

## **GUIDE OF USER**

### **YES Platform**

#### **THE VIRTUAL CAMPUS**

The virtual campus <http://trainingplatform.yes.ace-economiesociala.ro> is based on a Web platform called Moodle (Modular Object Oriented Distance Learning Environment).

A web browser must be used to access the Virtual Campus.

#### **1. REQUIREMENTS OF THE SYSTEM**

You can access the Moodle platform with any browser and any operating system. To access the platform, the following minimum operating requirements are recommended:

##### **Hardware Requirements**

- 1GHz processor or higher
- 1Gb of RAM or more
- Internet access (preferably high speed connection)
- Display with a minimum resolution of 800x600 (recommended 1024x768 or more)

##### **Software Requirements**

In order to visualize the contents of the platform it is necessary to have the following programs and utilities installed:

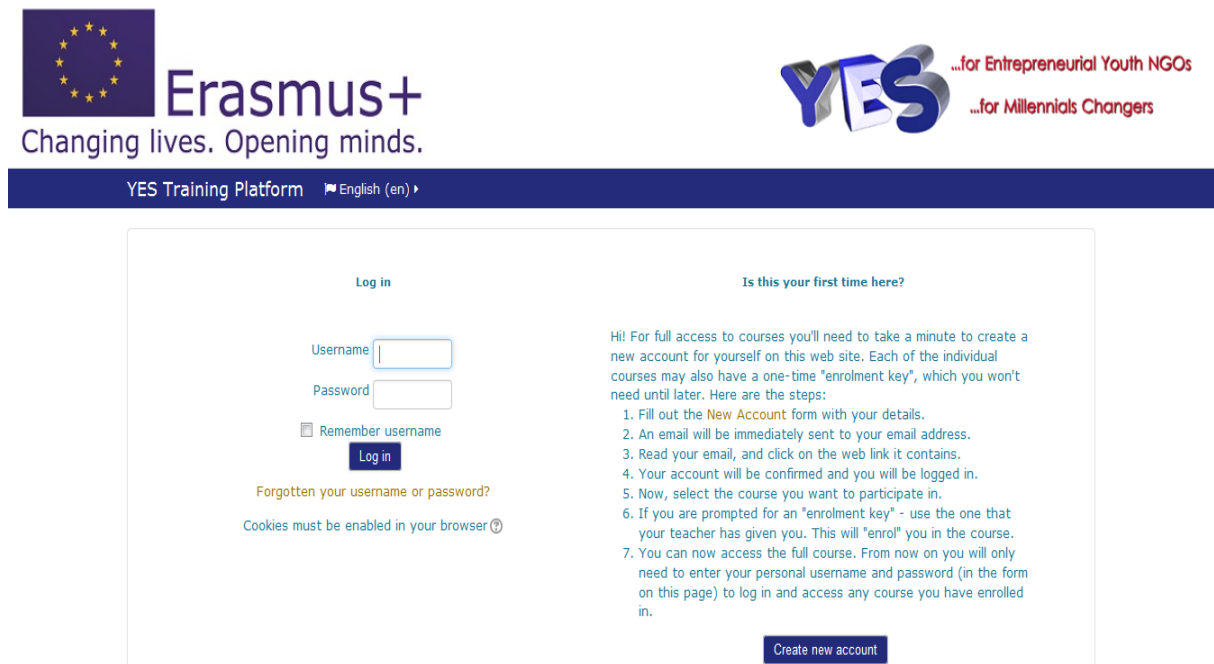
- Windows OS, Mac OS, or Linux OS.
- Web Browser (recommended Mozilla Firefox updated to the latest version)
- Document reader PDF Adobe Acrobat Reader (<http://get.adobe.com/reader/>)
- Media player Adobe Flash (<http://get.adobe.com/flashplayer/>)
- Word processor Open Office (<http://es.openoffice.org/>) or Microsoft Word.

#### **2. FIRST ACCESS**

The first time you access the virtual campus registration is needed. To do this, you have to follow these steps:

- a. The address where the virtual campus is located must be typed in the address bar of the browser. The web address is <http://trainingplatform.yes.ace-economiesociala.ro>

b. The screen is showed below:



The screenshot shows the login page of the YES Training Platform. At the top, there is a dark blue header with the Erasmus+ logo on the left and the YES logo on the right. Below the header, the page is divided into two main sections. On the left, under the heading "Log in", there are input fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. Below these fields are links for "Forgotten your username or password?" and "Cookies must be enabled in your browser". On the right, under the heading "Is this your first time here?", there is a message: "Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time 'enrolment key', which you won't need until later. Here are the steps:" followed by a numbered list of 7 steps. At the bottom right of this section is a "Create new account" button.

Enter your data (username and password) with which you have registered and press the "Log in" button.



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This home page appears immediately after being identified in the system. It shows two kind of resources that the student has access to:



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YES Training Platform English (en) My courses Nieves


Home Courses

NAVIGATION


- Home
- Dashboard
- Site pages
- Courses

Search courses:  Go

Virtual Portfolio



Live Lab Methodology



The Essential Theme for Moodle is developed, enhanced and maintained by Gareth J. Bernard

By clicking on any of them you can access the main page of each of them:

- a) Virtual Portfolio
- b) LIVE Lab Methodology

There is also a section named – Evaluation Questionnaire. Here each user could give a feed back regarding the resources.

### **3. BASIC USE**

#### **A) VIRTUAL PORTFOLIO**

##### 3.1 Content of each module of Virtual Portfolio

For each module of the course, we will have:

- Module content:** It is the theoretical part of the module
- Practice of the module:** In this section we do find the exercises
- Call to action:** Here you can find the tasks.

##### **Module 1: NGO Inventory**

 **Module Content**

##### **Practice of the module**

 **Exercise 1**

 **Exercise 2**

 **Exercise 3**

 **Exercise 4**

##### **Call to action**

 **Assignment**

##### 3.2 MODULE CONTENT

In this section you can find the theoretical content of a particular topic.

**The page is divided into three parts.**

- On the left side you find an index with all the sections and sub-sections of the current unit.
- On the right side, the contents of the selected section in the index are displayed.
- At the top of the page, under the title of the unit, the glossary appears to the left and on the left button to exit the content and return to the homepage of the course. It is convenient to use this button to exit the content.
  
- By clicking the section to be displayed directly on the left index
- Using the previous and next navigation button that appear in the lower right part of the screen (“PREV” and “NEXT”).

There are 2 ways to browse the theoretical content:

- a) By clicking the section to be displayed directly on the left index
- b) Using the previous and next navigation button that appear in the lower right part of the screen (“PREV” and “NEXT”)

The navigation buttons "Previous" and "Next" of the index lead to the section immediately before and after the content that are being visualized at that moment.

### 3.3 EXERCISES AND TASKS

By clicking on an exercise or task you can access the page of the exercise to visualize and solve it.

## **B) LIVE LAB METHODOLOGY**

The content of the methodology could be seen using the navigation button that appear in the top of the screen.

## **4. NAVIGATION**

The navigation block has links that can display or fold. We are going to explain what each of them does:

- Home:** Which takes us directly to the home page of Moodle
- Dashboard:** It takes us to a personal page of the user. In the central column of the page are the links to the courses to which the user is enrolled.
- Calendar:** It can function as an agenda because it allows user to include his/her own events.
- My courses:** Access to the courses in which user is are enrolled. The courses are identified by their short name, sections and resources by title.



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**Current course:** This section expands to show more information. When the user is within a course, this link expands to show each section of the current course and any activity-/resource that is in that section.