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## USER GUIDE FOR EXPERTS



## Online Educational Platform

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## INTRODUCTION

The **Expert Programme Toolkit** is designed for all experts: teachers, educators, social and youth workers who work with young adults (14-24), in and out of schools, and who are interested in exploring pedagogical approaches for better understanding, motivating and engaging those who are at risk of early school leaving or have already left school.

This training course is divided into two modules with four units, each focused on contents adapted to the educational level and the age of different end-users (youngsters 14-18 and 18-24).

**Module 1** seeks to support teachers in becoming more aware of early school leaving as a complex process determined by several dimensions and reasons. We invite teachers to explore different educational approaches based on arts and digital education to identify risk situations, find solutions and design preventive measures. It is addressed to experts working with young people (aged 14-18) considered at risk, especially in schools.

Each unit introduces fundamental concepts and tools to deal with early school leaving (ESL), promoting critical reflection on pedagogical approaches and developing an Experts toolkit of competences.

**Module 2** draws our attention to the impact that leaving school early has on young adults' trajectories, mainly regarding access to the labour market and further engagement in society. The four units that make up this module explore how social entrepreneurship and ICT usage can be useful to tackle social inclusion and improve educational opportunities. It targets experts working with those who left school early (aged 18-24).

Each unit introduces fundamental concepts and tools to deal with early leaving from education and training (ELET), promoting critical reflection on pedagogical approaches and developing an Experts toolkit of competences.

All the materials are free and available in the following languages: English, Greek, Italian, Polish, Portuguese and Spanish.



## METHODOLOGY

### HOW DOES THE COURSE WORK?

This course summarizes valuable tools and guidelines to support educators to deal with school dropout, risk of early school leaving and school failure.

The course is free and consists of 2 content modules with 4 units each and is composed of animated videos, instructional, readings, exercises, good practices, activities and quizzes.

The participant can choose whether to do both modules, just one or different units of each module. However, to receive a certificate of achievement at the end of the module, participants will have to complete the quizzes with a minimum of 75% of right answers.

### DURATION AND TIME MANAGEMENT

In total, each module lasts 15 hours of online training and self-assessment. The weekly time that you will invest in the course is directly linked to the personal objectives that you establish. You will have free access to course material, and you can complete it at your own pace.

Everything you need to complete the course is a computer or mobile device (smartphone or tablet) and an internet connection. On the educational platform, there is a forum where you can share your impressions with other students or ask any questions related to the topic. Remember to follow the netiquette so that the moderator does not delete your comments.

At the end of each module, you will find a link to download the complete module in PDF. This way, you can continue studying offline.

### ASSESSMENT QUIZZES

At the end of each unit, you will find a quiz that contains multiple-choice questions. The purpose of these questions is to reinforce your knowledge and determine the achievement of the learning goals.

You have 3 opportunities to answer the questions, after that the question will be blocked. Remember that you need at least 75% of right answers to get the certificate.



## DESCRIPTION OF EACH MODULE

In the design of the course, we have combined more passive with active learning resources, in which participation and commitment are the basis for learning. The purpose is to apply the theoretical discussion to your country's reality.

The first resource in each module contains the description and learning goals to be conducted. We recommend that you read it carefully to know which activities must be performed for the successful completion of the course, and the estimated time needed.

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## CERTIFICATES

We invite you to get the most out of the course by actively participating in it.

If you have at least 75% of the correct answers in all the units of one of the modules, you can get a certificate proving that you have completed this part of the course. If you successfully complete both modules, you can download a certificate for the whole course.

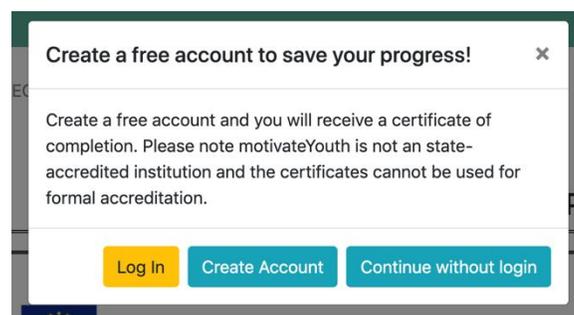
To receive the achievement certificate, you have to register providing your full name (for the certificate), email and a password.

## ONLINE EDUCATIONAL PLATFORM WALKTHROUGH

### CREATING AN ACCOUNT

On the project's website, in the section results, you click on IO4: Online educational platform.

The first thing that pops out is an invitation to create a free account to save the progress.





If you choose to create an account, you will see the following screen:

## Create your MotivateYouth account

Full name

Full name used on certificate.

Email

We'll never share your email with anyone else.

Password Confirm password

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The only personal data you need is your name and email. The name you write here will appear on the certificate, so make sure it is spelt correctly.

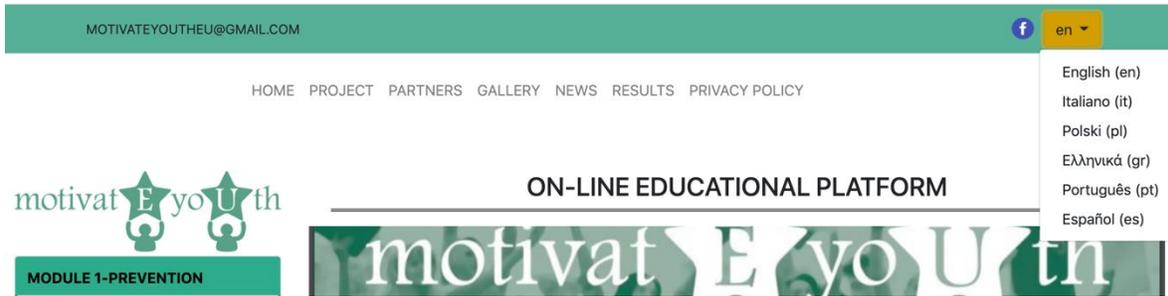
You can also choose the option: continue without login. You can create an account any time by clicking on the yellow button: Register for online certification, at the left bottom of the page.

Remember that if you are taking the course without logging in, the quiz results will not be saved.



## SELECTING YOUR PREFERRED LANGUAGE

At the right top of the page, you can select your language of preference among English, Greek, Italian, Polish, Portuguese and Spanish.



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## THE ONLINE COURSE

The course is divided into two modules. Module 1 is prevention and module 2 intervention.

Each of the modules has the same structure:





There are 3 common sections to each of the modules:

- INTRODUCTION, where you can read about the target group of this module and the training areas it is going to address
- METHODOLOGY: where you can read about the duration, quizzes and certificates.
- SYLLABUS with the structure of the whole module

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The modules are divided into 4 units. All the units are structured in the same way.

- What you will learn with learning objectives
- Key concepts that you will find in this unit
- Unit 1.1., 1.2 etc with the actual content of the course. You have the text, links to websites and videos.
- Sum up the unit with the main ideas about what you have learnt
- Further reading and resources – in this section, you will find many additional resources you can explore to go into more detail on the subject.
- Quiz: there are interactive. Show. Once you have 75% of the correct answers, you will be able to get a certificate.
- References

The image shows a navigation menu on the left and a slide titled 'INTRODUCTION TO MODULE 1' on the right. The menu lists 'MODULE 2-INTERVENTION' with sub-items: INTRODUCTION, METHODOLOGY, SYLLABUS, and four units (UNIT 1 to UNIT 4). A green arrow points to a link at the bottom of the menu: 'TO DOWNLOAD THE ENTIRE MODULE, CLICK HERE'. The slide features the 'motivatiEyoUth' logo over a background image of people celebrating.



You can DOWNLOAD THE WHOLE COURSE in PDF. This way you can print it out or use it without an internet connection.

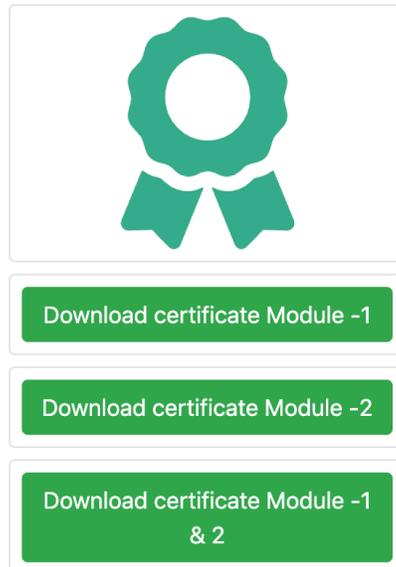
## THE CERTIFICATE

There are 3 different certificates available:

- Certificate for Module 1
- Certificate for Module 2
- Certificate for the whole course

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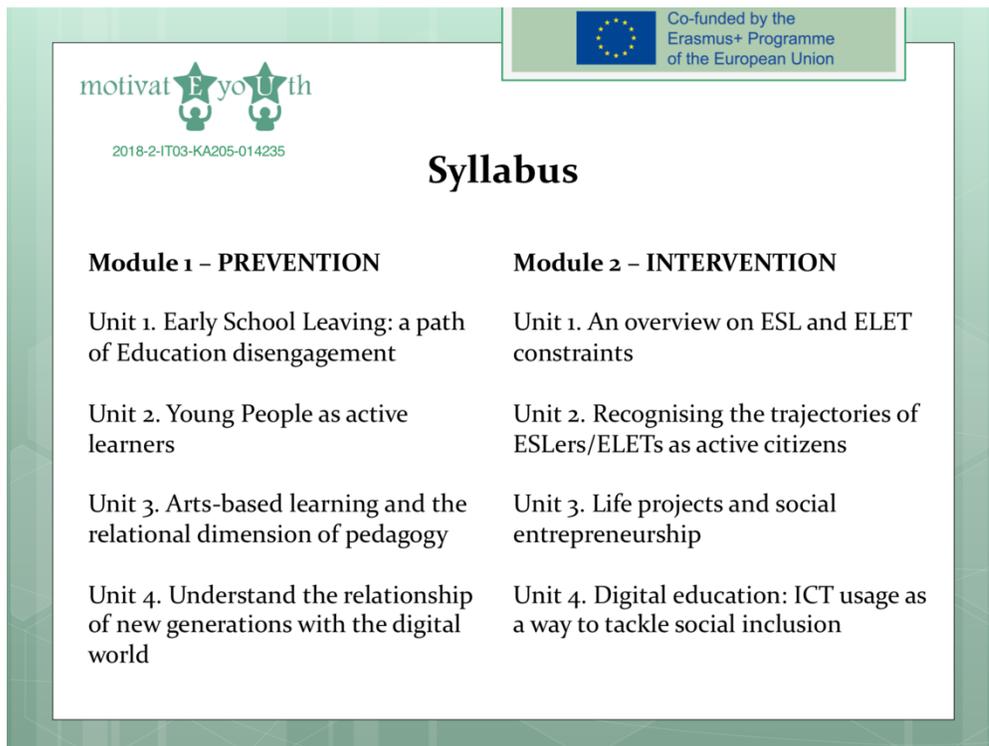
Once you have registered and completed one of the modules with at least 75% of correct answers, the platform will show automatically a button to download the certificate.



The certificate can be in English or in any of the languages in which the course is available.



This is how the certificate for the whole course will look in English.





## THE FORUM

A forum is available for all users to be able to communicate directly and interact, sharing knowledge and experiences.

You can find the link to the forum on the right top of the platform.

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You must be logged in to be able to interact in the forum.

To log in, click in general discussion and you will see this screen:

You must be logged in to create new topics.

Username:

Password:

Keep me signed in

**LOG IN**



The next screen you will see is following:

The screenshot shows a WordPress login form with the following elements:

- WordPress logo at the top.
- Two error messages: "Error: the username field is empty." and "Error: the password field is empty."
- Input fields for "Username or Email Address" and "Password".
- A "Remember Me" checkbox.
- A blue "Log In" button.
- Links for "Register | Lost your password?" at the bottom.
- A link for "< Go to Motivate Youth" at the very bottom.

A green arrow points to the "Register | Lost your password?" link.

You will receive an email, and you have to follow the instructions of the email to verify your account.

Remember that this log is independent from the online course log in.

You can use the online course without registering, but you cannot write on the forum without registering.

Follow always the nettiquette rules, so that the administrator doesn't delete your contributions.