



**Youth EDucation on responsible use of plastics  
for Cleaner Oceans and waterways**

**WP3**

**USER GUIDE FOR LMS**

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## Y-EDCO LMS User Guide

### Welcome to the Y-EDCO Educational Platform

This comprehensive guide will help you navigate the Y-EDCO Learning Management System (LMS), an educational platform focused on Youth Education on responsible use of plastics for Cleaner Oceans and waterways.

## 1. Getting Started

### About Y-EDCO Platform

The Y-EDCO LMS is a multilingual educational platform designed to raise awareness among young people about plastic pollution and its impact on oceans, rivers, and lakes. The platform combines digital education with Augmented Reality (AR) tools to create an engaging learning experience.

### What You'll Need

- A computer, tablet, or smartphone with internet access
- A modern web browser (Chrome, Firefox, Safari, Edge)
- Your login credentials (username/email and password)
- Stable internet connection

### First-Time Users

If you don't have an account yet, follow these steps:

1. Visit: <https://y-edco-edu.eu/> → 2. Click "Create new account" on the login page → 3. Fill in the registration form with your details → 4. Check your email for account activation → 5. Click the activation link in the email → 6. Your account is now ready to use

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## 2. Logging In

### Step-by-Step Login Process

#### a) Access the Platform

Go to: <https://y-edco-edu.eu/> → Click the "Log in" button in the top right corner, Or go directly to: <https://y-edco-edu.eu/login/index.php>

#### b) Enter Your Credentials

Type your username or email address in the first field → Enter your password in the second field (Passwords are case-sensitive, so check your caps lock)

#### c) Submit

Click the "Log in" button → You'll be redirected to your dashboard

## Troubleshooting Login Issues

### Forgot Your Password?

Click "**Lost password?**" below the login button, OR enter your registered email address, OR check your email for password reset instructions, OR follow the link to create a new password.

### Account Locked?

Contact support at: [support@y-edco.eu](mailto:support@y-edco.eu) → Provide your username or registered email.

### Browser Compatibility Issues?

Clear your browser cache and cookies → **Try** a different browser and ensure JavaScript is enabled

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## 3. Language Selection

The Y-EDCO platform supports multiple languages to serve learners across Europe.

### Available Languages

**English (en)**, **Norsk (no)** – Norwegian, **Română (ro)** – Romanian, **Ελληνικά (el)** – Greek, **Swedish (se)**

### How to Change Platform Language

#### Before Logging In:

1. On the login page, look for the language selector in the top menu → Click on "**English (en)**" (or current language) → Select your preferred language from the dropdown menu → The entire interface will update to your selected language

#### After Logging In:

1. Find the language selector in your user menu or top navigation → 2. Click on the current language → 3. Choose your preferred language → 4. All platform text will change immediately

### Course-Specific Language

Some courses may have content available in multiple languages:

- Look for language tabs or selectors within the course
- Course materials might be language-specific
- Select the language version that matches your preference

**Note:** Your language preference is saved to your account and will be remembered for future sessions.

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## 4. Dashboard Overview

After logging in successfully, you'll arrive at your **Home Page**

### Main Navigation Bar

- **Home:** Return to your dashboard
  - **My Courses:** Quick access to enrolled courses (After Log In)
  - **All Courses:** Showing all available courses
  - **Forum:** A space for Online communication
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## 5. Accessing Courses

### Finding Your Courses

#### From My Courses:

1. Scroll to the "**Course Overview**" section → Click on any course card to enter

#### Course Enrolment

##### Self-Enrolment:

Browse available courses from the All Courses → Click on a course you're interested in → Click "**Enrol me**" button → Confirm enrolment → Start learning immediately

#### Course Structure

The course includes:

The **Zappar - Augmented Reality Training Resource Guide** at the beginning

Multiple Modules, where each Module consists of:

**Presentation** Subsection (PowerPoint Version of Module), **AR Poster**, **Quiz** Subsection and PDF Subsection

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## 6. Navigating Course Content

**Course Homepage Interface** When you enter a course (e.g., ENGLISH), the main page displays a top navigation menu with the following tabs:

- **Course:** The main hub containing all your learning materials and modules.
- **Activities:** A shortcut to view specific types of activities available in the course (like Quizzes).
- **More:** Includes the ability to unenroll from the course.

#### Accessing Modules and Materials

- **Open Access:** Access any section at any time. The platform supports non-linear learning, allowing you to review previous materials freely.
- **Main Content Area:** The learning materials are organized into collapsible sections (e.g., *General, Module 1, Module 2*). Click the dropdown arrow next to any Module to expand it and reveal its contents. You can use the "Collapse all" button on the right to neatly close all expanded modules.
- **Course Index (Left Sidebar):** For quick navigation, use the static sidebar on the left side of the screen. It provides a detailed, clickable outline of all Modules, Presentations, Posters and Quizzes, allowing you to instantly jump to specific content.

### Activity Types

- **Reading Materials:** Includes Posters, text pages, PDF documents, PowerPoint presentations, external links, and embedded videos.
  - **Interactive Content:** Features Augmented Reality (AR) experiences, through Each Module's Poster.
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## 7. Working with Modules

### What is a Module?

A module is a self-contained learning unit within a course, typically covering a specific topic or skill.

### Module Components

#### Learning Objectives:

What you'll learn in this module, the Expected outcomes and Competencies developed.

#### Content Delivery:

Reading materials, AR experiences through Posters, Resources, Videos

#### Practice Activities:

Knowledge checks, Reflective exercises, Discussion prompts

#### Assessment:

Module quiz

### Completing a Module

1. **Start at the Beginning:** Read the module introduction and review learning objectives if available.
2. **Work Through Content:** Watch videos completely, read all materials, take notes as needed and engage with interactive elements.
3. **Complete Activities & Quizzes:** Finish the Module before taking the quiz; ensure you review the content thoroughly, complete the quiz, and submit your answers to view your results.

4. **Mark as Complete:** Some activities auto-complete, others require manual completion. After, check the Mark as Done indicator on top right.
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## 8. Taking Quizzes

Self-check your understanding, while unlimited attempts allowed, and get Immediate feedback.

### Before Starting a Quiz

#### Prepare Yourself:

Review course materials, choose a quiet environment, ensure stable internet connection, have necessary materials ready, Check your device battery.

#### Taking a Quiz

1. **Start the Quiz**

Click "**Attempt quiz now**", → Read instructions carefully

2. **Answer Questions**

Read each question thoroughly → Select your answer → Mark questions for review using the flag icon. Select "**Check**" if you have doubts for your answer, to view the correct answer.

3. **Navigation**

Select "**Next Page**" to move on to the next question. Use "**Previous Page**" to go back. Quiz navigation panel shows all questions. Click on question numbers to jump.

4. **Review Your Answers**

Check flagged questions, verify all questions are answered, use the quiz overview page.

5. **Submit**

Click "**Submit all and finish**", confirm your submission. You cannot change answers after submitting.

#### Question Types

**Multiple Choice:** Select one correct answer from options → Click the radio button next to your choice.

#### After Submission

**Immediate Feedback:** See correct/incorrect indicators, view correct answers, read explanations for answers and see your score.

**Review Period:** Review your attempt, understand mistakes, learn from feedback, prepare for retakes.

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## 9. Tracking Your Progress

### Activity Completion:

After finishing attempting a quiz, a summary of your attempt appears. You can either return to attempt or submit all and finish. By returning to attempt, you are allowed to change your answers. You must

then submit your attempt. Your final review appears on the screen. Select “Finish Review”. If you achieved a score 5/10 or higher, the Module is automatically marked as Done. If you wish, you may select “re-attempt quiz” to achieve a better result. In case you answered incorrectly and achieved a score lower than 5/10, you have the right to re-attempt it, to be eligible for a certificate.

Check marks indicate completed activities. Incomplete activities are unmarked.

### Course Completion Requirements

#### To complete a course, you must:

Complete all required activities, achieve minimum passing grades, submit all assignments.

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## 10. Obtaining Certificates

### Certificate Eligibility

**Requirements:** Read all modules, submit all required quizzes.

### View and Download Certificate:

Go to your course page → Check completion status → Verify all module quizzes are passed → Look for “**Course Completion Certificate**” → Select the **right arrow** on the tab → Select **View Certificate** and Download it.

### Certificate Not Appearing?

Verify all requirements are met, ensure all activities show completed and contact course instructor if issues persist.

### Certificate Details

#### Your Certificate Includes:

Your full name, the Course Title, the Completion Date, the Y-EDCO logo and branding, and an Erasmus+ Acknowledgment.

### Certificate Uses

**Professional Development:** Add it to your CV/resume, include it in professional portfolio, share it on LinkedIn, present it to employers.

**Academic Credit:** Some institutions may recognize certificates. Check with your educational institution. It may count toward continuing education.

**Multiple Certificates:** Complete multiple courses for multiple certificates. Each course has its own certificate. Build your environmental education portfolio and demonstrate commitment to sustainability.

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## 11. Accessibility Features

The Y-EDCO platform includes comprehensive accessibility features to ensure inclusive learning for all users.

### Accessing Accessibility Tools

1. Look for the **"Accessibility"** button on any page →
2. Click to open the accessibility toolbar →
3. Customize settings to your needs →
4. Settings are saved to your profile

### Available Features

**Background Colour:** Change page background color. There are options for high contrast. Reduce eye strain for better visibility.

**Font Face:** **Serif** (Traditional font with decorative strokes), **Sans Serif** (Clean, modern font) and **Dyslexic** (Open Dyslexic font for better readability).

**Font Size:** Increase or decrease text size, Use + and – buttons, Scale from 1 to larger sizes. You may Reset to return to default.

**Font Kerning:** Adjust spacing between characters, turn off for closer spacing. It helps with reading speed.

**Image Visibility:** Hide images to reduce distractions, focus on text content. Faster page loading.

**Letter Spacing:** Increase space between letters, adjust using + and -. It Improves readability. **Reset** to default.

**Line Height:** Increase space between lines, adjust from 1.2 upward. It reduces crowding and is easier text scanning.

**Link Highlight:** It Highlights all links on the page, it makes links more visible, it improves navigation. Toggle on/off.

**Text Alignment:** **Left** (Standard alignment), **Center** (Centered text), **Right** (Right aligned), **Justify** (Even margins both sides).

**Text Colour:** You can change text color. There are multiple color options. High contrast combinations. You can also **Reset** to default.

### Keyboard Navigation

**Essential Shortcuts:** **Tab** (Move to next element), **Shift + Tab** (Move to previous element) **Enter** (Activate links/buttons) **Space** (Check boxes/scroll) **Esc** (Close dialogs/modals).

### Screen Reader Compatibility

The platform is compatible with: JAWS, NVDA, VoiceOver (Mac/iOS), TalkBack (Android).

### Screen Reader Tips:

Proper heading structure, Alt text for images, Form labels, ARIA landmarks.

### Video Accessibility

**Closed Captions:** Available on most videos. Click **CC** button on video player → Select language if multiple available.

### Transcripts:

Text version of video content located below video player. It can be downloaded or copied.

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## 12. Mobile Access

### Mobile App

**Download the Moodle Mobile App:**

**iOS:** (Available on App Store) **Android:** (Available on Google Play). Search for "Moodle" → Free download.

**Connecting to Y-EDCO**

1. **Open Moodle App** → 2. **Enter Site URL:** <https://y-edco-edu.eu> → 3. **Log In** with your credential → 4. **Allow notifications** (optional) → 5. **Access your courses**

**Mobile Features****Available on Mobile:**

You can View course content, watch videos, read materials, complete quizzes, participate in forums, submit assignments, check grades, receive notifications.

**Limitations:**

- Some AR features may not work.
- Complex interactive activities may require desktop.
- Large file uploads may be difficult.
- Better suited for content consumption.

**Mobile Browser Access****Using Mobile Browser:**

1. Open browser on your device → 2. Navigate to <https://y-edco-edu.eu> → 3. Log in normally → Responsive design adjusts to screen size.

**Tips for Mobile Browsing:**

Use landscape mode for better view, zoom in on small text, download materials for offline reading, use WiFi for video content to save data.

**Offline Access****Download for Offline:**

Download course materials while online, access downloaded content without internet, sync when connection restored. Ideal for commuting or limited connectivity.

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**13. Getting Help****In-Platform Support**

**Help Resources:** Look for ? icon → Check FAQ sections → Review course introductions

**Course-Specific Help:** Contact your course instructor, post in course forums, ask peer learners, check course announcements.

**Technical Support**

### Contact Y-EDCO Support:

- Email: [support@y-edco.eu](mailto:support@y-edco.eu)
- Website: <https://y-edco.eu/>
- Response Time: Usually within 1-2 business days.

**When Contacting Support, Include:** Your username/email, the Course name (if applicable), a Description of the issue, Screenshots if relevant, Browser and device information and the Steps you've already tried.

### Common Issues and Solutions

#### Cannot Log In:

Check caps lock, verify username and password, use "Lost password" feature, clear browser cache, try different browser.

#### Content Not Loading:

Refresh the page, check internet connection, clear browser cache, disable browser extensions, try incognito/private mode.

#### Quiz Not Submitting:

Check internet connection, don't close browser during submission, save answers frequently, contact instructor if time expires, take Screenshot any error messages.

#### Video Not Playing:

Update your browser, check internet speed, try different browser, disable VPN if using one, check video format compatibility.

#### Certificate Not Generating:

Verify all requirements met, check completion status, wait 24 hours after completion, contact instructor.

### Community Support

#### Y-EDCO Community:

Join project social media, participate in forums, connect with other learners, share experiences, provide feedback.

### Feedback and Suggestions

#### Help Improve the Platform:

Share your experiences, suggest new features, report bugs, participate in surveys, write reviews.

#### Where to Send Feedback:

- Email: [support@y-edco.eu](mailto:support@y-edco.eu)

## Additional Resources

### About the Y-EDCO Project

Y-EDCO is a 24-month Erasmus+ project focused on educating youth about plastic pollution and ocean conservation through innovative digital and AR-based learning experiences.

### Project Partners:

Multiple European educational institutions, Environmental organizations, Technology partners, Youth organizations.

### External Links

- **Project Website:** <https://y-edco.eu/>
- **Email Contact:** [support@y-edco.eu](mailto:support@y-edco.eu)

### Platform Information

- **Platform Type:** Moodle-based LMS
- **Accessibility:** WCAG 2.1 Level AA compliant
- **Languages:** 5 European languages supported
- **Mobile:** iOS and Android app compatible

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## Quick Reference Guide

### Essential Steps

1. **First Login:** Go to [y-edco-edu.eu](https://y-edco-edu.eu) → Log in → Enter credentials
2. **Choose Language:** Click language selector → Select preference
3. **Find Courses:** Dashboard → My Courses → Click course
4. **Complete Module:** Enter module → Work through content → Complete quiz
5. **Get Certificate:** Complete requirements → Download certificate

### Important Links

- Platform: <https://y-edco-edu.eu/>
- Login: <https://y-edco-edu.eu/login/index.php>
- Support: [support@y-edco.eu](mailto:support@y-edco.eu)
- Project Info: <https://y-edco.eu/>

### Support Contact

Email: [support@y-edco.eu](mailto:support@y-edco.eu)

Response Time: 1-2 business days

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## Conclusion

Congratulations! You now have a comprehensive understanding of how to use the Y-EDCO Learning Platform. Remember:

Take your time exploring the platform, complete activities at your own pace, use accessibility features as needed, reach out for help when needed, engage with the community and enjoy your learning journey.

**Welcome to Y-EDCO and thank you for joining us in the fight against plastic pollution!**

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