



H2IOSC Training Environment **USER MANUAL**

February 2025

Acknowledgements

H2IOSC Training Environment is a training management platform designed to offer a highly interactive virtual learning environment. It was developed within the framework of WP8 - Training, Capacity Building, Engagement of the project H2IOSC - Humanities and cultural Heritage Italian Open Science Cloud by the Institute of Computational Linguistics 'Antonio Zampolli' of the National Research Council with the support of E.T.T. S.p.A.



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Introduction

H2IOSC Training Environment is a training management platform designed to offer a highly interactive virtual learning environment. It was developed by [M.E.T.A Srl](#) of the [E.T.T. S.p.A.](#) Group in collaboration with the Institute of Computational Linguistics 'Antonio Zampolli' of the National Research Council ([CNR ILC](#)) in Pisa within the framework of the H2IOSC project.

The platform allows users to spontaneously enrol in courses, offering an extensive catalogue of e-learning modules and the possibility of participating in live events. Each user can create a personal page with an intuitive dashboard that allows them to monitor their progress and access certifications obtained. The integrated chat and forum functionality allows interaction between users and the creation of virtual working groups.

The H2IOSC Training Environment platform is designed to be accessible and provide a smooth and inclusive learning experience through a simple interface compatible with different types of desktop and mobile devices. The platform also emphasises an interactive learning experience by supporting quizzes, simulations and practical exercises.

How to Access the Platform

User Registration

If this is your first time accessing the platform, follow these simple steps:

1. Open a **web browser** and enter the following link: <https://h2iosc-training-platform.ilc4clarin.ilc.cnr.it/registration>
2. Click on **Create an account**
3. Fill in the registration form by entering your personal data, including **first name, last name, e-mail address**. Then choose a **user name** and **password**, taking care to use a combination of at least six characters containing digits, upper and lower case letters and special symbols (such as @ / %)
4. Add information such as your **qualification**, the **institution or university** you belong to (including the one where you obtained your degree) and the **department**, if any (the area of your previous studies is also fine). This will serve to complete your personal page and to better interface with other platform users via the [chat and forum functionalities](#)
5. Read and accept the **terms of use and privacy policy**

H²IOSC
Training Environment

Inserisci i tuoi dati e registrati

Nome *

Cognome *

Email *

Username *

Password *

Titolo di studio

Ente o università di appartenenza

Dipartimento/Corso di studi

Accenso al trattamento dei miei dati personali come descritto nel documento [informativo sulla privacy*](#)

Registrati

Hai già un account?
[Accedi](#)

You are now a registered user and can return to the login page to [log in to the platform](#).

Log In to the Platform

Login

After registration, you can access the platform by following these simple steps:

1. Open a **web browser** and enter the following link: <https://h2iosc-training-platform.ilc4clarin.ilc.cnr.it/login>
2. Write the username and password you chose during the [User Registration](#) phase
3. Click on **Accedi**

H2IOSC
Humanities and cultural Heritage Italian Open Science Cloud

Benvenuto in
H2IOSC Training Environment!

Effettua il login con le tue credenziali oppure
[crea un account](#)

Username

Password

Accedi

[Hai dimenticato la password?](#)

È la prima volta che usi H2IOSC?
[Crea il tuo account](#)

[Scopri di più sulla piattaforma](#)

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Cloud Hosting Gear

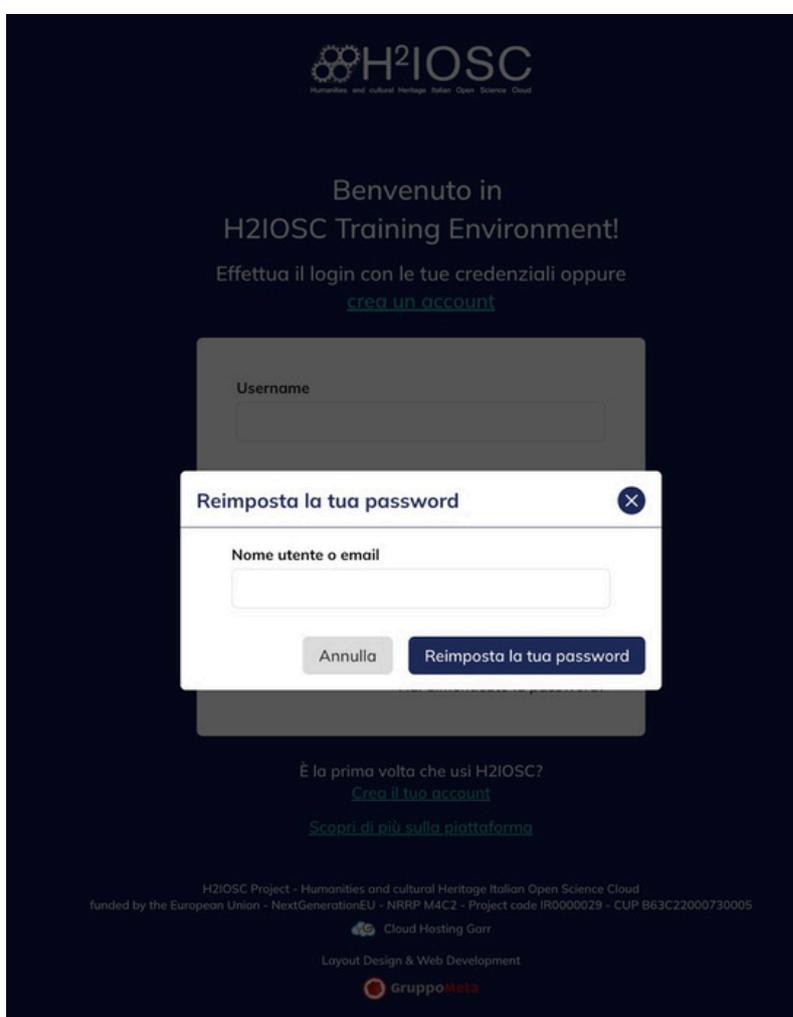
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Gruppo Meta

If your credentials are correct, you will be redirected to the platform's Dashboard. If you have forgotten your password, [you can retrieve it](#).

Lost Password

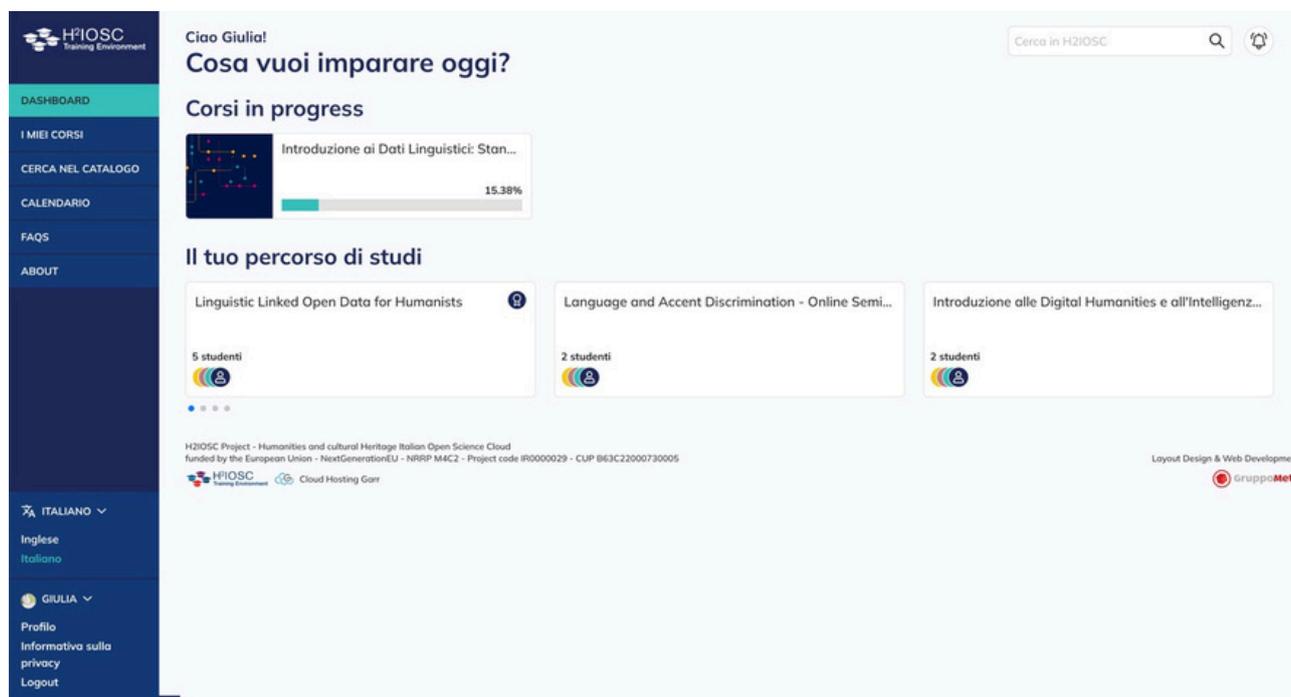
If you have forgotten your password, you can retrieve it this way:

1. Go to the authentication page
2. Click on **Password dimenticata?**
3. Enter your email to receive the reset link
4. Follow the instructions to set a new password



Setting the Language

To change the language of the user interface, click on the button in the bottom right-hand corner, which by default says Italian, as the default language when first accessing the platform is Italian. A menu will open, allowing you to select English as the alternative display language.



The screenshot shows the H2IOSC user interface. The top left corner features the H2IOSC logo and a navigation menu with items: DASHBOARD, I MIEI CORSI, CERCA NEL CATALOGO, CALENDARIO, FAQS, and ABOUT. The main content area displays a personalized greeting 'Ciao Giulia!' and a search bar. Below this, there's a section 'Corsi in progress' with a progress bar for 'Introduzione ai Dati Linguistici: Stan...' at 15.38%. The 'Il tuo percorso di studi' section shows three course cards: 'Linguistic Linked Open Data for Humanists' (5 students), 'Language and Accent Discrimination - Online Semi...' (2 students), and 'Introduzione alle Digital Humanities e all'Intelligenz...' (2 students). At the bottom left, a language selection menu is open, showing 'ITALIANO' selected, with options for 'Inglese' and 'Italiano'. The user's name 'GIULIA' and profile options are also visible.

By selecting English, the user interface will automatically be translated into English, along with the display of the content of the [FAQ](#) and [About](#) pages. **Please note:** this does not change the language in which the course content is written.

H2IOSC Training Environment

Hi!

What do you want to learn today?

Search in H2IOSC

Courses in progress

Introduzione ai Dati Linguistici: Stan... 15.38%

Your study path

- Linguistic Linked Open Data for Humanists 5 students
- Language and Accent Discrimination - Online Semi... 2 students
- Introduzione alle Digital Humanities e all'Intelligenz... 2 students

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ENGLISH

English
Italian

GIULIA

Profile
Privacy policy
Logout

How to Discover and Access Courses

Catalogue Navigation

After authentication, you will have access to the catalogue of courses offered by H2IOSC. There are five different entries in the side navigation bar. By clicking on each of them you will be redirected to the respective page:

1. **Dashboard** for quick access to the courses you have recently attended
2. **My courses** for a unified view of all the courses you have taken
3. **Search the Catalogue** for the latest news
4. **FAQ (Frequently Asked Questions)** for an overview of frequently asked questions
5. **About** with a description of the platform

Below you will find a description of the steps to navigate each of these pages. If you have just subscribed to the platform and have not yet taken any courses, go directly to the sections Search in the Catalogue and How to subscribe to a Course.

Dashboard

H2IOSC Training Environment

H2IOSC

What do you want to learn today?

Search in H2IOSC

DASHBOARD

MY COURSES

SEARCH IN CATALOG

CALENDAR

FAQS

ABOUT

Courses in progress

Introduzione ai Dati Linguistici: Standard e A... 15.38%

Your study path

Linguistic Linked Open Data for Humanists 5 students

Language and Accent Discrimination - Online Seminar Ser... 2 students

Introduzione alle Digital Humanities e all'Intelligenza Artific... 2 students

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ENGLISH

GIULIA

The **dashboard** contains a summary of your courses. At the top you can see the **courses in progress** with their respective percentage of completion. At the bottom, under the heading **Your study path**, you can see the courses you have enrolled in and / or completed.

If you are not yet taking any courses, the page will offer you a slideshow with a preview of the most recent courses available in the catalogue.

To select a course from the slideshow, click on the View details button. You will then be redirected to a page. In the top right-hand corner you can carry out a free search within the catalogue by typing keywords in the Search in H2IOSC box.

My Courses

Search for a course

| Course Title | Completion Percentage |
|----------------------------------|-----------------------|
| Linguistic Linked Open D... | 100% |
| Language and Accent Discri... | 100% |
| Introduzione alle Digital Hu... | 100% |
| Introduzione alla Gestion... | 100% |
| Introduzione ai Dati Linguist... | 15.38% |
| Le Applicazioni Pratiche di ... | 0% |

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Under **My Courses** you can find the courses you have enrolled in with their percentage of completion.

In the search box above you can perform a natural language search limited to the courses you have enrolled in. For a search of the entire catalogue at your disposal, see Search in the Catalogue.

Search the Catalogue

The screenshot shows the H2IOSC Training Environment interface. On the left is a dark blue sidebar with navigation links: DASHBOARD, MY COURSES, SEARCH IN CATALOG (highlighted), CALENDAR, FAQs, and ABOUT. At the bottom of the sidebar are language and location selectors for ENGLISH and GIULIA. The main content area features a search bar at the top center with the text 'Search in catalog' and a magnifying glass icon. To the right of the search bar is a link for 'Advanced search' and a notification bell icon. Below the search bar, several course cards are displayed, each with a thumbnail image, a title, and a list of authors. The visible course titles include 'Introduzione alla Gestion...', 'Linguistic Linked Open D...', 'Introduzione ai Dati Linguist...', 'Introduzione alle Digital Hu...', 'Language and Accent Discri...', and 'Le Applicazioni Pratiche di ...'. At the bottom of the page, there is a footer with project information: 'H2IOSC Project - Humanities and cultural Heritage Italian Open Science Cloud', funding details, and logos for H2IOSC and Cloud Hosting Garr. On the right side of the footer, it mentions 'Layout Design & Web Development GruppoMeta'.

With this functionality you can perform a natural language search on the entire H2IOSC course catalogue. You can access the simple search by typing keywords in the search box at the top centre of the page.

To perform an advanced search, click on the corresponding text below the search box. A sidebar will open allowing you to filter your search.

FAQ

H2IOSC FAQ

- > Come faccio a seguire un corso?
- > Come posso iscrivermi a un corso a numero chiuso?
- > Dove posso vedere i corsi che ho iniziato?
- > Come posso completare le attività del corso?
- ▼ **Come posso scaricare i materiali didattici?**
Tutti i materiali in formato immagine e PDF possono essere scaricati. Passando il cursore su un'immagine, in alto a destra comparirà il simbolo di una nuvoletta con una freccia che punta verso il basso: cliccando sull'icona, l'immagine verrà scaricata. I PDF sono visualizzati all'interno di una finestra con una barra di navigazione in alto. In alto a destra, l'icona con la freccia che punta verso il basso permette il download del file.
- > Dove posso vedere la percentuale di completamento del corso?
- > Come accedo agli attestati di partecipazione?
- > Posso aggiungere le note al testo che sto studiando?
- > Posso sottolineare il testo?

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Should you encounter difficulties in navigating the platform, you may wish to consult the **Frequently Asked Questions (FAQ)** section. The most common access and navigation issues are collected in this section. Click on the question that identifies the problem and a box with the answer will open.

Note: for now, this section is only available in Italian. It will soon be translated in English.

About

H2IOSC Training Environment

H2IOSC Training Environment è una moderna piattaforma di gestione della formazione progettata per offrire un ambiente di apprendimento virtuale altamente interattivo e personalizzabile. Sviluppata dall'azienda ETT in collaborazione con l'Istituto di Linguistica Computazionale "Antonio Zampolli" di Pisa, nell'ambito del progetto PNRR Humanities and cultural Heritage Italian Open Science Cloud.

La piattaforma consente agli utenti di **isciversi ai corsi** accedendo a un ampio catalogo di corsi, strutturati per soddisfare le esigenze di studenti, professionisti e organizzazioni; **gestire la propria pagina personale** con una dashboard intuitiva che permette di monitorare il progresso, consultare materiali didattici e accedere alle certificazioni ottenute; **interagire con la community** grazie a strumenti collaborativi come forum, chat e gruppi di lavoro virtuali, gli utenti possono scambiare idee, risolvere problemi e creare reti di apprendimento.

H2IOSC Training Environment è stato pensato per adattarsi a diverse esigenze, garantendo un'esperienza fluida e inclusiva attraverso un'interfaccia semplice da usare, sia per i principianti sia per utenti avanzati e compatibile con dispositivi desktop e mobile, per un apprendimento senza limiti di spazio o tempo. La piattaforma inoltre **pone l'accento sull'interattività** supportando quiz, simulazioni, esercitazioni pratiche e strumenti di gamification che rendono l'apprendimento più coinvolgente.

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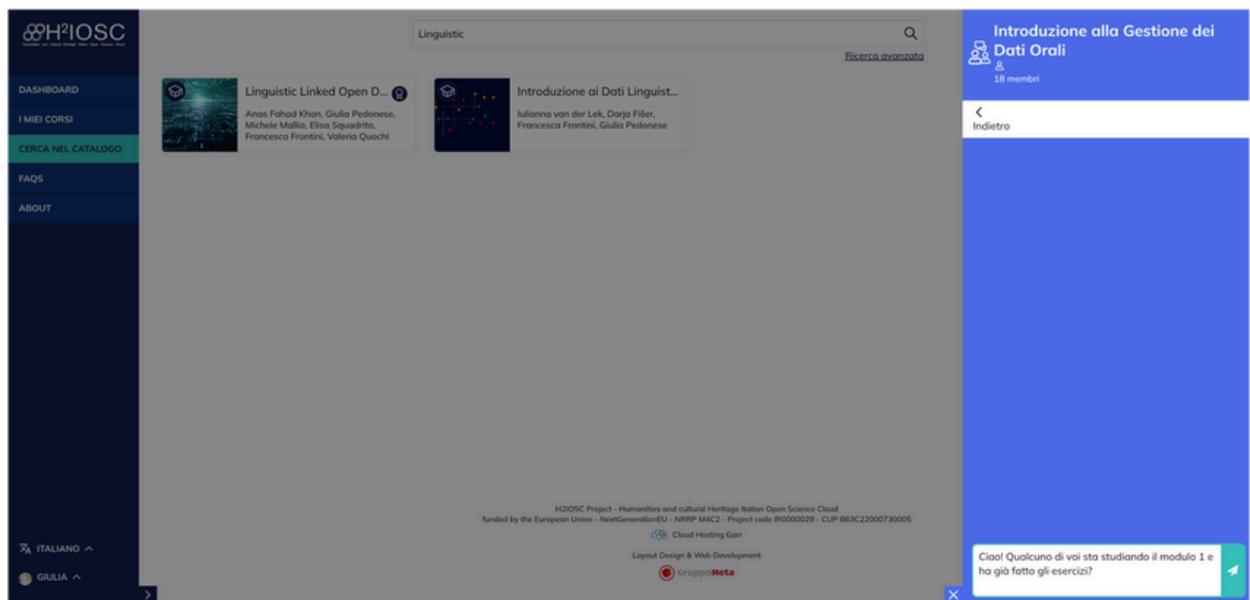
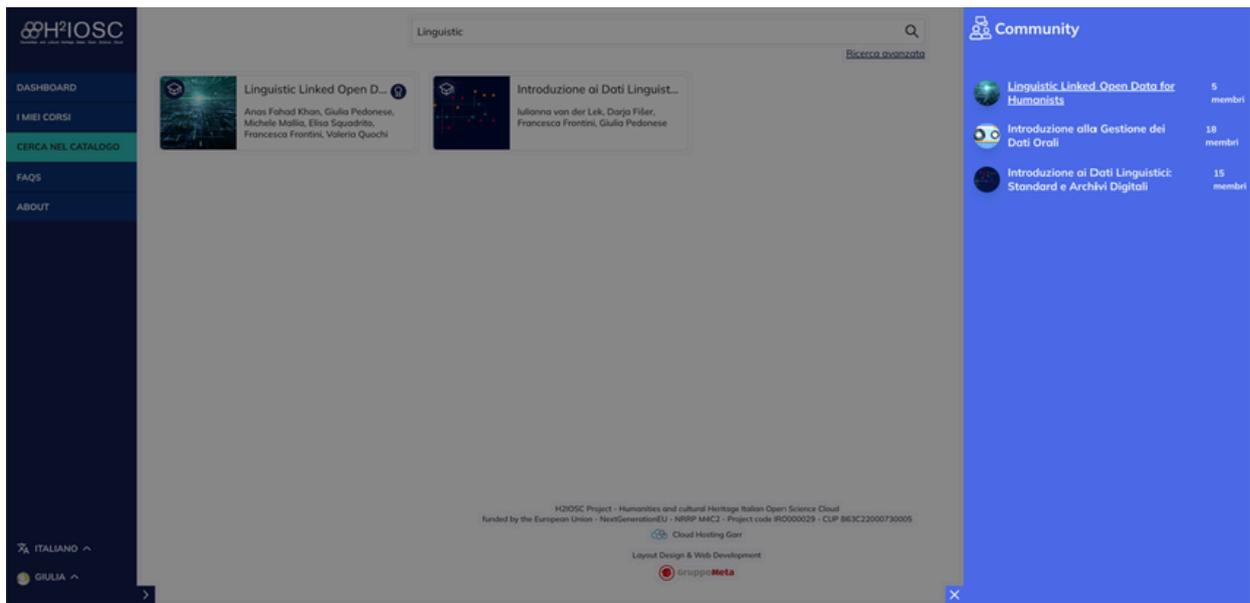
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In this section you can find a general description of the H2IOSC Virtual Training Environment platform with its logo and standard citation.

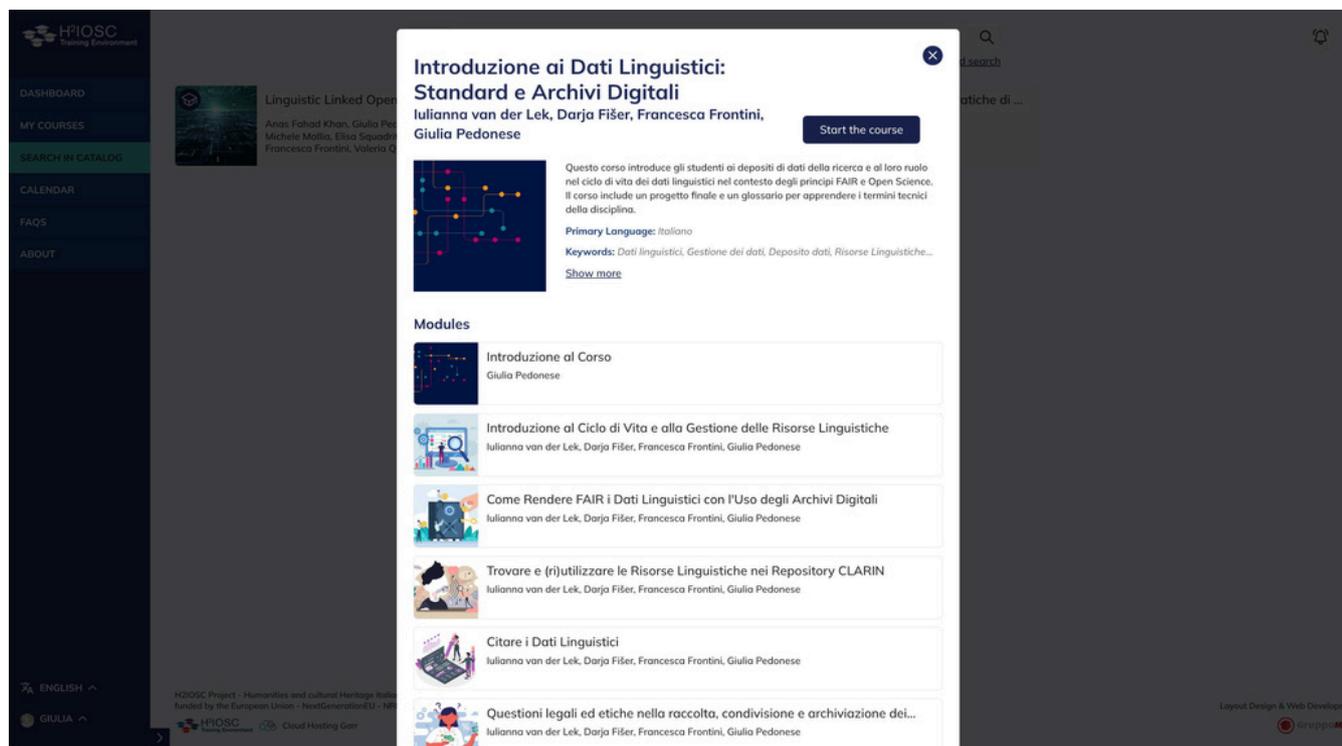
Chat and Forum

On each of the pages accessible from the side navigation bar there is a bell symbol at the top right of the screen. By clicking on the symbol you will be able to access the chat of the course you are following. From here you can interact with fellow students and course teachers.



Please remember not to enter your personal data into the chat and to abide by the common rules of good manners and mutual respect to ensure a pleasant experience in the virtual environment.

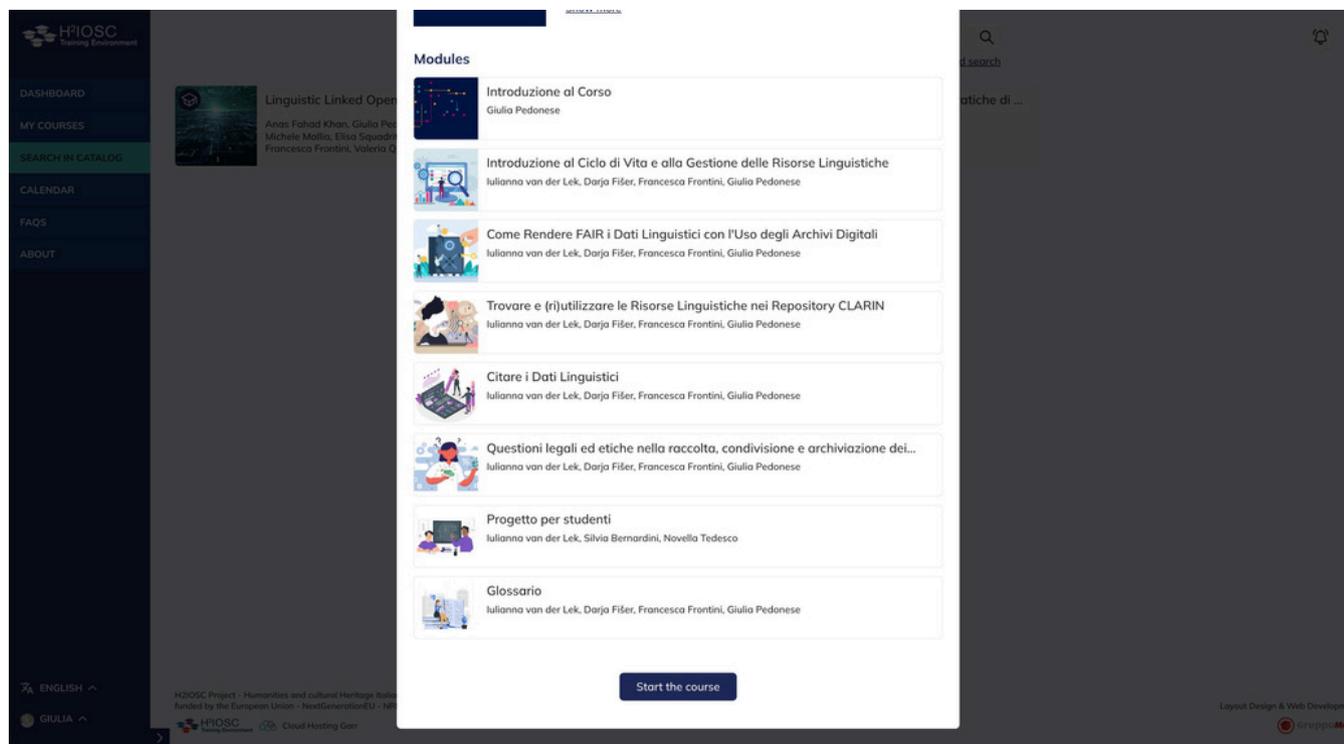
How to Enrol in a Course



Now that you know how to navigate the **H2IOSC Catalogue**, you have everything you need to choose the course that is right for you. Just select the desired course directly from the catalogue or from your search results and click on the corresponding icon. A window will open with the main course information: title, authors, abstract, main language and keywords. To access further information, such as level of difficulty, prerequisites and learning objectives, you can expand the view by clicking on the **Show more** button.

Below the information you can find an overview of the modules into which the course is divided with the title and respective authors. By clicking on the **Start the course** button, which can be found both at the top right and at the bottom of the information window, you can access the course contents. If the course is limited access, you will have to enter a code provided by the lecturer, for which please refer to the [Limited Access Courses](#) section of this guide.

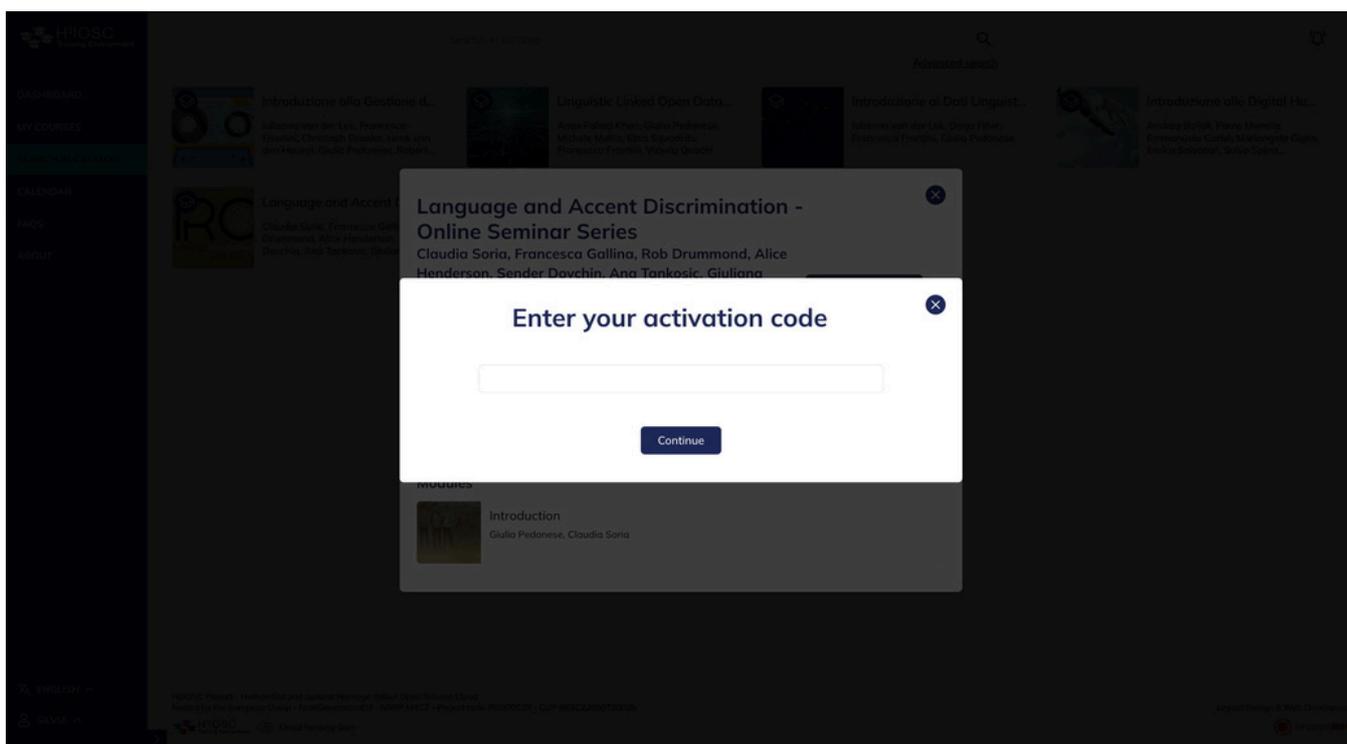
Open Access Courses



If the course you have selected is open access, after clicking on the course icon and navigating the window with the main information, you can access the teaching materials by simply clicking on the button labelled **Start the course** at the top right and at the bottom of the information window.

Limited Access Courses

A course may have a limited number of participants because it is specially created for a selection of participants. If you are part of this selection, you will have received a numerical code from the course lecturer.



After selecting the course and clicking on the **Start Course** button in the information tab, a screen will appear asking you to enter the **activation code**. The teacher should have already given you the activation code via the email you signed up with. Enter the code in the box and click **Continue**. At this point, you will have free access to the course materials.

How to Browse Course Materials



After clicking the **Start the Course** button, the contents page will open. The contents of a course are organised into **modules**, **units** and **lessons**. Modules are the highest level containers, grouping one or more units. Units collect groups of lessons that each articulate a single learning objective of the course.

On the left-hand side of the screen you will see an **Index** listing the course title and the relevant modules. By clicking on the title of a module you will be able to open the table of contents of that module, with the relevant units and lessons. By clicking on the **Unit** you will be redirected to the beginning of the unit, while by clicking on the individual **lesson** you will be able to view its contents.

You can browse through lesson content by simply clicking the **forward arrow** at the far right of the screen to view the next content or the **back arrow** at the left of the screen to return to the previous content. While browsing, a pop-up at the top right of the screen will alert you to a change of module or unit.

Sei al modulo: Come Rendere FAIR i Dati Linguistici con l'Uso degli Archivi Digitali

Introduzione

Unità 2: Come gli archivi di dati per la ricerca aiutano a rendere FAIR i dati linguistici

Immagine di copertina: Business people investing money on bank account, Closed safe with dollars, coins in secure deposit box. Cash protection, savings in a moneybox. Financial saving insurance concept, di YuriI tramite Adobe Stock



Successivo

Smooth Text Navigation

The **text** format is the most common way to convey the content of a lesson. In this case, you will be able to personalise your learning experience by adding coloured underlines, notes and links. To do so, select the portion of text you are interested in and a context menu will open. From here you can select the desired colour to underline the text, or the notepad or link symbol to add a note or hyperlink respectively.



To underline text, simply select the text you are interested in and choose the colour from the context menu that will automatically open.

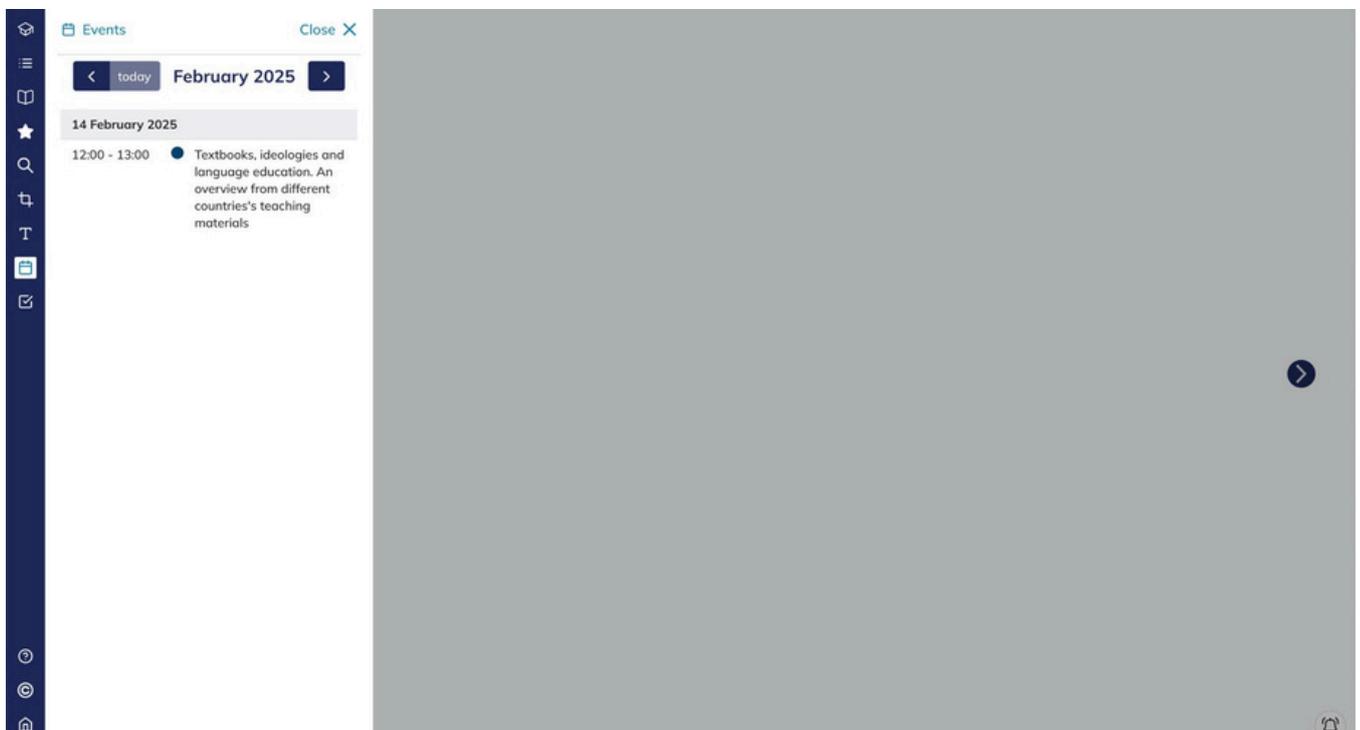
The screenshot displays a digital lesson page titled "2.1. Introduzione all'Uso degli Archivi Digitali per Risorse e Tecnologie Linguistiche". The page content includes sections for "Riconoscimenti", "Cercare dati in linguistica", "I Depositi di dati", "Depositi letterari", and "Depositi di dati di ricerca". A "Nota" (Note) dialog box is open over the text "I dati linguistici sono depositati e resi accessibili agli utenti attraverso i depositi (in inglese: repository) o archivi digitali. Questi assicurano la conservazione a lungo termine e l'aggiornamento dei dati linguistici in essi contenuti.", showing a text input field with a URL, a "Salva" (Save) button, and an "Annulla" (Cancel) button. A vertical toolbar on the left contains icons for navigation and note-taking.

To insert a **note**, select the text you are interested in and then click on the notepad symbol in the context menu that will open automatically. You can now write free text in the **Note** box, which also includes a box for hyperlinks. Click on the **Save** button to save the note; click on the **Cancel** button to delete it.

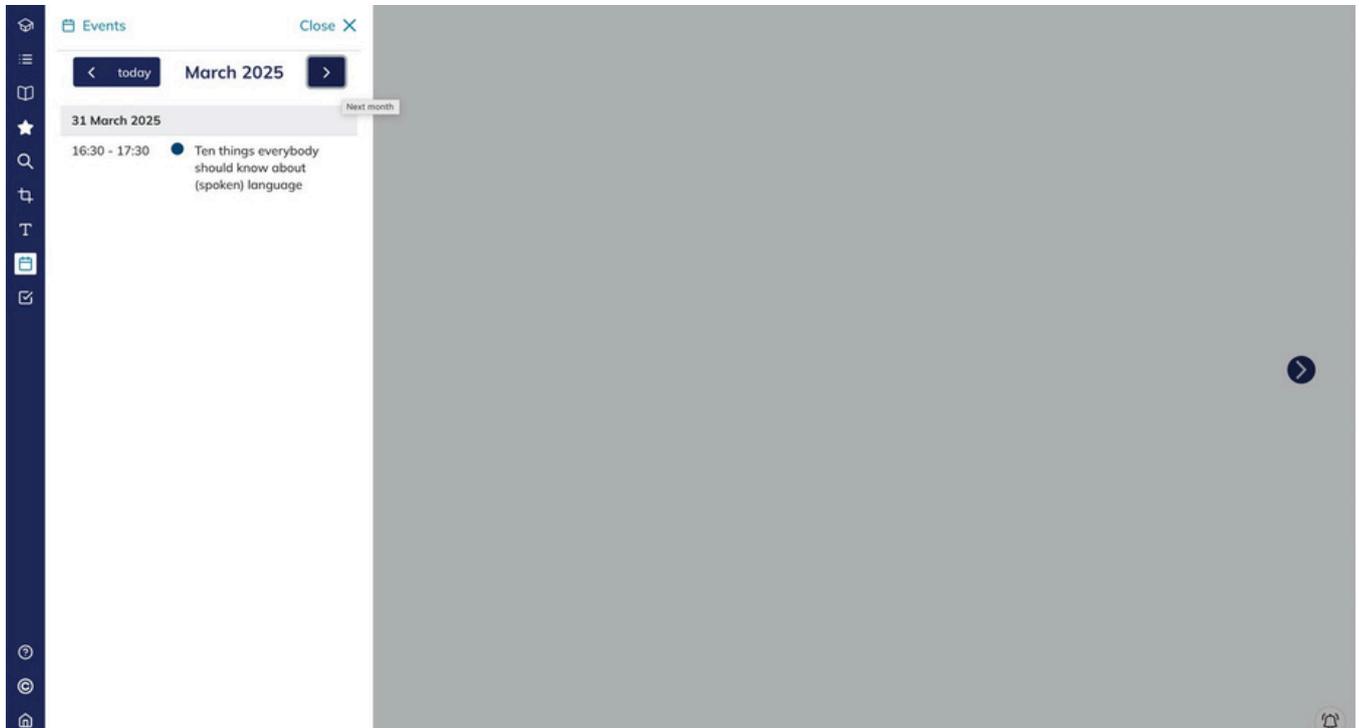
How to Follow Live Events

Accessing Events from the Side Navigation Bar

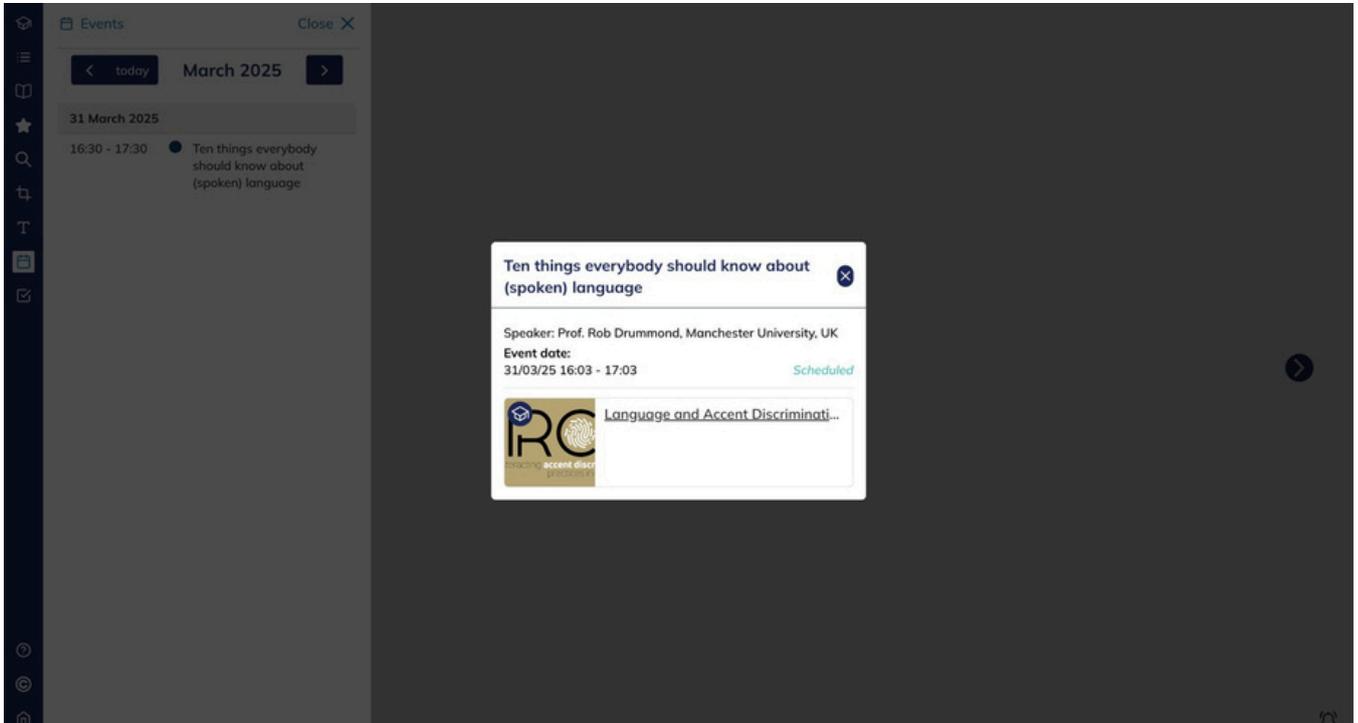
The H2IOSC Training Environment platform allows you to follow online events in real time by redirecting to platforms such as Microsoft Teams, Google Meets, Big Blue Button or Zoom. If the course you are following includes such events, you can find them in the side navigation bar.



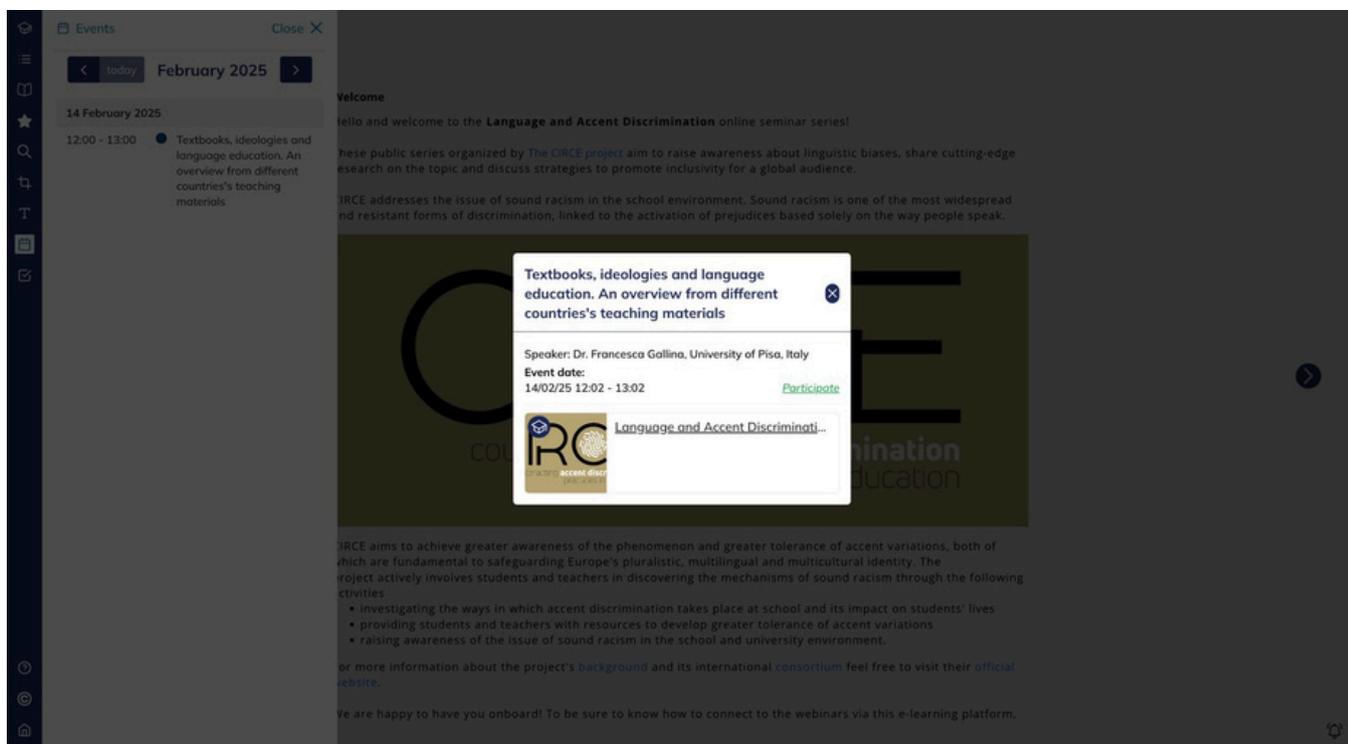
To view course events, **click on the calendar icon** on the side navigation bar. The events section will open, with an overview of the current month's events.



By clicking on the **arrow to the right**, you can view the events scheduled for the following month. Click **on the left arrow** to return to the previous month. Click on the **Today** button to display the events scheduled for today.



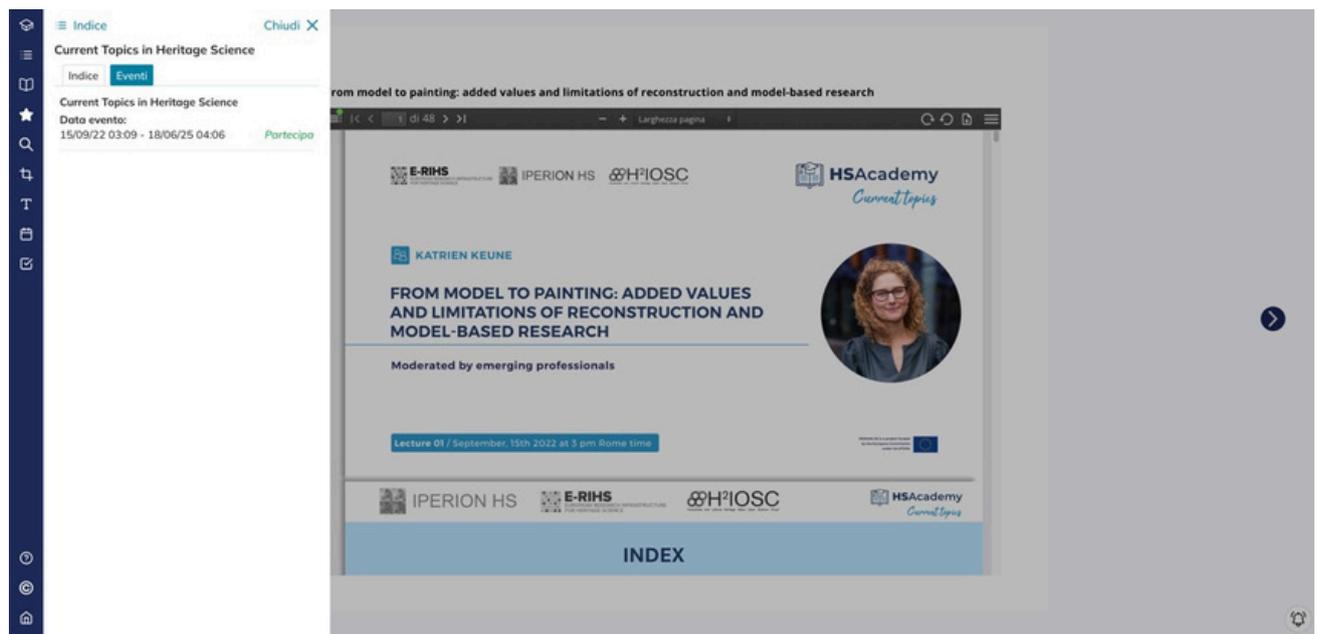
Clicking on the event title will open a detail window with the main information: title, speakers, topics and date of the event. If the event is not scheduled on today's date, the light blue **Scheduled** sign will appear. If the event has been opened because it is on the scheduled day and time, the green **Participate** sign will appear instead.



To participate in the event, click on the green **Participate** sign on the day and time set for the event and you will be redirected to the virtual lesson room.

Accessing the Events from the Index

Alternatively, select the Index button from the navigation sidebar (these are the three horizontal lines in the blue bar to the right of the screen). Once the index page is open, you will see an additional tab entitled Events. Select it to see a list of course events with their title, date and time.



To participate in the event, click on the green **Participate** sign on the day and time set for the event and you will be redirected to the virtual lesson room.