

# INTERMOVE+ e-learning platform

## Trainers' guidelines

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# Installation and setup

## Requirements

To access the INTERMOVE+ e-learning platform, the sole requirement is an internet connection.

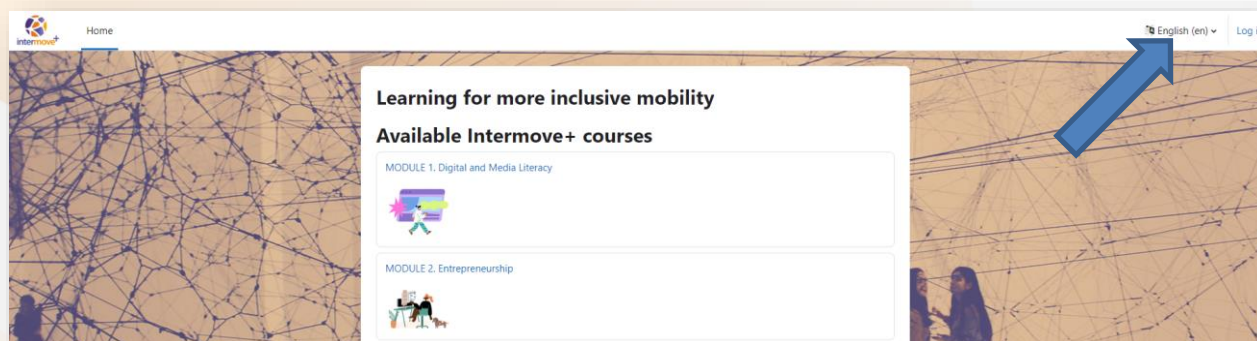
## Create new account

You need to have an account to use the INTERMOVE+ e-learning platform.

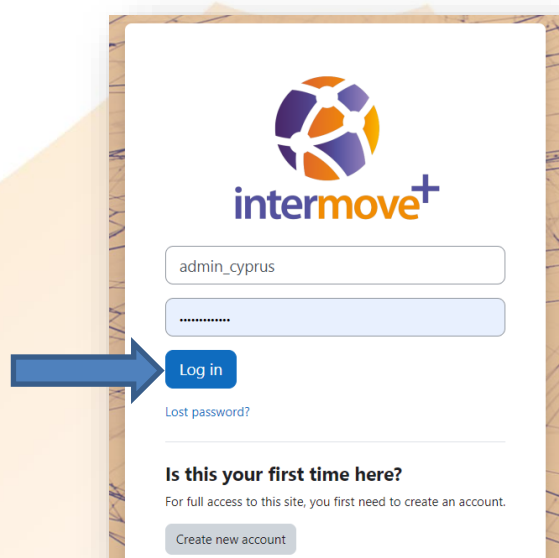
*Step 1:* Go to INTERMOVE+ e-learning platform website. The link is:

<https://learning.inter-move.eu/>

*Step 2:* Click on “Log in” at the top right corner of the site.



*Step 3:* Click on “Create new account” button.



*Step 4:* You need to fill some fields to create your account as the Figure shown below. Note that there are mandatory fields in this form marked with a red exclamation mark. The password should 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 #. In addition, you should fill the additional fields e.g. Institution. Once you filled up the fields proceed and click on “Create new account” button.

## New account

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 special character(s) such as as \*, -, or #

Password ❗

Email address ❗

Email (again) ❗

First name ❗

Surname ❗

City/town

Country

### Other fields

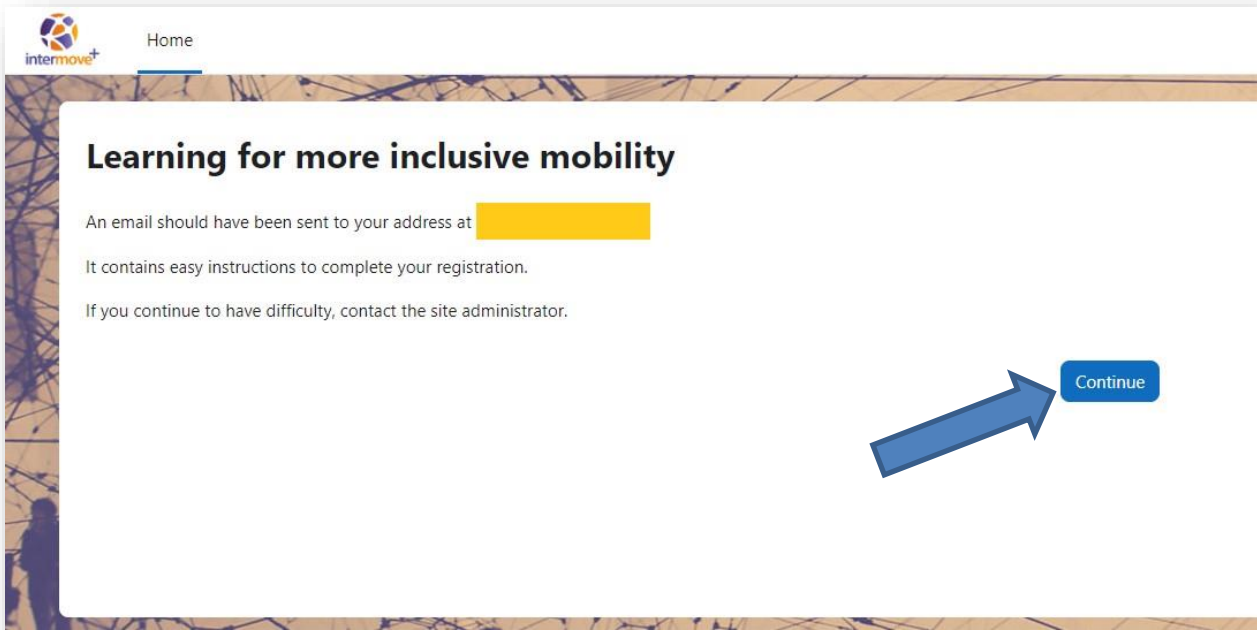
Institution ❗

Create my new account

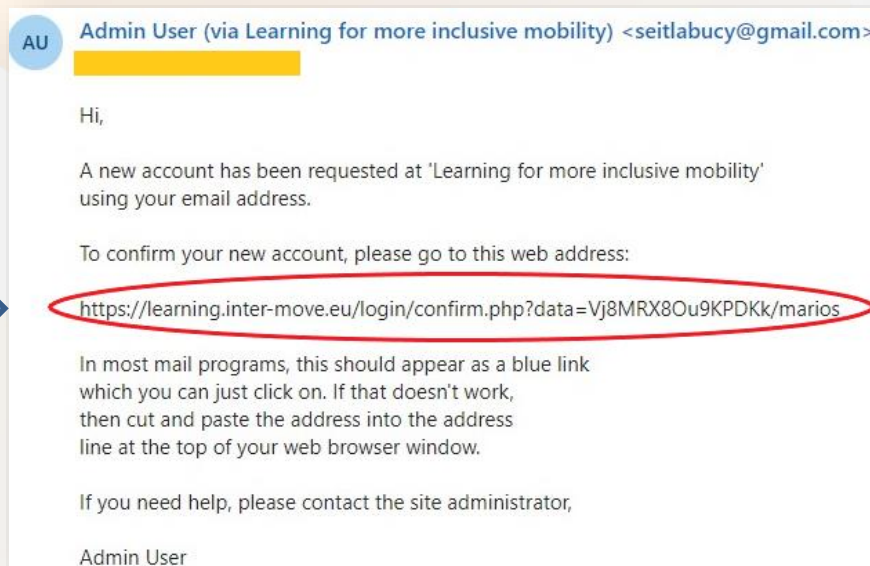
Cancel

❗ Required

*Step 5:* A verification email should have been sent to your address. Then click on “Continue” button.



**Step 6:** Go to your email account and you will see an email with title “INTERMOVE+ e-learning Platform: account confirmation” as the Figure shown below. To confirm your account, go to the address that the email has. If not received any confirmation email, also check your spam/junk emails.



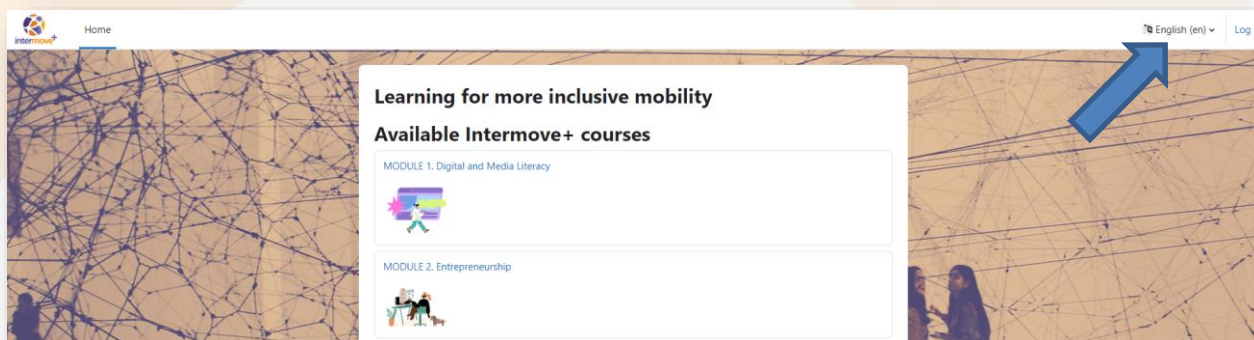
## Login

**Step 1:** Go to INTERMOVE+ e-learning platform. Find the link here:

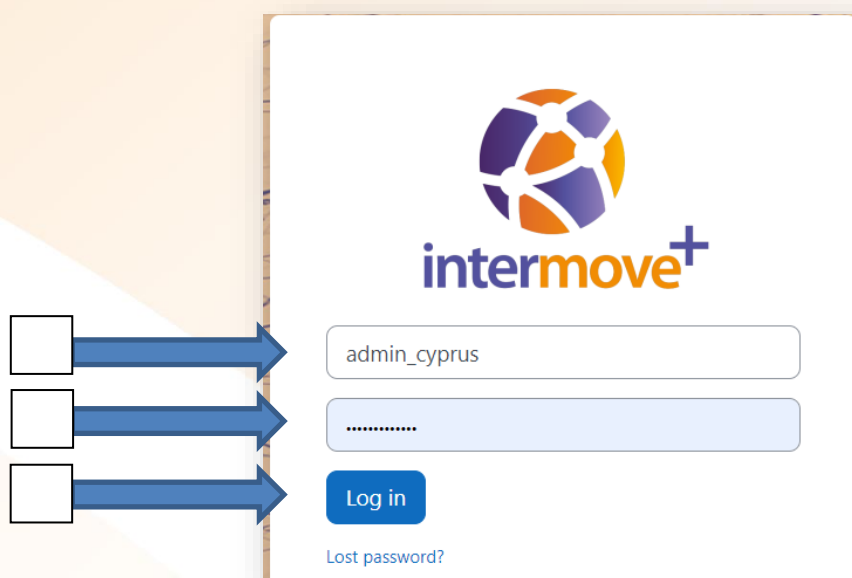
<https://learning.inter-move.eu/>



*Step 2:* Click on “Log in” at the top right corner.



*Step 3:* Insert your credentials (username or email, password), and then click on “Log in” blue button.



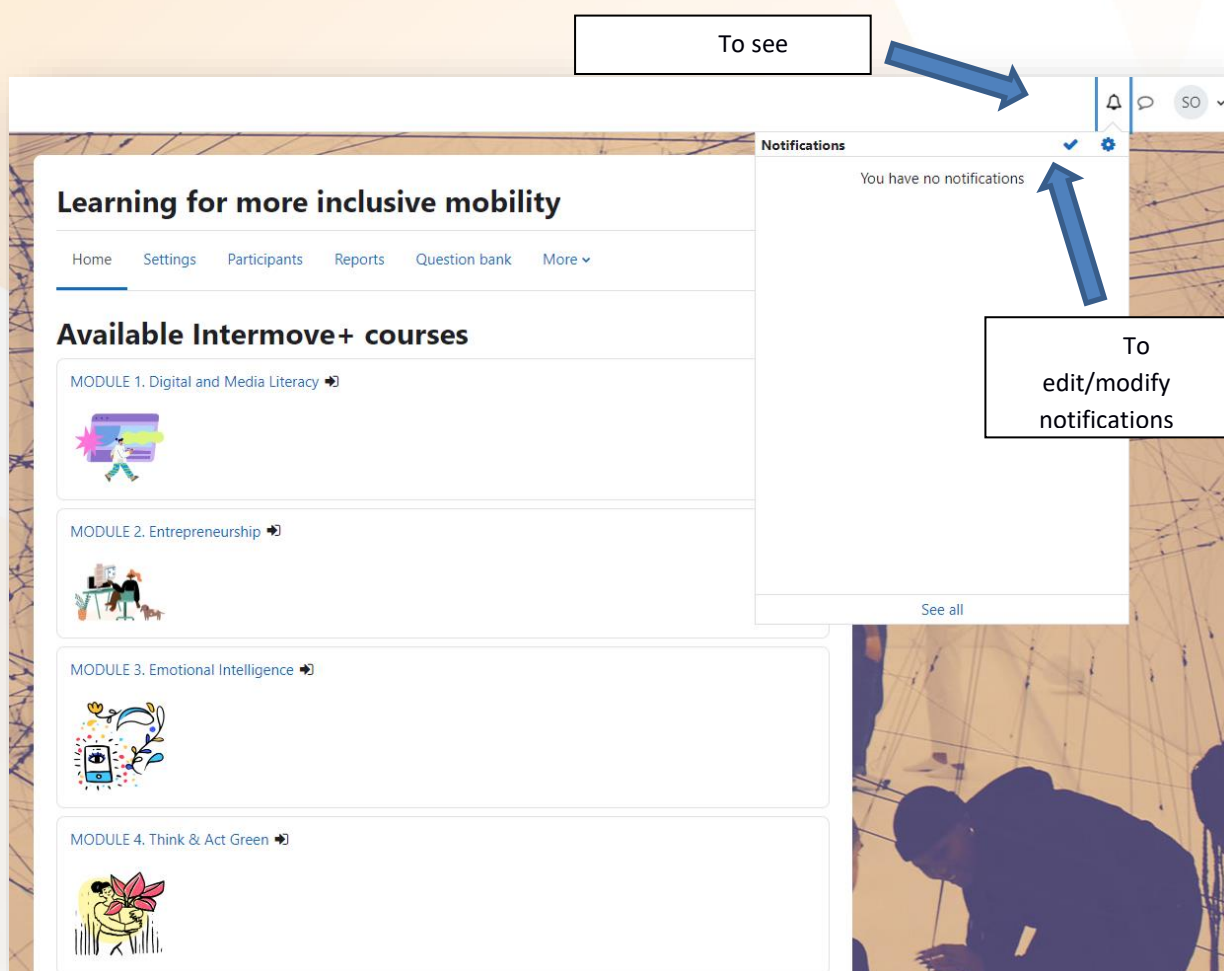
1) Username or email 2) Password 3) “Log in” button.

# General guidance

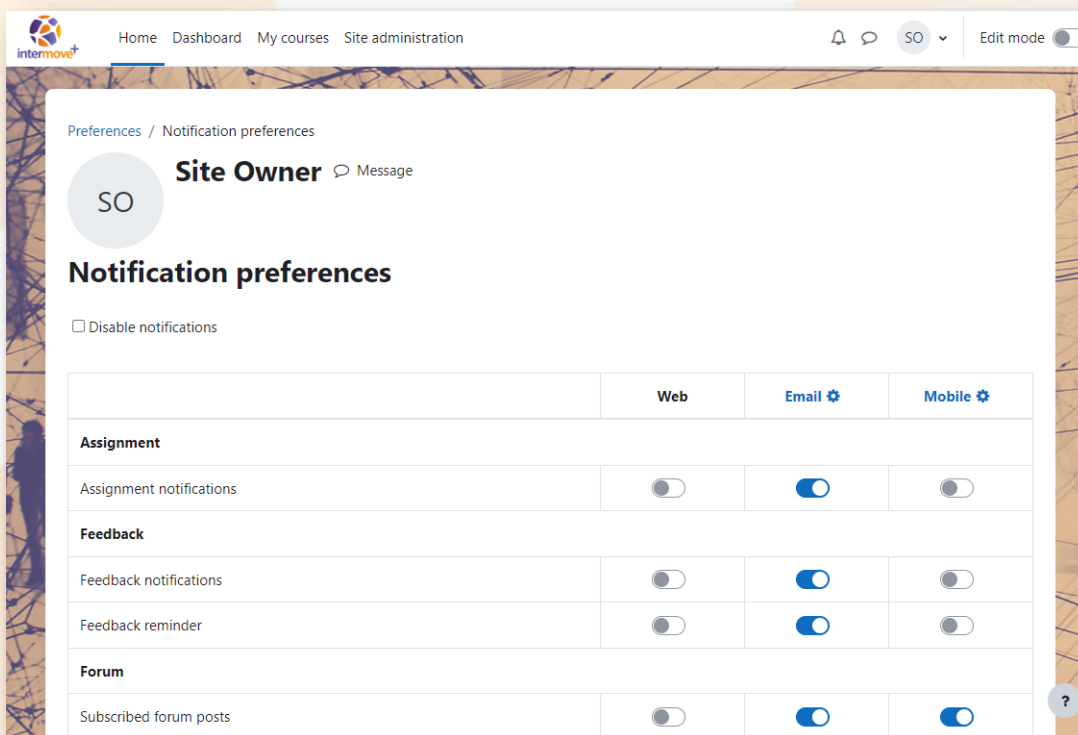
## Navigation bar

At the **Home** page of the platform, on the top-right of the navigation bar, the following buttons can be found:

- **Notifications:** All read and unread notifications can be found here. The settings for the notifications can be modified by clicking the **gear button**.



The following page display the **available settings**, where **notifications** can be fully disabled. Additionally detailed settings relevant to the web, email and mobile notifications can be modified in the below sections.



Home Dashboard My courses Site administration

intermove+ SO Edit mode

Preferences / Notification preferences

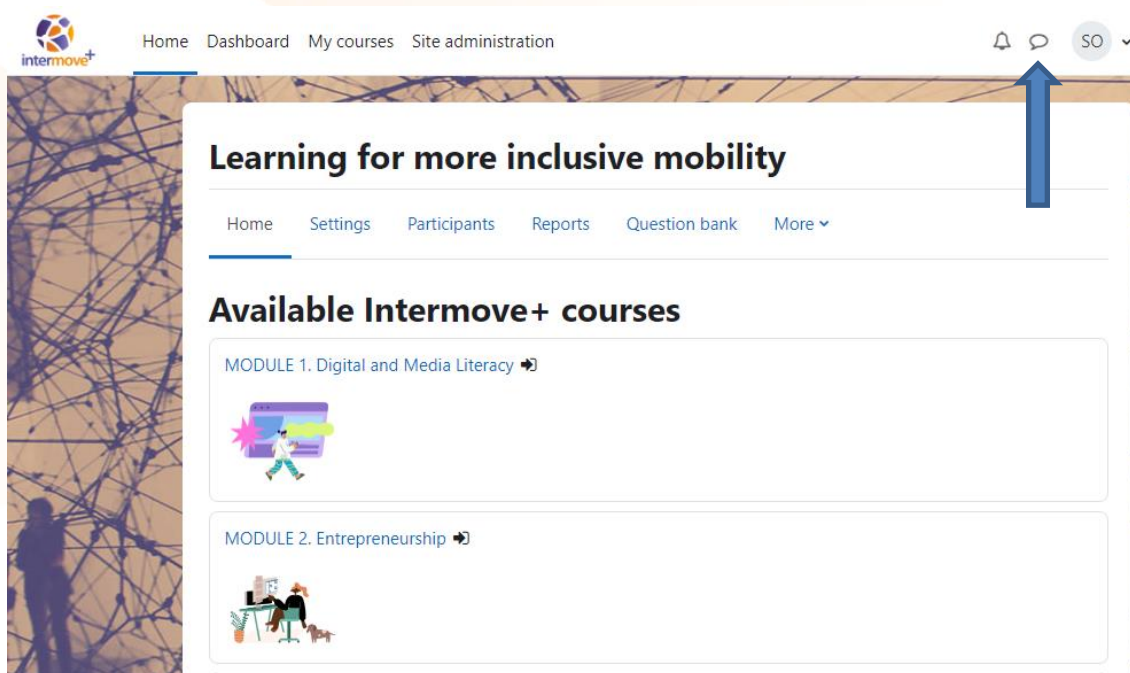
SO Site Owner Message

### Notification preferences

Disable notifications

	Web	Email	Mobile
<b>Assignment</b>			
Assignment notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Feedback</b>			
Feedback notifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Feedback reminder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Forum</b>			
Subscribed forum posts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Messages: By clicking on the *See all* option, all messages should be displayed.



Home Dashboard My courses Site administration


intermove+ SO

## Learning for more inclusive mobility


Home Settings Participants Reports Question bank More

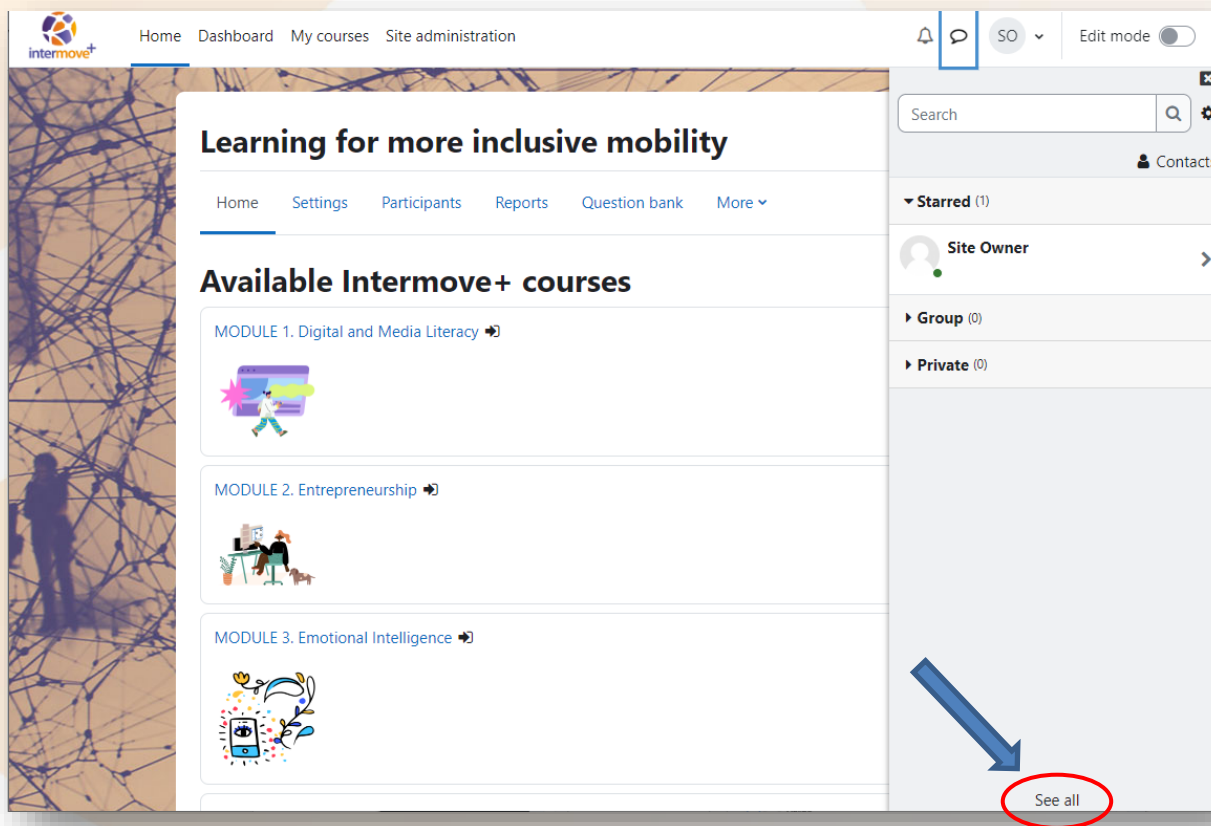
### Available Intermove+ courses

MODULE 1. Digital and Media Literacy

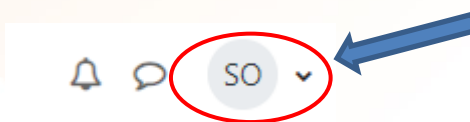


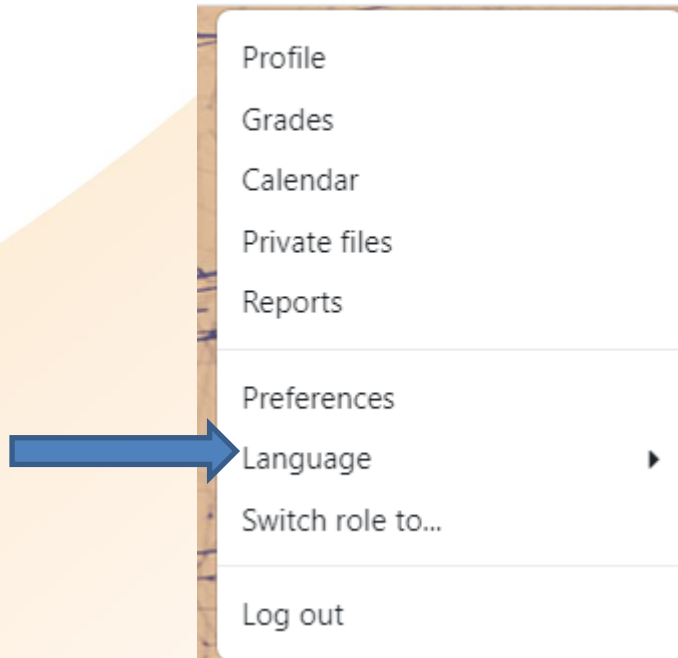
MODULE 2. Entrepreneurship



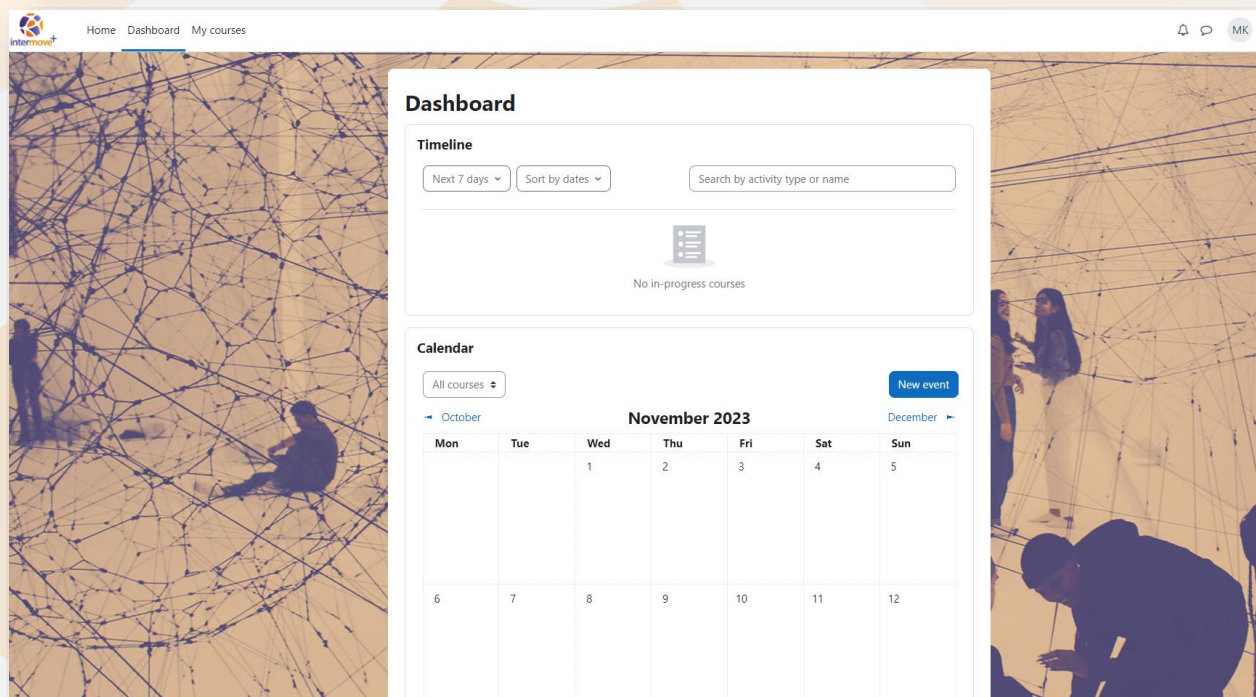


- **Language:** The language of the platform can be changed by clicking down arrow next to User Profile icon.

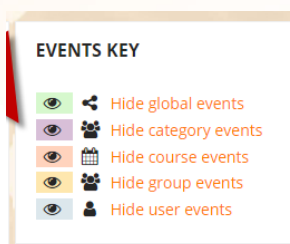




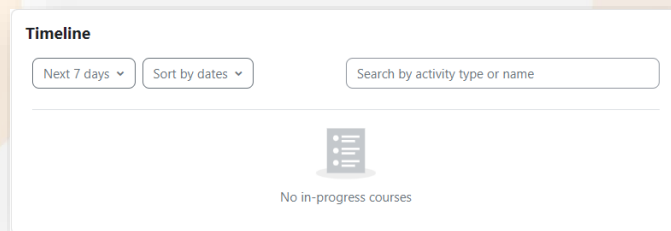
If you select the second tab from the navigation menu at the top, you will find the Dashboard. In Dashboard you can notice various things as it includes the Calendar, where you can find/display site, course, group, user and category events in addition to assignment and quiz deadlines, chat times and other course events.



Note the colour coding on the screenshot below.

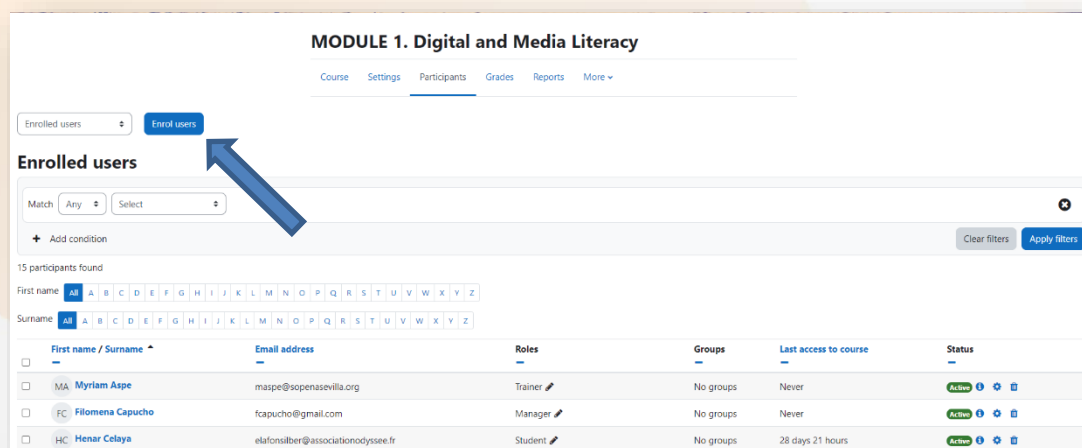


Moreover, the Timeline block provides an overview of deadlines and is displayed by default on the Dashboard. See below:

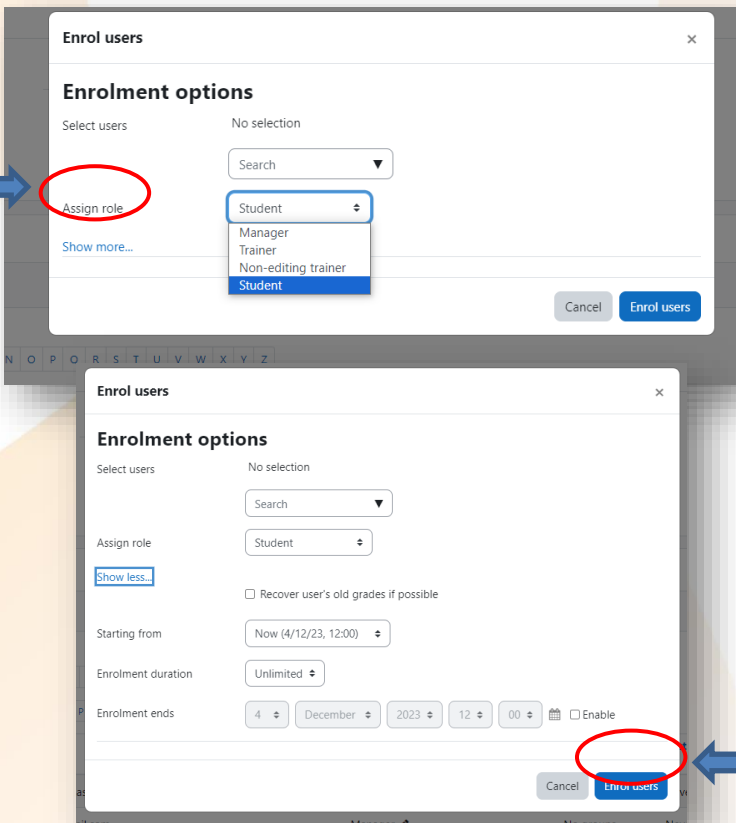


## Enroll participants

To enroll participants, click on the second tab **Participants** at the top navigation menu. In this window, all users assigned to the course are displayed. Then, you need to click on **Enroll users** button to begin the process of an enrollment.



Finally, select the user you would like to add, and assign the appropriate role (Student, Trainer, Non-editing trainer) and click on the **Enroll users** button. You can also decide to recover the user's old grades if applicable and define the timeframe the user will be active at the course by clicking on the **Show more...** option.



The image shows two overlapping screenshots of the 'Enrol users' dialog box. The top screenshot shows the 'Enrolment options' section with 'No selection' under 'Select users'. A blue arrow points to the 'Assign role' dropdown menu, which is open and shows options: Student, Manager, Trainer, Non-editing trainer, and Student. The bottom screenshot shows the same dialog box with 'Student' selected in the 'Assign role' dropdown. A blue arrow points to the 'Enrol users' button at the bottom right. A large blue curved arrow on the right side indicates the transition from the first state to the second.