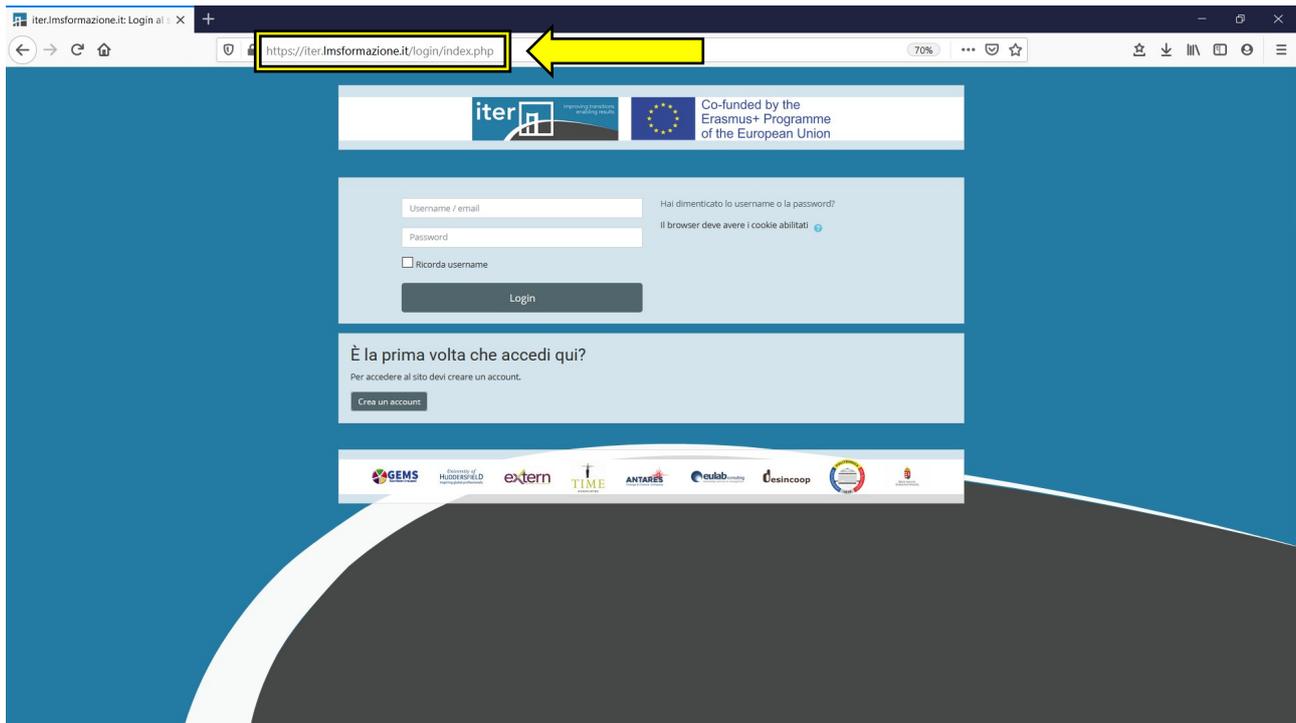


ITER – Improving Transitions Enabling Results – 2019-1-UK01-KA202-061465

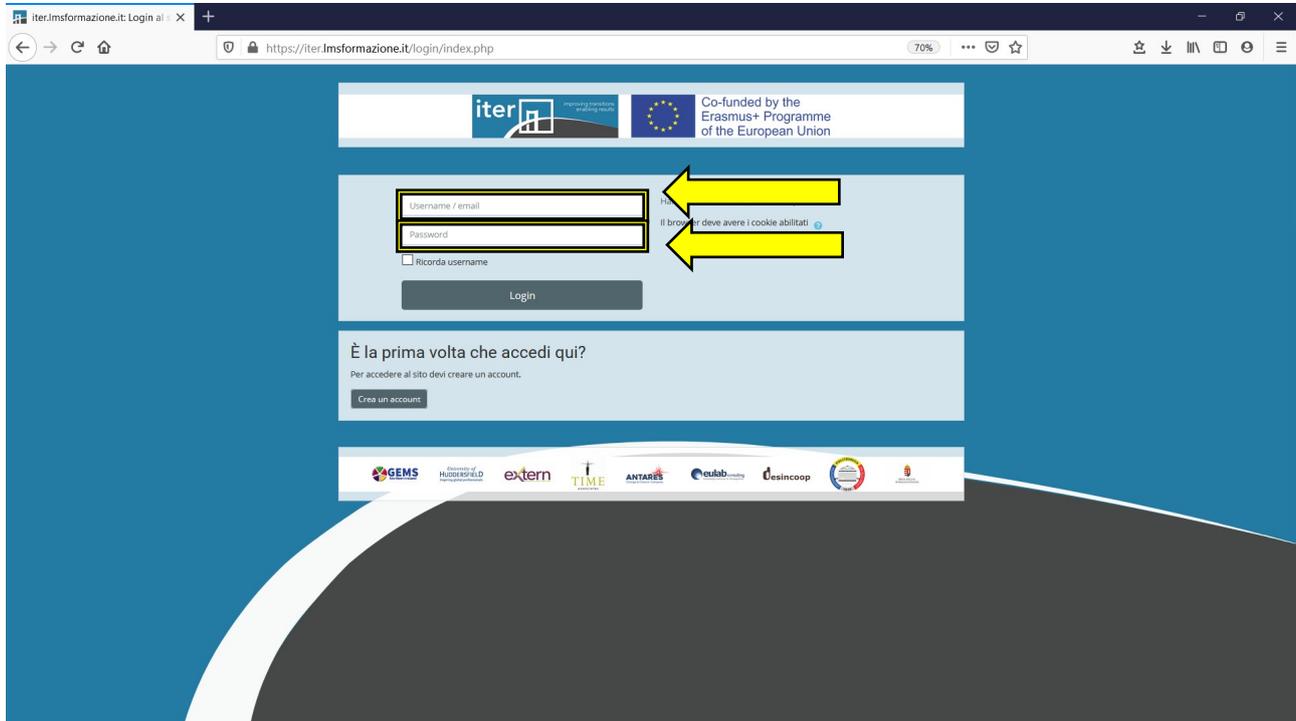
ITER PLATFORM - IO2 - GUIDELINES

Open a web page and then type the URL <https://iter.lmsformazione.it/>

The system will display the following page:

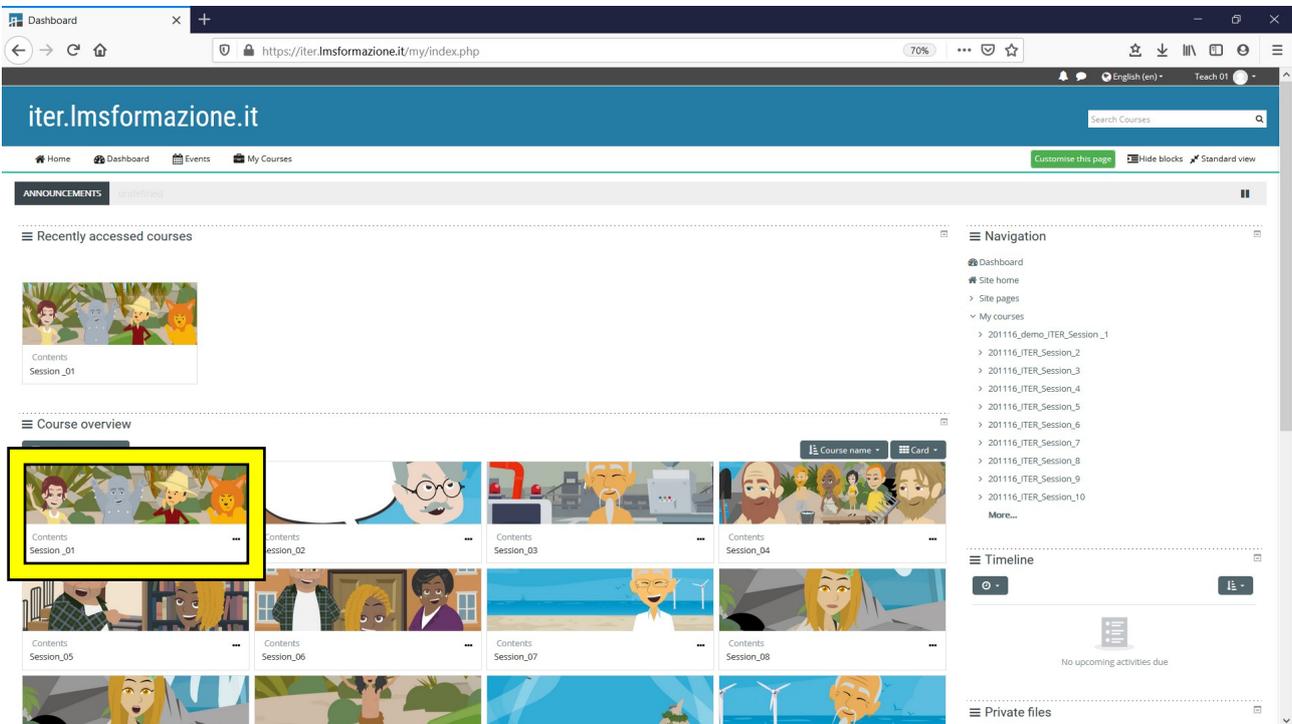


Enter your **Username** and **Password** in the respective fields, as shown in the following image



The screenshot shows a web browser window with the URL <https://iter.lmsformazione.it/login/index.php>. The page features a blue header with the iter logo and the text "improving transitions enabling results". To the right of the header is the European Union flag and the text "Co-funded by the Erasmus+ Programme of the European Union". The main content area contains a login form with two input fields: "Username / email" and "Password". Both fields are highlighted with yellow boxes and have yellow arrows pointing to them from the right. Below the "Password" field is a checkbox labeled "Ricorda username" and a "Login" button. To the right of the password field, there is a small text "Il browser deve avere i cookie abilitati" with a link icon. Below the login form, there is a section titled "È la prima volta che accedi qui?" with the text "Per accedere al sito devi creare un account." and a "Crea un account" button. At the bottom of the page, there is a row of logos for various partners: GEMS, University of Huddersfield, extern, TIME, ANTARES, eulab consulting, Desincoop, and others.

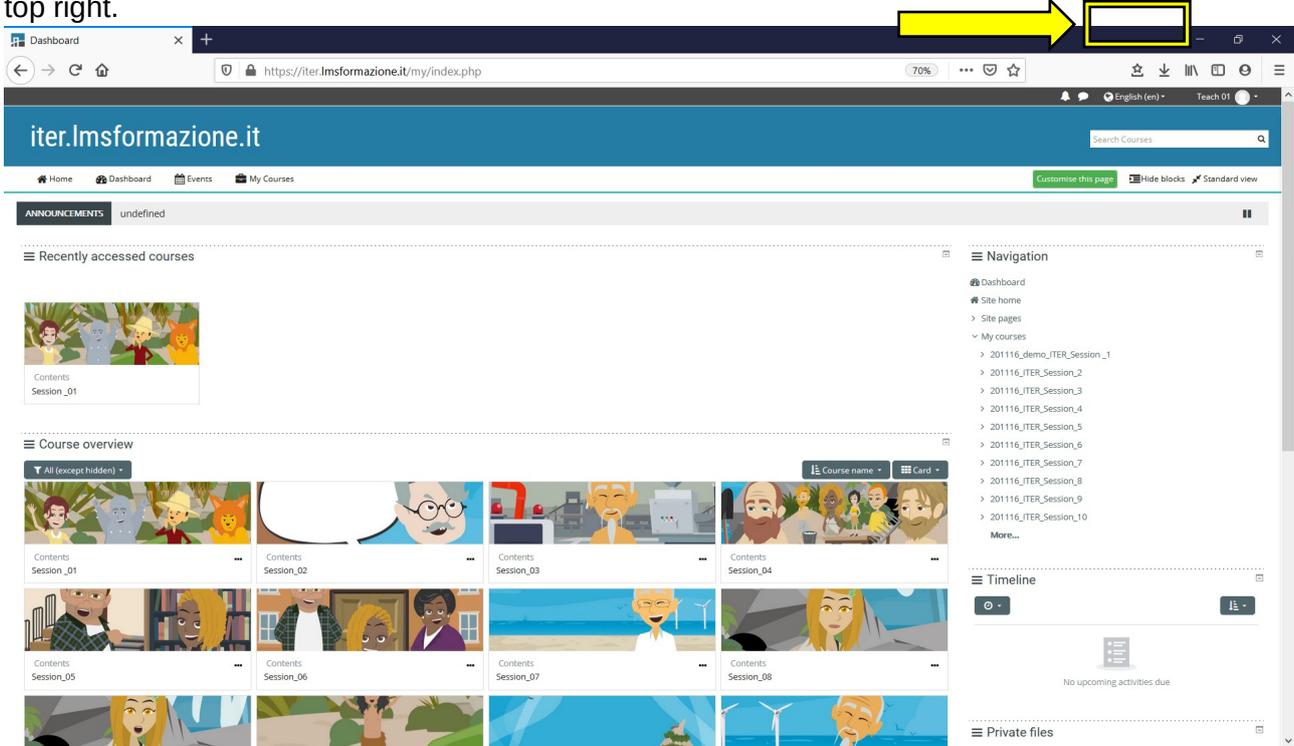
Once logged in, the system will display the screen below. Currently all tests are available for use (in English).



The screenshot shows the user interface of the iter.Lmsformazione.it system. The browser address bar displays the URL <https://iter.lmsformazione.it/my/index.php>. The page header includes the site name and a search bar. The main content area is divided into several sections:

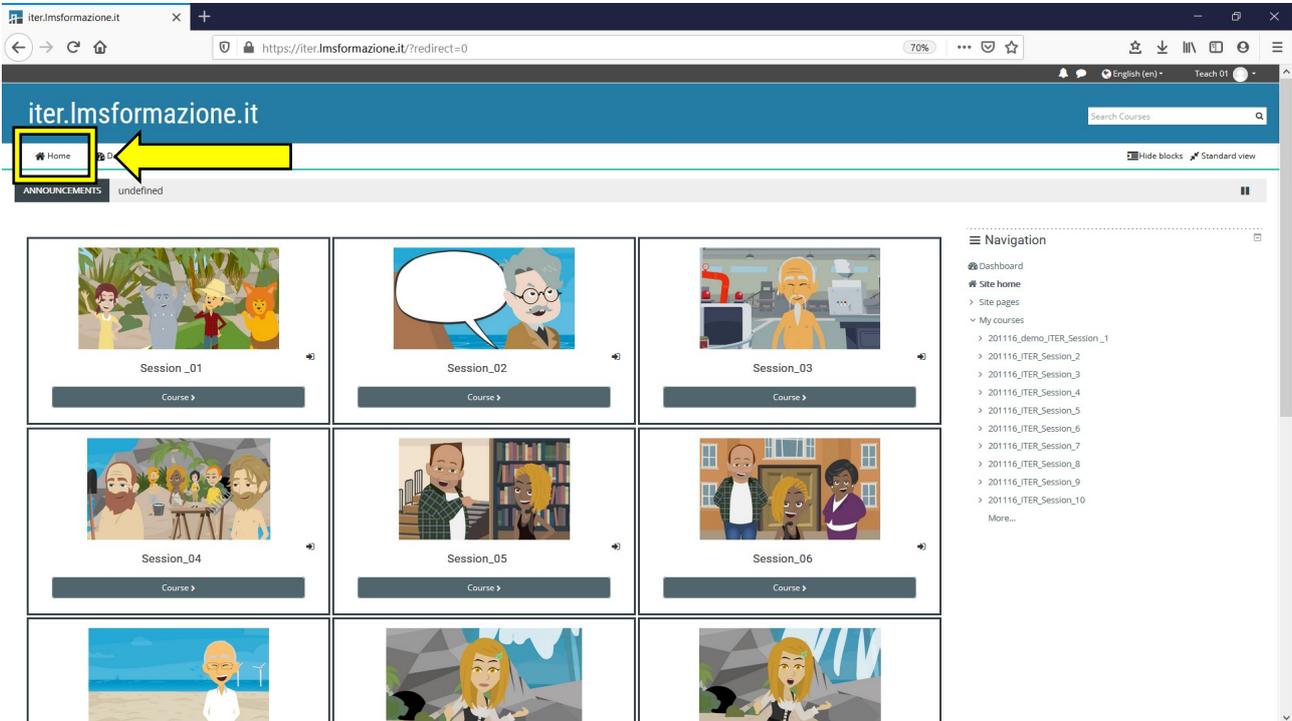
- ANNOUNCEMENTS:** A section for announcements, currently empty.
- Recently accessed courses:** A list of courses, with the first one, "Contents Session_01", highlighted by a yellow box.
- Course overview:** A grid of course cards, each representing a session (Session_01 to Session_08). The "Contents Session_01" card is also highlighted by a yellow box.
- Navigation:** A sidebar menu with options for "Dashboard", "Site home", "Site pages", and "My courses". Under "My courses", a list of sessions is shown, including "201116_demo_ITER_Session_1" through "201116_ITER_Session_10".
- Timeline:** A section for upcoming activities, currently showing "No upcoming activities due".
- Private files:** A section for private files, currently empty.

You can choose your language for the platform by one click on the respective item in the bar at the top right.

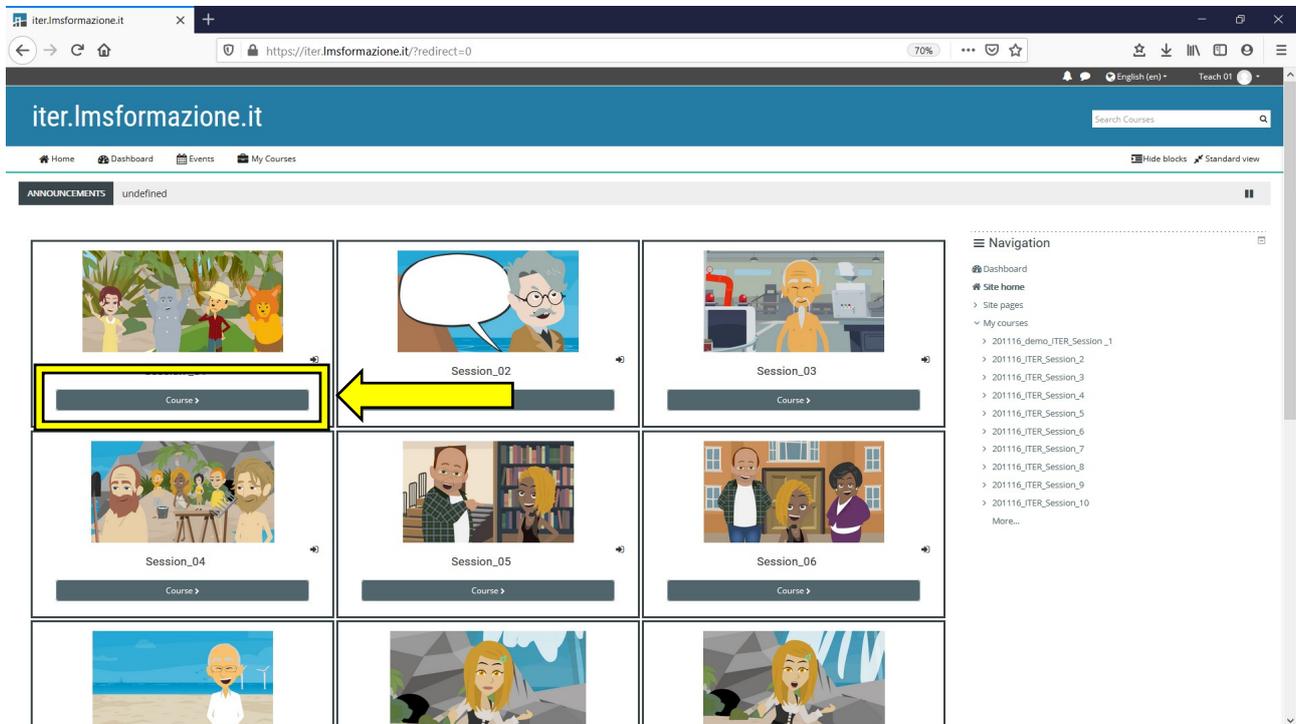


The screenshot shows the user interface of the iter.Lmsformazione.it platform. At the top right, there is a language selection dropdown menu. A yellow arrow points to this dropdown, and a yellow box highlights the current selection, which is 'English (en)'. Below the header, the dashboard displays a 'Recently accessed courses' section with a card for 'Contents Session_01'. A 'Course overview' section shows a grid of course cards for sessions 01 through 08. On the right side, there is a 'Navigation' sidebar with links to 'Dashboard', 'Site home', 'Site pages', and 'My courses'. Below the navigation is a 'Timeline' section showing 'No upcoming activities due' and a 'Private files' section at the bottom.

By selecting the **HOME** button, the platform displays all the modules where users can register.

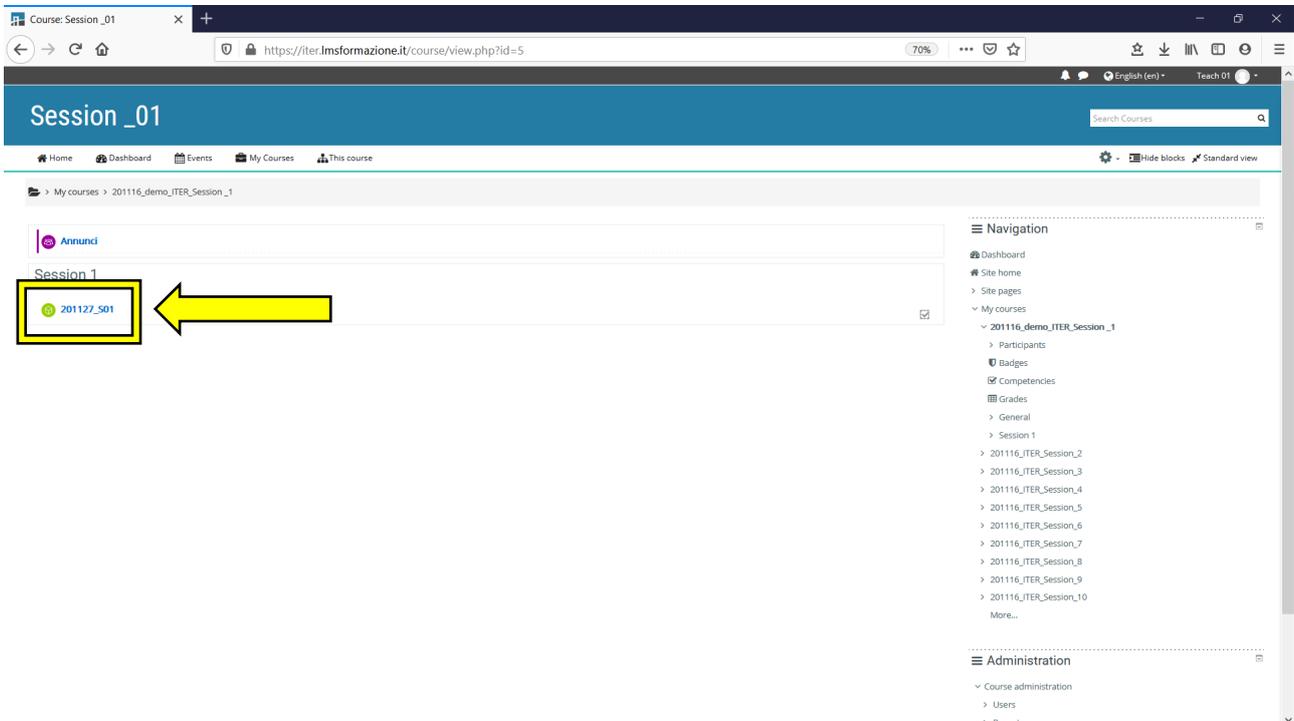


To use the **TEST** and **REPORT** of any Session: select the Course button (in the screenshot we have chosen Session_01 which is the first Test to be used by the participants)



The screenshot shows the website iter.lmsformazione.it. The main content area displays a grid of session cards. The first card, labeled 'Session_01', has a 'Course >' button highlighted with a yellow box. A yellow arrow points from the right towards this button. The other cards are labeled 'Session_02' through 'Session_06'. On the right side, there is a 'Navigation' sidebar with a list of links including 'Dashboard', 'Site home', 'Site pages', and 'My courses' with sub-links for sessions 1 through 10.

The platform will display the following screen. To start using the test or view the report, select the green icon.

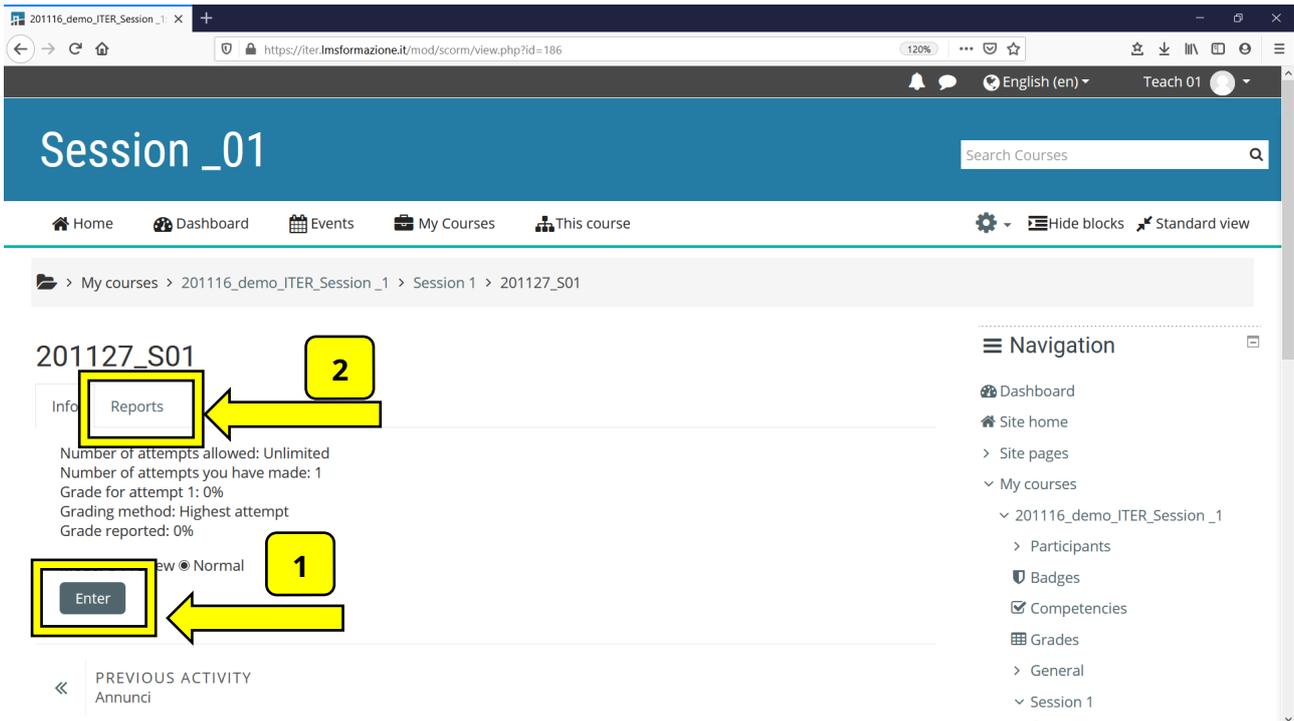


The screenshot shows a web browser window displaying the course page for 'Session_01'. The URL is <https://iter.lmsformazione.it/course/view.php?id=5>. The page title is 'Session_01'. The navigation menu on the right includes 'Dashboard', 'Site home', 'Site pages', 'My courses', '201116_demo_ITER_Session_1', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Session 1', '201116_ITER_Session_2', '201116_ITER_Session_3', '201116_ITER_Session_4', '201116_ITER_Session_5', '201116_ITER_Session_6', '201116_ITER_Session_7', '201116_ITER_Session_8', '201116_ITER_Session_9', '201116_ITER_Session_10', and 'More...'. The 'Administration' menu includes 'Course administration', 'Users', and 'Reports'. A yellow box highlights the '201127_S01' icon in the 'Session 1' section, with a yellow arrow pointing to it.

The system will then display the following screen. We can use the test by selecting the **Enter** button (1) or view the reports by selecting the **Reports** label (2).

When the Enter button is selected, the gamified test will start automatically

(For any anomalies see the navigation requirements).



The screenshot shows a web browser window displaying the LMS interface. The page title is "Session_01". The breadcrumb trail is "My courses > 201116_demo_ITER_Session_1 > Session 1 > 201127_S01". The main content area shows the activity "201127_S01" with an "Info" tab selected. The "Reports" button is highlighted with a yellow box and labeled "2". Below it, the activity details are shown: "Number of attempts allowed: Unlimited", "Number of attempts you have made: 1", "Grade for attempt 1: 0%", "Grading method: Highest attempt", and "Grade reported: 0%". The "Enter" button is highlighted with a yellow box and labeled "1". The "Navigation" menu on the right includes "Dashboard", "Site home", "Site pages", "My courses", "201116_demo_ITER_Session_1", "Participants", "Badges", "Competencies", "Grades", "General", and "Session 1". The "PREVIOUS ACTIVITY" section shows "Annunci".

Navigation requirements

Browser: vers

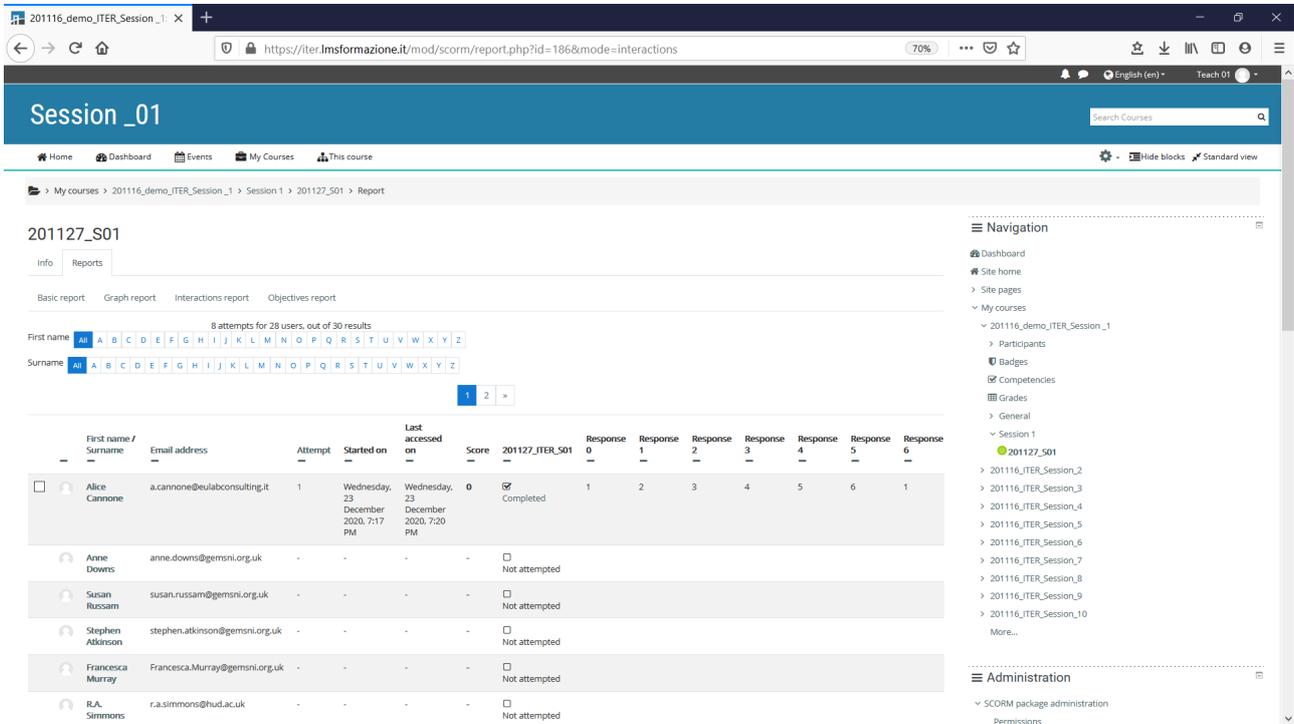
ions recommended for viewing published courses:

- Windows: Internet Explorer 11, Microsoft Edge (latest version), Google Chrome (latest version), Firefox (latest version)
- Mac: Safari (latest version), Google Chrome (latest version), Firefox (latest version)
- Mobile: Safari on Apple iOS 10 or latest version, Google Chrome on Apple iOS 10 or latest version, Google Chrome on Android OS 4.4 or latest version

Browser settings required for viewing published courses:

- JavaScript must be enabled.
- Font downloads must be enabled to see the correct fonts and characters.
- Popups and redirects must be allowed
 - Background synchronization must be allowed
- Allow sites to play audio
- Allow sites to save and read cookie data

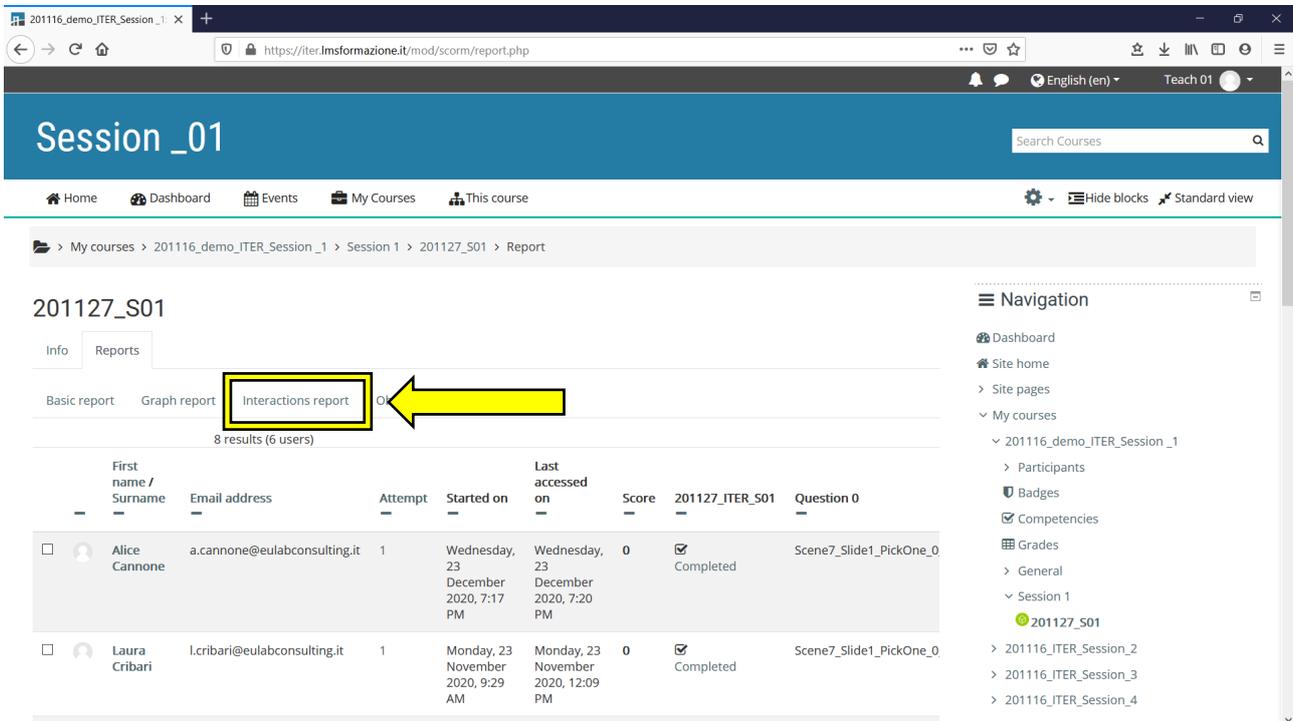
When selecting the Label **Report**, the next screen will be the following. A list of users who have taken the course will then appear.



The screenshot shows the LMS interface for a course session. The main content area displays a report for session 201127_S01. At the top, there are filters for 'First name' and 'Surname' with dropdown menus. Below the filters, there are tabs for 'Basic report', 'Graph report', 'Interactions report', and 'Objectives report'. The 'Basic report' tab is selected, showing a table of user attempts. The table has columns for 'First name / Surname', 'Email address', 'Attempt', 'Started on', 'Last accessed on', 'Score', and '201127_ITER_S01'. The first row shows Alice Cannone with a score of 0 and a status of 'Completed'. The other rows show users who have not attempted the session.

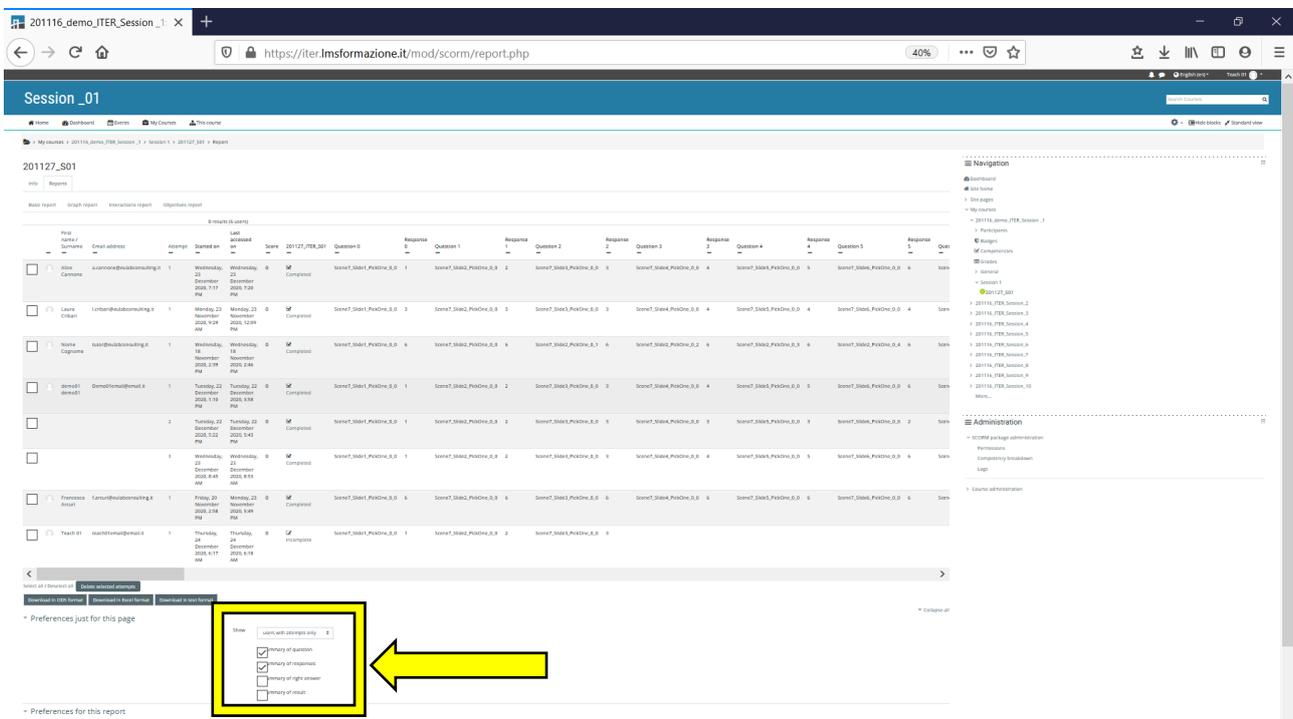
First name / Surname	Email address	Attempt	Started on	Last accessed on	Score	201127_ITER_S01
Alice Cannone	a.cannone@eulabconsulting.it	1	Wednesday, 23 December 2020, 7:17 PM	Wednesday, 23 December 2020, 7:20 PM	0	Completed
Anne Downs	anne.downs@gemsni.org.uk	-	-	-	-	Not attempted
Susan Russam	susan.russam@gemsni.org.uk	-	-	-	-	Not attempted
Stephen Atkinson	stephen.atkinson@gemsni.org.uk	-	-	-	-	Not attempted
Francesca Murray	Francesca.Murray@gemsni.org.uk	-	-	-	-	Not attempted
R.A. Simmons	r.a.simmons@hud.ac.uk	-	-	-	-	Not attempted

Now select the **"Interactions report"** Label, the platform will display a screen with the list of users who have carried out the tests and a brief description of the data that will be defined later.



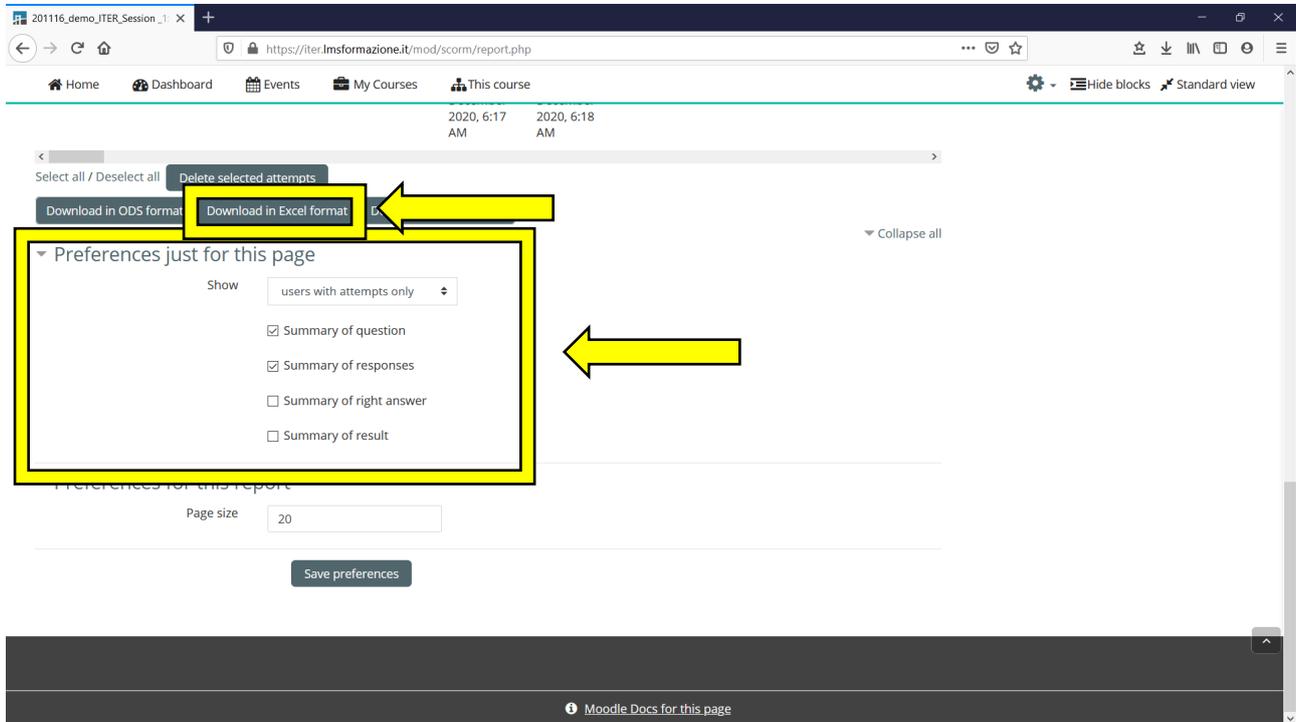
The screenshot shows a web browser window displaying the LMS interface. The page title is "Session_01". The breadcrumb trail is "My courses > 201116_demo_ITER_Session_1 > Session 1 > 201127_S01 > Report". The main content area shows the "201127_S01" report with tabs for "Info" and "Reports". Under "Reports", there are options for "Basic report", "Graph report", and "Interactions report". The "Interactions report" tab is highlighted with a yellow box and a yellow arrow pointing to it. Below the tabs, it says "8 results (6 users)". A table lists the users and their test results:

	First name / Surname	Email address	Attempt	Started on	Last accessed on	Score	201127_ITER_S01	Question 0
<input type="checkbox"/>	Alice Cannone	a.cannone@eulabconsulting.it	1	Wednesday, 23 December 2020, 7:17 PM	Wednesday, 23 December 2020, 7:20 PM	0	Completed	Scene7_Slide1_PickOne_0
<input type="checkbox"/>	Laura Cribari	l.cribari@eulabconsulting.it	1	Monday, 23 November 2020, 9:29 AM	Monday, 23 November 2020, 12:09 PM	0	Completed	Scene7_Slide1_PickOne_0



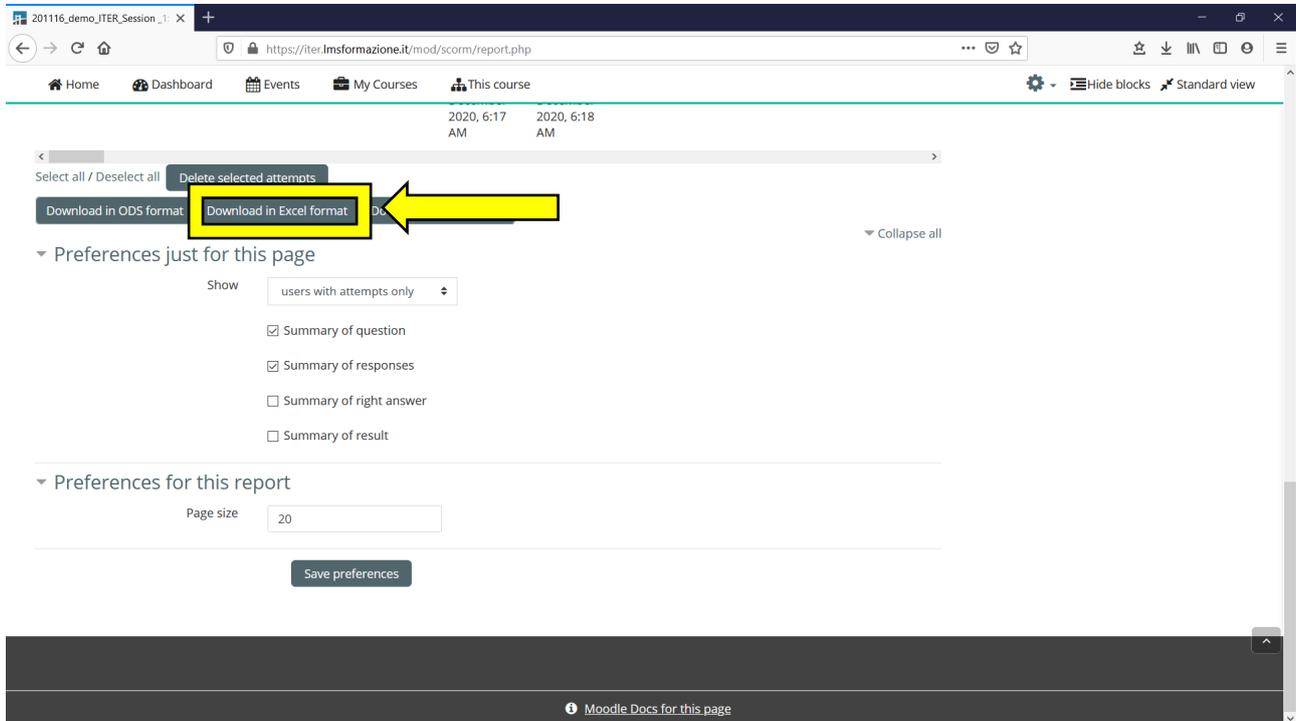
The screenshot shows the "Interactions report" details page. The table lists 8 results for 6 users. The "Interactions report" tab is selected. Below the table, there are "Preferences just for this page" and "Preferences for this report" sections. A yellow box highlights a dropdown menu in the "Preferences just for this page" section, which is set to "all with language only". A yellow arrow points to this dropdown menu.

Aligned at the bottom of the “Interactions report” screen, you can download what to show in the preview of the platform, but also what will be defined in the downloadable report.



The screenshot shows the Moodle Interactions report interface. At the top, there are navigation tabs: Home, Dashboard, Events, My Courses, and This course. Below the navigation, there are two columns of data with dates and times: 2020, 6:17 AM and 2020, 6:18 AM. A toolbar contains several buttons: 'Select all / Deselect all', 'Delete selected attempts', 'Download in ODS format', and 'Download in Excel format'. The 'Download in Excel format' button is highlighted with a yellow box and a yellow arrow pointing to it. Below the toolbar, there is a 'Preferences just for this page' section, which is also highlighted with a yellow box and a yellow arrow pointing to it. This section includes a 'Show' dropdown menu set to 'users with attempts only', and four checkboxes: 'Summary of question' (checked), 'Summary of responses' (checked), 'Summary of right answer' (unchecked), and 'Summary of result' (unchecked). Below the preferences, there is a 'Page size' input field set to '20' and a 'Save preferences' button. At the bottom of the page, there is a footer with the text 'Moodle Docs for this page'.

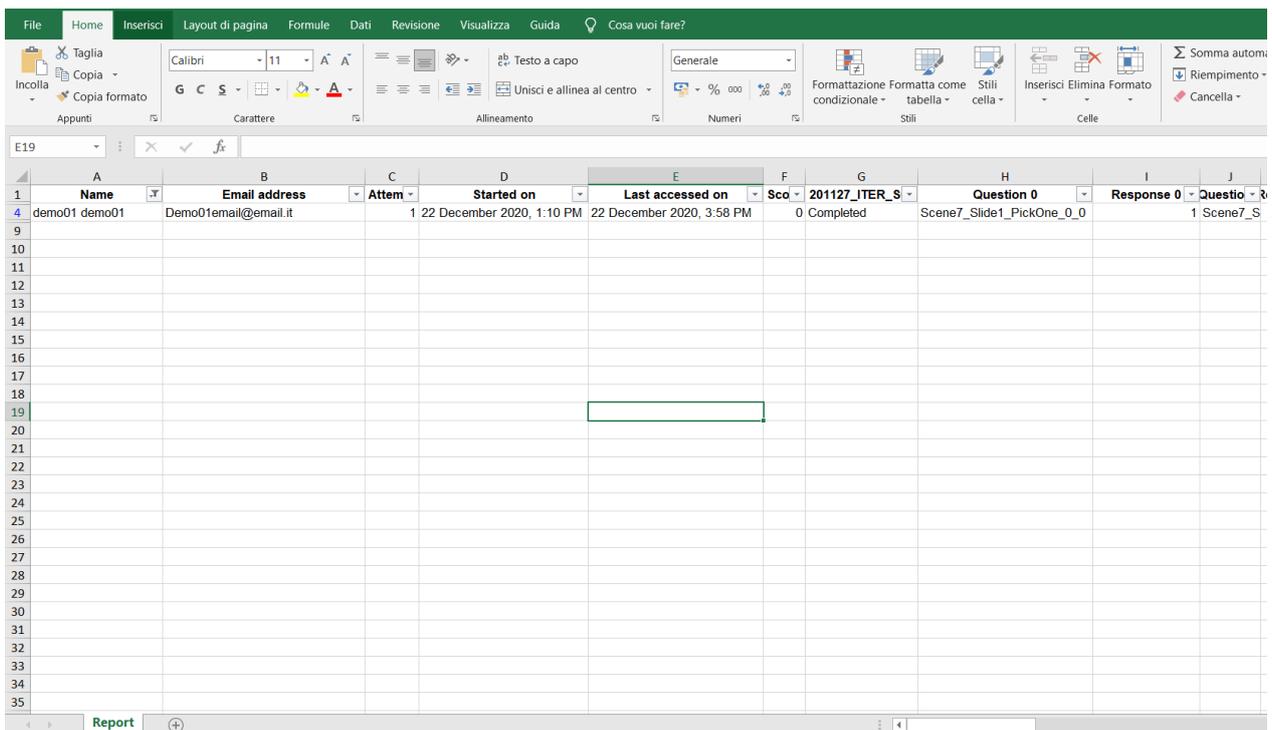
Once the options have been selected and saved (as shown in the previous image), you can download an excel file.



The screenshot shows a Moodle SCORM report page. At the top, there is a navigation bar with links for Home, Dashboard, Events, My Courses, and This course. Below this, there is a table of attempts with columns for user, attempt number, and time. A yellow box highlights the 'Download in Excel format' button, and a yellow arrow points to it from the right. Below the table, there are sections for 'Preferences just for this page' and 'Preferences for this report'. The 'Preferences just for this page' section includes a 'Show' dropdown set to 'users with attempts only' and several checkboxes for 'Summary of question', 'Summary of responses', 'Summary of right answer', and 'Summary of result'. The 'Preferences for this report' section includes a 'Page size' input field set to '20'. A 'Save preferences' button is located below these sections. At the bottom of the page, there is a footer with the text 'Moodle Docs for this page'.

Once downloaded, the Excel file will look like this. The columns will list:

- Name of the participant
- Email Address
- Attempt (attempt number)
- Date on which the course was taken
- Last Access
- Score (result) which will always be equal to 0 since there are no correct answers to the test
- Progress of the course in question (complete / incomplete)
- Question and respective answer



	A	B	C	D	E	F	G	H	I	J
	Name	Email address	Attem	Started on	Last accessed on	Scor	201127_ITER_S	Question 0	Response 0	Question 0
1	demo01	demo01		1 22 December 2020, 1:10 PM	22 December 2020, 3:58 PM	0	Completed	Scene7_Slide1_PickOne_0_0		1 Scene7_S
2										
3										
4										
5										
6										
7										
8										
9										
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Below you find the legend for the **CO-MENT questions** (necessary for the conversion of the platform variables with those of the test questions)

Question 00	Life Zone	1. Physical Health	
Question 01	Life Zone	2. Mental Health/Stress	
Question 02	Life Zone	3. Drug or alcohol related issues	
Question 03	Life Zone	4. Caring Responsibilities	
Question 04	Life Zone	5. Mobility / Willingness to work in all areas of the community	
Question 05	Life Zone	6. Residence	
Question 06	Life Zone	7. Sufficient Income to cover personal expenses	
Question 07	Life Zone	8. Benefit Dependency	
Question 08	Life Zone	9. Convictions/Criminal Record History	
Question 09	Life Zone	10. Confidence and Self Esteem	
Question 10	Life Zone	11. Appearance/Presentation	
Question 11	Life Zone	12. Motivation/Aspirations and Setting Goals to achieve things	
Question 12	Life Zone	13. Reliability - Attendance and Punctuality	
Question 13	Life Zone	14. Personal and Social Skills	
Question 14	Life Zone	15. Problem Solving/Coping Skills / Ability to Adapt to Different Situations	
Question 15	Leisure Zone	1. Fitness/ Exercise	
Question 16	Leisure Zone	2. Social Interaction	
Question 17	Leisure Zone	3. Team Activities	
Question 18	Work Zone	1. Employment Experience	
Question 19	Work Zone	2. Readiness for Work	
Question 20	Work Zone	3. Job Search Skills	
Question 21	Work Zone	4. Employment Goals	
Question 22	Work Zone	5. CV and Covering Letter writing skills	
Question 23	Work Zone	6. Application Forms	
Question 24	Work Zone	7. Job Interview Skills	
Question 25	Learning Zone	1. English Language	
Question 26	Learning Zone	2. Essential Skills	
Question 27	Learning Zone	3. Formal Education history participation / achievement	
Question 28	Learning Zone	4. Vocational Training history participation / achievement	
Question 29	Learning Zone	5. Transferable skills / employability skills	

Below you find the legend for the **TRANSITION** questions (necessary for the conversion of the platform variables with those of the test questions)

Question 00	Self-Awareness	Understands the Impact their behaviour has on others	How important is it that he/she can display this behaviour
Question 01	Self-Awareness	Is aware of their strengths and limitations	How important is it that he/she can display this behaviour
Question 02	Self-Awareness	Asks others for feedback on their behaviours	How important is it that he/she can display this behaviour
Question 03	Self-Awareness	Is consistent in what they say and do	How important is it that he/she can display this behaviour
Question 04	Self-Awareness	Behaves in a way that is consistent with how they expect others to be	How important is it that he/she can display this behaviour
Question 05	Self-Awareness	Demonstrates awareness of their own mood and emotions	How important is it that he/she can display this behaviour
Question 06	Awareness of others	Makes others feel appreciated	How important is it that he/she can display this behaviour
Question 07	Awareness of others	Notifies when someone needs support and responds effectively	How important is it that he/she can display this behaviour
Question 08	Awareness of others	Accurately views situations from the perspective of others	How important is it that he/she can display this behaviour
Question 09	Awareness of others	Acknowledges the views and opinions of others	How important is it that he/she can display this behaviour
Question 10	Awareness of others	Accurately anticipates responses or reactions from others	How important is it that he/she can display this behaviour
Question 11	Awareness of others	Notifies inappropriate behaviour in others and responds effectively	How important is it that he/she can display this behaviour
Question 12	Authenticity	Is open about their thoughts, feelings and opinions	How important is it that he/she can display this behaviour
Question 13	Authenticity	Expresses thoughts and feelings in a way that is sensitive to those of others	How important is it that he/she can display this behaviour
Question 14	Authenticity	Is open and honest about mistakes	How important is it that he/she can display this behaviour
Question 15	Authenticity	Honours commitments and keeps promises	How important is it that he/she can display this behaviour
Question 16	Authenticity	Encourages others to put forward their thoughts, feelings and opinions	How important is it that he/she can display this behaviour
Question 17	Authenticity	Responds effectively when challenged	How important is it that he/she can display this behaviour
Question 18	Emotional Reasoning	Consults others in decision-making	How important is it that he/she can display this behaviour
Question 19	Emotional Reasoning	Explains the rationale behind decisions made	How important is it that he/she can display this behaviour
Question 20	Emotional Reasoning	Accurately views situations from the perspective of others	How important is it that he/she can display this behaviour
Question 21	Emotional Reasoning	Involves you in decisions that affect you	How important is it that he/she can display this behaviour
Question 22	Emotional Reasoning	Takes the bigger picture into account when decision-making	How important is it that he/she can display this behaviour
Question 23	Emotional Reasoning	Reflects on feelings when decision-making	How important is it that he/she can display this behaviour
Question 24	Emotional Reasoning	Is able to explain how they feel about making certain decisions	How important is it that he/she can display this behaviour
Question 25	Self-Management	Manages their emotions effectively in difficult situations	How important is it that he/she can display this behaviour
Question 26	Self-Management	Demonstrates a positive, energizing demeanour	How important is it that he/she can display this behaviour
Question 27	Self-Management	Manages their time effectively	How important is it that he/she can display this behaviour
Question 28	Self-Management	Learns from mistakes	How important is it that he/she can display this behaviour
Question 29	Self-Management	Preserves old and develops new relationships/friendships	How important is it that he/she can display this behaviour
Question 30	Self-Management	Quickly adapts to new circumstances	How important is it that he/she can display this behaviour
Question 31	Self-Awareness	Understands the Impact their behaviour has on others	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 32	Self-Awareness	Is aware of their strengths and limitations	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 33	Self-Awareness	Asks others for feedback on their behaviours	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 34	Self-Awareness	Is consistent in what they say and do	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 35	Self-Awareness	Behaves in a way that is consistent with how they expect others to be	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 36	Self-Awareness	Demonstrates awareness of their own mood and emotions	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 37	Awareness of others	Makes others feel appreciated	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 38	Awareness of others	Notifies when someone needs support and responds effectively	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 39	Awareness of others	Accurately views situations from the perspective of others	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 40	Awareness of others	Acknowledges the views and opinions of others	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 41	Awareness of others	Accurately anticipates responses or reactions from others	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 42	Awareness of others	Notifies inappropriate behaviour in others and responds effectively	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 43	Authenticity	Is open about their thoughts, feelings and opinions	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 44	Authenticity	Expresses thoughts and feelings in a way that is sensitive to those of others	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 45	Authenticity	Is open and honest about mistakes	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 46	Authenticity	Honours commitments and keeps promises	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 47	Authenticity	Encourages others to put forward their thoughts, feelings and opinions	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 48	Authenticity	Responds effectively when challenged	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 49	Emotional Reasoning	Consults others in decision-making	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 50	Emotional Reasoning	Explains the rationale behind decisions made	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 51	Emotional Reasoning	Accurately views situations from the perspective of others	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 52	Emotional Reasoning	Involves you in decisions that affect you	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 53	Emotional Reasoning	Takes the bigger picture into account when decision-making	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 54	Emotional Reasoning	Reflects on feelings when decision-making	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 55	Emotional Reasoning	Is able to explain how they feel about making certain decisions	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 56	Self-Management	Manages their emotions effectively in difficult situations	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 57	Self-Management	Demonstrates a positive, energizing demeanour	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 58	Self-Management	Manages their time effectively	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 59	Self-Management	Learns from mistakes	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 60	Self-Management	Preserves old and develops new relationships/friendships	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 61	Self-Management	Quickly adapts to new circumstances	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background