



# EMVOI

## e-Learning Guide

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## 1. Introduction

This guide should help participants to navigate through the EMVOI e-learning course located at:

[trainings.emvoi.eu](https://trainings.emvoi.eu)

The e-learning system is based on the open learning platform Moodle (<https://moodle.org>). For the moodle platform a lot of guidelines already exist how to use the system:

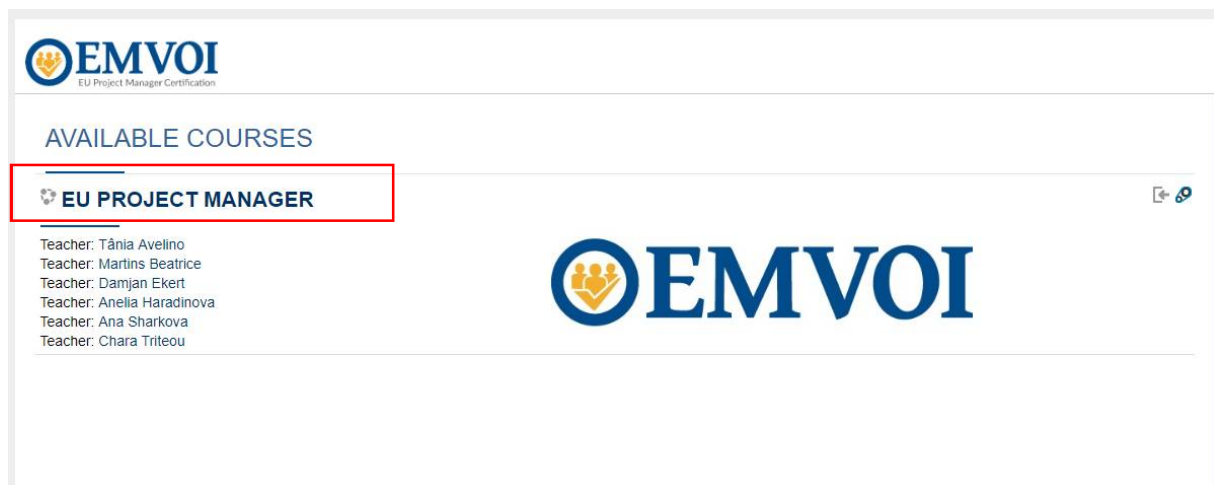
[https://docs.moodle.org/31/en/Main\\_page](https://docs.moodle.org/31/en/Main_page)

This guide will focus on the EMVOI specific platform.

## 2. Log-in and navigate through the platform

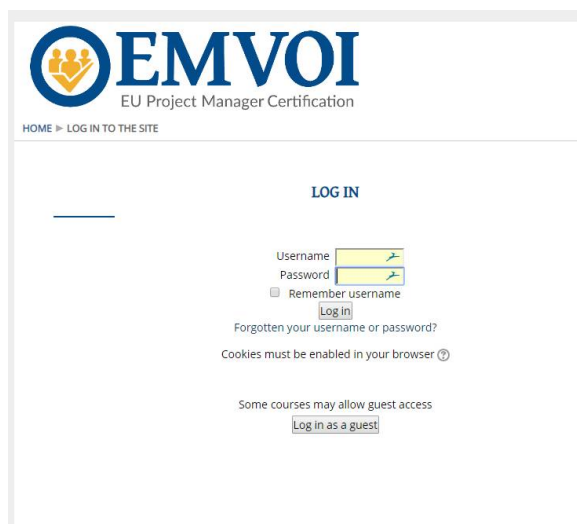
Go to: [trainings.emvoi.eu](https://trainings.emvoi.eu)

And click on the EU PROJECT MANAGER course



The screenshot shows the EMVOI website interface. At the top left is the EMVOI logo with the text 'EU Project Manager Certification'. Below it, the heading 'AVAILABLE COURSES' is displayed. A red rectangular box highlights the 'EU PROJECT MANAGER' course entry. To the right of this entry is a large EMVOI logo. Below the course name, a list of teachers is provided: Tânia Avelino, Martins Beatrice, Damjan Ekert, Anella Haradinova, Ana Sharkova, and Chara Triteou.

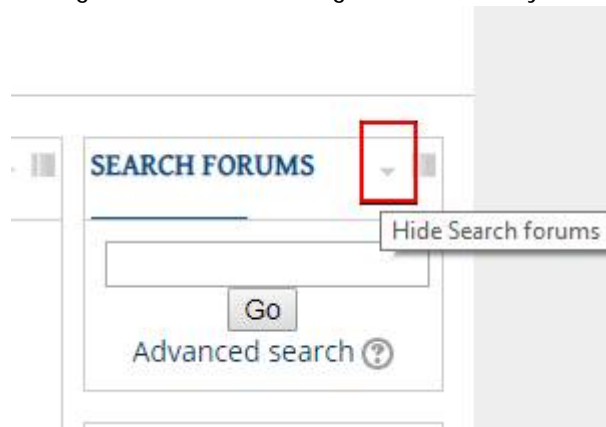
You will be forwarded to the log-in page:



The screenshot shows the EMVOI log-in page. At the top left is the EMVOI logo with the text 'EU Project Manager Certification'. Below it, the text 'HOME > LOG IN TO THE SITE' is visible. The main heading is 'LOG IN'. There are two input fields for 'Username' and 'Password', each with a small arrow icon to its right. Below these fields is a checkbox labeled 'Remember username' and a 'Log in' button. Below the button, there is a link for 'Forgotten your username or password?' and a note 'Cookies must be enabled in your browser'. At the bottom, there is a note 'Some courses may allow guest access' and a 'Log in as a guest' button.

Please enter your username and password and click on the **Log In** button


The course is divided in the main course content (most of the screen) and the navigation blocks on the right side. You can arrange and move the navigation blocks as you like or even hiding them by




clicking on the arrow:

You can navigate through the course by using the scroll bar of your browser.


Each learning element/module contains a self-assessment, training materials, discussion forum and links to further reading content:

-  Prerequisite - Self Assessment


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-  Prerequisites - Slides


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-  Forum: Prerequisites

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-  Further reading

### 3. Perform a self-assessment

By clicking on the self assessment link in any learning element you are forwarded to the EMVOI self assessment quiz. Click on the button  to start with the self assessment.

You will receive 4 questions with one or more correct answers. In case more than one correct answer can be selected instead of a radio button  a checkbox is in front of the answer 

**QUESTION 1**

Which concept captures the objectives the EU aims to tackle?

Not yet answered  
Marked out of 1.00  
[Flag question](#)

Select one:

- a. EU policy
- b. EU criteria
- c. EU priority
- d. EU strategy


**QUESTION 2**

Who determines the priority areas to be focused on?

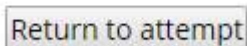
Not yet answered  
Marked out of 1.00  
[Flag question](#)

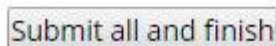
Select one or more:

- a. Members of the Council of the European Union based on the council's strategic agenda & discussion with the political groups of the Commission
- b. The president from the Commission based on the council's strategic agenda & discussion with the political groups of the European Parliament
- c. Members of the Council of the European Union based on the council's strategic agenda & discussion with the political groups of the EP
- d. The president from the Parliament based on the council's strategic agenda & discussion with the political groups of the Commission

After you are finished with the self assessment click  button. You will be forwarded to the next page where you can check if you have answered all questions and submit your answers.

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved





You will receive your results an overview of the answers you have provided and the correct answers :

Started on	Friday, 28 September 2018, 3:07 PM
State	Finished
Completed on	Friday, 28 September 2018, 3:23 PM
Time taken	16 mins 7 secs
Marks	0.00/4.00
Grade	0.00 out of 100.00
Feedback	Your knowledge in the topic should be improved by studying the materials and the further reading materials. If you have questions feel free to post them to the discussion forum.

**QUESTION 1** Which concept captures the objectives the EU aims to tackle?

Select one:

- a. EU policy ✘
- b. EU criteria
- c. EU priority
- d. EU strategy

The correct answer is: EU priority

Incorrect  
Mark 0.00 out of 1.00  
Flag question

Based on your Grade you will receive different feedback !

The self assessment can be taken as often as you want !

## 4. Open learning materials

By clicking on the link with the PDF symbol and slides in the title you will access the training materials



Prerequisites - Slides

## 5. Use the discussion forum

In order to share your experience and discuss content, please use the discussion forum. Each Forum contains already on post with suggested topics to be discussed:

**PREREQUISITES**  
by Admin User - Friday, 28 September 2018, 8:03 AM

Dear participant,

please share with us your views and experience on the following topics:

- Please remember a situation in which you had the first idea for a project and describe how you proceeded from this first idea.
- How did you manage to learn more about the EU policies and current agendas to find out if these would cover your idea?
- How did you learn about upcoming calls for proposals?
- Can you describe how EU priority is transformed into calls for proposals?

Looking forward to your answers

Click on [Discuss this topic \(0 replies so far\)](#) to view the discussions and click on [Reply](#) to post

**PREREQUISITES**  
by Admin User - Friday, 28 September 2018, 8:03 AM

Dear participant,

please share with us your views and experience on the following topics:

- Please remember a situation in which you had the first idea for a project and describe how you proceeded from this first idea.
- How did you manage to learn more about the EU policies and current agendas to find out if these would cover your idea?
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- Can you describe how EU priority is transformed into calls for proposals?

Looking forward to your answers

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▼ Your reply

**Subject\*** Re: PREREQUISITES

**Message\***


Discussion subscription

Attachment

Maximum size for new files: 500KB, maximum attachments: 9

If you tick the Discussion subscription option, you will get notified if someone answers to your reply.

## 6. Open further reading content

Click on  Further reading to view the additional relevant content for the learning element.

### FURTHER READING



- (Video)
- Are you planning to prepare a project proposal for an EU funding scheme (Article)
- European Project Management – methods & techniques for planning European projects (Article)
- European Commission – Press release: Ten actions to help equip people in Europe with better skills (Article)
- European Commission and its priorities – Policies, information and services (Information portal)
- BBC News (2010). How EU institutions work: Overview. Retrieved from <https://www.bbc.com/news/world-europe-11710564>
- Tes (2017). Britain is incapable of managing Brexit and calamity will follow. The EU legislative process. Retrieved from <https://community.t-calamiy-will-follow-article.761120/page-6>

Last modified: Tuesday, 18 September 2018, 11:14 AM

## 7. Support

In case of technical issues with the platform feel free to contact the ISCN Team:

Damjan Ekert ([dekert@iscn.com](mailto:dekert@iscn.com)) or Tobias Zehetner ([tzehetner@iscn.com](mailto:tzehetner@iscn.com))