

Guida utente per la piattaforma di apprendimento Equal SciTech



Prefazione

Benvenuti nella piattaforma di apprendimento Equal SciTech, un passo importante verso la creazione di classi STEM più inclusive e paritarie dal punto di vista del genere.

Questa piattaforma fa parte dell'iniziativa Equal SciTech, che supporta gli educatori nello sviluppo di pratiche didattiche eque, inclusive e sensibili alle questioni di genere nell'istruzione STEM. La piattaforma offre otto moduli di apprendimento interattivi, ciascuno con quattro sessioni strutturate, progettati per aiutare gli utenti a comprendere e applicare meglio gli approcci di parità di genere nel loro insegnamento e apprendimento.

Che siate un docente che facilita le sessioni o uno studente che partecipa alla formazione, questa Guida per l'utente è qui per guidarvi. Fornisce istruzioni chiare e dettagliate su come utilizzare la piattaforma.

— dal taglio e dall'accesso ai moduli alla navigazione tra le lezioni e al monitoraggio dei tuoi progressi.

Indipendentemente dal tuo ruolo, questo manuale ti aiuterà a garantire che la tua esperienza di apprendimento sia fluida, efficiente e significativa. Insieme, possiamo creare spazi di apprendimento in cui ogni studente si senta apprezzato, incluso e motivato a eccellere nelle discipline STEM.

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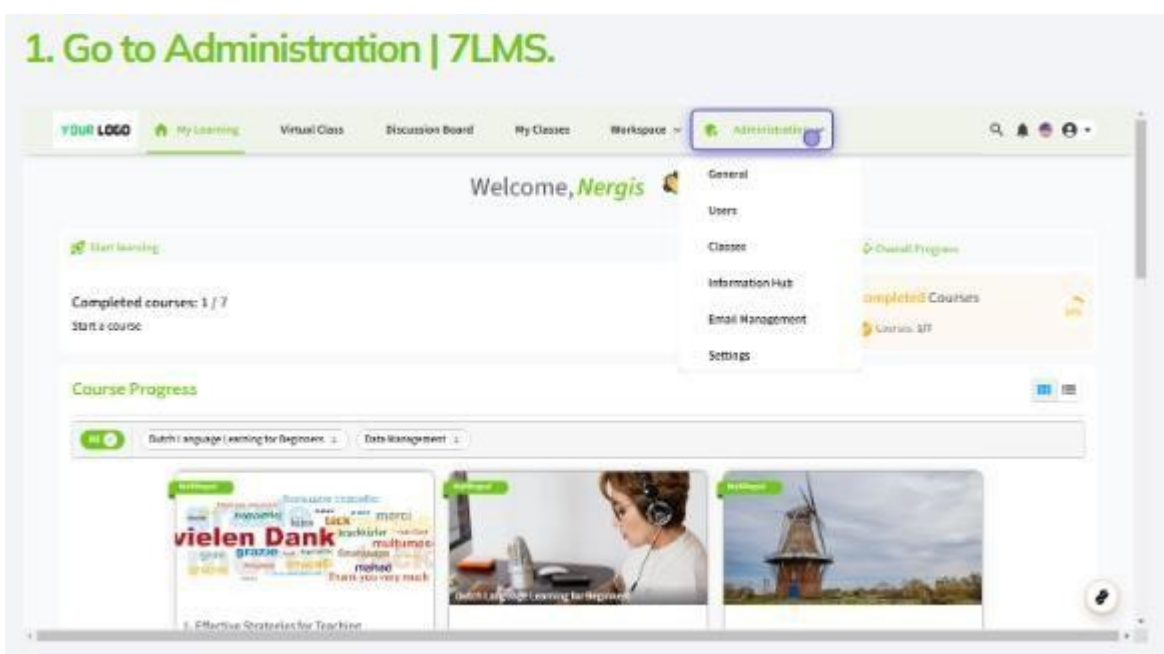
Amministrazione / Utenti

Come creare un nuovo utente (studente, insegnante o amministratore)

Hai bisogno di aggiungere un nuovo utente alla tua piattaforma? Che tu stia creando un account per uno studente, un docente o un amministratore, segui questi semplici passaggi per iniziare. Il nuovo utente riceverà le credenziali di accesso via e-mail entro 30 minuti.

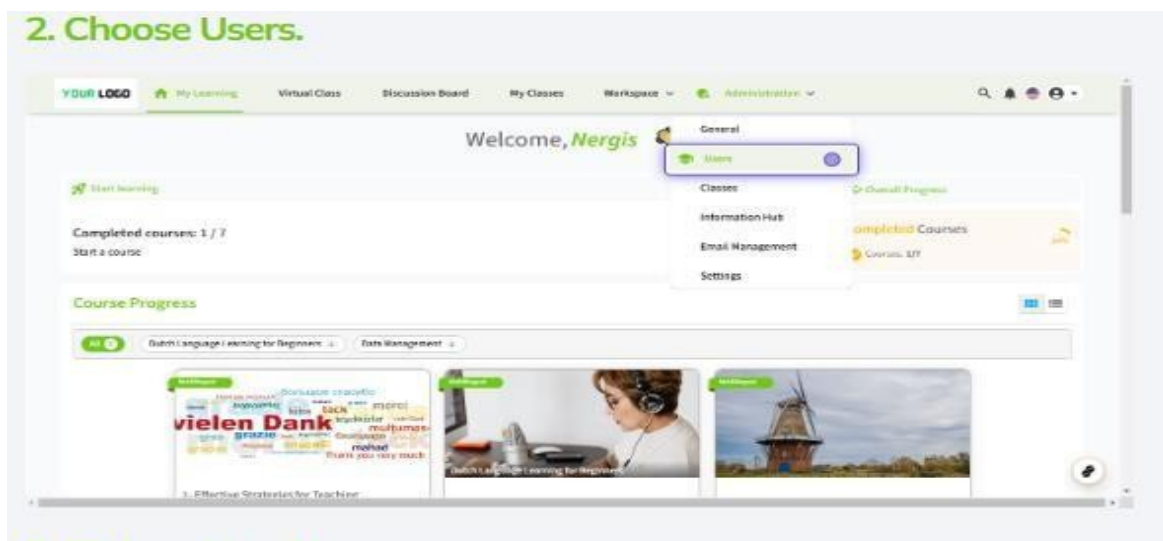
Passaggio 1: vai al pannello di amministrazione

- Accedi al tuo account.
- Dal pannello di controllo principale, vai alla sezione Amministrazione.



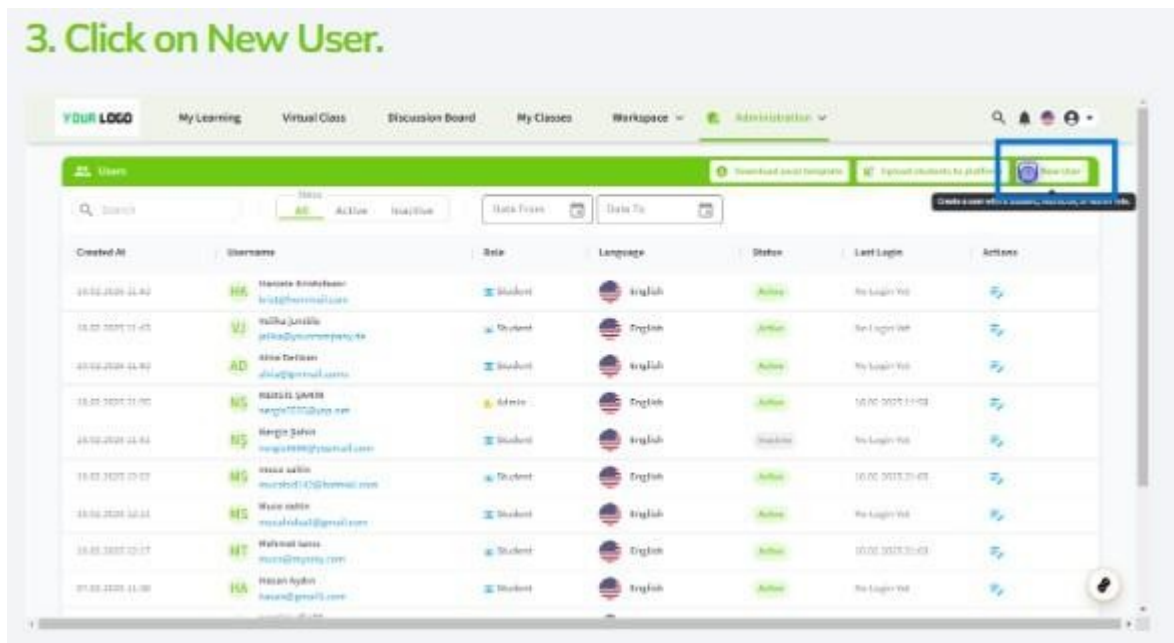
Passaggio 2: seleziona "Utenti"

- Nel menu Amministrazione, clicca su Utenti per gestire gli account utente.



Passaggio 3: clicca su "Nuovo utente"

- Nella pagina Utenti, clicca sul pulsante Nuovo utente per creare un nuovo account.



Passaggio 4: Compilare i dettagli dell'identità

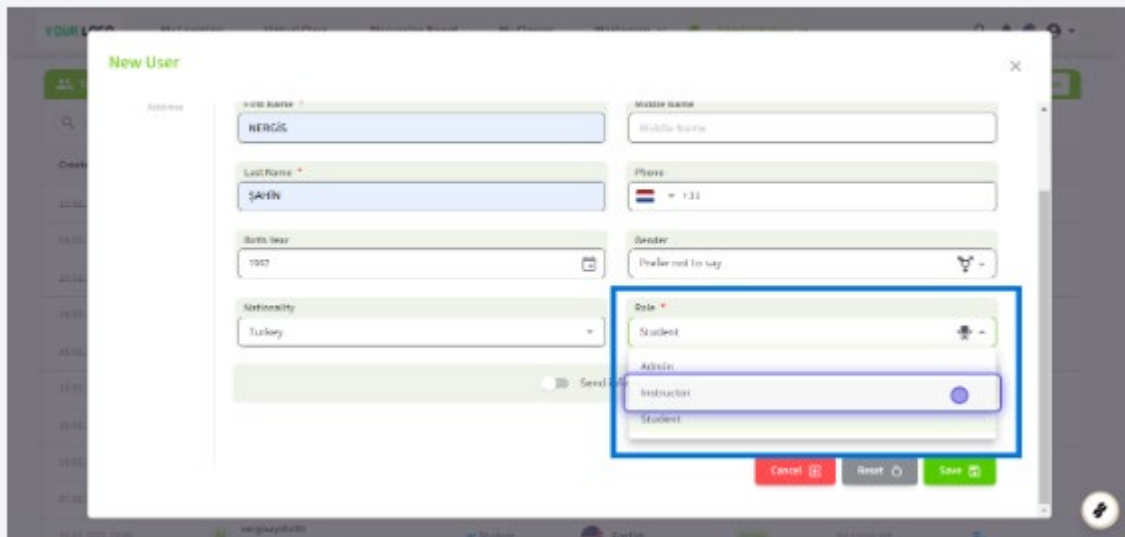
- Inserisci un nome utente, un indirizzo e-mail e qualsiasi altra informazione richiesta relativa all'identità.

The screenshot shows the 'New User' form. The form is divided into two main sections: 'Identity' and 'Address'. The 'Identity' section is highlighted with a blue box and contains the following fields: 'Email' (with the value 'narg@aydr30@gmail.com'), 'New Password', 'First Name' (with the value 'NARGIS'), 'Middle Name', 'Last Name' (with the value 'SAVIN'), 'Phone' (with a dropdown for country code '+31'), 'Birth Year' (with the value '2002'), 'Gender' (with a dropdown for 'Prefer not to say'), 'Nationality' (with a dropdown for 'Turkey'), and 'Role' (with a dropdown for 'Student'). There is also a checkbox labeled 'Send information email' at the bottom of the form.

Passaggio 5: Scegliere il ruolo

- Seleziona il ruolo utente esatto dal menu a tendina:
 - *Studente*
 - *Docente*
 - *Amministratore*

5. Choose the role.

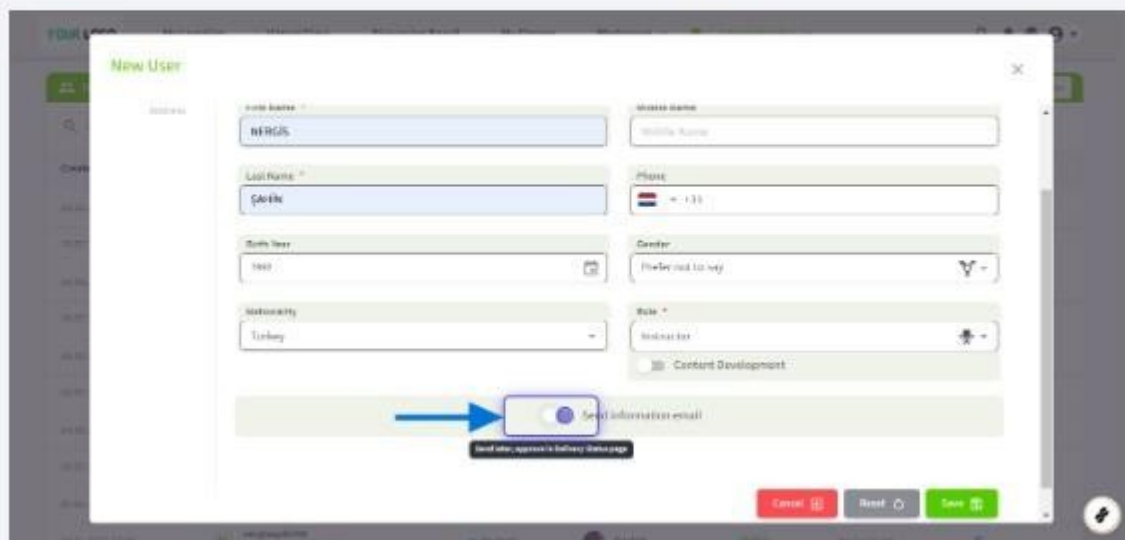


The screenshot shows the 'New User' form with the 'Role' dropdown menu open. The dropdown menu lists three options: 'Student', 'Admin', and 'Instructor'. The 'Instructor' option is highlighted with a blue circle. The form also includes fields for 'First Name' (MERGİS), 'Last Name' (ŞAHİN), 'Birth Year' (1997), 'Nationality' (Turkey), 'Mobile Number', 'Phone', and 'Gender' (Preferred to say). At the bottom, there are 'Cancel', 'Reset', and 'Save' buttons.

Passaggio 6: inviare le informazioni di accesso tramite e-mail

6. Click on send information email icon.

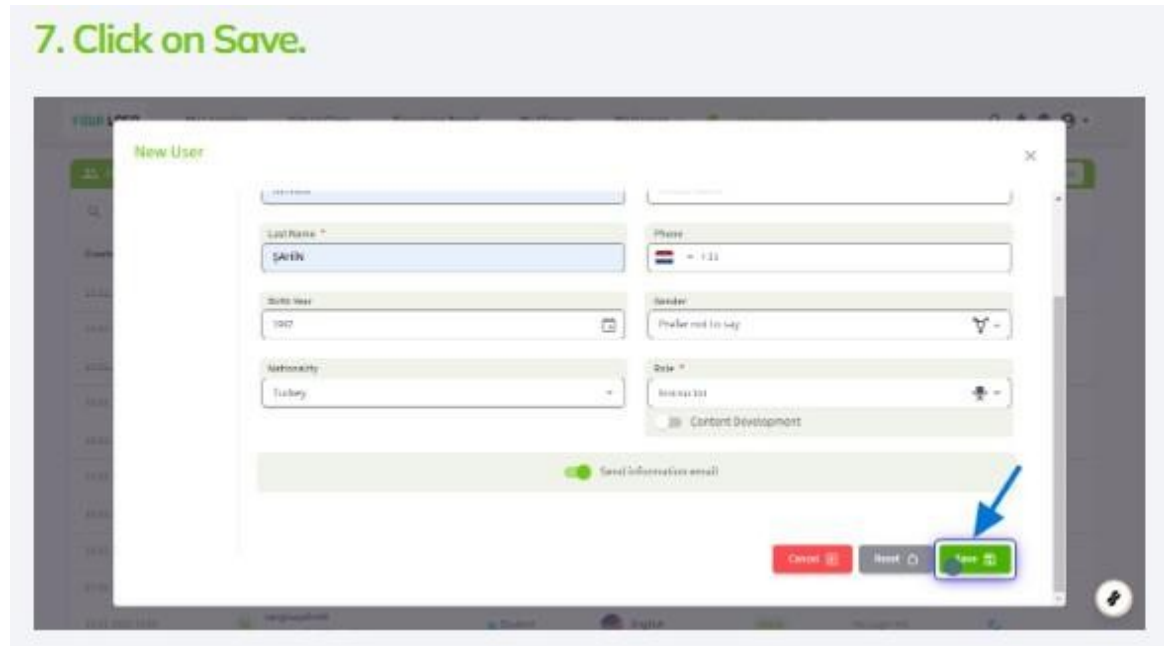
When you click this icon, the user will receive an email within **30 minutes** containing their **login details (username and password)**.



The screenshot shows the 'New User' form with the 'Send information email' icon highlighted by a blue arrow. The icon is a small envelope with a checkmark. The form also includes fields for 'First Name' (MERGİS), 'Last Name' (ŞAHİN), 'Birth Year' (1997), 'Nationality' (Turkey), 'Mobile Number', 'Phone', and 'Gender' (Preferred to say). At the bottom, there are 'Cancel', 'Reset', and 'Save' buttons.

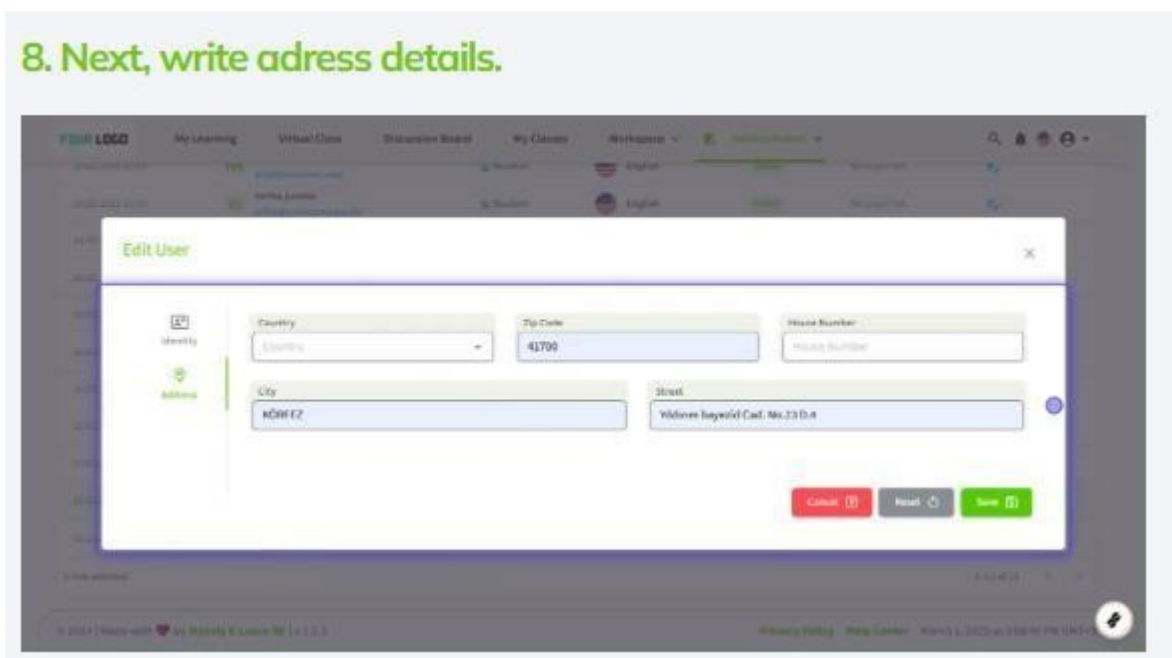
Passaggio 7: fare clic su "Salva"

- Fare clic su Salva per memorizzare i dettagli dell'identità.



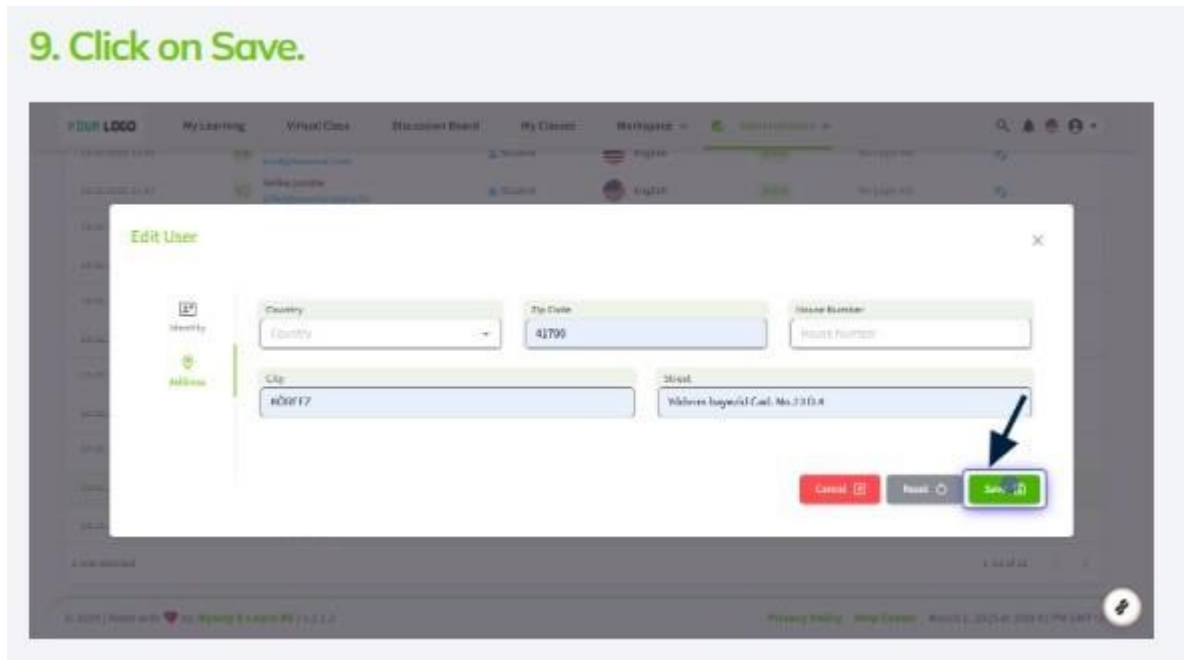
Passaggio 8: aggiungi i dettagli dell'indirizzo

- Inserisci le informazioni relative all'indirizzo come richiesto.



Passaggio G: clicca nuovamente su "Salva"

- Dopo aver completato la sezione relativa all'indirizzo, clicca su "Salva" per finalizzare.



Passaggio 10: Utente creato con successo!

- Un nuovo utente è stato aggiunto al sistema e riceverà presto le credenziali di accesso.

Amministrazione / Classi

Come modificare una classe esistente

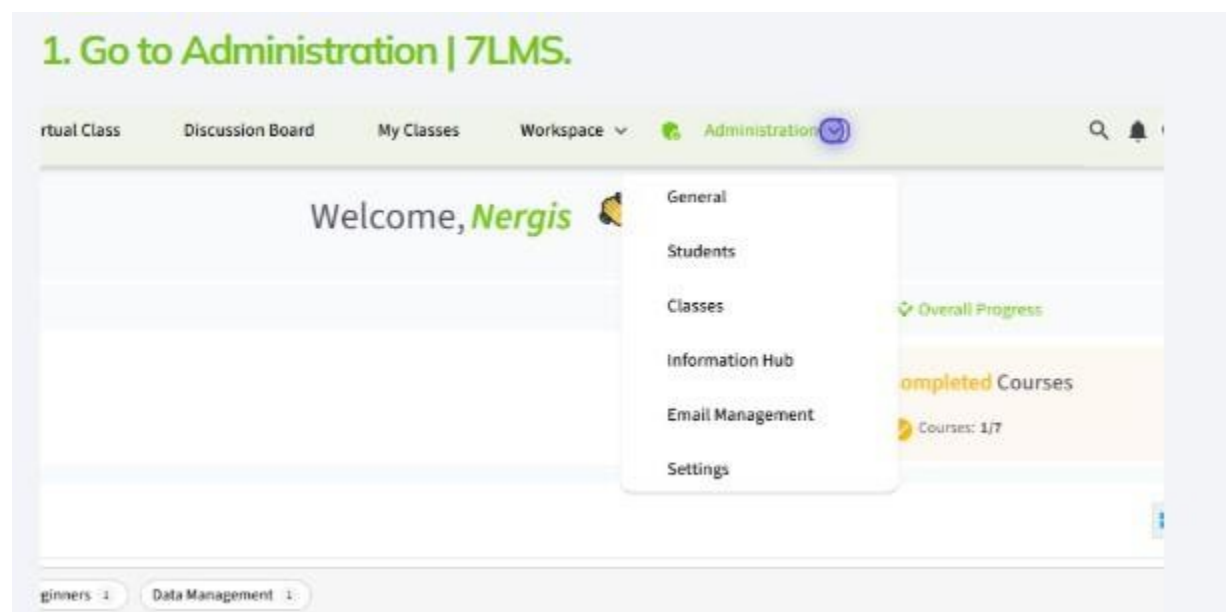
Hai bisogno di aggiornare una classe che hai già creato? Puoi facilmente modificare i dettagli della classe, cambiare i corsi assegnati o gestire gli studenti iscritti in pochi semplici passaggi.

Segui i passaggi riportati di seguito.

Segui le istruzioni riportate di seguito per apportare rapidi aggiornamenti alla tua classe.

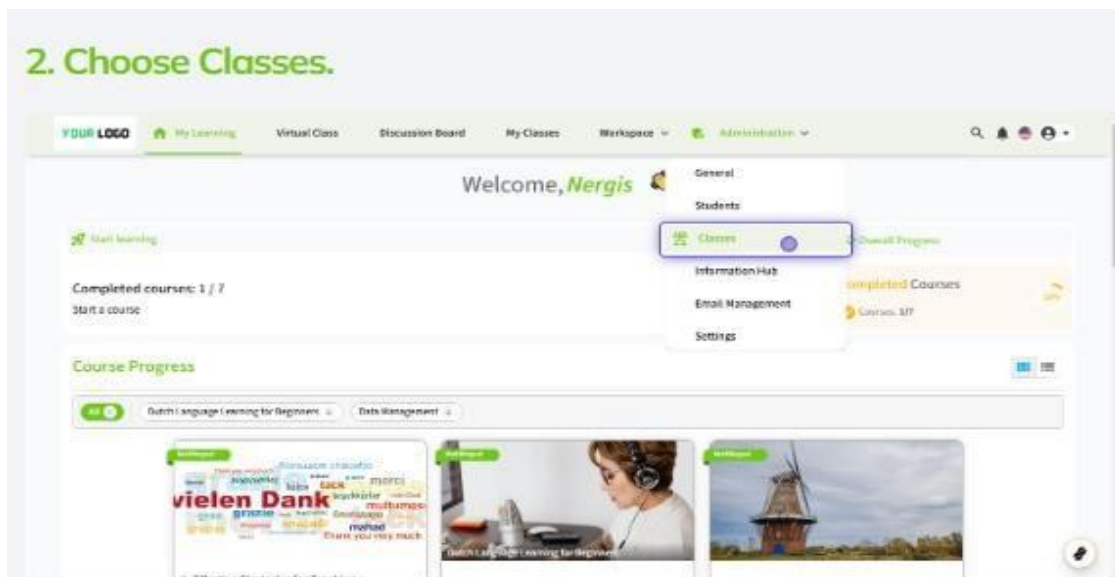
Passaggio 1: vai al pannello di amministrazione

- Accedi al tuo account.
- Vai alla sezione Amministrazione del pannello di controllo



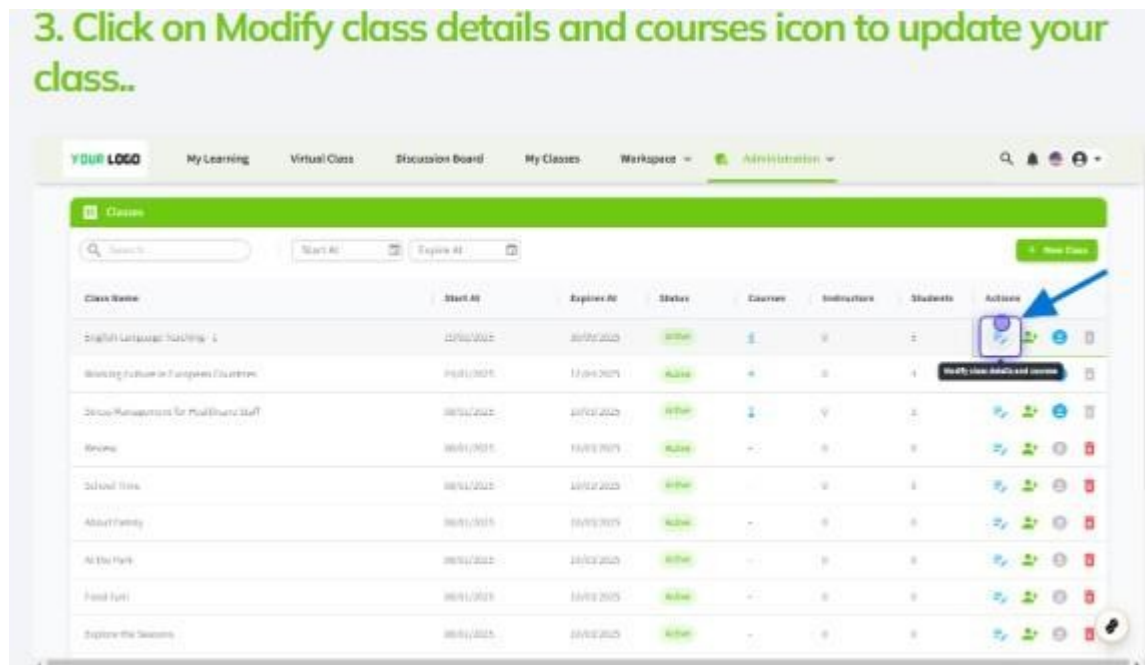
Passaggio 2: seleziona "Lezioni"

- Nel menu Amministrazione, clicca su **Classi** per visualizzare l'elenco delle classi esistenti.



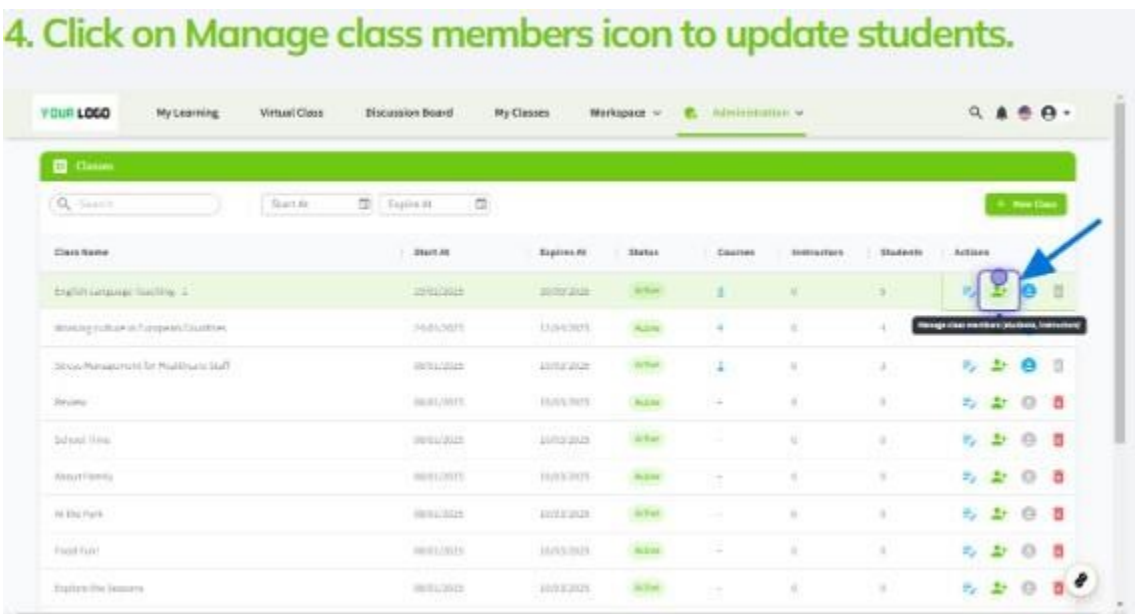
Passaggio 3: clicca sull'icona "Modifica dettagli classe e corsi"

- Trova la classe che desideri modificare.
- Fai clic sull'icona di modifica (di solito una matita o un ingranaggio) per aggiornare le informazioni sulla classe o riorganizzare i corsi.



Passaggio 4: clicca sull'icona "Gestisci membri della classe"

- Fino a quando l'iscrizione degli studenti non sarà aggiornata, clicca sull'icona Gestisci membri.
- Aggiungi o rimuovi gli studenti come richiesto.



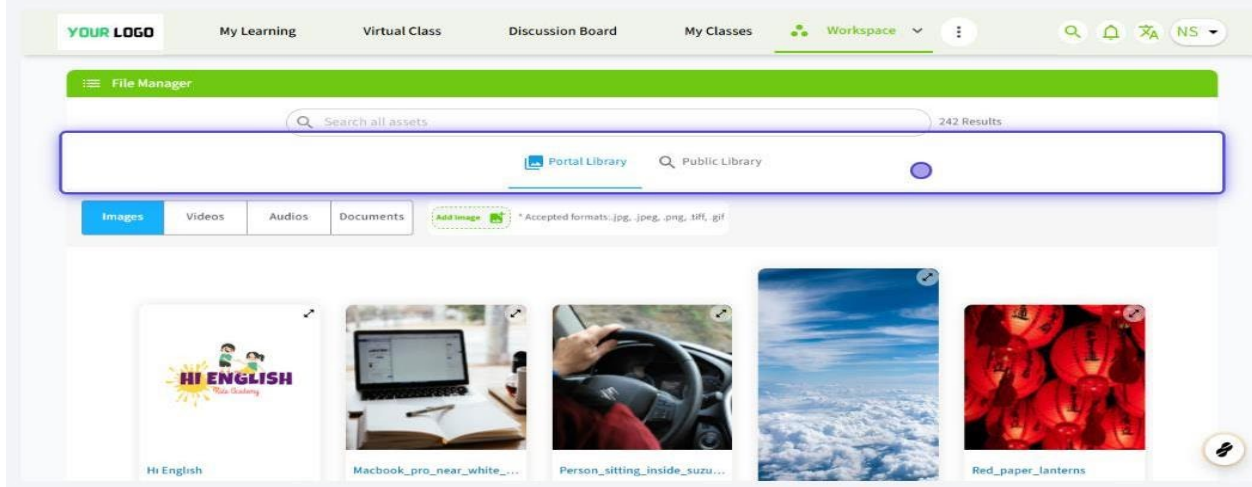
Amministrazione/Centro informazioni

Eliminare un file nel File Manager

Se un file non è più necessario, è possibile rimuoverlo dal File Manager per mantenere organizzato lo spazio di archiviazione. Basta individuare il file che si desidera eliminare, cliccarci sopra e selezionare l'opzione "Elimina". Confermare l'azione e il file verrà rimosso in modo permanente.

L'eliminazione dei file inutilizzati aiuta a mantenere ordinato il tuo spazio di lavoro e ti assicura di avere solo i materiali rilevanti per i tuoi corsi.

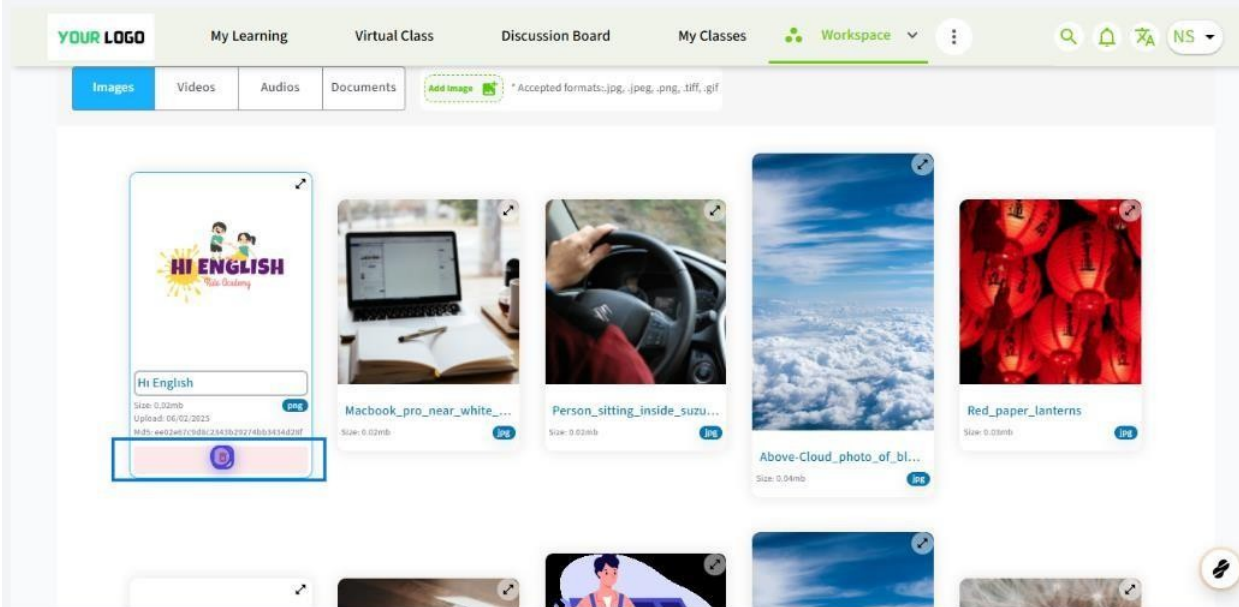
1. Go to File Manager | 7LMS.



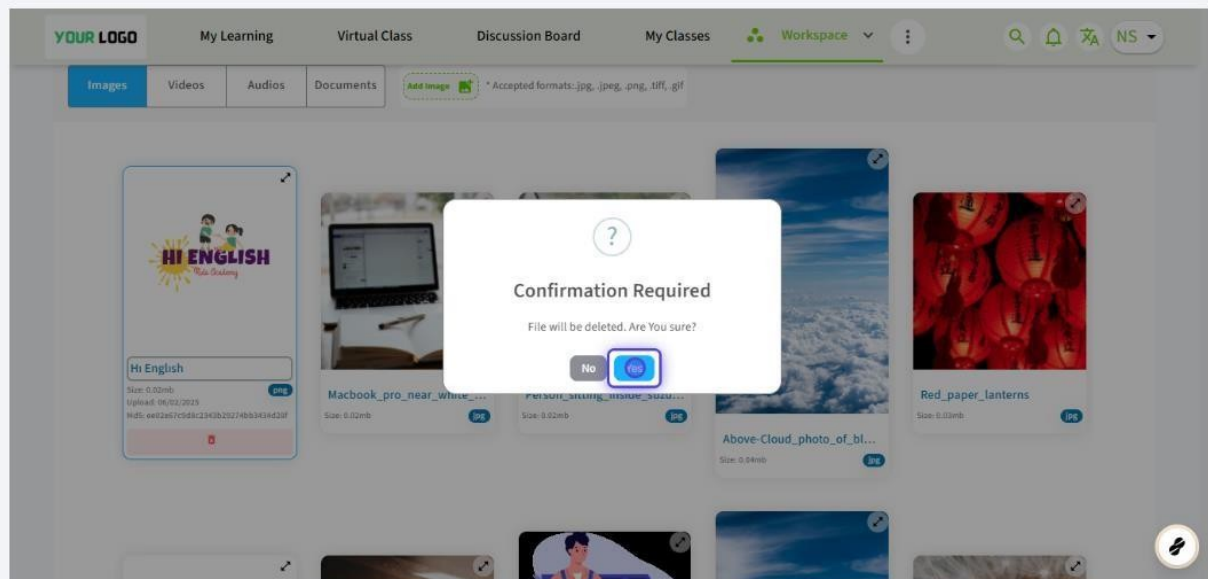
2. Click on the file that you want to delete.



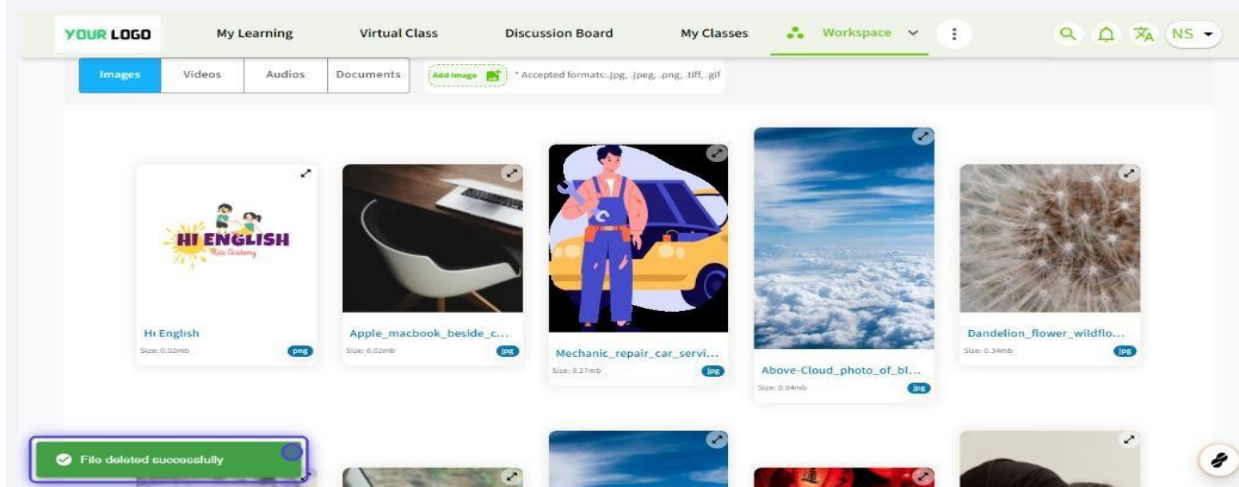
3. Click on the Delete icon.



4. Confirm your request by clicking “Yes”.



5. Your file is deleted successfully.



Bacheca di discussione

Come si crea una nuova classe virtuale?

Una classe virtuale è essenziale per fornire formazione e discussioni interattive dal vivo. La creazione di una nuova sessione sulla piattaforma consente agli istruttori di:

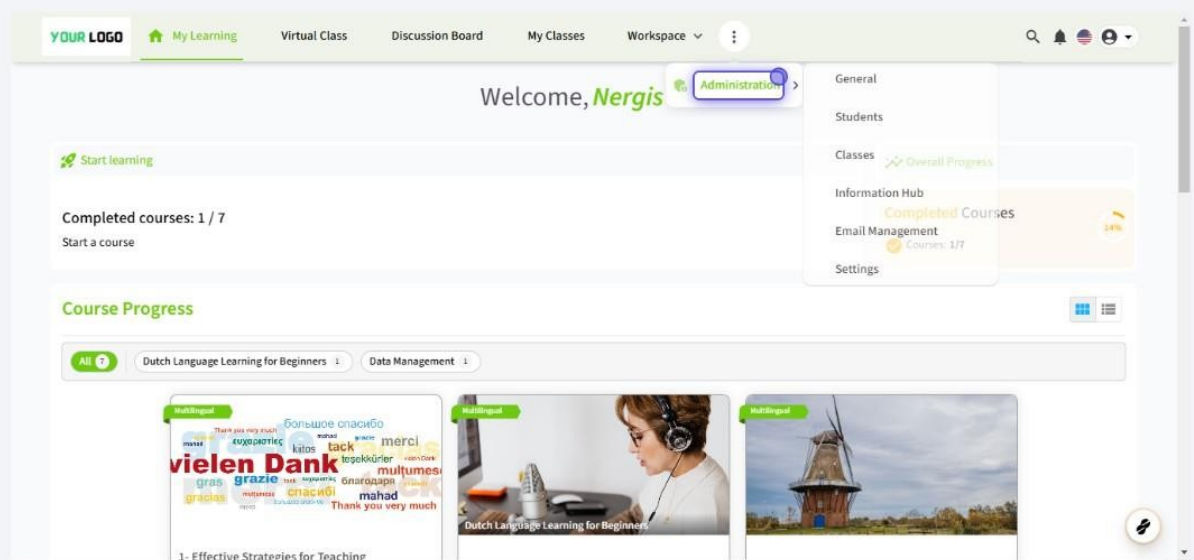
- Tenere lezioni in tempo reale con gli studenti, indipendentemente da dove si trovino.
- Condividere presentazioni, video e risorse per migliorare il coinvolgimento.
- Facilitare le discussioni utilizzando chat, sondaggi e lavagne interattive.
- Monitorare la partecipazione e i progressi degli studenti grazie agli strumenti di monitoraggio integrati. Questa funzione è ampiamente utilizzata per la formazione aziendale, i programmi educativi e le sessioni di sviluppo professionale. È possibile creare un'aula virtuale solo come amministratore o come istruttore.

Amministrazione/Gestione e-mail

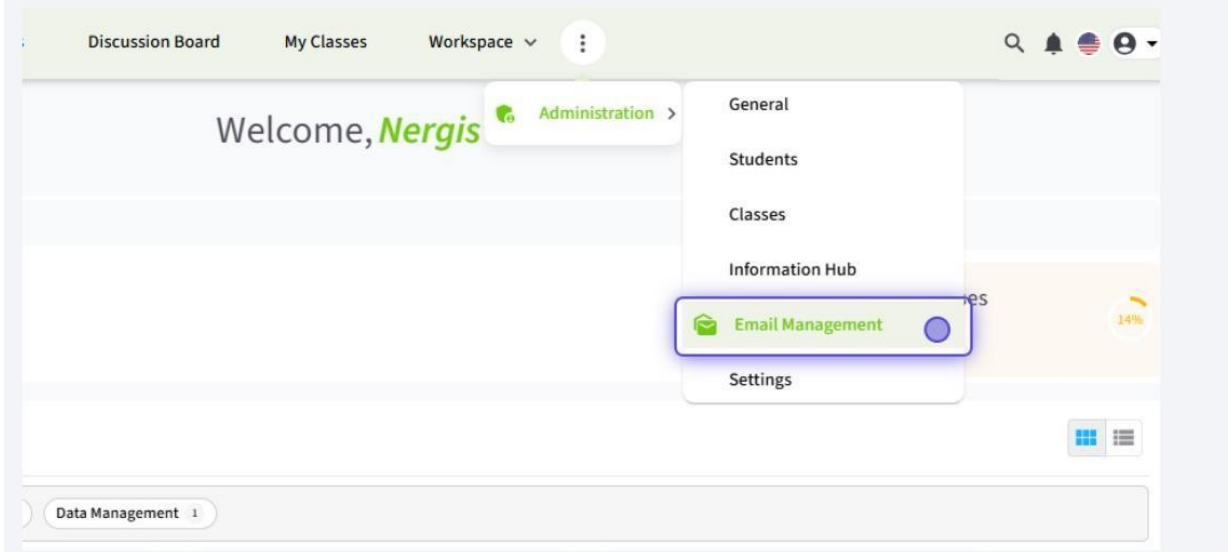
Come monitorare le e-mail e verificarne lo stato

È anche possibile verificare se le e-mail inviate automaticamente dalla piattaforma sono state ricevute dagli utenti.

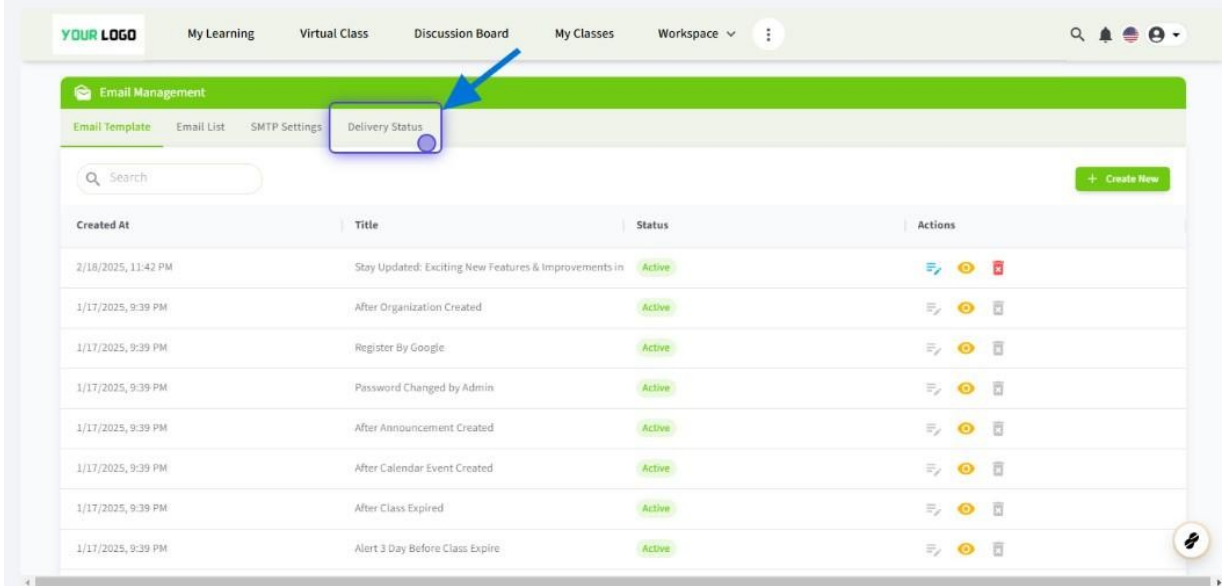
1. Go to Administration | 7LMS.



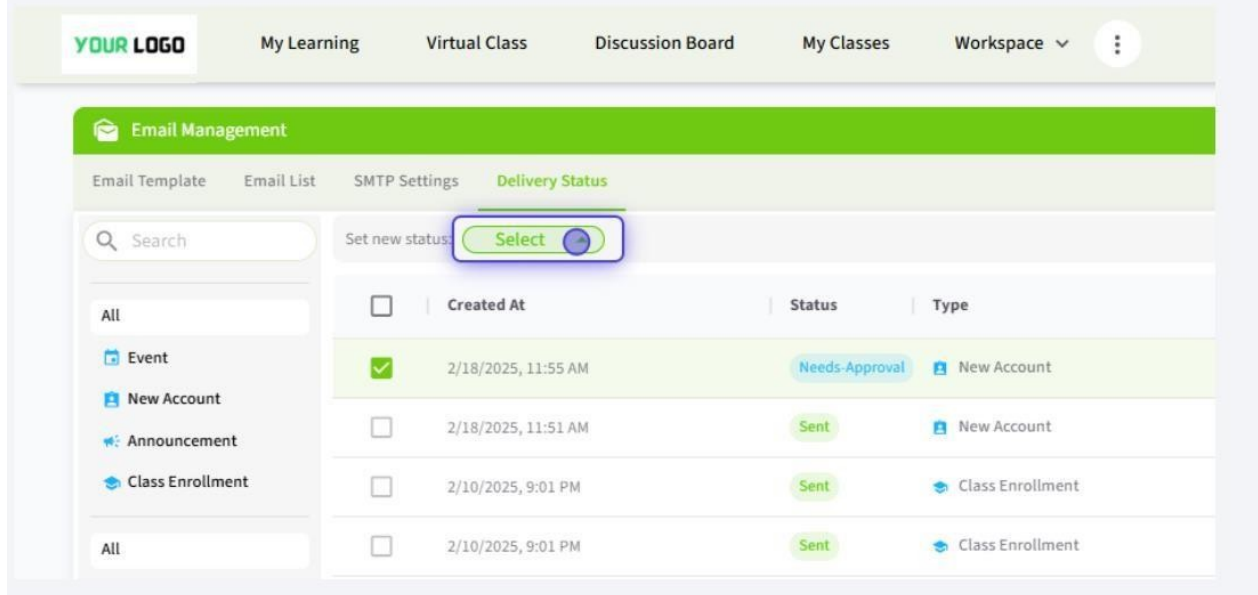
2. Choose Email Management.



3. Click on Delivery Status.



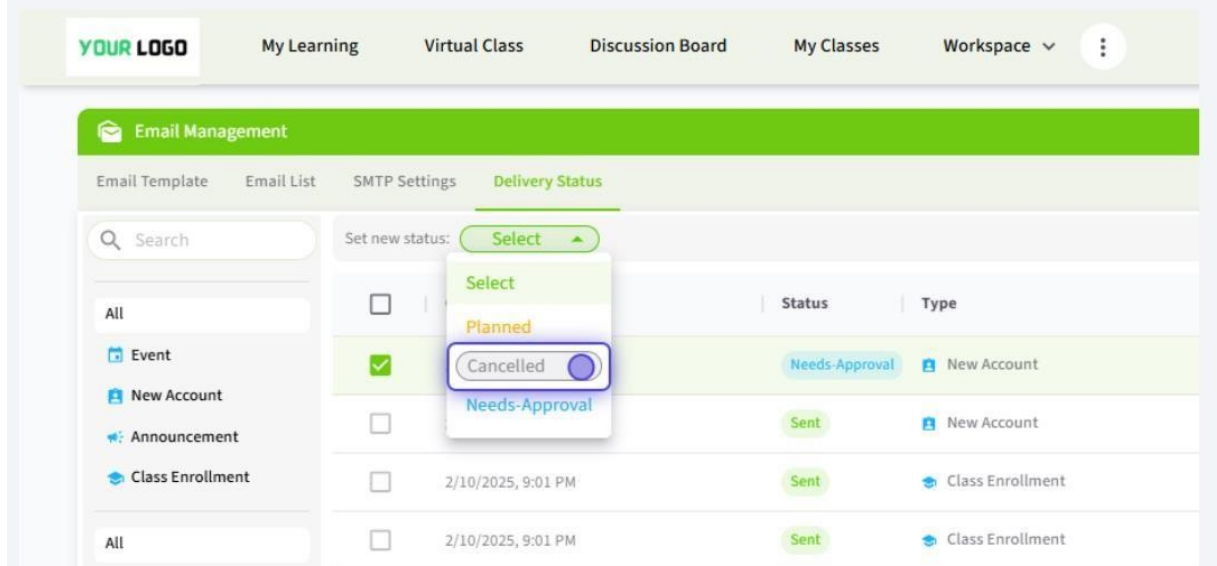
4. Select the email you want to take action on.



The screenshot shows the 'Email Management' interface with the 'Delivery Status' tab selected. A red box highlights the 'Select' button in the 'Set new status:' dropdown. The table below shows the list of emails.

	Created At	Status	Type
<input checked="" type="checkbox"/>	2/18/2025, 11:55 AM	Needs-Approval	New Account
<input type="checkbox"/>	2/18/2025, 11:51 AM	Sent	New Account
<input type="checkbox"/>	2/10/2025, 9:01 PM	Sent	Class Enrollment
<input type="checkbox"/>	2/10/2025, 9:01 PM	Sent	Class Enrollment

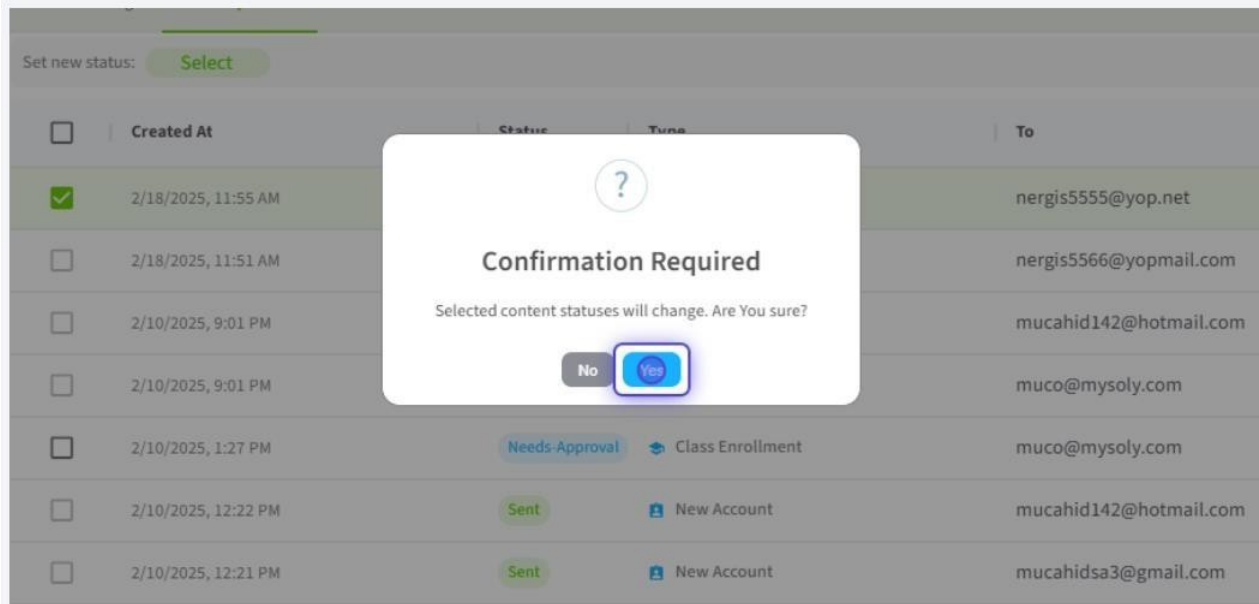
5. Update the email status.



The screenshot shows the 'Email Management' interface with the 'Delivery Status' tab selected. A dropdown menu is open, showing options: 'Select', 'Planned', 'Cancelled', and 'Needs-Approval'. A red box highlights the 'Cancelled' option. The table below shows the list of emails.

	Created At	Status	Type
<input checked="" type="checkbox"/>	2/18/2025, 11:55 AM	Needs-Approval	New Account
<input type="checkbox"/>	2/18/2025, 11:51 AM	Sent	New Account
<input type="checkbox"/>	2/10/2025, 9:01 PM	Sent	Class Enrollment
<input type="checkbox"/>	2/10/2025, 9:01 PM	Sent	Class Enrollment

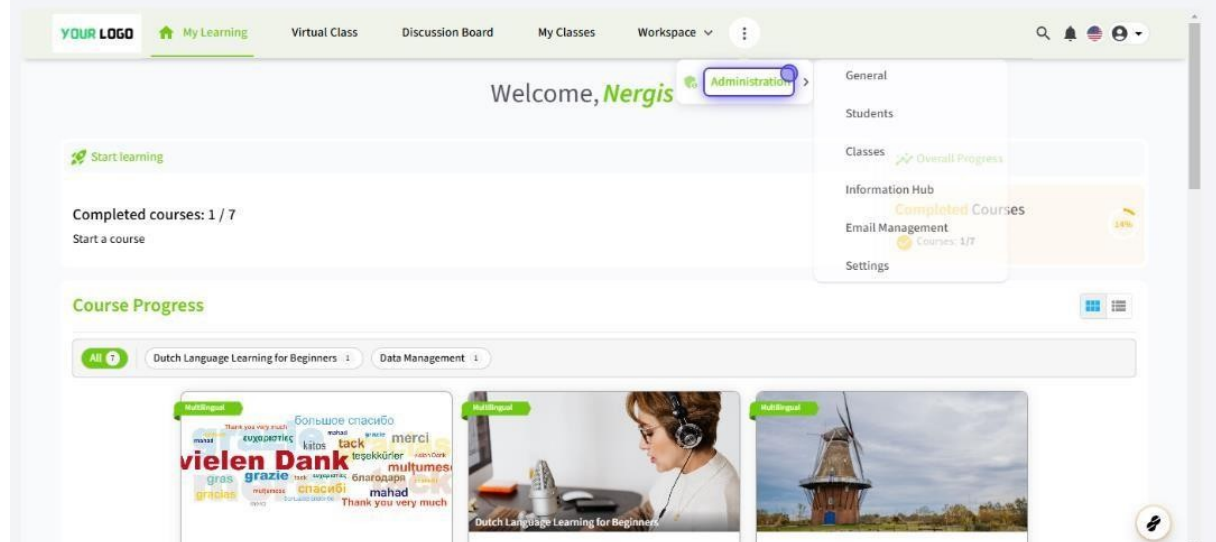
6. Confirm the update by clicking Yes.



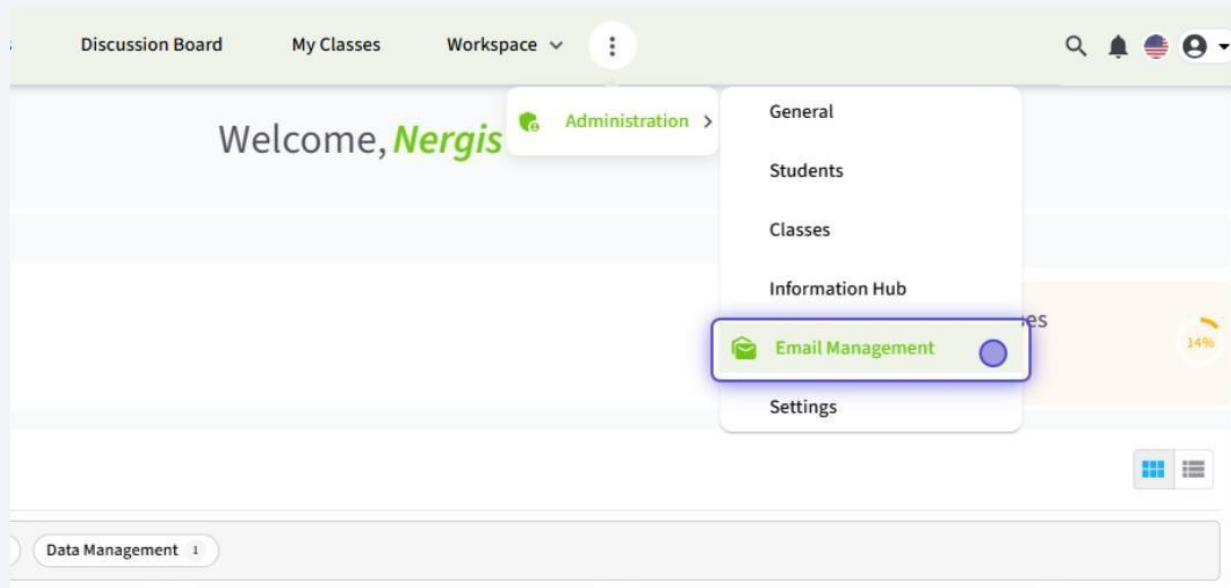
Le mie classi

Come monitorare le e-mail e verificarne lo stato

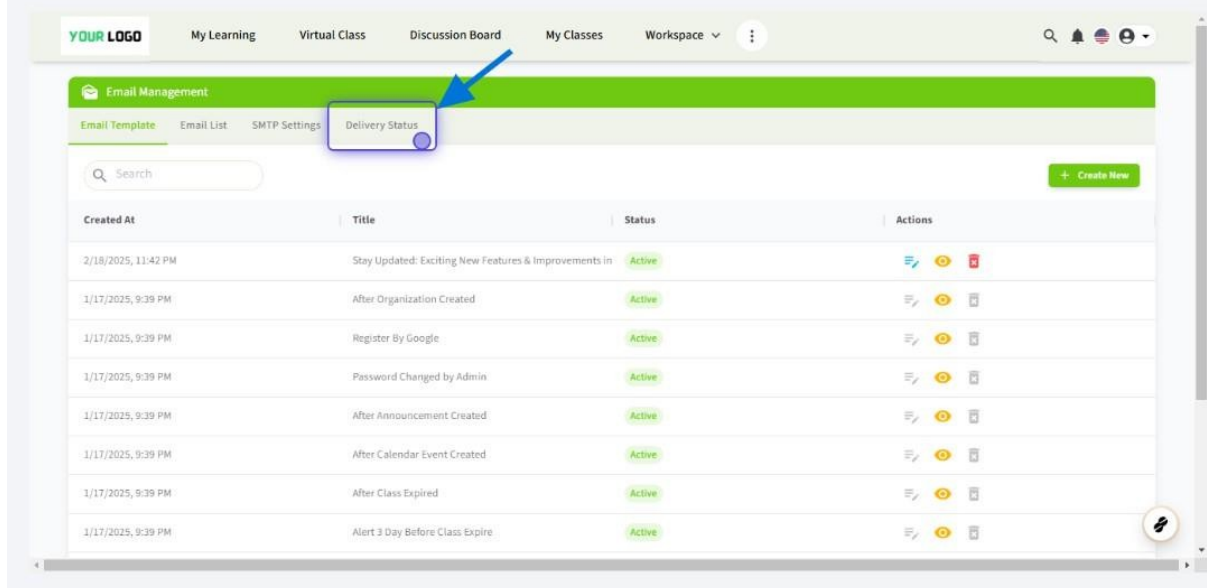
1. Go to Administration | 7LMS.



2. Choose Email Management.



3. Click on Delivery Status.



4. Select the email you want to take action on.

The screenshot shows the 'Email Management' interface with the 'Delivery Status' tab selected. The 'Set new status' dropdown is open, and the 'Select' option is highlighted. The table below shows the current status of various emails.

	Created At	Status	Type
<input checked="" type="checkbox"/>	2/18/2025, 11:55 AM	Needs-Approval	New Account
<input type="checkbox"/>	2/18/2025, 11:51 AM	Sent	New Account
<input type="checkbox"/>	2/10/2025, 9:01 PM	Sent	Class Enrollment
<input type="checkbox"/>	2/10/2025, 9:01 PM	Sent	Class Enrollment

5. Update the email status.

The screenshot shows the 'Email Management' interface with the 'Delivery Status' tab selected. The 'Set new status' dropdown is open, and the 'Cancelled' option is highlighted. The table below shows the current status of various emails.

	Created At	Status	Type
<input checked="" type="checkbox"/>	2/18/2025, 11:55 AM	Needs-Approval	New Account
<input type="checkbox"/>	2/18/2025, 11:51 AM	Sent	New Account
<input type="checkbox"/>	2/10/2025, 9:01 PM	Sent	Class Enrollment
<input type="checkbox"/>	2/10/2025, 9:01 PM	Sent	Class Enrollment

6. Confirm the update by clicking Yes.

Set new status: **Select**

<input type="checkbox"/>	Created At	Status	Type	To
<input checked="" type="checkbox"/>	2/18/2025, 11:55 AM			nergis5555@yop.net
<input type="checkbox"/>	2/18/2025, 11:51 AM			nergis5566@yopmail.com
<input type="checkbox"/>	2/10/2025, 9:01 PM			mucahid142@hotmail.com
<input type="checkbox"/>	2/10/2025, 9:01 PM			muco@mysoly.com
<input type="checkbox"/>	2/10/2025, 1:27 PM	Needs Approval	Class Enrollment	muco@mysoly.com
<input type="checkbox"/>	2/10/2025, 12:22 PM	Sent	New Account	mucahid142@hotmail.com
<input type="checkbox"/>	2/10/2025, 12:21 PM	Sent	New Account	mucahidsa3@gmail.com

?

Confirmation Required

Selected content statuses will change. Are You sure?

No Yes

Classe virtuale

Come si crea una nuova classe virtuale?

Un'aula virtuale è essenziale per fornire formazione e discussioni interattive dal vivo. La creazione di una nuova sessione sulla piattaforma consente agli istruttori di:

- Tenere lezioni in tempo reale con gli studenti, indipendentemente da dove si trovino.
- Condividere presentazioni, video e risorse per migliorare il coinvolgimento.
- Facilitare le discussioni utilizzando chat, sondaggi e lavagne interattive.
- Monitorare la partecipazione e i progressi degli studenti attraverso strumenti di monitoraggio integrati. Questa funzione è ampiamente utilizzata per la formazione aziendale, i programmi educativi e le sessioni di sviluppo professionale. È possibile creare un'aula virtuale solo come amministratore o docente.

1. Go to Virtual Class.

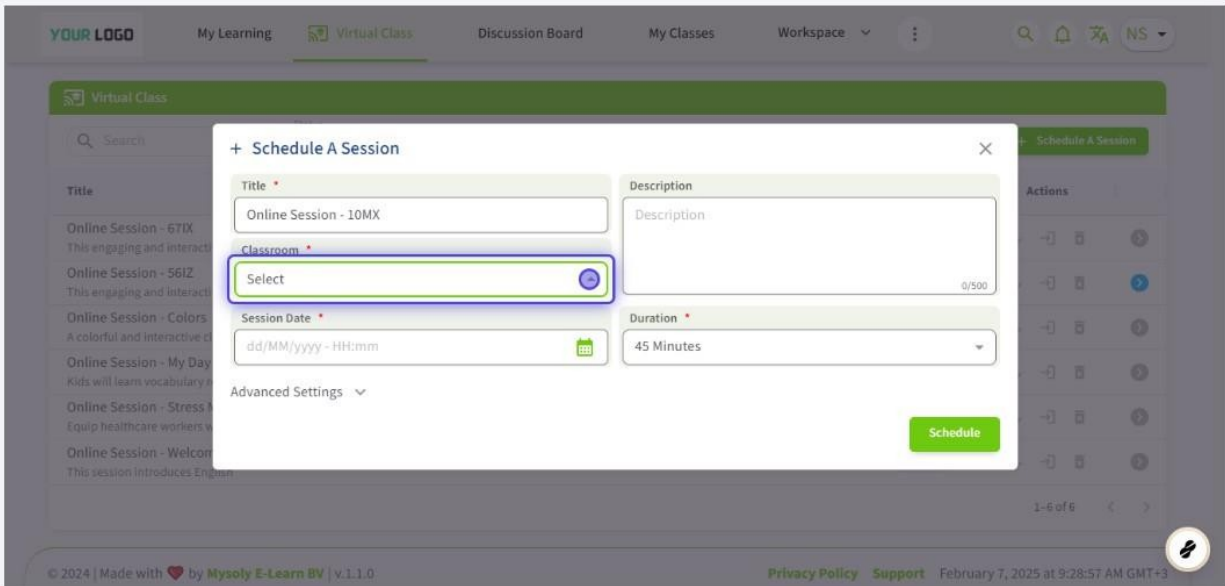
The screenshot shows the 'Virtual Class' dashboard. At the top, there's a navigation bar with 'YOUR LOGO', 'My Learning', 'Virtual Class' (highlighted with a blue box), 'Discussion Board', 'My Classes', and 'Workspace'. Below the navigation bar, a welcome message 'Welcome, Nergis' is displayed. The main area contains several widgets: 'Start learning' with 'Completed courses: 1 / 5', 'Overall Progress' showing 'Completed Courses' at 20%, and 'Course Progress' with a 'Data Management' button. Below these, there are three image thumbnails: a word cloud with 'vielen Dank', a person wearing headphones, and a windmill.

2. Click on Schedule a Session.

The screenshot shows the 'Virtual Class' session management interface. At the top, there's a navigation bar with 'YOUR LOGO', 'My Learning', 'Virtual Class' (highlighted with a green bar), 'Discussion Board', 'My Classes', and 'Workspace'. Below the navigation bar, there's a search bar and a 'Status' dropdown menu. A blue arrow points to a 'Schedule A Session' button. Below this, there's a table with the following columns: Title, Organizer, Class, Scheduled Date, Duration, Participants, Status, and Actions.

Title	Organizer	Class	Scheduled Date	Duration	Participants	Status	Actions
Online Session - 67IX This engaging and interactive le	Nergis Sahin	Food Fun!	05.02.2025 14:50	30	0/0	Overdue	[Edit] [Delete] [More]
Online Session - 56IZ This engaging and interactive le	Nergis Sahin	Food Fun!	30.01.2025 13:25	30	1/1	Completed	[Edit] [Delete] [More]
Online Session - Colors A colorful and interactive class v	Nergis Sahin	Colors	22.01.2025 00:00	30	0/0	Overdue	[Edit] [Delete] [More]
Online Session - My Day In E Kids will learn vocabulary relate	Nergis Sahin	My Day In English	16.01.2025 00:00	30	0/0	Overdue	[Edit] [Delete] [More]

3. Choose classroom.

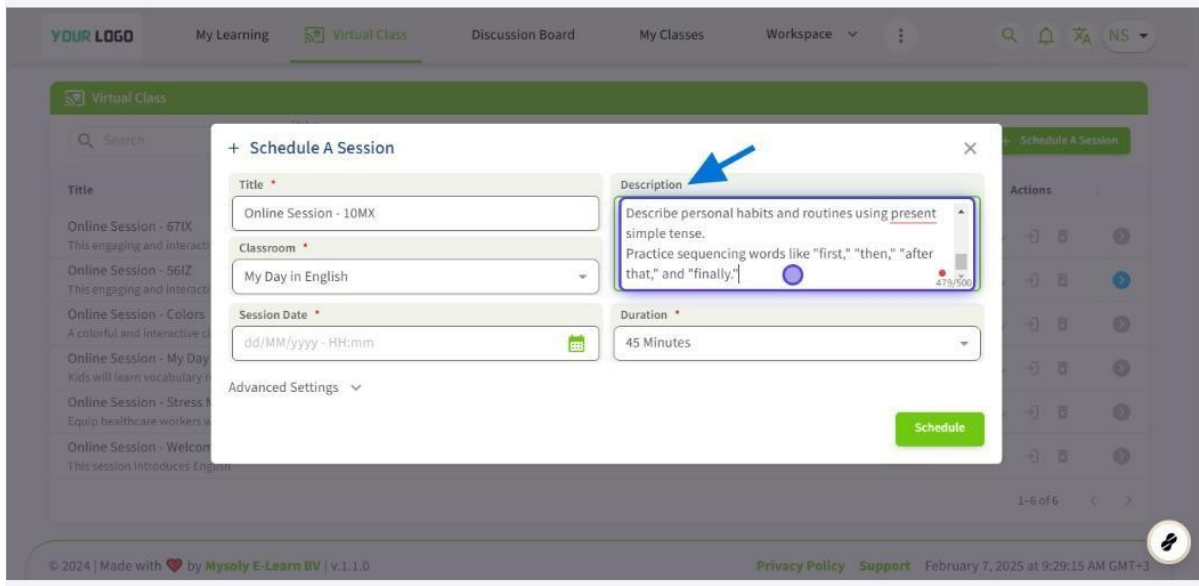


The screenshot shows the 'Schedule A Session' modal form. The 'Classroom' dropdown menu is highlighted with a blue border and a blue arrow. The form contains the following fields:

- Title ***: Online Session - 10MX
- Description**: (Empty text area)
- Classroom ***: Select (dropdown menu)
- Session Date ***: dd/MM/yyyy - HH:mm (calendar icon)
- Duration ***: 45 Minutes (dropdown menu)
- Advanced Settings**: (dropdown menu)
- Schedule**: (green button)

The background shows a list of sessions with titles like 'Online Session - 67IX', 'Online Session - 56IZ', 'Online Session - Colors', 'Online Session - My Day', 'Online Session - Stress', and 'Online Session - Welcom'.

4. Write description of the class.



The screenshot shows the 'Schedule A Session' modal form. The 'Description' text area is highlighted with a blue border and a blue arrow. The form contains the following fields:

- Title ***: Online Session - 10MX
- Description**: Describe personal habits and routines using present simple tense. Practice sequencing words like "first," "then," "after that," and "finally." (text area)
- Classroom ***: My Day in English (dropdown menu)
- Session Date ***: dd/MM/yyyy - HH:mm (calendar icon)
- Duration ***: 45 Minutes (dropdown menu)
- Advanced Settings**: (dropdown menu)
- Schedule**: (green button)

The background shows a list of sessions with titles like 'Online Session - 67IX', 'Online Session - 56IZ', 'Online Session - Colors', 'Online Session - My Day', 'Online Session - Stress', and 'Online Session - Welcom'.

5. Choose Session Date.

The screenshot shows the 'Edit The Session' modal in the Mysoly E-Learn BV interface. The modal is titled '+ Edit The Session' and contains the following fields:

- Title:** Online Session - 10MX
- Description:** This lesson helps learners describe their daily routines and activities in English using simple sentences and structured vocabulary. By the end of the lesson, participants will be able to: (479/500)
- Classroom:** My Day in English
- Session Date:** 21/02/2025 - 10:10 (highlighted with a blue box and a calendar icon)
- Duration:** 45 Minutes
- Advanced Settings:** (dropdown menu)
- Schedule:** (green button)

The background shows a list of sessions and a table with session details. A circled '1' is in the bottom right corner.

6. Choose Duration.

The screenshot shows the 'Schedule A Session' modal in the Mysoly E-Learn BV interface. The modal is titled '+ Schedule A Session' and contains the following fields:

- Title:** Online Session - 10MX
- Description:** Describe personal habits and routines using present simple tense. Practice sequencing words like "first," "then," "after that," and "finally." (479/500)
- Classroom:** My Day in English
- Session Date:** 21/02/2025 - 10:10
- Duration:** 45 Minutes (highlighted with a blue box and a dropdown menu)
- Advanced Settings:** (dropdown menu)
- Schedule A Session:** (green button)

The background shows a list of sessions and a table with session details. A circled '2' is in the bottom right corner.

7. Click on Schedule.

The screenshot shows a web application interface with a top navigation bar containing 'YOUR LOGO', 'My Learning', 'Virtual Class', 'Discussion Board', 'My Classes', and 'Workspace'. A modal window titled '+ Schedule A Session' is open, featuring the following fields:

- Title**: Online Session - 10MX
- Description**: Describe personal habits and routines using present simple tense. Practice sequencing words like "first," "then," "after that," and "finally."
- Classroom**: My Day in English
- Session Date**: 21/02/2025 - 10:10
- Duration**: 30 Minutes

Below these fields is an 'Advanced Settings' dropdown and a green 'Schedule' button. The background shows a list of virtual classes.

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8. Your online session is ready-to-start!

Quando si crea un'aula virtuale, tutti gli studenti iscritti a quella classe saranno automaticamente invitati. Non è necessario invitare manualmente i partecipanti, poiché riceveranno automaticamente l'accesso. Ciò garantisce una configurazione senza intoppi, consentendo agli studenti di partecipare alla sessione senza ulteriori passaggi.

The screenshot shows the 'Virtual Class' section of the application. A table lists the scheduled sessions, with a blue arrow pointing to the 'Class' column of the first row. The table has the following columns: Title, Organizer, Class, Scheduled Date, Duration, Participants, Status, and Actions.

Title	Organizer	Class	Scheduled Date	Duration	Participants	Status	Actions
Online Session - 10MX This lesson helps learners descr	Nergis Sahin	My Day In English	21.02.2025 10:10	30	0/0	Scheduled	[Edit] [Delete] [More]
Online Session - 67IX This engaging and interactive le	Nergis Sahin	Food Fun!	05.02.2025 14:50	30	0/0	Overdue	[Edit] [Delete] [More]
Online Session - 56IZ This engaging and interactive le	Nergis Sahin	Food Fun!	30.01.2025 13:25	30	1/1	Completed	[Edit] [Delete] [More]
Online Session - Colors A colorful and interactive class v	Nergis Sahin	Colors	22.01.2025 00:00	30	0/0	Overdue	[Edit] [Delete] [More]
Online Session - My Day In E Kids will learn vocabulary relate	Nergis Sahin	My Day in English	16.01.2025 00:00	30	0/0	Overdue	[Edit] [Delete] [More]
Online Session - Stress Mani Equip healthcare workers with t	Nergis Sahin	Stress Manageme...	13.01.2025 17:35	45	0/0	Overdue	[Edit] [Delete] [More]

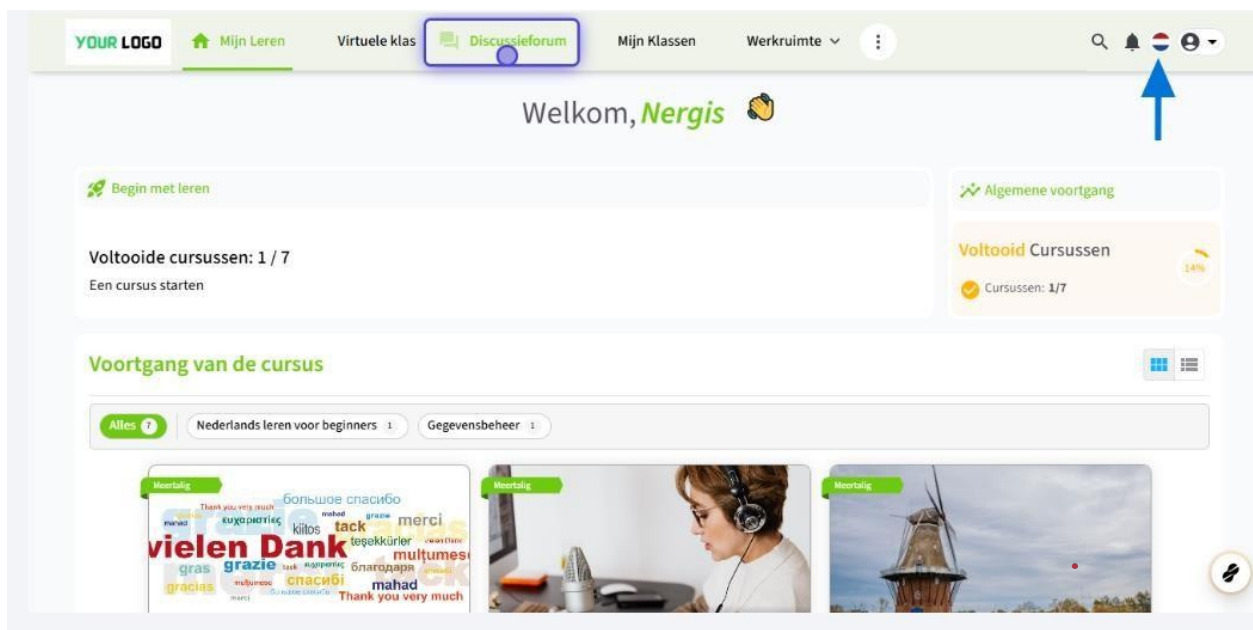
Bacheca di discussione

Come posso visualizzare il tuo messaggio nella tua lingua madre sul forum di discussione?

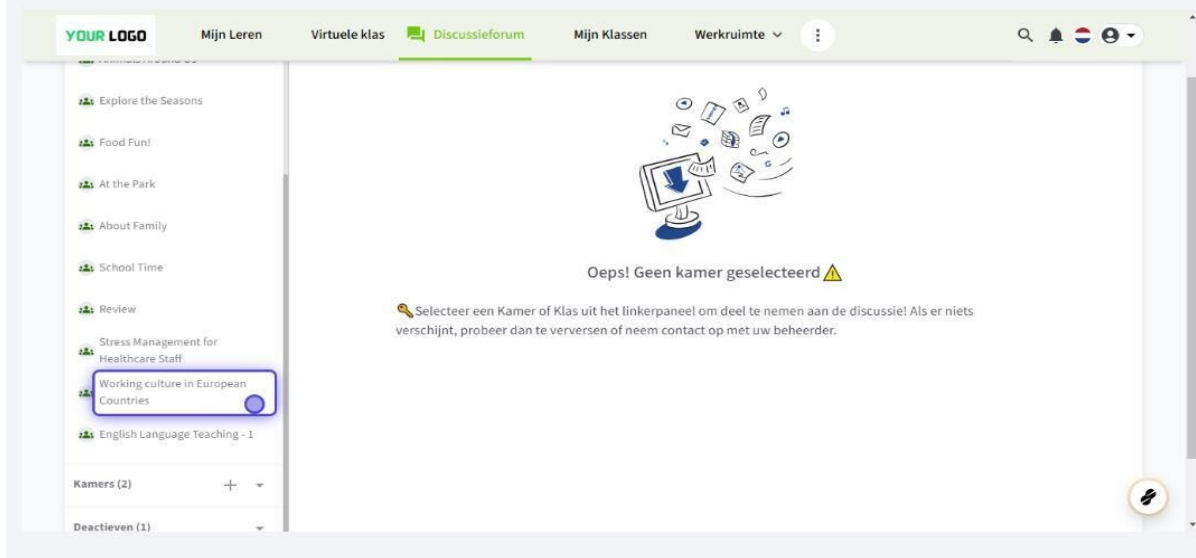
1. Go to Discussion Board | 7LMS

Per provare questa funzione, clicca prima sull'icona della lingua nell'angolo in alto a destra e cambia la lingua della piattaforma.

In questo esempio, scegliamo l'olandese.



2. Choose the class.



3. Click on **Bekijk de vertaling** to translate the message.

The screenshot shows a virtual classroom interface with a top navigation bar containing 'YOUR LOGO', 'Mijn Leren', 'Virtuele klas', 'Discussieforum', 'Mijn Klassen', and 'Werkruimte'. A search bar and notification icons are on the right. The left sidebar lists various topics under 'Discussieforum', with 'Working culture in European Countries' selected. The main chat area shows a conversation. A message from 'muco sahin' at 10/02/2025 - 21:05 says 'hi everyone'. A blue box highlights this message, and a purple circle with the text 'Bekijk de vertaling' is overlaid on it. Below this, a message from 'Nergis Sahin' at 10/02/2025 - 21:07 says 'Here is your first task. Enjoy your learning!' and includes a PDF file 'Exploring the Dutch working culture'. Other messages from 'muco sahin' and 'Mehmet tans' are visible below.

4. The message is successfully translated!

This screenshot shows the same virtual classroom interface as the previous one, but the message from 'muco sahin' has been translated into Dutch. The message now says 'hallo allemaal'. The blue box and the 'Bekijk de vertaling' button remain. The rest of the interface, including the sidebar and other messages, is identical to the previous screenshot. A small circle with the number '6' is visible in the bottom right corner of the chat area.

Area di lavoro / Sondaggio

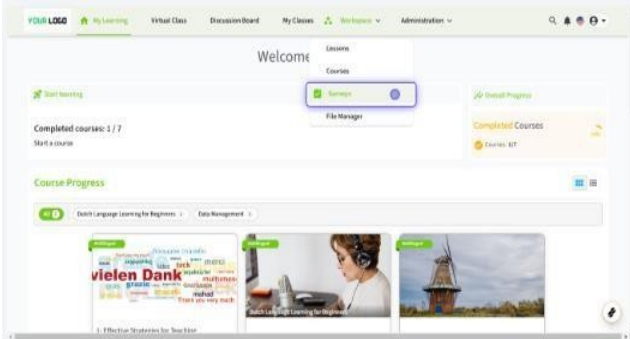
Come si condivide un sondaggio?

Puoi condividere i sondaggi tramite un link, i forum di discussione o le opzioni specifiche della piattaforma. Diverse modalità di condivisione (privata, limitata, pubblica) ti consentono di controllare chi può partecipare.

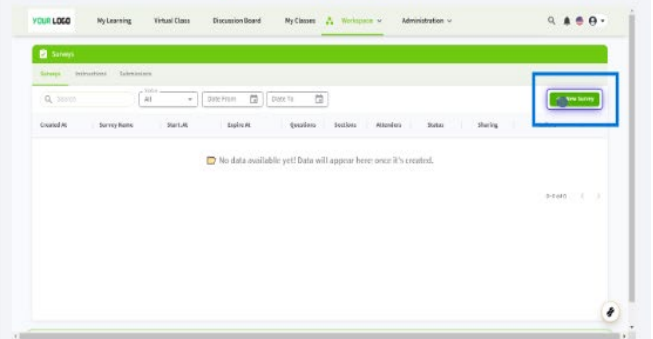
1. Go to Workspace | 7LMS.



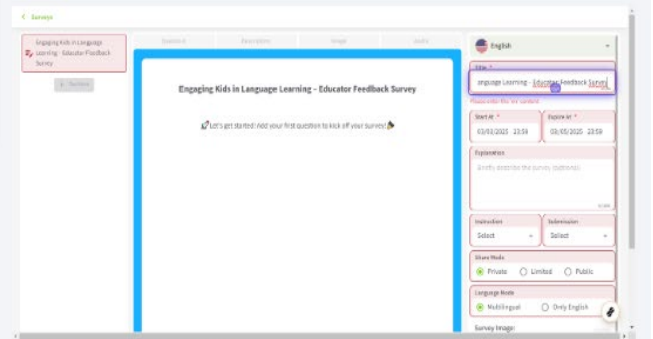
2. Choose Surveys.



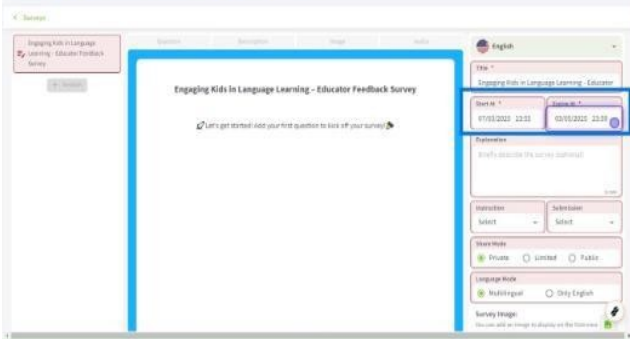
3. Click on New Survey.



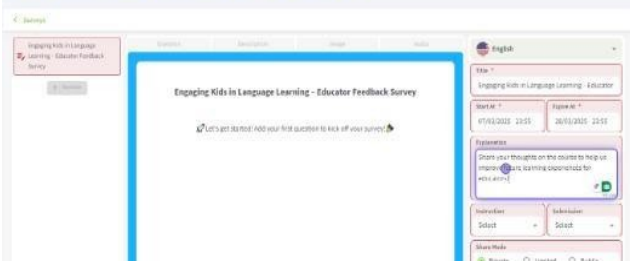
4. Write a title for the survey.



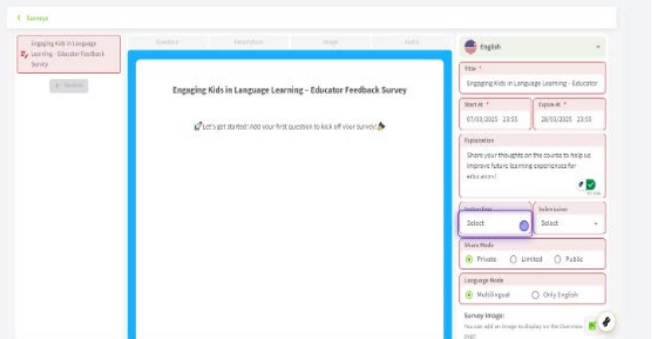
5. Select a start and expiry date.



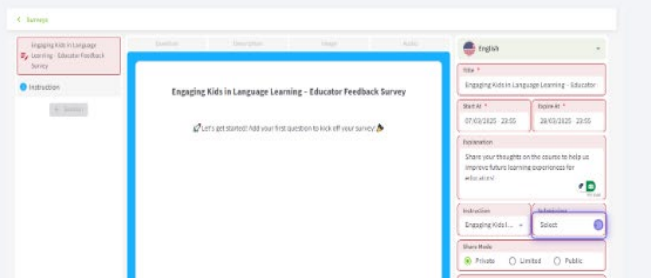
6. Write an explanation to the survey.



7. Choose an instruction.

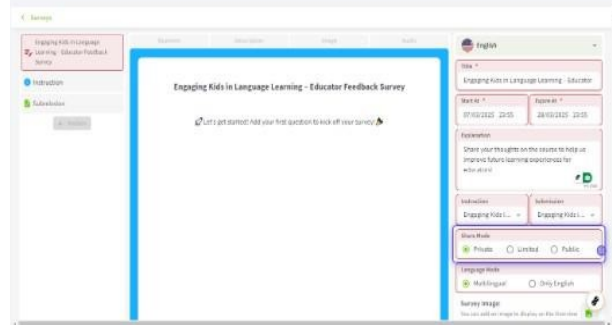


8. Choose a submission.



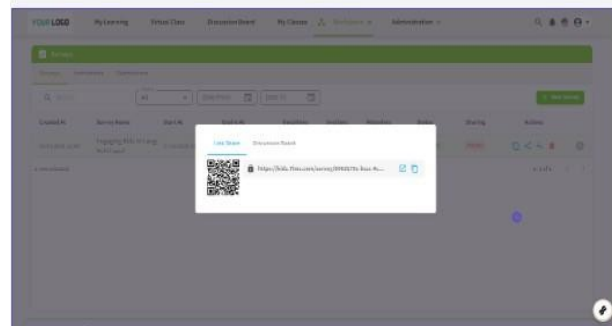
9. Choose a Share Mode.

You can share via link or discussion board. If you choose to share via link, there are three options:



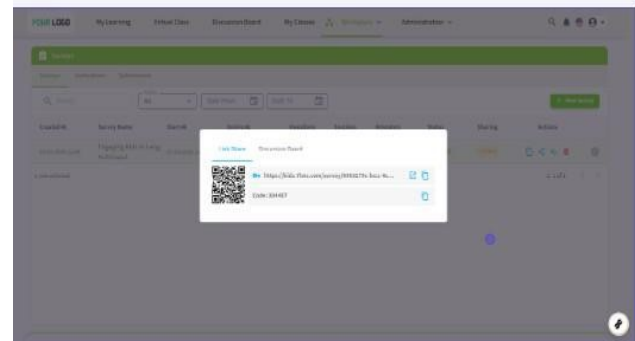
10. Choose Private.

The survey can be shared with participants using a link or QR code.



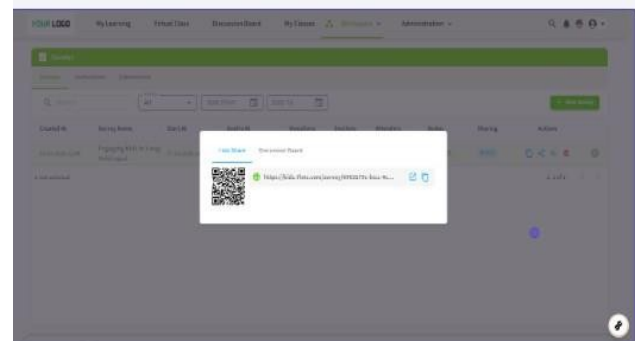
11. Choose Limited.

The survey can only be shared with specific users on the platform using a code.



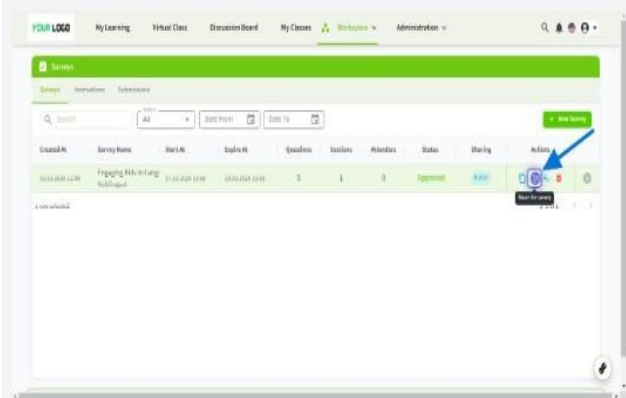
12. Choose Public.

The survey is accessible to everyone on the platform via a link.

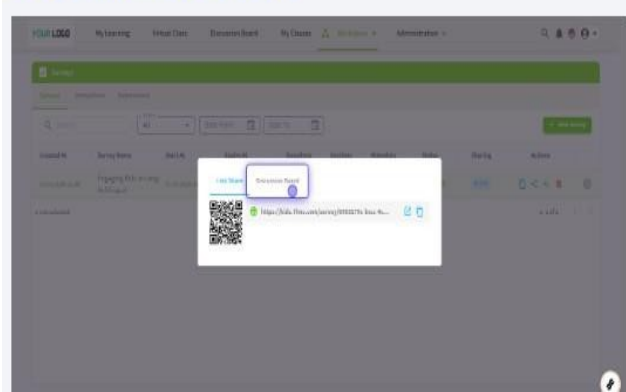


Come condividere un sondaggio tramite la bacheca di discussione?

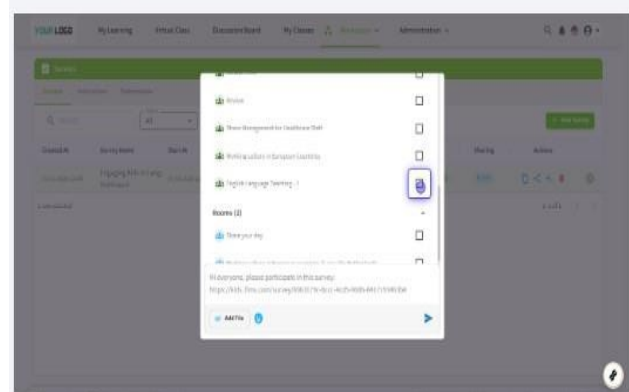
13. Click on Share the survey.



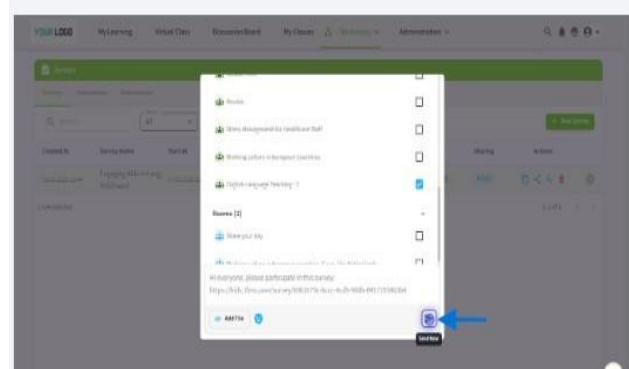
14. Click on Discussion Board.



15. Choose the class.



16. Click on the Send Now and send the survey to the class.



Area di lavoro / Corsi / Docente

In questa piattaforma, i corsi hanno tre diversi stati che ne determinano la disponibilità e i permessi di modifica. Comprendere questi stati aiuta a garantire una gestione fluida dei corsi.

Elaborazione - Corso in corso

- Il corso è stato comunque creato o aggiornato.
- Non è visibile agli studenti.
- Prima della pubblicazione, assicurarsi che tutti i contenuti siano definitivi.
- Se desideri aggiornare un corso esistente, devi prima passare alla modalità di elaborazione.

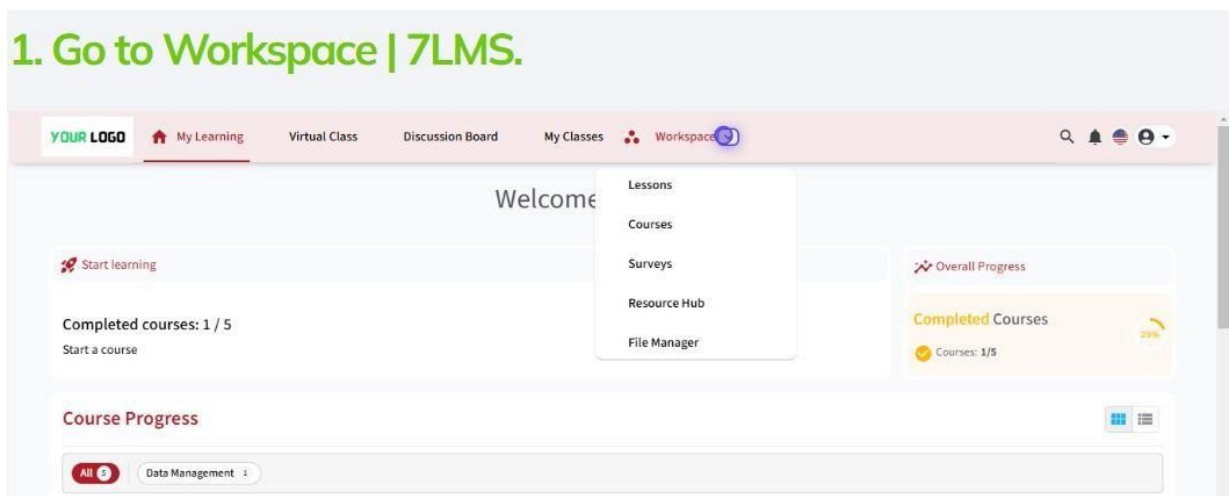
Approvato: il corso è attivo.

- Il corso è pubblicato e disponibile per gli studenti assegnati.
- Una volta approvato, un corso non può essere modificato a meno che il suo stato non venga riportato a "in elaborazione".
- Ciò garantisce che gli studenti abbiano sempre accesso alla versione definitiva del corso.

Archiviato: il corso è inattivo

- Un corso non è più attivo, ma i suoi residui rimangono memorizzati nel sistema.
- Gli studenti non possono accedere ai corsi archiviati.
- Un corso archiviato può essere riattivato riportandone lo stato a "in elaborazione" o "approvato".

Ecco come approvare un corso:



2. Click on Courses.

The screenshot shows the LMS dashboard with the 'Courses' menu item highlighted in the top navigation bar. The dashboard includes a 'Welcome' message, a 'Start learning' button, a 'Completed courses: 1 / 5' section, and a 'Course Progress' section. The 'Courses' menu is open, showing options like 'Lessons', 'Courses', 'Surveys', 'Resource Hub', and 'File Manager'.

3. Choose a processing course to change its status and click on "Processing".

The screenshot shows the 'Courses' page with a list of courses. The course '1- English for Everyday Life (I)' is highlighted, and the 'Processing' button is clicked. The table below lists the courses:

Code	Course Name	Last Revision	Level	Total Lessons	Status	Actions
C0000057	3- Engaging Kids in Language Learning (t) Multilingual	14.02.2025	★☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000055	1- Effective Strategies for Teaching Multilr Multilingual	05.02.2025	★☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000054	3- Beginner Conversation Skills (I) Multilingual	10.01.2025	★☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000053	2- Dutch Basics for Newcomers (I) Multilingual	10.01.2025	★☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000050	1- English for Everyday Life (I) Multilingual	14.02.2025	★★★	1	Processing	[Edit] [Copy] [Delete]
C0000045	2- Employee Development Plans: A Step-b Only English	08.01.2025	★☆☆	0	Processing	[Edit] [Copy] [Delete]
C0000043	1- Recruiting for Diversity and Inclusion (t) Only English	08.01.2025	★☆☆	0	Processing	[Edit] [Copy] [Delete]

4. Click on Approved.

The screenshot shows the 'Courses' page with the 'Approved' button highlighted for the course '1- English for Everyday Life (I)'. The table below lists the courses:

Code	Course Name	Last Revision	Level	Total Lessons	Status	Actions
C0000057	3- Engaging Kids in Language Learning (t) Multilingual	14.02.2025	★☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000055	1- Effective Strategies for Teaching Multilr Multilingual	05.02.2025	★☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000054	3- Beginner Conversation Skills (I) Multilingual	10.01.2025	★☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000053	2- Dutch Basics for Newcomers (I) Multilingual	10.01.2025	★☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000050	1- English for Everyday Life (I) Multilingual	14.02.2025	★★★	1	Approved	[Edit] [Copy] [Delete]
C0000045	2- Employee Development Plans: A Step-b Only English	08.01.2025	★☆☆	0	Processing	[Edit] [Copy] [Delete]
C0000043	1- Recruiting for Diversity and Inclusion (t) Only English	08.01.2025	★☆☆	0	Processing	[Edit] [Copy] [Delete]
C0000042	3- Your Guide to Workplace Policies and Et Only English	08.01.2025	★☆☆	0	Processing	[Edit] [Copy] [Delete]

5. Your lesson is successfully approved.

The screenshot shows the 'Courses' management interface. At the top, there's a navigation bar with 'YOUR LOGO', 'My Learning', 'Virtual Class', 'Discussion Board', 'My Classes', and 'Workspace'. Below this is a search bar and a status filter set to 'All'. The main table lists courses with columns: Code, Course Name, Last Revision, Level, Total Lessons, Status, and Actions. The course '1- English for Everyday Life (I) Multilingual' (Code: C0000050) is highlighted in pink, and its 'Approved' status is circled in blue. A green notification banner at the bottom left states 'Course edited successfully'. A small red circle with the number '6' is in the bottom right corner.

Code	Course Name	Last Revision	Level	Total Lessons	Status	Actions
C0000057	3- Engaging Kids in Language Learning (t) Multilingual	14.02.2025	☆☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000055	1- Effective Strategies for Teaching Multilr Multilingual	05.02.2025	☆☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000054	3- Beginner Conversation Skills (I) Multilingual	10.01.2025	☆☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000053	2- Dutch Basics for Newcomers (I) Multilingual	10.01.2025	☆☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000050	1- English for Everyday Life (I) Multilingual	14.02.2025	☆☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000045	2- Employee Development Plans: A Step-b Only English	08.01.2025	☆☆☆	0	Processing	[Edit] [Copy] [Delete]
C0000043	1- Recruiting for Diversity and Inclusion (t) Only English	08.01.2025	☆☆☆	0	Processing	[Edit] [Copy] [Delete]
C0000042	3- Your Guide to Workplace Policies and Et Only English	08.01.2025	☆☆☆	0	Processing	[Edit] [Copy] [Delete]
C0000041	2- Onboarding in a Multicultural Workplac Only English	08.01.2025	☆☆☆	0	Processing	[Edit] [Copy] [Delete]
C0000040	1- Effective Workplace Communication (e) Only English	08.01.2025	☆☆☆	0	Processing	[Edit] [Copy] [Delete]

Come si procede per aggiornare un corso approvato?

Se desideri riportare lo stato di un corso approvato a "In elaborazione", devi seguire la stessa procedura.

Basta andare all'elenco dei corsi, selezionare un corso con stato Approvato e modificarlo in In elaborazione. Ciò consente di apportare aggiornamenti o modifiche prima di ripubblicare il corso.

6. Choose the course you want to update and click Approved.

This screenshot is similar to the one above, showing the 'Courses' management interface. The course '1- English for Everyday Life (I) Multilingual' (Code: C0000050) is highlighted in pink, and its 'Approved' status is circled in blue. The notification banner is no longer present.

Code	Course Name	Last Revision	Level	Total Lessons	Status	Actions
C0000057	3- Engaging Kids in Language Learning (t) Multilingual	14.02.2025	☆☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000055	1- Effective Strategies for Teaching Multilr Multilingual	05.02.2025	☆☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000054	3- Beginner Conversation Skills (I) Multilingual	10.01.2025	☆☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000053	2- Dutch Basics for Newcomers (I) Multilingual	10.01.2025	☆☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000050	1- English for Everyday Life (I) Multilingual	14.02.2025	☆☆☆	1	Approved	[Edit] [Copy] [Delete]
C0000045	2- Employee Development Plans: A Step-b Only English	08.01.2025	☆☆☆	0	Processing	[Edit] [Copy] [Delete]
C0000043	1- Recruiting for Diversity and Inclusion (t) Only English	08.01.2025	☆☆☆	0	Processing	[Edit] [Copy] [Delete]
C0000042	3- Your Guide to Workplace Policies and Et Only English	08.01.2025	☆☆☆	0	Processing	[Edit] [Copy] [Delete]
C0000041	2- Onboarding in a Multicultural Workplac Only English	08.01.2025	☆☆☆	0	Processing	[Edit] [Copy] [Delete]
C0000040	1- Effective Workplace Communication (e) Only English	08.01.2025	☆☆☆	0	Processing	[Edit] [Copy] [Delete]

7. Click on Processing.

YOUR LOGO My Learning Virtual Class Discussion Board My Classes Workspace

Courses

Search Status: All + New Course

Code	Course Name	Last Revision	Level	Total Lessons	Status	Actions
C0000057	3- Engaging Kids in Language Learning (t) Multilingual	14.02.2025	☆☆☆	1	Approved	✎ 📄 🗑
C0000055	1- Effective Strategies for Teaching Multilir Multilingual	05.02.2025	☆☆☆	1	Approved	✎ 📄 🗑
C0000054	3- Beginner Conversation Skills (I) Multilingual	10.01.2025	☆☆☆	1	Processing	✎ 📄 🗑
C0000053	2- Dutch Basics for Newcomers (I) Multilingual	10.01.2025	☆☆☆	1	Approved	✎ 📄 🗑
C0000050	1- English for Everyday Life (I) Multilingual	14.02.2025	☆☆☆	1	Approved	✎ 📄 🗑
C0000045	2- Employee Development Plans: A Step-b Only English	08.01.2025	☆☆☆	0	Processing	✎ 📄 🗑
C0000043	1- Recruiting for Diversity and Inclusion (t) Only English	08.01.2025	☆☆☆	0	Processing	✎ 📄 🗑
C0000042	3- Your Guide to Workplace Policies and Et Only English	08.01.2025	☆☆☆	0	Processing	✎ 📄 🗑
C0000041	2- Onboarding in a Multicultural Workplac Only English	08.01.2025	☆☆☆	0	Processing	✎ 📄 🗑
C0000040	1- Effective Workplace Communication (e) Only English	08.01.2025	☆☆☆	0	Processing	✎ 📄 🗑

8. Course is now processing!

YOUR LOGO My Learning Virtual Class Discussion Board My Classes Workspace

Courses

Search Status: All + New Course

Code	Course Name	Last Revision	Level	Total Lessons	Status	Actions
C0000057	3- Engaging Kids in Language Learning (t) Multilingual	14.02.2025	☆☆☆	1	Processing	✎ 📄 🗑
C0000055	1- Effective Strategies for Teaching Multilir Multilingual	05.02.2025	☆☆☆	1	Approved	✎ 📄 🗑
C0000054	3- Beginner Conversation Skills (I) Multilingual	10.01.2025	☆☆☆	1	Approved	✎ 📄 🗑
C0000053	2- Dutch Basics for Newcomers (I) Multilingual	10.01.2025	☆☆☆	1	Approved	✎ 📄 🗑
C0000050	1- English for Everyday Life (I) Multilingual	14.02.2025	☆☆☆	1	Approved	✎ 📄 🗑
C0000045	2- Employee Development Plans: A Step-b Only English	08.01.2025	☆☆☆	0	Processing	✎ 📄 🗑
C0000043	1- Recruiting for Diversity and Inclusion (t) Only English	08.01.2025	☆☆☆	0	Processing	✎ 📄 🗑
C0000042	3- Your Guide to Workplace Policies and Et Only English	08.01.2025	☆☆☆	0	Processing	✎ 📄 🗑
C0000041	2- Onboarding in a Multicultural Workplac Only English	08.01.2025	☆☆☆	0	Processing	✎ 📄 🗑
C0000040	1- Effective Workplace Communication (e) Only English	08.01.2025	☆☆☆	0	Processing	✎ 📄 🗑

Course edited successfully

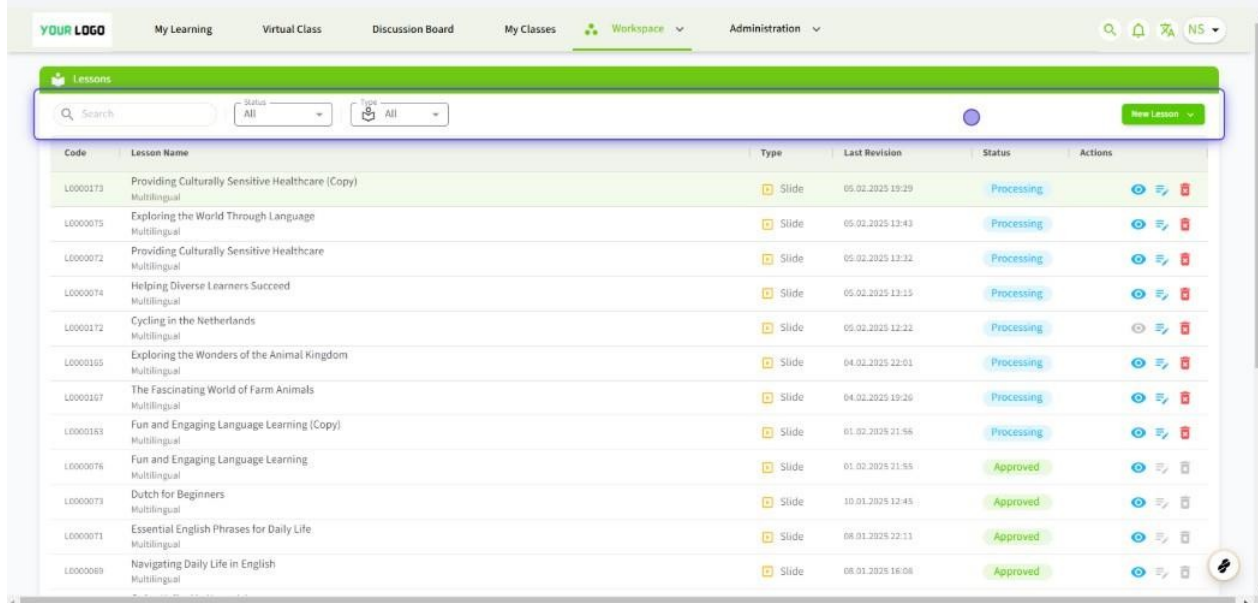
7

Area di lavoro / Lezione

Come eliminare una lezione?

L'eliminazione di una lezione aiuta a mantenere il contenuto del corso organizzato e aggiornato. La rimozione di lezioni obsolete o non necessarie evita confusione e garantisce agli studenti l'accesso solo ai materiali più pertinenti. Ciò contribuisce anche a mantenere un ambiente di apprendimento strutturato ed efficiente, facilitando la gestione della tua libreria di contenuti.

1. Go to Lesson List | 7LMS.

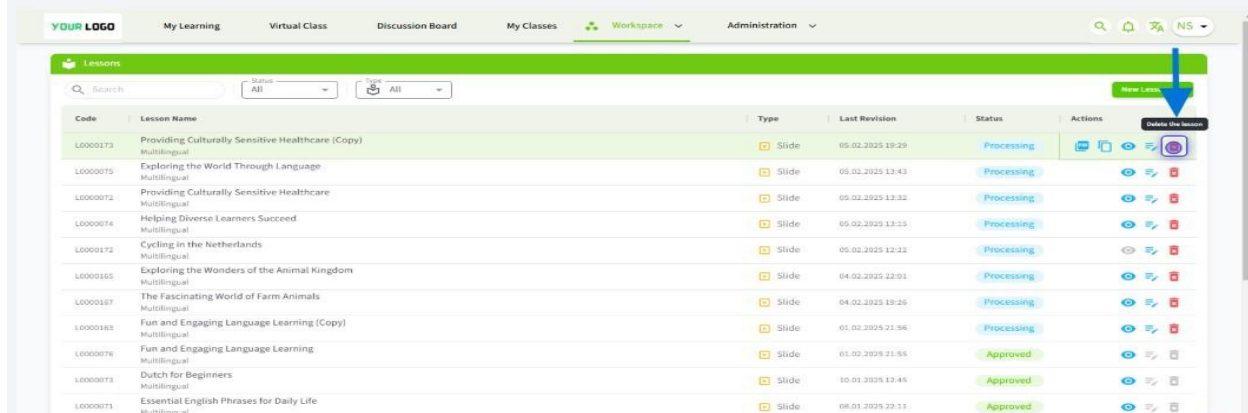


Code	Lesson Name	Type	Last Revision	Status	Actions
L0000173	Providing Culturally Sensitive Healthcare (Copy) Multilingual	Slide	05.02.2025 19:29	Processing	
L0000075	Exploring the World Through Language Multilingual	Slide	05.02.2025 13:43	Processing	
L0000072	Providing Culturally Sensitive Healthcare Multilingual	Slide	05.02.2025 13:32	Processing	
L0000074	Helping Diverse Learners Succeed Multilingual	Slide	05.02.2025 13:15	Processing	
L0000172	Cycling in the Netherlands Multilingual	Slide	05.02.2025 12:22	Processing	
L0000165	Exploring the Wonders of the Animal Kingdom Multilingual	Slide	04.02.2025 22:01	Processing	
L0000167	The Fascinating World of Farm Animals Multilingual	Slide	04.02.2025 19:26	Processing	
L0000183	Fun and Engaging Language Learning (Copy) Multilingual	Slide	01.02.2025 21:58	Processing	
L0000076	Fun and Engaging Language Learning Multilingual	Slide	01.02.2025 21:58	Approved	
L0000073	Dutch for Beginners Multilingual	Slide	10.01.2025 12:45	Approved	
L0000071	Essential English Phrases for Daily Life Multilingual	Slide	08.01.2025 22:11	Approved	
L0000069	Navigating Daily Life in English Multilingual	Slide	08.01.2025 16:08	Approved	

Modifica lo stato della lezione in "In elaborazione"

Prima di eliminare una lezione, è necessario modificarne lo stato in "In elaborazione". Una lezione approvata non può essere eliminata direttamente.

2. Choose the lesson and click on the icon "Delete the lesson".



Code	Lesson Name	Type	Last Revision	Status	Actions
L0000173	Providing Culturally Sensitive Healthcare (Copy) Multilingual	Slide	05.02.2025 19:29	Processing	
L0000075	Exploring the World Through Language Multilingual	Slide	05.02.2025 13:43	Processing	
L0000072	Providing Culturally Sensitive Healthcare Multilingual	Slide	05.02.2025 13:32	Processing	
L0000074	Helping Diverse Learners Succeed Multilingual	Slide	05.02.2025 13:15	Processing	
L0000172	Cycling in the Netherlands Multilingual	Slide	05.02.2025 12:22	Processing	
L0000165	Exploring the Wonders of the Animal Kingdom Multilingual	Slide	04.02.2025 22:01	Processing	
L0000167	The Fascinating World of Farm Animals Multilingual	Slide	04.02.2025 19:26	Processing	
L0000183	Fun and Engaging Language Learning (Copy) Multilingual	Slide	01.02.2025 21:58	Processing	
L0000076	Fun and Engaging Language Learning Multilingual	Slide	01.02.2025 21:58	Approved	
L0000073	Dutch for Beginners Multilingual	Slide	10.01.2025 12:45	Approved	
L0000071	Essential English Phrases for Daily Life Multilingual	Slide	08.01.2025 22:11	Approved	

3. Confirm your request.

The screenshot shows the 'Lessons' management interface. A confirmation dialog is displayed in the center, asking 'Confirmation Required' and 'Lesson will be deleted. Are You sure?'. The dialog has 'No' and 'Yes' buttons. The background table lists lessons with columns: Code, Lesson Name, Type, Last Revision, Status, and Actions. The lesson 'Providing Culturally Sensitive Healthcare (Copy)' is highlighted, and its 'Delete' icon in the Actions column is being clicked.

Code	Lesson Name	Type	Last Revision	Status	Actions
L0000173	Providing Culturally Sensitive Healthcare (Copy) Multilingual	Slide	05.02.2025 19:29	Processing	
L0000075	Exploring the World Through Language Multilingual	Slide	05.02.2025 19:43	Processing	
L0000072	Providing Culturally Sensitive Healthcare Multilingual	Slide	05.02.2025 19:32	Processing	
L0000074	Helping Diverse Learners Succeed Multilingual	Slide	05.02.2025 19:15	Processing	
L0000172	Cycling in the Netherlands Multilingual	Slide	05.02.2025 12:22	Processing	
L0000165	Exploring the Wonders of the Animal Kingdom Multilingual	Slide	04.02.2025 22:01	Processing	
L0000167	The Fascinating World of Farm Animals Multilingual	Slide	04.02.2025 19:26	Processing	
L0000168	Fun and Engaging Language Learning (Copy) Multilingual	Slide	01.02.2025 21:56	Processing	
L0000076	Fun and Engaging Language Learning Multilingual	Slide	01.02.2025 21:55	Approved	
L0000073	Dutch for Beginners Multilingual	Slide	10.01.2025 12:45	Approved	
L0000071	Essential English Phrases for Daily Life Multilingual	Slide	08.01.2025 22:11	Approved	
L0000089	Navigating Daily Life in English Multilingual	Slide	08.01.2025 16:08	Approved	
L0000067	Quiz - Hello, My Name Is!	Quiz	08.01.2025 16:08	Approved	

4. Your lesson is deleted successfully!

The screenshot shows the 'Lessons' management interface after a successful deletion. A green success message 'Lesson Deleted Successfully' is displayed at the bottom left. The background table lists lessons, and the lesson 'Providing Culturally Sensitive Healthcare' is now missing from the list.

Code	Lesson Name	Type	Last Revision	Status	Actions
L0000075	Exploring the World Through Language Multilingual	Slide	05.02.2025 19:43	Processing	
L0000072	Providing Culturally Sensitive Healthcare Multilingual	Slide	05.02.2025 19:32	Processing	
L0000074	Helping Diverse Learners Succeed Multilingual	Slide	05.02.2025 19:15	Processing	
L0000172	Cycling in the Netherlands Multilingual	Slide	05.02.2025 12:22	Processing	
L0000165	Exploring the Wonders of the Animal Kingdom Multilingual	Slide	04.02.2025 22:01	Processing	
L0000167	The Fascinating World of Farm Animals Multilingual	Slide	04.02.2025 19:26	Processing	
L0000168	Fun and Engaging Language Learning (Copy) Multilingual	Slide	01.02.2025 21:56	Processing	
L0000076	Fun and Engaging Language Learning Multilingual	Slide	01.02.2025 21:55	Approved	
L0000073	Dutch for Beginners Multilingual	Slide	10.01.2025 12:45	Approved	
L0000071	Essential English Phrases for Daily Life Multilingual	Slide	08.01.2025 22:11	Approved	
L0000089	Navigating Daily Life in English Multilingual	Slide	08.01.2025 16:08	Approved	
L0000067	Quiz - Hello, My Name Is!	Quiz	08.01.2025 16:08	Approved	