USER GUIDE

for the esc2learn.org, elearning.esc2learn.org and GIS MAP Platforms

Erasmus+

Contents

Introduction

This USER GUIDE is made within the two-year Erasmus+ Strategic Partnership project called "ESC-2Learn." The partners of the project, namely *Association Solidarity Migration and Exchanges for the Development*, or AMSED for short from France, *Solidarity Tracks* from Greece and the *Youth Association from Transylvania*, or ATA for short, from Romania, are three entities which have more than 45 years of combined experience in the international volunteering and solidarity work field and during this time we have been confronted with various difficult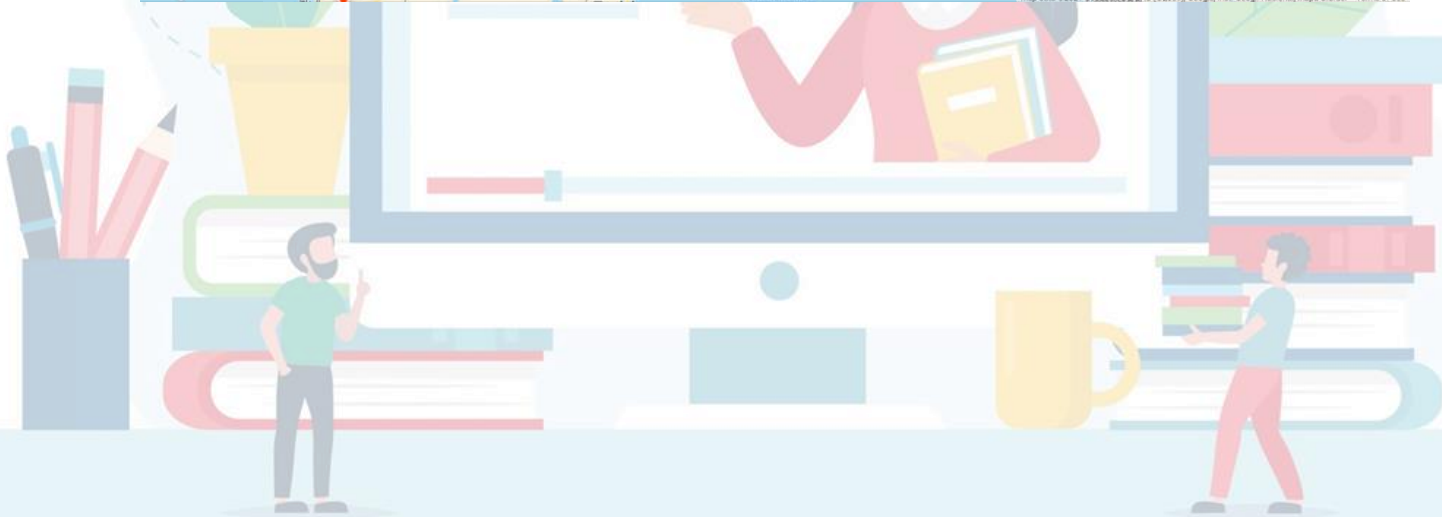 situations such as lack of initiatives by the volunteer to set up an activity, lack of specific skills to perform volunteering tasks or manage conflict situations during their service and stressful situations facing uncertainty after the volunteering period. Through this project we wish to improve and continue to meet the needs of future volunteers and the priorities of the European Solidarity Corps program.
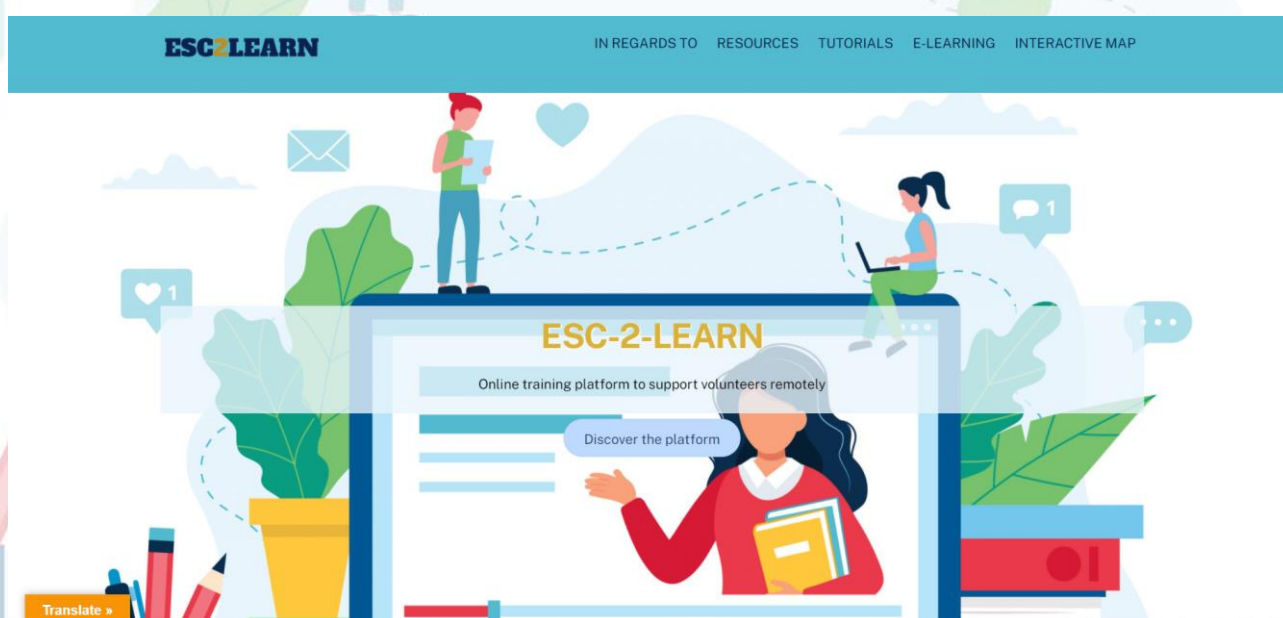
E-learning is seen as an efficient and economical complementary means, which makes it possible to provide training and support adapted to volunteers. It is an ideal tool for the dissemination of knowledge and the promotion of a commonly and socially constructed understanding. For these reasons, we have created the www.esc2learn.org project platform, the www.elearning.esc2learn.org online training platform to support volunteers from a distance and the www.padlet.com/esc2learn/x5xu6bwdkkequ9t8 GIS Map to allow European Solidarity Corps volunteers to know of other projects being done across Europe and not only, and to interact with project coordinators and other volunteers of those projects.

The services of the above mentioned three platforms are based on dynamic, interactive and non-formal education methods, so, to ensure their proper understanding and exploitation, this USER GUIDE offers clear instructions tools and resources to facilitate their use the so that anyone accessing them can find all they are looking for with maximum ease; to simplify the use of the platforms and facilitate access of members. The USER GUIDE is published digitally in English, French, Greek and Romanian.

Key concepts and definitions

Here are the most important key concepts and definitions that help you understand the guide better*:

- *Certification:* the action or process of providing someone or something with an official document attesting to a status or level of achievement.
- *Certification in non-formal education*: because generally there is no grading system or recognition system within non-formal education usually a certification is used to recognize participation and achievements for those who take part in non-formal education
- *Certification in Erasmus+ Youth and ESC projects*: The certification used in Erasmus+ Youth and European Solidarity Corps projects is called Youthpass, which is a recognized or official instrument for identifying and documenting learning outcomes that are acquired in projects. [Read more here.](#)
- *Competence:* A competence is commonly described as a combination of knowledge, skills and attitudes that enable an individual to perform a task or an activity successfully within a given context.
  - *Skills*: The ability to do something well; expertise.
  - *Knowledge:* Facts, information, and skills acquired through experience or education; the theoretical or practical understanding of a subject.
  - *Attitudes:* a settled way of thinking or feeling about something.
- *E-learning*: A learning system based on formalized teaching but with the help of electronic resources.
- *Erasmus+:* Erasmus+ is the EU's program to support education, training, youth and sport in Europe.
- *E-tutorial videos*: multidimensional experience that may combine charts, slides, photos, graphics, narration, screenshots, on-screen captions, music and live video to teach how to do something.
- *European Solidarity Corps (ESC):* The European Solidarity Corps (ESC), known until 2016 as European Voluntary Service (EVS), is an international volunteering program by the European Commission for young people to go individually or in teams to another country, usually from one European country to another, to work for a non-profit cause.
- *GIS MAP:* A geographic information system (GIS) is a system that creates, manages, analyzes, and maps all types of data. GIS connects data to a map, integrating location data (where things are) with all types of descriptive information (what things are like there).
- *Interface*: a shared boundary across which two or more separate components of a computer system exchange information.
- *Moodle platform*: Moodle is a learning platform or course management system, a free open source software package designed to help educators create effective online courses based on sound pedagogical principles. You can download and use it on any computer, yet it can scale from a single-teacher site to a 200,000-student University. [Read more here.](#)
- *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.

GUIDE of the www.esc2learn.org Project Platform

Who and what is it for?

The ESC2Learn platform can be accessed at www.esc2learn.org through any browser, and it is also optimized for a tablet and smartphone. It is the go-to landing page for any volunteer and NGO who are interested in:

- e-learning training courses for ESC volunteers,
- the tutorial videos of these training courses
- the GIS map of volunteering projects across the EU and not only,
- the ESC2Learn Strategic Partnership, and
- resources such as this User Guide in multiple languages, another User Guide for E-Mentors and more

It is essentially the place that gathers all the important open source, ready to use tools created in this project Erasmus+ Strategic Partnership.

The language options

This Moodle platform is designed in such a way that users can automatically translate it to four different language versions. To access and choose your language of preference you must open the website and after scroll down and click on the button and choose one of the languages: English, French, Greek or Romanian.

The landing page's buttons

This page has the purpose of helping you understand and know more about the platform. Once you find the website at www.esc2learn.org, you can see the landing page, where you can find some options to choose from.

Let's explore these:

IN REGARDS TO: Here, you will be able to read more about the ESC2Learn Strategic Partnership, the partners and by clicking on their logo or the logo of the Erasmus+ Program, you will be able to visit their websites
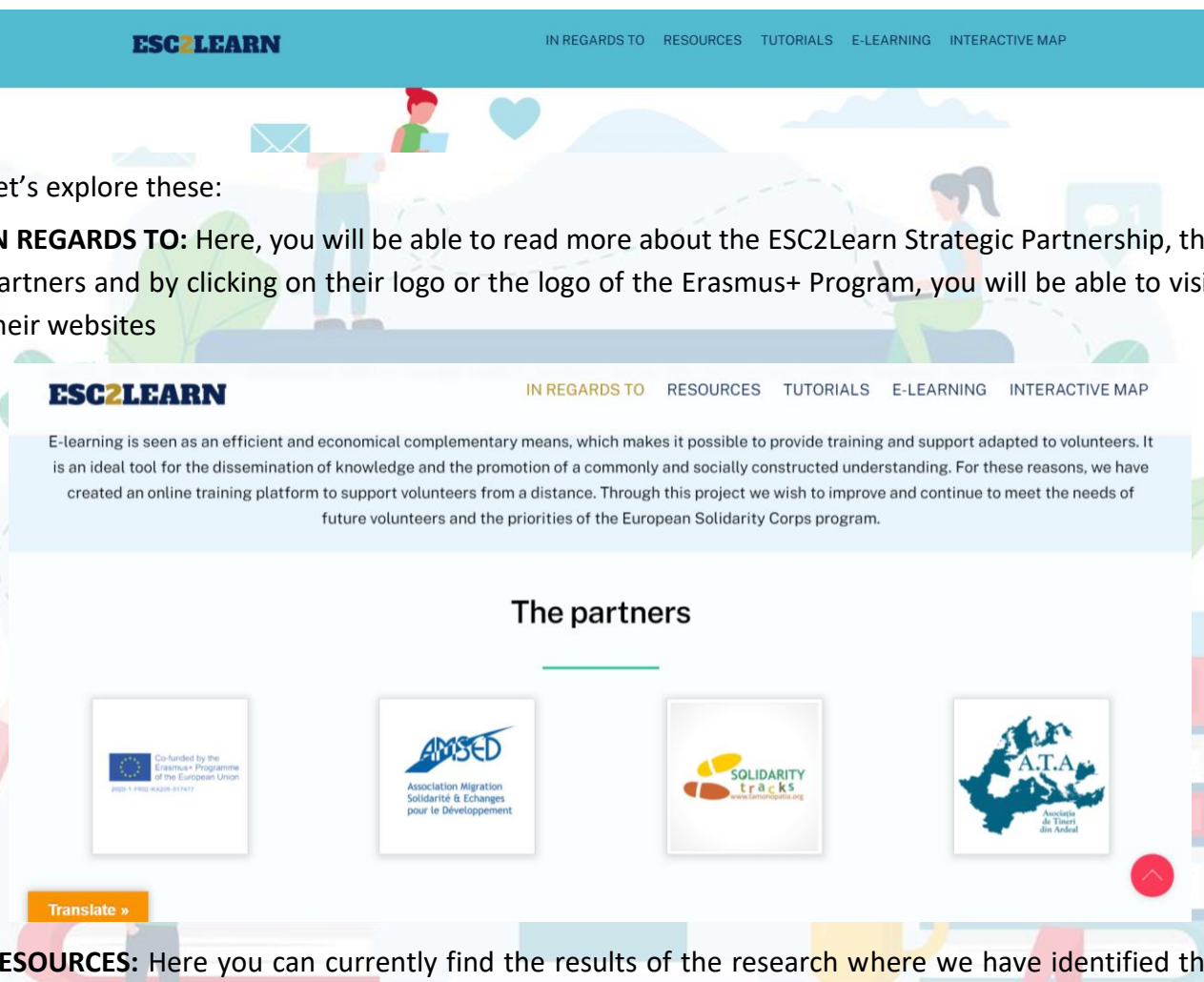

RESOURCES: Here you can currently find the results of the research where we have identified the ESC volunteers, based on which we have created the 30 training courses. And by the end of the project, you will be able to have access to this User Guide and the E-Mentor Guide in multiple languages.
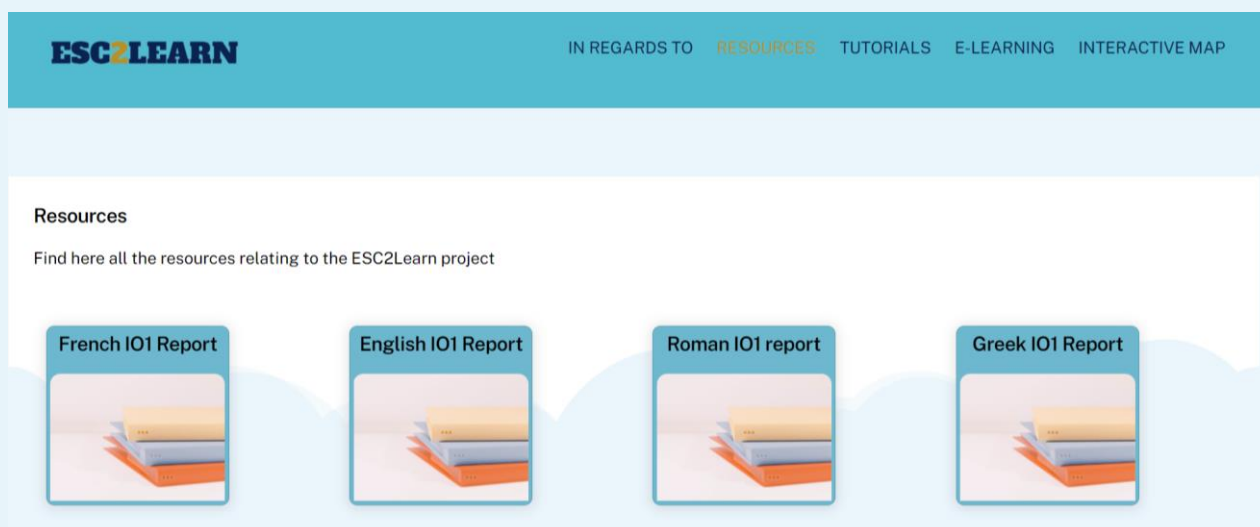
TUTORIALS: Here are the 30 interactive video tutorial videos for the 30 e-learning training courses. In the screenshot only 3 are visible but scrolling down you can reveal all 30. You can play them exactly like a YouTube video: play, pause, fullscreen them, speed them up or slow them down. If you wish you can also watch them on YouTube.

INTERACTIVE MAP: With this last button you are revealed the interactive GIS Map of volunteering projects from across the EU and more. Our map integrates the world map to volunteering projects and was created within the Padlet platform. Click here to find more about Padlet.
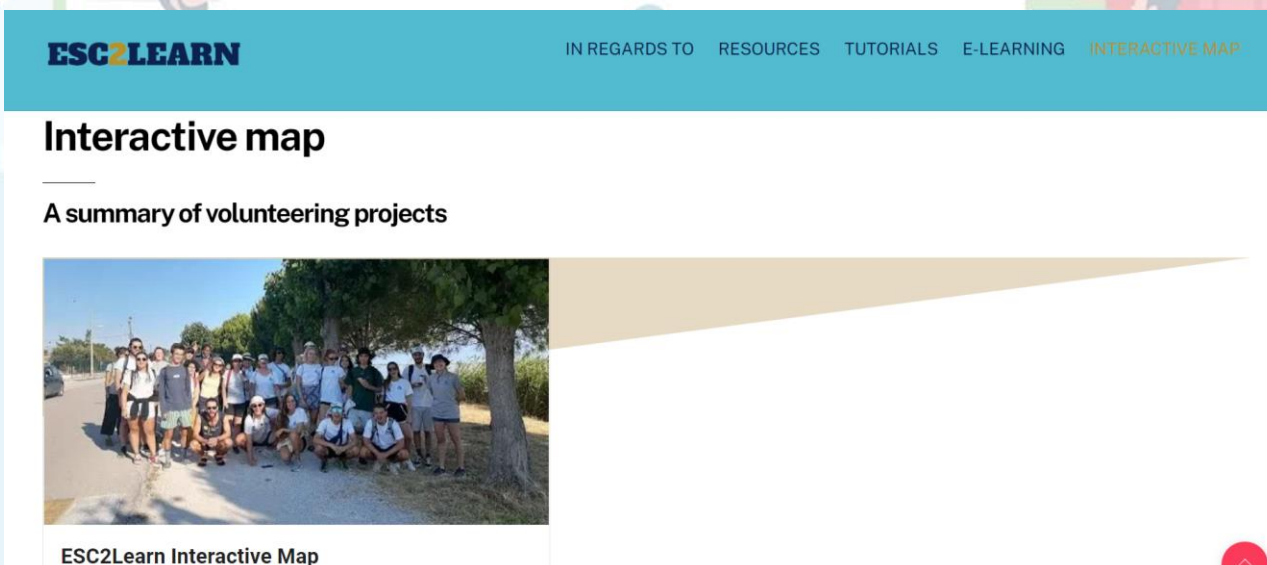
E-LEARNING: The most important button on the map is this one because it takes you to the 30 e-learning training courses which are on a separate subpage https://elearning.esc2learn.org/. This can be accesses either on this button or on the landing page in the center of the screen:

IN REGARDS TO   RESOURCES   TUTORIALS   E-LEARNING   INTERACTIVE MAP

ESC-2-LEARN

Online training platform to support volunteers remotely

Discover the platform

If you are ready to take a step ahead, click on the **Discover the platform** button

GUIDE of the www.elearning.esc2learn.org E-Learning Platform

Who is it for?

The ESC2Learn platform is tailor-made for volunteers and NGO in order to improve their skills in different topics before, during and after their **European Solidarity Corps** (ESC) volunteering project, but it is not exclusive to them only, anyone volunteering abroad or interested in the topics of the training courses can join and take the courses, with the understanding that some of the training courses do make references to specific ESC aspects.

What is on it?

The platform presents 30 online training courses on different topics such as the environment, social work, foreign language skills, digital skills, project design, cultural codes, non-formal education, conflict management, social, civic communication and how to cope with or be part of a successful European Solidarity Corps project.

Divers

Working with kids in early age school through art

In this training course we would like to prepare volunteers for the basic skills...

Divers

The importance of ecological & educational toys

At the end of this course the participants will have a clear vision about what e...
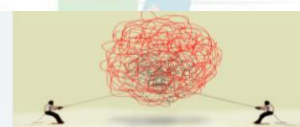

Divers

The culture and cultural codes

The culture and history of the host country: cultural codes, customs, cuisine, r...

Divers

The Art of Conflict Management

This training offers useful basic information about conflictsituations, differen...

Divers

Save others life

Have you encountered some accidents you are unable to intervene, because you do ...

Divers

Non-formal educational methods and activities

At the end of this course, participants will be able to apply non-formal methods...

Divers
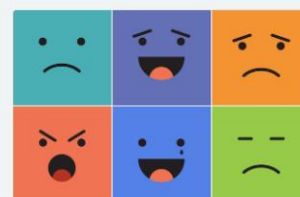
Looking at the future

What to do after this volunteering? Where to go? Whom to contact?Do not panic, w...

Divers

Intercultural, interpersonal, social and civic communication

Intercultural, interpersonal, social and civic communication: Interpersonal skil...

How to create an account

Once you click on the E-Learning button on the www.esc2learn.org platform it will take you to the https://elearning.esc2learn.org subpage. Here you will find the page where you can register to the platform. The buttons that you need to find are in the top right corner.

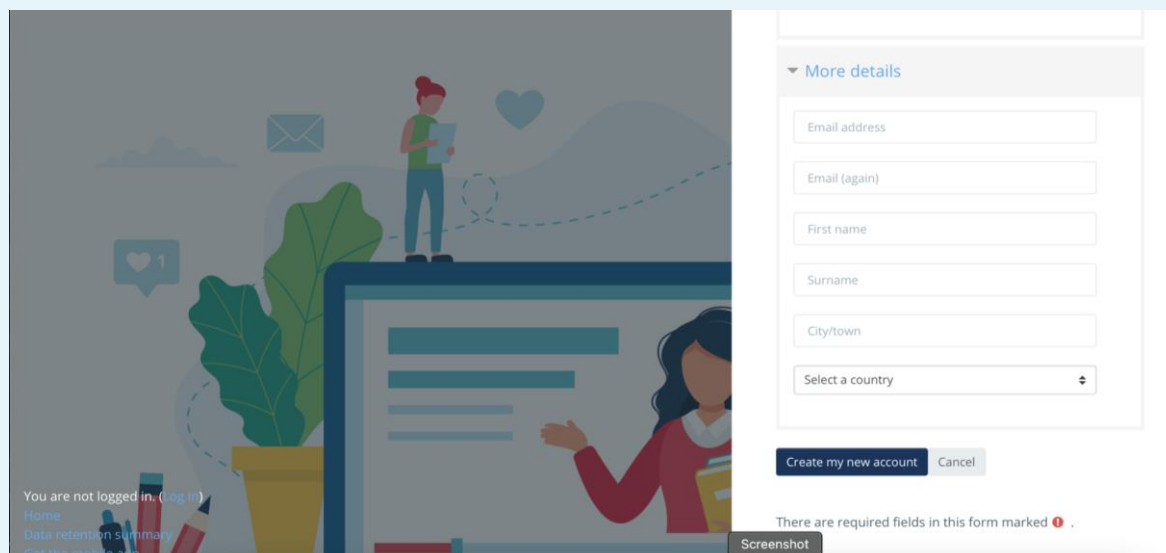In order to create the account, you need to follow the steps below:

1 Click on create a new account:
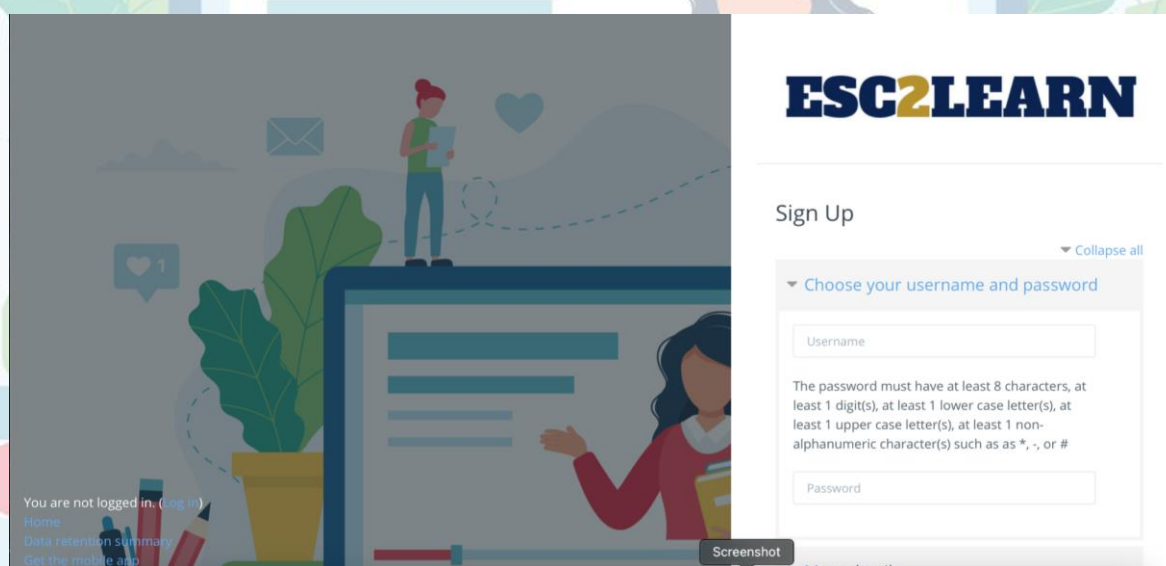
2 Fill the extra information visible below to register to the platform:

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

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

5 All you need to look for is a confirmation email.

6 Open the mail and validate your account by clicking on the link from your mail.

7 If you confirmed your account successfully, go back to the page where you were before and
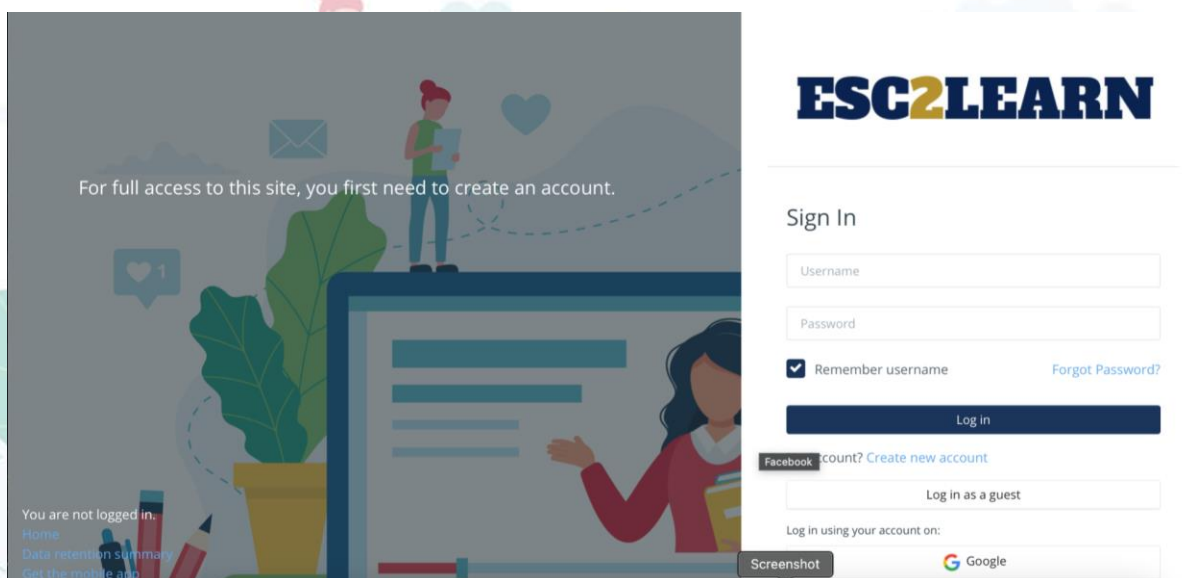
8 Sign in with your Username and Password and once your registration and signing in went successfully, you are going to see this page:

Congrats, you entered our platform. Let's see what you can fine inside as a registered user.

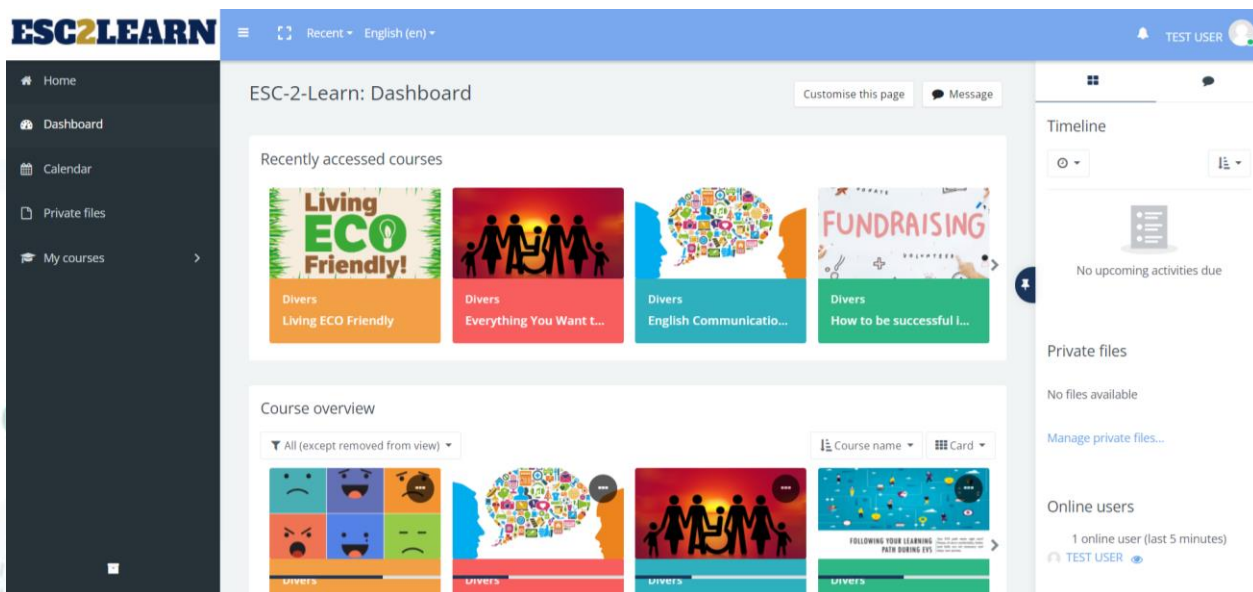## Buttons, where to find different parts of the platform

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

Let's explore these:

**HOME:** It has the purpose to guide you to the first page.

DASHBOARD: Will be showing you the timeline of your past activities on the platform, the different courses you took and a lot of useful information.
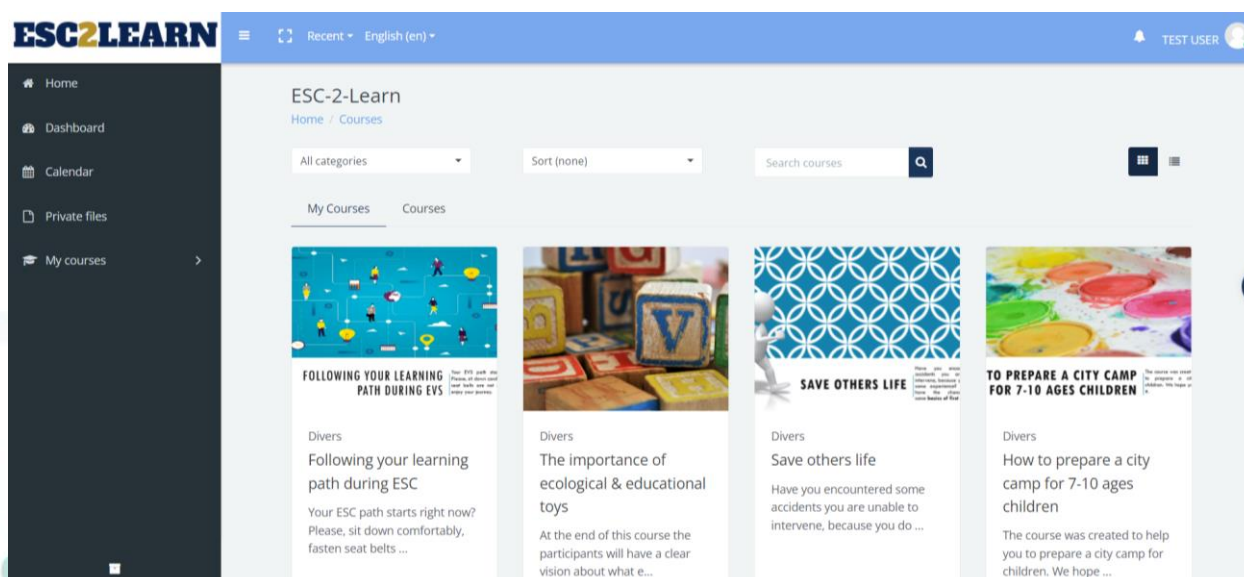

CALENDAR: Is showing you a calendar that you can use to plan and organize your training courses.
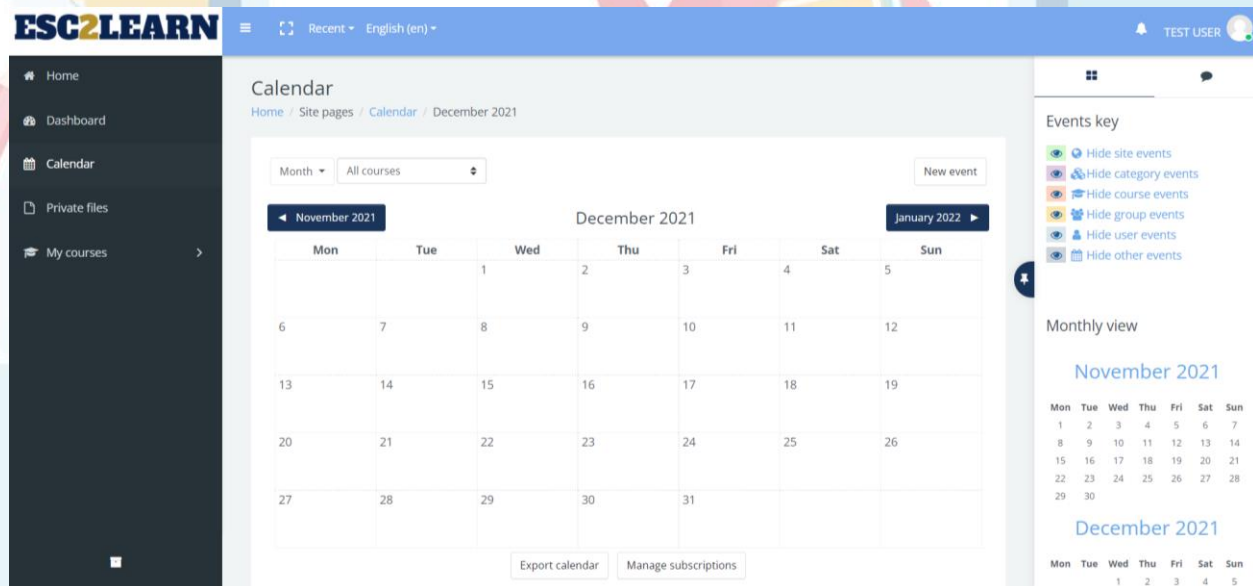
PRIVATE FILES: Shows your collected files and resources you want to use and upload for some course.
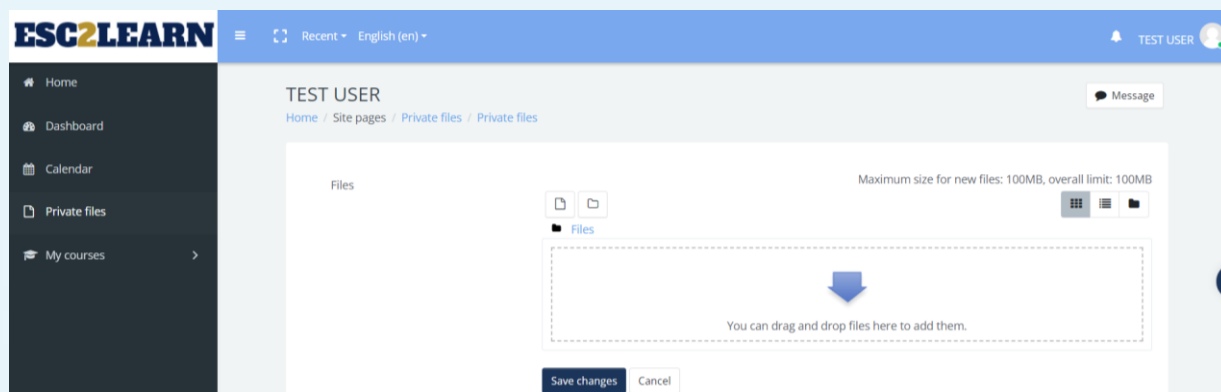
MY COURSES button will show you all the courses that you completed.

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 information. The **Grades** will show your performance on the training courses you are enrolled in. 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:
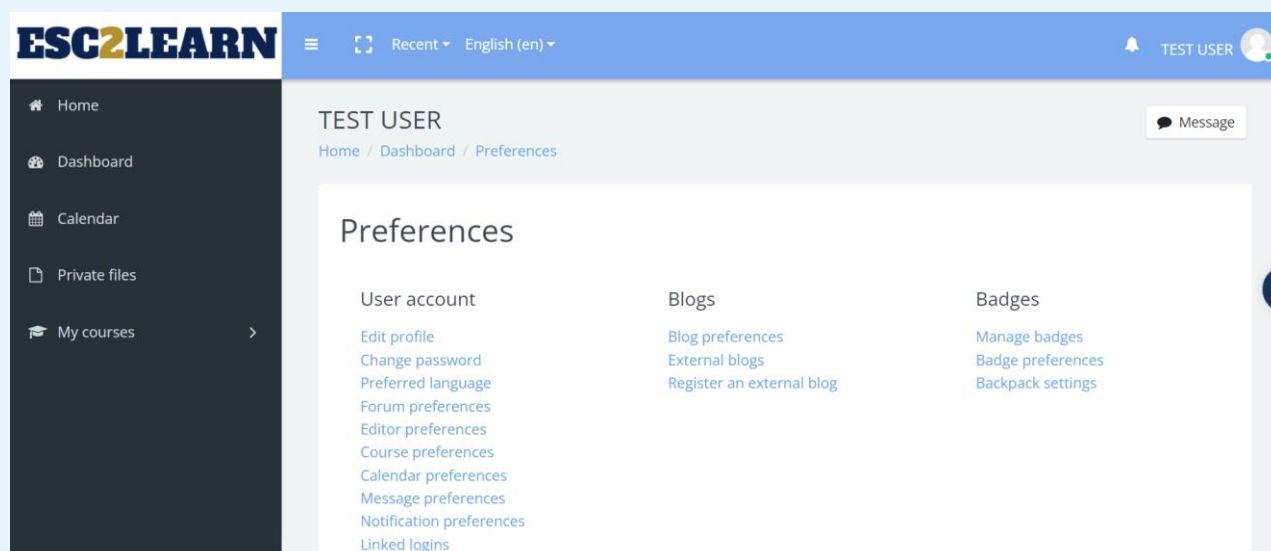
As seen above, the last button here is the **Sign Out**, from which you can sign out and leave the platform, if you wish to do so.

## Access and use the **30 e-learning training courses**

These courses are created to help volunteers develop and gain knowledge on topics that are needed during an international volunteering experience and it is tailor-made for European Solidarity Corps. This does not mean that other youth or even NGOs cannot go through these training courses, by all means, no; just that some of the references and specific aspects are linked to ESC. There are currently 30 courses, which will continue to expand in the future as the user base grows and new needs need to be filled.

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 will find exercises, introductions, definitions, videos, tasks and quizzes. The role of this is to understand the lessons playfully. Every course helps you to learn about things which are useful before, after during your volunteering, or in other situations in your life.

**The steps you need to get to start the courses**

After your account is done and you log in, you can start one of our courses. First of all, you need to be on the first page where you can find all the courses. If you scroll down on this page, you can click on the **View all courses** button to find the list of courses.
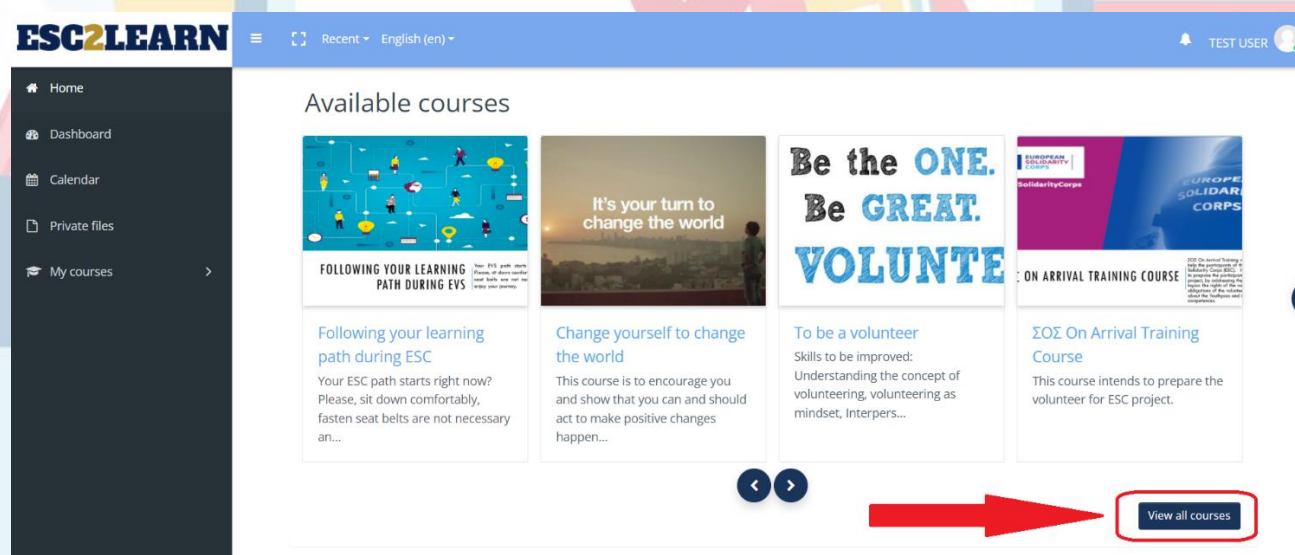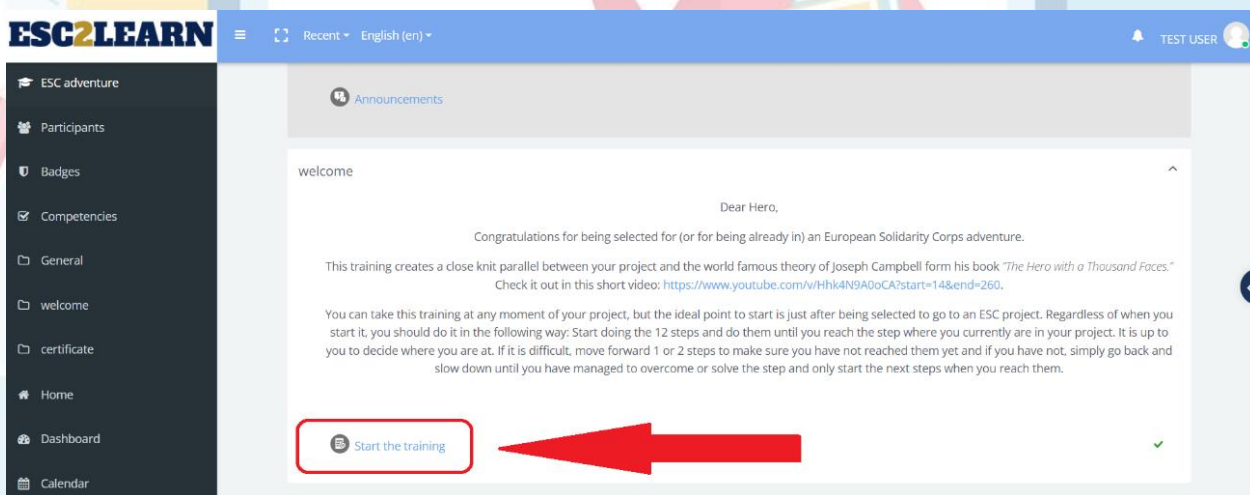

After that, you'll see the courses in one list.
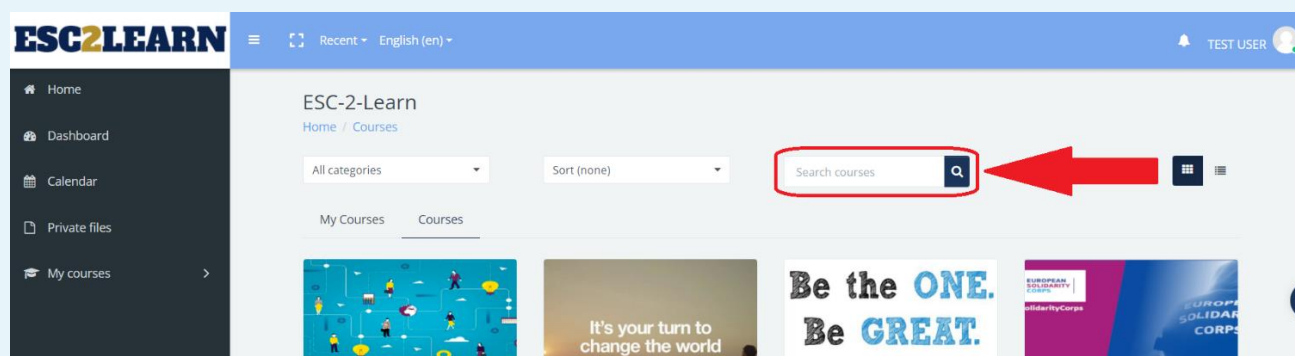
You can easily search a course if you write the title on the "Search" button.
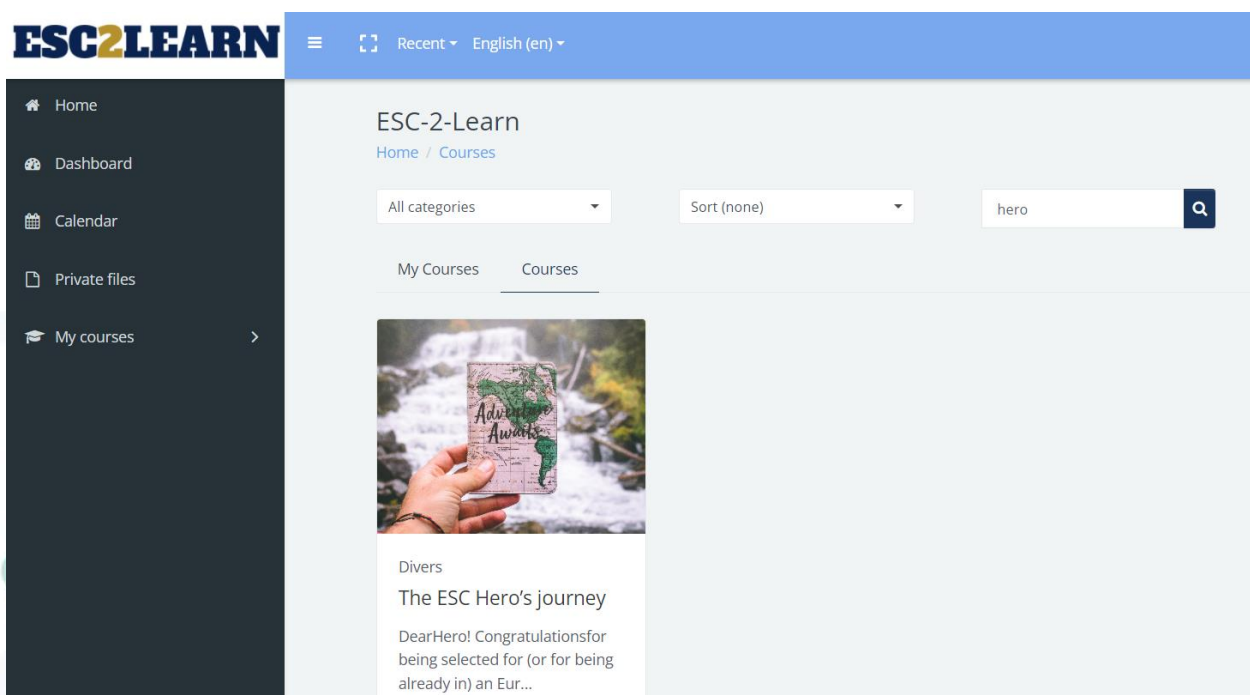
If you find the training course that you are looking for, click on it and start the course with the "Start the training" button.

Certification: How to get it, how to generate it, why is it good to have it

After you finish your course or courses successfully, you get a certification. To generate a certificate, you have to exit the course, scroll down on the same page and you'll find a square with it.
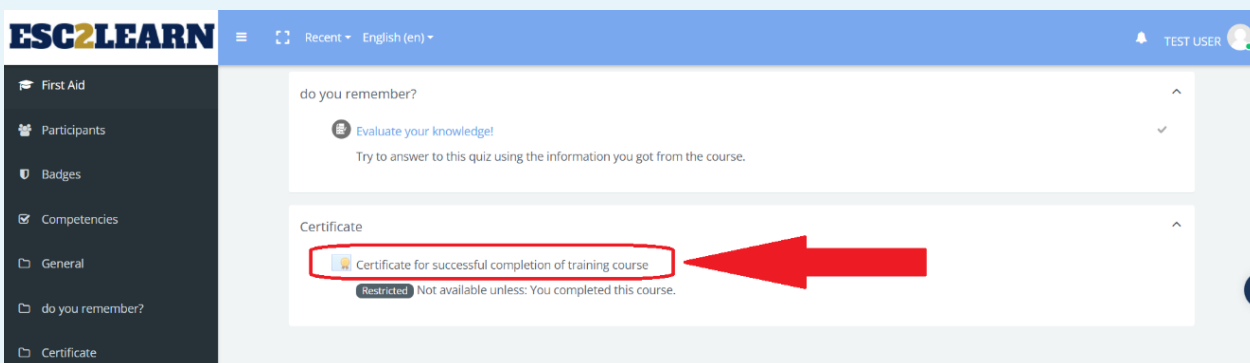
You can see the instructions and the following sentences. In the end of this, there will be a link which you have to click on to write what competences you improved. After that, you can generate your own certification easily.

The reason why it is good for you to have this certification is that you can add this certificate to your CV, it is always appreciated to have different types of competences (knowledge, skills or attitudes).

And with this we finished the guidelines for the e-learning platform. To learn more on how to complete each course, go to the video tutorials here, because they show how to complete each one step by step
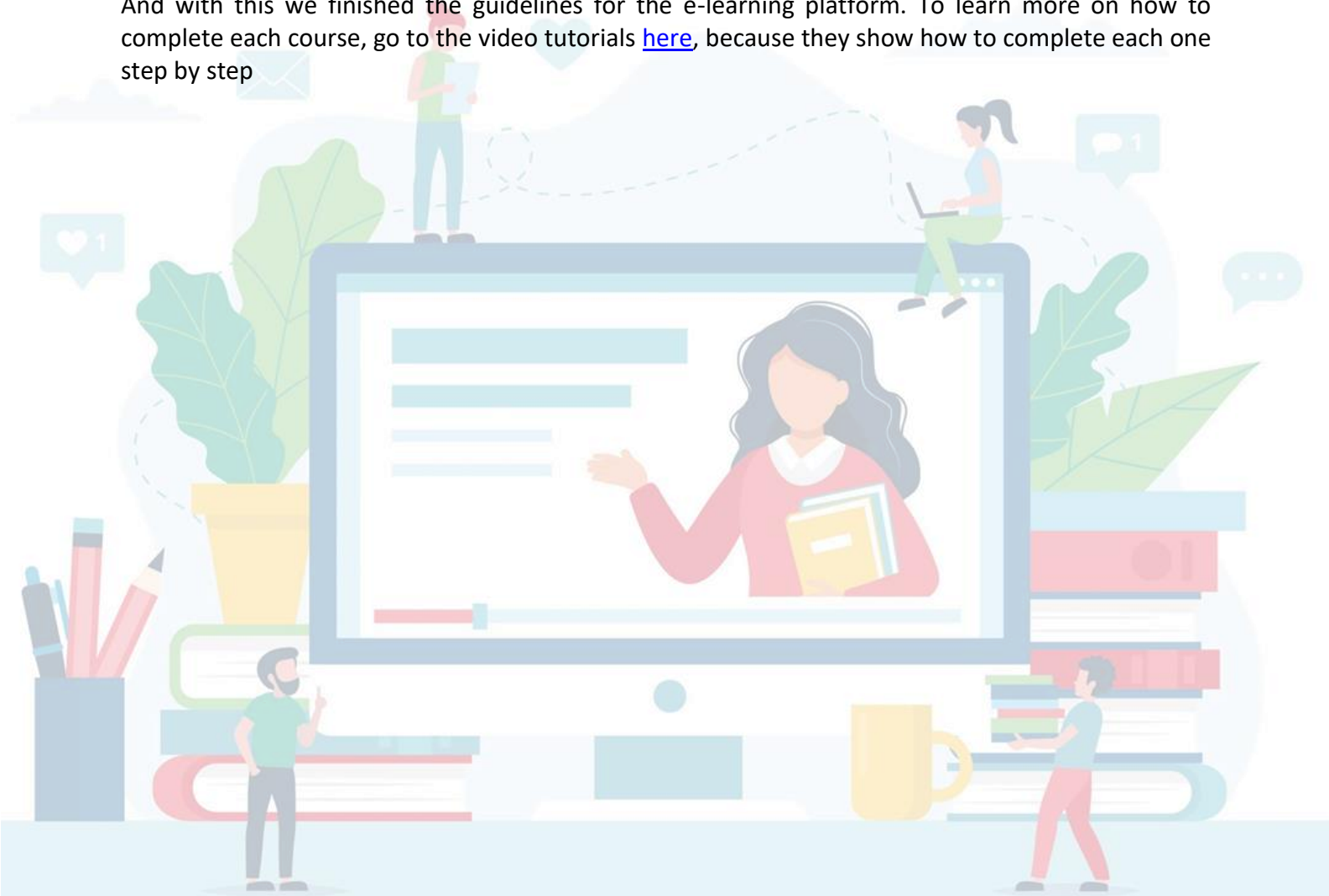
GUIDE of the GIS Map on Padlet
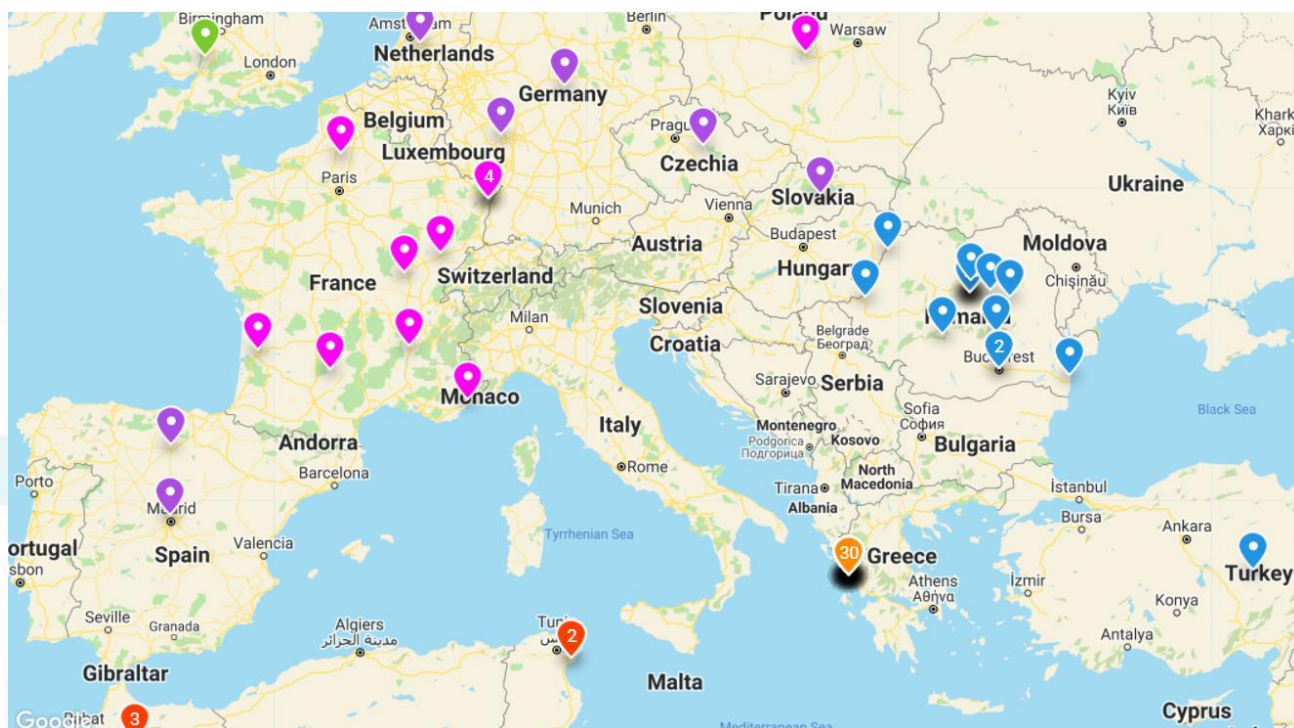
What is it for?

This GIS Map aims to localize volunteers doing European Solidarity Corps, sending, host and lead entities, beneficiaries of the platform and to allow to strengthen the connection between volunteers, to monitor their activities and to allow the E-mentors to better understand the context of each volunteer's activity and to provide the most appropriate support. The foreseen impact of the map is that the grouping of the ESC missions identified will also make possible to centralize them, give them strength and visibility, making information easier accessible to beneficiaries and future volunteers.

What is on it?

At this stage there are 90 local, regional, national, European and Northern African activities on it, mostly from within ESC projects, where international volunteers do short or long term projects. These are the activities gathered by the three partners of the project, *Association Solidarity Migration and Exchanges for the Development* (AMSED) from France, *Solidarity Tracks* from Greece and the *Youth Association from Transylvania* (ATA), from Romania. In the near future it will be possible for volunteers or NGOs to add their own activities.

How to use the GIS Map?

To get to the interactive GIS Map, just click on it on the https://www.esc2learn.org/carte-interactive/ page. This will take you to the https://padlet.com/esc2learn/x5xu6bwdkkequ9t8 Padlet platform where it is located.

Using the GIS Map is not at all complicated. Here we will explain all the important elements to be attentive for:

1 First just notice that the map currently focuses on Europe and on it there are **locator points**, some of them simple ones and others with some numbers on them. Also notice that some have common colors on them (blue, orange and shades of purple):
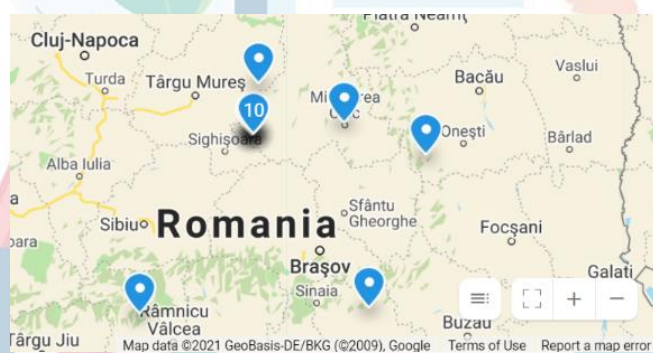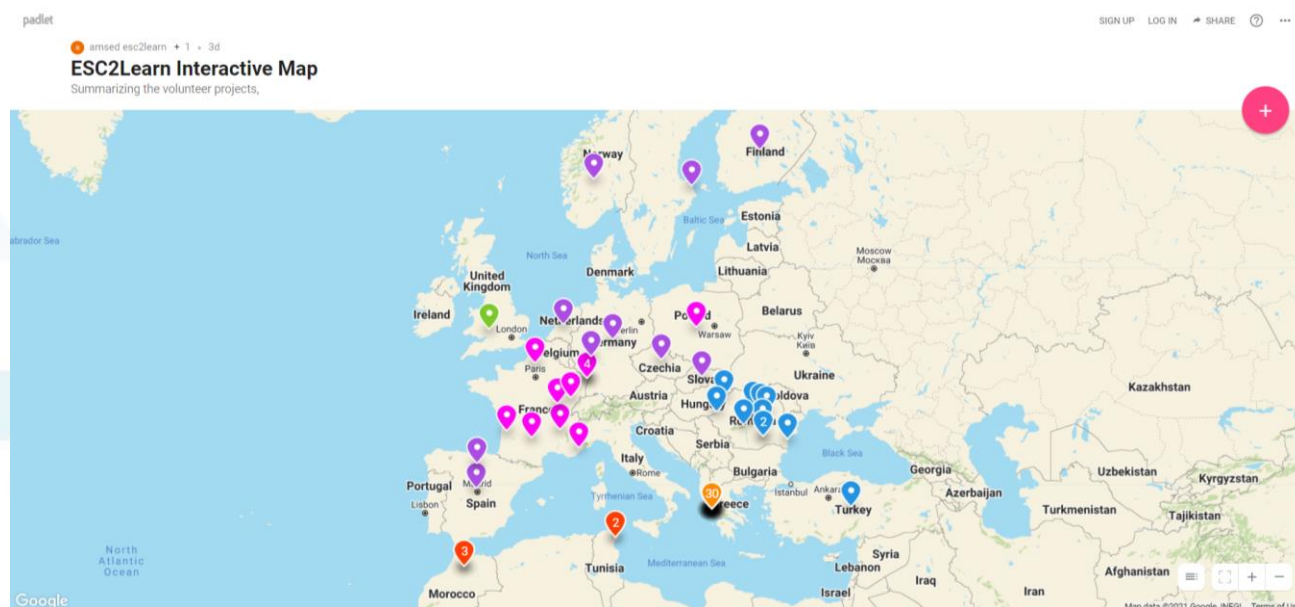
2 On the bottom corner there are the usual map usage tools where one can zoom in, zoom out or go full screen. Here it is also worth mentioning that while on the map, on a laptop the mouse cursor turns into a hand symbol and you can move around the map by pressing it and by scrolling you can zoom in or out. On a tablet or a smartphone all this can be done with regular swiping or zooming motions.


3 With regards to the locator points: Firstly, the **colors** mainly represent the 3 entities that added the currently visible projects, but also non-EU based projects have a different color. Secondly, those locator points that have **numbers** on them signify that some activities or projects are happening in the same town or address. Clicking on them will expand these and allow you to view all of them individually, like this:

4 Now let's click on one of those **activities**. If you click on them, then you will see a message board come up with the most important elements of the activity:

- country – shows the country where the activity is implemented
- location – shows the city or village where it is actually done
- title of the mission – offers the title of the project
- thematic – shares a few key words about the main themes

- contact – offers a contact where the volunteer or coordinator can be reached
- coordinator – names the entity hosting the project
- website of the project or the host organization – gives the website, Facebook or other page of the project or the entity.
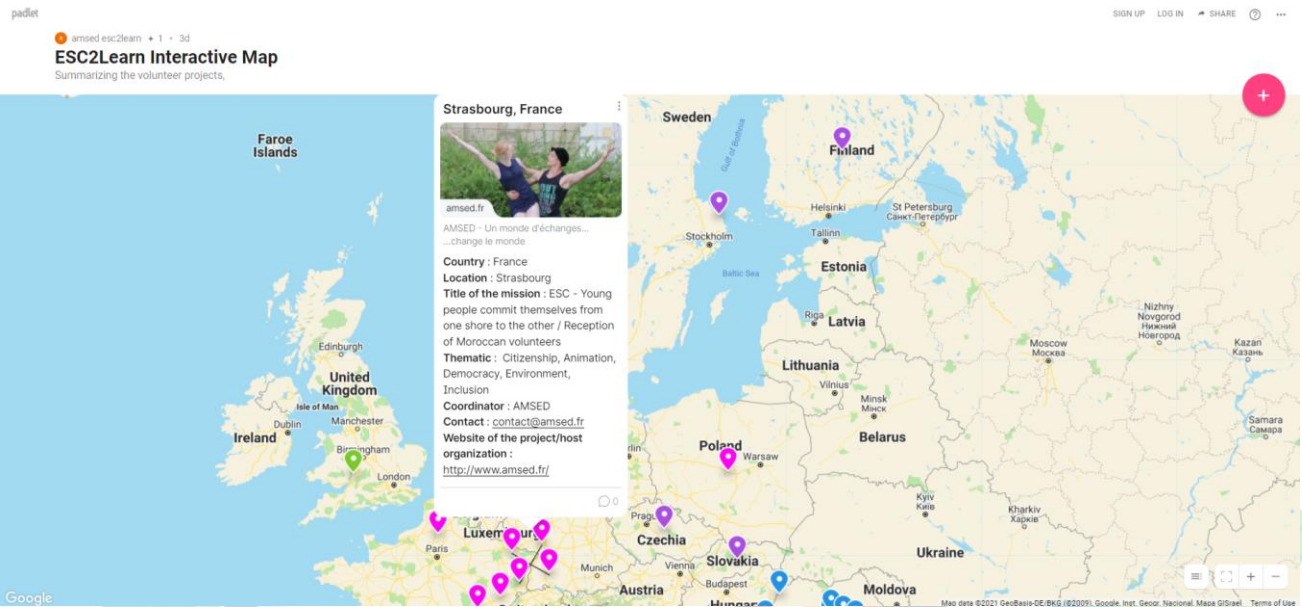
5 Two other aspects worth noticing here are the fact that if a website is offered, then the message board will show a thumbnail and also that on the bottom of it one has the ability to comment or ask questions in each of the activities.

6 One last aspect of the GIS Map is the pink plus sign on the top right corner. This gives the possibility to everyone accessing the map to add new activities. This feature will allow the expansion of the GIS MAP after the project ends. Currently the elements on this feature are not yet finalized but will be by the project's end.

AND WITH THIS WE FINISHED OUR USER GUIDE OF THE THREE PLATFORMS.

Thanks for following the USER GUIDE, hopefully all your questions got answered now.

Contact us for further details at:

network@amsed.fr,

pistes_solidaires@yahoo.gr

and

office.ata@gmail.com

The three entities in this project are: