A Train the Trainer programme for a Learning Outcomes Framework approach

User Manual
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Introduction to the Live Blog

1. To access the live blog, click on the icon below

2. To create a new blog click on “New contribution”

3. Fill in the details of the Headline and include the blog text within the text box. Click Save.

It is important that the Headline is always created.
4. To reply to an existing blog, click on the + next to the relevant live blog and click Reply.

5. IMPORTANT: When replying to a topic never leave the Headline empty. Then within the text box write the reply text and finally click Save.
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<tr>
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<th>Written by</th>
<th>Date</th>
<th>Read by</th>
</tr>
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<td>2015-09-30</td>
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<td>Course outline</td>
<td>Ryan Gates</td>
<td>2015-09-30</td>
<td>2</td>
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**Course outline**

I believe that it is straightforward.

Read by: 2
Uploading material on a Forum Discussion

1. Click on the name of the Forum from the Discussion Forum section

2. Once using a Discussion Forum, click on the button Insert and Upload media

3. Click on Upload
4. Click Choose File and select the desired file to upload. Then click Change to choose where to save the file in the Resources Folder. Click on the Resource Folder and choose Material. After location is chosen, click Upload and Insert and Save.
Embedding YouTube videos in a Discussion Forum

1. To embed a Youtube video in a Discussion Forum, one has to repeat the same steps as above but instead of clicking on the Upload tab, one has to click on the Embed button.

2. Insert the name of the YouTube video and click Search.

3. Click Add Video and Save.
Logging out

1. On the top right hand side of the screen click on your name and surname

2. Click on Logout