



INFORMAL LEARNING COLLECTOR USER MANUAL



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INFORMAL LEARNING COLLECTOR USER MANUAL

This document is a user manual for the Informal Learning Collector (ILC). We provide a short description of the component, and then a step-by-step user's guide with screenshots.

1. Description of the ILC

The role of the ILC is to act as a gatherer of all the ILAs a learner undertakes and provide an interface for the learner to add metadata to each activity before sending it to the portfolio. These metadata include tags, comments, activity content, activity type and association with specific competences. After the learners have defined all the metadata they wish, they can send the ILA to their portfolio where they can create activity showcases and export their informal learning curriculum in a more formal format.

The ILC architecture provides two different ways to send ILAs to the ILC: a bookmarklet, and a set of web services. A third option of manually adding an activity to the ILC is provided in order to enable the storing of non-network-enabled ILAs.

2. User manual

The ILC can be accessed directly by using a bookmarklet, through the widgets or the games, but this can be also done through the URL: <http://ilc.trailerproject.eu>

2.1 Bookmarklet installation

In order to install the bookmarklet in your browser, visit <http://dev.moodbile.org/moodleilc/bookmarklet.html>, and drag the "Send to ILC" button to the favorites bar of your browser.

Whenever you want to send a web page to the ILC as an activity, just click on the bookmarklet while at that page. The activity will be sent to the ILC and you will be redirected to the ILC home page.

2.2 Using the ILC

You can access the ILC through the URL <http://ilc.trailerproject.eu>. After logging in, you will be at the home page (figure 1). Here you have three direct links to "Configure existing activities", to "Add a new activity manually" and to "Go to the Portfolio". On the right sidebar there is a box that lets the user know if there are any activities in the queue waiting to be configured.



Figure 1: ILC home screen

By choosing to configure existing activities, the user is taken to the activity queue screen (figure 2). Here users can choose to edit their activities and send them to the portfolio, or to delete activities from the queue.

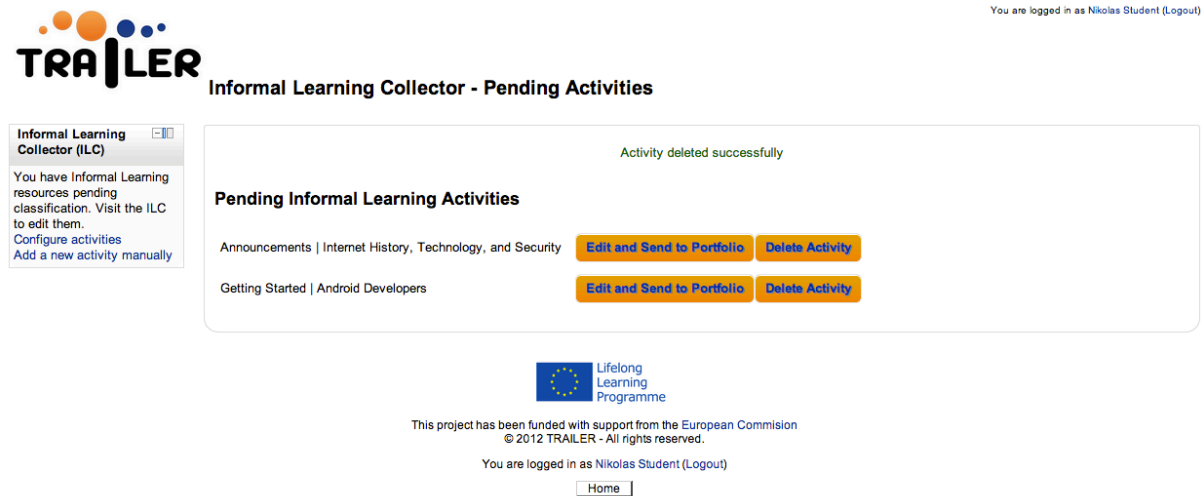


Figure 2: Activities queue screen

If the user chooses to edit an activity, they are taken to the activities definition page (figure 3) where they are presented with a form in order to add details to that activity. Only the title field is mandatory, but users are encouraged to fill as much information as possible. There are fields for tags, competences, comments and content. The content field is there for attaching any information relevant to that activity. It is provided for cases when the comments field is not appropriate for some given piece of information.

Common module settings

Activity title*

Activity url

Additional Information

Activity type

Tags

Custom Tags

Competences

Comments

Content

There are required fields in this form marked *.

Informal Learning Collector (ILC)

You have Informal Learning resources pending classification. Visit the ILC to edit them.

[Configure activities](#)

[Add a new activity manually](#)

Figure 3: Activities definition page for activities from the queue

The tags and the competences fields use a drop down multi-selector box with an incorporated search function in order to facilitate finding the most appropriate tags and competences for the activity (figure 4). Users can chose more than one tag or competence to associate to the activity by checking all the appropriate checkboxes.

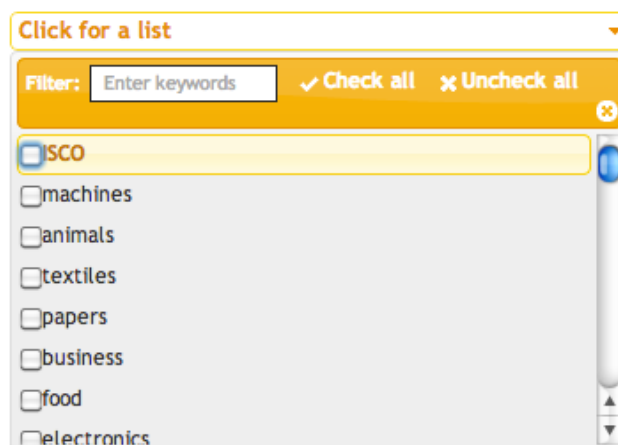


Figure 4: Tags drop down selector box

If the user chooses to manually add a new activity, they are taken to a slightly different version of the activities definition page (figure 5). Here they can define all the parameters of the activity, like title, url and date. It is worth noting that in order to be able to send a manually added activity to the portfolio, the user must provide either a url or some content in the appropriate field.

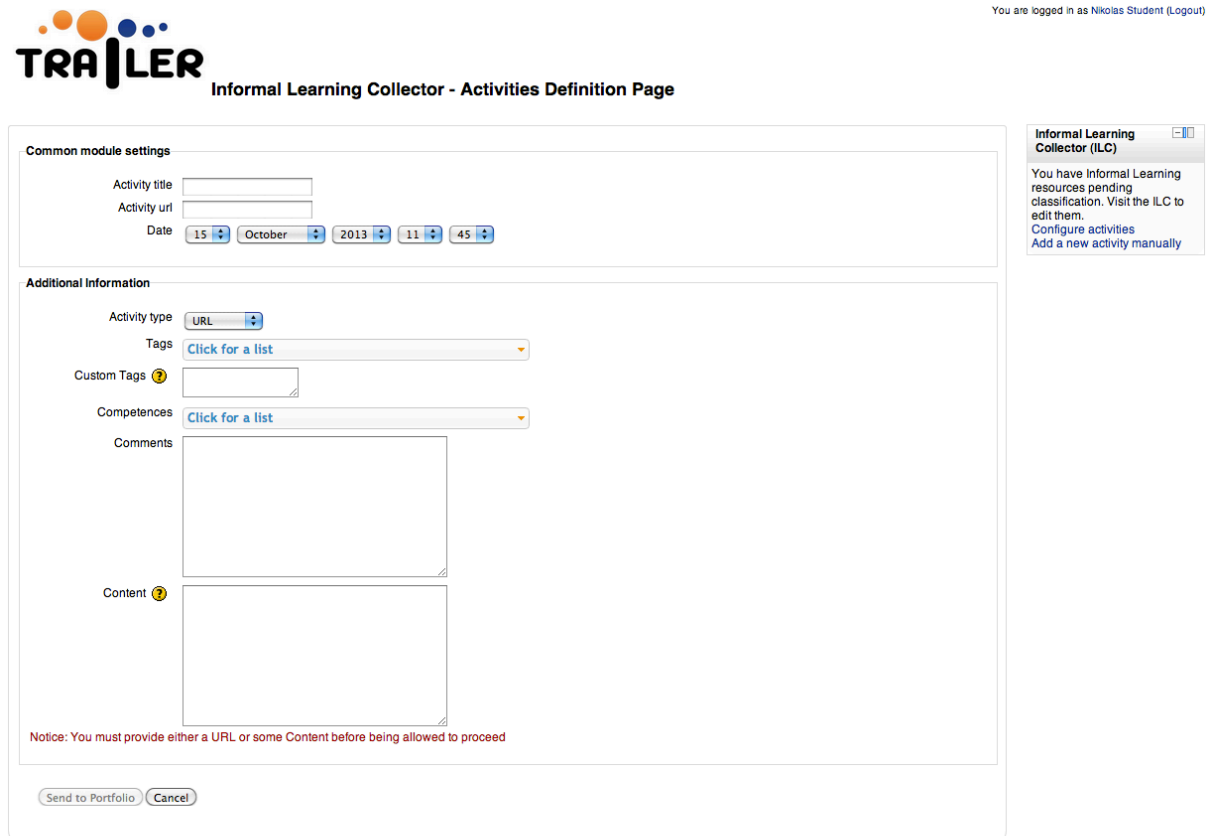


Figure 5: Activities definition page for manually adding activities

After clicking on the “Send to Portfolio” button, if it is the first time the user sends an activity, they will be presented with a screen asking them to log in to their portfolio account and grant access to the ILC to use their account. This is a step of the OAuth authentication and it should only appear the first time. Once the user authorizes the account to access the portfolio, subsequent sending of activities will be done immediately and the user will be taken to their portfolio page.