



MOODLE PRACTICAL GUIDE FOR LEARNERS AND TRAINERS



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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.

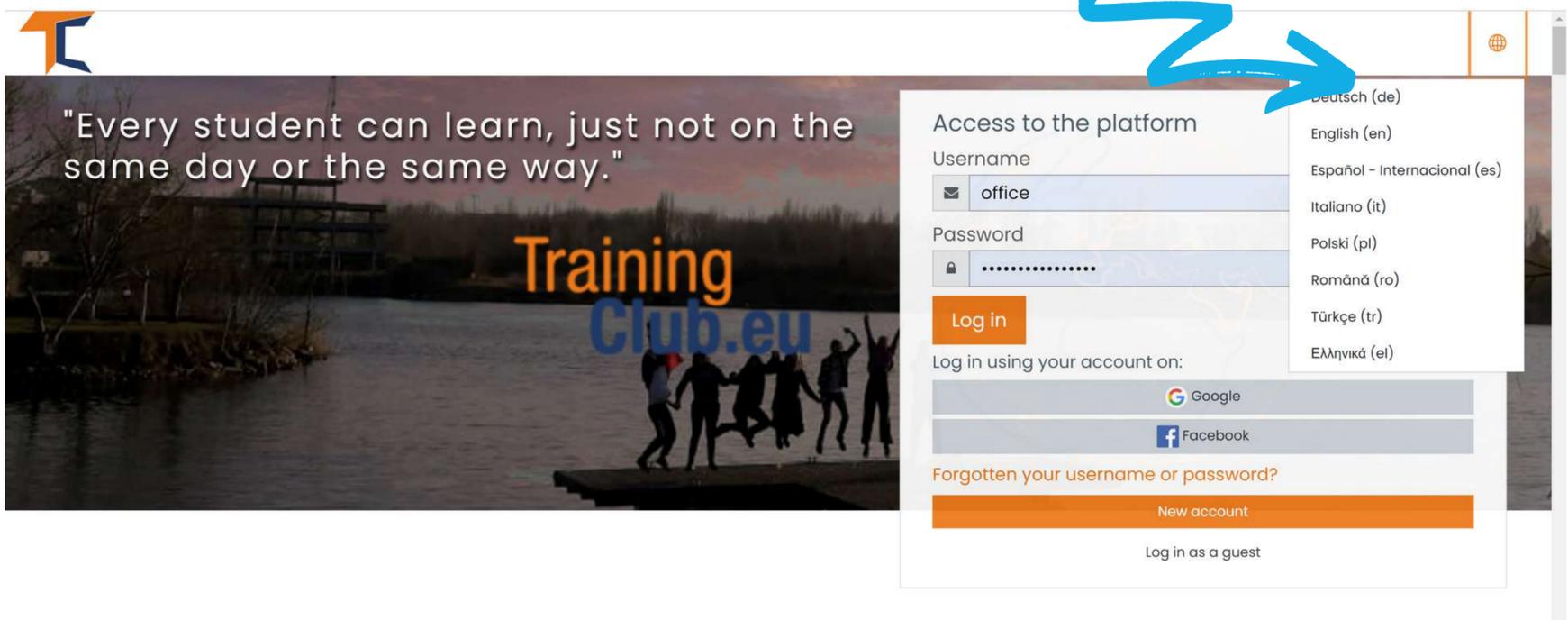
If we raised your interest, let's get deep into the online learning environment and get new skills and attitudes to work with the elderly.

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.

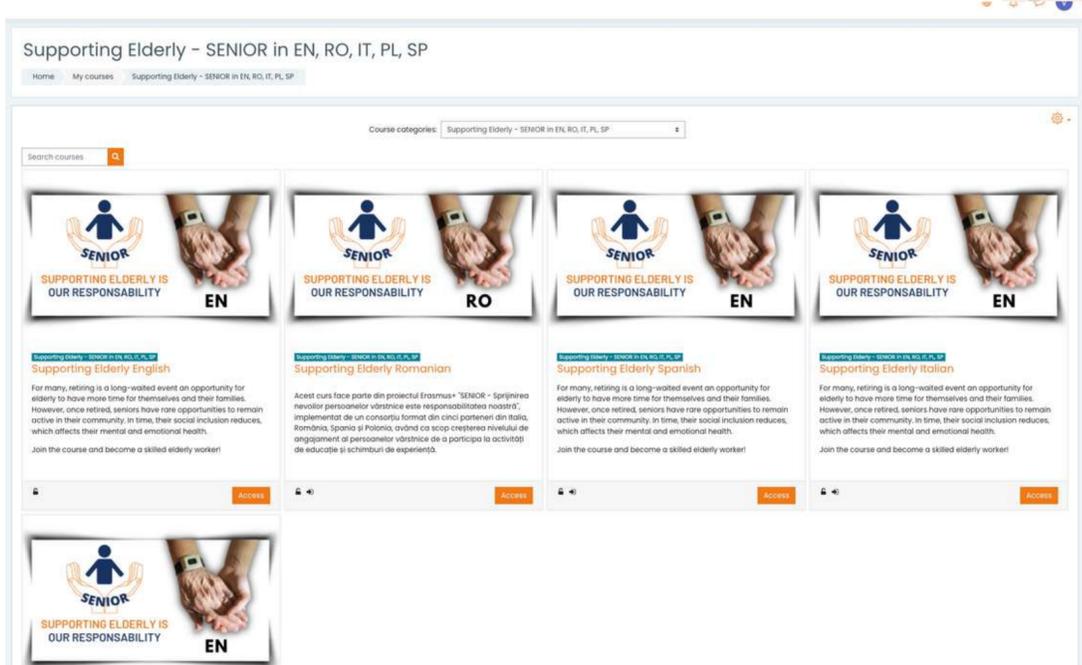
You can choose between German, English, Spanish, Italian, Polish, Romanian, Turkish and Greek



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.

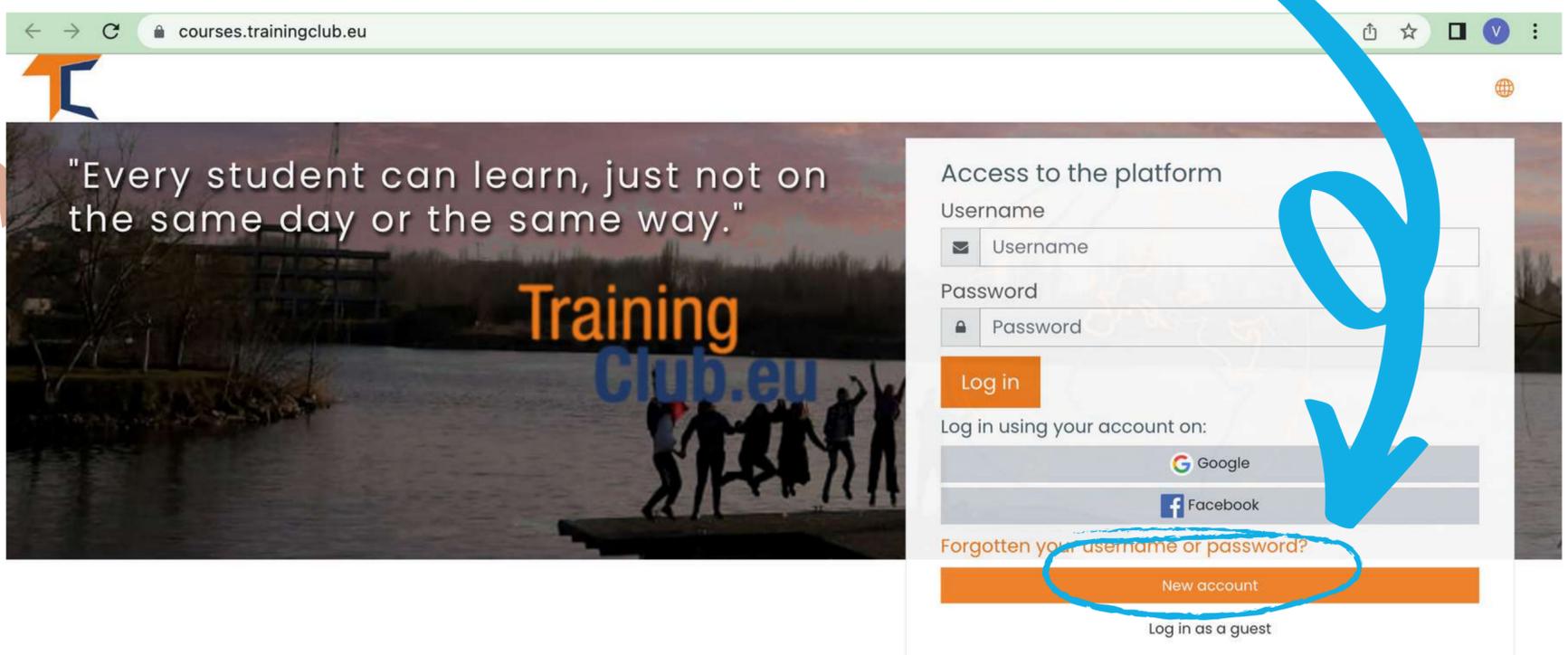
Let's do it together!



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>>

courses.trainingclub.eu/login/signup.php?

New account

Choose your username and password

Username

- Missing 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 non-alphanumeric character(s) such as *, -, or #

Password

More details

Email address

- Missing email address

Email (again)

First name

Surname

City/town

Country

There are required fields in this form marked ①.

STEP 3

Once completed, you will see the following message confirming the new account created with your email address

courses.trainingclub.eu/login/signup.php

Training Club Courses

Home Confirm your account

An email should have been sent to your address at [redacted].

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

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

courses.trainingclub.eu

"Every student can learn, just not on the same day or the same way."

Training Club.eu

Access to the platform

Username
visibility

Password
.....

Log in

Log in using your account on:

Google

Facebook

Forgotten your username or password?

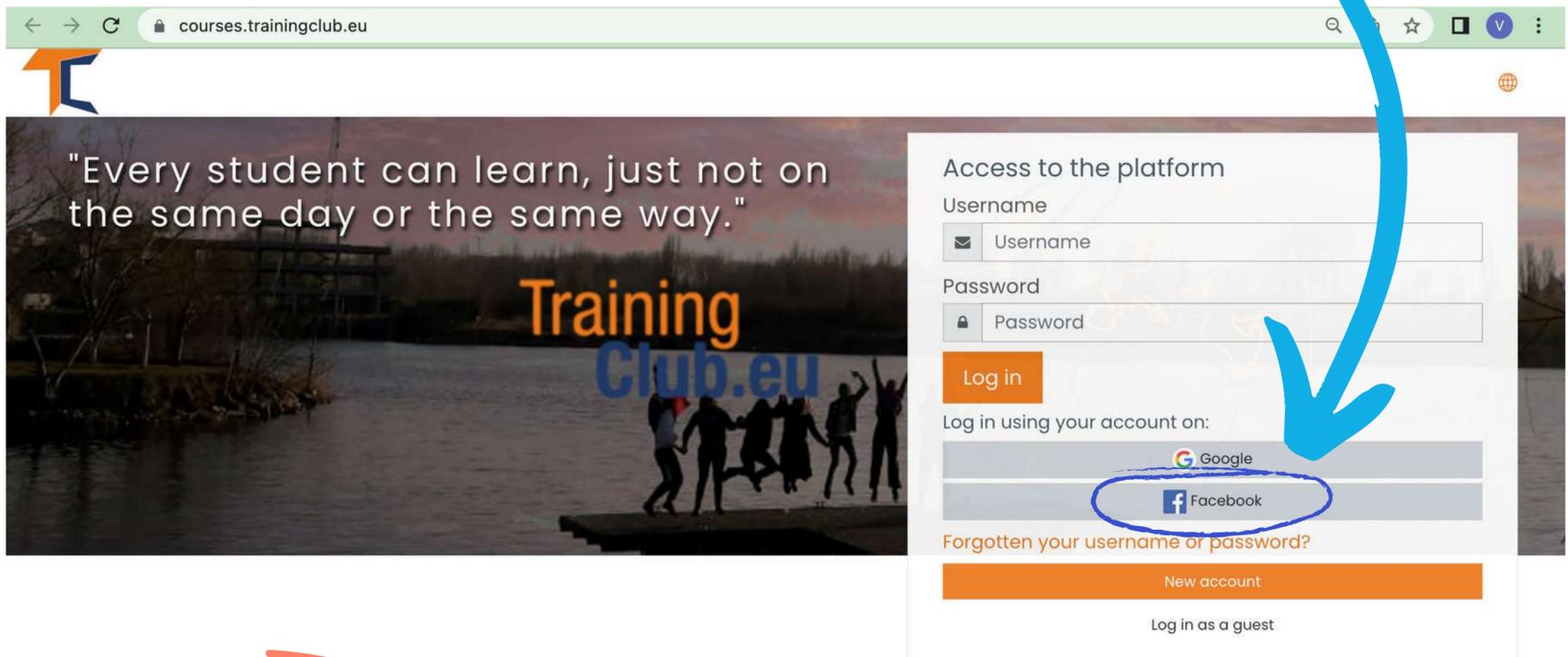
New account

Log in as a guest

b. With Facebook

STEP 1

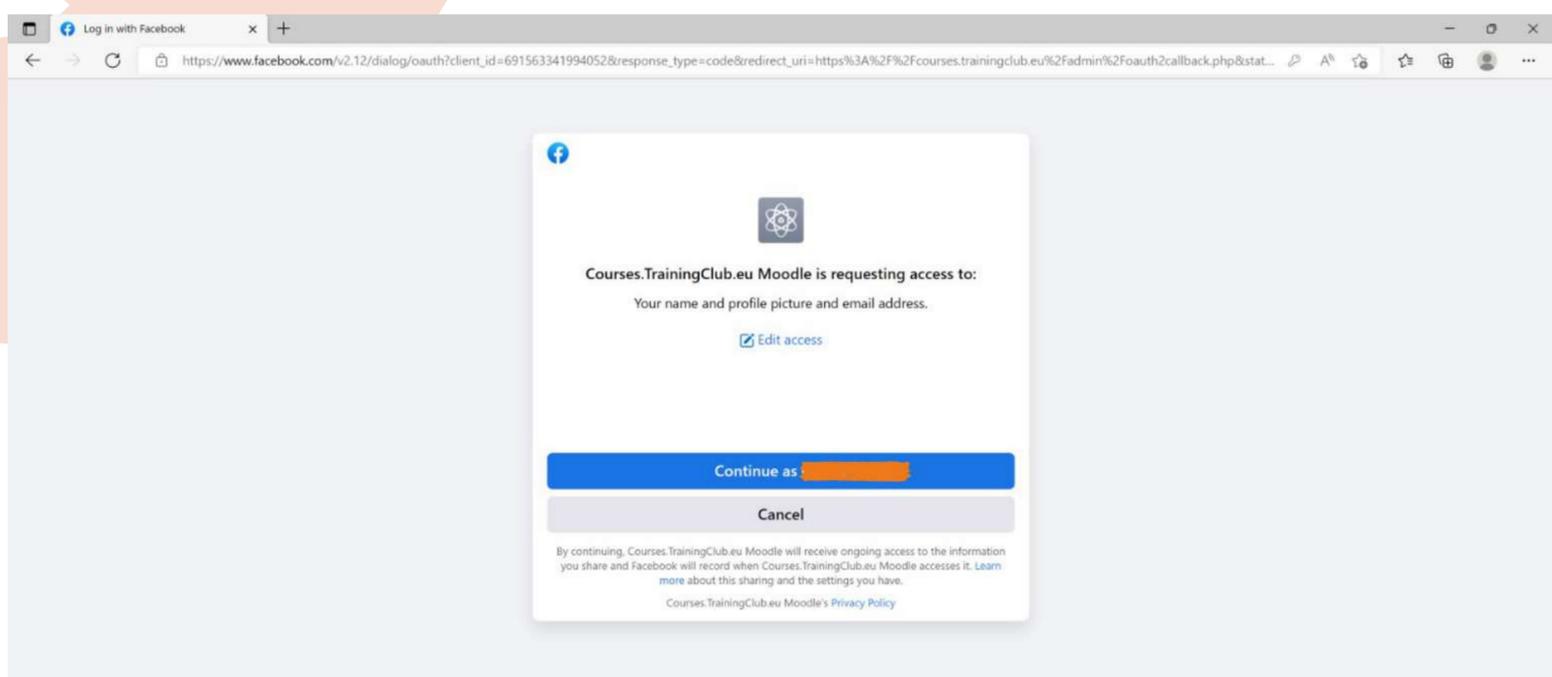
Click <https://courses.trainingclub.eu/> and log in using your **Facebook account**



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

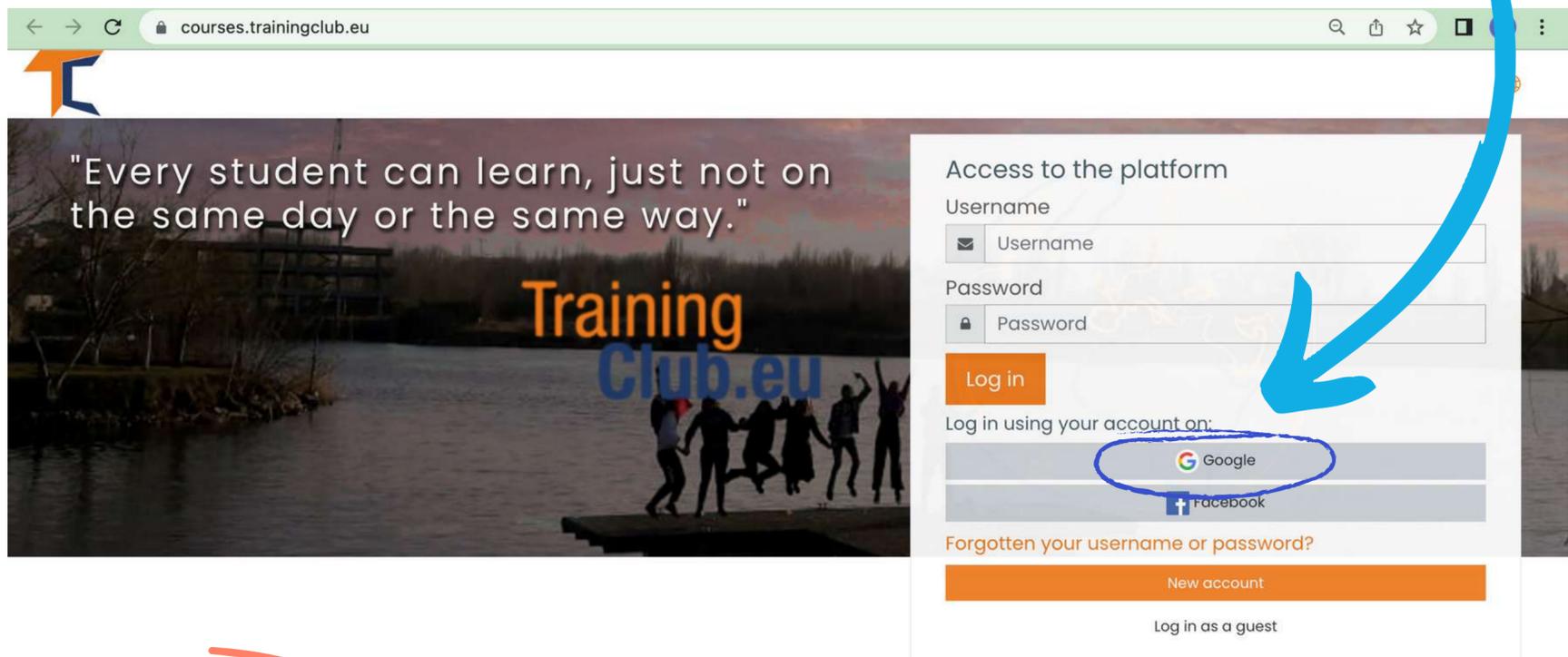


After that, you can start the course

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

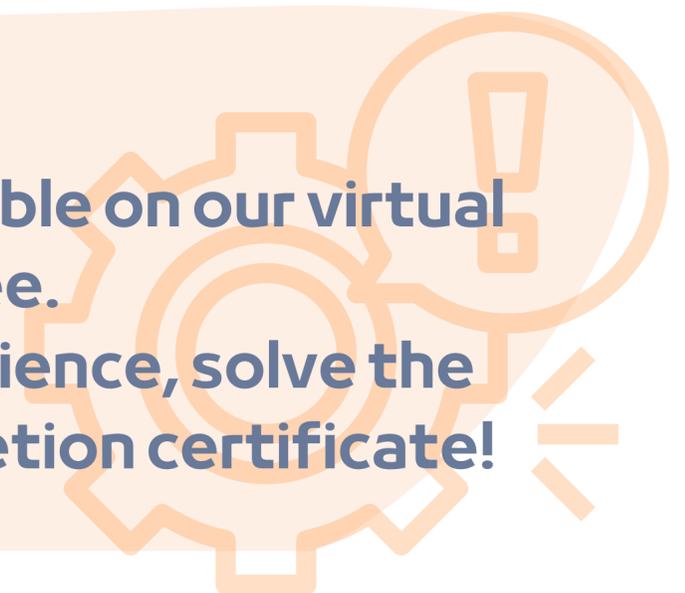
If you did not receive the confirmation, please let us know at the e-mail office@team4excellence.ro and we will fix it in less than 24 hrs



Technical Problems

Now you can access the courses available on our virtual campus platform for free.

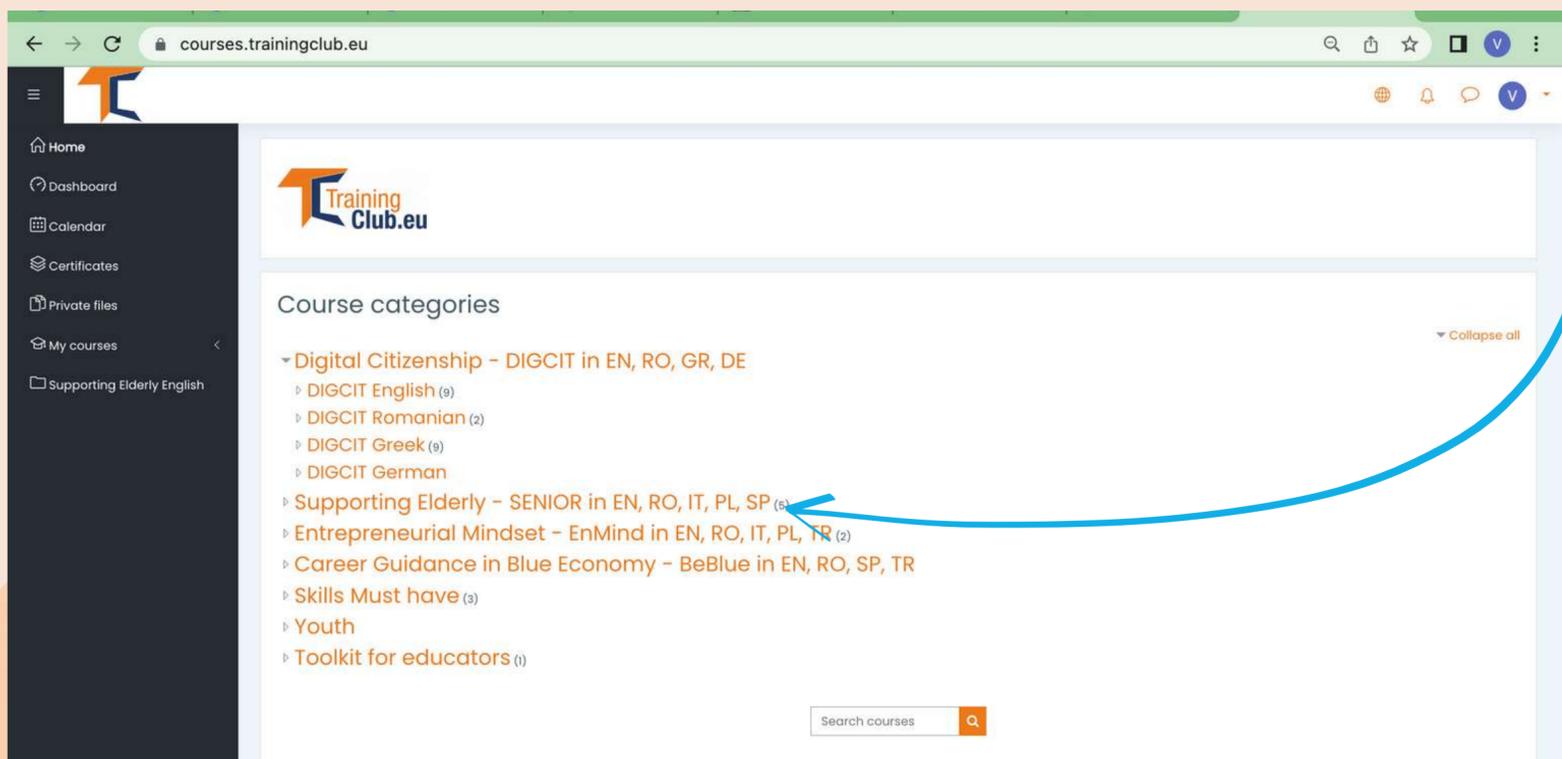
If you want a great educational experience, solve the tasks and get your free course completion certificate!



4

ENROL THE COURSE

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

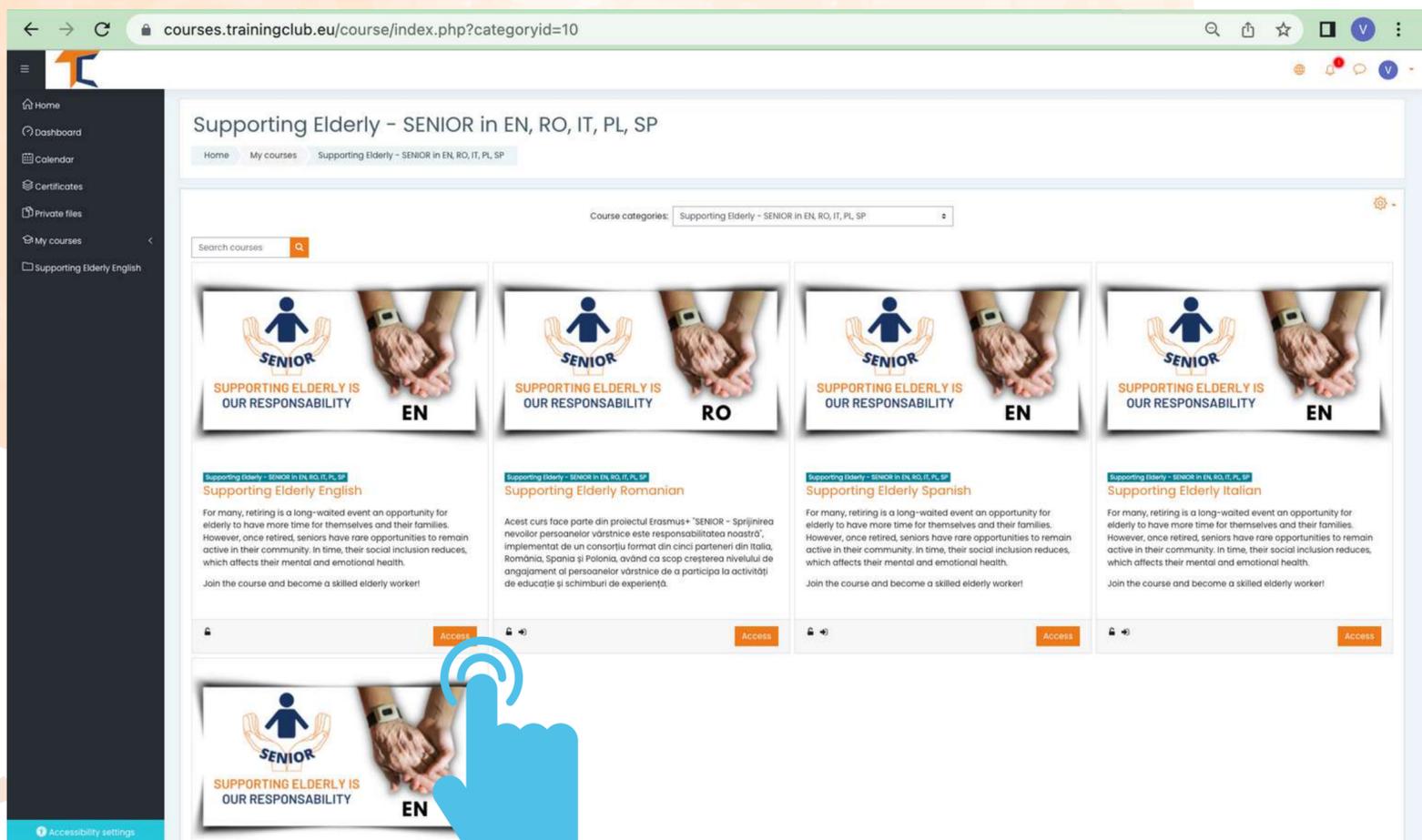


The screenshot shows the Moodle interface for trainingclub.eu. The left sidebar contains navigation links: Home, Dashboard, Calendar, Certificates, Private files, My courses, and Supporting Elderly English. The main content area is titled 'Course categories' and lists several categories with expandable arrows and course counts in parentheses:

- Digital Citizenship - DIGCIT in EN, RO, GR, DE
 - DIGCIT English (9)
 - DIGCIT Romanian (2)
 - DIGCIT Greek (9)
 - DIGCIT German
- Supporting Elderly - SENIOR in EN, RO, IT, PL, SP (5) ← (indicated by a blue arrow)
- Entrepreneurial Mindset - EnMind in EN, RO, IT, PL, TR (2)
- Career Guidance in Blue Economy - BeBlue in EN, RO, SP, TR
- Skills Must have (3)
- Youth
- Toolkit for educators (1)

A search bar labeled 'Search courses' is located at the bottom of the list.

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

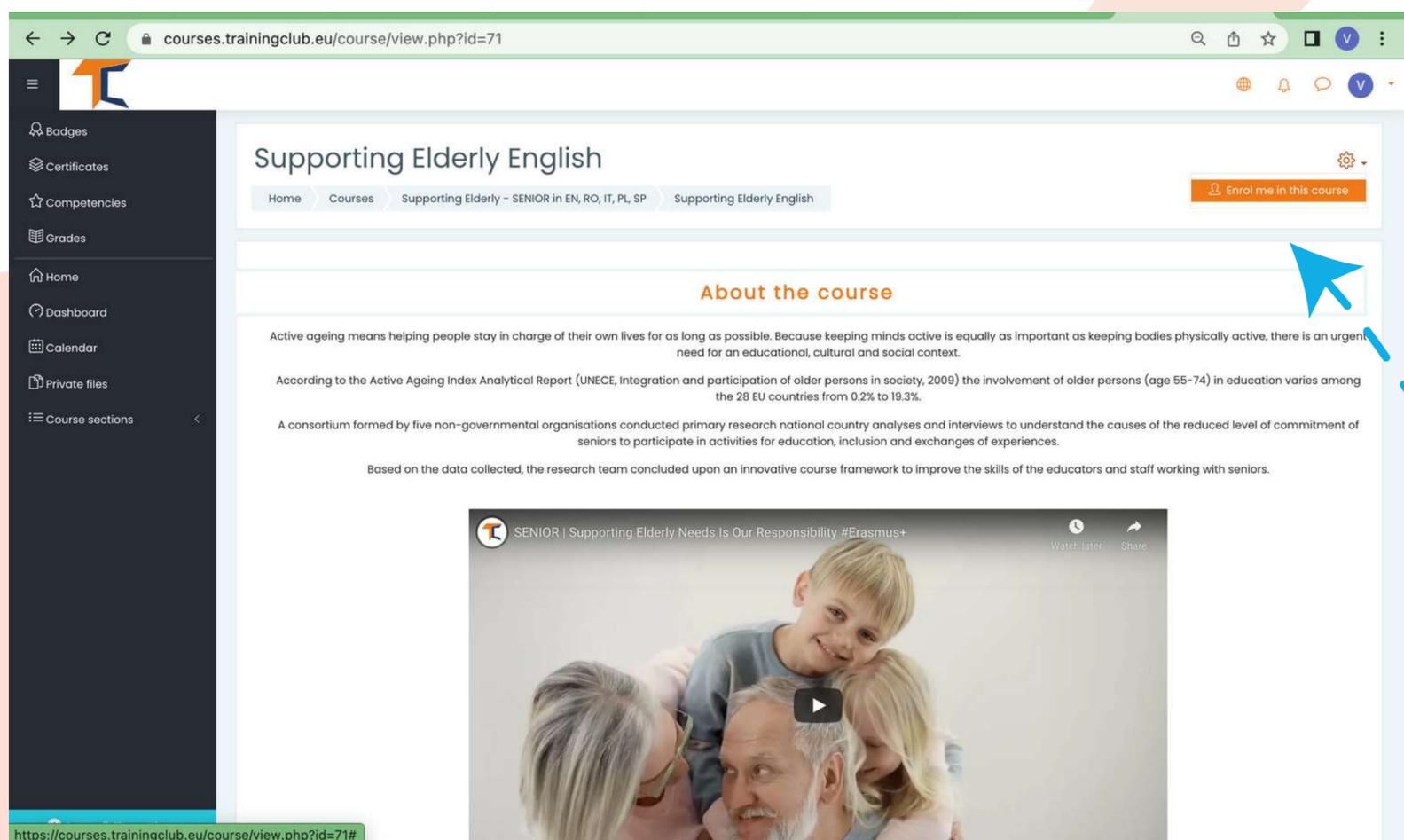


The screenshot shows the Moodle course index page for 'Supporting Elderly - SENIOR in EN, RO, IT, PL, SP'. The page features a search bar and a dropdown menu for 'Course categories: Supporting Elderly - SENIOR in EN, RO, IT, PL, SP'. Below the search bar, there are four course cards, each with a 'SENIOR' logo and the text 'SUPPORTING ELDERLY IS OUR RESPONSABILITY' and 'EN' (or 'RO', 'ES', 'IT'). Each card has an 'Access' button. A blue hand icon with a cursor points to the 'Access' button on the English course card.

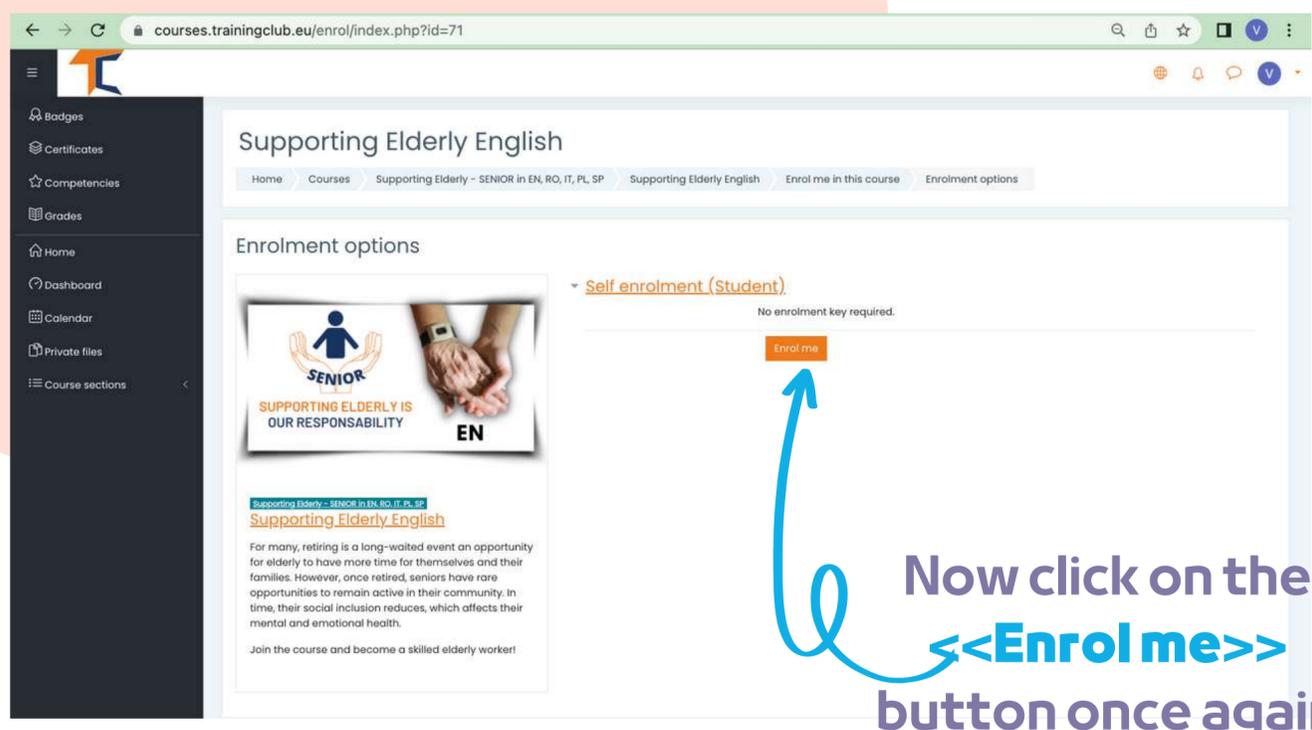
Select the course you want using the **<<Access>>** button and get started

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>>



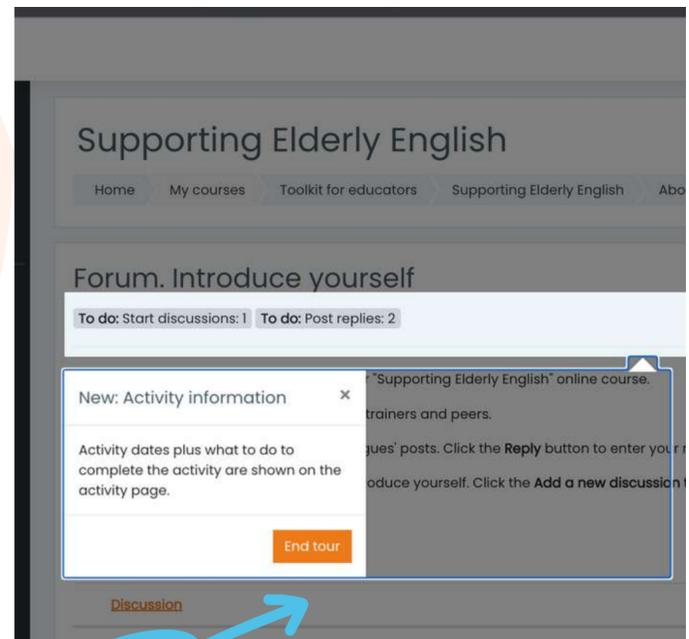
FORUM SECTION

5

Now that you are enrolled in the course, you will be able to complete the missions.

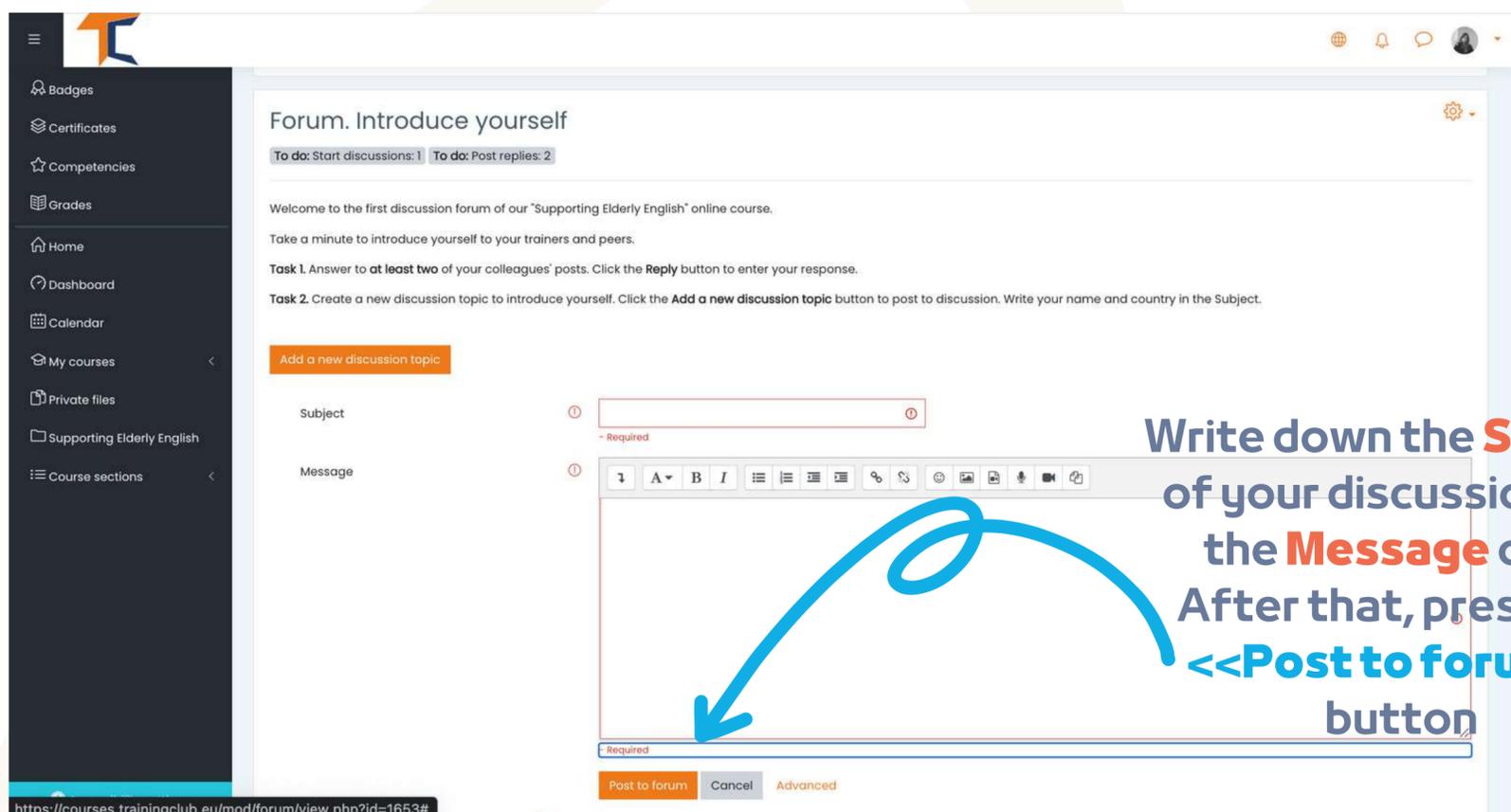
Your first mission is to introduce yourself via **Forum**.

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.



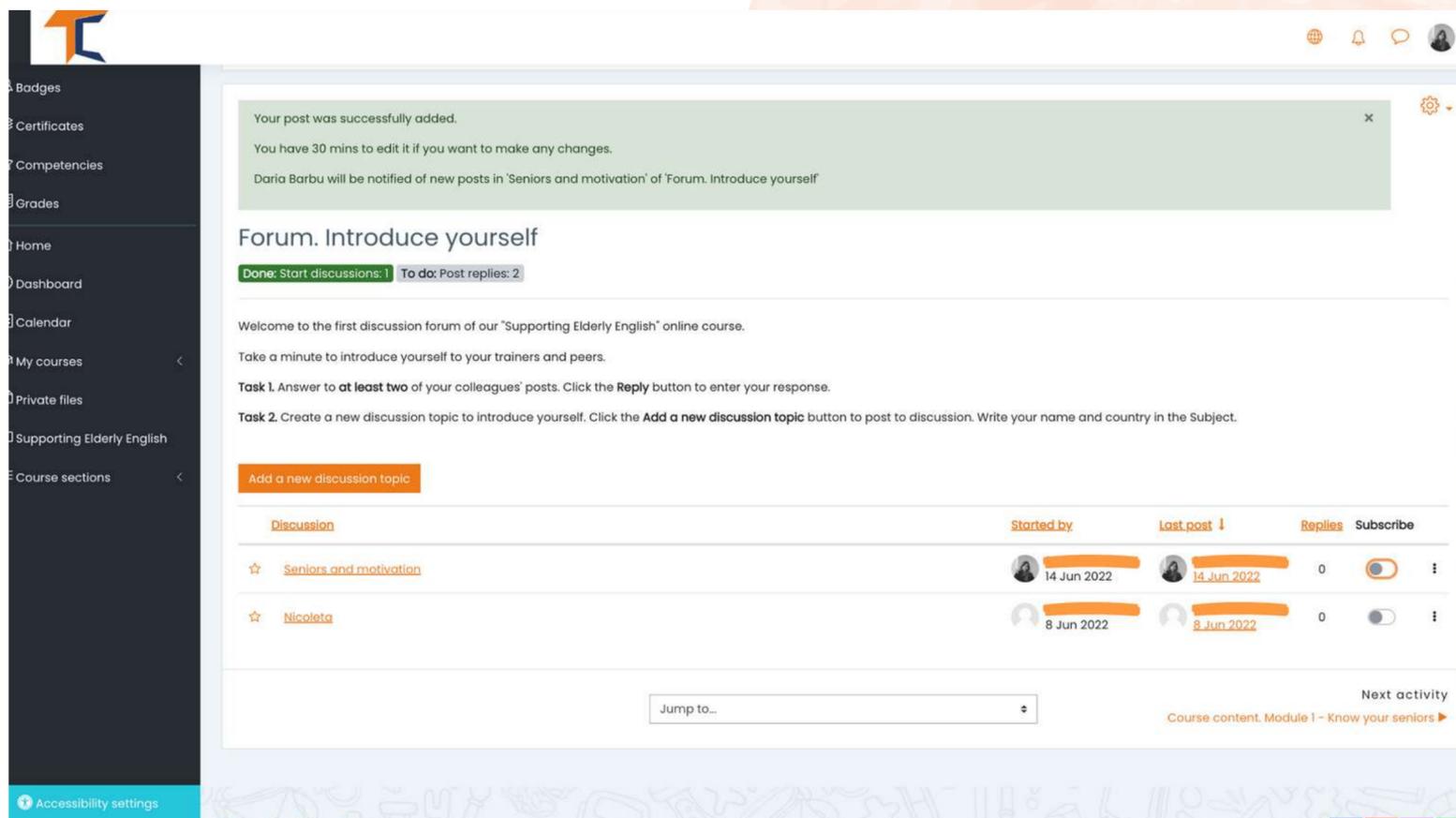
Click the **<<End tour>>** button and continue to the Forum.

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!

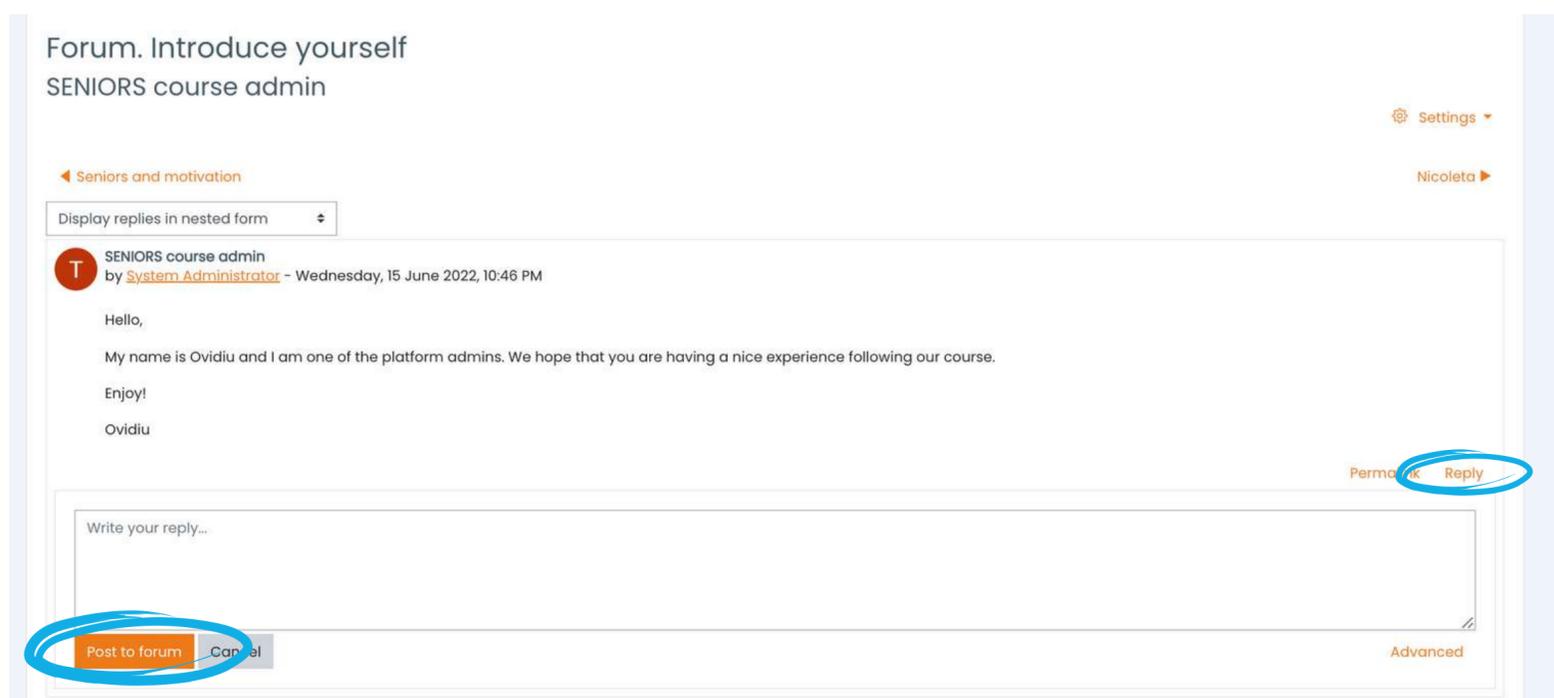


Write down the **Subject** of your discussion and the **Message** of it. After that, press the **<<Post to forum>>** button

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*

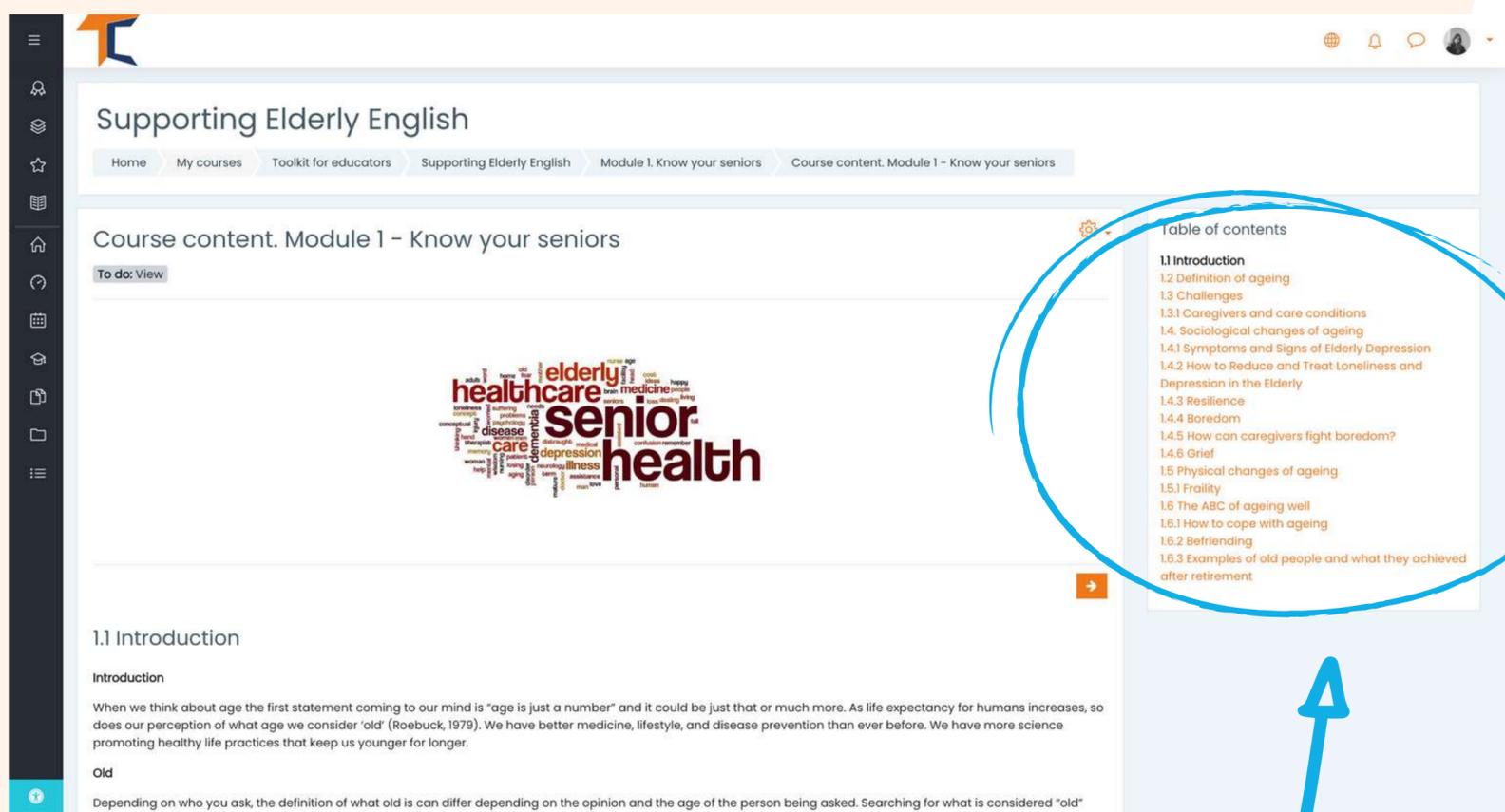


After you have chosen a subject, reply in the thread by clicking on the <<Reply>> button. A box will appear and you will write your message. When you are done, click <<Post to forum>>.

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.



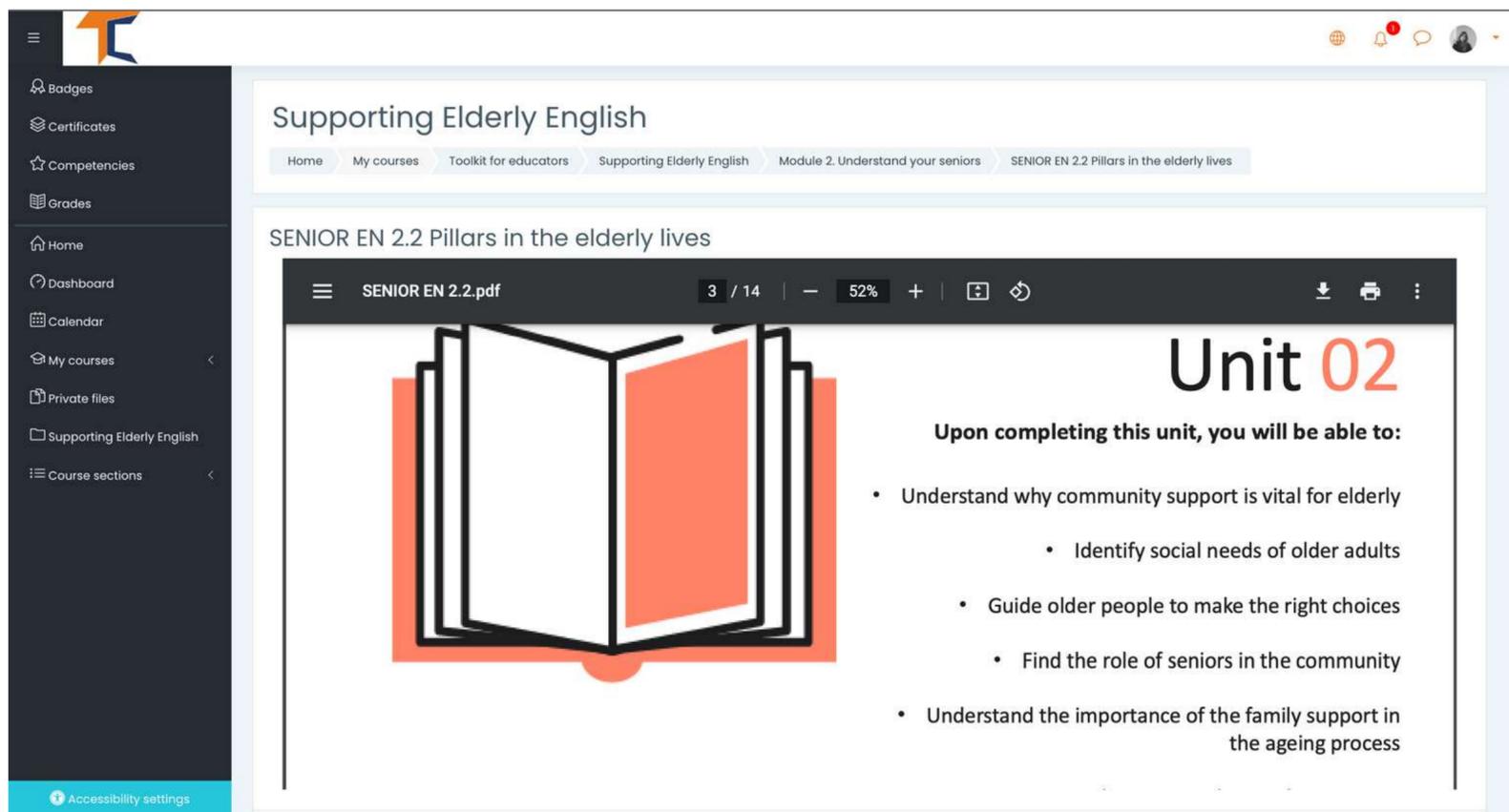
The screenshot displays the course interface for 'Supporting Elderly English'. The breadcrumb trail indicates the current location: Home > My courses > Toolkit for educators > Supporting Elderly English > Module 1. Know your seniors > Course content. Module 1 - Know your seniors. The main content area features a word cloud with terms like 'elderly', 'healthcare', 'senior', and 'health'. A 'Table of contents' sidebar is visible on the right, listing chapters from 1.1 Introduction to 1.6.3 Examples of old people and what they achieved after retirement. A blue circle highlights the table of contents, and a blue arrow points from it towards the text below.

Table of contents	
1.1	Introduction
1.2	Definition of ageing
1.3	Challenges
1.3.1	Caregivers and care conditions
1.4	Sociological changes of ageing
1.4.1	Symptoms and Signs of Elderly Depression
1.4.2	How to Reduce and Treat Loneliness and Depression in the Elderly
1.4.3	Resilience
1.4.4	Boredom
1.4.5	How can caregivers fight boredom?
1.4.6	Grief
1.5	Physical changes of ageing
1.5.1	Frailty
1.6	The ABC of ageing well
1.6.1	How to cope with ageing
1.6.2	Befriending
1.6.3	Examples of old people and what they achieved after retirement

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!



The screenshot shows a web-based learning environment. On the left is a dark sidebar with navigation options: Badges, Certificates, Competencies, Grades, Home, Dashboard, Calendar, My courses, Private files, Supporting Elderly English, and Course sections. The main content area is titled 'Supporting Elderly English' and includes a breadcrumb trail: Home > My courses > Toolkit for educators > Supporting Elderly English > Module 2. Understand your seniors > SENIOR EN 2.2 Pillars in the elderly lives. Below this, a PDF viewer displays a slide titled 'Unit 02' with the text 'SENIOR EN 2.2 Pillars in the elderly lives'. The slide features an illustration of an open book and a list of learning objectives.

Supporting Elderly English

Home > My courses > Toolkit for educators > Supporting Elderly English > Module 2. Understand your seniors > SENIOR EN 2.2 Pillars in the elderly lives

SENIOR EN 2.2 Pillars in the elderly lives

SENIOR EN 2.2.pdf 3 / 14 52%

Unit 02

Upon completing this unit, you will be able to:

- Understand why community support is vital for elderly
 - Identify social needs of older adults
 - Guide older people to make the right choices
 - Find the role of seniors in the community
- Understand the importance of the family support in the ageing process



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

<https://www.youtube.com/watch?v=0-XW7Fe3IAo>



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!

Supporting Elderly English

Home My courses Toolkit for educators Supporting Elderly English Module 1. Know your seniors Quiz 1. Know your seniors

Quiz 1. Know your seniors

To do: Receive a grade To do: Receive a pass grade

Gain your first Badge "Initiator"

If your score for the quiz is above 50% you will be awarded with your first badge.

Time limit: 15 mins

Grading method: Highest grade

Grade to pass: 5.00 out of 10.00

Attempt quiz now

Previous activity: Let's self-reflect

Next activity: Course content. Module 2 - Understand your seniors

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

Start attempt

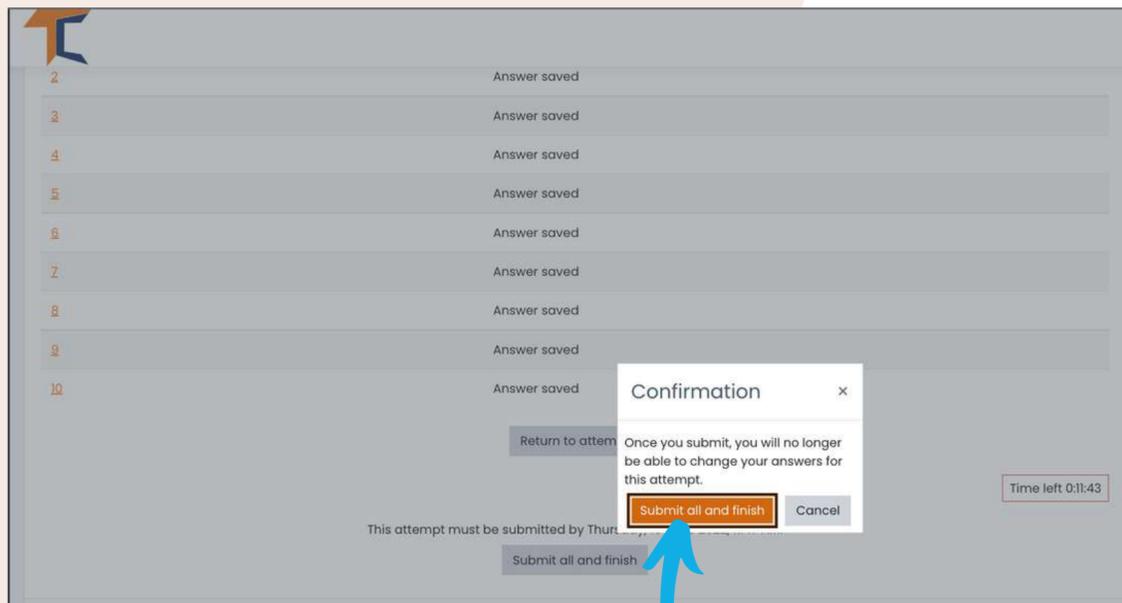
Time limit

Your attempt will have a time limit of 15 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

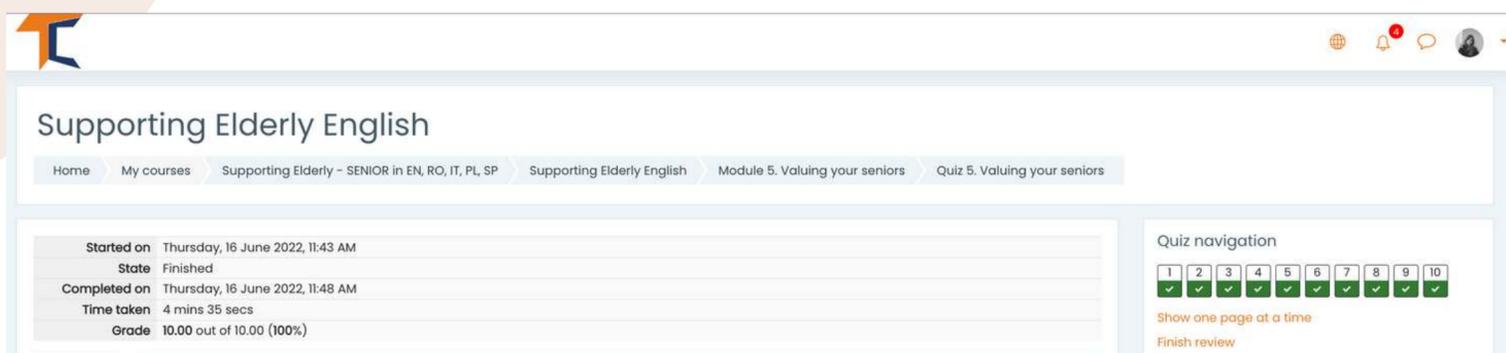
Start attempt

Cancel

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!



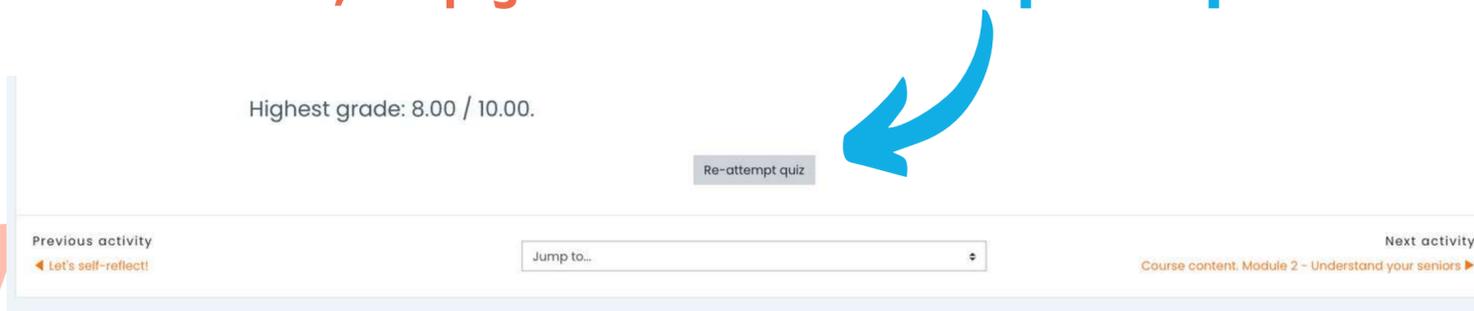
After you're done, select <<**Send all and finish**>>. Then, the answers will be corrected and you will be able to see where you went wrong.

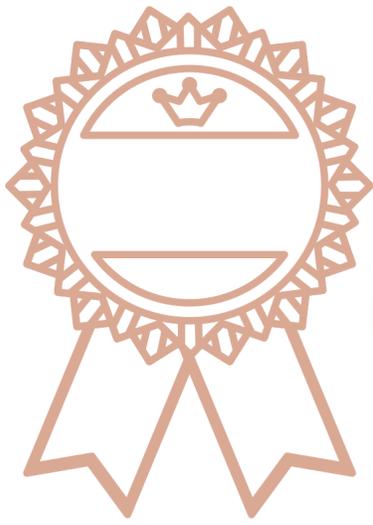


Depending on the grade you get, you will receive the badge. Then you can continue the course with the next activity.

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**>>.





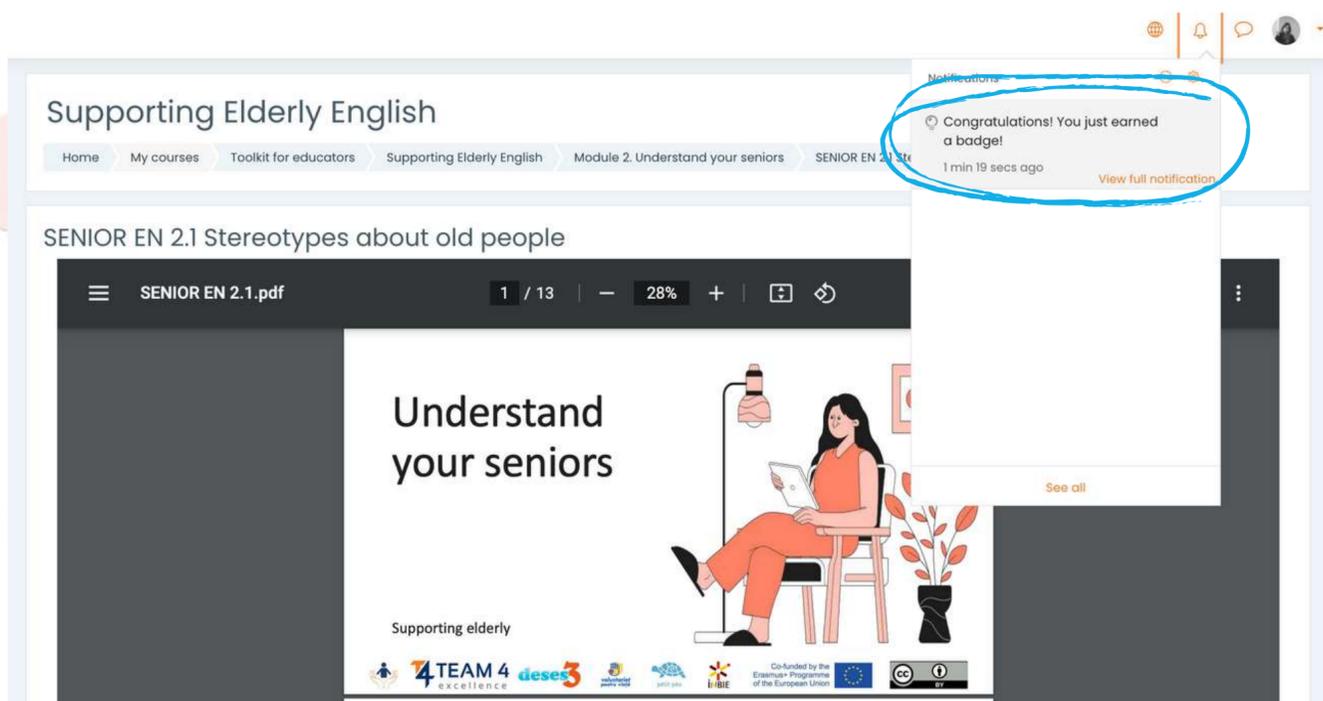
COLLECT YOUR BADGES

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.



Supporting Elderly English

Supporting Elderly English: Badges

Number of badges available: 5

Image	Name	Description	Criteria	Issued to me
	SENIOR WYS RESEARCHER EN	EN	Users are awarded this badge when they complete the following requirement: • The following activity has to be completed: • "Quiz - Quiz 3. Work with your seniors"	Date: 16/06/22 ✓
	SENIOR WYS MASTER EN	EN	Users are awarded this badge when they complete the following requirement: • The following activity has to be completed: • "Quiz - Quiz 5. Valuing your seniors"	Date: 16/06/22 ✓
	SENIOR WYS EXPLORER EN	EN	Users are awarded this badge when they complete the following requirement: • The following activity has to be completed: • "Quiz - Quiz 2. Understand your seniors"	Date: 16/06/22 ✓
	SENIOR WYS INITIATOR EN	EN	Users are awarded this badge when they complete the following requirement: • The following activity has to be completed: • "Quiz - Quiz 1. Know your seniors"	Date: 16/06/22 ✓
	SENIOR ES EXPERT EN	EN	Users are awarded this badge when they complete the following requirement: • The following activity has to be completed: • "Quiz - Quiz 4. Empower seniors"	Date: 16/06/22 ✓

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.**

Supporting Elderly English

Home > Courses > Supporting Elderly - SENIOR in EN, RO, IT, PL, SP > Supporting Elderly English > Course Feedback Survey > Course evaluation & feedback

Course evaluation & feedback

To do: Submit feedback

The input from students is essential and always welcomed for improving our courses!
We invite you to provide your opinion about the course.
Thank you in advance!

Answer the questions

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

Supporting Elderly English

Home > My courses > Supporting Elderly - SENIOR in EN, RO, IT, PL, SP > Supporting Elderly English > Course Feedback Survey > Course evaluation & feedback

Complete a feedback

Course evaluation & feedback

Mode: User's name will be logged and shown with answers

Please motivate your choice. You could add here comments about what do you like or appreciate most about our course, how can we improve your experience and what was missing or disappointing in your experience.

There are required fields in this form marked .

Previous page Submit your answers Cancel

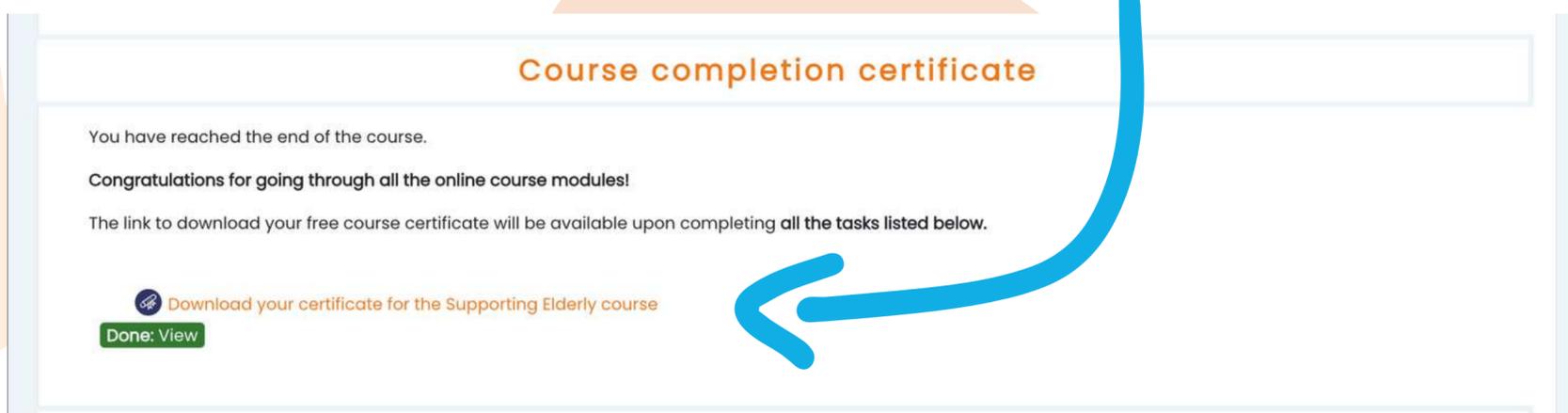


DOWNLOAD THE CERTIFICATE

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

Bonus Materials



SENIOR EN Presentations - Complete Slide Deck

Done

Essential needs of educators to support seniors EN

Done

Supporting Elderly. A Practitioner's Guide EN

Done

SENIOR Practical Guide for Facilitators EN

Done

Now please spare a couple of minutes to help us improve our courses. Thank you!

Done

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/>





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