

Welcome to the Access2Learn guide!

Would you like to develop your digital skills for blended learning courses? Welcome to Access2Learn!

The following guide explains how to use the online course "Access2Learn - Developing Competences for Blended Learning". If you want to find out more about the project, click here: <https://access2learn.eu/>

The Access2Learn online course

The course is available in English, Spanish, Czech, Finnish and German and consists of 6 main parts focusing on identified training needs. These are:

1. **Different Learning Settings**
2. **Basic Digital Competences**
3. **Strengthening Learning Motivation**
4. **Time Management**
5. **Learning Strategies**
6. **Personal Well-Being**

With the Access2Learn online course, we want you to be able to access different learning opportunities, especially distance and blended learning opportunities, and to develop your basic digital and learning skills so that you can successfully participate in these opportunities in the future.

Find the right unit!

You are of course welcome to complete the entire online course. But you can also only read through different units you are interested in. The units are relatively short but cover a wide range of digital tools and learning methods.

Not everybody has the same amount of time to learn on the course or the same learning speed. Maybe you are relatively new to working with digital devices and need to start with the basics before moving on to more complex topics. Or maybe you have a lot of

experience with e-learning and want to improve your skills in a particular area. The course has something for everyone.

Using the online course

The online course can be accessed via the “bit EU academy” platform. The easiest way to get there is via our project website: <https://access2learn.eu/open-educational-resources/>

The link for the platform can be found under “Project Result 2”:



By clicking on the link below, you will find an online course about blended learning with the following topics:

- Different learning settings and introduction to blended learning
 - Basic digital competences
- Strengthening learning motivation
 - Time management
 - Learning strategies
 - Personal well-being

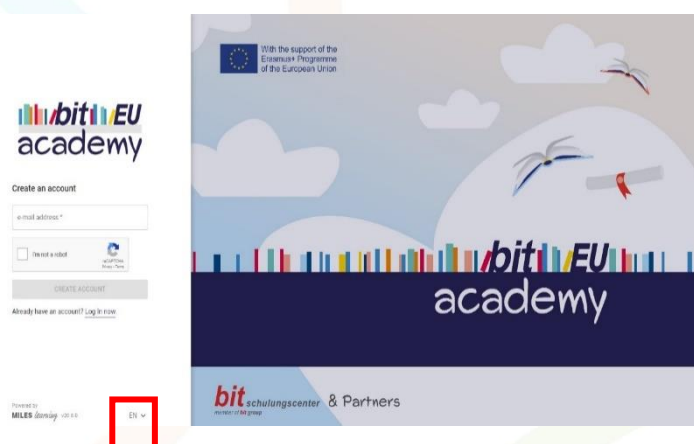
Click here to access the learning platform: bit EU academy

If this link is not working, you can use the following direct link to get to the platform:

<https://europe-projects.client.miles-learning.com/group/2876/?wt=eb280d0a-0cd6-4c60-8a77-8cf351405747>

Step 1: Registration and login

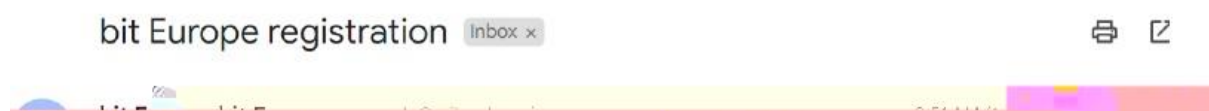
To make learning easier for you, you can **change the language** of the platform by clicking on the language menu at the bottom of the page. The course is available in English, Spanish, Czech, Finnish and German.



Once you have selected your preferred language, enter your e-mail address and confirm that you are not a robot.

Step 2: Check mailbox and log in

Then check your inbox of the e-mail address you used to verify your account: Just click on the link in the bit Europe message.



You will then be asked to enter your first and last name (or a pseudonym if you prefer) and to choose a password that you will use to access your account in the future. You can then register and log in.





Create an account

email address

First Name *

Last Name *

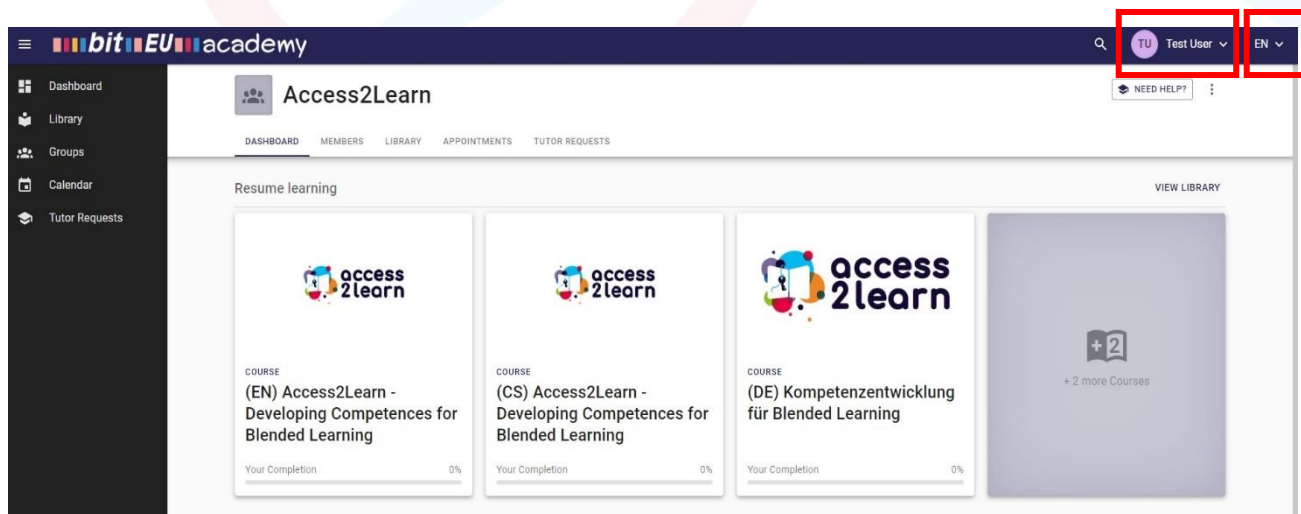
Password * 

Confirm password * 

SIGN UP

Already have an account? [Log In now.](#)

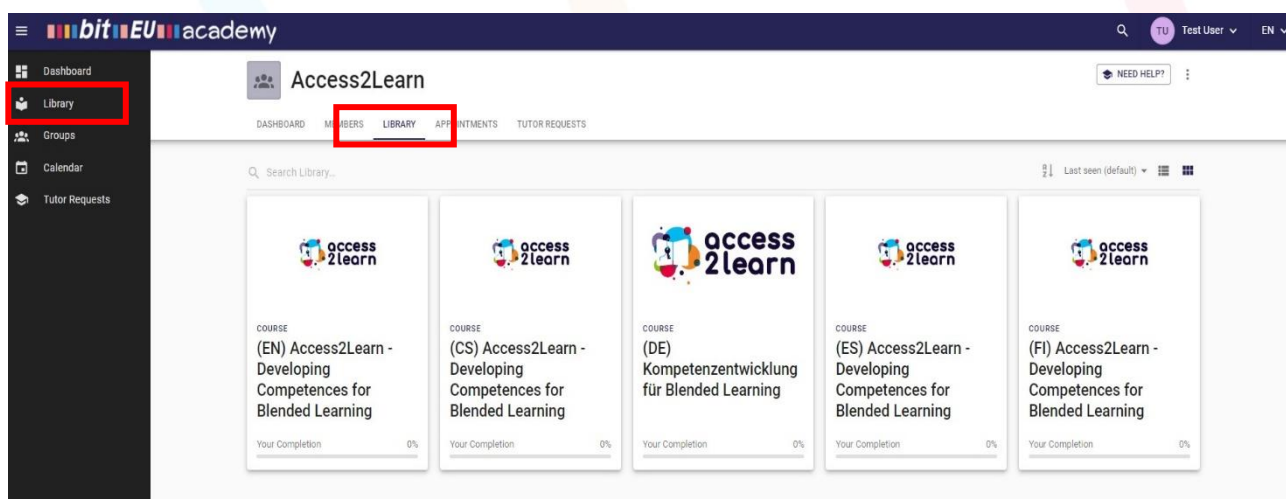
When you log in for the first time, you will find the homepage and the course dashboard:



If you want to change your **user details**, including your username, click on the initials icon on the right-hand side of the top menu bar. You can also change the **language of the interface** by clicking on the down arrow on the far right.

(Please note that 'Calendar' and 'Teacher requests' tabs are not active for this course).

The course is available in all project languages. If you cannot see the course in your language, click on **Library** in the menu bar on the left to see all the courses available:



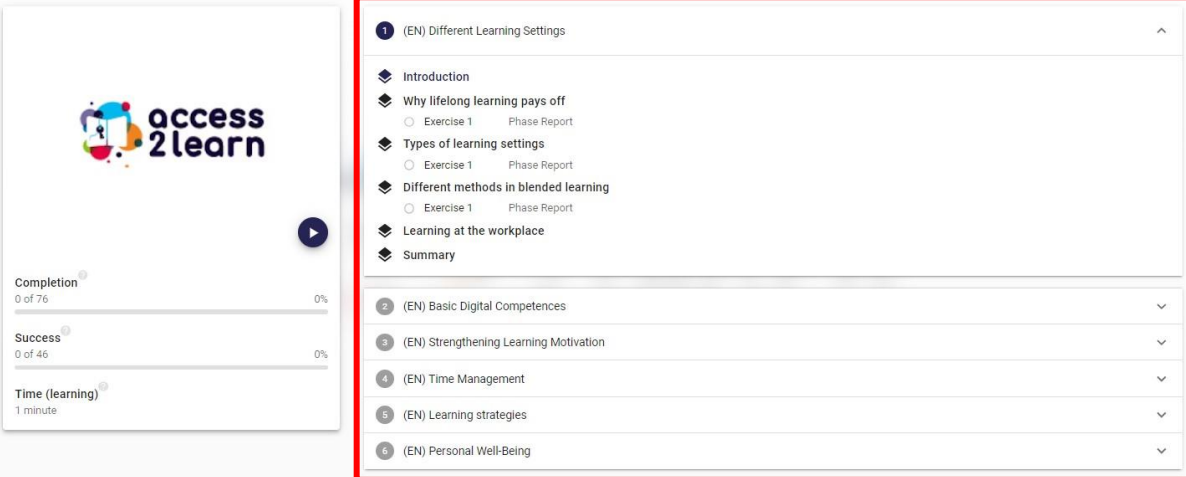
- (EN) -> English
- (CS) -> Czech
- (DE) -> German
- (ES) -> Spanish
- (FI) -> Finnish

Click on the course you would like to study and you will see the outline of the course:

The menu on the **right** shows the different learning units available for study.

COURSE

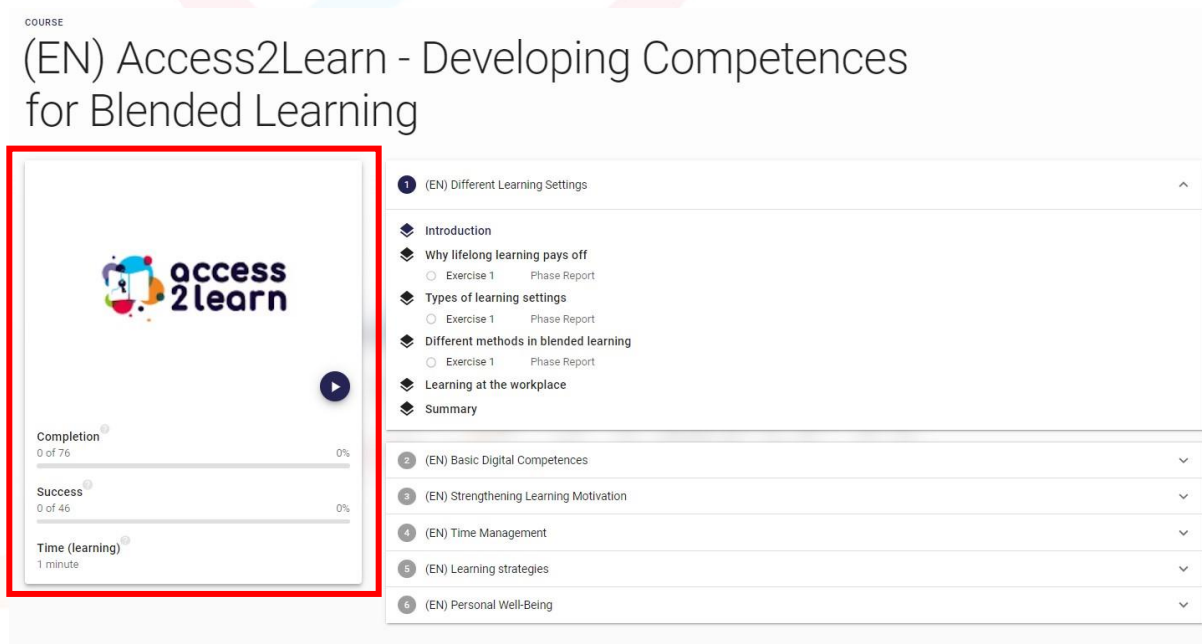
(EN) Access2Learn - Developing Competences for Blended Learning



The menu on the **left** shows your progress of learning on the course:

COURSE

(EN) Access2Learn - Developing Competences for Blended Learning



Completion (0 of 76): The entire course contains a total of 76 Learning Units; this includes the sub-sections of the 6 main Learning Units as well as various quizzes. The completion menu shows the number of units you have completed so far.

The **success** bar shows how well you have done the exercises to understand the course content. A green bar indicates that you have done the exercises correctly, while a red bar indicates that you have done one or more exercises incorrectly.

Time (learning) shows how much time you have spent on the course so far.

When you click on a particular **learning unit**, you will see a brief overview of the contents:

1 (EN) Different Learning Settings ^


- ◆ Introduction
- ◆ Why lifelong learning pays off
 - Exercise 1 Phase Report
- ◆ Types of learning settings
 - Exercise 1 Phase Report
- ◆ Different methods in blended learning
 - Exercise 1 Phase Report
- ◆ Learning at the workplace
- ◆ Summary

The **Introduction** contains a preview of the learning unit and a short introductory video.

Computers, laptops, smartphones – these are all devices that have become important in education during the last years. But it is often difficult for many of us to use them, especially if we have not come into contact with them before, such as at school, in a course or at work. Many people are often afraid of doing something wrong or even destroying something.

But don't worry too much about that – with a little courage and motivation, you too can easily learn to use these devices for your learning success.

Therefore, this unit will show you how to use your computer or laptop and the Internet. Whether you're a beginner or already know a little more, **this course will help you get EVEN BETTER!**



You will learn how to use a computer or laptop, how to write and read emails, how to work with Word and PowerPoint, and how to organise your files and documents well. We will also show you how to find information on the Internet and how to protect your personal data. In addition, you will learn how to use online learning platforms and video conferencing tools, and how to solve problems with the computer or the Internet.

Learning all these things may seem hard at first.

But don't worry! With practice, you can develop and use all these skills.

The learning units contain **short texts** in **colored boxes** covering important notes, definitions, hints or practical examples of the unit and may also include links to external websites and/or learning videos for further information.

Practical Relevance

Lucie attends a language course to improve her English skills. She has to do a group work with two colleagues of her course. They have to create a presentation together. First, they wanted to make a hand-written poster. After talking to their teacher, they decided to create a presentation with PowerPoint and upload it to an online drive. This enables them to work together on the same document at the same time without the need of meeting at the same place. When they make mistakes in the presentation, they can easily delete the wrong words and write new ones. They also don't have to be afraid that they might forget or lose the presentation before the next lesson because the document is always saved on the online drive.

All in all, there are many benefits to creating documents digitally because it is simpler, more accessible, better for collaboration, and more environmentally friendly. There are many text programmes for different purposes and platforms. Some of the best known are:

1. **Microsoft Word**: A widely used text processor that is part of the Microsoft Office package.
2. **Google Docs**: An online word processing program that integrates with Google Drive and allows for easy collaboration.
3. **LibreOffice Writer**: A free and open-source word processor that is part of the LibreOffice suite and is a good alternative to Microsoft Word.

In this lesson, the program "Microsoft Word" will be explained to you. However, word processing programmes are usually very similar. So you should also be able to use it to operate other programmes, such as Google Docs or LibreOffice Writer.

Hint

Microsoft Word is a word processor that is mainly used for creating, editing, and formatting text documents.

You will see a number of coloured boxes highlighting important information. The following table gives an overview of the meaning of each box:

Colour	Heading	Content
Grey:	Practical Relevance	Practical ideas about how to use this information
Green	Hint	Brief comments on information in the text
Red:	Important	Important information
Orange:	Example	Example of explanation in the text

Checking your understanding

At the end of each unit, you will find one or more exercises to test how well you have understood and/or remembered what you have read.

The exercises are available in a variety of formats:

Single choice: Choose the correct answer from the options provided.

Exercise 1

To send an e-mail:

you need to have an e-mail address.
 you need an envelope, pen and paper.
 you have to go to the post office.

True/False: Click in the box to indicate whether the statement is true or false.

Exercise 4

It is impossible to find free learning materials online:

True
 False

Multiple Choice: Click in the box next to the correct answer(s).

Exercise 2

What to do if you perceive a kind of inner resistance that prevents you from doing studies you planned to do?
Choose all right answers.

Check your goals. Have set your goals clearly and realistically?
 Try to avoid distractions, for example mute your smartphone.
 Try to organize your place of learning.
 Check your mobile every five minutes
 Associate learning with something positive.
 Eat lots of chocolate and try crying loud.

Receiving feedback

When you have completed each exercise, click **Check** and you will immediately see if your answers were correct. Correct answers are highlighted in green and incorrect alternatives are highlighted in red.

If all your choices are green, your answer is correct, and you can continue with the course. If any of your choices are red, your answer is incorrect and you should try the exercise again; click the **Try Again** button.

Answer is correct. No need to try again. Move on.

Exercise 1

To send an e-mail:

- you need to have an e-mail address.
- you need an envelope, pen and paper.
- you have to go to the post office.

False would have been correct. Try again.

Exercise 4

It is impossible to find free learning materials online:

- True
- False

Four correct answers have been ticked, but two are missing. Try again.

Exercise 2

What to do if you perceive a kind of inner resistance that prevents you from doing studies you planned to do? Choose all right answers.

- Check your goals. Have set your goals clearly and realistically?
- Try to avoid distractions, for example mute your smartphone.
- Try to organize your place of learning.
- Check your mobile every five minutes
- Associate learning with something positive.
- Eat lots of chocolate and try crying loud.

At the end of each session, you will see a **Phase Report** summarising how well you have done. In this case, Exercise 2 is still incorrect. If you like, you can go back to the exercise and try again before continuing with the next session.

Library > (EN) Access2Learn - Developing Competences for Blended Learning > (EN) Basic Digital Competences > E-mails

EXERCISE PHASE

Phase Report

4 of 5 completed

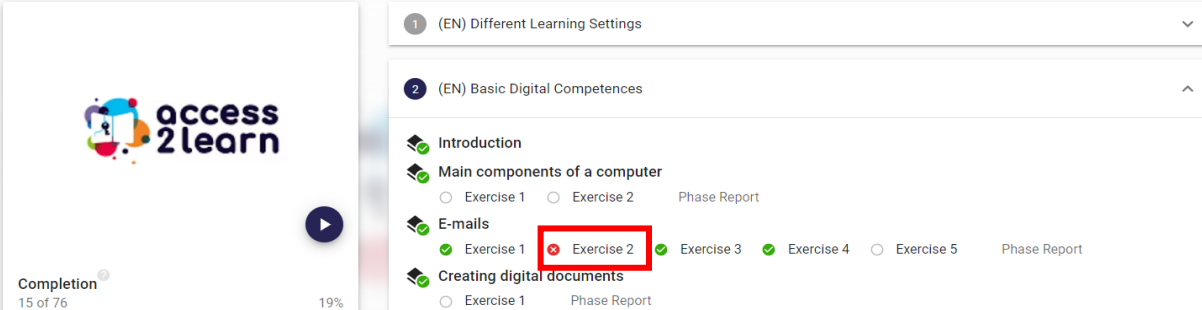
<input checked="" type="checkbox"/>	Exercise 1 Single Choice
<input checked="" type="checkbox"/>	Exercise 2 Single Choice
<input checked="" type="checkbox"/>	Exercise 3 Single Choice
<input checked="" type="checkbox"/>	Exercise 4 Single Choice
<input type="checkbox"/>	Exercise 5 Single Choice

Exercise 5 Creating digital documents

When you have completed the whole session, you will see a summary of the activities (can be seen below). Again, you will be reminded that your answers to Exercise 2 were incorrect and may need to be revised.

COURSE

(EN) Access2Learn - Developing Competences for Blended Learning



Work at your own pace and time

You can spend as much time as you like on each unit and review the same sections as often as you like. Watch videos, follow links and try things out for yourself! The more time you spend on the modules, the easier will (blended) learning be for you in future!

If you want to take a break and return to a unit later, just log back in when you're ready and pick up where you left off.

You can decide what content units you want to learn on. There is also no order of the modules, which means that you can start with the module and sub-chapter you would like to, and you are most interested in.

Now, let's log in, start the course and enjoy learning on this platform!