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Including EVERYone in GREEN Data Analysis (EVERGREEN)

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LMS User Guide for the EverGreen Online Digital Seminar

June 2024



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Introduction

The EverGreen Project, funded under the Erasmus+ Programme, addresses key challenges in environmental education by equipping learners with essential skills and knowledge for analyzing environmental data. By focusing on areas such as air quality, sustainable urban development, and environmental data analysis, EverGreen empowers participants to tackle pressing environmental issues through advanced digital technologies and innovative methodologies.

Central to this initiative is the implementation of digital seminars designed to support interactive and collaborative learning. These seminars provide customized educational content, activities, and discussions tailored to the needs of environmental data analysis and sustainable development. This manual offers detailed guidance for effectively participating in and delivering these seminars, ensuring users—from students to instructors—can fully engage with the digital format.

The document outlines the digital seminar's functionality, including access, participation, and interactive tools. Key sections detail how to join seminars, navigate the platform, contribute to discussions, and collaborate on activities. Additionally, the manual includes instructions for creating and managing seminar content, facilitating participant engagement, and using feedback tools to monitor success.

This manual prioritizes accessibility and practical application, ensuring that both educators and learners can confidently participate in digital seminars to achieve their goals. By bridging education with technological innovation, EverGreen contributes to the development of a skilled workforce ready to drive sustainability and address global environmental challenges.

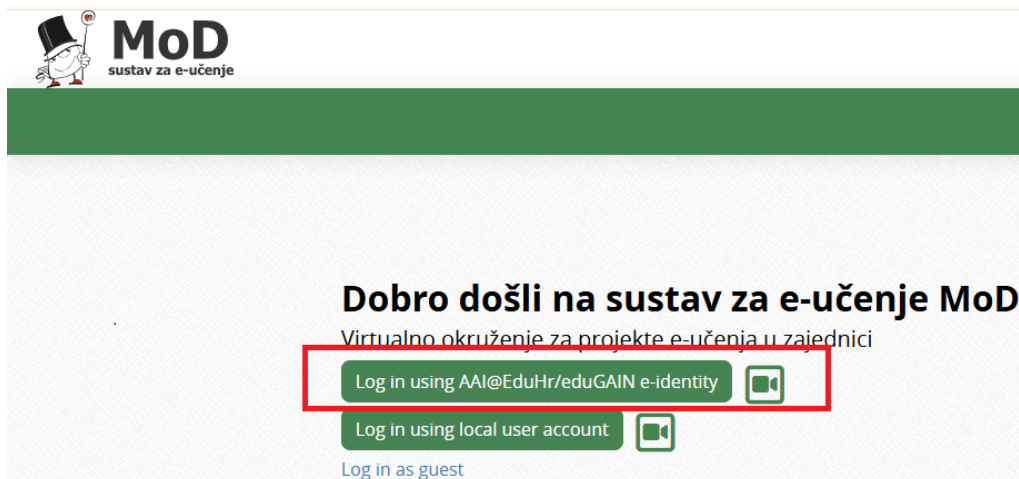


1. Accessing the Platform

1.1 Access via AAI@EduHr/eduGAIN Authentication

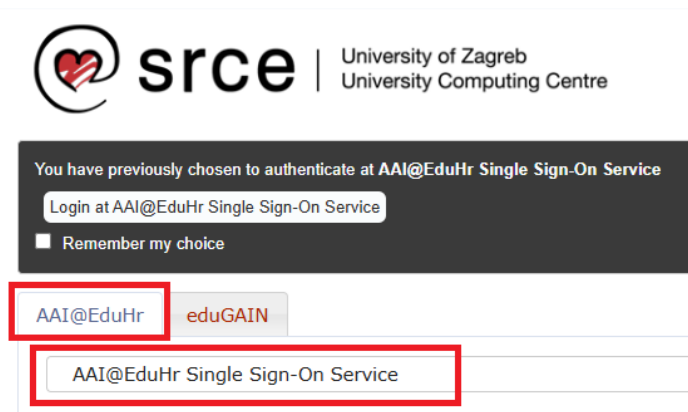
If you are affiliated with a European university that is part of the eduGAIN federation, accessing the platform is quick and effortless. No additional registration is required, as eduGAIN enables secure and seamless authentication for its users. This method ensures you can immediately access all course materials and features without any extra steps.

1. Visit the Platform: Open your web browser and go to <https://mod.srce.hr/?lang=en>.
2. Select Log in using AAI@EduHr/eduGAIN e-identity



3. Choose Your Institution:

- If you are an AAI@EduHr user, proceed directly to the AAI@EduHr login screen and enter your credentials.



- If you are an eduGAIN user from another institution, you will be redirected to a list of federated institutions. From there, select your university or organization.



You have previously chosen to authenticate at AAI@EduHr Single Sign-On Service

Login at AAI@EduHr Single Sign-On Service

Remember my choice

AAI@EduHr

29 Mayis University
A*STAR - Agency for Science, Technology and Research
AAF Virtual Home
aai.lab.maeen.sa
Aalborg University

4. Authenticate: Enter your university credentials (username and password) to complete the login process.

1.2 Access via local user account

For other users who do not have access to eduGAIN:

1. Visit the Platform: Open your web browser and go to <https://mod.srce.hr/?lang=en>.
2. Select "Log in using local user account"

Dobro došli na sustav za e-učenje MoD

Virtualno okruženje za projekte e-učenja u zajednici

[Log in as guest](#)

- If you already have an account, proceed to Step 5 to log in.

Log in using local user account:

- If you do not have an account, select the option to *Create new account* and proceed to Step 3.

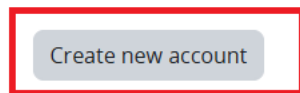


Is this your first time here?

You must complete the following steps in order to gain access to e-courses:

1. Fill out the [New Account](#) web form with your personal details.
2. After submitting the form, you should receive an email at the email address you provided.
3. Please carefully read the email and click on the link in order to confirm your registration and log in to the system.

Check out our [quick guide](#) on logging into the MoD system.



3. Select the Option to Register with Your Email Address

- Fill out the registration form by entering the required personal details (name, email address, password, etc.).

New account

Username ⓘ

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

Password ⓘ

Email address ⓘ

Email (again) ⓘ

- Click *Create my new account* to complete the registration.



Personal data that need to be submitted are collected solely for the purpose of enabling the use of particular service and record keeping and will not be disclosed to third parties.

Before starting the registration procedure, I hereby confirm that I am informed of the purpose of collecting and processing the requested personal data and I hereby give my consent to Srce to collect and process this data in accordance with the provisions of GDPR (REGULATION (EU) 2016/679) and the Act on the Implementation of General Data Protection Regulation (OG 42/18).

4. Verify Your Email Address

- After submitting the form, you will receive an email with a confirmation link.

An email should have been sent to your address at @gmail.com

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

- Click on the link in the email to verify and activate your account.



Admin @ Srce (via MoD) <moodle-a@srce.hr>

prima ja ▾

Hi,

A new account has been requested at 'MoD - virtualno okruženje za projekte e-učenja u zajednici' using your email address.

To confirm your new account, please go to this web address:

<https://mod.srce.hr/login/confirm.php?data=>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin @ Srce

[Contact site support](#)



Thanks,

Your registration has been confirmed

Continue

5. Login with Your Email and Password

- Once your account has been verified, return to the platform and log in using your email and password.
- If you are already registered, enter your login details and click Log in.

Log in using local user account:

username@domain.com

.....

Log in

2. Course Overview

2.1 Access Course List

Once you log in, you will find a navigation menu in the top left corner with the following options: *Home*, *Dashboard* and *My courses*. Click on *My courses* to view the list of courses you are enrolled in.



Dashboard

Timeline

All ▾

Sort by dates ▾

Click on the course name to access its content.



My courses ▾

- Aquaculture Management and Sustainable Practices (MS-07)
- Circular Economy and Digital Transformation in Blue Economy (MS-05)
- Entrepreneurship and Innovation Management in the Blue Economy (MS-03)
- Maritime Technologies: Innovation and Application in Blue Economy Sectors (MS-04)

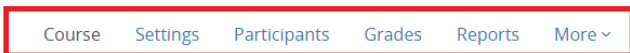
Nautical Tourism Management and Development (MS-01)

- Sustainable Environmental Protection in Coastal and Marine Areas (MS-02)
- Technology Transfer and Innovation for Sustainable Blue Growth (MS-06)



2.2. Navigating the Course

The General topic serves as the central hub for the course. It provides key information, such as a brief overview of the course objectives and structure and important announcements or updates related to the course (Notifications).

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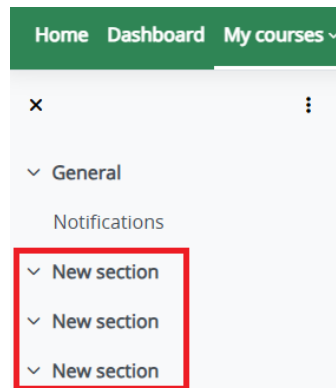


General Collapse all



Notifications

The course content is organized into topics on the left side. Click on each topic to explore its contents, which may include lessons, presentations, videos, quizzes, exams and more.



Introduction in Data Science



Book Chapter 2 - Introduction in data science DOCX

This chapter will give a brief overview of some of the main fragments and technical approaches, relational databases and big data by pointing to structured and unstructured data, points to the data storage options and data processing and analysis techniques.

148.0 KB



Quiz to Introduction in Data Science

You can access assignments and quizzes within their respective topics by clicking on the title of the specific assignment or quiz. This will open the activity, where you can follow the provided instructions to submit your assignment or complete the quiz.

Quiz to Introduction in Data Science

Quiz

Back

Question 1

Not yet answered

Marked out of 1.00

Flag question

Edit question

v8 (latest)

What are the famous 4V's of Big Data?

Select one:

- Volume, Values, Velocity, Variety
- Volume, Velocity, Variety, Varacity
- Values, Velocity, Vocabulary, Volume
- Vocabulary, Volume, Variery, Values

Next page



Once you have submitted your work, the results will be available in the *Grades* section for your review.

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Course Participants **Grades**

User report ▾

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
▾ Aquaculture Management and Sustainable Practices						
AGGREGATION Course total	-	-	0-100	-		-

3. Communication and Support

Stay informed by checking notifications regularly. Use them to receive updates about course activities, upcoming deadlines, or important announcements. Additionally, you can engage with peers and instructors by participating in discussions or asking questions directly through notification-linked forums or posts.



Notifications

Welcome to Technology Transfer and Innovation for Sustainable Blue Growth
1 hour 16 mins ago

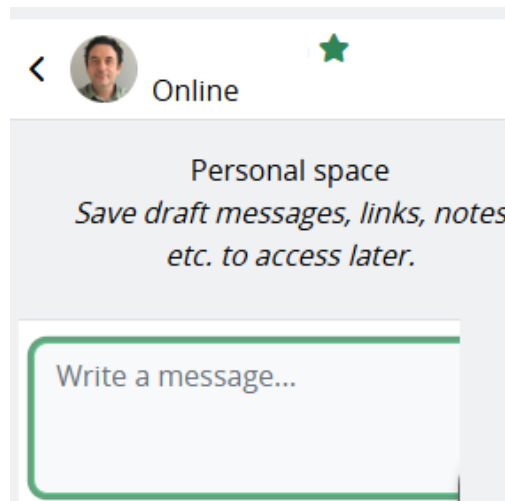
Welcome to Sustainable Environmental Protection in Coastal and Marine Areas

Welcome to Technology Transfer and Innovation for Sustainable Blue Growth
1 hour 16 mins ago

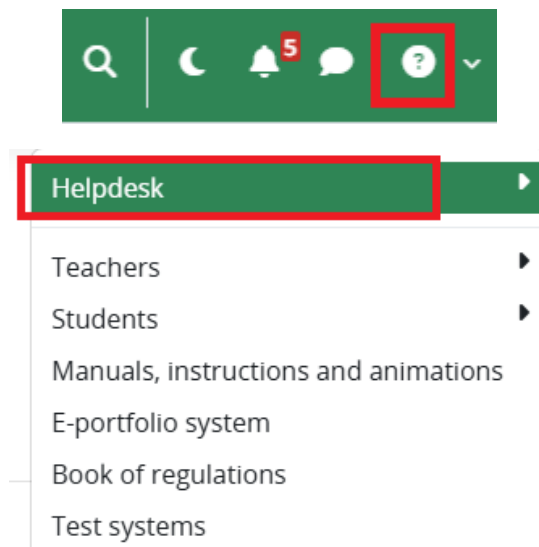
, you have successfully been enrolled to course Technology Trans

To communicate privately, click on a user's name (e.g., your peer or instructor) and select the option to send a message. This feature is ideal for discussing individual concerns, seeking clarification, or sharing feedback.





If you encounter any technical issues, use the Support option within the platform, typically located in the navigation menu or help section. Alternatively, you can reach out directly to the course administrator for further assistance. Ensure that you provide a detailed description of the issue for quicker resolution.



4. Course Management and Administration

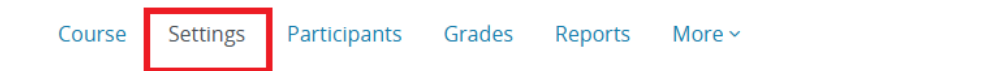
Effective course management is essential for delivering a smooth and engaging learning experience. The EverGreen e-learning platform provides robust tools for customizing courses to meet the needs of both instructors and learners. This section explains how to access and modify course settings, add or edit course modules, and manage user enrolment. By following these steps, instructors can ensure that their courses are well-structured, up-to-date, and aligned with learning objectives.



4.1. Accessing Course Settings

From the My Courses menu, locate and click on the course you wish to edit. This will take you to the course homepage. Look for the **Settings** menu.











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Edit course settings

Under the **General** section, you can define the course's full name and short name, adjust its visibility for students, enable or disable the option to download course content, and set the start and end dates with precise timing. The course ID number can also be specified if needed.

▼ **General**

Course full name	 	<input type="text" value="Including EVERYone in GREEN Data Analysis (EverGreen)"/>
Course short name		<input type="text" value="EVERGREEN"/>
Course visibility		<input type="text" value="Show"/>
Enable download course content		<input type="text" value="Site default (No)"/>
Course start date		<input type="text" value="21"/> <input type="text" value="August"/> <input type="text" value="2024"/> <input type="text" value="00"/> <input type="text" value="00"/> 
Course end date		<input type="checkbox"/> Enable <input type="text" value="4"/> <input type="text" value="February"/> <input type="text" value="2025"/> <input type="text" value="07"/> <input type="text" value="59"/> 
Course ID number		<input type="text"/>

In the **Description** section, you can provide a summary of the course content and objectives and upload an image to visually represent the course. Images must be in GIF, JPEG, or PNG format and 512 MB in size.



Description

Course summary

? Edit View Insert Format Tools Table Help

← → **B** *I*

U okviru Erasmus+ projekta EVERGREEN (Including EVERYone in GREEN Data Analysis), planira se održavanje e-kolegija koji će se fokusirati na analizu okolišnih podataka. Kolegij će pružiti studentima i polaznicima praktične vještine i znanja u području analize podataka s posebnim naglaskom na ekološke i održive prakse. Kroz kombinaciju teorijskih predavanja i praktičnih vježbi, polaznici će naučiti kako prikupljati, analizirati i interpretirati okolišne podatke te kako te informacije koristiti za donošenje informiranih odluka u kontekstu održivog razvoja. Kolegij će biti dostupan studentima visokih učilišta, kao što su Veleučilište u Šibeniku (Hrvatska), Univerzita Pardubice (Češka), Univerza v Mariboru (Slovenija) i Žilinska Univerzita v Žilini (Slovačka), ali i mladima koji nisu trenutno uključeni u formalno obrazovanje (NEET).

Korištenje e-kolegija su bez naplate, čime se osigurava pristup širokom krugu zainteresiranih polaznika.

p 126 words

Course image

? Maximum file size: 512 MB, maximum number of files: 1

Files

[EG-logo-3.jpg](#)

Accepted file types:

- Image (GIF) .gif
- Image (JPEG) .jpg
- Image (PNG) .png

The **Course Format** section allows the selection of the course structure, such as topic-based or weekly formats. Hidden sections can either remain completely invisible or appear as unavailable, while the course layout determines whether all sections are displayed on one page or one at a time.

Course format

Format	<input type="text" value="Custom sections"/>
Hidden sections	? <input type="text" value="Hidden sections are shown as not available"/>
Course layout	? <input type="text" value="Show all sections on one page"/>

Within the **Appearance** category, you can enforce a specific theme or language for the course, adjust the number of announcements shown, and decide whether to enable students to view the grade book. Additionally, options are available to hide or show activity reports and dates associated with course activities.



Appearance

Force theme		Do not force ⇅
Force language		English (en) ⇅
Number of announcements	?	3 ⇅
Show gradebook to students	?	Yes ⇅
Show activity reports	?	No ⇅
Show activity dates	?	No ⇅

The **Files and Uploads** settings manage the maximum file upload size, which is currently set at 512 MB. Legacy course files can also be enabled or disabled as required.

Files and uploads

Legacy course files	?	No ⇅
Maximum upload size	?	512 MB ⇅

In **Completion Tracking**, you can activate the feature to track students' progress and completion of activities.

Completion tracking

Enable completion tracking	?	No ⇅
----------------------------	---	------

Finally, under **Groups**, you can manage collaborative learning by enabling group modes, setting default groupings, or forcing a specific group mode for the course.

Groups

Group mode	?	No groups ⇅
Force group mode	?	No ⇅
Default grouping		None ⇅



The **Tags** section allows for adding keywords that enhance the course's discoverability and organization, though no tags are currently selected.

Tags

No selection

Enter tags... ▼

4.2. Managing and Editing Participants in the Course

Look for the Participants menu. This section provides tools for filtering and sorting users based on various criteria such as first or last name, roles, groups, and last access to the course. You can search for participants using alphabetical filters or by entering specific details, ensuring quick and precise access to user information.

Course Settings **Participants** Grades Reports More ▼

Enrolled users ▾ Enrol users

Match Any ▾ Select ▾

+ Add condition

2 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name
Username
Roles
Groups
Last access to course

The system displays participant details, including their first and last names, usernames, assigned roles (e.g., Teacher, Assistant, Participant), group affiliations, previous access time, and current status. Sorting options organize participants alphabetically by name, username, or the last time they accessed the course.

To perform actions on selected users, highlight the participants you wish to modify and use the "With selected users..." dropdown menu to assign roles, update statuses, or perform other administrative tasks. This setup makes it easy to add, update, or manage student information effectively.

To add a new user, use the **Enroll users** option. In the Search field, enter the name or username of the user you want to add. For students, assign the role of **Participant**. Suppose you wish to add another



instructor who will collaborate on the course and assign the role of **Assistant**. Once confirmed, the user will be enrolled in the course and appear in the Participants list, ready for further management.

Enrolled users ▾ **Enrol users**

Match Any ▾ Select ▾

+ Add condition

Enrol users ×

Enrolment options

Select users No selection

Put user name here ▾ ○

Assign role

Show more...

Participant ▾

Assistant

On-line assistant

Demonstrator

Participant

Cancel **Enrol users**

4.3. Grading Overview and Student Performance Tracking

The grading menu provides an overview of student performance in the course. It features a searchable list of users, allowing you to locate specific participants quickly. The table displays student names in the first column and assessable activities grouped by course and category across the top.

Details include each student's Username, individual activity grades, and the Course Total for an aggregated view of their performance. Additionally, the Mean of Grades and Overall Average offer a quick summary of student progress and overall course statistics, helping instructors monitor and evaluate student achievements effectively.



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Course Settings Participants **Grades** Reports More ▾

Grader report ▾ Filter by name ▾

		Nautical Tourism Management and Development	⋮
First name / Last name ▲ ⋮	Username ⋮	📊 Course total	⋮
.	@gmail.com		-
Overall average			-

4.4. Comprehensive Course Reporting and Activity Monitoring

The Reports menu includes several key features:

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Course Settings Participants Grades **Reports** More ▾

Reports

- Logs
- Live logs
- Activity report
- Course participation
- Statistics

Logs: Allows you to filter and view activity logs for the course. You can select specific users, dates, activities, actions, and event types. This provides a detailed record of user interactions, including actions performed, the source of events, and timestamps.

Live Logs: This section displays real-time activity within the course, updated every 60 seconds. It includes details such as the time of the event, the user involved, the event context, the component (e.g., activity report, grader report), the action performed, and the user's IP address. This is particularly useful for tracking current course activity.



Activity Report: This summary includes the number of views and interactions for each activity in the course, as well as details on the number of views, related entries, and the last access time for each activity module.

Course Participation: This provides insights into each participant's level of engagement, showing their interactions with course activities and resources over a specified period. Filters allow for tailored reports based on user roles, actions, and specific activities.

Statistics: This section displays graphical and numerical summaries of course activity over a chosen time frame, giving an overview of participant engagement trends.

4.5. Advanced Course Tools and Management Options

This section under the **More** category provides additional tools and settings for managing and enhancing your course.

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The screenshot displays a course management interface. At the top, there are navigation tabs: Course, Settings, Participants, Grades, Reports, and a 'More' dropdown menu. The 'More' dropdown menu is highlighted with a red box and contains the following options: Question bank, Content bank, Course completion, Badges, Filters, Legacy course files, LTI External tools, and Course reuse. Below the navigation tabs, there is a 'General' section with a dropdown arrow and the EverGreen logo. To the right, there is a 'Collapse all' link and a banner for 'Funded by the European Union' with the EU flag logo. At the bottom left, there is a 'Notifications' icon.

Here's an overview of its key features:

Question Bank: A repository for managing questions used in quizzes and assessments. Filters allow you to refine questions by category, include or exclude subcategories, and choose whether to display hidden questions or show question text directly in the list.

Content Bank: A central location for storing and managing reusable course content, such as files or multimedia resources. You can search for content by name and organize it by course or category.

Badges: This section displays the badges participants can earn for completing specific activities or achieving milestones. If no badges are set up, the section will indicate their absence.

Filter Settings: This provides options to enable or disable various filters to enhance course content. These include multimedia plugins, auto-linking for activity names, embedding questions, displaying MathJax or algebra notation, and enabling multi-language content. All filters default to "On" unless manually adjusted.



LTI External Tools: This option allows the integration of third-party tools, such as interactive content or specialized assessments. Students can access these tools directly within the course. For example, the Online Meetings tool integrates the eduMeet system for hosting online meetings, consultations, or smaller lectures without the need for recording.

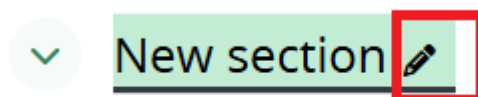
Course Reuse: Includes options to import, back up, restore, or reset course content. These tools facilitate transferring content between courses, creating backups for data security, and resetting courses for reuse in subsequent sessions.

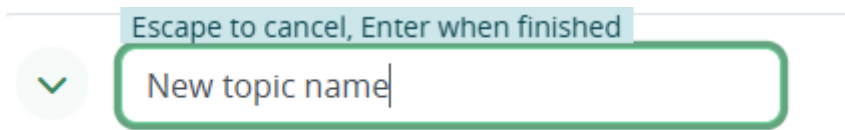
5. Creating and Editing Course Content

Activating the Edit mode in the upper right corner allows instructors to add and modify sections of a course. This feature allows instructors to easily design and update the course structure, manage activities, and customize resources. Once the Edit Mode is enabled, the course becomes fully interactive for editing purposes.

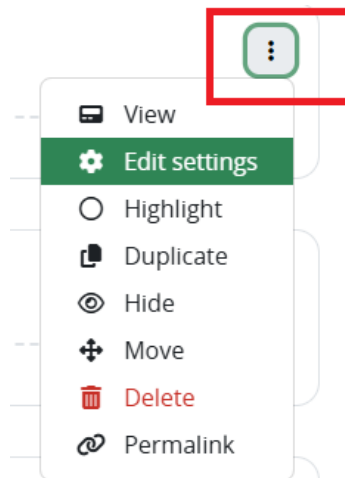
5.1. Editing Existing Content

When **Edit Mode** is enabled, each resource or activity displays two icons following it. The **pencil icon** allows you to edit the title directly inline—simply click the icon, type the new title, and press Enter to save.



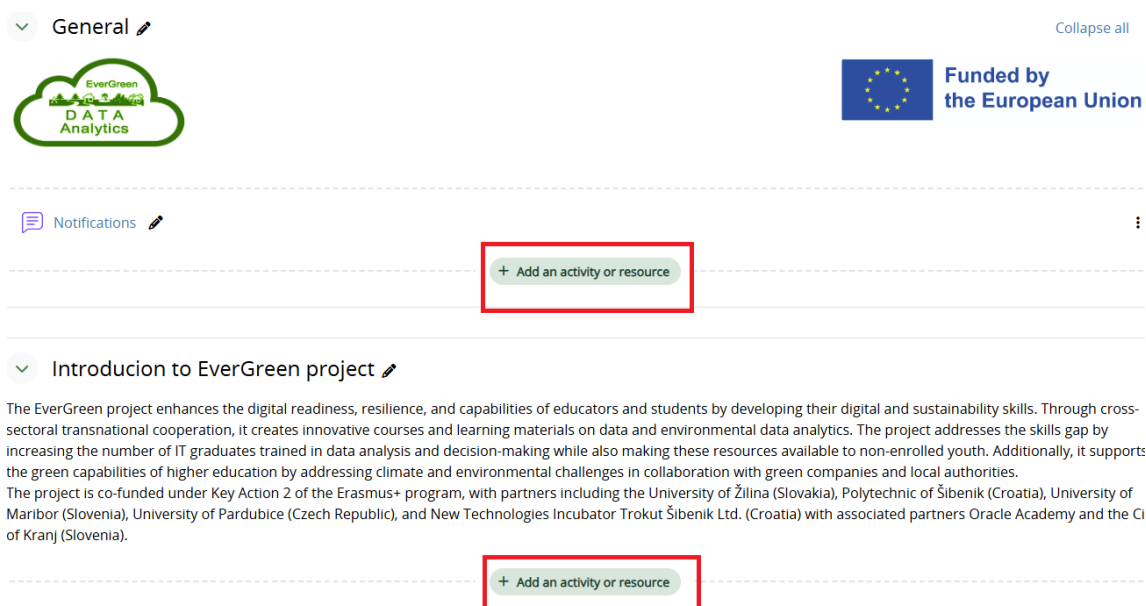


The **three vertical dots** icon opens a dropdown menu with additional options, such as editing settings, duplicating, hiding, moving, or deleting the item. This streamlined interface makes it easy to update content and manage course elements efficiently.



5.2. Adding New Activities or Resources

When Edit Mode is enabled, a button labeled **Add an activity or resource** will appear at the bottom of each section.





Clicking this button opens a popup menu displaying a variety of tools and resources that can be added to the course. **Activities** include interactive tools like assignments, quizzes, forums, or workshops that encourage student engagement and participation.

Add an activity or resource

The screenshot shows a search bar at the top. Below it are three tabs: 'All', 'Activities' (which is highlighted with a green box), and 'Resources'. Under the 'Activities' tab, there is a grid of eight activity options, each with an icon, a name, and a star icon with an information icon. The options are: 3D model viewer, Assignment, Attendance, Chat, Database, Dialogue, Feedback, and Forum.

Resources add static content such as files, pages, URLs, or labels to provide students with information and materials.

Add an activity or resource



The screenshot shows a search bar at the top. Below it are three tabs: 'All', 'Activities', and 'Resources' (which is highlighted with a green box). Under the 'Resources' tab, there is a grid of six resource options, each with an icon, a name, and a star icon with an information icon. The options are: Book, File, Folder, Lightbox Gallery, Page, and Text and media area. Below this grid, there is a separate option for 'URL' with a link icon, a star icon, and an information icon.

After selecting an activity or resource, you'll be directed to a settings page where you can customize its details, including the title, description, visibility, and other specific configurations. Once saved, the new item will appear in the selected course section and be ready for use.



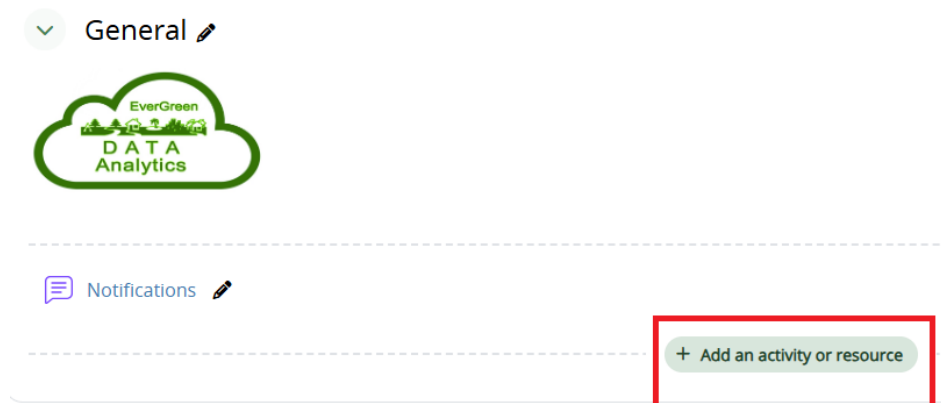
6. Tips and Tricks for Educators

The EverGreen LMS platform offers a wide range of tools and functionalities designed to help educators create engaging and compelling learning experiences. With the ability to add multimedia resources, design interactive assessments, and manage course content efficiently, the possibilities are extensive.

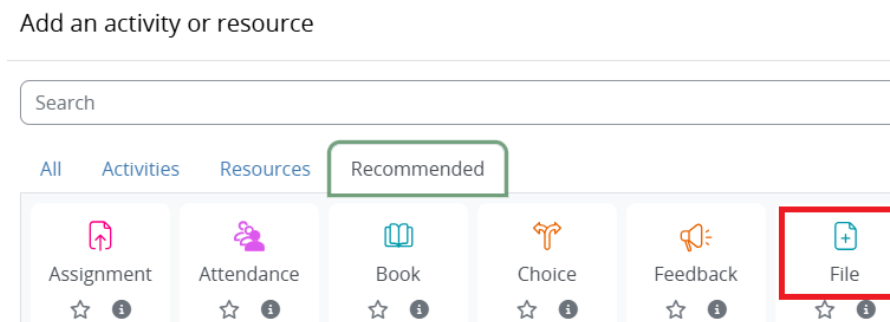
In the following sections, we focus on two of the most common use cases: adding resources such as videos and files and creating quizzes. These examples provide a practical starting point, while educators are encouraged to explore the platform's full range of features to best suit their teaching goals.

6.1. Adding Resources: Videos, Files, and More

At the bottom of the section, click **Add an Activity or Resource**.



From the list of **Recommended**, choose **File**. This will open the New File configuration form.



Under **General Settings**, enter a clear and concise name for the file, such as "*Week 1: Introduction Presentation*." This name will be visible to students in the course. Optionally, you can provide a brief description of the file's content or purpose in the Description field. If you want this description to appear on the course page, select the "*Display description on course page*" checkbox.



General

Name

Description

Edit View Insert Format Tools Table Help

← → B I

0 words

Display description on course page

Select files

Maximum size for new files: 512 MB

Datoteke

You can drag and drop files here to add them.

In the **Select files** section, upload your file by either dragging and dropping it into the designated area or clicking "Select files" to browse and upload it from your computer. The platform supports various file formats, including PDFs, Word documents, and PowerPoint presentations, with a maximum file size of 512 MB.

The **Appearance Settings** allow you to customize how the file is displayed to students. You can choose to display it automatically, embed it within the course page, open it in a new browser tab, or force it to download. Additional options include showing the file size, type, upload, or modification date for better context.

Within the **Common module settings**, decide whether the file should be immediately visible on the course page or hidden. If needed, you can assign an ID number for tracking or administrative purposes. You also have the option to enforce a specific language for the file, though this is optional.

Appearance

Display Automatic

Show size

Show type

Show upload/modified date

[Show more...](#)

Display resource description

Common module settings

Availability Show on course page

ID number

Force language English (en)

Include in course content download Yes



In the **Restrict access** section, you can define conditions for accessing the file. For example, you can set a specific date, require the completion of another activity, or limit access to groups of students.

Tags can be added to help organize and categorize the file. To make the file easier to locate within the LMS, type relevant keywords into the **Tags** field.

Lastly, if you want students to be notified of the new or updated file, enable the "Send content change notification" option. This ensures all participants are informed promptly.

Once all settings are configured, click **Save and return to a course** or **Save and display** to finalize the process. The file will then appear in the selected section and be ready for students to access.

The screenshot shows a configuration form with two main sections: 'Restrict access' and 'Tags'. The 'Restrict access' section has a dropdown menu with 'None' selected and an 'Add restriction...' button. The 'Tags' section has a text input field with 'Enter tags...' and a dropdown arrow. Below these sections is a checkbox for 'Send content change notification' which is unchecked. At the bottom, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. The 'Save and return to course' and 'Save and display' buttons are highlighted with a red box.

6.2. Creating and Managing Quizzes

From the list of **Recommended**, choose **Quiz**. This will open the New File configuration form.

Quizzes are a powerful tool for assessment and enhancing the learning process. To set up a new quiz, enable editing mode within your course and click **Add an Activity or Resource**. Select **Quiz** from the **Recommended** list, and a configuration form for the new quiz will appear.



Add an activity or resource

Search

All Activities Resources **Recommended**

 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 Book ☆ ⓘ	 Choice ☆ ⓘ	 Feedback ☆ ⓘ
 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Page ☆ ⓘ	 Quiz ☆ ⓘ	 Text and media area ☆ ⓘ

Enter a clear and descriptive name for the quiz (e.g., "Quiz: Week 1 - Basics") in the **Name** field. Optionally, provide a description to explain the purpose of the quiz or give essential instructions to students. If you want the description to be visible on the course page, check the **Display description option on the course page**.

General

Name



Quiz: Week 1 - Basics

Description

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↶ ↷ **B** *I*

p

Display description on course page ?

In the **Timing** section, you can control when the quiz is accessible to students. To specify the start and end times, enable the **Open the quiz** and **Close the quiz** options, then set the desired date and time. If needed, you can also set a time limit for the quiz by enabling the **Time limit** option and specifying the duration in minutes. When the time expires, you can choose to submit attempts or discard incomplete ones automatically.



Timing

Open the quiz Enable 16 January 2025 11 34

Close the quiz Enable 16 January 2025 11 34

Time limit 0 minutes Enable

When time expires Attempts must be submitted before time expires, or they are not counted

The **Grade** section lets you define how the quiz will be scored. Select a **Grade category** if applicable, set the **Grade to pass**, and choose the number of Attempts allowed (e.g., unlimited or a specific number). For multiple attempts, decide on the Grading method (e.g., highest grade, average grade, first attempt, or last attempt).

Grade

Grade category

Grade to pass

Attempts allowed

Grading method

In the **Layout** section, choose how questions will be displayed. For instance, you can opt to display one question per page or all questions on a single page. In the **Question behavior** section, you can enable Shuffle within questions to randomize question order and set how students will interact with questions (e.g., deferred feedback or immediate feedback).

Layout

New page

[Show more...](#)

Question behaviour

Shuffle within questions

How questions behave

The **Review options** section determines what feedback students will see and when. For example, during the attempt, you can allow students to see whether answers are correct in real-time. Immediately after the attempt, you can provide feedback right after submission. Later, while the quiz is still open, you can enable access to feedback during the quiz window. After the quiz is closed, you can allow students to view



feedback only after the quiz deadline. Feedback can include details such as correct answers, specific feedback for each question, overall feedback, and grades.

Review options

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Maximum marks	<input checked="" type="checkbox"/> Maximum marks	<input checked="" type="checkbox"/> Maximum marks	<input checked="" type="checkbox"/> Maximum marks
<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

Under Appearance, you can customize settings like showing the user's profile picture and setting decimal places for grades. If needed, enable the Safe Exam Browser to ensure a secure testing environment.

Appearance

Show the user's picture

Decimal places in grades

Decimal places in marks for questions

Show more...

Safe Exam Browser

Require the use of Safe Exam Browser

In the **Extra restrictions on attempts** section, you can add a password to access the quiz, restrict access by IP address, or enforce delays between attempts.

Extra restrictions on attempts

Require password

Require network address

Enforced delay between 1st and 2nd attempts minutes Enable

Enforced delay between later attempts minutes Enable

The **Overall feedback** section allows you to provide customized messages based on students' performance. For instance, for a grade boundary of 100%, you might write, "Excellent work!" For a grade boundary of 0%, you could write, "Please review the materials and try again."



Overall feedback

Grade boundary

100%

Feedback

Edit View Insert Format Tools Table Help

← → **B** *I*

Great work !

P

In **Common module settings**, decide whether the quiz will be visible to students and assign an ID number if necessary. Use **Restrict access** to control when or to whom the quiz is available, based on criteria like completion of other activities, dates, or group membership.

Common module settings

Availability Show on course page

ID number

Force language

Include in course content download Yes

Group mode No groups

Restrict access

Access restrictions

None

Once all settings are configured, click **Save and return to course** or **Save and display**. The quiz will now appear in the selected section of the course, ready for students to access.

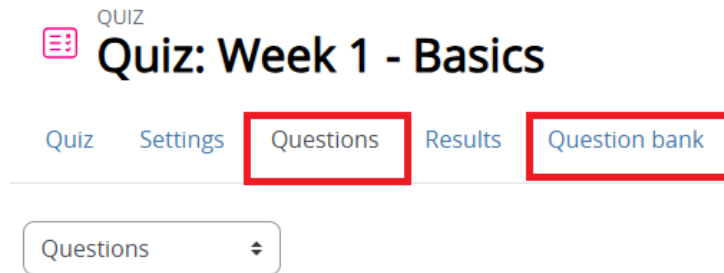
To add questions to a previously created quiz, first open the quiz settings by clicking the three vertical dots on the right side of the quiz name and selecting **Edit settings**.

Quiz: Week 1 - Basics

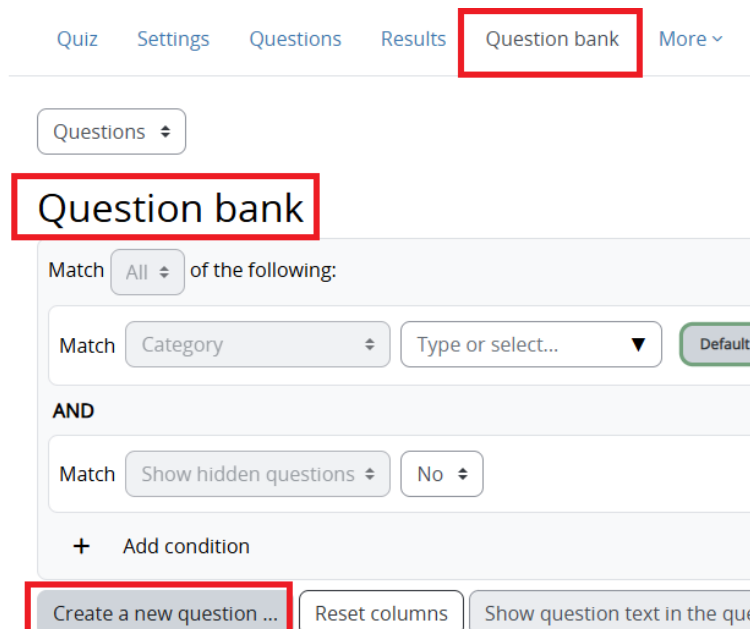
- Edit settings
- Move
- Move right



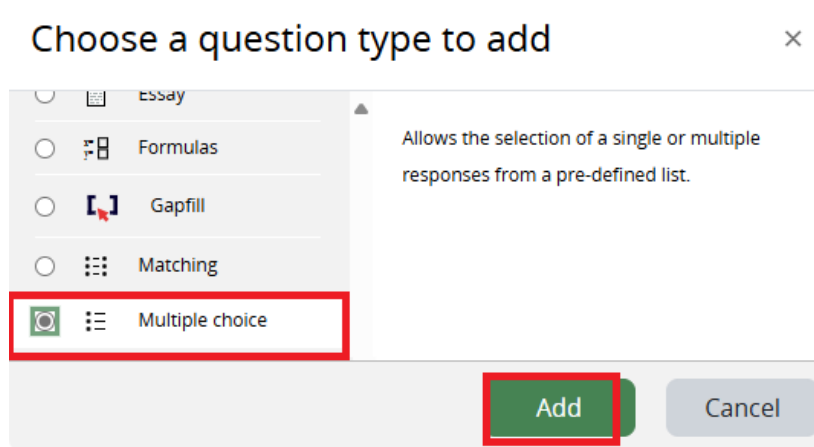
Once the settings are open, you can start adding questions to the quiz. You have two options: you can add questions one by one by selecting the **Questions** tab, or you can utilize a question bank by navigating to the **Question bank** tab. Both methods allow you to customize the quiz according to your needs, with the question bank being beneficial for reusing or organizing multiple questions efficiently.



Open the **Question bank** and add new questions by clicking **Create a new question**.



From the list of available question types, select the format that best suits your needs. For example, if you want to use a question with multiple correct answers, select the **Multiple choice** category. This option allows students to choose more than one correct answer from the provided options.



As an example, we will create the following question: "*Which of the following are renewable energy sources?*" The options will include Solar energy, Coal, Wind energy, and Natural gas, with Solar energy and Wind energy as the correct answers.

Enter "*Renewable Energy Sources*" in the **Question name** field as a brief identifier for this question. In the Question text field, write the whole question: "*Which of the following are renewable energy sources?*" Set the question status to "Ready" and assign a default mark, such as 2, which represents the total points for the question. Optionally, you can add general feedback to provide additional information or context for students after they answer.

General

Category: Default for MS-01

Question name: Renewable Energy Sources

Question text: Which of the following are renewable energy sources?

Question status: Ready

Default mark: 2



Under the question behavior settings, select **Multiple answers allowed**, which enables students to choose more than one correct option. Enable the option to shuffle the choices to randomize their order for each attempt. Set the numbering format to "A., B., C., ..." for clarity.

One or multiple answers?	Multiple answers allowed ▾
	<input checked="" type="checkbox"/> Shuffle the choices? ?
Number the choices?	A., B., C., ... ▾
Show standard instructions ?	Yes ▾

In the answers section, define the response options. For Choice 1, enter "Solar energy" and assign a grade of 50%, representing half the total points for this correct answer. Add optional feedback, such as "Correct! Solar energy is renewable." For Choice 2, enter "Coal" and assign a grade of None, with feedback like "Incorrect. Coal is not renewable." For Choice 3, enter "Wind energy" and assign a grade of 50%, with feedback like "Correct! Wind energy is renewable." For Choice 4, enter "Natural gas" and assign a grade of None, with feedback like "Incorrect. Natural gas is not renewable."

Choice 1	<p>Edit View Insert Format Tools Table Help</p> <p>↶ ↷ B I </p> <p>Solar energy</p> <p>p > span</p>
Grade	50% ▾
Feedback	<p>Edit View Insert Format Tools Table Help</p> <p>↶ ↷ B I </p> <p>Correct! Solar energy is renewable!</p> <p>p > span</p>



Choice 2

Edit View Insert Format Tools Table Help

↶ ↷ B I H-P

Coal

p > span

Grade None

Feedback

Edit View Insert Format Tools Table Help

↶ ↷ B I H-P

Incorrect. Coal is not renewable!

p > span

In the combined feedback section, you can customize responses for different levels of correctness. For any correct response, enter feedback such as *"Great job! You identified the renewable sources."* For partially correct responses, write feedback like *"You got some correct answers. Review the materials for more information."* For incorrect responses, provide feedback such as *"None of the selected answers are correct. Please try again."*

✓ Combined feedback

For any correct response

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↶ ↷ B I H-P

Your answer is correct.

p

For any partially correct response

Edit View Insert Format Tools Table Help

↶ ↷ B I H-P

Your answer is partially correct.

p

Show the number of correct responses once the

For any incorrect response

Edit View Insert Format Tools Table Help

↶ ↷ B I H-P

Your answer is incorrect.



If you want to allow multiple attempts, configure the penalty for each incorrect try, for example, 33.33%, to deduct points for subsequent attempts. You can also add hints, such as "*Focus on sources that don't deplete over time*" or "*Consider solar and wind energy*" and enable options to clear incorrect responses or show the number of correct answers.

Multiple tries

Penalty for each incorrect try

Hint 1

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↶ ↷ **B** *I*

Focus on sources that don't deplete over time

Once all settings are complete, click **Save changes** to add the question to the question bank.

Tags

Any tags

Save changes and continue editing

Save changes Cancel

To add a new question from the question bank to the quiz, navigate to the Questions tab of the quiz editor. This section provides an overview of the quiz, including the total number of questions, the **maximum grade**, and the total marks currently included in the quiz.

Click the **Add** button, which will display three options. These options allow you to create a new question directly within the quiz, select a question from the question bank, or add a randomly chosen question from a specific category in the question bank.



Select the option **from question bank**. A window will appear displaying all the available questions in the question bank, organized by category. You can browse through the categories or use the search bar to locate a specific question.

Identify the question you wish to add, such as "*Renewable Energy Sources*" and check the box next to it. If you need to include multiple questions, you can select several at once from the list. Click Add selected questions to the quiz to include the chosen questions. These will now appear in the quiz editor under the Questions tab, along with the existing ones.

Please review the updated **Total of marks** and compare it to the **Maximum grade** to ensure the quiz aligns with your intended structure. If necessary, adjust the points allocated to individual questions to maintain balance.



Questions

Questions: 1 | This quiz is open

Maximum grade 10.00 Save

Repaginate Select multiple items

Total of marks: 2.00

Page 1

1 Renewable Energy Sources _ Always latest 2.00

Shuffle

Add

Add

Finally, save your changes or preview the quiz to confirm that the added questions are displayed correctly and meet your expectations. This process ensures efficient integration of questions from the bank while maintaining the overall structure of your quiz.

Which of the following are renewable energy sources?

Select one or more:

- A. Coal
- B. Natural gas
- C. Wind energy
- D. Solar energy

6.3. Adding and Managing Assignments

An assignment allows educators to collect, review, and grade student submissions for tasks such as essays, reports, or projects. It serves as a structured way to manage submissions, provide feedback, and track student progress, ensuring an organized and efficient evaluation process.









To add an assignment, navigate to the desired section of your course and click **Add an activity or resource**. From the list of **Recommended** options, select Assignment to create a space where students can submit their work, such as essays, reports, or projects, for evaluation. This feature allows you to configure submission types, deadlines, and grading settings tailored to the course requirements.



Add an activity or resource

Search

All Activities Resources **Recommended**

 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 Book ☆ ⓘ	 Choice ☆ ⓘ
 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Page ☆ ⓘ	 Quiz ☆ ⓘ












In the **General** section, provide a clear and descriptive **Assignment name** (e.g., "*Essay on Sustainable Tourism*"). Optionally, add a **Description** to outline the task, such as instructions or submission guidelines. If you want the description to appear on the course page, check **the Display description on the course page**. You can also upload **Additional files** (e.g., templates, reading materials) by dragging and dropping them into the designated area or using the file picker.

General

Assignment name ⓘ Essay on Sustainable Tourism

Description

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↶ ↷ B I           

p

Display description on course page ⓘ

Activity instructions ⓘ

Edit View Insert Format Tools Table Help

↶ ↷ B I           

In the **Availability** section, set the key dates for the assignment. Use the **Allow Submissions form** to specify the earliest date students can start submitting their work. Configure the **Due date** to indicate the submission deadline. Optionally, set a **cut-off date** to allow late submissions until a specific point. If you want a reminder to grade submissions by a particular date, enable and configure **Remind me to grade by**.



Under **Submission types**, choose how students will submit their work. Enable **File submissions** for file uploads (e.g., PDFs, Word documents) or **Online text** for students to type directly into the LMS. Specify the **Maximum number of uploaded files**, the **Maximum submission size**, and any **Accepted file types** (e.g., ".pdf, .docx"). For written responses, enable **Word limit** and set the maximum number of words allowed.

Availability

Allow submissions from Enable 16 January 2025 00 00

Due date Enable 23 January 2025 00 00

Cut-off date Enable 16 January 2025 18 18

Remind me to grade by Enable 30 January 2025 00 00

Time limit 0 minutes Enable

Always show description

Submission types

Submission types File submissions Online text

Maximum number of uploaded files 20

Maximum submission size Site upload limit (512 MB)

Accepted file types Choose No selection

Word limit Enable

In the **Feedback types** section, configure how feedback will be provided. You can enable options like **Feedback comments**, **Annotate PDF** (for inline feedback on uploaded files), and **Feedback files** (to upload marked versions of student submissions). You can also use the **Offline grading worksheet** for bulk grading.

Adjust the **Submission settings** to control the submission process. You can **require students to click a submit button**, **accept a submission statement**, or allow **additional attempts** if needed.

For group assignments, use the **Group submission settings** to enable submissions in groups and specify group configurations.



Feedback types

Feedback types

Feedback comments [?](#) Annotate PDF [?](#) Feedback files [?](#) Offline grading worksheet [?](#)

Submission settings

Require students to click the submit button [?](#)

Require that students accept the submission statement [?](#)

Additional attempts [?](#)

Group submission settings

Students submit in groups [?](#)

In the **Notifications** section, configure whether graders are notified about submissions or late submissions and set default notification preferences for students.

Notifications

Notify graders about submissions [?](#)

Notify graders about late submissions [?](#)

Default for 'Notify student' [?](#)

The **Grade** section allows you to set the **Maximum grade** for the assignment (e.g., 100 points) and choose a **Grading method** such as **Simple direct grading**, **Marking guide**, or **Rubric**. You can also specify a **Grade to pass**, enable anonymous submissions, or use marking workflows to manage the grading process.



Grade

Grade

Type

Maximum grade

Grading method

Grade category

Grade to pass

Anonymous submissions

Hide grader identity from students

Use marking workflow

Once all settings are configured, click **Save and Return to Course** or **Save and Display** to finalize the assignment. The assignment will now appear in the selected course section, ready for students to view and submit their work.

Add submission

File submissions

Maximum file size: 512 MB, maximum number of files: 20

Files

You can drag and drop files here to add them.

Online text

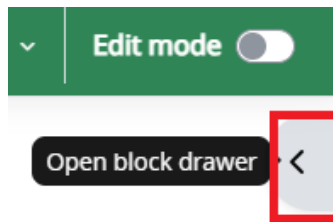
Edit View Insert Format Tools Table Help

← → B I

6.4. Backing Up a Course

Creating a backup of your course is always a good practice to ensure the safety of your data and to enable local downloads for transferring the course to other Moodle systems.

To begin the backup process, navigate to the Open block drawer on the right-hand side of the screen (indicated by a left-facing arrow). Clicking it will reveal additional options.



From the menu, select **Administration**, then **Course Administration**, where you will find the **Backup** option.

Administration

- ▼ Course administration
 - ⚙ Settings
 - > Users
 - ▼ Filters
 - > Reports
 - ⚙ Gradebook setup
 - ☰ Outcomes
 - > Badges
 - > Question bank
 - ⚙ LTI External tools
 - ▼ Course reuse
 - ↑ Import
 - 📄 Backup
 - ↑ Restore
 - ← Reset

Once in the backup menu, you can configure the settings to include various elements of the course, such as enrolled users, user role assignments, activities, resources, files, comments, and grade history. The process involves five main steps: **Initial settings**, **Schema settings**, **Confirmation and review**, **backup**, and **completion**. Each step allows you to customize and review what will be included in the backup.



Backup ▾

Make a copy of this course, including all content and activity to date. You can use the backup file to restore the course.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. **Perform backup** ► 5. Complete

The backup process is pending

Process pending

You don't need to wait here, as the process will continue in the background.

You can check the progress at any time on the [restore page](#).

[Return to course](#)

After completing the process, the backup file will be saved in the Course backup area. You can then download it to your local device for safekeeping or future use or to restore it on other Moodle systems.

Course backup area

Backup files for this course.

Filename	Time	Size	Download	Restore	Status
backup-moodle2-course-630-ms-01-20250116-1946.mbz	Thursday, 16 January 2025, 7:47 PM	237.3 KB	Download	Restore	✓

[Manage course backups](#)

6. Frequently Asked Questions (FAQ)

I'm using *Access via a local user account*, and I forgot my password. What should I do?

Click on the **Lost password** option on the login page and follow the instructions.



Log in using local user account:

I cannot access the course. Whom should I contact?

If you have any course-related questions or need assistance, first contact your local instructor for guidance. If additional support is required, you can email the course administrator at EverGreen@vus.hr. Be sure to include your name, course name, and a clear description of the issue or inquiry to ensure a prompt response.

Final Notes

Regularly check the announcements section on the platform to stay informed about important updates, including new materials, activity deadlines, or changes to the course schedule. Announcements serve as a primary communication channel, ensuring you don't miss any critical information.

Actively engage in discussions by contributing your thoughts, asking questions, and responding to your peers. This collaborative approach enhances understanding and helps build a supportive learning community. Additionally, make it a priority to complete all assignments and activities on time to reinforce your learning and apply the concepts covered in the course. Consistent participation is key to maximizing your educational experience and achieving your goals.



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Home Dashboard My courses

- General
 - Notifications
- Introduction to EverGreen
- Introduction in Data Sci...
 - Book Chapter 2 - Introdu...
 - Quiz to Introduction in ...
- Sustainable Developme...
 - Book Chapter 3 - Sustai...
 - Quiz to Sustainable Dev...
- Bridging Statistics & Dat...
 - Book Chapter 4 - Bridgi...
 - Quiz to Bridging Statisti...
- Input Data Formats
 - Book Chapter 5 - Input ...
 - Quiz to Input Data For...
- Data Analytics Tools
 - Book Chapter 6 - Data ...
 - Quiz to Data Analytics T...
- Data Analysis in SQL
 - Book Chapter 7 - Data ...
 - Quiz to Data Analysis in...
- Data Warehouses and ...
 - Book Chapter 8 - Data ...

Tehničko področje / Including EVERyone in GREEN Data Analysis (EverGreen)

Including EVERyone in GREEN Data Analysis (EverGreen)

Course Settings Participants Grades Reports More

General

Notifications

Collapse all



Notifications

Introduction to EverGreen project

The EverGreen project enhances the digital readiness, resilience, and capabilities of educators and students by developing their digital and sustainability skills. Through cross-sectoral transnational cooperation, it creates innovative courses and learning materials on data and environmental data analytics. The project addresses the skills gap by increasing the number of IT graduates trained in data analysis and decision-making while also making these resources available to non-enrolled youth. Additionally, it supports the green capabilities of higher education by addressing climate and environmental challenges in collaboration with green companies and local authorities. The project is co-funded under Key Action 2 of the Erasmus+ program, with partners including the University of Žilina (Slovakia), Polytechnic of Šibenik (Croatia), University of Maribor (Slovenia), University of Pardubice (Czech Republic), and New Technologies Incubator Trokut Šibenik Ltd. (Croatia) with associated partners Oracle Academy and the City of Kranj (Slovenia).

Introduction in Data Science

Book Chapter 2 - Introduction in data science [DOCK](#)

This chapter will give a brief overview of some of the main fragments and technologies used in data science. It will drive you through the big data concept and compare it with conventional approaches, relational databases and big data by pointing to structured and unstructured data. Besides, it describes the data pre-processing techniques—cleaning and normalization. Finally, it points to the data storage options and data processing and analysis techniques.



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Our project team

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V ŽILINE

Polytechnic of Šibenik, Croatia



University of Maribor, Slovenia



University of Maribor

Faculty of Organizational Sciences

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trokut

Project website:
<https://evergreen.fri.uniza.sk/>





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Including EVERYone in GREEN Data Analysis (EVERGREEN)

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