MOODLE PRACTICAL GUIDE FOR LEARNERS AND TRAINERS

Digital
Citizenship

ATHENS
LIFELONG
LEARNING
INSTITUTE

SEAL
CYPRUS

T4 TEAM 4
excellence

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

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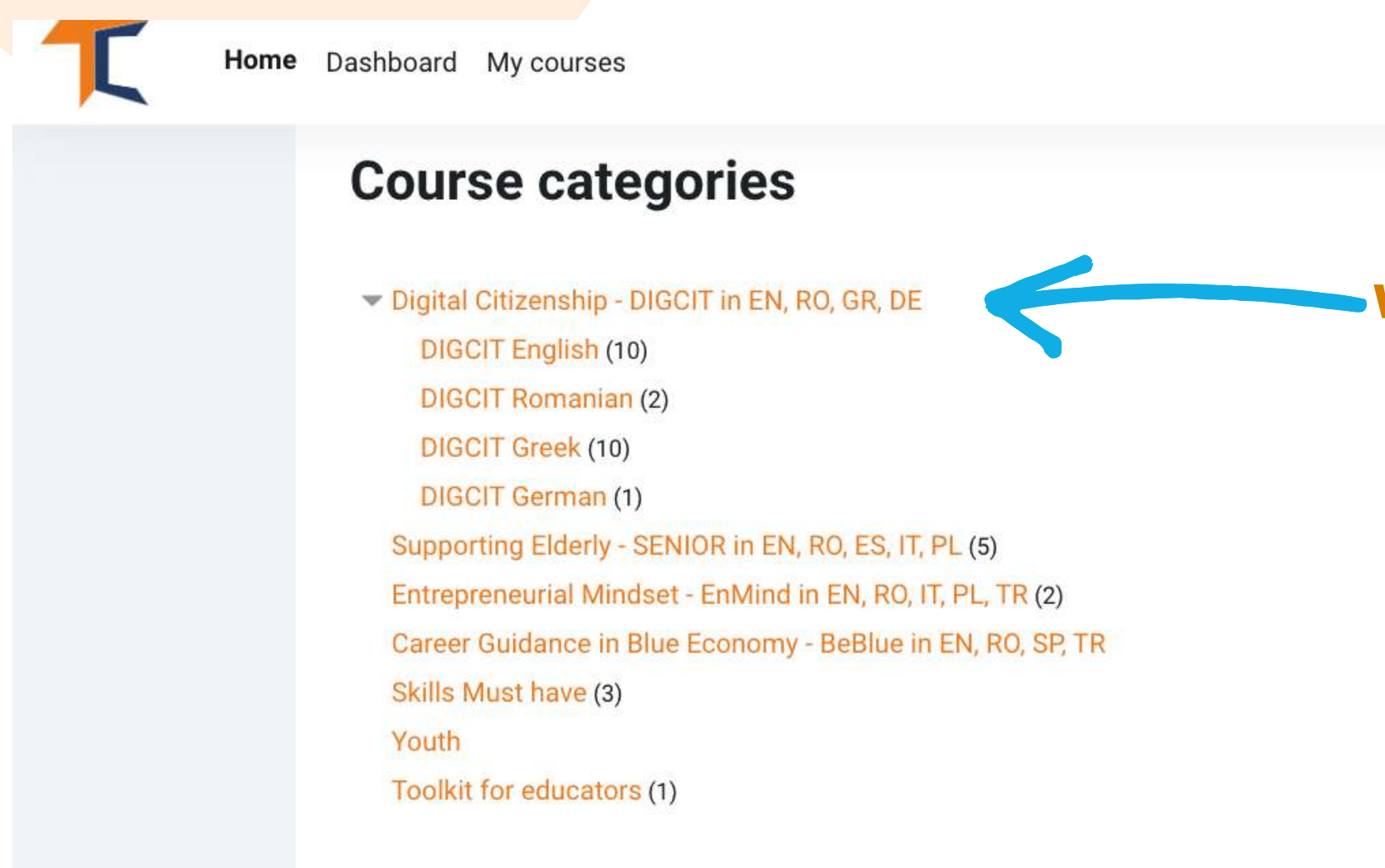
Choose the course you want by language and you will have the content translated into your language!

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 **Log in** 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.

Let's do it together!
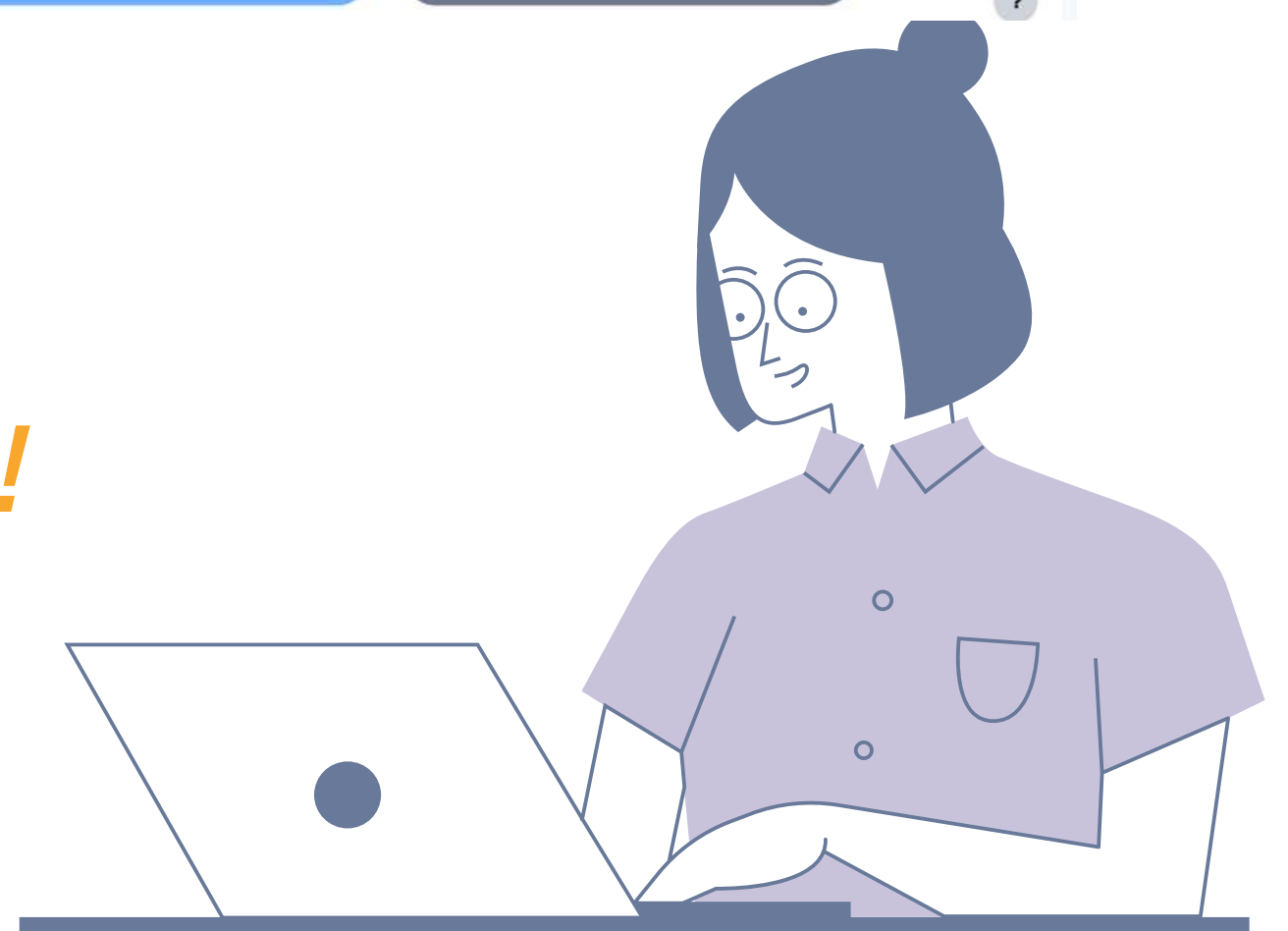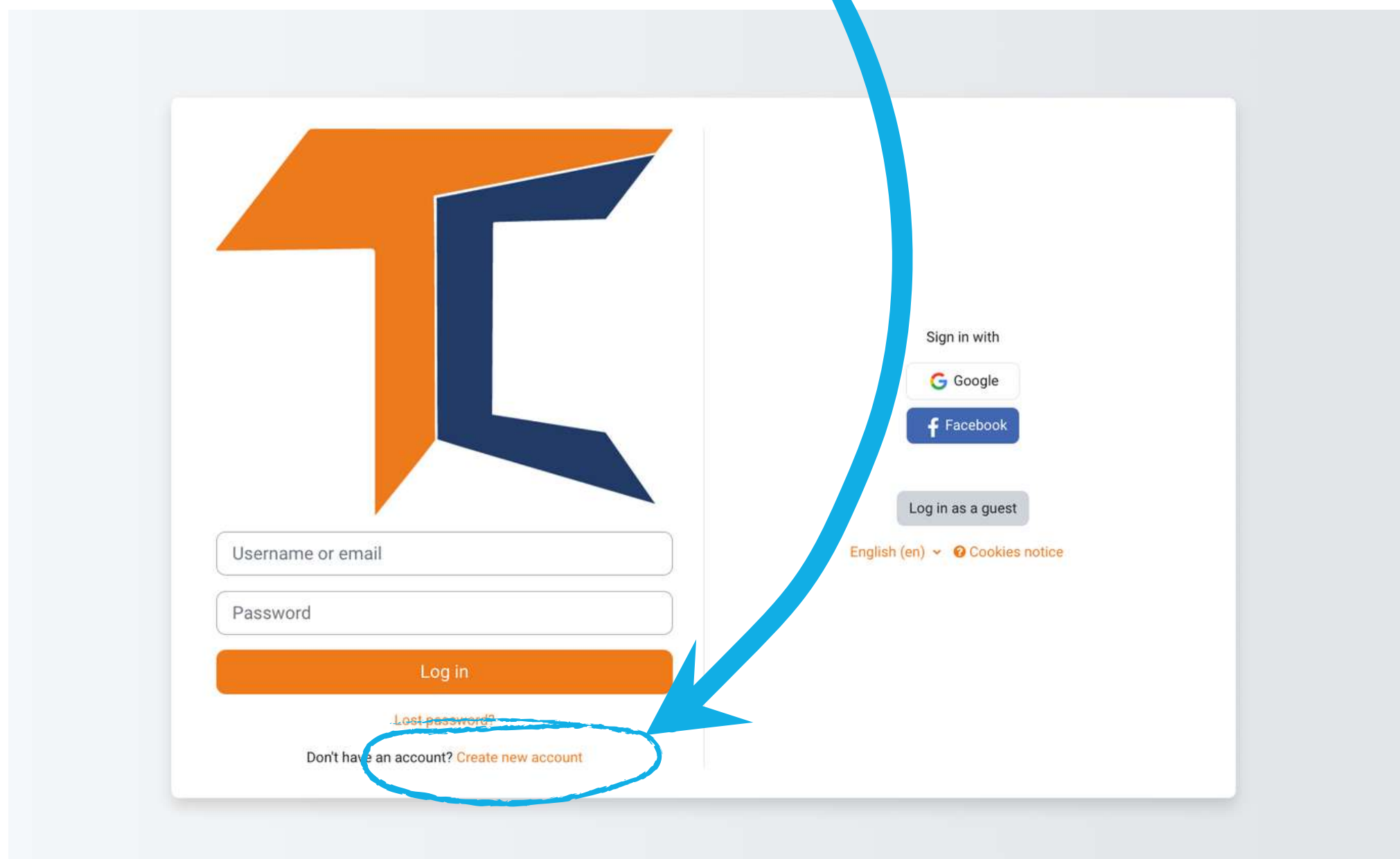
STEP 1

Visit **https://courses.trainingclub.eu/** .
As you do not have a username and password yet, you will select
<<Create new account>>

Sign in with

G Google

f Facebook

Log in as a guest

Username or email

Password

Log in

Lost password?

English (en) ⌄   Cookies notice

Don't have an account? Create new account
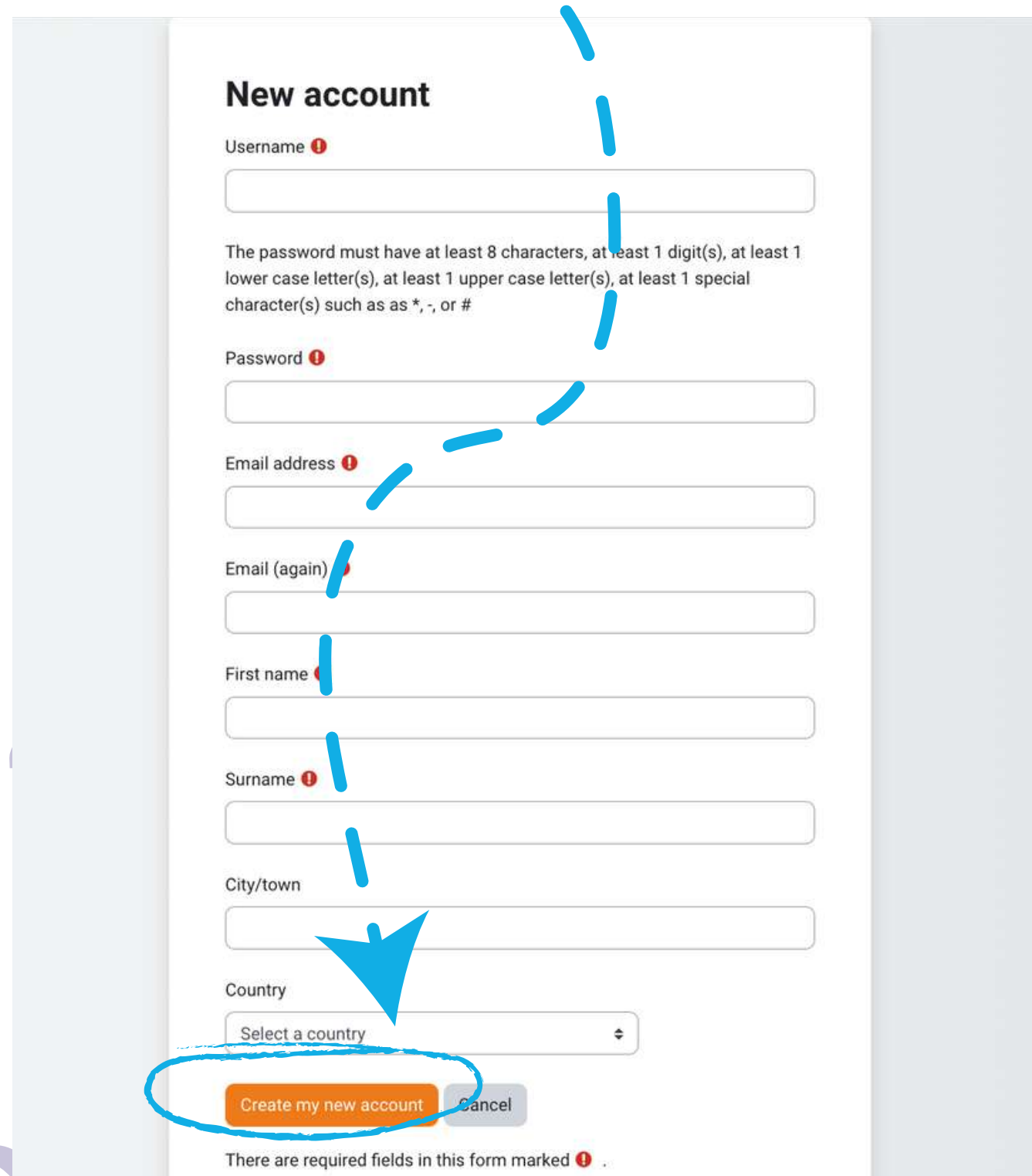
STEP 2

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 ❗

Surname ❗

City/town

Country

Select a country ⬍

Create my new account   Cancel

There are required fields in this form marked ❗ .

STEP 3

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

Training Club Courses

Home   Confirm your account

An email should have been sent to your address at

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Continue
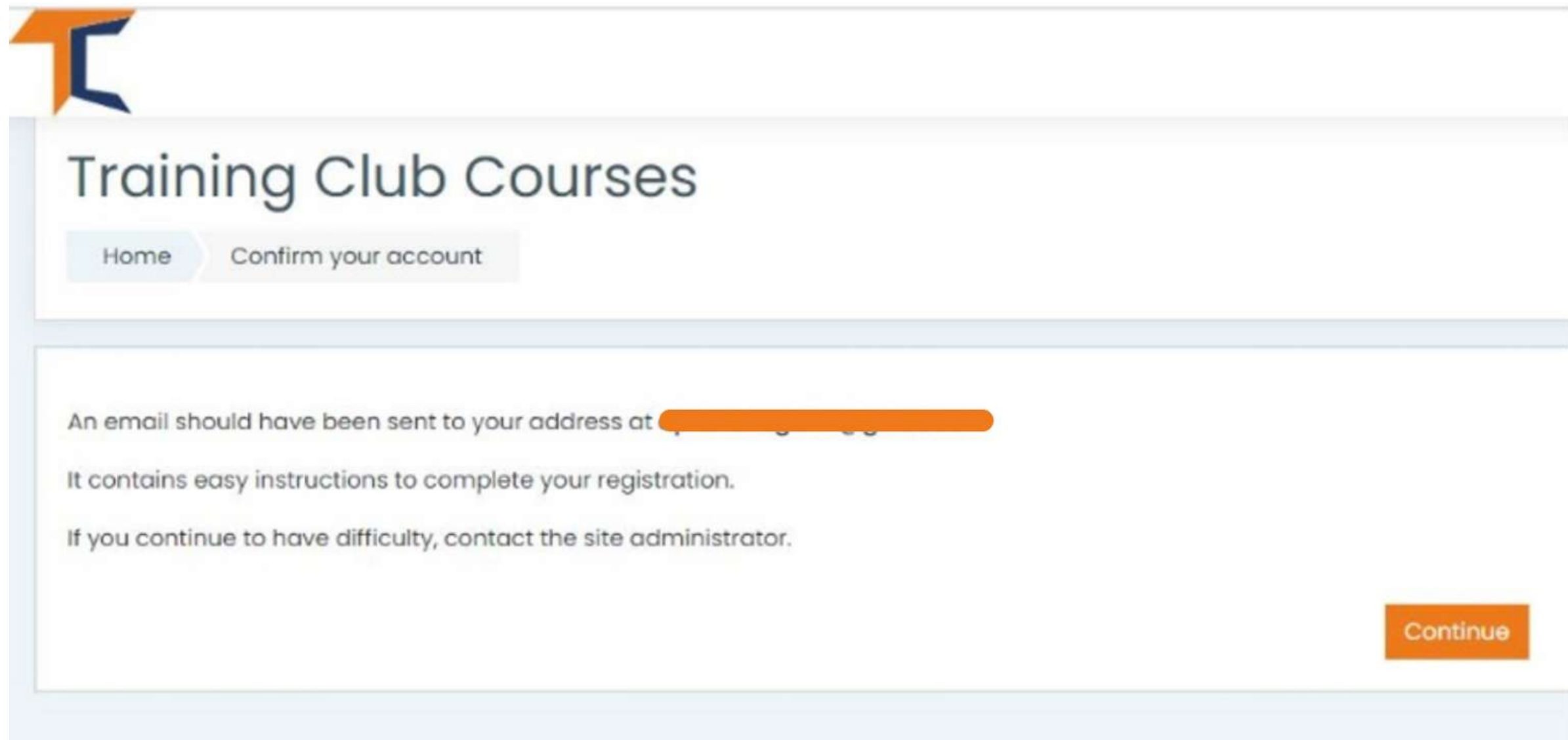
STEP 4

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 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**

Username or email

Password

Log in

Lost password?

Don't have an account? Create new account

Sign in with

G Google

f Facebook

Log in as a guest

English (en) ⌄   ❓ Cookies notice

b.With Facebook
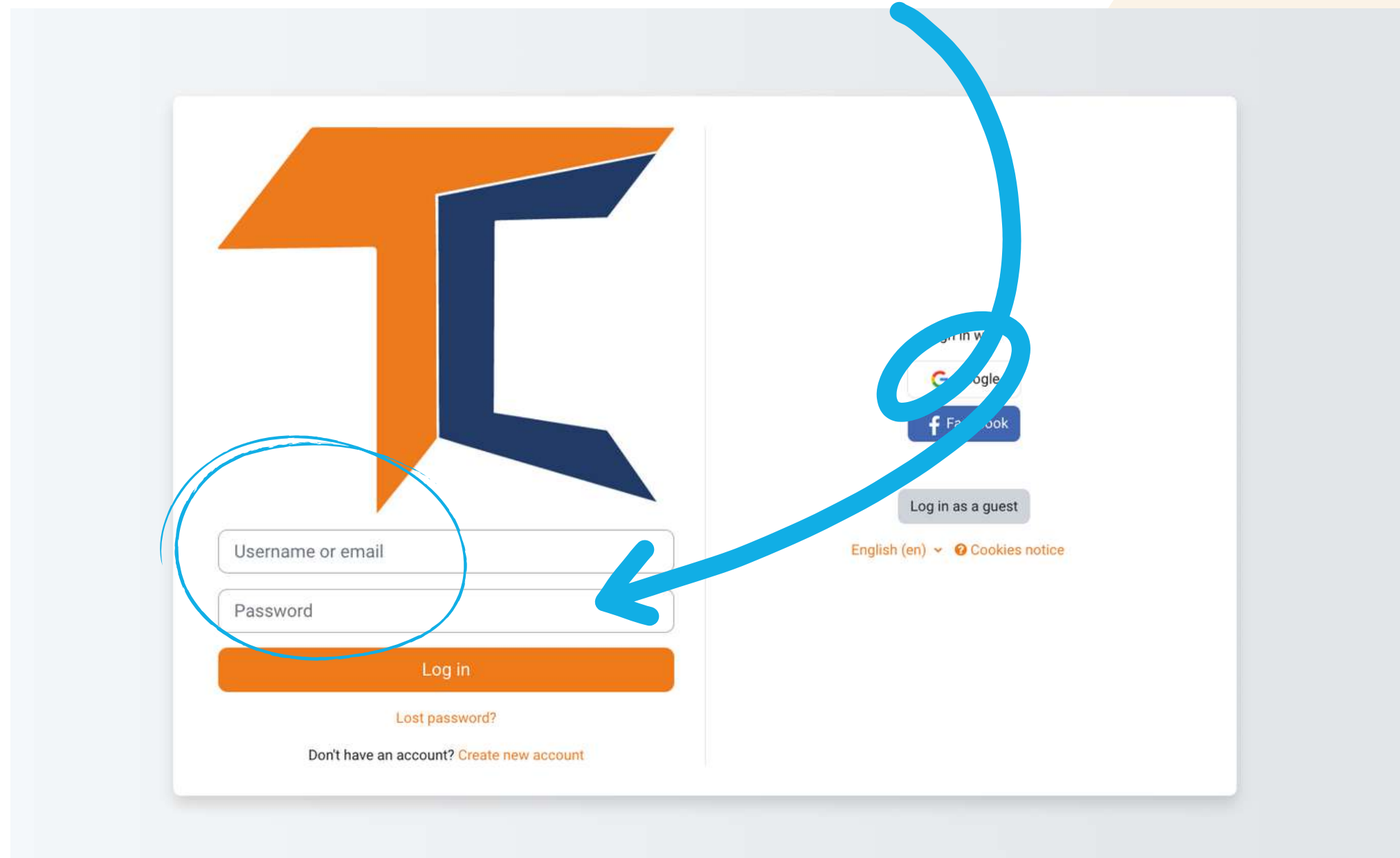
Click **https://courses.trainingclub.eu/** and log in using your **Facebook account**
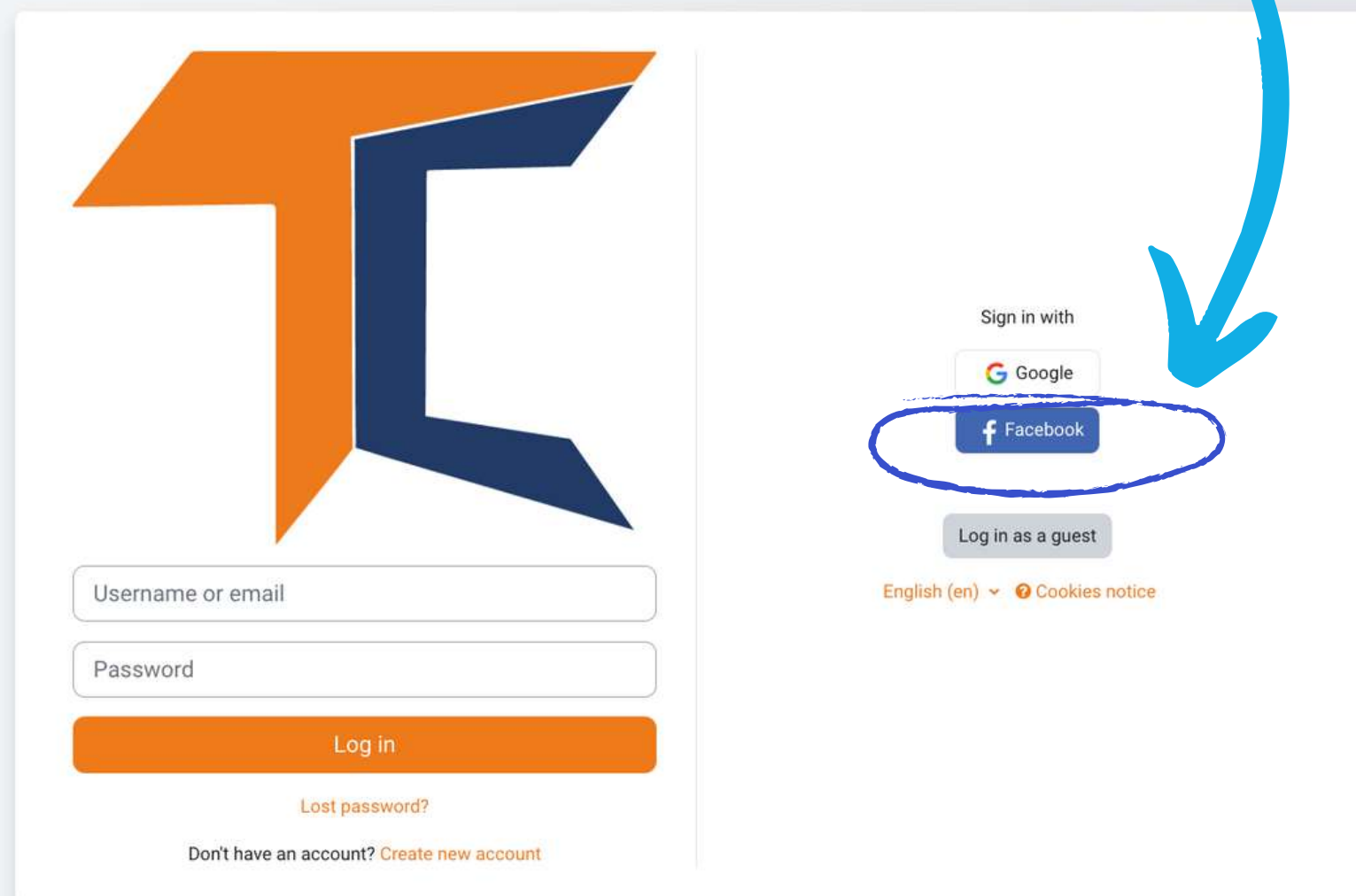
You will be sent to Facebook to confirm your login.
Select **<<Continue as *(Your Username)*>>** and you will be taken back to Moodle
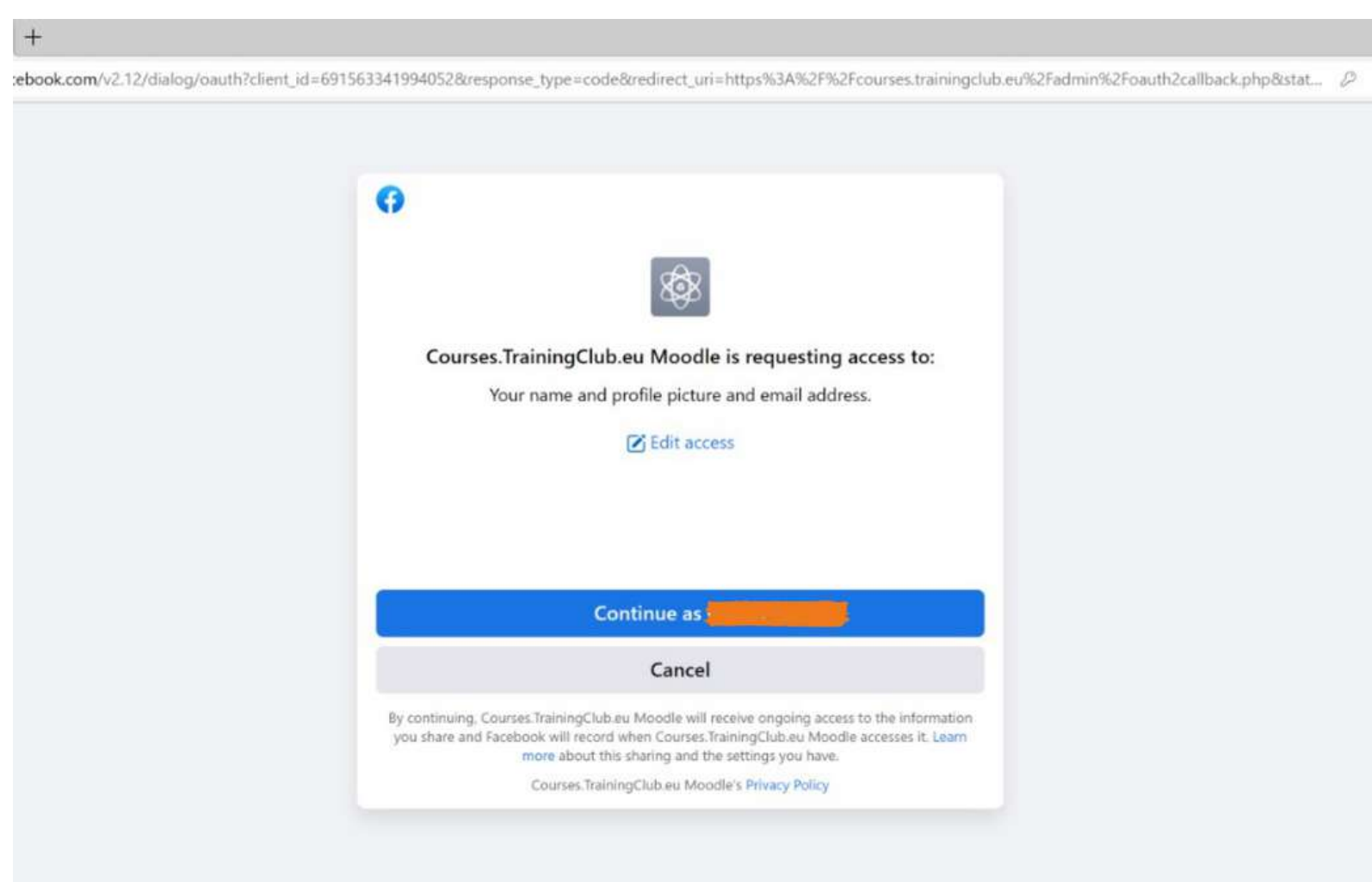
After that, you can start the course

c. With Google account

Click **https://courses.trainingclub.eu/** and log in using your **Google account**

Sign-in with
G Google
f Facebook

Log in as a guest

English (en) ⌄ ❓ Cookies notice

Username or email

Password

Log in

Lost password?

Don't have an account? Create new account
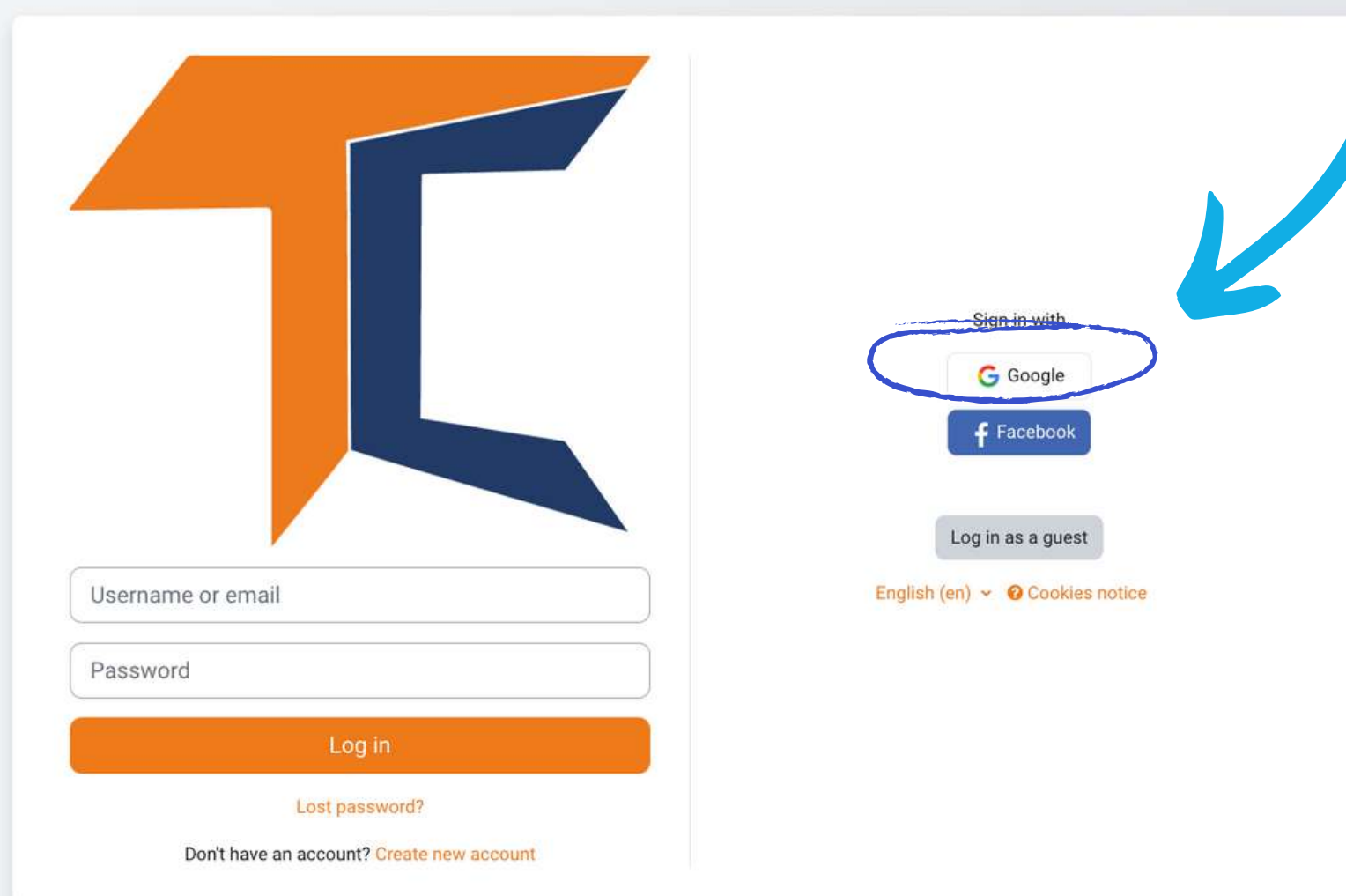
You will be sent to Google to confirm your login from one of your Google accounts. After you return to the platform you will be logged in automatically

If you did not receive the confirmation, please let us know at the e-mail **office[at]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!
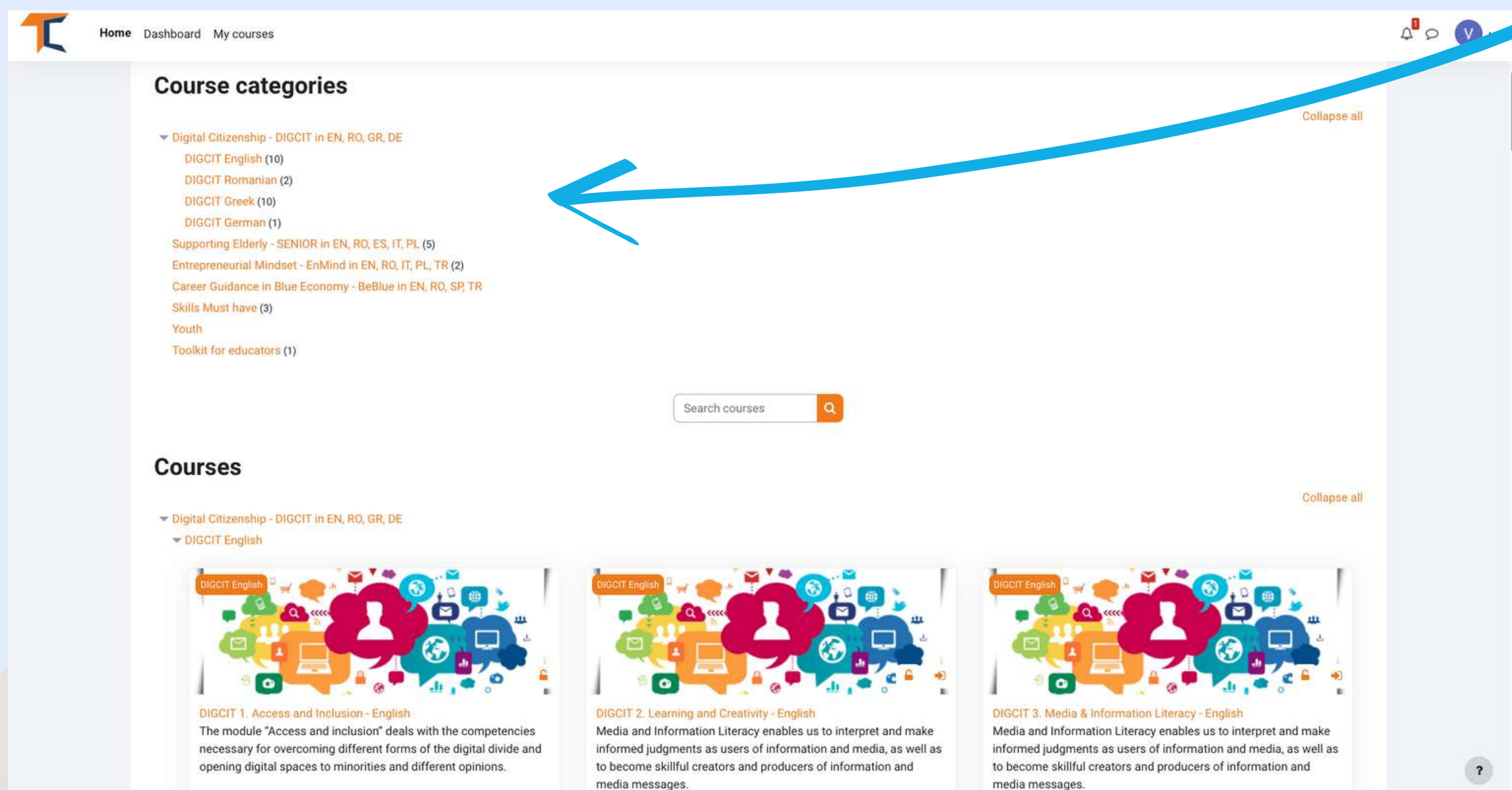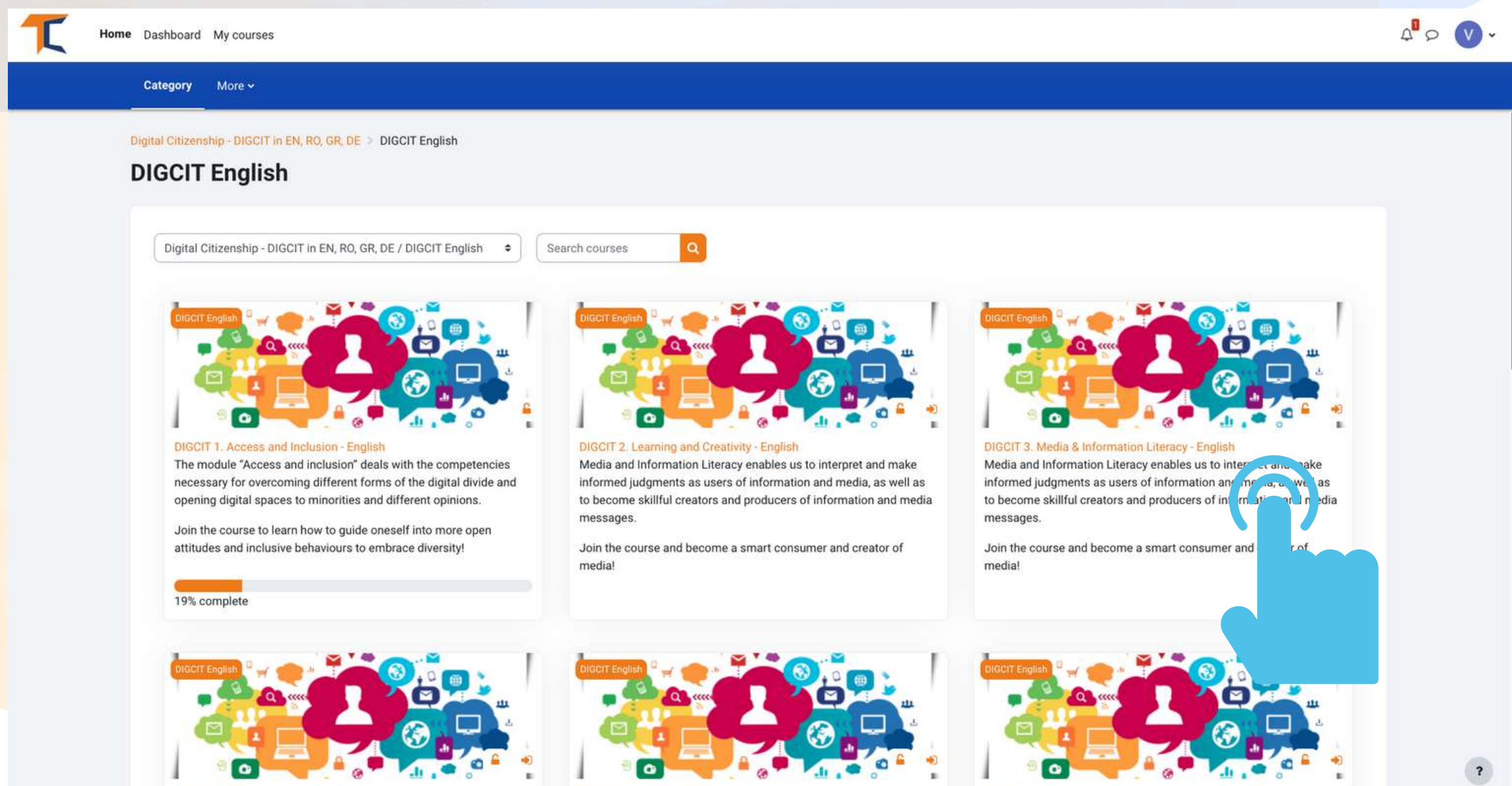
ENROL THE COURSE

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

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

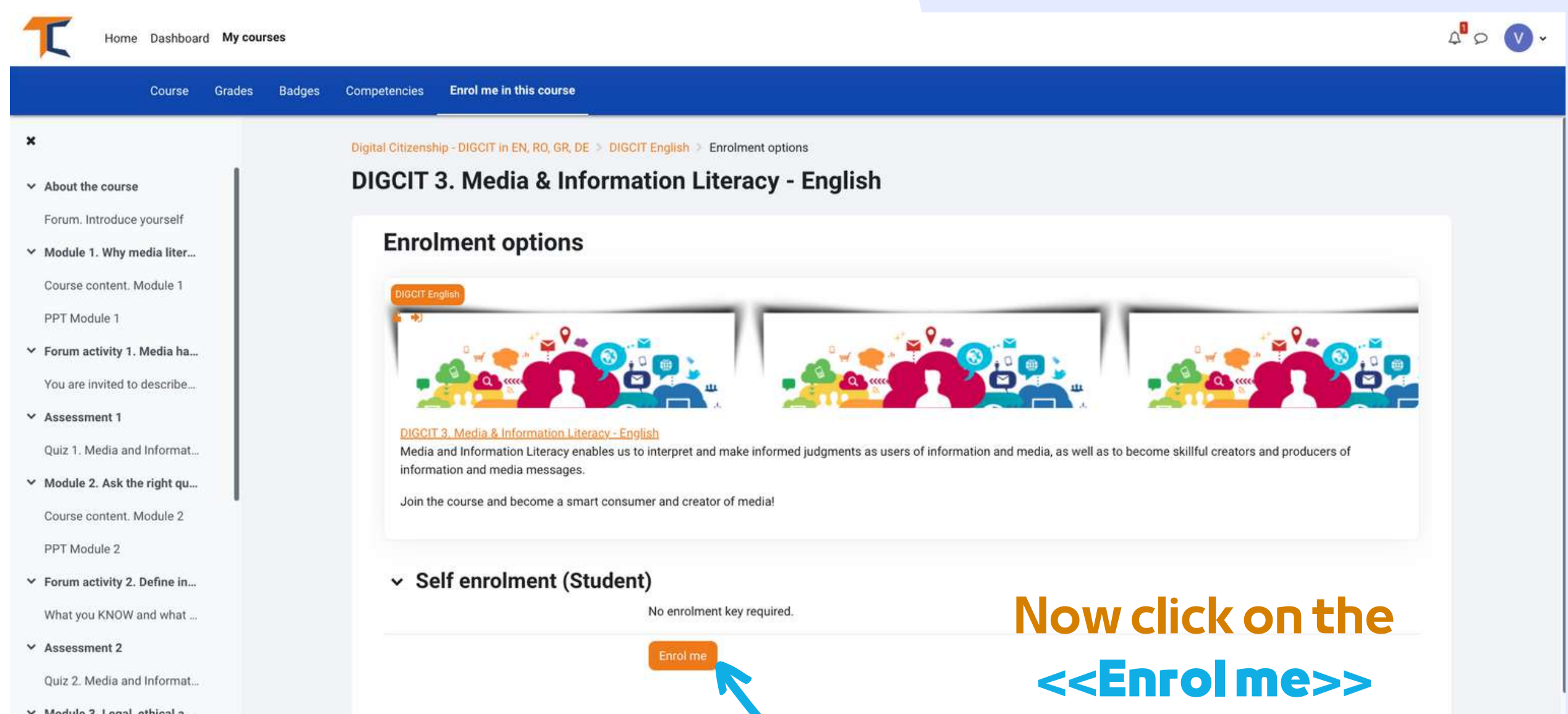Select the course you want by simply clicking on the title or image of it

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**.

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

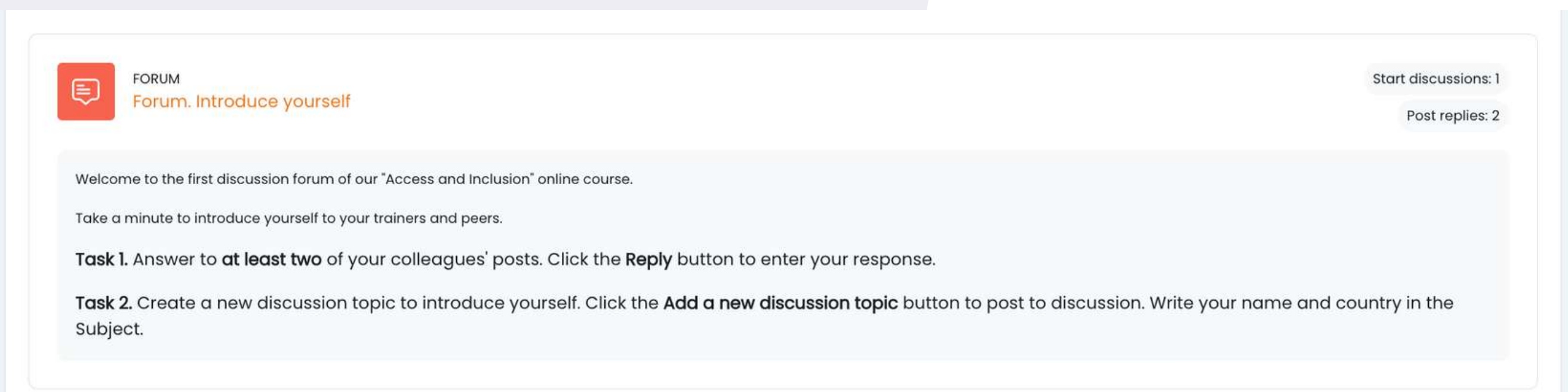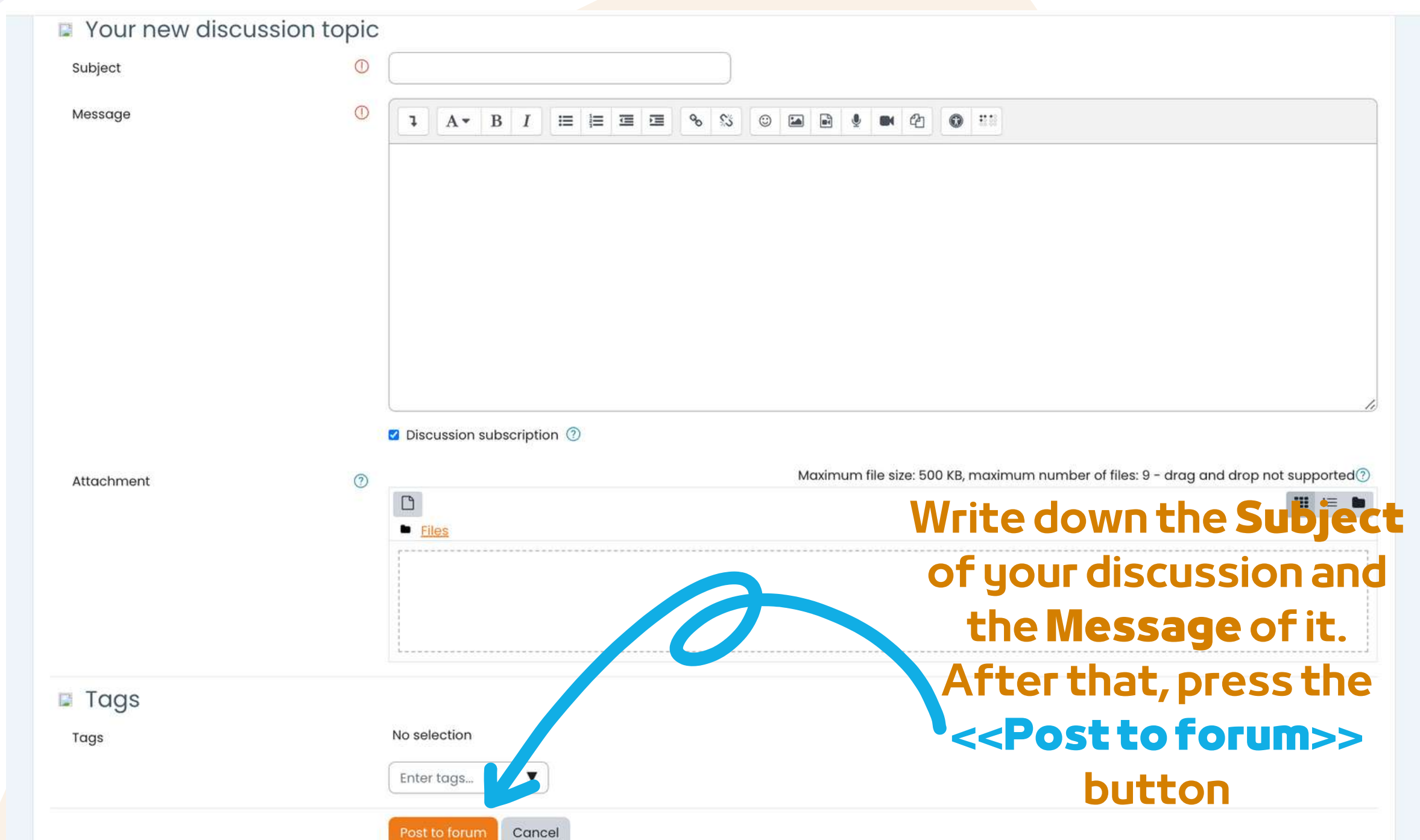Now click on the <<Enrol me>> button once again

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.

FORUM
Forum. Introduce yourself

Start discussions: 1
Post replies: 2

Welcome to the first discussion forum of our "Access and Inclusion" 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. 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!

Your new discussion topic

Subject

Message

Discussion subscription

Attachment   Maximum file size: 500 KB, maximum number of files: 9 – drag and drop not supported

Files

Tags

Tags   No selection

Enter tags...

Post to forum   Cancel

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

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.

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, animations, tasks to be completed, awarding badges for task completed, collection of all badges by participants and gaining a 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!
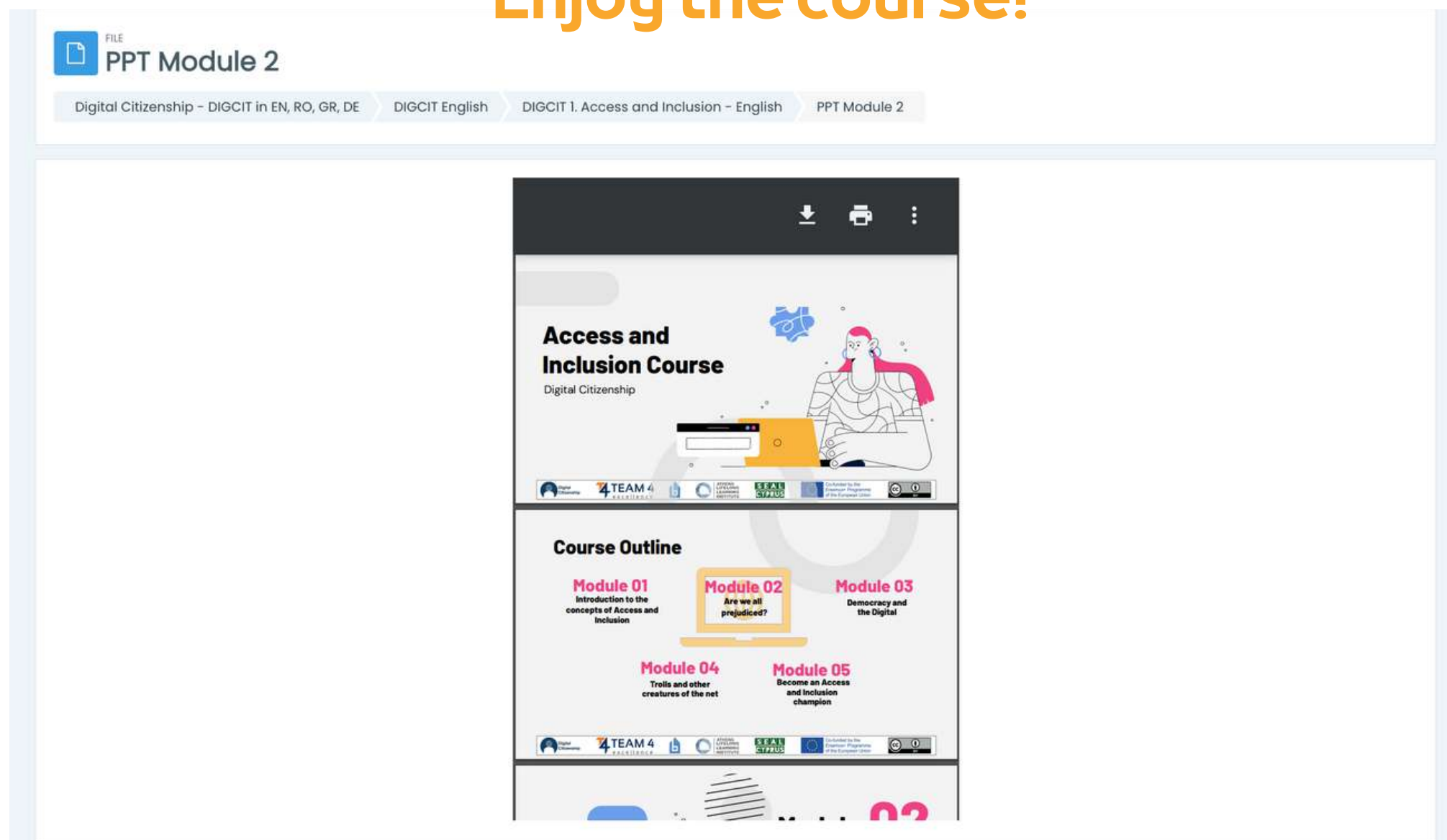
If you prefer video/audio, then we invite you to watch our video presentations here:
https://trainingclub.eu/digcit/

7
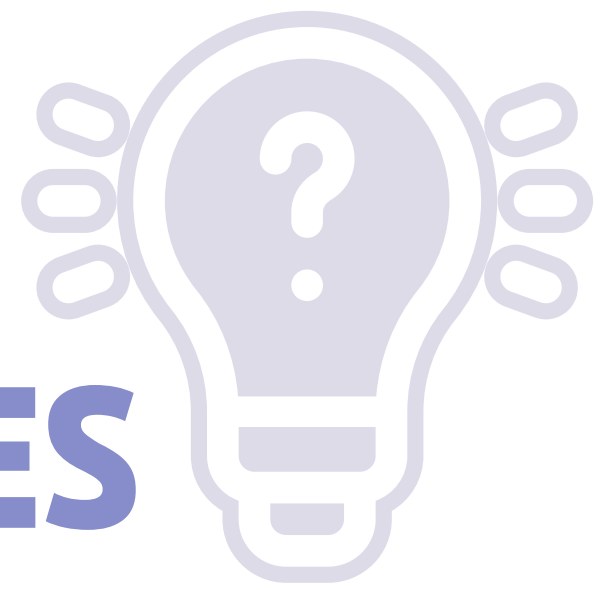
SOLVE THE QUIZZES

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>>**

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

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!

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 > Summary of attempt

Back

Quiz 1. Access and Inclusion
Summary of attempt

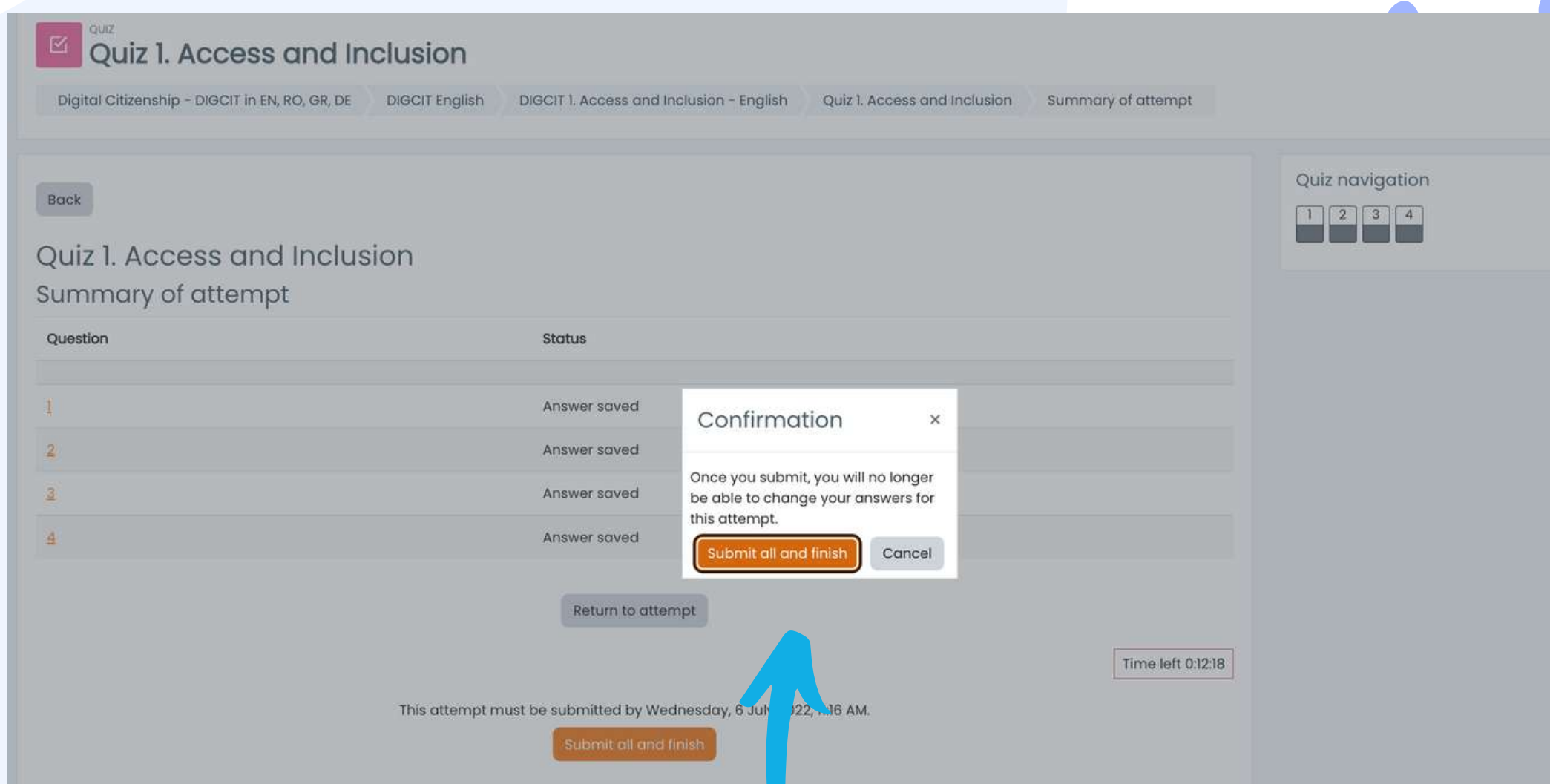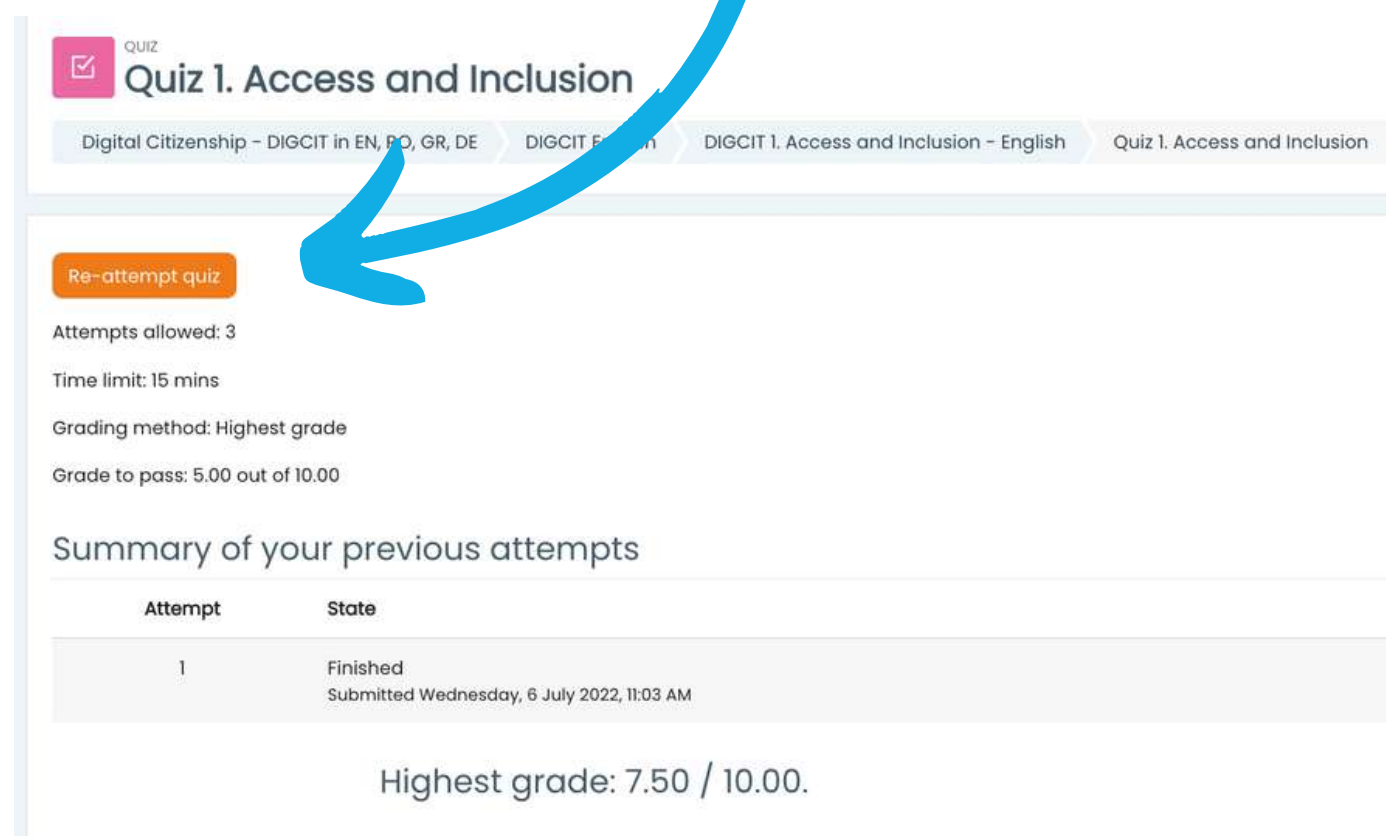| Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved

Confirmation ✕

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish   Cancel

Return to attempt

This attempt must be submitted by Wednesday, 6 July 2022, 11:16 AM.

Submit all and finish

Quiz navigation
1 2 3 4

Time left 0:12:18

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.

Quiz 1. Media and Information Literacy

Digital Citizenship – DIGCIT in EN, RO, GR, DE > DIGCIT English > DIGCIT 3. Media & Information Literacy – English > Quiz 1. Media and Information Literacy

Started on	Thursday, 7 July 2022, 12:04 PM
State	Finished
Completed on	Thursday, 7 July 2022, 12:06 PM
Time taken	2 mins
Grade	10.00 out of 10.00 (100%)

Quiz navigation
1 2 3 4

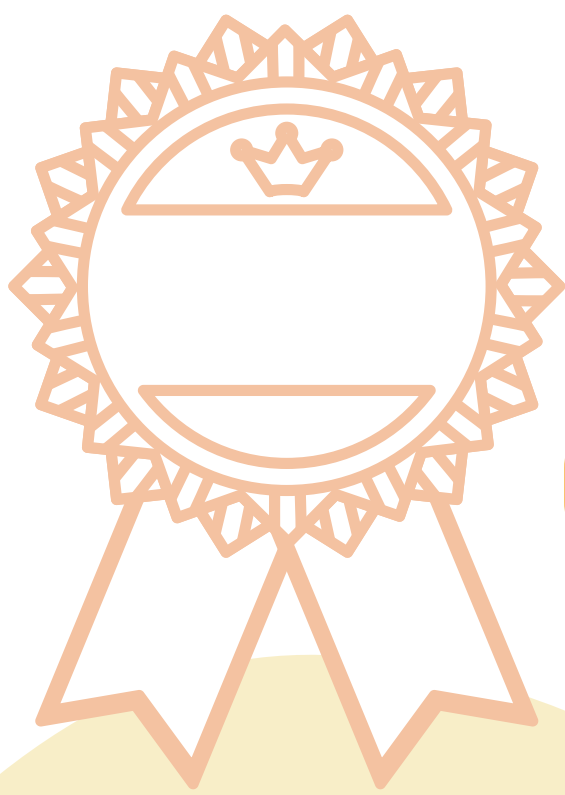Show one page at a time
Finish review

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>>**

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

Re-attempt quiz

Attempts allowed: 3

Time limit: 15 mins

Grading method: Highest grade

Grade to pass: 5.00 out of 10.00

Summary of your previous attempts

Attempt	State	
1	Finished
Submitted Wednesday, 6 July 2022, 11:03 AM	

Highest grade: 7.50 / 10.00.

COLLECT YOUR BADGES

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.

Notifications

Congratulations! You just earned a badge!

1 min 19 secs ago

View full notification

See all
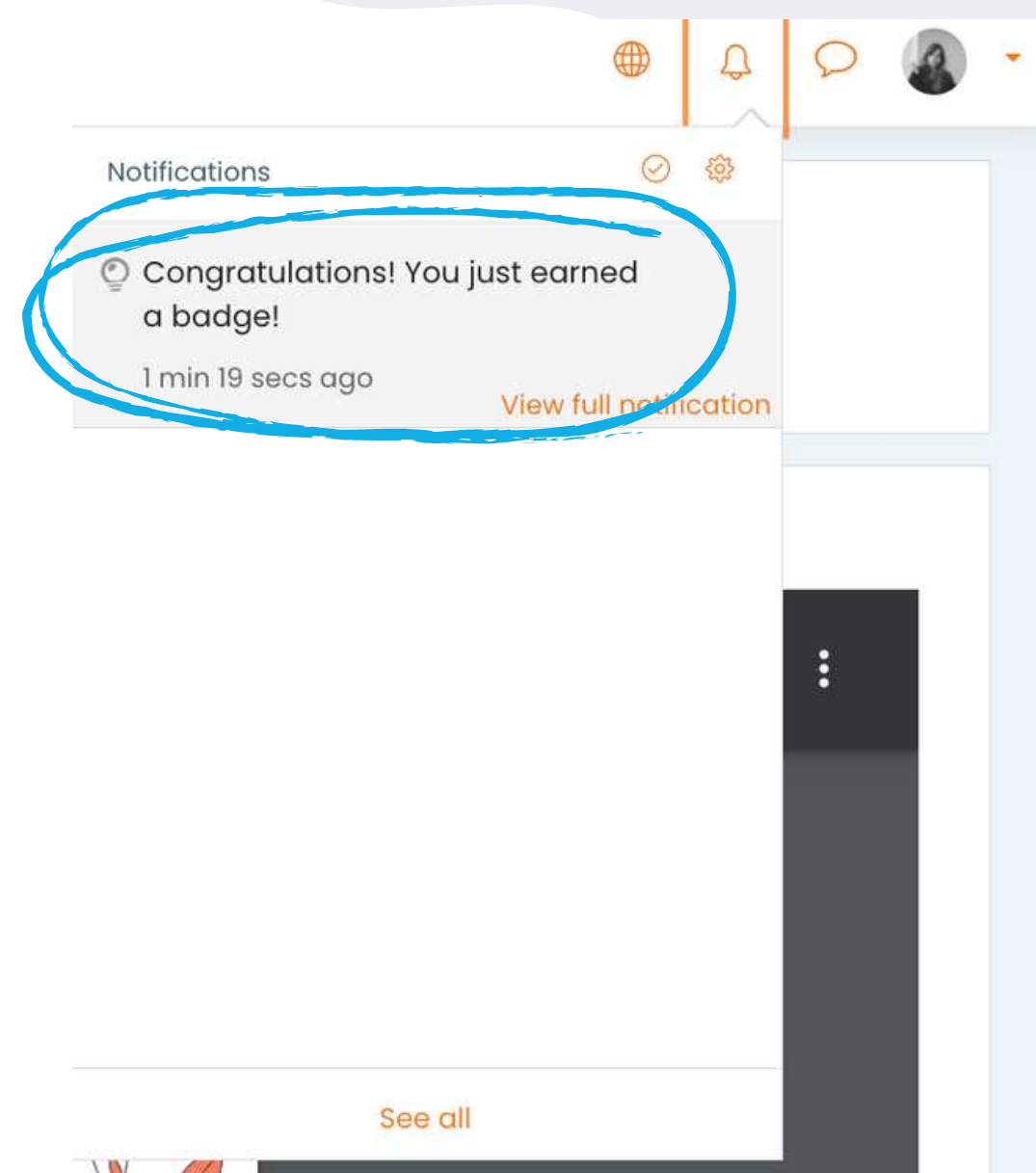
DIGCIT 3. Media & Information Literacy - English

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

Badges

Image	Name	Description	Criteria	Issued to me
	DIGCIT MIL Silver Expert	Silver Expert	• The following activity has to be completed: ◦ "Quiz – Quiz 4. Media and Information Literacy"	
	DIGCIT MIL Green Explorer	Green Explorer	• The following activity has to be completed: ◦ "Quiz – Quiz 2. Media and Information Literacy"	
	DIGCIT MIL Gold Master	Gold Master	• The following activity has to be completed: ◦ "Quiz – Quiz 5. Media and Information Literacy"	
	DIGCIT MIL Bronze Researcher	Bronze Researcher	• The following activity has to be completed: ◦ "Quiz – Quiz 3. Media and Information Literacy"	
	DIGCIT MIL Blue Initiator	Blue Initiator	• The following activity has to be completed: ◦ "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.

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

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

Digital Citizenship - DIGCIT in EN, RO, GR, DE > DIGCIT English > DIGCIT 3. Media & Information Literacy - English > Download your certificate for the Media and Information Literacy course

CUSTOM CERTIFICATE
🏅 **Download your certificate for the Media and Information Literacy course**

✔ Done: View

Download your certificate for the Media and Information Literacy course

Awarded on: Thursday, 7 July 2022, 3:46 PM

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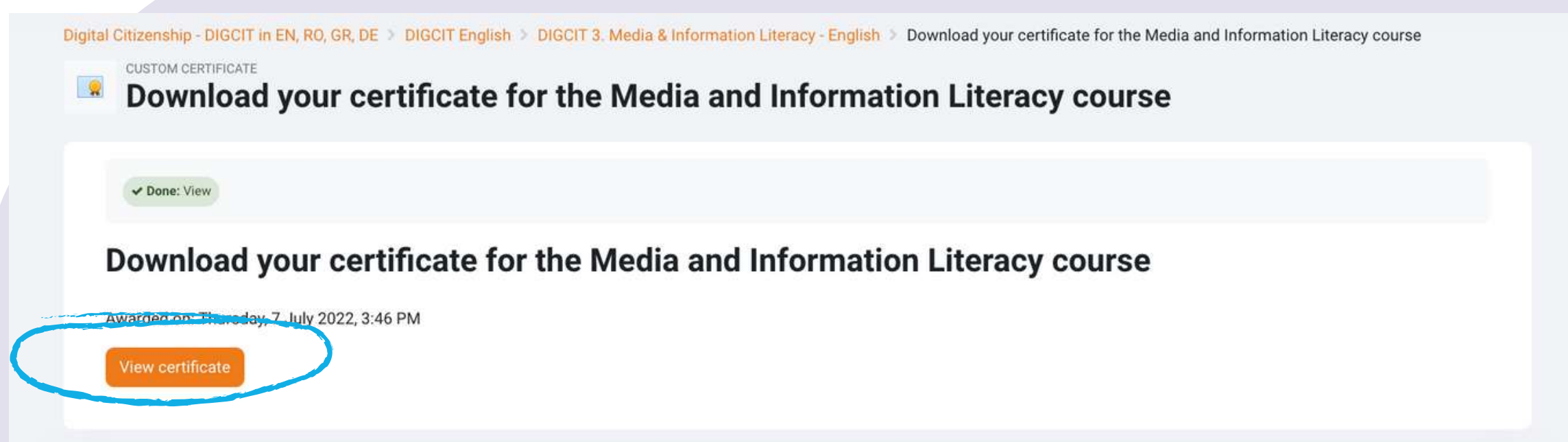
Thank you for your participation and we hope that both the guide and the course were helpful to you.

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

Digital Citizenship