



**CROCEMS - Collaborative RObotics for Circular
Economy in Manufacturing Sectors**

USER GUIDE

FOR STUDENTS



**Co-funded by
the European Union**



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1 First steps

1.1. How to register on the platform?

Follow the steps to register a new account on the platform:

- 1) Click “Log in” in the upper right corner of the Home page.

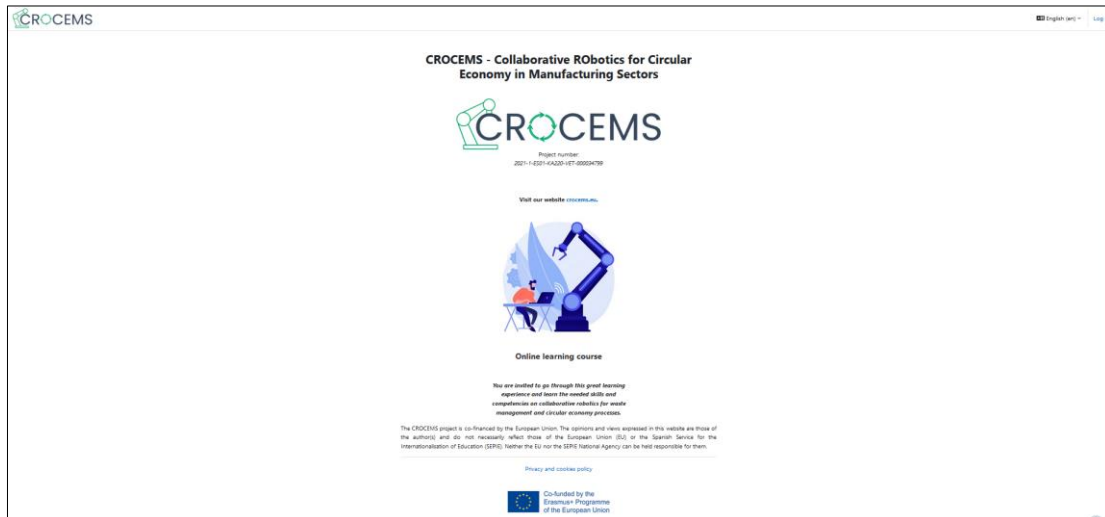


Figure 1. Home page – before logging in

The login page will be displayed. You can change the language before taking the next step.

- 2) Click “Create new account” button on the login page.

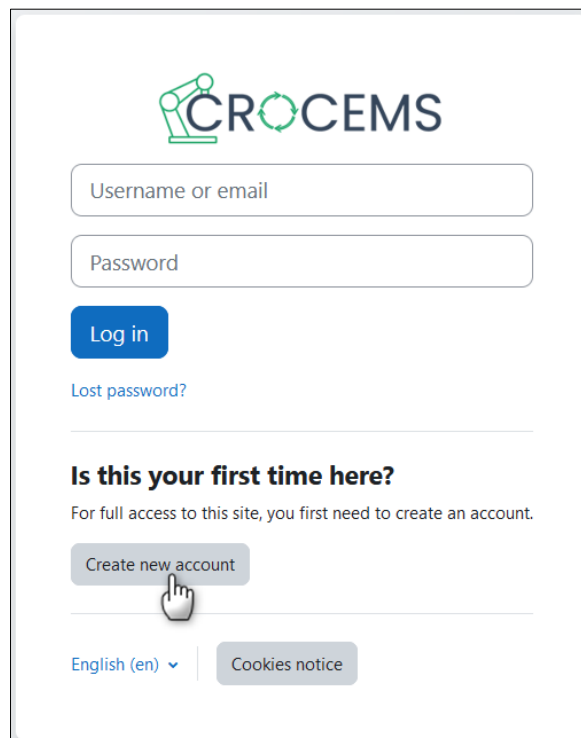


Figure 2. Login form – creating new account

3) Fill in the fields on the register form and click “Create my new account” button.
 Required fields are marked with a red exclamation mark.
 Remember that the password must have:

- at least 8 characters,
- at least 1 digit(s),
- at least 1 lower case letter(s),
- at least 1 upper case letter(s),
- at least 1 special character(s) such as *, -, or #.

New account

Username !

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

Password !

Email address !

Email (again) !

First name !

Last name !

City/town

Country

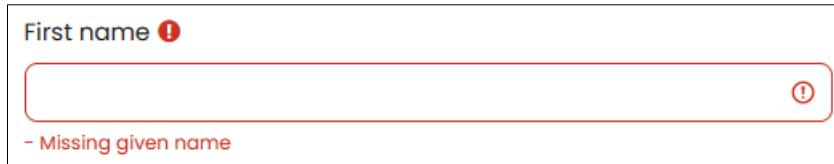
Select a country ▾

Create my new account
Cancel

! Required

Figure 3. Register form

If any required field will be left blank, it will be marked in red as an error.
 Registration won't be possible until all fields are completed.



First name !

!

- Missing given name

Figure 4. Error marked in red

Confirmation message will appear on the screen after successful registration. Also a message will be sent to the e-mail address provided on the registration form.

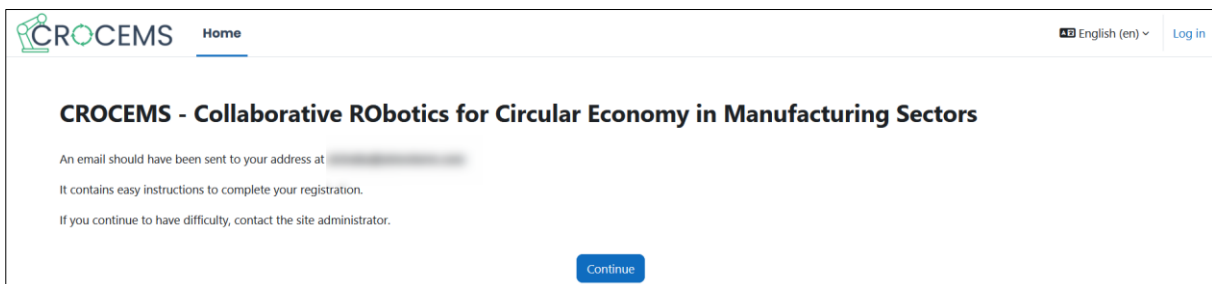


Figure 5. Confirmation message

- 4) Click “Continue” button.
- 5) Go to your mailbox and click the link from the received e-mail to confirm your new account.

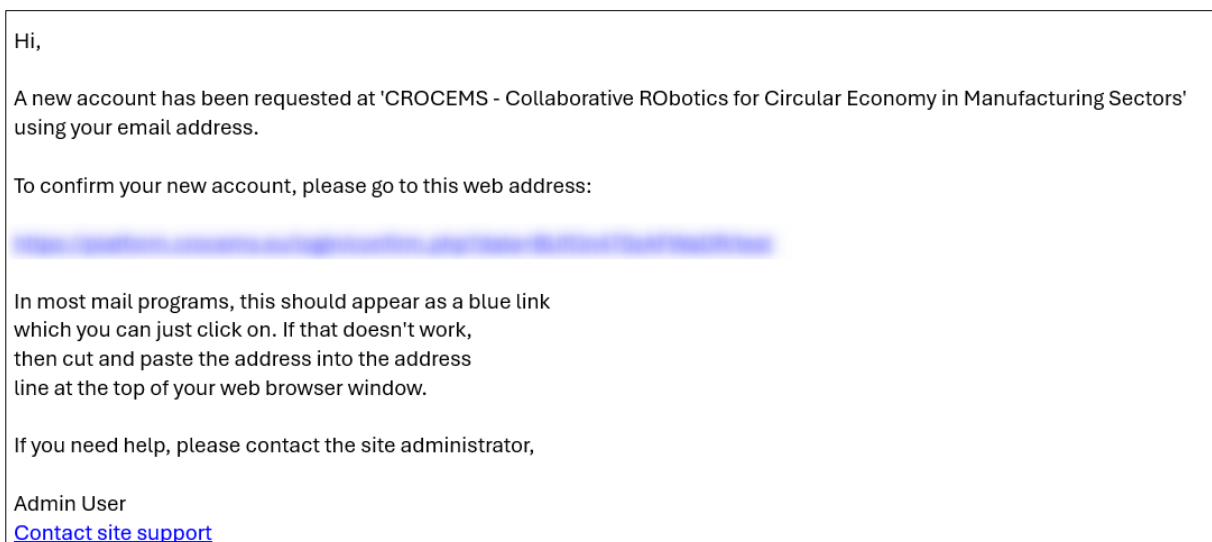


Figure 6. Account confirmation e-mail

You will be automatically logged in to the platform.

- 6) Click “Continue” button to view home page.

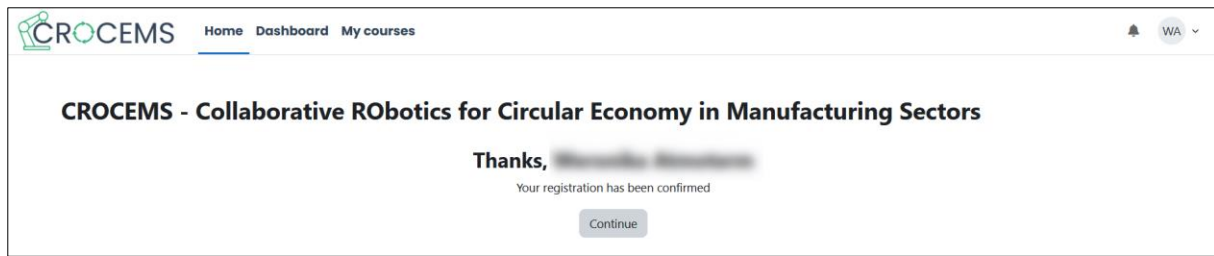


Figure 7. Welcome message

1.2. How to log in?

To use the platform click “Log in” in the upper right corner of the Home page. Enter your username or email and password, then click “Log in” button to continue.

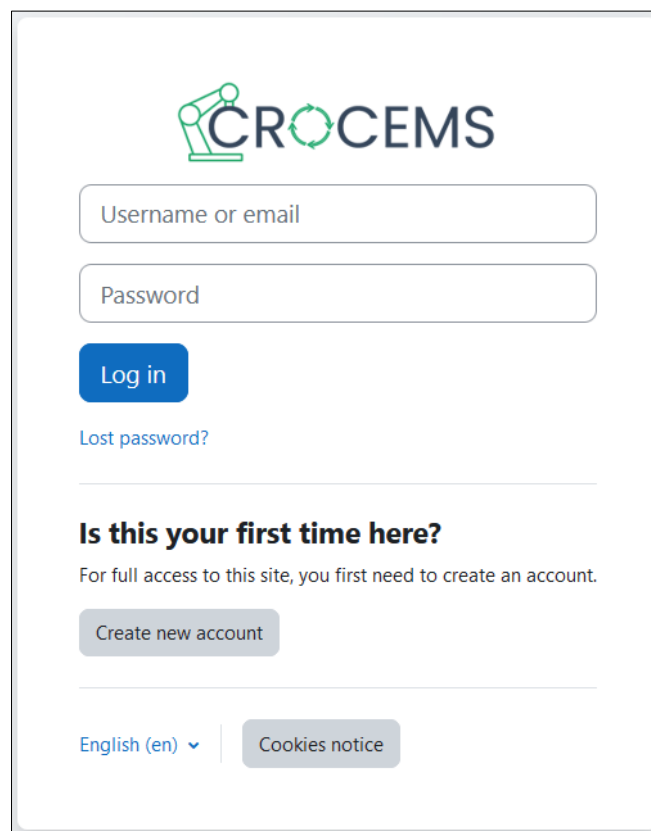


Figure 8. Login form

Invalid data will be marked in red with an error message. If you forgot your password you can send a request to [reset](#) the password.

Once you enter correct credentials, you will be redirected to the home page with access to the courses.

Main menu of the platform is located at the page top and consists of:

- **Home** – main page of the platform,
- **Dashboard** – timeline and calendar with an option of adding new events,

- **My courses** – overview of the courses you’re taking,
- **User guide** – user guide available for download,
- **Notifications** – notification panel about e.g. forum posts, course content changes etc.
- **User profile** – access to your user profile data, preferences and logout option.



Figure 9. Main menu

1.3. How to reset forgotten password?

In case you forgot your password, you can easily change it by following the steps:

- 1) Click “Lost password?” on the login page.
- 2) Enter your username or email address and click “Search” button.

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search by email address

Email address

Figure 10. Forgotten password form

Confirmation message will appear on the screen. An email with instructions how to get access again, will be sent to you if you submitted correct username or email address.

- 3) Go to your mailbox and click the link from the received e-mail to confirm password reset and create a new password.

Remember that the link from the email is single use only and is valid only for 30 minutes from the time the reset was first requested. After that time you must repeat a reset request.

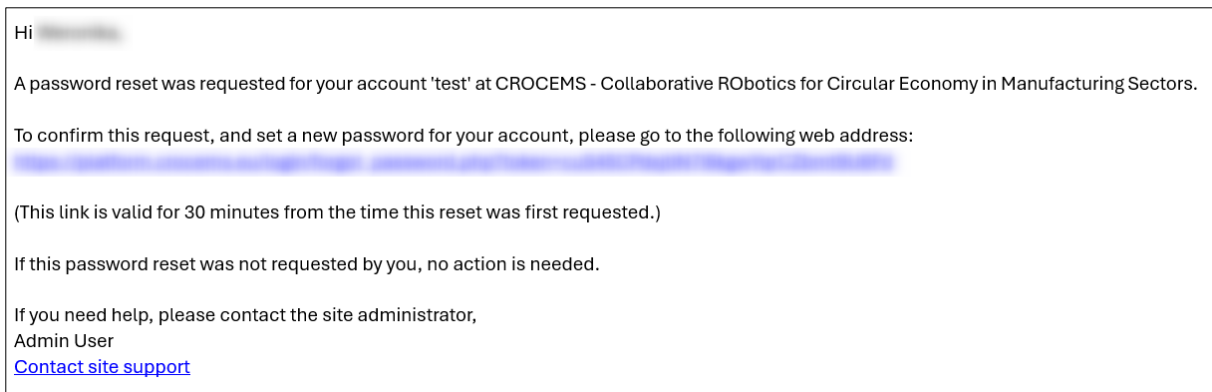


Figure 11. Password reset request email

- 4) Fill in the form. Enter your new password, repeat it and click “Save changes” button.

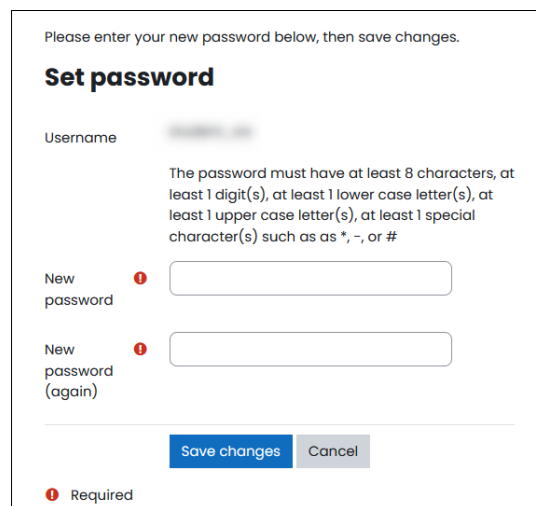


Figure 12. New password form

Confirmation message will appear on the screen and you will be automatically logged in to the platform.

1.4. How to change the language?

You can change the platform language from the user profile level in upper right corner of the page by selecting “Language” option.

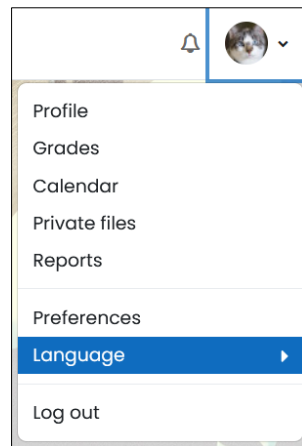


Figure 13. Changing the language from the user profile level

You can also set up preferred language in user preferences. Click user profile in the upper right corner and select “Preferences”. Click “Preferred language” in “User account” section. Select language from the dropdown and click “Save changes”.

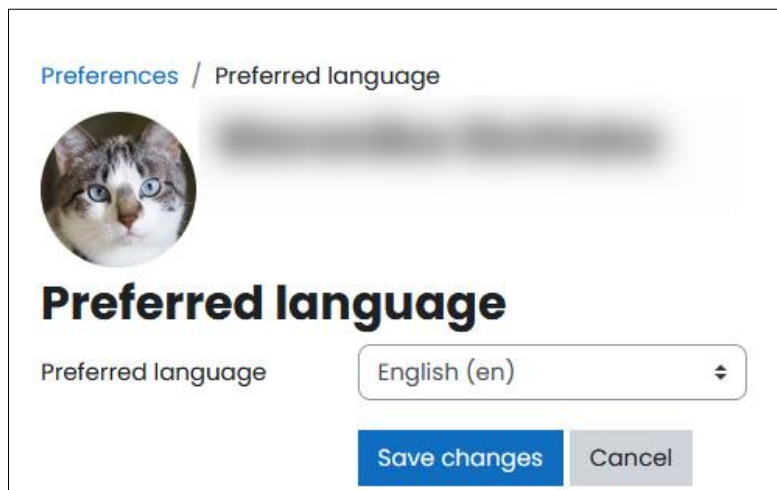


Figure 14. Preferred language option

After each login, the platform will be displayed in the preferred language.

Remember that preferred language doesn't affect some content of the course, which are available only in English. The change affects the general options of the platform (e.g. main menu language) and some course materials (e.g. presentations).

2. User profile

2.1. How to edit your profile?

If you want to change your user profile data click user profile on the upper right corner and select “Profile” option. User profile page will be displayed on the screen.

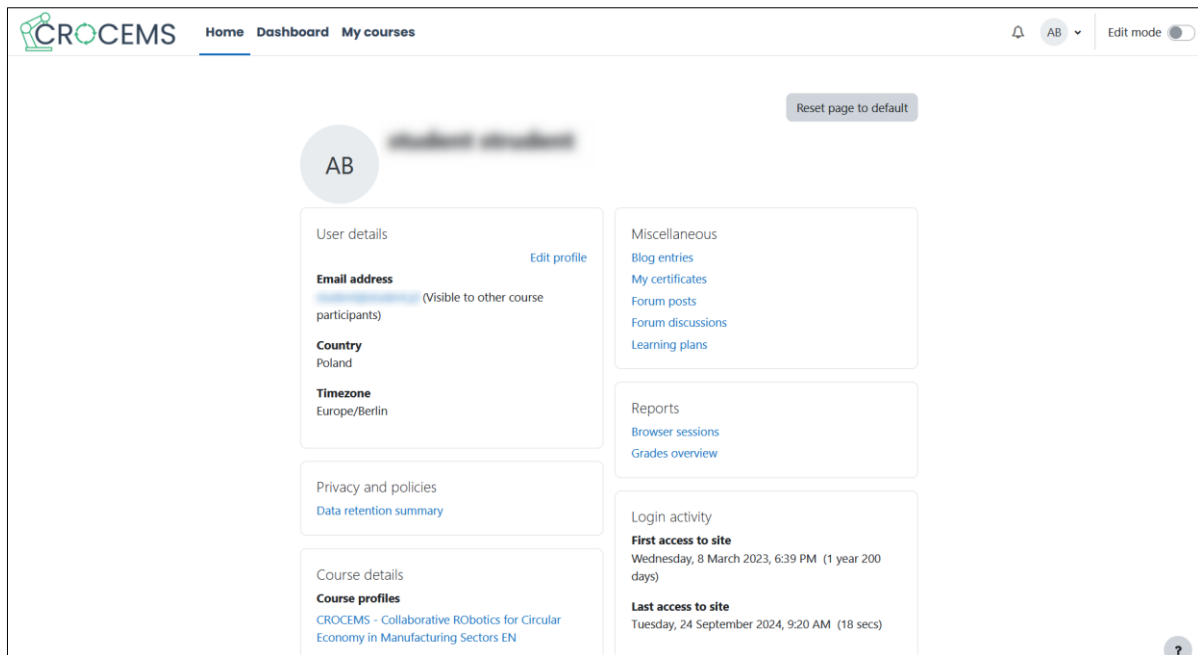


Figure 15. User profile page

Click “Edit profile” option in the “User details” section to view your profile data. On this page you can:

- change your email address,
- set up email visibility (e.g. email hidden from everyone except teachers and administrators),
- add your profile description,
- add your profile picture,
- set up additional names, interests and other optional information about yourself.

Once you make all the necessary changes, click “Update profile” button to confirm it.

Preferences / Edit profile

General Expand all

First name

Last name

Email address !

Email visibility

MoodleNet profile ID

City/town

Select a country

Timezone

Description ?

> User picture

> Additional names

> Interests

> Optional

! Required

Figure 16. Edit profile form

2.2. How to change your password?

Follow the steps to change your password:

- 1) Click user profile on the upper right corner.
- 2) Select “Preferences” option.
- 3) Click “Change password” option in “User account” section.

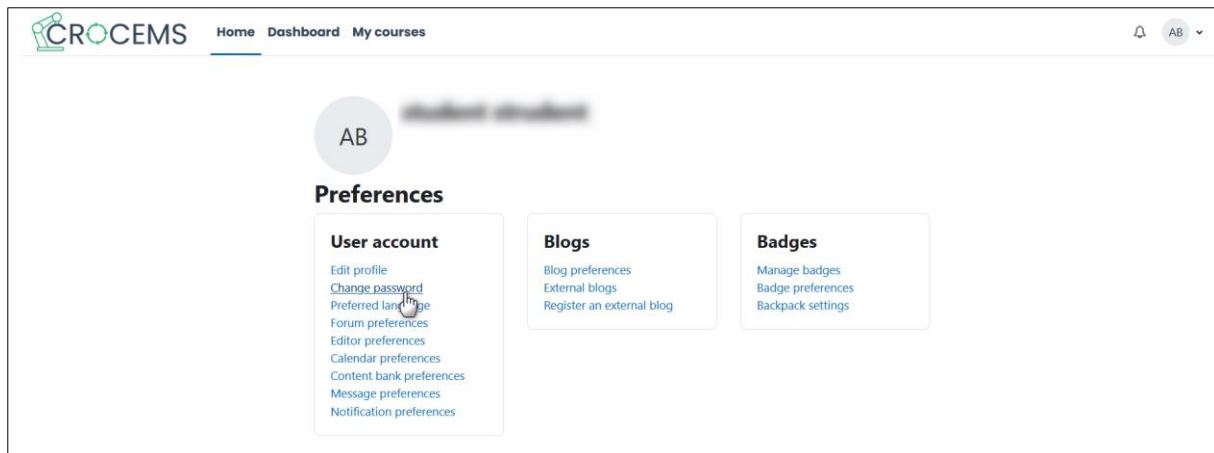


Figure 17. User preferences page

- 4) Fill in the form. Enter your current and new password. Remember that the new password must be different than the current one. Repeat the new password and click “Save changes” button.

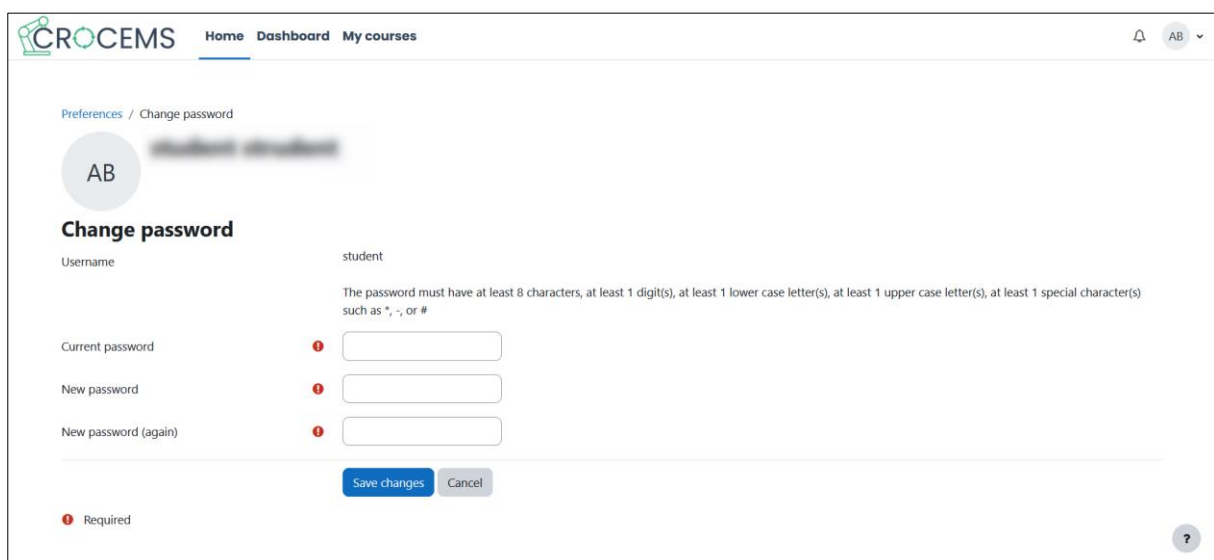


Figure 18. User preferences - changing password option

Confirmation message will appear on the screen. Click “Continue” button to go back to the user preferences page. Once you log out, you will be able to use your new password during next login.

3. Courses

3.1. How to enrol in the course?

Follow the steps to view course page and enrol in the course:

- 1) Click the course graphic on the “Home page”.



Figure 19. Home page

2) Click “Enrol me” button.



Figure 20. Course page with enrolment option

The course page will be displayed with confirmation message. Now you have an access to the course content.



Figure 21. Message confirming enrolment in the course

3.2. How to unenrol from the course?

If you change your mind you can always unenrol from the course. Go to the course page, click “More” tab on the right side and select “Unenrol me from ...”.

Confirmation message will appear on the screen. Click “Continue” if you’re sure you don’t want to take the course anymore.

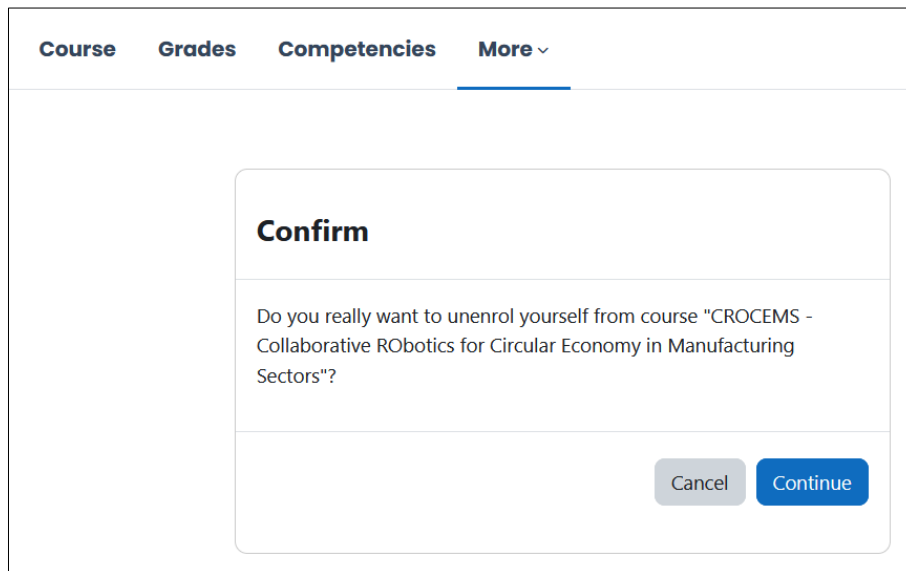


Figure 22. Confirmation message

You will be redirected to the home page with confirmation of unenrolment from the course.

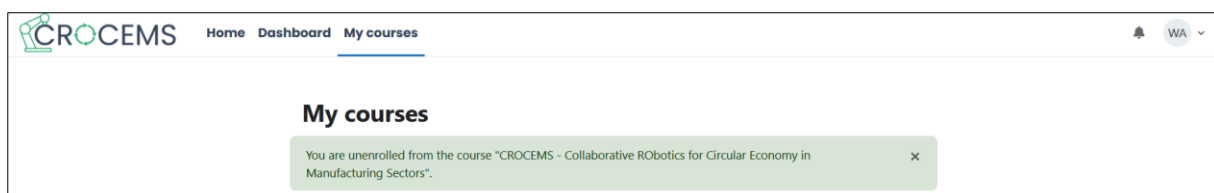


Figure 23. Confirmation of unenrolment

3.3. How to check my courses?

You can check courses you’re taking by clicking “My courses” from the upper menu.

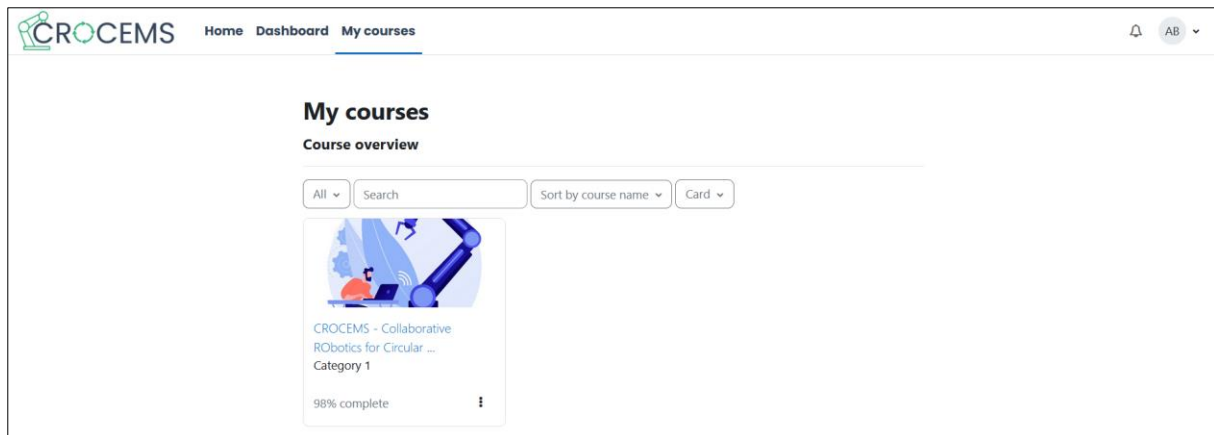


Figure 24. My courses page

You can search the course by typing the name of the course in search field. You can also use filters (e.g. In progress) and change the sorting method.

Click dots on the selected course to see more options. Click “Star this course” to add course to your favourite.

3.4. How to complete the course?

Once you enrol in the course, you have an access to the course materials and quizzes.

Course menu is located on the left side of the page and consists of section:

- **General information** – general course introduction, announcements and glossary,
- **Learning modules** – learning units divided by topic (e.g. Collaborative Robotics Basics), containing learning materials (e.g. PDF documents) and quizzes to complete (e.g. crosswords, fill the blanks etc.),
- **Certificates of completion** – certificates of completion of each learning modules and final course certificate available for download in PDF format.

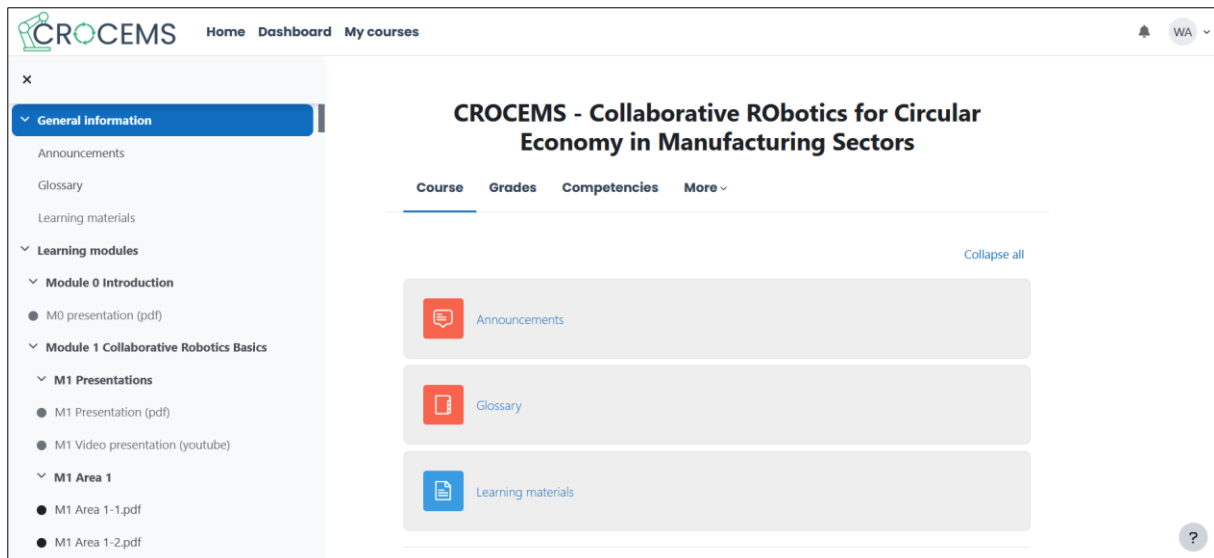


Figure 25. Course page with menu (on the left)

There are two main types of activities in the course: learning materials and quizzes. Click menu item (e.g. M1 Presentations) to view its content. Presentations in each unit are available in two formats: video and .pdf file ready to download.

Once you read the materials, you have to click “Mark as done” button to mark the activity as complete.

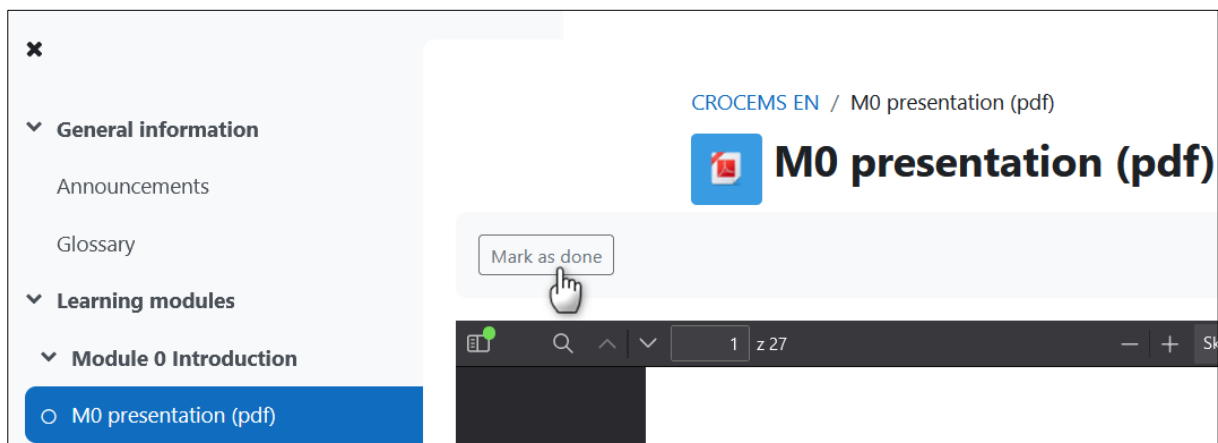


Figure 26. Marking activity as done

In the case of quizzes, you have to complete the activity by, for example, filling the blanks or completing the crossword.

After completing the quiz click “Finish” or “Check” button to check if your answers are correct. Your result will appear on the screen. If you want to see the correct answers click “Show solution” button.

If your score isn't high enough you can take the quiz again by clicking "Retry" button. Your previous responses will be reset.

If you don't remember your previous answers, you can check it in the [User report](#).

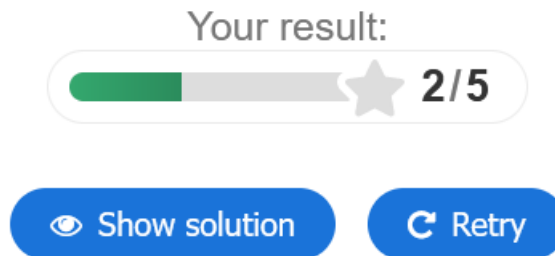


Figure 27. Quiz result with "Show solution" and "Retry" option

Activity is considered failed if your score is lower than 75%. Higher score is considered complete and the activity is automatically marked as done.

CROCEMS EN / M2 A1.1 Sort the paragraphs

M2 A1.1 Sort the paragraphs

x Failed: Complete the activity

Percentage of total score required for passing the quiz: 75%

Figure 28. Failed activity

Each activity is marked with a different icon representing the level of completion. Icons are visible in the course menu on the left side of the menu item. The meaning of the icons is presented in Table 1.

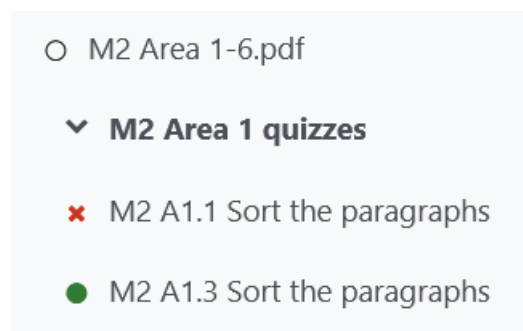





Figure 29. Activity completion level icons

Table 1. Course menu icon meaning

Icon	Meaning	Refers to
	Activity not completed	All activities except for the announcements and glossary
	Activity completed (achieved pass grade or activity marked as done)	All activities except for the announcements and glossary
	Activity failed (did not achieve pass grade)	Quizzes

Once you complete and pass all activities, your certificate will be available to viewing and downloading.

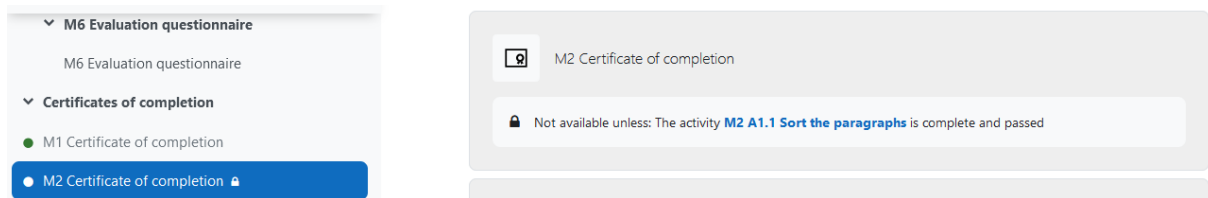


Figure 30. Information about the activities you need to complete to unlock the certificate

3.5. How to check my certificates?

You can check your certificate:

- from the course page,
- from the user profile.

Go to the course page and click “Certificate of completion” on the course menu. Click “View certificate” button to open the certificate in the browser. You can download it by clicking the download icon.

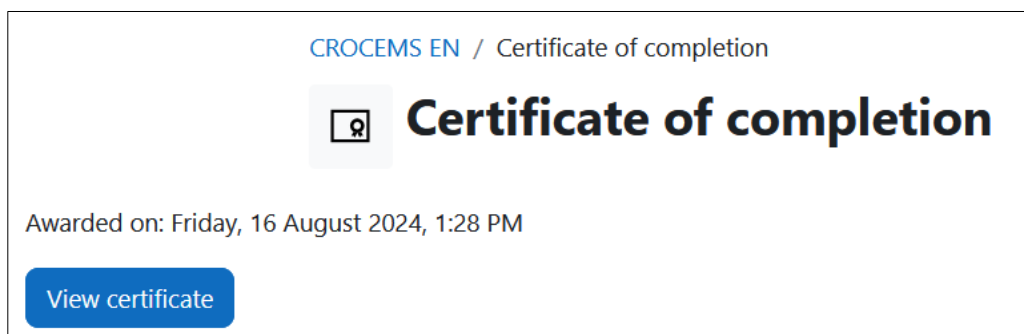


Figure 31. Course view - certificate of completion

Click “Go to previous page” in the browser to return to the course page.

Another way to check your certificates is from the user profile level. Click the user profile on the upper right corner of the page, select “Profile” option and then click “My certificates” from the “Miscellaneous” section.

The list of all your certificates will be displayed on the page.

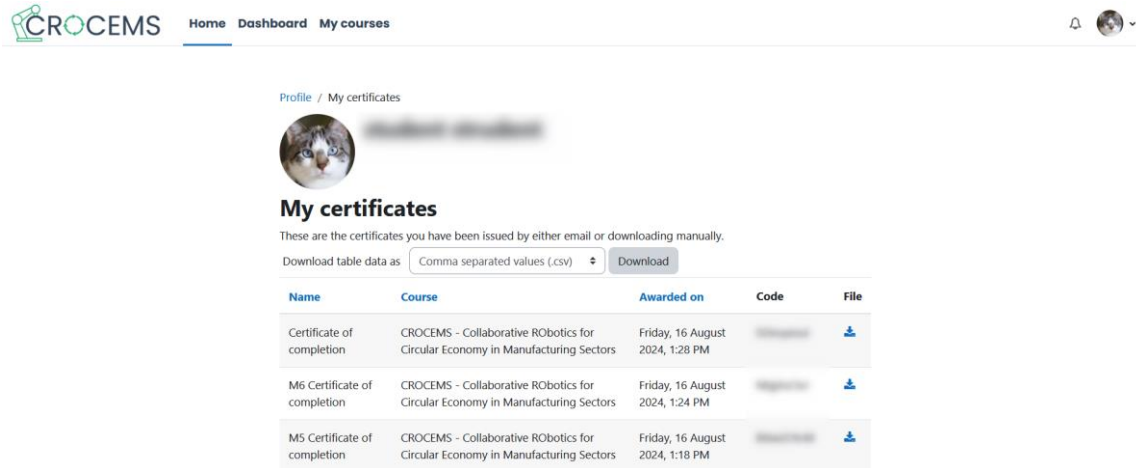


Figure 32. My certificates page

You can download table data by selecting a format (e.g. Microsoft Excel (.xlsx)) and clicking “Download” button.

If you want to download selected certificate in PDF format, click the download icon in the last column of the table. Your certificate will open in the browser and you can download it by clicking the download icon.

4. How to check your grades?

You can check your grades in two ways:

- from the course level,
- from the user profile level.

Click “Grades” tab on the course page to view grades page.

Grader report will be displayed by default. You can change the report (e.g. Grade history) by clicking on the dropdown field.

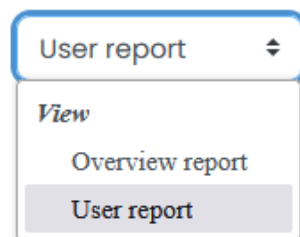


Figure 33. Grades - available views

4.1. Overview report

Overview report presents your grades in each course you're taking.



CROCEMS - Collaborative Robotics for Circular Economy in Manufacturing Sectors: View: Overview report

Course Participants **Grades** Competencies

Overview report ▾

Course name	Grade
CROCEMS - Collaborative Robotics for Circular Economy in Manufacturing Sectors	379.05

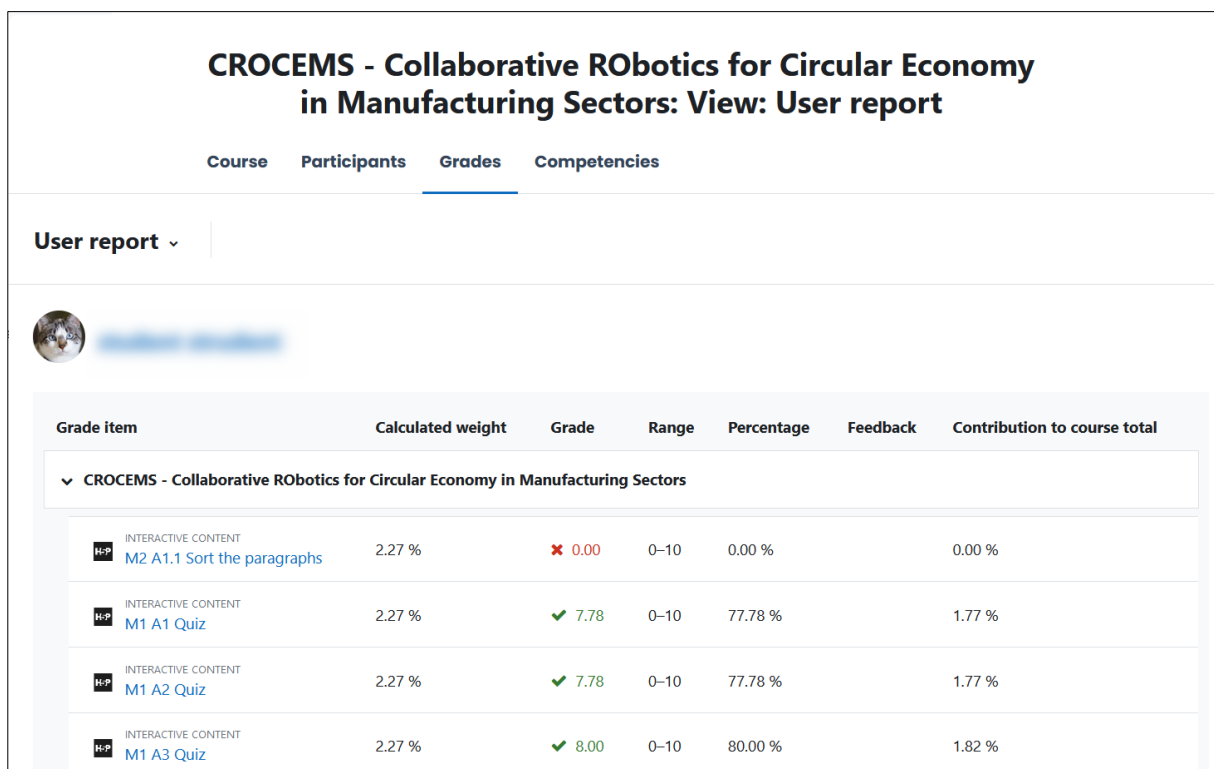
Figure 34. Overview report

Click course name to see user report with grades details from the selected course.

4.2. User report

User report presents your grades in each activity and course total grade in the last row.



Pass grades are marked green, fails are marked red.



CROCEMS - Collaborative Robotics for Circular Economy in Manufacturing Sectors: View: User report

Course Participants **Grades** Competencies

User report ▾





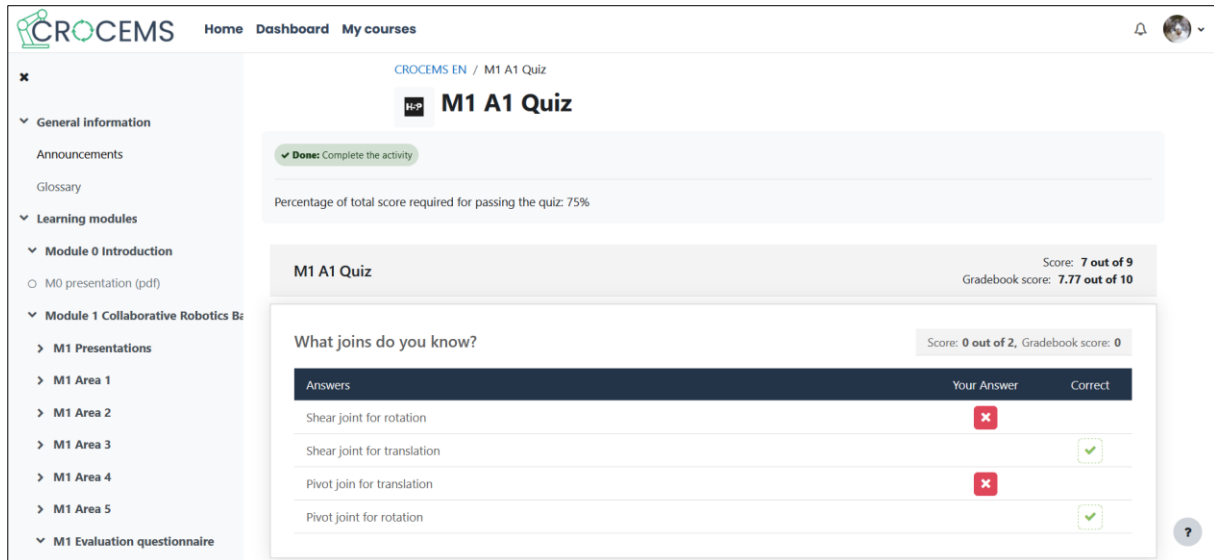
Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
▾ CROCEMS - Collaborative Robotics for Circular Economy in Manufacturing Sectors						
 INTERACTIVE CONTENT M2 A1.1 Sort the paragraphs	2.27 %	✘ 0.00	0-10	0.00 %		0.00 %
 INTERACTIVE CONTENT M1 A1 Quiz	2.27 %	✔ 7.78	0-10	77.78 %		1.77 %
 INTERACTIVE CONTENT M1 A2 Quiz	2.27 %	✔ 7.78	0-10	77.78 %		1.77 %
 INTERACTIVE CONTENT M1 A3 Quiz	2.27 %	✔ 8.00	0-10	80.00 %		1.82 %

Figure 35. User report

Click the grade item in the first column to see grade analysis. Activity page with your answers will appear on the screen. From this view you can see your score along with marked correct and incorrect answers.



The screenshot shows the CROCEMS interface for the 'M1 A1 Quiz'. The sidebar on the left contains navigation links for 'General information', 'Learning modules', 'Module 0 Introduction', and 'Module 1 Collaborative Robotics B'. The main content area displays the quiz title 'M1 A1 Quiz' and a 'Done: Complete the activity' status. Below this, a table shows the quiz questions and the user's answers.

Answers	Your Answer	Correct
Shear joint for rotation	<input type="checkbox"/>	<input type="checkbox"/>
Shear joint for translation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pivot joint for translation	<input type="checkbox"/>	<input type="checkbox"/>
Pivot joint for rotation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 36. Grade analysis

Click “go to previous page” arrow in the browser to return to the user report.