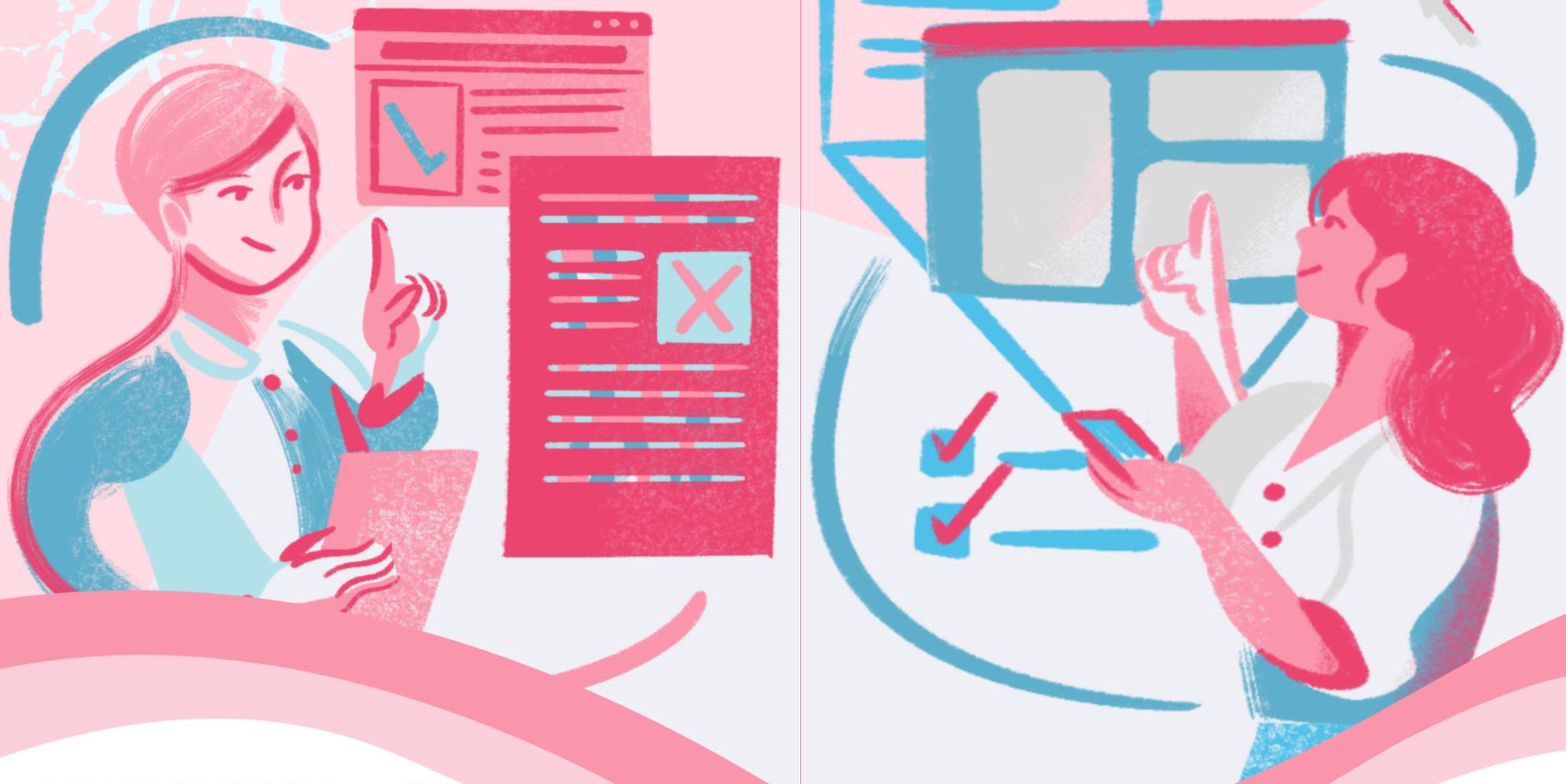


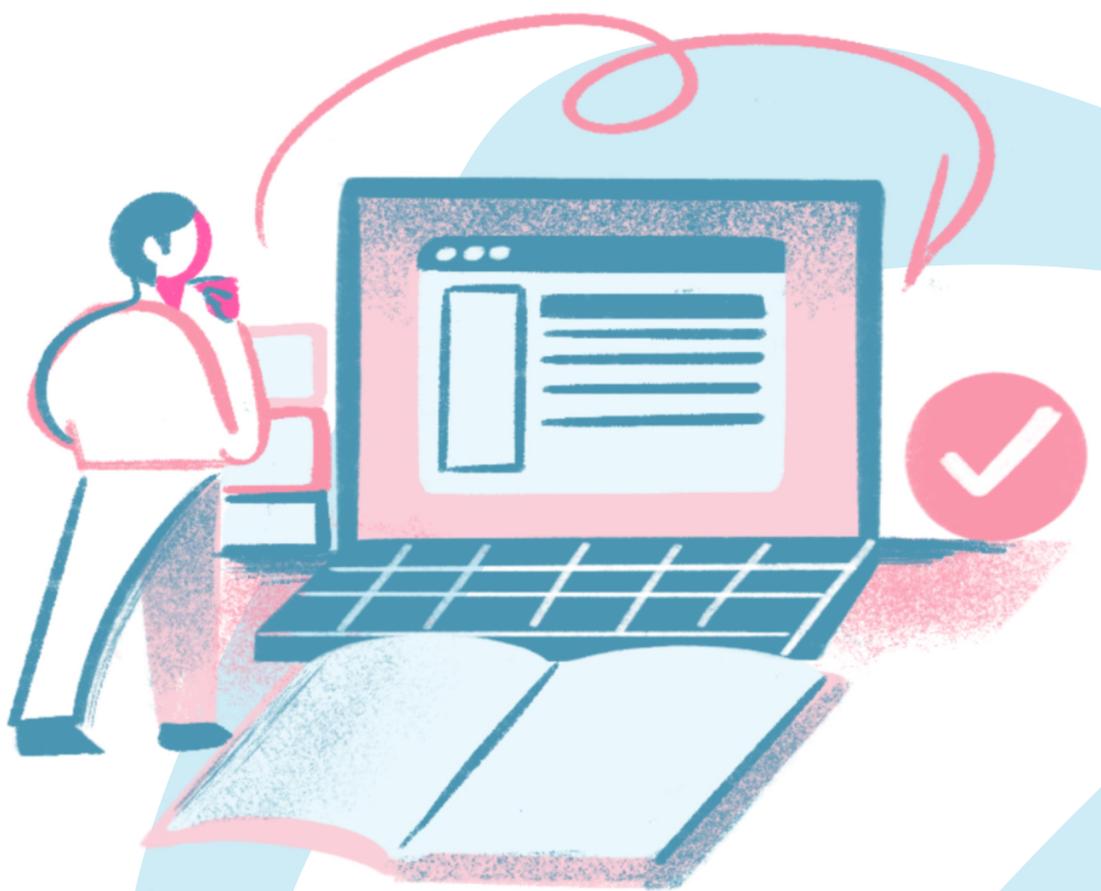
moodle

PRACTICAL GUIDE FOR LEARNERS AND TRAINERS



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**

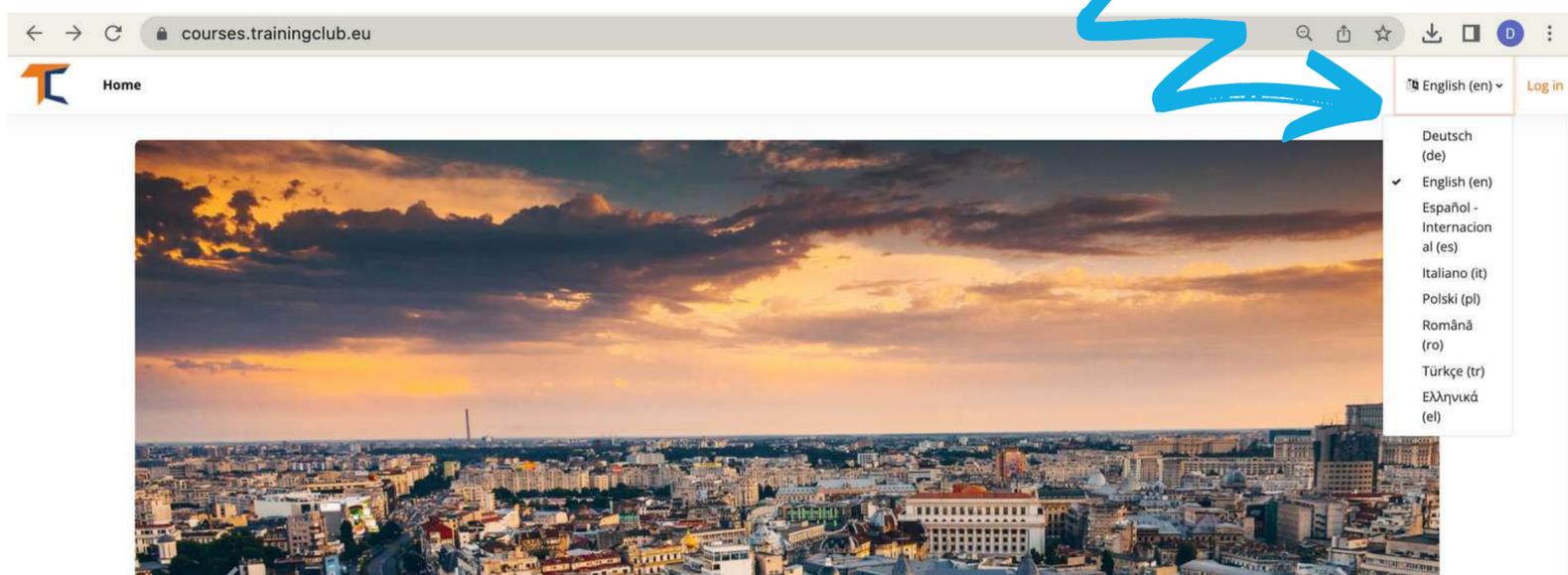


CHANGE THE LANGUAGE

1

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

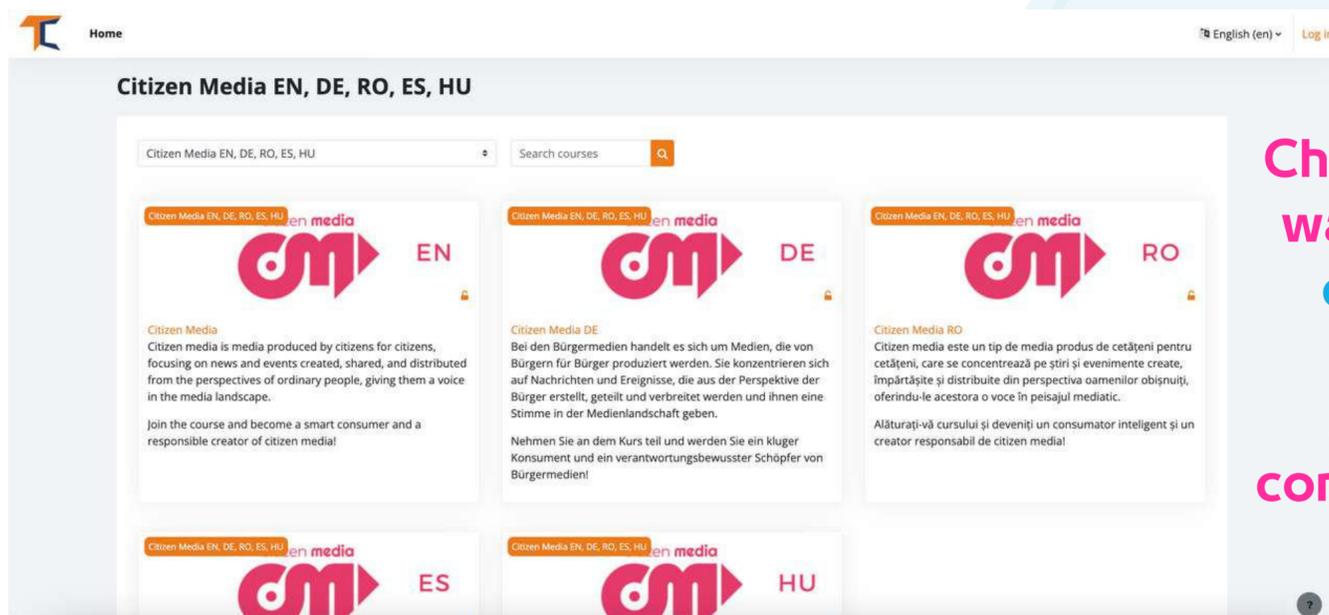
You can choose between German, English, Spanish, Italian, Polish, Romanian, Turkish and Greek



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.

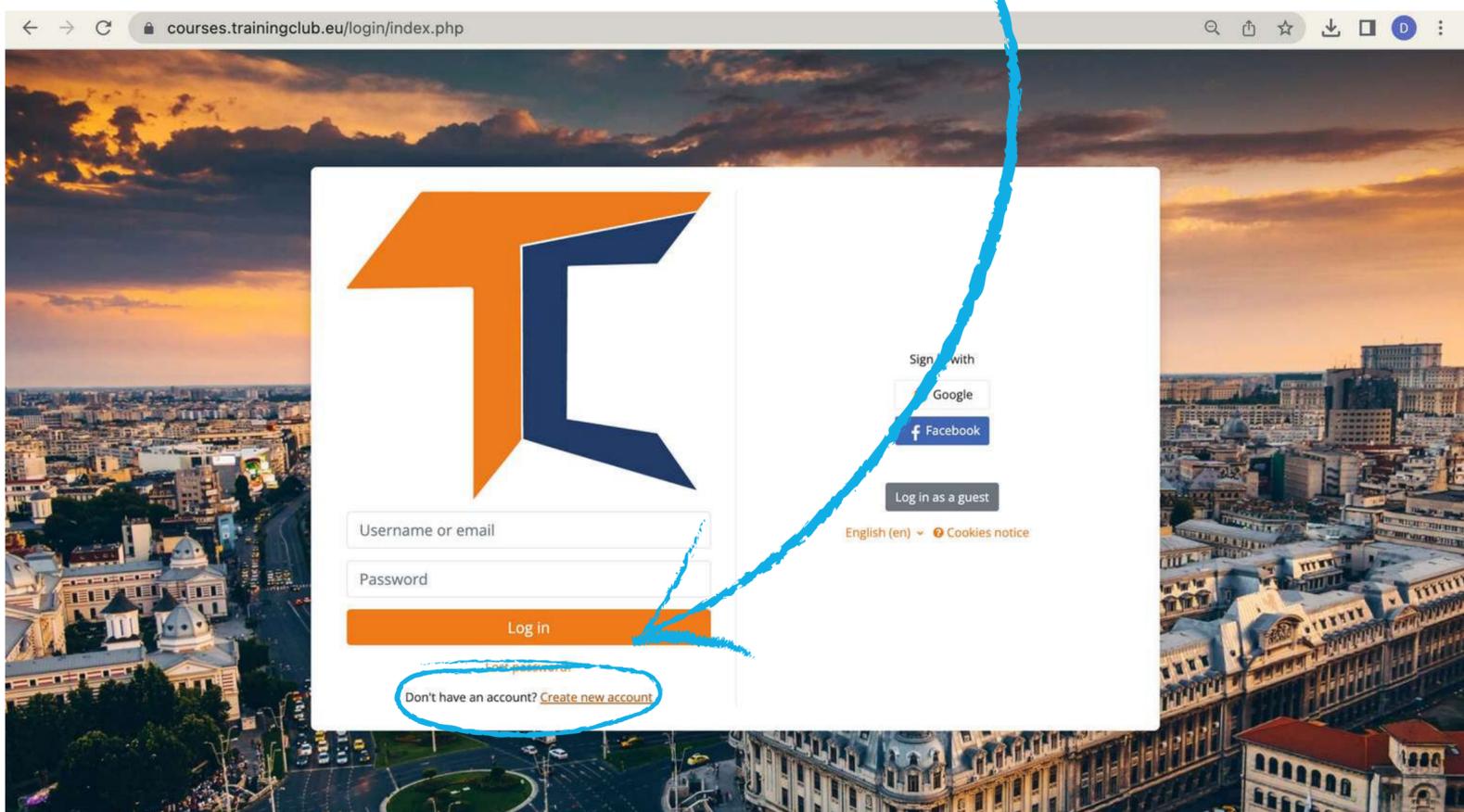
Let's do it together!

a. With e-mail



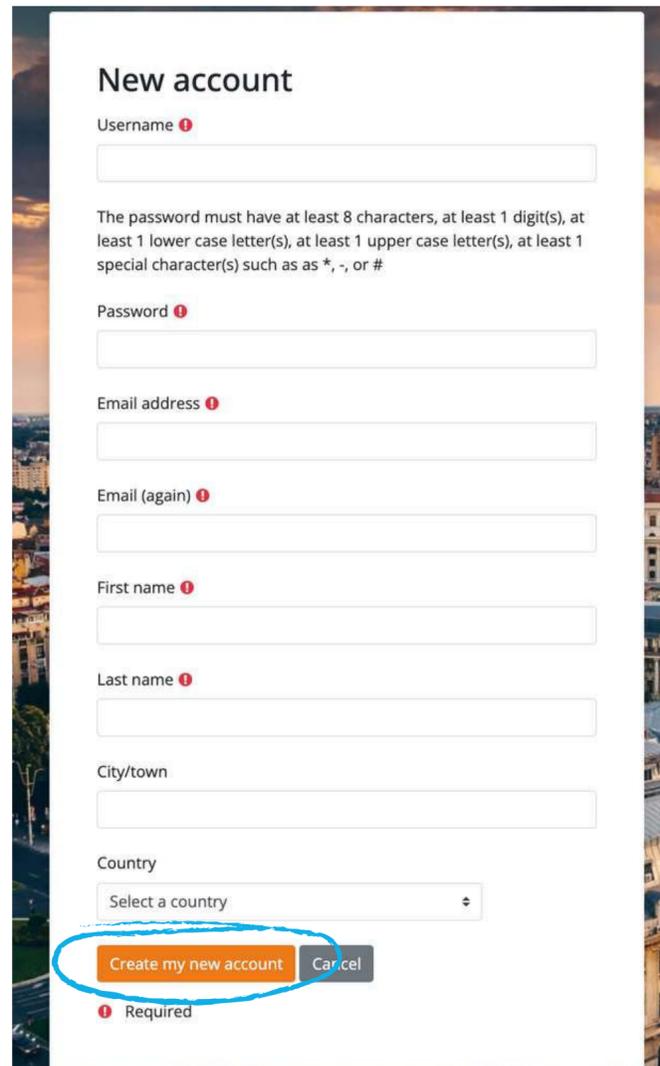
STEP 1

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

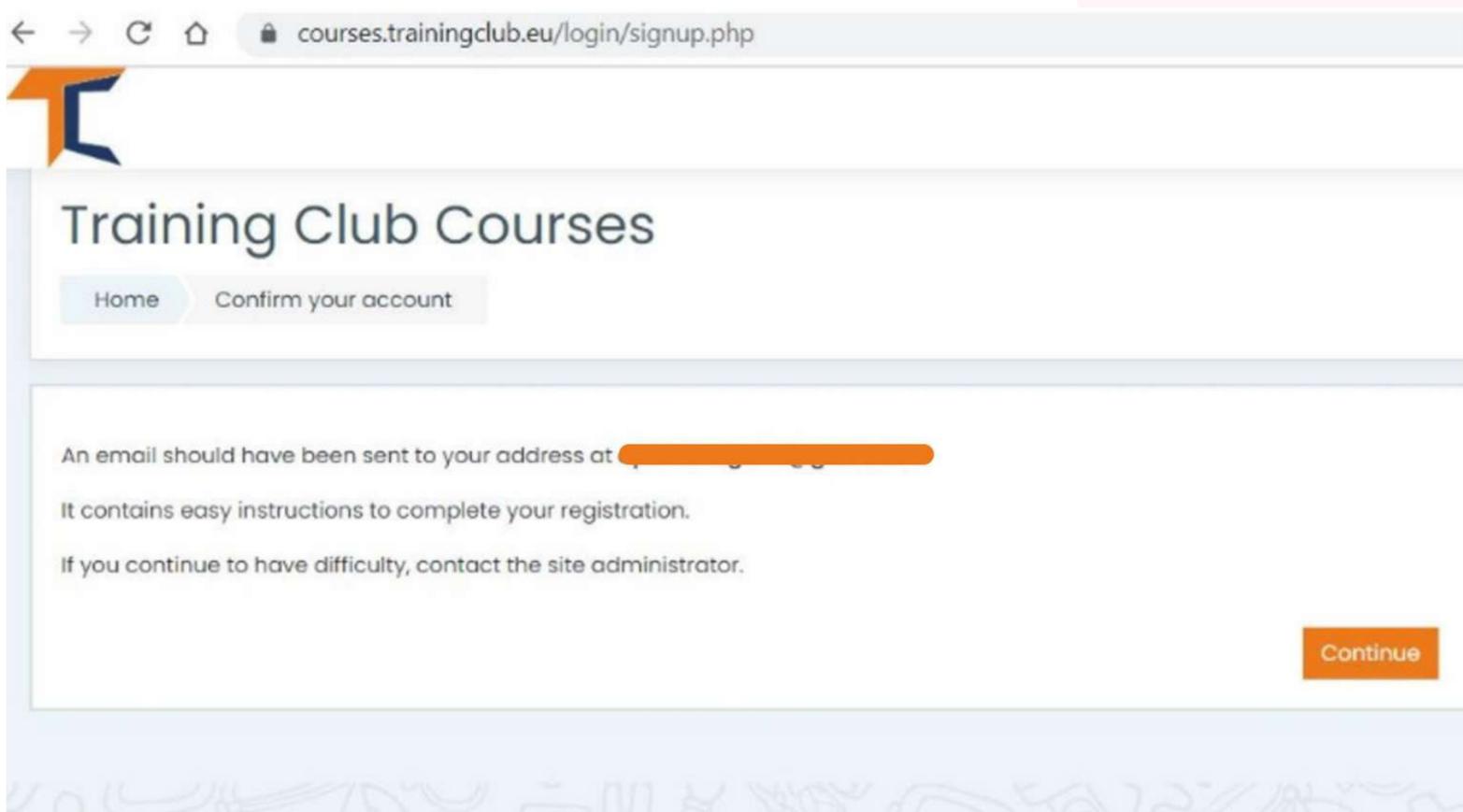
Complete all fields to create a new account. Then go to the bottom of the page and click <<Create my new account>>



The screenshot shows a 'New account' registration form with the following fields: Username, Password (with a note: '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 *, -, or #'), Email address, Email (again), First name, Last name, City/town, and Country (a dropdown menu with 'Select a country' selected). At the bottom, there are two buttons: 'Create my new account' (highlighted with a blue circle) and 'Cancel'. A 'Required' indicator is visible at the bottom left.

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.

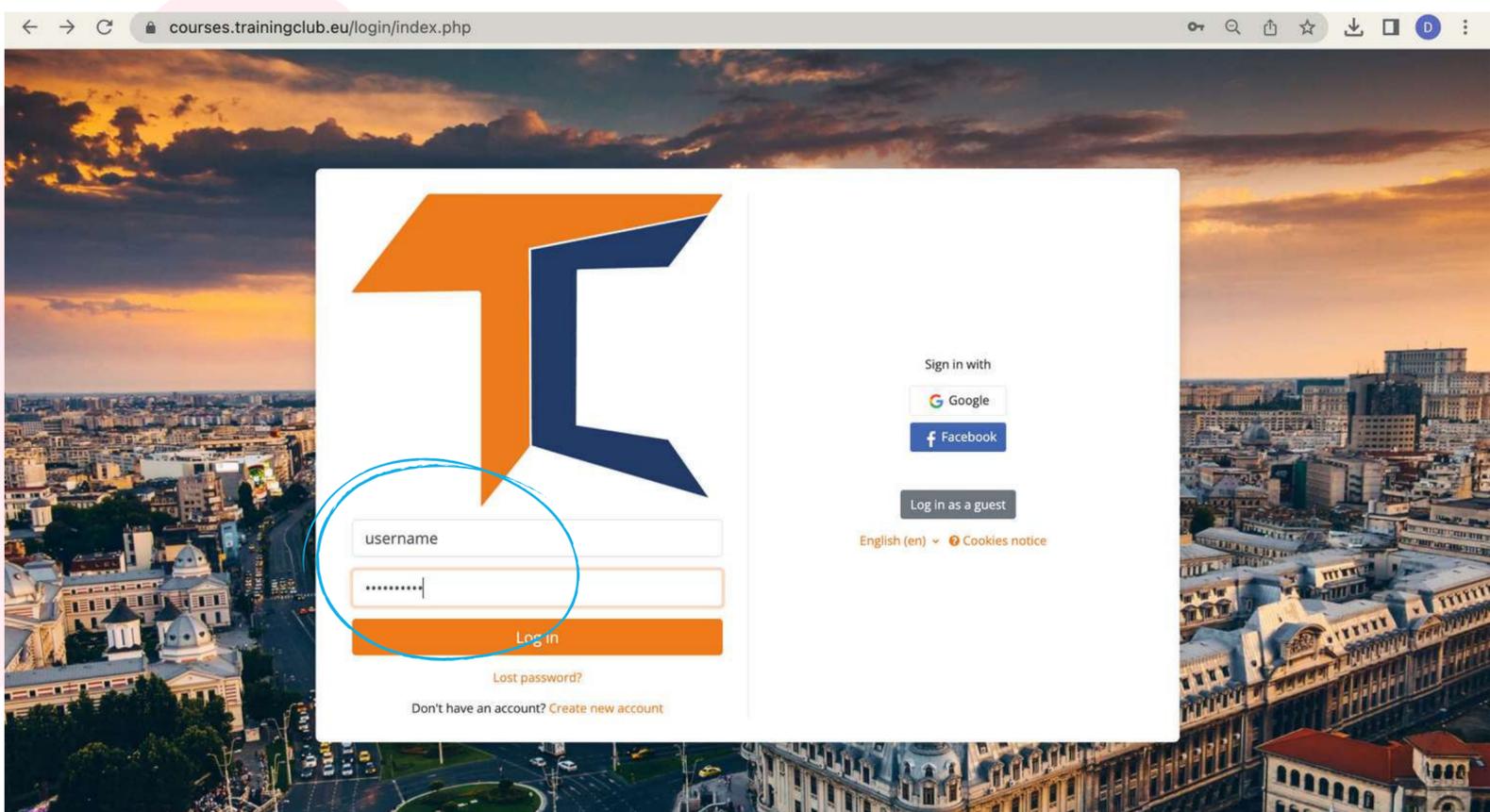
To confirm your new account, please go to this web address: <<**Validation link**>>

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

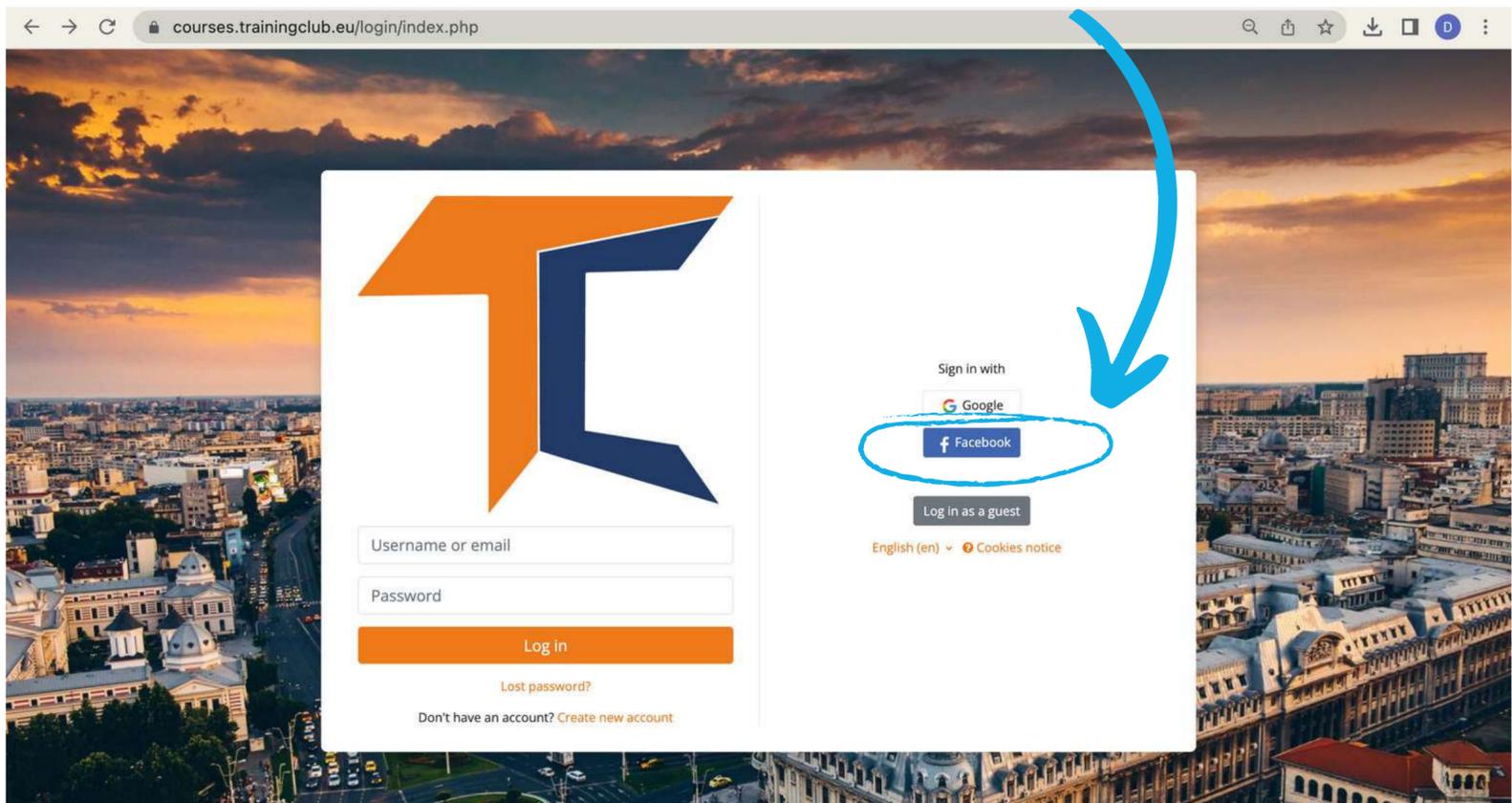
Click <https://courses.trainingclub.eu/> and log in using your **username** and **password**



b. With Facebook

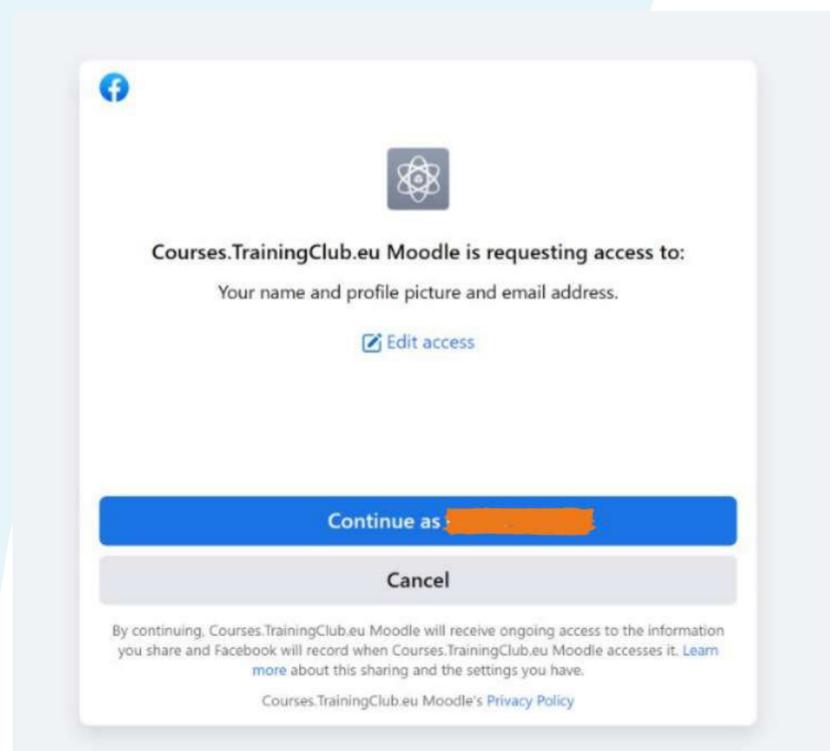
STEP 1

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

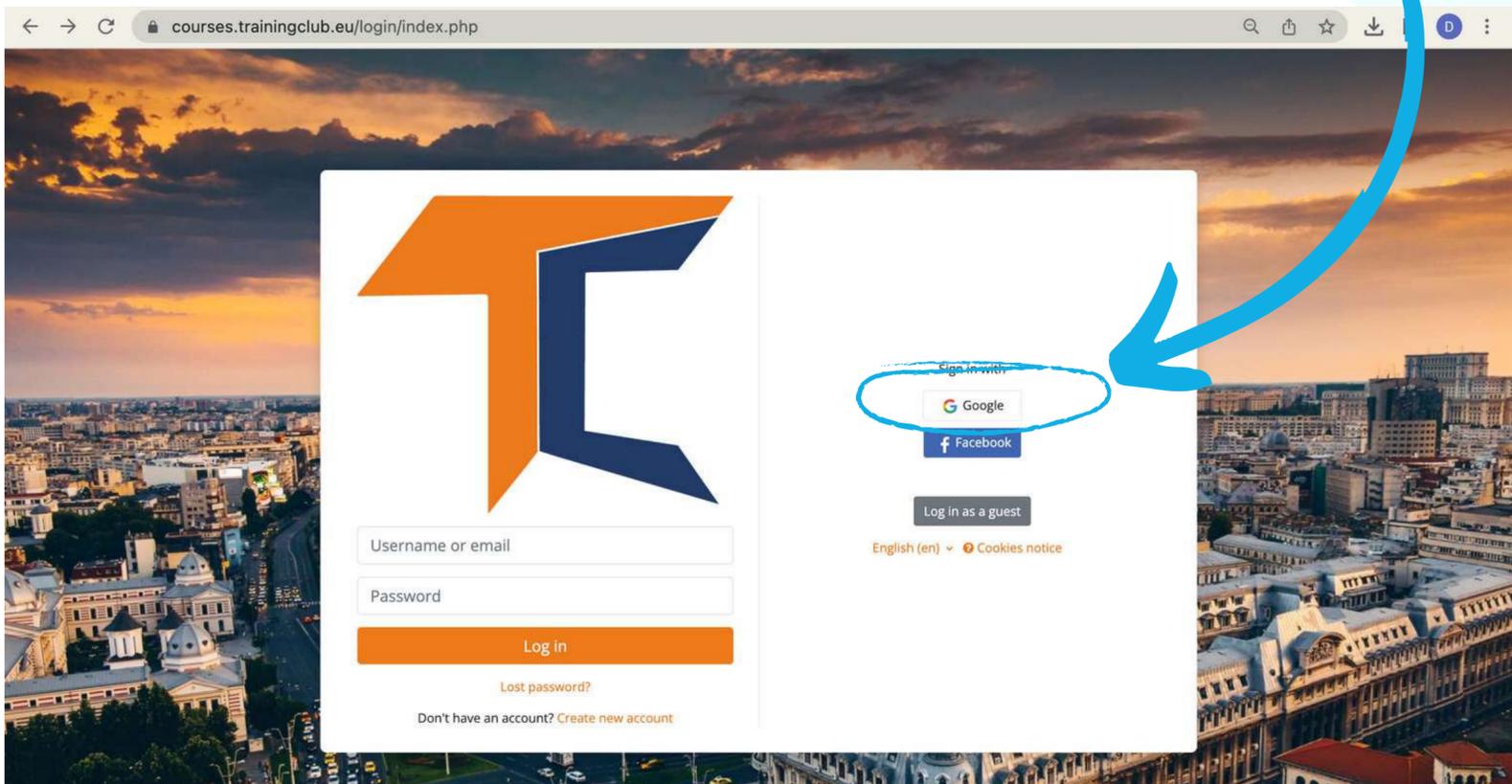


After that, you can choose your course.

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

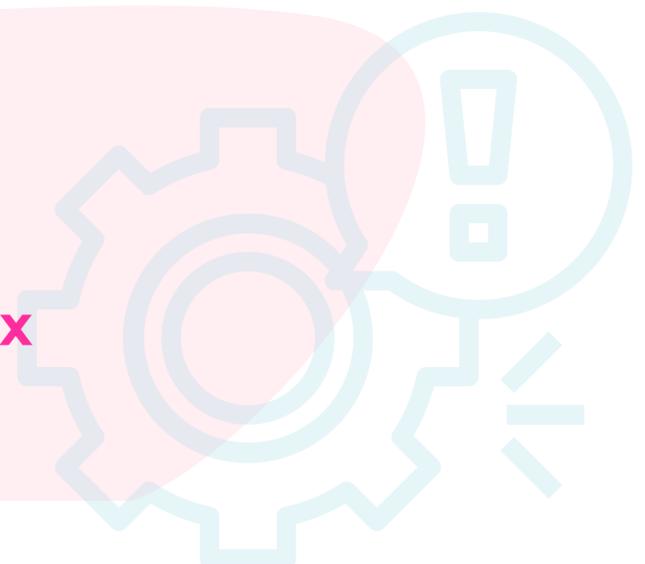
You will be sent to Google to confirm your login from one of your Google accounts. After you return to the platform you will be logged in automatically.

- 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

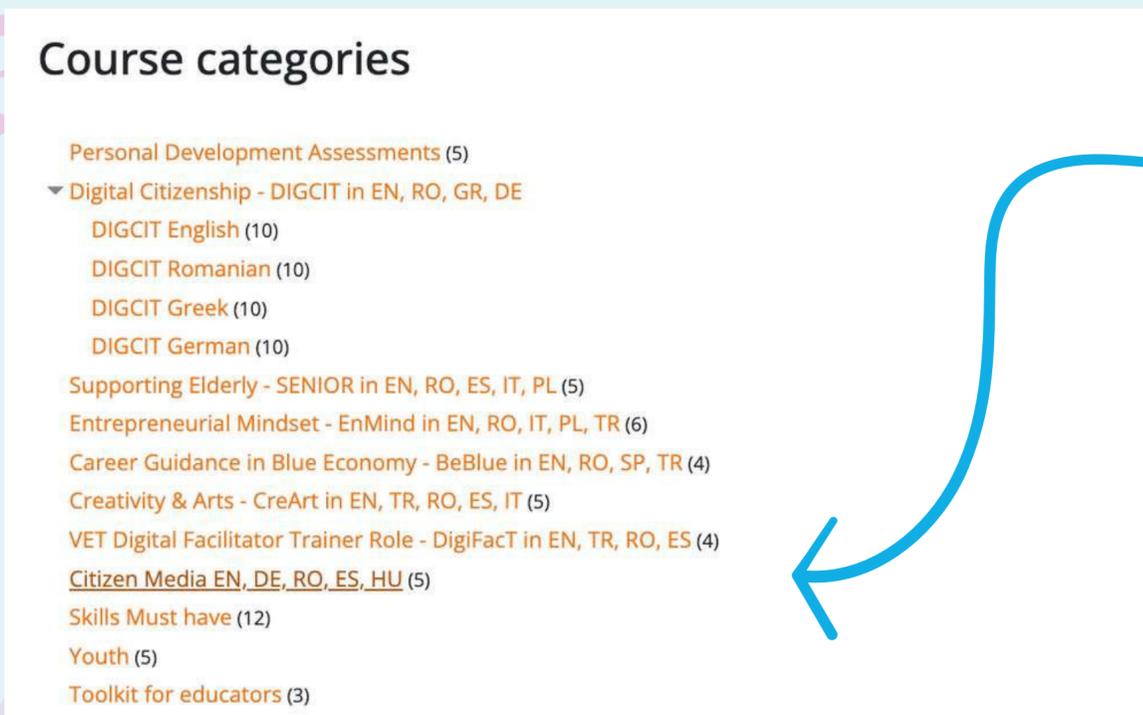
If you did not receive the confirmation, please let us know at the e-mail office@team4excellence.ro and we will fix it in less than 24 hrs



3

ENROL THE COURSE

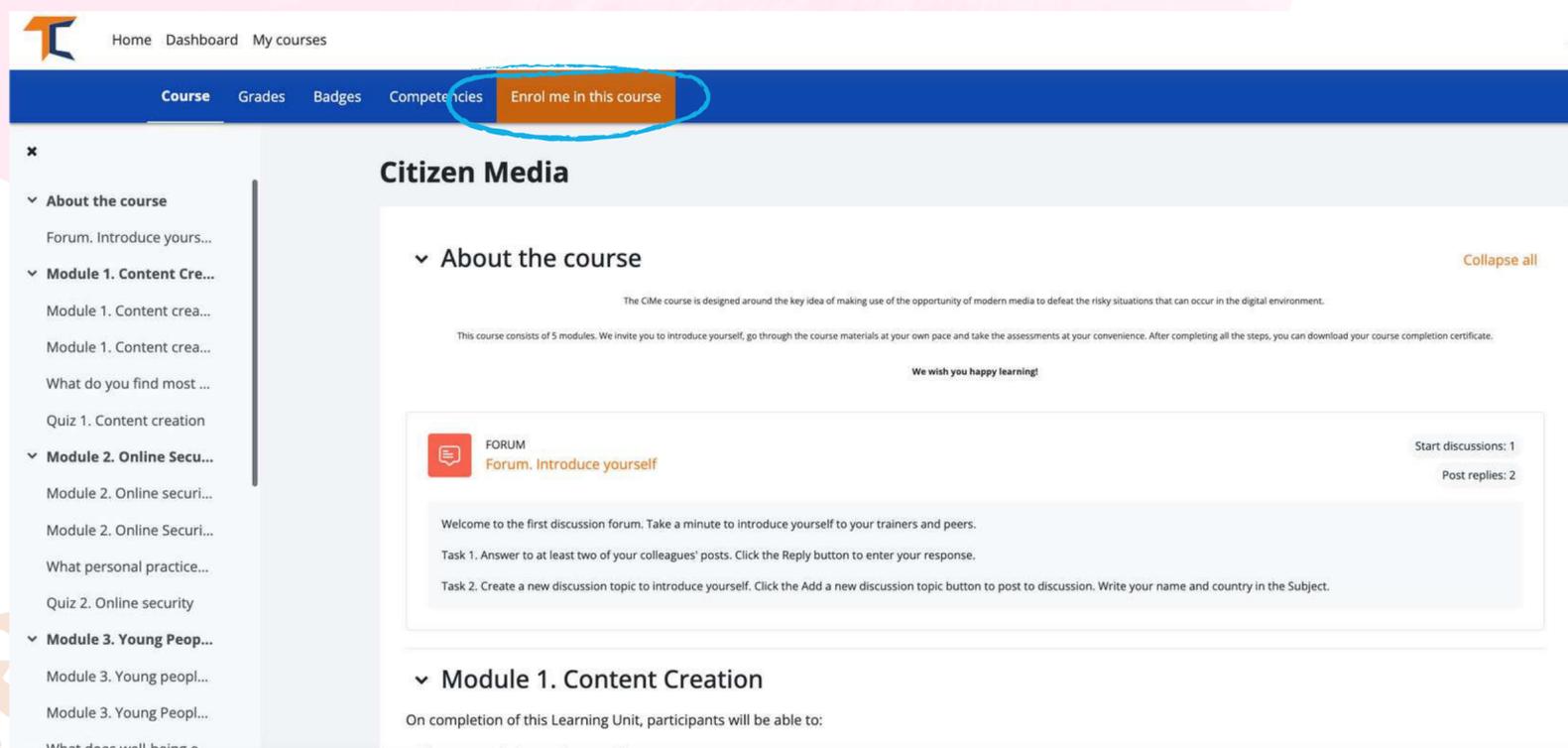
First, go to the Course Categories by scrolling down the main page. As you may have already noticed, the **Citizen Media** course is available on Moodle in English, German, Romanian, Spanish and Hungarian.



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 (6)
- 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 (5)
- Skills Must have (12)
- Youth (5)
- Toolkit for educators (3)

Click on the **Citizen Media EN, DE, RO, ES, HU** 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.



Home Dashboard My courses

Course Grades Badges Competencies **Enrol me in this course**

Citizen Media

▼ About the course Collapse all

The CIME course is designed around the key idea of making use of the opportunity of modern media to defeat the risky situations that can occur in the digital environment.

This course consists of 5 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.

We wish you happy learning!

FORUM
Forum, introduce yourself Start discussions: 1
Post replies: 2

Welcome to the first discussion forum. 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.

▼ Module 1. Content Creation

On completion of this Learning Unit, participants will be able to:

- Engage youth to produce media

Enrolment options

Citizen Media EN, DE, RO, ES, HU

 EN  EN  E

Citizen Media
Citizen media is media produced by citizens for citizens, focusing on news and events created, shared, and distributed from the perspectives of ordinary people, giving them a voice in the media landscape.

Join the course and become a smart consumer and a responsible creator of citizen media!

▼ Self enrolment (Student)
No enrolment key required.

[Enrol me](#)

Select <<Enrol me>> once again.

Home Dashboard My courses

Training Club Courses

You are enrolled in the course. ×

Course categories

[Collapse all](#)

- 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)

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

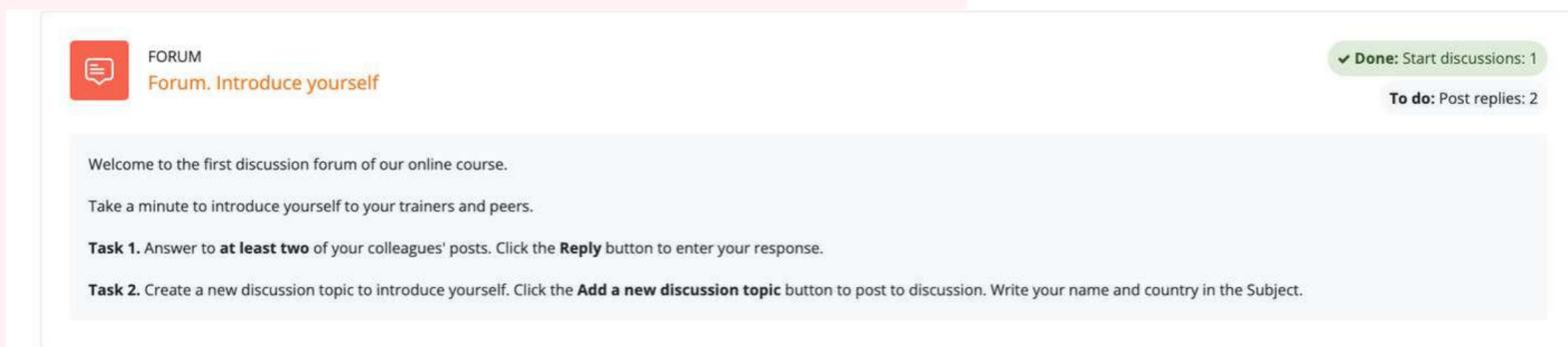


Now that you are enrolled in the course, you will be able to complete the missions.

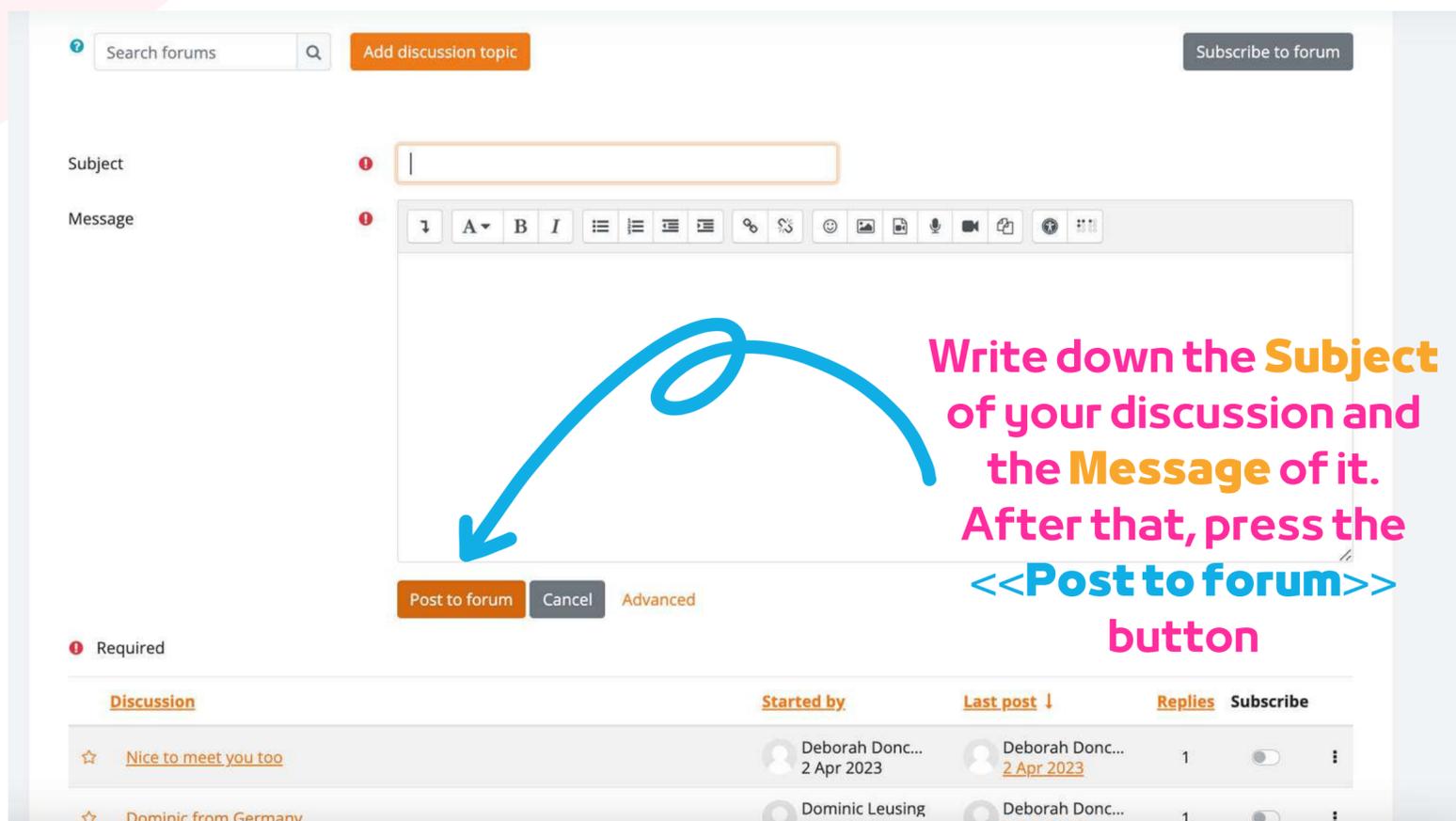
Your first mission is to introduce yourself via **Forum**.

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.



- 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.



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!

The screenshot shows a forum interface with a breadcrumb trail: Citizen Media EN, DE, RO, ES, HU > Citizen Media > Forum. Introduce yourself. The forum title is 'Forum. Introduce yourself'. Below the title, there are instructions: 'Welcome to the first discussion forum. 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.' There is a search bar and an 'Add discussion topic' button. Below this is a table of discussions:

Discussion	Started by	Last post ↓	Replies	Subscribe
Nice to meet you too	Deborah Donc... 2 Apr 2023	Deborah Donc... 2 Apr 2023	1	<input type="checkbox"/>
Dominic from Germany	Dominic Leusing 2 Apr 2023	Deborah Donc... 2 Apr 2023	1	<input type="checkbox"/>
Nice to meet you	Roxana Iancu 2 Apr 2023	Dominic Leusing 2 Apr 2023	1	<input type="checkbox"/>

IV.

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

The screenshot shows a forum thread titled 'Dominic from Germany'. The main post is by 'Dominic from Germany' (by Dominic Leusing) dated Sunday, 2 April 2023, 10:33 AM. The content of the post is: 'Hello! Nice meeting you all! I am Dominic. I am 25 years old and am from Bielefeld, Germany. I am currently training to become an Audio/Video Media Designer at Kanal 21. I hope you had and still have a great time in Romania!'. There are 'Permalink' and 'Reply' buttons. A reply box is open, showing a subject field with 'nice to m...' and a message field. The 'Post to forum' button is circled in blue. There is also a 'Reply' button on the right side of the thread.

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 a course interface with a navigation menu on the left and a main content area. The main content area displays the 'Module 1. Content creation. E-book' page. The 'Table of contents' sidebar on the right lists the following sections: Introduction, Storytelling - Plan a Production, Activity: Write an exposé, Taking Pictures and Videos, Activity: Framing, Capturing Sound for Video, Activity: Audio recorder in a box, Graphics Production and Picture Processing, Activity: Take a Picture and try Colour, Postproduction and Distribution - Editing for the Audience, and Activity: Storytelling in 5 pictures. A blue circle highlights the 'Table of contents' sidebar, and a blue arrow points from the text below to it.

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!

The screenshot shows a Moodle course interface. At the top, there are navigation links: Home, Dashboard, My courses, and Site administration. The course title is 'Module 1. Content creation. Slides'. A sidebar on the left lists course sections, with 'Module 1. Content crea...' selected. The main content area displays 'Unit 1' and a slide titled 'Module 1 Content Creation' by 'CiMe - Citizen Media'. The slide features a cartoon illustration of a woman presenting at a whiteboard with the words 'cat', 'hat', and 'bat' written on it. A 'Mark as done' button is visible above the slide. At the bottom of the slide, there is a 'Google Slides' icon.



If you prefer reading materials or videos, at the end of each module chapter there are **Additional resources and Video materials.**

Additional resources

Storyboard App: <https://wanderunit.com/storyboarder/>

In depth analysis of the film "run lola run": https://lola-rennt.neue-wege-des-learnens.de/lola/index_en.html

Gregor Alexander Heussen: "Der Erzähler" 2007 (ISBN 978-3-00-028648-3)

Video materials

CiMe E-Tutorial "Content creation":

The image shows a YouTube video player interface. The video title is 'CiMe Citizen Media - E-Tutorial about Content Creation'. The video content is a cartoon illustration of two women sitting at a counter. One woman is wearing a large white sun hat and glasses, and the other is wearing glasses and a yellow shirt. There is a red play button in the center of the video frame. At the bottom of the player, there is a 'Watch on YouTube' button.



SOLVE THE QUIZZES



After completing each of the 5 modules, you'll take an evaluation quiz. The quizzes 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!

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

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

Citizen Media EN, DE, RO, ES, HU > Citizen Media > Quiz 1. Content creation

QUIZ
Quiz 1. Content creation

Back

Time left 0:14:49

Question 1
Not yet answered
Marked out of 1.00
Flag question

What does a good story need?

- a. Stars, Money, a Hollywood Studio.
- b. Ideas, Characters, a plot.
- c. An expensive camera, Cats, incredibly good pictures.

Next page

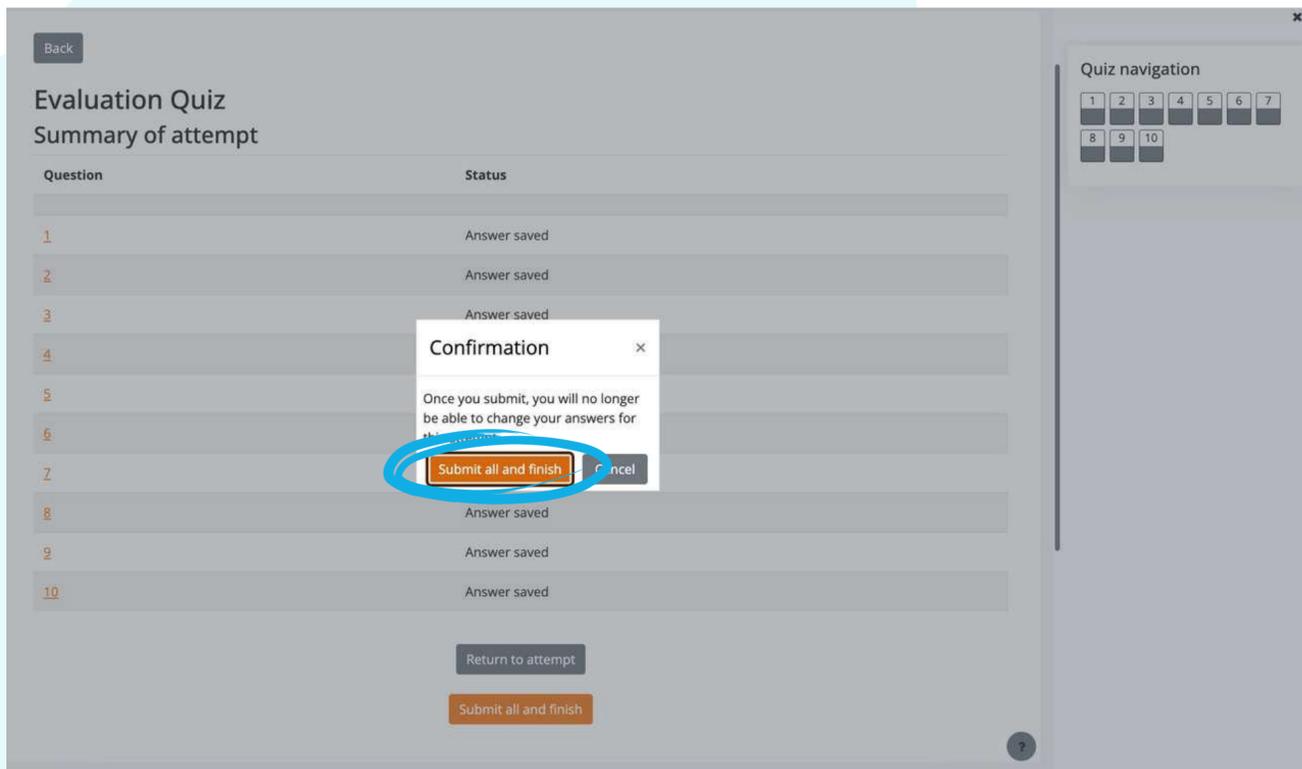
Quiz navigation

1	2	3	4	5	6	7
8	9	10				

Finish attempt...

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!



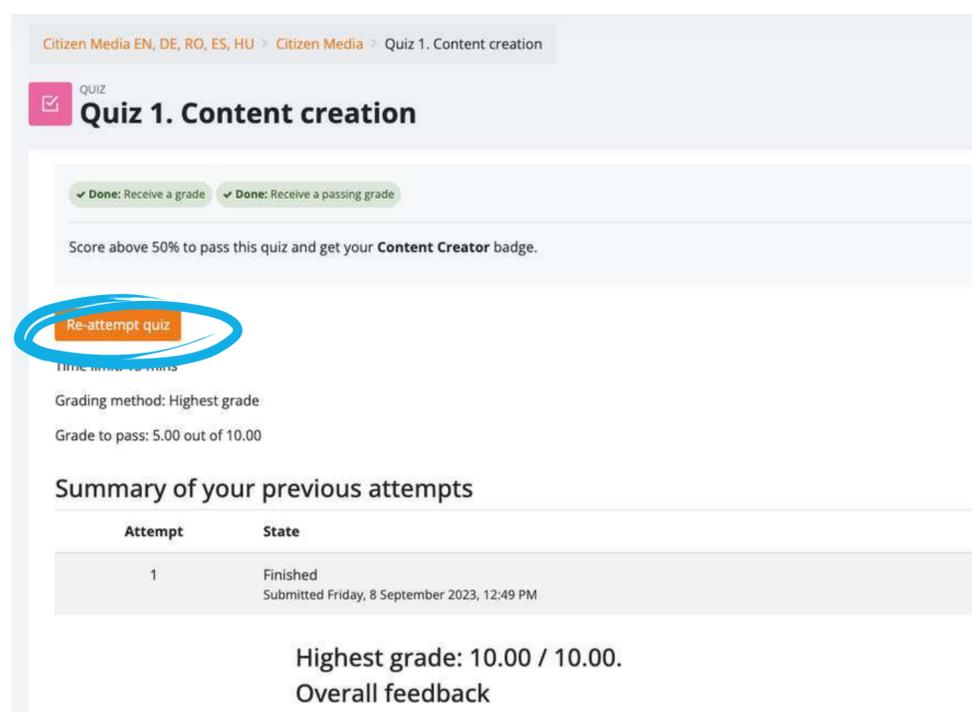
After you're done, select <<**Submit all and finish**>>. Then, the answers will be corrected and you will be able to see where you went wrong.



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**>>.





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.

FEEDBACK
Course evaluation & feedback

To do: Submit feedback

The input from students is essential and always welcomed for improving our courses! We invite you to provide your opinion about the course.

Thank you in advance!

[Preview questions](#) [Answer the questions](#)

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!

FEEDBACK
Course evaluation & feedback

Done: Submit feedback

The input from students is essential and always welcomed for improving our courses! We invite you to provide your opinion about the course.

Thank you in advance!

Thank you for your valuable feedback!

[Continue](#)



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

Course completion certificate

First, select

<<Download your certificate for the Citizen Media course>>

You have reached the end of the course. **Congratulations for going through all the online course modules!**

The link "Download your certificate for the Citizen Media course" will be available upon completing all the tasks listed below.

Not available unless: Your **Email address** is not empty



CUSTOM CERTIFICATE

Download your certificate for the Citizen Media course

View



Not available unless: The activity **Course evaluation & feedback** is marked complete

Secondly, from the same section you can also download your Youthpass certificate via

<<Download your YouthPass>>



CUSTOM CERTIFICATE

Download your Youthpass

View

This certificate is based on the Youthpass Certificate examples (<https://www.youthpass.eu/en/help/demo-certificates/>) taking into consideration the fact that the platform (www.youthpass.eu) doesn't have the possibility of generating Youthpass certificate for Key Action 2 projects at the time of this certificate is being issued. This certificate is issued by the coordinating institution and is not generated by the <http://www.youthpass.eu> platform. Please refer to the National Agency for information about the functionality of Youthpass Certificate for Key Action 2 Projects.

Download the **Youthpass Supplement** to demonstrate the competencies developed during the "Citizen Media Online Course".



Not available unless: The activity **Course evaluation & feedback** is marked complete

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



CUSTOM CERTIFICATE

Download your certificate.

To do: View

View certificate



CUSTOM CERTIFICATE

Download your Youthpass

View

This certificate is based on the Youthpass Certificate examples (<https://www.youthpass.eu/en/help/demo-certificates/>) taking into consideration the fact that the platform (www.youthpass.eu) doesn't have the possibility of generating Youthpass certificate for Key Action 2 projects at the time of this certificate is being issued. This certificate is issued by the coordinating institution and is not generated by the <http://www.youthpass.eu> platform. Please refer to the National Agency for information about the functionality of Youthpass Certificate for Key Action 2 Projects.

Download the **Youthpass Supplement** to demonstrate the competencies developed during the "Citizen Media Online Course".

Read the Youthpass disclaimer and click on **<<Youthpass Supplement>>** to download it.

CiMe



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Erasmus+ Programme
of the European Union



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