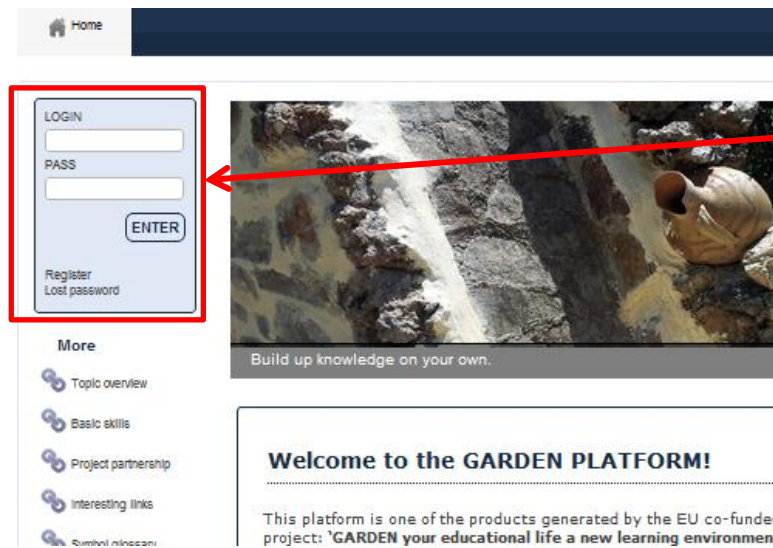


# PLATFORM USER MANUAL

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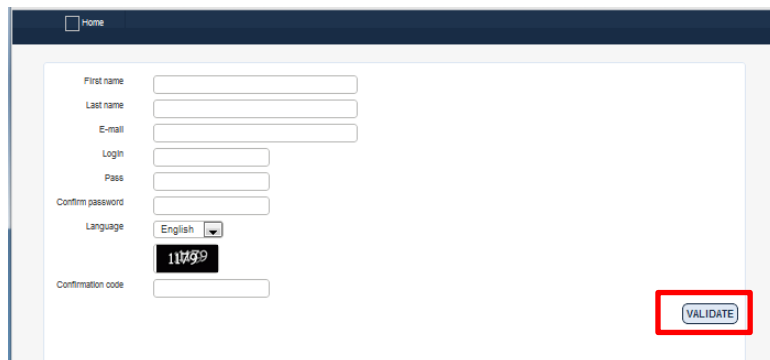
# 1. REGISTRATION AND PROFILE SETTINGS

## REGISTRATION



If you would like to use the GARDEN platform, it is necessary that you register. Click on the "Register" link to create your profile.

Registration is free of charge and not binding. Your data will not be handed to third parties or used for commercial purposes. Upon request, your user profile can be deleted.



Enter your data as requested:

- **First name**
- **Last name**
- **E-Mail address**  
Messages from the platform will be sent to this address
- **Login**  
Choose as you wish
- **Pass (word)**  
Combine letters, numbers and characters to increase security
- **Language**  
presently various language versions are available. Please note that some of the activities are only accessible in the language in which they were created.
- **Confirmation code**  
Enter the code shown in the black box.

### NOTE:

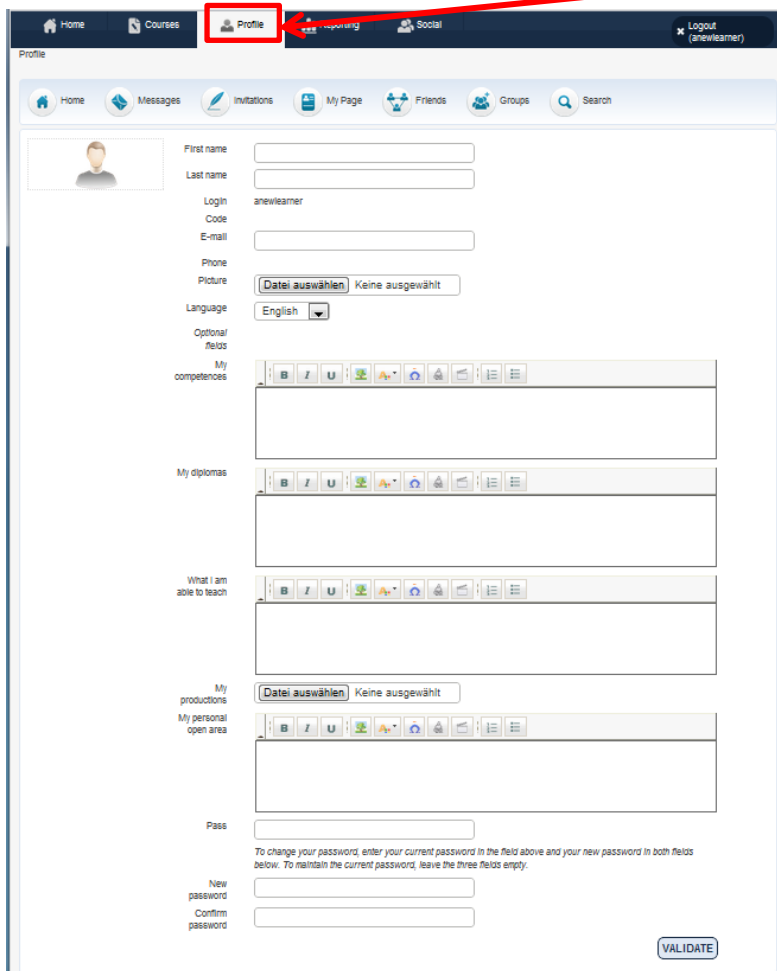
Users are registered as "LEARNERS" with restricted editing rights.

If you wish to register as a "TRAINER", please contact the platform administration for requesting admittance as such. Trainers have enlarged editing rights i.e. they can create courses.

Press "VALIDATE" when you are have entered all your information.

You will then receive an email with the confirmation of your registration.

## CHANGE OR UPDATE YOUR PROFILE



Update or change settings in your user profile by selecting the "PROFILE" tab in the navigation bar.

These items can be modified by users:

- First + Last name
- Email address
- Language
- Password

Furthermore, you may enter:

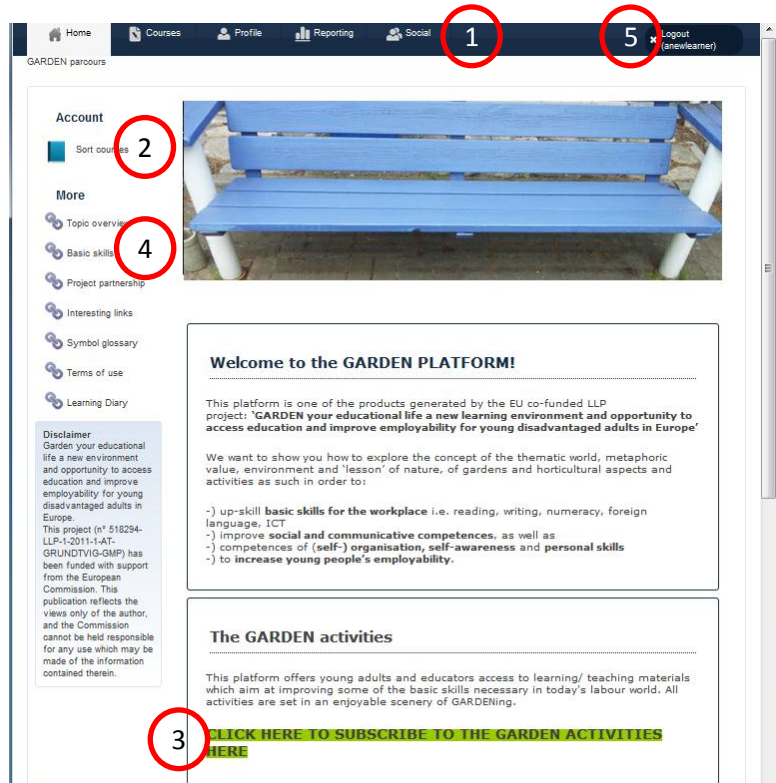
- your competences
- diplomas
- information about the things you are able to teach
- upload documents
- personal information

Click on "VALIDATE" to confirm your changes. If you do not click on this button, your changes will not be saved.

## 2. ORIENTATION AND NAVIGATION

### GENERAL OVERVIEW

After logging in to the GARDEN platform, you will reach the HOME site of the platform.



#### NOTE:

For reasons of platform programming, the activities which can be accessed on this platform are described as „COURSES“.

In the **navigation bar (1)**, you find the areas of the platform. These are:

- **Courses**  
Subscribe and sort your garden activities here.
- **Profile**  
Change or update your profile settings.
- **Reporting**  
Have a look at the activities you have accessed and how much time you have spent on them.
- **Social**  
Interact with other GARDEN users by joining certain discussion groups or by sending and receiving messages through the platform.

“**SORT COURSES**” (2) will take you to the option to sort the courses you are subscribed to. There, you will also find the option to subscribe to further courses.

If you wish to go to the area where you can **directly subscribe to courses**, click on the **text with the green background (3)**.

The **links on the left side (4)** will take you to sites with specific information about:

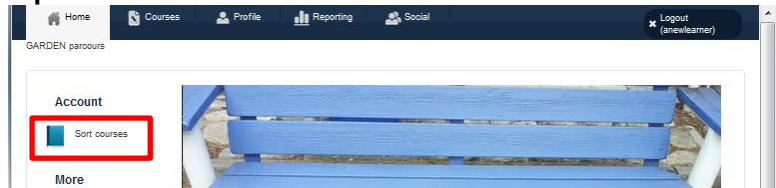
- Topic overview
- Basic skills addressed
- Project partnership and contact details
- Interesting links
- Symbol glossary
- Terms of use
- Learning diary

If you wish to close your session click on the “**LOGOUT**” button (5) in the upper right corner.

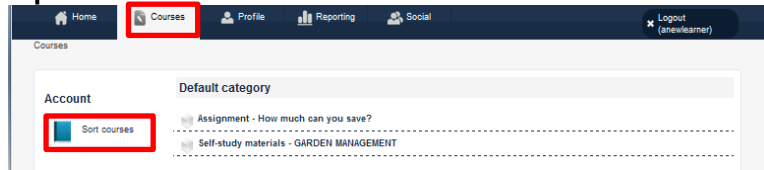
## SUBSCRIBE TO AN ACTIVITY/COURSE

### 1.A) Access subscription through option A or B

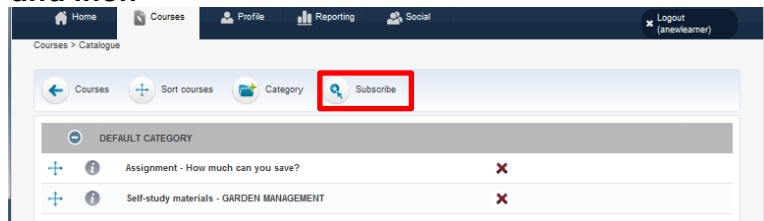
#### Option A



#### Option B



#### and then



If you wish to access an activity, you have the following options.

1. A trainer or platform administrator subscribes you to an activity.
2. You actively subscribe to an activity.

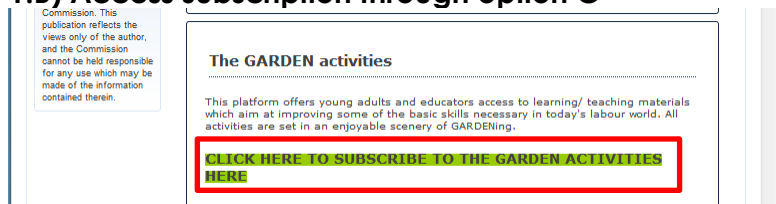
For actively subscribing to an activity, you need to access the subscription page. These two options take you there:

- A Click on **"SORT COURSES"** on the HOME site or
- B Click on **"COURSES"** on the HOME site and then on **"SORT COURSES"**

Both options will take you to the next site.

Whether you choose A or B, you will then need to click on **"SUBSCRIBE"** to get to the subscription page.

### 1.B) Access subscription through option C



#### Option C

takes you directly to the subscription page.

Click on the link with the green background on the HOME site.

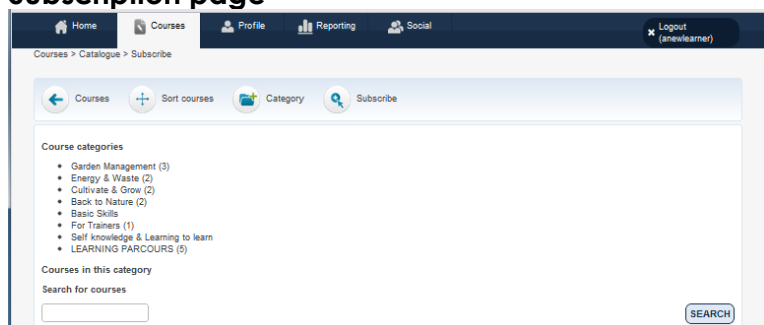
View the subscription page on the left.

The materials on this platform are arranged by categories:

- **GARDEN TOPICS:**
  - Garden Management
  - Energy and Waste
  - Cultivate and Grow
  - Back to Nature
- **Basic skills** (Communication, Mathematics & Problem solving, Social Skills & learn to learn, ICT)
- **Learning Parcours**
- **GARDEN Videos**
- **For trainers** (Materials are destined for trainers only)

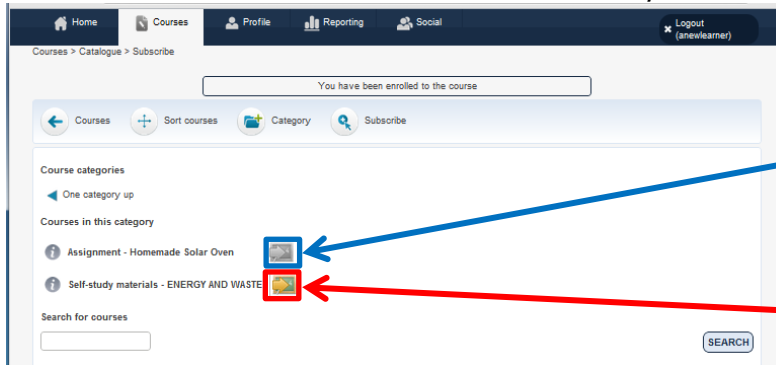
## 2. NEXT STEP FOR ALL OPTIONS

### Subscription page



Click on any of the „COURSE CATEGORIES“ to see which activities there are available for each category.

### 3. THE FINAL STEP - SUBSCRIBE TO AN ACTIVITY/COURSE

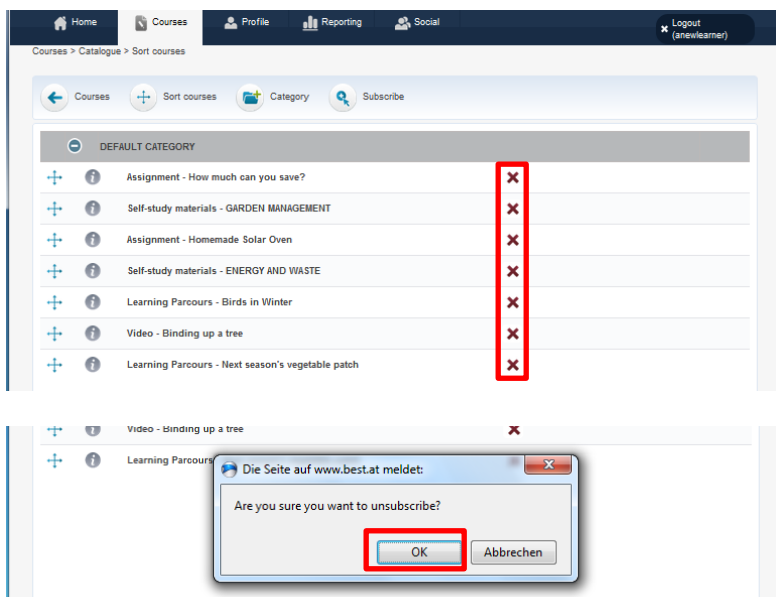


Once you have entered a category, the programme will show you all courses that are available for this category.

If the symbol appears grey, it means that you have already subscribed to it.

Click on the symbol with the yellow arrow to subscribe.

### UNSUBSCRIBE FROM AN ACTIVITY

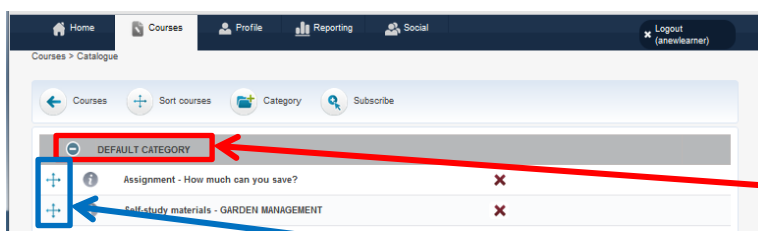


If you no longer want to be subscribed to an activity, click on SORT COURSES in the COURSES area.

By clicking on the red cross, you can unsubscribe from any activity.

You need to confirm your choice by clicking on "OK" when you are asked if you are sure that you want to unsubscribe.

### SORTING COURSES



You may sort the courses you are subscribed to. It is possible to create individual categories or rearrange their order.

Click into the "DEFAULT CATEGORY" text to rename the category.

Drag and drop the activities by clicking on the arrows pointing in 4 directions. Other users will not be affected or able to see your adjustments.

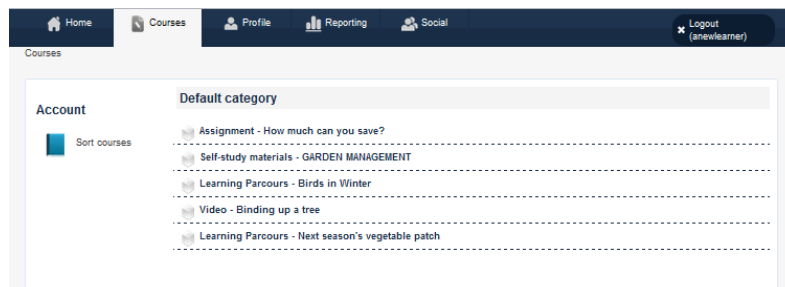


### 3. THE GARDEN ACTIVITIES

#### ACCESS AN ACTIVITY

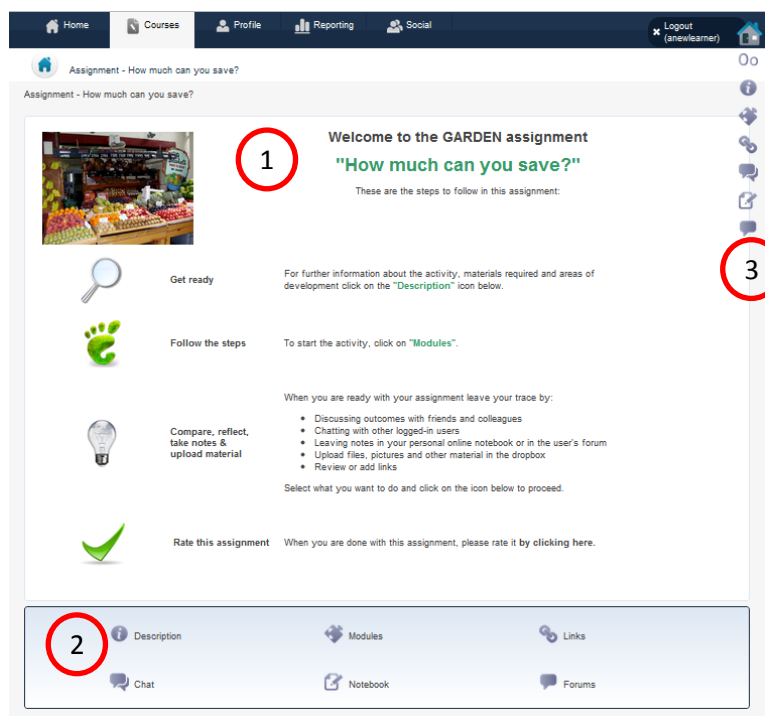
There are several different types of activities. Follow the instructions for each activity.

- Assignments
- Self-Study materials
- Learning Parcours
- Videos



If you wish to access an activity, click on the COURSES tab in the navigation menu and click on the activity you wish to do.

#### ASSIGNMENTS



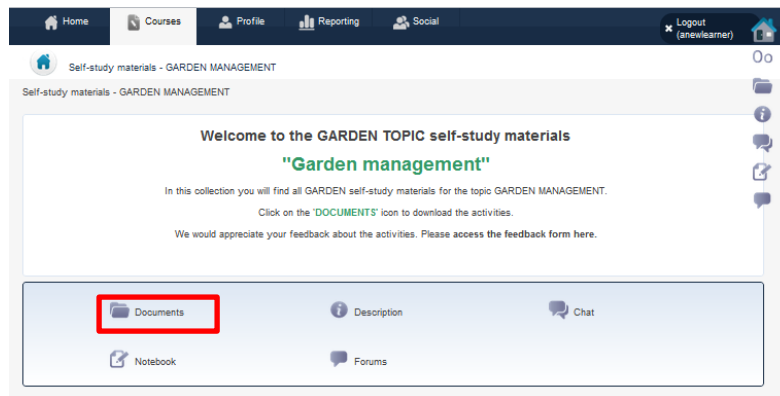
The activity is described on the first page of the course (1).

The icons on the bottom (2) take you to specific areas of this activities:

- **Description** contains an abstract and the competences developed through this activity
- **Chat** provides the opportunity to chat to other people active in this activity.
- **Modules** contain the steps to be realised in this activity.
- **Notebook** is an option to take private notes.
- **Links** may contain activity-specific information
- **Forums** provide an opportunity to share your learning experience.

The icons on the right side (3) grant direct access to the same options described above.

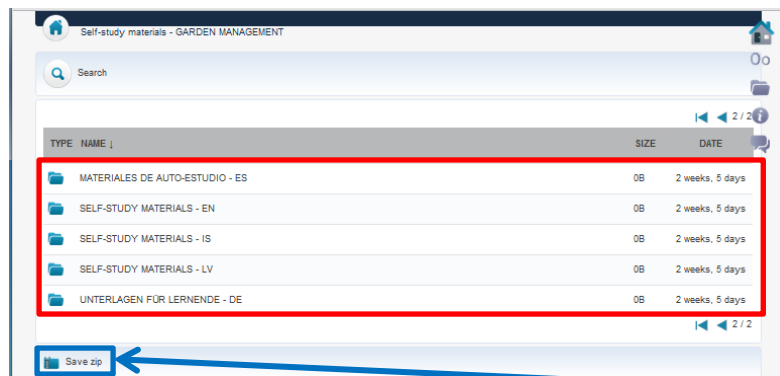
## SELF-STUDY MATERIALS



There are topic related and basic skill related self-study materials.

The icons are generally the same as in all other courses/activities.

Click on DOCUMENTS to view or download the self-study materials.



Find the materials in your language in the respective folder.

Click on the folder to open the activities.

Choose any activity you like and it will open the materials in the browser.

You may download all materials of this area at once by clicking on "SAVE ZIP".




The Self-Study Materials provide a short description of the activity and the materials required.

The learner can independently follow the steps described in the PDF.

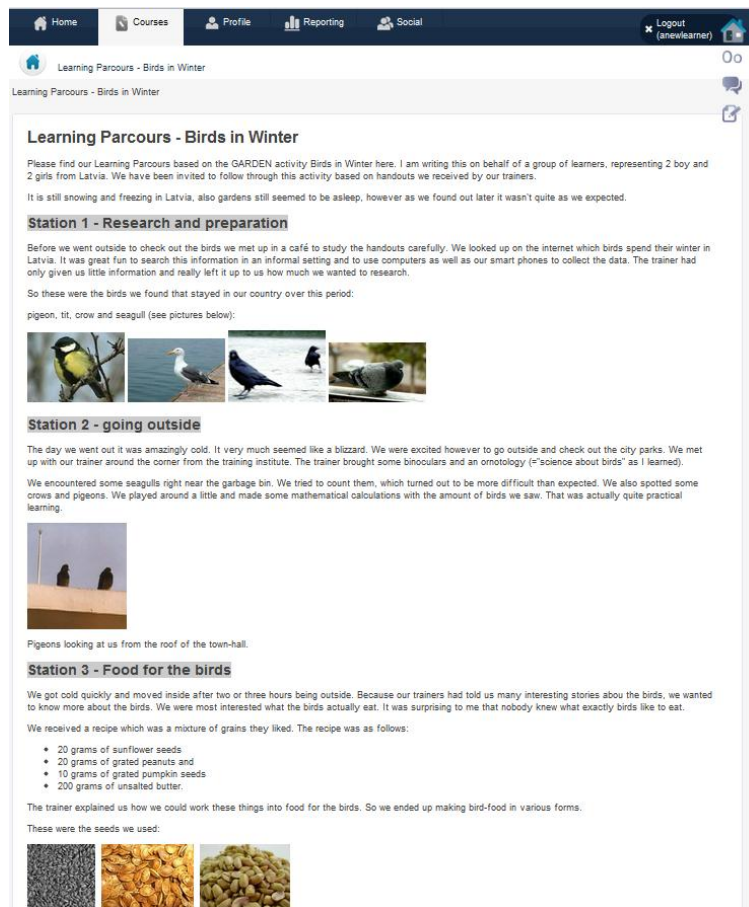
Leave the PDF by clicking on the return button in your browser.

To go back to the overview,

click on the  symbol in the upper left corner. You can then navigate via the tabs in the navigation menu.



## LEARNING PARCOURS

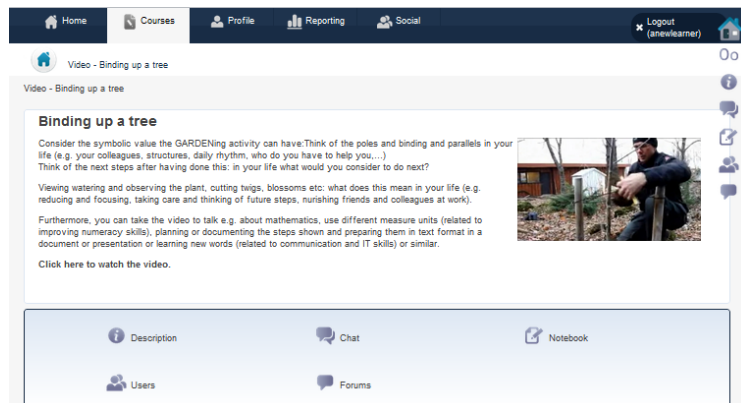


The screenshot shows a user interface for 'Learning Parcours - Birds in Winter'. The top navigation bar includes 'Home', 'Courses', 'Profile', 'Reporting', 'Social', and 'Logout (new learner)'. The main content area is titled 'Learning Parcours - Birds in Winter' and contains a text-based learning activity. The text describes a project in Latvia where learners, representing 2 boys and 2 girls, studied birds in winter. It includes sections for 'Station 1 - Research and preparation', 'Station 2 - going outside', and 'Station 3 - Food for the birds'. Station 1 mentions looking up information on the internet. Station 2 describes going outside to observe birds. Station 3 lists a recipe for bird food: 20 grams of sunflower seeds, 20 grams of grated peanuts, 10 grams of grated pumpkin seeds, and 200 grams of unsalted butter. There are three small images: a pigeon, a tit, and a crow. The interface also shows a sidebar with icons for chat, social media, and a notebook.

Learners document their GARDEN experience in Learning Parcours.

They share pictures and describe what they have learned on a personal and professional level in a direct and metaphoric way.

## GARDEN VIDEOS



The screenshot shows a user interface for 'Videos - Binding up a tree'. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Video - Binding up a tree' and contains a video player. The video is titled 'Binding up a tree' and shows a person working on a tree. The text below the video describes the activity, mentioning the symbolic value of the GARDENING activity and the importance of planning and documenting steps. It also includes a link to watch the video. The interface also shows a sidebar with icons for chat, social media, and a notebook.

Some videos can inspire activities which can be performed alone or in a group.

The instructions are included in the activity introduction.

## 4. SHARE YOUR GARDEN EXPERIENCE

There are two ways of sharing your GARDEN EXPERIENCE

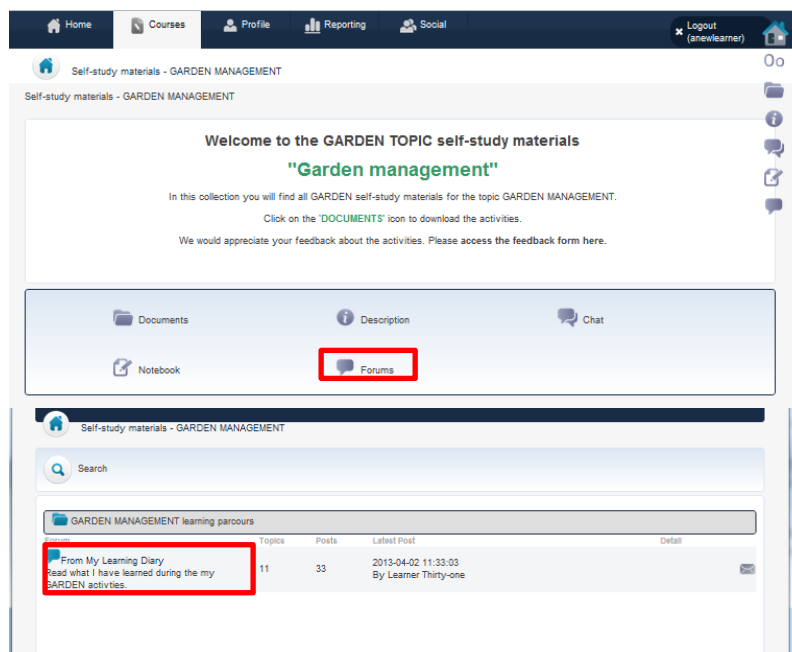
- 1.) The preferred and best way to share your GARDEN experience is by creating a LEARNING PARCOURS

*Note:*

*At the moment, learners need to send their documentation to trainers who are permitted to put them online.*

- 2.) Learners can keep their LEARNING DIARIES and leave comments in the FORUM (see explained below).

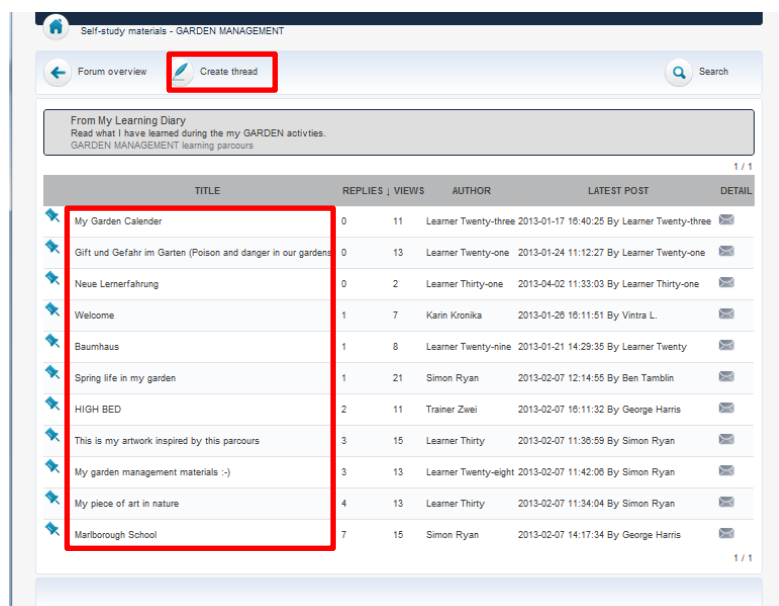
## LEAVE A COMMENT IN A FORUM



Click on FORUMS to enter a comment.

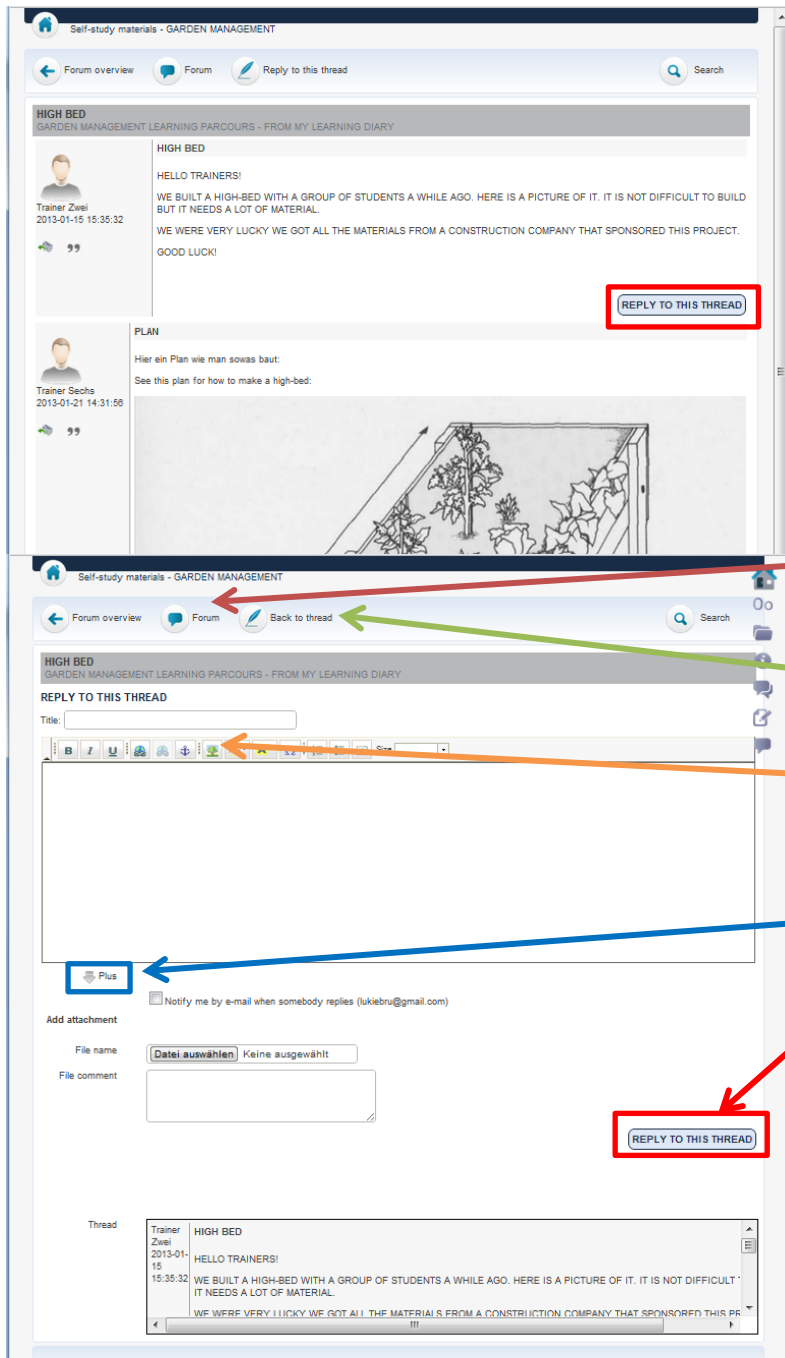
*Note: Users may see more active icons. See the SYMBOL GLOSSARY on the platform for further explanation.*

Because we want the platform users to get a good overview, we would ask all users to enter their comments into the forum called "FROM MY LEARNING DIARY" Click on the button to access it.



Click on any of the "THREADS" that interest you.

It is possible to create your own thread by clicking on "CREATE THREAD".



All users can leave comments in existing threads.

Click on "REPLY TO THIS THREAD" to add your comment, a text, upload a file, etc.

Add a text and edit it to your liking.

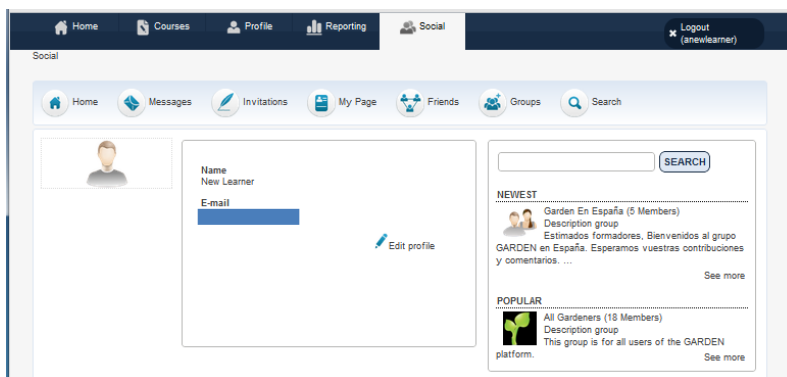
Click on "FORUM" to get back to the thread overview.

"BACK TO THREAD" takes you to the entries within this thread.

Insert pictures to the text. When you do so, make sure the width does not exceed 800 pixels. If you click on the "PLUS" button, you may upload attachments.

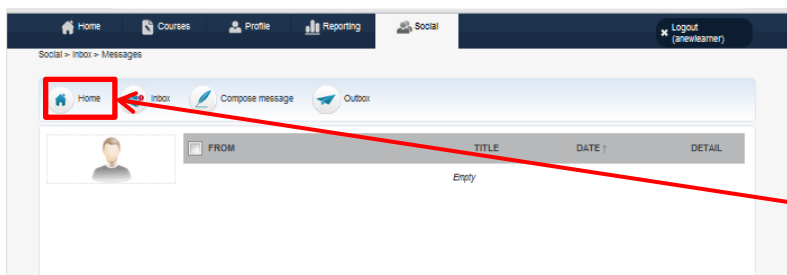
Confirm your entry by clicking on "REPLY TO THIS THREAD".

## 5. SOCIAL INTERACTION



Under the tab "SOCIAL", users of the GARDEN PLATFORM have the opportunity to communicate and share information via the platform.

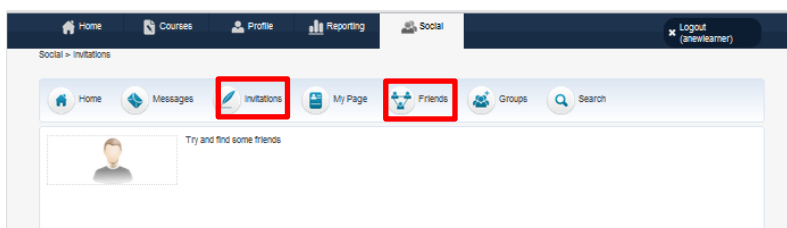
To access this area of interaction, click on the "SOCIAL" tab in the navigation menu.



### MESSAGES

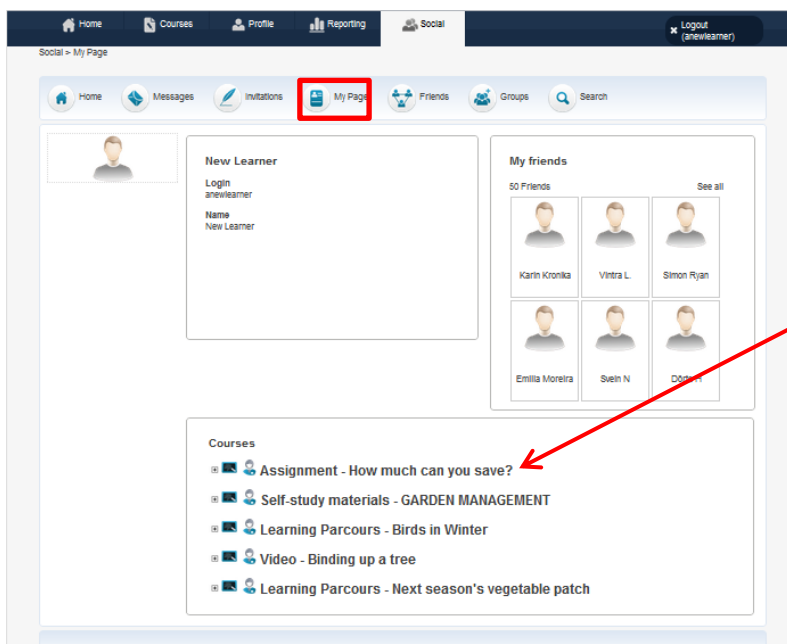
- Write and receive messages to/from others registered in the platform

By clicking on the "HOME" button, you return to the "SOCIAL" menu.



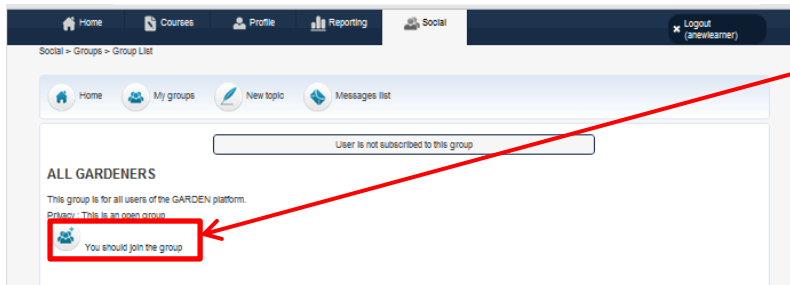
### INVITATIONS & FRIENDS

- Directly connect to other platform users
- Search people
- See an overview of your "friends"



### MY PAGE

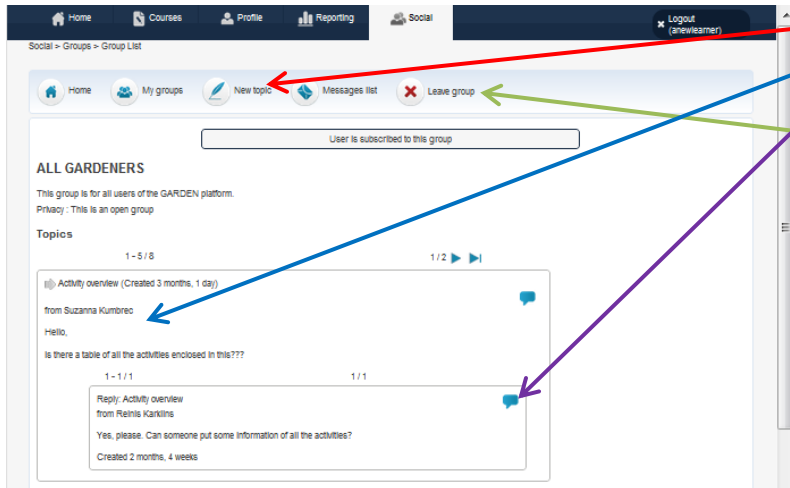
- See who you are connected to
  - Get an overview of the activities you are subscribed to, directly access personal entries or see changes.
- To do so, it is necessary to click on the course.



## GROUPS

- Join a group to leave general comments or to generally discuss and share things referring to the project.

Note: Some groups are restricted to certain user groups. The administrator needs to validate the users.



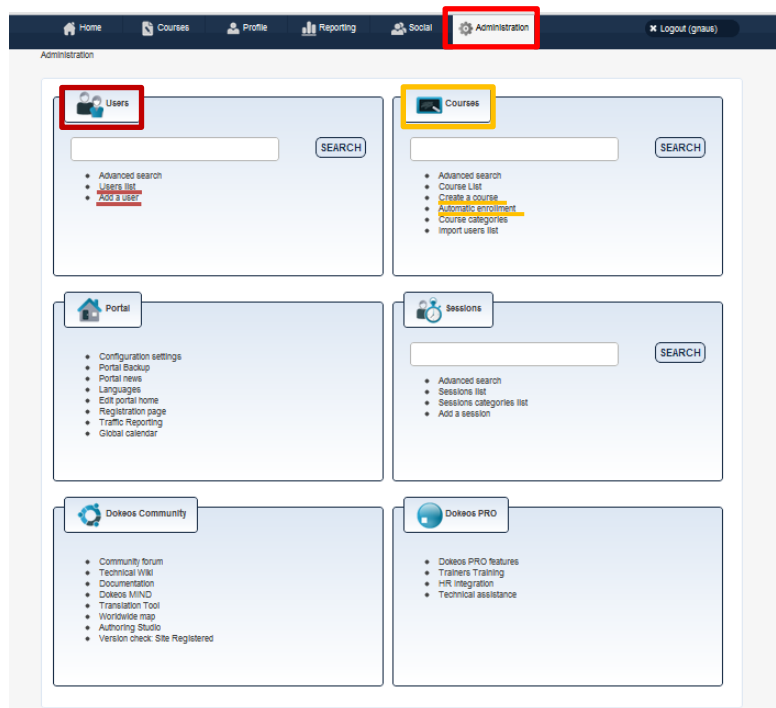
- Open a new topic
- Read what others wrote
- Reply to others' comments
- Leave the group

## 6. ADDITIONAL INFORMATION SPECIFICALLY FOR TRAINERS

This part of the platform user manual contains instructions for users registered as “trainers”.

We recommend that trainers carefully read and understand all explanations given in the previous sections.

### ADMINISTRATION



For trainers, an additional tab called “ADMINISTRATION” is visible.

Only the first two tiles, “USERS” and “COURSES”, are relevant for standard trainers. Within these areas, only a few functions are relevant. They are:

- Create a course
- Automatic enrolment
- User list
- Add a user (adjust profile)

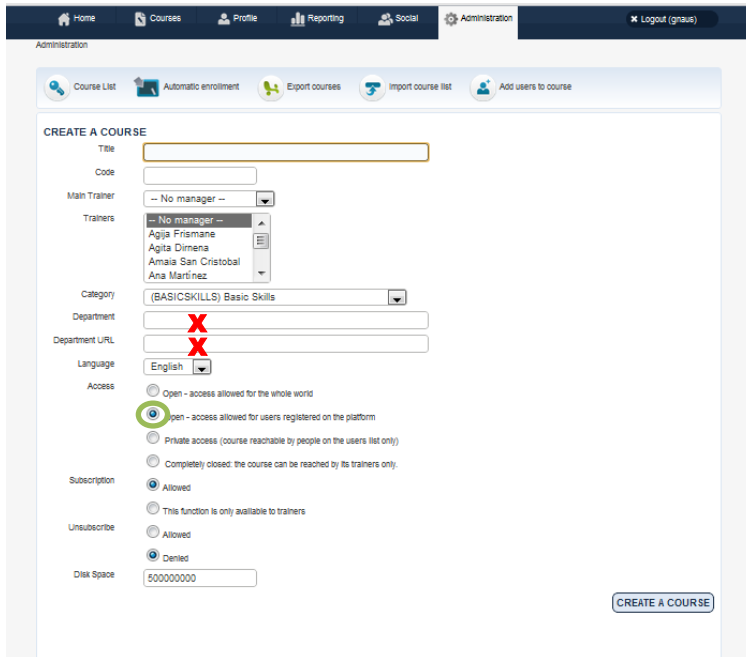


## CREATE A COURSE

There are two ways to create a course:

- ➔ Via the "ADMINISTRATION" tab OR
- ➔ Via the "COURSES" TAB

### Via the ADMINISTRATION tab – Click on "Create a course"



Note:

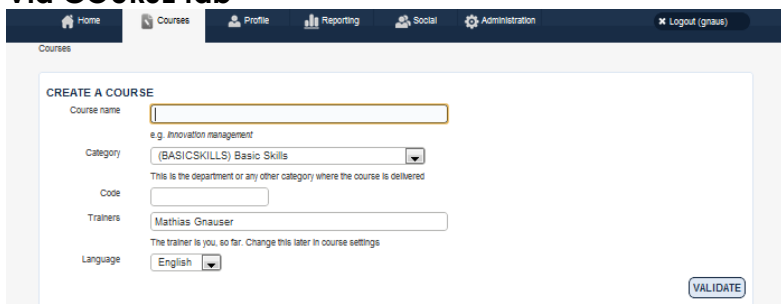
TITLE - A course should be created in any of these formats, which were also described above:

- ASSIGNMENTS
- LEARNING PARCOURS
- VIDEOS

Please follow the examples of existing courses!

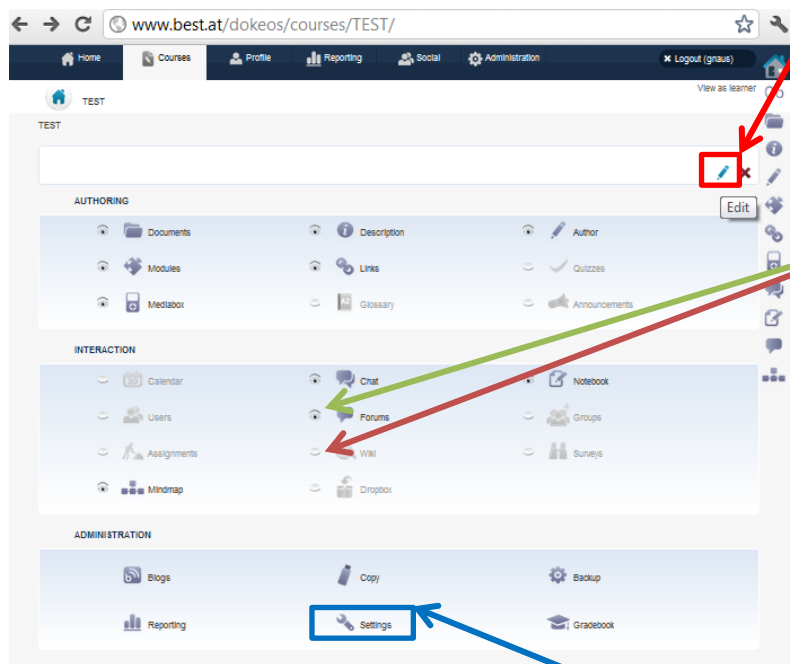
- SELF STUDY MATERIALS are to be modified by partners only.
- CODE – there should be no spaces included in the code
- CATEGORY – choose what applies the most
- DO NOT MODIFY "department" or "department URL"
- ACCESS – set courses as "OPEN – access for users registered on the platform"


### Via COURSE tab





See above.

## EDIT A COURSE



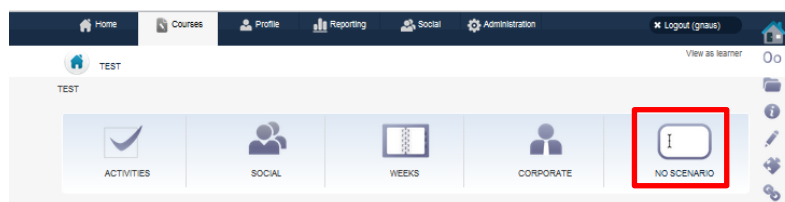
Click on  in order to edit the information in the Introduction.

When you describe a LEARNING PARCOURS, follow the examples which are already online.

By clicking on this icon , the tool will be made active or inactive  and therefore visible or not to the users.

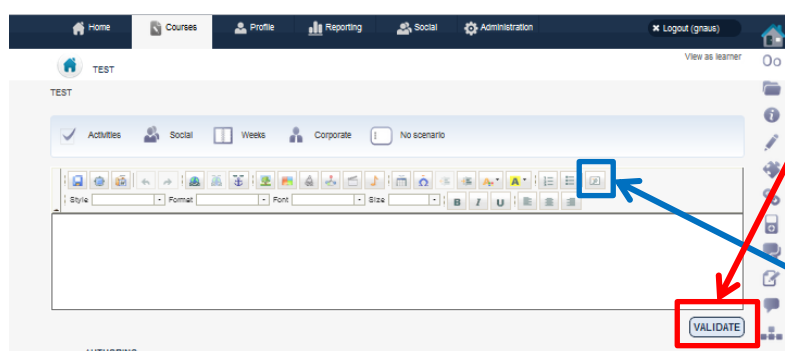
We recommend keeping these tools active:

- Forums
- Chat
- Notebook
- Description
- MODULES if you are creating an ASSIGNMENT



Click on "SETTINGS" to adjust title, code, access etc. Click on "NO SCENARIO" to write a new introduction text.

An online editor will open to enter information.



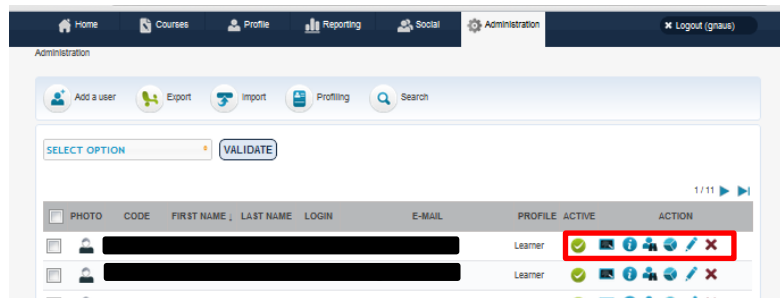
This is the editor view.

Make sure you click on "VALIDATE" when entering information. If you don't do so, changes won't be saved.

It is possible to enter the text in HTML-code style. Click on this button to do so.

## USERS

### User list



When accessing the user list, trainers can make certain adjustments.

✓ Users can be locked by clicking on this item. To unlock/reactivate them, it is necessary to click on the lock symbol that appears

See what courses this user is subscribed to.

See the profile information.

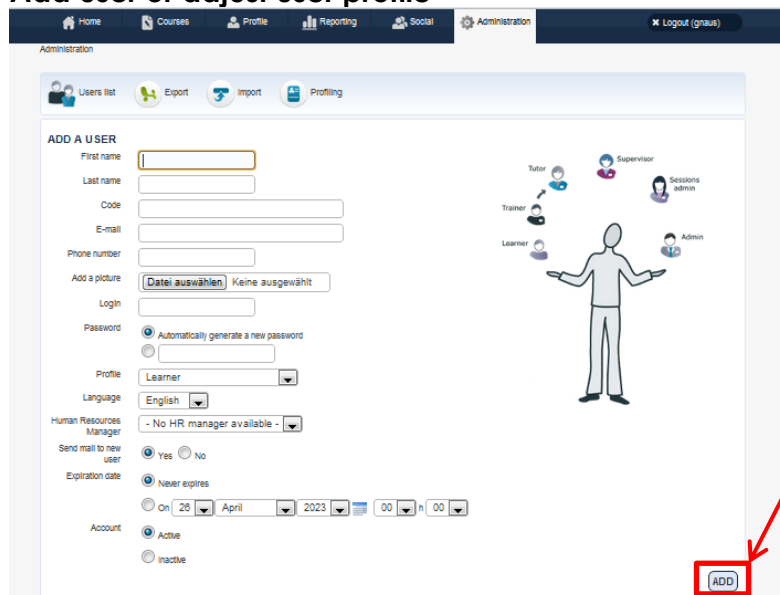
means "login as" - DO NOT USE THIS OPTION!

See status and activity report of this user.

Edit profile information.

Delete user.

### Add user or adjust user profile



You use the same surface to add a user or adjust a user profile.

Fill in the blanks

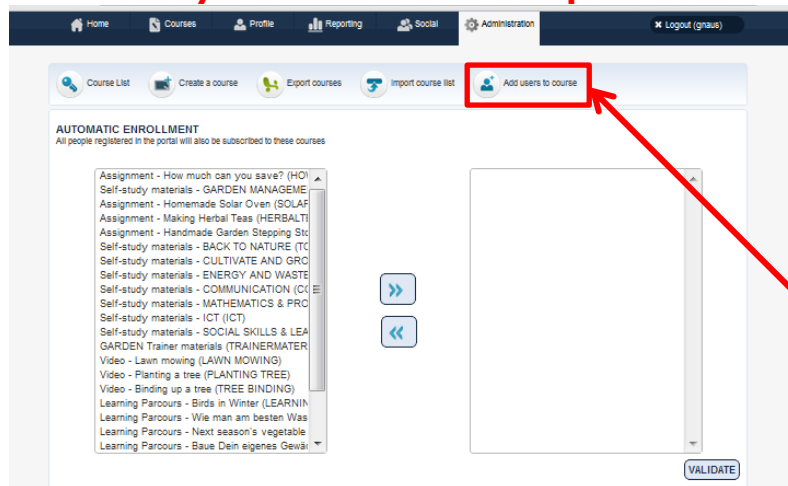
Do not assign "human resource manager" and make sure the user is registered as a "learner" or if applicable "trainer".

Confirm your entries or adjustments by clicking on "ADD" or "VALIDATE".

## AUTOMATIC ENROLMENT

### Option A

**Preferably do not use this option!**



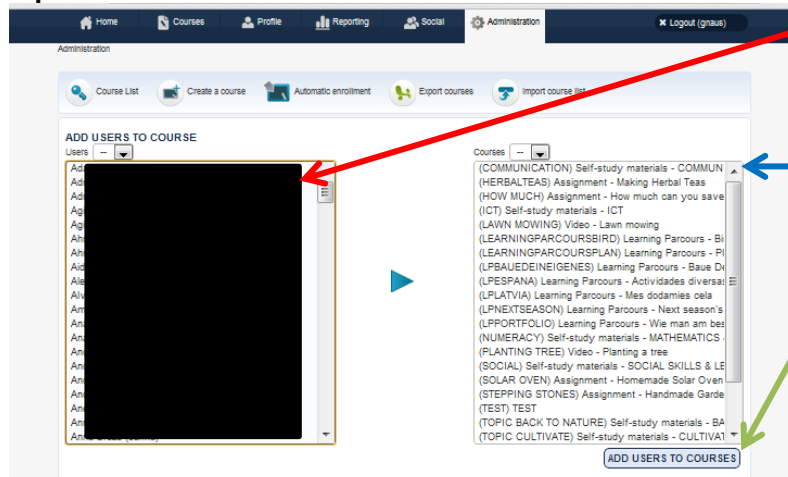
It is possible to subscribe

- A all users to a specific course
- B add selected users to a course

We recommend to do only **B: ADD SELECTED USERS TO A COURSE**

Click here to do so, once you are in ADMINISTRATION > AUTOMATIC ENROLMENT

### Option B



1.) Select the users on the left side by pressing CTRL + clicking on the users.

2.) Do the same on the rights side and choose the courses you want to add the users to.

Click on "ADD USERS TO COURSE" to confirm your selection.

**Be careful when doing this!**