

ISSA TEMPLATES FOR THE MODULES, ASSESSMENTS AND SCENARIOS THAT WILL BE HOSTED IN THE E-LEARNING PLATFORM

This document was created for partners to put the content we needed for Moodle.

Every competence it's necessary to have:

- [Competence Name – Competence short name](#)
- [Topic\(s\) Name](#)

Every Topic may have (You can choose between this features and how many times that used the feature):

- [Label\(s\)](#)
- [File\(s\)](#)
- [Page\(s\)](#)
- [URL\(s\)](#)
- [Folder\(s\)](#)
- [Quiz\(s\)](#)
- [Feedback\(s\)](#)
- [Forum\(s\)](#)

In next pages you can see a [screenshot](#), how Moodle look like and an example [how to complete the template](#). Also you can find all features to complete the template for the Moodle. If you want to use a feature more times just copy paste the fields to complete them. Fields with * are required to complete.

At the end you can find [empty template](#) that you can use to complete and add more features if you want.

Screenshot:

The screenshot shows a course page for 'Mobilising Resources'. The page has a left sidebar with navigation options: Participants, Badges, Competencies, Grades, Dashboard, Site home, Calendar, Private files, and Site administration. The main content area is titled 'COURSE INFORMATION & COMMUNICATION' and contains three paragraphs of text. Below the text are two forum sections: 'Announcements' and 'Q&A Forum'. The 'Announcements' section states that the forum is used by facilitators to communicate important information. The 'Q&A Forum' section states that it is a place for participants to post questions about competence and technology. Below the forum sections is a section titled 'GENERAL INFORMATION' with a single paragraph of text.

Dashboard / Courses / Mobilising Resources

COURSE INFORMATION & COMMUNICATION

ISSA, Internationalisation for Social and Innovative Start Ups and Entrepreneurs* is designed to identify core and innovative learning methods that encourage success in international activities for social start-ups and entrepreneurs. The impact of the global financial crisis has made it necessary to look for an innovative vision on how to improve economic growth; one of the most attractive options are social entrepreneurs. Although social enterprises are a mean to increase competitiveness and state the importance of cross-border values on European economy, it should be noted by social entrepreneurs how nowadays organizations active on international markets grow faster and are more innovative than those that limit their activities locally. Due to their social activity, it is highly interesting for social enterprises to initiate international relations with similar organisations to promote their objectives at European level (EC, 2015).

ISSA's participating organisations will carry out a project which focuses on the improving the internationalisation perspectives of EU's Social Start-Ups. The essential goal of this project is to analyse the most frequent Social Start-Ups problems and barriers in effective internationalisation process and meet these challenges. During the project, ISSA will deliver self-training and practical internationalisation and entrepreneurial education among social entrepreneurs from the partner's countries. The project will design an innovative self-training course for the internationalisation of social start-ups that will serve as guide to solve the special needs of social start-ups and entrepreneurs to get proper training in essential aspects of the internationalisation process, through the cooperation of the partners. The self-training course will be complemented with an e-learning platform that will work as support for social entrepreneurs. ISSA will provide and support a proper Virtual Environment to promote social entrepreneurs attitude about the vital importance of internationalisation of the social start-up in early stages.

ISSA's main objectives are focused on developing quality and practical Life Long Learning support, with a strategic use of information and communication technologies (ICT). The project's main target group is social entrepreneurs and potential social entrepreneurs interested in boosting social entrepreneurship and development of social start-ups.

Announcements

This forum is used by the facilitators to communicate important information about the competence. All participants will also receive a copy of this information in their mailbox. This is an one-way forum which means that participants are not able to respond to posts in this forum.

Q&A Forum

This is the place where we can post questions about competence and technology. If you see a question that you can answer, please go ahead and reply. We need to ensure that no question or request for help goes unanswered.

GENERAL INFORMATION

To be able to act on opportunities identified, social entrepreneurs need to be able to mobilise resources to reach their goals. This competence therefore revolves around obtaining and marshalling the necessary

- At top left with highlighted blue color we can see Competence (course) name “Mobilising Resources”.
- “Couse Information & Communication”, “General Information” are topic names.
- Under topic “Couse Information & Communication” label with text.
- Under topic “Couse Information & Communication” and label with text forums.

Example – How to complete the template (for screenshot above).

Competence full Name

Mobilising Resources

Competence short Name

Mobilising Resources

Topic Name

COURSE INFORMATION & COMMUNICATION

Label

ISSA, Internationalisation for Social and Innovative Start Ups and Entrepreneurs" is designed to identify core and innovative learning methods that encourage success in international activities for social start-ups and entrepreneurs. The impact of the global financial crisis has made it necessary to look for an innovative vision on how to improve economic growth; one of the most attractive options are social entrepreneurs. Although social enterprises are a mean to increase competitiveness and state the importance of cross-border values on European economy, it should be noted by social entrepreneurs how nowadays organizations active on international markets grow faster and are more innovative than those that limit their activities locally. Due to their social activity, it is highly interesting for social enterprises to initiate international relations with similar organisations to promote their objectives at European level (EC, 2015).

ISSA's participating organisations will carry out a project which focuses on the improving the internationalisation perspectives of EU's Social Start-Ups. The essential goal of this project is to analyse the most frequent Social Start-Ups problems and barriers in effective internationalisation process and meet these challenges. During the project, ISSA will deliver self-training and practical internationalisation and entrepreneurial education among social entrepreneurs from the partner's countries. The project will design an innovative self-training course for the internationalisation of social start-ups that will serve as guide to solve the special needs of social start-ups and entrepreneurs to get proper training in essential aspects of the internationalisation process, through the cooperation of the partners. The self-training course will be complemented with an e-learning platform that will work as support for social entrepreneurs. ISSA will provide and support a proper Virtual Environment to promote social entrepreneurs attitude about the vital importance of internationalisation of the social start-up in early stages.

ISSA's main objectives are focused on developing quality and practical Life Long Learning support, with a strategic use of information and communication technologies (ICT). The project's main target group is social entrepreneurs and potential social entrepreneurs interested in boosting social entrepreneurship

and development of social start-ups.

Forum

Announcements

Forum Description

This forum is used by the facilitators to communicate important information about the competence. All participants will also receive a copy of this information in their mailbox. This is an one-way forum which means that participants are not able to respond to posts in this forum.

Forum

Q&A Forum

Forum Description

This is the place where we can post questions about competence and technology. If you see a question that you can answer, please go ahead and reply. We need to ensure that no question or request for help goes unanswered.

Topic Name

GENERAL INFORMATION

Label

To be able to act on opportunities identified, social entrepreneurs need to be able to mobilise resources to reach their goals. This competence therefore revolves around obtaining and marshalling the necessary resources to be able to conduct the activities as planned. Thus, by being able to mobilise resources, social entrepreneurs could for instance obtain financing for their efforts, on-board necessary individuals, and ensure the optimal and ethical utilisation of obtained resources.

This competence has the following descriptors:

- Get and manage the material, non-material and digital resources needed to turn ideas into action

Examples here are to obtain materials and tools for production/implementation, funding for purchases, intellectual property rights, web domains for the business, and the like. In addition, the business needs to organise and use the resources to reach its objectives.

- Make the most of limited resources

Some resources are limited, and in some cases, it is necessary to combine resources to obtain the business' objectives, for instance through selling several products/services in packages to test less-known, less-developed solutions in a market. Another example is to avoid travel cost by combining several activities/meetings in one trip.

- Get and manage the competences needed at any stage, including technical, legal, tax and digital competences

Some businesses need to have more focus on the product or service in the development phases, and save questions about taxes or financials to later stages, as business models might change in the product development, and thus, also the premises for taxes or financials. Hence, the collection and management of resources at right situations is important.

Topic Name

LEARNING OUTCOMES

Label

Upon completion of this module, for this competence, you will get insights and an introduction in 'how to do' the competence, further enabling you to:

- Get together the necessary resources to develop my value-creating activity
- Choose and put in place effective resource- management procedures (for example, life-cycle analysis, solid waste)
- Help others manage their time effectively
- Find digital solutions (for example, free, paid for, or open-source) that can help me manage my value-creating activities efficiently

Topic Name

READ IT!

Label

When working as an entrepreneur, you need to be able to get information, support, tools, material and guidance. You need to collaborate and use your time efficiently, as many activities will need your attention but you cannot handle them all alone. Hence, as an entrepreneur, you need to be able to mobilise resources. You need to think strategically and be aware of the resources you have.

In this document, you will be introduced to four 'themes' that this competence consist of:

- Make the most of your time
- Manage resources (material and non-material)
- Use resources responsibly
- Get support

These themes will be explained and definitions will be introduced in the following pages. However, we will start by giving an introduction to the competence in general.

About the Competence:

When you conduct entrepreneurial activities, you often encounter situations where you for instance need additional information or material for you product. You might encounter situation where you need help in conducting you plans or activities, and sometimes you just needtoget a small advice on how you should do certain things. In other situations, you need to be cautious about how much time or money you spend on some activities or material, and you also need to know what materials and processes you should use to take care of the environment, yourself and your co-workers. Therefore, as an entrepreneur, you need to have to have insights in and master the concept of mobilising resources.

Resources could be your time, money or assets like a machine, but it is also your network, intellectual assets like patents, and your access to a market or similar, as some examples. Some of these resources are scarce, like your time or maybe your money and you should be aware of how you use these resources in your activity. For instance, you should not spend a lot of time on only one customer if they are not able to help you with your costs or salaries, but you should rather ensure that you distribute your time efficiently. As you might need help, you should also be able to handle different types of resources, like co-workers, collaborators, or develop your network to get the necessary support and help. But you should also help your network and community, and not waste their time or their other resources.

Hence, you need to have the ability to mobilise resources as an entrepreneur, and this consist of a different of concepts or themes, which we will introduce to you in the next pages.

Make the most of your time [theme1]

When you work as an entrepreneur, you often find that resources as money or knowledge might lack in your activity. However, one resource that often is forgotten is the time you have available. You should also ensure that the time you spend is used efficiently. The third theme of mobilising resources is to make the most of your time. In the first level of this theme, experiment, you are able to discuss the need

for investing time in different-value creating activities. For instance, which activities and how much time these require compared to other activities in the business. In the second level, dare, you are able to use your time effectively to achieve your goals. On the third level, improve, you are also able to manage your time effectively, using tools and techniques that help you and your team being productive. This could for instance be time schedules and computer tools. In the last level, reinforce, you can also help others in managing their time effectively, building on your own experiences.

Select files*(here write the name of the file you want to upload. **Under the file please write the text you want to show on the course**):

ISSA_Competences_Mobilising Resources - Theme 1 - Make the Most of Your Time.docx
Text: Theme 1 – Make the most of your time

Label

Manage Resources [theme2]

The first theme related to mobilising resources is about manage resources, that being both material and non-material. This theme's first level in this document is the experiment level, meaning that you can experiment with different combinations of resources to turn your idea into action. Meaning that you might seek external help in stead of using all your resources on one activity, as an example. On the next level, the dare level, you are able to get and manage the necessary resources to turn your idea into action. Hence, if you lack some resources, you are able to go and get these and also be able to handle the new resources. When moving on to the next level, improve, being an advanced level, you are able to develop a plan for your limited resources when starting your value-creating activities. In the last level, the reinforce level, you are able to get together the necessary resources such that you can develop your value-creating activity, for instance through more efficient development or using less material through new tools.

Select files*(here write the name of the file you want to upload. **Under the file please write the text you want to show on the course**):

ISSA_Competences_Mobilising Resources - Theme 2 - Manage Resources.docx
Text: Theme 2 – Manage Resources

Label

Use Resources Responsibly [theme3]

While some resources exist in high quantities, the use of them might influence an environment or people, and the use should be considered carefully. The next theme is therefore to use resources responsibly, meaning that you as an entrepreneur should not use resources uncritically, but investigate how the use could have negative impacts –especially in contexts or regions that you might not know fully. In the first level of this theme in this document, experiment, you can discuss the principles of circular economy and resources efficiency. Circular economy focus on reducing waste and that resources could be used again and again. In the next level, dare, you are able to use resources responsibly and efficiently, for instance that you combine activities to minimise the use of resources. In the third level, improve, you take into account the non-material cost of using resources when you plan the value-creating activity you conduct. Hence, if extensive exposure to a material is harmful for living creatures, you might consider not using this if possible. In the last level, reinforce, you are able to choose and put in place effective resource-management procedures, such as life-cycle analysis, ensuring a responsible use of resources.

Select files*(here write the name of the file you want to upload. **Under the file please write the text you want to show on the course**):

ISSA_Competerences_Mobilising Resources - Theme 3 - Use Resources Responsibly.docx
Text: Theme 3 – Use resource Responsibly

Label (here we put files)

Get support [theme4]

The last theme of mobilising resources is about getting support. Since the ISSA project is about internationalisation, and although you might have insights in how to get support, we will introduce this theme from the foundational level as different contexts might need different approaches to get support. In the first level, discover, you can look for help when you face difficulty in achieving the things you have decided to do. For instance by looking for people that have done the same activity as you in the past. In the second level, explore, you can identify sources of help for your value-creating activity; mentors, peer entrepreneurs, or experts as examples. In the third level, experiment, you can describe the concepts of division of labour and job specialisation. When entering the fourth level, dare, you are able to find and list public and private services to support your value-creating activity, for instance incubators (workplace for entrepreneurs), chamber of commerce and so forth. In the last level, improve, you can find digital solutions that can help you in managing your value-creating activities efficiently. This could for instance be customer relationship management (CRM) tools or task controller.

Select files*(here write the name of the file you want to upload. **Under the file please write the text you want to show on the course**):

ISSA_Competerences_Mobilising Resources - Theme 4 - Get Support.docx
Text: Theme 4 – Get support

Topic Name

ADDITIONAL LEARNING MATERIAL

Label

EU Science Hub - Joint Research Centre
: <https://www.youtube.com/watch?v=IHa4MzggFN8>

10 Expert Resources for Startups in 2017: <https://www.entrepreneur.com/article/286779>

European Circular Economy Stakeholder
Platform: <https://circulareconomy.europa.eu/platform/>

ISO 14000 Family: Environmental Management: <https://www.iso.org/iso-14001-environmental-management.html>

5 Time-Management Tools for Small Businesses to Improve
Productivity: <https://www.entrepreneur.com/article/254812>

10 Organizations That Provide Support for
Entrepreneurs: <https://www.entrepreneur.com/article/253283>

Topic Name

APPLY IT!

Label

ESTIMATED LEARNING TIME: 15 minutes

Label

SCENARIO REQUIREMENTS: In order to make the most of this scenario, you should go through the learning content from ISSA Platform referring to the competence “Spotting Opportunities”.

Label

EVALUATION CRITERIA: The following scenario includes some short questions you will need to answer, based on what you have learnt on the Mobilising Resources training module. All questions have only one correct answer. In order to pass this scenario, you will need to answer correctly to all of them.

Label

CONNECT TO 3DVW: Test your insights and knowledge through applying the competence in this scenario [<https://www.example.com/>]

Topic Name

SELF-EVALUATE IT!

Competence Name – Competence Short Name: The name of the competence and course. This field must be up to 255 characters. Pay Attention that in this section we put all the partners' language so, its high recommended that the competence name is short. Because we know all 4 competence names we are okay with the limitation. You need to complete course short name field with maximum 100 character limitation (The short name of the course is displayed in the navigation and is used in the subject line of course email messages. You can use as short name the competence name). Two fields are required.

If you want you can write description about course summary and you can upload files about course.

Competence full Name *

Competence short Name *

Competence summary

Competence summary files (write the name of the file you want)

Topic name: The name of the topic. This field must be up to 255 characters. Pay Attention that in this section we put all the partners' language so, its high recommended that the competence name is short.

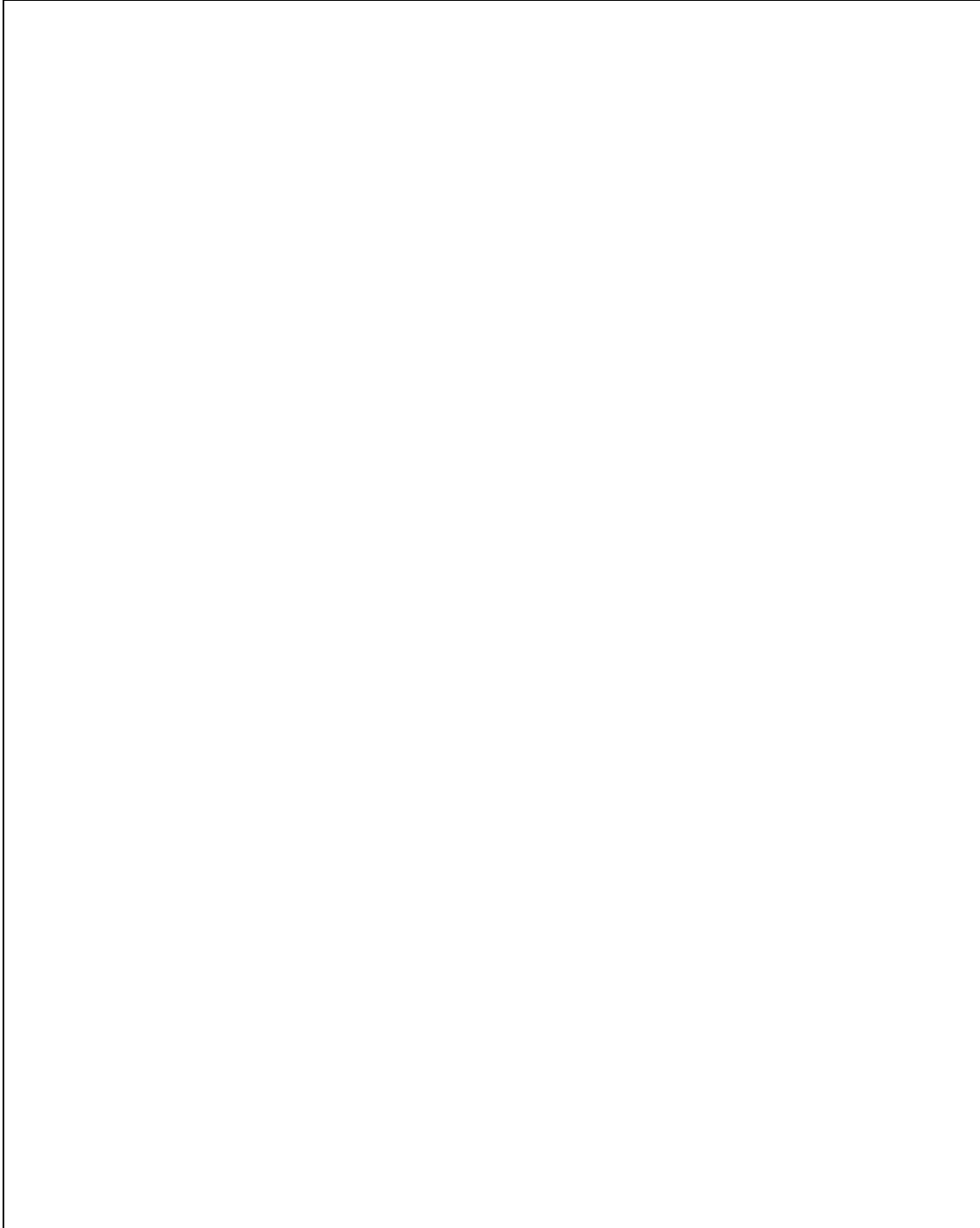
Optional: Summary-Short text to prepare students for the activities within the topic. The text is shown on the course page under the section name.

Topic Name *

Summary

Label: The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully.

Mainly, we are used labels for text. No character limitations.



File: The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface. Students will be prompted to download it. A file could be an excel document, pdf, word document etc. As we show above every file need a name that displayed on the screen. Name is required field and have maximum 255 characters limitation. Also we can add description and if we want the description displayed on course page you must tick the Display description on course page. You just complete the number of the files you want to put in the MOODLE. Under the description it is a required space for upload the file you want.

Name*

Description

Table Font B I List Link Image Video File

Course about....]

Display description on course page [?](#)

Name of the file *

File Description:

Select files *(here write the name of the file you want to upload):

Page: The page module enables teacher to create a web page resource using page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps. Advantages of using the page module rather than the file module include the resource more accessible (for example to users of mobile devices) and easier to update. A page may be used to present the terms and conditions of a course or a summary of the course syllabus and to embed several videos or sound files together with some explanatory text. A page required Name and Page Content and if you want you have the option to write description and display on course page. The Name field has the maximum 255 characters limitation.

Name of the page *

Page Description

Page 1 Content

URL: The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a particular web page may be copied and pasted or a teacher can use the file picker and choose a link from a repository such as Flickr, YouTube or Wikimedia (depending upon which repositories are enabled for the site). There are a number of display options for the URL, such as embedded or opening in a new window and advanced options for passing information, such as a student's name, to the URL if required. Note that URLs can also be added to any other resource or activity type through the text editor.

The required fields for URL are the Name with limitation of maximum 255 characters and external URL field where we put the link. If you want you can put a description and displayed on course page.

Name of URL*

External URL *

Description

Folder: The folder module enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it.

A folder may be used

- For a series of files on one topic, for example a set of past examination papers in pdf format or a collection of image files for use in student projects
- To provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it)

The required fields for URL is the Name with limitation of maximum 255 characters. If you want you can put a description and displayed on course page. Also you have the option to add files inside the folder.

Name of Folder*

Description

Files

Quiz: The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

The required fields for URL is the Name with limitation of maximum 255 characters. If you want you can put a description and displayed on course page. Also you have the option to add files inside the folder.

Name of Quiz*

Description

Feedback: The feedback activity module enables a teacher to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input.

Feedback responses may be anonymous if desired, and results may be shown to all participants or restricted to teachers only. Any feedback activities on the site front page may also be completed by non-logged-in users.

Feedback activities may be used

- For course evaluations, helping improve the content for later participants
- To enable participants to sign up for course modules, events etc.
- For guest surveys of course choices, school policies etc.
- For anti-bullying surveys in which students can report incidents anonymously

The required fields for URL is the Name with limitation of maximum 255 characters. If you want you can put a description and displayed on course page. Also you have the option to add files inside the folder.

Name of Feedback*

Description

Forum: The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.

Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the gradebook.

Forums have many uses, such as

- A social space for students to get to know each other
- For course announcements (using a news forum with forced subscription)
- For discussing course content or reading materials
- For continuing online an issue raised previously in a face-to-face session
- For teacher-only discussions (using a hidden forum)
- A help center where tutors and students can give advice
- A one-on-one support area for private student-teacher communications (using a forum with separate groups and with one student per group)
- For extension activities, for example 'brain teasers' for students to ponder and suggest solutions to

The required fields for URL is the Name with limitation of maximum 255 characters. If you want you can put a description and displayed on course page. Also you have the option to add files inside the folder.

Forum Name *

Description

Empty template

Competence full Name

Competence short Name

Topic Name

Label

Forum

Forum Description

Forum

Forum Description

Topic Name

Label

Topic Name

Label

Topic Name

Label

Select files*(here write the name of the file you want to upload. **Under the file please write the text you want to show on the course**):

Label

Select files*(here write the name of the file you want to upload. **Under the file please write the text you want to show on the course**):

Label

Select files*(here write the name of the file you want to upload. **Under the file please write the text you want to show on the course**):

Label (here we put files)

Select files*(here write the name of the file you want to upload. **Under the file please write the text you want to show on the course**):

Topic Name

Label

Topic Name

Label

Label

Label

Label

Topic Name