MOODLE PRACTICAL GUIDE FOR LEARNERS AND TRAINERS

Co-funded by the Erasmus+ Programme of the European Union

ID 2020-1-RO01-KA204-080320

This guideline comprises of 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
11. Bonus materials

"Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young."

COURSE OVERVIEW

Active ageing means helping people to stay in charge of their own lives for as long as possible. Because keeping minds active is equally as important as keeping bodies physically active, we invite you to join our course **Supporting Elderly Needs is Our Responsibility**.

The course is designed for you to develop your abilities to work with seniors, discuss with peers, learn how seniors can contribute to the community and society, and gain the course completion certificate in recognition of the newly improved skills.

During the five course modules, you will:

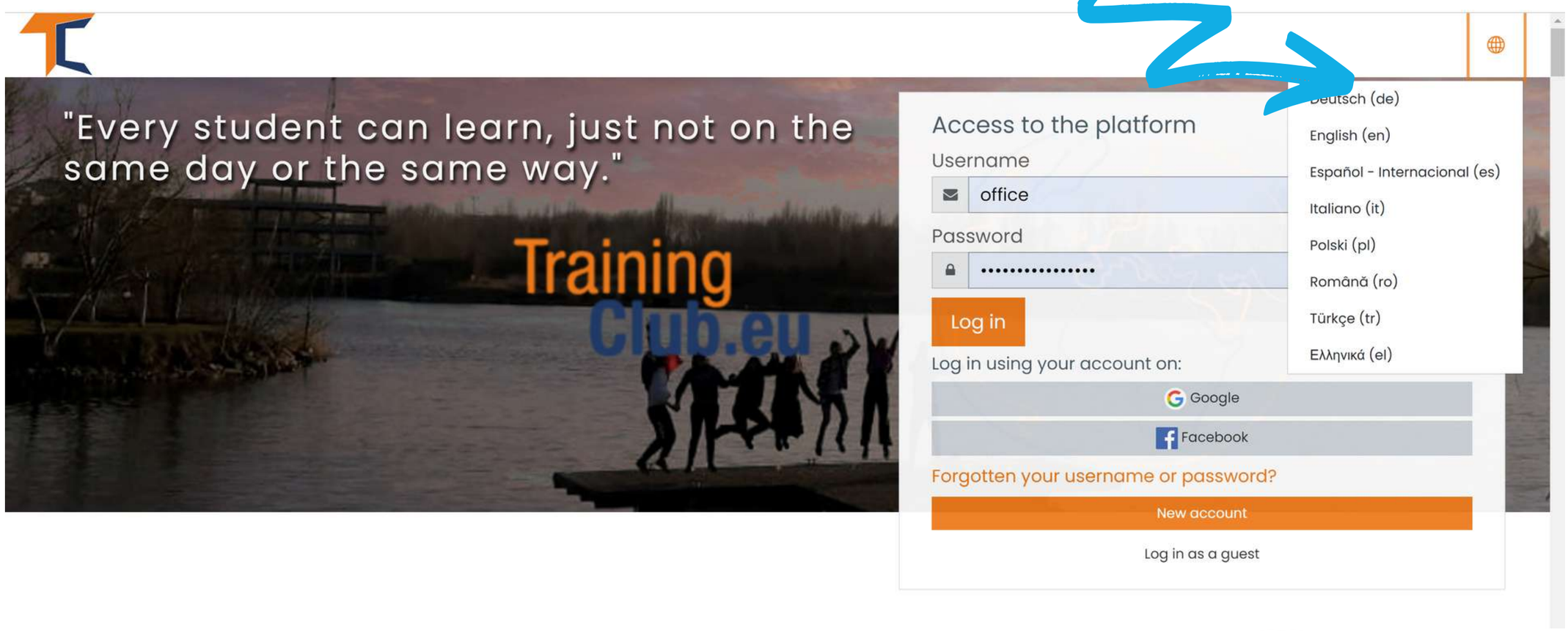
- Get to know the challenges elders face during the process of ageing
- Understand the pillars in the elders' life and overcome stereotypes related to ageing
- Learn how to work with elders, with practical examples
- Learn how to empower elders to be active citizens
- Learn how to value senior citizens as an asset for communities and the society

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 the elderly.

We wish you happy learning!

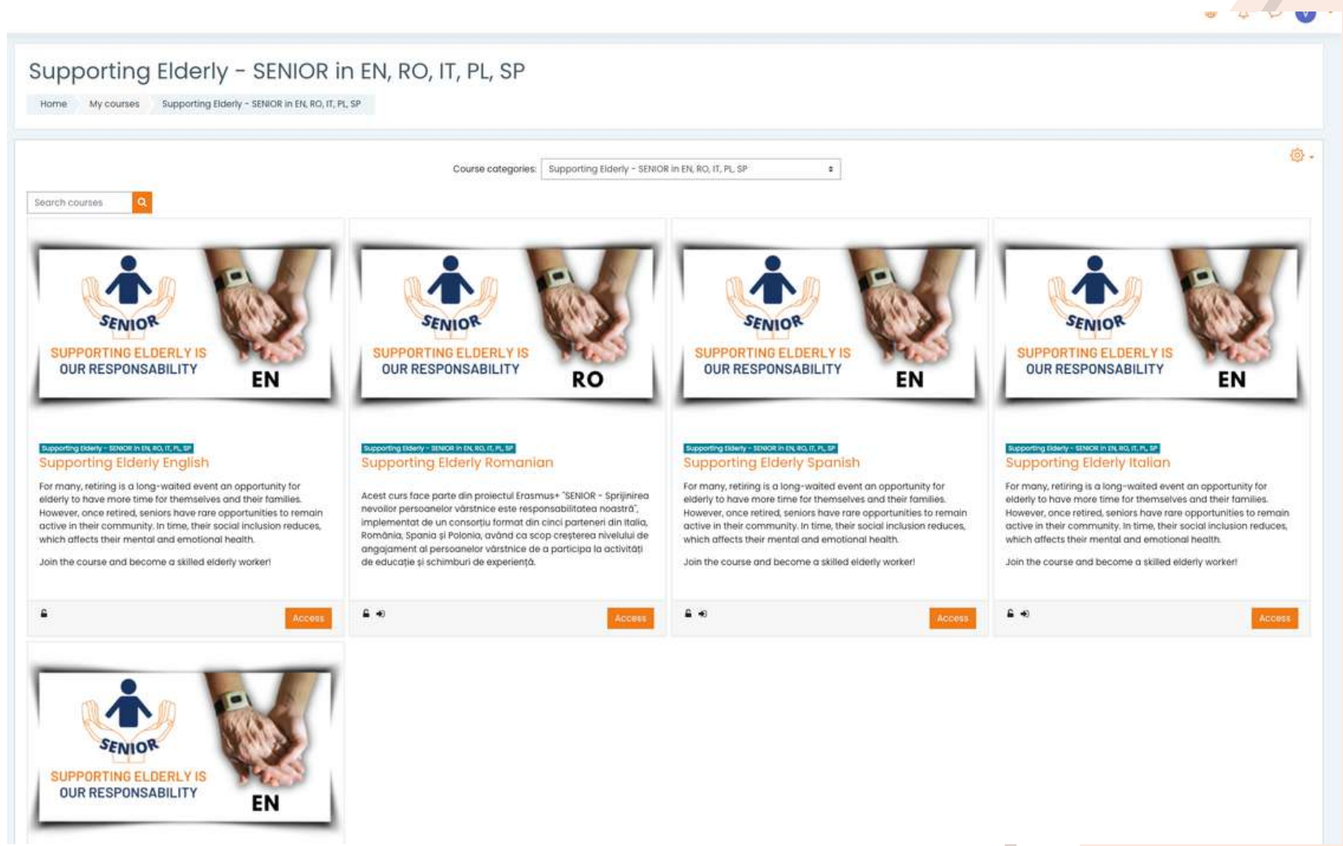
CHANGE THE LANGUAGE 2

To change the language displayed in the platform, click on the icon on the top right that shows a globe.
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 <<Access>>.
Now you have the content translated into your language!

3

LOG INTO THE PLATFORM

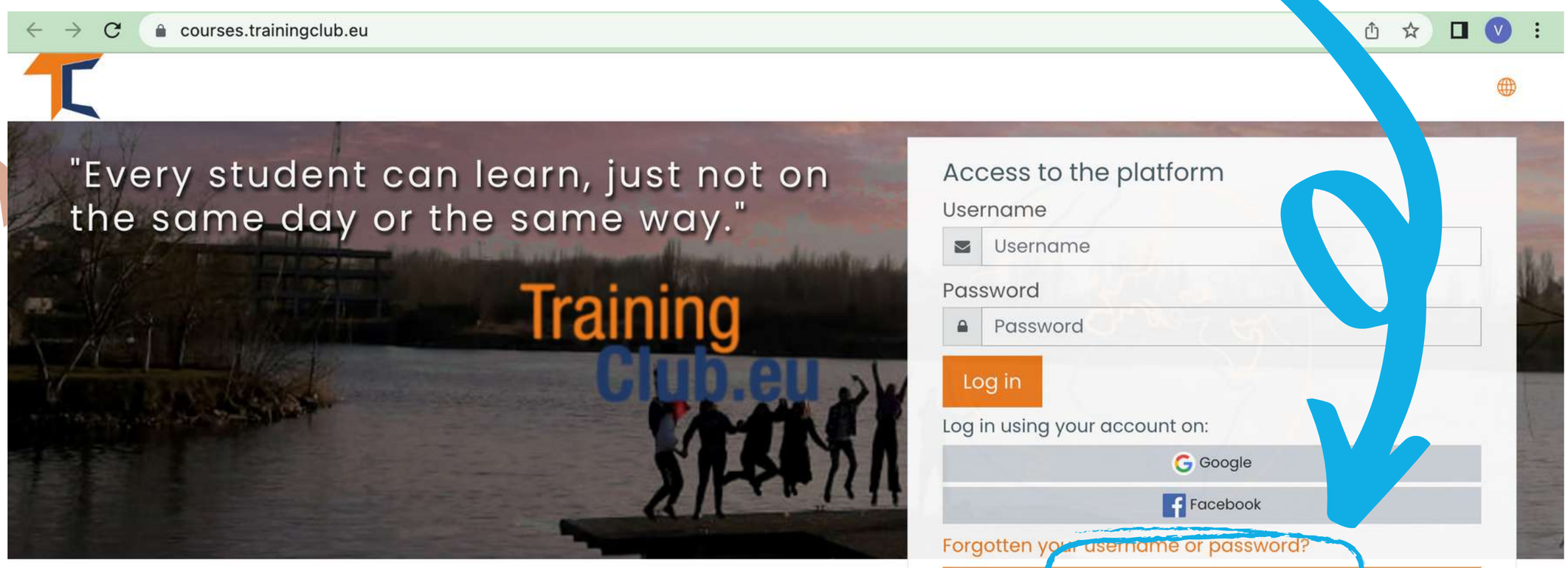
To join the course first you need to create an account. In this section you will find three easy ways to join our e-learning environment: https://courses.trainingclub.eu/ with a valid e-mail address, with Google account or with a Facebook account.

Let's do it together!

a. With e-mail

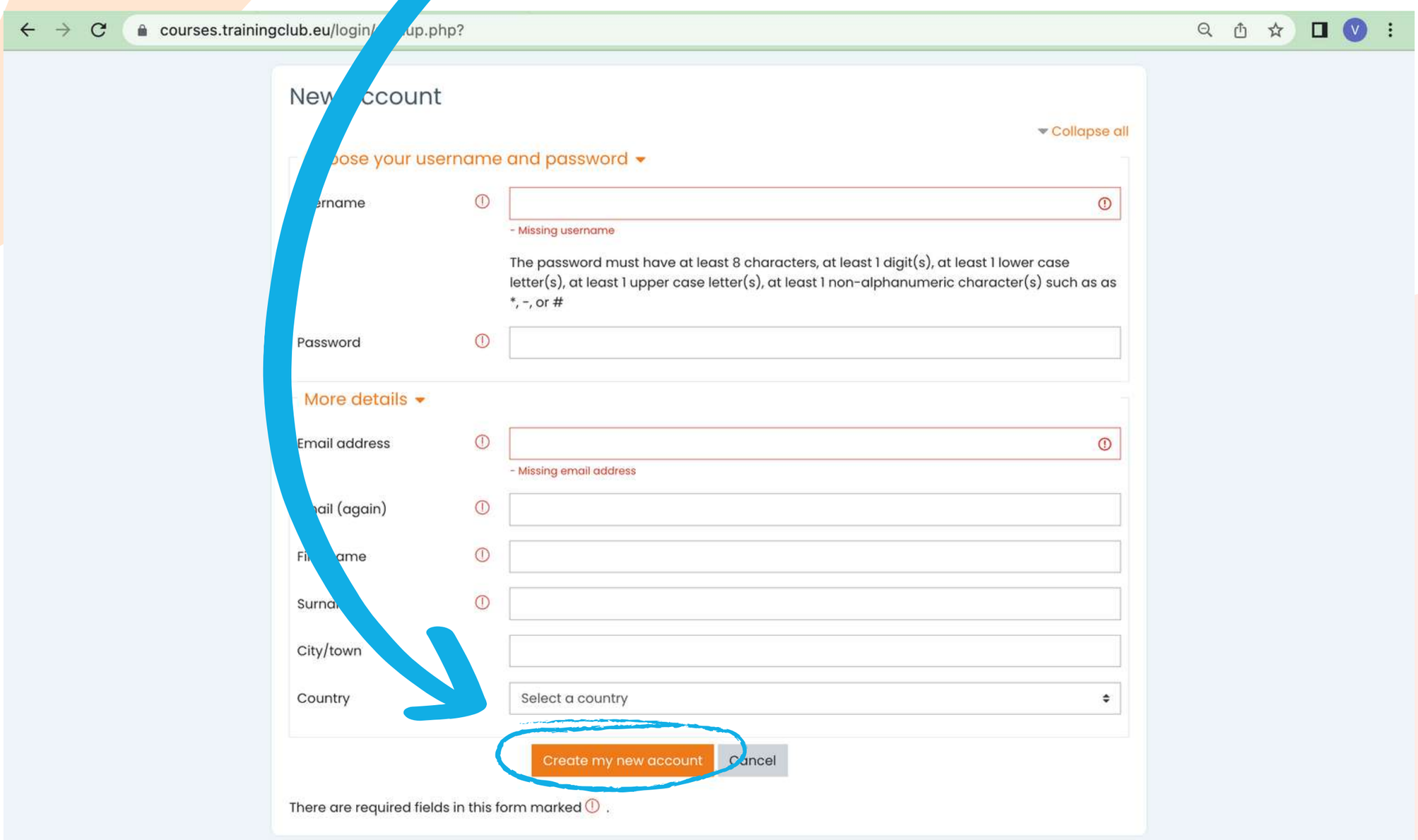
STEP 1

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



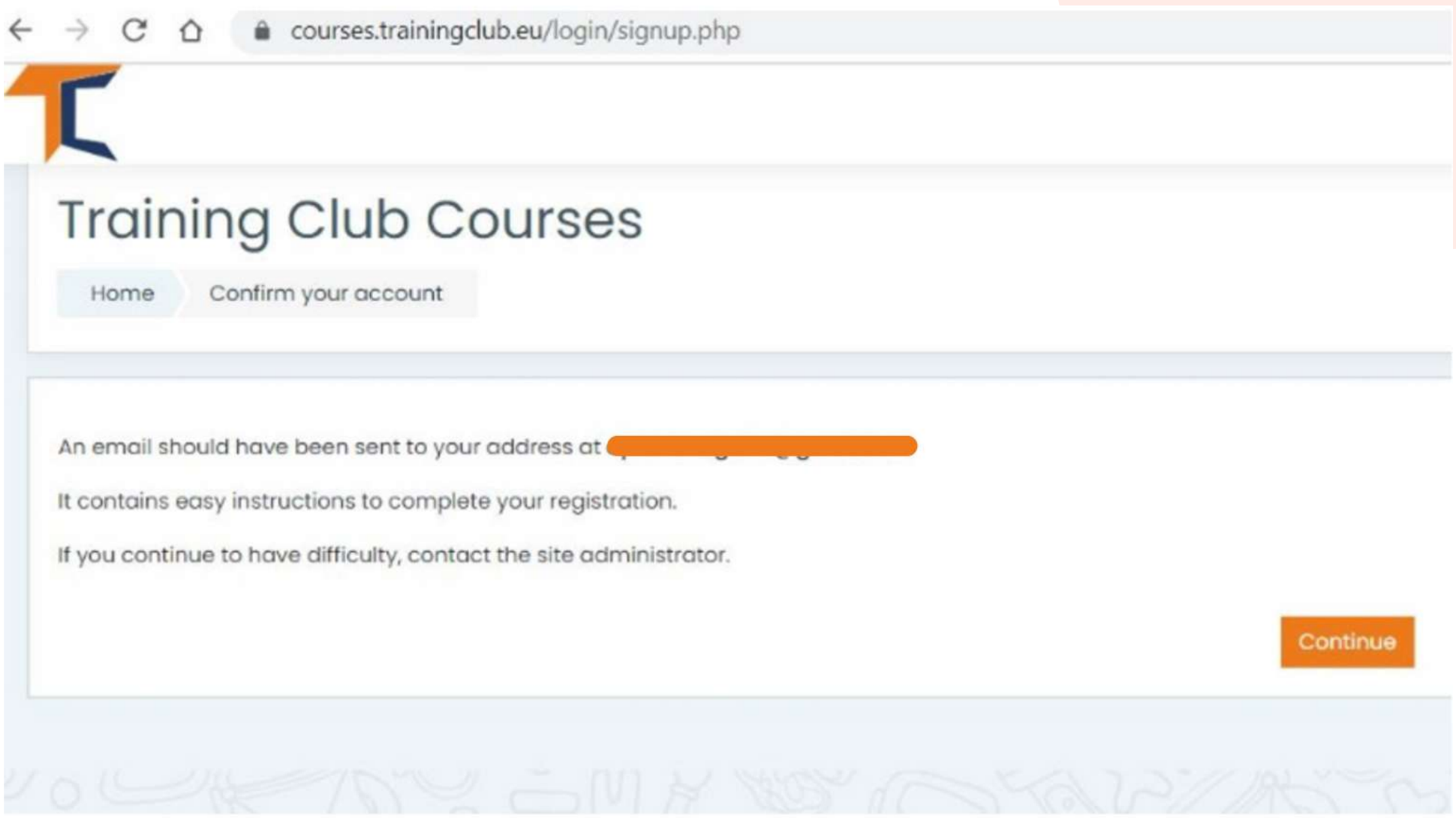
STEP 2

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

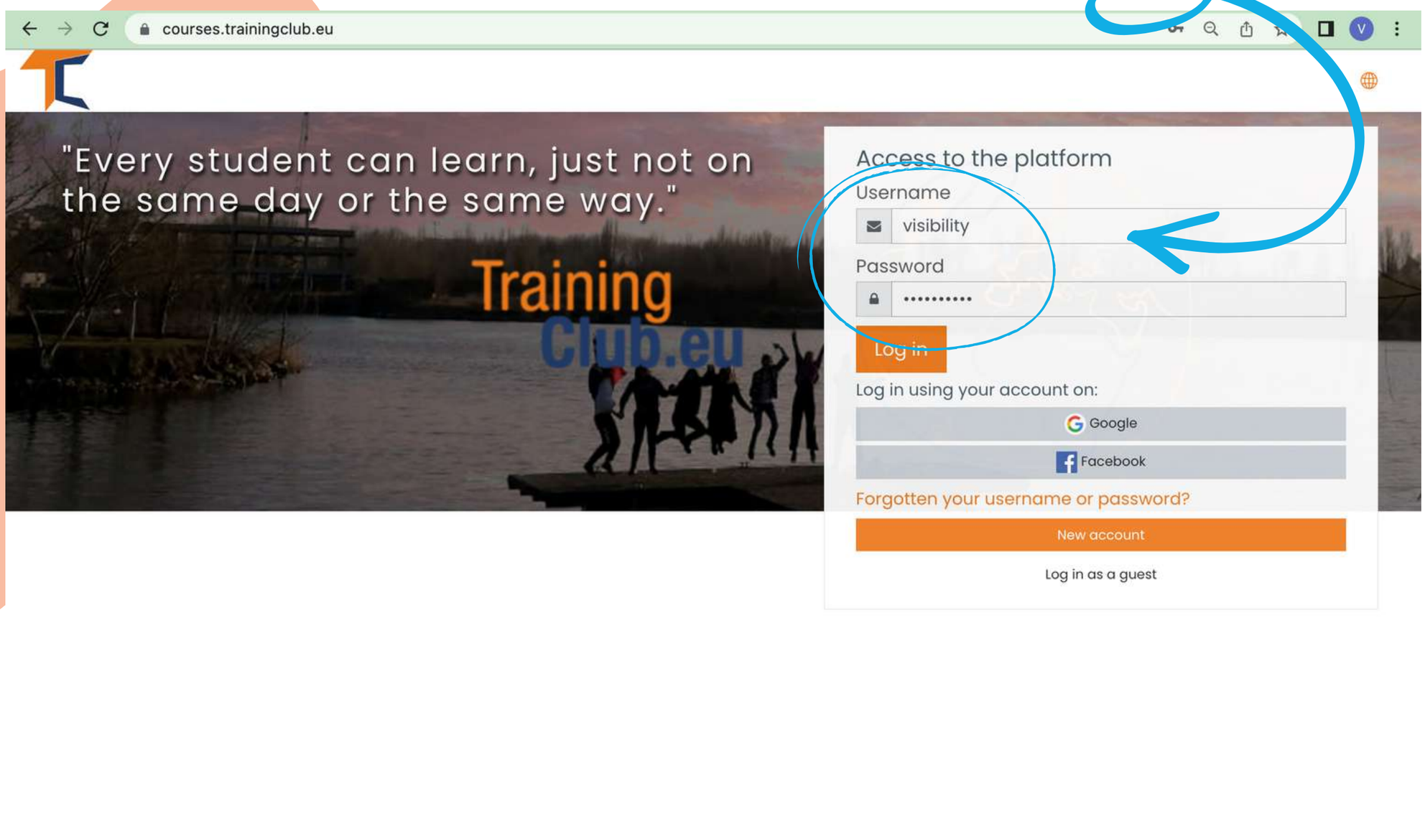
Hi,

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

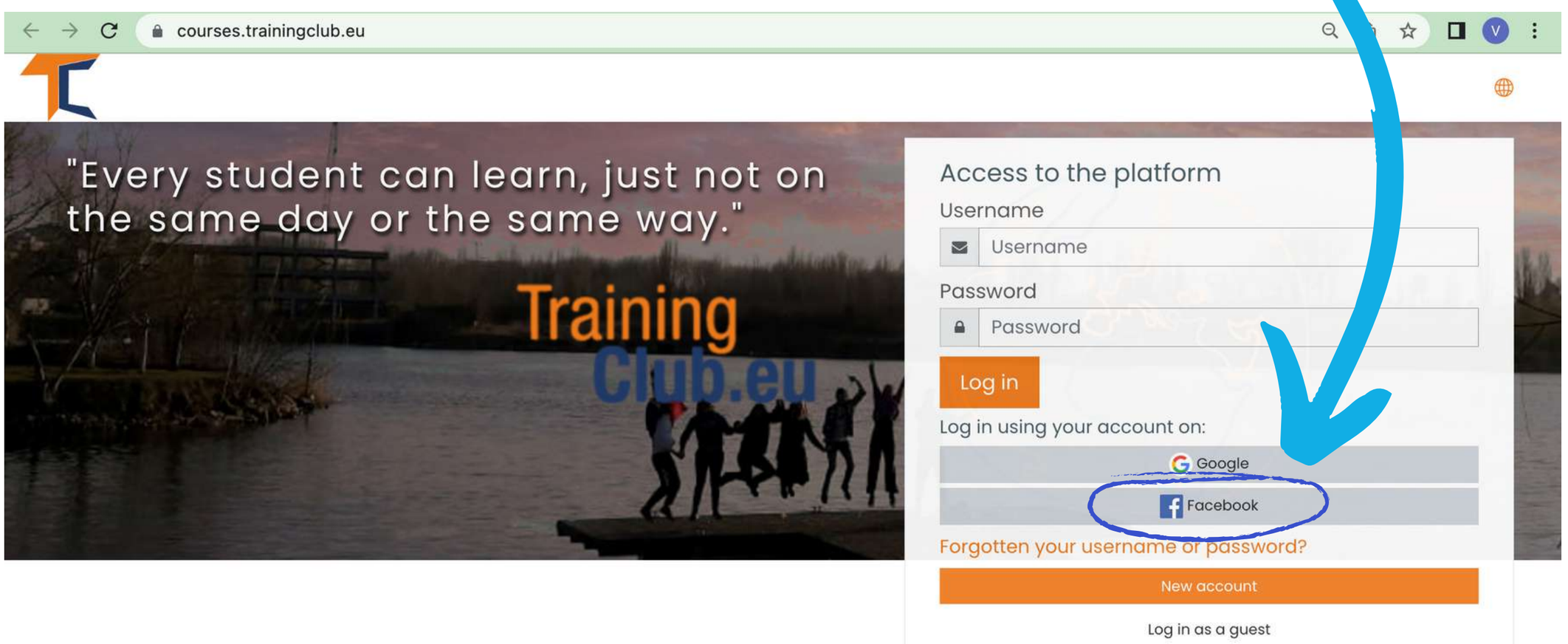
Click https://courses.trainingclub.eu/ and log in using your username and password



b.With Facebook

STEP 1

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



STEP 2

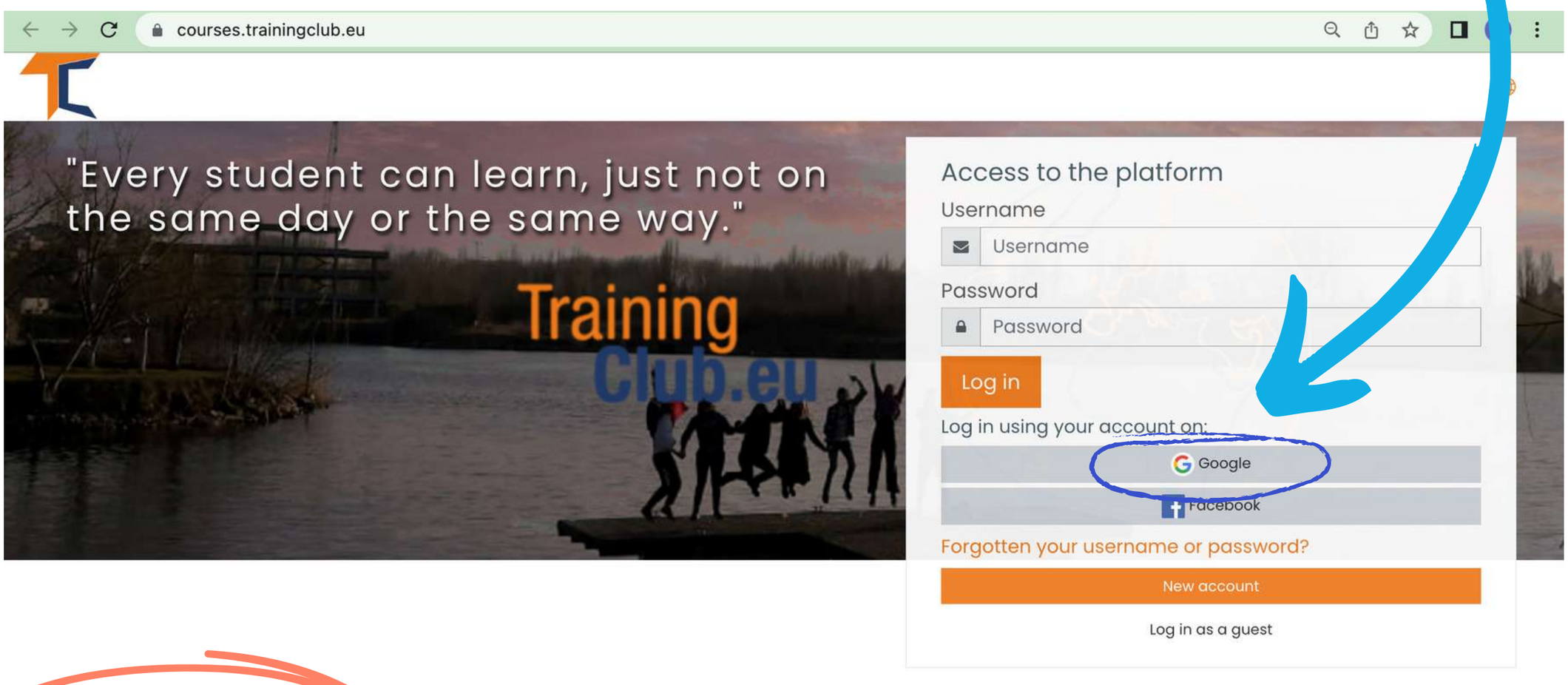
You will be sent to Facebook to confirm your login.
Select <<**Continue as** *(Your Username)*>>
and you will be taken back to Moodle

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

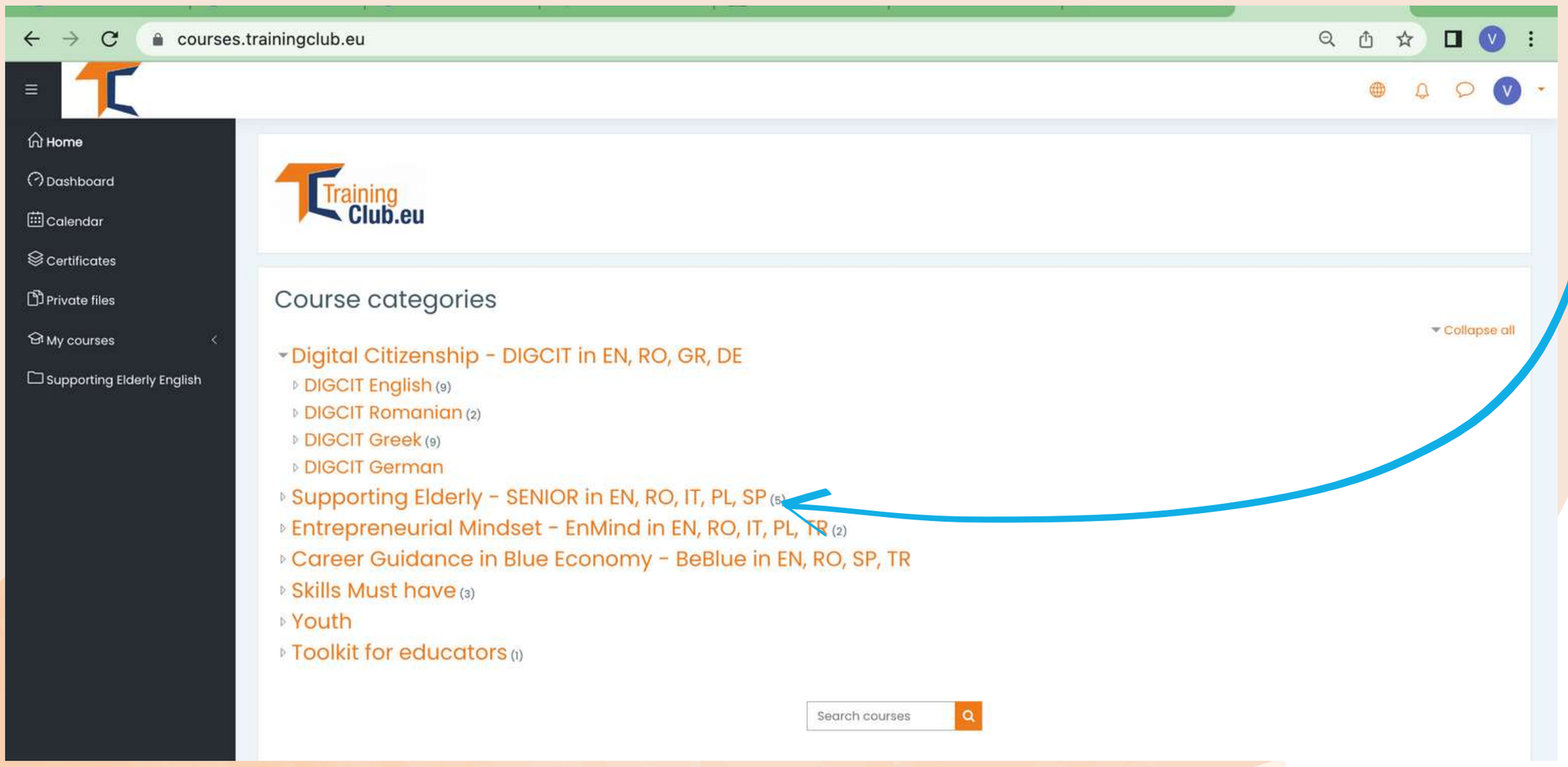
If you did not receive the confirmation, please let us know at the e-mail office[at]team4excellence.ro and we will fix it in less than 24 hrs

Technical Problems

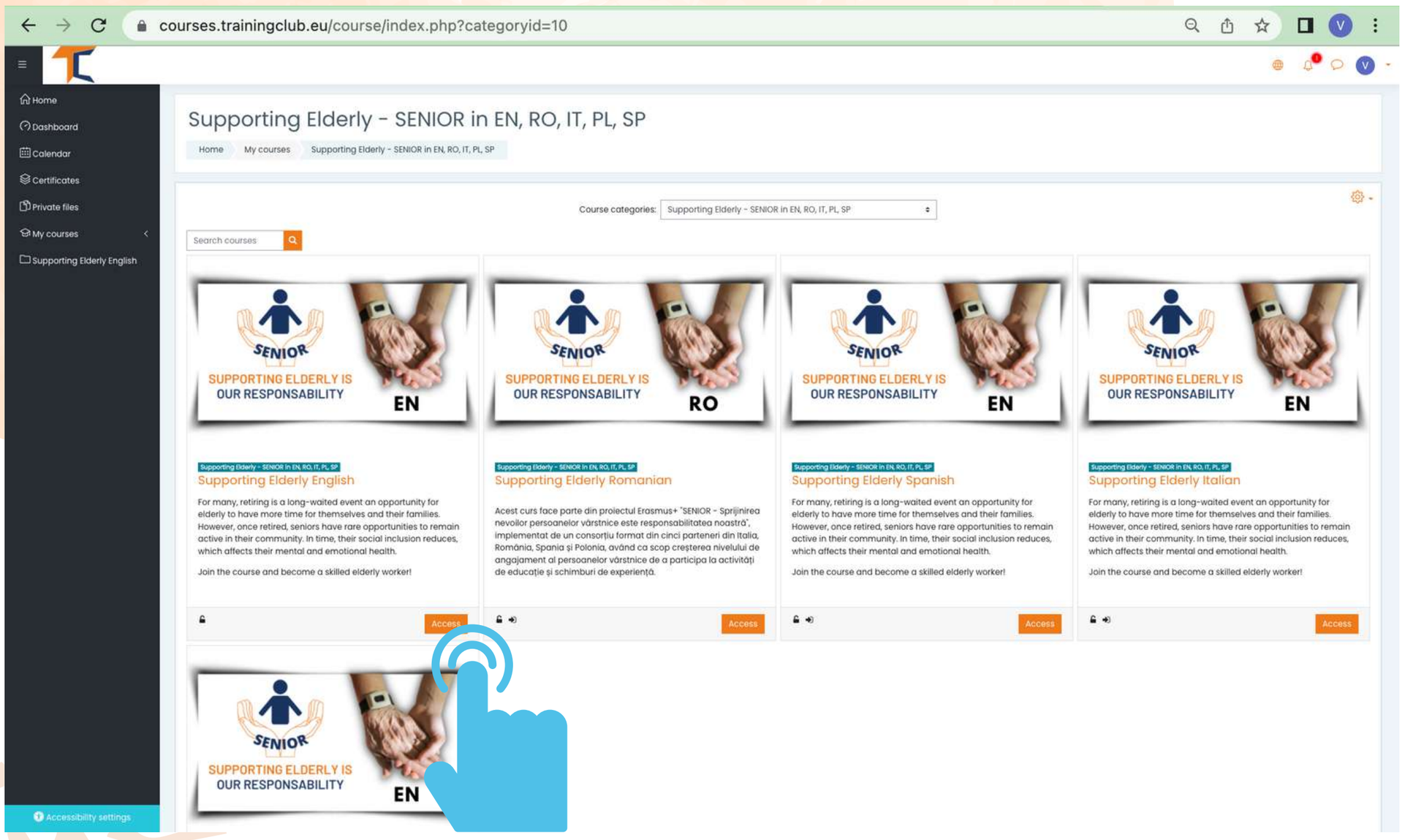
Now you can access the courses available on our virtual campus platform for free.
If you want a great educational experience, solve the tasks and get your free course completion certificate!

4 ENROL THE COURSE

As you may have already noticed, the SENIOR course is available on Moodle in English, Spanish, Italian, Polish and Romanian.



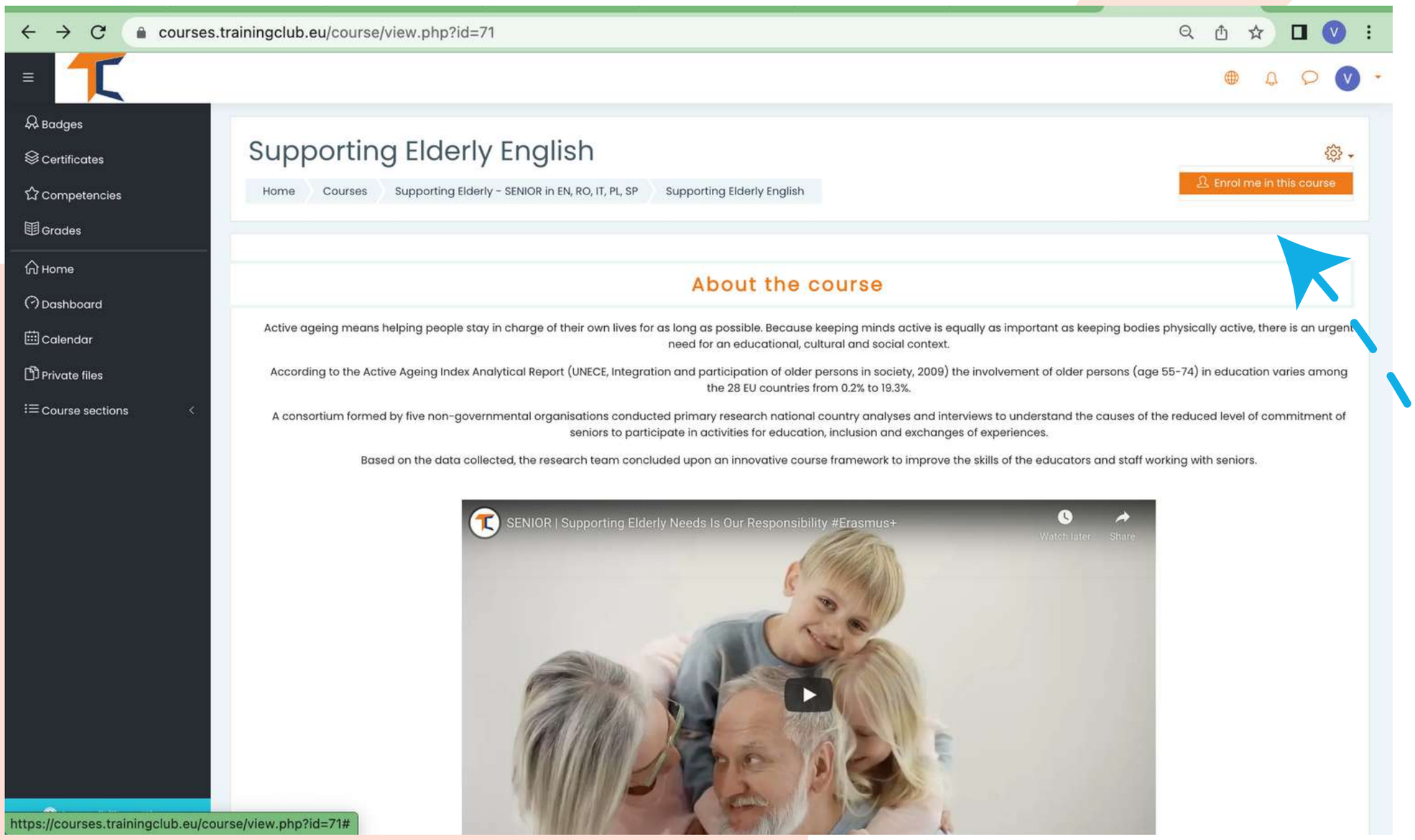
Click on the *Supporting Elderly - SENIOR in EN, RO, IT, PL, SP* section



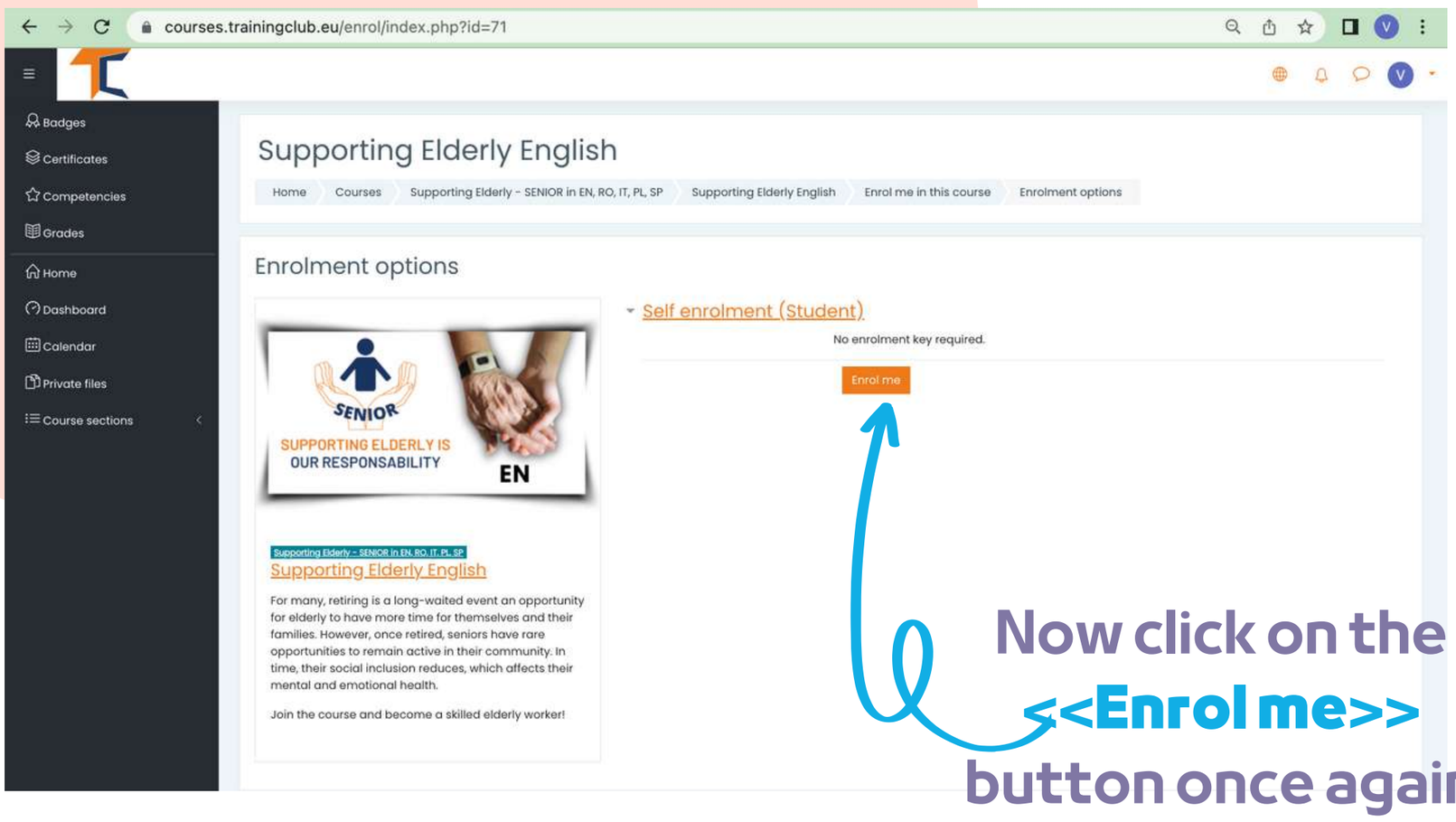
Select the course you want using the **<<Access>>** button and get started

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.

Your current account allows you to go through Module 1 reading material but for completing the quizzes, **you will be required to enroll the course.**



Go in the upper right corner and click the settings button.
A drop down menu will list some features.
Select **<<Enrol me in this course>>**

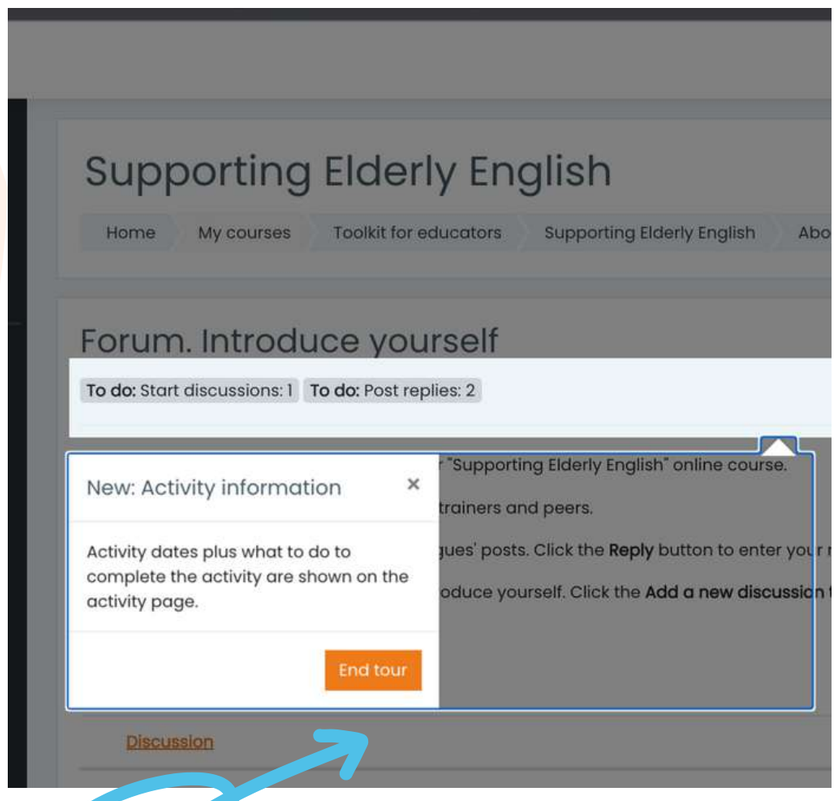


Now click on the **<<Enrol me>>** button once again

FORUM SECTION

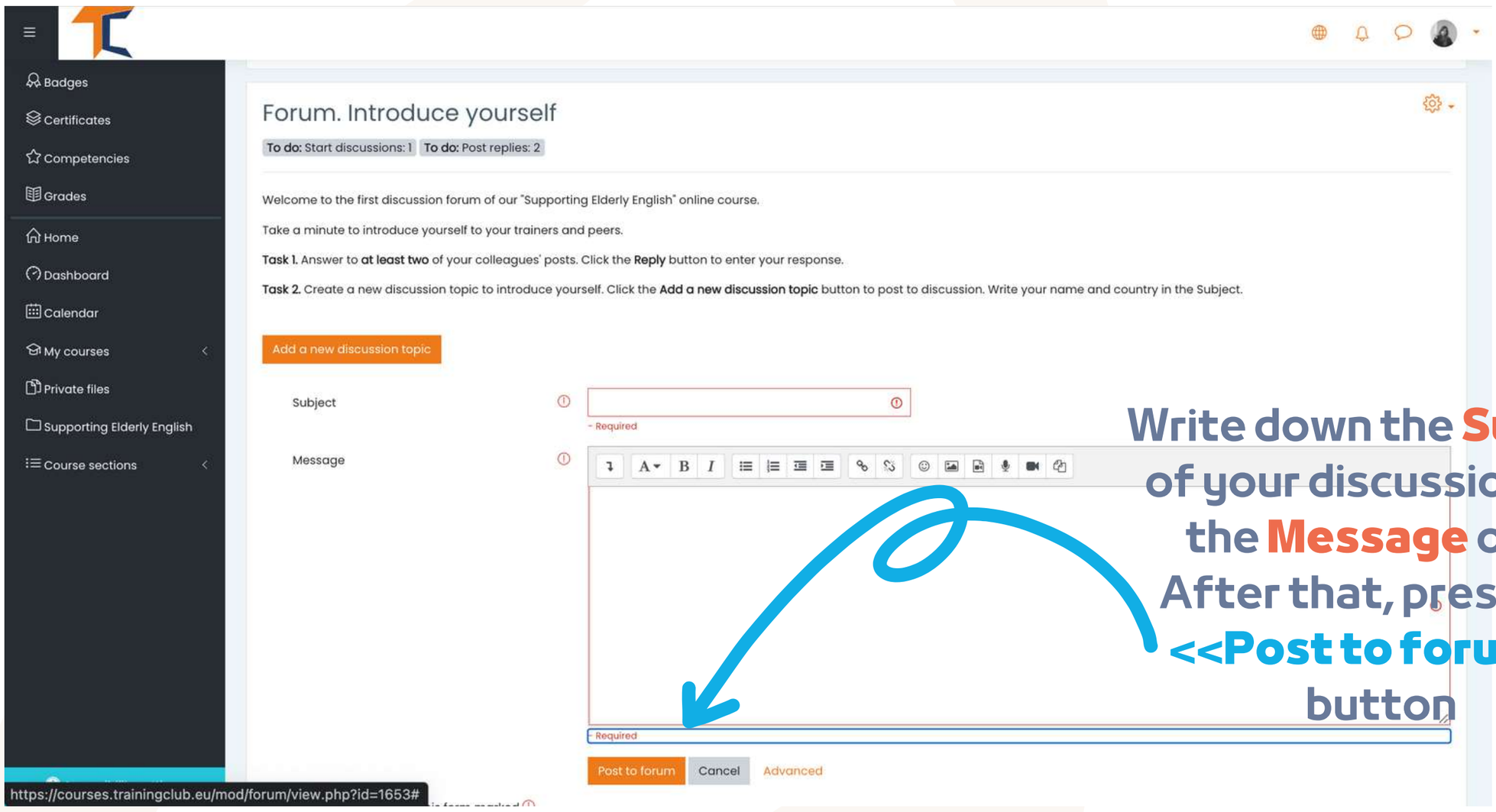
Now that you are enrolled in the course, you will be able to complete the missions.
Your first mission is to introduce yourself via **Forum**.

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.



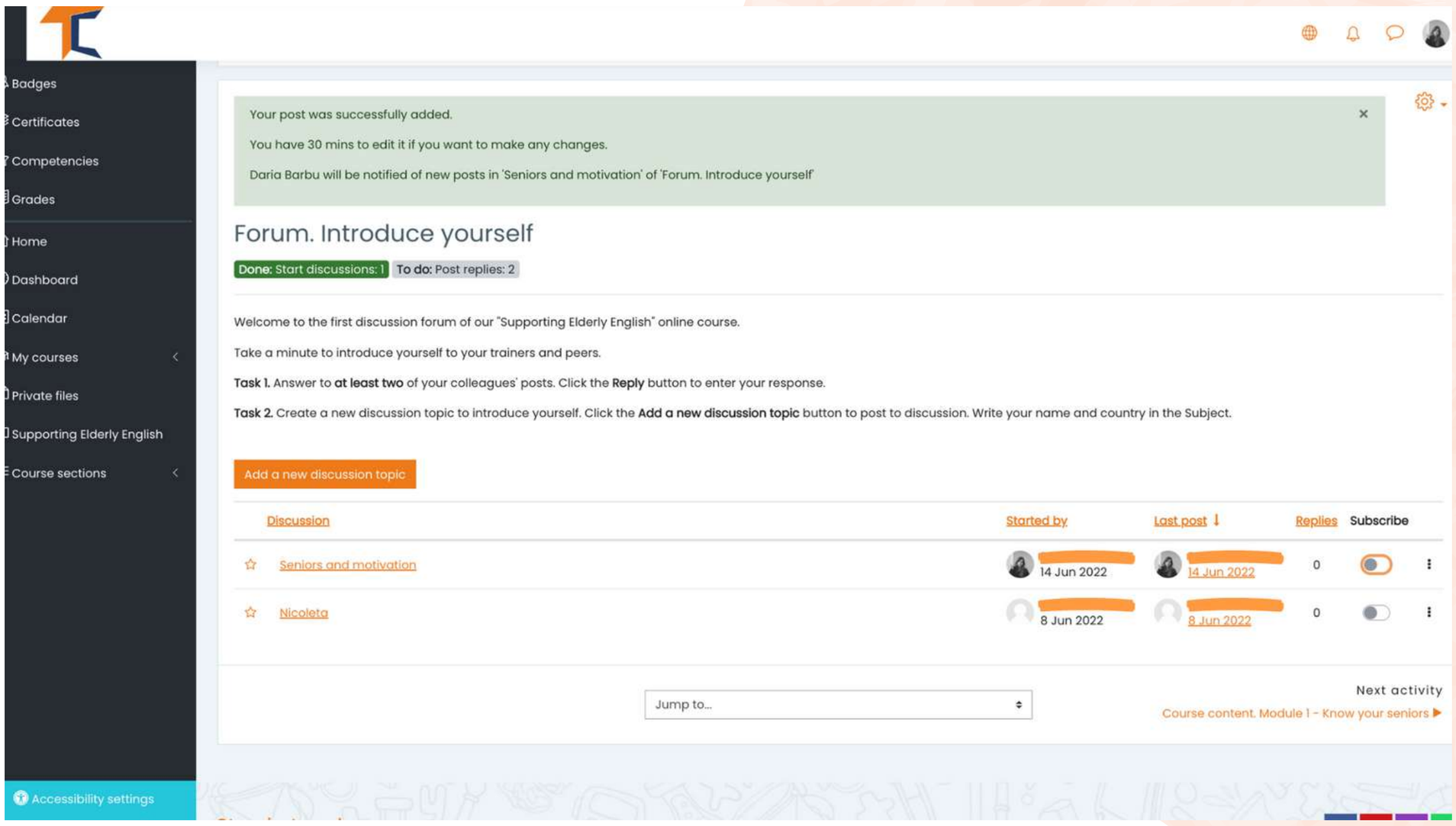
Click the **<<End tour>>** button and continue to the Forum.

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!

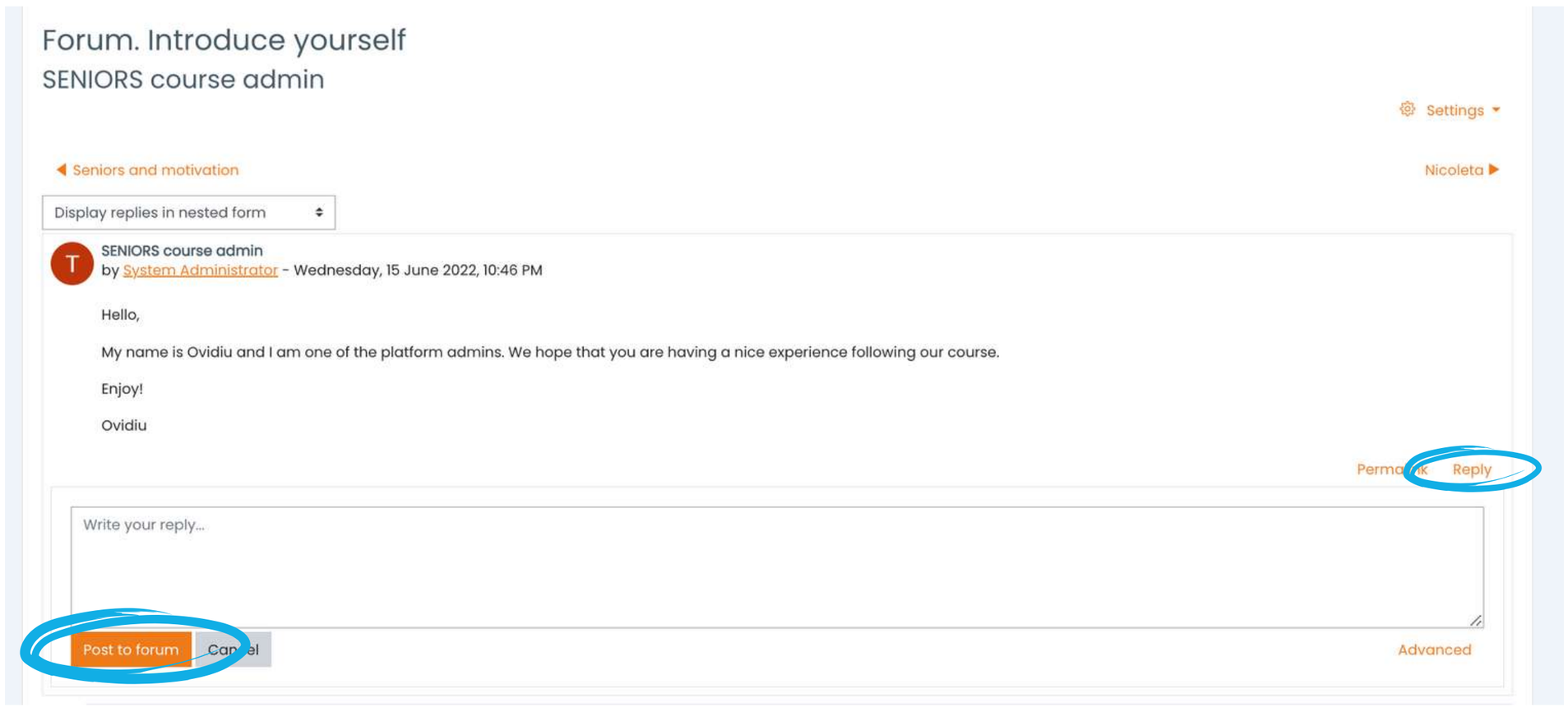


Write down the **Subject** of your discussion and the **Message** of it.
After that, press the **<<Post to forum>>** button

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*



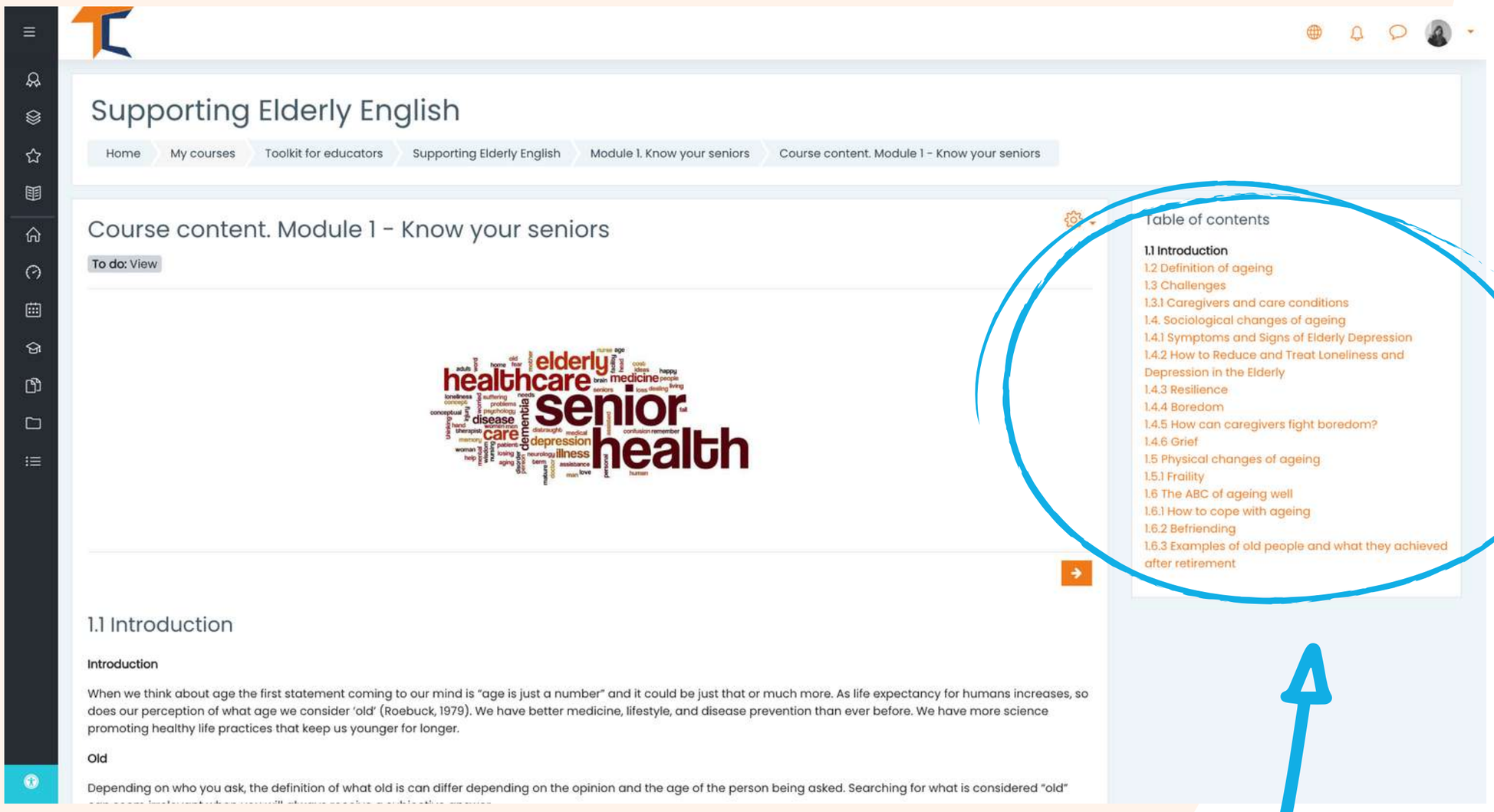
After you have chosen a subject, reply in the thread by clicking on the **<<Reply>>** button. A box will appear and you will write your message. When you are done, click **<<Post to forum>>**.

6

COMPLETE THE COURSE MODULES

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

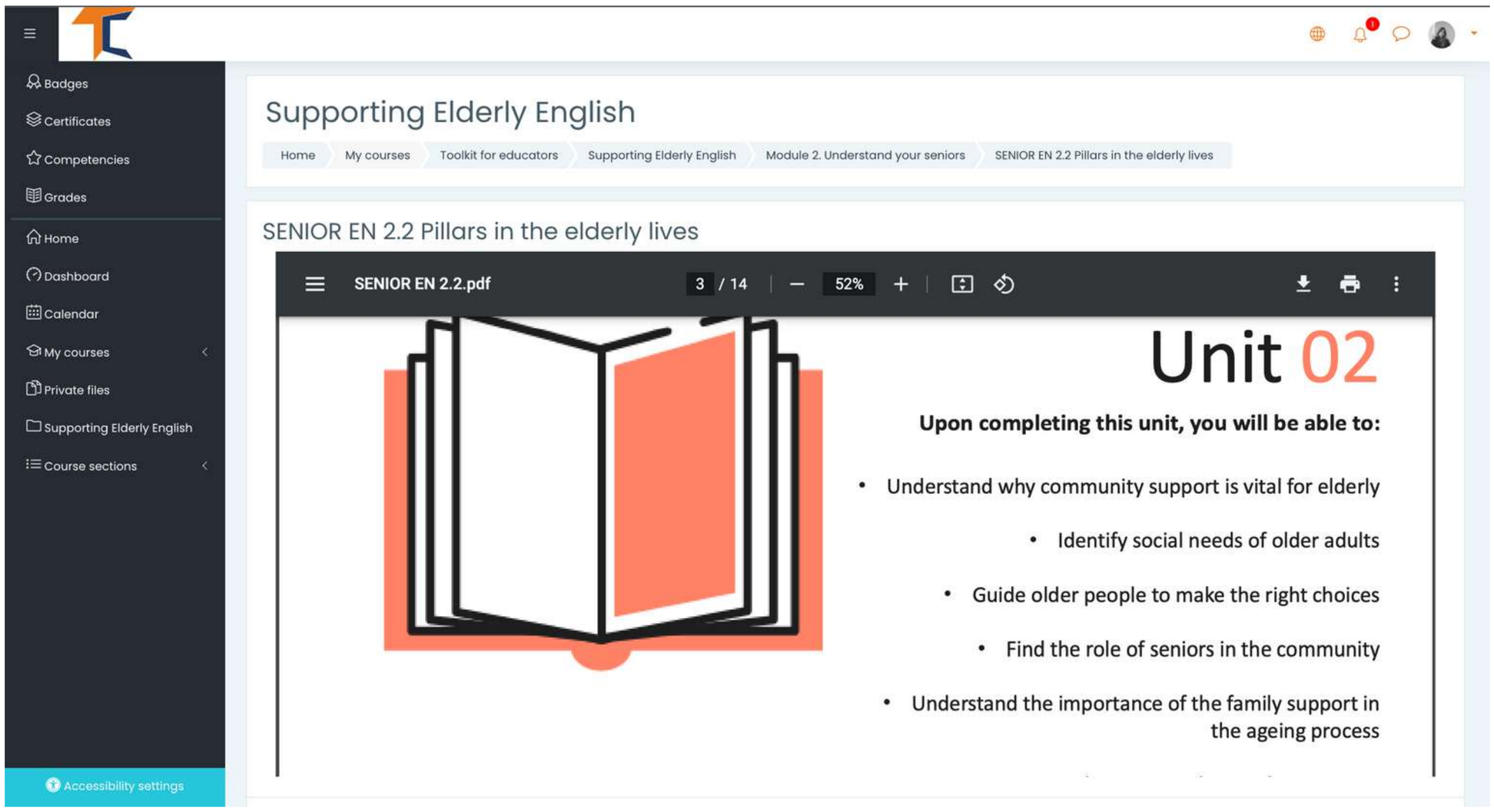
The learning process includes game elements consisting of a flow of lessons, tasks to be completed, awarding badges for task completed, collection of all badges by participants and gaining a course completion certificate.



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 presentation. You will find presentations for each module. Enjoy the course!



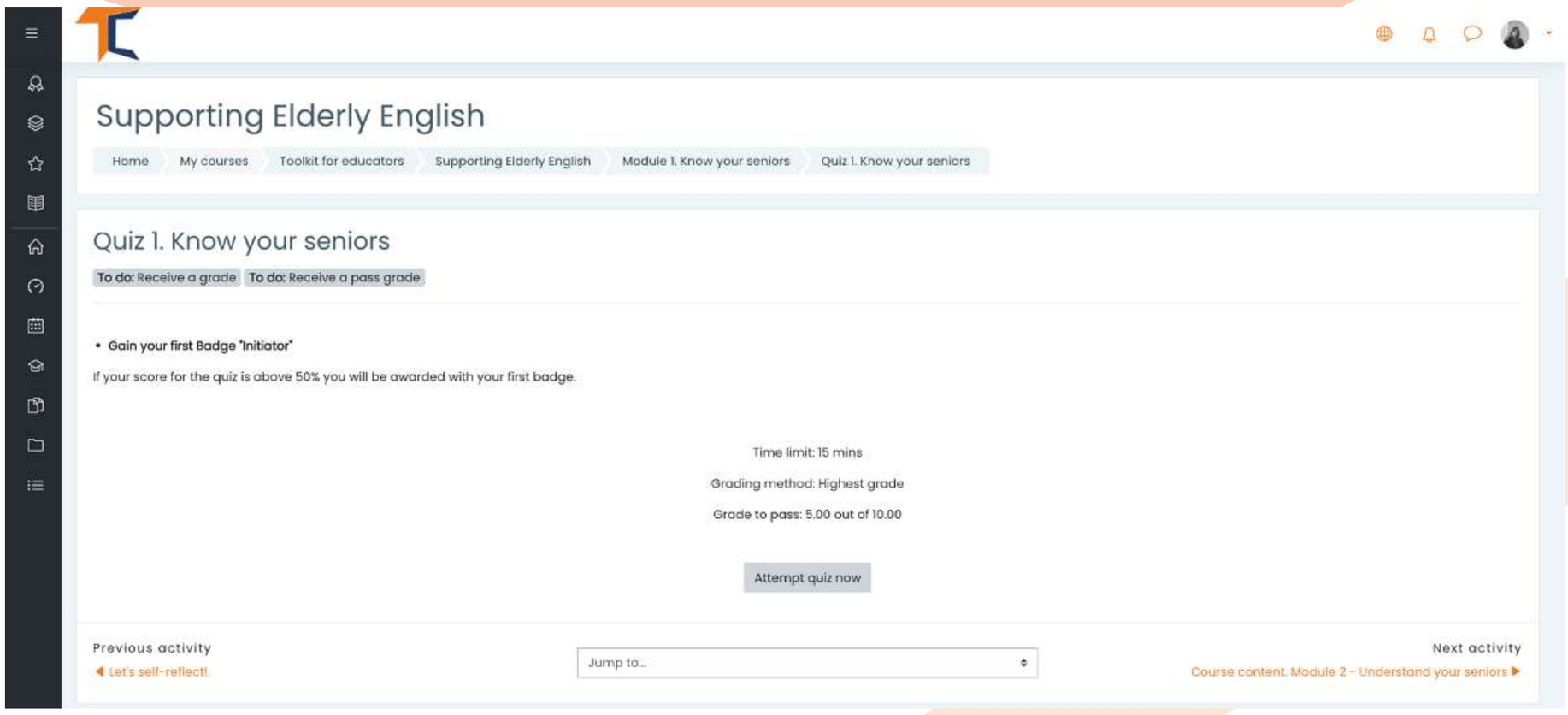
If you prefer video/audio, then we invite you to watch our video presentation here:

https://www.youtube.com/watch?v=0-XW7Fe3lAo

7

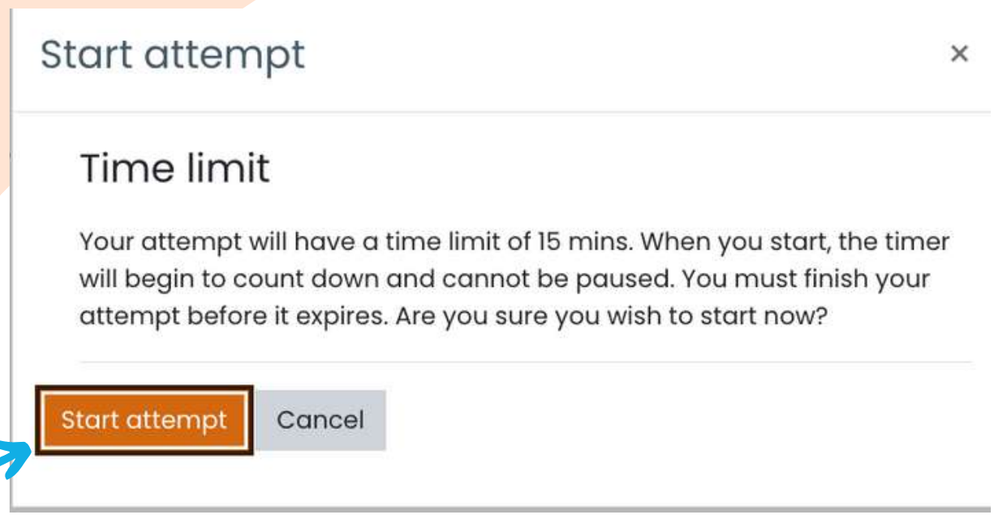
SOLVE THE QUIZZES

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!

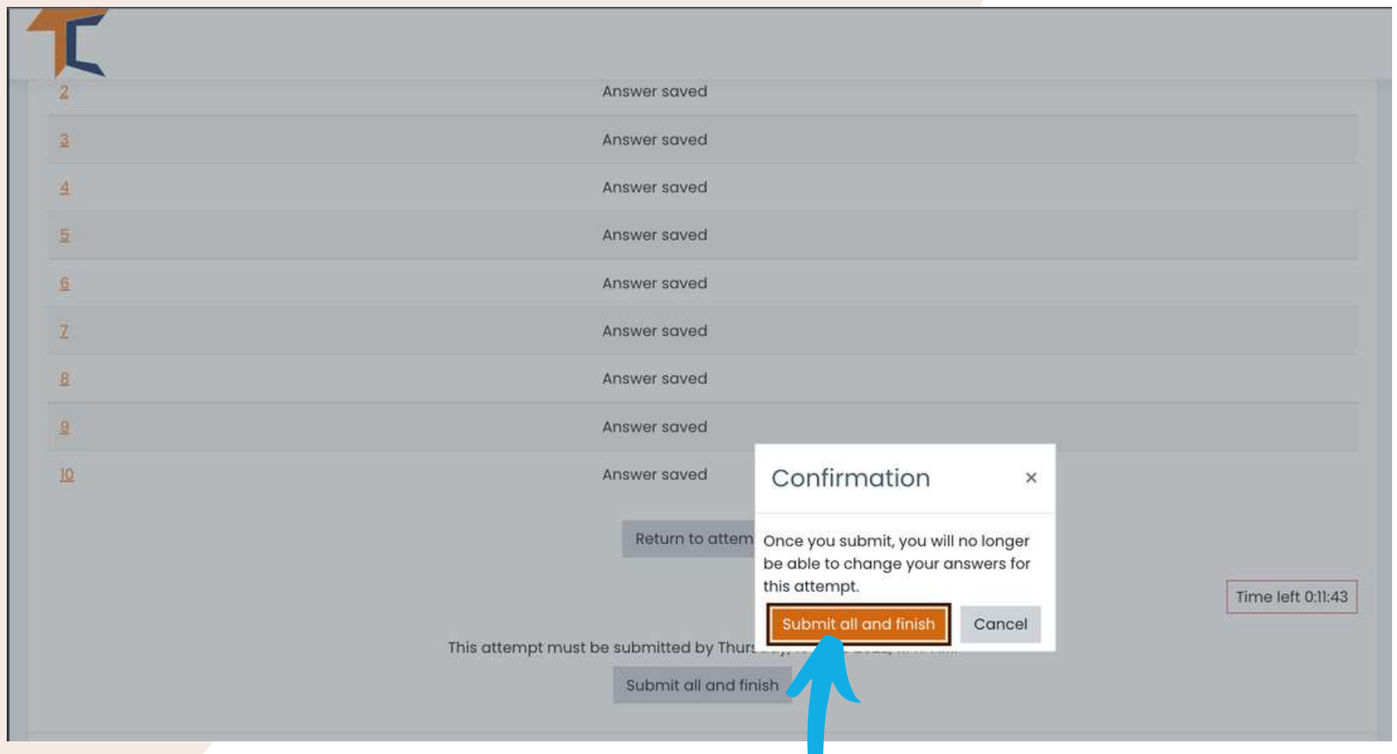


You have 15 minutes to answer all questions.
The quizzes are designed as a multiple-choice grid test.

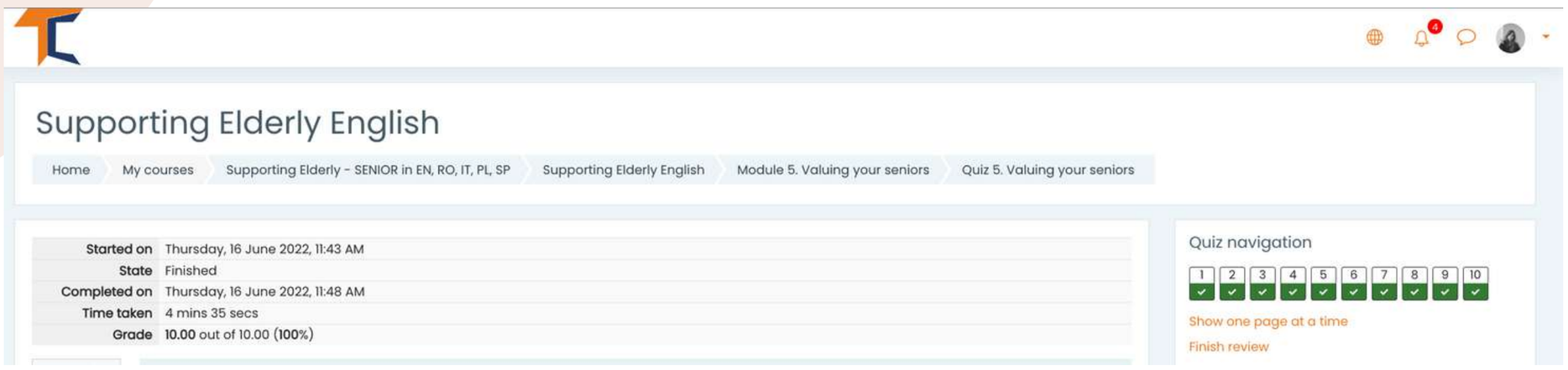
Click on <<Start attempt>> and test your knowledge



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!

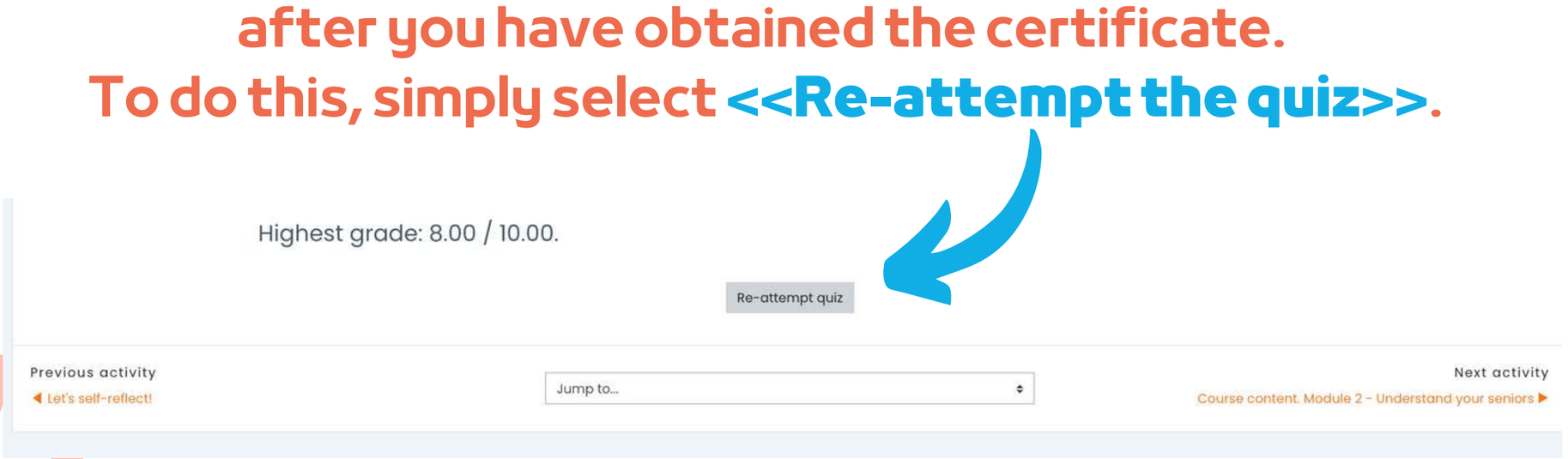


After you're done, select <<Send all and finish>>. Then, the answers will be corrected and you will be able to see where you went wrong.



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 the quiz>>.

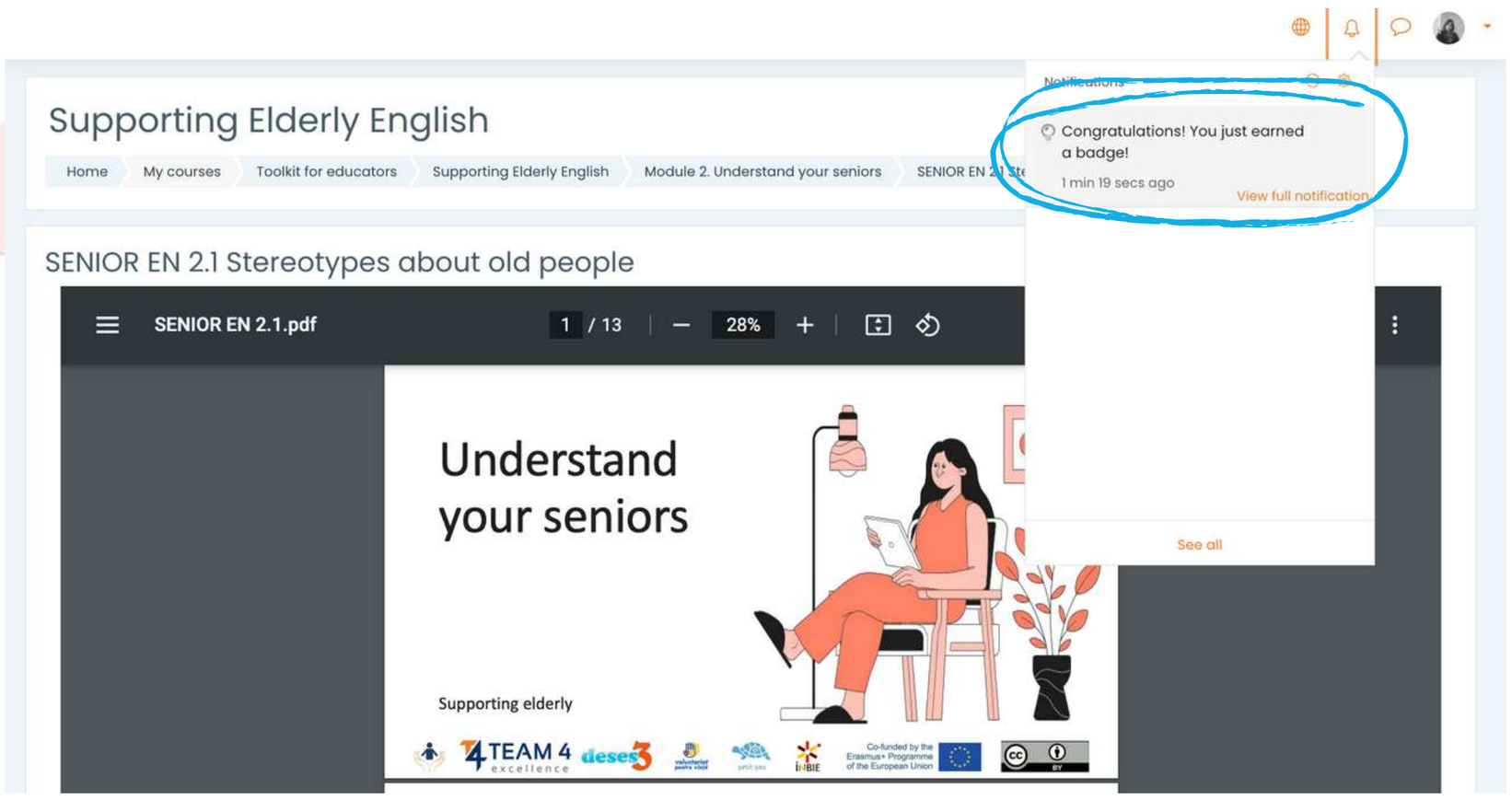


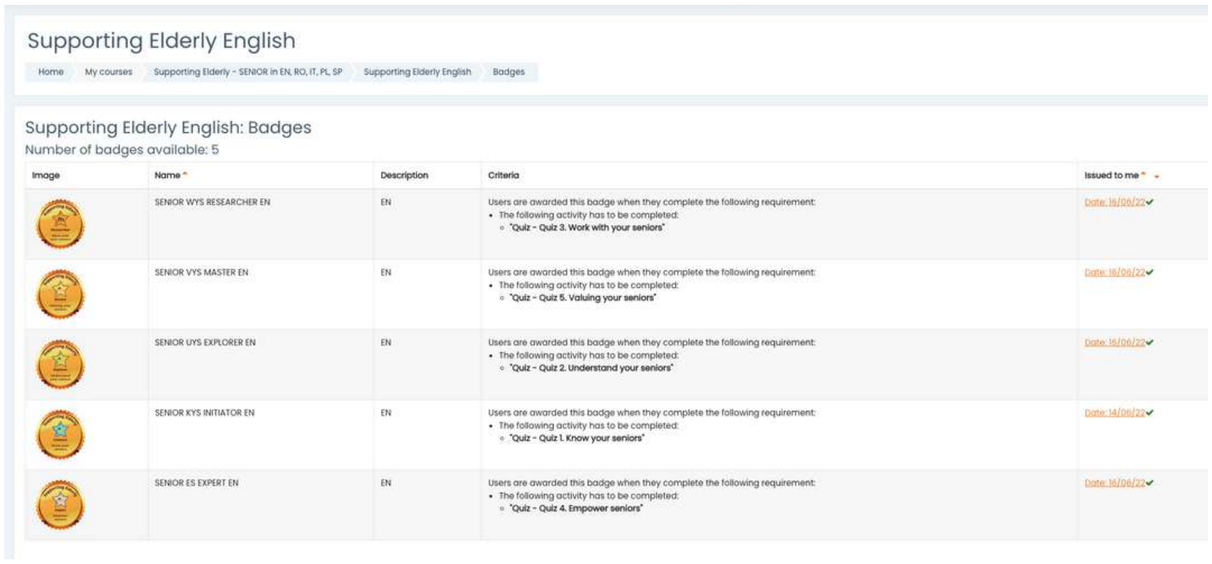
COLLECT YOUR BADGES 8

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.SENIOR BLUE INITIATOR
2.SENIOR YELLOW EXPLORER
3.SENIOR ORANGE RESEARCHER
4.SENIOR WHITE EXPERT
5.SENIOR 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.

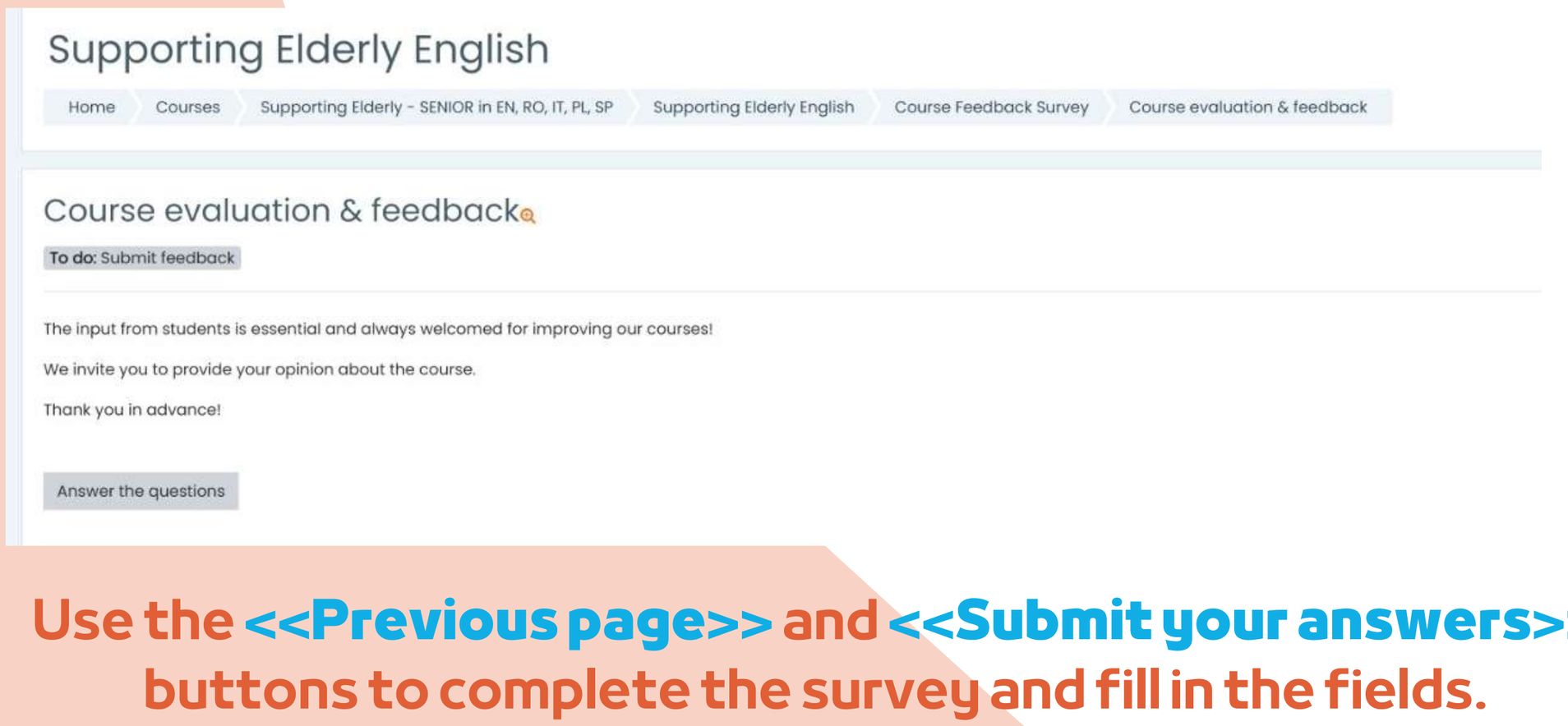




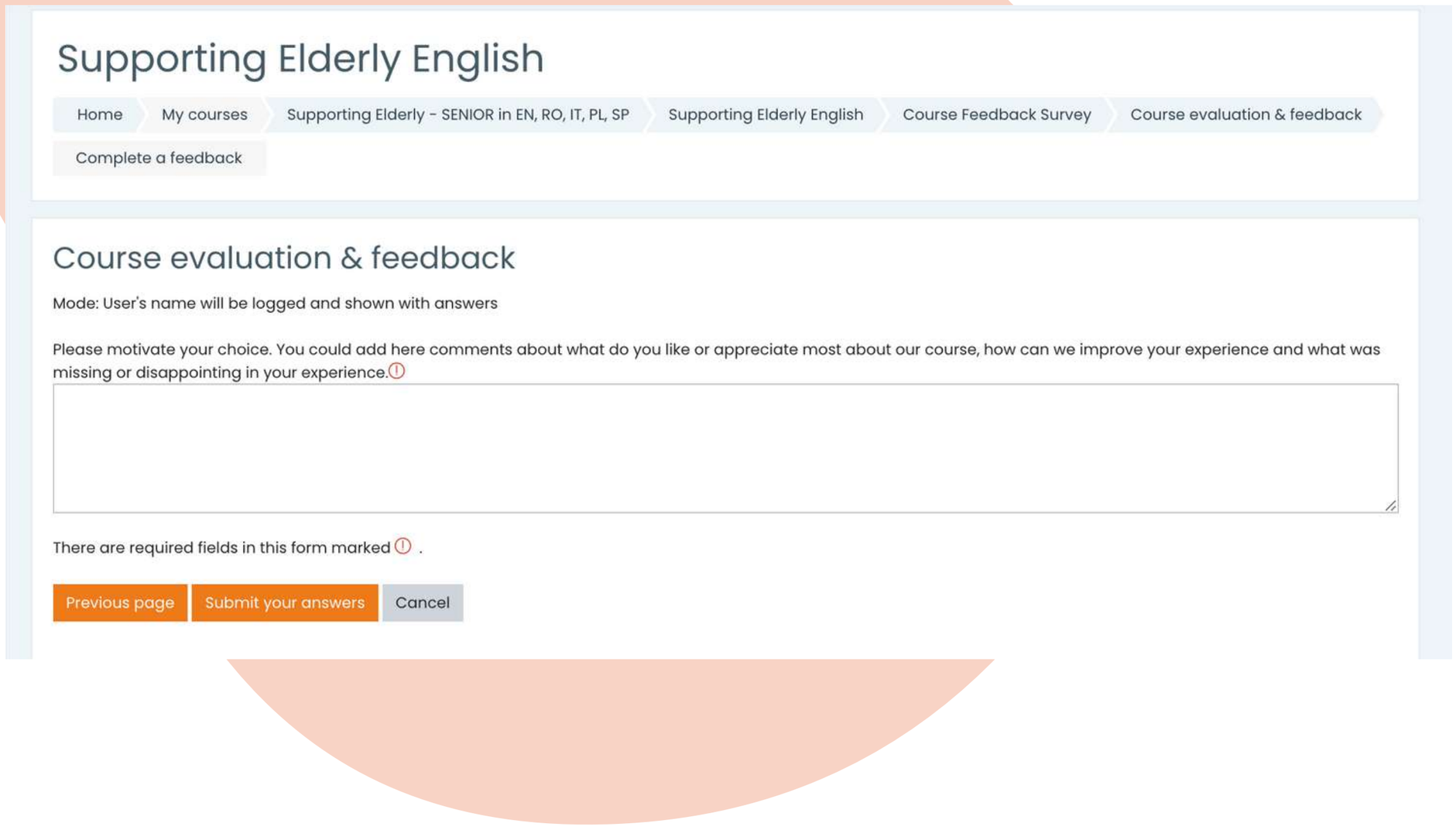
Gain more knowledge and get all the badges!

9 PROVIDE FEEDBACK

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



Use the <<Previous page>> and <<Submit your answers>> buttons to complete the survey and fill in the fields.

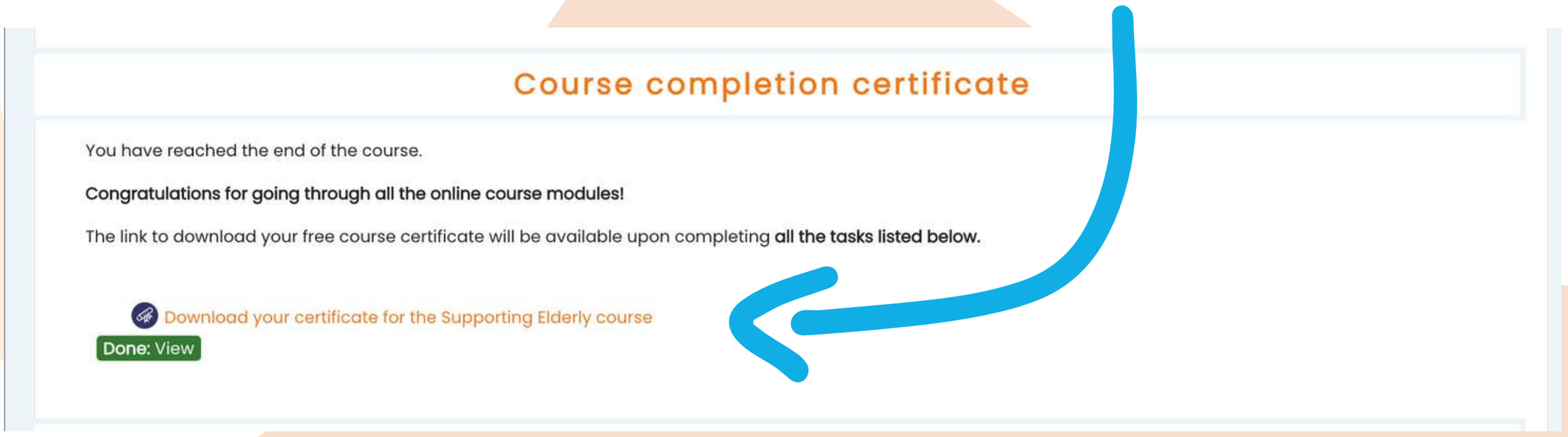


10

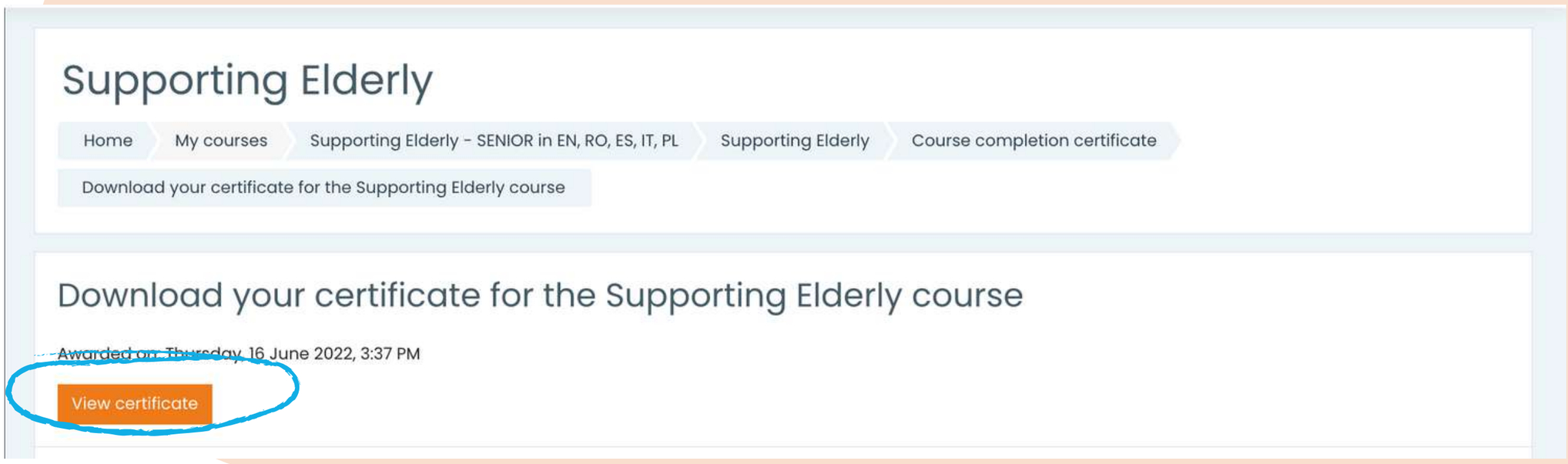
DOWNLOAD THE CERTIFICATE

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 of the Supporting Elderly course>>

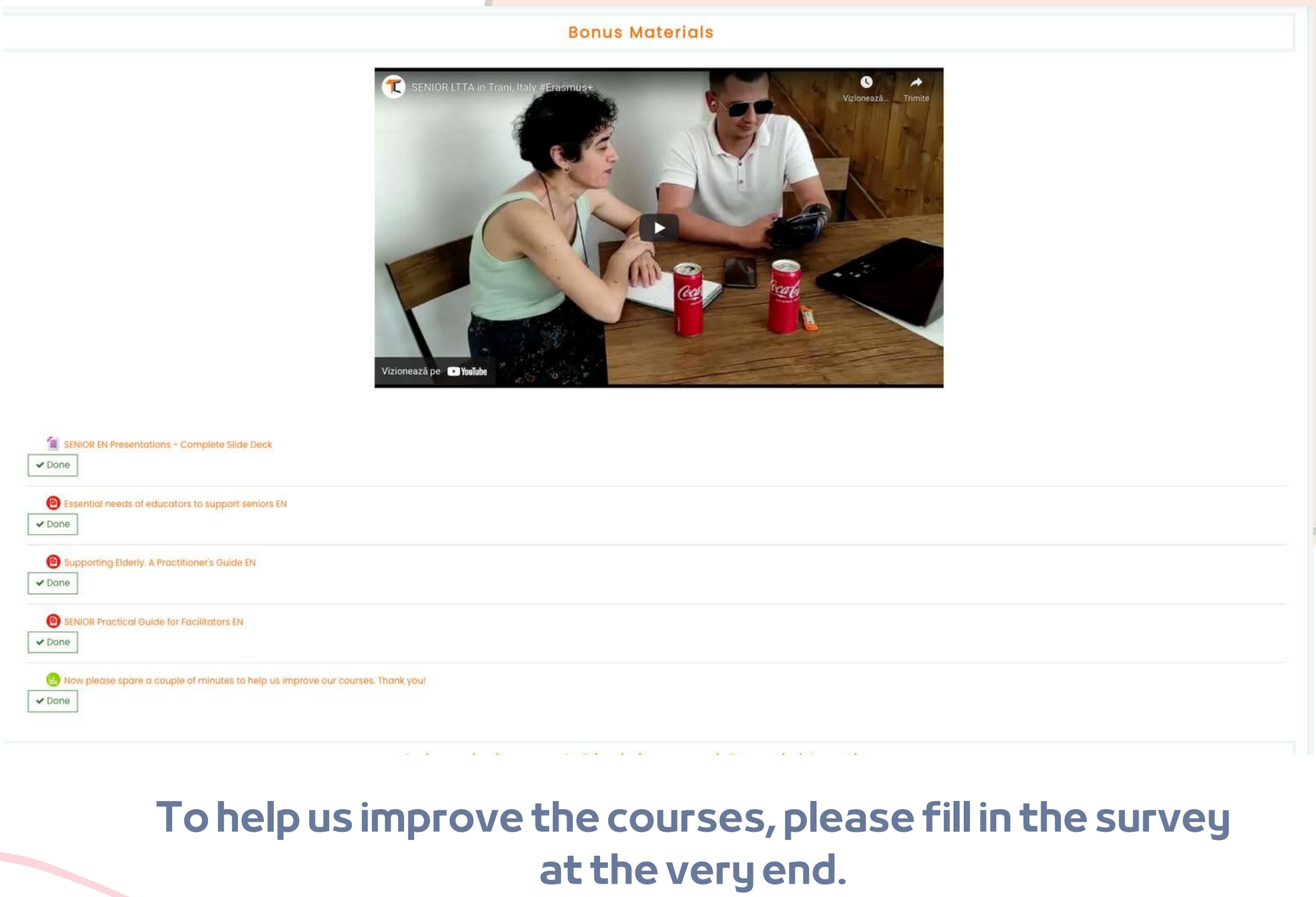


From here you can download your certificate by the **<<View your certificate>>** button



11 BONUS MATERIALS

Participants that successfully completed all course modules are granted with access to the complete slide deck of Power Point Presentations, to the *SENIOR Practical Guide for Facilitators*, *Supporting Elderly. A Practitioner's Guide* and the *SENIOR Practical Guide for Facilitators* in addition to other useful educational materials and workshop scenarios specially designed for seniors and their trainers



To help us improve the courses, please fill in the survey at the very end.

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/senior/

Co-funded by the Erasmus+ Programme of the European Union

Acknowledgement. This learning material has received funding from the European Commission under the ERASMUS+ Grant Agreement "Supporting Elderly Needs Is Our Responsibility", ID 2020-1-RO01-KA204-080320

Disclaimer. The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Copyright notice. CC BY. This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use. © 2020 - 2022 SENIOR Consortium