



the Learning Network  
on Sustainability

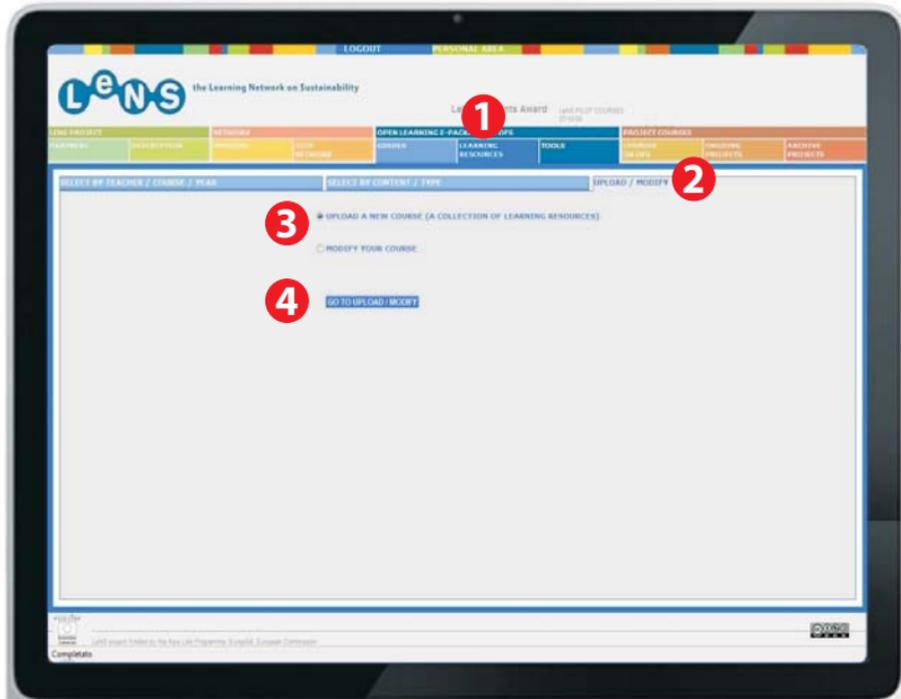


## OLEP Quick Guide

In the Open Learning E-Package (OLEP) website section you can:

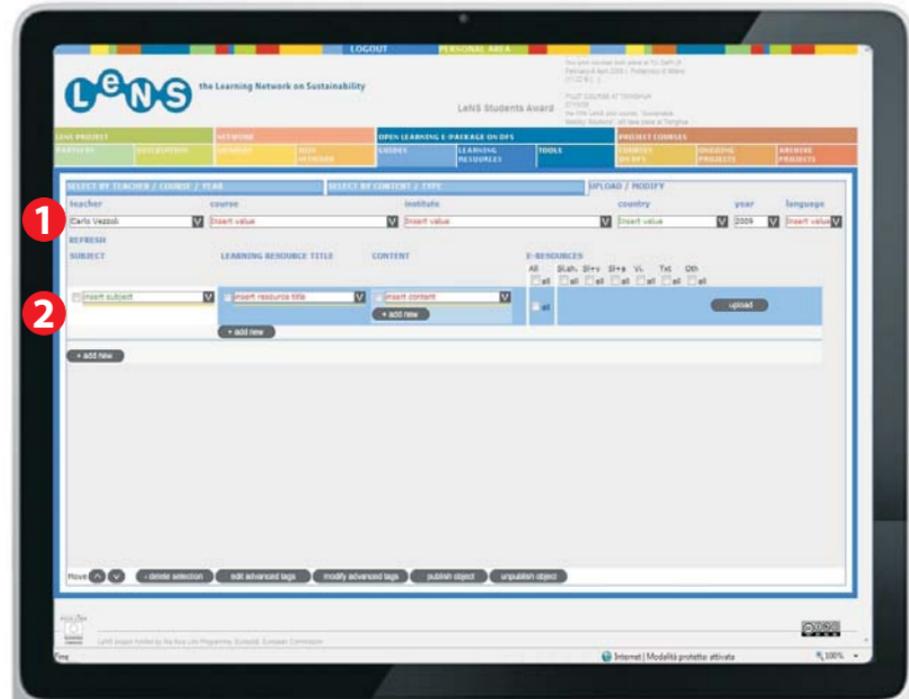
**UPLOAD/MOFIDY LEARNING  
RESOURCES**

## UPLOAD A COURSE 1/9



After having logged in, you click on “Learning resources” **1** and then on “Upload/Modify” **2**. Then you select “Upload a new course” **3** and click on “Go to upload/modify” **4**.

## UPLOAD A COURSE 2/9



Then you need to fill the displayed fields, giving information about the course **1** and its structure **2**. Some fields are automatically filled by the system but you can change them and complete the others (green ones are optional, red ones are required).

## UPLOAD A COURSE 3/9

The screenshot shows the LENS system interface for uploading a course. The interface is divided into several sections: 'SELECT BY TEACHER / COURSE / YEAR', 'SELECT BY CONTENT / TYPE', and 'UPLOAD / MODIFY'. The 'SELECT BY TEACHER / COURSE / YEAR' section includes filters for teacher, course, institute, country, year, and language. The 'SELECT BY CONTENT / TYPE' section includes filters for subject, learning resource title, content, and e-resources. The 'UPLOAD / MODIFY' section includes a table with columns for subject, learning resource title, content, and e-resources. Red circles with numbers 1, 2, and 3 highlight specific elements: 1 points to the '+ add new' button for content, 2 points to the '+ add new' button for learning resources, and 3 points to the '+ add new' button for subjects.

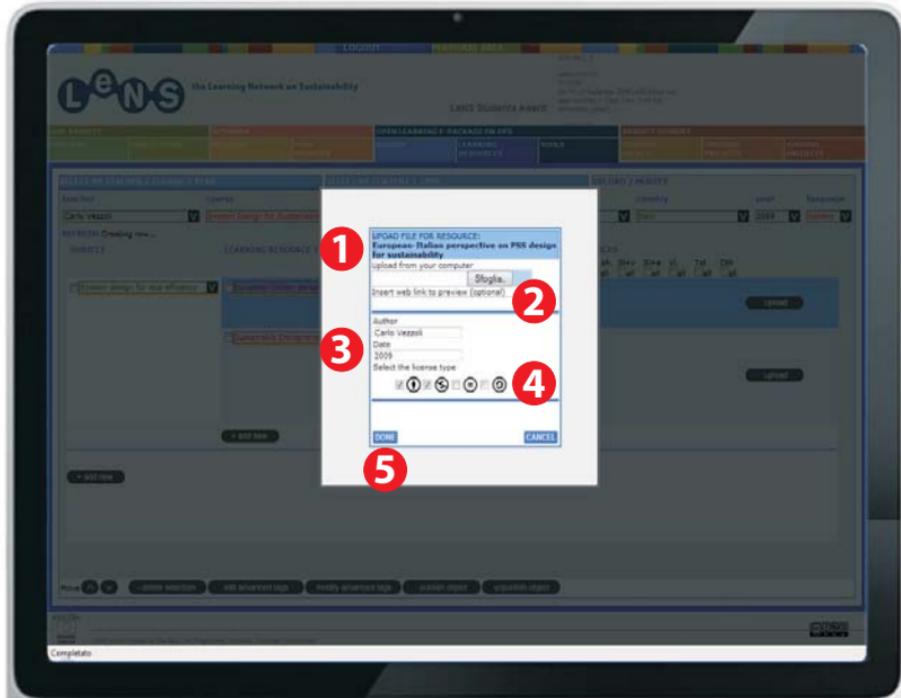
To add new elements, click on “+ add new” to insert a new content **1** or learning resource **2** within the same subject or a new subject as well **3**.

## UPLOAD A COURSE 4/9

The screenshot shows the LENS system interface for uploading a course. The interface is divided into several sections: 'SELECT BY TEACHER / COURSE / YEAR', 'SELECT BY CONTENT / TYPE', and 'UPLOAD / MODIFY'. The 'SELECT BY TEACHER / COURSE / YEAR' section includes filters for teacher, course, institute, country, year, and language. The 'SELECT BY CONTENT / TYPE' section includes filters for subject, learning resource title, content, and e-resources. The 'UPLOAD / MODIFY' section includes a table with columns for subject, learning resource title, content, and e-resources. Red circles with numbers 1 and 2 highlight specific elements: 1 points to the 'upload' button for content, and 2 points to the 'upload' button for learning resources.

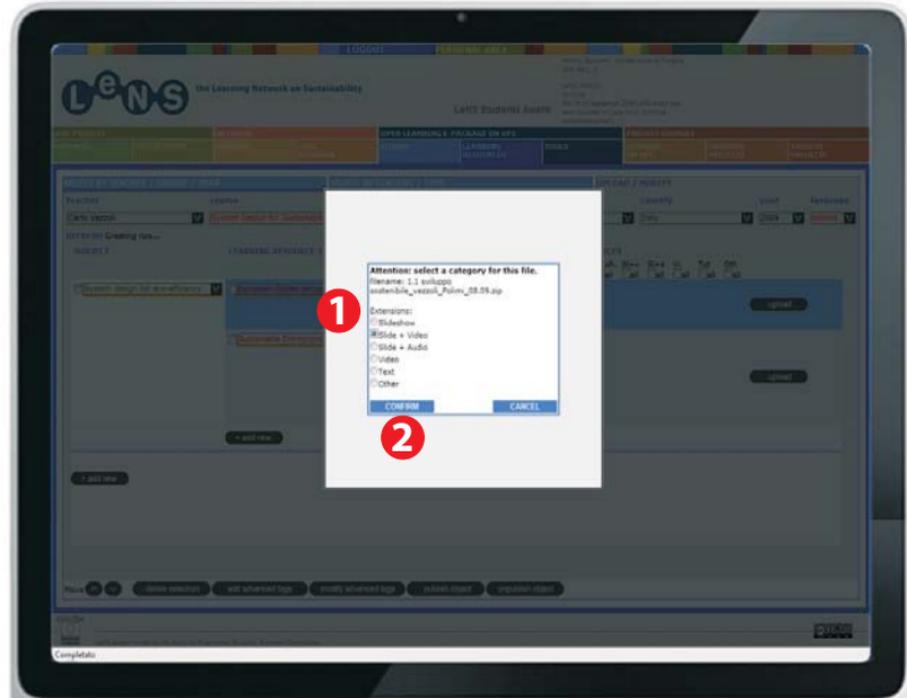
To upload a file, you have to click on “upload” **1**.

## UPLOAD A COURSE 5/9



Then you browse to select the file you want to upload **1**, eventually inserting also a web address where the same file could be viewed without being downloaded **2**, fill in the name of the author/s and the year **3** and select the license type **4**. Finally click on "Done" **5**.

## UPLOAD A COURSE 6/9



Then you are required to select the category your file will be shown in **1** and click on "Confirm" **2**.

## UPLOAD A COURSE 7/9

The screenshot shows the LENS system interface for uploading a course. The interface is divided into several sections: a top navigation bar with 'LOGOUT' and 'PERSONAL EMPLOYEE'; a header with the LENS logo and 'the Learning Network on Sustainability'; a sub-header with 'LENS Students Award'; a main navigation bar with tabs for 'NEW PROJECT', 'PROJECTS', 'COURSES', 'TOOLS', 'ARCHIVE', and 'PROJECTS'; and a main content area with a table of uploaded files. The table has columns for 'SUBJECT', 'LEARNING RESOURCE TITLE', 'CONTENT', and 'E-RESOURCES'. The first row is highlighted in blue and has a red circle '1' next to its 'upload' button. At the bottom of the page, there are buttons for 'move', 'delete', 'edit advanced tags', 'modify advanced tags', 'submit object', and 'upload object'. Red circles '2', '3', and '4' highlight these buttons respectively.

The uploaded files are shown under their specific category **1**. After selecting an element, it's possible to use the buttons on the bottom of the page to move it up and down **2**, delete it **3** or edit/modify its tags **4**.

## UPLOAD A COURSE 8/9

The screenshot shows the LENS system interface for editing course tags. The interface is divided into several sections: a top navigation bar with 'LOGOUT' and 'PERSONAL EMPLOYEE'; a header with the LENS logo and 'the Learning Network on Sustainability'; a sub-header with 'LENS Students Award'; a main navigation bar with tabs for 'NEW PROJECT', 'PROJECTS', 'COURSES', 'TOOLS', 'ARCHIVE', and 'PROJECTS'; and a main content area with a form for editing tags. The form has sections for 'GENERAL', 'LIFE CYCLE', 'TECHNICAL', and 'TEST CATEGORY'. The 'description' field in the 'GENERAL' section is highlighted with a red circle '1'. At the bottom of the page, there are buttons for 'edit advanced tags' and 'Done'. Red circles '2' and '3' highlight these buttons respectively.

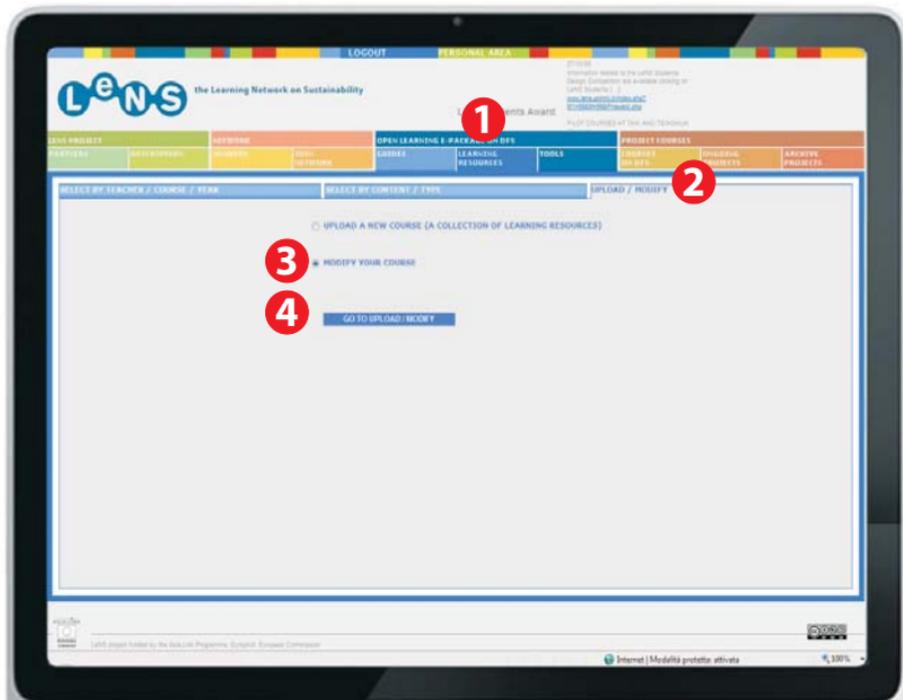
If you selected to edit/modify tags, you can change tags **1** or add new (advanced) ones **2**. At the end click on "Done" **3**.

## UPLOAD A COURSE 9/9

The screenshot shows the LENS interface for uploading a course. The main area is divided into two sections: 'SELECT BY TEACHER / COURSE / YEAR' and 'SELECT BY CONTENT / TYPE'. The 'UPLOAD / MODIFY' section shows a table of resources with columns for 'SUBJECT', 'LEARNING RESOURCE TITLE', 'CONTEXT', and 'E-RESOURCES'. A red circle '1' highlights the 'upload' button for the first resource, 'Introduction to sustainable PSS'. A red circle '2' highlights the 'publish object' button at the bottom of the interface.

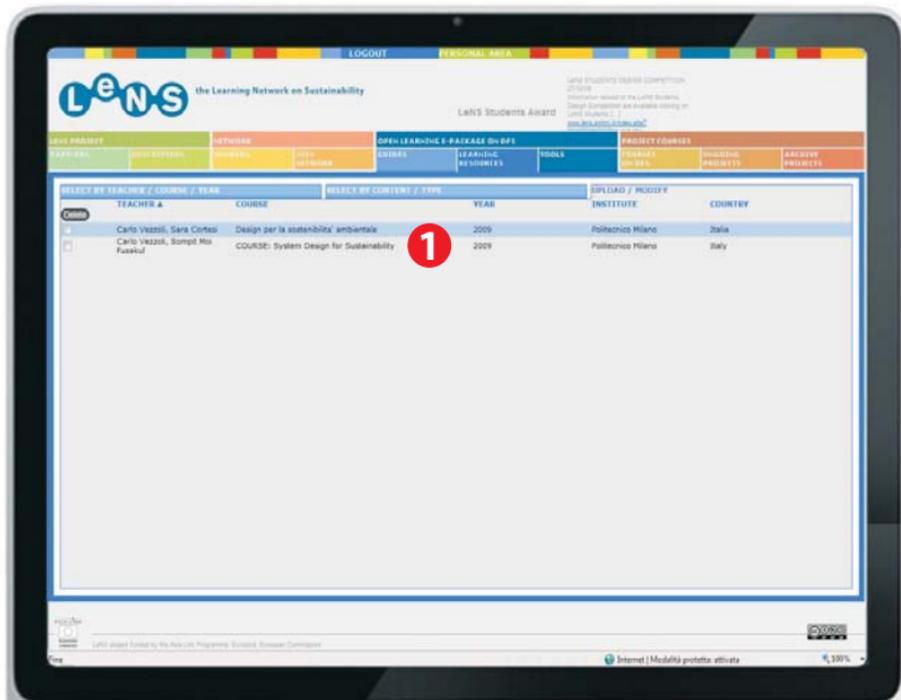
Finally, after creating the structure, inserting the files and adding tags, you can decide what to make visible via the website, selecting the desired elements **1** and then clicking on “publish object” **2**. The elements that are still not published are underlined in yellow.

## MODIFY A COURSE 1/3



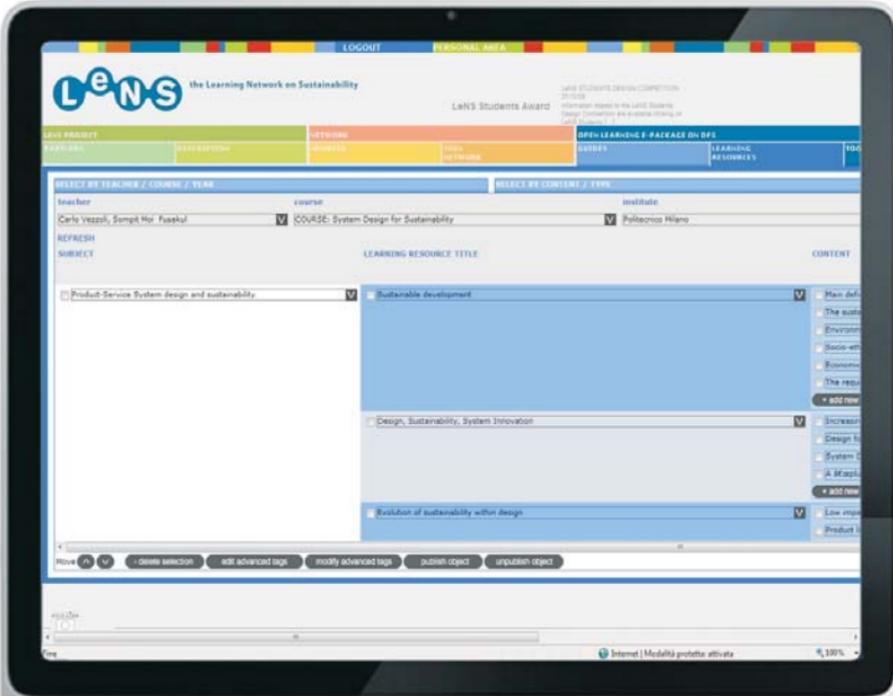
To modify a course you uploaded, after having logged in click on “Learning resources” ① and then on “Upload/Modify” ②. Then you select “Modify your course” ③ and click on “Go to upload/modify” ④.

## MODIFY A COURSE 2/3



The list of the courses you uploaded is presented. Click on the one you want to modify ①.

## MODIFY A COURSE 3/3



The screenshot displays the LENS web interface. At the top, there is a navigation bar with 'LOGOUT' and 'PERSONAL AREA'. Below this, the LENS logo and 'the Learning Network on Sustainability' are visible. A 'LEARNING RESOURCES' section is active, showing a list of courses. The selected course is 'System Design for Sustainability' by Carlo Vezzoli, Sompit Nir, and Fausto Falck, offered by Politecnico Milano. The interface allows users to manage learning resources, with a table showing the following items:

SUBJECT	LEARNING RESOURCE TITLE	CONTENT
<input type="checkbox"/> Product-Service System design and sustainability	<input checked="" type="checkbox"/> Sustainable development	Main def... The sust... Environm... Socio-eco... Economic... The resou... + add new
<input type="checkbox"/>	<input checked="" type="checkbox"/> Design, Sustainability, System Innovation	Increase... Design fo... System D... A SKapp... + add new
<input type="checkbox"/>	<input checked="" type="checkbox"/> Evolution of sustainability within design	Low impo... Product i...

At the bottom of the interface, there are buttons for 'Move', 'delete selection', 'edit advanced tags', 'modify advanced tags', 'publish object', and 'unpublish object'. The browser status bar at the bottom indicates 'Internet | Modulo gestione attività' and '100%' zoom.

You can see now what you uploaded. You can change, add, delete, publish and unpublish (see Upload a course from 2/9 on for details).