DIGILOGIC

DIGILOGIC eLearning platform user's guidelines

Revision Version: v1.0

Work package	WP3
Task	3.1
Due date	30/06/2021
Submission date	30/06/2021
Deliverable lead	BongoHive
Version	1.0
Authors	Maumo Mubila
Reviewers	Markus Witthaut (ECM) and Adriano Mauro (PROTON)
Abstract	This document describes in detail the platform architecture, facilities and access rules; the mechanism and requirements for having access to the learning contents, platform governance rules and uploading privileges.

Keywords	eLearning, platform, hub, collaborative, smart logistics

Document Revision History

VERSION	DATE	DESCRIPTION OF CHANGE	LIST OF CONTRIBUTOR(S)
v0.1	23/06/2021	First draft	Maumo Mubila (B-HIVE)
v0.2	23/06/2021	Review and content contribution	Francesca Pozzar (FINN)
v0.3	27/06/2021	Review	Adrianno Mauro (PROTON)
v0.3	27/06/2021	Review, and structure of document	Markus Witthaut (ECM)
V0.4	28/06/2021	Finalizing integration of reviewers' feedback	Maumo Mubila (B-HIVE)
v0.4	30/06/2021	Review of technical content	Silumesii Maboshe (B-HIVE)
1.0	30/06/2021	Final version ready for submission	Maumo Mubila (B-HIVE), Darja Kramer (ECM)

PROJECT CO-FUNDED BY THE EUROPEAN COMMISSION		
NATURE OF THE DELIVERABLE	R	
DISSEMINATION LEVEL		
PU	Public, fully open, e.g., web	√
CL	Classified, information as referred to in Commission Decision 2001/844/EC	
CO	Confidential to DIGILOGIC project and Commission Services	

* R: Document, report (excluding the periodic and final reports)
DEM: Demonstrator, pilot, prototype, plan designs

DEC: Websites, patents filing, press & media actions, videos, etc.
OTHER: Software, technical diagram, etc.

TABLE OF CONTENTS

LIST OF FIGURES

Funded by the Horizon 2020
Framework Programme of the European Union

LIST OF TABLES

ABBREVIATIONS

DIH   Digital Innovation Hub

WP   Work Package

AP   Administrative Personnel

AKA   Also Known As

EU   European Union

AU   African Union

B-HIVE   BongoHive

MEST   Meltwater Entrepreneurship School of Technology

1 SECTION: INTRODUCTION AND CONTEXT

1.1 ABOUT THE DIGILOGIC PROJECT

Vision and objectives

DIGILOGIC is a H2020 funded project that kicked off in January 2021 and will last three years, until the end of 2023. DIGILOGIC, as a "network of networks", will pave the way for startups, SMEs and innovators from both continents to jointly develop smart logistic solutions, in close cooperation with industries and investors, securing sustainability and success.

Motivation

DIGILOGIC sees the horizontally connecting logistics industry at the converging point of interest and priorities for digital innovation, social and business development, as a crucial node for Europe's and Africa's sustainable prosperity.

Concept

Digital Innovation Hubs (DIHs) are embedded in local ecosystems, connect competence centers, and can catalyse development, investment and uptake of smart logistics innovation offering go-to-market learning, fostering innovators' partnerships for an increasing number of users.

Methodology

DIGILOGIC evolves around 4 pillars: (1) systems change analysis and a (2) technology radar mapping devoted to design a rich (3) eLearning programme where innovators can meet, learn, co-create and get fit to participate in (4) DIGILOGIC smart logistics Challenges.

The section below (1.2) provides some information on the corresponding work package to the eLearning programme (WP3) and more specifically task 3.1 which is the focus of this document.

1.2 PURPOSE OF WORK PACKAGE 3 AND TASK 3.1

WP3 intends to create high-impact, go-to market-focused learning, addressing different audiences and providing valuable technology and business development support for startups. WP3 sets up the eLearning and community platform, which will be populated with content by the five DIHs involved in the project but also will be exploited and implemented by other stakeholders in the future.

There are four tasks attached to WP3 (task 3.1 – 3.4) where the development of an eLearning and community platform is the first; task 3.1. The objective of task 3.1 is to design, set up and manage the DIGILOGIC eLearning and community platform. The platform will facilitate the meaningful exchange of knowledge that is comparable, better or complimentary to in-person delivery. Furthermore, it will facilitate community building and networking among users of the platform, mentoring programme on digital technologies for smart logistics, support the management of the DIGILOGIC smart logistics Challenges programme and dissemination activities in order to support the realization of the WP1, 2, 4 and 5's objectives.

1.3 PURPOSE OF THIS DOCUMENT

In order to confidently use the eLearning and community platform, this document was written to describe in detail the platform architecture, facilities and access rules; the mechanism and requirements for having access to the learning contents, platform governance rules and uploading privileges and will be shared among consortium members. A public version of this document will later be published on the platform for all users to access.

This document is divided into four sections.

1. The first section provides users with some background and content to the DIGILOGIC project and the eLearning platform.

2. Section 2 provides an overview of the DIGILOGIC eLearning platform including the technical and non-technical requirements for using the platform, the main user groups of the platform, the type of content that can be found as well as an overview of the main functions of the platform.

3. The third section explains functions that are relevant for all user groups of the platform followed by those that are relevant to administrative personnel (i.e. DIGILOGIC consortium members). It also provides information on how the platform will be used to support the management of key activities of the DIGILOGIC project namely, managing the smart logistics Challenges and Mentoring Programmes.

4. Section 4 focuses on the accessibility of the platform, data that will be collected and how it will be managed and administrative rights and duties of the consortium members.

5. Finally, section 5 provides details on references made to external information within the document.

The DIGILOGIC consortium agreed to name the eLearning and community platform 'DIGILOGIC Community' because the purpose of the platform has expanded to more than just a platform for learning since the inception of the project. Therefore, the consortium considered a name that speaks to the full purpose of the platform. Hence, for the remainder of this document, the eLearning and community platform will be referred to as the **DIGILOGIC Community or 'the platform' to keep it short.**

2 SECTION: OVERVIEW OF THE DIGILOGIC ELEARNING PLATFORM

2.1 INFRASTUCTURE

The contents and features of the DIGILOGIC Community are implemented in a well-known eLearning platform called Moodle[1]. Moodle is a free open-source platform built with the purpose of teaching, learning and collaborating online and is one of the most used platforms by universities and schools all around the world. It is very flexible, easy to use, and offers several different tools to build and present content, and permits rich interactions between users.

- **Technical requirements**

  - A computer, tablet or smart phone running a current operating system that supports a recent browser – browers usually update themselves - (a web browser is software that allows you to access websites and resources on the World Wide Web). Common browsers are Firefox, Safari, Google Chrome, and Internet Explorer. The platform is compatible with most current browsers. The following browsers are generally compatible with the platform:

    Desktop/ laptop/ tablet

    - Firefox
    - Chrome
    - Internet Explorer Note: Internet Explorer 10 and below are known to have compatibility issues with the platform
    - Safari
    - Opera

    Mobile device

    - Mobile Safari
    - Google Chrome

  - Your browser should also have both cookies and JavaScript enabled. These are typically enabled by default, but if you think these settings might need enabling, check the documentation for your particular browser for how to do these;
  - You should also enable pop-ups for the DIGILOGIC Smart Logistics Hub site. Consult 'Help' for your particular browser on how to enable pop-ups;
  - Word and Abobe processing software is needed to complete and submit some assignments.
    Note: If you do not have Microsoft Office or Adobe, you can download Open Office which allows you to view and edit Microsoft Office files, and is available free for Windows and for non-Windows computers and mobile phones. Open Office can be downloaded from http://www.openoffice.org/ Adobe PDF files can be viewed by downloading the free Adobe Acrobat Reader from http://get.adobe.com/reader/ or http://get.adobe.com/reader/otherversions/; and

---

[1] https://moodle.com/

- Access to a good internet connection, (although parts of the platform are accessible offline, users will need an internet connection to sync and update their offline activities) at least 3G access is recommended. More details on the features and functionalities of the platform that will be available offline will be updated in the accessibility section (section 4) of this document.

o **Basic Computer Skills Needed**

- Saving and finding files and folders on a computer, tablet or mobile phone;
- Copying/cutting and pasting text;
- Using a word processing application, such as Microsoft Word and Adobe reader;
- Attaching and uploading documents and assignments;
- Sending and receiving email; and
- Using a supported web browser to access your course and other online resources on the Web.

2.2 USER GROUPS

The DIGILOGIC Community is targeted at three main users namely; the Learner, Expert and Administrative Personnel (AP) AKA consortium members.

1. **Learners:** Individuals registered on the platform whose main purpose is to gain knowledge and skills on smart logistics in Africa and network with other members of the platform and participate in the up-skilling programmes of the project.

2. **Experts:** Individuals registered on the platform who are very knowledgeable and skilled in the topic of smart logistics in Africa and whose main purpose for being on the platform is to impart their knowledge and skills to the learners on the platform.

Note: This does not mean that an expert cannot be a learner and vice versa, these are just primary roles for the purpose of categorization and access on the platform.

3. **Administrative Personnel:** For the purpose of this document, APs will refer to the selected DIGILOGIC consortium members who will be given administrative rights to the backend of the platform to make necessary changes for the benefit of the users of the platform such as registering new users, reviewing and uploading content, changing administrative rights, etc.

2.3 PLATFORM CONTENT

o **Educational content types**

- **Course**: is an area where an expert will add resources[2] and activities[3] for their learners to complete. It might be a simple page with downloadable documents or it might be a complex set of tasks where

---

[2] https://docs.moodle.org/311/en/Resources

[3] https://docs.moodle.org/311/en/Activities

learning progresses through interaction. See the screencast What is a course in Moodle?[4] for an example.

- **Resource:** A resource is an item that a teacher can use to support learning, such as a file or link.

- **Activity:** An activity is a general name for a group of features in a Moodle course. Usually, an activity is something that a student will do that interacts with other students and or the teacher.

- **Module:** A course **module** represents each of the activities and resources found in a course. It contains information about which course and section the activity / resource is displayed on, as well as details about the visibility, group and completion status of the activity.

- **Lesson**: A **lesson** is made up of pages which may have content for the learner to read or questions for them to answer. The questions can be created by the expert or imported. The expert decides the order in which these pages appear.

o   **Content format**

Only content in the following formats can be uploaded onto the platform:

- Audio - mp3
- Video - mp4
- Pictures - jpg, png and gif (200 X 200 pixels)
- Text – pdf

2.4 OVERVIEW OF THE PLATORM FUNCTIONALITIES

The DIGILOGIC Community at a high level was designed to support the exchange and enhancement of knowledge and skills among learners and experts and to facilitate networking and community building. As such, the following is a brief overview of the core functionalities of the platform for the purpose of the DIGILOGIC project. More details on each function are provided in the subsequent sections of this document.

- **Capacity building:** The DIGILOGIC Coommunity serves as a platform to support building the capacity of its users by enhancing their knowledge and skills in Smart Logistics.

- **Library of resources on smart logistics:** The library is a section of the platform that is equipped with learning resources uploaded by consortium members to support the learning journey of its users.

- **Community building:** The platform has features that support the creation or enhancement of community among its users.

- **Discussion groups and networking:** Users of the platform will have the opportunity to create groups and initiate discussions for the purposes of learning, networking and interacting with one another.

---

[4]https://www.youtube.com/watch?v=F9ubp7x2Knw&list=PLxcO_MFWQBDehWp4JRrMqUkC-60RBGTs0&index=4

- **Management of smart logistics Challenges:** The platform will support the management of the smart logistics Challenges (a competition based on providing solutions for challenges experienced in the smart logistics sector WP4) by hosting the various phases of the programme from launching the call for applications, handling the application and evaluation process and allowing applicants to create their project teams.

- **Managing the mentorship programme:** The platform will enable matching mentors and mentees in order to support potential applicants with applying for the Challenges and later successful applicants with further developing and implementing their ideas. Mentees will be received mentoring vouchers that represent the amount of mentoring time they are entitled to; these vouchers will be monitored via the platform.

FIGURE 1. DIGILOGIC COMMUNITY FUNCTIONS MAP (COMPLETE)
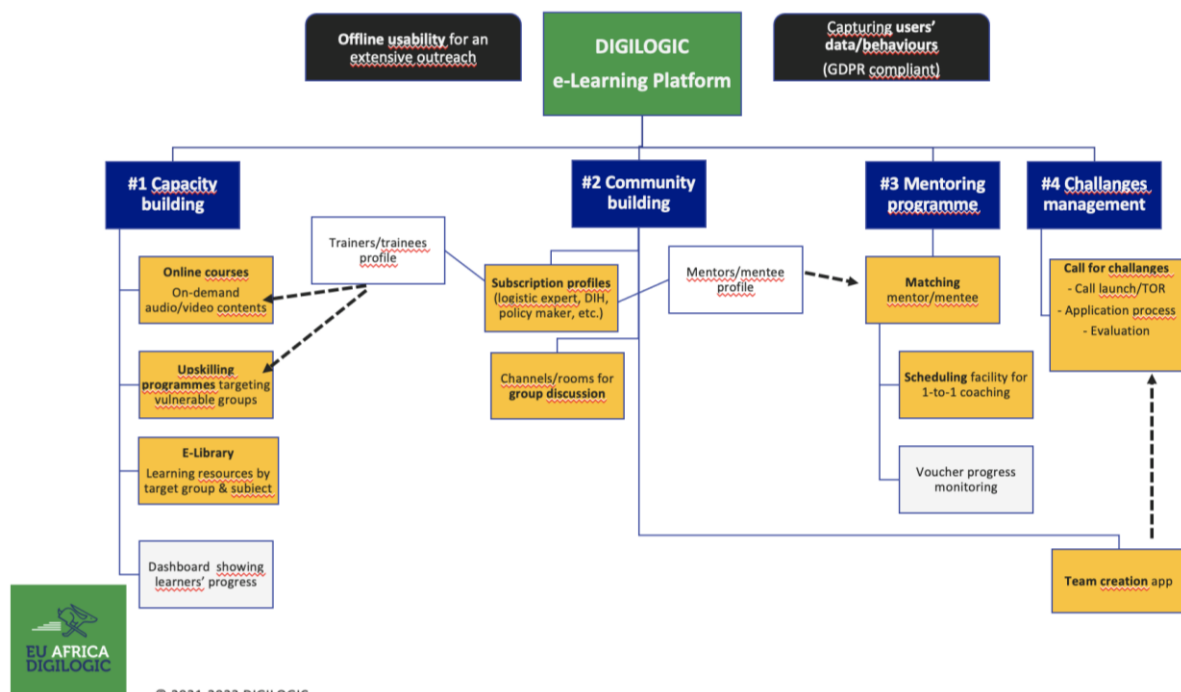
FIGURE 2 DIGILOGIC COMMUNITY FUNCSTIONS MAP (AS AT JUNE 30/06/2021)[5]

---
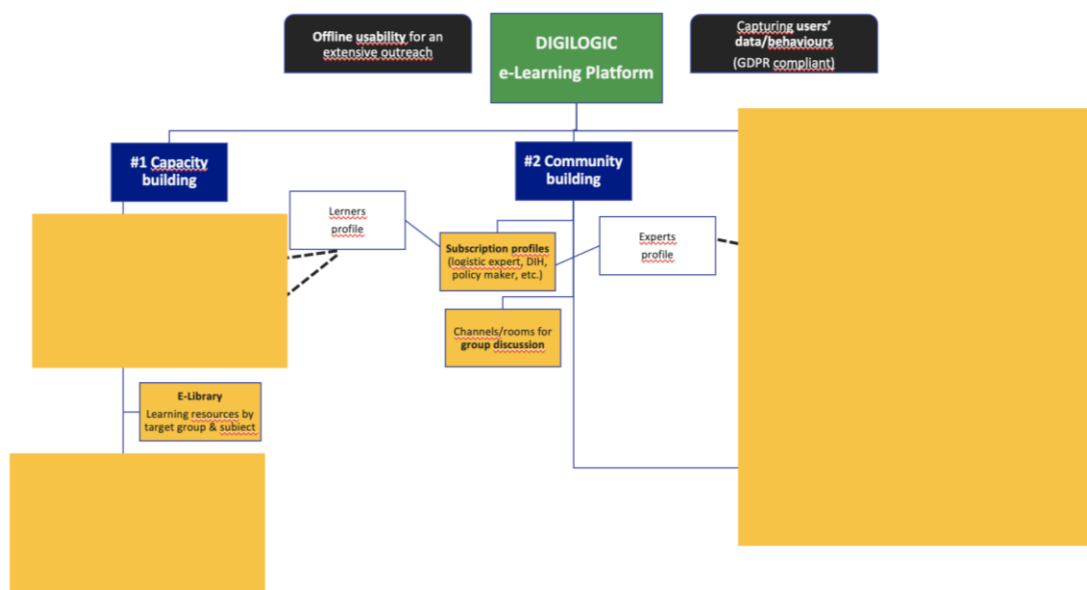
[5] The platform is still under development and will be updated as the project progresses

3 SECTION: WORKING WITH THE DIGILOGIC COMMUNITY

3.1 FUNCTIONS RELEVANT FOR ALL USER GROUPS

3.1.1 REGISTRATION
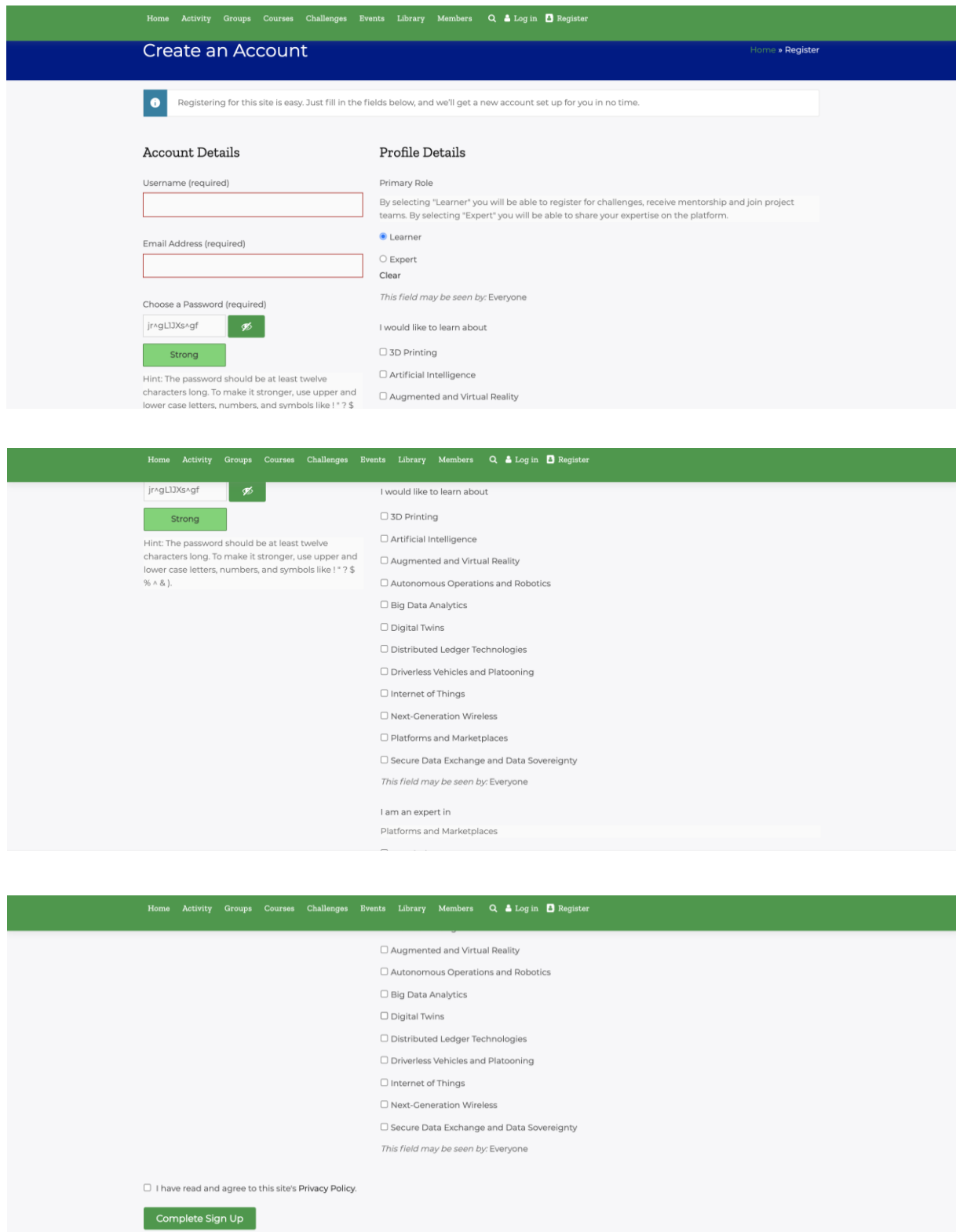
The use of the DIGILOGIC Community is free. To access the content on the platform, users must complete their registration. The steps below will guide you.

- Visit the platform by typing or copy-pasting the following address in your web browser or clicking on the link: http://collaboration.digilogic.africa/register

- You will be presented with the homepage which will look like the image below;
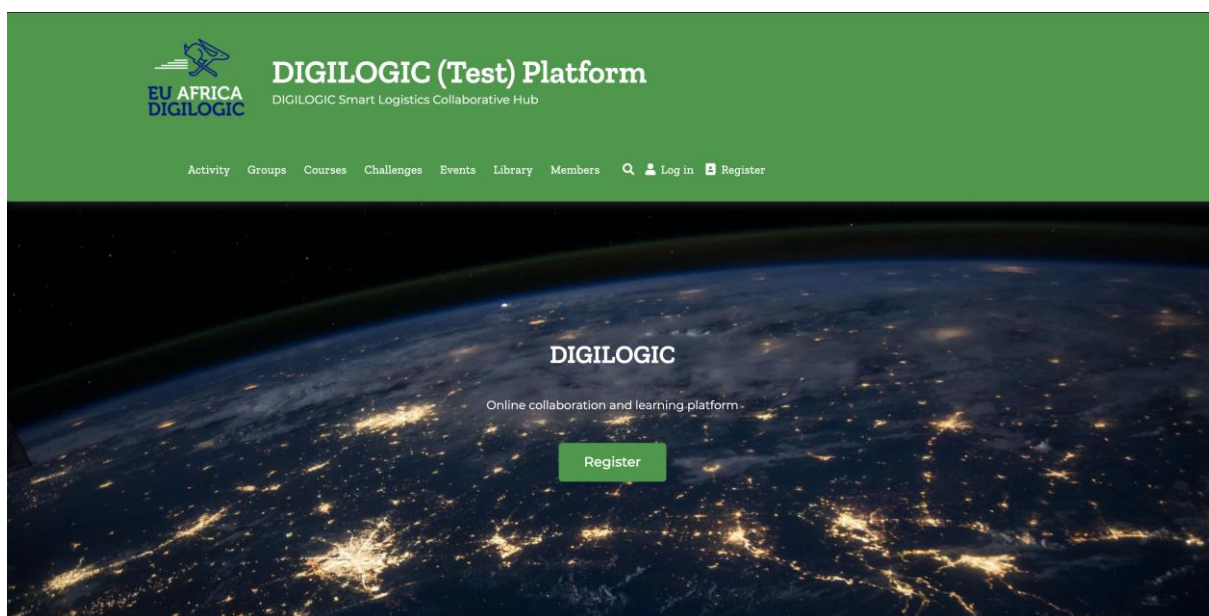
- Click on the 'Register' button in the middle of the page or on the last option of the menu list right below the platform title;

- Fill in your account details on the left (username, email address and password);

- Select your primary role and what you would like to learn as a learner or skills and knowledge you would like to share as an expert on your right from the two options; 'Learner' or 'Expert' and the list of skills as seen on the image below;

Note: By selecting 'Learner' you will be able to register for Challenges, receive mentorship and join project teams, subscribe to the up-skilling programmes, take part into the IMPACT Labs and browse all the open access resources that the platform will offer. By selecting 'Expert' you will be able to share your expertise on the platform

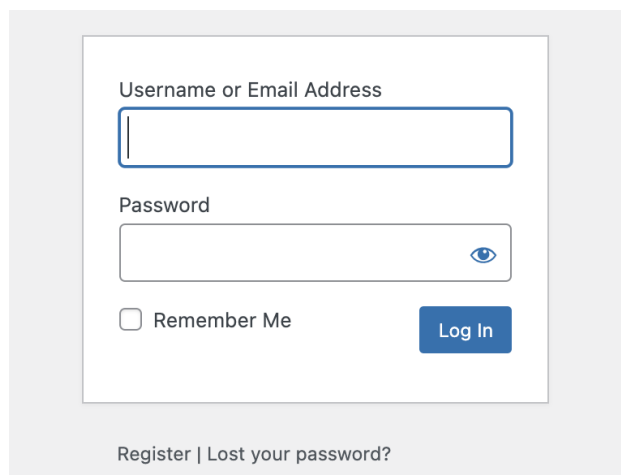▪ DO NOT forget to read and agree to the site's Privacy Policy. Note: The document will be available in the Appendix section and can also be accessed at http://collaboration.digilogic.africa/privacy-policy/

- Press the 'Complete sign up' button when you are done;

- An email will be immediately sent to the email address you provided where you will be instructed on how to complete your registration. If you do not receive the email please contact the APs at help@digilogichub.africa

- Once you have read and followed the instructions you received in your email, your account will be confirmed and you will be logged in automatically (if this is not the case, proceed to log in with the credentials your created at registration).

Note: Be careful when filling the email, because it will be used to send the link to change/request a new password. The registration will give complete access to the free content and features of the platform.

3.1.2 LOGING IN

If you have an account already, follow steps 1 and 2 from the registration process and proceed as follows:

- Click on the 'Log in' button on the second-last option of the menu list right below the platform title and next to the 'Register' option;

- You will be presented with the page in the image below;

Note: In case you have forgotten your password, you can recover it by clicking on 'Lost your password?' at the bottom centre of the page and follow the prompts to recover your password.

3.1.3 COMPLETING YOUR PROFILE

Once logged in, you must complete your profile by providing more information about yourself to better connect with other users. Profiles may be completed at any time though users are encouraged to complete their profiles upon registration. To complete your profile:

- Click on your name on the last option of the menu list right below the platform title;

- You will be presented with your empty profile page like the image below;
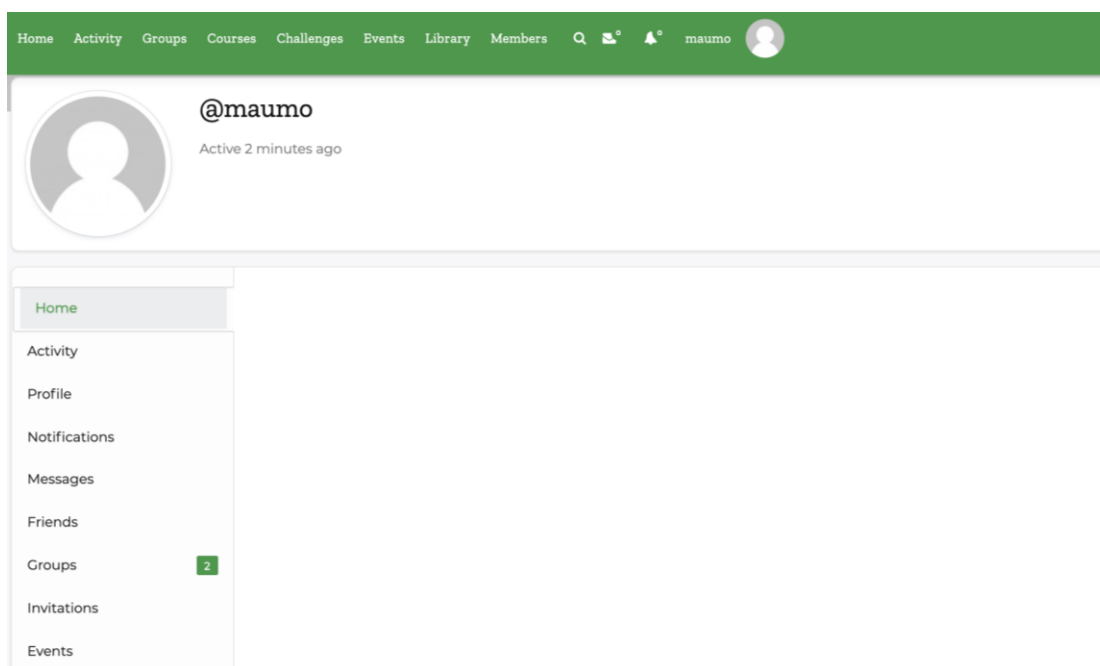
- On the panel on your left, click on 'Profile' to be redirected to your profile form shown in the image below. Here you will be able to view and edit your profile, change your profile photo and your cover image;
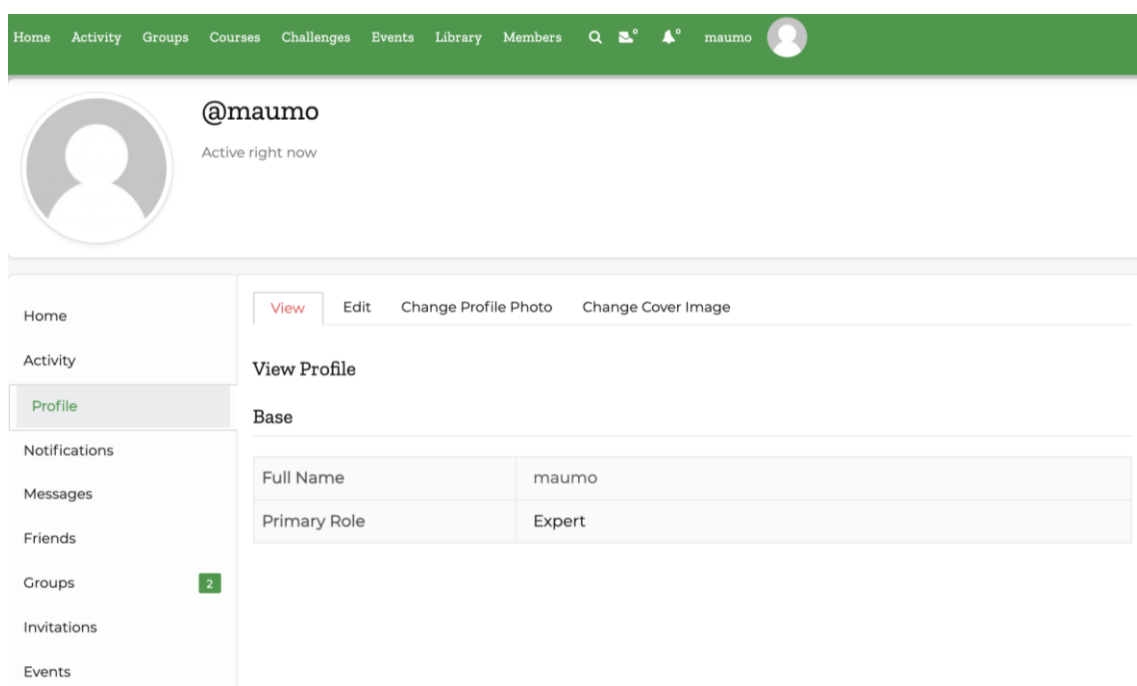

- Select 'Edit', this will display a form with various fields as seen in the table below:

*TABLE 1. REQUIRED FIELDS FOR EDITING YOUR PROFILE*

Field	Required

Full name	Yes
About me	Yes
Organisation name and URL	No
Gender	No
Age	No
Primary role	Yes
Link to LinkedIn profile	Yes (for experts if you have one) and optional for other users
Upload CV	Optional (but required if expert does not have a LinkedIn profile)
Twitter	No
Nationality	Yes
Expertise	Yes (for experts)
Learning objectives	Yes (for learners)

- To upload a profile picture, click on 'Change Profile Photo' and then the green button 'Select your file' and follow the prompts to complete the action. You also have the choice of taking a picture on the platform, in this case, click on 'Take photo' and follow the prompts complete the action. You may have to give your browser access to your camera in order to take a picture directly on the platform.
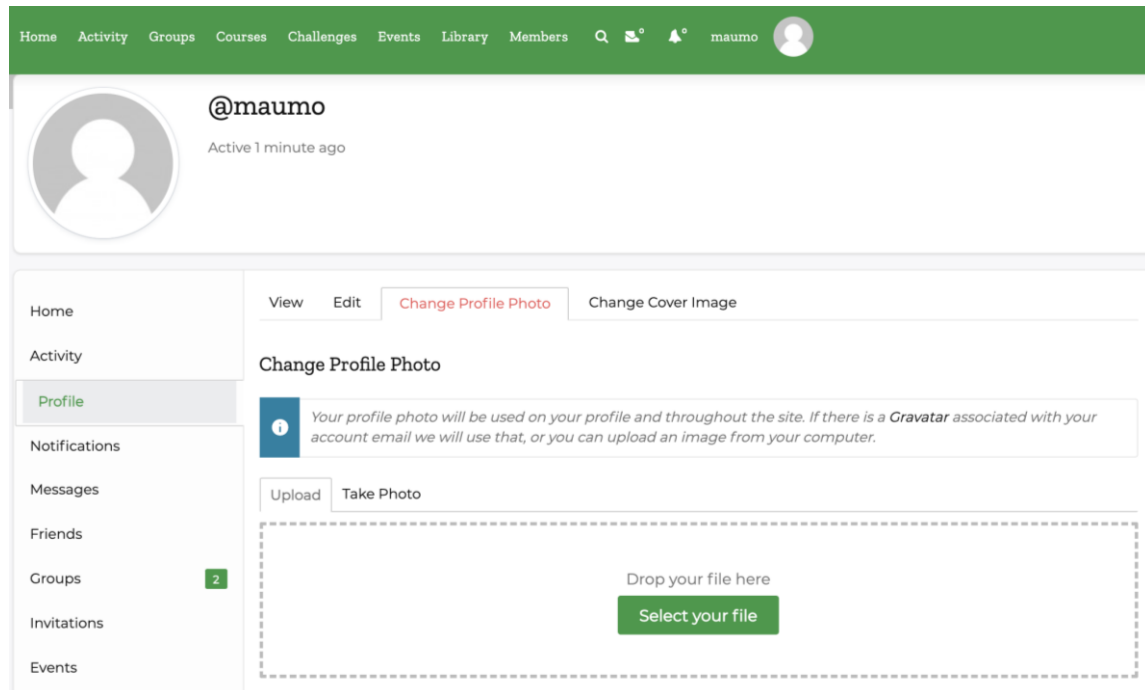
- To upload a cover image, click on 'Change Cover Image' and then the green button 'Select your file' and follow the prompts to complete the action. For better results, make sure to upload an image that is larger than 1300px wide, and 225px tall.
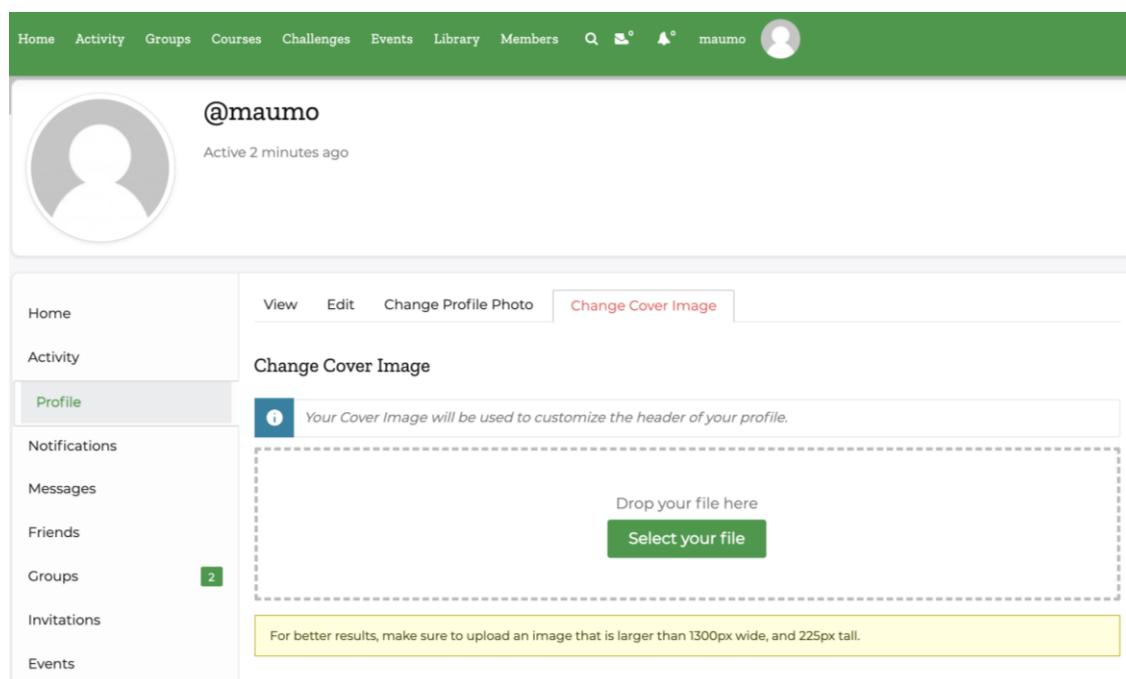
User accounts that are inactive for three months will be contacted by the platform administrator BongoHive, if there is no response or activity or with the permission of the user, the account will be deactivated.

3.1.4   SEARCHING AND DOWNLOADING RESOURCES FROM THE ELIBRARY[6]

- **Searching for resources:** to search for content within the library, click on the search icon (magnifying glass) within the list of menu item right below the platform title and type a keyword associated with what you are looking for.

- **Downloading resources:** only selected resources will be downloadable. There will be a 'Download' button at the bottom of the file. If there is no button, that means the resource cannot be downloaded for copyright purposes therefore, users can only access this resource online.

3.1.5   DISCUSSION GROUPS AND NETWORKING

Users with shared interests may form groups within the platform in order to better engage with each other and also attract other users with shared interests. The purpose of these groups is to facilitate in depth networking and discussions on the platform. Any user may create a group. To do this, follow the steps below:

- Select 'Groups' from the menu list right below the platform title (third option from the left). The groups homepage will be displayed where the user is able to see all groups on the platform, the groups they are members of and an option to create a group
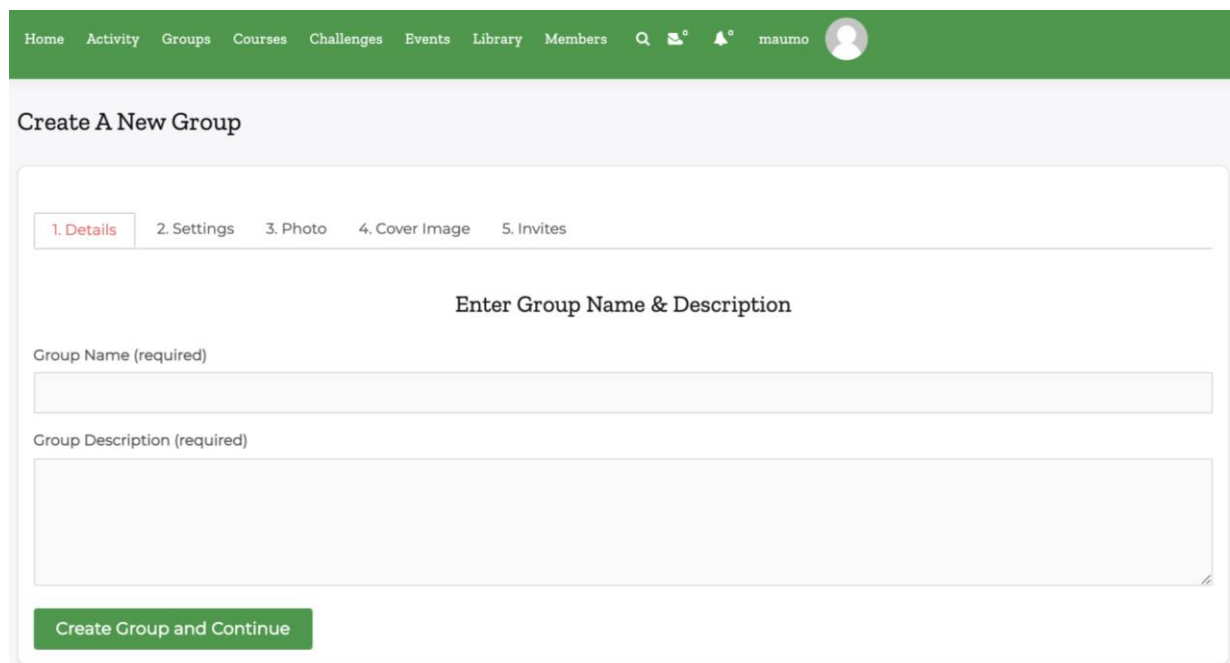

---
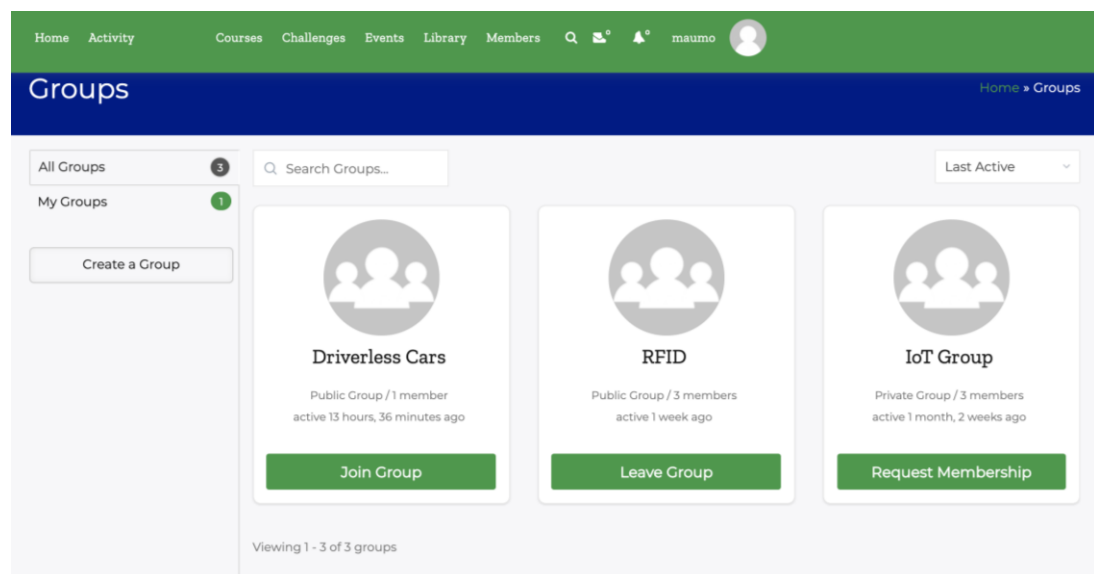
[6] More details to come in this section once the functions of the library are fully activated

3.1.5.1   Joining, requesting membership or leaving a group

- To join an already existing group simply click on 'Join group', you will be able to see this option if the group is open or 'Request Membership' if the group is closed. If you want to leave a group, simply click on 'Leave Group'.
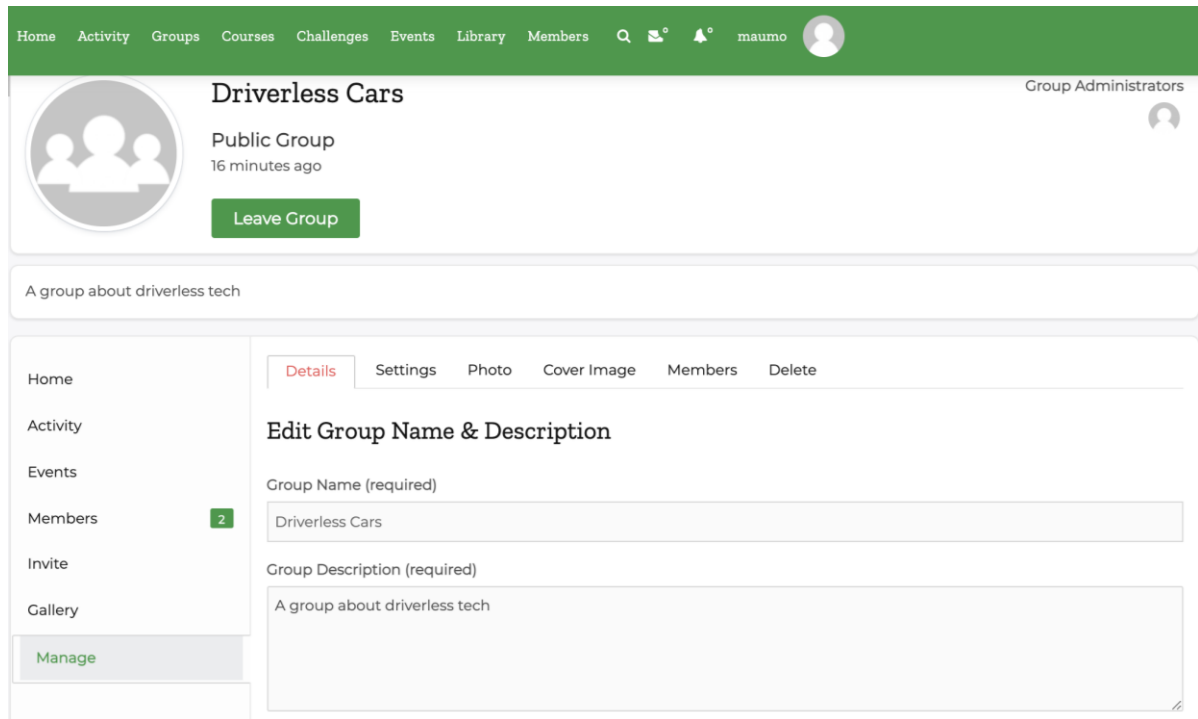
3.1.5.2   Creating a new group

- To create a group, click on the 'Create a Group' option on the panel on your left. This will display a page with several options to create the group including entering basic group details such as name and description. These are required fields, meaning you will not be allowed to proceed to the next stage unless you complete these fields. Once you are done, click on 'Create Group and Continue' to proceed to edit the other fields such as the group settings, this is where you may choose to make the group private for example if this group is a team for the Challenges or open if the purpose of the group is simply to have conversations and share ideas. Then you will be asked to upload a group photo followed by a cover image if this is desired and finally there's also an option to invite group members. Only registered members of the platform can be invited to a group.
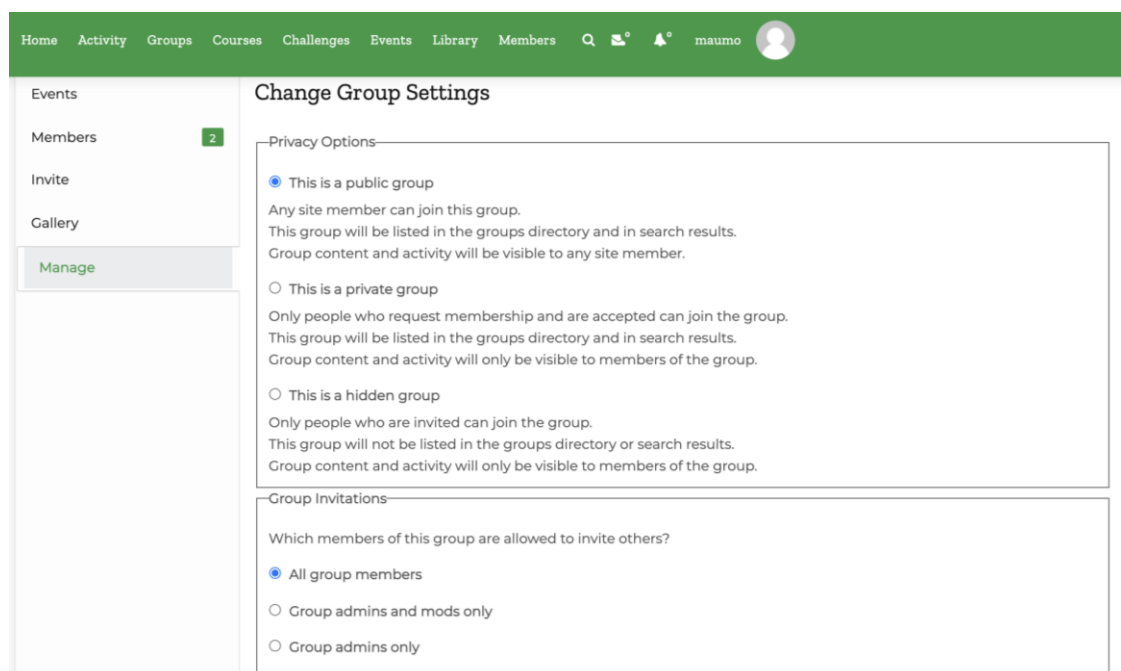
3.1.5.3   Managing an existing group

▪ If you would like to make edits to the group you have created, click 'Manage' on the panel on your left. This will display a page as seen in the image below. There are various options for managing your group such as 'Details' to edit your group name and description
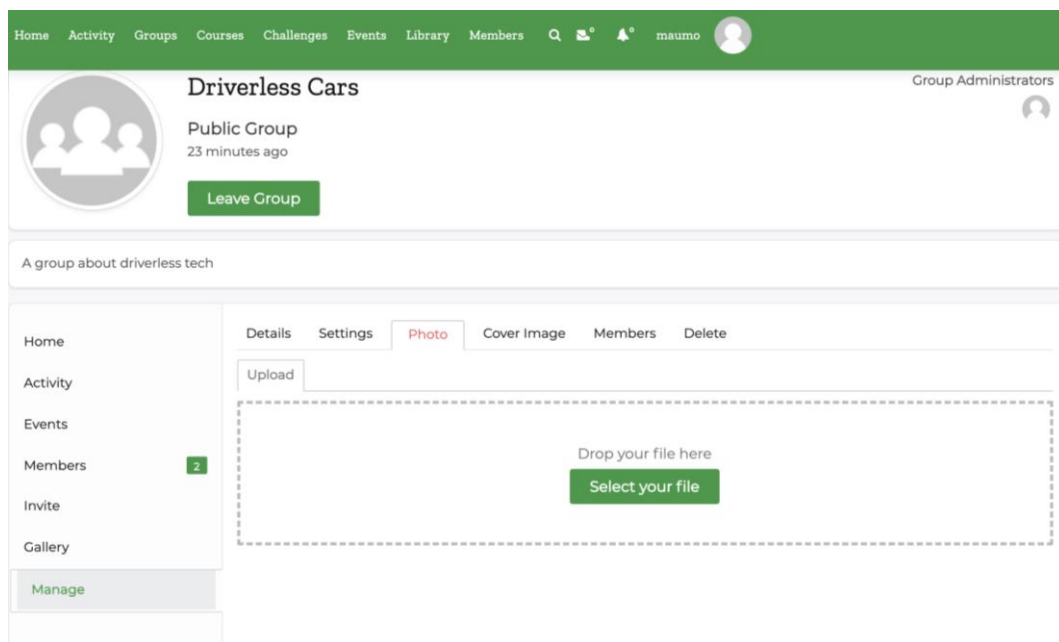

▪ 'Settings' for managing group privacy options and invitations,

- ▪ 'Photo' and 'Cover Image' for uploading or changing your group photo and cover image

- ▪ 'Members' allows you to search for, edit, ban or remove members from your group
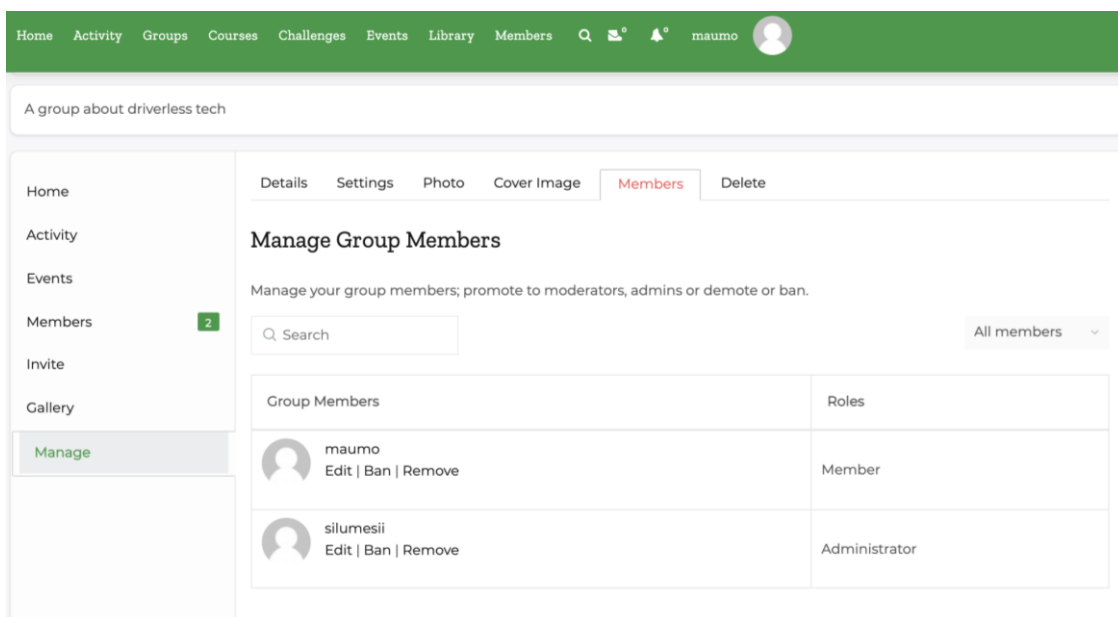
▪ Finally, 'Delete' allows you to delete the group you have created.
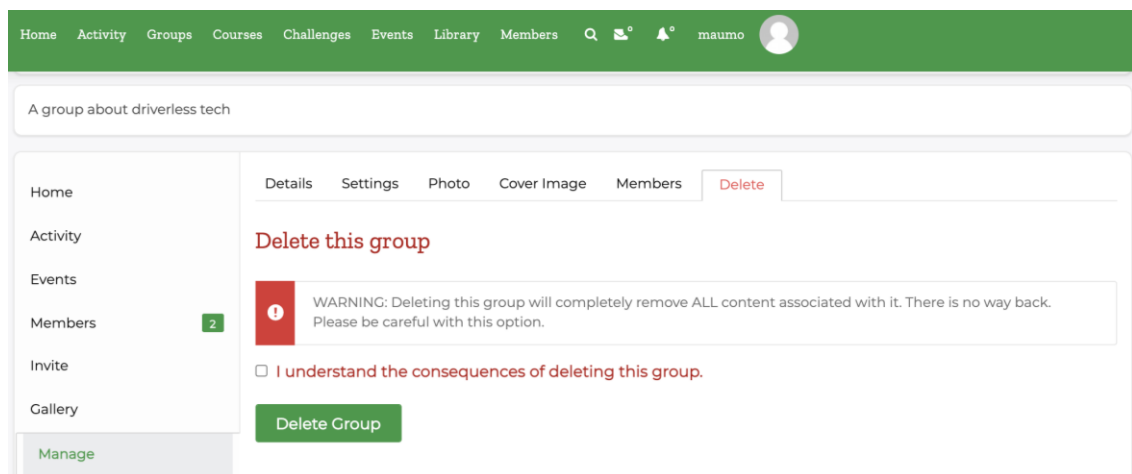
- The user that creates the group is called the 'Group Moderator'. The group moderator will have the power to remove group members if they do not adhere to the group guidelines[7]. Furthermore, group moderators or group members can report any content or individual that does not adhere to group guidelines to an admin from the consortium.

- Once the group has been created, group members can start conversations, comment on other users' posts, mark posts as favourites, delete their posts and view all group activity in the 'Activity' section as seen in the image below. Only the group moderator and APs can delete other users' posts.

---
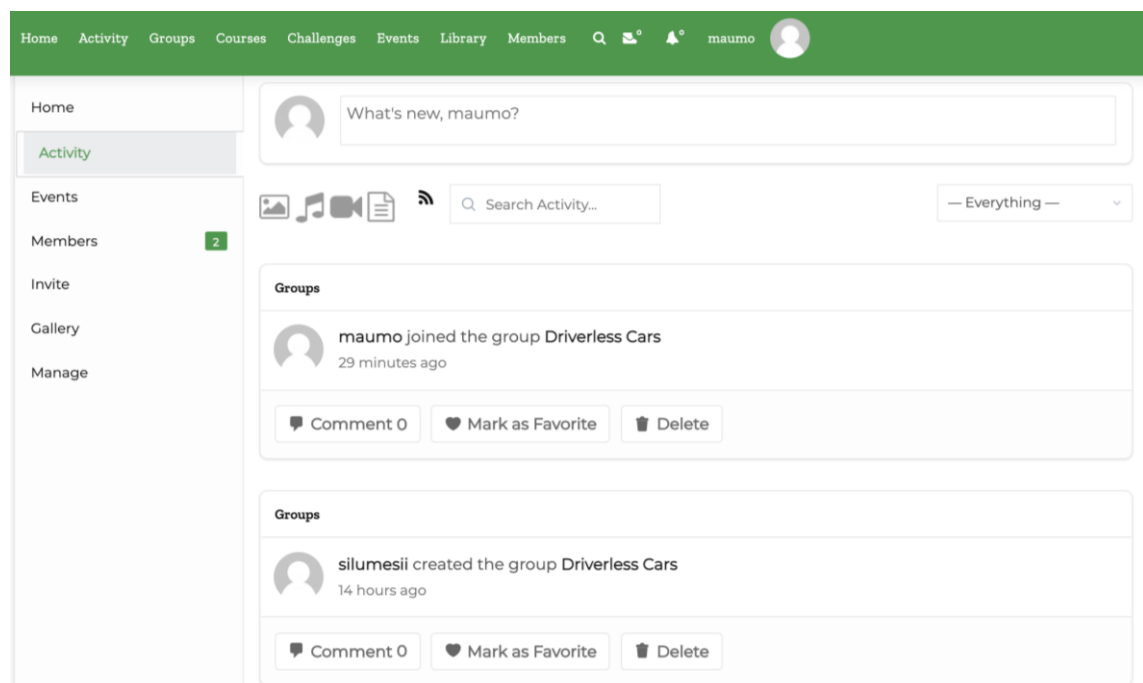
[7] Standard group guidelines will be provided on the platform.

- Once a group is no longer required, the group administrator is responsible for deleting or archiving the group. If there's no activity within a group for at least three months the APs will request that the group administrator delete the group and if this is not done within a week an AP has the right to archive or delete the group and inform the group administrator via email.

3.2 FUNCTIONS RELEVANT FOR ADMINISTRATIVE PERSONNEL

3.2.1 ADDING NEW USERS
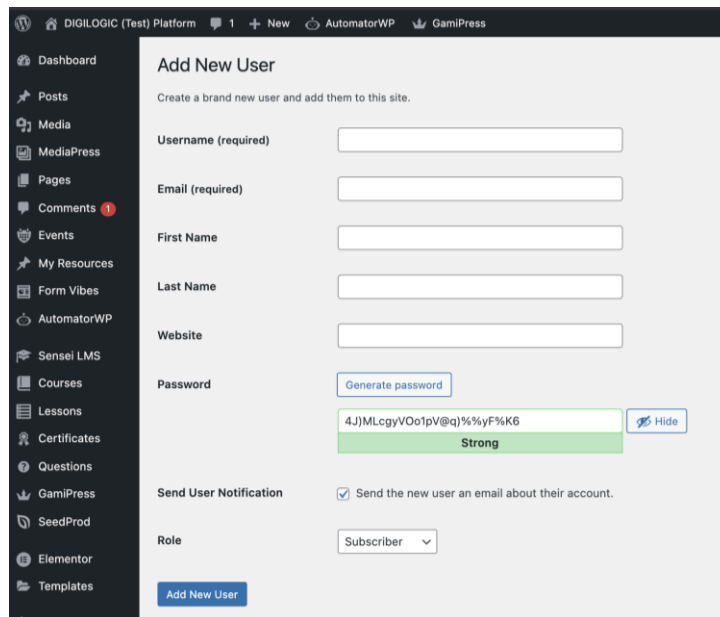
Although each user is responsible for registering on the platform and completing their profile, in instances where they are unable to do so, APs have the right to add new users onto the platform on their behalf. To do this, follow the steps below:

- Click on the WordPress logo at the top left corner of any page on the platform, on the navigation pane along the left side of the screen, scroll down until you reach users
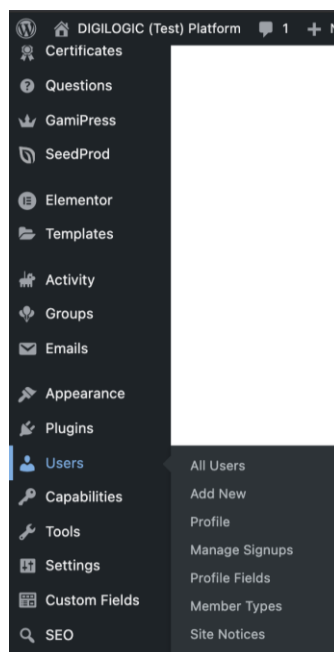
- Click on 'Users' and you will be directed to the users overview page, then click on 'Add New' next to the page title. You will be presented with the form that should be completed with the users' details. All fields are required except for 'Website'.

Funded by the Horizon 2020
Framework Programme of the European Union
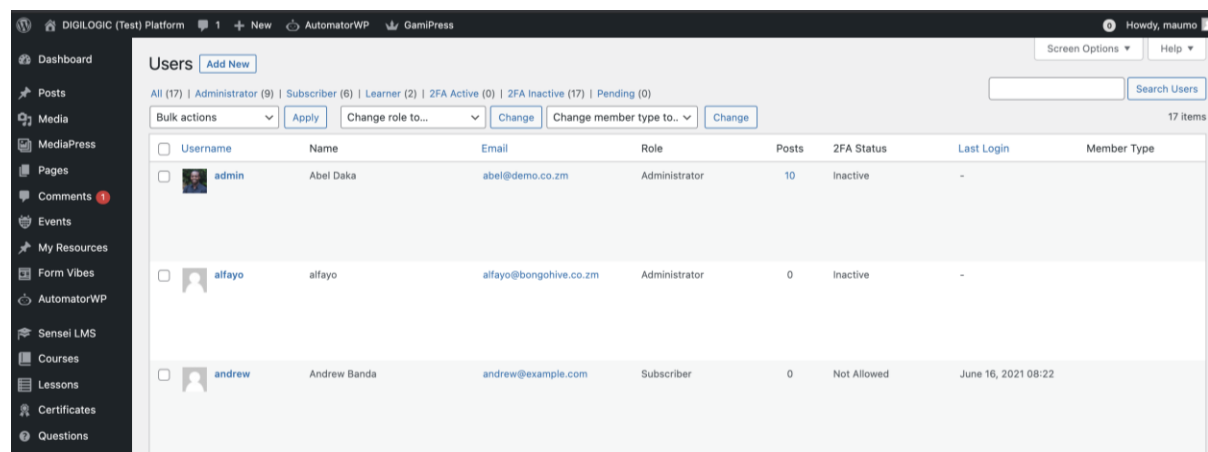
- Options for adding and editing new users include:

  - All users - overview of all users on the platform
  - Add new - adding new users
  - Profile - editing user profiles
  - Manage signups - viewing user information, activating, emailing or deleting user accounts
  - Profile fields - adding and editing profile field groups
  - Member types - adding and editing member types

3.2.2   ADDING AND EDITING COURSES, MODULES AND LESSONS

To add / edit a course, module or lesson section:

- Click on the WordPress logo at the top left corner of any page on the platform
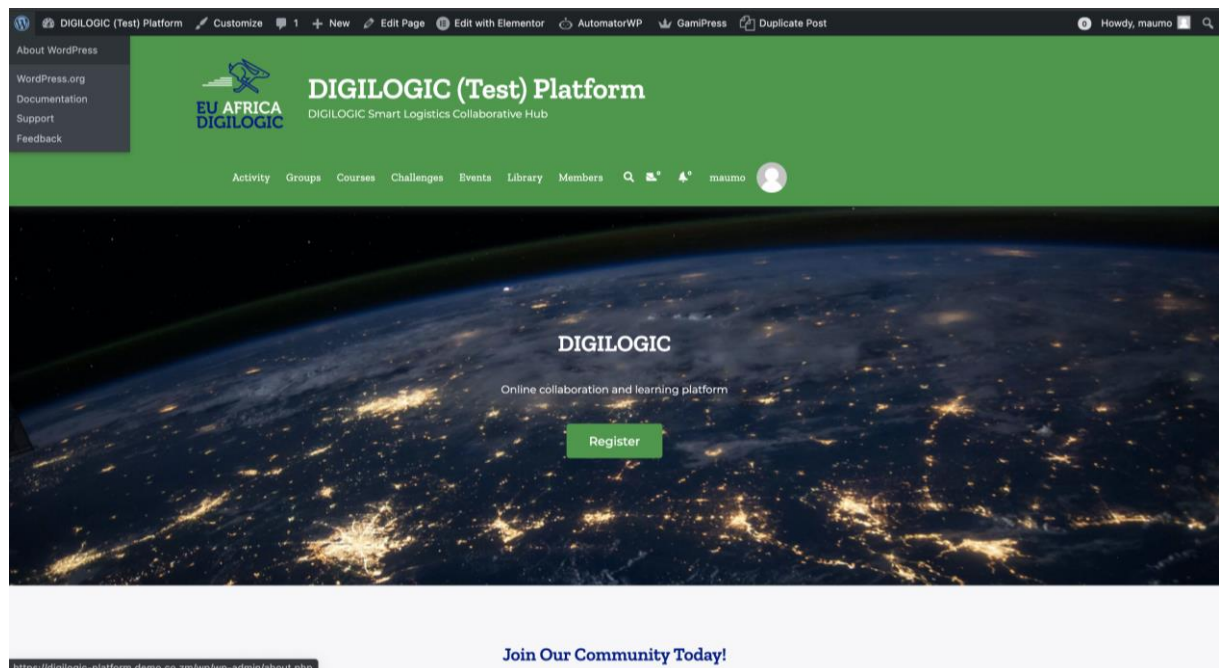
- On the navigation panel along the left side of the screen, scroll down until you reach courses (modules can be found within the courses option) or lessons. Hover the mouse over the desired option, this will further display more options for editing:
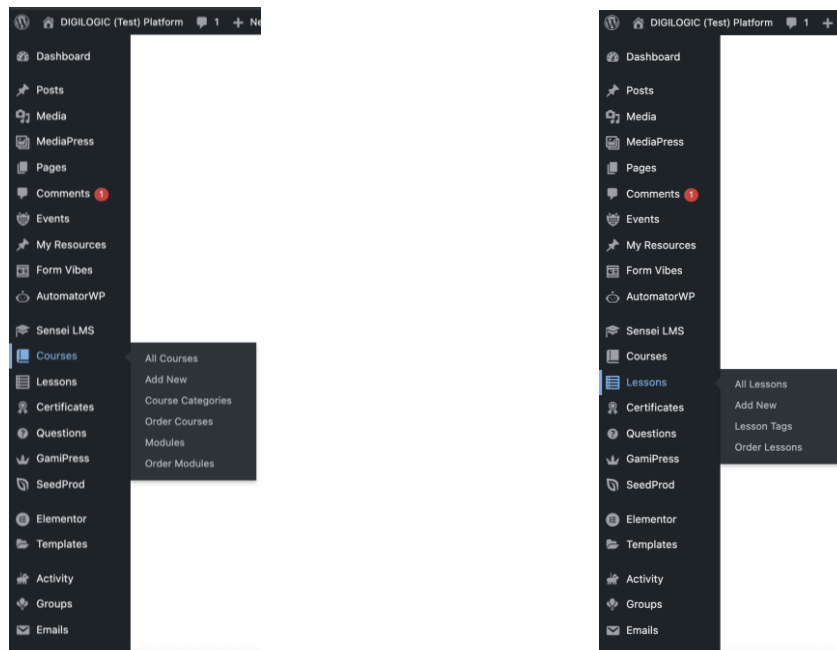
- To add a new course or lesson, click on 'Add New' and fill in the relevant fields while ensuring that you provide as much detail as possible. Required fields include course outline, course categories, order courses, status and visibility, teacher and uploading any relevant and necessary files to support the learners.

Below is a brief description of the fields editing options:

- All courses - overview of information on all courses on the platform
- Add new - adding courses and course information
- Course categories - adding and editing course categories
- Order courses - placing courses in desired order. E.g., chronological or alphabetical order
- Modules - adding modules and module information
- Order modules - placing modules in desired order. E.g., chronological or alphabetical order

o The lessons section has all these options except for one additional option - lesson tags. Lesson tags allows the instructor to label lessons for ease of identification

The topics and themes of the online learning content are selected by the members of the consortium. The consortium members are the only ones that can upload content onto the platform. Within the consortium, one member from each organization leading the up-skilling programmes will be responsible for validating and uploading the content before anyone has access to them on the platform.

3.2.3   ADDING RESOURCES TO THE ELIBRARY
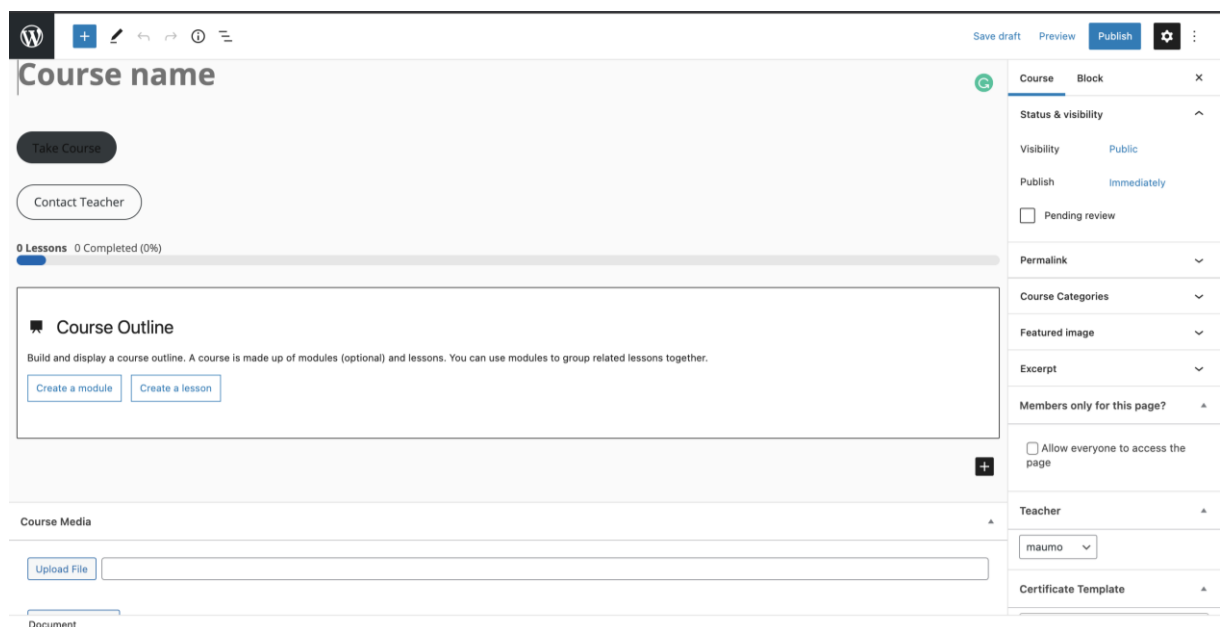
To add resources to the library section:

- Click on the WordPress logo at the top left corner of any page on the platform

- On the navigation pane along the left side of the screen, scroll down until you reach 'My Resources' and click on it. All resources uploaded on the platform will be displayed as seen on the image below. When you hover over a resource title, you will be given options to edit, delete or view the resource. This can also be done by clicking on 'Bulk actions'. In case you are looking for a specific resource you can use the search bar next to the 'Search Resources' button on the top right-hand corner or
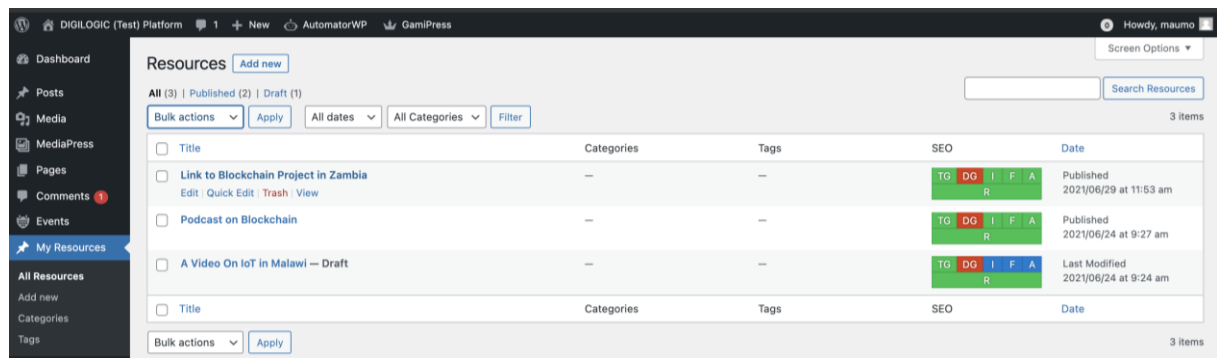
- Click on 'Add New' next to the title of the page 'My Resources' then you will be directed to a page where you can add resources to the e-Library and provide the necessary information for the users of the platform. Required fields include 'Categories' where you can categorize the resources according to

topics and themes, 'Tags' to help users easily find resources with keywords and 'Excerpt' to provide information about the resource to the users.

▪ All consortium members have administrative access to this section of the platform however, only the one person per organization should be made responsible for uploading resources and therefore will also be responsible for validating the content and ensuring the quality of the content is up to the pre-agreed standard among consortium members.

▪ The resources are categorized according to their theme and/ or topic and should be relevant to Smart Logistics. The APs responsible for uploading the resources must ensure to categorize and label it correctly. Files (audio, video, media and text) uploaded on the eLibrary should be a maximum of 128 MB.

3.3 FUNCTIONS RELEVANT FOR MANAGING THE CHALLENGES AND MENTORING PROGRAMME

3.3.1   SMART LOGISTICS CHALLENGES MANAGEMENT

The platform will support the management of the smart logistics Challenges under WP4 by hosting the various phases of the programme from launching the call for applications, handling the application and evaluation process and allowing applicants to create their project teams. To facilitate this, a page called 'Challenges' has been created on the platform, this is where the information and activities for this work package can be found.

3.3.1.1   Call for proposals

▪ The call for Challenges set of documentation will be published in the Challenges section of the platform. This will include all the necessary information needed to respond to the call. Once the documents are available on the platform, users will be notified with instructions on how to participate.

▪ A link for the page will be used by the project marketing and communications team to advertise the competition and redirect interested potential applicants to the platform.

▪ Applicants of the competition will be required to register to be a member on the platform and have complete profiles if they would like to participate.

▪ The work package leader will be the lead page administrator and will ultimately be responsible for keeping this page up to date with the technical assistance of BongoHive.

▪ The trainers and mentors who will directly support the successful programme applicants will be given some administrative rights to upload necessary content for the applicants onto the platform and to monitor the progress of the participants they are responsible for.

3.3.1.2   Application process

▪ The applicants must upload their proposals via the 'Proposal Submission' section with a short description of which category their proposal falls under.

▪ The proposal reviewers will be put into groups according to the competition categories and will be notified whenever they receive a proposal.

▪ A countdown clock will be displayed on the platform to countdown to the application deadline date.

3.3.1.3   Evaluation process

- The evaluators will be able to review the proposals on the platform. All received proposals will be found in the 'Pending Review' section under the appropriate category. Once a proposal has been reviewed by at least two evaluators it should be moved to the 'Approved' or 'Rejected' section accordingly for ranking and further discussion if necessary.

- Once the evaluation process is completed and finalized, applicants will be able to see whether their proposals have been approved or rejected, they will also receive an email informing them of the response.

3.3.1.4   Creating a team

- Similar to the formation of groups in the previous section, applicants will be able to create teams of four members in the Challenges section. For details on how to create a group, please **see Section 3, number 3.1.5.2**.

- Applicants will be responsible for creating their own teams on the platform complete with full details of each team member and the category they would like to compete in.

3.3.1.5   Team registration and approval

- Once applicants register their teams including their preferred category, APs responsible for approving teams will review and approve or reject the teams.

- The APs will allocate mentoring sessions to the approved teams and this will be visible on the team profile by the mentees, the mentor and all administrative users of the consortium. The mentors will be responsible for indicating when sessions have been used by mentees by ticking the appropriate boxes on the team profile.

- Scheduling of mentoring sessions can be done at the discretion of the teams and their mentors according to their availability within a certain time period.

3.3.2   MANAGING THE MENTORING PROCESS

The Pan EU-AU DIHs Smart Logistics Mentoring Programme is meant to ensure the proper tech upskilling and networking opportunities for the innovation development by the startups, innovative SMEs and ICT professionals in the EU and AU. Its core offer is a sequel of mentoring sessions and webinars (≥25, for around 100 hours) on smart logistics digital technologies. Potential applicants will be given a number of technology insights and tools to be used in preparing the proposals to answer the call and give guidance during the runtime of Challenges on technology and industry assessment. There will be two sessions per mentor, resulting in 6 needs-based sessions preparing for the Challenges of WP4.

3.3.2.1   Matchmaking

- Approved teams will be matched with a mentor by a team within the consortium according to their category and expertise and will be allocated a maximum of two mentoring sessions with their designated mentor to support them to prepare their proposal.

- Mentors are expected to indicate their roles by selecting the appropriate box while they complete their profiles in order for them to be identified and easily matched with the mentoring programme participants.

3.3.2.2   Coaching sessions

- The winners of the pitch competition from the bootcamp will be awarded coaching vouchers that give them access to coaching support from designated industry expert coaches.

- The vouchers will be visible on the profiles of the winning teams.

- The coaches will be given administrative access to their team's profiles in order to monitor their progress and the usage of their coaching hours. The coaches are responsible for indicating when coaching sessions have been completed by ticking the appropriate boxes.

- Coaching sessions will be scheduled using the team's and coaches' personal calendar on the platform and scheduled sessions will appear on their events page and on their dashboards.

- Teams will be responsible for scheduling their coaching sessions and coaches will be responsible for approving the sessions according to their availability.

3.3.2.3   Events

- The consortium marketing and communications team has administrative rights over the platform events page and calendar. The team is responsible for keeping the events page up to date by adding and editing upcoming events.

3.3.2.4   Dashboard

- The Dashboard is a customisable page for providing users with an overview of their learning journey, progress, upcoming deadlines and quick access to other platform features and sections.

- Administrators can set the default blocks for all users and users can customize their dashboards as they see fit.

- The default dashboard blocks are course overview, latest badges, calendar, upcoming events, online users, announcements, mentoring vouchers usage.

4 SECTION: ACCESSBILITY, DATA, AND ADMIN RIGHTS AND DUTIES

4.1 OFFLINE AND MOBILE ACCESSIBILITY

To ensure that the platform is inclusive and that we are catering to audiences that may not always have access to the internet, the platform will be fully accessible via mobile devices and parts of the platform will be accessible offline. Overall, the platform will be optimized for lower bandwidth connections.[8]

4.2 CAPTURING USER DATA

The platform will collect the minimum amount of data needed for users to be functional and engage safely on the platform. Data that will be collected is as follows:

- Full name - for identification purposes by users of the platform.

- Email address - to create an account on the platform and allow DIGILOGIC to send platform notifications such as course due dates, opportunities and programme-relevant information.

- Gender - since fair gender representation is a big part of the project, this will allow DIGILOGIC to track the participation of women in the programme to ensure that they are fairly represented.

- Organization - to allow the consortium to (where possible) not match learners from the same organisation together to maximise the learning opportunity.

- Country - to get a general sense of locality, reality and Challenges with respect to logistics technology, regulation, Challenges and opportunities.

To safeguard the rights and freedoms of the users' data, they will be given the opportunity to opt-in or out of sharing certain information with other users. No contact information or user data will be shared or sold to anyone including third parties outside of this project however, the users are welcome to do so at their own discretion. In case the platform comes to an end, users contact information will not be kept longer than five years after the dissolution of the platform. Only APs (consortium members) will be able to see all user data. Users are able to choose whether they would like to show or hide parts of their data for example, gender, age, etc. All documents that will be uploaded onto the platform that are not the property of any of the consortium members will have an attribution link to the copyright owner or source of the document/ information. The server will be physically located in Germany which is under European jurisdiction.

---

[8] More detail will be provided as we continue to develop the platform

4.3 ADMINISTRATIVE RIGHTS AND DUTIES

TABLE 2. ADMIN RIGHTS AND DUTIES

Action	Section	Administrator responsible
Creating new functions and features for the platform	Platform-wide	B-HIVE
Bug fixes and platform functioning	Platform-wide	B-HIVE
Registration of new users	Registration	All users
Completion of user profile	Profile	All users
Managing learner information	Users	B-HIVE/ MEST/ Trainers
Adding modules, courses and lessons	Courses	Trainers
Uploading content to library	Library page	1 pax per PP
Validating new expert registered members	Users	Experts - TBD
Gathering platform analytics	Platform-wide	PROTOTIPI/ ENDEVA with B-HIVE support
Creating new groups and channels for discussions	Groups	All users
Creating teams for upskilling programmes, i.e., challenges	Groups/ Challenges	Learners
Adding and editing events	Events	PROTOTIPI

5 REFERENCES

[1] https://moodle.com/

[2] https://docs.moodle.org/311/en/Resources

[3] https://docs.moodle.org/311/en/Activities

[4] https://www.youtube.com/watch?v=F9ubp7x2Knw&list=PLxcO_MFWQBDehWp4JRrMqUkC-60RBGTs0&index=4