Co-funded by
the European Union

PREPARE E-Learning Platform - User Guide

Avrupa Birliği Erasmus + Programı tarafından finanse edilmektedir. Ancak, Avrupa Komisyonu ve Türkiye Ulusal Ajansı, burada yer alan bilgilerin herhangi bir şekilde kullanımından sorumlu tutulamaz.
Project No. 2019-1-TR01-KA204-075635

Prepare – E-learning Platform

User Guide

The Prepare Platform is a part of the Erasmus+ project Prepare, which aims to find solutions to the challenges posed by the environment and climate change by raising awareness about potential career paths and translating them into employment opportunities.

This platform brings young people together in diverse teams to improve policymaking and raise awareness about climate change.

This is a User Guide on how to register, navigate and interact with the Platform.

Project Platform: https://prepareplatform.eu/

Project website: https://www.prepareproject.eu/EN/

The Prepare Platform and the User Guide are produced by Larta.

PREPARE Consortium

Avrupa Birliği Erasmus + Programı tarafından finanse edilmektedir. Ancak, Avrupa Komisyonu ve Türkiye Ulusal Ajansı, burada yer alan bilgilerin herhangi bir şekilde kullanımından sorumlu tutulamaz.
Project No. 2019-1-TR01-KA204-075635

Prepare – E-learning Platform

User Guide

Table of Contents

Registration 3
The platform 6
Accessibility 6
Community 7
E-learning 8
Help desk 10

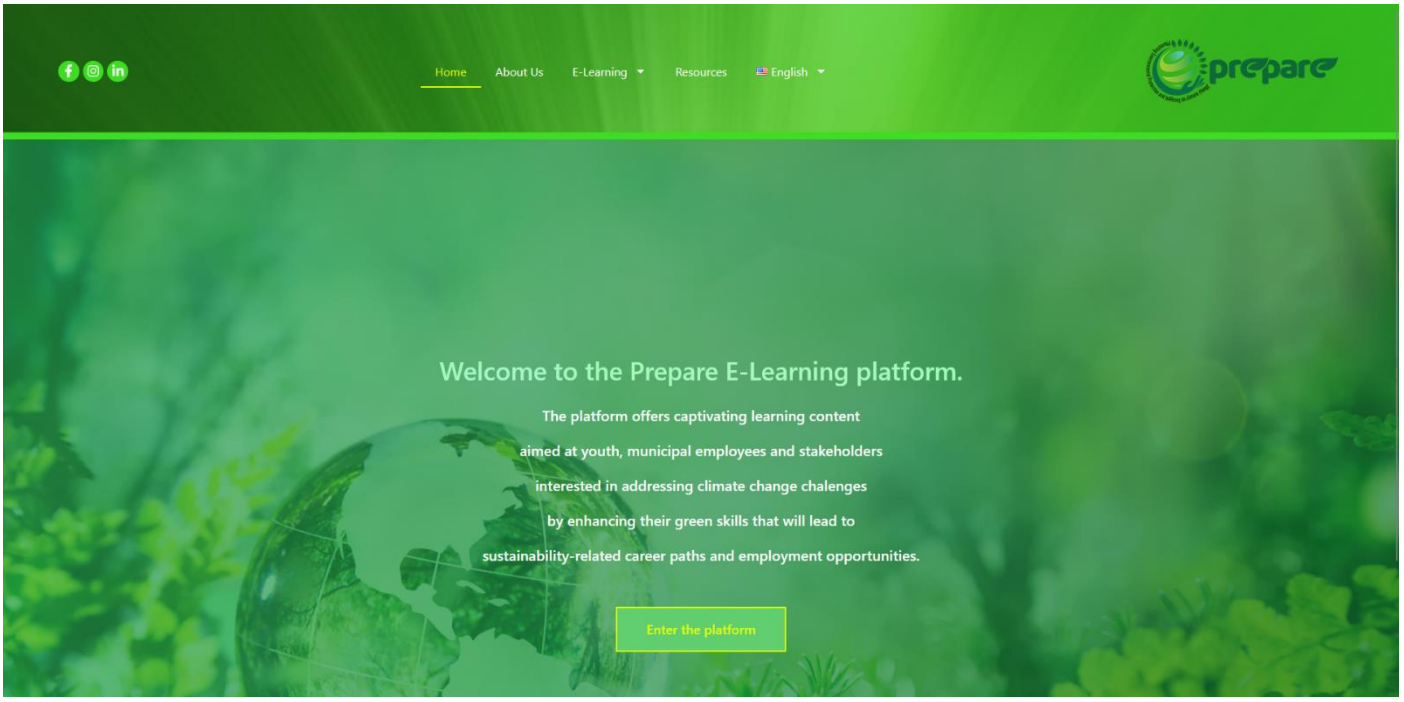
PREPARE Consortium

Avrupa Birliği Erasmus + Programı tarafından finanse edilmektedir. Ancak, Avrupa Komisyonu ve Türkiye Ulusal Ajansı, burada yer alan bilgilerin herhangi bir şekilde kullanımından sorumlu tutulamaz.
Project No. 2019-1-TR01-KA204-075635

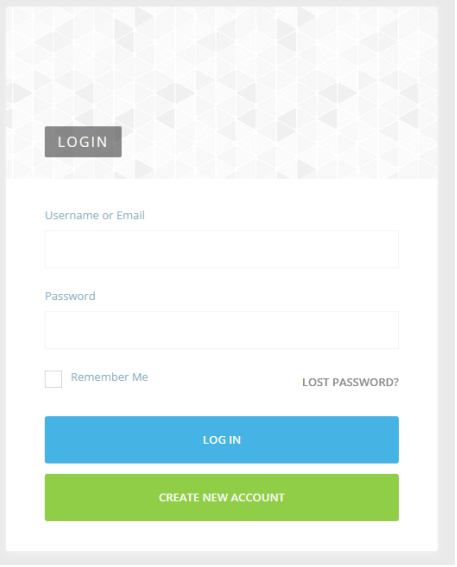
Registration

Below we present, step by step, the guidelines for a user to register on the platform and go through the different activities.

Step 1: go to the project website https://www.prepareproject.eu/ and click on “E-learning” on the menu or enter directly https://prepareplatform.eu/.

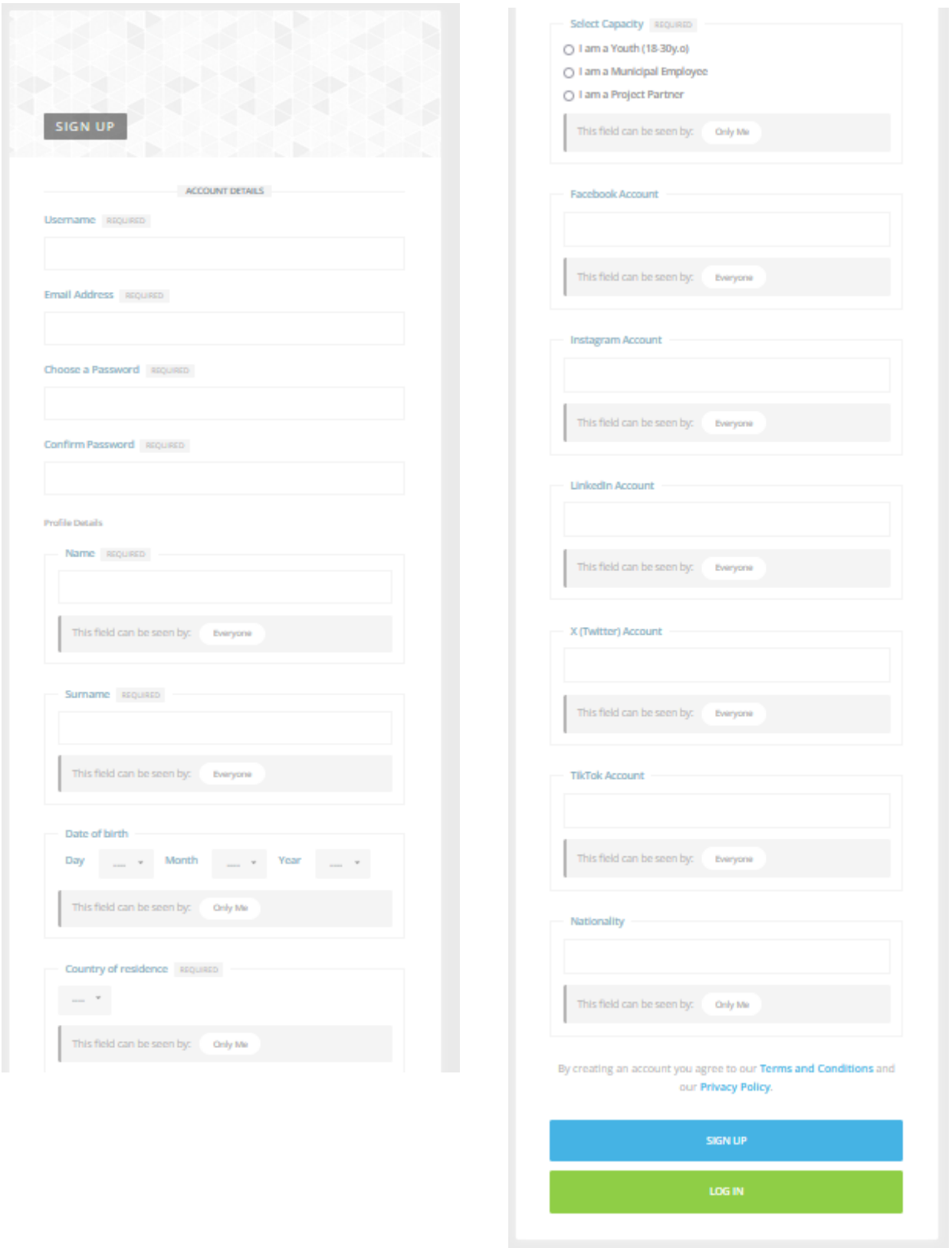


Step 2: Once you access the platform, click Login to complete your username or email address and password. If it’s your first time on the platform, you need to create a new account by selecting “Register”. Note: to change the language, click on the upper right corner and select another language other than English.



Avrupa Birliği Erasmus + Programı tarafından finanse edilmektedir. Ancak, Avrupa Komisyonu ve Türkiye Ulusal Ajansı, burada yer alan bilgilerin herhangi bir şekilde kullanımından sorumlu tutulamaz.
Project No. 2019-1-TR01-KA204-075635

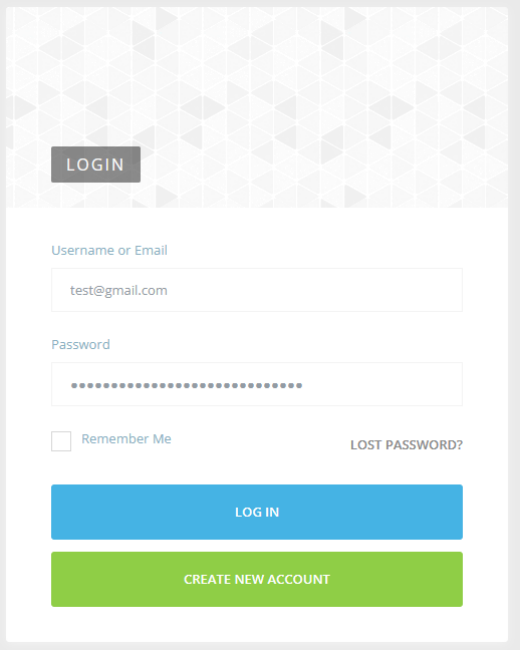
Step 3: In order to create a new account, complete the information that is asked from you, as seen in the image below. There are some Optional and some Mandatory fields. Once you complete all fields, click “SIGN UP”.



Avrupa Birliği Erasmus + Programı tarafından finanse edilmektedir. Ancak, Avrupa Komisyonu ve Türkiye Ulusal Ajansı, burada yer alan bilgilerin herhangi bir şekilde kullanımından sorumlu tutulamaz.
Project No. 2019-1-TR01-KA204-075635

Step 4: If all data is valid, then you will get a message that you succeed. You will also receive an e-mail on the email address you included above – do not forget to check your Spam / Junk folder.

Step 5: You can now go back to the platform and enter the username or email address and your password to access the content. You can tick the box “Remember me” so that you don’t have to login every time you visit the page. In case you forgot your password click “lost your password?” to reset it.



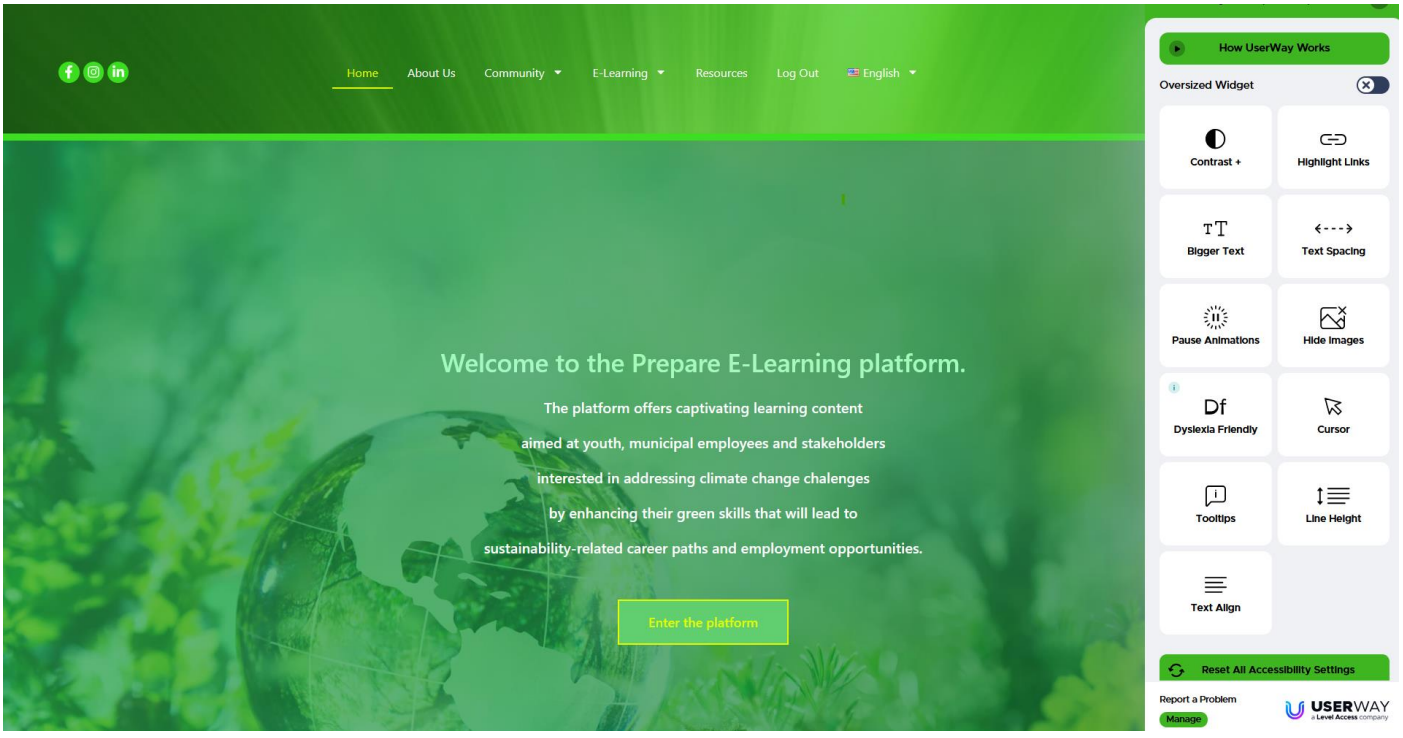
Step 6: You can now view all sections of the platform.

Avrupa Birliği Erasmus + Programı tarafından finanse edilmektedir. Ancak, Avrupa Komisyonu ve Türkiye Ulusal Ajansı, burada yer alan bilgilerin herhangi bir şekilde kullanımından sorumlu tutulamaz.
Project No. 2019-1-TR01-KA204-075635

The platform

Accessibility

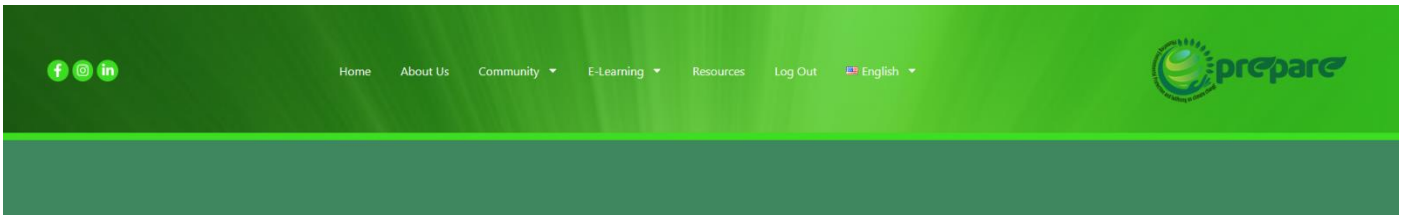
The Prepare Platform is designed to be inclusive, featuring advanced accessibility settings that facilitate usage for individuals with visual impairments. It offers high-contrast settings, text size adjustment options, and is also tailored to be dyslexia-friendly, ensuring a seamless learning experience for everyone. You can activate these special features by simply clicking on the green icon located on the right side of your screen (see image below).



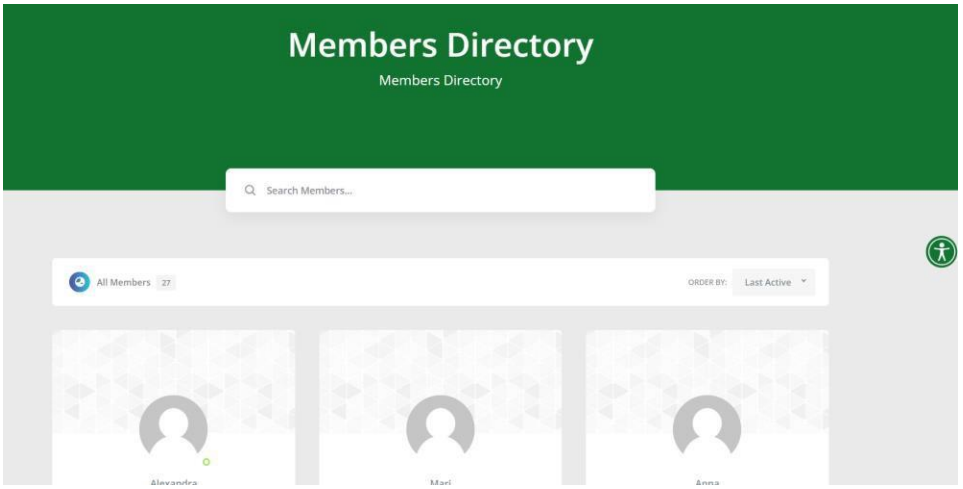
Avrupa Birliği Erasmus + Programı tarafından finanse edilmektedir. Ancak, Avrupa Komisyonu ve Türkiye Ulusal Ajansı, burada yer alan bilgilerin herhangi bir şekilde kullanımından sorumlu tutulamaz.
Project No. 2019-1-TR01-KA204-075635

Community

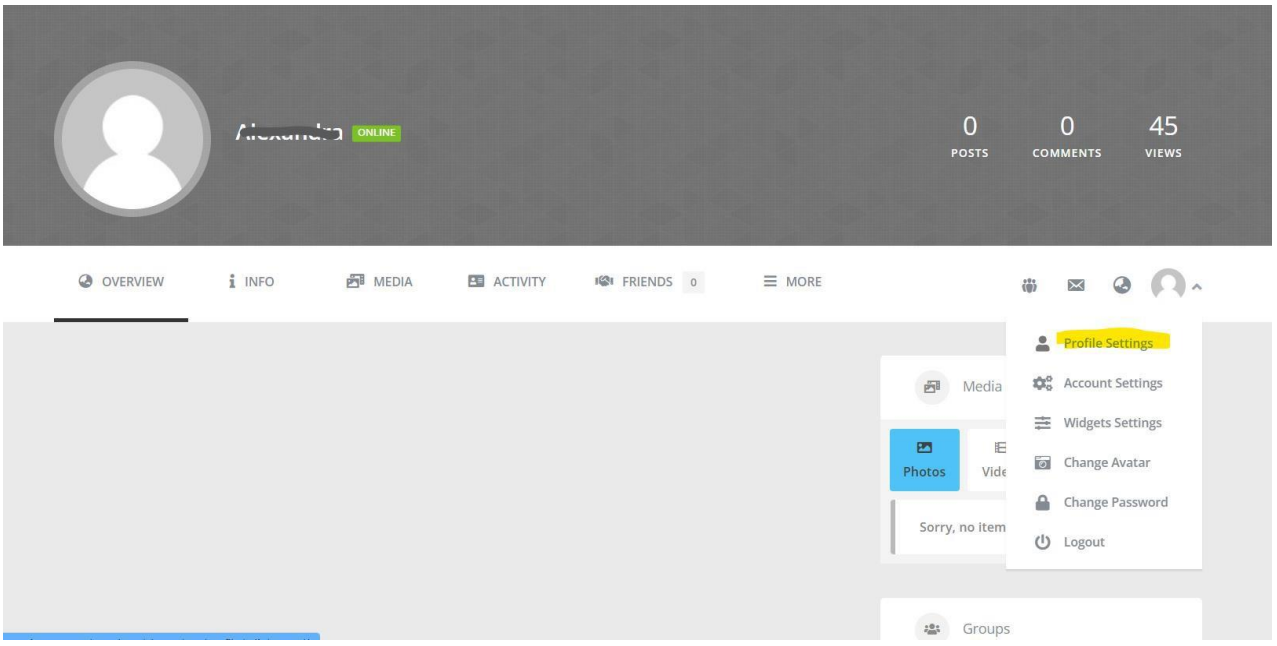
The section Community enables Prepare (users) to contact, exchange ideas regarding climate change and artivism.



When you select Members, you are able to View other members, Add them as friends and send them direct messages.



When selecting My profile, you can see your personal info that you completed upon sign up and edit it by selecting Profile settings. You can also view your activity, groups and Courses.



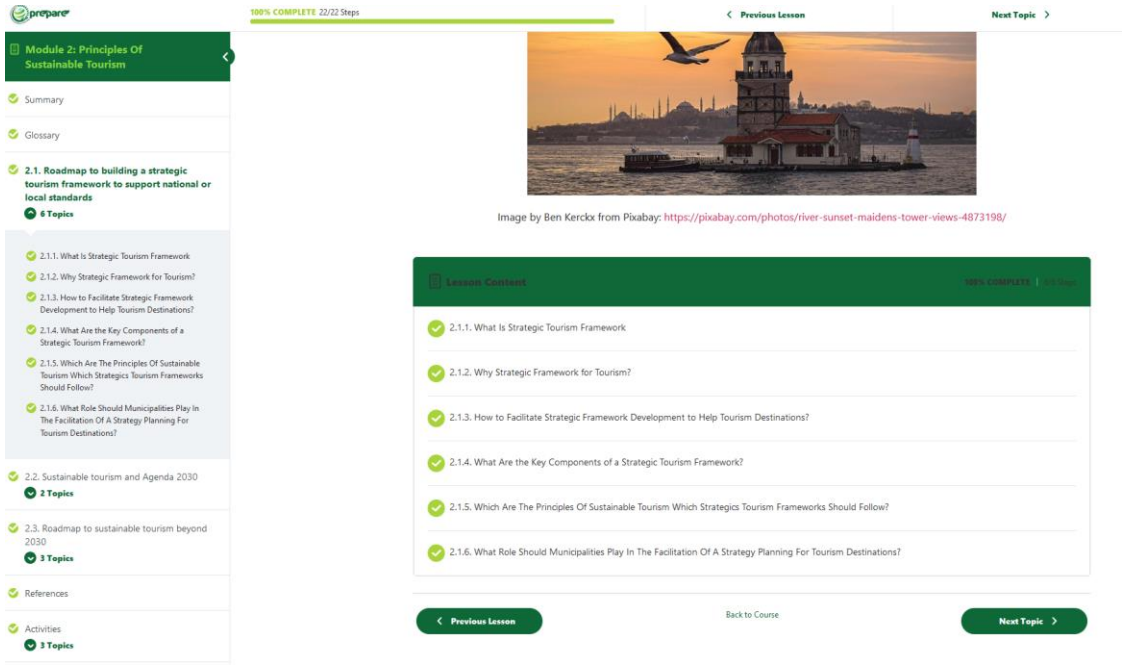
Avrupa Birliği Erasmus + Programı tarafından finanse edilmektedir. Ancak, Avrupa Komisyonu ve Türkiye Ulusal Ajansı, burada yer alan bilgilerin herhangi bir şekilde kullanımından sorumlu tutulamaz.
Project No. 2019-1-TR01-KA204-075635

E-learning

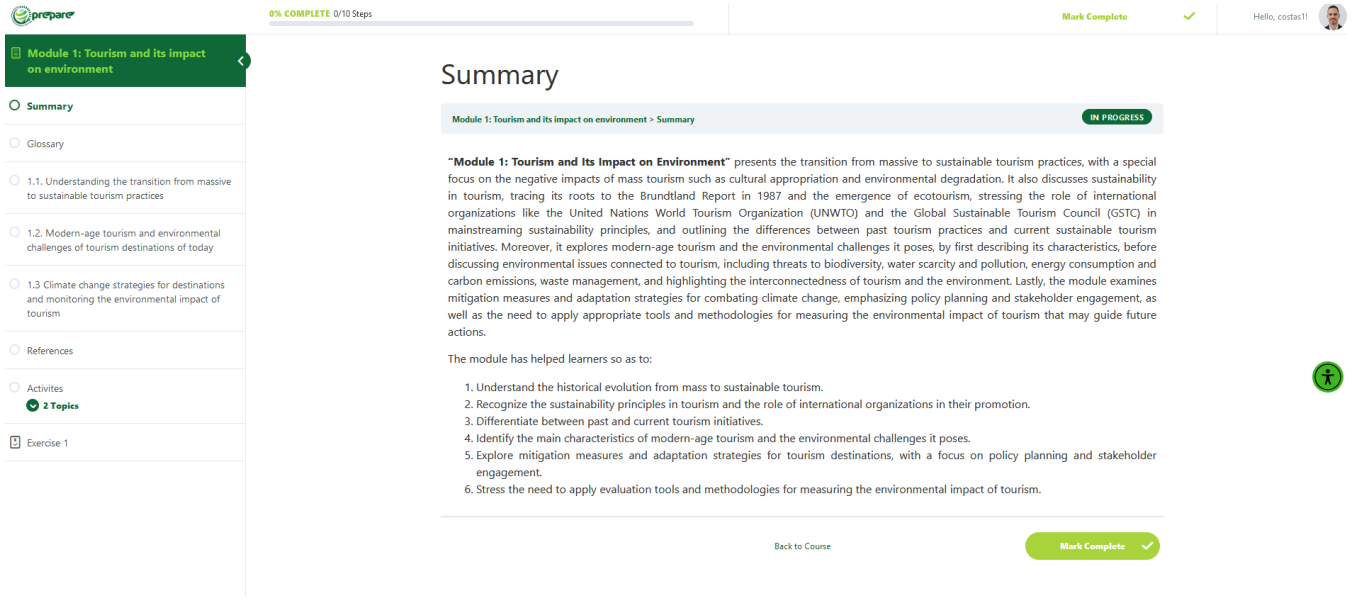
Under the E-learning section, you will find two separate sections, Training 1 and Training 2, and inside you will find interesting short e-courses which include interactive activities. You may select the subject and then follow the process of completing it. In order to start completing the activities, click “Continue Study”.

Avrupa Birliği Erasmus + Programı tarafından finanse edilmektedir. Ancak, Avrupa Komisyonu ve Türkiye Ulusal Ajansı, burada yer alan bilgilerin herhangi bir şekilde kullanımından sorumlu tutulamaz.
Project No. 2019-1-TR01-KA204-075635

The progress bar indicates the progress you make through the course, meaning how much material you have covered through the module. When clicking on a Unit of a module, you are able to read an introduction or a text. The “Previous Lesson” button sends you back to the initial page of the course and the “Next Lesson” button takes you to the next Unit. The “Back to Course” button brings you back to the main page of the Course.



Click “Complete” each time you complete a reading or activity in order to save your progress in the progress bar. In order to stay in the Unit and enter the Topics of the Unit, click on the “Topic” buttons of the navigation bars.



Avrupa Birliği Erasmus + Programı tarafından finanse edilmektedir. Ancak, Avrupa Komisyonu ve Türkiye Ulusal Ajansı, burada yer alan bilgilerin herhangi bir şekilde kullanımından sorumlu tutulamaz.
Project No. 2019-1-TR01-KA204-075635

Help desk

Navigating through something new can be challenging. So, in case you have any questions, you may reach the responsible partner in your country.

Responsible partner per country			
Country	**Name**	**E-mail**	**Organisation**
Turkiye	Meryem Kavilci	meryemkavilci78@gmail.com	SDA
Greece	Nancy Tryfonopoulou	nancylatra@gmail.com	LATRA EE
Italy	Sara Pasqualini	s.pasqualini15@gmail.com	SYDIC
North Macedonia	Stojne Todorovska	stojne.ecologic@gmail.com	ECO LOGIC

Avrupa Birliği Erasmus + Programı tarafından finanse edilmektedir. Ancak, Avrupa Komisyonu ve Türkiye Ulusal Ajansı, burada yer alan bilgilerin herhangi bir şekilde kullanımından sorumlu tutulamaz.
Project No. 2019-1-TR01-KA204-075635