ANNEX of DE 3.1:

"Infrastructure: ingestion and processing content and metadata", M7

ECLAP BEST PRACTICE NETWORK

User Manual

Informative report

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Please note that:

- You can become affiliated with ECLAP. This will give you access to a great amount of knowledge, information related to ECLAP services, content and tools. If you are interested please contact ECLAP coordinator Paolo Nesi at info@eclap.eu. Once affiliated with ECLAP you will have the possibility of using ECLAP for your organisation.
- You can contribute to the improvement of ECLAP by sending your contribution to ECLAP coordinator Paolo Nesi at info@eclap.eu
- You can attend ECLAP meetings that are open to public, for additional information see www.eclap.eu or contact ECLAP coordinator Paolo Nesi at info@eclap.eu

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European Collected Library of Artistic Performance (ECLAP)

The richness and value of the European performing arts heritage is unquestionable. Even though these collections are now being digitized and published online, they remain scattered, and coordination is lacking between digital libraries and the performing arts field; however, there is a high demand for access to this content.

The European Collected Library of Artistic Performance (ECLAP) fills this gap by creating a considerable, and hitherto missing, online archive for all the performing arts in Europe, and providing solutions and tools to help performing arts institutions to enter the digital Europe by building a network of important European performing arts institutions and archives and publishing content collections on Europeana, the European Digital Library (http://www.europeana.eu).

ECLAP is creating a best practice network, making use of advanced database and delivery tools for the production and dissemination of the rich multilingual European heritage. This will result in cultural enrichment and promotion of European culture, and in improvements in learning and research in the field of performing arts.

ECLAP Major Objectives

The major objectives of ECLAP are to:

- Bring together Europe's most relevant performing arts content, content never before accessible via the Internet, coming from major institutions; performing art material coming from theatre, dance, music, cinema and film, ...: representing performances, lessons, master classes, teaching material, etc., in the forms of videos, audio, documents, images, animations, playlists, annotations, interactive content, etc.; available through ECLAP portal and published on Europeana;
- Create a stable and open best practice network of European performing art institutions, to help them to exploit digital content and to talk about new technologies and tools;
- Providing solutions and services to major performing arts institutions such as: content ingestion, metadata enrichment, content distribution, content aggregation into Europeana, IPR management, content channel visibility, play lists, annotations, multilingual semantic/fuzzy search queries, partner/colleague search, ...;
- Provide solutions and services for a variety of users: teachers, students, performers, researchers, and performing arts lovers for edutainment, infotainment and entertainment.

The ECLAP solution is establishing facilities to provide Best Practice Network users and partners many functionalities.

ECLAP provides to registered users and partners many functionalities and facilities, such as:

- Search, retrieve and play extensive high quality multilingual content;
- Enrich and contextualize, annotate, aggregate content;
- Upload and share multilingual content;
- Comment, annotate, rate and vote on content;

- Register and network with others;
- Create discussion groups and forums;
- Upload digital resources for professional and User Generated Content;
- Use tools to solve IPR issues;
- distribution and access all content via different devices such as PCs, tablets and smartphones.
- publication of metadata to Europeana, to conquer more visibility at your content.
- usage and exploitation of e-learning facilities.

ECLAP is also establishing a set of best practice guidelines covering performing art key areas, such as metadata and content modelling, mapping metadata standards, semantic enrichment, IPR management tools, business models, ingestion and integration of end-user contributions, education and leisure tools, digital libraries tools. To this end, ECLAP work is going to organize international workshops, conferences, via a number of working groups. ECLAP also supports clustering between several projects identified by the European Commission: ECLAP will place at their disposal all solutions and analyses performed, as well as procedures for transcoding metadata and content, and all the experience and codes to replicate ECLAP solutions.

ECLAP Partners

The ECLAP Consortium brings together European leading national performing arts institutions, universities and research institutes. The following partners from thirteen countries combine their expertise and scientific minds to achieve the ECLAP goals:

- DSI, Department of Systems and Informatics, University of Florence, Italy, (coordinator)
- AXMEDIATECH, Axmediatech Srl, Italy
- Beeld en Geluid, (Sound & Vision), Netherlands Institute for Sound and Vision, The Netherlands
- CTFR, Dario Fo & Franca Rame Archive, Italy
- ESMAE-IPP, Escola Superior de Música e das Artes do Espectáculo do Porto, Portugal
- FIFF-IRIS, Festival International de Films de Femmes de Créteil, France
- FRD, Fondazione Rinascimento Digitale, Italy
- IKP, The Institute of Polish Culture University of Warsaw, Poland
- ITB, Museu de les Arts Escèniques Institut del Teatre de Barcelona, Spain
- BELLONE, La Bellone, House of Performing Arts, Belgium
- MUZEUM, Institute of Art Production, Mediation and Publishing, Slovenia
- NTUA, National Technical University, of Athens, Greece
- ODIN, Odin Teatret, Nordisk Teaterlaboratorium, Denmark
- OSZMI, Hungarian Theatre Institute, Hungary
- TWM, Institut Theaterwissenschaft, Ludwig Maximilians-Universität Munich, Germany
- UCAM, Museum of Archaeology & Anthropology, University of Cambridge, UK
- UCLM, Universidad de Castilla La Mancha,Spain
- UG, History of Art Department at the University of Glasgow, UK
- UNIROMA, Centro Teatro Ateneo, Department of Performing Arts, University of Rome La Sapienza, Italy,
- UVA, Department of Theatre Studies, University of Amsterdam, The Netherlands

Join the ECLAP community

ECLAP also organises workshops and conferences, to actively fostering networking and strengthening links among the performing arts institutions throughout Europe and at an international level. The ECLAP is developing best practice guidelines.

All interested institutions and stakeholders are invited to register, to use and to be an active part of the ECLAP programme and collaboration framework.

If you have any questions or would like to find out more about ECLAP tools and services, please contact info@eclap.eu or visit our website at http://www.eclap.eu/.

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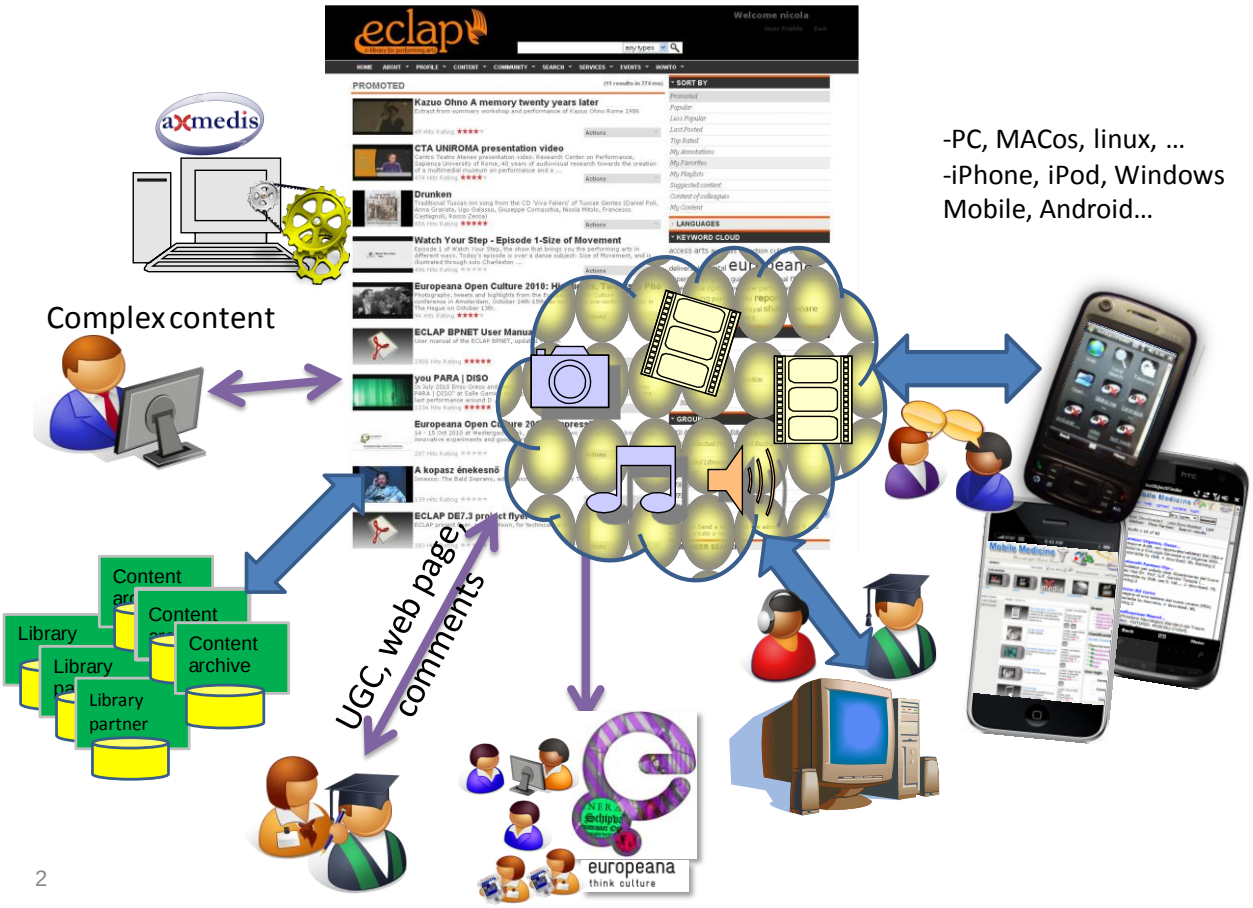
All interested institutions and stakeholders are invited to register, and to see the Affiliation Agreement.

More information

- ECLAP Terms of Use
- ECLAP partners' support page
- Main Page of the development group
- Technical support: info@eclap.eu
- AXMEDIS portal with production tools

An overview on ECLAP

ECLAP Best Practice Network (ECLAP http://www.eclap.eu) is a very intuitive and easy to use Best Practice Network for sharing and multichannel distribution of multimedia and cross media digital contents having educational purposes. Therefore, this manual is highly recommended for users with both the expertise and task of managing user groups and digital contents, provided that they want to make optimum use of the portal's features to produce and manage contents, social relationships, knowledge in the domain area, user groups and their discussions.



ECLAP is ready to use standard multimedia players for each and every possible file format whenever the browser allows it. This means that hundreds of different formats can be played and visualized directly embedded inside the web pages during the navigation in ECLAP. Sometimes, the visualization of such files is possible only after installing specific and yet standard players such as Acrobat Reader (PDF player), Adobe Flash Player, and AXMEDIS player (most browsers propose automatically to set up these kinds of software, thus making it easy to play). For Internet browsers, the installation of such players is automatic. Acrobat Reader and Adobe Flash Player are always available for Windows, Linux and MAC OS, while the AXMEDIS Player is available for Windows PC, Windows Mobile and other mobile systems with Java Multimedia APIs. As to mobile systems there have some limitations due to small size and capacity of the device: most mobile systems are not able to run a video / audio from the Internet, others may not be able to access interactive objects and / or Flash animations.

The digital contents which are distributed via ECLAP can be simple files such as audio tracks, video movies, images, documents, etc.; they can also be content files with complex cross media formats, such as video collections, image sequences, animations, interactive presentations based on

SMIL and/or HTML, calculators, games, algorithms, procedures, check lists, which means in other words a great variety of formats and different types.

Noteworthy is the operability of the ECLAP system on Linux, Windows, MAC OS, Windows Mobile, iPhone, iPad, etc., with different browsers (Internet Explorer, Firefox, Safari, etc.) and on different types of mobile devices such as: HTC, Samsung, SonyEricsson, HP, iPhone, etc. Sometimes some limitations may occur and they are highlighted in the summing up tables of the Manual, which allows to identify the preferred and most fitting platform according to the needed functionalities. Needless to say that AXMEDIS player is a precondition to see on PC complex ECLAP contents which can be used on Windows Mobile PDA and other mobile systems. At present the AXMEDIS player is available only for Windows Mobile PDA, Pocket PC and Windows PC. Many contents for mobile do not need an additional player, since they can use the browser available on the mobile device, for example the iPhone/iPad.

Complex objects/applications

This section explains what is meant by 'complex objects'. They are not simple digital objects like video and audio files, but real applications, for example interactive calculators using specific formulae, algorithms supporting procedures, guided courses, slide sequences, interactive games, animations and so forth. Such complex objects have to be considered as real mini-applications which can be played using the AXMEDIS player on PC, PDA and/or directly on the iPhone or the available browser, too. To play complex objects (namely, mini-applications) sometimes the user has to install the right AXMEDIS player (PC and/or PDA) or more simply mini applications can be viewed with the user's available Internet browser.

To set up the right AXMEDIS player the user has simply to follow the link in the main menu on the top of the different portal versions or help pages. Examples of cross media content/application can be obtained/downloaded from ECLAP : http://www.eclap.eu The interested user can learn on his own how to build such contents through applications based on SMIL e/o HTML, or thanks to a production tool named Algorithm Designer, the User Manual of which is provided with this Manual.

On the ECLAP portal http://www.eclap.eu there are a lot of examples for such mini-applications. Other examples of cross media content/application can be obtained/downloaded from the demo portal XMF (Cross Media Finder): http://xmf.axmedis.org/ and/or in the Mobile Medicine portal: http://mobmed.axmedis.org. The format used for such files is MPEG-21/AXMEDIS. A technical description of the technology exploited to realize ECLAP with Web 3.0 and related details is available with this link: Technical note on Cross-Media Finder. On the AXMEDIS website http://www.axmedis.org further details on technology are reported.

Accessibility from both PC and different mobile systems

ECLAP http://www.eclap.eu can be accessed from both PC and different mobile systems such as: PDA Windows Mobile, smartphone, e iPhone/iPad, using the same link. ECLAP allows to play and/or download the content the user has chosen to be saved on his own computer (hard disk), or PDA, mobile and smartphone (into the SD device memory).

The PC version of the portal is the one with greater functionality. It exploits different types of additional players such as Acrobat Reader, Adobe Flash player and AXMEDIS player. The *AXMEDIS player (needed to view interactive contents for PC and PDA, and allowing the behavior simulation of PDA on PC) can be obtained and installed using the link here attached. The player setup for browser on Windows PC (called AXMEDIS Active X player) starts up automatically with the first attempt to play, which means attempt to open an AXMEDIS/MPEG-21 content on the ECLAP portal. If this does not happen automatically, the user has to follow the*

installation link as reported in the main page of each portal's version. The current player version has been tested for Windows XP (all versions), Windows Vista (all versions) with Internet Explorer 6, 7 and 8 and for Mozilla Firefox. The portal can provide automatically the right AXMEDIS player according to the browser the user has, this means that if one wants to install the Firefox version, he has first to download Firefox browser.

The iPhone/iPad version of the portal has the same appearance as the PC version which is accessible via http://www.eclap.eu. As to iPhone there is currently no need to install additional players. According to the version released on June 2009, iPhone does not support any resource view in Flash. Besides, the iPhone version cannot show contents that are unequivocally produced for Windows Mobile PDA. Such contents are recognizable for an icon resembling a PDA. iPhone contents are accessible by using the same PC link to contents. **The portal's PDA version** is available for mobile devices having Windows Mobile 5, 6, 6.1, 6.5 (e.g., HTC, HP, some Acer, some Samsung, some Sony-Ericsson and many others). It can be accessed by using the link directly from PDA, but also from PC (using one's own computer and browser). The link is as follows http://www.eclap.eu/pda. When accessing via PDA, the last version of the PDA player including the Manual can be downloaded from the related management page: http://bpnet.eclap.eu/mobilemedicine-pda-player-and-content-feb-2010-v2-2.zip.

The Mobile version of the portal is not currently available for ECLAP and it is not aligned with the rest of the portal. This mode, available at http://xmf.axmedis.org, supports devices such as: Nokia, Blackberry, some SonyEricsson, and others, which is to say smartphone mobile devices having Java Virtual Machine with multimedia support. Here too, a specific player has to be installed.

Automatically producing and publishing contents

On ECLAP Best Practice Network you can publish self-produced digital contents of any kind, you can view the contents of your colleagues, find new colleagues, keep friendly relationships, establish and resume consultations/collaborations and talks, add comments on the digital contents other people have inserted, bookmark as preferred the digital contents you like, express your vote on the portal's digital contents, etc. Many of the above described functionalities are already available for some mobile devices like iPhone/iPad (such devices can access the PC portal directly) and they will be soon available also for the user's PDA/mobile version.

In order to upload/publish your own digital contents on ECLAP , you have to be registered as user of the Portal. Such registration is free of charge, you only need to follow the link from the first page of ECLAP or you can use this link. Once registered, the user is asked to fill in all the data which could be useful for a better service exploitation. During the registration procedure, the user will remark that there are discussion groups. You have to ask to each group coordinator to gain admittance to the group you are interested in. Groups have a discussion forum and they are both an important means of creating talks/collaboration and a source of knowledge. The registered user can drop comments on pages, objects, marginal notes on the forum, etc.

Once registered on ECLAP , the user can enter (by logging himself via login), get access to the private contents of the groups he joined, and/or insert/load (do the upload), publish his own digital contents (for instance some pictures, videos, educational material, comments dropped for a video, forum interacting, etc.) and he can socialize/discuss with other users, etc. To upload /publish some digital contents is very simple, you can refer to the webpage from this link if registered users, namely whether logged into the portal. After having correctly inserted the data related to the files the user is going to publish on ECLAP and once clicked for publication, the user releases his implicit authorization to ECLAP to publish that object on PC, PDA and mobile systems (this means that the user declares under his sole responsibility he is authorized to publish such digital contents on the Internet and mobile networks). It is very important to pay much attention when editing data

(metadata): in fact if the user inserts correct and complete metadata, this will be to everybody's advantage, not only his own, since other users who might be interested to the contents/contribution of that individual user might benefit from it, especially when it comes to taxonomical classification and object description, etc. The user's contents will be visible for each and every user of ECLAP and the latter could drop comments to the user, talk about what has been published, etc.

ECLAP Management Committee reserves the right to remove content and applications that are objectionable for any reason whatsoever, contents going against the moral standards and/or offending, defaming, harassing other people and/or contents providing references and pieces of information not correct, nor shared. Furthermore, contents which would violate the intellectual property will be removed, the same will occur for contents deemed offensive by third parties for the sake of third party privacy or intellectual property, or for any ethical reason whatsoever. The Committee refuses all responsibility for any use which is made of such contents.

Networking, groups and discussion forums

ECLAP allows to carry out many activities that are typical of Best Practice Networks, for instance: bookmarking as preferred some accessible contents, recommending something, etc. Users can view which are the contents/contribution the user has posted/provided/uploaded, namely published on ECLAP . The user can send emails (and SMS in the future) to all the members of a group or groups he is interested in, he can send emails to suggest the visualization of some digital contents (objects, pages, comments, forum interacting, etc.) to some of his colleagues, he can invite other preferred colleagues of his to register on ECLAP using a simple email. The portal can be of great help to this purpose, the user has just to follow the suggestions offered by the portal and placed on the right or close to the digital contents. ECLAP provides also the user with the reference to other users having similar profiles both for common interests and activities; it suggests objects similar to those the user has recently viewed, etc. At present what is proposed to users is a list of possible colleagues, list which is arranged from the most similar to the less similar. The similarity among colleagues is based upon the pieces of information provided within the profile, but also according to the actions the user has carried out, for instance which contents he has viewed, published, downloaded, etc. Some of these recommendation functionalities will be available later on.

ECLAP Content Enrichment and Aggregation

ECLAP provides to Registered Users the possibility of voting, commenting, annotating, aggregating and enriching content according to several different modalities.

Content Enrichment and Annotation

Among the several possibilities for content annotation and enrichment, the user can:

- leave comments to the content (changing and deleting your comments). The search capabilities of ECLAP also index the comments you provide;
- assign an appreciation rate/vote to the ECLAP content;
- add a taxonomical classification and group association to each content item during the upload. The search capabilities of ECLAP also index the taxonomical classification provided;
- leave a set of tags for each content (work in progress);
- establishing synchronization among audiovisual content (audio, video, images) and attaching to them textual and semantic annotations. This feature is provided by exploiting MyStoryPlayer tool; This tool allows to perform non linear navigation among the annotations established. The navigation can be saved/recorded as a personal navigation experience and they can be shared among Registered Users, colleagues and for educational purpose;

- see multilingual translations of provided metadata in several languages. These translations can be revised and validated by other users;
- exploit the automated extraction of technical metadata such as format, type, duration, size, etc.; The back office also automatically transcode to prepare content to be used on mobiles and other devices;
- edit and/or add metadata via the ECLAP Metadata Editor accessible to content owners (for who has uploaded the content or for who has been demanded to that role by the content provider institution) and for Registered Users entitled to play the role of content enricher;
- add IPR (Intellectual Property Rights) permission models of ECLAP and the Europeana Rights formalization via the IPR Wizard tool.

Content Aggregations

The content aggregation facilities of ECLAP allow you to create:

- **Play lists** of audio visual content, that can be played once or in a continue loop (images, audio, and video). The play lists are also indexed as regular content and can be used in ECLAP e-learning courses. The audiovisual content included into a play list may consists of a segment of a video or audio, while the real execution of the play list does not implies the production of new content, nor the slicing of the original content.
- **Collections** of content items. They can be personal private collections of each user. The user that create them may decide to publish the personal Collection to the ECLAP community for sharing them with other colleagues, this implies the publication of the Collection. A Collection may include any kind of content items, including play lists. The published collections can be updated and used as the primary container and sources for creating ECLAP Courses via the e-learning facility of ECLAP.
- **e-learning courses**, as list of commented ECLAP content that can be played/accessed/ used to follow the whole course. A course may be comprised of any kind of content items, including play lists and/or collection. Registered Users may be registered to each single course by means of the administrator and/or the Course Teacher, the list of teachers for each course is accessible in the list of courses. The e-learning facility allows to monitor the e-learning activities, access to the content items which are the basic elements of the ECLAP course.
- Non linear **annotations** and relationships among audio visual content via the **MyStoryPlayer** tool. Moreover, the user can create effective networks of annotations among the several audiovisual, and may record and share the navigations performed passing from one audiovisual to the next via the annotations and clicking on them with mouse, changing the current context.

Content and Metadata Ingestion

The basic concepts of ECLAP content and metadata ingestion are described in the following points.

According to the **Terms of Use** you may be a simple registered user or a content provider (affiliated or partner). You have to accept the **Terms of Use** to upload any content on ECLAP, so that, please read them.

Simple registered users

You can upload your content via the **ECLAP Upload Service** page and then you will be entitled to edit and enrich metadata by using the ECLAP Metadata Editor.

You will be entitled to remove the content from the ECLAP portal, while your content will not be

provided to Europeana. If this is your intention and aim, please read the page to become an **ECLAP Affiliated Partner**.

Content Providers (contractors or affiliated partners)

The content providers can exploit the massive content and metadata ingestion facilities and services of ECLAP, as described in the following. They can provide:

- ***massive set of metadata*** using the **ECLAP Metadata Ingestion Service**, metadata should be provided as XML. They can be directly uploaded as a file or harvested them via a OAI-PMH access. In the latter case, ECLAP Metadata Ingestion Service is going to crawl the Content Providers archives and acquires the original metadata; Once provided the metadata, they have map their own metadata XML structure to the ECLAP metadata XML format (ECLAP Semantic Model), by using the **ECLAP Metadata Ingestion Service** to define a XSLT that is used in the mapping phase. Both original metadata sets as provided by Content Provider and the mapped results, together with the XSLT map are going to the posted/provided to ECLAP portal for storage and preservation for you. Please follows this link to access at the **User Manual of ECLAP Metadata Ingestion Service** .
- ***single content/items and metadata*** can be uploaded in one shot via the direct upload on ECLAP Social Service Portal by using the **ECLAP Upload Service** and page;
- ***multiple/massive content/items and metadata*** can be uploaded in one shot via the direct upload on ECLAP Social Service Portal by using the **ECLAP Upload Service** and page;

The ECLAP portal regularly takes the new arrivals from the **ECLAP Metadata Ingestion Service** to acquire metadata represented using the ECLAP metadata format and in the original metadata format. Thus, in the first case, your metadata will be preliminarily accessible from the ECLAP portal without the content file. The real content files will have to be provided to make them accessible on the portal. Until the effective content/item files are not provided, the provided metadata are not posted on Europeana, and you can continue to editi and enrich them via the ECLAP Metadata Editor and tools.

The Content Providers (which passed their metadata set via the ECLAP Metadata Ingestion Service) may use different solutions to provide their content/item files as:

- ***one by one content items and metadata*** via the ECLAP Update facility, available on the content Actions menu for each single object, but only for the user that has uploaded/provided the content. Please click on Edit Object action/functionality, from lists of content or from the right side block of actions and chose the file update facility.
- ***massively content via internet***, including the corresponding links/URLs (or FTP location for files) into the metadata, and make them accessible via web for direct download. In this case, the ECLAP portal back office service will do the dirty work of taking the files and joining them with metadata;
- ***massively content via physical media***, providing hard disk or DVD/CD data ROM or tapes, in this case the Content Provider has to accompaing/include one or more files with a list of associations between the ingested metadata records and each single content file. These associations can be based on Content Provider unique ID (for the metadata record identification) and/or an AXOID (ECLAP adopted unique ID, accessible to the portal), and the simple file name to identify the provided content. The content provider ID or other identifier can be directly located in the source metadata of your metadata set, etc., if possible. Audio or Video CD/DVD to be ripped are not accepted as a valid format for providing content items. The Content Provider has to provide single content files, and them can be provided via DVD/CD data ROM or other means.

Once the content file is received it is associated with metadata automatically (exception are managed by the content ingestion team at DISIT DSI, the back office of ECLAP). Thus to each of those content files, the maximum restrictions are applied according to the **Terms of Use**. Please note that, the content provided is automatically associated with the Content Provider channel/group, ONLY, and posed private of the group. Therefore, only ECLAP Trusted User would be entitled to access at the content for the purpose of metadata and content validation and enrichment. Then, the authorized personnel by the Content Provider would be entitled to exploit all the ECLAP services for:

- ***metadata enrichment*** via ECLAP facilities for voting, leaving comments, tagging, creating annotations, collections, playlists; See for details this link;
- ***metadata translation*** via ECLAP automated back office. This service is included in the back office content processing in ECLAP. Any Content provider can appreaceiate this service providign content to ECLAP. Moreover, each content provider can provide its content metadata validation experts.
- ***metadata edit, review and validation*** (via ECLAP Metadata Editor), accessible only for the authorized person of the content provider, including association with multiple groups, revision of taxonomical classification, etc.;
- ***IPR definition*** via the ECLAP IPR Wizard. A tool accessible only for the authorized persons indicated by each Content Provider. With the IPR Wizard the ECLAP IPR model and data area defined on the basis of the preferences and decisions of the Content Provider;
- ***content metadata publication on Europeana***, accessible only for the authorized person of the Content Provider. They can decide to make available for Europeana each single content metadata.

These activities are orchestrated by using the so called ECLAP Workflow Management tool integrated into the ECLAP Portal and back office. More details regarding ECLAP Tools can be recovered following this link.

More details about ECLAP ingestion Workflow and IPR Model can be found in ***DE3.1 – Infrastructure: ingestion and processing content and metadata***. While, details about the metadata mapping can be recovered from ***DE4.1 Metadata/descriptors' Identification and Definition***.

ECLAP E-Learning Facilities

The e-Learning facilities on ECLAP are related to the possibility of:

- accessing content for educational purpose with less restrictions (i.e., more permissions) for teachers, professors, researchers and students; accessing content also on mobile devices.
- creating a course to be accessed by students that have to be registered users of ECLAP and authorized by the teacher to follow the course.

An authorized teacher/editor can create a course on the basis of a selection of ECLAP content, web pages, etc., and media content coming from outside, for example a video on YouTube, or other portals, stand alone web pages, text, etc. The ECLAP collection concept and aggregation tool is one of the shortcut mechanisms to create a course based on ECLAP content.

A ECLAP course may present all the classical features and units of a Moodle course, and may be accessed by PC and mobiles devices such as iPad:

- title, description, tests, etc.;
- lesson units that can be

- ECLAP objects, among them: audio, video, document, slides, playlists, aggregated objects, MyStoryPlayer experiences, annotations, comments to objects,
- general ECLAP blogs, working group blog and content, ECLAP news, etc.
- external content: web pages, video, links to outside, etc.;

- some explanatory text for each unit and lesson segment, including program and annotations;
- questionnaires and/or sondages, to collect data and perform evaluation/assessment directly from the students and to analyze them on the ECLAP portal;
- self test tools that can be used for on-line and off-line assessment, on PC and mobile. They are typically realized as intelligent content items produced and distributed by means of the ECLAP portal;
- a set of teachers for each course.

The e-Learning facilities of ECLAP have been enforced in ECLAP Portal integrating Moodle tool with ECLAP facilities and media processing tools, the ECLAP back office. Therefore, each teacher has at disposal the classical Moodle e-learning facilities for student management, progress monitoring, assessment and also for simple course composition. While, at level of the single unit lesson, the cross media management and production, and the social integration are provided by ECLAP tools.

The content annotation, aggregation and enrichment models and facilities of ECLAP are a strong tool for educational purposes. Please access to the related page and user manual for details.

If you are interested in creating a course, please contact the ECLAP coordinator: info@eclap.eu. The following links may help you to get some examples and/or courses developed by your colleagues (please note that to access to the following link the user has to be registered on ECLAP and logged in the portal).

- All Courses available
- All course categories (they are collection of courses)
- All teachers

MyStoryPlayer - The Audio Visual Annotation Tool

MyStoryPlayer is the audiovisual annotation tools integrated in ECLAP. It allows users to be the central part in fruition of multimedia objects annotating them, and offers new solutions for educational and infotainment purposes. As we are in a performing arts environment, let us show you some examples of application of such a tool.

So that, MyStoryPlayer is the engine behind the audiovisual Annotations in ECLAP. While a stand alone version of the tool can be accessed at: http://www.mystoryplayer.org.

For example: if a teacher wants to prepare a lesson for his students, synchronizing slides and video in the same environment, or adding some pictures or audios examples that can explain better the concepts of his lesson, with MyStoryPlayer he can do that!

If a user is owner of many multimedia objects of the same event, for example taken from different views, and want to relate each other and play them synchronously and in parallel on the same player, with MyStoryPlayer he can do that!

If a user want to connect events each other following some particular aspects like the characters, the dancers, the theatres, the music, the moviemakers, ecc, creating a package of multimedia annotated objects connected by a leitmotif and visible in interactive way, with MyStoryPlayer he

can do that!

The innovative part of MyStoryPlayer lies in the fact that no difference between media and the user's annotation exists, because both categories are referred to multimedia objects and they are temporally connected on their timeline.

For example, if you want to view the annotation done in this example click on this **ANNOTATION**

Moreover, as annotations are audiovisual, the possibility of both multiple contemporary views and multiple choices on what to watch is provided to the user, thus giving him the freedom of building his personal narrative experience, that can be saved and shared with other user. You can even search for those experiences and/or for annotations. Every time the user chooses a video to be played, rectangles appear just below the temporal line to indicate the length of annotations according to the duration of the main playing video.

See more on ***MyStoryPlayer*** in the related section of this user manual on which you can see nice examples.

ECLAP Players and Tools

ECLAP provides you a set of players and tools to cope with your content and make your experience in ECLAP simple and fascinating for both content providers and users.

ECLAP main tools are:

- **ECLAP audio visual players**, to play audio and video (at low, medium and high definition in progressive download) into your browsers. The ECLAP player is an addon at the Flash player and it is automatically loaded and executed by your browser: Internet Explorer, Firefox, Chrome, Safari, etc., on Microsoft Windows, MAC OS and Linux. The only plugin that you have to install into your computer for your browser is the Adobe Flash player, that you can find at this link. On that web site your can find versions for your browsers and in your preferred language.
- **ECLAP players for other formats**: ECLAP is also capable to play in web pages specific content formats such as PDF, flash animations, etc., and others would come in the future. Also in this case, the only tools that you have to install in your computer for your browser are Adobe Flash player, and the Acrobat Reader. On that web site you can find versions for your browsers and in your preferred language.
- **MPEG-21 AXMEDIS player**, to play a range of intelligent cross media content, audiovisual content, ebook, etc. This content format allows to keep in an unique file intelligent content and its metadata. This kind of player is available on Windows PC and Windows Mobile PDA, for a range of browsers. To this purpose an additional tool has to be installed;
    - for **Windows PC** (Internet Explorer, Firefox, Chrome, etc.) please install the player that you can download from this link. This link provides your the installable version of the player which suitable for the browser from which you request the player. In any case, you can access to:
        - Windows Internet Explorer version
        - Plugin for Windows Mozilla: FireFox, Chrome, Safari, versions
    - for **Windows Mobile PDA**, you can download a Content Organizer and player by following this link. This link bring your to download a ZIP file containing a CAB to be installed into your PDA and some examples. You can access at the CAB file only from your PDA following this link. A specific version of this tool for ECLAP project will be produced in the next future.
- **ECLAP Content Organizer for iPad, iPhone**. The iPhone version is accessible on the Apple Store as Mobile Medicine tool. A specific version for ECLAP is going to be produced in a

short future. If you are interested in accessing to a trial version of the ECLAP content organizer for iPad please send an email to info@eclap.eu.

- **ECLAP Metadata Editor**, an ECLAP web tool to add and edit multilingual metadata, accessible only to those that have uploaded the content or those that are entitled to enrich the content for a Content Provider.
- **ECLAP IPR Wizard** an ECLAP web tool accessible only to indicated users of content providers. The tool allows to define content access permission for different kind of users, for educational and non educational, etc.
- **ECLAP Back Office for content ingestion and semantic computing** is realized by using AXCP (AXMEDIS Content Processing) Media Grid language and tools. This tool allows to perform automated content adaptation and transcoding to allow using content on several different platforms and devices (PC, MAC, iPhone, iPad, Android, Windows Phone,..), content ingestion, metadata processing, semantic computing related to suggestions, clustering, indexing, recommendations, etc.
- **ECLAP Metadata Ingestion service** is an ECLAP tool for metadata ingestion and mapping them from any your metadata format and schema to ECLAP Semantic Model. Please follow the next link to access at the page in which all metadata and content ingestion process is described.
- **ECLAP Annotation and Enrichment tools**, a set of tools for content enrichment, aggregation and audiovisual annotation please follow the link.
- **ECLAP Social Network Analysis** tools
- **ECLAP Statistic Analysis** tools

A technical view of the ECLAP Services and Tools can be recovered from the ECLAP Infrastructure deliverable DE3.1.

ECLAP Statistics

ECLAP allows administrators to perform specific queries to visualize statistical data and graphical information useful for the evaluation of the users' behavior inside the ECLAP portal and to recover information about contents fruition.

Statistics on Downloads

Examples of recent statistics on download performed can be accessed below:

- Access analysis from November 2010 up to February 2011
- Access analysis of March 2011

Statistics on Queries

The statistics on queries can be derived from the most adopted keywords in queries and from the statistics analysis. The most adopted keywords can be recovered from the Query Cloud block that you can activate from your user profile and you can access from the main search menu above. Example of recent statistics on queries performed can be accessed below:

- queries from Nov 2010 to Feb 2011

Social Network Analysis

The ECLAP Social Service Portal is monitored by a Social Network analysis tool t hat is capable to

estimate basic and extended metrics, among them the connections, the eccentricity, the betweeness of the registered users.

In the next months number of metrics would be accessible for single users and groups coordinator help them in their work without compromising the user privacy.

E-learning statistics and reports

Regarding e-learning activities, teachers and administrator can recover information about all activities performed by users into a course.

Particularly, reporting pages allow to have information related to the following activities:

- Course logs: show activity within the course
- Live logs from the past hour, it shows all the activity in the last hour, with a single click;
- Activity report, it shows all activity in the course, sorted by topic;
- Participation report, provides any easy way to monitor students' participation;
- Statistics about each course and for the whole site, with graphs displaying them.

Have a nice work and enjoy yourself with ECLAP Bet Practice Network,
ECLAP Management Committee!!!

Technical assistance

For troubleshooting purposes, the user can point at the problems he has run into by sending an email to info@eclap.eu always trying to write if possible the data below:

- Object: title or link or number
- Version and type of internet browser,
- Operating system,
- Mobile device,
- Short description of the problem!

Useful Links:

Please note that some of the following links are accessible only for registered users.

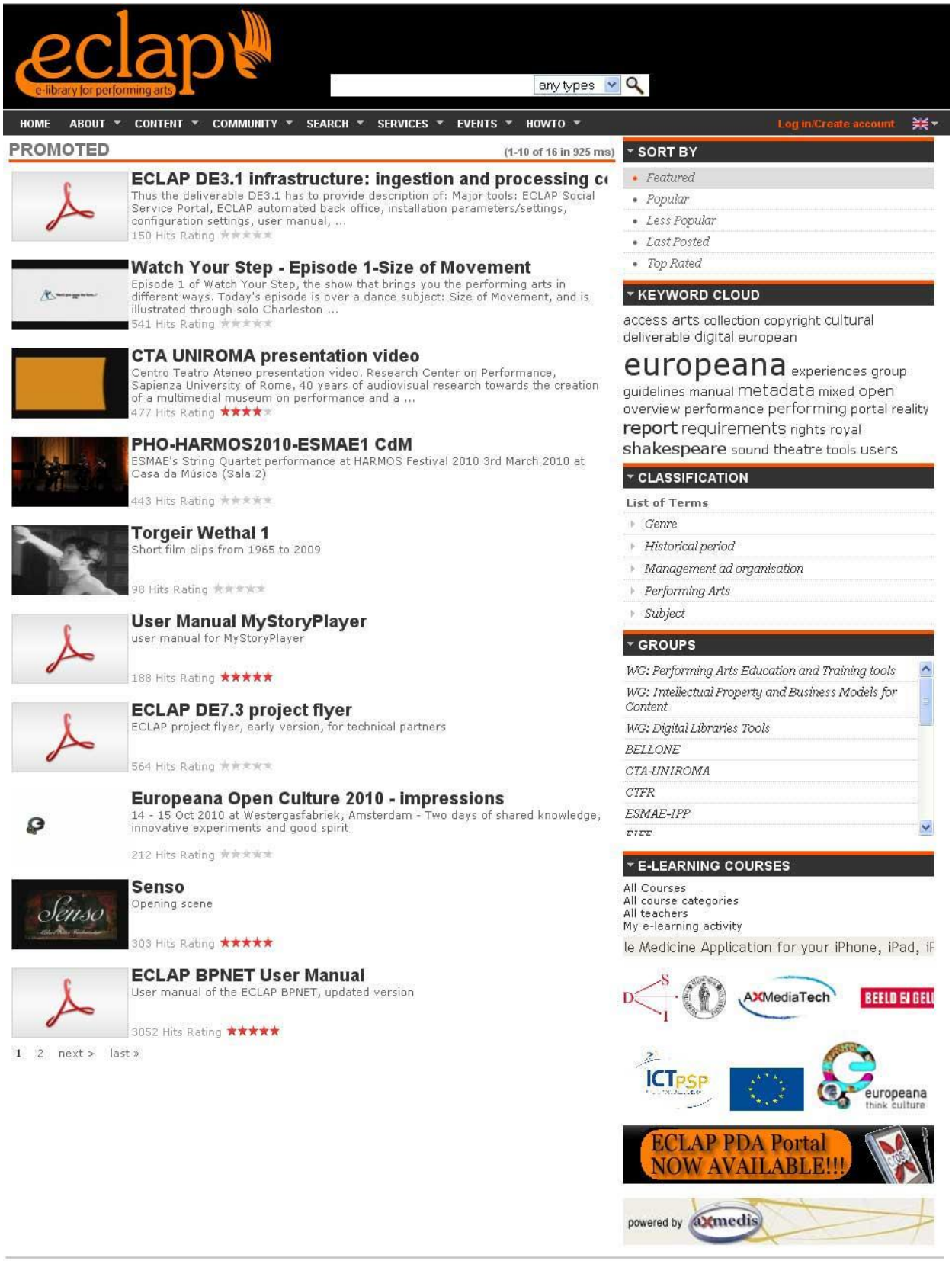
- ECLAP Best Practice Network
- Technical assistance: mailto:info@eclap.eu
- Register a new user
- Uploading contents for publication (link accessible only for registered user logged in the portal)
- Metadata Ingestion Tool
- Description of the metadata and content ingestion process
- ECLAP manual
- ECLAP Terms of Use
- ECLAP Privacy Policy
- Downloading the PC player
- MPEG-21 AXMEDIS Player for Windows Internet Explorer
- MPEG-21 AXMEDIS Player Plugin for Windows Mozilla (FireFox, Chrome, Safari)

- Downloading the PDA player, examples and manual - (CAB file only)
- ECLAP Annotation and Enrichment Tools
- ECLAP Statistics Analysis Tool
- Algorithm Designer to produce flow algorithms, ver 2.1.0 dated August, it includes the automatic production and the saving option of package mp21/axmedis ready for the upload into the ECLAP portal (use manuals for PC, PDA and iPhone are included)
- AXMEDIS portal and other MPEG-21 production tools
- Portal with other examples of digital contents
- Mobile Medicine Social Network

Protection as additional solution

Most contents on ECLAP are **not** protected by a DRM, even though this functionality is possible with AXMEDIS. Some digital contents can be used on different platforms: PC, PDA and mobile systems. As to the latter, you need only one license to use such contents on any device the user has, thus achieving a true interoperability (with or without DRM) of contents on different devices. If the user does not deem it necessary to use protected contents, this part can be left out. When a content is protected, this is made self-evident for the presence of small yellow padlock. To access protected objects, you need to be a registered user on the AXMEDIS system and also to have a player certified by the AXMEDIS DRM control system. The first step to use protected contents is to register your profile on the AXMEDIS, if this has not been done yet, when accessing for the first time by using the registration webpage of ECLAP Portal. The user can register on the Axmedis via ECLAP portal later on, simply by accessing the webpage of his own user profile on the portal; or else he can register by using the AXMEDIS general registration portal, with this link for registration. Once registered, the user will receive via email his user-name, password and a file (called 'certificate'). These data will be of great help later on, when the certification of your own players occurs. The user has simply to follow the guidelines he will receive via email. In order to register the PC player into his own browser, he can use this link of Certification. With the same pieces of information (user, password and certificate) the user will be able also to get the certification for the different players he has on PC, PDA and mobile systems. If registered and certified on AXMEDIS, the user can get access to other social networks and AXMEDIS services as well: please refer to the AXMEDIS portal for the complete list: http://www.axmedis.org . Some protected contents are demo; therefore, once you access them, a demo license is released with a 5 minute validity. Needless to say, this can happen only if the user is registered and has an AXMEDIS certified player. Some other contents are completely protected and they can be accessed only upon the content producer/author's granted permission. The object itself will provide you with the necessary pieces of information on how you can obtain the right to exploit such contents/objects, which is to say how to get a user license.

Main screenshot of ECLAP



Kinds of digital contents

ECLAP offers many different kinds of digital content which is indexed and can be searched as information, as community-shared knowledge. To this end ECLAP exploits the Semantic Web technologies, namely Web 2.0/3.0:

- **Web page:**
  - Related to groups of private and/or public nature;
  - The group coordinator can insert, change and/or cancel the private and/or public web-pages he has produced for a group;
  - A taxonomy is associated to each web-page, please refer to the Appendix;
  - Each web-page can be commented upon and it can be voted by the members of a group;
  - **Page Comment, Making comments on WEB pages**
    - Comments made on a WEB page of a group by any user being able to access the group, therefore comments are written by registered users only.
  - Web pages and comments are indexed in the search engine of the Portal;
  - Web pages can be available in many different languages, so that any single page in the Portal can have one or more translated version available;
  - Every time a new Web page is created, a notification is sent to all members of the group.
- **Discussion Forum of a group:**
  - Each group is given a discussion forum with many topics, namely discussion topics; each topic is associated with a given taxonomy;
  - The discussion topics can be started by members of the forum, as well by the group/forum coordinator; only the coordinator can cancel a topic;
  - Forums collects contributions on aspects /talks for a given topic, contributions can be written by registered users only.
  - **Forum Comment: comments on the discussion forum topics** of a group**:**
    - Comments left for some topics discussed within a given forum (they are associated to the vote each user can express and votes are very useful to collect opinions to verify the reliability of a topic or a comment). Each topic is therefore linked to a group and it can be produced and made accessible only by the users registered to that group.

- **Objects/mini-applications**: they can be uploaded by registered users thanks to a specific form for the upload/publication, please see later on. Objects could be:
  - simple digital resources:
    - audio, video, images, documents, flash animations, slides, etc.;
    - in a near future, also live stream of events, etc. (work in progress);
  - complex objects, mini-applications (this kind of complex objects has to be uploaded by using the MPEG-21/AXMEDIS format, please see later on for their production through the provided tools):
    - calculators, check lists, flows, procedures;
    - audio and video guides;
    - lessons, interactive objects, forms, etc..
  - **Applications and tools in EXE, CAB and MSI format**
  - **Object Comment, Commenting objects**:
    - Textual comments on objects, which are dropped by registered users;
    - Every time a new comment is created, a notification is sent to all group members;

    - Possible votes on such objects.
- **aggregation of different resources**, in the form of:
    - e-learning courses
    - playlist with images and videos
    - collections of different resources

Objects have metadata (pieces of information related to classification and identification) which are associated to the individual digital resource, to the object itself and hence to the mini application. Such metadata are the very first means of searching objects within the portal database. They include what follows:

- **Metadata language**: the language of the metadata itself like:
    - **Standard Dublin Core classification**: this classification information can be produced in more than one language, or simply the system can be used to provide an automatic translation in other languages;
    - **Title**: according to Dublin Core title classification, any object can have one or more title assigned;
    - **Author**: typically is referred to whom created the object and not to whom uploaded it on the portal, that is automatically determined since only registered users can upload objects;
    - **Topic**: short description of the object content;
    - **Description**: textual description (max 3000 characters);
    - and many other, according to the DC standard;
    - **Technical metadata** (number of views, format, type, date of upload, published by, username of the user that uploaded the content, workflow type, content url, object ID);
    - **Classification metadata** (creator, publisher, date, language, identifier, etc.);
    - **IPR information** (rights and permissions associated to the resource).
- **Associated groups**: one or more groups taken from the list of possible groups already playing an active role in the portal;
- **Taxonomy**: one or more associations to the available taxonomy, as reported in the Appendix;
- **Visibility**: public or private nature of the group or groups (provided the user is given the chance to choose among the groups he is member of);
- **Language of the uploaded digital content**; it is possible to specify the language of the document or of the video uploaded on the Portal. If the uploaded content is a document, a PDF or a Web page, also the textual content is analyzed and included in the search engine results according to the specified document language.

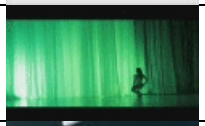
The following metadata are produced automatically:

- **Format**: technical definition for the kind of datum (audio, video, image, document, cross media);
- **Type**: conceptual definition for the type of datum (archive, audio, video, image, document, excel, crossmedia, slide, flash, pdf, html, smil, playlist, etc.);
- **identification**:
    - unambiguous ID of the object, called AXOID;
    - identifier as file name;
- **date** of publication; date of production;
- **user** who has uploaded the object into the portal while using his ID;

- **Full text indexing**: is related to the textual content of documents like: DOC, DOCX, PPT, PPTX, HTML, PDF, etc.

The system is able to provide multilingual indexing of the textual content of many different resources like txt, doc, docx, pdf and power point presentations. The advanced indexing functionality is illustrated in a specific paragraph later in this manual.

Each type of digital content is described shortly in the web-pages and reference is made to a clickable icon representing type and/or format of the content itself, but also its availability, taxonomy (for example on PDA), etc.

Icon on PC	Short description of the digital object the icon stands for
	Document: DOC, DOCX.
	PDF document
	Archive: ZIP, RAR
	Slides: PPT, PPTX
	Excel: XLS, XLSX
	Audio for PC, iPhone
	Tools: EXE, MSI, CAB
	Video for PC, iPhone, animated icon *different* for each published video, taken out from the video itself
	Image for PC, iPhone, image *different* for each published image, taken out from the image itself
	Complex object/mini-application for PC, iPhone or PDA. Such objects may include: video, audio, guide, documents, algorithms, flows, slides, html, smil, etc. This is a generic icon for a cross media object.
	Playlist, a list of content like audio, video and images, produced by a user to promote specific content as a predefined sequence of different resources.
	Web-page on PC, iPhone, associated to a group, generic icon, but it is also possible to have a specific icon for each group, for instance one for the Master in …, another one for the Department, the discussion group, the pharmaceutical industry and so forth.

FORUM	Discussion forum associated to a group.
COMMENTS	Comment: a Forum or a Web-page or a digital content.
GROUP	Discussion group, first web-page of the group
BLOG	Blog page
COLLECTION	Collection
COURSE	Course
EVENT	Event

Similar icons are associated to digital objects, when they are accessible on Windows Mobile PDA; please refer to the PDA and iPhone section and taxonomy with its related icons. In that case, the portal is managed in synch with a tool which is able to organize and search files on PDA and which is identified as the PDA application.

Play a content in the ECLAP

This section explains briefly how the playing of a content in ECLAP Best Practice Network with a PC works.

Typically, when a user clicks on the preview icon or on a title, the content is opened. Subsequently, one of the following conditions can be applied:

1) the content is shown embedded in the web page by using a standard player;
2) the content is shown embedded in the web page by using the AXMEDIS MPEG-21 player;
3) a windows asking to download the content is shown;
4) an error message is shown explaining that the browser is not compatible.

The standard player is used to play single file content like a video, an audio and an image. The AXMEDIS MPEG-21 player is used to play complex content, like cross media, interactive and proactive content. Some content formats cannot be played inside the Web page, but have to be downloaded locally so that it will be opened by using the software installed in the PC of the user. This is the case of Word (DOC, DOCX), Excel (XLS, XLSX), Power Point (PPT, PPTX), ZIP/RAR files and applications and tools (EXE, CAB and MSI formats).

The Flash player and the MPEG-21 player for PC have slightly different commands and functionalities. The following image shows the command bar of the Flash player.

When a video is played, in the right part of the play position slide, the video resolution is indicated (in the case of the previous image the video is played in HD resolution). By clicking on the resolution button, an additional slide is shown that allows to reload the same video with a different resolution in case for example, of problems in the internet connection.

The available resolution are typically the following:

- LD, Low Definition: 384x288 h263+mp3 bitrate ~350kbps
- MD, Medium Definition: 854x480 h264+aac bitrate ~900kbps
- HD, High Definition: 1280x720 h264+aac bitrate ~1500kbps

Please note that the available resolutions are depending to the quality of the uploaded video. If a video is uploaded in a bad quality, it will be not available for example in a HD resolution.

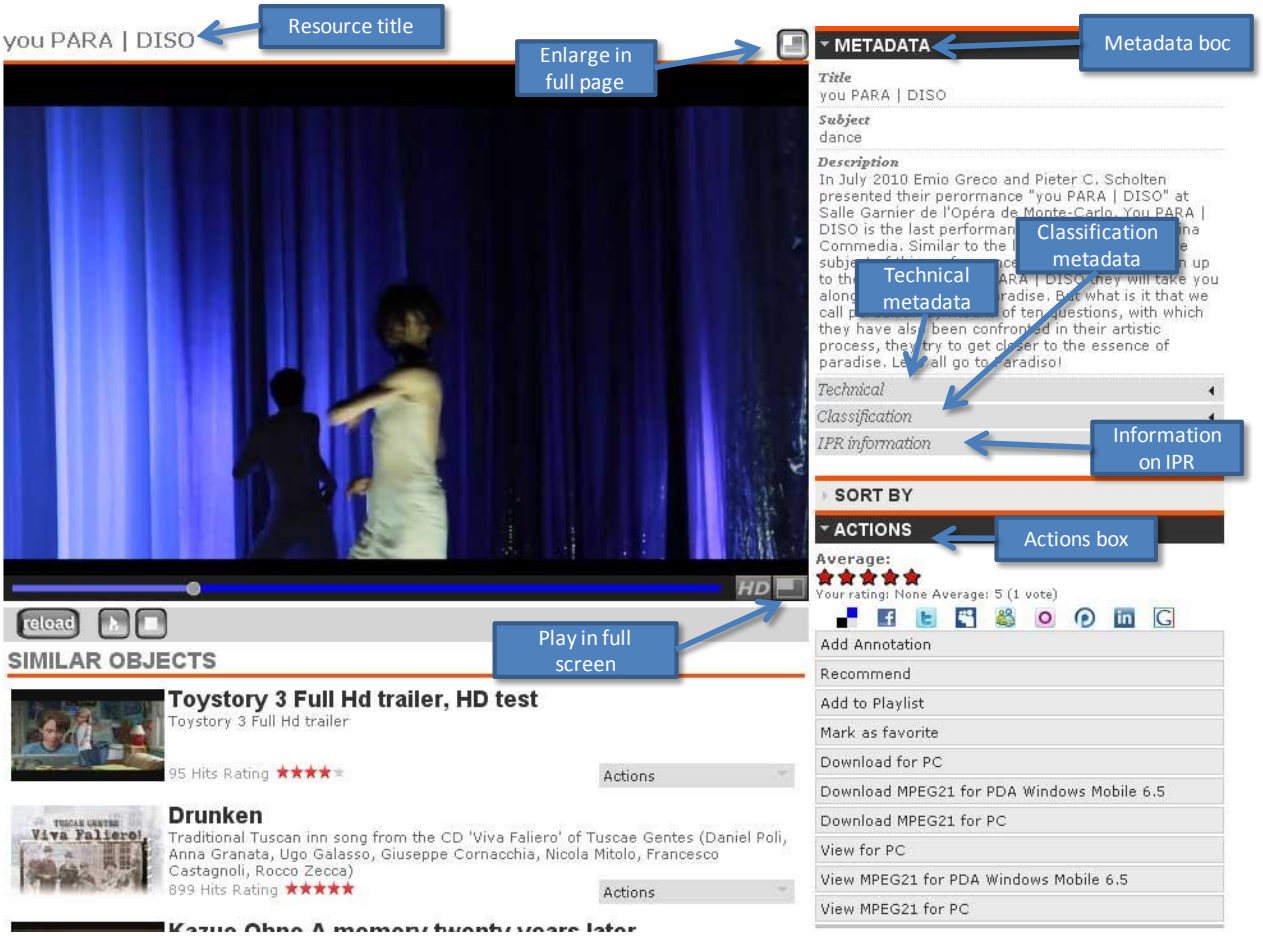
The MPEG-21 Player for PC is shown in the following image. Buttons available in the command bar can be different according to the resource played. For example, if an image is shown, the command bar contains only the button to select the full screen view.

Please note that a specific section explaining the AXMEDIS MPEG-21 player for PC is available in this User Manual.

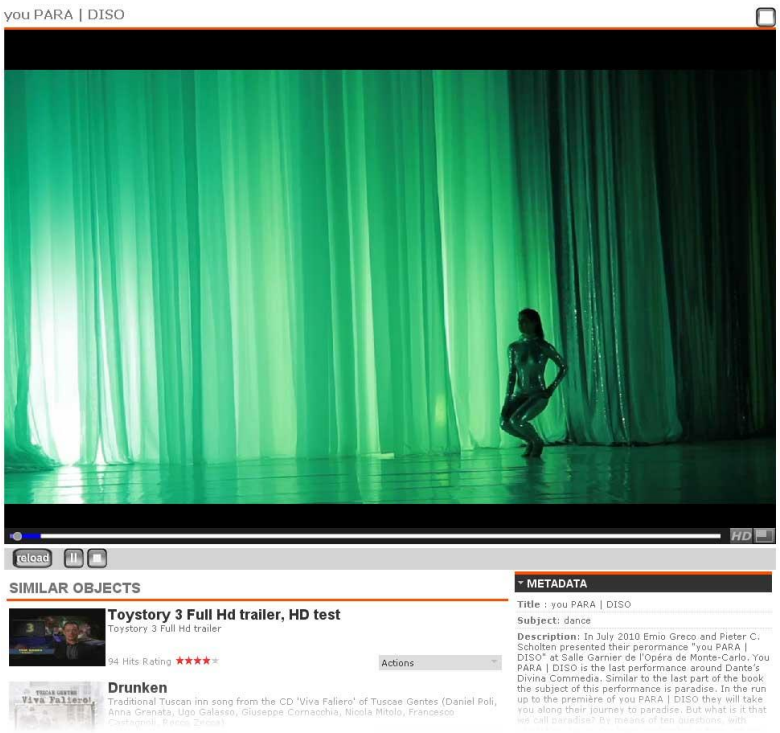
When a resource is shown, independently to the player used, on the right of the resource view a number of blocks with additional information and possible actions are shown. Please note that the actions available can be different according to the resource played and the available versions of the content.

On the right of the resource played, a number of useful information are shown. Please, see the annex for additional information on the metadata managed in the ECLAP .

On the Actions box on the right, a number of buttons are available. Please, see the next section related to the Actions box for a complete description of the available functionalities.

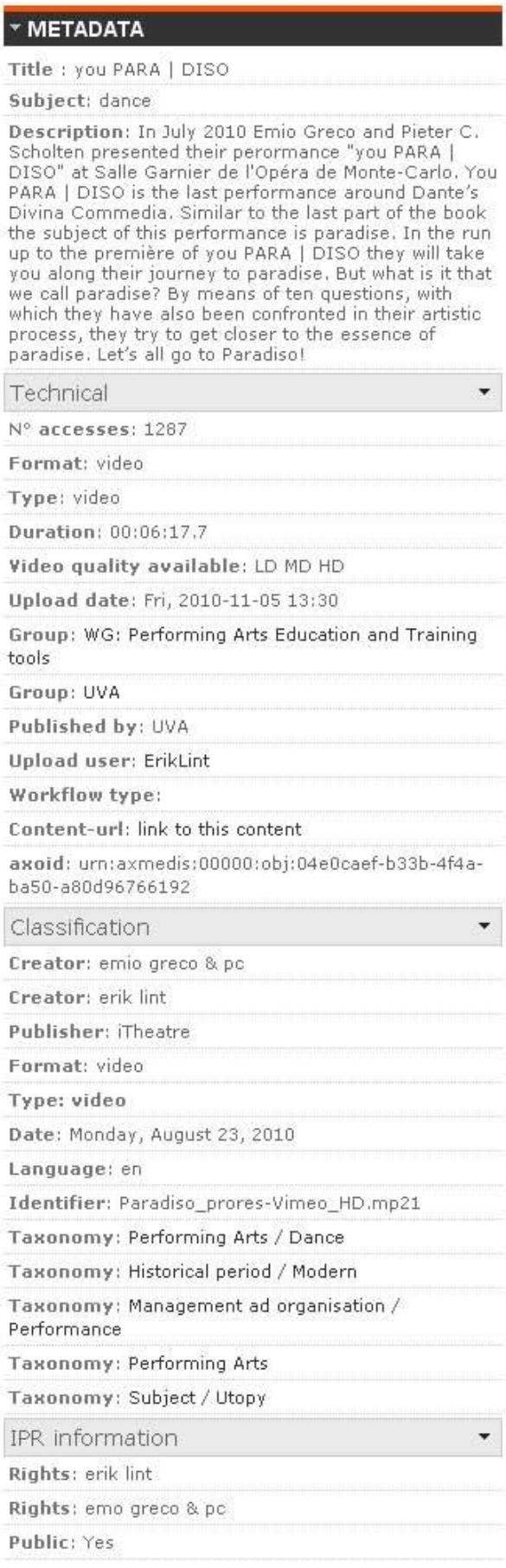


When the full page view button is clicked, the boxes arrangement is modified consequently and they are placed below the resource view, as shown in the following figure.



The Metadata box

The Metadata box is shown on the right of the resource play (or immediately below if the resource in played in full page). It contains a number of metadata that are presented in subcategories. *Title*, *Subject* and *Description* are the mandatory metadata. Below them, additional subcategory of metadata are presented. They are:



- **Technical**, contains a number of technical metadata such as: N° of access, format, type, duration, video quality available, date of upload, groups, published by, upload user, content URL, AXOID, etc.
- **Classification**, contains information related to the classification, such as: creator, publisher, date, language, identifier, taxonomic classification, etc.
- **IPR Information**, reports information related to the rights and license associated to the resources.

The ACTIONS box

Moreover, when a resource is played, a box **Actions** is shown in the right column of the Web page. It contains a number of buttons that typically allows to:

- Share the resource to popular services by using the social icons. The following services are actually available: *Del.icio.us, Digg, Facebook, Twitter, MySpace, Messanger, Orkut, Plaxo, LinkedIn, Google and Yahoo*. By clicking on the icon, the user will be redirected to the Web page of the corresponding service to share the resource.
- Rate the content;
- Annotate the content;
- Recommend the resource to colleagues;
- Add the resource in a playlist;
- Download the resource optimized for PC view;
- Download the resource in MPEG-21 format optimized for PDA view (only for Windows Mobiles 5/6.x, the AXMEDIS PDA Player is necessary to open the MPEG-21 package);
- Download the resource in MPEG-21 format optimized for PC (the AXMEDIS MPEG-21 Player is necessary to open the MPEG-21 package);
- Open the resource for PC view;

- Open the MPEG-21 package for PDA (the AXMEDIS Player for Internet Explorer or Firefox is needed to correctly visualize the MPEG-21 resource embedded in the Web page);
- Open the MPEG-21 package for PC (the AXMEDIS Player for Internet Explorer or Firefox is needed to correctly visualize the MPEG-21 resource embedded in the Web page);

The CONTENT block

The **CONTENT** box on the right column allows to sort and visualize the list of ECLAP resources according to the selected ordered sequence. The available lists are:

- **Featured**, list of recommended objects: this list shown a sequence of casually selected resources promoted by the groups responsible since they have been considered of particularly interest for the public. There is any preference in the order since the resources are presented in the list in a random order;
- **Popular**, list of the most viewed objects ordered on the basis of the number of views;
- **Less Popular**, list of the less viewed objects on the basis of the lowest number of views;
- **Last posted**, list of the last posted objects starting from the most recent of them;
- **Top Rated**, list of the top rated objects on the basis of the rates provided by the users.

The following options are available in the **CONTENT** block only if the user is logged in:

- **My annotation**, list of annotations created by the logged user;
- **My published collections**, list of content collections published by the user;
- **My Favorites**, list of objects marked as favorite by the user;
- **My Featured**, list of content recommended by the user;
- **My Playlists**, list of playlists created by the user;
- **Suggested Content**, list of objects suggested by the user;

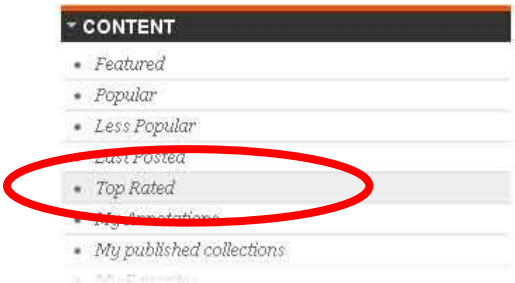
- **Content of Colleagues**, list of objects posted by user' colleagues;
- **My Content**, list of content uploaded by the user;
- **Similar Objects**, list of content on the basis of the similarity criteria (this option is available only during a resource play).

Votes and comment

During the play of a resource, unregistered users can see in the **ACTIONS** block in the right column, the average rating expressed by the users and referred to the resource they are viewing. The average of all ratings an item has received shows the perceived quality of a content.

Registered users can decide to rate the content or to leave a comment on it. The rating process is available in the **ACTIONS** block on the right column. ECLAP provides a mechanism for users to rate an item on a numeric scale from 1-5, where a rating of one is worse than a rating of 5. The rating is expressed graphically in the form of five starts. By passing the mouse on the rating stars, the explanation text of the rating is shown below the little stars.

The rating mechanism is very useful also for the ECLAP community, since users can see the list of top rated contents available by selecting the "**Top Rated**" item in the **CONTENT** block.



Also registered users can decide to post a comment related to a content.

When a resource is played, comments provided by registered users are listed on the **COMMENTS** block on the right column. Each comment contains also the date of the comment and the name of the user who leaves it. The **COMMENTS** block allows registered user to post a comment by filling in a simple form by including a Subject and the comment. Before to post definitively the comment, users can view a preview of it by clicking on the **Preview** button.

Finally, below each comment, a **Reply** button is available to allow registered users to reply to a comment.

Main functionalities for unregistered public users

The **public** user (unregistered or in any case unlogged) into the ECLAP portal can:

- Play and download public content;
- Sort the list of available content on the basis of different rules (featured objects, popular, less popular, last posted, top rated, etc.)
- Access the list of available e-learning courses (please note that the courses are accessible only for registered users accreditated by the course responsible);
- Examine the **Keyword Cloud**, based on keywords included in the metadata description of the content in Dublin Core (DCMI);
- Examine the **Query Cloud**, based on the keywords frequently used in the full text queries;
- Look it up in the portal for the list of working groups
    - Choose a group and view the public presentation page of that group including the name of the person in charge of it, a description, possible links to public pages, etc.;
    - View additional public web pages associated to groups;
    - Send an email to the person in charge of the group to ask for membership, provided that he is already a registered user into the portal, but not yet member of that group;
- Examine the taxonomy
    - Choose an item in the taxonomy and view all the digital contents associated to that item: pages, objects, comments, etc.;
    - Whether the user tries to get access to a content he has not been authorized for, the system informs him of this status, while providing him with the list of groups which can access that object.
- Download the cross-media player and install it (use the link 'Players and Tools' on the **SERVICES** menu on the top);
- View the online help (use the **HOW TO → HELP** menu on the top);
- Change default interface language: Catalan, Chinese, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Lithuanian, Polish, Portuguese, Slovenian, Spanish, Swedish;
- View possible generic recommendations:
    - Objects similar to those which have been executed;
    - Advertisements related to that content (work in progress);
- Carry out some research activities on the portal's contents:
    - **Simple query** in full text (by words or part of them) on objects, straight from the main page. This query is restricted to objects only and results can be refined by using the "Search Filters" showed on the right column (faceted search);
    - **Advance query** on objects, web-pages, comments, comments dropped into forums, etc.; you have to specify textual values for each individual metadatum and arrange each request by using and/or logical operators. When performing this query, the unregistered user can get results leading him to protected contents and pages, which cannot be viewed by unregistered users. Also in this case, query results can be refined by using the "Search Filters" showed on the right column (faceted search);
    - **View the search results on Europeana** by using the same keywords. The results are visible on the Europeana block on the right column after the user execute a search in ECLAP;
    - If the user tries to get access to a content he has not been authorized to, the system keeps him informed of this status;

  - Clouds can be used for search activities on the portal. Two clouds are available on the home page: the **Keyword Cloud** which includes terms included in the metadata descriptions of content, **Query Cloud**, which includes keywords frequently used in the full text queries performed by users;
- **Calendar**: to see important events pointed out by register users by using the internal calendar module;
- Examine lists of public objects from the main page:
  - **Featured**, list of recommended content;
  - most viewed, the **Popular** tab on the left column. This list is sorted on the basis of number of views and downloads of contents. The precise number of play/downloads is visible on the right of the description text of the object;
  - less viewed, the **Less Popular** tab on the left column;
  - most ranked, the **Top rated** tab on the left column. Only registered users can vote a content;
  - A selection of **last posted**, the last posted item is always visible on the PC as the last object on the right part of the list of last posted contents, while the other posted items are selected among the latest 30 objects being uploaded into the portal;
  - Query results as an object list;
  - Objects associated to a taxonomical item, through a choice being made on the taxonomy reported on the right column (in this case only the contents associated to the taxonomical node are shown, together with those contents associated with the children of that taxonomical node);
  - Public objects associated to individual groups;
  - If the user tries to get access to a content he has not been authorized to, the system keeps him informed of this status;
- Examine and access public objects:
  - Main web-pages of groups, public web-pages of groups;
  - Public objects, they are displayed as clickable icons, with their vote, title, description, etc. and they have also a Download button. The Download allows to download the file in the format the user saw. Mini applications are always proposed to the user, when he is downloading, as AXMEDIS MPEG-21 objects and they are played with an AXMEDIS player and/or transferred into PDA (whenever PDA contents);
- For each public object displayed in a web-page, either this being a PC/iPhone object or a PDA object, some actions can be carried out:
  - Play it (namely execute it) with a click on its icon or title, view the video, listen to the audio, view the document, flash animation, image, etc., together with its related metadata for the classification.
  - After playing it, some other tasks can be undertaken:
    - View the related metadata on the right: title, author, topic, description, groups, taxonomical classification, ranking, filename, number of downloads;
    - Set full screen/page to view better that object;
    - View the metadata and the object's structure (in the event of MPEG-21/AXMEDIS objects);
    - Interact with the object, provided it is an interactive content;
    - Views the comments and votes left for that object.
- Access as registered user;
- Ask for new user registration; once this is done, the user receives an email he has to acknowledge receipt of and he has to input his personal data. It is very important that each

user, when registering for the first time, provides some pieces of information by answering to some very simple questions appearing on the portal.

Most functionalities are accessible for the public user, also by using his own iPhone, iPad, PDA and with the same link reported in the PC web-page .

Full text search and Advanced search

ECLAP allows to execute queries on content available on the Portal, but also queries on web pages, comments, discussion forums, etc. Search functionalities are powerful and allow to refine query results by using advanced parameters.

The search engine is based on a *fuzzy* logic that allows to retrieve search results that are not exactly corresponding to the searched term, (e.g. the term to be searched has been incorrectly written, for example due to a typo). Each search results is rendered together a score value, which expresses the matching item's relevance to the search query. Score values are computed taking into account the similarity of the matched strings to the original query string (the so called "edit distance"), and also considering if there are multiple instances of the query term inside the documents. Search results are displayed according to the user language interface or can be filter by a specific language from the advanced query page.

When a search is performed, in case of positive results, a search filter is showed in the right column (faceted search) that allows to refine the results by selecting specific filters listed in the box. Also, on the bottom right corner of each search result preview, a relevance score is shown in the form of a grey bar with a numeric value inside.

The search modalities are divided in two categories:

- **Full text search in the frontal page of the portal** (available for all languages):
    - it performs queries on objects, Web pages, discussion forums and comments, and allows the user to filter the query by resource type, (among the following possibilities: archive, audio, cross media, document, excel, flash, html, image, playlist, pdf, slide, smil, video). Search queries are performed among metadata and structured text content embedded in the objects too (e.g. PDF or DOC files).[1] Boosting term techniques are applied during the search, so to give an higher score to documents with matching strings in the most relevant metadata fields (e.g. title, subject).

- **Advanced search**: it is performed inside objects, Web pages, discussion forums and comments. The user can refine and perform complex queries by specifying a language or by

[1] The fulltext search is performed in the following metadata fields: title, body, description, subject, taxonomy, and in the content of the following enabled file extensions: pdf, doc, docx, ppt, pptx, htm, html, txt, rtf, xls, xlsx.

using boolean operators like OR and AND. The Advanced Search modality is available by clicking on the specific button available on the top of the ECLAP Web pages.

The Advanced Multilanguage search allows to perform search of terms inside objects by specifying the type/format of the content (like in the full text search) but also specifying the language of the uploaded object and the partner that uploaded the content among the available. Also in this case, the query is performed also **i**nside Web pages available in the Portal, discussion forums and comments.

The Advanced content search in all languages allows to perform complex queries by using AND and OR operators based on specific fields in the Dublin Core, also including groups and taxonomy nodes. This advanced search includes any kind of content: objects, Web pages, comments, discussion forums, etc..

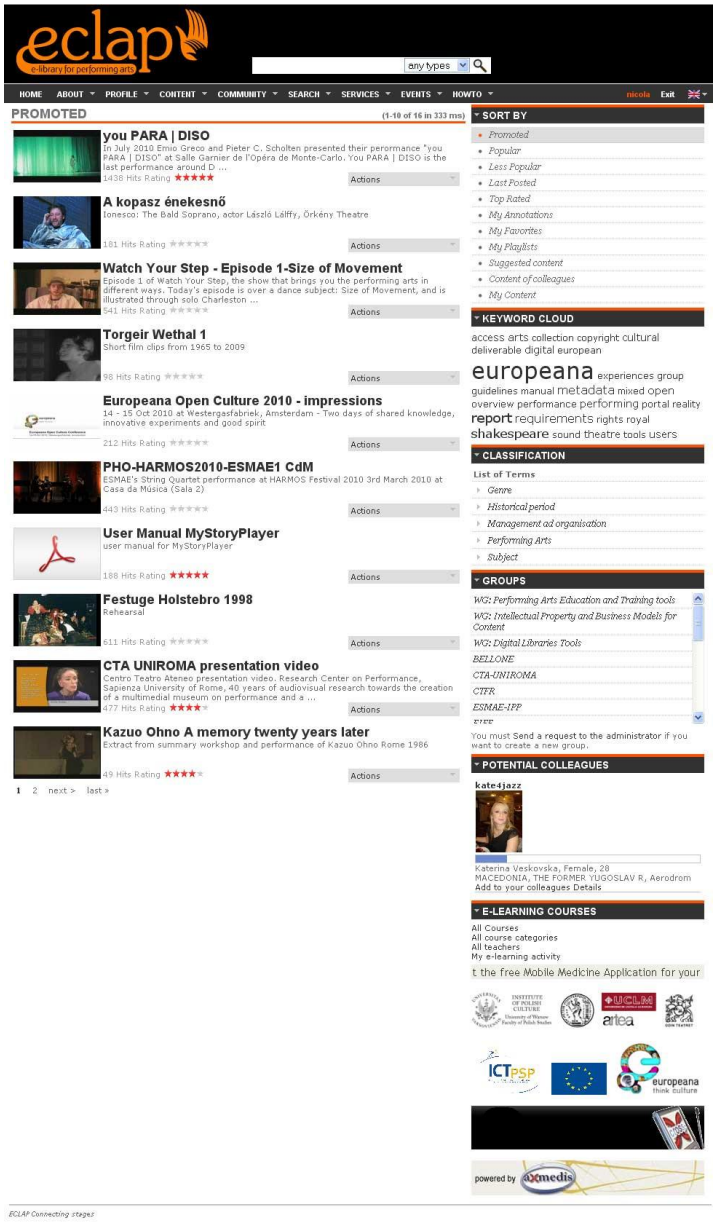
NOTE: as explained before the fuzzy search allows to search terms on the basis of a similarity value. the administrator can define a tolerance value of the fuzzy engine with respect to the term to be searched. By specifying a restricted tolerance, the query results will be very close to the term specified. Otherwise, a wide tolerance will return results also very distant with respect to the term specified in the search field.

Europeana Block

When a user make a search in the ECLAP, the same query is echoed in the EUROEPANA Web portal (http://www.europeana.eu) and an EUROPEANA block is shown on the right column showing the first three search results. This allows at the user to see in single shot what is available on ECLAP and on Europeana. If the user is interested to see more results can go directly on Europeana by clicking on the bold keyword shown after the word: "**Search**" in the EUROPEANA Block.

Please note that the three search results shown in the **EUROPEANA** block are linked to the corresponding search results in Europeana, so that if the user clicks on one of them, he will be redirected to the Europeana portal where all the single resources are linked to the original content.

Functionalities for registered users



The registered user is given wider scope and more skills than the unregistered one. Once registered, the user enters and views a web-page which is richer in functionalities and menus both on the left and right. Besides, he can see his registration name written in the upper right corner.

The column on the right changes dynamically according to the user profile configuration, context and type of user. In this case it allows to:

- Manage contact and connection requests with colleagues and users
- Search users in many ways
- Receive recommendations concerning possible users/colleagues sharing similar profiles
- Send recommendations and invitations to other colleagues in order to suggest them to access the portal
- Access the groups working on the portal
- Ask for membership to other groups
- Browse/access groups, group web-pages and discussion forums
- Browse into the taxonomical classification and view which are the contents associated to each level and node /branch of the taxonomy
- View the users who are currently on line
- View news
- Use the calendar to see related events and to point out useful dates
- Access advertising banners
- View recent activities related to groups joined
- Etc.

The **registered user** on ECLAP can:

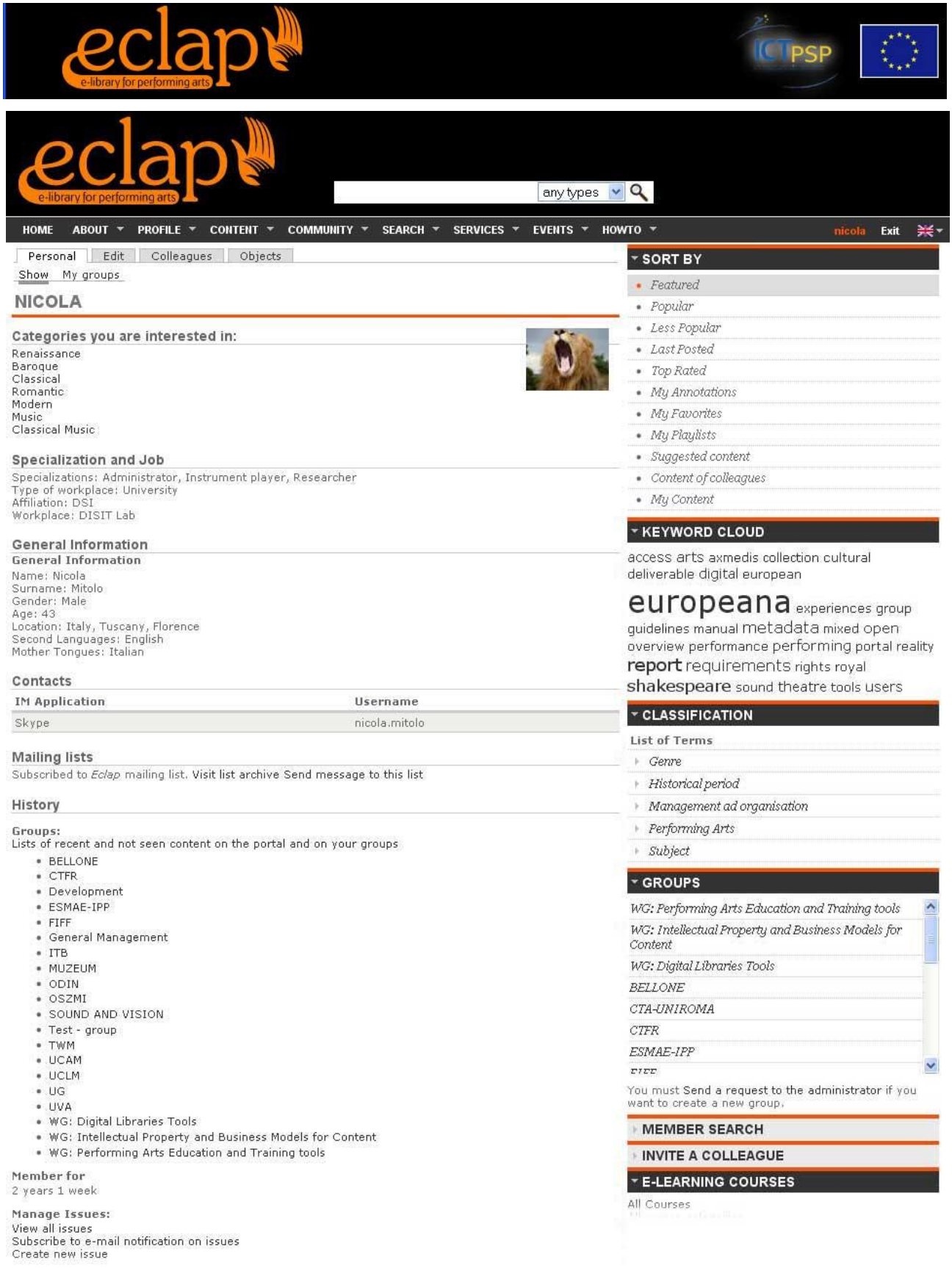
- Download the cross media player and install it (using the top menu bar **SERVICES → PLAYERS AND TOOLS**);
- Examine the online help (using the related link top toolbar menu **HOWTO → HELP**);
- Read the website Blog (using the related links on the top toolbar menu);
- Change the default language among the available. Registered users will access to the Web interface based on the language selected in his profile, that obviously can be changed in any moment;
- Ask for a new password (using the related links on the right of the top toolbar menu: **Log in/Create account → Request new password** tab) (please refer to the page for unregistered users), when for instance the previous one went lost;
- Consult the list of groups working on the portal (**GROUPS** box on the right column, or alternatively on the top menu **COMMUNITY → GROUPS AND CHANNELS**);
- Consult the list of groups the user is member of (top menu: **PROFILE → MY GROUPS**)
    - Choose a group and view the presentation page of the group with the coordinator's name, a short description, possible links to public pages, etc.;
    - Send an email to the group coordinator to ask for a membership if the user is already registered to the portal, but he is not a member of that group;
- **For each group** the user is member of, he can:
    - See list of recent group content
    - See list of unread content and activities related to the groups
    - See the list of the last content and activities on the portal
    - Get access to the **Group Forum**
        - View the discussion topics of that group;
        - Browse into several messages;
        - Create a new discussion topic for the forum (new forum topic);
        - Reply/contribute to a topic;
        - Express his own vote for a discussion topic;
    - Access the group's WEB pages
        - Drop comments on such pages;
        - Express his own vote;
    - View how many and which users are registered to the group;
    - Send an email to colleagues already registered to the group;
    - Send an SMS to colleagues already registered to the group (service not yet available);
- Search through the contents of the Portal:
    - **Simple query** in full text (by words or part of them) on objects, straight from the main page. This query is restricted to objects only. This query is restricted to objects only and results can be refined by using the "Search Filters" showed on the right column (faceted search);
    - **Advanced query** on objects, web-pages, comments, comments dropped into forums, etc.; you have to specify textual values for each individual metadatum and arrange each request by using and/or logical operators. When performing this query, the unregistered user can get results leading him to protected contents and pages, which cannot be viewed by unregistered users. Also in this case, query results can be refined by using the "Search Filters" showed on the right column (faceted search);
    - If the user tries to get access to a content he has not been authorized to, the system keeps him informed of this status;

- Sort and examine lists of public objects or protected objects (yet accessible for the group(s) the user is member of) from the main page:
    - **Featured**, list of recommended objects: this list shown a sequence of casually selected resources promoted by the groups responsible since they have been considered of particularly interest for the public. There is any preference in the order since the resources are presented in the list in a random order;
    - **Popular**, list of the most viewed/downloaded content. This list is sorted on the basis of number of views and downloads of contents. The precise number of play/downloads is visible on the right of the description text of the object;
    - **Less popular,** list of the less viewed/downloaded content. This list is sorted on the basis of number of views and downloads of contents. The precise number of play/downloads is visible on the right of the description text of the object;
    - A selection of **Last posted**, the last posted item is always visible on the PC as the last object on the right part of the list of last posted contents, while the other posted items are selected among the latest 30 objects being uploaded into the portal;
    - **Top rated**;
    - **My Annotations**, realised by using the audiovisual annotation tools integrated in ECLAP;
    - **My Favorites**, content marked as favourites by the user;
    - **My Playlist**, playlist of contents created by the user itself;
    - **Suggested content**, list of content recommended by other users;
    - **Content of colleagues**, content posted by colleagues;
    - **My Groups**, list of subscribed discussion groups;
    - **My Activities**, list of recent and unviewed activities performed in the joined groups;
    - **My Collections**, list of collections created by the user of different resources;
    - Query results as an object list;
    - Objects associated to a taxonomical item, through a choice being made on the taxonomy reported on the right (in this case only the contents associated to the taxonomical node are shown, together with those contents associated with the children of that taxonomical node);
    - Public objects associated to individual groups;
    - Contents posted and/or viewed by colleagues;
    - Etc.
- Examine and access public objects:
    - Main web-pages of groups, public web-pages of groups;
    - Public objects, they are displayed as clickable icons, with their vote, title, description, etc. and they have also a Download button. The Download allows to download the file in the format the user saw. Mini applications are always proposed to the user, when he is downloading, as AXMEDIS MPEG-21 objects and they are played with an AXMEDIS player and/or transferred into PDA (whenever PDA contents);
- by selecting the menu **PROFILE → VIEW MY PROFILE** on the top menu, a list of possible settings are available, as shown in the next figure:
    - **Personal**: shows information related to the user profiles.
        - **Show**: contains useful information related to the user such as:
            - *Categories you are interested in*: list with areas of interest;
            - *Specialization and Job*: Specialization, Type of Workspace, Affiliation, etc.;
            - *General Information:* name, surname, gender, etc.);

- *Contacts*: list of instant messaging nicknames, if available;
- *Mailing list:* list of subscribed mailing list(s). Also it offers the possibility to visit the archive of emails and to send an email to the mailing list;
- *History*: Lists of recent and not seen content on the portal and on the subscribed groups, date of registration on the portal, Issues notification management for bug reporting.

▪ **My groups**, list of groups where the user is registered in. In this page it is possible to see the list of groups and, for each one, click on the "Invite colleagues to the group" link.

- **Edit**: allows the user to edit its profile personal information. The user profile Edit page is divided in the following sub-tabs:
  - Account settings, to set email and password, manage mailing list(s), set the user interface preferred language, configure the blocks available on the right column, manage the notification settings, set the local fuse, set the notification of private messages;
  - Contacts: to specify Instants Messagin account names to be visible on the user profile;
  - General Information: to edit general information of the user (name, surname, date of birth, gender, country, etc.);
  - Interested Categories: to specify the categories of interest;
  - Personal Page: to create and/or edit a personal Web page of the user accessible from the other registered users. The user can add in this manner a personal web page with CV, etc.. This web page is also indexed, so that if the user include its competences the other users would be facilitate in finding it. the Personal page is not mandatory, it is only optional.
  - Specialization and job: to define information related to the user specialization and job (workplace, affiliation , etc.).
- **Colleagues**: to manage the list of colleagues connected to the user. The available options are showed as sub-tabs: Accept invitation, List (of colleagues), Pending Invitations, Pending Requests, Potential Colleagues (provided according to user profile similarity), Expired Invitations, New Invitations.
- **My Content**: to manage objects and resources published on the portal. The available sub-tabs are: My Annotations, Favorites, Playlists, Featured, My Personal Page, Seen content (list of the content seen), Uploaded content (list of the content uploaded by the user), My e-learning activities (list of e-learning courses where the user is registered in).



- For each public object displayed in a web-page, either this being a PC/iPhone object or a PDA object, some actions can be carried out:
    - Play it (namely execute it) with a click on its preview icon or title, view the video, listen to the audio, view the document, flash animation, image, etc., together with its related metadata for the classification.
    - After playing it, some other tasks can be undertaken:

        - View the related metadata on the right: title, author, topic, description, groups, taxonomical classification, ranking, filename, number of downloads;
        - Set full screen/page to view better that object;
        - View the metadata and the object's structure (in the event of MPEG-21/AXMEDIS objects);
        - Interact with the object, if it is an interactive content;
        - Views the comments and rates for that object.
        - Drop a comment/reply to a comment left for that object;
        - Bookmark / tick off as preferred that object;
        - Rate for that object;
        - View the same resource for PC, PDA or the MPEG-21 object;
        - Download the object for PC, for PDA or the MPEG-21 object.
- Examine the list of pages and objects belonging to the group/s the user is member of; for each object and/or page, you can
    - Play them, view them;
    - Produce a recommendation, which is to say suggest that element to:
        - Registered users on the portal via their User name;
        - People you have their email address, either registered or not on ECLAP Social Service Portal;
        - All the users of the group/s you are a member of;
    - If the user tries to get access to a content he has not been authorized to, the system keeps him informed of this status;
- View the items of the taxonomical classification
    - Choose an item of the taxonomy and view all the digital contents associated to that item: pages, objects, comments, etc.
    - If the user tries to get access to a content he has not been authorized to, the system keeps him informed of this status;
- Manage private messages: by using the specific page available in the User Profile private Web page, as showed before, the user can see:
    - list of groups the user if registered to;
    - list of content not yet seen that has been posted in groups of the user;
    - check the state of messages and notifications: read messages in the inbox (in brackets the number of not read messages in the InBox is reported), compose new messages and notifications;
- Manage mailing lists subscriptions.

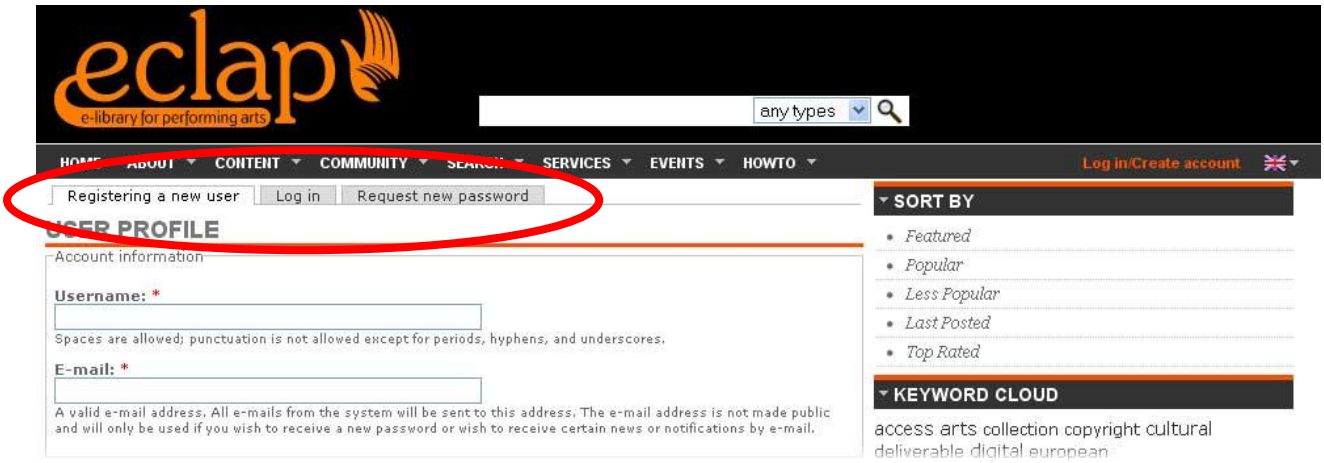
Most functionalities are accessible for the public user, also by using his own PDA/ iPhone, PDA and with the same link reported in the PC web-page. As to PDA, getting access to the groups' information is currently a bit restricted (work in progress).

Management of the personal profile and social links with other users/colleagues

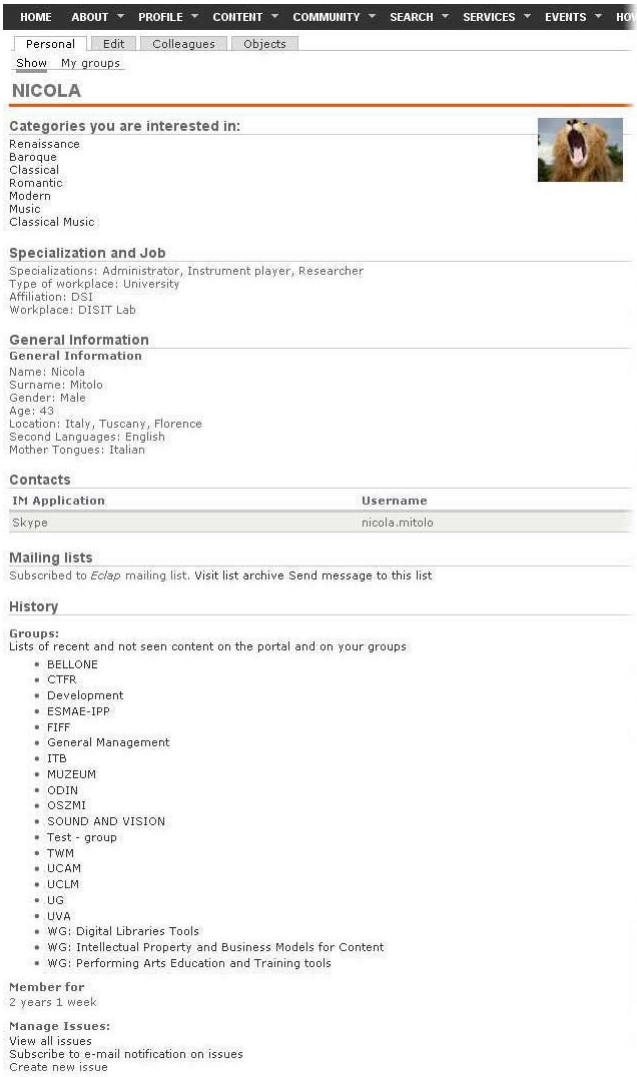
On the Portal the user can register and define his profile by clicking on the red link on the right of the top menu (**Log in/Create account**) on the top right part of the Web page, close to the interface language selection.

A new page is opened allowing the user to select among three tab:

- Registering a new user, to fill-in the registration form;
- Log in, if the user is registered;
- Request new password, to start the procedure to set a new password for the log-in.



Once registered/logged, the following commands are visible in the tabs immediately below the top menubar:

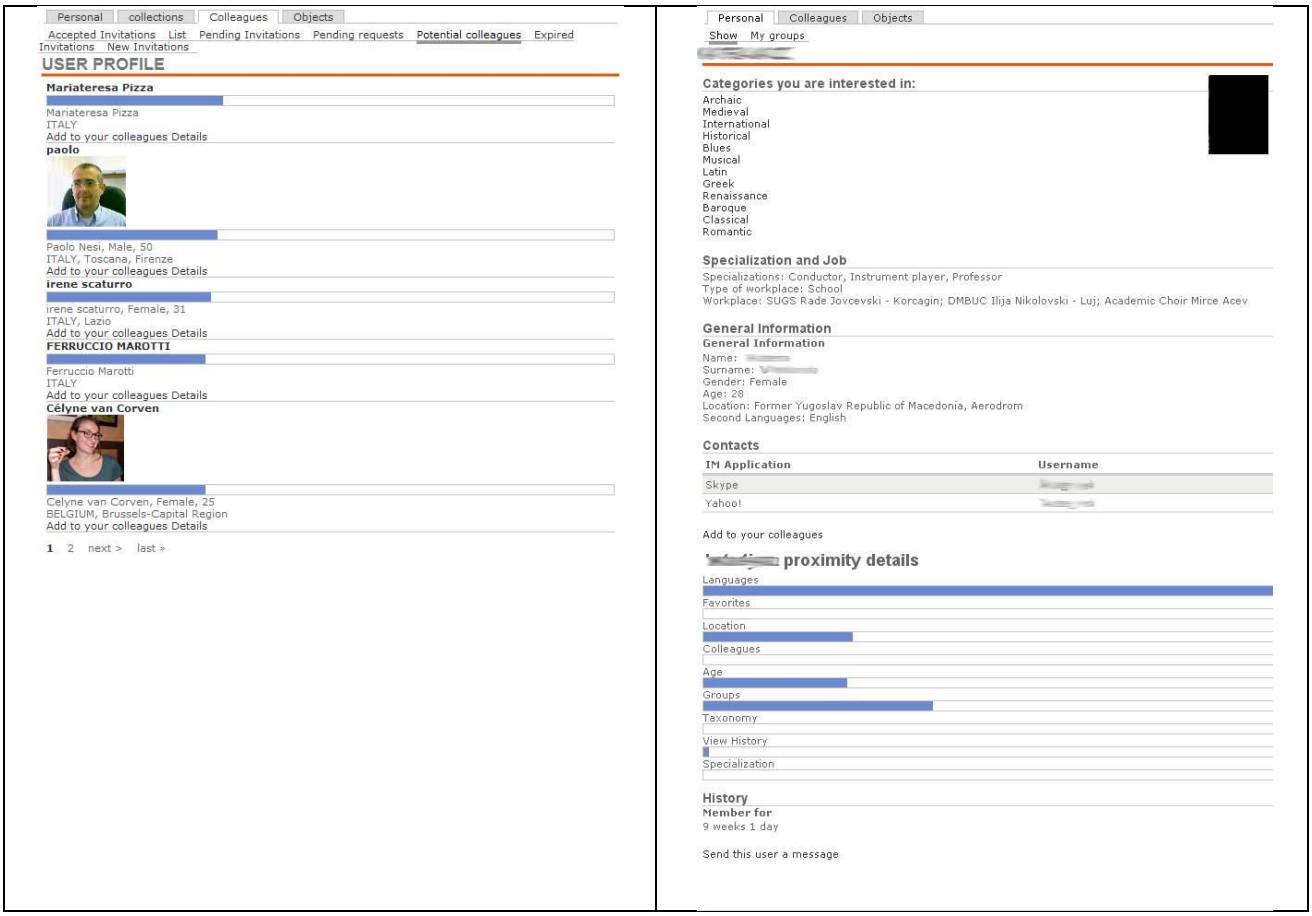


- **Personal:**
  - **Show**: the basic information of the user:
    - Categories of interest;
    - Specialization and Job
    - View General Information;
    - Contact nickname(s) for Instant Messaging tools
    - Links for mailing list(s) management;
    - History, with recent activities performed in the groups where the user is registered in;
  - **My Groups**: list of the groups where the user is registered in;
    - for each group the user can invite colleagues to join it.
- **Edit**: Change/edit information related to **the user own user profile** and in details
  - **Account settings:** to set account information, email and password, mailing list subscription, language setting, messaging and notification settings, time zone definition, private messages e-mail notification;
  - **Contacts**: define other accounts on other Instant Messaging applications;

- **General Information**: name, surname, gender, date of birth, mobile phone to be used for urgent SMS, user description, inserting a picture of the user, nation, address, mother-tongue and other languages, etc.;
- **Interested categories**: classification taxonomy of the area(s) of interest, multiple choice permitted by pressing the 'control' key;
- **Specialization and job**: job qualification, job affiliation, place of work;

- **Colleagues**: to manage the list of colleagues:
  - **Accepted Invitations**: list of users that accepted the invitation to be connected;
  - **List:** of connected colleagues. When you choose a colleague via his link, for each connected colleague appearing in the list, you can
    - View the profile of the connected colleague and therefore
      - his related profile;
      - his colleagues: the colleagues of this colleague are second level contacts;
      - his preferred objects;
      - the latest objects he has published in the portal;
      - the latest objects he has viewed;
      - etc.
    - Remove a colleague from the list of connected colleagues
  - **Pending Invitations**: pending connection requests received by the user;
  - **Pending requests, both sent out and received**:
    - List of the pending connection requests, link requests, connection among users;
  - **Potential colleagues**: list of users potentially close to the user profile interests. By clicking *Details* a box showing the proximity details divided per area of interest is shown. The list shows other users whom, according to the system, may have a similarity of character and/or affinity with the user; therefore such similar users are proposed as potential work-fellow. The affinity is appraised according to the profile information and activities those other users performed: for instance which content they view, publish and vote for, etc.. For each potential work-fellow, you can **accept him** as proposed by the system and/or **view a record** which explains the reasons why the system has estimated a certain degree of similarity with that ECLAP user.
  - **Expired Invitations:** list of expired invitations remained without answer;
  - **New Invitations**: to sent an invitation by specifying the email address of the colleagues.
- **My content**: to manage activities related to the content:
  - **My annotation**: list of annotations created by the user;
  - **Favorites**: content indicated as favorite by the user. For each content in the list the user can:
    - Play the content;
    - **Annotate the content;**
    - **Recommend to colleagues**: Send a suggestion to colleagues;
      - Registered users on the portal via their User name;
      - People you have their email address, either registered or not on ECLAP portal;
      - All the users of the concerned group/s;
    - **Add it to a playlist**;
    - **Delete from favourites**: remove it from the list of preferred objects;
    - Mark as featured.

- **Playlists**: list of playlists created by the user. For each playlist in the list the user can:
  - Play the playlist;
  - **Recommend** the playlist to other colleagues;
  - **Mark/Unmark as favorite;**
  - **Mark/Unmark as featured.**
- **Collections**: list of collections of objects created by the user. The user that create them may decide to publish the personal collection to the ECLAP community for sharing them with other colleagues, this implies the publication of the Collection. A collection may include any kind of content items, including play lists. The published collections can be updated and used as the primary container and sources for creating ECLAP Courses via the e-learning facility of ECLAP.
- **Featured**: content promoted and recommended by the user. For each content in the list the user can:
  - Play the content;
  - **Annotation** the content;
  - **Recommend** the content;
  - **Add to playlist**;
  - **Edit object** (available if the user is the responsible for that content);
  - **Mark/Unmark as favorite**;
  - **Mark/Unmark as featured**;
- **My personal page**: personal web page of the user, accessible from the other registered users;
- **Seen content: list of content already seen by the user;**
- **Uploaded content**: list of content uploaded by the user;
  - You can send suggestions to colleagues, so as to stimulate them to view such objects, Edit an object if has been posted by you, Add it to a playlist, ecc.;
  - If there are some objects which have been posted with the upload service, but have not been published, all this is duly highlighted in the administration pages;
- **My e-learning activities**: e-learning courses subscribed by the user.
  - access to the course;
  - see the list of teachers and their user profile information;
  - ask to join a new course.
- **Annotations**: list of annotations performed by the users by using the **MyStoryPlayer** tool. The list shows non linear annotations and relationships among audio visual content via the **MyStoryPlayer** tool. Moreover, the user can create effective networks of annotations among the several audiovisual, and may record and share the navigations performed passing from one audiovisual to the next via the annotations and clicking on them with mouse, changing the current context.

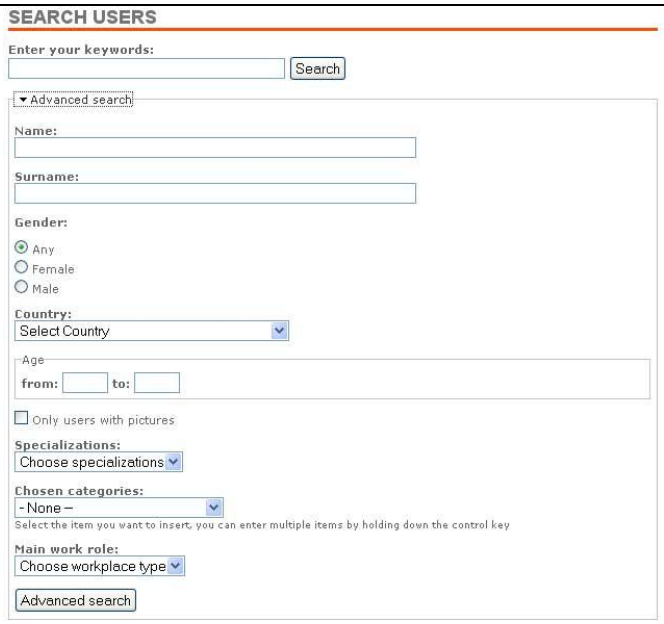


Furthermore, the registered user can:

- **Messages**: to manage private messages received by other registered users. This functionality is accessible from the top menubar **PROFILE → MY MESSAGES** and allow to:
    - read new messages (Tab *Inbox messages*);
    - read old messages (Tab *Inbox messages*)
    - see the sender and the list of recipients;
    - see the date and hour of the message and sort the message list accordingly;
    - delete messages from the inbox, mark messages as read or unread;
    - see the list of sent messages;
    - write a new message.
- **Notifications**: to manage notification messages of each group the user is registered to. This setting is available by clicking on the top menubar **PROFILE → EDIT MY PROFILE**. In the page the "Messaging and Notifications settings" box is present that allow to define the following settings:
    - **Overview**: current general information related to notification settings;
    - **Subscriptions**: list of subscriptions with the possibility to edit the following parameters for each subscription:
        - Activate/Deactivate/Delete a subscription;
        - Change send method to Mail/HTML Mail/Private message/Web;
        - Change send interval to Immediately/Every hour/Twice a day/Daily/Weekly;
    - **Author**: to set parameters of notifications related to a specific user;

- **Content type**: to set parameters of notifications related to Multimedia content, Forum topic, Book page, Events, Groups, Page, Story, Wiki page;
- **Add subscription**: to add a new notification related to Content type in group, content type in general or to all content submitted by a user;

- **Manage links** with users and colleagues:
  - Examine the list of currently connected users;
  - Examine the list of potential work-fellows suggested/proposed by the portal;
  - Accept or refuse the connection requests made by other users;
  - Send an email to a work-fellow, yet not registered to ECLAP, which means sending him an invitation to propose the registration to the ECLAP service;
  - Access the list of pending invitations, view the status of such invitations;
  - Cancel/remove a pending invitation previously made in favour of a colleague;



- **Perform some queries on users** who registered to the ECLAP portal to look for specific skills, new colleagues, connections, etc. (top menubar **SEARCH → SEARCH USERS)**
  - Search users by keyword, typically their nick name, using the link on the right bar;
  - Advanced research: name, surname, gender, age, areas of interest, taxonomy the user is interested in, job affiliation, etc.

Needless to say the advance research option is based on the previous data which users inserted. If such data are for any reasons not correct nor complete, it is most likely that some queries do not lead to the expected results.

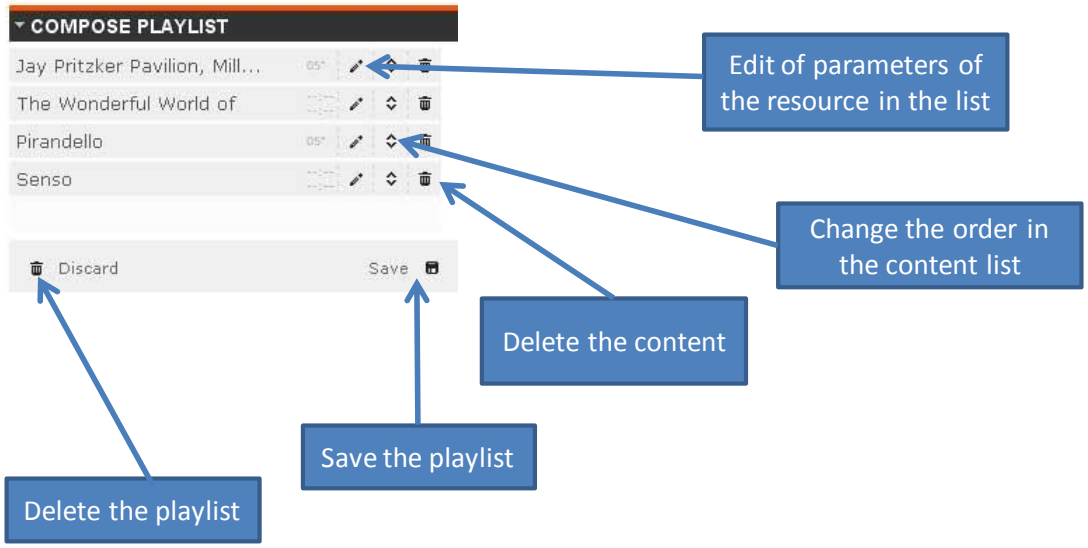
Playlist management

ECLAP allows an advanced management of content playlists. By using this functionality a user is able to define a sequence of audio, video and images or select excerpts of audio and video resources arranged into a chained list to be associated to a playlist for a much more effective content consultation, for example to prepare a sequence of content excerpts to be used for educational and promotional purposes. Also, when an image is added to a playlist, the user can set the time duration for the visualization of that image.

Creation of a playlist

A user, to create a new playlist has to be registered and logged in the portal.

Below each preview icon of an audio, video or image resource, a button “Add to Playlist” is present. By clicking it, a new box named **Compose playlist** is shown on the right column and the selected title will be added in the list, as shown in the image below.



For each resource added in the playlist, three buttons are present on the right: the button visualizes the resource and allows to set some parameters for the play of the resource; the button allows to modify the content order on the list, and finally the waste bin button to delete the resource from the playlist.

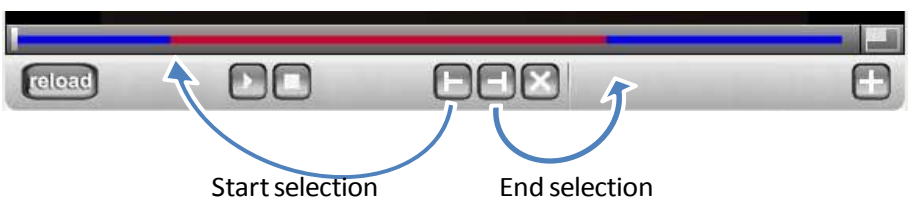
By clicking the button on the right of a content title in the **Compose playlist** box, the content is played and a set of new command buttons are shown in the play toolbar. These buttons are different according to the resource type played.

In case of a play of an audio or video resource, commands in the play toolbar will be as shown below:

In addition to the typical *reload*, *play* e *stop* buttons, the play toolbar contains also the following:

	Set the start of the audio or video excerpt to be included in the playlist (in the form mm:ss)
	Set the end of the audio or video excerpt to be included in the playlist (in the form mm:ss)
	Delete the defined audio or video excerpts
	Add an additional excerpts of the same video or audio resources to the playlist.

The audio or video excerpts defined by the user will be highlighted in red in the play toolbar.



In the playback window, if an excerpt of audio or video content has been added, on the right of the content title the start time and the end time are shown, as shown in the following figure.

In the case of images, the commends available in the play toolbar are the following:

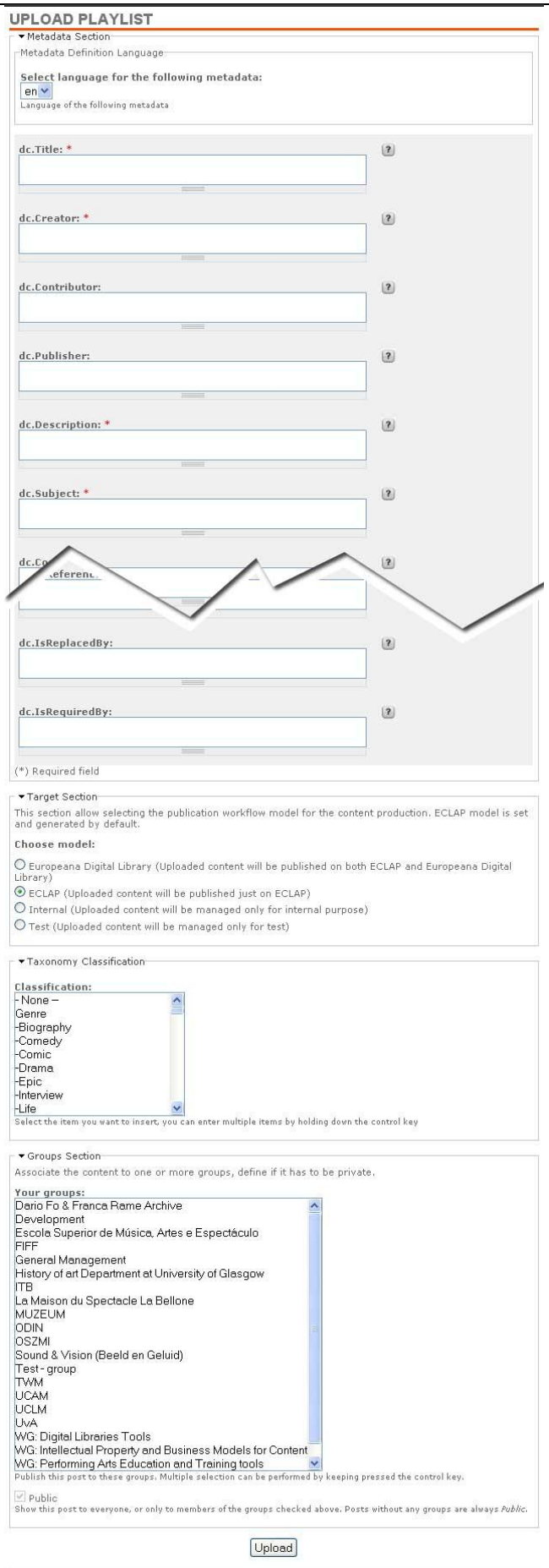
The first button on the left allows to visualize the image in full screen. the other button are the following:

-5	Decrease of 5 seconds the time of visualization of the image
+5	Increase of 5 seconds the time of visualization of the image
	Delete the time
	Add an new visualization time as new resource in the playlist (it is useful if another visualization of the same image has to be added in the playlist)

Also in the play toolbar, the actual visualization time is shown.

When the procedure of content selection to be included in the playlist has been completed, by clicking the "Save" button a new web page name **Upload Playlist** is shown, that allows to specify additional parameters related to the playlist, as shown in the next figure.

	For each *playlist* it is possible to specify mandatory Dublin Core metadata, such as: language, title, creator, description, subject, taxonomy and discussion groups (for multiple selections it is possible to hold the CTRL key down). Many other not mandatory metadata are available, such as:



- dc.Contributor
- dc.Publisher
- dc.Coverage
- dc.Relation
- dc.Rights
- dc.Source
- dc.Type
- dc.Format
- dc.Identifier
- dc.Date
- dc.Alternative
- dc.Audience
- dc.Created
- dc.DateAccepted
- dc.IsPartOf
- dc.IsReferencedBy
- dc.IsReplacedBy
- dc.IsRequiredBy

For each field an Info button is available that shows a tooltip text when the mouse is explaining the significance of the field according to the Dublin Core standard.

Also it is possible to specify if the playlist is public or accessible only to registered users.

When all information have been completed, by pressing the Upload button the new playlist will be available on ECLAP.

A user cannot in any case delete or modify a playlist. To delete a playlist it is necessary to contact the ECLAP Administrator.

Visualization of a playlist

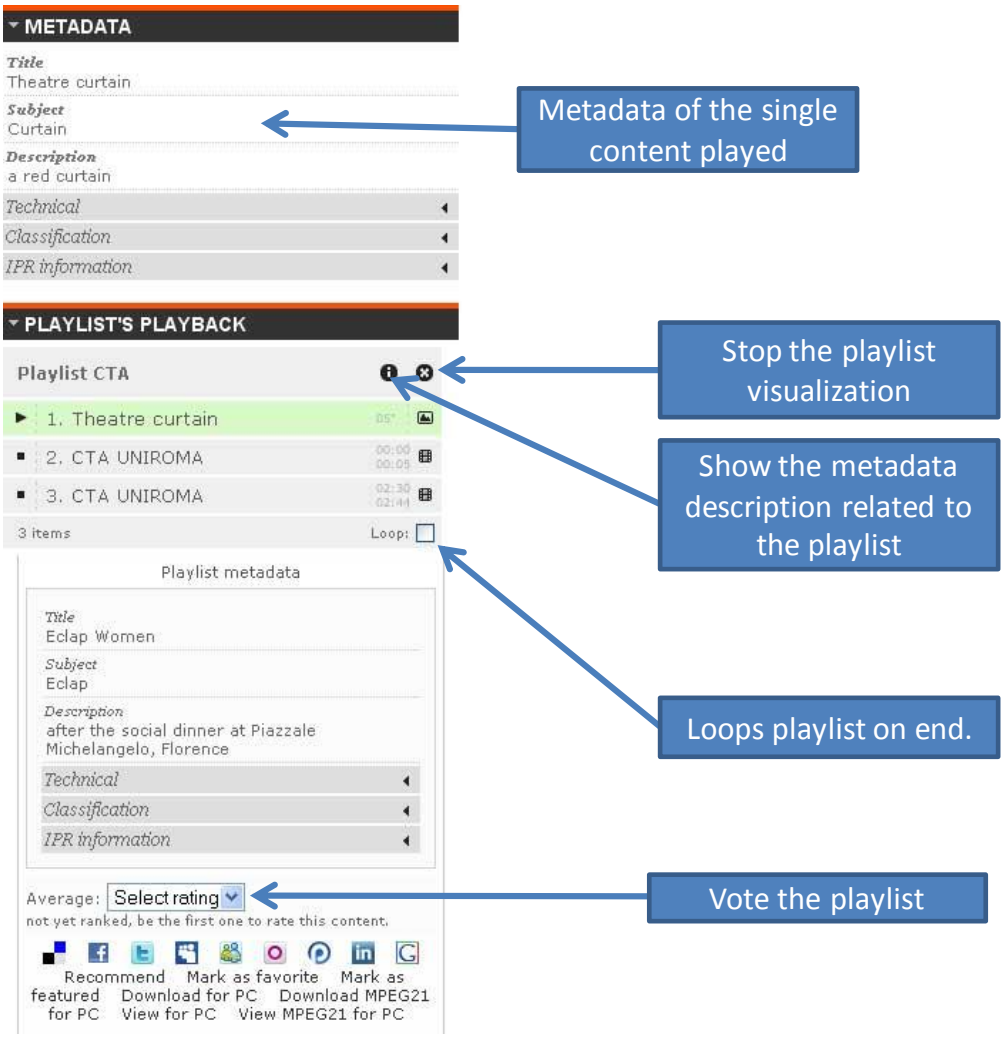
Playlists are identified in the ECLAP by the following preview icon:

By clicking on a playlist, the **Playlist's Playback** window is shown on the right column of the web page, with the list of associated content. For each content item in the list the following information are available: start time and end time in case of audio or video excerpts, visualization time in case of image. A small icon helps to identify if the content type in the playlist is a video, an audio or an image.

Next to the playlist title, on the top of the **Playlist's Playback** box, two buttons are present. they can be activated during the playlist visualization and respectively allow to see the metadata description and stop the playlist visualization.

If the user presses the button to stop the playlist, the content actually played, will continue to be visualized, but at the end, the play will be stopped.

The content actually played is highlighted in light green in the list, as shown in the following image. During the playlist play, the user can in any time recommend the playlist to colleagues, mark the playlist as favorite and add a vote to the playlist.



Manage Collections

ECLAP provides to Registered Users as set of content aggregation facilities. By creating a **Collections** the user may decide to publish the personal collection to the ECLAP community for sharing it with other colleagues, this implies the creation and publication of the Collection. A collection may include any kind of content items, including play lists. The published collections can be updated and used as the primary container and sources for creating ECLAP Courses via the e-learning facility of ECLAP.

The Collection facility allows users to organize their collections as follow:

- create a new collection, specifying the title of the collection and its metadata;
- delete a published collection;
- add/remove cross-media resources in/from the collection;
- publicly publish the collection on the ECLAP portal;
- update the published collection;
- view the list of collections (published and unpublished) and the resources aggregated in each collection.

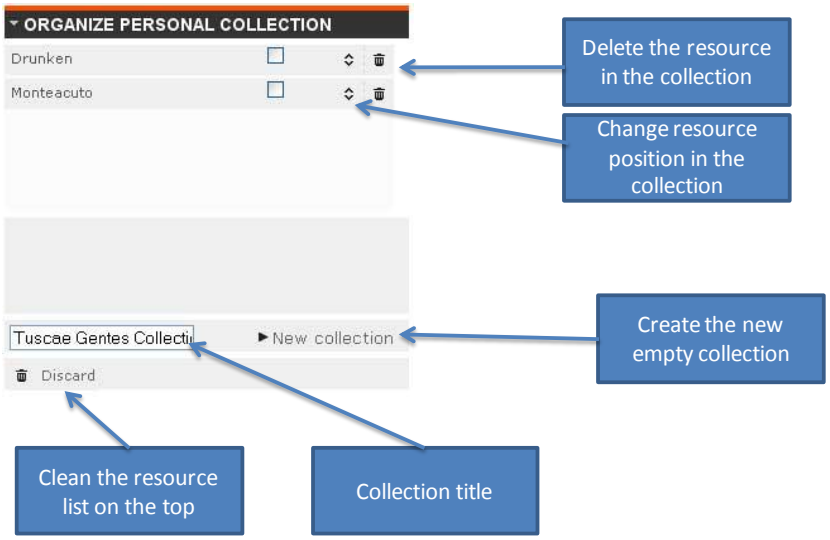
Create a new collection

To create a new collection, the user has to be registered and logged in the portal. When the user decides to create a new collection by aggregating different kind of resources published in the portal, he has to select the "**Add to personal collection**" item available in the menu **Actions** on the bottom right of each resource preview box.

Alternatively, a resource can be added to a collection during the play, by clicking on "**Add to personal collection**" button available on the **ACTIONS** block on the right column of the webpage (see the figure on the left).

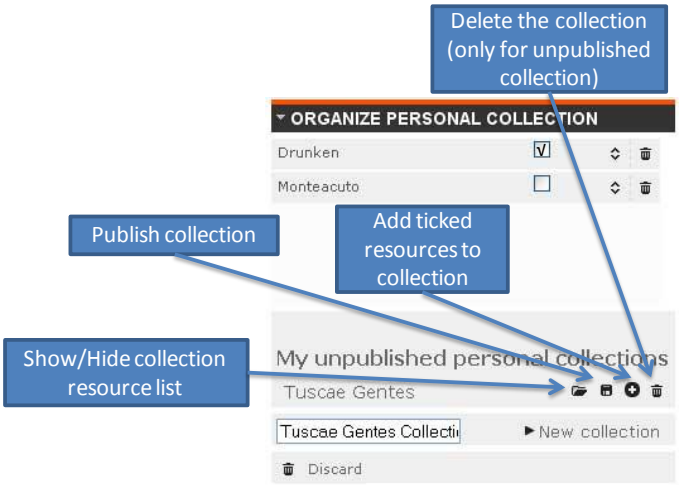
Immediately a new collection is created and a block named **ORGANIZE PERSONAL COLLECTIONS** is shown on the right column.

Each time a new resource is played and the "**Add to personal collection**" button is clicked, the resource is added in the top list in the **ORGANIZE PERSONAL COLLECTIONS** block. This is the first step, since only the resources listed in the top of the block can be added in the collection.



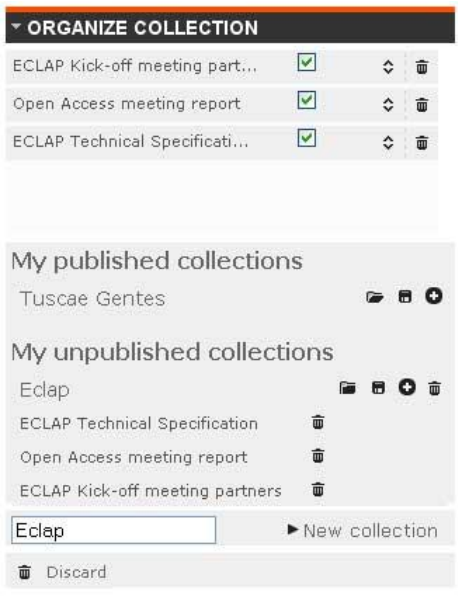
As shown in the figure on the left, in this first phase the **ORGANIZE PERSONAL COLLECTION** block allows to:

- **Delete** resources from the list;
- **Change the position** of the single resource in list;
- Specify the **collection title**;
- **Delete** the collection (if previously created and listed as "unpublished. See later);
- **Add the new collection** in the Personal Collection when the collection is defined.



When the "**New collection**" button is clicked, a new empty collection is added in the personal unpublished collection of the user, and the **ORGANIZE PERSONAL COLLECTION** block will show the new collection name in the list, as shown in the following figure. Since in this phase the collection is not completed, it is visible only for the "creator" and it is not published for the others users, so that the new collection is listed in the "**My unpublished personal collections**" list.

To proceed with the creation of the collection, the user has to select the resources to be added, by selecting them from the list of resources on the top. On the right of the unpublished collection title, the button Add resource(s) is available . by clicking it, the ticked resources are added to the collection and listed below the unpublished collection title.



At the right of each resource listed in the unpublished collection, the button allows to delete the single resource.

When the collection is complete, the user can decide to publish on the portal it by clicking on the **Publish collection** button .

The new published collection is added in the **My published collections** list, as shown in figure on the left.

After this, the webpage to add metadata related to the collection is shown. The upload page is similar to the content upload page.

Update a collection

Content inside a collection can be updated and modified for both published and unpublished collections by adding or deleting resources in it.

The collection update can be managed in the **ORGANIZE PERSONAL COLLECTION** block. On the right of each content title, a set of buttons are available.

To add a new resource in a collection, select the resource to be added from the top list and press the corresponding **Add resource** button of the collection to be updated.

To delete a resource from a collection, click on the delete button of the resource listed in the collection.

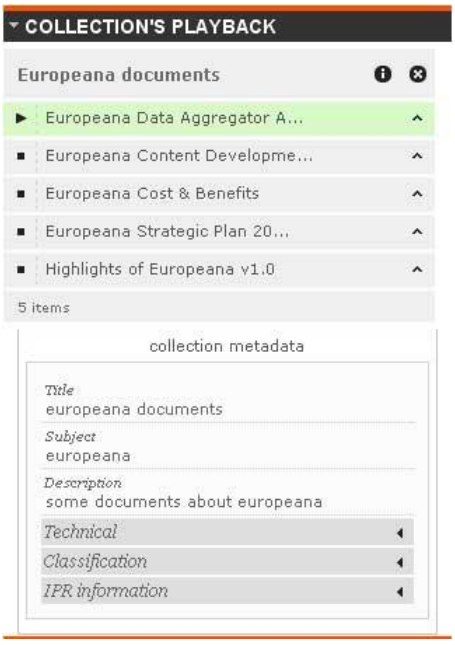
If only the collection title is visible in the collection list, click on the **view/collapse resources** button to open/hide the list of resources available in the collection.

When the resources in the collection have been modified, to update the collection definitively click on the **update collection** button .

Collection playback

The user can access to their collection from the top menu **CONTENT – MY COLLECTIONS** or by clicking on the link **My Published Collections** in the **CONTENT** block on the right column.

By clicking on a collection the first resource in the collection is played and a the block **COLLECTION'S PLAYBACK** is opened on the right column.



The **COLLECTION'S PLAYBACK** block shows:

- the collection title
- the list of resources included in the collection. The resource actually played is highlighted in light green;
- the total number of resources included in the collection;
- the collection metadata (available by clicking in the button on the top right corner).

By clicking on another resource listed in the block, the resource is shown.

Collections can be used as e-learning course content. Please, refer to the e-learning functionalities section included later in this user manual for additional information.

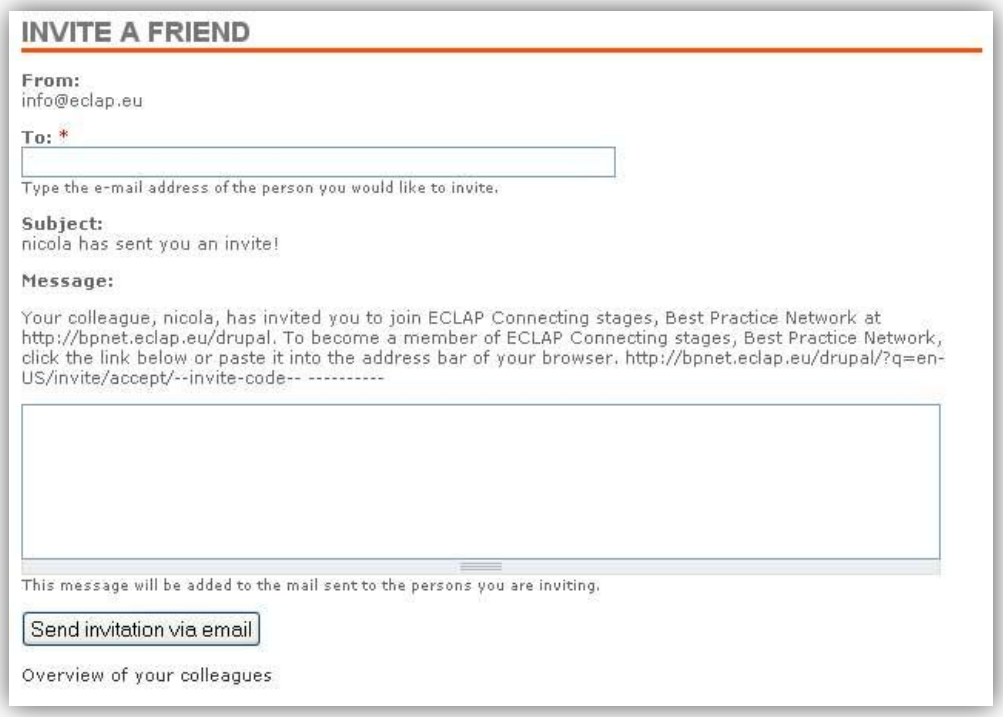
ECLAP recommendations

The registered user can send some recommendations via emails, which are sent out from the ECLAP Portal. The aim of these recommendations is stimulating other users to get access to some information and knowledge, thus promoting and spreading it:

- Invite users not yet registered to access the portal and become member of ECLAP;
- Invite users not yet registered to access the portal and view some example contents;
- Invite users not yet registered to view some contents of the portal (web-pages, forums, objects, etc.), in order to comment, express their opinion and/or vote;

Invite a not registered user to join ECLAP

In the ECLAP top menu, the item **COMMUNITY → INVITE A COLLEAGUE** is present.



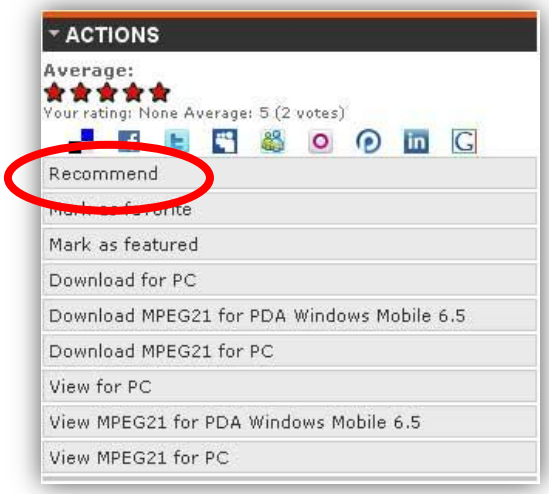
By filling in the empty field with a valid email address and after pressing the "Send invitation via email" button, a standard email will be sent with the invitation to join ECLAP.

The user can see the invitations status to check the list of: accepted invitations; pending invitations, expired invitations, etc., by clicking on **COMMUNITY → MY COLLEAGUES** and selecting the corresponding Tab.

Invite e registered user to see specific content

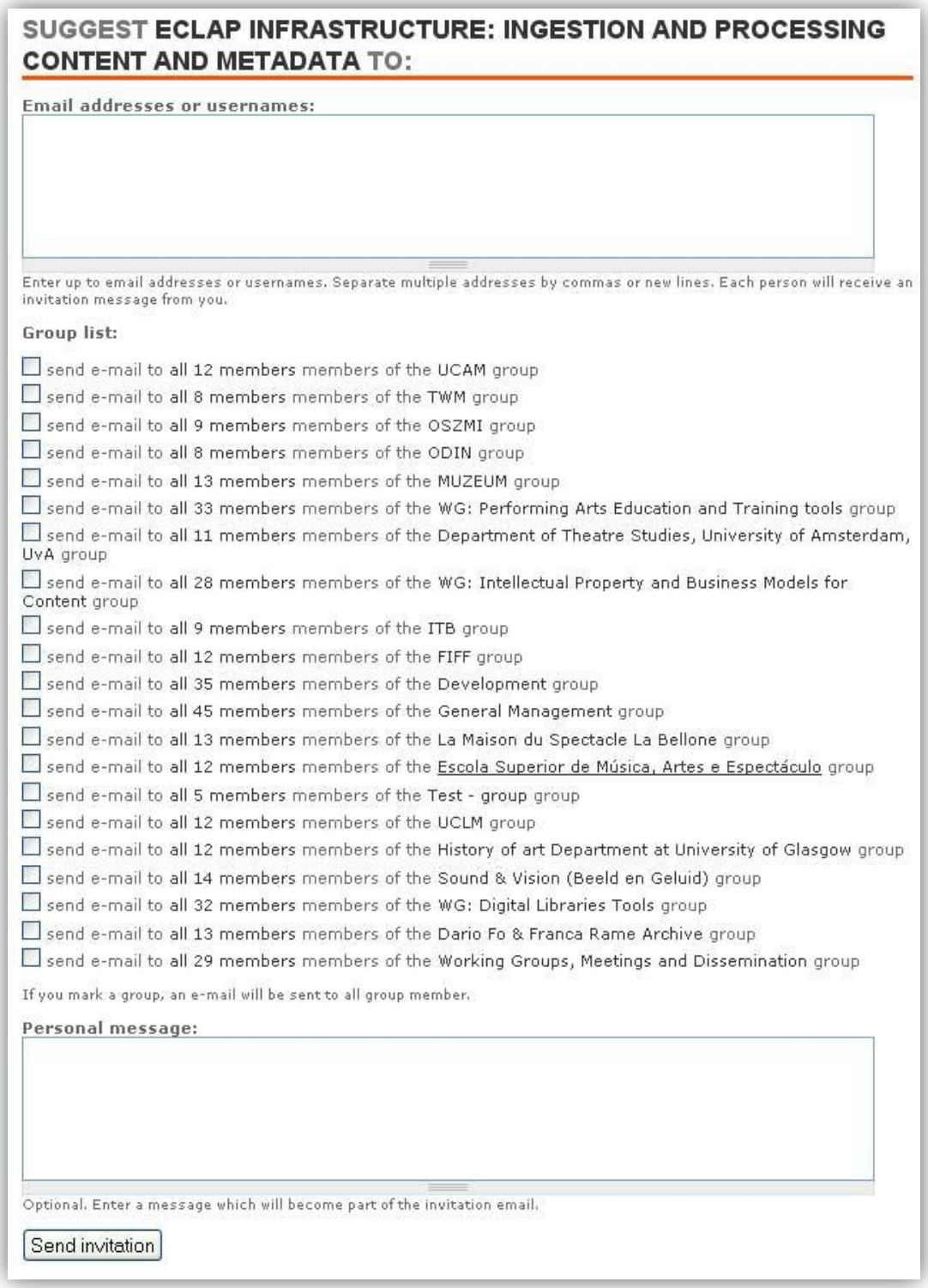
Register users can suggest to colleagues to see specific content by sending to them a recommendation email. To suggest an object to a colleague the user has to click the **Recommend** item which is present on the menu **Actions** in the preview of each object.

Also it is possible to recommend a content to colleagues during the playing of a resource by selecting the proper item in the **Actions** box available on the right column.



A new page to define the parameters for the email to be sent for recommendation is shown. Parameters allow to:

- specify the list of single email addresses or usernames registered in the portal. The maximum number of emails is 10 (or it is possible to write 10 user names alternatively) separated by commas or by pressing Enter after each item in the list;
- select the groups that will receive the recommendation;
- compose a personal message that will be sent with the recommendation email.



Automatic recommendations

ECLAP is able to automatically propose to the user some recommendations/suggestions based on an accurate semantic analysis and also on the basis of the user' behavior according to the content seen by the user in the Portal. This type of recommendation will focus on:

- **Users to users** based on similarity criteria (only for registered users). Such similarity is estimated upon the profile information and activities users carried out: for example which

kind of contents they view, they upload and how they vote, etc. This recommendations are accessible by clicking on **COMMUNITY → MY POTENTIAL COLLEGUES;**

- **Objects to users** based on the similarity with the objects those users have used and bookmarked as preferred and/or with the objects user have clicked on (only for registered users). This recommendations are available by clicking on **SUGGESTED CONTENT** in the **CONTENT** block on the right column or by selecting **CONTENT → SUGGESTED** on the top menu;
- **Objects to objects** based on the objects the user has played. When a user plays an object, a list of similar objects (both for classification criteria and metadata) is proposed. (this functionality can be exploited by unregistered users, as well) (currently not yet available). this recommendations are visible in the homepage by selecting the **SIMILAR OBJECTS** item in the **CONTENT** block on the right column (available only when a content is played);
- **Related advertising** based on the objects the user has recently played or according to his user profile. (the former functionality can be exploited by unregistered users, as well), for example an advertisement related to some allergy relief products can appear, when presenting some medical contents concerning asthma (currently not yet available).

Advanced functionalities for content and activities related to groups

To help registered users to take trace of the activities performed by groups he joined, ECLAP provides advanced notification functionalities accessible from the top menu **PROFILE →MY ACTIVITIES**. These functionalities allow to access in a simple and direct manner to useful lists of:

- content recently published and last activities performed in any groups joined by the user;
- content and activities not followed by the user, like unread forum topics or new content posted by the other members;
- content and activities recently posted on the portal.

List of recent posts in the groups

By clicking the tab "**My recent group content**" on the top, a table will be shown (see the figure below).

My recent group content | Content and activities unread related to your groups | Last content and events of the portal

RECENT POSTS IN MY GROUPS

Type	Title	Author	Groups	Latest content
Multimedia content	Europeana WP3 vienna meeting, ECLAP Overview	root	Development, General Management	2011-03-29 13:58
Multimedia content	Content Organizer Video	root	Development, General Management	2011-03-29 13:33
Multimedia content	Cricket in the Fist	jana	WG: Performing Arts Education and Training tools, General Management , WG: Digital Libraries Tools, MUZEUM	2011-03-25 12:06
Forum Topic	PID: performance identifier	[redacted]	WG: Performing Arts Education and Training tools	2011-03-21 19:33
Page	Group 1 Page	root	WG: Performing Arts Education and Training tools	2011-03-14 18:56
Page	Promotional Material and information	root	General Management	2011-03-11 19:10
Page	e-Learning Facilities	root	General Management	2011-03-09 20:00
Page	ECLAP Events: Past and Future	root	General Management	2011-03-09 00:49
Multimedia content	SAA - Audiovisual Author's Rights and Remuneration in Europe	[redacted]	WG: Intellectual Property and Business Models for Content	2011-03-02 13:24

- **Type** identifies one of the following:
  - **Multimedia content**, related to a published resource
  - **Forum Topic**
  - **Page**, related to a Web page
  - **Groups**, related to a group
  - **Event**, related to events posted in the Calendar
- **Title**, the title of the resource. It is a link that can be clicked to directly see the related content. If the content has been not yet be seen by the user, the word "*new*" is written in red after the title. If the content has been recently updated by the author, the word "*update*" is written in red after the title;
- **Author**, the user name of the author;
- **Groups**, list of groups associated to the content;
- **Latest Content**, it shows the date of each content and allow to sort the list by date in ascending or descending order.

Content and activities unread related to your groups

This page shows the list of uploaded content and activities not yet seen or read by the user and related to groups he joined. This list is very useful to take trace of the activities performed in the joined groups. The table is divided in columns as shown before.

Last content and events of the portal

This page shows the list of content and activities related to the entire ECLAP. The table is divided in columns as shown before.

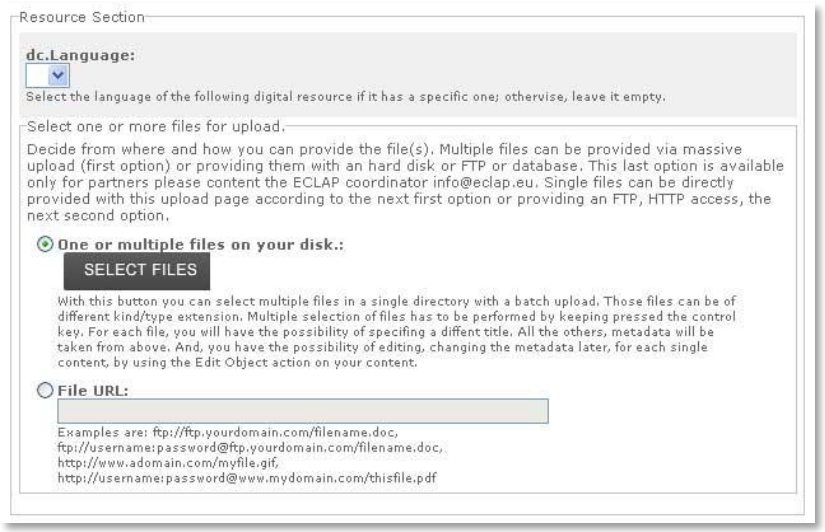
Uploading objects on ECLAP

The registered user can upload a digital content to publish it, which means making such content an object on the ECLAP Portal, both for PC/iPhone and PDA. To this end registered users are provided with a special upload form, which can be accessed from the Top Menu **CONTENT → UPLOAD NEW CONTENT.**

The upload form (shown here on the left) has some fields compulsory to complete: metadata language, title, creator, description, etc. Other fields are not related to compulsory data, but are recommended, such as the topic, the description, the group assignment, the multiple choice taxonomy through the 'control' key (Ctrl), the option of making it accessible either to everyone or to members of selected groups, only, etc.

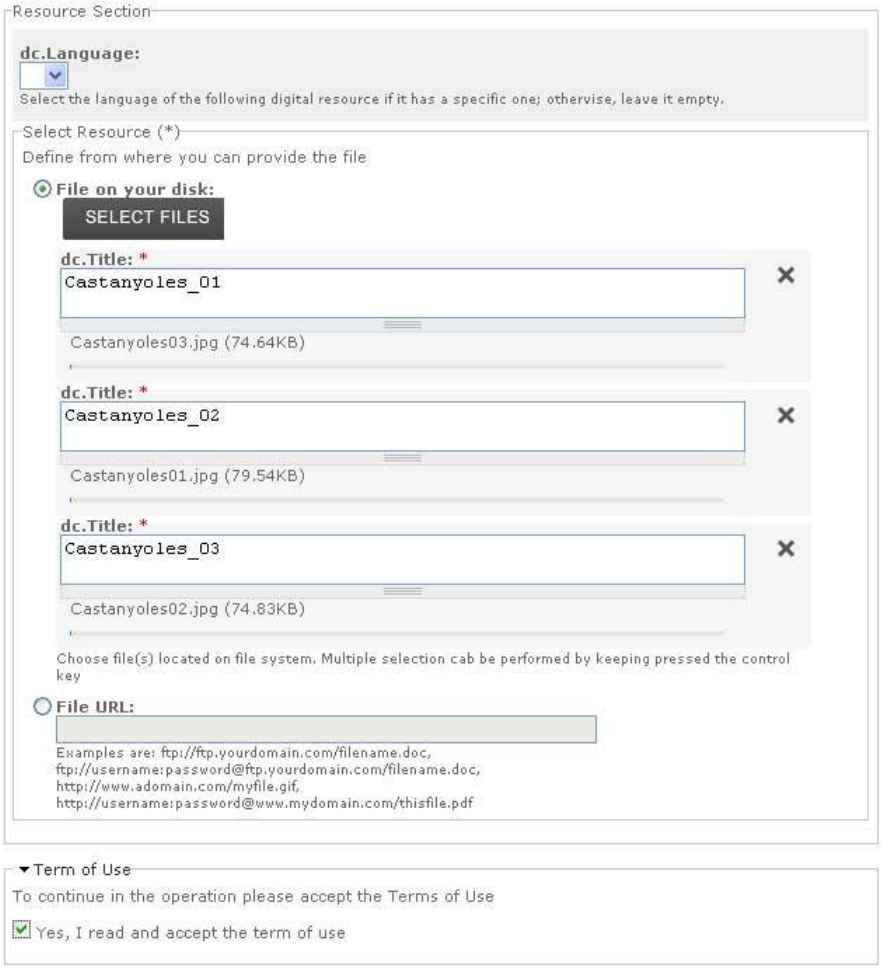
The Upload form shows to the user **only the groups he can get access to,** namely the groups the user, who is trying to upload, is member of. Therefore, a user who is not member of a group cannot on any account publish a content for that group.

In the upload form, there are two mutually exclusive modalities to specify the resource(s) to be uploaded on the portal. In fact the digital resource to be uploaded can be specified as local file available on the user's computer, or as a resource available remotely, as shown in details in the following image.



Please note that multiple files selection is permitted, so that the user can select more file in one shot to be uploaded, by selecting them from a unique folder.

With the **Select files** button the user can select multiple files in a single directory with a batch upload. Those files can be of different kind/type extension. Multiple selection of files has to be performed by keeping pressed the control key. For each file, the user will have the possibility of specifying a different title. All the others metadata will be taken from above. The user has the possibility of editing, changing the metadata later, for each single content, by using the Edit Object action on its content.



When the user included multiple files, he can press again the **Select Files** button to add more files coming from different folders.

The list of files to be uploaded is shown in the resource section box to allow the user to specify different title for each resource, while the other metadata will be the same as specified above in the upload form. A button is also available to delete the resource from the list before to proceed with the multiple upload.

In this second case, the system allows to specify in the **File URL** field, the address of the resource that can be uploaded via FTP or HTTP protocol. If the resource to be uploaded is freely accessible without any username and password, the syntax to be used is in the form *ftp://ftp.yourdomain.com/filename* or *http://www.yourdomain.com/filename*

If username and password are necessary to access the resource, the syntax to be used is in the form

ftp://username:password@ftp.yourdomain.com/filename

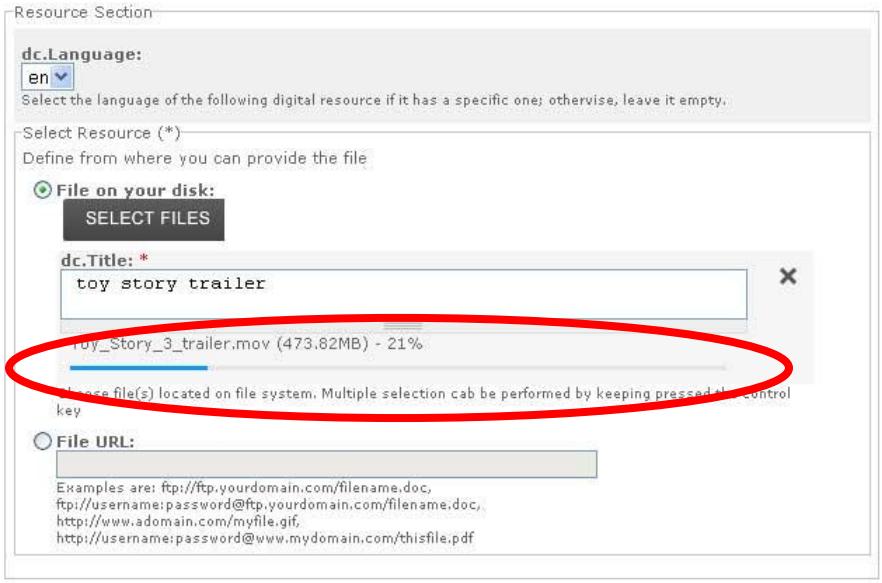
or

http://username:password@www.yourdomain.com/filename

Please remark that the user can assign to the uploaded object a visibility level, either a public or private.

Independently from the upload method selected, to proceed with the upload the user has to accept the Portal **Terms of Use** by selecting the corresponding box. When the small box is selected, the **Upload** button will become active.

Once the **Upload** button has been clicked by the user, the upload process starts. A progress bar will shown the status of the file uploading process.



On the right column, the **PRODUCTION PROGRESS** block will show in real time the status of the content processing by reporting for each resource if the publication is *Pending* or has been completed (*Success*).

The Upload/Publication procedure can be as follows:

- **direct/without any moderating device**: when this modality is on, all the files uploaded via the upload form can be published without any further control.
    - This direct modality is available only for some privileged users, you can request to enable it, only provided if you are a group coordinator or by asking your group coordinator to request it on your behalf, simply via email contact with the technical assistance of the portal.
- **with moderating device/controlled**, which means validation is needed: when this modality is on, all the files uploaded via the upload form are gathered in a database called **Administration** and they can be published no sooner than the content manager has given his assent. For further details on how this modality works, see hereafter. The content

manager is typically a group coordinator. *This modality is set by default for all new registered users.*

Any modality change, whether applied to all the portal, can be done via the Portal administration interface, using DRUPAL. Please get in contact with System Administrator.

Indexing of content metadata

When a new resource is published on ECLAP by using the upload functionality, the system performs an indexing of both the inserted metadata and of the internal textual content of the resource (if available). This means that the textual content of documents in TXT, DOC, DOCX, PDF, PPT and PPTX formats are "recognized" automatically and indexed by the system to allow the queries of terms contained also inside the uploaded document.

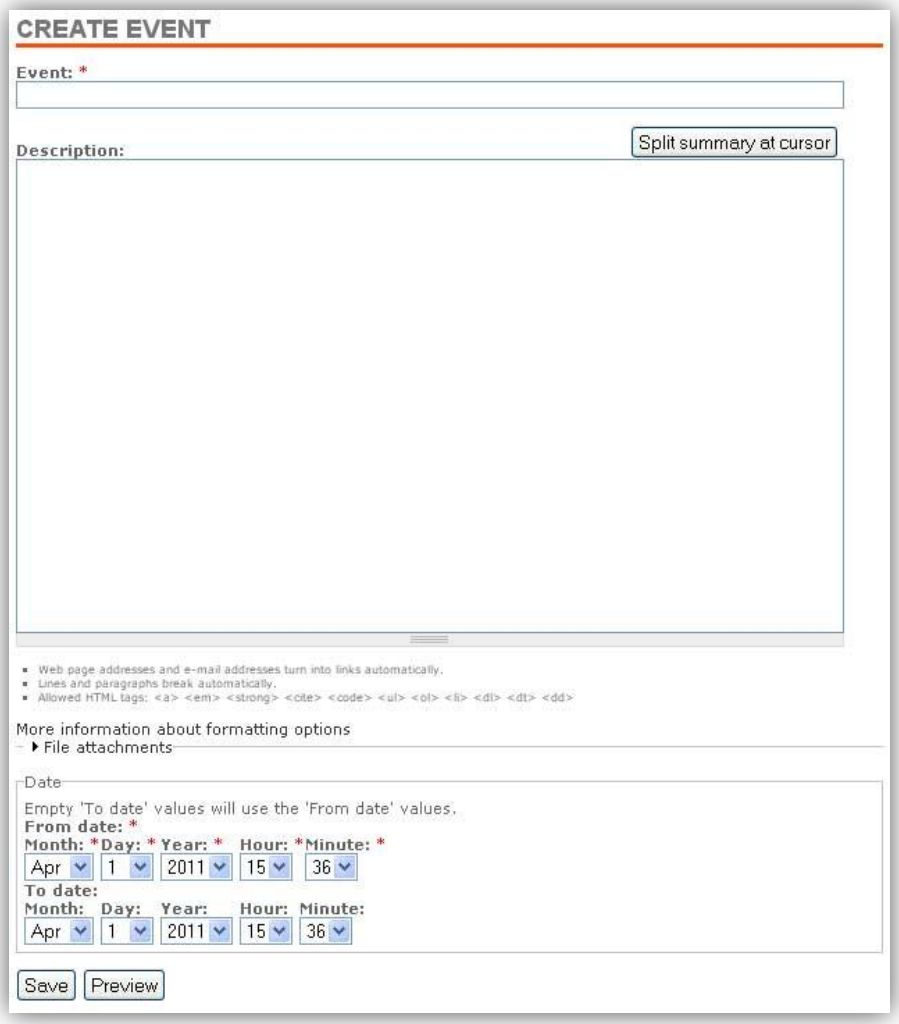
When resource metadata and resource textual content have been indexed in the main language selected during the upload procedure, the system is able to index automatically the same resource also in the other available languages. Consequently, a user will be able to make queries by using terms in his mother tongue, but will receive results also referred to content available in other languages.

Use of Calendar

Registered users can use the Calendar module to point out important events related to ECLAP. The Calendar is accessible from the top menu **EVENTS → CALENDAR**, as shown in the next figure.

In the Year view, underlined dates identify busy days and by clicking on them the marked appointments will be shown with all information related to the event. The Calendar has different views: the information can be also viewed by day, by week, by month and by year, by selecting the appropriate view option on the top left. By clicking a day, it will be shown in the main page.

Registered users can add an event in the calendar by selecting the **Add Event** item in the bottom left corner below the calendar. By clicking on **Add Event** a new form will be shown to specify information related to the event to be added, as shown in the following image.



Information to create event include:

- Event title
- Event description
- File attachment to be included

- Start date and hour
- End date and hour

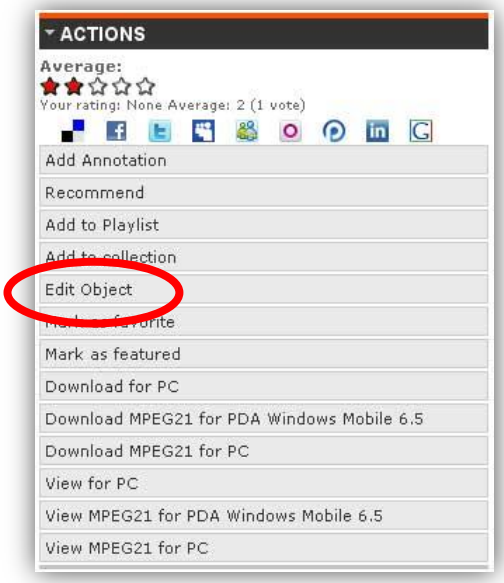
At the end of the **Create Event** form also two buttons are available:

- **Save**, to save the event;
- **Preview**: to see a preview of the event before save it.

Object editing

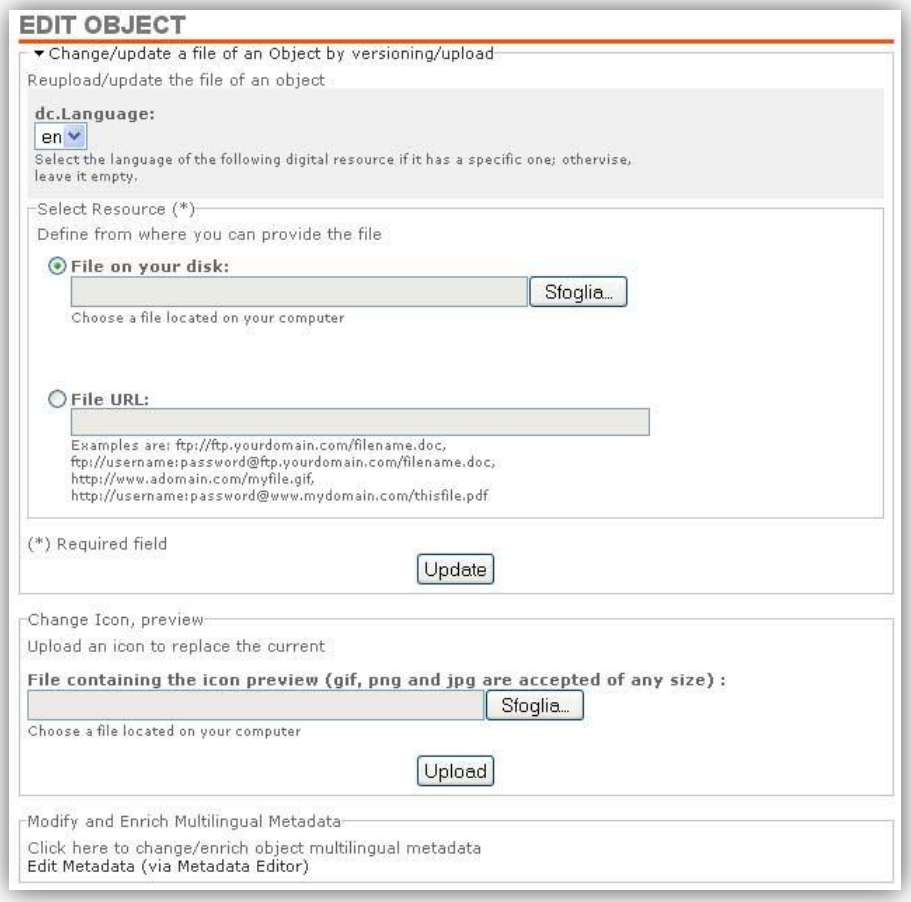
A registered user that uploaded a content can decide in a second phase to update it by changing the resource and/or metadata associated to the resource.

To edit an object the registered user has to be logged in the portal. When the resource is visualized, in the right column of the web page a box named **Actions** is present. Inside the box the option **Edit object** is present (only if the logged user is also the one that uploaded the object in ECLAP for the first time).



Otherwise it is possible to select the **Edit object** option present Actions menu in the resource preview, as showed below.

A new **Edit Object** form will be displayed.

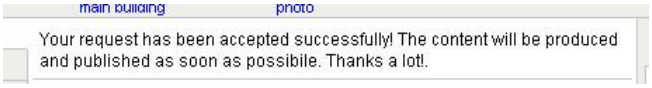


As explained in the section related to the resource upload, the file to be uploaded can be specified as local file or as a resource available remotely by specifying the FTP or HTTP address.

In this second case, the system allows to specify in the **File URL** field, the address of the resource that can be uploaded via FTP or HTTP protocol. If the resource to be uploaded is freely accessible without any username and password, the syntax to be used is in the form *ftp://ftp.yourdomain.com/filename* or *http://www.yourdomain.com/filename*

If username and password are necessary to access the resource, the syntax to be used is in the form *ftp://username:password@ftp.yourdomain.com/filename* or *http://username:password@www.yourdomain.com/filename*

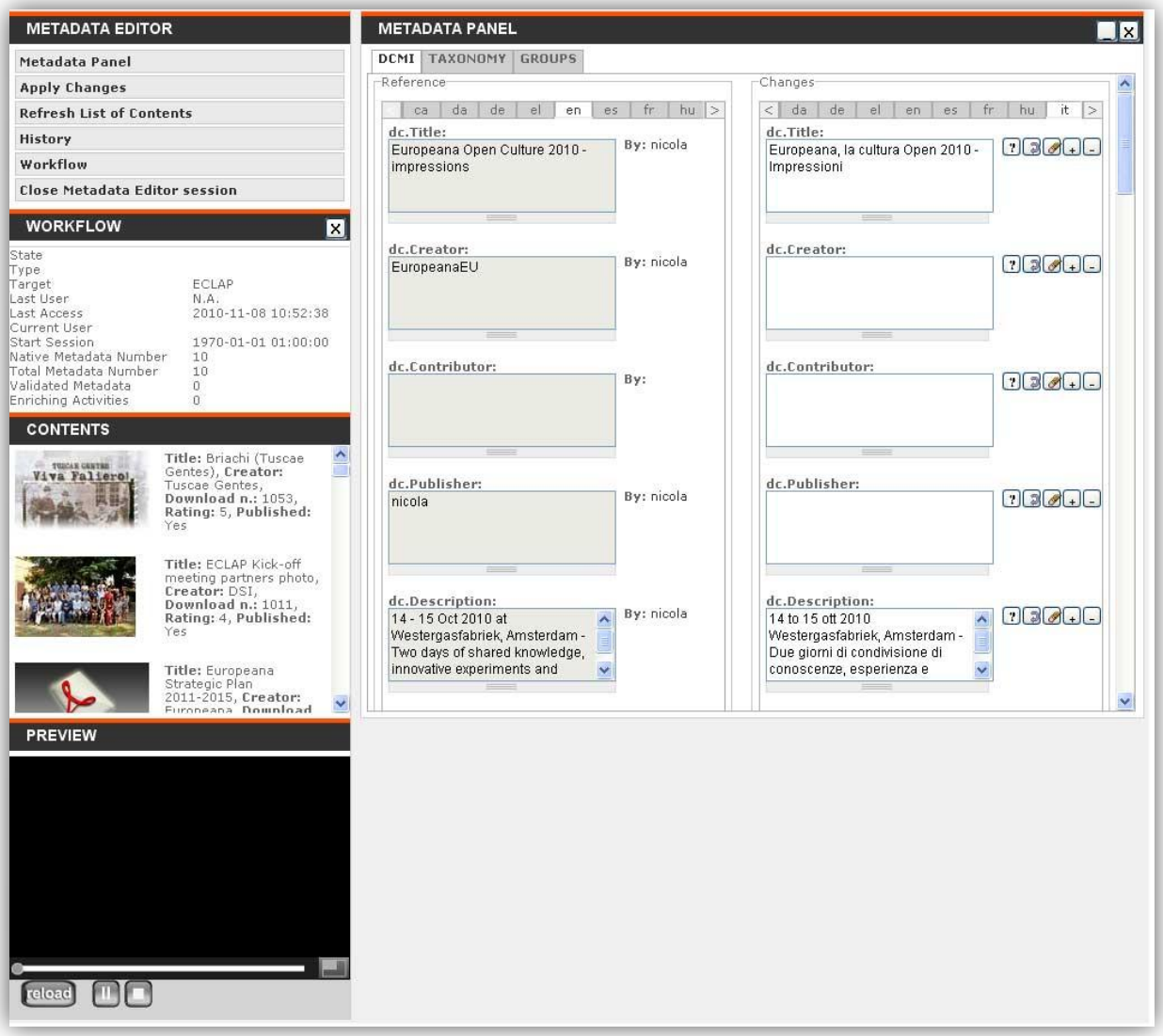
The form allows to change the content by updating the resource with a new one. After the upload, the following confirmation message is shown on the portal. The new content will be accessible in few minutes according to the type of content to be processed by the system.



Since typically the ECLAP portal shows as resource preview an icon automatically extracted during the content upload, the **Edit Object** page allows users also to change the preview icon associated to an object by uploading an image.

By clicking the **Edit Metadata** item present in the **Edit Object** form shown before, a new web page to update the content metadata will be opened. The Edit Metadata form allows to perform many activities related to the metadata editing and translation. It is divided in:

- Menu:
  - **Metadata**: open the Metadata box to edit the content metadata;
  - **Apply Changes**: save the new metadata;
  - **Refresh List of Contents**: refresh the **Content** listed below;
  - **History**: show a list of the changes performed;
- **Locale**: change the interface language;
- **Contents**: content list and previews of objects posted by the user;
- **Preview**: the preview of the selected content. A button to show the resource in full screen is present on the bottom left;
- Metadata: the main window that allow the user to change and update the metadata associated to the resource. It is divided in:
  - **DCMI**: Dublin Core metadata, allows to update the Dublin core metadata. It is divided in two columns. On the right the reference metadata are shown (they cannot be changes) with different tabs for any available language. On the left the new metadata are shown. changes are highlighted in red. Different tabs are available for any language. The [+] button present at the end of each term allows to add a new field, otherwise the [-] delete it.
  - **Taxonomy**: to change the classification;
  - **Groups**: to modify the groups authorized to access the content.



When the process to update the metadata has been completed, the user has to click on the **Apply changes** item shown on the top left **Menu**. A confirmation window will be shown. Click OK to confirm changes.

Blog

All ECLAP registered users will be able to access to a set of blogs on which will be made discussions on the activities and the topics of ECLAP Portal . The main functionalities allowed in the blog are the following:

- See the messages on the blog
- See the preview of the content attached to the blog
- Make new comments
- Suggest the blog to other users

The blog list is accessible starting from the home page and following the menu: **EVENTS > MAIN BLOG** page with main blog'.

Description and draft user interface

Here after some screenshots will be used to better describe each functionality allowed in the blogs.

Following the menu: '**EVENTS > MAIN BLOG'**, the registered users will see the list of the ECLAP general blogs. For each blog will be possible to:

- Visualise (see Figure):
  - the blog title
  - the messages that are present in the blog
  - the list of each content attached to the blog
- make comments or reply to other comments (see Figure)
- Recommend the blog to other users (see Figure)

Figure: Main Blog page

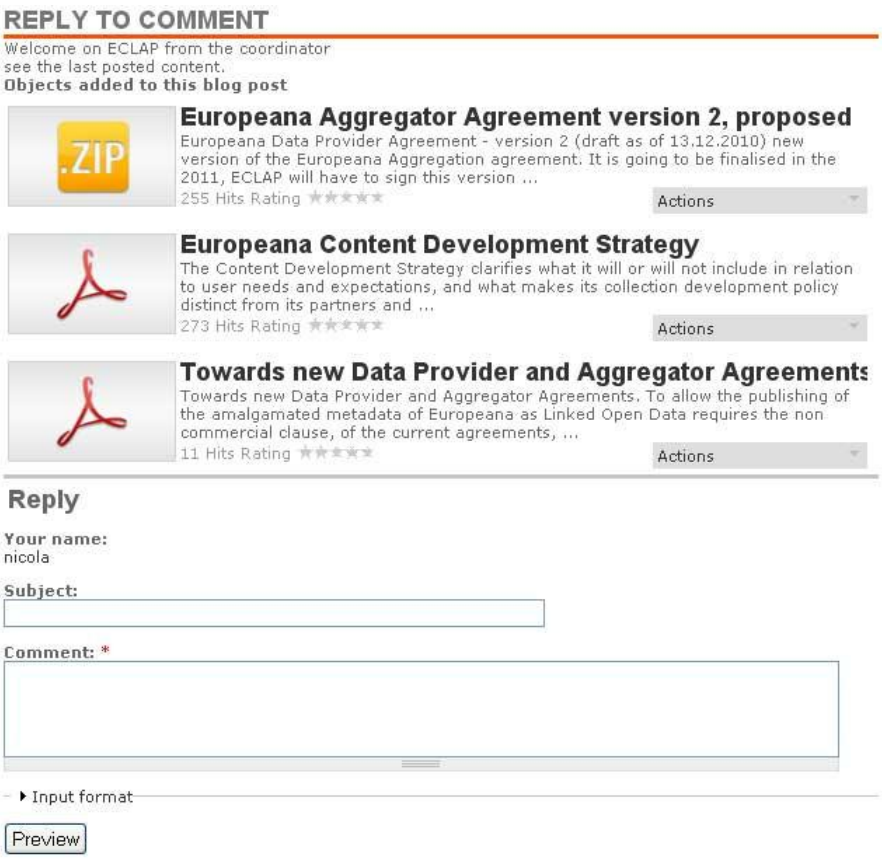


Figure: Reply to a comment screenshot

Figure: Blog recommendation screenshot

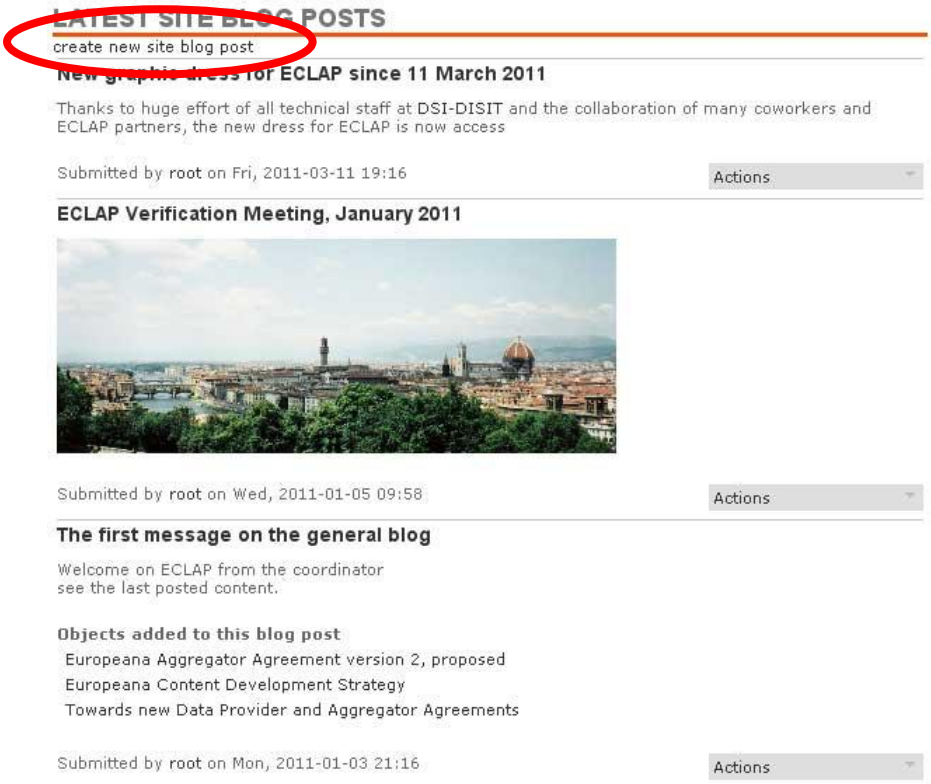
Blog creation

This action is available only for the site administrator that can Create a new blog and add objects to the blog post, and decide the mode of displaying the list of objects.

Here after some screenshots will be used to better describe each functionality allowed in the blogs.

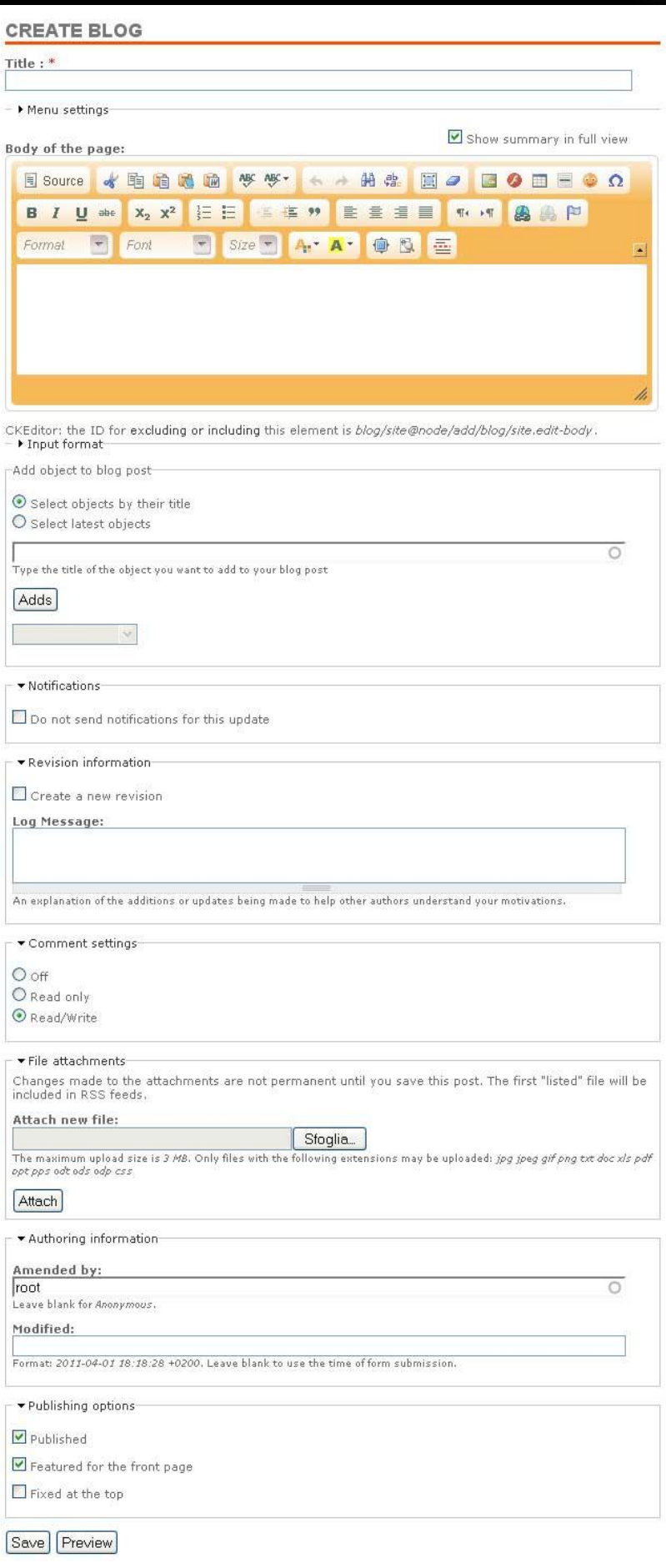
Following the menu: 'Events > Main Blog', the registered users will see the list of the ECLAP general blogs. For each blog will be possible to:

- Make all the actions described in the previous section
- Create a new site blog post (Figure)



At the blog creation the site administrator can add links to objects related to the site blog and decide the mode of displaying the list of objects (see Figure):

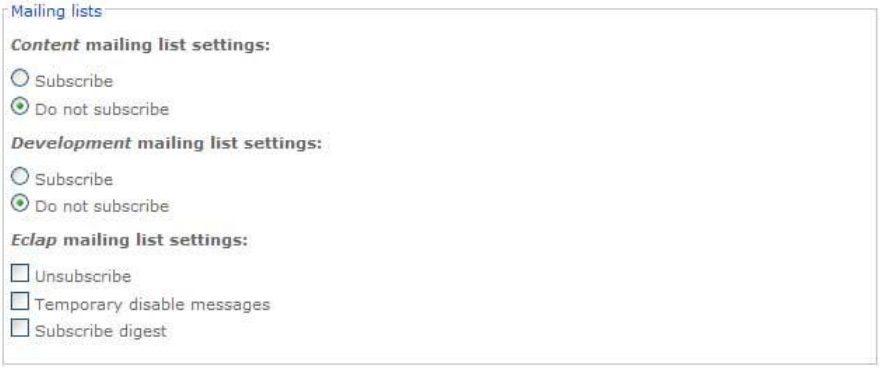
- Select object by specifying the title
- By clicking on the Add button, the user can decide to add in the Blog the direct links to the last latest 5/10/15 objects published


CREATE BLOG
Title : *
Menu settings
Show summary in full view
Body of the page:
Source
Format
Font
Size
CKEditor: the ID for excluding or including this element is blog/site@node/add/blog/site.edit-body .
Input format
Add object to blog post
Select objects by their title
Select latest objects
Type the title of the object you want to add to your blog post
Adds
Notifications
Do not send notifications for this update
Revision information
Create a new revision
Log Message:
An explanation of the additions or updates being made to help other authors understand your motivations.
Comment settings
Off
Read only
Read/Write
File attachments
Changes made to the attachments are not permanent until you save this post. The first "listed" file will be included in RSS feeds.
Attach new file:
Sfoglia...
The maximum upload size is 3 MB. Only files with the following extensions may be uploaded: jpg jpeg gif png txt doc xls pdf ppt pps odt ods odp css
Attach
Authoring information
Amended by:
root
Leave blank for Anonymous.
Modified:
Format: 2011-04-01 18:18:28 +0200. Leave blank to use the time of form submission.
Publishing options
Published
Featured for the front page
Fixed at the top
Save
Preview

Managing the mailing lists

By accessing to its User Profile editing page (menu **PROFILE →EDIT MY PROFILE**), the user can also manage the mailing list subscriptions. A box named "Mailing lists" is available in the page that allow the user to:

- Ask for Subscription/ Unsubsciption of the available mailing lists;
- Temporary disable mailing list messages send;
- Set the digest mode (messages received are combined into one email).



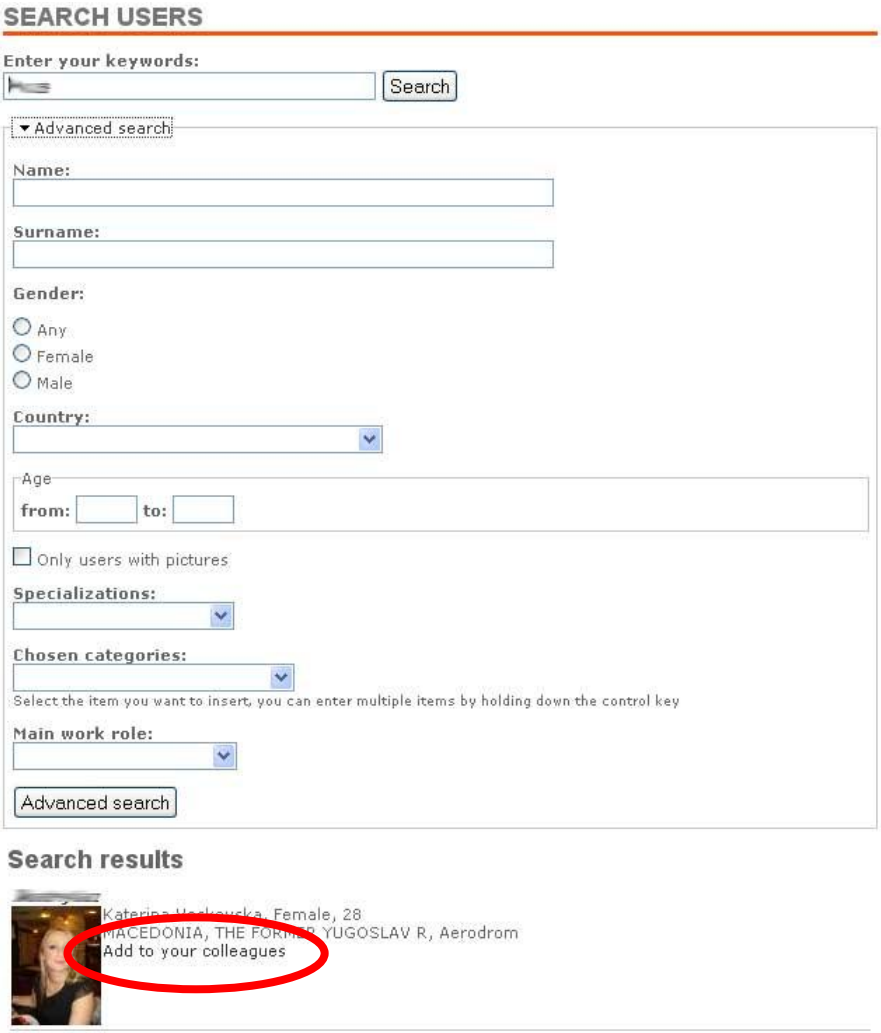
When the request to subscribe a mailing list is sent, the subscription has to be approved by the administrator, as shown in the next figure.

Managing connections

User can start a connection with other registered users in ECLAP to better follow activities performed by colleagues. When users are connected, each time one of them performs an action on ECLAP by posting a comments or uploading a content, the other connected colleagues will be informed with a notification. Also a specific tab "**Content of colleagues**" will be accessible in the home page after the login in the **CONTENT** block on the right column (or by accessing in the top menu **CONTENT → CONTENT OF COLLEAGUES**), to directly access resources uploaded by the other colleagues.

To add a connection with another colleague, the user has to ask to him to accepted the request. A user can search registered colleagues by accessing the menu **SEARCH → SEARCH USERS**, that allows to search users by using simple keywords or by using the advanced search form.

When a colleague has been found in the **Member search results**, the link "Add to your colleagues" is shown. By clicking on it a notification for connection is sent to the user.



In **PROFILE → MY COLLEAGUES → PENDING REQUESTS** the list of registered users that have sent an invitation to be connected with you is shown. Here the user can also delete a pending request, for example if after a reasonable period of time he has no received any answer.

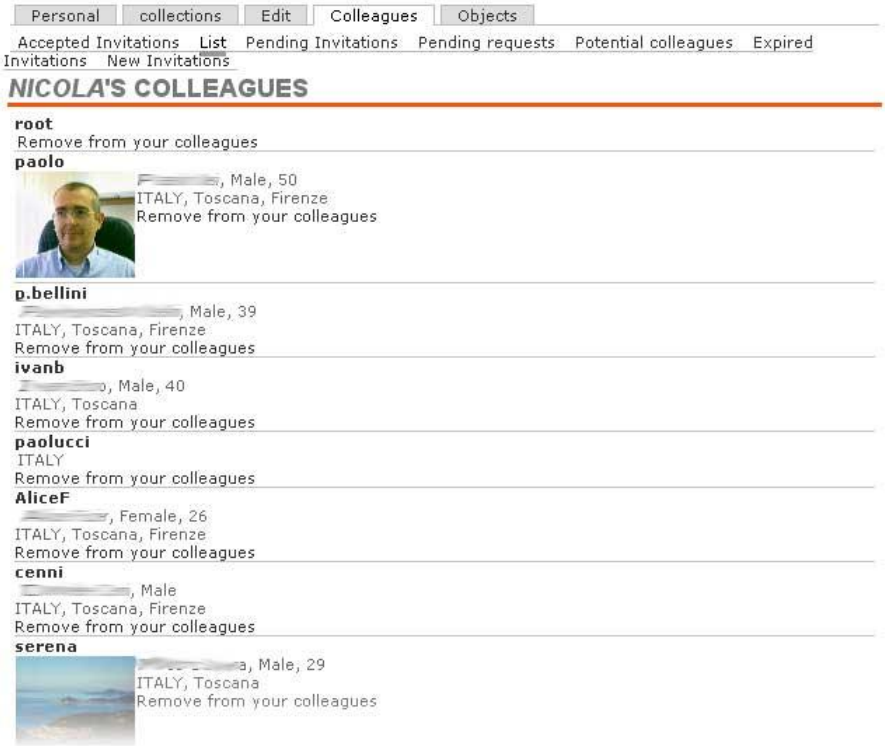
Figure: the user has received an invitation to be connected by a registered user

Figure: the user have sent an invitation that is pending to be approved

Accept or refuse a new connection request

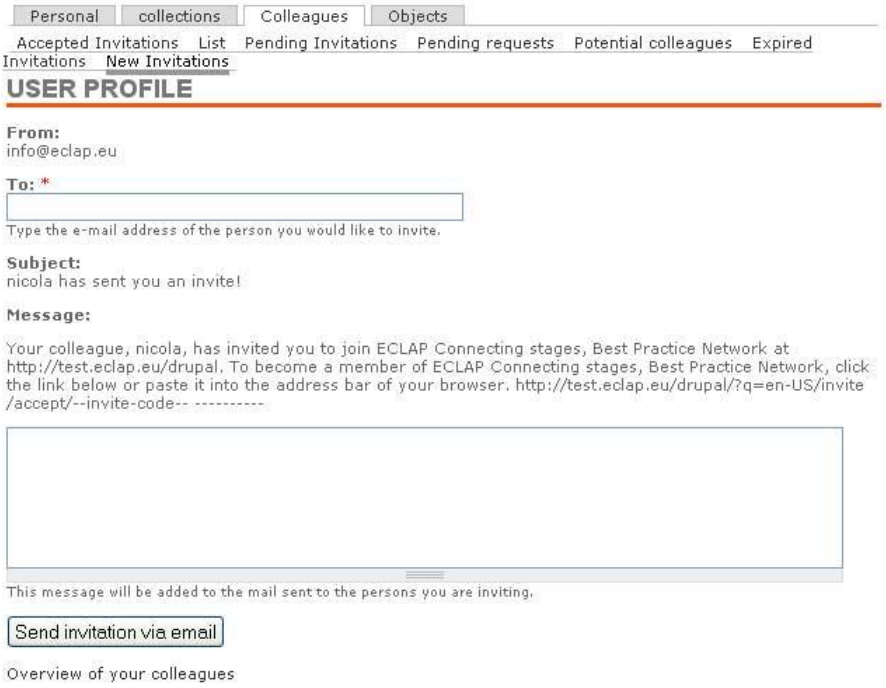
If enabled in the notification settings, the user will receive an email with the notification of the requested connection. In any case, the list of pending invitations sent by you are accessible on the top menu **PROFILE → MY COLLEAGUES → PENDING REQUESTS.** This tab allows to accept or refuse the connection request by clicking the corresponding links, as shown in the next figure.

By accepting the request, the new colleague will be added in the list of connections available in the tab: **PROFILE → MY COLLEAGUES → LIST.**

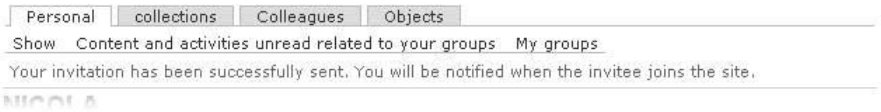


Send an invitation to a not registered user

Registered users can send an invitation by email asking your colleagues to be registered in ECLAP. to send an invitation, the user has to go on the top menu **PROFILE → MY COLLEAGUES → NEW INVITATIONS**. The form with the standard text that will be sent in the email invitation will be shown (see next figure).



When the invitation is sent, a confirmation will be shown in the user profile main page.



The list of pending invitations sent to not registered users is available in **PROFILE → MY COLLEAGUES → PENDING INVITATIONS**. The page offers also the possibility to cancel pending invitations by clicking on the **withdraw** button on the right.

Automatic production of Objects on ECLAP

ECLAP system is able to process format conversions automatically in order to produce objects in the required formats, with all the correct metadata, by simply adding date, user name, etc. Most metadata are inferred automatically. At present ECLAP portal produces several versions of digital objects for:

- **PC:** accessible from PC with different browsers (both in MPEG-21 and as single file);
- **PDA:** accessible both from PC and PDA, via links and icons standing for a stylized PDA;
- **iPhone**: accessible only from iPhone/iPad via links and icons related to PC contents.

The production of these objects conforms to the rules which are described in the following table: the latter could give some useful help to the user, when carrying out his choices according to the content types he is provided with and/or he is going to publish.

Please note that complex contents such as procedures/flows, calculators, slides, etc. must be produced with a specific tool and uploaded/published (using the upload form) on the portal as MPEG-21/AXMEDIS object (thus having only the following formats: .mp21, .m21, .axm). As to such complex contents, the metadata previously described have to be given when uploading (which is to say, when filling in the upload form). In these cases the inclusion of the icon representing the object and to be included in the object itself is required during the production phase. As to producing icons for complex objects, please refer to the specific handbook for the related object production tool (ADF Algorithm Designer) where you will find useful suggestions.

Hereafter some tables are reported. They summarize the behavior of ECLAP portal and its back office for the automated production.

The user has nothing else to do but to upload his content; everything else is done by the portal.

PDA versions of objects are produced in a specific way for mobile devices having a 640x480 pixel screen resolution, namely: HTC Pro, HTC touch, HTC Touch pro, some Samsung, some Sony-Ericsson, etc. Many of the PDA contents which are produced as video, audio, images, etc., can work very well also on HTC's previous version like Tytan, even if such versions have a lower resolution: 320x240 (QVGA), or a higher resolution: 800x480 (WVGA). On PDA Windows Mobile the user is recommended to use the Mobile Medicine application (called also AxObjectFinder), which allows to both organize digital contents and Mobile Medicine mini-applications on PDA, and to save up connection costs (since an already downloaded content is available in the local memory, with no need to download it again, even if the user has unintentionally requested its download twice). Please see hereafter for the entire set of skills and functionalities of the Mobile Medicine tool on PDA, working as a sort of PDA organizer/manager.

The automatic production of contents for AXMEDIS Java Player devoted to Mobile for devices such Nokia, Sony-Ericsson, BlackBerry, etc., is not at present aligned

with the functionalities described till now, since the first trial is meant to focus on the HTC use. For any additional details and further opening, please send an email to the technical group coordinator for development.

The iPhone version of the objects is produced for such devices while trying to mediate between the device performance and the band consumption of the user, when he gets access to the service. Please remember that with iPhone all the contents, which are played by the ECLAP Portal, are downloaded via network, even for times different from the first one. Therefore this represents an additional cost for the user each time he accesses a content.

Kind of file in the UPLOAD page	Production	Objects produced for PC				
		DC Format	DC Type	PC icon	Notes on the production	Single file production for alternative player
PDF Document, PPT, DOC, … or whatever else	automatic	Document	Document, PDF, HTML	Document by default	The document is left in the original format: PDF, PPT, DOC, etc.	YES: in the original format, the file is left with its original format.
Image	automatic	Image	image	Taken from the image	The image is left with the original resolution, the single file (“File Secco”) has to be produced. Conversion in standard format.	YES: as the original image for format and dimensions
audio	automatic	Audio	audio	Audio default	The audio is converted into an MP3 file, so as to optimize the transfer cost when playing	YES: as MP3
video	automatic	Video	video	Animated GIF taken from the video	The video is converted in FLV, 288Kbps, 320x200	YES: always in FLV with 288Kbps
SWF Animation	automatic	Cross media	SWF	Animation (to be done), currently Crossmedia	The SWF file is not handled	YES, always in SWF
Procedure, Flow (upload as MP21)	Manually with ADF TOOL and then upload via the form	Cross media	HTML	Crossmedia by default or self-made	The Metadata inserted into the Upload form overwrite those included with the object	YES, in html
Calculator (upload come MP21)	Manually with ADF TOOL and then upload via the form	Cross media	HTML	Crossmedia by default or self-made	The Metadata inserted into the Upload form overwrite those included with the object	YES, in html
PPT (upload come MP21)	Manually with different TOOLS and then upload via the form	Cross media	SLIDE	Crossmedia by default or self-made	The Metadata inserted into the Upload form overwrite those included with the object	NO

SMIL based as MP21	Manually with different tools and upload via the form	Cross media	SMIL	Crossmedia by default or self-made	The Metadata inserted into the Upload form overwrite those included with the object	NO

Kind of file in the UPLOAD page	Single file production	Objects produced for iPhone				
		DC Format	DC Type	PC ICON	Notes on single file production	Single file production for alternative player
PDF Document	automatic	Document	PDF, HTML	Document by default	The document is left in PDF format, other formats are not allowed, the single file is produced, iphone: .pdf	YES: PDF format is kept (there are no differences from PC production, only PDF)
Image	automatic	Image	Image	Taken from the image	The image is kept with its original resolution, the single file is produced: iphone: .xxx; Conversion into standard format.	YES: original image both for format and dimensions (there are no differences from PC)
Audio	automatic	Audio	Audio	Audio default	The audio is converted into MP3 in order to optimize play during transfer costs: iphone:.mp3	YES: as MP3 (there are no differences from PC)
Video	automatic	Video	Video	Animated GIF taken from the video	The video is converted into mp4 (mpeg4) (m4v, mp4, 3gp), 640x480, 128 kbps if possible, otherwise a lower resolution but always at 128 Kbps. Iphone:xxx	YES: always in MPEG-4, mp4
SWF animation	automatic	Cross-media	SWF	Animation (to be done)	The SWF file is not handled. Iphone: .swf (not possible due to iPhone limitations)	YES, always in SWF (there are no differences from PC) (not YET available)
Procedure, Flow (upload as MP21)	Manually with ADF TOOL and then upload via the form	Cross-media	HTML	Crossmedia	The Metadata inserted into the Upload form overwrite those included with the object	YES in HTML with a CSS for each device
Calculator	Manually with	Cross-	HTM	Crossmedia	The Metadata inserted into the Upload	YES in HTML with a CSS for

(upload as MP21)	ADF TOOL and then upload via the form	media	L		form overwrite those included with the object	each device
PPT (upload as MP21)	Manually with ADF TOOL and then upload via the form	Cross-media	SLIDE	Crossmedia	The Metadata inserted into the Upload form overwrite those included with the object (they are SMIL not managed)	NO

Kind of file in the UPLOAD page	**Production**	**Objects produced for PDA**				
		DC Format	**DC Type**	**PC ICON**	**PDA ICON**	**Notes on production**
PDF Document	automatic	Document	PDF	Small PDA icon with PDF icon inside	Taxonomic icon and whether unavailable, default icon; default icon as alternative icon. Other document formats are not allowed.	The document is left in PDF format, other formats are not allowed
Image	automatic	Crossmedia	Image	Small PDA icon with the image taken icon inside	Taxonomic icon and whether unavailable, the image taken icon (this latter is always inserted as alternative icon)	The image is converted into the right format, in order to be launched in SMIL
Audio	automatic	Crossmedia	Audio	Small PDA icon with audio icon inside	Taxonomic icon and whether unavailable, default icon, default icon always as alternative icon	The audio is converted into the right format, in order to be launched in MPEG-4, the audio is a MPEG-3 inside MP4
Video	automatic	Crossmedia	Video	Small PDA icon with the video taken icon inside	Taxonomic icon and whether unavailable, the video taken icon (this latter is always inserted as alternative icon)	The video is converted into the right format, in order to be launched in MPEG-4, h263 format
SWF animation	automatic	Crossmedia	SWF	Crossmedia	External play possible	External play possible
Procedure, Flow (upload as	Manually with ADF TOOL and then upload via the	Crossmedia	HTML	Crossmedia by default or self-made	The object should be produced with a specific icon (axicon.png). During production step, if this icon is unavailable, the taxonomic icon is	YES: The Metadata inserted into the Upload form overwrite those included with the object

MP21)	form				inserted	
Calculator (upload as MP21)	Manually with ADF TOOL and then upload via the form	Crossmedia	HTML	Crossmedia by default or self-made	The object should be produced with a specific icon (axicon.png). During production step, if this icon is unavailable, the taxonomic icon is inserted	YES: The Metadata inserted into the Upload form overwrite those included with the object
PPT (upload as MP21)	Manually with ADF TOOL and then upload via the form	Crossmedia	SMIL	Crossmedia by default or self-made	The object should be produced with a specific icon (axicon.png). During production step, if this icon is unavailable, the taxonomic icon is inserted	YES: The Metadata inserted into the Upload form overwrite those included with the object

Table summing up types of files managed/produced automatically by the portal

File extension	Classification		Production	PC		Apple	WM
	Format	Type		PC	Single file	iPhone	PDA
PDF	Document	PDF	automatic	Yes	Yes in PDF	Yes in PDF	Yes
PPT, PPS, PPTX, PPSX	Document	Slide	automatic	Yes	Yes in PPT	*(no)	*(no)
DOC, DOCX	Document	Document	automatic	Yes	Yes in DOC	*(no)	*(no)
Other kinds of document	Document	Document	automatic	Yes	Yes in original format	No	No
XLS/XLSX	Document	Excel	automatic	Yes	Yes in original format	No	No
Zip, rar	Archive	Archive	automatic	Yes	Yes in original format	No	No
PNG	image	image	automatic	Yes	Yes in PNG	Yes in PNG	Yes
GIF	image	image	automatic	Yes	Yes in GIF	Si in GIF	Yes
JPEG, JPG	image	image	automatic	Yes	Yes in JPEG, JPG	Si in JPEG, JPG	Yes
TIF, TIFF	image	image	automatic	Yes	Yes converted into PNG	Yes converted into PNG	Yes
BMP	image	image	automatic	Yes	Yes converted into PNG	Yes converted into PNG	Yes
Other kinds of images	image	image	automatic	Yes	Yes converted into PNG	Yes converted into PNG	Yes
MP3	audio	audio	automatic	Yes	Yes converted into MP3	Yes converted into MP3	Yes
AAC	audio	audio	automatic	Yes	Yes converted into MP3	Yes converted into MP3	Yes
WMA	audio	audio	automatic	Yes	Yes converted into MP3	Yes converted into MP3	Yes

WAV	audio	audio	automatic	Yes	Yes converted into MP3	Yes converted into MP3	Yes
Other kinds of audio	audio	audio	automatic	Yes	Yes converted into MP3	Yes converted into MP3	Yes
swf	crossmedia	flash	automatic	Yes	swf	(no)	(Yes)
AVI	video	video	automatic	Yes	Yes converted into FLV	Yes converted into Mp4	Yes
WMV	video	video	automatic	Yes	Yes converted into FLV	Yes converted into Mp4	Yes
MP4	video	video	automatic	Yes	Yes converted into FLV	Yes converted into Mp4	Yes
M4V	video	video	automatic	Yes	Yes converted into FLV	Yes converted into Mp4	Yes
MP2	video	video	automatic	Yes	Yes converted into FLV	Yes converted into Mp4	Yes
MOV	video	video	automatic	Yes	Yes converted into FLV	Yes converted into Mp4	Yes
3GP	video	video	automatic	Yes	Yes converted into FLV	Yes converted into Mp4	Yes
FLV	video	video	automatic	Yes	Yes converted into FLV	Yes converted into Mp4	Yes
MPG	video	video	automatic	Yes	Yes converted into FLV	Yes converted into Mp4	Yes
DVX, DIVX	video	video	automatic	Yes	Yes converted into FLV	Yes converted into Mp4	Yes
Other kinds of video	video	video	automatic	Yes	Yes converted into FLV	Yes converted into Mp4	Yes
Mp21, AXM, M21 (with HTML, HTM, XHTML)	crossmedia	HTML	automatic	Yes	Mp21, AXM, M21 (only Windows)	HTML (only if html)	Yes
Mp21, AXM, M21 (with SMIL, SMI)	crossmedia	SMIL	automatic	Yes	Mp21, AXM, M21 (only Windows)	HTML (only if html)	Yes
Mp21, AXM, M21 (with anything else)	crossmedia	SMIL	automatic	Yes	Mp21, AXM, M21 (only Windows)	no	Yes
EXE, MSI, CAB	tool	tool	automatic	Yes	Yes in original format	no	no

(no) means that its correct visualization depends on the PDA you are using and on the type of additional programmes installed on that device.

**(no) means that its correct visualization depends on conversion process used during production phase. Such objects cannot be viewed in their original formats, but only via a format conversion process.*

(yes) means that its correct visualization depends on the PDA you are using and on the type of additional programmes installed on that device.

Noteworthy is the automatic performance of any conversion process previously mentioned.

As clearly shown in the previously reported table, any audio and video format is converted automatically both into the right format and dimensions to fit the different devices. Many other formats, though not referred to in the table, are managed in a correct way. If you have a file with an extension not reported in the previous table, our suggestion is to upload it anyway and see what happens.

The table below shows the access to different browsers according to the format and the **full Screen/full page function.** The zoom function (either using two fingers as with iPhone or via menu) is available in most cases.

File extension	PC (windows, unless otherwise stated)						Apple	Windows Mobile	Nokia, Sony, etc....
	Internet Explorer		Mozilla Firefox		Safari	Chrome	iPhone (without a specific player)	AXPDA player for WM	AXMEDIS Mobile player
	PC mp21	Single file	PC mp21	Single file	Win, Linux and mac	Win, Linux and mac			
PDF	YES	YES	YES	YES	YES	YES	YES	YES	(no)
PPT, PPS	YES	YES	YES	YES	(no)	(no)	(no)	(no)	(no)
DOC	YES	YES	YES	YES	(no)	(no)	(no)	(no)	(no)
Other kinds of documents (XLS, etc.)	YES	YES	YES	YES	(no)	(no)	No	No	(no)
Images	YES	YES	YES	YES	YES	YES	YES	(no)	YES
Audio	YES	YES	YES	YES	YES	YES	YES	(no)	no
Video	YES	YES	YES	YES	YES	YES	YES	YES	(no)
swf	YES	YES	YES	YES	YES	YES	no	no	no
MP21, AXM, M21	YES	YES	YES	YES	no	no	no	YES	no
Calculators, flows, HTML	YES	YES	YES	YES	no	no	YES	YES	no

(no) means that its correct visualization depends on the PC/PDA you are using and on the type of additional programmes installed on that device.

Role of Group Coordinators

If a portal user is a group/forum coordinator as well, besides being able to do everything a register user is allowed to, he can also:

- Create WEB pages for each group he is coordinator of;
- Cancel a discussion topic in the group's discussion forum he chairs;
- Send specific invitations to users and acquaintances to suggest registration to the Portal and/or group membership;
- Perform direct registration to the group on behalf of ECLAP Portal's registered users via their nickname, only provided they have already registered to the portal;
- Cancel users and/or put them in a black list, block a user from accessing the group;
- Accept or deny group membership requests from portal users;

A user can become group coordinator only whether such role is assigned to him by the administrator of ECLAP Portal or by another coordinator. There could be more than one coordinator for each group.

A registered user can ask the administrator (support group) to create a new group. Such requests should be screened and examined by the **ECLAP Management Committee**.

Creating WEB pages for groups

A group coordinator/responsible can simply introduce himself on the main web page of the group and empower a second person he trusts to create web-pages for the group. For each web-page:

- There is an associated taxonomy (please refer to the Appendix);
- Comments can be associated as well;
- A language can be associated as well (currently the available languages are Italian and English);
- The nature of the group web-pages can be either public or private.

There are three permission modes to view a web-page:

1) WEB pages only for groups

- They are related to a group or more and they can be accessed ONLY by members of those groups;
- The group coordinator can insert, change and/or cancel group web-pages;
- Each web-page can be viewed, commented or voted by the group members;

2) Public WEB pages:

- They are not associated to any group and they can be read by everyone, even by users not yet registered to the site.
- Only registered users can drop comments and vote.

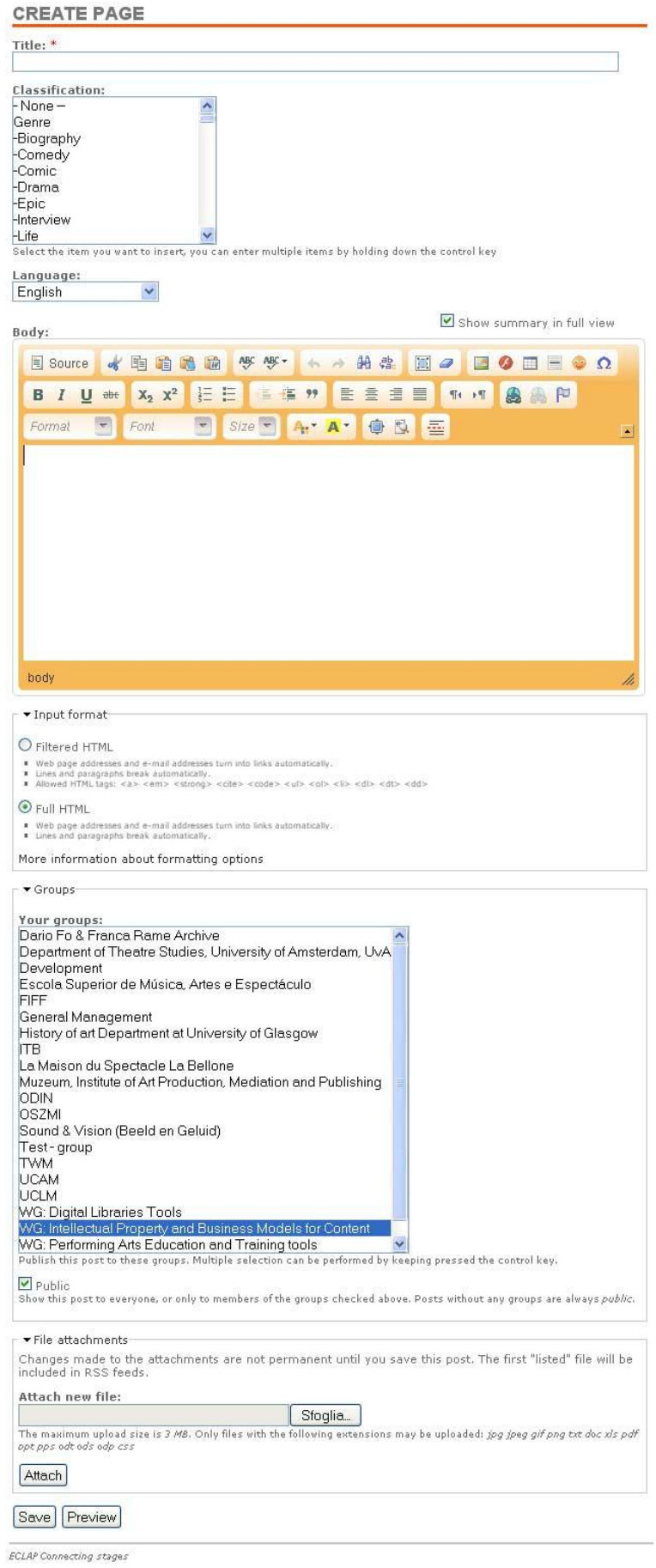
3) Public WEB pages that are associated to one group or more:

- They are related to a group or more.
- They can be read by every user of the site (even by users not yet registered).
- Only registered users can drop comments and vote;
- The group coordinator can insert, change and/or cancel this type of web-page.

By accessing to its group Web page, the coordinator can:

- Edit/change the group's main WEB page;
- Create WEB pages for the group/s he is coordinator of; such pages could be linked up one another and have links and objects of different kind, etc.;
- Build links among pages, insert images into the pages, invoke the play page, etc.;

When choosing **Add Web Page,** you will access an insert-page form asking for title, language, classification information and body in HTML. This abides by the HTML rules. It is also possible to use CSS different from the current one, thus changing completely the



ECLAP portal's look and feel, simply by referring to the classic procedures of DRUPAL portals.

After the title of the Web page, the user has to classify it by associating some taxonomical term (multiple selections are allowed by holding sown the CTRL key). Also the user has to specify the Language of the Web. The **Body** box allows to insert the content of the Web page in HTML format, as explained below.

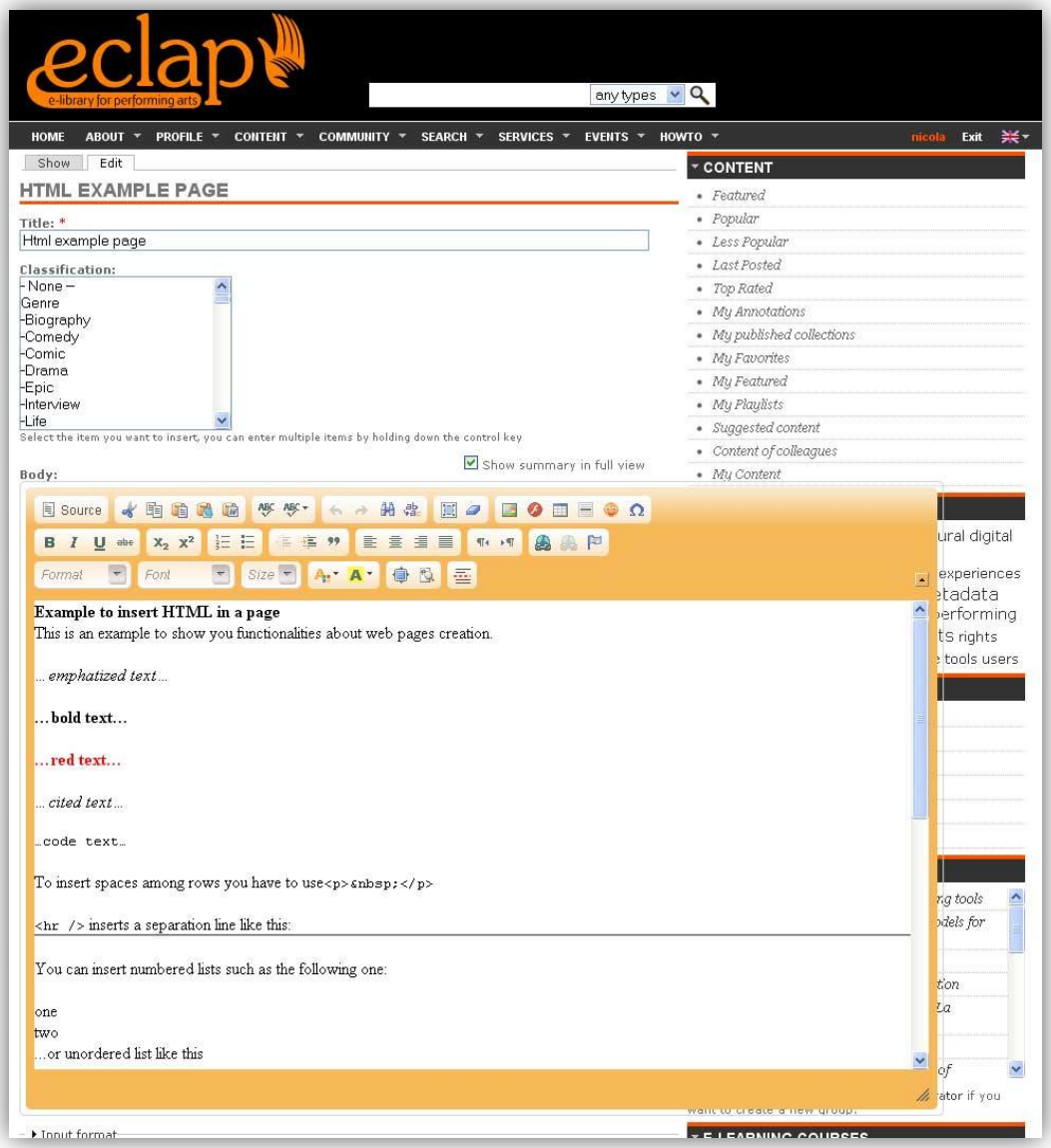
According to the WEB page creation (publication) form, it is possible to set which groups members that web-page must be accessed by and whether it is public or not. The group list shows only those groups the user is allowed to produce web-pages for, namely those groups he is coordinator of. Noteworthy is also the option to create a public web-page, which means a page to be viewed by unregistered users as well. If this option is not selected, the web-page is accessible only by members of that/those group/s, which is/are associated to that page.

Additional settings available during the Web page creation are the following:

- **Input format**, allow to define the format of the body between Filtered HTML and Full HTML (set by default);
- **Revision information**, to specify if the Web page is a revision of an existing one. Comments can be added;

- **File attachments**;
- **Comment settings:**
  - **Off**, users cannot comment the page;
  - **Read only**, in case of an update of an existing page with some comments, the creator can decide that comments present in the web page can be only read and no more comments can be added;
  - **Read/Write**, comments can be added and read by users;
- **Authoring information;**
- **Publishing options**.

Please note that a graphic editor has been included to help users to write and format the text in the **Body** box by using a tools providing editing functionalities similar to what is available in any text editor (like MS Word). The graphic editor box can be also enlarged by dragging the bottom-right corner, to allow the user to work in a easier manner (as shown in the following image).



In any case it is possible to insert directly the HTML code by selecting the first button on the top left in the Body box (named “Source”) that allows to switch from a modality to another.

Web page body syntax information

In the **Body** of the WEB page under construction, it is possible to use classical http constructs, if the *Source* modality has been selected in the Body box. Please refer to the link "*further information about formatting options*" for additional details concerning syntax and constructs HTML to be used for the web-page creation.

From these group web-pages, it is possible to insert links to:

- **Other web-pages of the group**: `<a href="http://mobmed.axmedis.org/drupal/?q=node/2932">This is a link to another page </a> please see` http://mobmed.axmedis.org/drupal/?q=node/2932
- **Digital contents as images** in order to make them visible within the group images through the <img> construct, it is possible to insert cross-references to the contents uploaded via the upload form: `<img src="http://mobmed.axmedis.org/axmedis/urnaxmedis00000obje5ed2bf7-d5c6-49f0-bfcf-82518dc35e8f/2/~saved-on-db-e5ed2bf7-d5c6-49f0-bfcf-82518dc35e8f.png" alt="image test" width="150"/> si veda` http://mobmed.axmedis.org/axmedis/urnaxmedis00000obje5ed2bf7-d5c6-49f0-bfcf-82518dc35e8f/2/~saved-on-db-e5ed2bf7-d5c6-49f0-bfcf-82518dc35e8f.png
- **A PDA content item** so as to have it viewed by using the portal's functionalities: `<a href="http://mobmed.axmedis.org/drupal/?q=home&axoid=urn:axmedis:00000:obj:14249925-ddbb-4c6d-bc78-9c8bdda00846">link a oggetto PDA</a>` http://mobmed.axmedis.org/drupal/?q=home&axoid=urn:axmedis:00000:obj:14249925-ddbb-4c6d-bc78-9c8bdda00846
- **A cross-media content item with its related preview icon** so as to have it viewed by using the portal's functionalities: `<a href="http://mobmed.axmedis.org/drupal/?q=home&axoid=urn:axmedis:00000:obj:3b6780ce-8d52-41c2-8ad7-71b0640c1f40"><img src="http://mobmed.axmedis.org/gif/urn_axmedis_00000_obj_3b6780ce-8d52-41c2-8ad7-71b0640c1f40.gif" border="0" alt="Di Centa Bambino" title="Di Centa Bambino"></a>`
- **Portal's external pages** with the traditional http constructs.

```
<strong>This is a test page:</strong>
FOR WEB PAGES PRODUCTION
<!--break-->
```

This is a test link to a content item uploaded via UPLOAD `<img src="http://mobmed.axmedis.org/axmedis/urnaxmedis00000obje5ed2bf7-d5c6-49f0-bfcf-82518dc35e8f/2/~saved-on-db-e5ed2bf7-d5c6-49f0-bfcf-82518dc35e8f.png" alt="image test" width="150"/>`

This is a test link to a page `<a href="http://mobmed.axmedis.org/drupal/?q=node/2932"> This is a test link to another page </a>`

This is a test link to a PDA content item viewed by using the portal's functionalities `<a href="http://mobmed.axmedis.org/drupal/?q=home&axoid=urn:axmedis:00000:obj:14249925-ddbb-4c6d-bc78-9c8bdda00846">link to a PDA object</a>`

	This is a link to a video preview: `<a href="http://mobmed.axmedis.org/drupal/?q=home&axoid=urn:axmedis:00000:obj:3b6780ce-8d52-41c2-8ad7-71b0640c1f40"><img src="http://mobmed.axmedis.org/gif/urn_axmedis_00000_obj_3b6780ce-8d52-41c2-8ad7-71b0640c1f40.gif" border="0" alt="Di Centa Bambino" title="Di Centa Bambino"></a>`

Links refer to alphanumerical IDs. To obtain such IDs, you can use the browser's "copy link" command on the content icon you wish to insert for the videos. To obtain direct object links, using Firefox is recommended: simply click on the right mouse button from the 'play the content' page.

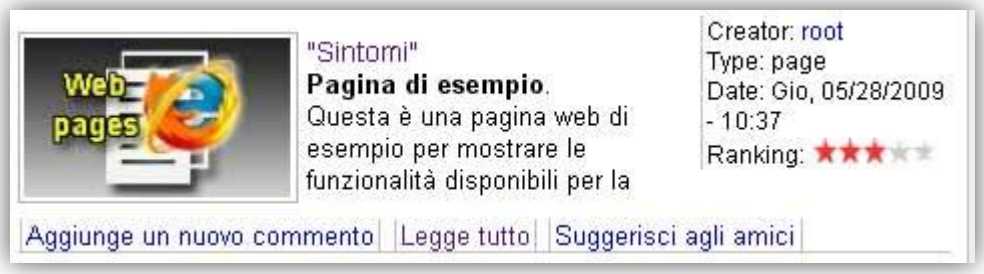
Preview of WEB pages

The initial part of the content item, which is inserted into the Web page, is shown among the query results, you can insert a command to define where the text has to be broken, when it is shown among the query results. The marker

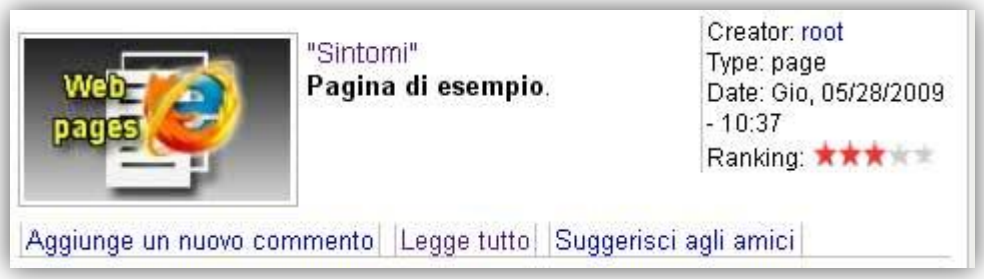
```
<!--break-->
```

defines that the text following the command must not be shown.

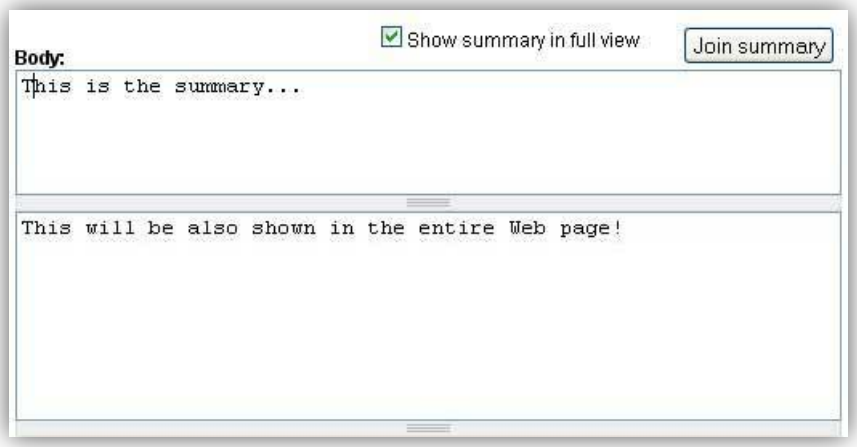
The following images depict an example of text without full stop and new line marker and another example where such new line definer has been inserted in order to improve the query result readability.



Query result for a Web page, having text without `<!--break-->`.



Query result for a Web page, having text with marker `<!--break-->` inserted after the wording "Pagina di esempio" (Example page).
The same result can be obtained by clicking the "Split summary at cursor" button that divide the Body box in two parts: the upper for the summary, and the lower for the rest of web page body.



Additional details on the production of web-pages

To highlight a text, you must use the command: `<em>…text to be highlighted…</em>`
To insert a text in boldface: `<strong>…text in boldface</strong>`
To insert a quotation `<cite>…quoted text…</cite>`
Code text used to show the source code of programmes: `<code>Code</code>`
To insert space among lines, you must use the command: `<p> </p>`
To insert a break-line `<hr />`
To insert numbered lists, use:

```
<ol>
      <il>one</il>
      <il>two</il>
</ol>
```

The result will be:

1. one
2. two

To insert bulleted lists, use

```
<ul>
      <il>first bullet</il>
      <il>second bullet</il>
</ul>
```

The result will be:

- first bullet
- second bullet

You can insert links to Web pages belonging to another group, simply using this construct:

```
<a href="http://mobmed.axmedis.org/drupal/?q=node/2932">This is a
link to another page </a>
```

You can insert links to images published on the portal, so as to have them viewed inside the Web page as in this case:

```
<img
src="http://mobmed.axmedis.org/axmedis/urnaxmedis00000obje5ed2bf7-
```

```
d5c6-49f0-bfcf-82518dc35e8f/2/~saved-on-db-e5ed2bf7-d5c6-49f0-bfcf-
82518dc35e8f.png" alt="image test" width="150"/>
```

Or you can insert links to objects, as in this case.

```
<a
href="http://mobmed.axmedis.org/drupal/?q=home&axoid=urn:axmedis:00
000:obj:14249925-ddbb-4c6d-bc78-9c8bdda00846">link to PDA
object</a>
```

Here you have a table:

	1	2
Line		
Line		

which is written using the following HTML code:

```
<table border="1">
      <tr>
            <td><div align="center">1</div></td>
            <td><div align="center">2</div></td>
            <td><div align="center">3</div></td>
      </tr>
      <tr>
            <td>Riga</td>
            <td> </td>
            <td> </td>
      </tr>
      <tr>
            <td>Riga</td>
            <td> </td>
            <td> </td>
      </tr>
</table>
```

It is possible to dimension the table by inserting a construct like the following one:

```
<table style="width: 100px" border="1">
```

The table cells can have a specific colour as defined in the following HTML:

```
…
<td width="126" bgcolor="#00CCFF"><div align="center">3</div></td>
…
```

An example of a link to an external Web-page is reported here:

```
<a href="http://www.libreriauniversitaria.it/secondo-natura-balch-
james-longanesi/libro/9788830412576" target="_blank">Secondo natura
- Ed. Longanesi</a>
```

Inserting special characters:

&	&
Greater than >	>
Less than <	<

quotation marks “	"

The url address of Web-pages and email addresses are automatically identified with no need to use specific HTML constructs.

Some further notes on creating WEB pages for groups

When creating web pages:

- You can use external tools to produce web-pages. Once created, the web/html page can be copied inside the form using the classic ‘cut and paste’ method.
- Whether additional CSS are used, you have to consider specific sequences of commands needed to enable such CSS without affecting the general CSS and the portal’s general visualization. In order to insert additional CSS, you have to use in the head page an example of this kind:

```
<head>
<link href="http://mmsn1/drupal/files/paragraph.css" rel="stylesheet"
type="text/css" type="text/css">
</head>
```

- In CSS files: links to images or to other files must be like what follows: background-image: url("http://www.progettolibra.it/images/attivo.jpg"); NOT background-image: url(http://www.progettolibra.it/images/attivo.jpg);
- You can upload background images, several applications or any other files, simply using the web-page form. Such files can be referred to in a very simple way within the web-pages using the link shown after the UPLOAD of such files. The upload is carried out via the web-page creation form, NOT the upload form which is related to the digital contents to be published.

As working examples you can refer to those accessible as web-pages of the General Management group, or for much simpler examples of web-page, you can refer to the web-pages of the same group or of any other group.

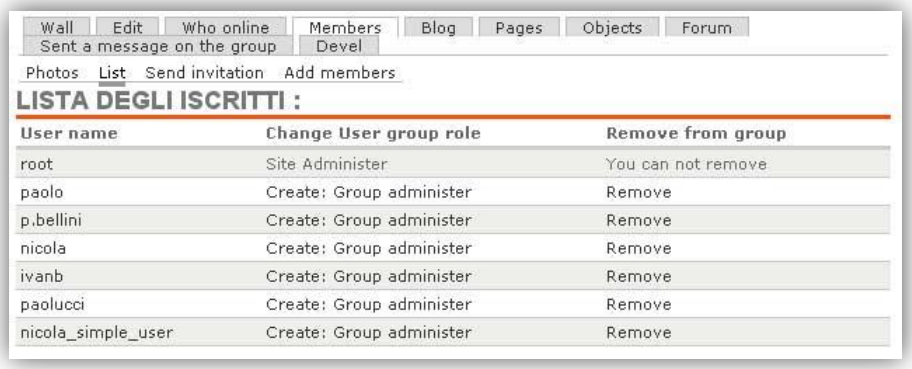
Managing group users

The administrator user/group coordinator can manage group users. After the log in, the group coordinator can select one group he joined and select the following activities:

- Invite one or more colleagues to join the group;
- See the list of subscribers
- Manage the group forum
- manage the group objects
- create e new Forum topic
- Create a new web page associated to the group
- Manage his membership to the group

By selecting the item to view the list of members, the coordinator will be able to access:

- **List of members:**
  - See the list of group members;
  - Accept or deny membership requests from portal registered users;
  - Appoint a group user as coordinator, dismiss him from that office;
  - Remove a member from the group;
- **Members' pictures:**
  - See group users' pictures;
  - See their profiles;
  - Etc.
- **Add members:**
  - Directly register as group member any ECLAP portal's registered users on their behalf;
  - Send invitations to recommend group membership.



Managing the group's discussion Forum

The discussion forum is organized around discussion topics.

Each group member can start up discussion topics (post new forum topic) and take part in it (reply). The web search engine (via the advanced search mode) performs queries within the text of these Discussion Forum pages, lines and comments. The group coordinator can:

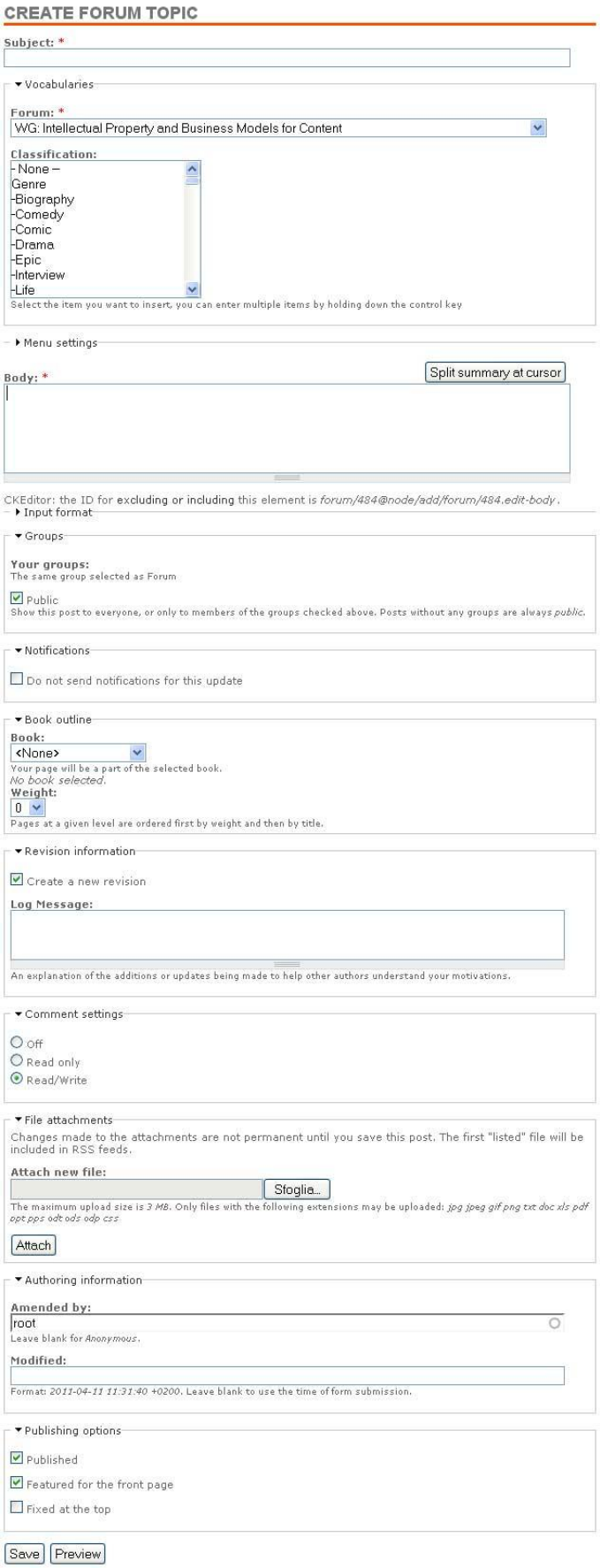
- Browse among the discussions, drop some comments;
- Start up a new discussion topic (**Post new Forum topic**);
- Edit a comment he has dropped or other people had (the coordinator can "moderate" a discussion, sending a comment to explain and account for changes);
- Cancel a discussion;
- Cancel a single message/comment.
- Etc.

As you can see from the picture above, the time elapsed from the last dropped comment is reported on the right; therefore it becomes very easy to understand on the spur of the moment which are the discussions getting most heated. The user can see the list of discussion topics arranged in an increasing/decreasing order, according to the columns:

- **replies**: number of replies;
- **created**: date of creation;
- **last reply:** date and username of the last reply /discussion comment dropped.

Create a new forum topic

Each group member can start a new discussion topic by clicking the item "**Post new Forum Topic**" available in the Forum tab. A new form will be shown in the main page to be filled in with the requested information, as shown in the next figure.



The information requested to create a new forum topic are:

- Subject of the topic, i.e. a title;
- Group associated to the topic;
- Classification, to select the taxonomy related to the topic;
- Body, it is possible to use classical http constructs of the graphic editor. Please refer to the link "*further information about formatting options*" for additional details concerning syntax and constructs HTML to be used for the web-page creation.
- Input format
- Groups, to make the forum topic public or only accessible to member of the group
- Revision information
- File attachment, to include a file

When the new topic forum is saved, a notification is sent to all group members to inform that a new forum topic has been created.

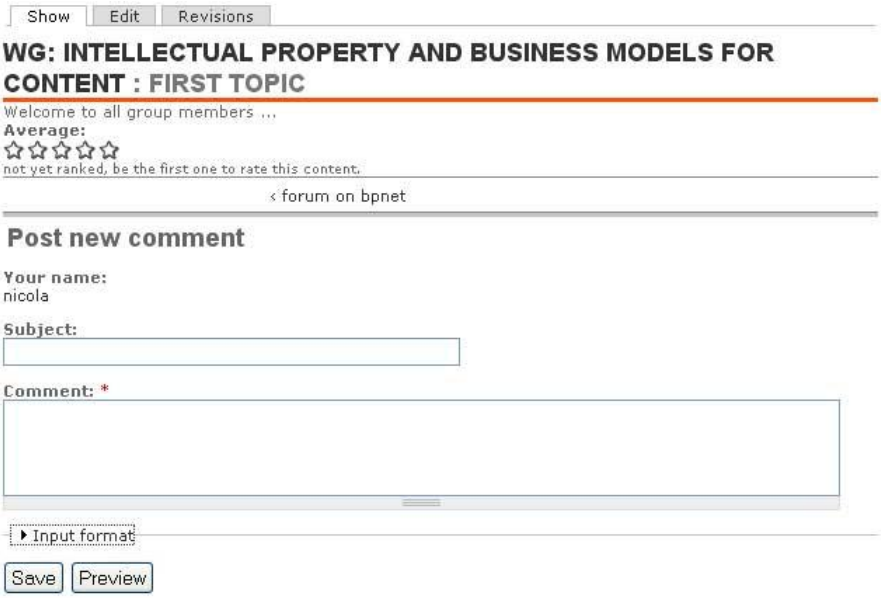
Please note that a graphic editor has been included to help users to write and format the text in the **Body** box by using a tools providing editing functionalities similar to what is available in any text editor (like MS Word). In any case it is possible to insert directly the HTML code by selecting the first botton on the top left in the Body box (named "Source") that allows to switch from a modality to another.

Comment a forum topic

When a new forum topic is created, the group members will receive a notification that according to notification settings, will be sent directly by email or in indicated in the web page after the login. The notification contains the link to reach the page of the forum topic so that the user is invited to participate to it by adding comments. The form to comment a forum topic is shown in the figure.

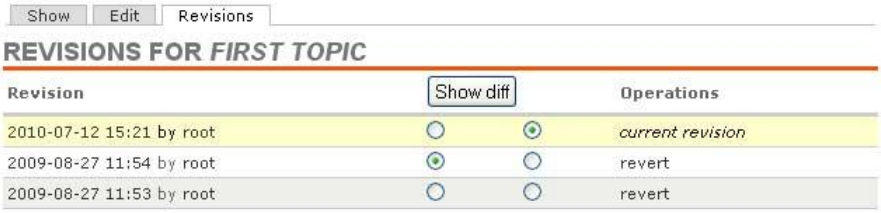
To comment a forum topic, the user has to add a Subject and the Comment that can be added by using different input method as shown in the previous figure. By pressing the save button, the comment is saved in the forum topic and a notification is sent to all group members to inform them that a new comment has been added.

As shown in the next figure, after the publication of the new comment, the user in any case can **edit** or **reply** to it simply by clicking the corresponding items available below the new comment.



The **Edit** tab, allows group administrator to edit the forum topic: by clicking on it the same form shown in the *Create a new forum topic* paragraph will be available on the main page, allowing the group administrator to edit all information related to the forum topic he created.

The **Revisions** tab shows the modifications history list of the forum topic, containing the date of revision and the author of the revision. The Revision tab allow to show a comparison between two revisions and offers also the possibility to "revert" the forum topic from a previous revision version.



Manage annotations via MyStoryPlayer

MyStoryPlayer allows users to be the central part in fruition of multimedia objects annotating them, and offers new solutions for educational and infotainment purposes. As we are in a performing arts environment, let us show you some examples of application of such a tool.

For example: if a teacher wants to prepare a lesson for his students, synchronizing slides and video in the same environment, or adding some pictures or audios examples that can explain better the concepts of his lesson, with MyStoryPlayer he can do that!

If a user is owner of many multimedia objects of the same event, for example taken from different views, and want to relate each other and play them synchronously and in parallel on the same player, with MyStoryPlayer he can do that!

If a user want to connect events each other following some particular aspects like the characters, the dancers, the theatres, the music, the moviemakers, ecc, creating a package of multimedia annotated objects connected by a leitmotif and visible in interactive way, with MyStoryPlayer he can do that!

The innovative part of MyStoryPlayer lies in the fact that no difference between media and the user's annotation exists, because both categories are referred to multimedia objects and they are temporally connected.

Moreover, as annotations are audiovisual, the possibility of both multiple contemporary views and multiple choices on what to watch is provided to the user, thus giving him a sensation of freedom in building his personal narrative experience. Every time the user chooses a video to be played, rectangles appear just below the temporal line to indicate the length of annotations according to the duration of the main playing video.

When the main video is running, another video or more media (which can be video, audio or images) start to play by level with a rectangle aside from the main video.

Before to explain in detail all the necessary steps to make an annotation on ECLAP, it is better to focus on what a user is going to do when he/she annotates a media through MyStoryPlayer.

An annotation on MyStoryPlayer is composed mainly by two elements:

- *A text description, as in other annotation tools,*
- *A link between two media, related through a time relation.*

For example a user can annotate a part of a video that lasts one minute, with a slice of another video that lasts 30 seconds. In the MyStoryPlayer interface, these two media will be reproduced synchronously according to their temporal lines.

This kind of annotation allows the user to connect two media that in his opinion are related by topics or events, characters in the scene, music, moviemaker, or they are different visuals of the same event and he want to see them synchronously.

Many reasons could be valid to relate some parts or entire media each other.

It's up to the user the choice on what to annotate, MyStoryPlayer gives him freedom to be a producer of his history.

Once an user has annotated a media, the interface will allow him to view in parallel all the media related each other, just as in the example below.

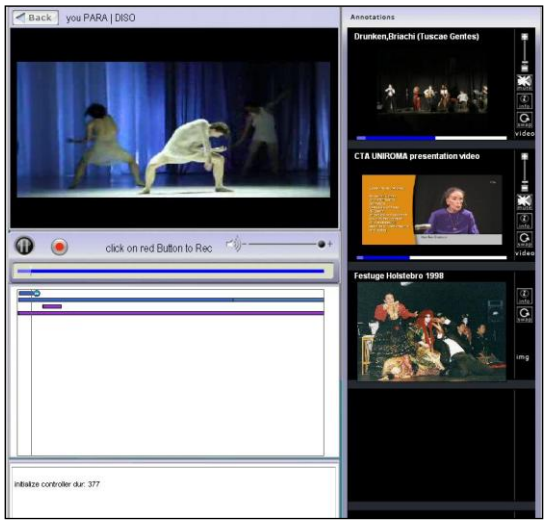


Fig1: Example of multi view on MyStoryPlayer of annotations related to media YouParadiso

In the portal, the main actions that user can do are:

- Add an annotation
- Load an annotation from ECLAP to MyStoryPlayer
- Navigate on MyStoryPlayer

Add an annotation (in 5 steps):

Adding an annotation on a media means to select a part of it through a proper interface, add a text description on it, and select another part of media to relate it to the first one.

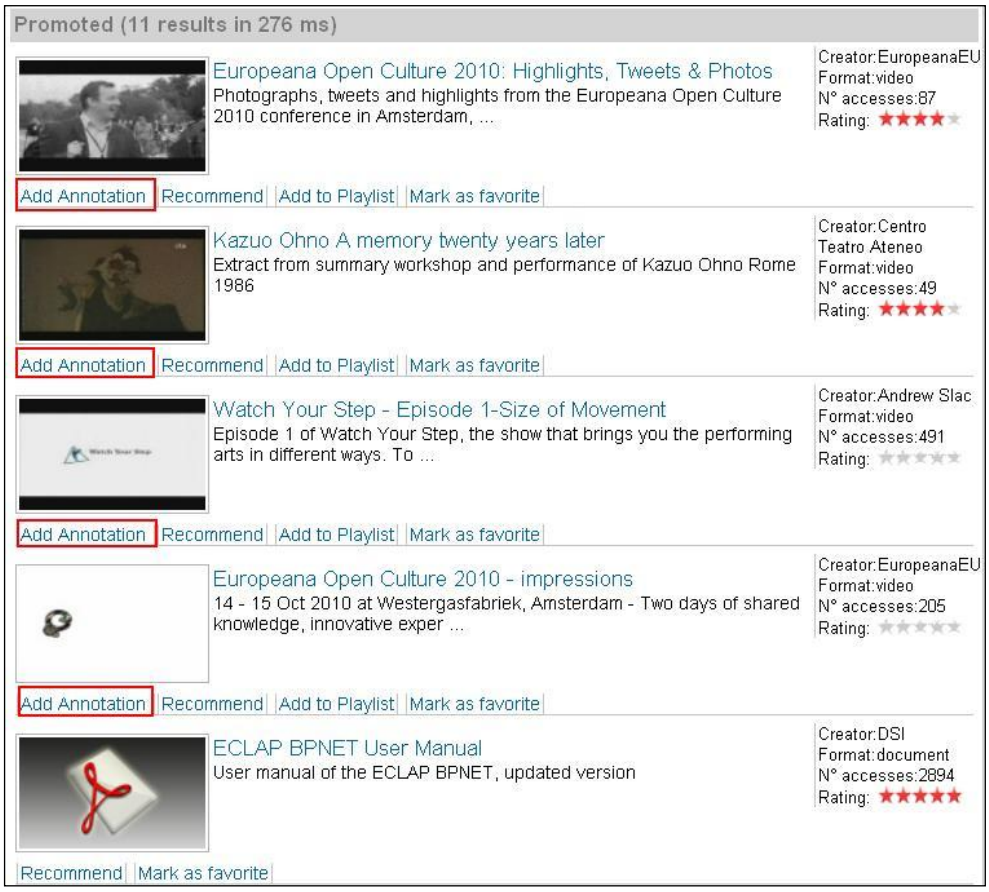
User can add an annotation typically when he/she is watching a media (so the user can do it on the action panel), or he/she is in the homepage and, searching for a specific media, he wants to add an annotation on a result (in this case the user has to click on link below the preview).

The main steps to be done in order to create a new annotation are:

1. Select a media to annotate and click to "*Add Annotation*" link,
2. Decide how much long should be the new annotation (i.e. select a start and end of annotation through a proper player) according to the timeline of the media,
3. Add a text description to this annotation,
4. Choose another media to be related to this annotation (the media reference that will synchronously appear aside to the main media in the MyStoryPlayer). The choice of the second media could be done by performing a new search on the system, or viewing more contents on the portal and choose one of them, or select it in the list of similar objects proposed by the system.
5. Once the user has chosen the second media, he can select which part to relate to the annotation on the first media in the same manner done for the step 2.

In the end push the Save button.

Step 1: choose a media



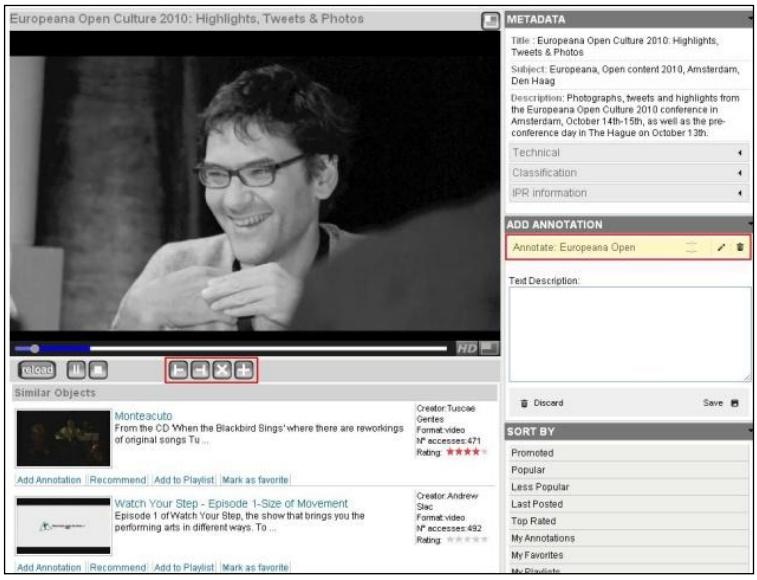
The link *Add Annotation* appear below the preview of multimedia contents or in the box action during the playing.

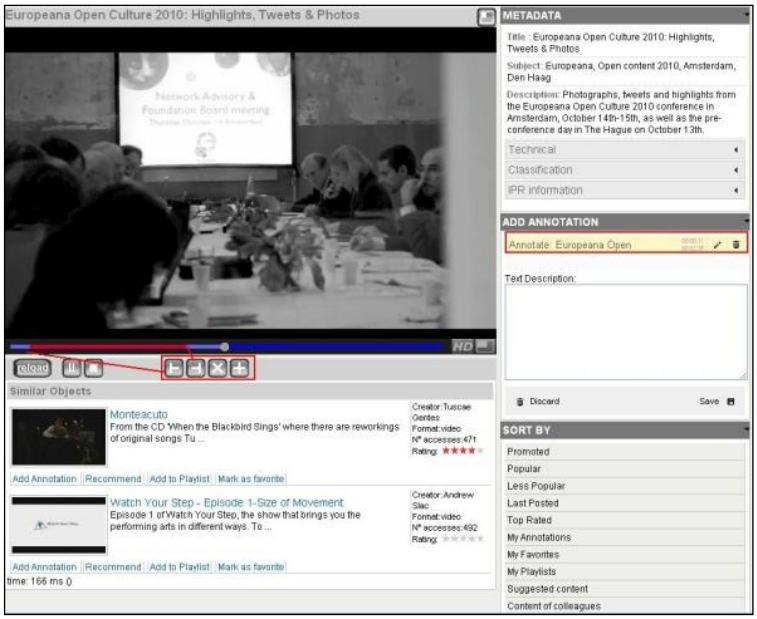
Clicking on it, the user can add an annotation to the chosen media.

A block will appear on the right side of the page.

Clicking on the pen icon, or on the title, a proper player will be loaded in order to allow the user to select a start and an end of the annotation.

Step 2: choose a length of annotation





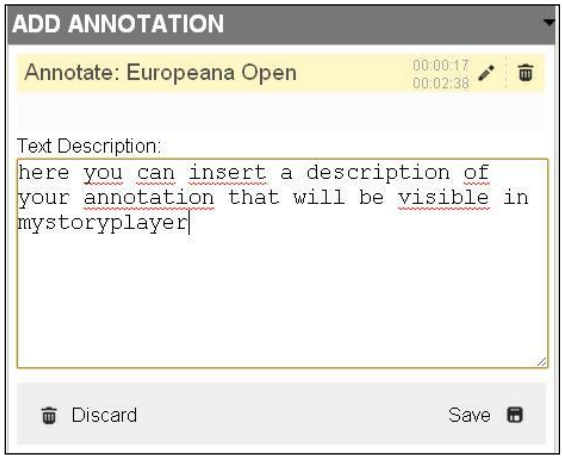
Once the user click on the pen icon, or on the title in the box, a player will be loaded.

In this player there will be three control buttons to use in order to choose the length of annotation.

- Clicking on the first the user fixes a start of annotation,
- Clicking on the second the user fixes an end of annotation,
- Clicking on the third, the selection will be reset in order to change it.

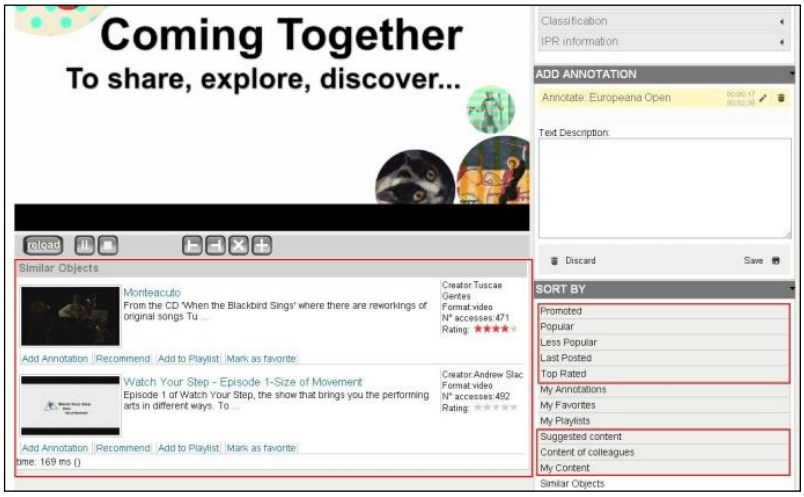
NB: if no piece is selected, the default length of the annotation will be the video length. For images, the default length is 20 seconds.

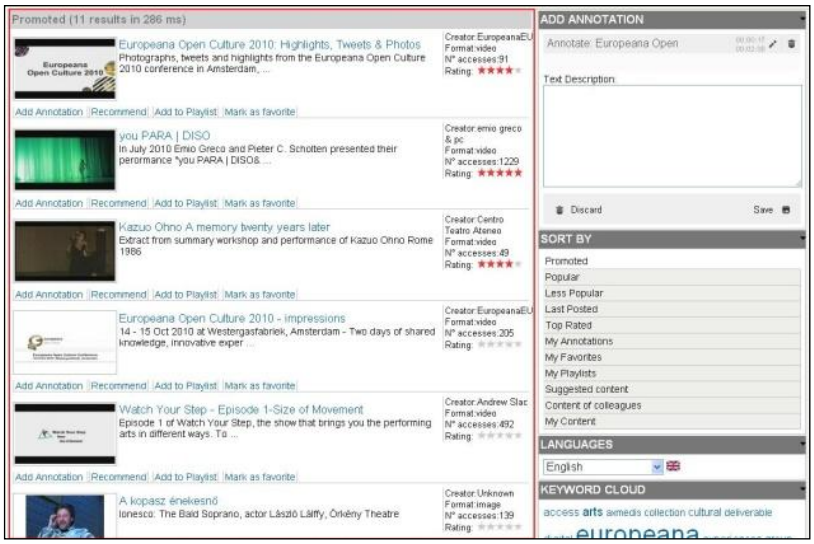
Step 3: Add a text description to the annotation



In the box Text *Description*, just like in the other annotation tools, the user can add a description about the annotating scene.

Step 4: choose another media as media reference





Once the user has edited the first media, he can choose another media as annotation.

This could be done in many ways: picking one media among the list of similar objects provided by the system, or performing a query in the search field, or changing through the menu "*sort by*" the list of objects provided by the system (*last posted, promoted, most popular, my Contents, suggested contents, ecc.*).

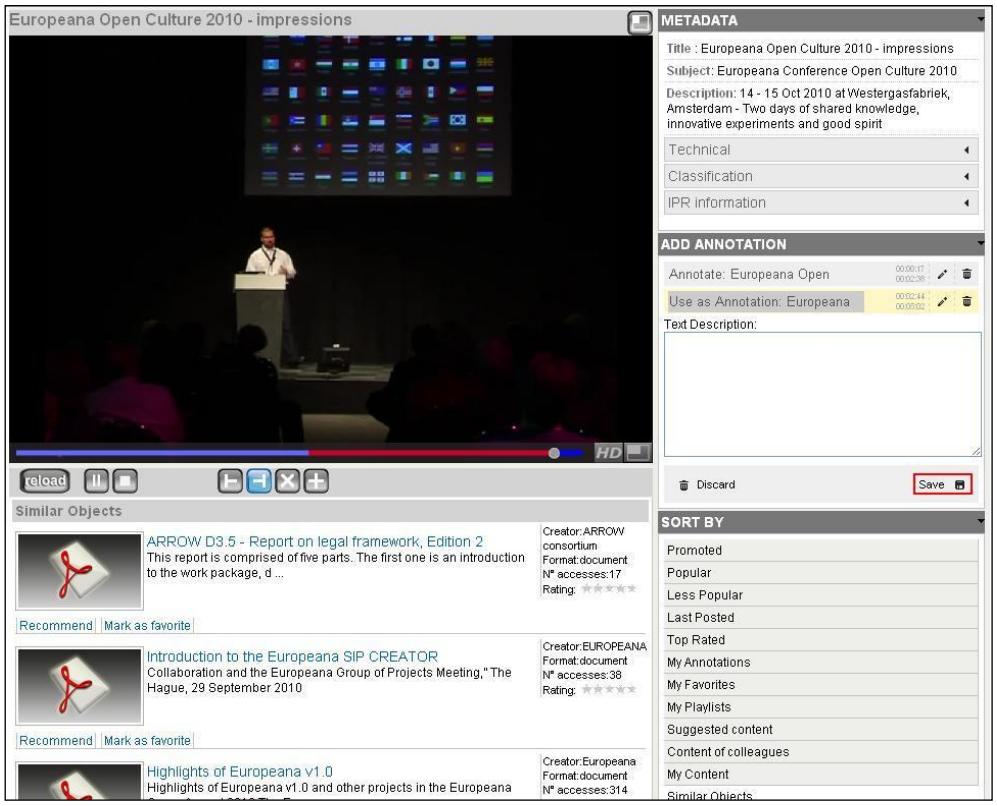
Choose another media to relate with the first allow users to view both synchronously on MyStoryPlayer.

This could be done for many reasons, for example to connect media by events, or for didactical purpose, in which a teacher can make a video of his lesson and put slides that go in parallel with it.

Another case could be represented by a user, owner of many video about the same event, that can put them together in MyStoyPlayer, synchronizing them.

Step 5: select a part of second item as media reference and save.

The piece of the second media can be chosen in the same manner as the first. The two lengths could be different. MyStoryPlayer has different behaviours depending on the length of the second piece respect to the first one.



Load an annotation from ECLAP to MyStoryPlayer

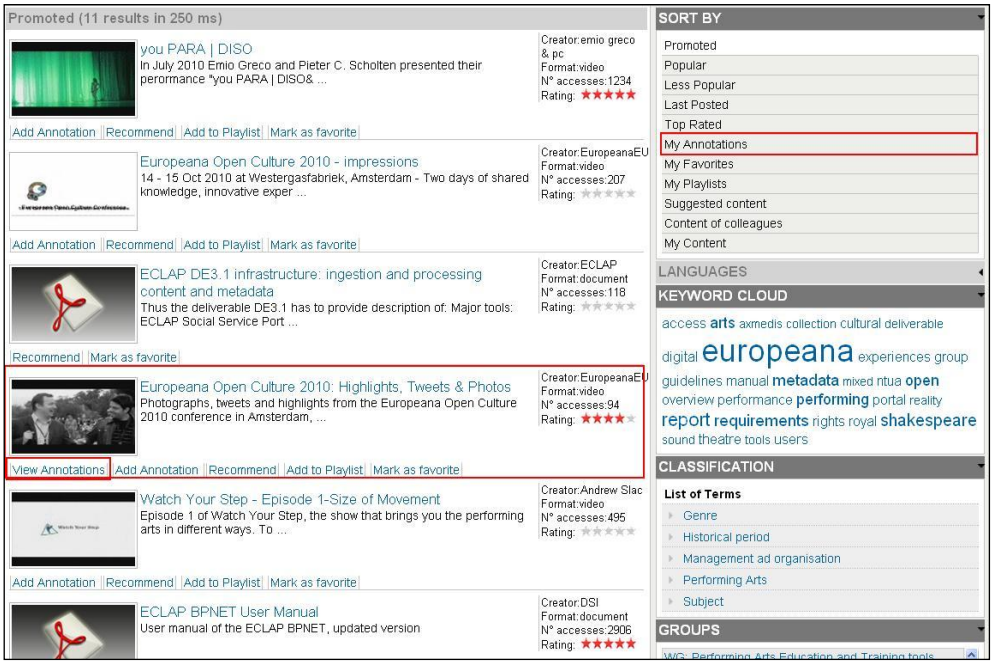
Once the user has saved the annotation, he/she can view it on MyStoryPlayer.

This can be done in two ways:

- Clicking on link *view Annotation* just below the preview of media annotated.
- Clicking on *my Annotations* menu in the block on the left, or in the user profile.

Choosing the first option, MyStoryPlayer external page will be loaded and the media annotated begin to play from the beginning, and the player will load all the annotations related to it.

Choosing the second option, a list of all user's annotations will be displayed.



In this case, the user can choose among his annotations and click on the title of media or in the text description (in this case the video will be loaded from the point in which the annotation starts).

For example, if you want to view the annotation done in this example click on http://bpnet.eclap.eu/mystoryplayer/?axoidMA=urn:axmedis:00000:obj:43493252-d22c-47c8-96d7-ddfb55486903

Navigate on MyStoryPlayer

When the main media is running, another video or more media (which can be video, audio or images) starts to play by level with a rectangle aside from the main video.

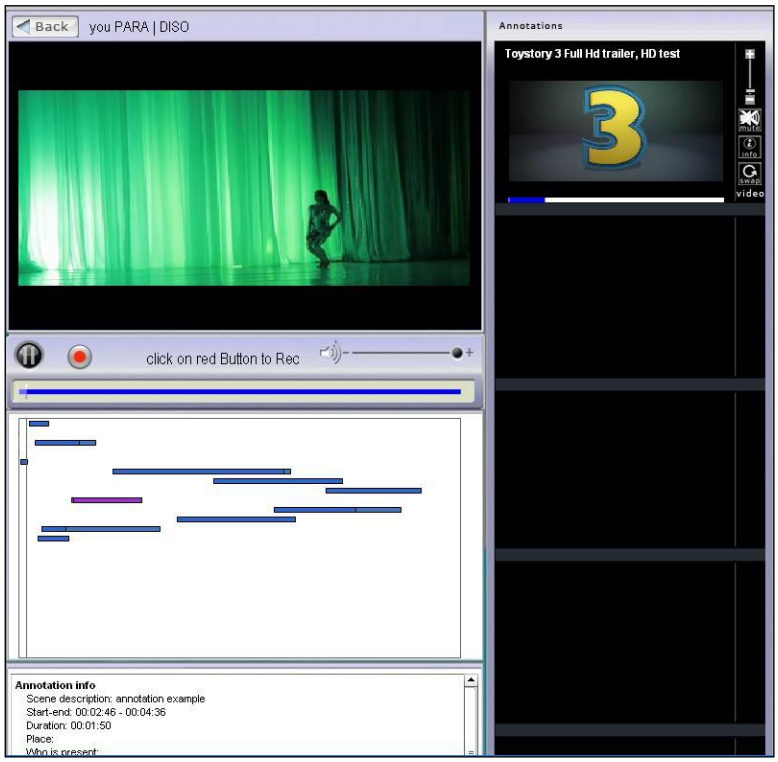
These media are connected with the main video for the time represented by the length of the rectangles, afterwards they disappear. During the time they are active, the user is granted with many choices: he can keep on viewing the main video or he can click on the other video represented by a side annotation.

This latter action introduces a swap between the two videos, while new contents are loaded in association with the new main media.

Every time a swap action is executed, user can go back to previous step simply by clicking on the *Back* button, just like it occurs with any web browser.

Let's take a look on what happens when from the ECLAP portal, user loads a media on MyStoryPlayer.

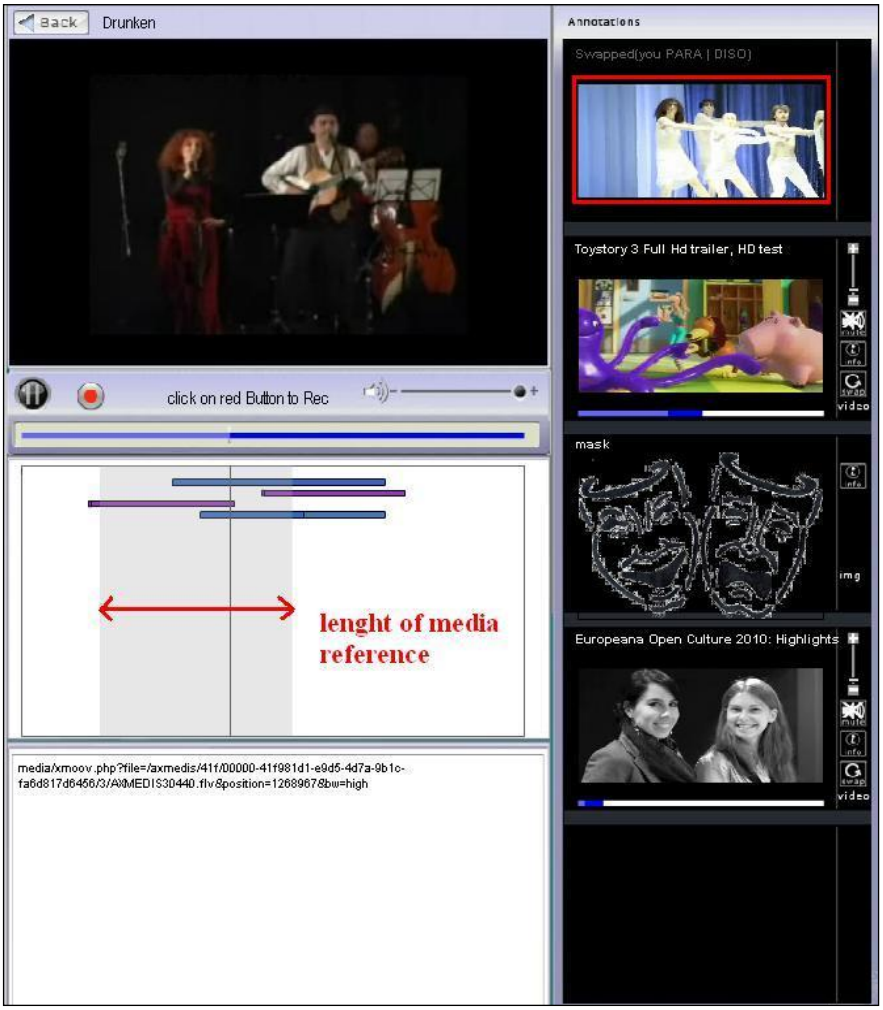
MyStoryPlayer front end will be loaded in order to allow the user to watch the annotations related to this media and navigate among them.



With MyStoyPlayer, a user may:

- Have multiple contemporary views and multiple choices on what to watch according to the temporal line
- Swap videos, loading a new scenario with more annotations,
- Navigate among them clicking on the active side annotations and through a back button

Back
you PARA | DISO
click on red Button to Rec
lenght of annotations
related to this video
Annotation info
Scene description: annotation example
Start-end: 00:02:46 - 00:04:36
Duration: 00:01:50
Place:
Annotations
Watch Your Step - Episode 1-Size of Movem
Interview with Richard Schechner part1
Victor też dawał występy kiedy głosił wykład,
miał w sobie charyzmę aktora.
Drunken
Europeana Open Culture 2010: Highlights, T
info
swap
video
mute



Other technical can be obtained by reading: ECLAP DE3.1 infrastructure: ingestion and processing content and metadata. from http://bpnet.eclap.eu/drupal/?q=en-US/home&axoid=urn%3Aaxmedis%3A00000%3Aobj%3Aa345a84f-6fdf-4f84-a412-88094ce363e2&section=metadata

Statistics

The administrator (root) can perform specific queries to visualize statistical data and graphical information useful for the evaluation of the users' behavior inside the ECLAP portal and to recover information about contents fruition.

After the login as administrator, in the right column two boxes will be available: the first one allows to recover statistical data regarding queries performed by users; the second one allows to recover statistical information regarding the objects download and played. These data can be visualized graphically in the form of histograms or pie charts or as number inside tables.

Statistics on users' queries

The box to perform queries about statistical data on research activities performed by the ECLP users is named **Statistics on Queries**.

As shown in the previous image, to refine the query the administrator can specify the following values:

- *User*: allow to select a specific username or to extend the research to all registered users;
- *Type*: to refine the statistics to a specific type of resource (any type, others audio, video, cross-media, etc.);
- *Device*: to specify a device between PC and PDA;
- *QueryType*: allow to refine the statistics specifying if the results have to include the queries performed by users in FullText modality (Simple) or by using the Advanced Search (Metadata);
- *Country*: to include results referred to a specific country;
- *From:* start date;

- *To date:* end date;
- *Show query table:* the statistics can be shown also inside a table;
- *Show user's data:* the statistics include also the UserID;
- *Number of values in the histograms:* to specify the number of values to be shown in the statistics;
- *Archive of statistics analyses on queries:* to visualize the statistics previously saved.

By pressing the send query button, the procedure for the calculation of the statistical data starts. The data shown are as follow:

- histogram and pie chart of the queries' distribution per type of resource;
- histogram and pie chart of the queries' distribution per device;
- histogram and pie chart with the queries distribution per query type (full text or advanced search);
- histogram with the distribution per country;
- histogram with the distribution per region;
- histogram with the distribution per city;
- histogram with the distribution per User ID;
- histogram with the distribution per day in the last 30 days;
- histogram with the distribution by month in the last 12 months;
- histogram with the distribution per year in the last 5 years.

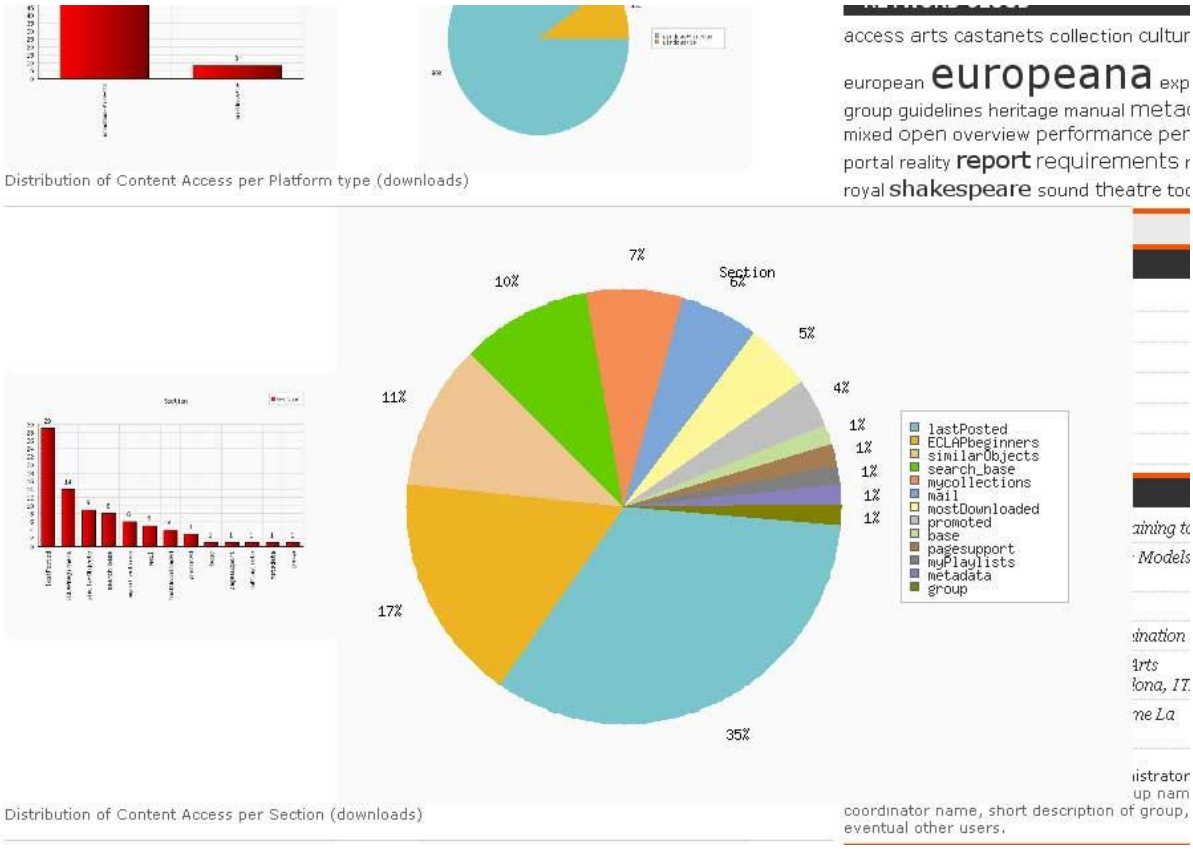
General information are shown at the beginning of the webpage. they are:

- period of time specified in the query form;
- number of total resuls found;
- link to open a pop-up window with the statistical data in a table (if requested).

By clicking on Query table, the statistical data are visualised inside a table as shown in the next figure. By clicking on the User ID in the column UID, the corresponding user profile is shown (please note that the number "0" identifies a query performed by an anonymous user not registered or not logged in).

Statistical results are also shown graphically as histograms of pie charts. Passing with the mouse on a chart, the diagram is enlarged automatically to allow an easier reading of the

data reported. The next figure shows an example of enlarged pie chart with respect to the corresponding histogram.



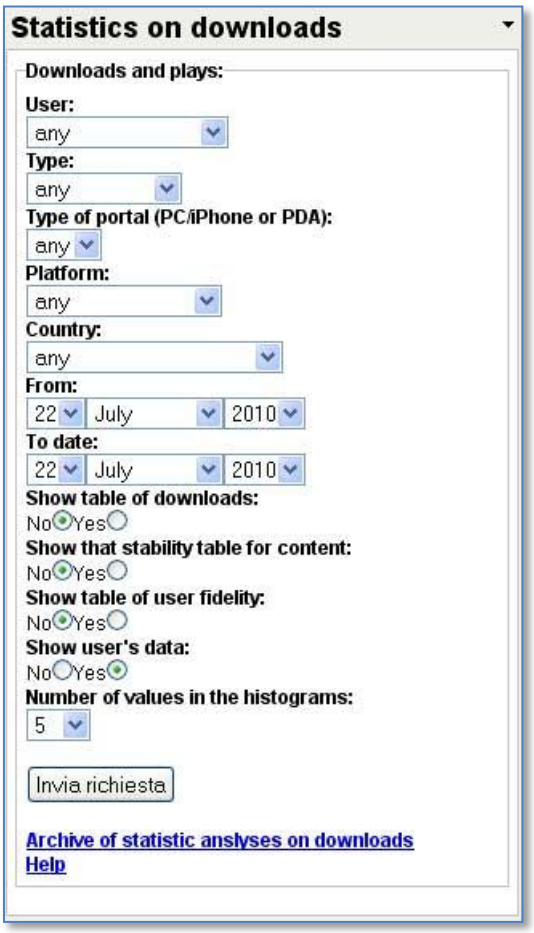
At the end of the statistical results a button “Save” is present to allow to save the received results for further consultations. The next figure shows the confirmation of the performed save of the statistical results, with a link to visualize them.

The saved results are accessible in the Archive of statistics and queries (by clicking the corresponding link). By selecting it the Archive manager with the list of saved statistics will be shown (see next figure).

Each statistic is represented by the date and hour referred to when the statistic has been saved. By clicking the date, the statistic is shown as described before. Each statistic can be deleted by clicking the "Delete" button at the right of each item.

Statistics on object downloads

The box to make queries about statistical data referred to objects visualized and downloaded by ECLAP users is named Statistics on download and is available on the right column as shown below.



By using this box, the administrator can refine the query results by specifying the following values:

- *User*: allow to select a specific username or to extend the research to all registered users;
- *Type*: to refine the statistics to a specific type of resource (any type, others audio, video, cross-media, ecc.);
- *Type of portal (PC/iPhone or PDA)*
- *Platform*: to specify a device between PC and PDA;
- *Country*: to include results referred to a specific country;
- *From:* start date;
- *To date:* end date;
- *Show table of downloads:* the statistics can be shown also inside a table;

- *Show that stability table for content:*
- *Show table of user fidelity:*
- *Show user's data:* the statistics include also the UserID;
- *Number of values in the histograms:* to specify the number of values to be shown in the statistics;

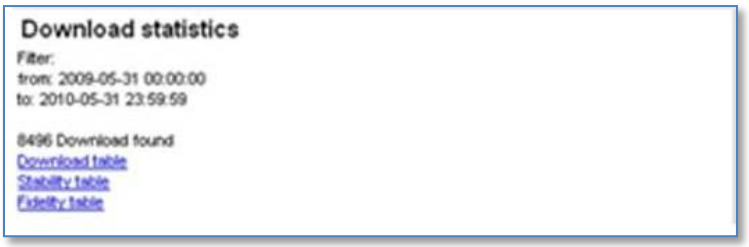
Archive of statistics analyses on queries: to visualize the statistics previously saved.

By pressing the send query button, the procedure for the calculation of the statistical data starts. The data shown are as follow:

- histogram and pie chart of the downloads' distribution per type of resource;
- histogram and pie chart of the downloads' distribution per type of portal;
- histogram and pie chart with the downloads distribution per platform;
- histogram with the downloads distribution per country;
- histogram with the downloads distribution per region;
- histogram with the downloads distribution per city;
- histogram with the downloads distribution per "AXOID";
- histogram with the downloads distribution per "Object stability";
- histogram with the downloads distribution per User ID;
- histogram with the downloads distribution per day in the last 30 days;
- histogram with the downloads distribution by month in the last 12 months;
- histogram with the distribution per year in the last 5 years.

General information are shown at the beginning of the webpage. they are:

- period of time specified in the query form;
- number of total results found;
- link to open a pop-up window with the statistical data in a table (if requested).
- link to open a pop-up window with the objects stability statistical data in a table (if requested).
- link to open a pop-up window with the users' fidelity statistical data in a table (if requested).

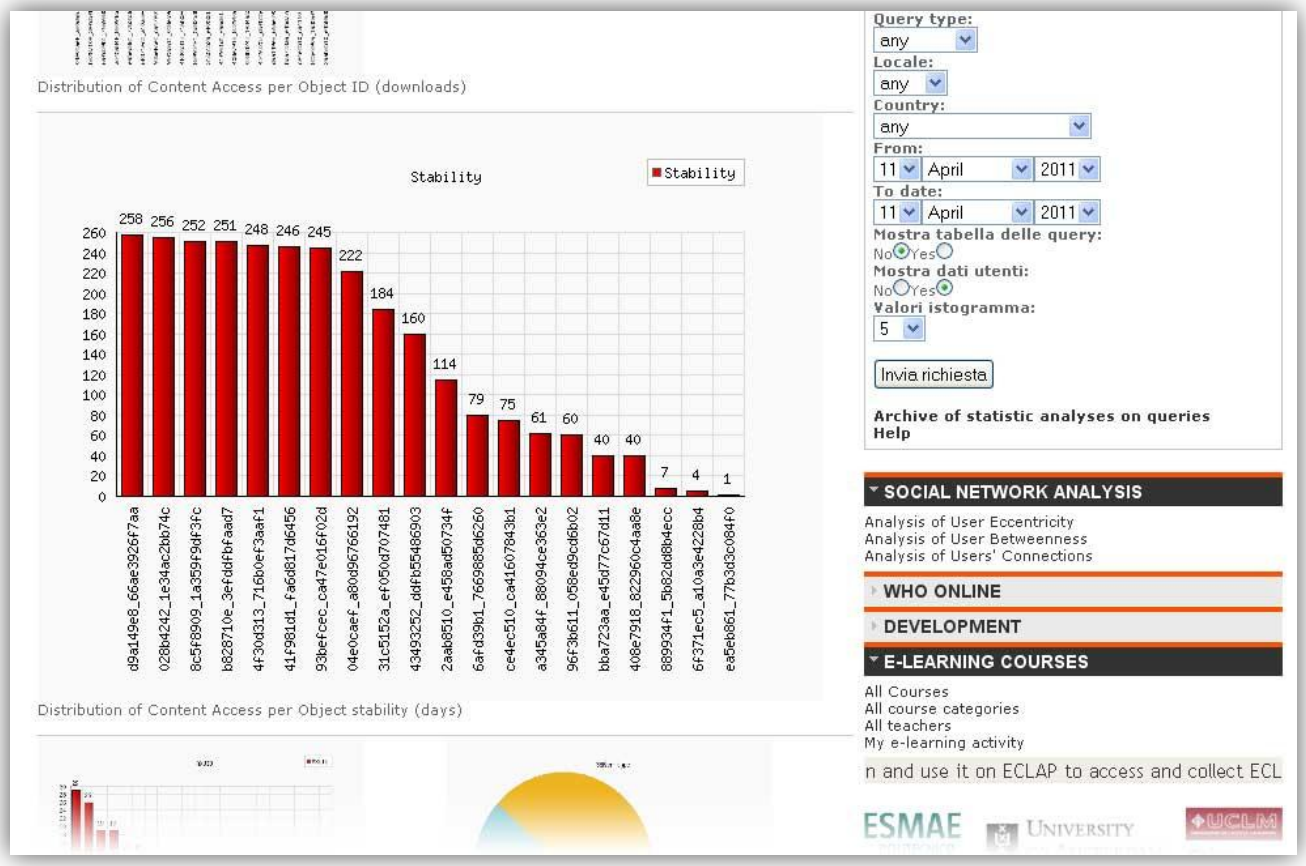


By selecting *Download table*, the table with the statistical data referred to downloaded objects in the defined period of time is shown. By clicking on the object ID code in AXOID column, the resource is played.

Stability table contains the list of objects ordered according to a value representing the total number of days in which the content has been downloaded in the defined period of time. By clicking on the object ID code in AXOID column, the resource is played. By clicking on the User ID in the column UID, the corresponding user profile is shown (please note that the number "0" identifies a query performed by an anonymous user not registered or not logged in).

Fidelity table contains a table with a list of users (represented by the identification code UID) ordered according to the number of active days in the defined period of time. By clicking on the User ID in the column UID, the corresponding user profile is shown (please note that the number "0" identifies a query performed by an anonymous user not registered or not logged in).

Statistical results are shown as histograms and/or pie charts. Passing with the mouse on a chart, the diagram is enlarged automatically to allow an easier reading of the data reported. The next figure shows an example of enlarged histogram.

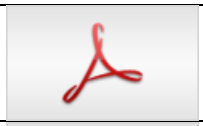


At the end of the statistical results a button "Save" is present to allow to save the received results for further consultations. see the previous section for additional details regarding the statistic results saved.

PC Standard Players

The ECLAP portal has been designed to use multimedia standard players for any possible file format, provided the browser allows it. Sometimes visualization implies the installation of certain standard players such as Adobe Acrobat Reader, Adobe Flash player (always the AXMEDIS-developed standard Flash version), AXMEDIS player (in most cases installation occurs automatically). The first two players are always accessible for Windows, Linux and MAC OS systems. The AXMEDIS player is needed to view on PC the ECLAP content items which could be used for PDA and Mobile devices. The AXMEDIS player is at present available both for PDA Windows Mobile and PC Windows.

The following table shows which are the top priority players according to the format and the operating system the user is exploiting.

Icon on PC	Description of the digital objects it stands for	PC Player First choice (Windows, MAC, LINUX, etc.)	PC player Alternative option
	PC document: DOC, DOCX	Download and play on Microsoft Office Installed	AXMEDIS player (Windows)
	PDF document: PDF	Adobe PDF plugin, or download	AXMEDIS player (Windows)
	Archive: ZIP, RAR	Download and open on ZIP and RAR player	ZIP and RAR player
	Slides: PPT, PPTX	Download and play on Microsoft Office Installed	Download and play on Microsoft Office Installed
	Excel: XLS, XLSX	Download and play on Microsoft Office Installed	Download and play on Microsoft Office Installed
	PC audio	Play with Flash player plugin, or download	AXMEDIS player (Windows)
	Tools: EXE, MSI, CAB	download and open as a typical application	
	PC video, animated icon to be *different* for each published video, icon taken from the video itself	Play with Flash player plugin, or download	AXMEDIS player (Windows)

	PC image, image to be *different* for each published image, icon taken from the image itself	Play with Internet browser, or download	AXMEDIS player (Windows)
XMEDIA	Complex object for PC or PDA. Such objects may include: video, audio, guides, documents, algorithms, flows, slides, etc.	Play on AXMEDIS player for Windows only, or download	AXMEDIS player (Windows)

Please remark that the PDA contents and other complex contents (computers, flows, slides, etc..) must be viewed through an AXMEDIS MPEG-21 player. If the portal does not need to show PDA contents to PC users, it is possible to present audio, video, documents and images via the Adobe Flash Player, or directly into the WEB pages. The functionality to present files using a player not MPEG-21 compliant is called "*single file function (funzione a file secco)*"; for further reference, please go to the devoted section describing the production of content.

User Manual: AXMEDIS Player for PC and others

The AXMEDIS player is needed to view on PC ECLAP content items which could be used for PDA and Mobile devices. The AXMEDIS player is at present available both for PDA Windows Mobile and PC Windows.

The use of AXMEDIS MPEG-21 player for Internet Explorer or Firefox Mozilla is very easy, commands are those depicted in the bar below and described hereafter.

- Reload: reload and play;
- << Restart from beginning;
- || []Pause/play, stop;
- >> Go to the end;
- ?: View the player information and that of the player registered user;
- View the object's inside structure;
- View the object's basic metadata, others are accessible using the structure;
- Go to full size with the web-page.

Other commands can be accessed simply by clicking the mouse right bottom on the player screen. This will enable a pull-down menu where you can perform other activities like:

- Go to full size screen with the player;
- Enable or not some commands and full screen scroll;
- Define the background colour;
- Enable other status commands such as the duration, the file type, etc.

The Mobile medicine portal can be set also to work always with the AXMEDIS MPEG-21 player, which makes management much simpler, because the player can execute a wide range of formats.

Content type	PC		PDA	iPhone	Mobile
	AXMEDIS MPEG-21 Player (**Windows: IE & FireFox Mozilla**)	flash standard player + Adobe plug in (**Windows, Linux, MAC**)	AXPDA player (windows Mobile)	Direct player on the browser	AXMEDIS java mobile player (Sony, Nokia, etc.)
PDF document	YES	YES	YES	YES	Depends on device
Image	YES	YES	YES	YES	YES

Audio	YES	YES	YES	YES	YES
Video	YES	YES	YES	YES	YES
flash animations, SWF	YES	YES	NO	(No)	NO
Procedures, Flows (produced as MP21)	YES	NO	YES	YES (HTML) (work in progress)	YES
Calculator (produced as MP21)	YES	NO	YES	YES (HTML) (work in progress)	YES
PPT (produced as MP21)	YES	NO	YES	NO	NO

To install the AXMEDIS Player for PC:

- Download the file via the link reported in the main page of the portal under: "update player";
- Execute it, thus starting up the installation; most likely you will have to close the Internet Browser.

The AXMEDIS player allows to view single digital contents and cross-media integrated intelligent contents, as well. As to other players (such as Adobe Flash player and Acrobat PDF reader), they can only manage contents having single digital resources like audio, video, documents, etc., which means they have no autonomy, they are neither intelligent nor proactive. For example, with the AXMEDIS player, you can enlarge images and see them in full screen mode.

The PC AXMEDIS player (for browsers) works both in progressive download mode and/or in standard mode, according to the digital content type to be viewed. The right mode is chosen automatically.

- **Progressive Download** (similar to streaming). The audio and video contents are downloaded and viewed in progressive mode on the AXMEDIS player; therefore as to the portal, you have to wait for the complete resource download before any exploitation of such digital contents. The progressive download mode is very similar to streaming, but less expensive. In this progressive download mode, the player carries out a pre-loading of a part of the concerned video/audio, before beginning with the file execution. This phase is called Buffering.
- **Standard Download**: Other kinds of content, such as images and complex cross media contents are delivered/provided via the classic download; therefore they have to be downloaded completely, before any content play becomes possible, which means such contents are exploited in a standard download mode.

The access mode to digital contents is chosen automatically by the player, in order to minimize any long wait and costs, according to the format of the contents the user is accessing to. This mode is shown in the following table.

Content type	PC		PDA	iPhone	Mobile
	AXMEDIS MPEG-21 Player (**Windows: IE & FireFox Mozilla**)	flash standard player + Adobe plug in (**Windows, Linux, MAC**)	AXPDA player (windows Mobile)	Direct player on the browser	AXMEDIS java mobile player (Sony, Nokia, etc.)
PDF document	download	download	download	download	no
Image	download	download	download	download	download
Audio	progressive	progressive	download	progressive	progressive, streaming
Video	progressive	progressive	download	progressive	progressive, streaming
flash animations, SWF	download	download	no	no	no
Procedures, Flows (produced as MP21)	download	no	download	download Html (work in progress)	download
Calculator (produced as MP21)	download	no	download	download Html (work in progress)	download
PPT (produced as MP21)	download	no	download	no	no

Where the wording 'download' or 'progressive' (download) appears, Yes (meaning objects can be played) is implicit.

Please remark that the iPhone with its currently provided tools (Safari as default Internet browser) does not allow to download digital contents. This can be done only by resorting to Apple not certified mechanisms.

NOTE:
The automatic production of contents for the Java Player AXMEDIS version for Mobile devices such as Nokia, Sony-Ericsson, BlackBerry, etc., is at present not aligned with the functionalities described till now, since the first trial is meant to focus on the HTC use. For any additional details and further opening, please send an email to the technical group coordinator, using mobmed@dsi.unifi.it .

User Manual: Organizer for PDA Windows Mobile

NOTE: *Please note that actually a specific Organizer for Windows Mobile PDA for ECLAP users has not been yet realised. It will be developed in the following few months. For the moment it is possible to use the application called Mobile Medicine with the same functionalities shown below and available for free download in the following link:* http://www.eclap.eu/pda/pdaplayer.html

To access the ECLAP portal from the Mobile Medicine Organizer, it is necessary to change a setting in the PDA application. Start the Mobile Medicine application on your PDA and select ***Menu/Settings...****, then change* ***Web url*** *in* http://www.eclap.eu/pda *and click* ***Save*** *at the bottom of the settings page.*

This document is meant to be a simple handbook to support the user both in setting up and using some software tools, which have been realized to manage and enjoy cross media and multimedia contents, for educational purposes and activities of great help to people in Medicine occupations. The entire system includes:

- **Software tools for PDA** to be installed into every PDA or Smartphone with Windows Mobile 5, 6, 6.1, or later versions as operating system, for example: HTC, Toshiba, some Samsung devices, Acer, some Motorola devices, Asus, HP, some Sony-Ericsson devices, etc. The resolution should be 480x640 or higher, but it works also on HTC devices having a lower resolution.
    - **MobileMedicine**: an application allowing to manage and organize all the multimedia files which are in your PDA;
    - **AXPDAPlayer**: the multimedia advanced player which is used by ECLAP to view complex objects/applications, but also simple digital resources;
- **Digital contents:** can be simple files (such as: video, audio, documents, images), but also small real application software such as: calculators, flows and algorithms, etc. Some basic examples are provided within the PDA software tools, while others can be tracked down from the ECLAP portal or can be retrieved inside the set-up programme already mentioned.
- **ECLAP Portal** (both for PC and PDA) (http://www.eclap.eu) is charged with the task of collecting and distributing digital contents, while offering a support similar to a social network when it comes to managing such contents, etc. The portal has also to collect contents and to transform them automatically into suitable formats for both PDA and other mobile systems (to be done later on).

Setting up Software Tools for Windows Mobile PDA

To install the PDA software tools, please follow instructions below:

1. Obtain the set-up package: for instance mobilemedicine-pda-player-and-content-june-2009-vX-X.zip:
    a. Please note that the set-up package is a zip file which includes other files and among them the PDF version of this User Manual.
2. Unzip the set-up package, this creates a directory named "mobilemedicine-pda-player-and-content-june-2009" (same name as the zip file), other sub-directories with examples and files:

    a. dir: **Medicina-Examples**
    b. dir: **Other-Examples**
    c. dir: **Taxonomy-Examples**
    d. file: **MobileMedicine-AXInstaller-touch-june-09-vX-X.cab**
    e. file: **Manuale-Mobile-Medicine-vX-X.pdf (this file)**
3. Copy the directories and files mentioned above into the SSD memory of PDA.
4. Start set-up procedure with a double click:
    a. MobileMedicine-AXInstaller-touch-june-09-vX-X.cab
5. Go to the directory inside the user's PDA where the set-up CAB previously mentioned has been stored and start set-up procedure with a double click. If the user's PDA has already a previously installed version which is in conflict with the current one, the system will remove the old version before installing the new one: the user has to follow step by step instructions on his PDA.
6. When the system requests to install the programme into the base memory of the user's PDA or into the memory card of the user, the latter option has to be chosen.
7. Complete the entire set-up procedure.
8. Two new application programmes have been finally installed inside the user's PDA and they clearly appear as icons within the user's application programmes:
    a. **MobileMedicine**: a software allowing to manage and organize the multimedia files already running on the PDA, it produces lists of objects according to the user's preferences, it allows to carry out queries on the PDA, etc.;
    b. **AXPDAPlayer**: the new generation multimedia player used for ECLAP to view complex objects/applications, as well as simple files.
9. The first step to be taken is to execute the application ECLAP and abide strictly by the instructions reported in the following section.

Organizer for Windows Mobile PDA

Mobile Medicine is an application programme searching files inside the user's PDA/smartphone and organizing them into icons and/or lists; the application can show to the user the retrieved files via icons, in a simple and easy to enjoy way. To execute the Mobile Medicine application, the user has to Go to *start->application programmes* and look for Mobile Medicine icon (the physician's bag), then Launch Mobile Medicine application programme (namely AxObjectFinder, in technical terms).

Within Mobile Medicine, the files which the user has into his own PDA, are represented as icons and they are classified by the system in order to make their management, play, search, etc. much easier. Such files can be:

- **Specifically designed MobileMedicine** in MPEG-21/AXMEDIS format. The advantage this first type of format can offer is the opportunity to organize and search file on PDA through their metadata and medical taxonomy. This has been conceived to offer to the user a real decision supporting system, providing assistance in the search of user-useful information such as educational courses, videos, calculators, flows, procedures, etc.
- **Other simple files which the user has already stored into his own PDA**. For example PDF, images, videos, documents, audio, etc. This second type of format does not provide any metadata information. Therefore, the Mobile Medicine supporting system on PDA cannot classify such contents in a taxonomical way, nor refer to their metadata. However, it is always possible to change such files into duly classified files by uploading them into the Mobile Medicine Portal via the Upload service.

A thorough reading of this user manual is highly recommended in order to have a general outlook on the functionalities provided by the proposed system.

Mobile Medicine Initial Page:
When executed for the first time, Mobile Medicine application has neither organized yet, nor identified the user's files and the example files provided during set-up.

Therefore, the screenshot on the left will have only the first four icons, which stand for service functionalities; such icons are related (as you can see from the screenshot on your left) to:

- **WEB**: to get access to the Web Pages of the Mobile Medicine site, http://mobmed.axmedis.org (see below for further info);
- **Local Search:** to search through proper queries into the local database of the user's PDA (see below for further info);
- **Taxonomy**: to surf the medical taxonomy in order to look for objects/application which have been classified taxonomically by the system (see below for further info);
- **Open...:** to open directly a file the user knows he has in his own PDA memory (see below for further info);

Please note that Mobile Medicine application:

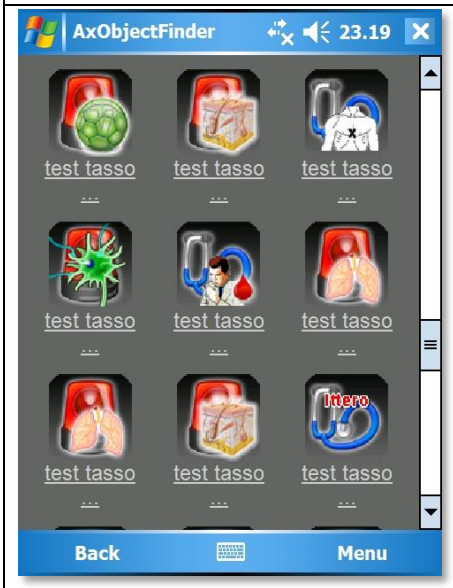
- can search and classify files already included in the user's PDA and it can show them in a well organized way in this first page

(the user can scroll on the left or below, using his finger) or in other search pages depending on the criteria selected from the MENU which is placed on the bottom of the page on the right. As default value, the graphic display is only alphabetical, which means according to title/filename. The user can enable the scrolling on the left, simply accessing *Settings* and putting there a number greater than three columns. By default this option is off.

- Do not switch off the PDA; after some few minutes the first objects will be classified. From MENU the user can select HOME to refresh this page and see what are the objects the system has just found.

As soon as the icon list related to the objects/application programmes appears, the user can scroll that list with his finger and he can choose to see/execute an object/application.

What is recommended is to leave the programme on at least for 5 minutes for the first time. This will enable the system to index and classify all the files in the user's PDA. The automatic scanning system of Mobile Medicine can identify each new file, whether coming from PC, or being memory direct copy or anything else. When the next scanning phase is over, the file will become visible with its icon, it can be searchable into the database and associated with taxonomy if it has a taxonomical classification.



If the user scrolls the icon page with his finger or using the scroll bar (on the right of the screen), he can see some examples concerning the several icons representing categories of medical contents, according to the agreed taxonomy. Icons stand for the first two levels of taxonomy which is the one described in the **Appendix of this manual**.

Every application/object having in their file name "Test……" refers to example content which will be removed in due time and replaced by real content. At present they are mere examples to show how such objects can work, when properly classified, etc.
If the user selects one of these "test" icons (content/application), the AXPDAPlayer application programme is invoked to execute and display such content.

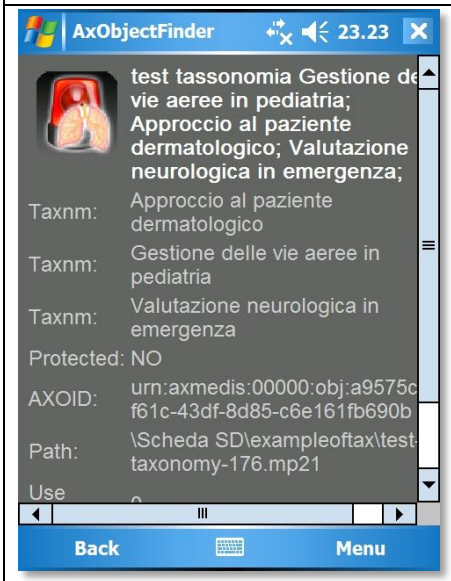
Apart from these test contents, there are some real demonstration contents such as:

- calc-deficitidrico.mp21: calculator
- calc-gfr.mp21: calculator
- calc-probabilita_Emb_Polm.mp21: calculator
- flow-bls_new.mp21: algorithm
- ComplicanzeIABP-640x480.mp21: slides which can be scrolled with a finger
- cura-lesioni-cutanee-v3.mp21: educational content
- video-test-dicenta.mp21: video on asthma and allergy
- video_bpco.mp21: video PBCO
- Immagine_di_test_3.m21
- Immagine_di_test_4.m21
- pdf-bpco.m21
- pdf-Corso_AIDS_Infermieri.m21

- pdf-Guida_all'uso_dei_disinfettanti_e_antisettici.m21
- pdf-MASTER.m21
- video-Di_Centa_Bambino.m21
- etc.

Needless to say, such demonstration contents are also reported among the icons/applications of Mobile Medicine with longer and clearer names, much easier to be identified.
From the portal the user can download some other examples not related to medicine. Some of them have been inserted to show in a better way the PDA player capabilities and what can be obtained in terms of interactivity and use:

- Audio_example_Paganini.m21
- AudioMuseo-VGAreal-FS-v9b-new.mp21
- img-Poznan_city_DSCN6568_20k.mp21



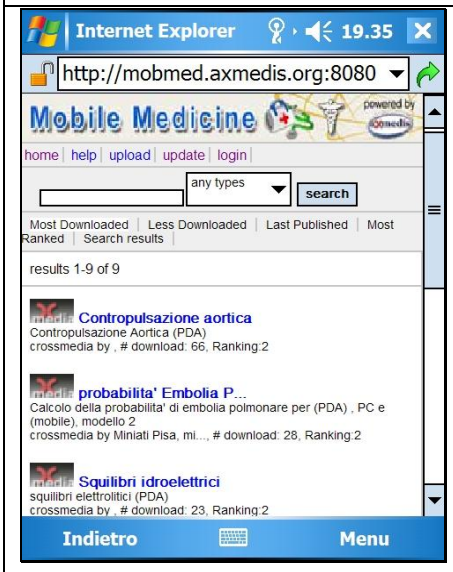
Metadata for object/application classification and searching

If the user selects with a finger or a pen the text associated to an icon, the metadata of the object itself are displayed. Metadata are pieces of information describing the object: title, description, authors, data, ID, protection or not, path in the user's PDA, how many times it has been used, when for the first time, when for the last time, etc. Among the information:

- taxonomical classification
- classification in terms of groups on the Mobile Medicine

Such information is used to classify the user's objects according to preferences, please refer to the screenshot on *settings*, which is described hereafter.

The user can go back to the previous page, by clicking on BACK in the menu on the bottom of the page, on the left.



Mobile Medicine WEB page

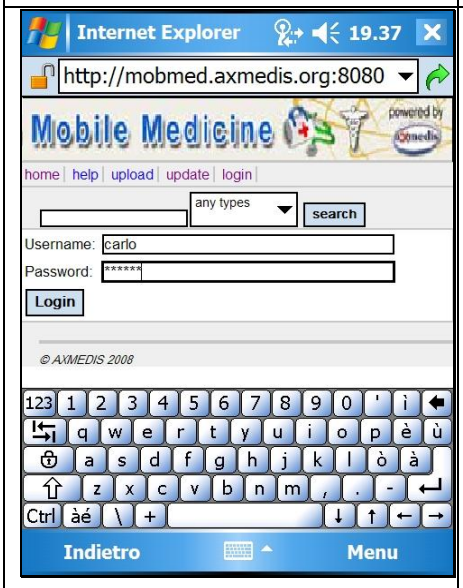
When choosing the first Icon WEB in the main page of Mobile Medicine, the system goes to the Internet connection and opens the Internet browser directly on Mobile Medicine portal (this is part of the user default settings, for example http://mobmed.axmedis.org) as shown in the left screenshot. This portal has many other functionalities for users accessing it via PC. The Portal User Manual for PC has already been described before (see first pages of this doc).

From this WEB page for PDA, the user can (from left to right, from top to bottom) activate some links:

- **Home:** back to the main web-page of Mobile Medicine Home page for PDA, icon on the left.
- **Help**: view a short help; this service is not at present aligned with the rest of Mobile Medicine portal (work in progress).
- **Upload:** upload a digital content into the portal, this functionality is not at present aligned with the rest of Mobile Medicine portal (work in progress). Please use the PC version of the portal to upload digital contents meant to be used for PDA portal.
- **Update:** download an updated version of the PDA tool with

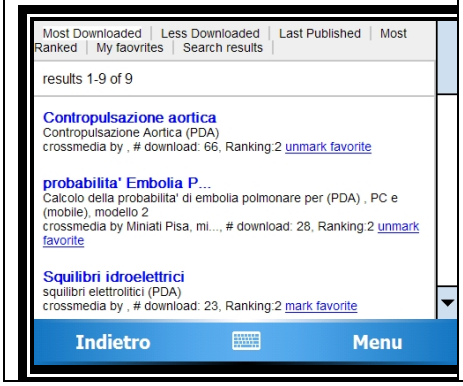
its related examples. When selecting Update, the PDA gets access to a page where different versions of players can be downloaded.

- **Login: register/log** as user username e password, see below;
- **Search: search among objects** available in the portal according to related keywords;
- **See several dynamic lists of objects:**
  - **Most downloaded:** list of the most downloaded files from the portal,
  - **Less downloaded:** list of the less downloaded,
  - **Most ranked:** list of the most ranked ones,
  - **Less ranked:** list of the less ranked ones,
  - **My favourite:** most preferred ones (only if logged user),
  - Etc.
- **download objects,** the download is performed by clicking on the name/title of the selected object. At present, when the download of an object/application occurs, the system verifies whether this object is already included in the user's PDA. If this is the case, the system does not waste time in downloading again, but opens the object already included in the user's PDA. Otherwise, it starts downloading. The recently downloaded object is automatically inserted into the PDA local database.



Logging in: Mobile Medicine WEB page

From the WEB page which can be accessed through the user's PDA, it is possible to carry out the registration allowing the user to access his preferred contents and to mark objects in the general pages as preferred, less preferred and so on.



Once registered/logged, the dynamic lists already described (most downloaded, less downloaded, most searched, etc.) allow the user to see which are the contents marked as preferred and grant the right to change such choice by "unmarking" them, thus removing them from the most preferred/my favourite lists.

To access the portal as user, you have to be registered. The registration can be done via Internet using a PC. During the registration users can register to different groups and declare their interests and specialization fields, etc. Preferred objects can be searched, played or downloaded via PC as well.

For each content, the system displays:

- title, description, etc.
- number of downloads.
- ranking, average vote expressed by users, from 1 to 5 starlets.
- marked/unmarked by the user

Local Search, queries within PDA

When choosing second option of the first screenshot, namely **Local Search**, what appears is the screenshot reported on your left.

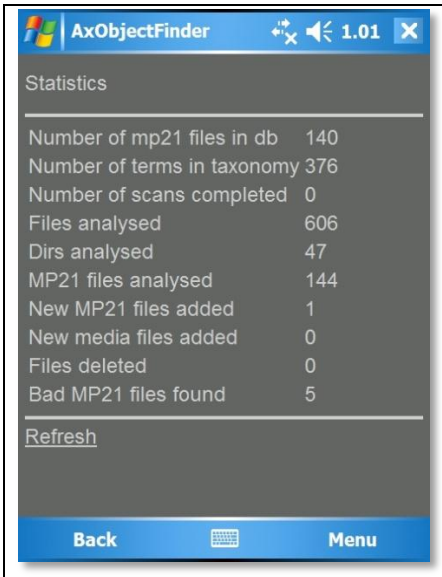
If no queries have been carried out, the screenshot will have only the field to insert the text to be searched and the search button on your right. The list of "results" appears only when a query is carried out. The reported number is the number of found files/objects/ application programmes, which are displayed as a list or as icons, according to the selected parameter in the *Settings*.
The search is carried out within all the metadata of the user's objects, including taxonomical data and filenames of simple objects (multimedia files) which are available in the PDA. The data types to be indexed can be defined in the *Settings*.

The search activity is carried out on every object which is stored in the PDA and which has been duly classified. Obviously, if Mobile Medicine has been left active for a certain lapse of time, the system would be able to index/classify every content/object and file available in the PDA.

MENU on right bottom region:

When selecting such menu, the available options can be:

- **Home**: to go back to the first page of Mobile Medicine, which is to say the first snapshot of this User Manual/table.
- **Stop Download**: to stop downloading the object the user is downloading from the WEB portal.
- **Settings**: to set up the settings of Mobile Medicine as to visualization and running functionalities.
- **Statistics**: to see statistical data on how the object indexing/classification is going on within the Mobile Medicine system on the user's PDA, or to see the status of your own personal Mobile Medicine.
- **Reset**: to set at zero / to clear the history of the user's database, going back to the default set-up conditions. This functionality cancels most statistical information and most information on organization, as described in the Statistics section.
- **About** to have a set of information on the application programme creation and its version.
- **Exit**: to exit Mobile Medicine.

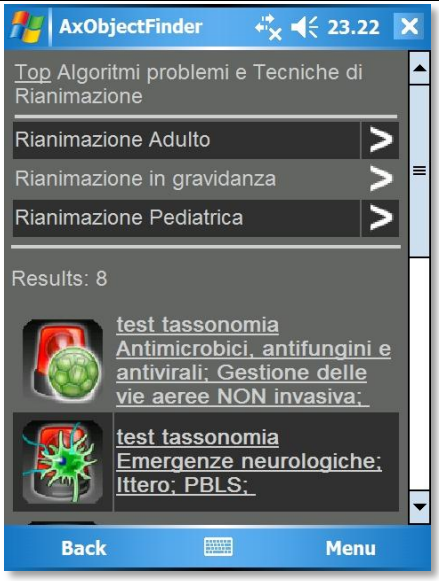


Statistics on the PDA usage

When selecting from *MENU->Statistics*, the user can see a set of statistical information on the organization task done by the file organizer Mobile Medicine, as reported below:

- Number of MPEG-21 objects in the PDA database.
- Number of items in the model taxonomy (i.e. 376).
- Number of complete scanning operations made on the user's PDA to search objects and files; scanning means to perform a complete inspection of the user's PDA. Only after the first complete scanning is done, all the files in the PDA will be found.
- Number of identified files (i.e. 606).
- Number of analysed directories (i.e. 47).
- Number of analysed MPEG-21 files.
- Number of new added MPEG-21 files.
- Number of new generic files added to the database (the added files are only those having a filename extension which is listed in *settings*, see *settings* for any change).
- Number of cancelled files: when a new scanning occurs and some files are no longer there, such files are deleted also from the database and they are no longer visible as icons in the interface, lists and queries.
- Number of invalid MPEG-21 files (i.e. 5).

Noteworthy is that the automatic scanning system of Mobile Medicine can identify each and every new added file, either coming from PC or being memory direct copy or whatever else. When the next scanning occurs, such file will be added into the database of Mobile Medicine, it will have its own icon, it could be searchable into the database and it will be associated to taxonomy values if it has been given a taxonomical classification (this means that when realized, such file has been provided with a precise taxonomy).



Taxonomical search on PDA

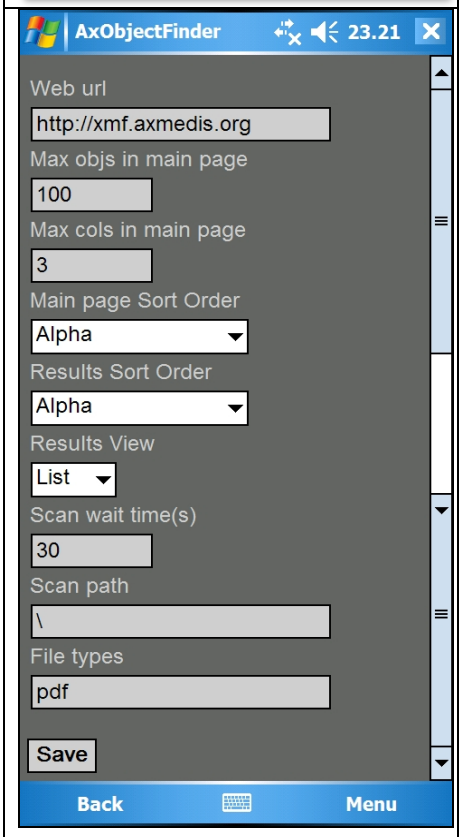
When deciding to surf Taxonomy from the first page of Mobile Medicine, the resulting page is as the screenshot on the left. In the upper part of the page, there is the taxonomy, the medical taxonomy agreed upon and reported in the Appendix. In the lower part there are the objects associated to such taxonomy, with the related node shown in the first line and related children of that node.

In this way the taxonomical search can display all the objects related to a certain classification, from more generic to more detailed ones. Noteworthy is that some objects can be added to different multiple points of the taxonomy. This means such objects can have a multiple classification, they can be found with different paths, but they will never appear twice in the same list.

The user can surf the taxonomy by simply selecting the line containing the item itself, or he can go back selecting the preferred layer in the taxonomical structure, as reported in the upper part of the page.

In the lower part, the user can see the list of objects/ application.

For each object there is some basic information. This list can be scrolled with a finger. Depending on *Settings* (as usually from *Menu->settings*) it is possible to shift display options from lists to icons and vice versa and the user can also choose the object displaying criteria: alphabetical, from most viewed to less viewed, etc.
In the example reported on the left, the screenshot displays what surfing into taxonomy is like, after finger scrolling. The system has the taxonomy fields scrolled high above the page, thus clearing some space for the results of the taxonomical query.

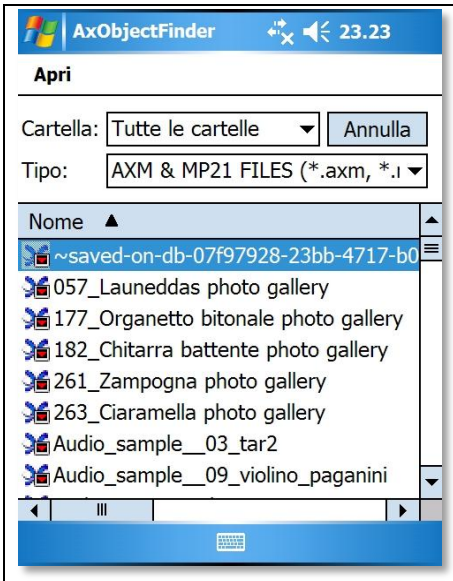


SETTINGS, default settings for PDA Mobile Medicine

In the screenshot on the left, the user can see all the settings from *menu->setting* within Mobile Medicine application. Settings have the following meaning:

- **WEB Url**: web site opened by clicking on the world WEB icon from the first page of Mobile Medicine.
- **MaxObjs in main page**: number of max icons to be collected and displayed on the first scroll page of Mobile Medicine. The user can insert the number of objects/application programme he would like to enjoy.
- **Max Cols in main page**: number of max columns to be used to display icons in the first page. If this setting is more than 3, i.e. 10, then there will be 10 columns and icons could be scrolled with a finger, also horizontally, as if turning over the pages.
- **Main Page sort Order:** icon order in the first page of Mobile Medicine, depending on the user's behaviour. Mobile Medicine is of great help in putting application/objects and user's files in order. Possible values can be as follows:
  - **Alpha**: alphabetical order, simply based on the object title or filenames, when it comes to files.
  - **Most recently used**: from most recently used to less recently used.
  - **Less recently used**: from less recently used to most recently used.
  - **Most used:** from most used to less used; this is the best solution for users preferring to have most used objects within reach.
  - **Less used**: from less used to most used; this can help to understand which are the files the user has neglected more.
  - **Taxonomy**: files are ordered and displayed according to taxonomical criteria.
  - **Format**: depending on format, namely audio, video, images, documents, cross-media, etc.
- **Results sort Order**: possible icon order in the pages

	displaying query results. Possible values are the same as those reported above. • **Results View:** this option allows to set the display of results in the taxonomy surfing, as either "list" or "icon". The default value is ***list***. • **Scan Wait time**: time (in seconds) elapsing between a scanning operation and the next one; values greater than 200 are recommended, if the user has many objects and a 2 Gbyte SDD. • **Scan path**: starting point for the scanning operation (file and application search into the user's PDA). Each directory, being located under that starting point, is scanned. To use "\" means scanning the entire device. If scanning has to be limited only to the SSD (external memory), this can be done by simply writing the name of that memory into the system, for example "\SD card\" or whatever. This depends on the PDA device the user owns. To leave unchanged the "\" option is the best recommended solution. • **File Types**: in this field the user can insert all the kinds of filename extension he would like to index, always separated by commas. For example: "pdf,mp3,gif,jpg,png,avi,mov,mpg". These kinds of file can be classified and inserted into the local database of the PDA, while a specific icon is used to represent them together with other files (they will be searchable via their filename or part of it). For such files user actions can be tracked, as well as how many times they have been picked up by the user, the date of such action and so forth. The display of such files is carried out by means of specific players which are part of the mobile device. On such grounds it may occur that some files cannot be enjoyed nor displayed or the viewer tool cannot bring them to the front page of the user's PDA, thus letting the content behind Mobile Medicine screenshot. Such aspects cannot be managed by Mobile Medicine, because they depend on the user's PDA operating system. Each change made by the user among such settings has to be saved by clicking on the SAVE command/button, as reported at the foot of the setting page and in this section's screenshot as example. *As to 1.7 version or any later versions, there are other parameters for the automatic update of each mini-application programme and content. These features are not currently in use, that is why they have not been described here.*



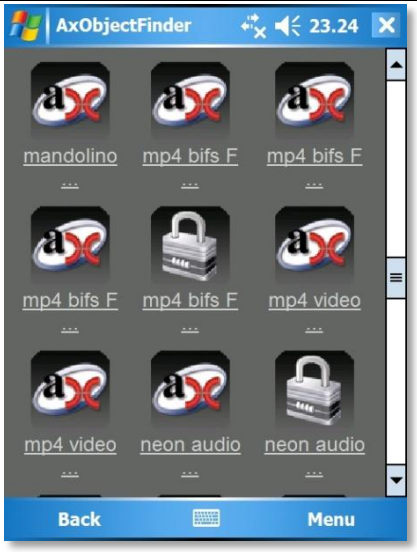
Direct Open File on PDA

If choosing the icon and the OPEN command from the 1st page of Mobile Medicine, a window opens and it is like the screenshot on the left. This window allows a direct access into the PDA surfing function, so as to identify the file the user would like to open. He can:

- **Choose a directory** (only first level directories are displayed, according to Windows Mobile standard. For this reason, the user is requested to store objects into the first level directories of his SD memory).
- **Choose a file**, among AXM and MP21 or Mp21, namely Mobile Medicine objects' extension, but also among simple and direct files, already defined into settings as files to be searched. For example PDF files or others.

Once the file has been retrieved, its selection by the user means:

- **to insert the file into the database**, whether not yet included, either this is a simple file or a Mobile Medicine application programme.
- **to open a proper player**, in order to execute and enjoy the file. Such player could be the AXPDA Player installed into the user's PDA or Windows Media Player or any other player the user has in his mobile device. Depending on the file type, Mobile Medicine can open for the user the right player. Sometimes the automatically selected player cannot bring the file to the front page of the user mobile device, thus letting the file content behind Mobile Medicine screenshot. This is a problem far beyond the control of Mobile Medicine producers, since it depends on application programmes managed by third parties.
- **to track the play actions,** so as to provide the user with the chance to see that object as an icon displayed into the general list of most used, most recently used, etc. within the first page of Mobile Medicine.



Protected objects on PDA

Icons with padlock allow the user to identify immediately protected files. They are MPEG-21 files which are for some reasons protected by DRM. See http://www.axmedis.org for further reference.

To get access to /enjoy a protected file, the user has to be authorised by means of a specific licence.

PDA icon	Kinds of digital content
	PDA Audio, AXMEDIS MPEG-21
	Single audio file for PDA, for example: mp3, etc.
	Document, AXMEDIS MPEG-21
	PDF Document
	Image, AXMEDIS MPEG-21
	Image : the icon is taken from the content image itself
	Image: generic icon for single image file: png, gif, bmp, jpg, etc.
	Video, AXMEDIS MPEG-21
	Video: the icon is a film still picture taken from the video itself (internally an MPEG-4)
	Single video file, generic icon: avi. Mpg, mov, etc.
	AXMEDIS MPEG-21 format
	Cross media, AXMEDIS MPEG-21 format
	AXMEDIS MPEG-21 format, protected object

General icons	Functionalities in the 1st page of Mobile Medicine for PDA
	Open Mobile Medicine Portal from PDA
	Open a file, after searching it on PDA
	Search and surf the classification according to taxonomical values.
	Full text research of objects in the PDA

AXPDA Player, su PDA

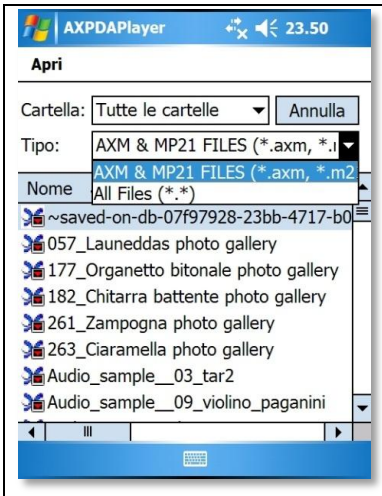
The cross media player of Mobile Medicine is the AXPDAPlayer.exe which is installed together with Mobile Medicine's CAB. This cross media player can execute, display and manage the interaction with the user of MPEG-21 files which have digital elements, metadata and icons:

- **simple files such as:** video, audio, documents, images;
- **complex files**:
  - calculators realized in SMIL and/or HTML
  - flow streams/procedures realized in SMIL and/or HTML. An object generator for procedures/algorithms has been realized to fit such purpose, which allows from a building block based process flow chart to produce the flux in a graphical way; an example is the BLS procedure.
  - interactive tools such as the audio-guide of the National Museum of Musical Instruments in Rome. The audio-guide is provided among the examples.
  - Slide sequences synchronized with the user's audio files, etc.

To get a brief description of the AXMEDIS content production model, please refer to the completely public set of documents which is accessible on the AXMEDIS portal.

Whenever necessary, the AXPDAplayer is directly executed by Mobile Medicine. The user can close such player, when he has finished with an application: it will be Mobile Player to open it again on behalf of the user, whenever necessary. It is also possible to enable the player directly from *Start→programmes* by choosing the related AXPDAPlayer icon.

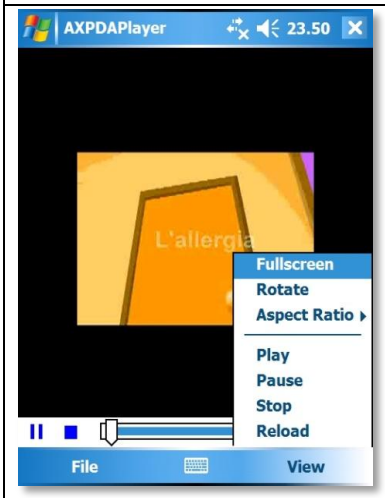
	How to open AXPDAPlayer. After this screenshot the user has to choose some actions from the menu File on the bottom left part of the page.
	Possible tasks to be executed via the menu on the left: • **Open** to open a file. • **About** to know the version and status of the AXPDAplayer. • **Certification**: this is the procedure necessary to certify the player, whenever using protected objects. • **Exit** to close the player The tasks of the right side menu are as follows.



Open a File

As already explained, same mode: it opens a file selected among first level directories of the user's PDA and memory card. To define the file type, the user selects the corresponding filename extensions.

Files which can be opened and executed by the AXPDA player are those having filename extension as: AXM, MP21, M21.



Play a video/audio file

The player can shift to **Full-screen display or go out from this display mode** simply by:

- selecting that command from the menu on the right;
- pushing the central button of the arrow pad on the user's PDA /smartphone;
- a finger / pen light pressure on the screen for few seconds;
- an automatic full-screen display option, which occurs for any full-screen content (in SMIL). This will enable full-screen option automatically on behalf of the user.

The player can **rotate** screen and related display (from vertical to horizontal one and vice versa) through:

- the arrow placed on the user's PDA left/right keypad;
- auto-sensing systems, for the device's physical;
- keyboard self opening as it occurs in HTC or in any other devices having a retractable keyboard.

Screen rotation can be combined with full-screen mode. Both rotation and Full-Screen work in AXMEDIS object play mode:

- Video/audio, MPEG-4
- Interactive HTML contents, as well as SMIL images, etc

The player can: pause, stop, play, etc.

The player can rotate screen and related display (from vertical to horizontal one and vice versa) through the arrow placed on the user's PDA left/right keypad. Screen change can be combined with full-screen mode. Such screen rotation can be enabled also by auto-sensing systems or when opening the keyboard as it occurs in HTC.	
AXPDAPlayer FULL SCREEN	The AXPDAplayer can automatically go in Full Screen mode, whenever the content to be opened (in SMIL) has such a great size to require full screen mode. An example, which is provided within this package, is the audio-guide of the National Museum of Musical Instruments in Rome. The player can exit the Full-screen mode, by simply using the same commands reported above: pushing the central button of the arrow pad on the PDA or finger / pen pressure on the screen for some few seconds. Furthermore, the player can be forced to stay in Full-screen mode if a peculiar command is inserted into the player settings. This mode allows to provide the user with a robust solution, since the application programme cannot be closed inadvertently, but only intentionally, which means by switching off the PDA or by resetting the device..

ECLAP for iPhone

NOTE: *Please note that actually a specific Organizer for iPhone for ECLAP users has not been yet realised. It will be developed in the following few months. For the moment it is possible to use the application called Mobile Medicine for iPhone with the same functionalities shown below and available for free download in the App Store.*

To access the ECLAP portal from the Mobile Medicine for iPhone, it is necessary to change a setting in the device. Starting from the general settings of the iPhone device (accessibile by clicking the ***Settings*** *icon on the main iPhone menu), change the* ***Ax Web Browser Home Page*** *in http://www.eclap.eu.*

Mobile Medicine for iPhone/iPad is an application programme searching files inside the user's iPhone and organizing them into icons and/or lists; the application can show to the user the retrieved files via icons, in a simple and easy to enjoy way. The functionalities of the App are very similar to those available in the Mobile Medicine application for PDA Windows Mobile.

The Mobile Medicine App for iPhone is available for free in the AppStore.

http://itunes.apple.com/it/app/mobile-medicine/id359865882?mt=8

Mobile Medicine for iPhone allows to the user to access directly to the ECLAP portal in the same way available on a common PC, so that the user can directly access to the resources available on the portal. The app allows the access to any kind of digital content like video, audio, images and documents, but also to complex and interactive content like interactive curses, procedures, etc. Contents can be played in streaming or downloaded for an off-line access.

Start page of Mobile Medicine:

When executed the Mobile Medicine for iPhone firstly shown the list of content available on the device.

The starting page shows a set of commands on the top and three icons at the bottom, representing service functionalities. The three icons on the bottom are (see the image on the left):

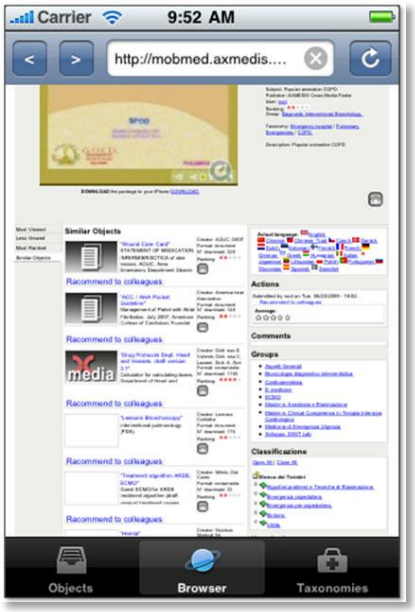
- **Objects:** visualize the list of objects and content available in the device and allows to make queries in the local database of the iPhone (for the use see below);
- **Browser**: to get access to the Web Pages of the Mobile Medicine site, http://mobmed.axmedis.org (see below for further info);
- **Taxonomy**: to surf the medical taxonomy in order to look

	for objects/application which have been classified taxonomically by the system (see below for further info); **Please note that the App Mobile Medicine** can search and classify files already included in the user's iPhone and it can show them in a well organized way in this first page (the user can scroll below using his finger). As default value, the graphic display is only alphabetical, which means according to title/filename.
	If the user scrolls the page with his finger, he can see some examples concerning the several icons representing categories in the domain area, according to the agreed taxonomy. Icons stand for the first two levels of taxonomy which is the one described in the **Appendix of this manual**. In the iPhone App some objects to be used as real examples are included. they are: • ACLS: algorithm • Algoritmo Bradicardia: algorithm • Calcolo peso forma: calculator • Classificazione Neurologica: calculator • EGA - Emogasanalisi: slide show by using a finger • Il fegato: image • Mobile Medicine short presentation: video • Procedura Prevenzione e Gestione Lesioni da compressione: procedure • Protocolli Farmaci Dip. Cuore e Vasi: calculatori • Tachicardia con polso: algorithm • Valutazione stato di Coscienza, GCS: procedure Needless to say, such demonstration contents are also reported among the icons/applications of Mobile Medicine with longer and clearer names, much easier to be identified. From the portal the user can download some other examples not related to medicine.

Metadata for object/application classification and searching

If the user selects the text associated to an icon, the metadata of the object itself are displayed. Metadata are pieces of information describing the object: title, description, authors, data, ID, protection or not, path in the user's PDA, how many times it has been used, when for the first time, when for the last time, etc. Among the information also the taxonomical classification is available.

The user can go back to the previous page, by clicking on the Object button on the top left.



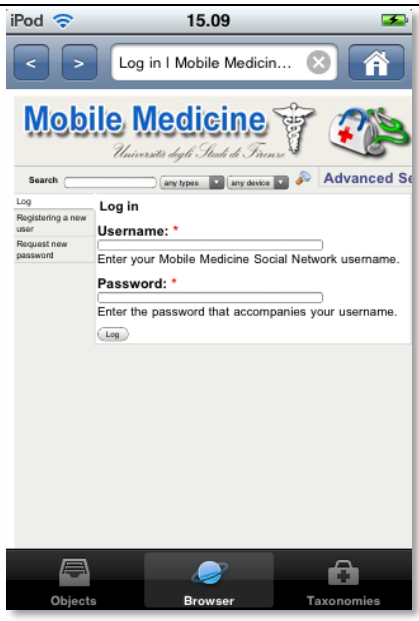
Mobile Medicine Web Page

When choosing the icon Browser in the main page of Mobile Medicine App, the system goes to the Internet connection and opens the Internet browser directly on Mobile Medicine portal (this is part of the user default settings, for example http://mobmed.axmedis.org) as shown in the left screenshot. This portal has many other functionalities for users accessing it via PC. The User Manual of the Portal for PC has already been described before (see first pages of this document).

From this WEB page for iPhone, the user can (from left to right, from top to bottom) activate some links:

- **Home:** back to the main web-page of Mobile Medicine Home page for iPhone, icon on the left.
- **Help**: view a short help; this service is not at present aligned with the rest of Mobile Medicine portal (work in progress).
- **Upload:** upload a digital content into the portal, this functionality is not at present aligned with the rest of Mobile Medicine portal (work in progress). Please use the PC version of the portal to upload digital contents meant to be used for iPhone portal.
- **Player**: not available on iPhone. If the user clicks on this item, an error message will be shown.
- **Login: register/log** as user username e password, see below;
- **Search: search among objects** available in the portal according to related keywords;
- **See several dynamic lists of objects:**
    - **Popular:** list of the most downloaded files from the portal,
    - **Less popular:** list of the less downloaded,
    - **Top rated:** list of the most ranked ones,
    - **My favourite:** most preferred ones (only if logged user),
    - **My playlist**: (only if logged user)
    - **Suggested Content**: (only if logged user)
    - **Content of colleagues**: (only if logged user)
    - **My group**s: (only if logged user)
    - Search results.
- **download objects,** the download is performed by clicking on the name/title of the selected object. At present, when the

download of an object/application occurs, the system verifies whether this object is already included in the user's iPhone. If this is the case, the system does not waste time in downloading again, but opens the object already included in the user's iPhone. Otherwise, it starts downloading. The recently downloaded object is automatically inserted into the iPhone local database.



Login on Mobile Medicine WEB page

From the WEB page which can be accessed through the user's iPhone, it is possible to carry out the registration allowing the user to access his preferred contents and to mark objects in the general pages as preferred, less preferred and so on.

Once successfully filled in the login information, the page with information related to the user profile are shown.

Once registered/logged, the dynamic lists already described (most downloaded, less downloaded, most searched, etc.) allow the user to see which are the contents marked as preferred and grant the right to change such choice by "unmarking" them, thus removing them from the most preferred/my favourite lists.

To access the portal as user, you have to be registered. The registration can be done via Internet using a PC. During the registration users can register to different groups and declare their interests and specialization fields, etc. Preferred objects can be searched, played or downloaded via PC as well or PDA.

For each content, the system displays:

- title, description, etc.;
- number of downloads,
- ranking, average vote expressed by users, from 1 to 5 starlets;
- marked/unmarked by the user;

Local Search, queries within l'iPhone

The empty field on the top of the main page allows to perform full text search of content available on the device.

If no queries have been carried out, the screenshot will have only the field to insert the text to be searched and the search button on your right. The list of "results" appears only when a query is carried out.

The search is carried out within all the metadata of the user's objects, including taxonomical data and filenames of simple objects (multimedia files) which are available in the device.

Query results can be sorted by pressing the button on the top right. The list of results can be sorted by: file size, title (alphabetic order), number of play, last opened, file extension.

Taxonomical search on iPhone

When deciding to navigate Taxonomy from the first page of Mobile Medicine, the resulting page is as the screenshot on the left. In the upper part of the page, there is the taxonomy, the medical taxonomy agreed upon and reported in the Appendix. In the lower part there are the objects associated to such taxonomy, with the related node shown in the first line and related children of that node.

In this way the taxonomical search can display all the objects related to a certain classification, from more generic to more detailed ones. Noteworthy is that some objects can be added to different multiple points of the taxonomy. This means such objects can have a multiple classification, they can be found with different paths, but they will never appear twice in the same list.

The user can surf the taxonomy by simply selecting the line containing the item itself, or he can go back selecting the preferred layer in the taxonomical structure, as reported in the upper part of the page.

In the lower part, the user can see the list of objects/ application. For each object there is some basic information. This list can be scrolled with a finger.

SETTINGS, default settings for Mobile Medicine iPhone

Starting from the general settings of the iPhone device (accessibile by clicking the Settings icon on the main iPhone menu), the Mobile Medicine App settings are available.

Two are the available settings that can be modified:

- **Ax File Manager Order Type:** this parameter defines the order of the content in the start page of the application on the basis of the user behavior. The application can be a great help to manintain in order objects and file in the device. Possible values are:
  - **By Title**: alphabetic order on the basis of the object title or file name in case of single resources.
  - **By Size**: list sort on the basis of the file size.
  - **By Use count:** list sort starting from the most viewed object to the less viewed. Useful to have the list of mostly useful objects.
  - **By Last use**: content sort by a chronologic order.

- **By File type**: content sort on the basis of the file type, typically audio, video, images, documents, coss media, etc.

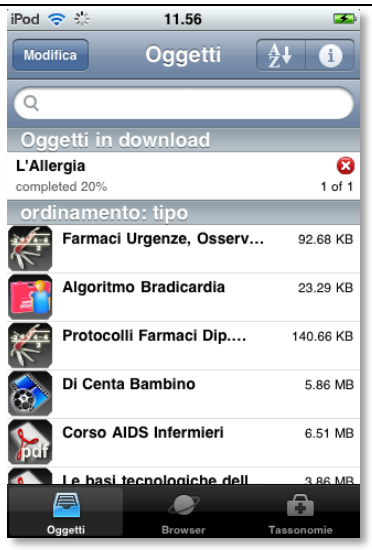
- **Ax Web Broser Home Page**: link to the homepage of ECLAP.

Objects Download on iPhone

By accessing with the Browser to the ECLAP Web page it is possible to see the list of available content on the Portal. the user can decide to play the content by using a streaming modality, or he can decide to download the same content on the device so that it can be visualized in off-line without to be connected on internet.

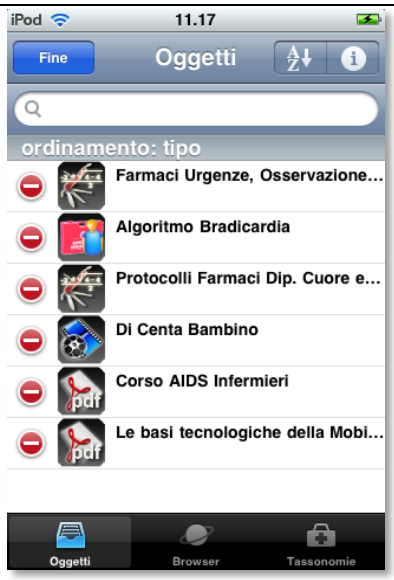
To download a content, the user has to click on the cyan button named “Download” available below the big preview image when a content has been selected, as shown in the figure on the left.

The next screen allows to confirm the download of the content on the device.



During the download phase the percentage of fulfillment is shown and constantly updated (see the example in the figure on the left).

When the download has been completed, the new object is added in content list in the main page and can be opened and played in the same manner explained before.



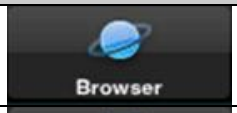
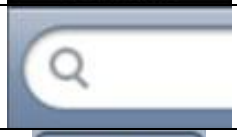
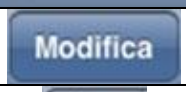
Delete objects from the iPhone

In the main page of the iPhone App, a button named **Modify** is present on the top left. It allows to delete objects available on the device in case they are considered not interested yet.

To delete an object, press the **Modify** button in the top left of the **Objects** tab. The list of content will be shown with a red symbol on the left of each line, as shown in the image on left.

To select the content to be delete, the user has to click on the red symbol at the beginning of each line. A new red button "**Delete**" to confirm the operation will appear and by clicking it the content will be definitively deleted from the device.

iPhone icon	Kinds of digital content
	PDA Audio, AXMEDIS MPEG-21
	Single audio file for PDA, for example: mp3, etc.
	Document, AXMEDIS MPEG-21
	PDF Document
	Image, AXMEDIS MPEG-21
	Image : the icon is taken from the content image itself
	Image: generic icon for single image file: png, gif, bmp, jpg, etc.
	Video, AXMEDIS MPEG-21
	Video: the icon is a film still picture taken from the video itself (internally an MPEG-4)
	Single video file, generic icon: avi. Mpg, mov, etc.
	AXMEDIS MPEG-21 format
	Cross media, AXMEDIS MPEG-21 format
	AXMEDIS MPEG-21 format, protected object

Generic buttons	Functionalities available on the main page of the App for iPhone
	Access to the ECLAP portal from the iPhone
	Access to the list of objects available in the iPhone
	Query and navigation according to the taxonomical classification
	Full text search of objects in the iPhone
	Deleting objects in the device
	Sort of query results per type, size, number of play, last viewed, type of content
	information on the Mobile Medicine App

E-learning functionalities in ECLAP

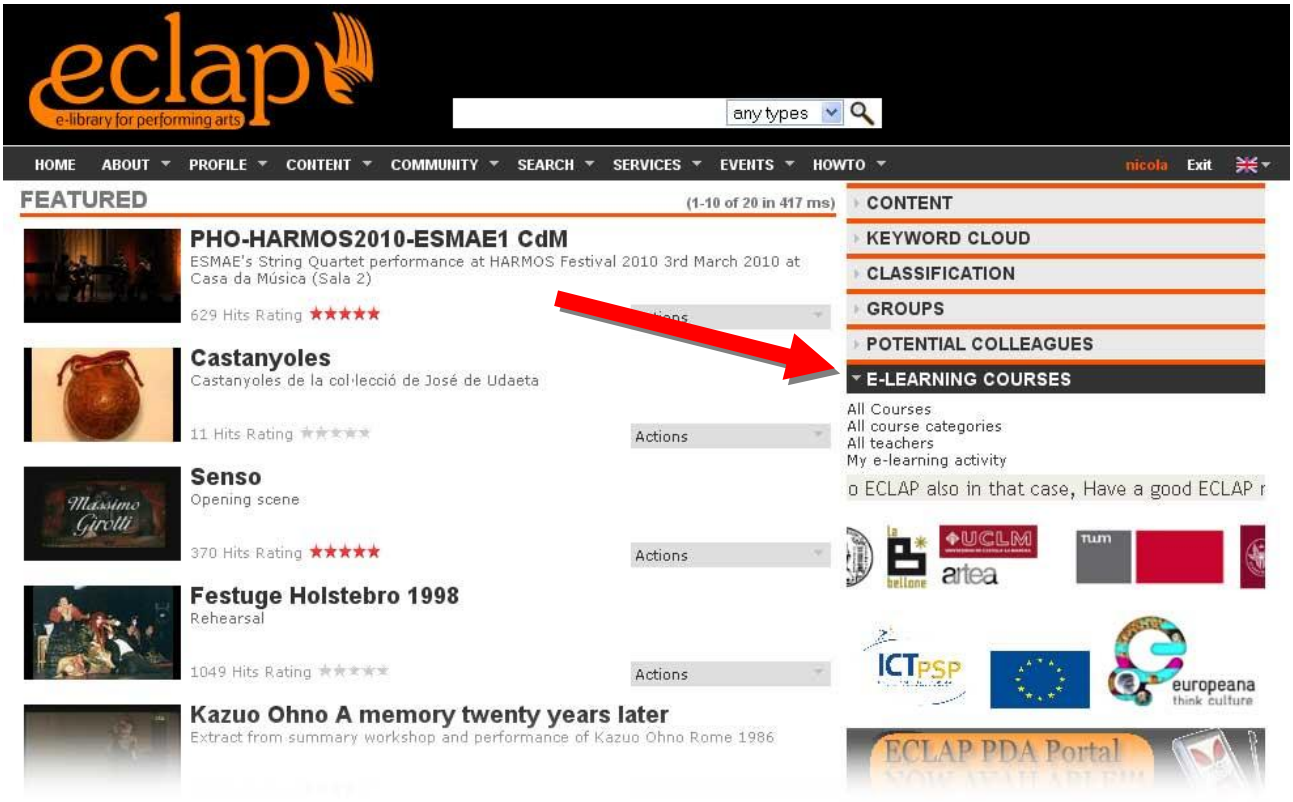
This manual reports basic e-learning functionalities available on the ECLAP portal (http://www.eclap.eu). These functionalities are available thanks to the integration of the Moodle Learning Management System (LMS) in ECLAP.

The Moodle integration allows users of the ECLAP social network to publish educational content and to exploit all the advantages provided by the use of a complete and effective tool for creation and management of on-line courses in an integrated manner. The main characteristic of Moodle is in the support of effective pedagogical notions, based on a *social constructionist* education method, adapted and interpreted with the aim to bring out the pedagogical potentialities in the use of Internet.

Complete and updated Moodle documentation is available on the following Moodle webpage: http://docs.moodle.org/en/Main_Page

E-learning functionalities for students

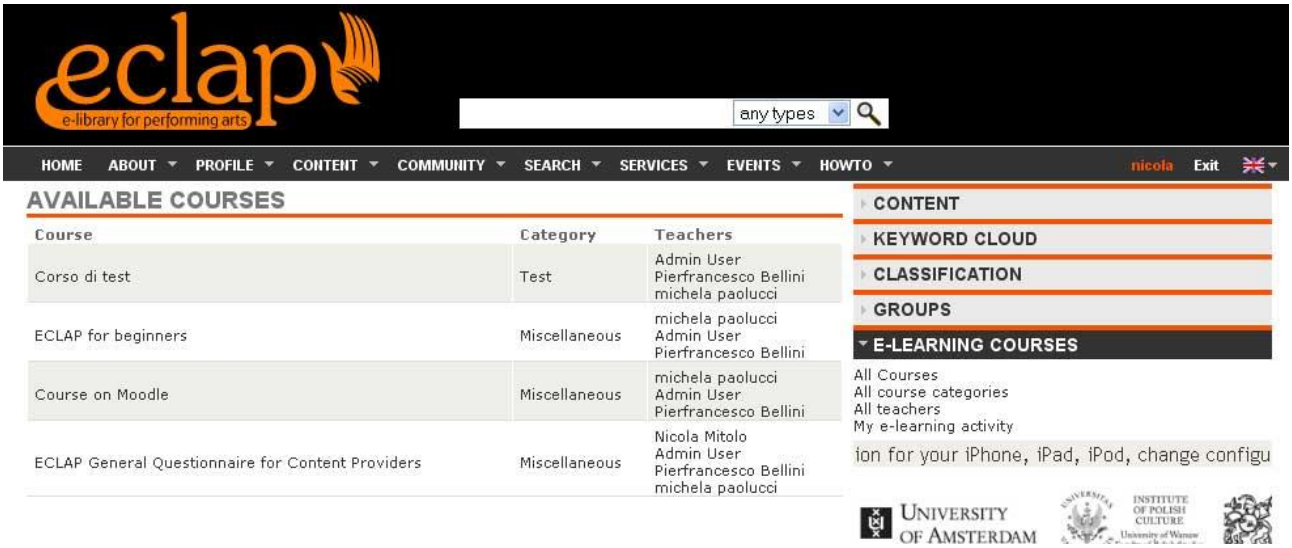
The ECLAP home page contains in the right column, a box named *e-Learning courses*. **The *e-learning Courses* block is visible only to users correctly logged in the portal.**



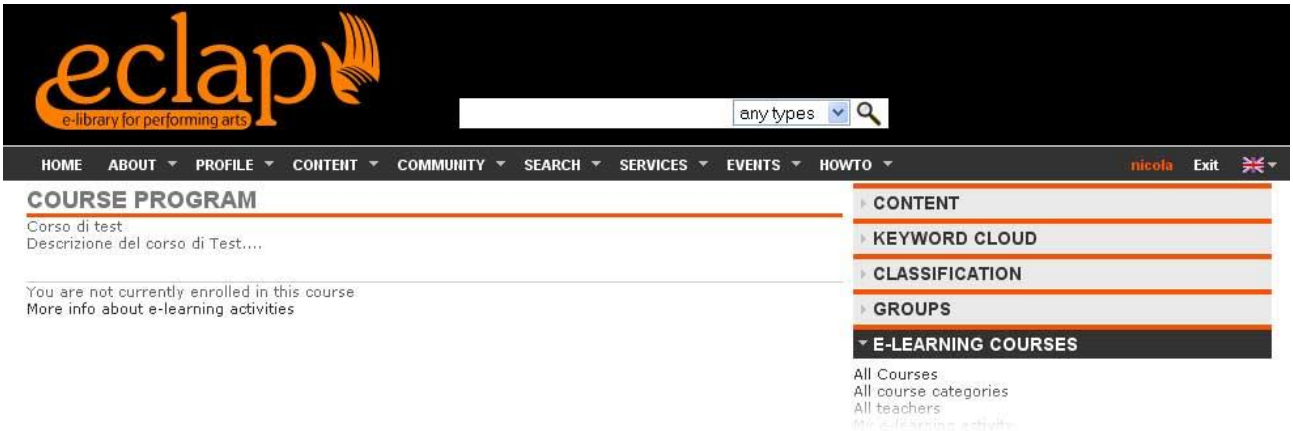
The box contains the following links:

- *All Courses*: to see the list of all available courses;
- *All course categories*: to see the list of all course categories;
- *All teachers*: to see the list of teachers;
- *My e-learning activity*: to see the list of all courses followed by the user.

The following image shows the view with the list of all the available courses in the portal.



If a user selects a course but he is not enrolled to it, a message will be shown below the course description, explaining that the user is unable to access to it.



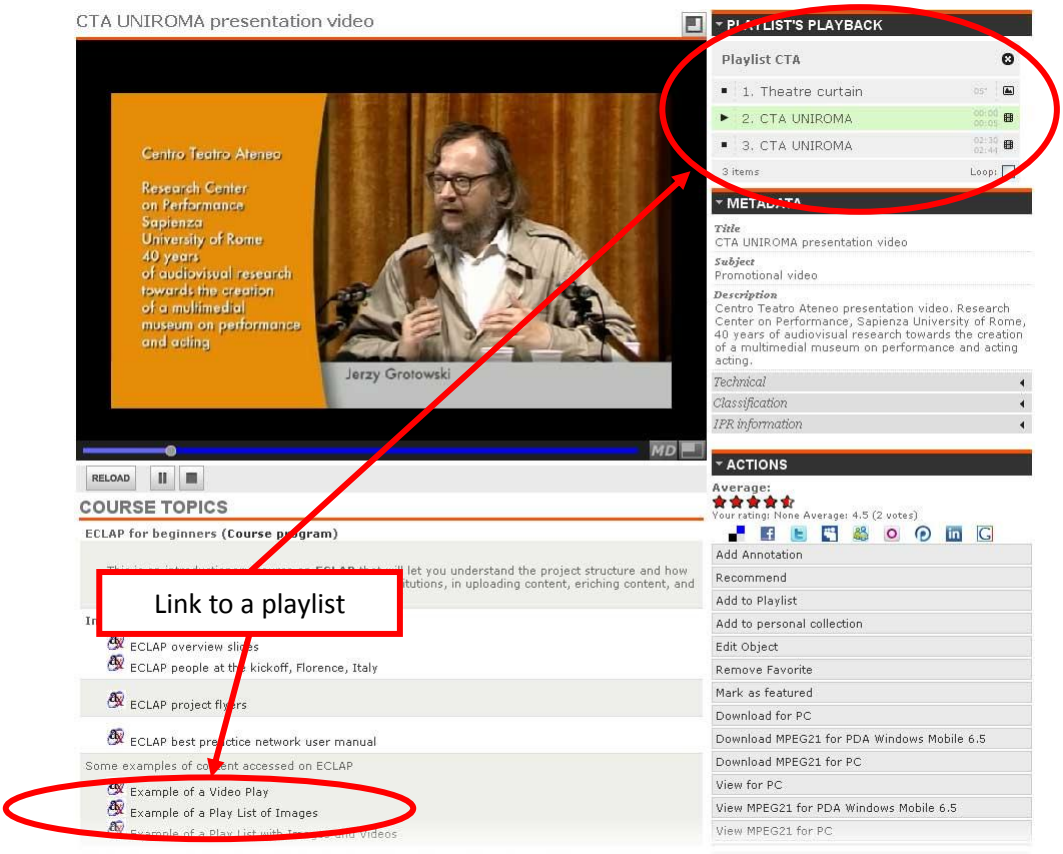
By selecting a course where the user is enrolled in as student, the course structure will be showed.

As reported in the following image, a course is structured in a number of topics containing links to resources or activities that the student have to perform. The resources to be viewed can be any content published in ECLAP and they are shown in the same manner as any other content published on the portal.

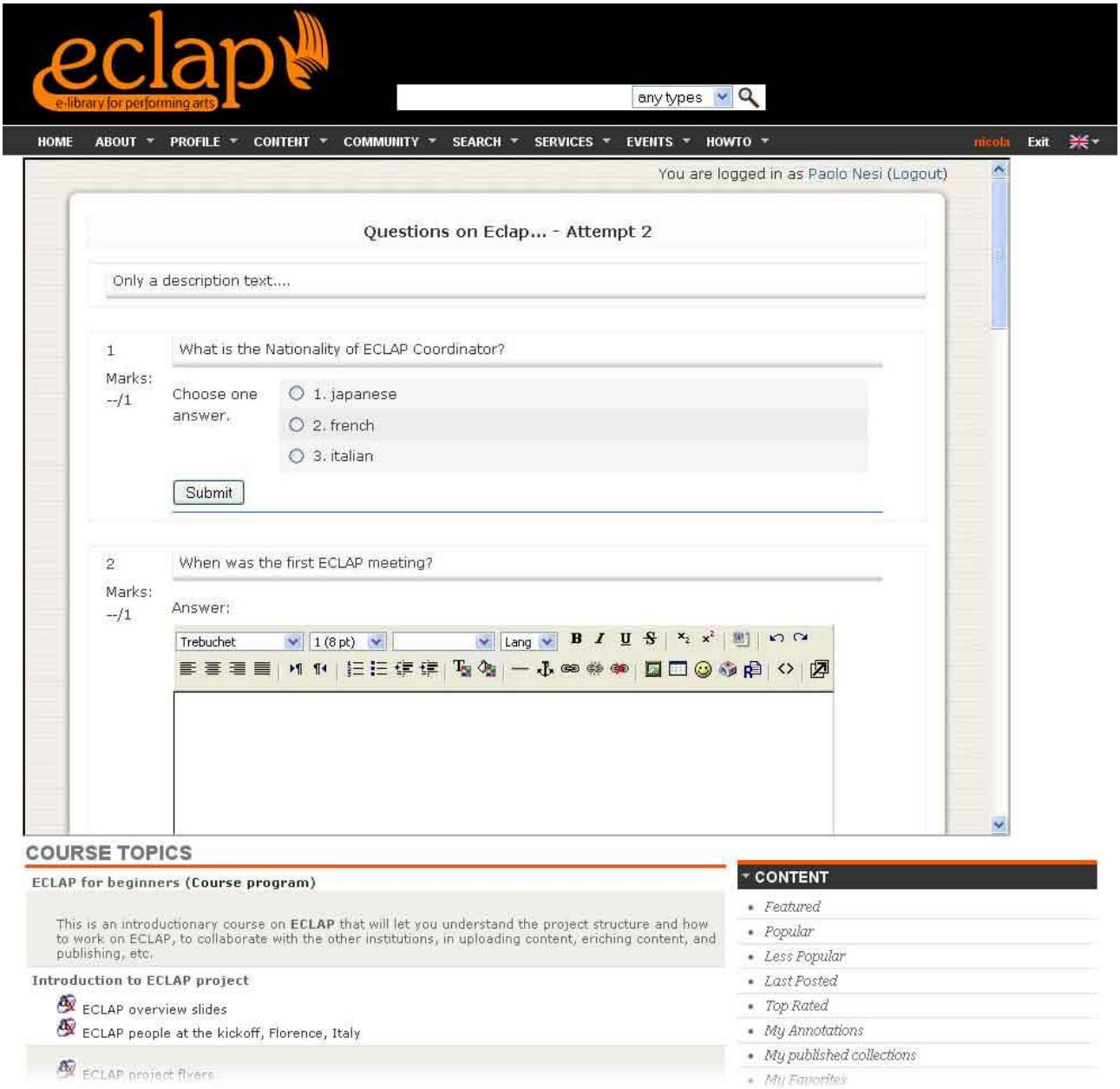
By selecting a link in the course topics, the content is showed integrated in the course web page, as showed in the following image. This is one of the most important functionality since it allows the user to access to the resources in an integrated manner, without the necessity to exit from the ECLAP portal and without the necessity to use additional external tools. In this manner the user can enjoy a much more satisfying experience in an integrated environment.

A course topic can contains links to any kind of resources published on the portal like:

- playlists:



- internal Web pages
- external Web pages:
- Questionnaires and quizzes:



When a student complete a questionnaire submission, he will see the final assigned grade (if available) provided by the system in accordance with the assessment rules defined by the teacher during the questionnaire design.

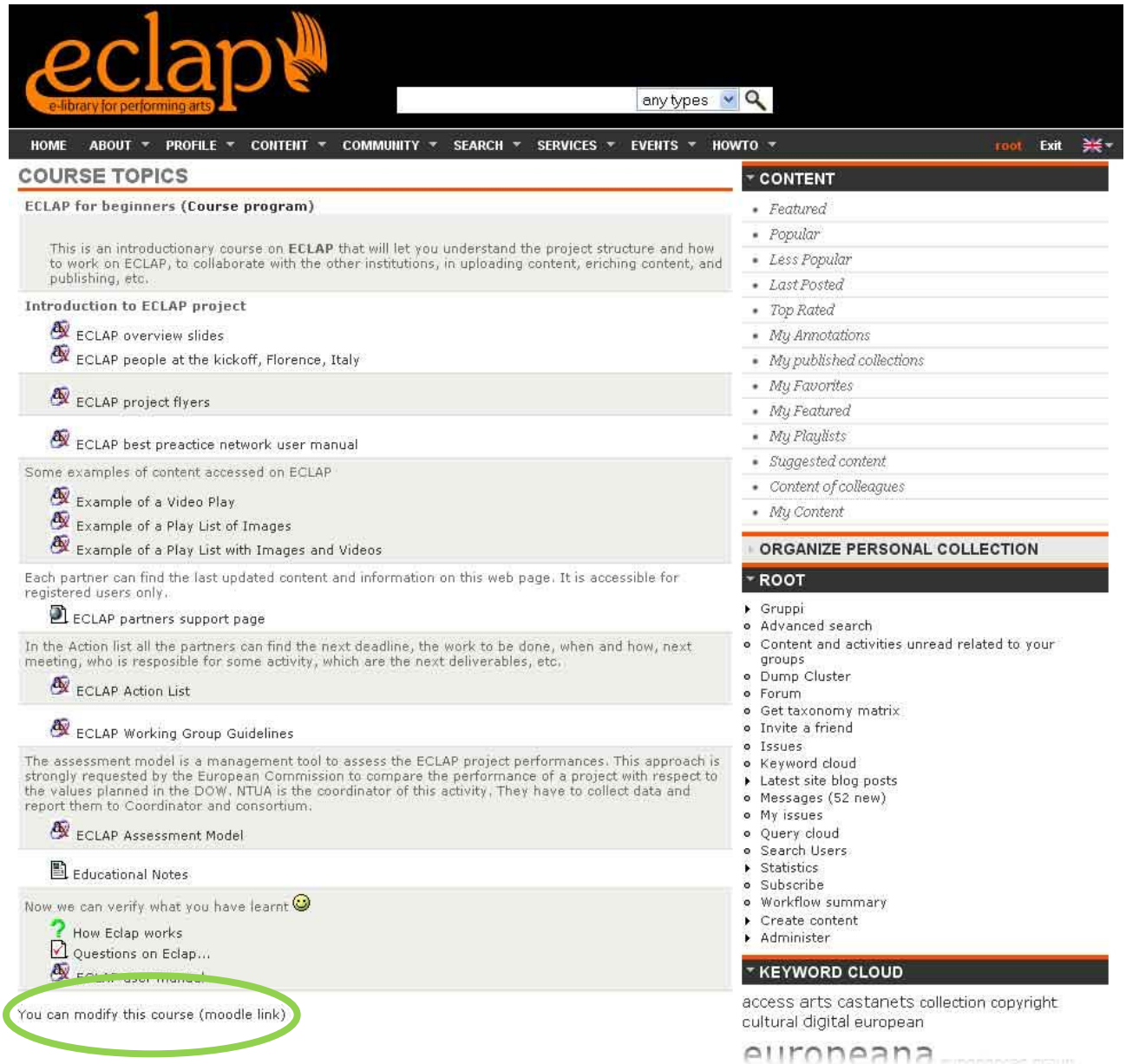
any types
HOME
ABOUT
PROFILE
CONTENT
COMMUNITY
SEARCH
SERVICES
EVENTS
HOWTO
nicola
Exit
Jump to...
Questions on Eclap...
Grading method: Highest grade
Summary of your previous attempts
Attempt
Completed
Grade / 10
1
Wednesday, 10 November 2010, 11:18 AM
7.73
2
Highest grade: 7.73 / 10.
Continue the last attempt
COURSE TOPICS
ECLAP for beginners (Course program)
This is an introductionary course on ECLAP that will let you understand the project structure and how to work on ECLAP, to collaborate with the other institutions, in uploading content, eriching content, and publishing, etc.
Introduction to ECLAP project
ECLAP overview slides
ECLAP people at the kickoff, Florence, Italy
ECLAP project flyers
CONTENT
Featured
Popular
Less Popular
Last Posted
Top Rated
My Annotations
My published collections
My Favorites

E-learning functionalities for teachers

In Moodle a teacher is a user with an access control level that allow him to prepare and manage the course material (resources and/or activities), to manage student users enrolled in the course, assess students progress and performance and to access to different activity reports.

NOTE: If a user is registered as teacher in one course, this not imply that he is teacher in all the other courses available on the portal. The assignment to a user with the role of teacher has to be performed by the administrator, as described in the following section.

When a user registered as teacher accesses to a course in the ECLAP portal, at the end of the course topic list he will see a link that allows him to be readdressed to a web page to edit the resources and activities of that course.



By clicking the link, a new web page will be opened to access in the Moodle system.

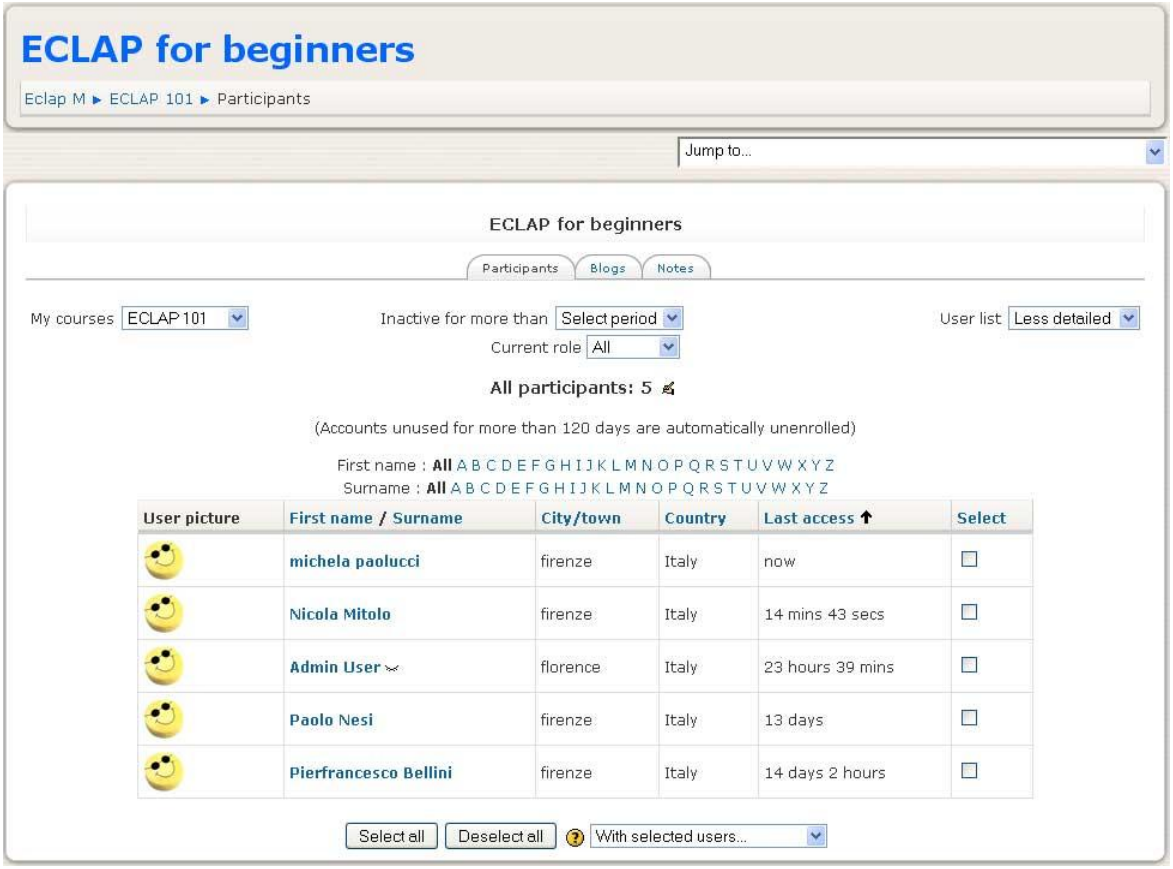
NOTE: it is NOT necessary for the user to insert again his username and password to access to the Moodle frontend to enter in the editing of a course since the access to Moodle is managed in an automatic manner without the necessity to insert again username and password.

The web page is divided in three columns:

- the left side column contains the blocks to manage the course (*People*, *Activities*, *Search Forums*, *Administration*, *Course categories*);
- the main column in the centre of the webpage shows the list of resources and activities and allows to edit the single items in the list shown in the *Topic outline*;
- the right side column contains informative blocks (*Upcoming events*, *Recent Activity*).

Please note that the disposition of all these blocks can be customized.

The *People* block shows the list of enrolled students with all information about them, as shown in the following figure:



The *Activities* block shows a report about activities performed in the course with all the available resources.

The *Search Forums* block allows to make queries in the internal forum pages in Moodle.

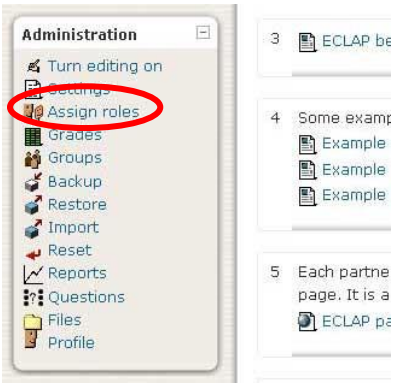
The *Administration* block allows to perform many activities for the course preparation and management:

- *Turn editing on*: to enter in the editing modality to add and/or modify contents and activities shown in the central column (*Topic outline*);
- *Settings*: to define the course main settings;
- *Assign roles*: to define roles in the course, by adding or deleting students that will access to the course;
- *Grades*: to show information related to the assessment of activities performed by students (for additional information, a specific section in this manual is present below);
- *Groups*: to create and manage groups of students, for example to enroll specific activities to a group of students;
- *Backup*: to perform a backup of the entire course or only of single topic;
- *Restore*: to restore the course;
- *Import*: to import data coming from another course (only if the teacher has the rights to do it also in the other course that will be imported). In this manner a teacher will be able to create a new course by using contents and activities yet defined in another course;
- *Reset*: to delete all data referred to students enrolled in the course, but at the same time maintaining the course structure, activities and settings.

- *Reports*: this functionality allows teachers and administrators to see reports regarding the activities performer by the students participating to a course (for additional information, a specific section is present below).
- *Questions*: to manage and define single questions that will be included in the questionnaires (for additional information, a specific section is present below).
- *Files*: to see the list of files included in the course, like for example backup files o other uploaded resources;
- *Profile*: the profile of the teacher user logged in the system.

Add students to a course

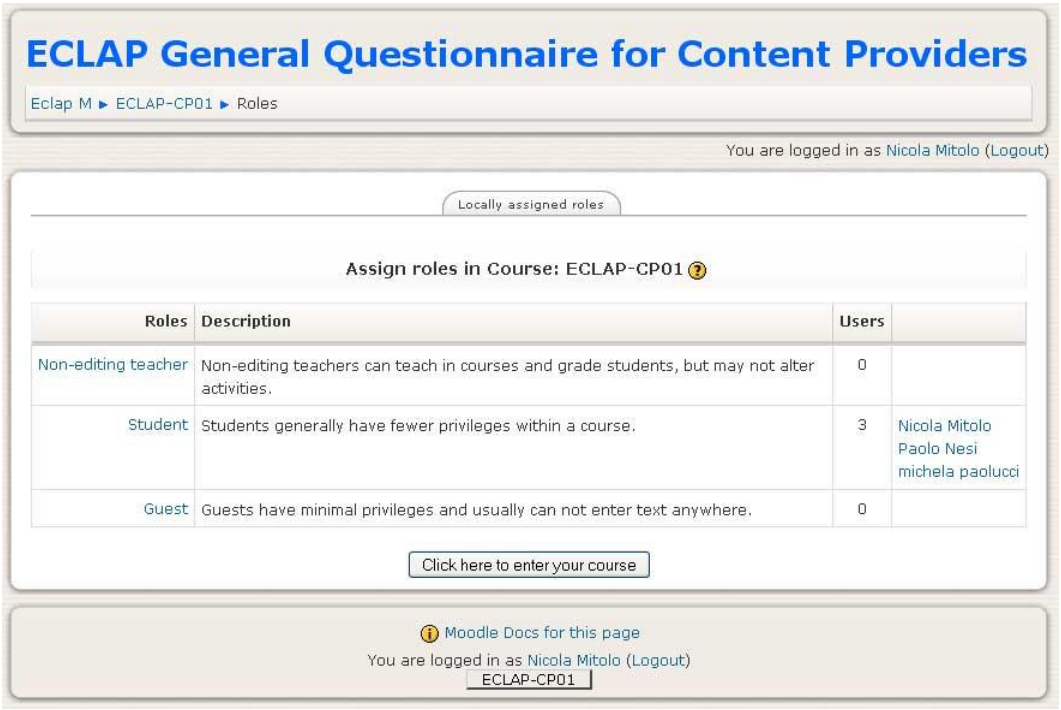
A teacher can enroll students in the course by clicking on the *Assign roles* link the **Administration** block on the left column.



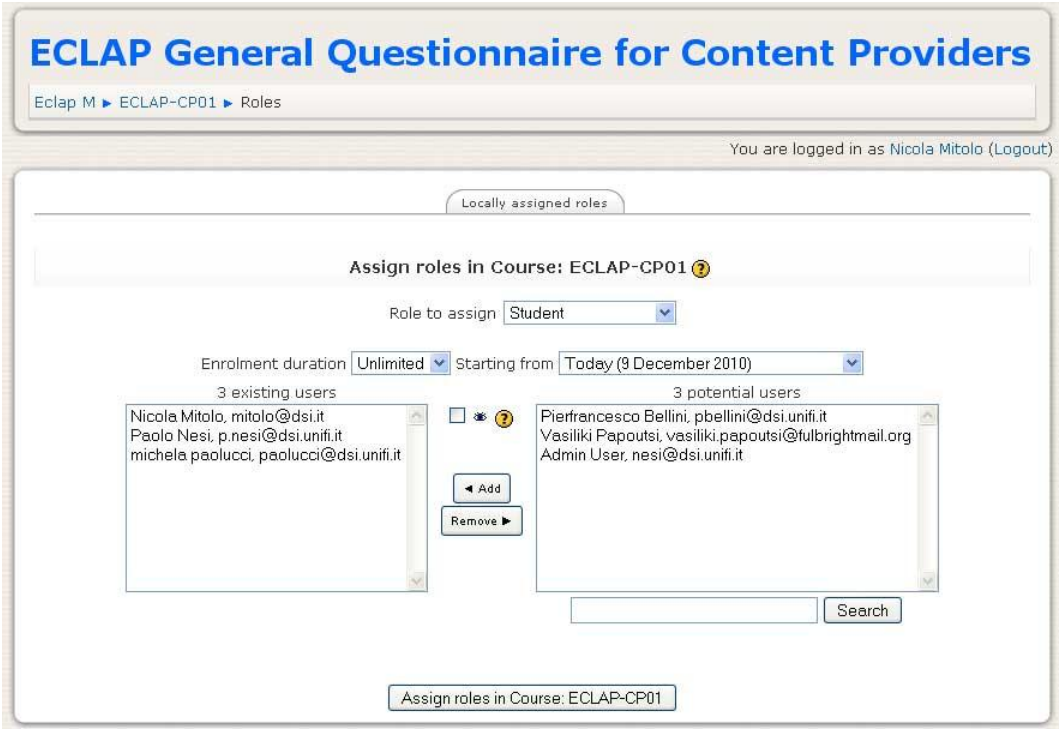
A new page will be opened showing:

- a list of available roles in the course (*Roles*)
- a description of the roles (*Description*)
- the number of users enrolled in the course for each role (*Users*)
- the name of the users.

Please note that the list of roles shown on the *Assign roles* can be set by the Administrator. In the following image the teacher is able to enroll users only for the roles *Non-editing teacher*, *Student* and *Guest*.



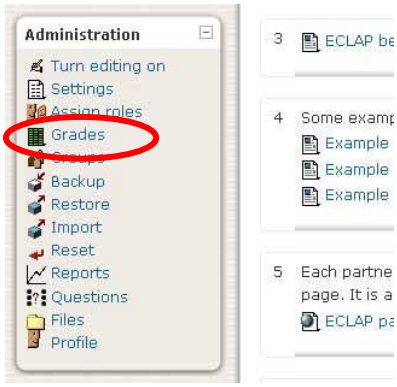
By clicking on one of the available roles, a new page is opened, allowing the teacher to add users by assigning to them the selected role. To add a user, the teacher has to select one of the available name on the right column, press the *Add* button on the middle page and press the "*Assign roles in Course:*" to confirm (as shown on the following image).



In the *Assign roles* page the teacher can also remove users for the course and define enrolment starting date and duration.

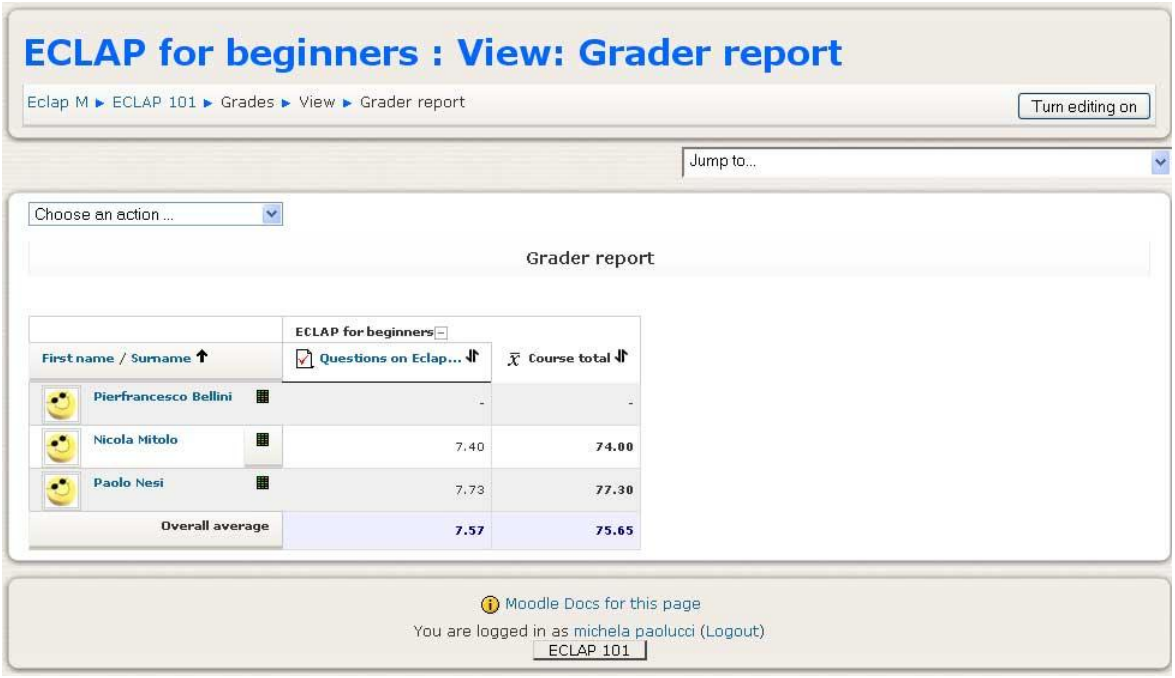
Grades management

The teacher can visualize a page reporting an overall view of the grades obtained by each student during the assessment activity. The page can be view by selecting the *Grades* link in the **Administrator** block on the left column.



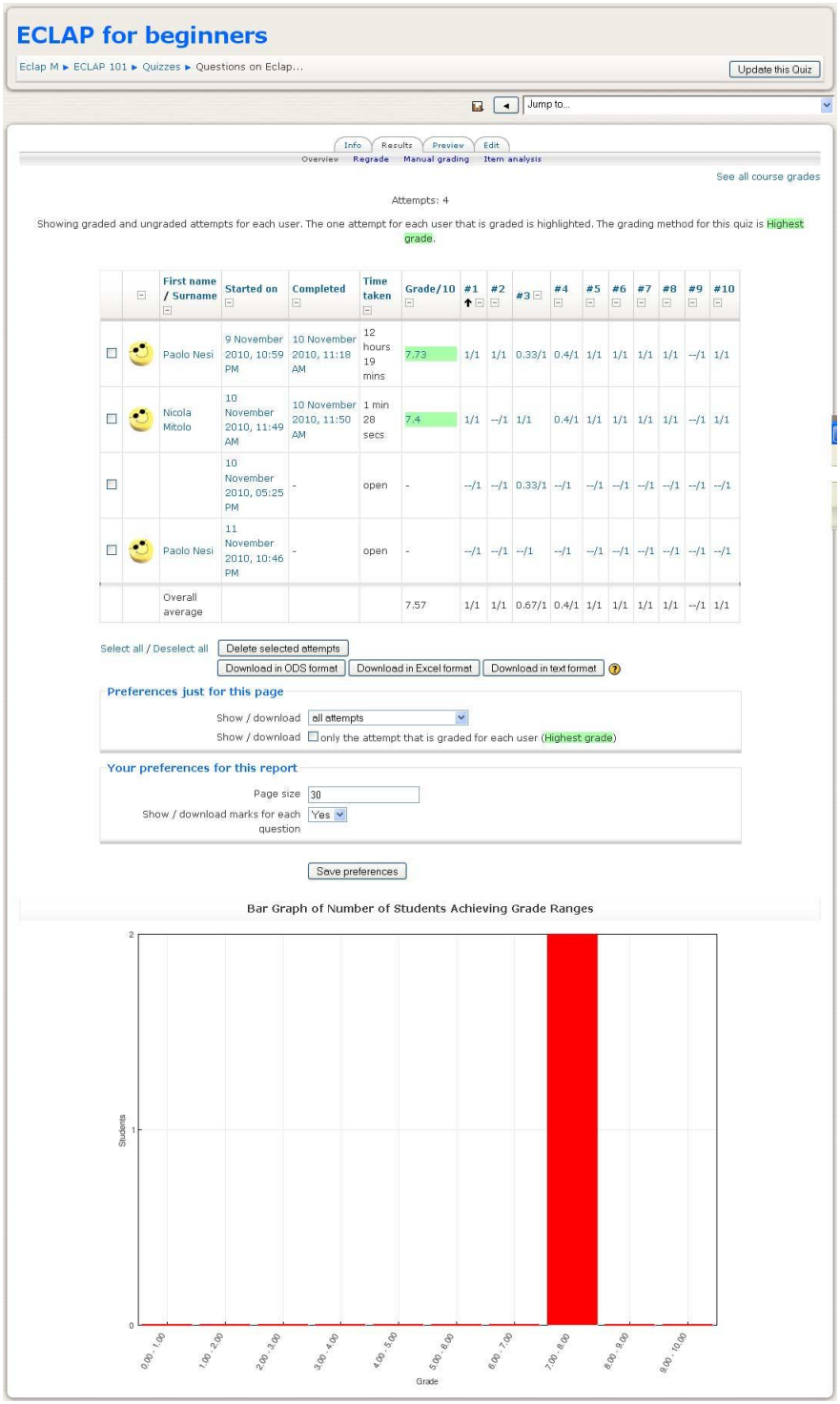
The *Grader report* webpage contains the list of all the students enrolled in the course with a numeric evaluation referred to each questionnaire and a total evaluation referred to the whole course. The last row in that table contains a medium evaluation of activities performed by all enrolled students.

In general, grades can be calculated, aggregated and visualized in many different modalities according to settings defined by the teacher. Many activities performed by students can be evaluated, like for example: questionnaires, forums, assignments, etc. and values can be expressed in numeric form, as text in the form of words or phrases, or in a scale or rating system.



Grades can also be used as outcomes and as arbitrary text attributed to each participant in a course. The teacher can organize grades and category of grades, he can import and export grades from a course to another and perform calculations.

The following image shows an example of overall report of grades collected after a questionnaire completion.



Detailed information on Grades are available in officila Moodle documentation: http://docs.moodle.org/en/Grades

The following image shows a complex report related to grades.

Choose an action ...

Grader report | My report preferences

Separate groups: All participants

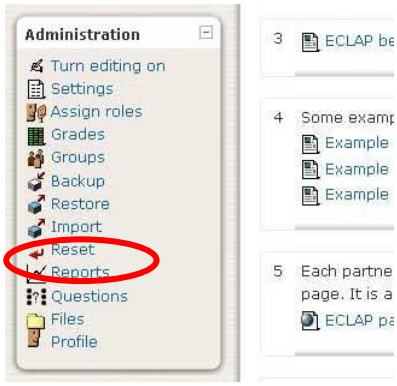
Hide averages | Hide groups | Hide ranges | Hide outcomes

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...159 (Next)

	Gradebook tests												
	Semester 1											2nd Semester	
				Ancient Gaul				Biology					
First name / Surname	French Monarchy	Philosophy in France	French Kings and Queens	Ancient Gaul	Human Intelligence	Category total	Animal intelligence	Betise humaine et animale	Human Intelligence	Category total	Category total	Category total	Course total
Range	0–100	Idiotic–Clever	0–31	0–84	Idiotic–Clever	0–100	0–92	Idiotic–Clever	Idiotic–Clever	0–100	0–100	0–100	F–A
Patricia Johnson	97.0000	Stupid	16.00	74.00	Smart	81.55	67.00	Clever	Average	74.28	65.89	-	D
Krystelle Aifosne	96.0000	Smart	12.00	84.00	Clever	100.00	78.00	Average	Smart	69.93	75.93	10.44	F
Patricia Johnson	95.0000	Idiotic	31.00	76.00	Idiotic	45.24	92.00	Average	Idiotic	50.00	58.05	-	F
Merline Lanchantée	91.0000	Clever	9.40	44.00	-	52.38	-	-	-	-	68.43	-	D+
Paul Johnson	87.0000	Clever	11.00	38.00	Idiotic	22.62	71.00	Clever	Idiotic	59.06	60.83	-	D
François Labeille	87.0000	Clever	8.90	60.00	Clever	85.71	-	-	-	-	75.36	-	C
Patrick Johnson	84.0000	Clever	9.00	19.00	Clever	61.31	78.00	Clever	Clever	94.93	73.85	-	C
Paul Johnson	78.0000	Clever	7.00	49.00	Smart	66.67	73.00	Clever	Clever	93.12	72.07	-	C-
Roger Laflemme	76.0000	Stupid	7.00	30.00	Clever	67.86	-	-	-	-	47.86	-	F
Raymond Johnson	74.0000	Stupid	24.00	46.00	Idiotic	27.38	34.00	Idiotic	Clever	45.65	49.89	-	F
Overall average (Submissions)	62.1600 (25)	Average (59)	8.98 (65)	52.76 (25)	Average (22)	59.26 (25)	60.90 (21)	Average (20)	Average (20)	63.00 (21)	40.72 (65)	9.42 (2)	F (65)

Visualize reports on activities

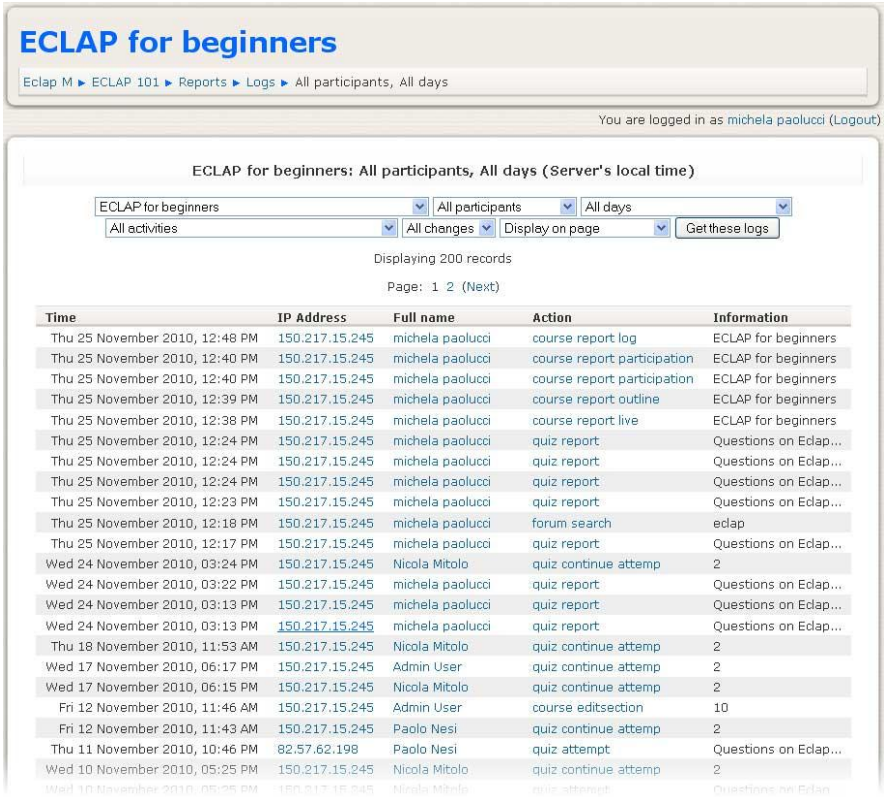
The page related to reports management is accessible by selecting the link *Reports* in the **Administration** block in the left column. The reports page allows teachers and administrator to recover information about all activities performed by users into a course.



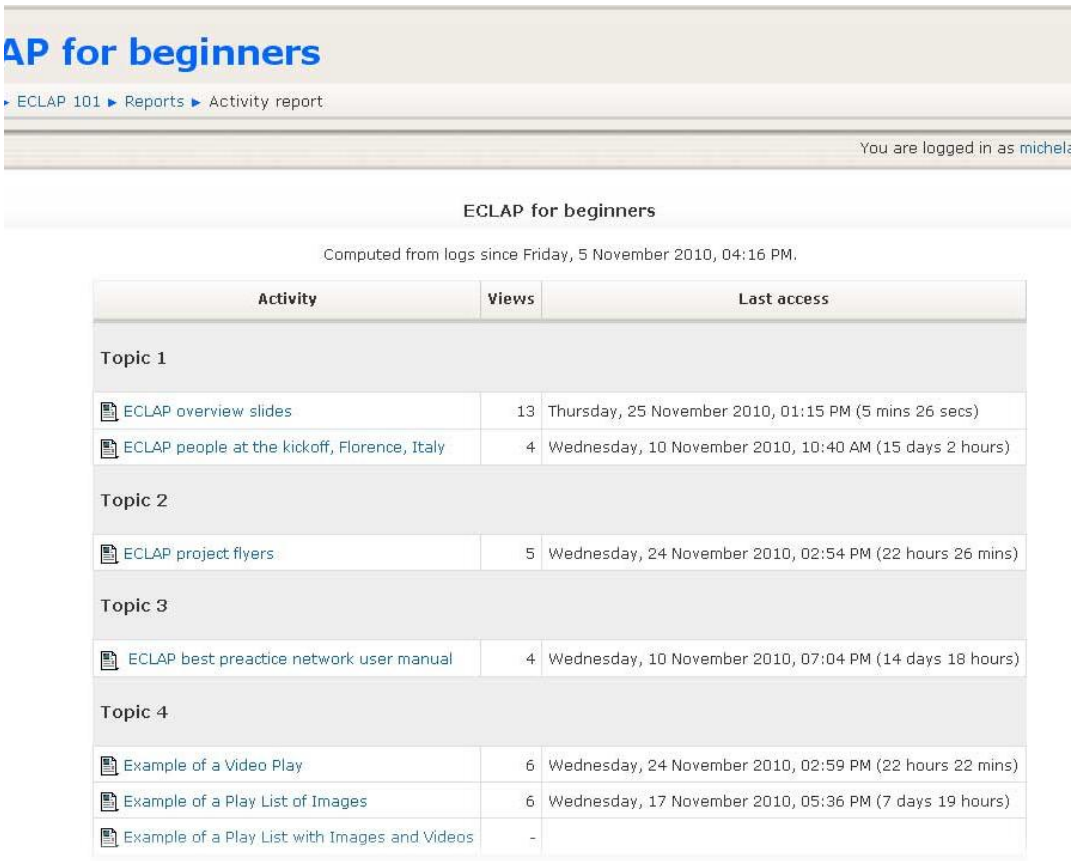
Informative logs related to activities are in the form of links to the other sections of the course (for example, a link to the user profile or to a specific activity or to a questionnaire).

Particularly, the reporting page allows to have information related to the following activities:

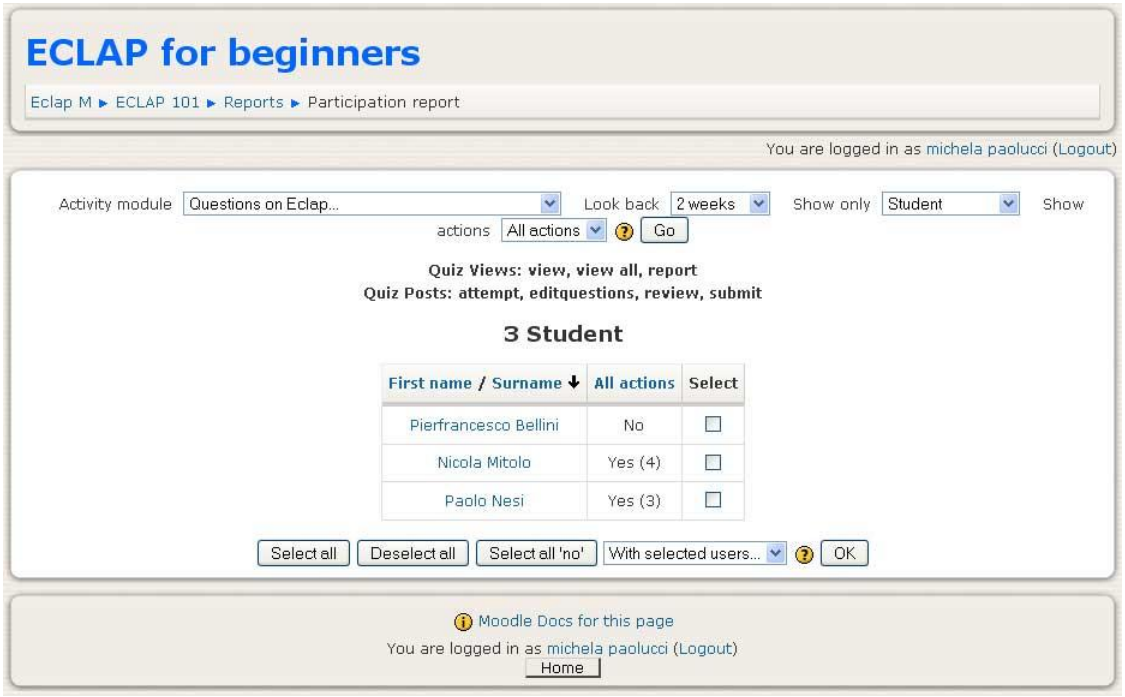
- *Course logs*: show activity within the course. It allows tutors to see what resources are being used and when. They can check to see if an individual student has viewed a specific resource or participated on a specific activity on a specific day.;



- *Live logs from the past hour*, it shows all the activity in the last hour, with a single click;
- *Activity report*, it shows all activity in the course, sorted by topic. Each item will be shown with its type and name. In order of appearance, the fields are: resource/activity name, # of times viewed, date last viewed, and elapsed time since last view;



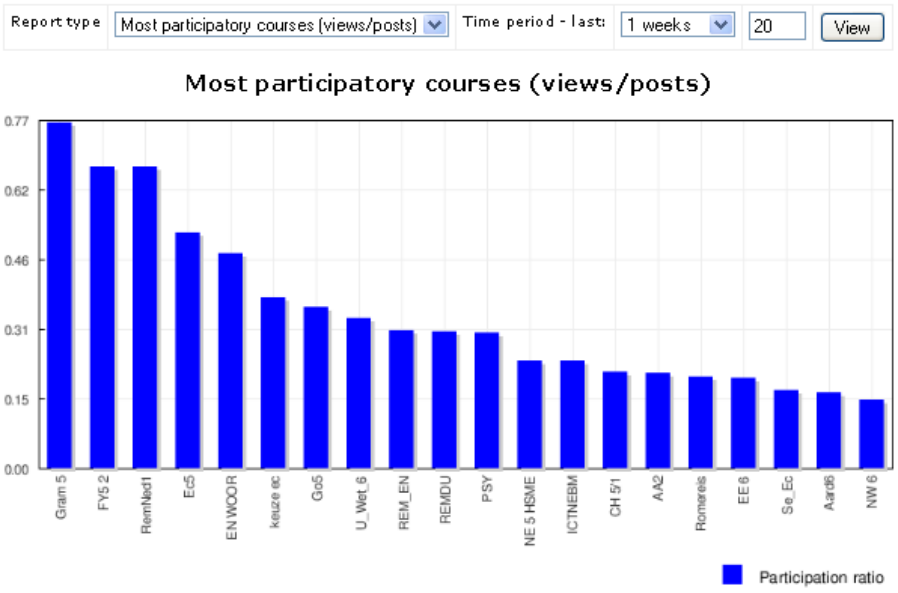
- *Participation report*, provides any easy way to monitor students' participation. The participation report can be accessed from a link off the Reports page;

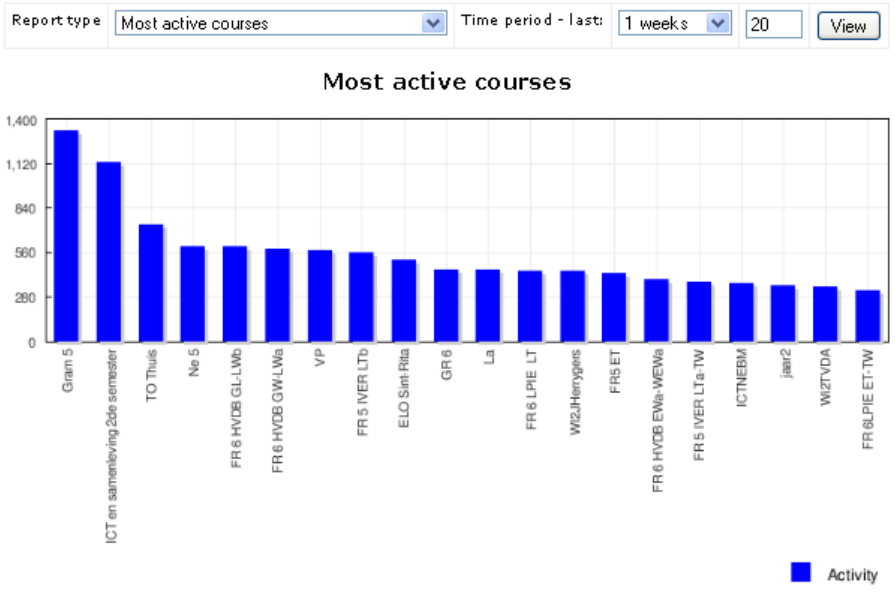


- *Statistics*, (if enabled) Moodle gathers statistics about each course and for the whole site, and produce graphs displaying them. Statistics are available only for the administrator

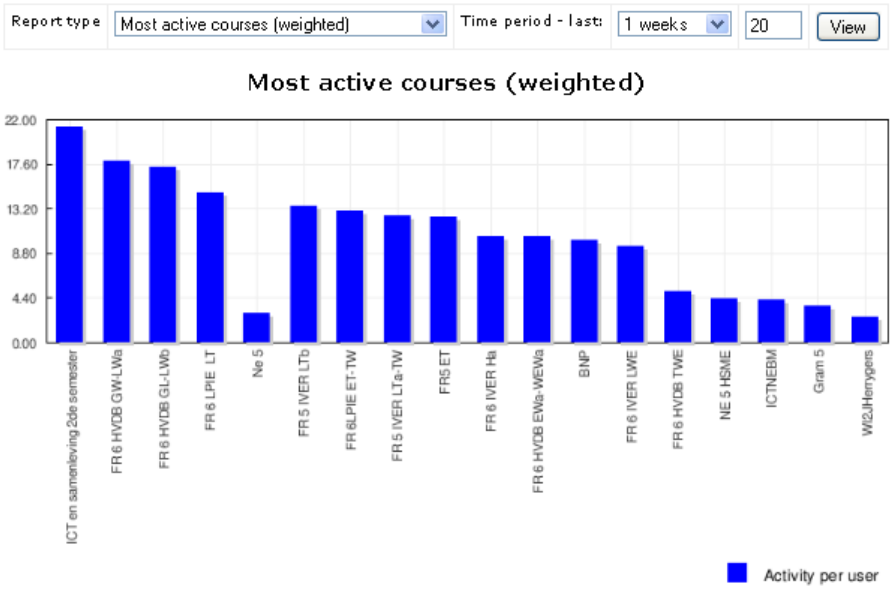
(root). The statistics graphs and tables show how many hits there have been on various parts of the website site during various time frames. They do not show how many distinct users there have been. They are processed daily at a time you specify. The administrator must enable statistics to see anything.

The following images are related to course overview reports and show information like the most active courses or the most participatory courses over a certain time period. Results are displayed in a bar chart and in a table.





Course	Activity
Gram 5	1320
ICT en samenleving 2de semester	1121



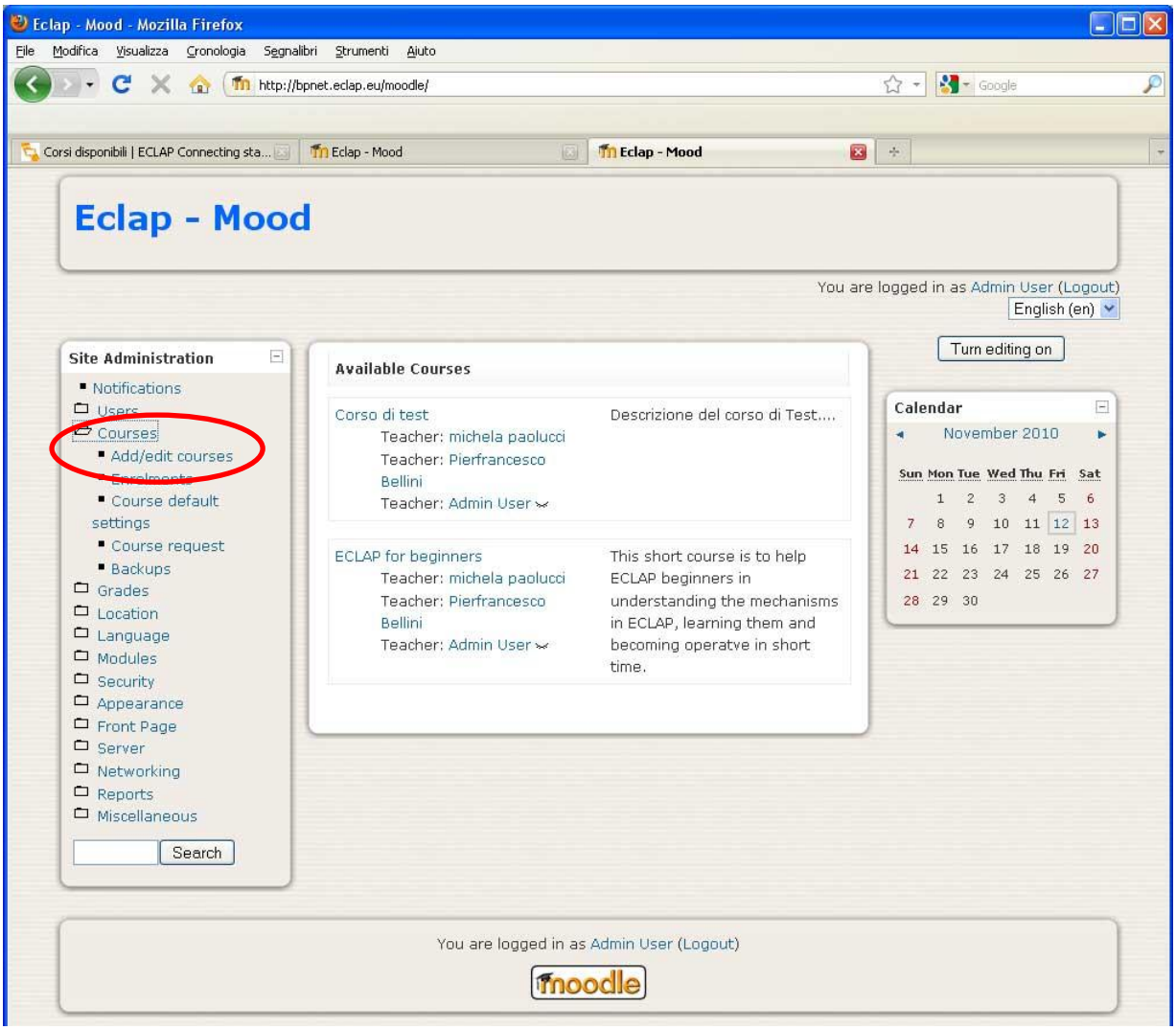
How to create a new course

E-learning functionalities identifies the following main roles:

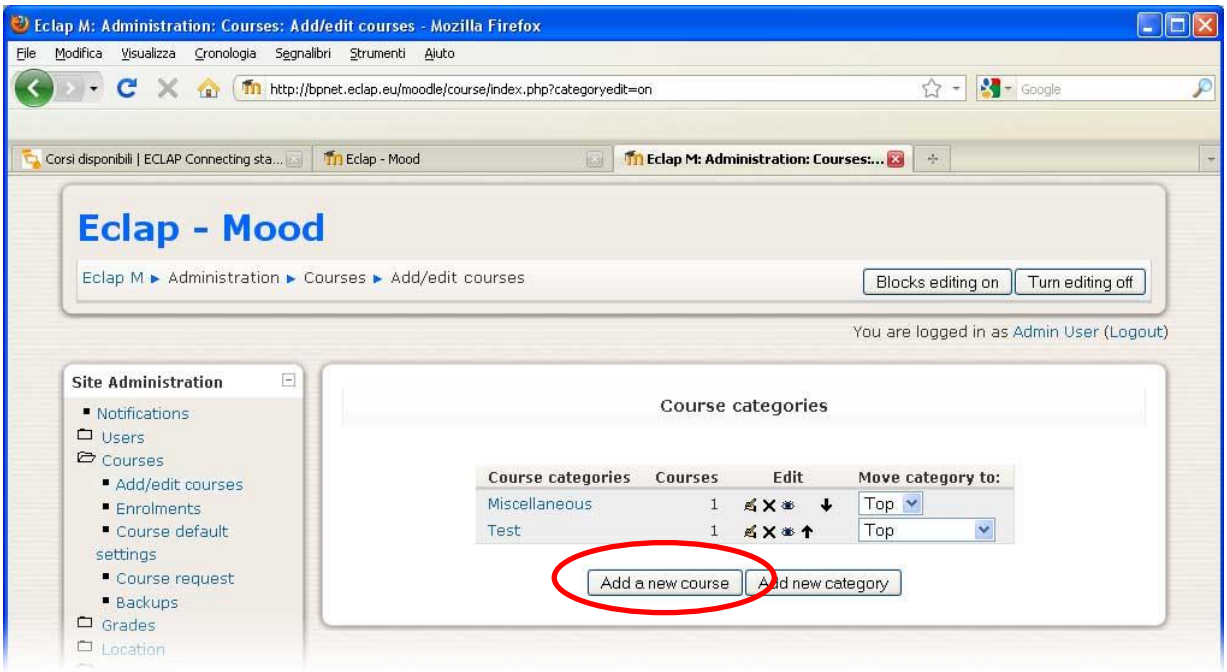
- Website administrator (named **root**, he has the complete access to all functionalities in the portal);
- Teacher (is the user that add resources and activities in the course and defines the assessment modalities);
- Student (is the user that accesses to the course content and assessment questionnaires);
- Guest.

The procedure to create a new course from scratch can be started by the administrator only (root). Only when a new course has been defined, the administrator itself can register one or more teachers to the course. After this the enrolled teacher will be able to add resources and to define activities in the course.

The Moodle administration page allow to access to the e-learning platform management and is available at the following link: http://www.eclap.eu/moodle/. When a user accesses to the administration page, he has to insert his username and password and then the main administration webpage is shown allowing the management of the whole e-learning framework (Moodle).



To create a new course, click on the link on the left *Courses→Add/Edit Courses*. A new page will be opened showing the list of categories and of all available courses.



The category named *Miscellaneous* is a standard one and it is created by default, so that it is possible to associate every course to the Miscellaneous category, or it is possible to create a new category. For additional information it is possible to visit the Moodle documentation webpage available here: http://docs.moodle.org/en/Add/edit_course_categories.

As shown in the previous image, every course category contains a set of icons that allow the user to:

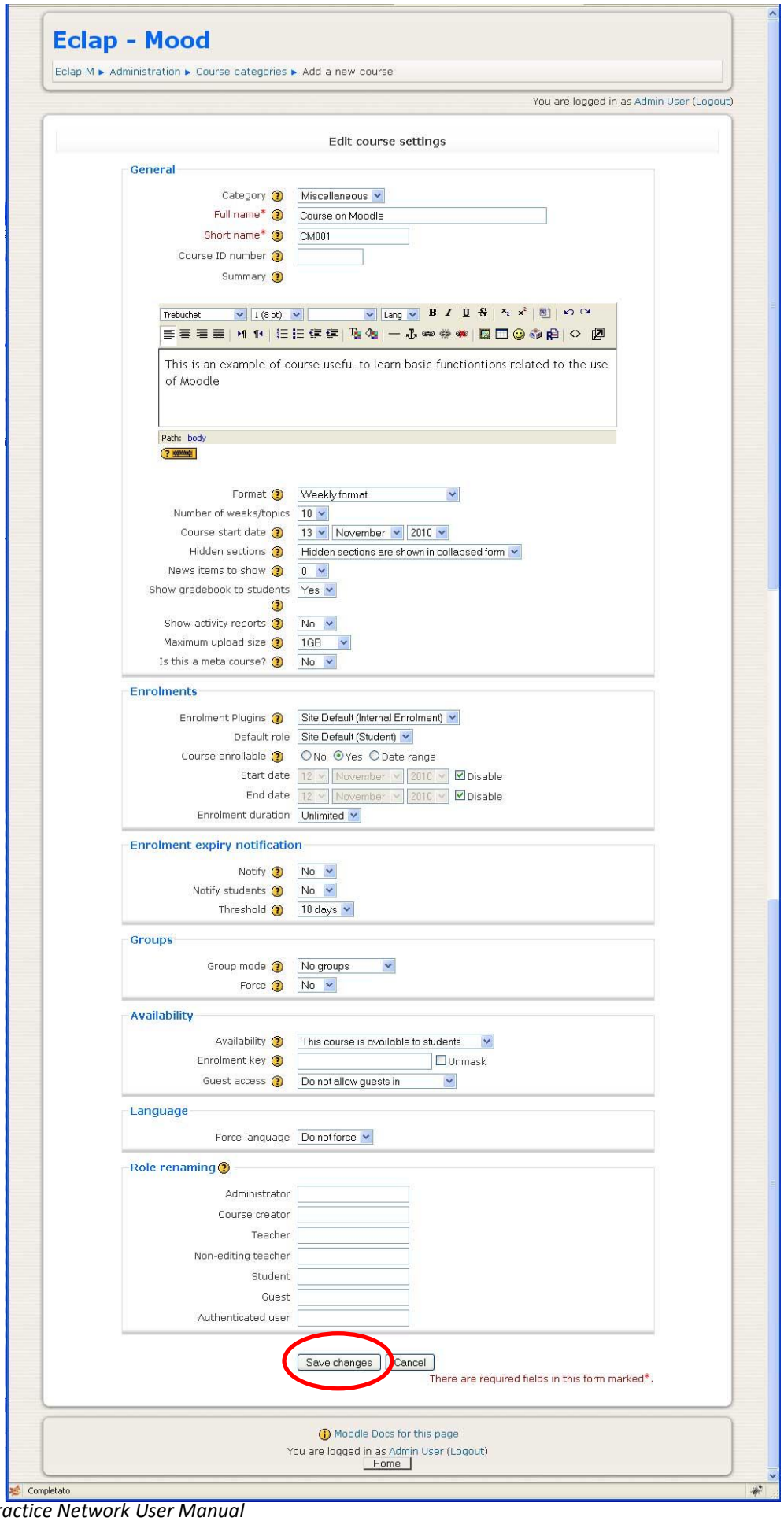
- Edit an existing category
- Delete a category
- Visualize or hide a category
- Shift a category above or below on the list

By clicking the *Add a new course* button available below the categories list, a new page is shown to define the course parameters.

A new page is opened containing some mandatory fields to be filled-in:

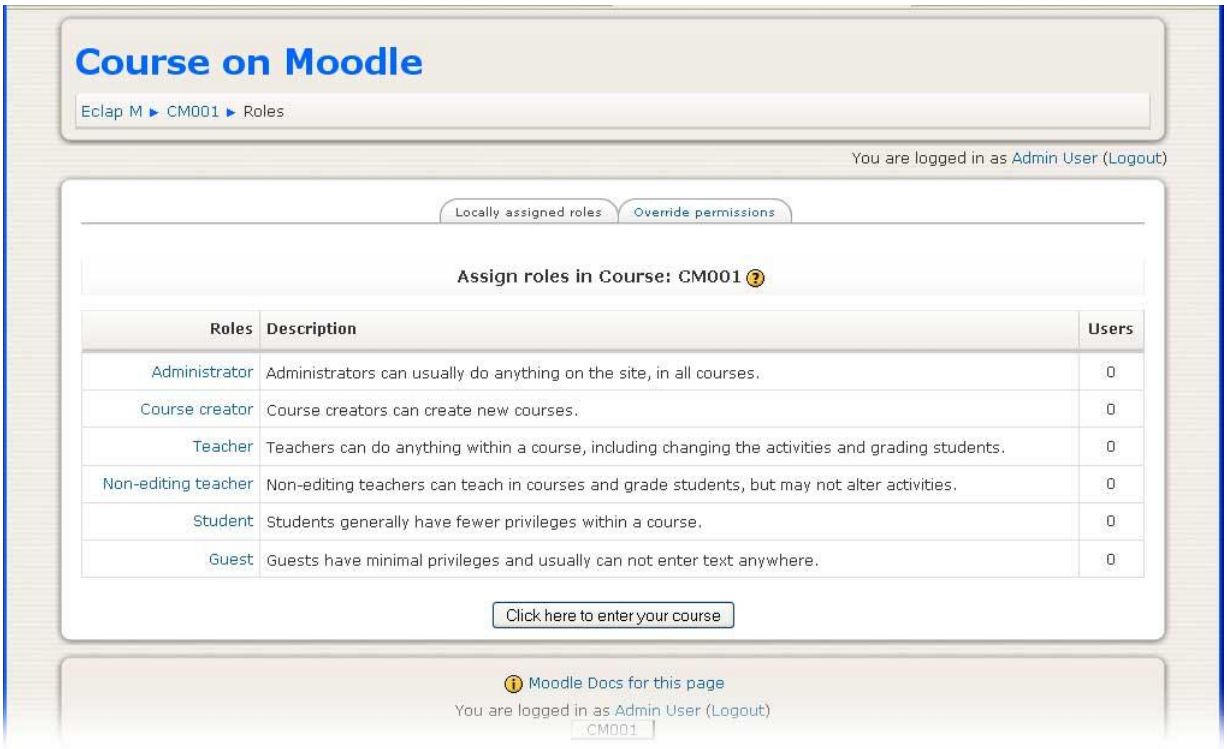
- The Category of the course to be selected among the available
- Course name
- Course short name

Also it is possible to add a course description and many useful settings can be defined. Detailed information on course settings are available in the following official Moodle documentation page: http://docs.moodle.org/en/Course_settings. When all settings have been defined, it is possible to click on the *Save changes* button at the end of the page, as shown in the following image.


Eclap - Mood
Eclap M ▸ Administration ▸ Course categories ▸ Add a new course
You are logged in as Admin User (Logout)
Edit course settings
General
Category
Miscellaneous
Full name*
Course on Moodle
Short name*
CM001
Course ID number
Summary
This is an example of course useful to learn basic functiontions related to the use of Moodle
Path: body
Format
Weekly format
Number of weeks/topics
10
Course start date
13 November 2010
Hidden sections
Hidden sections are shown in collapsed form
News items to show
0
Show gradebook to students
Yes
Show activity reports
No
Maximum upload size
1GB
Is this a meta course?
No
Enrolments
Enrolment Plugins
Site Default (Internal Enrolment)
Default role
Site Default (Student)
Course enrollable
No Yes Date range
Start date
12 November 2010 Disable
End date
12 November 2010 Disable
Enrolment duration
Unlimited
Enrolment expiry notification
Notify
No
Notify students
No
Threshold
10 days
Groups
Group mode
No groups
Force
No
Availability
Availability
This course is available to students
Enrolment key
Unmask
Guest access
Do not allow guests in
Language
Force language
Do not force
Role renaming
Administrator
Course creator
Teacher
Non-editing teacher
Student
Guest
Authenticated user
Save changes
Cancel
There are required fields in this form marked*.
Moodle Docs for this page
You are logged in as Admin User (Logout)
Home
Completato

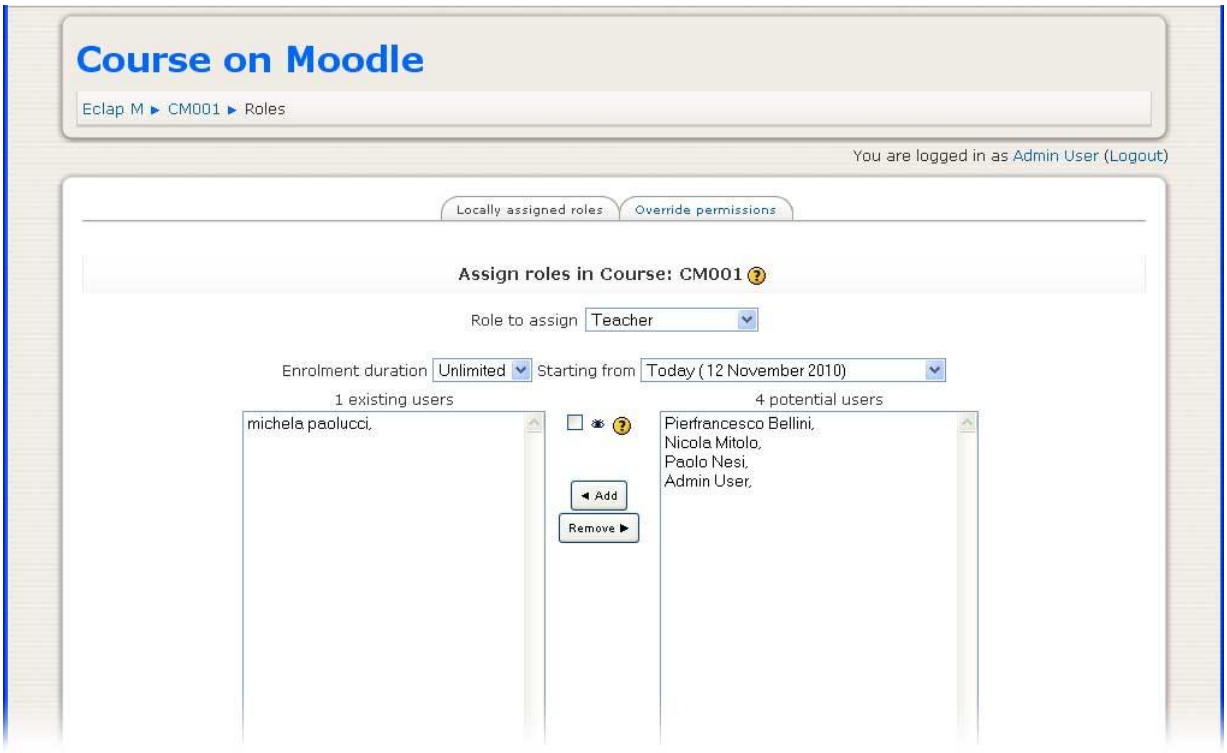
A new page is shown to define users' roles in the course. Particularly the administrator can enroll users in the course with the following roles:

- **Administrator**, can usually do anything on the site, on all courses;
- **Course creator**, can create new courses;
- **Teacher**, can do anything within a course, including changing the activities and grading students;
- **Non-editing teacher**, can teach in courses and grade students, but may not alter activities;
- **Student**, generally have fewer privileges within a course;
- **Guest**, have minimal privileges and usually cannot enter text anywhere.

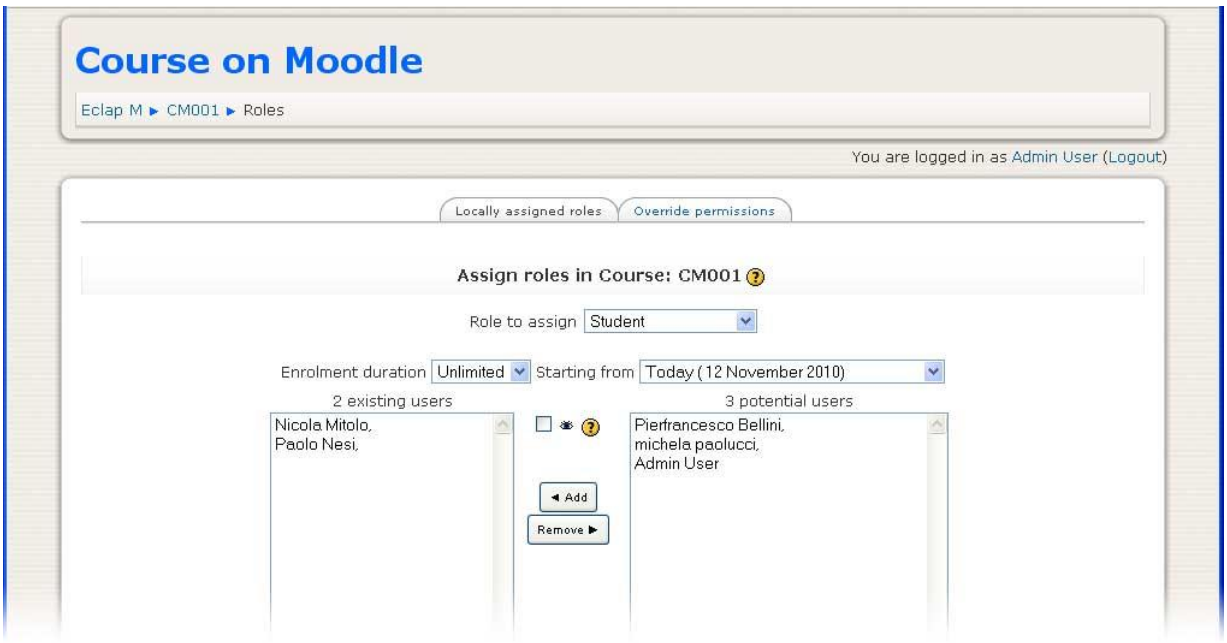


By clicking on one of the available roles a new page is shown to allow to add users and to assign them the selected role. The list of users potentially qualified to assume the selected role is shoen on the right column. To add a user it is sufficient to select it on the list and to press the Add button so that the username will be shown on the left column list and his role will be assigned in the course.

In the following image, the user Michela Paolucci is enrolled as teacher in the course named CM001.

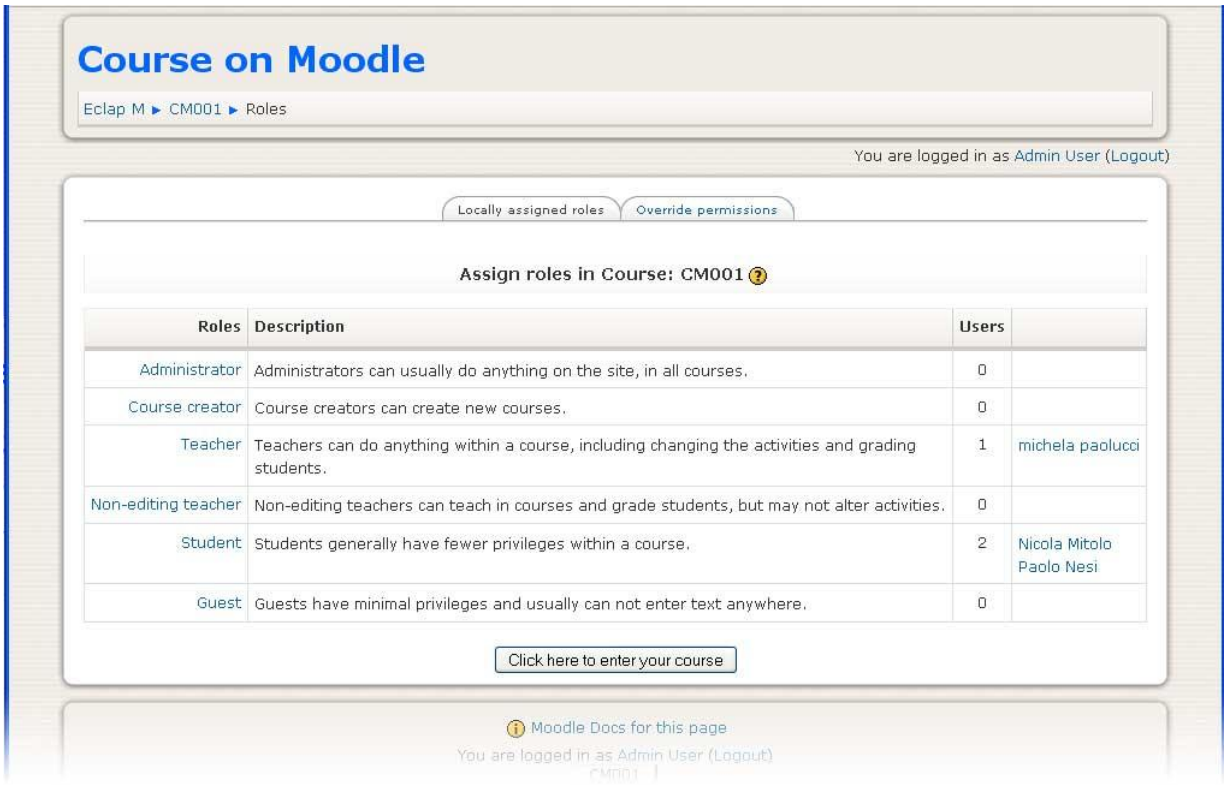


In the following image, users Nicola Mitolo and Paolo Nesi have been enrolled as students in the course named CM001, starting from the 12th November for an unlimited time.

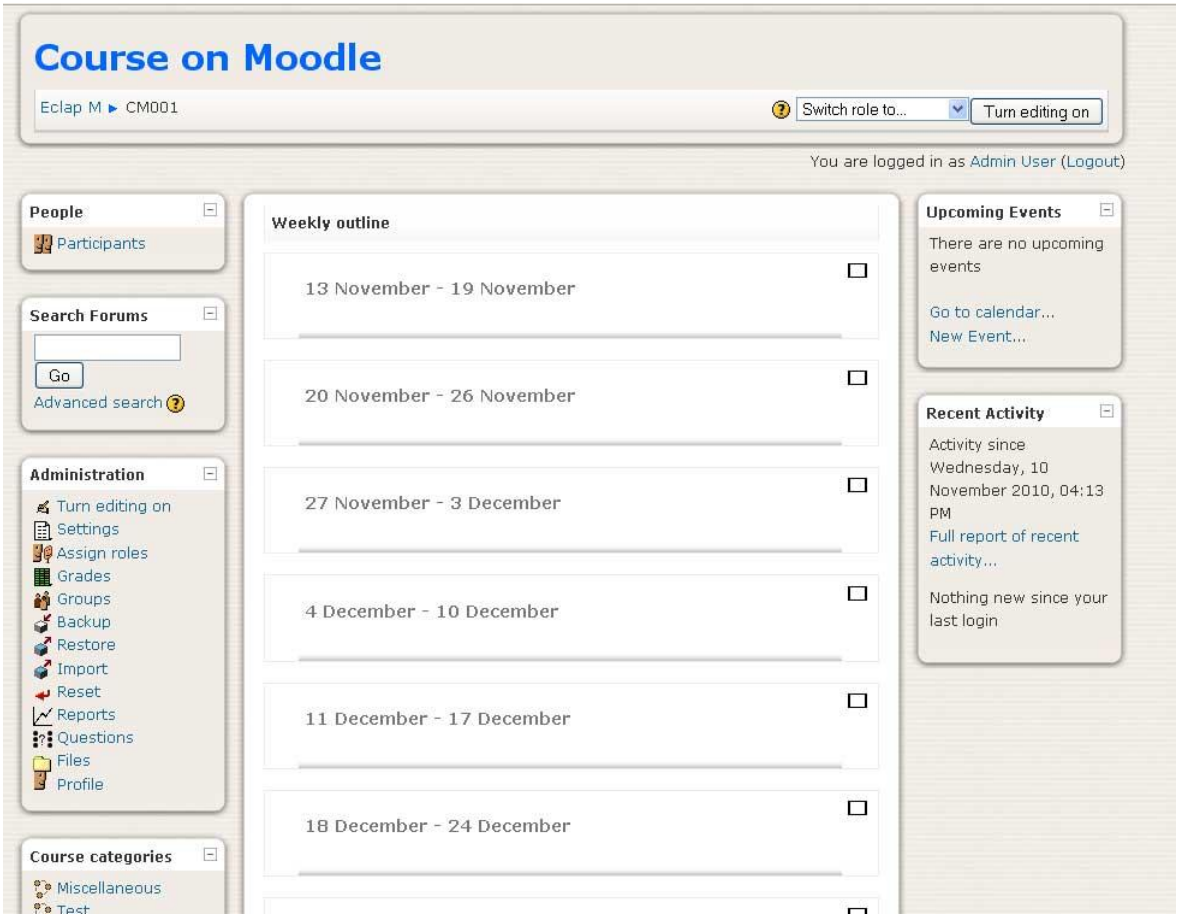


When roles have been assigned, it is possible to save the page. An updated page with the report of all assigned roles is shown, as in the following image.

NOTE: for the administrator it is also possible to manage roles and assignments for all the users and for all the course, avoiding to assign roles course by course.



By selecting the button "*Click here to enter your course*" at the end of the page, the page of the course is shown, reporting all activities included in the course. The following image shows an example of new course split in weekly activities (actually empty).

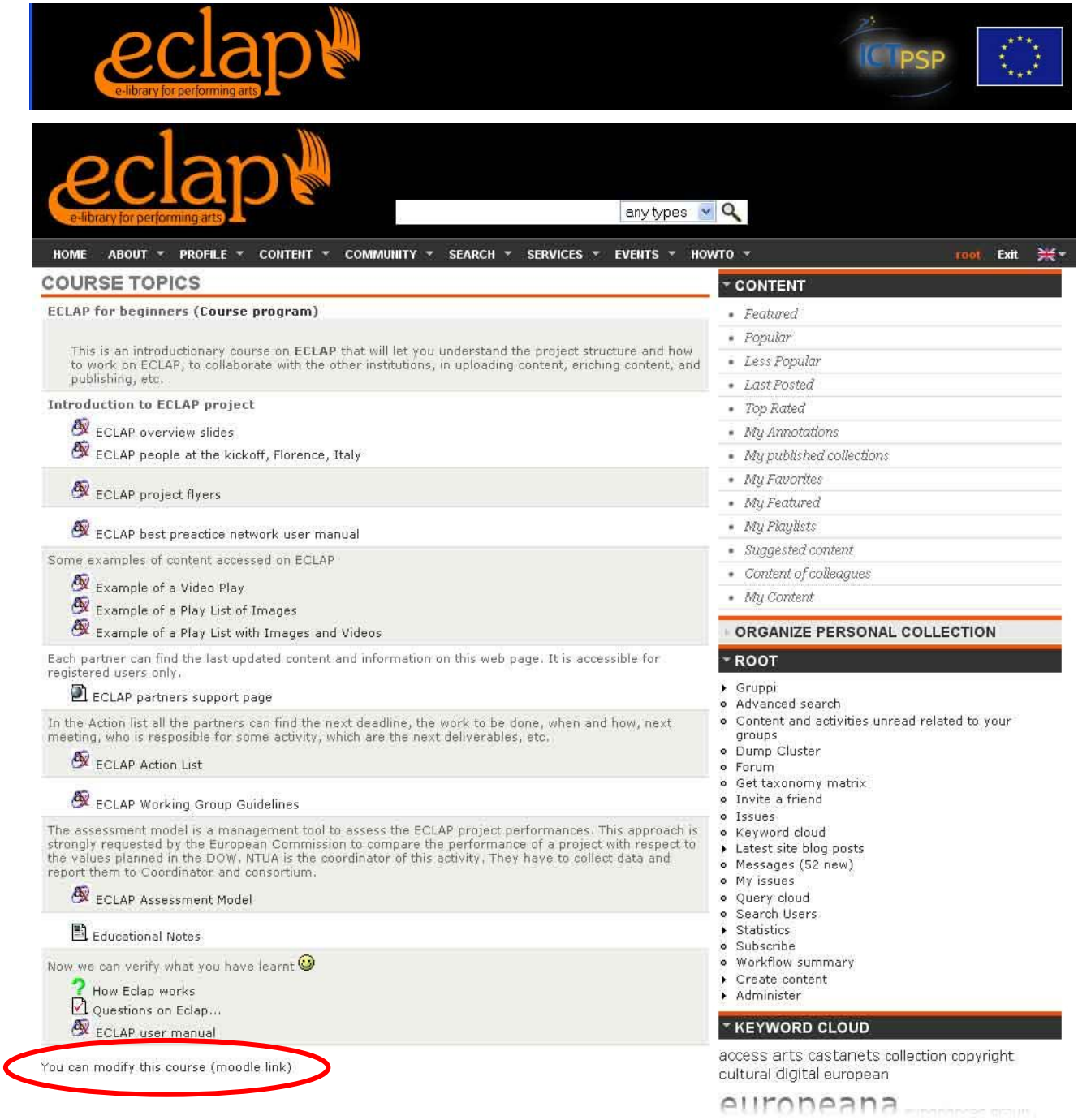


Access to a course as teacher

A user enrolled in a course as teacher, can have the access to a course available in the ECLAP Portal to:

- define and add activities in a course
- define and add assessment and evaluation questionnaires
- visualize reports related to students' activities.

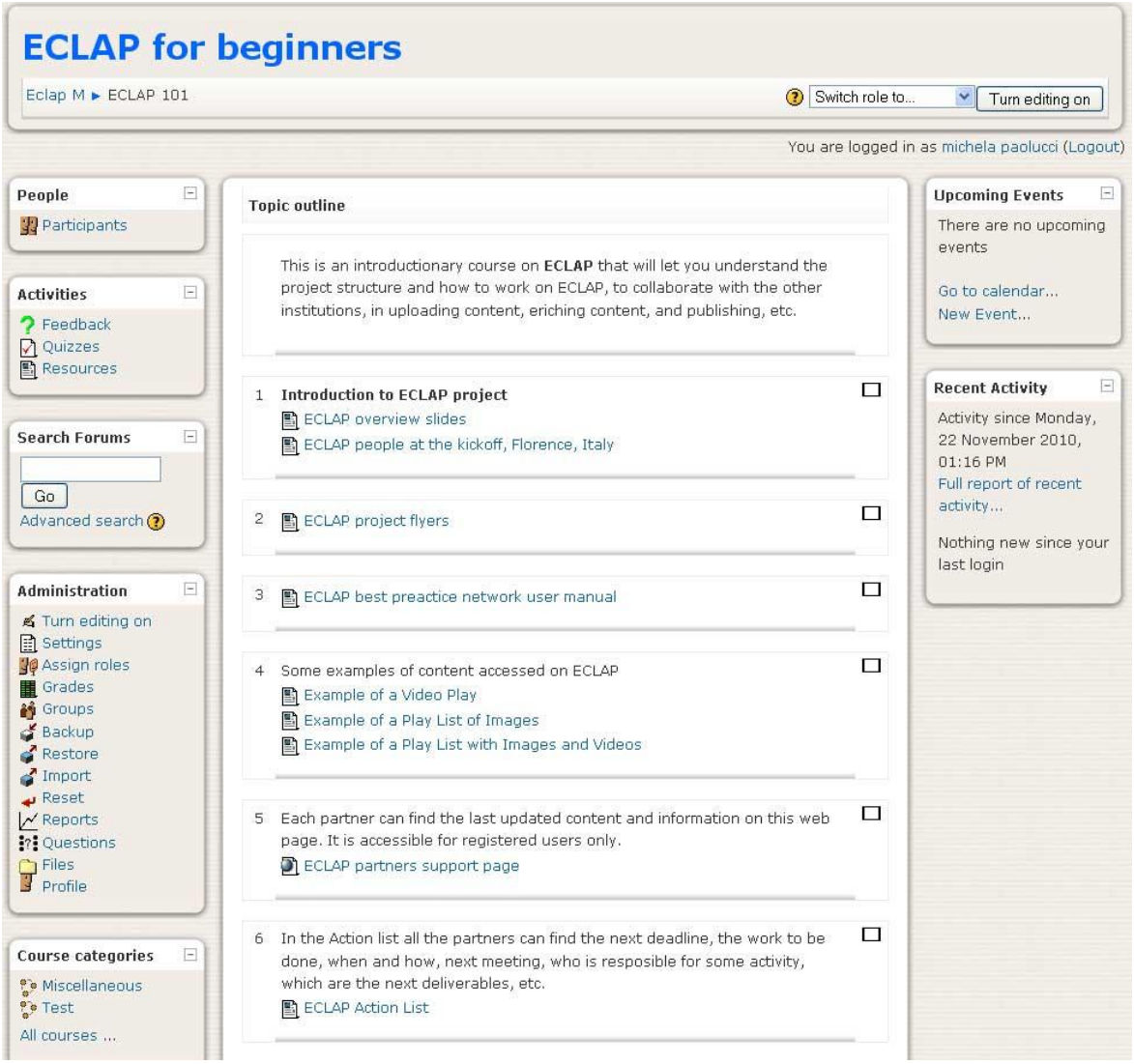
To have the access in a course, the teacher has to be logged in the ECLAP portal and has to click on the link *My e-learning activities* available in box **e-learning Courses** on the right column. The page with the list of available courses in which he is enrolled in will be shown. By clicking on the course name on the list, the page listing contents available in the course will be shown. At the end of the page a link to enter in the course editing modality is present (*You can modify this course/moodle link*), as shown in the following image.



By clicking on the link, a new page will be opened asking for the username and password of the teacher to allow him to enter in the Moodle administration frontend.

NOTE: it is NOT necessary to enter again username and password to access in the course administration page in Moodle.

By entering in Moodle, the page to edit the course is shown and the teacher will be able to access to many functionalities. The following is an example of main page of a course from the teacher point of view.

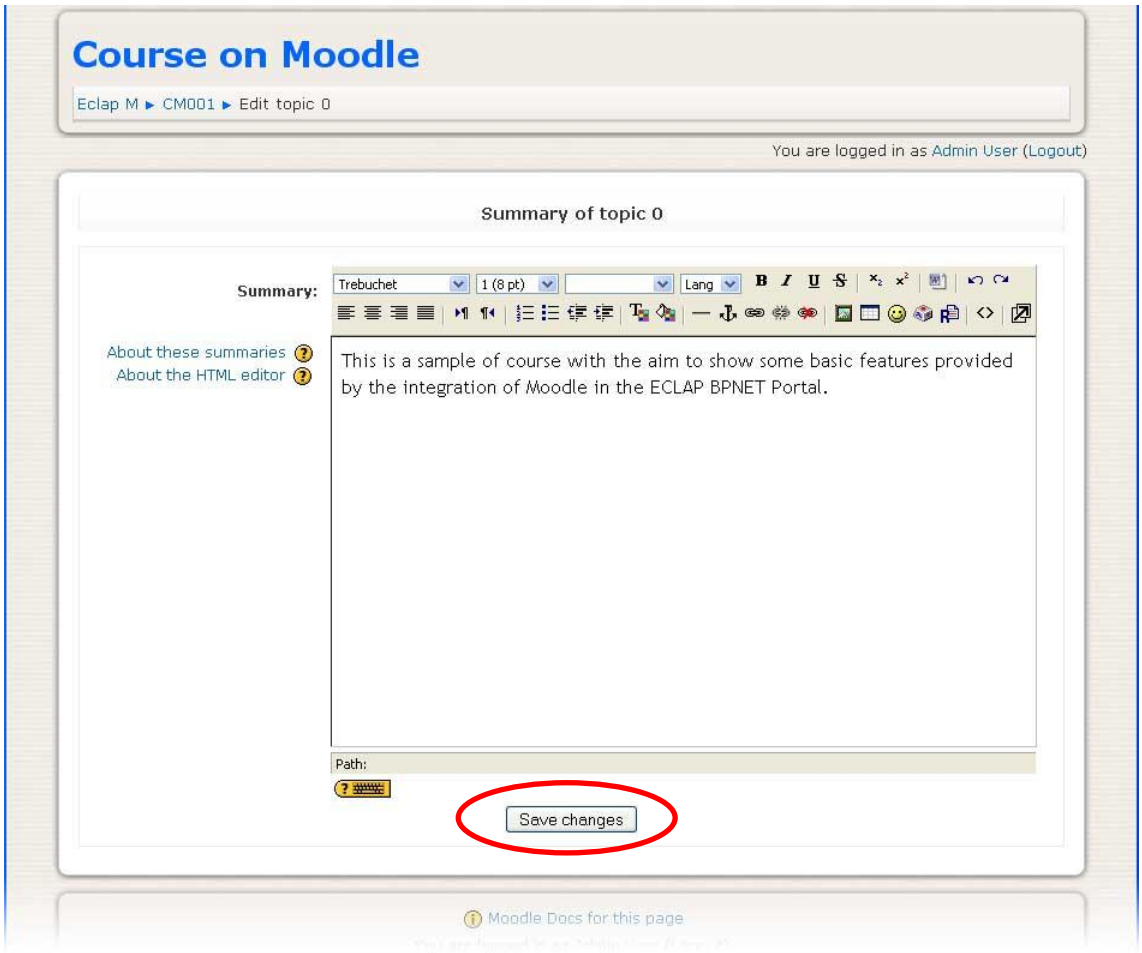


Add a summary to a course

To add an introductory text, it is necessary to turn on the editing mode by clicking on the link "*Turn editing on*" on the **Administration** block on the left.

To insert a text in the first topic of the course, click the *edit* icon as shown in the following image.

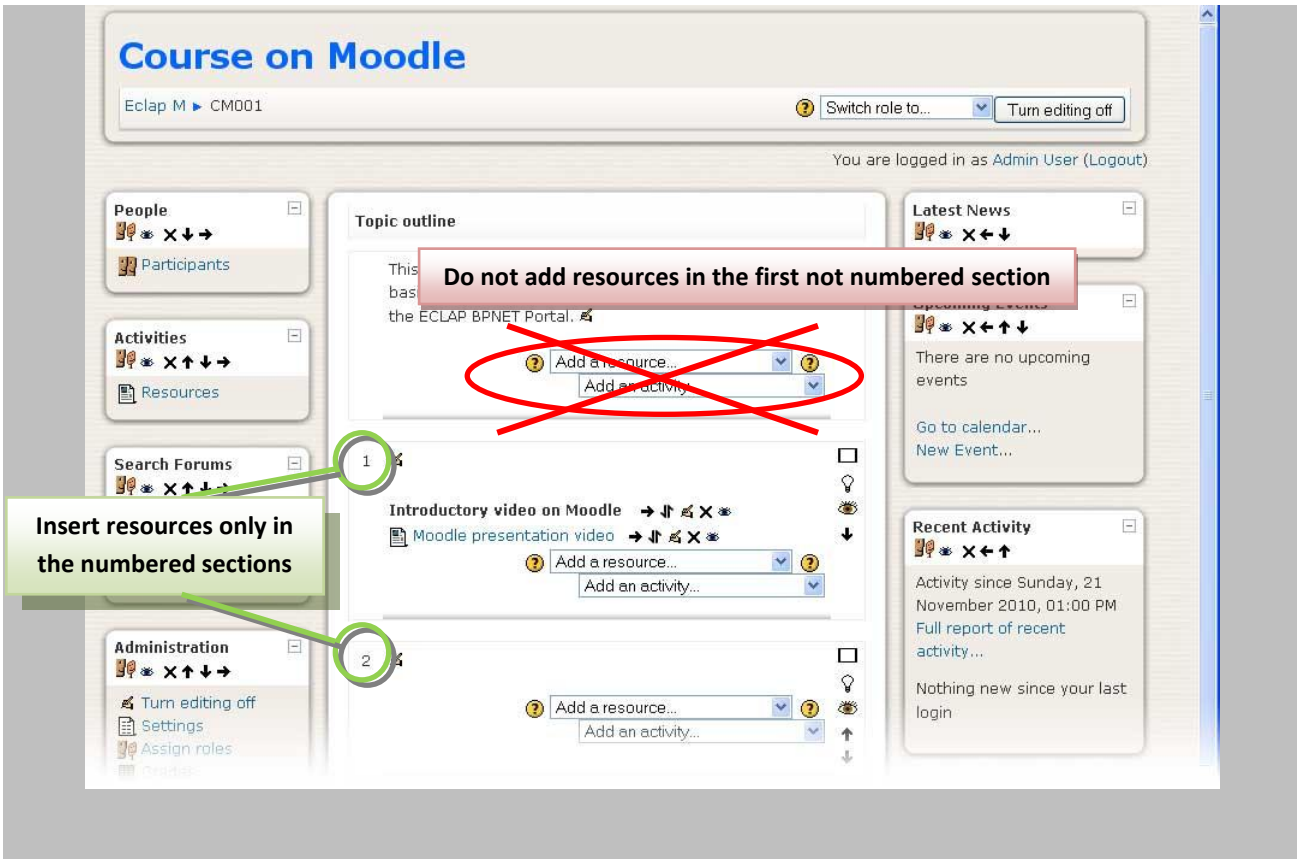
A new page will be opened to insert the text as summary of topic 0. Write the text and click on the *Save changes* button at the end of the page.



Add a resource and an activity to a course

The main page of the course is dived in section topics. A course is a collection of topics with resources and activities inside. when a new course is created, the administrator or the teacher has to insert resources and activities that will be visualized by the students of the course.

It is not recommended to add resources and activities in the first topic. Please, be sure to add resources only in the numered sections, as highlighted in the following image.



In each topic it is possible to add the following resources (that will be viewed by the course students):

- **Label**: a label is a way to add text to the content area of your course. Labels can be used to give a quick instruction or for telling users what to click on next.;
- **Pagina di testo**: a simple page written using plain text;
- **Web page**: a resource that has a link in the center column of a course home page for the student to use. It is like a single page document that has the HTML editor tool which the teacher uses to create content.;
- **Link to a File or web page**: to upload any type of external electronic file;
- **Directory**: to display a whole directory (and its subdirectories) from the course files area. Students can then browse and view all those files.;
- **ECLAP Media Content**: to add a link to a re source published on the ECLAP portal;
- **Resource from collections**: to add a resource included in a collection aggregated in the ECLAP portal;
- **IMS Content Package**: The IMS Content Packaging stores chunks of e-learning material in a standard format which can be re-used in different systems, without having to convert the material into new formats.

it is also possible to add the following activities that students will execute:

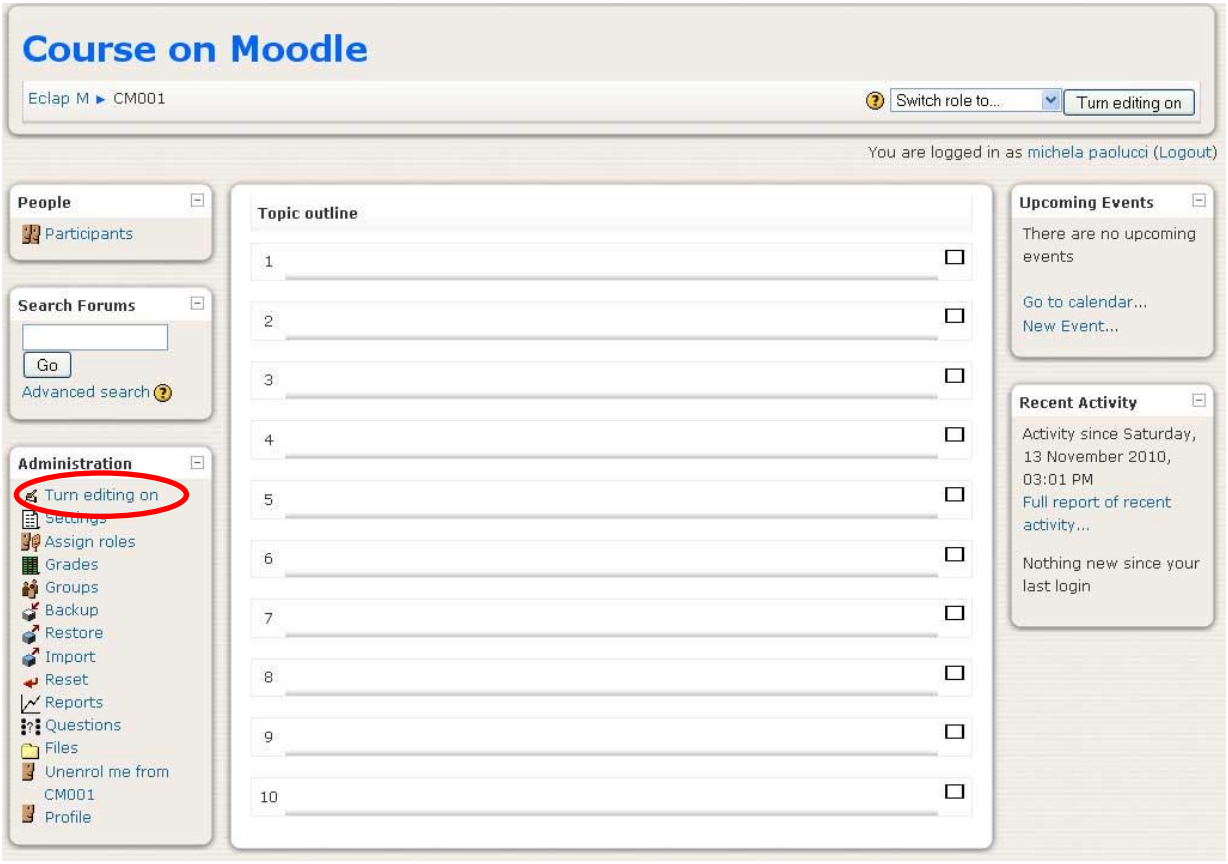
- **Assignment**: it allows teachers to collect work from students, review it and provide feedback including grades. Students can submit any digital content (files), including, for example, word-processed documents, spreadsheets, images, audio and video clips. Alternatively, teachers can ask students to type directly an online text assignment;

- **Chat**: allows participants to have a real-time synchronous discussion via the web;
- **Choice**: the teacher asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent;
- **Database**: The database activity module allows the teacher and/or students to build, display and search a bank of record entries about any conceivable topic. The format and structure of these entries can be almost unlimited, including images, files, URLs, numbers and text amongst other things;
- **Feedback**: allows you to create and conduct surveys to collect feedback from Students. It is smaller in scope and therefore easier to use than the Questionnaire module, and unlike the Survey tool allows you to write your own questions, rather than choose from a list of pre-written survey instruments;
- **Forum**: an activity where students and teachers can exchange ideas by posting comments;
- **Glossary**: The Glossary activity allows participants to create and maintain a list of definitions, like a dictionary. The autolinking feature, will highlight any word in the course which is located in the glossary;
- **Lesson**: The lesson module presents a series of HTML pages to the student, who is usually asked to make some sort of choice underneath the content area. The choice will send them to a specific page in the Lesson. In a Lesson page's simplest form, the student can select a continue button at the bottom of the page, which will send them to the next page in the Lesson;
- **Quiz**: module allows the teacher to design and set quizzes consisting of a large variety of Question types, including multiple choice, true-false, and short answer questions. These questions are kept in the Question bank and can be re-used in multiple quizzes. Quizzes can be configured to allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback and/or show the correct answers.
- **SCORM/AICC**: a course activity which allows you (the teacher) to upload any SCORM or AICC package to include in your course. SCORM (Sharable Content Object Reference Model) is a collection of specifications that enable interoperability, accessibility and reusability of web-based learning content. SCORM content can be delivered to learners via any SCORM-compliant Learning Management System (LMS) using the same version of SCORM;
- **Survey**: The Survey activity module is a course activity that provides a number of verified survey instruments, including COLLES (Constructivist On-Line Learning Environment Survey) and ATTLS (Attitudes to Thinking and Learning Survey), which have been found useful in assessing and stimulating learning in online environments. Teachers can use these to gather data from their students that will help them learn about their class and reflect on their own teaching;
- **Wiki**: A wiki activity is a collection of collaboratively authored web documents. Basically, a wiki page is a web page everyone in your class can create together, right in the browser, without needing to know HTML. A wiki starts with one front page. Each author can add other pages to the wiki by simply creating a link to a page that doesn't exist yet.

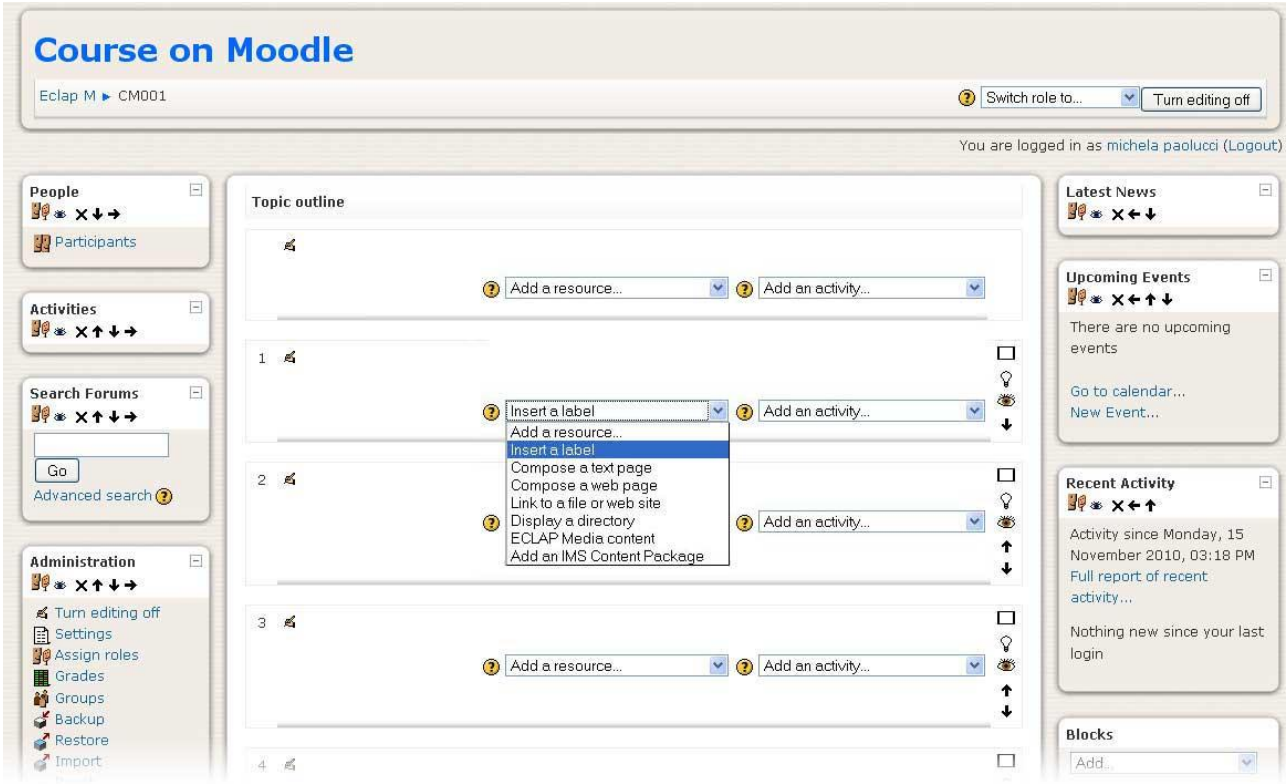
To add resources in a course, the teacher has to:

- be logged in the moodle administration frontal page;
- select the course in list "*My courses*" accessible in the middle of the mage by clicking the course title;

- In the Administration box on the left, select "*Turn editing on*" to enter in the editing modality (see next image);



- In each topic in the course two drop-down menu are available. Click the menu *Add a resource*..., select the resource type to be added in the course among the available, or click on *Add an activity*... to add for example a questionnaire or a survey, etc.



In the right part of each course topic, some icons are available. They allow to:

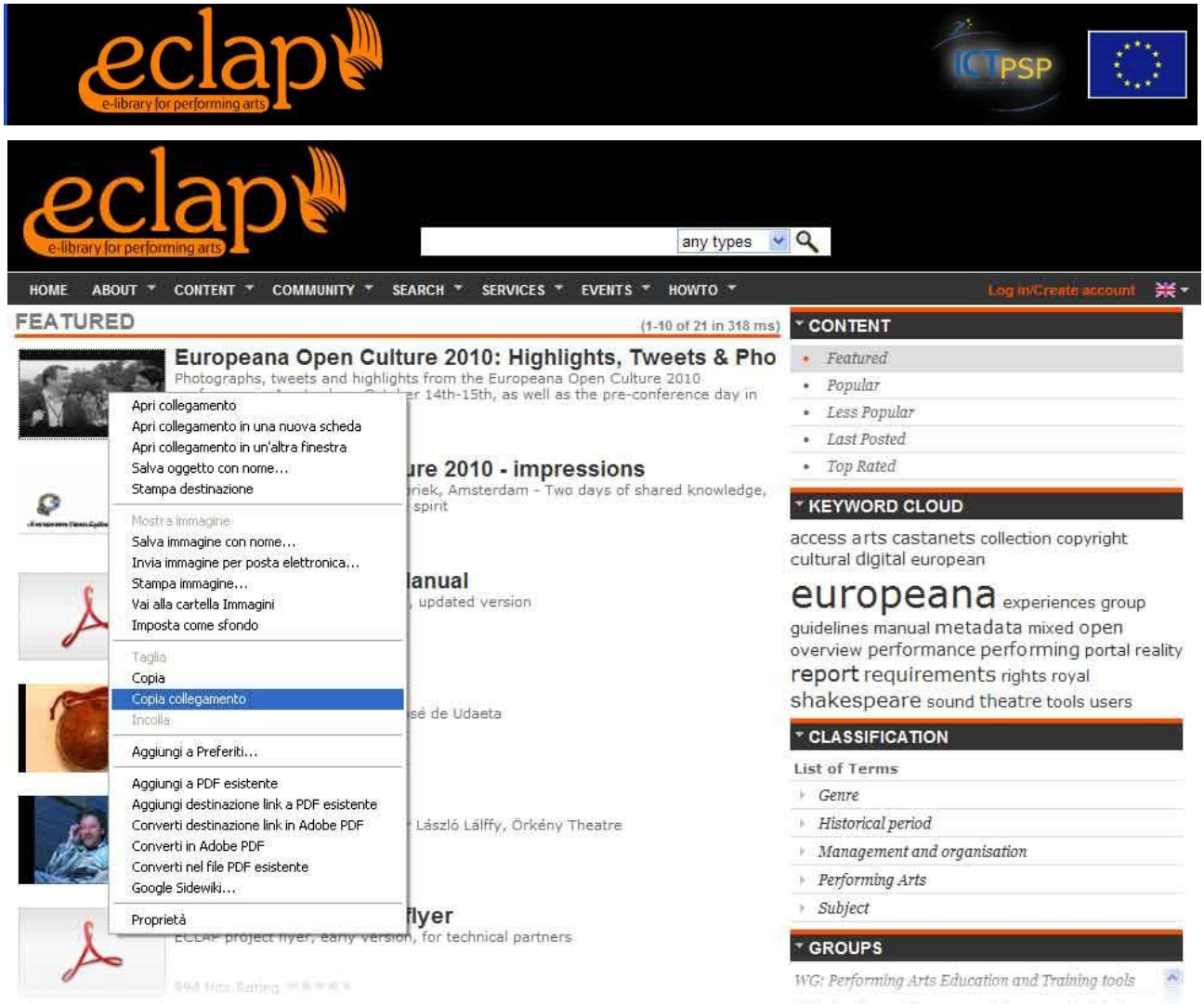
- ☐ See all weeks/topics;
- Make Current (highlight) week/topic;
- Close/Hide item or Open/Show Item;
- Move down the topic in the list.

Add a multimedia resource published in the ECALP Portal

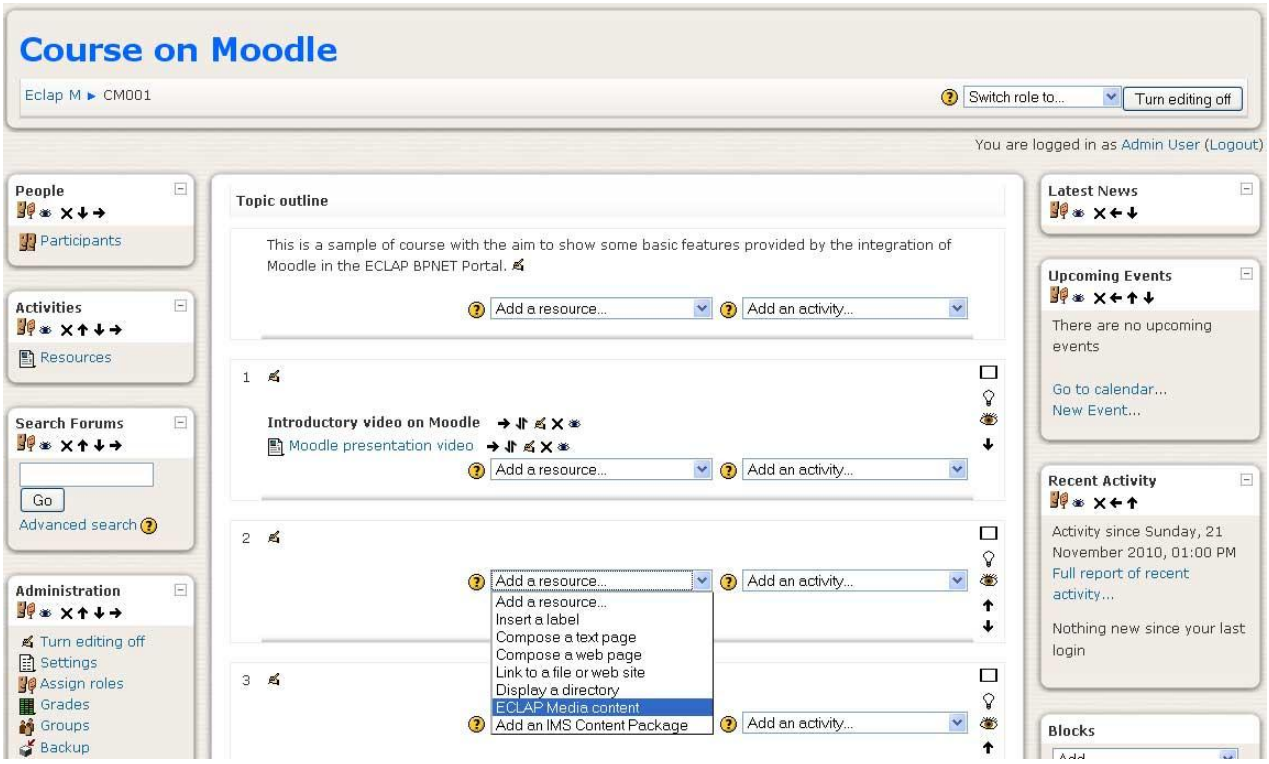
Resources available on the ECLAP portal can be added as resources in a course. In this manner, if an ECLAP content has been added in a lesson, the content itself will be played as any other resource available in the ECLAP portal.

To add a resource available in the ECLAP portal in a lesson, follow the following procedure:

- make a query on the ECLAP portal http://www.eclap.eu/ to search the content to be added to the lesson;
- go with the mouse on the animated icon or on the resource title, right click and copy the link of the resource;

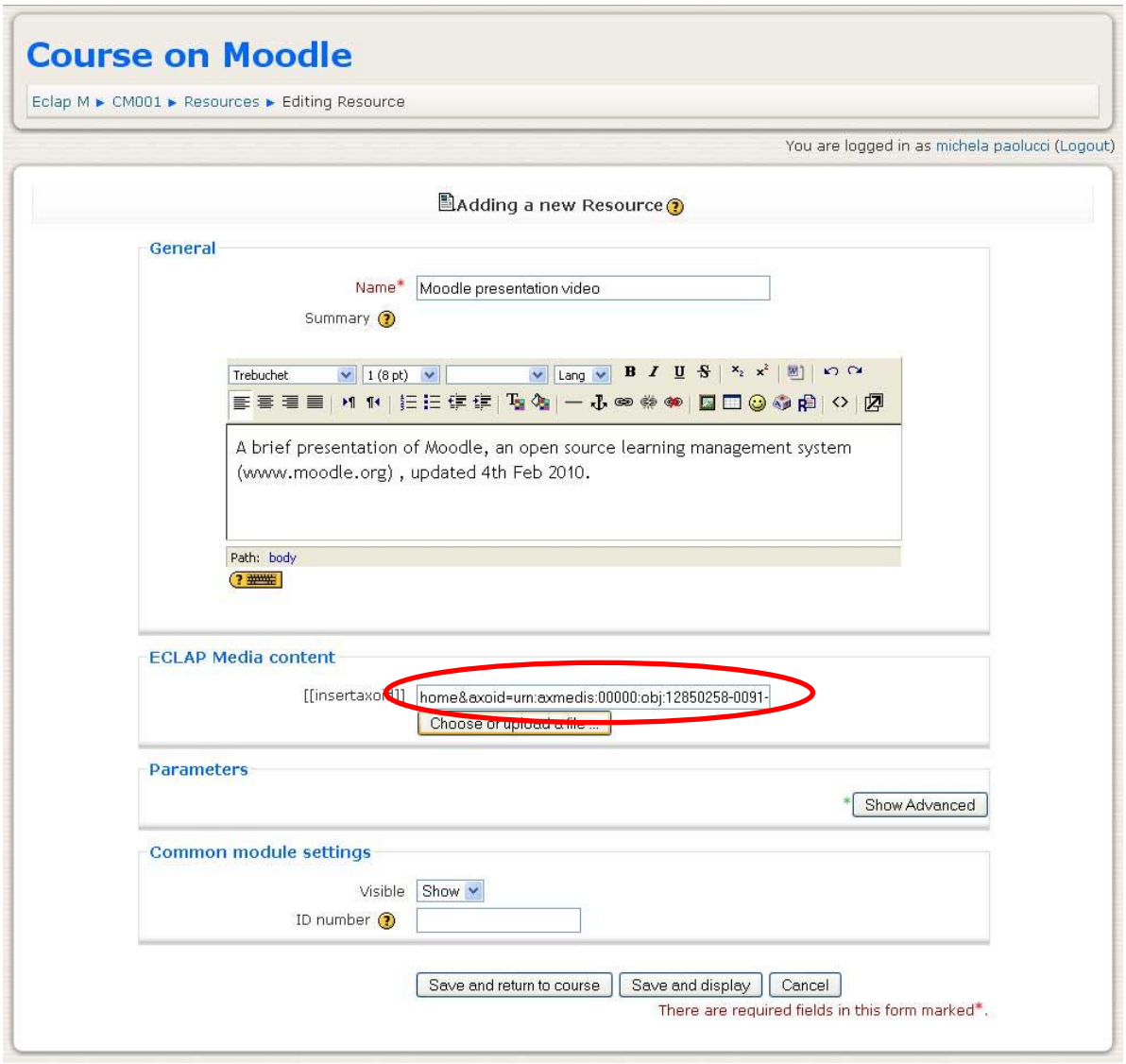


- go to the course administration page in Moodle, click on the menu "*Add a resource...*" and select the item "*ECLAP Media content*" (see next image);

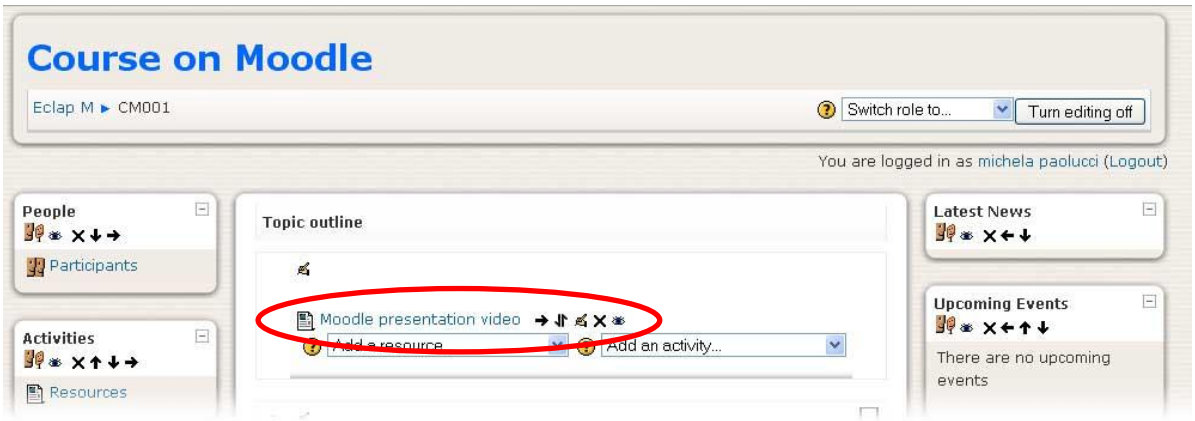


- a new page will be opened. Insert the title of the ECLAP resource and a description;
- in the field "*ECLAP Media content*" paste the URL address of the ECLAP resource, with the AXOID. The link can have one of the following syntax:
    - http://bpnet.eclap.eu/drupal/?q=en-US/home&axoid=urn:axmedis:00000:obj:e05155a5-e4c8-4f52-8433-7f58ee54a102&section=lastPosted
    - urn:axmedis:00000:obj:e05155a5-e4c8-4f52-8433-7f58ee54a102

NOTE: this procedure will be simplified in the next future and will be possible to add an ECLAP resource in a lesson topic in a simplest manner.



- Press the "*Save and return to course*" button to save the link;
- now the ECLAP content has been added to the course.

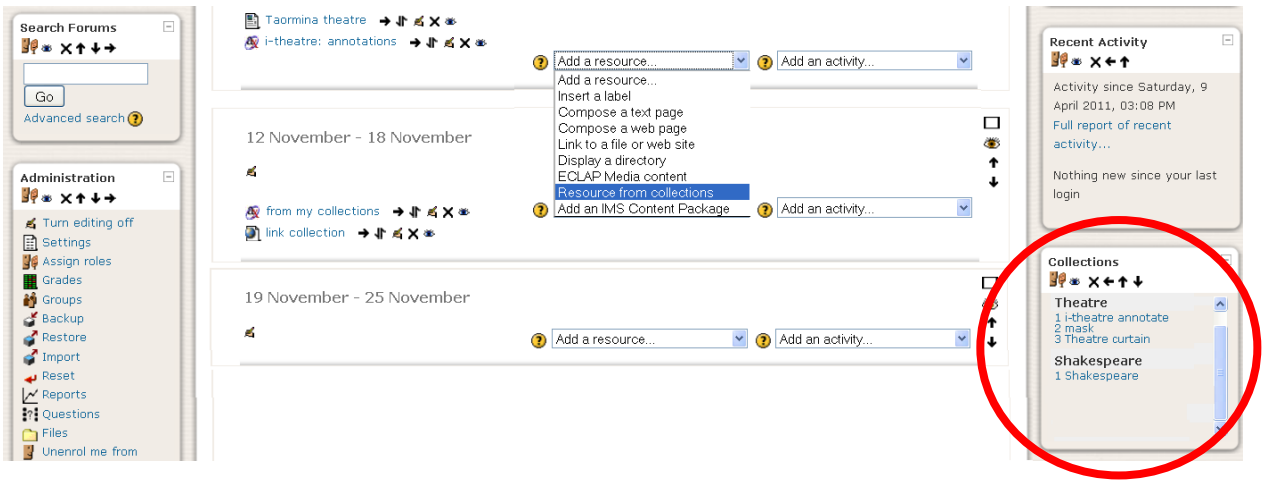


NOTE: please note that actually it is not possible to correctly visualize an ECLAP resource by clicking on the resource link in the Moodle administration front page since an error message is visualized in this case. Nevertheless by accessing to the course from the ECLAP portal and by clicking to the resource link in the lesson, the same content will be correctly visualized.

Add a resource included in a collection

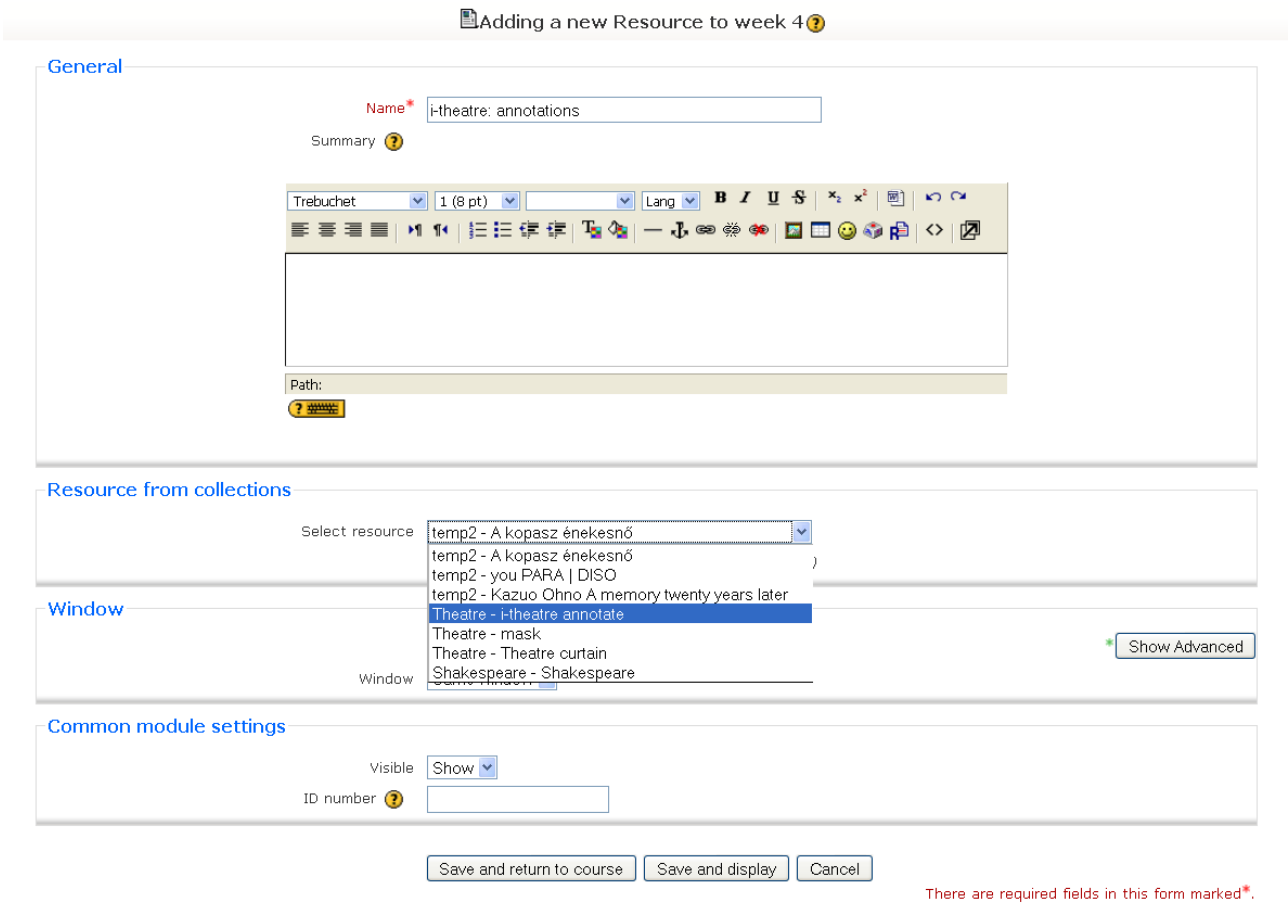
As explained in the previous section, complete collection of different resources can be added in a course by specifying **Add a resource → ECLAP Media Content** and the ID of the collection, in the same manner as for any other ECLAP content. But also single resources that have been previously included in a collection published in the ECLAP portal can be added in a course. This procedure is different with respect to the previous one (related to the adding of single ECLAP content). While to add in a course a single ECLAP content it is necessary to copy and paste its link (with the AXOID) and this can include also aggregation of content like playlists, collections, etc., to include a single resource included in a collection it is sufficient to select it from a list.

Collections published in the ECLAP portal are also listed in the Collections block available in the **Moodle** front-end interface.



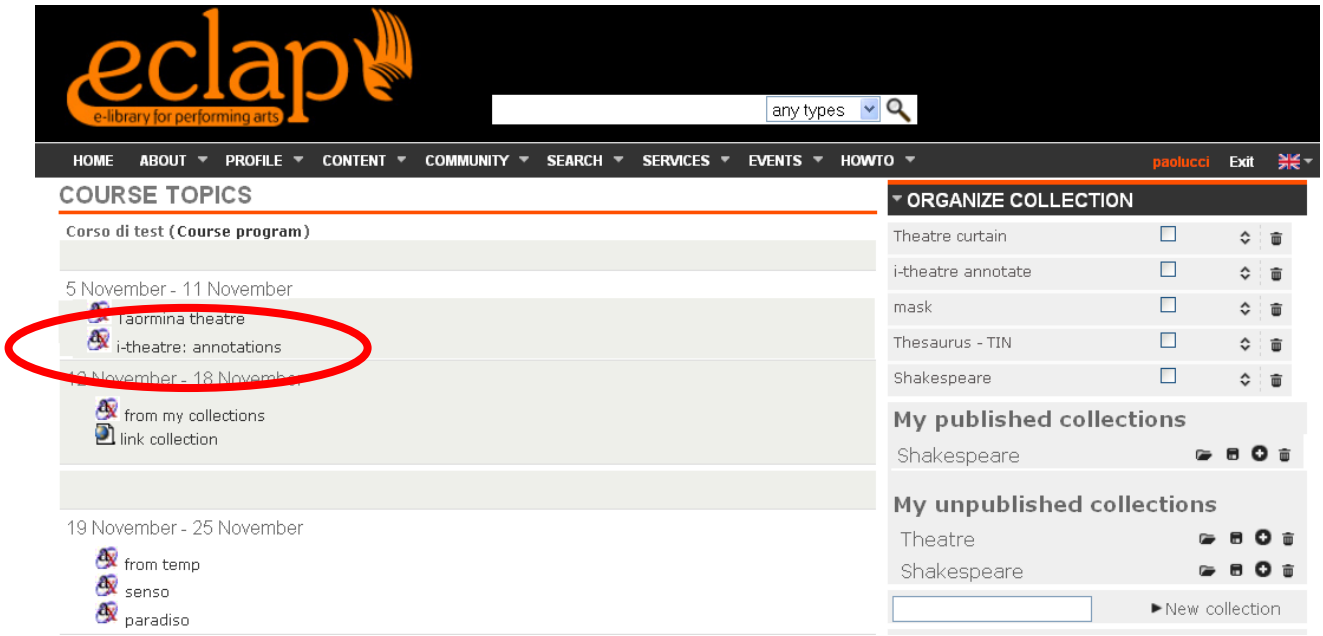
To add a resource from a collection, click on the menu "**Add a resource...**" and select the item "**Resource from collections**" (see next image).

A new page is opened. Insert the title of the ECLAP resource and a description. In the field "Resource from collections" select the resource title from the list.



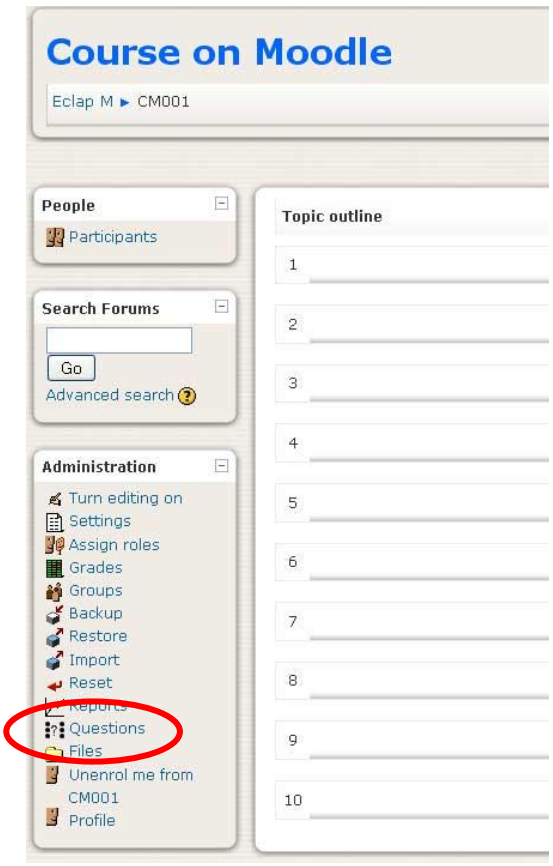
Click the "Save and return to course" button.

The resource will be included in the Course program, and shown in the following figure.



Create a questionnaire

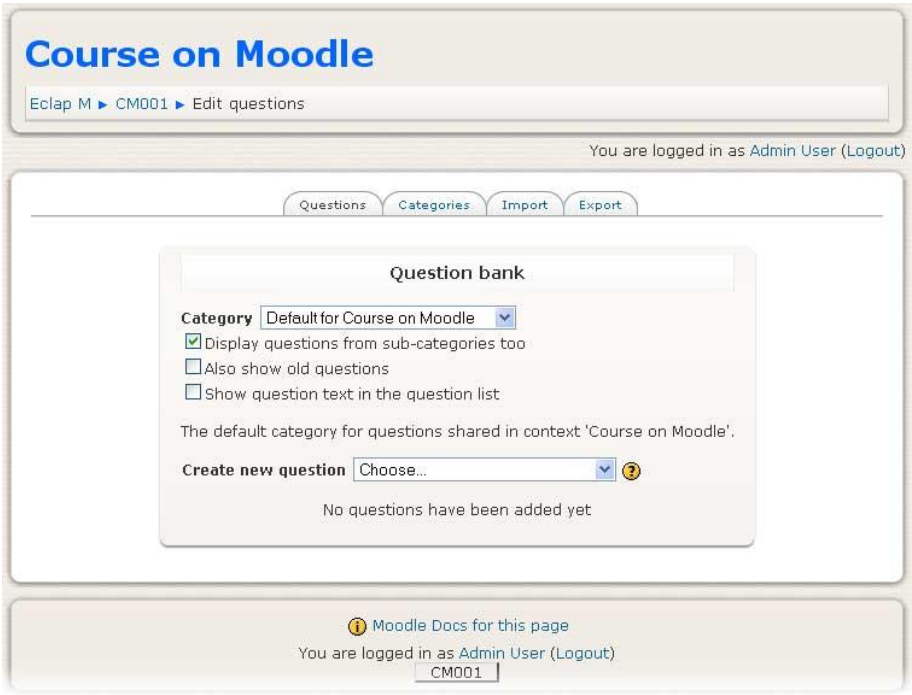
To create a questionnaire, it is necessary to define the single questions before and then the questionnaire can be structured by inserting the defined questions. In the left column, in the **Administration** block the item *Questions* is available, it allows to define the single questions in many different manner.



By selecting Questions a new page will be shown to create and manage the questions. This module allow to create many different type of questions, like:

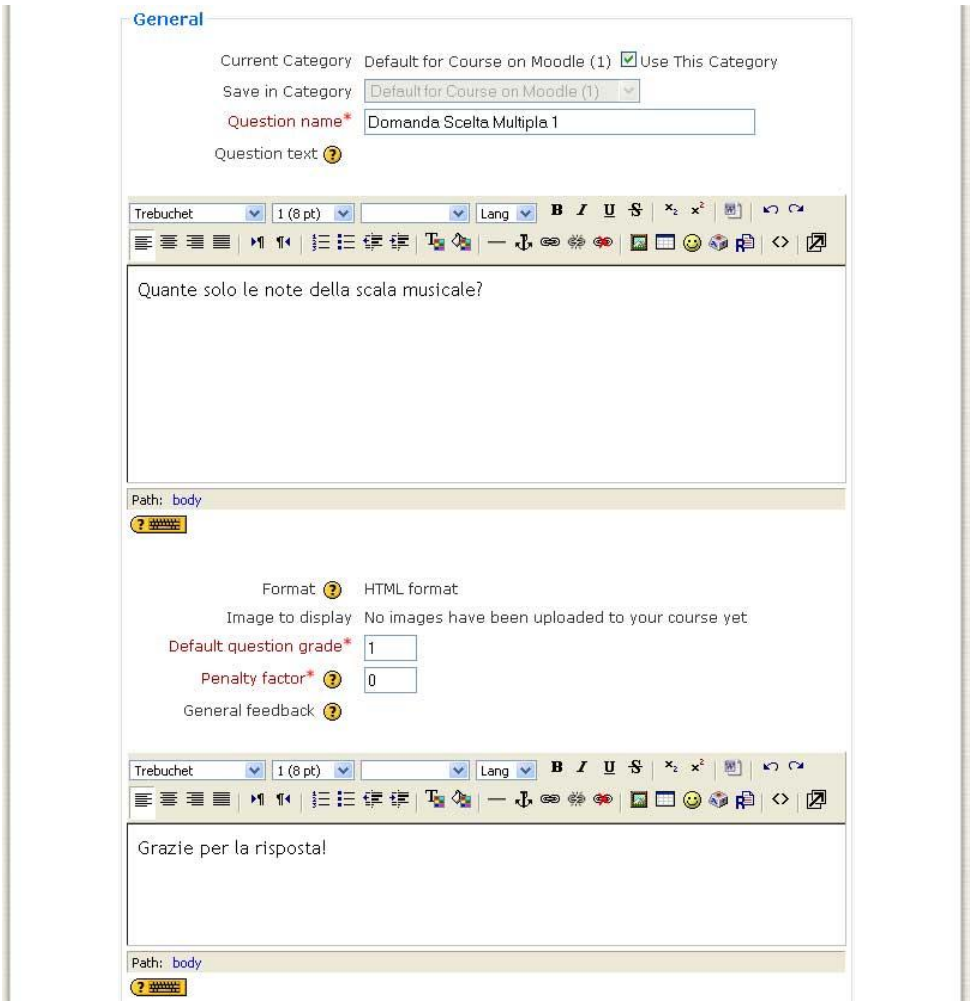
- **Calculated** – Calculated questions offer a way to create individual numerical questions by the use of wildcards that are substituted with individual values when the quiz is taken;
- **Description** – This is not a real question. It simply prints some text (and possibly graphics) without requiring an answer. This can be used to provide some information to be used by a subsequent group of questions, for example;
- **Essay** – In response to a question (that may include an image) the respondent writes an answer in essay format;
- **Matching** - A list of sub-questions is provided, along with a list of answers. The respondent must "match" the correct answers with each question;
- **Embedded answers (Cloze)** – These very flexible questions consist of a passage of text (in Moodle format) that has various answers embedded within it, including multiple choice, short answers and numerical answers;
- **Multiple Choice** – In response to a question (that may include a image) the respondent chooses from multiple answers. There are two types of multiple choice questions - single answer and multiple answer;

- **Short Answer** – In response to a question (that may include a image), the respondent types a word or phrase. There may several possible correct answers, with different grades. Answers may or may not be sensitive to case;
- **Numerical** – From the student perspective, a numerical question looks just like a short-answer question. The difference is that numerical answers are allowed to have an accepted error. This allows a continuous range of answers to be set;
- **Random Short-Answer Matching** - From the student perspective, this looks just like a Matching question. The difference is that the sub-questions are drawn randomly from Short Answer questions in the current category;
- **True/False** - In response to a question (that may include a image), the respondent selects from two options: True or False.

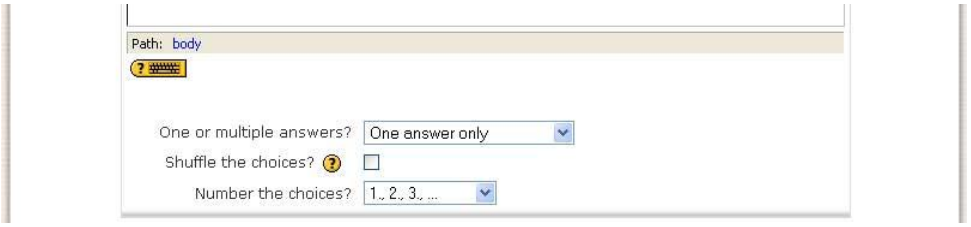


Select in the drop down menu "*Create new question*" the type of the activity among the available. In the following example, how to create a multiple choice question will be shown:

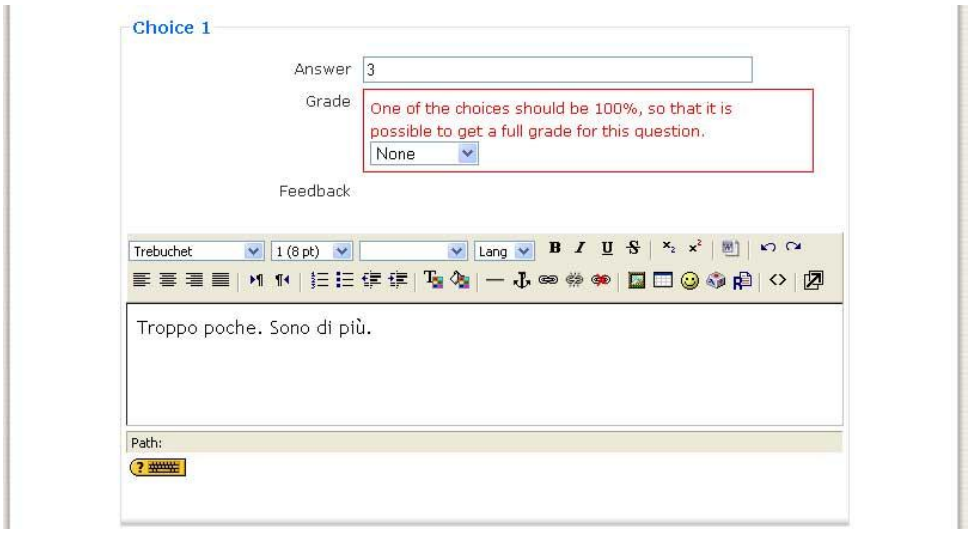
1. Select in the drop down menu the item *Multiple Choice*. A new page will be opened to create the question;
2. Select the question category (if available);
3. Write the question title useful to identify the question (for example: *Multiple Choice question 1*);
4. write the text of the question;
5. Specify a value to be used as penalty factor in case of error answer. If the penalty factor is more than 0, then the student will lose that proportion of the maximum grade upon each successive attempt. For example, if the default question grade is 10, and the penalty factor is 0.2, then each successive attempt after the first one will incur a penalty of 0.2 x 10 = 2 points.
6. Write the text for the general feedback. General feedback is some text that gets shown to the student after they have attempted the question;



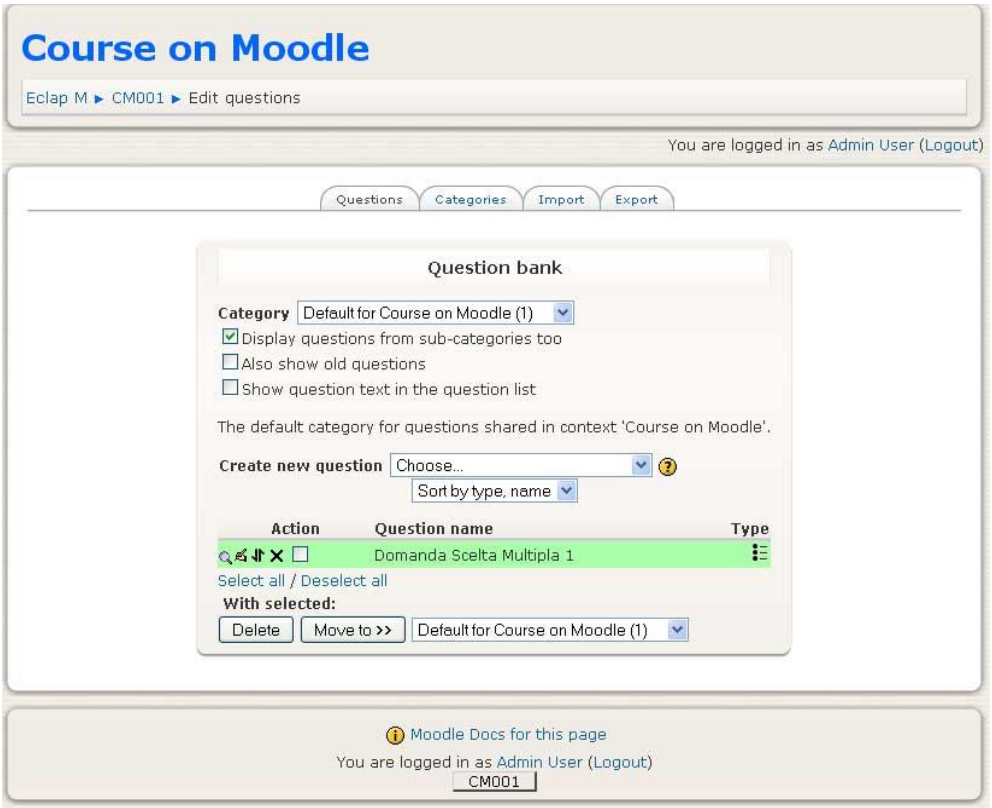
7. Choose whether students can only select one answer or multiple answers (*One or multiple answers?*);
8. Choose whether to shuffle the answer options;
9. Select how to number the choices (*Number the choices?*)



10. Write your first answer in the *Choice 1* text field. Inserting HTML into this area also makes it possible to add an image or a sound file;
11. Select a grade percentage for the answer. This is the percentage of the total points for the question that selecting this response is worth. You can select negative percentages as well as positive percentages. So, selecting a correct response in a multiple answer question may give you 50% of the possible points, while selecting a wrong answer may take away 10%. Note that in a multiple-answer question, the grades must add up to 100%;
12. Add a feedback for each response, if you wish;



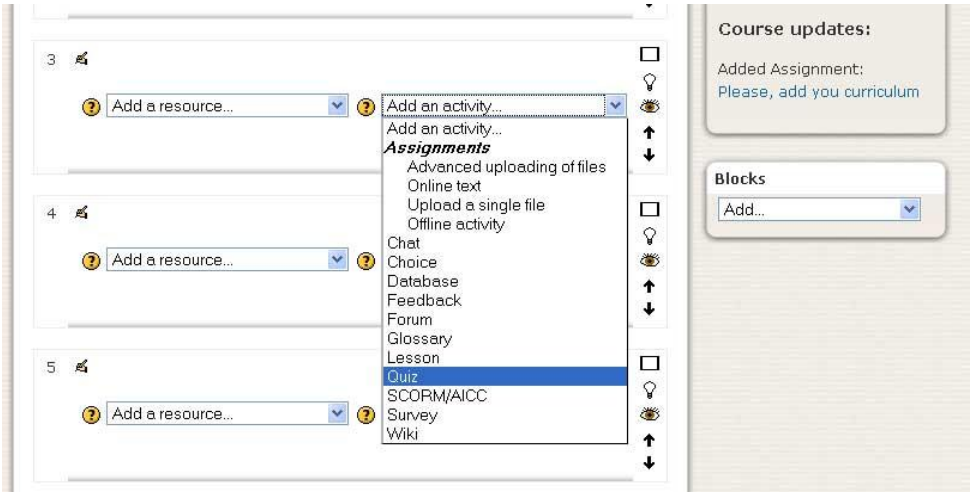
13. repeat the points from 10 to 12 for all the possible answers to be included in the question;
14. Click on the button Blanks for 3 more Choices to add additional possible answers;
15. In the Overall Feedback field write the text to be shown *For any correct response*, *For any partially correct response*, and *For any incorrect response*;
16. Click on the button *Save changes* to save the question. The new question will be shown in list of the available (Question bank).



Add questions to a questionnaire

When all single questions have been created and saved, it is possible to structure the questionnaire to be submitted to students, also by defining parameters.

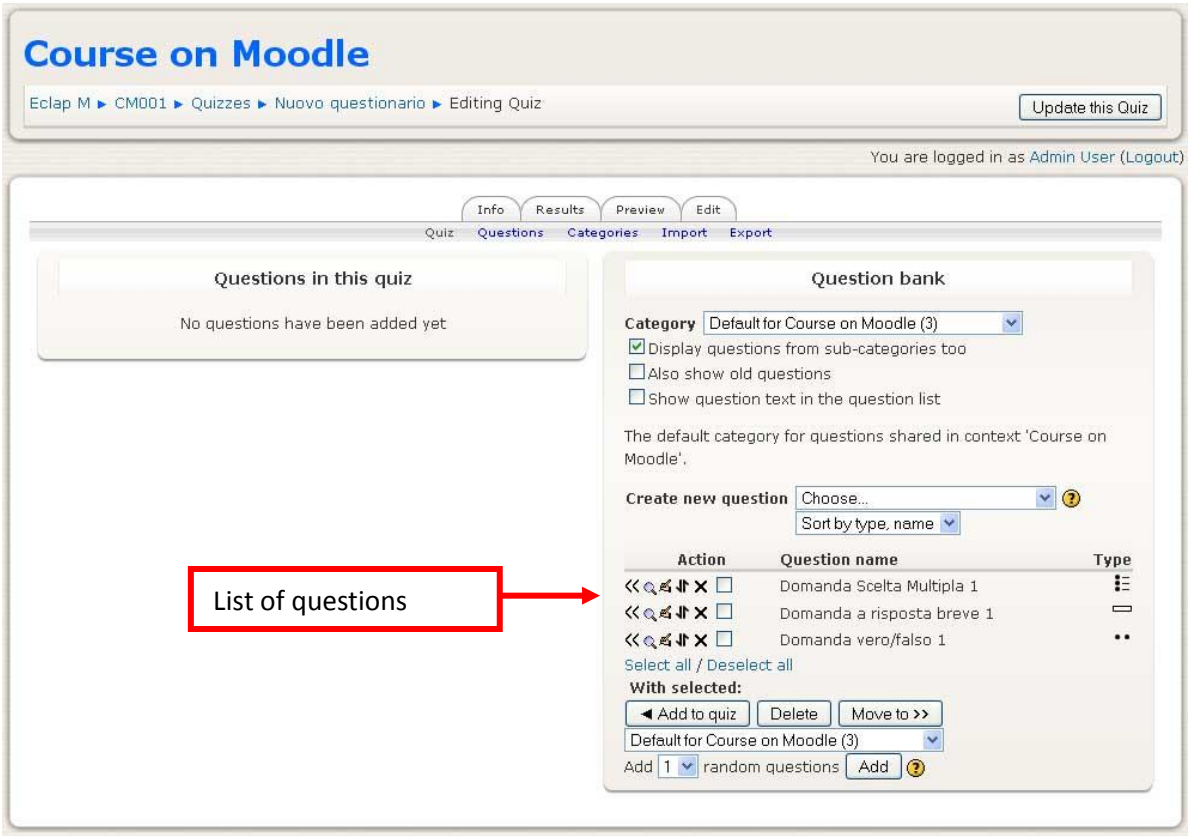
1. Go in the main administration page of the course. Select the numbered topic where to add the questionnaire. In the drop down menu “Add an activity…” select the item Quiz;



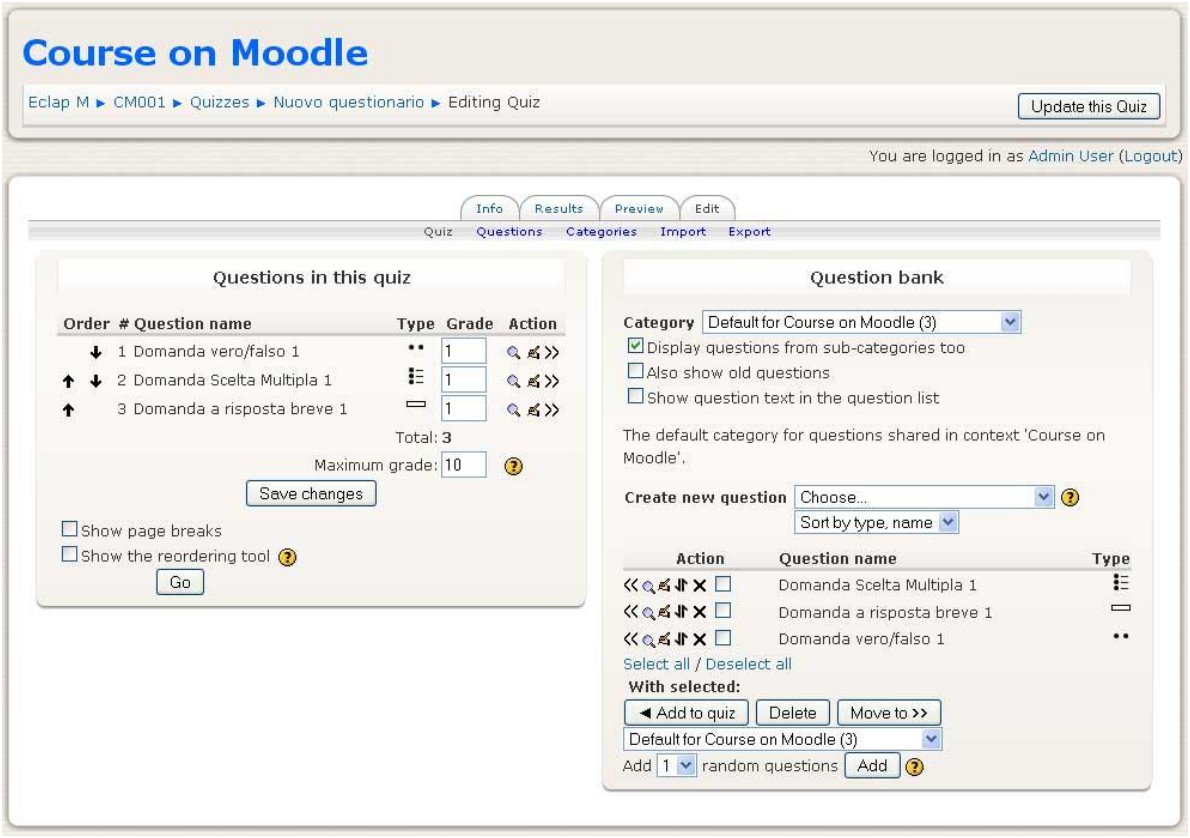
2. in the *General* part, insert the name of the questionnaire and an introductory text, if needed;
3. in the *Timing* part:
   - specify times when the quiz is accessible for people to make attempts. Before the opening time, and after the closing time, the quiz will be unavailable;
   - specify a time limit to ensure that quizzes are completed within that time. If a student manages to cheat and spends more than 60 seconds over the allotted time then the quiz is automatically graded zero.
   - specify if the student will be allowed multiple responses to a question even within the same attempt at the quiz. So for example if the student's response is marked as incorrect the student will be allowed to try again immediately. However a penalty will usually be subtracted from the students score for each wrong attempt.
4. in the *Display* part:
   - define the number of questions to be shown per page;
   - specify if the order of questions in the quiz will be randomly shuffled each time a student attempts the quiz.;
   - specify if the parts making up the individual questions will be randomly shuffled each time a student starts an attempt at this quiz, provided the option is also enabled in the question settings.
5. in the *Attempts* part:
   - specify the max number of attempts allowed to solve the questionnaire;
   - specify if the new attempt has to contain the results of the previous attempt;
   - specify if the student will be allowed multiple responses to a question even within the same attempt at the quiz
6. In the *Grades* part:
   - indicate the grading method to calculate student’s final grade for the quiz;
   - if a quiz is run in adaptive mode then a student is allowed to try again after a wrong response. In this case you may want to impose a penalty for each wrong response to be subtracted from the final mark for the question. The amount of penalty is chosen individually for each question when setting up or editing the question.
   - select the number of digits that should be shown after the decimal point when displaying student scores or grades.

7. In the *Review options* specify what information users can see when they review a quiz attempt or look at the quiz reports;
8. In the *Security* part some restrictions can be defined to the user accessing the questionnaire;
9. The *Common module settings* part it is possible to define if the activities can be visible only to specific groups or sub-groups of students, according to the settings defined during the course creation;
10. In the *Overall feedback* it is possible to define generic text to be shown to students after they have completed an attempt at the quiz. The text that is shown can depend on the grade the student got.
11. Click the "*Save and return to course*" button to complete the questionnaire creation. The new questionnaire will be shown as activity in the main page (see next image);

12. Click the questionnaire link and a new page will be shown to add the single questions by selecting each of them one-by-one from the *Question bank*;



13. Select one or more questions in the list and click on the << button to add each single question to the questionnaire. The added question are included in the list on the left, below the text "*Questions in this quiz*";



14. Click on "*Save changes*" button to complete the questionnaire creation.

ECLAP Menu Map

	Public User	Registered User (Groups Users)	Group manager
HOME	X	X	X
ABOUT	X	X	X
Eclap Description	X	X	X
Eclap News Blog	X	X	X
Eclap Partners	X	X	X
Main Contact	X	X	X
Terms of Use	X	X	X
Privacy Policy	X	X	X
PROFILE		X	X
View My Profile		X	X
Personal		X	X
Show		X	X
My Groups		X	X
Collections		X	X
Edit		X	X
Account settings		X	X
Contacts		X	X
General information		X	X
Interested categories		X	X
Personal page		X	X
Specialization and Job		X	X
Colleagues		X	X
Accepted invitations		X	X
List		X	X
Pending invitations		X	X
Pending requestes		X	X
Potential colleagues		X	X
Expired invitations		X	X
New invitations		X	X
My Content		X	X
My annotations		X	X
Favorites		X	X
Playlists		X	X
Featured		X	X
My Personal Page (if created)		X	X
Seen Content		X	X
Uploaded content		X	X
My E-Learning activities		X	X
Edit My Profil See menu "Profile-->View My Profile-->Edit"		X	X
My Activities		X	X
My recent group content		X	X
Content and activities unread related to your groups		X	X
Last content and events of the portal		X	X
My Messages		X	X
Inbox messages		X	X
Sent messages		X	X
All messages		X	X
Write new message		X	X
My Content See menu "Profile-->View My Profile-->My content"		X	X
My Colleague See menu "Profile-->View My Profile-->Colleagues"		X	X
My Groups		X	X
"Group name" (Only for Groups where the user is registered on)		X	X
Wall		X	X
Members		X	X
Photos		X	X
List		X	X
Send Invitation		X	X
Blog		X	X
Pages		X	X
Web Pages List		X	X
Add web page		X	X
My content		X	X
Forum		X	X
Post New forum Topic		X	X
Broadcast		X	X
My Courses See menu "Profile-->View My Profile-->My Content-->My E-Learning activities"		X	X
My Featured See menu "Profile-->View My Profile-->My Content-->Featured"		X	X

CONTENT	X	X	X
Featured	X	X	X
Popular	X	X	X
Top Rated	X	X	X
Last Posted	X	X	X
Suggested		X	X
My Content See menu "Profile-->View My Profile-->My Content-->Uploaded content"		X	X
My Favorites		X	X
Content of Colleagues		X	X
My Playlists		X	X
My Collections		X	X
My Annotations		X	X
Less Popular	X	X	X
Upload New Content		X	X
COMMUNITY	X	X	X
Groups and Channels	X	X	X
Groups		X	X
My Groups		X	X
My Activities See menu "Profile-->View My Activities"		X	X
My Colleague See menu "Profile-->View My Profile-->Colleagues"		X	X
Invite a Colleague		X	X
My Potential See menu "Profile-->View My Profile-->Colleagues-->Potential Colleagues"		X	X
My Groups		X	X
Request a new Group	X	X	X
SEARCH	X	X	X
Advanced Search	X	X	X
Annotations Search	X	X	X
Search Users	X	X	X
Groups	X	X	X
Groups	X	X	X
My groups		X	X
Courses	X	X	X
Keyword Cloud	X	X	X
Query Cloud	X	X	X
SERVICES	X	X	X
Enrichment and Aggregation	X	X	X
Content and Metadata Ingestion	X	X	X
E-Learning Facilities	X	X	X
Annotations via MySotryPlayer	X	X	X
Players and tools	X	X	X
Statistics	X	X	X
Related Projects	X	X	X
Related Links	X	X	X
EVENTS	X	X	X
Main Blog	X	X	X
Past and Future	X	X	X
Show	X	X	X
Edit			X
Translate			X(1)
Promotional Staff	X	X	X
Show	X	X	X
Edit			X
Translate			X(1)
Calendar	X	X	X
HOWTO	X	X	X
Help	X	X	X
Upload and Ingest	X	X	X
Get Affiliated	X	X	X
FAQ	X	X	X
Issue Reporting		X	X
All Issues		X(2)	X(2)
My Issues		X(2)	X(2)
Subscribe		X(2)	X(2)
Create a new Issue		X(2)	X(2)

(1) If authorised
(2) If authorised as "Reporter"

Taxonomy

Please note that the following is a first draft of the proposed taxonomy for ECLAP and some changes could be performed in the next months according to further refinements.

- Genre
  - Biography
  - Comedy
  - Comic
  - Drama
  - Epic
  - Interview
  - Life
  - Lyric
  - Monography
  - Other
  - Romance
  - Sacred
  - Satire
  - Secular
  - Tragedy
  - Tragicomedy
- Historical period
  - Archaic
  - Baroque
  - Classical
  - Contemporary
  - Greek
  - Latin
  - Medieval
  - Modern
  - Renaissance
  - Romantic
- Management ad organisation
  - Administrative document
  - Calendar
  - Censor
  - Company
  - Contract
  - Coreography
  - Dissemination
    - Flyer
    - Invitation
    - Press review
    - Theatre program
  - Iconographic
  - Light design
  - Note
  - Performance
  - Production
  - Scenography
  - Script
- Performing Arts

    - Cinema and Film
        - Attendance
        - Cartoon
        - Children
        - Documentary
        - Festival
        - Historical
        - International
        - National
        - Serial
    - Dance
        - Ballet
        - Ballroom
        - Recreational
        - Traditional
    - Music
        - Blues
        - Classic Rock
        - Classical Music
        - Country
        - Dance & Electronic
        - Folk music
        - Gospel
        - Hard Rock & Metal
        - Jazz
        - Latin Music
        - Miscellaneous
        - New Age
        - Opera & Vocal
        - Pop
        - R&B
        - Rap & Hip-Hop
        - Reggae
        - Rock
        - Soundtracks
        - World Music
    - Other
        - Carnival
        - Circus
        - Magic
        - Pantomime
        - Puppets
    - Theatre
        - Amateur
        - Arena
        - College
        - Community
        - Musical
- Subject
    - Animal
    - Apocalypse
    - Artifice
    - Biology
    - Censorship
    - Cinema

- Company
- Conflict
- Democracy
- Education
- Filiation
- Homosexuality
- Iconology
- Identity
- Inequalities
- Inheritance
- Integration
- Laboratory
- Master class
- Memory
- Money
- Multiculture
- News
- Nudity
- Object
- Pedagogy
- Philosophy
- Polemic
- Possession
- Prison
- Public
- Rehearsal
- Religion
- Renovation
- Research
- Rite
- Ritual
- Root
- School
- Seminary
- Stardom
- Strike
- Teenager
- Testimony
- Theatrical space
- Training
- Transgression
- Transmission
- Utopy
- Violence
- War
- Workshop

User Profile: classification and specializations

Affiliation acronyms

BEELD EN GELUID
BELLONE
CTA-UNIROMA
CTFR
DSI
ESMAE-IPP
FIFF
IKP
ITB
MUZEUM
NTUA
ODIN
OSZMI
TWM
UCAM
UCLM
UG
UVA

Type of Workplace

Archive
Association
Company
Conservatoire
Cultural institution
Digital library
European commission
Foundation
Institute
Library
Local govern
National govern
Promotion
Research center
School
Theater
University
Other

Roles

Actor
Administrator
Archivist
Assistant director
Composer
Conductor
Copyist
Costumist
Critic
Dancer
Director
Editor document
General manager
Ict technician
Instrument player
Lawyer
Market manager
Marketing
Mechanics
Mime
Performer
Phonic
Playwright
Professor
Researcher
Singer
Student
Tools technician
Video editor
Other

ECLAP Metadata

Name[2]	Note[3]	Present in Play window[4]	Multiple instances[5]	Language[6]	Frontal Search & Advanced Multilanguage Search[7]	Advanced content search Supported Metadata[8]
Contributor	DCMI term	Yes	Yes	Yes	No	Yes
Coverage	DCMI term	Yes	Yes	No	No	Yes
Creator	DCMI term	Yes	Yes	Yes	No	Yes
Date (DC.date)	DCMI term Last update of metadata	Yes	No	No	No	Yes
Description	DCMI term	Yes	Yes	Yes	Yes	Yes
Format	DCMI term, ECLAP coded format	Yes	NO	No	Yes	Yes
Identifier	DCMI term	Yes	Yes	No	Yes	Yes
Language	DCMI term, coding of language of the digital resource, absent in the case of no language	Yes	No	No	Yes	Yes
Relation	DCMI term, it should be a link to the source files	Yes	Yes	No	Yes	Yes
Rights	DCMI term it may be a general statement	Yes	Yes	Yes		Yes

[2] Name of the metadata term.
[3] Can be: DCMI if it is a Dublin Core term; ECLAP if it is an internal term managed by ECLAP.
[4] If the term is shown during the play of the resource.
[5] The term can be present in multiple instances.
[6] Term available in different languages.
[7] If YES the metadata is used in the full text search and in Advanced Search in the "Advanced Multilanguage Search of Objects" field.
[8] If YES the metadata is used in the advanced search of content for objects, pages, forums, comments.

Source	DCMI term	Yes	Yes	Yes		Yes
Subject	DCMI term	Yes	Yes	Yes	Yes	Yes
Title	DCMI term	Yes	Yes	Yes	Yes	Yes
Type	DCMI term, ECLAP coded type	Yes	No	No	Yes	Yes
Group	ECLAP term	Yes	Yes	Yes	No	Yes
Taxonomy	ECLAP term	Yes	Yes	Yes	Yes	Yes
N. accesses (also called httpdownload)	ECLAP term	Yes	No	No	No	Yes
Date (may be different from DC.Date and Creation Date)	ECLAP term Last update of the digital file (last modification date)	Yes	No	No	No	No
Duration	ECLAP term Duration time for audio and video	Yes	No	No	No	Yes
Partner (Publisher on the RootObjectInfo)	ECLAP term Affiliation among those in the user registration	Yes	No	No	No	Yes
User (uid link)	ECLAP term: ECLAP portal nickname on the portal	Yes	No	No	No	No
Abstract	DCMI term, description.abstract	No	Yes	Yes	No	Yes
Publisher	DCMI term, the original publisher	No	Yes	Yes	No	Yes
axoid	ECLAP term, AXOID of the content	No	No	No	No	Yes
creationDate	ECLAP term, the first upload date of the content	No	No	No	No	Yes
deflanguage	ECLAP term, coding of language of the initial metadata in upload	No	No	No	No	Yes
dx	ECLAP term, dimension on X for images and video	No	No	No	No	Yes
dy	ECLAP term, dimension on Y for images and video	No	No	No	No	Yes
filesecco	ECLAP term, coding of file type and extension	No	No	No	No	Yes

iphone	ECLAP term, 1 for yes, 0 for no (content valid for iPhone)	No	No	No	No	Yes
lastModificationDate	ECLAP term, identical to Date presented above	No	No	No	No	Yes
latitude	ECLAP term	No	No	No	No	Yes
longitude	ECLAP term	No	No	No	No	Yes
pda	ECLAP term, 1 for yes, 0 for no (content valid for PDA)	No	No	No	No	Yes
published	ECLAP term, 1 for yes, 0 for no	No	No		No	Yes
ranking	ECLAP term, a copy of the vote managed by the ECLAP portal	No	No		No	Yes

Acronyms

- DOC: document format for Microsoft Word, Office;
- ECLAP: ECLAP Best Practice Network;
- ISO: International standard organization;
- MAC: computer with Apple MAC OS as operating system;
- MPEG: Motion Picture Expert Group;
- MPEG-21: MPEG standard format for cross-media contents;
- OS: Operating system;
- PC: personal computer;
- PDA: personal device assistant;
- PDF: document format for ACROBAT;
- PPT: slide format for Microsoft Power Point, Office;
- WM: windows mobile;
- ...

EUROPE

SIBMAS - International Association of Libraries and Museums of the Performing Arts

SIBMAS has the following aims:

- to promote practical and theoretical research into the documentation of the performing arts,
- to establish permanent international contacts between specialised libraries, archives, museums and documentation centres,
- to coordinate the work of members and to facilitate international collaboration between them.

V&A's Theatre Collections

The V&A's Theatre Collections hold the UK's national collection of material about live performance in the UK since Shakespeare's day, covering drama, dance, musical theatre, circus, music hall, rock and pop, and other forms of live entertainment. Theatre and Performance galleries dedicated to the performing arts, display works of art, costumes, ephemera, video recordings, puppets, posters and photographs.

Rueetcirque

Rueetcirque is the digital library of circus and street performance. This portal gives access to thousands of online documents, such as pictures, videos, articles, posters, notices of books, studies and seminars. This project led by HorsLesMurs (the French archive center for circus and street performance) brings together several partners resources and receives support from the French Ministry of Culture.

International Theatre Institute (ITI)

The purpose of the International Theatre Institute is to promote international exchange of knowledge and practice in theatre arts in order to consolidate peace and friendship between peoples, to deepen mutual understanding and increase creative co-operation between all people in the performing arts.

Theatre Information Group (TIG)

The Theatre Information Group (TIG) provides a specialist network for those working with performing arts collections in the UK. TIG offers information, meetings and events. It encourages, and in some cases manages, collaborative projects.Membership is open to any institution or corporate body in the United Kingdom concerned with the acquisition, preservation, display and recording of material relating to any branch of the performing arts, and to all similarly interested individuals.The current members include the institutions responsible for much of the UK's performing arts heritage; librarians working in drama schools, national museums and public libraries; archivists of theatre organisations; and publishers, specialist booksellers, private collectors and researchers.

European Theatre Research Network

In June 2007, the Department of Drama & Theatre Studies at Kent launched the European Theatre Research Network, which is greatly enhanced by the presence of renowned international scholar Professor Patrice Pavis. Our premise is that European theatre is not a coherent formula of aesthetic and artistic practices but in fact a widespread landscape of many local contexts and discourses. We aim to investigate the way that experimentation and innovation happens across such contexts: from repertory theatres to avant-garde laboratory groups. We build on our combined research expertise in French and German repertory theatres, Grotowski's legacy and Polish theatre, the Commedia dell' Arte, Flemish experimental dance, and Catalan Theatre to explore theoretical and practical connections across performance and geospatial borders.

The European Network of Information Centres for the Performing Arts (ENICPA)

The European Network of Information Centres for the Performing Arts (ENICPA) aims to function as a meeting place for information and documentation organisations. The main goal of the network is to distribute and to make available a broad range of information about the professional performing arts to arts professionals world wide. On our web site you can find information about European festivals, venues, publications, training opportunities and information centres.

International Network for Contemporary Performing Arts

IETM is a membership organisation which exists to stimulate the quality, development and contexts of contemporary performing arts in a global environment, by initiating and facilitating professional networking and communication, the dynamic exchange of information, know-how transfer and presentations of examples of good practice.

USA & CANADA

The Performing Arts Encyclopedia (PAE) - Library of Congress

The Performing Arts Encyclopedia (PAE) is a guide to performing arts resources at the Library of Congress. The PAE provides information about the Library's unsurpassed collections of scores, sheet music, audio recordings, films, photographs, and other materials. Users can find digitized items from the collections; special Web presentations on topics and collections; articles and biographical essays; finding aids to collections; databases for performing arts resources; information on concerts at the Library; and a special Performing Arts Resource Guide which contains entries for hundreds of Library collections, Web sites, databases and exhibits.

The Global Shakespeares Video & Performance Archive

The Global Shakespeares Video & Performance Archive is a collaborative project providing online access to performances of Shakespeare from many parts of the world as well as essays and metadata provided by scholars and educators in the field. The idea that Shakespeare is a global author has taken many forms since the building of the Globe playhouse. Our work honors the fact and demonstrates the diversity of the world-wide reception and production of Shakespeare's plays in ways that we hope will nourish the remarkable array of new forms of cultural exchange that the digital age has made possible. Global Shakespeares is a participatory multi-centric networked model that offers wide access to international performances that are changing how we understand Shakespeare's plays and the world. Global Shakespeares provides global, regional, and national

portals to Shakespeare productions within a federated structure. As the archive grows, you will be able to view and study productions either in an environment focused on one area—ShakespearePerformanceinAsia is the first of these—or in the context of world-wide Shakespeare production. The archive is a work in progress and it is intended to promote cross-cultural understanding and serve as a core resource for students, teachers, and researchers.

The EVIA Digital Archive

The EVIA Digital Archive Project is a collaborative endeavor to create a digital archive of ethnographic field video for use by scholars and instructors. Funded since 2001 by the Andrew W. Mellon Foundation with significant contributions from Indiana University and the University of Michigan, the Project has been developed through the joint efforts of ethnographic scholars, archivists, librarians, technologists, and legal experts. Beyond the primary mission of digitally preserving ethnographic field video, the EVIA Project has also invested significantly in the creation of software and systems for the annotation, discovery, playback, peer review, and scholarly publication of video and accompanying descriptions.

Collections in the EVIA Digital Archive Project represent also a diverse range of performance traditions from around the world. This list presents accepted collections that are in various stages of completion.

Harvard Theatre Collection

The Theatre Collection includes dance and musical theater as well as nearly all forms of drama and popular entertainment, such as circus, magic, puppetry, pageants, fairgrounds, minstrelsy, etc. The Theatre Collection's holdings include original art work, including portraits and scene and costume designs; printed playbills, programs, and posters; photographs; prints and engravings, including caricatures.

Theatre Collection holdings also include the entire collection of original Russian art work, which comprises approximately 650 theatrical designs and portraits. Most of these are associated with productions of Diaghilev's Ballets Russes.

AUSTRALIA

Performing Arts Heritage Special Interest Group (PASIG)

PASIG is distinguished by the involvement of a broad range of collecting institutions - Museums, libraries, archives, galleries and tertiary educational institutions at state and national levels come together in the interests of collecting, preserving and making accessible Australia's performing arts heritage.

PASIG is driven by an enthusiasm for Australia's performing arts that is inclusive of our unique indigenous heritage and our multicultural influences, as well as the traditions of English, European and American theatre.

Australian Centre for the Moving Image, ABOUT

A unique institution at the heart of Melbourne's iconic meeting place, Federation Square, the Australian Centre for the Moving Image (ACMI) celebrates, explores and promotes the cultural and creative richness of the moving image in all its forms - film, television and digital culture.

ASIA

NationalCentre for Performing Arts (NCPA)

Inaugurated in 1969, the National Centre for Performing Arts (NCPA), Mumbai, is India's premier cultural institution. The first multi-venue, multi-purpose cultural centre to be built in South Asia, it has been committed since its inception to promoting and preserving the country's rich and vibrant traditions in music, dance and theatre, as well as catalyzing new and innovative work in the field of the performing arts. With five modern theatres, a photography gallery and extensive archival and library facilities located in the heart of Mumbai's downtown business district, the NCPA presents more than 500 events each year across all major art forms. It is recognized by artists, patrons and the media alike to be among Asia's foremost venues for the performing arts.

ECLAP Related Links

EUROPE

THEATRON

http://www.theatron.org

The history of theatre, the earliest known form of virtual reality, is brought vividly to life in an online teaching and research tool. Theatron features interactive real time walkthroughs of highly accurate 3D models of present and past theatres.

Austrian Theatre Museum

http://www.khm.at/en/austrian-theatre-museum/collections/

The Austrian Theatre Museum presents exhibitions on the themes central to the history of theatre- from spoken theatre to dance, from puppet shows to cinema and from pantomime to opera.

AHDS Performing Arts

http://www.ahds.ac.uk/performingarts/collections/index.htm

AHDS Performing Arts collects, documents, preserves and promotes the use of digital resources to support research and teaching across the broad field of the performing arts: music, film, broadcast arts, theatre, dance.

The Shakespeare Birthplace Trust Archive Catalogue

http://tinyurl.com/5ujsd85

The Trust's archive collections are held by the Shakespeare Birthplace Trust Records Office (SBTRO), with the exception of the archives of the Royal Shakespeare Company (RSC) and some other theatre records, which are held by the Shakespeare Centre Library (SCL). This catalogue covers the combined collections.

Numeridanse.tv

http://www.numeridanse.tv/

An international online video archive for dance

numeridanse.tv aims at the formation of the first digital audio-visual database related to the world of dance, referencing performances records, adaptations and/or fictions, documentaries and educational resources.

SUDOC

http://www.sudoc.abes.fr/

SUDOC is the portal of all Colleges libraries in France.

Finding Shakespeare

http://findingshakespeare.co.uk/

This blog was developed by the Collections Team at the Shakespeare Birthplace Trust.

They compile digital stories from their collections that bring a greater light on Shakespeare's work, life and times.

USA&CANADA

The Gertrude Stein Repertory Theatre (GSRT)

http://www.gertstein.org/edudram2.html

The Gertrude Stein Repertory Theatre (GSRT) was founded in 1990 to promote and support innovation in the performing arts.

GLOPAC
http://www.glopac.org/
GloPAC is an international organization of institutions and individuals committed to using innovative digital technologies to create easily accessible, multimedia, and multilingual information resources for the study and preservation of the performing arts.

Theatre Theatre Library Association
http://www.tla-online.org
Founded in 1937, the Theatre Library Association supports librarians and archivists affiliated with theatre, dance, performance studies, popular entertainment, motion picture and broadcasting collections.

AUSTRALIA

Australia's National Institute of Dramatic Art
http://www.nida.edu.au/
NIDA is Australia's National Institute of Dramatic Art, a centre of excellence in training for theatre, film and television.

The Arts Centre Melbourne
http://tinyurl.com/669j96l
The Performing Arts Collection Directory provides visitors with an overview of what is in the Collection.

QPAC Museum
http://www.qpac.com.au/
The QPAC Museum collects and preserves the State's performing arts heritage, as well as maintaining QPAC's event archives, and provides community access to the collection through exhibitions and research facilities.

Performing Arts Programs and Ephemera (PROMPT)
http://www.nla.gov.au/collect/promptcoll.html

ASIA

Gamelan Sekar Java
http://gsj.org/home
This is a website of a non-profit organization dedicating to the research, studies and Balinese arts performance.

TaipeiPuppet
http://taipeipuppet.com/english/exhibition-01-2.html
Website for the Taipei museum

Performing Arts Japan
http://www.performingarts.jp/E/overview_art/1005_11/1.html
Sites on Japan's Performing Arts