Ele@rnstation
user guide

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1. Definition and context of the ele@rnstation platform

Ele@rnSTATION is an e-learning platform developed by **AeroGATES**.

Why ele@rnstation solution is better than another one:

▶ Its **simplicity** of use and implementation

▶ Its **concrete structure** based on the analogy of a school / classroom with only 4 key actors:
   o The trainee (first)
   o The tutors/trainers involved in a classroom
   o The Authors of the courses
   o The headmaster of the school.

▶ Its **straightforward and easy** functionalities in terms of **sharing courses** (respecting copyrights) within the classroom, the school or even between schools belonging to either a same or a foreign group of schools.

▶ The fact that **Trainees don't need specific plugin** or piece of software to install. Use of the e-le@rnstation environement is **100% webbased** with usual software (internet web browser).

▶ The fact that Authors and Tutors can also **create content only using their usual office tools** to create content that they will upload on the platform. In this respect, e-le@rnstation accepts any type of documents or links.

▶ The fact that **we don't have any thing to manage** in terms of server and software as it is completely hosted and managed by Aerogates on dedicated servers.

▶ An **easy** way to **create classrooms for dedicated training** or dedicated clients/companies without recreating a complete content based on the existing library.

▶ An **easy and cheap licence systems** which enables us **to re-use licences** depending on training sessions or to facilitate the transfer of licences within a client's environment (we can even set up easily dedicated school or schools for an organization to which we give the rights of headmaster of that specific school and provide them with a dedicated library of courses so that they can manage users). Licences are free for the authors, tutors and headmasters. Trainees can also pre-register directly on-line.

▶ The fact that the use of the platform **can be combined with the content of a CD-ROM of a DVD** which can be played locally on the equipment of the user. This functionality also includes the possibility of playing the content of the CD or DVD only if the user is connected.

▶ Interface exists **both in English and in French** and we also made sure that it could be easily adapated in **any other languages** is needed (translation tables).

▶ … and many other reasons.

Ele@rnstation
user guide

1.1. A few definitions

The Trainee or Learner is the dominant actor of the system.

As a trainee you are the principal recipient of all the functionalities developed in the platform. It is for you that the system has been designed, to be trained as effectively and as "dynamically" as possible.

The concept of tutoring is also developed so that behind your computer, you don't feel alone and can always reach your tutors as you need and to the other members of your class by the means of tools for synchronous (telephone, chat) or asynchronous (email, forum) communication.

As a Trainee / Learner the main person you will be in contact with is the Tutor.

The tutor is your privileged interlocutor.

Remotely he/she must be able to solve all the problems and to answer all the questions you may askr. For this purpose, two types of tutors have been identified in e-le@rnStation:

- ► **The principal tutor** answers the administrative problems you may encounter in the training.
- ► **The course tutor** is the specialist on a specific topic, he/she is assigned to a course by the headmaster and must be able to answer all the questions you may ask.
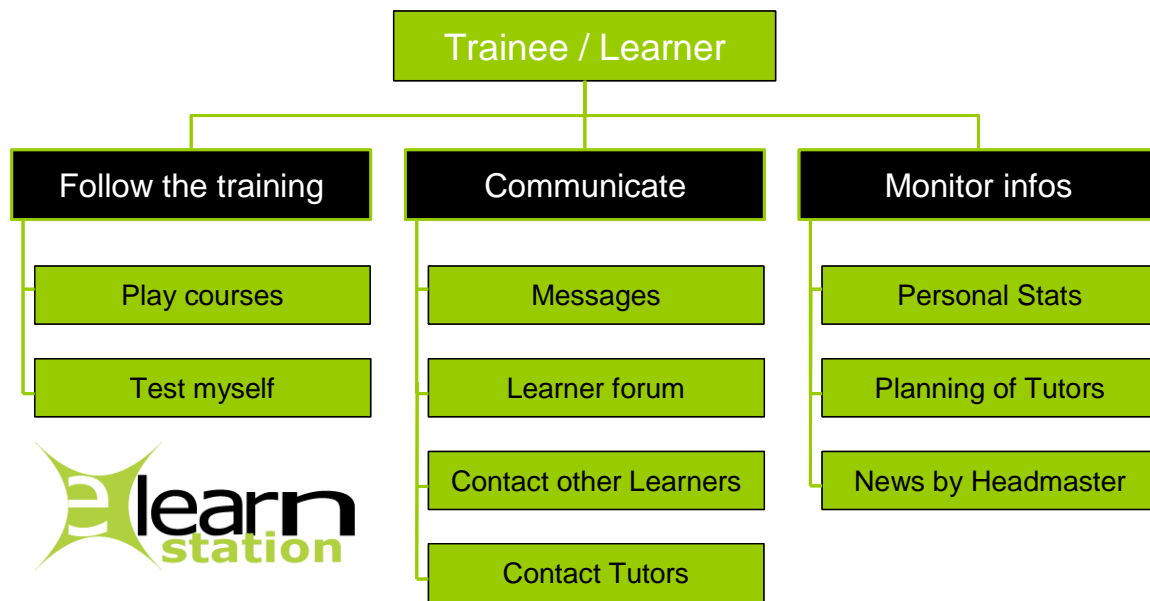
For your information the other 2 types of actors in e-le@rnStation are

- ► The **headmaster** – **the administrator of the school.** He/she can create classes, learners, tutors and authors, assigns courses, learners and tutors to classes, but also tutors to courses.
- ► **The author who creates the contents** of a course. Several authors can participate to producing the pedagogical content for a class. The author can create a teaching/pedagogical guide for a chapter and/or a lesson, which the tutor of course will be able to modify or remove.

As a Learner/Trainne you can:

- ► consult the courses available in the class and play them,
- ► consult the list of the others learners in the class,
- ► consult the planning of tutors' obligations,
- ► test your own knowledge (with MCQs when available)and consults all tests' result,
- ► communicate via the forum with the tutors and the others learners in the class,
- ► communicate via external messages (classical e-mail),
- ► contact the principal tutor or each course tutor of the class,
- ► consult the news published by the headmaster.

Ele@rnstation
user guide

School/Training centre: includes one or more classes and a course library.

A school is characterised by its name/logo/number of licences and is managed by its headmaster.

Class: one or more classes form a school. A class includes learners, authors, tutors, and courses. The access to the class is secured based on the connection details and licence of the learner who is considered as unique. As a Learner you can access several courses depending on the headmaster's decision within your class, but you will need a different access code for another class.

Library: includes the whole of the corpus of knowledge (courses) belonging to a school, a group of school or to ele@rnstation (each time different level of libraries which respect copyrights and IP).

Course: one or more courses form the knowledge content of a class. A course can be divided in Chapters and Lessons, and can contain a teaching guide.

The content of the Chapters or Lessons can directly include an attached file (Word, Powerpoint, Acrobat, slideshows ...) and an hypertext link.

A teaching guide is the possibility given to the Author of a course or a Tutor to enrich a lesson or a chapter by adding teaching advices, comments or hypertext links.

A course can be structured in a sequential or parallel path, respectively a mandatory learning path that you should follow or a free order in which you can access the various chapters and lessons.

 Tests (MCQ – Multiple Choice Questionnary) can be added at Chapter and/or Lesson levels.