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Guideline – How to Use the CODE Platform

First step

Register

Choose the course you want to take.

On the login page, scroll down to the message: “Is this your first time here? For full access to this site, you first need to create an account.”

Create Your Account

Fill in the required information.

Click “Create My Account.”

Activate Your Account

Check your inbox for an email from noreply@e training.code erasmus.eu.

Follow the instructions in that email to activate your account.

Once activated, log in with your new credentials and you’ll have full access to the selected CODE course.

Platform structure and types of courses

On the main page, you can choose from six languages. These are the languages of our partners working on the CODE project and creating the course materials, with English as the common language. Please select the one that is your native language or the one you find easiest to understand.

You can download the course materials, allowing you to study them offline at your convenience.

You can see the five modules, which will guide you along the way to financial independence.

Our goal was to offer the course materials in several formats, so you can choose the learning style that suits you best. Each module provides the content in three different ways.

Every module starts with a short summary. This is followed by a glossary, which helps you understand the technical terms and foreign expressions used in the course materials.

Under each submodule, you will see three icons showing how the content can be accessed: as text PDF, as a PDF with short slides, or as a video.

Understanding the Course Material Formats

- **Text PDF**
  format This is the most detailed, descriptive, and thorough version of the materials.
- **Presentation PDF format**
  Here you'll find essentially PPT slides. This format offers concise, visually supported summaries, with images and emojis to aid understanding.
- **Short videos** based on the presentation materials
  These help you quickly review the content. Narration supports comprehension, making it easy to follow by listening. Visual elements remain present for easier navigation.

PDF Content Accessible version for visually impaired users

As a visually impaired or blind user, you can read the PDFs available in the Moodle course materials using Windows 10 and Windows 11, with the Chrome browser and the NVDA or JAWS screen readers, both online and after downloading the files.

If Chrome's built-in PDF viewer does not work reliably with your screen reader, the most dependable way to read the PDFs is to download them to your computer and open them with Adobe Acrobat Reader. The recommended combination is NVDA + Adobe Acrobat Reader.

Video Content – Accessible Version for Visually Impaired Users

The purpose of the video summary is to support all users in accessing the course content, and to make it accessible to visually impaired users as well. The audio does not read the slides word for word, instead, it provides a concise summary of their content. This approach ensures that the main messages of the course are quickly and clearly conveyed through listening.

It is important to note that the narration and the visually displayed slides may differ. The audio can be turned off, allowing the video to be viewed solely in visual form for those who prefer this format.

Video Content – Accessible Version for Hearing Impaired Users

We provide international sign language interpretation for the video summaries. These videos offer an overview of the project and its content, rather than a full translation of all materials. The purpose of international sign language is to make the content accessible to hearing-impaired users with different language backgrounds.

We understand that this format may not be equally easy to understand for everyone. Therefore, we encourage users to make use of national sign language translation options, if available. Use additional digital tools as needed, and if possible, familiarize yourself with the basics of international sign language. This can help you access similar international content more easily in the long term.

Some key terms in the course materials

UDL Framework

UDL (Universal Design for Learning) is an innovative approach based on the idea that there is no single learning method suitable for everyone. The CODE project aims to develop accessible and inclusive learning tools that offer multiple ways of presenting, expressing, and engaging with content. That's why you will find the course materials in different formats on the platform, allowing everyone to learn in the way that best suits their needs. Click on the UDL framework document to learn more about it.

Integrated Module

The term "Integrated Module" means that for each part of the course, a short, visually supported summary presentation has been created to concisely present the essence of the module. These slides not only help you quickly review the course content but also serve as a basis for the video summaries. This way, each module is available in a consistent, easily accessible visual and audiovisual format.

Step in, knowledge is yours. Good luck!

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