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DocEnhance

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User's manual for the DocEnhance Platform

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² PU: Public, PP: Restricted to other programme participants (including the Commission Services), RE: Restricted to a group specified by the consortium (including the Commission Services), CO: Confidential, only for members of the consortium (including the Commission Services)



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DocEnhance

User's manual for the DocEnhance Platform



SUMMARY

The aim of this extended manual is to present all features of the DocEnhance platform, as well as the instructions on how to use the functionalities of both of its components, namely the CMS, integrated into the [European PhD Hub](#) and the Moodle LMS, which is the base for the [DocEnhance Courses](#). The manual will be updated with additional guidelines, as more features will be included in the platform.



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INTRODUCTION

This manual presents all features of the DocEnhance platform, as well as the instructions on how to use the functionalities of both of its components, namely the Content Management System (CMS), integrated into the European PhD Hub and the DocEnhance Moodle Learning Management System (LMS), which is the base for the DocEnhance courses.

Users will be able to find instructions on how to manage a course and add course material to the platform, and leverage the LMS functionalities.

This document applies to course creators of the platform, PhD candidates who want to explore and exploit the platform's features, but also to administrators of external educational platforms that want to index their courses in the DocEnhance platform.

WELCOME TO THE DOCENHANCE PLATFORM

The DocEnhance platform has been integrated into the PhD Hub platform and consists of two connected components: The Content Management System (CMS) and the Learning Management System (LMS).

In this user's manual, "PhD Hub" refers to the CMS component and "DocEnhance Moodle" to the LMS component of the DocEnhance platform.

The core component is the Moodle LMS, where all the courses and Open Educational Resources (OERs) of DocEnhance will be hosted and all educational processes will be performed. Along with the LMS, an additional web platform had to be developed, to complement the functionality of the DocEnhance platform. This separate web platform has been integrated into the PhD Hub CMS. It is responsible for establishing the connection with external LMSs that want to share courses, indexing the DocEnhance courses, providing search features, and managing user registration and authentication.

Next step

- [Get started with using the platform](#)

GET STARTED WITH USING THE PLATFORM

To get started, you need to create your account. Based on your [user role and capabilities](#), you get access to different pages and functionalities of the platform.



REGISTRATION & LOG IN

To use the DocEnhance platform's full functionality, users will need to create an account on PhD Hub, which the Platform is based on. Following the once-only principle, users with only this account will have access to the full content and functionalities of the DocEnhance platform and its two main components, the PhD Hub and the DocEnhance Courses LMS. Some functionalities (course search) and content (course material except for activities) can be accessed also by users without the need to create an account (Login as guests). Finally, users that prefer not to use the PhD Hub component and want to have full access to the contents of the DocEnhance Courses LMS, which doesn't happen to guest users, can create a local account to the DocEnhance Moodle. Note that creating an account is only required once. Afterwards, users will be able to log in using their credentials, as described below.

Create an account on PhD Hub

You can access the PhDHub by clicking on "My account" on the top left corner of the PhDHub web page (<https://phdhub.eu/>).

MyAcademicID allows users to create an account using three different login options (Figure 1):

1. login through university account
2. login via [eIDAS](#)
3. login via Google

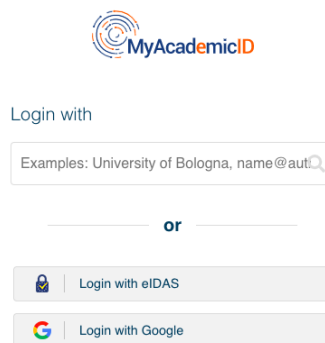


Figure 1. European PhD Hub login page

We recommend you create an account using MyAcademicID if you have valid academic credentials. When selecting this option, you will have to enter the name of your institution (Figure 2).



Login with

Examples: University of Bologna, name@auth.gr,
Unimib

Aristotle University of Thessaloniki
auth.gr




HEAL-Link

Figure 2. MyAcademicID login page

When clicking on your institution, you will be redirected to the corresponding login page and can now enter your academic email address.



N.B.: If your institution is not yet supported by MyAcademicID, you will be asked to register to eduTEAMS, providing your institution email, your name, and a username of your choice (Figure 3).


 Registrar

Form Submitted registrations Sign out

Application for ERASMUS Account Registry

Name*

E-mail*  

Username* 

A username that will be provided to services.

[ERASMUS Acceptable Use Policy](#)

I have read and agreed with the ERASMUS Acceptable Use Policy*

☐ Confirm


 Submit

Figure 3. eduTEAMS registration form



Create a local account on DocEnhance Moodle

Alternatively, to have full access only on the DocEnhance Courses LMS without creating an account to PhD Hub, you can register a local account on the DocEnhance Moodle. To do that:

1. Visit the [login page](#) in the DocEnhance Moodle (Figure 5)
2. Click the grey "Create new account" button
3. Read through all the active policies and click next
4. Agree to all active policies and click next
5. On the next page (Figure 4) fill out all the required fields, solve the Google ReCAPTCHA and click "Create my New account"

Figure 4. DocEnhance Sign Up page

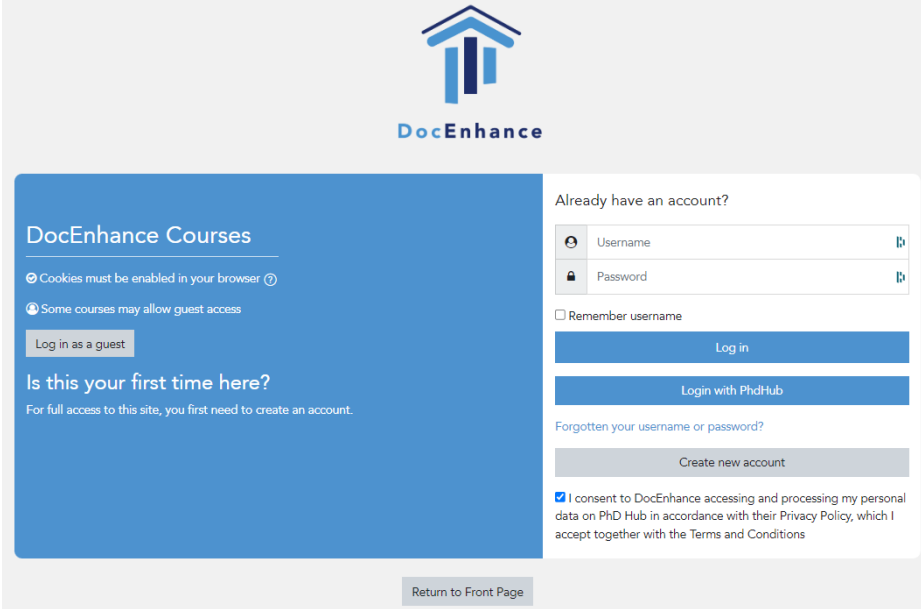
Log in to the DocEnhance Moodle

Now that your account is created, you can log in to the DocEnhance Moodle.

- (1) Go to the DocEnhance Moodle login page at <https://courses.docenhance.eu/login/> and (2a) if you have a PhD Hub account click Login with PhDHub. You are redirected to



the PhD Hub login page where you can login using MyAcademicID. (2b) If you have a local DocEnhance account, fill out your username and password and click "Log in".

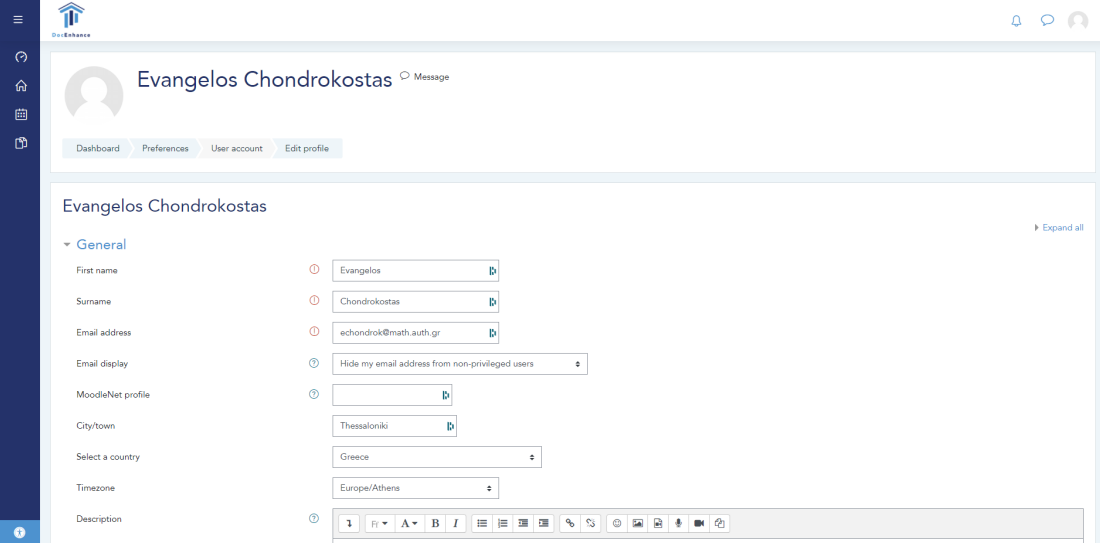


The image shows the DocEnhance Moodle login page. At the top is the DocEnhance logo. Below it, on the left, is a blue box with the text "DocEnhance Courses" and a message about cookies. On the right, there is a login form with fields for "Username" and "Password", a "Remember username" checkbox, and buttons for "Log in", "Login with PhdHub", and "Create new account". There is also a link for "Forgotten your username or password?". At the bottom, there is a "Return to Front Page" button.

Figure 5. DocEnhance Moodle login page

Congratulations! After the previous successful steps, you are now logged in to the DocEnhance Moodle.

If this is the first time you log in to the DocEnhance Moodle, you will be asked to complete the next simple form (Figure 6) and accept the Privacy policies. Note that this step is only required to perform once.



The image shows the DocEnhance Moodle profile page for a user named Evangelos Chondrokostas. The page has a sidebar with navigation links and a main content area. The main content area shows the user's profile information, including a profile picture, name, and a message button. Below this, there is a form for editing the profile, with fields for "First name", "Surname", "Email address", "Email display", "MoodleNet profile", "City/town", "Select a country", "Timezone", and "Description". The form is partially filled out with the user's information.

Figure 6. DocEnhance Moodle profile page to complete registration



Next step:

- [Edit your user profile](#)

EDIT YOUR USER PROFILE

Your user profile contains your personal information and preferences.

As PhD Hub and DocEnhance Moodle include various profile functionalities, the customisation of a user profile may slightly differ between these components. You can edit your profile information and settings in both.

DocEnhance Moodle Profile

(1) Access your profile page by clicking on your profile image in the top right corner and then (2) on Profile (Figure 7).

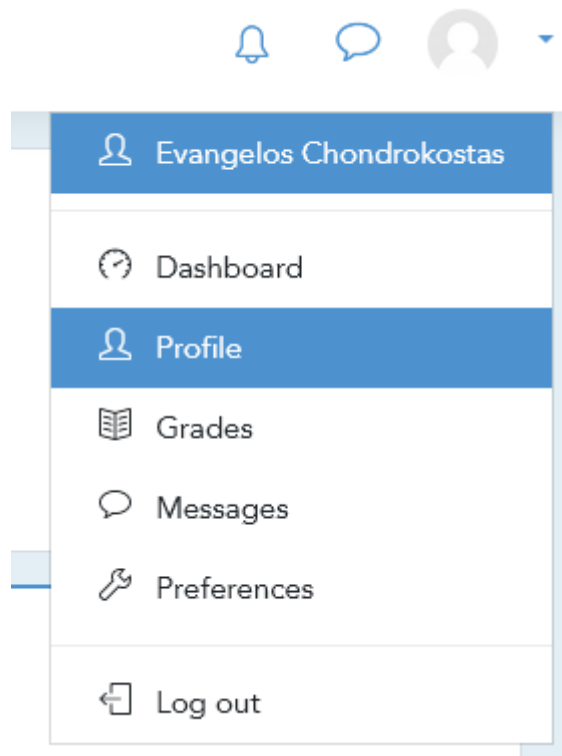


Figure 7. Dropdown menu when clicking profile picture in the navigation bar

There are 2 sections in your user profile. The left box contains your user profile picture, name and surname and the right box contains further details about your profile.

In the left box, click the gear icon to access the dropdown menu (Figure 8). Through there, you can edit the following items:



- Profile
- Preferred language (only English is supported)
- Forum preferences
- Editor preferences
- Course preferences
- Calendar preferences
- Message preferences
- Notification preferences

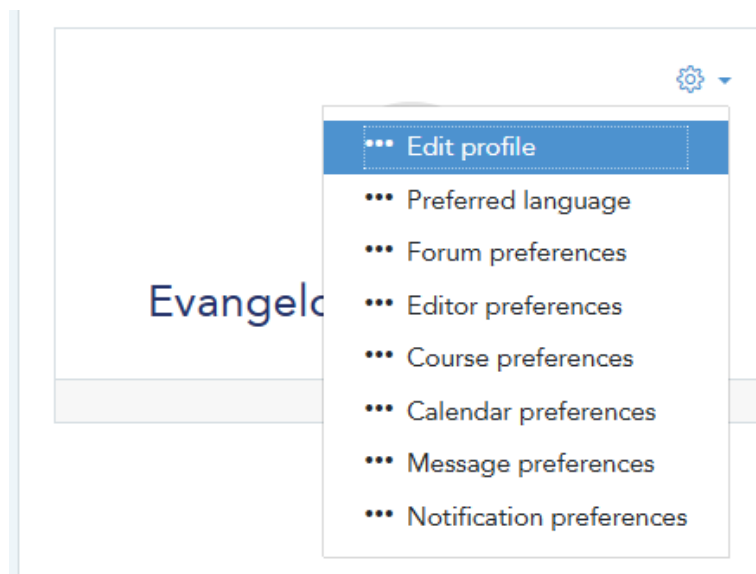


Figure 8. Dropdown menu when clicking the gear icon in your profile page

In the right box, edit your Details (Figure 9):

- User details - Includes information about the user such as first name, surname, email, country, interests etc. as well as the ability to edit the profile. For more information regarding DocEnhance Moodle profile editing you can visit the corresponding Moodle [documentation page](#).
- Privacy and policies
 - You can contact the privacy officer
 - Make a data request such as:
 - Export all of your personal data
 - Delete your account
 - View the data retention summary
 - View the policies and agreements
- Course details
- Miscellaneous - Find all your Forum posts or discussions and your learning plans
- Reports
 - Browser sessions



- Grades overview
- Login activity

The screenshot shows the 'Details' tab in the Profile page. It is divided into several sections:

- User details:** Includes an email address (echondrok@math.auth.gr), country (Greece), and city/town (Thessaloniki). There is an 'Edit profile' link.
- Course details:** Includes 'Course profiles' and 'Data Stewardship'.
- Miscellaneous:** Includes 'Forum posts', 'Forum discussions', and 'Learning plans'.
- Reports:** Includes 'Browser sessions' and 'Grades overview'.
- Login activity:** Shows 'First access to site' (Thursday, 25 February 2021, 4:09 PM (11 days 18 hours)) and 'Last access to site' (Tuesday, 9 March 2021, 10:32 AM (12 secs)).
- Privacy and policies:** Includes links for 'Contact the privacy officer', 'Data requests', 'Export all of my personal data', 'Delete my account', 'Data retention summary', and 'Policies and agreements'.

Figure 9. Details tab in the Profile page

If you are enrolled in one or more courses a tab named "Courses" will be visible with information about the courses you've enrolled in along with their completion percentage (Figure 10).

The screenshot shows the 'Courses' tab in the Profile page. It displays a course titled 'Data Stewardship' with a completion progress bar showing 0%. The course description states: 'The online course in Data Stewardship provides an introduction to research data management. Managing research data in accordance with good practices is an easily transferable and sought-after skill both within and outside of academia. In many areas of the non-academic sphere data management is vital, and competencies and skills within this topic are therefore in high demand.' The course is licensed under CC BY-NC 2.0.

Figure 10. Courses tab in the Profile page

PhD Hub Profile

On PhD Hub, access your user profile by clicking on the profile icon in the top right corner of the page. Your profile is organised in 2 categories: "My account" and "my opportunities".



In the section "My account", you can:

1. update your profile information
2. update your profile picture
3. turn on notifications for new opportunities.

To add information about yourself, you can click on "Update profile" on the top right corner of the page (Figure 11, left). The pop-up window that appears upon clicking on "Update profile" (Figure 11, right) allows you to provide the following information:

1. Name and surname
2. Affiliation type (Don't add organisation / Higher Education Institution / Research Institute / Company / Other - Public Sector / Other - Nonprofit sector)
3. Current country
4. Bio (i.e., education and work experience)
5. Disciplines of interest
6. Social links (Linkedin / Instagram / Facebook / Site URL)
7. Visibility of profile (private/public). Public profiles are displayed in the "People" section of the website

All fields are optional except for "Name and surname".

For a full overview of the features of PhDHub, please visit <https://phdhub.eu/about/>.

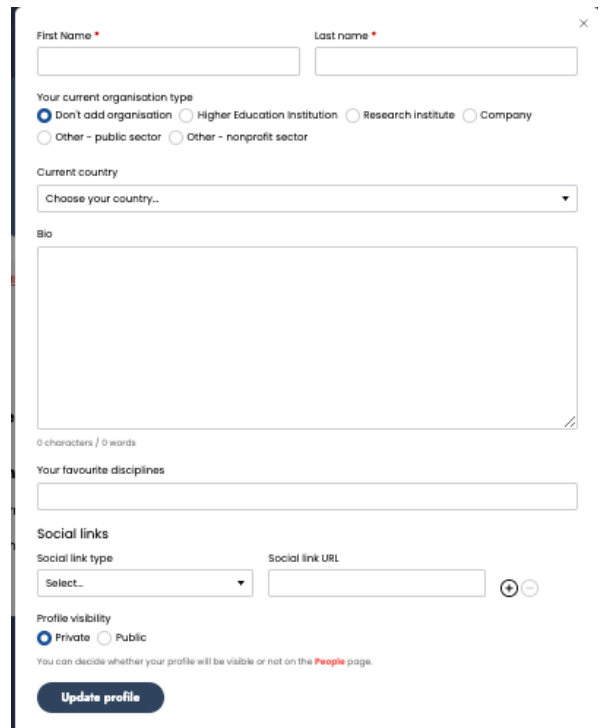
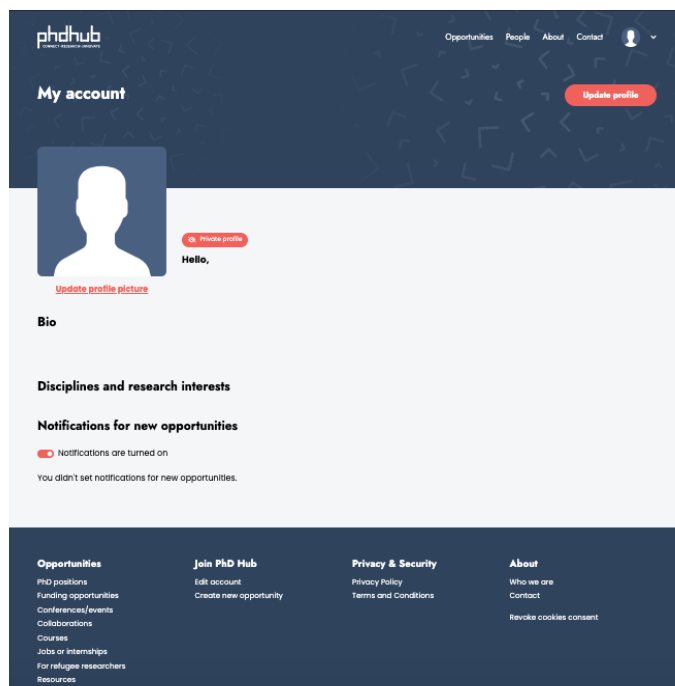




Figure 11. Edit profile in the PhD Hub "My account" page

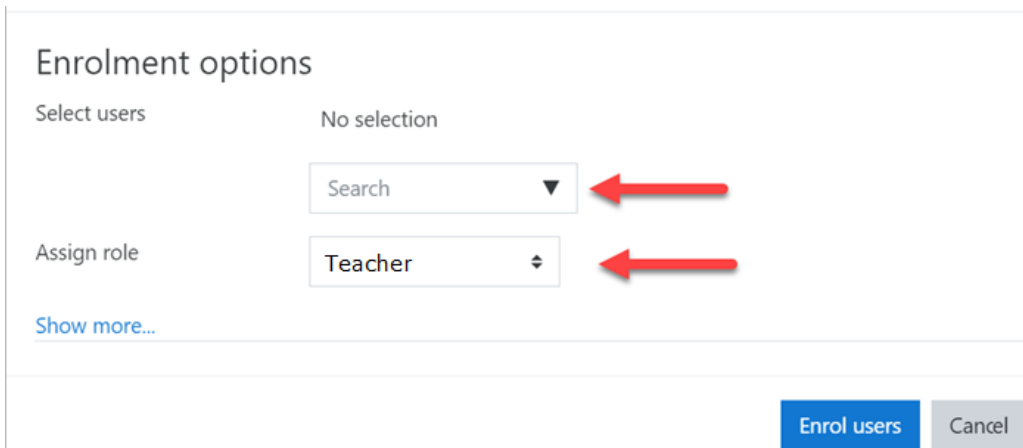
CREATE OR CONTRIBUTE TO A COURSE AS A TEACHER

Grant a Teacher Role as a Teacher

The Teacher role is a course-specific role. A user who is granted a Teacher role can only contribute to the specific course she/he has been assigned to. The following step may be repeated to grant access to one user a Teacher role on multiple courses.

As a Teacher user, you can grant the Teacher role on your course following these steps:

- log in with your account on DocEnhance Moodle
- go to the course you want to assign a new teacher
- click Participants, from the left panel
- click Enrol users
- select the user you want to assign the Teacher role and select the Teacher option from the dropdown menu (Figure 12)



Enrolment options

Select users No selection

Search ▼

Assign role Teacher

[Show more...](#)

Enrol users Cancel

Figure 12. Assign "Teacher role" on DoEnhance

N.B.: The same functionality also stands for adding students and non-editing teachers in a course for both administrators and course teachers.



ABOUT USER ROLES AND CAPABILITIES

The table below presents the default user roles on the DocEnhance Moodle. Roles and their capabilities can either be general or course specific.

Role	Can do these tasks	Scope
Administrator	Assign academic staff user role Assign Teachers to courses Create DocEnhance courses basic structures CRUD ³ course content CRUD Courses, Users Validate courses and courses metadata Perform various administration tasks	System
Authenticated user	Browse and search for courses Access all course contents Enroll in courses Request academic staff user role	System
Teacher	Browse and search for courses Manage courses CRUD course content Insert course metadata Assign Teachers and non-editing Teachers to their courses Grade in courses	Course
Non-editing Teacher	Browse and search for courses Grade in courses	Course
Student	Browse and search for courses Access all course contents Follow course activities	Course
Guest User	Browse and search for courses Access all course contents	System

Administrator

Users with the administrator user role can assign and validate user roles for other members of the platform. They create the DocEnhance courses basic structures in the DocEnhance Moodle and assign Teacher roles (DocEnhance Moodle) to specific Academic Staff users. Administrators are able to validate DocEnhance courses and

³ CRUD: Create, Read, Update, Delete



courses metadata. Finally, they are responsible for performing the various administration tasks of the platform. Both components of the platform may have specific administrators with broad capabilities within the respective component.

Authenticated User

An authenticated user that has registered in the DocEnhance platform and has the ability to enroll in DocEnhance Moodle courses as a student. The user is also able to browse and search for courses, as all users.

Teacher

Apply to: DocEnhance Moodle

Teachers are responsible to manage a DocEnhance course. They are also able to perform CRUD⁴ operations on course content and insert the course metadata. They are responsible for the educational process of their courses on the platform. There can be multiple teachers in a course.

Non-editing Teacher

Apply to: DocEnhance Moodle

Non-editing teachers are not able to perform CRUD operations on course content, but they can be part of the educational process of courses on the platform and grade in courses. There can be multiple non-editing teachers in a course.

Student

Apply to: DocEnhance Moodle

An authenticated user that has enrolled in an DocEnhance Moodle course. The student role is not a fixed role, but a course-specific role, as a registered user could be a student in only some of the DocEnhance Moodle courses. After enrolling in a course, the student can follow its educational process, access all course contents, and perform the course activities.

Guest User

Apply to: DocEnhance Moodle

Users that are not registered on PhD Hub can login as guests in the DocEnhance Moodle to be able to browse the platform, search for courses and have access to course resources. All DocEnhance courses are open to guest users. Guest users can watch videos, view presentations, download documents etc. of DocEnhance courses, but they cannot participate in course activities.

⁴ CRUD : Create, Read, Update, Delete



THE DOCEHANCE MOODLE COURSES

DocEnhance Moodle courses features can be conceptually divided into two broad categories: generic features that are available for all and users and teachers feature that are related to course management tasks.

GENERIC FEATURES

These are global features that don't require any specific user role. Nonregistered users may browse or search for courses on the platform, while registered users can enroll in DocEnhance courses. In addition to browsing courses, accessing course resources is also possible for unregistered users logged in as Guests.

Learn more:

- [About user roles and capabilities](#)

Browse Courses

Users of the DocEnhance platform can browse for courses both in the PhD Hub and the DocEnhance Moodle.

DocEnhance Courses page in PhD Hub

To find the available courses in the PhD Hub, select "Course" in the drop-down menu titled "All types" or click on "opportunities" and filter the results accordingly (Figure 13).

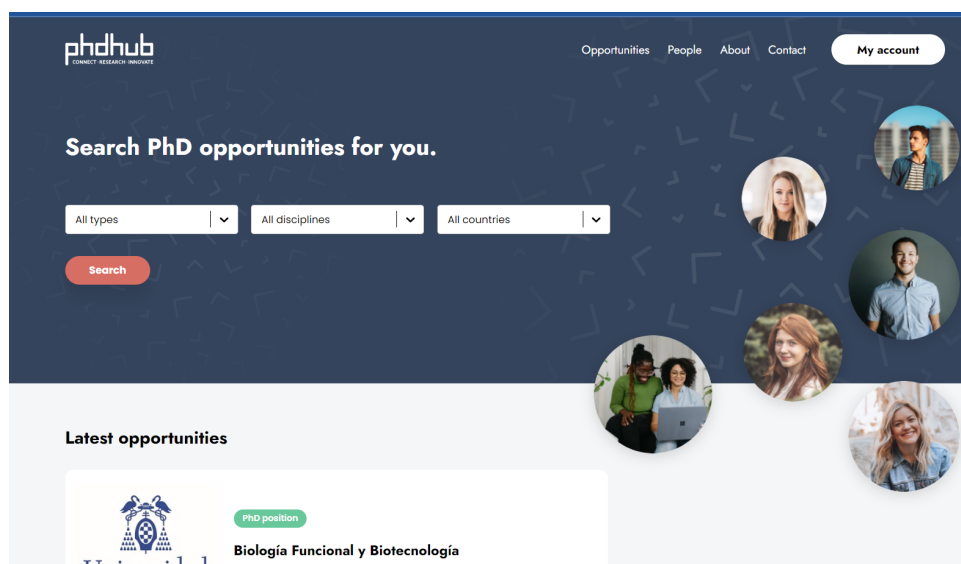


Figure 13. DocEnhance Courses tab in the PhD Hub navigation bar

All available courses of the DocEnhance Moodle are indexed by the PhD Hub platform on the Opportunities page (NB: the opposite is not true, as the PhDHub platform also



This project has received funding from the European Union's Horizon 2020 Science with and for Society programme under grant agreement no. 872483

indexes courses that are not stored on the DocEnhance Moodle). All the DocEnhance courses can be identified by the project's logo (Figure 14).

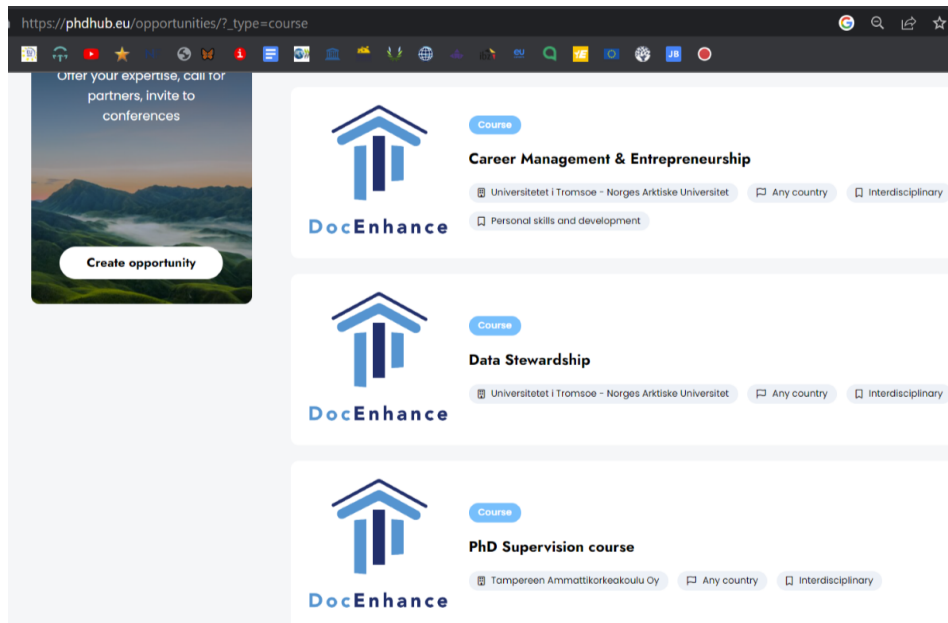


Figure 14. List of DocEnhance Courses in the PhD Hub

When you click on a course you will find a short description of the course and a “Read more” button to get to the Course page in the DocEnhance Moodle (Figure 15).

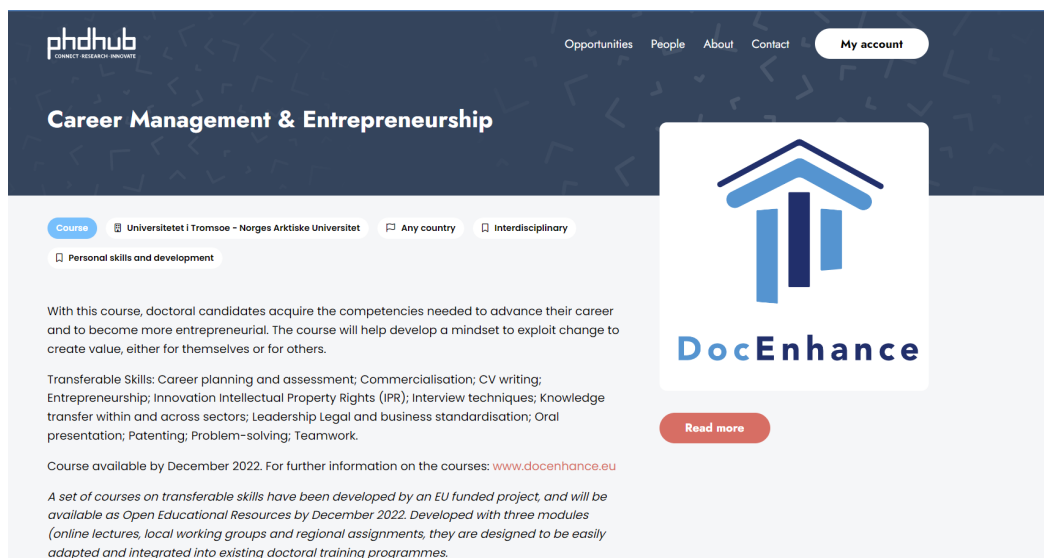


Figure 15. Course page in the PhD Hub



Courses in DocEnhance Moodle

The front page of the DocEnhance Moodle (<https://courses.docenhance.eu/>) references all the available courses (Figure 16).

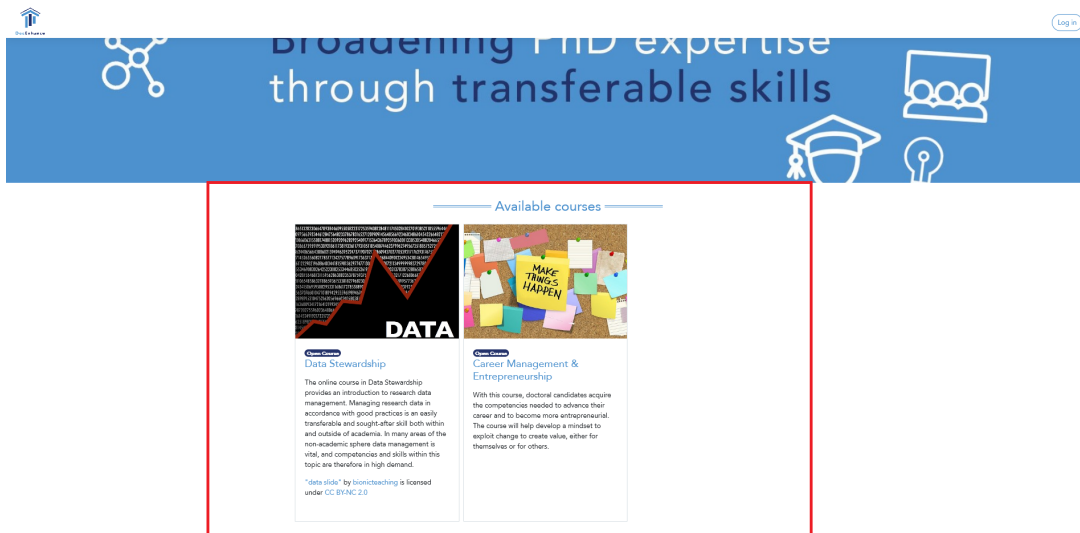


Figure 16. Available courses in the front page of DocEnhance Moodle

By clicking on one of them they can go to the respective course page. If the visitor has not logged in, he will be asked to do so. If the visitor doesn't have a local DocEnhance account and doesn't want to create a PhD Hub account either to browse the course contents, they can log in as a guest by clicking Log in as a guest (Figure 17 and Figure 18).

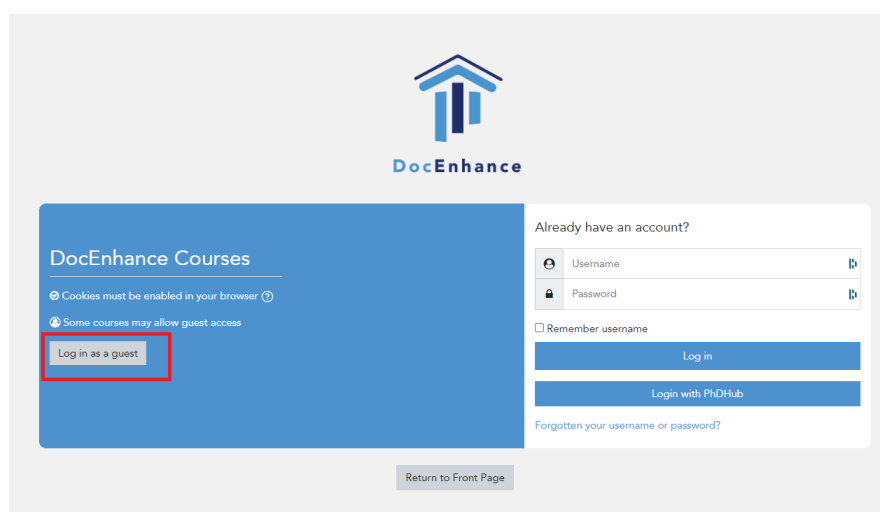


Figure 17. "Login as a guest" button in the login page of DocEnhance Moodle

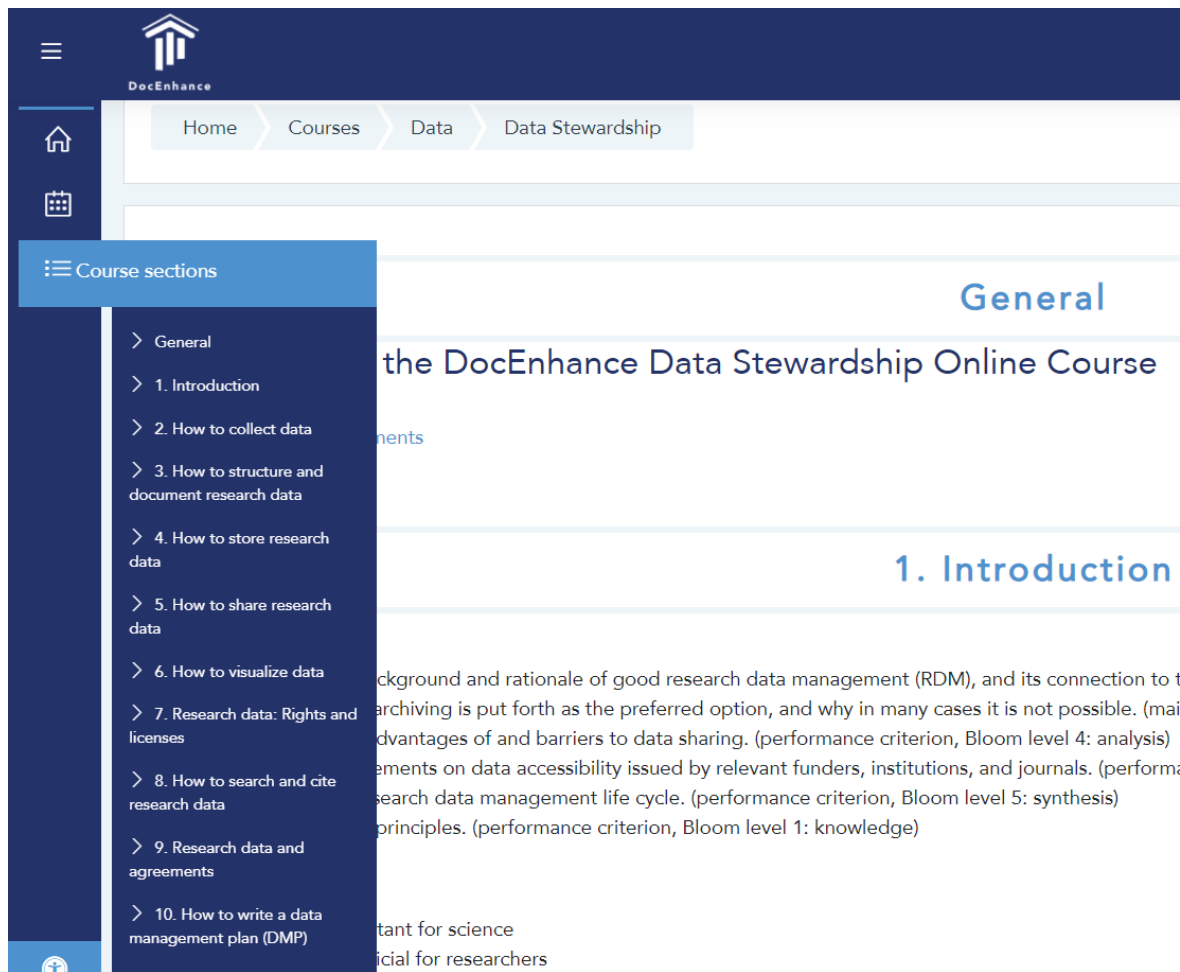


Figure 18. Browsing DocEnhance Moodle course contents as a "Guest User"

Enroll in Course

As a registered user, you can easily enroll in a course hosted in the DocEnhance Moodle by following the process below:

1. Access the page of the course you are interested in
2. Click the gear icon in the top right corner
3. Click Enroll me in this course (Figure 19)
4. After successful enrolment, you will receive an email notification

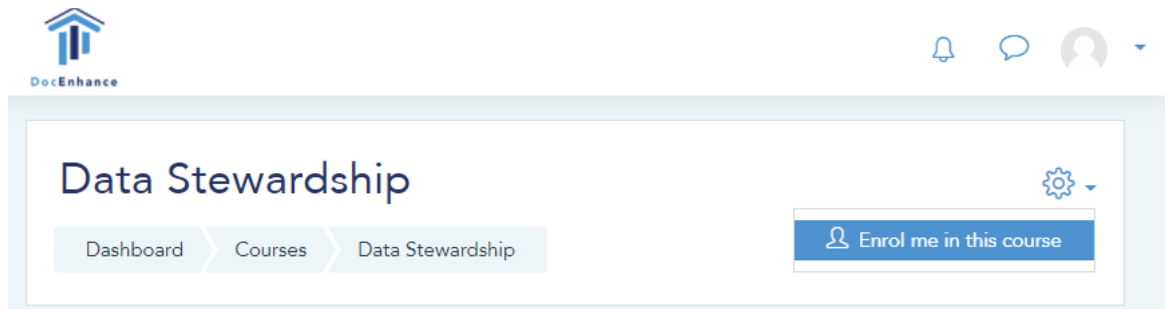


Figure 19. "Enroll me in this course" button

Overview of the courses you are enrolled in

In the Course Overview block, you can find all the DocEnhance courses (current, past, or future) you are enrolled in. To access your Course Overview, you must click on the "Dashboard" button of the Moodle and access the Dashboard page, where the Course Overview block appears (Figure 20).

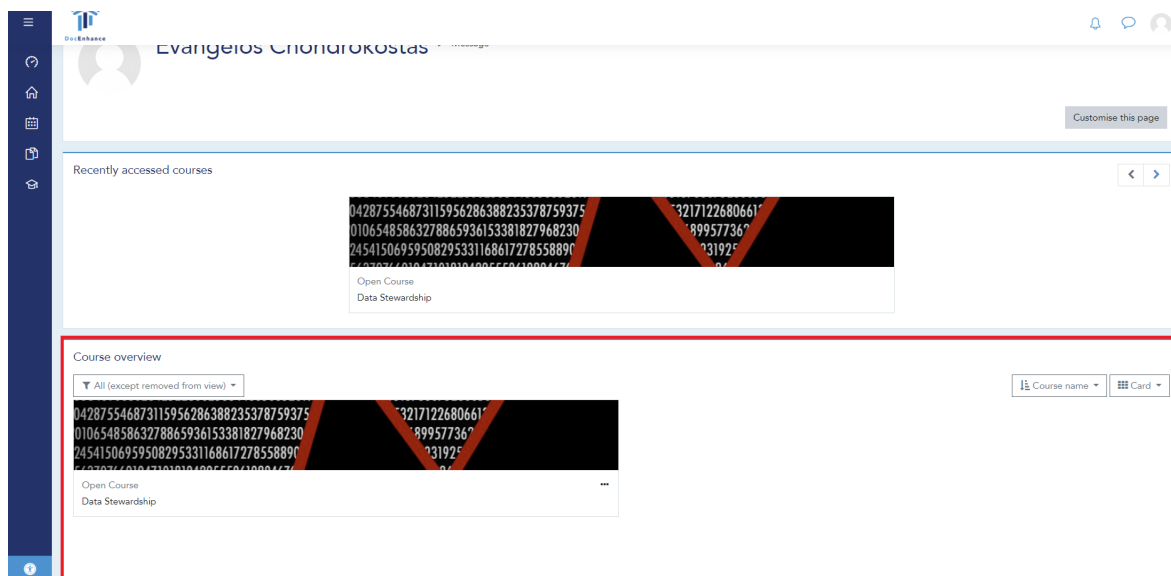


Figure 20. "Course Overview" position in the Dashboard

TEACHERS FEATURES

Request Course Creation

A Course can be created by the platform Administrator following a user request filed at support@docenhance.eu. The user should provide the following metadata:

- the course names
- a short description (course summary)



- the provided transferable skills of the course. The [Eurodoc transferable skills](#) list is recommended for the selection of the corresponding transferable skills.

Additional course metadata can be added in the beginning, or at a later stage:

- a long description
- course learning outcomes
- additional custom fields

The Administrator will create the DocEnhance course according to the provided metadata and will assign the Teacher role to the respective user to manage the course and perform its educational activities, e.g., add course content, edit course metadata etc.

Import course content from outside DocEnhance Moodle

Teachers that have already a course backup from another Moodle environment can import their courses in the DocEnhance Moodle. Teachers can back up their Moodle course using the documentation found [here](#). If they don't have permissions to back up their course, they should communicate with their Moodle Administrator and request a course back up (with no personal details). The backup file should end with the .mbz extension.

To import a backup Moodle file in a course of the DocEnhance Moodle you will have to be assigned the Teacher role in the specific course.

To begin the import:

1. Go to the course page
2. Click the gear icon
3. Select "Restore"
4. In the Restore course page in the Import a backup file, click "Choose a file..." and upload the .mbz file that you have downloaded from the other Moodle.
5. Then click "Restore". You will be directed to the Course page and you will need to follow 7 steps to complete the restore procedure.
 - a. In 1st step click "Continue"
 - b. In the Restore into this course if you import activities and resources for the first time it's ok to select "Delete the contents of this course and then restore" and then click "Continue".
 - c. In the Restore settings you can choose what you want to include in the import. Click "Next".
 - d. In the Course settings leave "Overwrite course configuration" to "No" and then Choose the specific topics and resources that you want to import. Click "Next".
 - e. Review your choices and click "Perform restore"
 - f. If the process was successful you will get the following message "The course was restored successfully, clicking the continue button below will take you to view the course you restored. "



g. Click "Continue" to go to the course page

Note: DocEnhance Moodle platform contains currently only the default activities and resources that come in Moodle (see here and here). If your course uses additional activities or resources (from 3rd party plugins) please contact the DocEnhance Moodle Administrator at support@docenhance.eu.

Add Course Material

Teachers can add various resources, e.g., videos, presentations, and various documents, as well as activities such as forums or quizzes to a course.

For a teacher to add a resource or activity, she/he should follow these steps:

1. Click on the "Turn editing on" button on the top right corner (below the gear icon, Figure 21).
2. Click on the "Add an activity or resource" URL and choose from a list of available activities or resources.

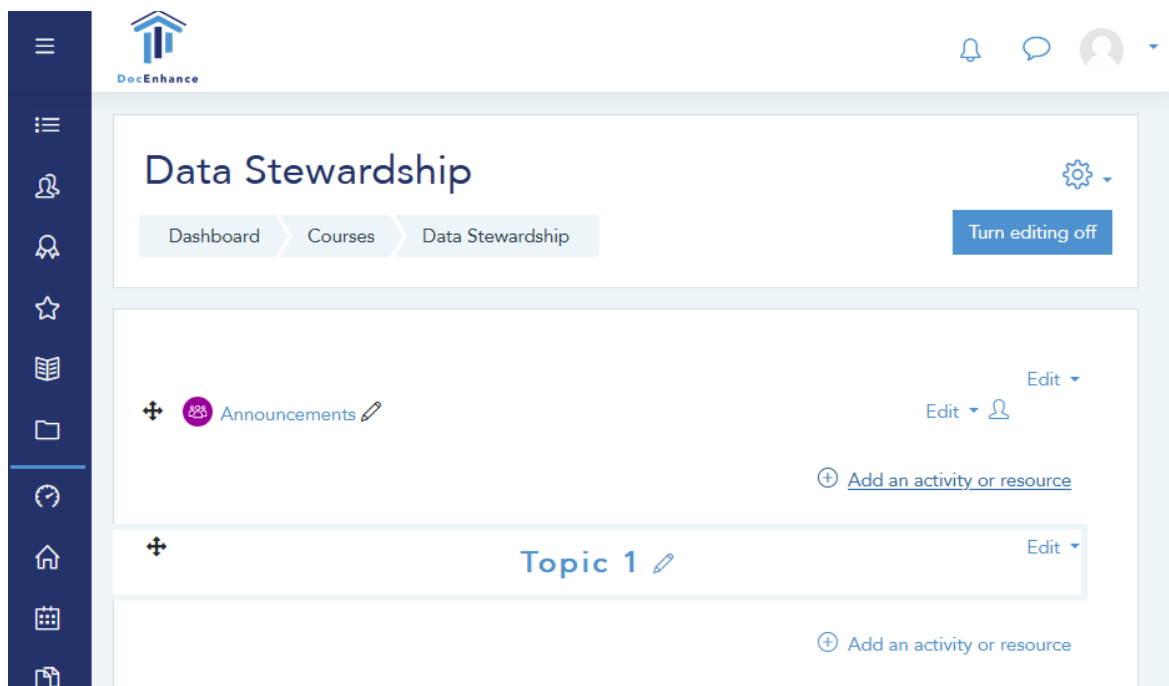


Figure 21. Course page with Turn editing on

Some of the resources that can be added in a course are:

- pictures
- pdf documents



- spreadsheets
- videos
- links
- HTML pages
- books (multi-pages resources)

A complete overview of the available resources that can be added in a course can be found [here](#).

Similarly, some of the activities that can be added in a course are:

- quizzes
- assignments
- surveys
- wikis

A complete overview of the available activities that can be added in a course can be found [here](#).

Upload files to a specific course

Teachers can upload files of various types (e.g., text documents, slideshow presentations etc.) as learning material for their courses. Detailed information about the file resources management in the Moodle are available in the corresponding [documentation page](#).

Upload or embed videos

Videos are a special file category, as they can be also embedded, without uploading as files. You can find detailed information about linking, uploading and embedding a video, along with the specific requirements about each of these tasks at the [documentation page](#).

Build quizzes

Teachers can build quizzes within their courses. Specifically, they can:

- add questions of various types (multiple choice, true/false, short answer etc.)
- add corresponding responses and feedback
- select pre-made or random questions
- make questions categories
- customize quiz layout
- randomize the questions order
- make conditional questions
- assign points to questions

A complete guide for adding and customizing a Moodle quiz is available in the relevant [documentation page](#).



Backup Course Content

Teachers of a course can create a backup of the whole course or specific content, following the steps below:

1. Go to course page
2. Click the gear icon
3. Choose "Backup"
4. In the next step
 - a. If you want the course backup to be used in another moodle system leave "IMS Common Cartridge 1.1" box unchecked
 - b. Alternatively, to import the backup to a non-moodle LMS check the "IMS Common Cartridge 1.1" box
5. In the current and the next page choose what you want to backup and click next
6. If you've chosen all the materials you want to backup, on the final step click "Perform backup"
7. Then download the .mbz (or .imscv depending if you checked or not the "IMS Common Cartridge 1.1" box) file which is the backup of the course.