

WWW.LEARN2VOLUNTEER.COM

# PARTICIPANTS' GUIDE



**THIS IS A GUIDE TO HELP YOU USE  
LEARN2VOLUNTEER.COM VOLUNTEERING  
PLATFORM**



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



Scan to join  
the platform

# LEARN2VOLUNTEER platform users guide

## *Key concepts definitions:*

- ***E-learning***: A learning system based on formalized teaching but with the help of electronic resources.
- ***Non-formal education***: Planned, structured programs and processes of personal and social education for young people designed to improve a range of skills and competences.
- ***Moodle platform***: A learning platform designed to provide educators, administrators and learners
- ***Skills***: The ability to use one's knowledge effectively and readily in execution or performance.
- ***Know-how, know how to be***: is a term for practical knowledge on how to accomplish something
- ***Interface***: a shared boundary across which two or more separate components of a computer system exchange information.
- ***E-tutorial videos***: multidimensional experience that may combine charts, slides, photos, graphics, narration, screenshots, on-screen captions, music and live video.
- ***Certification in non-formal education***: the action or process of providing someone or something with an official document attesting to a status or level of achievement.







## 1. General presentation of the project and platform

The Learn2volunteer.com platform is created for volunteers and NGO in order to improve their skills in different topics before, during and after their volunteering project.

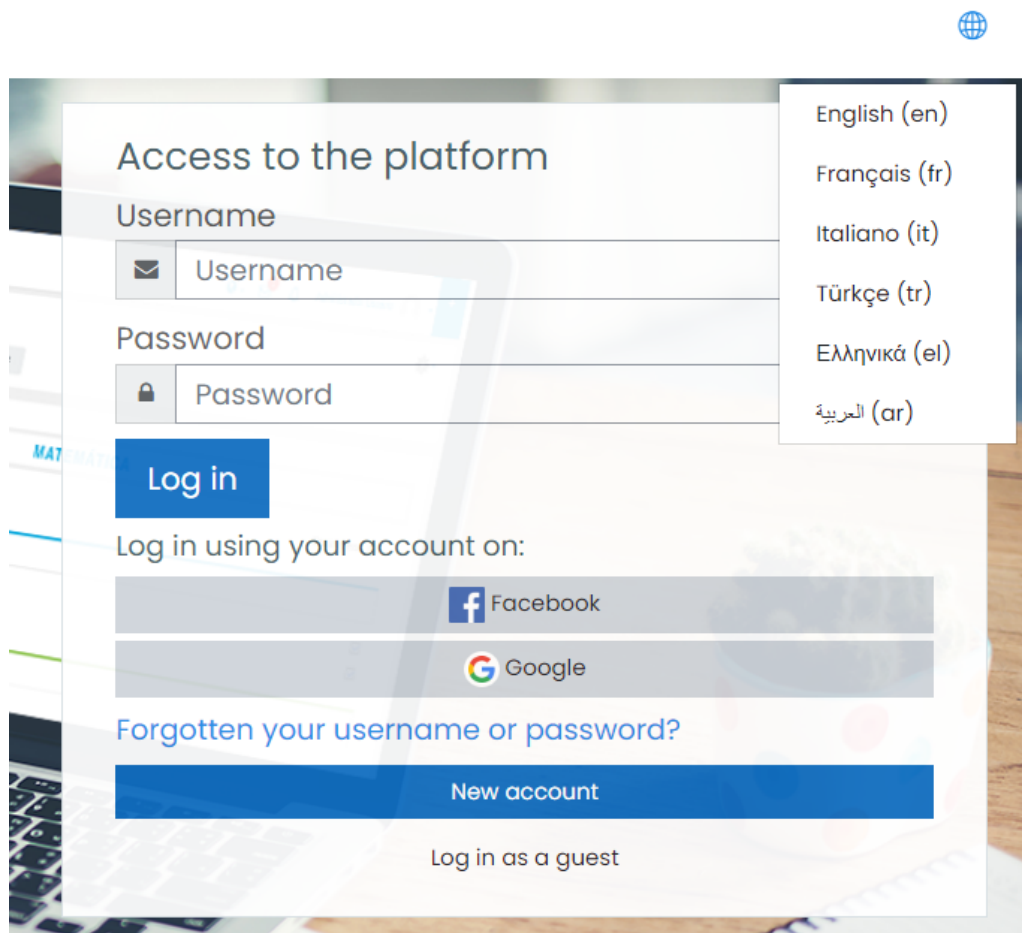
The platform presents several e-training course on different topic. These e-training courses include the environment, social work, foreign language skills, digital skills, project design, cultural codes, non-formal education, conflict management and social, civic communication.

### Available courses

 <p>Learn 2 Volunteer courses The power of visual images</p>	 <p>Learn 2 Volunteer courses The wave of a next innovator This training course is about entrepreneurship , how you</p>	 <p>Learn 2 Volunteer courses Public Speaking and Leadership</p>	 <p>Learn 2 Volunteer courses Don't Give Me Food- Teach Me How to Cook</p>
---	--	--	---



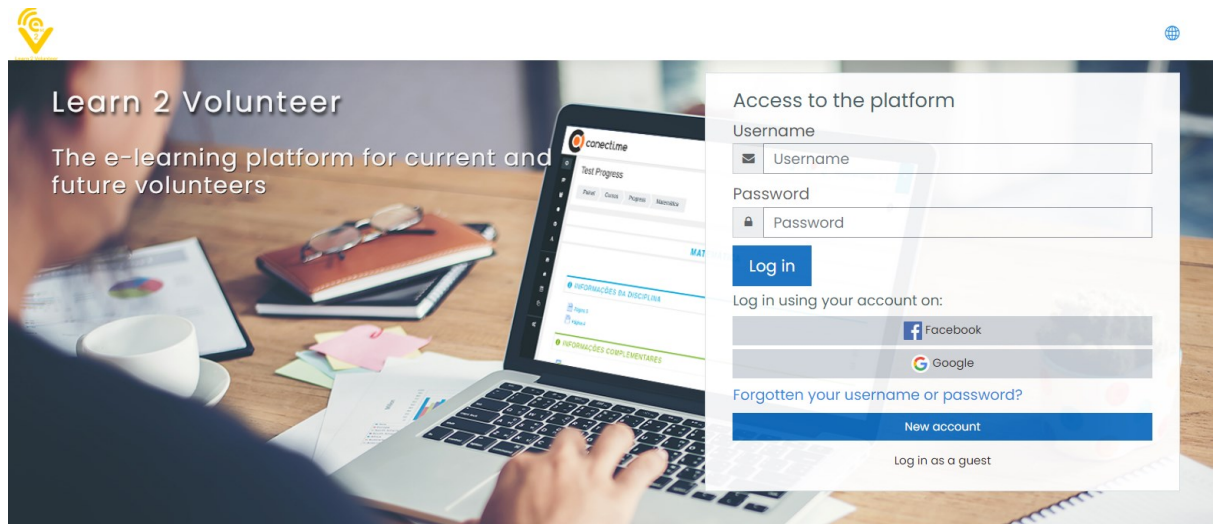
## 2. Information about language options



**Moodle platform is designing to propose different linguistic version for the platform. where to find them and how to change them**

The next step, choose your language (English, French, Italian, Turkish, Greek or Arabic).

### 3. The role of the landing page's buttons (In regards to, partners, Resources and so on)



This page has the purpose of helping you understand and know about the platform. Once you find the website, you are about to see the homepage, where you can find some options to choose from various training courses.

### 4. Advices the create an account (Email confirmation and other options to log in)

Once you enter the platform, you will find the page where you can register to the platform.

The buttons that you need to find are in right side. In order to create the account, you need to follow the steps below:

Click on create a new account, or simply use your Facebook or Google credentials to register and login. In a case you decided to make new account using registration form, the procedures are the following:

First, click on “New account”

Access to the platform

Username

Username

Password

Password

Log in

Log in using your account on:

Facebook

Google

Forgotten your username or password?

New account

Log in as a guest

English (en)  
 Français (fr)  
 Italiano (it)  
 Türkçe (tr)  
 Ελληνικά (el)  
 العربية (ar)

On this page you need to fill the username and password boxes in order to register to the platform.

## Learn 2 Volunteer

New account ▼ Collapse all

Choose your username and password ▼

Username ⓘ

The password must have at least 8 characters

Password ⓘ

More details ▼

Email address ⓘ

Email (again) ⓘ

First name ⓘ

Surname ⓘ

City/town

Country  ▼



After all the necessary information, simply click on create my new account.

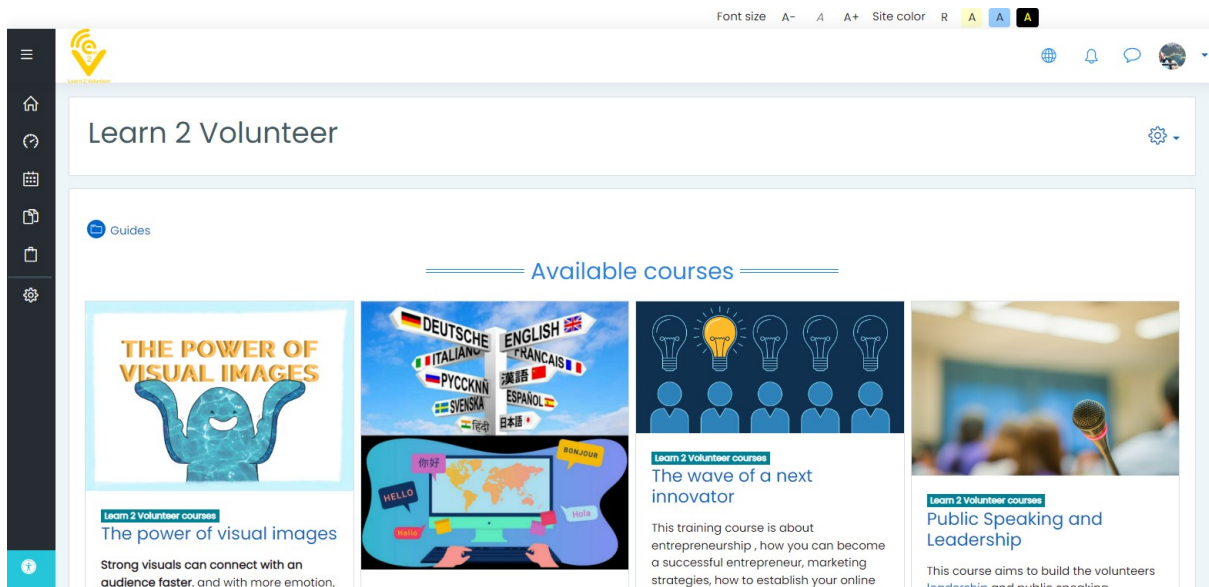
Once you click on that button, the next step is to check your mail inbox.

All you need to look for is a confirmation email.

Open the mail and validate your account by clicking on the link below in your mail.

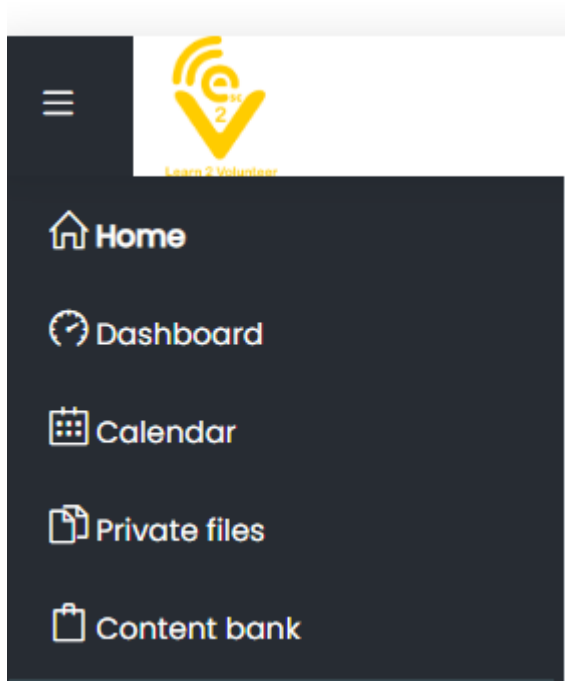
If you confirmed your account successfully, go back to the page where you were before and Sign in with your Username and Password.

Once your registration and Signing in went successfully, you're about to see this landing or home page.



## 5. User interface advices (How to use the platform, buttons, where to find different parts of the platform)

The user interface is easy to use; you can find various buttons on your left.



The Home button has the purpose to guide you to the first page.

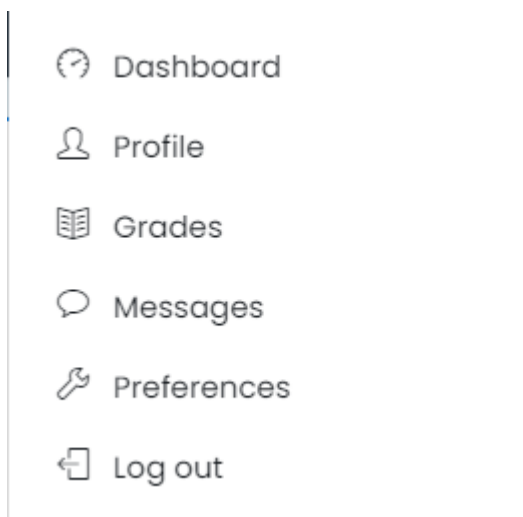
Dashboard button is showing you the timeline, different courses and a lot of various information.

Calendar button is showing you and actual calendar what you can use to plan and organize your training courses.

Private files button shows all your collected files and resources you want to use and upload there.

My courses button will show you all the courses that you completed.

The user interface also gives you the opportunity to get into your profile, you can enter your profile by clicking on your name in the top right corner.



If you click on your name, you will see some interesting options to choose from. Clicking on the Profile you can see your profile infos, the grades will show your performance on the training



courses.

The Messages section is for users to write and share their experience with other users.

The Preferences button will show you a lot of different options to manage your account.

Thanks for following the user guide, hopefully all your questions got answered now.

For further information, please follow the user manual.

## 6. Presentation of the courses for the users (giving advice to use the tutorial videos for a better understanding)

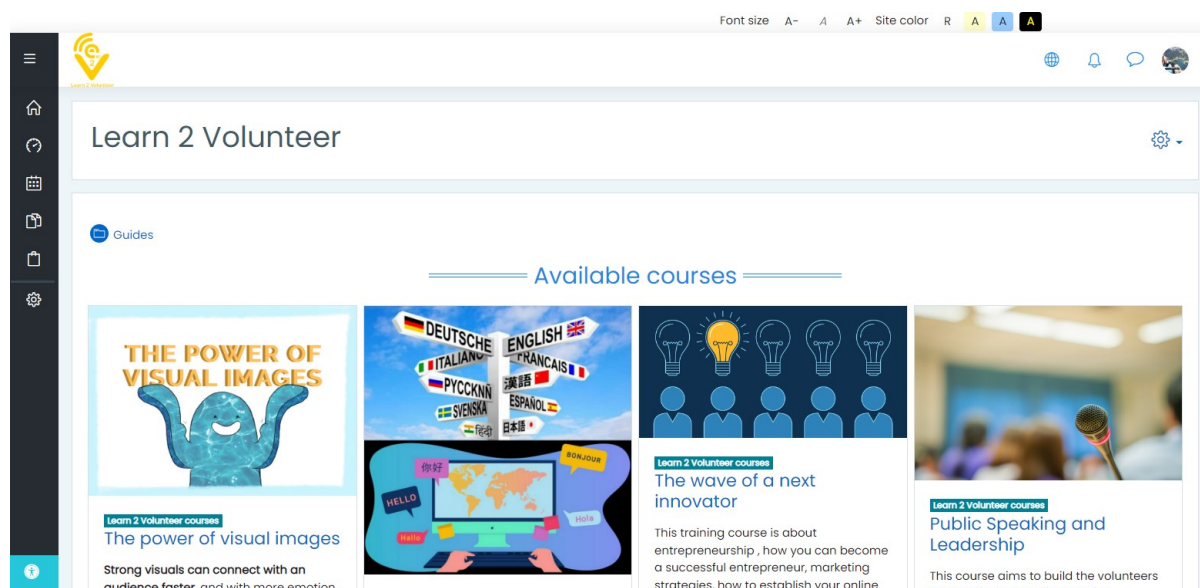
These courses are created to help volunteers develop and gain knowledge on topics that are needed during a volunteer. There are currently 26 courses, which will continue to expand in the future.

The courses focus on motivation, inspiration, developing and the spirit. The courses are not too long, easy to understand and you don't have to solve them in order, but it's much better to solve more and more courses.

During the courses, you'll find exercises, introductions, definitions and quizzes. The role of this is to understand the lessons playfully. Every course helps you to learn about things which are useful nowadays and other situations in your life.

## 7. Start the courses (The steps you need to get to start the courses)

After your account is done and you logged in, you can start one of our courses. First of all, you'll see the first page where you can find all the courses



The screenshot shows the 'Learn 2 Volunteer' website interface. At the top, there are navigation options for font size (A-, A, A+), site color (R, A, A+), and a search icon. The main header reads 'Learn 2 Volunteer' with a settings gear icon. Below the header, there is a 'Guides' section and a 'Available courses' section. The 'Available courses' section displays four course cards:

- THE POWER OF VISUAL IMAGES**: A card featuring a blue cartoon character with arms raised. Text below: 'Learn 2 Volunteer courses', 'The power of visual images', 'Strong visuals can connect with an audience faster, and with more emotion.'
- Language Learning**: A card showing a globe with various language flags (German, English, Italian, French, Spanish, etc.). Text below: 'Learn 2 Volunteer courses', 'The wave of a next innovator', 'This training course is about entrepreneurship, how you can become a successful entrepreneur, marketing strategies, how to establish your online...'
- Public Speaking and Leadership**: A card showing a person speaking into a microphone. Text below: 'Learn 2 Volunteer courses', 'Public Speaking and Leadership', 'This course aims to build the volunteers leadership and public speaking...'

If you scroll down on this page, you can click on the “View all courses” button to find the list of courses.



Erasmus+



If you find your course that you want to solve, click on it and start the course with clicking on “Enroll” button. After it, you are successfully enrolled in the training course and you can follow further instructions for each course.

Usually, there are more activities that you need to complete in order to finish the training course. Sometimes, it will be necessary to complete one activity before you can proceed with the next one. But, you will see that information near the title or below the title of each of those “restricted” activities.

At the end, we hope that this short manual can help you to easier register, enroll and use the platform and its courses. In a case you have any difficulties or doubts, or any question related to the project, please do not hesitate to contact us.



## PROJECT PARTNERS

