Introduction

'Improve your skills, develop yourself with your community. Together we can do it!'
Solidarity Tracks

These online courses were created for current and future EVS volunteers. During 3 training courses participants from 11 countries were working on it within May – October'2015 time framework and this initiative was organized by Solidarity Tracks.

We have covered most of the relevant topics:
- ***before*** starting the EVS (i.e. what is EVS, how to involve yourself in the programme, what to expect and how to make the best of it, etc.);
- ***during*** the EVS (i.e. how to communicate with other cultures, how to communicate properly, how to involve yourself in projects, how to manage intercultural differences, ideas on conducting various kinds of activities related to your project, etc.);
- ***after*** the EVS (i.e. how to find a job, how to use your experience in real life and information about other ERASMUS opportunities, etc.).

The main aim of these courses is to ease your experience and to gain some specific knowledge about topics created for them. You can use this educational platform anywhere, whenever you have access to the Internet. In every course you will be supported by e-mentors, who can help you with your learning experience.

In the PDF file attached you will find more information on how to use the platform, the online trainings and how to communicate with e-mentors.

Feel free to share the information about these online courses! Encourage your friends to become an EVS volunteer and use this platform!

HOW TO USE THE PLATFORM?

Here you can find useful information about how to register, create and edit your profile and the online courses. First we will explain how to register step by step. Then we will see the creation of the profile and finally we will see what the online courses are about and how to enroll yourself. This is just a guide so feel free to add as much information as you want to your profile.

Step 1. Register
Welcome to the platform. Here you have the steps to register on our platform. Go to the right side of the website and you will find the login block. You just need to click on create new account.

Step 2 User
You will need to fill the form with a user name, an email, a password and your country. 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 non-alphanumeric character(s). An example could be RealBetis_1907. You will get a mail to complete the registration process, this can also arrive in your SPAM folder. Once the mail arrives please click on the

confirmation link to finish the registration. Once you do it, you are registered and can start using the platform.

Step 3 Profile
It is time now to create your profile. This is very important step because is the way we have to know and communicate with each other better. Click on My profile and we would like you introduce yourself and tell us about your experiences, skills, expectations…

Like this we can know about your background and where you are doing your EVS. The profiles help us to know who has similar characteristics to improve communication between us, so add as much information as you want like your studies, previous volunteering experience, activities you like, hobbies, expectations.

Step 4 Edit Profile
Click on Edit profile to give us more information about you. Fill all the required items step by step. If you have any problem to complete it, please contact the super admin.

Step 5 Finish

You have different topics to complete with some more information about you like user picture (should be less than 8MB), your interests and everything related to your EVS. To save your profile click on update profile.

Step 6 Go to courses

Online courses are organized by categories so it is easier to find the courses you are interested in.

1. EVS Lifecycle: This category includes online training which concern various stages of EVS including preparation, starting, self evaluation, promotion, finishing and the period just after EVS.
2. EVS Activities: This category includes online trainings which give practical and theoretical guidelines concerning EVS activity target groups and types.
3. EVS Skills: This category includes online trainings which help EVS volunteers acquire possible skills needed during the and after EVS.

When you have chosen the course you want to do you need to enroll yourself you have access to all the material. To do so go to the online course and click on "Enrol me" in this course. Now you are ready to start the online course.

How to use online courses in the Moodle Platform?

Logging in.
When you want to access to the courses you should go to home page. There you can login with the Username and a password which you had use on registration.
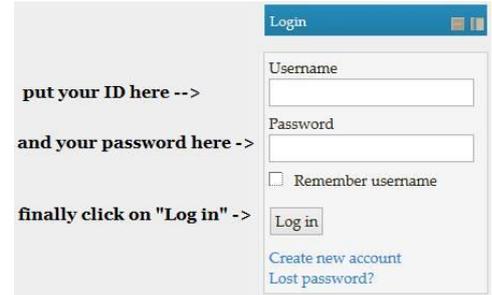
Navigation on a course

The main course page

In this page we welcome all the participants and explain them the role of the platform. Explore the page: click on the "Messages" in case there is one waiting for you or check who is active at any time by the "online users" (on the right side of the page). Screenshot for all sections is below.

Left side of the course

On the left side of the screen you can find the listing of the e-mentors that prepared the course and will guide you through the learning experience. If you need more info for the e-mentors responsible for the course you can click on them and see much more information about them, their interest and if needed to contact them directly.
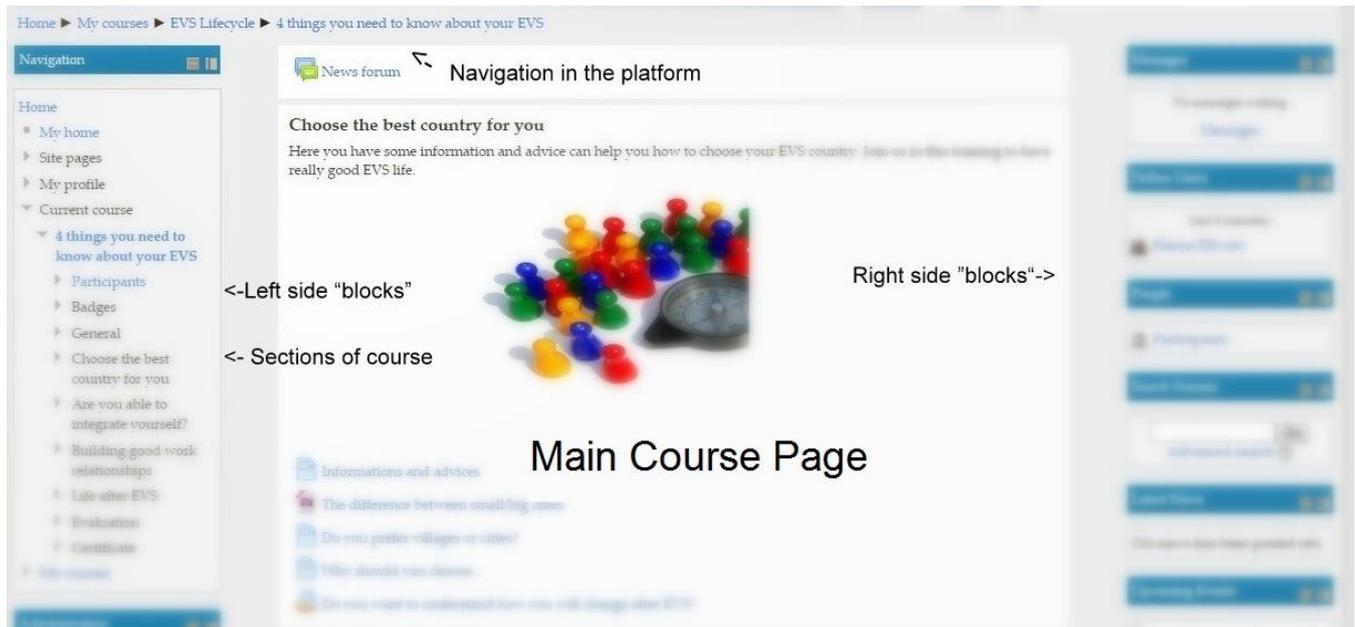
Enrol yourself
To enrol to a course click the button inside the course like on the picture below. When you will enrol you can enter the course. You will also get a welcome mail in this specific training. Check if is not in SPAM! We recommend you to exclude us from spam so you will be able to get our massages connected to the course.
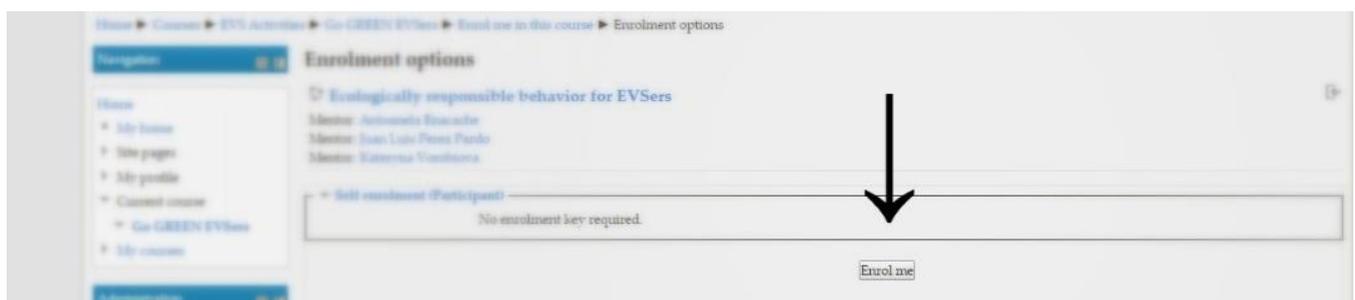
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Online courses

Just below the welcome text, you can easily find the "Courses" divided in three thematics

- EVS Lifecycle: This category includes online training which concern various stages of EVS including preparation, starting, self evaluation, promotion, finishing and the period just after EVS.
- EVS Activities: This category includes online trainings which give practical and theoretical guidelines concerning EVS activity target groups and types.
- EVS Skills: This category includes online trainings which help EVS volunteers acquire possible skills needed during the and after EVS.

By clicking on each one, a catalogue with the thematic online courses, marked in blue is in front of your sight.

Read and check carefully instructions

For every course a short introduction is written describing the objectives, the educational methods used and the potential results. Read them carefully and make your choice according to your needs and interests. The possibility to click on the title for more information is available.

The e-mentor's names are appearing in blue color just under the main title of each course.

By clicking on the name you visit the profile and can even send them a message

Sessions

Every course is divided into sessions. In sessions you will have theoretical and practical parts to complete like lessons, assignments, tasks, quiz etc.

Each online course is different and was prepared by different group of e-mentors. Methods presented in each online course were chosen in the way to give You the best way to find answers for your questions and support You to being good volunteer.

Theoretical part: Theoretical parts contain knowledge from different sources. Please read carefully. If You need more specialist knowledge, please use specialization sources to find answers. Here we present basic and useful knowledge that every potential or current volunteer should know.

Practical Part: We prepared many different kind of methods for You that can help you and attract Your process of learning. If You need explanation of methods please refer to the Glossary or contact the e-mentors responsible for the course. Some of these are practical exercises (please try to do them actively) some of them are quizzes You can conduct and in the end You can check your final scores. This helps you to evaluate your process of learning.

In the end of each online course, if you achieve more than 60 % of the online course's total score, you will receive a Certificate which can be printed or used digitally, according to your needs.

Buttons in the online courses

Use the arrow buttons or the box bellow the lesson to move from one activity to the other. The arrows on right side are to navigate between the lesson. The button below is to go into a lesson or an activity.

Grading method: Highest grade

Attempt quiz now

Questions
If you have some questions to give your e-mentor you can use the forum or messages. Please take into account that the forum is used mainly for discussions which means your questions can be seen and responded also by other users of the platform. If you want to write massages only to the e-mentor you should sand a private massage.

Unrolling
If you don't want to receive emails concerning the course you should unrol yourself. If you are still interested in the course and you want to be informed about its developments, you can stay enroled. However, if you will not be active user after 3 months you will be automatically unroled

How to communicate and get help

During the online course through the Moodle platform you are going to communicate with the e-mentor who has created the platform. We kindly ask you to read the topic very carefully, and if you have any further questions, you can ask directly your e-mentor. The questions must be specific, and must be related to the online courses.

The e-mentor is there to guide you through the online course without offering you complex knowledge about the whole topic of the trainings. In case your question is not related directly to the online course your e-mentor may not be able to answer (please see below: **How to get help**).

How you can communicate with your e-mentor?
1. Private messages through the platform: You can find your e-mentor's contact details before enrolling to the online course. After you are already enrolled, you can find all the mentors of the online courses at the "message" section in your own profile. You can also add mentors any time to your contacts to communicate easier with them in the future.

2. Communication outside of the platform: In order to communicate with your e-mentor outside the platform, please check the personal profile of the mentor, where you can find other contact details.

3. Forums and chats inside the online course: If you would like to share your ideas with your group and also with your e-mentor, you have the possibility to do this also inside the online course, depending on its structure. Many online courses are created in such a way to give easily

How to get help
If you would need any support, you will find below a guideline gathering some useful information.

1. If you need any information about **How to use the platform**, please read the dedicated section (add link).
2. If you need any information about **How to use the online courses**, please read the

dedicated section (add link).
3. If you have any specific question, please check the FAQ (Frequently Asked Questions) in case the answer would already been there.
4. If not in the FAQ, you could also post a question on the dedicated forum(s).
5. In case you can't get any answer from the previous sources mentioned, you can send a message to your e-mentor (please see above: **How you can communicate with your e-mentor?**)

For information about specific topics related to the online-courses:
- You can post a message on the Forums
- You can use the Database of e-mentors where you could also find their profile.
- You can make a research by key words (#tags, interests list).

For general information not directly related to the online-courses:
- You can find further information in the list of useful links and the glossary.