The Digital Hub

Registration process instructions

Empowering New Ventures in Sustainable Initiatives, Opportunities, and Networking for the Development of Deaf Entrepreneurs

~ENVISIO

Project number: 2023-2-IT03-KA220-YOU-000181066

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1. User Registration

1.1 Purpose

The user registration procedure serves several critical purposes within the ENVISIO Digital Hub. It is the gateway that connects each participant with a secure, personalised learning environment and ensures that the entire educational process remains structured, traceable and ethically managed.

First, registration establishes identity and authenticity. Each participant receives a unique user profile that links their activities, progress and assessment results to an individual record. This guarantees that certificates and achievements are issued only to genuine users who have completed the learning requirements.

Secondly, the process supports pedagogical monitoring and evaluation. The learning management system records engagement statistics such as Module completion rates, quiz performance and time spent on each activity. These data are vital for the consortium's ongoing evaluation of the platform's effectiveness and are used exclusively in aggregated, anonymised form.

Thirdly, registration ensures compliance with data protection and ethical standards. Before creating an account, users are informed about the type of information collected, the purpose of data use and their right to withdraw consent. This step aligns with GDPR and the project's ethical guidelines, reinforcing participants' control over their personal information.

Finally, the registration procedure fosters a sense of belonging and accountability. When learners sign up, they formally join a wider European learning community dedicated to sustainability and inclusion. Their profile becomes a digital record of achievement that can be retained as evidence of participation in an Erasmus+ certified programme, thus encouraging long-term engagement with green entrepreneurship and lifelong learning opportunities.
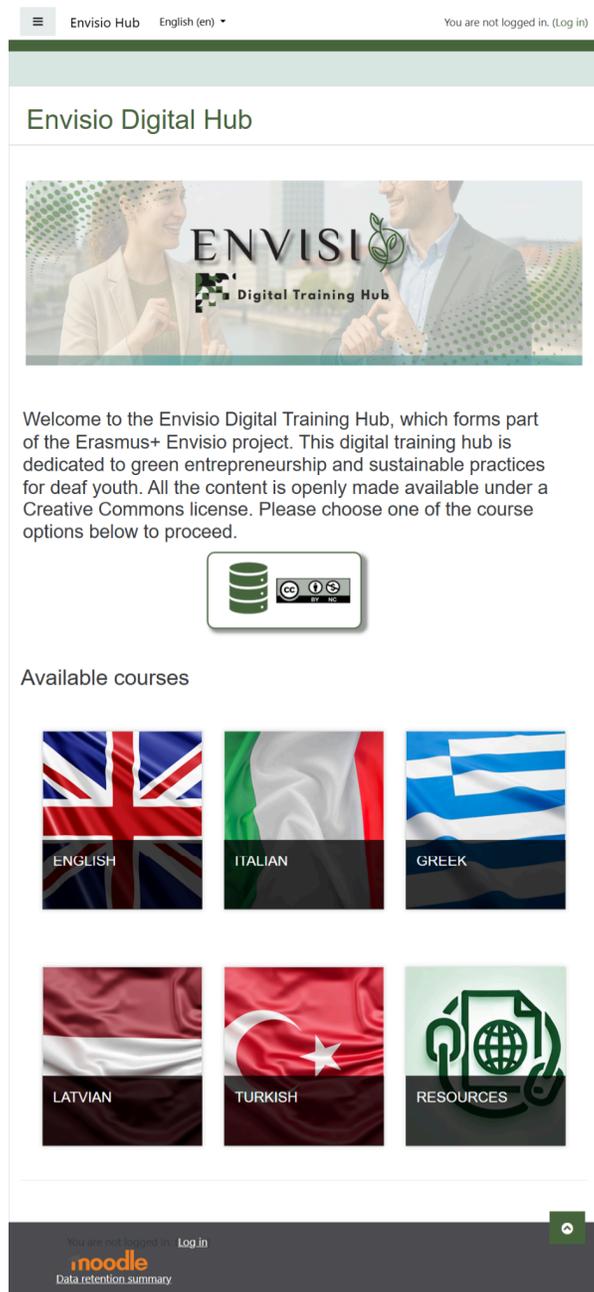
2.2 Process

The user registration process has been designed to be intuitive, secure and accessible to all participants, including deaf and hard-of-hearing users. It ensures that every learner can join the ENVISIO Digital Hub without difficulty, regardless of their digital proficiency or device type. The process consists of five main stages.

Step 1 – Accessing the Registration Page

Participants enter the Digital Hub through the official project link provided by their national partner organisation or through the ENVISIO website. On the landing page, they select their preferred language by clicking the appropriate flag icon, which redirects them to the course interface in English, Italian, Greek, Latvian or Turkish.

Once a course is selected, the user is transferred to the log in or sign-up form as indicated in the next image.

Step 2 - Registration Form

By clicking on the *Create new account* button opens the sign-up form.

The form requires basic information necessary for both pedagogical and administrative purposes. The standard fields include:

- o Choosing a unique username which will be used for login credentials

- Choosing a strong password. The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

- Email address: for the verification of login credentials and communication.

- Email (again): for email validation

- First name and Surname: for identification and certification.

- City/town and Country of residence: to group participants for national reporting. This information is optional.

The exclamation mark next to the fields of the form indicates required information. The registration cannot be completed without this information.

Step 3 - Email Verification

Once step 2 is successfully completed, the below message will appear on the screen.
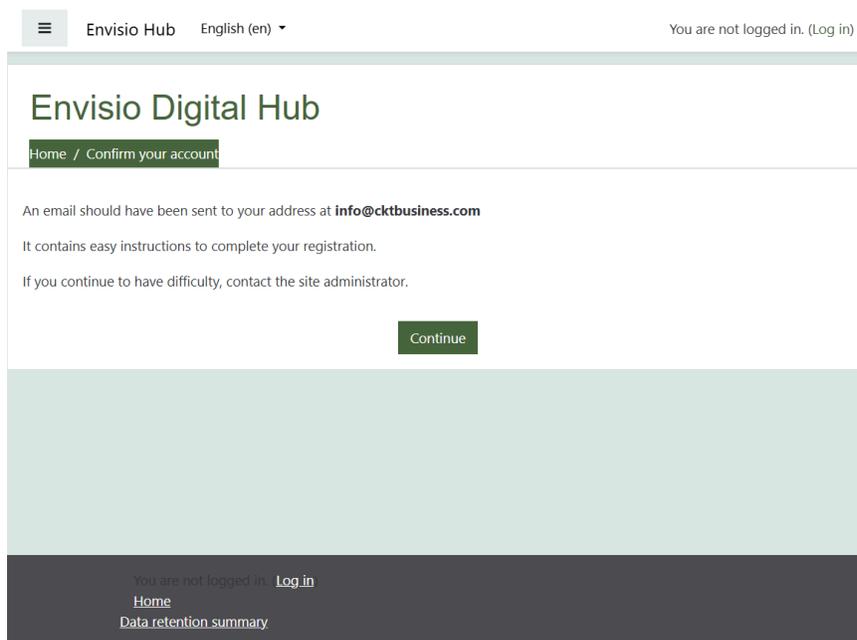
Users must enter their email account as per the above instructions to confirm their account. They will receive an email and this shall look like the photo below. Users must also check their spam folder in case the email is not available in their inbox folder.
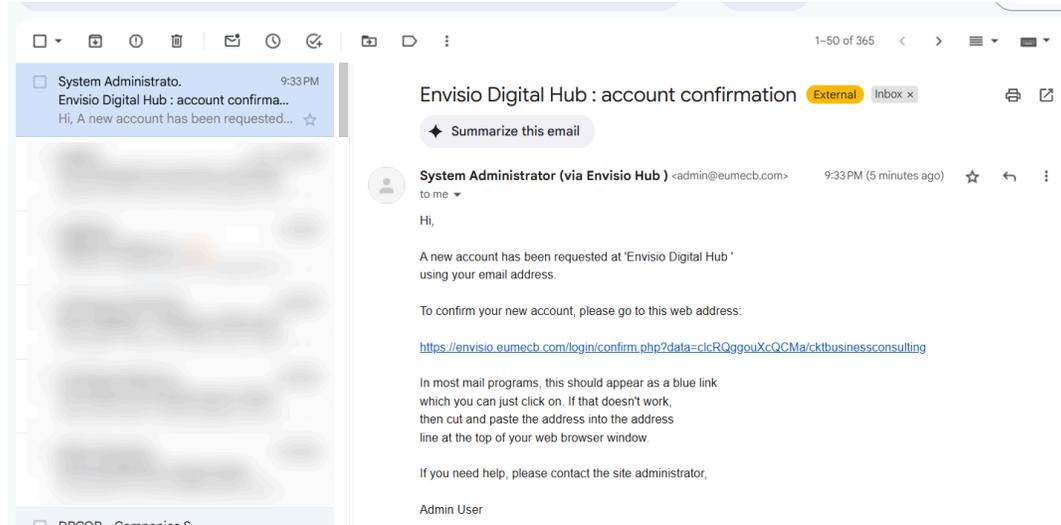
To confirm the account, users must click on the link provided on the email.

Once pressed, the link will redirect you back to the hub, showcasing the successful registration on ENVISIO Digital Hub.
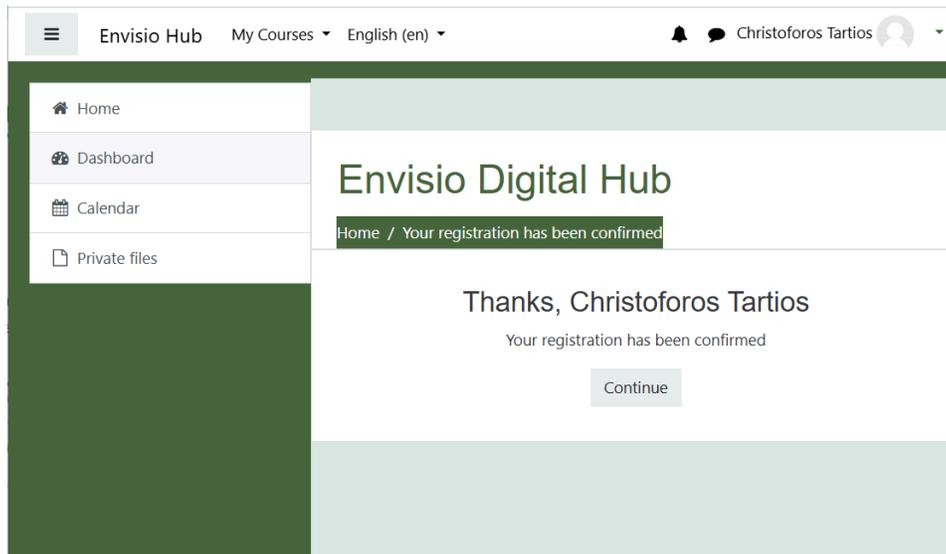
Step 4 - Personal Profile Dashboard

Once registered by pressing continue, users will be landed at dashboard showing the registered course they have selected, where they have to insert the participant code already received:

Italiano

Home / Corsi / IT2 / Iscrivimi in questo corso / Opzioni di iscrizione

Opzioni di iscrizione

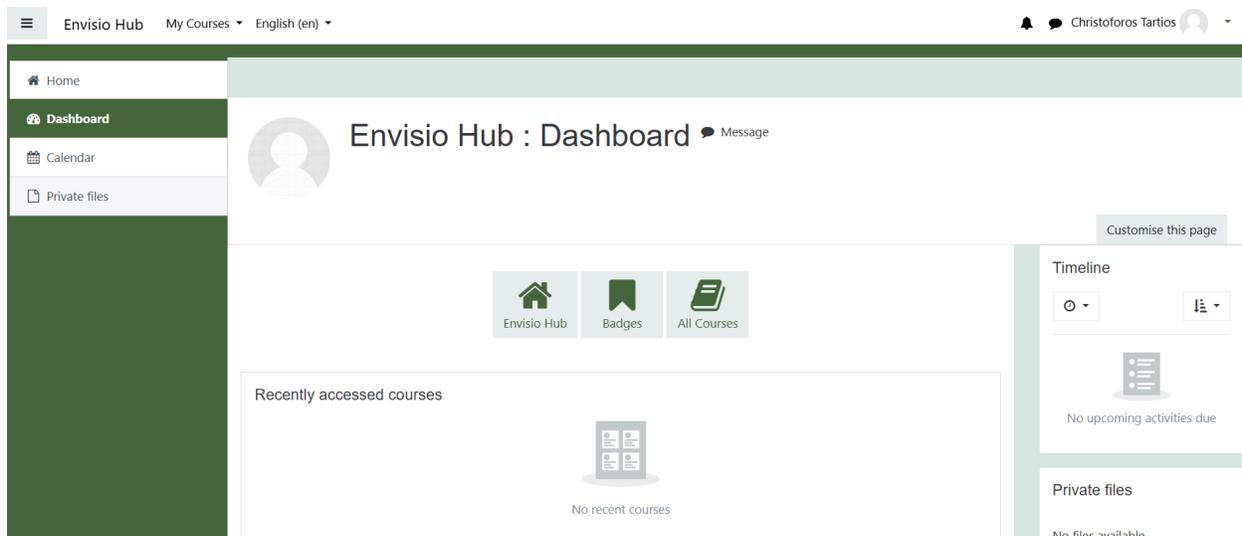### Italiano

Questo è il contenuto del corso ENVISIO per gli utenti di lingua italiana.

Italian self enrolment

Chiave di iscrizione

[Iscrivimi]

By clicking on the Dashboard on the left panel, users will be able to view their current progress, their badges and certificates earned.


At the top right of the bar, next to the user's name there is a dropdown box with the available options: Dashboard, Profile, Grades, Messages, Preferences, Log out.

Dashboard

Dashboard is your personalized, customizable start page in ENVISIO Digital Hub, acting as a central place for accessing your learning activities. It provides an overview of your progress, upcoming deadlines, and the courses you're enrolled in.

Recently Accessed Courses/Items: This block gives you quick access to the courses or activities you last visited, making it easy to return to your recent work.
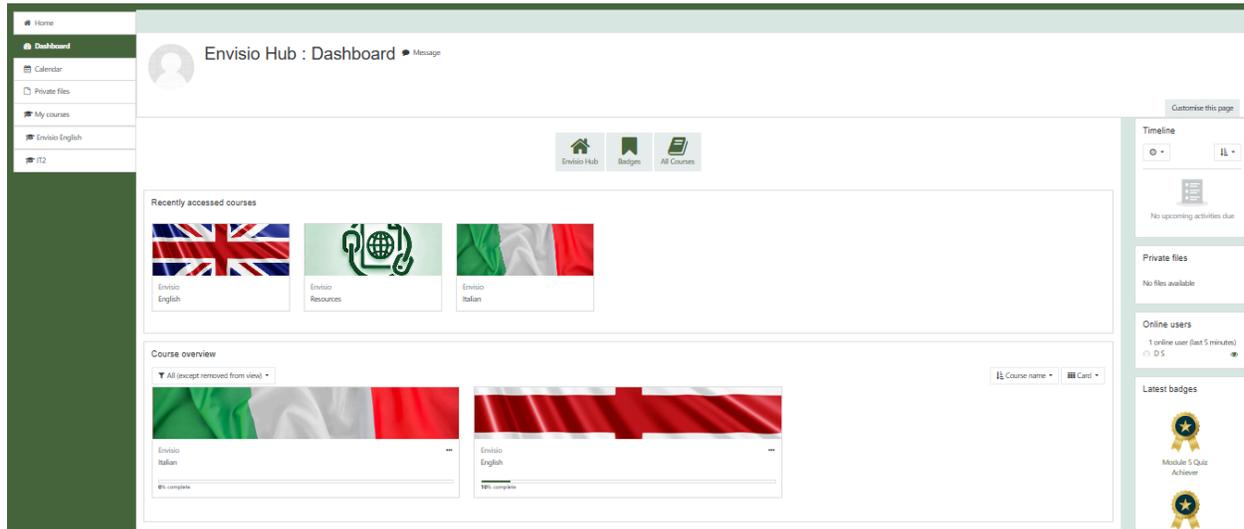
Course Overview: This is the main area where you see all the courses you are enrolled in.
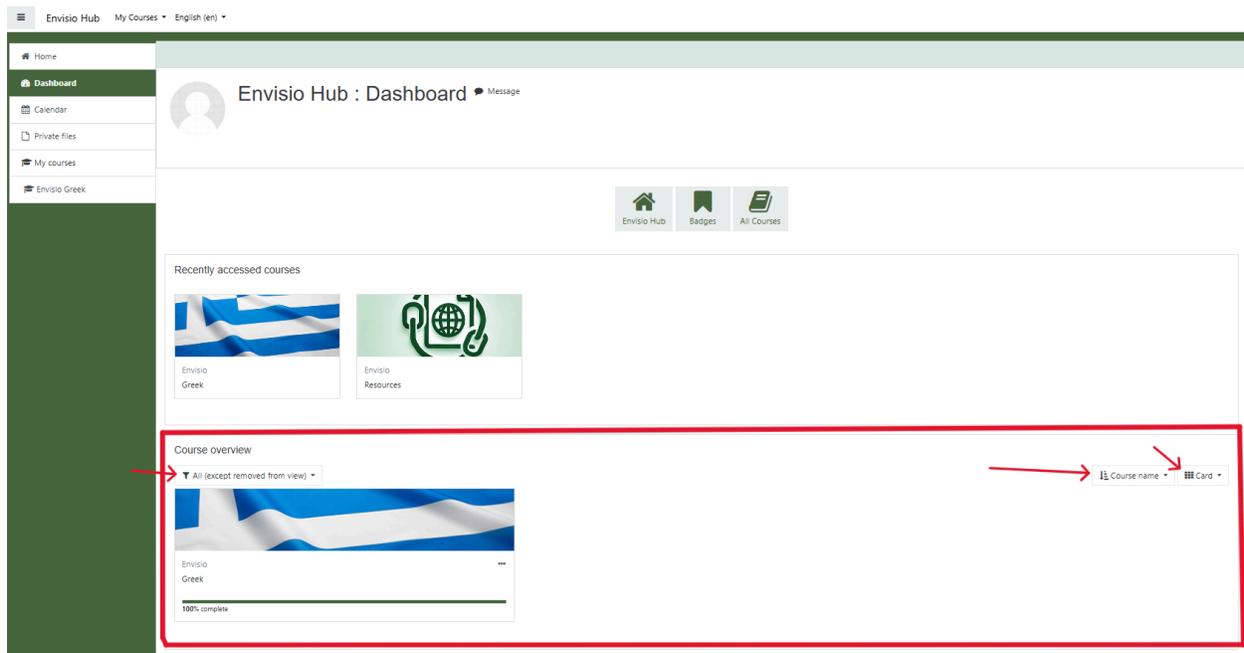
What you can find here:

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- Filtering: You can filter the courses to show only those that are In progress, Past, Future, or Starred (favorites).
- Sorting: Courses can be sorted by course name or last accessed date.
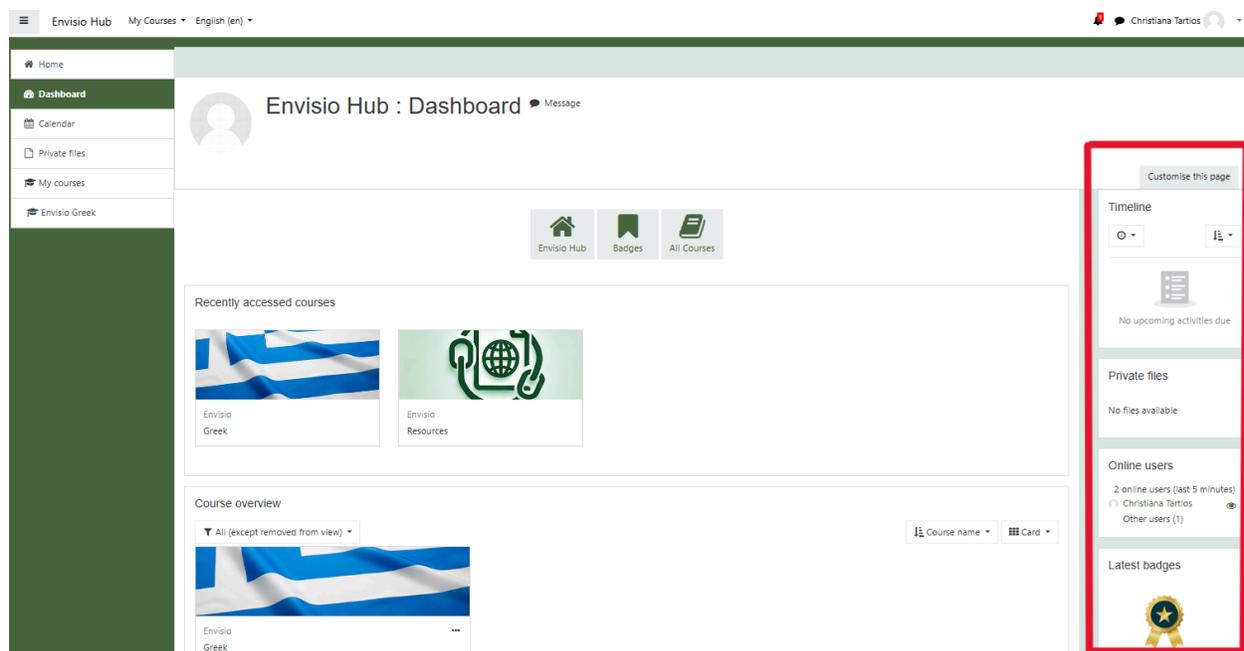- Display: You can typically choose to view courses as Cards (with images), a List, or a Summary.
- Starring/Removing: Users can "star" courses to mark them as favorites for easy filtering or "remove from view" to hide less frequently used courses.

A major advantage of the Dashboard is its customizability, allowing you to tailor the page to your needs:

1. **Editing Mode:** By clicking a button like **"Customise this page"** or **"Turn editing on,"** you enter an editing mode.
2. **Adding Blocks:** You can add various information blocks to your dashboard, such as **Timeline**, **Private files, Online Users**, **Latest Badges, Calendar, or Upcoming Events**.
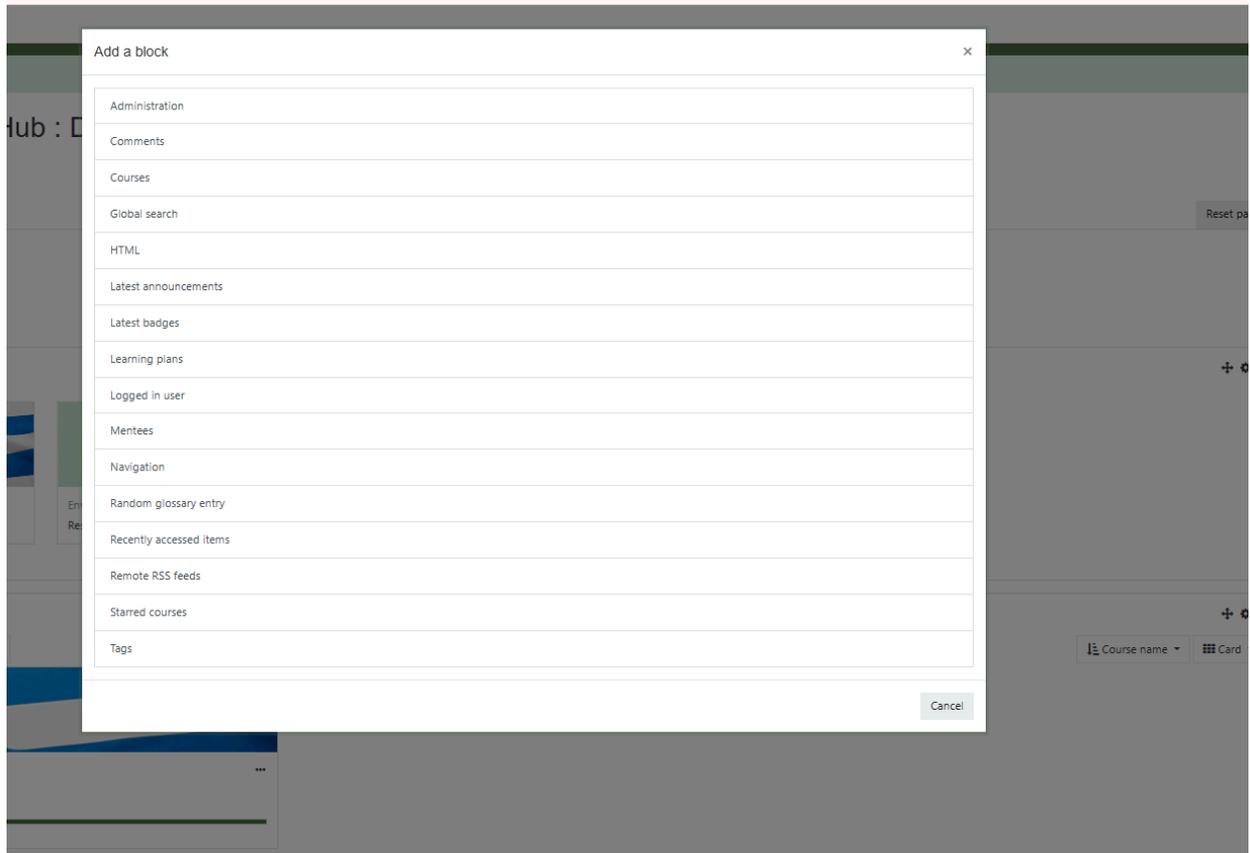
3. **Moving Blocks:** You can drag and drop blocks to reorder them or move them between different sections of the page.

4. **Hiding/Deleting Blocks:** You have the option to hide or completely remove blocks that aren't useful to you.

These personal changes only affect *your* view of the dashboard. Most common blacks are:

Block Name	Typical Look	Purpose
Course Overview	Course cards or a list with a picture, title, and progress bar for each course.	Displays all the courses you are enrolled in. It allows for filtering (In progress, Past, Future, Starred), sorting, and changing the display style (Card, List, Summary).
Timeline	A list of upcoming activities (assignments, quizzes, etc.) with their due dates.	Helps you track upcoming due dates and links directly to the activity. Can be sorted by date or course.

Calendar	A mini-calendar month view. Dates with events (like assignment due dates) are highlighted.	Helps you track upcoming due dates and links directly to the activity. Can be sorted by date or course.
Recently Accessed Courses	A short list of the last 3-5 courses you viewed, often with small navigation arrows.	Provides instant links back to the courses you were just working on.
Latest Announcements	A list of recent posts from the main course Announcements forum.	Provides quick visibility into important, site-wide, or course-wide messages from the teacher or administrator.
Activities	A list of all the different *types* of activities (e.g., Assignments, Forums, Quizzes, Resources) in the current course.	Gives a shortcut link to a page listing *all* items of a particular type (e.g., click "Assignments" to see all assignments in the course).
Navigation	A hierarchical tree-view menu with links to your Dashboard, Site Home, My Courses, and the current course's sections/activities.	Provides a structured way to jump to any major area of Moodle or within your current course.
Text (or HTML)	Fully customizable text, images, videos, or even custom HTML code.	Used to add welcome messages, quick links, course contact information, or embedded media like YouTube videos. You can add multiple instances of this block.
Online Users	A list of users who are currently logged in and active in the last five minutes (or a different configured time).	Shows who is active in the current course or on the site.
People/Participants	A link that takes you to the full list of users enrolled in the current course.	Allows quick access to the class list to view profiles or send messages.

Profile

Accessing your profile in ENVISIO Digital Hub is a straightforward process, regardless of which page you are currently viewing. The most common way to access your profile is through the User Menu in the top-right corner of the screen.

Here are the step-by-step instructions:

1. **Locate the User Menu:** Look at the **top right corner** of your Moodle screen. You will see your **name** and usually your **profile picture** (or a generic icon if you haven't uploaded one).
2. **Click to Open the Menu:** Click on your **name** or the **profile picture/icon**. This will open a dropdown menu.
3. **Select "Profile":** In the dropdown menu, click on the **"Profile"** link.

This will take you to your main profile page, where you can:

- View your user details, course details and login activity.

- Find a link to **"Edit profile"** to change your picture, description, interests, and other details as shown in the picture below.

1. Miscellaneous

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It typically contains a collection of links or data points that don't fit into other, more specific categories on the page.

Miscellaneous
Blog entries
My certificates
Forum posts
Forum discussions
Learning plans

● Blog Entries

This section relates to a built-in **Blogging** feature.

- **Function:** It is a link that displays a list of all the blog posts (entries) that you have personally created on the site.
- **User Control:** You can usually see your own entries, and depending on your permission settings and how you've chosen to publish them, other users on the site may be able to view them as well.

● My Certificates

This is a feature related to the official completion of courses on the site.

- **Function:** It provides a central location for you to view, download, and manage the official digital certificates you have earned for completing ENVISIO courses.

● Forum Posts

This section is a detailed record of your participation in all ENVISIO **Forums**.

- **Function:** It displays a list of **every individual reply or new discussion topic** you have contributed to in all forums across all the courses you are enrolled in.
- **Purpose:** It allows you to quickly find and review all of your specific contributions to discussions on the site.

- **Forum Discussions**

This section works alongside "Forum Posts" to give a holistic view of your forum activity.

- **Function:** This link typically displays a list of all the **original discussion topics** you have started (i.e., the first post in a new conversation thread) within various ENVISIO forums.
- **Relationship to Posts:** "Forum Discussions" shows the threads you initiated, while "Forum Posts" shows every single reply you've ever made, including those in discussions started by others.

- **Learning Plans**

Learning Plans is a structured approach to learning and tracking progress.Not specific setting for ENVISIO users.

2. Reports

This is a section header on a user's profile page that groups together various personal usage and activity tracking tools that the user has access to.The reports available here allow the user to monitor their own engagement, activity, and performance across the ENVISIO site and their enrolled courses.

- **Browser sessions**

D S 💬 Message

Home / Dashboard / Grades / Envisio English / User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
📁 English						
📋 Module 5 Quiz	20.83 %	9.33	0–10	93.33 %		19.44 %
📋 Module 2 Quiz	16.67 %	8.00	0–8	100.00 %		16.67 %
📋 Module Quiz 1	20.83 %	10.00	0–10	100.00 %		20.83 %
📋 Module 4 Quiz	20.83 %	10.00	0–10	100.00 %		20.83 %
📋 Module 3 Quiz	20.83 %	9.00	0–10	90.00 %		18.75 %
∑ Course total	-	46.33	0–48	96.53 %		-

This report provides a list of all the current and active login sessions for your Moodle account.

- **Function:** This report provides a list of all the current and active login sessions for your Moodle account.

Information Displayed: For each active session, it typically shows:

- The **time and date** the session started.
- The **IP address** from which you logged in.
- The **type of web browser** and operating system you are using (sometimes).

Purpose: It is primarily a security and management tool. You can use it to:

- Verify that no one else is using your account.
- See if you are logged in on multiple devices (like a work computer and a home laptop) and close any old or suspicious sessions by forcing a log-out from that specific entry.

- **Grades overview**

- **Function:** This is a comprehensive, centralized report that shows a summary of your grades for **all** the courses you are currently enrolled in (or have recently completed).
- **Information Displayed:** It lists each course and typically displays:
  - The course name.
  - Your overall **Course Total** or final grade for that course.
- **Navigation:** It serves as a quick dashboard for your academic performance. Clicking on the name of a course in the overview will take you directly to the detailed **User Report** for that specific course, which breaks down your grades for every assignment, quiz, and graded activity within that course.

Messages

In this section, you can see received messages and send messages from individuals and groups on the Hub.

Preferences

Here you may change the settings of your profile and other aspects of the Hub as most convenient for you.

3. Orientation Training

3.1 Purpose

Orientation Training is the initial stage of engagement with the ENVISIO Digital Hub. Its purpose is to familiarise all participants with the layout, functionalities, navigation and learning pathways available on the platform. This ensures a level playing field for all, regardless of their previous digital literacy or familiarity with online learning environments.

3.2 Components

- **Introduction to the ENVISIO Digital Hub:** Resources and Material in different languages

- **Navigation Tutorial:** The Hub User Guide was created to show how the ENVISIO Digital Training Hub can be used and navigated This User Guide can be found here.

- **Basic Functionality Training:**

  o Accessing learning modules (PowerPoint presentations, videos, quiz).

  o Using discussion forums or communication tools (where applicable).

- **Support and Help Desk:** Information on where to seek help if users face technical issues or require clarification.