Welcome to MeVeL!
First steps in the Virtual Mobility Platform

Dear participants,

Follow the steps below to access the course "Professional Technical English", personalise your activity on the

Virtual Mobility Platform, get to know the platform and your fellow participants.

1. Sign in

Sign in with your username and password at:

http://www.teacamp.eu/moodle2/

In **"My Home"** you see all the courses you are enrolled to. Click on the course **"Professional Technical English".** Here you can see all information, content and communications available to assist you with your learning.

2. Upload a photo

In the platform, you have a personal area. We kindly ask you to introduce yourself, and upload a photo. The photo will appear in all your forum postings. The following data support the formation of a virtual community. Follow these steps:

- On the left side you see the "My profile settings" under Administration
- Click on the arrow and on "Edit Profile"
- Now you can change your personal settings

- Upload a **photo**. Go to User picture and click the button to „Browse" through the folders of your computer. A dialog-window appears. Search through the drive where the file is stored by clicking on "search files", select the file and click „Open". Then click on "Upload this file". Or just Drag&Drop a picture inside the area.

- In the **Description** field write something about yourself. You will be able to update this information as you proceed with the course.
- In the field **City/Town** write where you live
- In the field **Country** open the drop down menu with the arrow and select the country you live in.

Additional settings for forums:

For a clear presentation of the posts in the discussion forums, we strongly recommend to choose the

following settings. Daily summary Email with full community contributions, no automatic subscriptions to

forums as well as the colour marking of new mails.

Please, select:

- Email digest type – at the pull-down menu: „ Complete (Daily e-mail with full posts)"
- Forum auto-subscribe – at the pull-down menu: „No: don't automatically subscribe me to forums"
- Forum tracking – at the pull-down menu: „Yes: highlight new posts for me"

Don't forget to click on "Update profile" at the end of the page to save your settings.

3. Download documents

You will often use the platform to upload content. That's why you'll practice the download of content in this exercise. To do this, follow these steps:

- Click on "My home", and then click on the course "1. Professional technical English".
- In the main area just below the timetable you will find the PDF document "Excercises in the Virtual Mobility Plattform"
- Click on the PDF document title and it will open in a pop up window. In the new window click on the symbol , to save it on your computer.

4. Exercise: Discuss in the forum

The course activities will be usually set by your teacher with the use of Discussion Forums, so that you can always ask for more information and talk about the activities with your fellow participants in the course.

Activities in this course will be called E-Tivities, because they are specifically created to support Online Learning.

Return to the main course area.

Write your first post in the discussion forum **"Welcome!"** and become visible to your colleagues and facilitators. Share your first message about the experience you had at the entrance to this platform. To do this, start a new discussion in the forum, by clicking the **"Add a new discussion topic"** button. After you post your message, read the contributions from your colleagues and respond to it by using the **"Reply"** button. Try the different views of the contributions.

Good Luck and Have Fun!

If you have problems or questions about the Virtual Mobility Platform please contact:

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