







USER GUIDE

FOR TEACHERS

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TEACHER'S VIEW OF THE COURSE 1

Teachers have additional permissions to the courses they're teaching in (e.g. list of students, students grades or activity reports).

Follow the steps to view the course page:

- 1) select language on the "Home page"
- 2) click the course graphic on the right side (e.g. SECuRe course EN)



Figure 1. Home page

Once you get to the course page, you will see additional tabs: Participants, Reports.

SECURE Home Dashboard My course	s Knowledge repository	4 p 🚱 -
×		
Y General	SECuRe EN	
Forum	Course Participants Grades Reports Badges More -	
General introduction.pdf		
Abbreviations	✓ General Collapse all	
✓ Unit 1: European Legislation & Sustainability S		







COURSE PARTICIPANTS 2

Click "Participants" tab on the course page to see students enrolled to the course.

SECURE Home Da	shboard My courses Knowledge repos	sitory					401	🐼 -
*						1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		11 22
∽ General		SECuRe EN						
Forum		Course Participants	Grades Reports Badges	More -				
General introduction.pdf								
Abbreviations	Enrolled users +							
✓ Unit 1: European Legislation & Sust	Envelled upper							
Unit 1 European Legislation and !	Enrolled users							
Unit 1 Presentation	Match							
Unit 1 Presentation (ppsx)	Any 🕈							
Unit 1 Crossword	Select +							
Unit 1 Drag the words							0	
Y Unit 2: Sustainability managemer	+ Add condition					Clear filters	Apply filters	
Unit 2 Sustainability Manageme	76 participants found							
Unit 2 Presentation		First name All A B C D	E F G H I J K L M N G	PQRSTUV	N X Y Z			
Unit 2 Presentation (ppsx)		Last name All A B C D	EFGHIJKLMNO	PORSTUVI	N X Y Z			
Unit 2 True or false								
Unit 2 Match the descriptions to			1 2 3 4 =					
Unit 2 Fill the blanks	First name / Last name *	Email addr	955	Roles	Groups	Last access to course		
Unit 2 Sort the Paragraphs			a strangenter of	Student	No groups	58 days 2 hours		
✓ Unit 3: Environmental dimension	-			Student	No groups	33 days 2 bours		
Unit 3 Environmental Dimension				Student	140 Broahs	00 00 2 10015		
Unit 3 Presentation				Student	No groups	19 days 5 hours		

Figure 3. Course participants

To find a student, use the filtering options "First name" and "Last name" by clicking on the selected letter. Click "All" to view all students.

First name	All	Α	в	С	D	E	F	G	н	I	J	K	L	м	Ν	0	Ρ	Q	R	S	Т	U	۷	w	х	Y	Z
Last name	All	A	в	С	D	E	F	G	Н	I	J	K	L	М	N	0	Ρ	Q	R	S	Т	U	V	W	х	Y	Z



If you want to **download the list of the students** follow the steps:

- 1) Choose the students by selecting the checkbox in the first column:
 - a. To download data of selected students select the checkboxes next to the names of the students,
 - b. To download data of students viewed on the displayed page (20 students by page) select the checkbox in the table header row,





- c. To download the list of all students taking the course click "Select all..." button available under the table.
- 2) Click "Choose" field to see more operations and select the download format, e.g. Microsoft Excel (.xlsx).

	Choose					
	Add a new note					
	Download table data as Comma separated values (.csv)	ŝ				
	Microsoft Excel (.xlsx) HTML table Javascript Object Notation (.json)	z				
Show all 77	OpenDocument (.ods) Portable Document Format (.pdf)					
Select all 77 users With selected users	Choose	÷				

Figure 5. Operations available for the list of course participants

To **view the profile of a selected student**, click the student's name in the first column. User profile will be displayed on the screen with user details, e.g. country.

ourse	Participants	Grades	Reports	Badges More -
	-	-	-	
Jser de	tails			Miscellaneous
imail ade	dress			Full profile
				View all blog entries
Country				Notes My certificates
olana				Forum posts
				Forum discussions
Course	details			
Course p	rofiles			Reports
SECuRe E	S			Today's loas
SECuRe P	L			All logs
SECuRe E	N			Outline report
Roles				Complete report
Student				Grades overview
				Login activity
				Last access to course

Figure 6. User profile







3 PARTICIPANTS' GRADES

Click "Grades" tab on the course page to see grades page.

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

Grader report 🗧							
View							
Grader report							
Grade history							
Overview report							
User report							
Setup							
Preferences: Grader report							
More							
Export							

Figure 7. Grades - available views

3.1 Grader report

Grader report presents participants' grades in each activity and course total grade in the last column.

You can change the sorting of the data in the table by clicking on the header row. To find a student, use the filtering options "First name" and "Last name".

Pass grades are marked green, fails are marked red. A dash sign means that the student hasn't completed the activity.







SECuRe Home Dat	shboard My courses Kno	owled	lge repository					Δ	> 🐼 -
×									
✓ Sectiunea generala			SECuRe RO	: View: Prefere	ences: Grader r	eport			
Forum			Course Partici	pants Grades Repor	rts Badges More -				
Introducere generală.pdf									
Abrevieri	Grader report	+							
✓ Unit 1: Legislație Europeană Și Star	Grador roport								
Unit 1: Legislație Europeană și Sta	All nanticinanto		120						
Unit 1 Prezentare	All participants	. 23	First name			T 11 V W Y V 7			
Unit 1 Prezentare (ppsx)									
Unit 1 Cuvinte incrucisate				BCDEFGHIJ	K L M N O P Q R S	T U V W X Y Z			
Unit 1 Trageți cuvintele				SECuRe RO-					
Ƴ Unit 2: Managementul Durabilităț	First name / Last name 📤		Email address	😖 Unit 1 Trageți cuvintele ≑	🖙 Unit 5 Trageți cuvintele 🗘	Unit 1 Cuvinte incrucisate 🗢	🖙 Unit 5 Cuvinte incrucisa 🗢	🖙 Unit	t 3 Adevărat s
Unit 2: Managementul Durabilită		•	all the second segment was descent	✓ 10.00Q	✓ 10.00Q	✓ 8.33Q	✓ 9.29Q		~
Unit 2 Prezentare	10 march 10		the spectrum sector secto	✓ 10.00Q	-@	✓ 8.33Q	-ପ୍		~
Unit 2 Prezentare (ppsx)			1	✓ 10.00Q	✓ 10.00Q	✓ 6.67Q	✓ 9.29Q		
Unit 2 Adevărat sau fals				-Q	-Q	-@	-@		
Unit 2 Potriviți descrierile cu term				-@	-@	-@	-@		
Unit 2 Completa spațiile libere		-							
Unit 2 Sortați Paragrafele		₩		-0	-ପ୍	-Q	-0		

Figure 8. Grader report

Click the magnifying glass icon to see grade analysis.



Figure 9. Grade analysis option

Activity page with student's answers will appear on the screen. From this view you can see the student's score along with marked correct and incorrect answers.







:	SECuRe EN / Unit 1 Drag th	ie words			
	Unit 1 Dra	g the word	5		
	Interactive Content	More ~			
omplete the activity					
ag the words into the correct boxes					
Unit 1 Drag the words: stela					Score: 4 out of 1 Gradebook score: 8 out of 10
Drag the words into the correct boxes					
The EU Taxonomy Regulation is the first u	uniform system for classify	ring 💌 sustainab	e activities.		
The definition of sustainable economic of	activity is based on two cri	teria: Contribution to a	least one of the six environmental	objectives listed in the taxonom	ny; and Do no significant harm
(DNSH) to the other objectives while resp	pecting 🗸 fundamental	human rights and la	oour standards.		
The six environmental goals in the taxon	omy are: Climate change	✓ mitigation , Ada	tation to climate change, Sustainc	ble use and protection of wate	r and marine resources,
Transition to a circular economy, Pollutio	on prevention and control,	and Protection and res	toration of biodiversity and ecosys	tems.	
The EU Taxonomy Regulation aims to co	mbat 🗸 greenwashing	by enabling market p	articipants to identify and invest in	sustainable assets with greate	r confidence.
The EU Taxonomy Regulation also includ	les disclosure obligations o	on companies and	FMPs that are subject to the Nor	-Financial Reporting Directive (NFRD).
				Correct Answer	ect answer X Your incorrect ans

Figure 10. Grade analysis

Click "go to previous page" arrow in the browser to return to the grader report.

3.2 Grade history

Grade history presents how the students' grades changed over time.

SECuRe Home Do	ishboard My courses Knowledg	e repository	Δ 👂 🚱 -
×			
✓ General	SECuR	e EN: View: Grade history	
Forum	Course	Participants Grades Reports Badges More	•
General introduction.pdf			
Abbreviations	Grade history \$		
✓ Unit 1: European Legislation & Sust	Overde bietem		
Unit 1 European Legislation and §	Grade history		
Unit 1 Presentation	Select users	Select users	
Unit 1 Presentation (ppsx)	Selected users		
Unit 1 Crossword	Grade item	All grade items +	
Unit 1 Drag the words	Grader	All graders	
✓ Unit 2: Sustainability management			
Unit 2 Sustainability Managemei	Date from	12 ◆ April ◆ 2024 ◆	
Unit 2 Presentation	Date to	12 ♦ April ♦ 2024 ♦ ∰ □ Enable	
Unit 2 Presentation (ppsx)		Revised grades only	
Unit 2 True or false			
Unit 2 Match the descriptions to		Submit	

Figure 11. Grade history filters





You can use the filter options (e.g. Grade item) to narrow the data. Click "Submit" button to generate the table data.

Decure Home Dashboard My courses Knowledge repository												
×			1	2 3 4 5	6 7 8	9 10	16 »					
✓ General	Download table data as Comma separated values (.csv) + Download											
Forum		First										
General introduction.pdf	Date and	name / Last			Original	Revised					Exclı from	
Abbreviations	time 🚽	name —	Email address —	Grade item	grade —	grade —	Grader _	Source	Overridden —	Locked —	calc:	
✓ Unit 1: European Legislation & Sust												
Unit 1 European Legislation and §	Friday, 12 April 2024,	-	decorded on one	Course total	156.67	160.00		aggregation	No	No	No	
Unit 1 Presentation	8:48 AM											
Unit 1 Presentation (ppsx)	Friday, 12	-	-	Unit 5 Fill	6.67	10.00	-	mod/hvp	No	No	No	
Unit 1 Crossword	8:48 AM			the bidniks								
Unit 1 Drag the words	Friday, 12	-	gen happent out	Course total	153.33	156.67		aggregation	No	No	No	
 Unit 2: Sustainability management 	April 2024, 8:44 AM											
Unit 2 Sustainability Managemei	Estates 10				0.00	0.07		and the set	No			
Unit 2 Presentation	April 2024,	-	the could be care over	the blanks	3.33	0.07	-	moa/nvp	NO	NO	NO	
Unit 2 Presentation (ppsx)	8:44 AM											
Unit 2 Truc or falso	Friday, 12	waros	มุธกระหญาาณ	Course total	150.00	153.33		aggregation	No	No	No	

Figure 12. Grade history

You can download the data by selecting a file format (e.g. Microsoft Excel (.xlsx)) from the dropdown field above the table and clicking "Download" button.

Download table data	as (Comma separated values (.csv) 🗢	Download
Date and time	Fire	Comma separated values (.csv)	
▼	Las	Microsoft Excel (.xlsx)	Grade item
-	-	HTML table	-
	_	Javascript Object Notation (.json)	
Friday, 12 April	Mai	OpenDocument (.ods)	Course total
2024, 8:48 AM	Jen	Portable Document Format (.pdf)	

Figure 13. Download options





4 **REPORTS**

Click "Reports" tab on the course page to see reports page. The most important reports for the teachers are:

- Activity report,
- Activity completion.





Once you select a report, you can change it by clicking the dropdown field.

	SECu	Re EN				
	Course	Participants	Grades	Reports	Badges	More ~
Activity report	÷					
Competency breakdown Logs						
Live logs Activity report						
Course participation						

Figure 15. Report list







4.1 Activity report

Activity report presents the number of views of each course activity and the date of last access to the activity.

	shboard My courses Knowledge repository				a o 🚱 ·
×					
✓ General		SECuRe EN			
Forum		Course Participants Grades Reports B	adges More -		
General introduction.pdf		Provide a second state of the second state of			
Abbreviations	Activity report				
✓ Unit 1: European Legislation & Sust	A ativity you art				
Unit 1 European Legislation and f	Activity report				
Unit 1 Presentation	> Filter				
Unit 1 Presentation (ppsx)	Computed from logs since Tuesday, 7 March 20	23, 9:07 AM.			
Unit I Crossword	Activity	Views	Related blog entries	Last access	
Unit 1 Drag the words	Forum	116 views by 29 users	-	Wednesday, 10 April 2024, 1:04 PM (2 hours)	
Y Unit 2: Sustainability managemer	General introduction.pdf	126 views by 41 users	(1 <u>1</u>)	Wednesday, 10 April 2024, 12:58 PM (2 hours 5 mins)	
Unit 2 Sustainability Manageme	Abbreviations	153 views by 37 users	-	Wednesday, 10 April 2024, 1:04 PM (1 hour 59 mins)	
Unit 2 Presentation		Unit 1: European Legislation & S	Sustainability Stan	dards	
Unit 2 Presentation (ppsx)					
Unit 2 True or false	Unit 1 European Legislation and Standards.p	odf 179 views by 46 users		Wednesday, 10 April 2024, 1:17 PM (1 hour 46 mins)	
Unit 2 Match the descriptions to	Unit 1 Presentation	82 views by 35 users	-	Wednesday, 10 April 2024, 1:17 PM (1 hour 46 mins)	
Unit 2 Fill the blanks	D Unit 1 Presentation (ppsx)	59 views by 20 users	-	Wednesday, 10 April 2024, 2:40 PM (23 mins 57 secs)	
Unit 2 Sort the Paragraphs	•• Unit I Crossword	238 views by 42 users	-	Wednesday, 10 April 2024, 1:21 PM (1 hour 42 mins)	
✓ Unit 3: Environmental dimension					
Unit 3 Environmental Dimension.	Unit I brag the words	197 views by 33 users	-	weariesday, to April 2024, 2:40 PM (23 mins 51 secs)	

Figure 16. Activity report

4.2 Activity completion

Activity completion report presents the level of activity completion by students.

	shboard My	courses Knowledge repo	sitory																											0	» (
															100	11-	1	1								1			22		
Sectiunea generala			SEC	Cul	Rel	RO																									
Forum			Cou	Irse	Pa	rticip	ants		arade	s	Repo	rts	Ba	dges	N	lore	•														
Introducere generală.pdf										_	_	_																			
Abrevieri	Activity cor	npletion +																													
nit 1: Legislație Europeană Și Star	Activit	voomplation																													
Unit 1: Legislație Europeană și Str	ACTIVIT	y completion																													
Unit 1 Prezentare	Include All	activities and resources \$	Activity ord	ler	Order	in cou	irse 4	•]																							
Unit 1 Prezentare (ppsx)			First	nam	All S	A B	с	DI	F	G H	1 4	к	LM	N	O P	QI	R S	T L	v	w	X Y	Z									
Unit 1 Cuvinte incrucisate			Last	nam	All	A B	с	DB	F	GН	I J	к	L M	N	O P	Q	R S	T L	v	w	хY	z									
Unit 1 Trageți cuvintele											1	2																			
it 2: Managementul Durabilități																											4				
Unit 2: Managementul Durabilită			ITE	pdf					(x	ate				(x:	sis		- 0	ele		-		(xs	sis	- ele			ocial		(xs		e
Unit 2 Prezentare			o mo	erală		"Ind	+		sdd)	crucis		Jentu		(pps	sou fo		spat	agra	Ind	nea D		sdd) e	sau fo	spat		pul	nea S		idd) e		vintel
Jnit 2 Prezentare (ppsx)			e Este	ueb e		e Scol	lație.	ntare	ntare	ite ind	COS C	aden	antare	Intare	ărat :	tiv	pleta	uți Par	e Scol	Inisue	Intare	antare	drat	pleta sti Par	- iti	e Sco	ensiu	entare	antare	-iţi	eți cu
Jnit 2 Adevărat sau fals			lucere	Incen	ieri	Incere	Legis	Preze	Preze	Cuvir	Rout I	Man	Preze	Preze	Adev	Potri	Com	Sorto	lucere	: Dim	Preze	Preze	Adev	Com	Potri	Incere	Dim	Preze	Preze	Potri	Trag
Unit 2 Potriviți descrierile cu term			Introd	Introd	Abrev	Introc	Unit	Unit 1	Unit I	Unit 1	otroc	Unit 2	Unit 2	Unit 2	Unit 2	Unit 2	Unit 2	Unit 2	Introc	Unit 3	Unit 3	Introc	Unit 4								
Jnit 2 Completa spațiile libere	First name / Last name	Email address	S	D		O				57 H-5	0	D		D	16 7	11.7	H-2	H-7	0	۵					167	0	۵		۵	H/P	14.9
Jnit 2 Sortați Paragrafele									3	2 2					3	3	9	3		9			2	8 19		9		9		3	9
t 3: Dimensiunea De Mediu		Strengton Wilson							3	3					8	3	3	8					3 6	8 8						0	
Jnit 3: Dimensiunea De Mediu.pc		the state of the s								2				0	8	3		8					2	8 8	9					8	
Unit 2 Decembers															[]			0] [0 0						\Box	

Figure 17. Activity completion





Use the filter "Include" to narrow the data in the table. You can sort the data in course order or in alphabetical order.

To find a student, use the filtering options "First name" and "Last name".



Figure 18. Activity completion filter

Activity completion

Include	All activities and resources 🗢	Activity order	Order in course 🗢
			Order in course
			Alphabetical
	Figure 19. Sort	ing options	

Each activity completion level is marked with a different icon. The meaning of the icons is presented in Table 1.

lcon	Meaning	Refers to
	Activity completed	Activities marked as done by student (e.g.
		presentation)
S	Activity completed (achieved pass grade)	Activities marked as done by student (e.g. presentation)







×	Activity completed (did not achieve pass	Quizzes (e.g. crossword)
	grade)	
	Activity not completed	All activities

You can download the data by clicking the download option available below the table.



Figure 20. Download options

