How to access and use the LEARNFORCLIMATE Social Learning Platform Guidance for research team

1. How to create a user account at WB-ILIAS?

First, you need to **create a user account** for WB-ILIAS, the University of Freiburg's platform for continued education. It is free of charge and can be done with several clicks. Just go to the following website: <u>https://wb-ilias.uni-</u>

freiburg.de/login.php?target=&client_id=unifreiburgwb&cmd=force_login&lang=en.

Make sure that you are in the **English version**. You find the language menu button on the top right (see screenshot). Select **"New Account Registration"** at the bottom left of the Login window (see screenshot).



Once at the **registration page** (see screenshot below), you can create your personal password by following the password requirements. Please enter your first and last name as well as your e-mail address. After accepting the Terms of Service at the bottom, click "register" at the bottom right of the page.

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			Allowed chars: A-Z = z : 0 = , - : 7 = = "B[SH=-iz"] The password must have at least a size of 10 characters. The password must contain characters and numbers.	
			The password must contain special characters. The password must contain at least 1 capital letters.	
			The password must contain at least 1 lower case letters.	
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			Access to the online learning platform LLAS will only be granted to users who have accepted the rollowing user Agreement: The registration and every subsequent login on ILAS will be accomplished using your personal user account. The user credentials are per-	sonal, have to be kept secret and must not be revealed to other
			persons. During the first login of members of the University of Freiburg, their user credentials will be registered on ILIAS. In this process, t ment systems will be stored in ILIAS: the user name, the user's full name, the user's e-mail address and, if the user is a student, the user's	he following data from the university's central identity manage- matriculation number.
			When entering a group/course on ILIAS as a member, the group/course administrators, the tutors, the instructors and, depending on the group/course, will be able to see the user name. The user can decide whether she/he want to enter other optional items of personal data	setup of the respective group/course, all other members of the into their user profile in ILIAS, which might then be made visi-
			ble for other users on ILJAS. In addition, every user can decide whether their online status will be revealed to other users who are currently The instructory hitses and group/course administratory respectible for a group/course on ILIAS, which is accessed by the user respectible for a	y logged on to ILIAS.
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			Contributions to course or group related learning tools on ILIAS may be accessed by fellow group or course members.	we see weeks and allow used by the user.
			The use of ILIAS and all contents made available through ILIAS is intended for private use only and only for scientific purposes within the rently enrolled in at the University of Freiburg. The user hereby declares that she/he will not share or upload any content on ILIAS that vio	context of the continuing education course that the user is cur- lates any applicable trademark, copyright and/or patent laws.
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Once you have registered, you will automatically receive a **confirmation e-mail** to the address you have given. In this confirmation e-mail, you will find your personal username. Please take note of your personal password as it will not be mentioned in your confirmation e-mail and only you know your password.

On the website, you will be automatically directed to the following page, where you click on "Login to ILIAS".



2. How to join the LEARNFORCLIMATE Social Learning Platform?

After having created your user account, you are ready to join the LEARNFORCLIMATE Social Learning Platform. You are back again to the **WB-ILIAS Login page**. Please enter now your user name (which you find in your confirmation e-mail) and your personal password.

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Once logged in, you will see the following page, which indicates that you are "not yet a member of a course or group". Please **copy the following link into your browser to join the LEARNFORCLIMATE Social Learning Platform**: <u>https://wb-ilias.uni-</u> <u>freiburg.de/goto.php?target=crs 421061 rcodeY8NGrMVGg8&client id=unifreiburgwb</u>

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Welcome! You have now joined the LEARNFORCLIMATE Social Learning Platform.

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	Successfully registered to course "Learnforclimate".				
Personal Workspace	Climate change adaptation and mitigation in European forests	1 HE			
Achievements	Welcome to the Social Learning Platform about climate change adaptation and mitigation in European forests! It serves for sharing scientific information and for en- abling interactive exchange between researchers, forest owners and managers as well as policy actors in and across different European countries. Similarly to entering a workshop room, you can access your virtual country room below. It contains explanations in your respective language as well as texts, images, videos, quizzes and a link to an online video conference for live interaction.				
	The Social Learning Platform is hosted by the University of Freiburg's continuing education platform WB-LLAS. In order to access content, you first need to receive an invitation link to join the Social Learning Platform and to create your personal account at WB-ILLAS. For further information, feel free to reach out to the contact per- son indicated under "info" in the menu bar above.				
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3. How to join my country group at the LEARNFORCLIMATE Social Learning Platform?

If you want to join a country group, just **click on the respective flag**. Next, you will see the following page where you click on "join" on the right side.

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You are then directed automatically to the respective country page. If you want to go one step back, just click on "LEARNFORCLIMATE" in the menu bar. Within the country pages, you can upload documents, pictures as well as video and audio files by clicking on the respective items. With assistance, you can also connect a video conference link (e.g. Zoom) to the blue button so that participates can join the video conference by clicking on the blue button. With assistance, you can also create a survey / quiz via the yellow button.



4. How to become an administrator of Social Learning Platform to modify content?

One of the current administrators needs to change your status. First, the administrator clicks on "Members" in the menu bar.

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The administrator then sees an overview of all persons who currently have an account. The current status as course member or course administrator is indicated under "roles". To modify it, the administrator clicks on the right side under "actions" on "edit" in the line of the respective person.

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Next, the administrator sees only the information about the specific person. Under "roles", the administrator can change his or her status from "course member" to "course administrator".

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5. How to modify text on the Social Learning Platform as administrator?

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To modify text, you go to the respective section and click on "customize page".

Next, you can add, delete or modify the texts within each of the existing text blocks by clicking on it. You can work with it like in a normal Word document. In the menu bar on the left, you can also e.g. modify the "character" of the writing into bold, italic, underlined etc. The "paragraph" and "surrounding section" are usually pre-installed to make each page look similar. So, usually there is no need to change it. Once you are finished, you can click in "Save and return" on the left side. In case you made unintended modifications, you can also click on "cancel" and start new.

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6. How to add internal or external hyperlinks as administrator?

First, click again on "customize page".



You thereby entered the editing mode. The grey boxes with pictures for "documents", "videos & audios" and "pictures & graphs" as well as the yellow box "participate in a quiz or survey" should already contain internal hyperlinks. However, in the blue box "join video conference", you could add a link to a Zoom call or to another type of call. To do so, you first **click on the blue field**.

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You then see on the left side a menu bar. Under **"link"** you change from "no link" to "world wide web" and enter the Zoom call link into the URL field, which pops up when you select "world wide web". Then you click on **"save"** at the bottom of the menu.



In case you want to modify **internal hyperlinks**, you can do so by choosing the option "inside ILIAS". Under "object", which pops up, you can then click on "select target object".

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Next, you select the internal landing page within the ILIAS structure of the Social Learning Platform. You then click on **"save"**.



To leave the editing modus, please click again on "finish editing".

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7. How to upload documents, pictures, videos and other files as administrator?

To upload files, first click on the **respective box** where you want to add or delete files, e.g. on the box "documents".



You then click on "add new item". A menu bar pops up. Within the menu, please select "file".

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Next, you see a **"drag-and-drop"** field where you can move the respective file to. Alternatively, you can click on **"select files"** through which you can search for the respective file within the internal document management system of your computer.

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Once you added your file, please click on "upload files".

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The file is then visible under the content of the respective page. When users click on it, the file opens in a separate page in your browser. In case you want to delete the document again, you can click on the small blue arrow on the far right.

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A menu bar pops up where you can select "delete".

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Next, you need to confirm again that you really want to delete the file.

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In case that you want to create a sub-structure with different folders, you can click on "add item" and then select "folder".

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Next you see a menu where you can give it a "title" and then click on "add folder".

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Next, you see the folder where you can again add files. If you want to go one or several levels up inside the Social Learning Platform structure, you can use the green menu bar on the top and click again e.g. on the levels "documents Europe", "Europe" or "LEARNFORCLIMATE".

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