

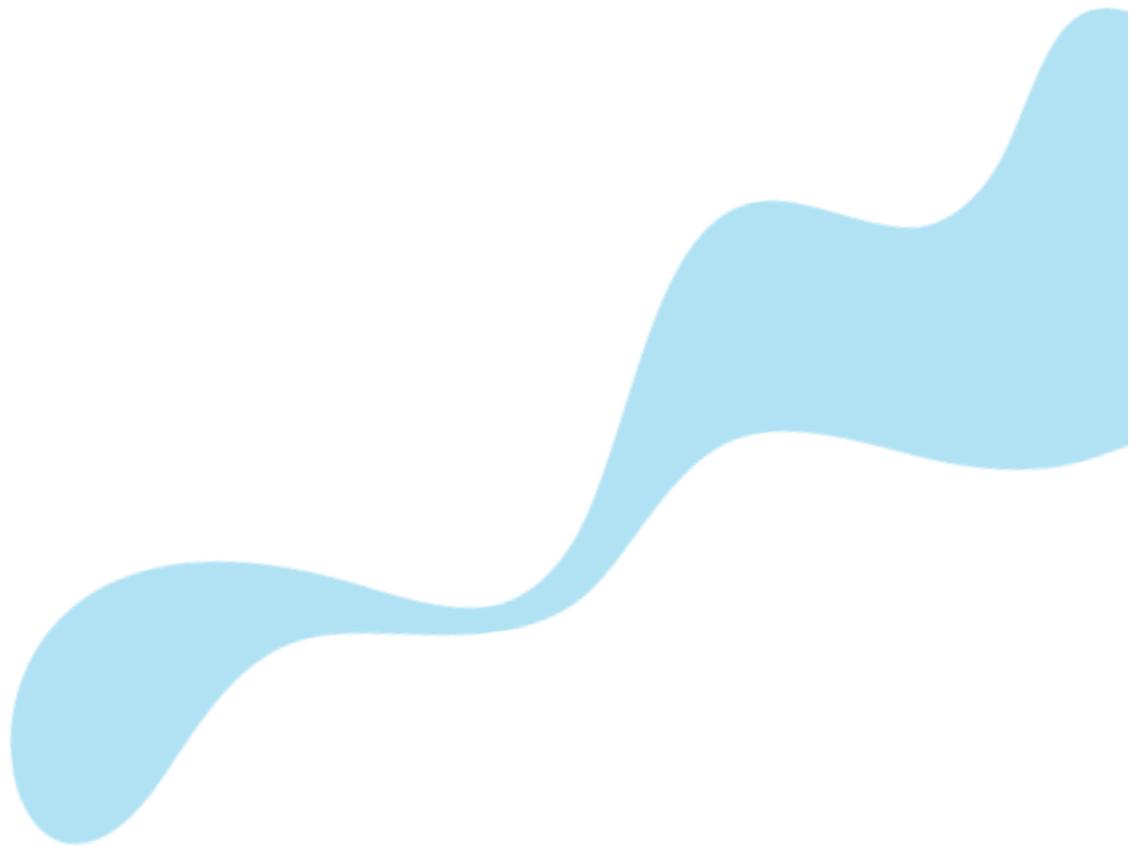


Users Guideline of the platform

*“Transforming businesses into Deaf-friendly environments:
Dual-curricula and a dedicated hiring pool (D'DRIVEN)”*

Project reference No.: 2022-1-ES01-KA220-ADU-000089697

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WARNING:

This manual is created with reference to a previous version of ALUD and the look and feel may not match the current ALUD, but the configuration of activities and resources is similar. You can also find detailed and updated information about our current version (4.1) at the [official Moodle website](#).



1. Access to D'Driven Platform

1.1. How to access?

To access the D'Driven Platform:

Firstly, you need to access to <https://www.ddriven.eu/learningplatform>



Online Registrations to the

D'DRIVEN

e-learning platform



Complete the "Registration Form":

Registration Form

First name *	Last name *
<input type="text"/>	<input type="text"/>
Email *	Country of Residence *
<input type="text"/>	<input type="text"/>
Language *	Type of Learner *
<input type="radio"/> English	<input type="radio"/> Deaf and Hard-of-Hearing
<input type="radio"/> Greek	<input type="radio"/> Employer
<input type="radio"/> Italian	
<input type="radio"/> Romanian	
<input type="radio"/> Turkish	



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After that, the University of Deusto (UD) team will enrol the user in the appropriate course.
The UD team will send you an email with instructions to get access to the course. Please, follow them.

- **Other user accounts:** if you are going to log in using an account outside the university, as DDRIVEN project account click on “Other user accounts”.



To access with your @deusto or @opendeusto account
click and log in with your associated Google account



@deusto | @opendeusto

Other user accounts

Username

Password

Lost password?

Log in

English (en) | Cookies notice

1.2. Where do I go if I can't remember my password?

- **Other user accounts:** if you are going to log in using an account outside the university and you do not remember your password, click on ‘Lost password’, put your address on the ‘Search by email address’ option.



Recovery of @deusto.es @opendeusto.es password

If you have forgotten your password or username and you have a @deusto.es or @opendeusto.es account, click on the following link: <https://id.deusto.es>

If you do not have a @deusto.es or @opendeusto.es account, please complete the corresponding application form:

To access with your @deusto or @opendeusto account click and log in with your associated Google account

[@deusto | @opendeusto](#)

[Other user accounts](#)

Username

Password

[Lost password?](#)

[Log in](#)

English (en) | [Cookies notice](#)

Search by username

Username

[Search](#)

Search by email address

Email address

[Search](#)

WARNING:

At the end, if you are sharing your computer, remember to log out. Click on the username (in the top right-hand box) and select the log out option.

2. Description of the environment

When you log in, the ALUD dashboard opens. From here you can access the different resources offered by the platform.

1. Top bar
Student services and technical support

2. Right side
Blocks of interest. Gaude blocks and other information blocks.

3. Central area
Timeline. Schedule, deadlines and calendar

2.1. Top bar

Access to the other ALUD pop-up windows

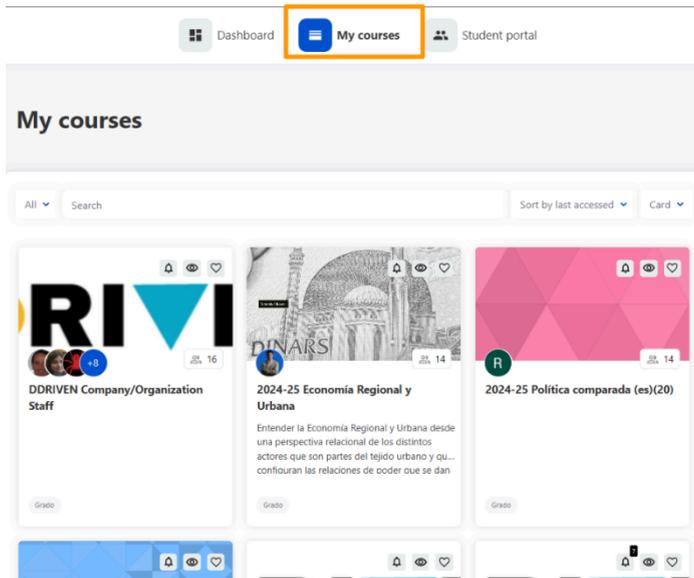
Notifications: Access to messaging

Access to user information

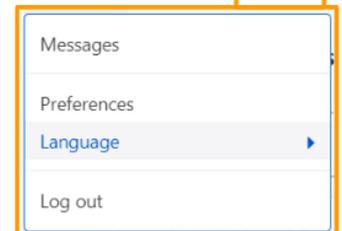
The following items are located in the top bar:

- 1- **Links to information and help websites:** Links to the dashboard, the courses you have access to (either as a student or as a teacher) and to the student portal, where you have all of your personal information as a student (if you are one) and basic information about Deusto University (telephone numbers, email,...).

Dashboard My courses Student portal



- 2- **Notifications and Messages:** This area of the top bar informs if there are unread notifications (notices about new events in ALUD, such as new posts in forums) and gives access to the space where you can receive and send messages to students or other teachers at the university.
- 3- **User:** This last button (reproduces the personal photograph, if uploaded) opens a drop-down menu that allows access to personal sections: preferences or language, among others (detailed in point 3 of this document).



2.2. Central area

- **Dashboard:** This menu allows you to have an organized agenda thanks to the tools of which you are provided.

- **Timeline:** Shows you what assignments and task you have to complete in an approximate time. These tasks are presented in chronological order, but you can choose in the menu to order it by courses. Similarly, you can choose the tasks you want to be displayed according to a time proximity margin.



Timeline ⋮ ⚙️

Next 30 days Sort by dates

✓ Sort by dates
 Sort by courses

Search by activity type or name

Monday, 4 Nov

14:00 **¿Que es economia regional y Urbana?** Add submission

Assignment is due · 2024-25 Economía Regional y Urbana

- **Calendar:** It shows you the current month and the assignments you have to complete this month, at what date. It also allows you to mark new events at the date that click on.

Calendar ⋮ ⚙️

All courses New event

← September October 2024 November →

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11 ● Vencimiento de R...	12	13
14	15	16	17 ● Vencimiento de P...	18	19	20

New event ✕

Event title !

Date

Type of event

[Show more...](#)

! Required



- **Course:** Click on 'Course' to show you the pop-up window where you have access to all the courses in which you are currently signed up.

When you click on the name of the course - in the spaces above or in the list on the left menu - you will see the course contents in the central space.

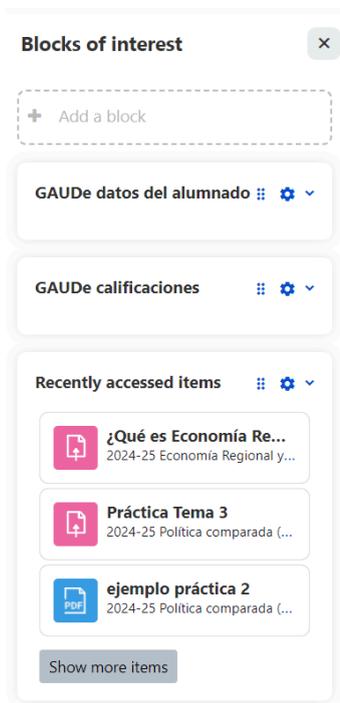


2.3. Right side

On the right side of the screen there is a column divided into different blocks depending on which page is open or how the block is configured in the subject.

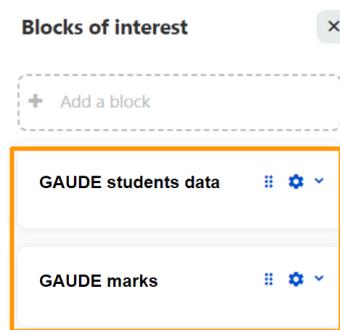
The right-hand column is hidden or opened by clicking on the blue button 

This image shows an example of a possible configuration with different blocks:

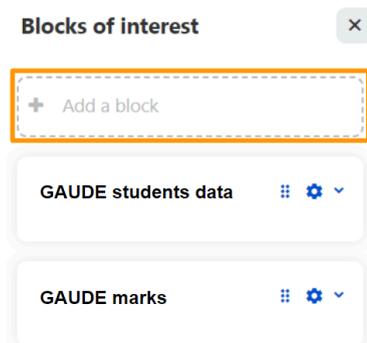


Some generic types of blocks that can be found:

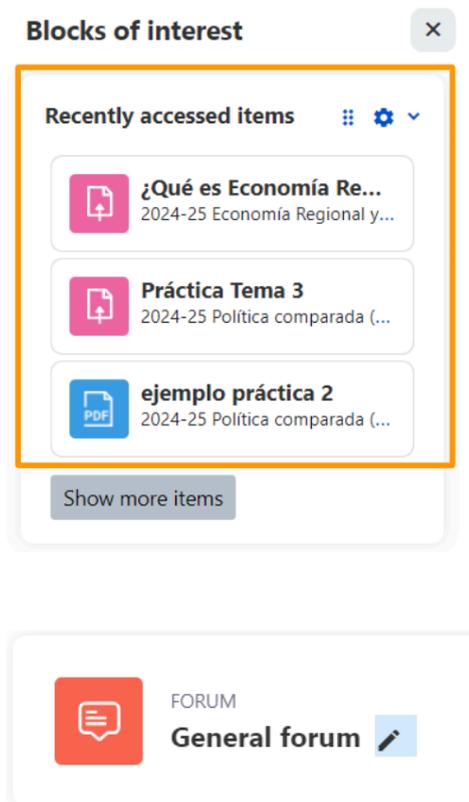
- GAUDE (grading blocks, students, meta-groups).



- It is possible to customise the right column by adding blocks. Clicking on ‘Add a block’ in the left-hand side menu opens a window with a list of possible blocks.



- It also shows you the blocks you have accessed recently.



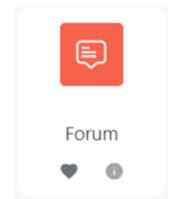
2.3.1. General forum of the course

This is a two-way forum, which means that both teachers and students will be able to post on it, creating new discussion topics and responding to them. Students are automatically subscribed by default, meaning that once they participate once, they will receive future contributions via email notification.

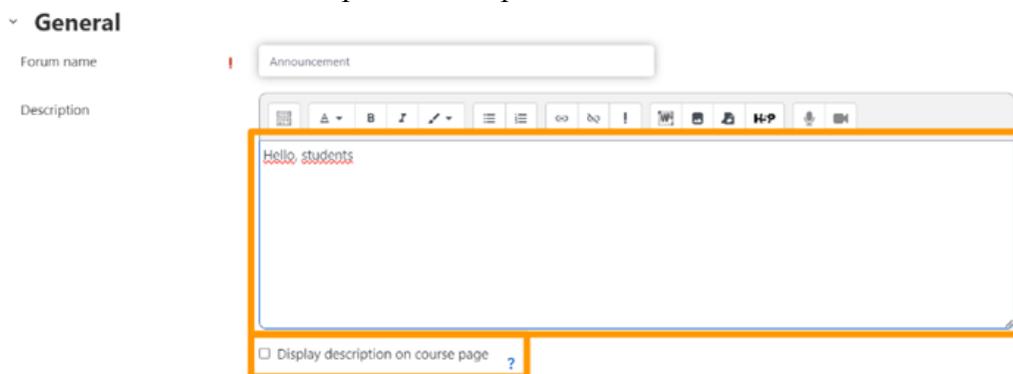


It is advisable to edit the forum and indicate these characteristics in the description of the forum, so that the student will know how to use it and that, if he/she has any doubts or queries to ask the teacher, this will be the way to resolve them.

- To add a general forum for the subject, follow the steps for creating an activity outlined in the introduction to 6: click on ‘Add activity or resource’ in the corresponding topic or section and in the window that opens, select the ‘Forum’ option and click on its icon:



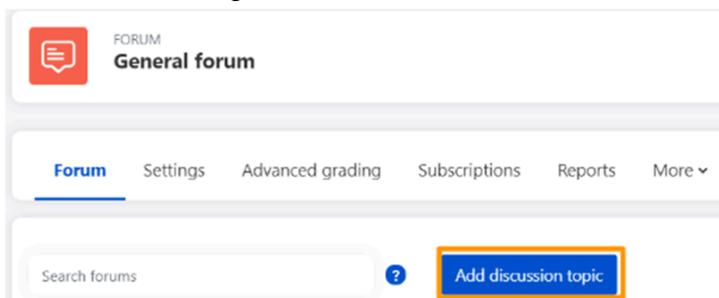
- On the new page, configure the forum by adding under General the title, e.g., ‘General course forum’ and a description and explanation of how to use the forum.



- Students can read the description in the course if ‘Show description on course page’ is enabled, if it is not enabled, they can read it by clicking on the published forum and entering its space.

2.3.1.1. Adding a new discussion topic

- To add a new topic, select the ‘Add a new discussion topic’ button.



- To post, once the message has been written, it is necessary to select the ‘Send Forum’ option, which appears at the bottom of the screen.

After sending the message, the following message will appear on the screen:
“Your post was successfully added. You have 15 mins to edit if you want to make any changes”

Your post was successfully added.
You have 15 mins to edit it if you want to make any changes.
You will be notified of new posts in 'Ignore it.' in the forum 'Announcement'.

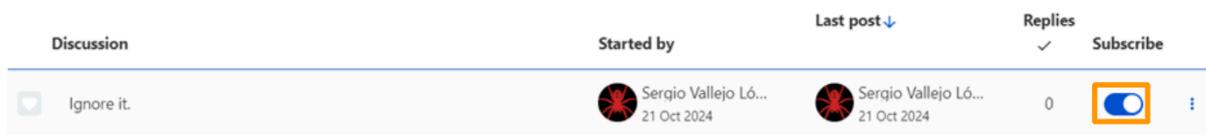
2.3.1.2. Participating in a topic that has already been raised

- To participate in a topic that has already been raised, open the thread by clicking on its name and, once opened, click on ‘Reply’.

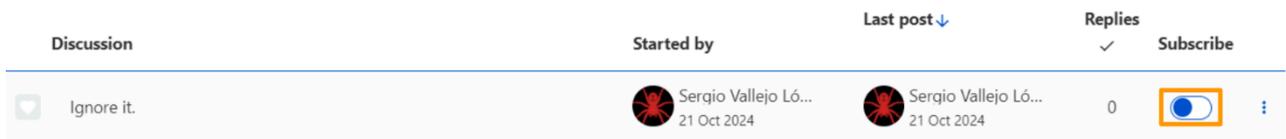
- ‘Replies’ shows the number of interactions in the conversation.

2.3.1.3. Subscribing to a forum

- To subscribe to any forum and be automatically notified when there is something new, you need to enable the ‘Subscribe’ option on the top right-hand side.



- To stop receiving notifications, disable this option.



2.3.1.4. Tips for following up on interventions in a learning forum

- Send a message when creating the forum to start the forum and notify students of its opening.
- In the description of the forum, contextualise the discussion within the unit or topic you are working on and give to the students all relevant details to follow up the discussion:
 - evaluable activity
 - time limit for interventions,
 - maximum number of interventions,
 - limit on the length of interventions,
 - creation of new discussion threads and/or replies to your colleagues' interventions...
- Follows up the discussion by guiding and guiding students' contributions.
- Avoid creating monologues, your intervention will be essential to ensure the progress of the students' argumentation and the achievement of the proposed objectives.
- Redirect the discussion and interventions in case of scattered interventions.
- Before concluding, summarise and offer a closing conclusion.
- Finally, congratulate the students for their interventions.

Links to videos:

- [‘How to set up a forum and distinguish its types’](#).
- [‘Setting up the general forum module’](#).
- [‘Creating threads and ratings in posts’](#).
- [‘Question and Answer Forum’](#).

2.3.2. Student Folder

It allows students to upload files to the platform that can be visible to other students. It also allows the teacher to decide which assignments submitted by students will be made public to their peers.

[Student Folder Manual](#)



2.3.3. Survey

The Survey activity module allows a teacher to create a custom survey to obtain feedback from participants using a variety of question types, such as multiple choice, yes/no or text.

Survey responses can be anonymous if desired, and the results can be displayed to all participants or to teachers only.

In the following videos you can learn more about the survey:

- [“Survey module configuration”](#)
- [“Creating survey questions”](#)
- [“View survey results”](#)

To know more:

The University of Deusto has a support service for students and teachers. You can contact them by email: aula.tic@deusto.es and check their opening hours at aulatic.deusto.es



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