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critical
Virtual Internships
in Tech Centers
thinking



USER'S MANUAL

**DIGITAL COURSE: ELEARNING SIMULATION
ENVIROMENT IN TECH CENTERS**

This guide is a result of the project:

**VIRTUAL INTERNSHIPS IN TECH CENTERS:
TRAINING VET STUDENTS WITH OBSTACLES
INTO A INNOVATIVE DIGITAL METHODS OF
REMOTE WORKING AND ELEARNING CREATED
FROM COVID-19**

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**ERASMUS PLUS PROJECT
VIRTUAL INTERNSHIPS IN TECH CENTERS:
TRAINING VET STUDENTS WITH OBSTACLES
INTO A INNOVATIVE DIGITAL METHODS OF
REMOTE WORKING AND ELEARNING CREATED
FROM COVID-19**

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INTRODUCTION

This is the student's guide that will help you navigate the private e-learning environment area, in which you will experience the simulation of activities with the characteristics, structure, equipment and software of a job position in a technology company. These tasks are realistically designed according to the role that you could have during a future internships in such companies.

This way, when starting your mobility period, you will already have a previous expertise that will help you be effective in the real company environment.

1. INITIAL TEST

The first step to access the digital course that will lead you to the job simulator is to take an initial test. The test is aimed at defining your field of interest and at evaluating your level of expertise.

You will find 24 multiple-choice questions and after answering them all you will be redirected to a registration form, according to the field you have selected as that of your interest.

The five areas are the following:

- Electronic circuit design.
- Design and rendering of 3D models.
- Construction of 3D printing machinery.
- Materials characterization protocols.
- Programming of digital environments

2. REGISTRATION

Insert your data and choose a username and a password to access the platform. Use a strong password. if you want, you can also upload a profile picture here.

You will receive a welcome email and from there on you will be able to access your personal page.

Personal Data

First Name

Last Name

E-mail Address

Username

Password

The password must have at least: 8 characters, 1 digit(s), 1 lo

Confirm Password

Confirm Password

Your Category ?

VET - Electronics/ Mechanics

Upload Profile Picture

Upload

3. PERSONAL AREA

You now have access to the platform where you can download the study material and access the job simulator.

On the left side of the page, you can see your personal information, while on the right you will find a column menu called “Educational tools”. From this menu you can access all the resources available to carry out your virtual internship.

User Log Time spent: 00:04:40 - Registered on 2023-02-21 11:09:44

Silvia R

View profile

Account

Change Password

Privacy

Notifications

Account

Username

SilviaR

First Name

Silvia

Last Name

Ramirez

E-mail Address

silviamendez@gmail.com

Update Account

Educational tools

MESSAGES

ARCHIVE

MY COURSES

EXAM

CHANGE COURSE

VALIDATE YOUR CERTIFICATE


TUTORS

3.1 My courses

By clicking on “my courses” you will enter the page dedicated to the study materials where you will find a series of documents explaining you the methodology of this course.

We recommend you read them carefully before starting to interact with the simulator because they will help you get oriented on the virtual internship path.

Once you are done with the theoretical part, you can access the virtual simulator by clicking on the relative item on the left menu, as shown in the picture below.

VIRTUAL INTERNSHIPS – 1. INTRODUCTION	
VIRTUAL INTERNSHIPS – 1. INTRODUCTION	"DIGITAL COURSE: E-LEARNING SIMULATION ENVIRONMENT IN TECH CENTERS" is a digital course developed within the framework of the Erasmus+ Programme Project "VIRTUAL INTERNSHIPS IN TECH CENTERS: TRAINING VET STUDENTS WITH OBSTACLES INTO INNOVATIVE DIGITAL METHODS OF REMOTE WORKING AND E-LEARNING CREATED FROM COVID-19", focused on vocational training (VET) students with obstacles, to train them in all the knowledge and skills necessary to successfully carry out virtual internships in the technology sector, both to students who participate in the virtual mobilities of the network, and all those who want to develop necessary skills in the technology sector and prepare to work in it.
VIRTUAL INTERNSHIPS – 2. OBJECTIVES	
VIRTUAL INTERNSHIPS – 3. COMPETENCES	This course generates LEARNING BY DOING by placing the student in a private e-Learning environment that simulates the scenario of a specific job with the characteristics, structure, equipment, and software in which the student needs to carry out activities according to the functions they will have in the future internships in the technological company.
VIRTUAL INTERNSHIPS – 4. METHODOLOGY	The course begins with an initial survey that defines the previous knowledge required and the details of the job you will develop in the future virtual mobility. Once this step is completed, you will access the theoretical part of the course, in which you will study the necessary skills to work in a virtual environment (AREA 1: WORK IN A VIRTUAL ENVIRONMENT), the working methods throughout all phases of the process (AREA 2: WORKING METHODS), knowledge to use the work tools (AREA 3: WORK TOOLS), and support materials for each virtual environment (AREA 4: SUPPORT MATERIALS FOR SIMULATION).
VIRTUAL INTERNSHIPS – 5. CONTEXT	
VIRTUAL INTERNSHIPS – 6. CONTENTS	After this step, you will access a simulated digital environment, similar to that of the workplace, in which you will find all the processes to follow to start working. When you access this environment you'll have to introduce yourself to an avatar that represents your tutor in the company, who will explain you how the simulator works and will take you to an itinerary of activities that will lead you to carry out the tasks of the job. Thus, for example, in the job "Design and rendering of 3D-models" you will be proposed to generate gcode programming for printing, redesign the piece according to set characteristics, do a printing simulation, and other activities.
SIMULATOR	

4. Access the job simulator

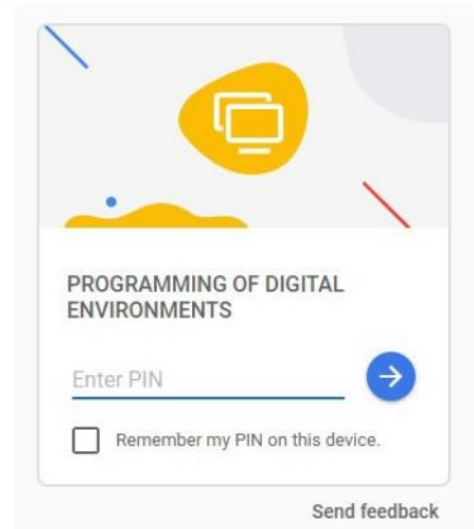
You will be redirected to the restricted area where you can access the virtual working environments. According to your field of studies, select a specific environment to start your virtual internship simulation.

To access the environments, use **Chrome browser** and follow these instructions:

- (1) if you are not logged in into Chrome, log in with the credentials *elearning.simulator* (password *simulatorKA226*); if you were already logged in, click on your avatar at the top right and select “add another account”, then use the credentials above;
- (2) you will see five environments: select the one you want to access, by clicking on it;
- (3) enter the pin 000000 if required (same for all environments);
- (4) if you are asked to login with “Admin” user, input the password 12345;
- (5) you’re in!

As you can see, the simulator perfectly replicates the desktop of a Windows PC (see image below; note that the background picture and the contents changes according to the selected environment), with all its main functionalities.

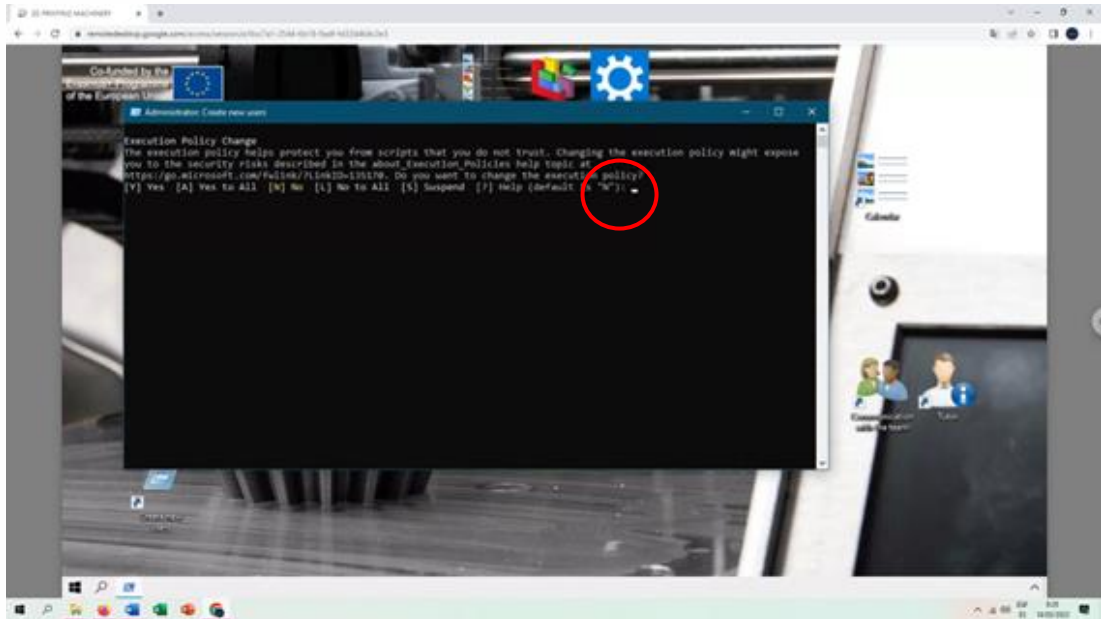
You find a description of the most relevant ones (with the simulator in mind) in the following paragraphs.



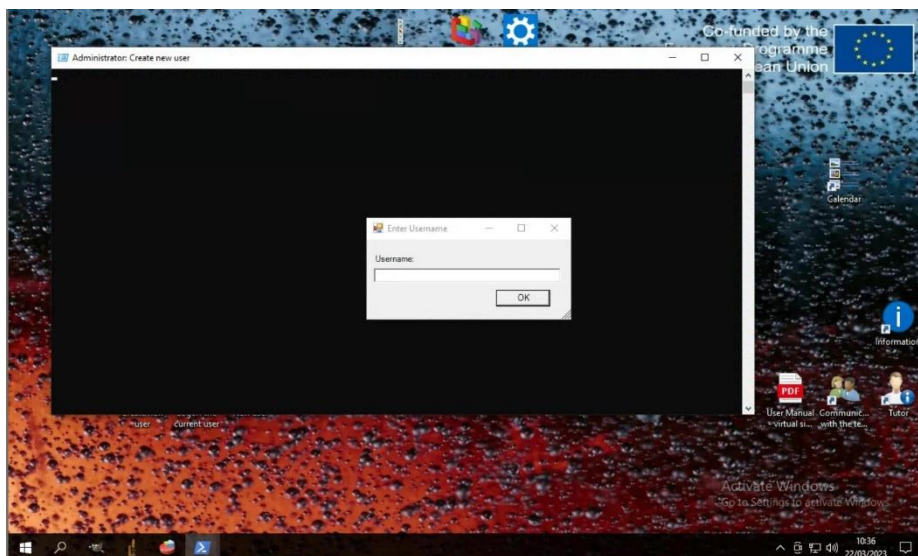
5. CREATING A NEW USER

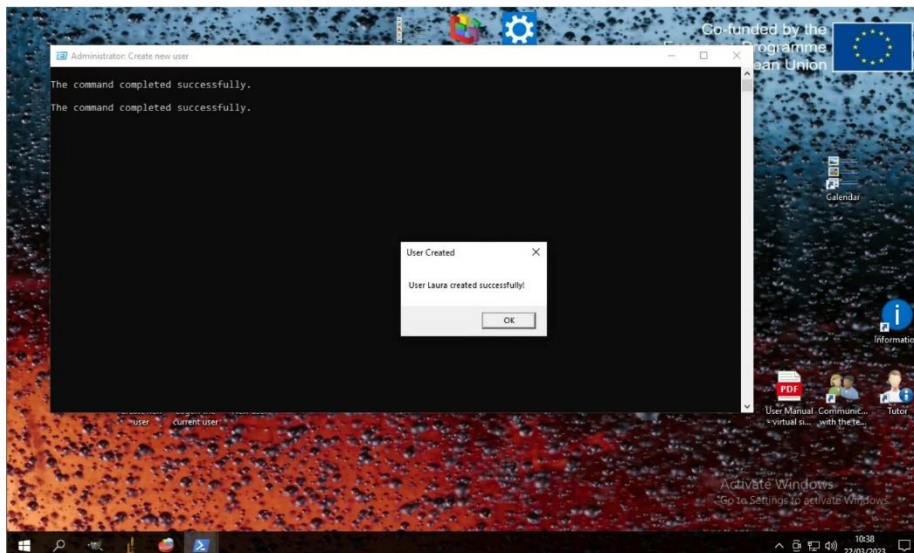
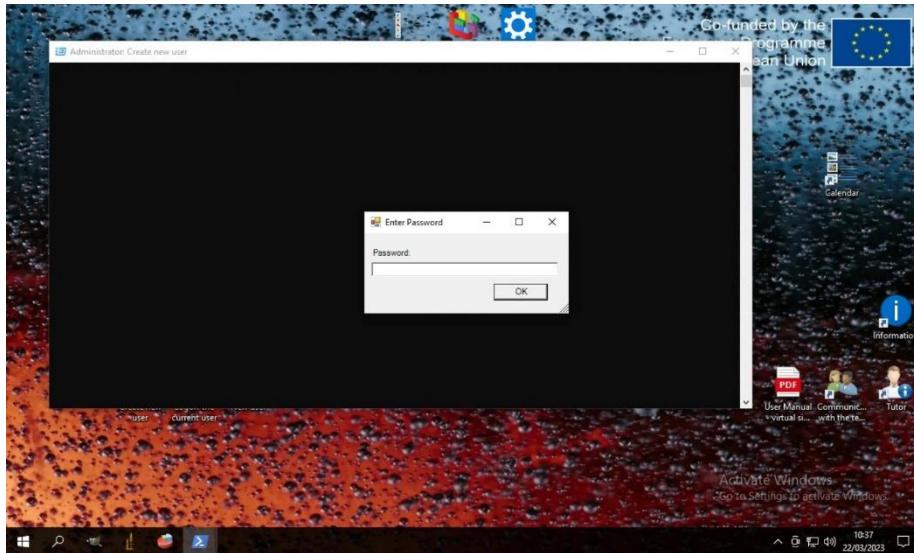
At your first access, you will have to create your own user, which you will use from now on to log into the simulator, instead of the default Admin user as explained in paragraph 4, point (4).

In order to create a new user, right click on the icon “Create new user” and select “Run with PowerShell”: In case the following window appears (see image) you must write "N" in the empty field:



A new window will open directly that will allow you to create your new user.





5.1 Logging in with your user

Once you have created your user, log out from the Admin account and back in with your own. In order to log out, right click on the icon “Logoff” and select “Run with PowerShell”. From now on, at all your subsequent accesses to the simulator, please use your own credentials instead of the default Admin ones detailed in paragraph 4, point (4). You will find your user listed with all the others for that specific environment of the simulator, when you access it (point (3) in paragraph 4). The newly created user replicates exactly the default one, with all the content and functionalities needed to carry out the simulation of your virtual internship.

The first time you log in, your simulator's timer will start. If it doesn't, right-click on the "New User" icon and select "Run with PowerShell". Once you have selected this icon for the first time and the simulation counter starts, it will disappear from the desktop.

6. CARRYING OUT YOUR VIRTUAL INTERNSHIP SIMULATION

In your remote desktop that simulates the working environment you will find different resources, tools, and materials.

The following paragraphs explain each item in detail.

6.1 Timer

Starting from your first login, each time you enter the simulator a countdown timer starts and, each time you log off from the simulator, the timer pauses.

Because you have nine days in total to carry out the three activities that the simulator consists of, the timer is there to remind you how much time you have left, and as time passes it triggers pop-up messages from the avatar of your tutor, represented by the silhouette of a person located on the desktop, at the bottom right.

6.1.1 Pop-up messages from your tutor

As mentioned in the previous paragraph, messages from the avatar of your tutor pop up on a time basis, to give you tips on how to carry on the activities, or to remind you how much time you have left to carry out the activity you are currently working on. At the end of the third activity, the tutor will give you the link to access the final exam. Please note that you cannot click directly or copy and paste from the tutor's messages, so you will have to input the link into your browser yourself.

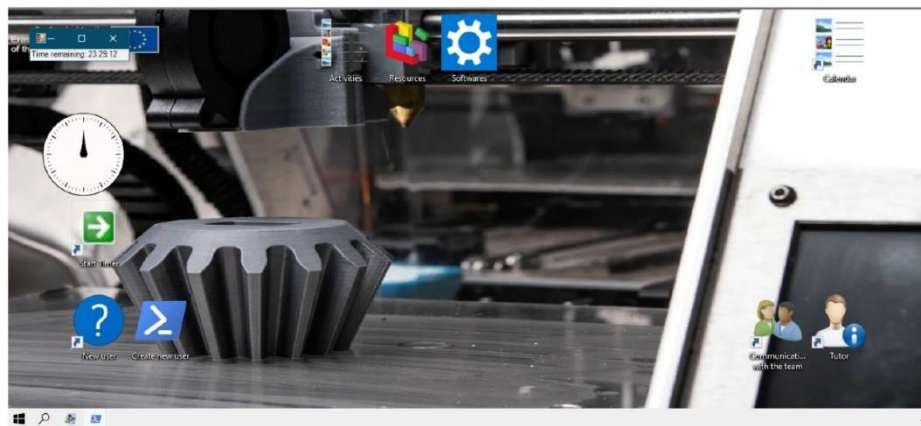
If you need a reminder, you can review the messages you got from your tutor by double clicking on his icon to force the messages to pop up.

6.2 Icons on your desktop

As mentioned, the simulator replicates the desktop of a PC:

- You can find a clock, a calendar and seven more icons.

- The two at the bottom left (“Create new user” and “New user”) were described in the previous paragraphs.
- The two at the bottom right (“Tutor” and “Communication with the team”) let you access important messages and tips on how to carry out your activities.
- While the three at the top center of the desktop contain the material and tools that you will need throughout the simulation to carry out the assigned activities.



6.2.1 Tutor

The functionality of this icon was described in paragraph 6.1.1: by double clicking on it, you manually force some pop-up messages with advice from your virtual tutor.



6.6.2 Communication with the team

This icon has a similar function to the one described in the previous paragraph: by double clicking on it, popup messages come up, that include more technical and detailed messages, with descriptions and pieces of advice, about the activities that you are required to carry out throughout your simulation.

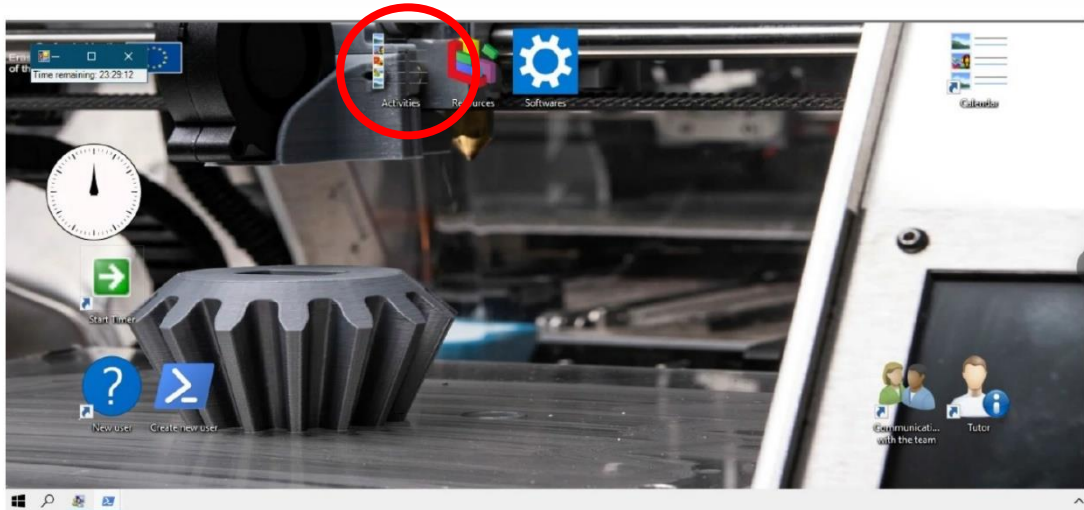


6.2.3 Activities

Each simulated internship involves carrying out three activities related to the field of studies of your choice.

These are described in detail in the doc or pdf files that you can find in the “Activities” folder on the desktop of your simulator and will typically involve the use of one of the softwares relevant for your field, as described in paragraph 6.2.4. Depending on your field of studies and on the nature of the exercises proposed, the folder may contain additional files to be opened using one of the mentioned softwares.

The final exam will deal with the notions you have learned in carrying out these activities and exercises.



6.2.4 Softwares

This folder contains the launchers for any software deemed necessary for you to be able to carry out the activities assigned. These software is pre-installed on the simulator so you don't have to worry about anything but running it, by double clicking on the relative icon.

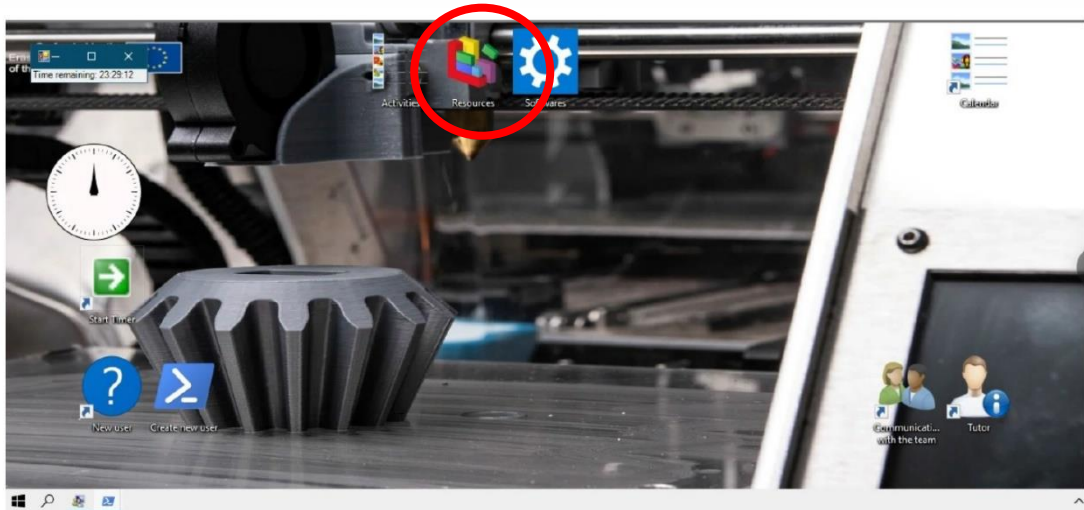


6.2.5 Resources

This folder contains user's manuals, tutorials or comparable resources to help you familiarize with the software that you are required to use in carrying out the three activities of your simulated internship.

We suggest you take some time to go through these documents before you start approaching the actual activities, to make sure you gain some familiarity with the

software that you are going to be using throughout the entire duration of your simulated internship.



7. FINAL EXAM

As mentioned before, at the end of the third activity the tutor's avatar will provide you with the link to access the final exam, that will deal with the notions you have learned in completing the activities.

Please note that you cannot click directly or copy and paste from the tutor's messages, so you will have to input the link into your browser yourself.

In order to access the exam, that is hosted on the Virtual Inclusive Education (VIE) platform, you are required to be logged in into the platform with your account (see paragraph 2).

There are five different exams, one relative to each of the areas (and to each of the simulators). Your tutor will provide you with the link to the one appropriate for you.

The exam consists of multiple-choice questions and at the end of it you will be given a score based on which you will have passed or failed the exam. If you pass, you will be able to generate and download a pdf certificate relative to the study itinerary you have just completed.



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