



# COMANITY Online Course Guidelines for learners

# Index

1.	Links to the online course	1
2.	Registration	1
3.	Personalisation	2
4.	Access to the COMANITY Course	3
5.	How to take the course	4
6.	How to submit an activity	6
7.	Interaction with mentors	7
8.	How to run a test and get feedback	7

# **1. Links to the online course**

The online course is **available to any organisation and individual interested** at the following address: <u>http://opened.unir.net/portal</u>. You can also access the course through the <u>COMANITY web</u>site and the COMANITY Hub.

#### Access the ONLINE COURSE

#### 2. Registration

option.

It is necessary to register to get access to the course. We have created a quick registration process for you so that you can easily register by using your Google credentials.

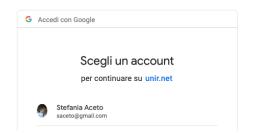
To do so, once you get in the UNIR Open Education Platform following the link above (or through the COMANITY website or Hub) **click on the red tab**: Sign in with Google.

You will be then asked to choose which

Google account you want to use to access to

the OpenEd platform. Click on your preferred

G Sign in with Google	
f you can't log in with a Google ac	count, you can always create an account manually in the form below
Îm	
di.	
W ACCOUNT	
inter the following inform	ation to create a new account.
Create Account	
* Indicates a required field.	
* Lieor Id	
* User Id	
First Name	
First Name	
First Name Last Name	
First Name Last Name Email * Create New Password	
First Name Last Name Email	



The next step is the acknowledgement of the **privacy policy** of UNIR, which is responsible for the data treatment of the learners accessing the COMANITY course. **Please read it carefully and give your consent to continue by clicking on Accept.** 



# 3. Personalisation

By clicking on <u>Account</u> in the left menu bar you can see the features of your account.

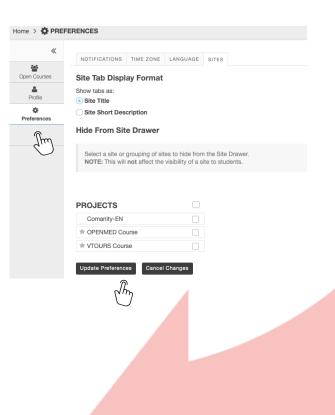
By clicking on **Modify details** you can modify your password.

*			
Dpen Courses	My Account De	etails	
<b>Å</b>	User		
Profile	User Id	sacetowork@gmail.com	
Preferences	First Name	Stefania	
4	Last Name	Aceto	
Account	Email	sacetowork@gmail.com	
J.	Туре	google	
$\bigcirc$	Disabled	False	
	Created By	Stefania Aceto	
	Created	Mar 11, 2019 10:41 am	
	Modified By	Stefania Aceto	
	Modified	Mar 11, 2019 10:41 am	
	Modify Details		

*	MY PROFILE PICTURES	CONNECTIONS	MESSAGES	SEARCH	PRIVACY	PREFERENCES	
III Overview							
a Profile	Select an image file on your computer (max 2MB): Selectionsr archivo: flada seleccionado text.image.refresh			Nadia Gamez Say something Say It Profile Wall			
45							
Preferences							
& Account							
				Basic Information			
	Upload		You haven't filled out any information yet				
	My connections	tions		Contact Information			
	0 connections	Search for connection	onnections Email nadia.gamez@unir.net				
	My pictures						
	0 pictures Add new picture		me Staff In	Staff Information			
			You have	ven't filled or	ut any inform	ation yet	

By clicking on **<u>Profile</u>** in the left Menu bar you can provide more information about yourself (your picture, a sentence about yourself, basic information about yourself).

You can select the **COMANITY course as favourite Sites** so that they will appear always on the top of your Menu. To do so, you must click on <u>Preferences</u> in the left menu bar, and then click on <u>Sites</u>, tick on Comanity in the project list (in your preferred language) and then on Update preferences.



#### Access to the COMANITY Course 4.

Once registered, you will get access to the UNIR Open Education platform, where a number of Open Courses are available. Feel free to browse them all, and click on Join to access the Comanity Course.

The course is available in English, Greek, Italian and Spanish, so please click on Join choosing your preferred language.

#### unirresearch Log in with Google Guest Login Gateway > S OPEN COURSES « Browse 쓭 h courses by name. 0 VTOURS Course [ES] VTOURS Course [FI] ۵ \$ 513 Members # 9 Member Join Bienvenido al curso VTOURS Welcome to the V-TOURS Course Join This course is meant to help you in your first experiences as a worker. As a student, the work environment can be completely or partially unknown to you: we want you to be familiar with th. # OPENMED Course VTOURS Course [MK] OPENMed # 116 Members # 59 Memb Добродојдовте на курсот VTOURS Join Join OPENMED COURSE [AR] Comanity-EN COMANITY at 93 Members # 8 Members OPENMed Welcome to the COMANITY Online Course This course is addressed to youth workers and volunteers willing to become Join Join Community Animateurs. (In

# 5. How to take the course

Once you have logged in to the course, you will be taken to the **Home page**.

😯 🐐 Hom	e VTOURS Course V OPENMED Course V Comanity-EN V	
Comanity-EN >	Еноме	
★ Home Overview Overview Overview Overview Forum Forum Email Email Evaluation Progress Assignments Evaluation Evaluation Trasts & Oulzzes	Permet         Permet         Decome to the COMANITY Online Course         Incourse is addressed to youth workers and volunteers willing to become Community Animateurs.         Decomentity Animateur's role is to bridge the existing gap between young people on the margins and 'mainstream' institutions by acting as a "Social Mediator". Community Animateur come from the community, and are trusted by their peer group. They act as a point of mediation between young people who don't trust the system ' and the system itself.         To do the job of a Community Animateur effectively, youth workers and volunteers need new ways of thinking, new ways of working and new skills.         So, how can you become a Community Animateur?         Find it out in this course!	

From there, you can have access to (see left **Menu bar**):

- **Overview**: providing an overview on the course and the link to the Training Handbook.
- **Content**: providing access to all project modules.
- **Forum**: providing access to the forum of your learning group. Your mentor or a moderator will manage the forum, create discussions and invite you to participate.
- **E-mail**: allowing you to have individual contacts with your peers and with the mentor.
- **Progress**: recording your progress in the course.
- **Assignments**: storing the assignments you have been requested to submit within the activities of the modules. In each module a set of activities is foreseen and for some of them you will have to submit assignments.
- **Test and quizzes**: at the end of each module you will have to take a self assessment test to check what you have learnt. Tests are multiple choice, and only one answer is correct. After submission of the test, you will be able to see whether you replied correctly or not, and what was the correct answer.
- **Resources**: where you can store and share with other learners the resources you wish (documents, links, web sites), categorised by Competence Area and modules. All learners have access to resources and can upload and delete them.
- **Dropbox**: this is your personal area where you can store documents that only you can have access to.

If you have technical problems related to the use of the course, an helpdesk is active (in English only) at the following email address: transfer.ict@unir.net.



From the **Content** option, you can get access to the whole set of modules of the Comanity Course.

<b>``</b>	Content
i≣ Home	
Cverview	
) Content	Area 1. Emotional intelligence
2	B Module 1. Intra-personal competences
Forum	B Module 2. Inter-personal competences
Lasignments	E Module 3. Adaptability
	<u>Module 4. Affective competences</u>
	Area 2. Community Animateur
Contact Us	B Module 1. Advice, guidance and support to promote social inclusion of young people
ests & Quizzes	B Module 2. Mapping Networking Mediation
	B Module 3. Organising and managing information to promote social inclusion of young people
	B Module 4. Delivering participation programmes for social inclusion
	<u>Module 5. Empowering young people</u>
	Area 3. Digital Competences
	B Module 1. Organising and managing resources for online self-regulated development
	E Module 2. Programme and content creation
	Module 3. Empowering Young People
	Area 1. Emotional intelligence
	Module 1. Intra-personal competences
	E Text Format
	E Testing Multimedia
	⊨ Templates
	⊳ <u>Div</u>

Once you have selected your module, you will be able to access its content...



AREA Emotional Intelligence

Module 1. Intra-personal competences



#### Intra-personal competences

... allow people to assess their emotional intelligence, and support their relationship with external environment and other

#### About this module

The module will address the competences which enable individuals to accurately assess their emotional intelligence and how this is likely to shape their relationship with the external world and with others. The module will explain more in depth: emotional selfawareness, self-confidence, good enoughness, self-esteem, feeling in control of the situations.

The skills acquired through this module are useful in everyday life, in personal life and also in social context. The learners will have the possibility to apply these skills to better understand themselves as individuals who interact as social human beings, citizens and workers.

#### Learning objectives

- to deepen the psychological concept of emotional intelligence
- to acquire the knowledge of the main competences of selfawareness and self-management
- to understand the concept of Good Enoughness and its implications in every day's life
- to learn the situations on which an individual has control and the ones on which he/she has not control
- to understand the differences between self-confidence, selfesteem and self-efficacy

... and do the foreseen activities.

r S	ection 1. Emotional Intelligence
È A	ctivity 1 - Section 1. Be aware of yourself!
E S	ection 2. Good Enoughness
⊳ <u>s</u>	ection 3. Self-esteem
È A	ctivity 2 - Section 3. Tips to build your self-confidence
ß	ection 4. Self-efficacy
È A	ctivity 3 - Section 3. Are you confident enough?
	your skills and knowledge
<b></b>	comanity Test - Module 1
⊡ ⊆ To kr	iomanity Test - Module 1
⊡ ⊆ To kr	comanity Test - Module 1
⊡ ⊆ To kr	iomanity Test - Module 1
To kr	iomanity Test - Module 1

# 6. How to submit an activity

In order to submit an activity or assignment, you click on one activity to see the instructions. In the same page, if it is possible you can add an attachment or text in the text box, and then submit. After a submission and when the mentor provides feedback, learners will see their activity as evaluated, and they will access the comments or the evaluation.

s a first activity, you are requested to write a pledge on how you will be opening up your course/teaching during the Open
ome examples of such a pledge:
You can select a course of yours and commit to transform it into an open course, possibly made available at no cost to st
Or you can select a learning resource that you are actually using (a book, a set of powerpoints, or the content covering a
Or, you can commit to adopt an open teaching or open assessment strategy within your course, and describe this strateg
ease prepare your pledge, including:
the objectives of your project work
the activities that you will run during the project work
the main results of your project work
he benefits that your project work will bring to you, to your students and to your institution.
ubmission
ssignment Text
This assignment allows submissions using both the text box below and attached documents. Type your submission in the box b
⊗Source   B   X ∩ G @ @ @ @   ● / (A, S) 厚 及   注 に   非 非 19 83
Styles - Format - Font A- D- X II
Words: 0, Characters (with HTML): 0/1000000 $_{\mathscr{A}}$
Attachments
No attachments yet
Select a file from computer nada seleccionado or select files from workspace or site
Submit Preview Save Draft Cancel
$\widehat{n}$
Im
$\smile$

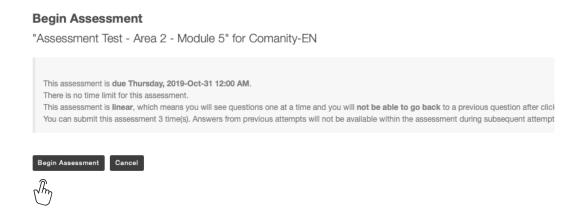
# 7. Interaction with mentors

You will be able to interact with your mentor via email, clicking on the email button in the menu bar.

COMPOSE MESSAGE NEW FOLDER SETTINGS	⁰ LINK
Messages	
Beceived (0 message - 0 unread)	
Sent (0 message)	
Deleted (0 message - 0 unread)	
Draft ( 0 message - 0 unread )	
Exercised by UNIR Research     Copyright 2002-2019 The Apereo Foundation. All rights reserved. Portions of Sakal are copyrighted by other parties as described in the Acknowledgments scheme.	Co-funded by the Erasmus+ Programme of the European Union

## 8. How to take a test and get feedback

At the end of each module, you will take a self assessment test to help you check what you have learnt. Once you have selected the test, click on Begin Assessment to start.



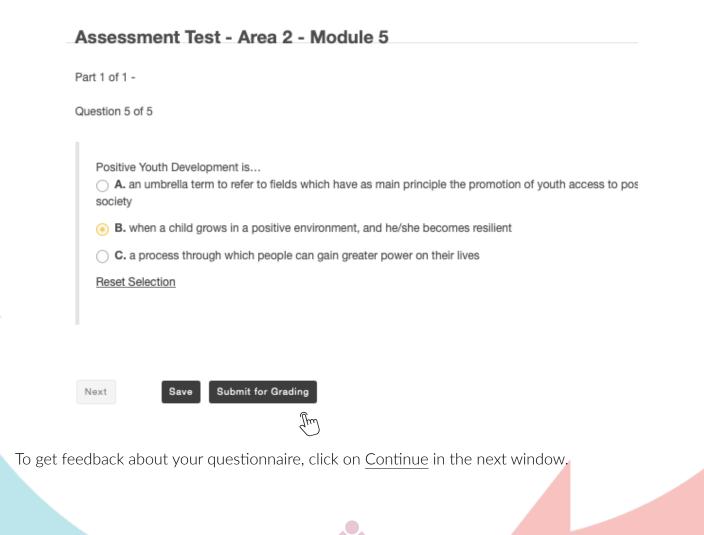
Tests are multiple choice and only one answer is correct.

Once you have submitted your test, you can have access to a feedback report where you can see whether you answered correctly or not.

Question 1 of 5
The process of empowerment refers to A. cope with stressful situation B. a process of gaining greater control over life events C. a greater participation in community life Reset Selection
Next Save Exit

Once you have selected your reply, click on <u>Next</u> to move to the next question. Don't forget to save in case you want to continue the test later.

Once you have reached the final question and answered, click on <u>Submit for Grading</u> to hand in your test.



ubmission Assessment Test - Area 2 - Module 5

Course Name	Comanity-EN
Sreator	Silvia Margarita Baldiris Navarro
Assessment Title	Assessment Test - Area 2 - Module 5
lumber of submissions remaining	2 out of 3
Confirmation Number	377-42-963be7e5-7bed-4ef5-bc2b-8b22f677fdf1-Tue May 28 15:43:32 CES1
Jubmitted	05/28/2019 03:43:32 PM

u will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notific



You will then have access to the list of Assignments, and at the end of the page you will see the list of your submitted assignments.

#### **Submitted Assessments** pu have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All ubmissions/Scores". View All Submissions/Scores | View Only Recorded Scores Title Statistics Recorded Score Feedback Available Individual Score Time Submitted Assessment Test - Area 2 - Module 5 Immediate n/a n/a Feedback n/a 2019-05-28 3:43 PM n/a Jm

By clicking on Feedback you will see how you performed in the test (correct and wrong answers).

# **Project partners**



COMANITY is a project under Erasmus+ KA3 "Support for Policy Reform -Social inclusion through Education, Training and Youth". It involves 9 partners from 8 European countries and runs for 24 months from December 2017 to November 2019.

For more info contact admin@arcola-research.co.uk.

Learn more about the project here:

www.comanity-project.eu

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Project number: 592182-EPP-1-2017-1-UK-EPPKA3-IPI-SOC-IN

