

2020

# User Guide of iHeal Online Learning Platform

[www.iheal.eu](http://www.iheal.eu)

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Up-Skilling Elders in Digital Health Literacy to prevent marginalization and exclusion



# iHeal



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## Where should I begin?

This guide has been created to explain how to use the iHeal project's online training platform. In the guide, the italic words in orange color indicate the links or buttons on the web platform. For example *Home* link.

Also, the aforementioned links will be marked with an orange frame in the relevant image to make it easy to notice. For example 

You can enter [www.iheal.eu](http://www.iheal.eu) via using one of the web browsers. In order to reach to the online training platform, you need to open the [iheal.eu/log-in](http://iheal.eu/log-in) page by clicking the *Platform* menu.

## Enroll!

In order to benefit from the training platform, you must register in our system quickly with an existing e-mail address.

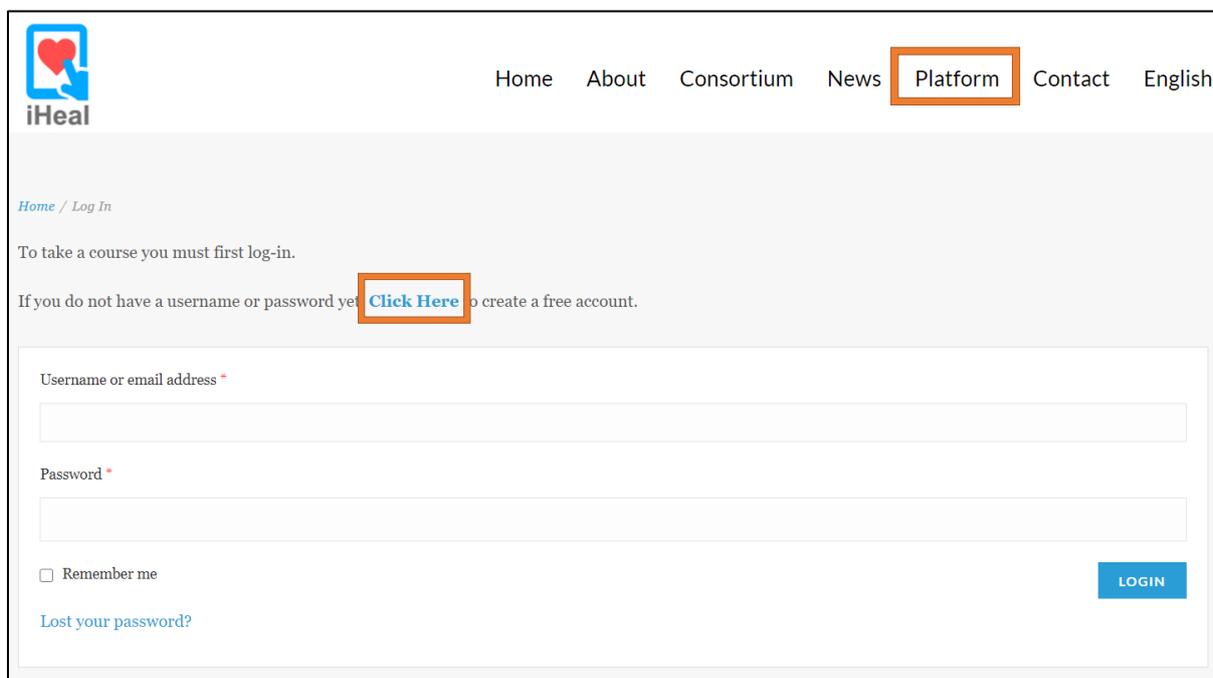
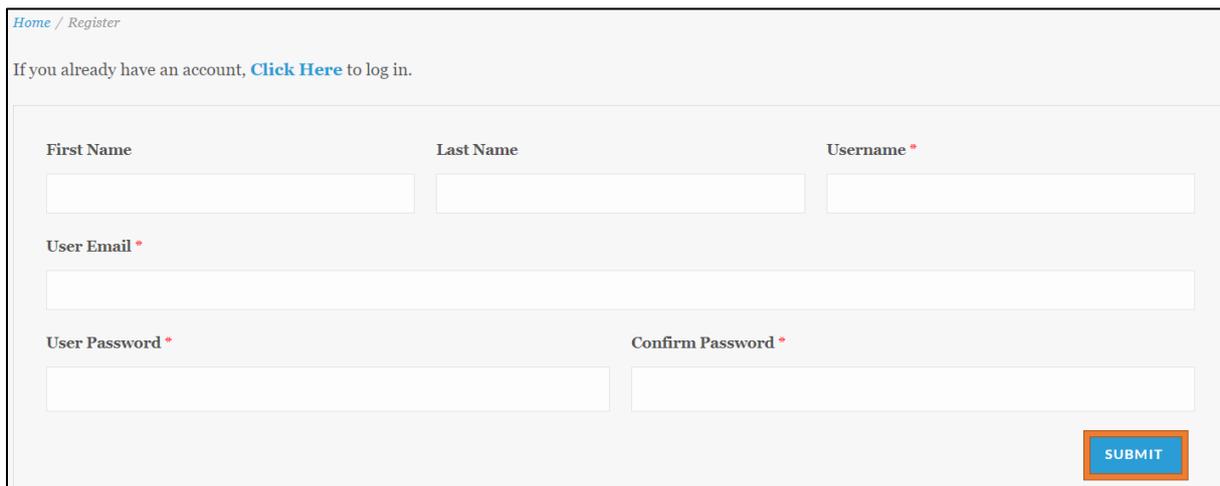


Figure 1-1

After completing the registration process, you can log in to the platform by writing your e-mail address and password on this page, but if you are not registered, you must click *Click Here* to create an account.

## Where to Begin?



Home / Register

If you already have an account, [Click Here](#) to log in.

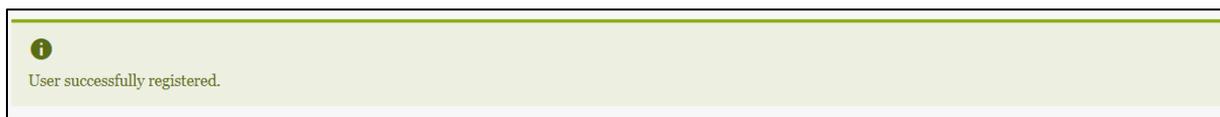
First Name  Last Name  Username \*

User Email \*

User Password \*  Confirm Password \*

Figure 1-2

After filling the form fields marked with \* on the registration page, click the **Submit** button and complete the registration process. If you see the green warning below when you click the button, your registration is completed.

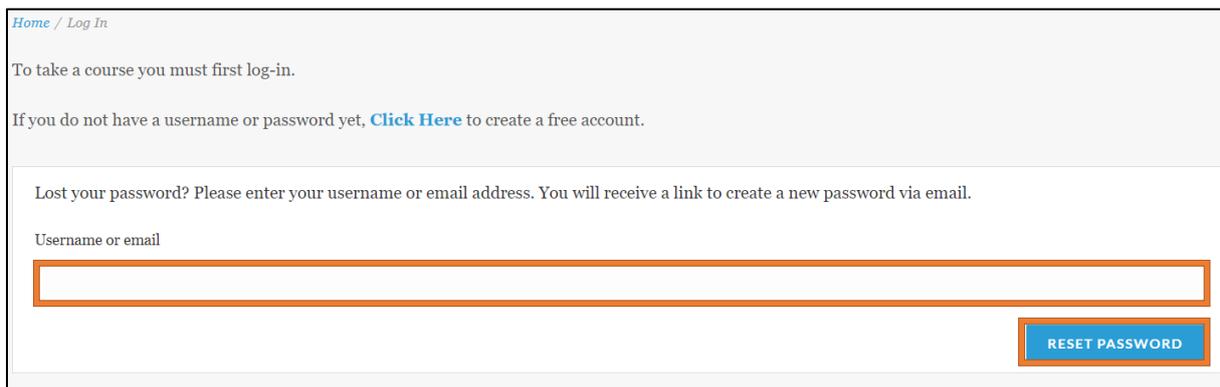


**i** User successfully registered.

Figure 1-2.1

### Forgot Your Password?

If you have already registered to login and can not remember your password ,you need to ; click on the **Lost your password?** link on the **Platform** page as shown in Figure 1-1.



Home / Log In

To take a course you must first log-in.

If you do not have a username or password yet, [Click Here](#) to create a free account.

Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email

Figure 1-3

A screen will appear as shown in Figure 1-3. Enter your registered e-mail in this field and click the **RESET PASSWORD** button. The link where you can reset your password will be sent to your e-mail address. Click on the link sent by iheal.eu to set your new password.

# Where to Begin?

## Sign In

After creating your account, click on the *Platform* of the [www.iheal.eu](http://www.iheal.eu) web page to open the user login page.

Figure 1-4

Log in to the online training platform by writing your username and your password to the related fields on the *Platform* page as shown in Figure 1-4. After you click *LOGIN* you will see a screen as shown in Figure 1-5.

Figure 1-5

Modules will greet you here. Click on the *See more..* button to learn more about the module you are interested in. For example, to see the first module on our page, the "Basic Digital Literacy Skills - Becoming Autonomous Users" module, click this button to open our next course homepage

## Let's Start a Course

When we click this button, an information screen as shown in Figure 2-1 appears. This screen briefly tells you what the course includes and what kind of achievements it will bring to you.



If the general content of the module is the course you are looking for, it is enough to register for the course by clicking the *Take This Course* button at the top. In the next step, the instructions will help you to complete the course.

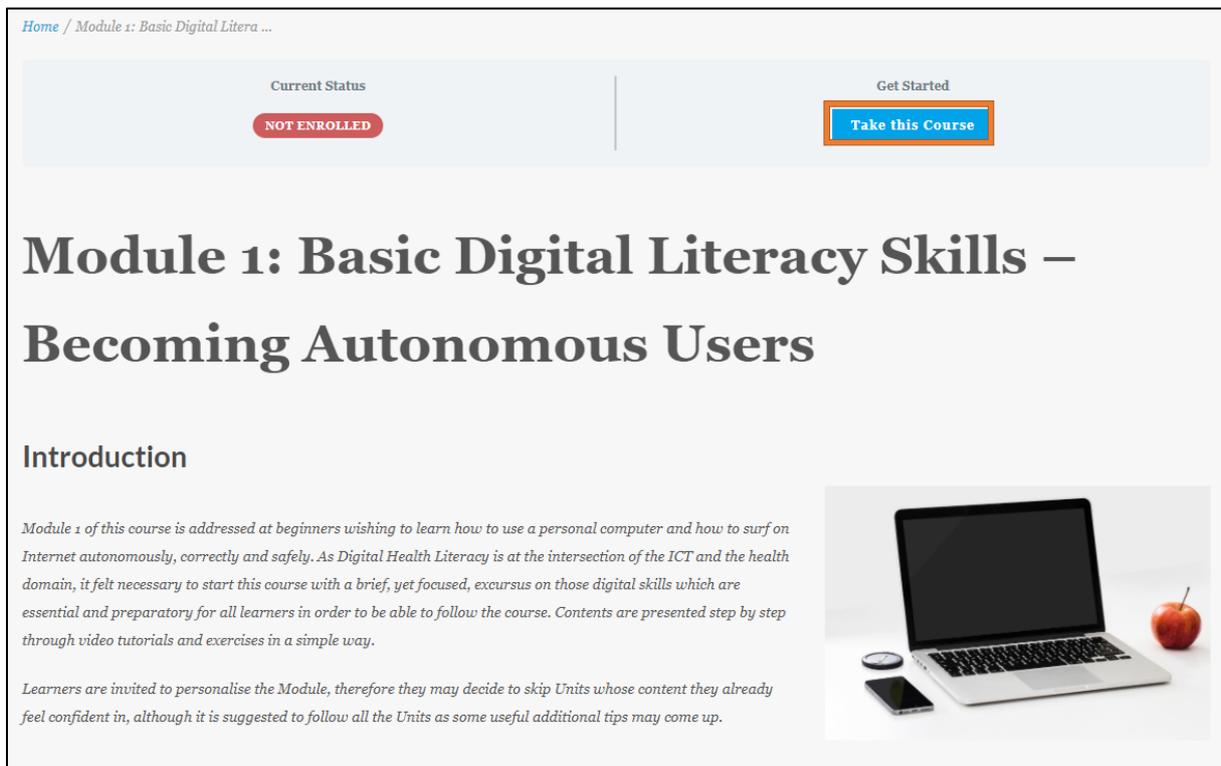


Figure 2-1

When you register the course, you will see the progress of the module content in Figure 2-2. The ratio here will gradually increase as the topics in the course are treated.



Figure 2-2

After your course registration is complete, you can use the *All Modules* button to access other modules and the *Next Module* button for the next module on the module page. You can expand and examine the module contents shown in Figure 2-3 and you can enter the relevant course by clicking on the unit you want.

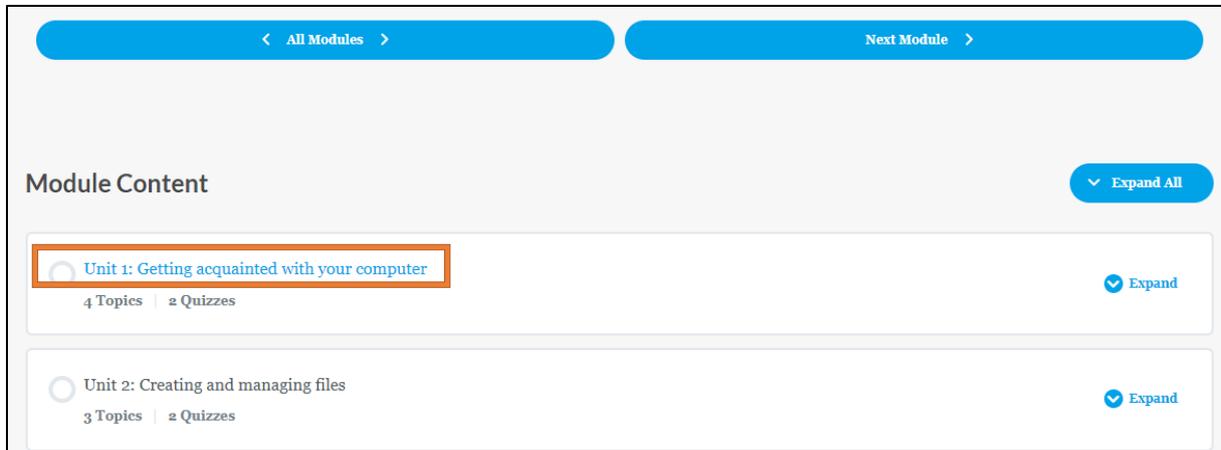


Figure 2-3

As an example, we click on Unit 1 of Module 1 and enter *Unit 1: Getting acquainted with your computer* and we see a screen as in Figure 2-4.

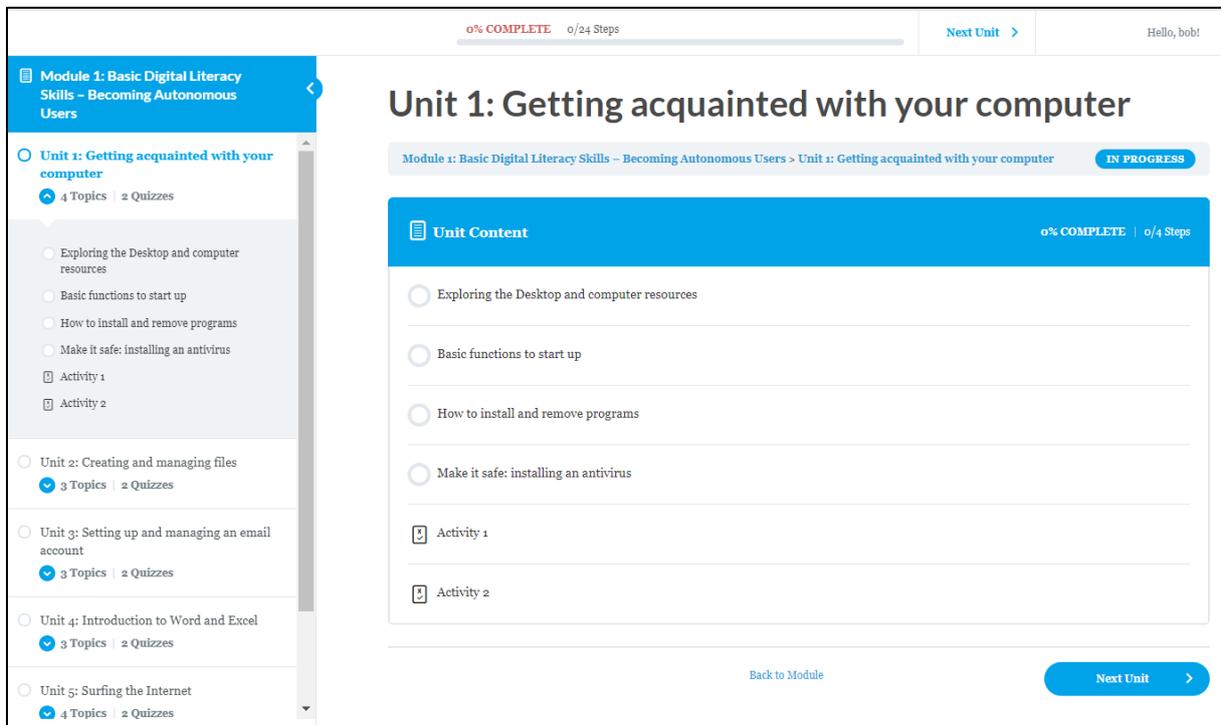


Figure 2-4

## Make Progress in the Course

After reading the tutorial content of the units in the module, you must click the *Mark Complete* button at the bottom of the page. If you do not think you have learned the content well enough, switch to the *Next Topic* button before clicking *Mark Complete* button. You can return to the relevant topic later to complete.

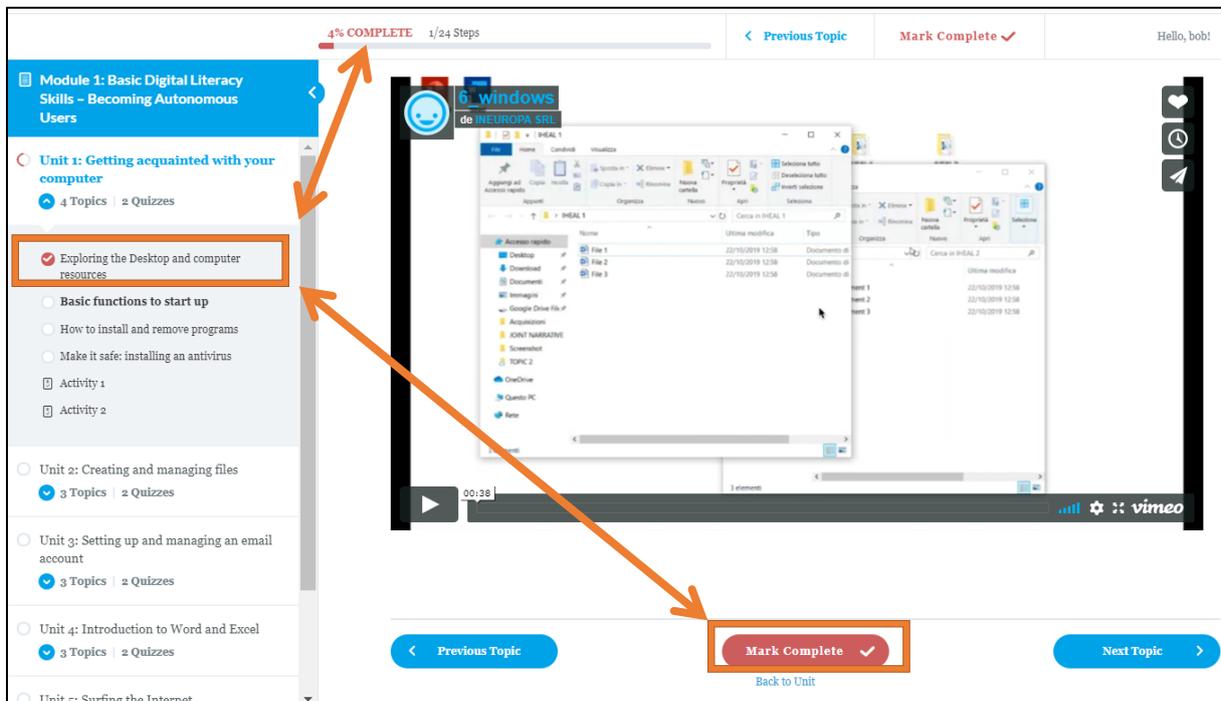
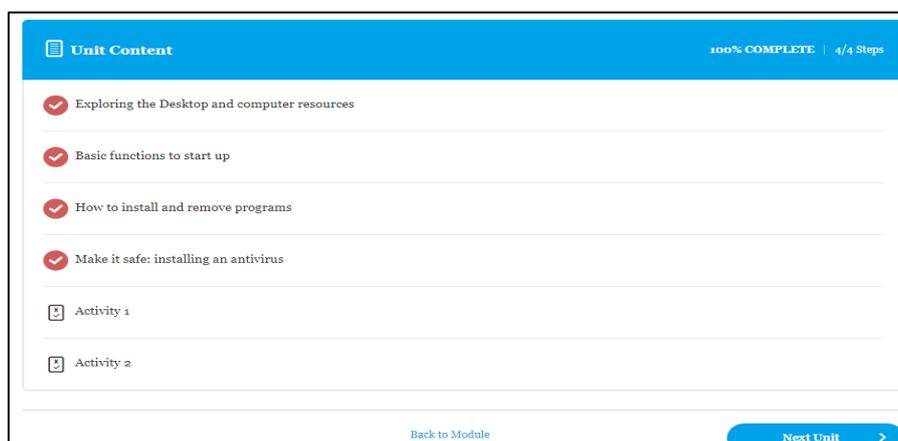


Figure 2-5

When you finish the topic and click the *Mark Complete* button, you will complete one step on the system. Thus, your progress is entered into the system. You can follow the topics you have completed by observing them marked from the list of topics on the left side of the screen.

Checkmarks will increase as you complete the topics. You can carry out activities related to the unit when all the signs are completed and you think you have learned the content of the unit.



## Test Yourself

When you have finished all the topics in the unit, you can check whether you have learned the subject correctly by testing yourself with the activities at the end of the unit. For this, from the menu on the left side of the screen (as shown in Figure 3-1) you should click on the activities related to the unit and access the relevant activity page.

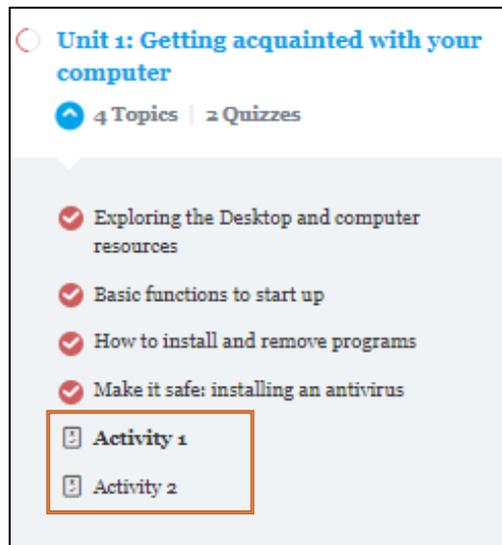


Figure 3-1

When the activity page is opened, the screen in Figure 3-2 appears so that you can start the quiz. Click the *Start Quiz* button on this screen to start the quiz.

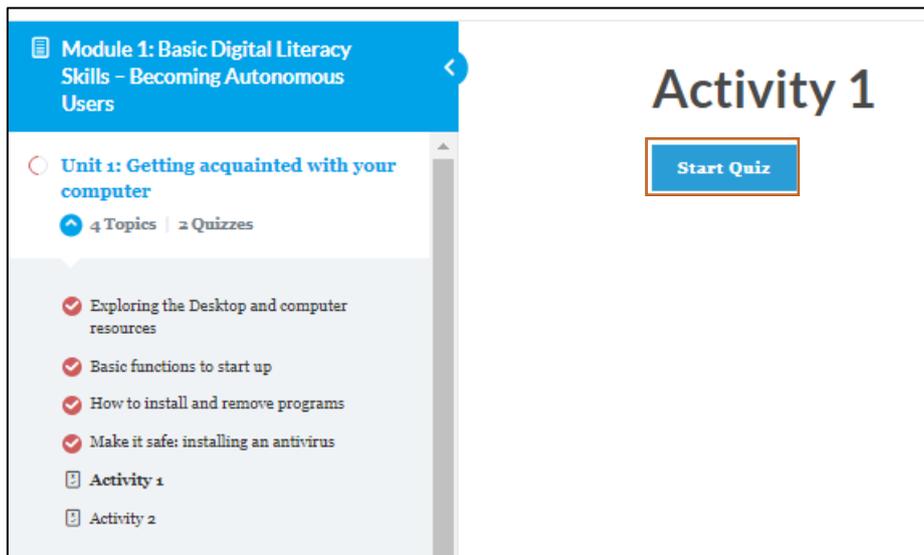


Figure 3-2

### Activity Types

When performing the activities, you need to pay attention to their types. All activities may not be the same type. While one is a question that requires a single answer, another may require more than one correct answer.

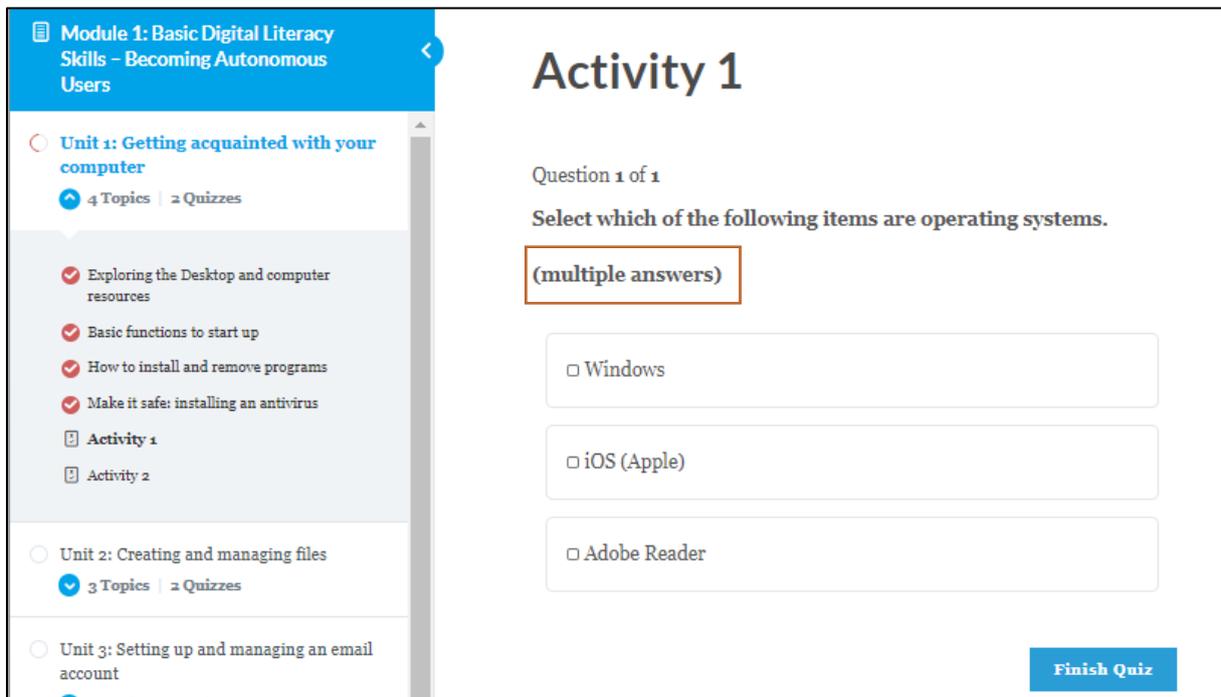


Figure 3-3

After selecting the correct answer with the mouse, click the *Finish Quiz* button to finish the activity and switch to the quiz results screen as shown in Figure 3-4.

### Result of Quizzes

Your quiz results will be displayed instantly. If you ticked all of them correctly, you will get a message stating that you gave 100% correct answer as shown in Figure 3-4, but in case of an incorrect answer, this warning indicates that you failed the quiz.

You should *Click Here to Continue* button to switch the second activity for completing all the steps related to the unit. Conclude your progress in the course by completing the other units in this way and finalize your education.

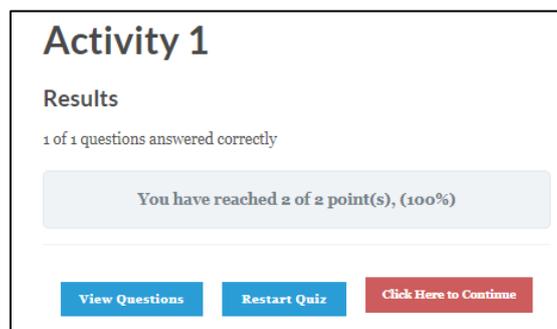


Figure 3-4

Another type of quiz is to progress by writing the correct answer. You will encounter many types of quiz like this.



Figure 3-5

When the topics and activities are completed, the steps in the unit and the name of unit are marked with a checkmark as shown in Figure 3-6.

Now you deserve to move on to the next unit. You have to complete the modules by accomplishing the following units in the time period that you have planned.

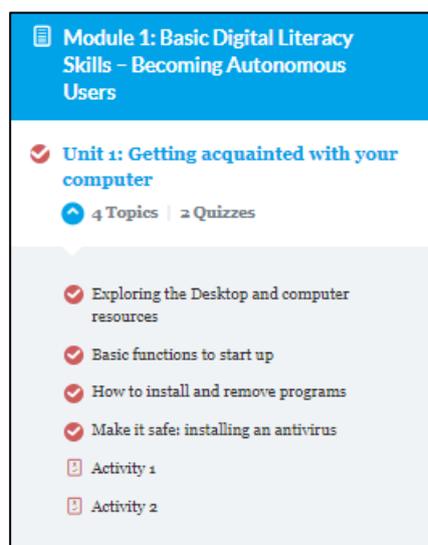


Figure 3-6

### For Completing the Course

The progress bar shown in Figure 3-7 shows how many steps (topic) left. You can switch to the next unit by clicking the *Next Unit* button.



Figure 3-7

To accomplish a module, you need to complete all the steps within the module. If you want, you can take the quizzes in the module over and over again.

The References section at the end of the modules will give you information about the sources of the training content in the module.

## Edit Your Profile

You can access the profile page, where you can learn the status of the modules and your progress and edit your information such as profile picture, password, name and surname, from [www.iheal.eu/profile/](http://www.iheal.eu/profile/) or from the *Profile* button in the menu.



## Dashboard

It is the page where your personal information is summarized.

S

The screenshot shows the iHeal user profile dashboard. At the top, there is a navigation menu with links for Home, About, Consortium, News, Platform, Contact, Profile, Log Out, and English. The user is logged in as 'msuzgun'. The dashboard includes a welcome message, a profile picture placeholder, the user's name 'Murat Süzgün', and the handle '@msuzgun'. Below this, there is a section titled 'Your Achievements' which shows '9 Modules' and '1 Completed'. At the bottom, there is a section titled 'Your Modules' which lists 'Modül 1: Temel Dijital Okuryazarlık Becerileri – Otonom Kullanıcı Olmak' with a 'COMPLETE' button.

Figure 3-8

On this page, you can find the achievements that you have accomplished so far. For instance, it is seen in Figure 3-8 that 1 of the 9 modules is completed. At the bottom, how much of the content of the modules have been completed is listed unit by unit.

## Profile Details

When you click the link, you will see the screen as shown in Figure 3-9 below where you can edit your profile settings.

The screenshot shows a web interface for editing a user profile. At the top, there are navigation tabs: "Dashboard", "Profile Details" (which is active), and "Change Password". Below the tabs, the page title is "Profile Detail". In the center, there is a placeholder for a profile picture with the text "Max size: 16 MB" and "Upload your new profile image." Below this is a file selection button labeled "Dosya Seç" and the text "Dosya seçilmedi". The form contains several input fields: "First Name" with the value "Murat", "Last Name" with the value "Süzgün", "Username \*" with the value "msuzgun", and "User Email \*" with the value "msuzgun@gmail.com". A blue "SAVE CHANGES" button is located at the bottom right of the form.

Figure 3-8

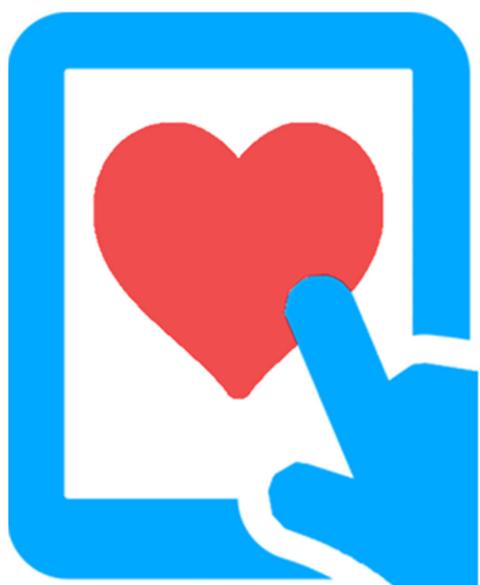
On this page, you should click the *Save Changes* button after loading the profile picture and filling the related fields.

## Change Your Password

If you click the Change Password link to change your current password after logging in, a screen like Figure 3-9 will appear. You should be careful when you are writing your password in order to avoid entering a wrong password. For verification, it will be sufficient to enter the current password in the first box and the new password in the second box.

The screenshot shows a web interface for changing a user's password. At the top, there are navigation tabs: "Dashboard", "Profile Details", and "Change Password" (which is active). Below the tabs, the page title is "Change Password". The form contains two input fields: "Current password" and "Confirm new password". A blue "SAVE CHANGES" button is located at the bottom right of the form.

Figure 3-9



iHeal

## Up-Skilling Elders In Digital Health Literacy To Prevent Marginalization And Exclusion

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- AUSTRIA WIN (AT)
- CENTER FOR SOCIAL INNOVATION LTD (CY)
- ASTERES SCRL - SOCIETA' COOPERATIVE (IT)
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