

“HOW TO” GUIDE

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... to the TRAILER Informal Learning Collector (ILC)

How to install the bookmarklet

Visit <http://dev.moodbile.org/moodleilc/bookmarklet.html>

Drag the “Send to ILC” button to the favourites bar of your browser.

Whenever you want to send a web page to the Informal Collector, just press on the bookmarklet you just created and the activity will be sent.

How to collect an informal learning activity (ILA)

There are 3 basic ways to collect an ILA:

1. Via the Bookmarklet
2. Manually adding the activity in the ILC
3. Using the available Web Services to send the activity to the ILC

Using the Bookmarklet

While visiting a web page you want to send as an informal learning activity to the ILC just click on the “Send to ILC” bookmarklet you have installed in your favorites bar.

A new tab will open in your browser and you will be taken to the ILC with a message that the activity has been successfully sent to the ILC queue.

After that you can choose to see the list of the IL activities you have waiting to be sent to the portfolio.

Pending Informal Learning Activities

Learning Scala The Scala Programming Language	Edit and Send to Portfolio	Delete Activity
TRAILER: WP5	Edit and Send to Portfolio	Delete Activity

Clicking on “Edit and Send to Portfolio” will take you to the IL configuration form where you can add additional details to the activity and send it to the portfolio.

Adding an activity manually:

To manually add an activity to the ILC just visit:

<http://ilc.trailerproject.eu>

And click on “**Add a new activity manually**” either in the main panel on in the right ILC sidebar.

You will be taken to the Activities Definition Page where you will need to fill the activity data before sending it to the portfolio.

Adding an activity using Web Services:

The ILC provides Web Services for direct access from external tools.

Documentation for the available Web Services can be found at:

http://docs.moodbile.org/index.php/ILC_Web_Services

The available connection protocols to the server are:

- ✓ JSON (AJAX with JSON format messages)
- ✓ JSONP
- ✓ JSON-RPC
- ✓ JSON-RPC with OAuth
- ✓ REST with OAuth

How to describe an informal learning activity (ILA) within the ILC

You can access the list of activities pending description by visiting the URL:

<http://ilc.trailerproject.eu>

And clicking on “Configure Existing Activities”

If there are any activities pending description, you can choose one to “Edit and Send to Portfolio”

You will be presented with a form where you can define a number of characteristics for the activity before sending it to the Portfolio.

Available fields are:

- Activity type (choice among URL, Image and YouTube)
- Tags recovered from the Institutional Catalogue
- Custom, comma separated tags
- Competences recovered from the Institutional Catalogue
- Comments (text field)
- Activity-specific content (text field)

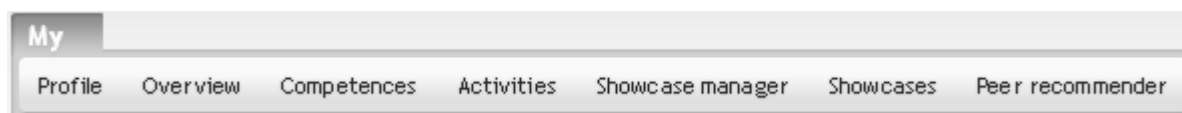
... to the TRAILER portfolio

How to understand the portfolio

The main function of the portfolio is to create showcases of your learning activities and associated competences. This allows you to record particular sets of competences and provide evidence for the competence in the form of learning activities you have performed. This showcase can be for private use, but can also be used to show others (e.g. fellow students, teachers, employee, colleagues) what you have accomplished.

Portfolio pages

The Trailer portfolio consists of several pages. You can access these pages through the navigation bar at the top of the screen. This navigation bar is labelled 'My'.

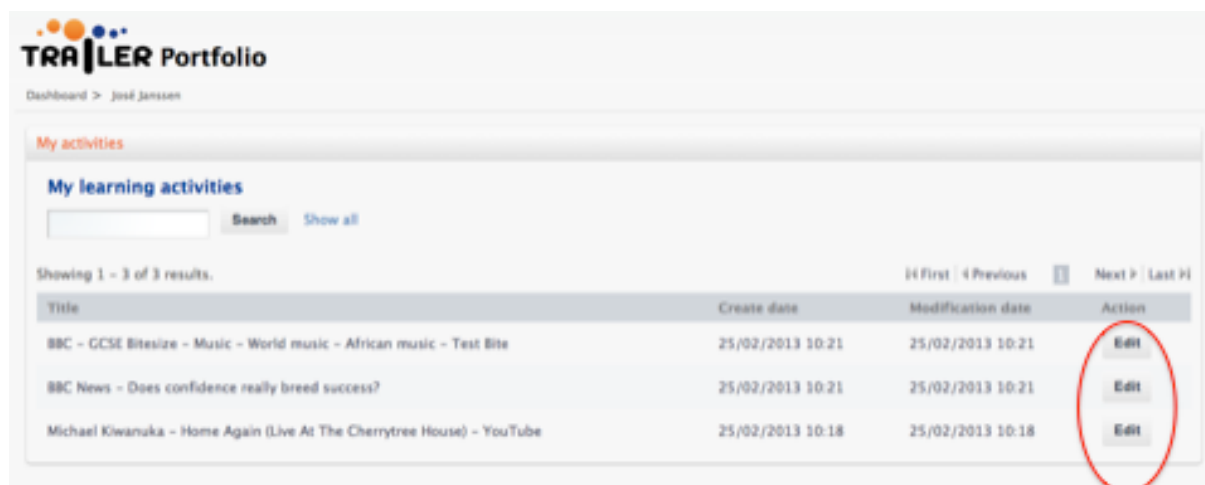


The portfolio has two pages related to showcases: Showcase manager and Showcases. The showcase manager page is where you manage your personal showcases. This page provides a read-only view on your showcase. When you share your showcase with somebody else, this is the page they will see.

In order to create a meaningful showcase, the learning activities should be as informative as possible. To this end you can provide additional information about the activity and associate one or more competences with the activity. You can add this information already at the moment you gather the learning activity through the ILC but also later on in the portfolio.

How to describe a learning activity in the portfolio?

Go to the My activities page and click on the **Edit** button next to the activity of which you want to change the associated information:



TRAILER Portfolio
Dashboard > José Janssen

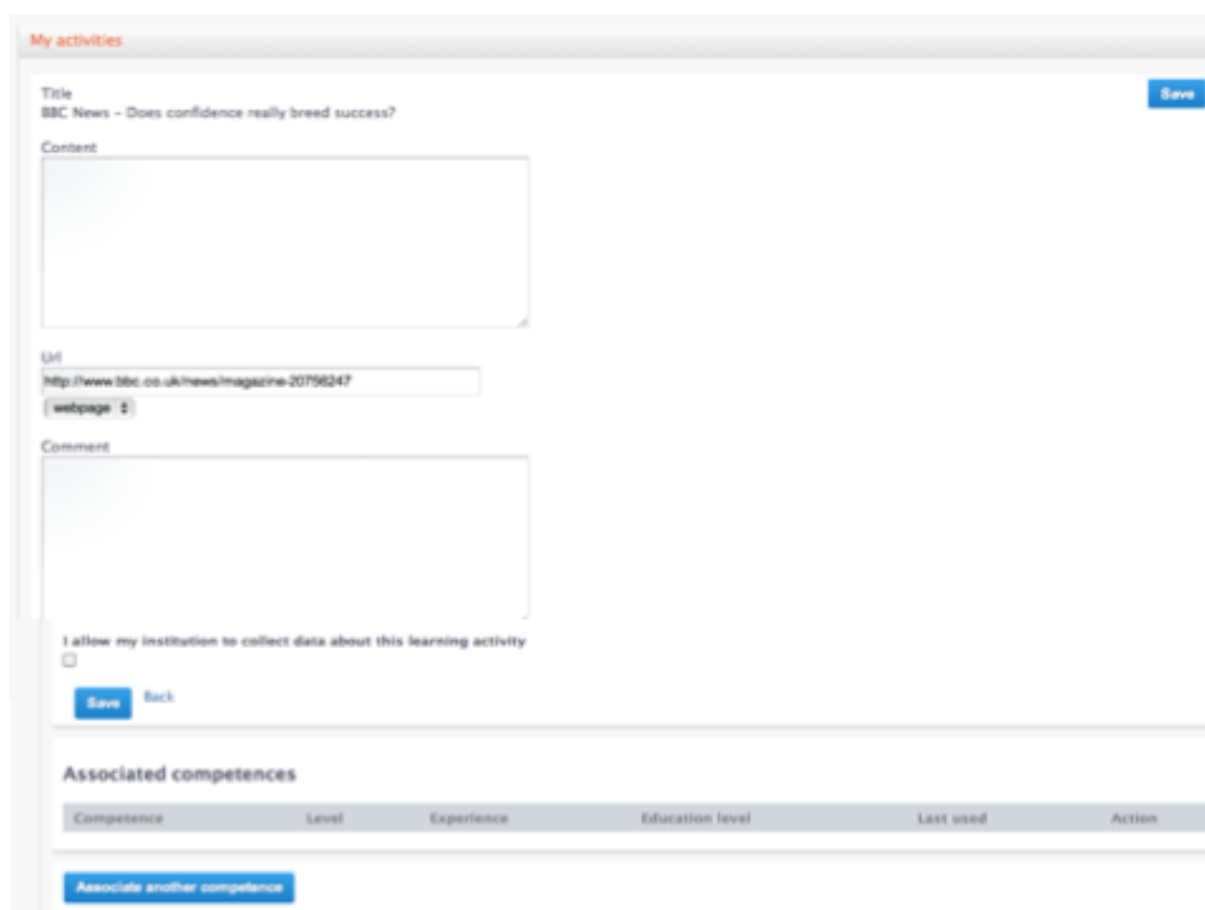
My activities

My learning activities

Showing 1 - 3 of 3 results.

Title	Create date	Modification date	Action
BBC - GCSE Bitesize - Music - World music - African music - Test Bite	25/02/2013 10:21	25/02/2013 10:21	Edit
BBC News - Does confidence really breed success?	25/02/2013 10:21	25/02/2013 10:21	Edit
Michael Kiwanuka - Home Again (Live At The Cherrytree House) - YouTube	25/02/2013 10:18	25/02/2013 10:18	Edit

The example below shows the edit mode of an activity, which was sent straight from the ILC to the portfolio without further elaboration:



My activities

Title: BBC News - Does confidence really breed success? [Save](#)

Content:

URL: <http://www.bbc.co.uk/news/magazine-20756247>
(webpage)

Comment:

I allow my institution to collect data about this learning activity ☐

[Save](#) [Back](#)

Associated competences

Competence	Level	Experience	Education level	Last used	Action
Associate another competence					

Content: here you describe what the learning activity was about.

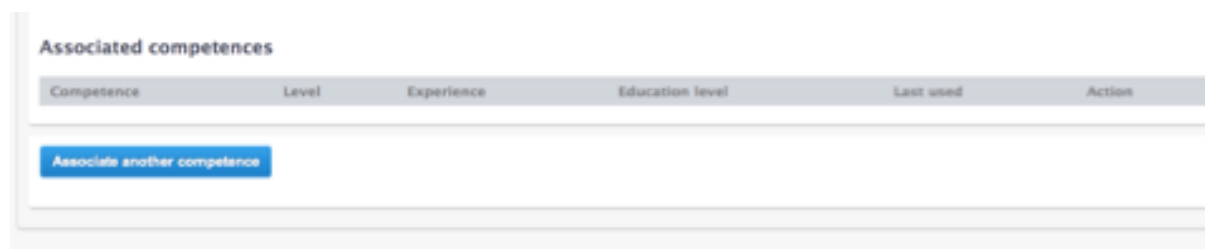
URL: is automatically provided when the learning activity has an online component (webpage, audio, video).

Comment: add additional information about the activity, e.g. motivation to do this activity, how it helped you develop particular skills, knowledge or attitudes, whether or not you enjoyed it and why.

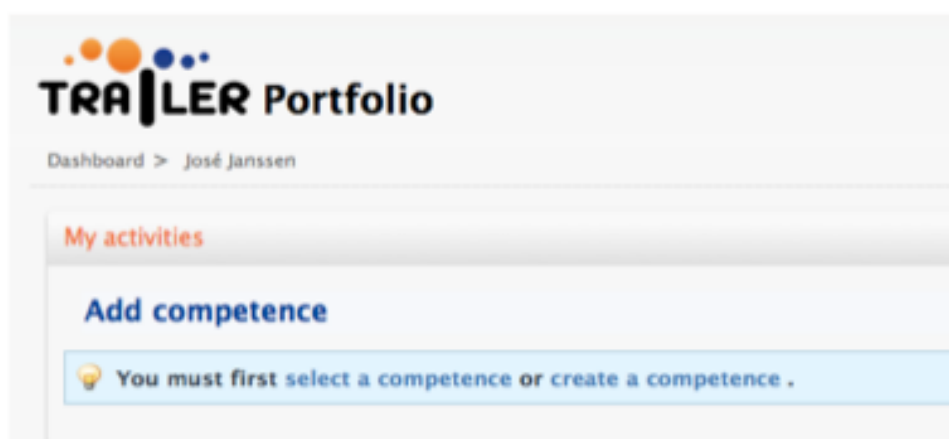
Associated competences: A list of competences that are associated with this particular activity. When you have associated the competence through the ILC you have to provide the competence level details here. Click on the Edit button next to the associated competence(s) and set the details of the competence(s) as evidenced by this activity.

How to associate a competence with an activity in the portfolio?

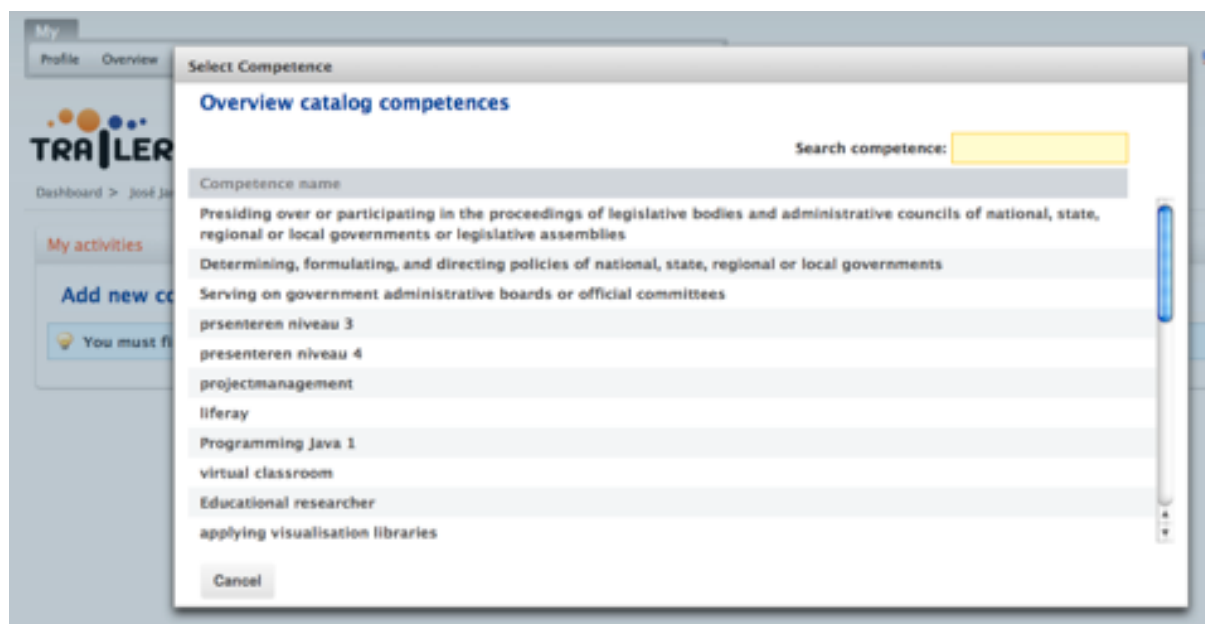
Go to the My activities page and click on the **Edit** button next to the activity that you want to associate with a competence. Scroll to the bottom of the page describing the activity, where you find the associated competences:



Click **Associate another competence**. In the following screen you can choose to either select a competence from a list of predefined competences, the so-called competence catalogue, or create a new competence:



If you don't know the list of predefined competences, you want to check that first of course. When you click **select a competence** a pop-up appears providing a list of competences. You can scroll through the list or use the search option to see if it provides the competence(s) you want to associate with the activity.



When you select a competence you are presented with a screen that allows you to provide additional information about that competence:

Area 2

Level

☐ No value

☒ Basic

☐ Average

☐ Expert

Experience

☐ No value

☐ Less than 1 month

☐ Less than 6 months

☐ Less than 1 year

☒ Between 1 and 2 years

☐ More than 2 years

Last used

☐ No value

☒ Currently

☐ More than one year ago

☐ More than two years ago

☐ More than five years ago

Education level

☒ No value

☐ School leaving certificate

☐ Primary education

☐ Basic FP –Secondary School

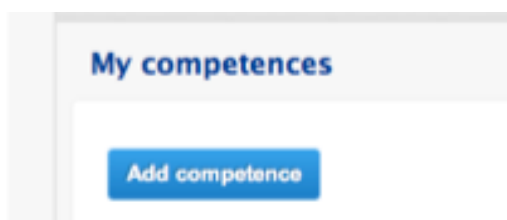
☐ Higher education

If the list of competences does not provide a suitable competence description you are free to define a new competence yourself. In that case you select **Cancel**, which closes the pop-up screen and you select **create a competence**. For further instructions down this line see: How to create a competence?

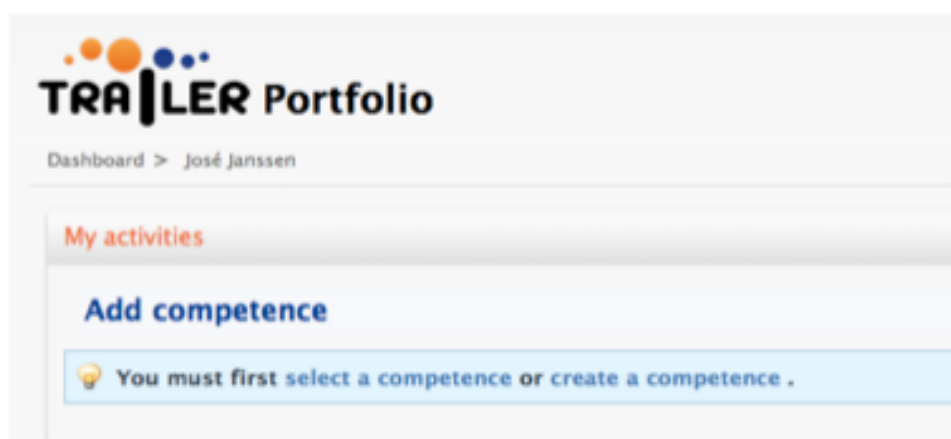
How to create a competence?

When you cannot find a suitable competence in the competence catalogue you have the option to create a new competence to add to your list of competences. This can be done in two ways, depending on the moment you make the decision to describe a competence that is not yet listed in the catalogue:

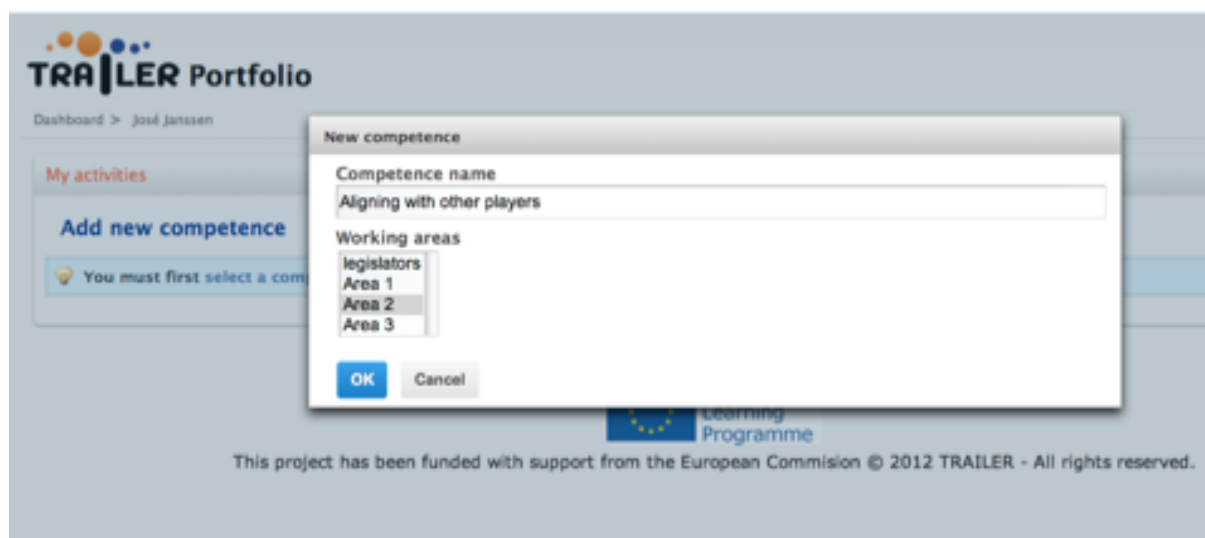
1. When you are looking for a competence to associate with an activity, i.e. when you click the button **Associate another competence** in the Associate Competence section of the Activity page.
2. When you decide there is a competence missing in your competence overview and you click **Add Competence**:



In both cases you are directed to the page:



Select **create competence**. Next, fill out a competence name and select a working area for the competence:



Click OK. You will now be enabled to provide further details on the competence, such as the level you have attained (basic, average, expert), experience, last used etc.

Aligning with other players

Area 2

Level

☐ No value

☒ Basic

☐ Average

☐ Expert

Experience

☐ No value

☐ Less than 1 month

☐ Less than 6 months

☐ Less than 1 year

☒ Between 1 and 2 years

☐ More than 2 years

Last used

☐ No value

☒ Currently

☐ More than one year ago

☐ More than two years ago

☐ More than five years ago

Education level

☒ No value

☐ School leaving certificate

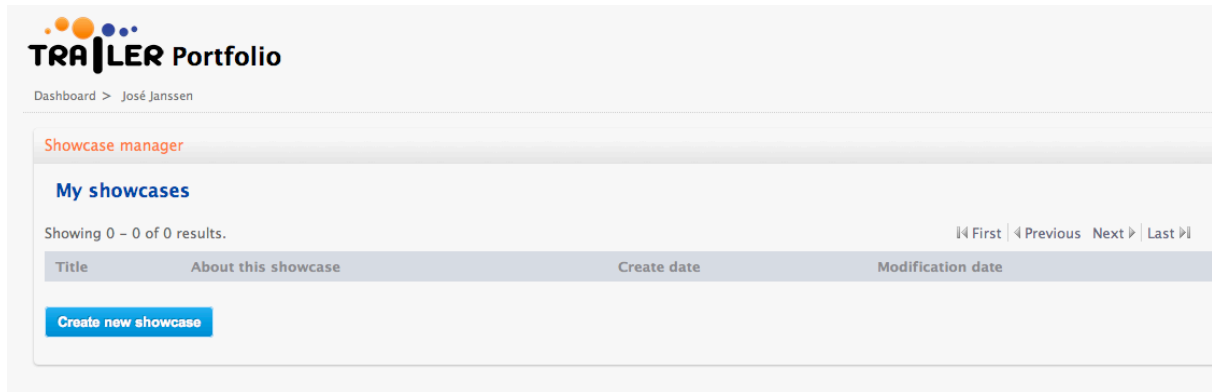
☐ Primary education

☐ Basic FP –Secondary School

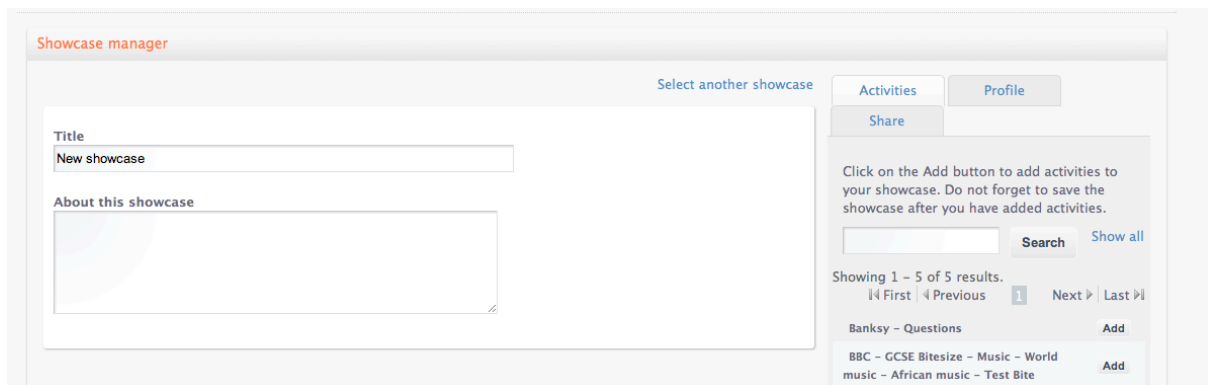
☐ Higher education

How to create a showcase?

To create a showcase you use the Showcase Manager page. Here you select and add learning activities to a showcase, by clicking **Create new showcase**.



In the next screen you fill out a title as well as a description of the showcase, explaining the reason for creating this showcase:



In the right hand side of the screen you find three tabs: Activities (selected by default), Profile and Share.

Your learning activities are shown on the right hand side, provided the Activities tab is selected.

Add activities to your showcase by clicking on the **Add** button next to an activity

Click on the Add button to add activities to your showcase. Do not forget to save the showcase after you have added activities.

Search [Show all](#)

Showing 1 – 5 of 5 results.

◀ First | ◀ Previous **1** Next ▶ | Last ▶

Banksy – Questions **Add**

BBC – GCSE Bitesize – Music – World music – African music – Test Bite **Add**

The associated competences, comments and content will be included in the showcase, but can be edited to suit the particular purposes of this showcase:

BBC – GCSE Bitesize – Music – World music – African music – Test Bite

Remove **Up** **Down**

Listening

Content

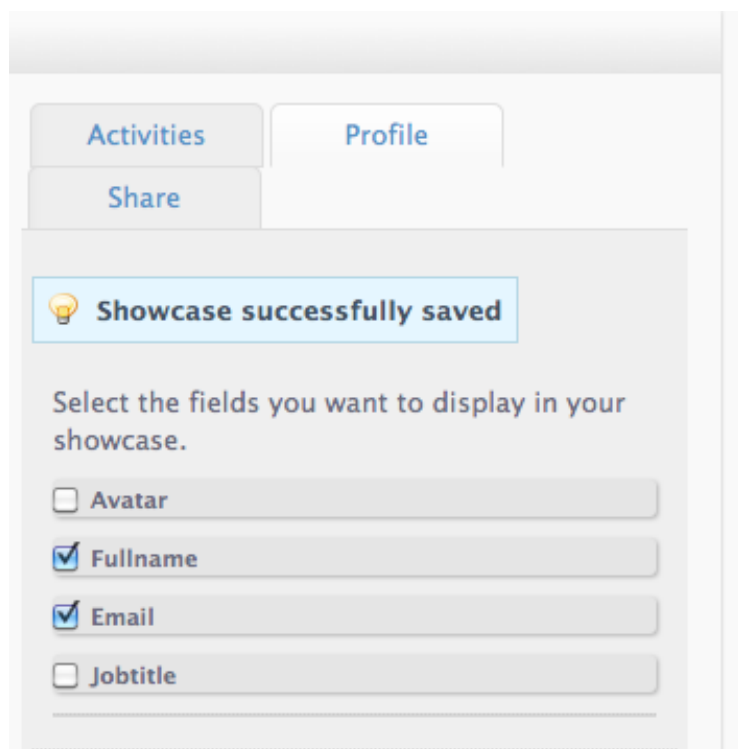
This is a multiple choice test which requires you to listen to an African rhythm and subsequently answer questions regarding musical instruments, rhythm, etc.

http://www.bbc.co.uk/apps/ifi/schools/gcsebitesize/music/quizengine?quiz=music_of_africa&templateStyle=music

Comment


I took this test to check my basic knowledge on African music

Do not forget to add profile information to your showcase. You can select the details you want to include by clicking on the Profile tab:



Activities Profile

Share

 **Showcase successfully saved**

Select the fields you want to display in your showcase.

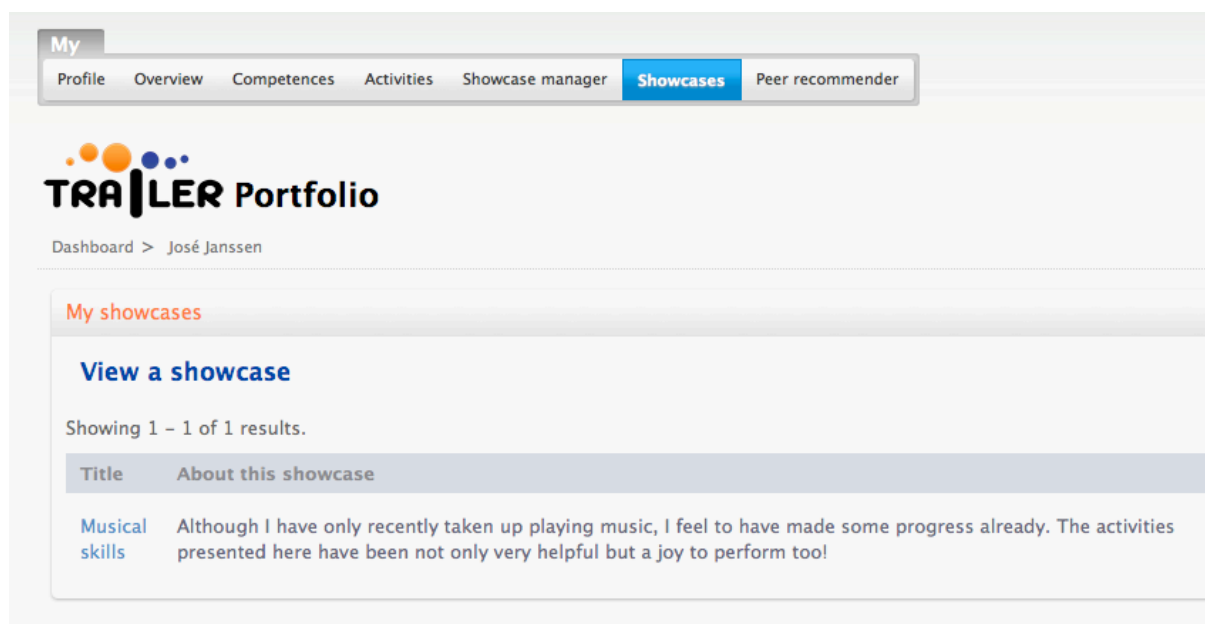
☐ Avatar

☒ Fullname

☒ Email

☐ Jobtitle

Once you have saved the showcase you can go to the Showcase page to see how your showcase will be presented to others when you choose to share the showcase. Go to the Showcases page and click on the showcase you want to get a view of:



My

Profile Overview Competences Activities Showcase manager **Showcases** Peer recommender

TRAILER Portfolio

Dashboard > José Janssen

My showcases

View a showcase

Showing 1 – 1 of 1 results.

Title	About this showcase
Musical skills	Although I have only recently taken up playing music, I feel to have made some progress already. The activities presented here have been not only very helpful but a joy to perform too!

This will give you a view of the showcase:

Musical skills



Fullname José Janssen
Email jose.janssen@ou.nl

About this showcase

Although I have only recently taken up playing music, I feel to have made some progress already. The activities presented here have been not only very helpful but a joy to perform too!

Add showcase comment

BBC - GCSE Bitesize - Music - World music - African music - Test Bite

fbr3 Listening

This is a multiple choice test which requires you to listen to an African rhythm and subsequently answer questions regarding musical instruments, rhythm, etc.

http://www.bbc.co.uk/apps/ifi/schools/gcsebitesize/music/quizengine?quiz=music_of_africa&templateStyle=music

I took this test to check my basic knowledge on African music

Comment

Note that the people viewing your showcase are allowed to add comments on the showcase as well as each activity included in the showcase.

How to share or update a showcase?

To update existing showcases you go to the Showcase Manager page.

By default, the Showcase manager will open the showcase that you have updated the last time you were working in the portfolio. When that is not the portfolio that you want to update or when you want to create a new showcase, you need to click **Select another showcase** at the top right of the screen. This will lead you back to the list of showcases.

Click on a title of an existing showcase to select the showcase you want to share or update.

Title	About this
Demonstrating my skills in	This showca

You can now edit the showcase. In order to share the showcase select the tab **Share** at the top right of the screen. This enables you to send invitations by email to those you want to share your showcase with:

Share your showcase

Invite others to view your showcase by e-mail invitations.

Invitation subject

View my showcase

Invitation message

I'd like to share my showcase with you.

Please do not reply to this message

Regards,

José Janssen

Message footer

Use this link:

http://trailerpilot.ou.nl/en_GB/web/josejanssen/showcases/-/showcase-viewer/df5c3d8c-a24c-4d5d-b940-075117fd95a2

E-mail addresses

Send invitations

How to keep things private in my portfolio?

Your portfolio is your personal repository of your achievements. You can keep this completely private and never share it with others, but it is more likely that you want to

share your achievement with others like your teacher, employer, future employer, etc. Nevertheless the Trailer portfolio allows you to indicate for every learning activity and competence whether it is private. If you want to keep either private, leave this box unchecked when you edit the details of a competence or an activity:

Privacy

☐ I allow my institution to collect data about this competence

Save

[Back](#)

In that case, the Trailer portfolio does not make the learning activity or competence available to others.

... to the TRAILER Institutional Environment

How to define an institutional competence

1. Access to your institutional environment:

<http://grialprojects.usal.es/yourinstitutionalclient>

2. Introduce your user and password

Please Introduce your user and Password for the Institutional Catalogue

User*:

Password*:

3. Select the option "Add institutional competence".

Options

[List of user competences](#)
[List of institutional competences](#)
[Add institutional competence](#)
[DSS](#)

4. . Introduce the institutional data

- The name of the competence
- The associated Working Areas
- The associated Tags (from the list) or some defined by the user

Add an Institutional Competence

Competence Name*:

Choose one or several working areas*:

Select the tags or tag you want to associate from the list below

Add the tags separated by commas

How to validate users competences

1. Access to the Institutional Environment (in the same way that for add an institutional competence)
2. Select the option "List of user competences"

Options

List of user competences
List of institutional competences
Add institutional competence
DSS

3. Click the button validate on the right of the user competence you want to validate

User Competences

New testing competence
New testing competence 2
New testing competence 3
New testing competence 4
New user competence

4. You can change the name of the competence, the associated working areas and tags

Validate an User Competence

Competence Name*:

Choose one or several working areas

Select the tags or tag you want to associate from the list below

Add the tags separated by commas

[Back](#)

How to visualize the institution competences profile

1. Access to the Institutional Environment (in the same way that for add an institutional competence)
2. Select the option “DSS”

Options

[List of user competences](#)
[List of institutional competences](#)
[Add institutional competence](#)
[DSS](#)

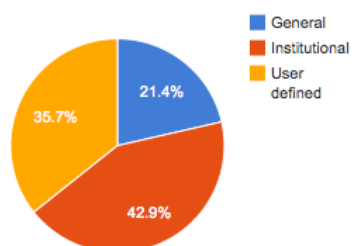
3. Select the option “Competences information”

Options

[Competences Information](#)
[Tags Information \(Developing\)](#)
[Users information \(Developing\)](#)
[ILAs Information \(Developing\)](#)

4. You can find different information:
 - a. Information about institution’s competences by type of competence:

Competences distribution



- b. Information about the institution’s competences catalogue by working areas:



This is an example of the information that the DSS will provide about competences

- c. Other information about the selected competences
- d. Tags of used competences
- e. ...