http://e-esc.eu

AMSED

Association Migration
Solidarité & Echanges
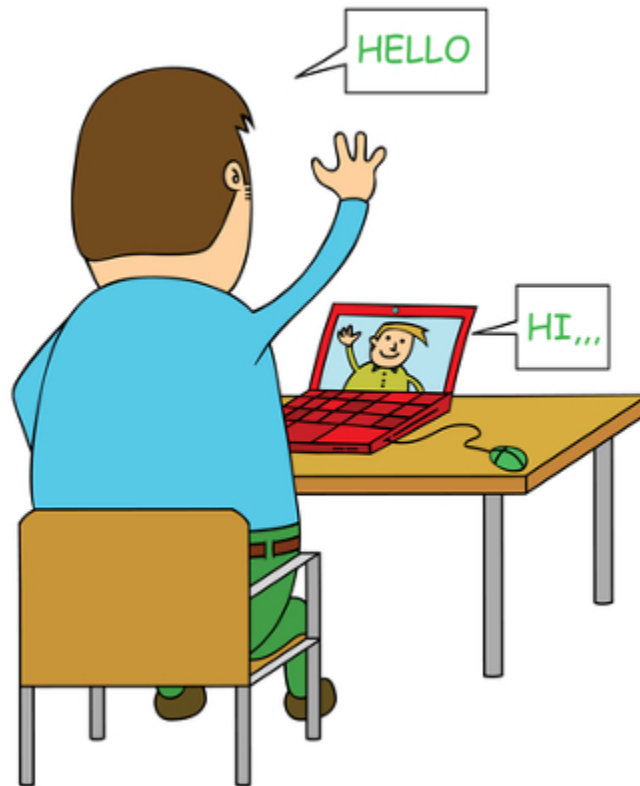pour le Développement

SOLIDARITY TRACKS

www.tamonopatia.org

Guide for e-mentors

Do you want to **do something** to help others? Do you want to **get outside of your comfort zone** and **exchange knowledge** with people from all over the World? Do you think you can **change the World** by doing tiny steps?

Challenge yourself and become an E-mentor!

Check out our platform on https://e-esc.eu.

I. What is this platform about?

Our platform is an **online tool** to help EVS & European Solidarity Corps to develop their personal competencies in the course of their service and join in an educational process which facilitates their transition from the world of volunteering into the professional world, by means of modules of e-learning which help them to acquire skills commensurate to their own needs (personal and professional), ensuring thus their potential as active citizens.

The platform is **created by youth workers** and it contains many training courses about topics related to the daily volunteer's life. In the future, more courses will be created according to the volunteers' needs. The platform is maintained by **E-mentors**.

II. Who is an E-mentor?

An E-mentor is a person who **guides**, **helps** and **monitors** the development of a mentee (volunteer) during the learning process via electronic ways and digital tools.
In the E-ESC platform, she/he **creates**, **edits** and **maintains** the training courses.

What attitudes and competencies does an E-mentor need?

Motivation, empathy, open-mindedness, **responsibility**, patience, and engagement are the most important attitudes E-mentors should have. Along with them, they need to work on their **digital**, leadership, innovation and **communication skills**.

III. How to become an E-mentor?

There are a few ways to become an E-mentor:

1. Taking part in **specific training courses** dedicated to mentors.
You can find that kind of courses on the websites such as:

- **Salto youth** (https://www.salto-youth.net)
- **AMSED** (http://www.amsed.fr)
- **Solidarity Corps** (https://europa.eu/youth/solidarity)
- Ask in your **organization**

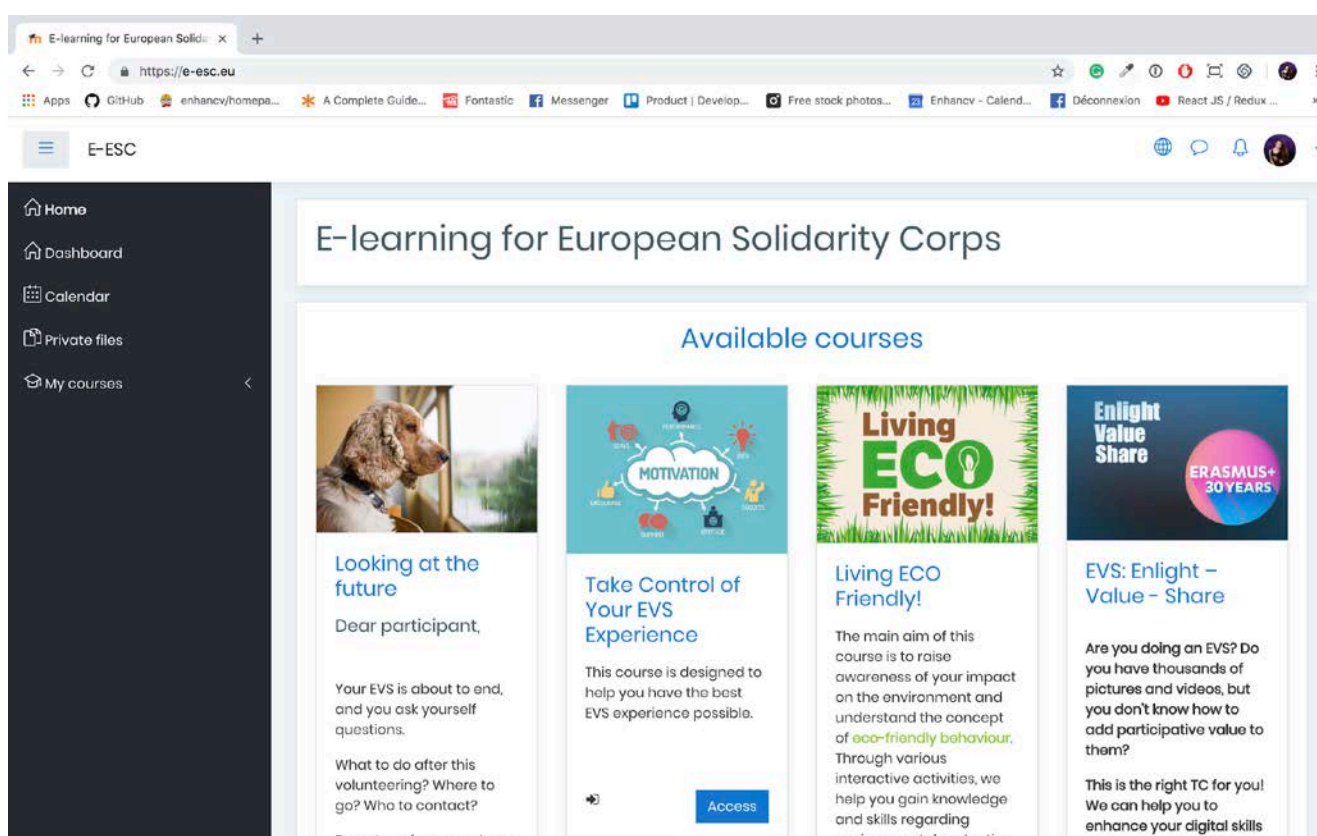2. If there are **E-mentors in your organization** you can directly contact them. They can train and help you in the learning process.

IV. How to create and edit a training course?

*Once you get the **rights** you can create new courses.*

1. How to create a new course?

- Go to the https://e-esc.eu/ and **register** if you still haven't.

- On the **main page**, you can see all the courses available in the platform. Click on the **category** related to the topic of your project. *For example → Training courses for EVS volunteers (14)*

Course categories

▷ Training courses for EVS volunteers (14)

▸ Expand all

My courses

Non-formal

- **Scroll down** to the bottom of the category page and click on the button:
  Add a new course

partnerships.

aim is to improve english
skills, provide self-
confidence and develop
both verbal and non-
verbal skills to make the
time abroad more
comfortable and
profitable.

Access

Access

Add a new course

- Fill the **full** and the **short name** of the course. Write a **short description** of the content of the course (not more than 2,3 sentences)

Add a new course

▸ Expand all

▾ General

Course full name	① ②	Test Name
Course short name	① ②	tn

Course category	②	Training courses for EVS volunteers ‡

Course visibility	②	Show ‡

Course start date	②	29 ‡ November ‡ 2018 ‡ 00 ‡ 00 ‡ 🗓

Course end date	②	28 ‡ November ‡ 2018 ‡ 17 ‡ 14 ‡ 🗓 ☐ Enable

Course ID number	②	

▾ Description

Course summary ②

`⤴  i ▾  B  I  ✎▾  Fr ▾  ≡  ⋮≡`

Write not more than 2,3 sentences as course description...

● Upload the **cover photo** of the course (be careful with the copyrights)

Course summary files	②	Maximum size for new files: 8MB, maximum attachments: 1

📄   ⊞ ≔ 📁

■ Files

You can drag and drop files here to add them.

Accepted file types:

Image (GIF) .gif
Image (JPEG) .jpg
Image (PNG) .png

● Don't edit anything else for now, just save your course - "**_Save and return_**"
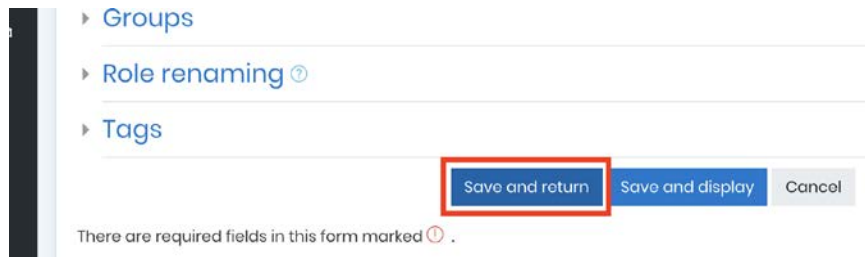
- Check your course
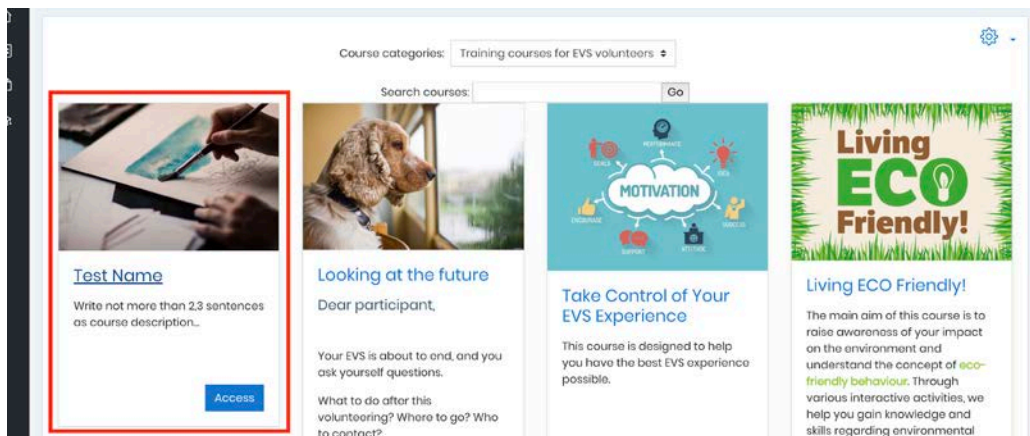
- **Before starting editing you have to first turn the editing on!**
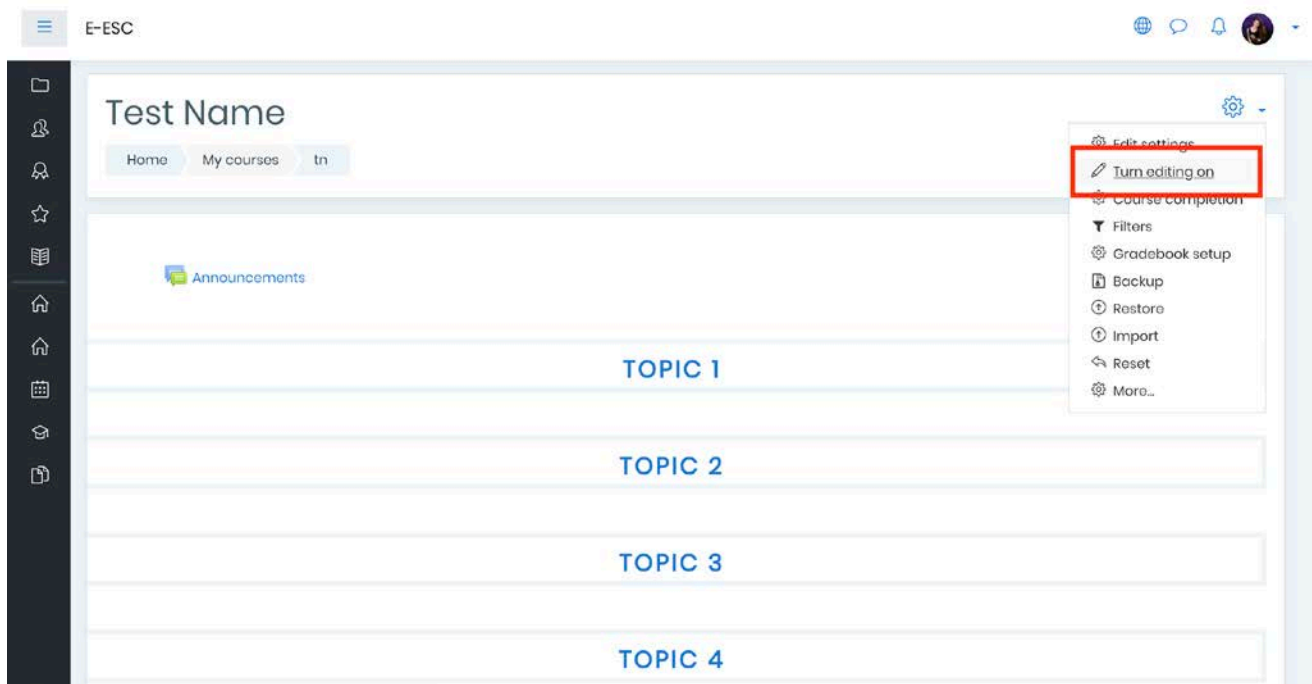
2. How to add an activity/resource to your topic?

You can find different **activities** and **resources** in the platform such as:
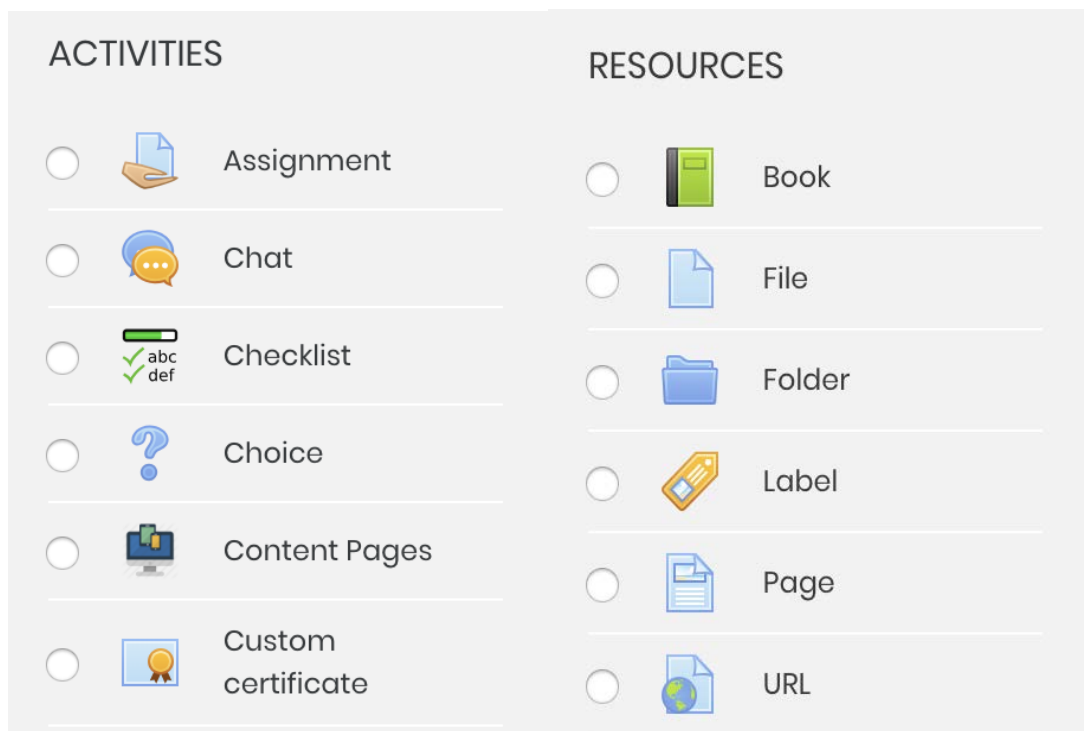
- Under the Topic, you can find the button: ***Add an activity or resource***

- Choose the activity or the resource you want to add. On the right side, you can find a short explanation of each one. If you need more help click on the link ***More help*** which will redirect you to the **Moodle Doc** (https://docs.moodle.org/) where you can find almost everything related with Moodle functionality.

Add an activity or resource ✕

○ 🎲 Game - Millionaire

○ 🎲 Game - Snakes and Ladders

○ 🎲 Game - Sudoku

○ 🔤 Glossary

○ 🗂 Lesson

○ 📋 Questionnaire

○ ✅ Quiz

○ 🔲 Wiki

○ 👥 Workshop

RESOURCES

○ 📗 Book

○ 📄 File

○ 📁 Folder

○ ✏️ Label

● 📄 Page

○ 🌐 URL

The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.

Advantages of using the page module rather than the file module include the resource being more accessible (for example to users of mobile devices) and easier to update.

For large amounts of content, it's recommended that a book is used rather than a page.

A page may be used

- To present the terms and conditions of a course or a summary of the course syllabus
- To embed several videos or sound files together with some explanatory text

ⓘ More help

[Add] [Cancel]

- You can edit the content of your resources or activities using the **text edit moodle tool** which is similar to the Word software. Click on the following button for more options.

Content

Page content

- Required
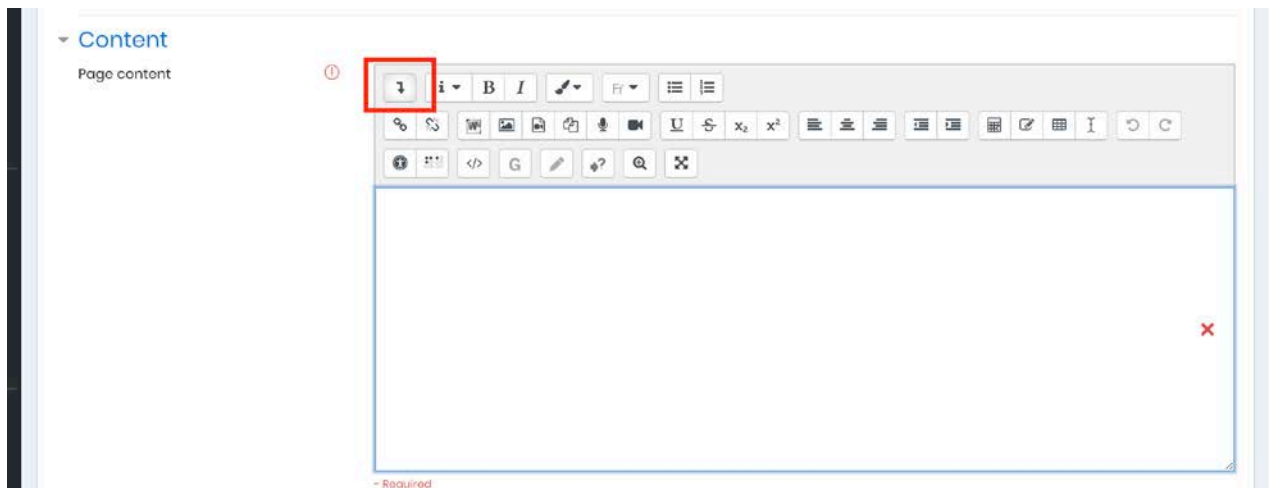
- **Don't forget to always save your work:**

Good luck! 🍀

Tracking & reports guide on Moodle for e-Mentors

Welcome to the last part of this guide. This text will help to guide you through the topics and importance of reports & tracking on the moodle platform and how to use it correctly, as you are a new or a learning e-Mentor, you will need those skills.

The main idea of this topic is the history of actions on moodle that is logs and other report options, and how to communicate effectively about it with its users through some tools, and also show you how to access them in practice.

REPORTING & TRACKING: Tracking the progress of participants, the idea

Reporting and tracking the progress of participants is important to follow and improve the participants' learning and achievement their capacity to learn. They become independent learners with the support of e-Mentors.

There are different ways to **evaluate the progress** of the participants:

1. **Individual report / evaluation:** each course participant can access reports of their contributions, such as:
    a. Forum posts, comments
    b. assignment submissions
    c. logs
    d. statistics report
2. **Complete report:** The Complete report helps e-Mentors to view a detailed list of an individual participant's last log and activity in the Activities and resources.

There are different tools on the moodle to track and report the data from participants of the training.

Standard tools:

1. **Competencies**
2. **Activity completion**
3. **Course completion**
4. **Course reports**
    a. **Activity reports**
    b. **participation reports**
    c. **general course logs**
    d.
5. **Analytics**

Optional tools (needs to be added using different tools)

6. **Grades**
7. **Badges**

We highly recommend than you create your own grades and badges. So you can easier track the progress of the participants.
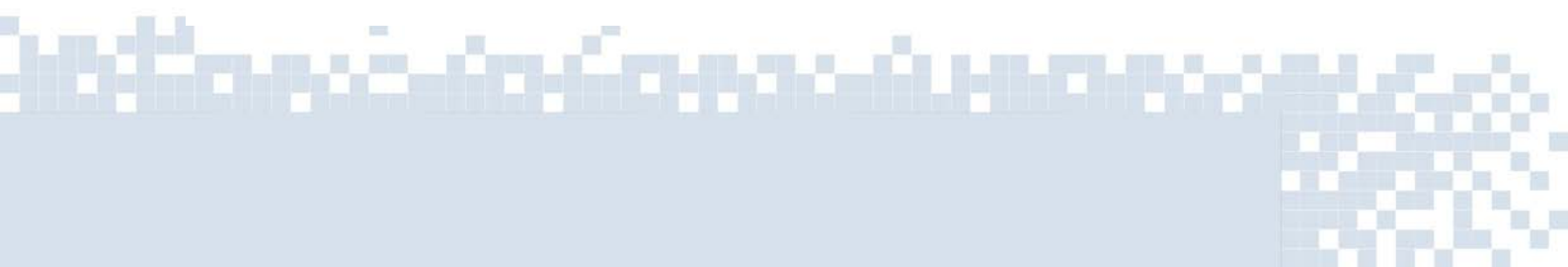
Explanation of tools:

1. **Competencies** describe the level of understanding or proficiency of a learner in certain subject-related skills.

2. **Activity completion**

3. **Course completion** As an extension of activity completion, enabling Course completion allows for a course to be officially marked as finished, either manually or automatically according to specified criteria. If the Course completion status block is added, students can see their progress during the course. E-Mentors can view the overall progress of students towards course completion from *Course administration>Reports>Course completion.*

4. A number of Course reports are available to the teacher in their course to help them track the progress of their students. In addition to the activity and course completion reports mentioned above (which are only available if these settings are enabled) there are also activity reports, participation reports and general course logs.

5. **Analytics.** The Analytics feature, in Moodle 3.4 onwards, provides detailed descriptive and prescriptive reports to support learners at risk**.**

6. **Grades**. Every course has its own Gradebook which is accessible from *Course administration > Grades.* Some activities such as Assignment and Quiz send grades back to this gradebook. It is also possible for teachers to enter grades directly into the gradebook.

7. Badges can be awarded either manually or using activity completion settings in a course and are a popular way to motivate students. Students may be awarded badges at different stages of the course for different levels of progress.

CHECKING REPORTS AND LOGS

Logs are a complete history of every action of all users on the website. It's an very useful option to track down all the progress/changes and activity of the users, that includes administrators/participants, users etc. It's a very important tool for e-mentors to be able to quickly and effectively get the access to the content of the course and solve possible issues of the TC or some specific issues for certain users.
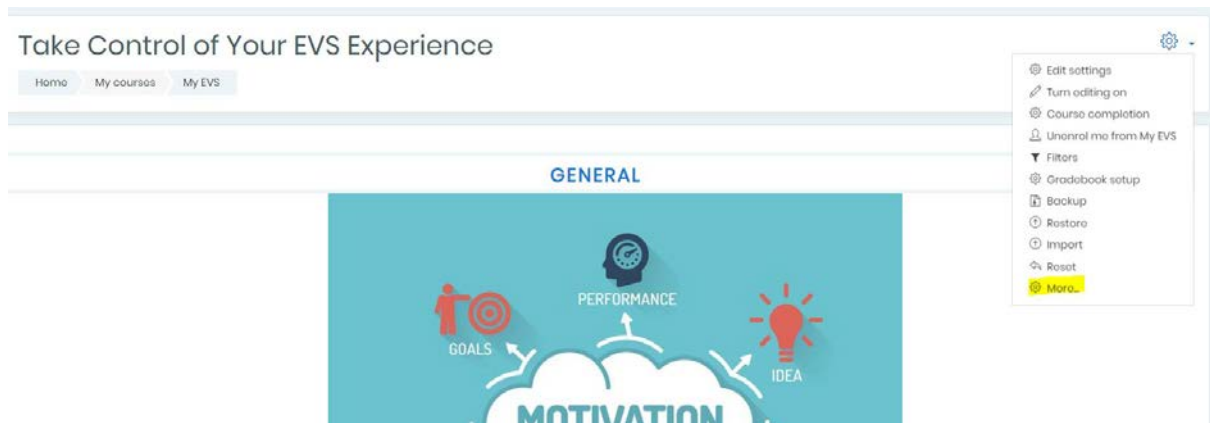
In order to check logs on the moodle, first, go to the main page of your course.
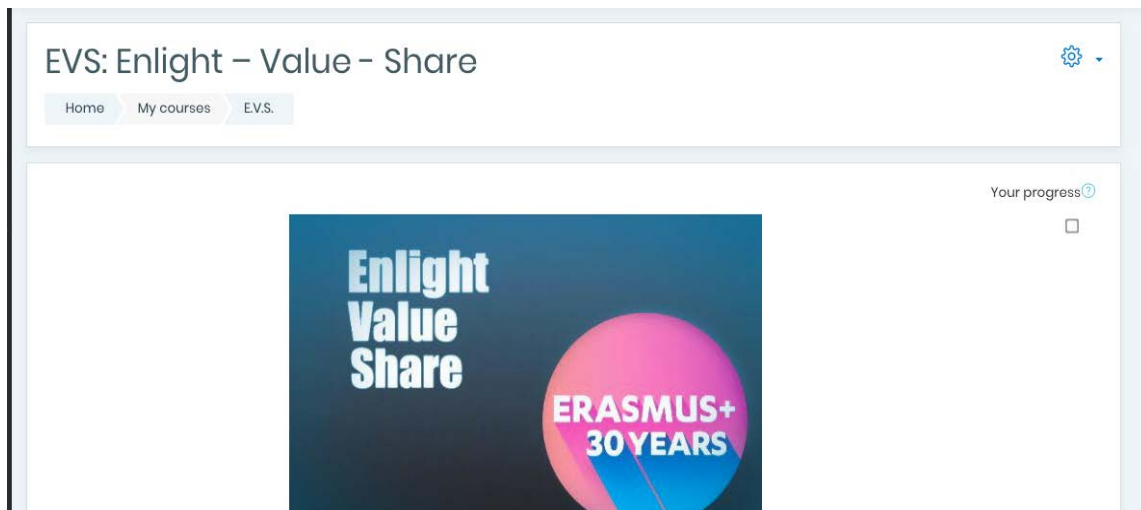
Click on the wheel of settings and expand with the option "more".
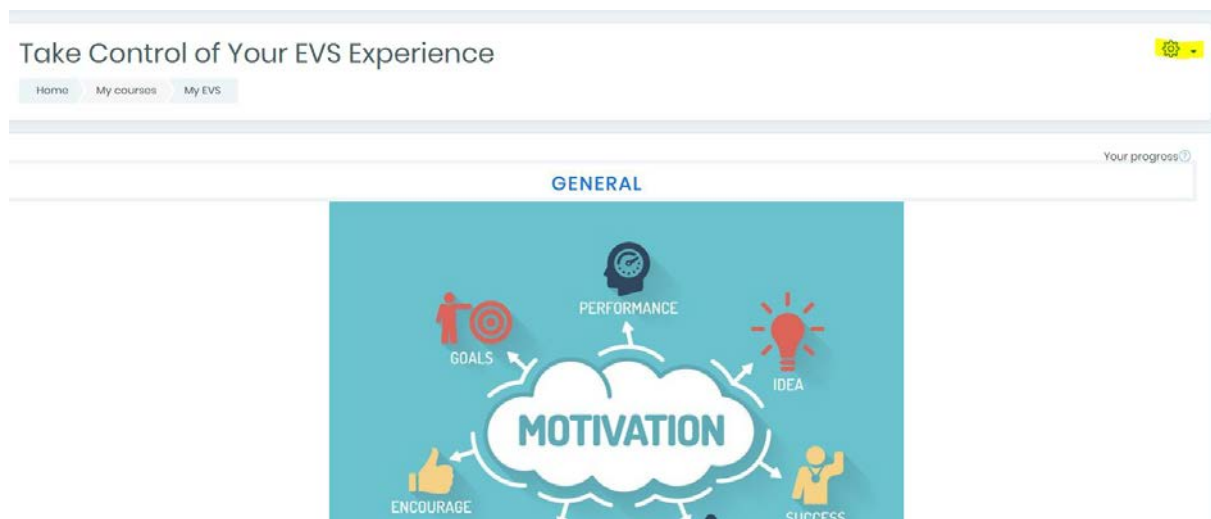
Under the "course administration", and the section "Reports" click on the Logs or Live logs

(history that refreshes every 60 seconds)

As you enter the Logs, you can use the filters in order to find the logs you are looking for. You can check them for a specific person, for example:

 Select a name date, hour, or show all of them at once. Depends on your needs
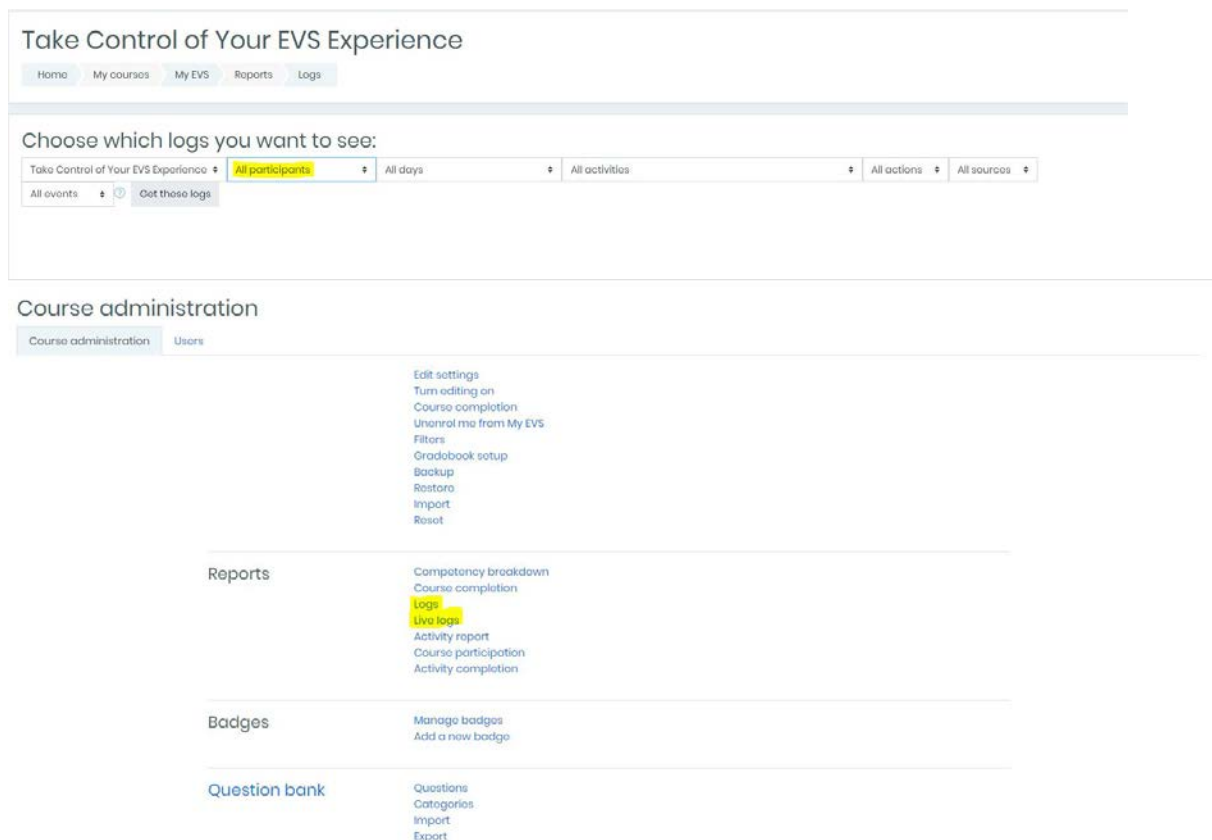
Choose which logs you want to see:

Take Control of Your EVS Experience ⇕	Grzegorz Danek ⇕	All days ⇕	All activities ⇕	All actions ⇕	All sources ⇕

All events ⇕	ⓘ	Got those logs

Take Control of Your EVS Experience

Home | My courses | My EVS | Reports | Logs

Take Control of Your EVS Experience ⇕	Grzegorz Danek ⇕	All days ⇕	All activities ⇕	All actions ⇕	All sources ⇕

All events ⇕	ⓘ	Got those logs

1 2 3 4 5 6 7 8 9 10 … 20 »

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
28 November 2018, 12:44 PM	Grzegorz Danek	–	Course: Take Control of Your EVS Experience	Course completion	Completion report viewed	The user with id '32' viewed the completion report for the course with id '20'.	web	5.173.48.129
28 November 2018, 11:55 AM	Grzegorz Danek	–	Course: Take Control of Your EVS Experience	Activity report	Activity report viewed	The user with id '32' viewed the outline activity report for the course with id '20'.	web	5.173.48.129
28 November 2018, 11:55 AM	Grzegorz Danek	–	Course: Take Control of Your EVS Experience	Live logs	Live log report viewed	The user with id '32' viewed the live log report for the course with id '20'.	web	5.173.48.129
28 November 2018, 11:42 AM	Grzegorz Danek	–	Course: Take Control of Your EVS Experience	Course completion	Completion report viewed	The user with id '32' viewed the completion report for the course with id '20'.	web	5.173.48.129
28 November 2018, 11:13 AM	Grzegorz Danek	–	Course: Take Control of Your EVS Experience	System	Course viewed	The user with id '32' viewed the course with id '20'.	web	5.173.48.129
28 November 2018, 11:10 AM	Grzegorz Danek	–	Course: Take Control of Your EVS Experience	System	Course viewed	The user with id '32' viewed the course with id '20'.	web	5.173.48.129
28 November 2018, 10:38 AM	Grzegorz Danek	–	Course: Take Control of Your EVS Experience	System	Course viewed	The user with id '32' viewed the course with id '20'.	web	5.173.48.129

Communicating with Participants

Communicating with Participants is important because e-mentors should ensure that everything is alright with the course and they have to monitor how the participant is doing, how they are improving. In order to do this the easiest way is to communicate with each other.
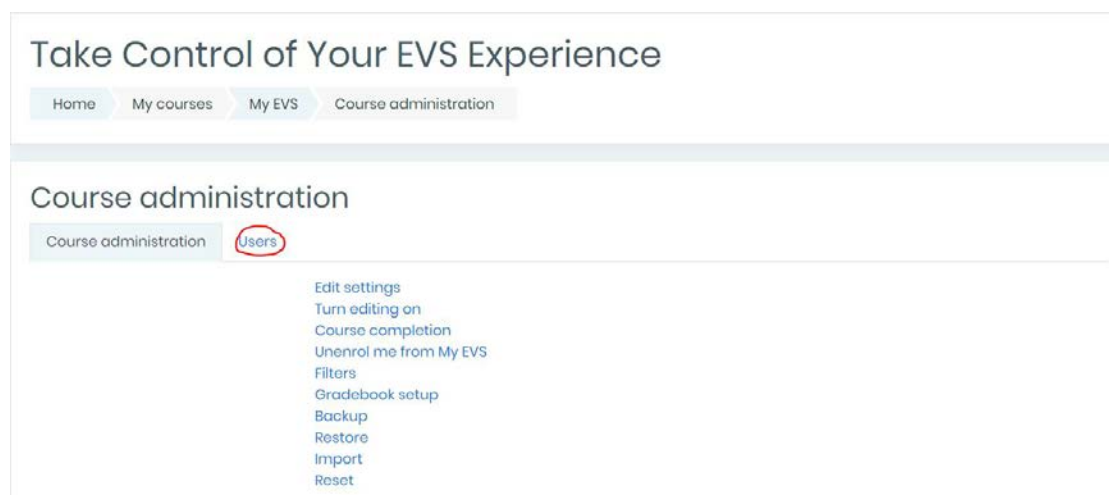
There are two ways of sending a message on Moodle.

1st:
- First you have to go to the main page of your course
- Click on the wheel of settings and expand it with the option "more".

After the course administration appears, you need to click on the "users" in order to see your enrolled participants.

When you are on the "users" tab, you need to click on "enrolled users"

There you will see the list of participant, and by clicking on their name, you will be directed to their profile where you will be able to send them messages.

Take Control of Your EVS Experience

Alessia Tadiello 💬 Message   📇 Add to your contacts

User details

Email address
alessia99.tadiello@libero.it

Course details

Miscellaneous

View all blog entries

Notes

My certificates

Forum posts

Forum discussions

And then you can send a message to the participant.

Messages

Search messages		Alessia Tadiello	Edit
Alessia Tadiello			
Mari Trini Giner Hi! Test!			

💬 Messages   👥 Contacts | Write a message... | Send

2nd:

- There is an easier way to communicate with participants, but in order to to this first you need to add them to your contact.
- You need to repeat the first steps, and when you go to one of your participant profile, you click on "add to your contacts"
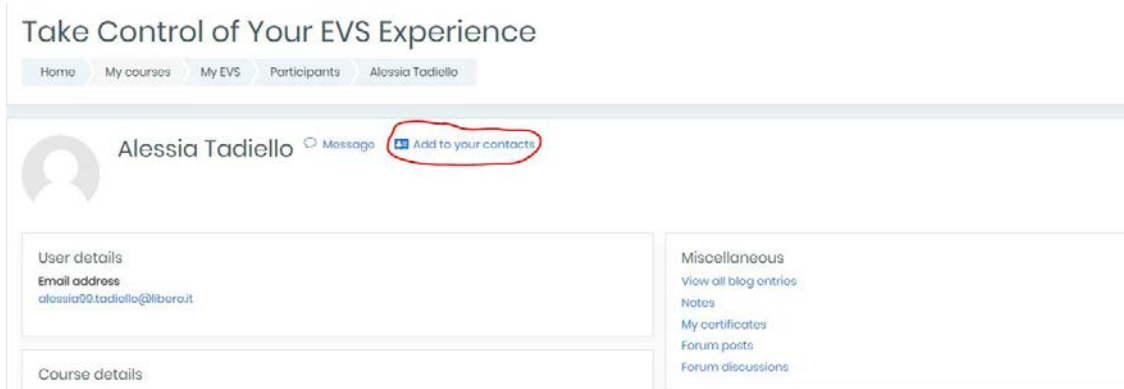
After you added someone to your contacts, you will be able to message them any time, easily. You just need to click on the message sign next to your profile icon.
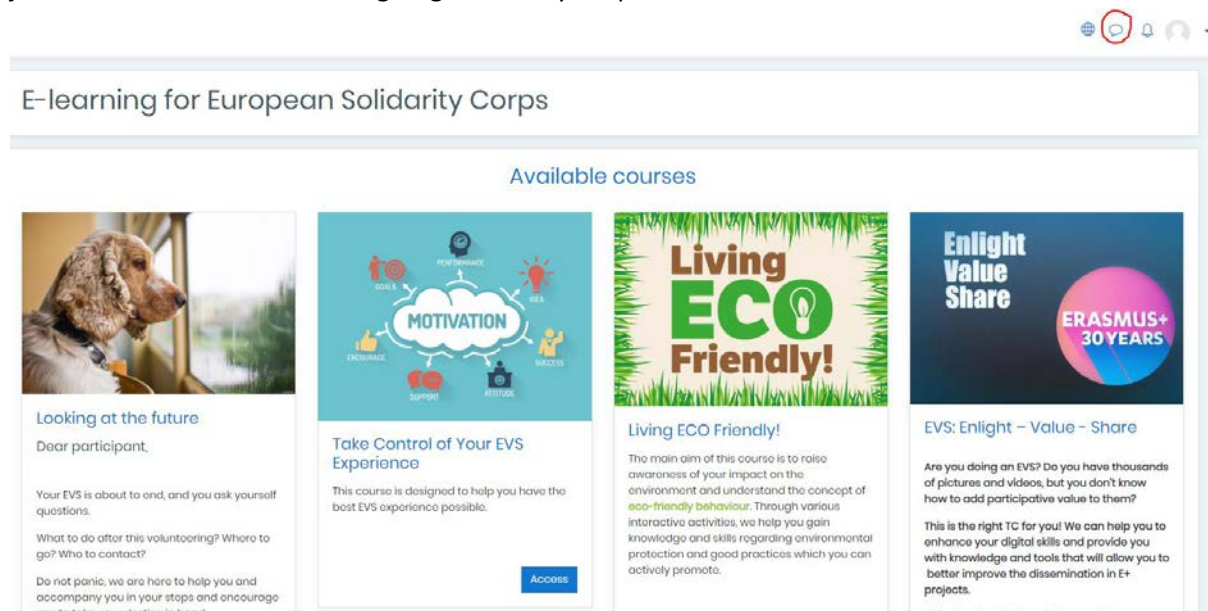
After that you just need to click on "New Message", and you can write the message you want.
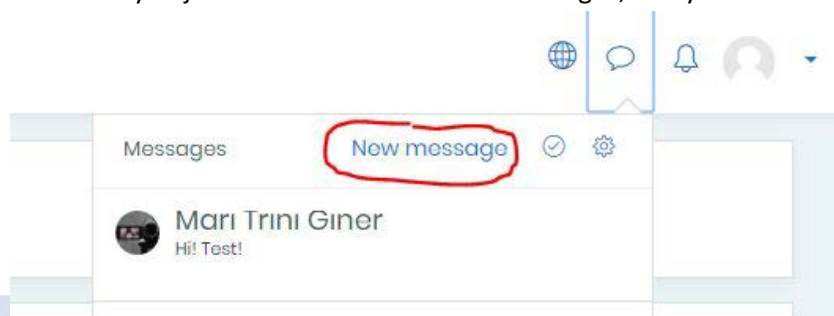
- In case you see that someone is not completing their course, or not active, then you can politely ask them why, is it useful for them, do they need help etc. It's important to have the right approach to the participant.

- In case you have technical issues, you should contact the administrator of the moodle from link below: (to come)

- You and other TC participants will receive email notifications as you exchange messages

Exporting reports

Exporting files, that is downloading the course completion, activity list from moodle through different file extensions, is an useful tool if you need the list for faster and easier analysis if you have for example 100 participants, or if you want to analyze the results and possibly give some better feedback or just make some later use of that. The data can be used very flexibly according to your needs.

Go to the main page of your course and click the wheel of options
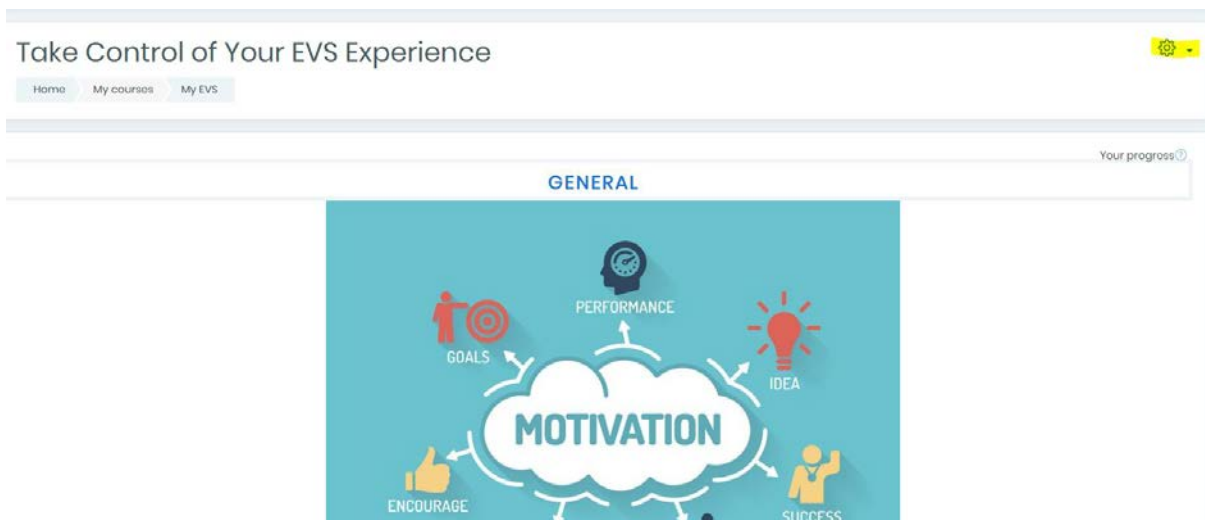
Select "more"
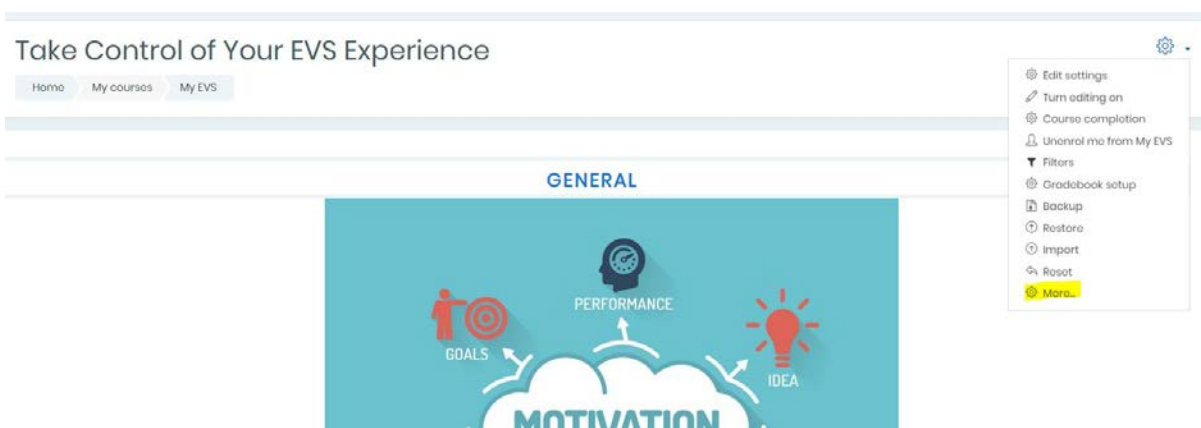
Go to Course competition and activity completion

Course administration

Course administration   Users

Edit settings
Turn editing on
Course completion
Unenrol me from My EVS
Filters
Gradebook setup
Backup
Restore
Import
Reset

Reports   Competency breakdown
                 Course completion
                 Logs
                 Live logs
                 Activity report
                 Course participation
                 Activity completion

Badges   Manage badges
                 Add a new badge

Question bank   Questions
                 Categories
                 Import
                 Export

Scroll down at the bottom of the page and click the download links

Download in spreadsheet format (UTF-8 .csv)
Download in Excel-compatible format (.csv)

You can open the file using excel