



MOODLE PRACTICAL GUIDE FOR LEARNERS AND TRAINERS



Digital Facilitator
Trainer Role



femxa

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This guideline comprises of the following sections:

1. Change the language
2. Log into the platform
3. Enrol the course
4. Forum section
5. Complete the course modules
6. Solve the quizzes
7. Provide feedback
8. Download the certificate

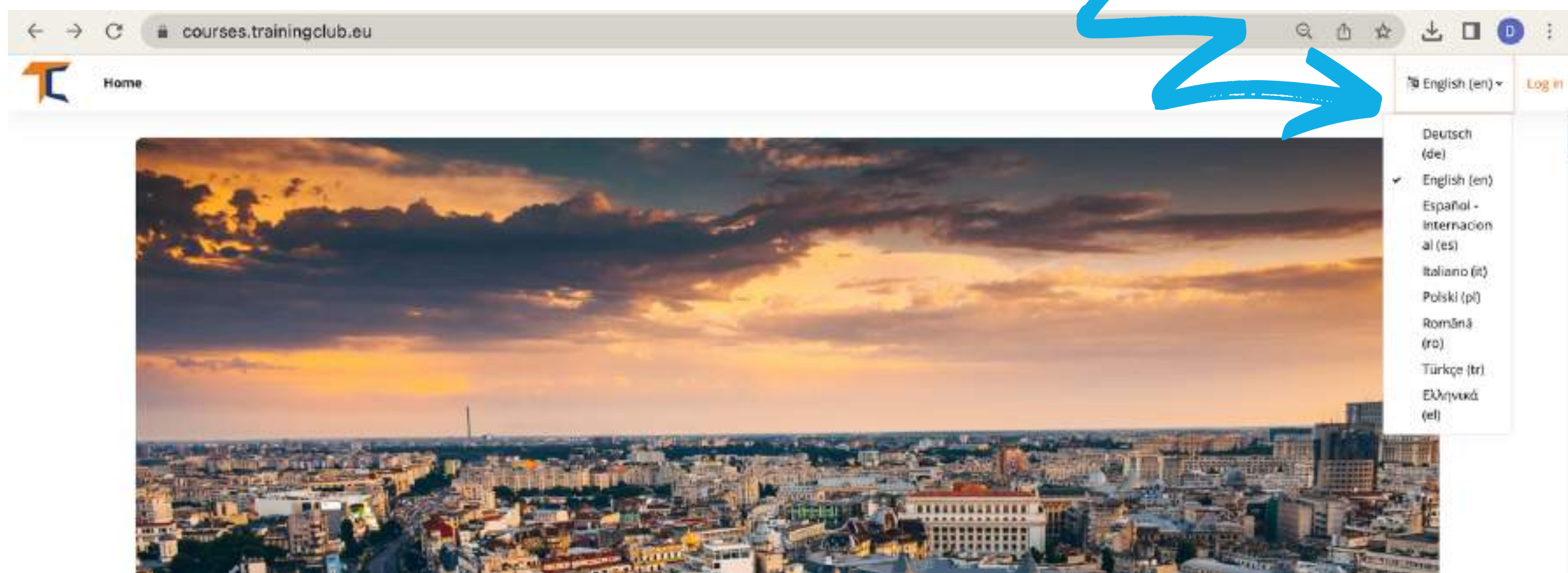


CHANGE THE LANGUAGE

1

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

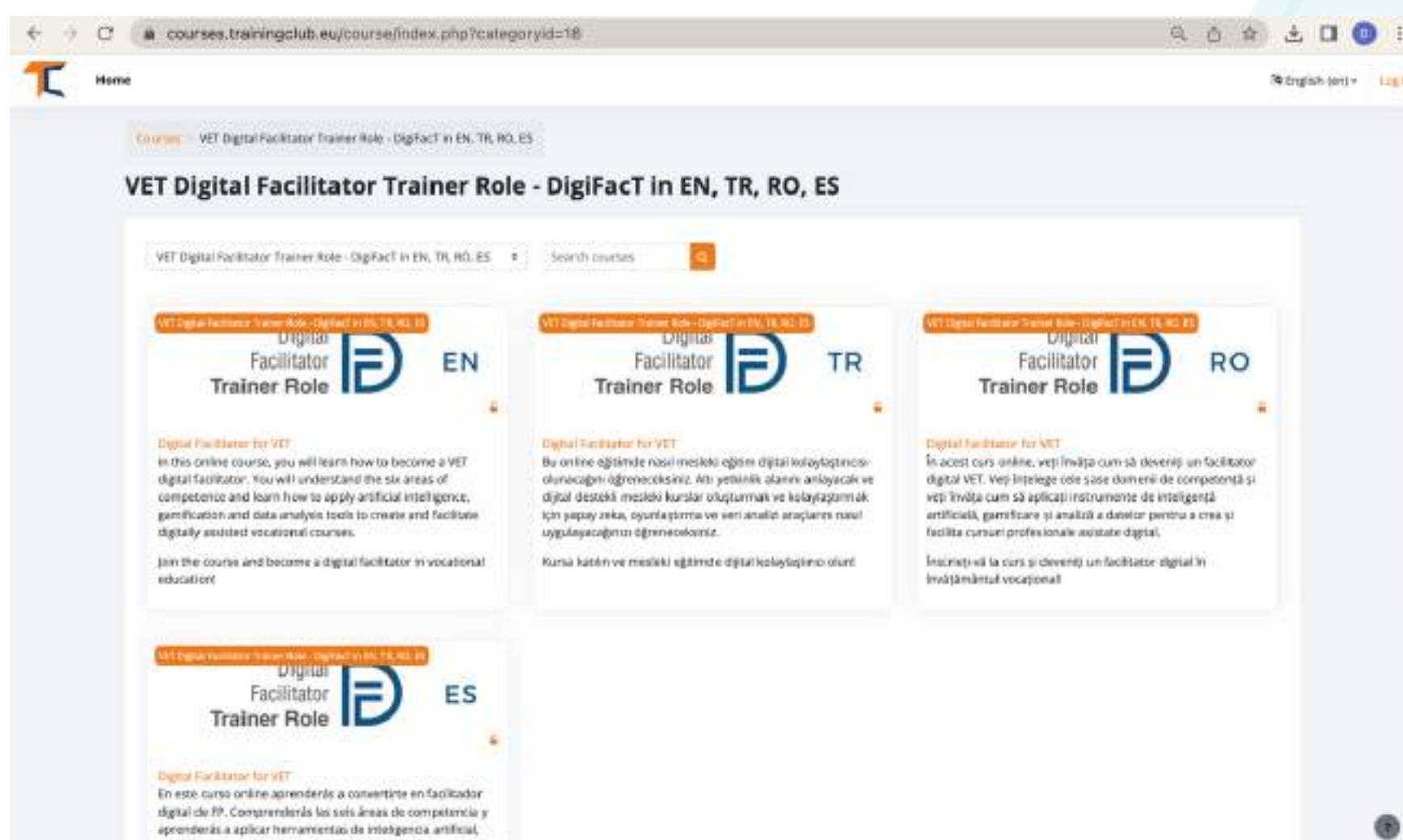
You can choose between German, English, Spanish, Italian, Polish, Romanian, Turkish and Greek



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!

2

LOG INTO 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.

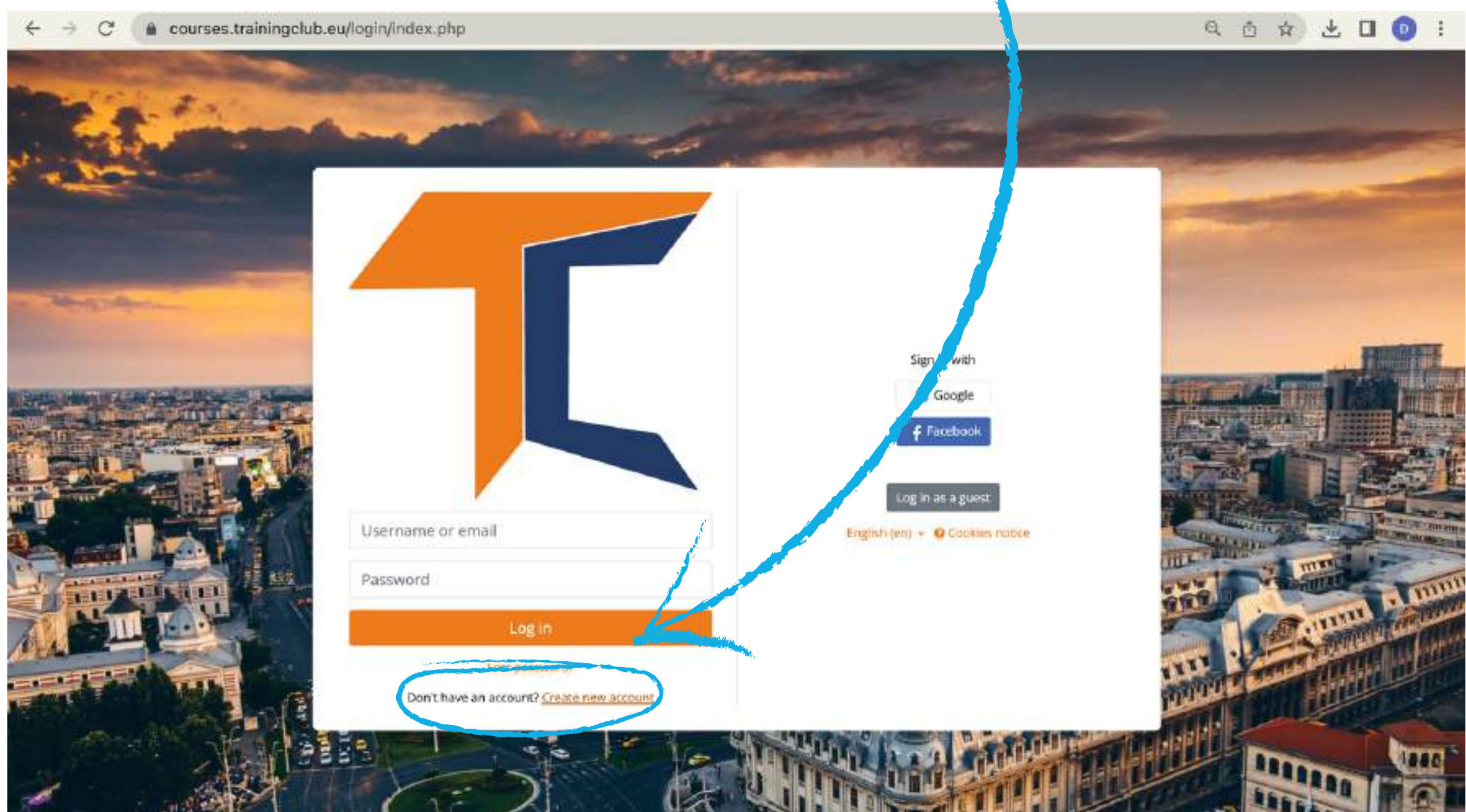
Let's do it together!



a. With e-mail

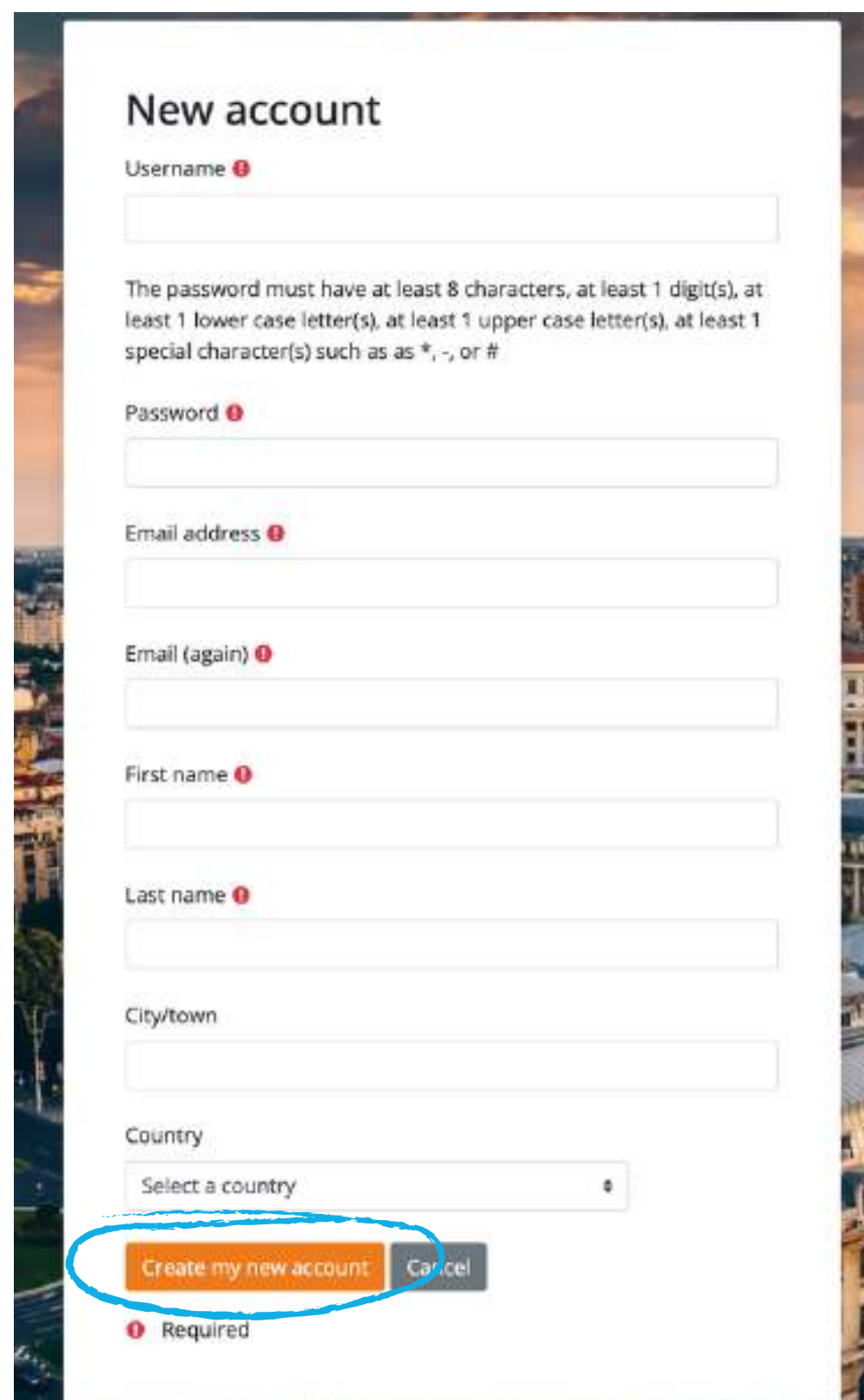
STEP 1

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

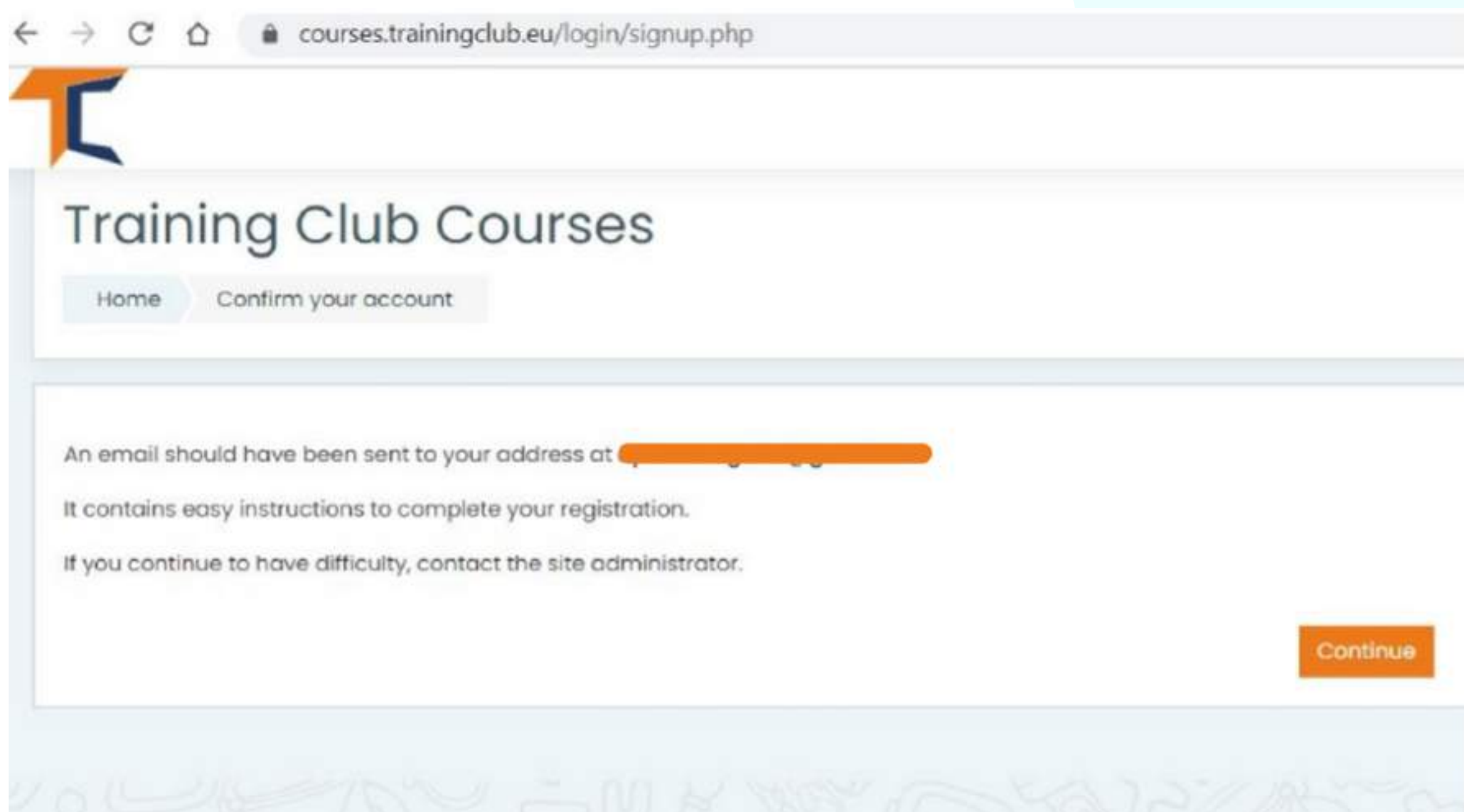
Complete all fields to create a new account.
Then go to the bottom of the page and click
<<Create my new account>>



The screenshot shows a 'New account' registration form. It includes input fields for Username, Password, Email address, Email (again), First name, Last name, City/town, and Country (a dropdown menu). A red asterisk indicates required fields. Below the form, there are two buttons: 'Create my new account' (highlighted with a blue circle) and 'Cancel'. A red asterisk and the word 'Required' are at the bottom left of the form area.

STEP 3

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



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.

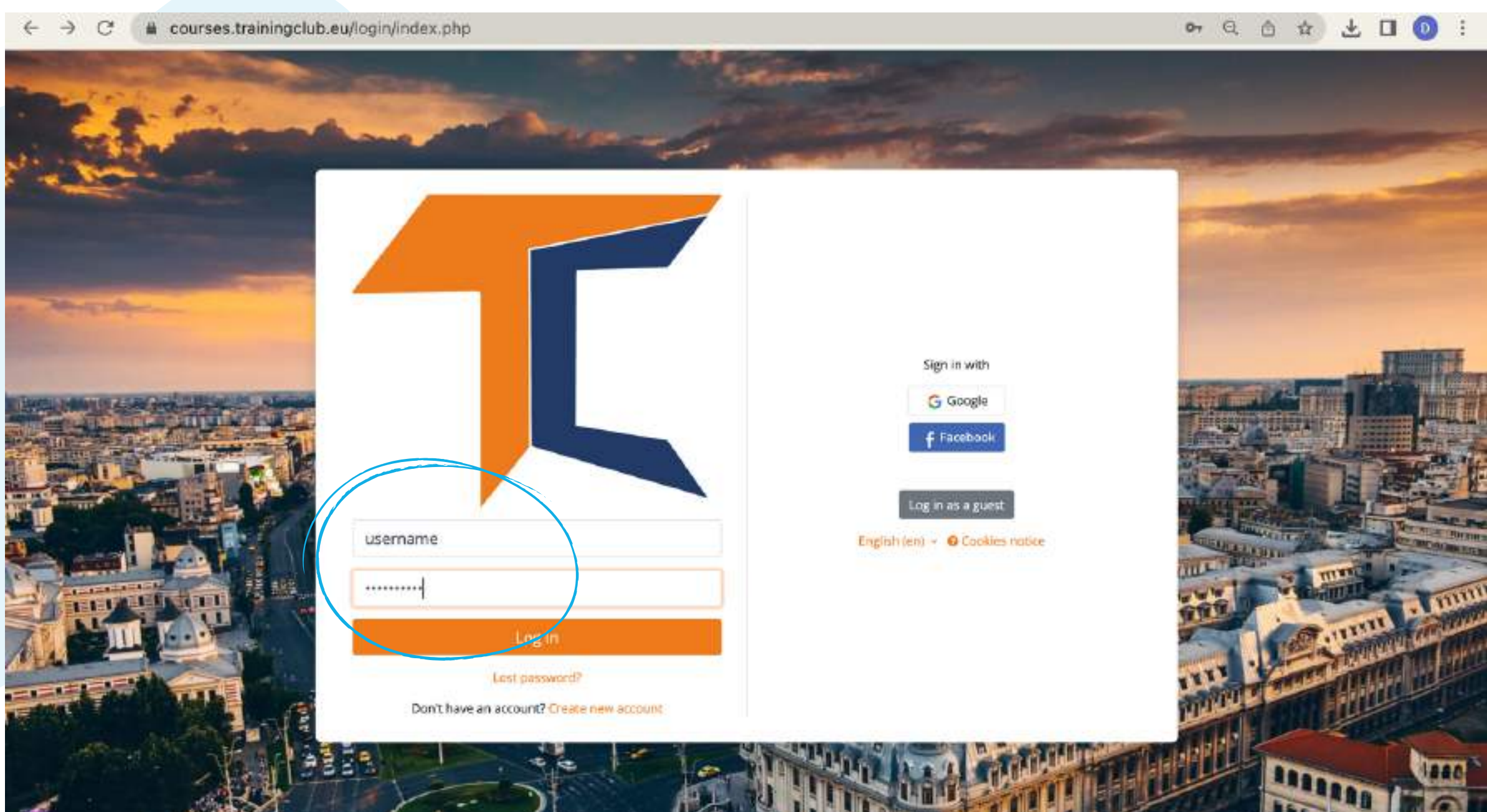
To confirm your new account, please go to this web address: <<**Validation link**>>

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

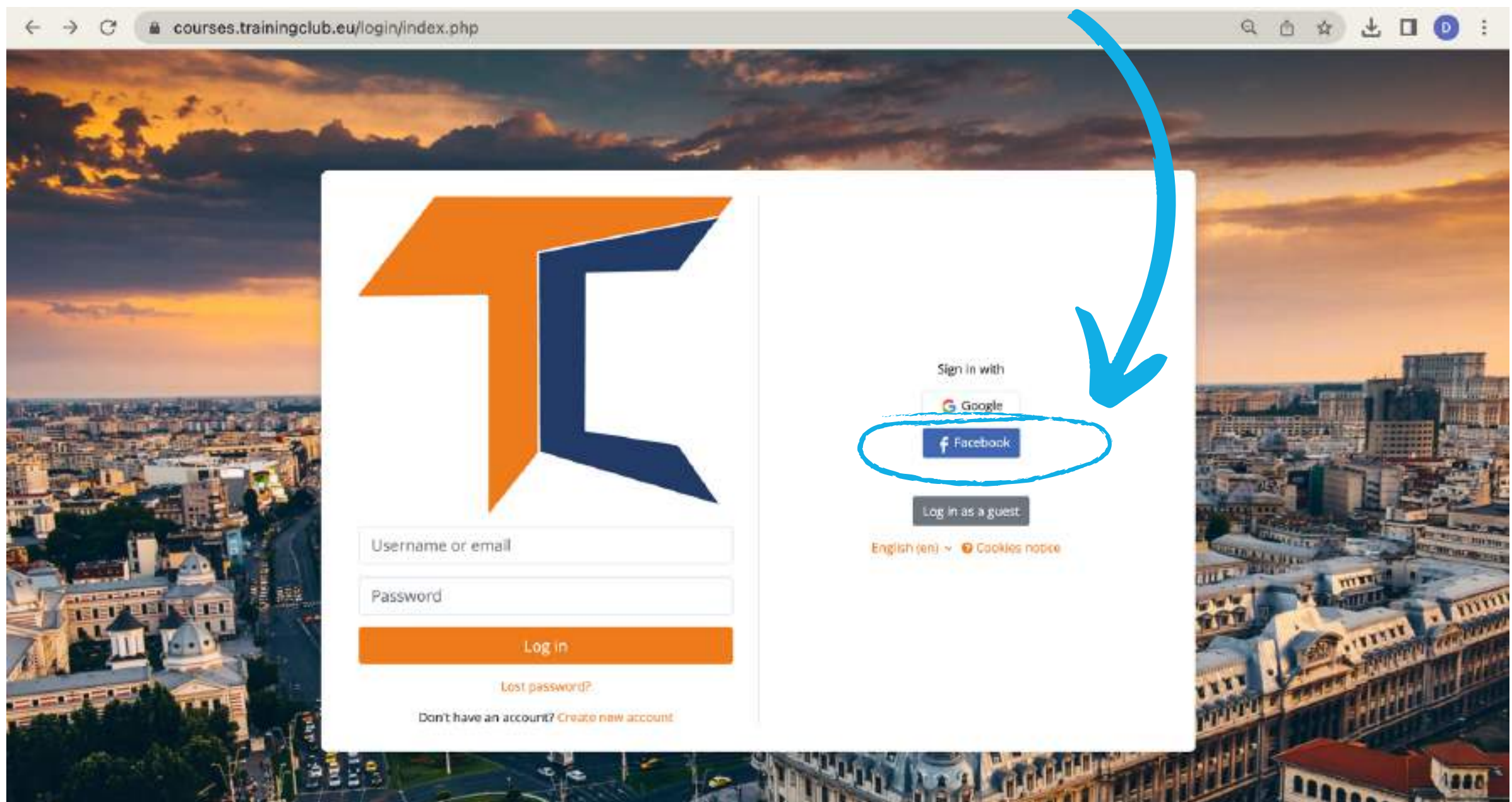
Click <https://courses.trainingclub.eu/> and log in using your **username** and **password**



b. With Facebook

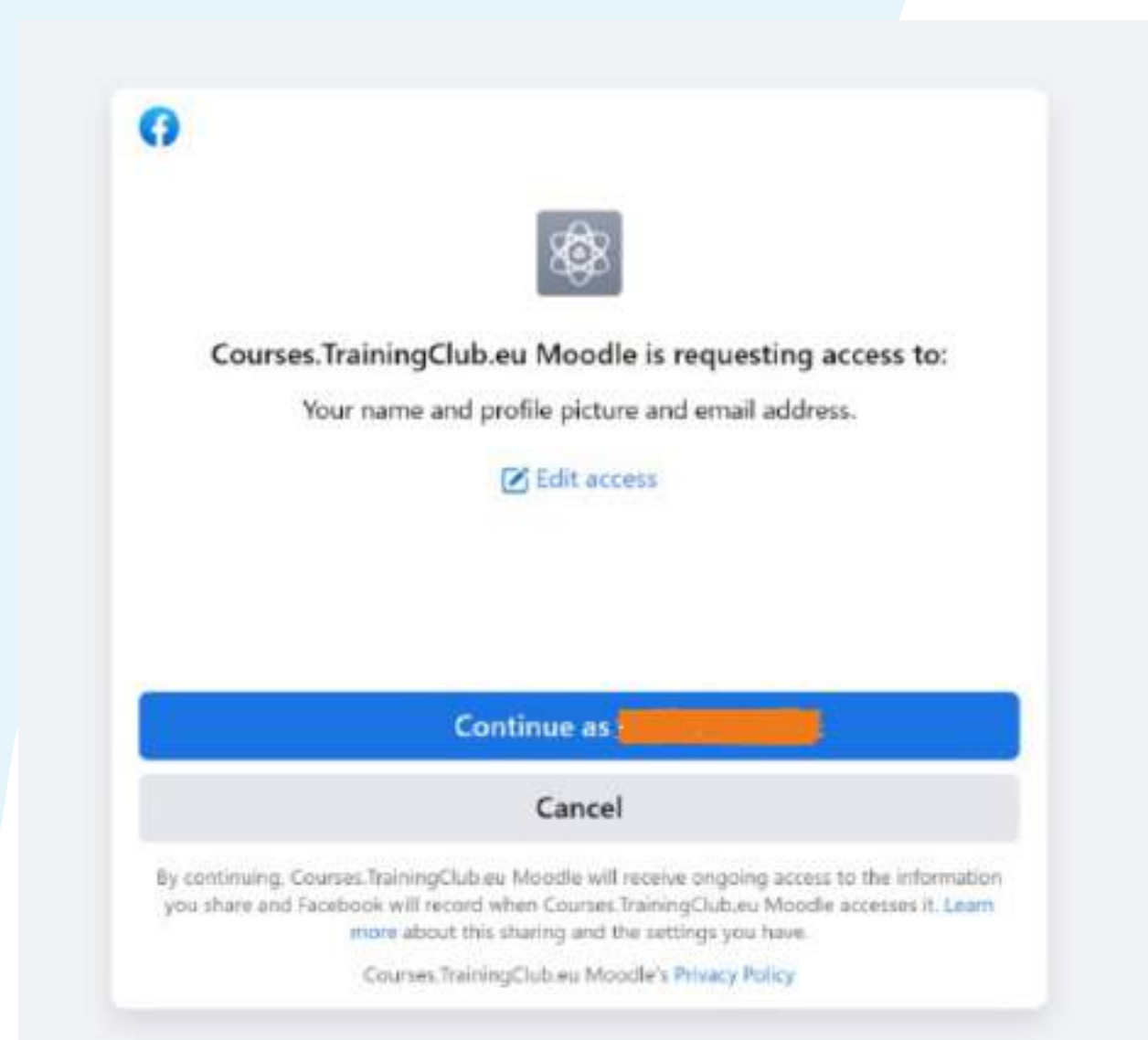
STEP 1

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

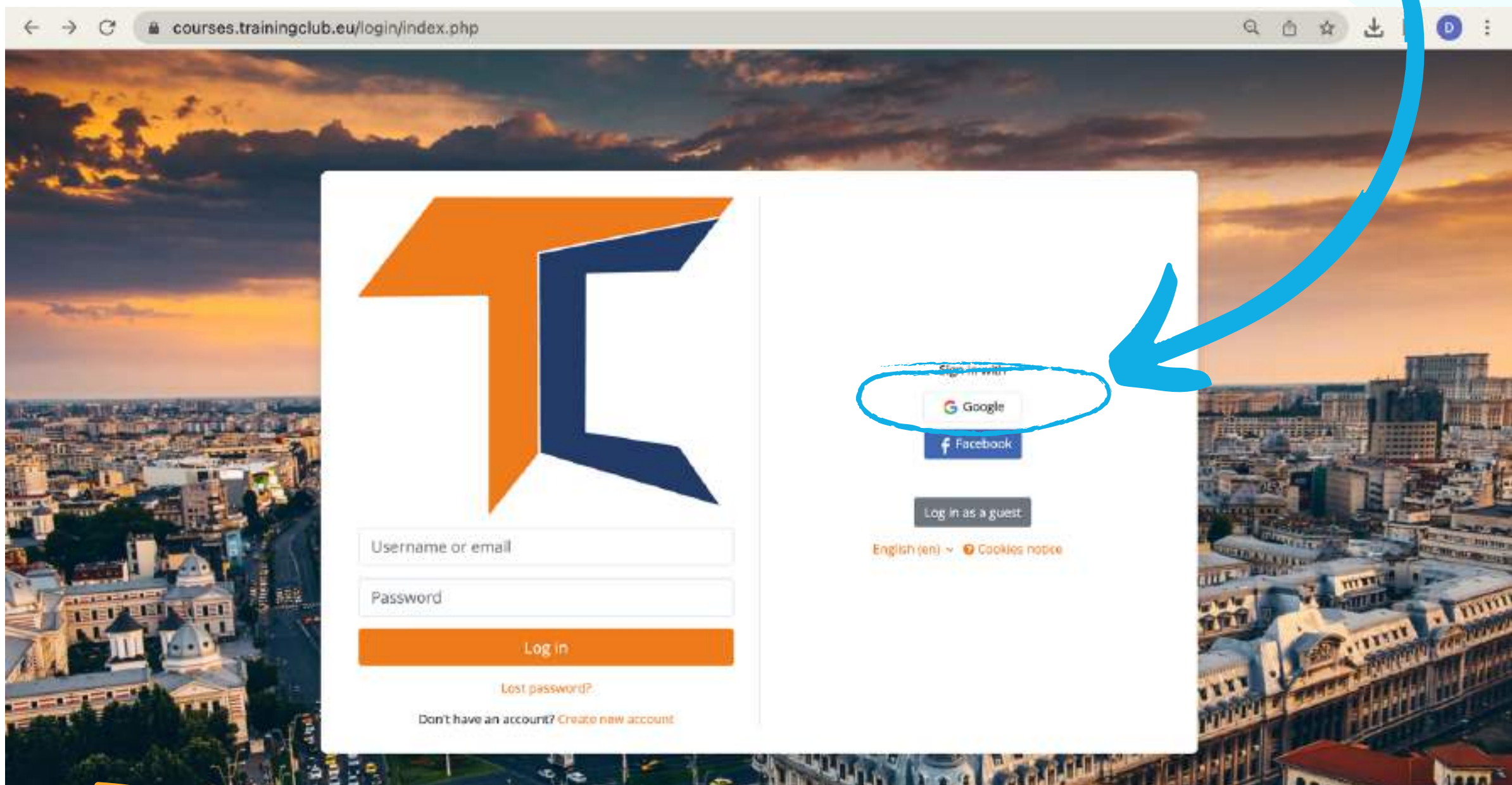


After that, you can choose your course.

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 and we will fix it in less than 24 hrs



3

ENROL THE COURSE

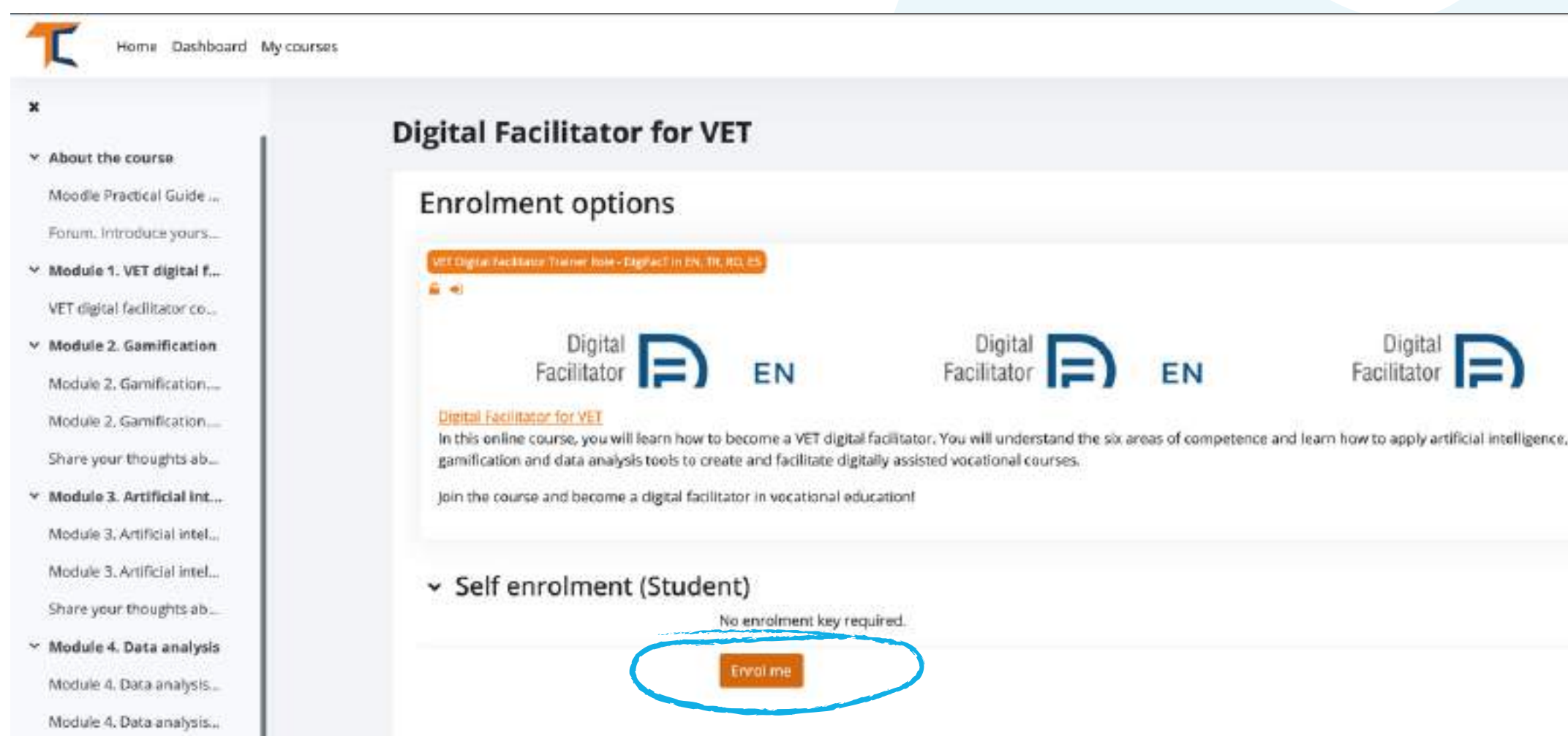
First, go to the Course Categories by scrolling down the main page. As you may have already noticed, the **Digital Facilitator Trainer Role** course is available on Moodle in English, Turkish, Romanian and Spanish.

Course categories

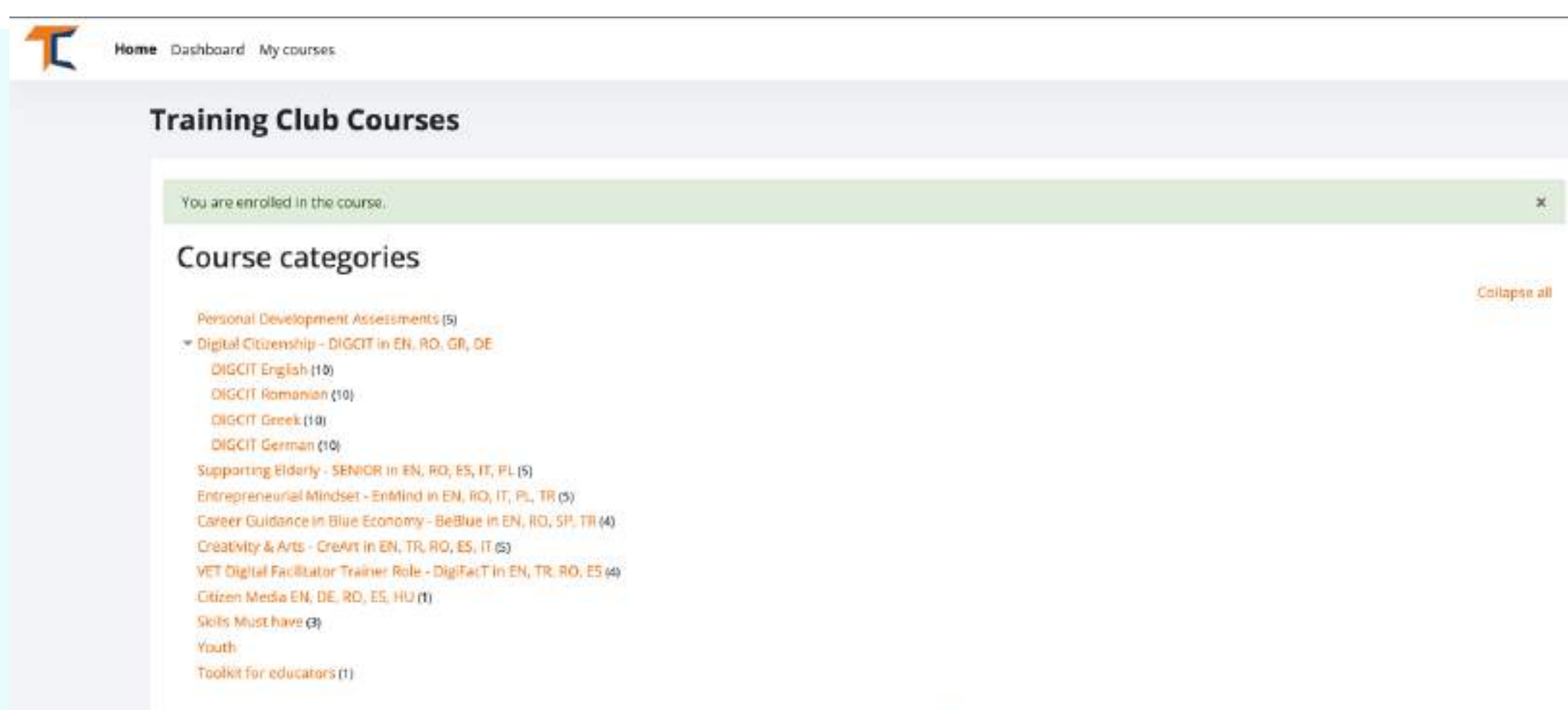
- Personal Development Assessments (5)
- ▼ Digital Citizenship - DIGCIT in EN, RO, GR, DE
 - DIGCIT English (10)
 - DIGCIT Romanian (10)
 - DIGCIT Greek (10)
 - DIGCIT German (10)
- Supporting Elderly - SENIOR in EN, RO, ES, IT, PL (5)
- Entrepreneurial Mindset - EnMind in EN, RO, IT, PL, TR (5)
- Career Guidance in Blue Economy - BeBlue in EN, RO, SP, TR (4)
- Creativity & Arts - CreArt in EN, TR, RO, ES, IT (5)
- VET Digital Facilitator Trainer Role - DigiFacT in EN, TR, RO, ES (4)
- Citizen Media EN, DE, RO, ES, HU (1)
- Skills Must have (3)
- Youth
- Toolkit for educators (1)

Click on the **VET Digital Facilitator Trainer Role - DigiFacT in EN, TR, RO, ES** section. 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 the course.

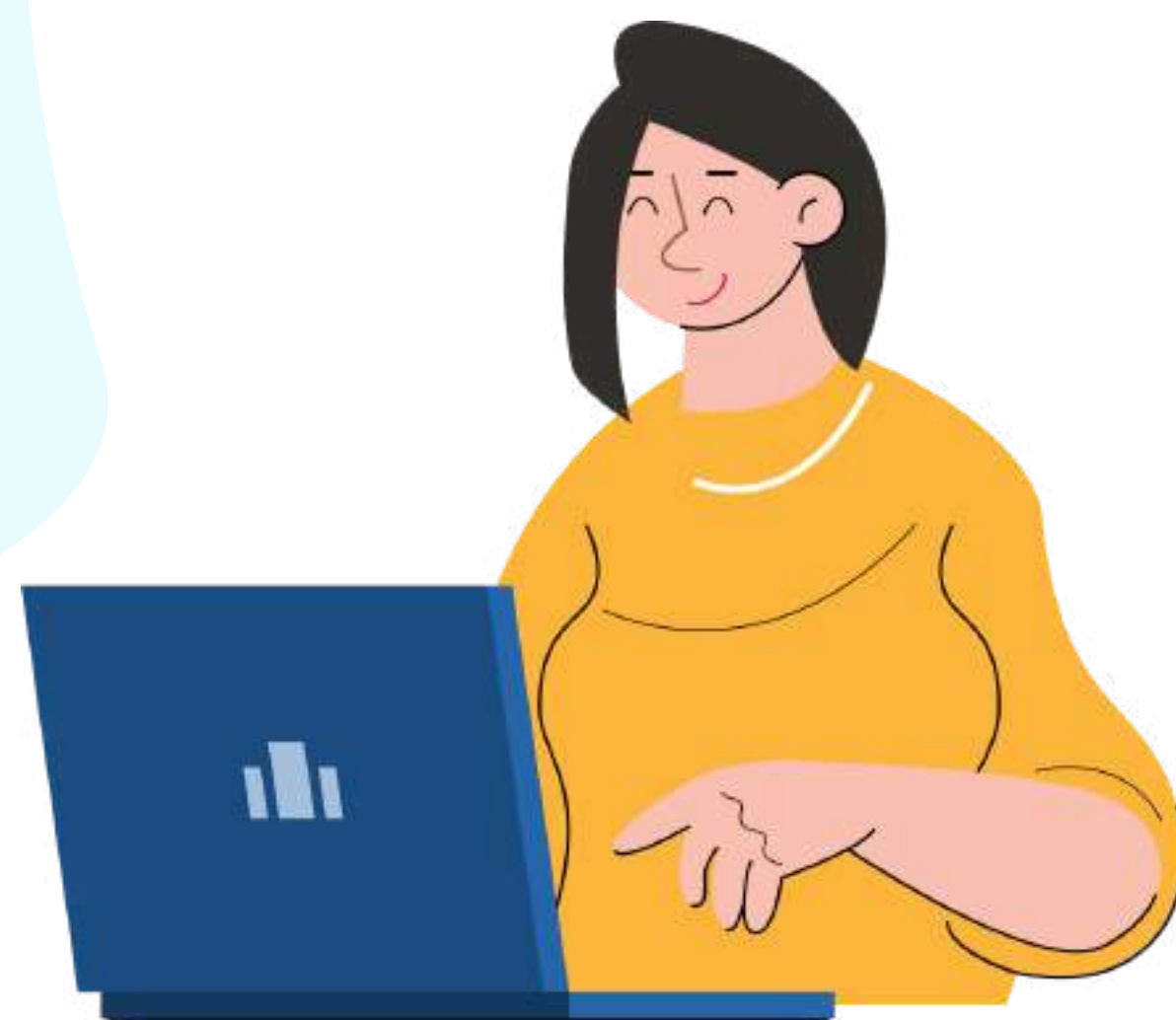
The screenshot shows the Moodle interface for the 'Digital Facilitator for VET' course. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. Below this, a blue bar contains 'Course', 'Grades', 'Competencies', and 'Enrol me in this course', with the last one circled in orange. The left sidebar lists course sections: 'About the course', 'Module 1. VET digital f...', 'Module 2. Gamification', 'Module 3. Artificial int...', and 'Module 4. Data analysis'. The main content area is titled 'Digital Facilitator for VET' and contains 'About the course' information, including a description of the course's purpose and objectives, and a 'Collapse all' button.



Select <<Enrol me>> once again.



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

4

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.

Forum. Introduce yours...

Search forums: [input] Add discussion topic [button] Subscribe to forum [button]

Subject [input]

Message [input]

1 A B I [formatting icons]

Post to forum [button] Cancel [button] Advanced [button]

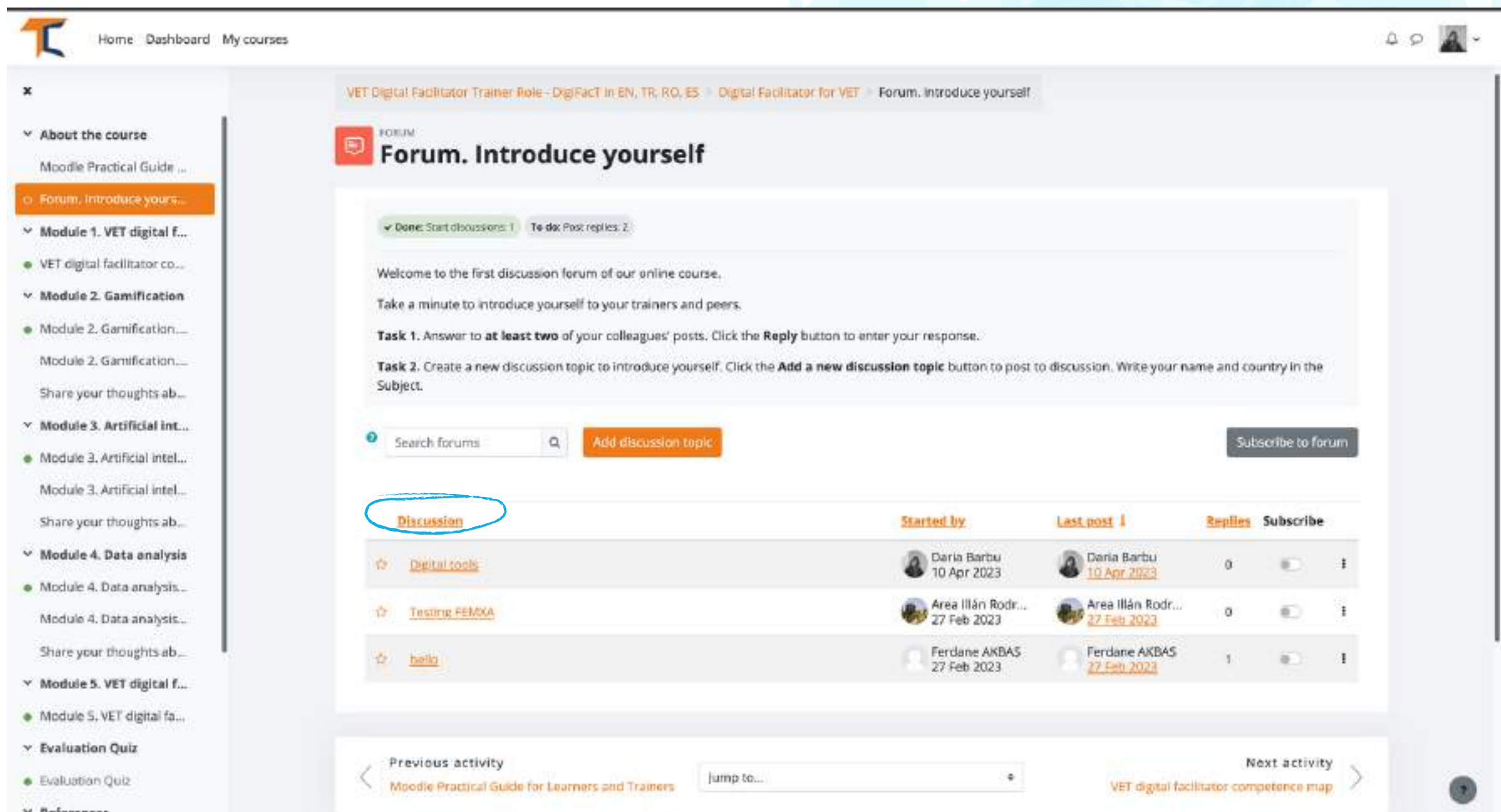
Required

Discussion	Started by	Last post	Replies	Subscribe
Testing FEMXA	Area Ilán Rodr... 27 Feb 2023	Area Ilán Rodr... 27 Feb 2023	0	1
hello	Ferdane AKBAS 27 Feb 2023	Ferdane AKBAS 27 Feb 2023	1	1

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

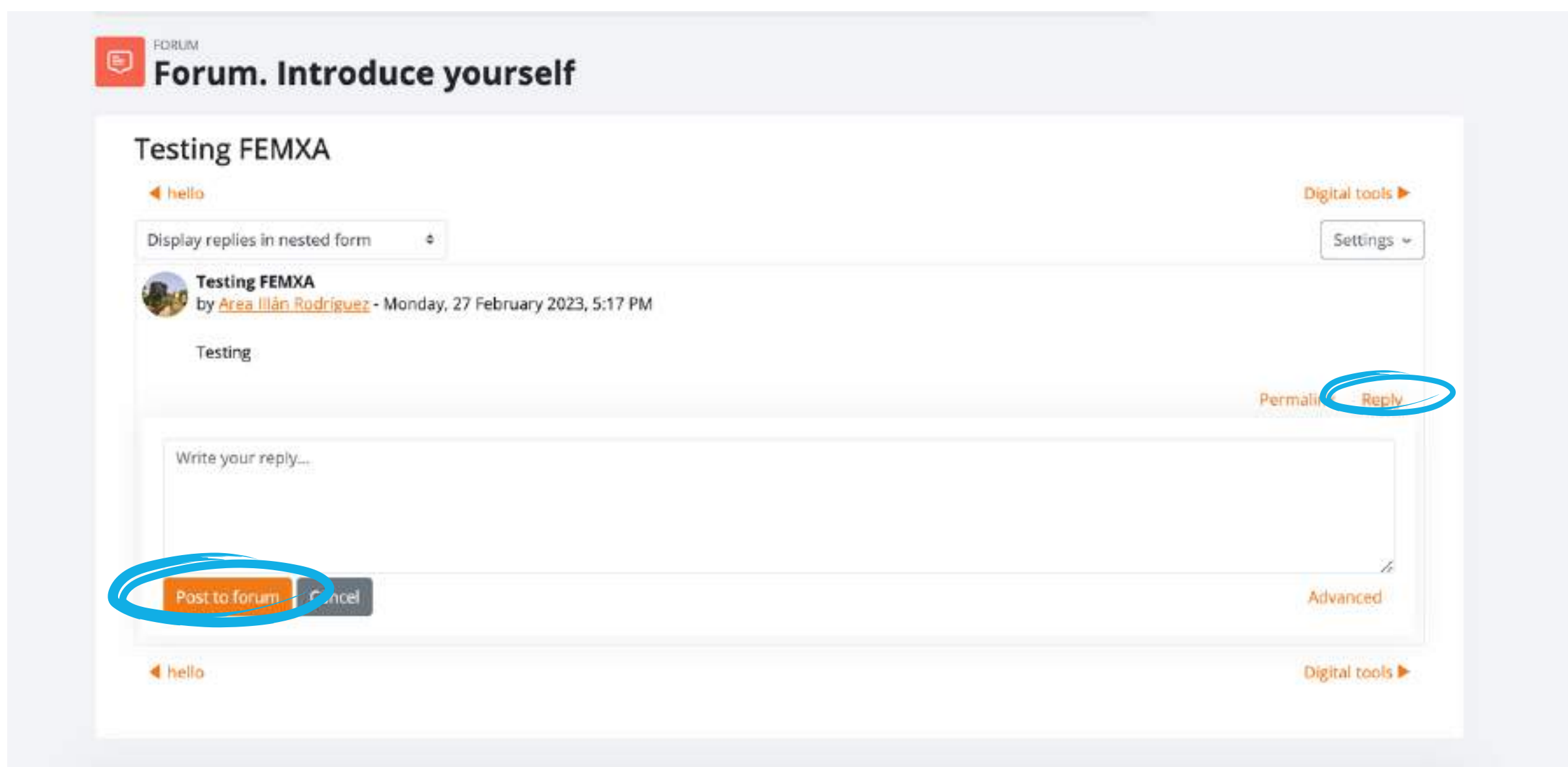
III.

Reply via forum to two of 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!



IV

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




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 game elements consisting of a flow of lessons, tasks to be completed and gaining a course completion certificate.



The screenshot shows the course interface for 'VET digital facilitator competence map'. On the left is a sidebar menu with sections: 'About the course', 'Module 1. VET digital f...', 'Module 2. Gamification', 'Module 3. Artificial int...', 'Module 4. Data analysis', 'Module 5. VET digital f...', and 'Evaluation Quiz'. The main content area displays the title 'VET digital facilitator competence map' and a 'Download' button. Below this is a detailed introduction to the course, explaining its purpose and the DigCompEdu framework. On the right side of the main content, a 'Table of contents' is visible, listing six areas of competence: 1. Professional Engagement, 2. Digital Resources, 3. Teaching and Learning, 4. Assessment, 5. Empowering Learners, and 6. Facilitating Learners' Digital Competence. A blue circle highlights the 'Table of contents' section, and a blue arrow points from the text below to it.

Table of contents

VET digital facilitator competence map

- Area of competence 1: Professional Engagement
- Area of competence 2: Digital Resources
- Area of competence 3: Teaching and Learning
- Area of competence 4: Assessment
- Area of competence 5: Empowering Learners
- Area of competence 6: Facilitating Learners' Digital Competence

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

The theoretical part on the course is presented as an E-book. There are **five 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!



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

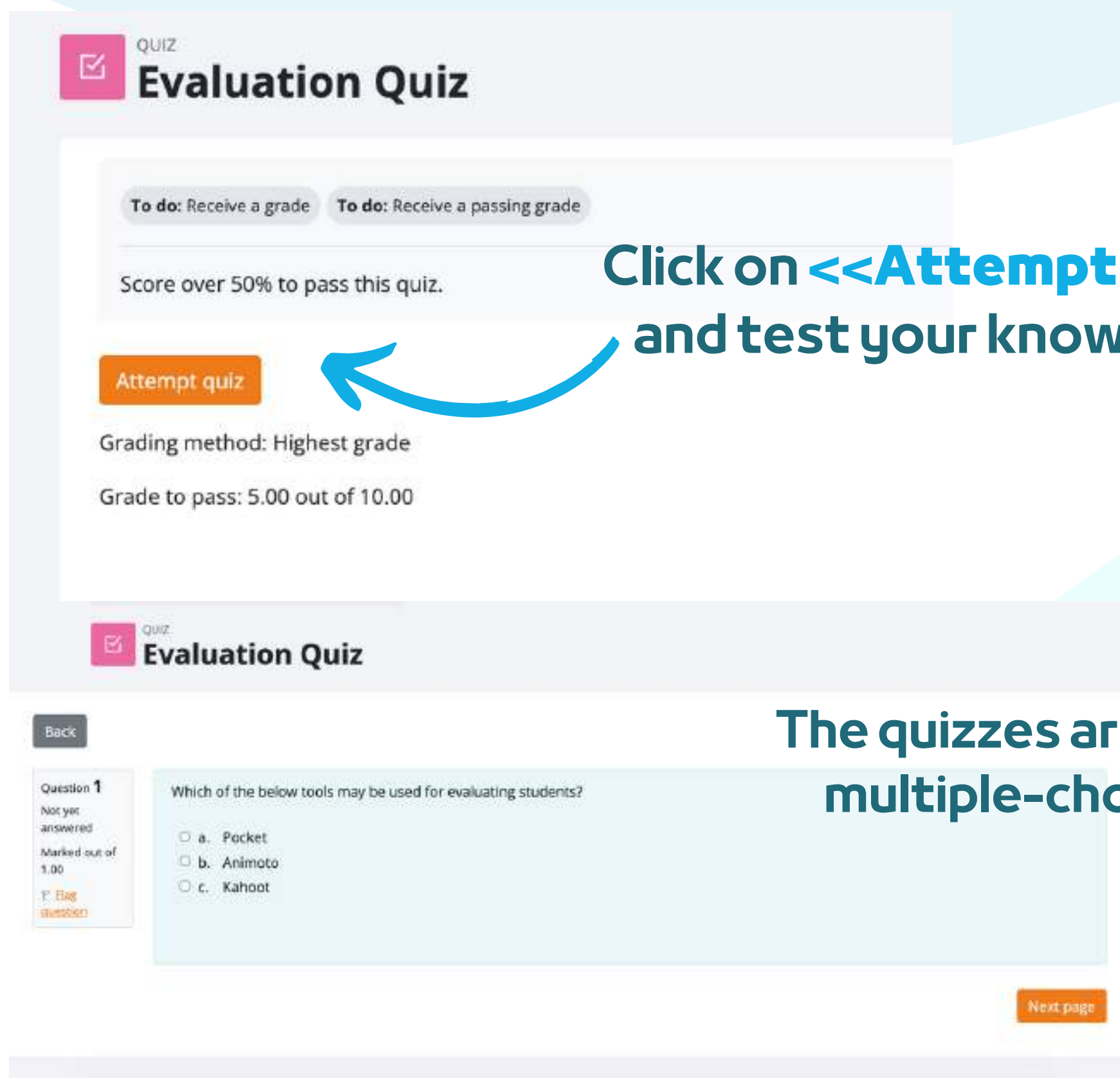
A screenshot of the 'Resources and further reading' section in the Moodle course. The left sidebar is the same as in the previous image. The main content area is titled 'Resources and further reading' and is divided into 'Reading' and 'Video materials' sections. The 'Reading' section lists three links: 'What is gamification?', 'Gamification in Education: What is it & How Can You Use it?', and 'Gamification For Learning: Strategies And Examples'. The 'Video materials' section lists 'What is Gamification? A Few Ideas:'. Below this, a video player is shown with a thumbnail featuring a thought bubble that says 'WHAT IS gamification?'. To the right of the main content, there is a 'Table of contents' sidebar listing various resources like 'What is gamification', 'Gamification tools', 'Kahoot', 'BookWidgets', 'PlayBrighter', 'Kialo Edu', 'Quizlet', 'Skills and competences for using gamification tools', and 'Resources and further reading'. At the bottom of the page, there is an illustration of a person wearing headphones and sitting cross-legged, using a laptop.



SOLVE THE QUIZZES



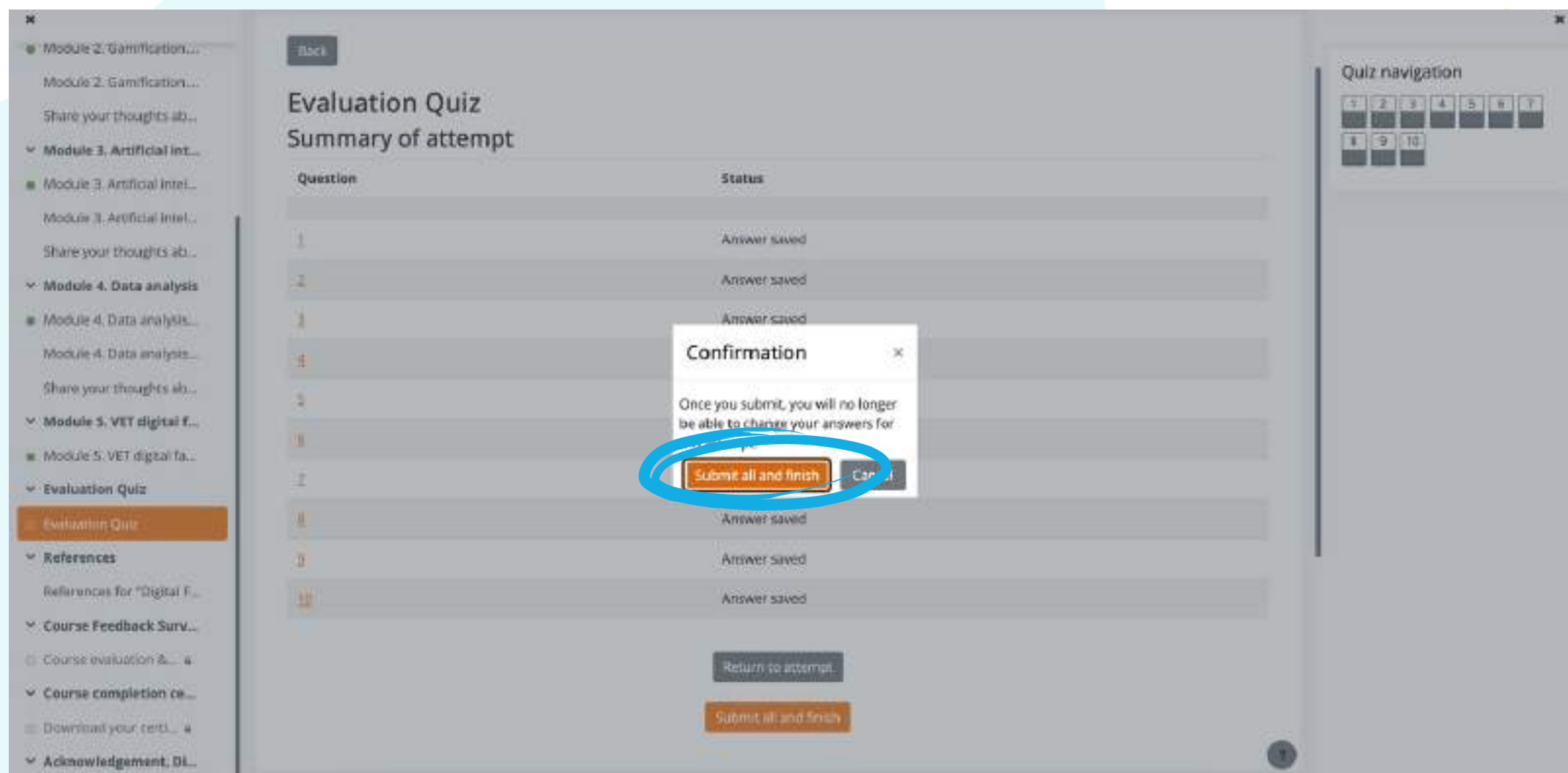
After completing the 5 modules, you'll take an evaluation quiz. The quiz will give you the possibility to test your level of knowledge. There are 10 multiple choice questions with three possible responses. Only one is correct. Read carefully and solve the test. We wish you success!



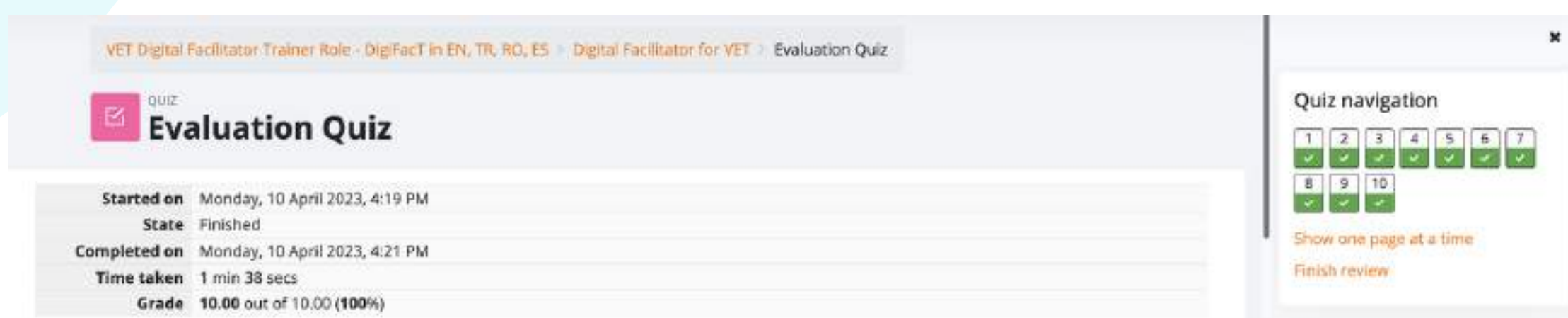
Click on <<Attempt quiz>> and test your knowledge

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



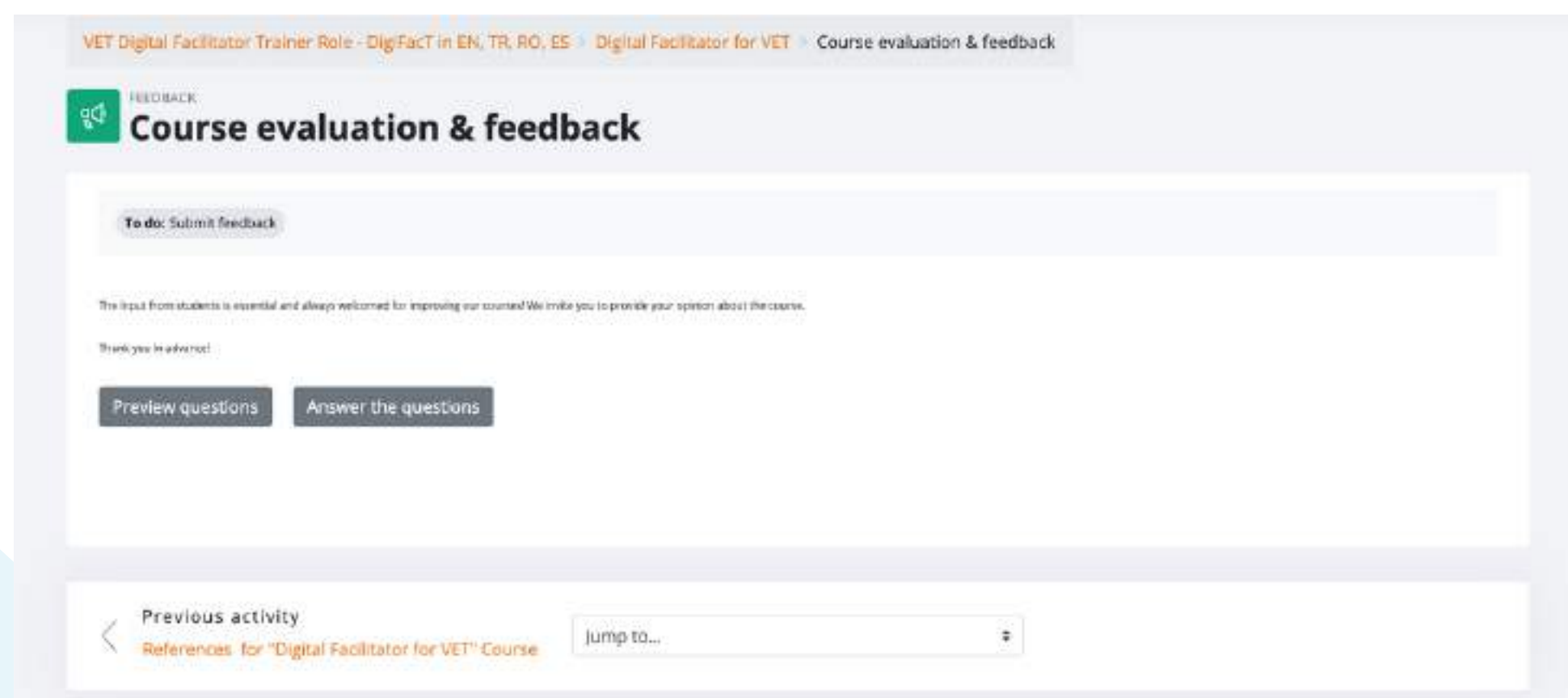


PROVIDE FEEDBACK

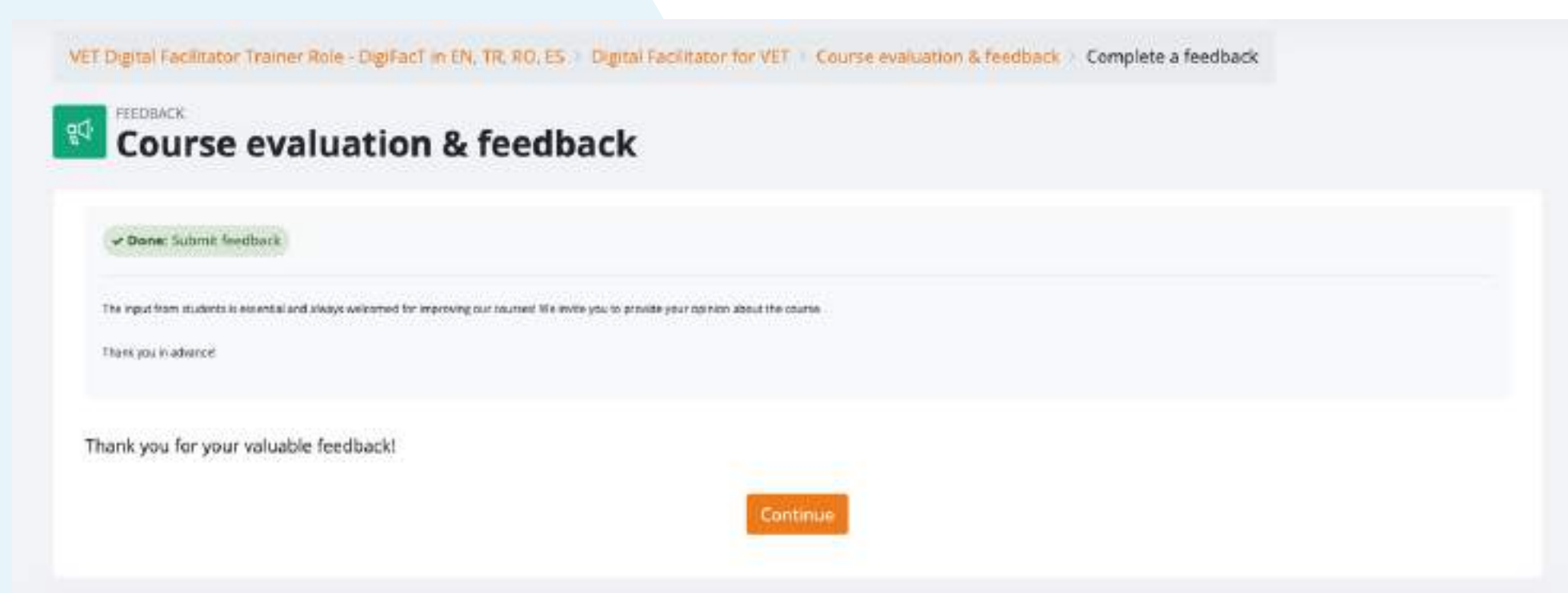


The last step before getting your certificate is the feedback session, because feedback matters a lot to further develop better content and experiences for our users.

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!





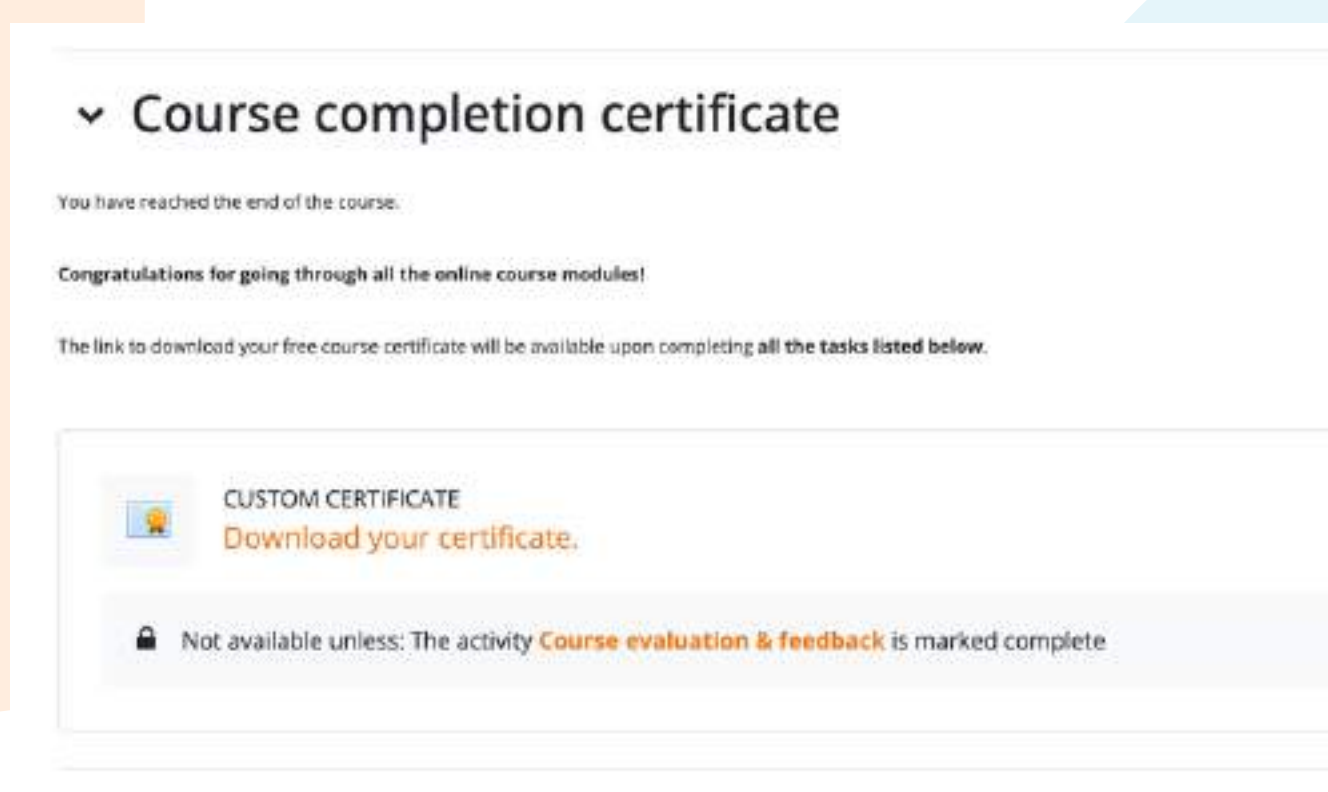
8

DOWNLOAD THE CERTIFICATE

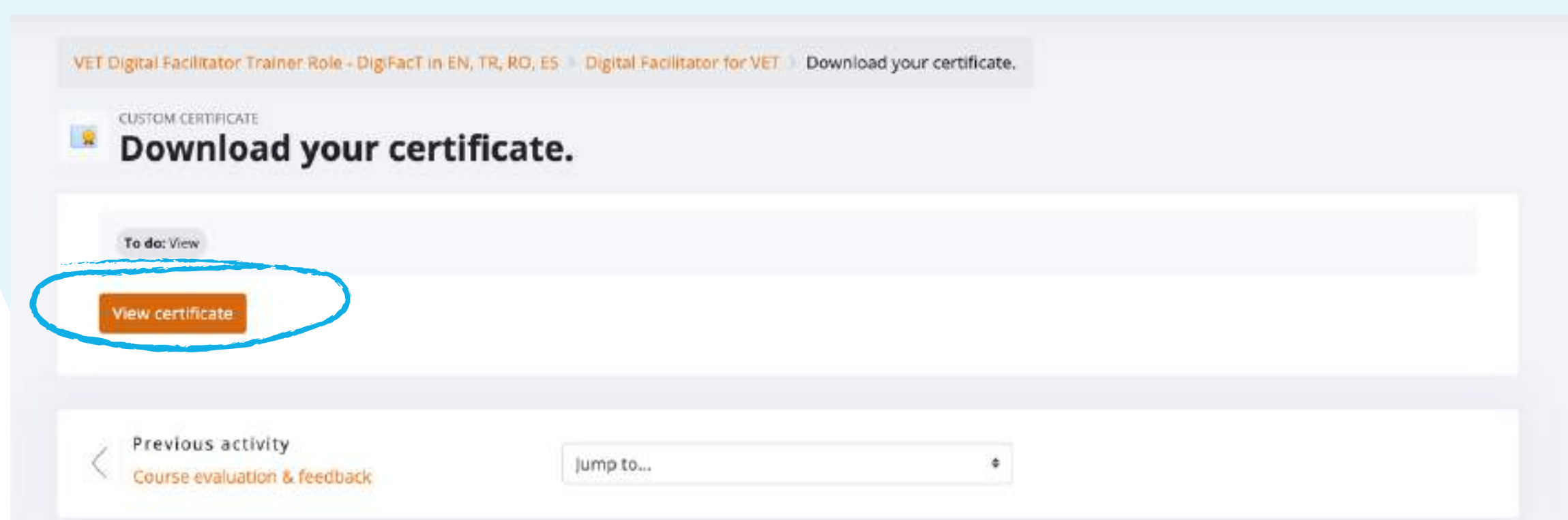
You have reached the end of the course.
Congratulations for going through all the online course modules and for successful completion of all missions!
Now you may download your free course completion certificate in two easy steps

First, select

<<Download your certificate>>



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





Digital Facilitator Trainer Role



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