



## **Guidelines for teachers of GreenCool online course:**

„Greenfluencer – Let me introduce  
your green self“



UNIVERSITY OF TARTU



Erasmus+

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of the European Union





## **Guidelines for teachers of GreenCool online course: „Greenfluencer – Let me introduce your green self“**

The goal of this document is to make GreenCool online course more accessible to everyone interested in offering this course at their academic institution. The course has been designed in a way that it can be transferred to any Moodle lms as a stand-alone online course for independent learning. These guidelines offer step-by-step instructions for teachers in installing and using GreenCool online course.

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GreenCool - Let me influence your green self! - Skill development in the encouragement of mindset towards environmental awareness and sustainable development in the alliance of ECoC

2021-1-HU01-KA220-HED-000027563

<https://greencoolproject.eu/en/home/>

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VYTAUTAS  
MAGNUS  
UNIVERSITY  
MCMXXII



## About the course

GreenCool online course was developed in the framework of the Erasmus+ GreenCool Project. The goal of the course is to help younger adults to learn more about communication of green issues.

The course is 1 ECTS (26 academic hours) continuous education programme. Recommended length of the course is 5 weeks, as the course consists of 5 modules:

- Module 1: introduction to green and communication basics.
- Module 2: covers different communication technics.
- Module 3: explains key aspects of video making.
- Module 4: introduces principles of persuasion.
- Module 5: covers creative communication by arts.

Every module also covers selection of green topics that are introduced together with communication topics. The course contains different types of weekly assignments that are individually submitted by the course participants. By the end of the course, course participants should be equipped with different communication instruments and know how to use them when communicating green topics.

The main objective of the course could be formulated as following:

- To provide an overview of main environmental concepts such as circular economy, sustainability, zero waste, biodiversity, renewable energy etc.
- To increase awareness of sustainability-related issues
- To provide an overview of different communication technics such as elevator pitch, Pecha Kucha, Oxford debate and TEDx talk
- To increase capacity of younger adults to communicate green issues on social media by the ability to film and edit video format.

By the end of this course, students should be able to:

1. **define** and **explain** key green environmental concepts such as circular economy, sustainability, zero waste, biodiversity, renewable energy etc.
2. **define** and **explain** main communication delivery techniques such as elevator pitch, Pecha Kucha, Oxford debate and TEDx talk
3. **identify** key messages and target audience of a video
4. **film** and **edit** two video formats, which are related to communication of green issues
5. **analyse** different influencers based on key persuasion principles that they use

The contents of the course were jointly developed by GreenCool project partnership. Educational design and technical expertise in developing course page on Moodle was provided by University of Tartu, Estonia.

The course was first piloted in autumn semester 2023 at four partner Universities: University of Tartu (Estonia), University of Pannonia (Hungary), Vytautas Magnus University (Lithuania) and West University of Timisoara (Romania). In the spring semester 2024 it will be offered as MOOC (Massive Open Online Course) at the University of Tartu for the first time for international audience.

## Technical requirements

In order to make this course available at your university, you need to make sure your study lms (Learning management system) is Moodle. This course was developed on **Moodle version 4.1.6**, so we recommend using the same version or later.

Please make sure that the following Moodle plugins are installed:

- board ([https://moodle.org/plugins/mod\\_board](https://moodle.org/plugins/mod_board))
- ordering ([https://moodle.org/plugins/qtype\\_ordering](https://moodle.org/plugins/qtype_ordering))
- completion progress bar ([https://moodle.org/plugins/block\\_completion\\_progress](https://moodle.org/plugins/block_completion_progress)).

## Installing the course

Installing the course can be tricky, so it is best to trust this process to your university's IT experts. They need to download course package from GreenCool website and follow standard Moodle course restore procedure: [https://docs.moodle.org/402/en/Course\\_restore](https://docs.moodle.org/402/en/Course_restore). After the course is transferred to your university's Moodle, make sure that you have teacher rights.

## Troubleshooting

Open the course on your Moodle and make sure everything is working. The course follows button design that minimizes visual workload of the assignments. The downside of this design is that sometimes after course transfer to another Moodle, not all buttons are functioning correctly.

As you can see on *Picture 1*, the “real” course activities are in fact hidden from students and are linked in buttons located in the topic section of each Module. Please click to every button and make sure it leads to the correct activity. In case something went wrong, and the button leads to UTARTU Moodle, you need to manually change the button link. Below you can find instructions on how it is done, but keep in mind that you can also ask your IT experts to help you with that.

*Picture 1. Hidden Moodle activities.*

Module I

### Introduction to green & communication basics

This module is an introduction to the main green issues and environmental topics by describing soil biodiversity and health in order to understand the basic ideas. On the other hand it is also an introduction to communication methods and techniques by introducing the concept of circular communication.

start here

Module 1.1 There is no planet B

Module 1.2 Soil biodiversity

Module 1.3 Circular communication

Action: Quiz 1.3

Module 1.4 The role of symbols

Action: Quiz 1.4

Module 1.1 There is no planet B

Available but not shown on course page

Go through the activity to the end

Module 1.2 Soil biodiversity & health

Available but not shown on course page

Go through the activity to the end

These are the real course activities that are hidden from the students, but linked in buttons above.

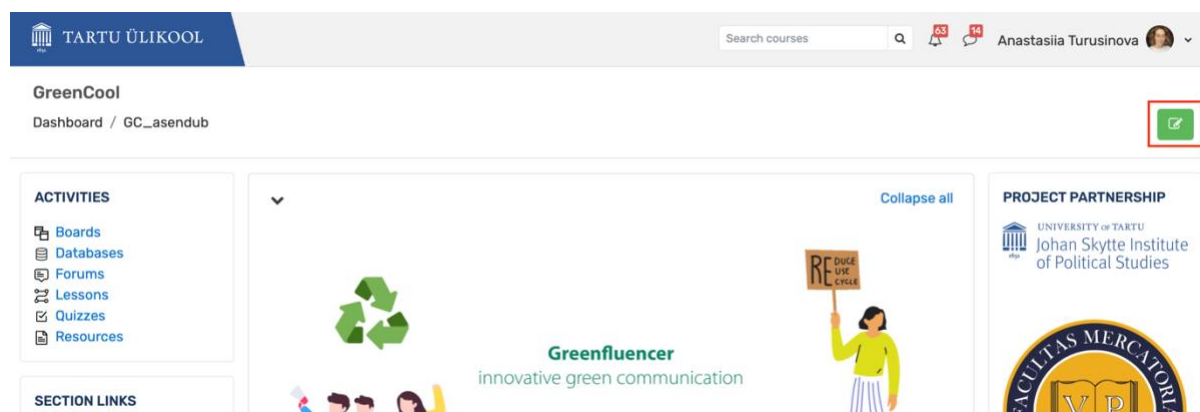
Checking “Gallery” type of activities is especially recommended, as from our piloting experience the links to this type of activity didn’t work. “Gallery” activities:

Module II – Action: Bioeconomy wordcloud 2.3, Action: Sustainability mindmap 2.5  
Module V – Inspiration: Gallery 5.3

I recommend checking what exactly is not working first and then addressing each activity individually. I’ll demonstrate everything on Module I, but if in your case it’s working – no need to change things there.

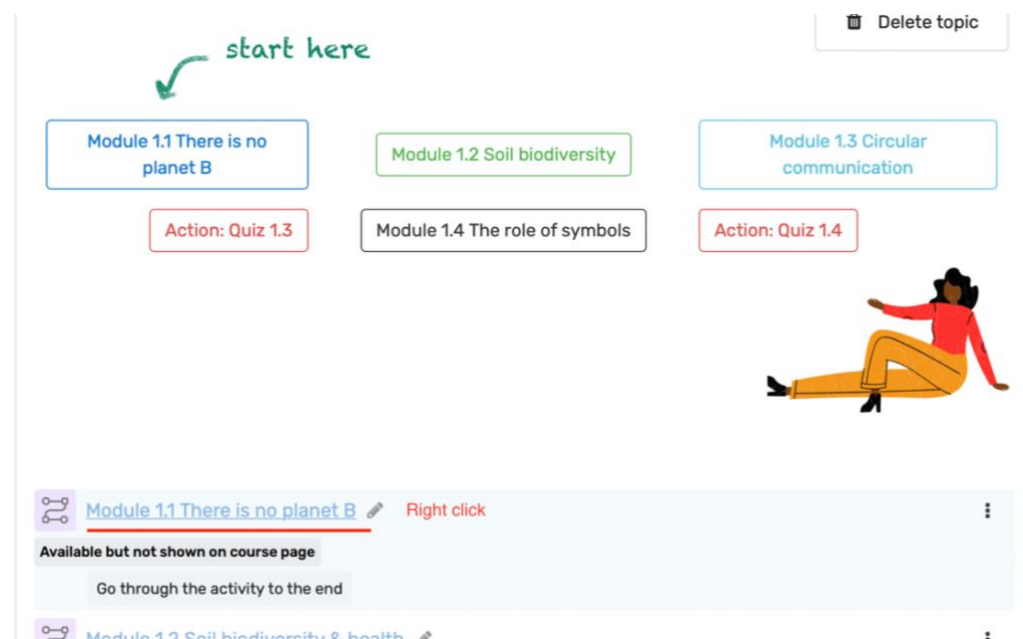
Firstly, you need to go to editing mode. You can do that by clicking an “Edit” button in the right top corner of the Moodle page.

Picture 2. Entering the editing mode

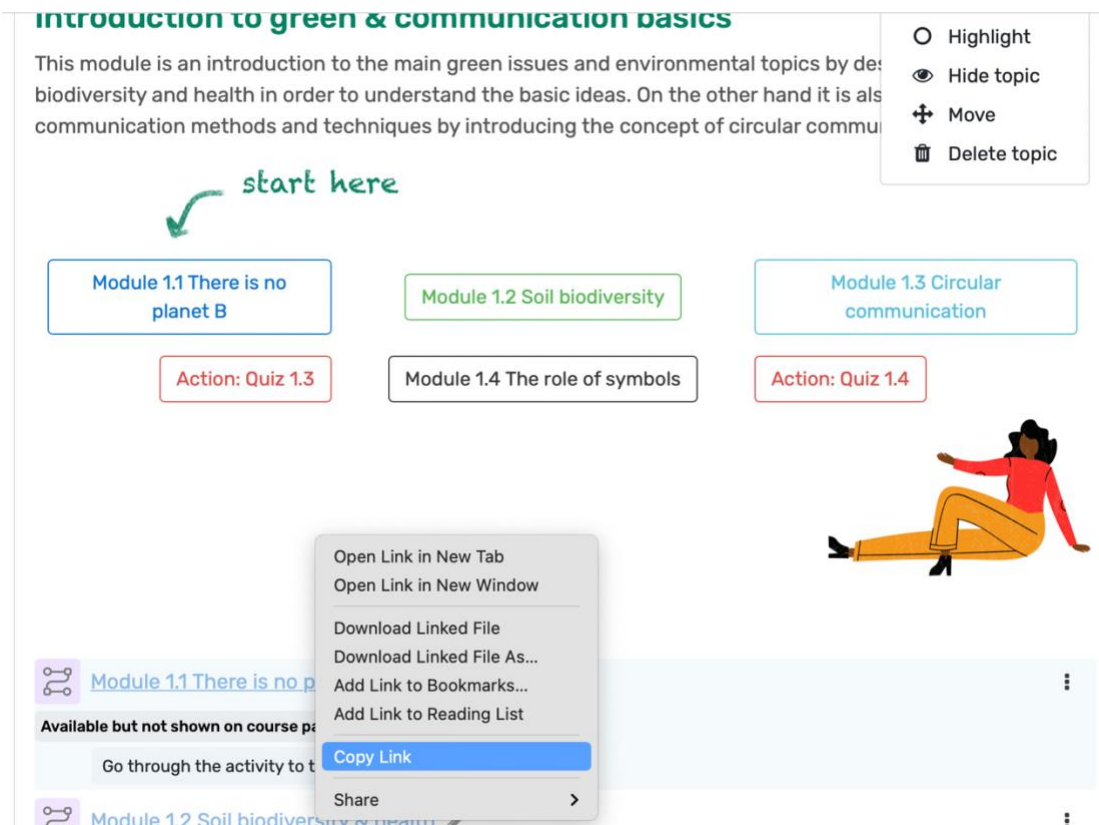


Then go to Module I and pick up the first activity. You need to copy the link to it.

Picture 3. First step in fixing broken link.

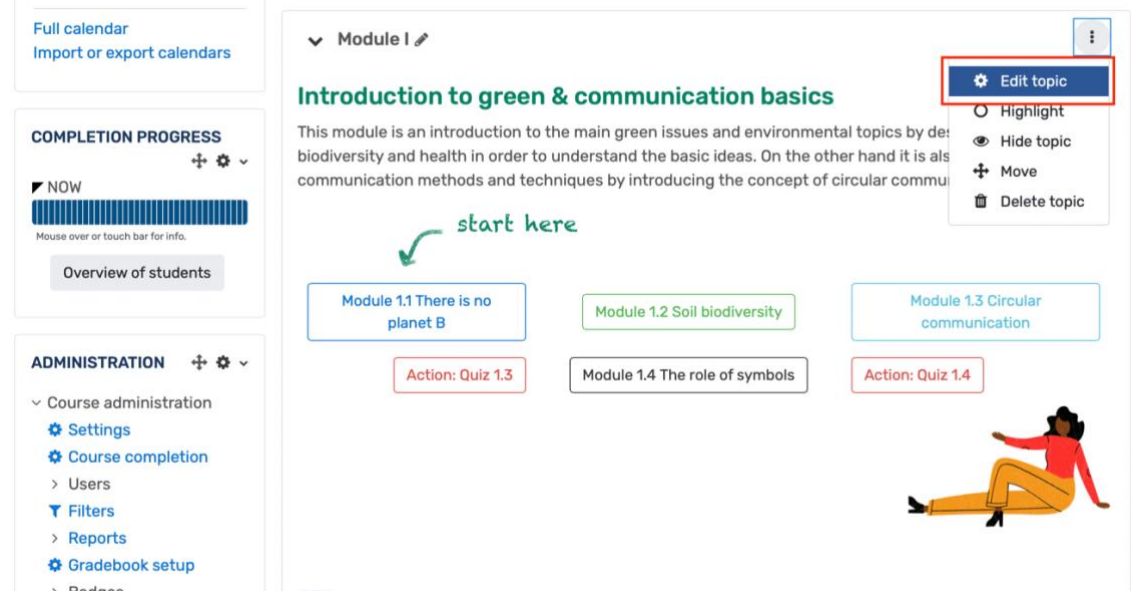


Picture 4. Second step in fixing broken link.



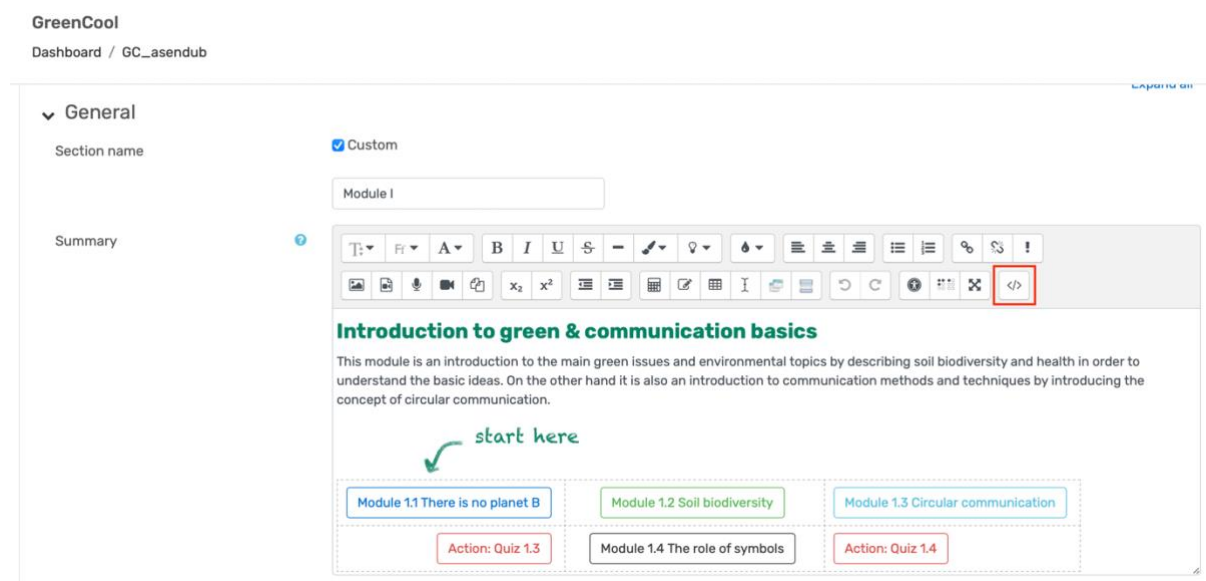
Now we go to editing of Module I topic. That's where the buttons are located.

Picture 5. Third step in fixing broken link.



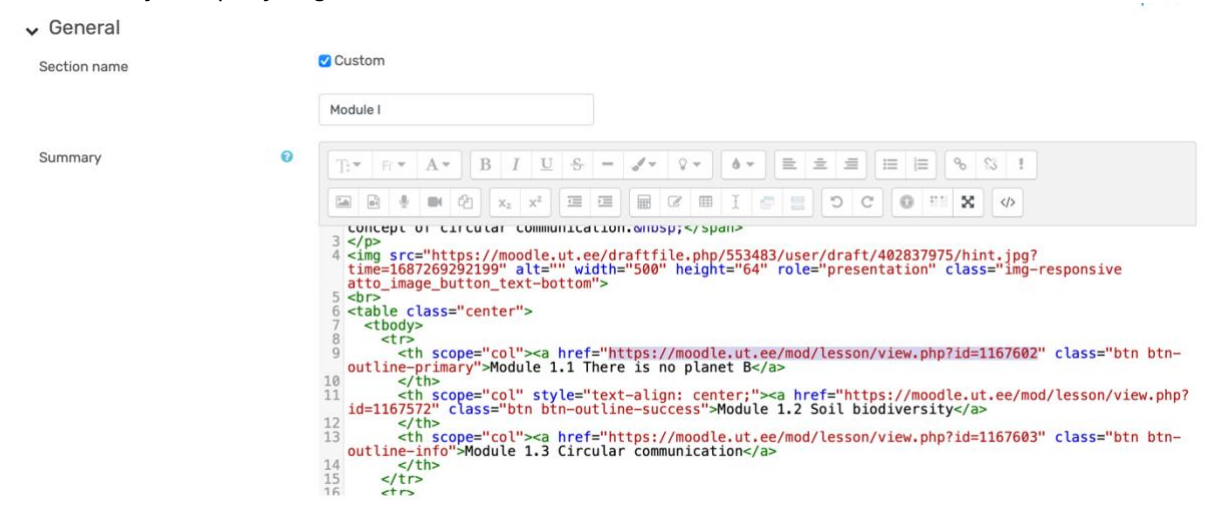
Go to HTML editor.

Picture 6. Fourth step in fixing broken link.



In the code, find the code for the button Module 1.1. It is in the line No. 9. Now change the UTARTU Moodle link to the link that you have just copied from your Moodle.

Picture 7. Fifth step in fixing broken link.

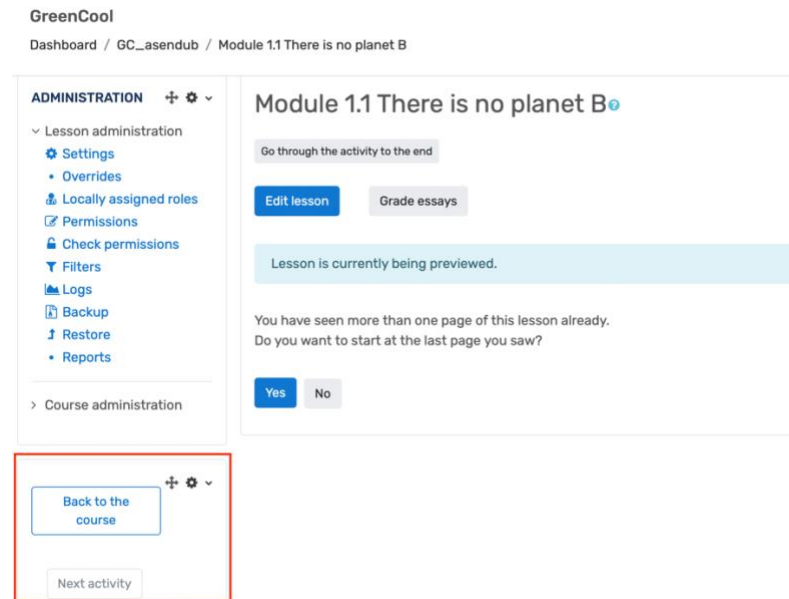


Press “Save changes” button in the end and check if the button is working. If everything is okay, repeat this action to all the activities that are not working. The code in the button needs to be connected to corresponding activity on Moodle.

Now we need to fix block inside of the not working activity. Please check first if the buttons are working or not. Let’s start with “Module 1.1. There is no planet B”. Open the activity and find a block with the buttons on your left (or right, depending on your Moodle version).

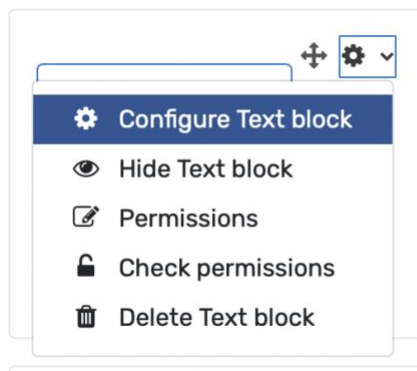


Picture 8. Sixth step in fixing broken link.



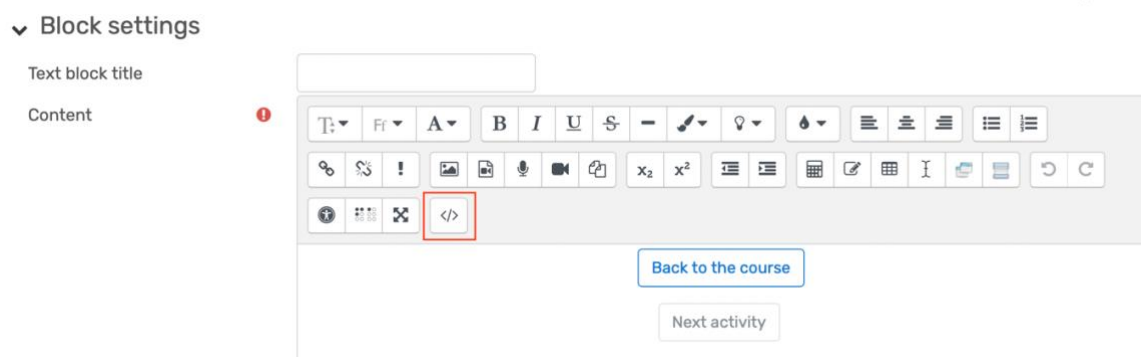
Press the gear wheel button and go to “Configure text block”.

Picture 9. Seventh step in fixing broken link.



You guessed it: links behind these buttons also need to be changed. Go to HTML editor.

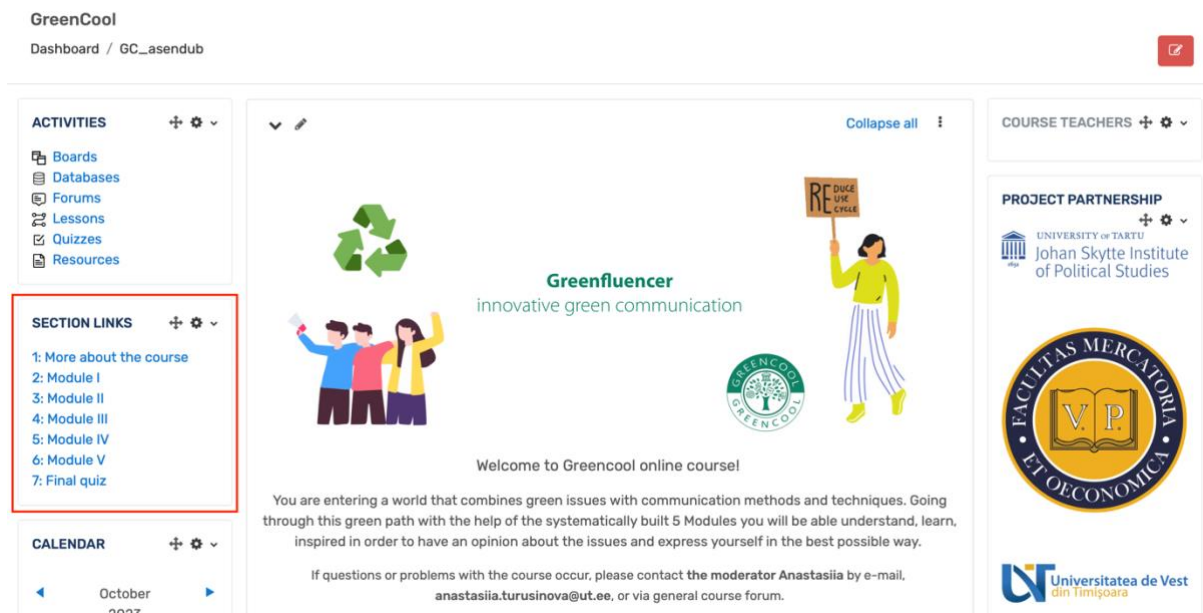
Picture 10. 8th step in fixing broken link.



Open the main course page in the new tab and find “Section links” block on your left (or right, depending on your Moodle version).

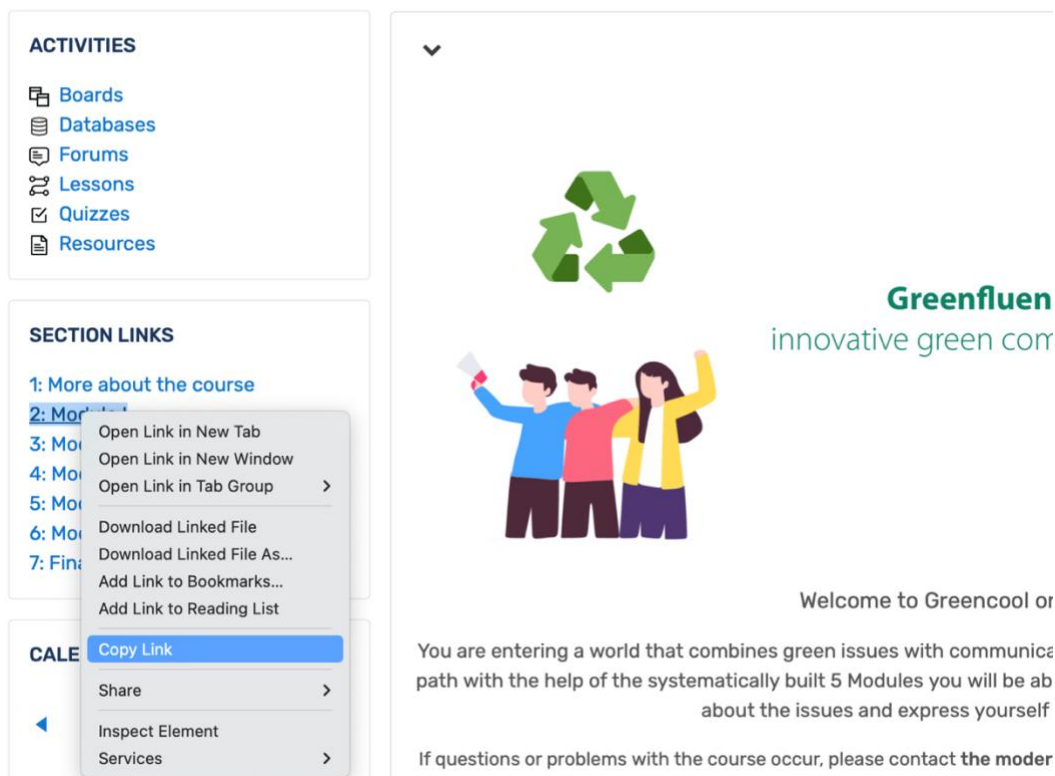


Picture 11. 9th step in fixing broken link.



Copy the link to Module I the same way as other activities on Moodle.

Picture 12. 10th step in fixing broken link.



Going back to block editor: change the link for “Back to the course button”. Yes, instead of sending you back to the top of the course page, the link will send students to the Module they are currently on (Module I in our case).

Picture 13. 11th step in fixing broken link.

## Module 1.1 There is no planet B

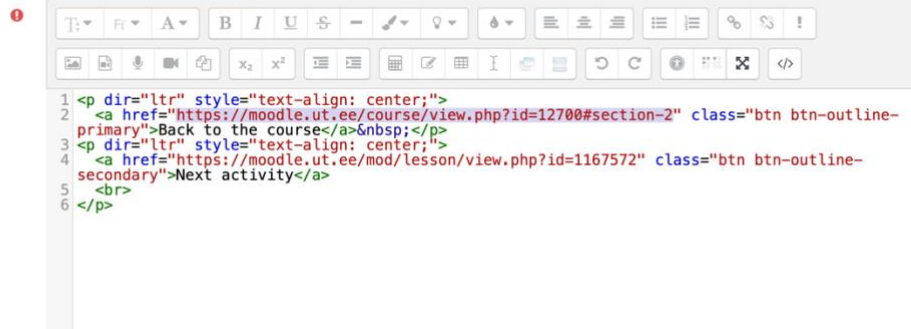
Go through the activity to the end

Expand all

### Block settings

Text block title

Content



The screenshot shows the Moodle block editor interface. On the left, there are fields for 'Text block title' and 'Content'. The 'Content' field is active, showing a rich text editor toolbar and a code editor below it. The code editor contains the following HTML code:

```
1 <p dir="ltr" style="text-align: center;">
2 <a href="https://moodle.ut.ee/course/view.php?id=12700#section-2" class="btn btn-outline-
3 primary">Back to the course</a>&nbsp;</p>
4 <p dir="ltr" style="text-align: center;">
5 <a href="https://moodle.ut.ee/mod/lesson/view.php?id=1167572" class="btn btn-outline-
6 secondary">Next activity</a>
7 <br>
8 </p>
```

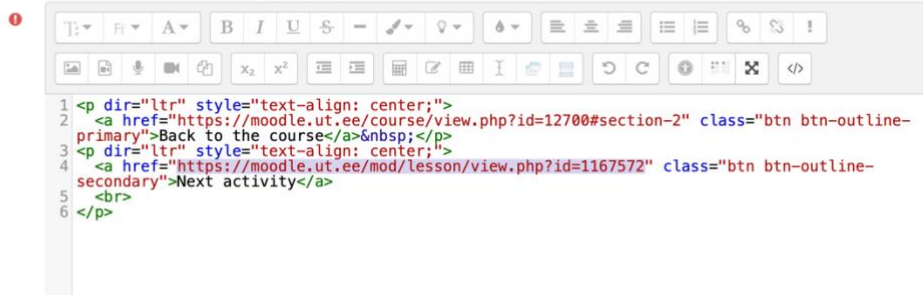
The next button in this block refers to next activity, which is “Module 1.2” in our case. Please copy it from the main course page (like in step 2) and insert to the corresponding line. Then press “Save changes” and your button block is updated!

Picture 14. 12th step in fixing broken link.

### Block settings

Text block title

Content



The screenshot shows the Moodle block editor interface, similar to the previous one. The code editor now contains the following HTML code:

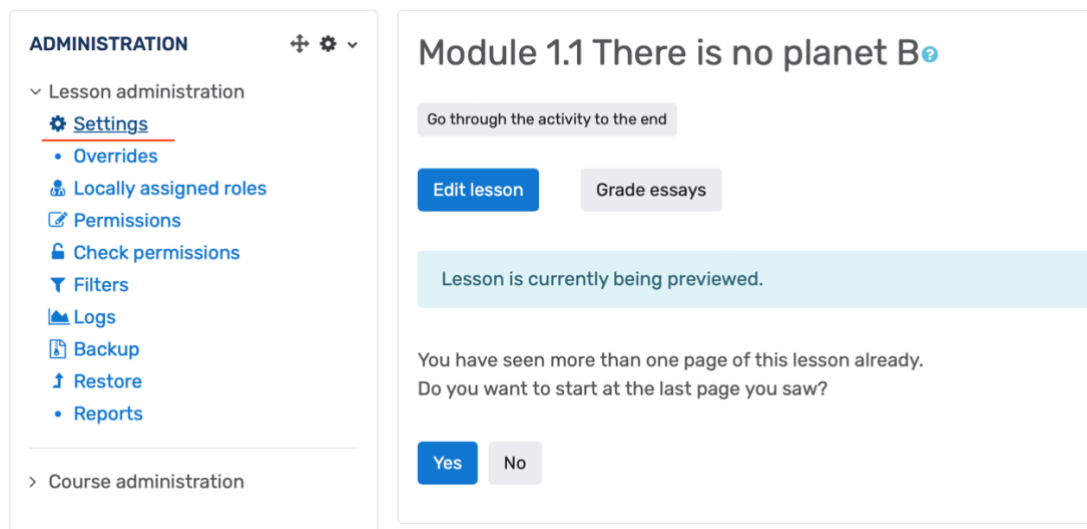
```
1 <p dir="ltr" style="text-align: center;">
2 <a href="https://moodle.ut.ee/course/view.php?id=12700#section-2" class="btn btn-outline-
3 primary">Back to the course</a>&nbsp;</p>
4 <p dir="ltr" style="text-align: center;">
5 <a href="https://moodle.ut.ee/mod/lesson/view.php?id=1167572" class="btn btn-outline-
6 secondary">Next activity</a>
7 <br>
8 </p>
```

## Preparing the course

Our course is designed for individual learning with as little input from course teachers as possible. However, there are a few inputs that are crucial to do before the course opens for students. One of them is ensuring course deadlines are added to the calendar. It helps students to be on track with required deadlines and to schedule time for each activity.

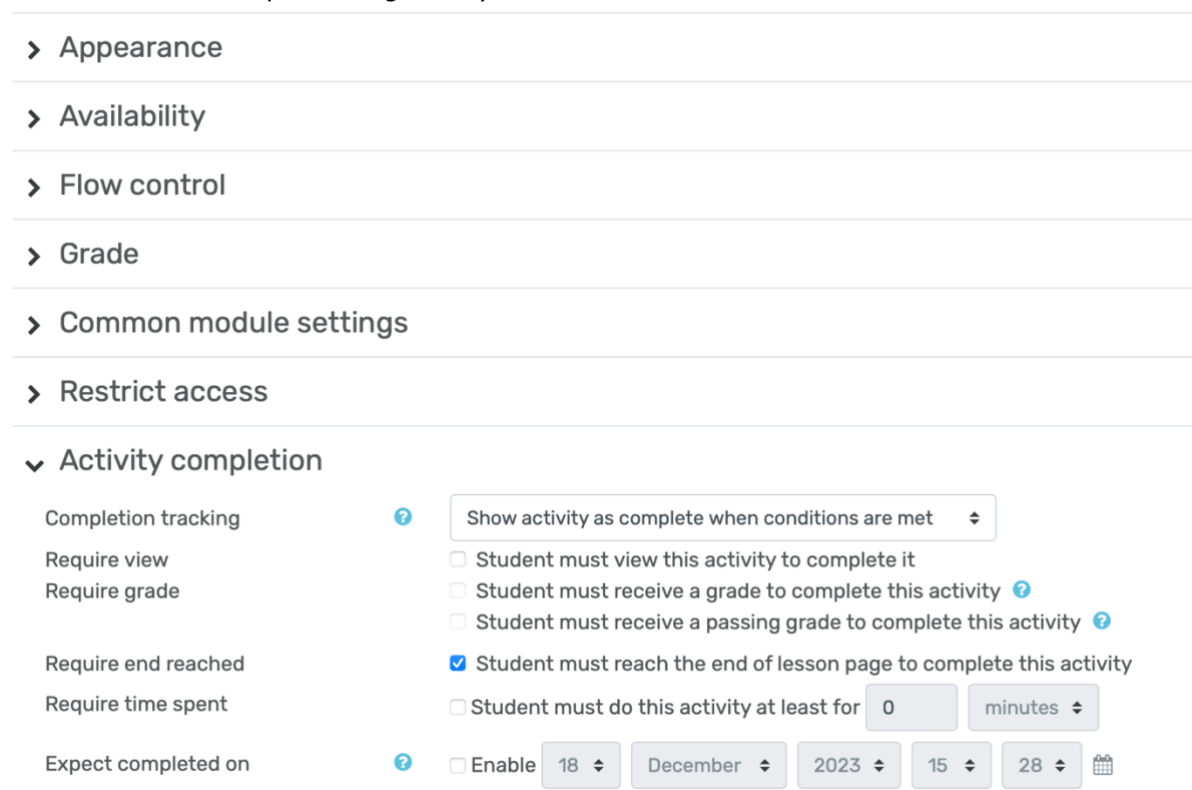
In order to add deadline to the activity you need to open one of the activities (I suggest starting from the very first one) and going to “Lesson administration” – “Settings”.

Picture 15. First step in adding activity deadline.



Then scroll down until “Activity completion” section. Open it and set your settings based on the dates in which your course is running. You can add the date that will appear later in the course calendar. This is a soft deadline that allows to complete this activity after the due date as well.

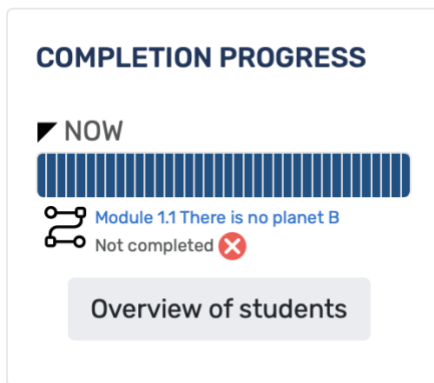
Picture 16. Second step in adding activity deadline.



After setting up the deadline, don’t forget to save changes. Now you can move on to the next course activity and add the expected completion date there as well. It is recommended adding deadlines to all course activities.

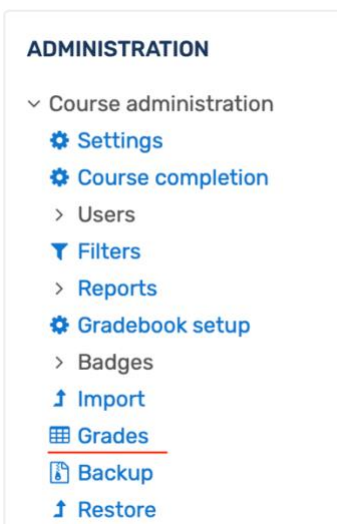
After you add completion tracking and deadlines to all the activities, you and course participants will be able to track their progress in the completion progress bar.

Picture 17. Completion progress bar

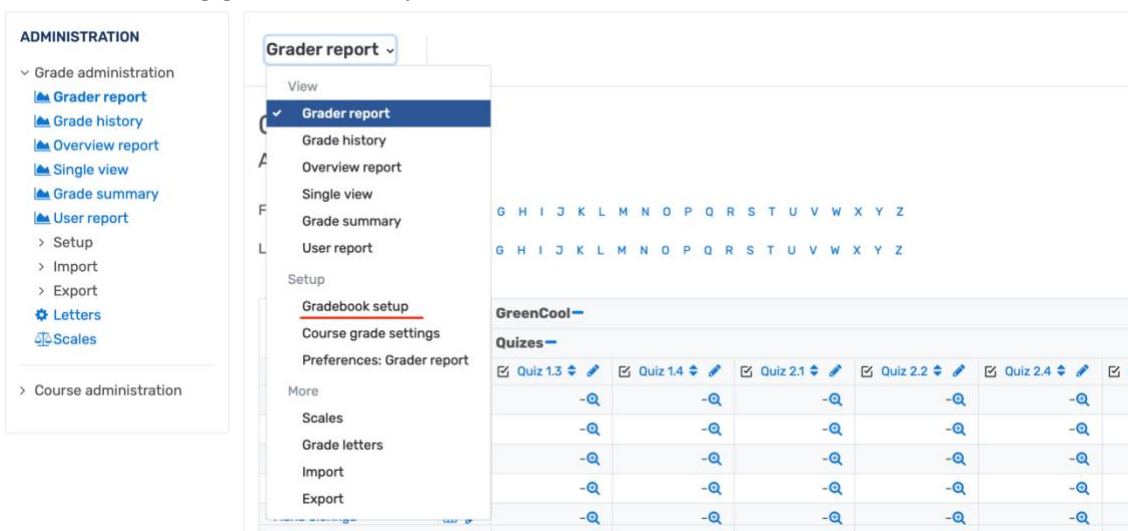


Another important aspect worth checking before launching the course is grading table. Every module contains different categories of assignments that are split into three groups: quizzes (12 in total), creative assignments (2 in total) and forum discussions (3 in total). There is also one final quiz. All these assignments are graded, meaning that students have to complete them in order to pass the course. The gradebook setup is prepared for you, you can check it in the course administration panel.

Picture 18. Grading table



Picture 19. Finding gradebook setup



Our course formula is the following: Category 1 (quizzes) 35% + Category 2 (creative assignments) 30% + Category 3 (forum discussions) 15% + final exam 20% = 100% final grade. However, it's up to you to adjust it, if required.

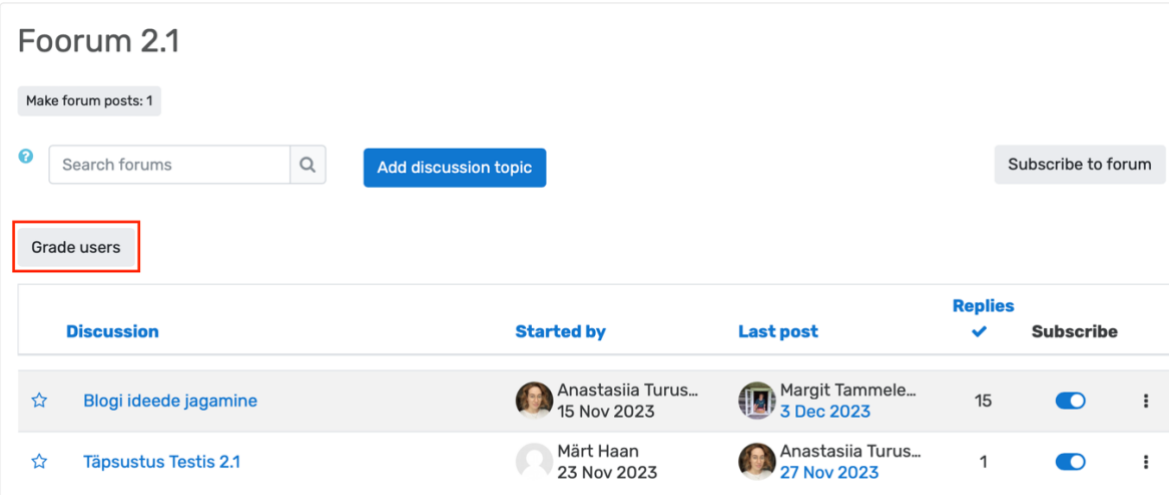
## Grading the assignments

Once your course is up and running, it is important to regularly assess students' progress. Most of the assignments in the course are graded automatically, however some of them require attention of the course instructor.

For example, grading forum discussions. Our course integrates engagement of its participants through multiple forum discussions. Please keep in mind that forum posts are not included in the course transfer. This means that as a teacher you will have to add discussion topics and introductory posts yourself. We have drafted these posts for you in a separate document that contains all the course contents. Please check GreenCool website to find it.

In order to start grading your students' posts, please open one of the forum discussions and find a button "Grade users".

Picture 20. Grading forum posts step one.



The screenshot shows the 'Foorum 2.1' interface. At the top, there is a search bar labeled 'Search forums' and a button 'Add discussion topic'. Below the search bar, a button labeled 'Grade users' is highlighted with a red rectangular box. To the right of the search bar is a button 'Subscribe to forum'. Below the 'Grade users' button is a table with the following columns: 'Discussion', 'Started by', 'Last post', 'Replies', and 'Subscribe'.

Discussion	Started by	Last post	Replies	Subscribe
☆ Blogi ideede jagamine	Anastasiia Turus... 15 Nov 2023	Margit Tammele... 3 Dec 2023	15	🔴
☆ Täpsustus Testis 2.1	Märt Haan 23 Nov 2023	Anastasiia Turus... 27 Nov 2023	1	🔴

Then find a student who has already made a post and give them activity completion points. We have integrated a scale that makes the assessment easier. Once you select the grade, don't forget to hit the "Save" button.

Picture 21. Grading forum posts step two

SVJS.TK.057 > Foorum 2.1 > Grading

Discussion started by Anastasiia Turusinova 15 November 2023

### Blogi ideede jagamine

[View parent post](#)

**Vastus: Blogi ideede jagamine**  
by Kristina-Merlyn Matson - 29.11.2023 15:29:19

Minu blogi oleks kindlasti praktiliselt *how-to* laadi, kus jagaksin samm-sammult juhiseid, kuidas midagi ellu viia. Mind paeluks roheteemadest "Nullijäätmatega kokkamine", kuna näen enda pealt, kui ebavajalikult toidujäätmeid igapäevaselt tekitan. Oma blogis jagaksin enda teekonda ja avatusi, kuidas jõuda nullijäätmeleni ning samas põnevaid retsepte, kuidas nullijäätmatega kokata.

Tooksin blogisse sisse ka kogemuslööd ja teeksin koostööd mõjusikutega, et nad jagaksid oma lugu. Samuti võiksid nad kajastada minu blogi initsiatiivi enda kanalites. Soovin, et minu blogi oleks nii hariv kui ka innustav ning näitaks, et roheline mõtteviis ei vaja lisapingutusi ja saab olla loomulik elu osa.

[View discussion](#)

**Graded**  
9 out of 34

**Kristina-Merlyn Matson**

Grading (Foorum 2.1)

**Activity completion**

- ☐ Not set - points
- ☐ the student failed to deliver the activity and submit the answer 0 points
- ☐ the student made the post, but the answer is irrelevant 1 points
- ☐ the student made the post, but didn't address all three questions in his answer 2 points
- ☐ the student made the post, but his response has weak argumentation 3 points
- ☐ the student provided fully elaborated response, but with minor mistakes 4 points
- ☒ the student provided a fully elaborated response with very nice original ideas 5 points

Additional feedback

Notifications

Another type of assignments that requires extra attention are galleries. They are not part of the grade but are included in the course calendar and completion progress tracking. Even though you cannot technically grade them, it is possible to put likes on your students' posts by clicking on "stars".

Picture 22. Liking gallery posts

**Biomajanduse sõnapilv**

Anu sõnapilv

Mis sõnad seostuvad biomajandusega?

★ 0 ✕ ➕ ✎

**Sõnapilv**

jätakuutlik pakkuda bioloogiliste  
peame tootmine taastamine  
võimalusi roheline tulevikus  
bioenergia säästlik  
luua rohkem  
majandust kasutama põhineb kasutamine  
keskkonnasäästlik ringlus  
kasutamisel protsesside ja säästmine  
aitab tulevik taastuenergia

★ 2 ✕ ➕ ✎

Sõnapilv. Anneli Siirak

**Biomajanduse sõnapilv**

Jaanika sõnapilv

Tere! Lisan loodud sõnapilve. Lugupidamisega Jaanika Harrik THS02

biomajandus  
ringmajandus  
majandussüsteem  
keskkonnasaaste  
põllumajandus jätkusuutlikkus  
integratsioon  
bioenergeetika  
ressurside  
innovatsioon  
metsandus  
säästmine  
kliimamuutused  
tasakaal

★ 1 ✕ ➕ ✎





Sõnapilt Siim Torim

**Kontseptsioonid**  
uud

There are also two video assignments in the course, where students have to do two videos. To grade their works, go to one of the video assignments and scroll down to the list of the submitted entries. For a detailed view, please click the "Magnifier" button.





Picture 23. Grading video assignments step one.

**Esitatud Videod:**

 **Anu Villmann** Väike liigutus lapsele, suur kasu loodusele   





▶ Comments (1)

---

 **Jaanika Harrik** Vastutustundlik tarbimine.   

▶ Comments (2)


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 **Marek Sauber** Tarbi vastutustundlikult   

▶ Comments (1)

After that find “Rate” button and give a grade.

Picture 24. Grading video assignments step two.

 **Anu Villmann** 3 Dec 2023



**Video nimi:** Väike liigutus lapsele, suur kasu loodusele!


**Kasutatud teemad:** Inimese isiklik sotsiaalne vastutus

**Põhisõnum:** Sõnum on lihtne: lastele tuleb maast madalast õpetada, et prügi koht on prügikastis. Ja kui näed prügi maas vedelemas, siis ole tubli ja võta üles. Väike liigutus, aga mõju on suur!

**Reel:**

**Video link:** [https://drive.google.com/file/d/14jH6s4Td1nY18ogAp80UjN1IgMSdCdaC/view?usp=drive\\_link](https://drive.google.com/file/d/14jH6s4Td1nY18ogAp80UjN1IgMSdCdaC/view?usp=drive_link)

Actions:  

Average of ratings: - 

▶ Comments (1)

To assess overall progress of your students, just go to “Grades” (Picture 18). Moodle helps to summarize results from all the assignments in one place.



Picture 25. Grader report

## Grader report

All participants: 25/25

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

		Greenfluencer: loov roh... —					
		Quizes —					
First name / Last name ^		☑ Test 1.3 ↕	☑ Test 1.4 ↕	☑ Test 2.1 ↕	☑ Test 2.2 ↕	☑ Test 2.4 ↕	☑ Test 2.5 ↕
Märt Haan	📄 ✎	✓ 5.78🔍	✓ 1.50🔍	✓ 2.00🔍	✓ 12.50🔍	✓ 3.96🔍	✓ 0.71🔍
Abdul Hanan	📄 ✎	✓ 6.00🔍	—🔍	—🔍	—🔍	—🔍	—🔍
Jaanika Harrik	📄 ✎	✓ 4.78🔍	✓ 1.26🔍	✓ 1.58🔍	✓ 10.50🔍	✓ 3.39🔍	✓ 0.71🔍
Inga Hermanson	📄 ✎	✓ 5.44🔍	✓ 2.00🔍	✓ 1.60🔍	✓ 9.50🔍	✓ 4.00🔍	✓ 0.71🔍
Tea Ilves	📄 ✎	✓ 5.89🔍	✓ 1.75🔍	✓ 1.64🔍	✓ 11.33🔍	✓ 3.42🔍	✓ 0.86🔍
Marina Jürisson	📄 ✎	✓ 5.89🔍	✓ 1.63🔍	✓ 1.62🔍	✓ 11.50🔍	✓ 3.53🔍	✓ 1.00🔍
Marika Kuldkepp	📄 ✎	✓ 5.33🔍	✓ 2.00🔍	✓ 1.53🔍	✓ 13.00🔍	✓ 3.79🔍	✓ 1.00🔍
Merit Lobja	📄 ✎	—🔍	—🔍	—🔍	—🔍	—🔍	—🔍

We also recommend adding a short feedback questioner that students can fill in after completing the course. It is very important to gather the feedback and improve certain aspects of the course design, if possible. In our case, the feedback questioner was located on a 3<sup>rd</sup> party platform, not Moodle. That is why it is not added as part of the course. However, feel free to add the feedback assessment yourself in the final block next to the final quiz.

## Conclusion

These guidelines provide a brief overview of technical steps that are necessary to offer GreenCool course on Moodle platform. GreenCool online course is a property of GreenCool project partnership, but we encourage other universities and schools to use it and offer to their students. The course is available to GreenCool project website for free in a special format that is meant for Moodle course restore procedure.

In case there are any additional questions, feel free to reach out to GreenCool project partnership for further assistance.