



# VIP VALUES+

## Module 0: Training facilitators

How to create and manage an online course on the platform

## Content of Module 0:

- ❖ Registering
- ❖ Creating a course
- ❖ Managing a course
- ❖ Evaluation

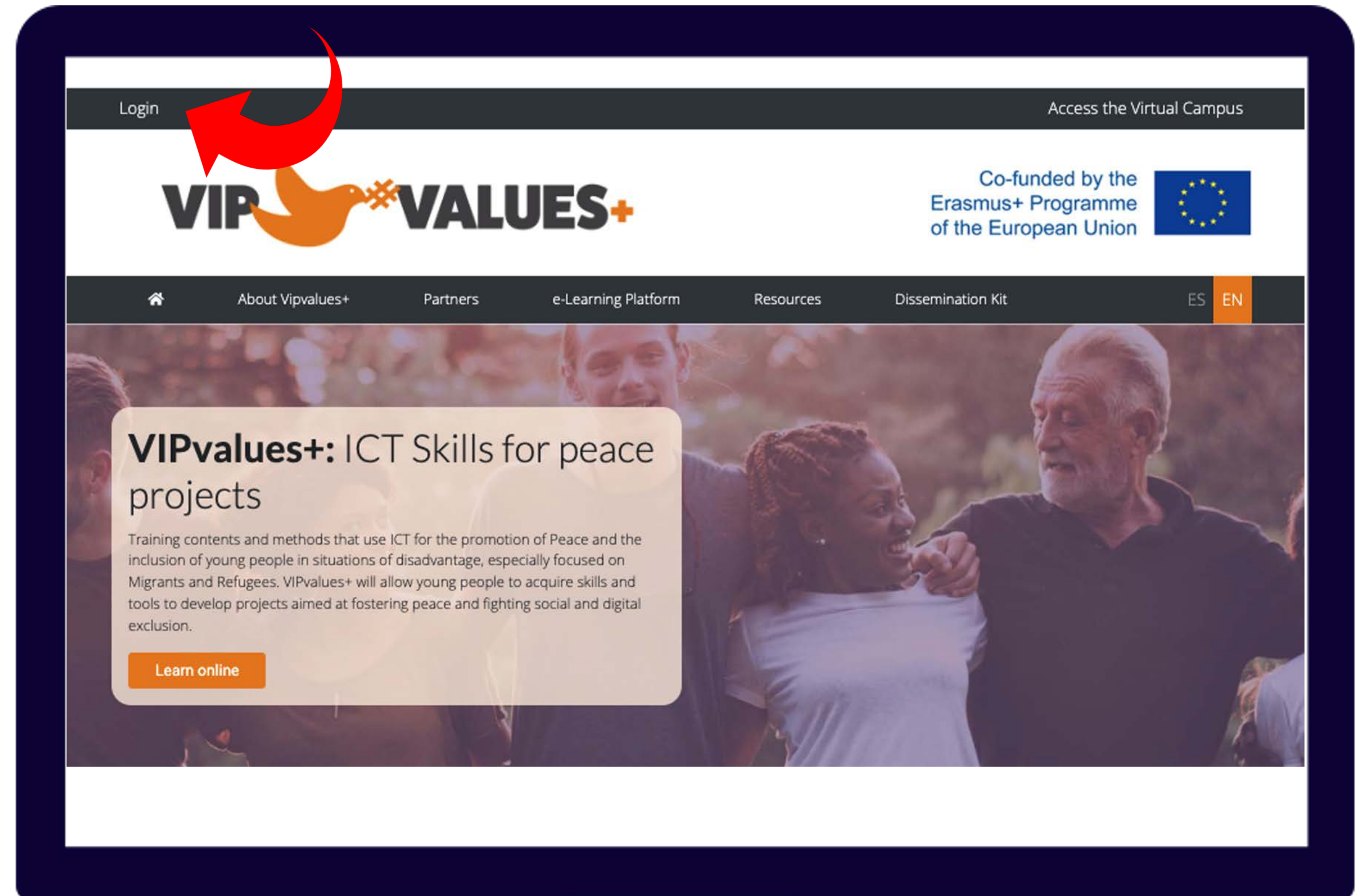


# REGISTERING

## Step 1: Registration at [vipvalues.org](https://vipvalues.org)

-Access the eLearning platform through the **Admin Login** at the **top left** of the website.

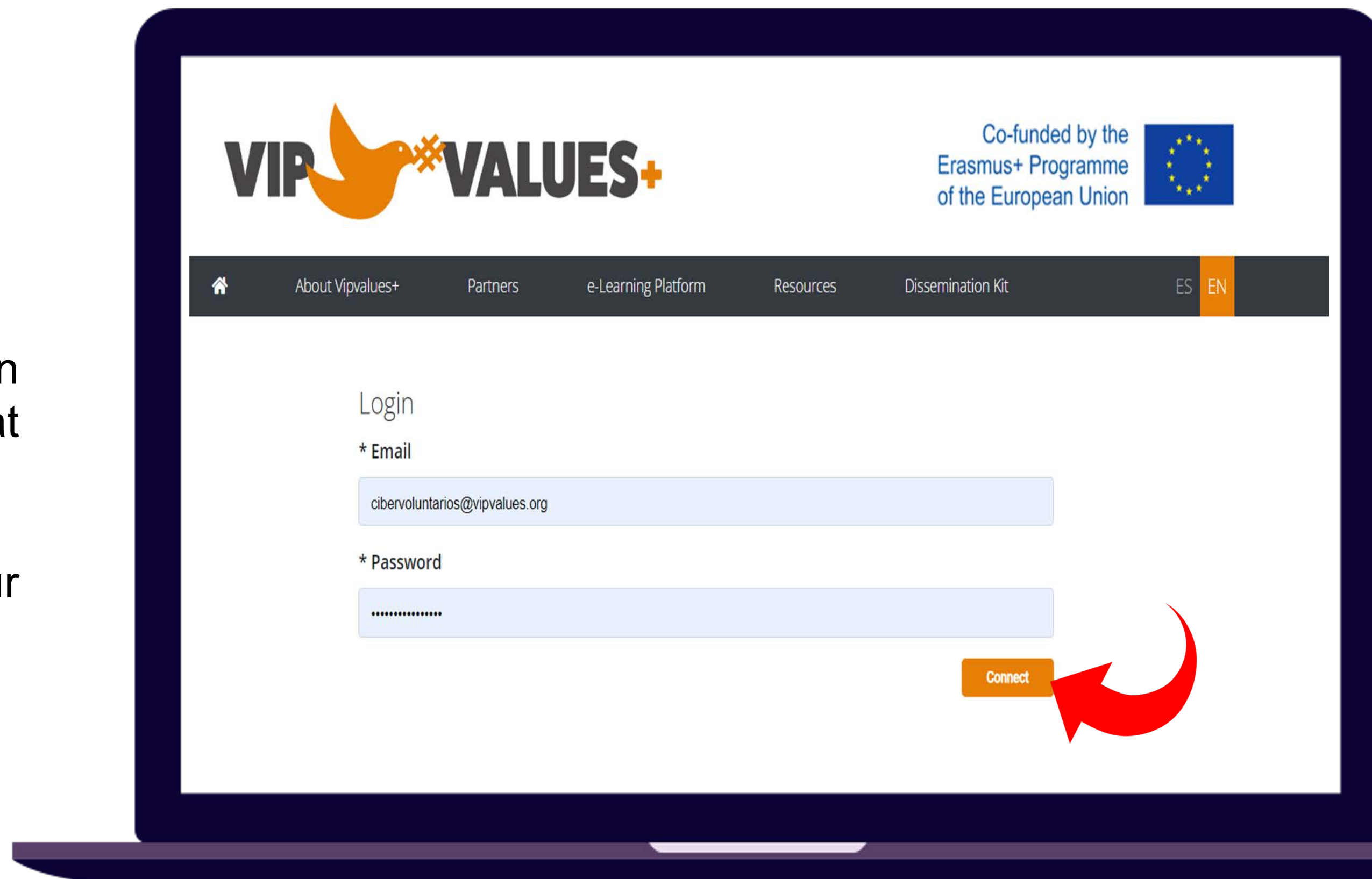
-The access to the virtual campus for students / participants is located at the top right of the website



## Step 1: Registration at [vipvalues.org](http://vipvalues.org)

-You must request an admin login and password at [info@vipvalues.org](mailto:info@vipvalues.org)

-Once received, enter your details in the login section



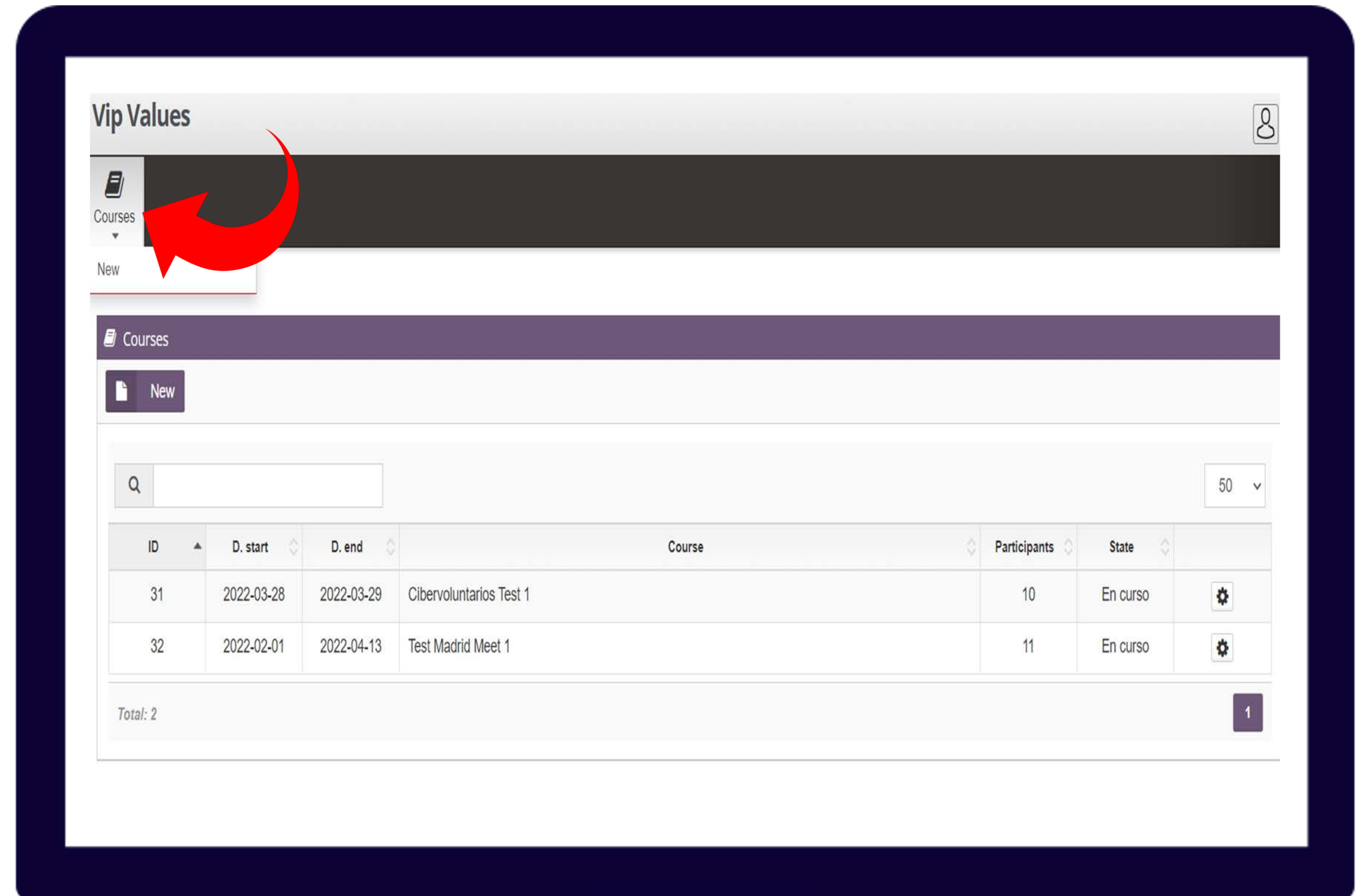
The screenshot shows the VIP VALUES+ website interface. At the top left is the logo. To the right, it says "Co-funded by the Erasmus+ Programme of the European Union" with the EU flag. Below this is a navigation bar with links: Home, About Vipvalues+, Partners, e-Learning Platform, Resources, Dissemination Kit, and language options ES and EN. The main content area is titled "Login" and contains two input fields: "\* Email" with the value "cibervoluntarios@vipvalues.org" and "\* Password" with masked characters. A "Connect" button is located below the password field, with a red arrow pointing to it.

# CREATING A COURSE



## Step 2: Creating a course at [vipvalues.org](http://vipvalues.org)

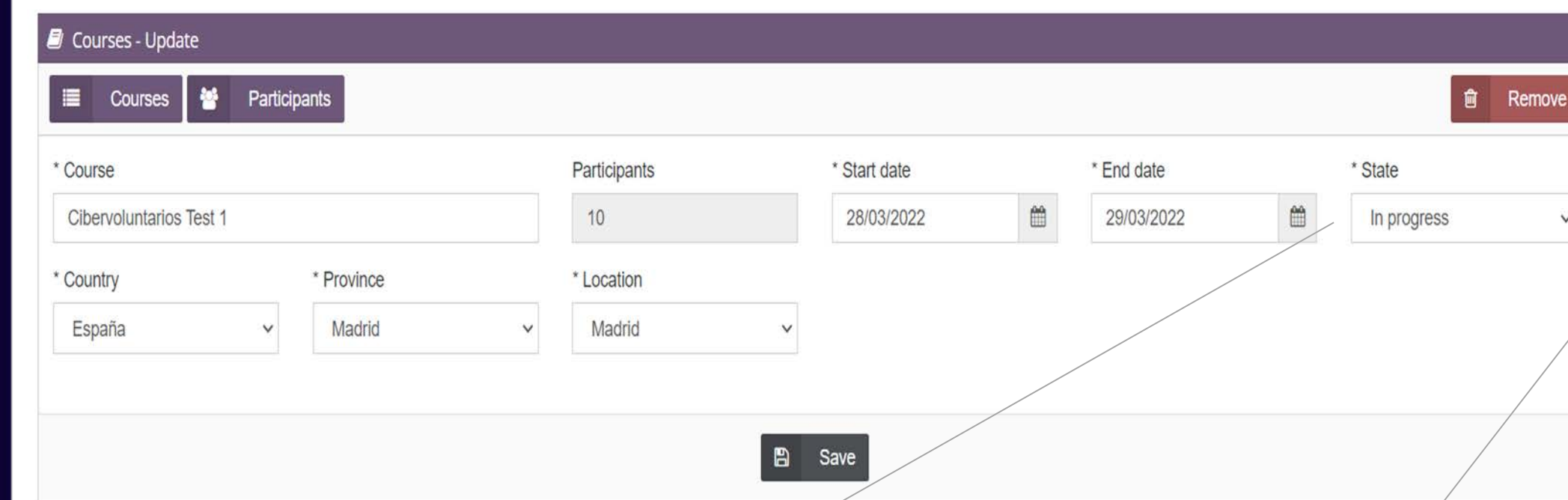
-Click on “courses” at the top left of the webpage and then on “new”

A screenshot of the Vip Values website interface. The top navigation bar includes the 'Vip Values' logo and a user profile icon. Below this, a dark grey sidebar contains a 'Courses' menu item with a dropdown arrow and a 'New' button. A red arrow points from the 'Courses' menu to the 'New' button. The main content area has a purple header with 'Courses' and a 'New' button. Below the header is a search bar and a table of courses. The table has columns for ID, D. start, D. end, Course, Participants, and State. Two courses are listed: 'Cibervoluntarios Test 1' (ID 31, 10 participants, En curso) and 'Test Madrid Meet 1' (ID 32, 11 participants, En curso). A 'Total: 2' summary is shown at the bottom of the table, with a '1' button next to it.

ID	D. start	D. end	Course	Participants	State
31	2022-03-28	2022-03-29	Cibervoluntarios Test 1	10	En curso
32	2022-02-01	2022-04-13	Test Madrid Meet 1	11	En curso

## Step 2: Creating a course at [vipvalues.org](http://vipvalues.org)

- Enter the info requested (name, date, place of the training)
- Pay attention to the “Status” info



Courses - Update

Courses Participants Remove

\* Course: Cibervoluntarios Test 1

Participants: 10

\* Start date: 28/03/2022

\* End date: 29/03/2022

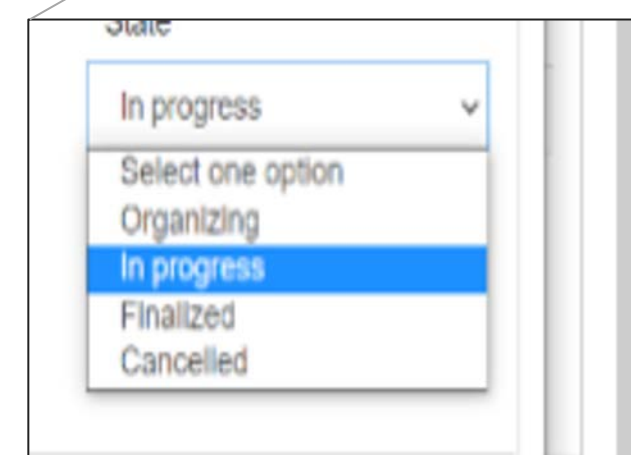
\* State: In progress

\* Country: España

\* Province: Madrid

\* Location: Madrid

Save



State

- In progress
- Select one option
- Organizing
- In progress
- Finalized
- Cancelled

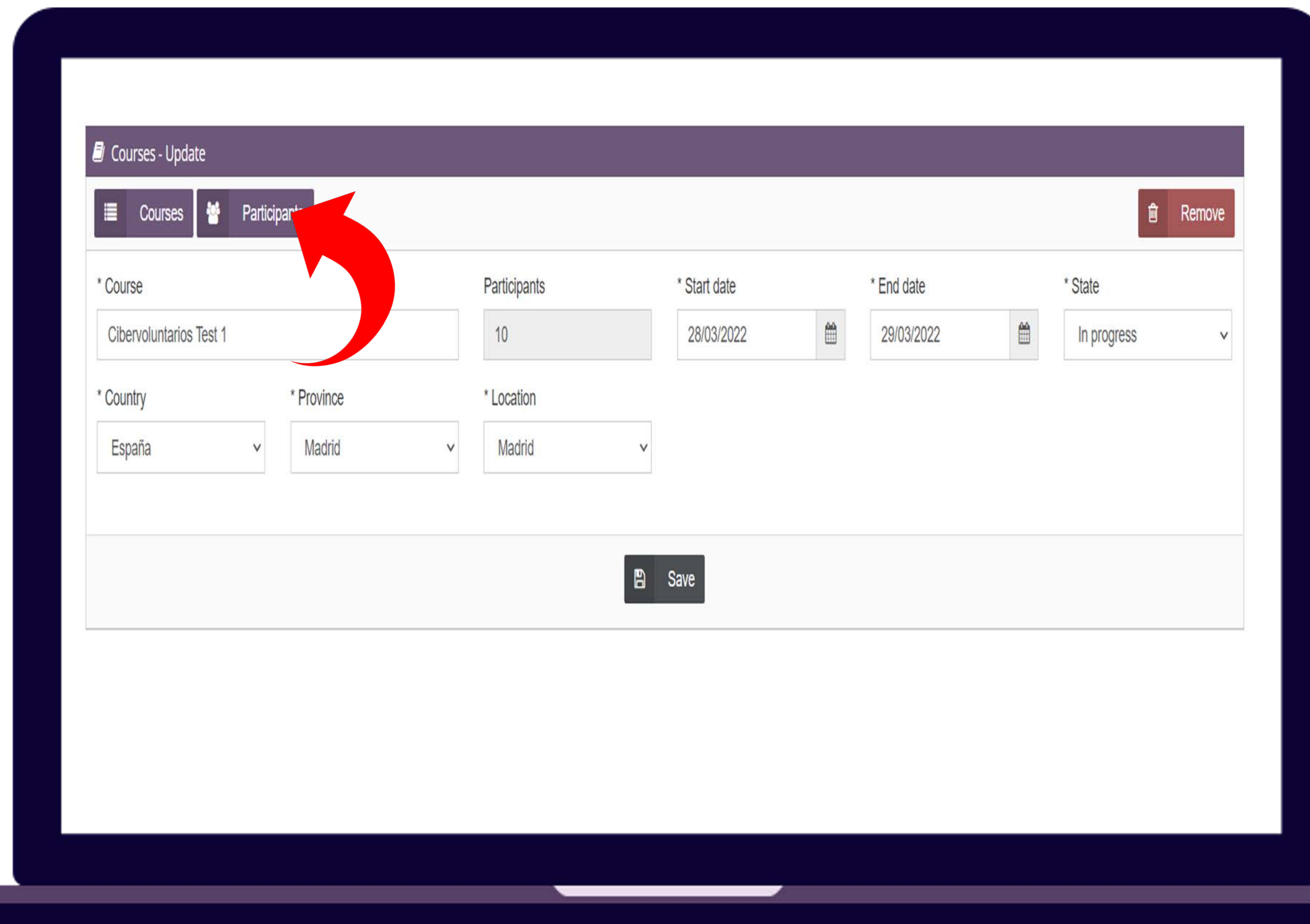


## Step 2: Creating a course at [vipvalues.org](http://vipvalues.org)

-By clicking on “participants” you will access the codes that you must give to each participant.

Advice: keep track of the correspondence between codes and participants, in case of any issue.

-You may also modify or delete the course from here.



Courses - Update

Courses Participants Remove

* Course	Participants	* Start date	* End date	* State
Cibervoluntarios Test 1	10	28/03/2022	29/03/2022	In progress
* Country	* Province	* Location		
España	Madrid	Madrid		

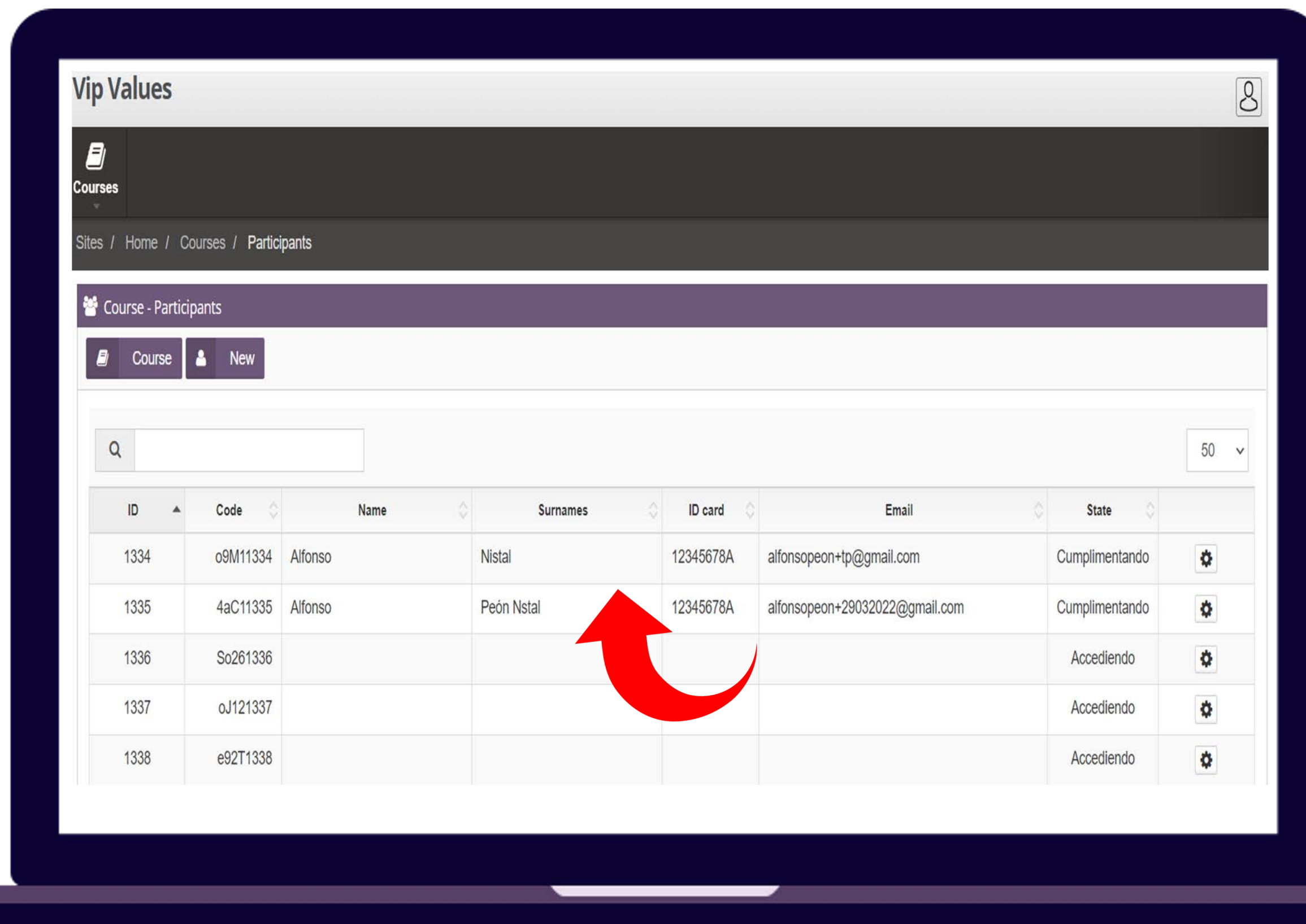
Save

## Step 2: Creating a course at [vipvalues.org](http://vipvalues.org)

-Once they register, you will be able to see their details at this section

-You can monitor registrations from here

-To access each participant, you must click on the gearwheel icon at the right and click on “update”



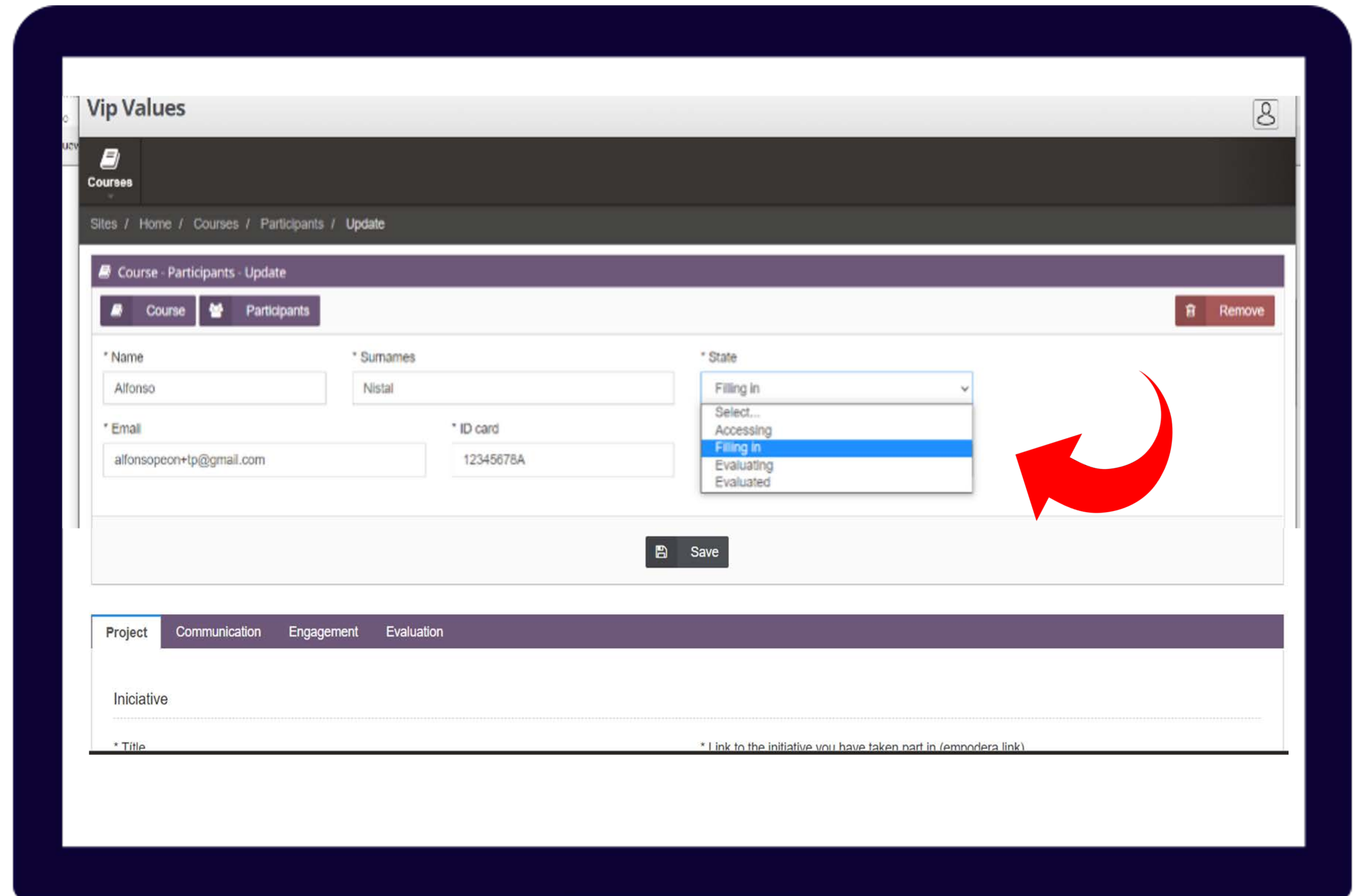
The screenshot shows the 'Vip Values' interface for 'Course - Participants'. It features a search bar, a table of participants, and a 'New' button. The table has columns for ID, Code, Name, Surnames, ID card, Email, and State. A red arrow points to the gearwheel icon in the 'State' column of the second row.

ID	Code	Name	Surnames	ID card	Email	State	
1334	o9M11334	Alfonso	Nistal	12345678A	alfonsopeon+tp@gmail.com	Cumplimentando	⚙️
1335	4aC11335	Alfonso	Peón Nstal	12345678A	alfonsopeon+29032022@gmail.com	Cumplimentando	⚙️
1336	So261336					Accediendo	⚙️
1337	oJ121337					Accediendo	⚙️
1338	e92T1338					Accediendo	⚙️

# MANAGING A COURSE

## Step 3: Managing a course at [vipvalues.org](http://vipvalues.org)

- You can see the info of each participant
- The participants' status will change automatically upon completion of the steps, except from the "evaluated" status, which we have to do manually



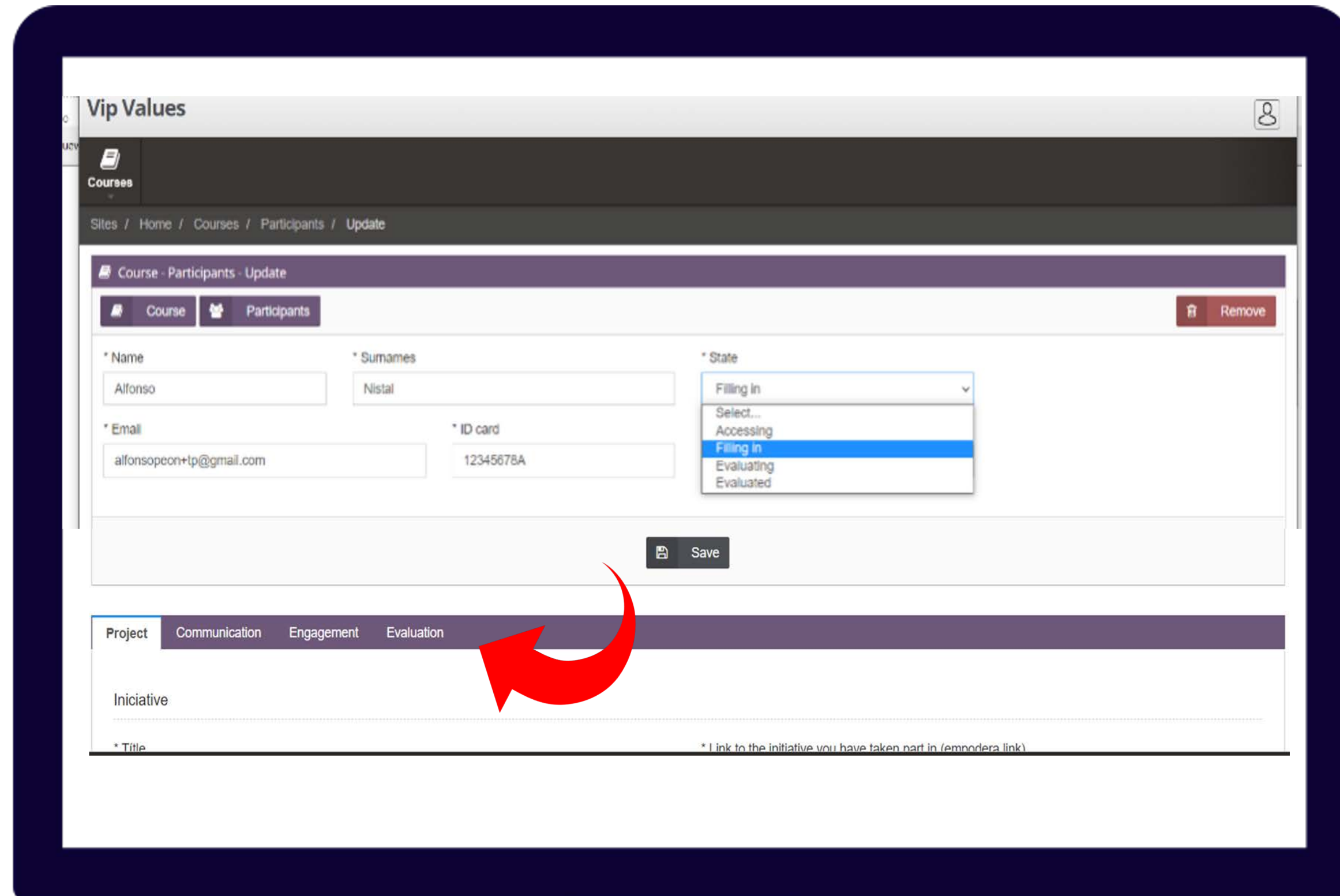
The screenshot shows the 'Vip Values' web application interface. The main heading is 'Vip Values'. Below it, there's a navigation bar with 'Courses' and a user profile icon. The breadcrumb trail is 'Sites / Home / Courses / Participants / Update'. The main content area is titled 'Course - Participants - Update' and has two tabs: 'Course' and 'Participants'. A 'Remove' button is in the top right. The form fields are: '\* Name' (Alfonso), '\* Surnames' (Nistal), '\* State' (a dropdown menu with 'Filling in' selected), '\* Email' (alfonsopeon+tp@gmail.com), and '\* ID card' (12345678A). A 'Save' button is at the bottom. Below the form, there's a 'Project' tab and a section for 'Initiative' with a title field and a note: '\* I link to the initiative you have taken part in (emmodera link)'. A red arrow points to the 'Filling in' status in the dropdown menu.

### Step 3: Managing a course at [vipvalues.org](http://vipvalues.org)

-The info on the initiative uploaded by the participant is located at the bottom frame.

-There are 4 different tabs, participants must fill in all of them:

- Project / initiative
- Communication
- Engagement
- Evaluation



Vip Values

Courses

Sites / Home / Courses / Participants / Update

Course - Participants - Update

Course Participants Remove

\* Name Alfonso \* Surnames Nistal \* State Filling in

\* Email alfonsopeon+tp@gmail.com \* ID card 12345678A

Select...  
Accessing  
Filling in  
Evaluating  
Evaluated

Save

Project Communication Engagement Evaluation

Initiative

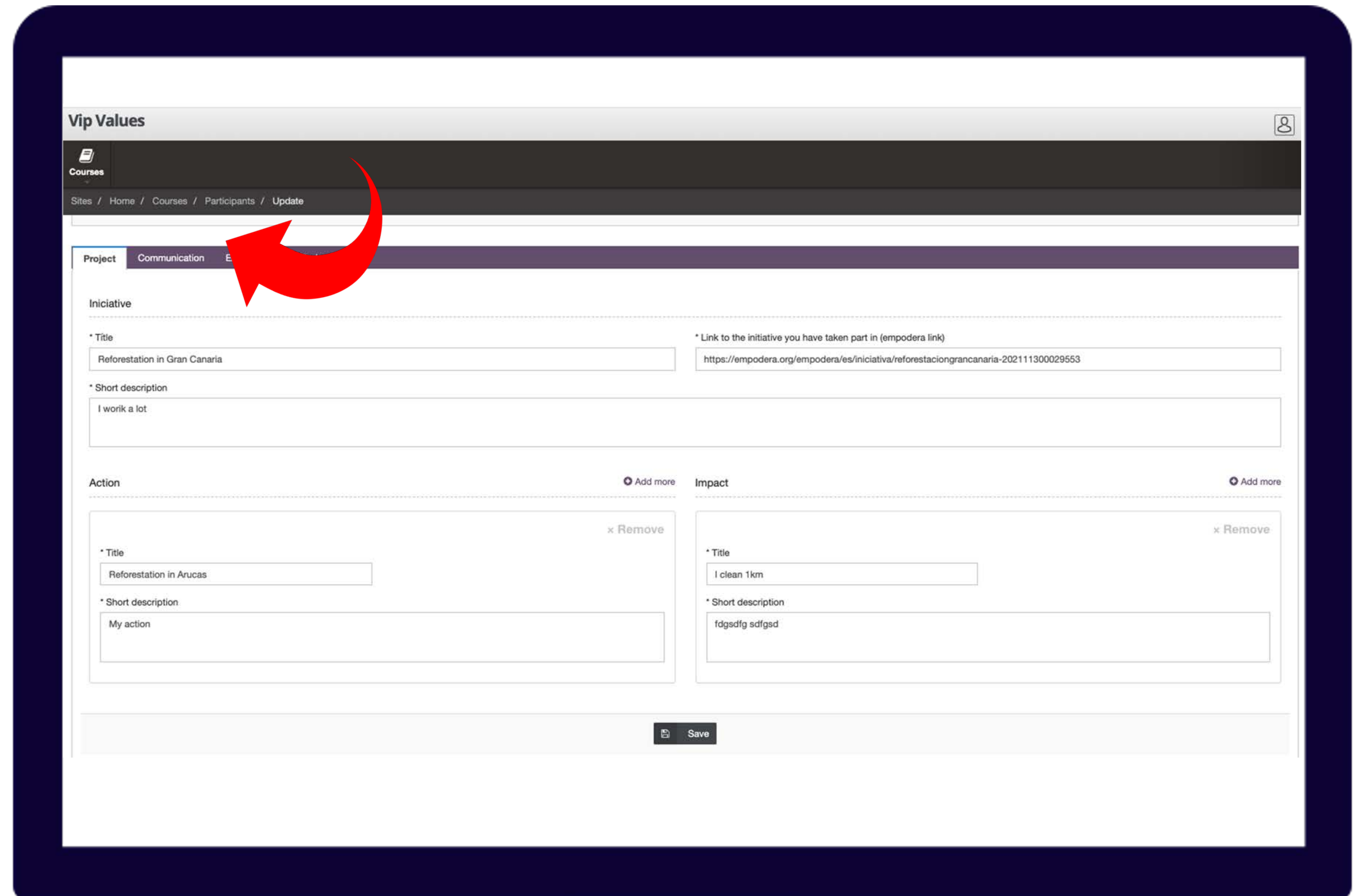
\* Title \* I link to the initiative you have taken part in (emmodera link)

## Step 3: Managing a course at [vipvalues.org](http://vipvalues.org)

-Project / initiative Tab

Participants must enter:

- Link to initiative in Empodera.org
- Short Description
- Actions carried out (at least 2)
- Impact achieved of each action



The screenshot shows the 'Vip Values' website interface. The top navigation bar includes 'Courses', 'Sites / Home / Courses / Participants / Update', and a user profile icon. The 'Project' tab is selected, and a red arrow points to it. The form is divided into several sections:

- Initiative:** Includes a 'Title' field with 'Reforestation in Gran Canaria' and a 'Link to the initiative you have taken part in (empodera link)' field with the URL 'https://empodera.org/empodera/es/iniciativa/reforestaciongrancanaria-202111300029553'. There is also a 'Short description' field with 'I work a lot'.
- Action:** A section with an 'Add more' button and a 'Remove' button. It contains a 'Title' field with 'Reforestation in Arucas' and a 'Short description' field with 'My action'.
- Impact:** A section with an 'Add more' button and a 'Remove' button. It contains a 'Title' field with 'I clean 1km' and a 'Short description' field with 'fdgsdfg sdfgsd'.

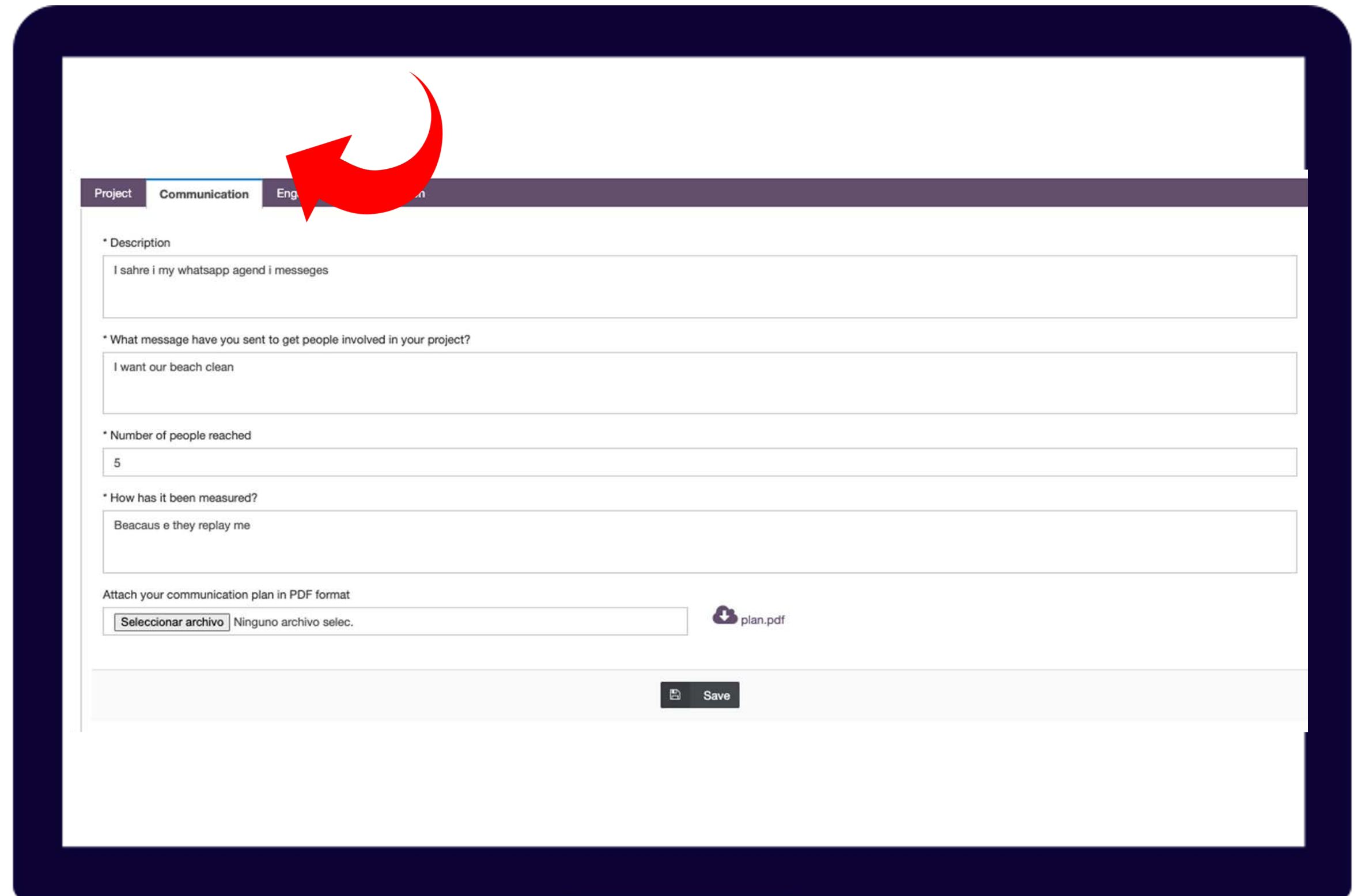
A 'Save' button is located at the bottom of the form.

## Step 3: Managing a course at [vipvalues.org](http://vipvalues.org)

-CommunicationTab

Participants must enter:

- Persons reached through their actions and social networks
- Communication plan
- Details on the communication of the initiative and the impact achieved



The screenshot shows a web interface with a dark blue header containing three tabs: 'Project', 'Communication', and 'Eng...'. A red arrow points to the 'Communication' tab. Below the tabs is a form with the following fields:

- \* Description: A text area containing "I sahre i my whatsapp agend i messeges".
- \* What message have you sent to get people involved in your project?: A text area containing "I want our beach clean".
- \* Number of people reached: A text input field containing "5".
- \* How has it been measured?: A text area containing "Beacaus e they replay me".
- Attach your communication plan in PDF format: A file upload area with a button labeled "Seleccionar archivo" and the text "Ninguno archivo selec.". To the right, there is a file icon and the text "plan.pdf".

At the bottom right of the form, there is a "Save" button.

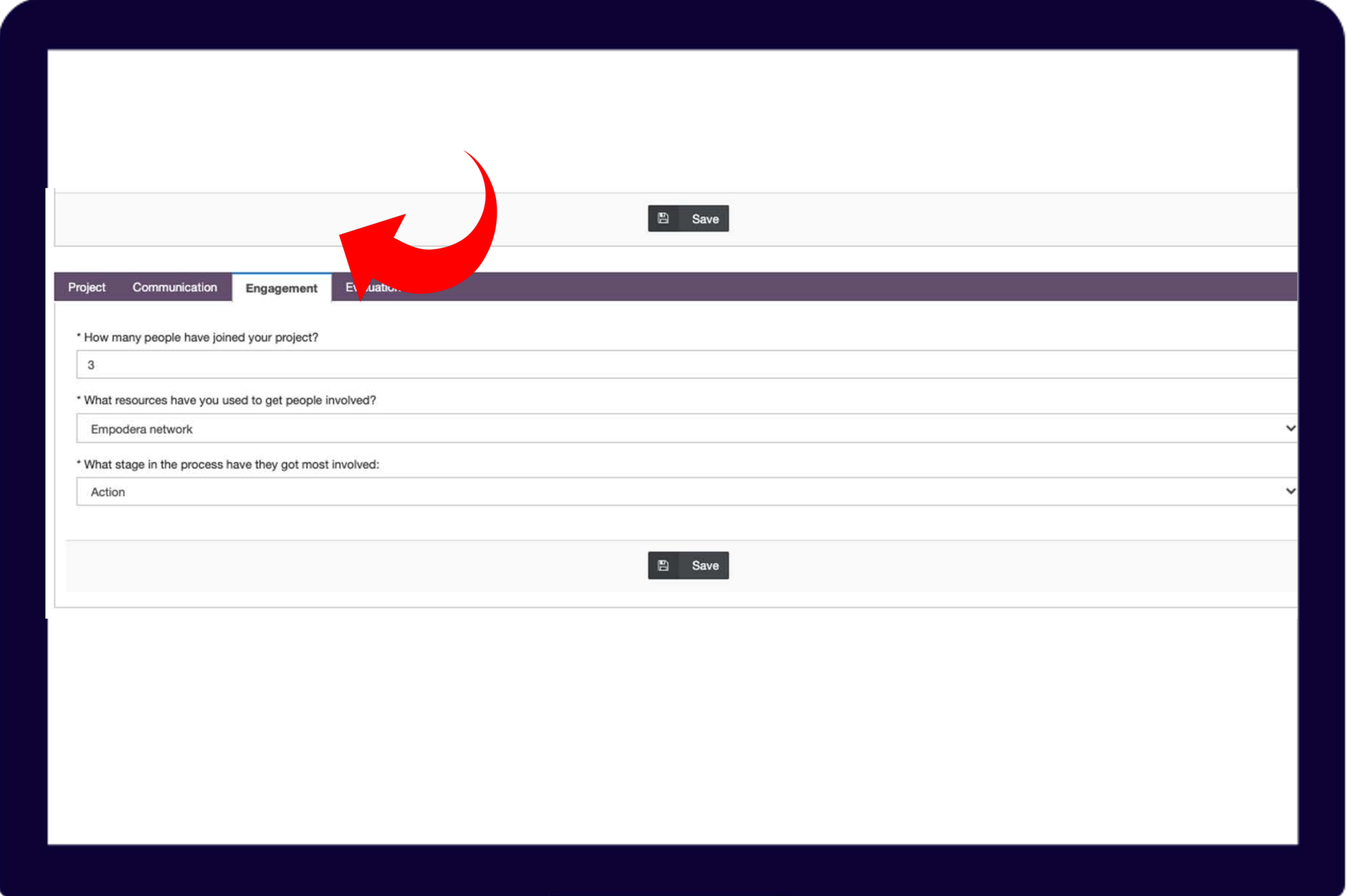
## Managing a Course: Engagement Tab

**Step 3:** Managing a course at [vipvalues.org](http://vipvalues.org)

-Engagement Tab

Participants must enter:

- Details on the collaborators of the initiative
- At what stage have they joined
- Resources used to get collaborators involved



The screenshot shows a web interface with a navigation bar containing 'Project', 'Communication', 'Engagement', and 'Evaluation'. The 'Engagement' tab is selected. Below the navigation bar, there are three form fields:

- \* How many people have joined your project?
- \* What resources have you used to get people involved?
- \* What stage in the process have they got most involved:

Each form field has a 'Save' button to its right. A red arrow points to the 'Engagement' tab in the navigation bar.



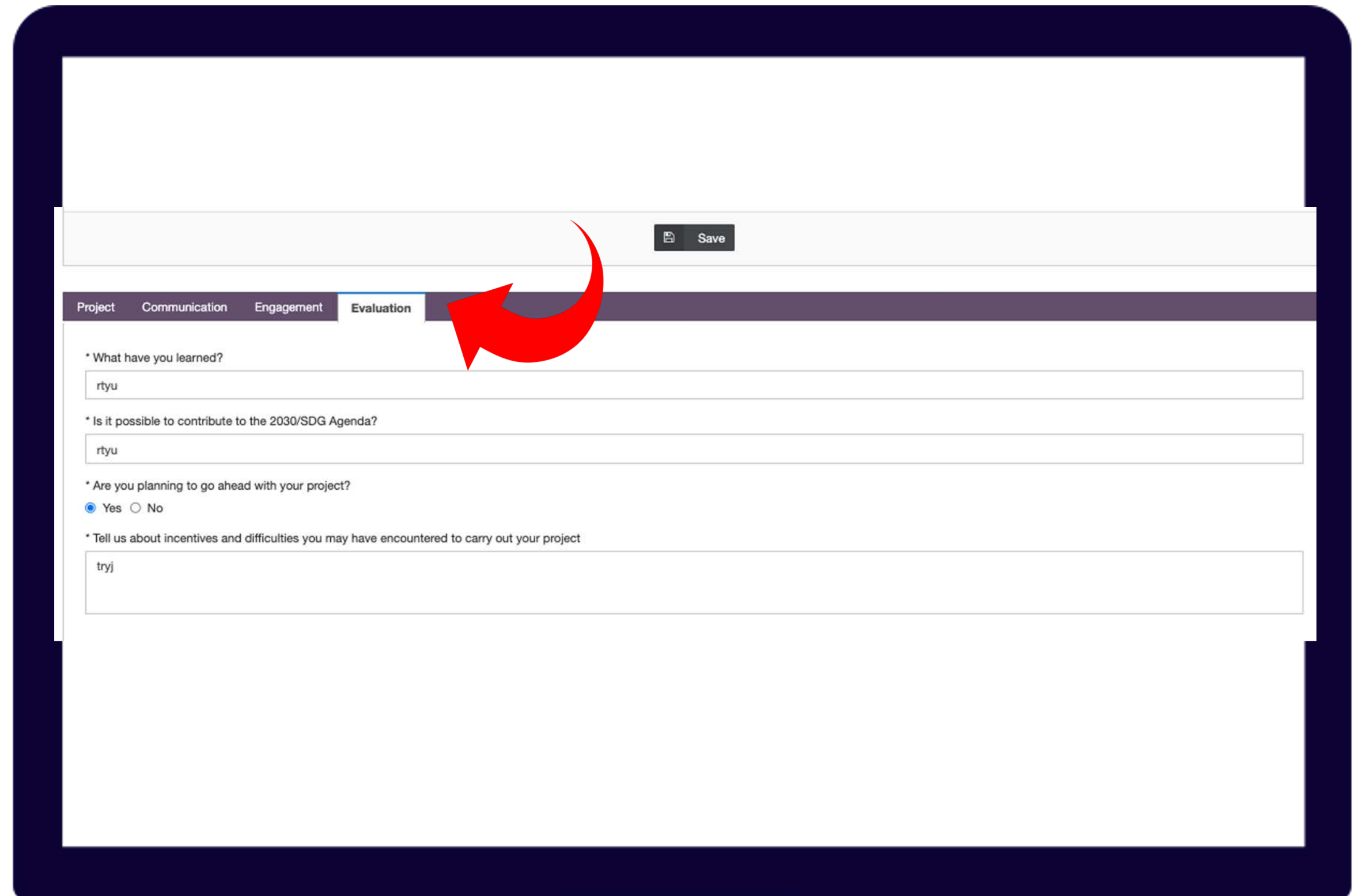
## Managing a Course: Evaluation Tab

### Step 3: Managing a course at [vipvalues.org](https://vipvalues.org)

-Evaluation Tab

Participants must enter:

- Skills and abilities learned
- About the achievement of the 2030 agenda
- Incentives and difficulties encountered in carrying out the initiative
- Completing the Evaluation Form



Save

Project Communication Engagement Evaluation

\* What have you learned?  
rtyu

\* Is it possible to contribute to the 2030/SDG Agenda?  
rtyu

\* Are you planning to go ahead with your project?  
 Yes  No

\* Tell us about incentives and difficulties you may have encountered to carry out your project  
tryj

## Step 3: Managing a course at [vipvalues.org](http://vipvalues.org)

-Evaluation Tab

-Completing the Evaluation Form  
-Answering all the questions to obtain the certificate.

We really appreciate that you fill in this questionnaire in order to know your degree of satisfaction participating in this activity and therefore improve its future realization. Please rate from 1 to 6 your degree of satisfaction (1=min, 6=max).

<p><b>About the organization</b></p> <p>* Prior information has been adequate <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6</p> <p>* It has lasted adequately <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input checked="" type="radio"/> 6</p> <p><b>About the contents</b></p> <p>* They have been transparent <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6</p> <p>* They have been appealing <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input checked="" type="radio"/> 6</p> <p>* They have been useful <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input checked="" type="radio"/> 6</p> <p><b>About the methodology</b></p> <p>* It has eased the exchange among participants <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6</p> <p>* It has allowed learning / reflection <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6</p>	<p><b>About the utility</b></p> <p>* It has met my expectations <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input checked="" type="radio"/> 6</p> <p>* It has helped my goal <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input checked="" type="radio"/> 6</p> <p><b>Overall rating</b></p> <p>* About the teaching staff <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6</p> <p>* About methodology <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5 <input type="radio"/> 6</p> <p>* About the organization <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input checked="" type="radio"/> 6</p> <p>* About the overall activity <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input checked="" type="radio"/> 6</p>
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Recommendations and improvement suggestions

rturtyu ryr u

**Step 3:** Managing a course at [vipvalues.org](https://vipvalues.org)

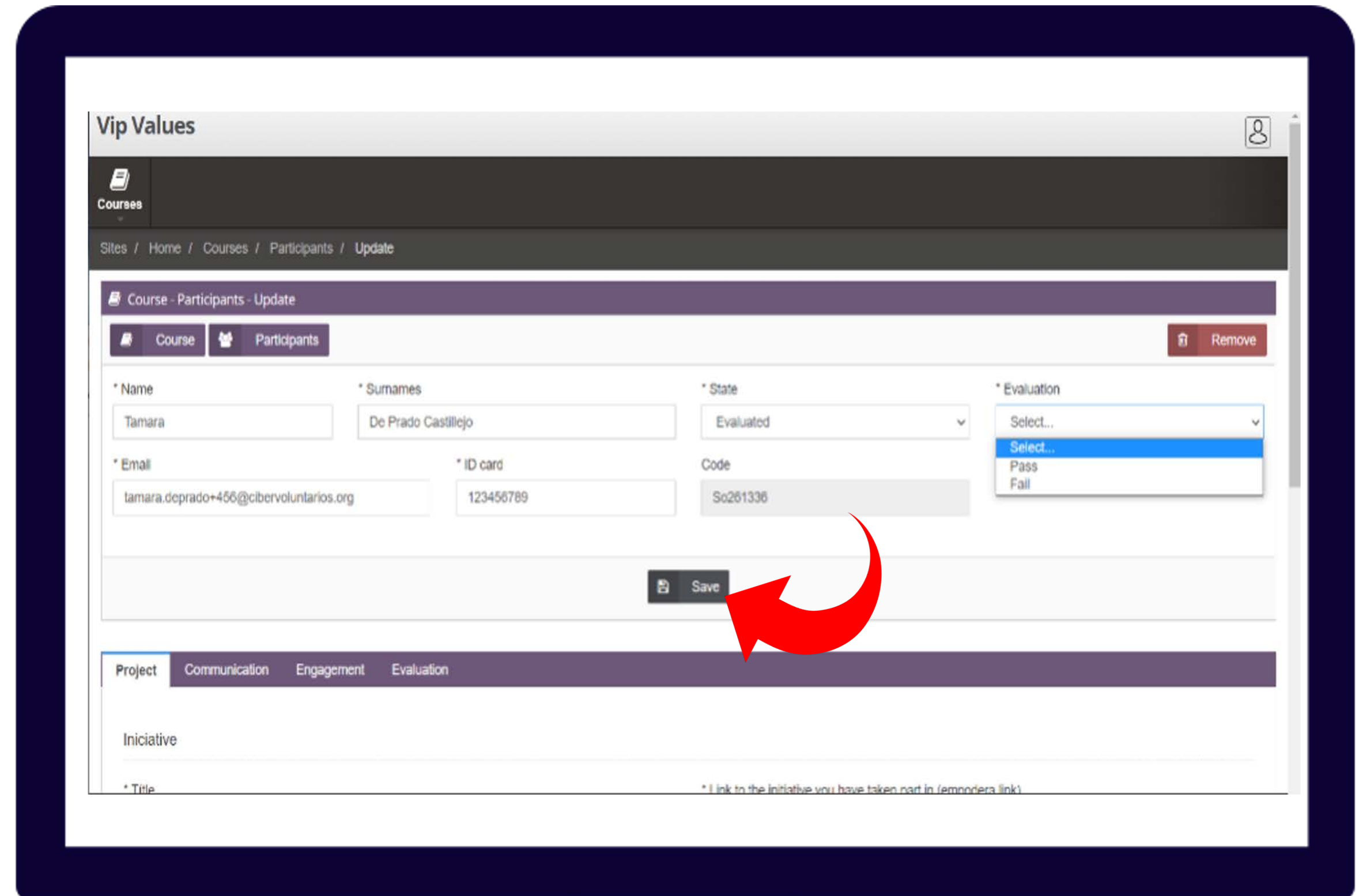
### **Important**

**You must remind participants in a same group, that all components of the group must upload the same information, as the evaluation will be made by participant, and each of them will obtain a personalized certificate.**



## Step 3: Managing a course at [vipvalues.org](http://vipvalues.org)

- Once we have checked that all info is uploaded, we can change the participant's status to "evaluated"
- When changing their status to "evaluated", we will have to introduce "Pass" or "Fail"
- Do not forget to click on "save" to keep the changes



The screenshot shows the 'Vip Values' web application interface. The main heading is 'Vip Values'. Below it, there's a navigation bar with 'Courses' and a user profile icon. The breadcrumb trail is 'Sites / Home / Courses / Participants / Update'. The main content area is titled 'Course - Participants - Update' and has two tabs: 'Course' and 'Participants'. A 'Remove' button is visible in the top right corner. The form contains the following fields:

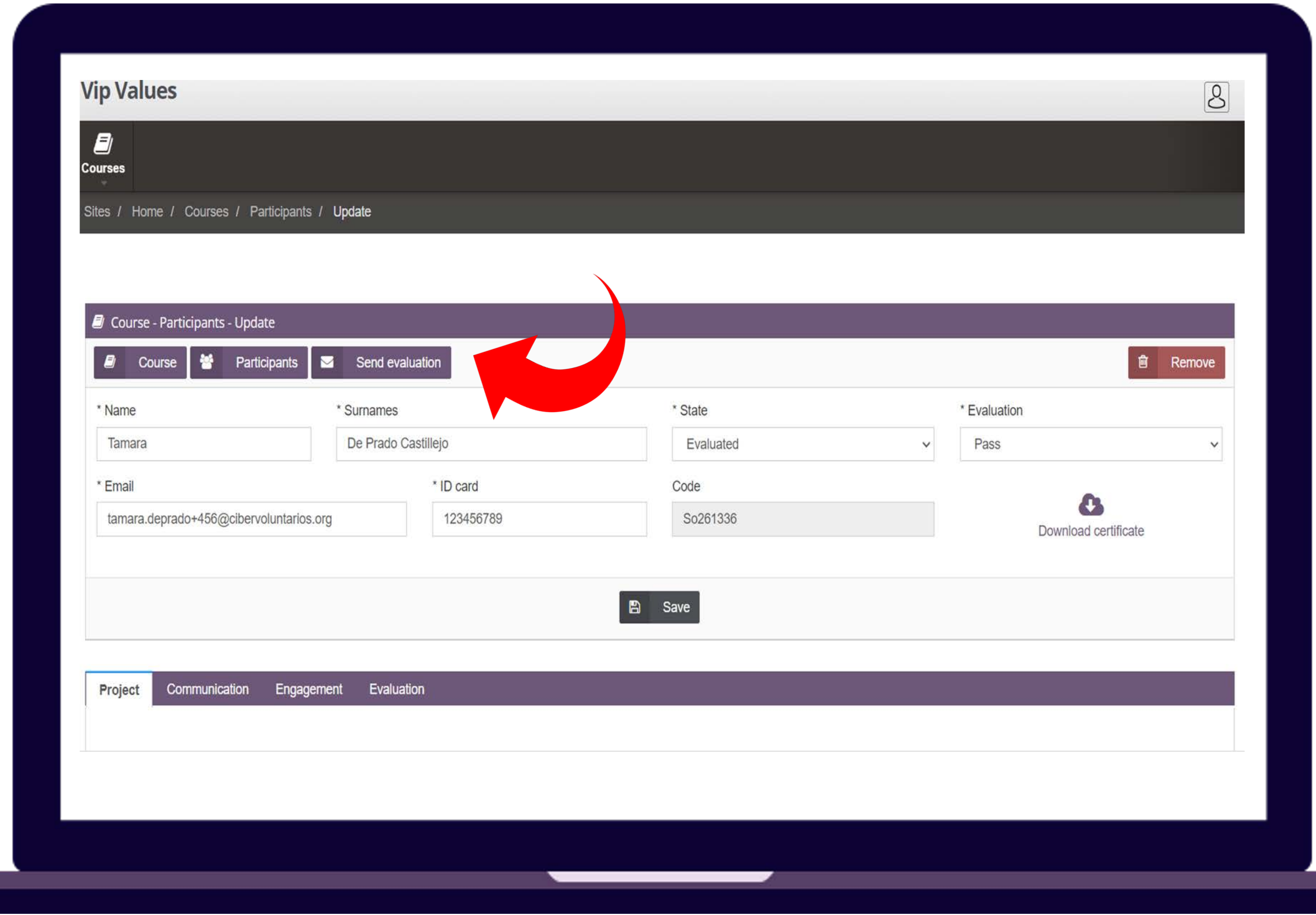
* Name	* Surnames	* State	* Evaluation
Tamara	De Prado Castillejo	Evaluated	Select...
* Email	* ID card	Code	
tamara.deprado+455@cibervoluntarios.org	123456789	So261336	

Below the form is a 'Save' button, which is highlighted by a red arrow. At the bottom of the page, there's a 'Project' section with tabs for 'Communication', 'Engagement', and 'Evaluation'. The 'Evaluation' tab is active. There's a field for 'Iniciative' and a note: '\* Link to the initiative you have taken part in (emondera link)'.


## Step 3: Managing a course at [vipvalues.org](http://vipvalues.org)

-By clicking on “send evaluation”, participant will receive an email with the evaluation result

-Remember: this is not an automated process, you must do this for each participant



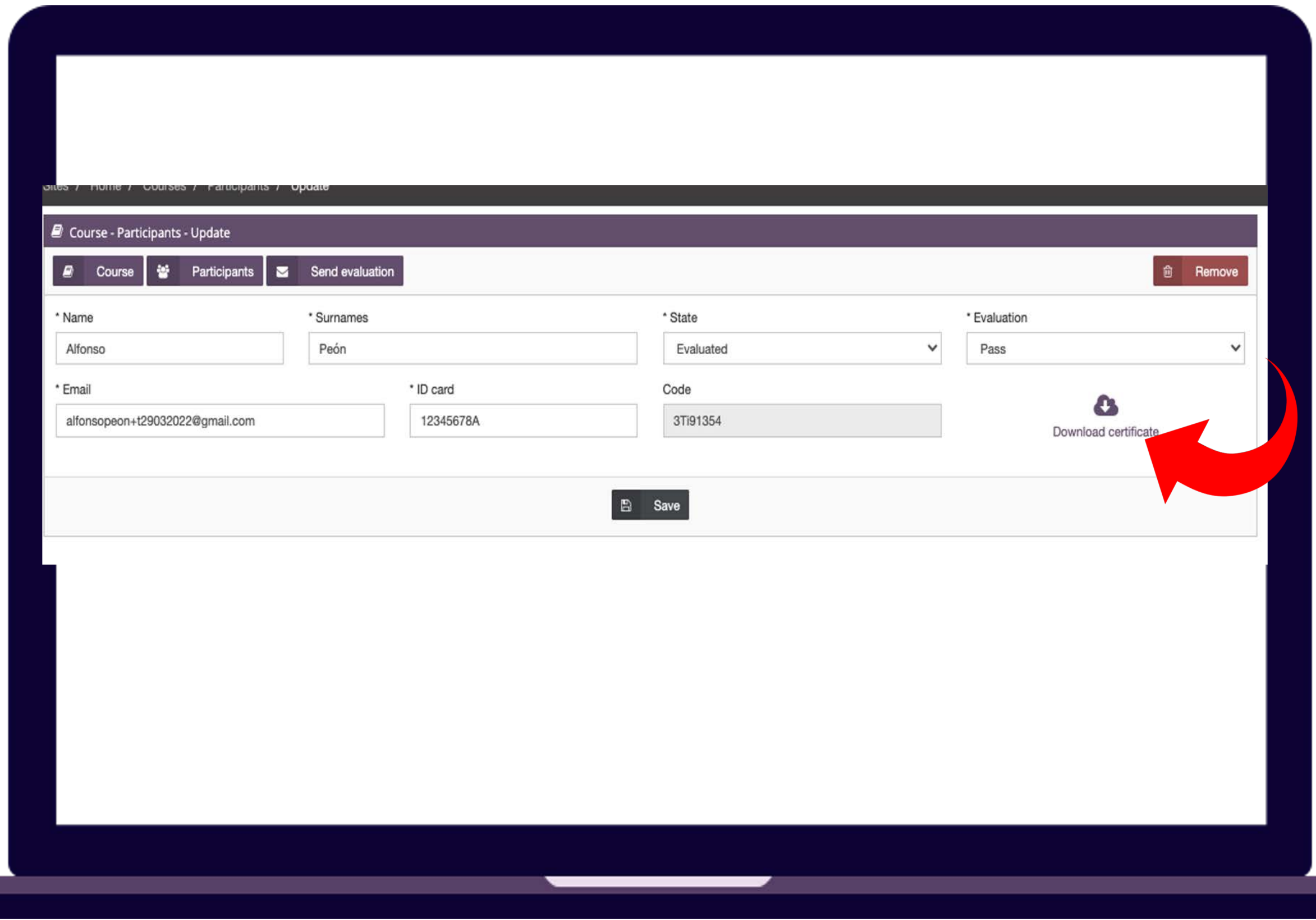
The screenshot displays the 'Vip Values' web interface. At the top, there is a navigation bar with 'Courses' and a breadcrumb trail: 'Sites / Home / Courses / Participants / Update'. Below this, a secondary navigation bar shows 'Course - Participants - Update' with tabs for 'Course', 'Participants', and 'Send evaluation'. A red arrow points to the 'Send evaluation' tab. The main form contains the following fields:

* Name	* Surnames	* State	* Evaluation
Tamara	De Prado Castillejo	Evaluated	Pass
* Email	* ID card	Code	Download certificate
tamara.deprado+456@cibervoluntarios.org	123456789	So261336	

At the bottom of the form is a 'Save' button. Below the form is a navigation bar with tabs for 'Project', 'Communication', 'Engagement', and 'Evaluation'.

## Step 3: Managing a course at [vipvalues.org](https://vipvalues.org)

-If the participant has passed, he/she will be able to download his / her personalized certificate from the download button that will appear



The screenshot shows a web application interface for managing course participants. The page title is 'Course - Participants - Update'. There are three tabs: 'Course', 'Participants', and 'Send evaluation'. A 'Remove' button is in the top right corner. The form contains the following fields:

* Name	* Surnames	* State	* Evaluation
Alfonso	Peón	Evaluated	Pass

Below these fields are:

* Email	* ID card	Code
alfonsopeon+t29032022@gmail.com	12345678A	3T191354

A 'Download certificate' button with a download icon is located to the right of the Code field. A red arrow points to this button. A 'Save' button is located at the bottom center of the form.

## Remember the steps

### Remember:

Registration, course  
creation and managing:

[www.vipvalues.org](http://www.vipvalues.org)

Platform to check the  
initiatives:

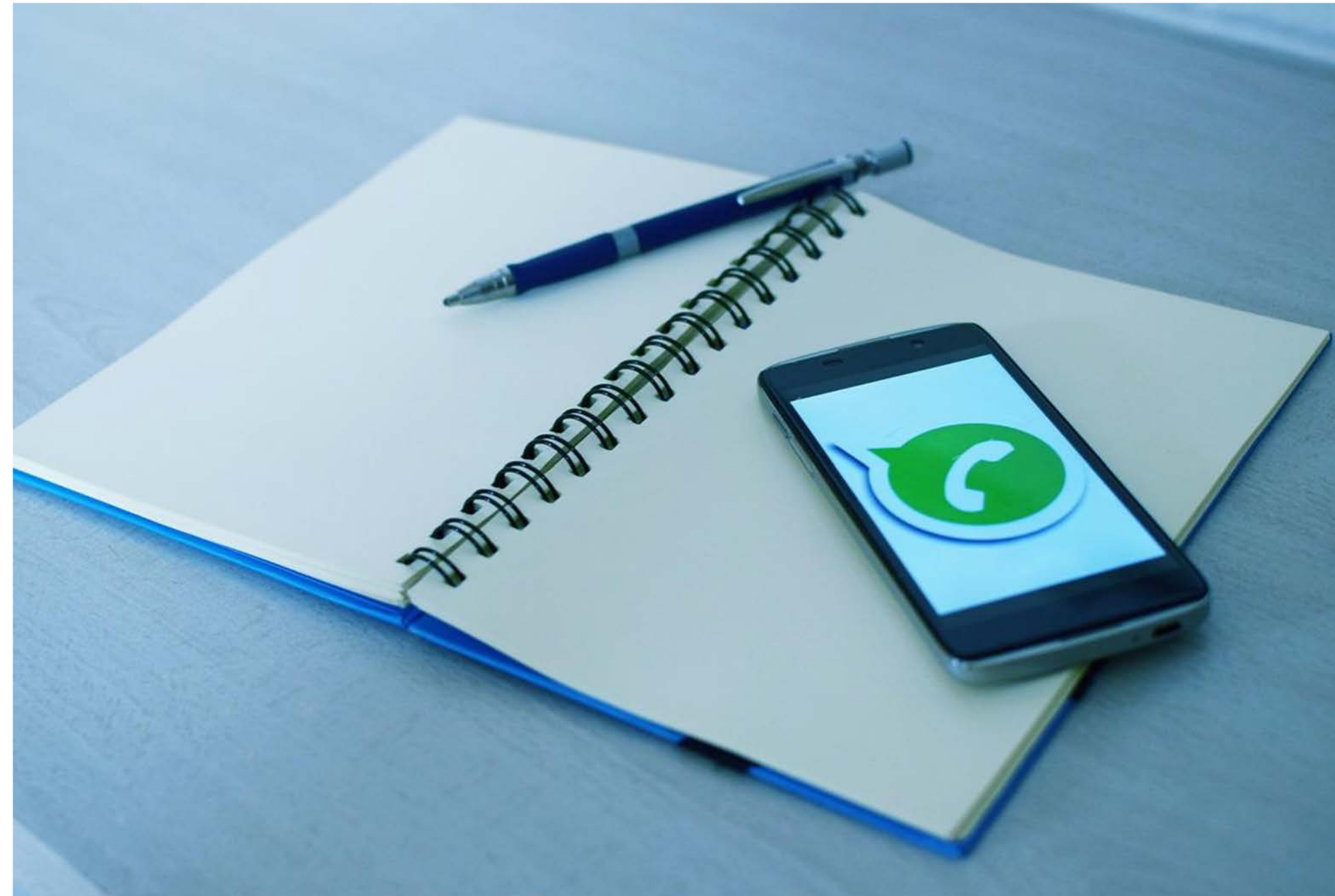
[www.empodera.org](http://www.empodera.org)

Evaluation platform:

[www.vipvalues.org](http://www.vipvalues.org)

Contact Email:

[info@vipvalues.org](mailto:info@vipvalues.org)



QUESTIONS?

;)





# Thank you!!

[www.vipvalues.org](http://www.vipvalues.org) / [info@vipvalues.org](mailto:info@vipvalues.org)



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