



<http://eurasiaproject.eu/>

User guide for the Course Instructor/Facilitator



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Log into backend

1. Go to <http://eurasiaproject.eu/wp-admin>.
2. Type your user name and password.
3. Click on **Log In** button.

The image shows two screenshots of a web browser. The top screenshot displays the login page for the EurAsia WordPress site. The URL is http://eurasiaproject.eu/wp-login.php?redirect_to=http%3A%2F%2Feurasiaproject.eu%2Fwp-admin%2F&reauth=1. The page features the EurAsia logo (European Studies Revitalized Across Asian Universities) and a login form with fields for 'Username or Email Address' and 'Password', a 'Remember Me' checkbox, and a red 'Log In' button. A 'Lost your password?' link is visible below the form.

The bottom screenshot shows the WordPress dashboard after a successful login. The URL is <http://eurasiaproject.eu/wp-admin/index.php>. The dashboard includes a sidebar with navigation options like 'Dashboard', 'Home', 'Updates', 'Documents', 'WPMU DEV', 'Recycle Bin', 'Posts', 'Testimonials', 'CaptainForm', 'Events', 'Galleries', 'Media', 'Gallery', 'Pages', 'Comments', 'CoursePress Pro', and 'Contact'. The main content area displays a 'PHP Update Required' notification, a 'Quick Draft' form, and several widget sections: 'WordPress Events and News', 'SiteOrigin Page Builder News', 'At a Glance', and 'Activity'.



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Create a new course

Follow the steps and read the instructions bellow.



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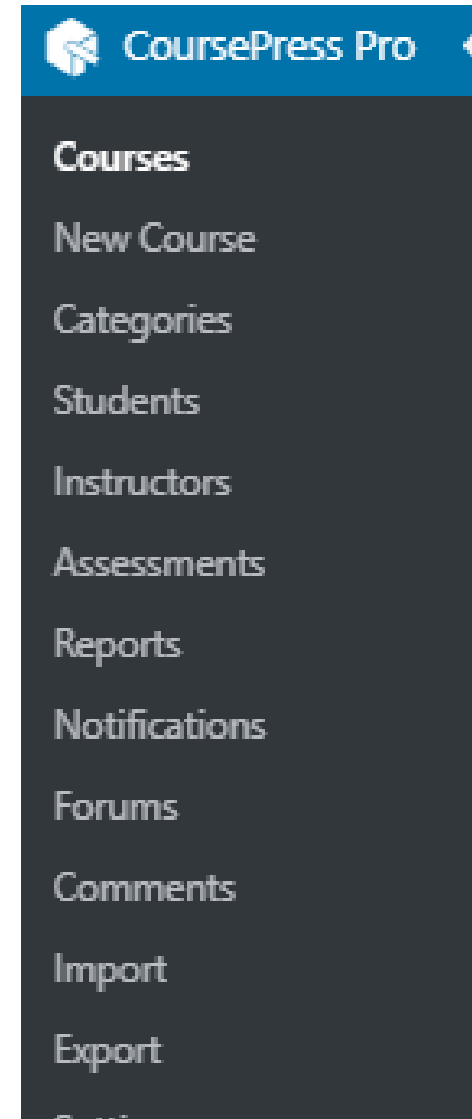
Create a New Course

1. This is the CoursePress Pro main menu.

Submenus:

- Courses – all courses in list
- New Course – add new course
- Categories – create new course category;
- Students – all student in list
- Instructors – all instructors in list
- Assessments
- Reports
- Notification
- Forums
- Comments
- Import
- Export
- Setting

2. Click on **New Course** and follow the steps in the **Course Setup**, **Units**, and **Students** tabs.



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Step 1 – Course Overview

1. Add **Title**, **Short Overview** and **Featured Image**. Set the course Language. Fields marked with * are required.

The screenshot shows the 'New Course' setup interface in CoursePress Pro. The main content area has a blue header bar with the title 'Step 1 – Course Overview'. Below this, there are two required fields: 'Title *' and 'Short Overview *'. The 'Short Overview' field includes a rich text editor with various formatting options like bold, italic, link, and list. On the right sidebar, the 'Publish' section contains buttons for 'Save Draft', 'Preview', and 'Publish', along with a 'Status: Draft Edit' indicator. The 'Categories' section shows a list of categories with checkboxes: 'Business and Trade', 'Cultural issues', 'EU Law', 'International relations', and 'The EU itself'. There is also a '+ Add New Course Category' link at the bottom of the categories list.



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Step 2 – Course Details

1. Add **Featured Video** and **Full Description**.
2. View Mode

View Mode

- Normal: Show full unit pages
Choose if your course will show in "normal" mode or step by step "focus" mode.
- Focus: Focus on one item at a time
- Don't render section titles in focus mode.
- Unit list only
- Expanded unit list

Choose if course Unit page shows units only or in expanded view.

1. Course Structure

Course Structure

This gives you the option to show/hide Course Units, Lessons, Estimated Time and Free Preview options on the Course Overview page

- Show the Course Overview structure and Preview Options
- Display Time Estimates for Units and Lessons
- Show units without modules

By default unit without modules is not displayed, even if it is selected below.

Course Structure

Units and Sections with Modules selected will automatically be visible (only the selected Modules will be accessible).

Show Free Preview

Course Structure

Show Free Preview

Previous

Next

The screenshot shows a course editor interface. At the top, there's a 'Featured Video' section with a text input field and a 'Browse' button. Below that is the 'Full Description' section, which includes a rich text editor with a toolbar (Paragraph, Bold, Italic, etc.) and a text area containing the following content:

The course aims to introduce students to the study of EU political system, focusing the attention on the EU policy-making process and its main actors. Students will acquire a basic knowledge on the EU legislative, executive and representative sub-systems, on the inter-institutional relations as well as on the role of parties and interest groups. Moreover, they will learn about EU competences and main policy areas.

Expected outcomes

On completion of this course you will have got acquainted with the functioning of the EU supranational system and have a clear understanding of the multi-level system of actors and ng in policy-making. You will be able to recognize key concepts and and be familiar with EU institutions, mechanisms and main policy issues.

(Curriculum in the platform)

e EU as a political system

e inter-institutional relations: how institutions and subsystems interact.

pages
how in "normal" mode or step by step "focus" mode.

em at a time
ties in focus mode.

shows units only or in expanded view.

At the bottom of the screenshot, there are checkboxes for course structure options:

This gives you the option to show/hide Course Units, Lessons, Estimated Time and Free Preview options on the Course Overview page

- Show the Course Overview structure and Preview Options
- Display Time Estimates for Units and Lessons
- Show units without modules



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Step 3 – Instructors and Facilitators

Choose **Course Instructor(s)** and **Course Facilitator(s)**. Start to type the name of registered user and click on the **Assign** button.

Step 3 – Instructors and Facilitators ✓

Course Instructor(s)
Select one or more instructor to facilitate this course

Enter username, first name and last name, or email Assign

Assigned Instructors:

Course Facilitator(s)
Select one or more facilitator to facilitate this course

Enter username, first name and last name, or email Assign

Invite New Instructor or Facilitator
If the instructor or the facilitator can not be found in the list above, you will need to invite them via email

Instructor or Facilitator Instructor Facilitator

First Name

Last Name

E-Mail

Send Invite

Step 3 – Instructors and Facilitators

Course Instructor(s)
Select one or more instructor to facilitate this course

Enter username, first name and last name, or email Assign

nin

false Nina



Step 4 – Course Dates

1. Set **Course Availability** - These are the dates that the course will be available to students. **Start Date** is a required field.
2. **Course Enrollment Dates** - These are the dates that students will be able to enroll in a course.

Step 4 – Course Dates

Course Availability

These are the dates that the course will be available to students

This course has no end date

Start Date * 2019-09-02 00:00  End Date * 

Course Enrollment Dates

These are the dates that students will be able to enroll in a course.

Students can enroll at any time

Start Date *  End Date * 

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Step 5 – Classes, Discussion & Workbook

Set **Class size**, **Course Discussions**, **Student Workbook** and **Student Grades**.

Step 5 – Classes, Discussion & Workbook

Class Size

Use this setting to set a limit for all classes. Uncheck for unlimited class size(s).

Limit class size Number of students

Course Discussion

Allow course discussion

If checked, students can post questions and receive answers at a course level. A 'Discussion' menu item is added for the student to see ALL discussions occurring from all class members and instructors.

Student Workbook

Show student workbook

If checked, students can see their progress and grades.

Student grades

Show student grades

If checked, students can see their grades.

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Step 6 – Enrollment & Course Cost

Select **Enrolment Restrictions** for your course.

Step 6 – Enrollment & Course Cost

Enrollment Restrictions

Select the limitations on accessing and enrolling in this course.

Manually added only

Manually added only

Any registered users

Any registered users with a pass code

Registered users who completed the prerequisite course(s)

This is a paid course

Payment options for your course. Additional plugins are required and settings vary depending on the plugin.

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Update



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Step 7 – Course Completion

Set **Minimum Grade Required**, **Page Title** and **Page Content** for **Pre-Completion Page**. **Course Completion Page** and **Failed Page** are also available. Fill in the fields and click on **Next**.

Step 7 – Course Completion



Minimum Grade Required *

The minimum grade required to marked course completion and send course certificates.

Pre-Completion Page

Use the fields below to show custom pre-completion page after the student completed the course but require final assessment from instructors.

Page Title *

Page Content *

Use these tokens to display actual course details: COURSE_NAME, COURSE_SUB_TITLE, COURSE_OVERVIEW, COURSE_UNIT_LIST, DOWNLOAD_CERTIFICATE_LINK, DOWNLOAD_CERTIFICATE_BUTTON, STUDENT_WORKBOOK

b **i** link **b-quote** ~~del~~ **ins** **img** **ul** **ol** **li** **code** **more** **close tags** **Smart Slider**

Visual Text



`<h3>Congratulations! You have completed COURSE_NAME!</h3><p>Your course instructor will now review your work and get back to you with your final grade before issuing you a certificate of completion.</p>`



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Step 7 – Course Completion

1. Here you can set custom certificate content:

Background Image

Logo

Logo Position

Content Margin

Page Orientation

Text Color

2. Click on **Finish**.

The screenshot shows a web interface for configuring a course completion certificate. At the top, there is a navigation bar with options like 'New', 'Smart Slider', 'Gallery', 'Documents Dashboard', 'Admin Uploader', and 'UpdraftPlus'. Below this, a checkbox is checked for 'Use custom certificate for this course'. The main section is titled 'Certificate Content' and includes a text editor with a toolbar containing icons for bold, italic, link, quote, undo, redo, image, list, code, and more. The text editor contains the following HTML code: `<h2>FIRST_NAME LAST_NAME</h2><p>has successfully completed the course</p><h3>COURSE_NAME</h3><h4>Date: COMPLETION_DATE</h4><p><small>Certificate no.: CERTIFICATE_NUMBER</small></p>`. Below the text editor, there are several configuration options: 'Background Image' with a 'Choose background image' field and a 'Browse' button; 'Logo' with a 'Choose logo image' field and a 'Browse' button; 'Logo Position' with input fields for X (0), Y (0), and Width (100); 'Content Margin' with input fields for Top (0), Left (0), and Right (0); 'Page Orientation' with radio buttons for 'Landscape' (selected) and 'Portrait'; and 'Text Color' with a 'Select Color' button. At the bottom, there are three buttons: 'Previous', 'Finish', and 'Update'.



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Unit Settings

1. Click on **Add New Unit**. Set **Unit Title**, **Unit Description**, **Unit Feature Image** and **Unit Availability**. Click **Save Whole Unit** button to save and **Preview** to view your course on the website.

The screenshot shows the 'Unit Settings' page in CoursePress Pro. The left sidebar contains a navigation menu with 'Add New Unit' highlighted. The main content area has a 'Unit Settings' form with the following fields:

- Unit Title**: A text input field.
- Unit Description**: A rich text editor with a toolbar and a text area containing placeholder text.
- Unit Featured Image**: A field with an 'Add Image URL or Browse for Image' input and a 'Browse' button.
- Unit Availability**: A dropdown menu currently set to 'Instantly available'.
- Progress to next unit**: Two checkboxes for 'User needs to answer all required assessments and view all pages in order to access the next unit' and 'User also needs to pass all required assessments'.

At the bottom of the form are 'Save Whole Units' and 'Preview' buttons, and a 'Delete Unit' link. In the top right corner, there is a 'Publish Course' toggle and 'Draft/Live' status indicators, both highlighted with a red box.



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Unit Sections

1. Add **Section Title**, **Section Description** and **Section Image**.
2. Next, there is the **Modules** panel, where you can choose the type of content you will add and the type of questions for your quizzes.

The screenshot shows the Moodle 'Unit Sections' configuration page. At the top, there is a navigation bar with 'Gallery', 'Documents Dashboard', 'Admin Uploader', and 'UpdraftPlus'. Below this, the 'Unit Sections' tab is highlighted with a red box, showing a count of '1' and a plus sign. The main content area is divided into several sections: 'Section Title' (with a text input field and a note that the label will be displayed on the Course Overview and Unit page), 'Section Description' (with an 'Add Media' button and a rich text editor toolbar), 'Section Image' (with an input field for URL or a 'Browse' button), and 'Modules' (highlighted with a red box). The 'Modules' section contains a grid of icons for various content types and question types: Text, Image, Video, Audio, File Download, Zipped Object, Discussion, Multiple Choice, Single Choice, Selectable, Short Answer, Long Answer, File Upload, Quiz, and Form.



Modules elements of the unit

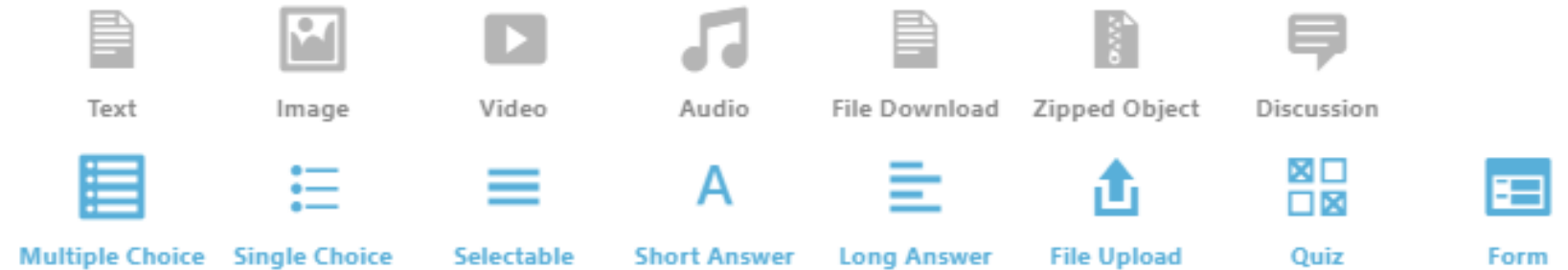
1. Content you can add :

- Text – add **Title** and **Content**
- Image
- Video - you can enter a Youtube or Vimeo link. (Embed support is required.)
- Alternatively, you can browse for a file. Supported video extensions: mp4, m4v, webm, ogv, wmv, flv.
- 4. Audio - enter a URL or browse for an audio file. Supported audio extensions: mp3, ogg, wma, m4a, wav.
- File Download Zipped Object
- Discussion – you can add a discussion as part of the course

For every type of module you can add **Student Completion**

Modules

Click to add module elements to the unit



1. Types of questions:

- Multiple Choice
- Single Choice
- Selectable
- Short Answer
- Long Answer
- File Upload
- Quiz – here you can add Multiple choice, single choice and.... With one common description
- Form – here you can add Short answer, Long Answer and Securable with one common description



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Publish the course

1. To publish a **Unit** click on **Draft/Live** switch.
2. To publish **the course** click on the **Publish Course** switch or if you click on the CoursePress Pro submenu **Courses** you will see a list of courses and you can set the status for each one.

The screenshot shows the 'Edit Course' interface in CoursePress Pro. The 'Unit Settings' section is active, displaying fields for 'Unit Title', 'Unit Description', and 'Unit Availability'. A red box highlights the 'Publish Course' and 'Draft/Live' switches in the top right corner. The 'Draft/Live' switch is currently set to 'Draft'.

<input type="checkbox"/> EUROPEAN IDENTITY	6 Units 5 Published	2	0	<input checked="" type="checkbox"/>
<input type="checkbox"/> AN INTRODUCTION TO MULTILINGUALISM 1 — Draft	2 Units 2 Published	0	0	<input type="checkbox"/>



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Students tab

1. List of Students

In this section you can see all students enrolled in the course – list of first name, last name and e-mail.

2. Invite a student

Using the short form you can invite a student to enroll the course.

Edit Course [New Course](#)

Course Setup Units (1) Students (0) Publish Course

All | Certified | Not certified

<input type="checkbox"/>	Username	Display Name	First Name	Last Name	Certified
There are no students enrolled in this course. Add them below.					
<input type="checkbox"/>	Username	Display Name	First Name	Last Name	Certified

[Add Student](#) [Withdraw all students](#)

Invited Students

List of invited students.

First Name	Last Name	Email

Invite Student

First Name

Last Name

E-mail

[Invite](#)

Send an email to enrolled students

You can not send email, there is no enrolled students in this course.



Students tab

Send an email to enrolled students using the form below. Choose:

Send an email to enrolled students

Send to	All students with submissions
	All students
	All students with submissions
Email subject	All students with submissions of → Unit 1. Multilingualism in Europe
	All students with submissions of → Unit 2. A Multilingual World
	All students with submissions of → Unit 3. Multilingual Policy
Email body	All students with submissions of → Unit 4 Personal Multilingualism or Plurilingualism
	All students with submissions of → Unit 5. The Challenge of Plurilingualism for Educators
	All students with submissions of → Final quiz



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How to create course categories?

Categories

Add New Course Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

Short Description

Leave blank if you don't want use short description for category on home page.

Background Color

Choose background color for the Category
 Leave blank if you don't want use background color for category on home page.

Icon

Name	Description	Slug	Count
<input type="checkbox"/> Business and Trade	—	business-and-trade	0
<input type="checkbox"/> Cultural issues	—	cultural-issues	2
<input type="checkbox"/> EU Law	—	eu-law	1
<input type="checkbox"/> International relations	—	international-relations	1
<input type="checkbox"/> The EU itself	—	the-eu-itself	3

Categories

Add New Course Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

Short Description

Leave blank if you don't want use short description for category on home page.

Background Color

Choose background color for the Category
 Leave blank if you don't want use background color for category on home page.

Icon

Upload Image

Choose Icon for the Category 96X96 pixel.
 Leave blank if you don't want use icon for category on home page.

Add Name, Slug, Parent Category, Description and Icon for the new category.

On the same screen you can see all course categories and you can edit them using the small menu under the Category name.



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The Instructor



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Instructor dashboard

Dashboard -> My Courses

Click on the **Manage Course** button.

In the backend, edit your course.

The screenshot shows a web browser window with the URL `eurasiaproject.eu/course-dashboard/`. The page features the EurAsia logo and a navigation menu with items like Home, Partners, The project, Training, On-line courses, and Courses in EU studies. Below the navigation is a dark blue header with the text "Dashboard Courses".

The main content area is titled "Facilitated Courses" and displays two course cards:

- INTRODUCTION TO EUROPEAN UNION LAW**: This course introduces students to the unique system of European Union law, shaping rules and regulations of one of the biggest economies in the world. The instructor is Vihar Georgiev. It is marked as "already started", "English", and "FREE". A red "Manage Course" button is visible.
- EU Language Policies**: In this course you will learn about Multilingualism, both as an aspect of societies and of individuals, in contemporary Europe as well as historically throughout the world. You will also learn about how policies can impact on Multilingualism societies and on education. The instructor is Lid King. It is marked as "already started", "English", and "FREE". A red "Manage Course" button is visible.



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eurasiaproject.eu/wp-admin/post.php?post=3550&action=edit

Eurasia

Howdy, partners

Edit Course

Course Setup **Students (2)**

Publish Course

Step 1 – Course Overview

Step 2 – Course Details

Step 3 – Instructors and Facilitators

Step 4 – Course Dates

Course Availability
These are the dates that the course will be available to students
 This course has no end date
 Start Date * 2019-04-08 00:00

Course Enrollment Dates
These are the dates that students will be able to enroll in a course.
 Students can enroll at any time

Edit Page - YellowPencil

Publish

Status: Published [Edit](#)

Categories

- EU Law
- Business and Trade
- Cultural issues
- International relations
- The EU itself

[+ Add New Course Category](#)



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