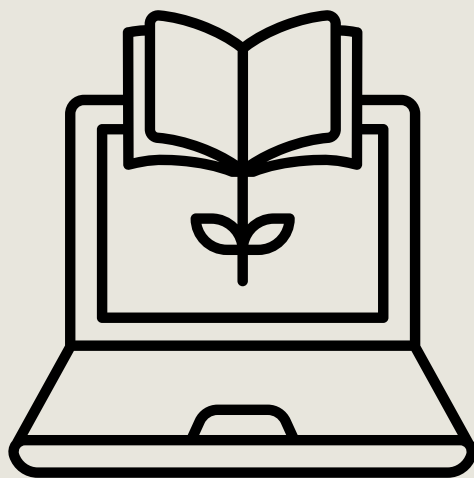




# How to Use the Platform

## A Step-by-Step Guide for Learners



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Scambieuropei ETS



**topcoach**  
unlock your potential



**GRM**

Visoka šola  
za upravljanje podeželja  
GRM Novo mesto

Green Youth Employability:  
Emerging Skills and Jobs for a Fair  
and Green Society

2023-1-IT03-KA220-YOU-000157988



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User Guide – How to Use the GYE  
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This manual is one of the outputs of  
the project “Green Youth Employability:  
Emerging Skills and Jobs for a Fair and  
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#### Contact information:

Name: Scambieuropei ETS

Email: [projectsscambieuropei@gmail.com](mailto:projectsscambieuropei@gmail.com)

Tel: +39 0518498846

The “How to Use the Platform” manual  
is designed to support users in  
navigating the Green Youth  
Employability e-learning space.

It offers clear, step-by-step guidance  
on how to register, access and  
complete courses, participate in forum  
discussions, use interactive features  
like quizzes, and reflect through the e-  
portfolio tool.

The manual aims to make the platform  
accessible, practical, and empowering  
for young learners exploring  
sustainability and green skills.



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# Introduction

The **“How to Use the Platform”** manual is developed within the framework of the **Erasmus+ KA2 project** *Green Youth Employability: Emerging Skills and Jobs for a Fair and Green Society* (2023-1-IT03-KA220-YOU-000157988).

The project aims to support **young people** in navigating the **green transition** by providing **educational tools, guidance** and **accessible learning resources**.

Through **non-formal** and **blended education**, the **GYE platform** offers an **interactive space** to explore **green competences** and acquire **key skills** for **emerging job markets**.

The platform and its contents are the result of the collaboration between **four European organisations**: Scambieuropei ETS (Italy), project coordinator; VŠ Grm Novo mesto (Slovenia); TOPCOACH (Slovakia); and Alzira On Europe (Spain).

This manual is designed to help users get started with **the e-learning space**, access **courses** and take full advantage of interactive features such as **quizzes, forums** and the **e-portfolio area**. All resources are **available for free** and aim to foster **lifelong learning, sustainability** and **employability** among young people.

Courses and tools on the platform offer **practical and accessible content** for learners and educators across Europe. The consortium identified and developed four specific learning courses, chosen on the basis of a **sound needs analysis** carried out before and during the project. This analysis took into account local contexts as well as research conducted with young people, youth workers, and relevant stakeholders.

# Introduction

**Learners** can use this **platform** as a flexible and accessible tool to engage in **non-formal education** and develop key competences for a **sustainable future**.

The platform supports **orientation towards emerging green jobs** and fosters employability in the sustainability sector. It offers interactive learning experiences that encourage critical thinking, promote responsible actions, and inspire sustainable lifestyles.

Available in **multiple languages**, this e-learning space supports **inclusive learning**, helping users of all backgrounds explore new opportunities and prepare for the **green job market**. By learning here, you are joining a generation of **active changemakers** building a fairer and more sustainable world.

## Background

The GYE project was designed to tackle three major issues affecting our societies, daily lives, and future prospects.

On one hand, climate change is one of the most urgent challenges impacting us daily. Despite various EU policies addressing this issue, fostering a cultural and mindset change is crucial. Promoting a just transition in the economic sector is equally important.

On the other hand, youth employment has faced longstanding difficulties, not due to a lack of skills or education, but because of structural issues. Addressing these challenges is vital for the future workforce. Connecting climate change and youth employment, there is a pressing need for environmental transformation. The EU Green Deal and the UN Sustainable Development Goal 13 emphasize the importance of the green transition. Emerging and future green jobs can support a fair environmental and employment transition, offering new opportunities.

# Introduction

The GYE platform and its educational resources have been developed to respond to the growing demand for green skills and accessible, high-quality content for learners. It provides practical tools and structured content that can be used to create a wider ripple effect—supporting young people, youth workers, educators, and organisations in building meaningful learning pathways focused on sustainability.

The platform is built around non-formal education (NFE) and experiential learning, offering users an engaging way to explore green skills and careers that are increasingly important not only for future employment, but also for becoming responsible, conscious citizens.

Whether you are learning on your own or guiding others, the platform offers an ambitious and ready-to-use set of tools to support your educational or professional journey.

## Aims and Methodology

The **Green Youth Employability (GYE)** platform was created to offer accessible, high-quality content for anyone interested in exploring the world of **green jobs** and **sustainable development**. It supports young people, educators, and professionals by providing **practical tools, interactive courses** and **best practices** based on **Non-Formal Education (NFE)** and **blended learning**.

Through its activities, GYE aims to engage youth workers, educators, employment staff, and young people in a learning process that builds both **green awareness** and **concrete skills**.

# Introduction

The platform encourages users to become **agents of change**, actively contributing to a fair and sustainable future.

The development of the platform's learning content was grounded in a **participatory and evidence-based approach**. The consortium identified and developed four specific learning courses, selected through a sound needs analysis conducted during the project. This analysis was informed by the diversity of local contexts and supported by targeted research involving young people, youth workers, and relevant stakeholders. This ensured that the learning offer responds to real needs and current trends in sustainability education and green employability.

During the development process, GYE partners designed and tested learning materials with young people and local stakeholders (youth workers, educators, local institution members, actors from the sustainability or labor market sectors) across Europe. Their **feedback** helped shape the final content available on the platform.

As a result, each learning module reflects **real needs**, encourages **active participation**, and supports **lifelong learning** in sustainability-related fields.

The platform's **methodology** recognises the importance of adapting learning to the background and needs of each user. By doing so, it ensures that every learner can gain **meaningful competences** and explore potential applications in their personal, educational, or professional journey.

# Introduction

## Limitations

The GYE e-learning platform offers a set of resources and courses designed to support the development of green skills through non-formal education (NFE). While it is a powerful and ambitious tool, there are some important aspects to keep in mind:

- **Target Audience:** The learning content and activities were primarily tested with young people aged 18–30, from diverse backgrounds. If you plan to use the platform with younger learners or groups with specific needs, you are encouraged to adapt the sessions to ensure they are appropriate, accessible and engaging.
- **Program Structure and Adaptability:** The platform is not intended to serve as a complete or standalone training program. Instead, it offers inspirational content and flexible tools designed to guide and motivate young people in exploring green job opportunities. To ensure a meaningful learning experience, young people should be supported by youth workers in designing a structured pathway tailored to their needs, with clearly defined learning objectives and outcomes. The platform's resources can be used as building blocks within broader educational or career guidance programs. Practitioners may choose to combine sessions from different courses or focus deeply on a single topic. However, combining modules across themes without a clear structure may result in a fragmented or overly broad learning experience. It is essential to always consider the specific needs of your learners and the local context when planning and delivering content.
- **Customisation:** The learning path is not one-size-fits-all and should be carefully customised to meet the specific needs of each learner. To support this process, the platform provides tools such as the e-portfolio and quizzes, which can help learners reflect on their journey, track progress, and make informed decisions about their next steps.

# Introduction

## What the reader can find in the Manual

The **“How to Use the Platform” manual** offers a comprehensive and user-friendly guide to navigating the **GYE e-learning platform**. It is designed to support **young people, youth workers, educators** and all users involved in the **Green Youth Employability** project by providing clear and practical instructions to access and make full use of the platform’s features.

Rooted in the GYE project’s objectives of fostering **digital inclusion** and **blended learning**, this manual serves as a practical resource to accompany users through their **digital learning experience**. It explains how to **access courses, follow the learning path, complete quizzes, engage in discussions** through the forum and **reflect on personal and professional development** using the **e-portfolio space**.

The structure of the manual reflects the logic and flow of the **user experience** on the platform. It begins with an **introduction** to the GYE e-learning space, highlighting its role within the wider context of the project. The central part of the manual consists of a detailed, **step-by-step walkthrough** of each platform function, supported by images to ensure clarity.

Finally, a closing section provides practical guidance on where to find help in case of technical or content-related questions, including the **contact form** available directly through the platform.

This manual is meant to empower users to actively and independently engage with the platform, reinforcing the values of **accessibility, participation** and **self-directed learning** promoted by the GYE project.

# Green Youth Employability



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# Green Youth Employability

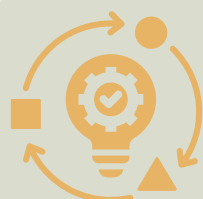
## 2.1 Context and Background

### Youth Unemployment



For a long time, young people have faced high unemployment rates, not due to their lack of skills or education, but because of structural issues. GYE project provides not only a tool for youth workers to operate successful green soft skills training on NFE, but also an e-learning platform to have an orientation on possible jobs and 4 hubs in 4 different countries to experience green learning and to come into contact with the communities networking.

### Environmental Transformation



Connecting the first two points, there is a pressing need for environmental transformation. The EU Green Deal and the UN Sustainable Development Goal 13 highlight the importance of the green transition. Young people are increasingly interested in taking action, seeing the crisis as both a social and learning challenge. As noted by the ILO (2022), the crisis may have accelerated structural changes in the labour market, presenting opportunities in growing sectors for young people at the start of their careers. Emerging and future green jobs can support a fair environmental and employment transition, offering new opportunities. With the right policy mix, future job markets and green developments can be analysed to provide young people with the necessary skills and re-skilling procedures (The Future of Jobs is Green, 2021).

Young people should be empowered to think critically, act responsibly, and live sustainably in response to the climate crisis, ensuring their engagement, active participation and a just transition in the process.

The GYE project's activities and results collect and address the needs of green actors while proposing practical activities for youth workers to create a ripple effect.

## 2.2 Objectives

GYE's goal is to create structured learning and guidance for young people in emerging Green Jobs through Non-Formal Education (NFE) and blended learning.

# Green Youth Employability

GYE believes in the urgency to act for the creation of a sustainable EU that offers care and quality employment for young people.

It provides innovative methods, best practices, and tools for young people, educators, and labour centre members to ensure a quality learning experience and a fair transition to green development.

- **Empower and support young people in their personal and professional green development** by providing them with learning activities for personal and social green change and a digital learning MOOC;
- Give value to **Non-Formal Education methodology in the green soft skills** learning, acquisition and reflection for young people;
- **Train and share best practices among 12 youth workers** in blended learning programs to support young people orienteering and skills development;
- **Foster synergies** among the youth, labor, and institutional sectors at local and EU levels and raise awareness on the need to collaborate for a mixed policy in green and youth society fostering green communities and fair transition.

## 2.3 Activities

The project is structured into 5 Work Packages with each a series of activities designed to achieve its objectives:

### WP1 PROJECT MANAGEMENT AND COORDINATION

- Kick-off Meeting: Initiate the project and align all partners.
- Monitoring Activities
- Final Meeting: Conclude the project and discuss long-term impacts.

### WP2 GREEN SOFT SKILLS

- Analysis on matching needs based on different actors
- Toolkit development

# Green Youth Employability

## WP3 THE DIGITAL TOOL: THE MOOC

- Transnational Meeting with experts and youth workers about Sustainable Communities
- Development of the MOOC based on WP2 Transnational Meeting
- Testing events
- Learning Activities: Engage young people in testing and learning about green skills.

## WP4 THE GREEN YOUTH LAB

- Training for Trainers: Equip trainers with the skills to support young people with green competences development
- Green Youth Labs: Conduct four labs to provide hands-on experience.

## WP5 PROMOTION, DISSEMINATION. MULTIPLYING EVENTS AND SUSTAINABILITY

- Promotion events engaging local stakeholders
- Dissemination Events: Share project outcomes and best practices
- Social Media Campaigns
- Final Multiplying event each in its local community

## 2.4 Expected Results

The GYE project aims to produce several key outputs:

- **Survey Report:** Insights into the current state of youth employability in green jobs.
- **Toolkit for Youth Workers:** Tools and methods for supporting green skills acquisition, available in English and four other languages.
- **MOOC:** An online course with at least four learning modules, a forum for peer interaction, an e-portfolio space for reflection and employability, and a manual for the e-learning platform.
- **Green Youth Labs:** Practical labs to apply green skills and networking in local communities.
- **Handbook:** Documentation of experiences and best practices from the Green Youth Labs.

# Green Youth Employability

The project significantly enhances the youth sector by providing high-quality resources for youth development in green jobs.

Youth workers gain access to powerful methods and tools through a Toolkit for Green Soft Skills, Mooc and digital learning know-how, a pilot learning program based on blended learning addressing both local and EU needs. Exchange of best practices and innovation are put into place.

This initiative not only boosts young people's employability in the green sector but also promotes sustainable practices, cultural change, active and aware citizenship, fostering a more environmentally conscious and skilled workforce.

## 2.5 Partners

### SCAMBIEUROPEI ETS



Scambieuropei ETS is an association dedicated to empowering youth by supporting the development of professional skills and enhancing social and participatory engagement. Through non-formal education methodologies and participatory processes, Scambieuropei ETS promotes active European citizenship among young people and youth workers. Additionally, the association is committed to youth entrepreneurship and employability, fostering skills development and providing tools to empower young people to make informed future choices, embrace challenges, and initiate new ventures.

Scambieuropei ETS has extensive experience in digital learning and communication, utilising podcasting, e-learning, and informative platforms to reach and support its audience effectively.

# Green Youth Employability

## AJUNTAMENT D'ALZIRA



Alzira On Europe is the European Projects Office of the Alzira City Council. Created in 2008, it aims to promote new lines of funding and resources for the municipality that allow the development of new projects in all municipal areas, as well as favoring the exchange of knowledge and good practices with other European municipalities. Alzira is a Spanish city of 44.225 inhabitants located in the “Valencian Community”, 40 km away from Valencia which is the third largest city in Spain. Ayuntamiento de Alzira, manages related projects in different fields such as the implementation of cooperation projects for innovation and exchange of good practices, projects to support policy reform, student mobility, vocational training for employment, the European Solidarity Corps, youth exchanges and training courses abroad, Eurodyssey, etc.

## TOPCOACH



Topcoach is an innovative educational organization based in Slovakia. Personal growth and self-development is our lifestyle. We believe that change can first occur within us, especially through constant improvement and progress, unlocking human potential. They have a rich experience in the field of self-development, marketing communication and event management.

They believe that by unlocking human potential through self-development, a person will live a fuller and better quality life. They want to facilitate people’s access to self-development on a regular basis, through leTalks and workshops with professional coaches and lecturers from various fields and of the highest quality.



# Green Youth Employability

## LANDSCAPE GOVERNANCE COLLEGE GM NOVO MESTO



The Landscape Governance College is an independent institution of higher education that implements a first-cycle higher professional education study program in Landscape Management. This program spans diverse fields, such as agriculture, tourism, nature protection, economy, and logistics.

The higher professional education study program in Landscape Management is officially registered and accredited by the Slovenian Quality Assurance Agency for Higher Education (NAKVIS). Our institution holds full membership status within the European Association for Quality Assurance in Higher Education (ENQA) and is listed in the European Quality Assurance Register for Higher Education (EQAR). The duration of the 1st cycle program is six semesters (3 full years).



# The Platform

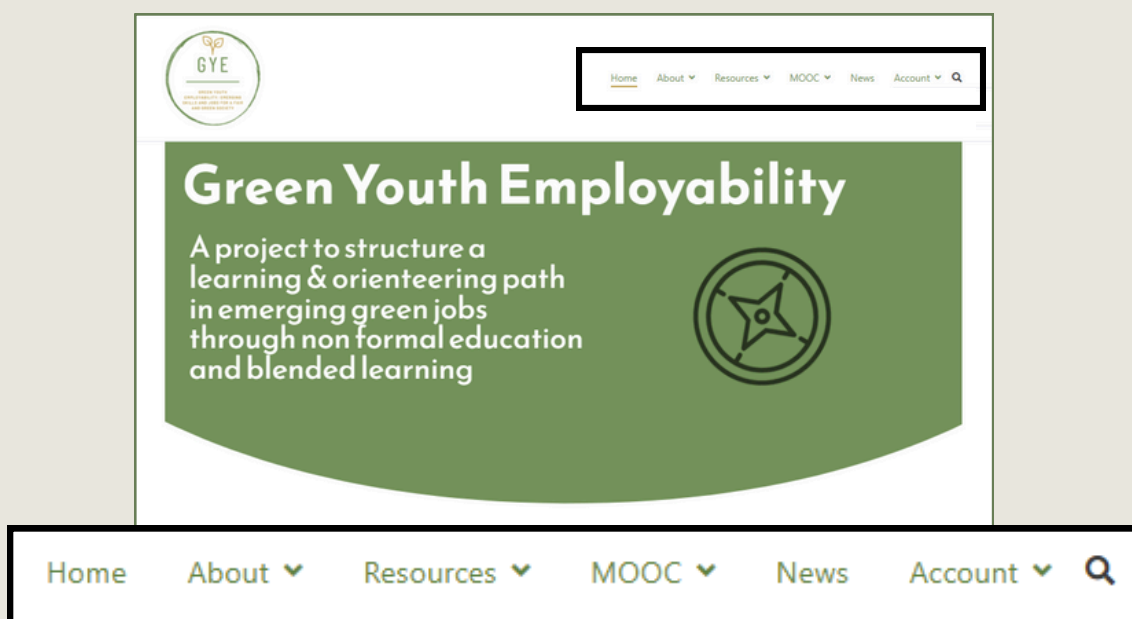


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# 3.1 Overview

Before diving into the learning experience, it is useful to get familiar with the main structure and navigation of the GYE e-learning platform. The interface is user-friendly and accessible from any device with an internet connection.

At the top of the homepage, you will find the **main navigation bar**, which includes the following sections:



## HOME

This is **the starting page** of the platform, where you can return at any time to get an **overview** or **navigate to other areas**.



# 3.1 Overview

## ABOUT

The "About" section contains **four subsections**:

The Project
Partners
Contact
Terms Of Use

An **introduction** to the Green Youth Employability project and its mission

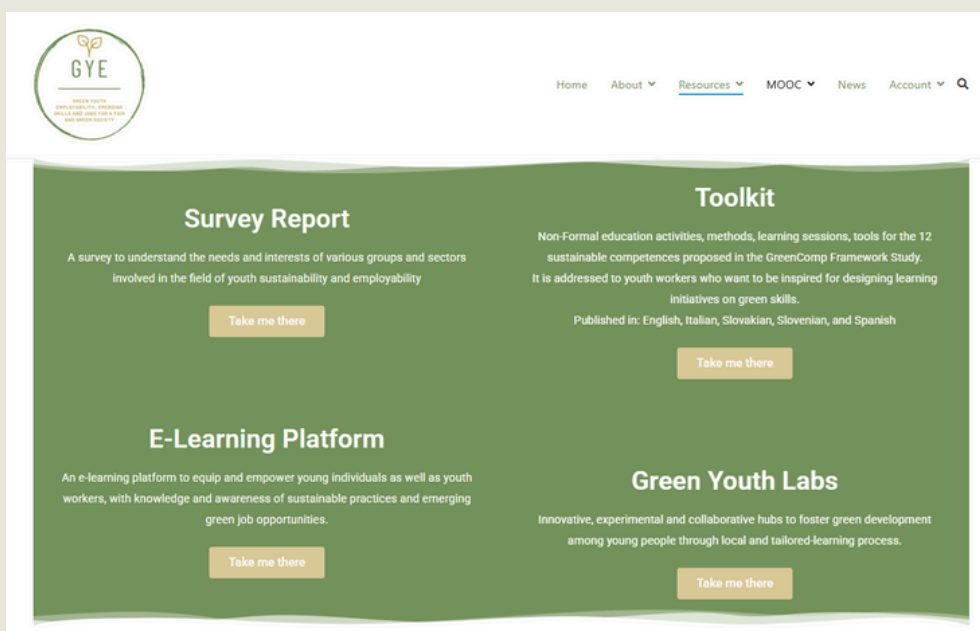
A brief presentation of **the organisations involved**

A contact form where users can send **questions** or **requests** for **support**

**Legal** and **usage information** related to the platform

## RESOURCES

This section allows users to access useful project materials, including:

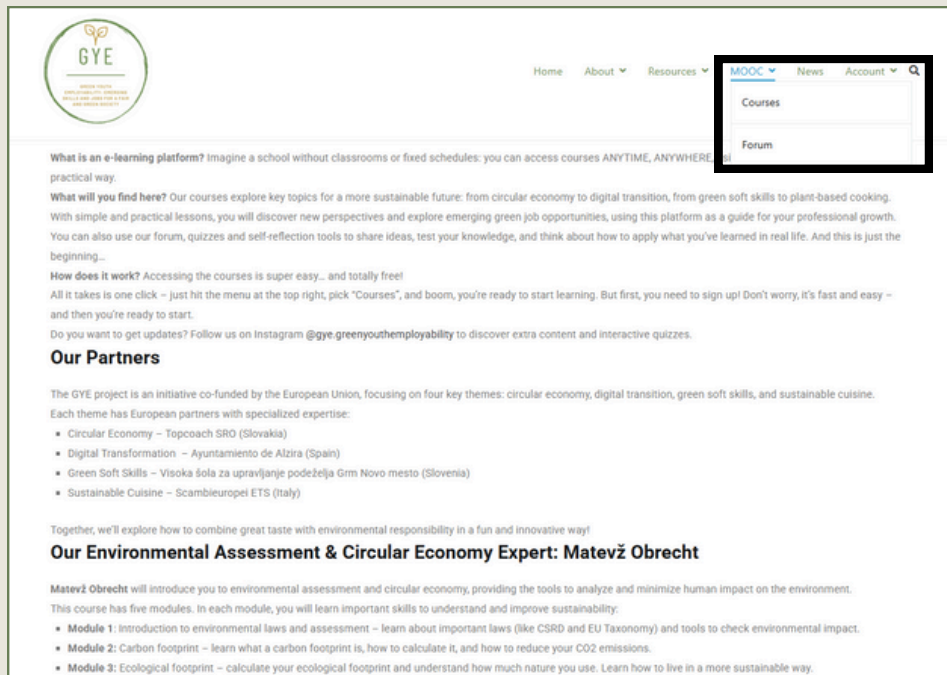


The screenshot shows the 'Resources' page of the Green Youth Employability (GYE) website. The page features a navigation menu at the top with links for Home, About, Resources (active), MOOC, News, and Account. Below the navigation, there are four main resource cards, each with a title, a brief description, and a 'Take me there' button. The cards are: 1. Survey Report: A survey to understand the needs and interests of various groups and sectors involved in the field of youth sustainability and employability. 2. Toolkit: Non-Formal education activities, methods, learning sessions, tools for the 12 sustainable competences proposed in the GreenComp Framework Study. It is addressed to youth workers who want to be inspired for designing learning initiatives on green skills. Published in: English, Italian, Slovakian, Slovenian, and Spanish. 3. E-Learning Platform: An e-learning platform to equip and empower young individuals as well as youth workers, with knowledge and awareness of sustainable practices and emerging green job opportunities. 4. Green Youth Labs: Innovative, experimental and collaborative hubs to foster green development among young people through local and tailored-learning process.

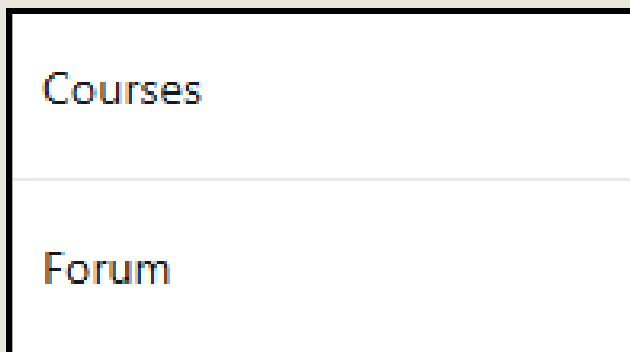
# 3.1 Overview

## MOOC

(Massive Open Online Courses)



This is the core section of the platform where you can access:



All structured modules on **Circular Economy**, **Digital Transformation**, **Sustainable Cuisine** and **Green Soft Skills**

The **discussion area** for exchanging **reflections, questions** and **feedback**

# 3.1 Overview

## NEWS

A dynamic section where **updates, project news** and **relevant articles** are published to help you stay informed throughout the project timeline.



Coming Soon: The Green Youth Employability E-Learning Platform! 🌱

By Rosalia | Posted on June 17, 2025 | Posted in News

We're putting the final touches on an innovative online space. What to expect: 📚 Interactive modules 🧑‍🎓 A personal learning path designed [...] [Read More](#)

The GYE video is out!

Agenzia Italiana per la Gioventù | Erasmus+ Enriching lives, opening minds. | greenyouthemployability.eu

Co-funded by the European Union

**Dedicated to Our Toolkit and E-Learning Platform – GYE!**

Posted in Uncategorized | Edit

Video that showcases two of the main results of the Green Youth Employability – Emerging Skills and Jobs for a Fair and Green Society project: our brand-new e-learning platform! 📺 Watch the video here: 📄 A Toolkit to Inspire and [...] [Read More](#)

### Transnational Partner Meeting



Co-funded by the European Union



#### Transnational Partner Meeting in Novo Mesto: Finalizing Our Toolkit and Designing Our MOOC

By Rosalia | Posted on July 23, 2024 | Posted in News | Tagged E-learning, toolkit, transnational meeting | Edit

From July 16 to 18, 2024, an important transnational partner meeting took place in Novo Mesto, Slovenia, for the project 'Green Youth Employability: Emerging Skills and Jobs for a Fair and Green Society' (2023-1-IT23-KA220-YOU-000157948). The event brought together representatives from the partner organizations (Scambiniupiel ETS, Topcoach, Apurament d'Altre, and Ubiq) to coordinate the development of the project's main results: the e-learning platform and the toolkit to inspire and [...] [Read More](#)

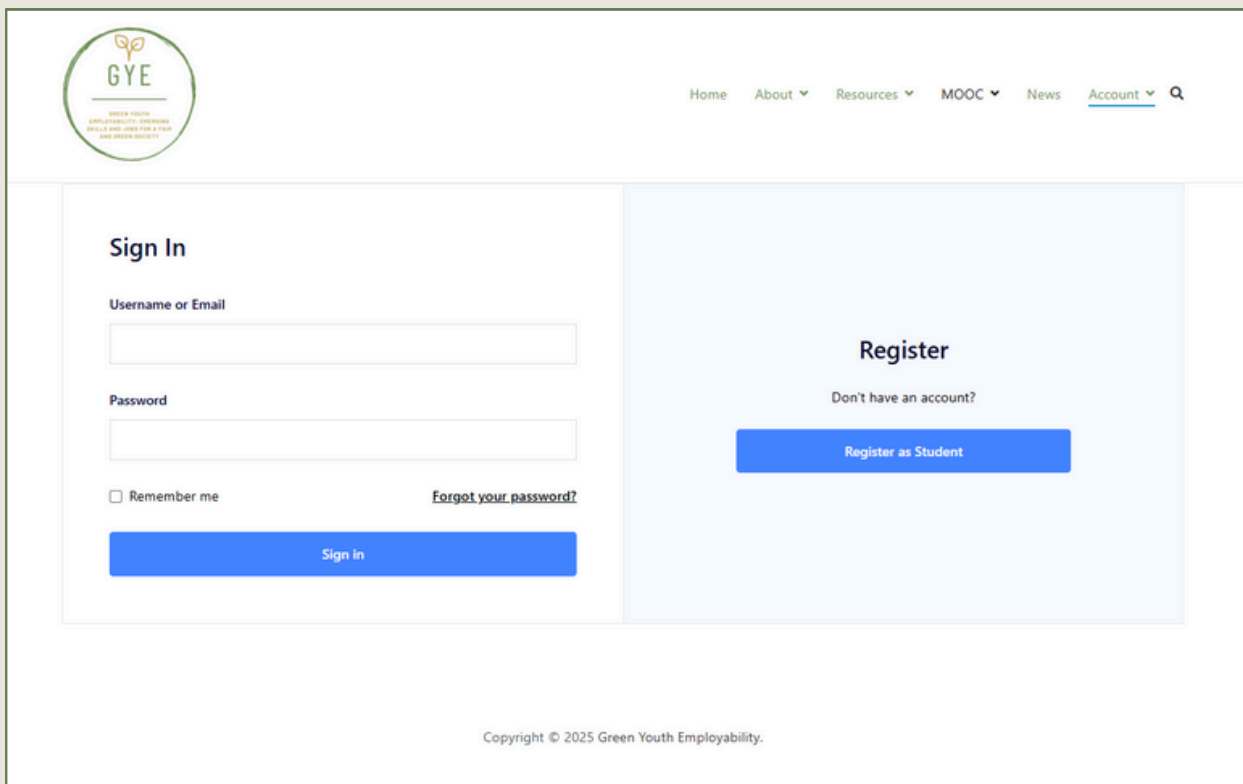
# 3.1 Overview

## ACCOUNT

This section refers to **your personal profile**.

**Creating an account is mandatory** (and free!) in order to access and participate in all sections of the platform, including the **courses, quizzes, forum** and **e-portfolio**.

From here you can view your progress and manage your learning activity.



The screenshot shows the GYE (Green Youth Employability: Emerging Skills and Jobs for a Fair and Green Society) website's account page. The page features a navigation menu at the top with links for Home, About, Resources, MOOC, News, and Account. The main content area is divided into two sections: 'Sign In' and 'Register'. The 'Sign In' section includes input fields for 'Username or Email' and 'Password', a 'Remember me' checkbox, a 'Forgot your password?' link, and a 'Sign in' button. The 'Register' section includes a 'Don't have an account?' link and a 'Register as Student' button. The GYE logo is visible in the top left corner, and the copyright notice 'Copyright © 2025 Green Youth Employability.' is at the bottom.

**Note:** Each of the above sections will be explored in more detail in the following chapters of this manual.

## 3.2 How to Register

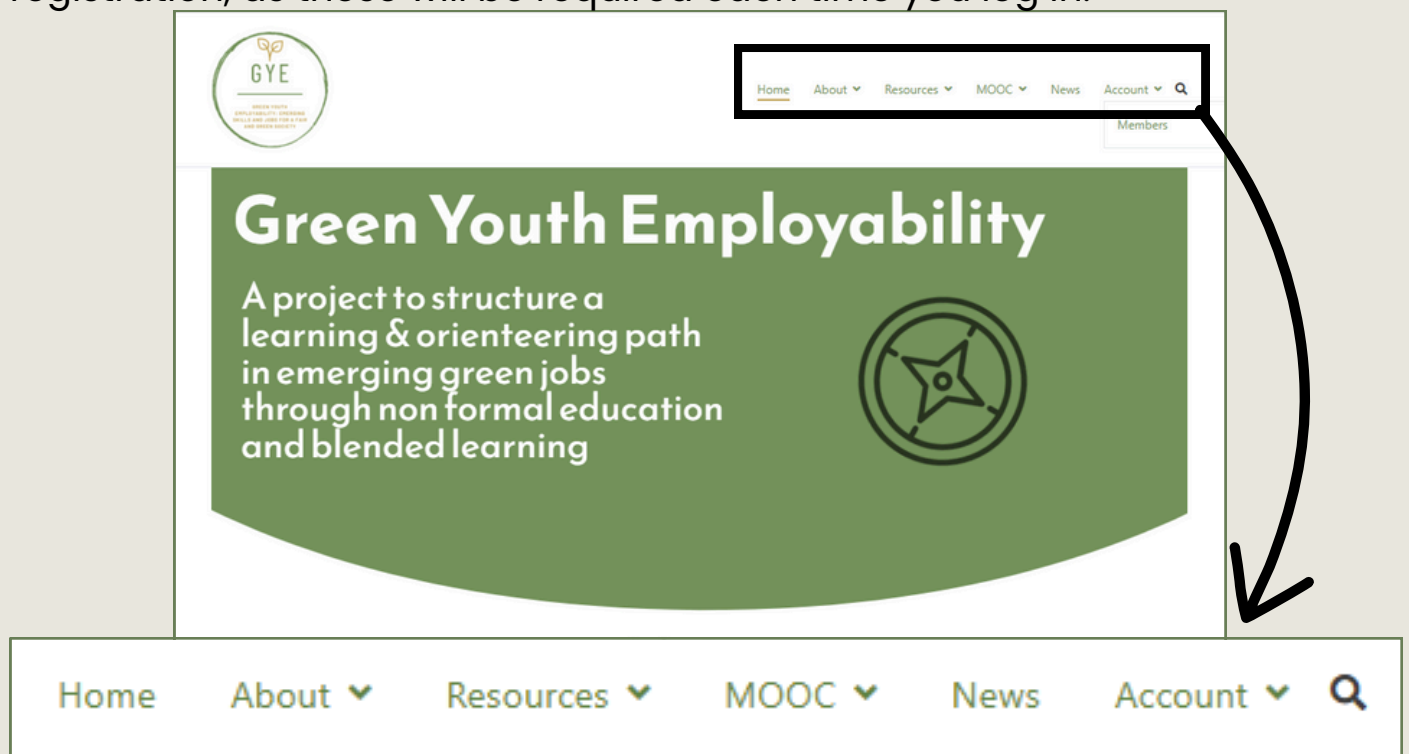
To **access** the GYE learning platform and **begin exploring** its free courses and interactive tools, users must first **create** a **personal account**. Registration is free, quick, and necessary to track your progress, access all content, and use features like the forum and e-portfolio.

Follow these **steps to register**:

1. Go to **the GYE platform website**: [greenyouthemployability.eu](https://greenyouthemployability.eu)
2. On the top-right corner of the homepage, select **“Account”**.
3. Fill in the required information, including **your email address** and a **secure password**.
4. Confirm your password and click on the **Register button**.

Once you have registered, you may be asked to verify your email address. After verification, you can log in at any time with your credentials.

Note: Make sure to remember the email and password you used during registration, as these will be required each time you log in.



# 3.2 How to Register

The screenshot shows the GYE website's login and registration interface. On the left, there is a 'Sign In' section with fields for 'Username or Email' and 'Password', a 'Remember me' checkbox, a 'Forgot your password?' link, and a 'Sign In' button. On the right, a 'Register' section is highlighted with a black box and an arrow pointing to a detailed registration form. The 'Register' section includes the text 'Don't have an account?' and a 'Register as Student' button. The GYE logo is in the top left, and navigation links (Home, About, Resources, MOOC, News, Account) are in the top right. A copyright notice 'Copyright © 2025 Green Youth Employability.' is at the bottom center.

After logging in, you will have **full access** to the platform's features:

- **Online courses**
- **Quizzes**
- **Forum discussions**
- **Your personal e-portfolio**

The registration form titled 'Create Your Account' includes the following fields: 'First Name \*', 'Last Name \*', 'Username \*', 'Email Address \*', 'Password \*', and 'Confirm Password \*'. Each field is represented by a text input box. A blue 'Register' button is located at the bottom of the form.

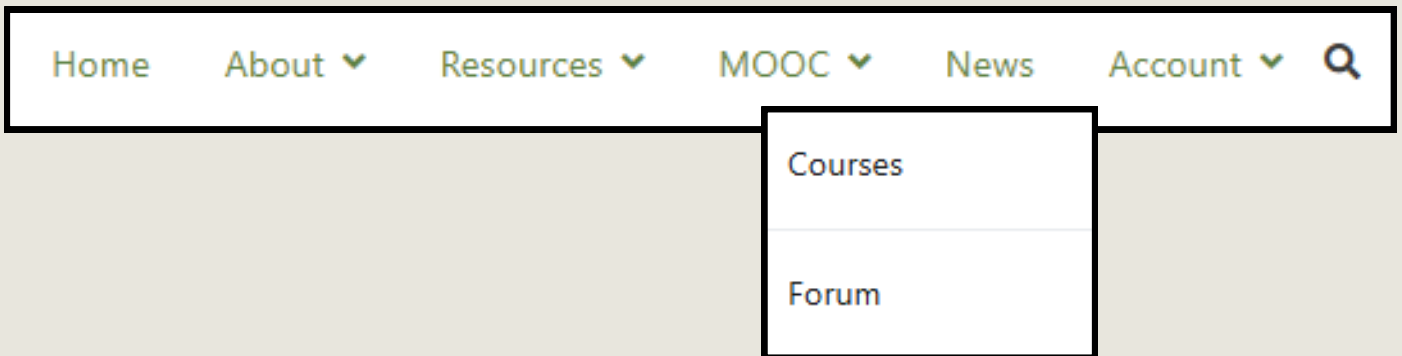
You can now proceed to browse the available courses and begin your learning journey.

# 3.3 How to Access a Course

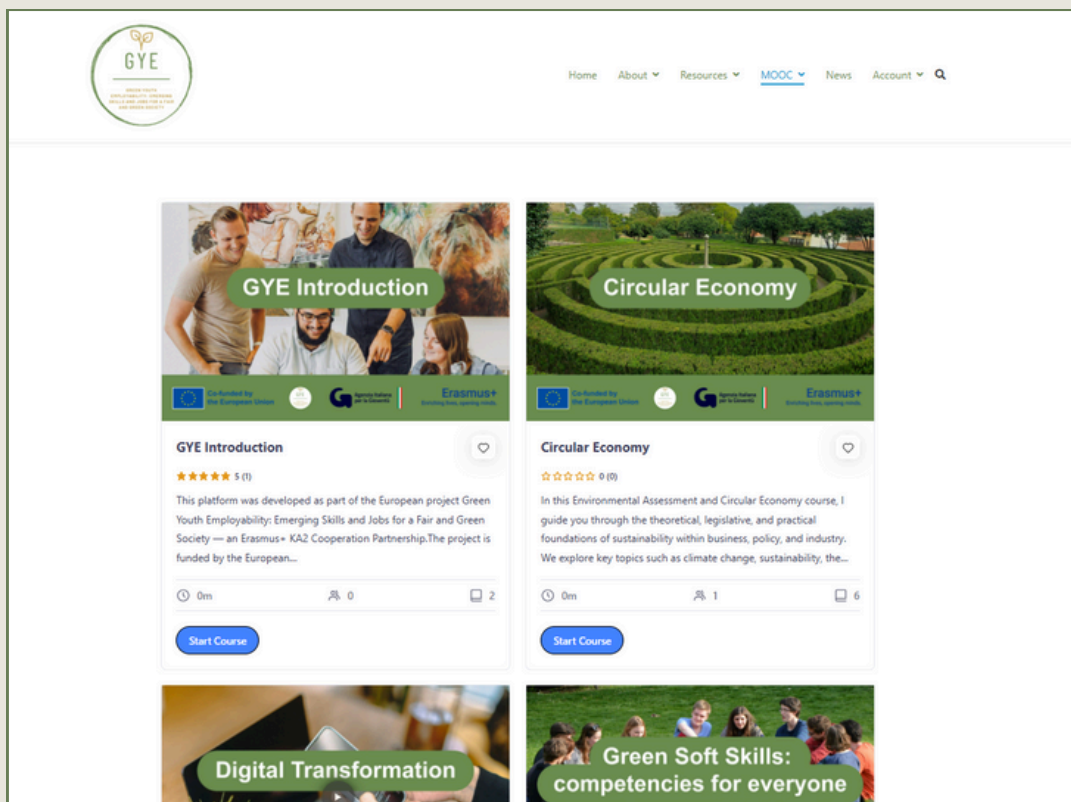
Once you are registered and logged into the GYE learning platform, you can easily browse and access the available courses.

Follow the steps below to access a course:

1. Click on **“Courses”** in the top navigation menu

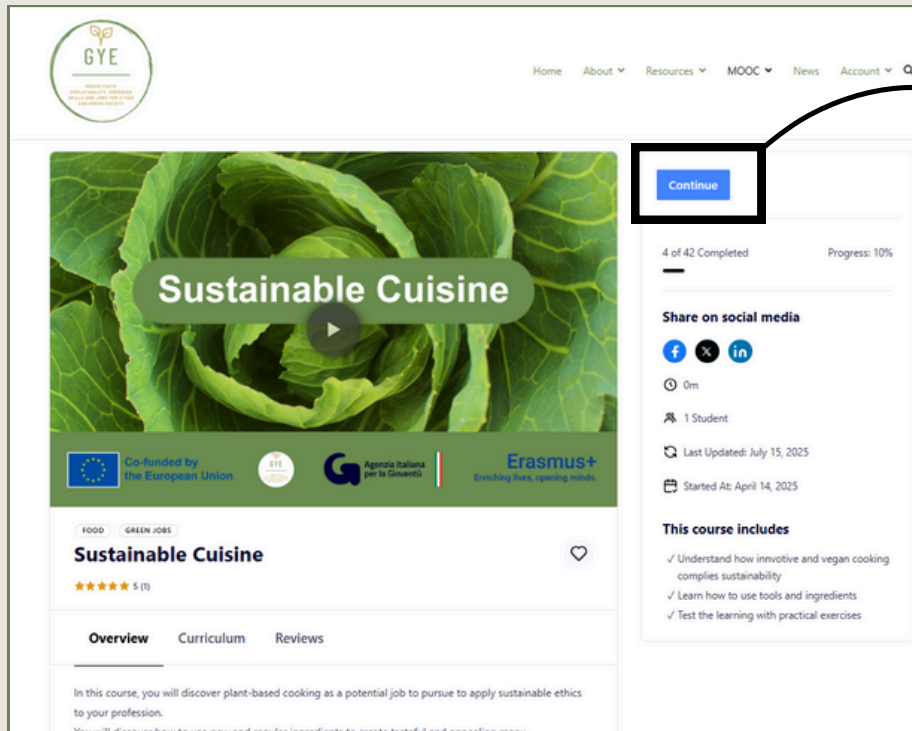


2. You will be redirected to **the course list page**, where you can see all available courses: *Circular Economy*, *Digital Transformation*, *Sustainable Cuisine* and *Green Soft Skills*. Each course is presented with a title, a **short description** and a **visual preview**.

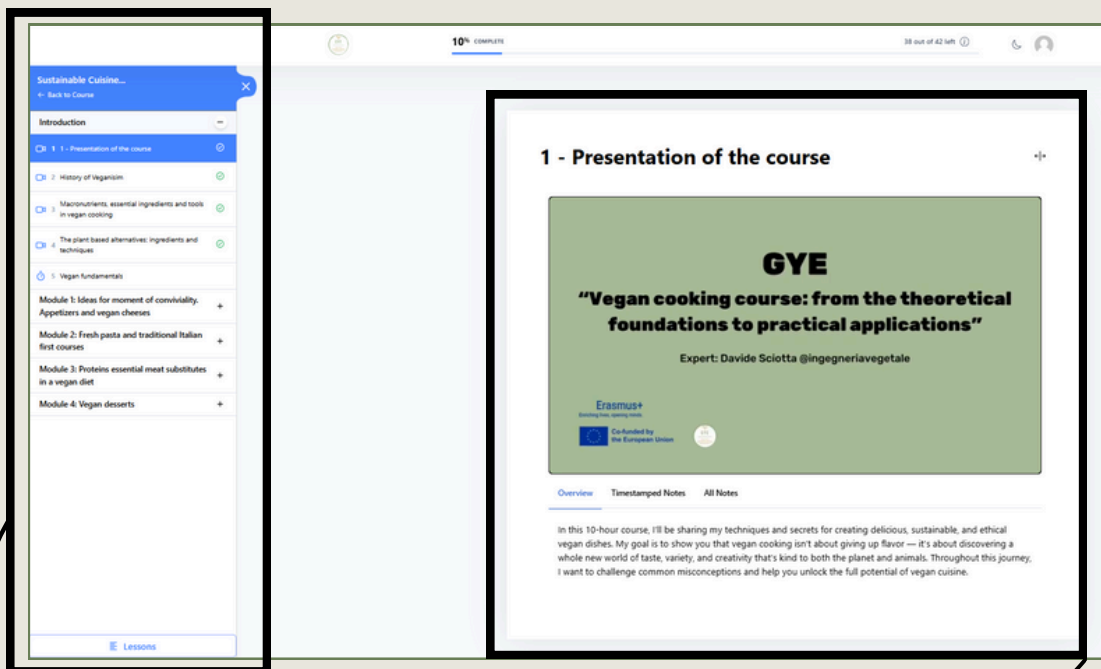


# 3.3 How to Access a Course

3. **Select the course you are interested in** by clicking on its title or image preview. This will take you to **the course overview page**, where you can read more about the course content and structure.



To begin, click on the "Start Course" or "Continue"



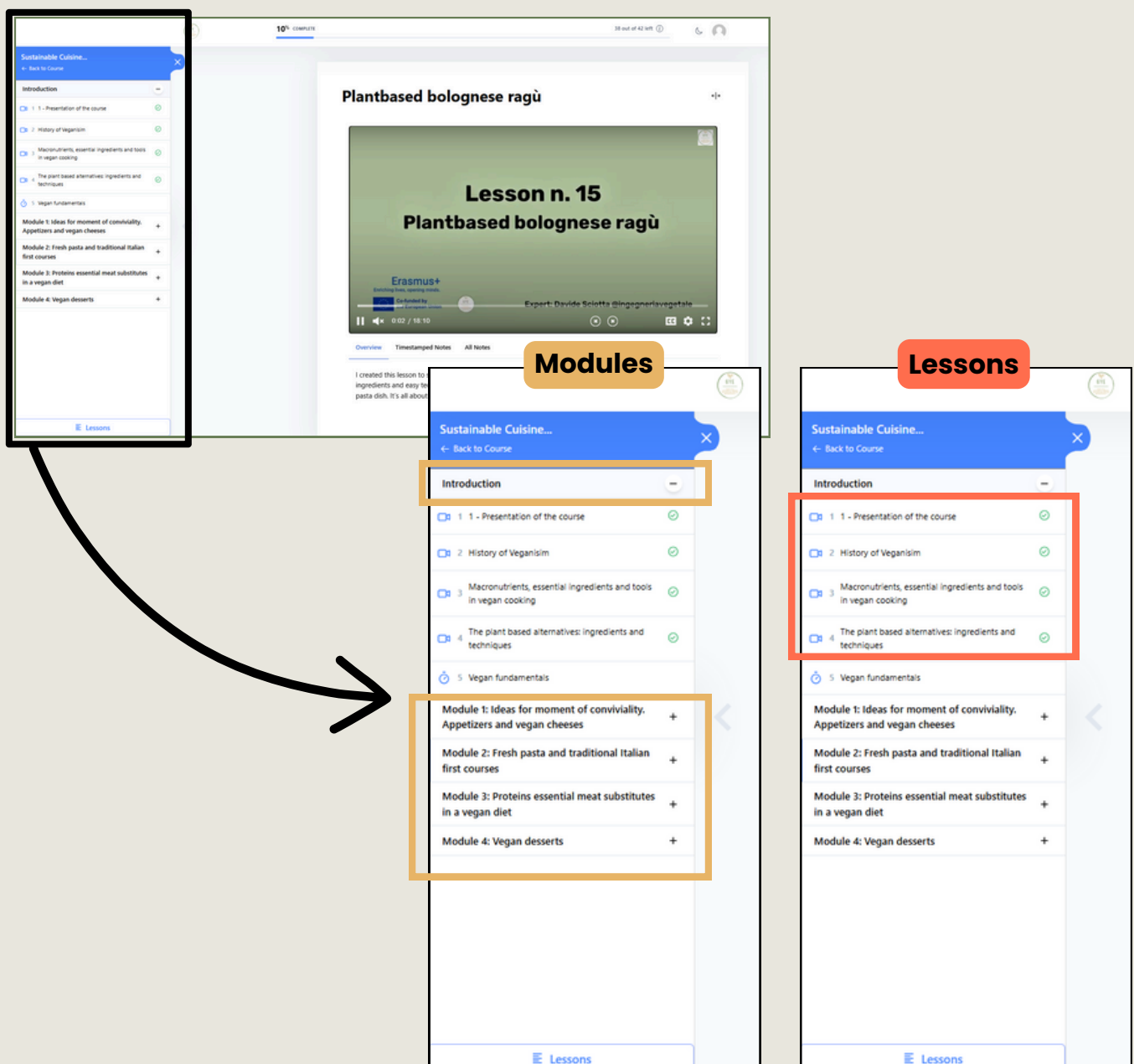
The course content and structure

The presentation video

# 3.4 How to Follow a Course

After enrolling in a course, you will be guided through a structured sequence of learning content. Each **course is divided** into **modules**, which are designed to help you gradually explore the topic through different formats such as **video lectures, reading materials, reflection prompts** and **assessment activities**.

When you enter a course, you will land on the **course structure page**, where all modules are listed in **chronological order**.

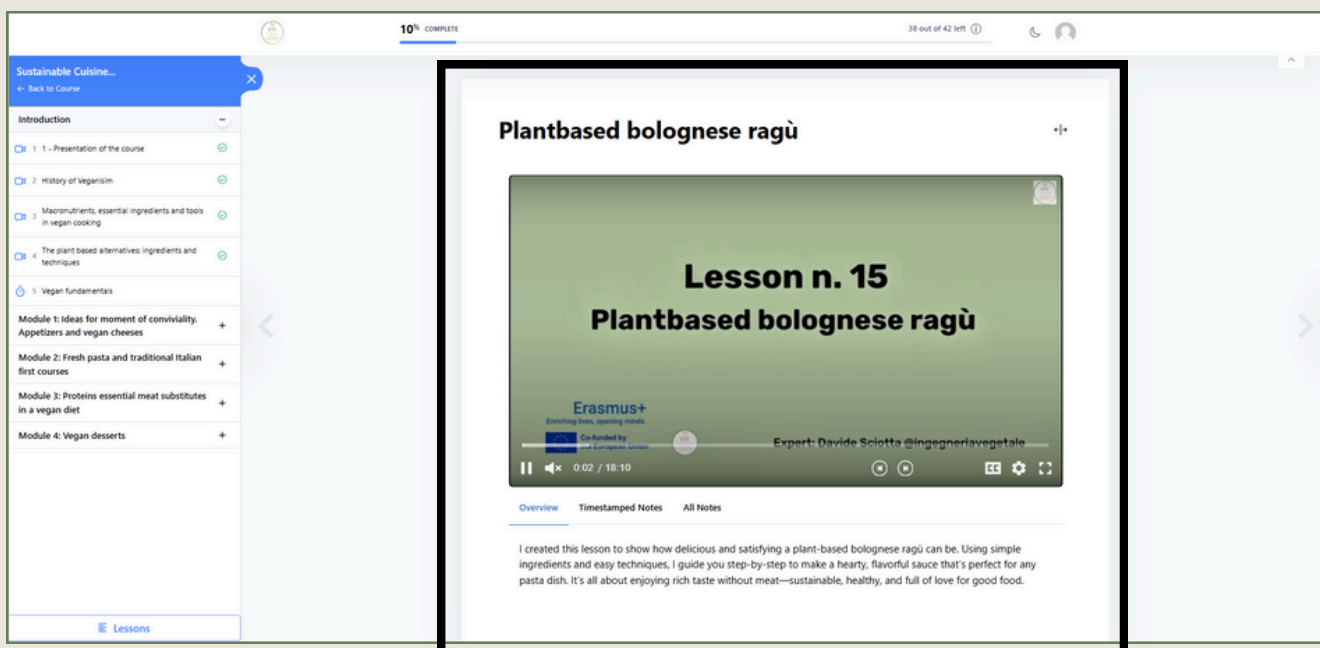


# 3.4 How to Follow a Course

To begin, click on the first available module. Each lesson typically includes a pre-recorded video lecture, which forms the core of the learning content.

Below the video, you will find several interactive and support tools, designed to enhance the learning experience:

- **Settings** – You can adjust **playback speed**, **accessibility** or **subtitles** (available in 5 languages: English, Italian, Slovak, Slovenian and Spanish) directly within the video player.
- **Fullscreen Mode** – Allows you to **view the video in full-screen** for better focus and visibility.



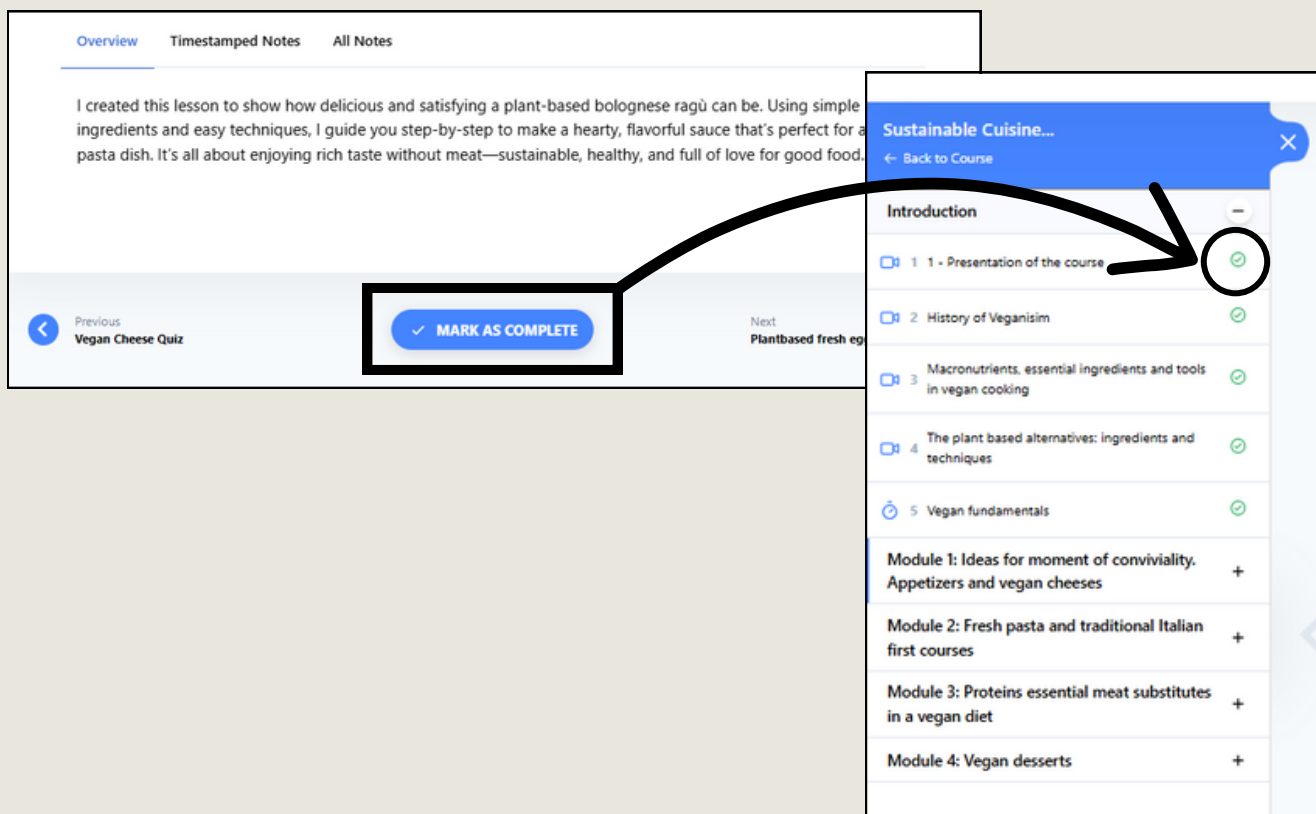
# 3.4 How to Follow a Course

- **Overview** – A **short written summary** of **the lesson content** appears beneath the video, providing context and helping you follow the key messages.
- **Timestamped Notes** – These are **key moments from the video**, marked with time codes and short descriptions. They help you navigate directly to relevant parts of the lesson.
- **All Notes** – A **full list of the annotated notes** related to the module. These are for reference and cannot be downloaded but can be used as a quick revision tool.

The image shows a screenshot of a course interface for 'Plantbased bolognese ragù'. The main content area displays a video player with the title 'Lesson n. 15 Plantbased bolognese ragù' and a description: 'I created this lesson to show how delicious and satisfying a plant-based bolognese ragù can be. Using simple ingredients and easy techniques, I guide you step-by-step to make a hearty, flavorful sauce that's perfect for any pasta dish. It's all about enjoying rich taste without meat—sustainable, healthy, and full of love for good food.' Below the video, there are three tabs: 'Overview', 'Timestamped Notes', and 'All Notes'. The 'Overview' tab is selected, showing the video player and the description. Below the description, there are navigation buttons for 'Previous Vegan Cheese Quiz' and 'Next Plantbased fresh eggs pasta', along with a 'MARK AS COMPLETE' button. Two arrows point from the 'Timestamped Notes' and 'All Notes' tabs to two separate screenshots below. The first screenshot shows the 'Timestamped Notes' tab selected, with a button to 'Add new note for timestamp 1 minute and 3 seconds' and a 'Save Changes' button. The second screenshot shows the 'All Notes' tab selected, displaying 'No notes added.'

## 3.4 How to Follow a Course

You can proceed at your own pace. At the end of each lesson, you may be asked to **mark the module as complete**. The system automatically tracks your progress, so you can leave and return at any time without losing your place.



Each course is designed to **be flexible** and **learner-friendly**.

**There is no fixed time frame:** you can choose when to start and how quickly to proceed, based on your own availability and learning needs.

To make the most of each course, it is recommended that you:

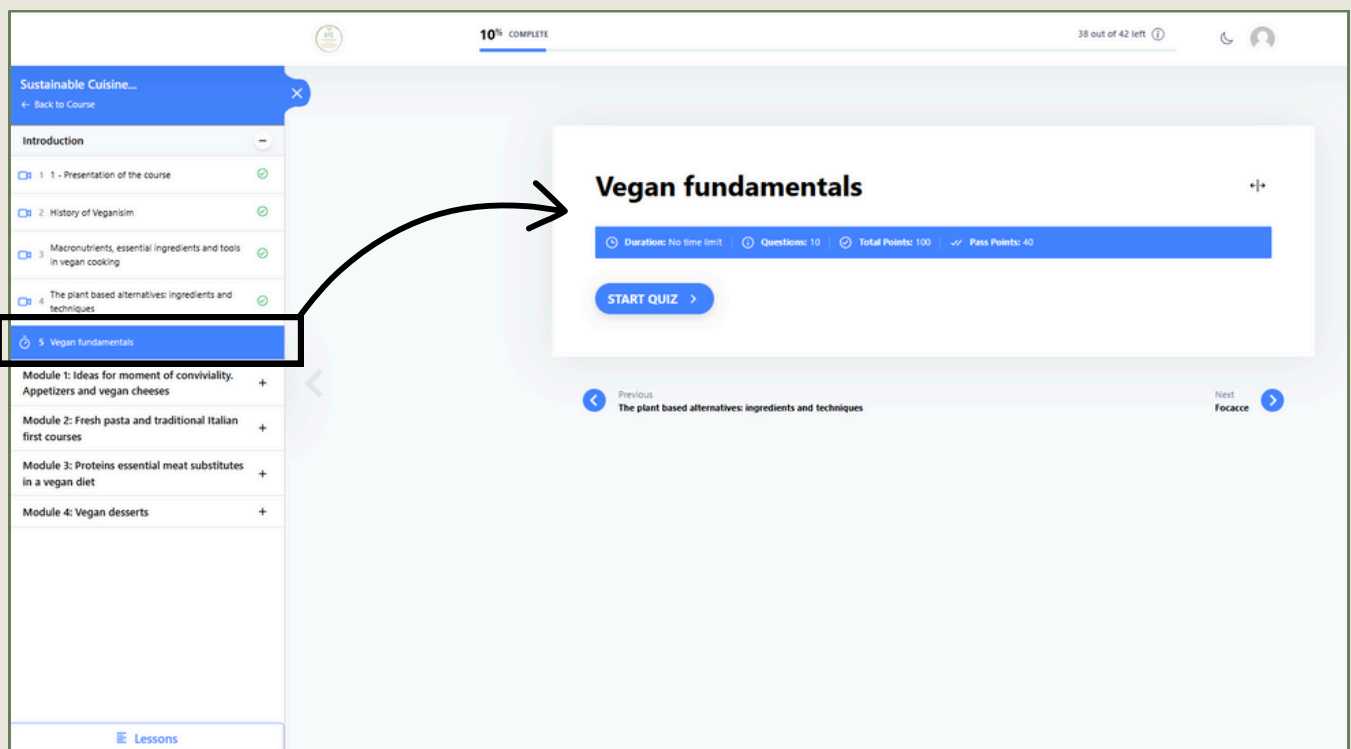
- Complete all the modules in the proposed order
- Take notes or reflect on the key messages
- Use the e-portfolio tool to record your thoughts and learning outcomes

Following a course attentively will support the development of essential green competences and help you apply new knowledge in real-life and professional contexts.

# 3.5 How to Complete the Quizzes

All courses on the GYE e-learning platform include **short quizzes** at the end of each module.

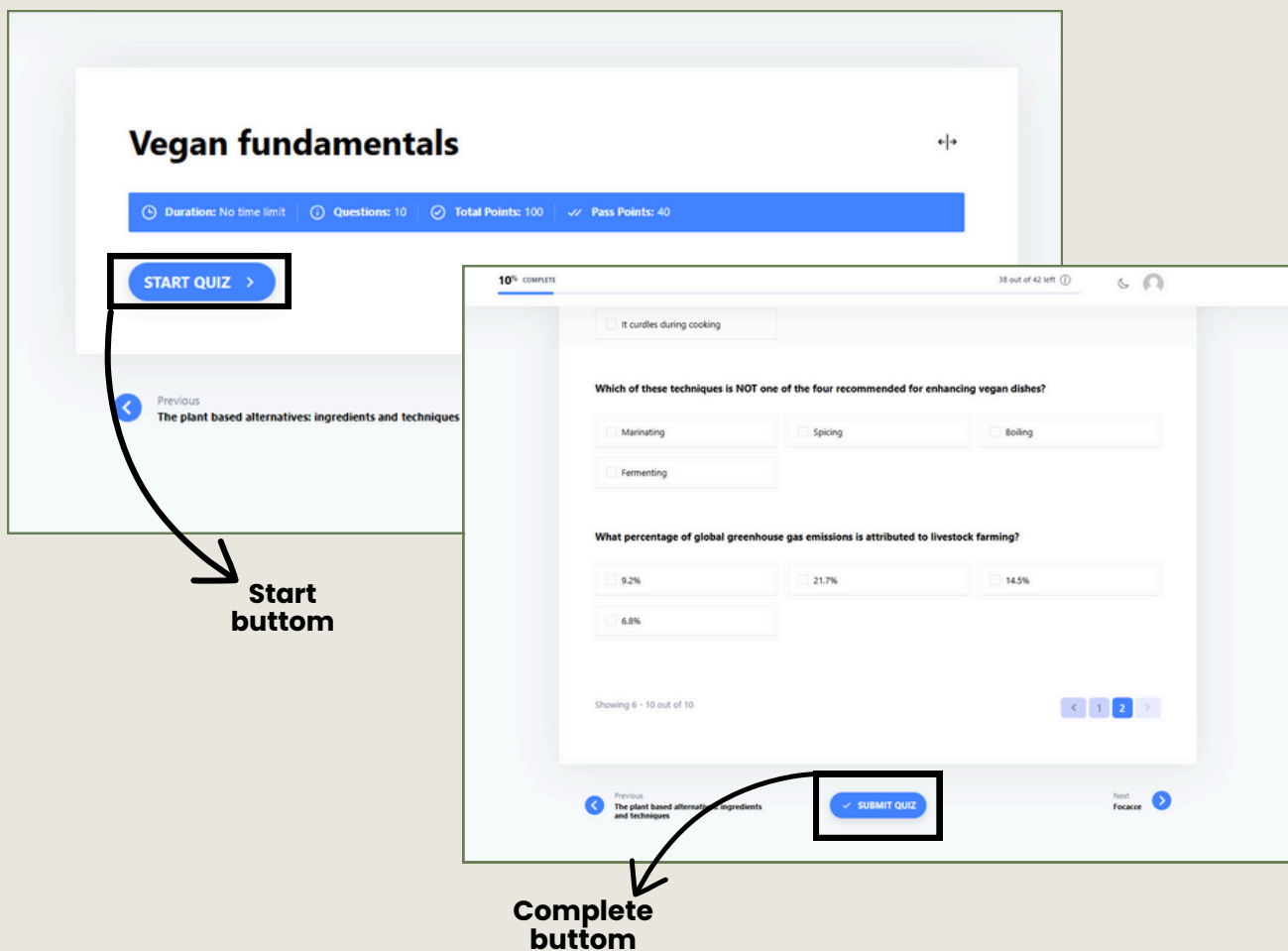
These are designed to help you **consolidate your understanding, reflect on what you've learned** and **track your progress** throughout the course. They serve as self-assessment tools, giving you immediate feedback and allowing you to revisit content if needed.



# 3.5 How to Complete the Quizzes

To complete a quiz:

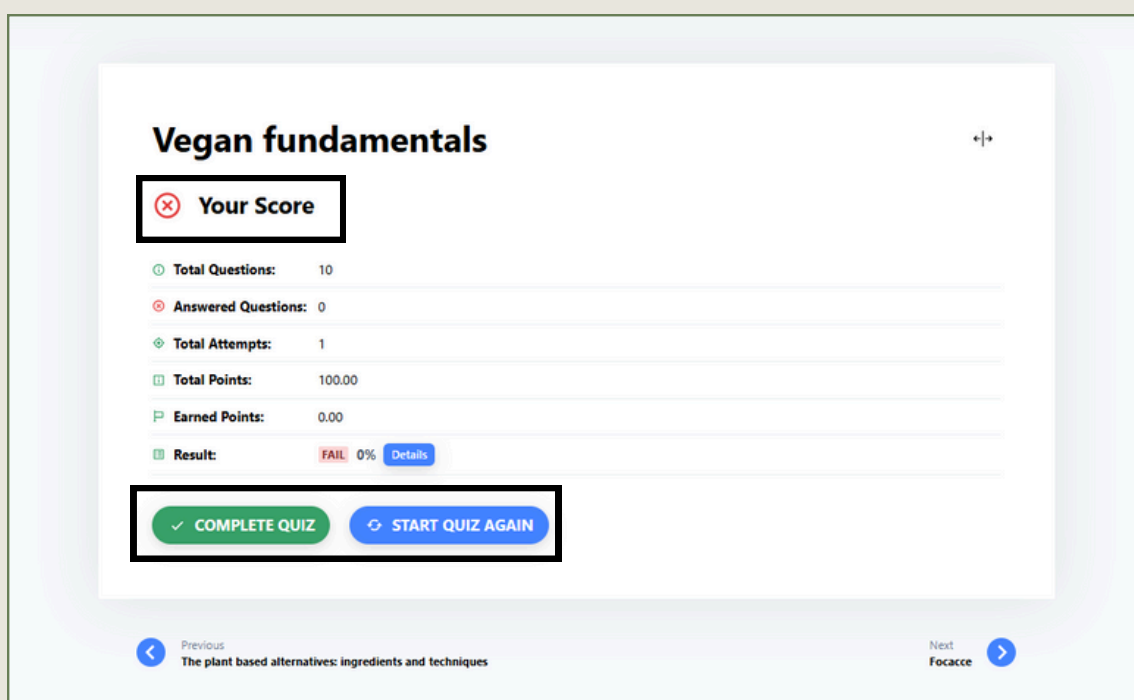
1. Once you have completed a module, scroll to the bottom of the page to locate **the quiz section**, which is clearly marked and accessible from the same module area.
2. Click on **the quiz title** to open it. Each quiz contains **a series of multiple-choice questions** designed to check your comprehension of the video lesson and any supplementary material.
3. Proceed through **all the questions** by selecting the answer you believe is correct. You must complete **every page of the quiz** to finish the assessment.
4. There is **no time limit** for completing quizzes — you can go at your own pace and review content if needed before submitting.



# 3.5 How to Complete the Quizzes

After submitting your responses:

- The system will provide **your score**: answered question, total attempts, earned points and result
- You may be allowed to **retake the quiz** or review the learning material before attempting it again.



Completing the quizzes is **an essential part of the learning process**. They encourage active engagement and allow you to identify any gaps in understanding before moving on to the next module.

**Your progress** and **completion status are saved automatically**.

You can monitor your learning progress by either viewing your course dashboard or going back to the course overview.

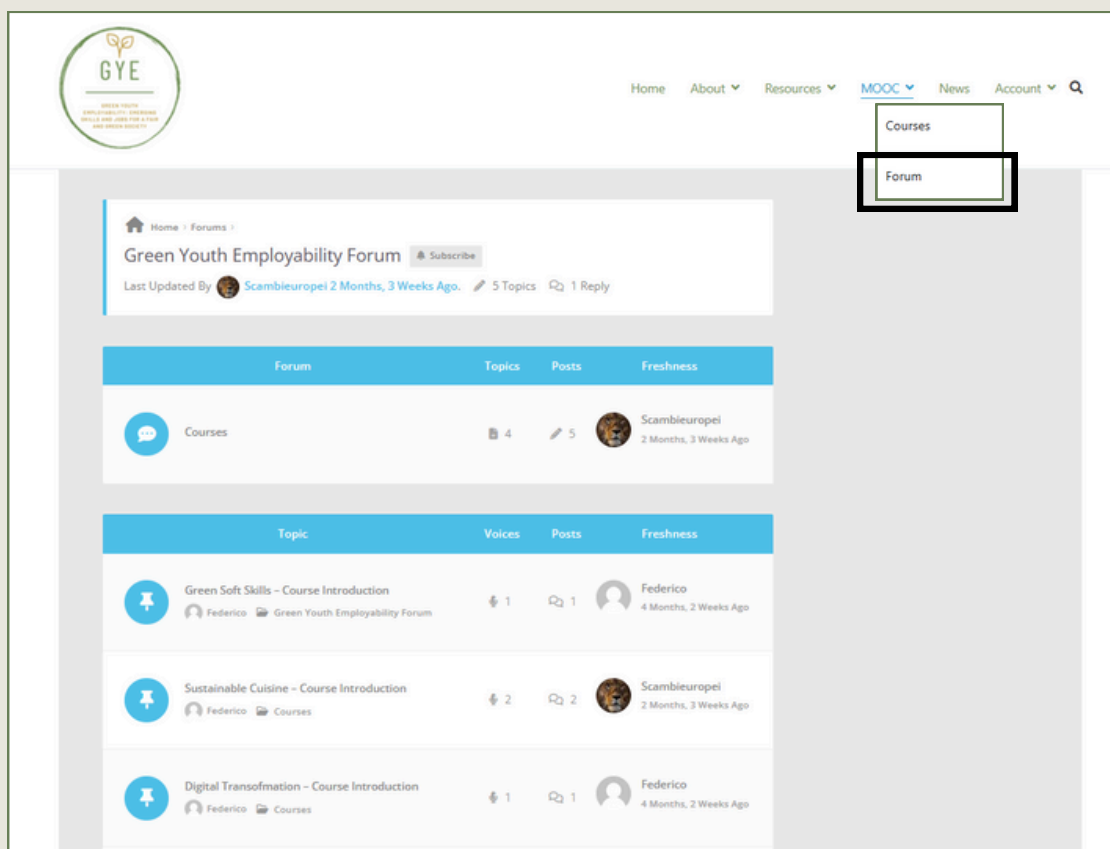
# 3.6 How to Use the Forum

The GYE platform includes a **forum section** designed to encourage **interaction, dialogue** and **knowledge sharing among learners**.

The forum is **an open space** where participants can **ask questions, exchange ideas** and **reflect collectively on the topics** covered in the courses.

This feature supports peer learning and helps create a sense of community, especially within the context of non-formal education and lifelong learning.

## Forum homepage from the main menu:



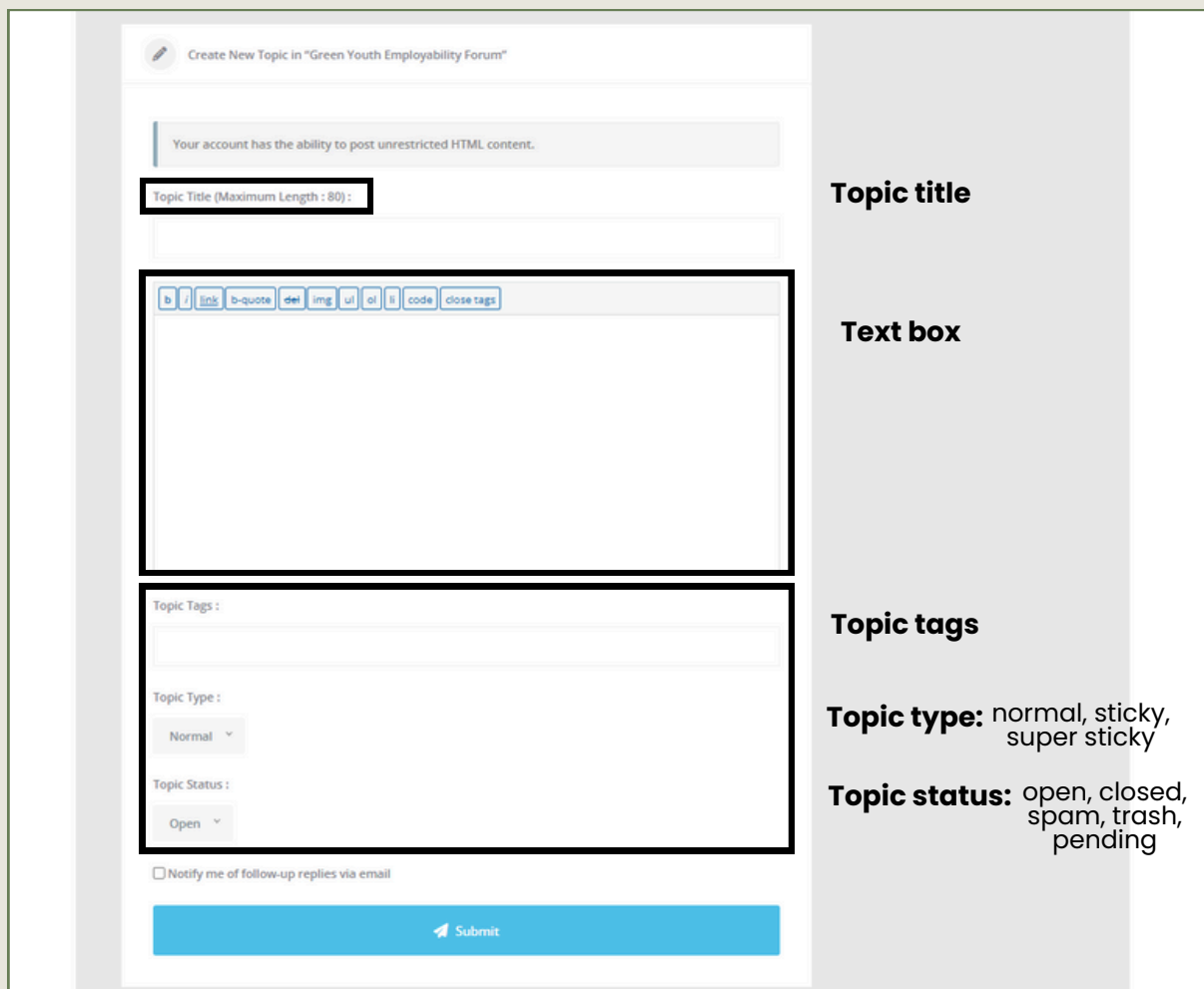
*If you scroll down, you'll find the section where you can write and publish something*

# 3.6 How to Use the Forum

To access the forum:

1. From the main platform menu, **click on “MOOC”** and **then on “Forum”**.
2. You will be redirected to **a list of available discussion threads**. These may be general or linked to specific courses and modules.
3. Click on a thread to read the conversation or select **“Create new topic”** to start a new discussion.

## How to CREATE NEW TOPIC



Create New Topic in "Green Youth Employability Forum"

Your account has the ability to post unrestricted HTML content.

Topic Title (Maximum Length : 80) :

Topic Tags :

Topic Type :  
Normal

Topic Status :  
Open

Notify me of follow-up replies via email

Submit

**Topic title**

**Text box**

**Topic tags**

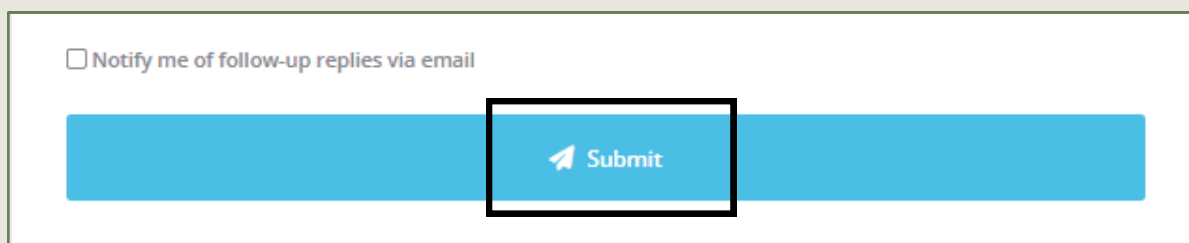
**Topic type:** normal, sticky, super sticky

**Topic status:** open, closed, spam, trash, pending

## 3.6 How to Use the Forum

When writing a post:

- **Clearly state** your question, idea, or comment in the subject line.
- **Use the text editor** to write your message. You may also include links, quotes or reflections.
- **Be respectful and constructive in your language**, following the platform's community guidelines.
- **Click "Submit"** to publish your message.



The forum can be used to:

- **Share** insights or experiences related to the course content
- **Ask** questions or clarify doubts with peers and facilitators
- **Reflect** on your personal learning journey
- **Suggest** additional resources or activities
- **Engage** in discussions around sustainability and green skills

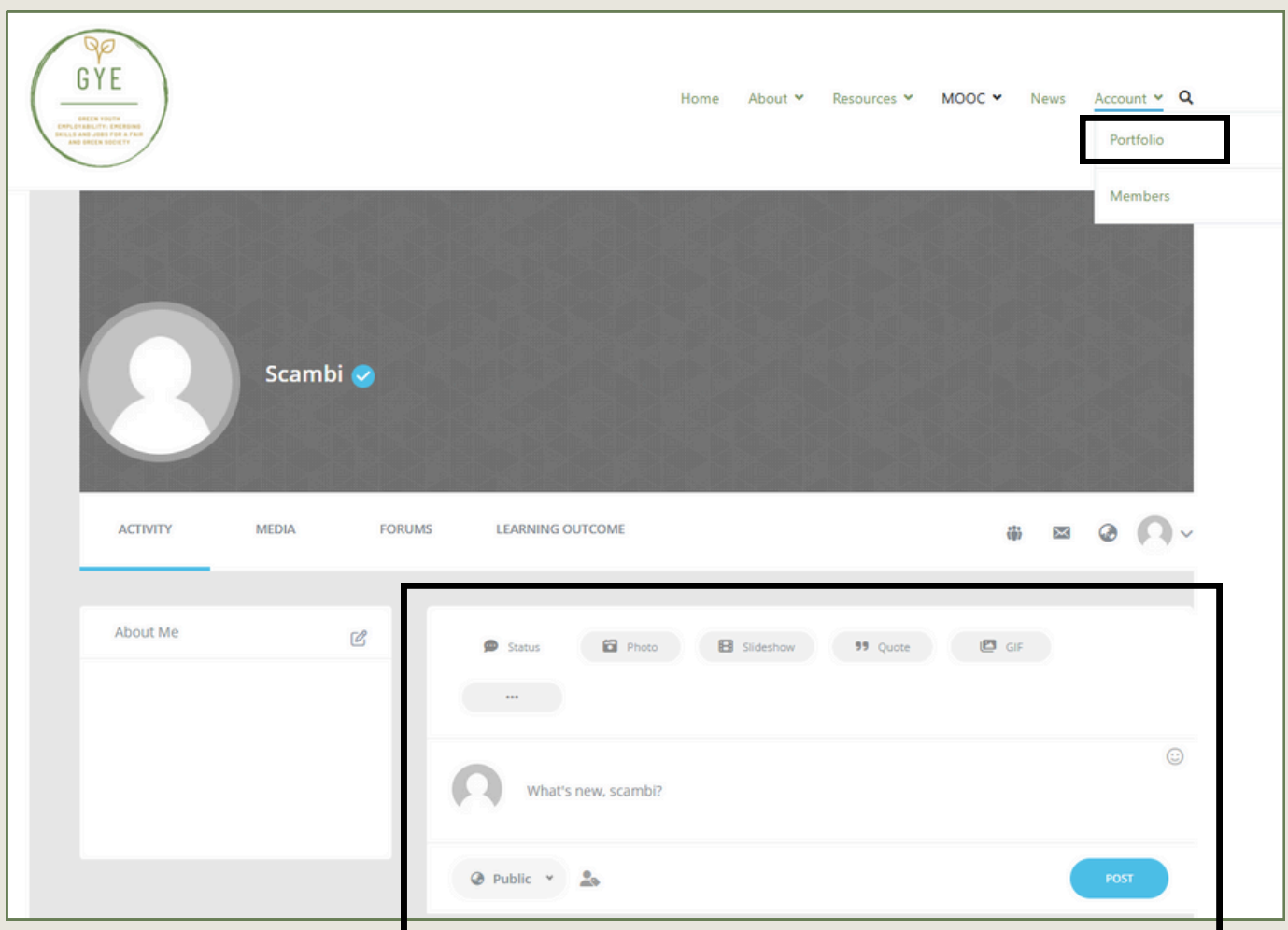
**Using the forum** is not mandatory, but it **is strongly encouraged**.

Active participation can enrich your learning experience, offer new perspectives, and help build connections with other users across Europe.

# 3.7 How to Use the E-Portfolio

The **e-portfolio** is a dedicated space on the GYE platform that allows each learner to **document their experience, reflect on their progress** and **collect useful evidence** to support both **personal development** and **professional growth**.

You can access your e-portfolio by **clicking** on your profile **under the “Account” menu**.

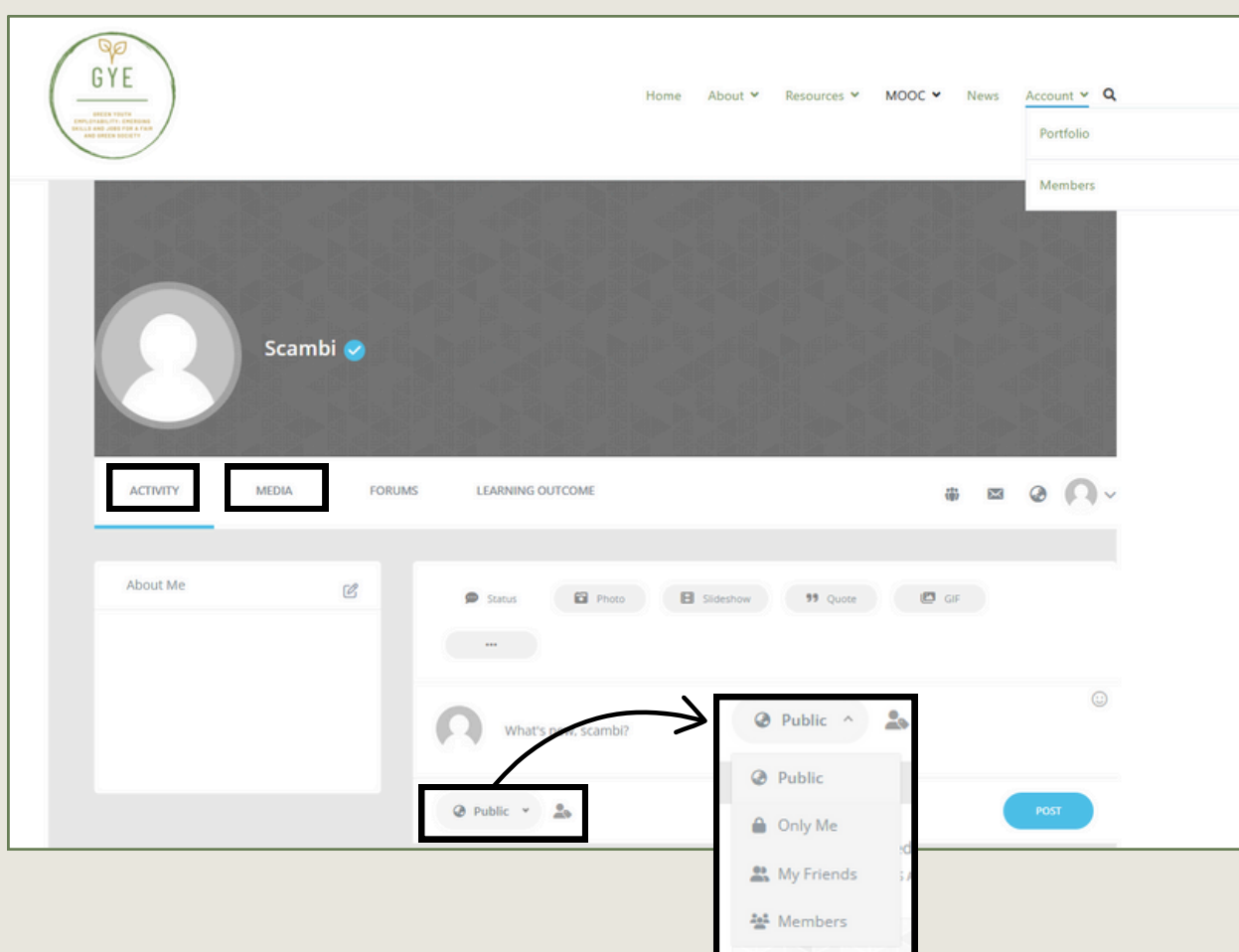


# 3.7 How to Use the E-Portfolio

## Personal Use and Reflection

The e-portfolio works as a **personal learning journal**. After each module or activity, users can access the “**Status**” box on their profile page to:

- Write reflections on what they have learned
- Summarise key takeaways or ideas
- Define goals or next steps in their green journey
- Save links, files, or media that are meaningful to their experience



This space can be updated freely throughout the learning experience. There are **no strict formats**, and learners are free to express their thoughts in their own words. Some courses may also provide **guiding questions** to support deeper reflection.

# 3.7 How to Use the E-Portfolio

## Career-Oriented Use

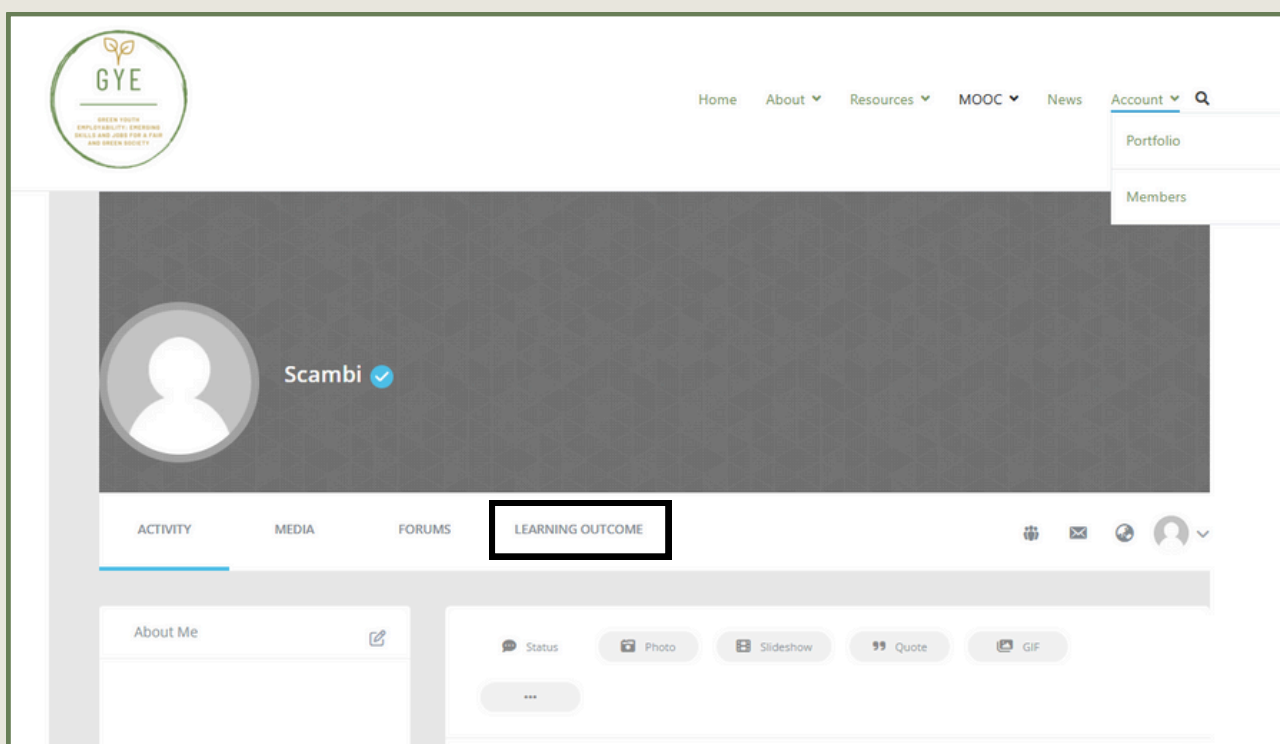
Beyond personal use, the e-portfolio can be a **practical career-oriented tool**. It helps you:

- Record and describe **competences acquired** during the course
- Document **completed activities**, lessons or contributions
- Build a structured overview of **their learning path**
- Prepare for **job applications**, especially in the field of **emerging green jobs**

This function supports the **recognition of transversal competences** and **non-formal learning outcomes**, both of which are becoming increasingly valuable for employment in sustainability-related sectors.

## The “Learning Outcome” Section

The platform includes a dedicated **“Learning Outcome” section** on the user profile based on the 8-key competences and YouthPass.

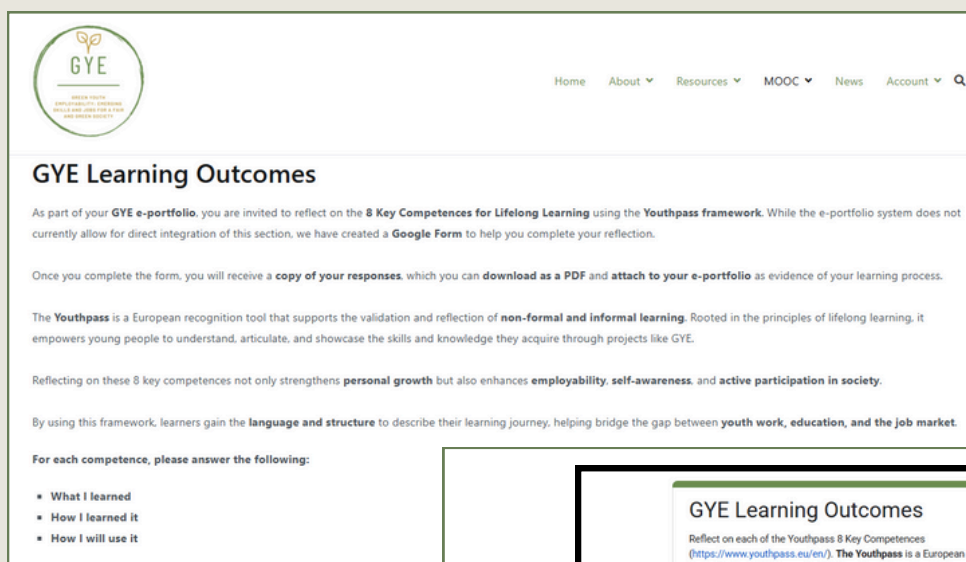


# 3.7 How to Use the E-Portfolio

Here, users are invited to **complete a structured reflection** on the **8 Key Competences for Lifelong Learning** and the **Youthpass** framework. This is done via a Google Form, which generates a downloadable PDF that can be **attached to the e-portfolio** as additional documentation. This section connects personal learning to broader recognition frameworks like Youthpass, helping learners to better communicate their learning journey and its relevance to the professional world.

The Youthpass is a European recognition tool that supports the validation and reflection of non-formal and informal learning. Rooted in the principles of lifelong learning, it empowers young people to understand, articulate, and showcase the skills and knowledge they acquire through projects like GYE.

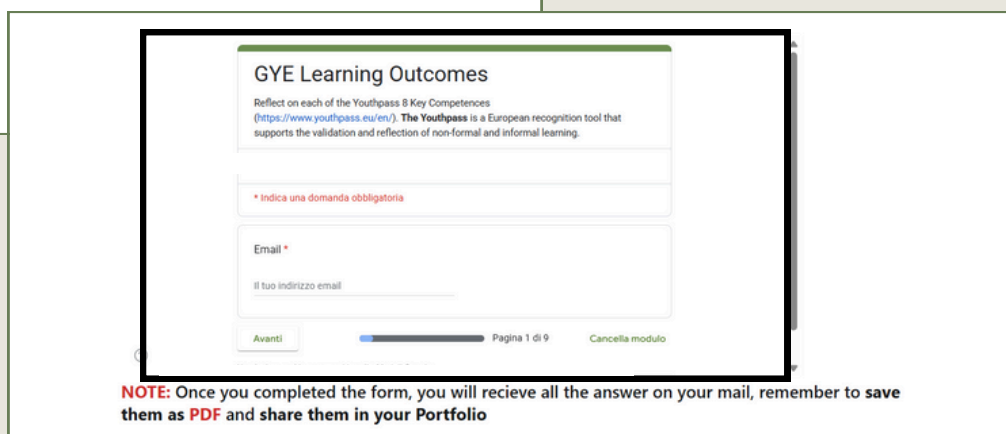
Reflecting on these 8 key competences not only strengthens personal growth but also enhances employability, self-awareness, and active participation in society. By using this framework, learners gain the language and structure to describe their learning journey, helping bridge the gap between youth work, education, and the job market.



The screenshot shows the 'GYE Learning Outcomes' page. At the top left is the GYE logo with the text 'GREEN YOUTH EMPLOYABILITY: EMERGING SKILLS AND JOBS FOR A FAIR AND GREEN SOCIETY'. A navigation menu includes 'Home', 'About', 'Resources', 'MOOC', 'News', and 'Account'. The main heading is 'GYE Learning Outcomes'. Below it, a paragraph explains that users are invited to reflect on the 8 Key Competences for Lifelong Learning using the Youthpass framework. It states that while the e-portfolio system does not currently allow for direct integration, a Google Form has been created to help complete the reflection. A second paragraph notes that upon completion, users will receive a copy of their responses as a PDF to attach to their e-portfolio. A third paragraph describes the Youthpass as a European recognition tool for non-formal and informal learning. A fourth paragraph states that reflecting on these 8 key competences strengthens personal growth and enhances employability, self-awareness, and active participation in society. A fifth paragraph explains that using this framework helps learners gain the language and structure to describe their learning journey. At the bottom, it asks users to answer the following questions for each competence: 'What I learned', 'How I learned it', and 'How I will use it'.

## Note:

Clicking this section opens a **Google Form** for reflecting on the **8 Key Competences for Lifelong Learning** (Youthpass framework). After submitting, you'll receive a **PDF file** to upload in your e-portfolio as proof of your learning journey.



The screenshot shows a Google Form titled 'GYE Learning Outcomes'. The form text reads: 'Reflect on each of the Youthpass 8 Key Competences (https://www.youthpass.eu/en/). The Youthpass is a European recognition tool that supports the validation and reflection of non-formal and informal learning.' Below this is a red asterisk indicating a mandatory question: '\* Indica una domanda obbligatoria'. There is an 'Email' field with the placeholder text 'Il tuo indirizzo email'. At the bottom of the form, there are buttons for 'Avanti', 'Pagina 1 di 9', and 'Cancella modulo'. A note below the form states: 'NOTE: Once you completed the form, you will receive all the answer on your mail, remember to save them as PDF and share them in your Portfolio'.

# 4. Need Help? Where to find Support

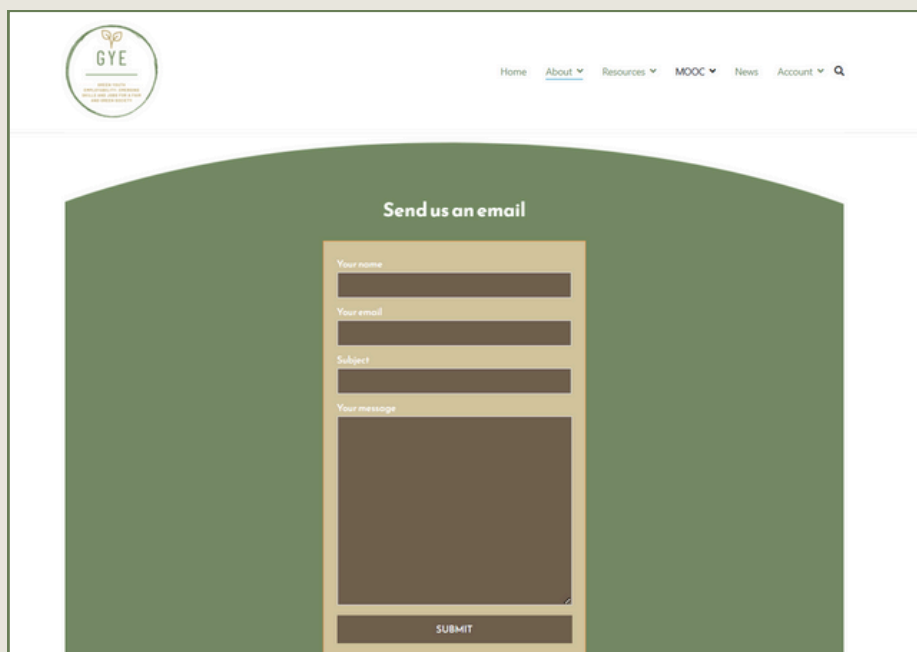
If you encounter any difficulties while using the platform or have questions about the courses, content, or tools, support is easily available. To request help or share feedback, simply go to the **top-right menu** on the homepage and **click on the “About” section**.

There, you will find a **“Contact”** page with a short form you can fill in.

You will be asked to enter:

- **Your name**
- **Your email**
- **A subject**
- **A short message** describing your request

Once submitted, your message will be forwarded to the project team, who will get back to you as soon as possible.

A screenshot of the GYE website's contact form. The form is titled "Send us an email" and is set against a dark green background. It contains four input fields: "Your name", "Your email", "Subject", and "Your message". The "Your message" field is a larger text area. At the bottom of the form is a "SUBMIT" button. The website's navigation menu is visible at the top, including "Home", "About", "Resources", "MOOC", "News", and "Account". The GYE logo is in the top left corner.

Whether you need technical assistance, further information about the platform or support with your learning experience, this is the fastest and easiest way to reach us.



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