Virtual Tours Project

**V-Tours Online Course on Business Culture Training Course
Implementation Quick Guideline**

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1. About this document

The present document provides a quick guideline and some suggestions on how to use and implement the Open Educational Resource (OER) "V-Tours Online Course on Business Culture", known as the V-Tours Course, in an institution, or on individual-basis.

In order to implement and use the V-Tours course, universities have four scenarios:

Scenario 1: An institution member of the V-Tours project keeps using the current setting at UNIR OpenEd

> UNIR keeps the access to the Virtual Tours Open Educational Resource (OER) in every language (English, Italian, Spanish, Macedonian and Finnish) for one extra year after the project lifespan is over (e.g. Oct 31st, 2019). This support from UNIR will consist on free hosting and access to the course, with no further educational or ICT support beyond the one provided by a specific any project partner.
> Any partner can use the course through the UNIR OpenEd service.
> Regarding the registration/access to the course, UNIR will consider the setting of a self-registration process, which can go from a direct email line, an online questionnaire or a 2-step validation process, with a number of useful fields for user tracking and further research.

Scenario 2: An institution (from outside or inside the project consortium) sets up their own Learning Management System (LMS)

> UNIR provides a learning content package, ready to be downloaded and imported in another setting: IMS Common Cartridge as an IMS CC 1.1 and IMS CC1.3. These packages are largely use for inter-operability purposes by the major LMSs in the market. The ICT support to download, import and settle the new instance of the learning content package will lean on the institution and-or user of the destination facility (LMSs like Sakai, Moodle or Blackboard, for instance), along with the educational support to the right setting of the Virtual Tours OER.
> Any institution inside or outside the project will be able to follow this scenario. Annex 1 of the present document constitutes a step-by-step document in English to help users during the download and installation. The registration, as well as other aspects such as users, roles, statistics, etc. will depend on the institution that imports it. The IMS CC packages will be available on the project website, which will also be available for at least 1 year after the project ends. Other websites could compile these project outputs (e.g. Merlot, Internet Archive, etc.).

Scenario 3: An external individual requests to use the V-Tours course as it is currently running at UNIR OpenEd, with no further installation

> Individual users can register in the OER and can follow it at their own pace, by running all activities. They can contact the project coordinator at http://virtual-tours.eu/es/contacto/, for further instructions; contact directly the partner university; or access the OER through UNIR OpenEd.
> The Virtual Tours OER is provided at UNIR OpenEd (http://opened.unir.net) with further support from an institution or learning group. Individual users can register in the OER and can follow it

at their own pace, by running all activities. There will not be any educational support.

In order to assess the strength of the course, it would be very interesting to get data from the new users during the first year after the project is finished, such as name of the organization, occupation, area of studies, etc. Therefore, a very general evaluation form could be sent to receive their feedback from the users about the course, and will be handled by UNIR.

After one year (31st October 2019), this information will be shared and revised by all partners, in order to analyze the exploitation results. Therefore, the consortium commits to a follow-up of the project, to analyse the progress, the user tracking and the impact.

2. Basic Platform Vademecum[1]

The following Vademecum on the online platform hosting the course is useful for students.

2.1. How to login in the course and first steps

After having decided to take the course and having registered according to the possibilities mentioned in the scenarios description (see beginning of these guidelines), access to the V-Tours course is provided through 3 entry points:

1. V-Tours website: http://virtual-tours.eu/es/prova/
2. OpenEd UNIR hub: http://opened.unir.net, where you can access other course and OERs, should you have the rights
3. Straight to the course, hosted at that very hub: https://rd.unir.net/vtours-course/

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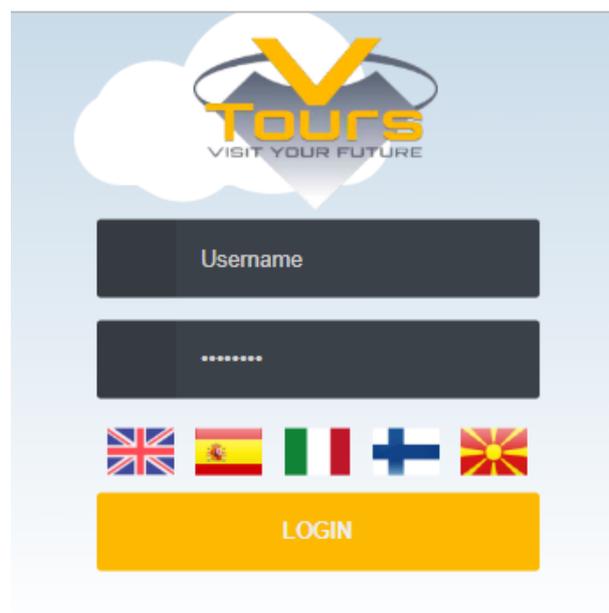
[1] In case you are planning to install the course in your own LMS please discard this section.

Usually, the username is the email address. Once the credentials are introduced, you will reach the disclaimer page, where you must select the language you prefer by clicking in the proper flag. After that, the course home site will be displayed. Although the course will be available in English, Spanish, Italian, Finnish and Macedonian, you will access the one you requested for during the registration process.

A first login standard password is provided. However, students are encouraged to change this, by clicking in "**Account"** and "**Modify Details**". Then enter the old password and a new personal one:
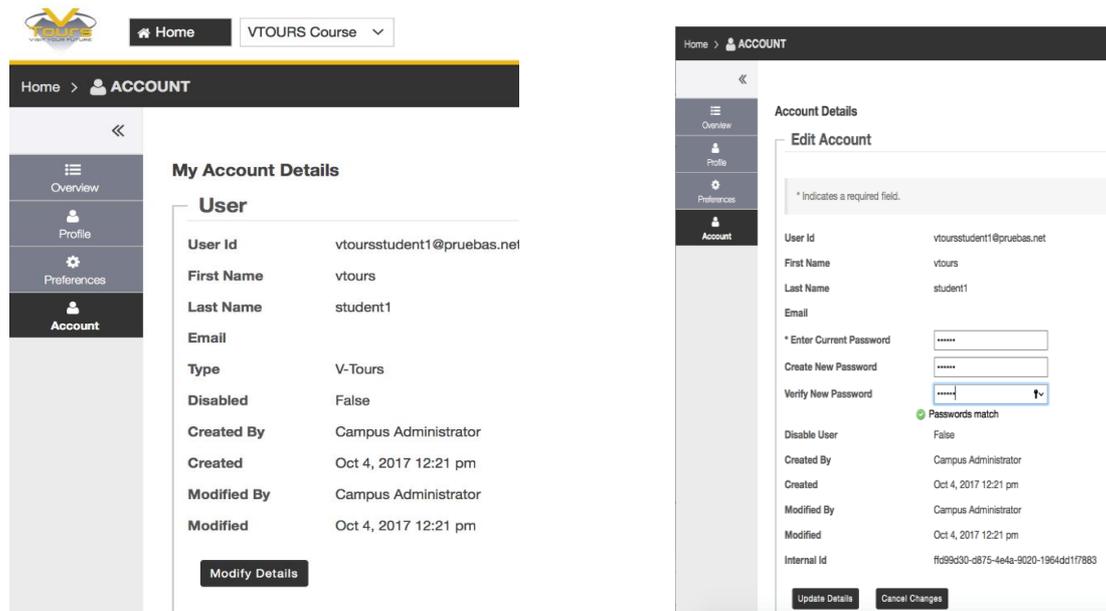
Students can also upload a profile picture by accessing the option **"My Profile"** in the **"Profile"** menu. By clicking in the grey shadow, the option **"Change Picture"** will appear and a file can be selected to upload. Additional profile information can also be added in this section.
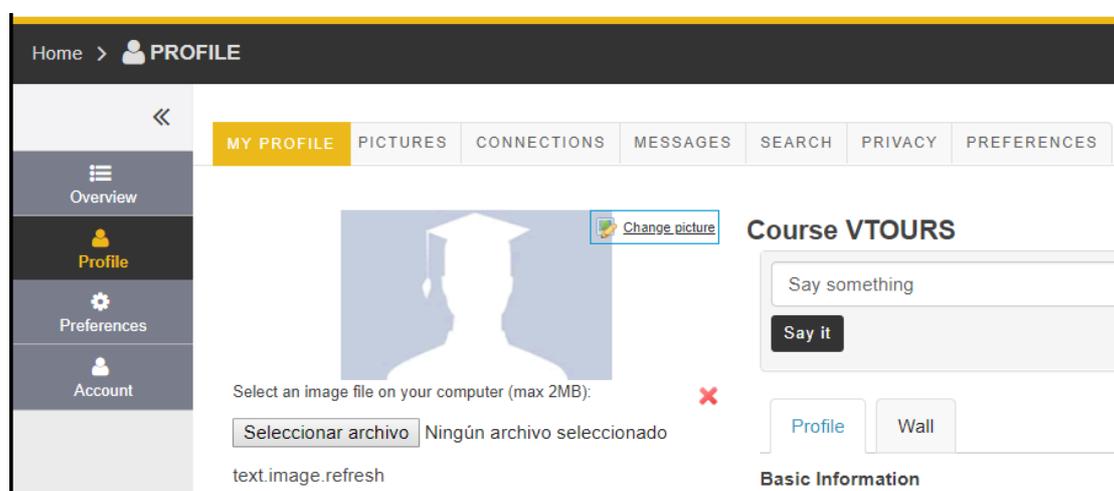
To see the contents of the course, please search on the menu **"Sites"** and select the course. However, if you want the course to appear in the top bar of the platform, you must select the V-Tours course as a Favorite Site. To do so, you have to click the star on the left side of the title of the course. If you have more than one, all of them can be selected as favourites.
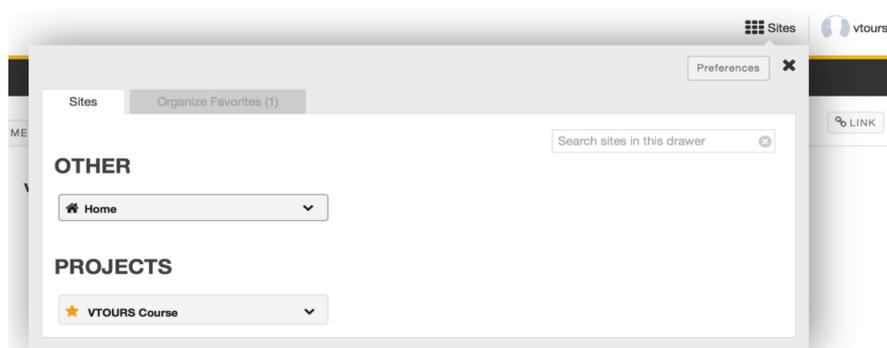
2.2. Content

The course material can be found in the "**Content**" menu button.

It is divided in 4 modules containing 10 lessons. Additionally, you will find an extra module with the recording of the virtual visits performed during the final phase of the V-Tours project, including some of the most relevant companies from the partners' countries.

2.3.   How to submit an activity

There are several activities within each lesson. Some of them have additional information that can be downloaded, completed and uploaded again to complete the student's portfolio with the work performed.

If you want to save an assignment/activity, you can click on the activity inside **"Contents"** section or on the **"Assignments"** menu button. In both cases, you will reach the assignment instructions. Once there, you can download the specific instructions or needed material to complete the activity by clicking on the link to the file.

On this same page, once you have finished your activity, you can attach the final result by using the section **"Submission"**, adding the activity **as a draft or submitting it as a final save**.

2.4.   Progress

You can also check the progress made in the V-Tours Platform, classified by section, by clicking on the "**Progress**" button.

Annex 1. Links and instructions to import the V-Tours course into a LMS

It is strongly recommended to use the services of an experienced ICT staff on successful inter-operability process between LMSs and with Learning Objects and-or information packages, in order to help installing and importing, along the process, towards a successful result.

It is also strongly recommended that Sakai 11 or above is used to replicate the V-Tours course. Since the course was implemented in this LMS and version, the compatibility is granted.

UNIR will not provide any ICT support to the export-import process. They have no responsibility and cannot be claimed for any liability in the case of any sudden mistake or error, unexpected situation, fault installation or broken importation process.

The inter-operable learning packages are built in IMS Common Cartridge. If the V-Tours course needs to be installed in other LMSs, the table below show the compatible packages to be imported to Moodle, Blackboard or Canvas (for instance, this is not an exclusive list, since many other LMSs import/export from/to IMS Common Cartridge).

Virtual Tours	
IMS Common Cartridge export package	
IMS CC 1.1, intended for Sakai, Moodle and Blackboard	IMS CC 1.3, intended to Sakai and Canvas
English	English
Spanish	Spanish
Italian	Italian
Macedonian	Macedonian
Finnish	Finnish

Additional information about how to manage the import service from the most popular LMSs is provided as follows. The following links are solely responsibility by their owners: Moodle, Blackboard, Canvas.

A general guide for the import service follows for Canvas and Moodle, as an example. Please, be advice that this guide is generic and must be updated and double checked at the target LMS site before the implementation:

Import an IMS Common Cartridge package into Canvas

1. In Canvas, go to your course and click "Settings"
2. Click "Import Content into this course" (in the right-hand column of options)
3. For "Content Type", choose "Common Cartridge 1.x Package"
4. Choose the file that you exported from the Sakai lessons tool, it should have a name similar to "Sakai-export.imscc"
5. Click "Select Question Bank" and either create a new question bank, or choose an existing one (this is where Canvas will store quiz questions from Sakai "Pools")
6. Click either "All Content" or "Select specific content" depending on whether you want to import everything, or pick and choose.

7. You may click the option to "Adjust Events and due dates" if you like. This attempts to automatically shift dates, but it may not work satisfactorily.
8. Click "Import"
9. Wait. This may take a long time depending on the size of your course and the number of files.
10. Under "Current Jobs" canvas will either indicate "Completed" or "Waiting for Select" (depending on whether you chose to import all content, or select specific content).
    1. If you see "Waiting for Select", click "Select Content", then place check marks next to the items you want to import.
    2. If you see "Completed" Canvas may also show an "Issues" link. You can click "Issues" to see what problems Canvas ran into.
11. Once Canvas indicates the "Common Cartridge" job is "Completed" you can now go to the individual areas of Canvas to make final adjustments and changes.
12. Be sure to review the list of potential problems and things to check. You may want to continue with the instructions in the next section to make sure you include all your Resources.

Import an IMS Common Cartridge package into Moodle

IMS Common Cartridge packages can be imported into Moodle by uploading the zip file to *Administration > Course administration > Restore* then clicking the restore button (the same process as restoring a course backup).

Occasionally, there might be some issues between IMS CC and LMSs. In these cases, we suggest to run the package through the IMS CC validator to check it for errors. The validator can also fix some of those errors.