



# MOODLE PRACTICAL GUIDE FOR LEARNERS



Co-funded by  
the European Union

# **This guideline comprises of the following sections:**

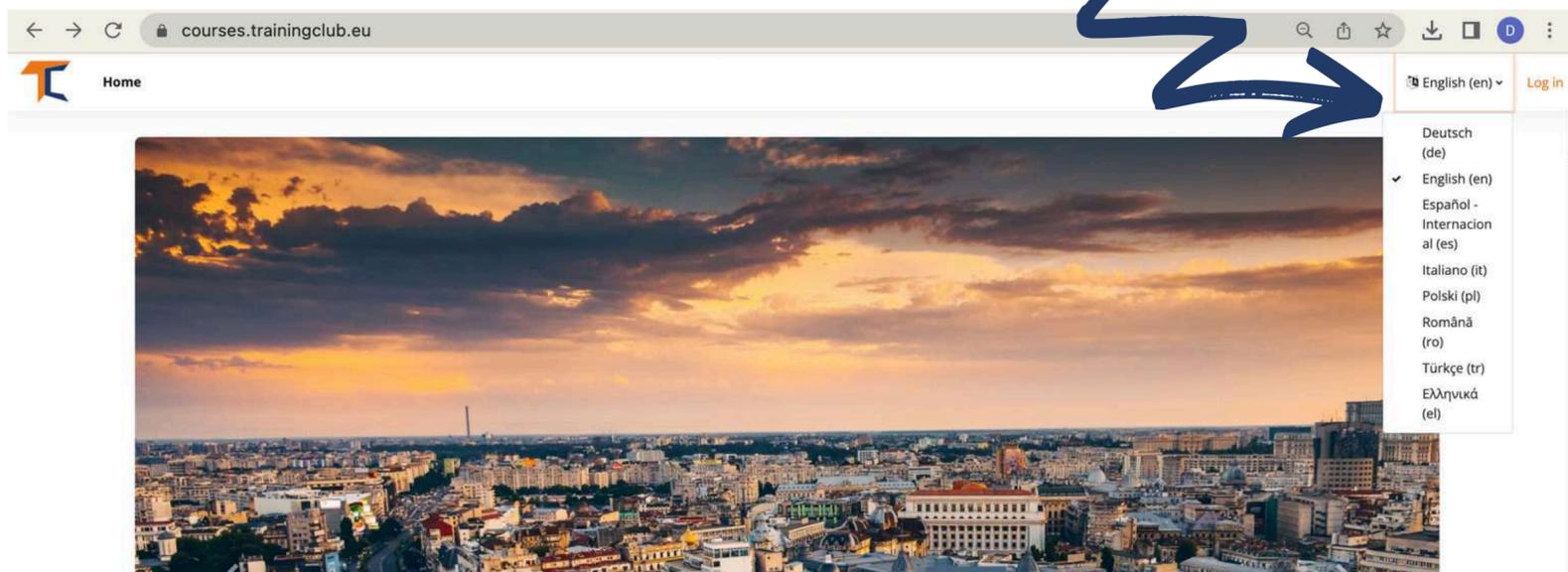
- 1. Change the language**
- 2. Login to the platform**
- 3. Enroll in the course**
- 4. Forum section**
- 5. Complete the course modules**
- 6. Solve the quizzes**
- 7. Provide feedback**
- 8. Download the certificate**



# CHANGE THE LANGUAGE

To change the language displayed in the platform, **click on the icon on the top right near the Log In button.**

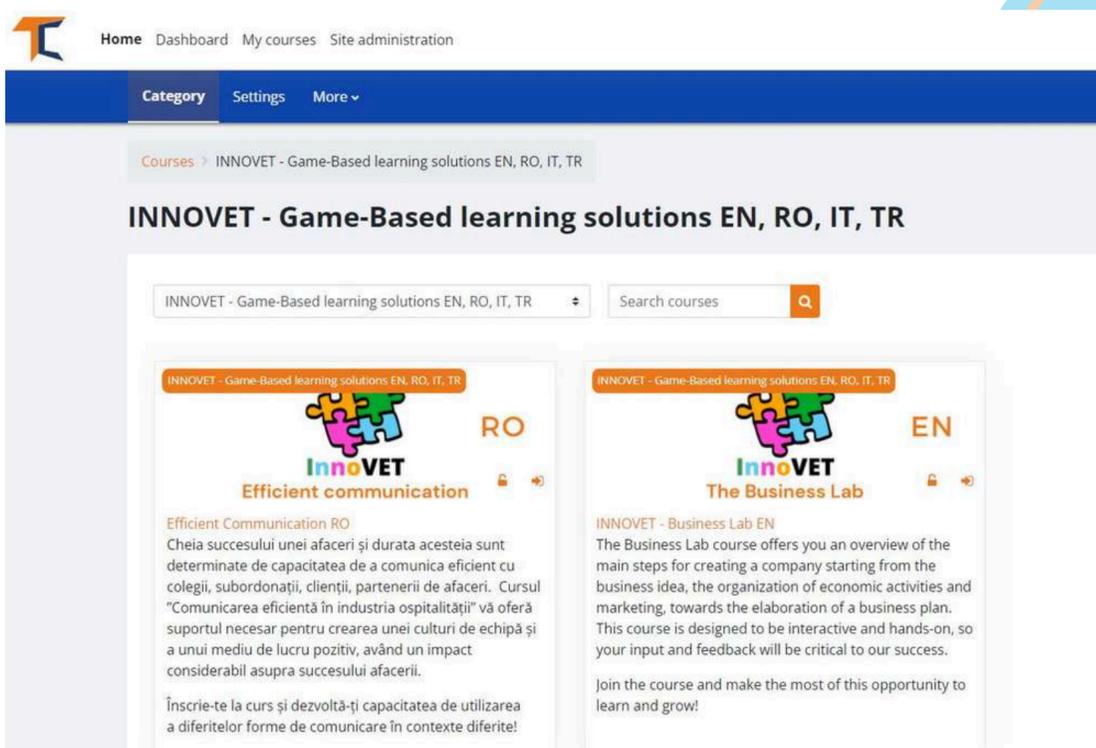
You can choose between **German, English, Spanish, Italian, Polish, Romanian, Turkish and Greek**



**Click on the language box you want and then log in to start the course.**

**This setting is only valid for the platform itself, not for the language of the course you want to join.**

**The language in which the course content is displayed depends from course to course and you can usually access it in the **Course Categories** section.**



**Choose the course you want by language and **click on the title or cover image.****  
**Now you have the content translated into your language!**

# LOG IN TO THE PLATFORM

To join the course, first you need to create an account. In this section you will find three easy ways to join our e-learning environment: <https://courses.trainingclub.eu/> with a valid e-mail address, with Google account or with a Facebook account.

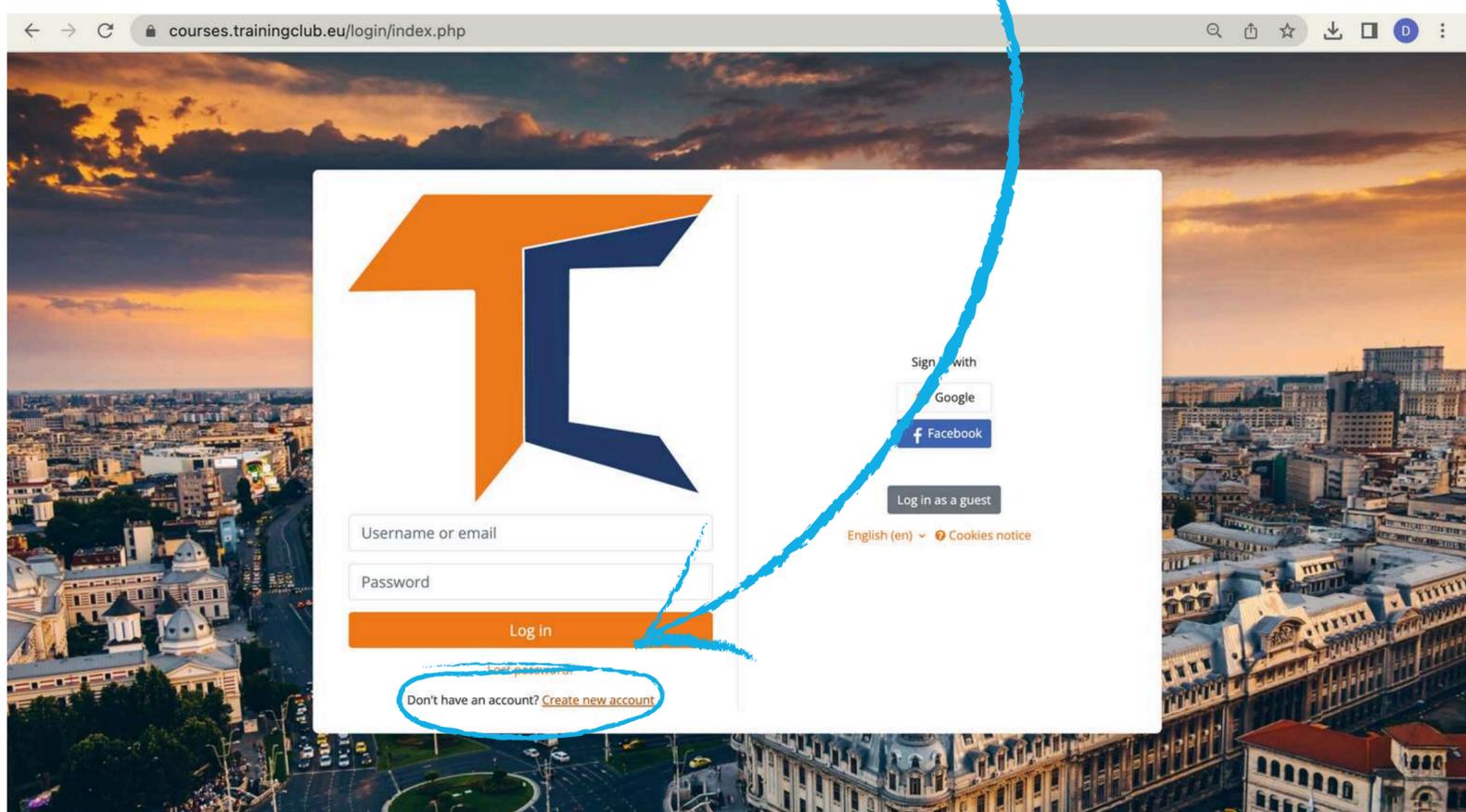
*Let's do it together!*



## a. With e-mail

### STEP 1

Visit <https://courses.trainingclub.eu/> and click on the **<<Log In>>** button on the top right of the screen. As you don't have a username and password yet, you will select **<<Create new account>>**



## STEP 2

Complete all fields to create a new account. Then go to the bottom of the page and click **<<Create my new account>>**

**New account**

Username ⓘ

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as as \*, -, or #

Password ⓘ

Email address ⓘ

Email (again) ⓘ

First name ⓘ

Last name ⓘ

City/town

Country

Select a country ⌵

**Create my new account** Cancel

ⓘ Required

## STEP 3

Once completed, you will see the following message confirming the new account created with your email address

← → ↻ 🏠 courses.trainingclub.eu/login/signup.php

**Training Club Courses**

Home Confirm your account

An email should have been sent to your address at [redacted].  
It contains easy instructions to complete your registration.  
If you continue to have difficulty, contact the site administrator.

Continue

## STEP 4

Open your email and you will find the message below with **the validation link**.  
**Click on the link to confirm your account**

Hi,



A new account has been requested at 'Training Club Courses' using your email address.

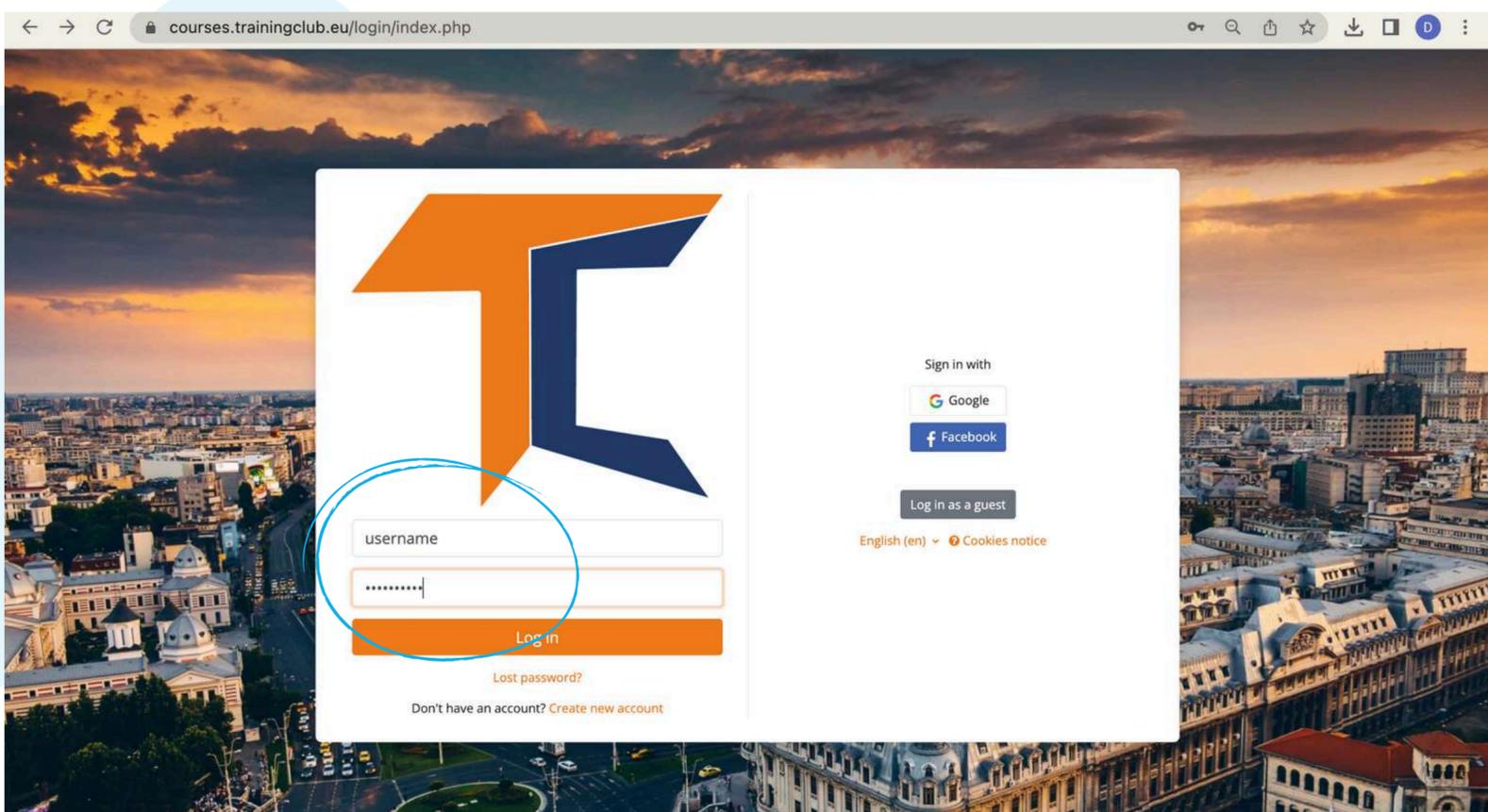
To confirm your new account, please go to this web address: <<**Validation link**>>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then copy and paste the address into the address line at the top of your web browser window.

Admin User

## STEP 5

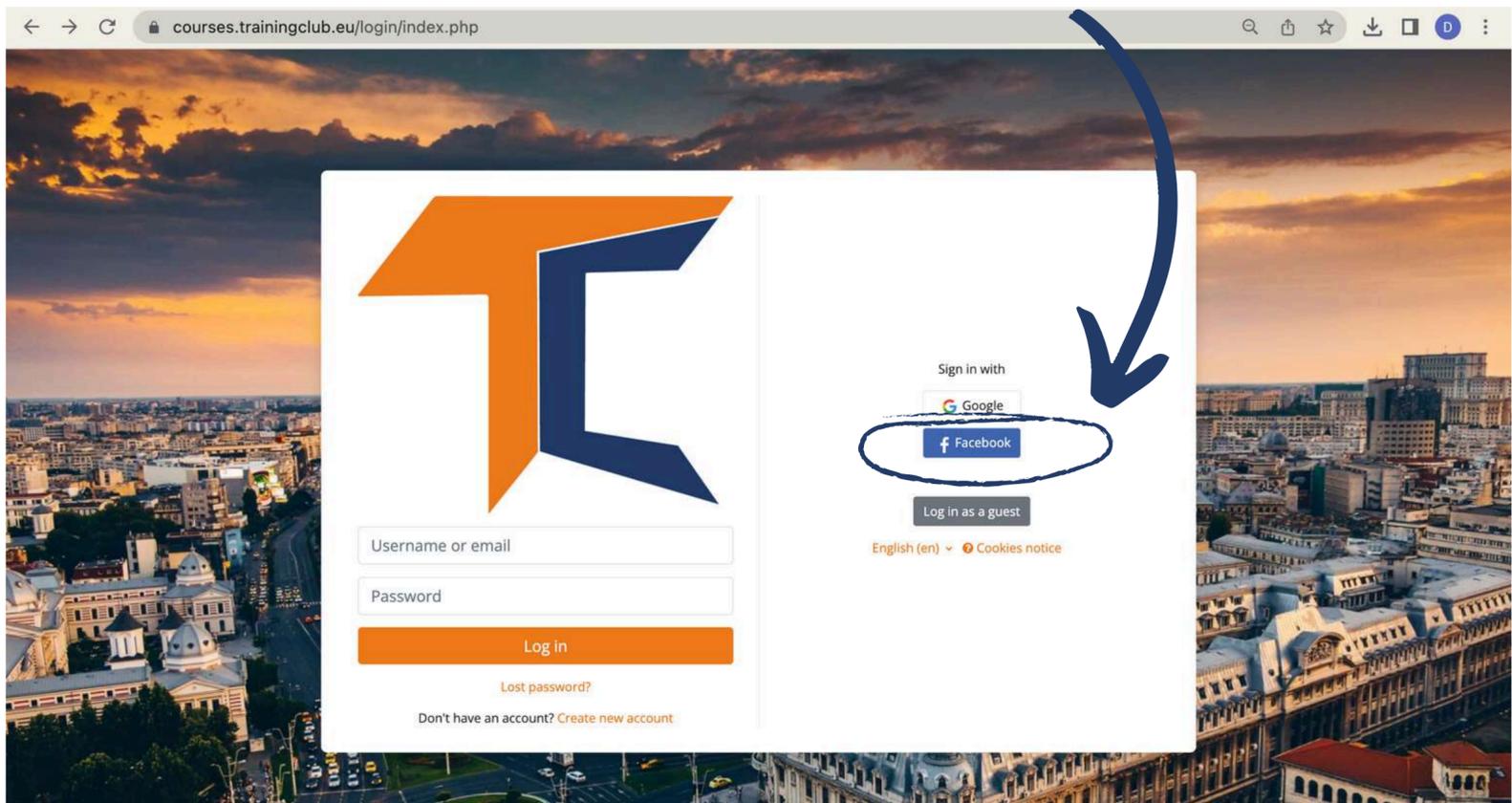
Click **<https://courses.trainingclub.eu/>** and log in using your **username** and **password**



## b. With Facebook

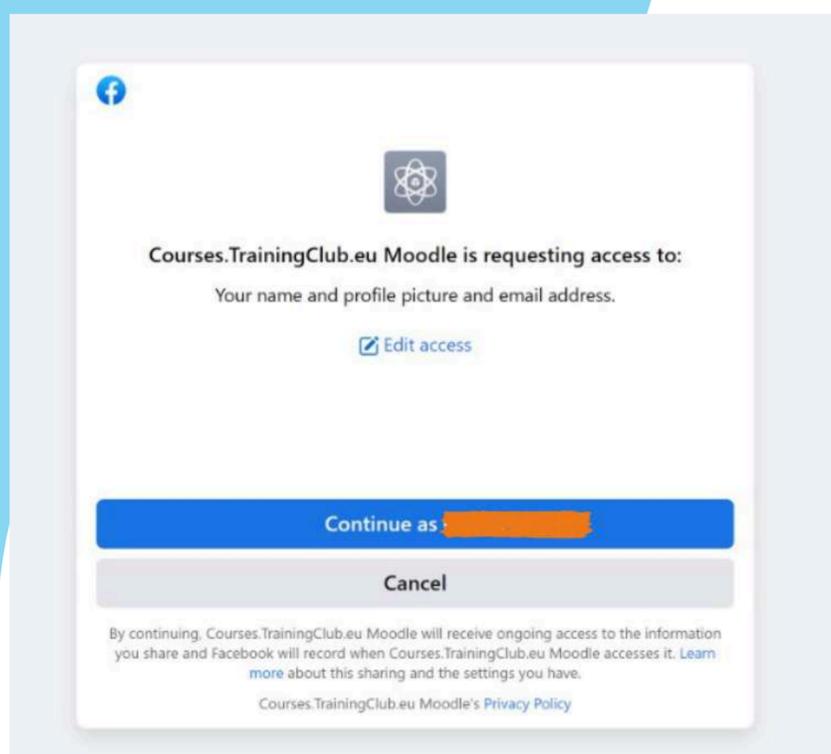
### STEP 1

Visit <https://courses.trainingclub.eu/> and click on the **<<Log In>>** button on the top right of the screen and then log in using your **Facebook account**



### STEP 2

You will be sent to Facebook to confirm your login.  
Select **<<Continue as (Your Username)>>** and you will be taken back to Moodle

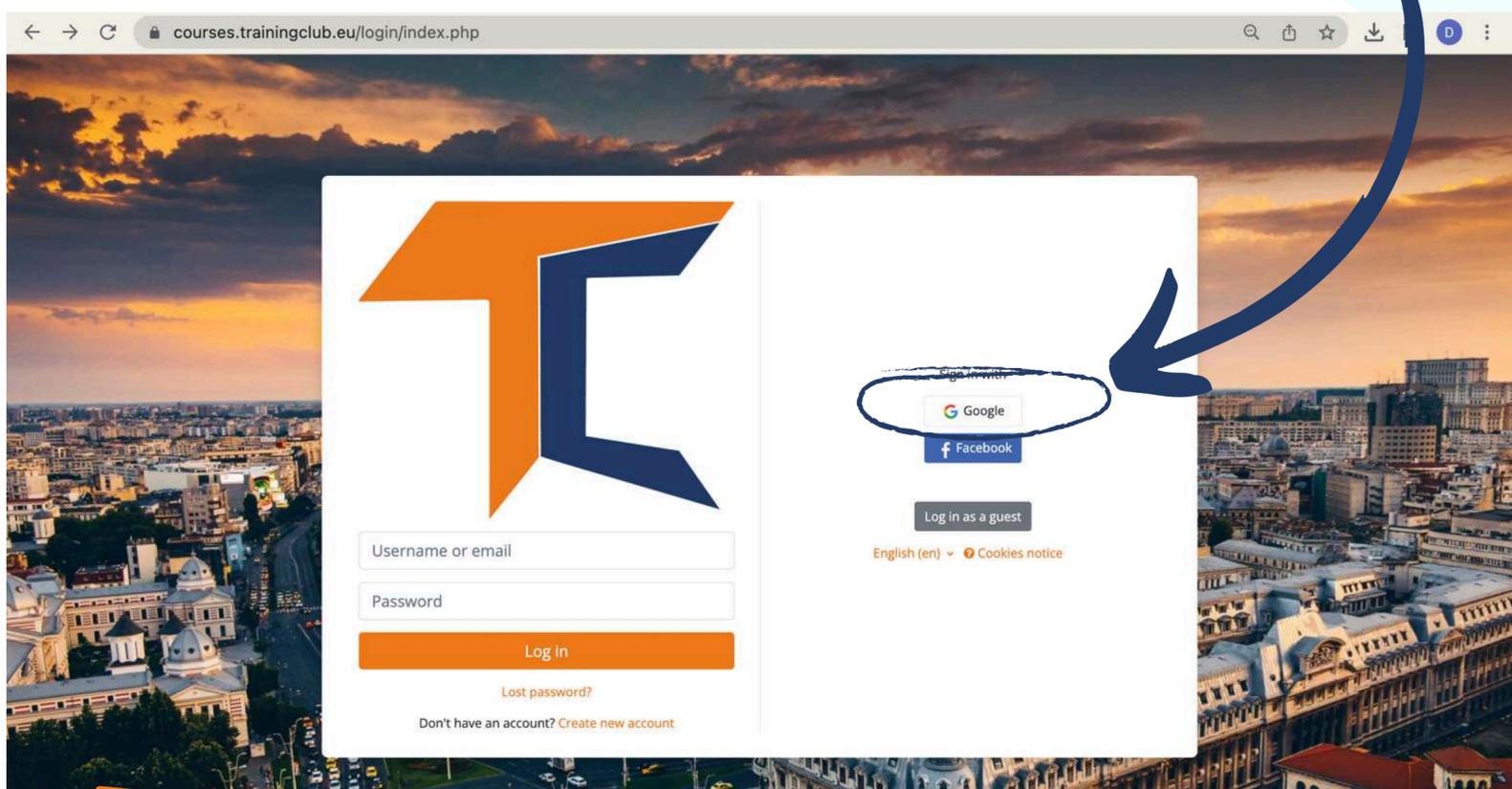


After that, you can choose your course.

## c. With Google account

### STEP 1

Visit <https://courses.trainingclub.eu> and click on the <<Log In>> button on the top right of the screen and then log in using your Google account



### STEP 2

You will be sent to Google to confirm your login from one of your Google accounts. After you return to the platform you will be logged in automatically

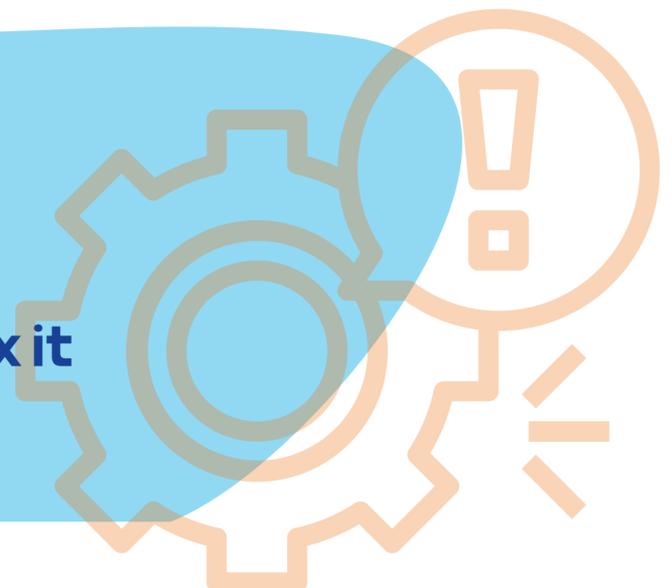
Now you can access the courses available on our virtual campus platform for free.

If you want a great educational experience, solve the tasks and get your free course completion certificate!



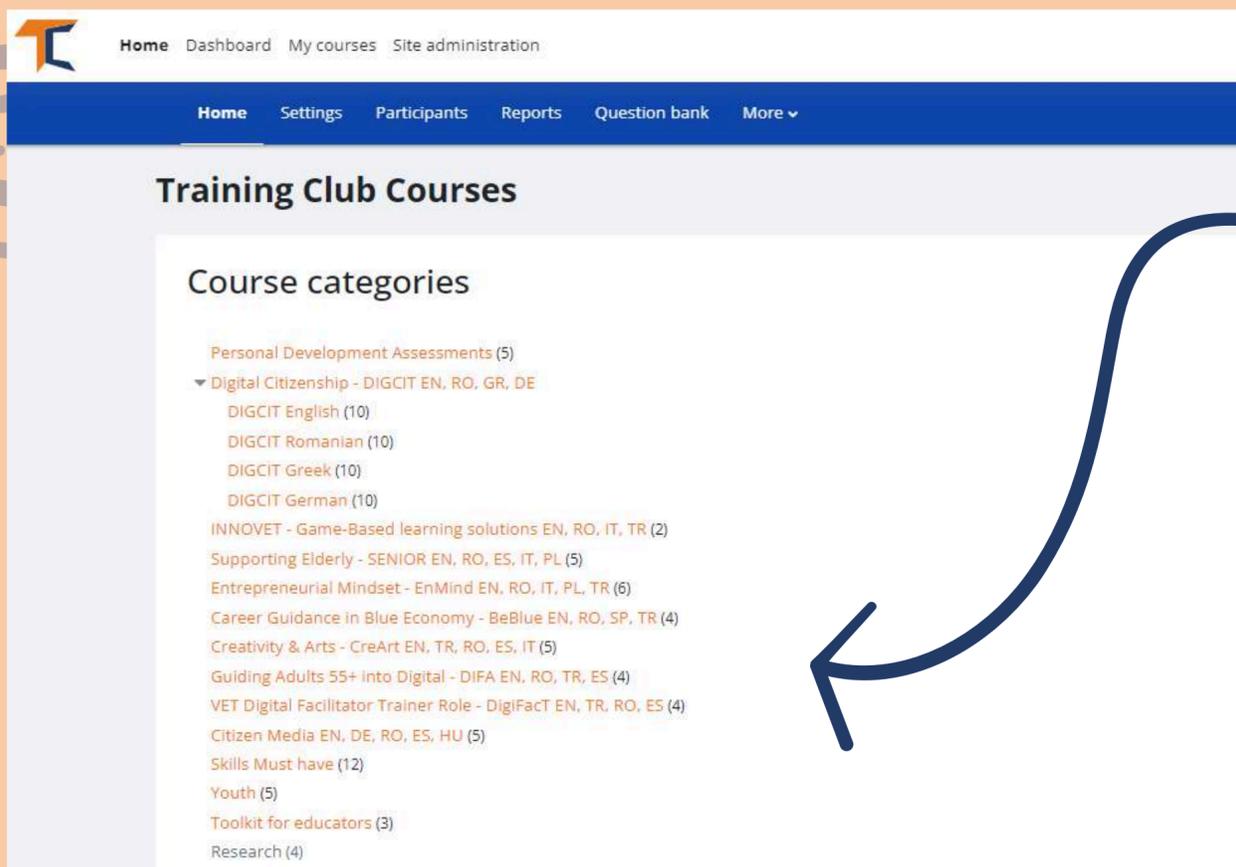
## Technical Problems

If you did not receive the confirmation, please let us know at the e-mail [office@team4excellence.ro](mailto:office@team4excellence.ro) and we will fix it in less than 24 hrs



# ENROLL IN THE COURSE

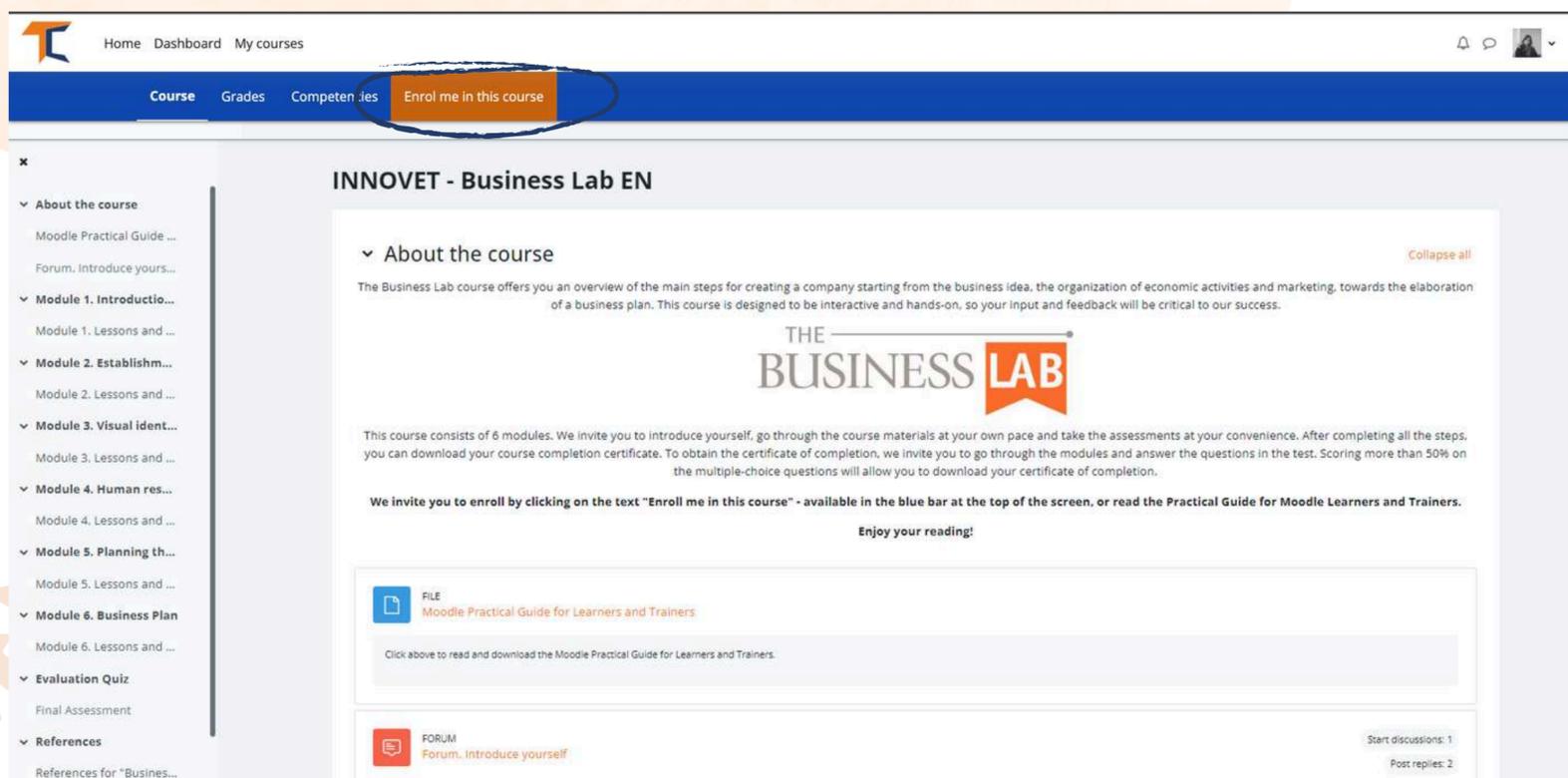
First, go to the Course Categories by scrolling down the main page. You can choose the course you want to enroll to. As you may have already noticed, the courses are available on Moodle in English, Romanian and other languages.



The screenshot shows the Moodle interface for 'Training Club Courses'. The top navigation bar includes 'Home', 'Dashboard', 'My courses', and 'Site administration'. Below this is a secondary bar with 'Home', 'Settings', 'Participants', 'Reports', 'Question bank', and 'More'. The main content area is titled 'Training Club Courses' and features a 'Course categories' section. A blue arrow points from the text above to the 'INNOVET - Game-Based learning solutions EN, RO, IT, TR (2)' category.

- Personal Development Assessments (5)
- ▼ Digital Citizenship - DIGCIT EN, RO, GR, DE
  - DIGCIT English (10)
  - DIGCIT Romanian (10)
  - DIGCIT Greek (10)
  - DIGCIT German (10)
- INNOVET - Game-Based learning solutions EN, RO, IT, TR (2)
- Supporting Elderly - SENIOR EN, RO, ES, IT, PL (5)
- Entrepreneurial Mindset - EnMind EN, RO, IT, PL, TR (6)
- Career Guidance in Blue Economy - BeBlue EN, RO, SP, TR (4)
- Creativity & Arts - CreArt EN, TR, RO, ES, IT (5)
- Guiding Adults 55+ Into Digital - DIFA EN, RO, TR, ES (4)
- VET Digital Facilitator Trainer Role - DigiFact EN, TR, RO, ES (4)
- Citizen Media EN, DE, RO, ES, HU (5)
- Skills Must have (12)
- Youth (5)
- Toolkit for educators (3)
- Research (4)

Click on the **INNOVET - Game-Based learning solutions EN, RO, IT, TR** section, for example. Choose the course in the language you want then from the top bar click on **<<Enrol me in this course>>**. Your current account allows you to go through Module 1 reading material but for completing the quizzes, you will be required to enrol to the course.



The screenshot shows the Moodle course page for 'INNOVET - Business Lab EN'. The top navigation bar includes 'Home', 'Dashboard', 'My courses', and a user profile icon. Below this is a secondary bar with 'Course', 'Grades', 'Competences', and 'Enrol me in this course' (highlighted with a blue circle). The main content area is titled 'INNOVET - Business Lab EN' and features a 'About the course' section. The course description states: 'The Business Lab course offers you an overview of the main steps for creating a company starting from the business idea, the organization of economic activities and marketing, towards the elaboration of a business plan. This course is designed to be interactive and hands-on, so your input and feedback will be critical to our success.' Below the description is a logo for 'THE BUSINESS LAB' and a section titled 'We invite you to enroll by clicking on the text "Enroll me in this course" - available in the blue bar at the top of the screen, or read the Practical Guide for Moodle Learners and Trainers.' There is also a section for 'Enjoy your reading!' with a file download link for 'Moodle Practical Guide for Learners and Trainers' and a forum link for 'Forum, introduce yourself'.

Home Dashboard My courses

**INNOVET - Business Lab EN**

Enrolment options

INNOVET - Game-Based learning solutions EN, RO, IT, TR

EN EN EN

**INNOVET - Business Lab EN**  
 The Business Lab course offers you an overview of the main steps for creating a company starting from the business idea, the organization of economic activities and marketing, towards the elaboration of a business plan. This course is designed to be interactive and hands-on, so your input and feedback will be critical to our success.

Join the course and make the most of this opportunity to learn and grow!

Self enrolment (Student)  
 No enrolment key required.

**Enrol me**

Select <<**Enrol me**>> once again.

Home Dashboard My courses

Course Grades Competencies More

**INNOVET - Business Lab EN**

About the course Collapse all

The Business Lab course offers you an overview of the main steps for creating a company starting from the business idea, the organization of economic activities and marketing, towards the elaboration of a business plan. This course is designed to be interactive and hands-on, so your input and feedback will be critical to our success.

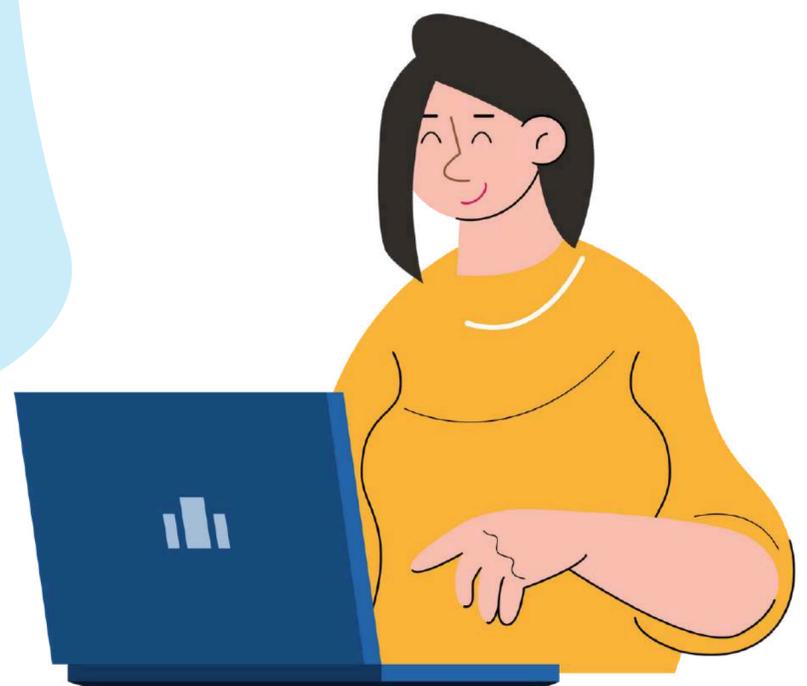
**THE BUSINESS LAB**

This course consists of 6 modules. We invite you to introduce yourself, go through the course materials at your own pace and take the assessments at your convenience. After completing all the steps, you can download your course completion certificate. To obtain the certificate of completion, we invite you to go through the modules and answer the questions in the test. Scoring more than 50% on the multiple-choice questions will allow you to download your certificate of completion.

We invite you to enroll by clicking on the text "Enroll me in this course" - available in the blue bar at the top of the screen, or read the Practical Guide for Moodle Learners and Trainers.

Enjoy your reading!

Once you registered for the course, you will be sent to the main Course Category page and a notice will appear saying that you were enrolled in the course. **Click again on the course you were enrolled in and start!**



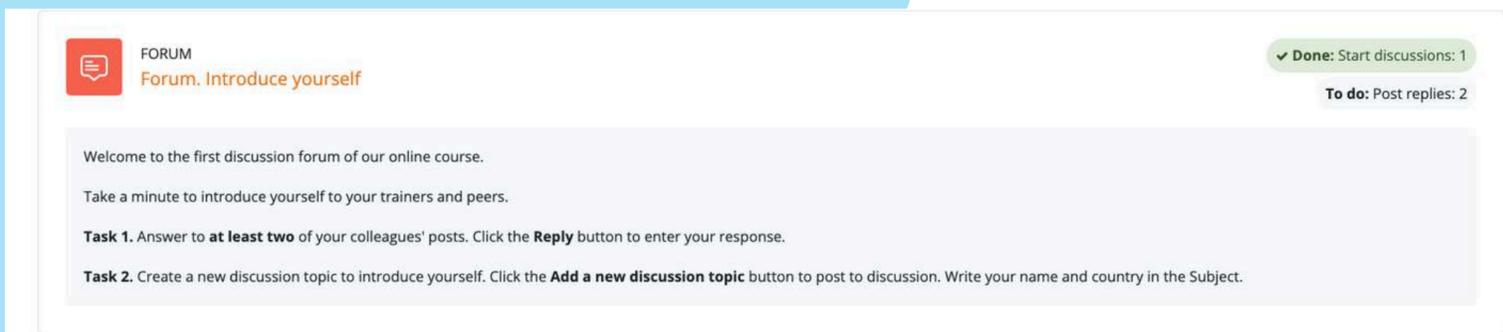
# FORUM SECTION

Now that you are enrolled in the course, you will be able to complete the missions.

Your first mission is to introduce yourself via **Forum**.

The forum is a collaborative tool intended to be a space where peers may discuss about topics of interest.

- I. You are invited to introduce yourself via forum and say a few words/ impressions/ expectations from the course.



FORUM  
Forum, Introduce yourself

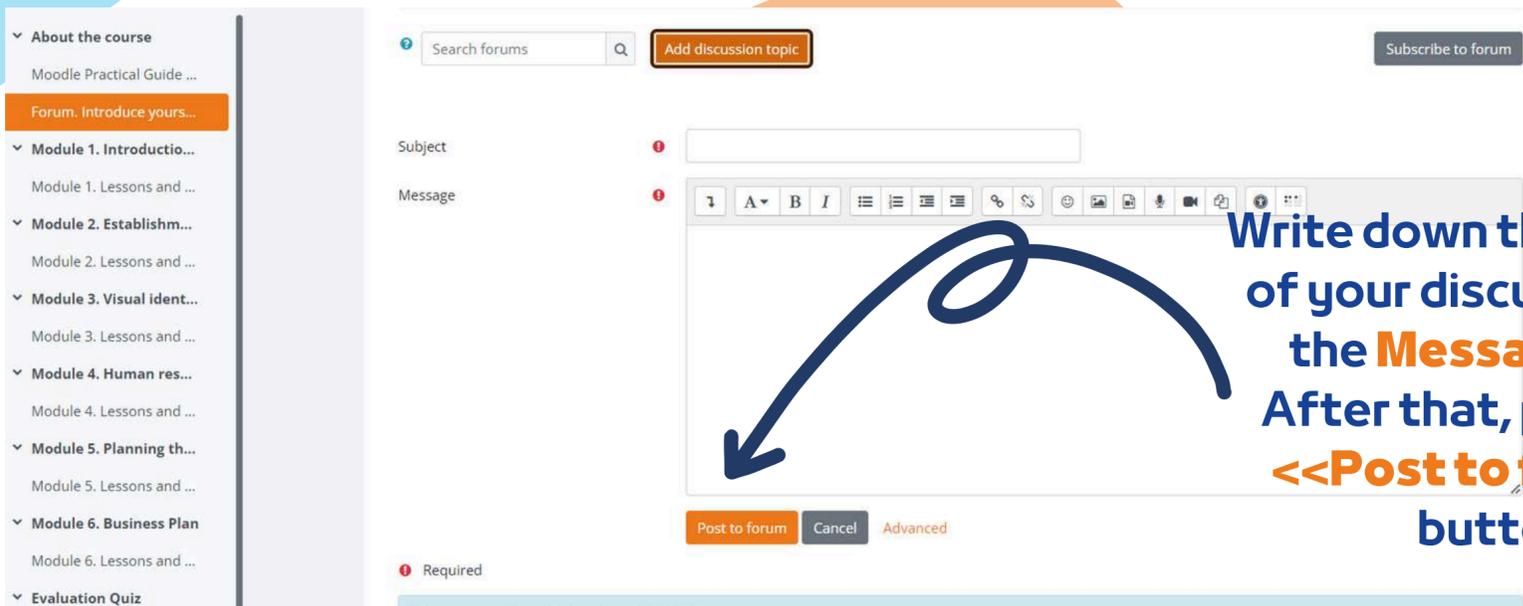
✓ Done: Start discussions: 1  
To do: Post replies: 2

Welcome to the first discussion forum of our online course.  
Take a minute to introduce yourself to your trainers and peers.

**Task 1.** Answer to **at least two** of your colleagues' posts. Click the **Reply** button to enter your response.

**Task 2.** Create a new discussion topic to introduce yourself. Click the **Add a new discussion topic** button to post to discussion. Write your name and country in the Subject.

- II. After you have finished filling in the form you will receive a confirmation for your post. This will allow other learners to interact in the topic you have created.



Search forums

Subject

Message

Required

Write down the **Subject** of your discussion and the **Message** of it. After that, press the **<<Post to forum>>** button

# III. Reply via forum to your classmates. This way, you will understand what they know about the course topic and, for sure, you will find interesting things. In addition, the classmates will reply to your forum. Enjoy the conversation!

Your post was successfully added.  
You have 30 mins to edit it if you want to make any changes.  
You will be notified of new posts in 'Eva, Romania' in the forum 'Forum. Introduce yourself'.

Done: Start discussions: 1 To do: Post replies: 2

Welcome to the first discussion forum of our online course.  
Take a minute to introduce yourself to your trainers and peers.

**Task 1.** Answer to **at least two** of your colleagues' posts. Click the **Reply** button to enter your response.

**Task 2.** Create a new discussion topic to introduce yourself. Click the **Add a new discussion topic** button to post to discussion. Write your name and country in the Subject.

Search forums

Discussion	Started by	Last post ↓	Replies	Subscribe
★ <a href="#">Eva, Romania</a>	Eva Acomi 11 Dec 2023	Eva Acomi 11 Dec 2023	0	<input type="checkbox"/>

# IV. To enter the discussions proposed by others, simply click on their **Subject title**

Eva, Romania

Display replies in nested form

**Eva, Romania**  
by [Eva Acomi](#) - Monday, 11 December 2023, 6:24 AM

Hello,  
I am Eva and I would like to know what games you recommend for the engaging phase of the lesson.  
Thank you!

Permalink Edit Delete **Reply**

Write your reply...

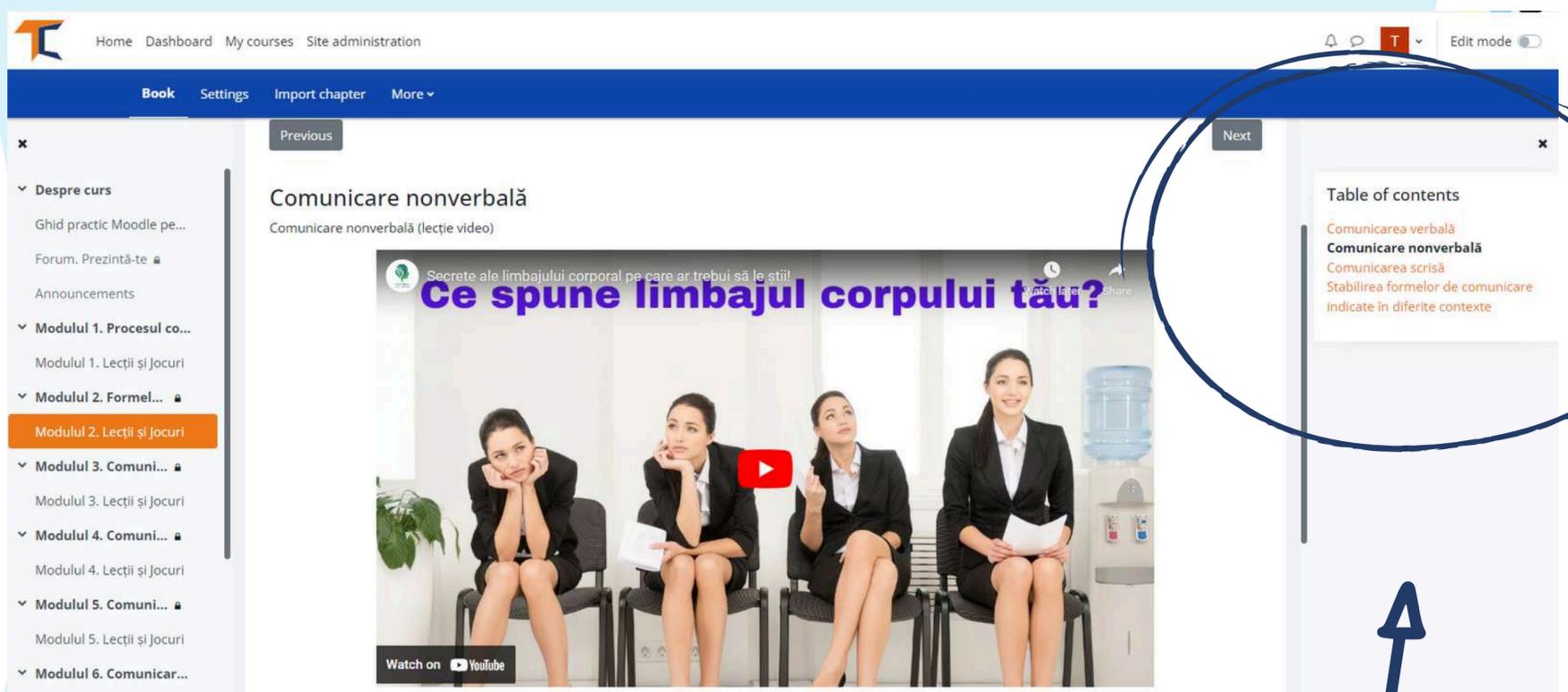
Reply privately

- After you have chosen a subject, reply in the thread by clicking on the **<<Reply>>** button. A box will appear and you will write your message. When you are done, click **<<Post to forum>>**.

# COMPLETE THE COURSE MODULES

Now that you have logged in, enrolled and gone through the forum, you can proceed to the theoretical module!

The learning process includes lesson elements, tasks to be completed and gaining a course completion certificate.



The screenshot shows a Moodle course interface. At the top, there are navigation links: Home, Dashboard, My courses, Site administration. Below that, a blue header contains 'Book', Settings, Import chapter, and More. A left sidebar lists course sections: 'Despre curs', 'Ghid practic Moodle pe...', 'Forum. Prezintă-te', 'Announcements', 'Modulul 1. Procesul co...', 'Modulul 2. Formel...', 'Modulul 2. Lecții și Jocuri' (highlighted), 'Modulul 3. Comuni...', 'Modulul 4. Comuni...', 'Modulul 5. Comuni...', and 'Modulul 6. Comunicar...'. The main content area is titled 'Comunicare nonverbală' and 'Comunicare nonverbală (lecție video)'. It features a video player with the title 'Ce spune limbajul corpului tău?' and a thumbnail showing four women in business attire sitting on chairs. A 'Table of contents' sidebar on the right lists: 'Comunicarea verbală', 'Comunicare nonverbală', 'Comunicarea scrisă', and 'Stabilirea formelor de comunicare indicate în diferite contexte'. A blue arrow points from the 'Table of contents' sidebar to the text below.

Here you can see the content of the module organised by chapters

The theoretical part of the course may be presented as an E-book. There are **sections for main course modules**, each module comprising several chapters. You can navigate through and stop on the sections that you consider as being of interest.

If you are more visual, you have the option to read the Power Point presentations. Enjoy the course!

The screenshot shows a course page for 'Limbajul tăcerii'. The main content is a PowerPoint slide titled 'Distribuția activităților cu profil de comunicare'. The slide displays four categories of communication activities with their respective percentages: Nonverbal (9%), Citit (16%), Vorbitor (30%), and Ascultat (45%). The slide also includes logos for TEAM 4, Akira, and the European Union. A table of contents on the right lists various sub-topics like 'Limbajul timpului', 'Limbajul spațiului', etc. The left sidebar shows a navigation menu with modules 1 through 7.

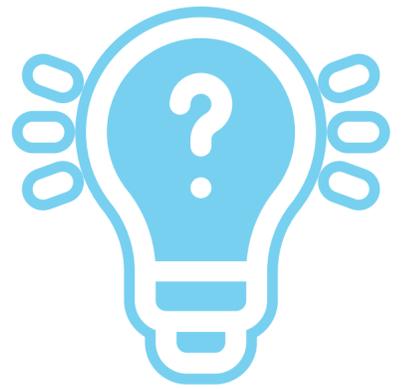


If you prefer additional materials or videos, at the end of some modules there is a subchapter there is a subchapter *Resources and further reading.*

The screenshot shows a course page for 'Bariere ale ascultării active și îndepărtarea acestora'. The main content is a video player showing a video titled '10 Barriers to Effective Communication'. The video player includes a 'Previous' button and a 'View' button. The video content features a title 'STRATEGII DE COMUNICARE' and 'ACADEMIA DE CUVINTE'. The video player also displays social media links for 'florin smeu' on YouTube, Facebook, and Instagram, along with the website 'www.florinsmeu.ro'. The left sidebar shows a navigation menu with modules 2 through 7, and a 'Referințe' section. The right sidebar shows a table of contents with items like 'Factori care influențează', 'Tehnici de ascultare', etc.



# SOLVE THE QUIZZES



After completing the modules, you'll take evaluation quizzes. These will give you the possibility to test your competence. There are 10 multiple choice questions with three possible responses. Only one is correct. Read carefully and solve the test. We wish you success!

QUIZ Evaluation Quiz

To do: Receive a grade To do: Receive a passing grade

Score over 50% to pass this quiz.

Attempt quiz

Grading method: Highest grade

Grade to pass: 5.00 out of 10.00

QUIZ Evaluation Quiz

Back

Question 1  
Not yet answered  
Marked out of 1.00  
Flag question

Which of the below tools may be used for evaluating students?

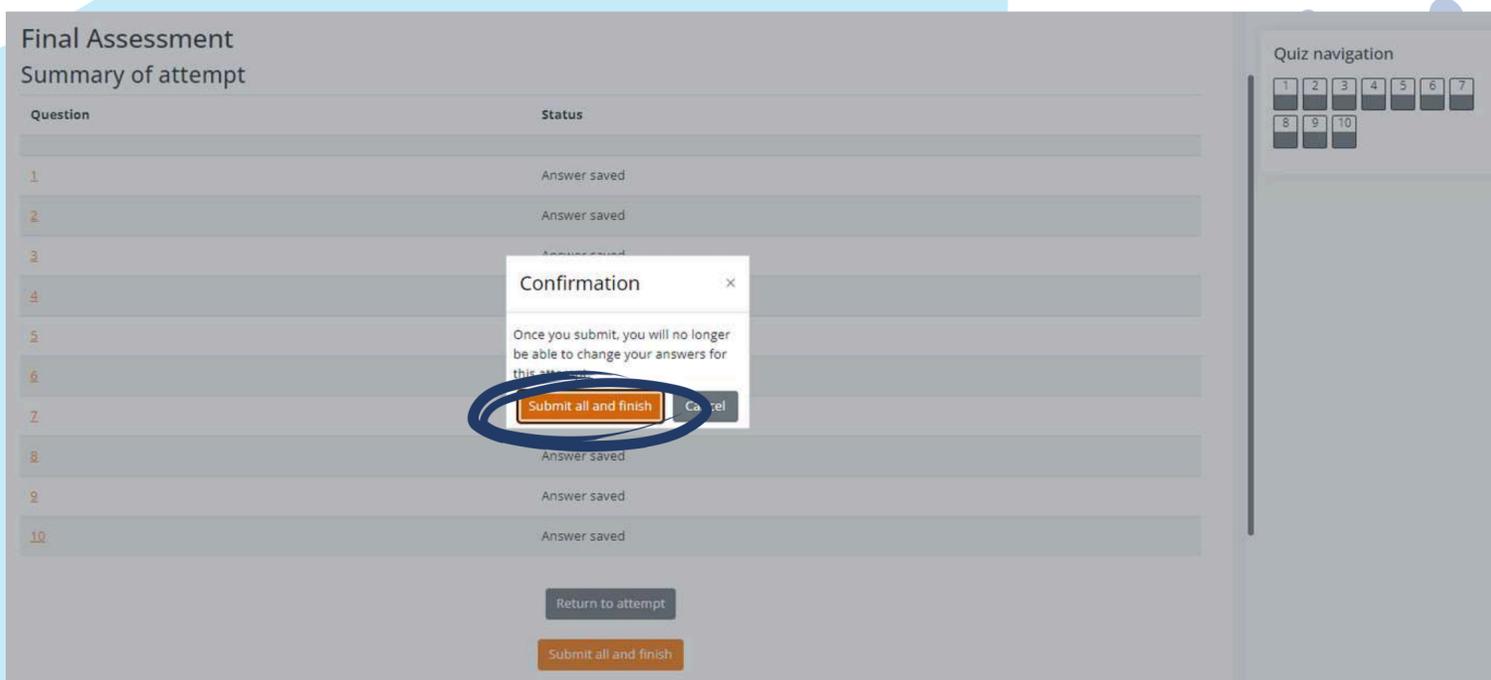
- a. Pocket
- b. Animoto
- c. Kahoot

Next page

Click on <<Attempt quiz>> and test your knowledge

The quizzes are designed as a multiple-choice grid test.

If you respond correct to more than 50%, then you will meet the passing score. If you did not meet the passing score, stay calm, there are few more attempts. Read at your pace!



After you're done, select **<<Submit all and finish>>**. Then, the answers will be corrected and you will be able to see where you went wrong.



Depending on the grade you get, you will pass or fail. Then you can continue the course with the next activity.

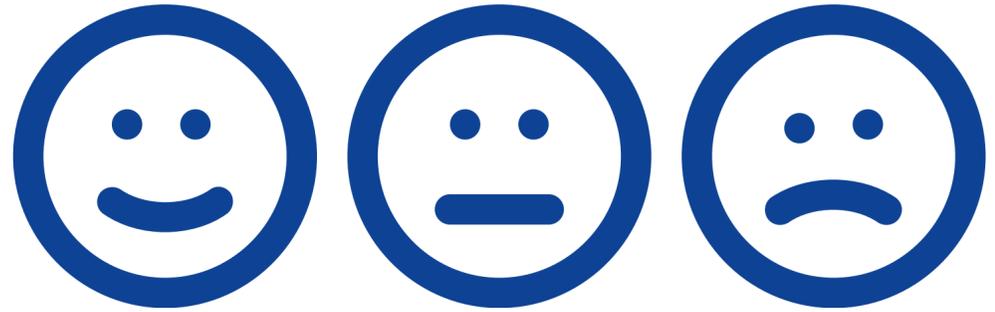
You can retake the quiz if you are not satisfied with your score or if you want to test your knowledge again, even after you have obtained the certificate.  
To do this, simply select **<<Re-attempt the quiz>>**.

Highest grade: 8.00 / 10.00.

Re-attempt quiz

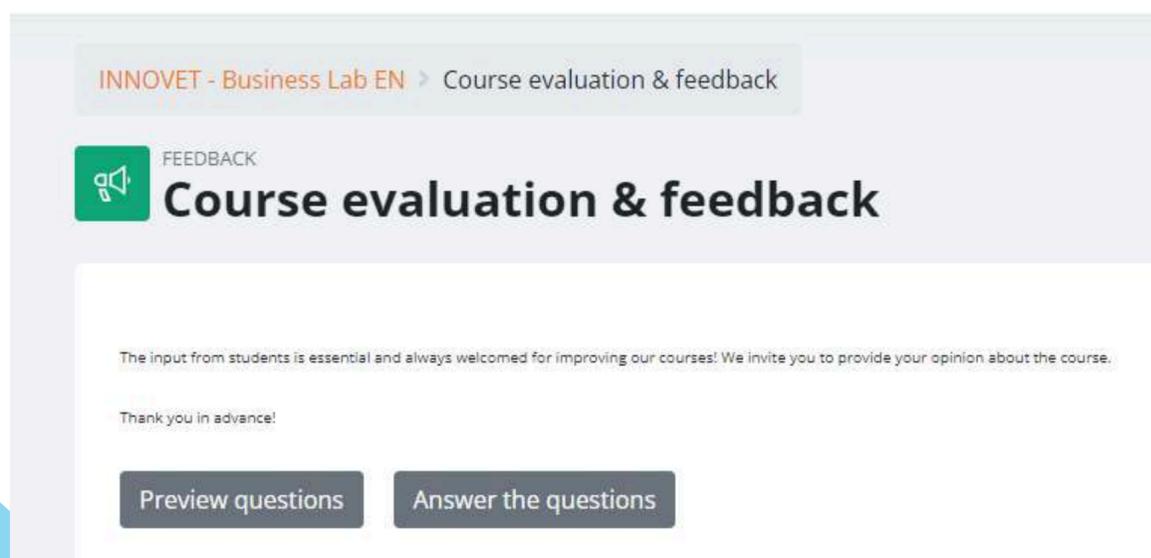


# PROVIDE FEEDBACK

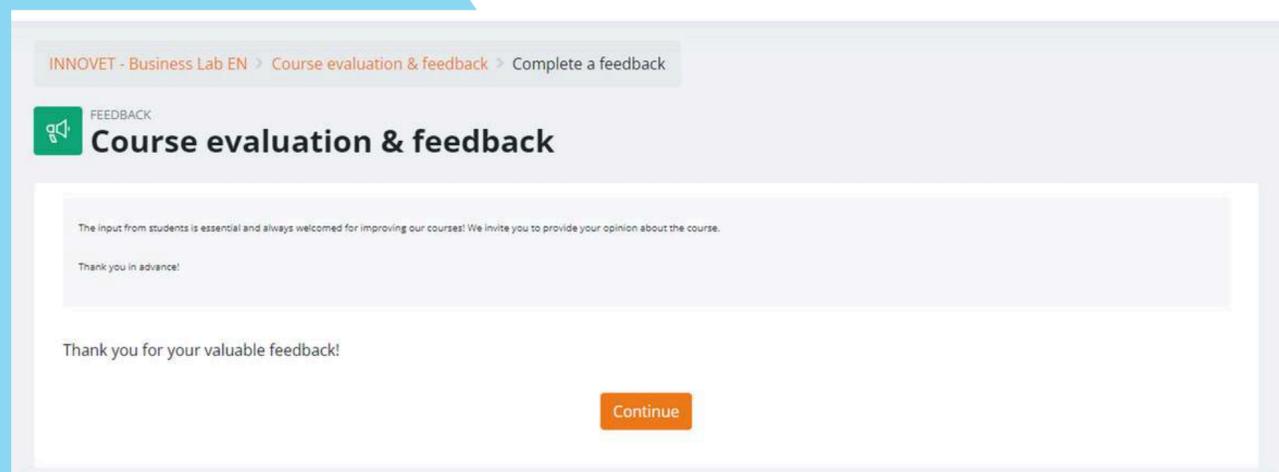


The last step before getting your certificate is the feedback session, because feedback matters a lot to further develop better content and experiences for our users.

Click on **<<Answer the questions>>** to provide feedback.



Use the **<<Previous page>>** and **<<Submit your answers>>** buttons to complete the survey and fill in the fields. You will then receive confirmation that your responses have been sent. Now you can download your certificate!



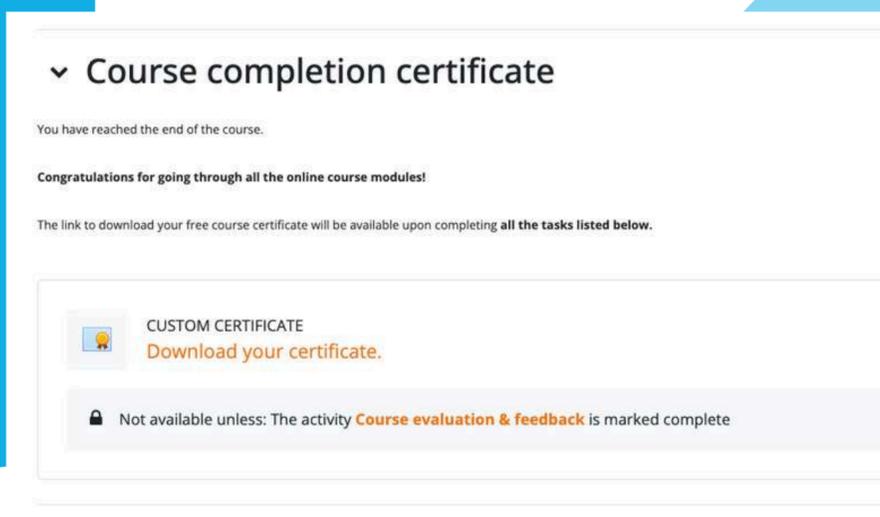


# DOWNLOAD THE CERTIFICATE

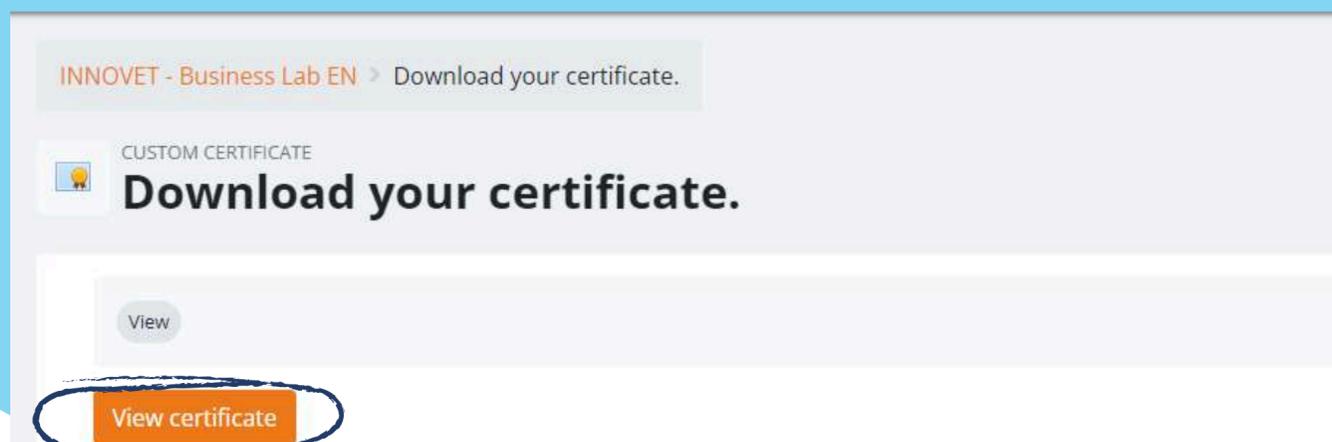
You have reached the end of the course.  
Congratulations for going through all the online course modules and for successful completion of all missions!  
Now you may download your free course completion certificate in two easy steps

First, select

**<<Download your certificate>>**



From here you can download your certificate by selecting the **<<View your certificate>>** button





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