

MOODLE PRACTICAL GUIDE FOR LEARNERS AND TRAINERS



Digital
Citizenship

Co-funded by the
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This guide includes the following sections:

1. Course overview
2. Change the language
3. Log into the platform
4. Enrol the course
5. Forum section
6. Complete the course modules
7. Solve the quizzes
8. Take your badges
9. Provide feedback
10. Download the certificate



COURSE OVERVIEW

1

Digital citizenship skills are undoubtedly some of the most valuable skills for a mentally healthy society. We propose 10 totally innovative online courses which are intended to develop your skills and abilities to use the online environment in a friendly, ethical and responsible way while remaining safe and promoting positive online behaviours.

During the ten online courses, you will learn more about:

- Access & Inclusion
- Learning & Creativity
- Media & Information Literacy
- Ethics & Empathy
- Health & Wellbeing
- e-Presence & Communications
- Active Participation
- Rights & Responsibilities
- Privacy & Security
- Consumer Awareness



Find out what each course has to offer in the DIGCIT Leaflet we have prepared for you: <https://trainingclub.eu/wp-content/uploads/2022/05/DIGCIT-Leaflet-EN.pdf>

After completing all the steps, you can download your free course completion certificate. If we raised your interest, let's get deep into the online learning environment and get new skills and attitudes to work with digital citizenship.

We wish you happy learning!

CHANGE THE LANGUAGE 2

To change the language displayed in the platform, click on the icon on the top right.

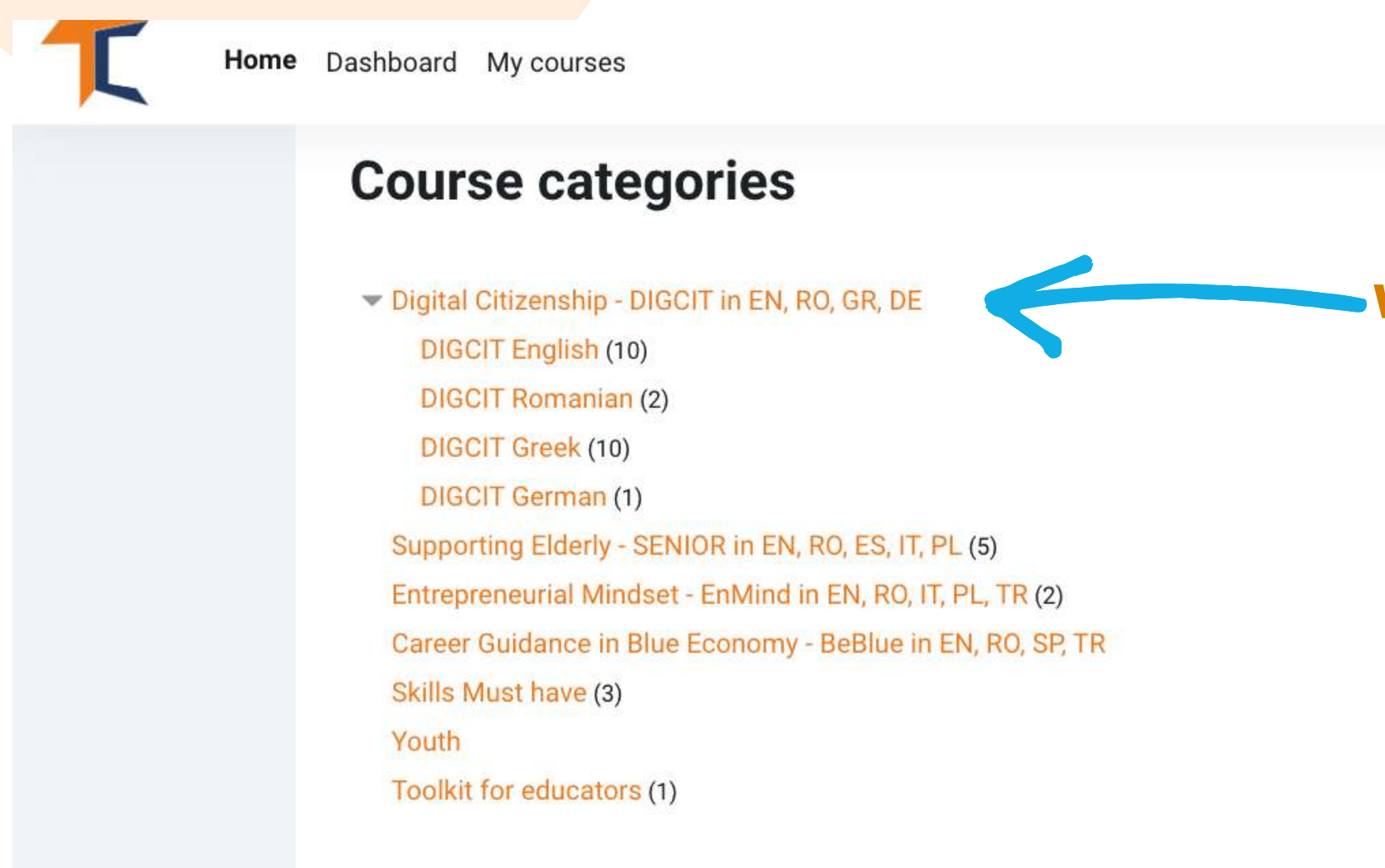
You can choose between German, English, Spanish, Italian, Polish, Romanian, Turkish and Greek



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. There you will find the Digital Citizenship courses (DIGCIT in EN, RO, GR, DE). After that, just click on the main course title and you will see that the course is available in English, Romania, Greek and German.



Choose the course you want by language and you will have the content translated into your language!

3

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/>

The first thing you need to do is click on the **Login** button on the top-right of the website. Then you choose the way to log in: with a valid e-mail address, with Google account or with a Facebook account.



English (en) Log in



Trusted by 25,000+ happy customers.

With lots of unique blocks, you can easily build a page without coding. Build your next website within few minutes.

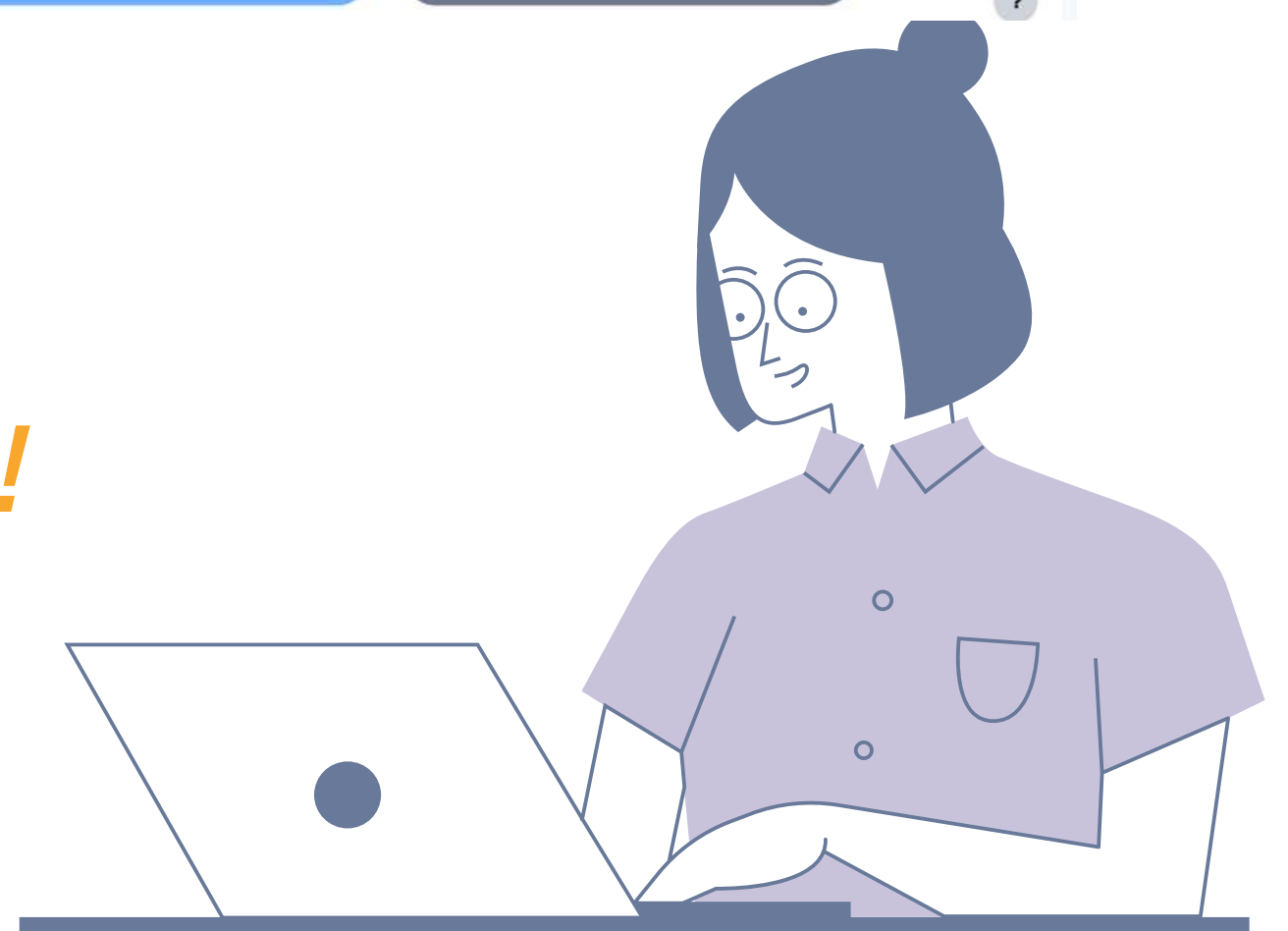
1531

Active users accessing our amazing resources

34

Courses made for your that you can trust!

Let's do it together!



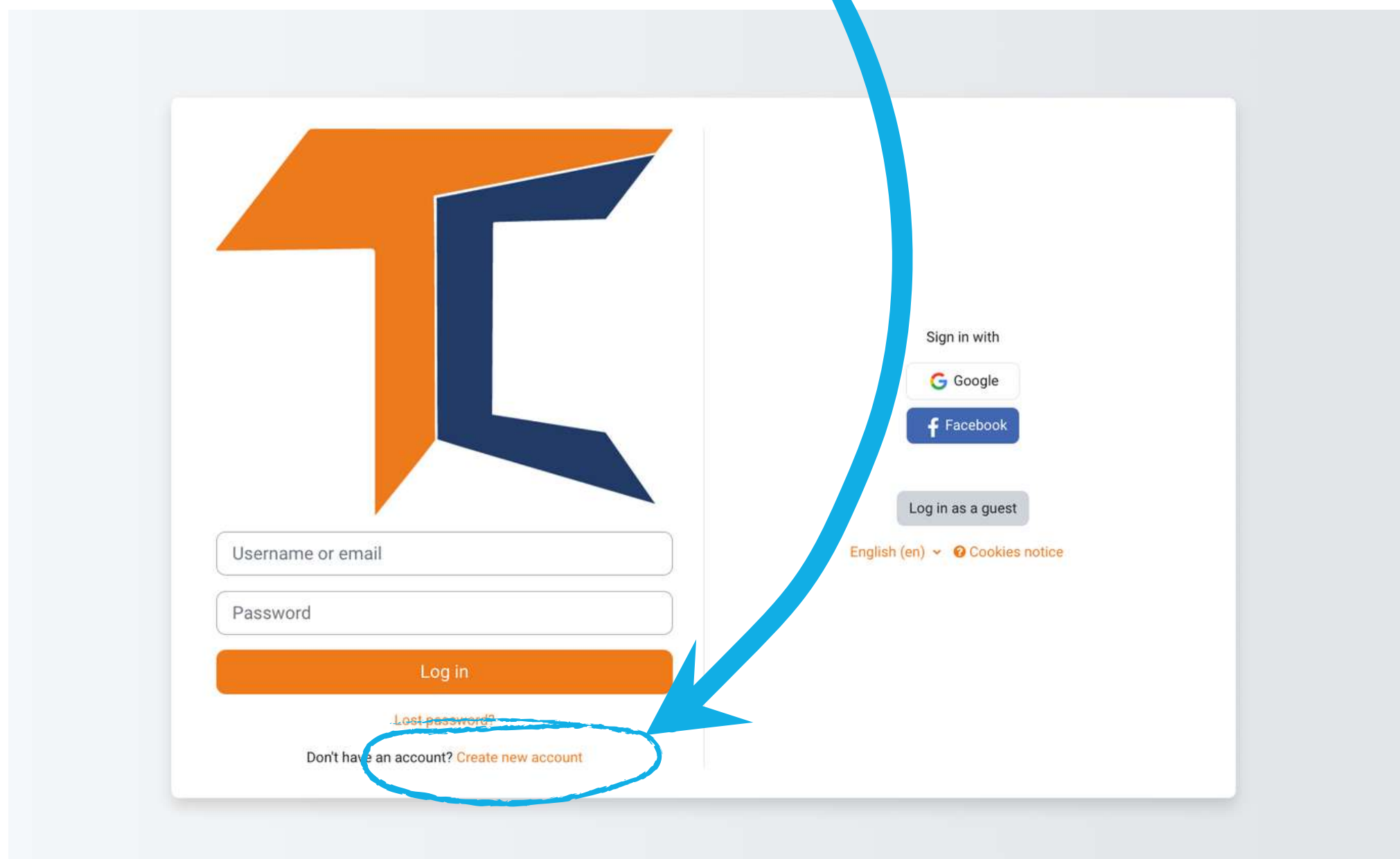
a. With e-mail

STEP 1

Visit <https://courses.trainingclub.eu/>.

As you do not have a username and password yet, you will select

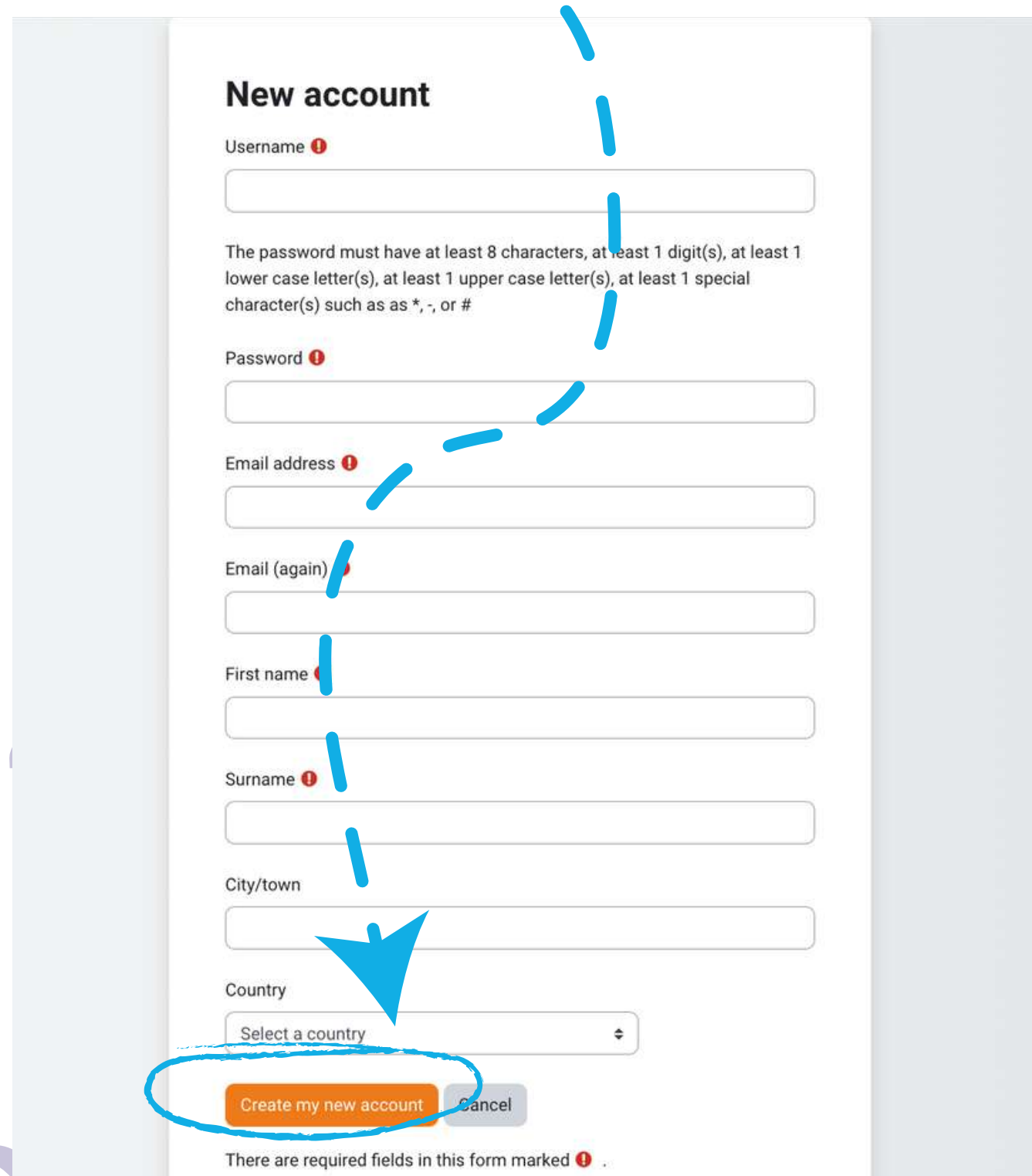
<<Create new account>>



STEP 2

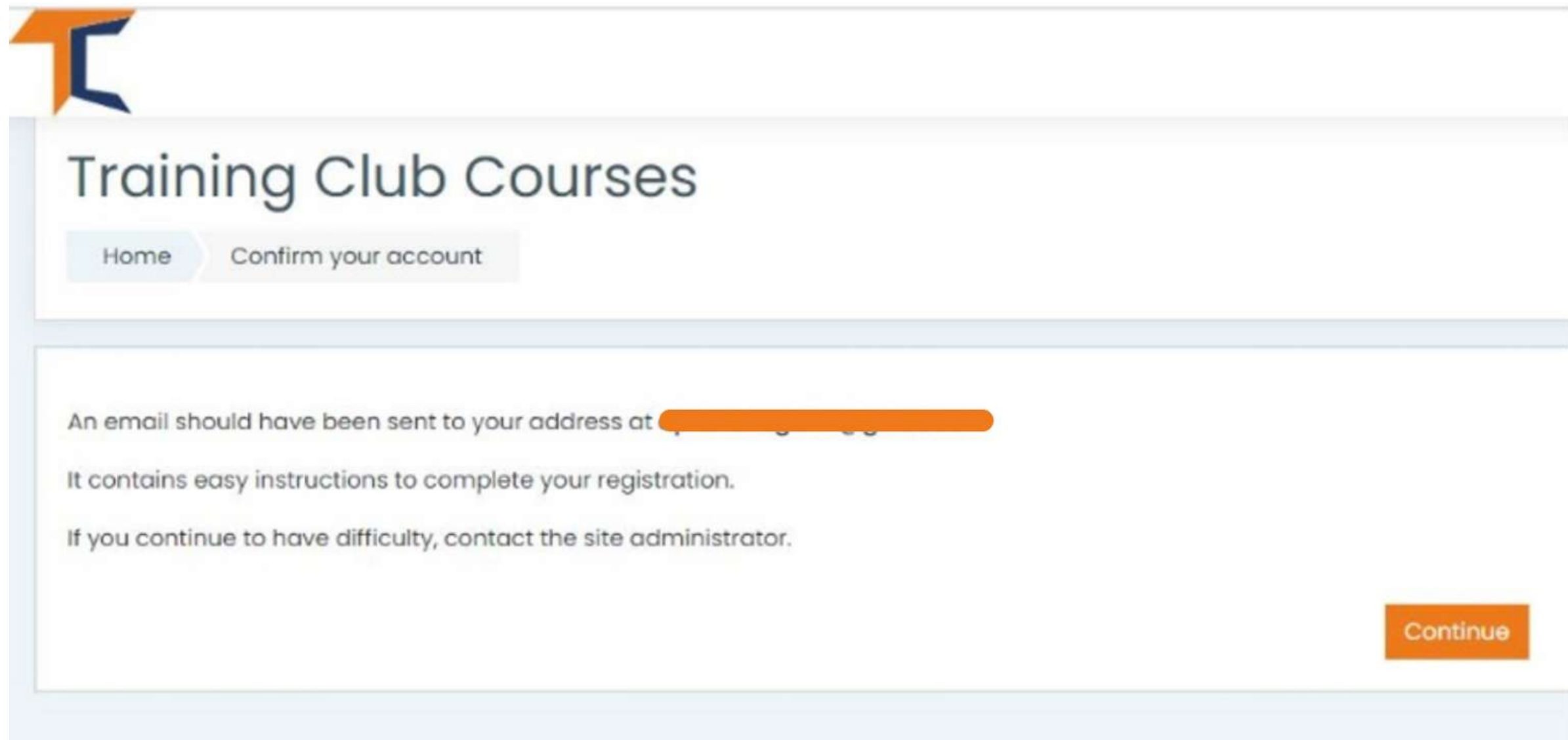
Complete all fields to create a new account. Then go to the bottom of the page and click

<<Create my new account>>



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**>>

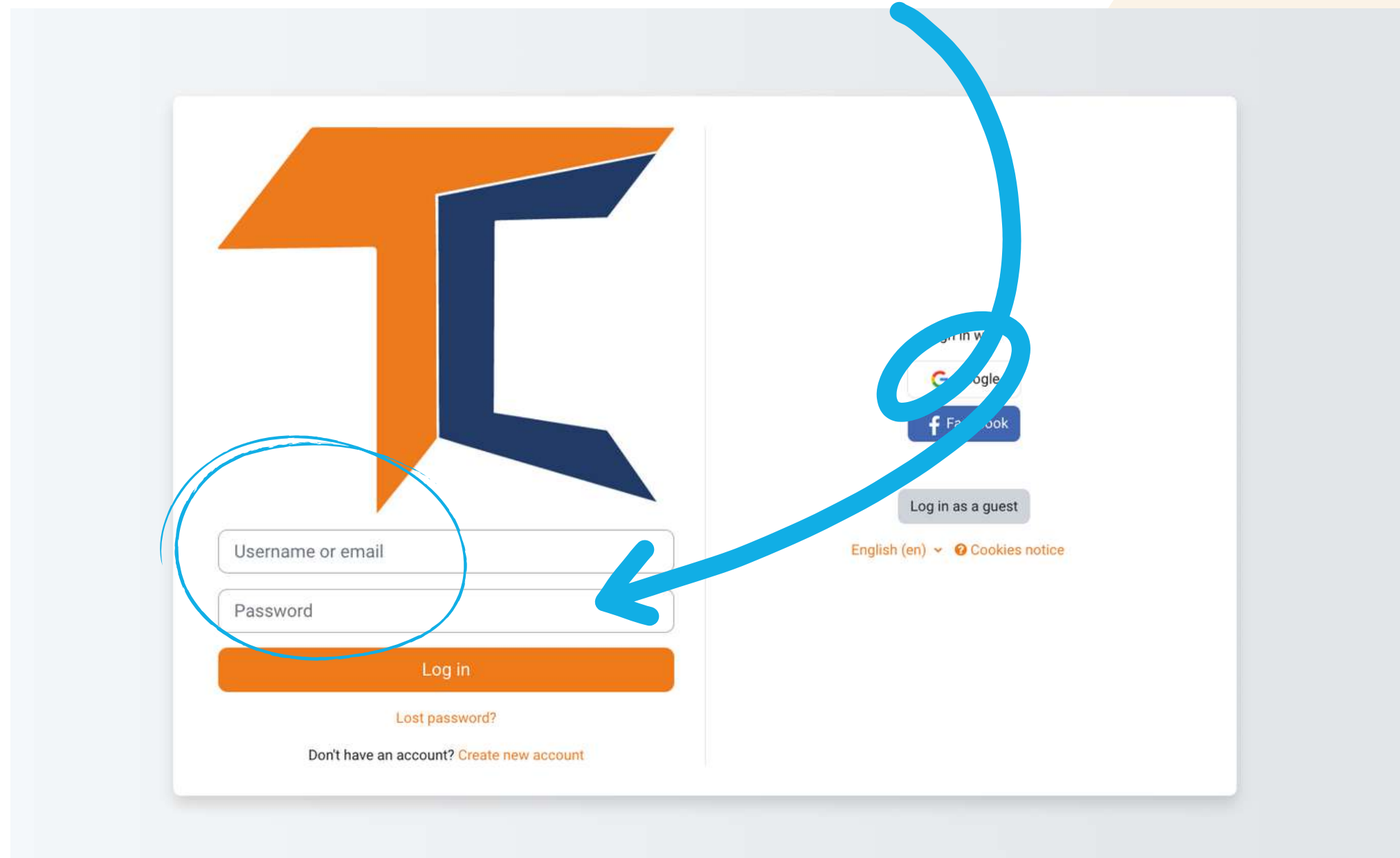
In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

Admin User



STEP 5

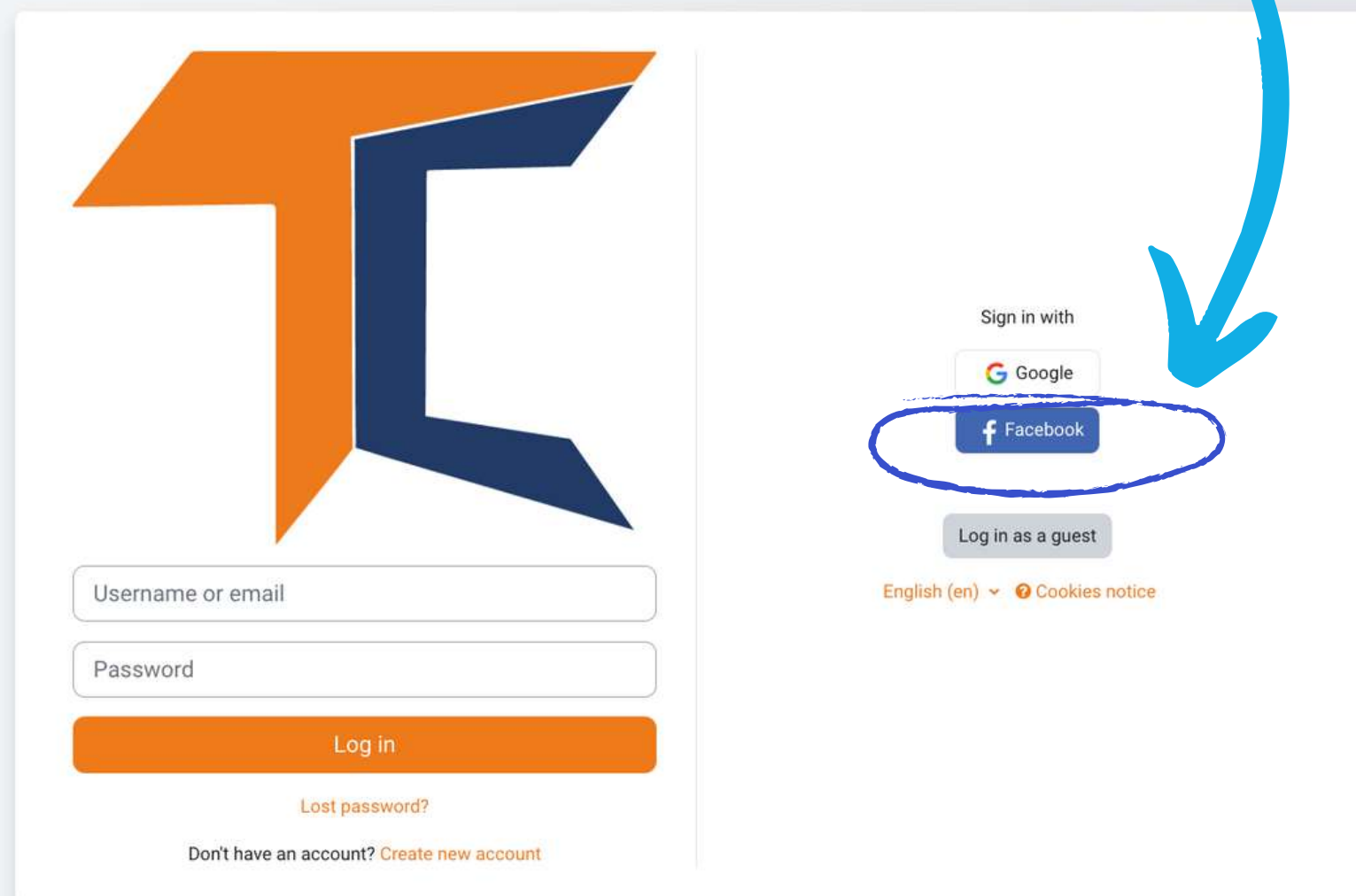
Click <https://courses.trainingclub.eu/> and log in using your **username or e-mail** and **password**



b. With Facebook

STEP 1

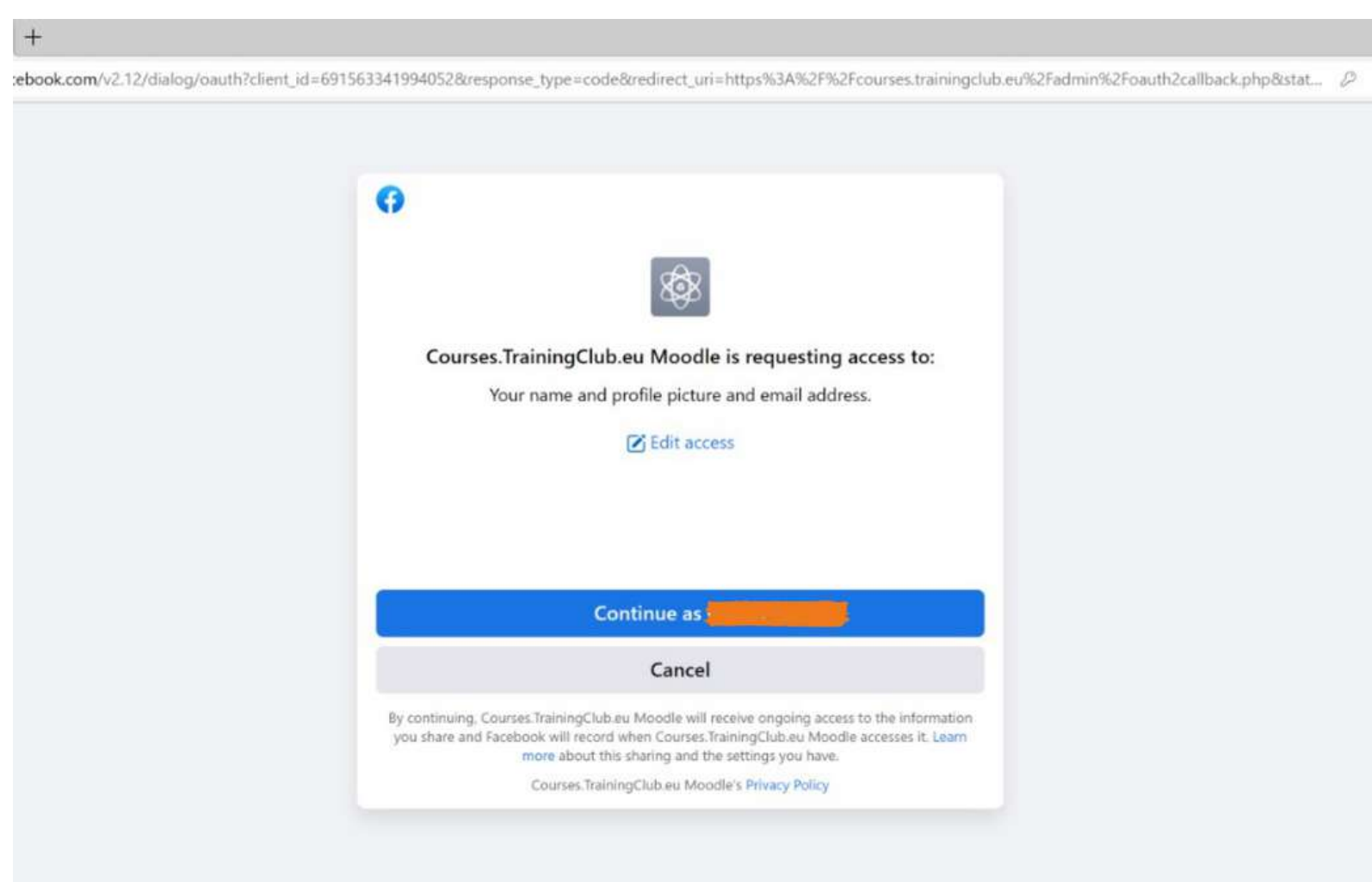
Click <https://courses.trainingclub.eu/> and log in using your **Facebook account**



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

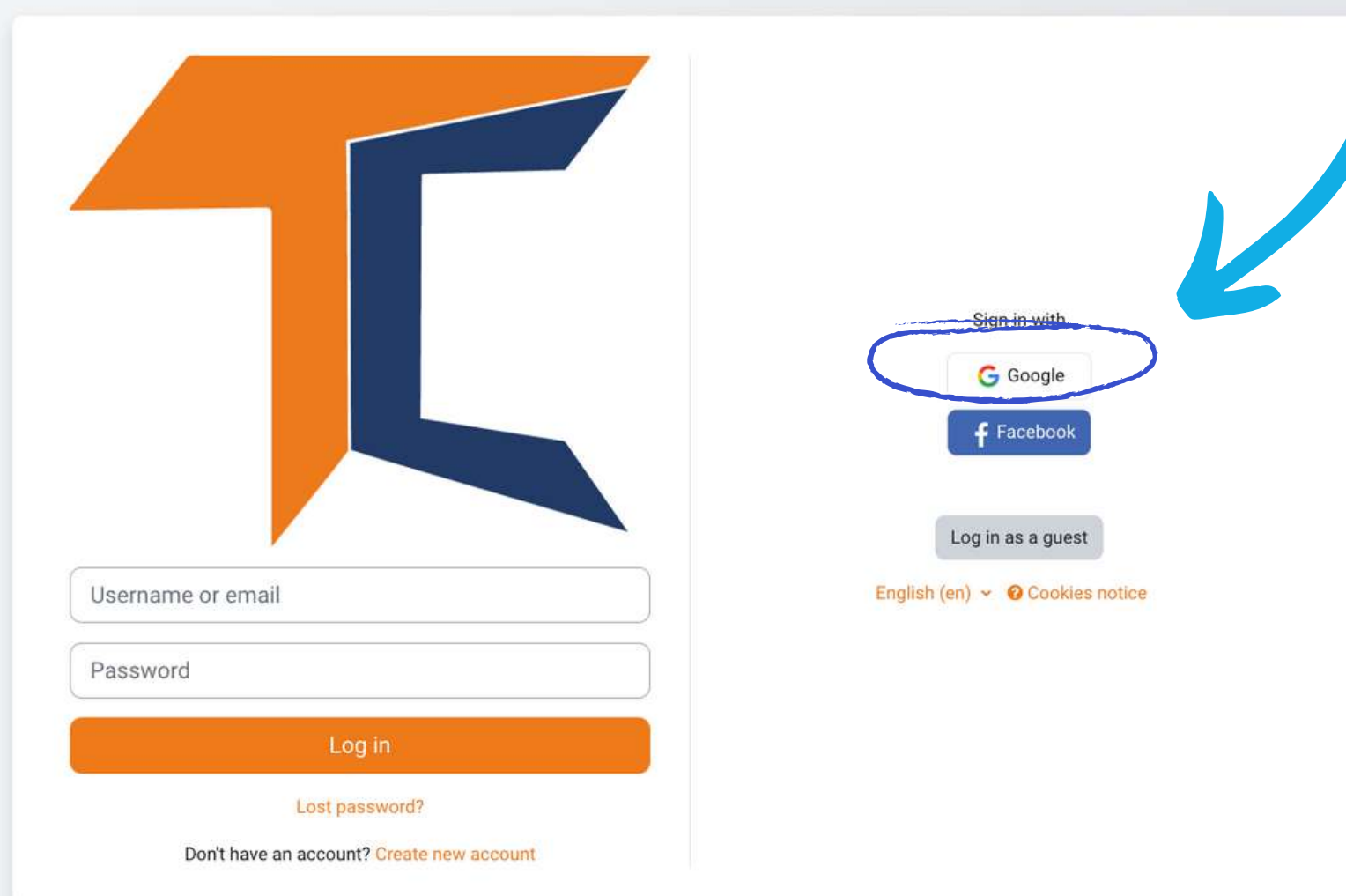


After that, you can start the course

c. With Google account

STEP 1

Click <https://courses.trainingclub.eu/> and 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

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



Technical Problems

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

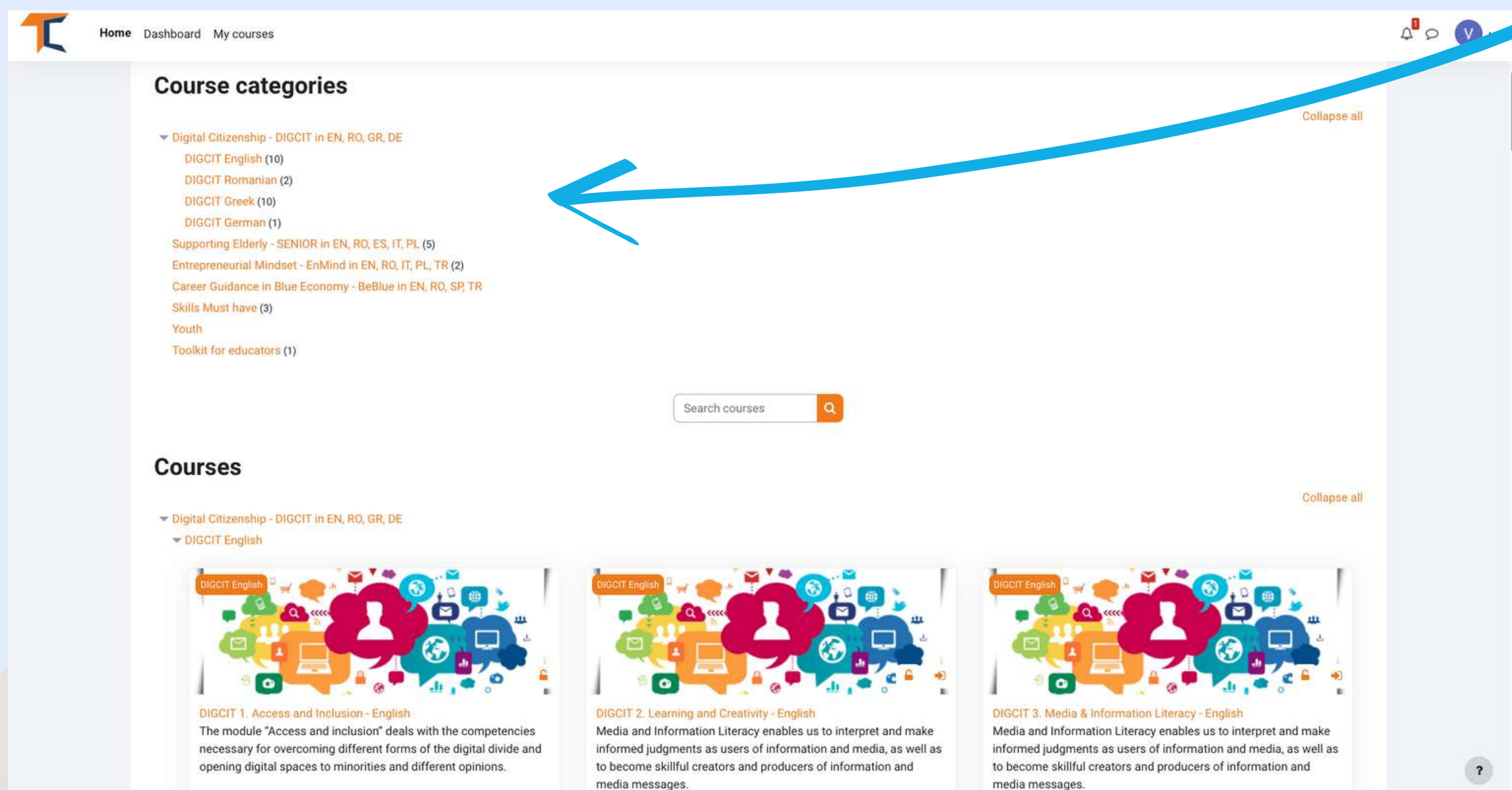
If you want a great educational experience, solve the tasks and get your free course completion certificate!



4

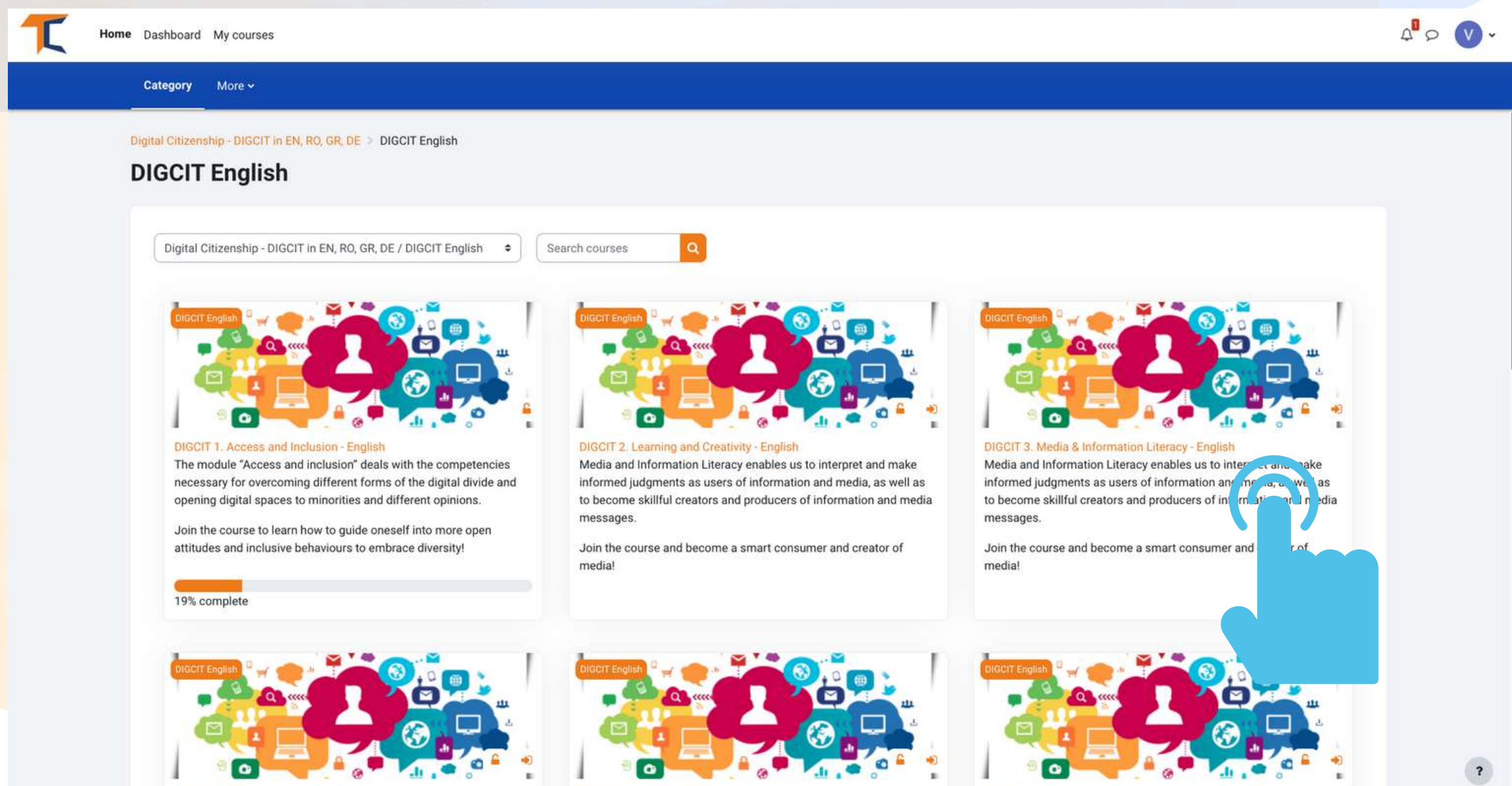
ENROL THE COURSE

As you may have already noticed, the DIGCIT course is available on Moodle in English, Romanian, Greek and German.



The screenshot shows the Moodle 'Course categories' page. At the top, there are navigation links for 'Home', 'Dashboard', and 'My courses'. Below this, the 'Course categories' section is expanded to show a list of categories: 'Digital Citizenship - DIGCIT in EN, RO, GR, DE' (with sub-items for English, Romanian, Greek, and German), 'Supporting Elderly - SENIOR in EN, RO, ES, IT, PL', 'Entrepreneurial Mindset - EnMind in EN, RO, IT, PL, TR', 'Career Guidance in Blue Economy - BeBlue in EN, RO, SP, TR', 'Skills Must have', 'Youth', and 'Toolkit for educators'. A blue arrow points from the right towards the 'Digital Citizenship - DIGCIT in EN, RO, GR, DE' category. Below the categories is a 'Search courses' input field. The 'Courses' section below shows the 'DIGCIT English' category expanded, displaying three course cards with colorful icons and brief descriptions.

Click on the **Digital Citizenship - DIGCIT in EN, RO, GR, DE** section

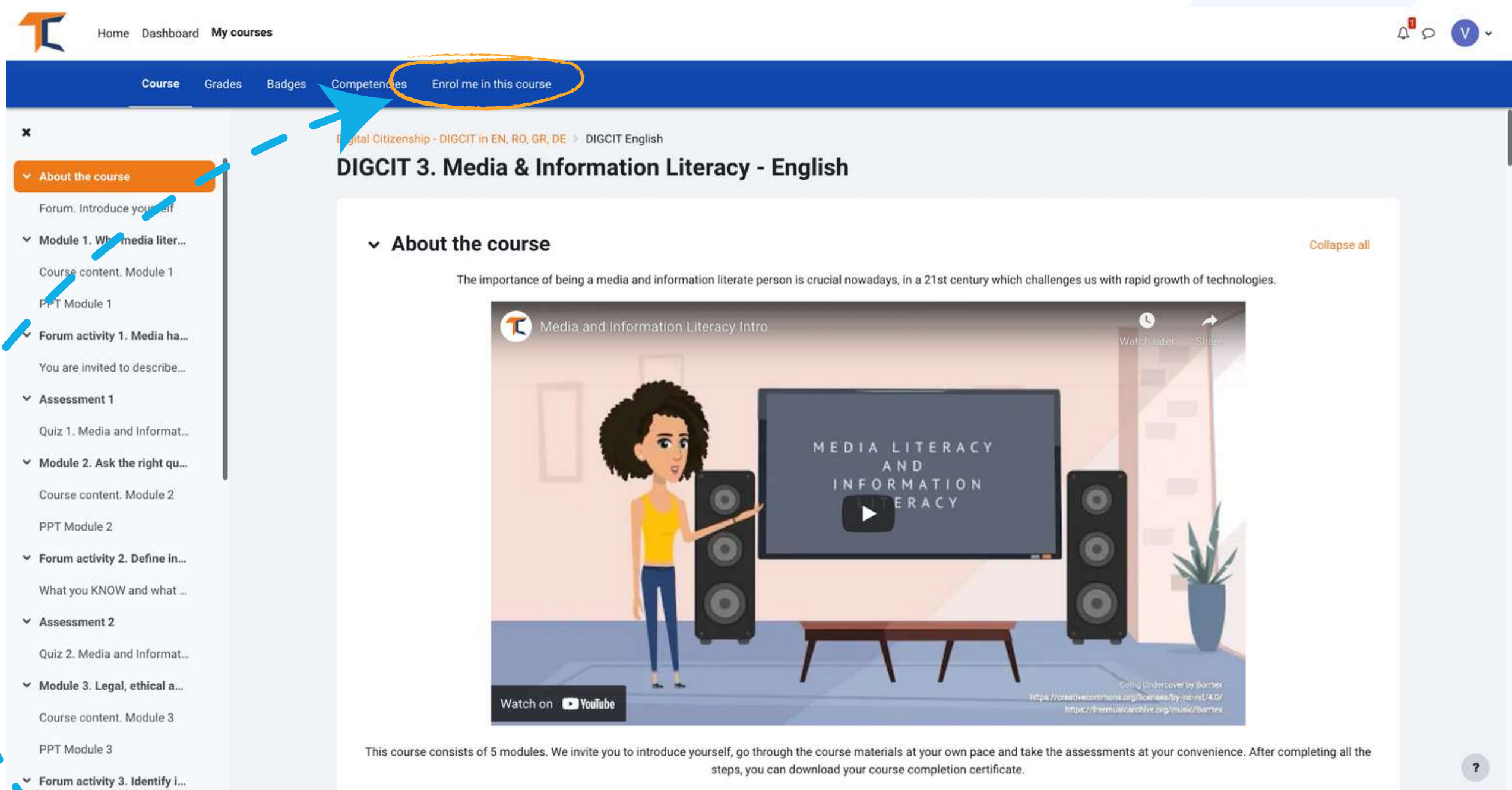


The screenshot shows the Moodle 'DIGCIT English' course page. At the top, there are navigation links for 'Home', 'Dashboard', and 'My courses'. Below this, the 'Category' dropdown is set to 'More'. The breadcrumb trail shows 'Digital Citizenship - DIGCIT in EN, RO, GR, DE > DIGCIT English'. The page title is 'DIGCIT English'. Below the title is a search bar and a dropdown menu. The main content area displays a grid of course cards. A blue hand icon is pointing to the first card, 'DIGCIT 1. Access and Inclusion - English', which includes a progress bar showing '19% complete'. Other cards visible include 'DIGCIT 2. Learning and Creativity - English', 'DIGCIT 3. Media & Information Literacy - English', 'DIGCIT 4. Ethics and Empathy - English', 'DIGCIT 5. Health and Wellbeing - English', and 'DIGCIT 6. Progress and Communication - English'.

Select the course you want by simply clicking on the title or image of it

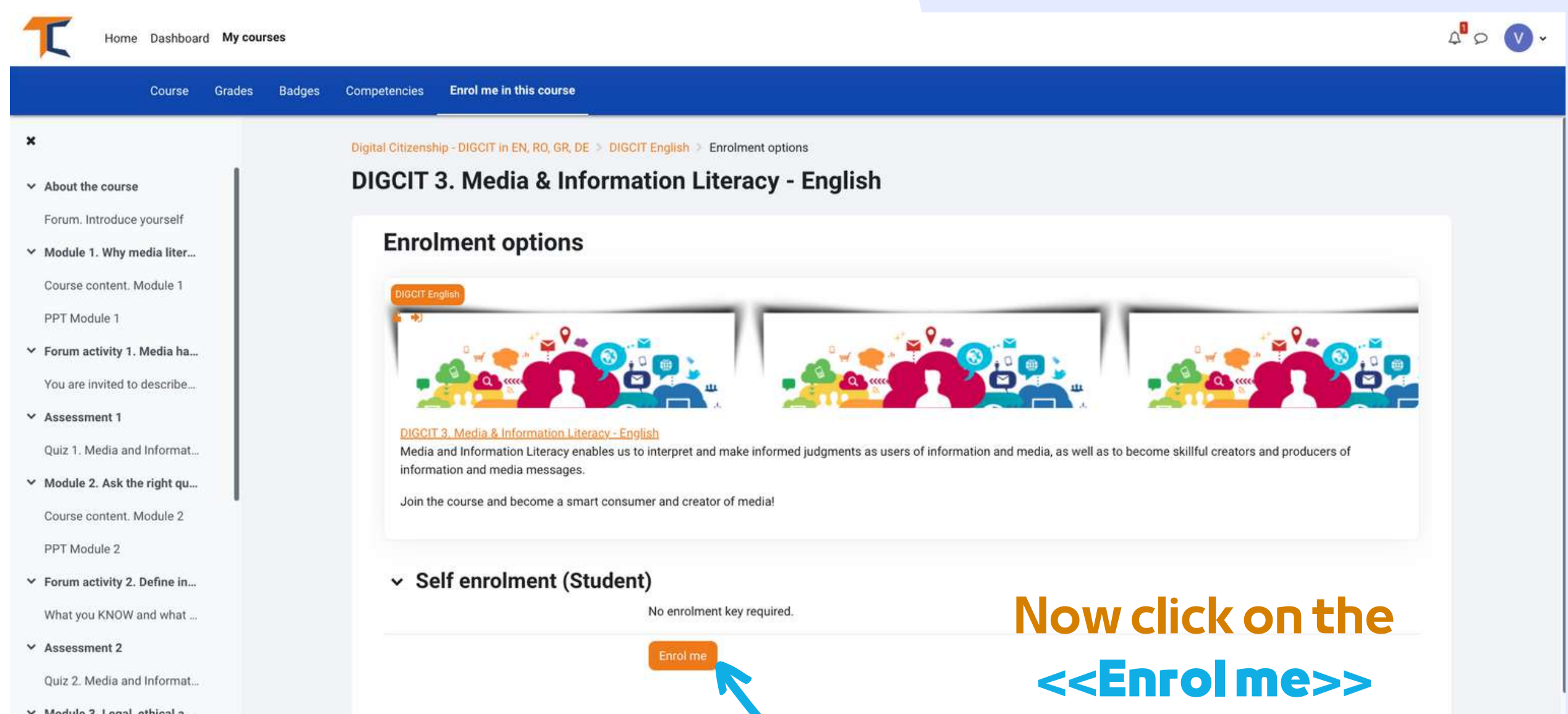
The online course is starting with an intro video for you to become familiar with the topic. You will find guiding information about the learning process and detailed explanations of the course specific missions to be completed. Each course has a number of modules that help you to deepen your knowledge.

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 course page for 'DIGICIT 3. Media & Information Literacy - English'. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. Below this, a secondary menu has 'Course', 'Grades', 'Badges', 'Competencies', and 'Enrol me in this course'. The 'Enrol me in this course' button is circled in orange. A blue dashed arrow points from this button to the 'About the course' section on the left sidebar. The main content area shows an 'About the course' section with a video player titled 'Media and Information Literacy Intro' and a play button. Below the video, it states: '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.'

Go in the upper menu bar and click the settings button and select <<Enrol me in this course>>



The screenshot shows the 'Enrolment options' section for the course. It features a banner with the course title and a description: 'Media and Information Literacy enables us to interpret and make informed judgments as users of information and media, as well as to become skillful creators and producers of information and media messages. Join the course and become a smart consumer and creator of media!'. Below this, there is a section for 'Self enrolment (Student)' with the text 'No enrolment key required.' and an orange 'Enrol me' button. A blue arrow points from the 'Enrol me' button to the text below. The text below the button reads: 'Now click on the <<Enrol me>> button once again'.



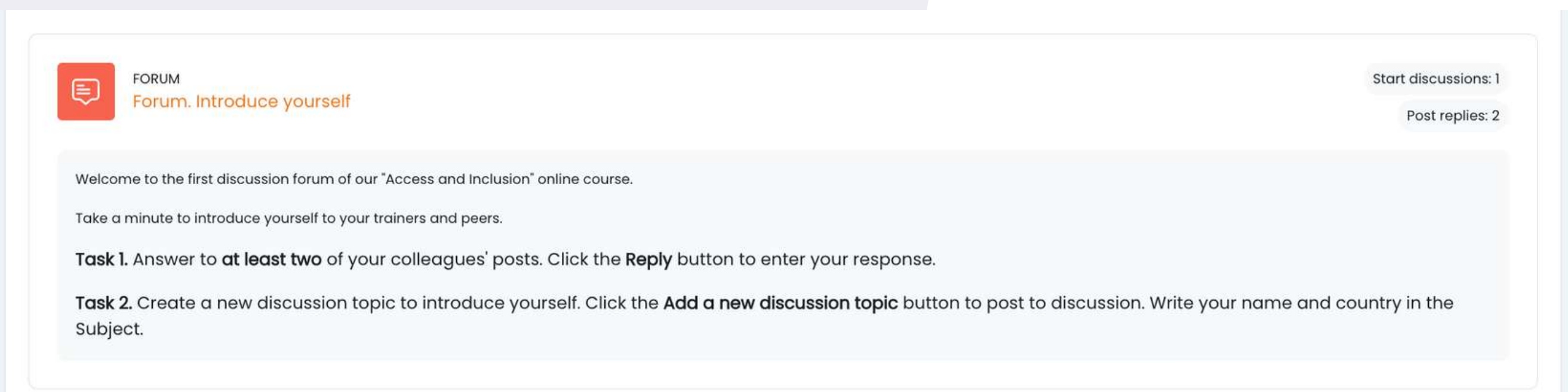
FORUM SECTION



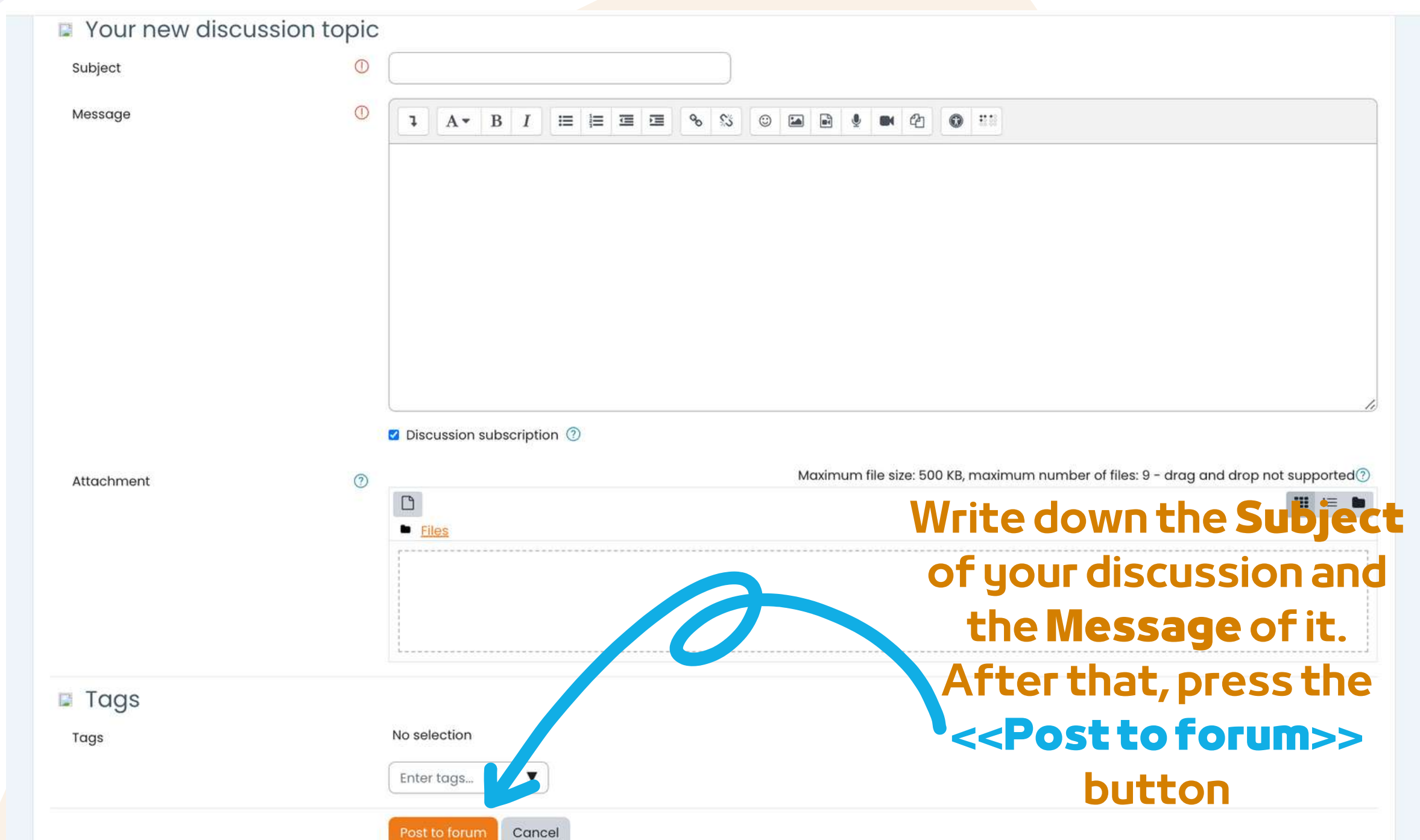
Now that you are enrolled in the course, you will be able to complete the missions.

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

- I.** The forum is a collaborative tool intended to be a space where peers may discuss about topics of interest. You are invited to introduce yourself via forum and say a few words/ impressions/ expectations from the course.



- II.** 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!



III.

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.

The screenshot shows a forum interface with the following elements:

- Forum title: Forum. Introduce yourself
- Breadcrumbs: Digital Citizenship - DIGCIT in EN, RO, GR, DE > DIGCIT English > DIGCIT 3. Media & Information Literacy - English > Forum. Introduce yourself
- Search bar: Search forums
- Button: Add discussion topic
- Table of discussions:

Discussion	Started by	Last post	Replies
Greetings from Romania	Stefan Bugu 18 Nov 2021	Stefan Bugu 18 Nov 2021	0
Hello from Cyprus!!!	Sakis Marantos 18 Nov 2021	Stefan Bugu 18 Nov 2021	2
The Greek Team	Xenofon Chala... 18 Nov 2021	System Admini... 18 Nov 2021	1
Ovidiu from Romania	System Admini... 18 Nov 2021	System Admini... 18 Nov 2021	0
Greetings from Germany	Sebastian Wes... 18 Nov 2021	Xenofon Chala... 18 Nov 2021	3
Greetings from Cyprus	Nikos Georgou... 18 Nov 2021	Madalina Cojo... 18 Nov 2021	1
Hello from Romania!	eva acomi 6 Nov 2021	Sakis Marantos 18 Nov 2021	4

IV.

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

The screenshot shows a forum thread with the following elements:

- Forum title: Forum. Introduce yourself
- Breadcrumbs: Digital Citizenship - DIGCIT in EN, RO, GR, DE > DIGCIT English > DIGCIT 3. Media & Information Literacy - English > Forum. Introduce yourself > Ovidiu from Romania
- Thread title: Ovidiu from Romania
- Post by System Administrator: "Hi everyone, I am Ovidiu from Romania. I am a digital trainer and I contributed to designing this course. I hope that you find it interesting and useful at the same time. It is very nice meeting everyone! Wishing you success with this course, Ovidiu"
- Buttons: Unlink, Reply (circled in blue)
- Reply form:

Your reply

Subject: Re: Ovidiu from Romania

Message: [Rich text editor]

Attachment: [File upload area]

Tags: [Tag selection area]

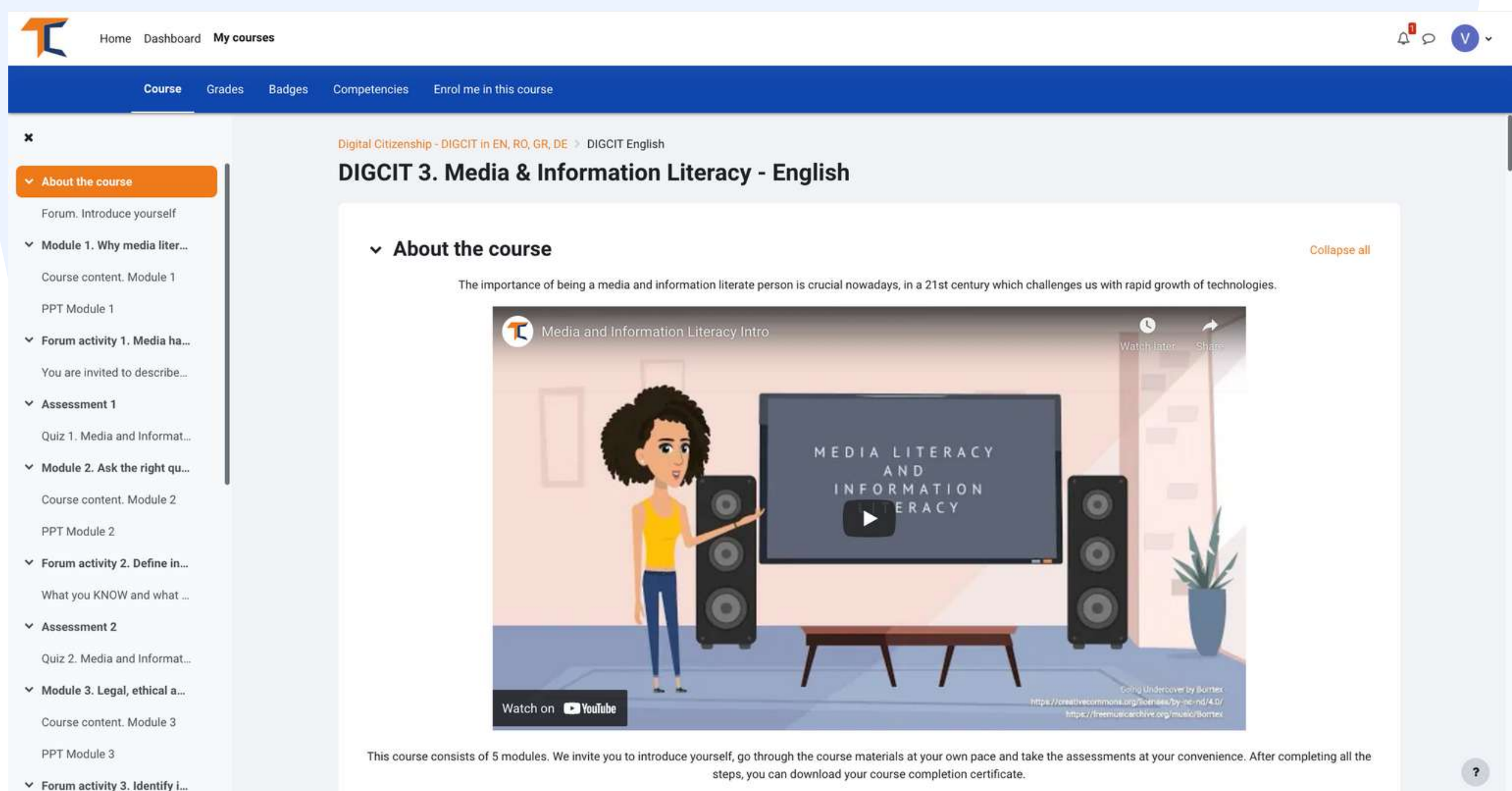
Buttons: Post to forum, Cancel (circled in blue)

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, animations, tasks to be completed, awarding badges for task completed, collection of all badges by participants and gaining a course completion certificate.



The screenshot shows a course page for 'DIGCIT 3. Media & Information Literacy - English'. The page features a navigation menu on the left with options like 'About the course', 'Module 1', 'Module 2', and 'Module 3'. The main content area displays a video player with the title 'Media and Information Literacy Intro'. The video shows a woman standing next to a screen displaying 'MEDIA LITERACY AND INFORMATION LITERACY'. Below the video, there is a text box stating: '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.'

The theoretical part on the course is presented as an E-book. You can navigate through and stop on the sections that you consider as being of interest.

The number of chapters depends on the modules and the course, but there is not too much information to load you because the courses are organised in such a way that you accumulate the information better.

That is why the main topic - Digital Citizenship, being a broad one, is divided into several courses.

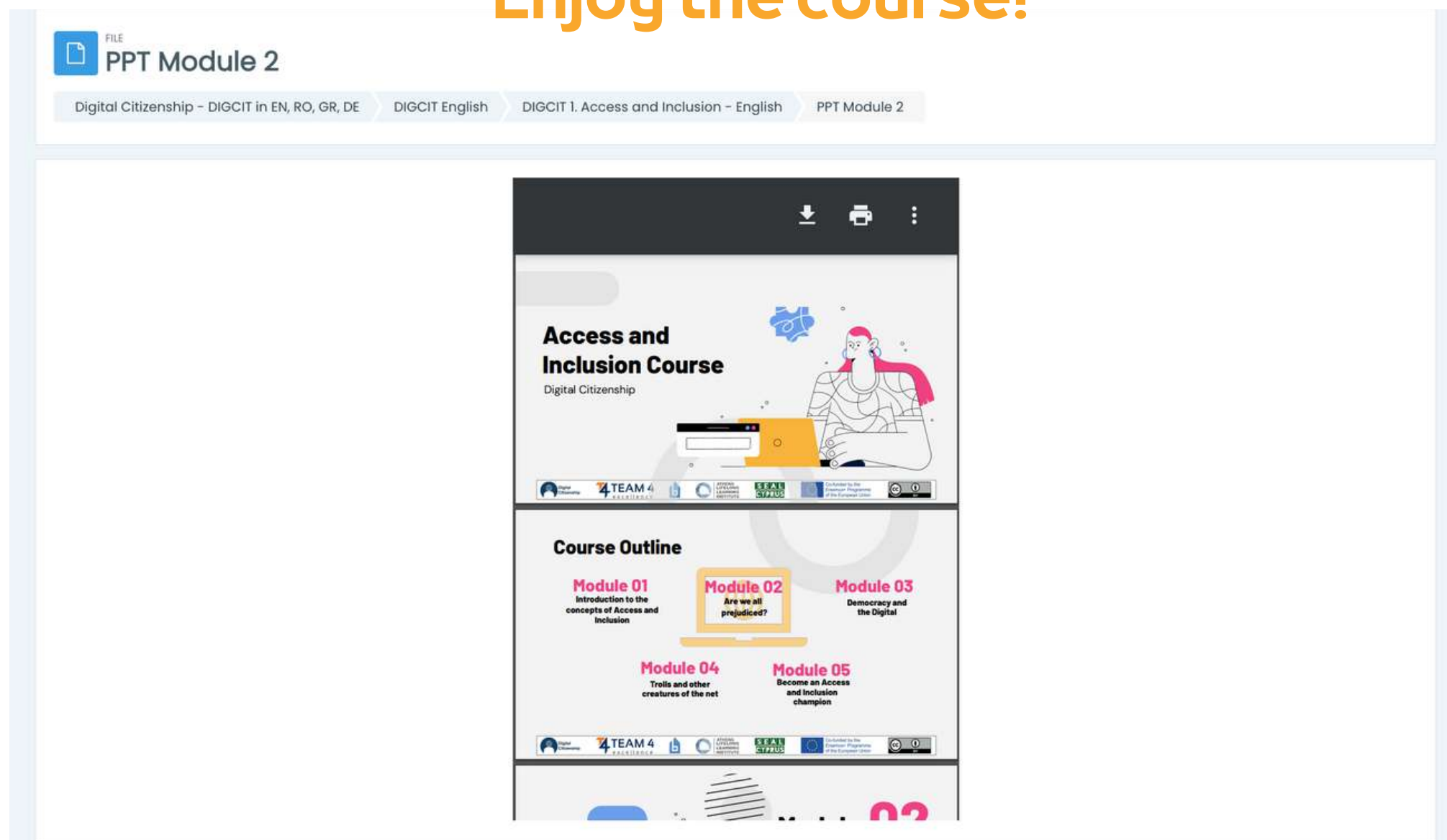
The ten courses you can join are

Access & inclusion
Learning & Creativity
Media & Information Literacy
Ethics & Empathy
Health & Wellbeing
e-Presence & Communications
Active Participation
Rights & Responsibilities
Privacy & Security
Consumer Awareness



If you are more visual, you have the option to read the Power Point presentation. You will find presentations for each module.

Enjoy the course!

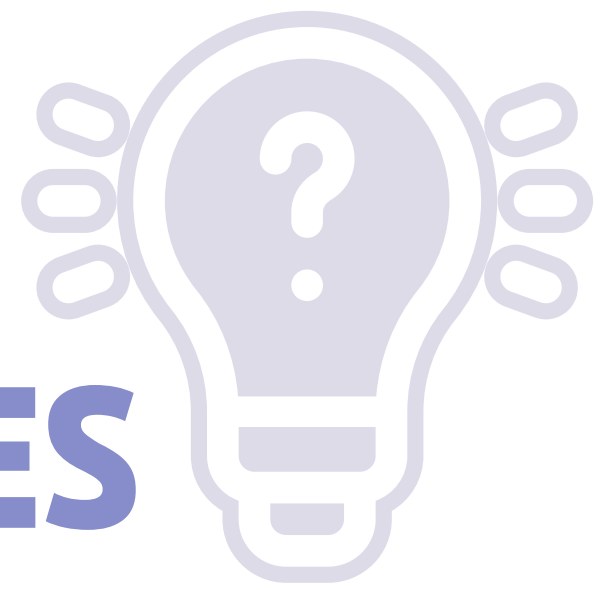


If you prefer video/audio, then we invite you to watch our video presentations here:

<https://trainingclub.eu/digcit/>



SOLVE THE QUIZZES



Each lesson is followed by a 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!

To start the quiz click on **<<Attempt quiz>>**

QUIZ
Quiz 1. Access and Inclusion

Digital Citizenship - DIGCIT in EN, RO, GR, DE > DIGCIT English > DIGCIT 1. Access and Inclusion - English > Quiz 1. Access and Inclusion

Attempt quiz?

Attempts allowed: 3
Time limit: 15 mins
Grading method: Highest grade
Grade to pass: 5.00 out of 10.00

Previous activity
◀ You are invited to describe/ write down what you already know about the topic "Access & Inclusion"

Jump to...

Next activity
Module 2. Are we all Prejudiced? ▶

You have 15 minutes to answer all questions.

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

Click on **<<Start attempt>>** and test your knowledge

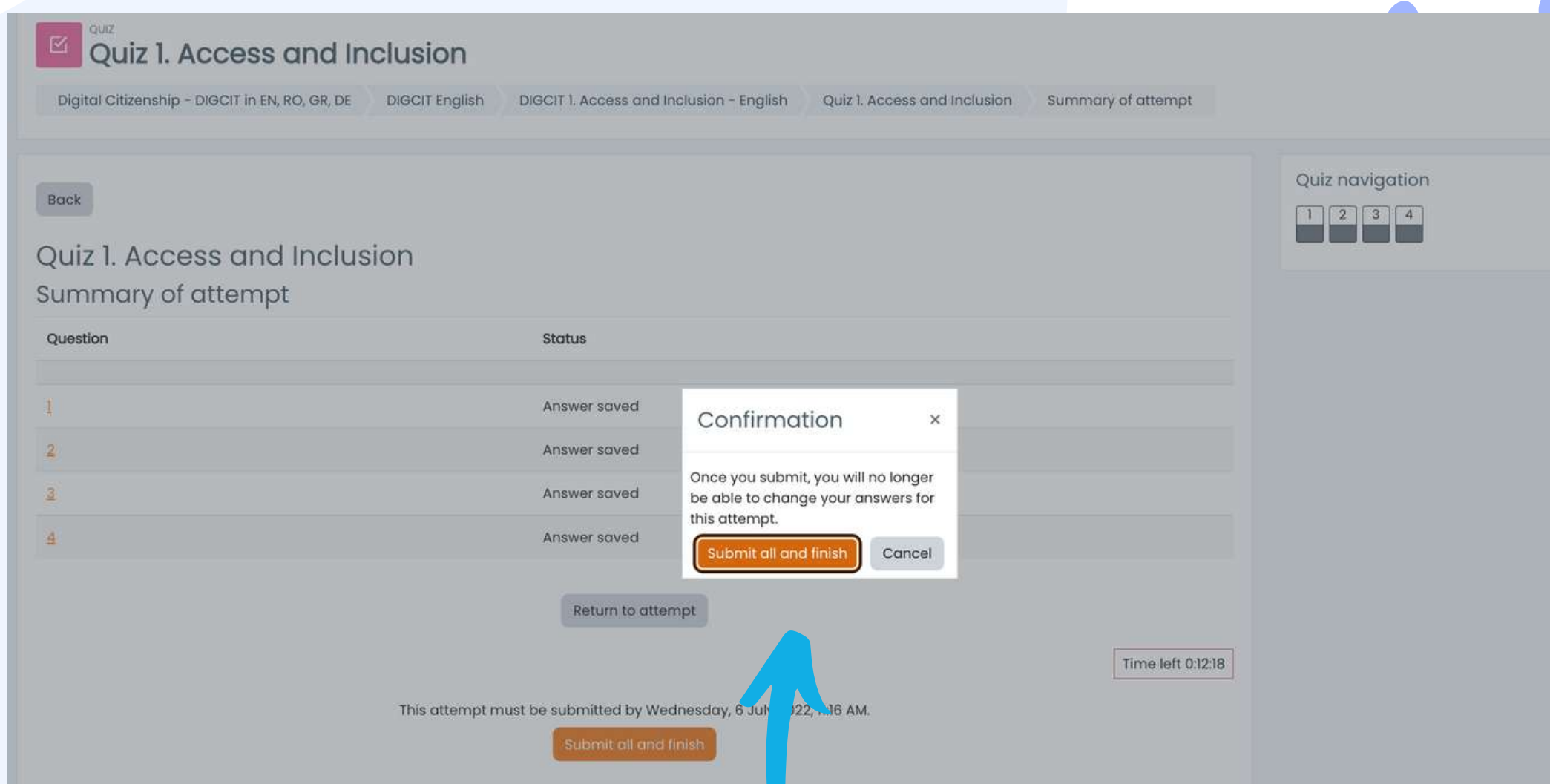
Start attempt

Time limit

Your attempt will have a time limit of 15 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

Start attempt Cancel

If you respond correct to more than 50%, then you will met the passing score and will be awarded with a badge. If you did not meet the passing score, stay calm, there are few more attempts. Read on your pace!



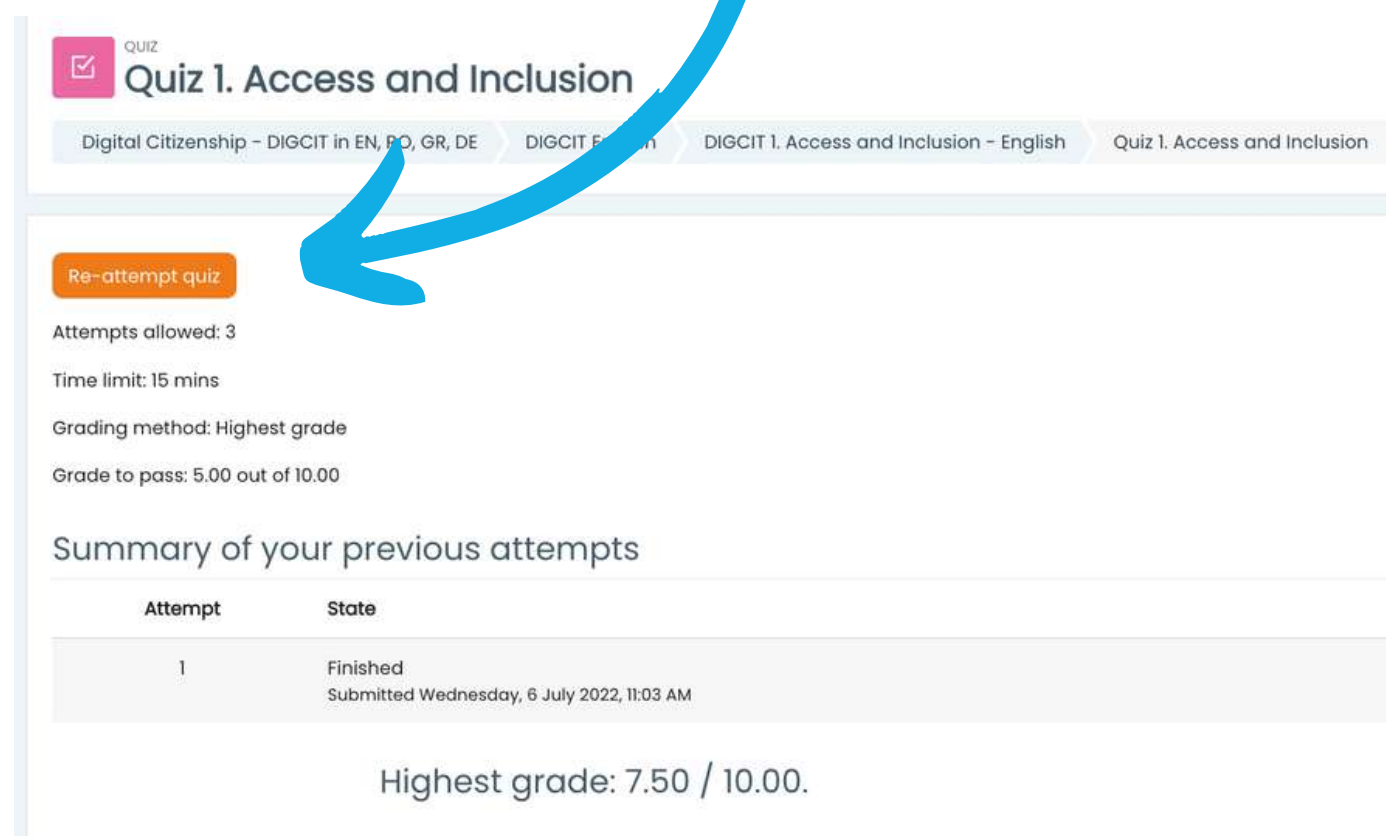
After you're done, select <<**Submit all and finish**>>. Then, the answers will be corrected and you will be able to see where you went wrong.

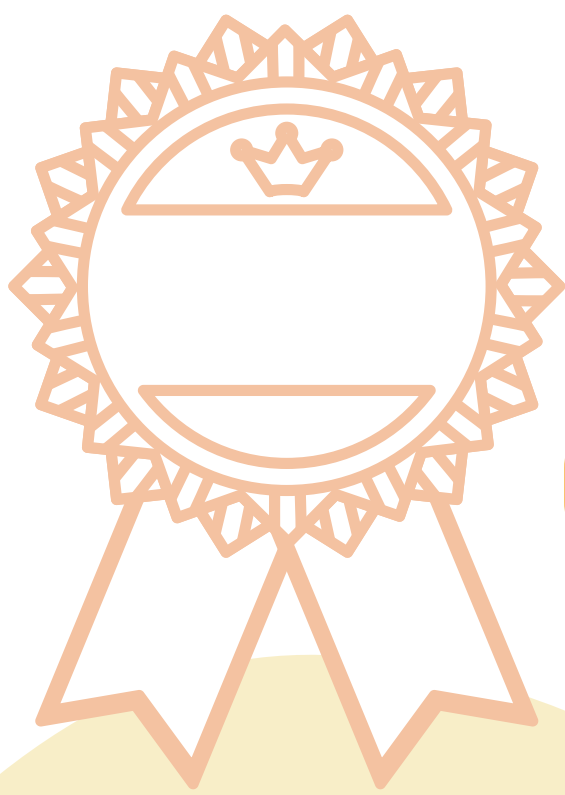


Depending on the grade you get, you will receive the badge. Then you can continue the course with the next activity.

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 quiz**>>





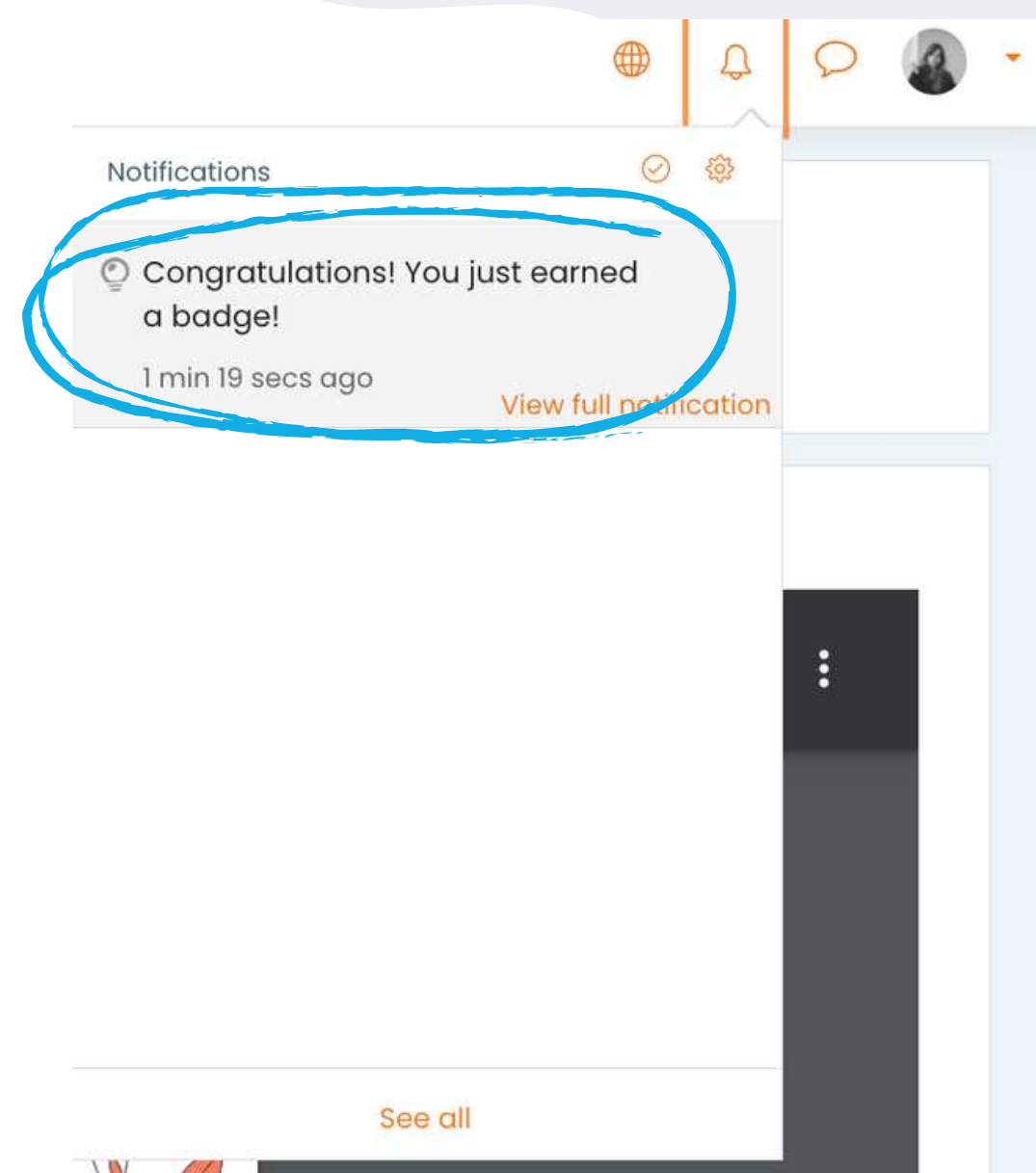
COLLECT YOUR BADGES

8

The badges mark the successful completion of each module. Solving the quiz with a passing score, is giving you a new badge. We wish you good luck in collecting all 5 badges!

- 1.DIGCIT BLUE INITIATOR
- 2.DIGCIT GREEN EXPLORER
- 3.DIGCIT BRONZE RESEARCHER
- 4.DIGCIT SILVER EXPERT
- 5.DIGCIT GOLD MASTER

You will receive a notification in the up-right corner after each successfully completed quiz and by accessing it will take you to the badge section updated with your new achievements.



DIGCIT 3. Media & Information Literacy - English

Digital Citizenship - DIGCIT in EN, RO, GR, DE DIGCIT English

Badges

Image	Name	Description	Criteria	Issued to me
	DIGCIT MIL Silver Expert	Silver Expert	<ul style="list-style-type: none">The following activity has to be completed:<ul style="list-style-type: none">Quiz - Quiz 4. Media and Information Literacy	
	DIGCIT MIL Green Explorer	Green Explorer	<ul style="list-style-type: none">The following activity has to be completed:<ul style="list-style-type: none">Quiz - Quiz 2. Media and Information Literacy	
	DIGCIT MIL Gold Master	Gold Master	<ul style="list-style-type: none">The following activity has to be completed:<ul style="list-style-type: none">Quiz - Quiz 5. Media and Information Literacy	
	DIGCIT MIL Bronze Researcher	Bronze Researcher	<ul style="list-style-type: none">The following activity has to be completed:<ul style="list-style-type: none">Quiz - Quiz 3. Media and Information Literacy	
	DIGCIT MIL Blue Initiator	Blue Initiator	<ul style="list-style-type: none">The following activity has to be completed:<ul style="list-style-type: none">Quiz - Quiz 1. Media and Information Literacy	

Gain more knowledge and get all the badges!

PROVIDE FEEDBACK

Input from students is essential for improving courses!
We invite you to provide your opinion about the course.

The Feedback section is similar to the Forum section and gives you the freedom to argue your opinion about the functionality of the course, its effectiveness or a topic that appealed to you.

source: (50000000, 2020)

Analyze each part and then answer the following questions:

- Are there any funny or exciting things? Why is it entertainment?
- How is the website educational? Does it use good evidence to support its claims?
- What is advertising?
- Do they want to persuade? Who created it? How do you know? Why do you think it is persuasive?
- Is there a main scope of the website? Which one?

FORUM
Using CRAAP criteria to evaluate a webpage

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

Task 1: Start a discussion to share your understanding about using CRAAP criteria to evaluate a webpage.

Task 2: Reply twice to answer to at least two of your colleagues' posts.

Use the **<<Add the discussion topic>>** and **<<Post to forum>>** buttons to complete the survey and fill in the fields.

FORUM
Using CRAAP criteria to evaluate a webpage

Digital Citizenship - DIGCIT in EN, RO, GR, DE > DIGCIT English > DIGCIT 3. Media & Information Literacy - English > Using CRAAP criteria to evaluate a webpage

Search forums **Add discussion topic**

This forum allows each person to start one discussion topic.

Subject

Message

Post to forum

There are required fields in this form marked with *



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 for (name of the DIGCIT course)**>>

▼ Course completion certificate

You have reached the end of the course.

Congratulations for going through all the online course modules!

The link "[Download your certificate for the Media and Information Literacy course](#)" will be available upon completing all the tasks listed below.

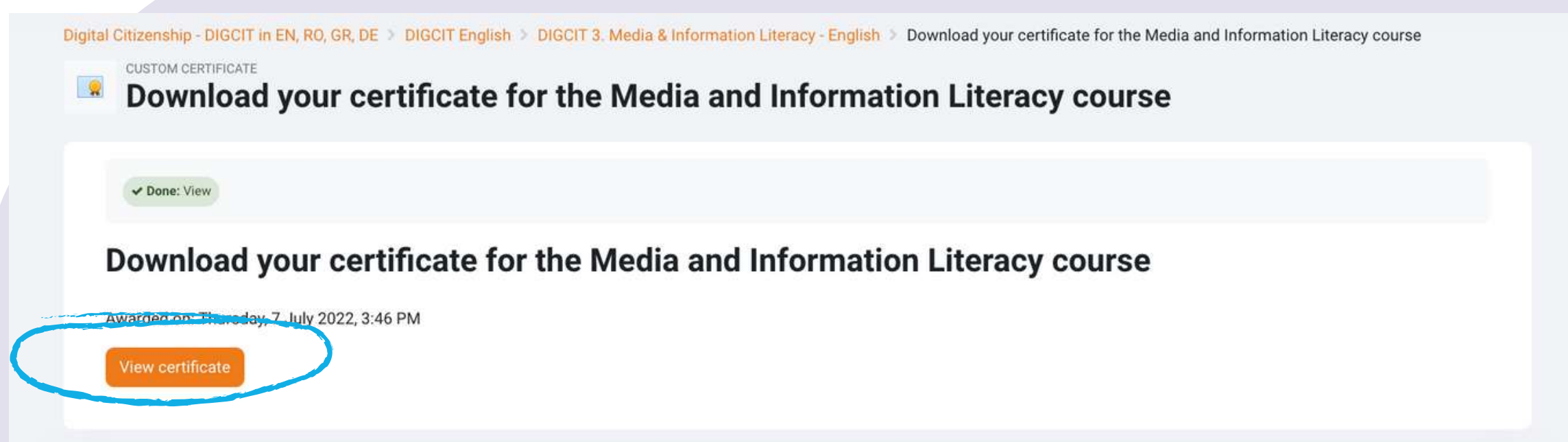


CUSTOM CERTIFICATE

[Download your certificate for the Media and Information Literacy course](#)

✓ Done: View

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



Thank you for your participation and we hope that both the guide and the course were helpful to you.

Read more about the project here:
<https://trainingclub.eu/digcit/>



Digital Citizenship



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