

YOUTH Share

# YOUTH Share

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**A Place for Youth in Mediterranean EEA:  
Resilient and Sharing Economies for NEETs**

Trainers' Guide

for using the YOUTHShare eLearning platform

# YOUTH Share

## Trainers' Guide for using the eLearning platform

The YOUTHShare Guide presents the way to use the eLearning platform of the YOUTHShare project. The guide is addressed to trainers and/ or educators who wish to use the platform as a mean to implement their workshops/ training sessions on the **“Concepts and Tools in Social, Sharing and Resilient Economy”**. The eLearning platform includes a user-friendly training package with various resources to support trainers to empower the young women, migrants, refugees, asylum seekers and youth in general to enhance their skills and knowledge on agri-food, tourism and circular economy.

## Registration Process

### Step 1: Enter the eLearning platform

Please enter the website by copying the following link: <https://elearning.youthshare-project.org/>.

### Step 2: Create an account

In order to enter the platform you should create a new account.

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

☐ Remember username

Some courses may allow guest access

Log in

Log in as a guest

*Is this your first time here?*

For full access to this site, you first need to create an account.



Create new account

You are not logged in.

[Home](#)

The YOUTHShare project is funded by Iceland, Liechtenstein and Norway through the EEA and Norway Grants Fund for Youth Employment

# YOUTH Share

## Step 3: Complete your personal information

Please complete your personal information and press **"Create my new account"**.

In order to confirm your account you should check your email (check also your spam folder) and click on the verification link to activate your account.

### New account

▼ Collapse all


#### ▼ Choose your username and password

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 as \*, -, or #


Password 

#### ▼ More details

Email address 

Email (again) 

First name 

Surname 

City/town

Country



Create my new account

Cancel

## Step 4: Fill in your Login details

Once you confirm your email address, visit <https://elearning.youthshare-project.org> and fill in your **log in credentials** to enter the platform.


Iceland  
Liechtenstein  
Norway grants

Norway  
grants

YOUTHShare teacher

☐ Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

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Log in

Log in as a guest

Is this your first time here?

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Create new account

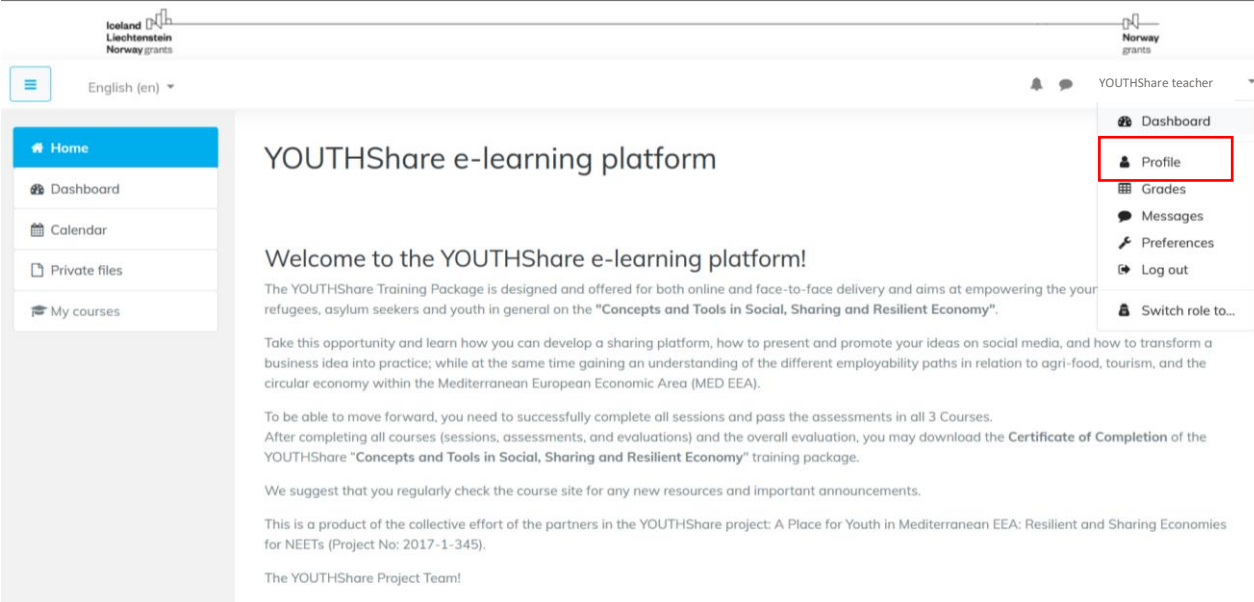
You are not logged in.  
[Home](#)

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# YOUTH Share

**Note:** You should contact the partner organisation in your country to give you access in the platform as teachers.

In case you wish to **edit your profile**, you do so through the user menu on the navigation bar.

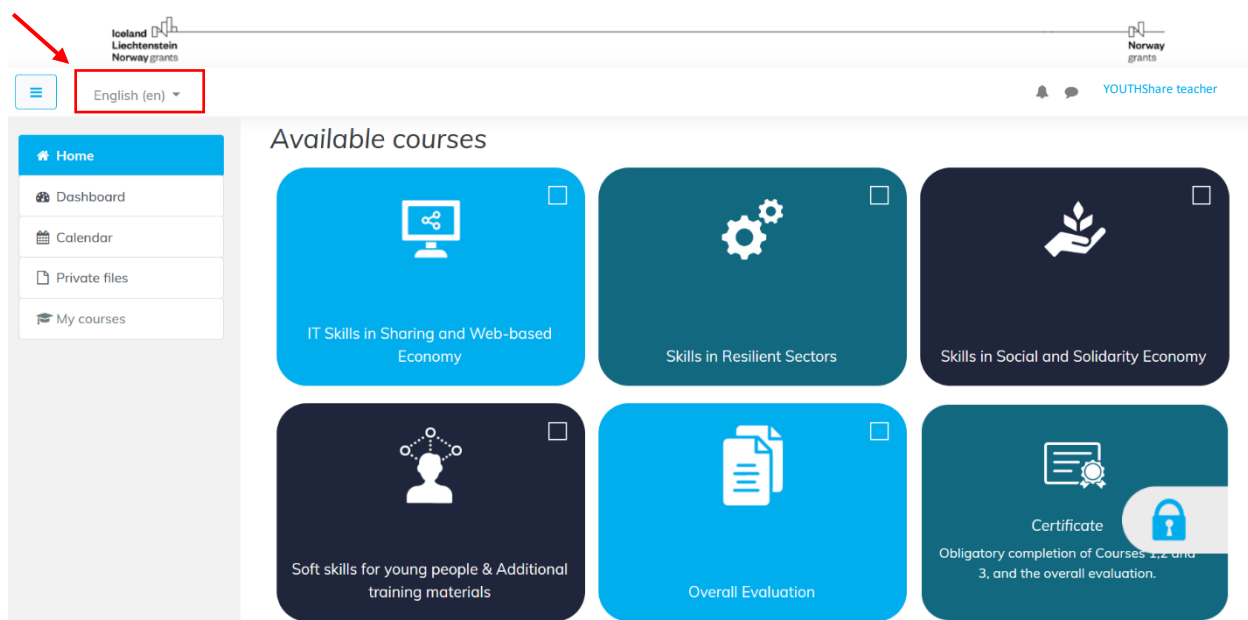


The screenshot shows the YOUTHShare e-learning platform interface. The navigation bar at the top includes the logos for Iceland, Liechtenstein, and Norway grants on the left, and the user menu 'YOUTHShare teacher' on the right. The user menu is open, showing options: Dashboard, Profile (highlighted with a red box), Grades, Messages, Preferences, Log out, and Switch role to... A red arrow points to the user menu. The main content area displays the title 'YOUTHShare e-learning platform' and a welcome message: 'Welcome to the YOUTHShare e-learning platform!'. Below this, it states: 'The YOUTHShare Training Package is designed and offered for both online and face-to-face delivery and aims at empowering the young refugees, asylum seekers and youth in general on the "Concepts and Tools in Social, Sharing and Resilient Economy"'. It then describes the opportunity to learn how to develop a sharing platform, present ideas on social media, and transform a business idea into practice. It also mentions that users need to successfully complete all sessions and pass assessments in all 3 Courses. After completing all courses, sessions, assessments, and evaluations, and the overall evaluation, users may download the 'Certificate of Completion of the YOUTHShare "Concepts and Tools in Social, Sharing and Resilient Economy" training package'. It suggests checking the course site for new resources and announcements. At the bottom, it states: 'This is a product of the collective effort of the partners in the YOUTHShare project: A Place for Youth in Mediterranean EEA: Resilient and Sharing Economies for NEETs (Project No: 2017-1-345). The YOUTHShare Project Team!'.

# YOUTH Share

## Navigate in the platform

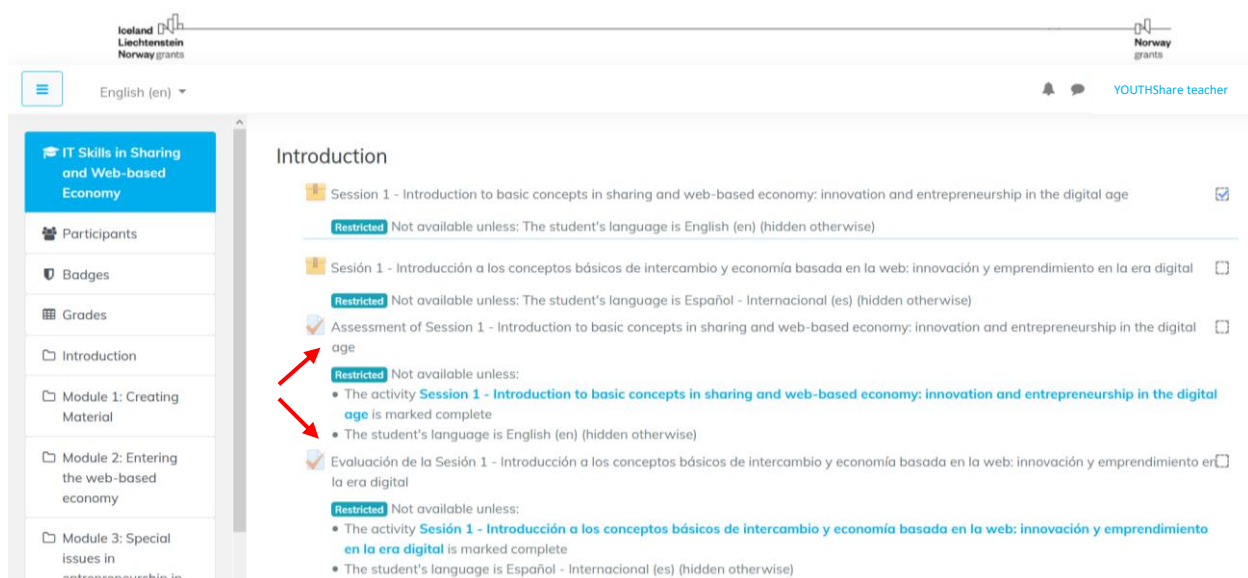
When entering the platform you can **choose your national language** by using the language switcher on the navigation bar.



**Enroll in all courses** to check out and download the material you wish to share with your trainees.

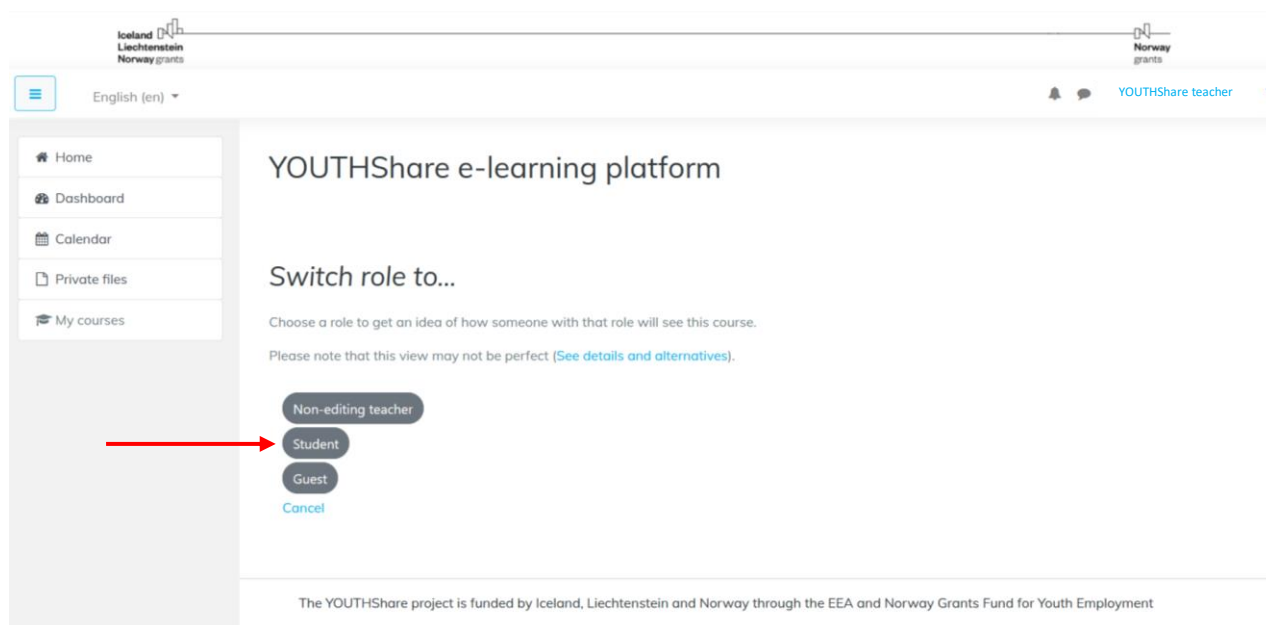
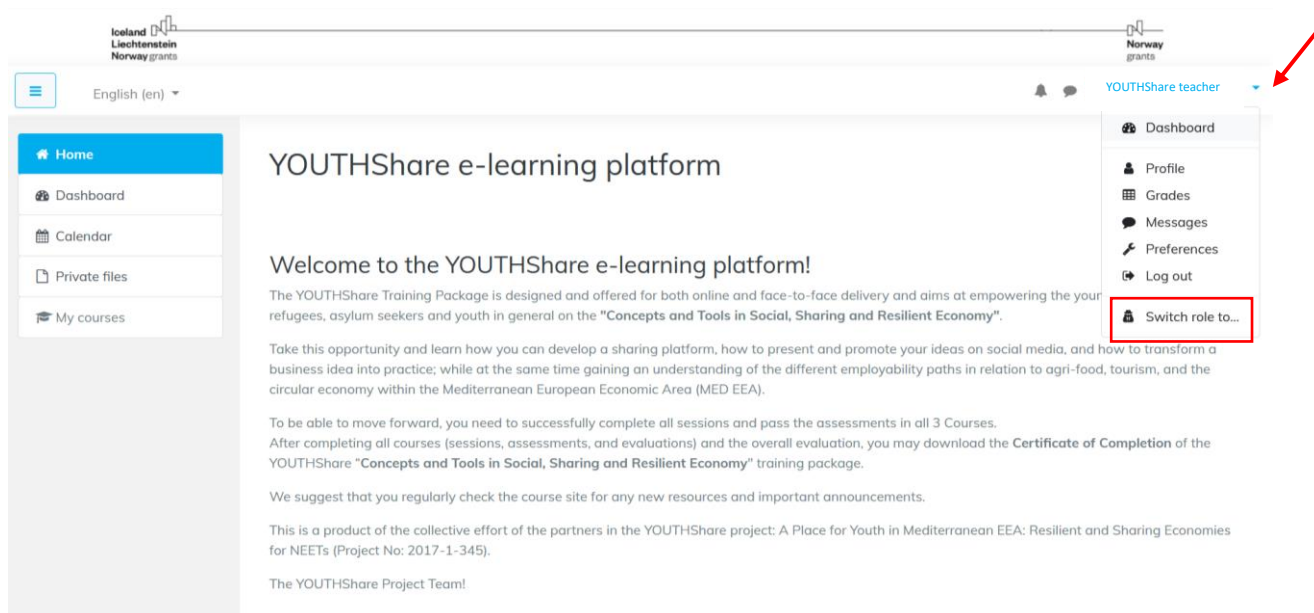
**Note:** Do not forget that you should contact the partner organisation in your country to give you access in the platform as teachers.

As teachers you are going to be able to view the content in all languages. You may use the material relevant to you.



# YOUTH Share

You can view the material as a 'Student', by choosing **Switch role to...** and choose '**Student**'. Then, you can change the language and see only language-specific content.



# YOUTH Share

You may follow the same procedure to **return to your normal role (Teacher)**.

The screenshot displays the YOUTHShare e-learning platform interface. At the top, the logos for Iceland, Liechtenstein, and Norway grants are visible on the left, and the Norway grants logo is on the right. The main header area includes a language selector set to 'English (en)' and a user profile dropdown menu labeled 'YOUTHShare student'. A red arrow points to this dropdown menu. The dropdown menu is open, showing a list of options: Dashboard, Profile, Grades, Messages, Preferences, Log out, and 'Return to my normal role', which is highlighted with a red box. The main content area is titled 'YOUTHShare e-learning platform' and contains a welcome message, a description of the training package, and instructions for users. A sidebar on the left contains navigation links: Home, Dashboard, Calendar, Private files, and My courses.

# YOUTH Share

## Check the overall results and progress of trainees- Assessment

You are able to check the overall results of all trainees completed the assessment(s) of each session by scrolling down on the settings icon in each **Assessment** topic.

The screenshot displays the YOUTH Share interface for an assessment. The top header shows the logos for Iceland, Liechtenstein, and Norway grants. The main title is 'YOUTH Share'. Below this, the section header is 'Check the overall results and progress of trainees- Assessment'. The text explains that users can check the overall results of all trainees who completed the assessment(s) of each session by scrolling down on the settings icon in each **Assessment** topic.

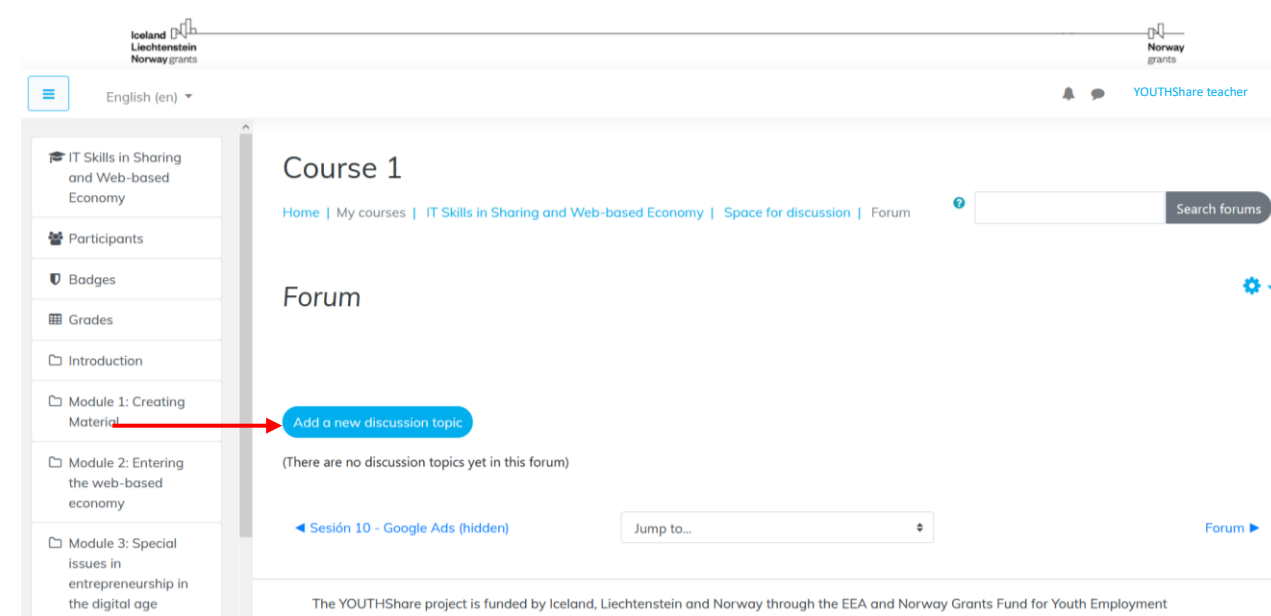
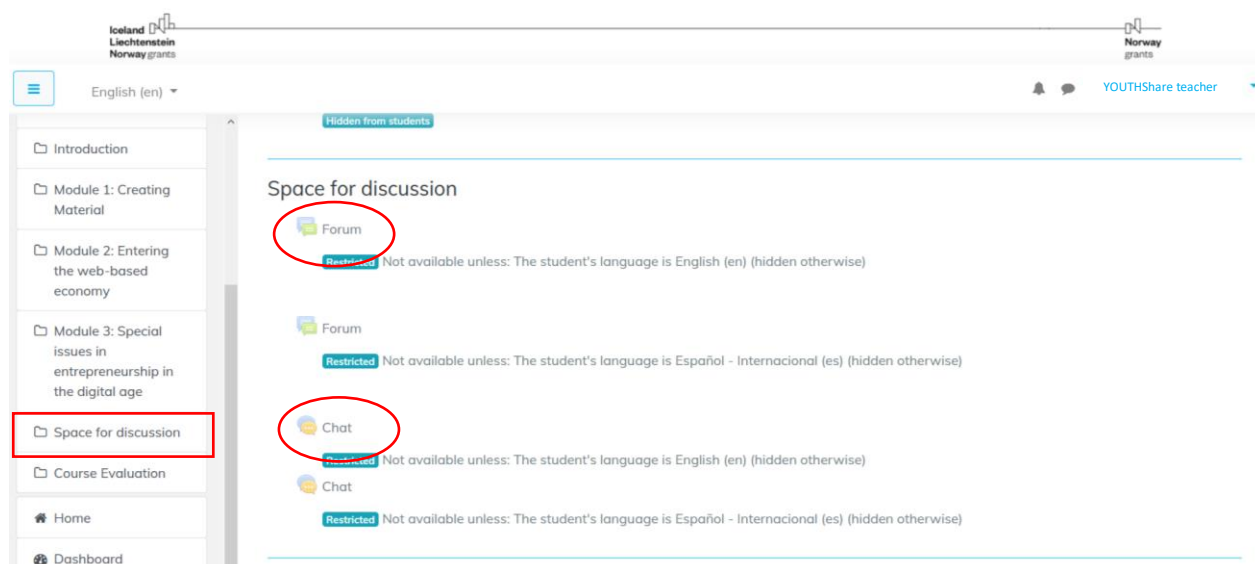
The screenshot shows the 'Assessment of Session 1 - Introduction to basic concepts in sharing economy: innovation and entrepreneurship in the digital age' page. The page title is highlighted with a red box. The left sidebar shows a list of modules, with 'Introduction' selected. The right sidebar shows a settings menu with 'Results' highlighted by a red arrow. The main content area includes instructions to take the assessment, a 'Attempt quiz now' button, and a 'Jump to...' dropdown.



# YOUTH Share

## Interact with trainees (Space for discussion- Forum/ Chat)

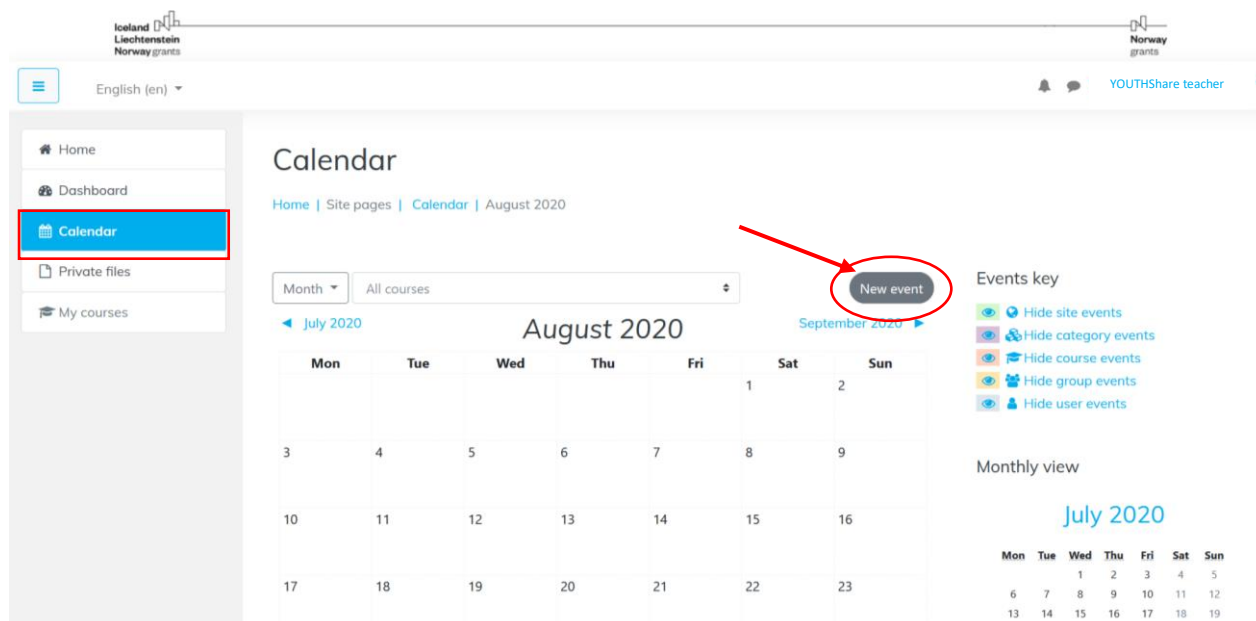
Add a topic for discussion in the Course's **Forum** and/ or **Chat** to interact with your trainees. The trainees can also interact with one another in this space. You can also **subscribe to the forums** to receive notifications when someone replies.



# YOUTH Share

## Add events on Calendar

Click on the platform's calendar and create a **new event** either in general or under a specific course.



The screenshot shows the YOUTH Share platform interface. On the left, a sidebar contains navigation links: Home, Dashboard, **Calendar** (highlighted with a red box), Private files, and My courses. The main area displays the 'Calendar' for August 2020. At the top of the calendar view, there is a 'Month' dropdown and a filter set to 'All courses'. A red arrow points to a 'New event' button located in the top right corner of the calendar grid. To the right of the calendar, there is an 'Events key' section with several toggle options: Hide site events, Hide category events, Hide course events, Hide group events, and Hide user events. Below the key, there is a 'Monthly view' section showing a calendar for July 2020.

In the description of the event you may add the Zoom link of the online sessions to have during the training period and any other relevant information.

In order for the trainees to understand in which country you refer, you may **add the country code** (CY, GR, IT, ES) in the title of the event.

# YOUTH Share

**New event**

Event title: CY\_Training Session 1

Date: 7 August 2020 14:05

Type of event: Course

Course: Course 1

Description: Join the 1st training session by following this link: <https://zoom.us/>

Location:

Duration: Without duration

Repeat weekly, creating altogether: 1

There are required fields in this form marked with a red exclamation mark. [Show less...](#)

**Save**

You can have the event repeating but you should edit and change the link location of the *Zoom* platform in order for the link to be valid. For each session/ day you need to create a new *Zoom* link.

If you chose this to be a '**Users**' event, **only you** are going to be able to **see it**.

You should either **choose an event as Site or Course**.

In case you add the **event under a specific course**, then this will be **visible only in the specific course's calendar**.

**Calendar**

Month: IT Skills in Sharing and Web-based Economy

August 2020

Events key:

- Hide site events
- Hide category events
- Hide course events
- Hide group events
- Hide user events

Monthly view

July 2020

August 2020

# YOUTH Share

**Note:** You can still edit or delete the event after you save it.

The screenshot displays the YOUTH Share web application interface. On the left is a sidebar menu with options: Home, Dashboard, Calendar (selected), Private files, and My courses. The main area shows a calendar for July 2020. An event titled 'CY\_Training Session 1' is highlighted on Friday, August 7th. A modal window is open over this event, containing the following details:

- 🕒 Friday, 7 August, 2:05 PM
- 📅 Course event
- 📋 Join the 1st training session by following this link: <https://zoom.us/>
- 🎓 Course 1

At the bottom of the modal are two buttons: 'Delete' and 'Edit'. A red arrow points to the 'Edit' button. The background calendar shows dates from 3 to 30. On the right side of the interface, there is an 'Events key' section with toggle switches for 'Hide site events', 'Hide category events', 'Hide course events', 'Hide group events', and 'Hide user events'. Below that is a 'Monthly view' section showing a calendar grid for July 2020 and August 2020.

# YOUTH Share

## Upload material on Private files

If you wish, you may upload relevant material for easy access to your account.

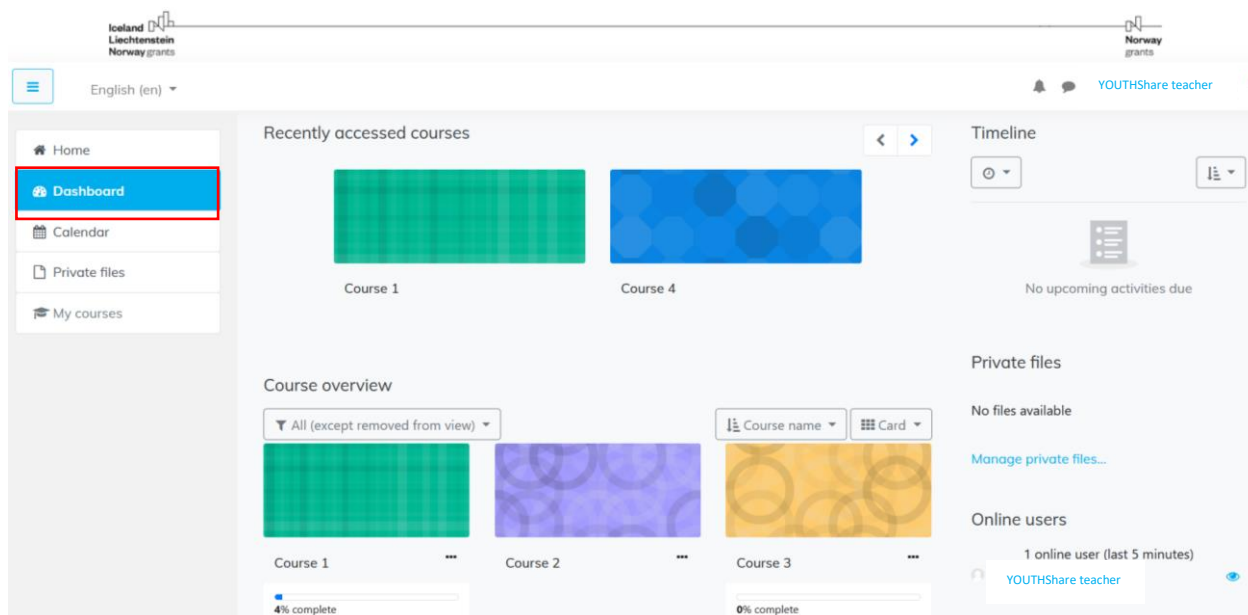
Only you are going to be able to see these documents.

The screenshot displays the YOUTHShare teacher interface. On the left, a sidebar menu contains options: Home, Dashboard, Calendar, Private files (highlighted with a red box), and My courses. The main content area is titled 'YOUTHShare teacher' and includes a 'Message' link. Below the title, there is a breadcrumb trail: Home | Site pages | Private files | Private files. The 'Files' section shows a dashed box for file uploads with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' Above this box, it states 'Maximum size for new files: 50MB, overall limit: 100MB'. At the bottom of the interface, there are two buttons: 'Save changes' (highlighted with a red arrow) and 'Cancel'.

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## Navigate in the Dashboard

Through this section you can check and monitor the progress of your account in general.



### Important Note:

Having a teachers' account gives you the possibility to access the Educators Manuals and to download the content of each Course in the format of Power Points. Also, you can access and export the results from the sessions' assessments and courses' evaluations for statistical purposes. In addition, you are able to edit the calendar and add events for the trainees to follow.

The trainees have to complete all 3 Courses and the Overall Evaluation before they are able to generate and receive the Certificate.

The Course of *Soft Skills and Additional training materials* is not obligatory to be completed.