



# E-ACADEMY OF BUILDING TRADES

## GUIDE TO THE E-LEARNING PLATFORM

Co-funded by the  
Erasmus+ Programme  
of the European Union





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# FOREWORDS TO THE GUIDE

This guide serves as a quick introduction to the usage of the e-learning platform titled the E-Academy of Building Trades. The goal is clear and simple: to give a good comprehensive understanding both to students and teachers on how they can be active participants of the platform and to help the educational work of the later trainings with a number of useful recommendations and pieces of advice.

A further reason for the assembly of the booklet is to help all those who would like to contribute to the further expansion of the platform with some newer courses in the form of video tutorials, following the jointly accepted common guidelines of the partnership regarding the structure of these courses and the individual modules. It is thoroughly explained how to set up these new online trainings, how to embed the videos and also how to create quizzes for testing purposes.

All those who would like to contribute to the further development of the platform with newer European languages upon the already available ones (English, Portuguese, Lithuanian, Estonian, Swedish, Hungarian and Romanian) or would like to add further courses to the actual portfolio, please contact our consortium on the following email address: [info\\_eacademy@upt.pt](mailto:info_eacademy@upt.pt)

In case of sincere inquiries our administrators will grant further partners access to the cloud folders of the texts to translate, also grant them editing access to the Youtube channel and provide Teacher role rights for them on the Moodle e-learning platform of the programme.

We hope you will find the Guide useful during your daily work!

**The Team of E-Academy**

# **GENERAL INTRODUCTION TO THE PLATFORM**



## Brick & Tile Making

Tiles are essential to the image of historical buildings and sites, creating the Dachlandschaft – the scenery of the roofs - and representing an important component of local identity and heritage. This course gives an overview of the production process of manufactured tiles and bricks, nowadays used in restoration projects.

[more ...](#)

## Summary of the project

'E-Academy of Building Trades - E-learning Platform of Traditional Craftsmanship' is a transnational project answering the great need for new, innovative approaches in the education of the craftsmanship related to traditional building methods. The partnership is made of university faculties, adult education providers of building professions, non-governmental organisations being active in the heritage sector and an architectural design studio with the common aim to assemble new, digital type of learning materials helping to revive and maintain these professions as lifetime occupations.



### Navigation

#### Home



Dashboard



Academy of Building Trades



Courses



### Administration

# GENERAL INTRODUCTION TO THE PLATFORM

## 1. INTRODUCTION TO THE ERASMUS+ PROGRAMME

Besides being the e-learning platform of E-Academy of Building Trades the 'buildingtrades.eu' site also provides some useful information on the Erasmus+ programme which made it possible that learners can now enrol in all the new courses of the traditional building trades selected by the partnership of the creators. It is important to illustrate this background, especially experiencing what an extraordinary cooperation and organisational work which was required to gain these outputs on a European scale and with such a broad thinking on the subject. The consortium of the partnership also believes that the goals achieved together and the products themselves can prove that the framework of the European Council's Erasmus+ programme is a useful and effective tool for making steps towards a more unified European Union's policy in the area of education and culture - with respects towards the national values and the importance of diversity but with solutions that try to give complex and universal responses to the different needs and local requirements.

Therefore the Erasmus+ Project section of the platform gives an overall summary of the original goals and setting of the project developed between 1st September 2019 and 31st August 2022 in the cooperation of 6 European partners from Portugal, Estonia, Sweden, Lithuania, Hungary and Romania. In dedicated submenu items of this menu the users can learn about the Transnational Project Meetings which allowed the important in-person debates and harmonisations that lead to the joint decisions in shaping the exact form of the products during the realisation phase. Another important submenu item and page of this menu is the 'Multiplier Events' section. This page collects all the available pieces of information on the most important type of dissemination activities of the partners, financed by the programme itself. The events organised in all partner countries allowed local stakeholders, possible users of the e-learning platform, vocational and adult educational institutions to learn about the project results and the realisation of the programme directly from the partners and authors of the project outputs. Both the 'Project Meetings' and the 'Multiplier Events' pages provide all the official project data while illustrating the exact realisation with the photo galleries of the venues. (See Image 3).

## 2. CONTACT US

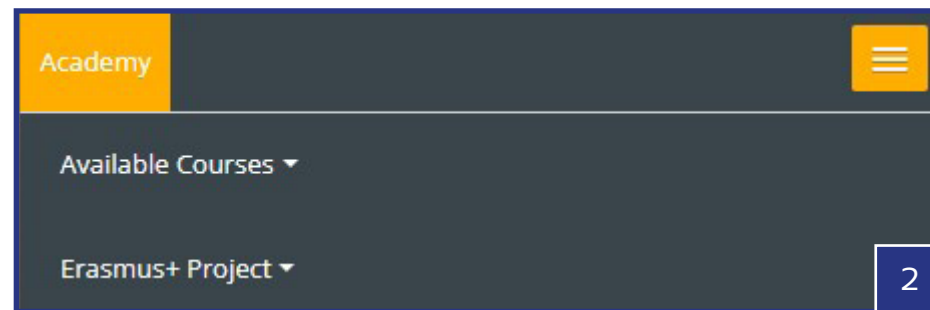
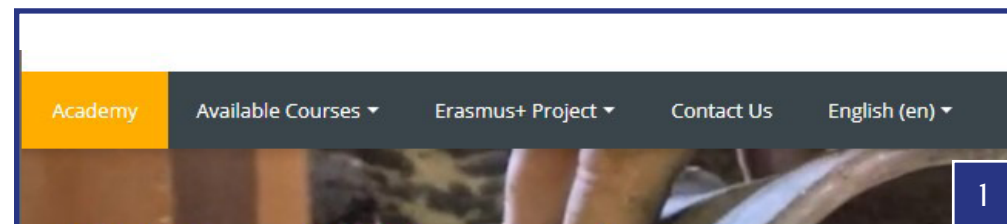
The 'Contact Us' page is a highly important page for the programme which officially finished on 31st August, but which remains the common interest and joint case of the project partners even after the end of the programme and for long years in the future. The common interest is to broaden the e-learning platform both with further courses and new languages. This is partly possible with the existing number of partners in the consortium, but the real goal is to widen the list of cooperating organisations from all parts of Europe. The Contact Us page allows to build these new links allowing the continuous further-development and growth of the E-Academy. (See Image 4).

## 3. LANGUAGE SELECTION

Multilinguality of the site has been a priority from the start of the project ideas. The platform is available in English and in all six languages of the Erasmus+ partnership: Portuguese, Estonian, Swedish, Lithuanian, Hungarian and Romanian. A single button click on the chosen language from the drop-down menu translates the complete e-learning platform. In the future the homepage might be able to provide access to the courses in further European languages too. (See Image 5).

## 4. SEARCH MENU

The Search function placed to the end of the Header Menu bar provides hits for search questions within the database of the courses. See more on this feature on Page 10.





Academy Available Courses ▾ Erasmus+ Project ▾ Contact Us English (en) ▾

Partnership of the project

Project Meetings

Multiplier Events

## Project Meetings

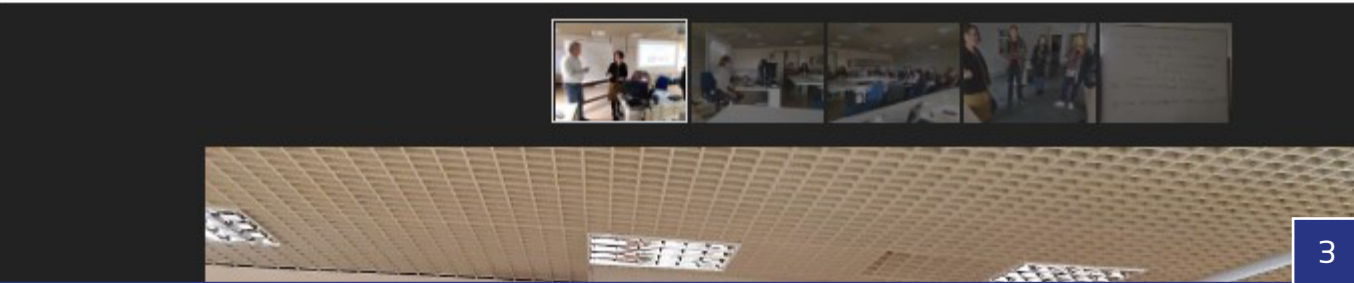
### Kick-off Meeting in Porto

Porto, Portugal - 4th-5th November 2019

The first meeting of the project was held between 4th and 5th November 2019 in Porto, Portugal hosted by the D. Henrique. The main target of the meeting was to update the management plans of the project, to learn more about the project and to schedule the upcoming tasks with clear distribution of work amongst the members of the consortium.

**Participants of the meeting were:**

Mari Kaisel, Piret Uus - NGO Vanaajamaja, Estonia  
 Ida Karlsson, Göran Andersson - University of Gothenburg, Sweden  
 Anna Palotas, Gabor Palotas - EK Association, Hungary  
 Gabor Tothfalusi - Tektum, Romania  
 Isabel Freitas - UPT - Universidade Portucalense Infante D. Henrique, Portugal  
 Agne Zilinskaite, Maria Kajotiene - Arts & Crafts Association of Vilnius, Lithuania



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Academy Available Courses ▾

## Contact Us

4

Contact Us English (en) ▾

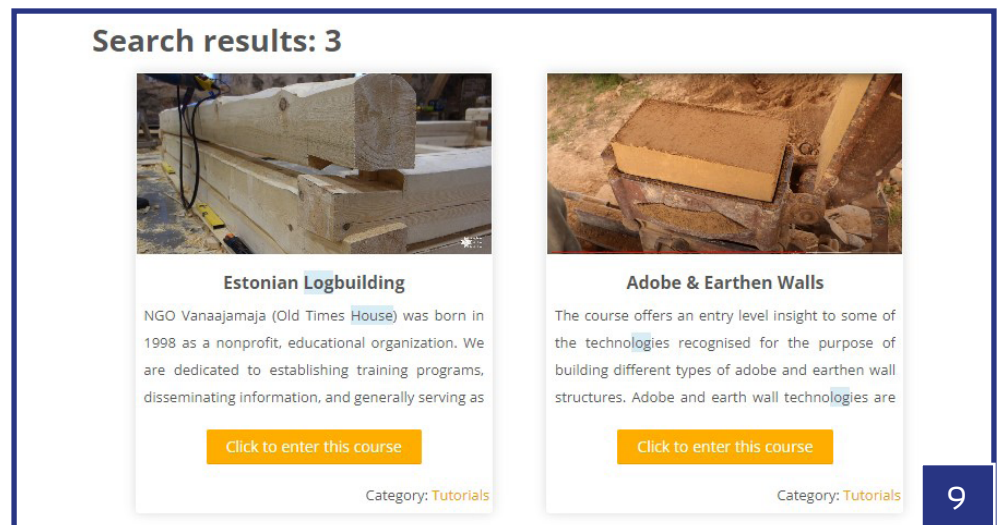
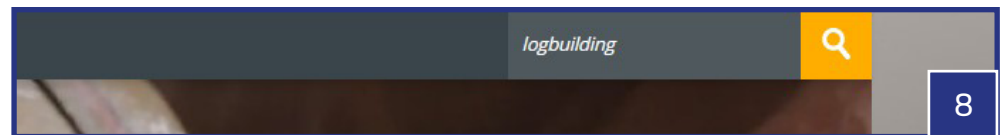
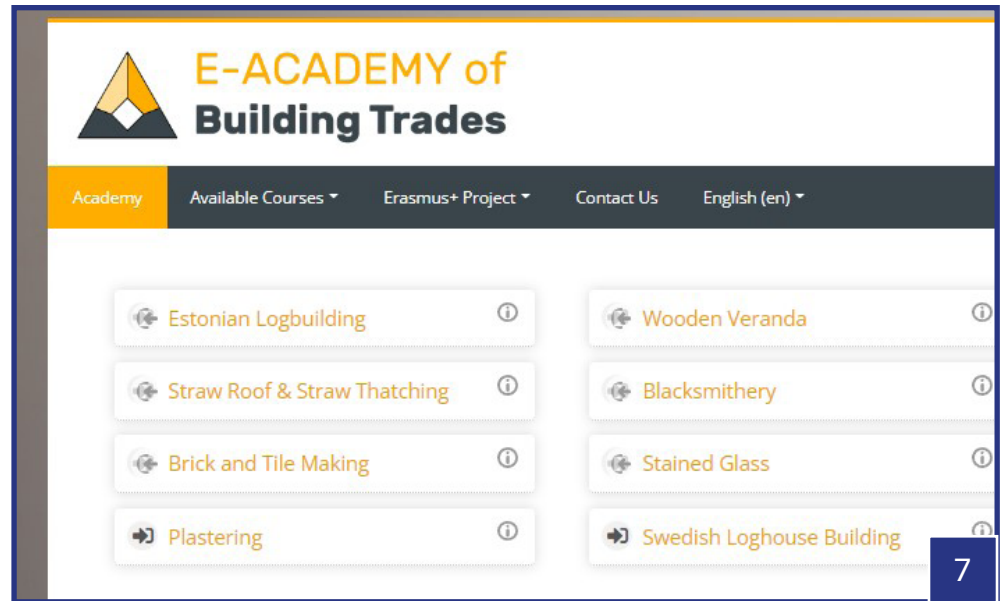
- eesti (et)
- English (en)
- Lietuvių (lt)
- magyar (hu)
- Português - Portugal (pt)
- Română (ro)
- Svenska (sv)

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## 5. AVAILABLE COURSES

The e-learning platform of E-Academy Of Building Trades is built around the online trainings. By start there are 12 complete courses with short film tutorials and further text-form explanations to help the best understanding of these subjects. These can be found and accessed from many different parts of the homepage:

- The quickest access to the full list of courses is available in the Header Menu bar (See Image 2), right next to the Home button titled 'Academy'. By default the list contains the following courses (with the country of origin): 1. Estonian log building (Estonia); 2. Renovation of a Veranda (Estonia); 3. Tile Stoves (Lithuania); 4. Blacksmithery (Lithuania); 5. Adobe & Earthen Walls (Hungary); 6. Straw Thatching (Hungary); 7. Brick and Tile Making (Romania); 8. Stained Glass (Romania); 9. Tile Manufacturing (Portugal); 10. Plastering (Portugal); 11. Swedish Logbuilding (Sweden); 12. Birch Bark Harvesting (Sweden). The Header Menu is always visible independently from the page the user is actually staying at. (See Image 1, 2 and 10).
- When staying on the Main Page (Academy button), in the lower part of the page there is a section titled '**Available courses**', which enlists all courses with a thumbnail, a title and a short descriptive text, organised in a grid form. (See Image 11).
- Similarly to the Header Menu, the **Breadcrumbs** can also allow quick access to the full list of the available courses. This is only true though if the user is already exploring one of the courses. In such a case by clicking on the 'Courses' text, it will bring the user to a similar grid of all courses that one can find on the Main Page, but without thumbnails. (See Image 6 and 7).
- Finally the required course can be also found through the **Search** function using searching keywords. As a result of the search, all those courses will be listed in a grid which contain the applied keyword. (See Image 8 and 9).
- Similarly to the header menu of the page, the **Navigation menu** provides a number of useful links for the users - partially on the homepage topics, but mostly on the courses and their interior structure and communication possibilities. (See Image 12).



Estonian Logbuilding Available Courses

Renovation Of A Veranda

Tile Stoves

Blacksmithery

Adobe & Earthen Walls

Straw Thatching

Brick and Tile Making

Stained Glass

Portuguese Tiles

Plastering

Swedish Logbuilding

Birch Bark Harvesting

## Adobe & Earthen Walls

Entry level insight to some of the technologies recognised for the purpose of building different types of adobe and earthen wall structures. Adobe and earth wall technologies are amongst the earliest building methods of humankind with a long tradition over thousands of years.

[more ...](#)

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## Available courses



### Estonian Logbuilding

NGO Vanaajamaja (Old Times House) was born in 1998 as a nonprofit, educational organization. We are dedicated to establishing training programs, disseminating information, and generally serving as

[Click to enter this course](#)



### Wooden Veranda

It is crucial to preserve old buildings because it is impossible to recreate them. We can make a copy of an old building but we cannot recreate old material. When we leave an old building and let it

[Click to enter this course](#)



### Adobe & Earthen Walls

The course offers an entry level insight to some of the technologies recognised for the purpose of building different types of adobe and earthen wall structures. Adobe and earth wall technologies are

[Click to enter this course](#)



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## Navigation

### Home

[Dashboard](#)

[Academy of Building Trades](#)

- [Site blogs](#)

- [Site badges](#)

- [Tags](#)

[Calendar](#)

[My courses](#)

- [Estonian Logbuilding](#)

- [Wooden Veranda](#)

- [Adobe & Earthen Walls](#)

- [Straw Roof & Straw Thatching](#)

- [Tile Manufacturing](#)

[Courses](#)

- [Estonian Logbuilding](#)

- [Wooden Veranda](#)

- [Adobe & Earthen Walls](#)

- [Straw Roof & Straw Thatching](#)

[Blacksmithery](#)

[Tile stoves](#)

[Brick and Tile Making](#)

[Stained Glass](#)

[Swedish Loghouse Building](#)

[Birch Bark Harvesting](#)

[Plastering](#)

- [Tile Manufacturing](#)

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# **HOW TO USE THE E-LEARNING PLATFORM AS A STUDENT**



# ADOBE & EARTH WALLS Part 2 Building A Cob Wall

E-Academy Of Building Crafts  
Erasmus+ KA2 Strategic Partnership



# HOW TO USE THE E-LEARNING PLATFORM AS A STUDENT

## 1. REGISTRATION & ENROLMENT

The access to the contents of a course requires an **enrolment**, which is however has to be preceded by a **registration** and a **login**. Once the course of interest is found, there is need to press the 'Enrol me' button, which will automatically direct the user to the registration / login page. The process in case of both the creation of the new account and the login is very simple. During the registration the user needs to provide a few compulsory pieces of information such as the first name, surname and an email address along with the chosen username and password. The registration has to be confirmed through the email arrived from the database so to finalise the registration. By default the user receives a **Student role** at the end of the process and from this point the authentication is straight forward and enrolment to all courses is now just a question of a button-click. Some courses might also allow a guest access, but this is handled on the level of the individual courses. (See images 13-16).

## 2. THE NAVIGATION MENU AND THE DASHBOARD

Once you are logged in as a user a number of new possibilities appear. One of these is the **improved look of the Navigation menu** with a lot of new pieces of information and links customised to the user. The most remarkable new elements are organised in two sections under the titles My Courses and Courses. While the latter lists all available courses on the e-learning platform, the former one provides the list of those which you have already enrolled in. The Courses list also marks those courses differently which we have already enrolled in. Both lists allow to collect more information on the already enrolled courses, by pressing either the title or the triangle next to the course title. By doing so the full structure of the course can be learned as the folder tree expands and becomes fully visible. This way we can specify what we would like to visit and where to continue the learning process directly from the Navigation menu.


The other important feature of the Navigation menu is the **Dashboard** that allows similar possibilities as the Navigation menu itself but it has also a lot more to offer than that. The Dashboard also shows all those courses which were recently visited besides the ones we have already enrolled in. Another important feature of this page is the visualisation of the progress in case of each course. The user can also upload and manage private files here, monitor all upcoming activities in connection with the courses, either from a list or from a calendar view. A further useful feature

is being able to see all those who are also online on the e-learning platform with possibilities of communicating with them. The Dashboard can be also customised by re-arranging the blocks of it and new custom blocks can be added too. These settings are naturally user dependent that means every user can customise their own page for only themselves. (See images 17-18).

## 3. ADMINISTRATION

Another new instance appearing on the right sidebar if logged in is the **Administration block**. This block however only appears when students visit a course page and the only available function is to initiate the unenrolment from that course. The unenrolment needs to be double-confirmed before it really comes into effect to avoid unintentional leaves. (See images 19).

### Enrolment options



▼ Self enrolment (Student)

No enrolment key required.

**Enrol me**

#### Tile stoves

The tile stove not only radiates heat, but is also an impressive detail of the home interior, a real center of attraction. The first tile stoves in Europe were created in the 13th century, and they were built in Lithuanian manors from the 14th century. For a long time, luxuriously decorated tile stoves not only heated the homes of nobles, but were also an important symbol of wealth and status. Today it costs thousands of euros to build a new and good tile stove. However, a greater value is to restore tile stoves that have been around for decades or centuries. It requires a lot of

# Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

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## New account

### Choose your username and password

The password must have at least 8 characters, at least one non-alphanumeric character(s) such as \*, -, or #

### More details

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Create my new account

Cancel



Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

Some courses may allow guest access

Log in as a guest

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## Navigation

- Home
- Dashboard
  - Academy of Building Trades
  - My courses
    - Estonian Logbuilding
    - Wooden Veranda
    - Adobe & Earthen Walls
    - Straw Roof & Straw Thatching
    - Tile Manufacturing
  - Courses
    - Tile stoves

## Administration

- Course administration
  - Enrol me in this course

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Home > Dashboard

### Recently accessed courses



Tutorials  
Tile Manufacturing



Tutorials  
Straw Roof & Straw Thatching

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## Administration

- Course administration
  - Unenrol me from Estonian Logbuilding
  - Question bank

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## 4. THE STRUCTURE OF THE COURSES

Each course is realised with a clear and simple structure that is easy to follow by the students. **The courses are divided to modules** which function as the parts of the same series. The number of the modules varies based on the different topics of the courses, their actual number is between 8 and 12.

### 4.1. THE COURSE DESCRIPTION

Each course page starts with a **detailed course description** summarising the themes of the training and explaining the connections between the different modules. They usually contain suggestions what to be aware of while reading the texts and during watching the tutorial videos of the various parts. Additional pieces of information enlist the names of the masters appearing in the tutorials, the number of modules and the length of the full course. (See images 22).

### 4.2. MODULE DESCRIPTIONS

The **module descriptions** are organised under the titles of the individual modules enlisting the different topics with Part 1-Part 12 prefixes. The descriptions themselves are shortened forms of the texts available on the individual Module pages which can be accessed by pressing either the **Page link** directly under the title of the module or the ... **MORE >>** button at the end of the shortened descriptions. On the module pages the full module descriptions are combined together with the **tutorial short films** created for each single part. The embedded Youtube videos are normally centered on the module pages, preceded and followed by the descriptive texts. Each module description contains information on the name of the masters appearing in the films, the language of the videos, the available subtitles and the length of the module's tutorial short film. (See images 20).

### 4.3. FINAL EXAMS

Finally every course page is closed by the section of the **Final Exam**, which have the following parts: a **Test** (Quiz) with 10 randomly selected questions on the topics of the modules, a **Certificate** page for those who could pass the test with the required grade and a link to a questionnaire that helps to collect feedback for the authors how to further-develop the page. The questionnaire is able to collect important pieces of information on the interests and requirements of the learners in connection with the available courses. (See images 21).

## BUILDING A COB WALL - Adobe & Earthen

### BUILDING A COB WALL

**Shortfilm** - Length: 7 minutes and 40 seconds

**Original language of the film:** Hungarian

**Subtitles:** English, Estonian, Lithuanian, Portuguese, Swedish, Romanian

#### Description of processes shown in the video:

**'DEVELOPMENT OF THE WALL** - The wall is built directly on two rows of re-used bricks, that is utilized as a mixture of mud prepared earlier and rested for at least a day, that is then stacked upon each other according on one side of the wall and then on the other. Later we place bunches into the middle part too, with some of pieces of the size of the pitchfork head, with offsets and overlappings to the lower layers. The proper adhesion by means of which we ensure that the air is completely removed from the pieces. If necessary, the bunch is p a loud snap sound.





**TRIMMING THE WALL** - Although we usually cut the cob wall vertically after it is completely done, it is also adv wall straight with the scraper movements of the pitchfork. As a result of scraping, the fibers are combed vertic

(to be continued below the video)

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**PREPARATIONS** - As a preparatory work, the surface and joints of the earth block wall must be thorough carefully cleaned so as not to impede work and adhesion of the material. Then we carefully splatter the water out of the mud plaster. Finally, we bring the adobe mass needed for the plastering close to the wa other mud techniques shown earlier. The main difference is in the type of the plant additive: in case of admixture, whereas its short parts adhere well to each other, giving flexibility to the adobe material of the some areas, efforts have been made to increase this flexibility by adding 2-3% horse manure too. ... **MORE**

### FINAL EXAM

-  Quiz
-  Certificate - E-Master of Adobe and Earth Walls
-  Kérdőív a platformról
-  Questionnaire on the e-learning platform

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## Estonian Logbuilding With Dovetail Notches

NGO Vanaajamaja (Old Times House) was born in 1998 as a nonprofit, educational organization. We are dedicated to establishing training programs, disseminating information, and generally serving as a center of Estonian traditional building and log house renovation for the professional and general public alike. Vanaajamaja is an accredited training and consultancy provider dedicated to Estonian built heritage. We provide training courses related to traditional log building and historical renovation. We regularly host master carpenters from all over the world to share their knowledge and skills. For over ten years now we have trained more than 500 people in Estonian traditional building. It is our experience that not everybody starts hands-on building right after the training course. People need time to think and plan their own building projects. When the actual building then starts, after months or years, they might discover that some of the knowledge and skills acquired in the training have somehow disappeared. Therefore we have made a helpful tool for those who want to revive their knowledge. This set of films shows step-by-step the process of making a small log building with the dovetail corner notches. The set contains eight films starting with the preparation and starting the log building in the workshop and ending with the raising of the building in its actual location.

**Masters of the course:** Margus Palolill, Mikk Mustmaa (Estonia)

**Format of the modules:** 8 pieces of video tutorials, subtitles and text-form descriptions

**Full playtime of tutorial videos:** 2 hours 56 minutes 17 seconds

### Part 1 - Preparations And The First Round Of Logs

 Estonian Logbuilding 1 - Tutorial Video (1/8)



#### PREPARATIONS AND THE FIRST ROUND OF LOGS

**Shortfilm** - Length: 19 minutes 35 seconds

**Original language of the film:** Estonian

**Subtitles:** English, Estonian, Hungarian, Lithuanian, Portuguese, Swedish, Romanian

The film gives an overview of the necessary preparations for starting a log building and making the first round of logs. It shows how to measure and place the leveling boards and how to start the first round of logs on the leveling boards.

**Description of processes shown in the video:**

**1** - Installing the levelling boards / **2** - Checking that the levelling boards are square / **3** - Marking out the ground / **4** - Checking that the diagonals are equal / **5** - Marking the position of the partition wall / **6** - Securing the boards and checking the level / **7** - Preparing and cutting the sill logs / **8** - Placing the sill logs according to the ground-plan / **9** - Checking the placement of the sill log - distance between it and the levelling board: 13 cm / **10** - Checking the placement of the sill log - distance between it and the levelling board: 12 cm / **11** - Adjusting the placement of the sill log - before marking the joint and the long groove, the log should placed be as it is going to be in the wall / **12** - Marking the sides of the corner joint / **13** - Marking the wind breaking joint / **14** - Marking the sides of the corner joint / **15** - Measuring the adjustment of the log - 12.5 cm ... **MORE >>**

### Part 2 - Placing A Log With Double Scribing

## 5. VIDEO TUTORIALS AND QUIZZES

Let's now observe in detail the two key elements of the courses: the videos (tutorial short films) and the tests (with other words the quizzes) finalising the completion of the courses. The Short Films are aimed to teach detailed practical knowledge by showing the processes using close-up shots on the hands of the masters. The tutorial film format allows a quick but deep understanding of the topics in question, with the possibility to watch the realisation of the implied building techniques. Each film targets to show just a slice of the whole topic with a planned length of 5-10 minutes of playtime, but the complete list of films adds up to a series, which is able to cover the basic and most important areas of the selected building trades. The films are narrated along the progress of the timeline, explaining the reasons and exact details of the processes seen on screen. The professional comments are usually made by the masters themselves, sometimes by an independent narrator and either type of narration can be also complemented by additional inscriptions shown upon the frames of the films. The voice-overs recorded in the native language of the masters are also transcribed into subtitles in a multilingual form - in the original language and all languages of the partnership. Finally the module descriptions are often supported by the transcribed versions of the narrations too, so that the explanations paired with the films can be easily readable and searchable on the module pages (over and below the short films). (See image 23).

The Tests or Quizzes are to measure the gained knowledge after watching all the tutorial short films of the course and having learnt all the methodologies and additional technical knowledge shown and explained in these. The student has an unlimited attempt to pass the test of the course, which is made up from 10 questions of different types. These types are the following in the order of difficulty: 'True or False', 'Multiple Choice' and 'Select Missing Words'. In the case of the first type there is always a statement, a sentence about which the student needs to decide whether it is true or false. When solving the 'Multiple Choice' questions the student needs to pick the correct answer from 4 possibilities or fill the blank space of a sentence choosing from 4 possible solutions. While the 'Select Missing Words' type exposes a sentence with 4 empty spaces to which the correct words can be selected from drop-down menus. The passing score of the tests are set to 7 points out of the available 10 maximum score, but this can be somewhat different in case of the individual courses. If the test is successfully passed a Certificate is awarded to the user, which can be downloaded from the Final Exam section of the Course page, placed directly under the Test. Until the requirements for issuing the certificate are met, the link is inactive and then having passed the test, it gets active, being available for the student for downloading. (See images 24-27).



[Home](#) > [My courses](#) > [Stained Glass](#) > [Test Your Knowledge!](#) > [Quiz](#) > [Summary of attempt](#)

### Quiz

#### Summary of attempt

Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered
7	Not yet answered
8	Not yet answered
9	Not yet answered
10	Not yet answered

[Return to attempt](#)

[Submit all and finish](#)

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## Quiz

Grading method: Highest grade

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Attempt quiz now

### Question 1 Not yet answered Marked out of 1.00 [Flag question](#)

When removing the panels from the window openings, first the materials  to hold the panels in place are , then the metal rods are . Next, the stained-glass panels are  on rigid wood panels, and they are lowered in batches.

### \* Quiz navigation

1	2	3	4
5	6	7	8
9	10		

[Finish attempt...](#)

### Question 2 Not yet answered Marked out of 1.00 [Flag question](#)

After removal, the original lead came can be reused as is.

Select one:

- True
- False

25

### Question 10 Not yet answered Marked out of 1.00 [Flag question](#)

Reassembling the stained-glass panels:

Select one:

- a. Starts from the corner of a panel, joining together the stained-glass elements with the new lead came
- b. None of the above
- c. Requires soldering of the intersections of the lead came
- d. Requires first soldering the intersections of the new lead came, then the entire surface

[Finish attempt ...](#)

◀ Stained Glass 10 - Tutorial Video (10/10)

Jump to...

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# **MANAGING THE COURSES**

## AS A TEACHER OR ADMIN

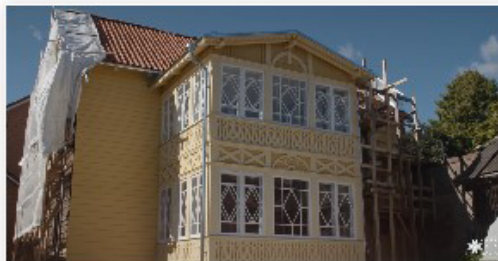
# Available courses



## Estonian Logbuilding

NGO Vanaajamaja (Old Times House) was born in 1998 as a nonprofit, educational organization. We are dedicated to establishing training programs, disseminating information, and generally serving as

[Click to enter this course](#)



## Wooden Veranda

It is crucial to preserve old buildings because it is impossible to recreate them. We can make a copy of an old building but we cannot recreate old material. When we leave an old building and let it

[Click to enter this course](#)



## Adobe & Earthen Walls

The course offers an entry level insight to some of the technologies recognised for the purpose of building different types of adobe and earthen wall structures. Adobe and earth wall technologies are

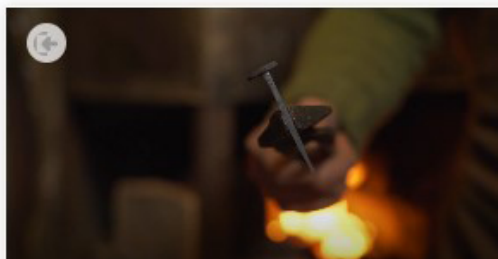
[Click to enter this course](#)



## Straw Roof & Straw Thatching

The course is made of two great parts, both explaining building methods of roofing. Furthermore even the raw building material is something that clearly connects the two, being rye

[Click to enter this course](#)



## Blacksmithery

Blacksmithing is one of the oldest crafts in the world, without which we cannot imagine our daily life today. Blacksmiths were highly respected in all countries and at all times, in some nations even

[Click to enter this course](#)



## Tile stoves

The tile stove not only radiates heat, but is also an impressive detail of the home interior, a real center of attraction. The first tile stoves in Europe were created in the 13th century, and they were built in

[Click to enter this course](#)



# MANAGING THE COURSES AS A TEACHER OR AN ADMIN

Users with the role of Teacher or Admin have the full access to manage the courses of the platform: adding new contents or modifying existing ones through the editing features of the Moodle page. In the next few phrases we will look into these possibilities a bit. Naturally accessing these features there is need for a registration and login and additionally the administrators of the platform should grant a Teacher or Admin access to those users who would like to perform direct modifications on the site, on the structure of the courses or on the individual courses.

NOTE: This guide is to help those who are able and ready to perform these modifications on their own and by reading this guide. With some practice this is really accessible and easy for anyone, still the actual administrators of the E-Academy e-learning platform can always help in the management and the realisation of the required changes. So try to learn it and then ask for help whenever you need it!

## 2. VIDEO REQUIREMENTS

The courses of the E-Academy platform are designed around the video tutorial series portraying the selected building trades. It is advised therefore that the series of short films are prepared and uploaded to the programme's Youtube channel first (<https://www.youtube.com/channel/UCsJqaBtGWtnKB5YGnYIZI9Q>). The requirements can be summarised in the following way:

Series of 8-12 films - tutorial short films

**Goal:** to explain the basics and key techniques of a selected traditional building trade

**Recommended shots:** close-ups on the hands of the masters, totals for the better understanding of the situations

Narration in native language of the masters

**Minimum resolution:** UHD - 1920 x 1080 px

Subtitle(s) at least in English as separate \*.srt files (not burnt on the video)

Starting and closing screens according to the Design Concept Plan of the programme.

**Link to the plan:** [shorturl.at/eRVX8](http://shorturl.at/eRVX8)

**Link to the folder for the starting and closing screens to be adapted on the new films of E-Academy:** [shorturl.at/ADJT5](http://shorturl.at/ADJT5)

**Minimum length:** 5 minutes per videos

**Suggested length:** 5-12 minutes of playtime

Once everything is done in the suggested way of the E-Academy, the videos can be uploaded to the programme's Youtube channel. Along with the videos the subtitles have to be also uploaded in all available languages. To make sure that the Moodle will show the English subtitle too upon the embedded videos, it is recommended to set 'Esperanto' language as the original language of the films.

## 1. ADDING A NEW COURSE

Starting a completely new course at the platform can be initiated from the 'Manage courses and course categories' page by pressing the 'Create new course' button or from the 'Courses' page, by pressing the 'Add a new course' button. To get to these pages, the 'Manage courses and course categories' link can be found under the Administration section > Courses, while the 'Courses' page is available in the Navigation section. (See images 28-30).

The 'Add a new course' page allows us to provide not only all the basic and general pieces of information on the courses, but also a series of important and detailed settings on how the course should function. **The most important data at start are the 'Course full name' and 'Course short name'.** These both should be as short and in the meantime as well-describing as possible. In case of the Course full name we are able to use multilingual titles by using the {mlang} tags. Example in case of an English and a Portuguese title: {mlang en}Tile production{mlang}{mlang pt}Fabrico de azulejos{mlang}. In case of the short title only the English version is suggested for technical reasons.

Suggested settings for some of the **basic fields:**

- Course category: Tutorials (the only available category according to the general goals of the e-learning platform).
- Course visibility: Show - if the course is already fully complete / Hide - until the course reaches its final state and can be published
- Course start date: actual date of the publishing can be set
- Course end date: it is suggested not to enable the end date so that all new courses can be reached without time limitation. However in case of some special temporary courses this setting can be a useful one.
- Course ID number: not a compulsory setting, but it can be useful in some special cases (See image 31).

Further important key fields are available under the **Description section:**

- Course summary: This description is an important one as this will be displayed both on the front page and on the Courses page in the list of courses along with the thumbnails of the courses. As there is only limited space at these locations, it is

[Manage courses](#)

	<a href="#">Wooden Veranda</a>		<a href="#">Adobe &amp; Earthen Walls</a>	
	<a href="#">Blacksmithery</a>		<a href="#">Stoves</a>	
	<a href="#">Tinted Glass</a>		<a href="#">Estonian Loghouse Building</a>	
	<a href="#">Roofing</a>		<a href="#">Manufacturing</a>	

[Add a new course](#)

Courses pending approval

### Navigation

- Home
- Dashboard
- Academy of Building Trades
- ▼ Courses**
  - ▶ Tutorials

### Administration

- ▼ Category: Tutorials
  - Manage this category
  - Edit this category
  - Add a subcategory

## Administration

- ▶ Front page settings
- ▼ Site administration
  - Notifications
  - Registration
  - Moodle services
  - Advanced features
  - ▶ Users
  - ▼ Courses
    - Manage courses and categories**
    - Course custom fields
    - Add a category
    - Add a new course

## Course and category management

Viewing: [Course categories and courses](#) ▼

### Course categories

[Create new category](#)

[Tutorials](#) 12

#### Sorting

Selected categories ▼

Sort by Category name ascending ▼

Sort by Course full name ascending ▼

[Sort](#)

### Tutorials

[Create new course](#)

Sort courses

Per page: 20

	<input type="checkbox"/>	<a href="#">Estonian Logbuilding</a>				
	<input type="checkbox"/>	<a href="#">Wooden Veranda</a>				
	<input type="checkbox"/>	<a href="#">Adobe &amp; Earthen Walls</a>				
	<input type="checkbox"/>	<a href="#">Straw Roof &amp; Straw Thatching</a>				
	<input type="checkbox"/>	<a href="#">Blacksmithery</a>				
	<input type="checkbox"/>	<a href="#">Tile stoves</a>				

advised not to add descriptions any longer than 30-40 words.

- Course image: This image will represent the course in the aforementioned list of courses upon the course summary texts. The accepted file formats are: gif, jpeg and png. These types of images can be uploaded easily and can be set as course image through the uploader field. (See image 32).

#### Course format section:

- Format: Required setting is 'Topics format' which allows to follow the programme's concept by dividing the course into 8-12 parts (topics). These will be the individual modules of the course, forming a sequence together.

## Edit course settings

### General

Course full name

Course short name

Course category

Course visibility

Course start date

Course end date       Enable

Course ID number

### Description

## Description

### Course summary

{mlang en}NGO Vanaajamaja (Old Times House) was born in 199... organization. We are dedicated to establishing training programs and generally serving as a center of Estonian traditional building for the professional and general public alike. Vanaajamaja is consultancy provider dedicated to Estonian built heritage. We related to traditional log building and historical renovation. carpenters from all over the world to share their knowledge and we have trained more than 500 people in Estonian traditional b that not everybody starts hands-on building right after the traini to think and plan their own building projects. When the actual months or years, they might discover that some of the knowled training have somehow disappeared. Therefore we have made want to revive their knowledge. This set of films shows step by

### Course image

Maximum file size: L

Files

Screenshot\_21.jpg

Accepted file types:  
Image (GIF) .gif  
Image (JPEG) .jpg  
Image (PNG) .png



▼ Course format 33

Format  (dropdown menu open with options: Topics format, Single activity format, Social format, Topics format, Weekly format, Hidden sections are shown in collapsed form)

Hidden sections

Course layout

▼ Appearance 34

Force language

Number of announcements

Show gradebook to students

Show activity reports

▶ Files and uploads

▶ Completion tracking

▶ Groups

▶ Role renaming

▼ Appearance 35

Force language

Number of announcements

Show gradebook to students

Show activity reports

▶ Files and uploads

▶ Completion tracking

▶ Groups

▶ Role renaming

▶ Tags

- Number of sections (topics): It depends on the number of the planned tutorial films (modules). In case of 10 parts, it is suggested to set it for 11 by start as the Final Exam will also need a separate section (topic). The course can be started with any number of sections though, as it will be possible to raise their number anytime later on.
- Hidden sections: This setting should be based on the special preference of the course creator. E-Academy was designed without any hidden sections.
- Course layout: Suggested setting is 'Show all sections on one page', so no pagination will appear within the Course page. (See image 33).

#### Appearance section:

**Force language:** required setting is 'Do not force'  
**Number of announcements:** let's set it to '0' at start  
**Show gradebook to students:** Yes  
**Show activity reports:** Yes  
 (See image 34).

#### Further settings:

All further settings can be left as they are by default (Files and uploads, Completion tracking, Groups, Role renaming, Tags). Although it is advised to make sure that completion tracking is enabled.

If all these settings were properly done, they need to be saved by pressing either the 'Save and return' or the 'Save and display' button. The former allows further modifications, while the latter will show you the result of all these settings of the new course. (See image 35).

### 3. ADDING A COURSE DESCRIPTION

Once the course have been created, it is advisable to continue with the course description for the top of the course page. This can be added and later modified in the following way: First make sure that you are on the newly created course page, then under the Administration section press the 'Turn editing on' link. This will reveal a number of editing links around the different parts of the course page. (See image 31)

To edit the top part of the page you need to select the uppermost 'Edit > Edit section' button. This opens the 'Summary of General' page where we can edit the 'General' section firstly by checking the 'Custom' option at the 'Section name'. The field gets active as a result of this and so we can place the desired title to here. As a result of these actions this title will appear at the top of the course page. For the multilingual format we need to use the same technology that was described earlier. Example in

case of an English and a Portuguese title:

*{mlang en}Tile production{mlang}{mlang pt}Fabrico de azulejos{mlang}*.

Finally into the empty field of the Summary we can place the description of the course. The minimum requirement for the text is at least 450 words, summarising the contents of the separate modules, the connection between them and the context of the materials providing a good understanding of the planned learning objectives and the tools to be used. It is also important to add the 'Master of the course' / 'Format of the modules' / 'Full playtime of tutorial videos' descriptive rows. In order to make sure that the platform's template is fully followed, it is advised to copy the description of an existing course. If doing so, it is the best to copy the HTML codes and paste it to the HTML version of the empty field. The HTML editing mode can be applied in the following way: first let's select the 'Show advanced buttons' and then activate the 'HTML' editing mode.

At start every course description has to have an English version so that it can be later easily translated to other languages too. For the multilingual version we need to use the multilingual tags just as it was shown before. In case of the E-Academy platform with seven languages yet the following language codes are in use:

**English:** *{mlang en}English text{mlang}*  
**Portuguese:** *{mlang pt}Portuguese text{mlang}*  
**Swedish:** *{mlang se}Swedish text{mlang}*  
**Hungarian:** *{mlang hu}Hungarian text{mlang}*  
**Romanian:** *{mlang ro}Romanian text{mlang}*  
**Estonian:** *{mlang et}Estonian text{mlang}*  
**Lithuanian:** *{mlang lt}Lithuanian text{mlang}*

(See images 32-34).

### 4. ADDING A NEW MODULE TO THE COURSE

The best practice to adapt the same design that the course template of E-Academy owns is to copy the codes of an existing module. But first let us create a page under Topic 1. This is only possible in case the editing is still on in the course. (If not, let's press the 'Turn editing on' link under the Administration section). If this is properly set, we need to press the 'Add an activity or resource' link under Topic 1, then from the long list of possibilities we need to select 'Page' and press the 'Add' button. Having done like that we can already start editing the page. (See images 35-39).

First, let's add the 'Name' as a title under the 'General' section. Following the template of the platform the following pattern should be followed: <Course Name> n - Tutorial

31

**Administration**

- Course administration
  - Edit settings
  - Turn editing on**
  - Course completion
  - Users
  - Filters
  - Reports
  - Gradebook setup

Home > Courses > Brick and Tile Making

32

## Brick and Tile Making

 Edit

 Edit section

Tiles are essential to the image of historical buildings and sites, creating the Dachlandschaft - the scenery of the roofs - and representing an important component of local identity and heritage. This course gives an overview of the production process of manufactured tiles and bricks, nowadays used in restoration projects.

The proliferation of inadequate large-scale industrially-produced materials has led to the disappearance of handmade tile roofs that have populated Transylvanian towns and villages since the 18th Century, when the transition from wood and straw to ceramic roofing took place. Requiring years of experience and difficult labor, traditional tile and brick making is currently an endangered craft in Romania.

Home > Courses > Brick and Tile Making

33

## Summary of Brick and Tile Making




General

Section name

Custom

{mlang en}Brick and Tile Making{mla}

Summary

 **A** **B** *I*  

{mlang en}











34












Section name

Custom

{mlang en}Brick and Tile Making{mla}

Summary

 **A** **B** *I*          **H-P**

U ~~S~~  $x_2$   $x^2$        $\sqrt{a}$   $\Omega$    $T_x$      

```

1 {mlang en}
2 <p align="justify">Tiles are essential to the image of historical buildings and sites, creating
  scenery of the roofs - and representing an important component of local identity and heritage.
  of the production process
3   of manufactured tiles and bricks, nowadays used in restoration projects.</p>
4 <p align="justify">The proliferation of inadequate large-scale industrially-produced materials
  of handmade tile roofs that have populated Transylvanian towns and villages since the 18th Cent

```

Video (n/m), where 'n' is the number of the module (topic) in the list and 'm' is the complete number of all modules (topics). Example: Estonian log building 1 - Tutorial Video (1/8). Naturally the multilingual form can be also applied just as it could be seen earlier.

Still within the General section we can add a Description with the 'Display description on course page' checkbox marked. Our goal with this is to show an extract of the complete module description on the course page, so practically the first part of the text. As we mentioned before, the best practice to properly apply the platform's template is to copy the HTML codes of the same section from another course's module and to update the contents while keeping the inherited formatting of these texts. So let's just quickly add a placeholder short text into the Content > Page content field and save the course using the 'Save and return to course' button. As a next step let's now open a course page on a new browser page and having selected a module let's select the editing mode of that module page. Let's then copy both the Description and the Page content as HTML codes from the editing window and copy them to the relevant places using their HTML editing modes.

Now keeping the format of the template you can customise the copied descriptions and the embedded video content to the new course's details. Regarding the multilingual format you can follow the guidelines explained in the former chapter (3. Adding a Course Description). The E-Academy template has the following principles for the upper part of the module page to show:

- Title of the module with uppercase letters (heading 5 style), which can be achieved by using the <h5>...</h5> tags in HTML codes
- Short film - length of the video
- Subtitles available

It is a special task to update the video link of the embedded media. The code goes in the following way, having copied the video link from the browser's address bar in Youtube:

```
<p align="center"><video width="960" height="540" controls="true" style="border:1px solid #999999"><source src="https://www.youtube.com/watch?v=mtYmcrCGi2E"></video><br></p>
```

By keeping all other settings you only need to copy the right link of the relevant Youtube video in the format shown above. Another important link to update is the one of the ... MORE >> button, which can be refreshed by copying the module page's link from the browser's address bar, paying attention to the correct 'id' number of the page.

```
<a href="https://buildingtrades.eu/mod/page/view.php?id=45"><b>MORE >></b></a>
```

Once the first module is updated with all contents (video, titles, links and texts), it is now simpler to copy the contents of these to all other topics, providing the required templates for each part. This can be done by turning the editing on in the Administration panel (Turn editing on) and then from the Edit drop-down menu to the right side of the Page title let's select 'Duplicate'. Having made as many duplicates as required, we can now drag one template page under each topic title. The further benefit of this solution besides that we do not need to make any formatting on our content is that the page links of the MORE button will be automatically updated according to the 'id' of the page, so we will not have any further job with that.

As a final step we need now to rename the Topic titles too. Just as shown earlier, this can be done in a multilingual form using the {mlang} language codes. According to the template of the courses, this title has the following pattern to follow: Part n - 'Title of the module', where 'n' is the number of the module in the series of all modules of the course. Example: Part 8 - Building The Foundations.

## 5. ADDING THE FINAL EXAM AND THE QUIZ

The last topic is the Final Exam in case of each course. Before getting into the details of the contents within this section, our first task is to build a 'Question Bank'. By default the minimum number of quiz questions is 30 pieces, 10 from each of the following types: 'True or False', 'Multiple Choice' and 'Select Missing Words'. Any further types of questions can be added to the Question Bank naturally, but to meet the standards of E-Academy it is enough to work with only these three types. It is also recommended that the questions are well distributed amongst the topics of the subject, selecting the theme of each module for at least one question of each type. When being on the Course page, let's open the Question Bank in the Administration panel by clicking on Course Administration > Question Bank > Questions. On the Question Bank page then we can start assembling the first questions by pressing the 'Create a new question...' button. (See images 40-43).

### 5.1. QUESTION TYPE 1 - TRUE OR FALSE

The most important kind of data to provide is the empty cell to fill for a statement or a decidable question, along with the section called 'Correct answer' where we can define whether the statement is True or False. There are also some further required fields to fill like the 'Question name', which is only for ourselves basically to identify the different questions more easily and the 'Default mark'. For the latter let's just add '1' as a value. In the remaining fields we can simply use the default values. Just as in all other cases we can conceive the Question Text in a multilingual form using the {mlang} tags. (See images 44).

Topic 1 Edit

**+ Add an activity or resource**

35

Edit

39

Advantages of using the file module instead of the file module in Moodle (being more accessible on mobile devices) and...

For large amounts of content it is recommended that a book is used on a page.

A page may be used

- To present the terms of a course or a summary syllabus
- To embed several activities together with some content

[More help](#)

RESOURCES

- SCORM package
- Survey
- Wiki
- Workshop
- Book
- File
- Folder
- IMS content package
- Label
- Lightbox Gallery
- Page
- URL

**Add** **Cancel**

Filters

36

Rich text editor toolbar with icons for Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Image, Document, Video, Audio, Print, Undo, Redo, and a double arrow icon.

...t,pt,hu,ro,sv}

**PREPARATIONS AND THE FIRST ROUND OF LOGS**

**Shortfilm** - Length: 19 minutes 35 seconds  
Original language of film: English, Estonian, Hungarian, Lithuanian, Portuguese, Swedish, Romanian

The film gives an overview of the necessary preparations for starting a log building. It shows how to measure and place the leveling boards and how to start the first round of logs on the...

Description of processes shown in the video:

37

Preparations And The First Round Of Logs Edit

...ing 1 - Tutorial Video (1/8) Edit

**PREPARATIONS AND THE FIRST ROUND OF LOGS**

Length: 19 minutes 35 seconds

Original language of the film: Estonian

...English, Hungarian, Lithuanian, Portuguese, Swedish, Romanian

...overview of the necessary preparations for starting a log building. It shows how to measure and place the leveling boards and how to start the first round of logs on the...

**Duplicate**

- Edit settings
- Move right
- Hide
- Duplicate**
- Assign roles
- Delete

38

## 5.2. QUESTION TYPE 2 - MULTIPLE CHOICE

The multiple choice type of quiz works with a question and four possible answers. Similarly to the former type the 'Question name', the 'Question text' and the 'Default mark' are compulsory fields to fill. In case of the 'One or multiple answers?' let's select: 'One answer only' from the drop-down menu and the 'Shuffle choices' square should receive a check mark tick. These mean that there will always be one single correct answer and the order of the A-D choices will be always different and random. Finally we need to provide the possible answers in the Choice 1 - Choice 4 fields. If this would not be enough it is also possible to provide some further choices with the help of the 'Blanks for 3 more choices' button. According to the standards applied in the E-Academy one of the choices has to be marked with a 100% Grade value, while the others should be awarded with 'None' value. That means the one with the 100% grade will be the correct answer. Just as earlier, the rest of the settings can be left as they were, with their default values. This quiz type naturally also allows the multilingual format. (See image 46).

## 5.3. QUESTION TYPE 3 - SELECT MISSING WORDS

Select Missing Words type has the same compulsory fields as the former quiz types (Question name, Question text and Default mark = 1). In the cell of the Question text we are able to place a longer text of more sentences with four empty fields. For these empty spaces the user will need to choose the correct answers from four possible choices which will be provided from a drop-down menu in place. The empty spaces (the location of the drop-down menus) can be provided with [[1]] - [[4]] codes, while the list of possible answers can be added in the Choice [[1]] - Choice [[4]] fields. When this is all done, it is highly recommended to check mark the 'Shuffle' square so that the answers will appear in a random order.

It is worth mentioning that the multilingual solutions applied with the {mlang} codes require great attention. The translations have to be done in six parts:

- before [[1]]
- between [[1]] and [[2]]
- between [[2]] and [[3]]
- between [[3]] and [[4]] and
- after [[4]]

It is also important to hint that the different languages might result-in different order of the selectable words, so in some cases the words listed in the Choice fields will not be the translated versions of each other because of this mixed type of order.

(See image 47).

## ABOUT THE QUIZZES IN GENERAL

In case of each question type we can save our settings with the 'Save changes and continue editing' or simply the 'Save changes' button. With the latter we will get back to the list of questions (Question bank) and here we can decide anytime to select any of the questions to further-edit them from the Edit menu to the right of the question's name on the pathway: Edit > Edit question. From the same Edit menu there are further options which could be useful later on, such as the Delete, Duplicate and Export as Moodle XML. The Duplicate function can be useful to use the already created questions as templates within the course's question bank, while the export function allows the same, but that way the exported xml can be used as part of other courses too. In the latter case the xml has to be simply imported to the question bank of the other course. The export-import functions can be also used on all questions of the bank together and at once. These possibilities are available under the Administration section, in the Course administration > Question bank (Import, Export). (See images 45, 47-50).

If we have already enough questions in the Question Bank, we can start creating our Quiz inside the Final Exam topic. To do so, let's make sure that the editing mode is turned on in the Administration panel (Course administration > Turn editing on). Let's press '+ Add an activity or resource', then from the appearing menu let's select 'Quiz' and press the 'Add' button at the bottom of the pop-up menu.

On the 'Adding a new quiz / Updating an existing quiz' page there are plenty of settings to adjust. So let's have a look at this list:

**General section > Name:** You can give a descriptive name to your quiz here. By default E-Academy quizzes are simply called 'Quiz'. This title will appear on the course page.

**Timing:** It is recommended not to enable any of the time interval dates, so that the quiz will be available all the time for the users.

**Grade > Grade to pass:** This is probably the most important setting on the page. In the E-Academy the suggested value is 7.00 (out of 10.00) points.

**Grade > Attempts allowed:** Unlimited

**Grade > Grading method:** Highest grade

**Layout > New Page:** Never, all questions on one page

**Question behaviour > Shuffle within questions:** Yes

The rest of the settings can be left without any modifications, keeping the original choices and values. To store all the settings we have made, let's use the 'Save and return to course' or the 'Save and display' button. Now that the Quiz is created and set, we only need to add the questions to it. This can be done by opening the Quiz page and pressing the 'Edit quiz' button or selecting the 'Edit Quiz' link in the Quiz administration under the Administration section. On the 'Editing quiz' page you

**Administration**

- Course administration
  - Edit settings
  - Turn editing off
  - Course completion
  - Users
  - Filters
  - Reports
  - Gradebook setup
  - Badges
  - Backup
  - Restore
  - Import
  - Reset
  - Question bank
    - Questions**
    - Categories
    - Import
    - Export
- Site administration

40

Questions Categories Import Export

## Question bank

Select a category:  
Default for Brick and Tile Making (29)

The default category for questions shared in content items is:

No tag filters applied

Filter by tags...

Show question text in the question list

Search options

Also show questions from subcategories

Also show old questions

**Create a new question ...**

Question

Question name / ID number

01/3 - Tiles

Clay extraction - When assessing [[1]] quality

41

Choose a question type to add

QUESTIONS

- Multiple choice
- True/False
- Matching

A simple form of multiple choice question with just the two choices 'True' and 'False'.

42

Random short-answer matching

- Select missing words

OTHER

- Description

Add Cancel

43

Correct answer

True

False

True

Feedback for the response 'True'

A B I

44

Preparations and the First Round of L...

- 02 - 3/3
- Placing a Log with Double Scribing: Wh...
- 03 - 3/3
- Placing a log with single scribing: Corre...
- 04 - 3/3

- Edit question**
- Duplicate
- Manage tags
- Preview
- Delete
- Export as Moodle XML

45

Choices

Shuffle

Choice [[1]]

Answer

{mlang en}clay{mlang}{mlang pt}{mlang}{mlar}

Group A

46

can select '+a random question' from the 'Add' button's drop-down menu. Having pressed this a new pop-up window will appear where we can set how many random questions we would like to add and from which category of questions (within the course's Question Bank only). Let's select '10' for the number of questions and press the 'Add random question' button. The new questions will now appear on the 'Editing quiz' page and we have only a few things to do to make the Quiz complete. Let's keep the default setting for the individual grades (1.00) and make sure that the Maximum grade value is 10.00. It is also important to place a checkmark for the Shuffle option. When all is done, press the 'Save' button. (See images 51-57).

## CERTIFICATE

The last thing to do in order to complete the course is adding the Certificate to the Final Exam section, right under the Quiz. As discussed earlier, this can be only done with the editing mode turned on (Administration: Course Administration > Turn editing on), while being on the Course page. Under the Final Exam topic use the '+Add activity or resource' link and select 'Custom certificate' from the appearing list and press the 'Add' button so that the action can be completed.

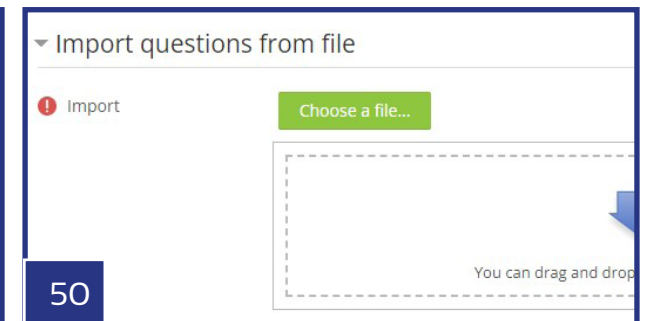
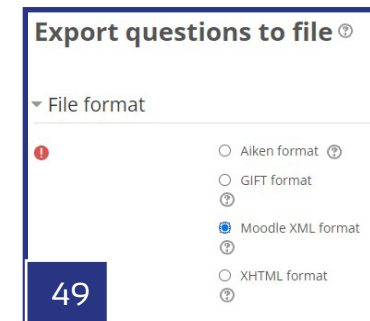
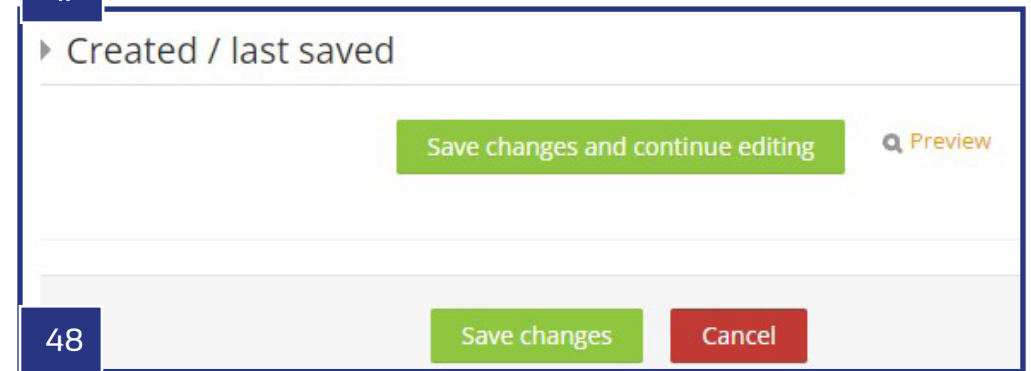
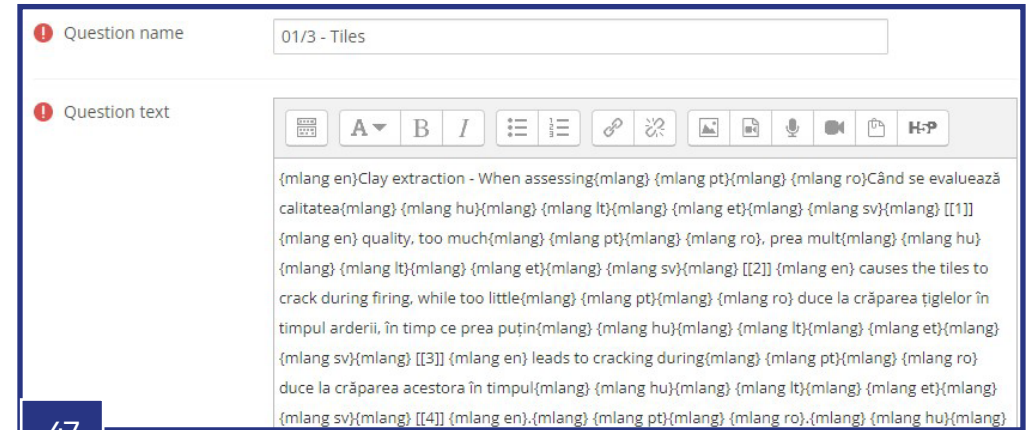
As a next step let's give a name to the Certificate in the General section of the 'Adding a new / Updating Custom Certificate' page. We can go on with the default settings except for one section, the 'Restrict access' part. The restriction should be the following: *'Student [must] match the following: Grade [Quiz] must be ≥ [70]%.'*

Also make sure that the check mark in front of the [must be] part is ticked. This setting will only allow access to the certificate if the student passed the Quiz (gained at least 7.00 points out of 10.00).

Finally let's put together the visual look of the Certificate! Click on the 'Edit certificate' link in the 'Custom certificate administration' menu. On the editing page you can set Name, Width and Height in the first three cells. For size parameters it is recommended to use A4 page size (210 x 297). Using the 'Add element' button and the drop-down menu next to it we can select different items for the Certificate paper. Let's add the background first. For this purpose you can download a blank template from this link: [shorturl.at/djQ23](http://shorturl.at/djQ23).

Having downloaded the template, you can now start the uploading process. First in the 'Upload image' part press the 'Add...' button and in the context menu upload the downloaded template. Having done that you need to select this image in the Image section and then Save the changes. With this step the first layer of the certificate - the background - is done. We only need to add further two important items: the name of the student who will be the holder of the certificate and a description of the course. This can be done by adding 'Studentname' as a second layer upon the background.

In the settings of the new item we are able to set the font type and size, the colour, the position (using X and Y coordinates) and reference point location of the text. Finally the short description of the course can be added as simple Text elements. It is recommended to add every new row as a separate text. The fine positioning of the items can be achieved by using the 'Reposition elements' option, which allows the individual items to drag to their desired location. When everything is properly set, let's save the settings as now the course is complete for use.. (See image 58).





**Test Your Knowledge!** Edit

+ **Add an activity or resource**

51

Add an activity or resource

- Glossary
- Lesson
- Media collection
- Quiz**
- SCORM package
- Survey

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

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**Administration**

- Quiz administration
  - Edit settings
  - Group overrides
  - User overrides
  - Edit quiz**
  - Preview
  - Results
  - Locally assigned resources
  - Permissions

54

Number of random questions:

Questions matching this filter: 24

« 1 2 3 4 5 »

- ▼ 01/3 - Birch
- ▼ 02/3 - Birch
- ▼ 03/3 - Birch
- ▼ 04/3 - Birch
- ▼ 05/3 - Birch

Add random question Cancel

56

**Editing quiz: Quiz**

Questions: 0 | This quiz is open

Maximum grade:  Save

Repaginate Select multiple items

Total of marks: 0.00

Shuffle

+ a new question  
+ from question bank  
+ a random question

55

**Timing**

**Grade**

Grade category:

Grade to pass:

Attempts allowed:

Grading method:

**Layout**

**Question behaviour**

53

**Editing quiz: Quiz**

Questions: 10 | This quiz is open

Maximum grade:  Save

Repaginate Select multiple items

Total of marks: 10.00

**Shuffle**

Page 1

1	Random (Default for Sharpening) (See questions)	1.00
2	Random (Default for Sharpening) (See questions)	1.00
3	Random (Default for Sharpening) (See questions)	1.00
4	Random (Default for Sharpening) (See questions)	1.00
5	Random (Default for Sharpening) (See questions)	1.00
6	Random (Default for Sharpening) (See questions)	1.00
7	Random (Default for Sharpening) (See questions)	1.00
8	Random (Default for Sharpening) (See questions)	1.00
9	Random (Default for Sharpening) (See questions)	1.00

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E-ACADEMY of Building Trades

Co-funded by the Erasmus+ Programme of the European Union

**CERTIFICATE OF APPRECIATION**

PROUDLY PRESENTED TO

**Admin User**

LOREM IPSUM IS ADOBE & EARTH BUILDING course text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

SIGNATURE SIGNATURE

UPI UNIVERSIDADE PORTUGALENSE

58