



Moderator User Guide

Foster learning, enhance skills and competencies in the academic community through personalized Learning Experiences.

Moderator role

We welcome you to your role as a moderator, where you have the possibility to create Learning Experiences, include lessons and sections with your own content, resources from the learning ecosystem catalog, exercises, shortcuts, and much more. This will enable you to foster learning, improve communication skills, learn new study techniques, or even acquire new languages. You will be able to share your Learning Experiences with other members, and even assign collaboration permissions to other users and clone Learning Experiences as many times as you want.

Important: On the next page, you will be able to access the interactive table of contents. By clicking on any title, the document will take you directly to the page where you will find the information.

Click on the headings to navigate through the areas quickly and easily.

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Learning Experiences

A Learning Experience is a unique learning proposal customized to the needs of the academic community, which can contain a series of structured and organized multi-format content, either from the ecosystem itself or the institution's content, you can include in them content such as: Conferences, research articles, official documents of the institution, etc.

Within a Learning Experience, you can:

- Offer your team selected content from each specific area.
- Promote motivation for continuous learning.
- Develop a strategic vision.
- Improve communication skills and foster soft skills.
- Encourage users to be aligned with the values and objectives of the institution.

These Learning Experiences are structured in tabs that allow the user to correctly organize the work:

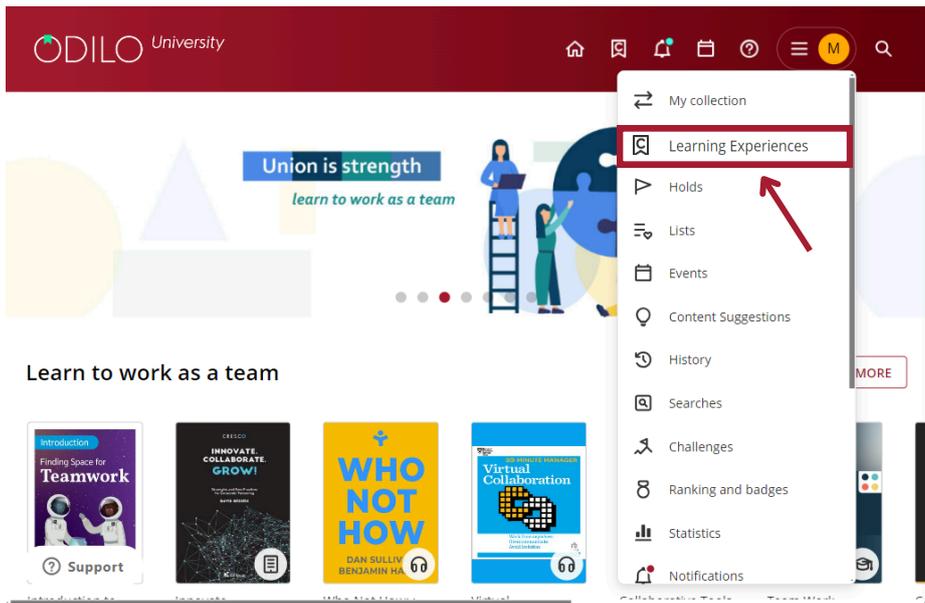
- Lessons/Program: This tab collects the initial information about your experience and all the content is included. This is displayed organized by modules and sections.
- Exercises: This tab is only visible to you (moderator) within a Learning Experience. In it, you can create a bank of exercises, edit any of them and even deactivate or activate them as you wish.
- Forum: In this section you can start a debate or discussion, introducing a thread so that the rest of the users can respond and add their opinions.
- Quotes: In this tab you can see certain paragraphs, phrases or words that you have previously selected from the text of an e-book.
- Chat: It works as an instant messaging tool. It can be used to resolve doubts, comments and more.
- Statistics: This section will show the participation of each user in the Experience, as well as the content worked on, and the hours dedicated to each of them.
- Survey: This option will allow you to establish satisfaction questions about the content or the Learning Experience, directed to the users who have participated in it.

1. Clone a Learning Experience

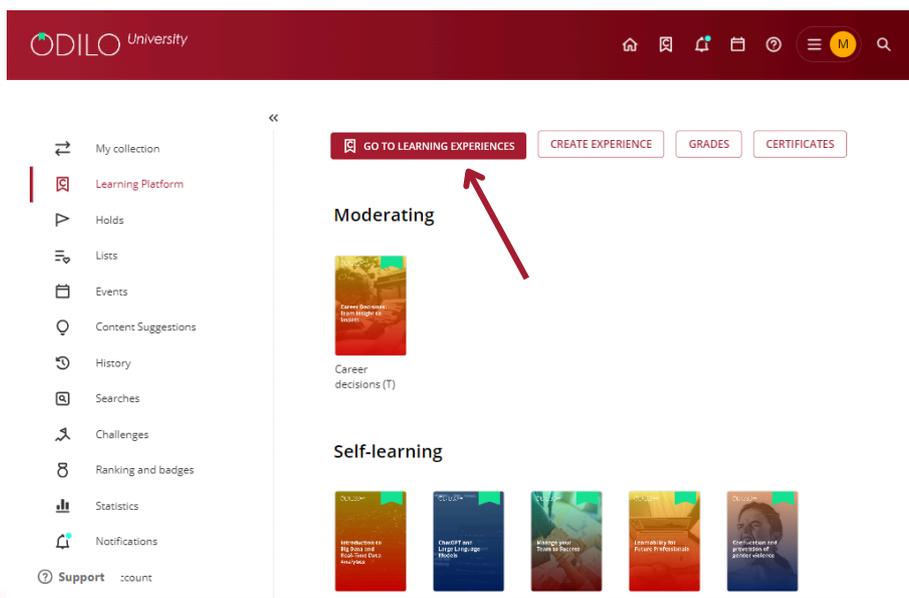
The Learning Ecosystem offers you the possibility to clone Learning Experiences created by experts and facilitated by other members of the community. You can adapt and customize these Experiences to your preferences if you wish.

This will allow you to quickly incorporate an experience ready to work with the users of your choice.

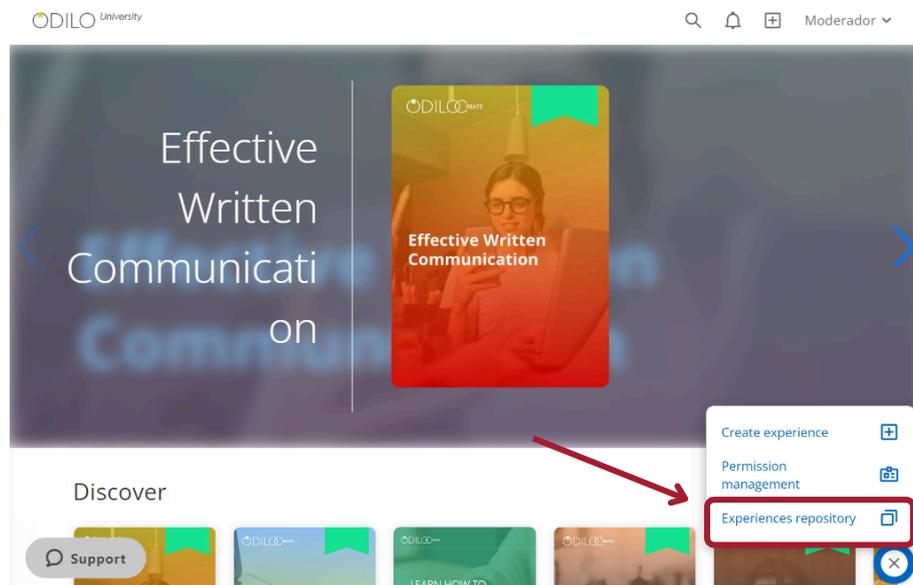
To clone any Experience, click on your user area (top right corner) in your ecosystem and select the "Learning Experiences" section.



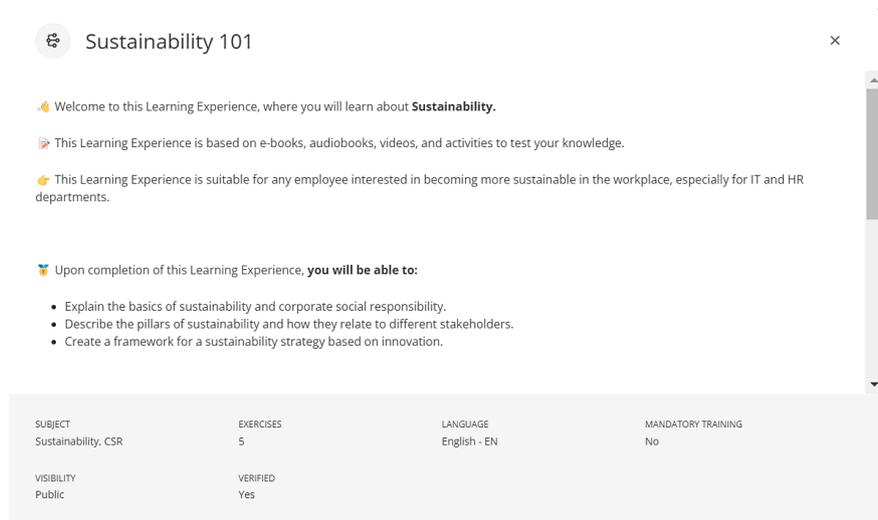
Click on "Go to learning experiences"



Click on the editing button, located in the bottom right corner, and in the dropdown menu that opens, select the "Experience Repository" option. To perform a more precise search, you can filter by name, language, author, or date using the "Show Filters" button located at the top right.



If you want to know the contents found within an Experience, click on its name to preview it.



Clicking "Clone", you can begin to set your experience according to the needs of your institution, indicating the information in the required fields.

Experiences repository

Repository (11) Show filters

Experience name	Author	Subject	Creation	Language	Verified	
Discover the Circular Economy	ODILOCREATE		05/12/2023	Spanish - ES	Yes	Clone
Routines for healthier living	ODILOCREATE		03/20/2023	Spanish - ES	No	Clone
How to Create a Successful CV	ODILOCREATE	Create a CV, Personal Branding, LinkedIn	02/01/2023	English - EN	No	Clone
Effective communication in a job interview	ODILOCREATE	Effective Communication, Job Interview	02/01/2023	English - EN	No	Clone
Discover electric cars	ODILOCREATE		01/17/2023	English - EN	No	Clone
Introduction to HTML and CSS	ODILOCREATE	HTML, CSS, Front end	01/17/2023	English - EN	No	Clone
Introduction to basic genetics	ODILOCREATE		11/11/2022	English - EN	No	Clone
Asking the right questions	ODILOCREATE		09/29/2022	English - EN	No	Clone
How to write academic papers	OdioCreate	Academic papers, Writing	08/23/2022	English - EN	No	Clone
Digital competence of university professors: Creation of Digital Educational Resources	OdioCreate		08/23/2022	English - EN	No	Clone

1 of 2

Support Powered by Odilo. All rights reserved. Language: English

Clone Standard Unit

Standard Unit

About

NAME Required

Discover the circular economy - Cathedra 1 - MH



DESCRIPTION

Paragraph

Welcome to this Learning Experience, where you will be **discovering the Circular Economy**.

This Learning Experience is based on audiobooks, videos, articles, podcasts and activities to test your knowledge.

This Learning Experience is suitable for any employee interested in gaining knowledge about what the Circular Economy is, as well as how it's being implemented around the world as a sustainable alternative to the current Linear economic model.

It will give you knowledge of the basic concepts of the Circular Economy and how to implement it (including an example of a corporation already applying its principles in their operations). But you will also hear the other side of the story, that is, some of the arguments that criticize the Circularity movement.

Upon completion of this Learning Experience, **you will be able to:**

- Explain what the Circular Economy is and what are its principles.
- Identify the main challenges to transition to a Circular Economic model, and the most relevant strategies to overcome these challenges.

P > SPAIN 215 WORDS POWERED BY TINYM

Settings

DURATION

LANGUAGE

Spanish - ES

START DATE - END DATE

VISIBILITY

Private

Public

MANDATORY

Yes

No

Activate chat and direct message

Share this experience in the repository

Certificate

Activate Certificate

Experience information

INSTITUTION

GROUP

SUBJECT

Advanced settings

TAGS 0/10

VERSION

Clone

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Name: It is recommended to name the Experience precisely to be able to quickly identify it, for example: Topic, level and the name of the person responsible for the Experience.
"Research - Project 1".

Cover: You can edit the image by clicking on it (when cloning, will add an image by default).

Description: The description will already be available in the corresponding section, however, you can edit everything you wish from the text area. You can add images, graphics, videos or embedded elements. This will be the first thing users see when they access an Experience.

Language: Choose the desired language.

Visibility: Public experiences will be accessible to all members of the institution without the need for an invitation. Private experiences are preferable when working with specific groups, and they will need an invitation to join.

Mandatory: By designating mandatory, the user must complete each section and exercises in this Learning Experience.

Set End Date: There are two options to configure this setting:

- "Set start and end dates": Defines a mandatory date range for users to complete the Learning Experience.
- "Limit days for completion": Sets a specific amount days to complete the Learning Experience within the given date range.

Important: If the Learning Experience is set as mandatory, an end date must be assigned.

Chat: As a moderator, you can turn this tab on or off at any time.

Share in repository: Enabling this option will allow other moderators to clone your Experience.

Certificate: moderators can enable a certificate to be obtained at the end of the Experience, establishing a sending date and cut-off mark. Users will receive a link that will allow them to add this certificate directly to their LinkedIn profile, if they wish.

Experience information: Additional data.

Once you have finished setting up your experience, click the button "Clone" and you will have your first Experience created and ready to use.

Clone

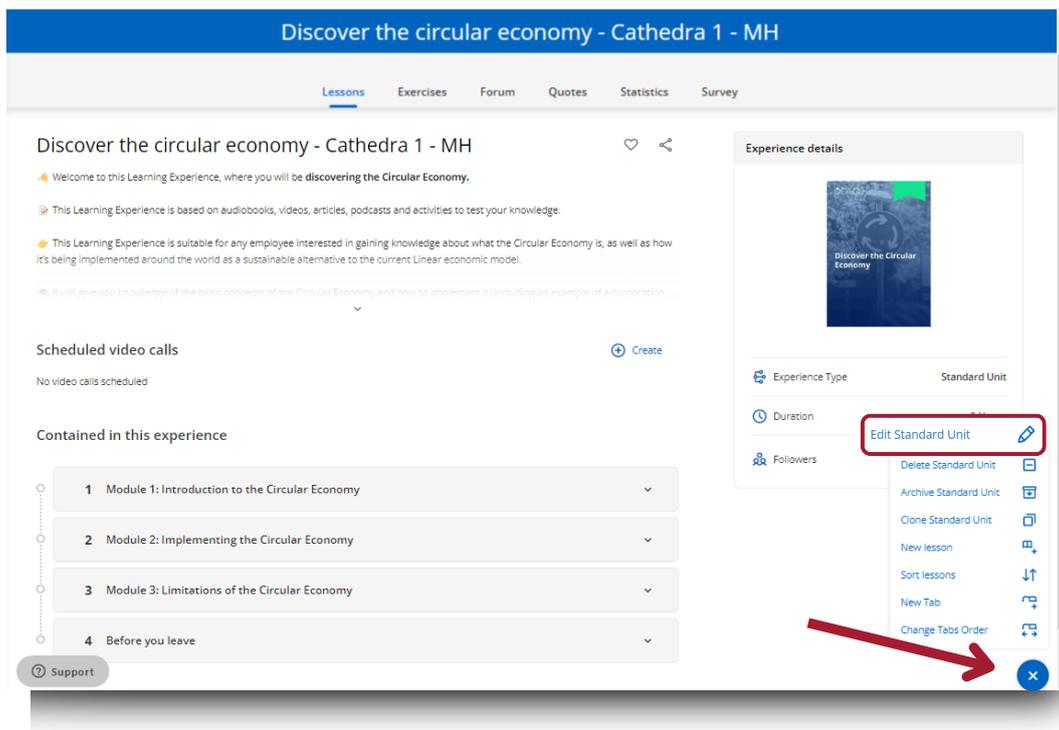
Important: As a moderator, you will have an editing button  within each Experience that will allow you to edit your content at any time.

2. Edit a Learning Experience

Once the Experience is cloned, you can edit it as you prefer. This will allow you to customize each Experience to the needs of your institution. You will be able to edit lessons and sections, activities and exercises and incorporate forums with discussion threads if you wish.

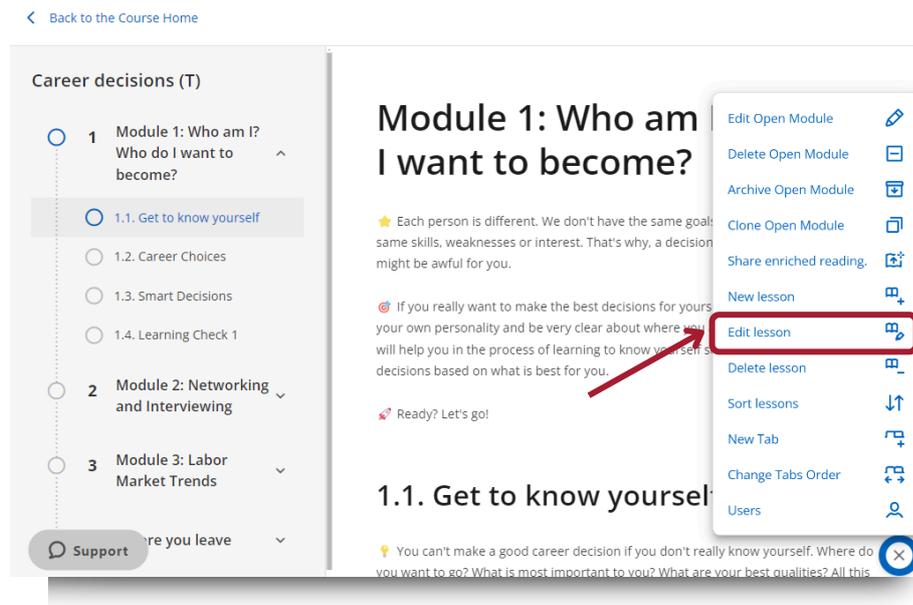
2.1 Edit the Experience settings

If you would like to return to your Experience settings area and edit the fields, click the edit button and select the first option.



2.2 Edit or add lessons

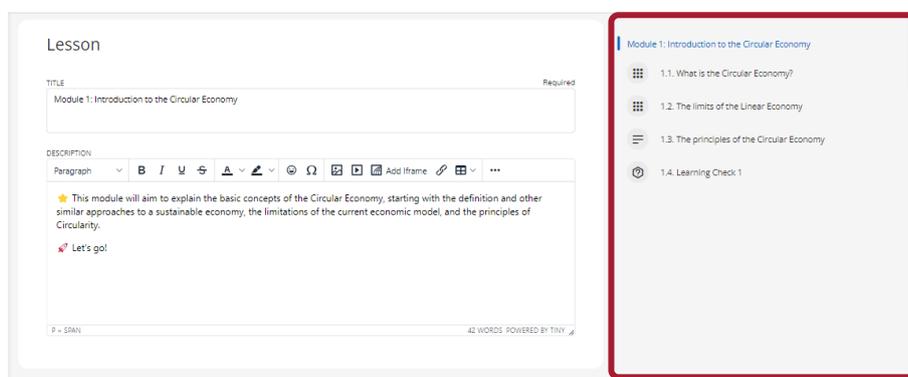
To edit any lesson, you must click on the lesson name and enter to one of the sections (you will be able to see the path of your experience in the right panel), click on the editing button  at the bottom and choose the option "Edit lesson". From here you will access the editing area, where you can edit it and/or add more sections.



When you finish editing, click “Save” and you will return to your Learning Experience.

2.3 Edit or add sections

If you would like to edit or add sections of a lesson, you must enter “Edit lesson”. From here, you can navigate through its different sections by clicking on them from the side panel.



To create a new section, click “Add section” and select the type of section to include and save your changes with the “Save” button at the bottom.

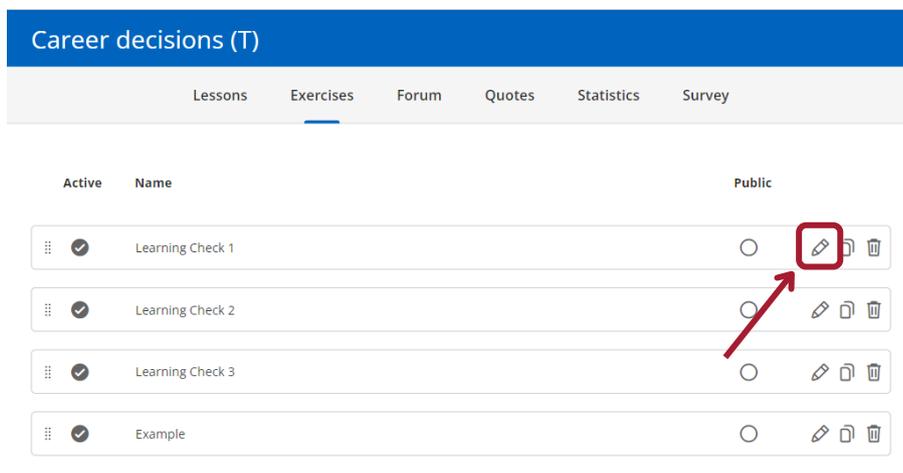
Sections

Add sections, you can add as many as you consider appropriate:

 Add section 

2.4 Edit exercises

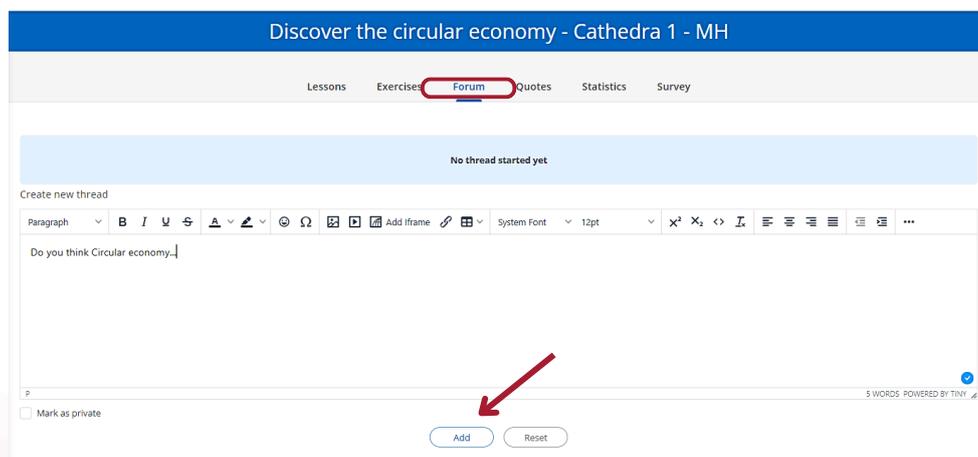
If you want to edit the activities within your Learning Experience, go to the “Exercises” tab and click on the pencil icon located on the right side of the exercise you wish to edit.



Active	Name	Public	
<input checked="" type="checkbox"/>	Learning Check 1	<input type="radio"/>	  
<input checked="" type="checkbox"/>	Learning Check 2	<input type="radio"/>	  
<input checked="" type="checkbox"/>	Learning Check 3	<input type="radio"/>	  
<input checked="" type="checkbox"/>	Example	<input type="radio"/>	  

2.5 Create forums

To create discussion forums that are accessible to all members of your Learning Experience, click the “Forum” tab and add text, images, videos, and encrypted items to the text area.



Discover the circular economy - Cathedra 1 - MH

Lessons Exercises **Forum** Quotes Statistics Survey

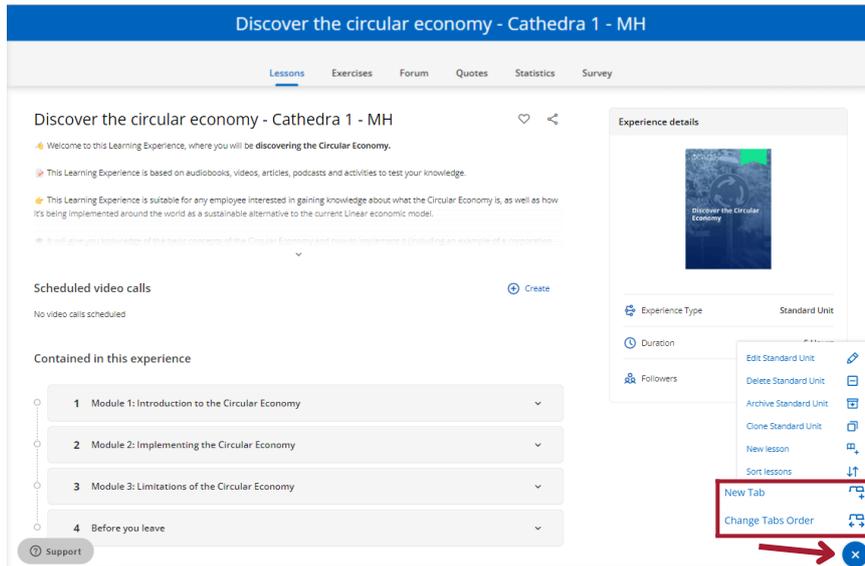
No thread started yet

Create new thread

Paragraph **B** *I* U       Add iframe   System Font 12pt x^2 x_2 \ll \gg                             <

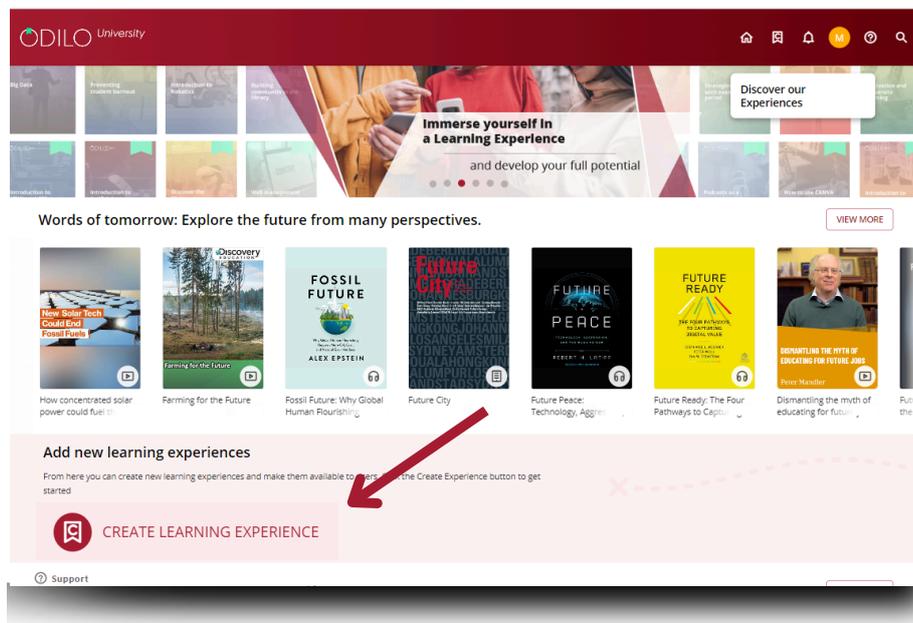
2.6 Add and reorder tabs

You can add tabs to your Experience or reorder existing ones from the editing button.



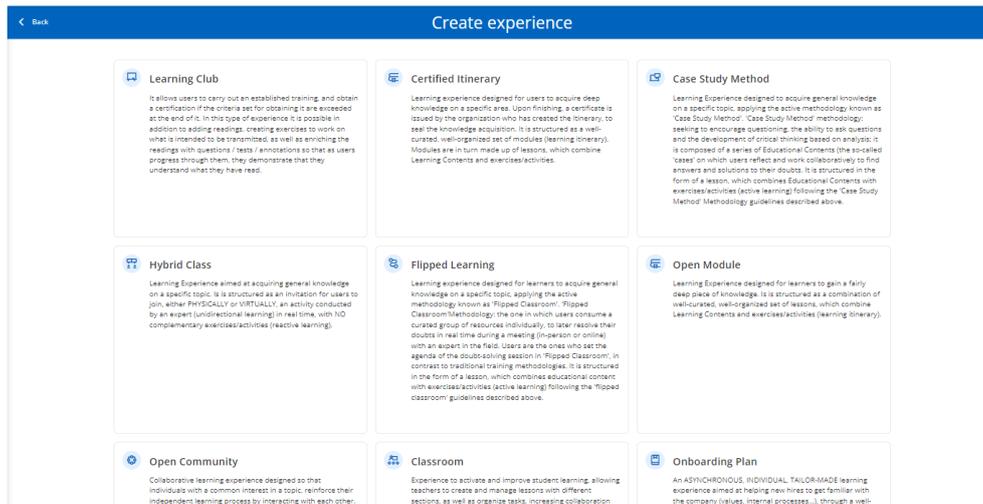
3. Create Experiences from scratch

To create an Experience from scratch, click on the *“CREATE LEARNING EXPERIENCE”* button found under the first carousel and choose the type de Experience you want to create.

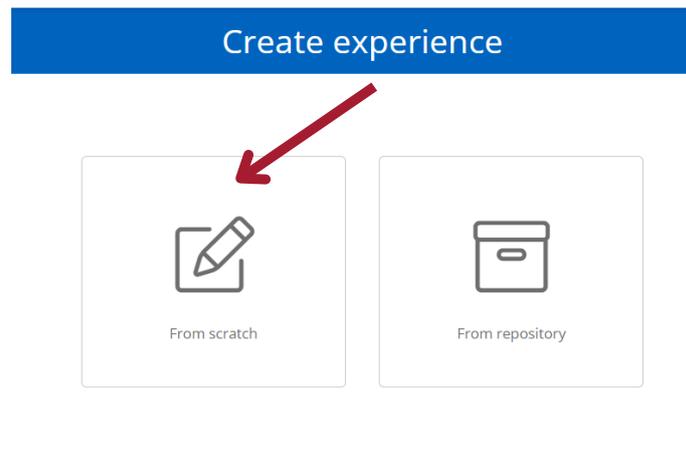


*If you cannot see this button, access *“Go to Learning Platform”* from your user area and re-enter your ecosystem again.

You will be able to review a brief summary of the types of Experiences below the title of each one.



Select the option: *"From scratch"*. You can set the Experience by completing the required information. (see section *"Clone a Learning Experience"*)



← Back Create experience

Standard Unit

About

NAME Required

Drop image here or click
Max. 5 MB. Formats: JPG, JPEG, PNG, SVG

DESCRIPTION

Paragraph **B** **I** **U** **S** **A** **L** **V** **...**

© WORDS. POWERED BY TINY

Settings

DURATION

LANGUAGE

START DATE - END DATE

VISIBILITY

Private Public

MANDATORY

Yes No

Activate chat and direct message

Share this experience in the repository

Certificate

Activate Certificate

Experience information

INSTITUTION

GROUP

SUBJECT

Advanced settings

TAGS 0/10

VERSION

Save Back

3.1 Add the first lesson

To add your first lesson, click on the button "New lesson". You can set your lesson and add sections within it.

Circular economy - Semester 1 - MH

Lessons Exercises Forum Quotes Statistics

Circular economy - Semester 1 - MH

Scheduled video calls

No video calls scheduled

Contained in this experience

Create

New lesson

Experience details



Experience Type Standard Unit

Followers 1 View

New lesson

Lesson

TITLE Required

DESCRIPTION

Paragraph B *I* U ↶ ↷ ↵ ↶ ↷ Ω 📷 📺 📄 Add iframe 🔗 📄 ⋮

0 WORDS POWERED BY TINY

Sections

Add sections, you can add as many as you consider appropriate:

+ Add section v

Support

Important: It is important to save if you are not actively working on creating an Experience. In order to ensure security, accounts are logged out after a set amount of inactivity.

3.2 Add sections to a new lesson

Within your lessons, you can add different types of sections.

Sections

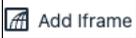
Add sections, you can add as many as you consider appropriate:

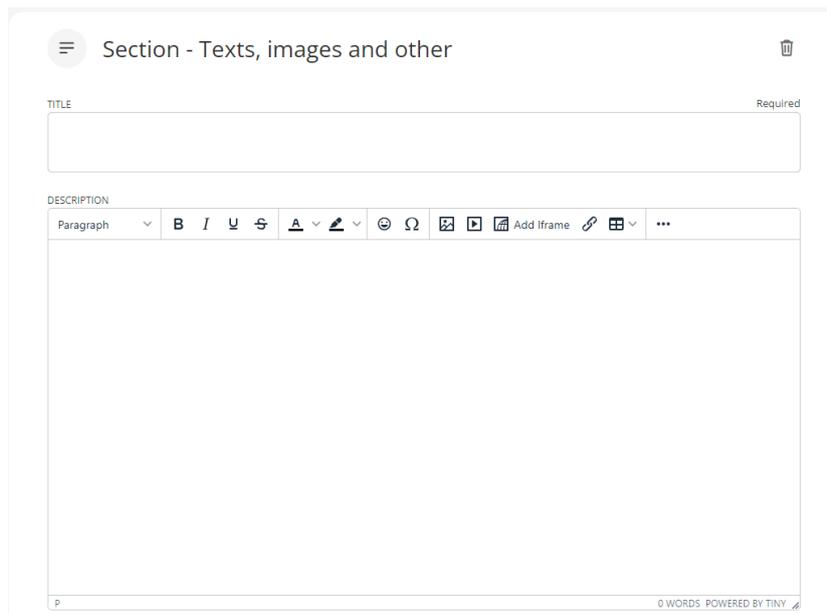
+ Add section ^

☰	<p>Texts, images and other</p> <p>Add relevant information to share with users, as well as videos, images, links, etc.</p>
⋮	<p>Resources</p> <p>Section in which to include catalog resources, catalog new resource, add external link or choose an enriched reading of the repository.</p>
🏠	<p>Exercises</p> <p>Option to add activities/exercises from which users consolidate and demonstrate the knowledge acquired.</p>

Text section

By selecting the option *"Text, images and other"* your new section will be displayed. You must add a title for this section and then include the information within the description section.

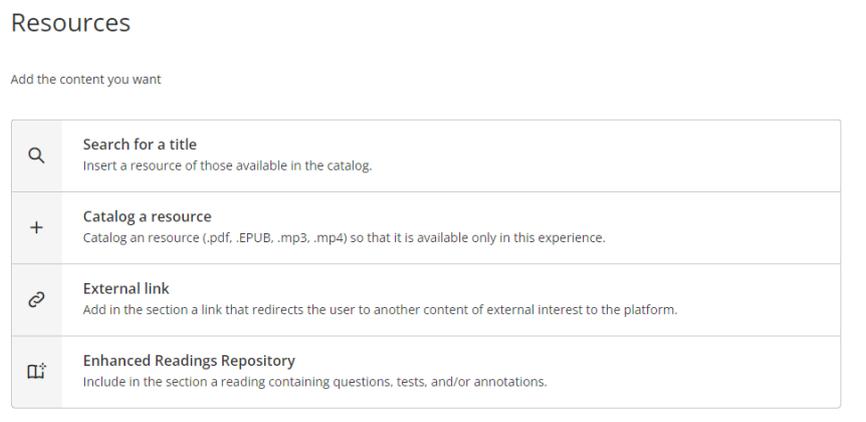
- Text
- Images
- Videos from Youtube (Click on the button  and paste the video URL)
- External Links
- Elements iframe encrypted (from this button  paste the encrypted link)



The screenshot shows a text editor interface. At the top, there is a title field labeled "TITLE" with a "Required" indicator. Below the title field is a "DESCRIPTION" section with a rich text editor toolbar. The toolbar includes options for Paragraph, Bold (B), Italic (I), Underline (U), Undo, Text color, Background color, Link, Unlink, Add Iframe, and a menu icon. The description area is currently empty. At the bottom right of the editor, it says "0 WORDS POWERED BY TINY".

Resource section

You will be able to directly add: resources from the ecosystem catalog, your own resources, and even add external links. Participants will enter directly to these resources according to the itinerary you have established.



The screenshot shows a "Resources" section with the instruction "Add the content you want". Below this instruction is a list of four options, each with an icon and a description:

	Search for a title Insert a resource of those available in the catalog.
	Catalog a resource Catalog an resource (.pdf, .EPUB, .mp3, .mp4) so that it is available only in this experience.
	External link Add in the section a link that redirects the user to another content of external interest to the platform.
	Enhanced Readings Repository Include in the section a reading containing questions, tests, and/or annotations.

You will have to add the desired resource by choosing from the following options:

- **Search for a title:** Search for content from the ecosystem catalog by typing the name of the resource in the search bar. Then, if you wish, you can choose the dates on which that content will be available to the user.
- **Catalog a resource:** You will be able to upload your own content to the lessons through this option (for example: Conferences, research articles, official documents of the institution, etc.). To do this, you must complete the information, title, author, synopsis fields and then upload the desired resource from your computer (pdf, mp3, mp4, epub formats).
- **External link:** You will be able to link to a different website within your lessons. When you click on this option, you must complete the required information and then paste the desired link in the URL section. You can include any content such as an external web page, an article, social network links, etc.
- **Enhanced Readings Repository:** Choosing this option, you can add already enhanced readings from the repository to your lesson. To do this, write the title of the content you want in the search bar. To review them, click on the name of the resource and a pop-up window will show you information related to the content.

Exercise section

Since this digital training resource will become a support tool for the participant's understanding and internalization of content, these sections will facilitate their learning in each lesson.

To add an exercise to your lesson, add a section title, add a brief description and then add the exercise.

You can add exercises in 2 ways, depending on your needs:

Add exercises: Your platform allows you to create an exercise bench from the “Exercises” tab, which you can set independently and at any time. You can include any of these exercises in your lessons directly in the section.

New exercise: If you haven't previously established your exercises, You can create new exercises directly from your sections by clicking “New exercise” and setting up a new exercise from scratch.



When creating a new exercise, a form will open where you must complete the required fields. You can set the exercise to **allow between 1 and 100 attempts**, so users can retry if they do not achieve the expected score. By enabling this option, you can **establish a minimum passing grade** for the exercise, meaning the user will only be able to submit the exercise when they meet the configured minimum grade.

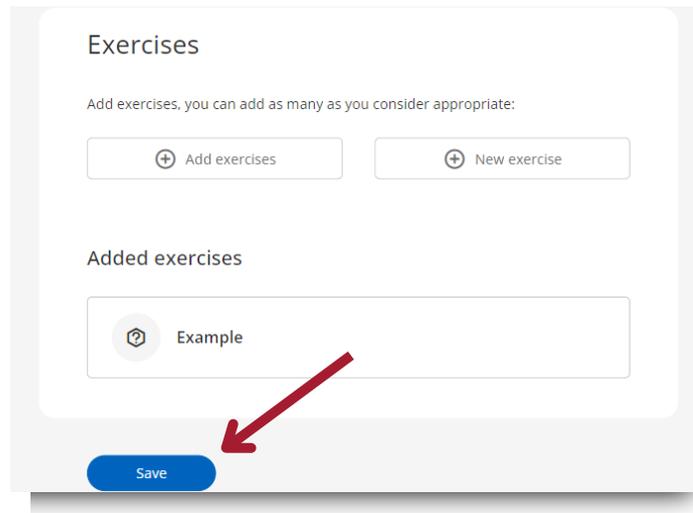
By selecting start and end dates, users will only be able to access and interact with the exercise or assignment during those dates.

The screenshot shows the 'General parameters' section of an exercise creation form. It includes a table with columns for ENTITY (AcademicLP), AUTHOR (Moderador), COUNTRY (Spain), and DATE (Sep 26, 2024). Below this is a 'TITLE' field with the placeholder 'Example'. The 'LANGUAGE' is set to 'English'. The 'ATTEMPTS (1-100)' field is set to '3'. The 'START DATE - END DATE' field is empty. A red arrow points to the 'ATTEMPTS' field. Below the attempts field, there is a section for 'Minimum grade' (set to 6) and 'Maximum grade' (set to 10), which is highlighted with a red box. The 'Content' section below has a 'CONTENT' field with a 'Paragraph' format and a rich text editor toolbar. A 'Support' button is visible at the bottom left.

Click on "Add Questions" and choose the type of question you want. Configure it and save it. You will see the questions listed at the bottom of the page. You can add as many questions as you like to the same exercise.

The screenshot shows the 'Added questions' section. It contains two question cards: 'True / False question example' and 'Multiple choice question example'. A red arrow points to the 'Save exercise' button at the bottom. A 'Cancel' button is also visible. A 'Support' button is located at the bottom left.

Save your exercise, then save your section.



4. Share the Experience with other users

You will be able to share Learning Experiences with one or more users within your institution. When sharing, you will have different options, depending on your needs.

4.1 Share with other moderators

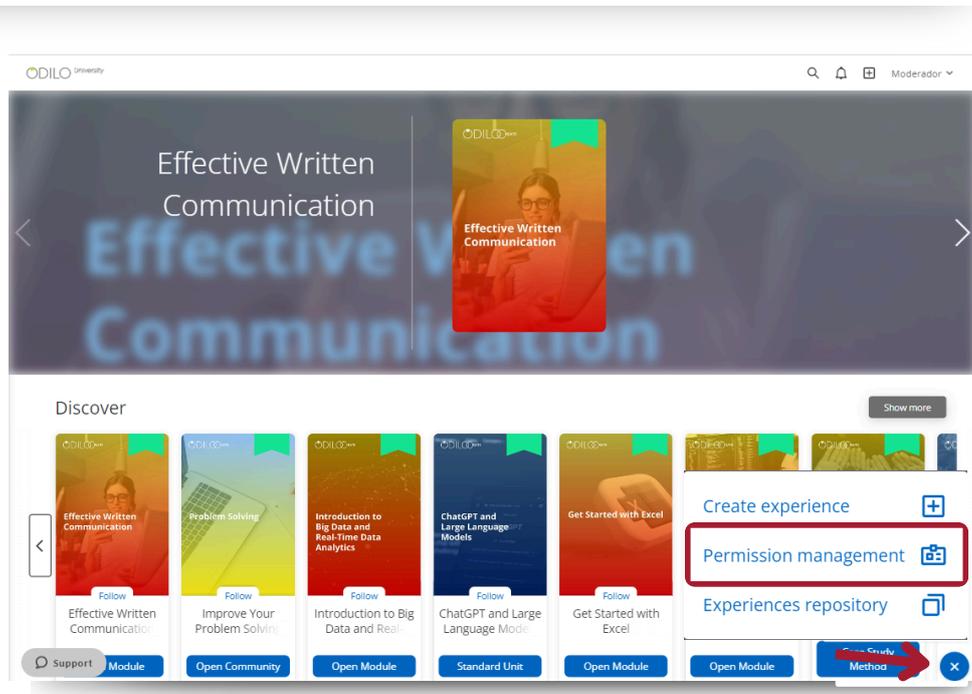
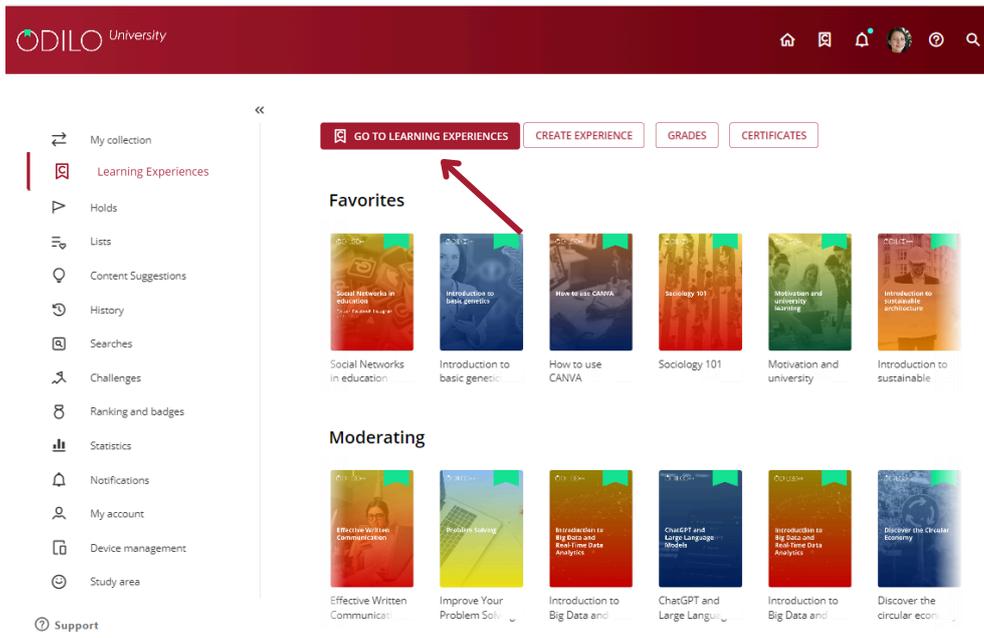
Your Unlimited Learning Ecosystem allows you to work collaboratively within your Learning Experiences.

You have the possibility to provide access permissions for these Experiences, either for support teams, that have the role of moderator within the ecosystem, or other members of the institution who will be able to contribute to the Experience, even if they are not granted moderator permissions.

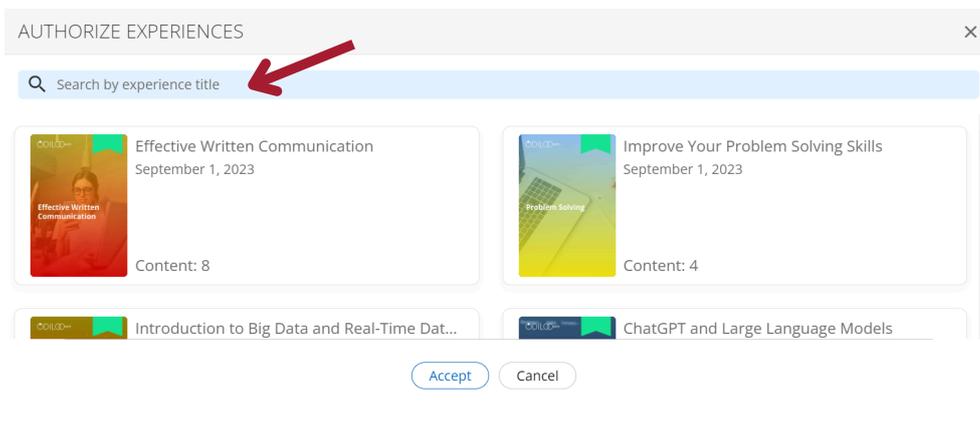
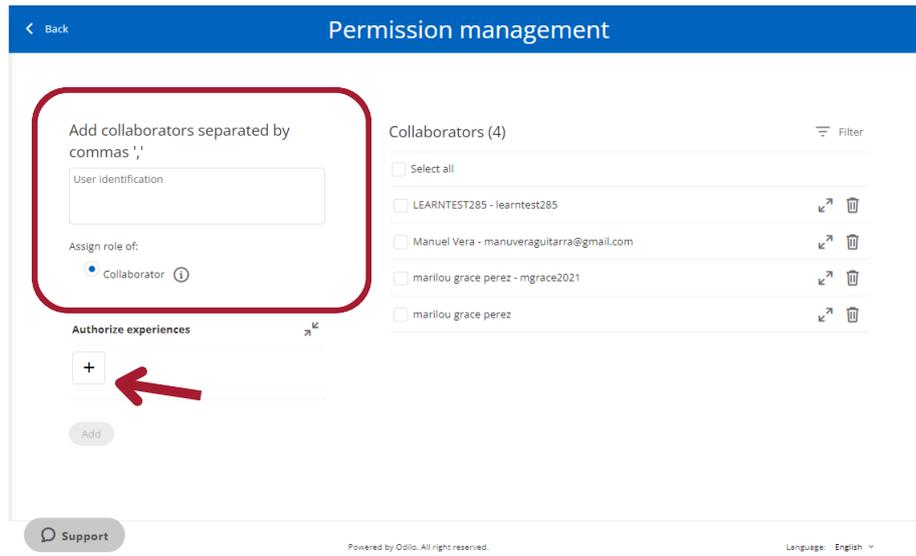
When inviting another user to work as a collaborator within any of the Experiences, it enables simultaneous editing in order to create an effective and fulfilling Learning Experience for participants.

Once finished, you can clone the Experience to give it a more individual and personalized use to the needs of your field of studies.

To grant permissions, access your "Learning Experience" area from your user area and enter the "Permissions Management" option from your edit button.



You must add the user ID(s) from the users that you want to add as collaborators and then select the Learning Experience(s) that you will share with them by clicking the + button.



New users added as collaborators to your Experience will be able to find it in their carousel named *"Moderating"* from their Learning Experiences in the user area of the learning ecosystem.

4.2 Share the Experience with participants

To invite users to actively work on your Experience, there are three different options:

Through Link (Recommended):

You can share the entry link with the users you wish to involve in your Experience. By entering their credentials, those users will automatically become part of your Experience and can enter at any time from their Learning Experience carousels.

Discover the circular economy - Cathedra 1 - MH

Lessons Exercises Forum Quotes Statistics Survey

Discover the circular economy - Cathedra 1 - MH

Welcome to this Learning Experience, where you will be **discovering the Circular Economy**.

This Learning Experience is based on audiobooks, videos, articles, podcasts and activities to test your knowledge.

This Learning Experience is suitable for any employee interested in gaining knowledge about what the Circular Economy is, as well as how it's being implemented around the world as a sustainable alternative to the current Linear economic model.

It will give you knowledge of the basic concepts of the Circular Economy and how to implement it (including an example of a corporation).

Scheduled video calls

No video calls scheduled [Create](#)

Contained in this experience

- 1 Module 1: Introduction to the Circular Economy
- 2 Module 2: Implementing the Circular Economy
- 3 Module 3: Limitations of the Circular Economy
- 4 Before you leave

Support

Experience details



Experience Type Standard Unit

Duration 5 Hours

Followers 1 View

Share

Experience link

Share this link with your users to access this experience.

<http://learning-academic.odilo.us/clubs/653a9872f...> [Copy link](#)

ID

Or just share the experience ID.

HDZ2HPQH [Copy ID](#)

Through code:

You can share the ID code of your Experience with a group of users, they must enter the code in their ecosystem, and they will be able to directly enter the Experience.

Share

Experience link

Share this link with your users to access this experience.

<http://learning-academic.odilo.us/clubs/653a9872f...> [Copy link](#)

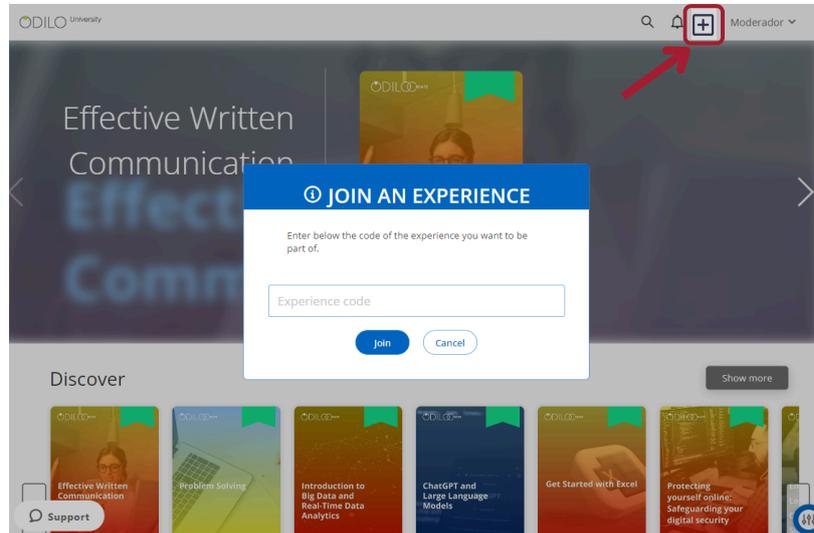
ID

Or just share the experience ID.

HDZ2HPQH [Copy ID](#)

To enter the code, they must go to their user area and then enter “Go to Learning Platform”. From there, they can paste the code that you have sent them into the “+” button at the top right.

Users will find this Learning Experience under their carousels, and they can access at any time.

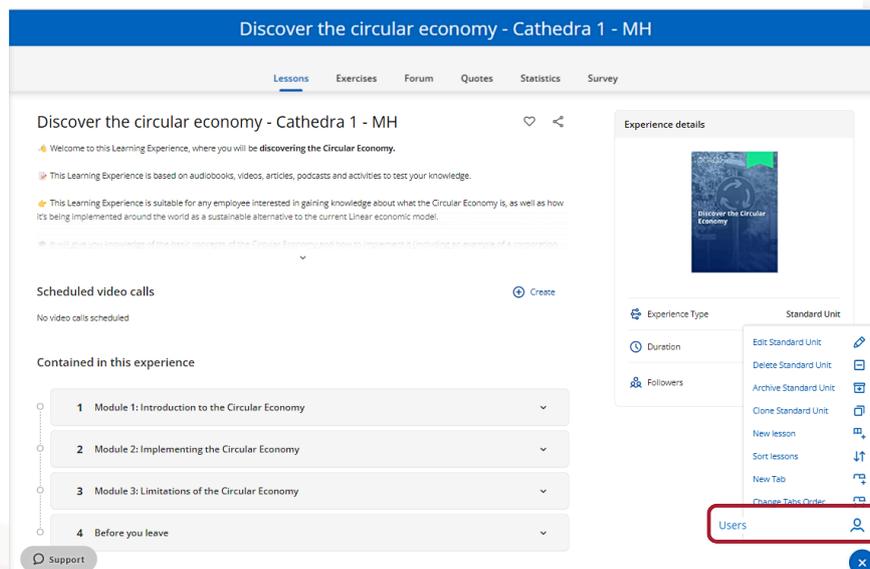


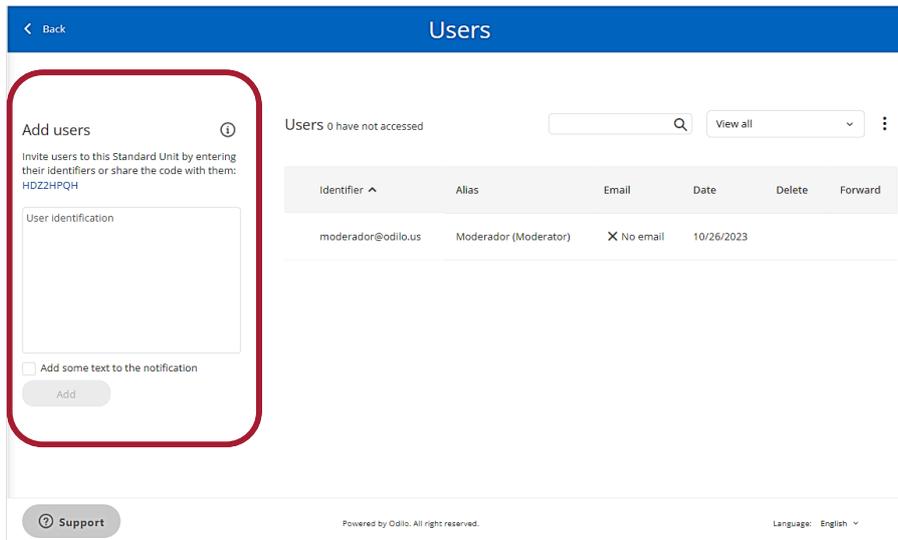
Add users manually (Recommended for small groups of participants):

You can add participants to your Experience by indicating their user IDs. This will link them directly, and they will be able to access from their carousels at any time.

You can include a message if you wish to notify them that they have been added to a new Learning Experience.

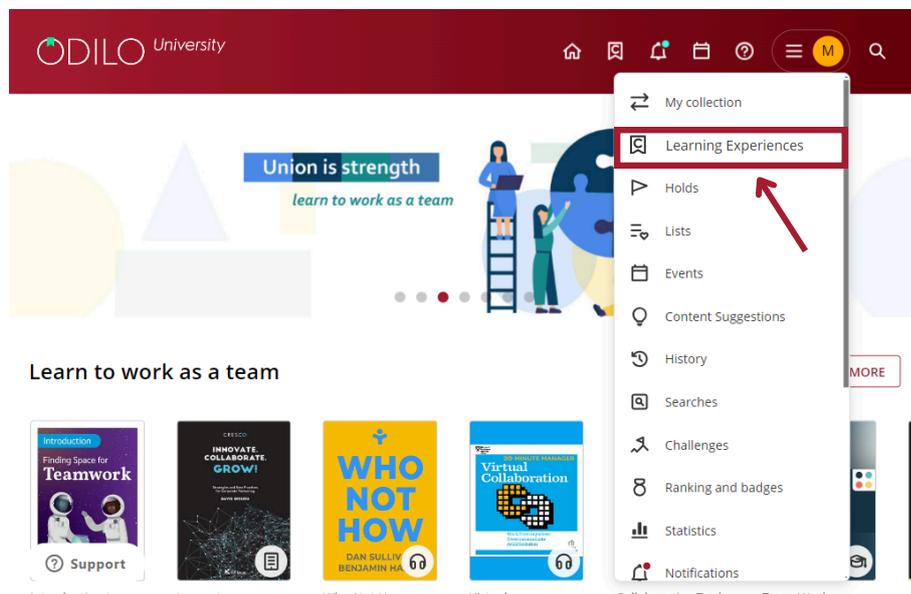
To do this, within your Experience, you must click on “Users” from your editing button. You can include as many users as you need, and even remove users from this section.

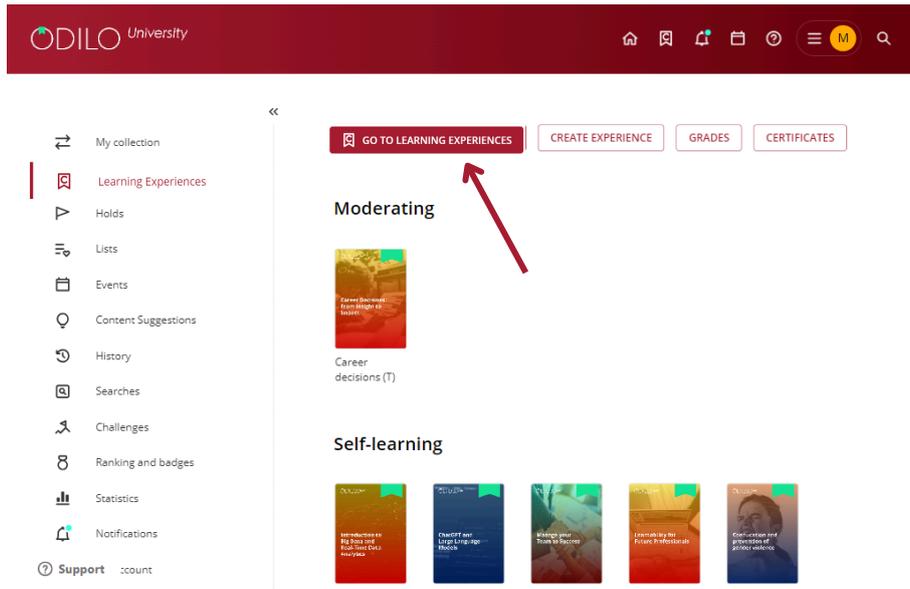




5. Monitoring the work of the participants

To track the progress and achievements of participants in an experience, click on your user area, select the "Learning Experiences" section, then click on "Grades" and use the search bar to find the experience you want to review.





This section will show you:

- List of participants who are working on the Experience in the side panel.
- Resources and exercises included in the Experience in the top panel.
- Total grade according to the scores you have established (you can change the % from the configuration button  at the top right of this section).
- “Export” button (Excel or CVS spreadsheet of your experience tracking information).

Name	Total score	Total time... hh:mm:ss	Experience progress %	The Data Revolution	The Data Revolution	Big Data Mining a...	Big Data	The Data Revolution	MySQL 8 for...	Big Data Analytics	Python Data...	Big Data Hadoo...
Bronwyn Boffelli	0.00	00:14:23	0									
canlga ma	0.00	00:06:51	0									
Gökçe Mandali Kurdoğlu	0.00	00:21:27	0									

For a detailed review of the activities or participants of your Learning Experience, in addition to the manual grading of exercises that require it*, you must click on the name of the content or exercise you want to review. This will take you to the review panel for that specific activity, where you can click on the participants' name to enter their personal panel.

Name	Total score	Total time... hh:mm:ss	Experience progress %	M1 A. TRUE&FALSE	M1 B. Questions	M1 C. Questions	M1 D. Questions	M1 E. Questions	M1 F. Chart	M1 G. Speaking...	M1 H. Evaluation	M2 A. Questions
ACADEMIC022	0.58	02:54:52	100	5.00	0.00	0.00	7.50	-	0.00	0.00	5.00	5.00
ACADEMIC024	0.22	00:04:12	0	10.00	-	-	-	-	-	10.00	-	-

* You will notice if any activity requires manual grading when your dashboard displays this icon , indicating that an activity requiring grading has been completed and submitted by that participant.

Within a content or activity, you will be able to see the list of participants, their grades, the number of submissions, and the attempts made (if the exercise allows more than one). You will also be able to download the spreadsheet from this section.

Name	Total score	Total time... hh:mm:ss	Experience progress %	M1 A. TRUE&FALSE	M1 B. Questions	M1 C. Questions	M1 D. Questions	M1 E. Questions	M1 F. Chart	M1 G. Speaking...	M1 H. Evaluation	M2 A. Questions
ACADEMIC022	0.58	02:54:52	100	5.00	0.00	0.00	7.50	-	0.00	0.00	5.00	5.00
ACADEMIC024	0.22	00:04:12	0	10.00	-	-	-	-	-	10.00	-	-

From the user panel, you will **only be able to interact with the scoring and comments area when it comes to a manually graded exercise.**

Automatically graded activities will not allow you to edit scores. However, you will have the option to **reset the exercise** as many times as you wish, giving the user another opportunity to respond.

Name	Total score	Answered	Attempts	Progress %
ACADEMIC_CONTENT_DEMO_	3.33	3/3	1/1	100

Grades

Search experience > Career decisions (T) > Extra: Learning check > USERTEST

Extra: Learning... [Export](#) [Reset](#)

N°	Question	Reply	Score	Review
1	Open-ended question What is the...	I think that a career...	0	

USERTEST

Total score
0

Progress
100 %

Grades

Search experience > Career decisions (T) > Learning Check 1

Learning Check 1

[Export](#)

1 selected items

Name	Total score	Answered	Attempts	Progress %
<input checked="" type="checkbox"/> USERTEST	6.00	5/5	1/1	100%

[Support](#) Powered by Odlo. All right reserved. Language: English

6. Extras - Learning Experiences

You can add extra interactions to your Experience to make it much more fulfilling and personalized.

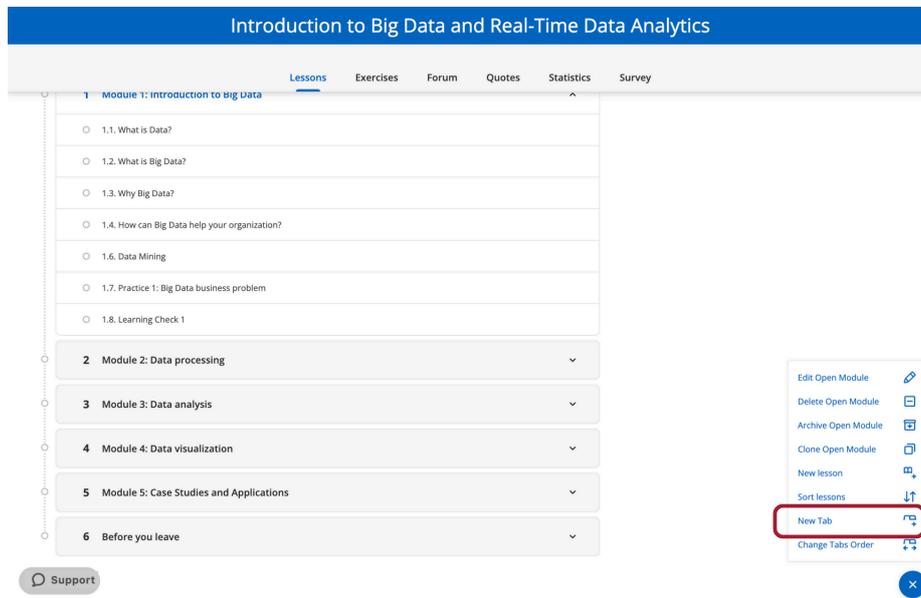
6.1. Scheduled video calls

All your Learning Experiences allow you to add scheduled video calls. To add one, click the button "Create". Your ecosystem allows you to add video calls from Zoom, Skype, Teams and Google Meet.

The screenshot displays a Learning Experience page for "Introduction to Big Data and Real-Time Data Analytics". The page includes a navigation bar with "Lessons", "Exercises", "Forum", "Quotes", "Statistics", and "Survey". The main content area features a "Scheduled video calls" section, which is currently empty and highlighted with a red box. A red arrow points from this section to a "Create" button with a plus icon. Below the "Scheduled video calls" section is a list of modules: "Module 1: Introduction to Big Data", "Module 2: Data processing", "Module 3: Data analysis", and "Module 4: Data visualization". A "Support" button is also visible. To the right, the "Experience details" sidebar shows the experience title, a cover image, and options for "Experience Type" (Open Module) and "Followers" (4 View). A "Create video call" modal is open, allowing the user to select an application (Zoom, Skype, Google Meet, Teams) and fill in required fields: TOPIC, EMAIL, URL (pre-filled with "https://..."), and START DATE (pre-filled with "00/00/00"). The modal includes "Save" and "Cancel" buttons.

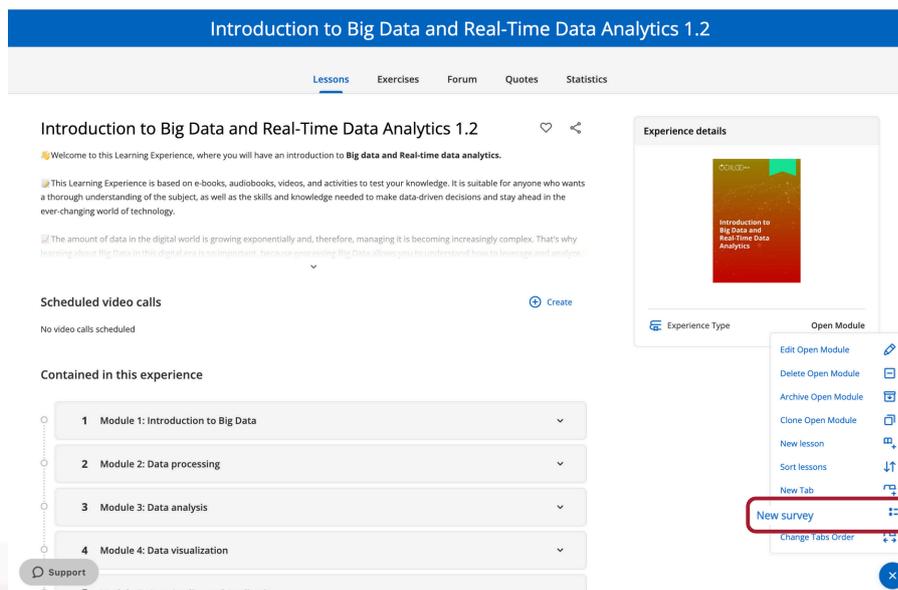
6.2 New tabs

You can add new tabs to your Experience according to your needs. Click on your edit button and choose the "New tab" option. You will be able to create your new tab by incorporating all the information from the required fields.



6.3 Survey

You can add surveys within your Learning Experience to gather participants' opinions. Simply click the editing button and select the "New Survey" option. You can create your survey either from a PDF document or by creating questions directly in this section. You'll have the flexibility to include open-ended questions or multiple-choice options as needed.



Also, remember that you have the initial text panel, which allows you to include videos, external links and encrypted items directly to your survey.

The screenshot shows a survey editor interface. At the top, there is a 'Title' field with the text 'We want your feedback!' and a 'Required' checkbox. Below the title is a 'Description' field with a rich text editor toolbar (bold, italic, underline, link, unlink, image, video, iframe) and the text: 'Now that you have completed this Learning Experience, we would like to know your opinion. Please, answer the following questions.' Below the description is a 'Questions' section with two questions:

- On a scale from 1 to 10, would you recommend this Learning Experience to another person? (1 meaning not at all and 10 meaning definitely yes)
- On a scale from 1 to 10, what score would you give to this Learning Experience? (1 being the lowest score and 10 being the highest)

At the bottom of the description field, it says '22 WORDS POWERED BY TINY'.

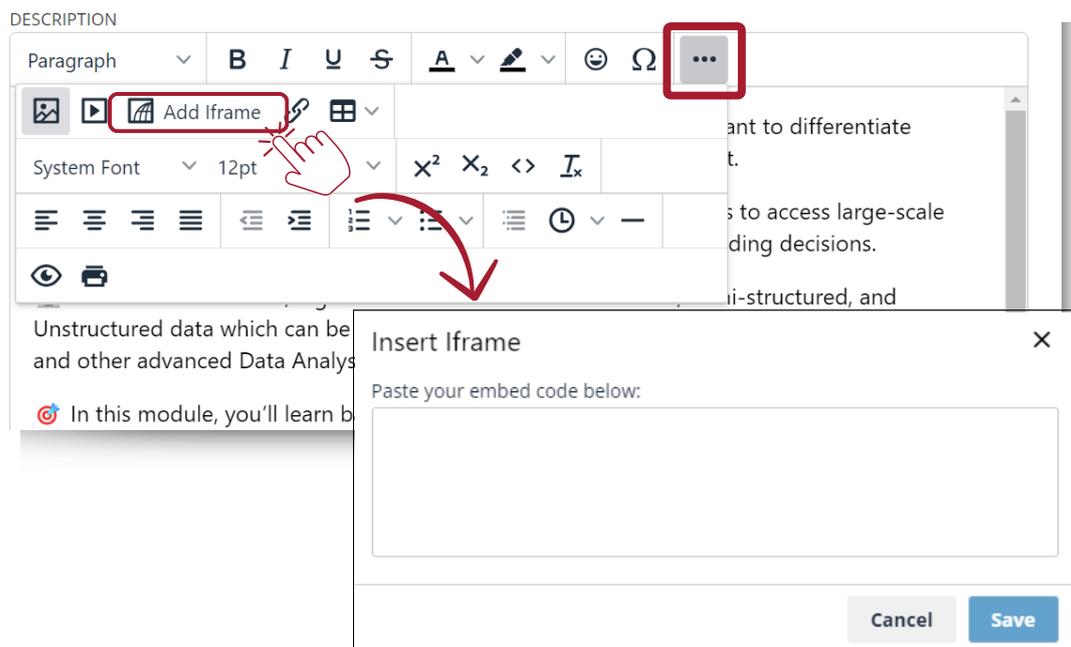
Once created, you can edit it, as you wish, from the survey tab, in your editing button.

The screenshot shows a course page titled 'Introduction to Big Data and Real-Time Data Analytics'. The navigation menu includes 'Lessons', 'Exercises', 'Forum', 'Quotes', 'Statistics', and 'Survey'. The 'Survey' tab is active, showing the survey content from the previous image. In the bottom right corner, there is a menu with the following options: 'Edit Open Module', 'Delete Open Module', 'Archive Open Module', 'New Tab', 'Change Tab Order', 'Edit survey', and 'Delete survey'. The 'Edit survey' option is highlighted with a red circle.

6.4 Dynamization

Your Experience has text boxes in different sections. Each of these boxes presents a panel that will allow you to easily and quickly add activities from online platforms such as: **Kahoot**, **Genially** or any **Google tool**, such as forms, presentations, and more. This will give you the possibility of dynamizing the sections without users having to leave the Experience.

You must click on the "Add iframe" option and from there you can include the embed code. Users will be able to interact with this tool within the Learning Experience.



FAQ

1. How do I access the Learning ecosystem on mobile devices?

If your institution offers a mobile app download option, you will find direct download buttons at the bottom of the learning ecosystem. Download the app to access content from your smartphone or tablet. With the app, you can enjoy content without an internet connection.

To access your content offline, follow these steps:

- Open the app and go to the "*Bookshelf*" section (button located at the bottom of your screen).
- Download the resources for offline use by tapping the download arrow (⬇️) in the bottom right corner.
- This icon (✅) will indicate that the content is ready for offline use.

Important: To browse the catalog, access content for the first time, and download selected resources, an internet connection is required.

2. Can I create or edit Learning Experiences from my mobile?

Yes you can. Go to your user area and click on "*Learning Experiences*".

3. If I have a technical problem, where can I contact support?

You can always open the support chat (bottom left of the screen) to report your problem.

4. As a moderator, where can I see the content consumed by users?

As a moderator, you can see user consumption in the "*Statistics*" tab of your Learning Experiences. Here you will find the consumption start date, the last date the resource was accessed, the time spent on that resource, and the consumption progress in percentage.

Another option is to review the "*Grades*" of the Learning Experience, where you can download the information sheet for all participants.

5. What does it mean, the word "*Required*" on a field?

"*Required*" means that these fields must be filled out.

6. What is the difference between SCORM, lists and Learning Experiences?

A list is a tool to organize selected content. SCORM is a course from a third-party provider. Learning Experience is designed to be customizable according to the needs of the institution, and it also has more functionalities than a SCORM content, these functions include: communication between participants, certificate, grades and content linked from the ecosystem catalog.

7. How do I activate a certificate of completion for my Learning Experience?

It can be activated from the information/settings area of your Experience when cloning or creating a Learning Experience. You can locate it later from your editing button choosing the first option *"Edit"*. You can activate or deactivate this option as you wish.

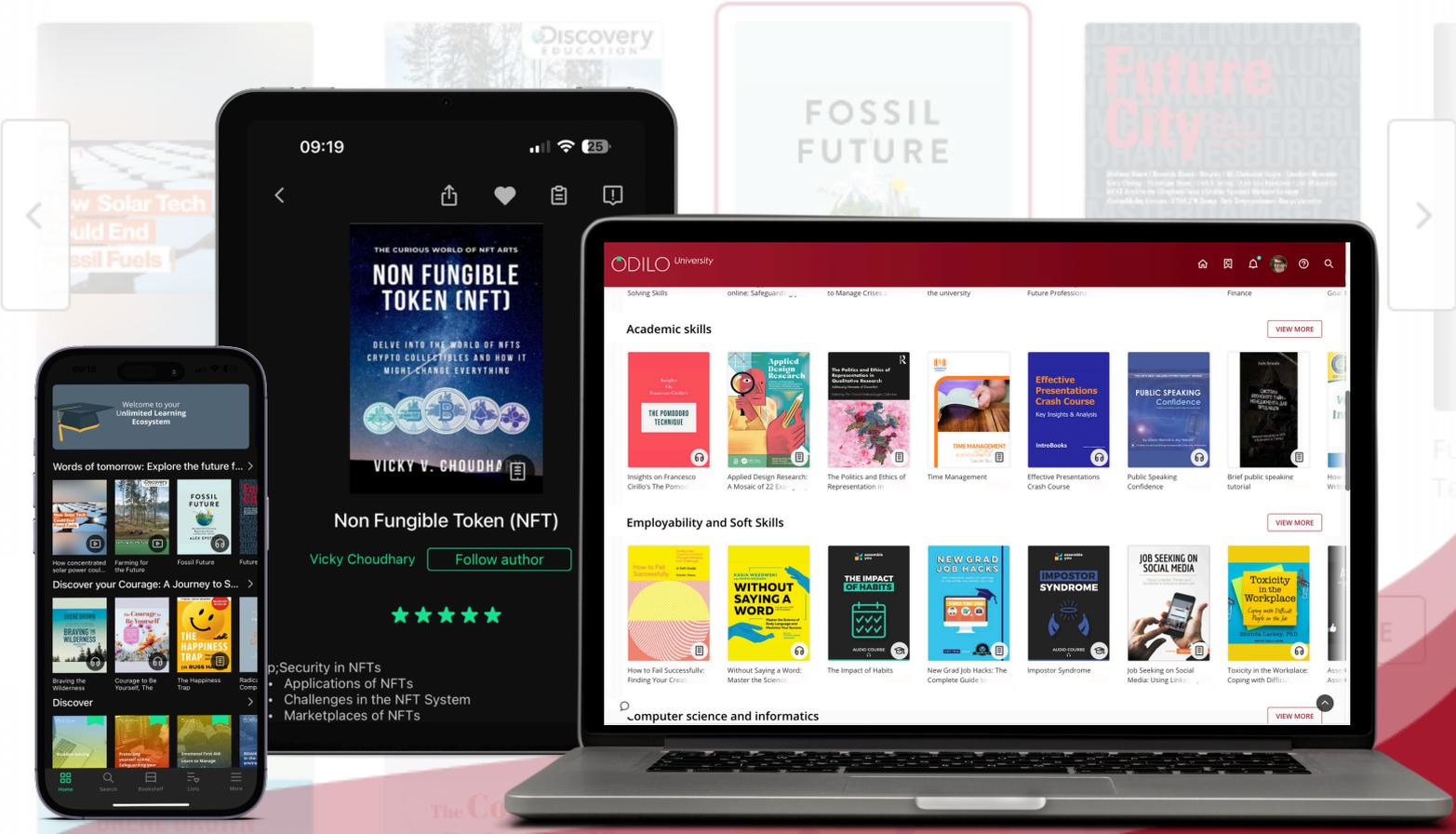
8. Can I upload a resource directly from my computer to a Learning Experience?

As a moderator, you can upload your own content to the lessons through the option *"Catalog a resource"* by adding the *"Resources"* section to a lesson (for example, lectures, research articles, papers, etc.).

See section 3.2

Words of tomorrow: Explore the future from many perspectives.

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