



H2IOSC Training Environment **USER MANUAL**

February 2025

Acknowledgements

The H2IOSC Training Environment platform was developed within the framework of WP8 - Training, Capacity Building, Engagement of the project [H2IOSC - Humanities and cultural Heritage Italian Open Science Cloud](#) using UbiMOL, the training platform realised by Gruppo Meta and E.T.T. S.p.A. in collaboration with the Istituto di Linguistica Computazionale 'Antonio Zampolli' of the Consiglio Nazionale delle Ricerche based in Pisa.



 Consiglio Nazionale delle Ricerche

H2IOSC Project - Humanities and cultural Heritage Italian Open Science Cloud funded by the European Union NextGenerationEU - National Recovery and Resilience Plan (NRRP) - Mission 4 "Education and Research" Component 2 "From research to business" Investment 3.1 "Fund for the realization of an integrated system of research and innovation infrastructures" Action 3.1.1 "Creation of new research infrastructures strengthening of existing ones and their networking for Scientific Excellence under Horizon Europe" - Project code IR0000029 - CUP B63C22000730005. Implementing Entity CNR.

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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

☐ Accetto al trattamento dei miei dati personali come descritto nel documento [Informativa sulla privacy](#)*

Registrati

Hai già un account?
[Accedi](#)

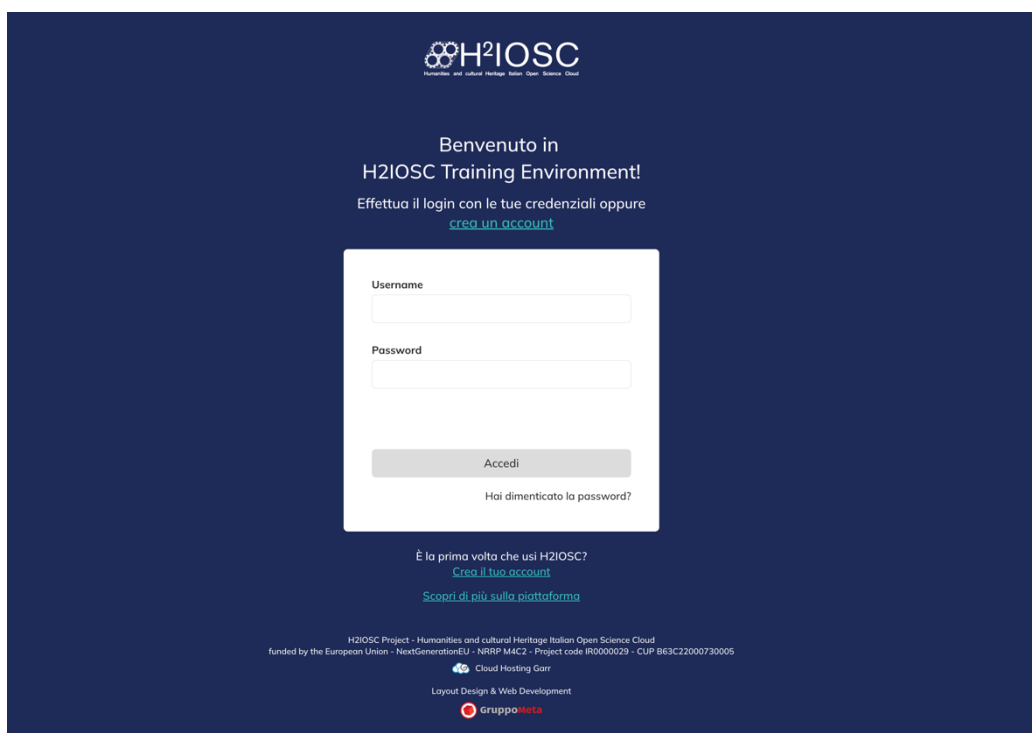
You are now a registered user and can return to the login page to [log in to the platform](#).

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**



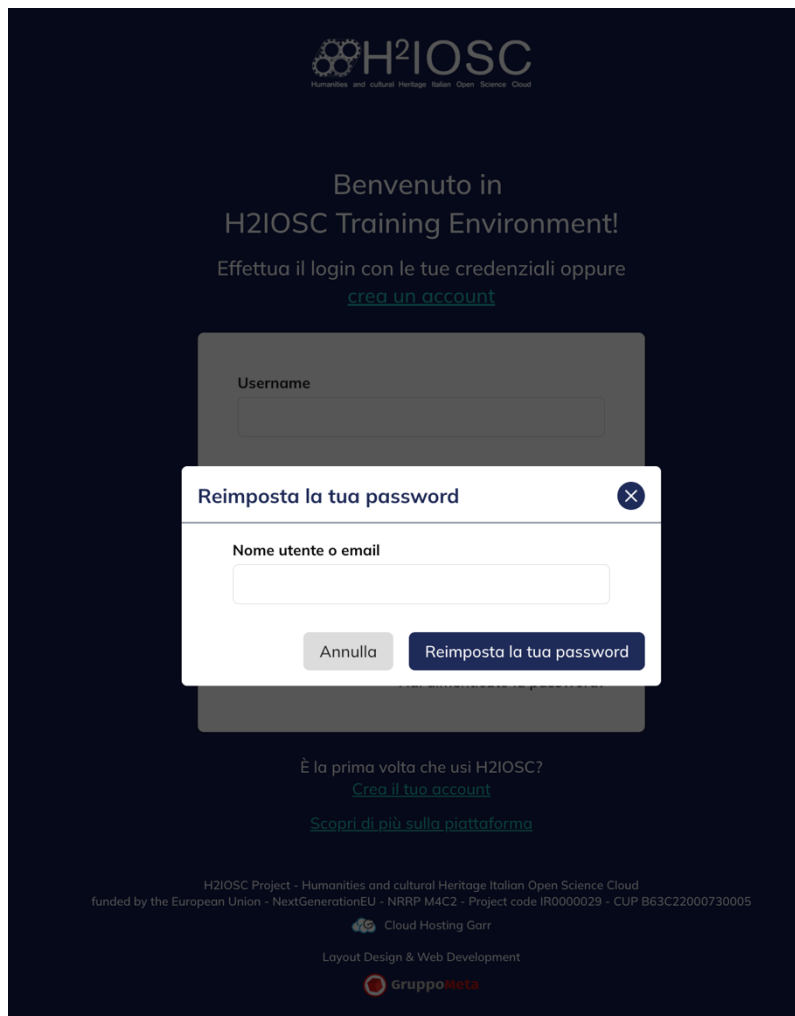
The screenshot shows the login interface of the H2IOSC Training Environment. At the top, the H2IOSC logo is displayed with the tagline 'Humanities and cultural Heritage Italian Open Science Cloud'. Below the logo, the text 'Benvenuto in H2IOSC Training Environment!' is centered. Underneath, it says 'Effettua il login con le tue credenziali oppure' followed by a link 'crea un account'. The login form consists of two input fields: 'Username' and 'Password'. Below these fields is a button labeled 'Accedi'. A link 'Hai dimenticato la password?' is located below the 'Accedi' button. At the bottom of the form, it says 'È la prima volta che usi H2IOSC?' followed by a link 'Crea il tuo account' and another link 'Scopri di più sulla piattaforma'. At the very bottom of the page, there is a footer with the following text: 'H2IOSC Project - Humanities and cultural Heritage Italian Open Science Cloud funded by the European Union - NextGenerationEU - NRRP M4C2 - Project code IR0000029 - CUP B63C22000730005', the Cloud Hosting Garr logo, and 'Layout Design & Web Development Gruppo Meta' with the Gruppo Meta logo.

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:

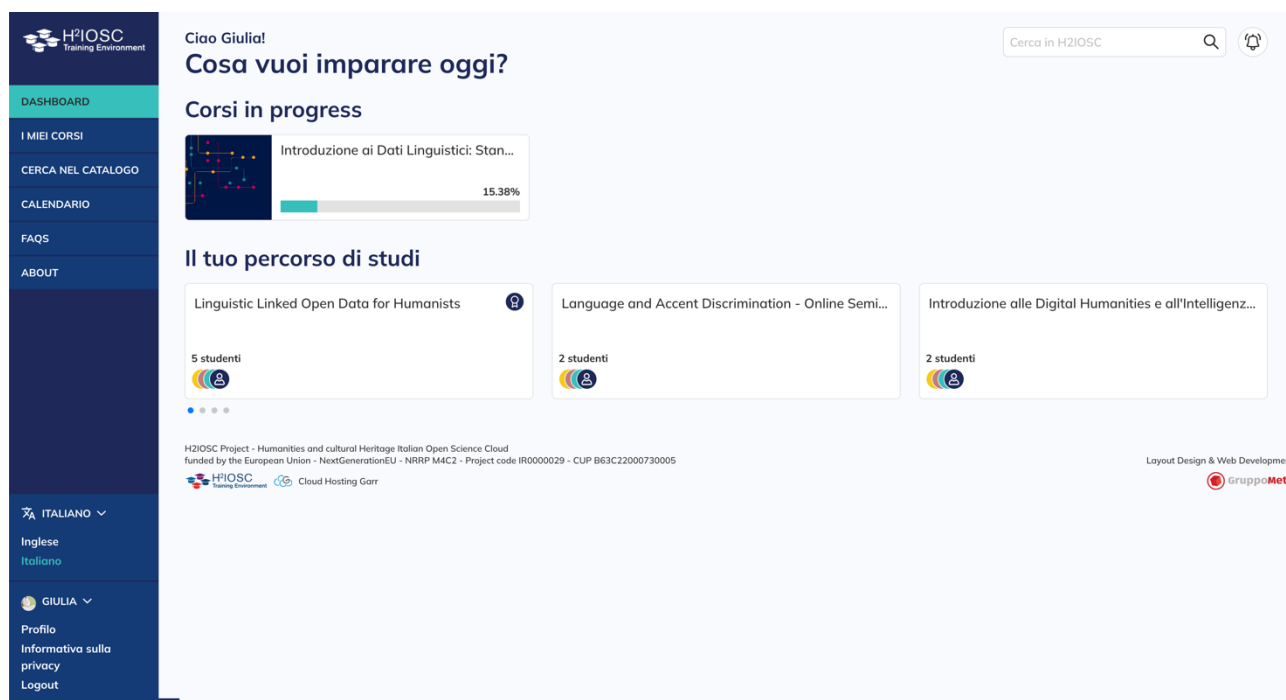
1. Go to the authentication page
2. Click on **Password dimenticata?**
3. Enter your email to receive the reset link
4. Follow the instructions to set a new password




The screenshot shows the H2IOSC login interface. At the top, the H2IOSC logo is displayed with the tagline 'Humanities and cultural Heritage Italian Open Science Cloud'. Below the logo, the text 'Benvenuto in H2IOSC Training Environment!' is shown, followed by 'Effettua il login con le tue credenziali oppure [crea un account](#)'. A login form with 'Username' and 'Password' fields is visible in the background. In the foreground, a modal window titled 'Reimposta la tua password' is open. It contains a field for 'Nome utente o email' and two buttons: 'Annulla' and 'Reimposta la tua password'. Below the modal, there is a link to 'Crea il tuo account' and a link to 'Scopri di più sulla piattaforma'. At the bottom, the footer text reads: 'H2IOSC Project - Humanities and cultural Heritage Italian Open Science Cloud funded by the European Union - NextGenerationEU - NRRP M4C2 - Project code IR0000029 - CUP B63C22000730005', followed by 'Cloud Hosting Garr' and 'Layout Design & Web Development GruppoMata'.

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.



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.



DASHBOARD

MY COURSES

SEARCH IN CATALOG

CALENDAR

FAQS

ABOUT

ENGLISH

English

Italian

GIULIA

Profile


Privacy policy

Logout

Hi!

What do you want to learn today?

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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Layout Design & Web Development


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

Hi!

What do you want to learn today?

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 Seri... 2 students

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

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Layout Design & Web Development Gruppo Meta

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	Instructors	Completion
Linguistic Linked Open D...	Anas Fahad Khan, Giulia Pedonese, Michele Mallia, Elisa Squadrito, Francesca Frontini, Valeria Quochi	100%
Language and Accent Discri...	Claudia Soria, Francesca Gallina, Rob Drummond, Alice Henderson, Sender Dovchin, Ana Tankosic, Giuliana...	
Introduzione alle Digital Hu...	Andrea Bolioli, Paolo Monella, Emmanuela Corb�, Mariangela Giglio, Enrica Salvatori, Salvo Spina...	
Introduzione alla Gestion...	Iulianna van der Lek, Francesca Frontini, Christoph Draxler, Henk van den Heuvel, Giulia Pedonese, Robert...	100%
Introduzione ai Dati Linguist...	Iulianna van der Lek, Darja Fi�er, Francesca Frontini, Giulia Pedonese	15.38%
Le Applicazioni Pratiche di ...		

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GruppoMeta


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

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.

 H²IOSC
Training Environment

DASHBOARD

MY COURSES

SEARCH IN CATALOG


CALENDAR

FAQS


ABOUT

linguistic


Advanced search



Linguistic Linked Open D...
Anas Fahad Khan, Giulia Pedonese,
Michele Mallia, Elisa Squadrito,
Francesca Frontini, Valerio Quochi



Introduzione ai Dati Linguist...
Iuliana van der Lek, Darja Fišer,
Francesca Frontini, Giulia Pedonese





Le Applicazioni Pratiche di ...

ENGLISH ^

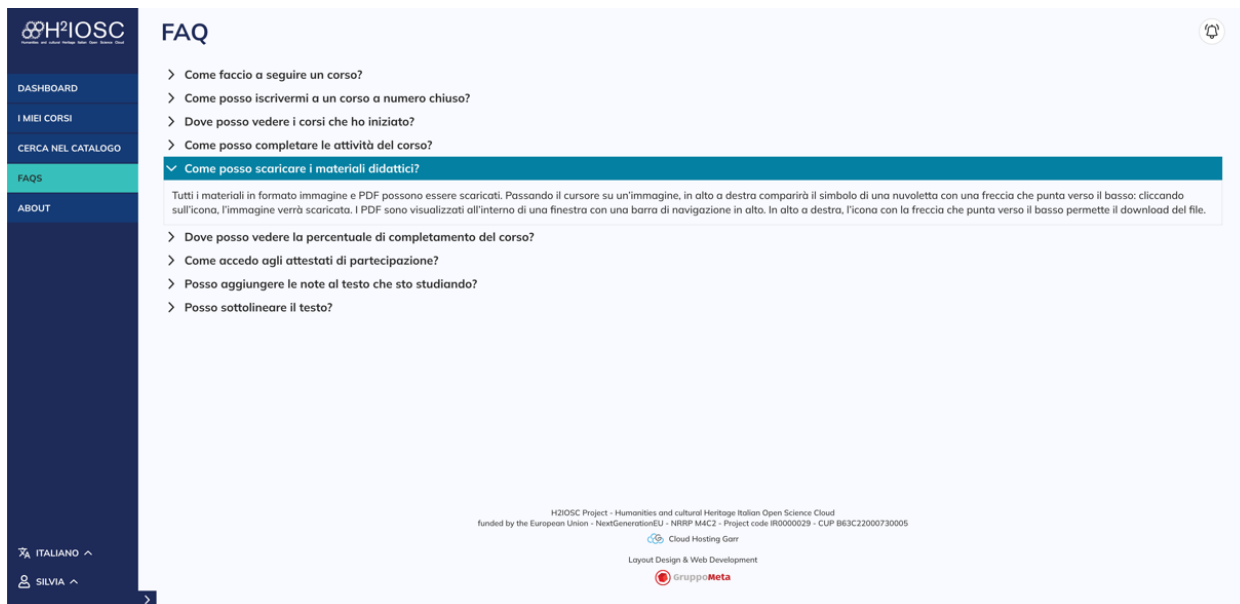
GIULIA ^

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 Cloud Hosting Garr

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FAQ



The screenshot shows the H2IOSC website's FAQ section. On the left is a dark blue sidebar with the H2IOSC logo and navigation links: DASHBOARD, I MIEI CORSI, CERCA NEL CATALOGO, FAQs (highlighted), and ABOUT. At the bottom of the sidebar are language and user selection options: ITALIANO and SILVIA. The main content area is titled 'FAQ' and contains a list of questions with expandable answers. The questions are: '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?' (which is expanded), 'Dove posso vedere la percentuale di completamento del corso?', 'Come accedo agli attestati di partecipazione?', 'Posso aggiungere le note al testo che sto studiando?', and 'Posso sottolineare il testo?'. The expanded answer for the fifth question explains that image and PDF materials can be downloaded by hovering over an icon to reveal a download arrow, or by clicking the icon to open a download window. 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 Cloud Hosting Garr, Layout Design & Web Development, and Gruppo Meta.

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 **Iscriversi 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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Cloud Hosting Garr

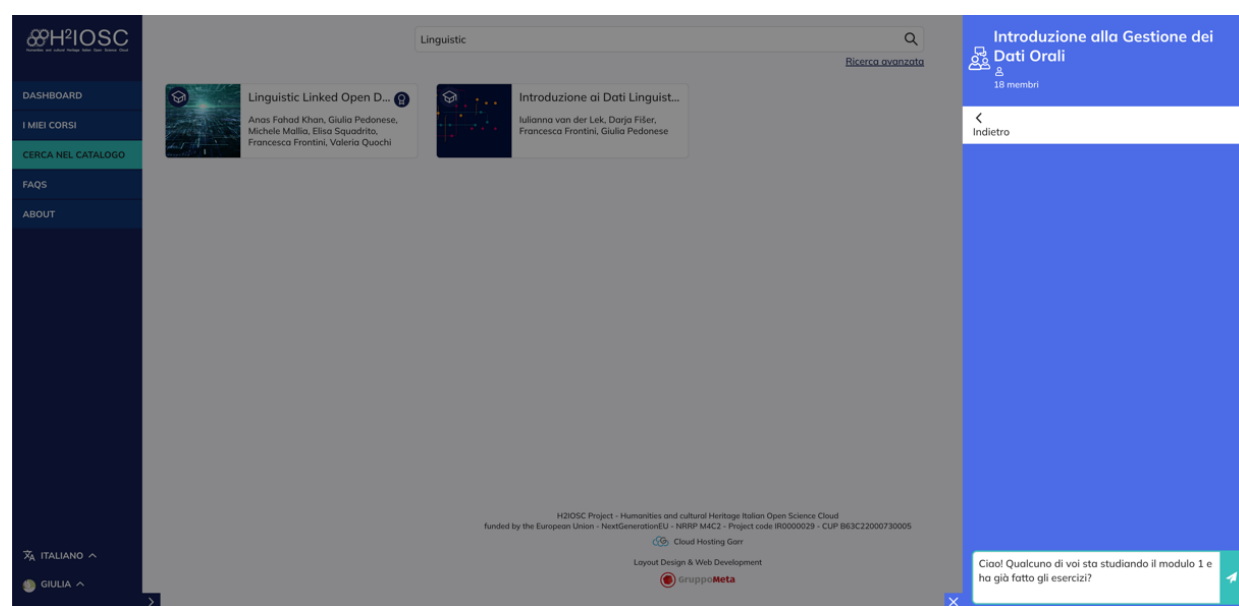
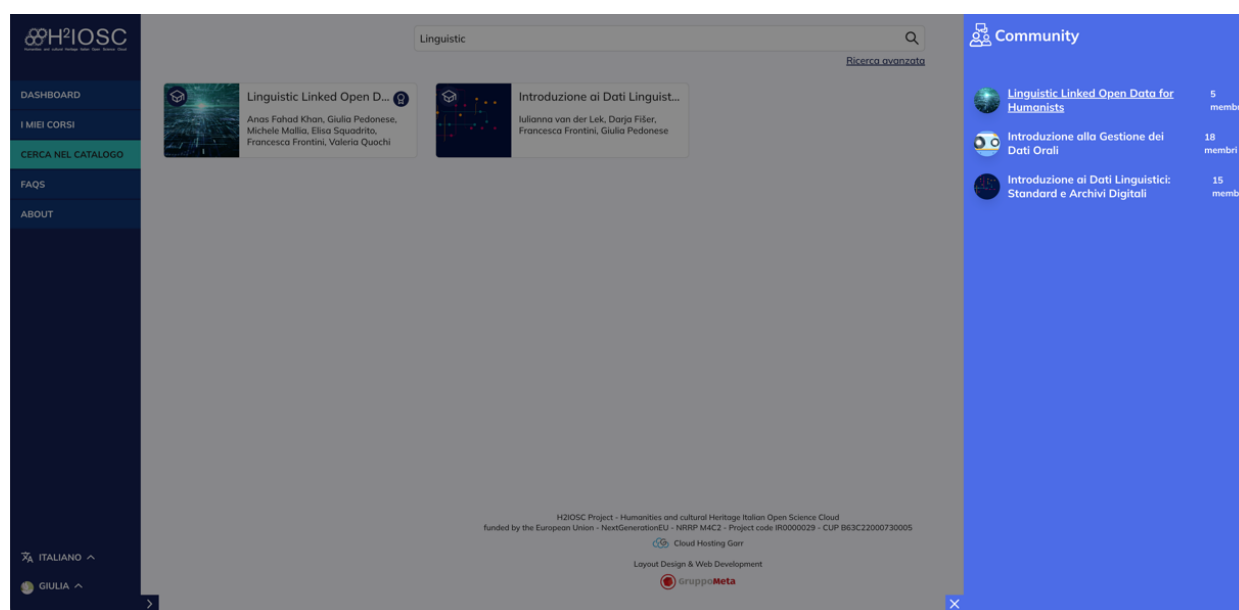
Layout Design & Web Development
GruppoMeta

ITALIANO
SILVIA

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

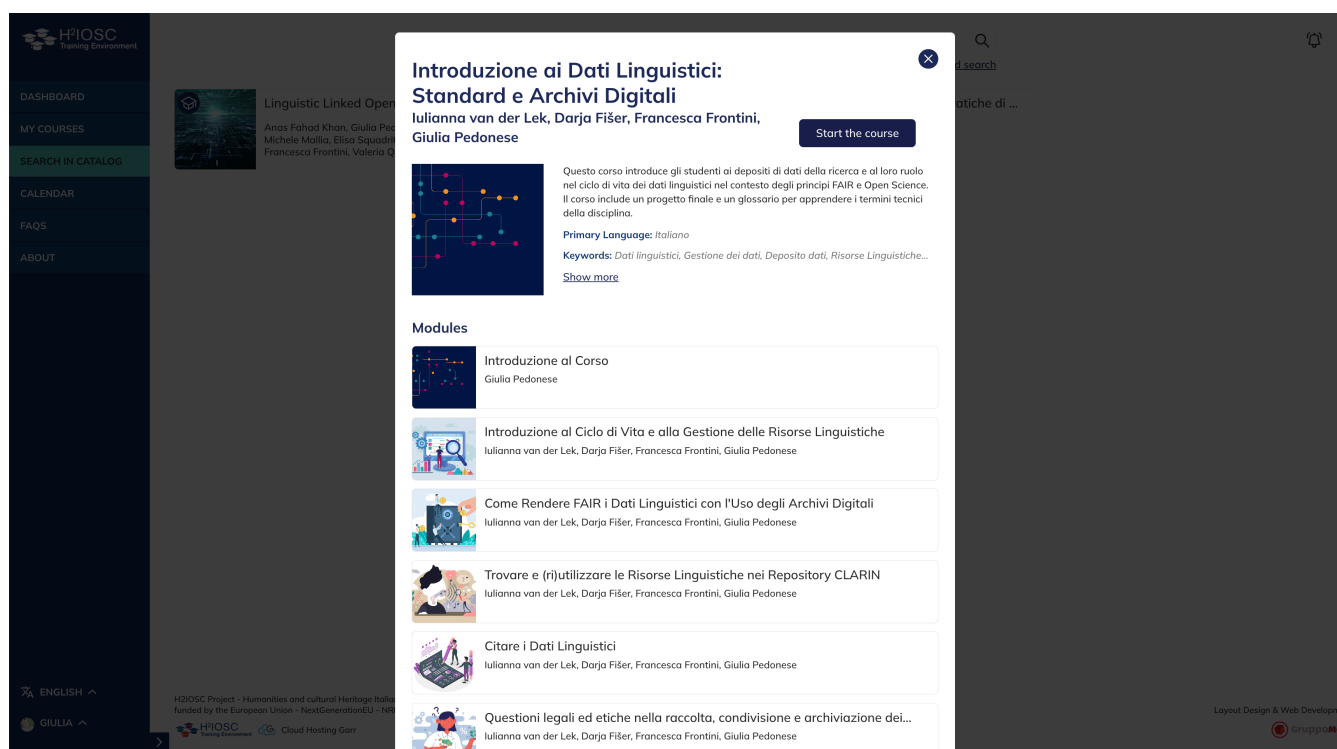
Chat and Forum

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.

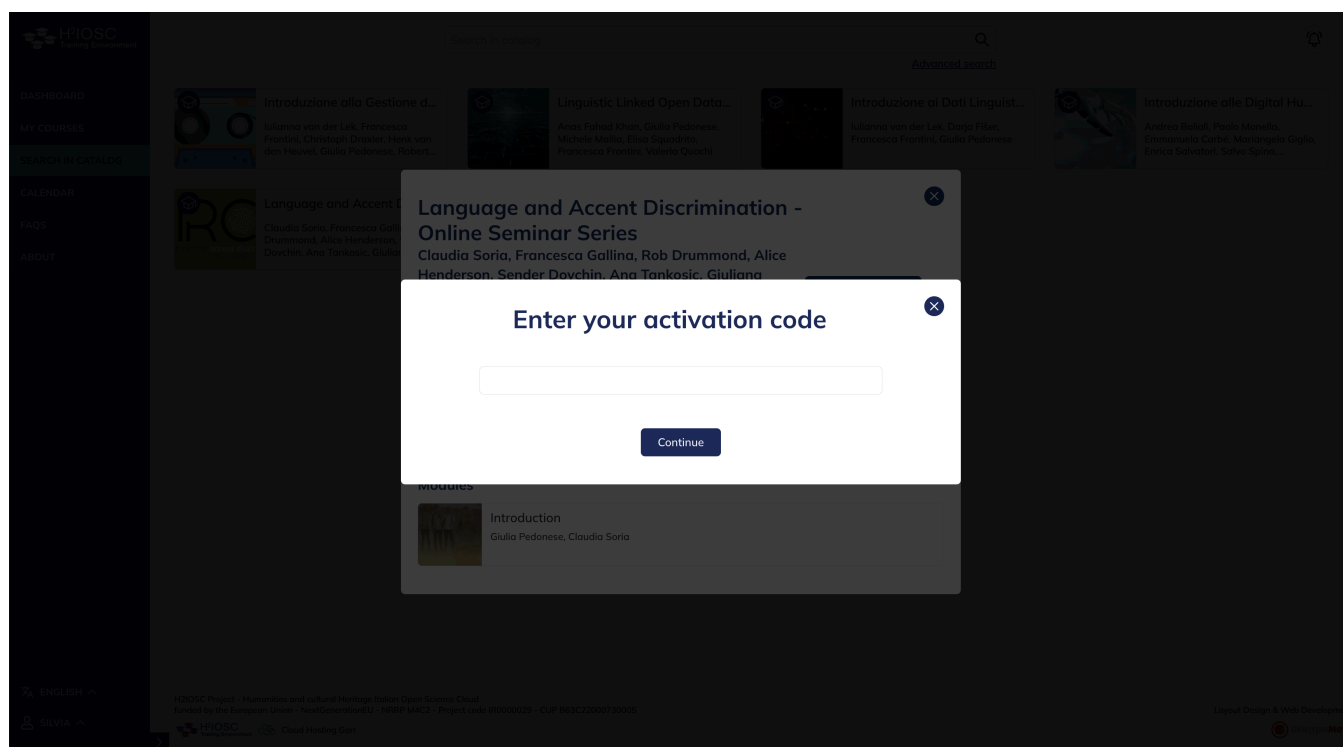
Below the information you can find an overview of the modules into which the course is divided with the title and respective authors. By clicking on the **Start the course** button, which can be found both at the top right and at the bottom of the information window, you can access the course contents. 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.



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



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

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.

2.1 Lezione

2.1. Introduzione all'Uso degli Archivi Digitali per Risorse e Tecnologie Linguistiche

Riconoscimenti

La lezione è un adattamento specifico per il dominio del *Lesson plan 11: Rep* be FAIR with your data. A teaching and training handbook for higher educati Zenodo. <https://doi.org/10.5281/zenodo.6425568>

Cercare dati in linguistica

I Depositi di dati

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.

"Definiamo un repository - o deposito o archivio digitale - come un servizio gestito da organizzazioni di ricerca, in cui i materiali di ricerca sono conservati, gestiti e resi accessibili". Fonte: [DataCite](#)

A seconda della tipologia di dati linguistici in essi contenuti, possiamo distinguere diverse tipologie di archivi o depositi:

Depositi letterari

Utili per depositare e diffondere articoli, relazioni, libri, tesi, conferenze, bibliografie, ecc. Ad esempio:

- [ACL Anthology](#)
- [LingBuzz](#)
- [HAL](#)
- [Rutgers Optimally Archive \(ROA\)](#)

Depositi di dati di ricerca

Utili per depositare e condividere dati, codice e altri materiali usati per condurre un progetto di ricerca. Ad esempio:

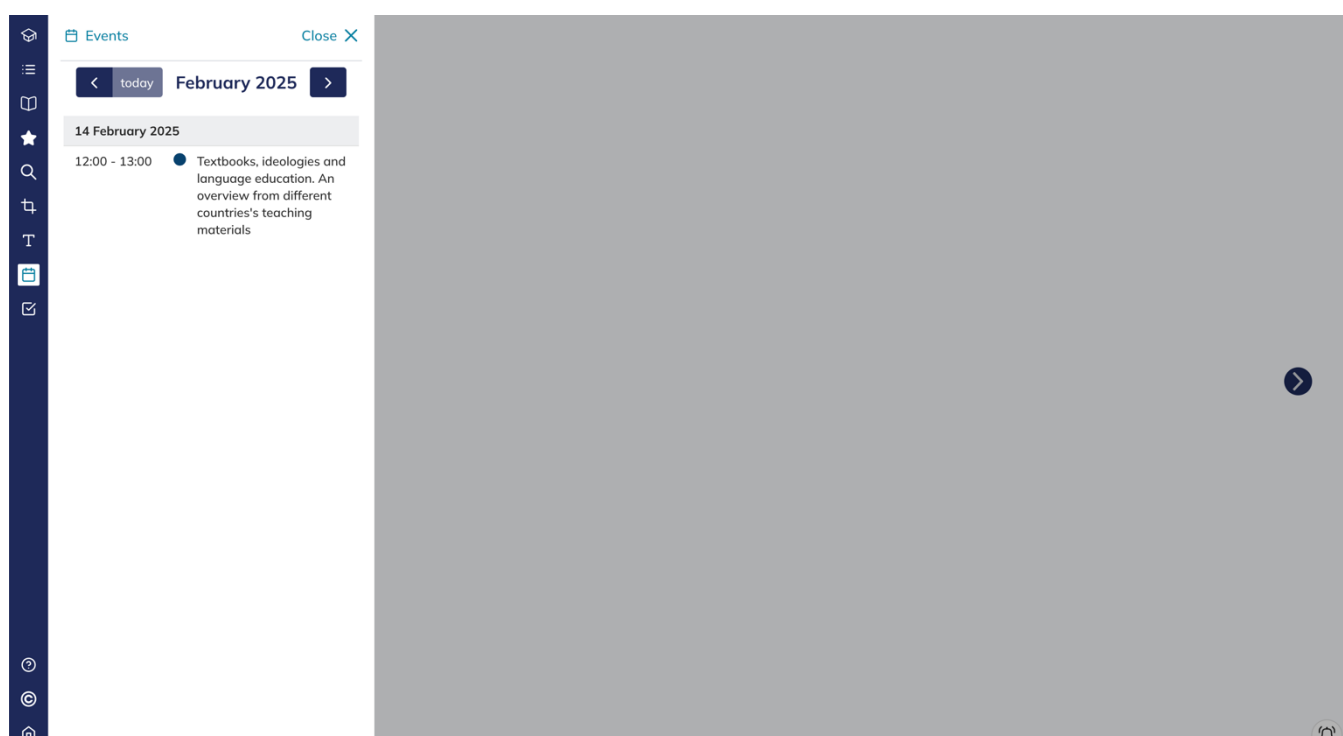
- [OLAC](#)

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.

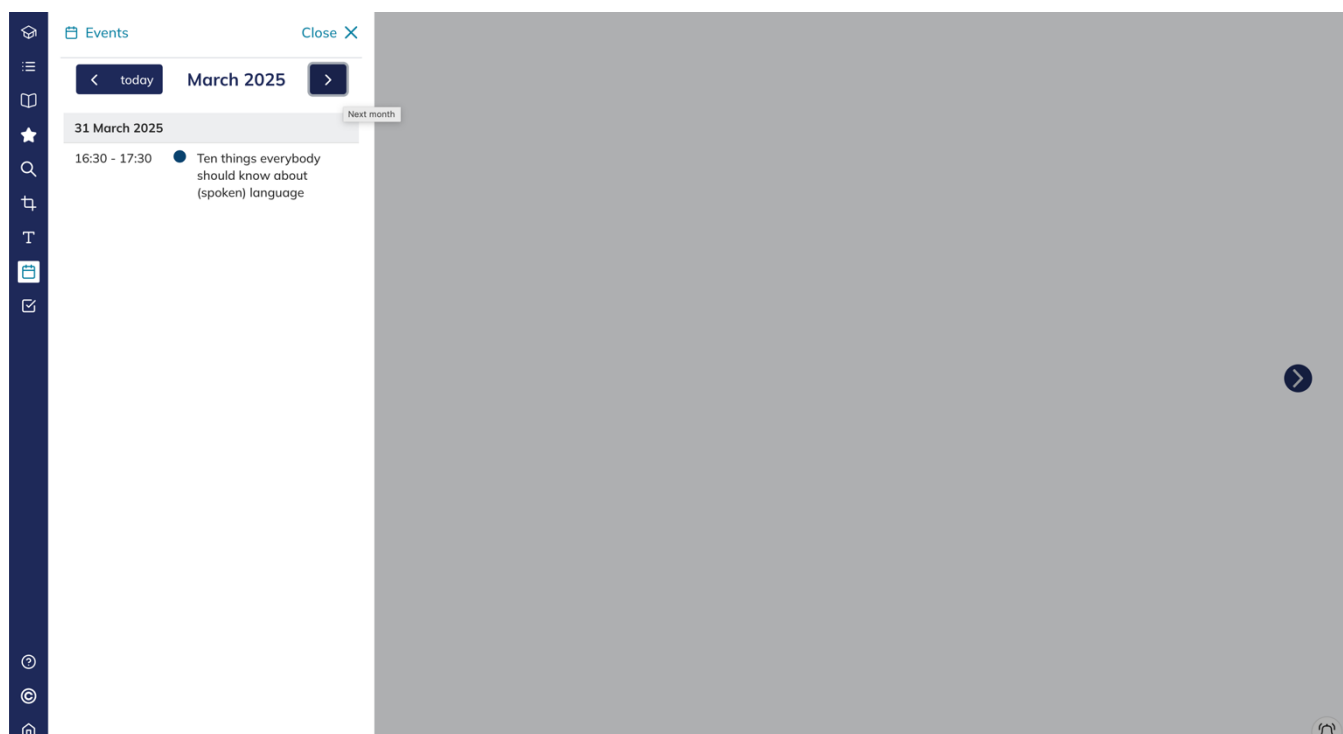
How to Follow Live Events

Accessing Events from the Side Navigation Bar

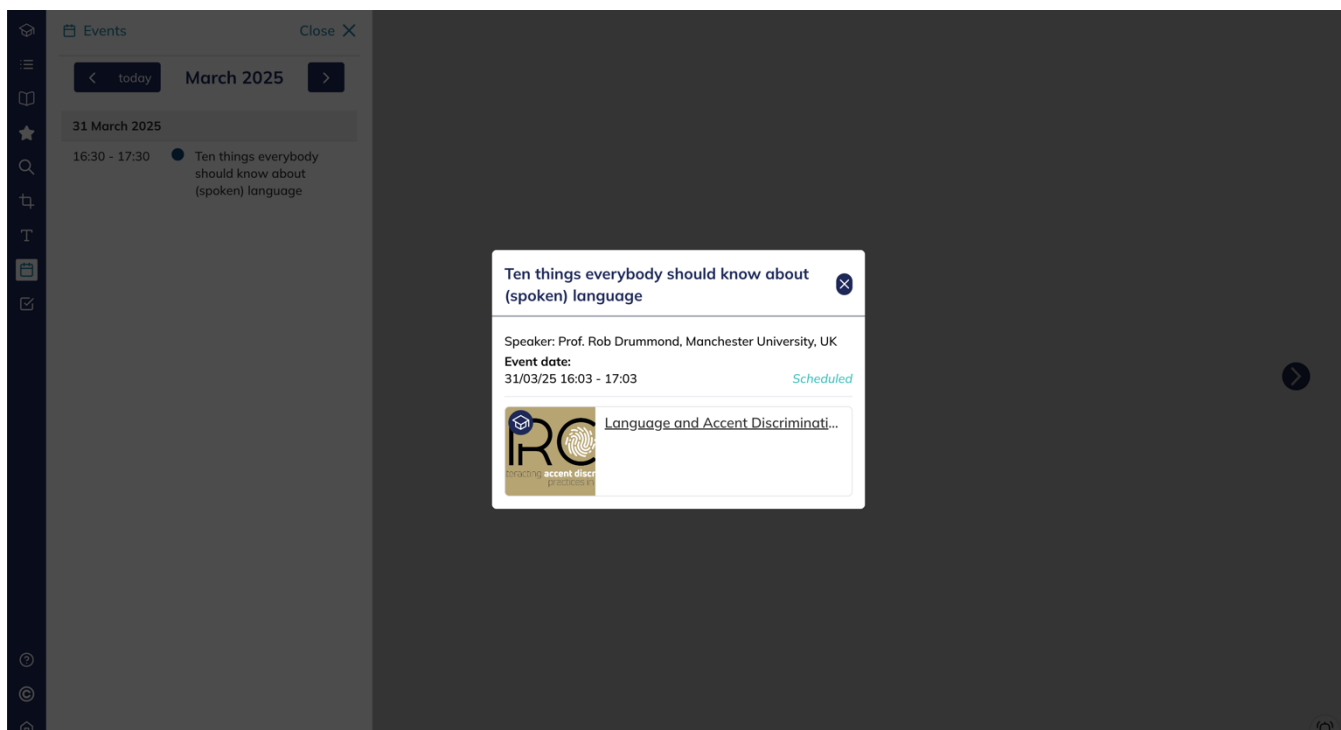
The H2IOSC Training Environment platform allows you to follow online events in real time by redirecting to platforms such as Microsoft Teams, Google Meets, Big Blue Button or Zoom. If the course you are following includes such events, you can find them in the side navigation bar.



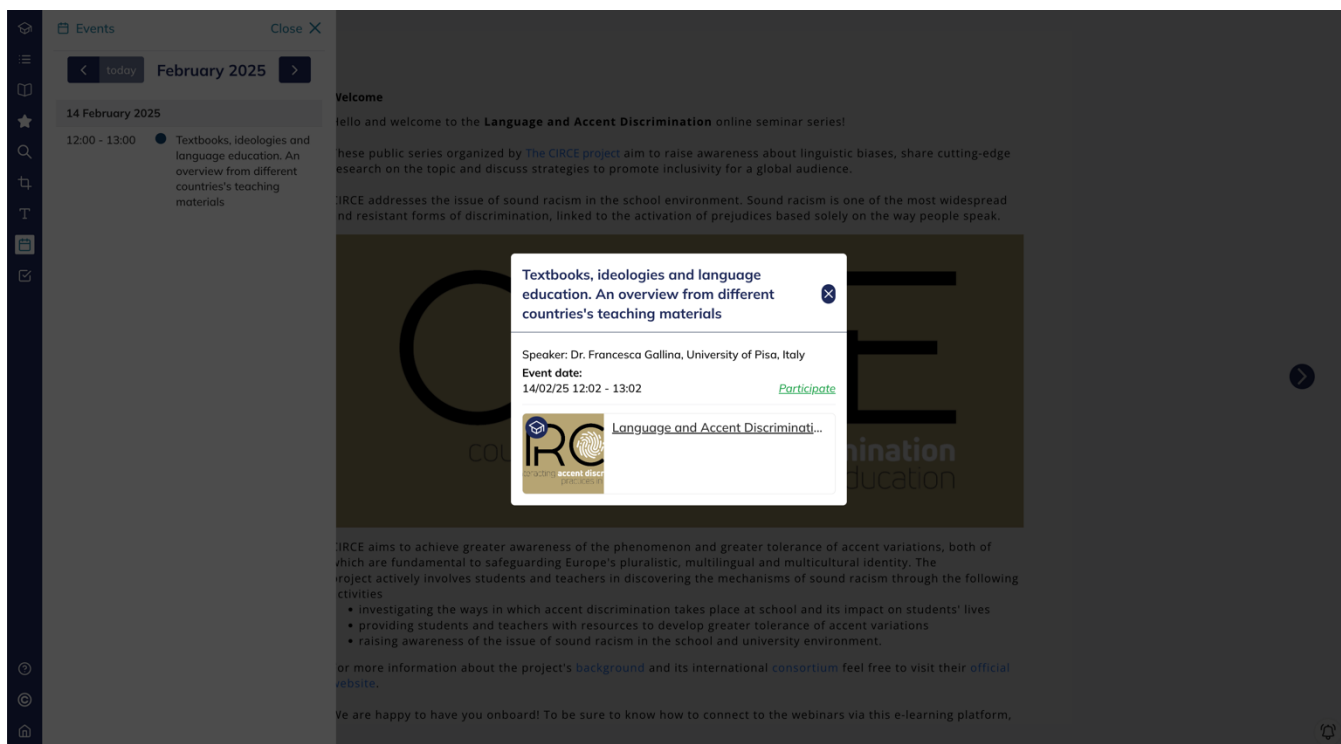
To view course events, **click on the calendar icon** on the side navigation bar. The events section will open, with an overview of the current month's events.



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.



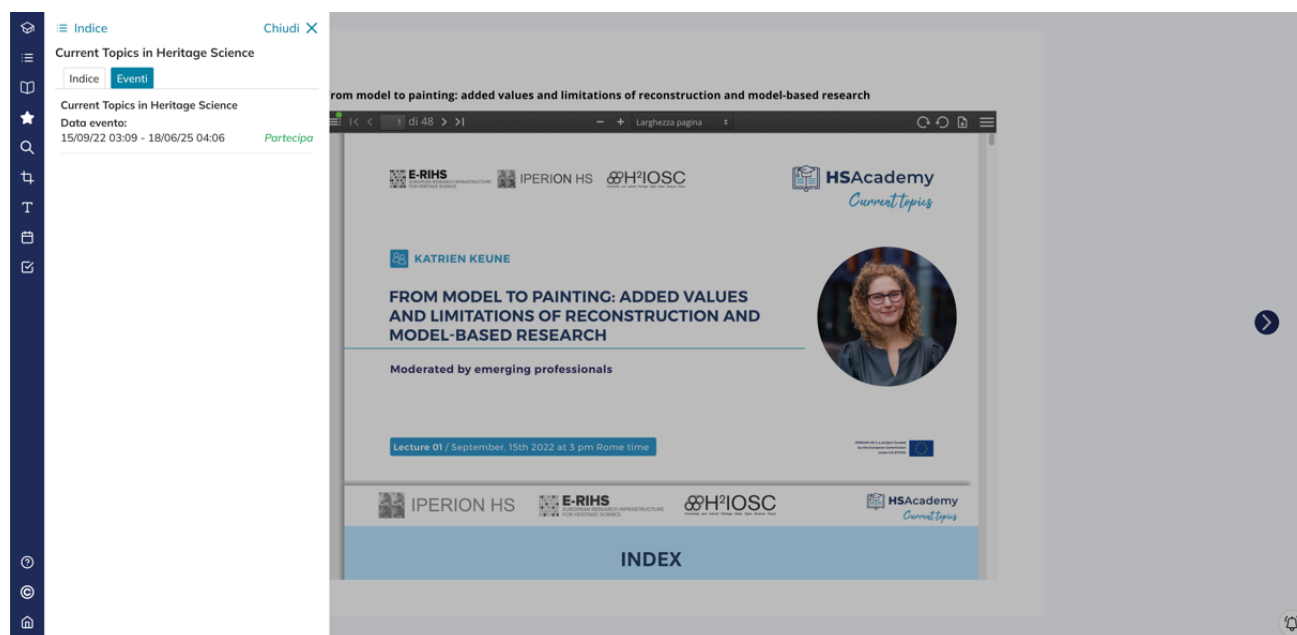
Clicking on the event title will open a detail window with the main information: title, speakers, topics and date of the event. If the event is not scheduled on today's date, the light blue **Scheduled** sign will appear. If the event has been opened because it is on the scheduled day and time, the green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