

# smepro.eu learning material source and course system portal structure

One of the key recommendations of the SME Learning methodology, concur with the conclusions of the preliminary needs analysis which is the following: small and medium-sized businesses do not require long, large courses, it is important for them to resolve problems currently encountered quick. In order to offer learning materials in small units on the SMEPRO websites, we have created two portals:

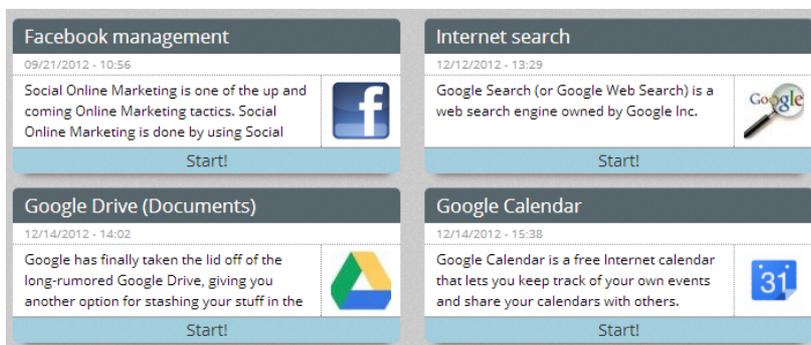
- [source.smepro.eu](http://source.smepro.eu)
- [courses.smepro.eu](http://courses.smepro.eu)

The **source.smepro.eu** website is a fully open learning material storage system (Open Educational Resources for SMEs), where visitors can find content and learning material of ICT tools used in enterprises categorized into four topics.

The top level of the three-tier system is the topics, which are the following:

- Information management
- Project management
- Online marketing
- HR management

Topics are divided into smaller pieces, these are the units and the units contain further small pieces, which are the lessons. The tags attached to the units and lessons help the visitors to the actually needed concrete content for their work.



The unit contains a brief summary and a list of the attached lessons, furthermore links to the lessons' PDF documents and video tutorials.

Lessons:

 How to use Google Search

 How to use the Google Image search

 How to use Google Alert

Videos:

 How to use the Google Search Engine

 How to use Google's Search by Image

 How to use Google Alerts

PDF & Documents:

 How to use Google Search

 How to use Google Image Search

 How to use Google Alert

In order for reusability of the small learning pieces units/lessons may be attached to more topics/units. Connection points of the actual content are shown in the list found on the right top part of the content.

 **Topic:**

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Information management

Online marketing

 **Teaching unit:**

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RSS Channels

Personalized Homepages

A highlighted spot of the website are "Books", which give theoretical summary of the four topics divided into chapters.

## Books

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**Human Resource Management book**

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**Information Management book**

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**Online Marketing book**

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**Project Management Book**

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## Project Management Book

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- 1. SME 1.0: Project Management conclusions
- 2. Definition of project
- 3. What is Project Management?
- 4. Project Stakeholders
- 5. Risk assessment and impact analysis
- 6. Overview of Project Planning
- 7. Implementing the project
- 8. Dealing with risk
- 9. Completing the project
- 10. Evaluation
- 11. Self-development from a project
- 12. Acknowledgements
- 13. Other references

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1. SME 1.0: Project Management conclusions >

**The SMEPRO learning material library's content is constantly expanding in our vision, and acts as a source for arising demands for quick and flexible compilation of short and targeted courses.**

On the SMEPRO site visitors may submit their actual needs for their business and let us know in what topic, about which IT tool, application they want information and all this without registration.

**Create Learning needs**

**Topic \***

**For what task do you want to use the program, software, application?**

**Program, software or application**

Furthermore a professional forum is linked to the portal, where the visitors may share their opinion, or ask for help.

| Forum   | Topics | Posts | Last post |
|---|--------|-------|-----------|
|  <a href="#">Professional support</a><br>Support for the software, programs and web applications found on our website. | 0      | 0     | n/a       |
|  <a href="#">Courses</a><br>Questions regarding our courses. Who can apply and how?                                    | 0      | 0     | n/a       |

To make the communication even easier there is an opportunity to add comment to lessons. The visitors may add comments, share their opinion, or ask questions in the discussed topic.

Add new comment

**Your name \***

**E-mail \***

The content of this field is kept private and will not be shown publicly.

**Subject**

**Comment \***



Based on the needs announced by the visitors of the portal we offer full courses (top menu item *Courses*) for those who need help to use the applications in practice besides the freely available sources. The link forwards to a page, where we get a page of the available courses with a short description and possibility to navigate to the detailed course description.

## Courses

### Managing information on the Web

2012.01.15 - 2012.03.15

In the last couple of years sharing of content on the Internet has so dramatically increased, that confusing amount of information gets published to the Internet every day. Regarding to an info-graphics published in 2012 more then 820 000 websites are created every day and Internet users share 684 000 contents with each other every minute only trough Facebook. With the rapidly increasing content it is more and more important for us to find the really important information.

[Course details](#)

By clicking on the "course details" we can see the detailed course description. On the course page we can apply to the course or open the course portal.

## Managing information on the Web

**Period:**  
2012.01.15 - 2012.03.15

[Sign up](#) [Courses portal](#)

### 1. Week - Internet search

In the last couple of years sharing of content on the Internet has so dramatically increased, that confusing amount of information gets published to the Internet every day. Regarding to an info-graphics published in 2012 more then 820 000 websites are created every day and Internet users share 684 000 contents with each other every minute only trough Facebook. With the rapidly increasing content it is more and more



The **courses.smepro.eu** website is a Moodle based LMS (learning management system), made for SMEs where the courses take place. The explanation of our choice is that the organization of the course, the communication between applicants and the monitoring of the learning progress is much more supported by the MOODLE LMS, then the DRUPAL CMS (content management system).

Following the reusability of content, the parts of the course do not get uploaded "physically" to the Moodle portal, their storage is the **source.smepro.eu** learning material library (or any other external source). In the courses instead of the content, links to the contents are inserted.

The education portal is basically an action-orientated system, where the emphasis is on the collaboration, and not on content of the course parts.

The course portal acts as a teaching organization system: this is where the learning user guides, the requests the deadlines are published and also here handing in of practical tasks and communication between participants take place.

In order to use the portal and to join a course **registration is needed!** The login block and the registration page is accessible from the homepage of the portal!

Login  

Username

Password

Remember username

[Create new account](#)  
[Lost password?](#)

## The structure of the „ *Managing information on the Web (Information management)* ” course

The inner structure of the course consists of different navigational and informational blocks.

### The content part of the course is split into two blocks:

1. Course summary
2. Thematic/weekly content

#### Course summary

It can be found on the top of the content section. It provides basic information and activities of the entire course: the course description, the forums attached to the course, the portal usage guide and all those documents which will be used during the whole course.

#### Summary

Welcome to the SME 2.0 learning portal "*Managing information on the Web (information management)*" course!

Below you can see the learning materials, activities and tasks related to the course! For a better overview the content is displayed in a weekly breakdown. The main communication platform for the course will be the central forum named "Agora", where we expect to see questions and comments during the course.



## Thematic/weekly content

The topics which we will review during the course are display at the bottom of the content section in a weekly breakdown. Furthermore content related to the topics/weeks can be found here: guide, weekly learning material, tasks, co-generated content.

**Week 0.**

Week I.

Week II.

Week III.

Week IV.

Week V.

## Preparation

Before we start I would like everyone to complete a few (short) tasks. In the first days I would like to spend some time with getting each other known and to get comfortable with using the portal, because you will benefit a lot of this later on.



### LEARNING MATERIALS



UNIT - Google Blogger



### PREPARATION TASKS, EXERCISES



I. Preparation task - Create a Google account



II. Preparation task - Create a professional blog

Week I.

The main difference is that the course summary contains elements, which will be used during the full course, and the thematic/weekly breakdown contains elements, which are related to one week's topic.

## Navigation bar

Above the content a navigation bar is visible, which shows where the user currently is on the portal. By clicking on the links found in the navigation bar, move one or more steps backwards.

Home  Managing info  Summary  Agora - Central forum

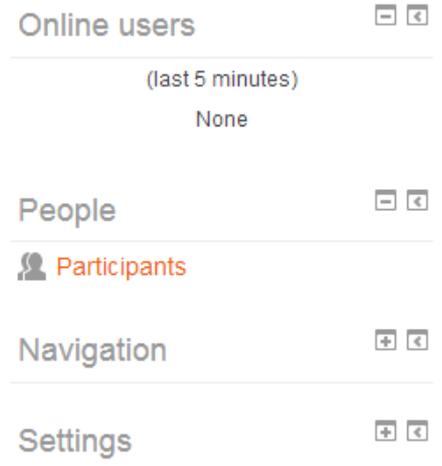


## Blocks

On the course page different blocks can be placed, which may be opened or closed individually by the users. Blocks vary depending on which part of the course is currently displayed.

Blocks found on the course homepage:

- Online users
- People
- Navigation
- Settings



The screenshot shows a sidebar of course blocks. At the top is 'Online users' with a minus and left arrow icon, and a sub-label '(last 5 minutes)' with 'None' below it. Below is 'People' with a minus and left arrow icon, and a sub-label 'Participants' with a person icon. Next is 'Navigation' with a plus and left arrow icon. At the bottom is 'Settings' with a plus and left arrow icon.

## Communication

For the opinion and experience exchange the main communication platform will be the central forum named "Agora" - which is the scene of conversations and debates.

Forum topics may be connected to the actual learning materials, to the course organization, to the progress or to administrative questions related to portal usage. Every user may open a forum topic or comment an already started conversation.

[Add a new discussion topic](#)

| Discussion           | Started by  | Replies | Last post   |
|----------------------|---|---------|---|
| hello course members |  Rendszergazda Felhasználó | 0       | Rendszergazda Felhasználó<br>Fri, 8 Mar 2013, 4:08 PM |

Within the MOODLE LMS there is an opportunity for users to send each other private messages. The real-time communication is ensured by the built-in chat room.

Finally we have to mention that this course-structure is only one possible solution, the instructor of the course is free to use the functionality of the platform as he like according to the needs of the target group, to the special feature of the actual participants who are joining to the group.

Gödöllő, on 9 of March 2013.

SME 2.0 Consortium