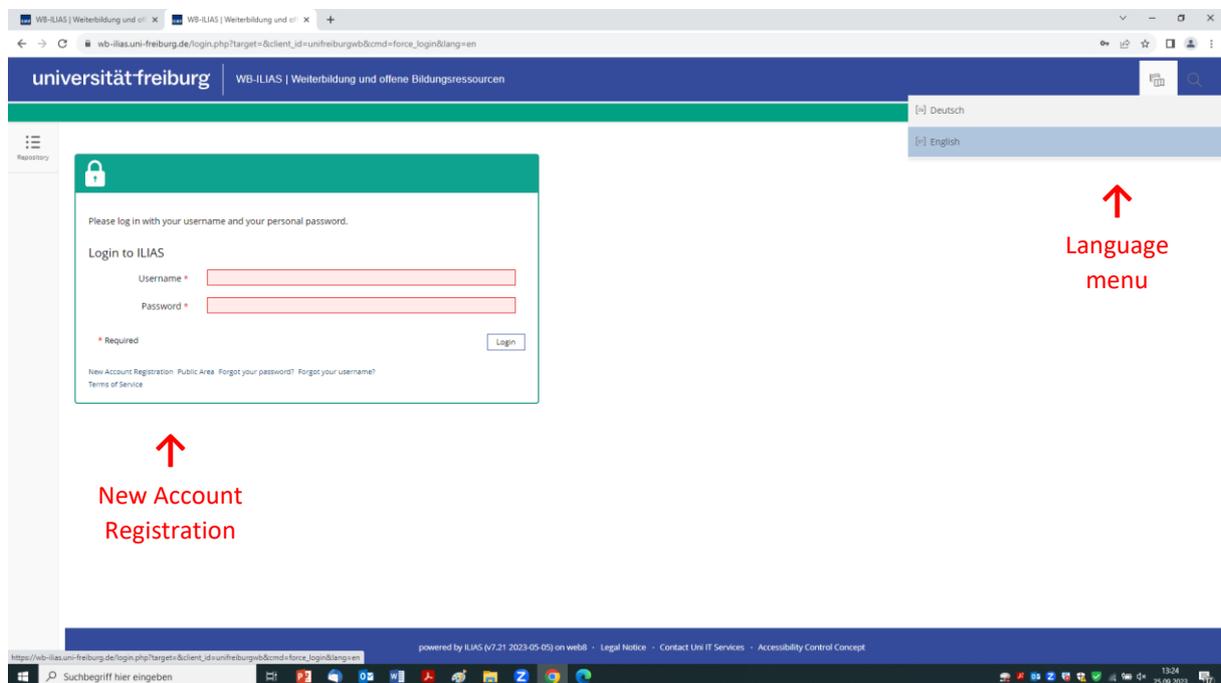


## How to access and use the LEARNFORCLIMATE Social Learning Platform Guidance for research team

### 1. How to create a user account at WB-ILIAS?

First, you need to **create a user account** for WB-ILIAS, the University of Freiburg's platform for continued education. It is free of charge and can be done with several clicks. Just go to the following website: [https://wb-ilias.uni-freiburg.de/login.php?target=&client\\_id=unifreiburgwb&cmd=force\\_login&lang=en](https://wb-ilias.uni-freiburg.de/login.php?target=&client_id=unifreiburgwb&cmd=force_login&lang=en).

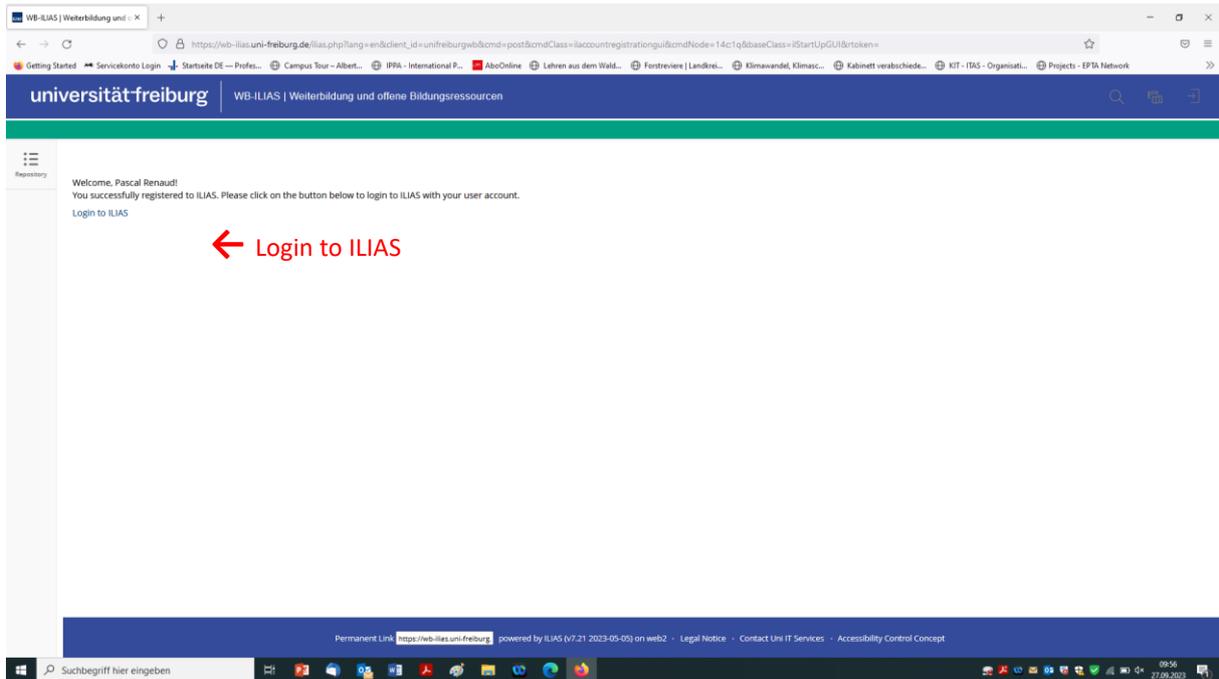
Make sure that you are in the **English version**. You find the language menu button on the top right (see screenshot). Select **"New Account Registration"** at the bottom left of the Login window (see screenshot).



Once at the **registration page** (see screenshot below), you can create your personal password by following the password requirements. Please enter your first and last name as well as your e-mail address. After accepting the Terms of Service at the bottom, click "register" at the bottom right of the page.

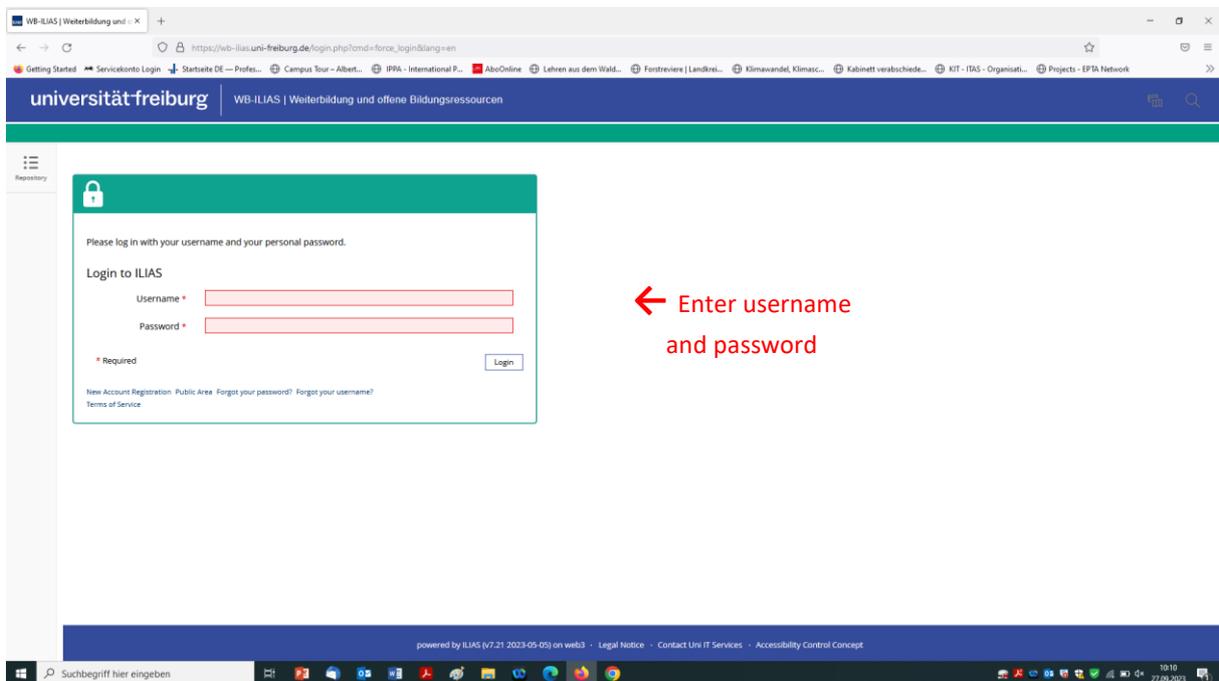
Once you have registered, you will automatically receive a **confirmation e-mail** to the address you have given. In this confirmation e-mail, you will find your personal username. Please take note of your personal password as it will not be mentioned in your confirmation e-mail and only you know your password.

On the website, you will be automatically directed to the following page, where you click on “Login to ILIAS”.

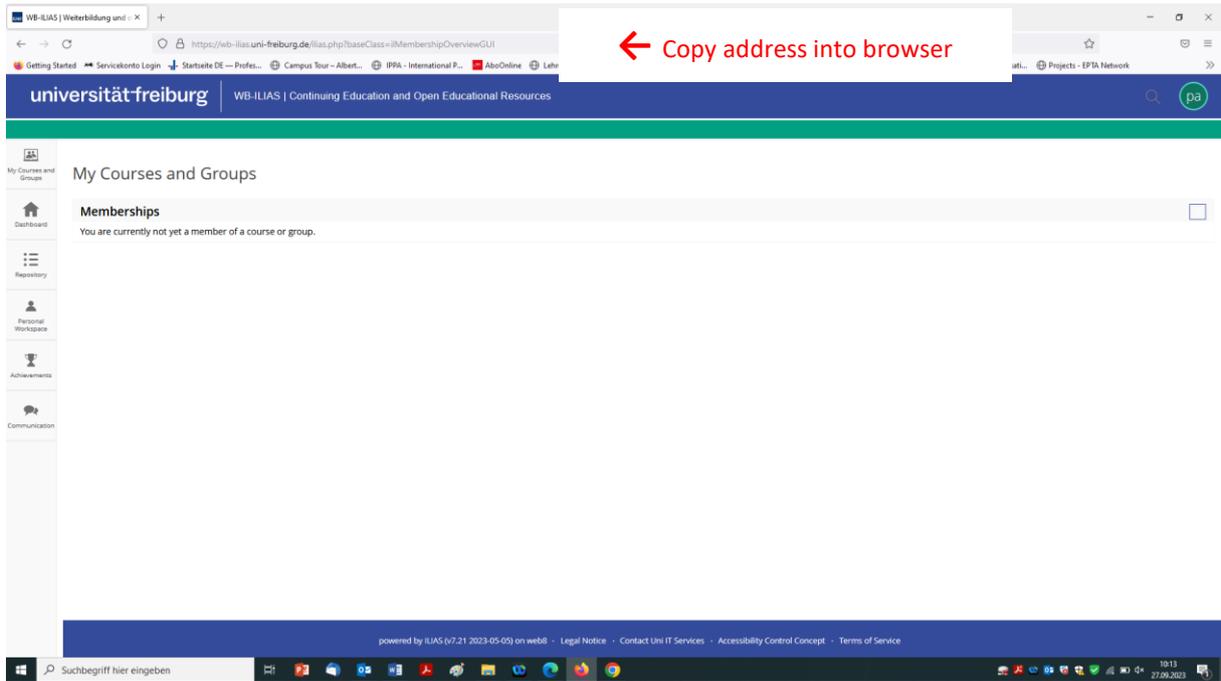


## 2. How to join the LEARNFORCLIMATE Social Learning Platform?

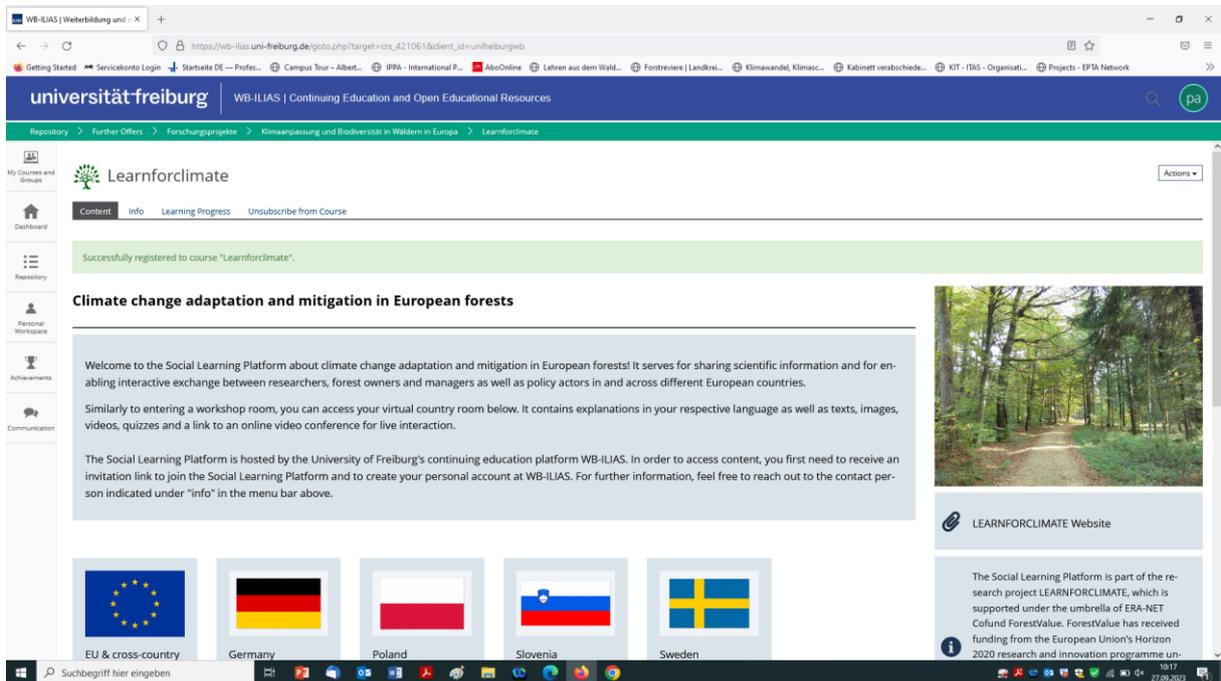
After having created your user account, you are ready to join the LEARNFORCLIMATE Social Learning Platform. You are back again to the **WB-ILIAS Login page**. Please enter now your user name (which you find in your confirmation e-mail) and your personal password.



Once logged in, you will see the following page, which indicates that you are “not yet a member of a course or group”. Please **copy the following link into your browser to join the LEARNFORCLIMATE Social Learning Platform**: [https://wb-iliass.uni-freiburg.de/goto.php?target=crs\\_421061\\_rcodeY8NGrMVGg8&client\\_id=unifreiburgwb](https://wb-iliass.uni-freiburg.de/goto.php?target=crs_421061_rcodeY8NGrMVGg8&client_id=unifreiburgwb)

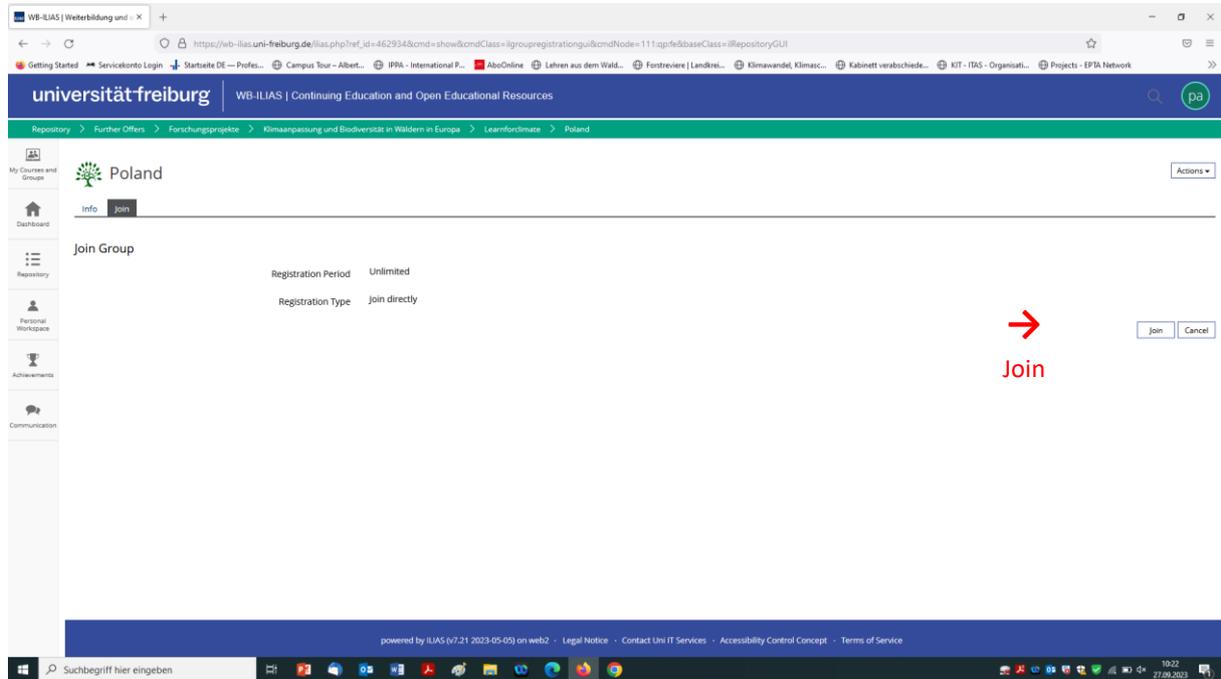


Welcome! You have now joined the LEARNFORCLIMATE Social Learning Platform.

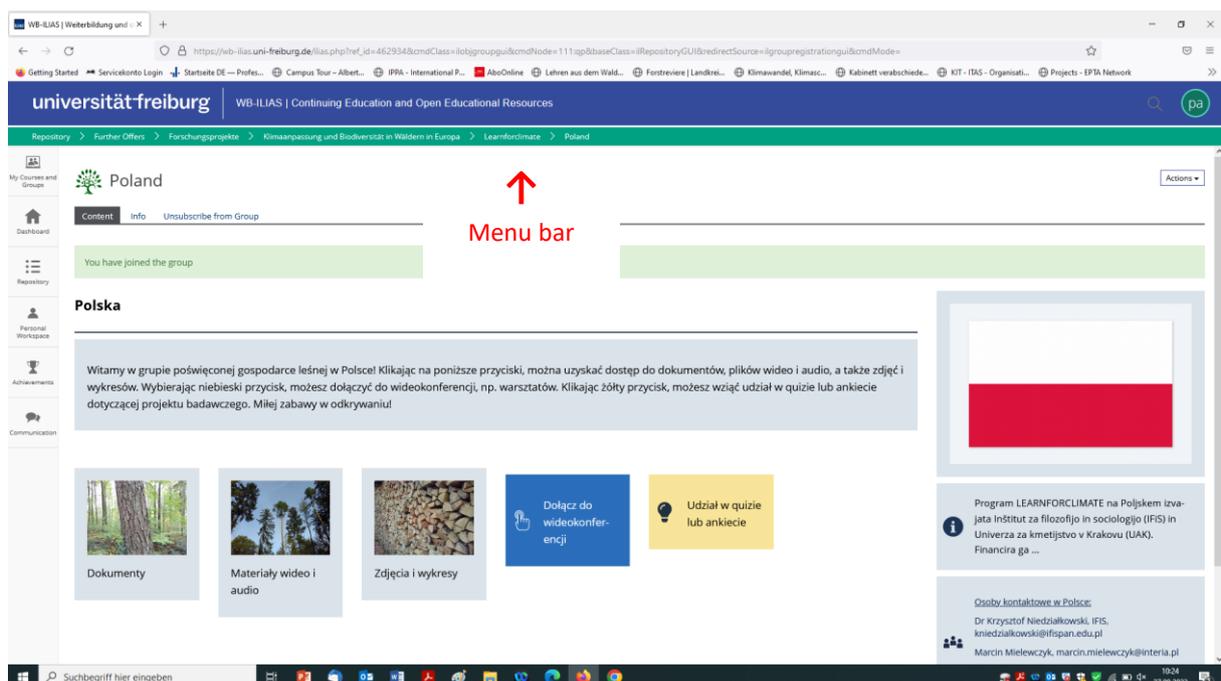


### 3. How to join my country group at the LEARNFORCLIMATE Social Learning Platform?

If you want to join a country group, just **click on the respective flag**. Next, you will see the following page where you click on “join” on the right side.



You are then directed automatically to the respective country page. If you want to go one step back, just click on “LEARNFORCLIMATE” in the menu bar. Within the country pages, you can upload documents, pictures as well as video and audio files by clicking on the respective items. With assistance, you can also connect a video conference link (e.g. Zoom) to the blue button so that participants can join the video conference by clicking on the blue button. With assistance, you can also create a survey / quiz via the yellow button.



#### 4. How to become an administrator of Social Learning Platform to modify content?

One of the current administrators needs to change your status. First, the administrator clicks on “Members” in the menu bar.

The administrator then sees an overview of all persons who currently have an account. The current status as course member or course administrator is indicated under “roles”. To modify it, the administrator clicks on the right side under “actions” on “edit” in the line of the respective person.

Name	Login	Roles	Learning Progress	Passed	Passed Status Changed	Tutorial Support	Access Refused	Notification	Actions
Milewicz, Marcin	marcin.milewicz	Course Administrator	Not Attempted						Edit
Niedzakoński, Krzysztof	krzysztof.niedzakowski	Course Administrator	Not Attempted						Edit
Renaud, Pascal	pr1064	Course Administrator	Not Attempted						Edit
Sassat, Daniel	sassatadmin	Course Administrator	Not Attempted						Edit
Sorge, Stefan	ss2011	Course Administrator	Not Attempted						Edit
Uhan, Zala	zala.uhan	Course Administrator	Not Attempted						Edit
Renaud, Pascal	pascal.renaud	Course Member	In Progress						Edit
Renaud, Pascal	pascal.renaud1	Course Member	In Progress						Edit

Next, the administrator sees only the information about the specific person. Under “roles”, the administrator can change his or her status from “course member” to “course administrator”.

The screenshot shows the 'Edit Members' interface in the Learnforclimate system. A table lists members with columns for Name, Login, Passed, Access Refused, Tutorial Support, Notification, and Roles. The user 'Renaud, Pascal' (login 'pr1064') is selected, and the 'Roles' dropdown menu is open, showing 'Course Administrator', 'Course Tutor', and 'Course Member'. A red arrow points to the dropdown menu.

## 5. How to modify text on the Social Learning Platform as administrator?

To modify text, you go to the respective section and click on “customize page”.

The screenshot shows the 'Europe' section of the platform. The top navigation bar includes 'Content', 'Info', 'Settings', 'Progress', and 'Export'. A red arrow points to the 'Customize Page' button. Below the navigation bar, there is a welcome message and several interactive elements: 'Documents', 'Videos & audios', 'Pictures & graphs', 'Join video conference', and 'Participate in a quiz or survey'. A sidebar on the right contains information about the LEARNFORCLIMATE website and contact details.

Next, you can add, delete or modify the texts within each of the existing text blocks by clicking on it. You can work with it like in a normal Word document. In the menu bar on the left, you can also e.g. modify the “character” of the writing into bold, italic, underlined etc. The “paragraph” and “surrounding section” are usually pre-installed to make each page look similar. So, usually there is no need to change it. Once you are finished, you can click in “Save and return” on the left side. In case you made unintended modifications, you can also click on “cancel” and start new.

The screenshot shows the LMS editor interface in 'Edit' mode. The left sidebar contains various editing tools. The main content area displays a page titled 'Europe' with a welcome message and several content blocks. A red arrow points to the 'Finish Editing' button in the top left corner of the editor toolbar.

To leave the editing modus, you need to click next again on “finish editing”.

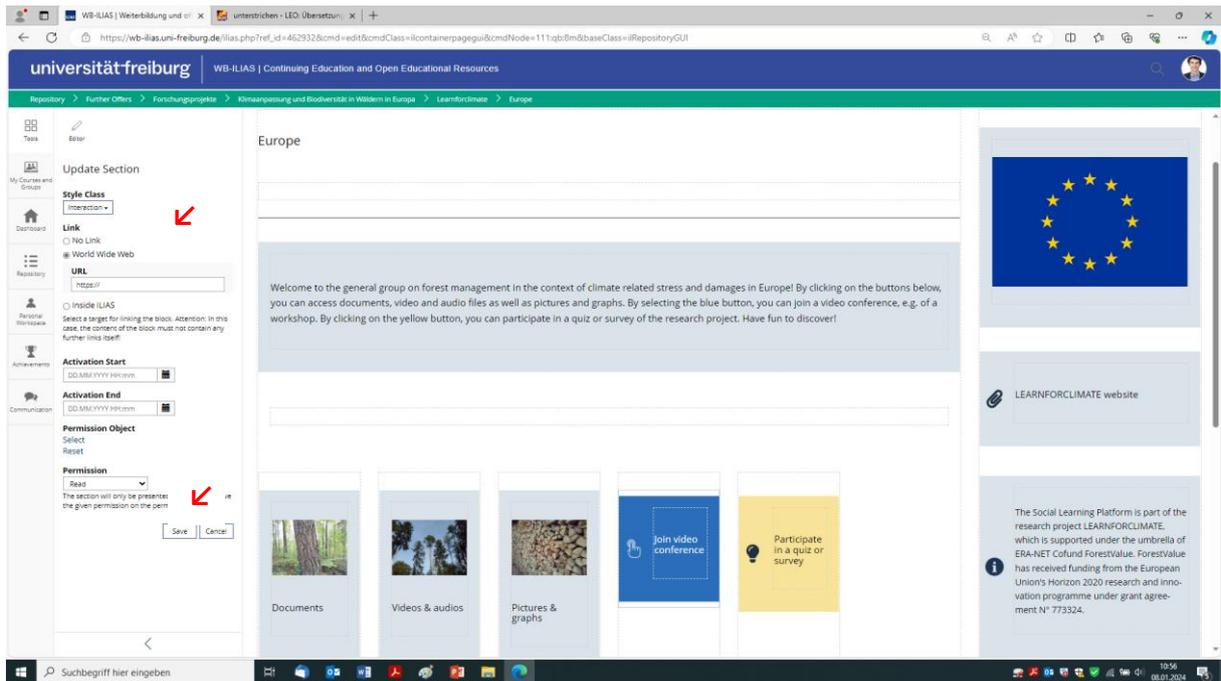
The screenshot shows the LMS editor interface in 'Finish Editing' mode. The left sidebar shows the 'Finish Editing' button highlighted. The main content area displays the same page as the previous screenshot, but with a message indicating that the page has been locked for editing until 10:51. A red arrow points to the 'Finish Editing' button in the top left corner of the editor toolbar.

## 6. How to add internal or external hyperlinks as administrator?

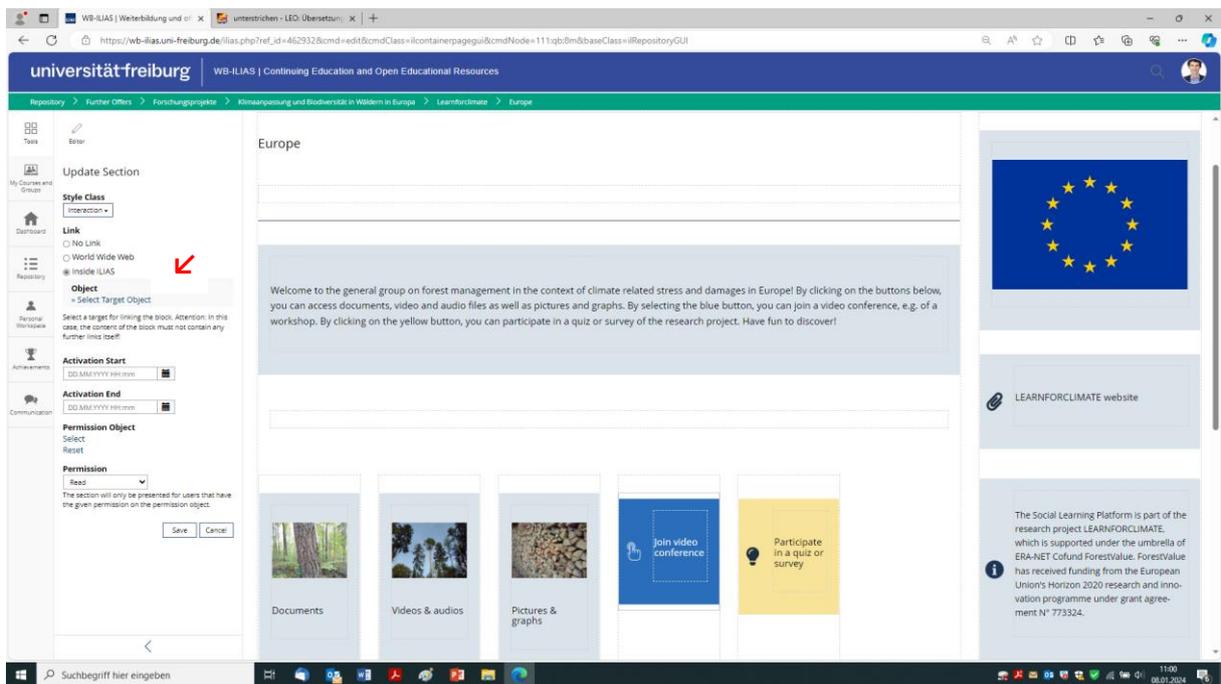
First, click again on “customize page”.

You thereby entered the editing mode. The grey boxes with pictures for “documents”, “videos & audios” and “pictures & graphs” as well as the yellow box “participate in a quiz or survey” should already contain internal hyperlinks. However, in the blue box “join video conference”, you could add a link to a Zoom call or to another type of call. To do so, you first **click on the blue field**.

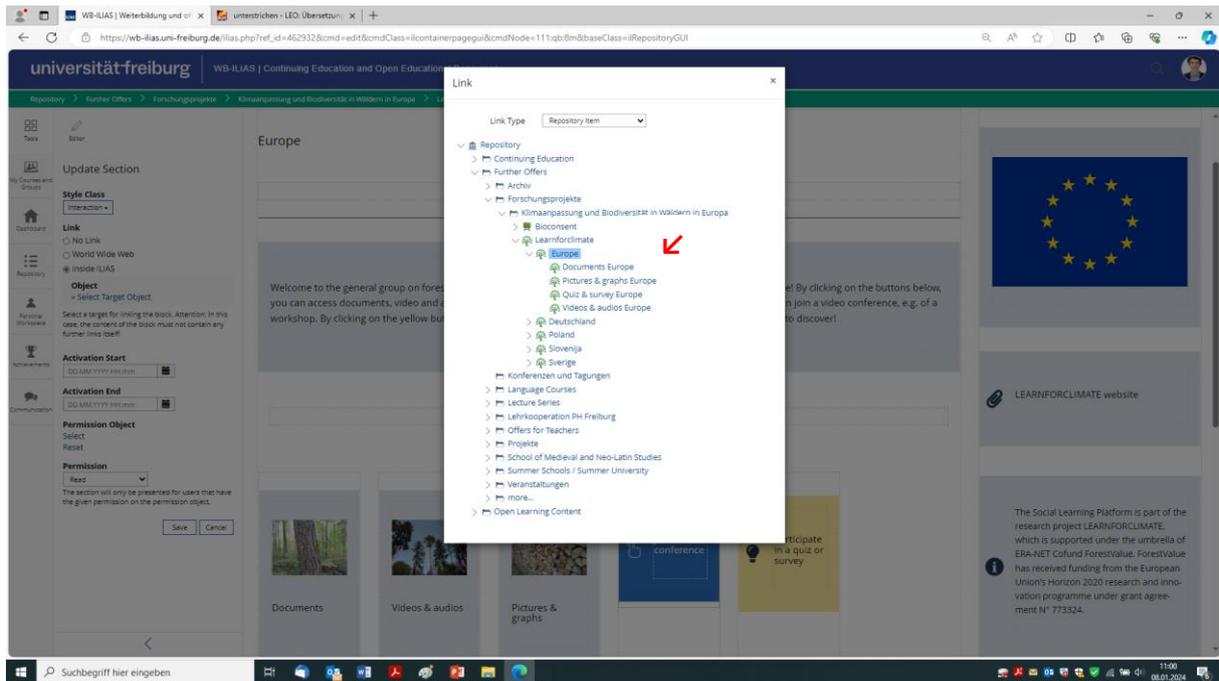
You then see on the left side a menu bar. Under “**link**” you change from “no link” to “world wide web” and enter the Zoom call link into the URL field, which pops up when you select “world wide web”. Then you click on “**save**” at the bottom of the menu.



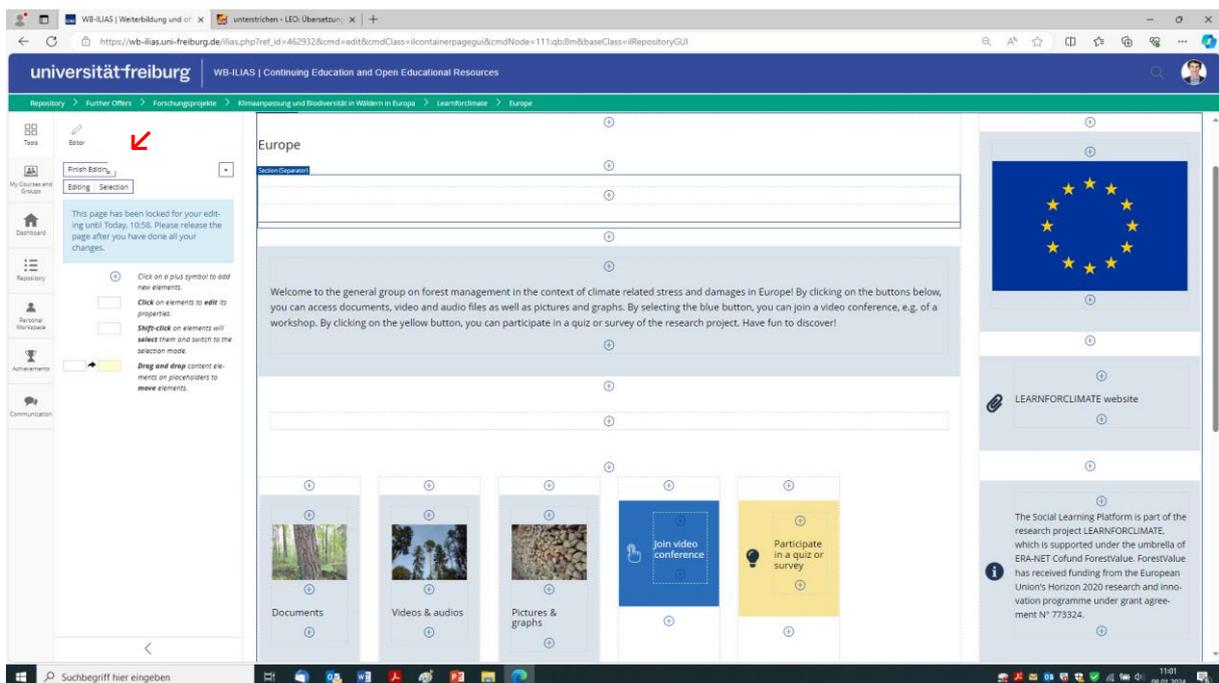
In case you want to modify **internal hyperlinks**, you can do so by choosing the option “inside ILIAS”. Under “object”, which pops up, you can then click on “select target object”.



Next, you select the internal landing page within the ILIAS structure of the Social Learning Platform. You then click on “save”.



To leave the editing modus, please click again on **“finish editing”**.



## 7. How to upload documents, pictures, videos and other files as administrator?

To upload files, first click on the **respective box** where you want to add or delete files, e.g. on the box **“documents”**.

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Repository > Further Offers > Forschungsprojekte > Klimaanpassung und Biodiversität in Wäldern in Europa > Lernfortschritte > Europe

Europe

Welcome to the general group on forest management in the context of climate related stress and damages in Europe! By clicking on the buttons below, you can access documents, video and audio files as well as pictures and graphs. By selecting the blue button, you can join a video conference, e.g. of a workshop. By clicking on the yellow button, you can participate in a quiz or survey of the research project. Have fun to discover!

Documents Videos & audios Pictures & graphs

Join video conference Participate in a quiz or survey

LEARNFORCLIMATE website

The Social Learning Platform is part of the research project LEARNFORCLIMATE, which is supported under the umbrella of ERA-NET Cofund ForestValue. ForestValue has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N° 773324.

You then click on **“add new item”**. A menu bar pops up. Within the menu, please select **“file”**.

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Repository > Further Offers > Forschungsprojekte > Klimaanpassung und Biodiversität in Wäldern in Europa > Lernfortschritte > Europe > Documents Europe

Documents Europe

Organisation

- Folder
- Session
- Item Group
- Group
- Learning Sequence
- Booking Pool

Assessment

- Exercise
- Test
- Question Pool Test
- Test Overview
- Individual Assessment
- Portfolio Template

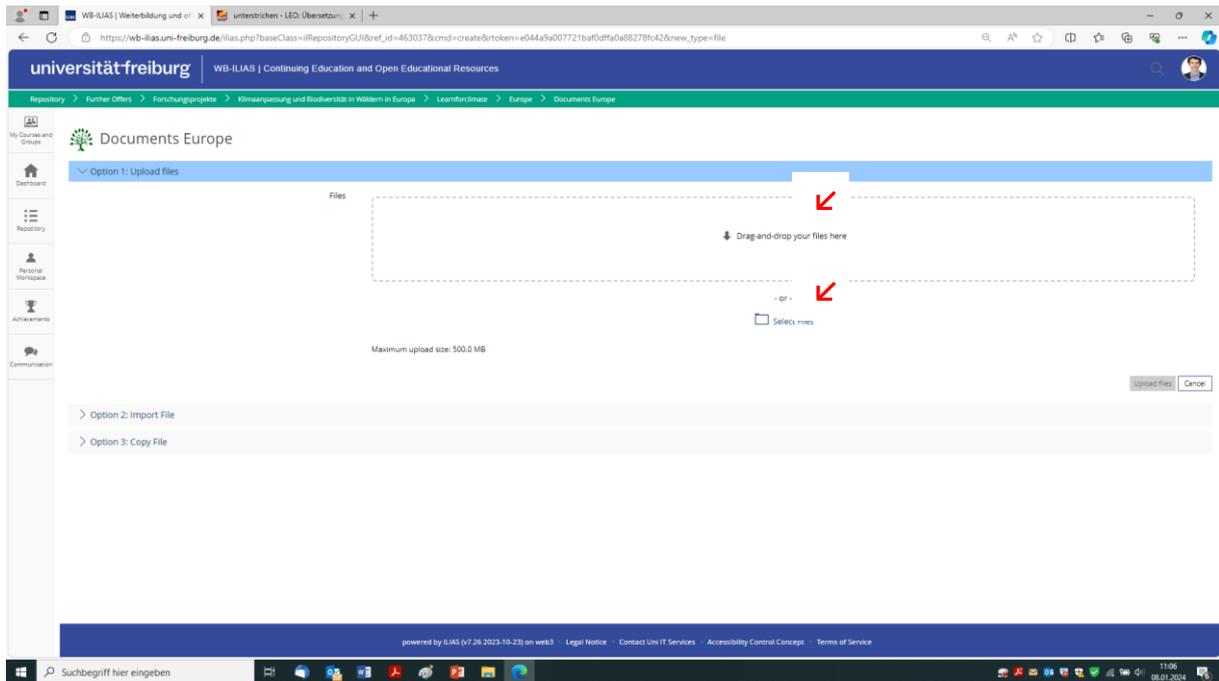
Audio / Video

- VIMP
- Interactive Video
- Mediac
- Content
  - File
  - WebLink
  - Content Page
  - Learning Module ILIAS
  - Learning Module HTML
  - Learning Module SCORM
  - Media Pool
  - Bibliography
  - Flashcards Training
  - vAPI/omis
  - LTI Consumer

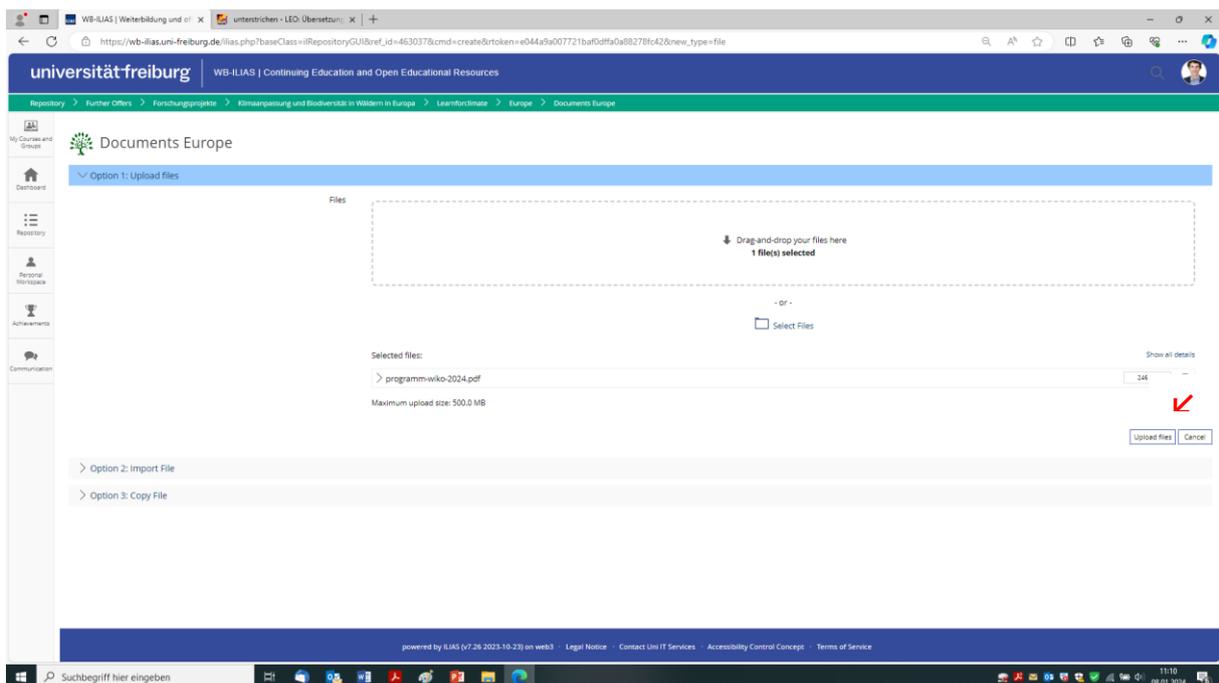
Communication / Collaboration

- BigBluebutton
- OnlyOffice
- Etherpad
- Forum
- Wiki
- Blog
- Glossary
- Data Collection
- Chat Room
- Feedback
  - Survey
  - Question Pool Survey
  - Poll
  - LiveVoting

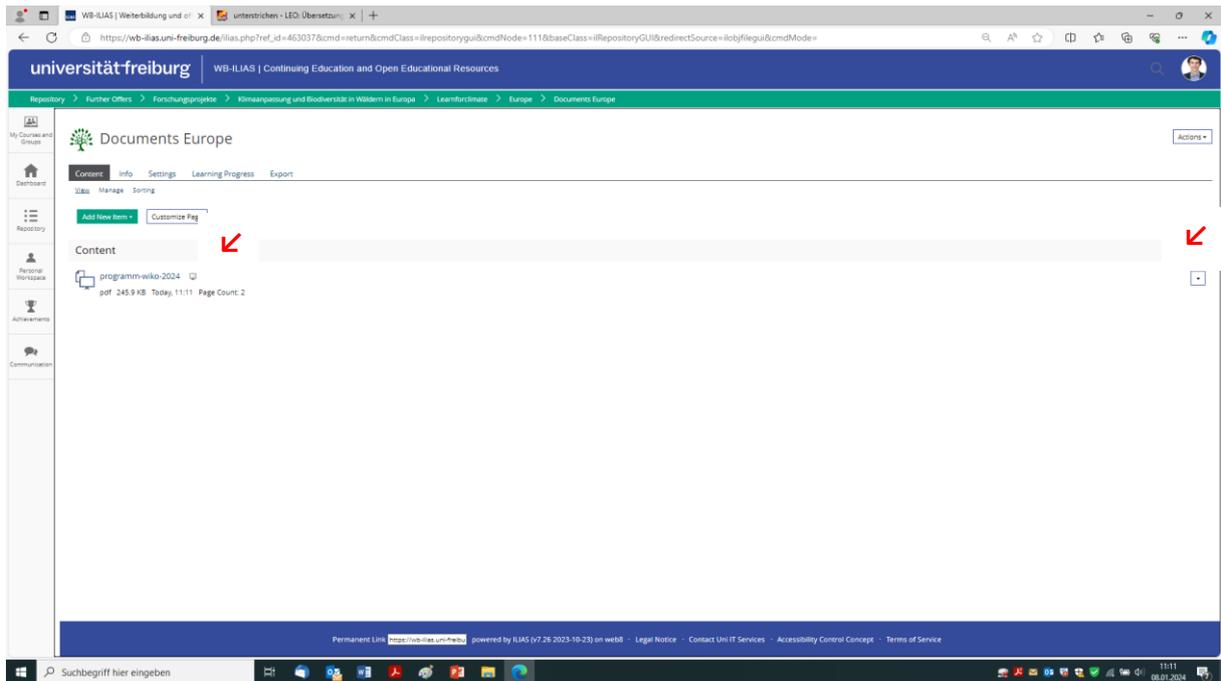
Next, you see a **“drag-and-drop”** field where you can move the respective file to. Alternatively, you can click on **“select files”** through which you can search for the respective file within the internal document management system of your computer.



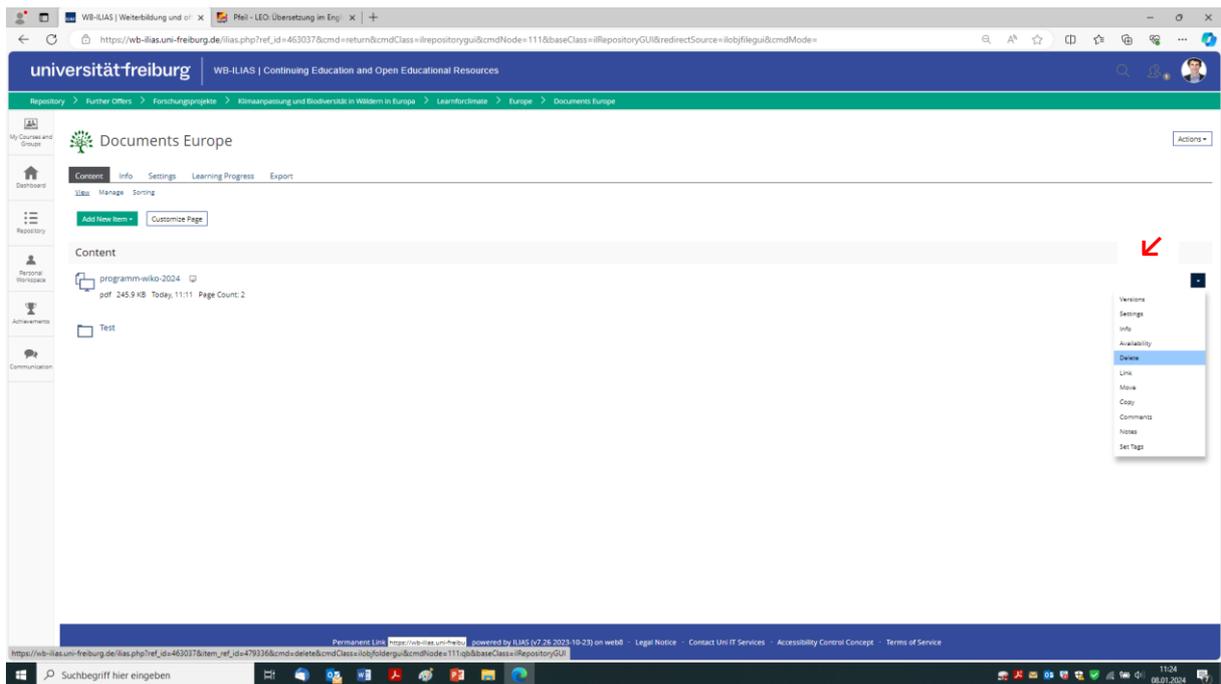
Once you added your file, please click on **“upload files”**.



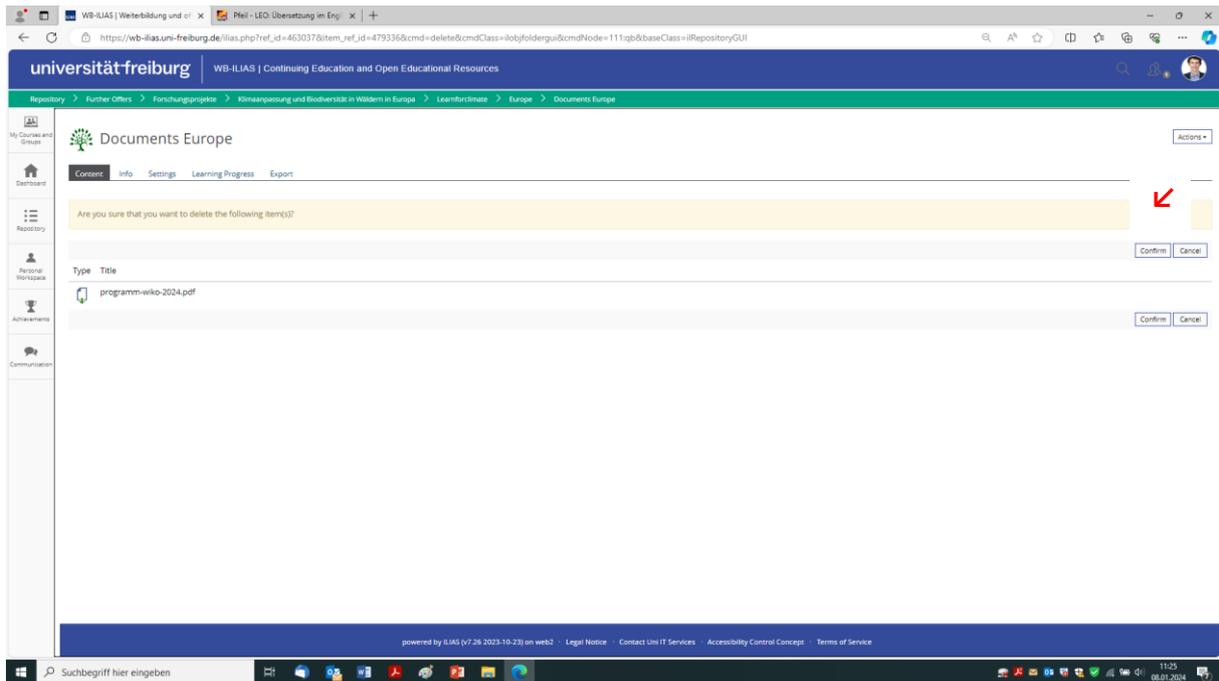
The file is then visible under the content of the respective page. When users click on it, the file opens in a separate page in your browser. In case you want to delete the document again, you can click on the small blue arrow on the far right.



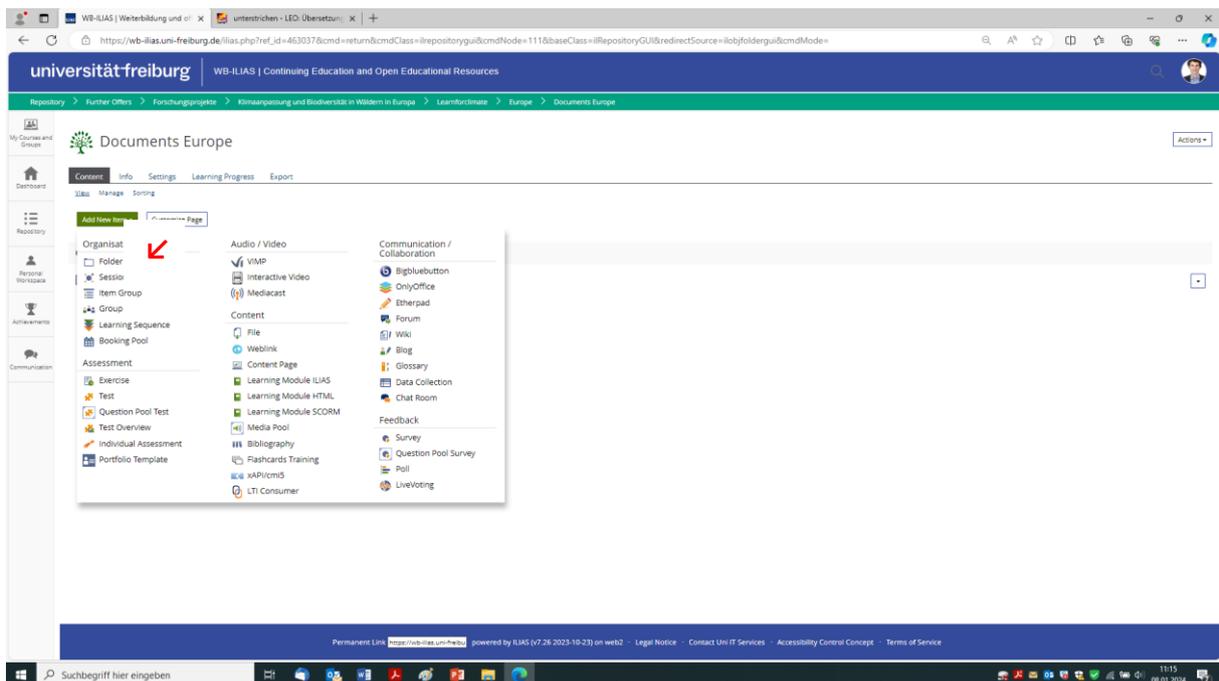
A menu bar pops up where you can select “delete”.



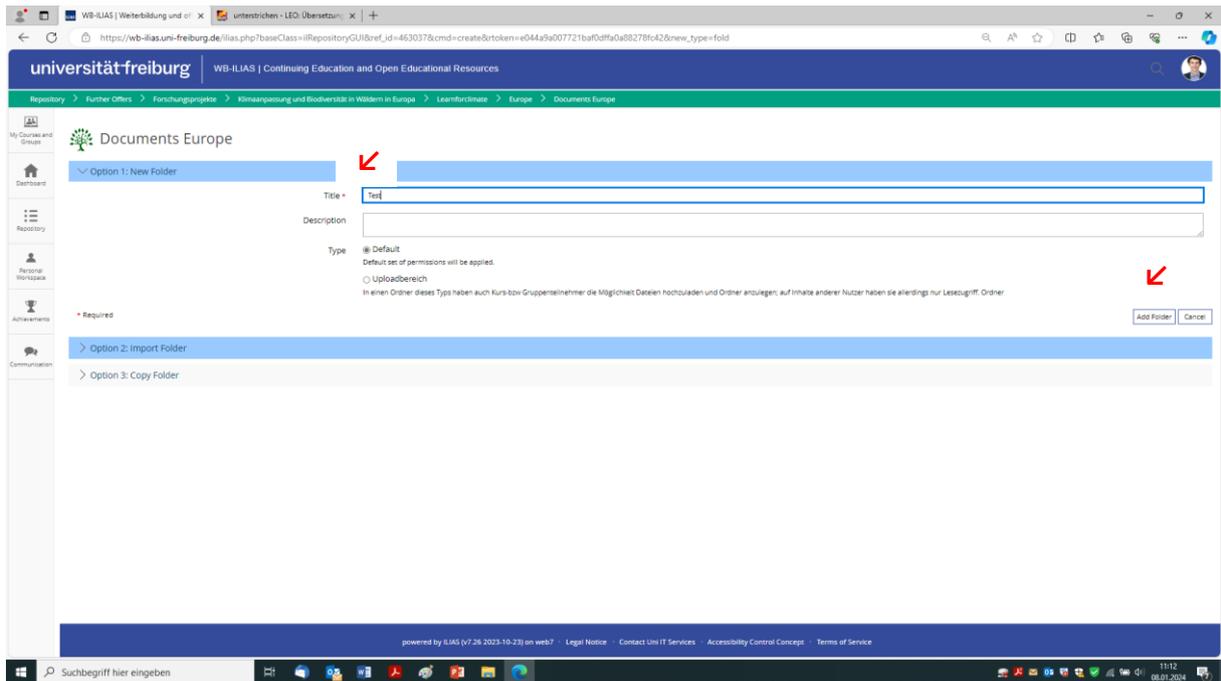
Next, you need to confirm again that you really want to delete the file.



In case that you want to create a sub-structure with different folders, you can click on **“add item”** and then select **“folder”**.



Next you see a menu where you can give it a **“title”** and then click on **“add folder”**.



Next, you see the folder where you can again add files. If you want to go one or several levels up inside the Social Learning Platform structure, you can use the green menu bar on the top and click again e.g. on the levels “documents Europe”, “Europe” or “LEARNFORCLIMATE”.

