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Manage the calendar functions.101. Copy a course.101. Create a backup.102. Import a course backup.103. Empty a course.104. Delete a course.104. Edit profile information.105. Social tools.106 Introduction. What is Dokeos Dokeos is a platform for distance learning or an elearning

platform, intuitive and easy to use. Whether you are Dokeos allows trainers to focus on creating scenarios and content by freeing them of any technical aspect. Dokeos lets you express your creativity to develop attractive, interactive and multimedia courses. Dokeos is also available for users of collaborative tools videoconferencing, forums, wiki. Apart from its ease of use, Dokeos is free open source software. The Dokeos code is accessible to all and can be What to do with Dokeos Dokeos offers, under a common interface For who is this manual intended This manual is meant for teachers, trainers and tutors who are keen to use tools that will help them deliver their You will soon discover that Dokeos is a versatile platform capable of satisfying If you are convinced that delivering an online course is more than just transferring documents to a server and It will satisfy your concerns as a teacher, Do you require specific technical competence to use Dokeos Technically speaking, to use Dokeos you only have to be familiar with your favorite web browser. You should be That is all. With such ease of use, you will be able to And, of course, the This manual is not concerned directly with the creation of instructional content. We expect that you are already. Structure of the manual. Each section of this manual, illustrated with numerous screenshots, will guide you in learning the different tools This manual has 2 separate sections Dokeos MANAGER, AUTHOR, EVALUATION, CHANNEL, SHOP, GAME and LIVE. The other Dokeos The order of the tools corresponds to the new organization Part 1. Features of version 3.0 Features of version 3.0. Dokeos 3.0 has finally arrived, a major change compared to its previous versions.

Entirely redesigned, adapted to The interface is a revolution. Everything is designed for touch screen and adapted for mobile devices like tablets. Its large icons and menus are visual wonders to The integration of the course scenario on the course homepage makes it Dokeos 3.0 is a complete learning suite but since not everyone needs all tools available in Dokeos. The products are briefly presented in the following You will then have to go to the next parts of this manual. Enough spoken, discover quickly the features specific to the products of Dokeos 3.0 PRO Dokeos 3.0 PRO. In order to use the other Dokeos products its necessary to have Dokeos MANAGER. Dokeos MANAGER allows you to distribute courses, quizzes, interact, get reporting. Focused on HTML5 it offers Chrome, Safari. and on the operating systems Windows, Mac and Linux. With Dokeos AUTHOR you can create modules from You can easily add content by inserting images, You can also create your own It also allows to send invitations to learners to participate in the Exams. The. Scoring feature allows you to correct the Exams and to have an overview of learners scores. You just concentrate on the It allows you to Dokeos 3.0 Requirements. In order to use Dokeos 3.0 you need the following installed on your machine Now that you have been introduced to the new Dokeos products and know the Dokeos requirements, go to the Part 2. Dokeos MANAGER Dokeos MANAGER. Dokeos MANAGER is a complete and flexible Learning Management System LMS, and the starting point to This part of the manual describes the steps on how to proceed with your online It also demonstrates how to use the various tools and Dokeos is accessible via Internet. The address of your Dokeos portal has been communicated to you by the In addition to the address of your Dokeos portal, the administrator may have given you a user ID and password.

The administrator has in fact the ability to make multiple registrations, which helps to avoid making a series of User ID and password will enable you to be recognized as the creator of courses in Dokeos. If you already have this information, you can go directly to chapter 2 of this part, where you will be introduced to. In chapter 1 you will learn how to register yourself as a course Chapter 3 will show you how to create a first structure of a The functionalities of Dokeos MANAGER will be discussed Chapter 1 Register online Chapter 1 Register online. By entering the address of the homepage in the address bar of your browser, you If no user ID and password has been given You immediately arrive at a simple form. Now you have to decide and fill in a user. ID and a password with which you wish to log in to Dokeos on your subsequent We recommend that you keep them carefully and You have to complete this form to create your new To confirm your registration and help

you remember your You can use the services of the platform administrator to Chapter 2 Roles assigned to users Chapter 2 Roles assigned to users. Definition of the roles. To help you organize the role structure, Dokeos offers six predefined roles with different responsibilities Roles and rights. The description of the rights of Sessions administrator and the Human Resources Manager Supervisor is achieved Keep in mind that to be named Tutor of the session, a user must first have a Trainer role on the platform. The. Trainer in his own courses. Learner. Tutor. Trainer. HRManager. SessionsPlatform Create a course. Manage the interaction and production tools 6. Use the interaction and production tools 6. Exploit the administration tools of a course Settings. Reporting and Backup Create sessions. Register learners in a session 2. Add new courses to a session 2. Get detailed reporting of the learners 34 3 5 Chapter 3 Create a course structure Chapter 3 Create a course structure. You have just registered online.

Now you only have to provide The choice of language will not influence the course content, just the This option appears You will enter directly into the homepage of the created course to discover the tools. The structure of your first course is now created. By using the instructional material you have with you text, images, Do you already have a user ID and a password If you already have a user ID and password which would be the case if you have registered earlier or if your For your subsequent visits, you will proceed in the same way to create new courses. What is new between two visits You are informed of the access by participants to certain tools, If you have It also gives a Chapter 4 The course homepage Chapter 4 The course homepage. From your courses list one click is enough to access the homepage of one of them. Structure of the course homepage. The course homepage is divided into four zones This allows quick and efficient navigation, Header present on all Customizable Tools available for the MANAGER. Clicking on Tools available for the Dokeos products. Clicking on the eye icon A course, as defined by Dokeos, is a set of tools visible to the user. An invisible tool is inaccessible to users who do The choice of tool visibility lies with the course creator. Based on the teaching With the new Dokeos 3.0 structure of 7 products, the designers of the Dokeos platform have classified the tools If the platform administrator has not It is for you. Navigate the Dokeos interface. The different pages of your portal are quickly accessible from the navigation bar at the top of the screen. The tabs give convenient access to the homepage of the platform, to your course list, to edit your profile and use Finally, the action bar is generalized with a contextualized display of the tools, its reading and its use are greatly Use the course scenario. The new course scenario tool in Dokeos 3.

0 allows you to define the different steps and activities that the course It even allows you to have a The course scenario is a structured instructional sequence containing activities or learning objects. You can organize In addition to being structured, a course scenario can be sequenced. The learners progress through a course This means that the learner has to complete certain steps Your sequence can be suggestive you show the steps one after the other, and it is up A course scenario offers you the potential for creating a journey through a knowledge base that can include. The course scenario allows you to put most of Dokeos' pedagogical functionality in sequences learners can choose Create a course scenario. To create a new course scenario A popup window allows you to choose another image or to If you know the color code, Modules, Assignments, Surveys or Facetoface. Please see further in this manual how to use these tools. Note Its logical that this cannot be set up for the first step since there are no You add the facetoface activity to the course For example if the course also Once the facetoface activities have been. See also the section Enter the results for the facetoface Customize the introduction text by using the internal editor. In addition to the course scenario you can also add an introduction text by using the Dokeos internal html editor. The editor applet has been enhanced considerably. You will come across this editor in its more or less simplified It is also possible to insert Flash animations, mp3 audio files, videos, tables, etc. Take advantage of the internal editor to lend impact to key content elements of your course. If activated by the Several templates are available through the internal Chapter 5 Configure course

settingsChapter 5 Configure course settings. While creating a course you fill in information such as title and language of the course. All this information, and. Control access to the course.

During the course building stage it is preferable not to allow participants to have access. Learners would beWhen preparing the course, a wise decision would be to prevent access by anyone except course creators in the. Subscription. See screenshot. Now, course access is restricted to the course creator, and no registration is possibleIn this case, learners can enroll butEventually you can close registrations and allow access only to registered participantsThey prefer a centralized enrollment approach. The aboveBut the course is empty. ItThe next chapters will help youYour Dokeos course as an instructional offering to the whole world! If you wish to let the whole world benefit from your course, why not let everyone in By checking the corresponding box, you make the course accessible to anybody via a link installedYou can informIn Dokeos 3.0 you also have the option to filter users based on the results of the courseAdd an announcement for one or multiple usersIn each listClick the left and right arrow icons to move users fromBy selecting theAn email notification will also beManage announcements. The current management of announcements is done with known iconsDelete an announcement without confirmationCalendar records events of courses you are responsible for. You can also make personal event item entries whichAdd an event to the calendarTwo lists appear. The left list shows potentialIn each list multiple selections are possible.The event will only be visible for you and not to other users. Use the help of theExport calendar events of a courseCalendar, Evolution software andYou can also export a single event by clicking on the. Manage calendar events of a course.

The current management of calendar events is done with known iconsBy clicking on the icons on top rightThe procedure for creating a personal calendar event isPlease note in the screenshot below that the two types of events areIn blue appear the events in a course, in gray those in personal calendarExport a single event. Delete an event after confirmationThe headings are offered as suggestions. If you need to add your own headings, all you have to do is simply useTo complete the course descriptionIt allows you to fill in the title and content of the heading chosen earlier,You can transfer all types ofJust as you do with the files in yourBy default the Mediabox folders are hidden. To display. Use documents in course scenario. Files placed in the Home folderCreate a folder. For effective file organization Dokeos facilitates folder and subfolder creation directories and subdirectories in. To create a new folder. Documents pageQuick folder navigationFor even quicker folder navigation you can use the drop down menu folders tree.Transfer a file from your work space to the platform. A dialogue box appears which allows you toA delete icon allows to remove the file if youSimply select theBe careful of files that have the same name as an already uploaded file in the selected folder. If this is the case theThe new version. Several files to be transferred. Compress then uncompress! The workaround is toThis way, with a single upload, you canIf the document to be transferredAdd comments to file or folders. Change the visibility of files and foldersThe name of an invisible file or folder appears grayed out, a visualThe file or the folder still exists, but is visible only to theMove a file or a folderThe contents of the destination folder are displayedSorting the documents. Just like in your PCs file explorer, the folders and subfolders can be sorted by type, name, sizeA small trick helps in controlling the order of folders and files.

Before the names of the files orDisplay the image gallery. The presence of images in gif, jpeg or png format in folders is detected by Dokeos.You may need to edit and reupload files, or you may need backups. You can download an individual file, a folderDelete a file or a folderUnknown folders in the Documents tool You will by default see Folders with the names audio, flash, images, shared documents directory. Do not worry about the contentFind a file in the documents. The files search tool makes it possible to locate all the files containing a word or a character string entered in theView the contents of the Mediabox. The Mediabox is a simple user interface for the media classification of a course. You noticed that several foldersNine of them have a direct relevance to the

Mediabox they contain several These folders are These folders correspond directly with those of the Mediabox. By clicking on a media category you have direct Import new media in a Mediabox category. The import of new media in a Mediabox category follows the same steps as the transfer of a file from your work Once the files are uploaded into Dokeos, the Mediabox displays a Manage media in the Mediabox. Depending on the media type, management delete, download, visibility is done either directly, or via the media For images, photos, avatars and mindmaps management takes place For audio, video, podcasts, screencasts, animations management is done directly in each category, and through Use pages Create a new page Avoid accented letters and spaces as per the naming rules You can also. Do not forget that a web page is not a Word document and there are important limitations file size, page layout You may lose some elements from the To create acceptable web pages, you have to learn three procedures creating hyperlinks, inserting images and Manage pages. The management of pages makes use of known icons Modify the content of a page. Delete a page. Preview the page Use pages in course scenario.

Once the pages have been created they can be added as an activity in the course scenario. Watch the course quota. By default the size quota of a course is limited to 500 MB. The Define glossary terms It allows you to define terms or phrases, just like a dictionary. When creating a For you to enrich this as the course progresses and difficulties are encountered by Add a new term. To add a new term to the glossary There is also a glossary template available to make sure that you fill in To export the.

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