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IMOOX PLATFORM USERS' MANUAL

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Introduction to the platform

Within the NECTAR project, the online training will take place on the Austrian education platform **iMooX**¹. This educational platform is based on the open-source software **MOODLE**^{TM2}, one of the leading and well-known learning management systems in educational institutions worldwide (e.g. universities).

iMooX is aimed at supporting both the **NECTAR Online Training of Trainers (NOTT)** course and the **e-learning component of the NECTAR project pilot courses**.

The platform is multilingual (materials and video subtitles have been translated into English, Dutch, Italian, Portuguese and German). However, the NOTT course is only available in English.

iMooX can be easily accessed from all major operating systems (e.g. Android, Windows) of different devices, like tablets, PCs and smartphones.

All online courses on iMooX are free of charge and accessible to everyone. With the appropriate licenses, online users (e.g. teachers) can reuse the content of a course in lessons, courses and learning scenarios.

The platform was created to support teaching tools known as **MOOCs**.

What is a MOOC?

MOOCs are “**Massive Open Online Courses**”.

The table below (Table 1) provides an overview of the characteristics of MOOCs on educational platforms.

Table 1: Characteristics of MOOCs training courses³

M assive	Courses for the mass (for a huge amount of people). Any person can get registered to start learning and receive an online courses certificate upon successful completion
O pen	Often available freely, in the best case the content is openly licensed
O nline	The courses are available online and can be accessed “anywhere and anytime” without any geographical boundaries or limitations
C ourse	There are many courses available across all disciplines that can be conducted by users with any educational background

The iMOOX platform and its wide range of courses may support different training formats within the particular learning environments in the NECTAR project.

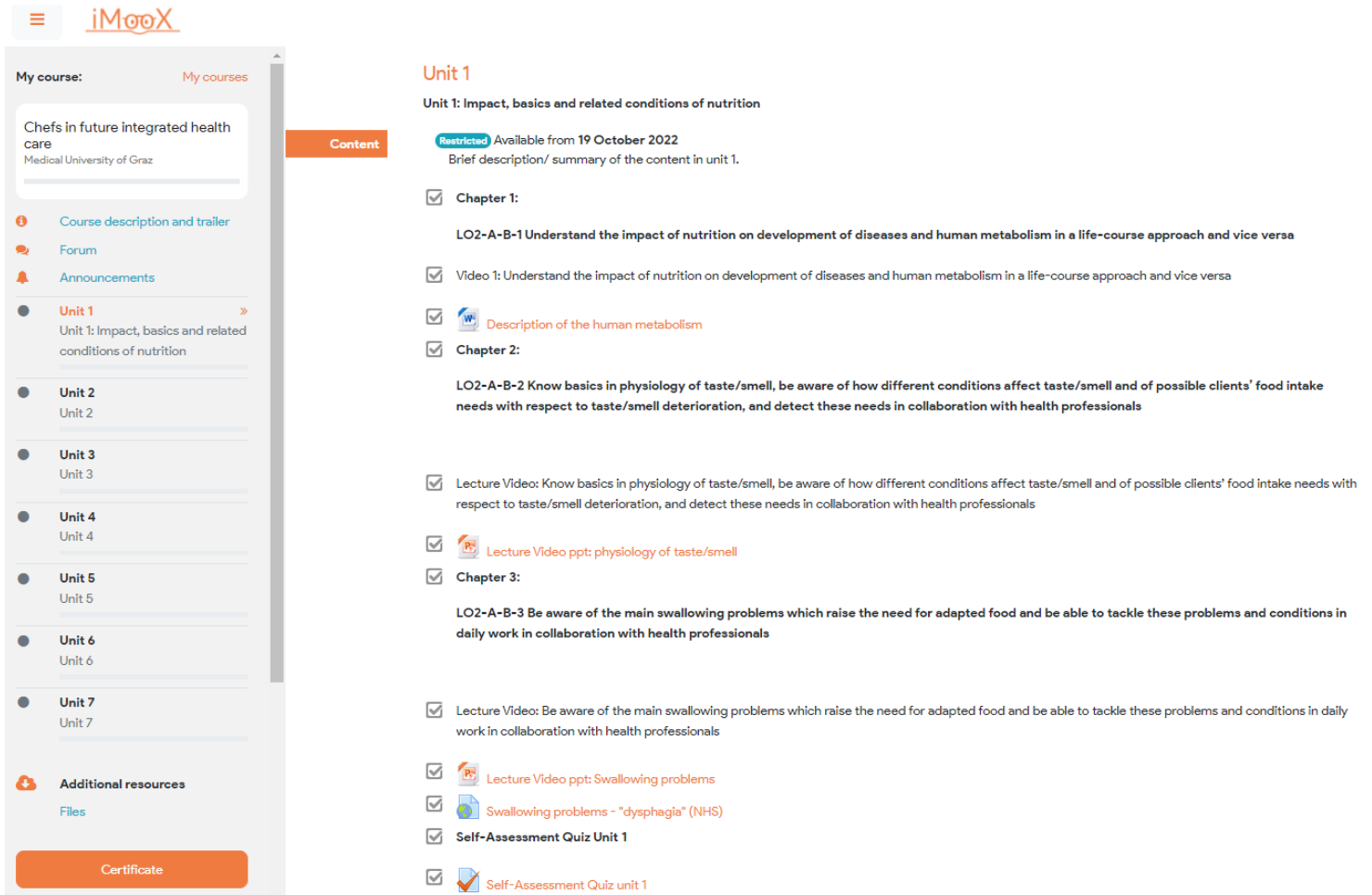
Training courses on iMooX are divided into units. Each unit is typically released in a weekly structure and contains various materials and functionalities.

The figure below (Figure 1) shows an example of the structure of a MOOC on the iMooX platform.

¹ University of Technology, n.d.

² Moodle, n.d.

³ Ayyanar, Clarence, & N, 2019; Ebner, 2021a, 2021b



The screenshot displays the iMooX interface for a course titled "Chefs in future integrated health care" at the Medical University of Graz. The left sidebar shows a navigation menu with options like "Course description and trailer", "Forum", "Announcements", and a list of units from Unit 1 to Unit 7. A "Certificate" button is visible at the bottom of the sidebar. The main content area is titled "Unit 1" and includes a "Restricted" notice indicating availability from 19 October 2022. The content is organized into chapters and learning objectives (LO2-A-B-1, LO2-A-B-2, LO2-A-B-3). Each item is accompanied by a checkmark icon, indicating its status or completion. The items include:

- Chapter 1: LO2-A-B-1 Understand the impact of nutrition on development of diseases and human metabolism in a life-course approach and vice versa
- Video 1: Understand the impact of nutrition on development of diseases and human metabolism in a life-course approach and vice versa
- Description of the human metabolism (with a Word document icon)
- Chapter 2: LO2-A-B-2 Know basics in physiology of taste/smell, be aware of how different conditions affect taste/smell and of possible clients' food intake needs with respect to taste/smell deterioration, and detect these needs in collaboration with health professionals
- Lecture Video: Know basics in physiology of taste/smell, be aware of how different conditions affect taste/smell and of possible clients' food intake needs with respect to taste/smell deterioration, and detect these needs in collaboration with health professionals
- Lecture Video ppt: physiology of taste/smell (with a PowerPoint icon)
- Chapter 3: LO2-A-B-3 Be aware of the main swallowing problems which raise the need for adapted food and be able to tackle these problems and conditions in daily work in collaboration with health professionals
- Lecture Video: Be aware of the main swallowing problems which raise the need for adapted food and be able to tackle these problems and conditions in daily work in collaboration with health professionals
- Lecture Video ppt: Swallowing problems (with a PowerPoint icon)
- Swallowing problems - "dysphagia" (NHS) (with a globe icon)
- Self-Assessment Quiz Unit 1
- Self-Assessment Quiz unit 1 (with a checkmark icon)

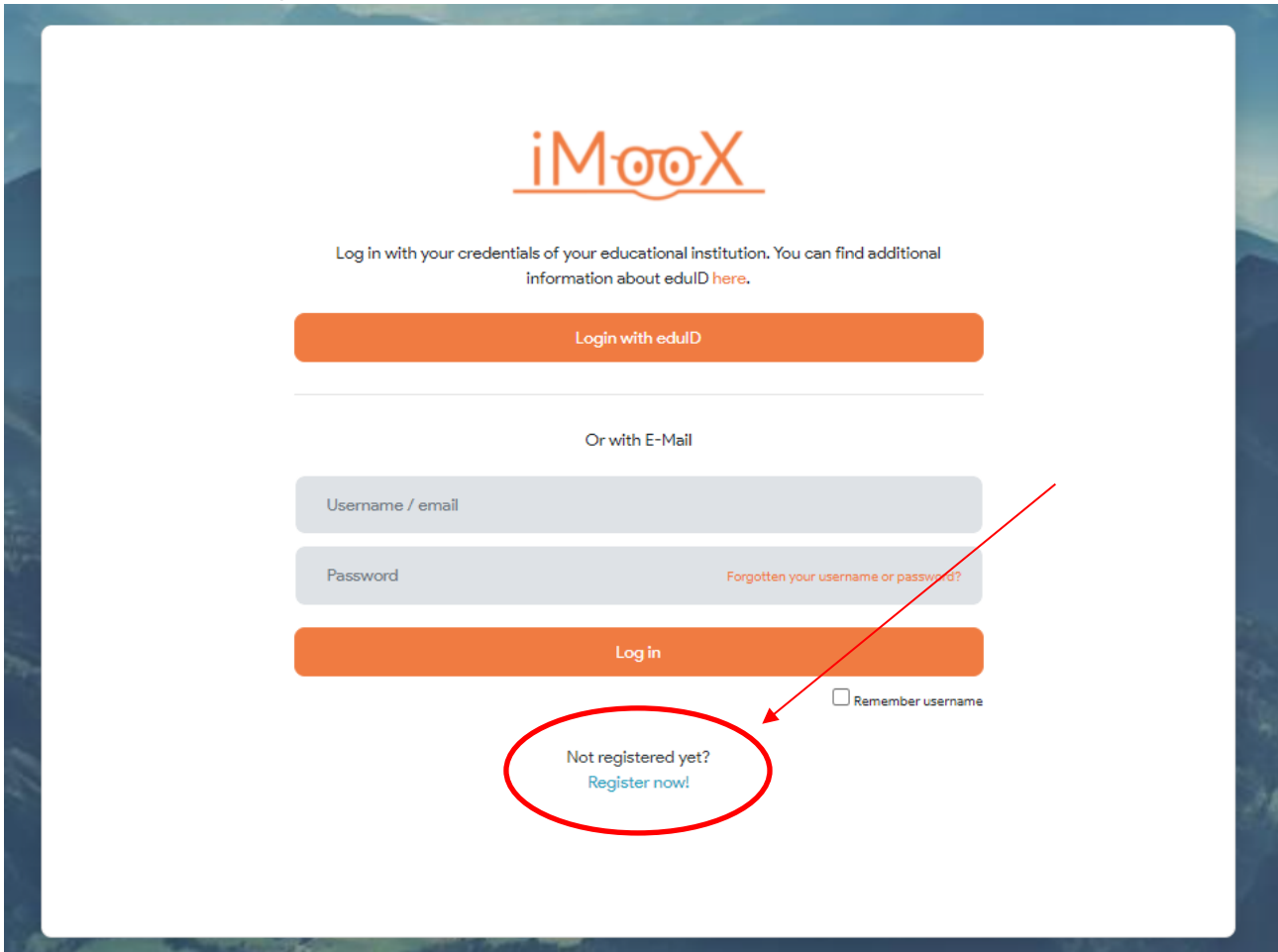
Figure 1: Example Structure Unit 1 (Video/ Lecture Video – Additional material – Links – Self-Assessment Quiz)

In the NOTT course you will find, for example:

- Downloadable materials (Word, PDF...)
- Videos
- Forums to support interaction between participants or for carrying out the activities
- Links to webinars or to other websites
- Self-assessment quizzes

How to register on the iMOOX platform

1. Go to the website <https://imoox.at/mooc/login/index.php> and follow the instructions to register on the iMooX platform.



The screenshot shows the iMooX login page. At the top, the iMooX logo is displayed. Below it, there is a text prompt: "Log in with your credentials of your educational institution. You can find additional information about edulD [here](#)." Below this is an orange button labeled "Login with edulD". A horizontal line separates this from the "Or with E-Mail" section. This section contains two input fields: "Username / email" and "Password". To the right of the password field is a link: "Forgotten your username or password?". Below these fields is an orange "Log in" button. To the right of the "Log in" button is a checkbox labeled "Remember username". Below the "Log in" button, the text "Not registered yet?" is followed by a blue link "Register now!". A red circle highlights the "Register now!" link, and a red arrow points from the right side of the page towards it.

Figure 2: First step of the registration on the iMooX platform

2. When the "Policies and Agreements" page opens, read the Conditions of Use and click on the orange button "I agree to the Benutzerrichtlinien".

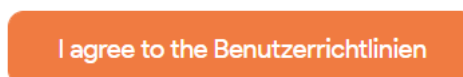


Figure 3: Orange button to agree to the Conditions of Use of the iMooX platform

3. After completing the registration, log in on the iMooX platform:
<https://imoox.at/mooc/login/index.php>

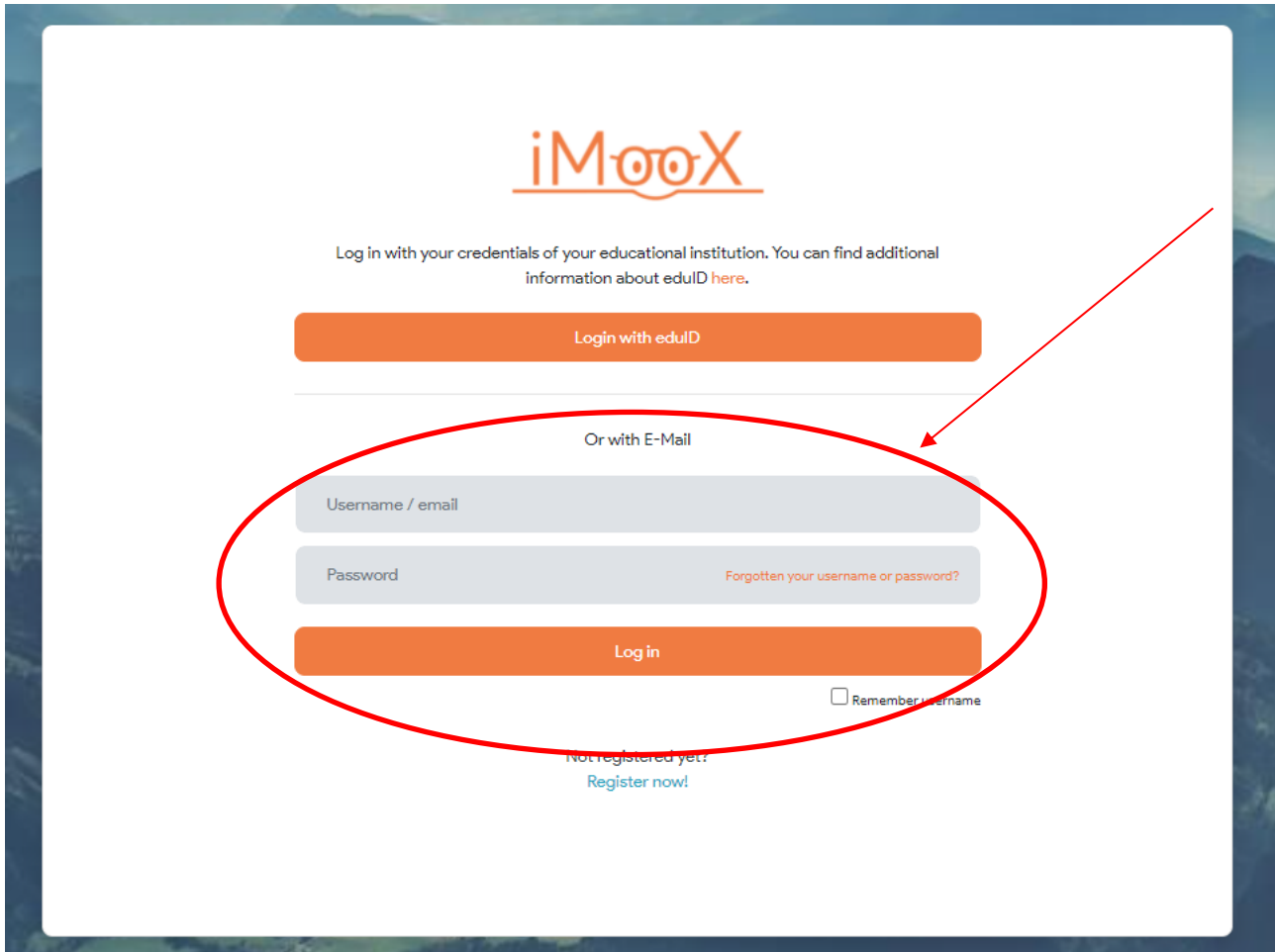


Figure 4: Login

The iMooX homepage

When you access the homepage, you will see the screen below (Figure 5).

In the centre of the page there is a search bar (red), on the left there is a vertical drop-down menu (green) and on the top right there is a horizontal menu (blue).

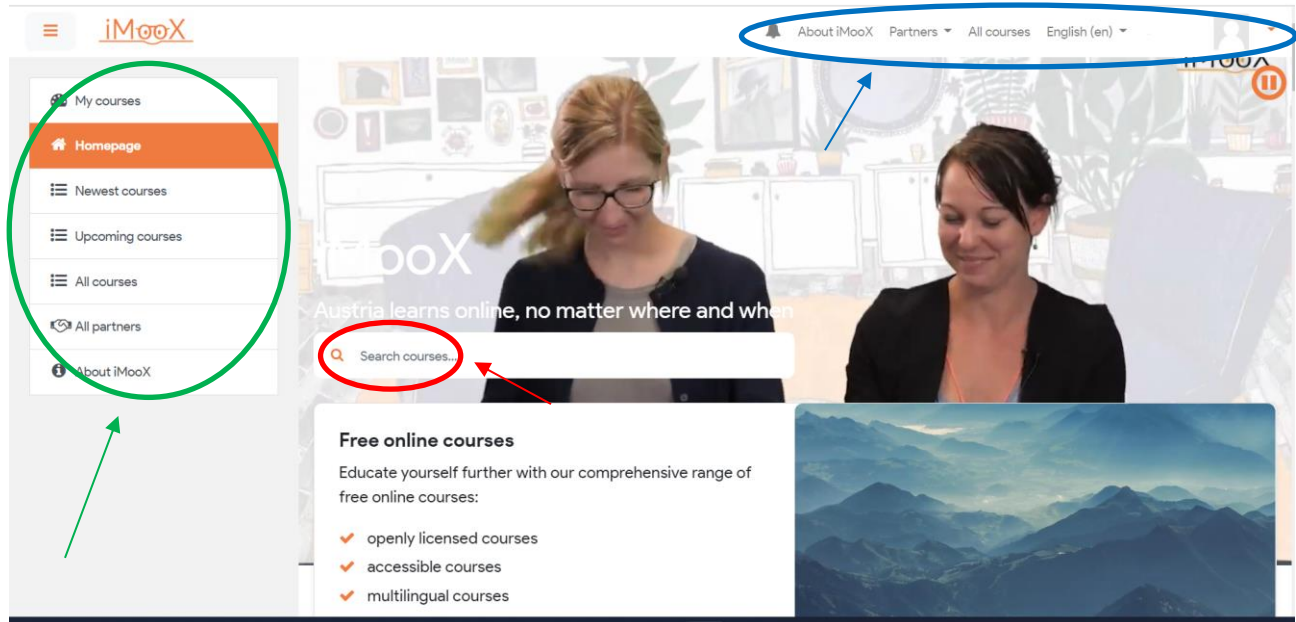


Figure 5: Homepage

The following pages and functions can be accessed from the vertical menu:

- **My courses**, which shows you the courses you are enrolled in;
- **Homepage**;
- **Newest courses**, which allows you to filter courses according to the most recent ones on the platform;
- **Upcoming courses**, which allows you to filter courses according to those about to start;
- **All courses** (Figure 6), which allows you to search all courses and personalize your research by using different filters (e.g. status, languages, for learners, for teachers);
- **All partners** (<https://imoox.at/partners>), which shows you all the iMooX partners, including the NECTAR's Austrian pilot site MUG;
- **About iMooX** (<https://imoox.at/page/about>), namely a page presenting the platform, its history and the courses it offers.

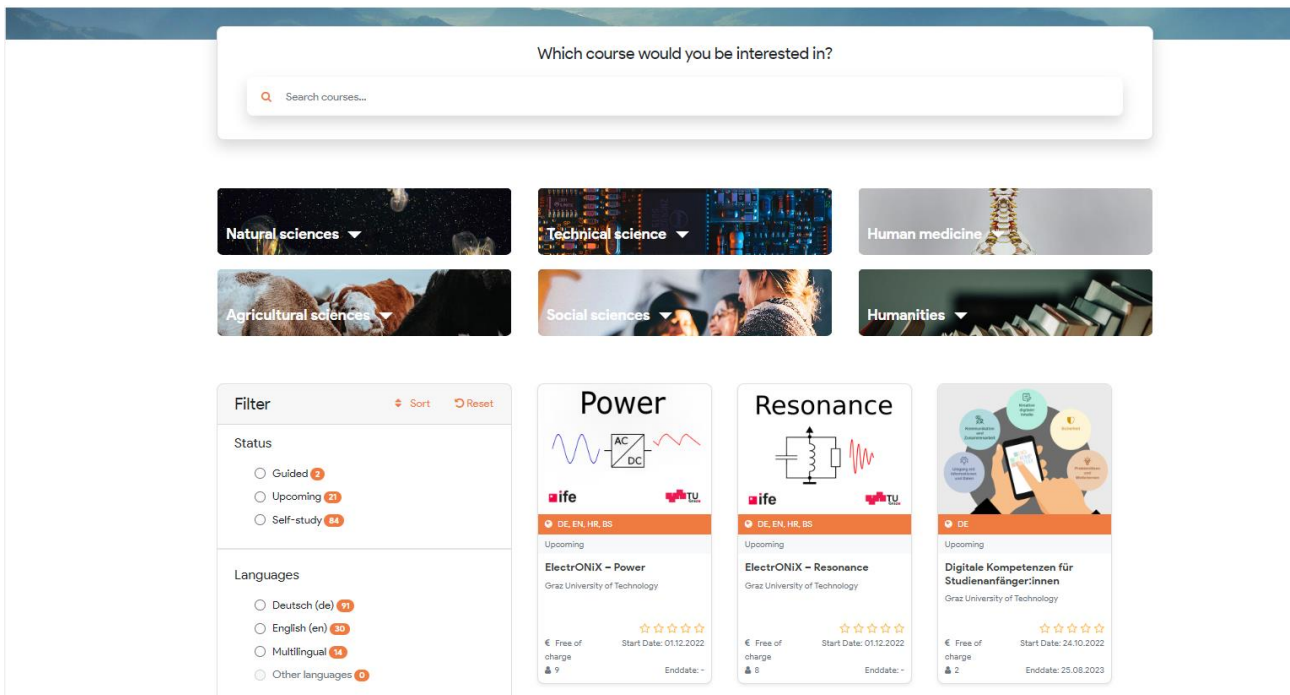




Figure 6: All courses page

The “About iMooX” and “All courses” pages can also be accessed from the horizontal drop-down menu. Moreover, from this menu you can:

- See your notifications by clicking on the bell icon  ;
- Select the page of a particular partner by clicking on “Partners”;
- Change the language;
- Access the functionalities linked to your **profile** by clicking on the avatar icon  or on your name (see below).

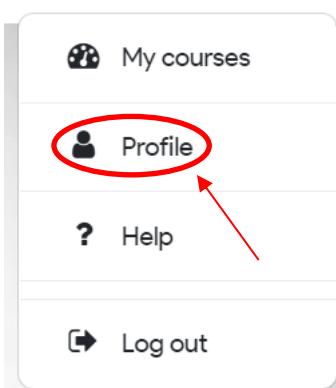


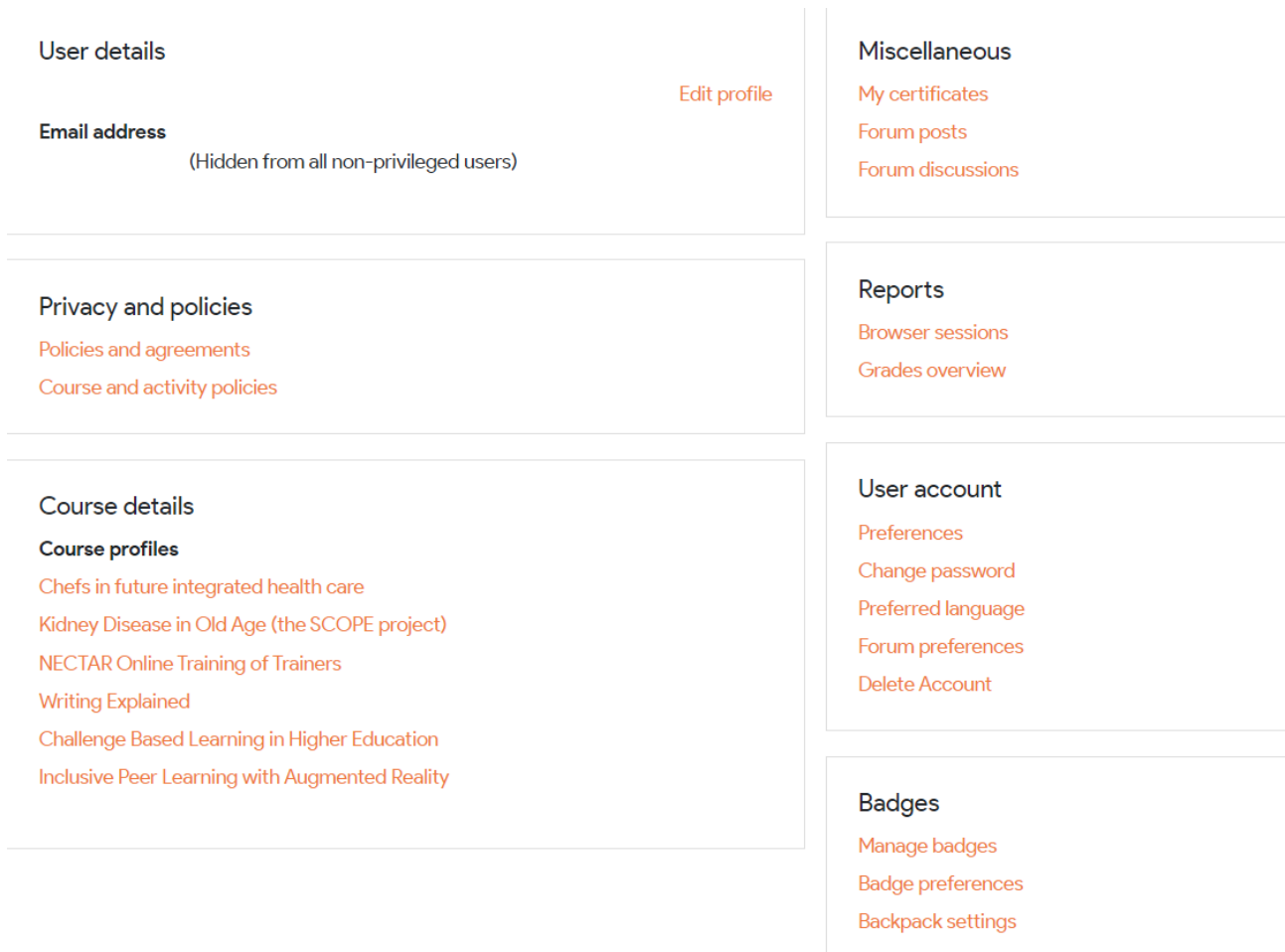
Figure 7: Profile button

On your profile page (Figure 8), you will access the following sections and functionalities:

- User details;
- Miscellaneous;
- Privacy and policies;
- Reports;
- Course details;
- User account;
- Course details;

- Badges.

For each one of these, you will be able to manage your preferences.

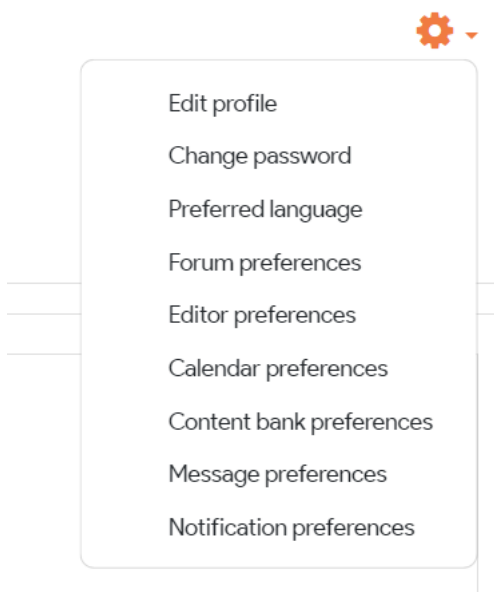


The screenshot shows a user profile page with several sections:

- User details**: Includes an [Edit profile](#) link and an **Email address** field with a note: "(Hidden from all non-privileged users)".
- Miscellaneous**: Includes links for [My certificates](#), [Forum posts](#), and [Forum discussions](#).
- Privacy and policies**: Includes links for [Policies and agreements](#) and [Course and activity policies](#).
- Course details**: Includes a **Course profiles** section with links for [Chefs in future integrated health care](#), [Kidney Disease in Old Age \(the SCOPE project\)](#), [NECTAR Online Training of Trainers](#), [Writing Explained](#), [Challenge Based Learning in Higher Education](#), and [Inclusive Peer Learning with Augmented Reality](#).
- Reports**: Includes links for [Browser sessions](#) and [Grades overview](#).
- User account**: Includes links for [Preferences](#), [Change password](#), [Preferred language](#), [Forum preferences](#), and [Delete Account](#).
- Badges**: Includes links for [Manage badges](#), [Badge preferences](#), and [Backpack settings](#).

Figure 8: Profile page

If you click on the mechanism symbol in the top right-hand corner, a drop-down menu (Figure 9) will open and you will be able to edit your profile and manage your preferences even faster.



The screenshot shows a gear icon with a dropdown arrow in the top right corner. Below it is a white box containing the following menu items:

- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Calendar preferences
- Content bank preferences
- Message preferences
- Notification preferences

Figure 9: Profile drop-down menu

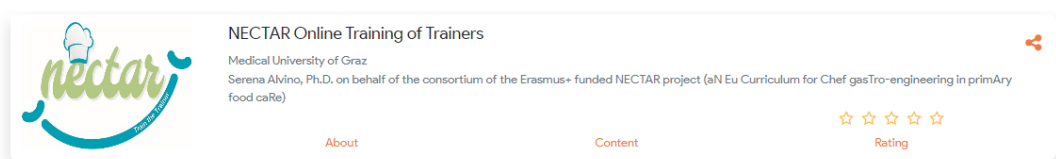
How to access the NOTT course

1. When you are on the homepage or courses page (<https://imoox.at/courses>), enter the course name “NECTAR Online Training of Trainers” on the search bar and click on the dedicated course item (Figure 10).










Figure 10: NOTT course cover

2. This will open the course description page with all the general information about the course, its content and the instructor.



About

 Duration 5 units	 Unit 3 hours/unit	 Licence CC BY-NC-SA 4.0	 Participants 13
 Availability Unlimited	 Start Date 20 September 2022	 Costs € 0.00	

General Course Information

The NECTAR Online Training of Trainers (NOTT) is a course specifically designed within the framework of the NECTAR European Project.

The NECTAR project aims to compensate the gap identified between the skills currently offered by cooks and chefs working in hospitals, residential care and homecare and those actually demanded by healthcare institutions, private service providers and final end users in order to play a pivotal role in Primary Food Care (PFC). Based on a “culinary/clinical integrated approach”, NECTAR will deliver an EU Occupational Profile and an EU Curriculum for Chef Gastro Engineering: the adaptability of the curriculum to different contexts and countries will be tested through the implementation of five pilot courses in Italy, Austria, Portugal and Belgium.

Figure 11: NOTT course description page

3. Enroll in the course by clicking on the enrolment orange button.



Figure 12: Enrolment orange button

4. From the course description page (<https://imoox.at/course/NOTT>), click on the "Show course" orange button (see below) and the course page will open with all the contents divided by units (<https://imoox.at/mooc/course/view.php?id=285>).

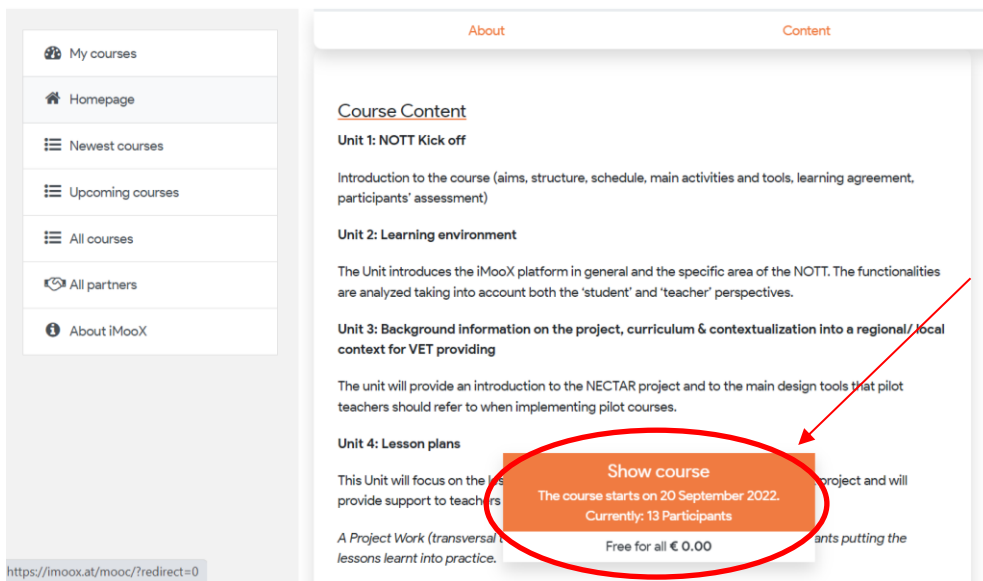


Figure 13: NOTT course description page and "Show course" button

The NOTT course

On the course page, in addition to the materials of the various units, you can find other contents in the “More” section, namely:

- **Forum**, where participants can ask questions and interact with each other or with the instructor;
- **News**, where the instructor posts any possible announcements;
- **Course description and trailer**, i.e. the course start page (<https://imoox.at/course/NOTT>);
- **Files**, where the instructor can upload any elements or resources for download;
- **Certificate**, where participants can download their final certificate of completion;
- **Rate this course**, where participants can give 1 to 5 stars to the NOTT.

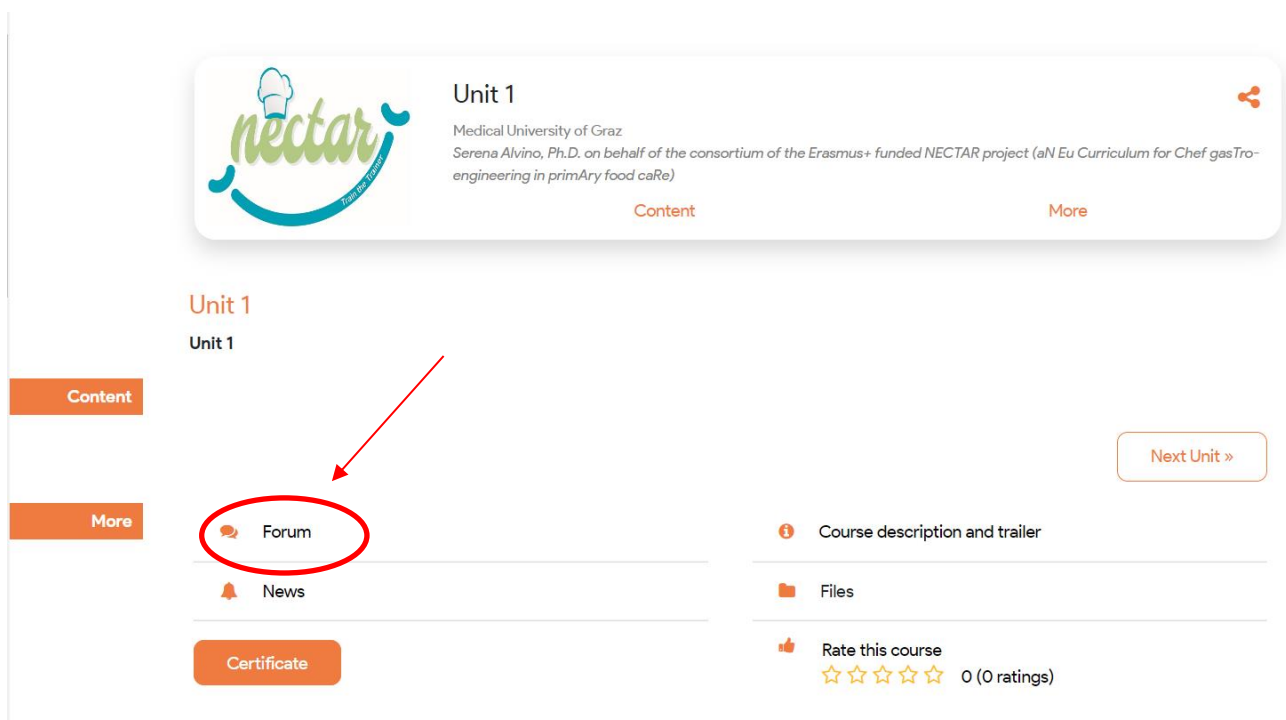


Figure 14: NOTT course page

Forums

In particular, the NOTT course has a forum for each activity and a **general forum** (Figure 15), which can be used to contact the iMooX support team in case of technical problems with the platform.

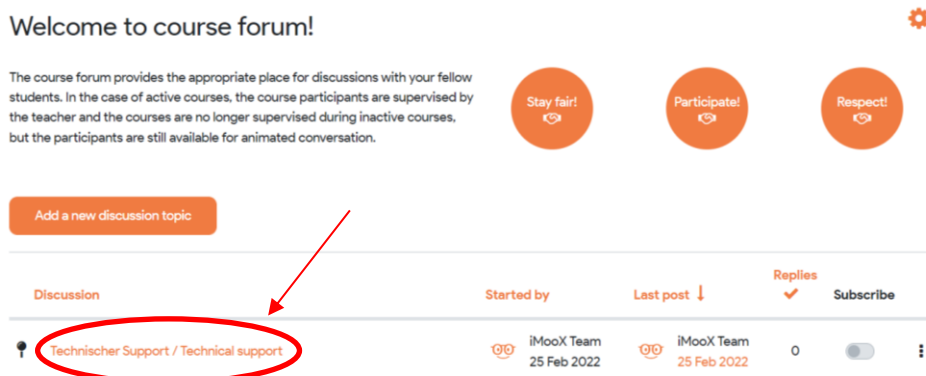


Figure 15: NOTT technical forum

To start a new discussion in the forums, you need to click on the orange button “Add a new discussion topic”. Then, you will visualize a section (Figure 16) where you can enter the subject and message you wish to post.

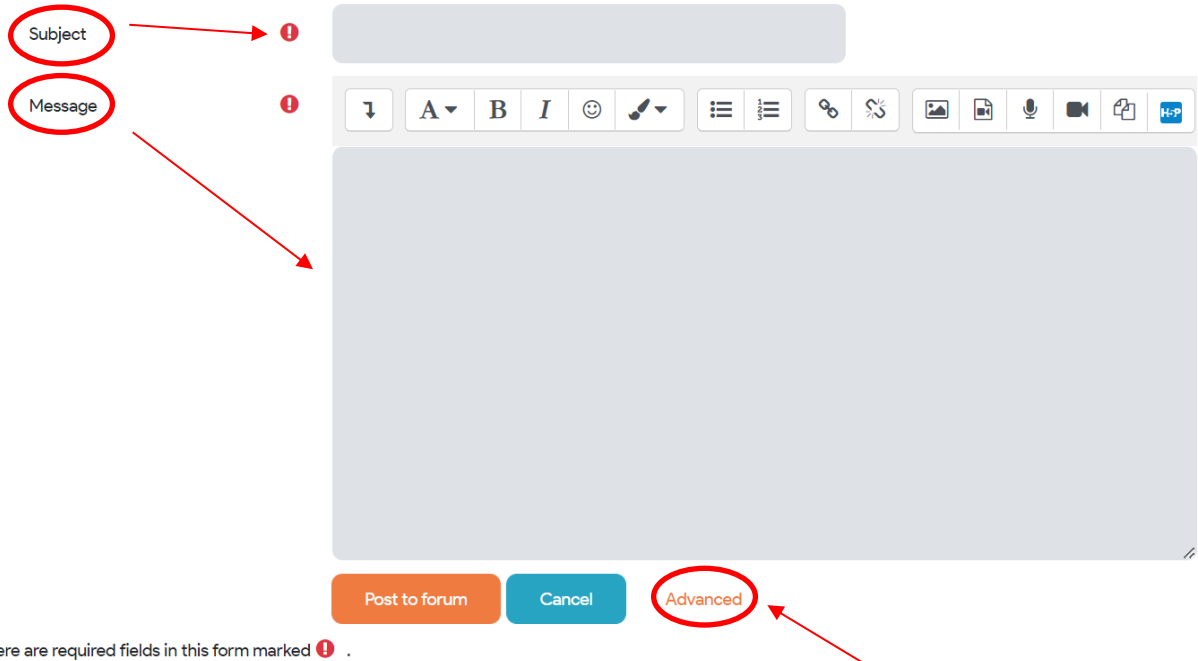


Figure 16: Post a message in a forum

If you click on “Advanced” you will visualize a new section and you will be able to add files and tags to your post and decide whether or not to subscribe to the discussion to receive reply notifications.

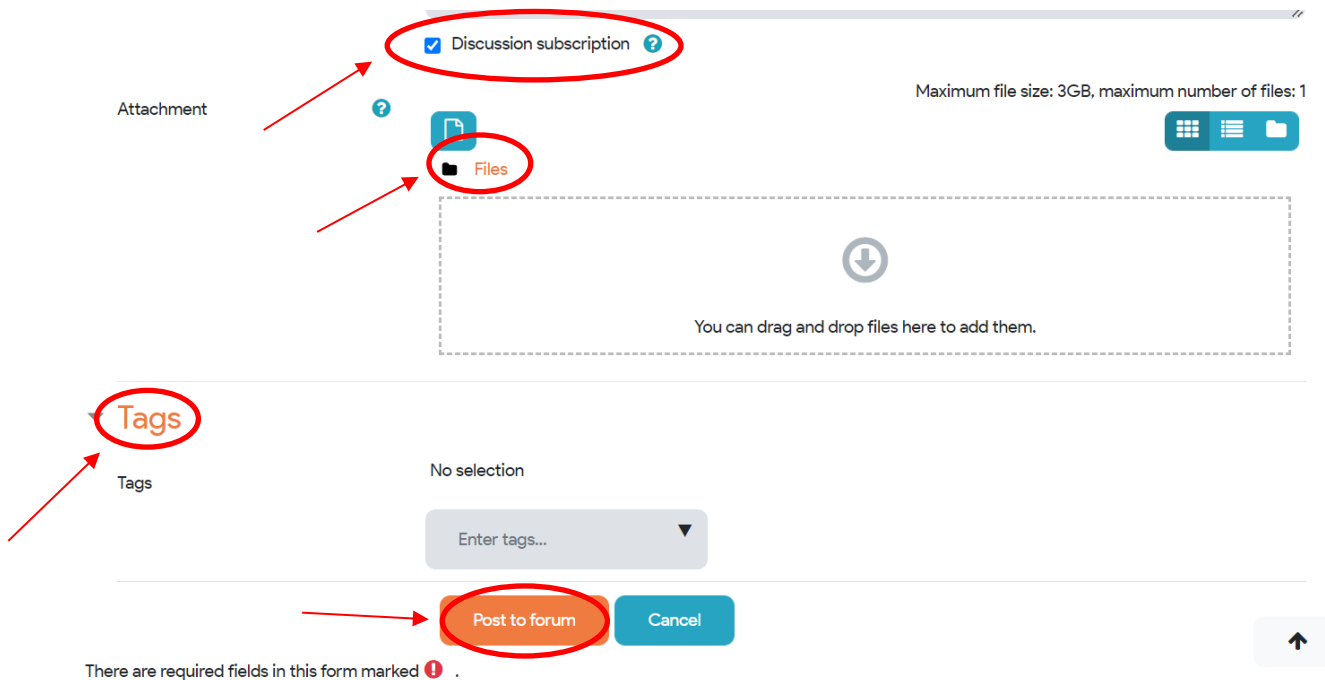


Figure 17: "Advanced" forum section

When you are satisfied with your post, you can click on “Post to forum” and your message will be published, otherwise click on “Cancel”.

If you want to reply to a pre-existing discussion, you need to click on “Reply” and you will visualize a grey section to write your message. If you click on “Advanced”, you will be able to add files and tags to your post and decide whether or not to subscribe to the discussion to receive reply notifications (Figure 18).

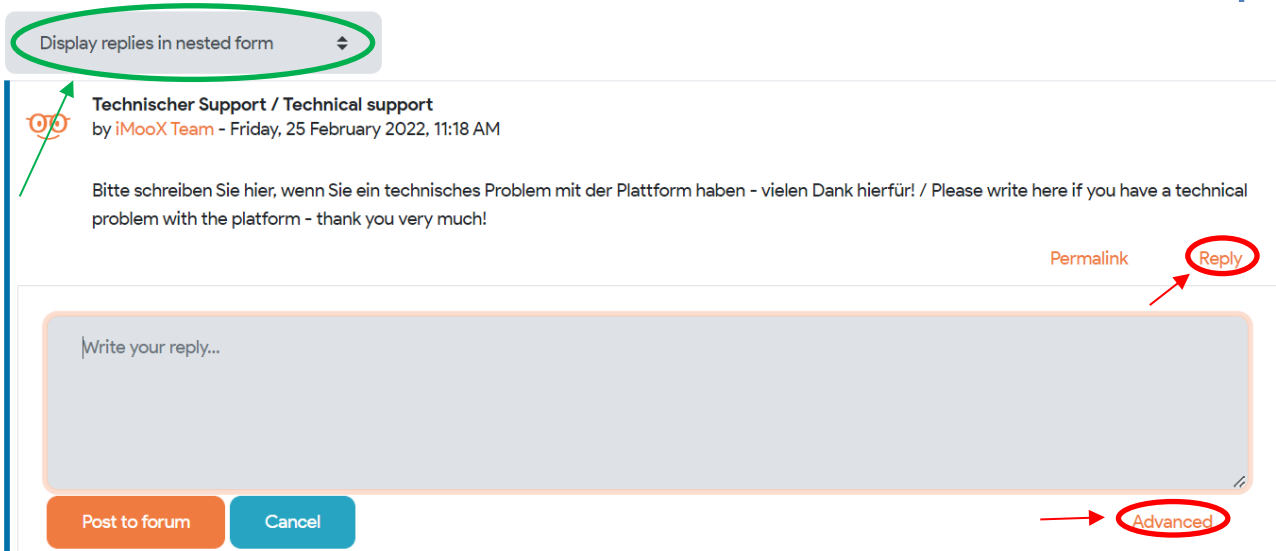


Figure 18: Reply to a pre-existing discussion in a forum

Moreover, if you click on the grey button in the upper left-hand corner (green circle), a drop-down menu will open from which you can select the way you prefer the replies to be displayed (Figure 19).

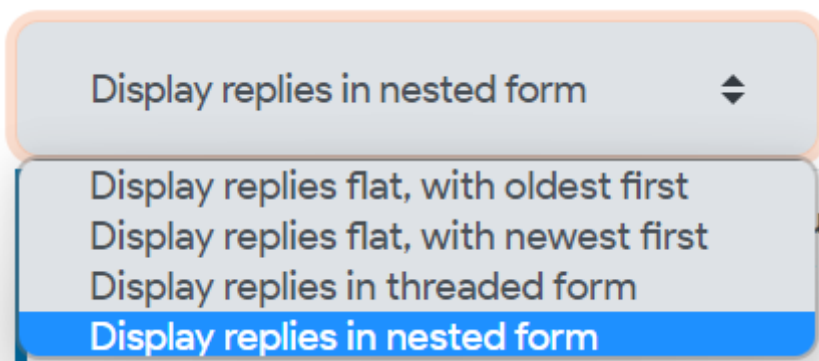


Figure 19: Options for displaying replies in the forum