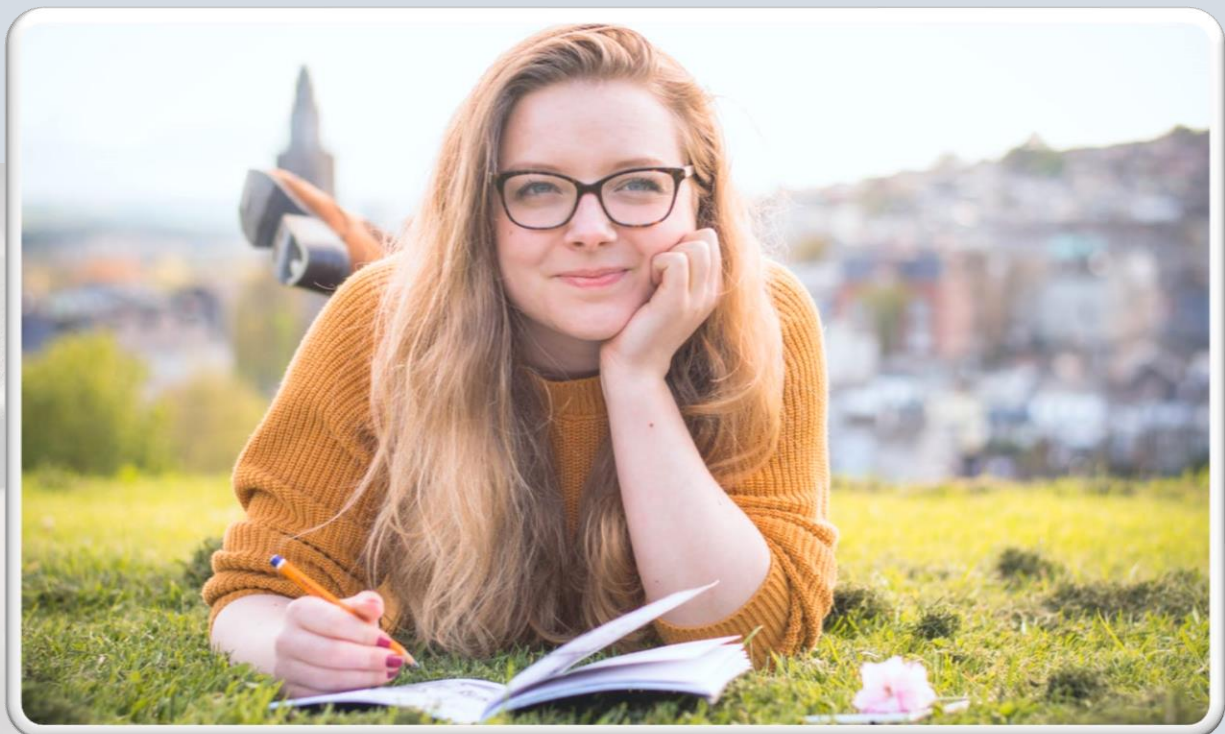


Center for professional education

E-Learning Solutions in Economic Development

STUDENT HANDBOOK



Economic development is not just about numbers, rate of economic growth and jobs.

Economic development is all about translating economic growth into a quality of life.

Prepare yourself for exciting journey with our e-learning programs.

To become a good economic developer, you will need to learn how to think and dream
BIG!

CONTACT

Your primary contact during your course will be your Learning Instructor

If you have questions concerning the program delivery, or you want to share your feedback with the leadership of the *Center for E-Learning Solutions in ED*, please direct your communication to:

Nadya Gabriel
Program Director
Phone: +34 722 265 597
E-mail: N.Gabriel@moodle.eeds.eu

Support desk

E-mail: support@moodle.eeds.eu

WELCOME

EEDS Moodle on-line Learning Management System facilitates a variety of technology-enhanced instructions, including fully online, hybrid, and web-enhanced lecture courses. We welcome you to join us! Please review carefully the content and adjust your personal and technical properties, so you can successfully establish yourself in the common space we have built for your and your colleagues' best performance.

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INSTRUCTIONAL METHODS

WEB-BASED COURSES

Web-based (WEB) courses are delivered entirely online and are accessed through Moodle LMS using a web browser.

HYBRID COURSES

Hybrid (HYB) courses provide a combination of classroom and online instruction via Moodle LMS. Hybrid courses usually meet once per week in the classroom and have at least 30% of instruction delivered online.

Expectations for Moodle course access will be explained by the course instructor, usually during the first live class session.

STUDENT EMAIL ACCOUNTS

Each student will receive a personal e-mail address after admission.

Students should contact the support desk (email: support@moodle.eeds.eu) if they have problems logging in to their email or have any questions regarding their email.

The email address is typically the student's first initial.full last name (ex. G.Fisher@moodle.eeds.eu). The initial password is the student's 8-digit birthdate in MMDDYYYY format.

All official communications are sent to students' moodle.eeds.eu accounts, and students should check this account daily. Students are required to use their moodle.eeds.eu accounts when communicating with instructors and all other entities in the Center for E-Learning Solutions order to verify their identity and to comply with privacy regulations.

MOODLE.EEDS.EU LMS

LOGIN INFORMATION

Username: Your moodle.eeds.eu Web ID is the login component of your student's e-mail (ex. G.Fisher)

Password: Your eight-digit birthdate in MMDDYYYY format (Example: January 31, 1985 = 01311985).

E-LEARNING STUDENT RESPONSIBILITIES

LEARNING TO USE MOODLE.EEDS.EU LMS

Students are responsible for learning to use the moodle.eeds.eu tools to complete online coursework.

Your learning instructor will provide orientation. If you experience a technical problem while working on the platform, you should contact your learning instructor. It is recommended that you copy your e-mail to the support desk (support@moodle.eeds.eu)

SUBMITTING WORK IN ONLINE COURSES

Coursework for online classes may be submitted through moodle.eeds.eu, or directly via e-mails. Online courses contain Assignment, Q&A Session and Exercise items. The instructor can use the moodle Grade Center to keep records of student submissions but in some programs grading the students performance does not apply. In addition to Assignment links, Discussion Boards and Blogs, are all separate tools in moodle platform. Instructors may also deliver quizzes and exams in moodle. Failure to follow proper submission protocols for online course work can adversely affect a student's grade.

FILE TYPES

Moodle platform allows the upload of certain file types for assignments or attachments. Your instructor may indicate why type of file they require, so always consult your instructor if unsure.

FILE SIZES

Files that are to be submitted or attached to moodle should be optimized to the best file size to aid in file upload/download speeds. Images (i.e. jpegs) and PowerPoint files in particular often need to be compressed. To learn how to compress PowerPoint files for your operating system and version of PowerPoint, visit the Microsoft Help page and use the search tool (Full URL: support.office.com). To compress photos or images, eLearning Services recommends using the free software GIMP. Read more about GIMP in the software section of the handbook.

COMPUTER AND SOFTWARE REQUIREMENTS

COMPUTER REQUIREMENTS

Students must have access to a full desktop/laptop computer operating system. Accessing online courses from a tablet or other mobile device is not sufficient to perform certain functions on moodle.eeds.eu platform.

We have established the hardware and software requirements for students taking online courses.

Technology Requirement Standard

Internet Connection High-speed internet, such as DSL or cable

Windows Operating System minimum requirements

Windows 7 or newer 800-MHz or faster 32-bit (x86) or 64-bit (x64) processor 2 GB of RAM

Macintosh Operating System minimum requirements

Mac OS X 10.6 Intel Core™ Duo 1.83GHz or faster processor 2 GB of RAM
Hardware Webcam with Microphone is recommended

WEB BROWSERS

Students should have at least two internet browsers installed and properly configured on personal computers. If technical difficulties arise in one browser, the problem may be resolved by accessing moodle.eeds.eu platform in a different browser. We recommend the use of Chrome. Internet Explorer and Safari are the least compatible browsers for accessing moodle content. If a student experiences issues accessing content with Internet Explorer or Safari, they should attempt access with another recommended browsers before contacting the support desk.

COOKIES

Moodle.eeds.eu uses cookies to keep track of a user's current session. Cookies must be enabled so the system can remember user preferences while navigating through moodle courses.

JAVA AND JAVASCRIPT

The most recent version of Java must be installed. Click “Trust” or “Always” when prompted about the Java Security Certificate when accessing moodle.eeds.eu. JavaScript must be enabled in order for moodle to function properly.

POP-UP BLOCKERS

Moodle.eeds.eu sometimes uses small browser windows to deliver content. If a link is clicked and no content loads, it has probably been blocked. The browser’s pop-up blocker must be disabled or moodle must be added as a “trusted site” in order for certain content to load properly. The process varies by browser.

BLOCKED CONTENT

Moodle.eeds.eu will block content that is streamed from external websites, such as embedded videos hosted on YouTube. This content must be “allowed” by clicking the notification icon that will appear in the browser’s address bar when it has blocked content from loading.

SOFTWARE AND APPS

ADOBE FLASH PLAYER AND ADOBE ACROBAT READER

Some moodle content requires Adobe Flash Player to display. Adobe Flash Player can be downloaded and installed for free. Adobe Acrobat Reader, which can also be downloaded and installed for free, is recommended for viewing PDF documents posted in moodle.eeds.eu.

TECHNICAL SUPPORT

PERSONAL COMPUTERS

The *Center for E-Learning Solutions in ED* does not provide technical support for computer hardware or software for student computers. The support desk will provide support only for accessing & using moodle.eeds.eu platform. However, issues about how to resize files or use software on your personal computer cannot be addressed with the support desk.

Students must contact a local repair specialist for technical issues related to computer hardware or software (computer crashes, slow running, malware, viruses, etc). Students should contact their local internet service provider if they experience trouble connecting to the Internet.

THE SUCCESSFUL E-LEARNING STUDENT

While taking a course online does provide flexibility, it also requires self-discipline, responsibility, and great organizational skills. It is very easy to procrastinate or even forget online deadlines. Use the following points to assess your work habits.



Can I make a schedule and stick to it?

Determine your needs, make sure they fit the parameters of the course, and then make a schedule. Most importantly, stick to it. Since you won't always be sitting at your computer, it's helpful to have a paper calendar on which you can write due dates and other important notes about your courses. (Tip: Use a different colored pen for each online course module to stay organized.)



Do I feel comfortable asking questions?

Successful students ask questions. Don't hesitate to ask the instructor or your classmates questions in the Discussion Board or via email or course messages. Be concise and to the point when asking for help because your instructor probably gets a lot of email. When you email your instructor be sure to include the name, course number, and module title in your email.



Can I plan ahead and take initiative?

Don't wait until the last minute to submit an assignment or take an online test. If something were to go wrong with your computer, you could miss a deadline! Computer problems are no excuse to miss due dates, but you should still notify your instructor ASAP if you have a computer problem. Follow the instructor's time line to the best of your ability, login to your course on a daily basis (even if it's just for 15 minutes), and notify your instructor in advance if you'll be unable to log in for an extended time. If you need to submit an assignment or take a test early, contact your instructor. Remember that in an online environment, communication can be delayed, so always plan ahead!



Am I comfortable reading/working at a computer for long periods of time?

Reading is the backbone of all online courses. You should plan to spend sufficient number of hours a week in order to perform good and have your certificate earned. You should exclude all learning options based on using your mobile device. Do not even try! Economic development is a complex matter. This is a solution finding activity. You can't reach results in this domain by simply reading short memes on the social networks, clicking here and there for seeing interesting images. Winning your certificate in Economic Development, respectively defending your investment in your professional development, you will need to engage all your intellectual potential for learning new things, or innovating on things you already know.

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