

STUDENTS MANUAL

Virtual learning environment



EDUCALMS
PERSONAL LEARNING MANAGER SYSTEM

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1.Welcome

Wellcome to your virtual learning environment!

In this manual we present your virtual environment, a learning space where you will find a wide range of didactic tools that will enable you to receive quality, personalized, innovative and up-to-date training.



2. Know the academic training methodology



Your training follows an online methodology, which allows for great flexibility in your studies, following your own learning pace at all times and adapting to your needs and interests.

This methodology requires self-learning, but always with the support of the professional experts in your training area who make up the teaching team

How can you organize your study?



- 1. Visualize and study the training content. You will be able to make outlines, summaries and underline the content to ensure the correct assimilation of the key concepts.**
- 2. Ask all your doubts to the teaching team, we don't want you to be left with any unanswered questions.**
- 3. Visualize the training teaching material (videos, audios, images, forums, etc.)**
- 4. Take the assessment tests. There are two types of evaluation tests in your training activity:**
 - Self-assessments are multiple-choice tests that are found at the end of each didactic unit and their objective is to evaluate the contents acquired in that unit.
 - Once you have studied all the didactic units, you will have to pass the final exam. In this case, it is a multiple-choice tests of all the contents studied during the training, its methodology is similar to the self-assessments, although there are more questions.

Don't forget that we will be accompany you during all your training experience

3. Know your virtual learning environment



3.1 Log in

Once you have enrolled for your course you will receive an email to proceed with the registration and identification. In this email you will find a link (<https://www.euroinnova.edu.es/usuario/mis-cursos/activos>) that you will have to use whenever you want to study on the platform.

Iniciar sesión

¿Eres nuevo? [Regístrate](#)

Email

Contraseña

[¿Has olvidado tu contraseña?](#)

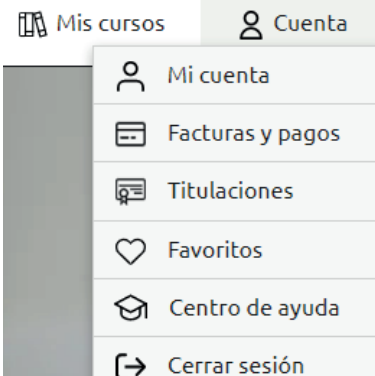
ACCEDER

3.2 Account



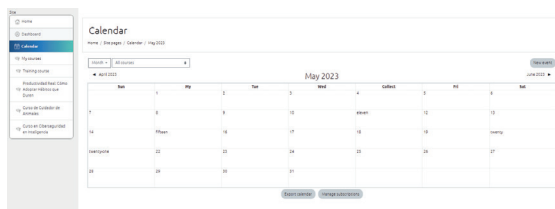
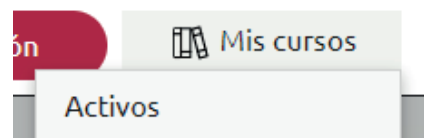
Trough “Account” you can access to your profile data in order to modify them, information about your invoices and payments, as well as for information about your degrees.

You will access too to the list of favorite training actions or if you need to contact with our educational institution through the Support Centre.



3.3 My virtual environment

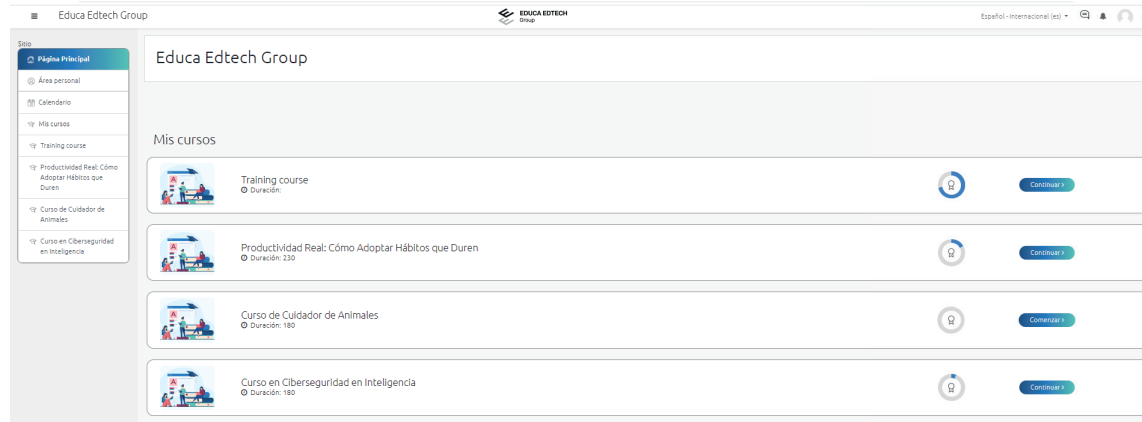
In “my courses” section you will access to the list of the training actions in which you have enrolled. Both active and completed.



To access to the virtual environment you have to click in "go to course".

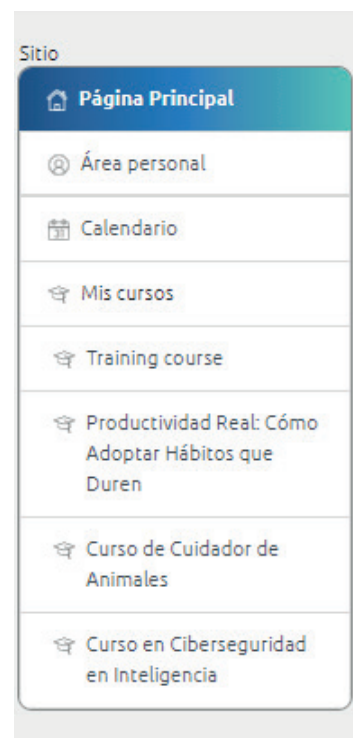
3.4 My virtual environment

Once you have logged in you will see the following main screen:



In the center you will visualize the training actions that you are coursing or that you have finished with our educational institution.

In the left column you will find the main menu, where you will access to the different sections of the virtual learning environment, as well as start the training action you are taking.

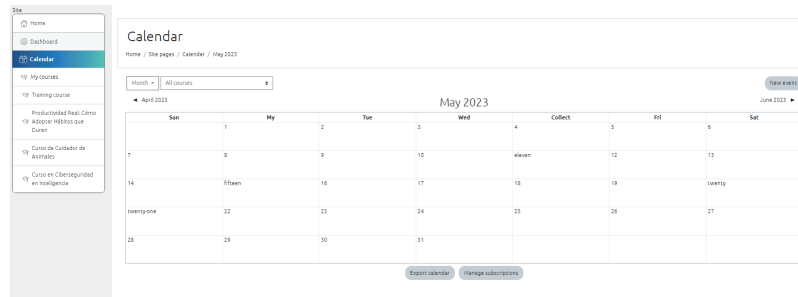


In the following sections of the document, you will discover in detail the functioning of each of the parts that make up your virtual learning environment.

3.4.1 Calendar



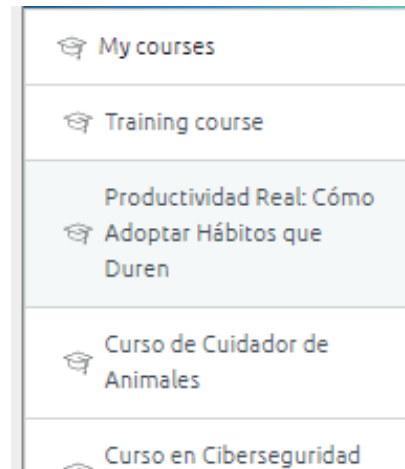
In the calendar you will be able to see the key dates of the training actions you are taking, for example, the start date, minimum date and end date. In addition, you will see the most important events that you can attend.



This tool will enable you to organize and plan your study creating new events. For that, you will have to click in NEW EVENT in the calendar, are you ready to set your study goals and objectives?

3.4.2 My courses

In “my courses” section you will visualize in an easier way the training actions that you are taking ore the ones you will start in the next few months.



If you click them, you can access to the content of each training action and continue with the study.

3.5 Start with the study

3.5.1 Training action

To access the training from the home page, click on Start. Once the training has started, the button will change to Continue.



You will have access to the following page.

The screenshot shows the 'Inglés B1' course page. On the left, a sidebar menu includes 'Mi curso' (with 'Inglés B1' selected), 'Grades', 'Surveys', 'Completion Report', and 'Site' (with 'Home' selected). The main content area is titled 'Inglés B1' and shows a list of course units: 'Avisos', 'Video Presentación', 'Unidad Didáctica 1. Birthday party', 'Unidad Didáctica 2. Laptop or desktop', 'Unidad Didáctica 3. Flatmates', 'Unidad Didáctica 4. Locked out of my house', 'Unidad Didáctica 5. The wrong train', 'Unidad Didáctica 6. There's water everywhere', 'Unidad Didáctica 7. Watching TV', and 'Examen'. A 'Continue where you left off' button is at the bottom.

If you want to continue where you left off on your last login, click on the icon at the bottom of the platform: “Continue where I left off”.

Continue where you left off

You will still see the first menu through which you will access the marks, final survey and completion report. And from where you can go back to the main page of the platform and to the courses you have active.

The second menu corresponds to the table of contents of the course, which will allow you to access the specific section you want to visit/study.

The screenshot displays the EDUCALMS user interface. On the left, a sidebar contains two main sections: 'Mi curso' (My course) and 'Site'. The 'Mi curso' section includes links for 'Inglés B1' (highlighted), 'Grades', 'Surveys', and 'Completion Report'. The 'Site' section includes links for 'Home', 'Dashboard', 'Calendar', 'My courses', 'Comercio Electrónico', 'Inteligencia Emocional', and 'Inglés B1' (highlighted). The main content area shows the course title 'Inglés B1' with a breadcrumb trail 'Home / My courses / Inglés B1'. Below this is a table of contents for 'Inglés B1'. The table lists various units and sections, each with a status icon (checkmark or dropdown arrow) on the right.

Inglés B1	
	Avisos ✓
	Vídeo Presentación ✓
	Unidad Didáctica 1. Birthday party ▼
	Unidad Didáctica 2. Laptop or desktop ▼
	Unidad Didáctica 3. Flatmates ▼
	Unidad Didáctica 4. Locked out of my house ▼
	Unidad Didáctica 5. The wrong train ▼
	Unidad Didáctica 6. There's water everywhere ▼
	Unidad Didáctica 7. Watching TV ▼
	Examen ✓

Inside this table of contents, you should consider that, in order to access the different sections of a unit, you will have to expand them by clicking on the date that appears just to the right of the unit. On the other hand, on the right-hand side of each section you will find a “check” of different colours.

This colour category is:

- **Green:** if the section is 100% complete

- **Blue:** When we have accessed to the sections, but we have not visualize all its pages.

- **Grey:** when we have not accessed to the section.

Inglés B1		
	Avisos	✓
	Video Presentación	✓
	Unidad Didáctica 1. Birthday party	⬆
	Introduction	✓
	Objectives	✓
	Concept map	✓
	1. Planning a birthday party	✓
	1.1. Watch this video. Answer these questions	✓
	1.2. Place these words in the right order	✓
	1.3. False sentences	✓
	1.4. Listen to this conversation and answer these questions	✓
	1.5. Fill the gaps with these	✓

	Introduction	✓
	Objectives	✓









	1.1. Watch this video. Answer these questions	✓
--	---	---



	1.5. Fill the gaps with these words	✓
	1.6. Grammar keys: La expresión del deseo. Would like	✓

Moreover, each section is shaded in two different colours:

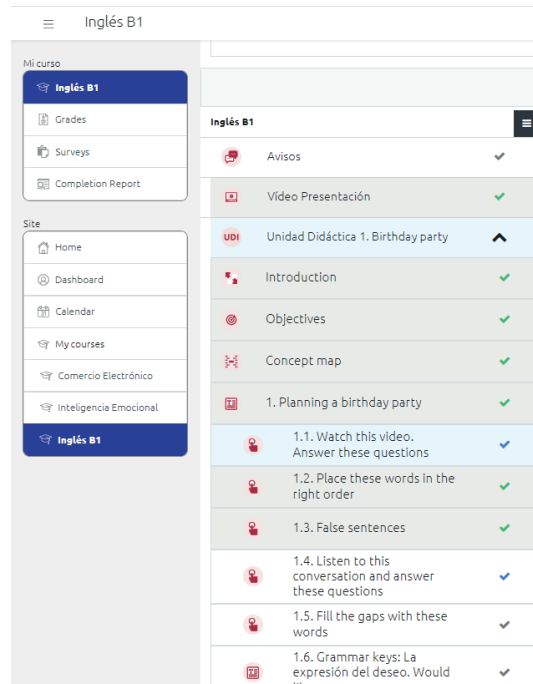
- **White:** if we have not accessed to the section, nor have we visualized its content.

- **Grey:** when we have accessed to the section

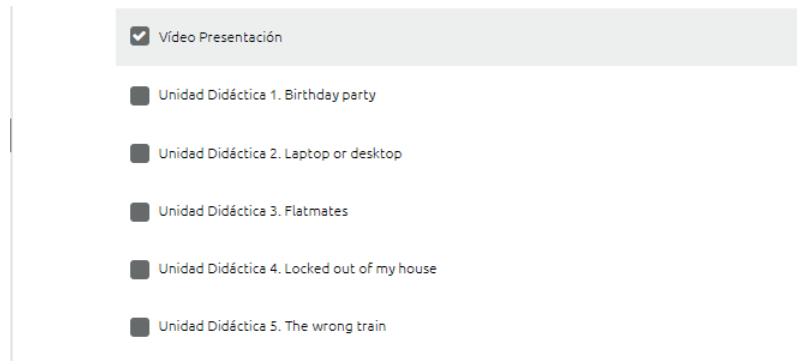
	conversation and answer these questions	
	1.5. Fill the gaps with these words	
	1.6. Grammar keys: La expresión del deseo. Would like	
	1.7. Listen to this conversation and answer the questions	
1.8. Match some		

	1. Planning a birthday party	
---	------------------------------	---

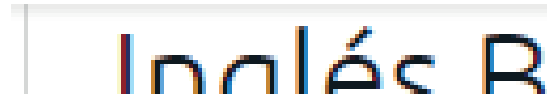
NOTE: You can hide the TWO menus on the left to keep the course content centred on the page by clicking on the icons:



The page would look like this:



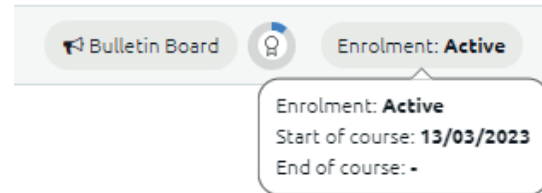
First of all, in the header you can see the name of the course and go back to the home page if you need to.



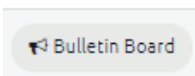
Below this section you will find the progress icon, which will be completed as you complete the sections of the course.



Just below the title of your training action you will find information about your training action's deadlines, which includes the status of your enrolment, the start and end date of your training.



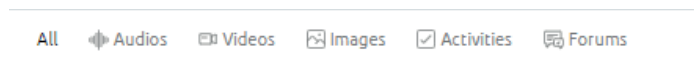
In addition, you will have the notice board available, an informative space that will give added value to your training and where you will find information of interest on topics such as methodology, resources, events, etc.




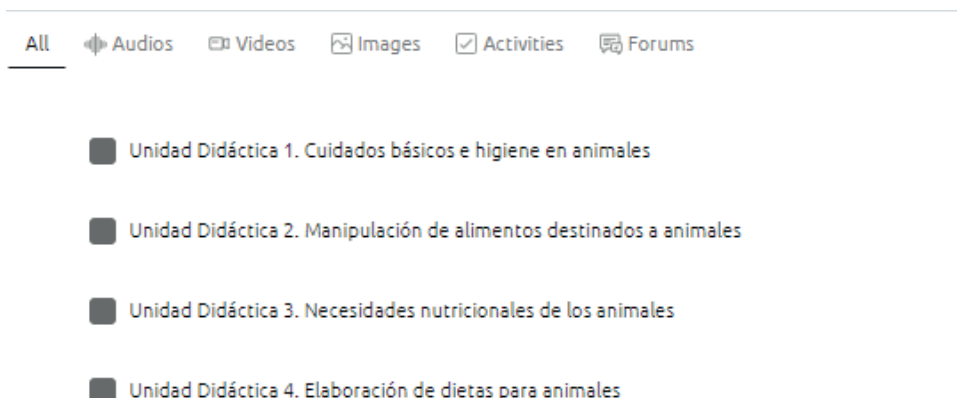
bienvenida a la formación

ena por comenzar esta nueva experiencia formativa y apostar por la formación continua, a pesar de todas esas dudas previas que hayas podido experimentar. ¡Ya estás aquí y has tomado la decisión co
toda tu experiencia formativa! 🌱 En las próximas publicaciones te iremos explicando toda la metodología de tu formación. 🍌

Then, in the horizontal menu above the contents you can have direct access to the videos, audios and images that the course has throughout its contents. By clicking on “all” you can return to the text content you are currently in.




All: You will see the units that form the course, those that you have completed will be marked wit  tick. Access a specific lesson by clicking on the name of the unit.



Videos: You will find audiovisual material from the teaching team in the form of video lessons related to the content of the training.

All [Audios](#) [Videos](#) [Images](#) [Activities](#) [Forums](#)




0 Video Presentación

Productividad Real: Cómo Adoptar Hábitos que ...

Video 40 seg

[Go to the unit](#)




1 Gestión del tiempo: claves y herramientas ...

El tiempo como concepto

Video 4 min

[Go to the unit](#)




2 Autoconocimiento y gestión del tiempo

Gestión y uso del tiempo en el ambiente laboral

Video 4 min

[Go to the unit](#)




2 Autoconocimiento y gestión del tiempo

Aprende el método para organizar el esfuerzo, ...

Video 5 min


[Go to the unit](#)



3 Hábitos Inteligentes para planificar el tie...

Hábitos para planificar el tiempo


Video 5 min



3 Hábitos Inteligentes para planificar el tie...

Mejora tu productividad aplicando la metodolo...

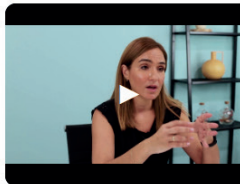
Video 4 min



4 Aprende a delegar tareas de forma eficaz

Los beneficios de delegar tareas

Video 5 min




4 Aprende a delegar tareas de forma eficaz

Delegar tareas de forma eficaz

Video 8 min

Audios: In this section, you will find audios and podcasts from the teaching team to complement what has been studied in the training action.

All [Audios](#) [Videos](#) [Images](#) [Activities](#) [Forums](#)




Podcast Seguridad de la Información

Podcast sobre la seguridad de la información.

0:00 3:08

[Go to the unit](#)



Podcast Técnicas de ciberseguridad

Podcast sobre técnicas de ciberseguridad para evitar ciberataques

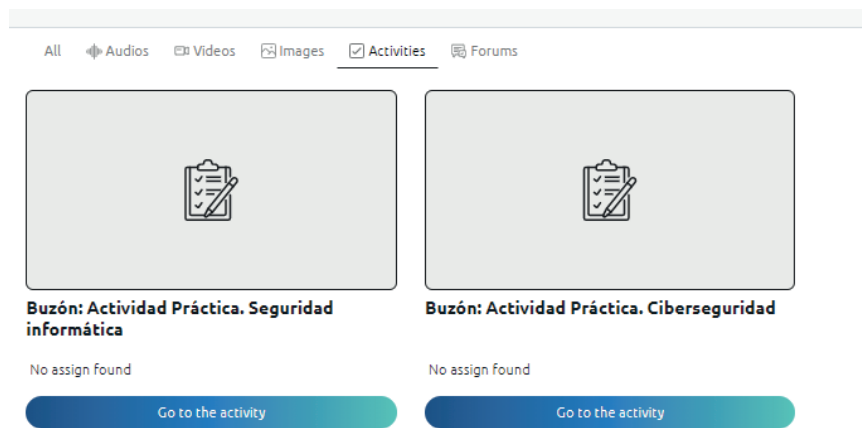
0:00 6:54

[Go to the unit](#)

Imágenes: : you will visualize all the images of the training program organized in the same space by didactic units.



Actividades: You will access the practical activities mailboxes to submit activities and see the feedback from the teaching team.



3.5.1.1 Content

By clicking on a particular section of the table of contents, you can view its contents on the right-hand side.

The screenshot displays a digital learning environment. On the left, a sidebar titled 'Course in Cybersecurity in Intelligence' contains a 'Learning Forum' and a list of eight didactic units, each with a red 'X' icon and a dropdown arrow. The main area on the right is titled 'Didactic Unit 1. Introduction and Basic Concepts' and features a sub-section '1.2. Importance of information security'. This section includes three paragraphs of text discussing the importance of information security in business and public sectors, and a progress indicator showing 1/16.

Course in Cybersecurity in Intelligence	
Learning Forum	✓
Didactic Unit 1. Introduction and Basic Concepts	▼
Didactic Unit 2. Essential Regulations on the Information Security Management System (ISMS)	▼
Didactic Unit 3. Security Policy, Risk Analysis and Management	▼
Didactic Unit 4. Computer Security Audit	▼
Didactic Unit 5. Secure communications, Security by Levels	▼
Didactic Unit 6. Cryptography	▼
Didactic Unit 7. Application of a public key infrastructure (PKI)	▼
Didactic Unit 8. Cybersecurity in new technologies	▼

Didactic Unit 1. Introduction and Basic Concepts

1.2. Importance of information security

1 / 16

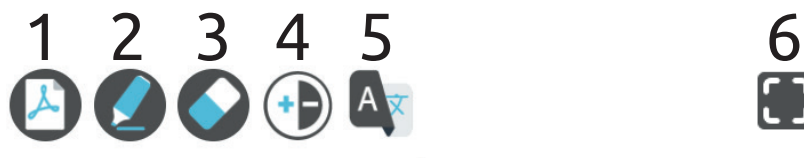
Information and supporting processes, systems and networks are very important business assets. Defining, achieving, maintaining, and improving information security can be essential to maintaining competitive advantage, cash flows, profitability, legal compliance, and business image.

The information systems and networks of companies and organizations face **security threats** of a wide range, since they not only face computer risks in a broad sense, they are not only viruses, phishing or spam, but also all risks involved in the preservation of documentation in general, such as fires, floods, theft of documents, sabotage or vandalism.

Information security is a very important factor for both public and private sector businesses, as well as to protect critical infrastructures. In these two sectors, the function of information security will be to act so that relevant risks can be avoided or reduced.

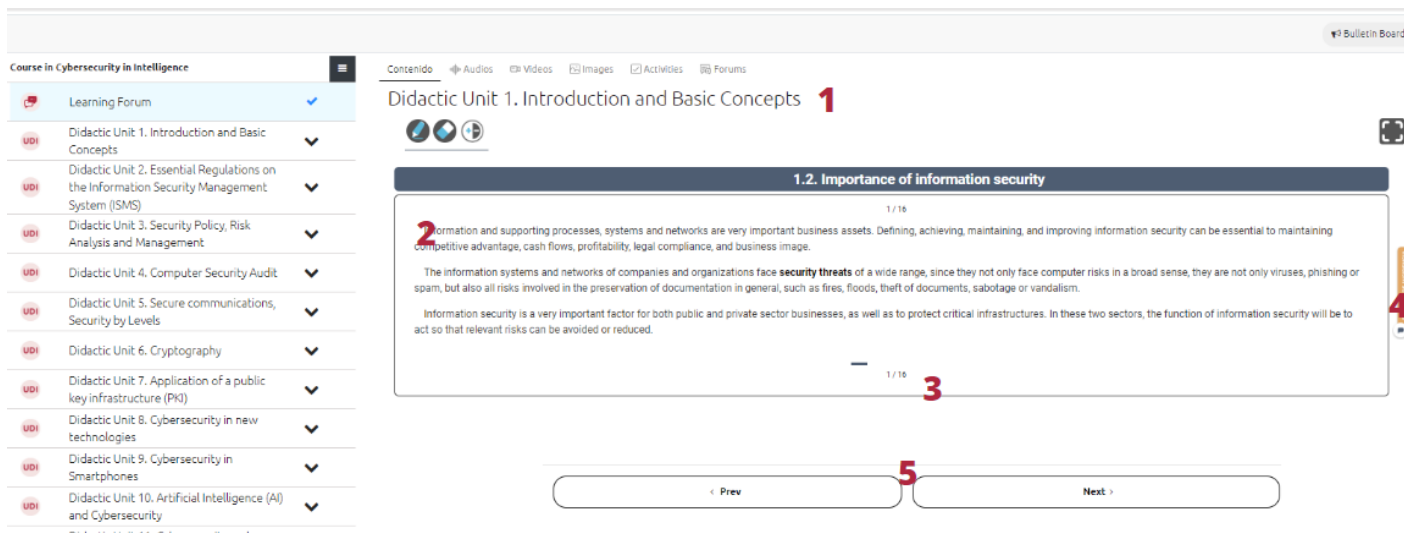
1 / 16

In the option ribbon above the content, we can find:



1. Download the contents in PDF.
2. A highlighter.
3. A rubber to erase the underlined content.
4. Turn on/turn of contrast and reduce/increase the letter size.
5. Turn on the translator.
6. Enlarge to full screen.

Then, in the content, we find the following sections:



Course in Cybersecurity in Intelligence

Contento Audios Videos Images Actividades Forums

Didactic Unit 1. Introduction and Basic Concepts 1

1.2. Importance of information security

2 Information and supporting processes, systems and networks are very important business assets. Defining, achieving, maintaining, and improving information security can be essential to maintaining competitive advantage, cash flows, profitability, legal compliance, and business image.

The information systems and networks of companies and organizations face **security threats** of a wide range, since they not only face computer risks in a broad sense, they are not only viruses, phishing or spam, but also all risks involved in the preservation of documentation in general, such as fires, floods, theft of documents, sabotage or vandalism.

Information security is a very important factor for both public and private sector businesses, as well as to protect critical infrastructures. In these two sectors, the function of information security will be to act so that relevant risks can be avoided or reduced.

3

4

5







< Prev Next >

1. Section's name (It corresponds to that of the table of contents)
2. Didactic contents.
3. Section's pages (you must visualise all the pages fot it to count as completed)
4. Incidents reporting.
5. Previous/next navigation to change pages. Please note that you will move to the next section of the syllabus when you turn the last page.

3.5.1.2 Practical activities

In your training action, you will find practical activities that will help you to put into practice all the contents studied during the training.

To identify if your training includes activities, you can check if there are any in the table of contents.

	Practical Activity. Informatic security	
	 Up activity	
	Practical Activity. cybersecurity	
	 Up activity	

By accessing, you will be able to visualise the content of the activity, as it will contain a detailed description of the activity, the objectives to be achieved and you will be able to download the word document with the instructions that explain what you have to do.

Practical Activity. Informatic security




Practical Activity



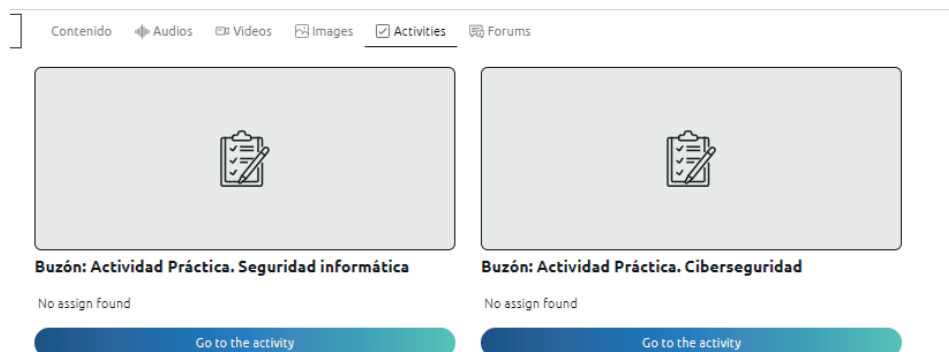
Download the document and answer the exercises that arise in the file itself.
When you're done, upload it to the mailbox of the corresponding activity on the virtual campus.

Informatic security

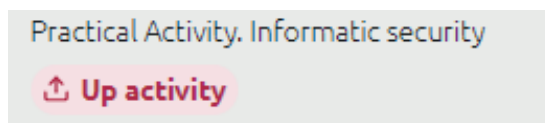
Course objective: Identify the different components of computer security and use the different regulations and security policies.

 Download Document.

Once you have finished the activity, you will have to send it through the mailbox, so you can receive feedback from the teaching team. To do this, click on ACTIVITIES at the top and access the corresponding mailbox for the activity.



In addition, another option to send the activity to the teaching team is through the “upload activity” icon that you will find in the table of contents.



Submission status

Attempt number	This is attempt 2.
Submission status	Reopened
Grading status	Not graded
Last modified	Thursday, 23 March 2023, 9:15 AM
Submission comments	Comments (0)

Add a new attempt based on previous submission

To check that the activity has been submitted correctly, you should check that the SUBMISSION STATUS shows SUBMITTED FOR GRADING.

Attempt number	This is attempt 2.
Submission status	Submitted for grading
Grading status	Not graded

3.5.1.3 Learning forums

In your training you will find learning forums too. This is a space for debate with other training colleagues where you can reflect on issues related to training. You can find it in two ways.

On the one hand, from the table of contents: image displayed.

- ☒ Foro de aprendizaje
- ☒ Video Presentación
- ☐ Unidad Didáctica 1. Gestión del tiempo: claves y herramientas para ser más productivo
- ☐ Unidad Didáctica 2. Autoconocimiento y gestión del tiempo
- ☐ Unidad Didáctica 3. Hábitos Inteligentes para planificar el tiempo
- ☐ Unidad Didáctica 4. Aprende a delegar tareas de forma eficaz
- ☐ Examen

On the other hand you can find the learning forum in the upper content block, next to the activities. From this block you will be able to access it more easily while you study the content without having to scroll through the table of contents.



By logging in you will be able to see the different debate topics proposed by the teaching team:

Forum Audios Videos Images Activities Forums

Foro de aprendizaje

El foro de aprendizaje tiene la finalidad de poder compartir experiencias, puntos de vista, opiniones, información y demás recursos que puedan ser útiles para complementar vuestro aprendizaje. Os llegará una notificación a vuestro correo electrónico con las novedades para que no os perdáis ninguna. ¡Esperamos recibir vuestras aportaciones!

[Add a new discussion topic](#)

Discussion	Started by	Last post	Replies
☆ Noticia de actualidad: debere	Dinamizador DE... 15 Feb 2023	Dinamizador DE... 15 Feb 2023	0
☆ ¿Cómo adoptar hábitos duraderos?	Dinamizador DE... 15 Feb 2023	Dinamizador DE... 15 Feb 2023	0
☆ Competencias profesionales y orientación laboral	Dinamizador DE... 15 Feb 2023	Dinamizador DE... 15 Feb 2023	0
☆ Presentación	Dinamizador DE... 7 Feb 2023	Dinamizador DE... 7 Feb 2023	0

[Next >](#)
Video Presentación

¡Hola a tod@s!

¡Bienvenidos/as a una nueva entrada de nuestro foro!

Supongamos que trabajáis en un centro de fisio + pilates con máquinas (reformer, silla, barril, etc.), para ponernos en contexto os proponemos la siguiente lectura:

<https://rekoveryclinic.com/mejora-tu-rehabilitacion-con-el-pilates-aplicado-a-la-fisioterapia/>

En cuanto a las competencias que tendríais como fisioterapeuta (es tu trabajo principal), **¿Cuáles serían? ¿podrías utilizar el pilates como rehabilitación en pacientes?**

¡Esperamos vuestros comentarios! 💬

And to participate, you will have to click in ANSWER, just below the post.

Permalink R

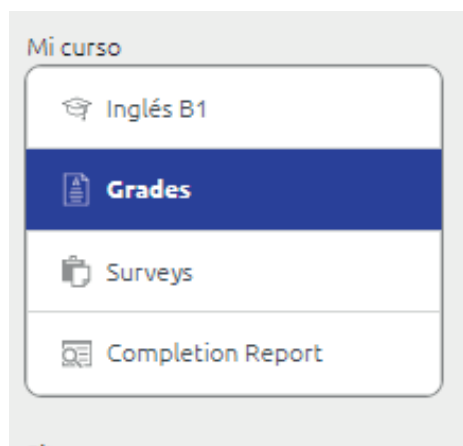
This space will also allow you to see all the responses of your classmates and discuss directly with them.



3.5.2 Marks



To access the marks you will have to click on the section on MARKS.



On this screen you will be able to see in detail the marks obtained in each of the training assessment tests and the overall average grade for the course.

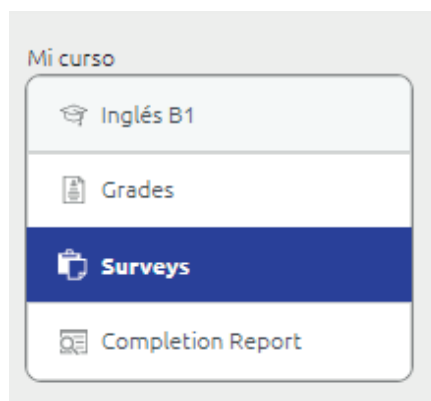
Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Inglés B1						
Elementos No Calificables						
Video Presentación	-	1.00	0-1	100.00 %	-	-
Buñón 3.12. Follow the example and type these adjectives into the comparative degree of superiority	1.22 %	60.00	0-100	60.00 %	doc correcto	0.73 %
Elementos Calificables						
Autoevaluaciones						
Unidad Didáctica 1. Birthday party	14.29 %	0.00	0-100	0.00 %	-	0.00 %
Unidad Didáctica 2. Laptop or desktop	14.29 %	-	0-100	-	-	0.00 %
Unidad Didáctica 3. Flatmates	14.29 %	-	0-100	-	-	0.00 %
Unidad Didáctica 4. Locked out of my house	14.29 %	-	0-100	-	-	0.00 %
Unidad Didáctica 5. The wrong train	14.29 %	-	0-100	-	-	0.00 %
Unidad Didáctica 6. There's water everywhere	14.29 %	-	0-100	-	-	0.00 %
Unidad Didáctica 7. Watching TV	14.29 %	0.00	0-100	0.00 %	-	0.00 %
Autoevaluaciones total <small>Simple weighted mean of grades. Include empty grades.</small>	50.00 %	0.00	0-10	0.00 %	-	-

3.5.3 Satisfaction survey

Satisfaction surveys will be a key part of your training, as they will help us to improve the quality of our academic service.

Therefore, as you progress through your training, you will be asked some questions in which you will be able to give us your opinion about the content, the attention received, the platform, etc.

Remember that you will have to fill in the final survey for the title to be processed.



Valoración general de la formación realizada *

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Nivel de satisfacción con este centro de formación *



Valoración general de tu experiencia en el entorno virtual *



Valoración general de la atención recibida por nuestra institución *



Esta experiencia formativa ha contribuido a conseguir tus objetivos *



Indica qué mejorarías de tu experiencia formativa *

☐ Metodología ☐ Contenido ☐ Atención académica ☐ Usabilidad campus virtual

¿Recomendarías esta acción formativa realizada en esta institución educativa? *

☐ SI ☐ NO

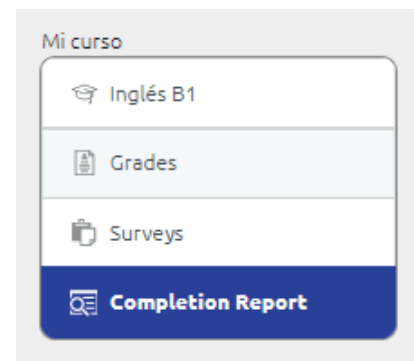
Once you have completed the final survey and passed the requirements for the finalization, your enrollment will be automatically finalized to start with the processing of the title.

3.5.4 Completion report



You will also find a section where you can consult the demanded requirements that must be fulfilled in order to successfully obtain the qualification. This section can be found in the table of contents: “Completion report”.

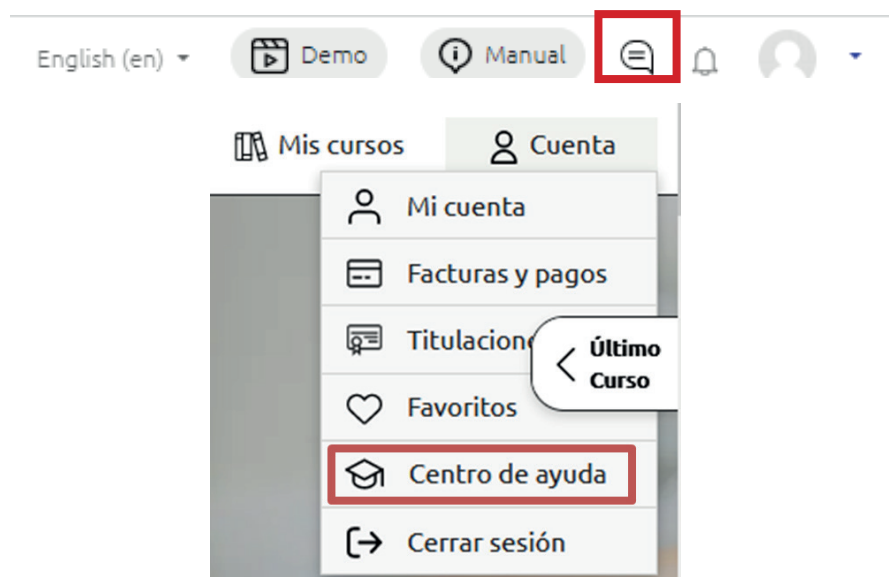
In this report, the completed items will be marked with a tick ☒ and you will be able to see what is still not done. ☐



4.Support Centre



From the Support Centre you can contact our centre to ask your teacher any questions or to carry out any procedure. The access to this section is available at the top of the virtual environment and on our school's website.



The Support Centre has an incidents log where you can consult all the communications you have made.

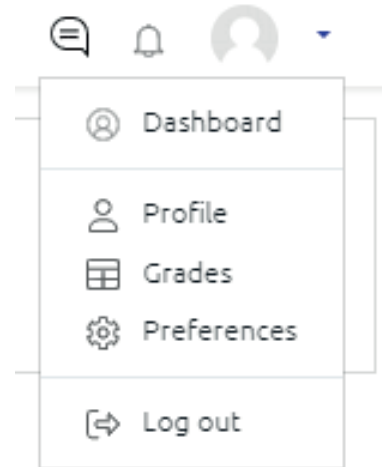
Centro de ayuda

Facturas y Pagos	Abrir incidencia
Soporte técnico	Abrir incidencia
Titulaciones	Abrir incidencia
Docencia	Abrir tutoría
<div> Histórico de incidencias <small>Aquí puedes ver una lista de incidencias que has abierto</small></div> <div></div>	

5. Log off



Once you have finished your study you will be able to log out on the top right hand side of the platform, by clicking on LOG OUT.





EDUCALMS

PERSONAL LEARNING MANAGER SYSTEM