

A Technical Guide for the LowTech LMS

Introduction

This Technical Guide (ReadMe file for instructions) provides the instructions you need to use the Low Tech LMS for the M9C- and 9C-courses. The instructions are separated into the following four tasks:

1. Use your personal personal Google account or register a new Google account
2. Make your own copy of of the LowTech LMS in Google Drive
3. Get an overview of the resources you find in the LowTech LMS in Google Drive and how to use these resources in the M9C- and the 9C-courses

Task 1: Use your personal personal Google account or register a new Google account.

1. Use your existing Google account or create a new account by going to [Create a Google Account - Google Account Help](#)
2. Follow the steps on the instruction page
 - a. Choose a Google Account type
 - b. Protect your account with recovery info

Task 2: Make your own copy of of the LowTech LMS in Google Drive

The LowTech LMS to support the M9C- and 9C-courses in Google Drive is shared through [a link on the web page](#) for the Refugee Supporting Organization to copy: [M9C–LowTech LMS](#)

1. Click on the file *A Tool for Copying the M9C–LowTech LMS*
2. Follow the instructions in the file
3. Check your personal root folder to find your personal copy: Copy - M9C-LowTech LMS
4. Rename the folder with e.g.: *M9C-LowTech LMS for “Name of Refugee Supporting Organization”*

Task 3: Get an overview of the resources you find in the LowTech LMS in Google Drive and how to use these resources in the M9C- and the 9C-courses

In your personal folder *M9C–LowTech LMS for “Name of Refugee Supporting Organization”* you will find the following resources (folders and files). See figure 1.

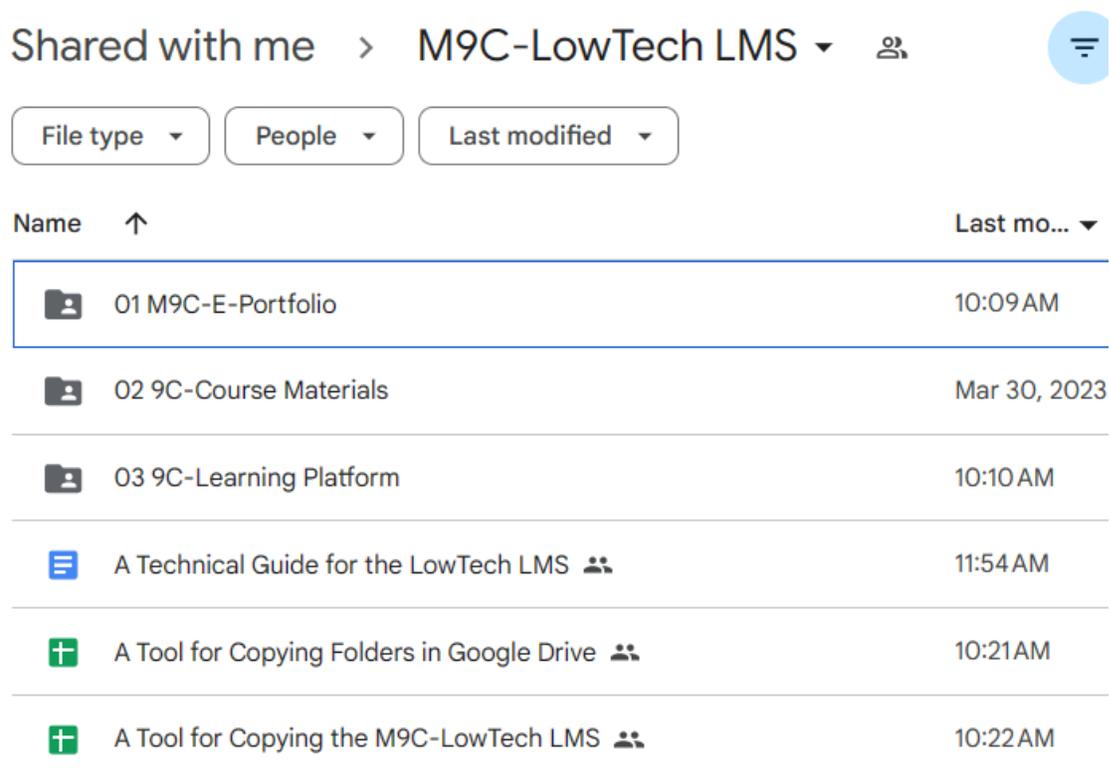


Figure 1. This figure shows the file and folder structure in Google Drive

The following sections provide some more information about the content and use of the LowTech LMS

Folder: 01 M9C-E-portfolio

Shared... > M9C-Low... > 01 M9C-E-P... ▾ 👤 ⋮

File type ▾ People ▾ Last modified ▾

Name	↑	Last mo... ▾
👤	01 M9C - Course materials (Train the facilitator course)	Mar 30, 2023
☰	02 M9C - Learning diary and assignments 👤	Mar 30, 2023
📄	03 M9C - Facilitator Guide.docx 👤	Mar 30, 2023
📄	04 M9C - Handbook.docx 👤	Mar 30, 2023

Figure 2. This figure shows the file and folder structure in 01 M9C-E-portfolio

This E-portfolio is a folder with files and subfolders for a course participant in the M9C course from an RSO. If there are several course participants from the same RSO, they have to make several copies of this folder. To do so you can use the tool A Tool for Copying Folders in Google Drive. You need one folder for each course participant. This folder constitutes the E-portfolio for a specific course participant. It contains the following subfolders and files:

1. A folder containing a version of the M9C Course Materials (Train the facilitator course) including personas
2. A file M9C - Learning diary and assessments that is a interactive platform to write your reflections, your answers to the assignments, to store your contact list and to store a link to a local case study video
3. A file M9C - Facilitator guide. This guide must be localized by the course participants during the M9C course
4. A file M9C - Handbook. This handbook must be localized by the course participants during the M9C course

Folder: 02 9C-Course Materials

Share... > M9C-Lo... > 02 9C-Course... ▾ 👤 ☰

File type ▾ People ▾ Last modified ▾

Name	↑	Last mo... ▾
📁	01 9C - Course Materials English (Master version)	May 12, 2023
📁	02 9C - Course Materials Danish	Mar 30, 2023
📁	03 9C - Course Materials Greek	Mar 30, 2023
📁	04 9C - Course Materials Italian	Mar 30, 2023
📁	05 9C - Course Materials Lithuanian	Mar 30, 2023
📁	06 9C - Course Materials Norwegian	Mar 30, 2023
📁	20 9C - Tools for self-evaluation	Mar 30, 2023
📁	22 9C - Learning Diary and Assignments 👤	Mar 30, 2023

Figure 3. This figure shows the file and folder structure in 02 9C-Course Materials

This Course material folder contains the resources for the 9C-course. The following files and subfolders are included:

1. A folder 9C - Course Materials English (master version). This is an updated version of the 9C course and the files in this folder must be localized
2. A folder 9C - Course Materials Danish. This is an old localized version of the 9C Course Materials that can be used as a starting point of the localization process
3. A folder 9C - Course Materials Greek. This is an old localized version of the 9C Course Materials that can be used as a starting point of the localization process
4. A folder 9C - Course Materials Italian. This is an old localized version of the 9C Course Materials that can be used as a starting point of the localization process
5. A folder 9C - Course Materials Lithuanian. This is an old localized version of the 9C Course Materials that can be used as a starting point of the localization process

6. A folder 9C - Course Materials Norwegian. This is an old localized version of the 9C Course Materials that can be used as a starting point of the localization process
7. A folder 9C - Tools for self-evaluation. Here you will find 2 different Spreadsheets. The first is the 6 Level Self-Evaluation of Progress to be used several times during the course. The second is the Questionnaire_Migrants_Entrepreneurship_NEW - a questionnaire for determining the entrepreneurial profile of the respondent before the course. There also exists a PDF version of the second questionnaire and a PDF file to explain the results should be scored
8. A file 9C - Learning Diary and assignments that is a interactive platform to write your reflections and your answers to the assignments including level 1 and 2

Folder: 03 9C - Learning platform for 9C courses

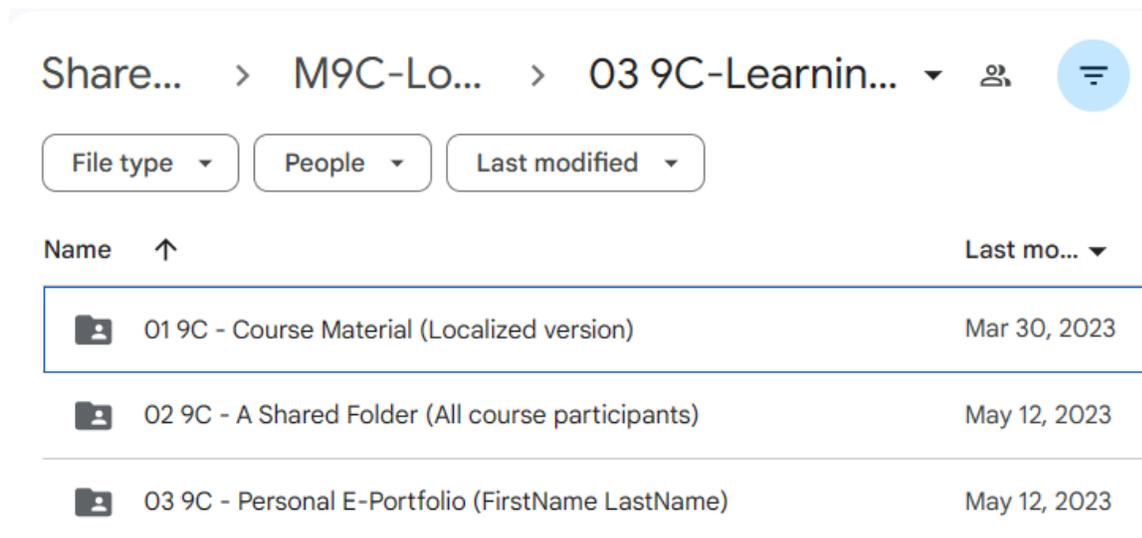


Figure 4. This figure shows the file and folder structure in 03 9C-Learning Platform

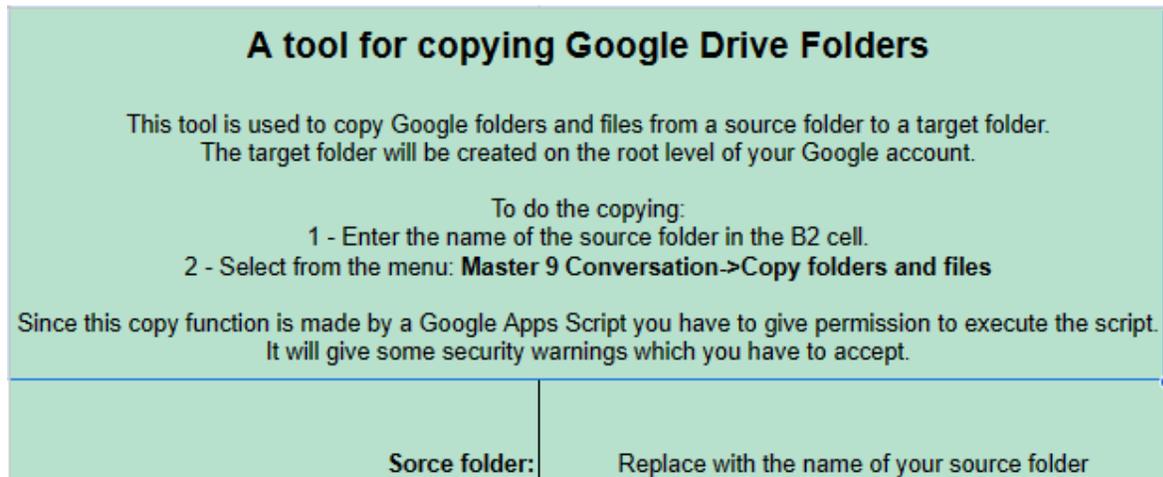
This folder contains the resources for an RSO to be used when they give the 9C-course. The following files and subfolders are included:

1. A folder 9C Course Material (Localized version) that is empty. This folder should be used to store the localized version of the 9C - Course Material for each course participant
2. A shared folder for all course participants in the 9C-Course that is empty. This folder should be used to store common files for all course participants
3. A folder 9C-Personal E-portfolio (FirstName LastName) that should be copied and renamed for each 9C course participant. The folder contains a personal folder to store personal resources and a file for personal learning diary and assignments. The file is the interactive platform to write your reflections and your answers to the assignments including level 1 and 2

File: A Technical guide for the LowTech LMS

This is the file you are currently reading.

File: A Tool for Copying Folders in Google Drive



A tool for copying Google Drive Folders

This tool is used to copy Google folders and files from a source folder to a target folder.
The target folder will be created on the root level of your Google account.

To do the copying:

- 1 - Enter the name of the source folder in the B2 cell.
- 2 - Select from the menu: **Master 9 Conversation->Copy folders and files**

Since this copy function is made by a Google Apps Script you have to give permission to execute the script.
It will give some security warnings which you have to accept.

Source folder:	Replace with the name of your source folder
----------------	---

Figure 5. This figure shows the content of the file A Tool for Copying Folders

This is a tool to make your local copy of a selected folder. This can only be done after you have made your local copy of the M9C-LowTech LMS (see task 2). You have editing access to all the files in your local copy. To copy a selected folder you use the file: *A Tool for Copying Folders in Google Drive*. Open the file and follow the instructions to run the script and create a local copy of the selected folder in your personal root folder. After copying a folder you can rename it and move it to a different location (folder).

File: A Tool for Copying the M9C-LowTech LMS



A tool to make a copy of the M9C-Learning Platform for the RSO

This tool is used to copy Google folders and files from the Master 9 Conversations project folder to a local copy on your Google account.
The folder "Copy - M9C - Learning Platform for Name_Of_Refugee_Supporting_Organisation" will be copied to the root level of your Google account.

To do the copying, select from the menu: **Master 9 Conversation->Copy folders and files**

Since this copy function is made by a Google Apps Script you have to give permission to execute the script.
It will give some security warnings which you have to accept.

Figure 6. This figure shows the content of the file A Tool for Copying the M9C-LowTech LMS

This is a tool to make your local copy of the M9C-LowTech LMS. If you follow the [link on the webpage](#) to the M9C-LowTech LMS you will get access to the root folder. Each file in the root folder is read-only with the exception of the file: *A Tool for Copying the M9C-LowTech LMS*.

You have to use a function in this file to create your own local copy of all resources. Open the file and follow the instructions described to run the script and get your local copy. After copying the M9C-LowTech LMS you can rename the folder and move it to a different location (folder).