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E-Platform Manual



Responsible organization

N.C.S.R. "Demokritos"



1. Information about the platform

The CLICHA e-learning platform provides courses in two (2) different languages, English and French. It is necessary for a user to sign up, login and be enrolled in the courses in order to have access to the courses material and assessment quizzes.

2. Frequently asked questions

1. How do I Sign up?

On the home page, click on the “Create new account” button at the upper right corner of the page (Figure 1) and follow the “Sign Up” steps on the right of the page (Figure 2). After you have filled in all your personal information, you will receive a confirmation email with a link which you must click in order to validate your profile.



Figure 1: Home Page

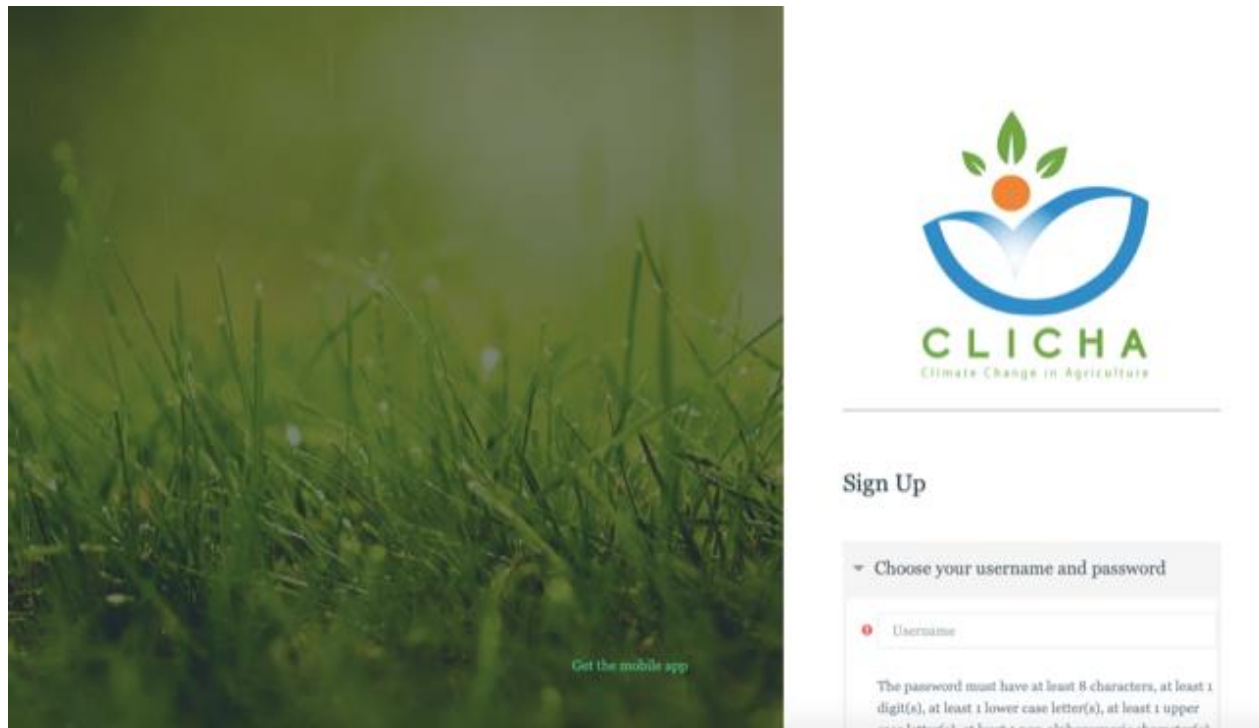


Figure 2: Create a New Account Page

2. How do I Log in?

On the home page, click on the “Log in” button at the upper right corner of the page and enter the credentials (username and password) that you chose in the previous step at the window that appears (Figure 3). The platform gives its users the opportunity to “remember” the credentials so as to avoid typing them in each time you visit it. Finally, there is a password recovery/change option in case you forget your password.



Figure 3: Log in Page

3. Where can I Find the Available Courses?

After you have logged in, on the left menu, click on the “Course Archive Page” button at the bottom. It is the second of the two buttons. There you will find all the available courses and you can also sort them by language and by name. There is also a search option available (Figure 4).

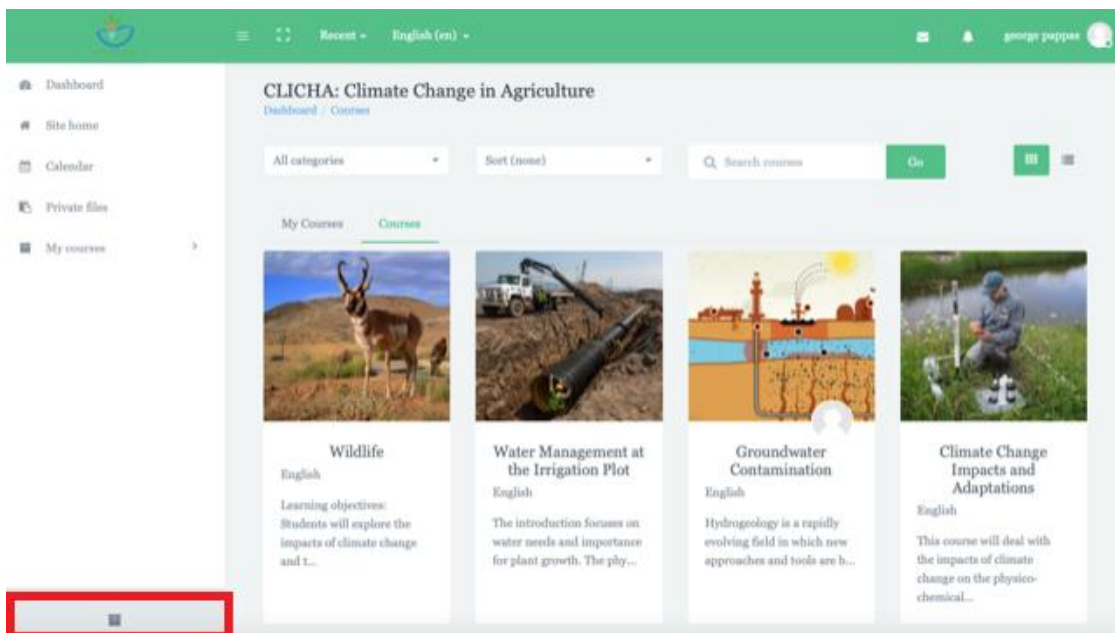


Figure 4: Course Archive Page



4. How do I Enroll in a Course?

The course enrolment is manual, which means that the teacher of each course is responsible for enrolling the students. Thus, if a student wants to participate in a course, he/she should ask the teacher to enroll him/her.

5. How can I Communicate with others in a Course?

You can communicate with others in a course by using the two communication methods provided, which are the Course Forum and the Course Chat. You can find both in the front page of every course and they are unique for that particular course (Figure 5).

On the one hand, the Course Forum enables participants to have asynchronous (non real-time) discussions, i.e. discussions that take place over an extended period of time. You can create a new discussion topic or just reply to someone else's question.

On the other hand, the Course Chat enables participants to have text-based, real-time synchronous discussions. You just enter the room and start chatting with whoever is logged in at the same time. The platform also provides the opportunity to revisit older chats.

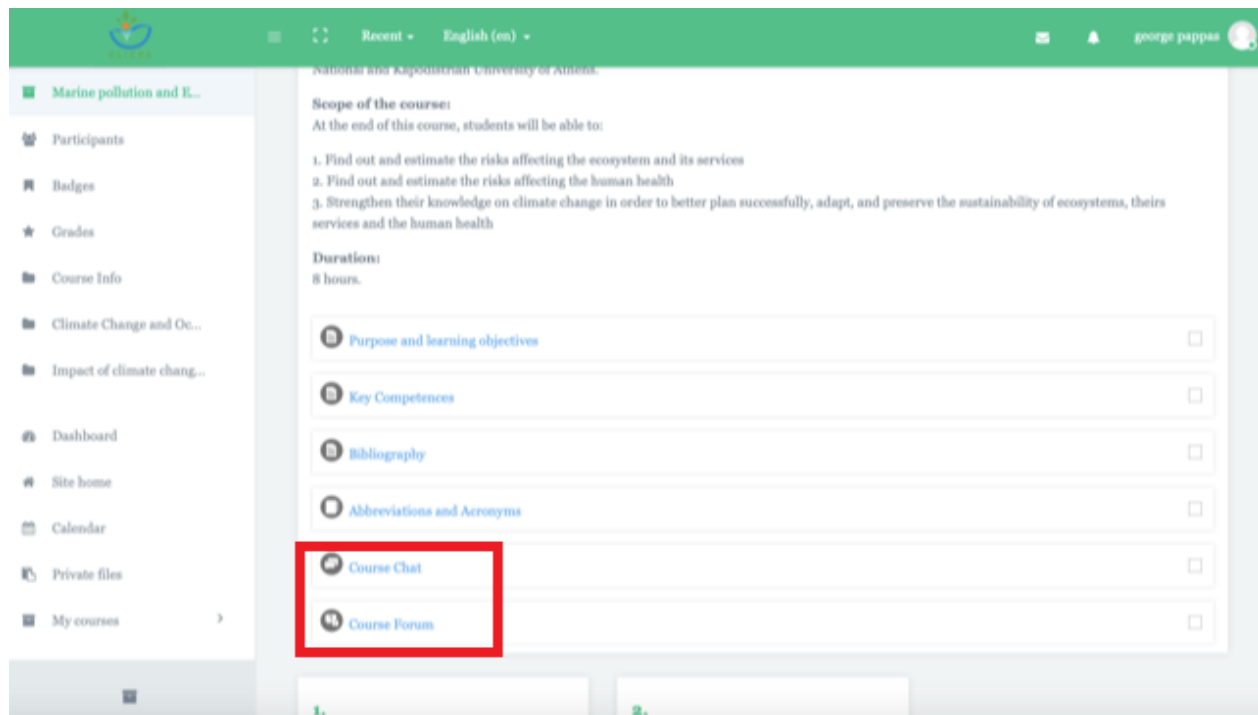


Figure 5: Front Page of a Course

6. How can I Earn a Badge?

Each course consists of different sections. Books which host the educational material, Assessment Quizzes, Assignments and Extra Resources which contains any available resource other than the teaching material. You can earn a badge by viewing all of the books available in the Books section and by successfully completing the module's assessment.

When you have successfully viewed all of the teaching material and completed the Assessment you will receive a notification saying you have earned a Badge. You can see the notification on the little bell on the upper right of the page (Figure 6).

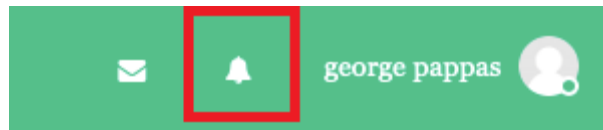


Figure 6: Notification Bell

7. How do I Check my Profile Page?

After you have logged in, click on the button with your name on the upper right corner and choose “Profile” (Figure 7). There you can see all the info that you have added about yourself (Figures 8), as well as the Courses you are enrolled in (Figure 9). Furthermore, you can edit your basic info such as personal details and communication methods.

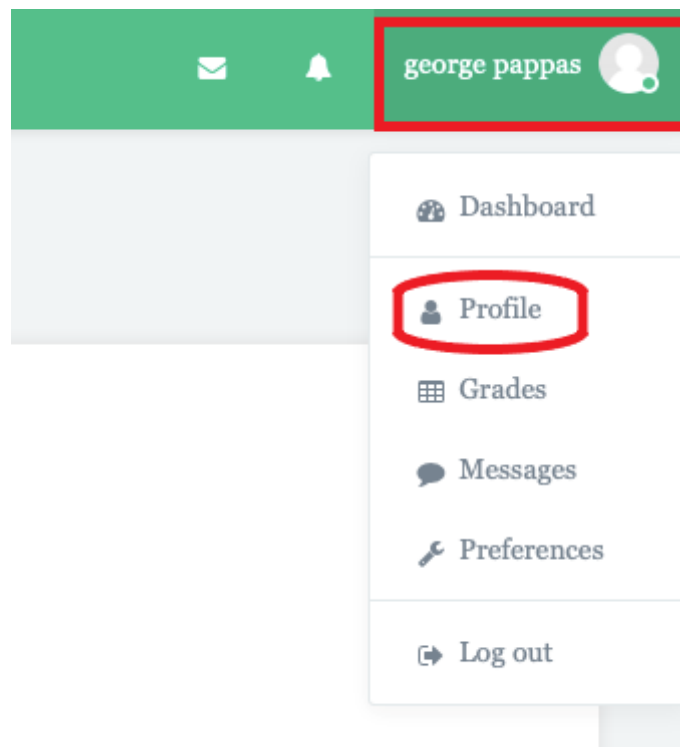


Figure 7: Access the Profile Page

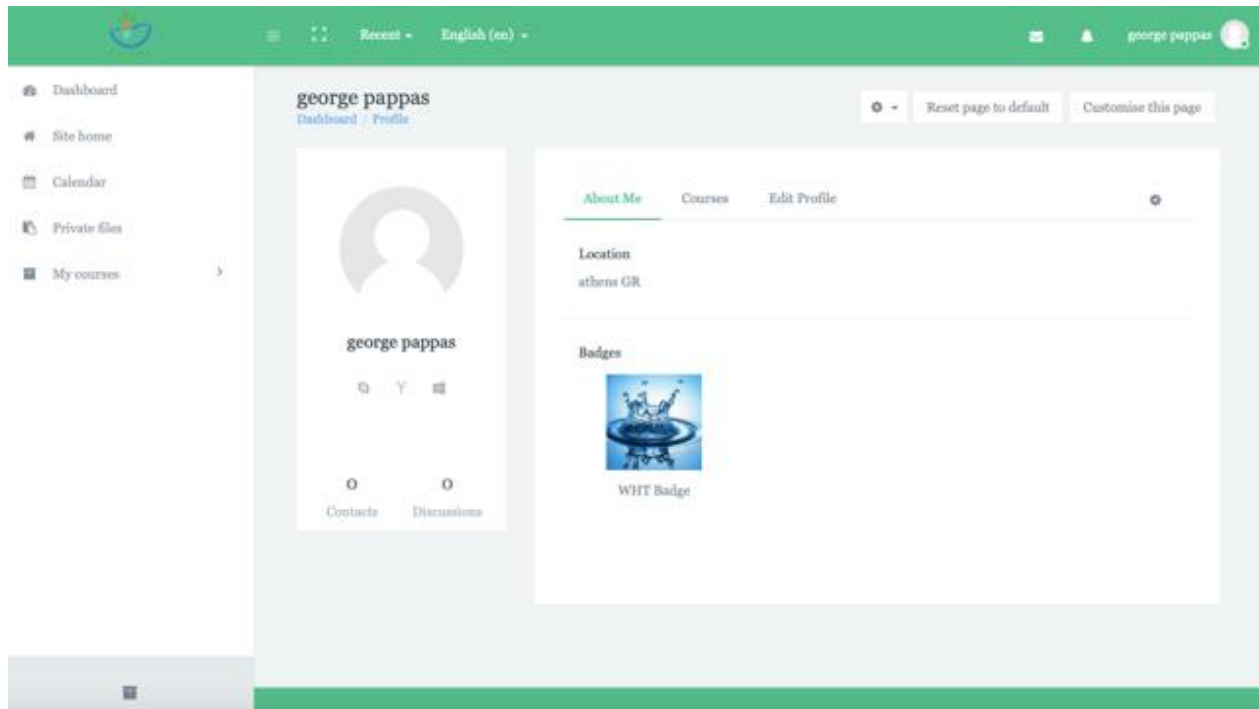


Figure 8: About me Section at the Profile Page

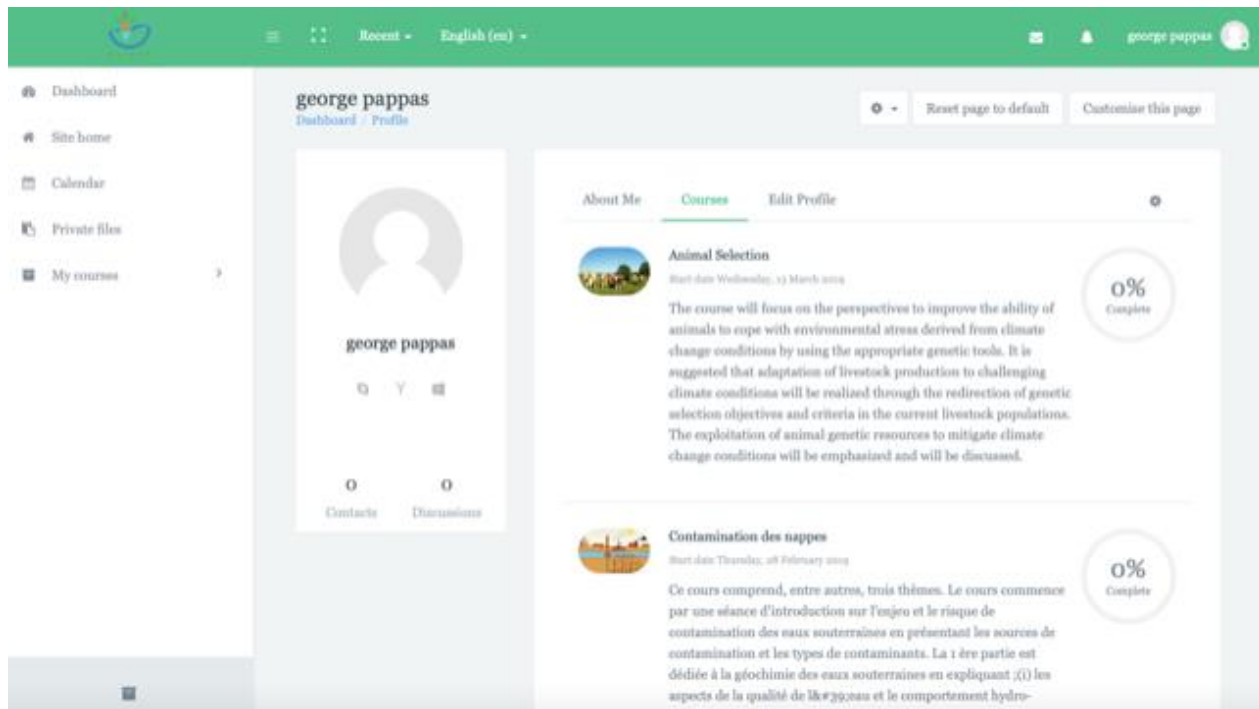


Figure 9: Courses Section at the Profile Page



8. How do I Check the Badges I have Earned?

After you have logged in, click on the button with your name on the upper right corner and choose “Preferences” (Figure 10). There you can manage all the preferences about your User account, the Blogs and your Badges (Figure 11). By selecting “Manage badges”, you can see all of your earned Badges and connect them to the Mozilla Backpack.

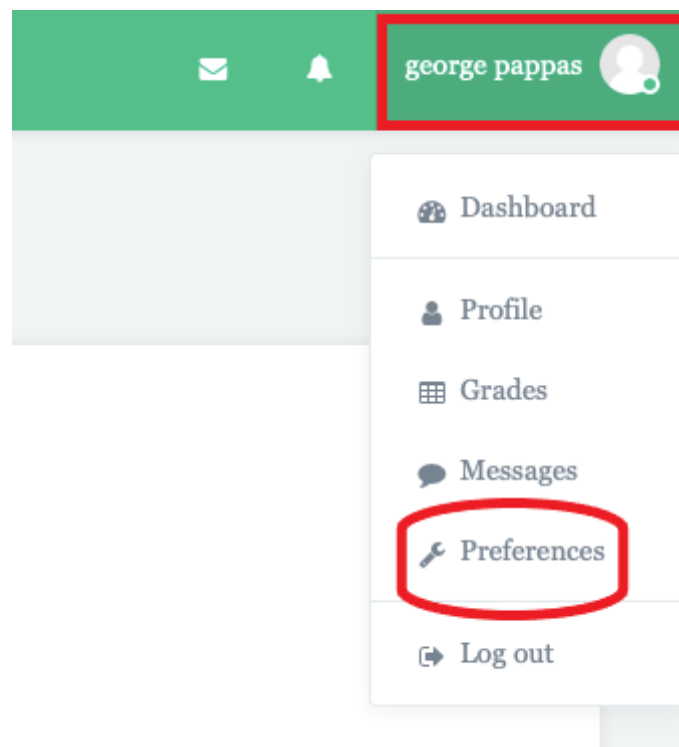


Figure 10: Access the Preferences Page

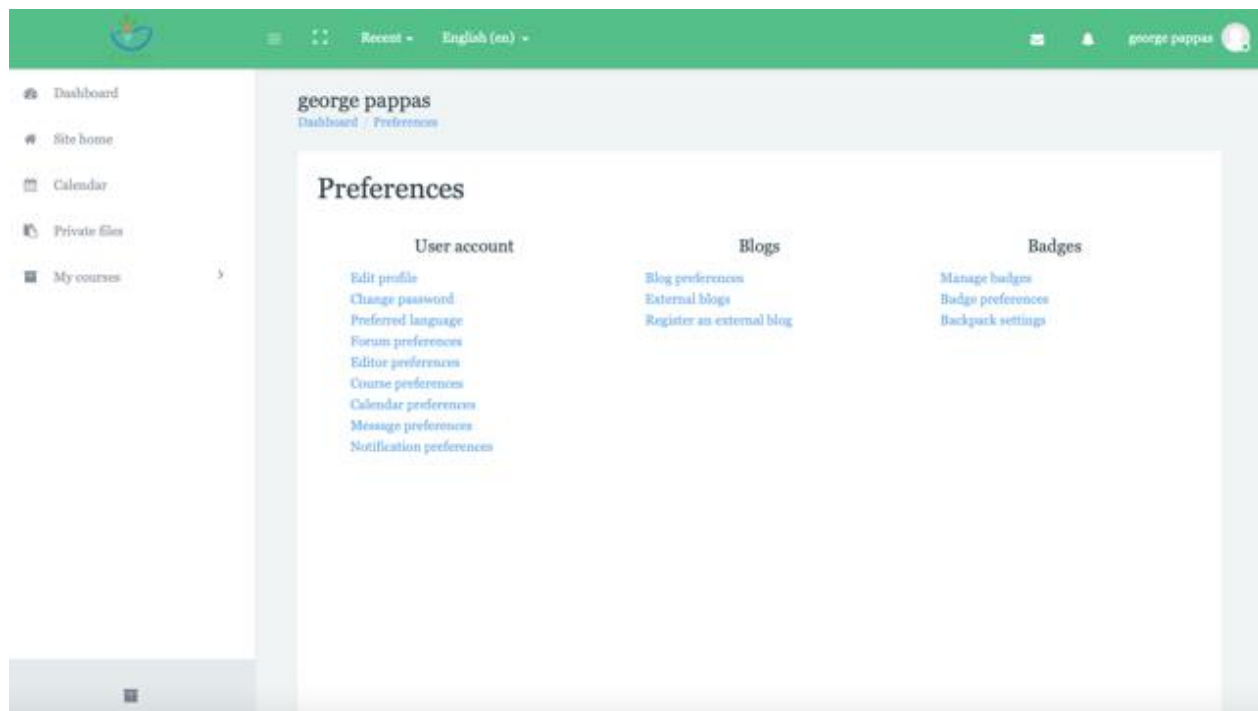


Figure 11: Preferences Page