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HOW TO CREATE YOUR OWN E2.0C VIRTUAL CENTER

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VIRTUAL
LIFELONG
LEARNING
CENTERS
E2.0C

"Benita Gil" Center

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Course management

INTRODUCTION

Through the work carried out over 2 years within the framework of the Erasmus Plus project “Virtual lifelong learning centers E2.0C” a new educational model has been generated to develop second-chance schools by promoting the inclusion of young adults through training in entrepreneurship and employability in the third sector.

One of the keys to our work is the creation of a new technological framework that includes an innovative e-Learning platform that provides a framework that is as friendly and as close as possible to the personal situation of our target audience, adapting it to the second chance model in adult education that we are developing under the name “E2.0C”. In this way, we provide a digital environment that is similar to that of any real educational center and therefore avoids resorting to tools that may pose a barrier or limit accessibility to training.

Our platform allows any trainer from an entity interested in our methodological model to build their own E2.0C center, which will have a secretary office, adapted synchronous and asynchronous virtual classrooms, an open library with materials and bibliography, a laboratory for virtual volunteering practices, a cafeteria where they can interact with other peers through various formats (forum, chat, direct messaging...) a space for the preparation of physical and virtual mobilities... The objective of creating this platform is to provide students with a less rigid and easier to operate environment than other tools in use, so they can be more easily attracted and linked to the training resources of the E2.0C center.

The contents of these E2.0C training centres can be structured in different ways and combined with various digital formats on the basis of specific sessions that culminate in a self-assessment knowledge test that allows the student to know the extent of their own understanding of new knowledge and, when appropriate, the need to reinforce it. This type of test consists of questions with alternative answers of which only one is correct and takes place throughout the development of the contents also as a self-evaluation. Only at certain selected points of the training will the tests be used by the entity leading the centre to assess the knowledge acquired and provide the appropriate certification for it. These sessions will be supported by the development of synchronous meetings with teaching tutors or with experts in the subjects of non-profit or third sector organisations of the social economy in the classrooms and spaces of each virtual centre. The platform thus allows the development of virtual lessons, masterclasses, direct or deferred tutorial attention, group work in a shared space or documents, in order to provide the framework to develop a part of our methodology focused on practical training through the development of social projects, executing their planning and development in parallel to the progress in the training content taught that will reinforce practical learning. This can be carried out both individually and in groups, also counting on continuous tutorial attention, guiding users in a practical learning journey in the management of projects and entities with a cumulative and interrelated nature, which must culminate in a great final result.

In this result we provide the template with all the necessary elements so that any social or educational entity can launch its own E2.0C educational center (2.0 second chance center) along with the necessary software, plans, and appropriate documents to shape, strengthen, and replicate new educational centers that contribute to disseminating our pedagogical objectives of social reintegration.

CREATION OF THE INFRAESTRUCTURE

1.1. PRELIMINARY ACTIVITIES

STEP 1

As a first step, **choose a domain** name and a provider to manage it. If you don't have one, you can also buy a hosting service together with the domain.

STEP 2

Once you have a domain, you need to **install WordPress**. To do so, follow these basic instructions:

- Download and unzip the WordPress package here.
- Create a database for WordPress on your web server, as well as a MySQL user who has all privileges for accessing and modifying it.
- Upload the WordPress files to the desired location on your web server:
  - If you want to integrate WordPress into the root of your domain (e.g. https://example.com/), move or upload all contents of the unzipped WordPress directory (excluding the WordPress directory itself) into the root directory of your web server.
  - If you want to have your WordPress installation in its own subdirectory on your website (e.g. https://example.com/blog/), create the blog directory on your server and upload the contents of the unzipped WordPress package to the directory via FTP.
  - **Note**: If your FTP client has an option to convert file names to lower case, make sure it's disabled.
- Run the WordPress installation script by accessing the URL in a web browser. This should be the URL where you uploaded the WordPress files.

For more details instructions

WordPress should now be installed.

- If you installed WordPress in the root directory, you should visit: https://example.com/
- If you installed WordPress in its own subdirectory called blog, for example, you should visit: https://example.com/blog/

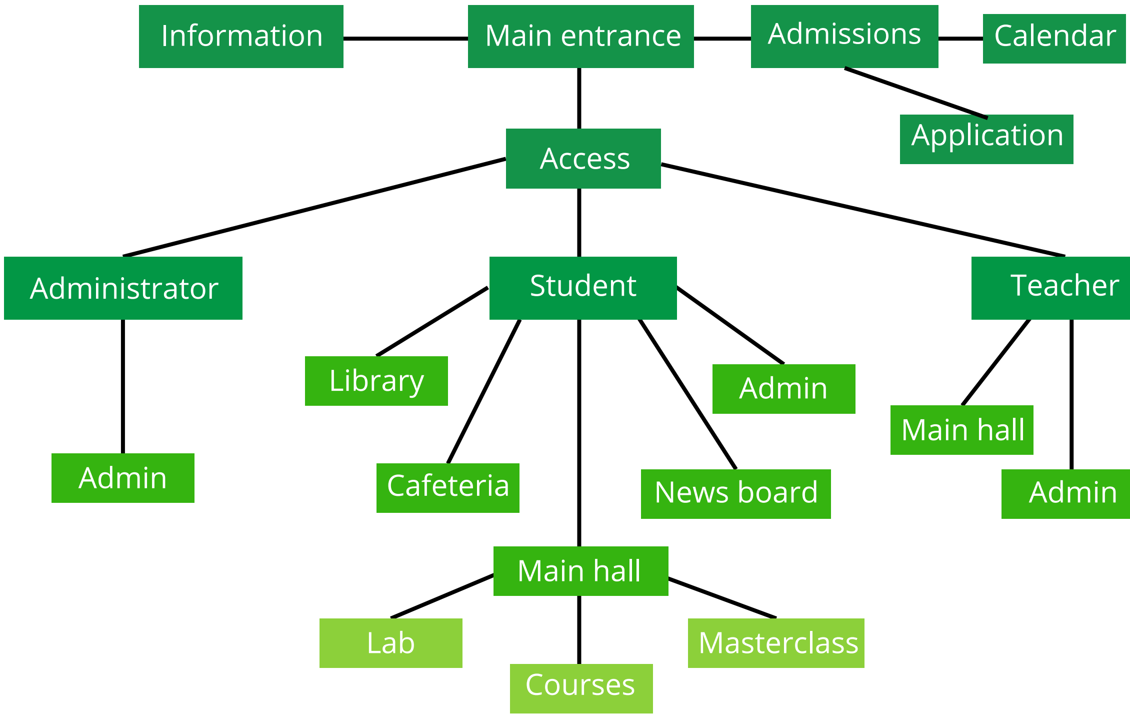
1.2. CREATION OF THE SITEMAP

STEP 1 Enter the WordPress application with your credentials and start creating the sitemap.

STEP 2 From the main menu on the left select Pages and create the main page, the Home page.

STEP 3 Then go to **Settings > Reading** and set the page you've created as the homepage of the website.

STEP 4 Then proceed creating the other pages by reproducing this tree structure as exemplified in the image below:



1.3. MAIN MENU

STEP 1

From the dashboard menu select **Plugins > Add** new plugin and search for these three plugin that will allow you to create a navigation menu with login and logout option and a conditional visibility for each menu item:

- QuadMenu
- Login or Logout Menu Item
- If Menu

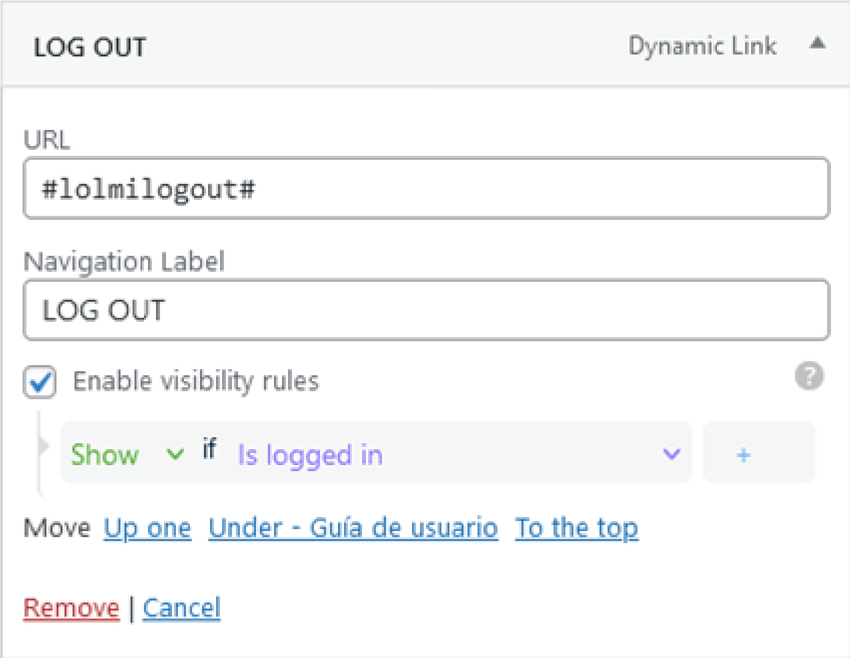
STEP 2

Once the plugins are installed, go to **Appearance > Menu** and create the main menu. Give it a name and start adding the pages and subpages you want to appear in your menu.

STEP 3

Finally add the login and logout buttons and respectively add their conditional visibility by clicking on **Enable visibility rules.**

For the login button select 'Hide' if 'is logged in' - For the logout button select 'Show' if 'is logged in'.



You can then return to this menu and decide to hide or show certain pages to certain types of users, after you have created them (as we will see in Chapter 2).

1.2. PAGE CUSTOMIZATION

You can start customising your pages by trying to convey the idea of a virtual campus.
We suggest using a plugin such as **Breezy** that allows you to position elements freely within the navigation page and to set conditional visibility for blocks.

Download the plugin here

In any case, whichever plugin you use, make sure it has the possibility of organising the material in blocks and that it has a visual editor.

STEP 1

The first block you will have to place in your pages will be the **main header** to which you can give a background colour and which you will then divide into three columns:

- In the first column you will insert the main logo and link it to the homepage itself
- The second column can be left empty as a separator
- In the third column you will insert the menu

STEP 2

With Breezy you can make a block global so that it appears automatically on all pages. So go to your header options and tick the option **'Make it global'.** This way it will automatically appear on all newly created pages.

STEP 3

Select a **background image** for your homepage, to be shown right below the header, at full size. Set the image as 'cover' and remove any margins or padding.

We suggest that each background image realistically represent the background of the environment you want to simulate on the page. For example, the homepage could be the outdoor area of the campus or school, the entrance could be the central corridor, and so on.

STEP 4

You can now start arranging the **buttons** you wish to display on the homepage.

Some of them will lead directly to other pages, some will open a menu from which you can select other options, and some will open a pop-up with text and images.

1.5. MAIN FEATURES

1.5.1. Embedded Calendar

A good way to show important dates, appointments, opening and closing dates of courses offered and so on is to have a shared calendar.

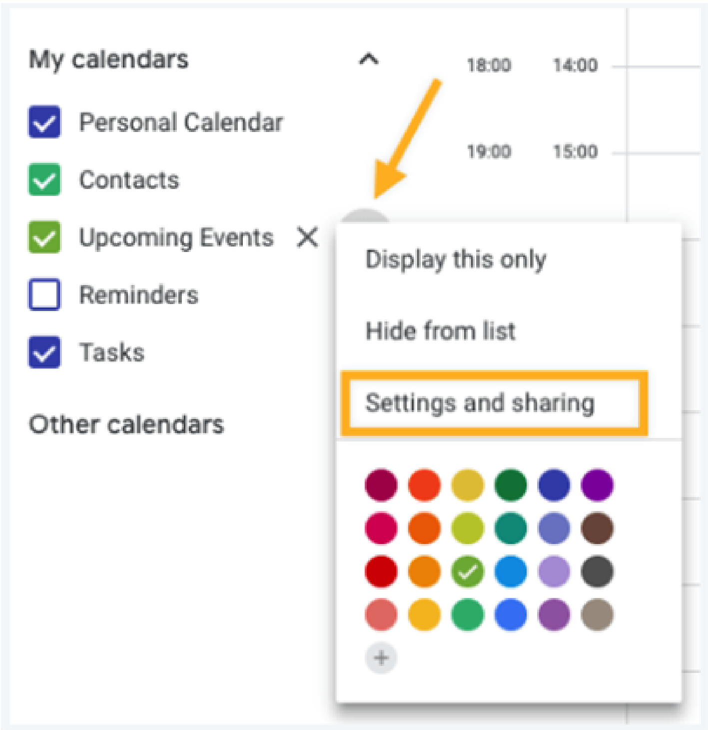
You can embed the Google calendar in your WordPress platform.

To embed a Google Calendar on your website, Google will provide a piece of code for you to use. To find your embed code, follow these steps:

STEP 1 Visit **https://calendar.google.com/** and log in with the account you want to use as administrator of the platform.

STEP 2 On the left side of the screen, locate the "My calendars" section.

STEP 3 Click the three dots next to a calendar name and select the "Settings and sharing" option:



STEP 4 Scroll down to the “Access permissions for events” section

STEP 5 Make your calendar public by ticking the “Make available to public” checkbox

STEP 6 Scroll down further to the “Integrate calendar” section. Copy the full code in the “Calendar ID” box.

STEP 7 Go back to your wordpress editor and download the Pretty Google Calendar plugin.

STEP 8 Now you can use a shortcode to generate an embedded calendar on the page where you want to display it (it can be the homepage, the admission page, the administration and so on).

The **shortcode is structured this way**:

```
[pretty_google_calendar wrapper="div" wrapper_class="calendar"
gcal="XXXcalendarIDXXX" views="dayGridMonth" show_today_button="hide"]
```

You can also have several calendars according to your different needs (one for the general public, one for the students of course A, one for course B, etc.)

1.5.2. Contact form

On the administration pages, we recommend that you include a number of contact forms according to different needs.

First of all, you should have a registration form that allows users to apply.

You have two possibilities:

1) Self-registration: in this case you can use a plug-in such as User Registration that allows the user to set the username and password themselves, along with a range of other personal information.
You can set the registration mode as direct or subject to approval. The default status of the new user during registration is Subscriber. You can later change its status and assign it to a certain category later on.

2) Application for registration: in this case the registration form will be a contact form, which you can create from your WordPress template or by choosing from the available plugins.
The user will be asked to add his/her data and all the useful information for the creation of a profile, and the form will be sent to the administration email. The site administrator will then have to manually add the user to the user list, assign him/her the definitive role and then send the registration confirmation with the credentials for access.

Other forms: if necessary you can include other forms such as request for course change, general information, mobility applications, etc.

Depending on the type of form, it must be displayed on a specific page, either public or private and subject to login or not.

1.5.3. Chat Flows

The virtual campus should support **two types of chat**.

1

The first is an **introductory chat** with administrative staff that users can engage in from the public service pages.

To implement it, you can download the plugin called HubSpot and follow these instructions:

- In your HubSpot account, navigate to Automations > Chatflows.
- In the upper right, click Create chatflow.
- Select Website.
- On the Workspace page:
    - Click the dropdown menu to select an inbox or help desk. You'll only be able to select inboxes with a connected channel.
    - To change the language of your chatflow from English, click the Select a language dropdown menu and select another language.
    - Click Next.
- On the Chatflow page, in the left sidebar, select the option Live chat.
- Click Create.

You'll be redirected to the Build tab of the live chat setup. Customise the chat widget behaviour and create a welcome message that will greet your visitors.

- To customise the message that appears when a visitor first starts a chat, click Welcome message to expand the section then enter text in the Write a welcome message text box.

The **bot** will appear as a chat widget on your website pages where a visitor can start a conversation. Use the bot to gather initial information about the visitor before a member of your team takes over the conversation.

More detailed instructions

2 The second type of chat is internal, dedicated to users with a login (among students or between teacher and students), but we'll cover it in the section regarding User Management.

1.5.2. Library

To create a library with different types of books belonging to different categories and keywords you can use **WordPress Posts**.

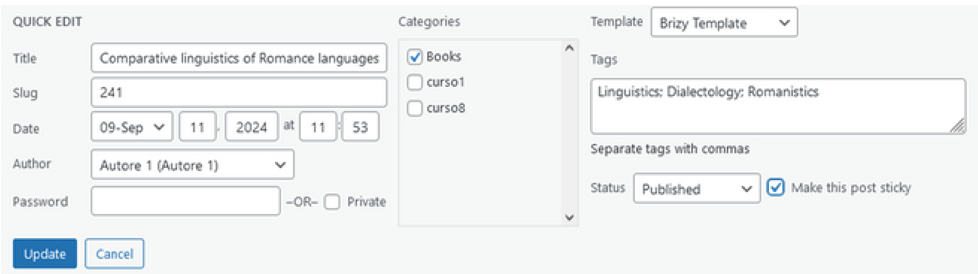
STEP 1 Go to **Posts > Add a new post** and give it the title of the digital resource you are going to display.

STEP 2 In the body of the post, write a short summary of the content of the book, making sure the summary contains all the relevant keywords that can help a user find that resource.

STEP 3 Upload the digital resource on the page, in 'preview' mode.

If you do not want to add a description, but only a list of keywords, you can add them as text and then set the text colour as white or the same colour as the background.

STEP 4 From the general post options assign it a category. This category could be generically 'Books' or divided by course of study.



STEP 5

Then go to your Library page and add two buttons connected to two features:

1) **Search bar**: add a search block where the user can search by title or keyword and will be taken back to the post(s) where the searched digital resource appears

2) **Full catalogue**: add a block allowing the display of all posts in a given category. This way, if you have assigned specific categories to Posts in advance, users will see all the material on a certain topic, or in general all the books in the library. We advise you to add pagination to this block.

USER MANAGEMENT

2.1. DEFINITION OF USER TYPES

WordPress provides a number of predefined user roles which are, in ascending rank order:

- Subscriber
- Contributor
- Author
- Editor
- Administrator

These roles will be retained and will be used for the preliminary phase of setting up the platform and enrolling new users, but in our case we must create a series of other roles that will define the various players involved in the virtual campus.

STEP 1

To create a new role we need to go to **Users > Roles > Add Role.**

STEP 2

At this stage we will have to decide what structure to give to our campus.

STEP 3

First of all, we can create the role of a **Teacher** who will be in charge of conducting the video lectures, following the students through their studies and monitoring their progress.
We can have more than one type of teacher if we want to assign certain professors to one course of study, for example.

STEP 4

Then we can create the **Administrative** role, which will have the task of evaluating the course and the technical demands of the students. We will be able to create several administrative roles to be assigned to different functions (e.g. a mobility manager, a certificate manager, etc.).

STEP 5

And finally, we will have to create the **Student** role. We will create as many student types as there are courses we want to offer, so that each student only sees the material dedicated to him/her.

2.1.1. How create groups of students

STEP 1

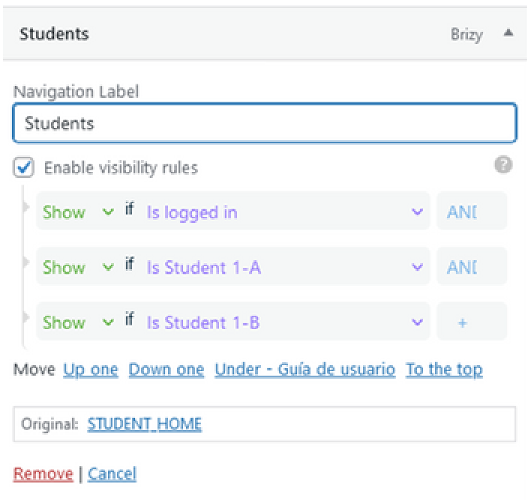
If we want to create subgroups for group work in the lab in which only part of the class group participates, then we will also need to create subgroups in the roles, e.g. Students Course 1 - Group A - Students Course 1 - Group B.

STEP 2

Now that we have defined roles, we can return to the main menu and set the conditional visibility of private pages for the roles we have created.

STEP 3

The Students page, for example, should only be seen by students in all class groups, the teacher page only by teachers, and so on.



2.2. USER REGISTRATION AND PROFILE

To manage user registration and profile management on WordPress, we recommend using the **User Registration plugin**.

Download the plugin here

The plugin will be used to manage registration forms that should appear in the administration pages, either as a plugin or as a stand-alone page, as preferred.

After activating it, you can configure settings to define which fields to include in the form and customise email notifications for new users.

The newly registered user will appear in the list of WordPress users.

The site administrator can then assign the user role according to the student's request or the admin's assessment.

In addition, the plugin allows you to manage user profiles directly from the WordPress control panel. You can use the provided shortcodes to insert a user profile page in the platform.

2.3. NEWS

Where students can learn about the latest news, important events, deadlines...

News can also be customised according to the user.

News items are inserted as Worpress posts (see paragraph 1.5.4 to learn how to add a new post).

You can add **one or more categories** to the post, depending on the types of users you want to show the piece of news to.

Go to the page where you want to display your news (it can be a dedicated page or a pop up) and insert this HTML code:

```
[display-posts wrapper_class="post_grid" include_date="true"
category="XXXYOUR_CATEGORYXXX" include_excerpt="true"
image_size="thumbnail" include_title="true"
excerpt_more="Read more" excerpt_more_link="true"
include_link="false"]
```

Then assigns the block in which this code appears a conditional visibility only to users of the category or categories indicated in the code.

In this way you can have on the same page the news customised according to the user accessing the page.

2.4. INTERNAL CHAT

The section where they can talk, collaborate and interact with other students in the same course.

We can simulate the human interaction carried out in a school cafeteria by dedicating a single page to a live chat among students and teachers.

The background image can be that of a cafeteria or any other aggregation area where people meet for informal conversations.

We can use **Better Messages plugin** that allows site users to communicate with each other in real-time. It offers a variety of features, including private messaging, group chats, and more.

Download the plugin here

Private Messaging:	• Users can send direct, private messages to other users on the site. • Notifications are sent when a user receives a message.
Group Messaging:	• Users can create and join groups for chatting, which is ideal for community-based sites such as our virtual campus. • Group admins can manage who can send messages and who can view the group.
Real-Time Notifications:	• Users are notified in real time when they receive messages or when certain events occur in the chat, making it feel more like a live chat system.
Emoji and Media Support:	• Users can send emojis, images, and other media in their messages.

User Mentions:	• Conversations are organised in threads, allowing users to easily navigate through past messages.
Message History:	• Users have access to a history of their messages, so they can revisit old conversations.
Searchable Messages:	• Users can search through their conversations for specific messages or keywords.
Customizable Themes:	• The look and feel of the messaging interface can be customised to match your website's branding.
Message Filtering and Spam Protection:	• Tools to filter inappropriate content or prevent spamming via the messaging system.

All the above mentioned options can be set in the first tab of the plugin settings.

2.4.1. How to set restrictions

On the Restrictions tab, you can setthe "**Role to Role Restrictions"** feature that allows you to define which user roles can send messages to each other within the Better Messages plugin.
You can decide whether by default all users are:

- **Allowed to message everyone:** in this case each type of user (students of various courses, teachers, etc.) are able to talk to everyone indiscriminately. However, you can add some exceptions to the rule and indicate which groups of users you do not want to meet

- **Not allowed to message everyone:** in this case you will have to set a general message saying: “You can only chat with students from your own course” and you’ll have to select single categories of users who can talk to each other.

2.5. GROU`P WORK

Allowing work groups in a virtual campus is crucial because it fosters collaboration and teamwork, enabling students to share diverse perspectives and ideas, thus overcoming the classic limitation of distance learning.

The platform includes a **Laboratory** section. The laboratory is a tool for collaborative work among students. From this section students can write a paper with other students, and discuss the topic of the paper with the teacher.
In addition, from the lab students have the possibility to use the OpenAI AI: ChatGPT as a free support.

The lab is made of **two main items**, shared documents and AI support.

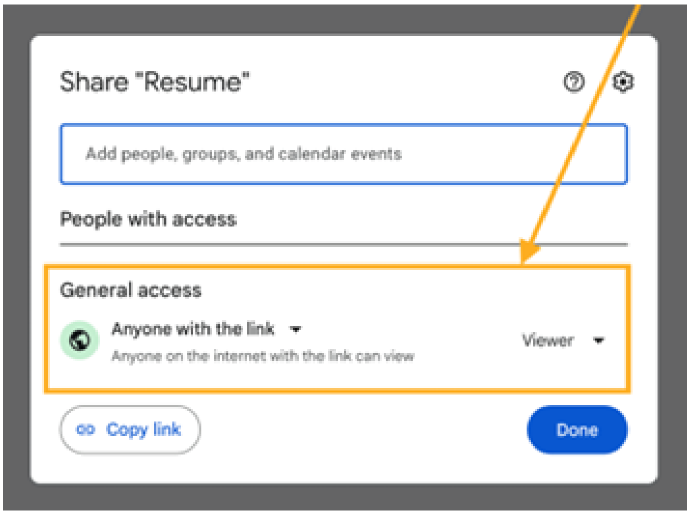
2.5.1. Shared Documents

A Google document will act as a virtual whiteboard in which the users involved can collaborate.

You can place the document inside the Lab page in this way:

STEP 1 **Adjust the Doc's Privacy**

Before sharing any Google Docs file, make sure the document is set to public. To change the privacy setting, view the doc and click the "Share" button at the top right corner of the screen to make it visible to anyone:

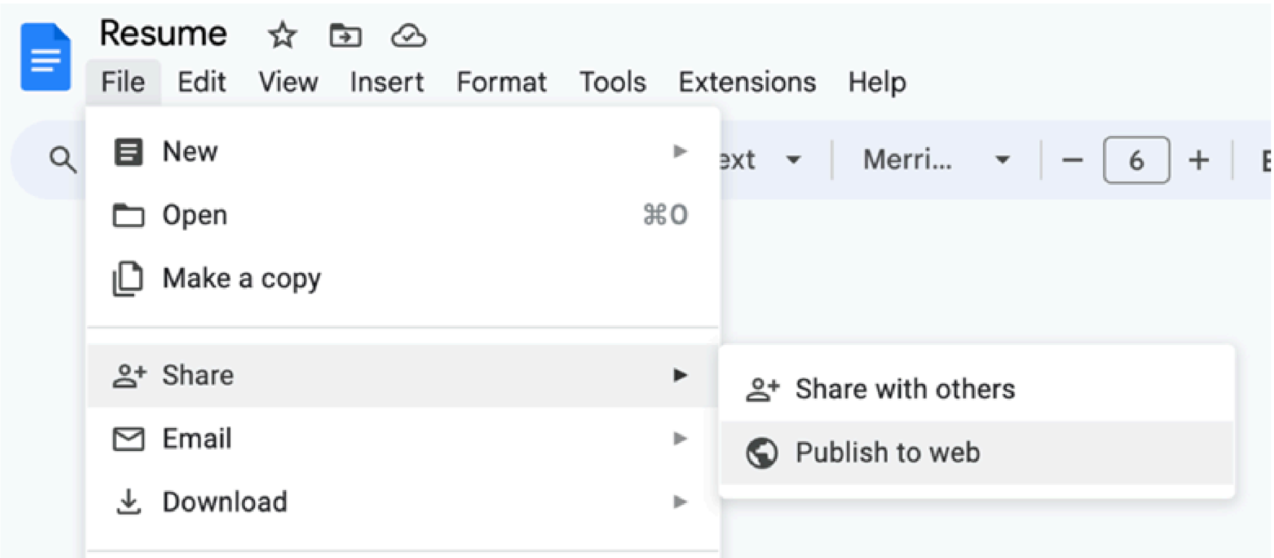


STEP 2

Obtain the Google Doc Embed Code

Google will provide you with a piece of code for you to use to embed any of the following content on your site:
To find your embed code follow these steps:

1. Open your document, sheet, or presentation.
2. Click on “File” in the upper left corner.
3. Choose “Share” then select the “Publish to web” option



4. Click on the “Embed” tab.
5. Click the “Publish” button to reveal your file’s embed code.

You can go to your WordPress editor now:
6. Add a ‘shortcode’ element block in the page you want to use as Lab
7. Copy the shortcode.

The element you will share will have a syntax like this:

<iframe src=‘https://docs.google.com/document/d/XXXCODEXXX/edit’ width=‘1000’ height=‘700’></iframe>

You can modify width and height freely, to better fit your page disposition.

2.5.1. Shared Documents

In the same page, you can add a support window with an AI service that answers general questions.

To do so, follow these steps:

STEP 1 Create an **Open AI account**

STEP 2 In the dashboard create a new project and inside the project select ‘**create new secret key’**.

STEP 3 Save the secret key.

STEP 4 Go back to your WordPress editor and follow these steps:

- From the main dashboard select Tools > Theme file editor
- Select the file functions.php*.

Be careful: make a backup copy of the php file before changing it! You can always reload if something goes wrong.

STEP 5 Then add these two code snippets to the bottom of the file:

Code for the request

```
// set an endpoint to connect OpenAI API

add_action('wp_ajax_chatgpt_request', 'handle_chatgpt_request');
add_action('wp_ajax_nopriv_chatgpt_request',
'handle_chatgpt_request');

function handle_chatgpt_request() {
    // Verifica se è stato passato un messaggio
    if (!isset($_POST['message'])) {
 wp_send_json_error('Messaggio non fornito.');
 wp_die();
    }

    $message = sanitize_text_field($_POST['message']);
    $api_key = 'YOUR-SECRET-KEY';

// Here above substitute with your API key

// Set data for the request

    $data = [
 'model' => 'gpt-3.5-turbo-0125', // Modello di OpenAI
 'messages' => [
  ['role' => 'user', 'content' => $message]
 ],
 'max_tokens' => 150
    ];

// Configure the cURL request to call the OpenAI API

                                             $response          =
wp_remote_post('https://api.openai.com/v1/chat/completions', [
 'headers' => [
  'Authorization' => 'Bearer ' . $api_key,
  'Content-Type' => 'application/json'
 ],
```

```
 'body' => json_encode($data),
 'method' => 'POST',
    ]);

// Check reply

    if (is_wp_error($response)) {
 wp_send_json_error('Errore nella richiesta.');
    } else {
 $body = wp_remote_retrieve_body($response);
 $result = json_decode($body, true);

 if (isset($result['choices'][0]['message']['content'])) {
  $reply = $result['choices'][0]['message']['content'];
  wp_send_json_success($reply);
 } else {
  wp_send_json_error('Errore nella risposta di OpenAI.');
 }
    }

    wp_die();
}

// Include the JS to handle the AJAX request

add_action('wp_enqueue_scripts', 'enqueue_chatgpt_script');
function enqueue_chatgpt_script() {
                               wp_enqueue_script('chatgpt-script',
get_template_directory_uri()  .  '/chatgpt.js',  ['jquery'],  null,
true);
    wp_localize_script('chatgpt-script', 'chatgptAjax', [
 'ajax_url' => admin_url('admin-ajax.php')
    ]);
}.
```

Code for the reply

```
// Insert this JS code directly into the functions.php file, right
after the first one
add_action('wp_footer', function() {
    ?>
    <script type="text/javascript">
    document.addEventListener("DOMContentLoaded", function() {
// Message sending management
                                 document.getElementById("chatgpt-
submit").addEventListener("click", function() {
                                           const   userMessage   =
document.getElementById("chatgpt-input").value;

              jQuery.ajax({
                url: chatgptAjax.ajax_url,
                type: 'POST',
                data: {
                    action: 'chatgpt_request',
                    message: userMessage
                },
                success: function(response) {
                    if(response.success) {
                                 document.getElementById("chatgpt-
response").innerText = response.data;
                    } else {
                                 document.getElementById("chatgpt-
response").innerText = "Errore nella risposta: " + response.data;
                    }
                },
                error: function() {
                                 document.getElementById("chatgpt-
response").innerText = "Errore nella richiesta.";
                }
              });
         });
    });
    </script>
    <?php
});
```

STEP 6 Save the file and close it

STEP 7 In the Lab page, insert this html code inside an 'embed' type element. It is possible to customise all text elements in the code and also font size and colours as preferred.

```
<!--HTML code for the ChatGPT interaction form -->

<div id="chatgpt-container" style="font-size: 32px; color: #333;">
      <label for="chatgpt-input" style="font-size: 32px; color: #550000;">Ask a question:</label>

    <input type="text" id="chatgpt-input" placeholder="Submit your request..." style="font-size: 18px; color: #555; padding: 8px; width: 100%; margin-top: 8px;">

      <button id="chatgpt-submit" style="font-size: 18px; color: white; background-color: #550000; padding: 10px 20px; border: none; border-radius: 5px; margin-top: 10px; cursor: pointer;">

 Send

    </button>

       <p id="chatgpt-response" style="font-size: 30px; color: #550000; background-color: white; margin-top: 15px; padding: 15px;">Respuesta:</p>
</div>
```

COURSE MANAGEMENT

We now come to the heart of the campus, namely the courses offered for all members. The platform must allow fruition as close as possible to the real one but at the same time enriched with interactive elements that we will see below.

3.1. MASTERCLASS

In addition to providing courses in the form of texts and video lectures, the virtual campus can offer occasional or recurrent masterclasses to its students, i.e. live classes in which students and teachers are connected via a video conferencing tool, but without leaving the digital platform.

We must therefore be able to embed a tool for this purpose, and the best solution is the Zoom platform, which can be embedded within the pages of the digital campus.

We will then have a Masterclass page specifically created for this activity.

To embed a Zoom conference on your platform, you need to follow these steps:

STEP 1 **Install Zoom Integration Add-on**

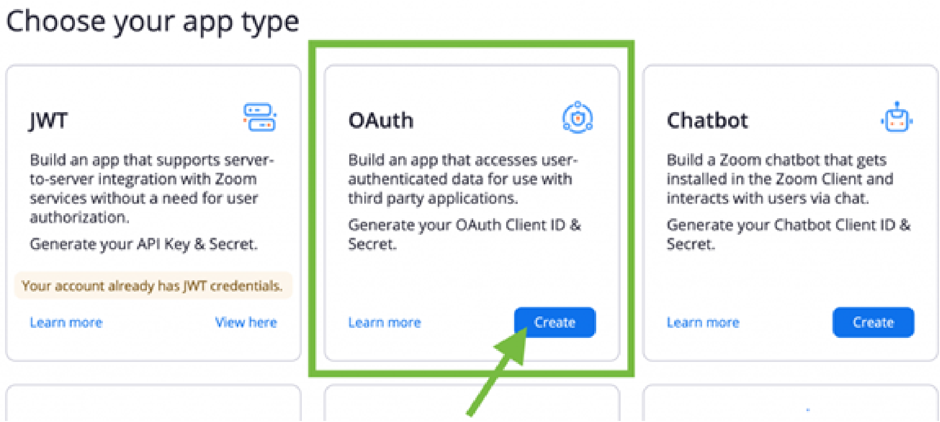
Download the Events Manager for Zoom integration plugin, and install it among your plugins.

Download the plugin here

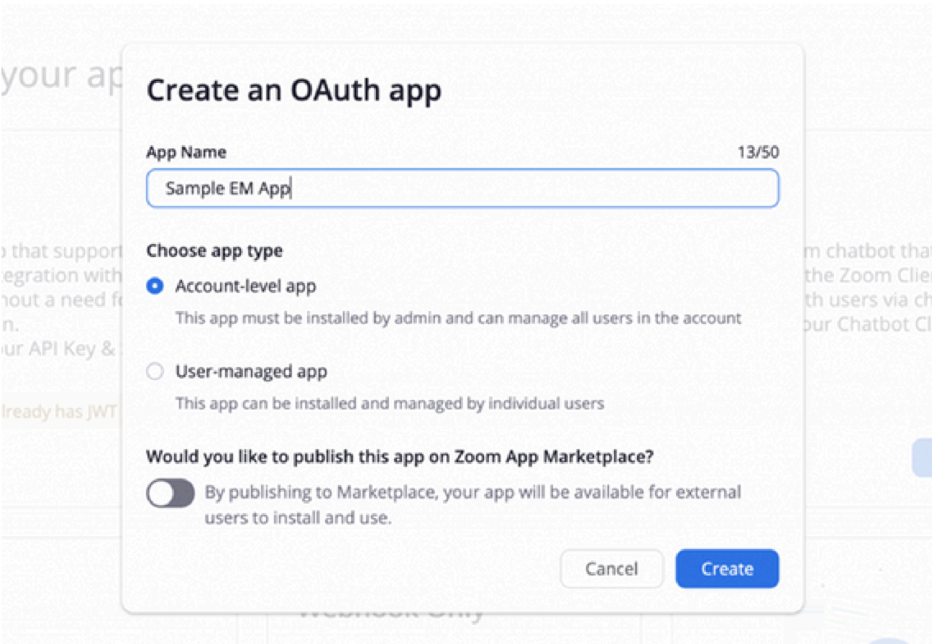
STEP 2 Create an OAuth App on Zoom

You will need to "create" a new OAuth App on Zoom.
If you haven't signed up for a Zoom account, you'll need a Pro plan for access to their API, along with purchasing a Zoom webinar or rooms add-on should you require either of these.
You'll start by visiting the Create App page on Zoom, and choosing to create an OAuth app type.

Access to the page



Here, you should select the 'Account-level app' and select NOT to publish your App.



STEP 3 **Copy Client ID and Secret Key**

You'll immediately be provided with your App Credentials. Copy the ID and Key over to your EM Zoom Settings, then save your settings.

STEP 4 **Redirect and Whitelist URL**

You will need to enter a Redirect URL for OAuth to connect your account with Events Manager. This URL is found on your EM Zoom Settings, and would look similar to the following:

https://yoursite.com/wp-admin/admin-ajax.php?action=em_oauth_zoom&callback=authorize

Additionally, you should also enter https://yoursite.com to the Whitelist URL textbox as well.

STEP 5 **Select the Scopes**

The scopes you need to authorise will vary on whether you want access to Meetings, Webinars and/or Rooms, enable the 'User' scopes, and also the specific ones you need:

Users	• View all user information (user:read:admin)
Webinas	• View and manage all user webinar (webinar:write:admin)
Meetings	• View and manage all user meetings (meeting:write:admin)
Rooms	• View all users' Zoom Rooms information (room:read:admin)

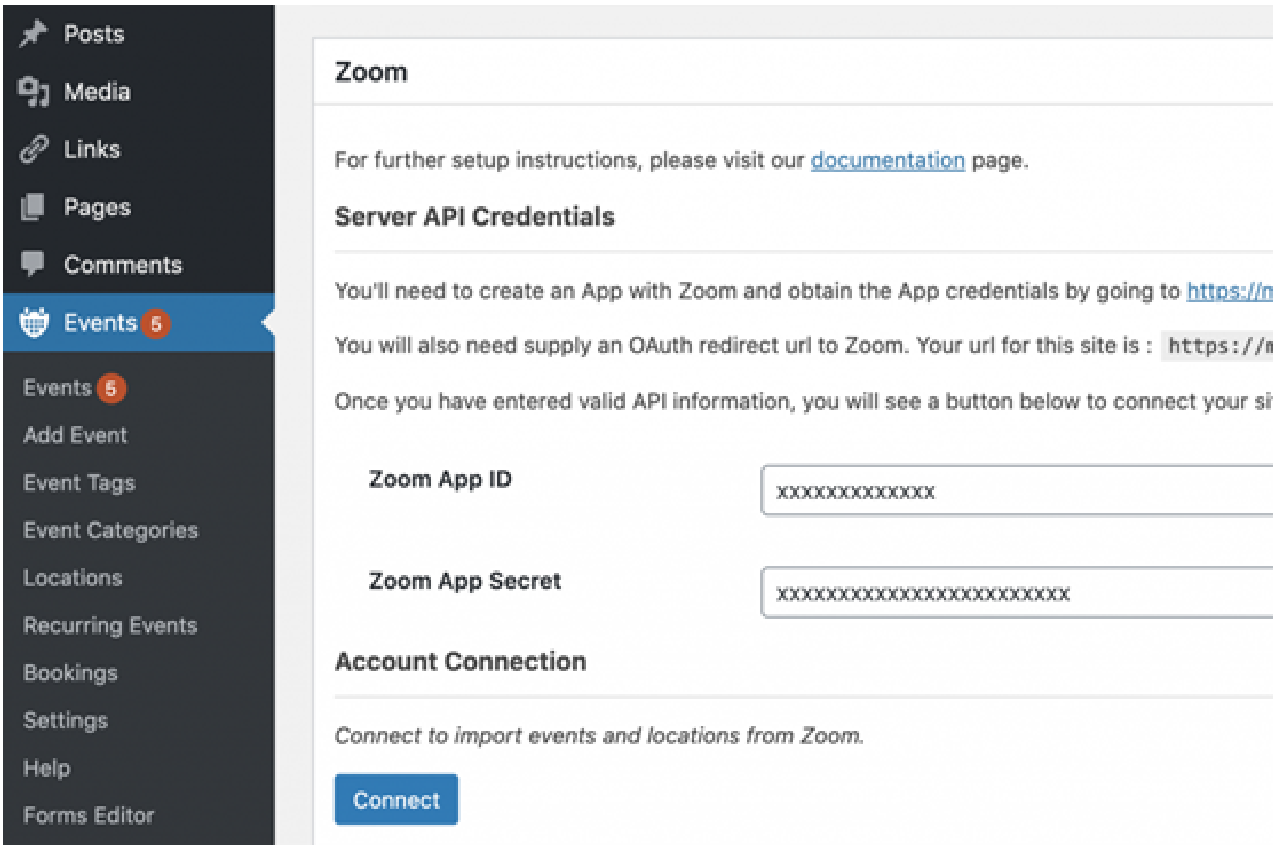
Note that if you change your mind later on, you'll need to disconnect and reconnect your account (see further down), although you don't need a new Client ID and Secret Key.

STEP 6 **Complete the app forms**

Aside from these settings, you only need to enter the minimal required information to connect Events Manager with Zoom. Ensure on the Activation step there are no errors.

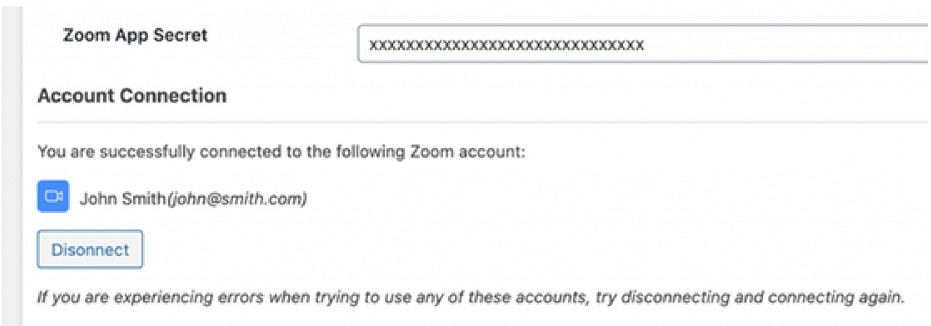
STEP 7 Connect your account

Once you have built your app and saved your app credentials, you will see the option to connect an account, like so:



Click the 'Connect' button. You will be forwarded to Zoom where you will need to approve the App, then redirected back to a confirmation page.

When you visit your EM Zoom Settings again, you'll now see a connected account:



STEP 8 Enable Location Types

Now that you've connected your Zoom account, it's time to enable the Zoom location types you'd like to use. You can do this by visiting the EM Zoom Settings page, and open the General Options further up. Make sure locations are enabled in Location Settings and then make sure the Zoom items you'd like to use are checked, then save your settings.

Once you've done this, you will now see the available Zoom options on your location settings whilst creating an event.

STEP 9 Create an event

From the plugin setting **Add a new event.**

You will be asked to add a title and then add all meeting information as you would do if you were creating the event in Zoom.

STEP 10 Copy your shortcode

After saving the event and opening it again, you will find a shortcode that can be copied and pasted inside an iframe lament type in the page dedicated to the Masterclass. The code may look like this:

```
[zoom_meeting_post post_id="XXX" template="boxed"]
```

You can modify the view of the embedded window by changing the attribute “boxed” into “none”.

All users visiting the page will therefore see the incoming masterclass, with a countdown to the start. When it starts there will be a live video conference on the same page. You can set the conditional visibility of the blocks in which the embedded Zoom call appears so that more than one masterclass can be placed on the same page and each one is assigned to a different type of student.

3.2. COURSES

The platform supports the fruition of SCORM (Sharable Content Object Reference Model) content.

SCORM files are primarily used for e-learning courses and help ensure that content and the results are trackable.

Here is a step-by-step guide on how to create a SCORM package.

3.2.1. Creation of SCORM content

STEP 1 **Create Your Course Content**

Before converting your course into SCORM format, you need to create the actual content, which could include:

- Text content
- Images
- Videos

We suggest creating the exercises separately, as they will then be added separately on the platform.

Tools to create course content include:

- PowerPoint (with SCORM add-ins)
- Articulate Storyline
- Adobe Captivate
- Lectora
- iSpring Suite

These tools offer built-in features to create SCORM-compliant content directly, which simplifies the process.

STEP 2 **Choose the SCORM Version**

SCORM has different versions, with SCORM 1.2 and SCORM 2004 being the most common.

The version you choose depends on the requirements of your LMS and your content's needs:

- SCORM 1.2 is simpler and more widely supported by older systems.
- SCORM 2004 offers more features and flexibility (like better tracking and sequencing).

If you're using an authoring tool (like Articulate Storyline or Adobe Captivate), you can typically choose the version when exporting your course.

STEP 3 **Export Your Course to SCORM Format**

If you're using an authoring tool, you can export your course directly to SCORM. Here's how to do it in a few popular tools:

Using Articulate Storyline:

1. Open your project in Storyline.
2. Go to the "Publish" tab.
3. Select LMS as your publishing option.
4. Choose SCORM 1.2 or SCORM 2004 depending on your needs.
5. Click Publish, and the SCORM package will be created as a ZIP file.

Using Adobe Captivate:

1. Open your course in Captivate.
2. Go to File > Publish.
3. In the Publish Settings, choose HTML5 for mobile compatibility.
4. Under LMS options, select the SCORM version (1.2 or 2004).
5. Choose a location to save the SCORM package and click Publish.

Using iSpring Suite:

1. Create your course in PowerPoint using iSpring Suite.
2. After finishing, click on the Publish button.
3. Select LMS as the output type.
4. Choose SCORM 1.2 or SCORM 2004.
5. Click Publish, and a ZIP file with SCORM content will be generated.

STEP 4

Organize the SCORM Files

After exporting the SCORM content, you'll receive a ZIP file containing several components:

1. **HTML files** – These files are used to display the content in the browser.
2. **JavaScript files** – These handle tracking and communication with the LMS (using the SCORM API).
3. **Manifest file** (imsmanifest.xml) – This is a crucial file that outlines the structure of the SCORM package. It lists all the course files and includes metadata (title, description, version, etc.).
4. **Media files** (images, audio, video) – Any media assets you included in the course.
5. **Tracking files** – SCORM packages often track student progress, and these files are used for that purpose.

Open the zip file and delete the 4 files with the .cur extension, otherwise they will create problems when importing onto the platform.

3.2.2. Uploading SCORM files to the platform

We suggest using the Master Study LMS plugin.
After installing it, follow these steps for customisation in the Settings section:

STEP 1

Go to the General tab and align the colours to those of your platform theme.

STEP 2

Then go to the Courses tab and select the page where you want to display the courses.

STEP 3

Customise the course display (number of courses per row, page style, etc.).

STEP 4

Go to the Reports and Analytics tab and set to “on” the options: Reports for instructors and Reports for students

STEP 5

Go to the Quizzes tab and choose how you want to use the quizzes. Further customisations can be made within the individual quizzes.

STEP 6

Go to the LMS page tab and select a user account page and certificate page.

In the Addons page, activate the following addons:

- Certificate Builder
- LMS Forms Editor
- Media File Manager
- Scorm
- Statistics and Payout
- Multi-instructors
- Prerequisites
- The Gradebook

At this point, you can return to the WordPress user management and you will see that new user roles have been added.

You will be able to assign the role of **Instructor** to users who will be in charge of uploading lessons, holding masterclasses and monitoring student progress.

3.2.3. Add your materials

STEP 1 **Create a new Course**

- Go to MasterStudy LMS > Courses.
- Click on Add New to create a new course.
- Fill out the basic course information in the Settings tab
  - Course Title
  - Category (if applicable)
  - Description
  - Co-Instructor (if applicable)
  - Prerequisites: if you want a certain course to be available only when the student has completed a previous course
  - Other settings like course difficulty, tags, etc.

STEP 2 **Add SCORM content to the Course**

- In the Curriculum tab, click on Import SCORM.
- select the SCORM ZIP file from your computer and upload it.

STEP 3 **Publish the Course**

Once your SCORM content is added, complete any other course settings, and click Publish to make the course live.

STEP 4 **Manage display order and Author**

Courses are shown by default in descending order of loading. Therefore, the course to be shown first must be of the most recent date.

- Change the date in the quick edit settings from the course list
- Modify the main Author from the same settings if necessary (you can choose among the users who have been set as “instructor”). The Author of the course will also see the statistics of enrolled students from his/her profile.

STEP 5 **Manage Students**

Click on Manage Students in the course list, and now you have two options:

Option 1: Add Students Manually

- In the Manage Students page, you’ll typically see an option to add students manually.
- Search for existing users: Use the search bar to find users by their name, email, or username.
- Select the students you want to add to the course and click Add. You can select multiple students at once if needed.
- Once added, those students will be enrolled in the course.

Option 2: Bulk Add Students Using a List (CSV Import)

- If you have a list of students (in a CSV file, for example), look for an import or bulk add option in the Manage Students section.
- Prepare the CSV file with the following necessary fields: username, email, first name, last name, and any other relevant details that MasterStudy LMS requires for user creation.
- Upload the CSV file: There should be an option to upload the CSV. Once uploaded, the students will automatically be enrolled in the course.
- Confirm the bulk import and check if all the students appear in the Student List for that course.

3.2.4. Quiz management

In this mode, quizzes (final or intermediate) are uploaded in a single course, separate from the course with previously uploaded SCORM content.

- Under the **Course** section, click **Add New Lesson**.
- In the lesson editor, select the lesson type as **Quiz**.
- Click **Add Quiz** to create a new quiz.

The set Quiz details:

Title and Description	Provide a title for your quiz (e.g., "Module 1 Quiz") and a description or instructions.
Passing Grade	Set the passing grade for the quiz. You can specify the percentage or score required for students to pass.

Add questions and answers:

STEP 1 In the quiz editor, click **Add Question.**

STEP 2 Select the question type (e.g., multiple-choice, true/false, short answer).

STEP 3 Enter the question and possible answer choices. If it's multiple-choice, mark the correct answer.

STEP 4 You can add as many questions as needed. Click "Save" after each question to ensure it is added.

STEP 5 You can also set point values for each question.

Set Quiz options:

Time Limit	You can set a time limit for the quiz if desired.
Attempts	Choose how many attempts a student can make on the quiz.
Quiz Completion Settings	Decide if you want to automatically mark the quiz as complete once the student finishes or set specific completion criteria.
Results Display	Set how and when students will see their results (immediately after submission, after the quiz is graded, etc.).

Publish the Quiz

STEP 1 After setting everything up, click Save or Publish to make the quiz available to students.

STEP 2 As previously done with SCORM courses, edit display order, instructor and manage students from the course list.

At this point, the students you have entered will see on their course page all the courses and quizzes you have uploaded and assigned to them.

3.2.5. Course page customisation

By default a **display filter** is shown on the course page that allows you to sort courses by date, price etc.

If you want to hide it, you can do so with additional CSS by going to the WordPress general menu under Appearance > Customise and writing these lines in the additional CSS tab:

```
.courses_filters__activities .lms_courses {
display: none !important;
}
```

3.2.6. Management of students Statistics and Certificates

Statistics:

From the WordPress admin dashboard among MasterStudy LMS options, go to Courses and select the course you want to manage.

Click on Analytics to view detailed statistics on student performance. You can see:

- Course Progress (Completion status)
- Quiz Scores (If quizzes are used in the course)
- Time Spent on the course
- Course Enrollment Data (Which students are enrolled)
- Individual student progress (including quiz attempts and results)
- Download Reports: you can export reports in CSV format for further analysis. Just click on the Export button (if available) in the statistics page to download the data.

The statistics of all users can also be viewed from the front end of the author's profile page.

In this case by going to Analytics and then browsing Engagement and Students, the Instructor / Author will be able to see all the relevant statistics for the students enrolled in his/her courses.

Certificates:

Certificates can be issued using the specific menu item that will appear on your WordPress dashboard after having installed MasterStudy LMS.

From this list you can see the default certificates template that can be modified with your logo, information, instructor's name, signatures and so on.

Edit your certificate(s) and save it.

Then go to the course list and assign the certificate(s) in the course settings:
- Choose a certificate to be automatically assigned after the student has passed the course;
- Define the criteria for awarding the certificate, such as:
    - Passing grade for quizzes
    - Completion of course materials
- The certificate will be automatically generated when students meet these conditions.
- Students will receive the certificate upon completing the course, either via email or through their user dashboard.

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