

1 CONCISE MANUAL DIGITAL LEARNING PLATFORM VOLKSUNIVERSITEIT

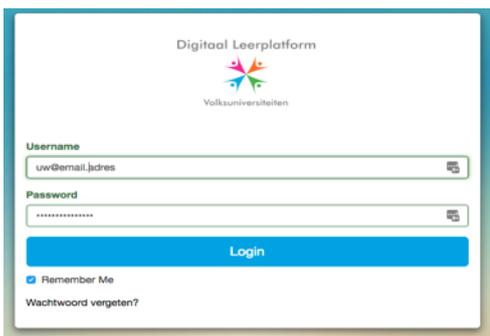
If your *Volksuniversiteit* assigns the Digital Learning Platform (DLP) to the course you're attending and you would like to make use of it, this manual can be helpful.

1.1 INVITATION

You will receive an invitation on the e-mail address you specified when enrolling. If you didn't use an e-mail address (or used someone else's address), please contact the DLP coordinator at your *Volksuniversiteit*.

In the e-mail you'll find a link which enables you to set your own password. After that you'll enter the DLP. The password link can't be used again after that! If you close the DLP by clicking on the  symbol in the top right corner, next time you can enter the DLP directly through: <https://dlp.mijnvolksuniversiteit.nl>.

In the login screen, type your e-mail address (= username) and password to enter the DLP:



If you forgot your password, or if setting your password failed, click on the "forgot password" link.

1.2 AFTER CONNECTING

You'll enter the overview screen:



1.3 MAIN MENU

In the top left corner you'll find the "Home" button to return to this page. Next to this you'll see "Calendar", "Courses" and "Archive".

Calendar provides a schedule of the lesson dates of the shown course(s). You can download this in a so-called ICS (calendar) format, so that you can easily import the lesson dates in your personal calendar.

Courses will take you to a page which shows the course(s) you participate in:

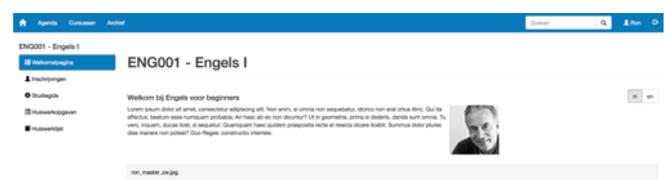


Click on the  icon to enter a course. This is described in further detail in 1.4.

Archive will take you to a similar page on which you find the course(s) you attended earlier. You can still enter these to, for instance, review your previous homework.

1.4 THE COURSE

Each course has 5 sections which become visible on the left as soon as you enter a course:



1.4.1 WELCOME

On the welcome page, the teacher will give you some general information on the course. An article may be available in more languages. In that case, select your language by clicking on the language button.

1.4.2 ENROLMENTS

The second option is the list of enrolments. Here you'll find your teacher, yourself and your fellow course participants. You will only see their names. You can't see other information of the participants and they can't see more of you. You can upload a picture of yourself here. If all participants do this, you will always know which face belongs to which name in the group.

In this screen you can also select one or more people (tick the box in front of the name) and click on the envelope symbol. In this way you'll send an e-mail to the selected people which they will receive in their standard mail programme (not in DLP). The other participants can also send you an e-mail like this. If you don't want this, the option can be switched off. See the description of the profile screen in 1.5. You'll receive a copy of the sent mail in your own mailbox as the DLP doesn't keep a mail archive.

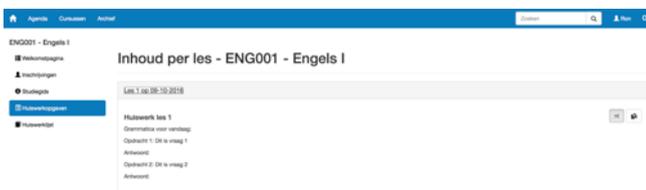
1.4.3 STUDY GUIDE

In the study guide you'll find information related to lessons. The upcoming lesson will be shown, but you can go to other lessons by clicking on the date. This information may be available in different languages. In that case the language option icon(s) will be visible.

1.4.4 HOMEWORK ASSIGNMENTS

If your teacher gives homework assignments, they will be shown under this option, separated per lesson.

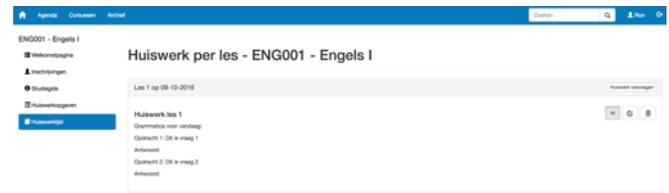
Homework can function in two ways. The teacher may have prepared the assignments in an article and expects you to fill in the answers there. That's possible. See an example below.



If you want to enter the answers here and send them to the teacher, click on the  icon. In doing so you make a copy of the article which will automatically be put in the homework list of the appropriate lesson. See 1.4.5.

1.4.5 HOMEWORK LIST

If you made a copy of the homework assignment, this will appear in the list:



Now click on the  icon to open the article. You can add your answers to the article.

An alternative is to open a new empty article with the "Add homework" button. This applies, for instance, when your teacher didn't prepare an assignment, but asked you to hand in a free assignment.

Enter a title and a text (both are required). You can type your homework in the article text or add it to the article as an attachment. Your teacher can see the homework you handed in, the other participants can't. The teacher can make corrections and give them back to you.

When creating an article, you'll see a number of buttons in the text field:



These buttons provide several editing possibilities. Most of them are not really relevant to homework and are not described in further detail. Of course, you're welcome to try them out. The two buttons in the top right corner are important. If you attend a language course in which texts are written from right to left, you can use the right-most button. Then you can enter text from right to left. In combination with the appropriate setting of your keyboard on your computer, you can now, for example, enter Hebrew in the right direction.

Part of the homework list is a recycle bin . With this you can remove a homework article.



1.5 YOUR PROFILE

In the top right corner you can see an icon with your first name next to it. If you click on that, you'll go to your personal information. This includes the data which the *Volksuniversiteit* administration recorded during your enrolment. You're the only one who can see this information and your data are well secured (see the little lock in the address bar of your browser). The teacher doesn't have access to this page.

The only personal data the teacher will see of you in the participants' list are your name and e-mail address. They are required to make contact between you and the teacher possible.

The purpose of the profile screen at this moment is that you can check your own information. If anything is incorrect, please contact the administration of the *Volksuniversiteit* so that they can adjust the data. The updated information will then be visible in your profile within a few hours.

In a future version of the DLP you'll be able to change and save your information directly, so that the administration always has the up-to-date information.

Finally, on this page you can see a text which says that your fellow students can send you an e-mail. When they do this, your e-mail address will become visible. If you don't want to receive e-mails from other participants and don't want to show your e-mail address, you can adjust your profile yourself. Click on the  symbol at the top of the page. At the bottom you'll see a checkmark in the box "Allow e-mails from fellow students". Remove the checkmark and save the data. Now your fellow students can't send you any mail. Your teacher, however, will still be able to send you e-mails.

It's also possible on this page to upload a picture of yourself. This will be shown to the whole group in the participants' list. In this way, the group will soon know which face belongs to which name. Uploading your picture is, of course, completely voluntary.