



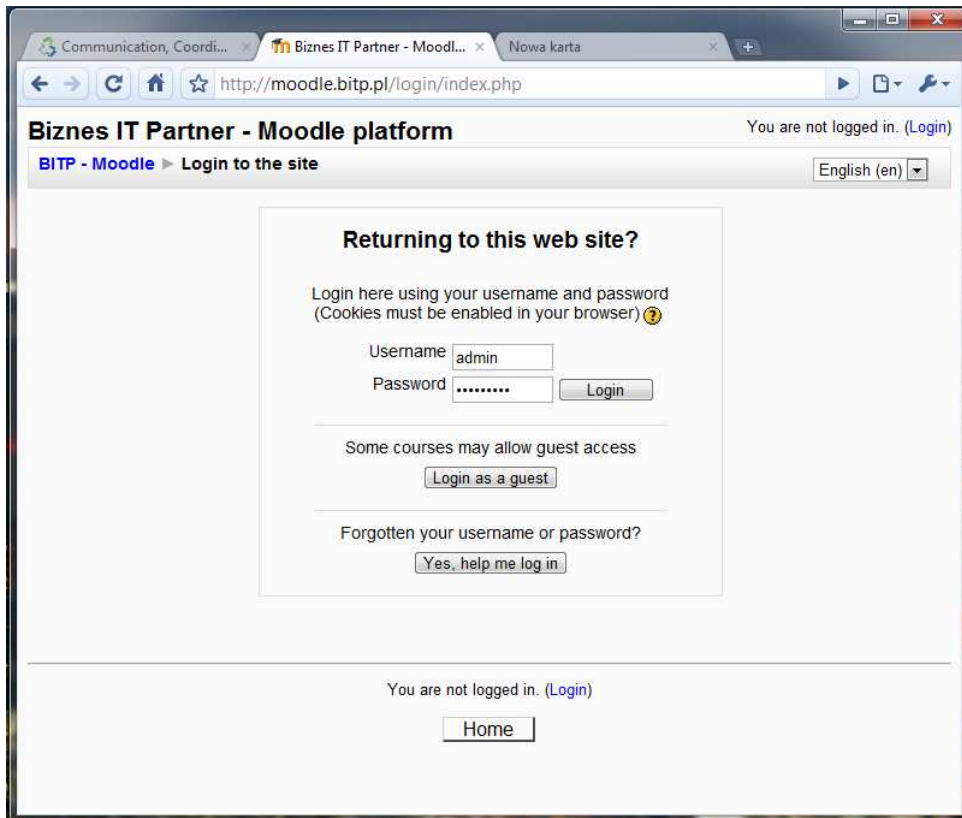
How to install 3xC Course - Moodle platform

Step 1:

Download 3xC course from our website. Direct link: <http://3xc.ig.wsiz.pl/courses/3xC.zip>

Step 2:

Go to your moodle platform and log in as a administrator.



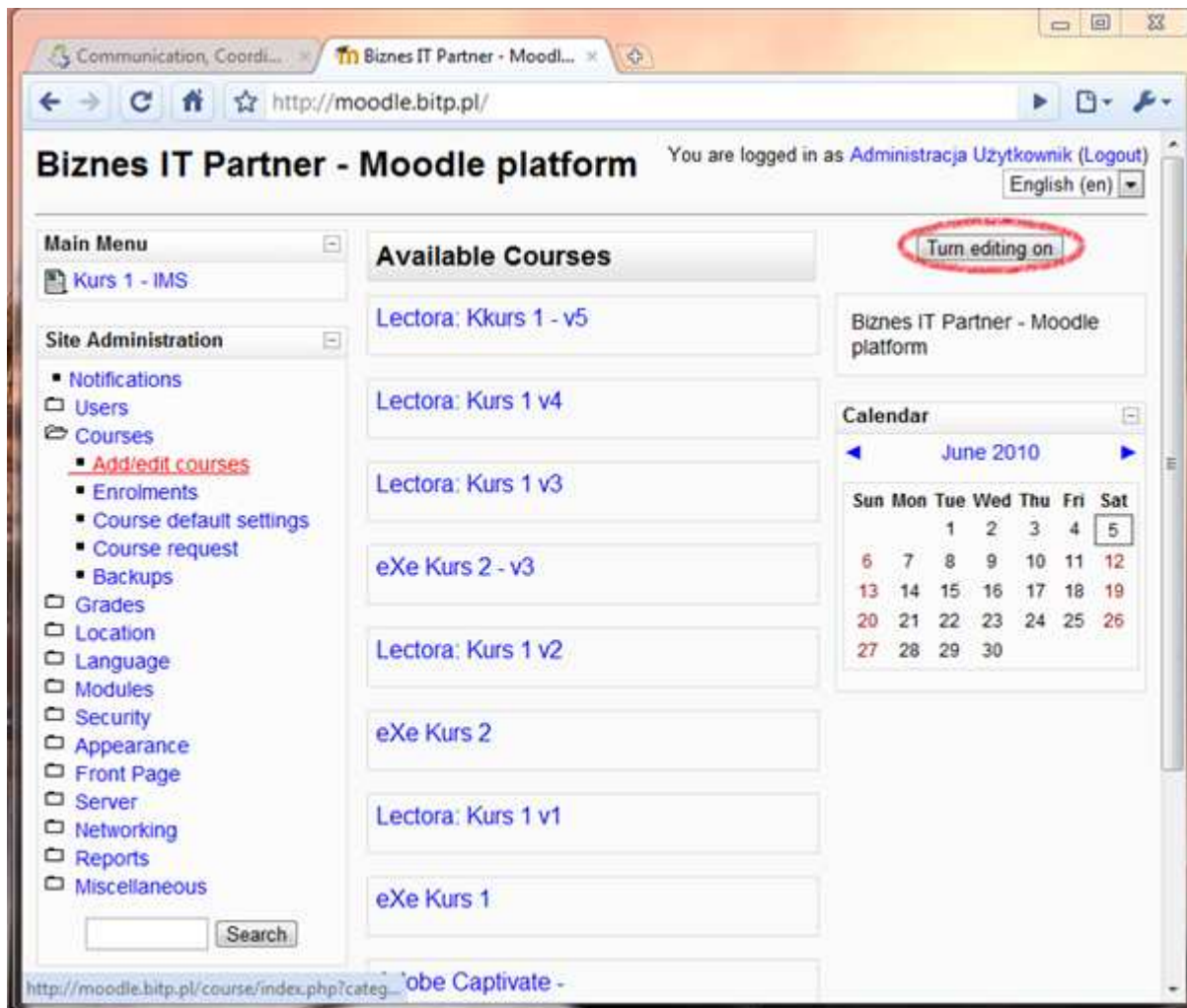
The screenshot shows a web browser window with the URL <http://moodle.bitp.pl/login/index.php>. The page title is "Biznes IT Partner - Moodle platform" and it indicates "You are not logged in. (Login)". The main content area is titled "Returning to this web site?" and contains the following elements:

- A message: "Login here using your username and password (Cookies must be enabled in your browser) ?"
- Username field: "admin"
- Password field: "....." with a "Login" button next to it.
- A section titled "Some courses may allow guest access" with a "Login as a guest" button.
- A section titled "Forgotten your username or password?" with a "Yes, help me log in" button.

At the bottom of the page, there is another "You are not logged in. (Login)" message and a "Home" button.

Step 3:

Click "Turn editing on" button and then from the Site Administration menu choose: Courses -> Add/edit courses.



The screenshot shows the Moodle platform interface for 'Biznes IT Partner'. The user is logged in as 'Administracja Uzytkownik (Logout)'. The language is set to 'English (en)'. The 'Main Menu' includes 'Kurs 1 - IMS'. The 'Site Administration' menu is expanded, showing options like 'Notifications', 'Users', 'Courses', 'Add/edit courses', 'Enrolments', 'Course default settings', 'Course request', 'Backups', 'Grades', 'Location', 'Language', 'Modules', 'Security', 'Appearance', 'Front Page', 'Server', 'Networking', 'Reports', and 'Miscellaneous'. The 'Available Courses' section lists several courses: 'Lectora: Kkurs 1 - v5', 'Lectora: Kurs 1 v4', 'Lectora: Kurs 1 v3', 'eXe Kurs 2 - v3', 'Lectora: Kurs 1 v2', 'eXe Kurs 2', 'Lectora: Kurs 1 v1', and 'eXe Kurs 1'. A 'Turn editing on' button is circled in red. A calendar for June 2010 is visible on the right side of the page.

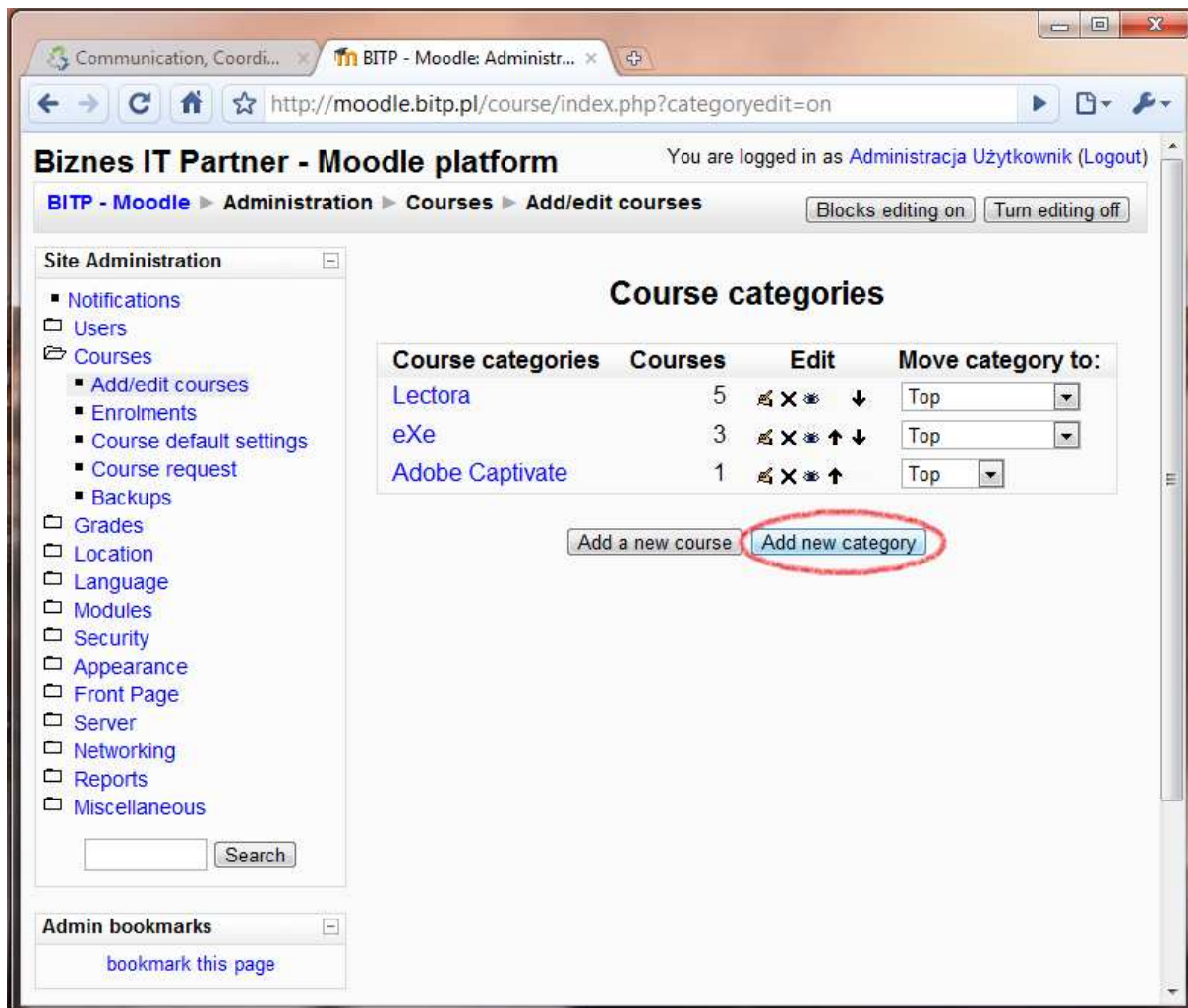


Coordination/Cooperation/Cultural context
tandem learning program
of transnational cooperation for **SMEs**

This project has been funded with support from the European Commission under the Lifelong Learning Programme. This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Step 4:

Create your own category for 3xC course using “Add new category” option.



The screenshot shows the Moodle administration interface for 'Biznes IT Partner - Moodle platform'. The user is logged in as 'Administracja Użytkownik (Logout)'. The breadcrumb trail is 'BITP - Moodle > Administration > Courses > Add/edit courses'. The 'Course categories' page displays a table with the following data:

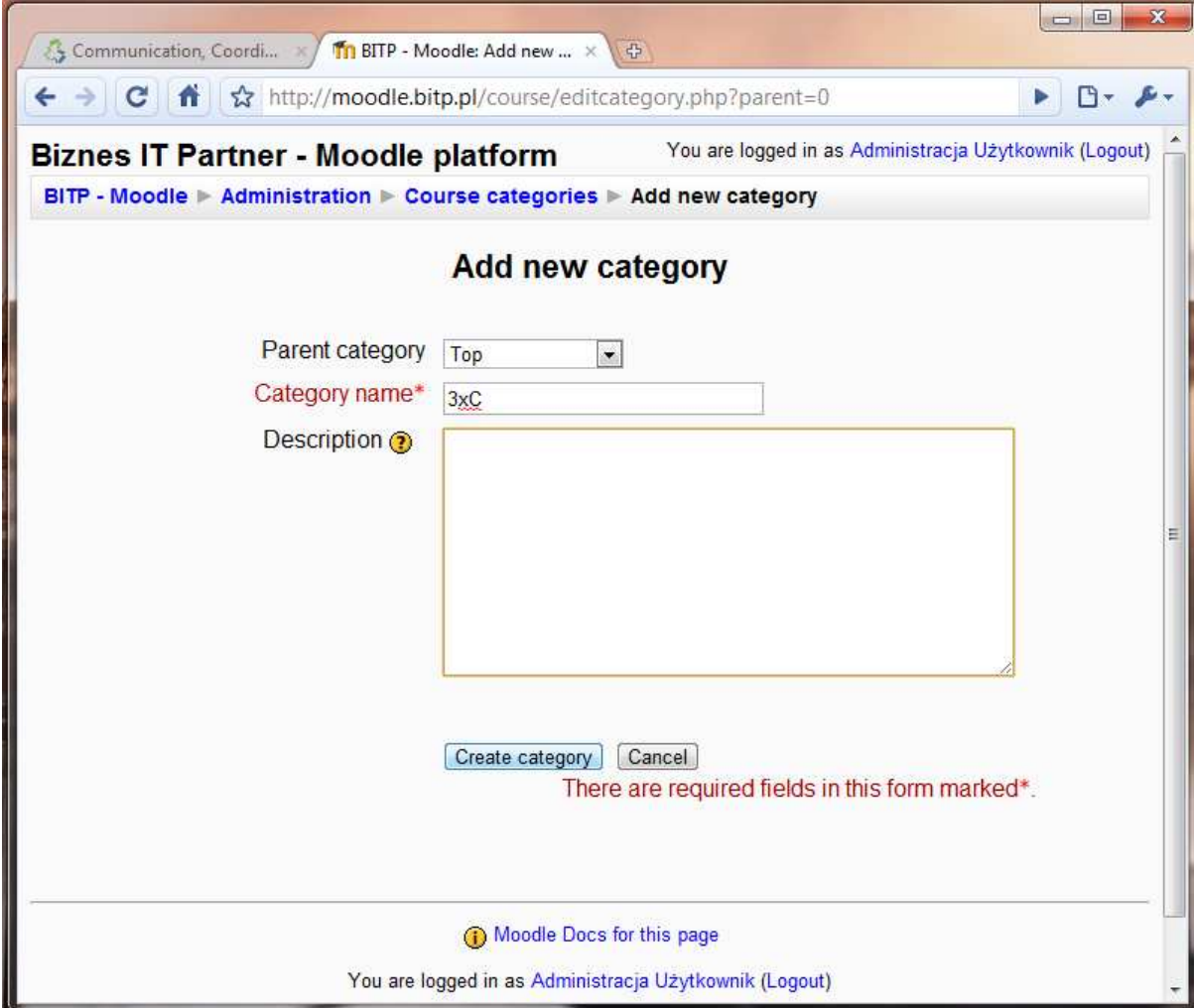
Course categories	Courses	Edit	Move category to:
Lectora	5	↓	Top
eXe	3	↑ ↓	Top
Adobe Captivate	1	↑	Top

Below the table, there are two buttons: 'Add a new course' and 'Add new category'. The 'Add new category' button is circled in red.



Step 5:

Enter your category name and click "Create category" button.



Communication, Coordi... x BITP - Moodle: Add new ... x

← → ↻ 🏠 ☆ http://moodle.bitp.pl/course/editcategory.php?parent=0

Biznes IT Partner - Moodle platform You are logged in as Administracja Użytkownik (Logout)

BITP - Moodle ▶ Administration ▶ Course categories ▶ Add new category

Add new category

Parent category

Category name*

Description ?

There are required fields in this form marked*.

[Moodle Docs for this page](#)

You are logged in as Administracja Użytkownik (Logout)

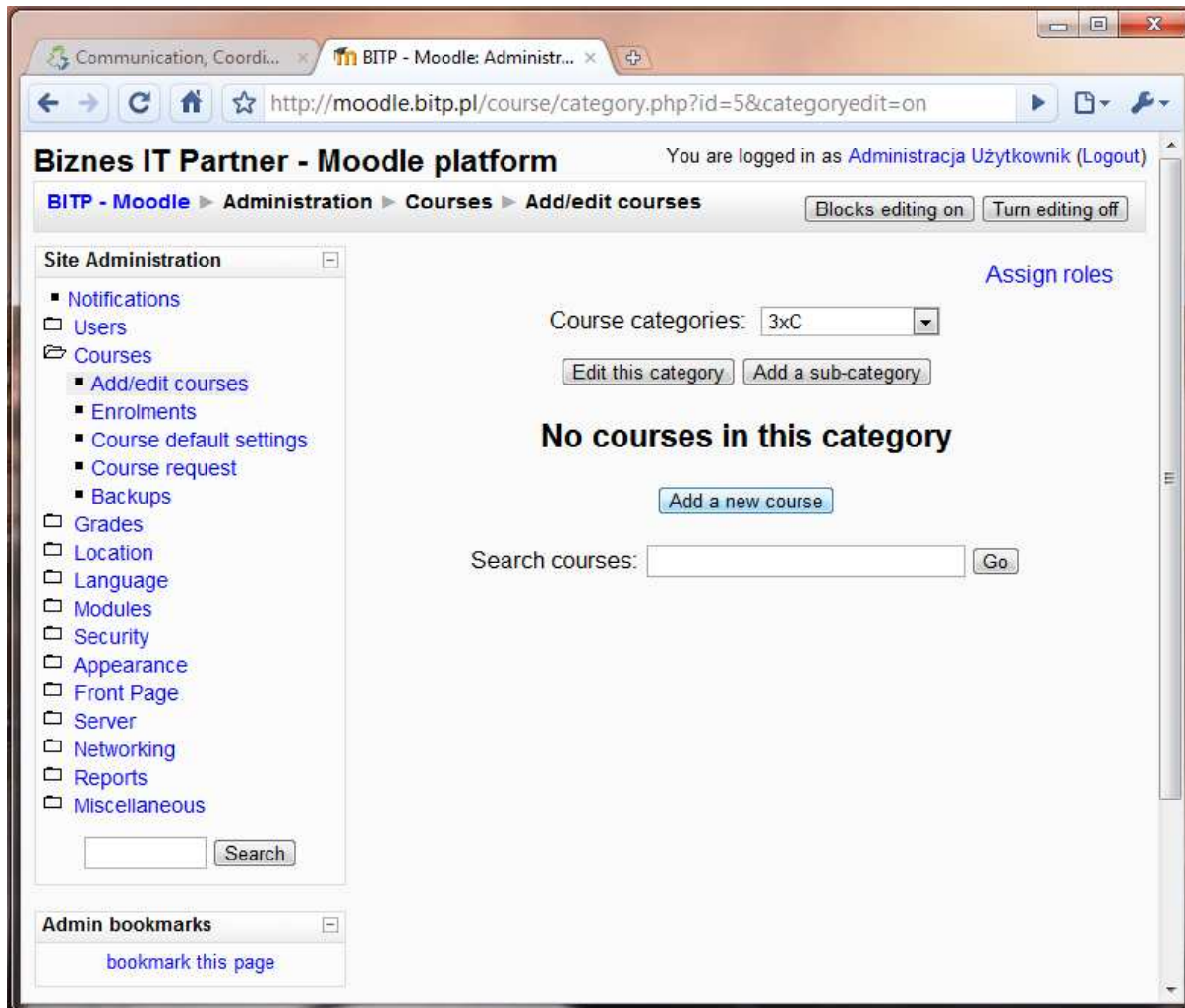


Coordination/Cooperation/Cultural context
tandem learning program
of transnational cooperation for **SMEs**

This project has been funded with support from the European Commission under the Lifelong Learning Programme. This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Step 6:

Now you can add a new course. Choose “3xC” for course categories and then click “Add a new course” button.



The screenshot shows a web browser window with the URL `http://moodle.bitp.pl/course/category.php?id=5&categoryedit=on`. The page title is "Biznes IT Partner - Moodle platform" and the user is logged in as "Administracja Użytkownik (Logout)". The breadcrumb trail is "BITP - Moodle > Administration > Courses > Add/edit courses".

On the left, there is a "Site Administration" menu with the following items: Notifications, Users, Courses (expanded), Add/edit courses, Enrolments, Course default settings, Course request, Backups, Grades, Location, Language, Modules, Security, Appearance, Front Page, Server, Networking, Reports, and Miscellaneous. A search box is located below the menu.

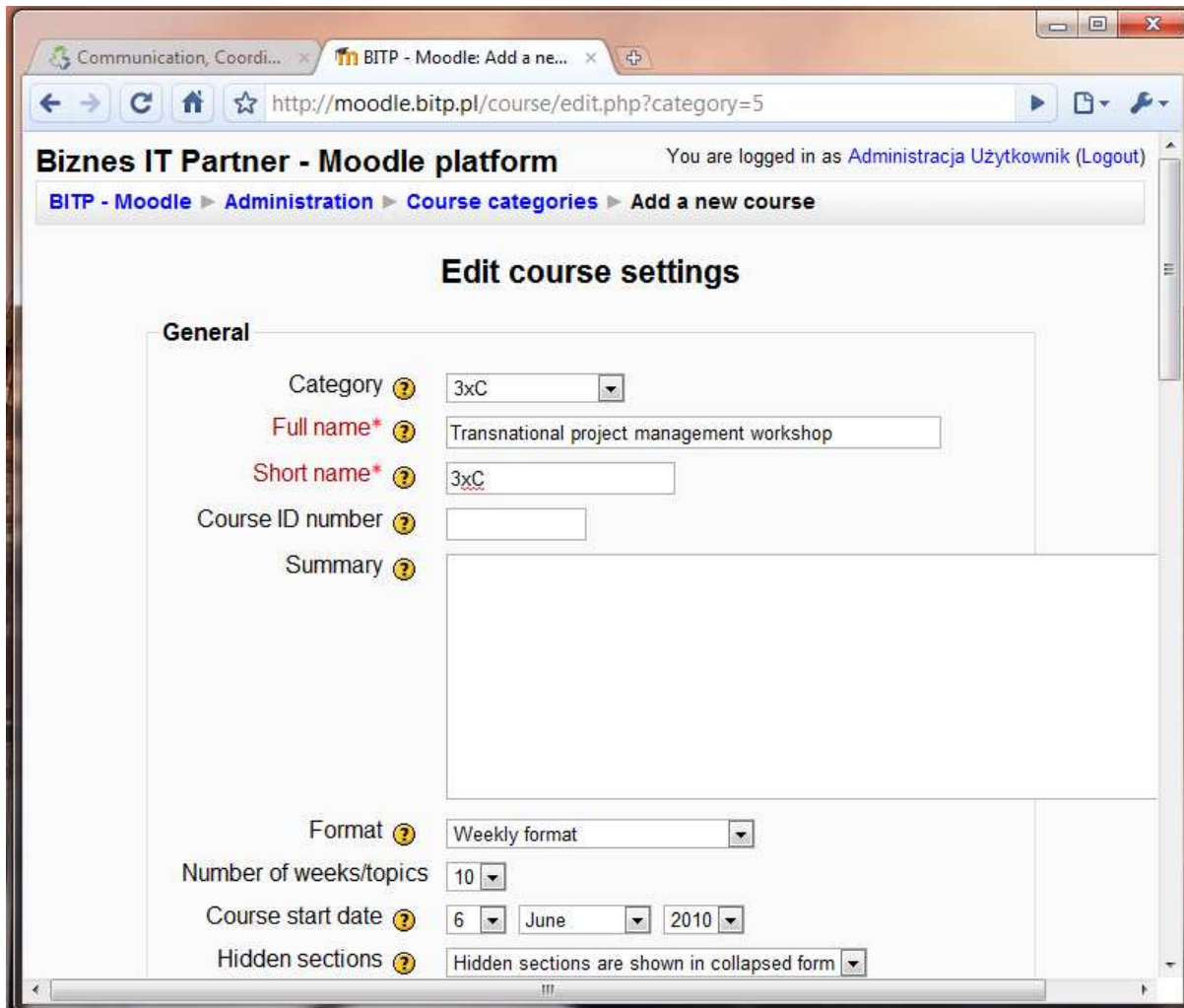
At the bottom left, there is an "Admin bookmarks" section with a "bookmark this page" link.

The main content area shows "Course categories: 3xC" with a dropdown arrow. Below it are buttons for "Edit this category" and "Add a sub-category". The central message is "No courses in this category" with a blue "Add a new course" button. At the bottom, there is a search box labeled "Search courses:" and a "Go" button.



Step 7:

Fill course “Full name” and “Short name” fields and click “Save changes” button at the bottom of the page.



Communication, Coord... x BITP - Moodle: Add a ne... x

← → ↻ 🏠 ☆ http://moodle.bitp.pl/course/edit.php?category=5

Biznes IT Partner - Moodle platform You are logged in as [Administracja Uzytkownik \(Logout\)](#)

[BITP - Moodle](#) > [Administration](#) > [Course categories](#) > [Add a new course](#)

Edit course settings

General

Category ⓘ 3xC

Full name* ⓘ Transnational project management workshop

Short name* ⓘ 3xC

Course ID number ⓘ

Summary ⓘ

Format ⓘ Weekly format

Number of weeks/topics 10

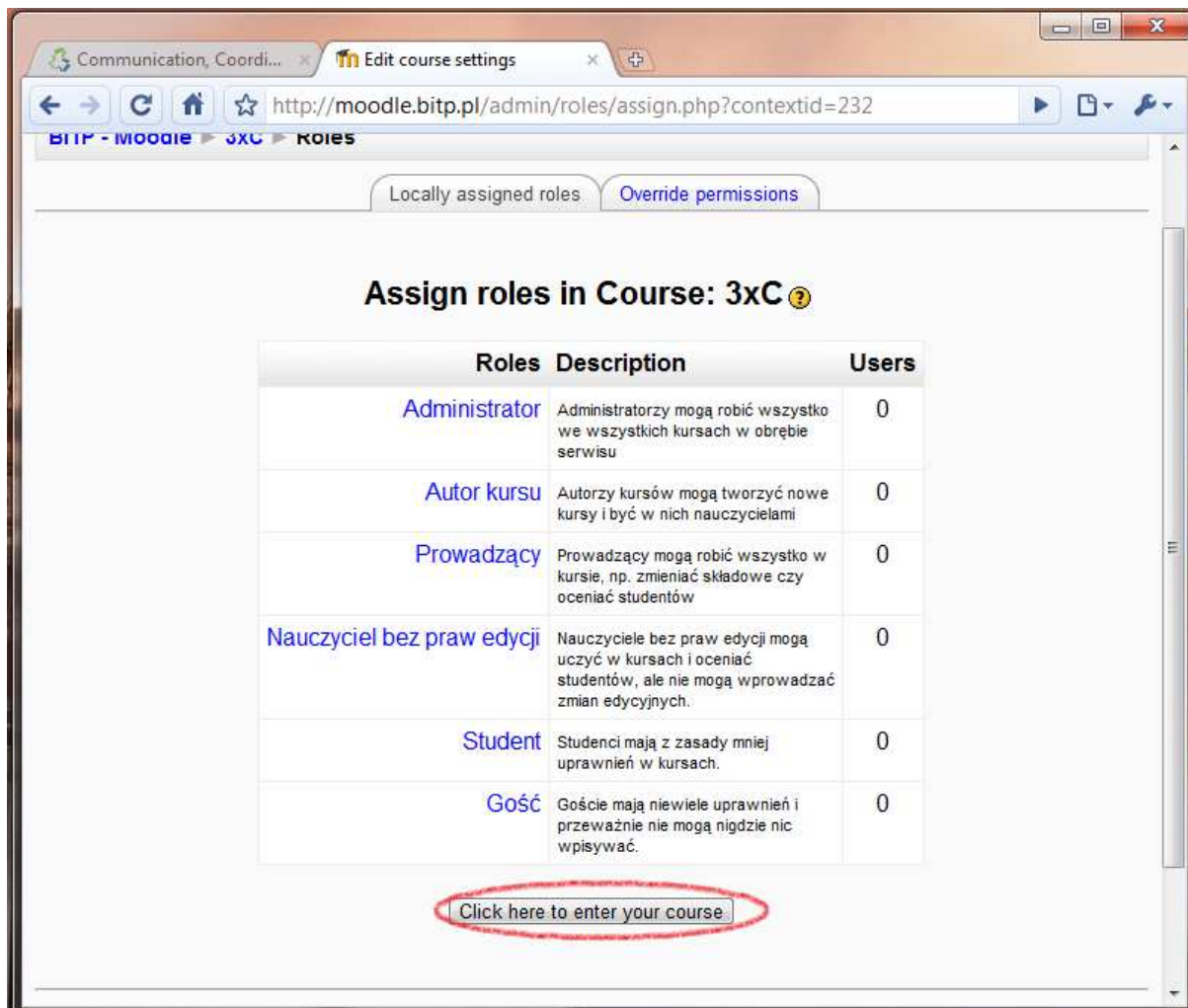
Course start date ⓘ 6 June 2010

Hidden sections ⓘ Hidden sections are shown in collapsed form



Step 8:

Now enter to your course.



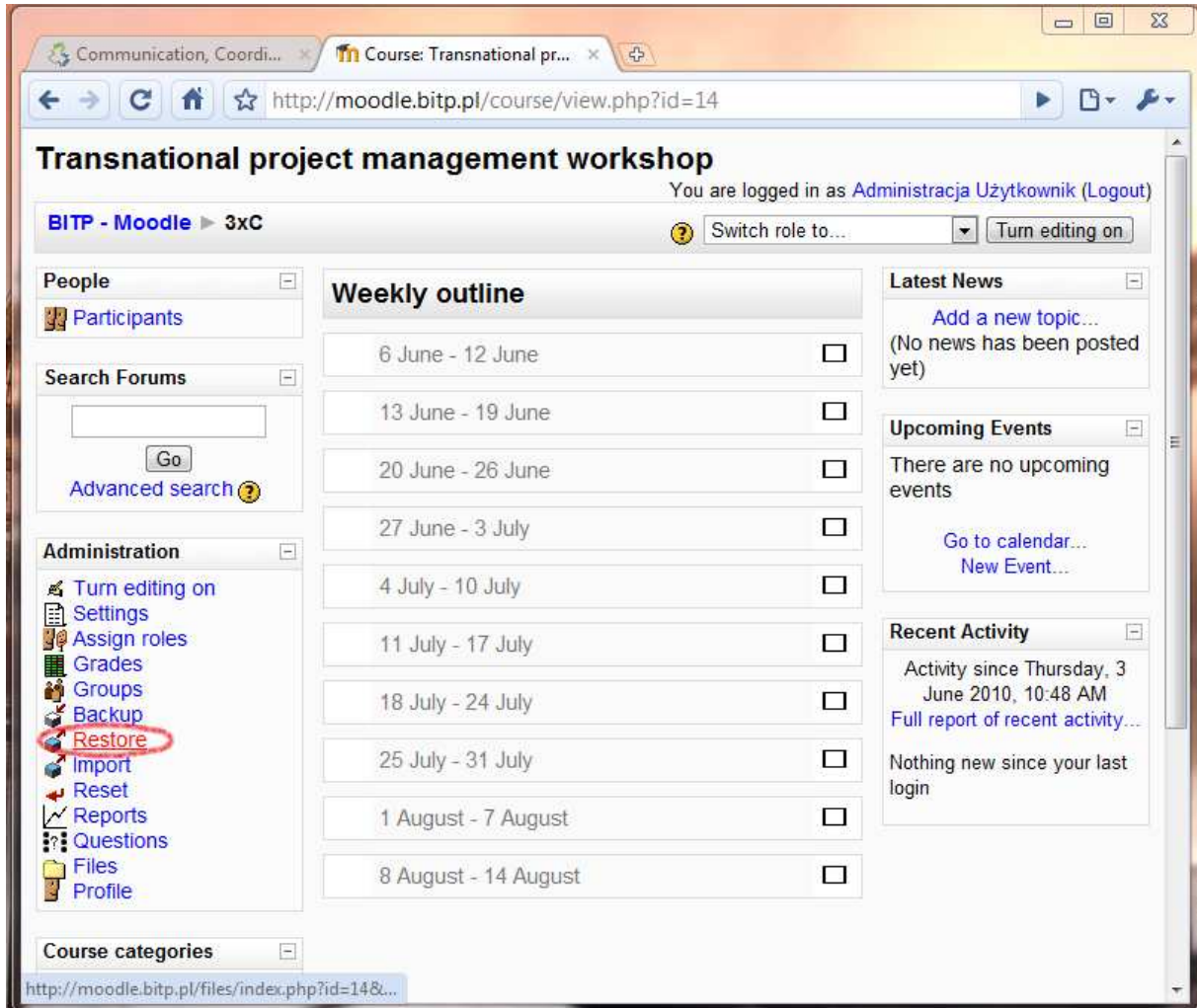
The screenshot shows a web browser window with the URL <http://moodle.bitp.pl/admin/roles/assign.php?contextid=232>. The page title is "Assign roles in Course: 3xC". There are two tabs: "Locally assigned roles" (selected) and "Override permissions". A table lists the following roles:

Roles	Description	Users
Administrator	Administratorzy mogą robić wszystko we wszystkich kursach w obrębie serwisu	0
Autor kursu	Autorzy kursów mogą tworzyć nowe kursy i być w nich nauczycielami	0
Prowadzący	Prowadzący mogą robić wszystko w kursie, np. zmieniać składowe czy oceniać studentów	0
Nauczyciel bez praw edycji	Nauczyciele bez praw edycji mogą uczyć w kursach i oceniać studentów, ale nie mogą wprowadzać zmian edycyjnych.	0
Student	Studenci mają z zasady mniej uprawnień w kursach.	0
Gość	Goście mają niewiele uprawnień i przeważnie nie mogą nigdzie nic wpisywać.	0

At the bottom of the page, there is a button labeled "Click here to enter your course" which is circled in red.

Step 9:

From the "Administration" menu choose "Restore" option.



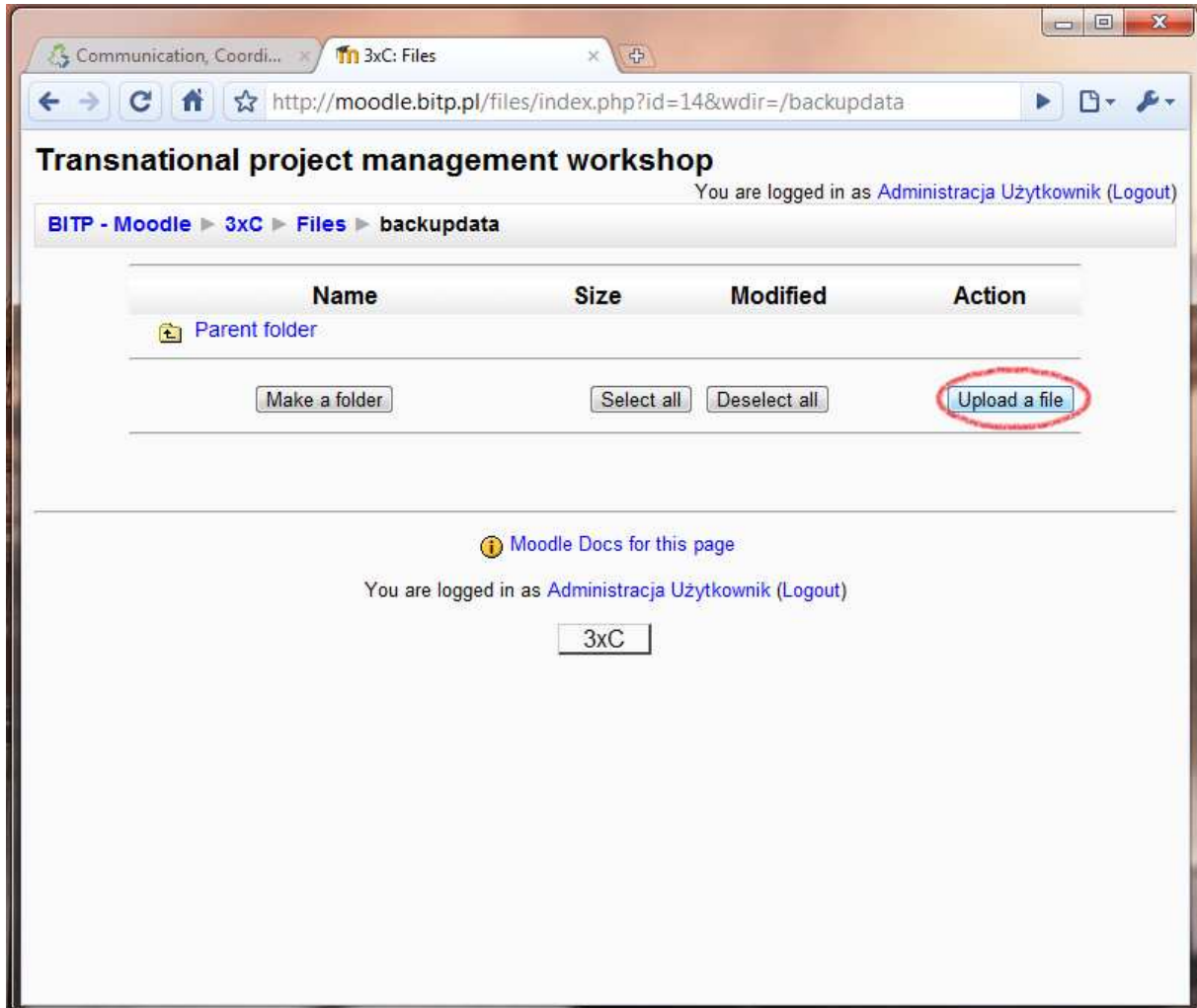
The screenshot shows a Moodle course page titled "Transnational project management workshop". The user is logged in as "Administracja Użytkownik". The "Administration" menu is open, and the "Restore" option is highlighted with a red circle. The "Weekly outline" section shows a list of dates from 6 June to 14 August. The "Administration" menu includes options like "Turn editing on", "Settings", "Assign roles", "Grades", "Groups", "Backup", "Restore", "Import", "Reset", "Reports", "Questions", "Files", and "Profile".

Weekly outline	Checkbox
6 June - 12 June	<input type="checkbox"/>
13 June - 19 June	<input type="checkbox"/>
20 June - 26 June	<input type="checkbox"/>
27 June - 3 July	<input type="checkbox"/>
4 July - 10 July	<input type="checkbox"/>
11 July - 17 July	<input type="checkbox"/>
18 July - 24 July	<input type="checkbox"/>
25 July - 31 July	<input type="checkbox"/>
1 August - 7 August	<input type="checkbox"/>
8 August - 14 August	<input type="checkbox"/>



Step 10:

Click "Upload a file" button and choose a 3xC course file downloaded in Step 1.




Communication, Coordi... x 3xC: Files x


← → ↻ ⏪ ⏩ ☆ http://moodle.bitp.pl/files/index.php?id=14&wdir=/backupdata

Transnational project management workshop

You are logged in as [Administracja Użytkownik \(Logout\)](#)

[BITP - Moodle](#) > [3xC](#) > [Files](#) > [backupdata](#)

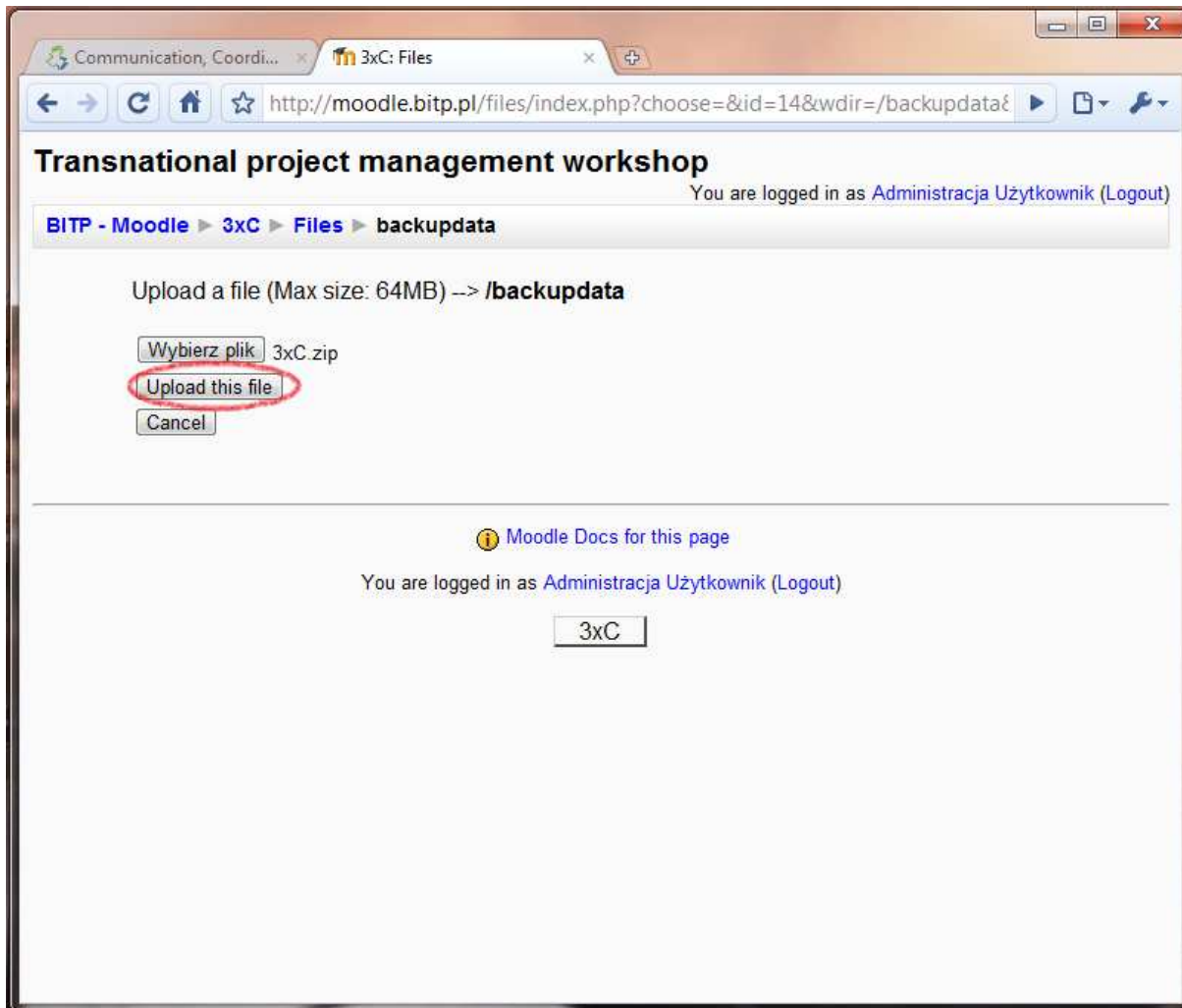
Name	Size	Modified	Action
 Parent folder			

 [Moodle Docs for this page](#)

You are logged in as [Administracja Użytkownik \(Logout\)](#)

Step 11:

After choosing 3xC course file click “Upload this file” button. Depending on your connection speed it may take up to 10 minutes.



Communication, Coordi... x 3xC: Files x

← → ↻ 🏠 ☆ http://moodle.bitp.pl/files/index.php?choose=&id=14&wdir=/backupdata& 📄 🔑


Transnational project management workshop

You are logged in as [Administracja Uzytkownik \(Logout\)](#)

[BITP - Moodle](#) > [3xC](#) > [Files](#) > [backupdata](#)

Upload a file (Max size: 64MB) --> **/backupdata**

3xC.zip

 [Moodle Docs for this page](#)

You are logged in as [Administracja Uzytkownik \(Logout\)](#)



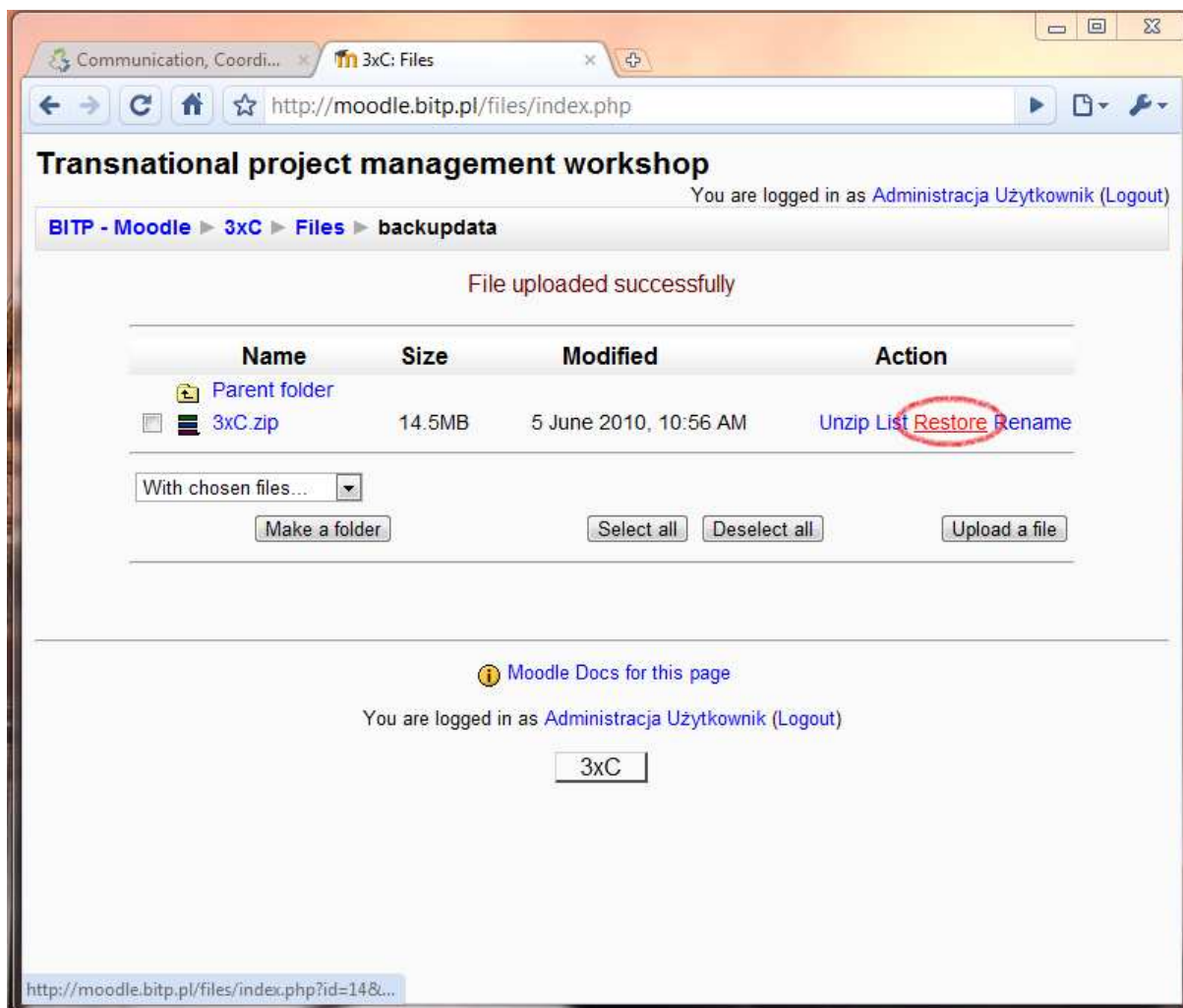
Coordination/Cooperation/Cultural context
tandem learning program
of transnational cooperation for **SMEs**

This project has been funded with support from the European Commission under the Lifelong Learning Programme. This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Step 12:

In this step you have to choose “Restore” action for uploaded file.



Communication, Coordi... x 3xC: Files x

http://moodle.bitp.pl/files/index.php

Transnational project management workshop

You are logged in as Administracja Użytkownik (Logout)


BITP - Moodle ▶ 3xC ▶ Files ▶ backupdata

File uploaded successfully

Name	Size	Modified	Action
Parent folder			
<input type="checkbox"/> 3xC.zip	14.5MB	5 June 2010, 10:56 AM	Unzip List Restore Rename

With chosen files... ▾

Make a folder Select all Deselect all Upload a file

 Moodle Docs for this page

You are logged in as Administracja Użytkownik (Logout)

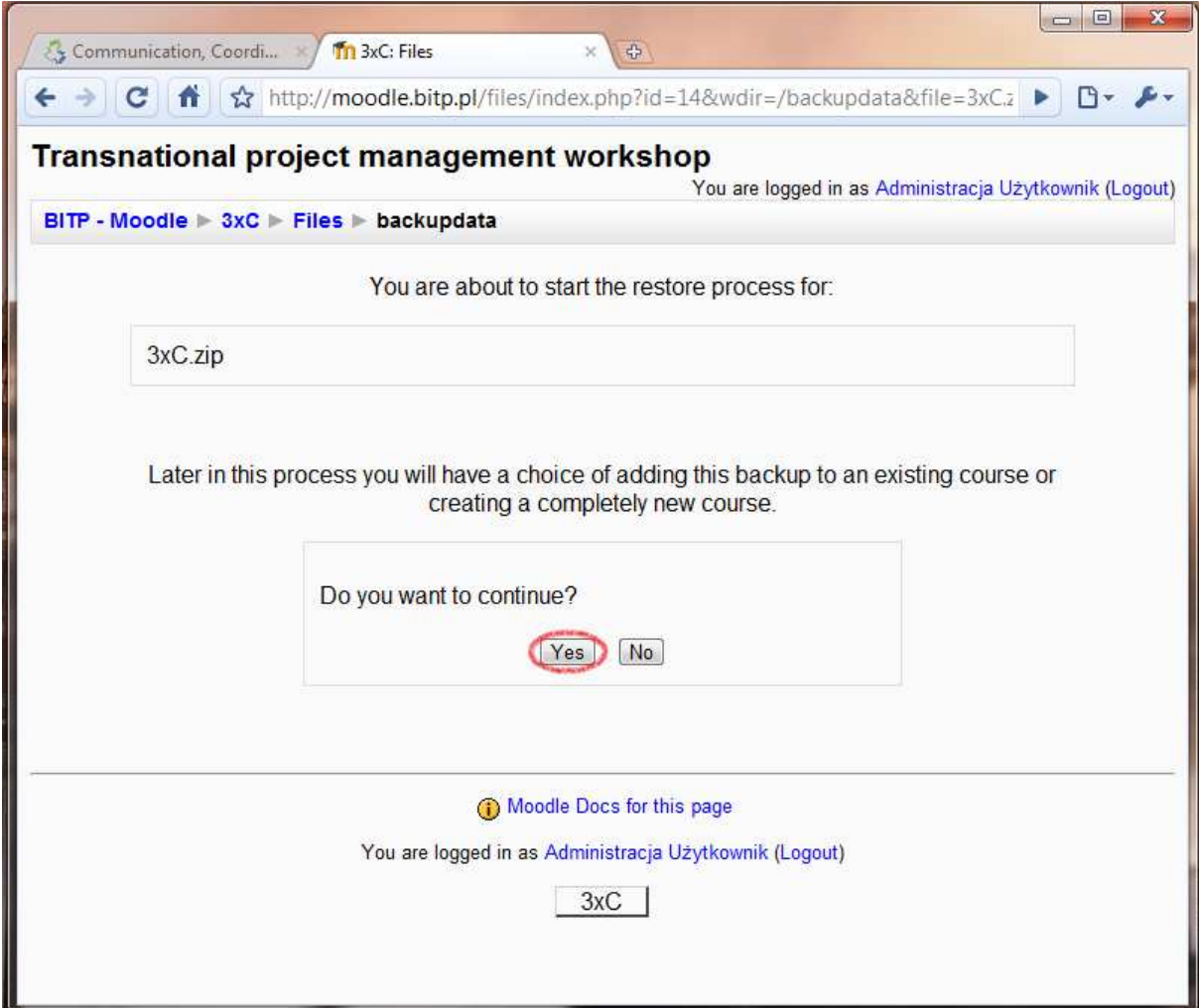
3xC

http://moodle.bitp.pl/files/index.php?id=14&...



Step 13:

To continue click "Yes" button.



Communication, Coordi... x 3xC: Files x

← → ↻ ⏪ ⏩ ☆ http://moodle.bitp.pl/files/index.php?id=14&wdir=/backupdata&file=3xC.z

Transnational project management workshop

You are logged in as [Administracja Użytkownik \(Logout\)](#)

[BITP - Moodle](#) > [3xC](#) > [Files](#) > [backupdata](#)

You are about to start the restore process for:

3xC.zip

Later in this process you will have a choice of adding this backup to an existing course or creating a completely new course.

Do you want to continue?

Yes No

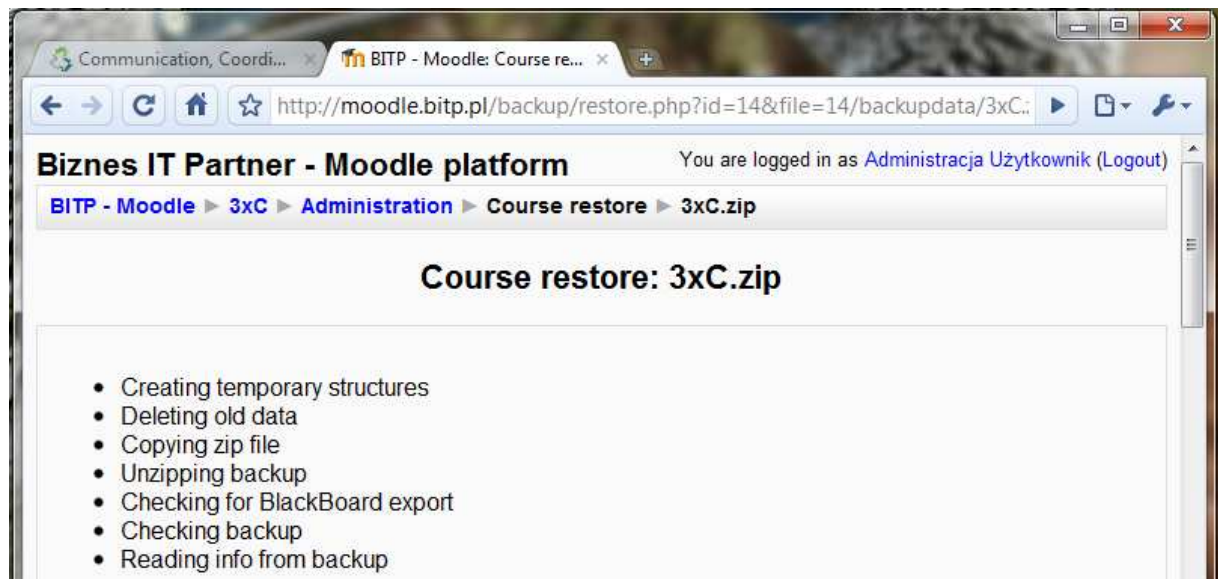
[Moodle Docs for this page](#)

You are logged in as [Administracja Użytkownik \(Logout\)](#)

3xC

Step 14:


On page “Course restore: 3xC.zip” go to the bottom and click “Continue” button.



...



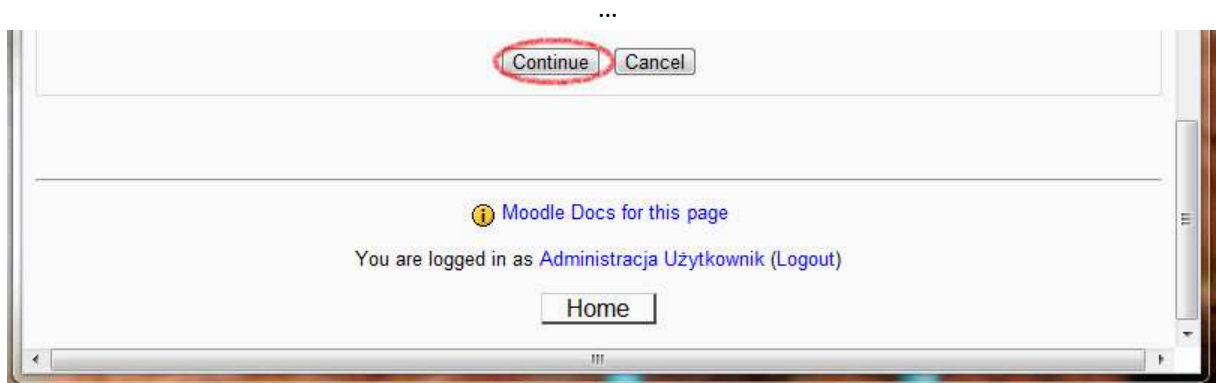
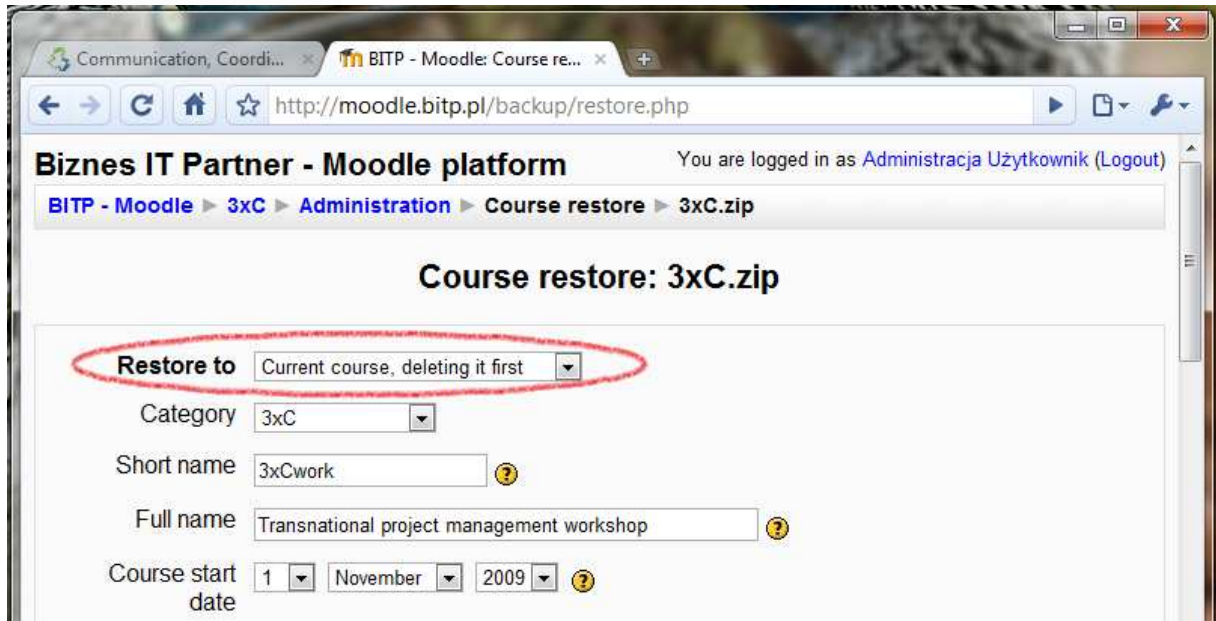
User files:	NO
Course files:	Yes
Site files:	Yes
Grade histories:	No

 [Moodle Docs for this page](#)

You are logged in as [Administracja Użytkownik](#) (Logout)

Step 15:

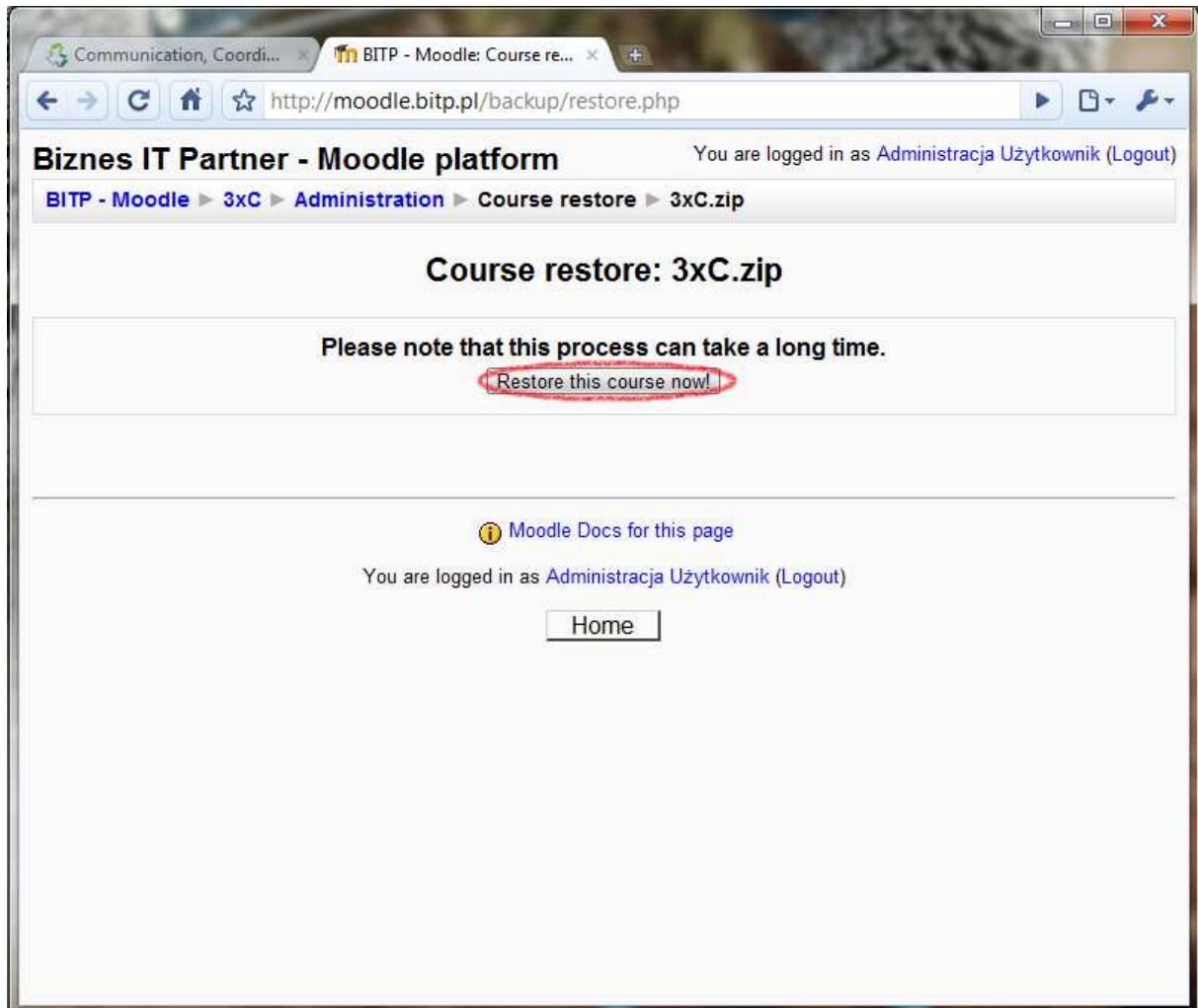
From the “Restore to” option choose: “Current course, deleting it first” and then click “Continue” button at the bottom of this page.





Step 16:

Click “Restore this course now!” button.



Communication, Coordi... BITP - Moodle: Course re...

← → ↻ 🏠 ☆ http://moodle.bitp.pl/backup/restore.php

Biznes IT Partner - Moodle platform You are logged in as Administracja Użytkownik (Logout)

BITP - Moodle ▶ 3xC ▶ Administration ▶ Course restore ▶ 3xC.zip

Course restore: 3xC.zip

Please note that this process can take a long time.

[Restore this course now!](#)

📘 Moodle Docs for this page

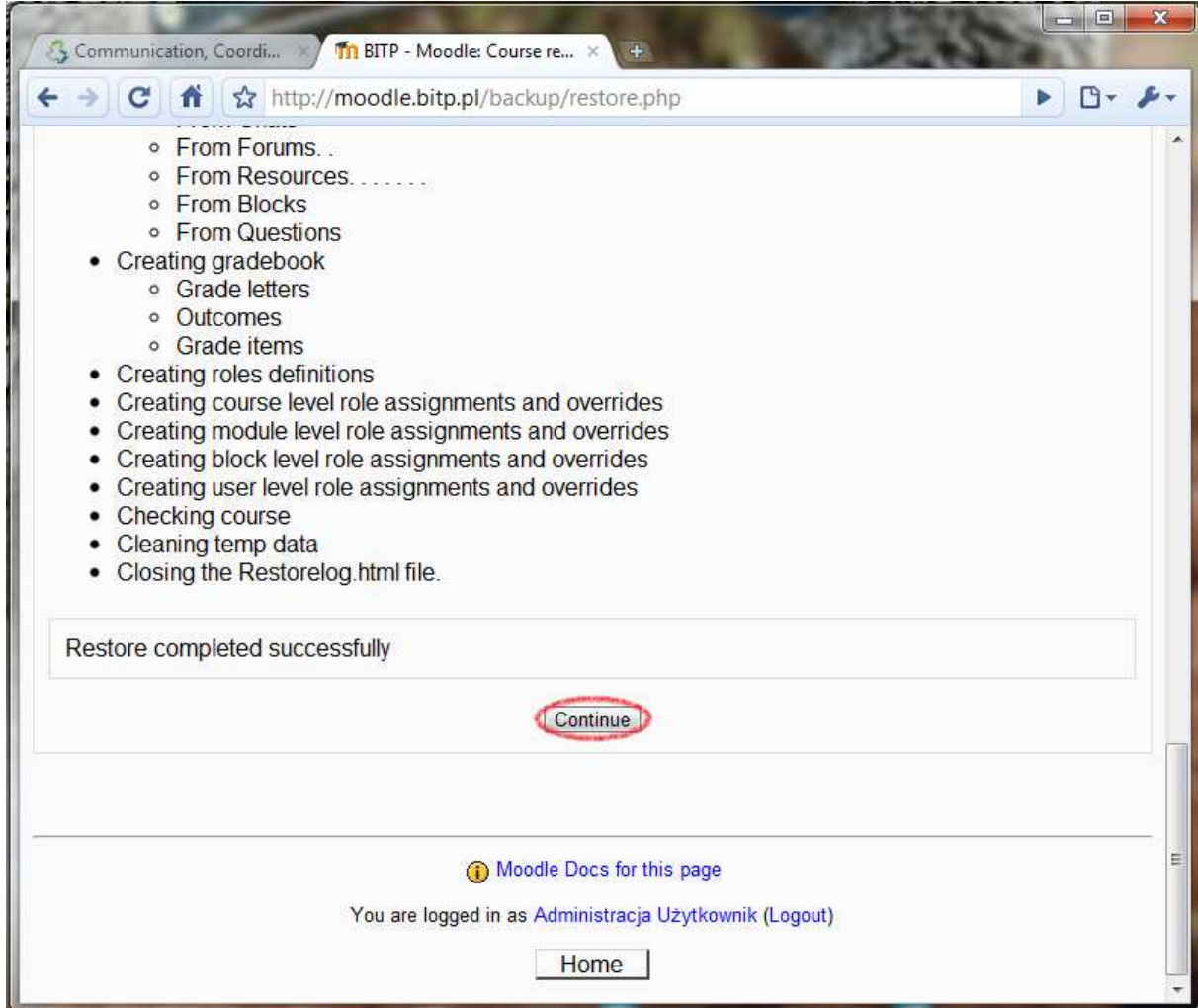
You are logged in as Administracja Użytkownik (Logout)

[Home](#)



Step 17:

Now you can see log about restore process. At the bottom you should see “Restore completed successfully” information. Click “Continue” button.



The screenshot shows a web browser window with the URL <http://moodle.bitp.pl/backup/restore.php>. The page content includes a list of restore actions:

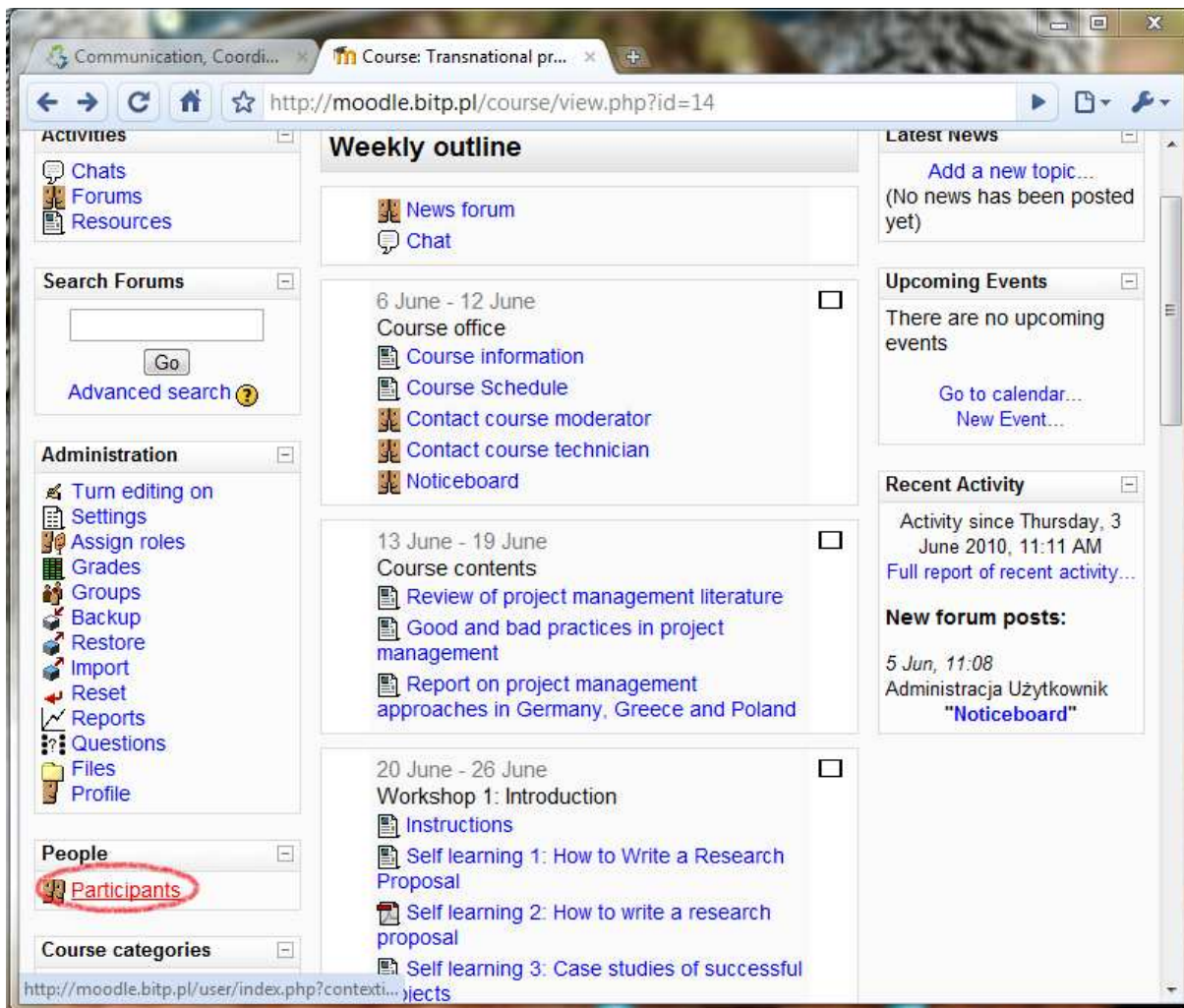
- From Forums. .
- From Resources.
- From Blocks
- From Questions
- Creating gradebook
 - Grade letters
 - Outcomes
 - Grade items
- Creating roles definitions
- Creating course level role assignments and overrides
- Creating module level role assignments and overrides
- Creating block level role assignments and overrides
- Creating user level role assignments and overrides
- Checking course
- Cleaning temp data
- Closing the Restorelog.html file.

Below the list, a message box displays "Restore completed successfully". A red oval highlights the "Continue" button. At the bottom, there is a "Moodle Docs for this page" link, a login status "You are logged in as Administracja Użytkownik (Logout)", and a "Home" button.



Step 18:

To add SME representative choose option "Participants" from "People" menu.



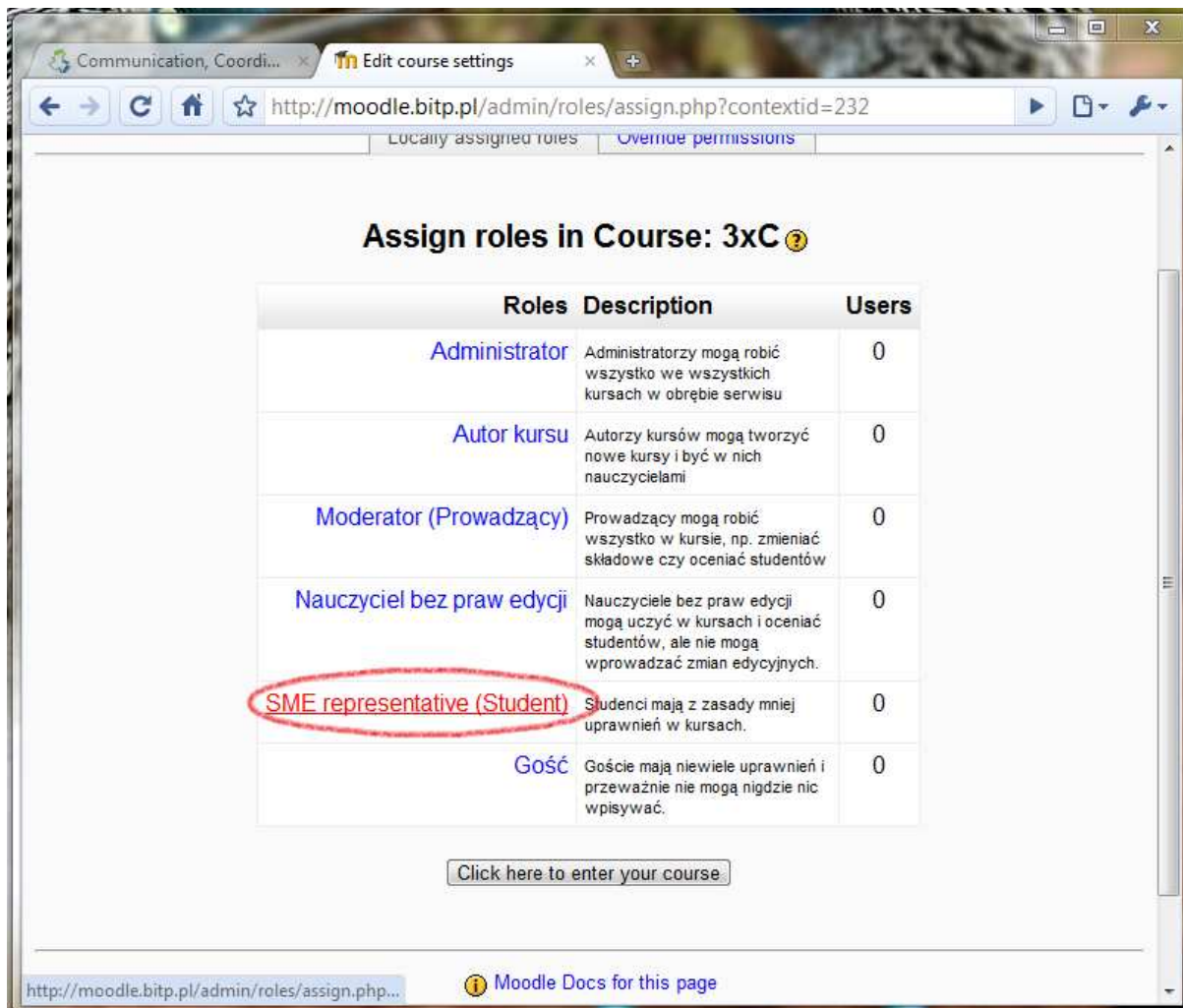
The screenshot shows a Moodle course page with the following layout:

- Activities:** Chats, Forums, Resources
- Search Forums:** Search box with "Go" button and "Advanced search" link.
- Administration:** Turn editing on, Settings, Assign roles, Grades, Groups, Backup, Restore, Import, Reset, Reports, Questions, Files, Profile.
- People:** A menu where "Participants" is highlighted with a red circle.
- Course categories:** A dropdown menu.
- Weekly outline:** A central section with three time periods:
 - 6 June - 12 June:** Course office, Course information, Course Schedule, Contact course moderator, Contact course technician, Noticeboard.
 - 13 June - 19 June:** Course contents, Review of project management literature, Good and bad practices in project management, Report on project management approaches in Germany, Greece and Poland.
 - 20 June - 26 June:** Workshop 1: Introduction, Instructions, Self learning 1: How to Write a Research Proposal, Self learning 2: How to write a research proposal, Self learning 3: Case studies of successful projects.
- Latest news:** Add a new topic... (No news has been posted yet)
- Upcoming Events:** There are no upcoming events. Links: Go to calendar..., New Event...
- Recent Activity:** Activity since Thursday, 3 June 2010, 11:11 AM. Link: Full report of recent activity...
- New forum posts:** 5 Jun, 11:08. Post: Administracja Użytkownik "Noticeboard"



Step 19:

Choose “SME representative” role.



Communication, Coordi... x Edit course settings x

http://moodle.bitp.pl/admin/roles/assign.php?contextid=232

Locally assigned roles Override permissions

Assign roles in Course: 3xC ?

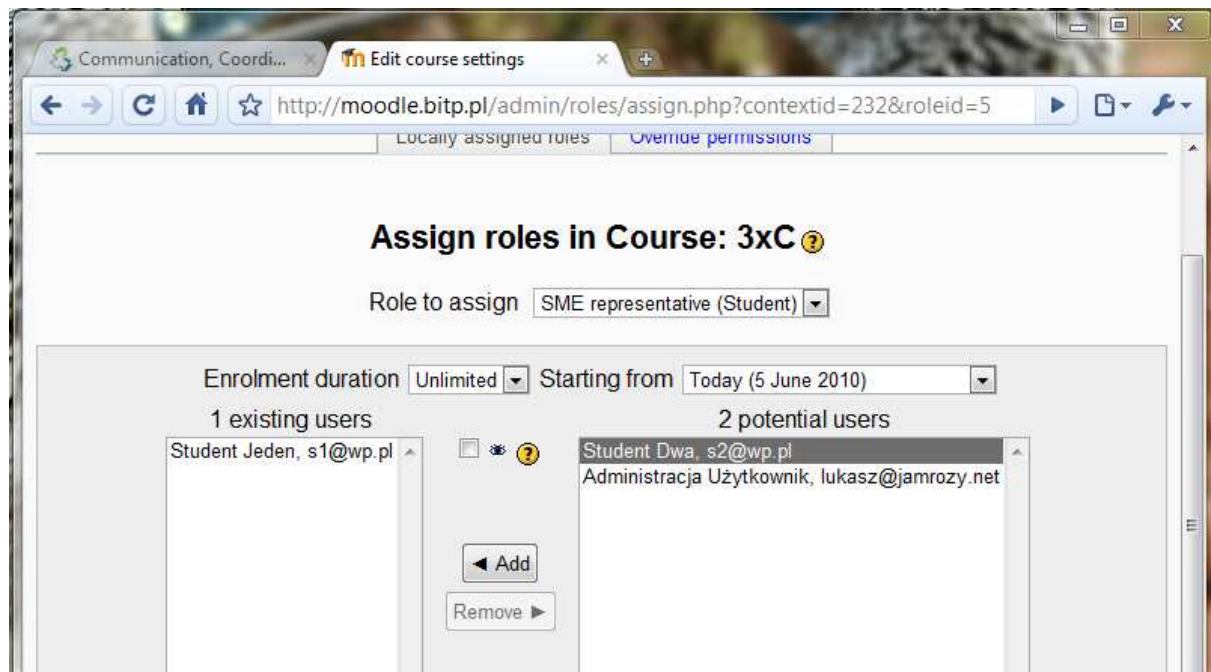
Roles	Description	Users
Administrator	Administratorzy mogą robić wszystko we wszystkich kursach w obrębie serwisu	0
Autor kursu	Autorzy kursów mogą tworzyć nowe kursy i być w nich nauczycielami	0
Moderator (Prowadzący)	Prowadzący mogą robić wszystko w kursie, np. zmieniać składowe czy oceniać studentów	0
Nauczyciel bez praw edycji	Nauczyciele bez praw edycji mogą uczyć w kursach i oceniać studentów, ale nie mogą wprowadzać zmian edycyjnych.	0
SME representative (Student)	Studentenci mają z zasady mniej uprawnień w kursach.	0
Gość	Goście mają niewiele uprawnień i przeważnie nie mogą nigdzie nic wpisywać.	0

[Click here to enter your course.](#)

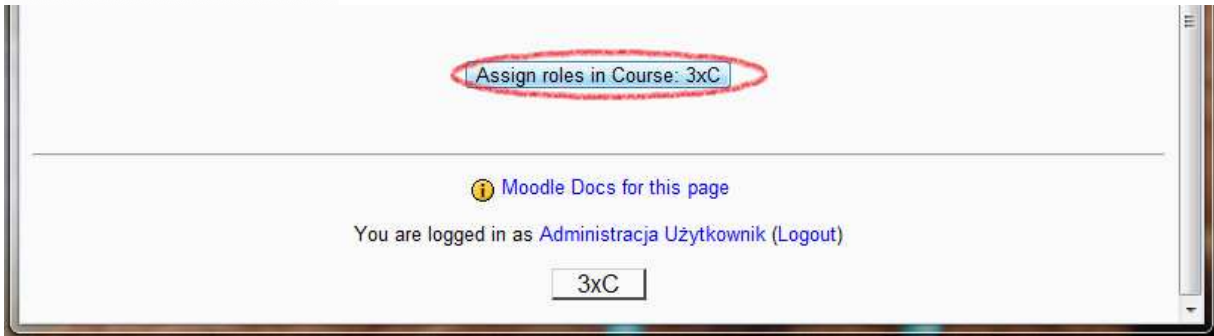
http://moodle.bitp.pl/admin/roles/assign.php... Moodle Docs for this page

Step 20:


Here you can add and remove role for users. If you want to add few users at one time select them with "ctrl" key. To save your users click "Assigning roles in Course: 3xC".



...



Assign roles in Course: 3xC

 Moodle Docs for this page

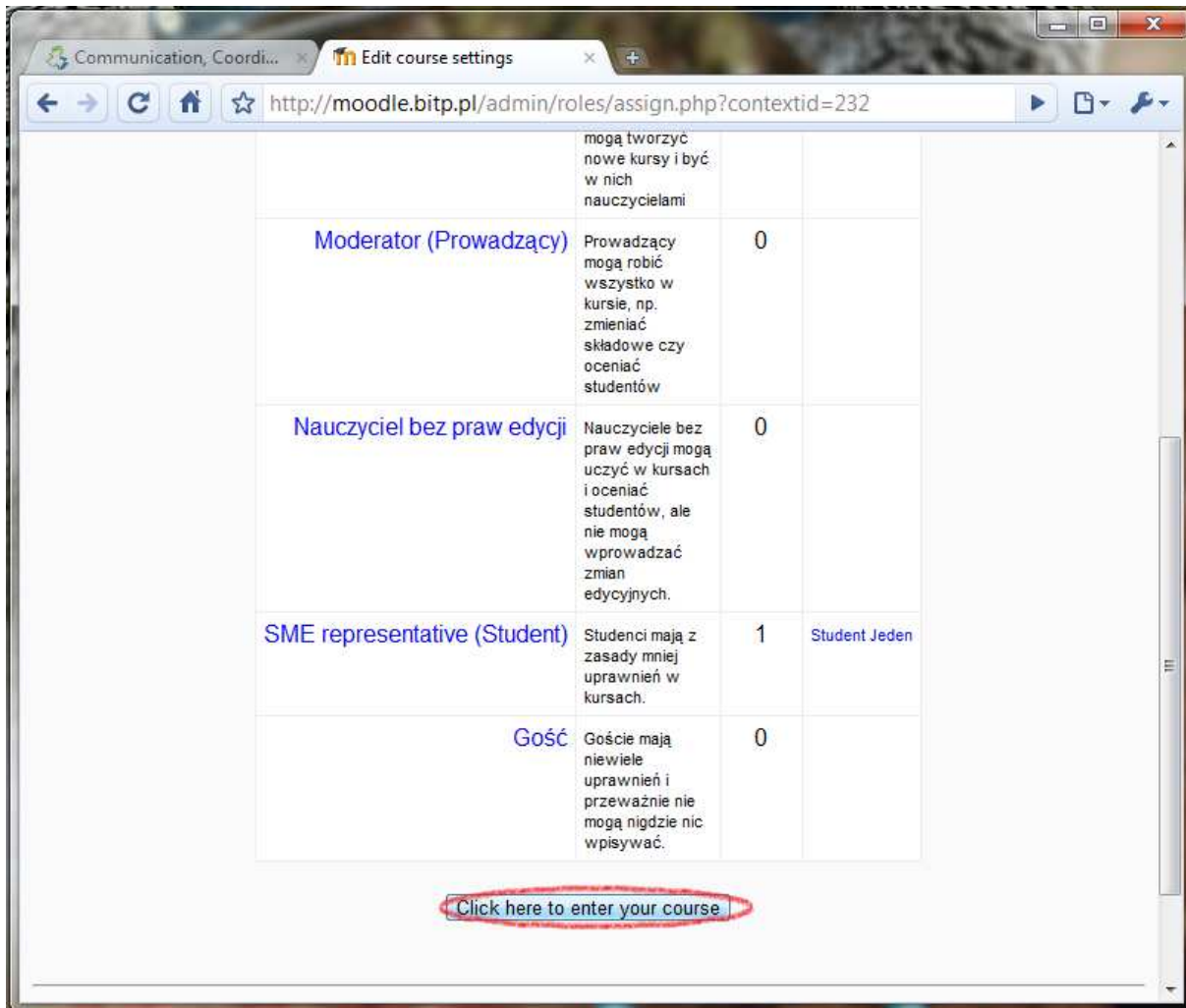
You are logged in as Administracja Uzytkownik (Logout)

3xC



Step 21:

You can back to the course using “Click here to enter your course” button.



The screenshot shows a web browser window with the URL <http://moodle.bitp.pl/admin/roles/assign.php?contextid=232>. The page displays a table of user roles with their descriptions, counts, and associated user names.

	mogą tworzyć nowe kursy i być w nich nauczycielami		
Moderator (Prowadzący)	Prowadzący mogą robić wszystko w kursie, np. zmieniać składowe czy oceniać studentów	0	
Nauczyciel bez praw edycji	Nauczyciele bez praw edycji mogą uczyć w kursach i oceniać studentów, ale nie mogą wprowadzać zmian edycyjnych.	0	
SME representative (Student)	Studenci mają z zasady mniej uprawnień w kursach.	1	Student Jeden
Gość	Goście mają niewiele uprawnień i przeważnie nie mogą nigdzie nic wpisywać.	0	

At the bottom of the page, there is a button labeled "Click here to enter your course" which is circled in red.