GREENovation

LEARNING PLATFORM
USER GUIDE

Step-by-step guidance for learners and trainers

Registration • Courses • Quizzes • Badges • Certificates • Forum

learn.greenovation-project.eu

Project number: ERASMUS-2024-1-DE02-KA220-ADU-000245272

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About this guide

This guide explains how to register, use the GREENovation learning platform, complete a course, earn badges and download your certificate.

Platform URL: learn.greenovation-project.eu

The GREENovation platform offers three free, self-paced online courses: Green Skills, Entrepreneurial Skills and Job-related Skills. Each course contains six thematic units and follows the same learning structure.

Who can use the platform?

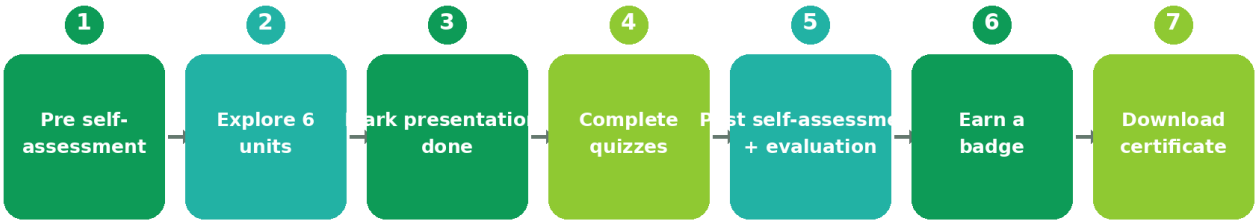
- Adults interested in green employment, sustainable skills or entrepreneurship.
- Adult educators and trainers.
- Adult education providers.
- Green entrepreneurs and businesses.

Languages

The platform is available in English, German, Spanish, Slovenian and Greek. It normally opens in the user's language. If the detected language is not suitable, use the language switcher in the top-right corner.

Tip: Red boxes in the screenshots highlight the button, link or field to use at that step.

The learning journey at a glance



Important: Guest access is available, but guests cannot save course progress and cannot earn badges or certificates. Create an account and log in if you want your progress to be tracked.

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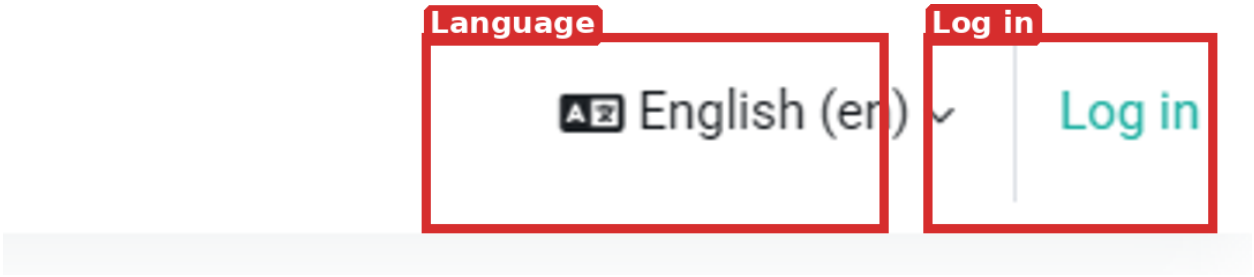
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1 Open the platform and log in

Start from the public welcome page. You can review basic information about the project and the available courses before logging in.

Open https://learn.greenovation-project.eu/ in your browser.



Use the language switcher if needed, then select Log in.

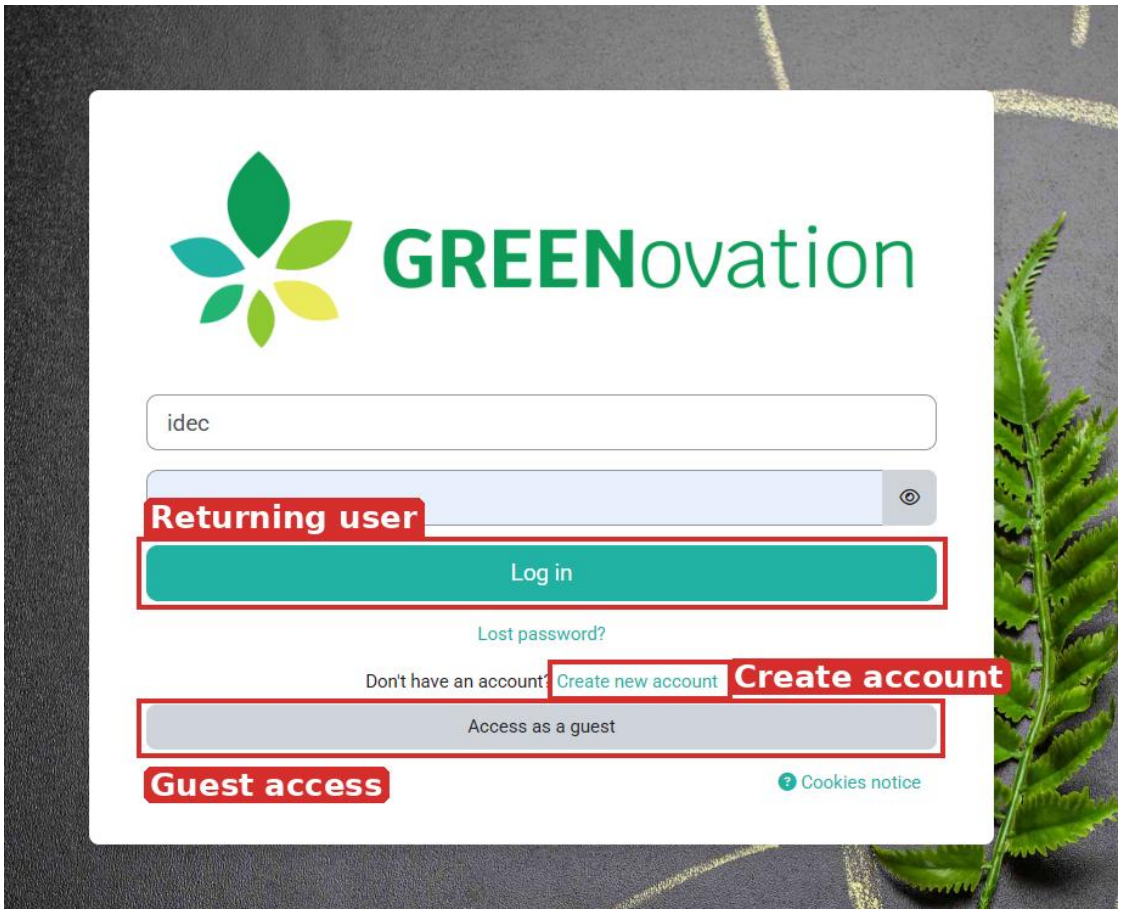
1	**Choose a language** If the platform does not open in your preferred language, select English, German, Spanish, Slovenian or Greek from the language menu.
2	**Select Log in** Use the Log in link in the top-right corner to continue.

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Login options



New users should select Create new account. Returning users enter their username and password and select Log in. Access as a guest is useful for browsing, but it does not provide the full tracked learning experience.

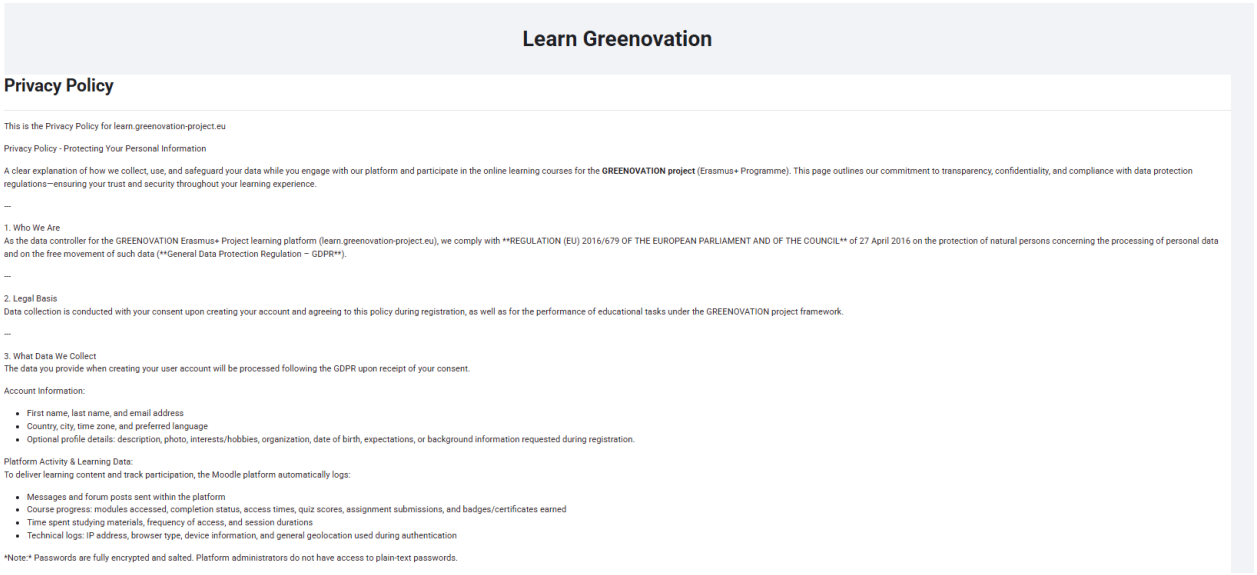
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Privacy policy and consent

Before the account registration form is displayed, the platform presents its Privacy Policy. Read the policy and provide your consent when prompted. Consent is required before you can proceed with creating a new account.



Learn Greenovation

Privacy Policy

This is the Privacy Policy for learn.greenovation-project.eu

Privacy Policy - Protecting Your Personal Information

A clear explanation of how we collect, use, and safeguard your data while you engage with our platform and participate in the online learning courses for the **GREENOVATION project** (Erasmus+ Programme). This page outlines our commitment to transparency, confidentiality, and compliance with data protection regulations—ensuring your trust and security throughout your learning experience.

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1. Who We Are
As the data controller for the GREENOVATION Erasmus+ Project learning platform (learn.greenovation-project.eu), we comply with **REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL** of 27 April 2016 on the protection of natural persons concerning the processing of personal data and on the free movement of such data (**General Data Protection Regulation – GDPR**).

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2. Legal Basis
Data collection is conducted with your consent upon creating your account and agreeing to this policy during registration, as well as for the performance of educational tasks under the GREENOVATION project framework.

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3. What Data We Collect
The data you provide when creating your user account will be processed following the GDPR upon receipt of your consent.

Account Information:

- First name, last name, and email address
- Country, city, time zone, and preferred language
- Optional profile details: description, photo, interests/hobbies, organization, date of birth, expectations, or background information requested during registration.

Platform Activity & Learning Data:
To deliver learning content and track participation, the Moodle platform automatically logs:

- Messages and forum posts sent within the platform
- Course progress: modules accessed, completion status, access times, quiz scores, assignment submissions, and badges/certificates earned
- Time spent studying materials, frequency of access, and session durations
- Technical logs: IP address, browser type, device information, and general geolocation used during authentication

Note: Passwords are fully encrypted and salted. Platform administrators do not have access to plain-text passwords.

Required: You must accept the platform Privacy Policy before the registration form with your username, password and personal details becomes available.

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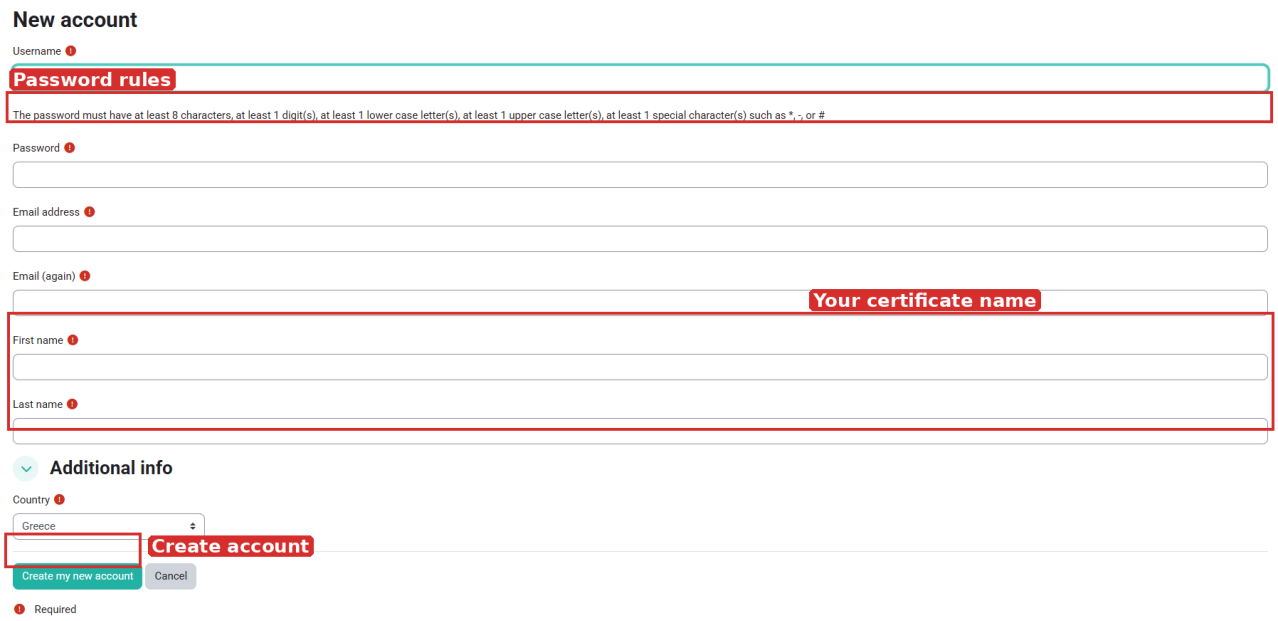
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2 Create your account

Complete the registration form once. Your account will then be used across all three GREENovation courses.



1 **Choose a username** Use a simple lowercase username. Standard Moodle usernames accept lowercase letters and numbers and may also use -, _, . and @. Avoid spaces.

2 **Create a password** The current platform policy requires at least 8 characters, including at least 1 digit, 1 lowercase letter, 1 uppercase letter and 1 special character such as *, -, or #.

3 **Enter your email twice** Use an email address you can access, because you must confirm the account by email.

4 **Enter your first and last name** Enter your name exactly as you want it to appear on your certificates.

5 **Select your country** Choose your country from the dropdown list, then select Create my new account.

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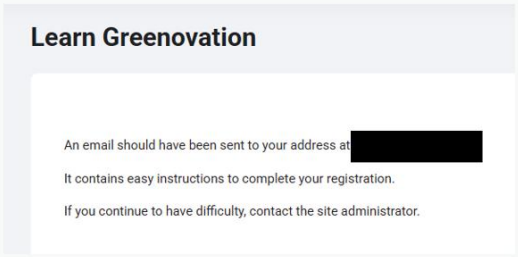
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Certificate name: The certificate uses the First name and Last name stored in your profile. Check these carefully during registration. If needed, update your Profile before downloading a certificate.

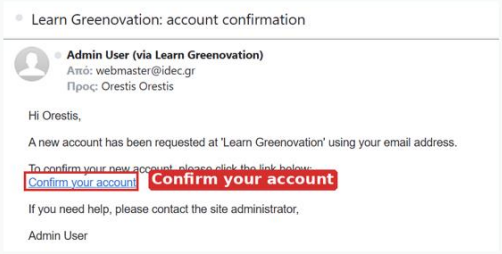
3 Confirm your registration

After submitting the registration form, the platform sends an account confirmation email.

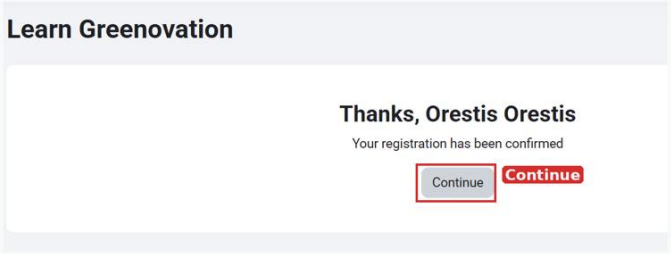
1. Check your inbox



2. Confirm your account



3. Continue



1	**Check your inbox** The platform confirms that an email was sent to the address you registered.
2	**Open the confirmation email** Select Confirm your account in the message from Learn Greenovation.
3	**Continue** After confirmation, the platform displays a success message. Select Continue to enter the platform

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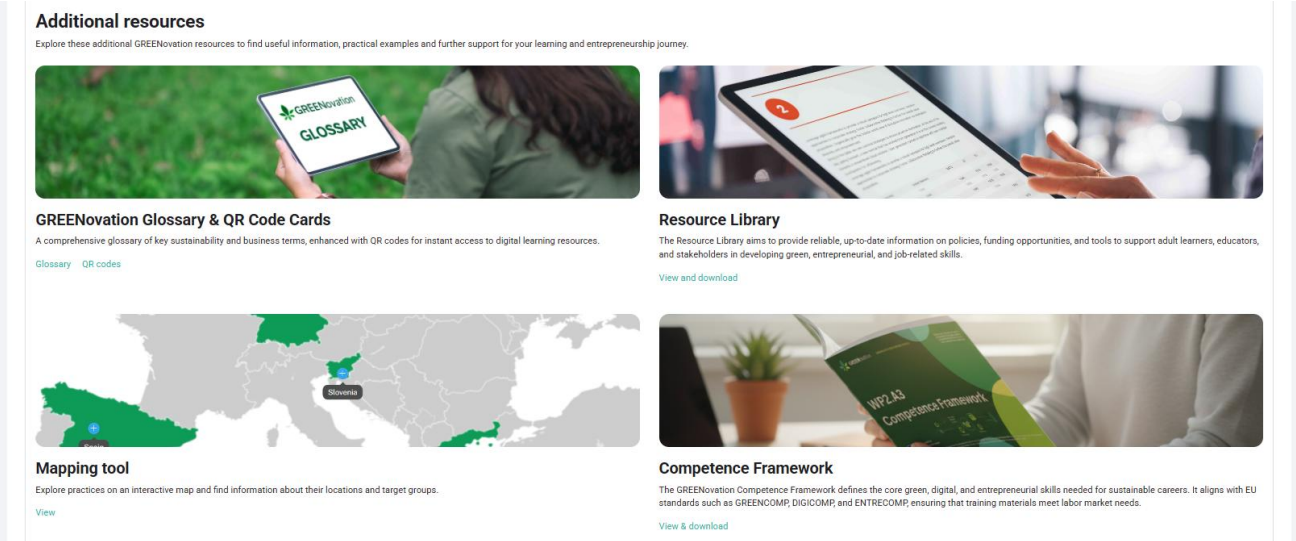
[redacted] while logged in.

If the email does not arrive: Check your spam/junk folder and verify that you entered the correct address. If the problem continues, contact the site administrator.

4 Explore the home page

Once logged in, the home page introduces the programme and gives access to project resources, the forum and the three courses.

Additional GREENovation resources



Additional resources available directly from the home page.

- GREENovation Glossary & QR Code Cards
- Resource Library
- Mapping Tool
- Competence Framework

Use the links shown under each resource to view or download the material. These resources support both learning and practical application beyond the courses themselves.

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Choose a course

Available courses

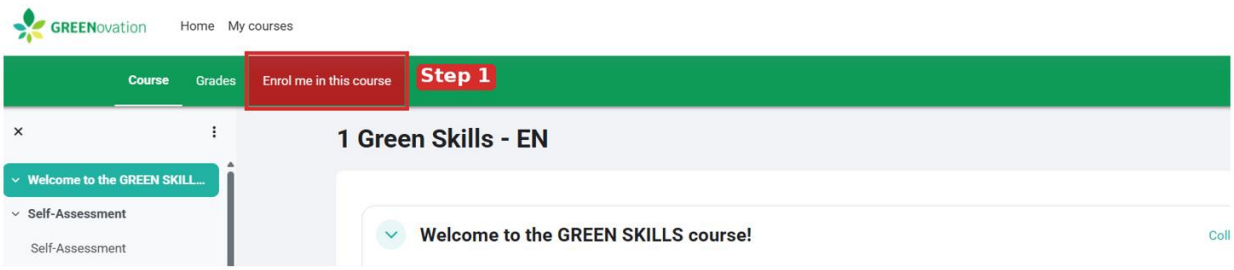


The platform contains Green Skills, Entrepreneurial Skills and Job-related Skills. The structure is the same in all three courses, so once you learn how one course works, the others will feel familiar.

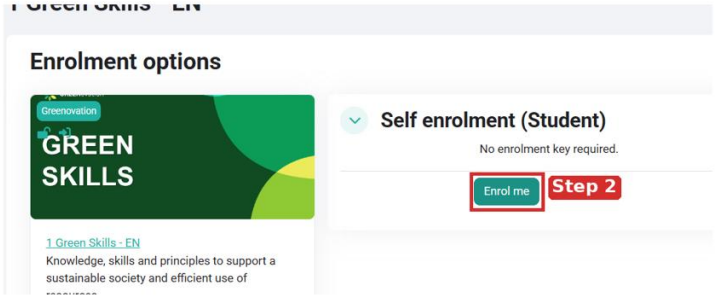
5 Enrol in a course

Before beginning a course, enrol yourself as a student. No enrolment key is required.

Open the course and enrol



Confirm self-enrolment



1	**Open the course** Select the course from the Available courses section.
2	**Select Enrol me in this course** If you are not yet enrolled, this option appears in the course navigation.
3	**Select Enrol me** On the Self enrolment (Student)

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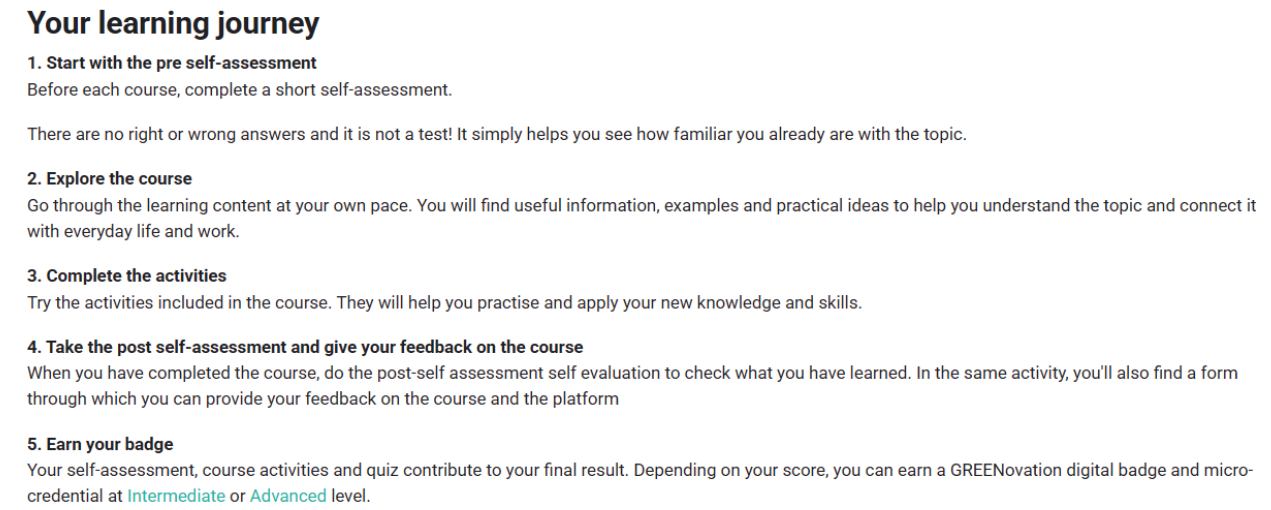
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screen, confirm enrolment. You now have normal student access to the course.

Good to know: You enrol separately in each of the three courses. Enrolling in one course does not automatically enrol you in the others.

6 Understand the course journey

All three courses contain six thematic units and use the same sequence of activities.



Your learning journey

1. Start with the pre self-assessment
Before each course, complete a short self-assessment.

There are no right or wrong answers and it is not a test! It simply helps you see how familiar you already are with the topic.

2. Explore the course
Go through the learning content at your own pace. You will find useful information, examples and practical ideas to help you understand the topic and connect it with everyday life and work.

3. Complete the activities
Try the activities included in the course. They will help you practise and apply your new knowledge and skills.

4. Take the post self-assessment and give your feedback on the course
When you have completed the course, do the post-self assessment self evaluation to check what you have learned. In the same activity, you'll also find a form through which you can provide your feedback on the course and the platform

5. Earn your badge
Your self-assessment, course activities and quiz contribute to your final result. Depending on your score, you can earn a GREENovation digital badge and micro-credential at Intermediate or Advanced level.

The course introduction explains the learning journey before you begin.

The course sequence

1 **Pre self-assessment** Complete the short self-assessment before studying the course. This is a reflection activity, not a test.

2 **Explore the six units** Read/watch the learning material and work through each Interactive Presentation at your own pace.

3 **Complete unit activities and quizzes** Each unit includes an automatically scored quiz with closed-response questions.

4 **Post self-assessment and evaluation** At the end

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of the course, the same activity contains the post self-assessment and your Course and Platform Evaluation.

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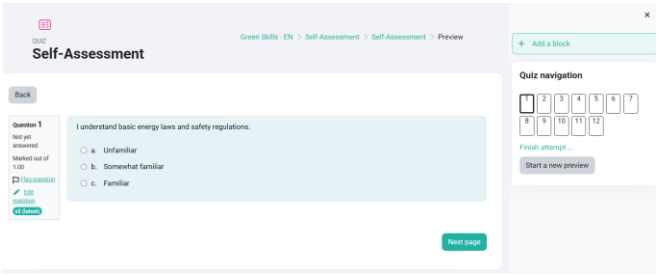
Earn your badge and certificate Your completion status and quiz results determine whether the Intermediate or Advanced badge becomes available. The certificate uses the same performance threshold as the Advanced badge.

Course duration: Each course is listed as 15 hours on the GREENovation certificate.

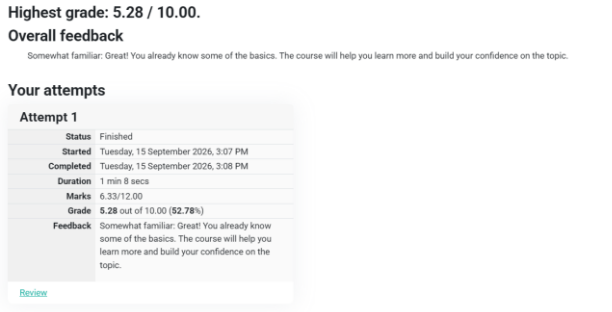
7 Complete the pre self-assessment

The pre self-assessment helps you identify how familiar you already are with the course topics. It is mandatory: the six course units remain locked until you complete the pre self-assessment.

Required: Complete the pre self-assessment to unlock the six course units.



A typical self-assessment statement.



Example of the score and overall feedback shown after submission.

For each statement, choose Unfamiliar, Somewhat familiar or Familiar. There are no right or wrong answers. The purpose is self-reflection and establishing a baseline before you start learning.

After submission, the platform displays a score and feedback that summarise your current level of familiarity. At the end of the course, similar statements appear again in the Course and Platform Evaluation activity so you can reflect on your progress.

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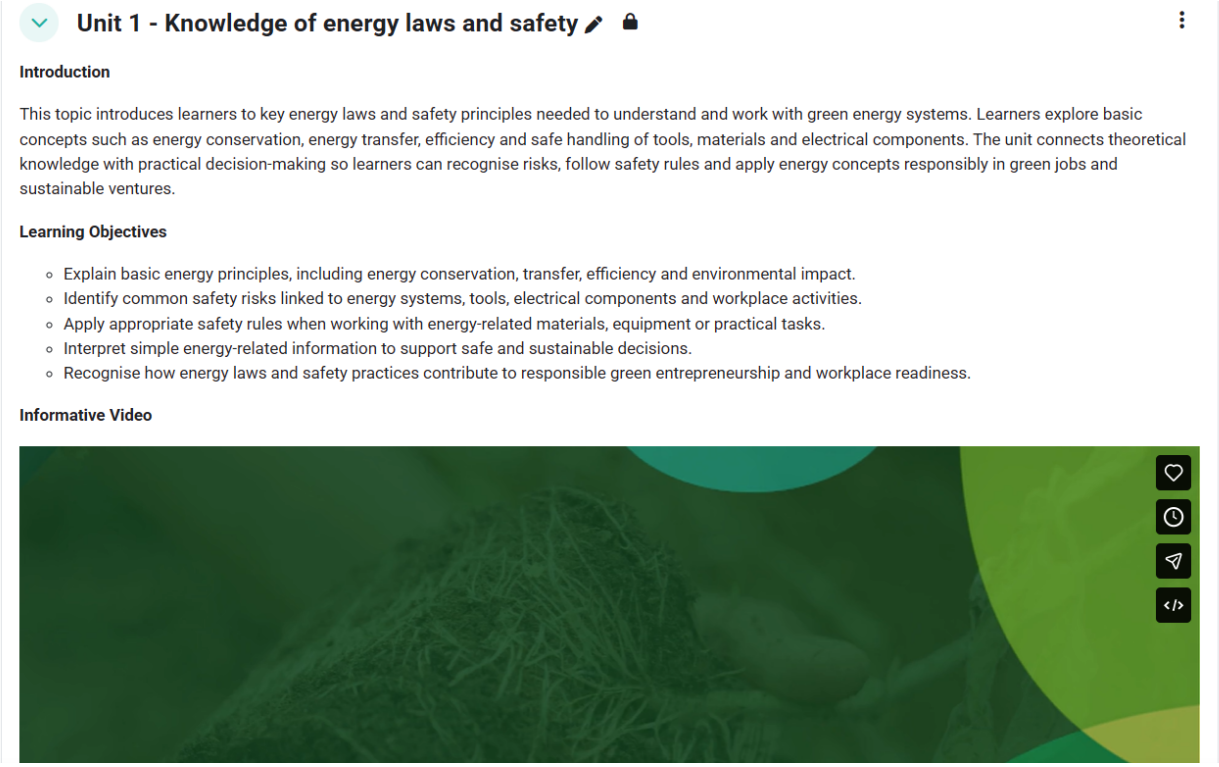
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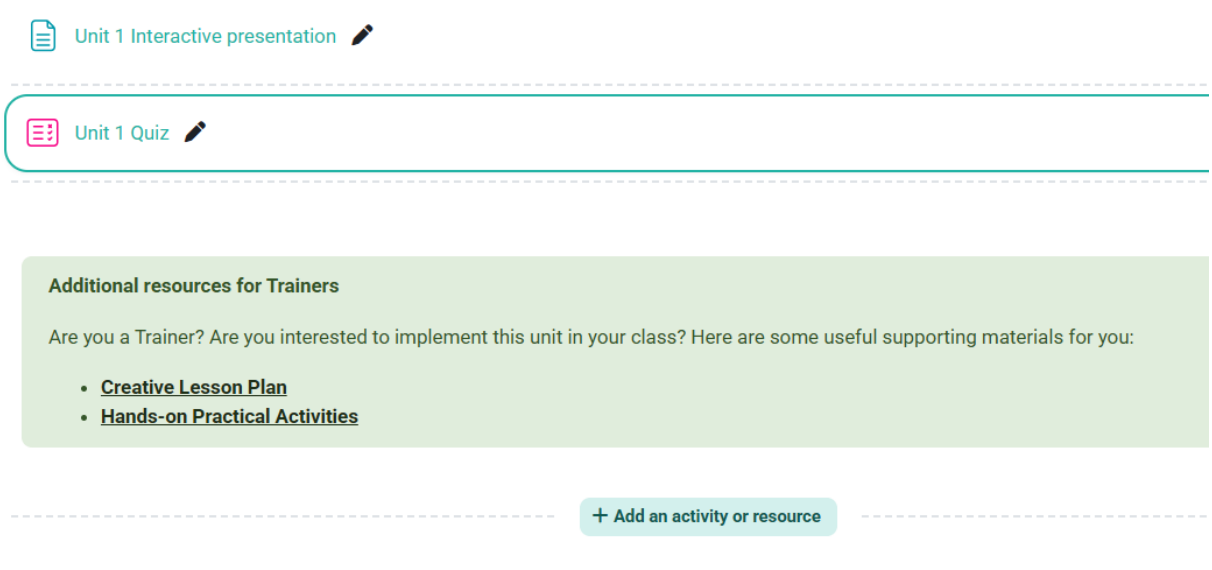
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8 Work through each learning unit

The same structure is repeated in all six units of every course.



Each unit starts with an introduction, learning objectives and an informative video.



The Interactive Presentation is followed by the unit quiz and optional trainer resources.

1 **Read the introduction** Understand the topic and its relevance.

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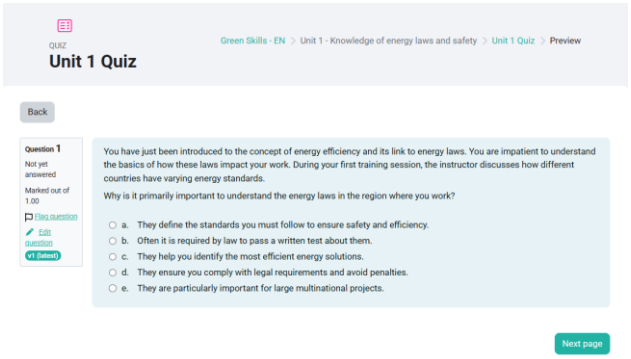
2	**Review the learning objectives** See what knowledge and skills the unit is designed to develop.
3	**Watch the informative video** Get a short overview of the topic.
4	**Open the Interactive Presentation** This is the core learning material of the unit.
5	**Complete the quiz** Answer the closed-response questions and submit the attempt to receive a score.

9 Complete the learning material and quizzes

The Interactive Presentation delivers the main content. The quiz checks your understanding and contributes to badge eligibility.



Example of an Interactive Presentation.



Example of a unit quiz question.

Mark the presentation as complete



After working through an Interactive Presentation, select Mark as done next to the activity. The platform uses this completion status when checking badge and certificate requirements.

Take the quiz

Unit quizzes contain closed-response questions and produce a numerical score. Select an answer and continue through the quiz pages until you submit the attempt. Complete all six unit quizzes in a course.

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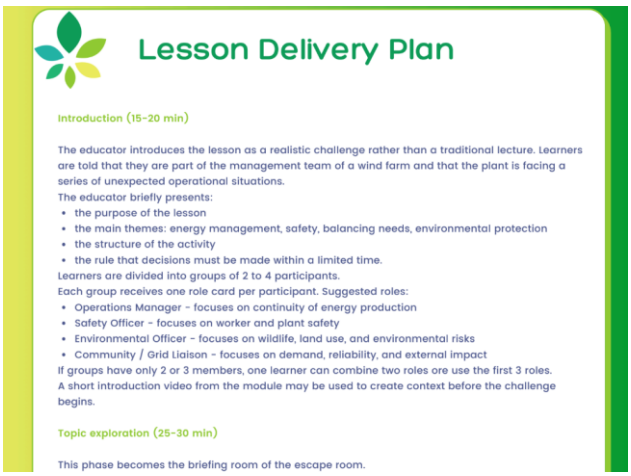
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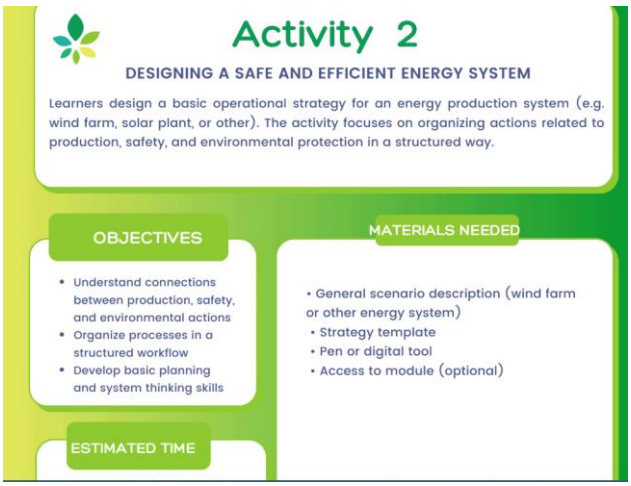
Badge thresholds: The Intermediate badge uses a lower quiz-score threshold than the Advanced badge. The exact thresholds are managed by the course and are not listed in this guide. The certificate follows the same performance threshold as the Advanced badge.

10 Use the optional resources for trainers

If you are an adult educator or trainer, every unit also includes resources to help you teach the same topic to your own learners.



Creative Lesson Plan / Lesson Delivery Plan.



Hands-on Practical Activities.

The trainer resources are optional for ordinary learners. They are designed to help educators transform course content into practical learning sessions, adapt activities to their group and connect the topic to classroom or training practice.

- Creative Lesson Plan / Lesson Delivery Plan - suggested teaching flow, timing, roles and facilitation ideas.
- Hands-on Practical Activities - structured activities with objectives, materials and practical tasks.

Trainer pathway: You can complete the course as a learner and also use the trainer resources as a teaching toolkit. These resources are available inside each of the six units.

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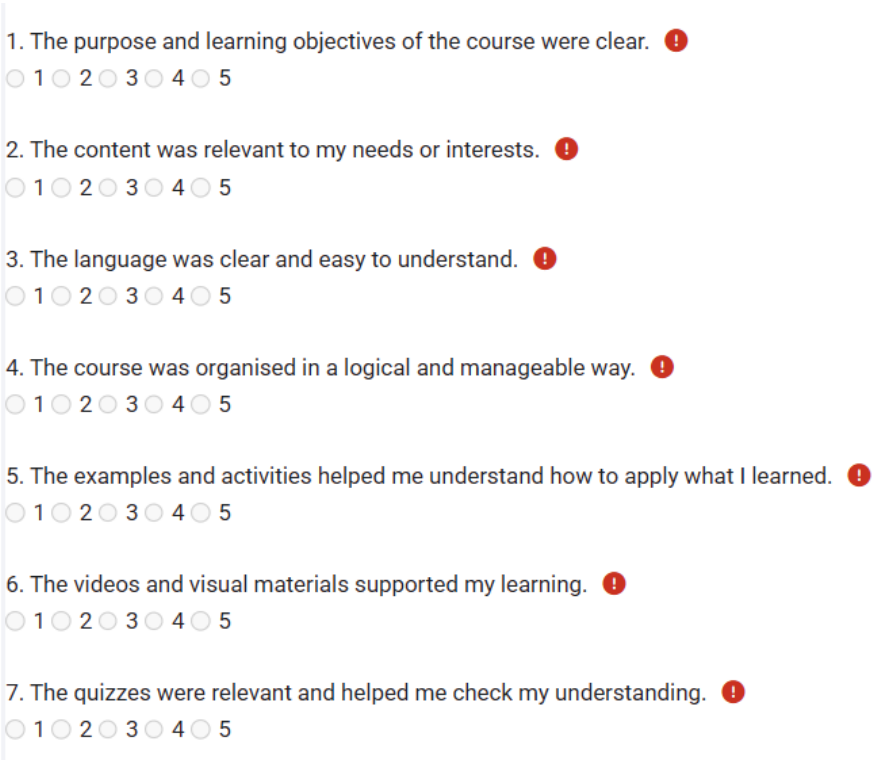
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11 Complete the post self-assessment and evaluation

At the end of the course, one activity combines two purposes: reflecting on what you know now and giving feedback on the course and platform.



Example of Course and Platform Evaluation questions.

The activity includes post self-assessment statements related to the same topic areas covered before the course. This lets you reflect on how your familiarity has changed. It also asks you to evaluate the course content, clarity, organisation, videos, activities, quizzes and platform experience.

This feedback is especially useful during the project pilot phase, because it supports improvements to both the learning material and the platform.

Completion requirement: Finish the Course and Platform Evaluation activity before expecting badges or the certificate to unlock.

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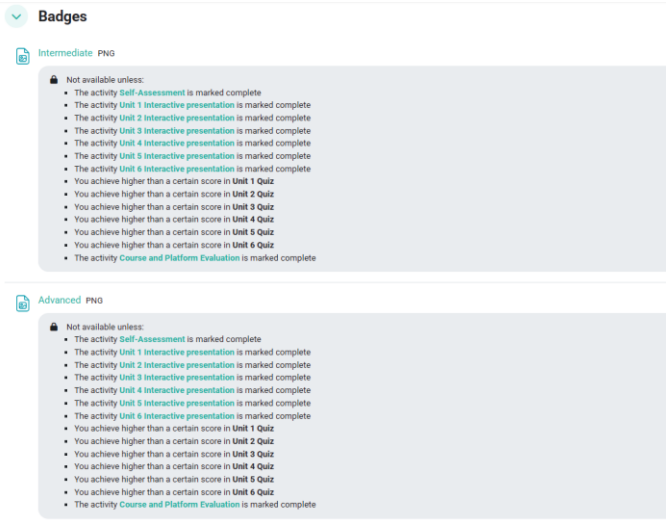
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12 Earn GREENovation badges

Badges provide gamified milestones that recognise your progress and performance in each course.



Example: Green Skills Intermediate badge.



Moodle shows the requirements that must be satisfied before a badge unlocks.

Requirements

- Complete the pre self-assessment.
- Mark all six Interactive Presentations as complete.
- Complete all six unit quizzes and reach the required score in each quiz.
- Complete the Course and Platform Evaluation, including the post self-assessment questions.

Intermediate vs Advanced

Both badges use the same types of completion requirements, but the Advanced badge requires stronger quiz performance. The Intermediate threshold is lower than the Advanced threshold.

If a badge is still locked: Open the requirement list and check which item has not yet been completed. A common cause is forgetting to select Mark as done for one of the Interactive Presentations.

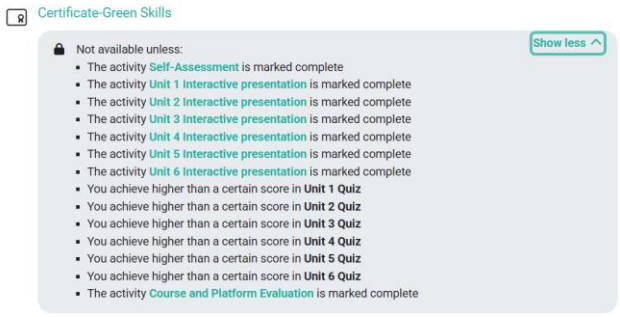
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13 Download your certificate

A separate certificate is available for each GREENovation course. It becomes available when you satisfy the same completion and performance conditions required for the Advanced badge.



Certificate requirements before unlock.



Example of the final course certificate.

The certificate is generated automatically with the course name, your first and last name, the award date and the course duration of 15 hours.

Check your name first: Your certificate uses the name stored in your GREENovation profile. Make sure your First name and Last name are exactly how you want them to appear before downloading the certificate.

Each course has its own certificate, so completing Green Skills, Entrepreneurial Skills and Job-related Skills can result in three separate certificates.

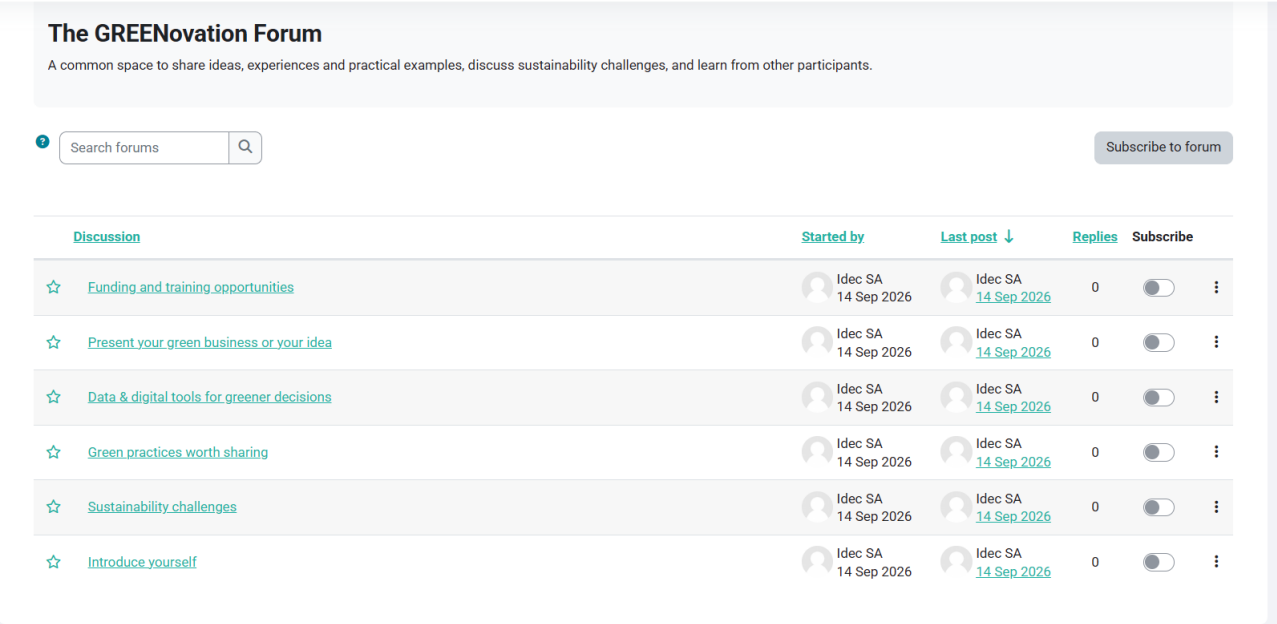
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14 Use the GREENovation Forum

The forum is a shared space for ideas, experiences, practical examples, sustainability challenges and networking with other participants.

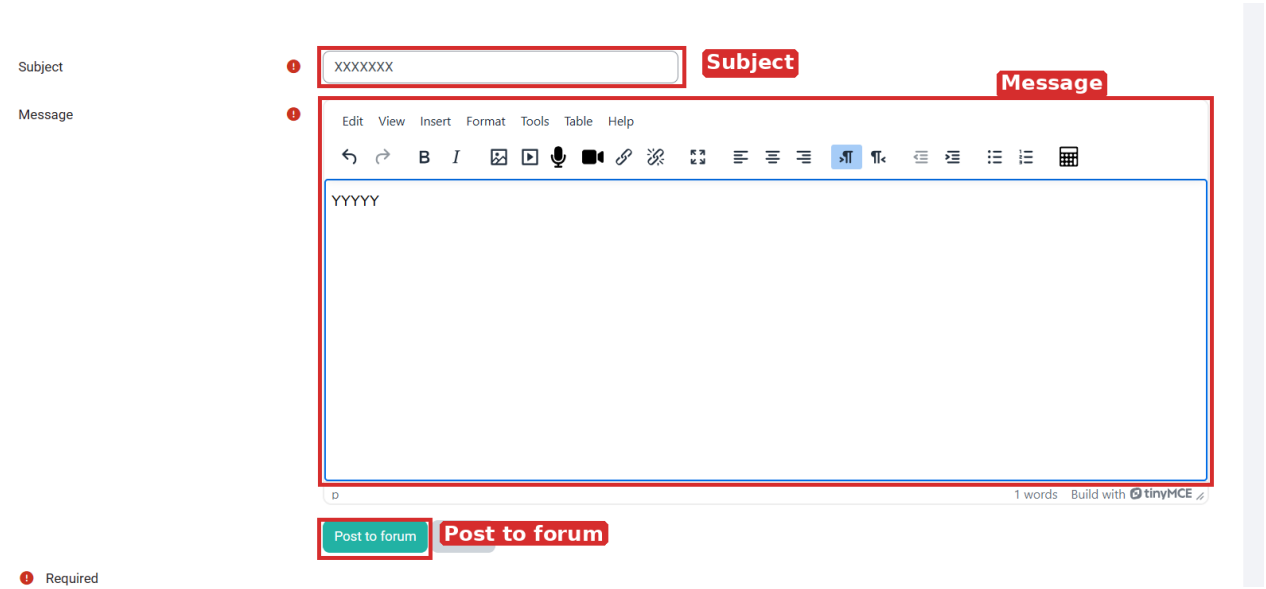


The forum homepage lists the current discussion topics.

Subscribe for updates

Subscribe to forum is optional. Subscription is mainly used to receive forum notifications; it is not a requirement for reading or participating in discussions.

Start a new discussion



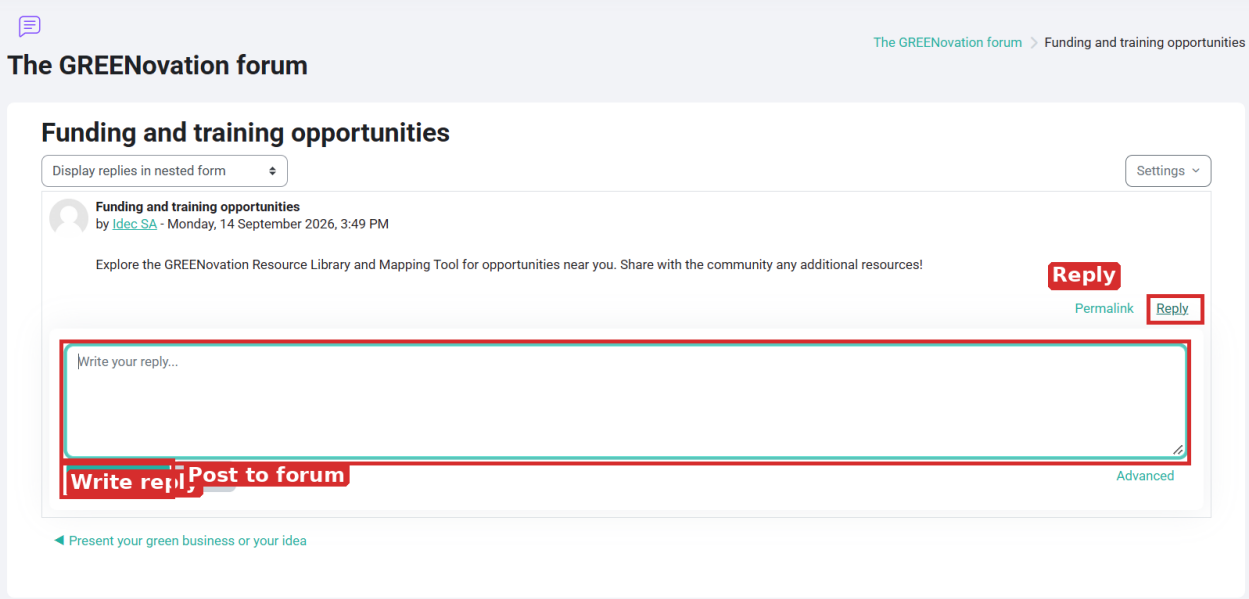
Select Add discussion topic, enter a Subject and write your Message, then select Post to forum.

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Reply to an existing discussion



Open a discussion from the list, select Reply on the post you want to respond to, type your response and select Post to forum.

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GREENovation

15 Quick checklist and help

Use this checklist if you are unsure what to do next or why an item is still locked.

Before starting

- Open the platform and choose your language.
- Create an account and confirm it by email.
- Log in with your username and password.
- Choose a course and complete self-enrolment.

For each course

- Complete the pre self-assessment.
- Work through all six units.
- Mark each Interactive Presentation as done.
- Complete all six quizzes.
- Complete the post self-assessment and Course and Platform Evaluation.
- Check the badge requirements.
- When eligible, download your badge and certificate.

Common issues

Issue	What to check
I cannot earn a badge.	Check that the self-assessment is complete, all six presentations are marked done, all quizzes meet the required level, and the final evaluation is complete.
My certificate name is wrong.	Update First name / Last name in your Profile before downloading the certificate.
I used guest access.	Create an account and repeat tracked activities while logged in if you want progress, badges and certificates to be recorded.
I did not receive the confirmation email.	Check spam/junk, confirm the email address you entered, then contact the site administrator if needed.
I want to change language.	Use the language selector in the platform interface.

For platform-specific technical support, use the contact details provided by the GREENovation site administrator.

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