

# Guidelines for the EMPROVE e-Learning Platform

## Welcome to the EMPROVE Platform!

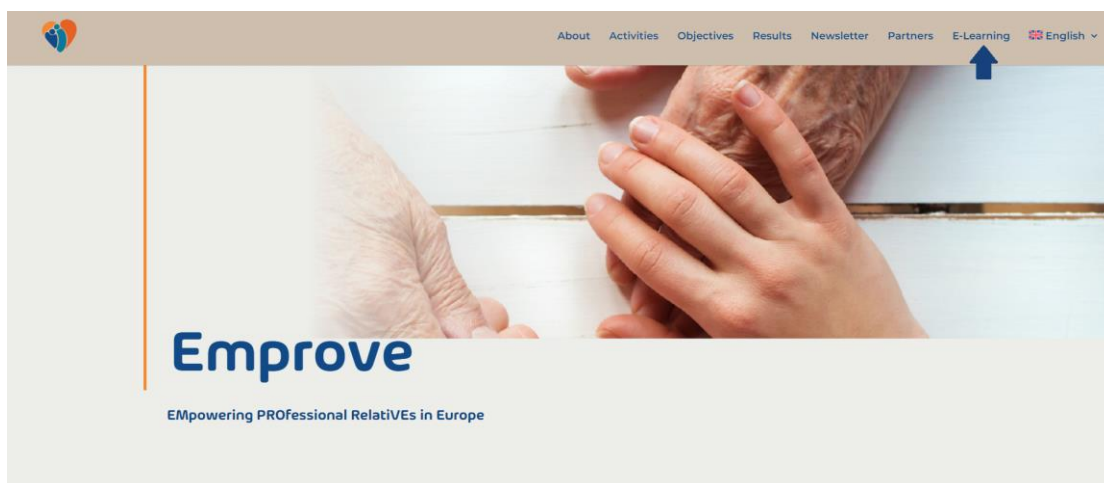
Welcome to the EMPROVE e-Learning Platform! This platform was created for the EMPROVE consortium to serve as the main learning tool for anyone that wants to obtain skills and competencies of a Professional Relative!

In this guide we will present to you the basic functions of our platform so that you can manage and take notice of all the material at your disposal.

## Registration

Let's start from the beginning, first you need to create your own account to access all the training material and activities offered by our program. Making an account it's easy! Take a look:

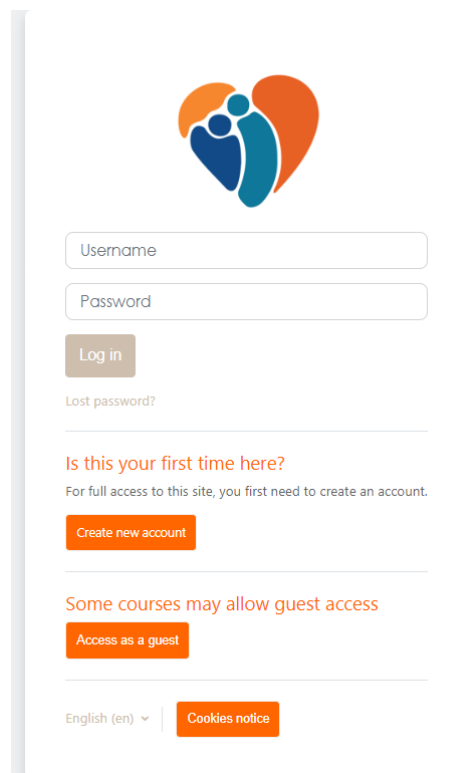
- 1) First from our website click the "E-learning" button on the upper right corner:



- 2) By clicking on it a new page will open with all the languages available for our course. To proceed with the next step, be sure to click on the flag representing the language you prefer!



- 3) Once you have chosen your preferred language, you can go on and log in if you already have an account or register for the course. To start your journey to become a professional relative, start with creating your own account by clicking on the “Create new account” button.



The screenshot shows the login page of the Emplove Learning Platform. At the top center is the Emplove logo. Below it are two input fields for 'Username' and 'Password'. A 'Log in' button is positioned below the password field. Underneath is a link for 'Lost password?'. A section titled 'Is this your first time here?' includes the text 'For full access to this site, you first need to create an account.' and a 'Create new account' button. Below that, a section titled 'Some courses may allow guest access' has an 'Access as a guest' button. At the bottom left, there is a language selector set to 'English (en)' and a 'Cookies notice' button.

*Login page*

- 4) Now the last step is to fill out all the required fields and you will be good to go to start your journey in education!

## 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 ❗

Last name ❗

City/town

Country

Create my new account

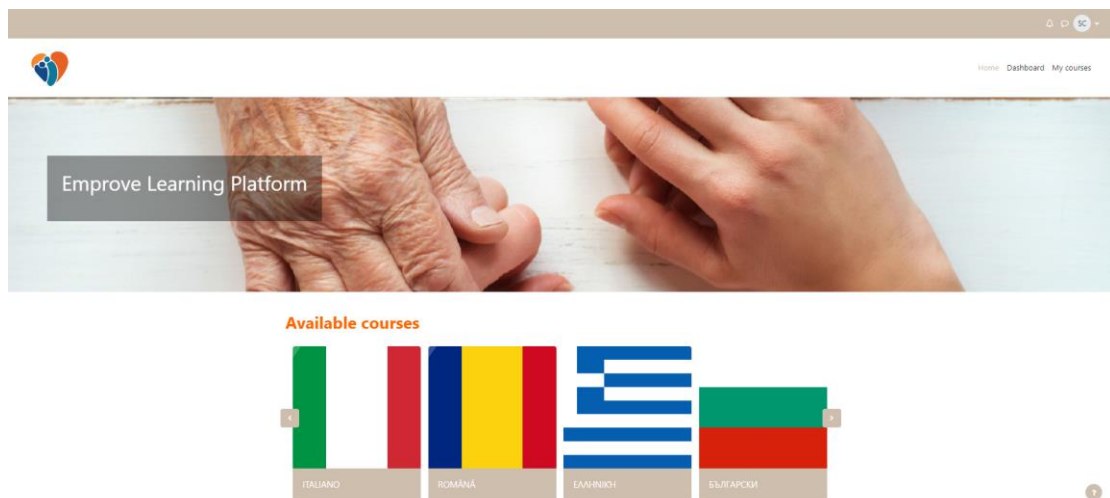
Cancel

❗ Required

### Registration page

## Home Page

The first thing you will see once you have completed the verification of your new account is the home page. Here you will have access to all the most important functions offered by our platform.



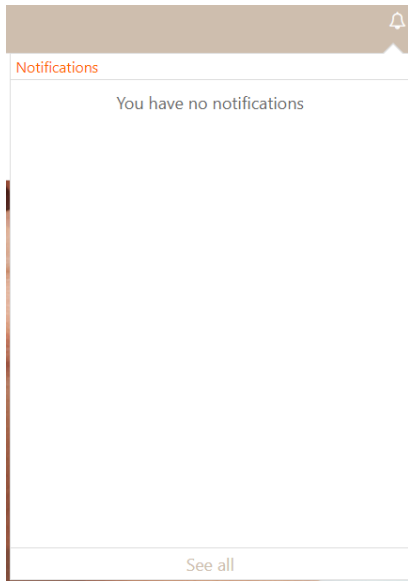
The screenshot shows the home page of the Emprove Learning Platform. At the top, there is a navigation bar with the Emprove logo on the left and user account options (Home, Dashboard, My courses) on the right. Below the navigation bar is a large banner image showing two hands, one older and one younger, with the text "Emprove Learning Platform" overlaid. Underneath the banner, there is a section titled "Available courses" which displays four course cards representing different languages: ITALIANO (Italian), ROMANA (Romanian), ΕΛΛΗΝΙΚΗ (Greek), and БЪЛГАРСКИ (Bulgarian). Each card shows the national flag of the respective country.

## Home page overview

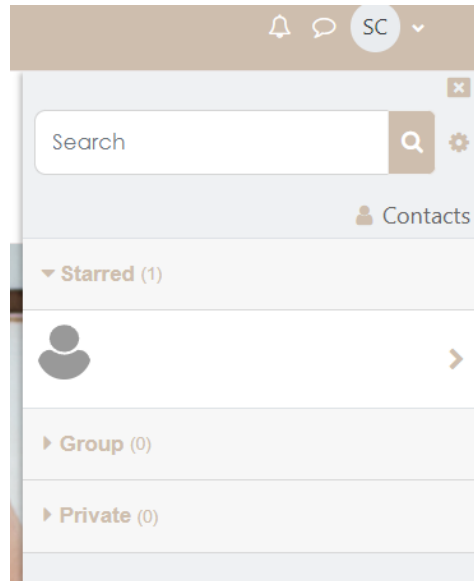
Let's break down every basic function of the platform!

### Menu and Settings

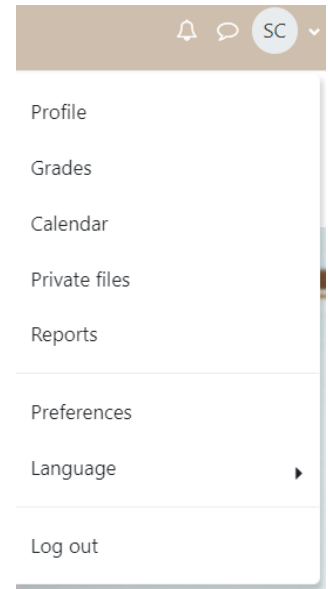
On the up right corner you will find the **bell of notification** and **message icon**,as well as your **personal profile icon**. By clicking on it you will have access to the menu



*Bell notification*



*Message section*



*Menu section*

The menu items are briefly listed below:

- **Profile**

You can manage your profile data under the "Profile " menu item. Here you can enter or edit personal information such as first name, surname, date of



birth and contact details. Here you can also check your activity on the platform and grades by clicking on your **Browser sessions** and **Grades overview**.

### *Personal profile*

#### - **Grades**

**User details**

**Email address** Edit profile

(Visible to other course participants)

**Reports**

Browser sessions

Grades overview

SC Message

You are not enrolled in, nor teaching any courses on this site. ×

Forum posts

Forum discussions

Learning plans

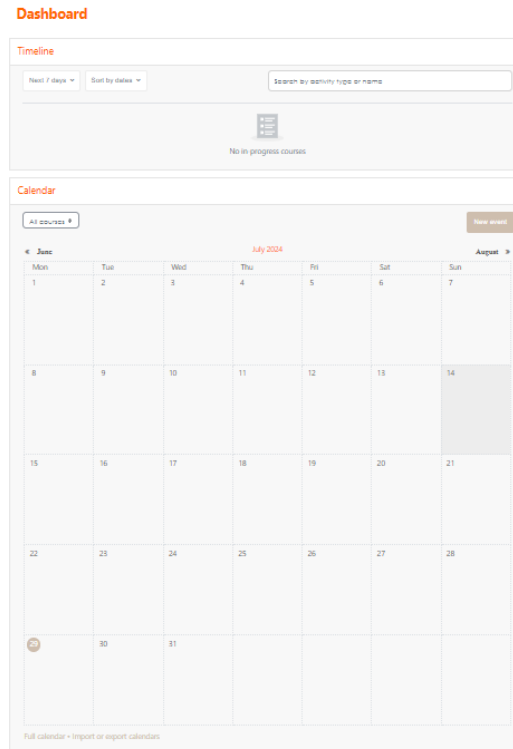
In the “Grades” item you can check how your learning is going! Here you will see the overall evaluation of your courses as you complete them.

### *My grades section*

#### - **Calendar/Dashboard**

The “Calendar/Dashboard” buttons in your home page can help you manage your training. Here you can assess the state of your courses and modules, and your overall schedule. You can also add your personal events to the dashboard by clicking on a day and creating a new event.

These actions can be done also by clicking on the Dashboard item below the menu.



*Dashboard*

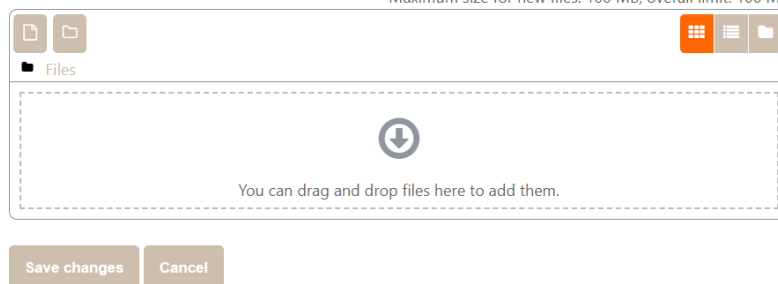
- **Private files**

The “Private Files” gives you the opportunity to upload any document you need for your learning journey.

## Private files

Files

Maximum size for new files: 100 MB, overall limit: 100 MB



*Private files screen*

- **Reports**

In the “Reports” section you can take notice of all your reports from the modules selected and organise them as you please with the “Filters” option.

## Emplove Learning Platform

### Custom reports

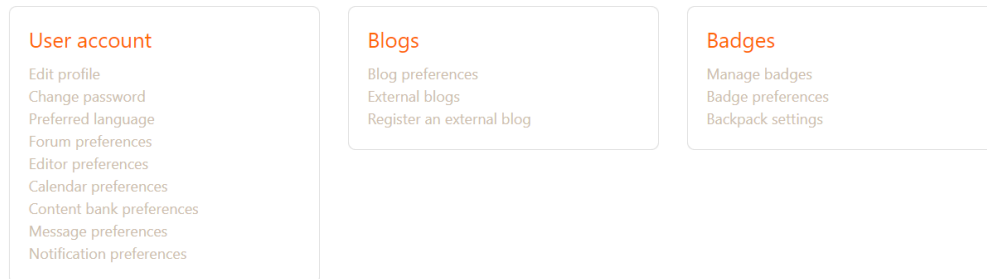


### Reports screen

#### - Preferences

If you want to personalise your profile even more, you can click on the “Preference” item in your menù. Here you will have the possibility to edit your **account**, your **blogs** and your **badges**.

### Preferences



### Preferences screen

## Linguistic areas

The EMPROVE platform, as briefly stated before, offers content in different languages to guarantee easy access to the greatest possible number of people in Europe. The language of our offer are:

- English
- Italian
- Romanian
- Greek

- Bulgarian

You will find all the options offered by our course on your homepage!

### Available courses



### Available Courses

### Learning material

After successfully choosing your language option you will have the opportunity to enrol in one of our courses by using the “Enrol me” button, as seen below.

#### ITALIANO

#### Enrolment options

ITALIANO 



 Self enrolment (Student)

No enrolment key required.

[Enrol me](#)

### Enrolment options

Once you have successfully enrolled in the EMPROVE course, all the resources and materials provided by our project will be at your disposal! You will have the opportunity to acquire useful knowledge and skills in your journey to become a Professional Relative.



## ENGLISH

Course	Participants	Grades	Competencies	More ▾
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▼ General Collapse all

▶ Chapter 1 – Introduction to Geriatric Care Management

▶ Chapter 2 - Basic nursing skills

▶ Chapter 3 - Providing emotional support to patients and their families in geriatric care

▶ Chapter 4 - Maintaining quality of life

▶ Chapter 5 - Management of service providers and health services

### Digital Manual overview

Remember to check the state of your courses by checking on the **“My Courses”** section present next to your dashboard and home buttons!

Home Dashboard **My courses**


### Shortcuts screen

Here you can see the overall state of the courses and manage them as you please.

### My courses

Course overview

All ▾ Search  Sort by course name ▾ Card ▾



ENGLISH  
Category 1  
0% complete ⋮

*“My courses” section overview*

## Conclusion

We are thrilled to present to you our new platform. We hope this guide was helpful to you and that this platform will be even more! We are certain that the materials presented in this course will be crucial for your development. And so, we welcome you warmly and we wish you every success in your learning journey.

Now let's start!

Best regards, the EMPROVE team.

