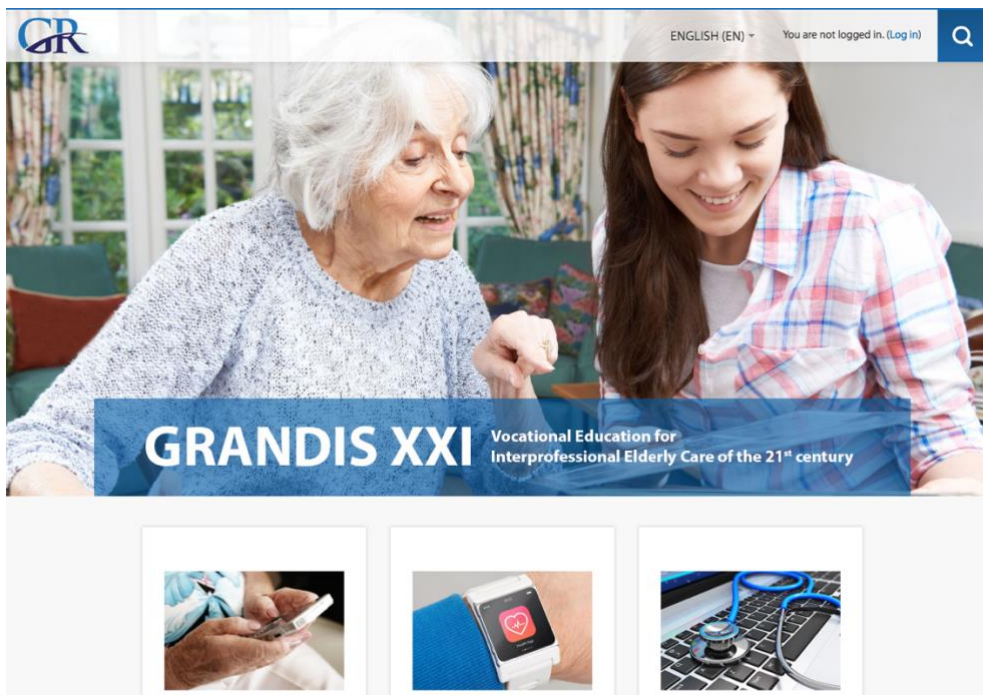


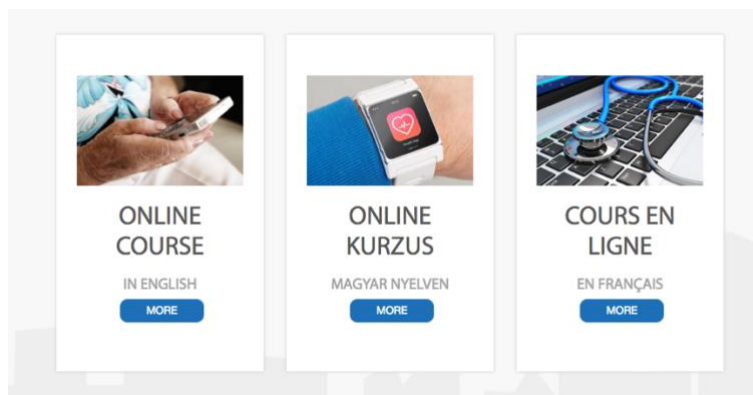
# GRANDIS – E-LEARNING PLATFORM

## GRAPHICAL DESIGN

The platform is accessible at the link: [grandis.prompt.hu/moodle](http://grandis.prompt.hu/moodle)



The graphical design (colors, typography) of the e-learning platform is aligned with the design of the project website, and the flyer. On the frontpage the visitors find three link to enter the language versions of the Grandis course:



## ENTERING THE COURSE

At the top of the platform, the visitor can choose the language, and they find the option to enter by clicking [Log in](#).

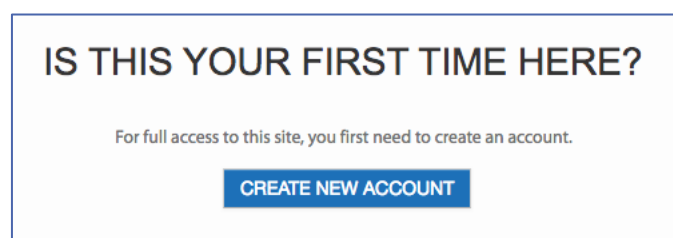


If you click the [MORE](#) button one of the tree pictures (EN/HU/FR courses) instead of login before, they will be navigated to a LOGIN page.



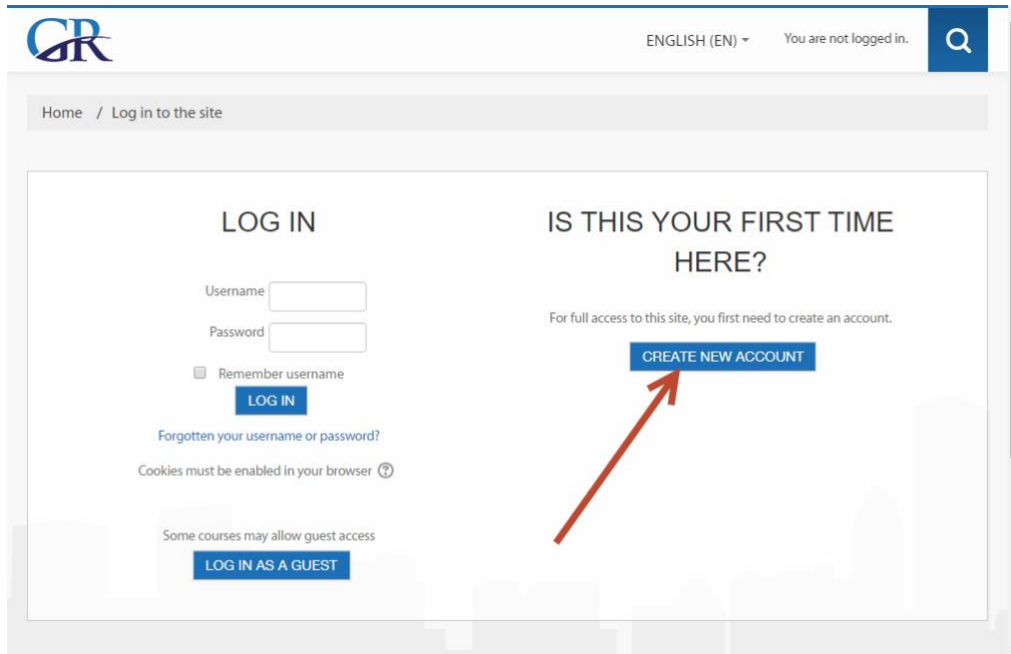
The courses are not open for guest, they can be accessed only by registered users.

If you don't have any account yet, you have to register by clicking the CREATE NEW ACCOUNT button.



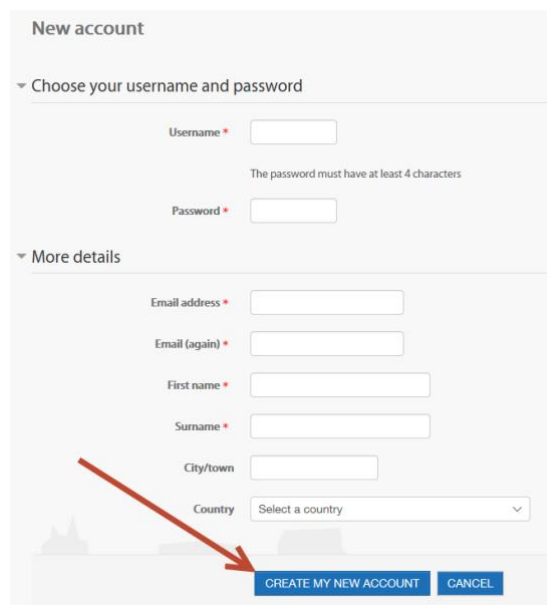
## REGISTERING ON THE PLATFORM

1. Create a new account by filling in the requested data.



The screenshot shows the login page of the platform. On the left, there is a 'LOG IN' section with fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'LOG IN' button. Below this, there are links for 'Forgotten your username or password?' and 'LOG IN AS A GUEST'. On the right, there is a section titled 'IS THIS YOUR FIRST TIME HERE?' with the text 'For full access to this site, you first need to create an account.' and a blue button labeled 'CREATE NEW ACCOUNT'. A red arrow points to this button.

2. You have to fill in at least the fields marked by red stars, and then save the figures by clicking **CREATE MY NEW ACCOUNT**.



The screenshot shows the 'New account' registration form. It is divided into two sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section has 'Username \*' and 'Password \*' fields, with a note that 'The password must have at least 4 characters'. The 'More details' section has 'Email address \*', 'Email (again) \*', 'First name \*', 'Surname \*', 'City/town', and 'Country' (a dropdown menu) fields. A red arrow points to the 'CREATE MY NEW ACCOUNT' button at the bottom of the form.

3. You will receive a confirmation to the e-mail address you supplied. Click on the link in the e-mail to verify your registration.

Hi Student User,

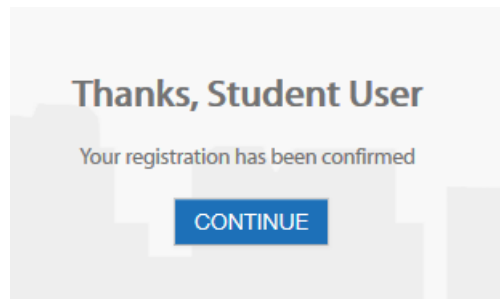
A new account has been requested at 'GRANDIS XXI. – VOCATIONAL EDUCATION FOR ELDERLY CARE IN THE 21ST CENTURY' using your email address.

To confirm your new account, please go to this web address:

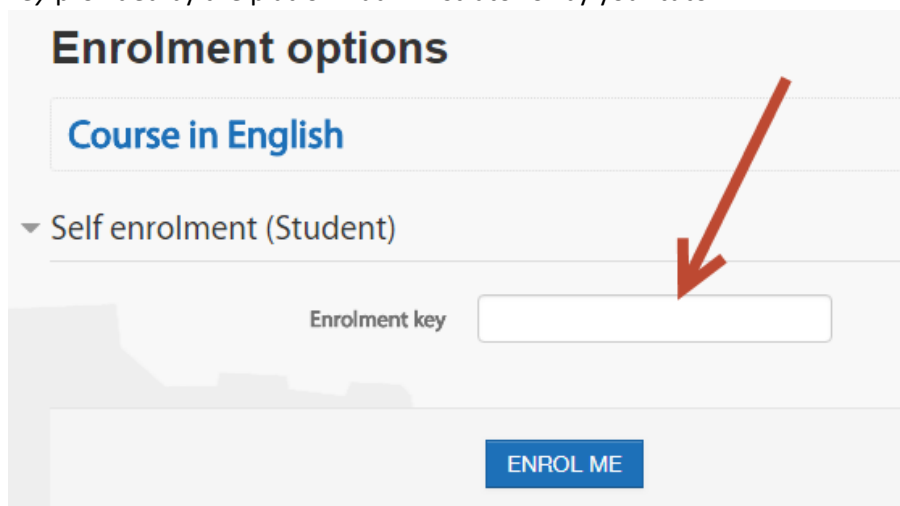
<http://grandis.prompt.hu/moodle/login/confirm.php?data=dT4Q674bStMaxhq/student>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator.



4. To see the learning content, you need to enroll to the course by adding the unique *enrolment key* provided by the platform administrator or by your tutor.



5. Successful enrolment will be confirmed in an e-mail. By clicking on the link in this e-mail, we can provide more information about ourselves in the **Edit profile** menu.

Welcome to Course in English!

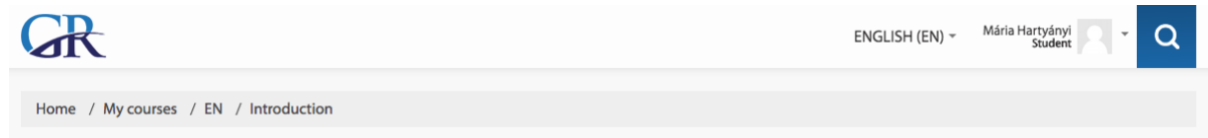
If you have not done so already, you should edit your profile page so that we can learn more about you:

<http://grandis.prompt.hu/moodle/user/view.php?id=27&course=4>

## STRUCTURE OF THE COURSE – COURSE COMPONENTS

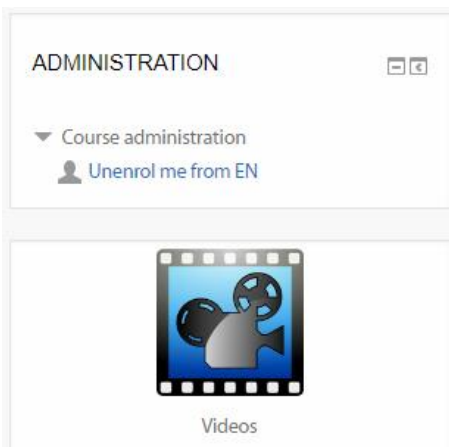
After entering the course, you will be navigated on the front page of the course, with several course components we will describe in detail.

## MAIN NAVIGATION BAR



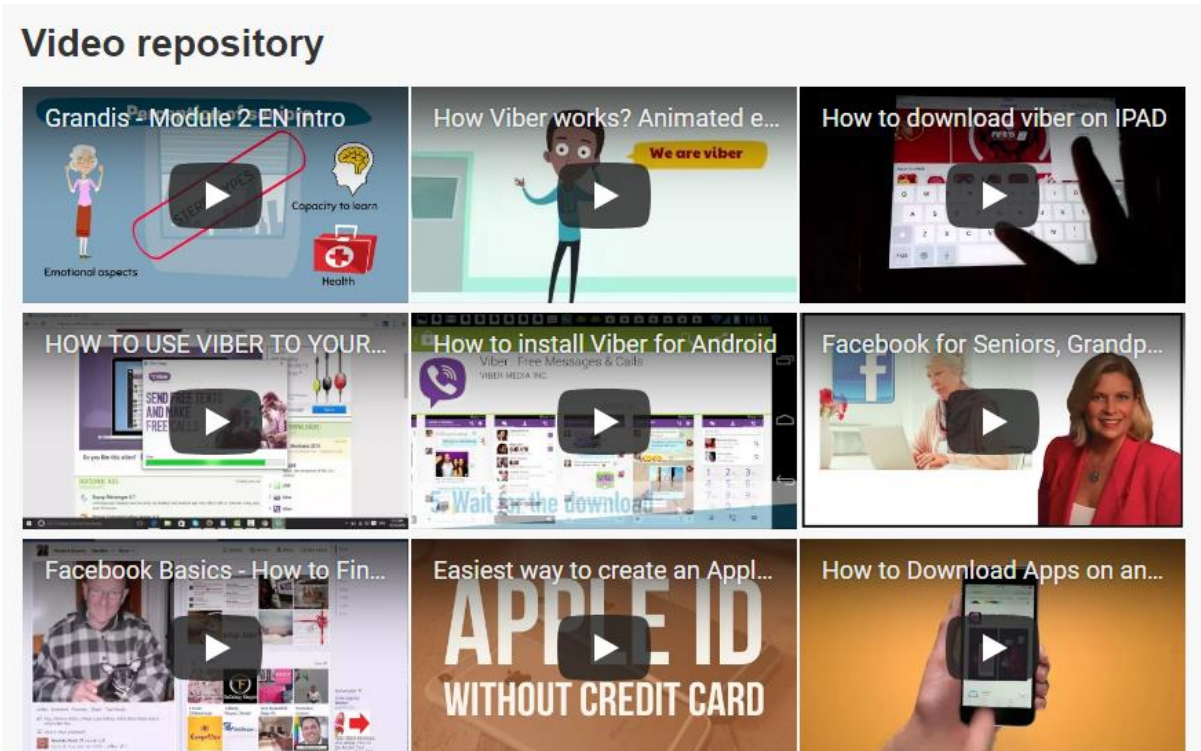
In the upper part of the window you see the main navigation bar, which shows you in which area of the platform are you at present. By clicking one of the words of the bar, you will be navigated to the selected area, e.g. on the front page, if you click the word “Home”.

This component of the platform helps you to find the way back, if you would feel lost.



## VIDEO REPOSITORY

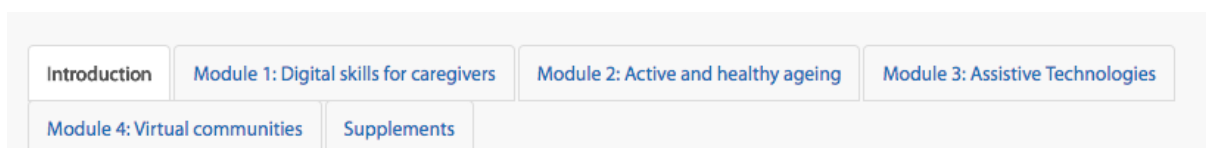
On the left side of the window (under the Administration block) you find a link to the video store of the course.



Here may be more course components later, which belongs not to a special module, but to the whole course, so all the same in which module you are, these components and options will be available for you.

## COURSE NAVIGATION BAR

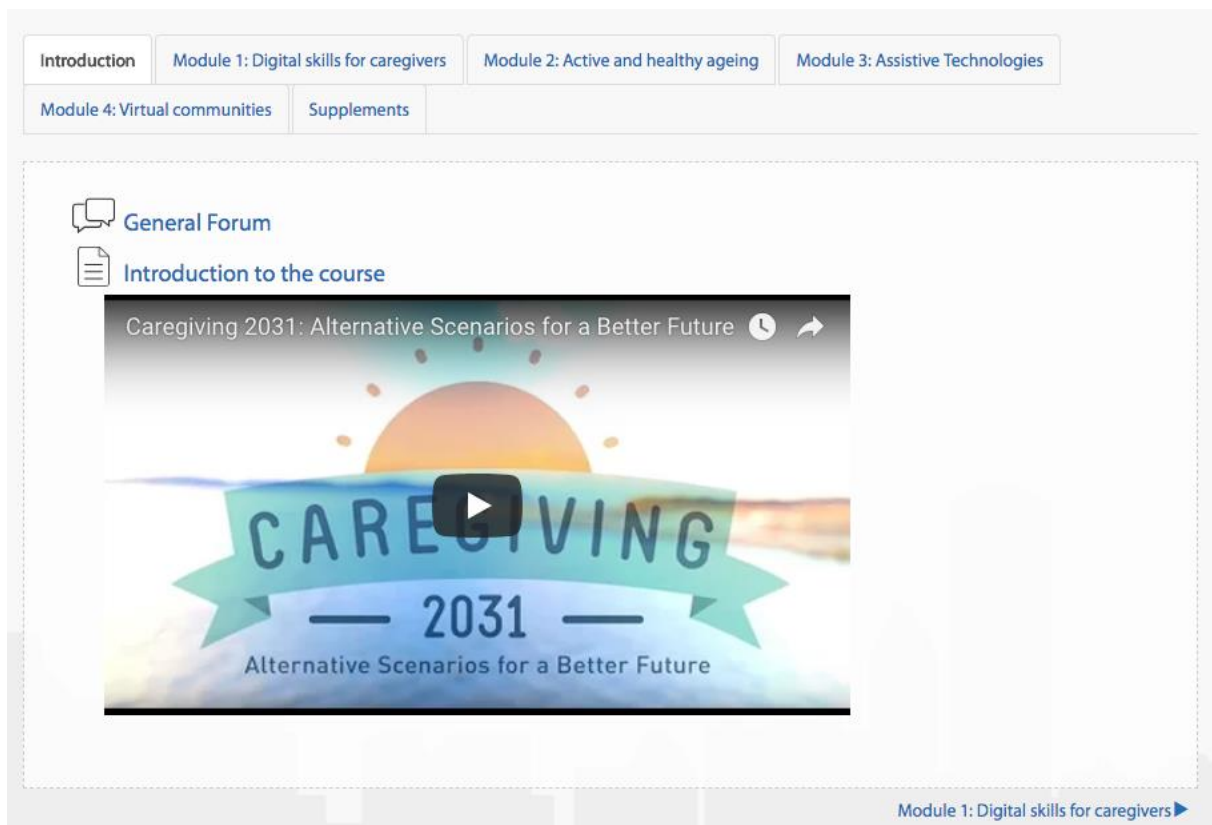
In the middle of the window you will find the learning content, and other components of the course, like discussion forum, assignments, quizzes, etc., however, to access to this components, you have to select one of the modules, by clicking the navigation bar of the course:



In the course navigation bar, you see the links beginning with “Introduction” and followed by the titles of the modules, and finally with “Supplements”.

## STRUCTURE OF THE COURSE

As you see, the first button with the text of “Introduction” is white, what shows, that you are at present in the introductory part of the course.



Introduction    Module 1: Digital skills for caregivers    Module 2: Active and healthy ageing    Module 3: Assistive Technologies

Module 4: Virtual communities    Supplements

General Forum

Introduction to the course

Caregiving 2031: Alternative Scenarios for a Better Future

CAREGIVING  
— 2031 —  
Alternative Scenarios for a Better Future

Module 1: Digital skills for caregivers ▶

## COMPONENTS OF THE MODULES

### FORUM

The forum activity allows students and teachers to exchange ideas by posting comments as part of a 'thread'. Files such as images and media maybe included in forum posts. The teacher can choose to rate forum posts and it is also possible to give students permission to rate each others' posts.

Let's see a video on how to use the forum:

[https://www.youtube.com/watch?time\\_continue=11&v=3M7G9aJVGy0](https://www.youtube.com/watch?time_continue=11&v=3M7G9aJVGy0)

In the block of **Introduction** the participants find basic information about the course and a General Forum for asking general, technical and administrative questions.

### ENTER THE FORUM, READ THE POSTS

Before entering the forum some information is visible about the forum. On the left side the forum name is visible, which is clickable and forwards the user to the forum. The second column displays how many topics were posted in this forum. The Posts column shows the number of total posts in this forum. The last column displays the author of the latest post and when it was posted



## General Forum

[ADD A NEW DISCUSSION TOPIC](#)

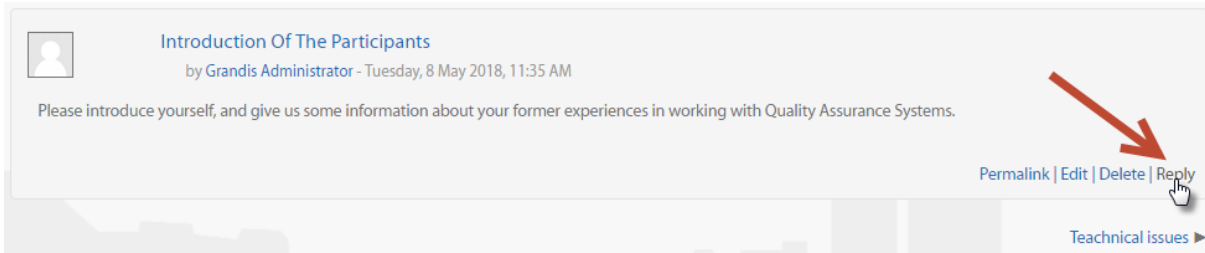
Discussion	Started by	Replies	Last post
<a href="#">Technical issues</a>	Grandis Administrator	0	Grandis Administrator Tue, 8 May 2018, 11:38 AM
<a href="#">Introduction of the participants</a>	Grandis Administrator	0	Grandis Administrator Tue, 8 May 2018, 11:35 AM

By clicking the name of the forum, you will see the topics and after clicking a topic you will be able to read the posts, you can add a new post as well.

The forum topic is the place where the communication takes place. After entering a topic, the title will appear. Below it there is the date when it was published and the author. The text below the date is description about the topic. Underneath there are some links “forums”, “tags” and “subscription”. You can attach documents or any digital content to your posts.

### ANSWERING A POST

If you want to answer a post of other participant, you have to click the Reply button below the description of the topic.



Introduction Of The Participants  
by Grandis Administrator - Tuesday, 8 May 2018, 11:35 AM

Please introduce yourself, and give us some information about your former experiences in working with Quality Assurance Systems.

[Permalink](#) | [Edit](#) | [Delete](#) | [Reply](#)

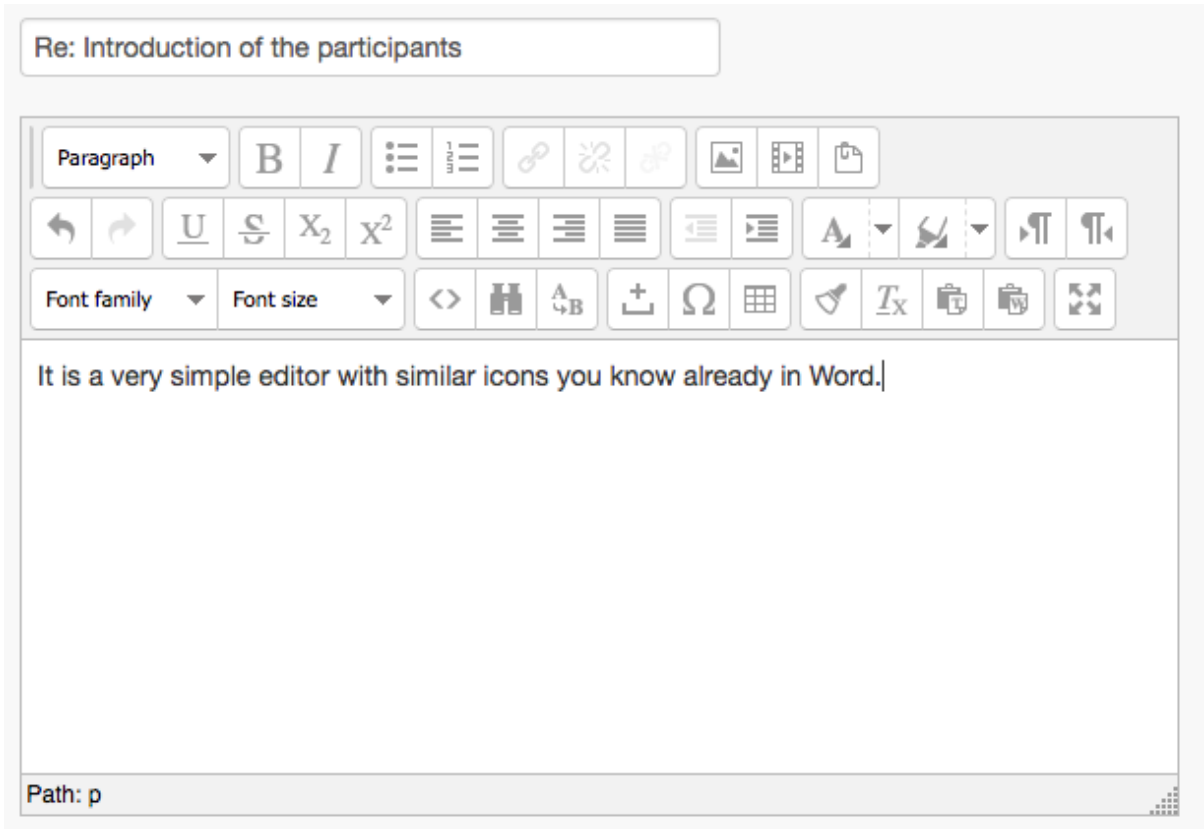
Technical issues ▶

The forum posts are similar to the structure of the e-mail, but here it is obligatory to fill in the **Subject** and **Message**, while to attach a document is optional.

## WRITING A MESSAGE BY USING THE EDITOR

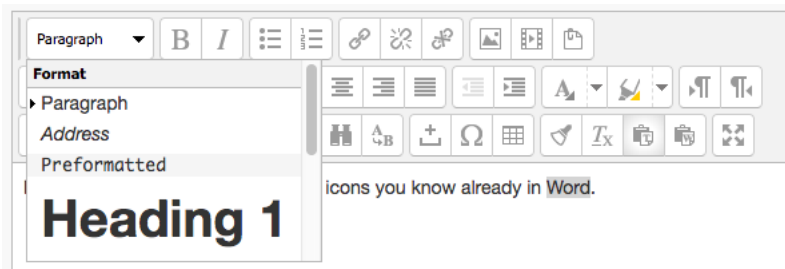
When you start to write a post, a new window will open with series of icons to edit, format your text.

These are some basic text handling tools which might be already familiar from Word or any other text processing software. You can “cut”, “copy”, “paste”, “paste as plain text” or “paste from word”.



If you have already written your text in a Word document, you just have to paste it with this tool.

You might be familiar with the basic formatting icons, like below for giving special Heading 1, 2, 3 styles to the selected paragraph.



In the first row find the typical formatting icons for changing the style of the fonts to bold, italic, ..., creating numbered or bulleted lists, inserting hyperlinks, pictures.



However, you have to be aware, that this text will be stored in so called HTML format, what is a special format for text publishing on the web. That is while there are several special tools among the icons, like below, which are not used in Word.



In you click the first at the left, the text will change to a very strange code – don't worry about it, click again, and you will see again the text. If you move the mouse cursor below the icons, you can read the name of the icon.

You will not need all them for writing a simple forum message, but they are very useful for editing learning contents.

When you click the **POST TO FORUM** button below the message, then you will see at once your completed text message, but you have **15 minutes** to correct, to modify your text, then the system will send an e-mail automatically to all participants who are subscribed to this forum.

---

#### E-MAIL OF THE MESSAGE.

[EN](#) » [Forums](#) » [General Forum](#) » [Technical issues](#)



Technical issues  
by [Grandis Administrator](#) - Tuesday, 8 May 2018, 11:38 AM

Please, put your question here, if you had any technical problem while navigation on the platform!

[Reply](#)

[See this post in context](#)

[Change your forum digest preferences](#)

ADMINISTRATION ☰

- ▼ Forum administration
  - Subscription disabled
- ▶ Course administration
- ▶ Site administration

[SEARCH](#)

While will you get e-mail about the forum messages? This is settings in the e-learning system, what was chosen by our system administrator because we think that option useful. If this option is checked, you need not to visit the site to see whether there are new messages or not. You can read the messages in your e-mail. However, if the e-mails would bother you, you can unsubscribe from the forum in the left block, called ADMINISTRATION.

### ADDING NEW TOPIC TO THE FORUM

You can start a new forum topic, if you want, by clicking the button at the top of the forum. However, please pay attention: do it only if there aren't similar topic opened before! Otherwise the discussion will be too fragmented, and it will be very difficult to follow the stream.

### General Forum

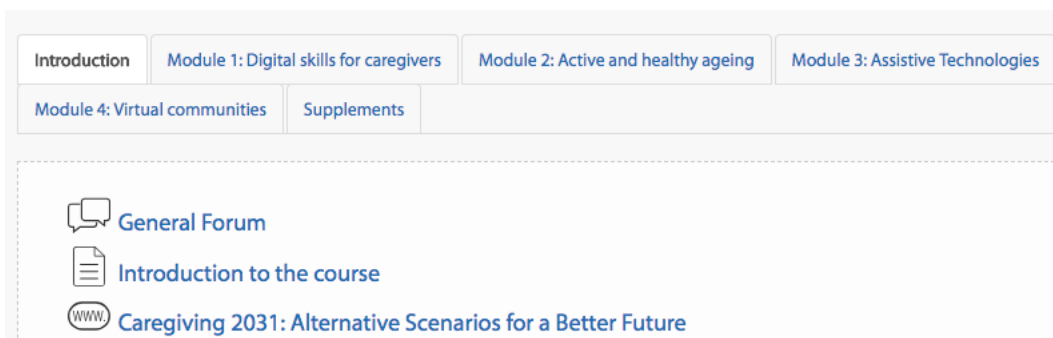
[ADD A NEW DISCUSSION TOPIC](#)

Discussion	Started by	Replies	Last post
Technical issues	Grandis Administrator	0	Grandis Administrator Tue, 8 May 2018, 11:38 AM
Introduction of the participants	Grandis Administrator	0	Grandis Administrator Tue, 8 May 2018, 11:35 AM

## STRUCTURE OF THE MODULES

After getting a little bit more familiar on the platform, you will navigate easily among the modules, and the different course components, like video store, the books, forums, etc.

You will see, that the structure of the modules might differ from each other, but the components are more or less the same in them.



On the picture above, you see three course components (e.g. forum, text, a link to a website, an below them a picture, what is eventually an embedded video from the Youtube).

Before the name of the components a **small icon** shows what is the type of the objects is behind the name.

## COURSE COMPONENTS, TYPES OF DIGITAL LEARNING ELEMENTS

### E-BOOK

In the modules the most part of the learning materials is stored in **electronic book format**. This solution has advantages for the participants: they like it because all the reading materials are held in a single place in a printable format. Books can contain media files as well, pictures, videos, animations can be embedded into the textual.

In the Grandis course you find several books in each module: click "Module 2 Active and healthy ageing" on the navigation bar, and inside the module click the title "Active and healthy ageing." You see a small book-icon at the left side of the title, what shows, that this course component is an electronic book.

### NAVIGATION IN THE BOOK

The books have main chapters and sub chapters, and you can walk among the chapters by clicking the titles in the table of content.

## TABLE OF CONTENTS

1. Demographic changes
  - 1.1. Trends in Europe
  - 1.2. Economic aspects
2. Perception of senior people
3. What is Active Ageing?
4. Factors of Active Ageing
5. Active Ageing and ICT devices
  - 5.1. Prevention
  - 5.2. Compensation
  - 5.3. Care support
  - 5.4. Enhancement
6. Active Ageing Index

## Active and healthy ageing

### 1. Demographic changes



The European Union is facing serious challenges in the upcoming decades. Beside climate change and security the demographic trends will be one of the main challenges to cope with. So, let's see what are the main aspects of ageing.

The population of the 28 EU Member States on 1 January 2016 was estimated at 510.3 million. Young people (0 to 14 years old) made up 15.6 % of the EU-28's population, while persons of working age (15 to 64 years old) accounted for 65.3 % of the population. Older persons (aged 65 or over) had a 19.2 % share (an increase of 0.3 % compared with the previous year and an increase of 2.4 % compared with 10 years earlier).

The median age of the EU-28's population was 42.6 years on 1 January 2016. This means that half of the EU-28's population was older than 42.6 years, while half was younger. Across the EU Member States the median age ranged between 36.6 years in Ireland and 45.8 years in Germany, confirming the relatively young and relatively old population structures recorded in each of these two Member States. The median age recorded in Turkey (31.1 years), as well as Iceland (36.1 years) in 2016 was lower than in any of the EU Member States. Albania also had a low median age (36.7 years) and further experienced the biggest increase in the median age over the past 10 years: this raised of 27.9 % (or 8 years, from 28.7 years in 2006 to 36.7 in 2016).

You can move among the “book pages” by using the table of content at the left side, or by clicking one of the small rectangles at the right corner, if you want to go ahead or back page-by-page in the content.

## MEDIA ELEMENTS INTEGRATED INTO THE E-BOOKS

### Embedded video in the book

It was also a problem that earlier apps although collected these data but stored this important information separately. Although we could see how much we had slept according to *Sleep Cycle* app, or how much and how fast we have move according to *Nike Running* application but since this information has been collected at a central location on the phone, we can get a much clearer picture of how we stand with our health. Since the iPhone 5s series has a motion tracking coprocessor in the devices, you can still see these data, even when you've forgotten to turn on your running app during sports activities. The cell phone is with us in most cases, so at the end of a day, we can see how many steps we had taken that day when the device was in our pocket.



## ASSIGNMENT

The assignment provides a space into which participants can submit work for teachers to grade and give feedback on. This saves on paper and is more efficient than email. It can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content.

Student submissions are together on one screen of your course. You can require them to submit one or several files and/or to type text essays. It is possible to have them submit work as a group and you can also choose as a teacher to grade their work 'blind' in other words not to see the identities of those who have submitted assignments. Assignments can have deadlines and cut off dates - which you can also extend if necessary.

An example from Module 1.

### Assignment 4

#### Task 1

Currently you are working as a group leader of social workers. Now, with the help of a tender, the maintainer equipped the group with portable ICT devices to support their work. Your task is to check the devices before your colleagues start using them.

What data protection directives must be considered?

What do you need to do to keep information about those you care for safe even if the device is stolen?

How can you protect information against data access via Wi-Fi?

What settings can help data protection?

The students can solve the assignments on different method, defined by the teacher. They can be asked to upload a document, or to answer the questions online by using the same editor what you use for forum messages. When the participants submitted the assignments, the teachers can evaluate them one-by-one, and the student will receive an e-mail with the credits and the textual evaluation of the teacher.

In Moodle all activities can be scored. The teachers can set the maximum score when you define the activities. The tests' evaluation and scoring are done automatically; for other activities there is a need for the teacher or the tutor to do the assessment. Points awarded for each activity are shown in a table.

## GUIDE FOR TEACHERS TO EVALUATE

Enter the Assignment you would like to evaluate. In a teacher role you will find the **Grading Summary**. Click on the *View all submissions* button to proceed.

### Assignment 4

#### Task 1

Currently you are working as a group leader of social workers. Now, with the help of a tender, the maintainer equipped the group with portable ICT devices to support their work. Your task is to check the devices before your colleagues start using them.

What data protection directives must be considered?

What do you need to do to keep information about those you care for safe even if the device is stolen?

How can you protect information against data access via Wi-Fi?

What settings can help data protection?

#### Method of submission:

Complete each task by using in the attached Word template. Wherever appropriate, demonstrate that you can adjust the relevant settings by uploading relevant screenshots.

#### Evaluation criteria:

##### Task 1

Knowledge of data protection acts and laws **10 points**

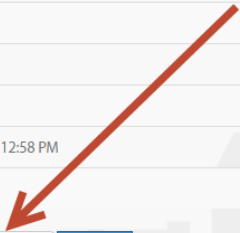
Correct application of physical protection and password verification **15 points**

Security and dangers of Wi-Fi **15 points**

#### Grading summary

Participants	3
Submitted	1
Needs grading	1
Due date	Saturday, 7 July 2018, 12:58 PM
Time remaining	60 days 23 hours

[View all submissions](#) [GRADE](#)



It is worth to sort the records by Status so that you see those course participants on the top who already submitted their assignments for grading.



### Assignment 4

Grading action: Choose...

Reset table preferences

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comment
<input type="checkbox"/>		Student User	gabesz@itstudy.hu	Submitted for grading	GRADE	Edit	Monday, 7 May 2018, 12:32 PM	Portal Registration EN.docx	Comments (0)		
<input type="checkbox"/>		Anita Teringer	anita.teringer@prompt.hu	No submission	GRADE	Edit	-		Comments (0)		
<input type="checkbox"/>		Gabriella Hajdú	hajdu.gabriella@oveges-szi.hu	No submission	GRADE	Edit	-				

With selected... Lock submissions GO

Open the file next to the name, read through and evaluate it according to the pre-defined and published criteria. By clicking on GRADE button, you can enter the grade, and you can add written feedback as well. We suggest doing that in each case.

The student is notified about the grading, if you tick the relevant box at the bottom. Save changes, and you are ready.

**Student User**  
 gabesz@itstudy.hu  
 Due date: 7 July 2018, 12:58 PM

**Submission**  
 Submitted for grading  
 Not graded  
 60 days 23 hours remaining  
 Student can edit this submission  
 Portal Registration EN.docx  
 Comments (0)

**Grade**  
 Grade out of 40 ?

Current grade in gradebook  
 -

**Feedback comments**  
 Paragraph **B I**   
 you can write the feedback here...  
 Path: p

Notify students  **SAVE CHANGES** **SAVE AND SHOW NEXT** RESET

The student will receive an e-mail like this about the grading:


[EN](#) ->[Assignment](#) ->[Assignment 4](#)

Gábor Lajtos has posted some feedback on your assignment submission for 'Assignment 4'

You can see it appended to your [assignment submission](#).

If the student enters the platform, he/she will see the feedback and grade:


### Submission status

Submission status	Submitted for grading
Grading status	Graded
Due date	Saturday, 7 July 2018, 12:58 PM
Time remaining	60 days 23 hours
Last modified	Monday, 7 May 2018, 12:32 PM
File submissions	 Portal Registration EN.docx
Submission comments	▶ Comments (0)

[EDIT SUBMISSION](#)

You can still make changes to your submission

### Feedback

Grade	35.00 / 40.00
Graded on	Monday, 7 May 2018, 1:25 PM
Graded by	 Gábor Lajtos
Feedback comments	you can write the feedback here...

## EXTENSION OF SUBMISSIONS

If an extension for submission is approved, we enter the assignment whose submission date we want to prolong for selected students. Next to the name we click on Edit, and from the drop-down menu we choose: *Grant extension*.

### Assignment 4

Grading action: Choose...

Reset table preferences

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comment
<input type="checkbox"/>		Student User	gabesz@itstudy.hu	Submitted for grading Graded	GRADE 35.00 / 40.00	Edit	Monday, 7	Portal Registration Block	Comments (0)	Monday, 7 May 2018, 1:39 PM	you can write the feedback here...
<input type="checkbox"/>		Anita Téringér	anita.teringer@prompt.hu	No submission	GRADE				Comments (0)		
<input type="checkbox"/>		Gabriella Hajdú	hajdu.gabriella@oveges-szi.hu	No submission	GRADE	Edit	-				

With selected... Lock submissions GO

We set the new deadline for submission:

Due date: Saturday, 7 July 2018, 12:58 PM

Extension due date: 7 July 2018 12:58 Enable

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11

CHANGES CANCEL

## GLOSSARY

Experts in a certain scientific field - for example computer science - create new languages, new words, new vocabulary of acronyms, names, etc. that we see and use every day. We might not know what these mean exactly, so students studying these fields can consult glossaries of definitions to avoid misunderstandings.

The Glossary in Moodle is a powerful tool for learning. The Glossary is much more than a normal vocabulary: terms and their definitions can be linked, and site wide glossaries can be used over the whole portal so that definitions can always be reached.

The great advantage of the glossary is that teachers and students are able to develop a shared vocabulary list together. Entries and definitions can be graded and added to the final grade.