



**Strengthening Teaching Competences
in Higher Education
in Natural and Mathematical Sciences**



Co-funded by the
Erasmus+ Programme
of the European Union

LearningKey platform for online teaching and learning

INSTRUCTION FOR TEACHERS



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1. About project e-learning platform

The e-learning portal based on the LearningKey platform has been set up as part of the TeComp project activities. The LearningKey platform is a cloud software solution that offers services for the application of educational technologies. In the LearningKey environment, teachers (educators) are enabled to, to the extent they wish, digitize the teaching and learning process and offer students/participants a comprehensive interactive experience during the learning process. The platform offers tools for creating and managing online courses, testing and evaluation, virtual classrooms with scheduling systems, homework functions, providing the conditions for full digitalization of the learning process.

The e-learning platform of the TeComp project is available at <https://learning.tecomp.ni.ac.rs/>. This instruction is intended for teachers who will use the platform.

The functionality of the platform included in this manual

This manual includes the following functions designed for teachers:

- Defining and structuring a course
- Defining and managing lectures in a course
- Defining, creating and checking homeworks
- Defining, reviewing and uploading results of automatically-graded tests

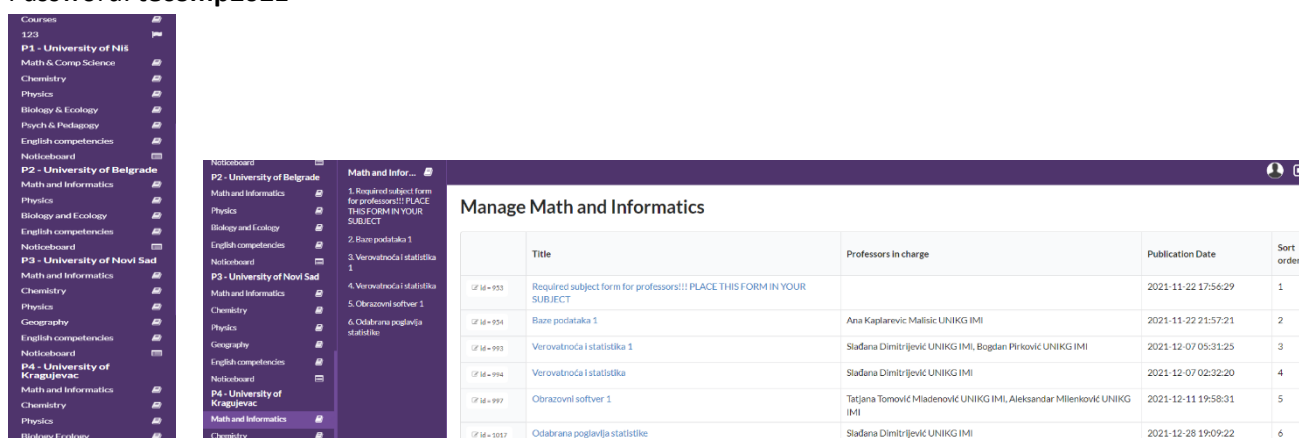
2. Creating an account and accessing the forum

Creating an account

Using the portal requires user authentication. As the portal is fully adapted to the needs of the project, there is a functionality of the platform so that all users (professors, auditors, control from Brussels ...) can view the entire content of the platform in one place (without the ability to change - edit content). Thus, all data on case reforms and interactive activities on the platform at partner institutions are visible to each individual who logs in through a joint user account:

Username: **monitor**

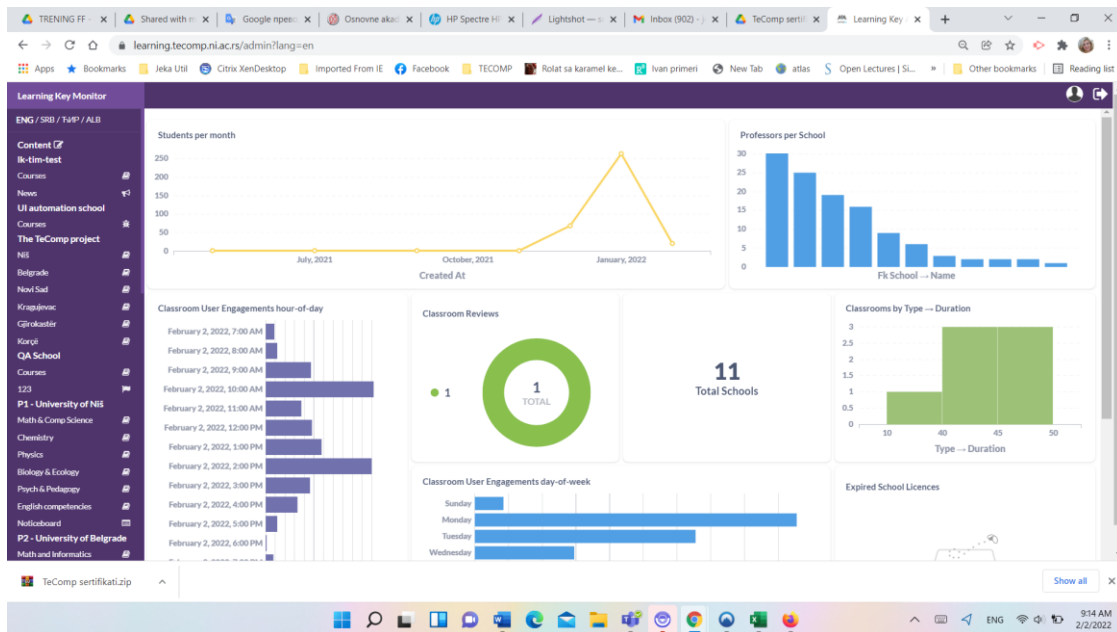
Password: **tecomp2021**



The screenshot displays the 'Manage Math and Informatics' interface. On the left, there is a sidebar with a list of courses and subjects. The main area shows a table with the following data:

	Title	Professors in charge	Publication Date	Sort order
123	Required subject form for professors!!! PLACE THIS FORM IN YOUR SUBJECT		2021-11-22 17:56:29	1
123	Baze podataka 1	Ana Kaplarevic Maticic UNIKG IMI	2021-11-22 21:57:21	2
123	Verovatnoća i statistika 1	Sladana Dimitrijević UNIKG IMI, Bogdan Pirković UNIKG IMI	2021-12-07 05:31:25	3
123	Verovatnoća i statistika	Sladana Dimitrijević UNIKG IMI	2021-12-07 02:32:20	4
123	Obrazovni softver 1	Tatjana Tomović Mladenović UNIKG IMI, Aleksandar Milenković UNIKG IMI	2021-12-11 19:58:31	5
123	Odabrana poglavlja statistike	Sladana Dimitrijević UNIKG IMI	2021-12-28 19:09:22	6

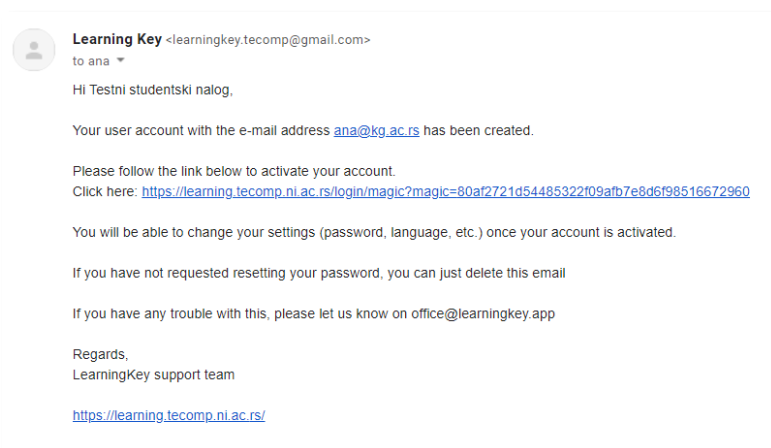
Graphs on the start page are just the examples and the statistics about the number of professors which have innovated their subjects, as well as the number of subjects, number of students who logged in, etc... should be added.



Credentials of the users are defined by the user administrator, with each partner institution participating in the TeComp project having their respective administrator.

In order to create a teacher account, the administrator needs a name and a surname, the department and the e-mail adress where the user will receive all information related to activities on the forum.

After creating a profile, the user will receive an e-mail message containing the activation link. By clicking on the link, the user can finish the procedure of account activation.

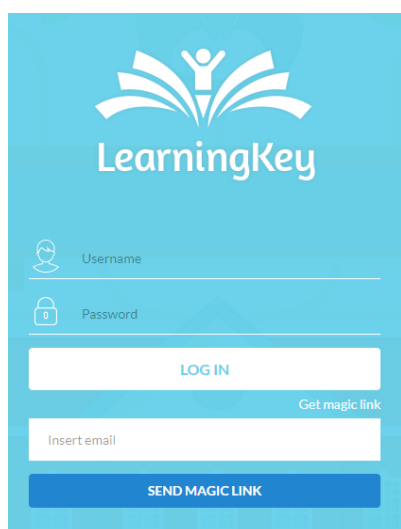


Logging in to the forum

By accessing the forum through this link: <https://learning.tecomp.ni.ac.rs/login>, the login form will be opened. On this page, you can enter your username and password to log in.



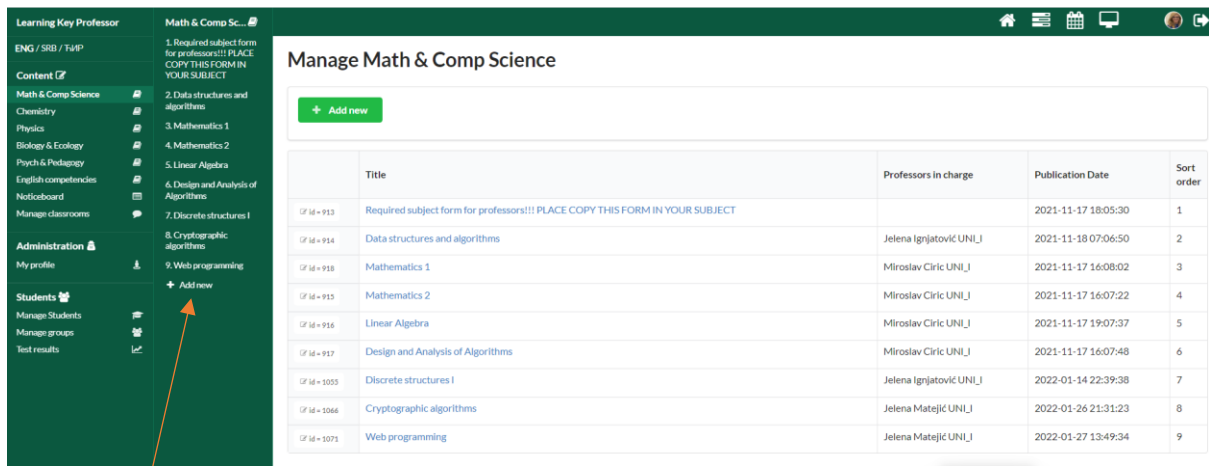
In case the user has forgotten their password, clicking on the text „Get magic link“ will open a window where the email address should be entered. Upon entering an email address they used for registering to the forum, the user will receive a message with the instructions on how to change your password.



3. Creating a course

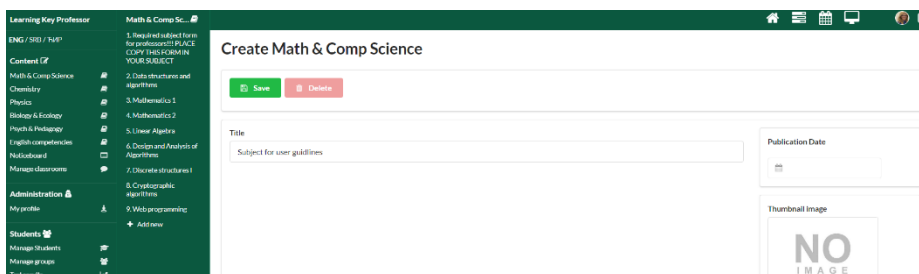
After logging in to the portal, the teacher will gain access to a forum section dedicated to a role of teacher.

The control panel on the left presents the names of the departments (the group in which the courses will be located) within the beneficiary institution. Therefore, the creation of the content (group of subjects) of the teaching area is done from the navigation bar. All content is structured through levels (branching content structure). Clicking on the main hierarchical level opens a menu on the right with a list of existing levels and the ability to add a new one.



By selecting a group, for example, Mathematics and Comp Sciences, through the main level of a web form, the „define course within selected group“ window will pop up.

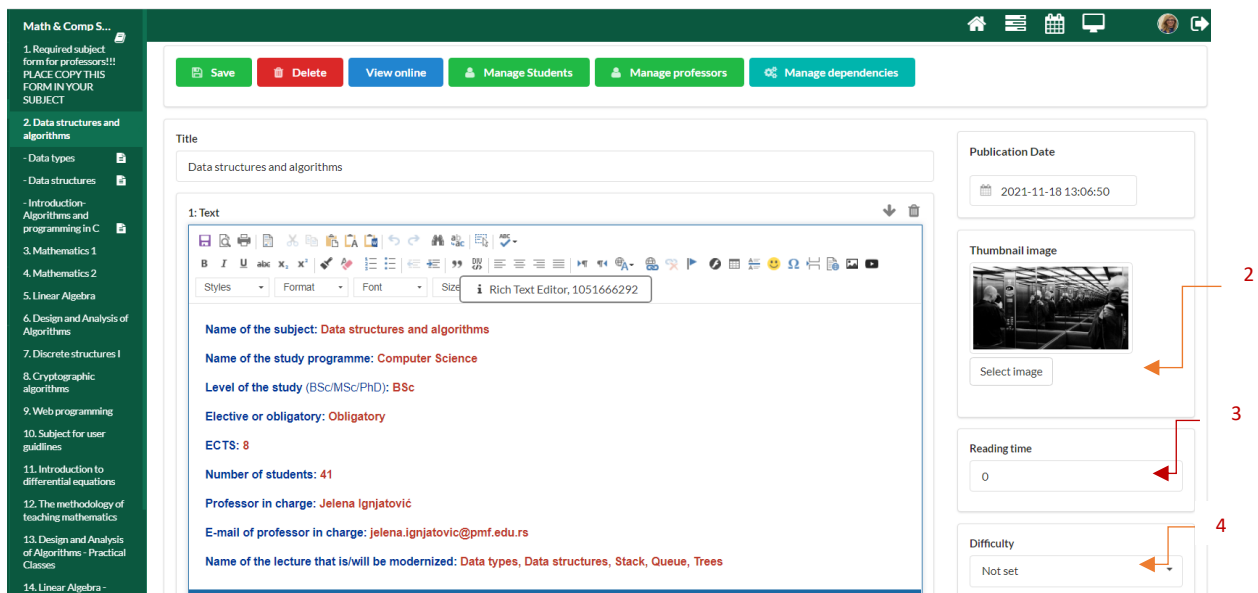
By selecting the + Add new option (either in the navigation bar or in the main menu), the user who has the role of a teacher can add his own courses to innovate and for which he will use the portal services. In the main part of the window, a field opens in which you need to add the name of the subject (name the course) and by selecting the Save option, the new course is defined.



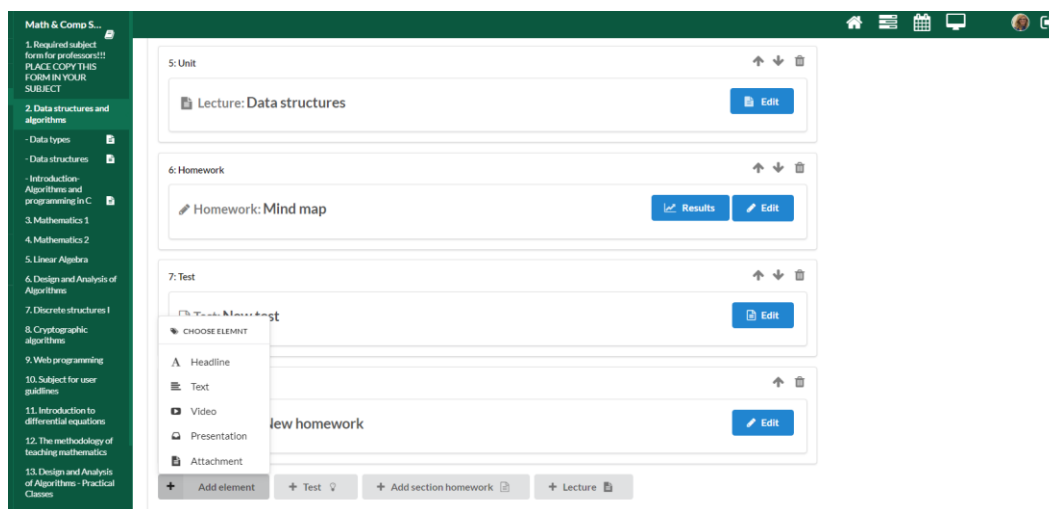
The main levels displayed in the grid view have the ability to upload a cover photo (thumbnail image - image below-2). In addition to the photo, the professor can enter the time needed to read the material (picture below-3), as well as his assessment of how complicated this area is for learning / mastering the material. (picture below-4)

In case the main teaching unit is deleted, all included units, tests, homeworks and other materials are deleted as well!

Note: All changes will take effect only if the „Save“ button is pressed after the configuration is finished.



Creating specific teaching units can be done by choosing elements/sections in the content creation tool. By clicking the “Add Element” option, the corresponding content is being chosen (picture below).



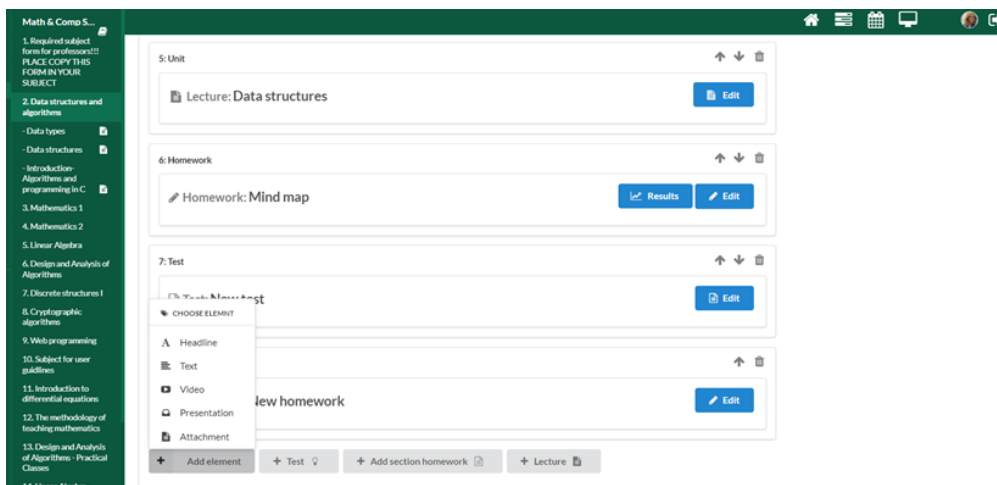
- ❖ Subtitle is a short text which can divide a unit into certain sections
- ❖ Text element opens a window where the text, pictures, tables or links can be inserted. This option allows for text to be formatted and stylised similarly to Microsoft Word.
- ❖ You can use the Video tab to display any video from Youtube inside your lectures. The only thing you have to do is paste a link into the space that says “Video Link”
- ❖ The “Presentation” button allows users to upload a Power Point (.ppt) or PDF (.pdf) presentation into a lecture, making it visible on the platform
- ❖ The “File” field allows the insertion of files of many different formats to a lecture

4. Defining the necessary course info

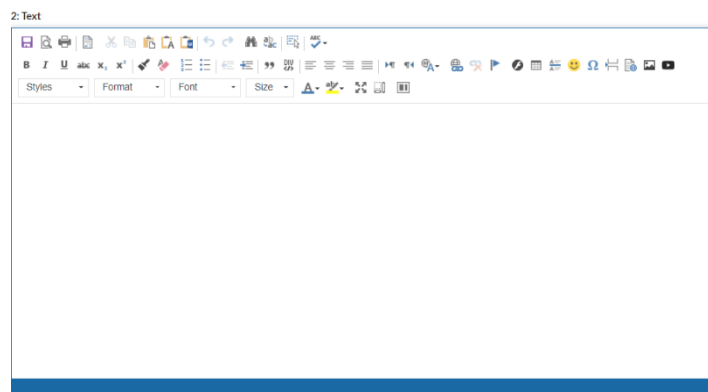
At the starting page of each course the Text Element field must be included. It should include the following info on the course:

- Name of the subject:**
- Name of the study programme:**
- Level of the study (BSc/MSc/PhD):**
- Elective or obligatory:**
- ECTS:**
- Number of students:**
- Professor in charge:**
- E-mail of professor in charge:**
- Name of the lecture that is/will be modernized:**

The element containing the obligatory information about the course can be added by clicking the „Add element“ button or by choosing an option „Text“.



The following file should be filled with the required obligatory information (by simply copying the text or filling-in the form).



Before we show off the tools for structuring a course, we will present the ways of inserting students which attend the given course onto the platform.

5. Managing students

The easiest way to add students who have applied for a subject is to copy the data from files which are already on the faculty forums (usually in .csv or excel format).

	A	B	C	D	E
1	username	firstname	lastname	email	profile_field_idstudent
2	stud.dusan.antonijevic	Душан	Антонијевић	dusan.antonijevic@pmf.edu.rs	10470
3	stud.igor.jovanovic	Игор	Јовановић	igor.jovanovic@pmf.edu.rs	10471
4	stud.milan.jovanovic	Милан	Јовановић	milan.jovanovic@pmf.edu.rs	10472
5	stud.marko.milenkovic1	Марко	Миленовић	marko.milenkovic1@pmf.edu.rs	10473
6	stud.nikolija.cuckic1	Николија	Џукић	nikolija.cuckic1@pmf.edu.rs	10474
7	stud.dimitrije.treskavica	Димитрије	Трескавица	dimitrije.treskavica@pmf.edu.rs	10475
8	stud.nemanija.igijatovic	Немања	Игјатовић	nemanija.igijatovic@pmf.edu.rs	10476
9	stud.dimitrije.cvetkovic	Димитрије	Цветковић	dimitrije.cvetkovic@pmf.edu.rs	10477
10	stud.nikola.krstic2	Никола	Крстић	nikola.krstic2@pmf.edu.rs	10478
11	stud.marko.savic	Марко	Савић	marko.savic@pmf.edu.rs	10479
12	stud.milan.radomirovic	Милан	Радомировић	milan.radomirovic@pmf.edu.rs	10480
13	stud.predrag.djordjevic1	Предраг	Ђорђевић	predrag.djordjevic1@pmf.edu.rs	10481
14	stud.nikola.mitrovic	Никола	Митровић	nikola.mitrovic@pmf.edu.rs	10482
15	stud.milan.djordjevic2	Милан	Ђорђевић	milan.djordjevic2@pmf.edu.rs	10483
16	stud.uros.jovanovic1	Урош	Јовановић	uros.jovanovic1@pmf.edu.rs	10484
17	stud.milan.gasevic	Милан	Гашевић	milan.gasevic@pmf.edu.rs	10485
18	stud.novak.kuzmanovic	Новак	Кузмановић	novak.kuzmanovic@pmf.edu.rs	10486
19	stud.vejko.petkovic	Вељко	Петковић	vejko.petkovic@pmf.edu.rs	10487
20	stud.aleksa.pavlovic	Алекса	Павловић	aleksa.pavlovic@pmf.edu.rs	10488
21	stud.aleksandar.stankovic	Александар	Станковић	aleksandar.stankovic@pmf.edu.rs	10489
22	stud.vuk.markovic	Вук	Марковић	vuk.markovic@pmf.edu.rs	10490
23	stud.ilija.jankovic	Илија	Јанковић	ilija.jankovic@pmf.edu.rs	10491
24	stud.mihailo.kostic1	Михаило	Костић	mihailo.kostic1@pmf.edu.rs	10492
25	stud.aleksandar.marinkovic1	Александар	Маринковић	aleksandar.marinkovic1@pmf.edu.rs	10493
26	stud.milos.djordjevic5	Милош	Ђорђевић	milos.djordjevic5@pmf.edu.rs	10494
27	stud.viktorija.kitanovic	Викторија	Китановић	viktorija.kitanovic@pmf.edu.rs	10495
28	stud.strahinja.vojnovic	Страхиња	Војновић	strahinja.vojnovic@pmf.edu.rs	10496
29	stud.petar.kostic1	Петар	Костић	petar.kostic1@pmf.edu.rs	10497
30	stud.sara.miljkovic	Сара	Милковић	sara.miljkovic@pmf.edu.rs	10498
31	stud.matija.cvetkovic	Матија	Цветковић	matija.cvetkovic@pmf.edu.rs	10499

Slika 5.1.

An example of such a file is given (Fig. 5.1.), Which was obtained from the portal of the Faculty of Natural Sciences and Mathematics in Nis (by selecting the Print in Moodle option). In the first column, they are also given a username, which greatly facilitates the entry of students who are listening to a given subject by forming an appropriate group and copying the appropriate data.

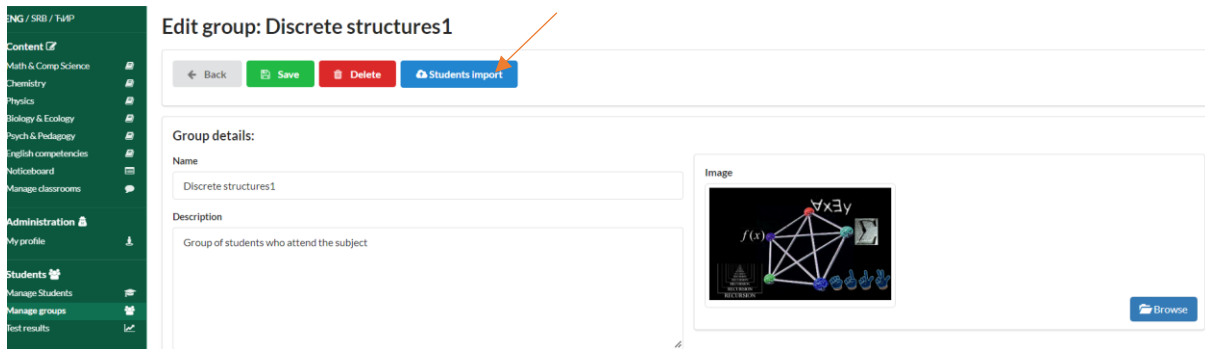
The screenshot shows the Moodle 'Manage groups' page. The left sidebar contains a navigation menu with 'Students' expanded and 'Manage groups' selected. The main content area features a table with the following data:

ID	Title	Description
CF id + 1	History of pedagogy	Students from the Department of Pedagogy who listen to subject History of pedagogy
CF id + 2	Pedagogy (second semester 2021/22)	Students from the Departments of English, Russian, German, and Serbia studies who listen to subject Pedagogy in the second semester 2021/22 academic year
CF id + 3	Didactics 2	Students from the Department of Pedagogy who listen to subject Didactics 2
CF id + 4	Andragogy	Teaching course Andragogy (Adult education) for students of study of pedagogy
CF id + 5	Pedagogy_history and sociology students	Group of students who attended in the teaching course Pedagogy in second semester 2021/22 academic year.
CF id + 6	Advanced Environmental Chemistry	Predavanja - 1. godina MAS Primenjena hemija sa osnovama menadžmenta
CF id + 7	Advanced Environmental Chemistry - Problem Solutions	Teorijske vežbe iz predmeta VISI kurs hemije životne sredine

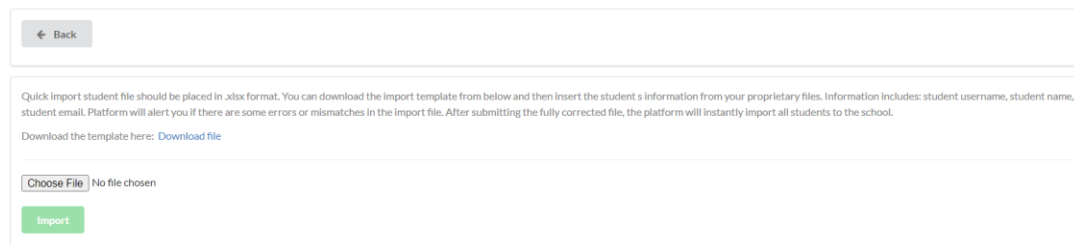
By choosing the „Manage groups“ option, the option to add a new group of students is revealed.

The screenshot shows the 'Create group' form in Moodle. It includes a 'Back' button and a 'Save' button. The form contains two input fields: 'Name' and 'Description'.

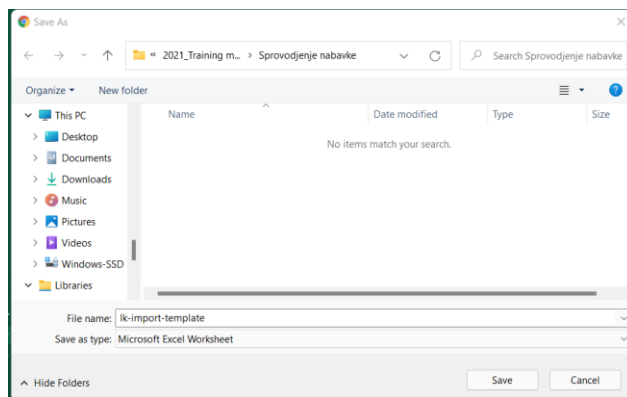
It is necessary to add a name, as well as a short bio for each group, and after pressing the „Save“ button, the following screen will appear:



Students import: SubUserGuide



The „Import Student“ card allows the „ik-import-template“ file (which must not be renamed) to be downloaded upon selecting the „Download file“ option.



The design of this file allows copying of any existing column containing the info about the students. As can be seen in this picture 5.1, there are two columns containing the students' names and surnames, respectively.

For the sake of convenience, the easiest way to add data is to merge two columns:

	A	B	C	D
1	username	Full name	Email	
2				
3				
4				
5				

JM ✖ ✔ fx =B2&" "&C2

	A	B	C	D	E	F
	username	firstname	lastname	email	profile_field_idstudent	
	stud.dusan.antonijevic	Душан	Антонијевић	dusan.antonijevic@pmf.edu.rs		10470 C2

When the cursor is positioned on an empty field (F2 in our case), the following code should be typed into the formula field: „=B2&" "&C2“. This formula connects the field B2 and C2.

	A	B	C	D	E	F	G
	username	firstname	lastname	email	profile_field_idstudent		
1	stud.dusan.antonijevic	Душан	Антонијевић	dusan.antonijevic@pmf.edu.rs		10470	Душан Антонијевић

By sliding the + shaped cursor over the lower parts of the table, the formula is being applied onto other rows as well:

	A	B	C	D	E	F	G	H
	username	firstname	lastname	email	profile_field_idstudent			
1	stud.dusan.antonijevic	Душан	Антонијевић	dusan.antonijevic@pmf.edu.rs		10470	Душан Антонијевић	
2	stud.igor.jovanovic	Игор	Јовановић	igor.jovanovic@pmf.edu.rs		10471	Игор Јовановић	
3	stud.milan.jovanovic	Милан	Јовановић	milan.jovanovic@pmf.edu.rs		10472	Милан Јовановић	
4	stud.marko.milenkovic1	Марко	Миленковић	marko.milenkovic1@pmf.edu.rs		10473	Марко Миленковић	
5	stud.nikolija.cuckic1	Николија	Џуџић	nikolija.cuckic1@pmf.edu.rs		10474	Николија Џуџић	
6	stud.dimitrije.treskavica	Димитрије	Трескавица	dimitrije.treskavica@pmf.edu.rs		10475	Димитрије Трескавица	
7	stud.nemanja.ignjatovic	Немања	Игњатовић	nemanja.ignjatovic@pmf.edu.rs		10476	Немања Игњатовић	
8	stud.dimitrije.cvetkovic	Димитрије	Цветковић	dimitrije.cvetkovic@pmf.edu.rs		10477	Димитрије Цветковић	
9	stud.nikola.krstic2	Никола	Крстић	nikola.krstic2@pmf.edu.rs		10478	Никола Крстић	
10	stud.marko.savic	Марко	Савић	marko.savic@pmf.edu.rs		10479	Марко Савић	
11	stud.milan.radomirovic	Милан	Радомировић	milan.radomirovic@pmf.edu.rs		10480	Милан Радомировић	
12	stud.predrag.djordjevic1	Предраг	Ђорђевић	predrag.djordjevic1@pmf.edu.rs		10481	Предраг Ђорђевић	
13	stud.nikola.mitrovic	Никола	Митровић	nikola.mitrovic@pmf.edu.rs		10482	Никола Митровић	
14	stud.milan.djordjevic2	Милан	Ђорђевић	milan.djordjevic2@pmf.edu.rs		10483	Милан Ђорђевић	
15	stud.uros.jovanovic1	Урош	Јовановић	uros.jovanovic1@pmf.edu.rs		10484	Урош Јовановић	
16	stud.milan.gasevic	Милан	Гашевић	milan.gasevic@pmf.edu.rs		10485	Милан Гашевић	
17	stud.novak.kuzmanovic	Новак	Кузмановић	novak.kuzmanovic@pmf.edu.rs		10486	Новак Кузмановић	
18	stud.veljko.petkovic	Велько	Петковић	veljko.petkovic@pmf.edu.rs		10487	Велько Петковић	
19	stud.aleksa.pavlovic	Алекса	Павловић	aleksa.pavlovic@pmf.edu.rs		10488	Алекса Павловић	
20	stud.aleksandar.stankovic	Александар	Станковић	aleksandar.stankovic@pmf.edu.rs		10489	Александар Станковић	
21	stud.vuk.markovic	Вук	Марковић	vuk.markovic@pmf.edu.rs		10490	Вук Марковић	
22	stud.ijlija.jankovic	Илија	Јанковић	ijlija.jankovic@pmf.edu.rs		10491	Илија Јанковић	
23	stud.mihailo.kostic1	Михаило	Костић	mihailo.kostic1@pmf.edu.rs		10492	Михаило Костић	
24	stud.aleksandar.marinkovic1	Александар	Маринковић	aleksandar.marinkovic1@pmf.edu.rs		10493	Александар Маринковић	
25	stud.milos.djordjevic5	Милош	Ђорђевић	milos.djordjevic5@pmf.edu.rs		10494	Милош Ђорђевић	
26	stud.viktorija.kitanovic	Викторија	Китановић	viktorija.kitanovic@pmf.edu.rs		10495	Викторија Китановић	

When the student credentials are inserted, the file must be saved again, but the name **must stay the same**. The file should then be uploaded to the platform by selecting it and clicking „import“.

	A	B	C
1	username	Full name	Email
2	stud.dragan.djordjevic2	Драган Ђорђевић	dragan.djordjevic2@pmf.edu.rs
3	stud.nikola.nedeljkovic1	Никола Недељковић	nikola.nedeljkovic1@pmf.edu.rs
4	stud.jovana.milenkovic	Јована Миленковић	jovana.milenkovic@pmf.edu.rs
5	stud.nikola.stevanovic3	Никола Стевановић	nikola.stevanovic3@pmf.edu.rs
6	stud.pavle.minic	Павле Минић	pavle.minic@pmf.edu.rs
7	stud.luka.lazarevic	Лука Лазаревић	luka.lazarevic@pmf.edu.rs
8	stud.mina.djordjevic	Мина Ђорђевић	mina.djordjevic@pmf.edu.rs
9	stud.milan.jacovic	Милан Јаковић	milan.jacovic@pmf.edu.rs
10	stud.momcilo.petkovic	Момчило Петковић	momcilo.petkovic@pmf.edu.rs
11	stud.nevena.denic	Невена Денић	nevena.denic@pmf.edu.rs
12	stud.danica.cetkovic	Даница Ђетковић	danica.cetkovic@pmf.edu.rs
13	stud.mihajlo.petrovic	Михајло Петковић	mihajlo.petrovic@pmf.edu.rs
14	stud.marko.milenovic	Марко Миленковић	marko.milenovic@pmf.edu.rs
15	stud.nikola.vasic1	Никола Васић	nikola.vasic1@pmf.edu.rs
16	stud.trajan.gajic	Трајан Гајић	trajan.gajic@pmf.edu.rs
17	stud.filip.stanojevic	Филип Станојевић	filip.stanojevic@pmf.edu.rs

Import studenata: SubUserGuide

← Nazad

Fajl za importovanje studenata može biti ekstenzije: .xlsx. Potrebno je da preuzmete fajl ispod i kopirate iz fajla vaše evidencije sve neophodne informacije za svoje studente(student username, ime studenta, studentov email). Ukoliko postoje greške u fajlovima platforma će ih ispisati i nakon ubacivanja ispravljenog fajla platforma će importovati sve studente.

Preuzmite fajl šablona i ispunite ga neophodnim informacijama: [Fajl za preuzimanje](#)

Choose File spisak_studenataDSA.xlsx

Import

Returning to the selection of courses in the navigation bar and selecting the Manage Students option, a window opens in which we can select a group of students who are listening to a course or in the lower menu you can check all students whose credentials have already been added to the portal. a student who is not a member of that group may be added to the group of students listening to the course). In the lower part of the screen, all students from the university where the teacher is employed are visible, who were previously entered into the portal database either by that or another teacher (Picture 5.2). Each student who will be active in the course, the logged-in teacher can add manually, by selecting Manage students from the navigation panel, and then the + Add option, when a window opens that allows you to manually add student data (Picture 5.3).

	Group name	Group active
1	I group - Multimedia systems in education course	<input type="checkbox"/>
2	DSA	<input checked="" type="checkbox"/>
3	Pedagogy	<input type="checkbox"/>
4	Master studije hemije	<input type="checkbox"/>
5	Discrete structures1	<input type="checkbox"/>
6	Web programming	<input type="checkbox"/>
7	Linear Algebra	<input type="checkbox"/>
8	SubUserGuide	<input type="checkbox"/>
9	Introduction of differential equations	<input type="checkbox"/>
10	The methodology of teaching mathematics	<input type="checkbox"/>
11	Design and Analysis of Algorithms	<input type="checkbox"/>
12	Linear Algebra - Practical Classes	<input type="checkbox"/>
13	Mathematics 2	<input type="checkbox"/>

Slika 5.2.

Add Student

← Back Save

Username

Role

Email for notifications

Active

Fill name

Password

Confirm password

User packages: Meeting & Classroom

User groups: I group - Multimedia systems in education course
 DSA
 Pedagogy

Slika 5.3.

Access to the existing courses

All teachers on the portal are allowed to view other, existing courses from his university, but not to change courses managed by other teachers. If the logged in teacher does not have permission to change the content and adjust the structure of the given subject, the recording and deleting controls are disabled.

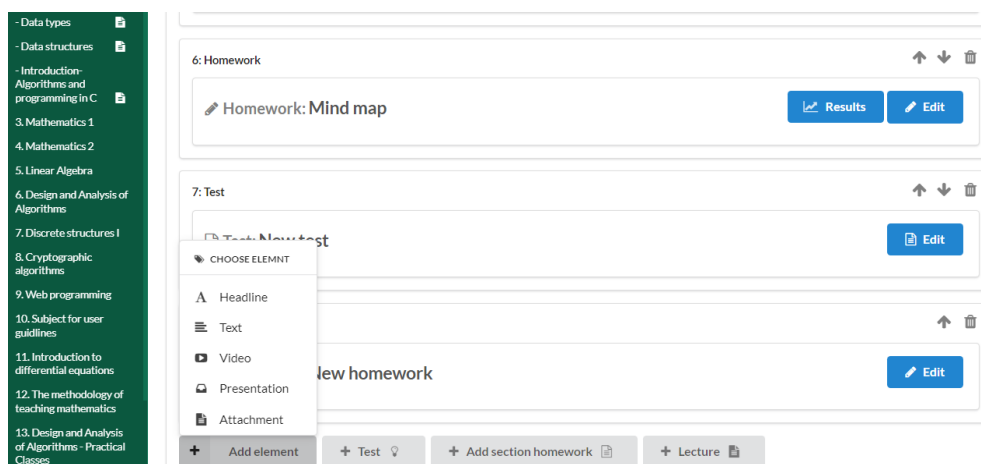


6. Structuring a course

As we have seen earlier, basic elements (such as a subtitle, text, video, presentation, file, etc.) can be added to the main page of a course.

Aside from that, the following hierarchy levels of content can be added:

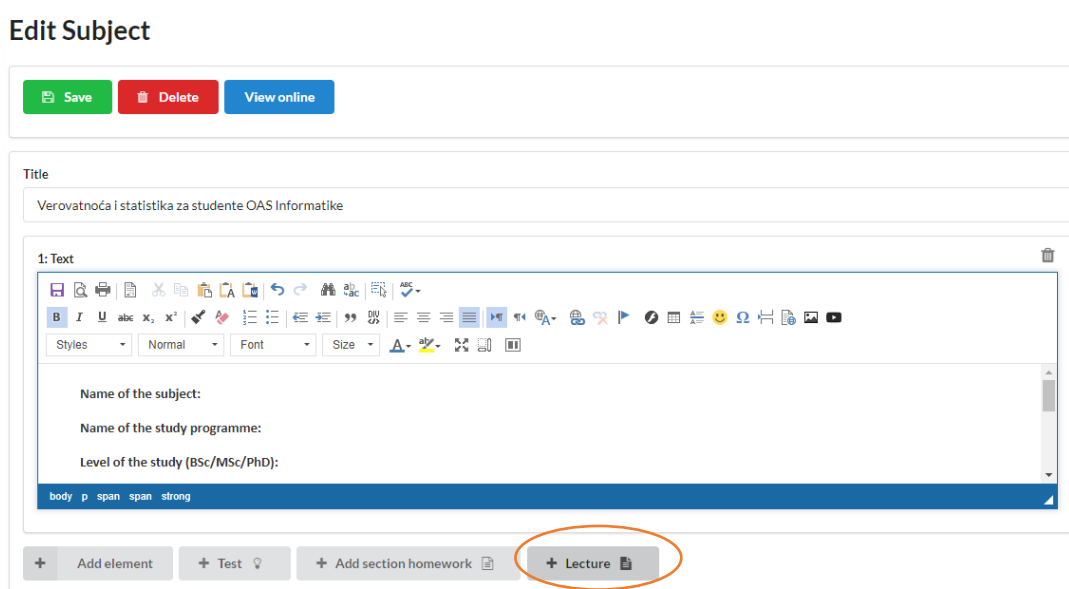
- Lecture
- Homework
- Test



Note. It is good practice that, due to the visibility of the course page, **the basic page of the course contains only the obligatory description and lessons**, and that the teaching contents in the form of basic elements are placed within the lessons. Homework and tests can be added to the lessons if each lesson is accompanied by a defined one of these two activities. Otherwise, it is more efficient to place them on the main page of the course, where they will be clearly visible to the student and draw his attention to the deadlines for fulfilling the requirements.

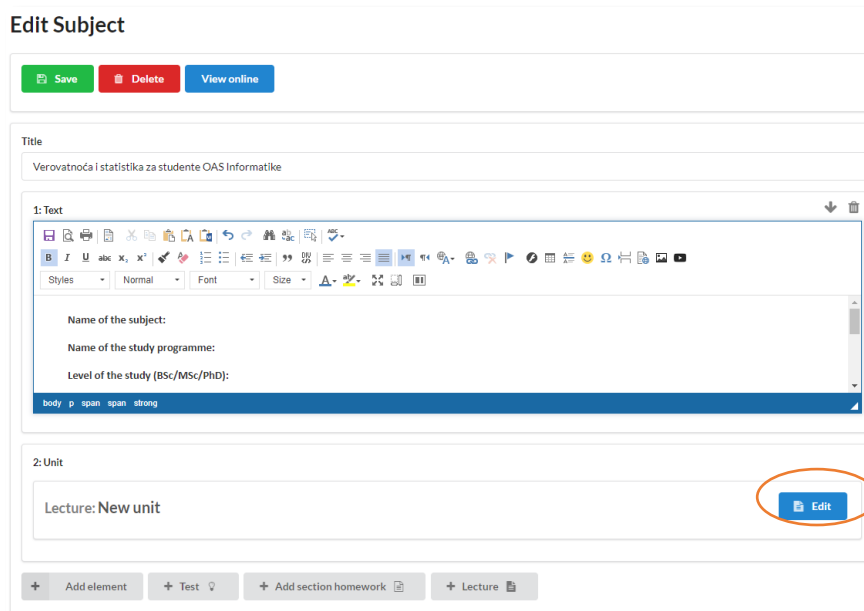
Adding lectures

Adding a new lecture to the course can be done by clicking the „Lecture“ button, when the „New Unit“ window will pop up.



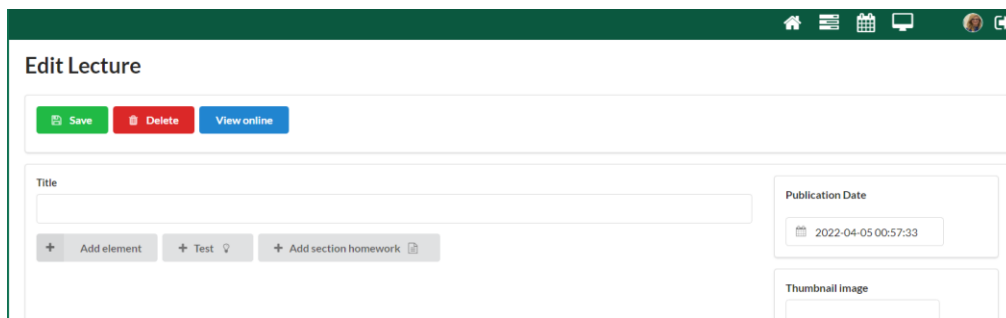
The screenshot shows the 'Edit Subject' interface. At the top, there are three buttons: 'Save' (green), 'Delete' (red), and 'View online' (blue). Below these is a 'Title' field containing the text 'Verovatnoća i statistika za studente OAS Informatike'. The main content area is titled '1: Text' and contains a rich text editor with a toolbar and a text area. The text area contains the following text: 'Name of the subject:', 'Name of the study programme:', and 'Level of the study (BSc/MSc/PhD):'. At the bottom of the interface, there are several buttons: '+ Add element', '+ Test', '+ Add section homework', and '+ Lecture'. The '+ Lecture' button is circled in orange.

A new unnamed lesson needs to be named and content defined, for which you need to click the EDIT button.



The screenshot shows the 'Edit Subject' interface. At the top, there are three buttons: 'Save' (green), 'Delete' (red), and 'View online' (blue). Below these is a 'Title' field containing the text 'Verovatnoća i statistika za studente OAS Informatike'. The main content area is titled '1: Text' and contains a rich text editor with a toolbar and a text area. The text area contains the following text: 'Name of the subject:', 'Name of the study programme:', and 'Level of the study (BSc/MSc/PhD):'. Below this is a section titled '2: Unit' which contains a text field with the text 'Lecture: New unit'. To the right of this text field is a blue 'Edit' button, which is circled in orange. At the bottom of the interface, there are several buttons: '+ Add element', '+ Test', '+ Add section homework', and '+ Lecture'.

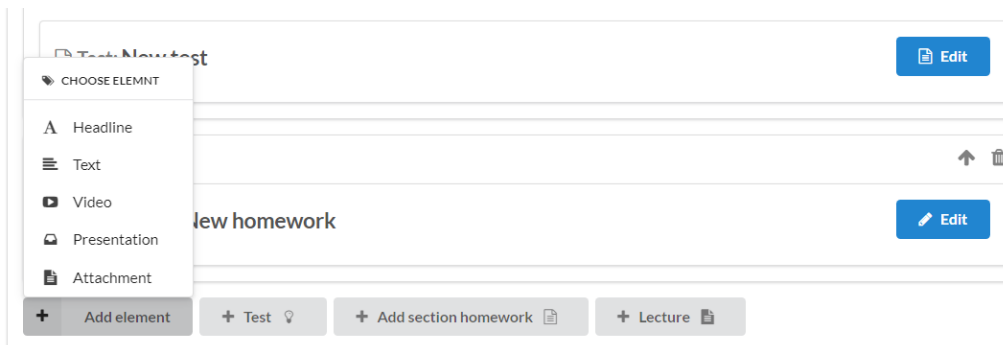
In User Mode, the page of a newly-formed lecture includes a field for the lecture title, recording controls, deletion and overview of the lecture.



Editing a lecture

The following things can be added to a lecture:

- Basic elements (subtitle, text, video, presentation, file in any format downloadable by the participants of the course)
- Test
- Homework



Adding basic elements to a lecture consists of 3 steps: Postavljanje osnovnih elemenata u lekciju se odvija u tri koraka:

1. Addition

Adding is done by clicking on the appropriate menu option, which opens by clicking the Add element button. For example, by adding a Headline element to the lesson page, a field appears that will represent the subtitle and in which the text will need to be entered.

2. Content modification

Modifying involves different activities depending on the type of element. In the case of the Subtitle element, it only means entering text in the appropriate field.

Naslov

Prva lekcija

1: Headline

Vodič za nastavnike


+ Dodaj element + Test + Domaći zadatak

3. Recording

Recording is done by clicking the SAVE button at the top of the lesson edit page. Only after saving, the change in the content of the lesson is valid, and with the added element, an icon for its removal appears.

1: Headline

Verovatnoća



Each new element added to the lesson is added last. Changing the arrangement of additional and recorded elements is possible by clicking on the arrows located in the upper right corner of each element and serve to move the element one position above or below the adjacent elements.

Title

Slučajni događaji i verovatnoća

1: Headline

Verovatnoća


2: Text

Циљ теорије вероватноће је да обезбеди математички модел за описивање случајних појава

3: Presentation:

Current presentation name: Predavanje 01 - SLUCAJNI DOGAĐAJI I VEROVATNOĆA.pdf

Upload new presentation: No file chosen



Changing the settings of the set elements does not require special action, because all the fields that can be adjusted are always open for changes.

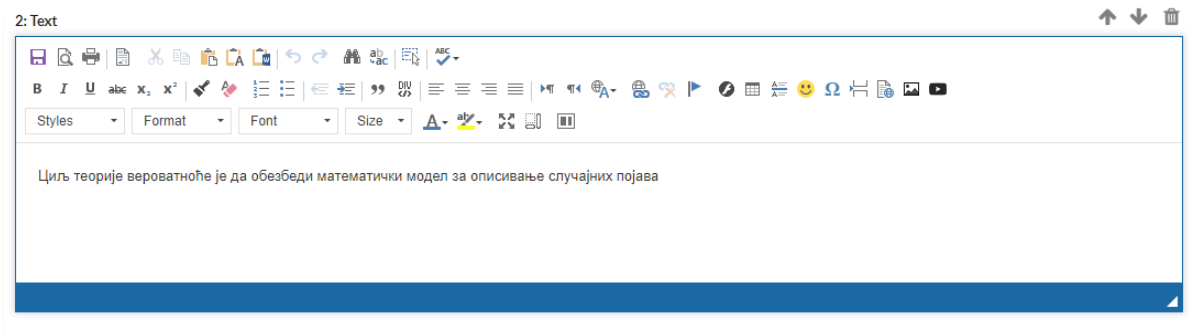
Setting basic lecture elements

Subtitle

Setting a subtitle is done by changing the content of a text field in which a subtitle has already been included.

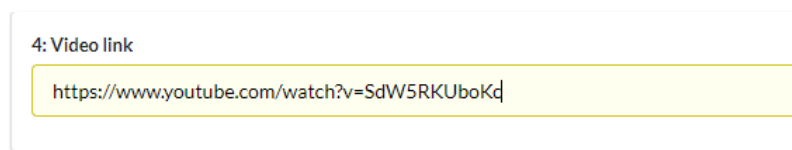
Complex text element

The text element is adjusted by entering / changing the content of the text field. A text element, unlike a subtitle, can have a more complex structure. It is formatted in the form of an HTML document, which does not mean that the user is required to know HTML and accompanying scripting languages. To enter and edit the content of a text element, the user has access to a range of commands represented by icons with which the content can be formatted. The palette is similar to the palettes of standard word processors, so explanations of its elements are not covered in this guide.



Video

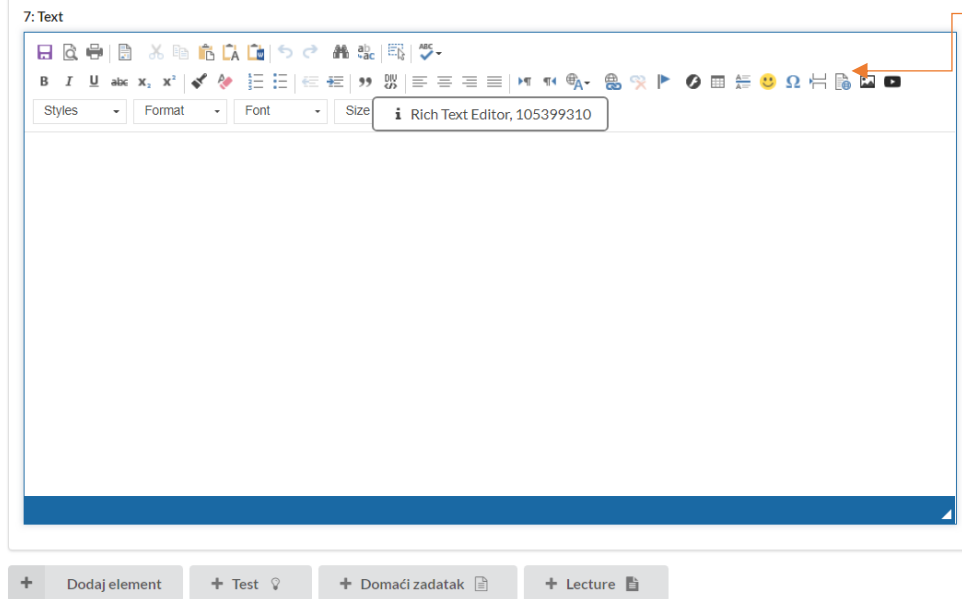
Video element setup involves providing an external link to the video material posted on one of the video sharing platforms such as *YouTube*.



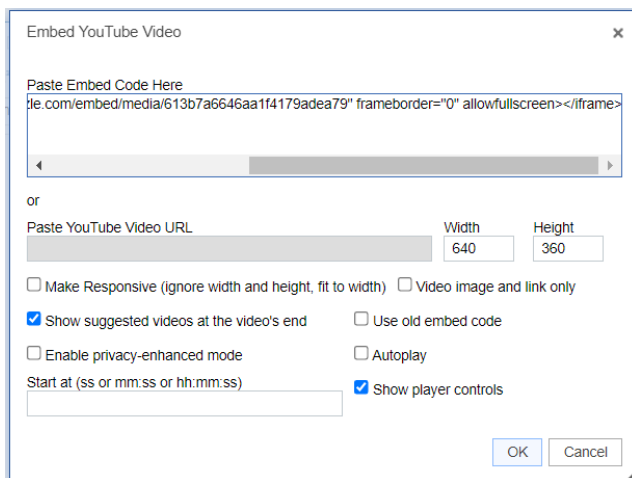
When a video element is defined, it is nested on the lesson page, so that the student can view its content on the page itself without going to the platform on which the video material itself was originally placed.



To set other types of videos from the Internet, you should use Embedded links that are added to the text element



This opens a window where you can copy the Embedded video link and adjust the screen size where the video content will be displayed.

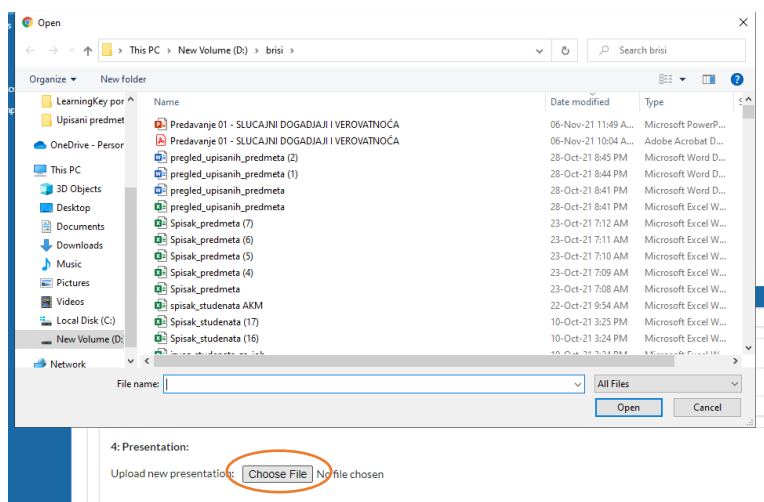


The educative video made in Edpuzzle app and added by copying embeded links looks like this:

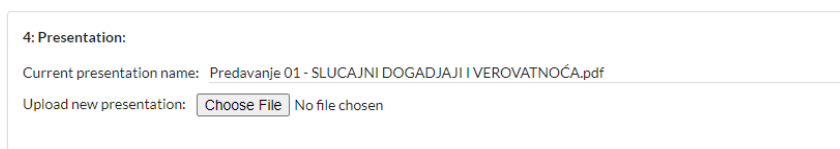


Presentation

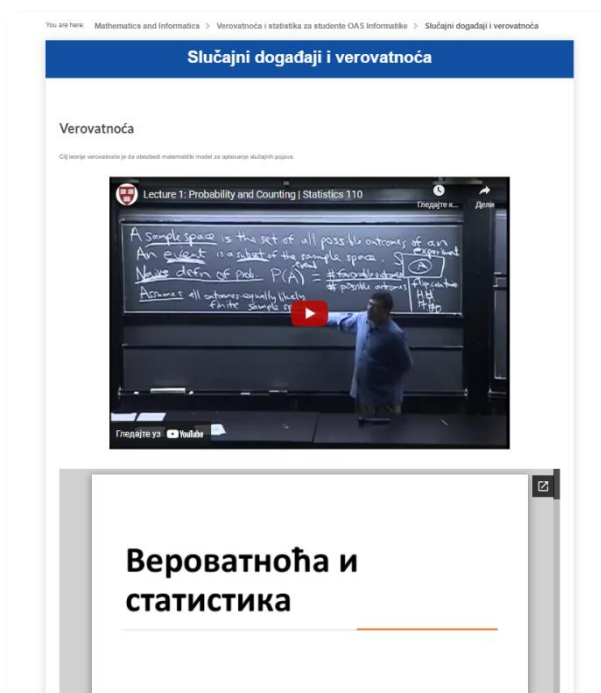
Setting up a presentation type element involves clicking the Choose File button and selecting a document to download from the teacher's local computer, after which it is placed on the portal itself.



If the document has already been uploaded and the lesson setting has been saved, it is possible to replace it by selecting another document from the teacher's computer.



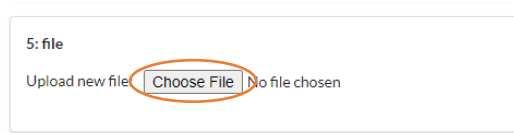
The document containing the presentation can be submitted in pdf or ppt format. As in the case of



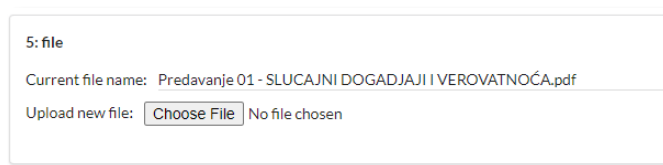
the video element, the presentation will be available for the student to view on the lesson page itself, without downloading the document itself.

Attachment

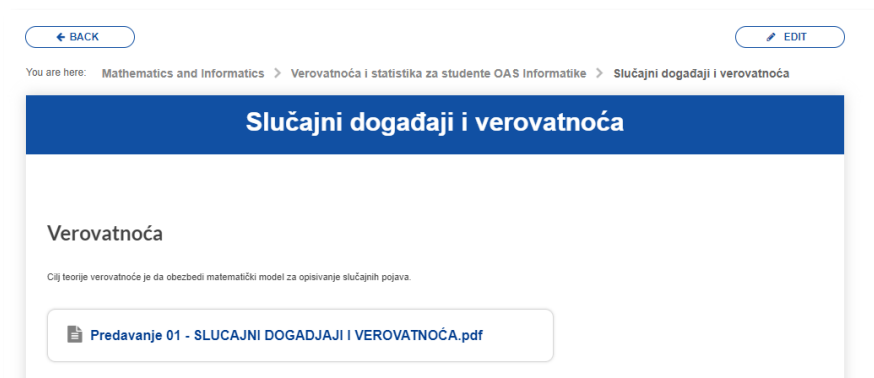
Adjusting / modifying an attachment type element is done in the same way as adjusting changes to a presentation type element. The initial setup involves clicking the Choose File button and selecting a document to download from the teacher's local computer, after which it is placed on the portal itself



If the document has already been uploaded and the lesson setting has been saved, it is possible to replace it by selecting another document from the teacher's computer.



After setting the element of the attachment type and recording the lesson itself, the attachment will be available for the student to download on the lesson page itself

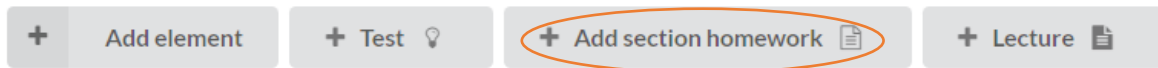


7. Homeworks

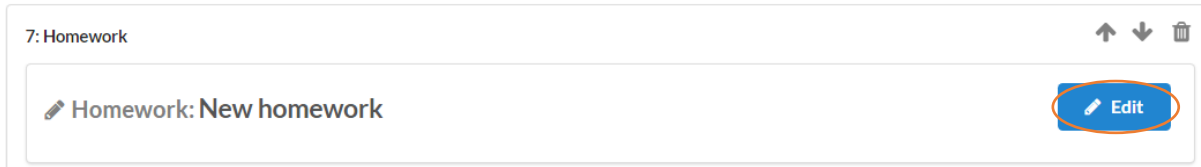
As already mentioned, homework can be set on the homepage of the course, but also on the lesson pages.

Creating and publishing homeworks

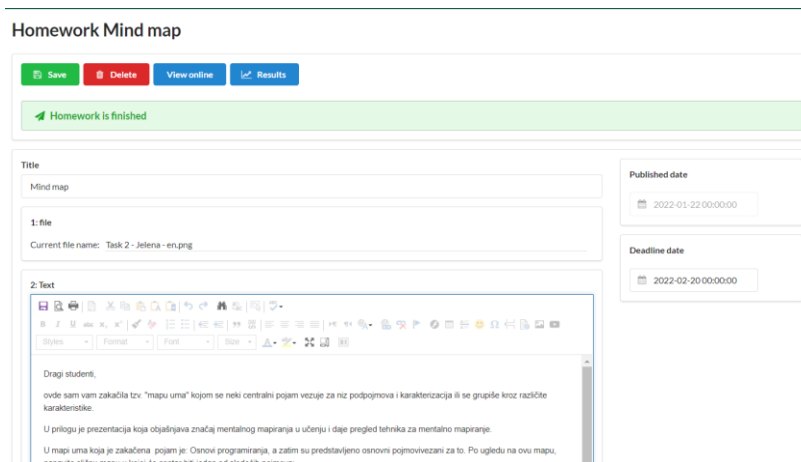
Homework setup starts by clicking on the Add Section Homework button at the bottom of the course / lesson edit page.



The content of the homework is defined by clicking the Edit button in the field that represents the homework itself.

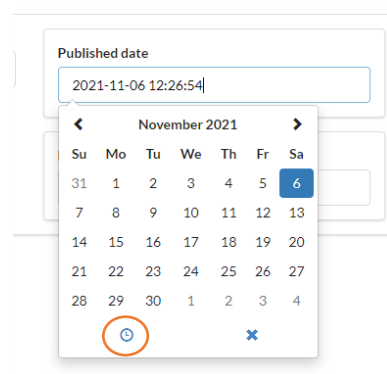


After starting the settings of this element, the page for its editing opens. It is necessary to define the name of the task, and then using the basic elements (as described in defining the content of the lesson) to give a description that students will see as its setting.



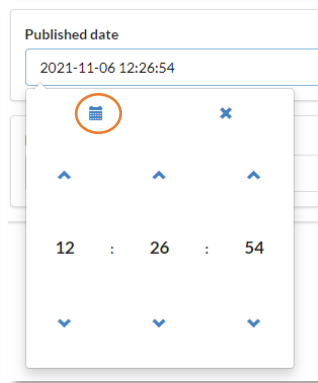
Aside from defining the homework settings, it is also necessary to:

1. Define the moment from which the homework will be published, ie visible to the student. By clicking on the Published date field, the teacher is shown a mini form with a calendar in which it is possible to select the date of publishing the homework.



Defining the moment during the selected day, when the homework will be published, can be

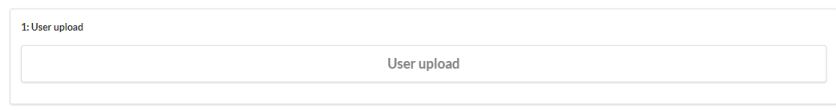
set by clicking on the clock icon located at the bottom of the mini form with the calendar



You can return to the calendar view by clicking on the calendar icon at the top of the mini form.

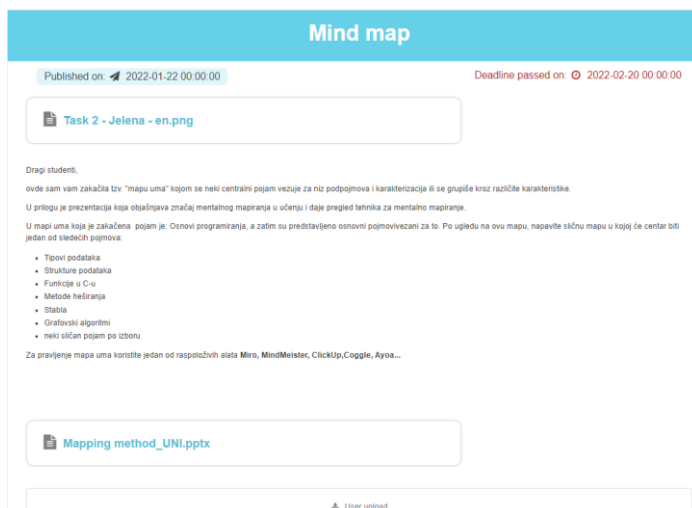
2. Define the moment until the code will be possible to submit the completed tasks. The deadline for submitting homework is defined by setting the contents of the Deadline date field, which is filled in the same way as the Published date field.
3. Add an element which will allow for a completed exercise to be published.

This step is optional and does not have to be performed unless the nature of the task requires it. Clicking the User upload button will display the User upload element on the homework edit page.

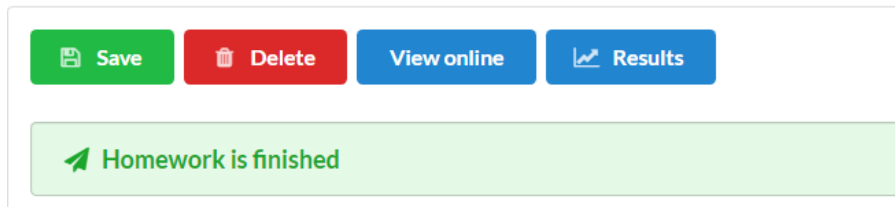


The element does not require any additional adjustment. There can be several such elements within one homework assignment

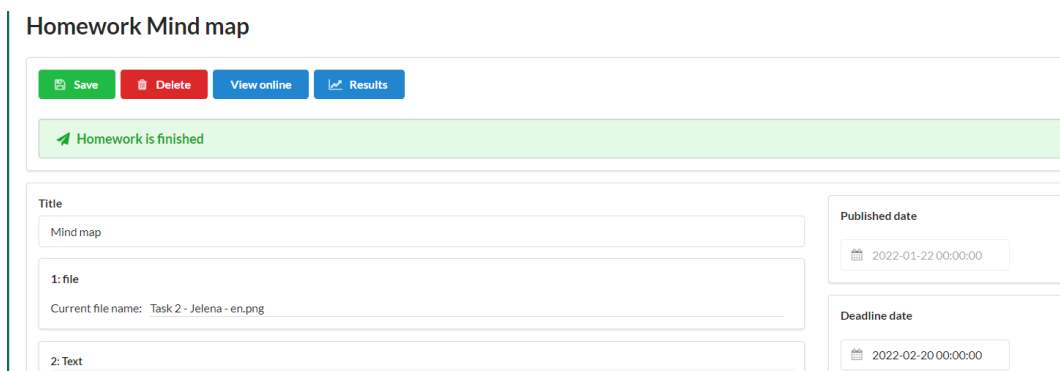
By clicking on the field for entering assignments, the student will see a window in which he will be able to attach a file of any text type, PDF, jpeg, png, etc. which needs to be sent to the professor for examination. If it is necessary to submit several files, the professor must create several input fields, because one field can contain only one file. The student sees this leprosy as follows:



From the moment defined for publishing the homework, changes in the task settings are no longer possible, which can be seen on the page for editing the task itself






After the deadline for completing the homework by the student on the page for editing the task is visible message about the expiration of the period for the task.



Overview and discussion of the homework

When the deadline for submitting the homework has expired, the teacher can check whether the assignment was done correctly by each student individually. Homework qualifies as Passed or Failed, or as successfully completed or not.

By clicking on the Results button of the element of the homework type, a list of students from whom the task is expected to be completed is obtained

DSA, Web programming	Милан Јаћовић		0 / 1 Not done
DSA, Linear Algebra, Linear Algebra - Practical Classes, Web programming	Момчило Петковић		0 / 1 5 (pet)
Design and Analysis of Algorithms, DSA, Linear Algebra, Linear Algebra - Practical Classes	Невена Дешић		1 / 1 10(deset)

Next to each student's name is a summary of homework status information. For example:



represents the information that the task is unexamined and that 0 of the 0 expected tasks have been submitted



represents information that the student has not successfully completed the homework and that 0 of the 0 expected assignments have been submitted



represents information that 0 out of 1 expected assignments have been submitted and that the student has received a grade of 5 (in the defined grading system)

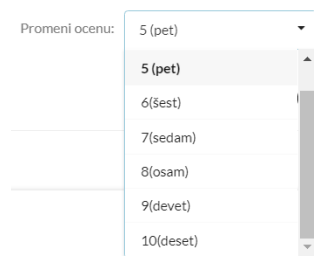


represents the information that the student has successfully completed the homework and that 1 of the 1 expected assignments has been handed over and received 10

Clicking on the student's name displays a window in which it is possible to get more detailed information about the status of the student and leave a comment or respond to the student's comment.

The screenshot shows a 'Mind map' interface for a student named Daniča Tjetković. The interface includes a progress bar with 6 tasks, a grade change dropdown set to 10, and a discussion window with a comment from Jelena Igrjajević UNI_1.

After the deadline for homework or after uploading by a student, the professor can evaluate the work. Marking tasks as successful / unsuccessful is done by selecting the appropriate value from the "Change grade" list



After selecting the appropriate grade, the window of the reviewed task is closed and the list of students from whom the task is expected to be prepared is displayed, together with the updated review statuses.

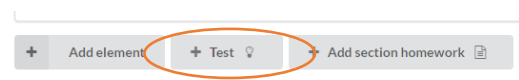
Note. If the homework has been published, but the deadline for submission has not expired, the status of the assignment is presented by each student individually and discussions between teachers and students related to the assignments are possible, but not grading, because the field for entering grades is not visible.

8. Tests

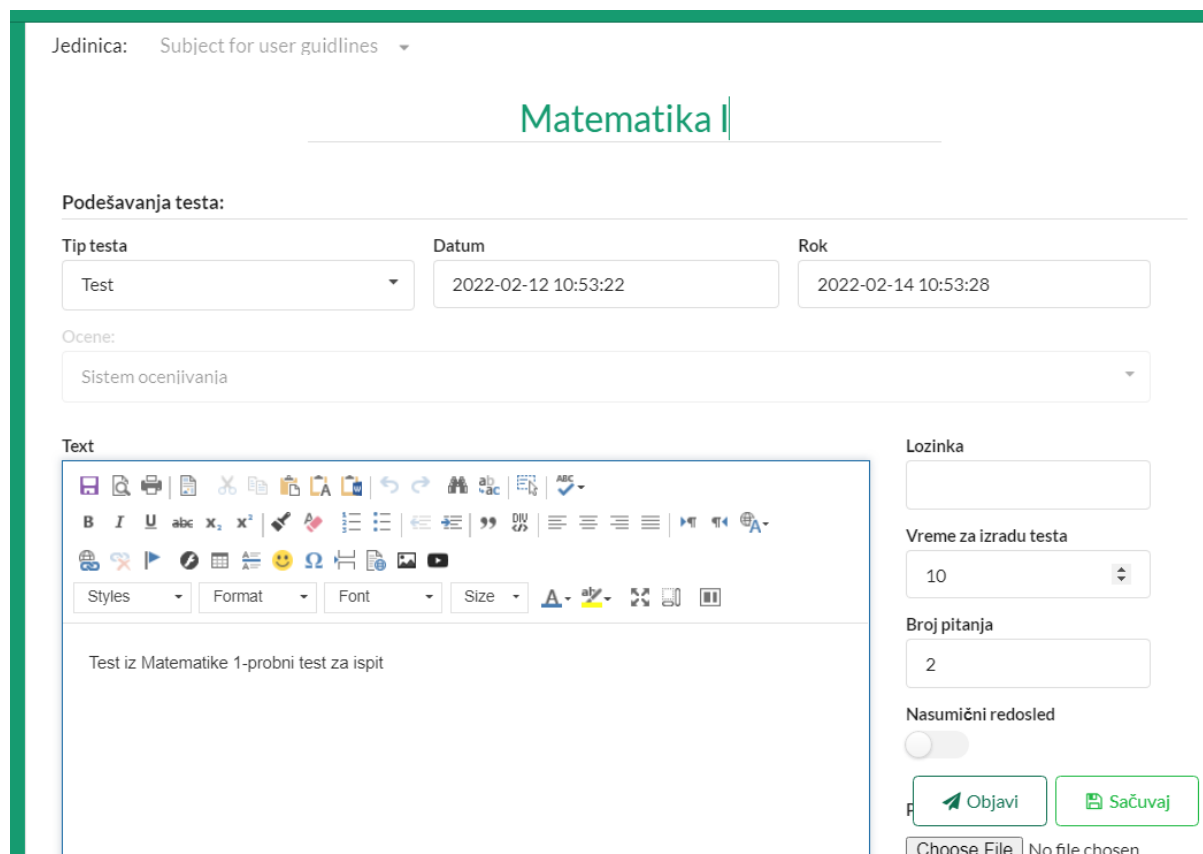
As already mentioned, tests can be set on the homepage of the course, as well as on the pages of lessons. The duration of the test refers to the total time of the test, the student can navigate between the questions asked and give answers in the order he wants. Until the student completes the test to the end, the correct answers are not displayed, the questions to which the student gave the answers are marked with an asterisk within the question navigation. On the last question there is a button to end the test, and if the student has not given answers to all the questions the platform throws out a notification that the student has not answered every question. Immediately after the test, the student is shown the number of points won, the maximum number of points and the grade he received. The test can be done only once, unless the professor decides to allow the student to retake the test from the admin panel. In the part of analysts, you can find a detailed report with correct and incorrect answers, points, grade, etc.

Creating and defining a test

Starting the test starts by clicking on the TEST button at the bottom of the course / lesson edit page.



After clicking, a form opens to define the general parameters of the test, and then the questions themselves.

The screenshot shows a web interface for configuring a test. At the top, it says 'Jedinica: Subject for user guidelines' and 'Matematika I'. Below this is the 'Podešavanja testa:' section. It includes three input fields: 'Tip testa' (set to 'Test'), 'Datum' (2022-02-12 10:53:22), and 'Rok' (2022-02-14 10:53:28). There is also an 'Ocene:' dropdown set to 'Sistem ocenjivanja'. A rich text editor is visible with the text 'Test iz Matematike 1-probni test za ispit'. On the right side, there are fields for 'Lozinka', 'Vreme za izradu testa' (10), 'Broj pitanja' (2), and a 'Nasumični redosled' toggle switch. At the bottom right, there are 'Objavi' and 'Sačuvaj' buttons, and a 'Choose File' button with 'No file chosen' text.

Setting the basic parameters of a test

The first step in defining a test is to set general test parameters. In the displayed form it is necessary to enter:

1. Test name

Enter test name

2. Test type

The test type can be chosen from this drop-down menu:

Test type

3. The test publishing schedule

Defining the publishing schedule can be done in the same way as when creating a homework.

Date

4. The deadline for finishing the test

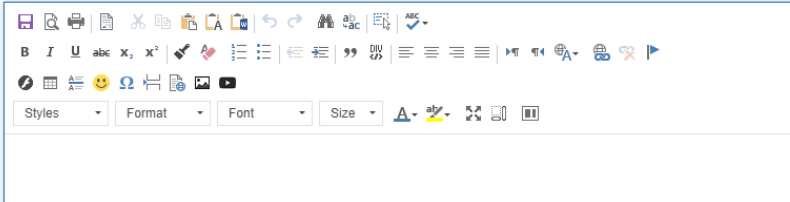
Done the same way as when setting up homework

Deadline date

5. Test info

The description of the test is entered in the Text field. The description of the test will be visible to the student before he / she starts writing the test.

Text



6. Runtime of the test in minutes (the clock starts ticking at the time when the student runs the test)

Test time

7. Question count

Question count

If the professor enters 100 questions and the number of displayed questions entered in the creator is 10, the platform will list 10 questions in a row (unless random display of questions is included). If random question display is enabled, the platform will create a separate group of randomly selected questions for each student. After entering the values for the specified fields, the test can be saved by clicking on the Save button, which is located in the lower right corner of the form.



Note. Only after recording the necessary test parameters, it is possible to define questions. In addition to the necessary general parameters listed, each test must have a defined method of assessment. Assessment can be defined only after defining the questions and points earned on each of them. Until a sufficient number of questions is defined, the field for entering the evaluation method, i.e. converting earned points into a grade will not be available for completion.

Test grades:

Grading system

Optional test parameters

It is possible to turn on/off the random question order.



It is possible to define a password that the student will enter when starting the test. The password is entered in the (Password) field

Password

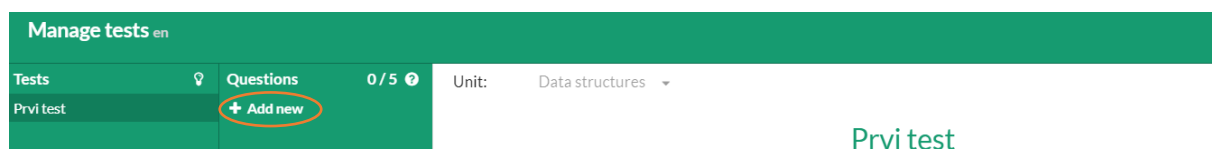
Attachments can also be added to the test. Attachments can be added only after setting the basic parameters and saving them. Each attachment is added by clicking the Choose File button and selecting a document from the test creator's computer



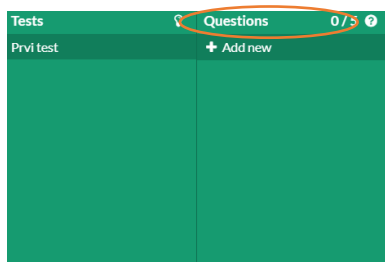
Entering questions

After recording the basic test parameters, the list of tests will include newly defined tests. This will also allow you to enter questions.

Questions must be organized in groups, and each group must contain at least one question. When a student solves a test, questions are placed on the basis of defined groups. This means that questions from one group will be displayed on one screen. If the test has, for example, 3 groups, then the student will have three question screens during the test, of which only one will be displayed at a time. Until he passes the test as completed, the student can move from one group of questions to the next, but can also return to the previous one.



Defining a new group of questions starts by clicking on the Add new field in the Questions section.



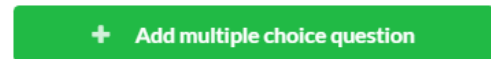
Insert question placeholder



By clicking this icon:  , a picture can be added, if necessary.

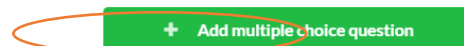
Two types of questions can be added to a group of questions:

- Multiple choice questions
- Answer entry questions



Defining multiple-choice questions

Adding questions with offered answers starts by clicking the ADD MULTIPLE CHOICE QUESTION button.



A section for entering questions and offered answers will appear on the part of the form for defining the group.

The question text is entered to the Insert subquestion placeholder field.

The correct answer is entered into the field: Insert option placeholder , while the point count that the answer awards has to be typed in the adjacent field, which has a default value of 0.

Adding the offered answers is done by clicking on the Add optional answer button and filling in the appropriate fields.

It is possible to enable / disable the option of selecting multiple answers by the student. In case multiple answers are enabled, the number of points that the question carries represents the sum of points of all answers



Defining the answer entry questions

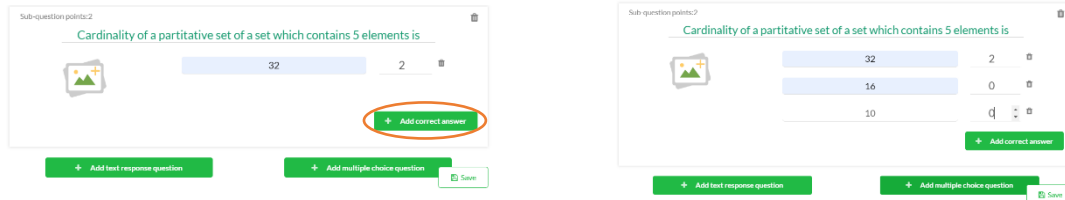
Adding a question with answer entry begins by clicking the Question with answer entry button (Add text response question).

A section for entering points and answers that will be scored will appear on the part of the form for defining the group.

The question text is included in the field Insert subquestion placeholder .

The correct answer is entered in the field: Insert answer placeholder , while the point count that the answer awards has to be typed in the adjacent field, which has a default value of 1.

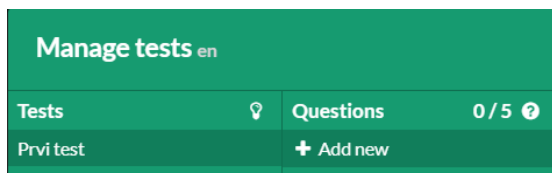
It is possible to define multiple correct answers. Each new answer can be added by clicking the „Add correct answer“ button.



It is possible to define a different number of points for each answer. In that case, in the total number of points that the test carries, the largest of the stated numbers of points that the answers to the question carry is included.

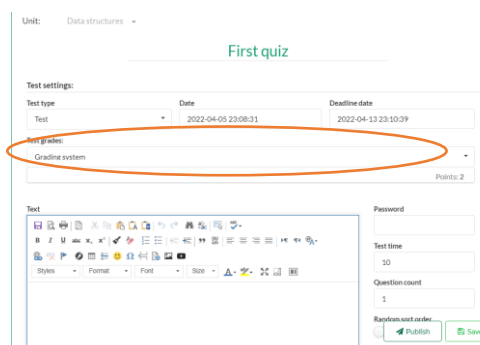
Defining new question groups

In order to define a new group of questions, it is necessary to save the changes made when defining the previous group by clicking on the Save button. The name of the group of questions that has just been recorded will then appear in the Questions section. By clicking on the name of the test whose definition is in progress, the Add new field will appear in the Questions section. Clicking on the displayed field will enable the creation of a new group of questions.



Defining the grading system and publishing results

When the predicted number of questions is defined, it is necessary to define the method of assessment in the settings of the whole test. If the form for setting general test parameters is not already displayed, it can be accessed by clicking on the test name in the Test section. In the section for setting test parameters, the field for defining the evaluation method is now active.



The total number of points that can be scored on the test is automatically calculated and visible.

Test grades:

Grading system

Points: 2

From the drop-down list of Grades (Test grades) it is necessary to select the range of grades / points that can be obtained on the test, after which fields will appear for entering the minimum number of points to be won, for each grade individually

Ocene:

5-10

-1	1	2	3	4	Poeni: 5
5 (pet)	6(šest) ✓	7(sedam) ✓	8(osam) ✓	9(devet) ✓	
5					
10(deset) ✓					

After filling in and grading the test, it is possible to publish it by clicking the Publish button (Publish).



The published test will be visible and available to students at the time defined in the setting of the test itself.

Overview of the test and discussion results

Insight into test results takes place in a manner similar to insight into submitted homework.

Insight into the results of a particular test begins by clicking on the Results button of the test type element (on the course / lesson page where the element is located).

3: Test

Test: First quiz

Edit

The main part of the window shows a list of students who are expected to take the test with summary information about who the student is and how successfully he took the test.

Learning Key Professor

ENG / SRB / TUR

Sadržaj

- Math & Comp Science
- Chemistry
- Physics
- Biology & Ecology
- Psych & Pedagogy
- English competencies
- Noticeboard
- Upravljanje učionicama

Administracija

- Moj profil

Studenti

- Upravljanje Studentima
- Upravljanje grupama
- Rezultati testova

Math & Comp Science

1. Required subject form for professors!!! PLACE COPY THIS FORM IN YOUR SUBJECT
2. Data structures and algorithms
3. Mathematics 1
4. Mathematics 2
5. Linear Algebra
6. Design and Analysis of Algorithms
7. Discrete structures I
8. Cryptographic algorithms
9. Web programming
10. Subject for user guidelines
11. Introduction to differential equations
12. The methodology of teaching mathematics

Rezultati: Matematika I

Studenti:

I group - Multimedia systems in education course	Ana Dimitrov	🗨️ 📢 /
DSA, Linear Algebra	Nikola Vasic	🗨️ 📢 /
DSA	Дејан Танасић	🗨️ 📢 /
DSA, Web programming	Драган Ђорђевић	🗨️ 📢 /
DSA, Web programming	Никола Недељковић	🗨️ 📢 /
DSA, Web programming	Јована Миленковић	🗨️ 📢 /
DSA, Web programming	Никола Стевановић	🗨️ 📢 /
DSA, Linear Algebra	Павле Минић	🗨️ 📢 /

Clicking on the student's name opens a window with detailed information about the selected student's test.

Student: Testni studentski nalog
Groups: UNIKG, UNIKG - IMI - Verovatnoca i statistika za informatiku

Earned: 2
Max: 5

Started at: 5 November 2021, 1:00 pm
Took time: 24s

Finished at: 5 November 2021, 1:00 pm

Test details

Question 1 (0/1) Napredni deo testa

Koji je danas dan?

Possible answers

Ponedjeljak	0	0	x
Utorak	0	0	
Petak	0	1	

Question 2 (2/4) Osnovna pitanja

Kako si?

Possible answers

Odlisno	2	2	✓
Dobro	0	1	
Uzaviano	0	0	

Koji je glavni grad Srbije?

Correct answers

Beograd	0	1
Kragujevac	0	1

Discussion

Within the same window, the teacher has the opportunity to see the student's comments in the Discussions section at the bottom of the window, as well as to post his own.

Discussion

Send

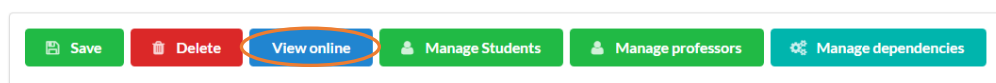
9. On-line test review

As already mentioned, the setting and setting of courses, tests and homework takes place on the administrator's side of the portal.

If the teacher wants to access the web presentation of the forum and see the display mode of the published materials, they can:

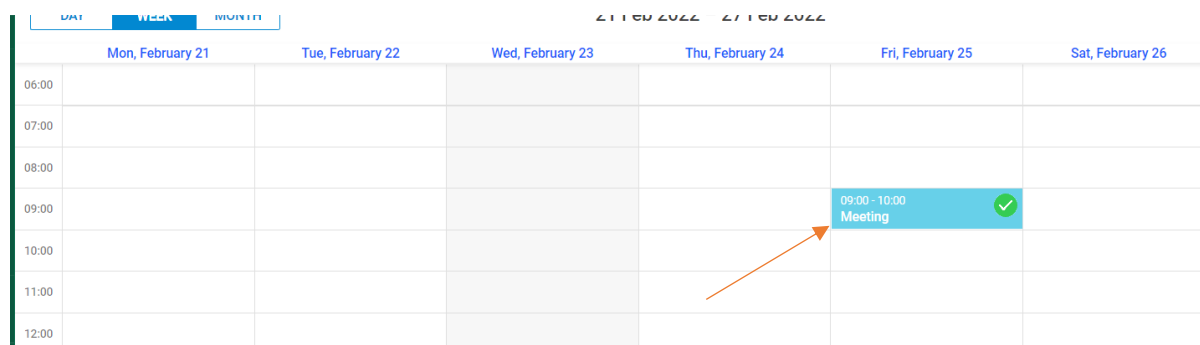
1. Load the web presentation at: <https://learning.tecomp.ni.ac.rs/> or
2. Press the „View online“ button at the editing page directly.

Edit Math & Comp Science



10. Calendar - Free booking system

Scheduling classes and appointments is done in the LearningKey calendar, in two steps. The first step involves finding the desired date on the calendar:



After clicking on the desired date in the window, you need to select the type of appointment (classroom or meeting). The duration of the classroom is set at 45 minutes, and the time provided for the meeting is 60 minutes (1 hour).

Clicking on the “Show in admin” option in the upper right corner opens a window where it is possible to enter the students who need to attend the event, by selecting the “Manage students” option. Participants entered by the professor will, when they select the “Enter class” option, receive an invitation to attend the event, on their calendar. As soon as the student is assigned to the class / meeting, the teacher will receive a notification and the class will be successfully scheduled. The classroom can be entered half an hour before the start of the class

In addition to the fact that the professor can create a class, it can also be assigned to a class that is shown on the calendar and which was initiated by the students.

Clicking on the “Enter class” (2) option or the link (3) opens a virtual classroom. Anyone with link 3 can enter the class, which can be copied by selecting and clicking on it.

Edit classroom

English Serbian Тирлицица

Save Delete Manage Students Go to class <https://classroom.tecomp.ni.ac.rs/?classroom=533>

Title
Classroom

Text

Starts at
2022-04-06 06:30:00

Ends at
2022-04-06 07:00:00

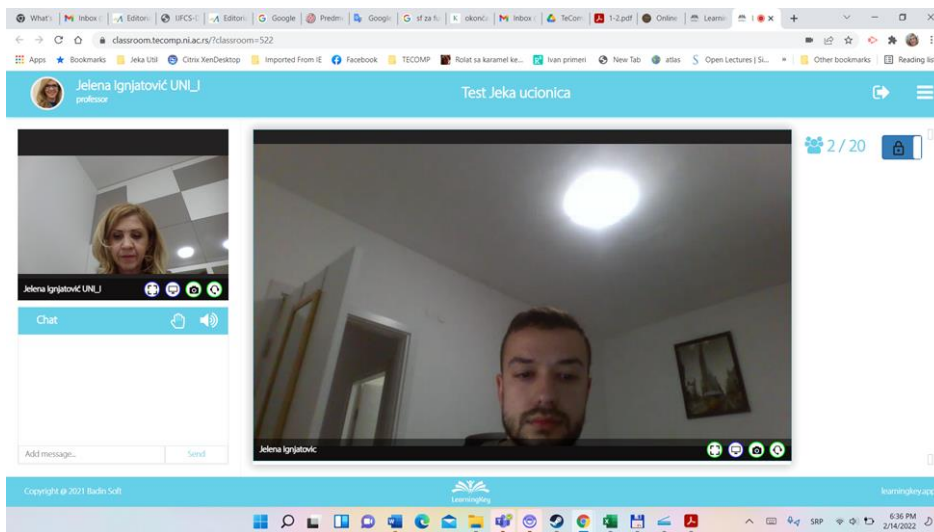
Password

Class type layout: Virtual Classroom

<https://classroom.tecomp.ni.ac.rs/?classroom=530>

11. Classroom design and teacher's tools of facilitation

Virtual classroom - Within the virtual classroom, students are listed to the right while the board is in the center of the screen. The maximum number of users is determined by the administrator.



LearningKey table and professor controls

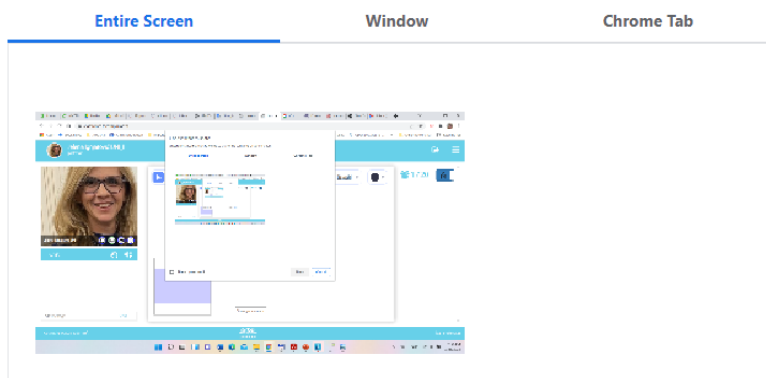
In the Virtual Classroom, an interactive whiteboard is always available to the professor as a tool for improved interaction and class quality.

Teacher's controls - the picture above (1) shows the controls that the teacher can apply to himself and the students.

The first icon on the left is to enlarge your or the student's screen to keep everyone in focus. If the teacher enlarges himself / herself, all students will see that person enlarged instead of the center board.

The second icon is the share screen icon where the teacher and students can share their screen and show live things that work on their computer. By clicking on the share screen button, a window will appear with the selection of the tab (part of the screen) you want to display.

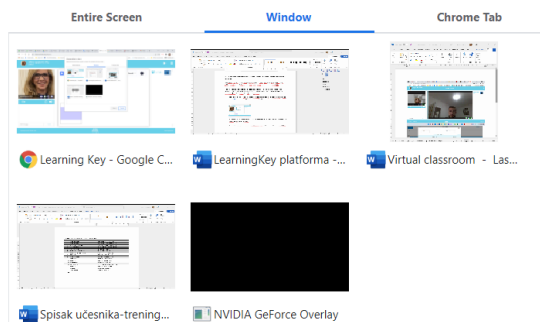
- Your entire screen (show all on-screen activity)



- Application Window (only show a specific window of a single app, ignoring the rest of the screen)

Choose what to share

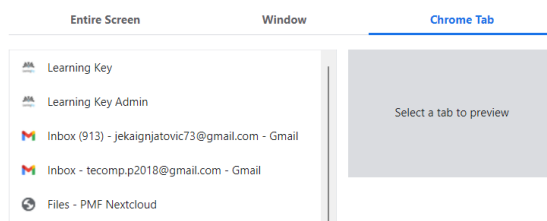
classroom.tecomp.ni.ac.rs wants to share the contents of your screen.



- Chrome Tab (only show a specific tab of your browser)

Choose what to share

classroom.tecomp.ni.ac.rs wants to share the contents of your screen.



If you click the Cancel button in the window below, you will not be allowed to share the screen again. To share the screen again, you need to refresh the LearningKey classroom tab and re-enter it.



The third and fourth icons are for turning the camera and microphone on / off.

The teacher can turn off the camera / microphone / share screen to all students if it proves necessary during class.

Only the professor has a **sponge for erasing the board** (picture above number 3). Which can erase the entire contents of the board.

Number 2 marks a button **that allows / disables students from using drawing tools** on the board.

Among the tools available to professors and students: pencil, underline marker, text writing tool with the ability to select fonts, add images, pdf documents, draw lines and shapes.

Always open classrooms – Why do they exist and what are they used for?

By clicking on the Manage classrooms option in the navigation panel on the left, it is possible to create open classrooms (with the purpose of “Always open”). Within each university, it is possible to create three classrooms with this status, by selecting the Add option in the main window.

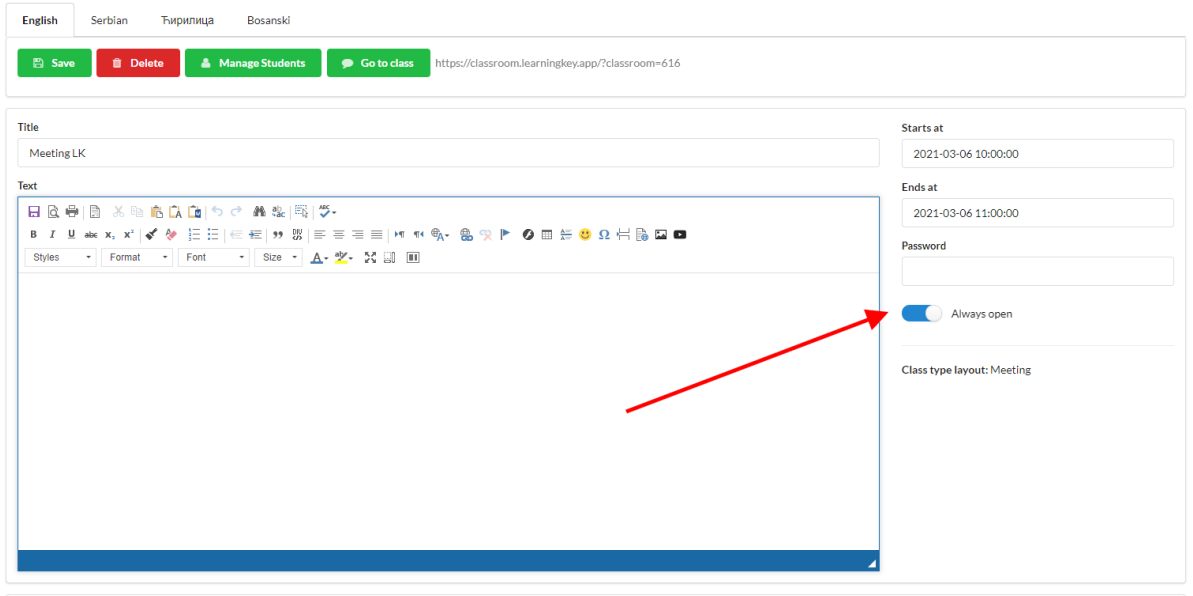
The screenshot shows the 'Upravljanje učionicama' (Manage classrooms) interface. On the left is a dark green navigation sidebar with 'Upravljanje učionicama' highlighted and an orange arrow pointing to it. The main content area has a title 'Upravljanje učionicama' and language tabs for 'English', 'Serbian', and 'Українська'. Below is a table with columns 'Naslov', 'Datum', and 'Redosled'. The first row shows 'Classroom' with a date of '2022-02-26 18:00:00' and a count of '0'. Underneath the table, it says 'Otvorene učionice (1/3)'. At the bottom, there are two buttons: 'Test Jeka ucionica' and '+ Dodaj', with an orange arrow pointing to the '+ Dodaj' button.

A classroom that has this status means that it can be accessed by all students in the school, regardless of the package, group, access to content, etc.

These classrooms are more practical to use, because they do not require any confirmation, adding a student to the class and the like, and they have completely open access.

Also, within the always open classroom, the rule that the classroom is active half an hour before the start of the class does not apply, but the classroom is always active, ie you can enter and exit at any time while the "always open" switch is on.

The professor can click on the link next to the Enter the classroom button and so copy the link and send it to everyone who needs to enter the class.



The screenshot displays the configuration interface for a classroom. At the top, there are language options: English, Serbian, Кириллица, and Bosanski. Below this are four buttons: Save, Delete, Manage Students, and Go to class. The URL <https://classroom.learningkey.app/?classroom=616> is shown next to the Go to class button.

The main configuration area is divided into several sections:

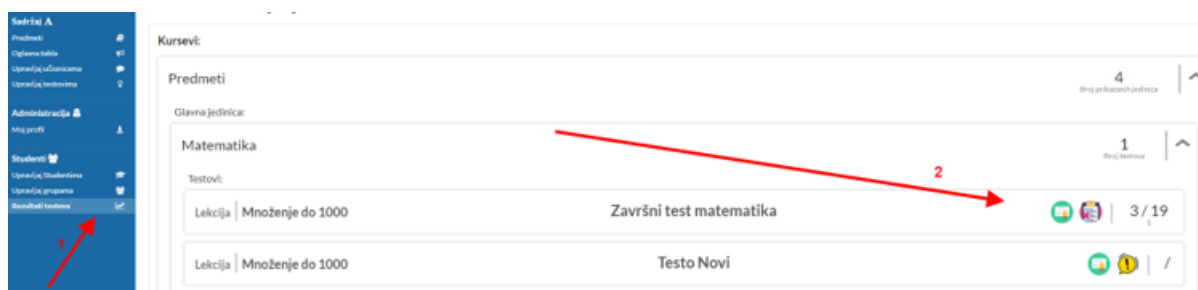
- Title:** A text input field containing "Meeting LK".
- Text:** A rich text editor with a toolbar and a large empty text area.
- Starts at:** A date and time input field set to "2021-03-06 10:00:00".
- Ends at:** A date and time input field set to "2021-03-06 11:00:00".
- Password:** A text input field for entering a password.
- Always open:** A toggle switch that is currently turned on (blue).
- Class type layout:** A dropdown menu set to "Meeting".

A red arrow points to the "Always open" toggle switch.

12. Student/pupil analytics overview and test reset

You can access the review of student works in two ways:

- By navigating from the content of the individual test
 - This is the method for grading all pupils/student who participated in a specific test.
- By accessing the results of all tests for a specific group/individual student
 - This view is accessed from the navigation panel on the right in the Test Results section (Figure below 1). After selecting the group / specific student, the entire teaching content is listed with the corresponding tests and grades for that person. By clicking on the test itself, a report opens with an overview of the grade, the number of points, correct / incorrect answers, etc. Within this review, the interaction between the student and the professor can be performed through comments on the test result itself.



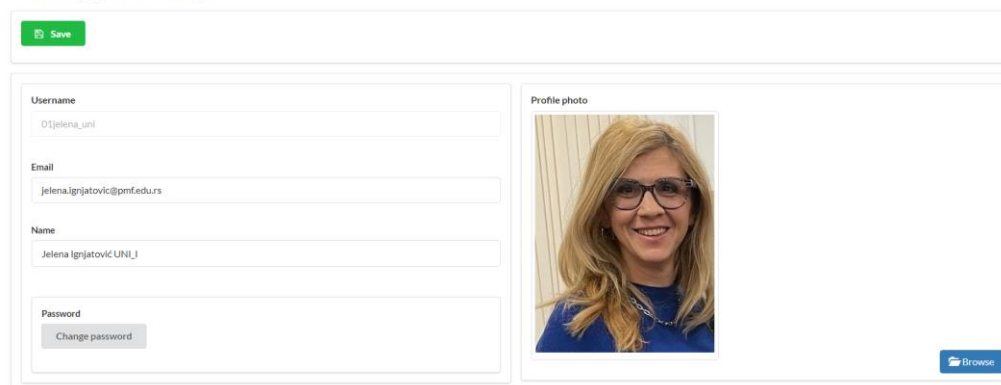
13. My profile and the upper menu

Within the initial professor page, the upper right menu is displayed as follows:


The first icon indicates the home page, the second the testing platform, the third the list of active classrooms, and the fourth the calendar.

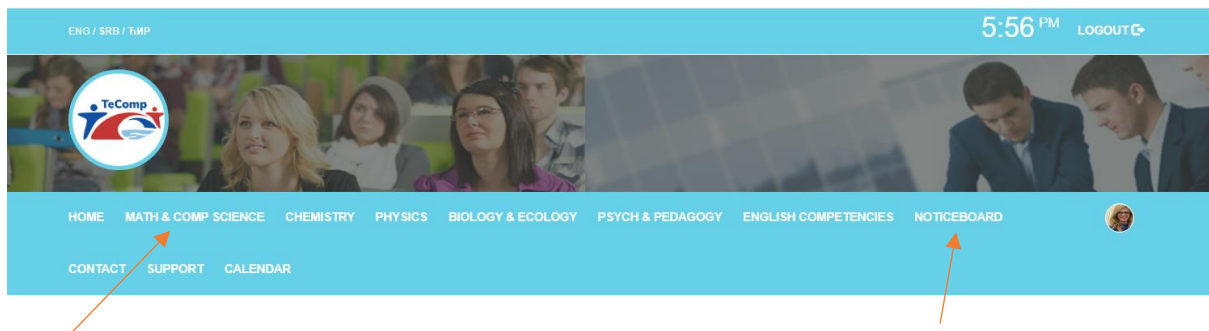
Professor profile picture is a page of my profile in which the professor can change his settings: password, mail, profile picture, etc.

Jelena Ignjatović UNI_I

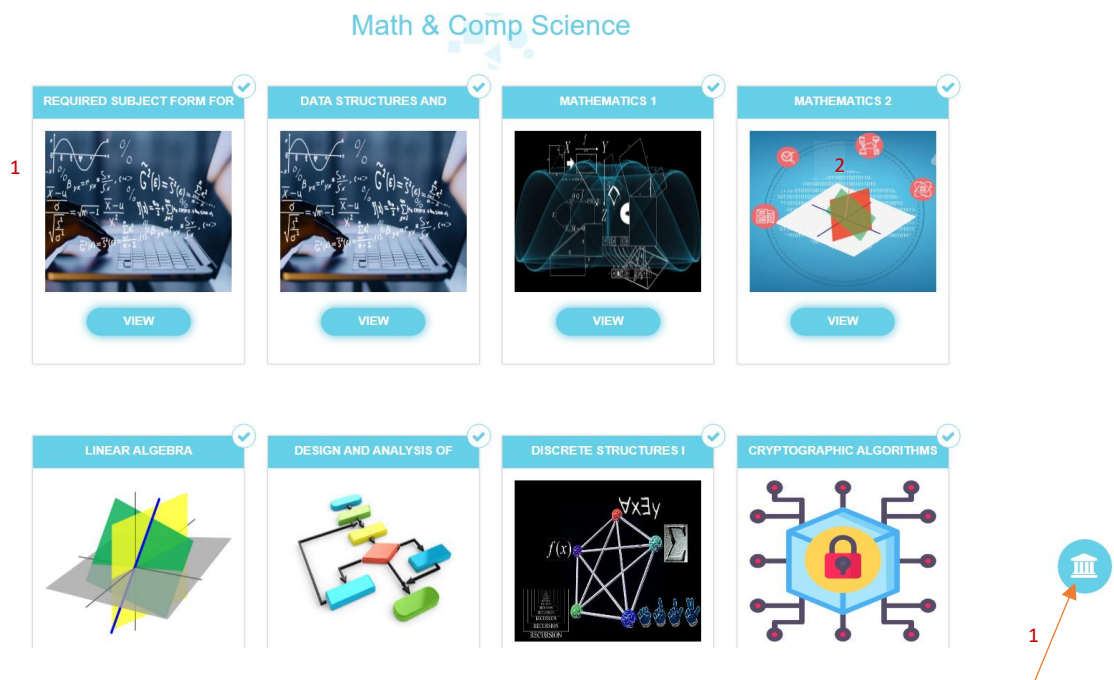
The screenshot shows a profile page for 'Jelena Ignjatović UNI_I'. At the top left is a green 'Save' button. Below it are input fields for 'Username' (0|jelena_uni), 'Email' (jelena.ignjatovic@pmf.edu.rs), and 'Name' (Jelena Ignjatović UNI_I). There is also a 'Password' section with a 'Change password' button. On the right side, there is a 'Profile photo' section with a photo of a woman with blonde hair and glasses. A 'Browse' button is located at the bottom right of the photo area.

14. Overview of the subjects in the field of natural pedagogical sciences

Clicking on the  Homepage icon opens a basic menu that shows the areas of science, pedagogy and psychology in which subjects are innovated (e.g. 1), and there is also a Noticeboard (2) where the professor can place all news and information for students.



Clicking on one of the fields of natural or pedagogical sciences at each of the universities opens a main window with all the innovations that have been innovated in that field at the respective university.



By selecting the View option for each of the items, it is possible to see the complete innovated content.

By clicking on the icon in the lower right corner (1), we return to the home page where the calendar is.

15. Accessing the forum

When accessing the portal, enter the address in the web address field:

<https://learning.tecomp.ni.ac.rs/>.

A login page will open in the reader. After entering the credentials of the specified account, the portal view will be visible in the reader.



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