DigAge+

TECHNICAL HANDBOOK

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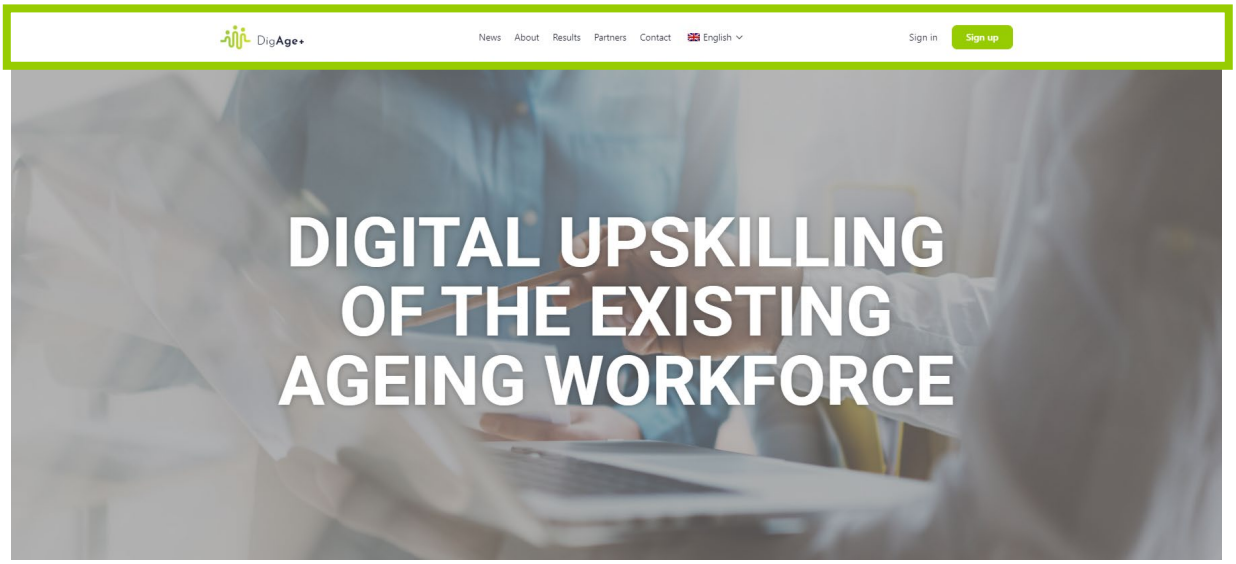
1 Navigation on the website

1.1 Navigation bar

The website (https://digageplus.eu/) has a navigation bar at the top of the page that contains links to different pages of the website. You can click on any of the links in the navigation bar to go to the corresponding pages.



The main website has the following pages:

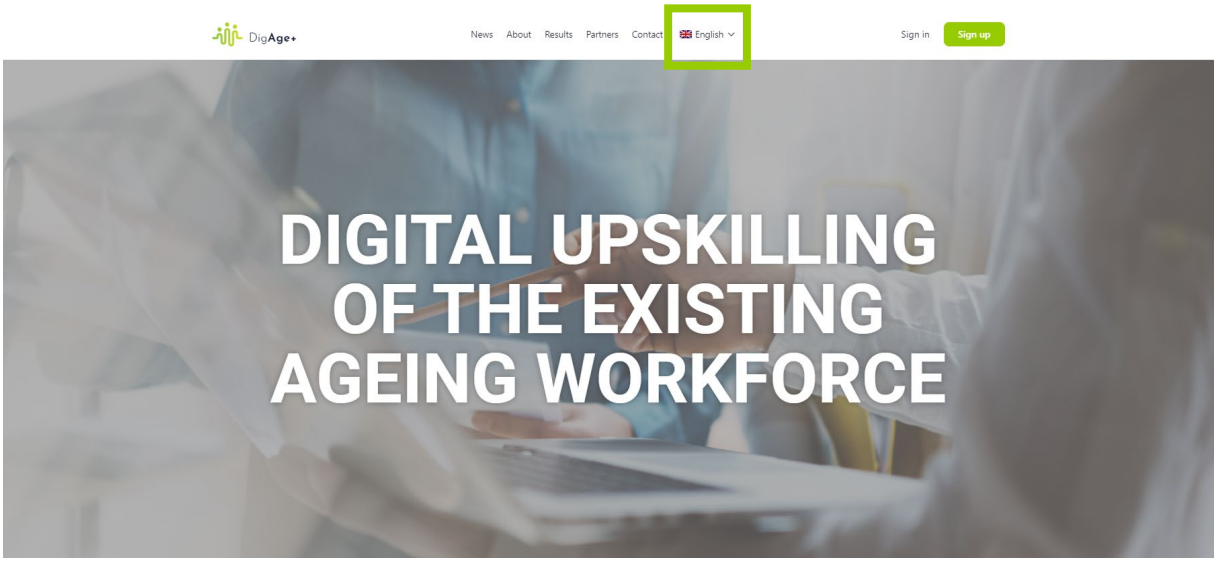
- **Home**: The home page serves as the gateway to our website, offering a short description of the project, its aim and its results. You also see the timetable for the implementation of the project there.
- **News**: Stay informed and up-to-date on the project's latest developments with our news page.
- **About**: Learn more about the background, the objectives, the implementation and the results of the project on the about page.
- **Results**: The results page presents the project results by providing a downloadable link to them.
- **Partners**: Discover the consortium of the project (project partners and associated partners) on the partners page.
- **Contact**: The contact details of the project coordinator are presented on the contact page. You can use this information if you need help or if you want to reach out to the consortium.

1.2 Language switcher

Our website's language switcher, located in the navigation bar, makes exploring content in different languages easy. Click the arrow down icon, choose your preferred language and instantly experience the site in a language that suits you.

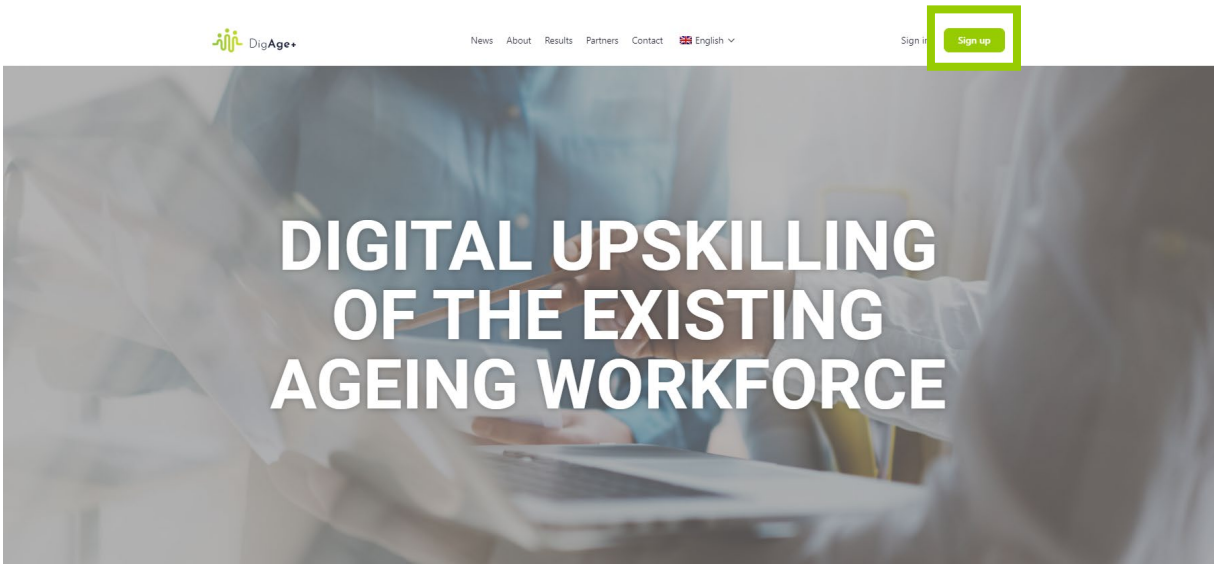
Following languages are available both on the project webpage and learning platform:

- English
- Dutch
- French
- Finnish
- Polish
- Slovenian

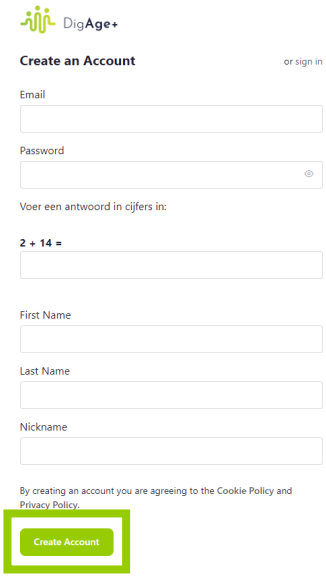


2 Signing up for the e-learning

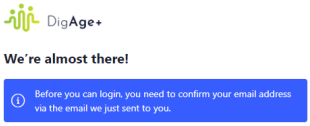
Click on the button "Sign up".

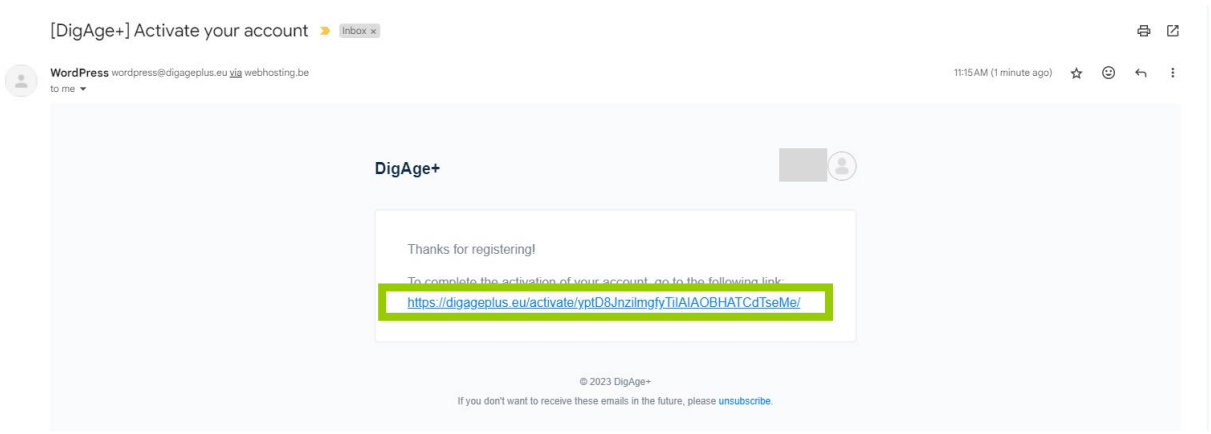


Fill in your details and click on the button "Create Account".

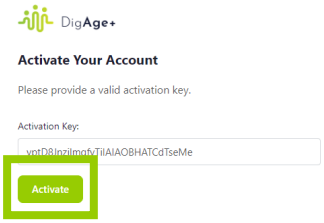


The system will send you an email. You shall confirm your email address by clicking on the link received via generated email.

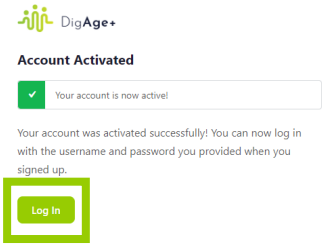




When you've clicked on the link in the email, you will be redirected to the platform. There you will see an activation key. You can confirm your registration by clicking on the button "Activate".

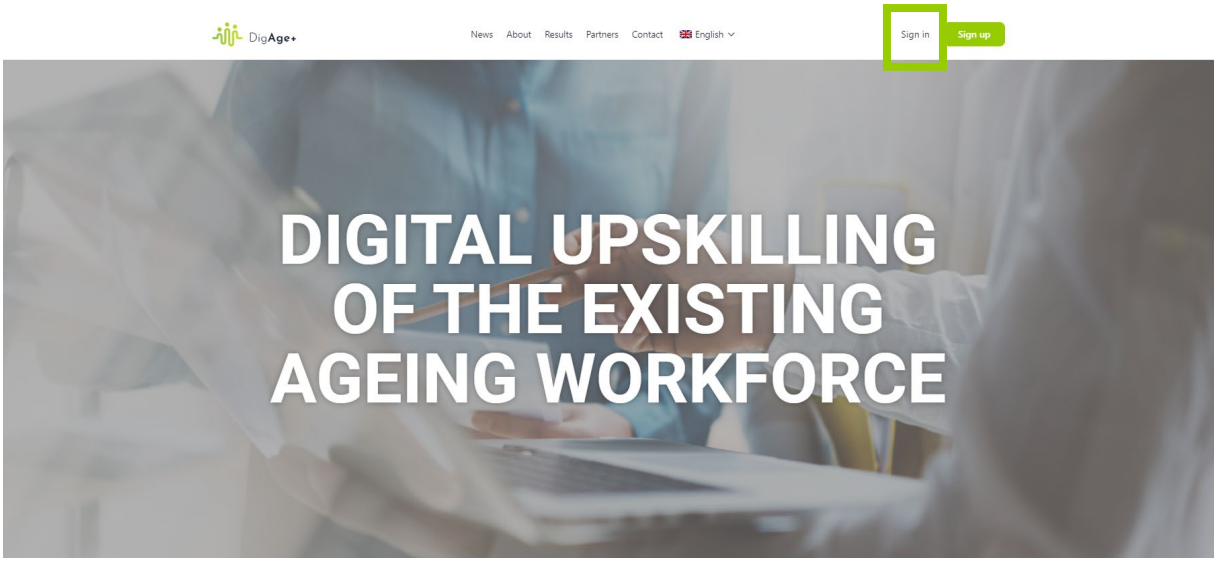


You get a notification which says that your account is now active. You can proceed by clicking on the button "Log in". Follow the steps for logging in, in the section "3. Signing in for the e-learning" of this handbook.

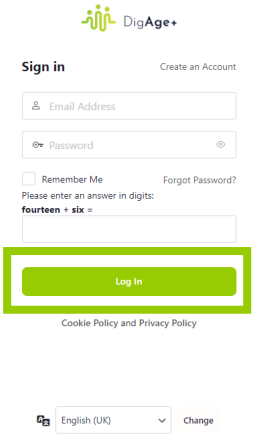


3 Signing in for the e-learning

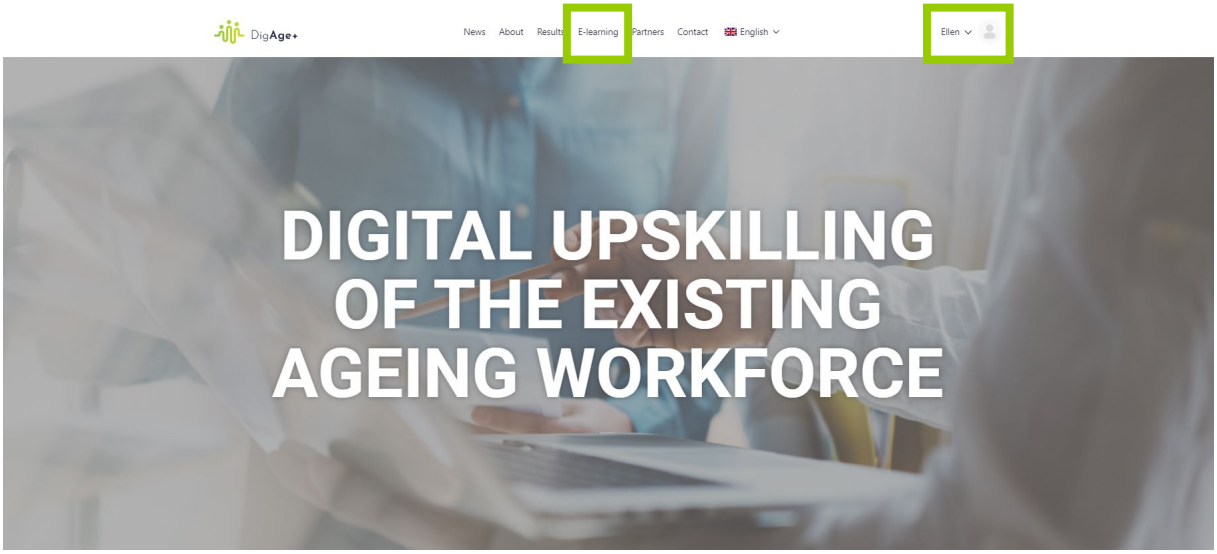
Click on the hyperlink "Sign in".



Fill in your email address and password, and complete the maths question by entering the answer in digits to confirm that you are not a robot. Finally, click on the button "Log in".



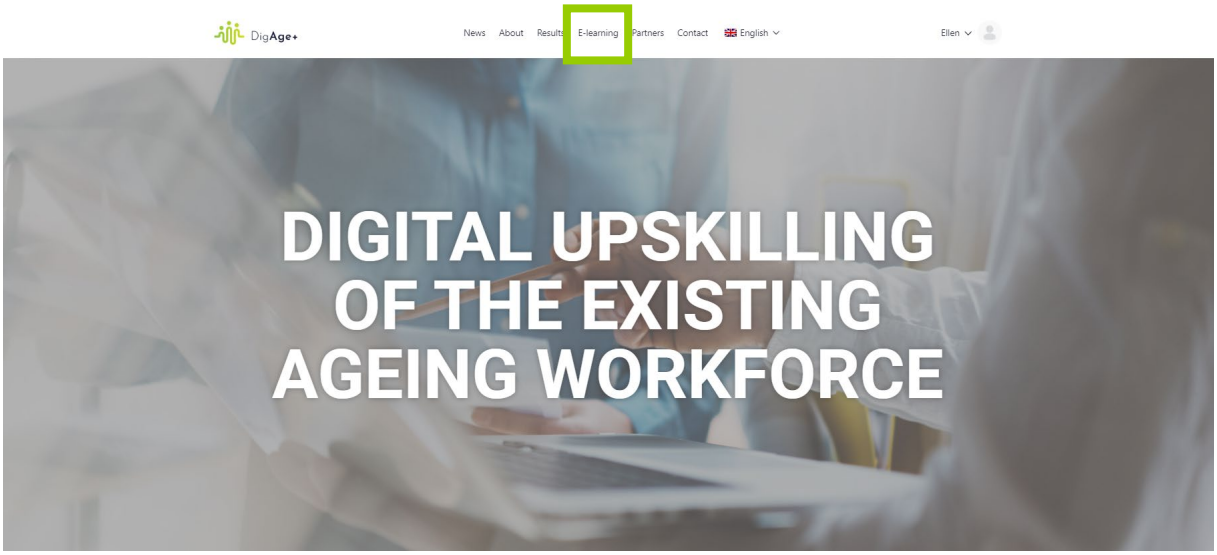
You are now logged in into the platform. Notice that you now have a new menu item in your navigation bar, namely "E-learning", and you also have access to your account now. Follow the next steps of this handbook under the section "4. E-learning" to learn more about these extra features.



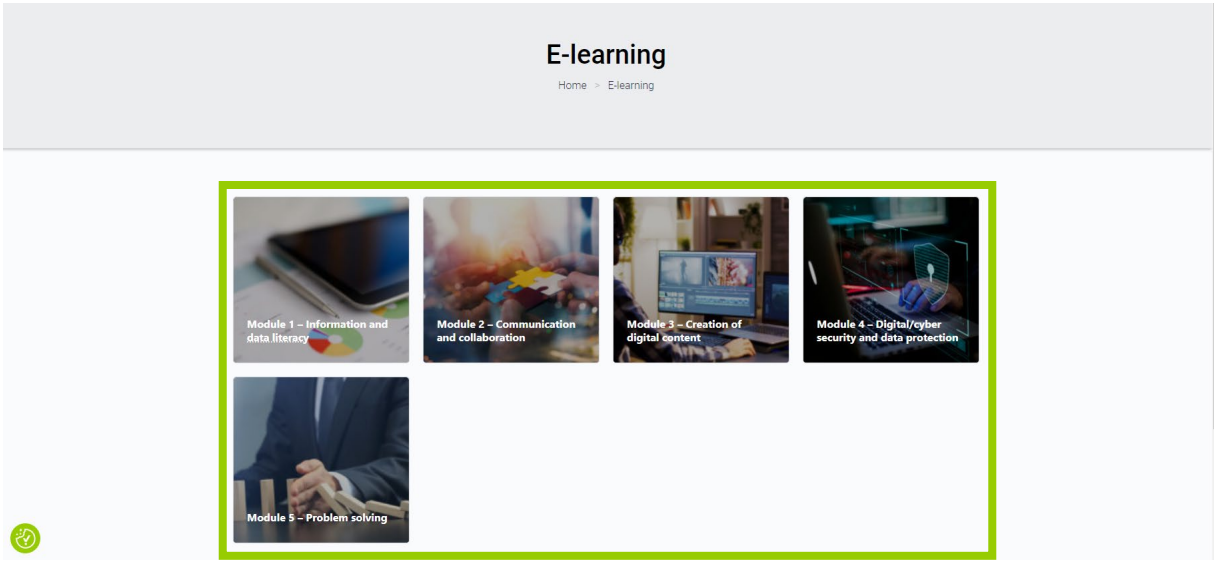
4 E-learning

4.1 Overview of the modules

Click on the menu item "E-learning".



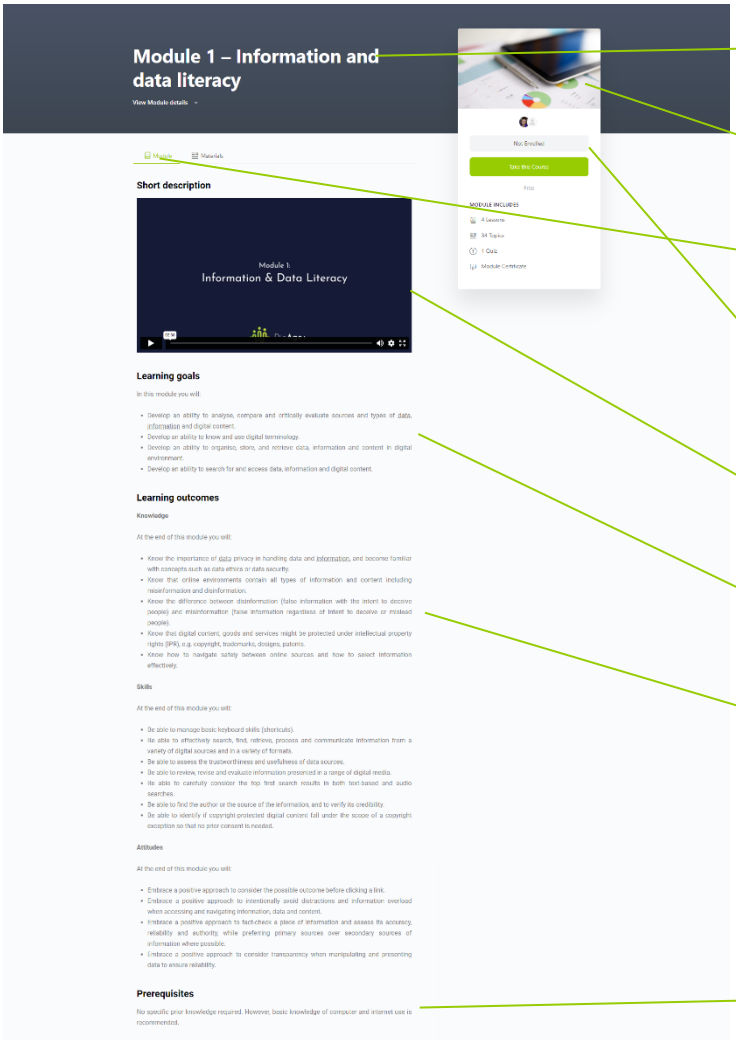
You will get an overview of all the modules that are available on the e-learning platform. Click on the title of the module that you would like to enrol in.



4.2 Module page

You now see the module overview page. Look at each element of this page carefully to understand what the module is about and how it is constructed.

4.2.1 "Module" tab



Module title

Module image

Module tab

Information about the module

Introduction video

Learning goals

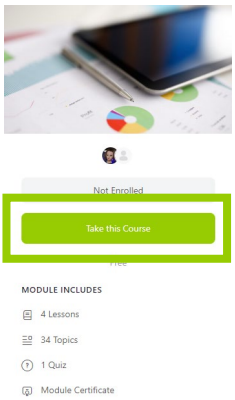
Learning outcomes

Prerequisites

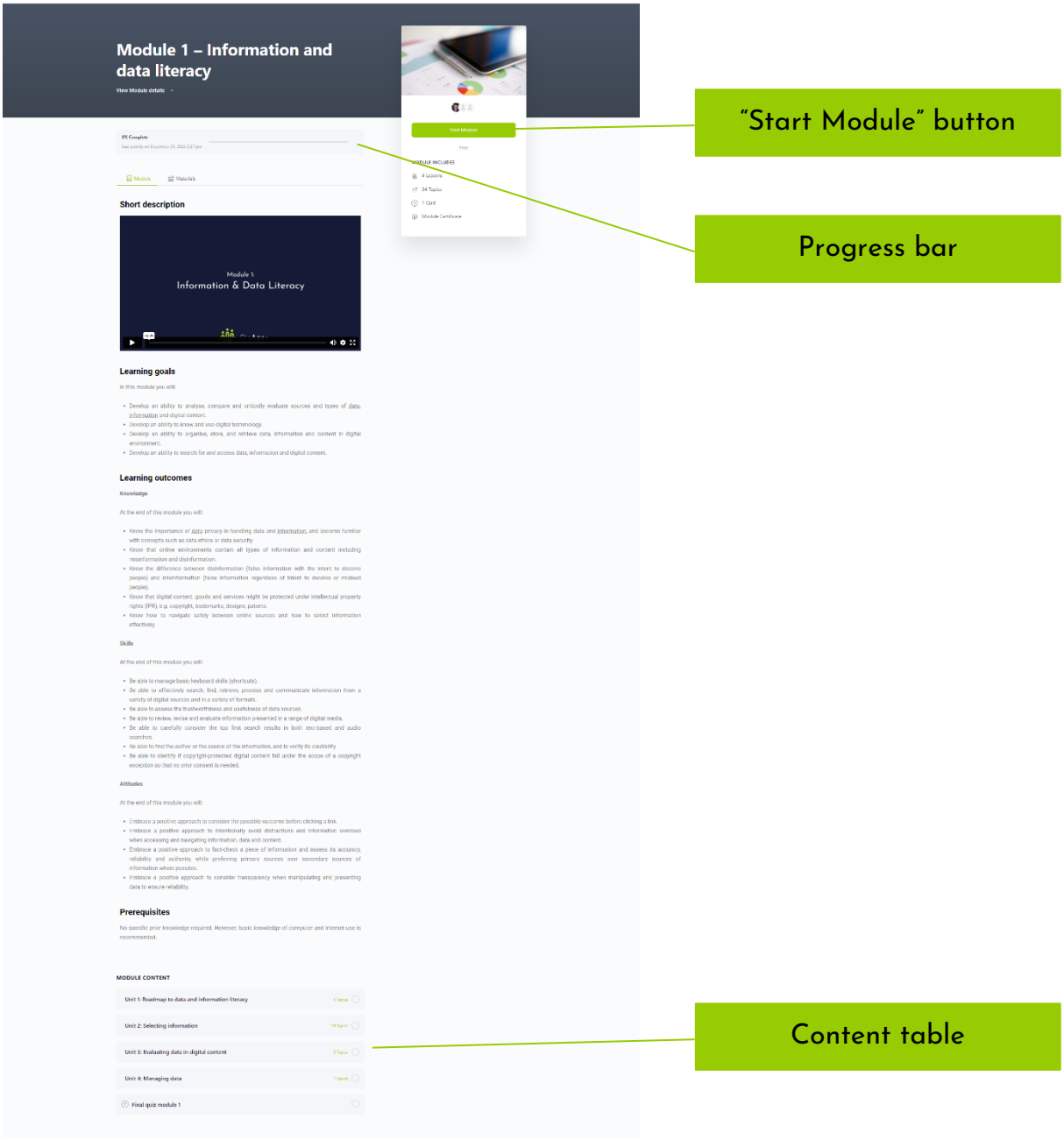
4.2.2 "Materials" tab

4.3 Enrolling for the module

Click on the button "Take this Course" to enrol in selected module.



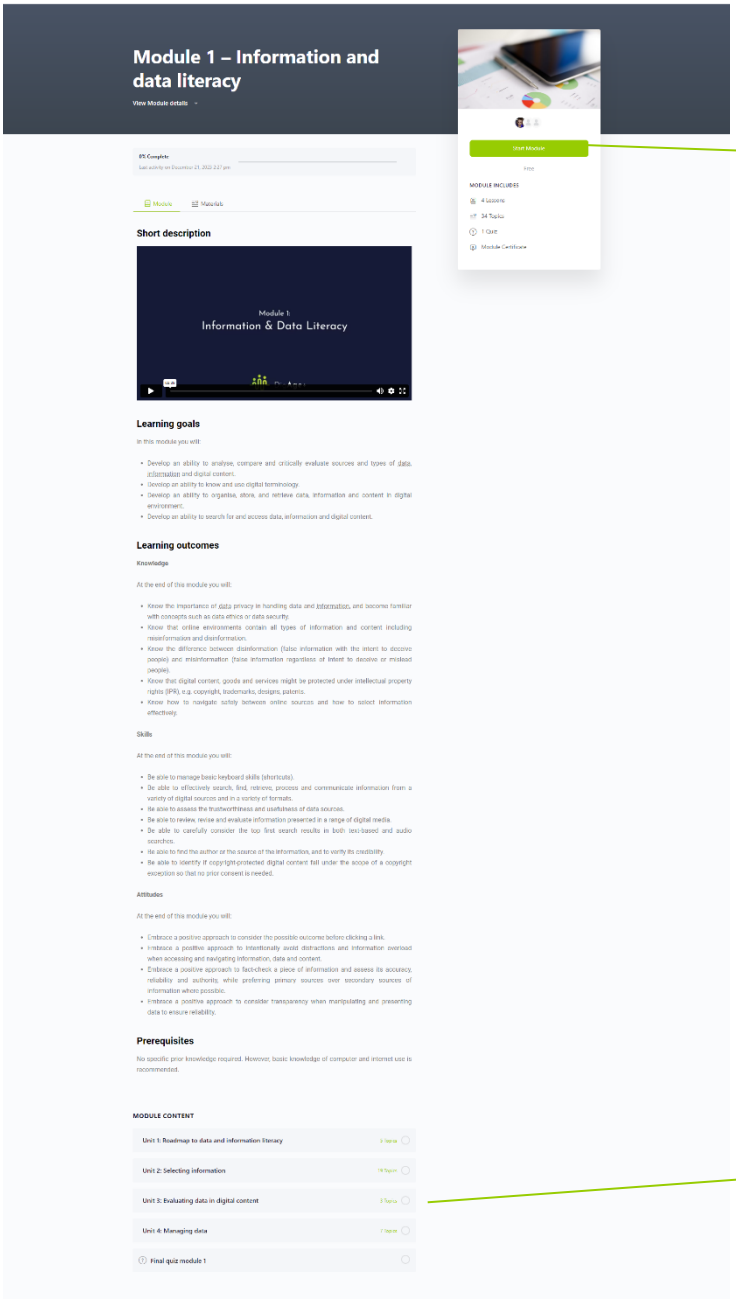
You are now enrolled in the module. Notice that some parts of the module page are changed. Firstly, you now see a progress bar at the top of the page. This bar will inform you about your progress through the module by showing you the percentage of completion of the module and indicating how many steps of the module you have already completed. Also, the buttons in the information box about the module have changed. You can now see a button "Start Module". Lastly, the system added a content table of the module at the bottom of the page.



4.4 Start learning

You can enter the module in two ways:

1) You can click on the button "Start Module". This will send you to the first lesson of the module.
2) You can click on the desired lesson/quiz of the module in the content table at the bottom of the page.



"Start Module" button

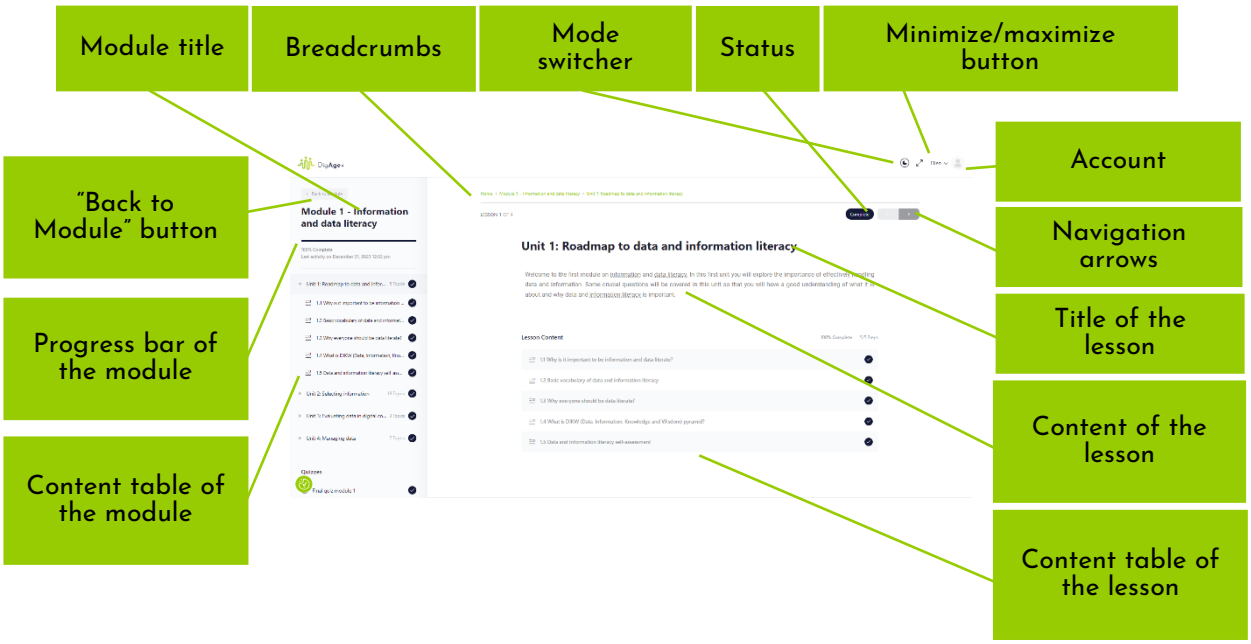
Content table

You are now redirected to the module. This is a distraction free environment in which you can intuitively learn. There are three different views that you can have in this environment, namely the lesson page, the topic page and the quiz page. Learn more about these different pages in the sections "4.4.1 Lesson page", "4.4.2 Topic page" and "4.4.3 Quiz page".

4.4.1 Lesson page

The lesson page has the following components allowing your smooth enrolment in and moving around each single module:

- **"Back to Module" button**: When you click on this button, you will get redirected to the module page.
- **Module title**: The title of the module you are currently studying.
- **Progress bar of the module**: This bar displays your progress during the module (in percentage) and shows when your last activity was.
- **Content table of the module**: The content table contains all the lessons, topics and quizzes from the module and can also function as your navigation bar through the module.
- **Participants of the module**: A list of all participants who are also registered for this module is displayed.
- **Mode switch**: With this switch, you can switch between light mode and dark mode.
- **Minimize/maximize button**: This switch lets you switch between light mode and dark mode. By default, it is in light mode. You can choose to change this to dark mode if you want to reduce eye strain, improve readability, save battery on certain devices, satisfy aesthetic preferences, improve accessibility and minimise glare.
- **Account**: Here you have access to your account. Learn more about your account in section "5. Account" of this handbook.
- **Breadcrumbs**: These breadcrumbs are a navigation aid, displayed as a trail of links, showing the hierarchical path to the current page and enabling you to navigate back to previous levels easily.
- **Status**: Here you can see the status of the lesson, for example "in progress" or "completed".
- **Navigation arrows**: These navigation arrows enable you to navigate to previous and next parts of the module.
- **Title of the lesson**: The title of the lesson you are currently studying.
- **Content of the lesson**: The content of the lesson you are currently studying. This can be text, an image, a video, ...
- **Content table of the lesson**: If a lesson contains topics, a content table will be displayed at the bottom of the page. You can enter a topic by clicking on the topic in this table.

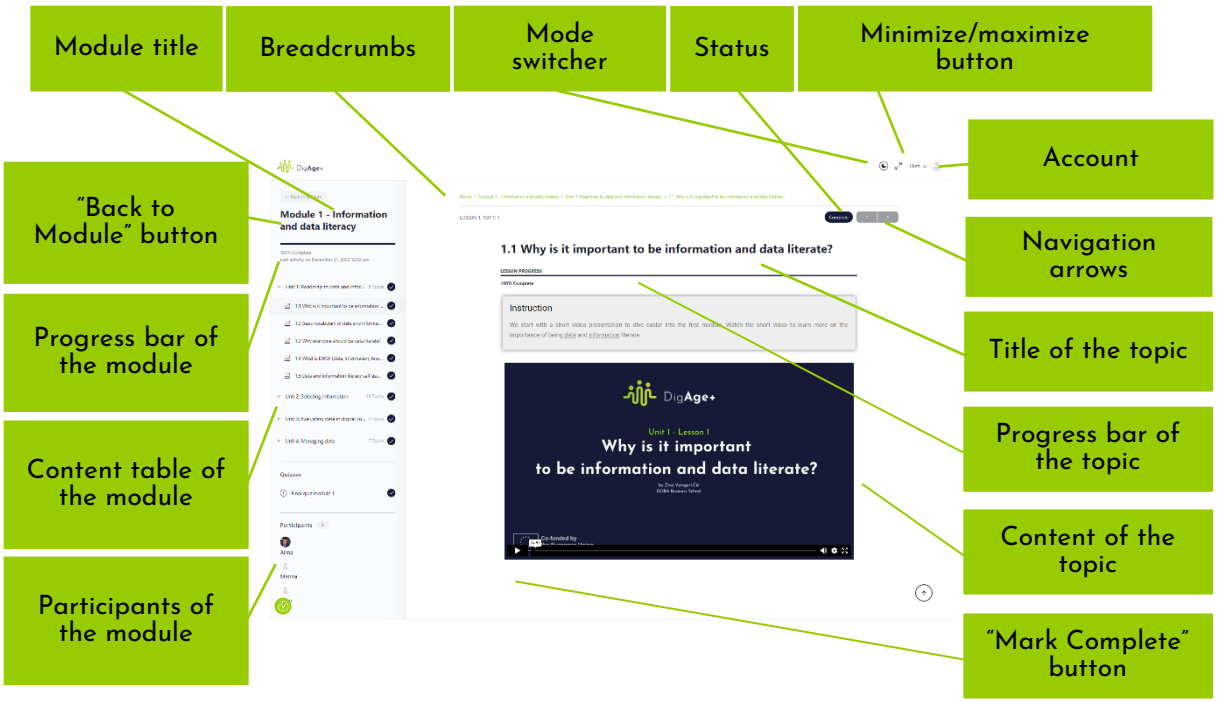


4.4.2 Topic page

The topic page has the following components:

- **"Back to Module" button**: When you click on this button, you will get redirected to the module page.
- **Module title**: The title of the module you are currently studying.
- **Progress bar of the module**: This bar displays your progress during the module (in percentage) and shows when your last activity was.
- **Content table of the module**: The content table contains all the lessons, topics and quizzes from the module and can also function as your navigation bar through the module.
- **Participants of the module**: A list of all participants who are also registered for this module is displayed.
- **Mode switch**: With this switch, you can switch between light mode and dark mode.
- **Minimize/maximize button**: This switch lets you switch between light mode and dark mode. By default, it is in light mode. You can choose to change this to dark mode if you want to reduce eye strain, improve readability, save battery on certain devices, satisfy aesthetic preferences, improve accessibility and minimise glare.

- **Account**: Here you have access to your account. Learn more about your account in section "5. Account" of this handbook.
- **Breadcrumbs**: These breadcrumbs are a navigation aid, displayed as a trail of links, showing the hierarchical path to the current page and enabling you to navigate back to previous levels easily.
- **Status**: Here you can see the status of the lesson, for example "in progress" or "completed".
- **Navigation arrows**: These navigation arrows enable you to navigate to previous and next parts of the module.
- **Title of the topic**: The title of the topic you are currently studying.
- **Lesson progress bar**: This bar displays your progress in the lesson (in percentage). This will be determined by the topics that you complete.
- **Content of the topic**: The content of the topic you are currently studying. This can be text, an image, a video, … In this page, you can see an instruction box and a video.
- **"Mark Complete" button**: Click on this button to mark it complete and move to the next lesson/topic. The platform also automatically displays a topic as complete when you use the navigation arrows to move further.

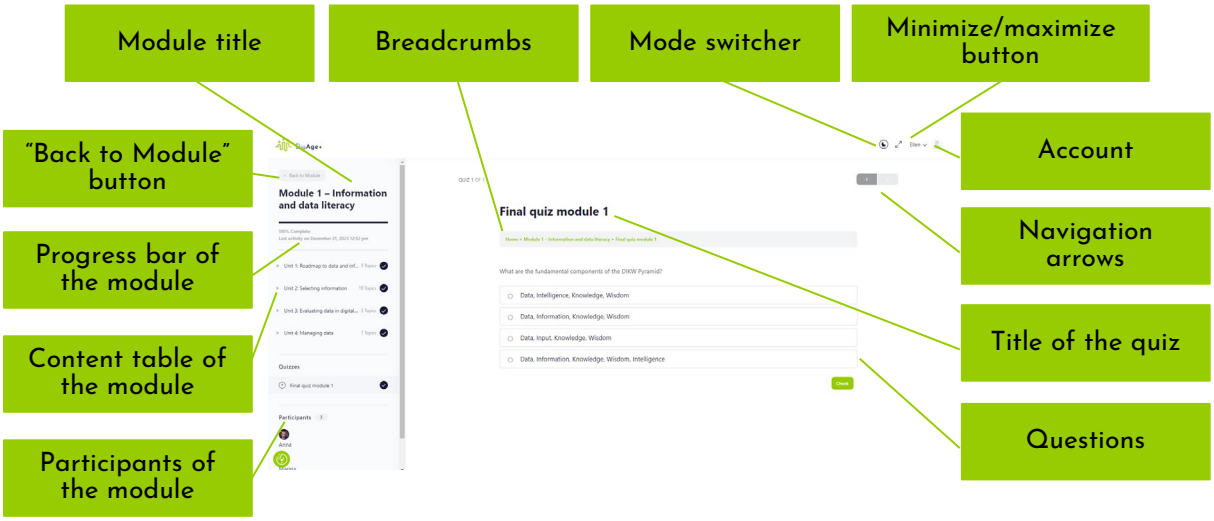


4.4.3 Quiz page

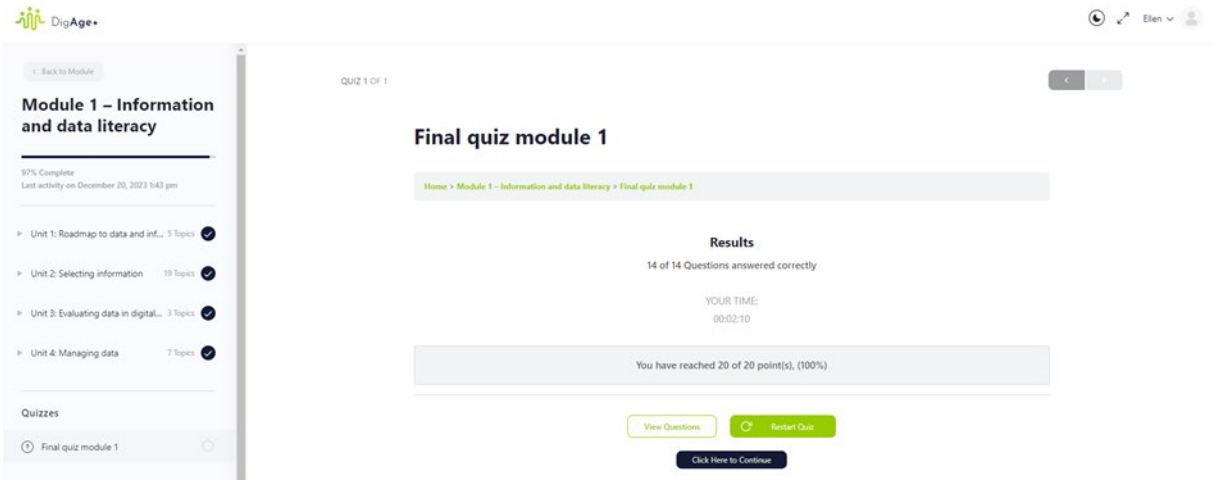
The quiz page has the following components:

- **"Back to Module" button**: When you click on this button, you will get redirected to the module page.
- **Module title**: The title of the module you are currently studying.
- **Progress bar of the module**: This bar displays your progress during the module (in percentage) and shows when your last activity was.
- **Content table of the module**: The content table contains all the lessons, topics and quizzes from the module and can also function as your navigation bar through the module.
- **Participants of the module**: A list of all participants who are also registered for this module is displayed.
- **Mode switch**: With this switch, you can switch between light mode and dark mode.
- **Minimize/maximize button**: This switch lets you switch between light mode and dark mode. By default, it is in light mode. You can choose to change this to dark mode if you want to reduce eye strain, improve readability, save battery on certain devices, satisfy aesthetic preferences, improve accessibility and minimise glare.
- **Account**: Here you have access to your account. Learn more about your account in section "5. Account" of this handbook.
- **Breadcrumbs**: These breadcrumbs are a navigation aid, displayed as a trail of links, showing the hierarchical path to the current page and enabling you to navigate back to previous levels easily.
- **Navigation arrows**: These navigation arrows enable you to navigate to previous and next parts of the module.
- **Title of the quiz**: The title of the quiz you are currently completing.
- **Questions**: The questions that belong to the quiz will be displayed on the screen one by one. After each question, you will get information on if you answered the question right or wrong, and possibly some feedback. There are different types of quiz questions. Here is an overview of all the quiz questions:

- **Single choice**: Single choice means there is only one correct answer. You can recognize this question type by the round icons before the answer options.
- **Multiple choice**: Multiple choice questions support multiple correct answers. In order for the question to be marked correct, you must select ALL of the correct answers. If you only select some correct answers, then the question is marked incorrect. You can recognize this question type by the squared icons before the answer options.
- **Matrix sorting choice**: Matrix sorting choice questions wants learners to arrange items based on specific criteria by dragging and dropping them into the right box of the table. Failure to match all the items with the correct boxes results in the question being marked as incorrect.



At the end of the quiz, when you have thus solved all the questions, you will get a summary of your achievement. You will get your score there and based on that score it will be determined whether you passed the module or not. To pass the module, you need to answer 75% of the questions correctly. If that is not the case, you will have the opportunity to retake the quiz to hopefully get a better score.



If you pass the module, you will earn a certificate. Learn more about the certificate in the section "4.4.4 Certificate of completion".

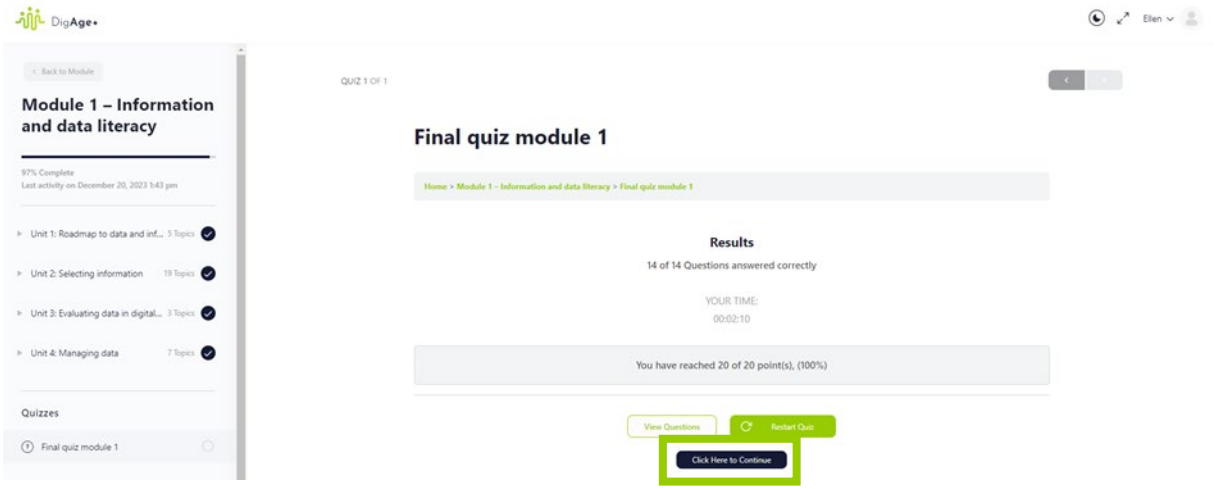
4.4.4 Certificate of completion

When you pass the module's final quiz, you automatically pass the entire module as well. As a reward, you will then receive a certificate of completion. This certificate is available as a PDF file on the platform and you will also have the option of saving the file to your computer or printing it out.

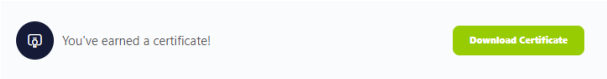
The DigAge+ certificate looks as follows:

There are two ways you can access the certificate, namely:

1) When you complete a module, a new button will appear on the results page of the quiz, namely the button "Click Here to Continue". When you click on that button, you will be redirected to the module page.



On the module page, a message has now appeared to notify you that you've earned a certificate. Click on the button "Download Certificate" to get the certificate.



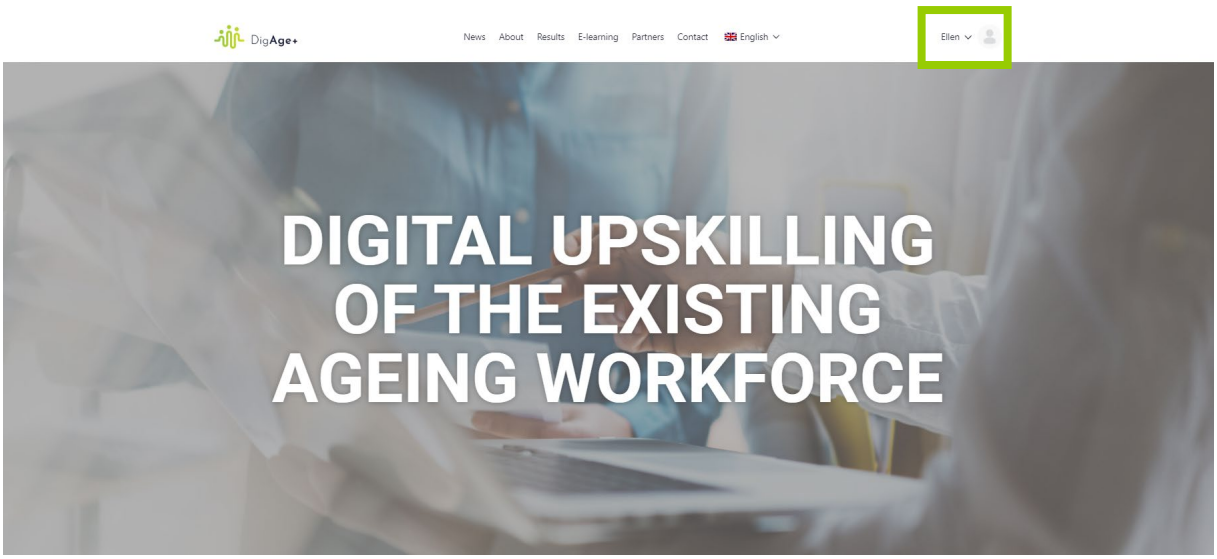
2) You can navigate to your profile and then go to the "Modules" tab. A tab called "My Certificates" has appeared there. In that tab, you have an overview of all the certificates you have obtained. Learn more about this in the section "5.2.2 "My Certificates" tab" of this handbook.

4.4.5 Glossary

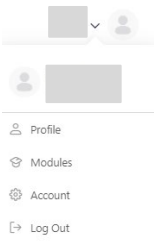
Each module contains a glossary. The full glossary is available under the "Materials" tab of the module page (see section "4.2 Module page").

5 Account

Click on "Your account'" icon in the right upper corner.

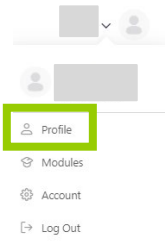


You will see a drop down menu for your account. It has four items, namely profile, modules, account and log out. Each item will be discussed in the next sections.

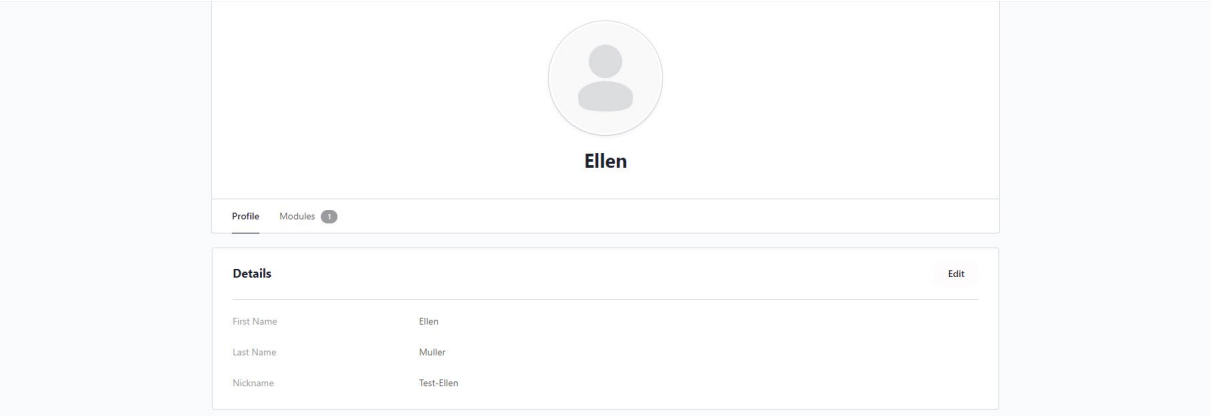


5.1 Profile

Click on the menu item "Profile".

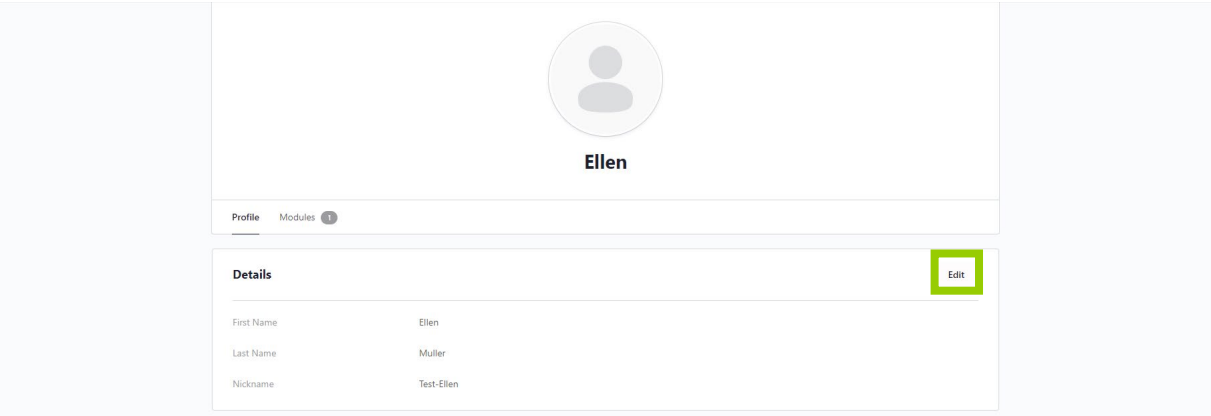


On this page, you see your profile's details.

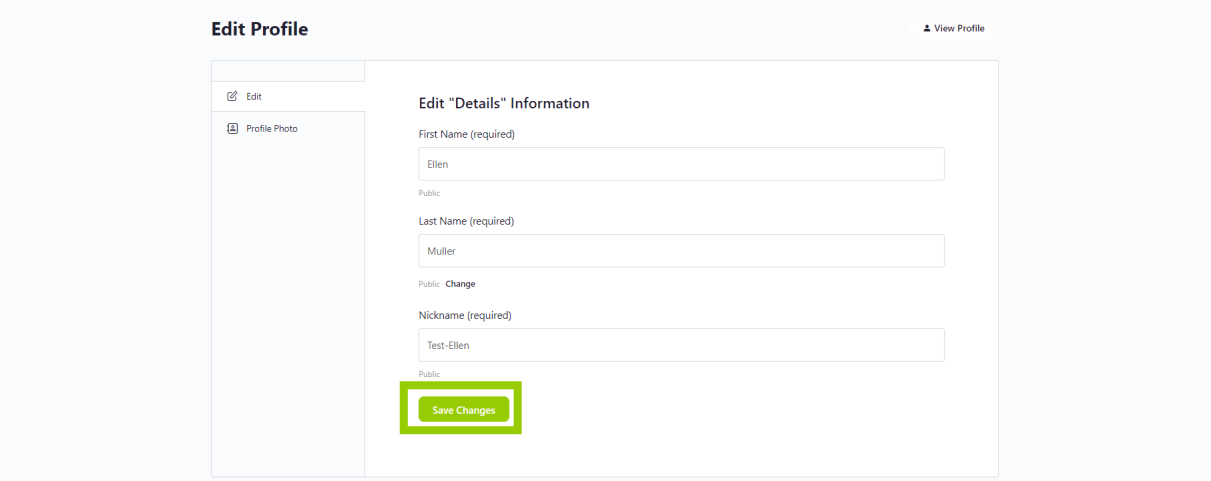


5.1.1 Edit

If you want to edit your details, you can click on the button "Edit".

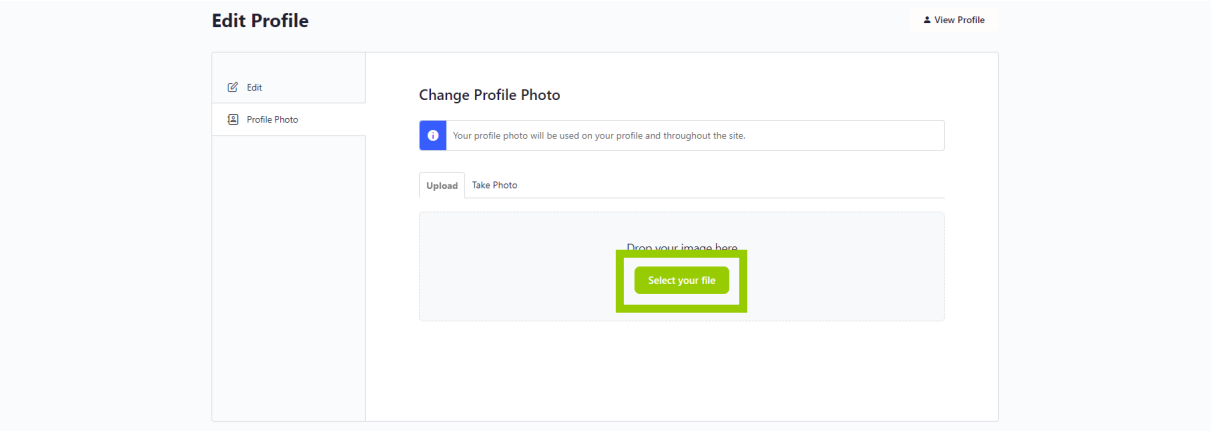


In this Edit tab, you can change your details (first name, last name and nickname). If you're finished with changing your details, you need to click on the button "Save Changes" to save them.

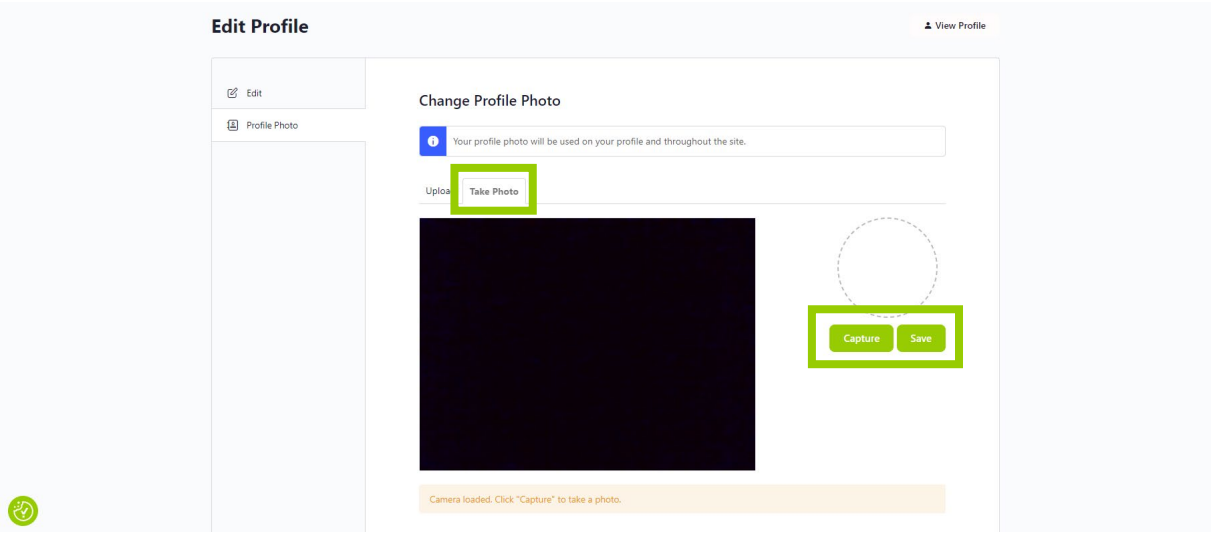


In the Profile Photo tab, you can upload a profile photo or take a profile photo.

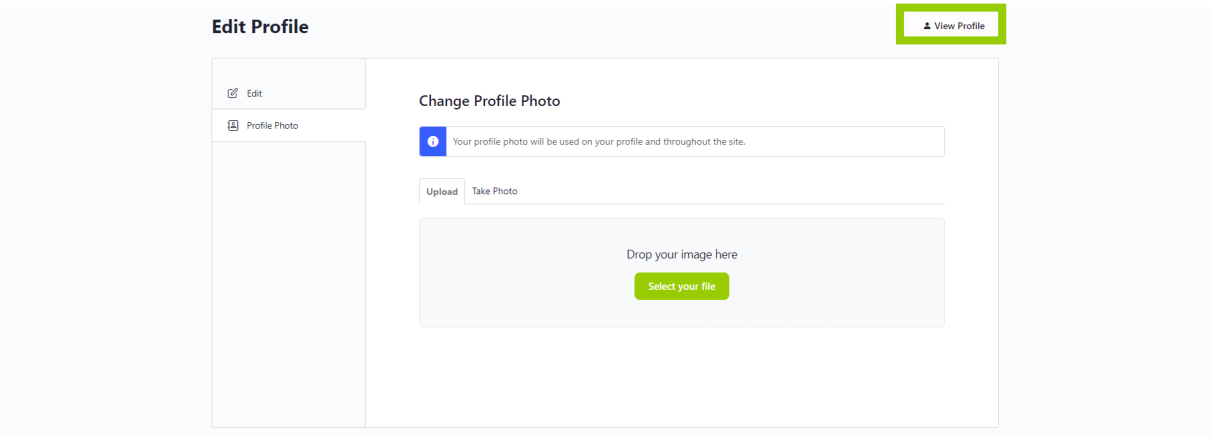
1) If you want to upload a profile photo, you can drag and drop your image in the grey field and then click on the button “Select your file”.



2) If you want to take a profile photo, start by selecting the "Take Photo" tab and then granting the website permission to access your camera. Arrange yourself as desired within the frame and proceed by clicking the "Capture" button. Once you're satisfied with the profile photo, click on the "Save" button to finalize the process.

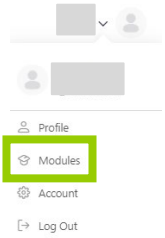


If you want to return to your profile, you need to click on the button “View Profile”.



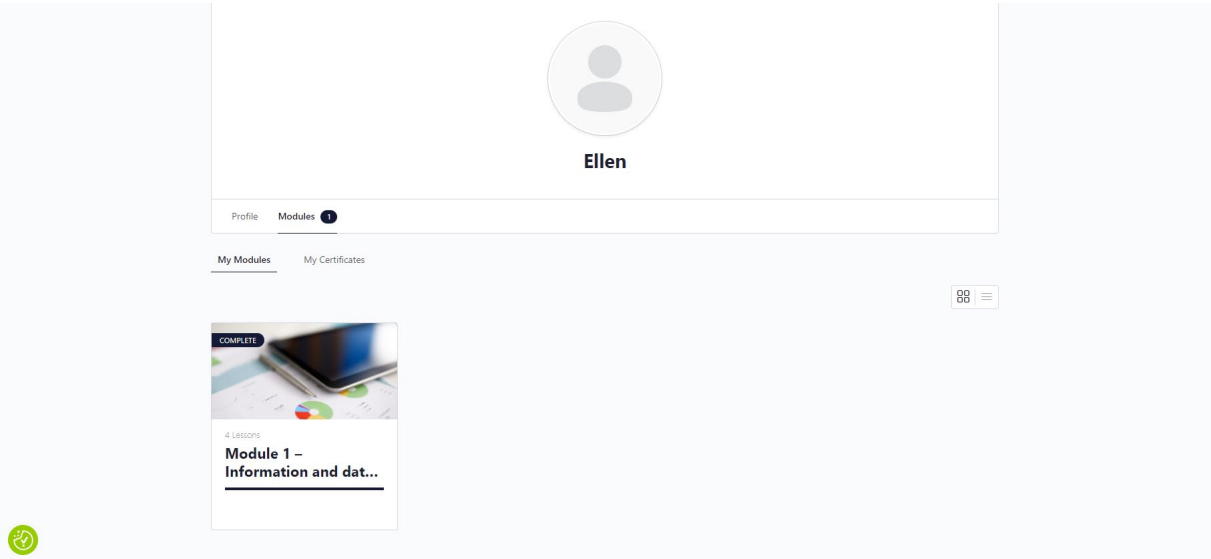
5.2 Modules

Click on the menu item "Modules".



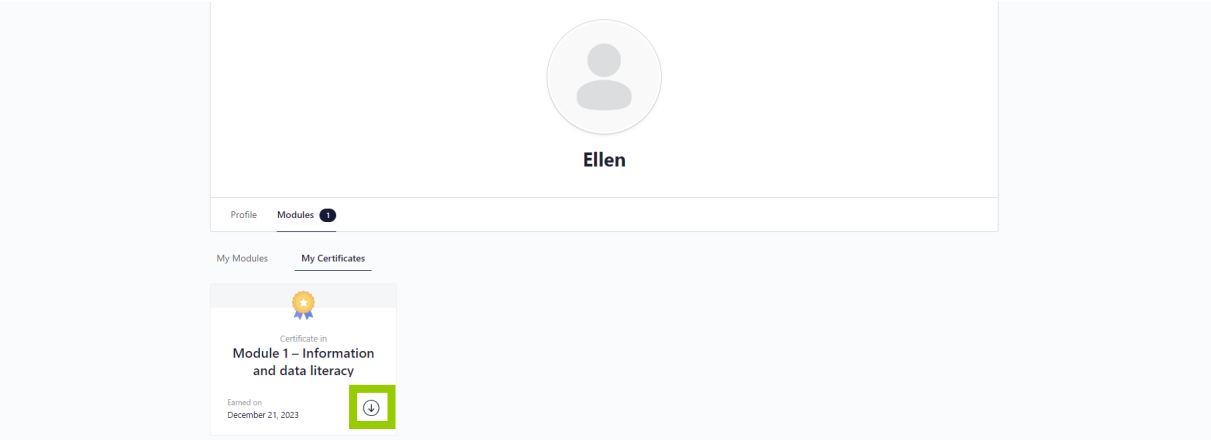
5.2.1 "My Modules" tab

In the tab "My Modules", you get an overview of all the modules that you are enrolled in. Here you will get information of the status of the module, the amount of lessons and the progress bar.



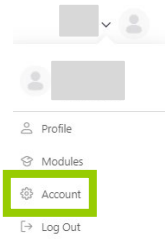
5.2.2 "My Certificates" app

In the tab "My Certificates", you get an overview of all the certificates that you have earned. Here you will get the title of the module for which you've earned the certificate and the date on which you've earned the certificate. When you click on the arrow down, the certificate will be downloaded.



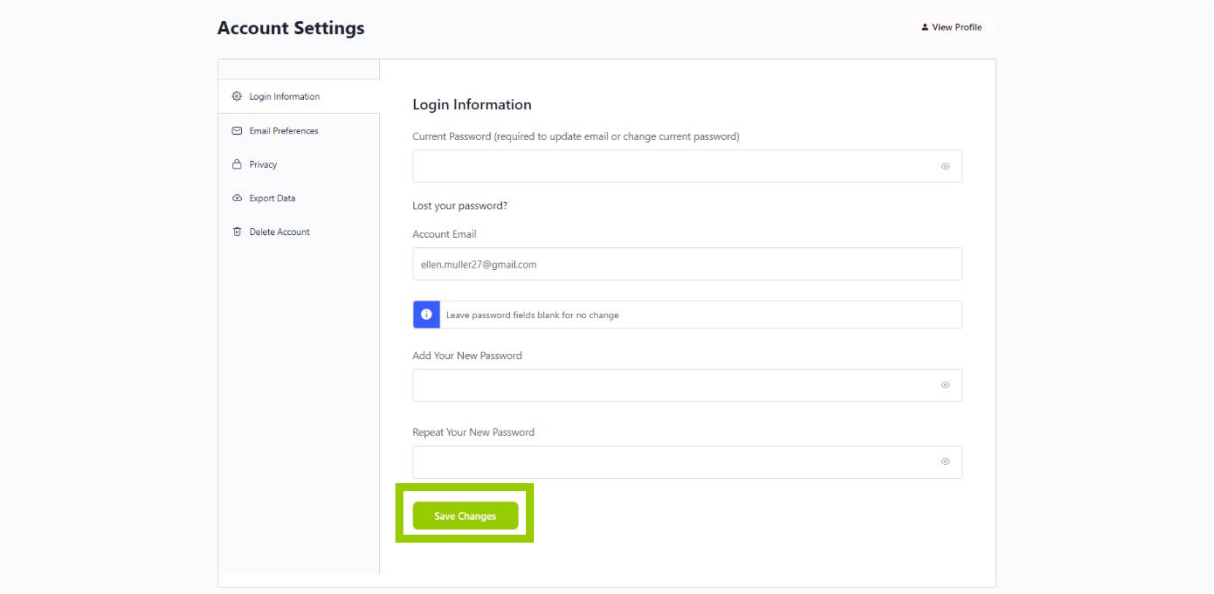
5.3 Account

Click on the menu item "Account".



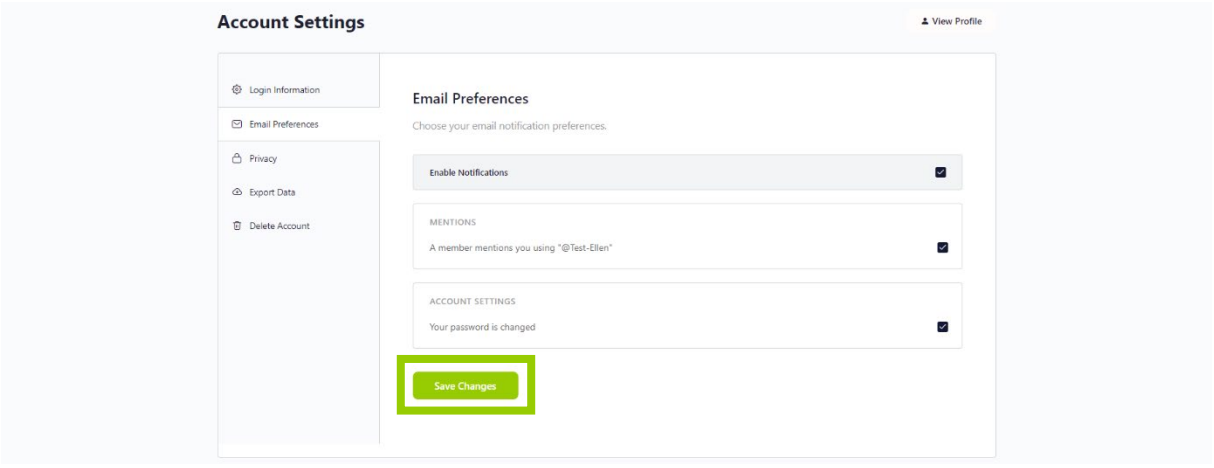
5.3.1 "Login Information" tab

In the "Login Information" tab, you can change your password by entering your current password, your account email and your new password two times. When you've completed all these details, you need to click on the button "Save Changes".



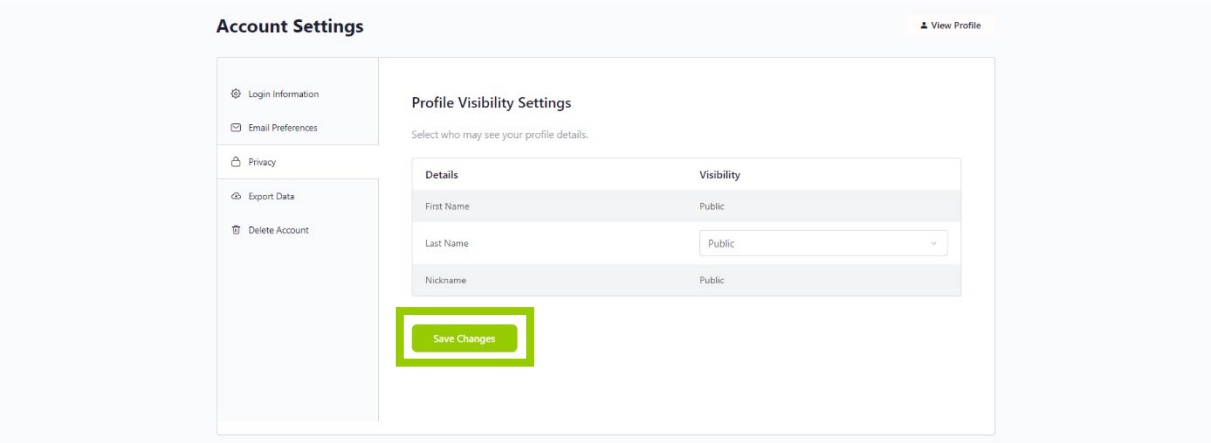
5.3.2 "Email Preferences" tab

In the "Email Preferences" tab, you can choose your email notification preferences by enabling/disabling notifications, mentions and the option to change your password. When you've enabled/disabled these settings as you like, you need to click on the button "Save Changes".



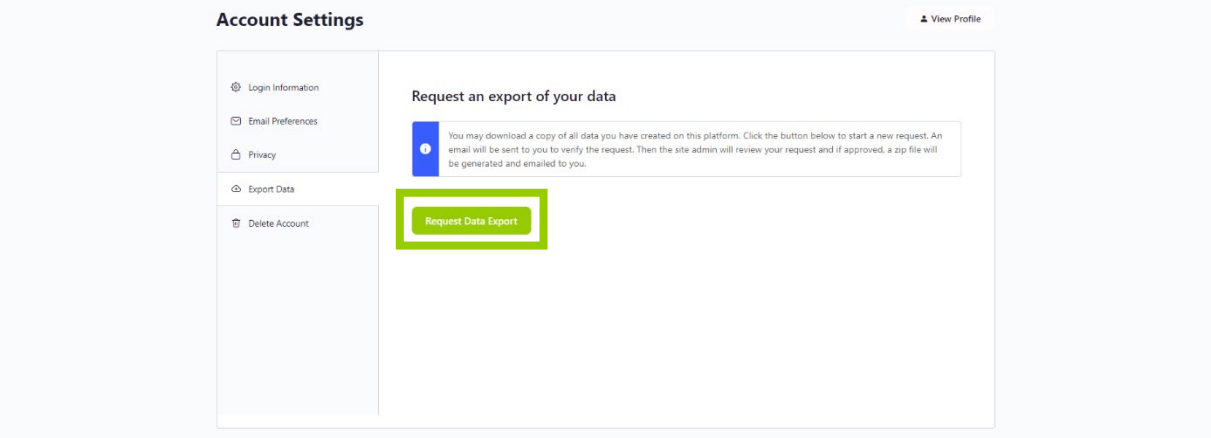
5.3.3 "Privacy" tab

In the "Privacy" tab, you can select who may see your profile details. When you've decided this, you need to click on the button "Save Changes".



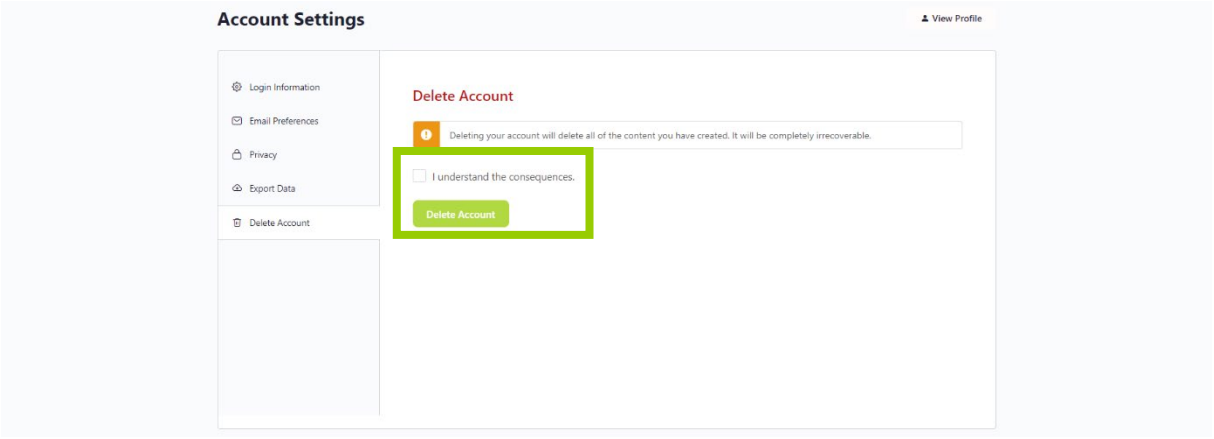
5.3.4 "Export Data" tab

In the "Export Data" tab, you can click on the button "Request Data Expert" if you want to download a copy of all data you have created on this platform.



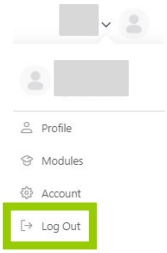
5.3.5 "Delete Account" tab

In the "Delete Account" tab, you need to select "I understand the consequences." and click on the button "Delete Account" if you want to delete your account (and all the content you have created on the website).



5.4 Logging out

Click on the menu item "Log out".



You are now logged out of the platform and you will get redirected to the home page.