# Handbook of use of the e-learning platform- IO3 FLOW Project

2019-1-HR01-KA204-060785



Co-funded by the Erasmus+ Programme of the European Union



### **Chapter. 1 GENERAL PRESENTATION**

This guide was created to help you complete the steps needed to access the content of the FLOW project page. The guide provides an overview without going into all the alleged details of the e-learning platform.

#### 1.1 What is the e-learning platform?

The electronic remote education platform is visible in the form of a web page, accessible via the Internet to all those who want to access information about the objectives of the FLOW project and its activities.

#### 1.2 How can I access the e-learning platform?

To access the platform you need to open an internet browsing app (English -"browser") such as: Mozilla Firefox, Internet Explorer, Google Chrome, Safari, etc.

In the address bar type: <u>https://flow-project.eu/</u>

After pressing enter, the following page will be displayed:





Photo 1

#### 2. CHAPTER 2- Description of the main page

#### 2.1. Username and password



At the top right of the first page (Photo 1) e-learning are displayed the two boxes in which the user name (left box) and password associated with the user (right box) are filled in. To fill in, click the left button inside the boxes and they become active to type.

If you don't have an account yet, but would like to create one, you can choose the option to create a new account. This option appears to you as soon as you click on any of the"Read more/Read more" buttons.

**Our Activities** 



Photo 2

A new page will open with several options:

- Authentication, in case you already have an account;
- logging in as a visitor;
- the creation of a new account;



### Flow

Username / email						
Password						
Remember username						
Log in						
Forgotten your username or password?						
Cookies must be enabled in your browser 🕐						
Some courses may allow guest access						
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



Certain courses are available and without an account, you can log in as a guest by clicking on the "Log as a visitor" button.

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

### Search by username

Search	
Search by email address	
Email address	
Search	•

If you already have an account but forgot your password, you can reset it from the home page, at the top right, under the login boxes, by clicking on the link: <u>https://flow-project.eu/login/forgot\_password.php</u>



and following the steps proposed by the page.



In one of the boxes, search for your account by entering your username or email address.

#### 2.2. Content of the main page



This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

7

On the main page you can find the description and objectives of the project, but also quick access to the Project Results , Meetings and Events .

#### **Our Activities**



The official partners of the project are also listed here.

8



Project Partner





#### 2.3. Activities

#### 2.3. Activities/ Activities

The Tasks menu includes the following subcategories:

- Meetings;





- I	-vents.							
Flow	Activities 🔻	Outputs 🕶	Quiz 🔻	News	Contact	English (en) 🔻		
	Meetings							
	Events							

#### 2.4. Outputs/ Project Results

Flow	Activities 🔻	Outputs 🕶	Quiz 🔻	News	Contact	English (en) 🔻	
		101	×	Curriculum			
				Annexes			
				Worksheets			

In this category of the menu we have the results of IO1-Intellectual Product 1:

-Curriculum;

-Appendices;

- Worksheets.

#### 2.5. Quiz/ Questionnaire



By going to this section we find questionnaires and information about them:

- -Money and transactions;
- -Planning and Managing Finances;

-Risk and reward;

10



-Financial perspective.

#### 2.6. Contact

In order to keep the link, you can leave us message.

#### 2.7. Language



The page is accessible in several languages.

