

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

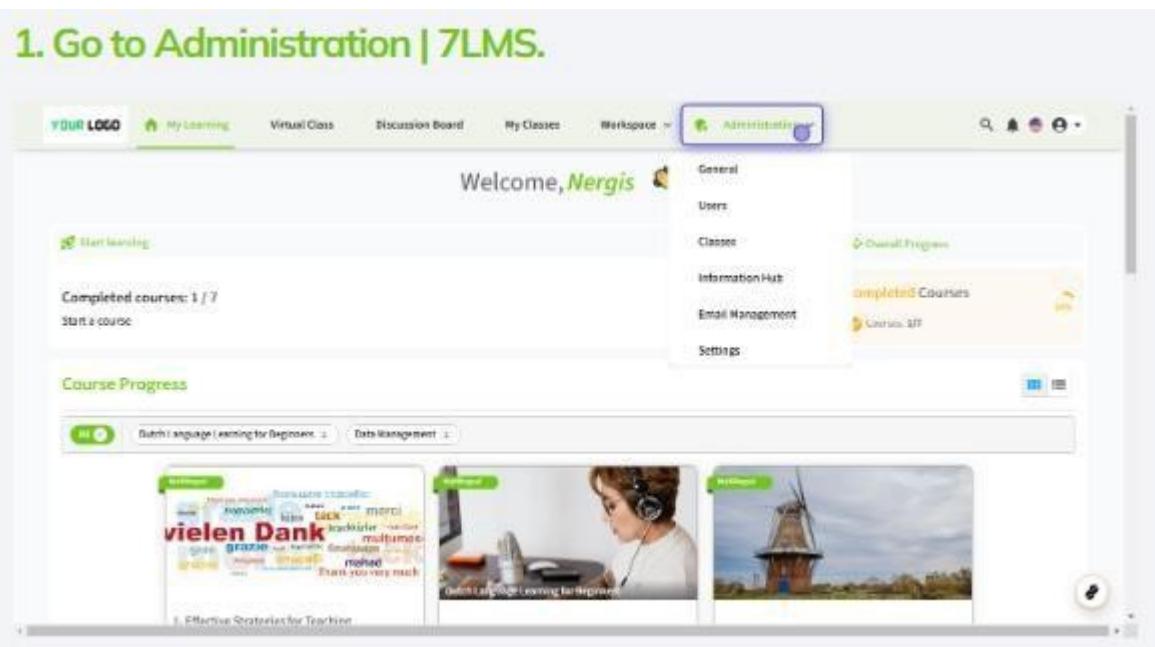
Come creare un nuovo utente (studente, insegnante o amministratore)

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.

1. Go to Administration | 7LMS.

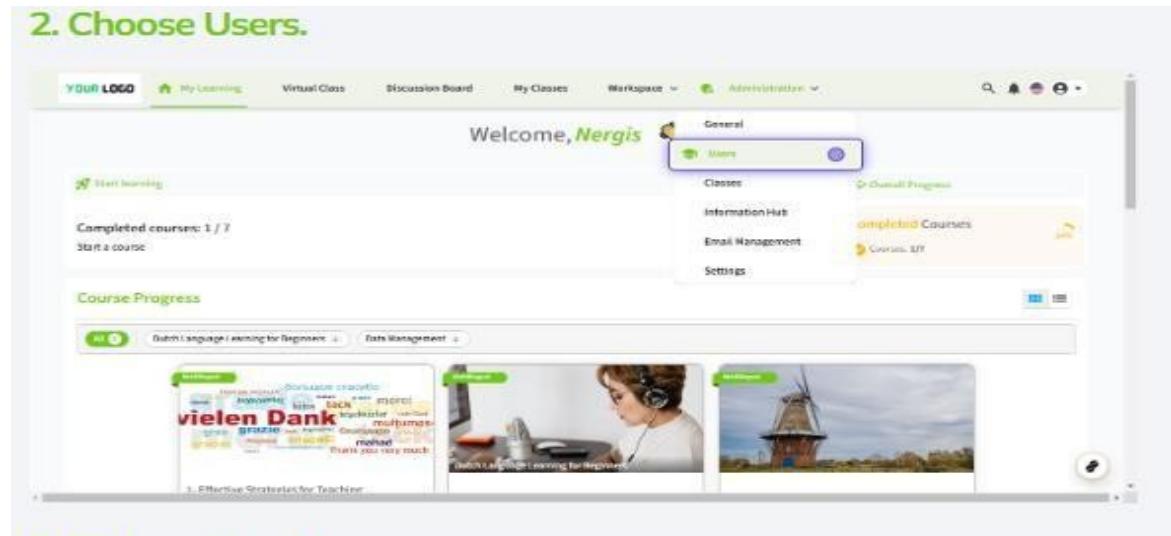


The screenshot shows the 7LMS LMS interface. At the top, there is a navigation bar with links for 'My Learning', 'Virtual Class', 'Discussion Board', 'My Classes', 'Workspace', and 'Administration'. The 'Administration' link is highlighted with a blue box. Below the navigation bar, the page title 'Welcome, Nergis' is displayed. On the left, there is a sidebar with 'Start learning' and 'Completed courses: 1 / 7'. The main content area is titled 'Course Progress' and shows a course titled 'Dutch Language Learning for Beginners'. The 'Administration' menu is open, showing sub-options: 'General', 'Users', 'Classes', 'Information Hub', 'Email Management', and 'Settings'. The 'Users' option is highlighted with a blue box.

Passaggio 2: seleziona "Utenti"

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

2. Choose Users.

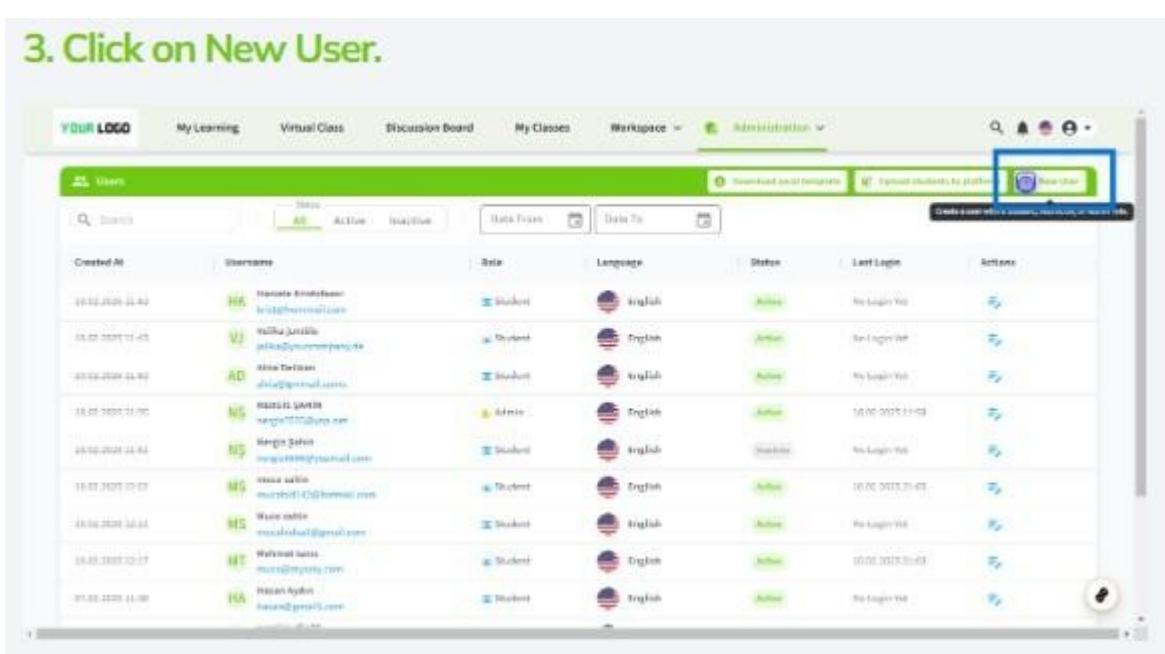


The screenshot shows the 7LMS LMS interface, similar to the previous one but with a different focus. The 'Administration' menu is open, and the 'Users' option is highlighted with a blue box. The main content area is titled 'Course Progress' and shows the same course as the previous screenshot. The 'Administration' menu sub-options are: 'General', 'Users' (highlighted), 'Classes', 'Information Hub', 'Email Management', and 'Settings'. The 'Users' option is highlighted with a blue box.

Passaggio 3: clicca su "Nuovo utente"

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

3. Click on New User.

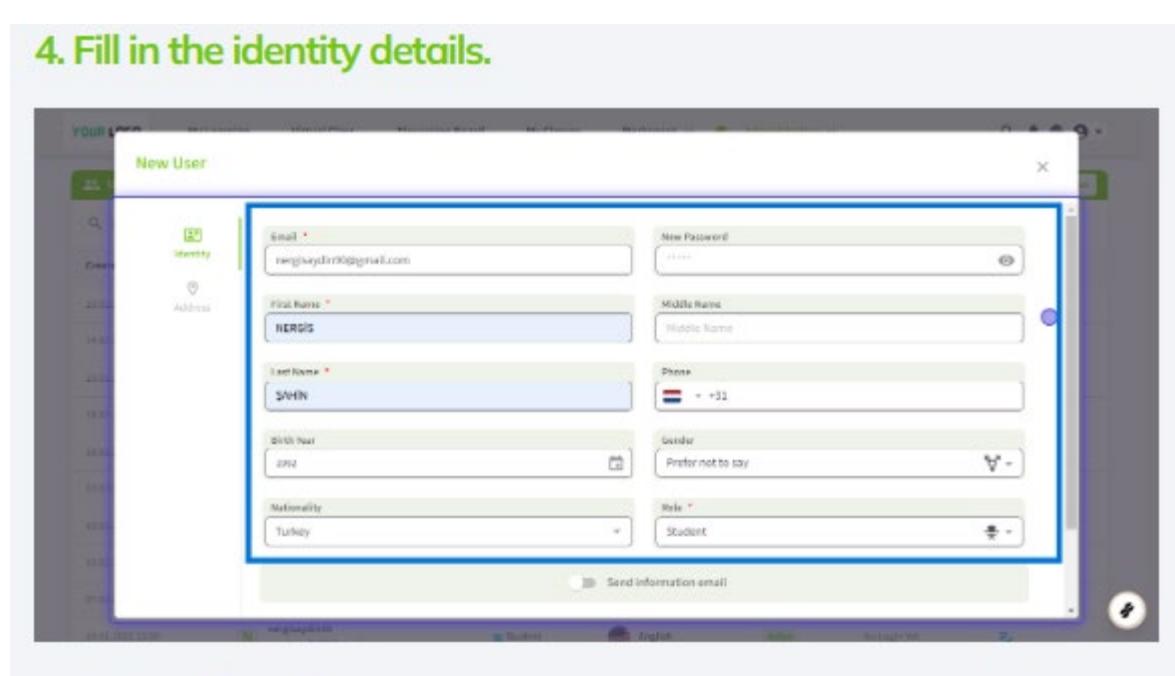


The screenshot shows a user management interface with a green header bar. The bar contains the text 'YOUR LOGO', 'My Learning', 'Virtual Class', 'Discussion Board', 'My Classes', 'Workspace', 'Administration', and several icons. A green box highlights the 'Administration' dropdown and the 'New User' button. Below the header is a table titled 'Users' with columns: 'Created At', 'Username', 'Role', 'Language', 'Status', 'Last Login', and 'Actions'. The table lists nine users, each with a small profile picture, their name, role (Student), language (English), status (Active), and last login date.

Passaggio 4: Compilare i dettagli dell'identità

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

4. Fill in the identity details.

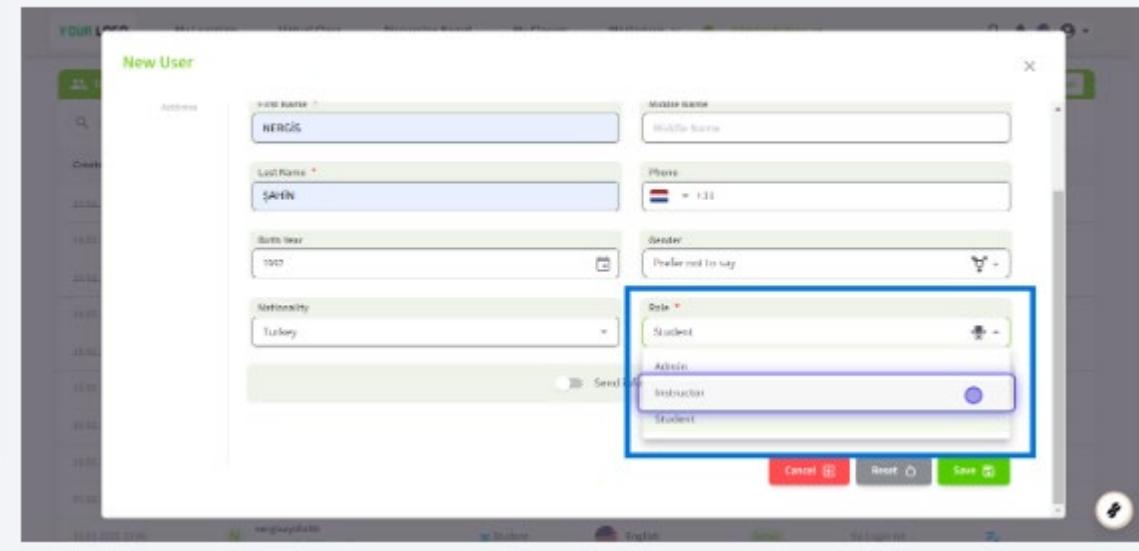


The screenshot shows a 'New User' dialog box. The form fields are highlighted with a blue box. The fields include: 'Email' (newuser123@gmail.com), 'First Name' (HERGIS), 'Last Name' (SHHN), 'Birth Year' (1992), 'Nationality' (Turkey), 'Middle Name' (Middle Name), 'Phone' (+31), 'Gender' (Prefer not to say), and 'Role' (Student). At the bottom of the dialog is a 'Send information email' button.

Passaggio 5: Scegliere il ruolo

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

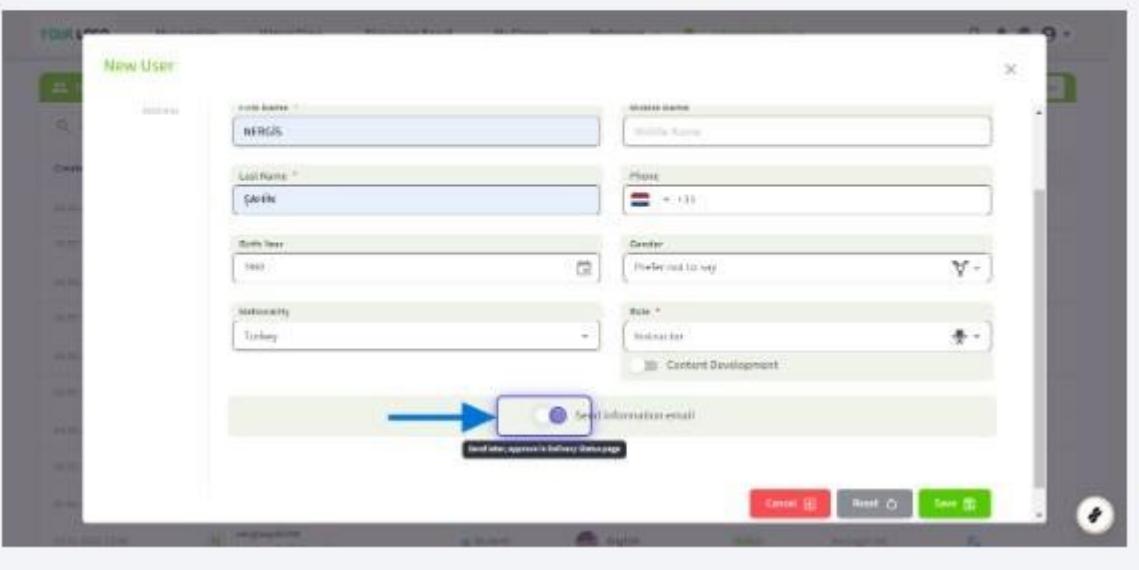
5. Choose the role.



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

6. Click on send information email icon.

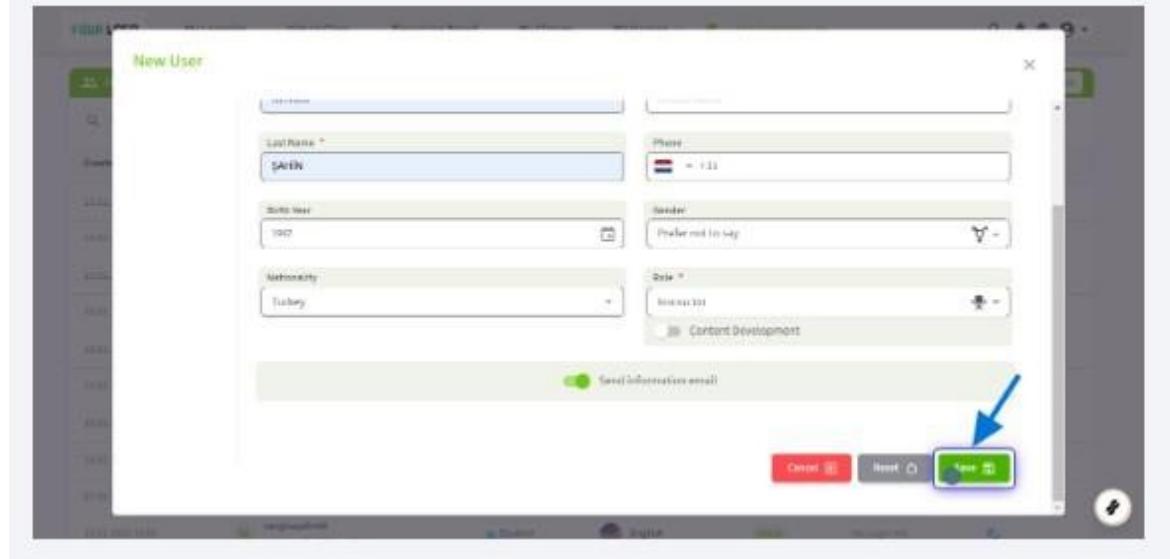
When you click this icon, the user will receive an email within **30 minutes** containing their **login** details (username and password).



Passaggio 7: fare clic su "Salva"

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

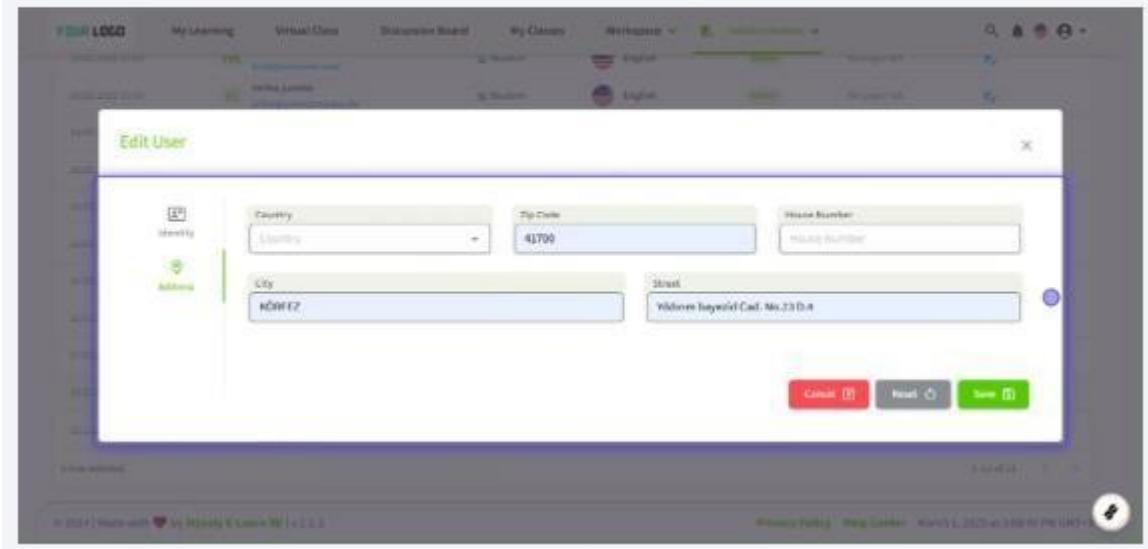
7. Click on Save.



Passaggio 8: aggiungi i dettagli dell'indirizzo

- Inserisci le informazioni relative all'indirizzo come richiesto.

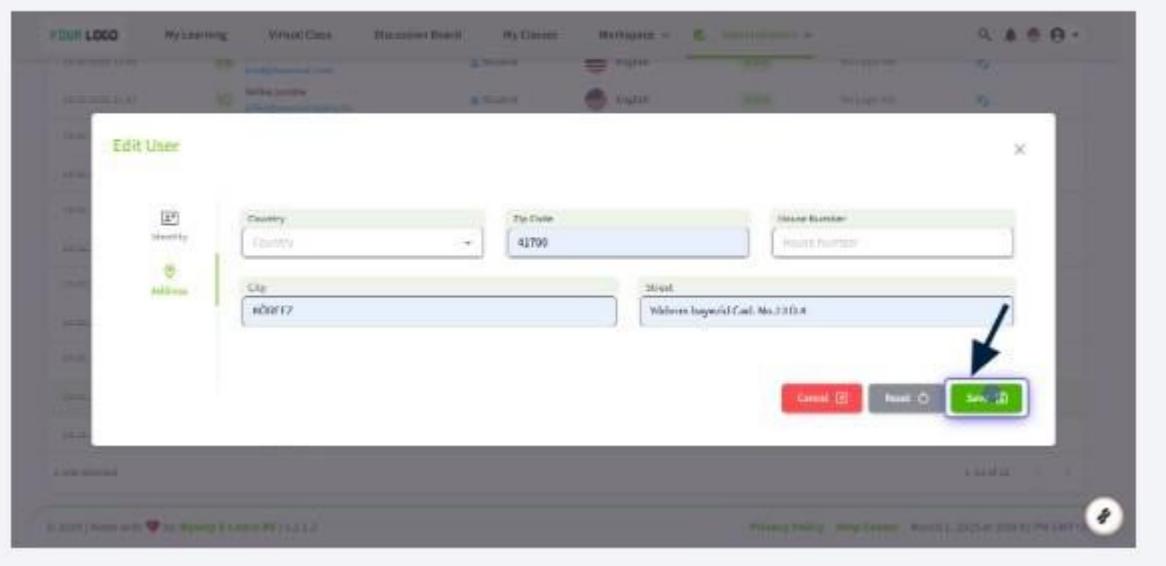
8. Next, write address details.



Passaggio G: clicca nuovamente su "Salva"

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

9. Click on Save.



The screenshot shows a user interface for managing user information. A modal dialog box is open, titled 'Edit User'. On the left, there are two tabs: 'Identity' (selected) and 'Address'. The 'Address' tab is currently active. Inside the tab, there are two input fields: 'City' (containing 'Roma') and 'Zip' (containing '00117'). Below these fields is a note: 'Viale delle Fontanelle 10, 00117 Roma'. At the bottom of the dialog box are three buttons: 'Delete' (red), 'Reset' (grey), and 'Save' (green, highlighted with a blue box and a black arrow pointing to it). The background shows a navigation bar with various links like 'POIM Logo', 'My Learning', 'Virtual Class', 'Student Record', 'My Classes', 'My Groups', and 'Logout'.

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.

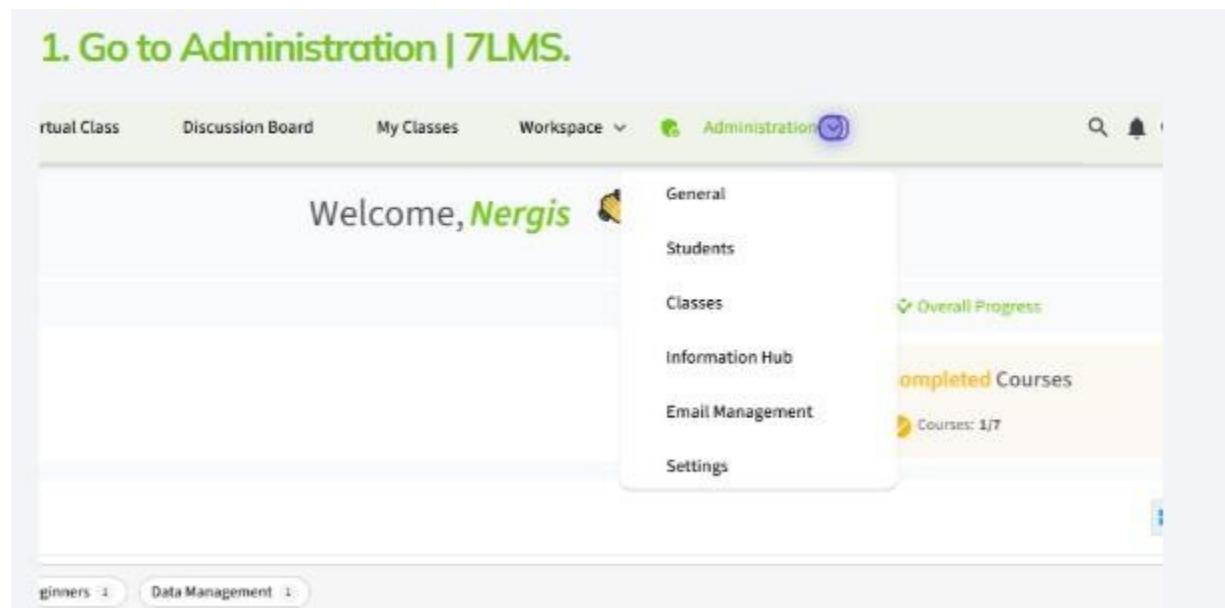
Segui i passaggi riportati di seguito.

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

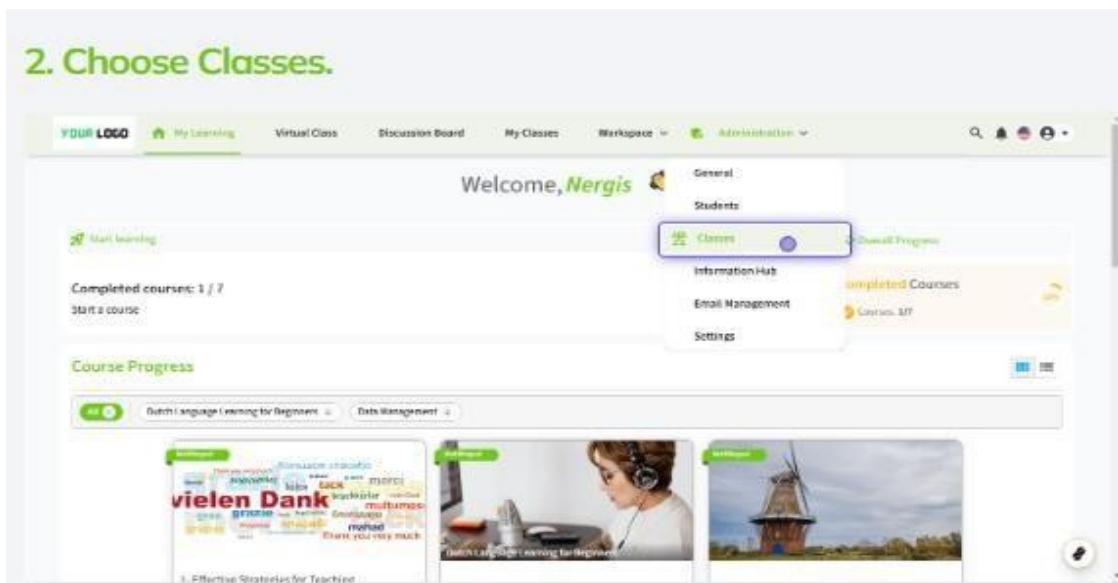
1. Go to Administration | 7LMS.



Passaggio 2: seleziona "Lezioni"

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

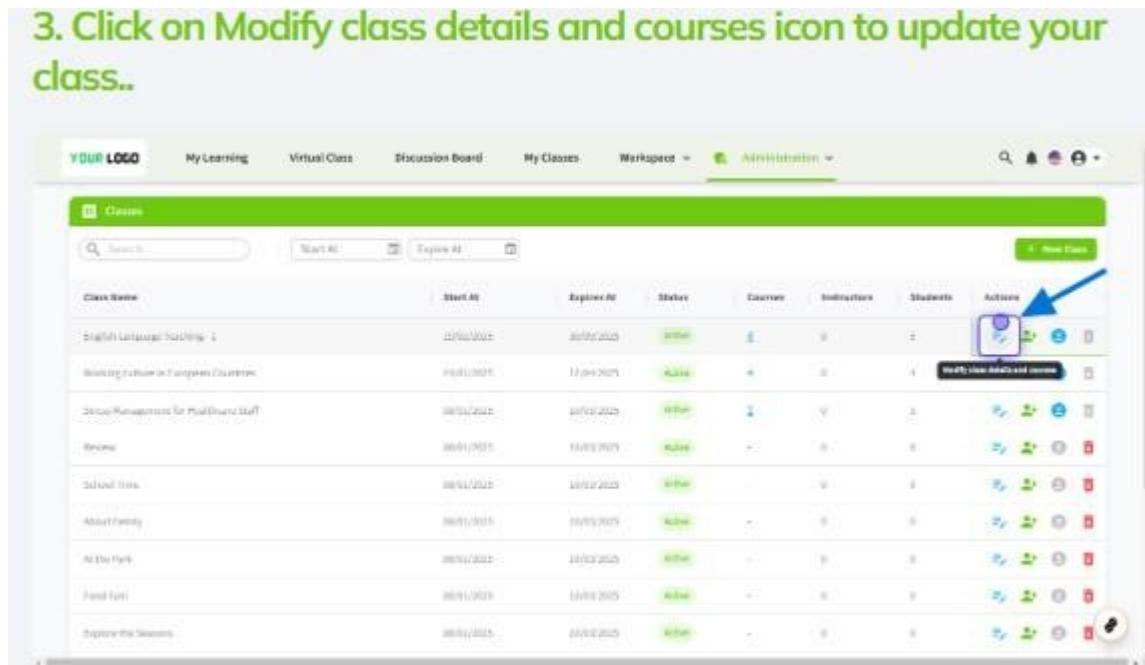
2. Choose Classes.



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.

3. Click on Modify class details and courses icon to update your class..



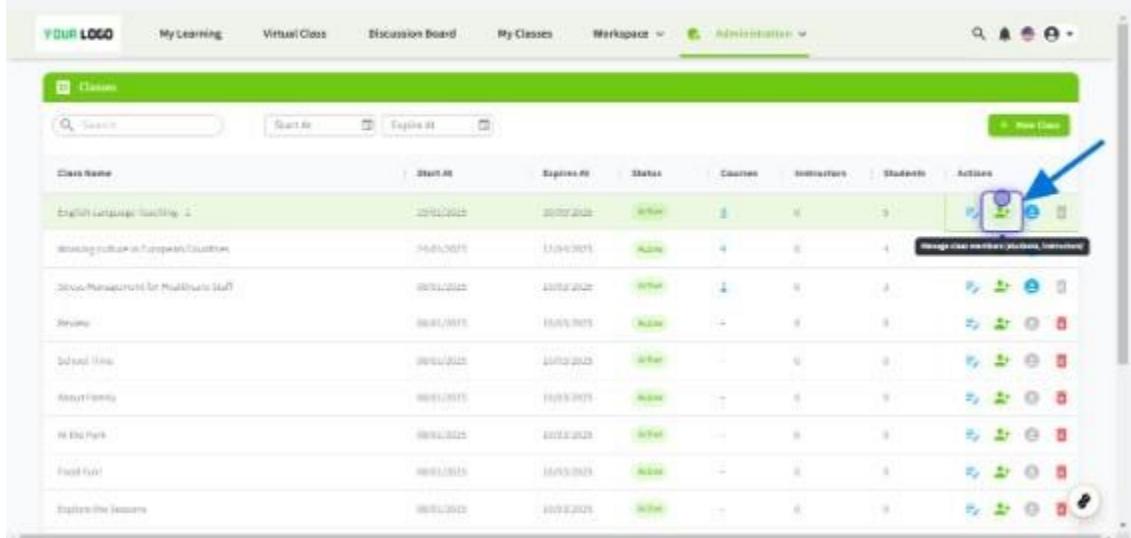
The screenshot shows a list of classes in a table format. The columns include Class Name, Start At, Expires At, Status, Courses, Enrolments, Students, and Actions. The 'Actions' column contains icons for each class. The 'Actions' icon for the 'English Language Teaching 1' class is highlighted with a blue arrow and labeled 'Modify class details and courses'.

Class Name	Start At	Expires At	Status	Courses	Enrolments	Students	Actions
English Language Teaching 1	20/01/2023	30/06/2023	Active	1	0	0	   
Marketing Institute for European Countries	01/01/2023	13/04/2023	Active	4	0	4	   
Business Management for Multinational Staff	08/01/2023	30/03/2023	Active	2	0	2	   
Review	08/01/2023	13/03/2023	Active	0	0	0	   
School Year	08/01/2023	10/02/2023	Active	0	0	0	   
About Faculty	08/01/2023	10/03/2023	Active	0	0	0	   
At the Park	08/01/2023	14/03/2023	Active	0	0	0	   
Food Fun	08/01/2023	10/03/2023	Active	0	0	0	   
Explore the Seasons	08/01/2023	10/03/2023	Active	0	0	0	   

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.

4. Click on Manage class members icon to update students.



The screenshot shows a list of classes in a table format. The columns include Class Name, Start At, Expires At, Status, Courses, Enrolments, Students, and Actions. The 'Actions' column contains icons for each class. The 'Actions' icon for the 'English Language Teaching 1' class is highlighted with a blue arrow and labeled 'Manage class members: students, enrolments'.

Class Name	Start At	Expires At	Status	Courses	Enrolments	Students	Actions
English Language Teaching 1	20/01/2023	30/06/2023	Active	1	0	0	   
Marketing Institute for European Countries	01/01/2023	13/04/2023	Active	4	0	4	   
Business Management for Multinational Staff	08/01/2023	30/03/2023	Active	2	0	2	   
Review	08/01/2023	13/03/2023	Active	0	0	0	   
School Year	08/01/2023	10/02/2023	Active	0	0	0	   
About Faculty	08/01/2023	10/03/2023	Active	0	0	0	   
At the Park	08/01/2023	14/03/2023	Active	0	0	0	   
Food Fun	08/01/2023	10/03/2023	Active	0	0	0	   
Explore the Seasons	08/01/2023	10/03/2023	Active	0	0	0	   

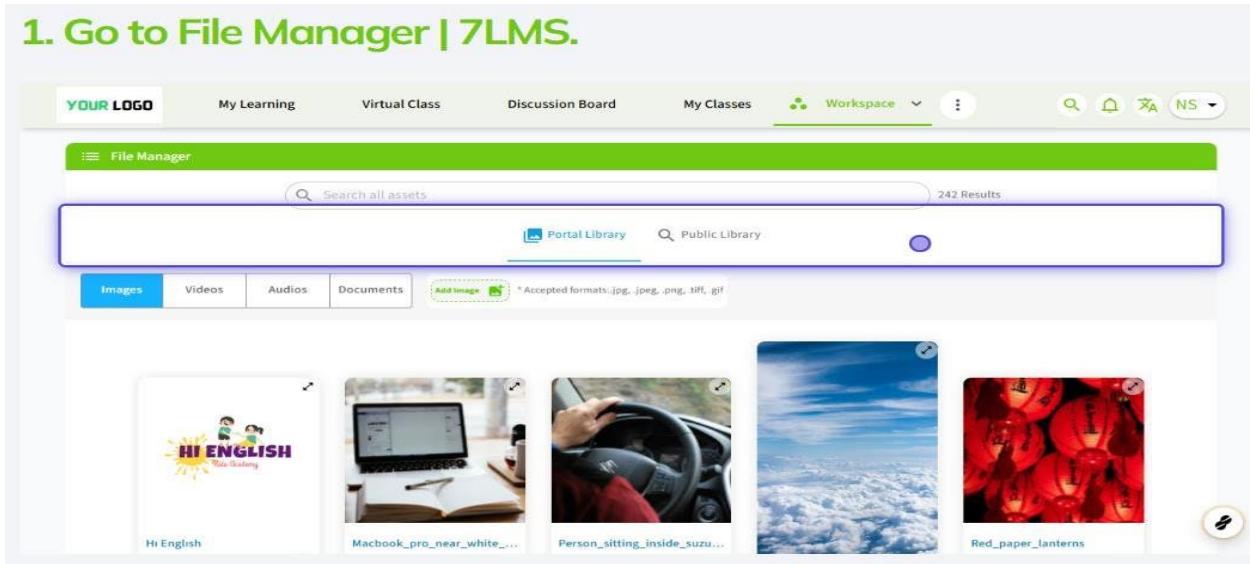
Amministrazione/Centro informazioni

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.

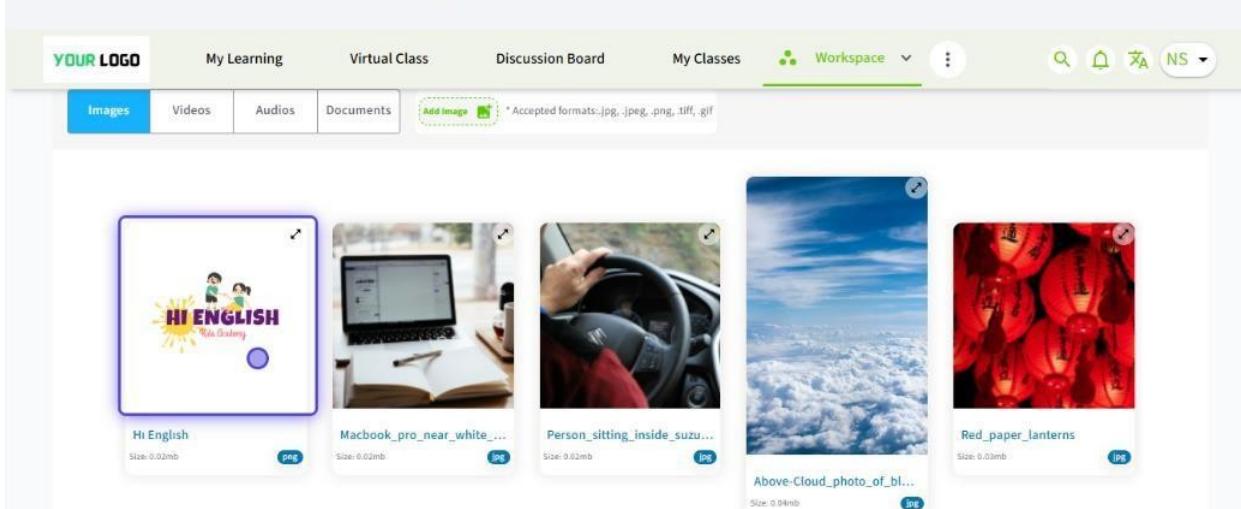
L'eliminazione dei file inutilizzati aiuta a mantenere ordinato il tuo spazio di lavoro e ti assicura di avere solo i materiali rilevanti per i tuoi corsi.

1. Go to File Manager | 7LMS.



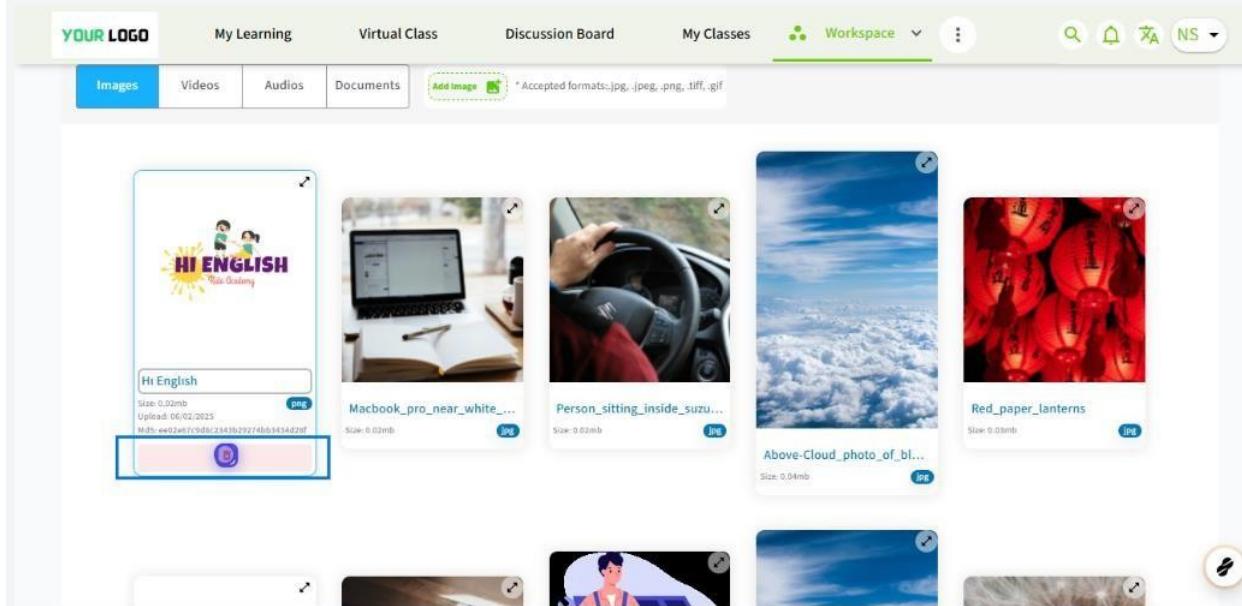
The screenshot shows the 7LMS LMS interface with the 'File Manager' tab selected. The main area displays a grid of five images. The first image, 'Hi English', is highlighted with a purple selection box. The other images are: 'Macbook_pro_near_white...', 'Person_sitting_inside_suzu...', 'Above-Cloud_photo_of_b...', and 'Red_paper_lanterns'. Each image has a small circular delete icon in the top right corner.

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

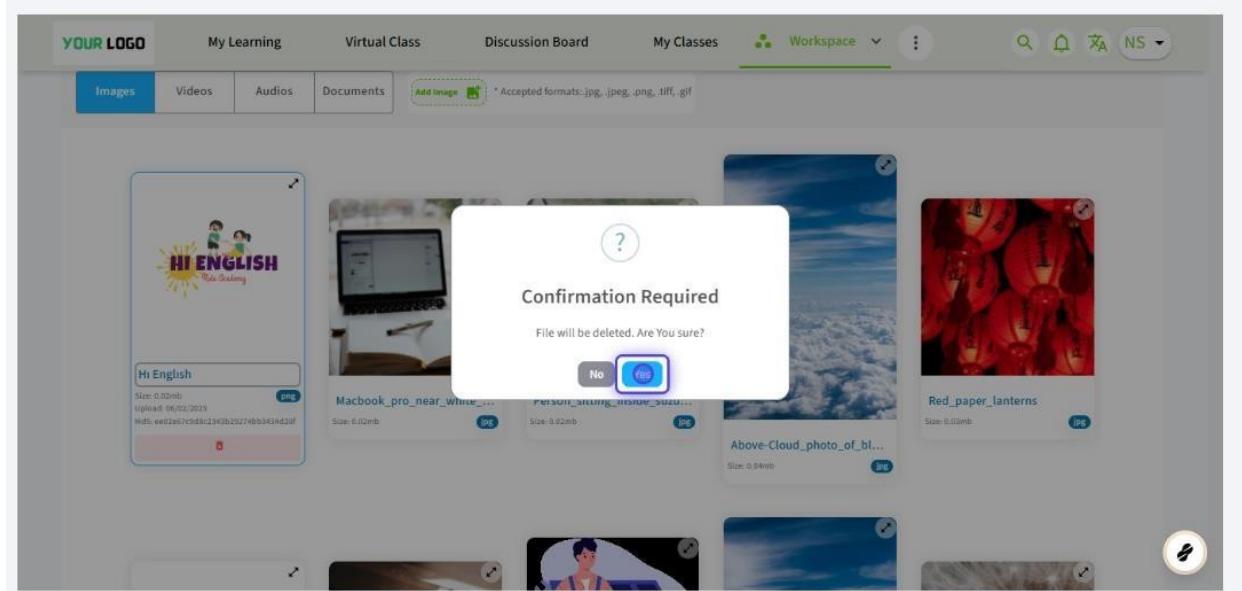


The screenshot shows the 7LMS LMS interface with the 'File Manager' tab selected. The main area displays a grid of five images. The first image, 'Hi English', is highlighted with a purple selection box and has a small circular delete icon in its top right corner. The other images are: 'Macbook_pro_near_white...', 'Person_sitting_inside_suzu...', 'Above-Cloud_photo_of_b...', and 'Red_paper_lanterns'. Each image has a small circular delete icon in the top right corner.

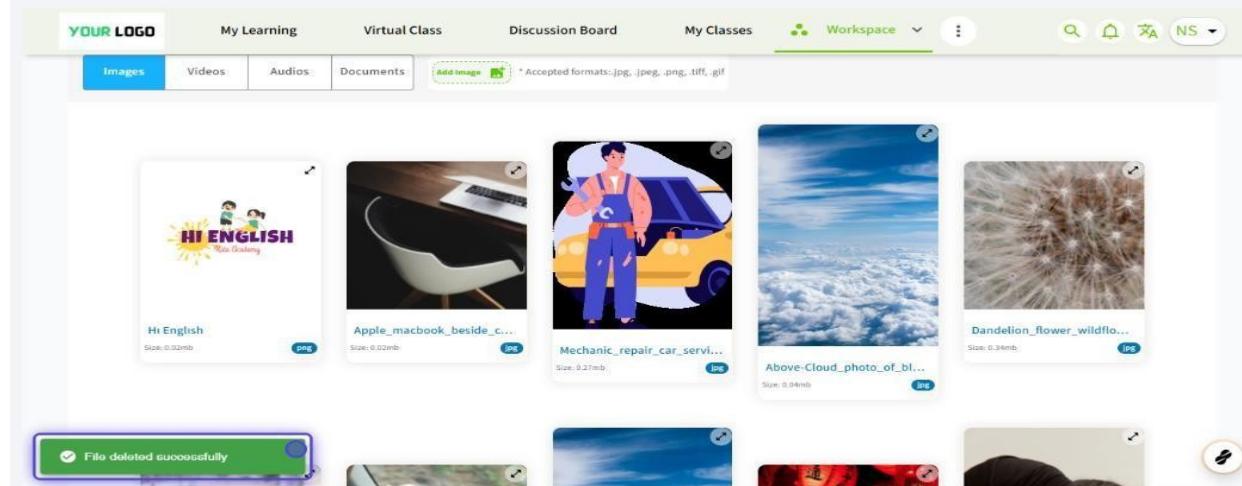
3. Click on the Delete icon.



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:

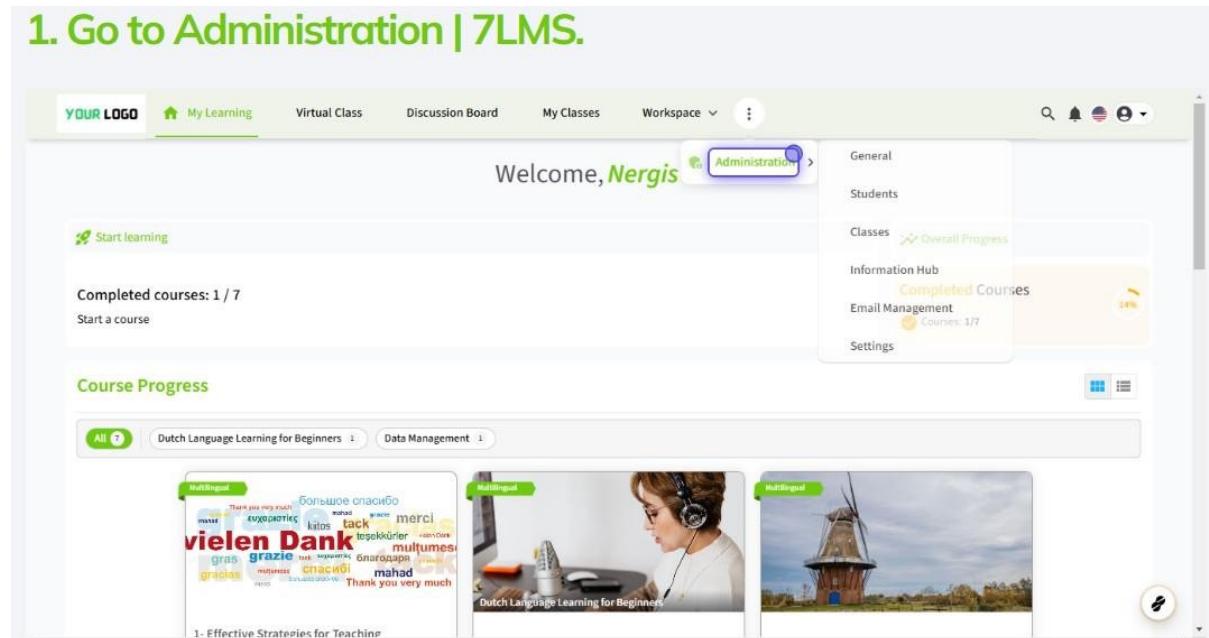
- Tenere lezioni in tempo reale con gli studenti, indipendentemente da dove si trovino.
- Condividere presentazioni, video e risorse per migliorare il coinvolgimento.
- Facilitare le discussioni utilizzando chat, sondaggi e lavagne interattive.
- Monitorare la partecipazione e i progressi degli studenti 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

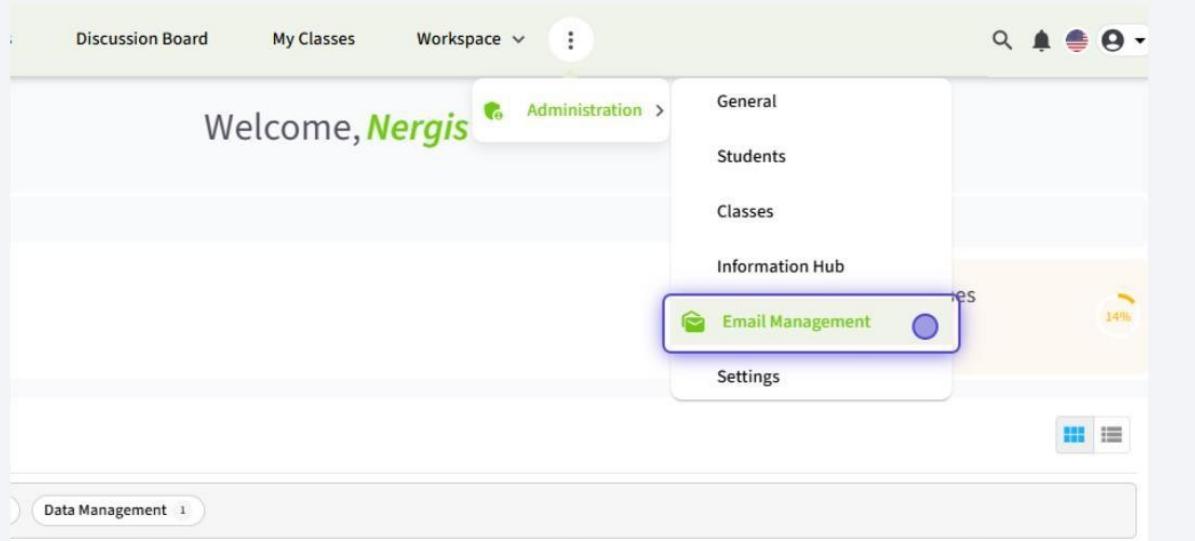
Come monitorare le e-mail e verificarne lo stato

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

1. Go to Administration | 7LMS.

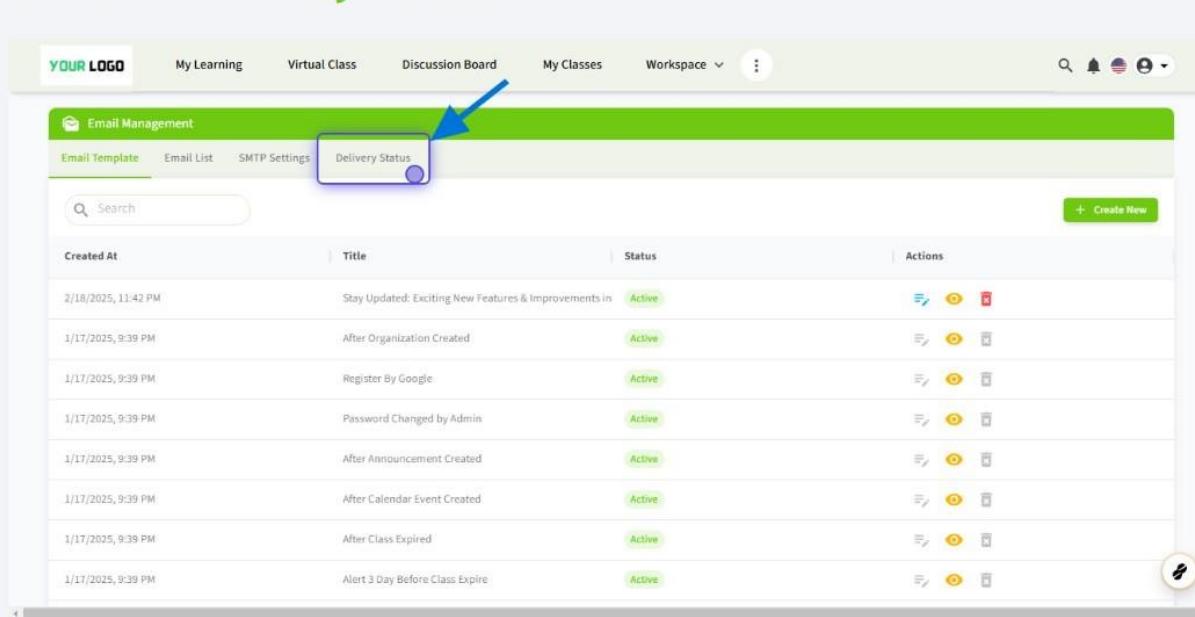


2. Choose Email Management.



The screenshot shows a software interface with a navigation bar at the top. The 'Administration' section is open, revealing 'General', 'Students', and 'Classes' options. Below this is an 'Information Hub' section with a 'Data Management' tab. A purple box highlights the 'Email Management' button, which is part of a larger 'Email' section. A blue arrow points to this highlighted button. The interface has a light blue and white color scheme with some orange and green accents.

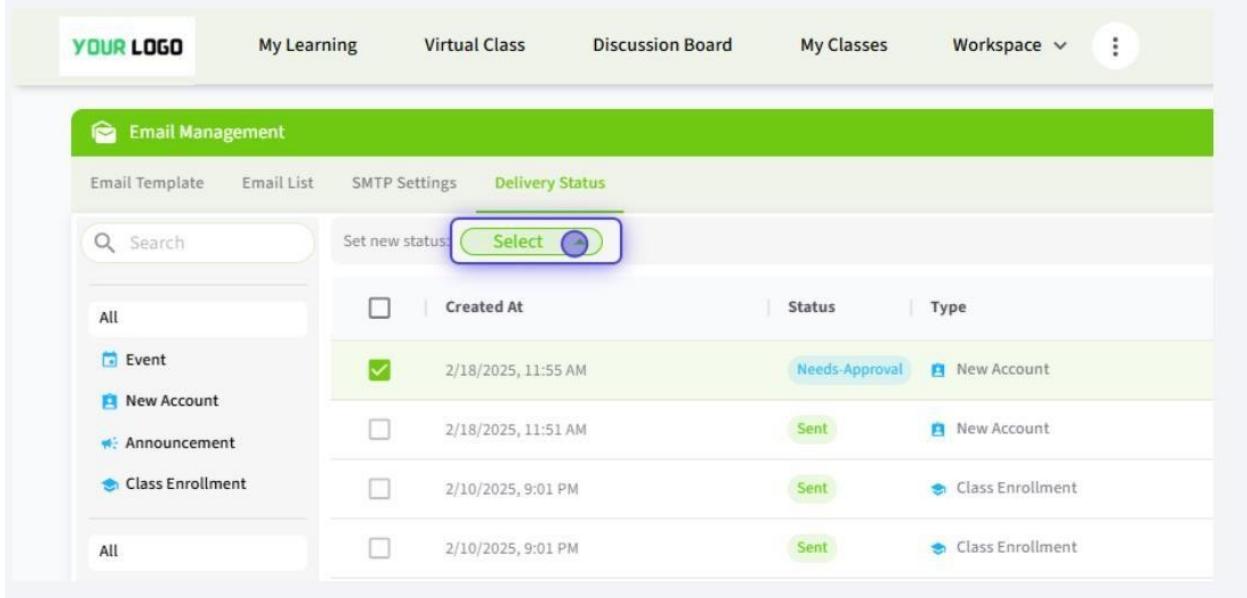
3. Click on Delivery Status.



The screenshot shows the 'Email Management' page with a green header bar. The 'Delivery Status' column header is highlighted with a blue box and a blue arrow pointing to it. Below the header is a table with columns for 'Created At', 'Title', 'Status', and 'Actions'. The table lists several email entries with their respective details and status (e.g., Active, Pending, Failed). A green 'Create New' button is visible at the top right of the table area.

Created At	Title	Status	Actions
2/18/2025, 11:42 PM	Stay Updated: Exciting New Features & Improvements in	Active	
1/17/2025, 9:39 PM	After Organization Created	Active	
1/17/2025, 9:39 PM	Register By Google	Active	
1/17/2025, 9:39 PM	Password Changed by Admin	Active	
1/17/2025, 9:39 PM	After Announcement Created	Active	
1/17/2025, 9:39 PM	After Calendar Event Created	Active	
1/17/2025, 9:39 PM	After Class Expired	Active	
1/17/2025, 9:39 PM	Alert 3 Day Before Class Expire	Active	

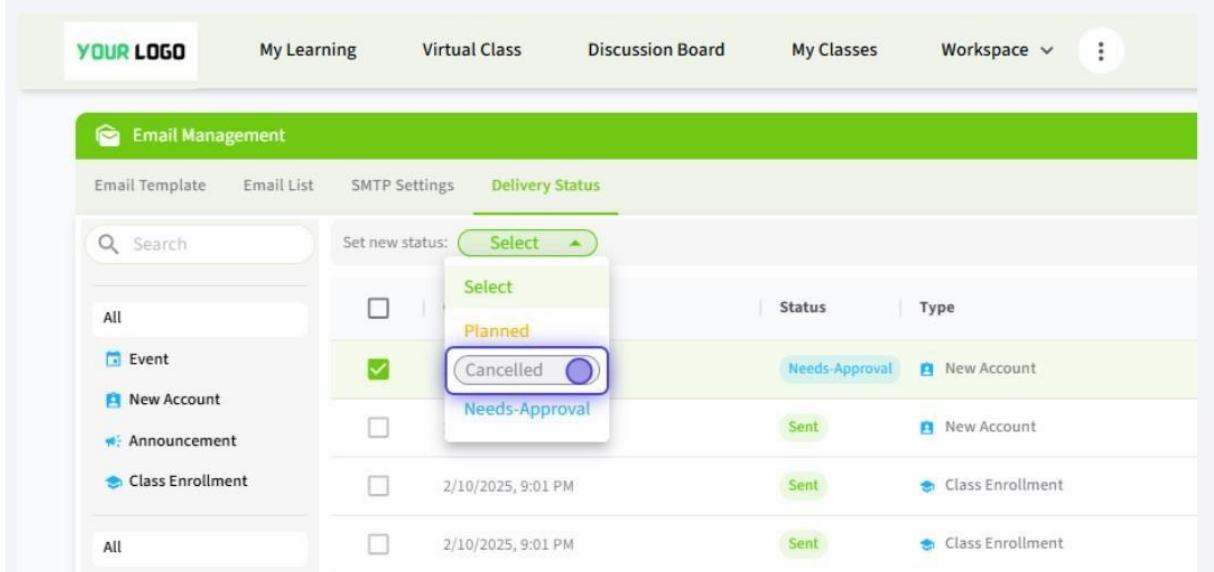
4. Select the email you want to take action on.



The screenshot shows the 'Email Management' section of a learning management system. On the left, a sidebar lists categories: All, Event, New Account, Announcement, and Class Enrollment. The main area displays a table of emails with columns for Created At, Status, and Type. The first email in the list, created on 2/18/2025 at 11:55 AM, has a checkmark in the 'Selected' column and is labeled 'Needs Approval' with a 'New Account' type. A 'Select' button with a dropdown arrow is highlighted with a blue box. The table rows are as follows:

	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

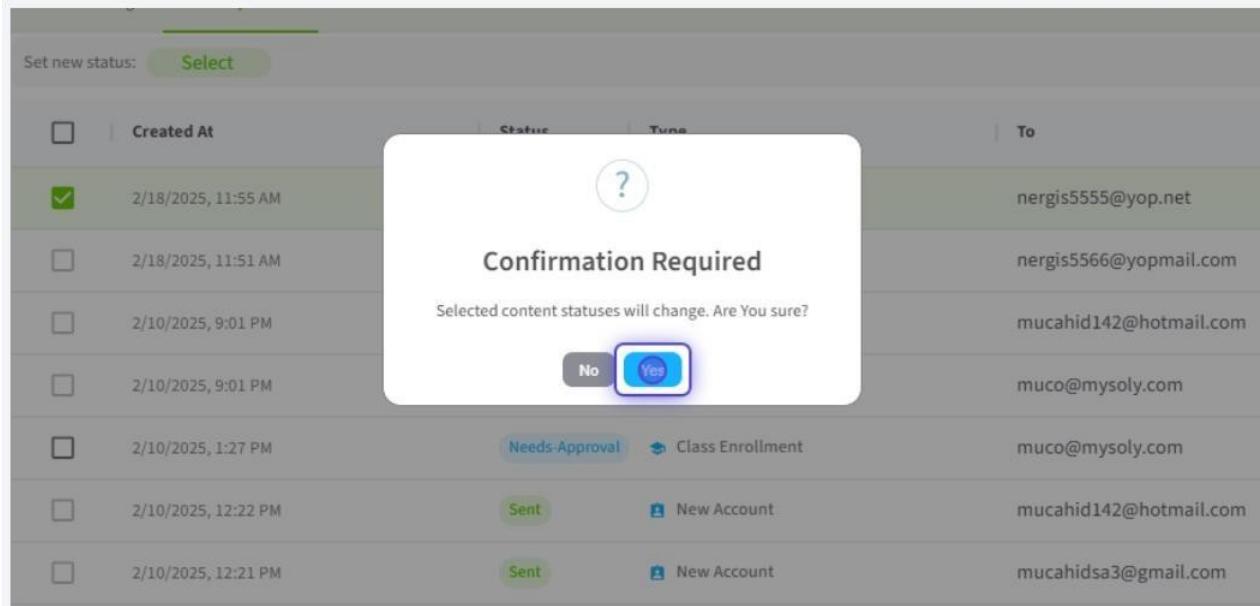
5. Update the email status.



The screenshot shows the 'Email Management' section with the same interface as the previous screenshot. The 'Select' button is now open, showing a dropdown menu with 'Select' at the top, followed by 'Planned' (in yellow), 'Cancelled' (highlighted with a blue box), and 'Needs Approval'. The table of emails remains the same, with the first email still selected and labeled 'Needs Approval' with a 'New Account' type. The table rows are identical to the previous screenshot.

	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.



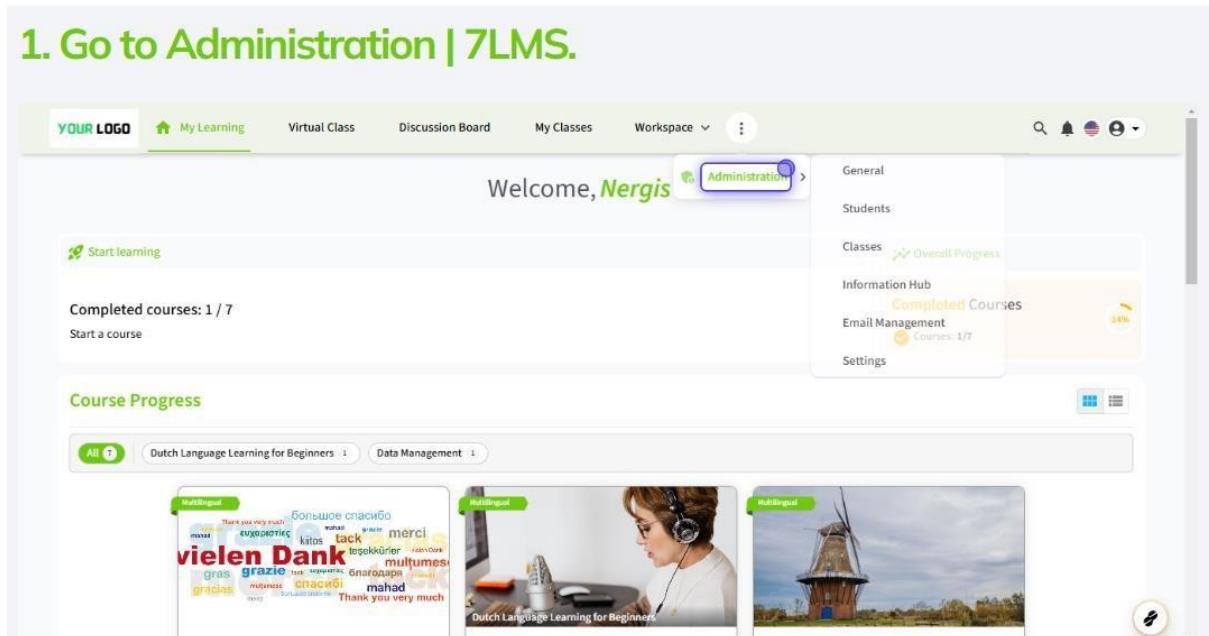
The screenshot shows a software interface with a list of items on the left and a confirmation dialog box in the center. The list includes items with checkboxes, a 'Created At' column, and a 'Status' column. The confirmation dialog box has a question mark icon, the title 'Confirmation Required', the text 'Selected content statuses will change. Are You sure?', and two buttons: 'No' and 'Yes' (which is highlighted with a blue border).

Created At	Status	To
2/18/2025, 11:55 AM	Needs Approval	nergis5555@yop.net
2/18/2025, 11:51 AM	Class Enrollment	nergis5566@yopmail.com
2/10/2025, 9:01 PM	Sent	mucahid142@hotmail.com
2/10/2025, 9:01 PM	Sent	muco@mysoly.com
2/10/2025, 1:27 PM	Needs Approval	muco@mysoly.com
2/10/2025, 12:22 PM	Sent	mucahid142@hotmail.com
2/10/2025, 12:21 PM	Sent	mucahidsa3@gmail.com

Le mie classi

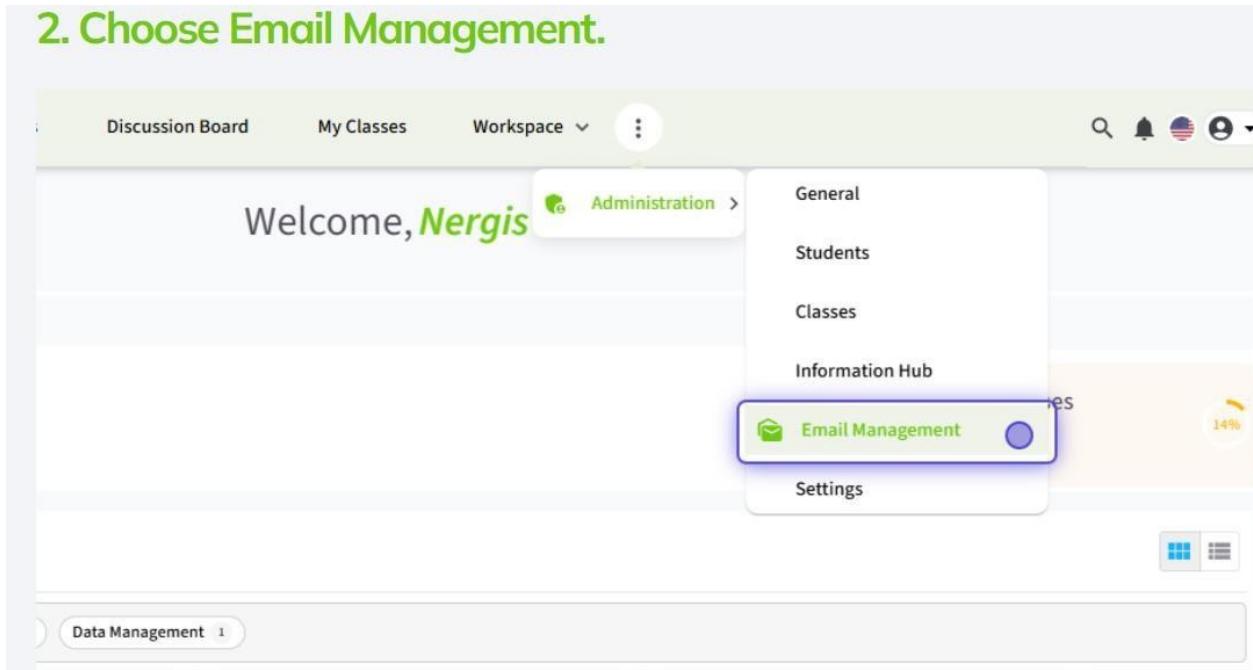
Come monitorare le e-mail e verificarne lo stato

1. Go to Administration | 7LMS.



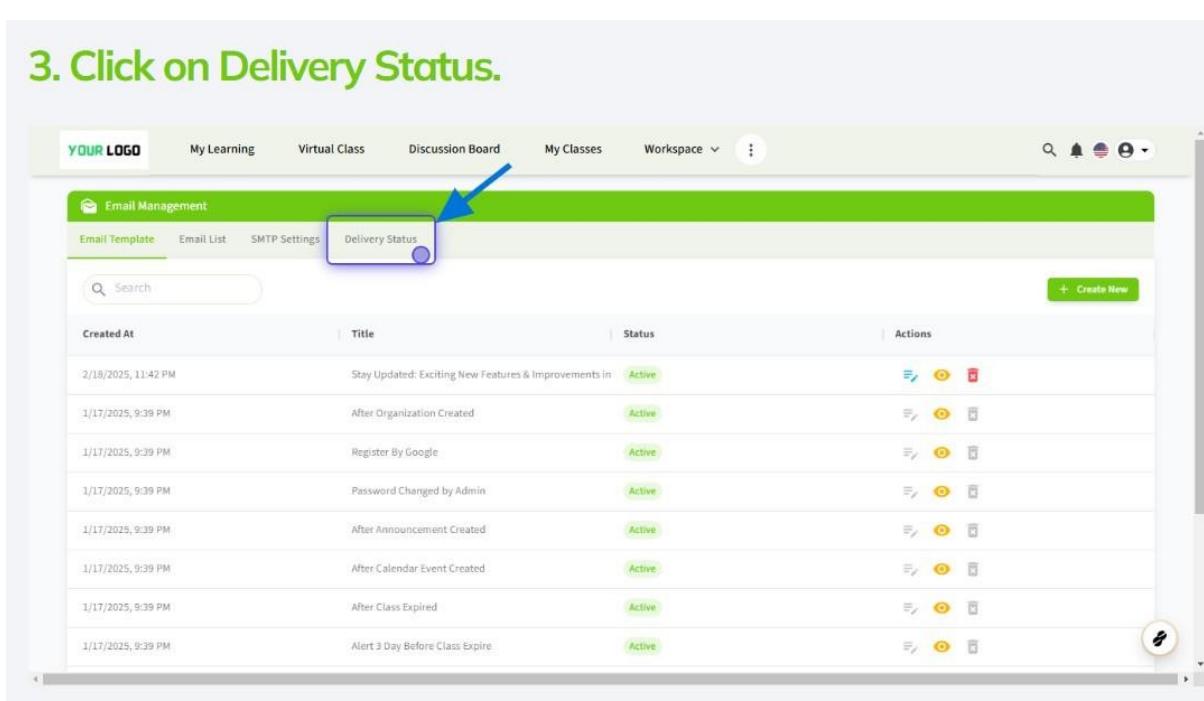
The screenshot shows the 7LMS Administration interface. The top navigation bar includes 'YOUR LOGO', 'My Learning' (which is highlighted in green), 'Virtual Class', 'Discussion Board', 'My Classes', 'Workspace', and a search bar. A dropdown menu for 'Administration' is open, showing options like 'General', 'Students', 'Classes', 'Information Hub', 'Email Management', and 'Settings'. The 'Completed Courses' section is highlighted with a yellow box. The main content area shows course progress, completed courses (1/7), and course thumbnails for 'Dutch Language Learning for Beginners'.

2. Choose Email Management.



The screenshot shows a user interface for a workspace. At the top, there are navigation links: 'Discussion Board', 'My Classes', 'Workspace', and a search bar. Below the search bar is a 'Welcome' message: 'Welcome, Nergis'. To the right of the welcome message is an 'Administration' icon. A 'Information Hub' section is visible, containing 'General', 'Students', 'Classes', and 'Information Hub' sub-sections. The 'Information Hub' section is highlighted with a blue box. Inside this box, the 'Email Management' option is also highlighted with a blue box. A blue arrow points from the 'Email Management' link to the 'Delivery Status' link in the next screenshot. On the far right of the workspace interface, there is a battery icon showing 14% and a refresh button.

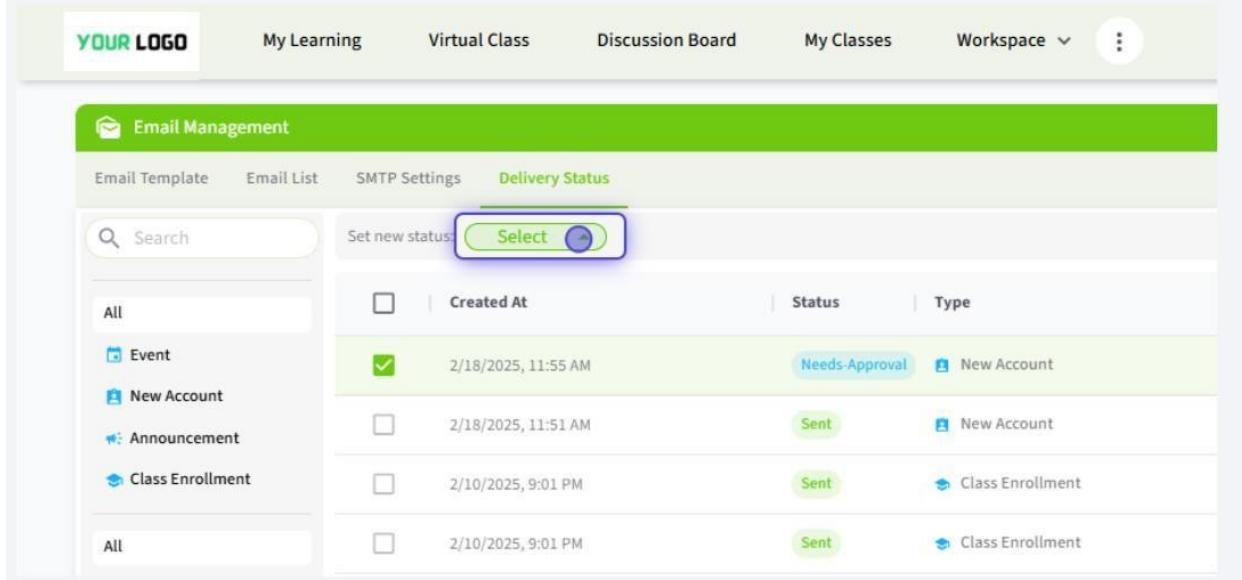
3. Click on Delivery Status.



The screenshot shows the 'Email Management' page. At the top, there are tabs: 'Email Template', 'Email List', 'SMTP Settings', and 'Delivery Status'. The 'Delivery Status' tab is highlighted with a blue box and a blue arrow points to it from the previous screenshot. Below the tabs is a search bar with the placeholder 'Search' and a 'Create New' button. The main area is a table with columns: 'Created At', 'Title', 'Status', and 'Actions'. The table contains ten rows of data, each with a timestamp, a title, an 'Active' status, and a set of icons for edit, view, and delete actions. The table has a light gray background with alternating row colors.

Created At	Title	Status	Actions
2/18/2025, 11:42 PM	Stay Updated: Exciting New Features & Improvements in	Active	
1/17/2025, 9:39 PM	After Organization Created	Active	
1/17/2025, 9:39 PM	Register By Google	Active	
1/17/2025, 9:39 PM	Password Changed by Admin	Active	
1/17/2025, 9:39 PM	After Announcement Created	Active	
1/17/2025, 9:39 PM	After Calendar Event Created	Active	
1/17/2025, 9:39 PM	After Class Expired	Active	
1/17/2025, 9:39 PM	Alert 3 Day Before Class Expire	Active	

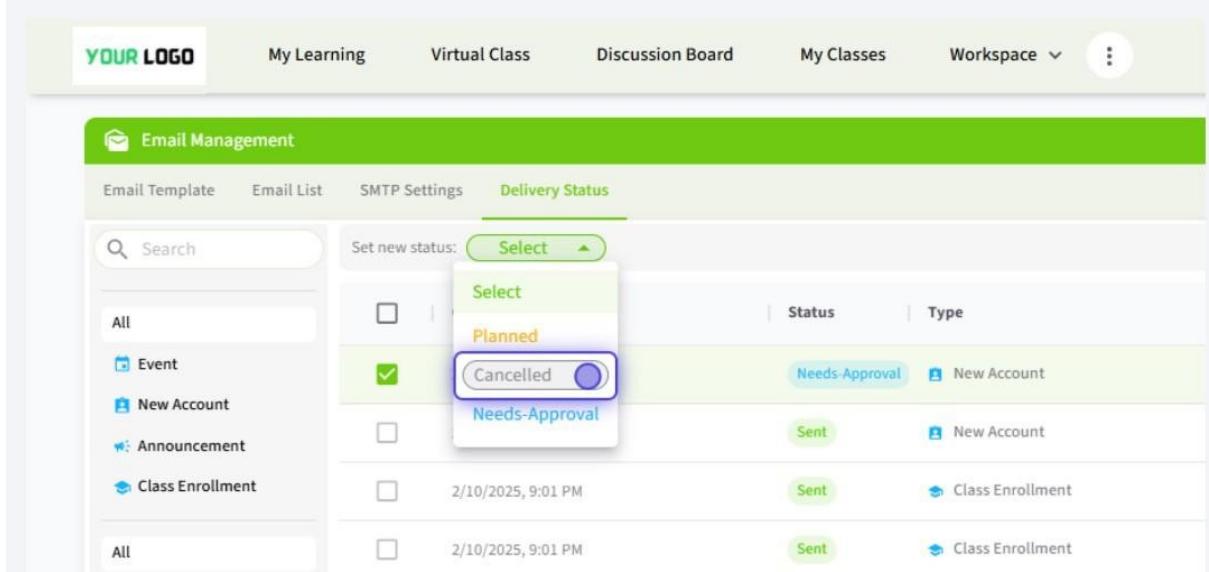
4. Select the email you want to take action on.



The screenshot shows the 'Email Management' section of a learning platform. The top navigation bar includes 'YOUR LOGO', 'My Learning', 'Virtual Class', 'Discussion Board', 'My Classes', 'Workspace', and a three-dot menu. The 'Delivery Status' tab is selected. On the left, a sidebar lists categories: 'All', 'Event', 'New Account', 'Announcement', and 'Class Enrollment'. The main area displays a table of emails with columns for 'Created At', 'Status', and 'Type'. The first email in the list is selected, indicated by a checked checkbox in the 'Created At' column. A 'Select' button is visible above the table. The table data is as follows:

Created At	Status	Type
2/18/2025, 11:55 AM	Needs-Approval	New Account
2/18/2025, 11:51 AM	Sent	New Account
2/10/2025, 9:01 PM	Sent	Class Enrollment
2/10/2025, 9:01 PM	Sent	Class Enrollment

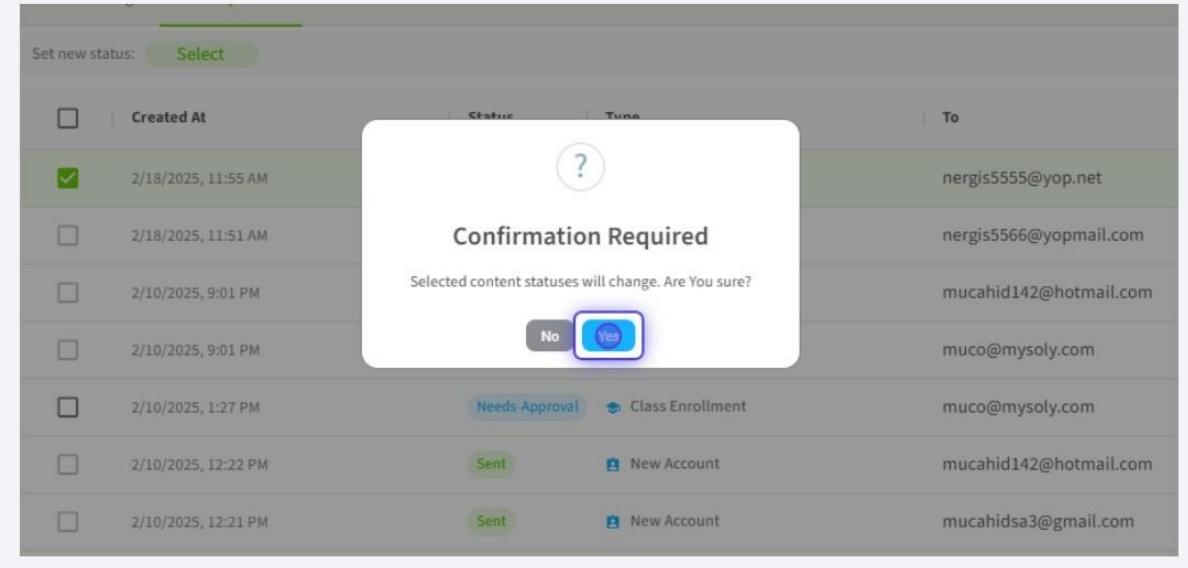
5. Update the email status.



The screenshot shows the 'Email Management' section with the 'Delivery Status' tab selected. The sidebar and table structure are identical to the previous screenshot. A dropdown menu is open over the 'Select' button, showing options: 'Planned', 'Cancelled' (which is highlighted with a blue border), and 'Needs-Approval'. The table data remains the same as in the previous screenshot.

Created At	Status	Type
2/18/2025, 11:55 AM	Needs-Approval	New Account
2/18/2025, 11:51 AM	Sent	New Account
2/10/2025, 9:01 PM	Sent	Class Enrollment
2/10/2025, 9:01 PM	Sent	Class Enrollment

6. Confirm the update by clicking Yes.



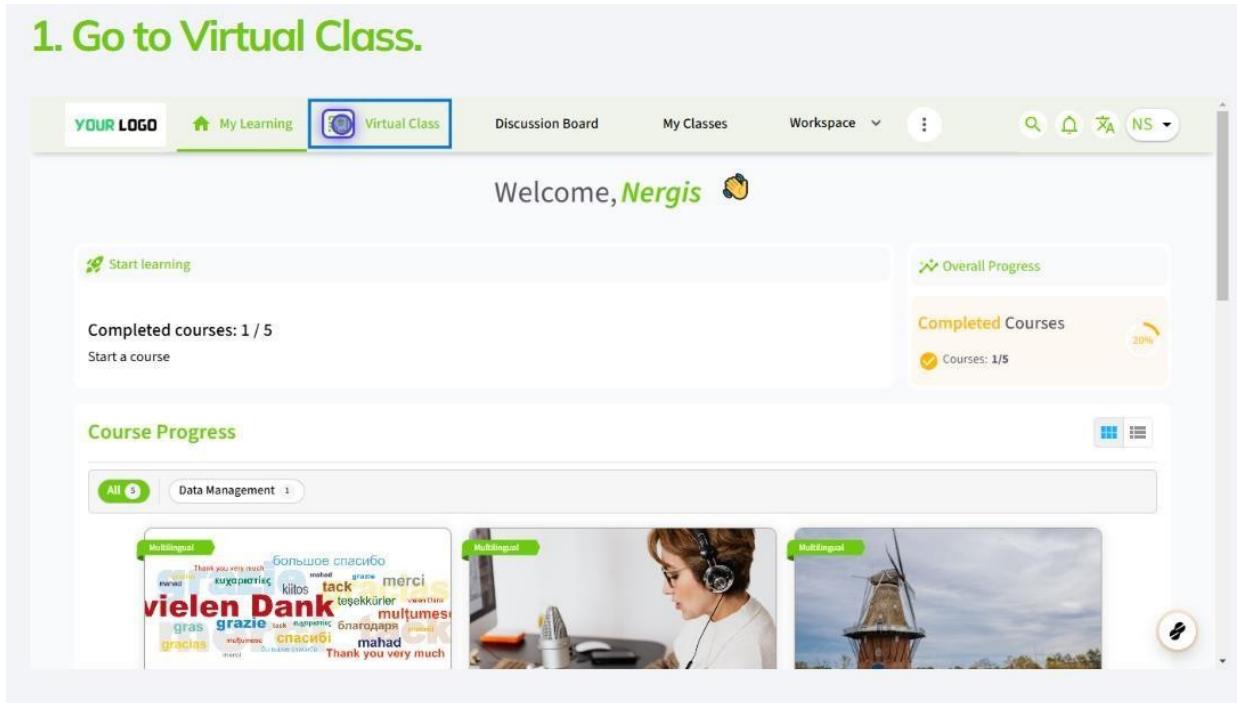
Classe virtuale

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.



YOUR LOGO My Learning Virtual Class Discussion Board My Classes Workspace NS

Welcome, **Nergis** 🙌

Start learning

Completed courses: 1 / 5 Start a course

Overall Progress

Completed Courses 20% Courses: 1/5

Course Progress

All 3 Data Management

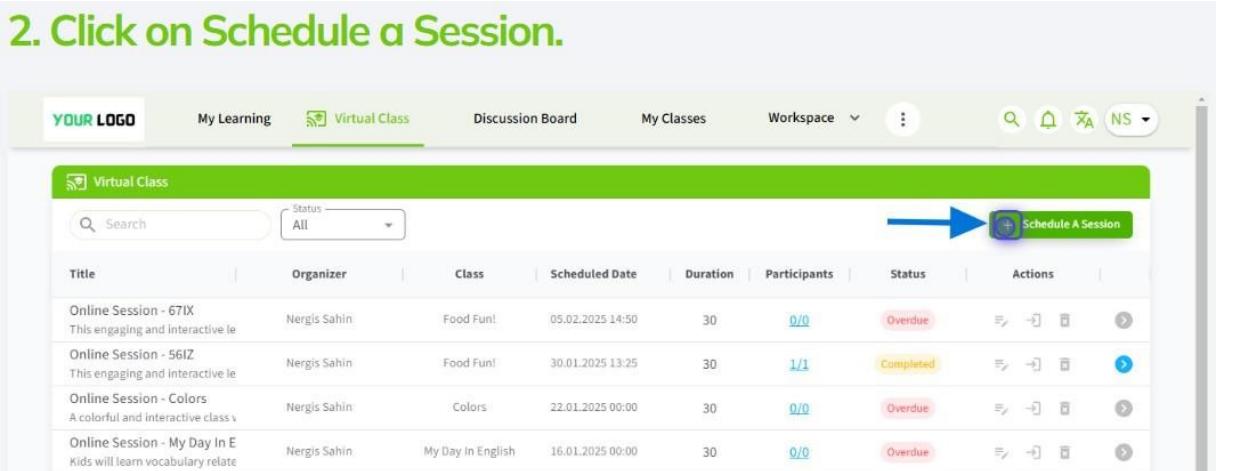
Multilingual

vielen Dank

Multilingual

Multilingual

2. Click on Schedule a Session.



YOUR LOGO My Learning Virtual Class Discussion Board My Classes Workspace NS

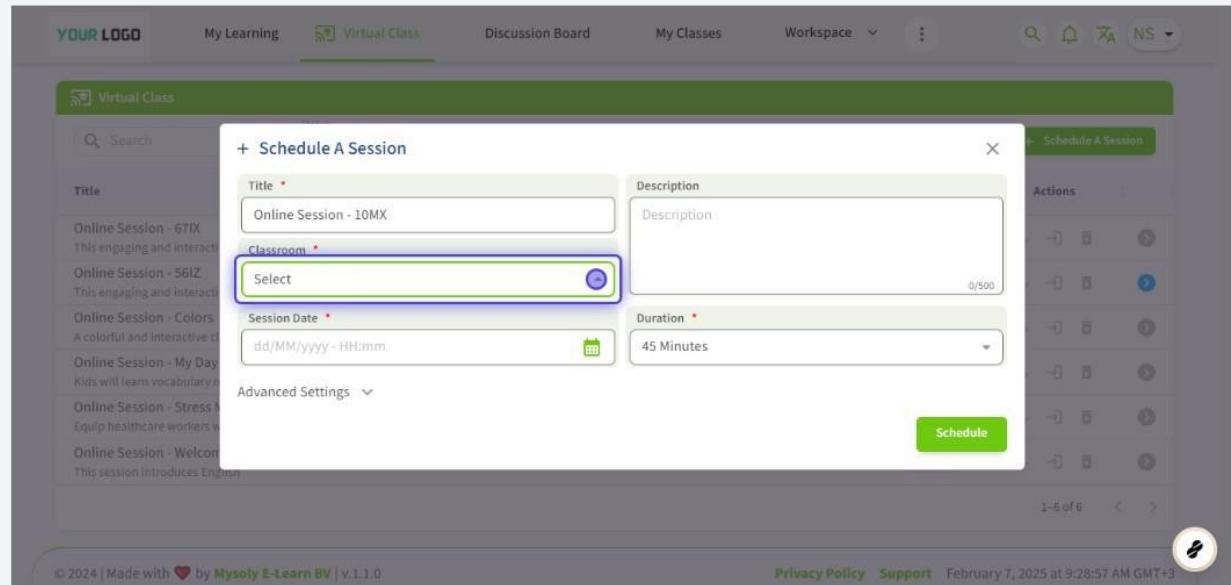
Virtual Class

Search Status All

Schedule A Session

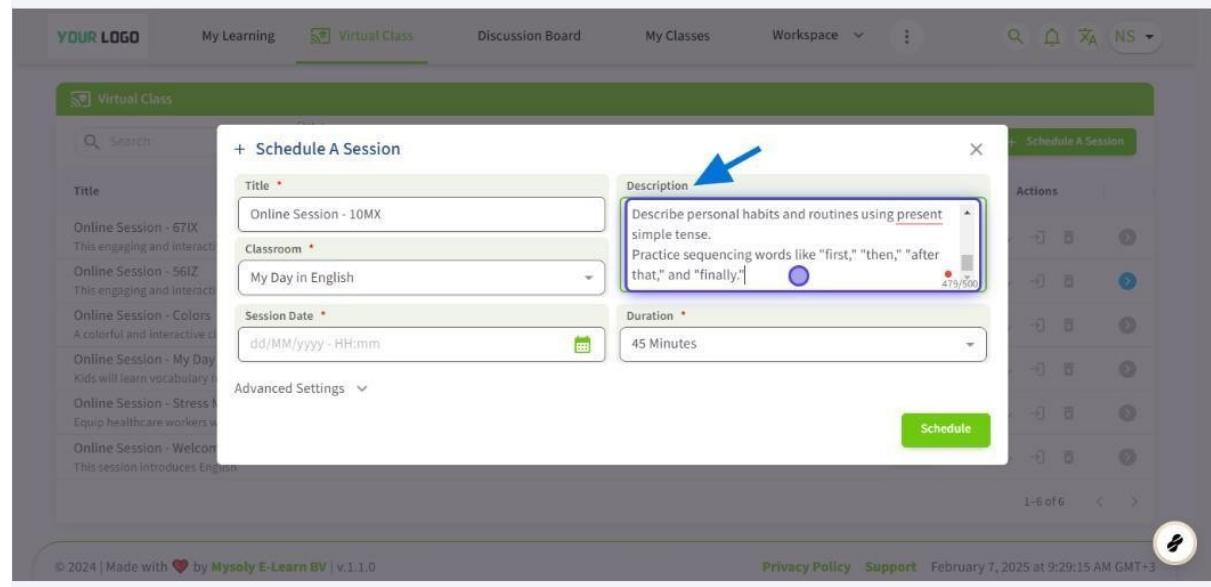
Title	Organizer	Class	Scheduled Date	Duration	Participants	Status	Actions
Online Session - 67IX	Nergis Sahin	Food Fun!	05.02.2025 14:50	30	0/0	Overdue	...
Online Session - 56IZ	Nergis Sahin	Food Fun!	30.01.2025 13:25	30	1/1	Completed	...
Online Session - Colors	Nergis Sahin	Colors	22.01.2025 00:00	30	0/0	Overdue	...
Online Session - My Day In E	Nergis Sahin	My Day In English	16.01.2025 00:00	30	0/0	Overdue	...

3. Choose classroom.



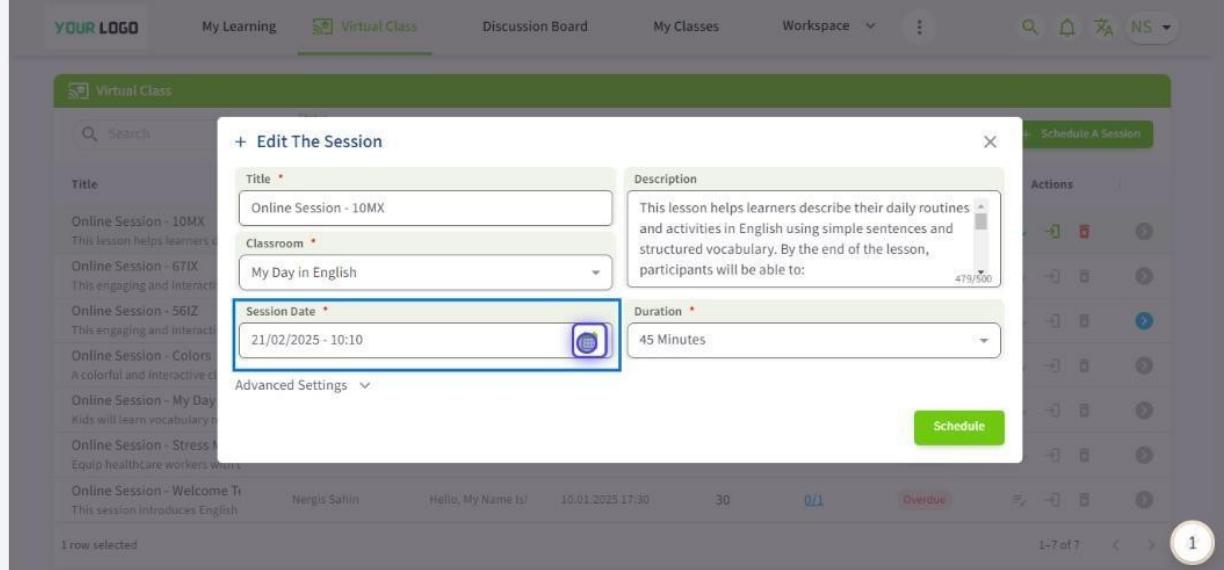
The screenshot shows the 'Virtual Class' section of a learning management system. A modal window titled '+ Schedule A Session' is open. The 'Title' field contains 'Online Session - 10MX'. The 'Classroom' dropdown is open, showing a list of classrooms with 'Select' highlighted. The 'Description' field is empty. The 'Session Date' field is set to 'dd/MM/yyyy - HH:mm' and the 'Duration' field is set to '45 Minutes'. A 'Schedule' button is at the bottom right. The background shows a list of previous sessions.

4. Write description of the class.



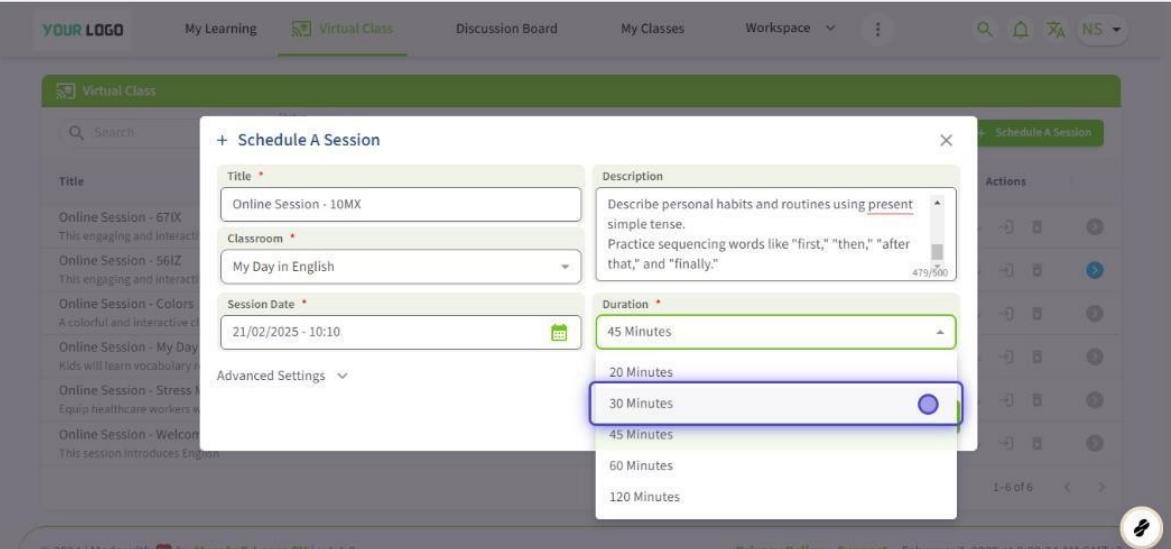
The screenshot shows the same 'Schedule A Session' dialog box. The 'Title' field is 'Online Session - 10MX'. The 'Classroom' dropdown is now set to 'My Day in English'. A blue arrow points to the 'Description' text area, which contains the following text: 'Describe personal habits and routines using present simple tense. Practice sequencing words like "first," "then," "after that," and "finally."'. The 'Duration' field is still '45 Minutes'. The 'Schedule' button is at the bottom right.

5. Choose Session Date.



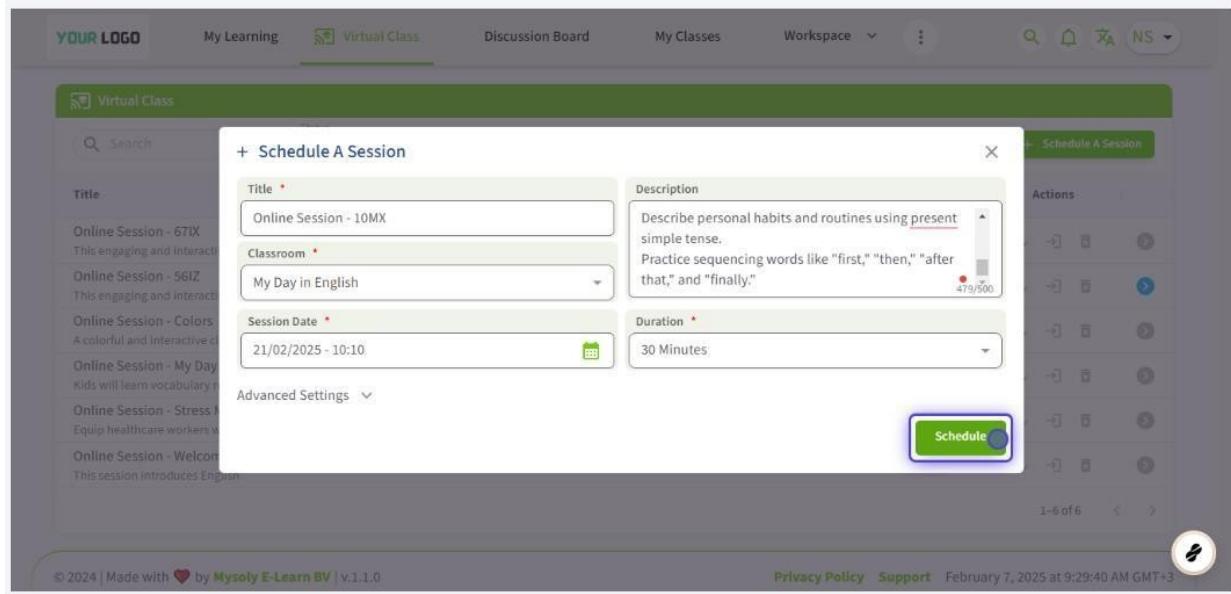
The screenshot shows the 'Edit The Session' dialog box. The 'Session Date' field is highlighted with a blue border. The 'Schedule' button is visible at the bottom right of the dialog. The background shows a list of other sessions and a sidebar with actions.

6. Choose Duration.



The screenshot shows the 'Schedule A Session' dialog box. The 'Duration' field is highlighted with a green border. A dropdown menu is open, showing options: 20 Minutes, 30 Minutes, 45 Minutes, 60 Minutes, and 120 Minutes. The '30 Minutes' option is highlighted with a blue border. The background shows a list of other sessions and a sidebar with actions.

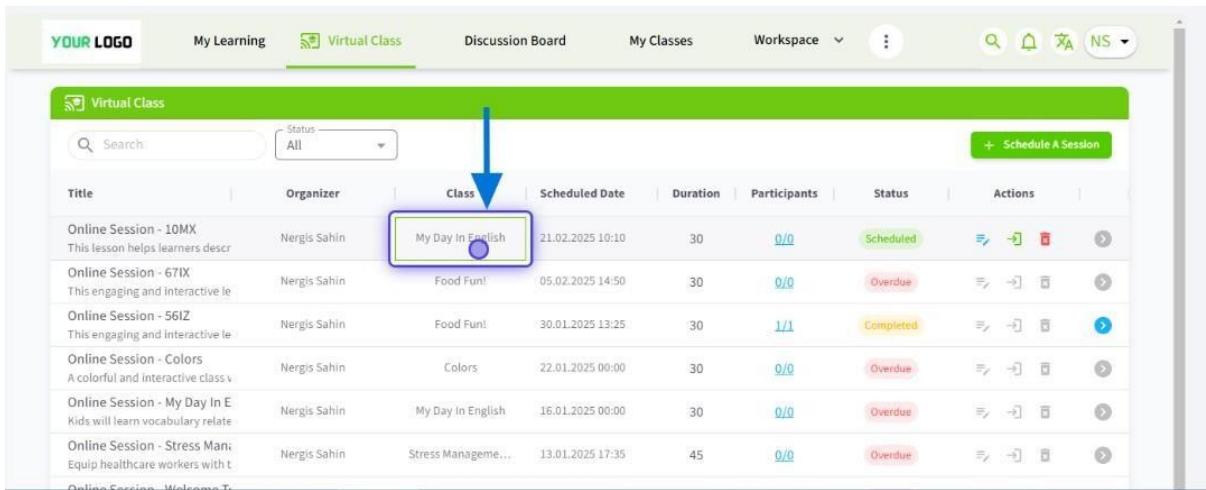
7. Click on Schedule.



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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.



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	  
Online Session - 67IX This engaging and interactive le	Nergis Sahin	Food Fun!	05.02.2025 14:50	30	0/0	Overdue	  
Online Session - 56IZ This engaging and interactive le	Nergis Sahin	Food Fun!	30.01.2025 13:25	30	1/1	Completed	  
Online Session - Colors A colorful and interactive class v	Nergis Sahin	Colors	22.01.2025 00:00	30	0/0	Overdue	  
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	  
Online Session - Stress Man: Equip healthcare workers with t	Nergis Sahin	Stress Manageme...	13.01.2025 17:35	45	0/0	Overdue	  

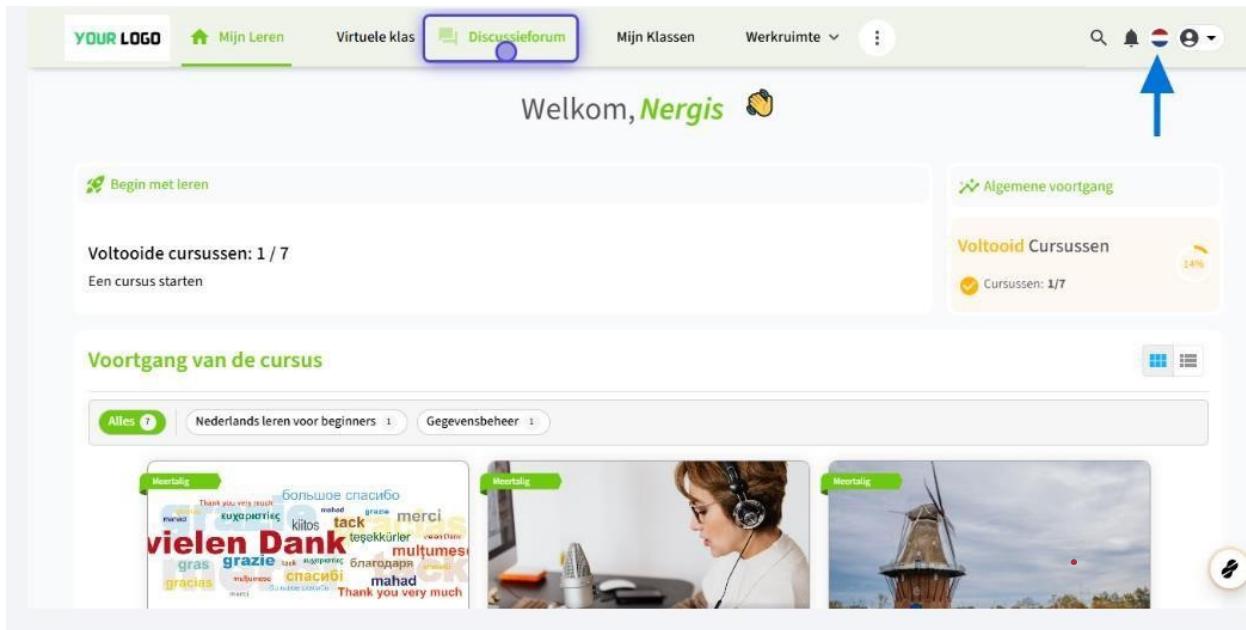
Bacheca di discussione

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

1. Go to Discussion Board | 7LMS

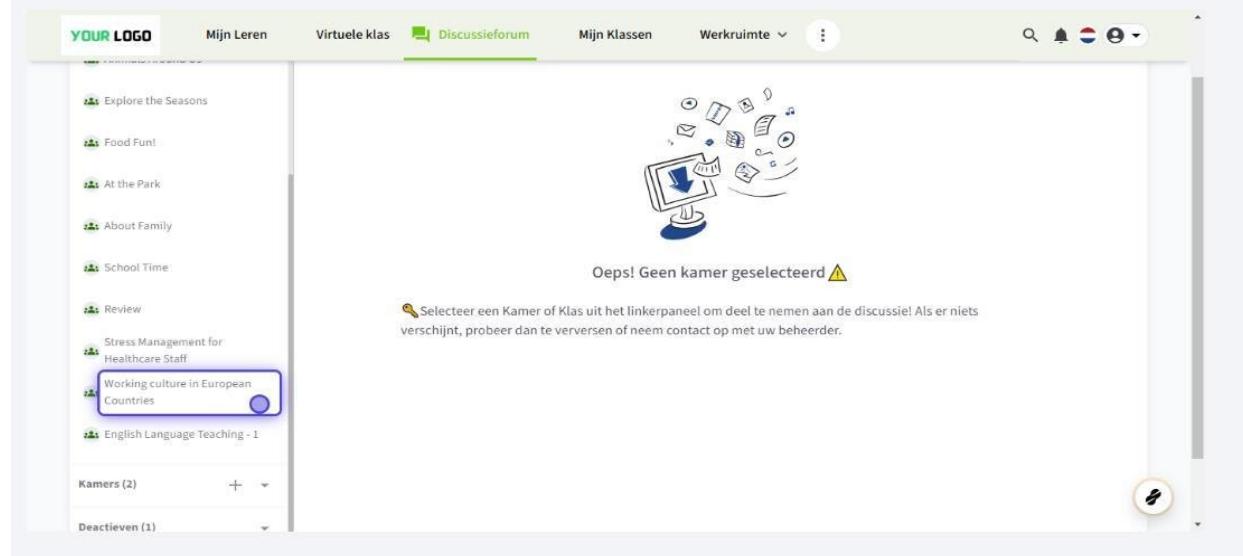
Per provare questa funzione, clicca prima sull'icona della lingua nell'angolo in alto a destra e cambia la lingua della piattaforma.

In questo esempio, scegiamo l'olandese.



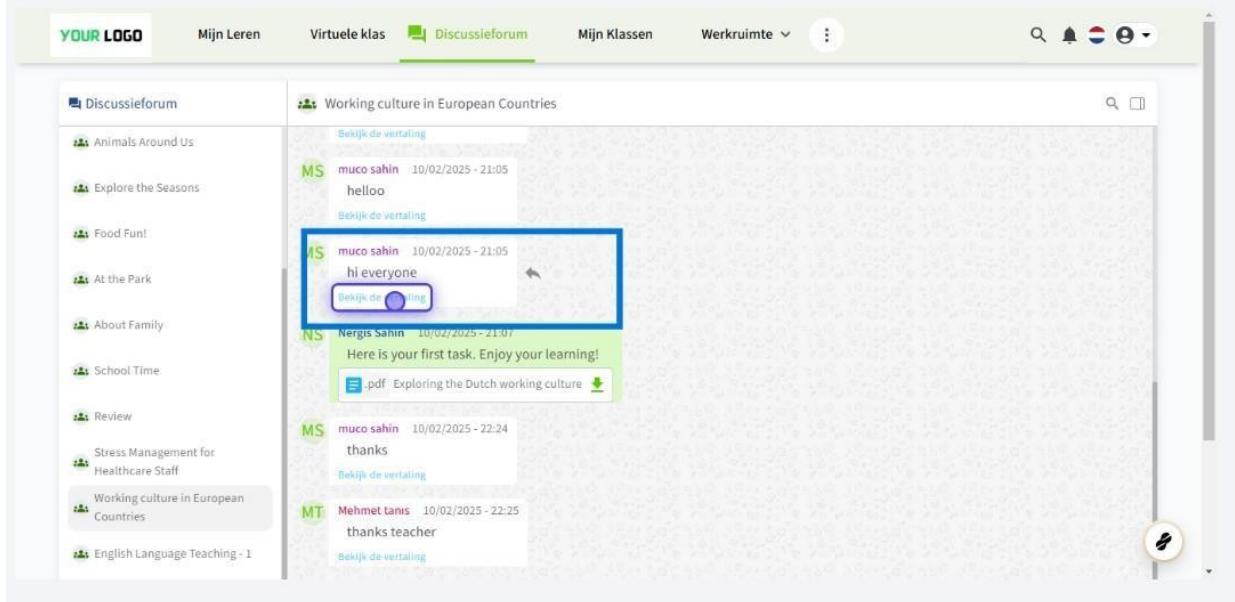
The screenshot shows the 7LMS platform interface in Dutch. At the top, there is a navigation bar with links for 'YOUR LOGO', 'Mijn Leren', 'Virtuele klas', 'Discussieforum' (which is highlighted with a blue box and has a blue circle icon), 'Mijn Klassen', 'Werkruimte', and a search bar. Below the navigation bar, a welcome message 'Welkom, Nergis' is displayed with a yellow hand icon. The main content area shows a 'Begin met leren' section with a 'Voltooide cursussen: 1 / 7' summary. To the right, there is a 'Algemene voortgang' section with a 'Voltooid Cursussen' progress bar at 14%. The central part of the screen shows a 'Voortgang van de cursus' section for 'Nederlands leren voor beginners' with a preview of course content and a student working on a computer. On the right, there is a photo of a traditional Dutch windmill.

2. Choose the class.



The screenshot shows the 'Klassen' (Classes) section of the 7LMS platform. On the left, a sidebar lists various classes: 'Explore the Seasons', 'Food Fun!', 'At the Park', 'About Family', 'School Time', 'Review', 'Stress Management for Healthcare Staff', 'Working culture in European Countries' (which is highlighted with a blue box and has a blue circle icon), and 'English Language Teaching - 1'. The main content area shows a message 'Oeps! Geen kamer geselecteerd' with a warning icon. Below it, a note says 'Selecteer een Kamer of Klas uit het linkerpaneel om deel te nemen aan de discussie! Als er niets verschijnt, probeer dan te vervangen of neem contact op met uw beheerder.' At the bottom, there are buttons for 'Kamers (2)', '+', and 'Deactiveren (1)'.

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



YOUR LOGO Mijn Leren Virtuele klas Discussieforum Mijn Klassen Werkruimte

Discussieforum Working culture in European Countries

Animals Around Us Explore the Seasons Food Fun! At the Park About Family School Time Review Stress Management for Healthcare Staff Working culture in European Countries English Language Teaching - 1

muco sahin 10/02/2025 - 21:05 helooo

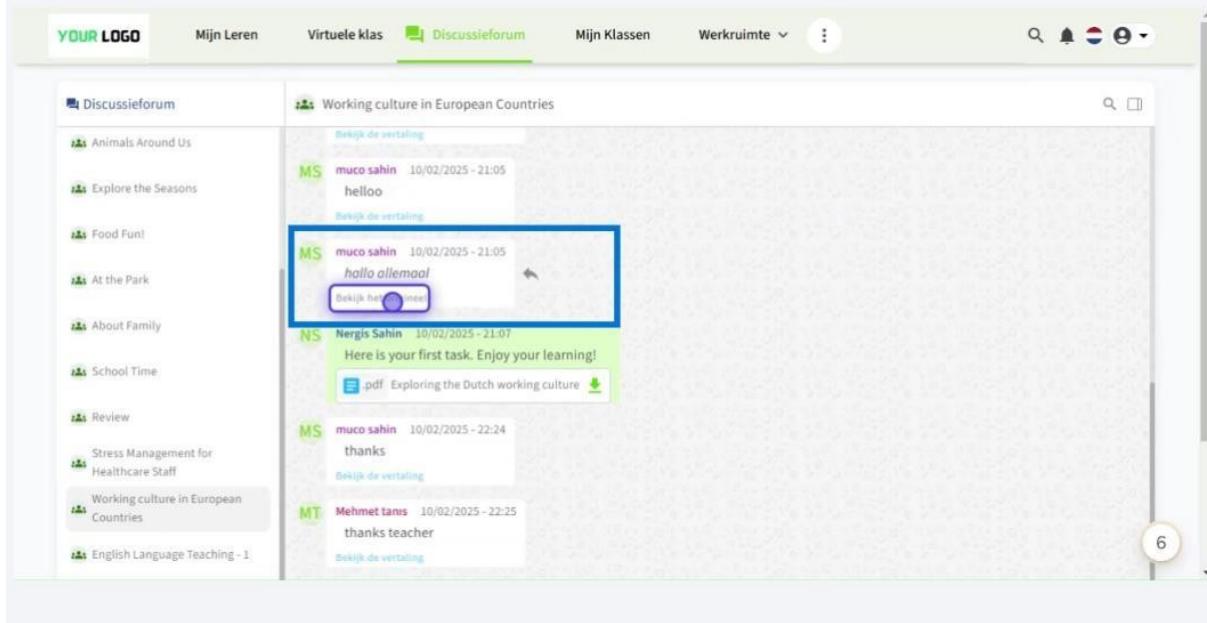
muco sahin 10/02/2025 - 21:05 hi everyone

muco sahin 10/02/2025 - 21:05 Here is your first task. Enjoy your learning!

muco sahin 10/02/2025 - 22:24 thanks

Mehmet tanis 10/02/2025 - 22:25 thanks teacher

4. The message is successfully translated!



YOUR LOGO Mijn Leren Virtuele klas Discussieforum Mijn Klassen Werkruimte

Discussieforum Working culture in European Countries

Animals Around Us Explore the Seasons Food Fun! At the Park About Family School Time Review Stress Management for Healthcare Staff Working culture in European Countries English Language Teaching - 1

muco sahin 10/02/2025 - 21:05 helooo

muco sahin 10/02/2025 - 21:05 hallo allemaal

muco sahin 10/02/2025 - 21:05 Here is your first task. Enjoy your learning!

muco sahin 10/02/2025 - 22:24 thanks

Mehmet tanis 10/02/2025 - 22:25 thanks teacher

Area di lavoro / Sondaggio

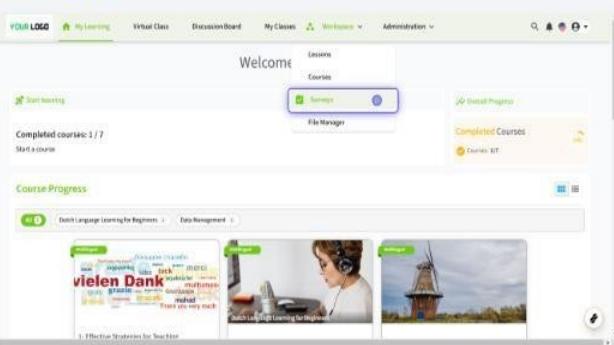
Come si condivide un sondaggio?

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.

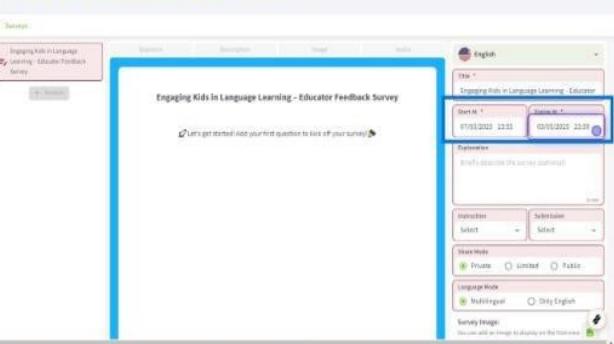
1. Go to Workspace | 7LMS.



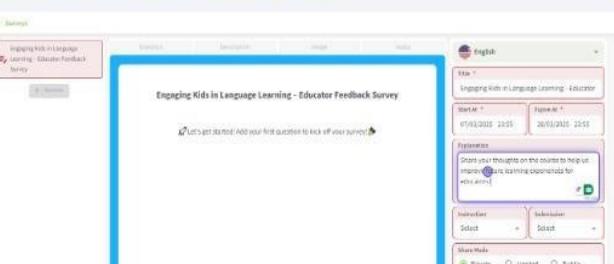
2. Choose Surveys.



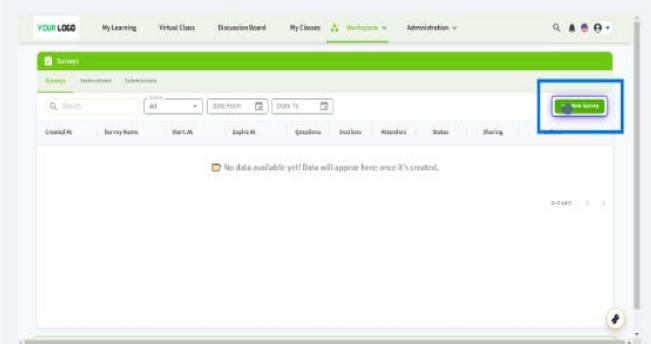
5. Select a start and expiry date.



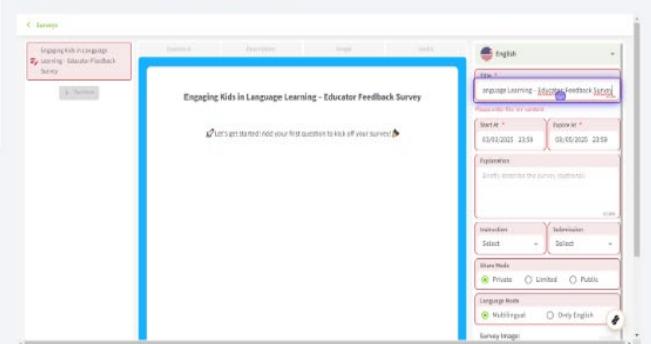
6. Write an explanation to the survey.



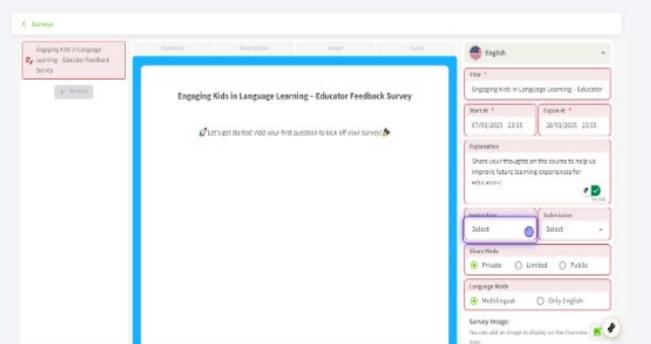
3. Click on New Survey.



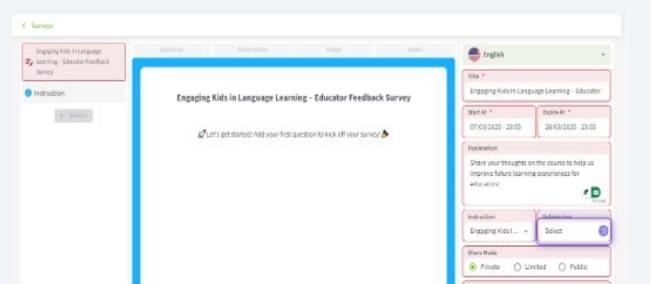
4. Write a title for the survey.



7. Choose an instruction.

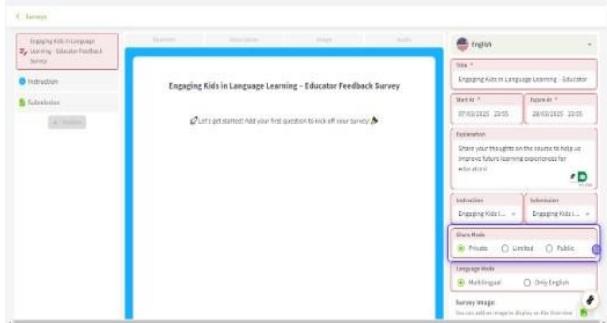


8. Choose a submission.



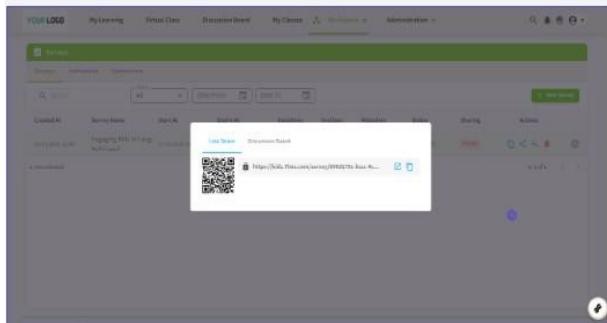
9. Choose a Share Mode.

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



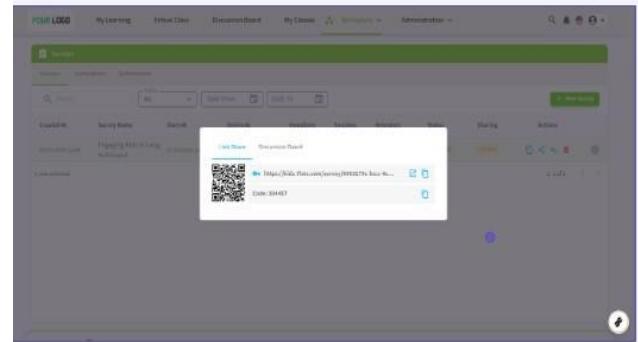
10. Choose Private.

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



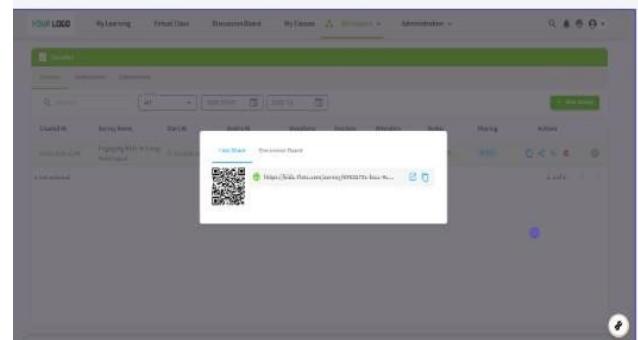
11. Choose Limited.

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



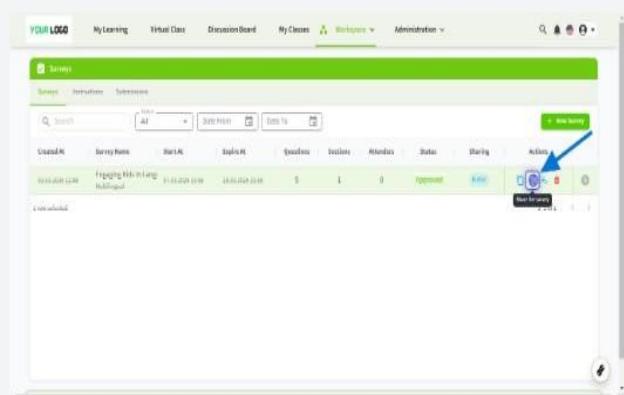
12. Choose Public.

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

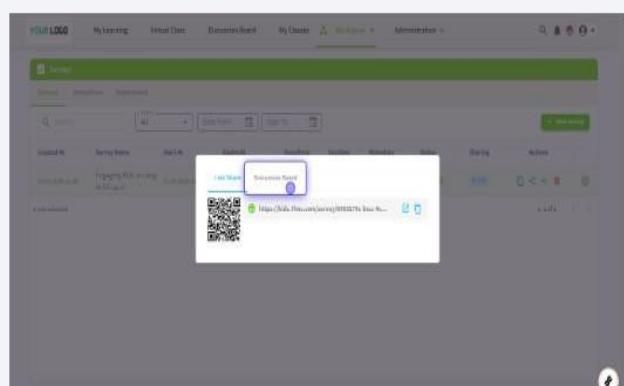


Come condividere un sondaggio tramite la bacheca di discussione?

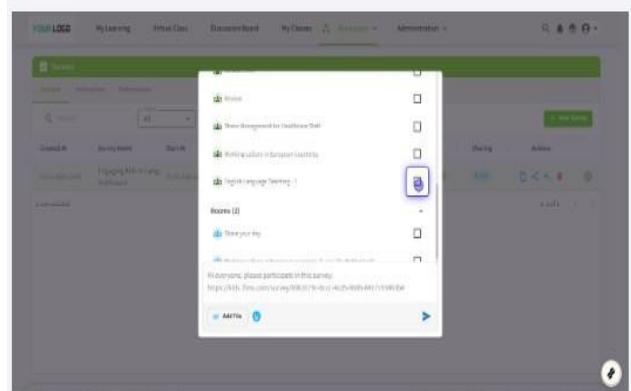
13. Click on Share the survey.



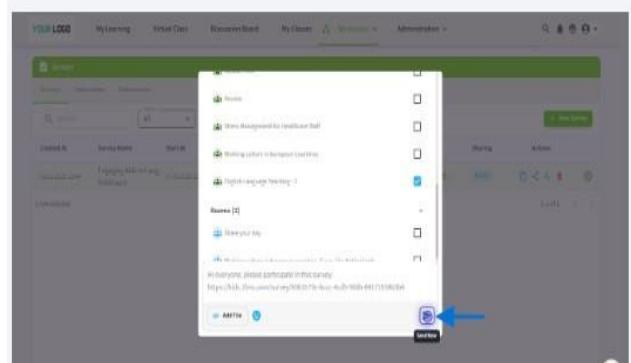
14. Click on Discussion Board.



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.

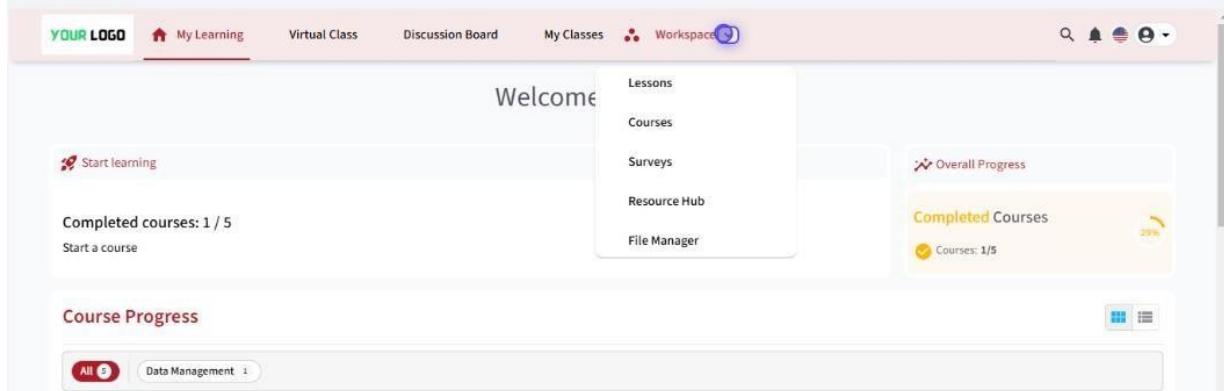
- Il corso è pubblicato e disponibile per gli studenti assegnati.
- Una volta approvato, un corso non può essere modificato a meno che il suo stato non venga riportato a "in elaborazione".
- Ciò garantisce che gli studenti abbiano sempre accesso alla versione definitiva del corso.

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".

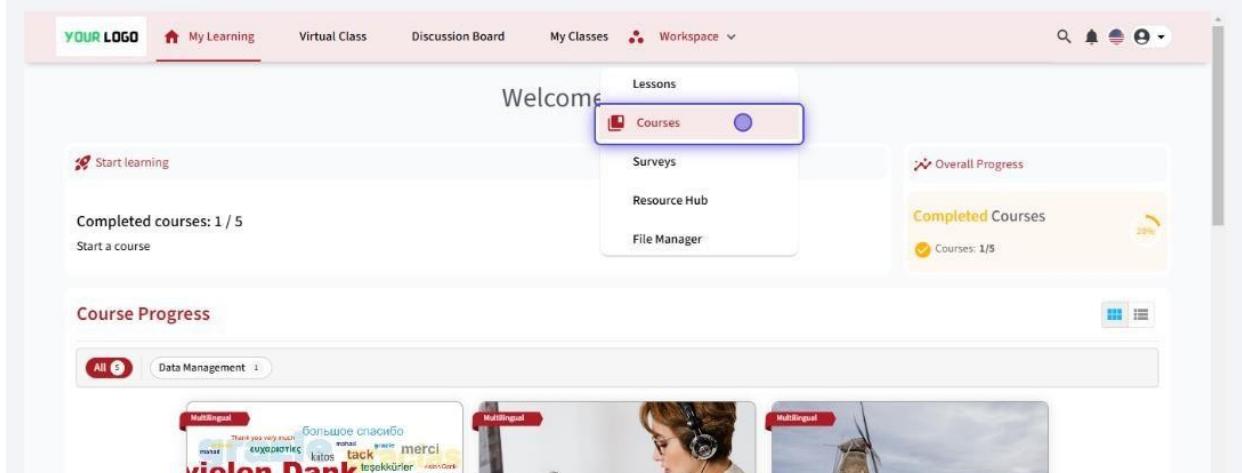
Ecco come approvare un corso:

1. Go to Workspace | 7LMS.



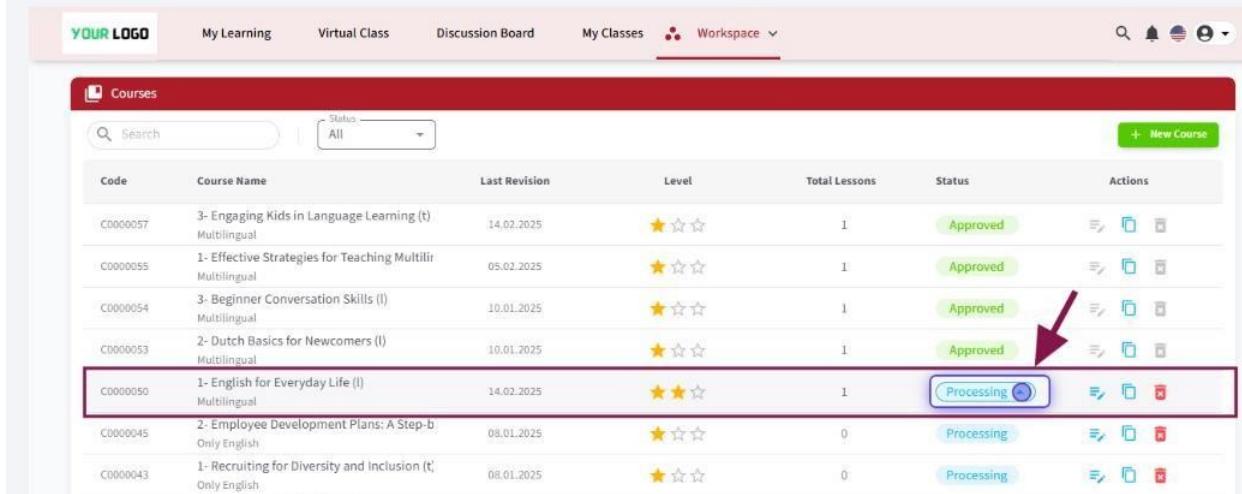
The screenshot shows the 7LMS LMS interface. At the top, there is a navigation bar with links for 'YOUR LOGO', 'My Learning' (which is highlighted in red), 'Virtual Class', 'Discussion Board', 'My Classes', 'Workspace' (which is also highlighted in red), and user icons for search, notifications, and language. Below the navigation bar, the main content area is titled 'Welcome'. On the left, there is a sidebar with 'Start learning' and 'Completed courses: 1 / 5' with a 'Start a course' button. The main content area has a 'Lessons' section with a 'Surveys' button, an 'Overall Progress' section with a 'Completed Courses' button and a progress bar, and a 'File Manager' section. At the bottom, there is a 'Course Progress' section with a 'Data Management' button. The 'Workspace' menu is open, showing options like 'Lessons', 'Courses', 'Surveys', 'Resource Hub', and 'File Manager'.

2. Click on Courses.



The screenshot shows the LMS interface with a navigation bar at the top. The 'Courses' tab is highlighted with a purple box and a blue circle. Below the navigation bar, there's a 'Welcome' section with a 'Start learning' button and a 'Completed courses: 1 / 5' message. To the right, there's a 'Lessons' section with 'Surveys', 'Resource Hub', and 'File Manager' options. On the far right, there's a 'Overall Progress' section showing 'Completed Courses' at 29% completion. Below these sections, there's a 'Course Progress' area with a 'Data Management' tab and three thumbnail images related to multilingual learning.

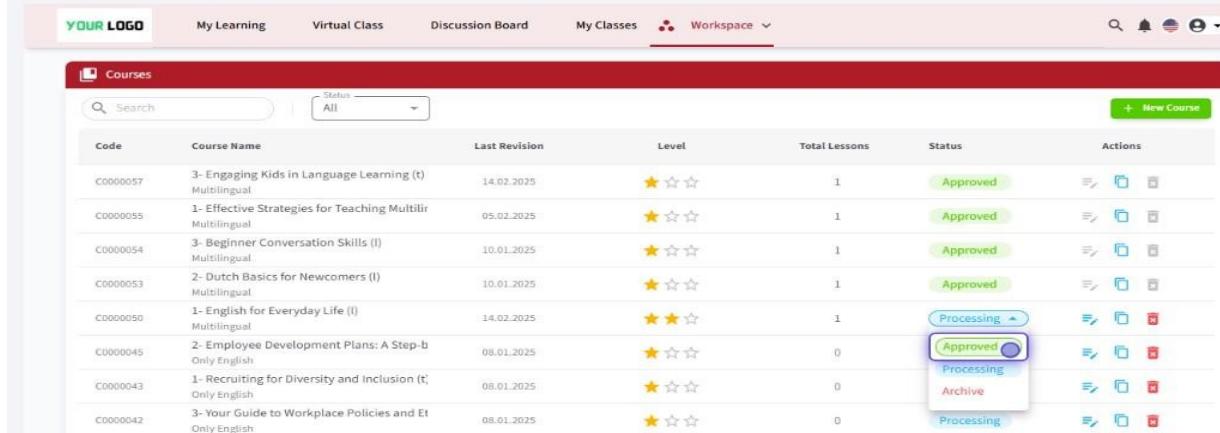
3. Choose a processing course to change its status and click on “Processing”.



The screenshot shows the 'Courses' list. A course titled '1- English for Everyday Life (I)' is highlighted with a red box and a red arrow pointing to its 'Processing' status button. The status button is highlighted with a blue box and a blue circle. The table columns include Code, Course Name, Last Revision, Level, Total Lessons, Status, and Actions.

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

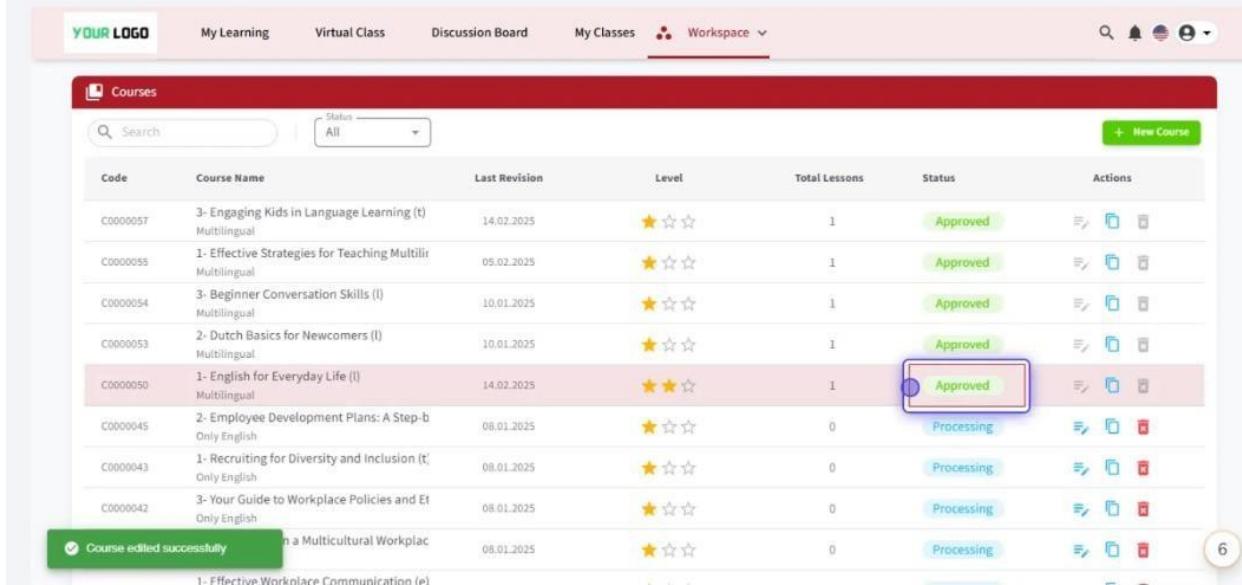
4. Click on Approved.



The screenshot shows the 'Courses' list again. The same course, '1- English for Everyday Life (I)', is now in the 'Approved' status. A blue box and a blue circle highlight the 'Approved' status button for this specific row. A context menu is open over the 'Approved' button, showing options: 'Processing' (with a red circle), 'Approved' (with a blue circle), 'Processing' (with a red circle), 'Archive', and 'Processing' (with a red circle).

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

5. Your lesson is successfully approved.



The screenshot shows a list of courses in the LMS workspace. One course, '1- English for Everyday Life (l)', is highlighted with a pink background. The 'Approved' button for this course is highlighted with a blue box. The course details are as follows:

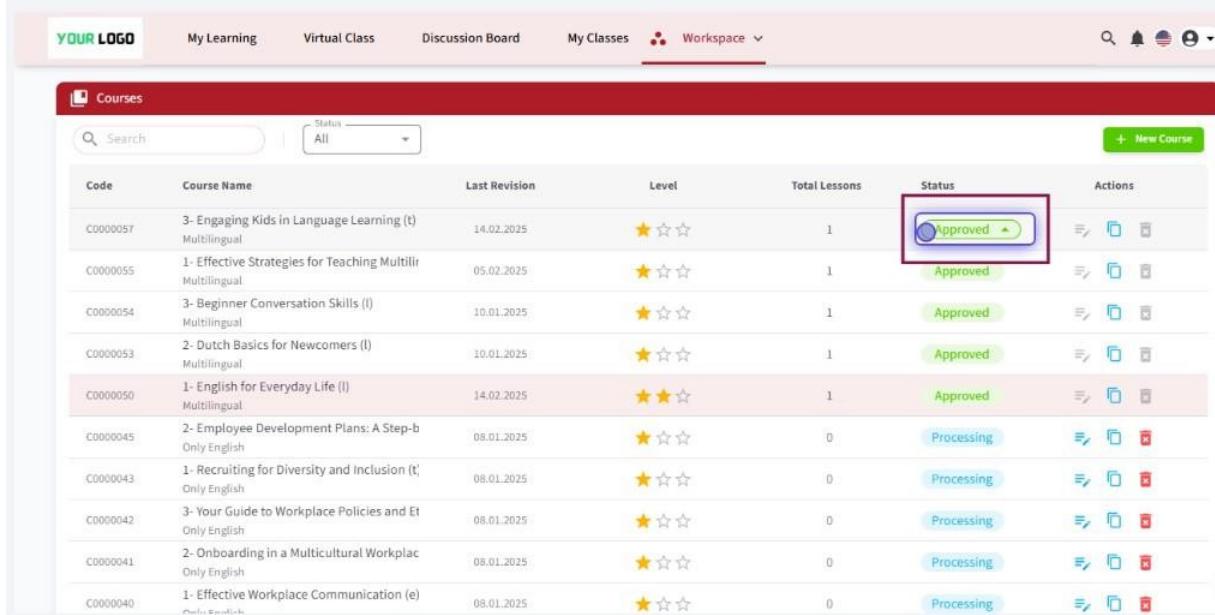
Code	Course Name	Last Revision	Level	Total Lessons	Status	Actions
C0000057	3- Engaging Kids in Language Learning (t) Multilingual	14.02.2025	★ ★ ★	1	Approved	  
C0000055	1- Effective Strategies for Teaching Multilir Multilingual	05.02.2025	★ ★ ★	1	Approved	  
C0000054	3- Beginner Conversation Skills (l) Multilingual	10.01.2025	★ ★ ★	1	Approved	  
C0000053	2- Dutch Basics for Newcomers (l) Multilingual	10.01.2025	★ ★ ★	1	Approved	  
C0000050	1- English for Everyday Life (l) 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	  
<p><input checked="" type="checkbox"/> Course edited successfully</p>						
<p>1- Effective Workplace Communication (e)</p>						

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.

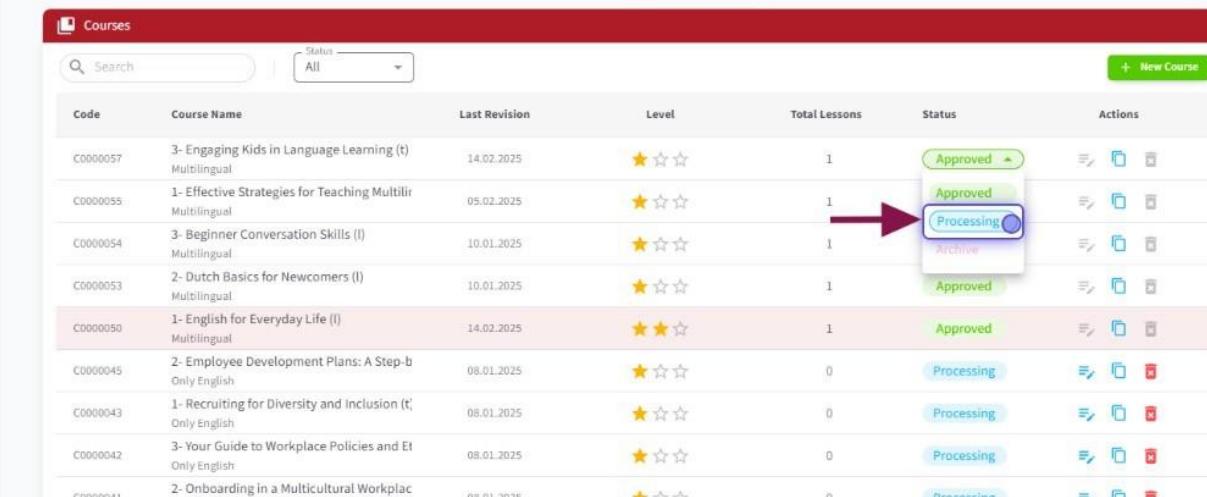
6. Choose the course you want to update and click Approved.



The screenshot shows a list of courses in the LMS workspace. One course, '1- English for Everyday Life (l)', is highlighted with a pink background. The 'Approved' button for this course is highlighted with a red box. The course details are as follows:

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 (l) Multilingual	10.01.2025	★ ★ ★	1	Approved	  
C0000053	2- Dutch Basics for Newcomers (l) Multilingual	10.01.2025	★ ★ ★	1	Approved	  
C0000050	1- English for Everyday Life (l) 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	  

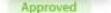
7. Click on Processing.



YOUR LOGO My Learning Virtual Class Discussion Board My Classes  Workspace    

Courses

Search  Status  All 

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

8. Course is now processing!

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Courses

Status: All

Search

New Course

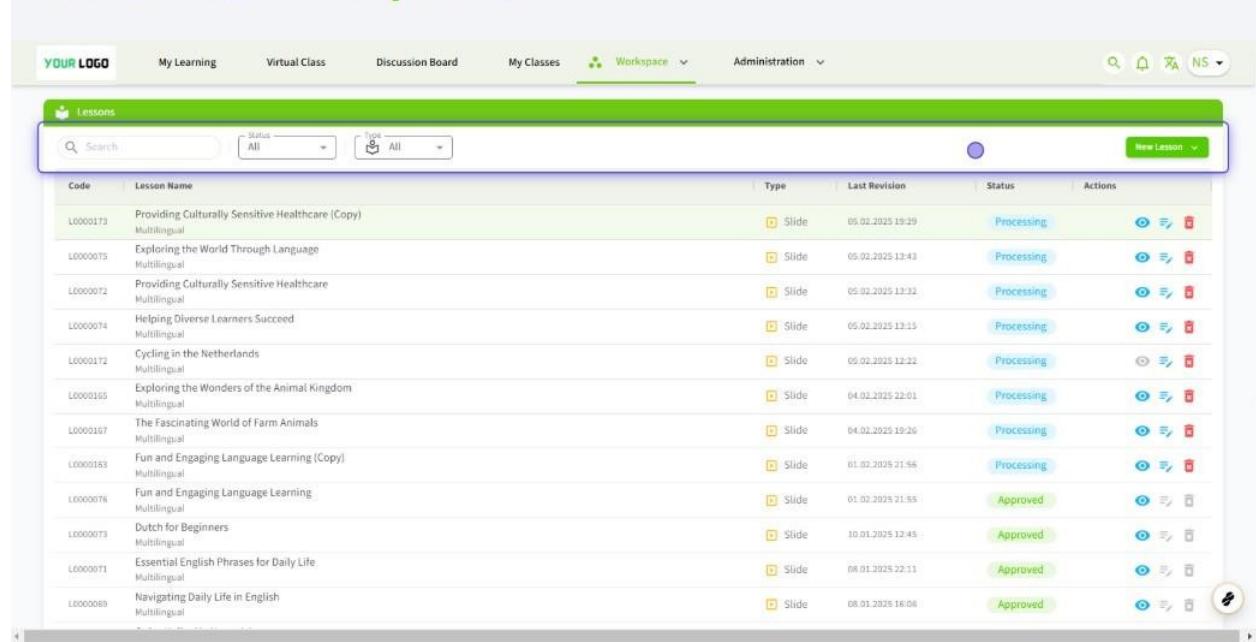
Code	Course Name	Last Revision	Level	Total Lessons	Status	Actions		
C0000057	3- Engaging Kids in Language Learning (t) Multilingual	14.02.2025	★ ★ ★	1	Processing			
C0000055	1- Effective Strategies for Teaching Multilingual	05.02.2025	★ ★ ★	1	Approved			
C0000054	3- Beginner Conversation Skills (l) Multilingual	10.01.2025	★ ★ ★	1	Approved			
C0000053	2- Dutch Basics for Newcomers (l) Multilingual	10.01.2025	★ ★ ★	1	Approved			
C0000050	1- English for Everyday Life (l) Multilingual	14.02.2025	★ ★ ★	1	Approved			
C0000045	2- Employee Development Plans: A Step-by-Step Guide 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 Etiquette Only English	08.01.2025	★ ★ ★	0	Processing			
Course edited successfully							7	
1- Effective Workplace Communication (e)								

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.

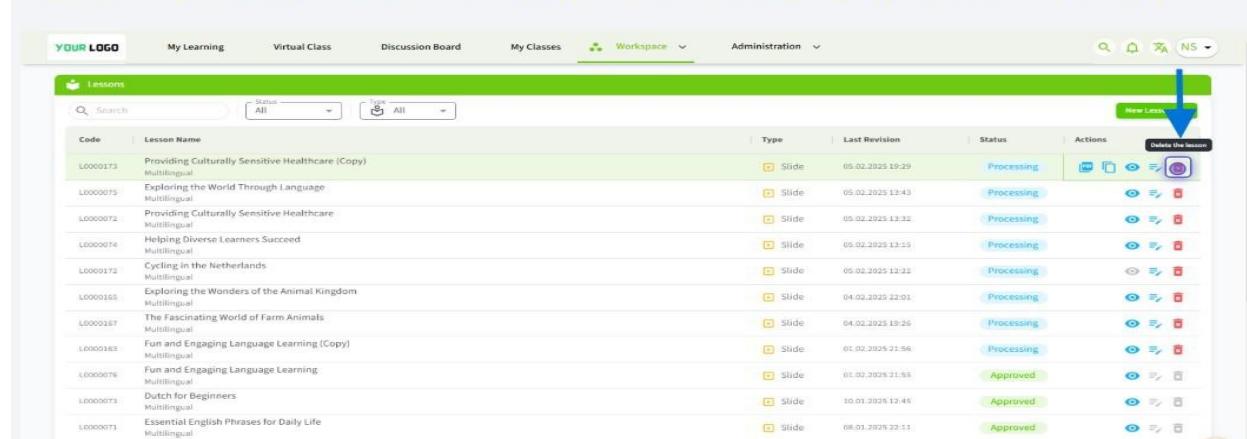


Code	Lesson Name	Type	Last Revision	Status	Actions
L0000173	Providing Culturally Sensitive Healthcare (Copy) Multilingual	Slide	05.02.2025 19:29	Processing	
L0000075	Exploring the World Through Language Multilingual	Slide	05.02.2025 13:43	Processing	
L0000072	Providing Culturally Sensitive Healthcare 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 21:56	Processing	
L0000076	Fun and Engaging Language Learning Multilingual	Slide	01.02.2025 21:55	Approved	
L0000073	Dutch for Beginners Multilingual	Slide	10.01.2025 21:45	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 16:06	Approved	

Modifica lo stato della lezione in "In elaborazione"

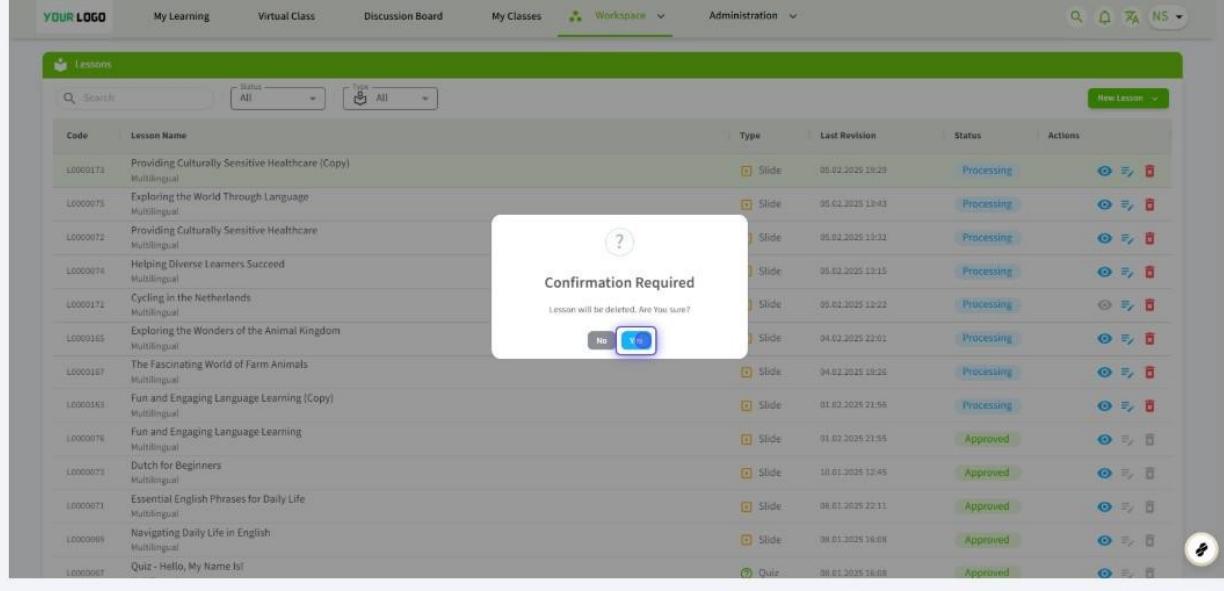
Prima di eliminare una lezione, è necessario modificarne lo stato in "In elaborazione". Una lezione approvata non può essere eliminata direttamente.

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



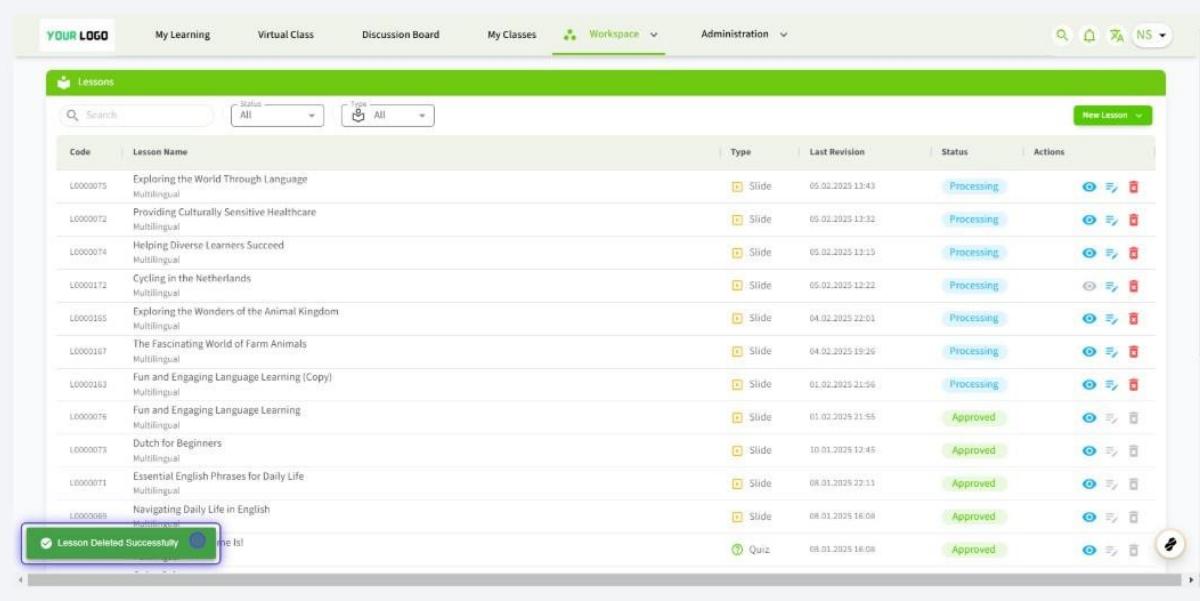
Code	Lesson Name	Type	Last Revision	Status	Actions
L0000173	Providing Culturally Sensitive Healthcare (Copy) Multilingual	Slide	05.02.2025 19:29	Processing	
L0000075	Exploring the World Through Language Multilingual	Slide	05.02.2025 13:43	Processing	
L0000072	Providing Culturally Sensitive Healthcare 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 21:56	Processing	
L0000076	Fun and Engaging Language Learning Multilingual	Slide	01.02.2025 21:55	Approved	
L0000073	Dutch for Beginners Multilingual	Slide	10.01.2025 21:45	Approved	
L0000071	Essential English Phrases for Daily Life Multilingual	Slide	08.01.2025 22:11	Approved	

3. Confirm your request.



The screenshot shows a list of lessons in the workspace. A confirmation dialog box is overlaid on the screen, asking 'Confirmation Required' with the message 'Lesson will be deleted. Are you sure?'. There are 'No' and 'Yes' buttons, with 'Yes' being highlighted. The list of lessons includes titles like 'Providing Culturally Sensitive Healthcare (Copy)', 'Exploring the World Through Language', and 'Quiz - Hello, My Name Is!'. Each lesson entry has a status column showing 'Processing' or 'Approved'.

4. Your lesson is deleted successfully!



The screenshot shows the same list of lessons as the previous screen, but the 'Quiz - Hello, My Name Is!' entry is no longer present. A green success message box at the bottom left of the screen says 'Lesson Deleted Successfully'. The status column for the deleted lesson is now empty.