

Chapter 1. Creating a Course on EMMA



Sign in with your teacher's account and go to "**Your Courses**" in your personal menu



To add a new course you have to click on "**Add Course**" button



Add **course information**:
"Course title", "Overview",
"Learning objective", "Outcomes"



Define course **start and end date**
NOTE: This is the date of when your course overview will be available on MOOCs list, **not the date of your first lesson.**



Choose a **cover page** for your course



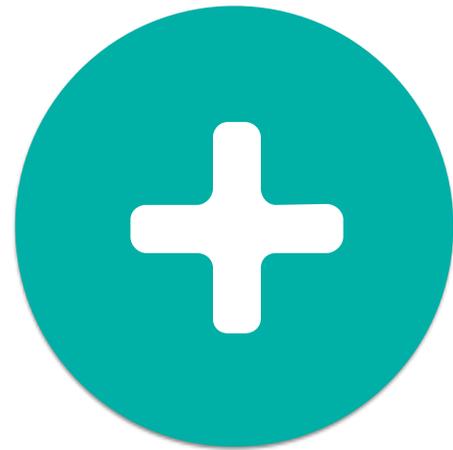
Add **coauthors**: users that can manage with you your course



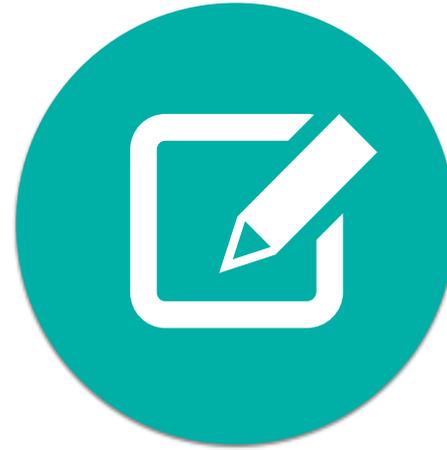
Tick the "**Publish**" button and click on "**Save**"

All Done!

Chapter 2. Adding a new Lesson on EMMA



Click on “**Add Lesson**” button in the course menu.



Set the **starting date** of the lesson and edit “Title”, “Lesson objectives” and “Outcomes”



Click on “**Save**”

EMMA tips

Engage learners with course activities, asking them to participate in the course via the **Blog** and/or the **Conversation tool**

Chapter 3. Adding a new Unit on EMMA



Click on
"Add Unit"



a) Enter the Unit **"Title"**,
b) Upload an **image or video**  
c) Edit the **content** using the text editor.



Add **"Tags"**
to the Unit



Add more **Study material** to
the unit from the media library

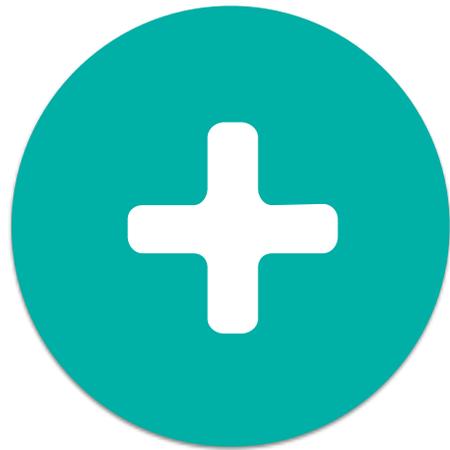


Click on
"Save"

EMMA tips

Tags link to **Europeana API**, a resource repository that can link your tags to specific media, so **try to use specific words**.

Chapter 4. Adding an Assignment on EMMA



Click on the purple box
"Add assignment"
it looks like a unit page



Add info about your assignment:
"Title", "Description" and
"Outcomes"



Click on
"Save"

EMMA tips

When your students send an homework you can evaluate it clicking on the **"Submitted homework" tab in your profile.**
If you too much homework to evaluate, use the **Peer Assessment features ;)**

Chapter 5. Adding a Quiz on EMMA



Click on the purple box
"Add assignment"



Click on "Quiz Library" and then
on "Add New Quiz". Click on "Add new quiz"
and insert a title and a short description



Click on the button
"Save"



Now start adding questions by clicking
on "Add Question"
(You can now write your first item in the box Question Text.)



Choose the type of answer:
text answer (if you have only 1
correct answer) or true/false
answer



In "Text Answer", **type your first
response option** and indicate in the
next column whether response
is right or wrong.

To add a new response simply click on the green plus sign

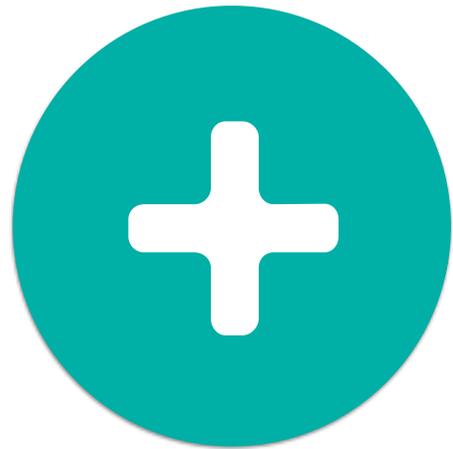


Once you have inserted your three
or four alternative responses and
ensured that only one has the true
tick, **save using the green button.**

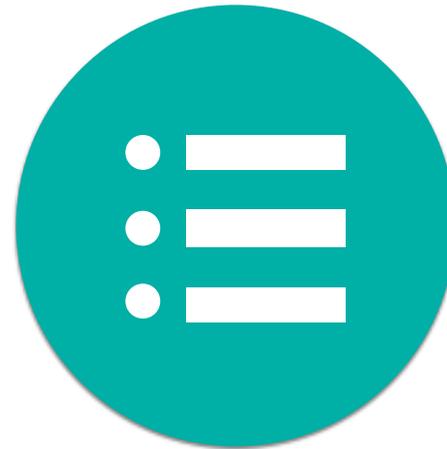


To add further questions to your
quiz click on "Add Question".
Once you have saved, you can find
your completed quiz in the "Quiz
Library" on the assignment page

Chapter 6. Evaluating a homework on EMMA



Go to your personal profile
and click on the tab
"Submitted Homework"



See/filter the list of your
student's homework



Click on each homework and
add a comment

EMMA tips

When you add a comment a special icon  appears near the unit structure and student can see the evaluation

Chapter 7. Creating a Peer Assessment on EMMA

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Teacher adds an assignment
in his course (unit level)

EMMA CMS
Title, Instructions, Outcomes, Deadlines



During Unit sessions **student**
performs and **sends his homework**

Visual/HTML editor
formatting text, link, images



Teacher checks n° of homework
sent and creates a peer assessment

Group of PR creation, evaluation period,
assessment criteria: narrative, grade, checklist



Some **students** who sent homework
are nominated as “peer reviewer”

PR receives a notification on platform, by email
and a special badge appears near notification bar

🕒 HOME WORK SUBMISSION PERIOD



Peer Reviewer completes an
evaluation questionnaire

PR can manage his peer assessment on his
profile dashboard



Teacher checks homework
evaluated on his profile dashboard

Teacher can also re-send a notification to PR
who has not evaluated the homework

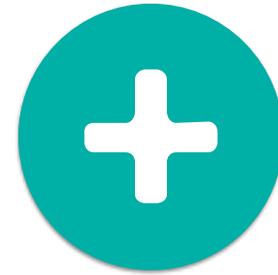


When homework is evaluated
student receives a notification

Student receives a notification on platform
by email and an icon appears near unit lesson index

All Done!

Chapter 8. Creating an EMMA Post



Go to your profile menu in the top-right side of the platform and click on **"Your Blog"**

Click on **"Add new Post"**, type a **"Title"** and fill the **"Content post"** field

Add **"Tags"** and **select your course** if you want to show your post only to your students

Click on **"Save"**. A **notification** will be sent to all your enrolled students

EMMA tips

Engage your students asking them to **produce some artefacts**.

Chapter 9. Content Translation on EMMA



Once you have 2 or 3 lessons ready on EMMA, you can **inform UPV** via mail to **initiate the translation process**



Automatic Translation will be generated.



Edit the translations: **black** is for unedited, **orange** for in progress and **green** for completed.



When your translation is edited and ready **inform UNINA** who will re-export to EMMA

All Done!

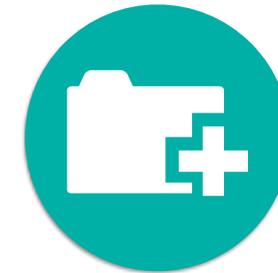
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