



| Technical Guide for Learners |                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------|
| Project Title                | Organisational Diagnosis and B-Learning tool for Enhancement of the Wine Tourism SME |
| Project Acronym              | BACCHUS SME                                                                          |
| Project Number               | 2016-1-FR01-KA202-023903                                                             |
| Author(s)                    | José Nogueira                                                                        |
| Editor                       | José Nogueira                                                                        |



This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## < Guía técnica para estudiantes >

### Índice de contenidos

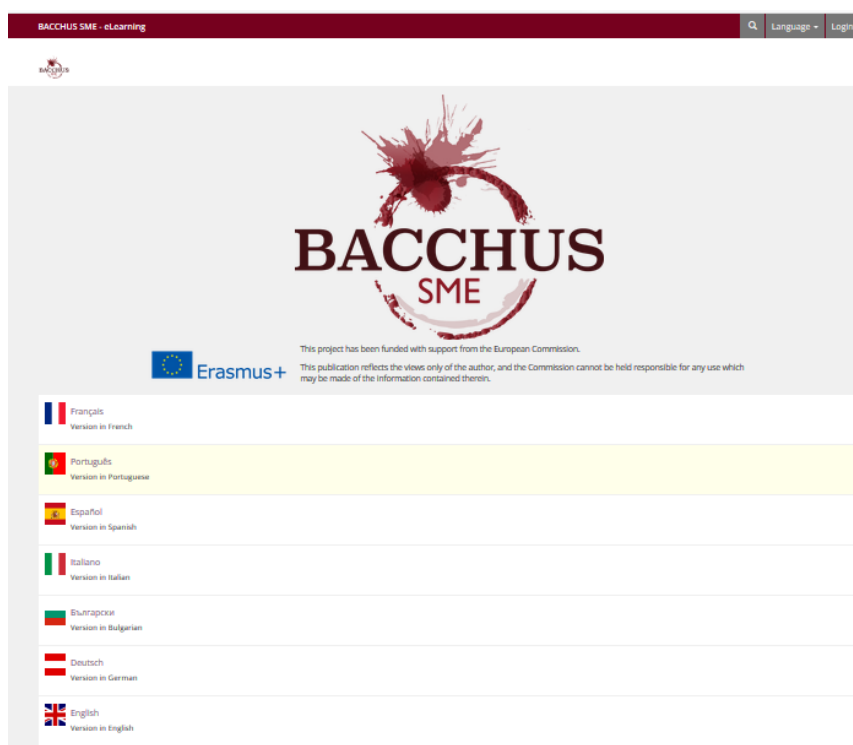
|          |                                                    |    |
|----------|----------------------------------------------------|----|
| 1.       | Zona pública .....                                 | 4  |
| 1.1.     | Inicio.....                                        | 4  |
| 1.1.1.   | Cambiar el idioma de la plataforma.....            | 4  |
| 1.1.2.   | Registrarse en la plataforma.....                  | 4  |
| 1.2.     | Login .....                                        | 4  |
| 1.2.1.   | Registro de Nuevo usuario.....                     | 5  |
| 1.2.2.   | Zona pública.....                                  | 5  |
| 1.2.3.   | Recuperación de contraseña.....                    | 5  |
| 1.2.4.   | Recuperación del nombre de usuario .....           | 6  |
| 1.2.5.   | Terminos del servicio.....                         | 6  |
| 2.       | Perfil y ajustes .....                             | 7  |
| 2.1.     | Datos personales.....                              | 7  |
| 2.1.1.   | Perfil.....                                        | 7  |
| 2.2.     | Ajustes generales.....                             | 7  |
| 2.2.1.   | Contraseña.....                                    | 7  |
| 2.3.     | Ajustes de correo electrónico .....                | 8  |
| 3.       | Escritorio personal.....                           | 9  |
| 3.1.     | Resumen .....                                      | 9  |
| 3.2.     | Cursos y grupos.....                               | 9  |
| 3.3.     | Favoritos.....                                     | 9  |
| 3.4.     | Anotaciones.....                                   | 9  |
| 3.5.     | Recursos .....                                     | 10 |
| 3.5.1.   | Crear una nueva carpeta.....                       | 10 |
| 3.5.2.   | Enviar archivos .....                              | 10 |
| 3.5.2.1. | Compartir archivos de su carpeta de recursos ..... | 10 |
| 3.6.     | Progreso de aprendizaje .....                      | 11 |
| 3.7.     | Calendario .....                                   | 11 |
| 3.8.     | Correo.....                                        | 11 |
| 3.9.     | Agenda .....                                       | 11 |
| 4.       | BACCHUS SME: contenido .....                       | 12 |
| 4.1.     | Categorías.....                                    | 12 |
| 4.2.     | Directrices pedagógicas.....                       | 12 |
| 4.3.     | Guía técnica.....                                  | 12 |
| 4.4.     | Herramienta de diagnóstico.....                    | 12 |
| 4.4.1.   | Inicio .....                                       | 13 |

|        |                               |    |
|--------|-------------------------------|----|
| 4.4.2. | Preguntas.....                | 13 |
| 4.4.3. | Continuar el test .....       | 13 |
| 4.4.4. | Resultados .....              | 13 |
| 4.4.5. | Repetir.....                  | 13 |
| 4.5.   | Curso de formación .....      | 13 |
| 4.5.1. | Módulo.....                   | 14 |
| 4.6.   | Glosario .....                | 15 |
| 4.7.   | Foro .....                    | 16 |
| 4.7.1. | Nuevo tema .....              | 16 |
| 4.7.2. | Responder/editar tema .....   | 16 |
| 5.     | Acciones .....                | 17 |
| 5.1.   | Información .....             | 17 |
| 5.2.   | Añadir al escritorio.....     | 17 |
| 5.3.   | Notas.....                    | 17 |
| 5.3.1. | Página con notas .....        | 17 |
| 5.4.   | Inscribirse .....             | 17 |
| 5.4.1. | Confirmar inscripción .....   | 17 |
| 5.5.   | Darse de baja .....           | 17 |
| 5.6.   | Eliminar del escritorio.....  | 18 |
| 5.7.   | Progreso de aprendizaje ..... | 18 |

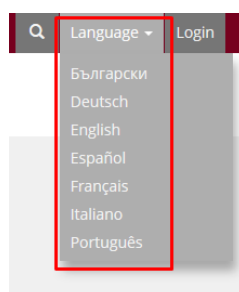
## 1. Zona pública

URL: [www.bacchuslearning.eu](http://www.bacchuslearning.eu)

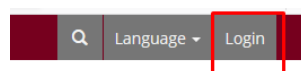
### 1.1. Inicio



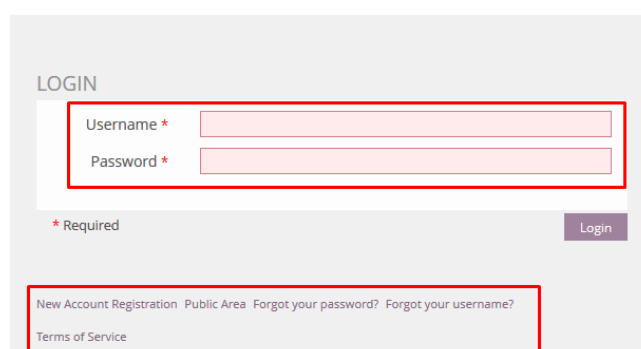
#### 1.1.1. Cambiar el idioma de la plataforma



#### 1.1.2. Registrarse en la plataforma



### 1.2. Login



## 1.2.1.Registro de Nuevo usuario

New Account Registration

LOGIN DATA

Register

Username \*

Password \*

Retype Password

PERSONAL DATA

First Name \*

Last Name \*

Salutation \*

☐ Ms.
 ☐ Mr.

CONTACT INFORMATION

Country \*

- Please Select -

E-Mail \*

Retype E-Mail

OTHER

SETTINGS

Language

English

TERMS OF SERVICE

User agreement and privacy policy

All data is collected in line with the requirements of the GDPR.

On Registration/Sign-Up you provide the following information: First Name, Last Name, Gender, Country and E-Mail.

We process different forms of personal data like: training performance evaluation data, contributions to discussion forums, submitted papers, tested responses, messages exchanged with the trainer, responses to training evaluation questionnaires and other submitted content in the platform.

We process different forms of personal data for as long as it is necessary, and proportionate for the purpose for which it has been supplied, and will store the personal data for the shortest amount of time possible, considering legal and service requirements.

At any point while we are in possession of, or processing, your personal data, you have the following rights: right of access to the information; right to correct data; right to erasure some data; right to restriction of processing of some data.

By registering on the platform you agree with this policy.

If you have any questions you can contact us.

Accept terms of service? \*

☐

User Verification \*



Please type in the letters and characters of the image.

\* Required

Register

La plataforma enviará un e-mail de confirmación automática que deberá confirmar su registro haciendo clic en el enlace de confirmación.

## 1.2.2.Zona pública

Ir a la página de inicio

## 1.2.3. Recuperación de contraseña

Password Assistance

Enter a username and the associated e-mail address in the fields shown below.

ILIAS will send a message to that e-mail address. The message contains an address for a web page, where you can enter a new password for the user account.

In case you are unable to assign a password to your user account using this form, contact your course administration or send an e-mail to [eform@bacchuslearning.eu](mailto:eform@bacchuslearning.eu).

Username \*

E-Mail \*

\* Required

Submit

Login

Public Area

## 1.2.4. Recuperación del nombre de usuario

 Password Assistance

Please enter an e-mail address and submit the form.  
ILIAS will send an e-mail to that address. The e-mail contains all user names which have registered this e-mail address.  
Choose a suitable username and use the password service to retrieve a new password. If you do not retrieve any e-mail by this service please contact your course admin or [eform@bacchuslearning.eu](mailto:eform@bacchuslearning.eu).

E-Mail \*

\* Required

Submit

[Login](#) [Public Area](#)

## 1.2.5. Terminos del servicio

Terms of Service

User agreement and privacy policy

All data is collected in line with the requirements of the GDPR.

On Registration/Sign-Up you provide the following information: First Name, Last Name, Gender, Country and E-Mail.

We process different forms of personal data like: training performance evaluation data, contributions to discussion forums, submitted papers, tested responses, messages exchanged with the trainer, responses to training evaluation questionnaires and other submitted content in the platform.

We process different forms of personal data for as long as it is necessary, and proportionate for the purpose for which it has been supplied, and will store the personal data for the shortest amount of time possible, considering legal and service requirements.

At any point while we are in possession of, or processing, your personal data, you have the following rights: right of access to the information; right to correct data; right to erasure some data; right to restriction of processing of some data.

By registering on the platform you agree with this policy.

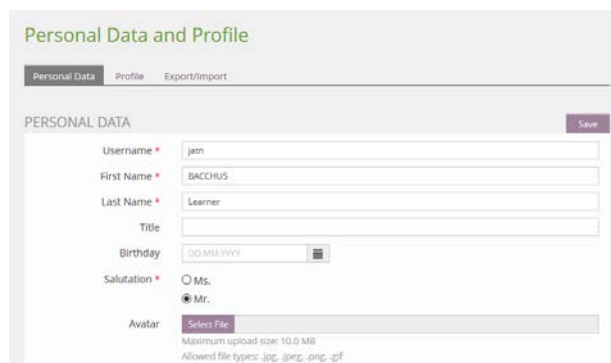
If you have any questions you can [contact us](#).

[Login](#) [Public Area](#)

## 2. Perfil y ajustes



### 2.1. Datos personales



The screenshot shows the 'Personal Data and Profile' form. The 'PERSONAL DATA' tab is active. Fields include: Username (jani), First Name (BACCHUS), Last Name (Learner), Title, Birthday (DD.MM.YYYY), Salutation (Mr.), and Avatar (Select File). A 'Save' button is at the top right.

Permite añadir y editar información personal del alumno.

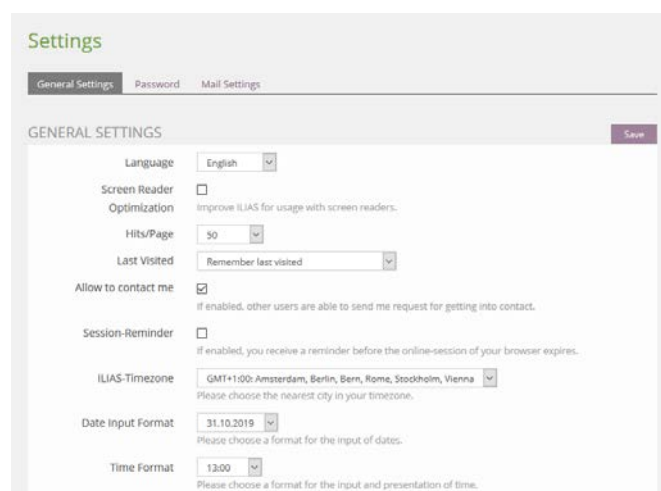
#### 2.1.1. Perfil



The screenshot shows the 'Profile' tab of the 'Personal Data and Profile' form. It includes a 'PROFILE' section with a 'Save' button and a 'BACCHUS Learner' box. The 'Activation' section has two options: 'Profile Disabled' (selected) and 'Visible for Logged in Users'. Below this, there are checkboxes for 'Title', 'Birthday', 'Salutation', 'Avatar', and 'General Interests'.

- Defina si su perfil es visible para otros usuarios.
- Seleccione qué información es visible.

### 2.2. Ajustes generales



The screenshot shows the 'Settings' form with the 'General Settings' tab active. Fields include: Language (English), Screen Reader Optimization (checkbox), Hits/Page (50), Last Visited (Remember last visited), Allow to contact me (checkbox), Session-Reminder (checkbox), ILIAS-Timezone (GMT+1:00: Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna), Date Input Format (31.10.2019), and Time Format (13:00). A 'Save' button is at the top right.

Aquí puede configurar el idioma, el huso horario, etc.

#### 2.2.1. Contraseña

# Settings

General Settings

Password

Mail Settings

CHANGE PASSWORD

Current Password \*

Desired Password \*

Retype Password

Allowed chars: A-Z a-z 0-9 \_ !@#%&'()\*~+-=,;:[]{}|'."<>?`~

The password must have at least a size of 6 characters.

Required

Save

En este apartado puede cambiar su contraseña

### 2.3. Ajustes de correo electrónico

# Settings

General Settings

Password

Mail Settings

MAIL SETTINGS

Save

Incoming mail

☐ only local

☐ forward to e-mail address

☒ local and forwarding

☒ First E-Mail Address

Line break

60

Signature

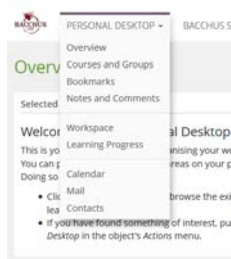
New Mail Notifications

☐

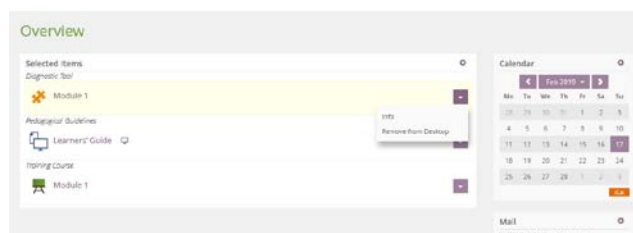
You can activate a periodic notification about new mail here.

Save

### 3. Escritorio personal



#### 3.1. Resumen



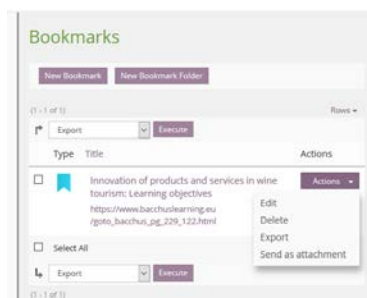
Es como un área de trabajo de un PC donde se pueden añadir y gestionar accesos directos a los recursos disponibles en la plataforma.

#### 3.2. Cursos y grupos



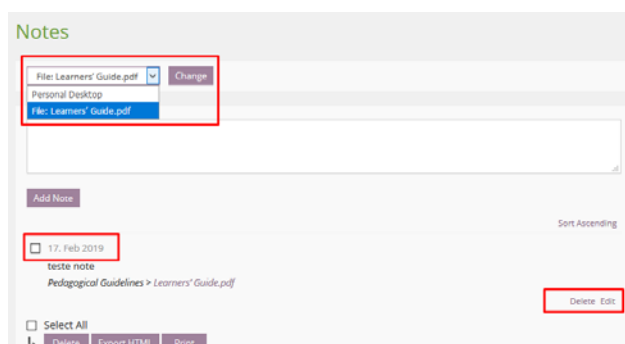
Desde esta sección puede acceder a todos los cursos a los que se ha suscrito.

#### 3.3. Favoritos



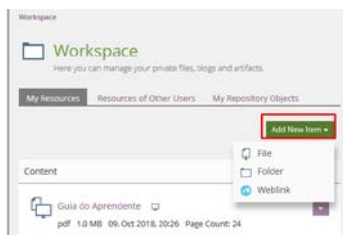
Listar enlaces para recursos y páginas dentro de la plataforma.

#### 3.4. Anotaciones



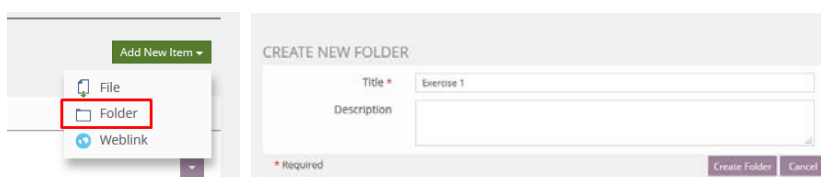
Guarde las notas, comentarios y recordatorios que ha hecho en los recursos / contenido de la plataforma

## 3.5. Recursos

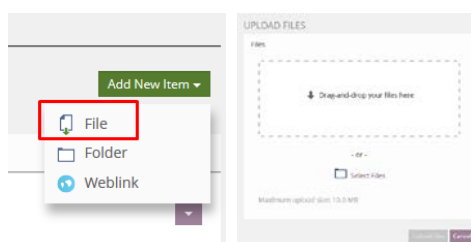


Área donde podrá crear su "ePortfolio". Aquí puede subir los diferentes documentos que desarrollará durante el curso.

### 3.5.1. Crear una nueva carpeta

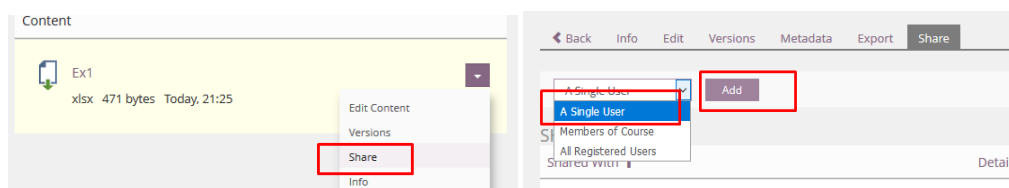


### 3.5.2. Enviar archivos

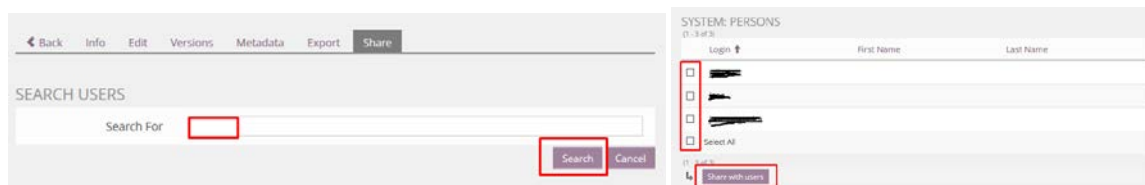


Para insertar un nuevo archivo utilice el "Archivo"; puede introducir uno o más archivos simultáneamente.

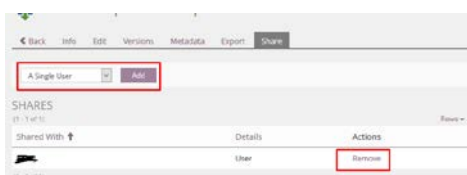
#### 3.5.2.1. Compartir archivos de su carpeta de recursos



Seleccione "Usuario único" y haga clic en "Añadir".

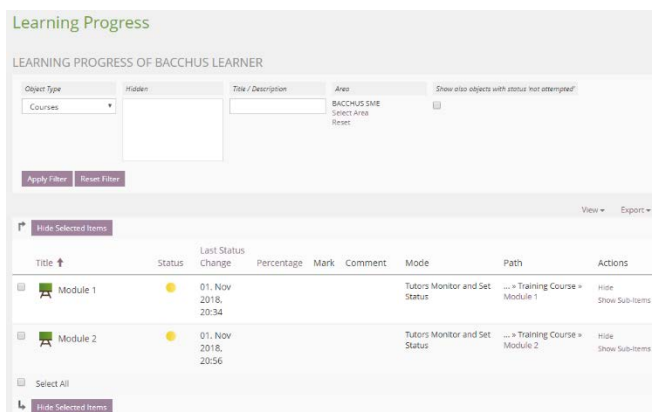


En "Search For" ponga el nombre de usuario del Tutor y haga clic en "Search". Seleccione el nombre de usuario del Tutor y haga clic en "Compartir con los usuarios".



Añadir o eliminar usuarios

### 3.6. Progreso de aprendizaje



**Learning Progress**

LEARNING PROGRESS OF BACCHUS LEARNER

Object Type: Courses | Hidden: | Title / Description: | Area: BACCHUS SME | Show also objects with status 'not attempted': ☐

Apply Filter | Reset Filter

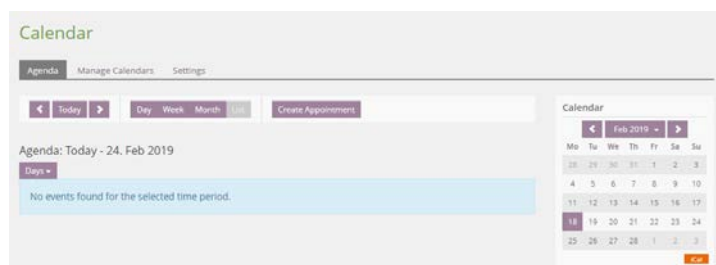
View | Export

| Title    | Status                                | Last Status Change  | Percentage | Mark | Comment | Mode                          | Path                             | Actions                |
|----------|---------------------------------------|---------------------|------------|------|---------|-------------------------------|----------------------------------|------------------------|
| Module 1 | <span style="color: yellow;">●</span> | 01. Nov 2018, 20:34 |            |      |         | Tutors Monitor and Set Status | ... > Training Course > Module 1 | Hide<br>Show Sub-items |
| Module 2 | <span style="color: yellow;">●</span> | 01. Nov 2018, 20:56 |            |      |         | Tutors Monitor and Set Status | ... > Training Course > Module 2 | Hide<br>Show Sub-items |

Select All | Hide Selected Items

Aquí puede ver el progreso de aprendizaje de los recursos que está utilizando en la plataforma.

### 3.7. Calendario



**Calendar**

Agenda | Manage Calendars | Settings

Today | Day | Week | Month | List | Create Appointment

Agenda: Today - 24. Feb 2019

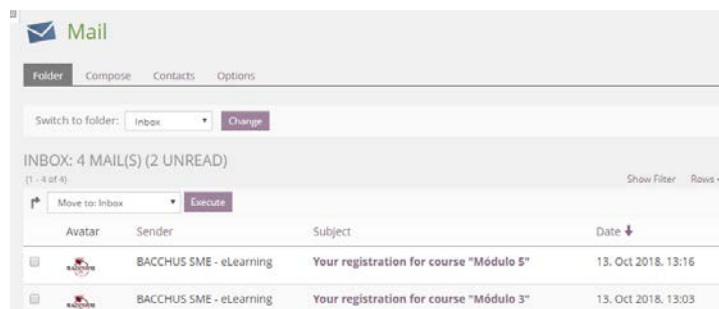
No events found for the selected time period.

Calendar: Feb 2019

| Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 31 | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 1  | 2  | 3  |

Puede registrar su programación y planificación para la realización del curso, entrega de trabajos, etc.

### 3.8. Correo



**Mail**

Folder | Compose | Contacts | Options

Switch to folder: Inbox | Change

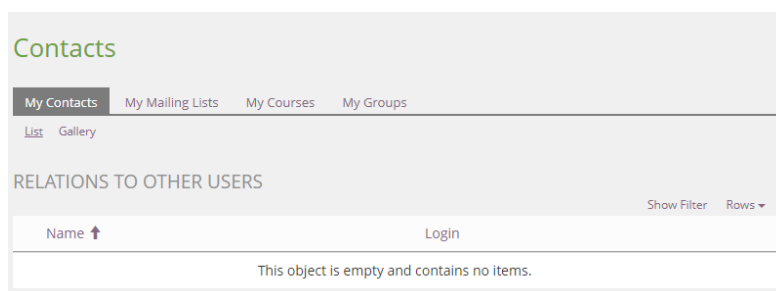
INBOX: 4 MAIL(S) (2 UNREAD)

Move to: Inbox | Execute

| Avatar                                                                              | Sender                  | Subject                                 | Date                |
|-------------------------------------------------------------------------------------|-------------------------|-----------------------------------------|---------------------|
|  | BACCHUS SME - eLearning | Your registration for course "Módulo 5" | 13. Oct 2018, 13:16 |
|  | BACCHUS SME - eLearning | Your registration for course "Módulo 3" | 13. Oct 2018, 13:03 |

La plataforma proporciona un sistema de correo para la comunicación entre los usuarios.

### 3.9. Agenda



**Contacts**

My Contacts | My Mailing Lists | My Courses | My Groups

List | Gallery

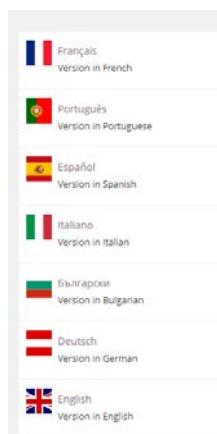
RELATIONS TO OTHER USERS

Name | Login

This object is empty and contains no items.

En esta sección puede crear una lista de contactos.

## 4. BACCHUS SME: contenido



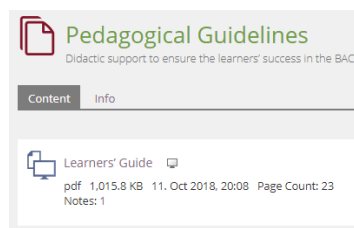
Los contenidos del curso/módulos están disponibles en: Francés, portugués, español, italiano, búlgaro, alemán e inglés.

### 4.1. Categorías



En cada version encontrará directrices pedagógicas, guía técnica, herramienta de diagnóstico, curso de formación , glosario y foro.

### 4.2. Directrices pedagógicas



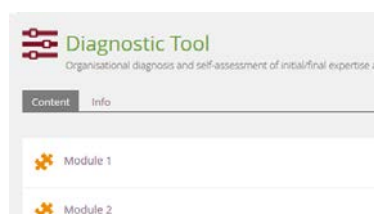
Apoyo didáctico para asegurar el éxito de los alumnos en el curso semipresencial BACCHUS SME.

### 4.3. Guía técnica



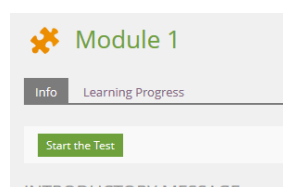
Instrucciones y ayuda para trabajar con la plataforma BACCHUS SME.

### 4.4. Herramienta de diagnóstico



Diagnóstico organizacional y autoevaluación de la experiencia inicial y final y asesoramiento para un itinerario de aprendizaje individual.

#### 4.4.1. Inicio

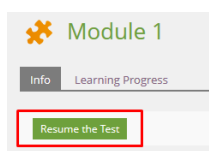


#### 4.4.2. Preguntas

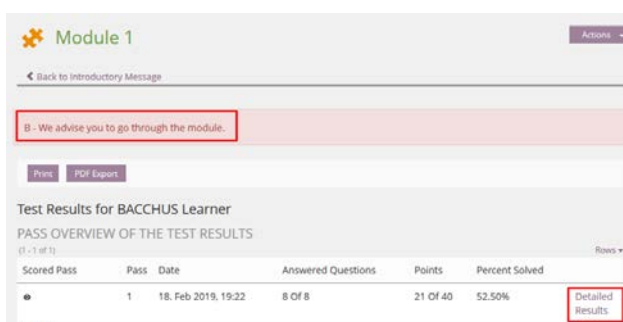


Usted puede: ir a la siguiente pregunta; ir a la pregunta anterior; detener el examen para terminarlo más tarde; terminar el examen.

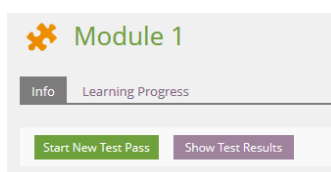
#### 4.4.3. Continuar el test



#### 4.4.4. Resultados

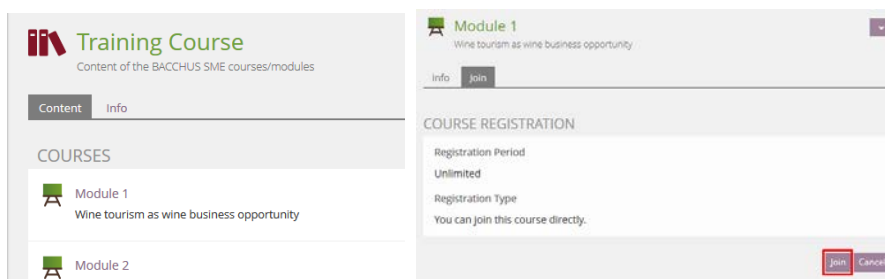


#### 4.4.5. Repetir



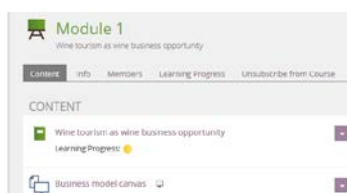
Más tarde puede ver los resultados o hacer el test de nuevo.

#### 4.5. Curso de formación



Para acceder al contenido de los módulos es necesario "inscribirse".

#### 4.5.1. Módulo



## 4.6. Glosario

| Glossary                                                                |                                                                                                                                                                                                  |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Terms                                                                   | Info Print View                                                                                                                                                                                  |
| Quick Navigation <b>All</b> 4 A B C D E F G H I J M N O P R S T U V W Z |                                                                                                                                                                                                  |
| (1 - 50 of 99) Previous   Next Page 1 Show Filter Rows                  |                                                                                                                                                                                                  |
| Term                                                                    | Definitions                                                                                                                                                                                      |
| <b>4 Ps</b>                                                             | The 4 Ps is a very efficient way of defining the marketing mix and was first expressed in 1960 by E.J. Mc Carthy. The 4 Ps are: Product, price, place and promotion (source: www.mindtools.com). |
| <b>Accessibility</b>                                                    | Extent to which a consumer or user can obtain a good or service at the time it is needed www.businessdictionary.com                                                                              |

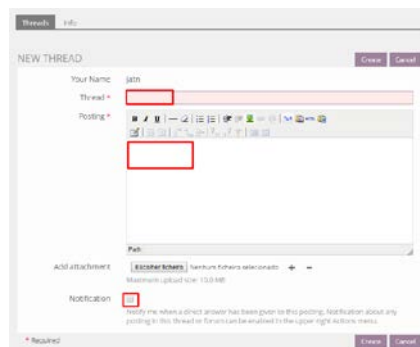
Lista alfabética de palabras relacionadas con los temas/términos de un módulo, con una breve explicación.

## 4.7. Foro

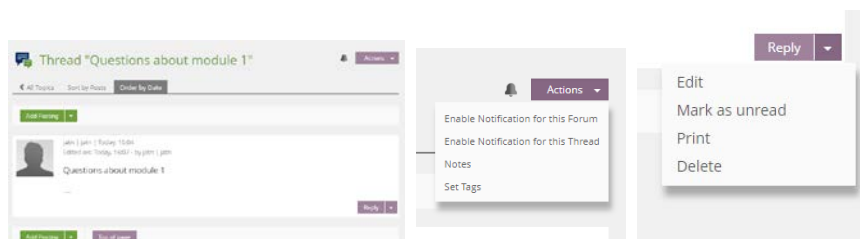


Debate, dudas y cuestiones relacionadas con el curso semipresencial BACCHUS SME (Herramienta de diagnóstico, Módulos, etc.)

### 4.7.1. Nuevo tema



### 4.7.2. Responder/editar tema

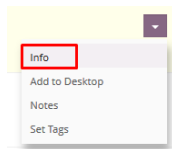


## 5. Acciones

Algunas de las acciones que se describen a continuación se aplican sólo a ciertos tipos de elementos.

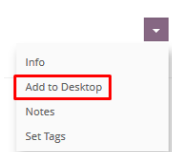
### 5.1. Información

Muestra información sobre el elemento (la información que se muestra depende del tipo de elemento).



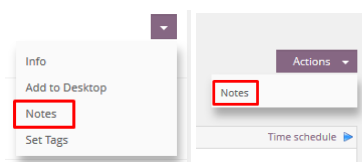
### 5.2. Añadir al escritorio

Añade el objeto a su espacio personal de trabajo.

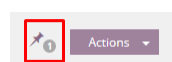


### 5.3. Notas

Permite añadir notas a la lista. Se pueden añadir notas a todo tipo de elementos, incluidas las páginas de los contenidos de aprendizaje.

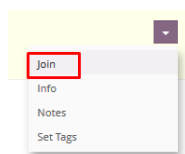


#### 5.3.1. Página con notas



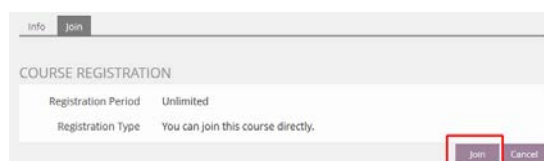
### 5.4. Inscribirse

Para acceder al curso / módulo deberá elegir la acción "Unirse".



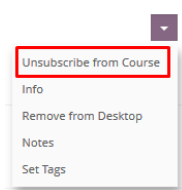
#### 5.4.1. Confirmar inscripción

Pinche de Nuevo sobre la opción "inscribirse" para confirmar el registro



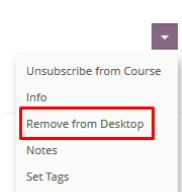
### 5.5. Darse de baja

Abandonar un curso o un grupo



## 5.6. Eliminar del escritorio

Eliminar el enlace del elemento de su escritorio (Descripción general).



## 5.7. Progreso de aprendizaje

Al finalizar el módulo debe ir a la pestaña "Info" del "Módulo de Aprendizaje" y cambiar el estado a "Completado".

