



[LMS guide](#)

[Learn how to register for the e-learning platform. Enrol on your course and create your class.]

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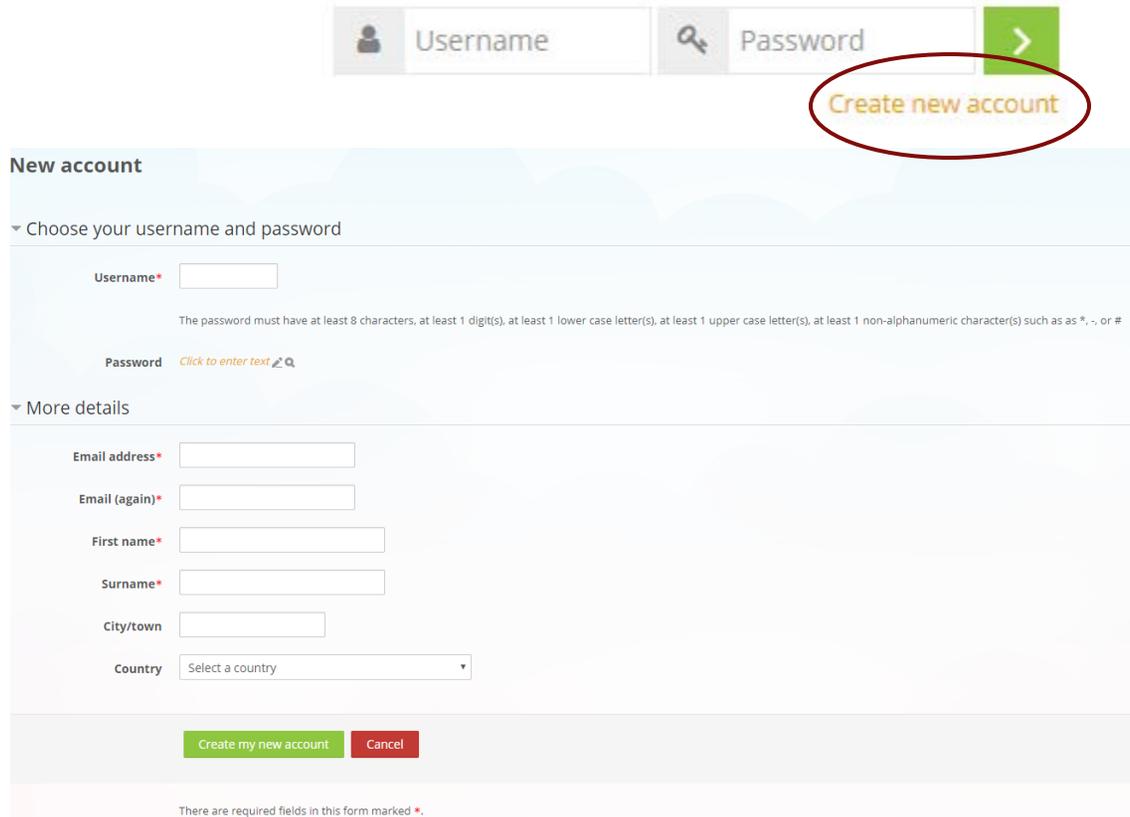
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# REGISTRATION

## CREATE NEW ACCOUNT

Create a new account by clicking on the "Create new account" button found on the home page of the e-learning site.



The screenshot shows a registration form with the following elements:

- A navigation bar with a user icon, a "Username" input field, a "Password" input field with a search icon, and a green arrow button.
- A "Create new account" button, which is circled in red in the image.
- A "New account" section with a dropdown menu for "Choose your username and password".
- A "Username" input field with a red asterisk indicating it is required.
- A "Password" input field with a red asterisk and a "Click to enter text" link.
- A "More details" section with a dropdown menu.
- Input fields for "Email address", "Email (again)", "First name", "Surname", "City/town", and "Country" (a dropdown menu).
- Buttons for "Create my new account" (green) and "Cancel" (red).
- A footer note: "There are required fields in this form marked \*."

- **Username:** Choose a username and type it in the box. Your username should preferably consist of lowercase alphabetic characters.
- **Password:** Choose a password and type it in the box. Your password should be at least 8 characters in length, contain both upper and lowercase alphabetic characters (e.g. A-Z, a-z), have at least one numerical character (e.g. 0-9) and at least one special character (e.g. ~!@#\$\$%^&\*()\_+ =).

- **Email address:** Type your email address. In order to register for the platform, you must have a valid email address otherwise you won't get full access.
- **First Name/Surname:** Type your first name and your surname. This will be the name that is visible to your teachers and other students in your group.
- **City/town:** Type the name of the city or town that you live in.

**Country:** Choose your country from the drop down list.

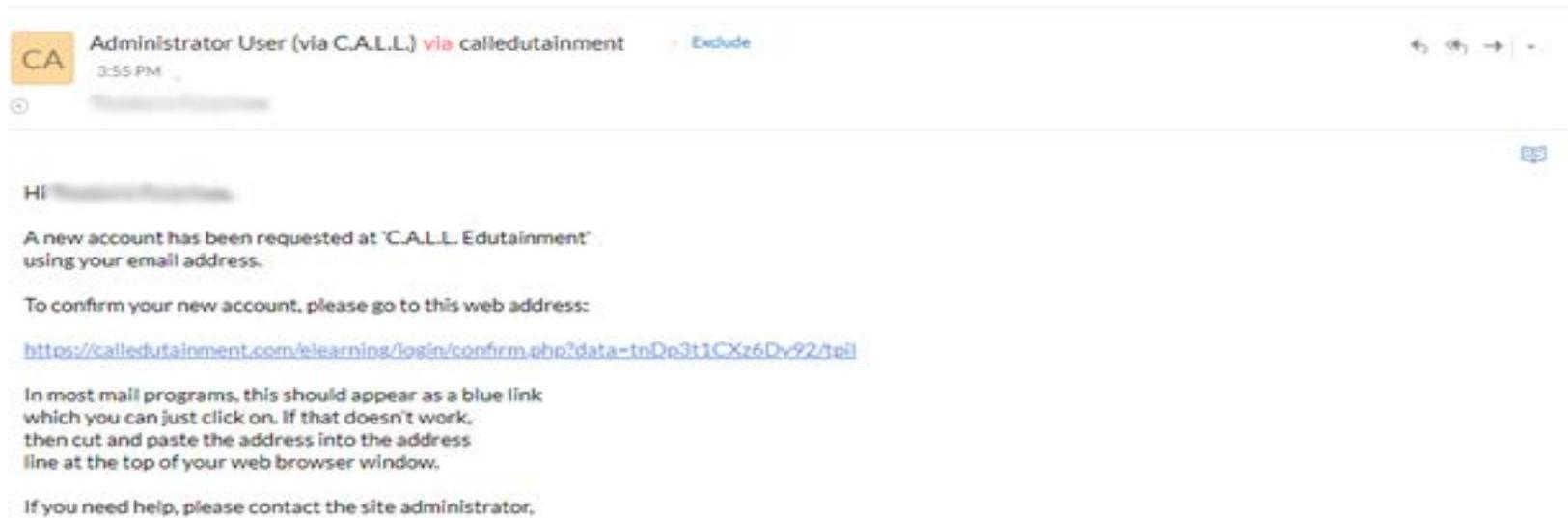
When you are ready to proceed, click on the 'create my new account' button. On the next page click continue.



The next step is to go to your e-mail account and open the message that has been sent to you. If you can't find it in your inbox, check in spam.

▲ Uncheck the sender as spam so you can receive emails from this address.

## C.A.L.L. Edutainment: account confirmation



Click on the web address that has been sent to you to finish your registration.

## LOG IN

On the front page, you will be able to enter your login credentials in the two fields as shown below.

The login form consists of two input fields: 'Username' and 'Password'. The 'Username' field has a person icon on the left, and the 'Password' field has a key icon on the left. To the right of the 'Password' field is a green button with a white right-pointing arrow. Below the 'Password' field is a link that says 'Create new account'.

Type your username and password and click the green button with the arrow to sign in.

## FORGOTTEN PASSWORD/USERNAME

If you **don't remember** your username or password, just click on the green button of your log in page (as shown on previous page) and you'll be redirected to a new page. Next, you need to click on [Forgotten your username or password?](#) In order to access your account, you need to remember either your username or your email address. Use either option to search and click the 'search button'.

Front page

Cambridge English ▾

Youtube channel

English (en) ▾

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

### Search by username

---

Username

Search

### Search by email address

---

Email address

Search

If you supplied a correct username or email address, then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

Continue

In your email you should have found a message like this:

Hi \*\*\*\*\*,

A password reset was requested for your account '\*\*\*\*\*' at C.A.L.L. Edutainment.

To confirm this request, and set a new password for your account, please go to the following web address:

[https://calledutainment.com/elearning/login/forgot\\_password.php?token=NfBwep6t3qWGt9HHNctILFkr6WlIcmAL](https://calledutainment.com/elearning/login/forgot_password.php?token=NfBwep6t3qWGt9HHNctILFkr6WlIcmAL)

(This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator.

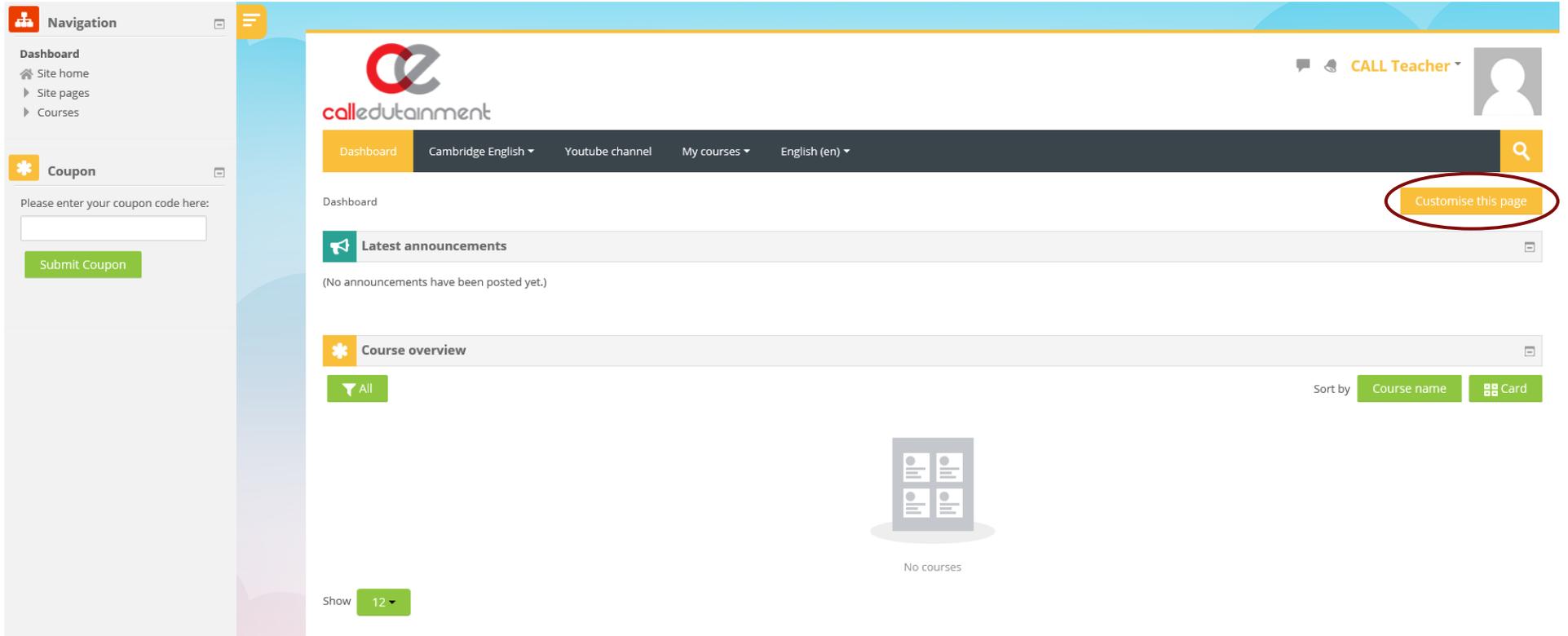
Click on the web address and follow the instructions to set a new password.

*(If you can't find this email in your inbox folder, check in the spam folder as well.)*

## SITE NAVIGATION

### DASHBOARD

Your main page is the Dashboard page. In the course overview block you can see all the courses you have been enrolled in. In the left corner of your screen there is a navigation menu button  which opens all the navigation blocks for your account.



The screenshot displays the user dashboard for 'calledutainment'. On the left, there is a navigation menu with sections for 'Navigation' (containing 'Dashboard', 'Site home', 'Site pages', and 'Courses') and 'Coupon' (with a text input field and a 'Submit Coupon' button). The main dashboard area features the 'calledutainment' logo and a navigation bar with links for 'Dashboard', 'Cambridge English', 'Youtube channel', 'My courses', and 'English (en)'. A search icon is visible on the right of the navigation bar. A 'Customise this page' button is highlighted with a red circle. Below the navigation bar, there are sections for 'Latest announcements' (with a message that no announcements have been posted yet) and 'Course overview'. The 'Course overview' section includes a filter for 'All', a 'Sort by' dropdown set to 'Course name', and a 'Card' view selector. A central graphic shows a grid of course cards with the text 'No courses' below it. At the bottom left, there is a 'Show 12' button.

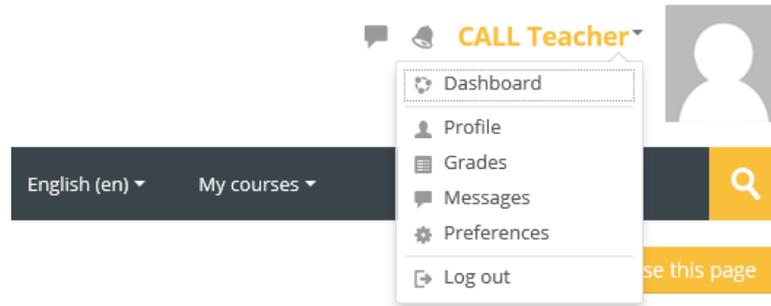
You can customize your dashboard page and every page in your account to match your preferences. Click on "[customize this page](#)" and move the blocks from the navigation menu panel to any position you like.

The screenshot shows a Moodle dashboard for a teacher. The top navigation bar is highlighted with a red box and contains the following items: 'Dashboard', 'Cambridge English', 'Youtube channel', 'My courses', 'English (en)', and a search icon. The main content area is divided into several sections: 'Latest announcements' (no announcements have been posted yet), 'Course overview' (no courses), and a 'Coupon' form. The 'Coupon' form includes a text input field for the coupon code and a 'Submit Coupon' button. A 'Stop customizing this page' button is located in the top right corner of the dashboard area. The left sidebar contains 'Navigation' and 'Administration' sections.

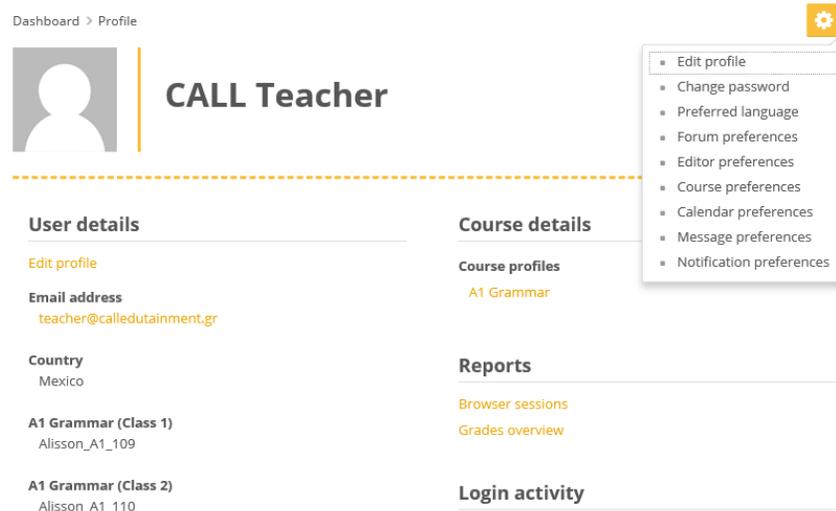
When you finish, click [stop customizing](#) to save your changes. You can use the top bar menu any time to find a course, change the display language and more.

## PROFILE

Online users can find their profile display panel on the top right corner of the site. They can toggle between messages and notifications using the two icons next to their name. By clicking on the name button, a drop down list will appear containing all of the user's settings.



The profile page displays users' personal information such as name, email address, registered courses and groups (classes). You can edit your profile by clicking the [edit profile button](#) and update your profile details by adding a picture, interests and more. You can change your account password using the settings button on the right.



Course profiles are displayed under Course details. Choosing a course profile will give you a preview of your role for this course and the groups (classes) you have been registered in.



## CALL Teacher

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### User details

[Edit profile](#)

#### Email address

[teacher@calleduainment.gr](mailto:teacher@calleduainment.gr)

#### Country

Mexico

#### A1 Grammar (Class 1)

[Alisson\\_A1\\_109](#)

#### A1 Grammar (Class 2)

[Alisson\\_A1\\_110](#)

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### Course details

#### Course profiles

[A1 Grammar](#)

#### Roles

[Non-editing teacher](#)

#### Group

[Alisson\\_A1\\_109](#), [Alisson\\_A1\\_110](#)

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### Reports

[Outline report](#)

[Complete report](#)

[Browser sessions](#)

[Grades overview](#)

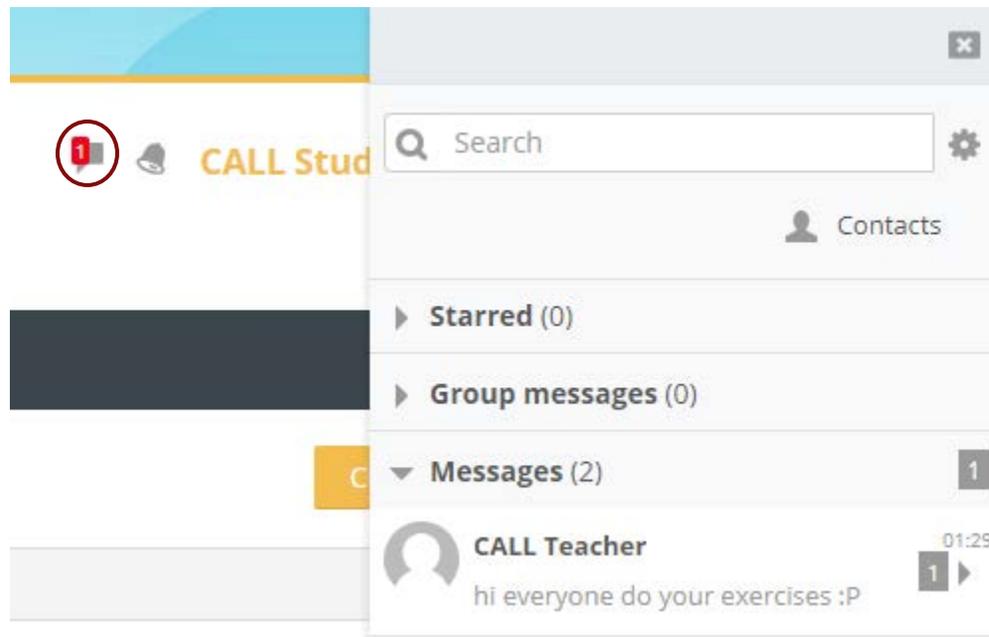
[Grade](#)

## MESSAGES

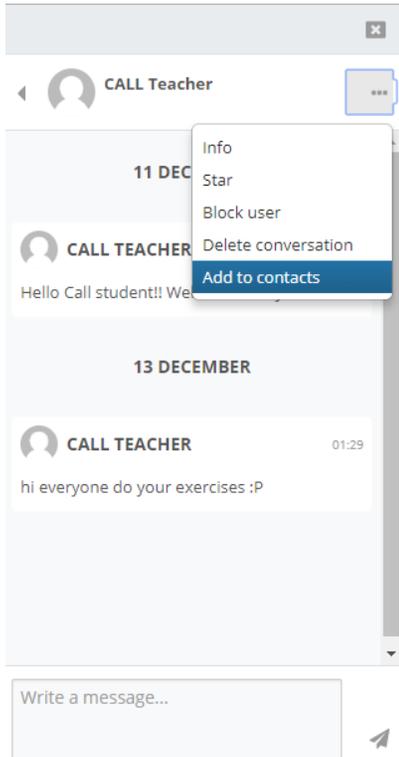
Use the messages icon  next to your name in the profile panel to preview all your messages. If you have a new message in your inbox, there will be a coloured notification on this icon to inform you.



If you want to see your messages, click on the icon.

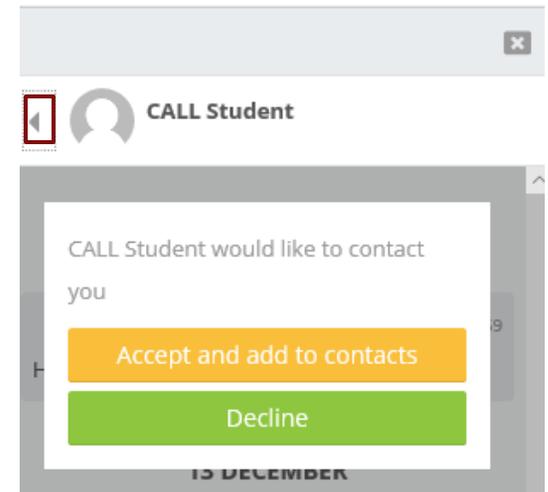
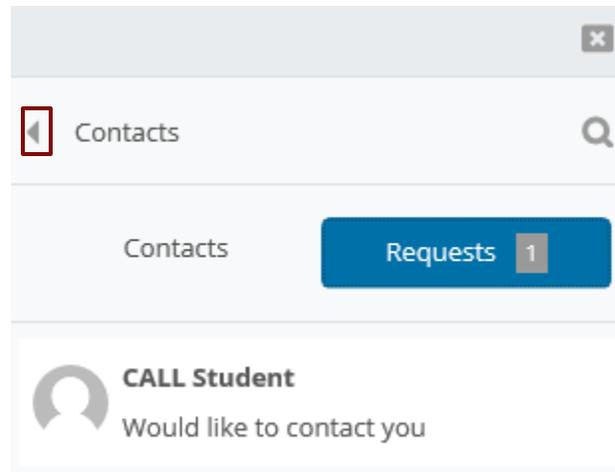
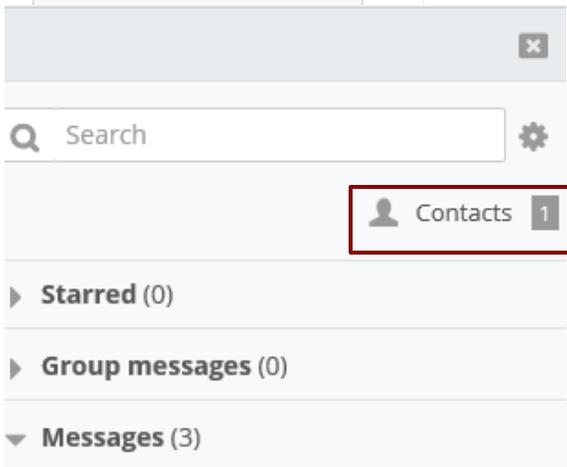


You can select the message and reply or you can click on Contacts to see the list of your Contacts.



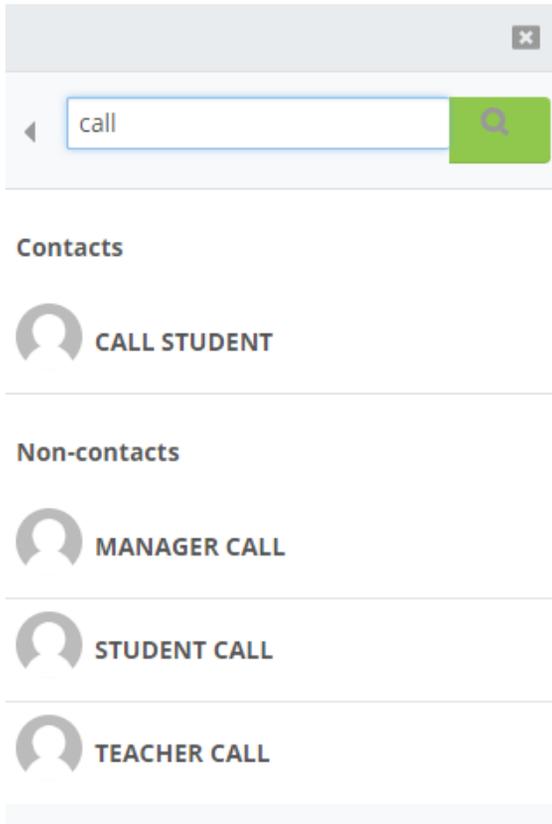
If you click on the preferences button, you can add a conversation as favourite, delete or add the sender as a new contact.

You can see your contacts requests if you click on Contacts.

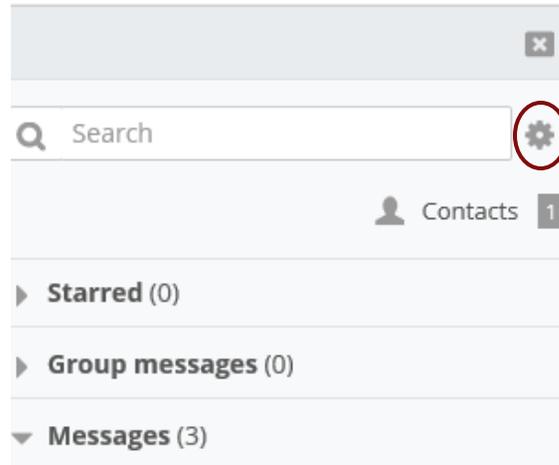


Click the left arrow to return. ◀

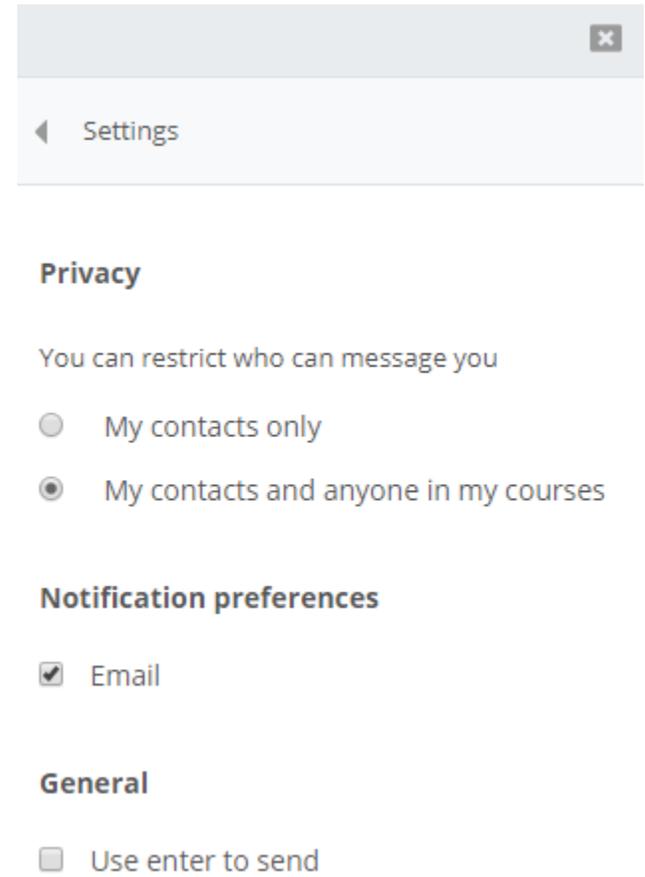
If you want to search for a contact or a message, you can type the name or a part of it and click on the search button.



Click on the cog to change the message preferences.



You can choose who can message you and more.



### Messages



## MESSAGES TO YOUR GROUP (FOR TEACHERS)

Teachers can send messages to their groups. You should have created at least one group. If you don't know how to create a group (read [classes](#)). In your profile page, click on the name of the course to find your group.



## CALL Teacher

### User details

[Edit profile](#)

#### Email address

[teacher@calledutainment.gr](mailto:teacher@calledutainment.gr)

#### Country

Mexico

#### A1 Grammar (Class 1)

[Alisson\\_A1\\_109](#)

#### A1 Grammar (Class 2)

[Alisson\\_A1\\_110](#)

### Course details

#### Course profiles

[A1 Grammar](#)

### Reports

[Browser sessions](#)

[Grades overview](#)

Click on the group you want to send a message.

**CALL Teacher**

**User details**

- Edit profile
- Email address: teacher@calleddutainment.gr
- Country: Mexico
- A1 Grammar (Class 1): Alisson\_A1\_109
- A1 Grammar (Class 2): Alisson\_A1\_110

**Course details**

- Course profiles: A1 Grammar
- Roles: Non-editing teacher
- Group: Alisson\_A1\_109, **Alisson\_A1\_110**

**Reports**

- Outline report
- Complete report
- Browser sessions
- Grades overview
- Grade

**Login activity**

Last access to course: Wednesday, 12 December 2018, 5:01 PM (now)

**Participants**

Group: Alisson\_A1\_110

Search keyword or select filter

Number of participants: 4

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

Surname: 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

Select	First name	Surname	Email address	Department	Roles	Groups	Last access to course
<input type="checkbox"/>	CALL Teacher		teacher@calleddutainment.gr		Non-editing teacher	Alisson_A1_109, Alisson_A1_110	now
<input type="checkbox"/>	CALL Student		student@calleddutainment.gr		Student	Alisson_A1_110	1 hour 9 mins
<input type="checkbox"/>	Student 0001	s0001	student0001@call.gr		Student	Alisson_A1_110	Never
<input type="checkbox"/>	Student 0014	s0014	student0014@call.gr		Student	Alisson_A1_110	Never

Select all

With selected users...

Choose...

You can select all the participants with the "Select all" button or you can mark the check boxes of the students you want to message.

Next, use the drop down list and choose "send a message".

## Participants

\* Group: Alisson\_A1\_110

Search keyword or select filter

Number of participants: 4

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

Surname 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

Select	First name / Surname	Email address	Department	Roles	Groups	Last access to course
<input checked="" type="checkbox"/>	CALL Teacher	teacher@calleddutainment.gr		Non-editing teacher	Alisson_A1_109, Alisson_A1_110	now
<input checked="" type="checkbox"/>	CALL Student	student@calleddutainment.gr		Student	Alisson_A1_110	1 hour 9 mins
<input checked="" type="checkbox"/>	Student 0001 s0001	student0001@call.gr			Alisson_A1_110	Never
<input checked="" type="checkbox"/>	Student 0014 s0014	student0014@call.gr			Alisson_A1_110	Never

Choose...

Send a message

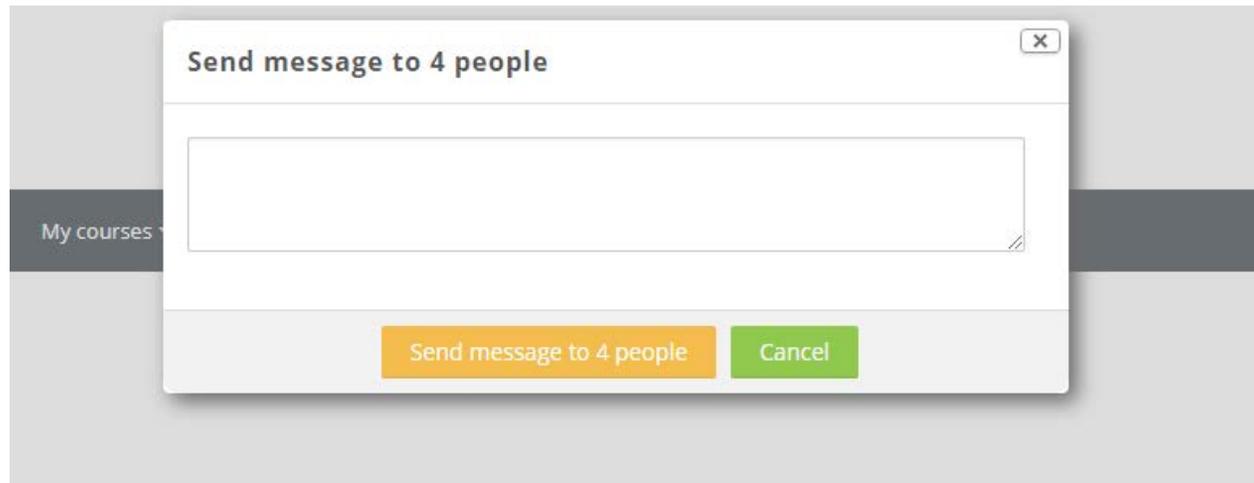
Add a new note

Download table data as

- Comma separated values (.csv)
- Microsoft Excel (.xlsx)
- HTML table
- Javascript Object Notation (.json)
- OpenDocument (.ods)

Choose...

Type your message and click "send".



To complete your registration for a course, you will need a coupon code for this course. Coupons activate access to the course for a period of time and assign you a role in this course (eg. Non-editing teacher, student). Follow the instructions on the coupon to complete your enrolment. There is a sample of a coupon below.

# Coupon

**E-LEARNING COUPON**  
With this coupon you can activate access to the following e-learning module(s):  
**A1 Grammar (Student)**

You have 1 year access to this module.

Please use the following coupon code to activate access

**BE9pSFrG7Yy4f48y**



**NEW?**

**LOGIN INSTRUCTIONS**

1. Sign up at <https://elearning@calledutainment.com>
2. You will receive an email with the confirmation url. Click on the url to activate your account.
3. Enter your coupon code in the Moodle Coupon block
4. Happy learning!

**REGISTERED?**

**LOGIN INSTRUCTIONS**

1. Log in at <https://elearning@calledutainment.com>
2. Enter your coupon code in the Moodle Coupon block
3. Happy learning!

Open the navigation panel to find your coupon block. Type your code and click [submit coupon](#).

The screenshot displays the CalleDutainment dashboard interface. On the left, a navigation panel is open, showing a 'Coupon' section with a text input field containing 'BE9pSFrG7Yy4f48y' and a green 'Submit Coupon' button. The main dashboard area features the CalleDutainment logo, a user profile for 'CALL Teacher', and a navigation bar with links for 'Dashboard', 'Cambridge English', 'Youtube channel', 'My courses', and 'English (en)'. Below the navigation bar, the 'Dashboard' section includes a 'Customise this page' button and a 'Latest announcements' section with a message: '(No announcements have been posted yet.)'. The 'Course overview' section is currently empty, displaying a 'No courses' message with a grid icon. At the bottom, there is a 'Show 12' dropdown menu.

If you typed the subscription code correctly, you will receive a notification to inform you that you have access to the course. You need to refresh the dashboard page to see the new course in the course overview block (it may take a couple of minutes to update your course overview block).

Dashboard

Customise this page

Coupon used - You can now access the course(s)



Latest announcements



(No announcements have been posted yet.)



Course overview



All

Sort by

Course name



Card



No courses

Show

12

The screenshot shows a web browser window with the URL <https://elearning2.calledutainment.com/my/>. The page features a navigation bar with the 'calledutainment' logo and user information 'CALL Teacher'. Below the navigation bar, there are several sections: 'Dashboard', 'Latest announcements', and 'Course overview'. The 'Course overview' section displays a course card for 'A1 Grammar'. An orange arrow points from the refresh button in the browser's address bar to the 'Course overview' section. A red horizontal line is drawn below the 'Course overview' section, and a red text box contains the following message:

*You should refresh your Dashboard page to see the new course under the Course overview block. (It might take some minutes. Be patient. Don't try to resubmit your coupon code again!)*

At the bottom of the page, there is a link that says 'Reset user tour on this page'.

## CLASSES

Teachers can create their own classes with students to track their progress and create grade reports. In the profile editing mode ([read site navigation/profile](#)) scroll down to the classes fields. Find the course you want to create a class for. Teachers can create more than one group in a course. Choose a class and type a class name ID.

The screenshot shows a profile editing interface. At the top, there is a dropdown menu labeled "A1 Grammar Classes Course" with a red border. Below it, there are two class selection options: "A1 Grammar (Class 1)" and "A1 Grammar (Class 2)". The "A1 Grammar (Class 2)" option is selected, and its corresponding input field contains the text "Alisson\_A1\_110". Below the input field, the text "Class 2" and "ID" are displayed. To the right of the input field, there is a red-bordered box containing the text: "Students should type the same name ID in the class they belong to. For example, a student belongs to Class 2 in A1 grammar course. He should type the exact same name ID in the Class 2 field, not in any other field." At the bottom of the interface, there are two buttons: "Update profile" (green) and "Cancel" (red).

**Important:** Class name IDs must be unique for each teacher in order to track **only** the students in the specific class. If two teachers use the same ID, all of their students will be in the same class. To avoid having the same IDs, we recommend that the class ID starts with the teacher's username followed by the course name, followed by a number. Please see the example.

When you finish, click [update profile](#). Teachers should share the class name ID with the students in the respective class. To join the class, students should type the class name ID in the **same** class's field in their profile.



## CALL Teacher



## CALL Student

### User details

[Edit profile](#)

#### Email address

teacher@calleddutainment.gr

#### Country

Mexico

#### A1 Grammar (Class 1)

Alisson\_A1\_109

Class 2

#### A1 Grammar (Class 2)

Alisson\_A1\_110

### Course details

#### Course profiles

[A1 Grammar](#)

### Reports

[Browser sessions](#)

[Grades overview](#)

*Teachers can create more than one group (class) in a course.*

### User details

[Edit profile](#)

#### Email address

student@calleddutainment.gr

#### Country

Mexico

#### A1 Grammar (Class 2) Class 2

Alisson\_A1\_110

### Course details

#### Course profiles

[A1 Grammar](#)

*Click on the name of your course to see your groups.*

All the groups (classes) are displayed in the user's profile. Choose a course and then a group (class) to view all the participants in that class.



## CALL Teacher

### User details

[Edit profile](#)

#### Email address

teacher@calleduainment.gr

#### Country

Mexico

#### A1 Grammar (Class 1)

Alisson\_A1\_109

#### A1 Grammar (Class 2)

Alisson\_A1\_110

### Course details

#### Course profiles

A1 Grammar

#### Roles

Non-editing teacher

#### Group

Alisson\_A1\_109, Alisson\_A1\_110 Teacher's groups

### Reports

[Outline report](#)

[Complete report](#)

[Browser sessions](#)

[Grades overview](#)

[Grade](#)



## CALL Student

### User details

[Edit profile](#)

#### Email address

student@calleduainment.gr

#### Country

Mexico

#### A1 Grammar (Class 2)

Alisson\_A1\_110

### Course details

#### Course profiles

A1 Grammar

#### Roles

Student

#### Group

Alisson\_A1\_110 Student's group

### Reports

[Browser sessions](#)

[Grades overview](#)

[Grade](#)

## Participants

\* Group: Alisson\_A1\_110 

Number of participants: 3

First name

Surname

First name  / Surname	Roles 	Groups 	Last access to course 
 CALL Teacher	Student	Alisson_A1_109, Alisson_A1_110	2 secs
 CALL Student	Student	Alisson_A1_110	5 days 19 hours
 Student 0014 s0014	Student	Alisson_A1_110	Never

You can click on the name of a student to visit his profile page and add him as a contact or send a message.