**DIGITAL ERASMUS MUSEUM LEARNING**

**PLATFORM USER GUIDE**

# erasMUSeum Platform User Guide

This is the guide for the use of the Training Module prepared as the Intelllectual Output 2 'erasMUSeum' distance education site of the project named 'DIGITAL ERASMUS MUSEUM LEARNING' numbered 2020-1-SE01-KA227-SCH-092462.

This guide has been prepared for the use of the www.erasmuseum.com distance education site, which is prepared on how to use the museums in education step by step.

**1- Type www.erasmuseum.com in your browser.**
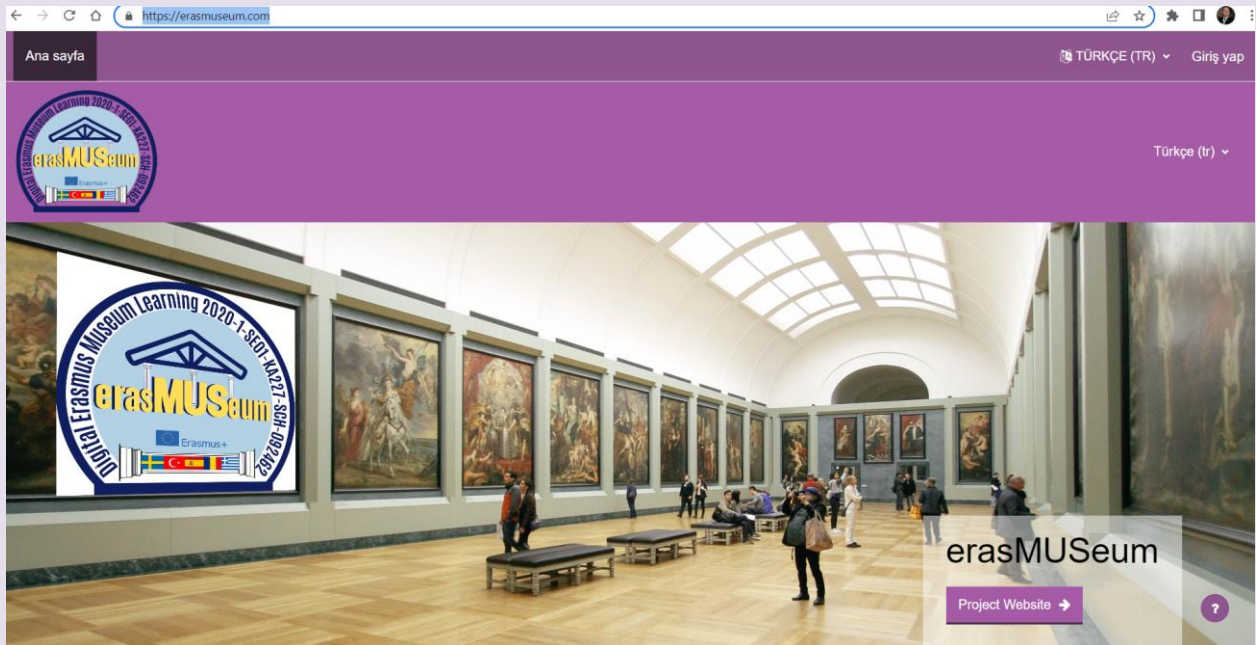


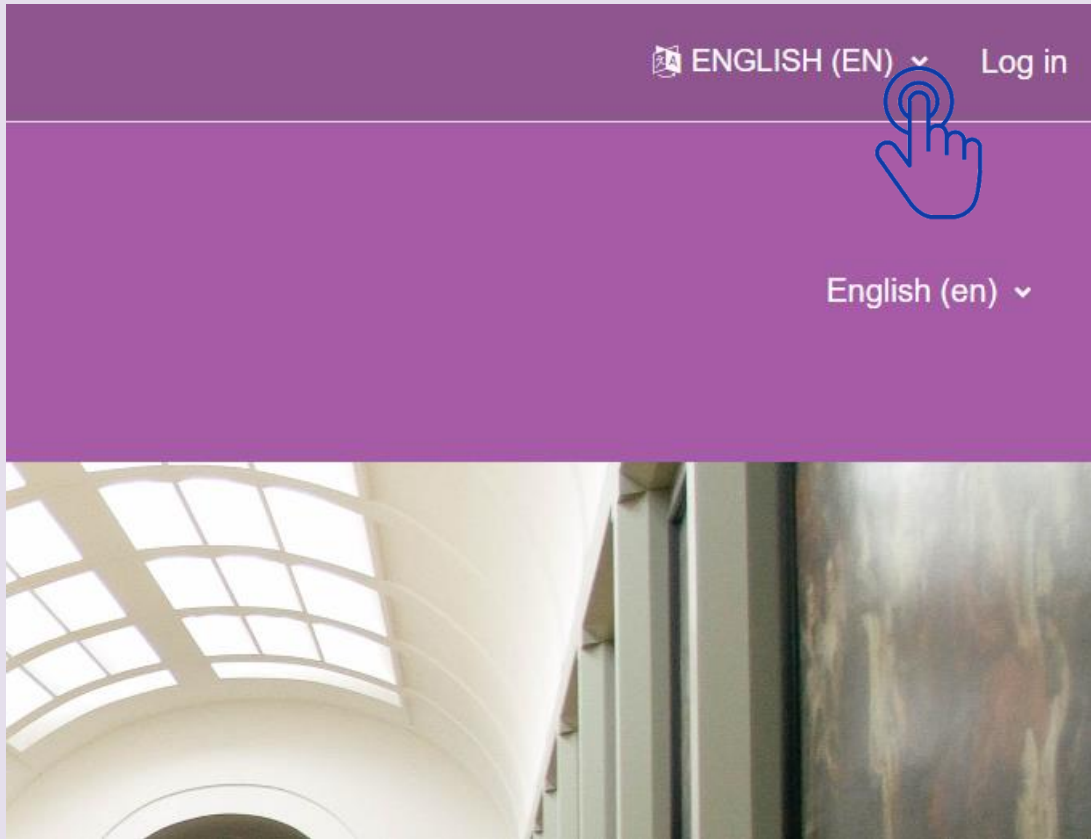You will reach the welcome screen of our website. Here;

- Member login

- Link to project main site

- Project introduction and video

- You will see the available courses.

**2-Membership Procedures: All 3 courses available on our platform (teacher, student and parent museum training course) are accessible through membership procedures.So, for all our courses, you must complete the free membership process with an e-mail address you use legally.**

**- Click the Log in tab in the upper right corner. You can also choose your language in this section.**

**- Since it is your first visit, you need to create your account. When you scroll down the page, you** will reach the account creation button. By clicking the Create Account button, you will be directed to the membership process page to create a new account.



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## Is this your first time here?

*Please register with an acceptable email adress. A verification code will be sent to your mail address*

*(Please also check your spam folder)*

*Please don't share your username and password with anyone.*

*While registering please write your real name and surname because the name you provide us will be written on your certificate at the end of the course.*

*While you are being a member of our website please correct your information reading privacy notice agreement form.*

*Thank you very much for joining us !*

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of the European Union

CREATE NEW ACCOUNT

**-When you click on the Create New Account tab, be sure to read the protocol for the use of personal data on our site 'Link to site policy agreement' and tick the 'I understand and agree' button.**

### ⌄ Site policy agreement

Link to site policy agreement

☐ I understand and agree  ❗

CREATE MY NEW ACCOUNT    CANCEL

There are required fields in this form marked ❗ .

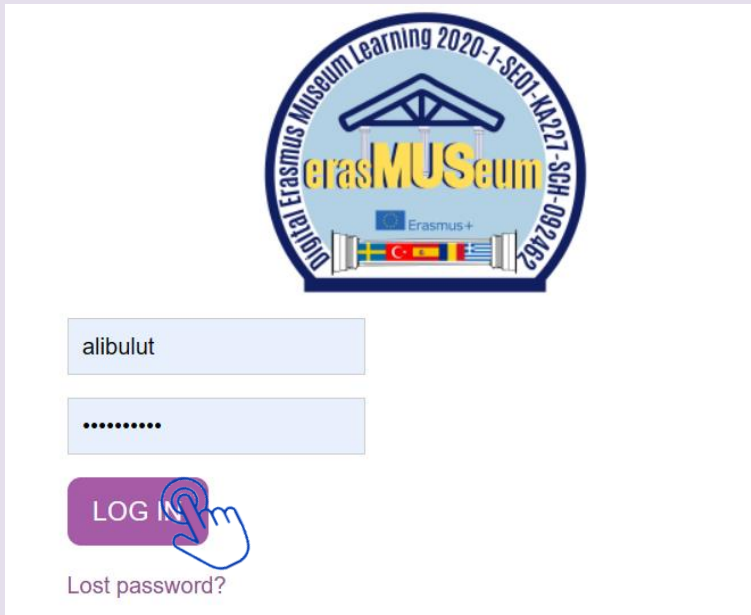**After filling in your account information, click 'Create My New Account'.**

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-After completing your membership process, you will receive an e-mail regarding your membership login.You can access the courses on our platform by clicking on the incoming link in your e-mail or typing the address www.erusmuseum.com into your browser.

3- Use of the platform at membership login; The use of the platform is the same for students, teachers and parents. The difference is that all three groups will enter the courses prepared for them.

- -When you reach the main page of the platform from the link www.erusmuseum.com, you will reach the member login section from the 'Login' tab at the top right. Log in with your username and password that you used while registering



When you log in, you will see Home, Dashboard, My Courses sections.
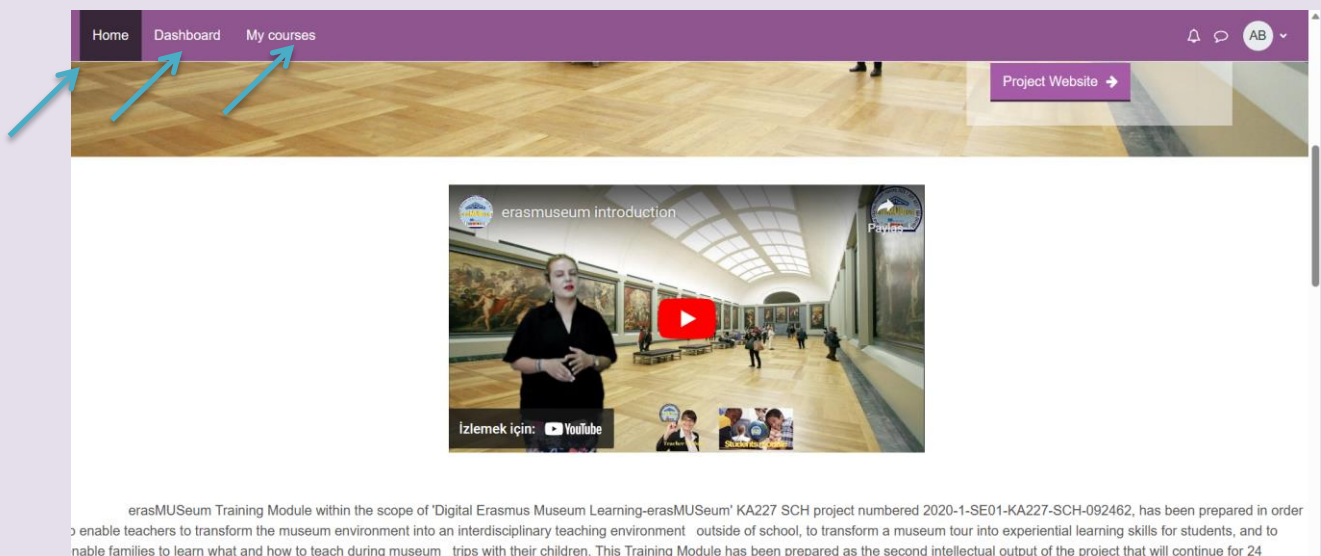


Home: It is he introduction section of the project. In this section, you can see a brief introduction about the courses and the course cards that you can enter. You will find your

**ongoing courses and the course cards you can attend. On your first login, you will see course cards that you can join, as you don't have any continuing courses. Choose a course according to your status as a teacher, student or parent.**
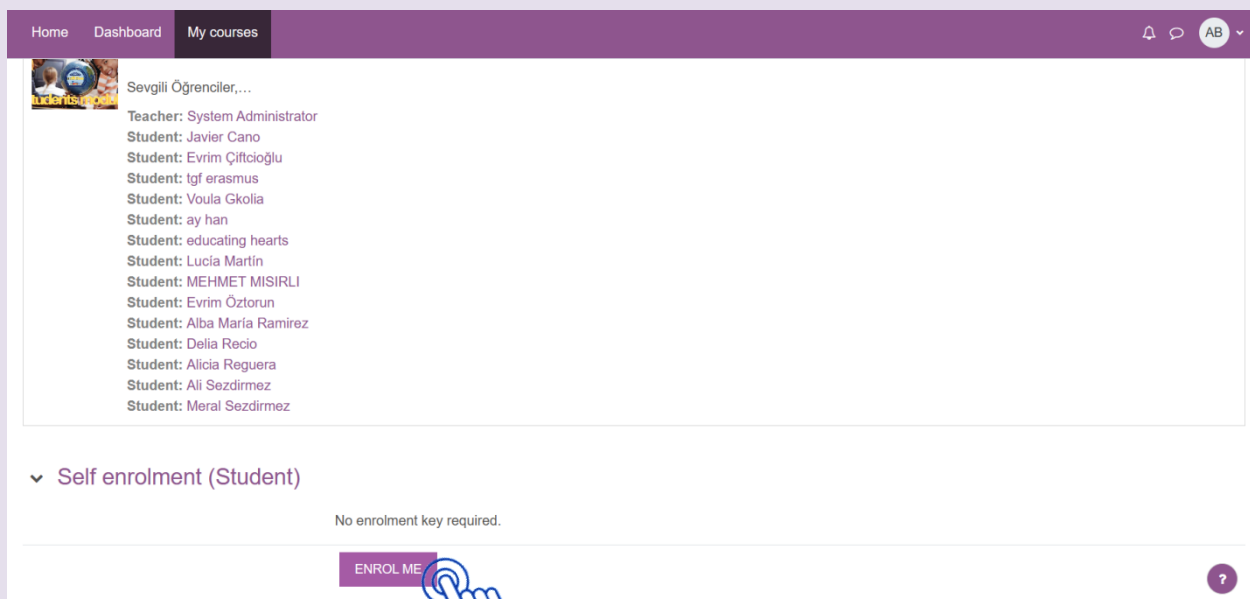


**When you choose your course, you can access the course content by registering for the course by selecting the self-registration tab for this course. In this section, you can see the names of the teachers and course participants who prepared the course. To access the course contents, click the 'ENROL ME' button under 'Self enrolment'.**
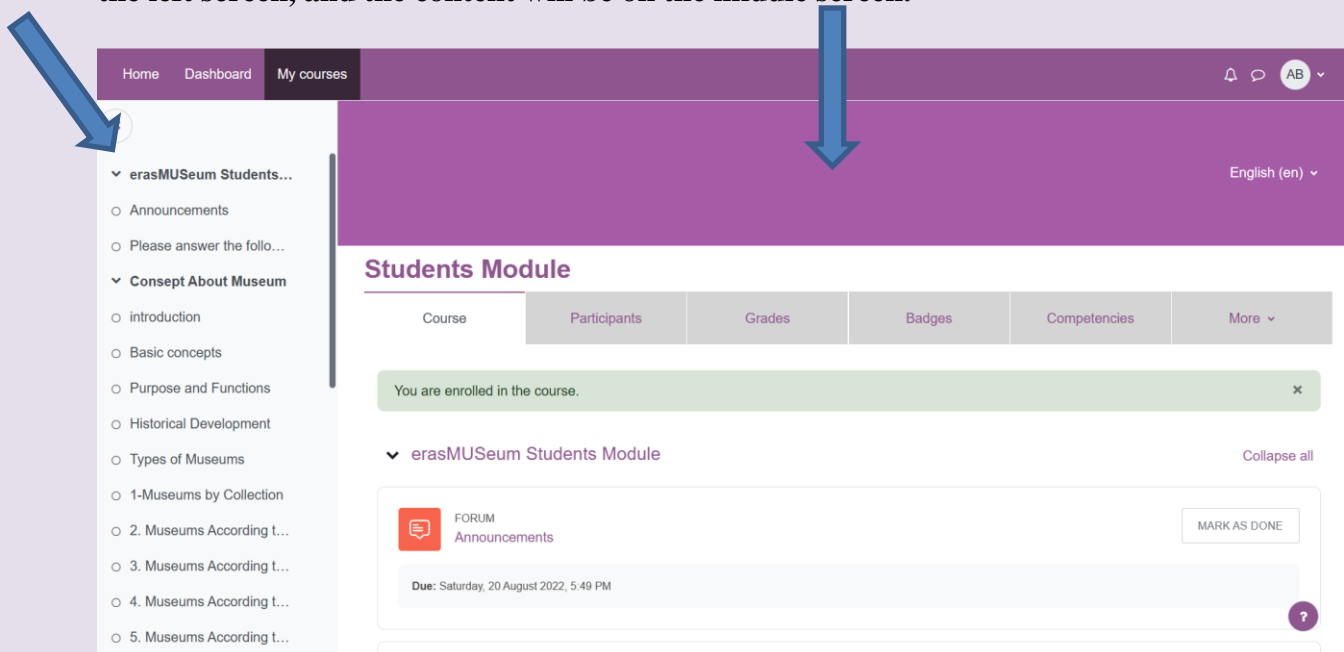


**You will receive an e-mail that you have registered for the course and you will be able to see the course contents directly.**

- When you access the course, you will see two different screens. The course titles will be on the left screen, and the content will be on the middle screen.



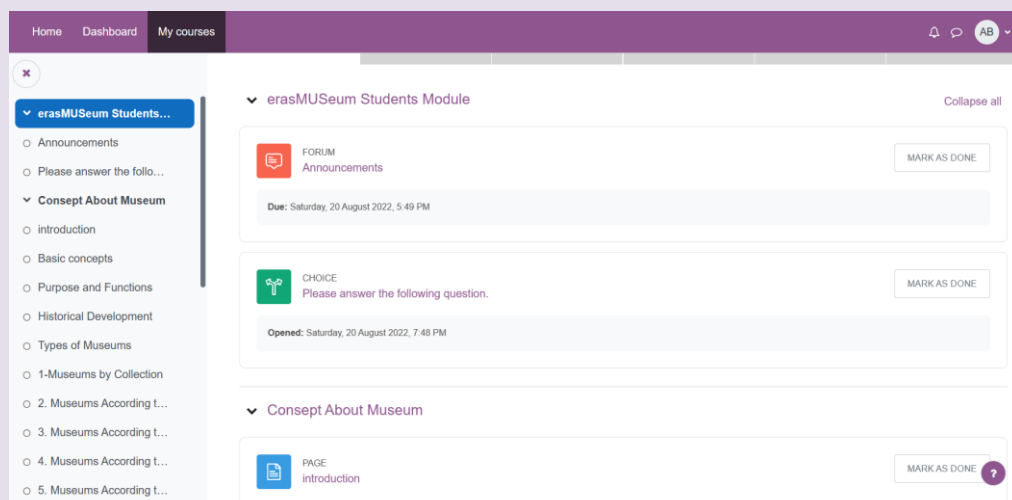*You can see the contents of this course in the Course Tab.

*You can see trainees registered to this course in the Participants sections,

*In the Badges section, you can see your badges for the sections you have completed.

* You can see duties defined for you in the Competencies section (There is no specific competency defined for the participants in our course.)

*In the More section, you can access the tab where you can delete your registration from the course.
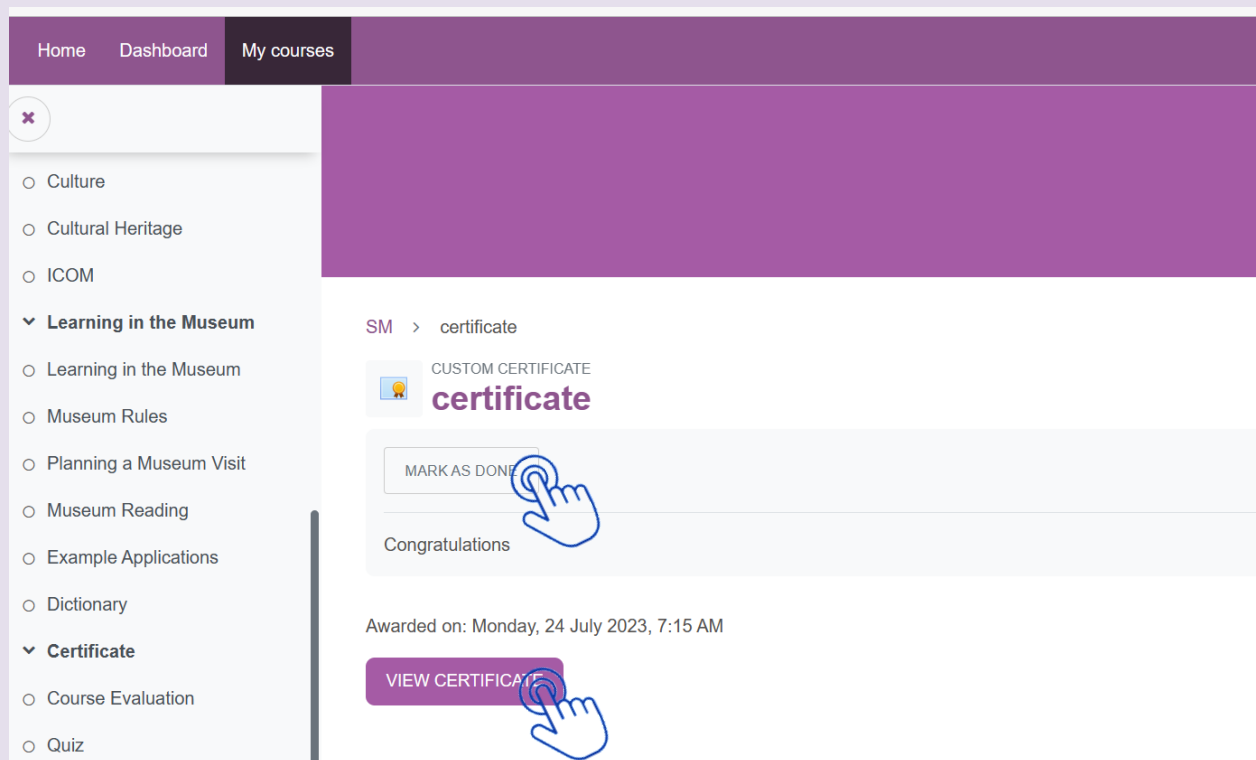
- Completion of course content;

\* Read all the course contents in order from the left section carefully, watch the videos. Participate in the discussions in the announcements section and the forum section. You can use the left section between the pages or you can access the next courses with the back and next buttons within the page. When you are sure that you have read and learned each section, click 'MARK AS DONE' button to complete that section. Answer short 'QUIZs' in the course. Answer the course evaluation questionnaire at the end of the course. In the last section, when you pass the course completion exam, you will reach the CERTIFICATE section. If you are sure that you have completed all the sections, you can access your certificate from the VIEV CERTIFICATE button by clicking the MARK US DONE button in the Certificate section.



**Your certificate prepared in your name will open on a new page and you can print and save this certificate. You can share it on your social media with the hashtag #erasMUSeum.**

**We THANK YOU as Project Management Team for your participation in the course.**