

# MP Campus platform

Introduction to the platform of the Manager Training Programme



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# FIRST LOGIN

## How do I access the platform?

- ▶ Follow the initial login link in your email invitation. Please check
  - ▶ your spam folder if you have not received an invitation.
  - ▶ Agree with the data policy.

## How do I change my password?

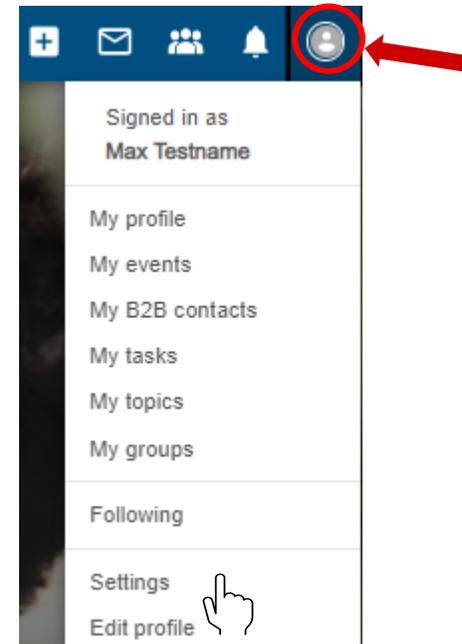
- ▶ Click on your profile button and go to the settings.
- ▶ Here you can change your password yourself or reset your password.
- ▶ You can also select your time zone in the settings.

Data policy agreement

Agreement to the data policy is required for continue using this platform. If you do not agree with the data policy, you will be guided to **the account cancellation** process.

I agree with the [data policy](#)

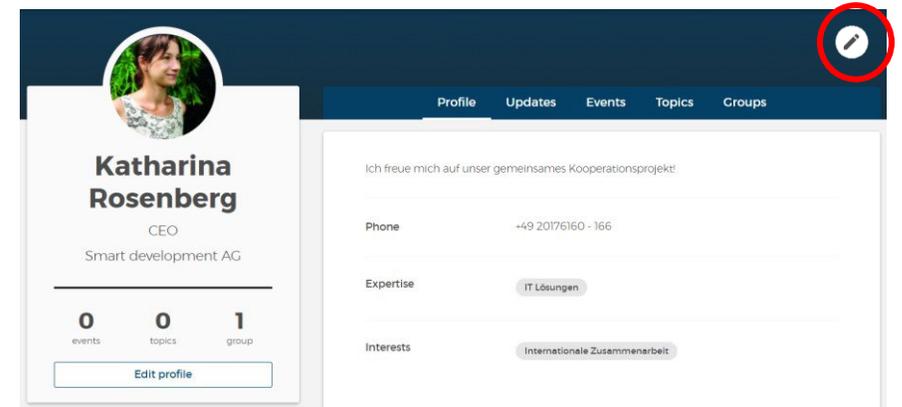
Save



# PROFILE AND NAVIGATION

## Where can I design my profile?

- ▶ Click on your profile button and go to "Edit profile".
- ▶ Alternatively go to „My profile" and click on the pencil at the top right.



## How to navigate on the platform?

- ▶ Click on the logo of BMWI to return to the homepage of your main group.



# USER PERMISSIONS

## What can participants access?

- ▶ Read and accept the data policies and legal notice
- ▶ Design your own profile and control your account settings
- ▶ Access your manager training and your working groups
- ▶ Write, read and like posts
- ▶ Create events and topics
- ▶ Add events to your calendar
- ▶ Download attachments
- ▶ Print the schedule
- ▶ Participate in video-conferences
- ▶ Complete tasks and see your results
- ▶ Access the inbox
- ▶ Receive notifications



# MY GROUP

## The Manager Training page

- ▶ Log-in to the MP Campus
- ▶ You will automatically be directed to your Manager Training Page
- ▶ This is where the entire training takes place, including videoconferences
- ▶ Click on the logo of the Federal Ministry of Economic Affairs and Climate Change to return to your Manager Training Page (1)
- ▶ Alternatively you can click on the group icon in the blue vertical menu to see all of your groups (main group and working groups) (2)

The screenshot shows the Manager Training page interface. A red arrow labeled '1' points to the logo of the Federal Ministry of Economic Affairs and Climate Change in the top left corner. Another red arrow labeled '2' points to the group icon in the top right corner of the blue navigation bar. The page features a header with the text 'Home' and 'Manager Training', followed by a large image of two people in a meeting. Below the image, there is a section for 'Group managers' listing 'FBZ Katharina Rosenberg' as the training coordinator. The 'Upcoming tasks' section lists two tasks: 'Test - Dateiupload FBZ' and 'Test Aufgabe'. The main content area shows a post by 'Franziska Dietl' titled 'Test - Dateiupload TN' with a due date of '29 Nov 2021'.

# DISCUSSIONS

## Discussions = Communication with the group

The "Discussions" tab offers a free comment field. Here you can communicate with the whole group and also get information about the latest activities in your group.

## Comments

There is a section for comments under each event and post.

Here you can talk to members about the topic, exchange experiences, share attachments and ask questions

The screenshot displays a group discussion interface. On the left, a sidebar shows the group manager Franziska Dietl, an "Add Working Group" button, and sections for "Upcoming tasks" (none assigned), "Upcoming events in the group" (a "Welcome to the manager training" event on Jan 20, 2022, which the user has enrolled in), and "Newest topics in the group". The main content area has tabs for "Discussions", "Programme", and "Library". A post by Franziska Dietl, titled "Test Manager Training", is shown with a text input field for comments, options to add images, videos, and documents, a "Post" button, and a "Group members" dropdown. Below the post, a comment by Danielle Jones is visible, stating she finds the platform easy to access and is eager to get started. A "Comment" button is at the bottom of the comment section.

# PROGRAMME (EVENTS)

- ▶ The „Programme” tab lists the upcoming and ongoing events. Here you can join the current conferences/trainings.
- ▶ In the left sidebar of the programme overview, you can filter the events. Past events will show the recordings of the sessions
- ▶ The button “Print schedule” allows you to download an event overview.

The screenshot displays the 'Programme' tab interface. On the left, a sidebar contains a 'Filter' section with two radio buttons: 'Ongoing and upcoming events' (selected) and 'Past events'. Below the filter is a dropdown menu labeled 'What type of events do you want to see?' with '- Any -' selected. There are 'Reset' and 'Apply' buttons at the bottom of the filter section. The main content area shows a navigation bar with 'Discussions', 'Programme', 'Library', 'Working Groups', and 'Tasks'. The 'Programme' tab is active, displaying a list of events. A card for a 'TRAINING' event titled 'First training session' is visible, featuring a small image of three people.

- ▶ Open an event, click on „Add to calendar” to receive an invitation to the event.
- ▶ In the right sidebar of the event page, there is a list of related topics. The link will take you to the relevant material for this event. You can also download documents here.

Home ▶ GIZ/FBZ-Exchange ▶ Test FBZ ▶ Test Manager Training ▶ Programme

## First training session

 Franziska Dietl • Public  
in group Test Manager Training

🕒 30 April 2022 08:30 - 11:00 (CEST) [ENROLL](#)

🗨️ 0 comments 🍷 0 likes [Add to Calendar](#) [Follow content](#)

[Details](#) [Organisers](#) [Manage enrollments](#)

Let's get to know each other!

08:30-09:00	Tech-check and Login
09:30-10:00	Introduction to the programme
10:00-10:30	Introduce yourselves!
10:30-11:00	Wrap-up

Files

 MP trouble shooting.pdf

 163.65 KB  
0 downloads

[Join meeting as moderator](#)

2 people have enrolled

 [All enrollments](#)

Related Topics

 Training Contents  
think modular support · 30 Nov

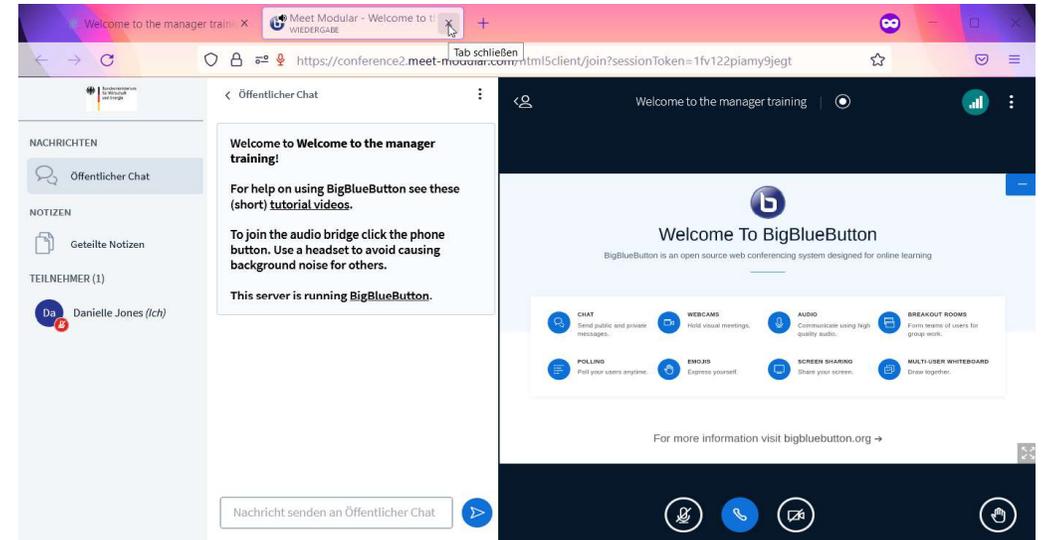
Organisers

 Franziska Dietl  
Assistanta of Managing Director • think modular GmbH - digital solutions

# VIDEO CONFERENCES

## How can I participate in a video conference?

- ▶ Connect your headset to your PC.
- ▶ Select a current browser, preferably Google Chrome, Mozilla Firefox or Microsoft Edge.
- ▶ Go to your Manager Training Page and open the tab "Programme".
- ▶ Select the current event and click on **Join Meeting**
- ▶ Another browser tab will automatically open, and you will be connected to the BigBlueButton conference.
- ▶ Allow your browser to access your devices.
- ▶ Now you are fully logged into the conference.



- ▶ If you encounter audio issues, please click on the telephone icon and reconnect to the audio.
- ▶ To leave the BigBlueButton, close the tab with the X.

# LIBRARY (MATERIAL)

Where can I find documents to download?

- ▶ Open the “Library” tab in your Manager Training Page.
- ▶ Here you will find an overview of the “Topics” content pages.
- ▶ If there are attachments, you can download them directly from the individual page. Attachments can also be uploaded on event pages, tasks and comments: here upload from a discussion.

You can also go to “my Topics” clicking on the profile button.

Discussions Programme **Library** Working Groups Tasks Members About

## Group discussion

Franziska Dietl · 23 November 2021 · Public  
in group Test Manager Training

0 comments 0 likes [Follow content](#)

Let us talk about entrepreneurship.

**Files**

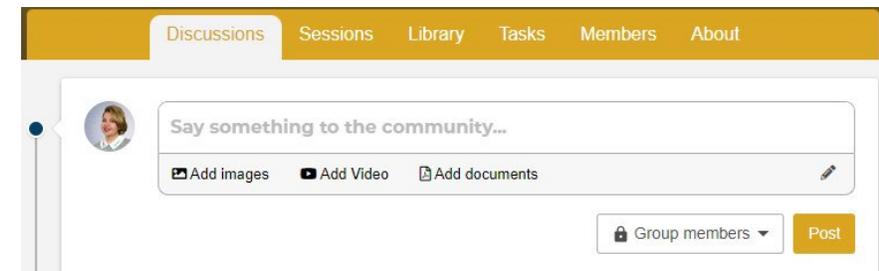
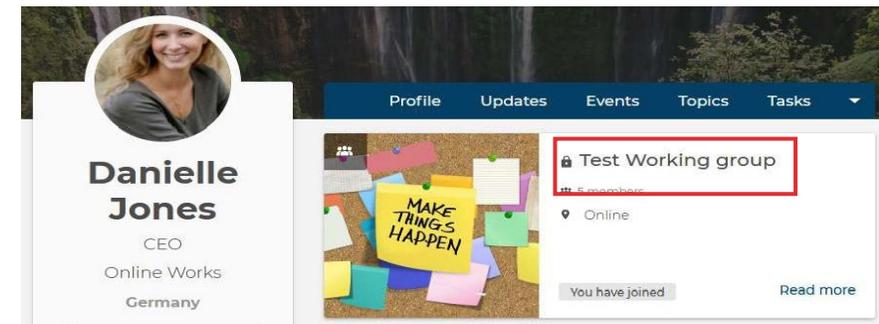
Discussion material  
11.72 KB  
1 download

# WORKING GROUPS

- ▶ The “Working Groups” tab on the Manager Training page shows all the working groups

## Where are my Working groups?

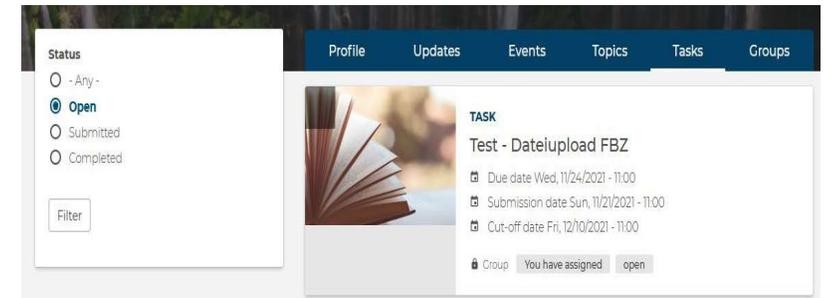
- ▶ Go to “My groups” in your profile in the menu bar.
- ▶ Here you will find your Manager Training group and your working groups.
- ▶ In the working group you can work on a topic with your colleagues and exchange ideas discreetly.



# TASKS

## How do I complete a task?

- ▶ Open the “Tasks” tab on the Manager Training page or go to “My tasks” in your profile in the menu bar and select the desired task.
- ▶ You can filter the tasks by status.
- ▶ Complete the task, e. g. uploading a file, writing in the free text field or filling out a form.
- ▶ If Auto Approval is enabled, then the task is considered complete when you have interacted with the task.
- ▶ The "Task flow" named Feedback allows tutors to comment on the submissions.
- ▶ Whether Feedback or Auto Approval, your submission will be approved.
- ▶ The comment is displayed within the task.



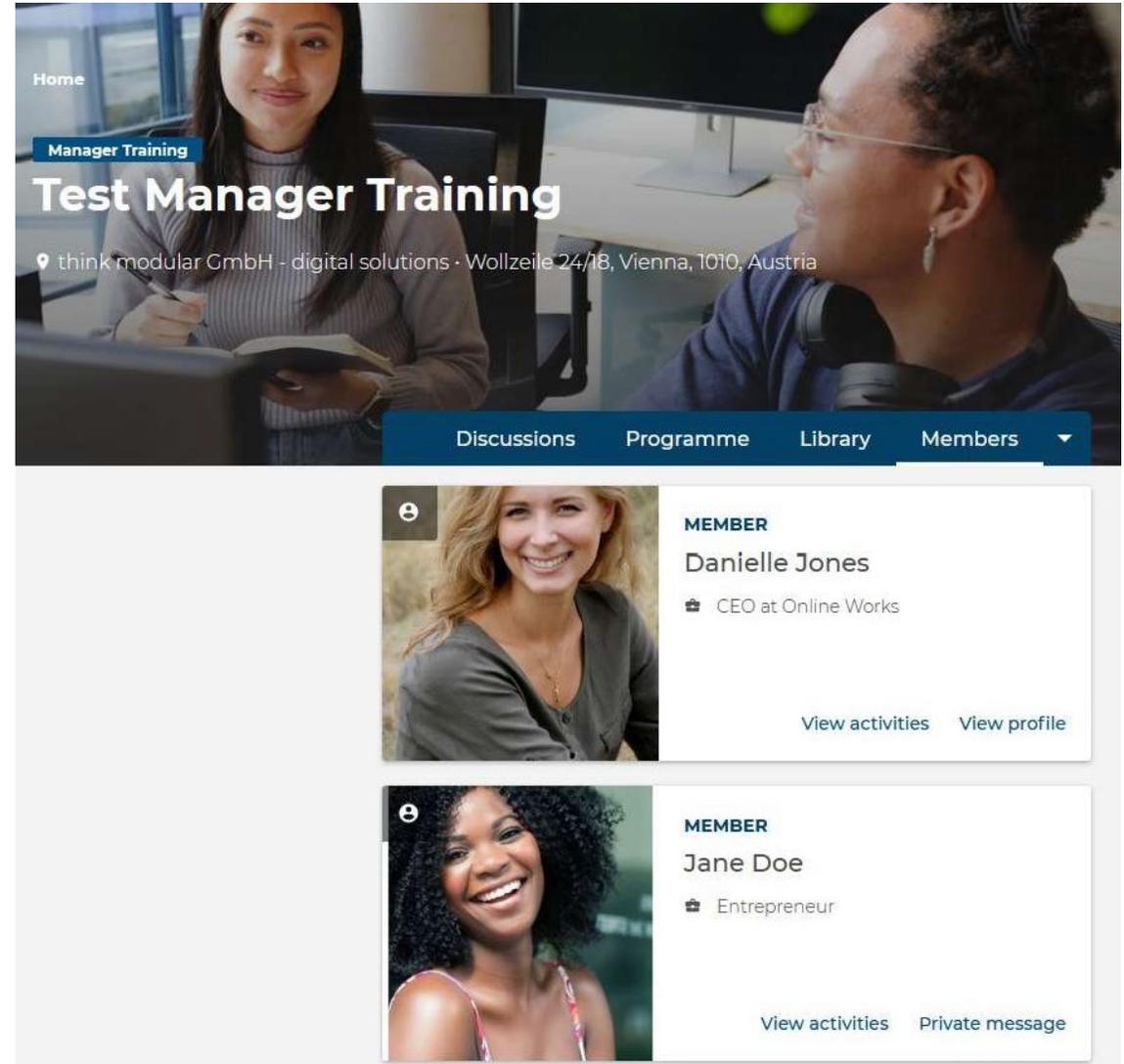
We have received your submission. Thank you!

Well done, Danielle! Thank you for your submission!

# MEMBERS

## What is the purpose of the member overview?

- ▶ The Members tab displays the group members. The group managers are highlighted by a label.
- ▶ Click on "Private message" to write private messages to your colleagues.
- ▶ Clicking on "View activities" takes you to the group member's personal updates.



# ABOUT

## Overview

- ▶ Schedule of the MP Programm
- ▶ Group manager
- ▶ Shows the next upcoming events and tasks, newest topics

Duration: 01.01.2022 - 31.07.2022

Onboarding:	01.01.2022 - 31.01.2022
Introductory workshop:	12.01.2022 - 28.02.2022
Online training:	01.03.2022 - 31.03.2022
Stay in Germany:	01.04.2022 - 07.07.2022
<b>Transfer:</b>	<b>08.07.2022 - 31.07.2022</b>

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Upcoming events  
in the group



test trainer

30 Jul '22

[All Upcoming events](#)

Discussions
Programme
Library
Working Groups
Tasks
Members
About

Group manager(s):  FBZ Katharina Rosenberg  
Training coordinator • FBZ think modular

Please fill out the **feedback form** for the event "Test". ✕

This is a test manager training.

# INBOX

## Private chat messages

- ▶ Click on the letter symbol in the menu bar.
- ▶ Write a message to your chat partners. Separate the names of several people with a comma to create a group chat.
- ▶ Your chat partners will see that they have received new messages.



### Member(s)

Katharina Rosenberg (29)



The member(s) of the private message thread. Add multiple members by separating them with a comma.

Message|

Add images

Add Video

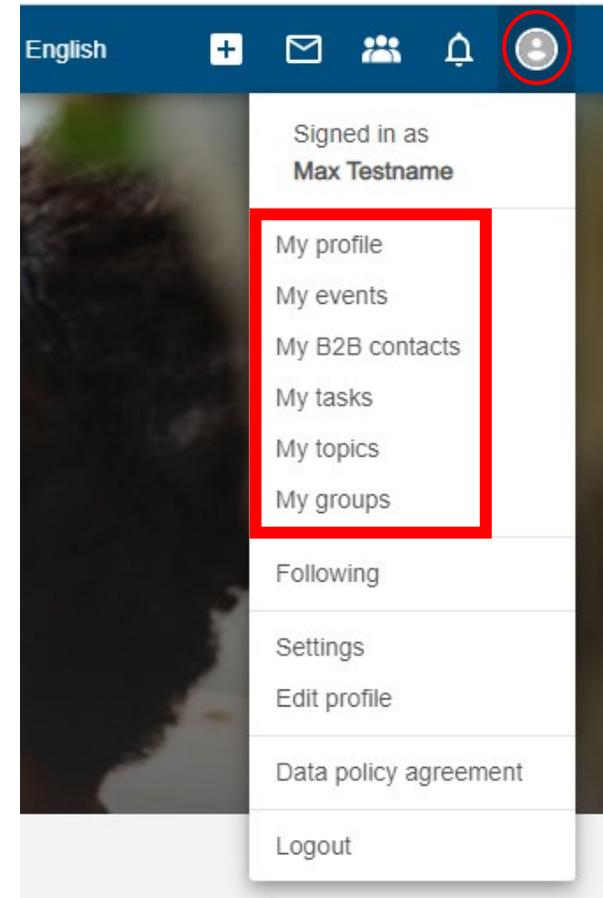
Add documents



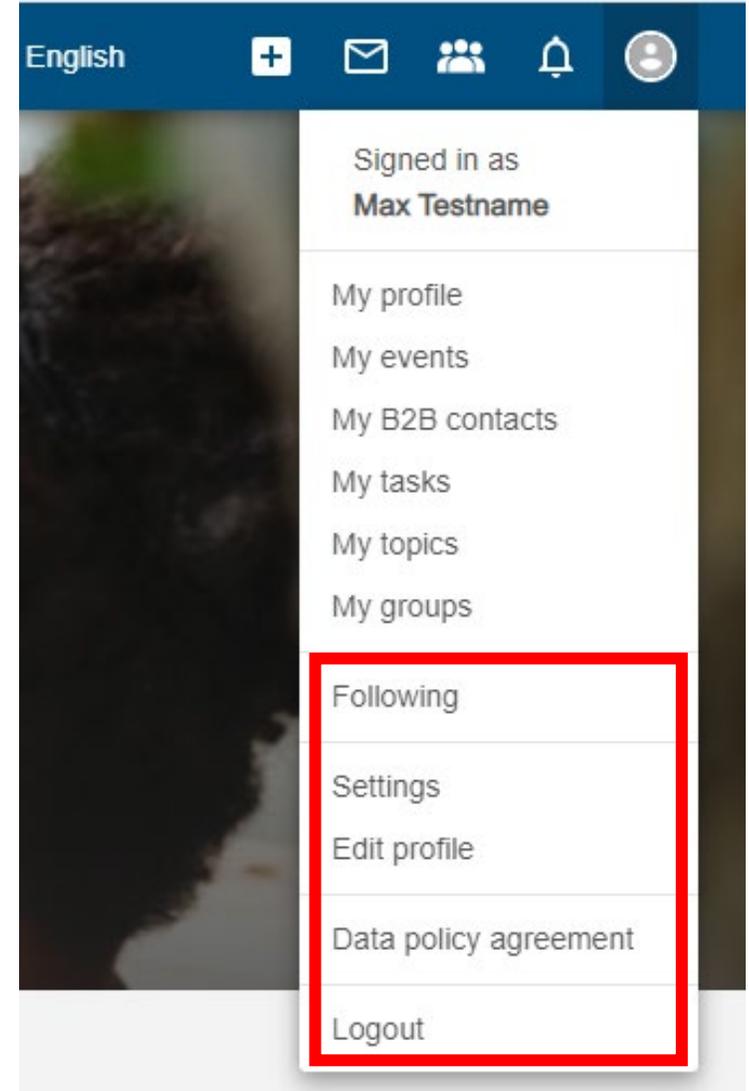
# PERSONAL MENU



- ▶ Profile: shows what you entered in your profile
- ▶ Updates: Discussions
- ▶ Events: shows all events from the Programme
- ▶ Topics: shows all topics from the Library
- ▶ My B2B Contacts: please enter your business contacts
- ▶ Tasks: shows all your tasks
- ▶ Groups: lists the group(s) that you participate in (your main group and your working groups)



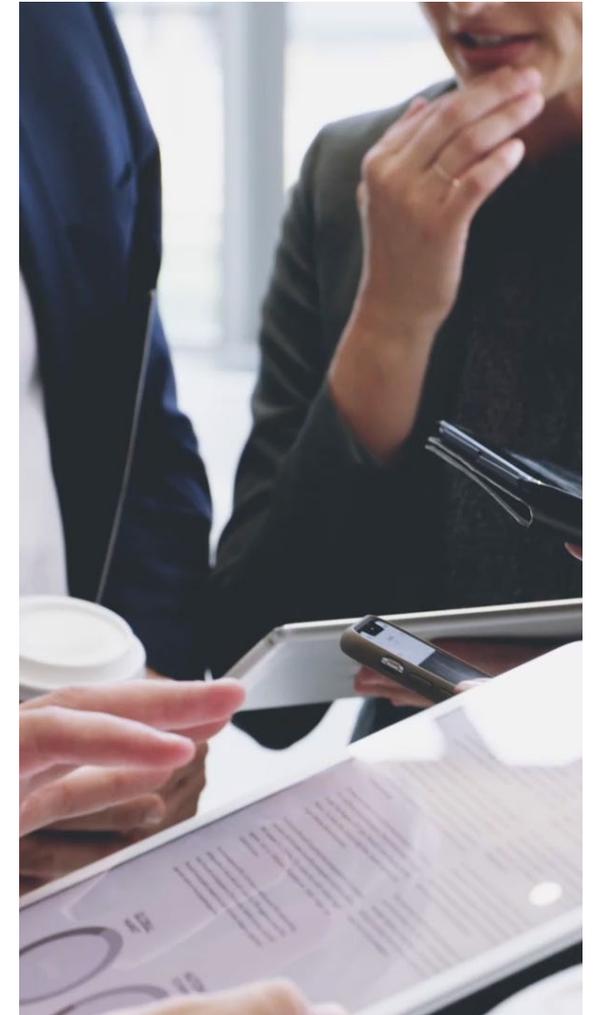
- ▶ Following
  - ▷ Lists events or content that you are following
  - ▷ In settings under “Email notifications” and “What I follow” select how you want to receive a notification (never, immediately, daily, weekly)
- ▶ Settings
  - ▷ change password or email address
  - ▷ set time-zone and language
- ▶ Edit Profile (here you can edit your profile)
- ▶ Data Policy agreement (if you want to read it again)
- ▶ Logout



# TABS - OVERVIEW



- ▶ **Discussions:** share posts with the group. On the left sidebar it also shows the group manager, upcoming events and the latest topics.
- ▶ **Programme:** events and links to the video conferences. You can use the filters in the left sidebar to customize your view. (upcoming or past events)
- ▶ **Library:** download materials and resources. You can use the filters in the left sidebar to customize your view.
- ▶ **Working Groups:** possibility to communicate and exchange documents in a smaller group.
- ▶ **Tasks:** your tasks and their status (open for submission, submitted, completed, completed with Feedback).
- ▶ **Members:** displays all group members. Write messages to other participants.
- ▶ **About:** shows the group manager and introductory information. The left block summarizes the next tasks, upcoming events and latest content.



Profile Updates Events Topics my B2B Contacts Tasks Groups

- ▶ Profile: shows what you entered in your profile
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