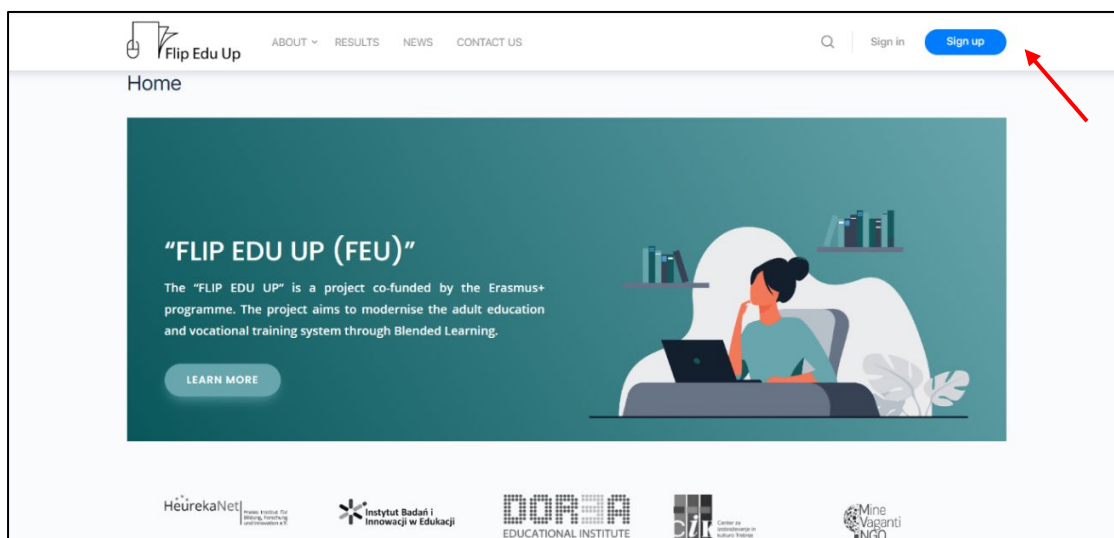


Flip Edu Up E-platform: User Guidelines

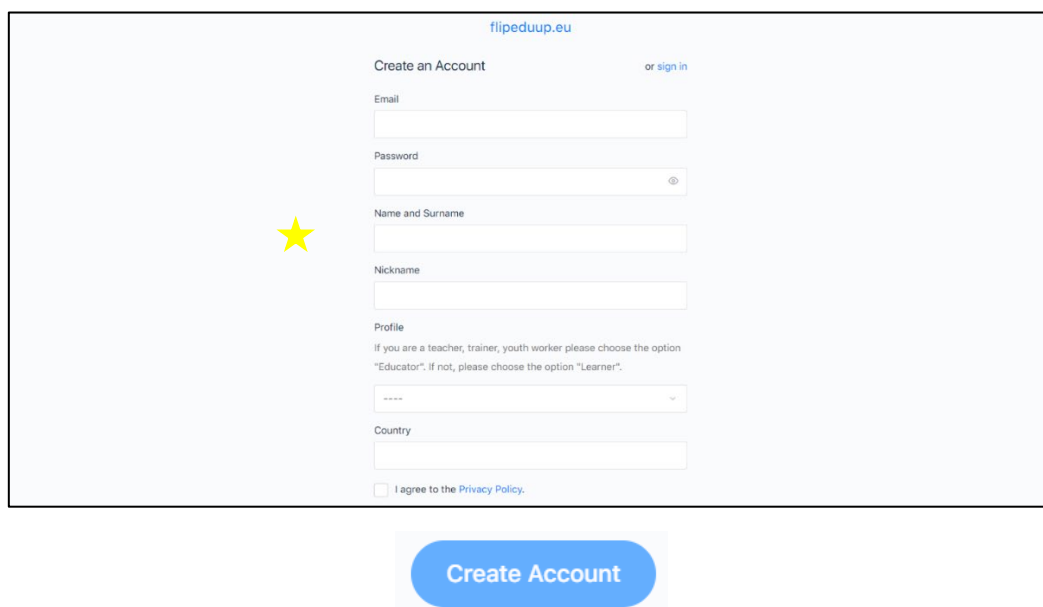
The courses are available on the website: <https://flipeduup.eu/> and are free of charge, registered visitors can access them. Non-registered visitors cannot take part in the courses, quizzes, assignments, earn and collect badges, or receive certificates. To become a registered visitor to the website you need to register.

Registration to the Flip Edu Up platform

Open the <https://flipeduup.eu/> site and become a registered member by clicking on the “Sign up” button.



After clicking the “Sign up” button, enter your email, password, name, surname, nickname, the country you are from and your status (educator or learner). Make sure to put your name and surname correctly, they will figure on your certificate. The nickname will just appear on the platform. You must agree to the “Terms of Service” and “Privacy Policy” and then click on “Create Account”.



flipeduup.eu

Create an Account or sign in

Email

Password

Name and Surname

Nickname

Profile

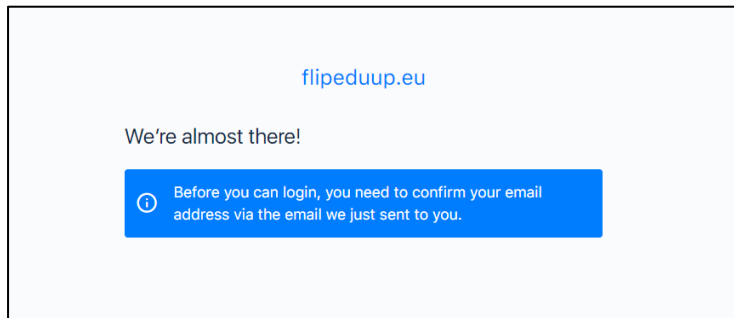
If you are a teacher, trainer, youth worker please choose the option "Educator", if not, please choose the option "Learner".

Country

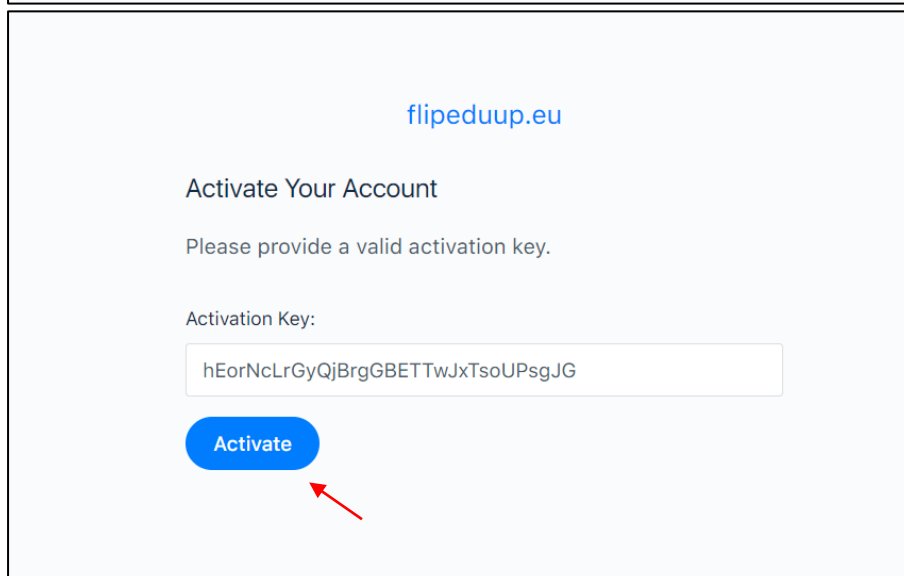
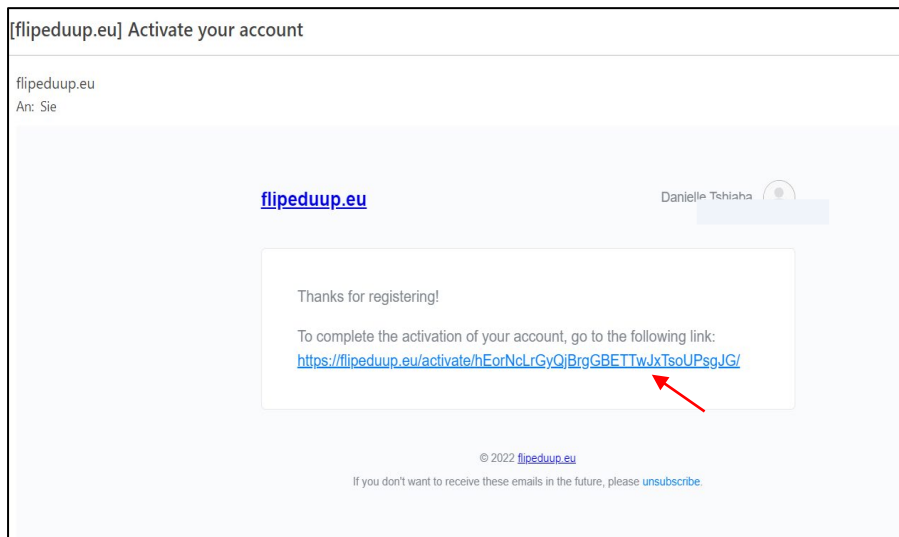
☐ I agree to the Privacy Policy.

Create Account

After registering this message will appear. Check your email inbox and even your junk mail in case the email doesn't appear in your inbox. Note: If you have not received the confirmation email from the system it is necessary to check the spam/junk folder. It is possible that the confirmation email ended up there.



A confirmation link will be sent to you by email once you have registered. Click on the link and then click again to activate your profile.



Once the profile is activated, you can log in and have access to your profile.

flipeduup.eu

Account Activated

 Your account is now active!

Your account was activated successfully! You can now log in with the username and password you provided when you signed up.

[Log In](#) 

flipeduup.eu

[Sign in](#) [Create an Account](#)



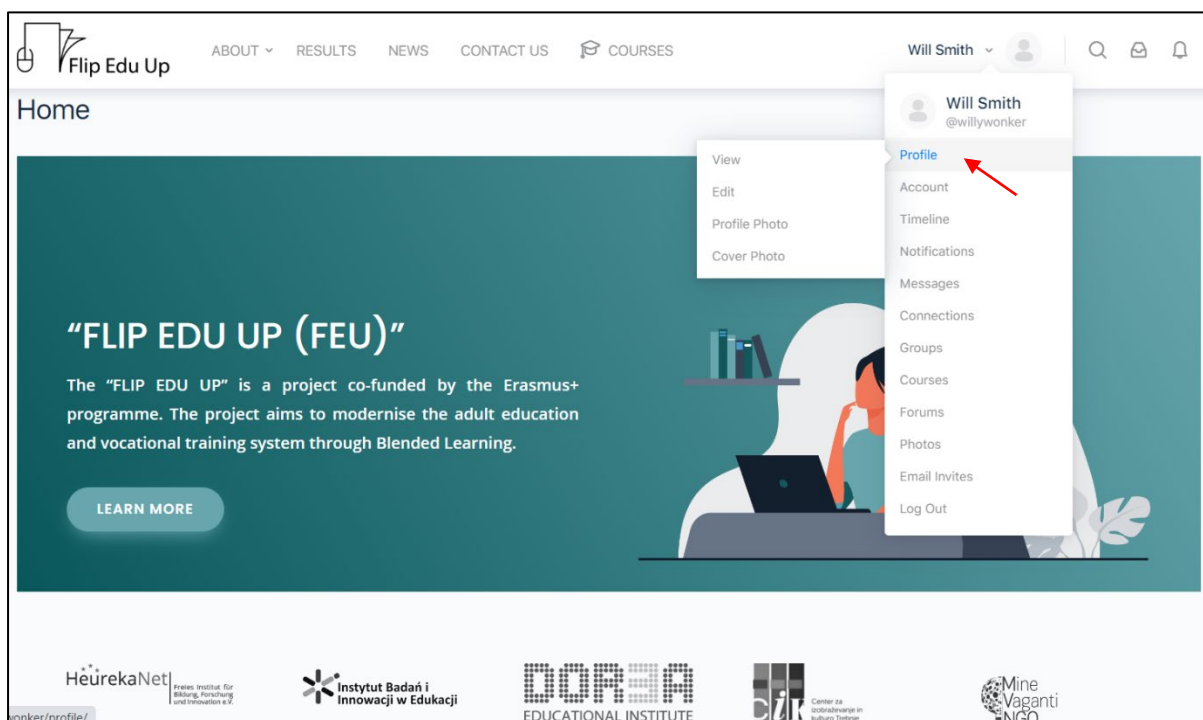
☐ Remember Me [Forgot Password?](#)

[Log In](#) 

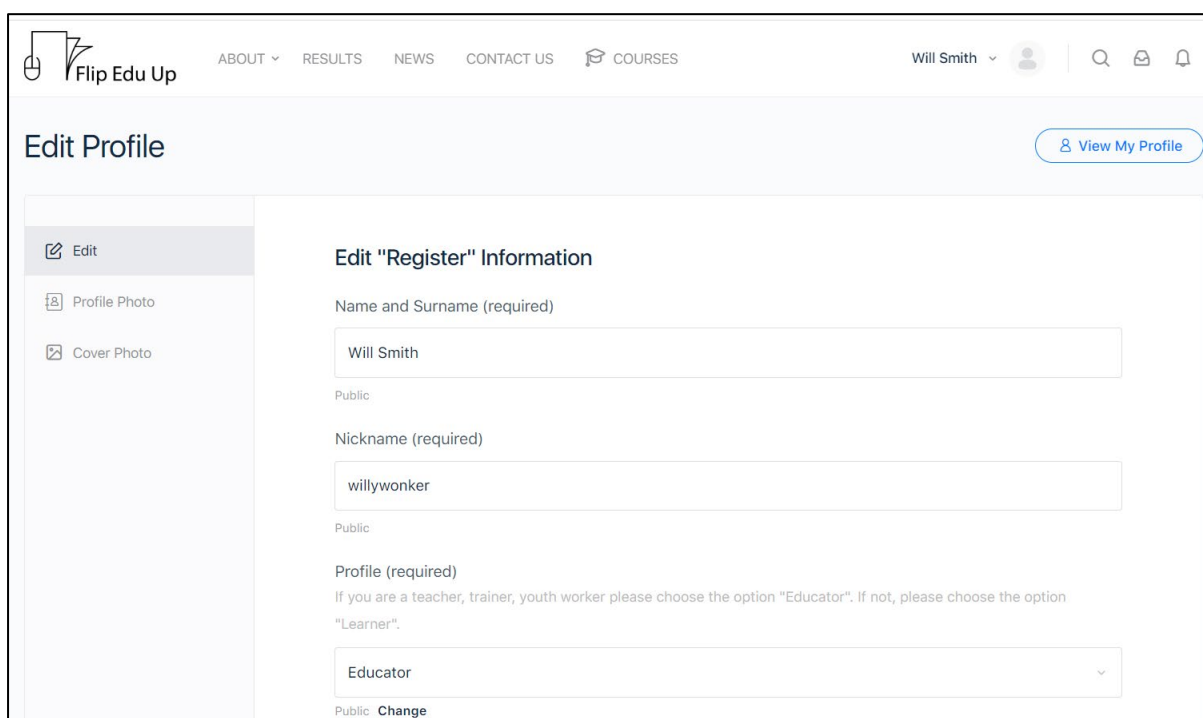
[Privacy Policy](#)

User account

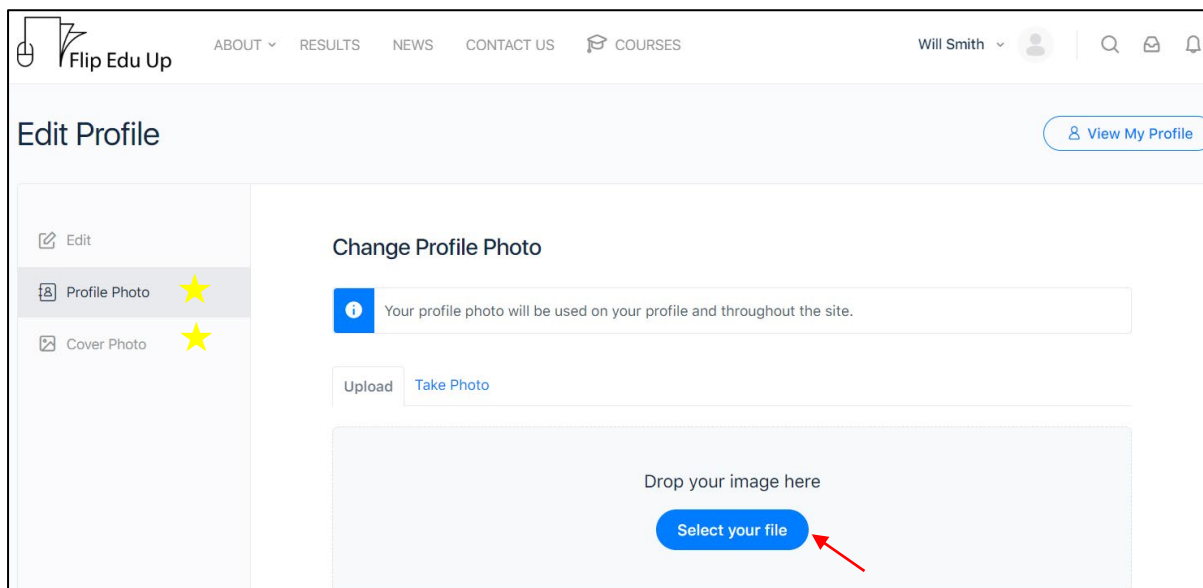
Once you are logged in, you can view your profile and edit your information in “Account” if necessary.



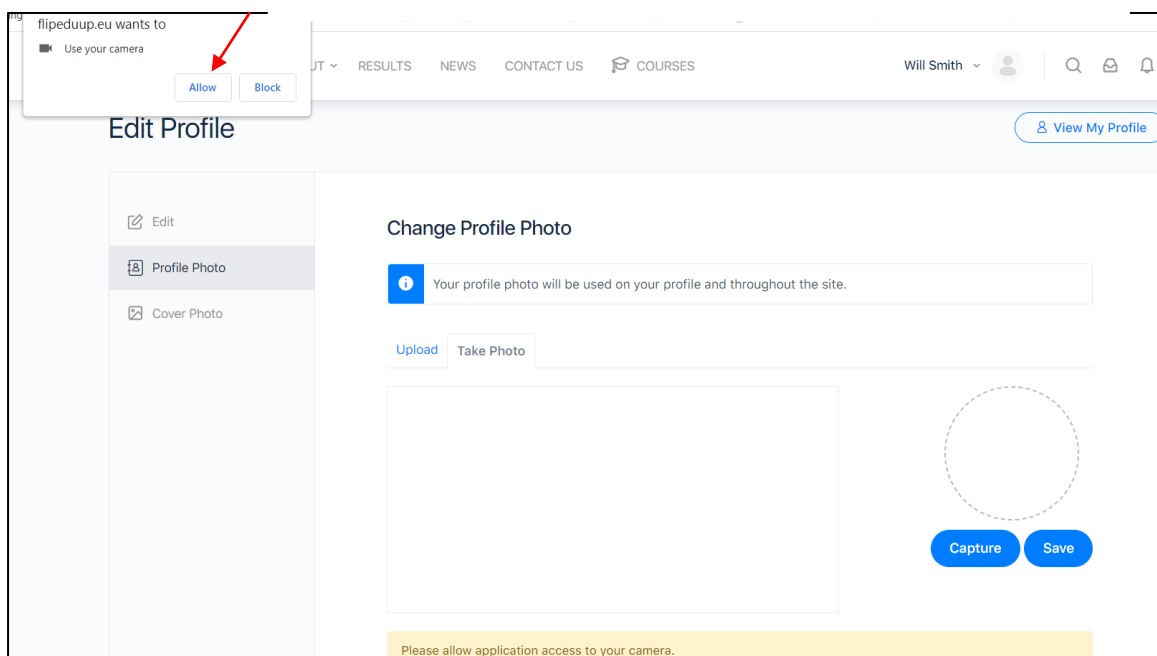
You can change your nickname, also name and surname. Note: If you change your name and surname, these will appear on your final certificate.



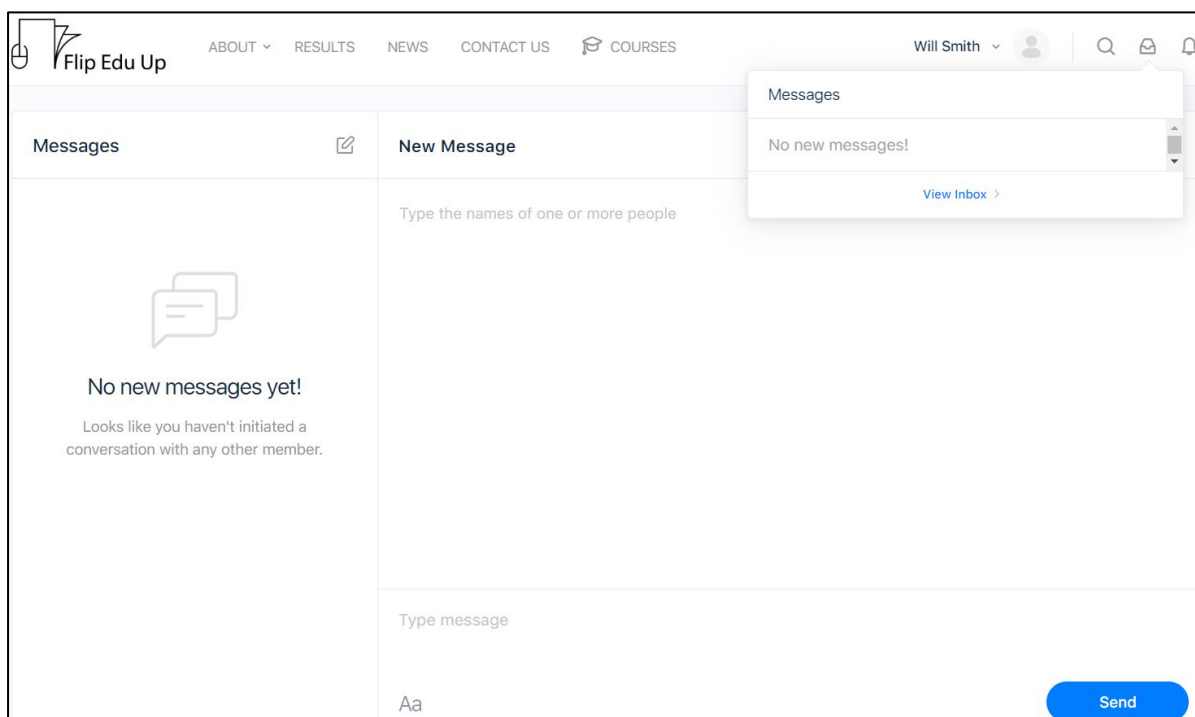
To upload a Profile Photo for your main photo or a cover photo for your background photo, click on “Select your file” to upload a picture.



If you want to take a picture with your computer, allow the website to use your camera in order to do so.



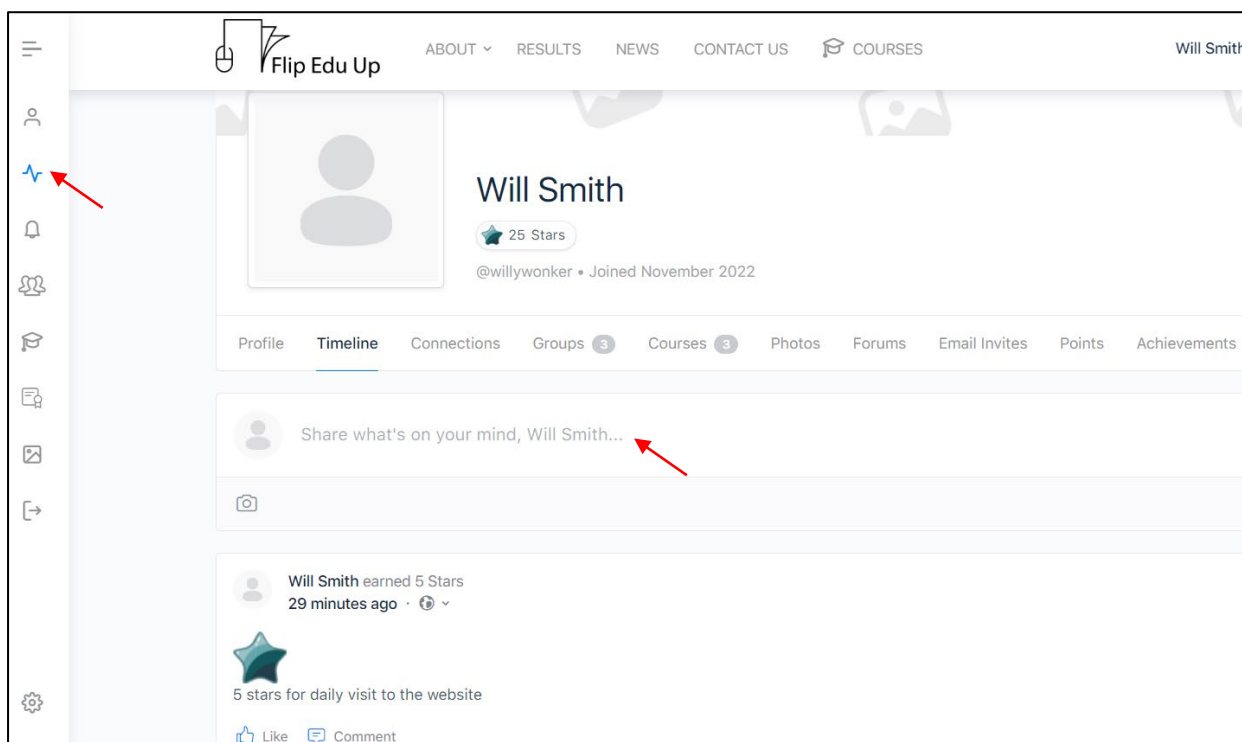
Send personal messages by clicking on the little mail at the top of the page on the right.



- Timeline: You can follow your activities and post about it.
- Connections: You can connect with other users and find these connections here.
- Groups: You can find group members and their activities as well as the assignments of the photos in the “Photo” section.
- Courses: You can follow the modules.
- Photos: You can create albums and upload photos of your own learning experience.
- Forums: You can discuss with other members of the platform
- Email Invites: Invite your family, friends and colleagues to join the flipeduup.eu community.
- Points: See how many stars you’ve collected.
- Achievements: All the buttons of your achievements appear here.

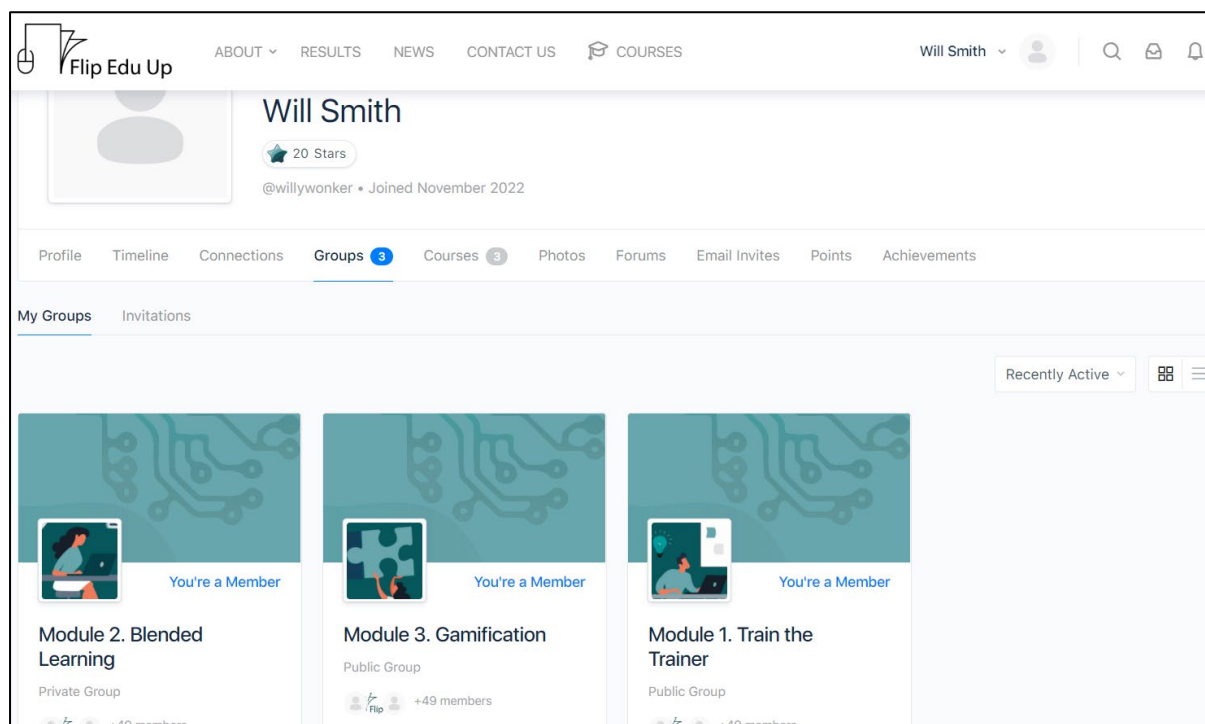
Timeline

You can find any of your activities under “Timeline”. It’s in the column on the left side of the page. Click on “Share what’s in your mind”, write it and post it with your connections.

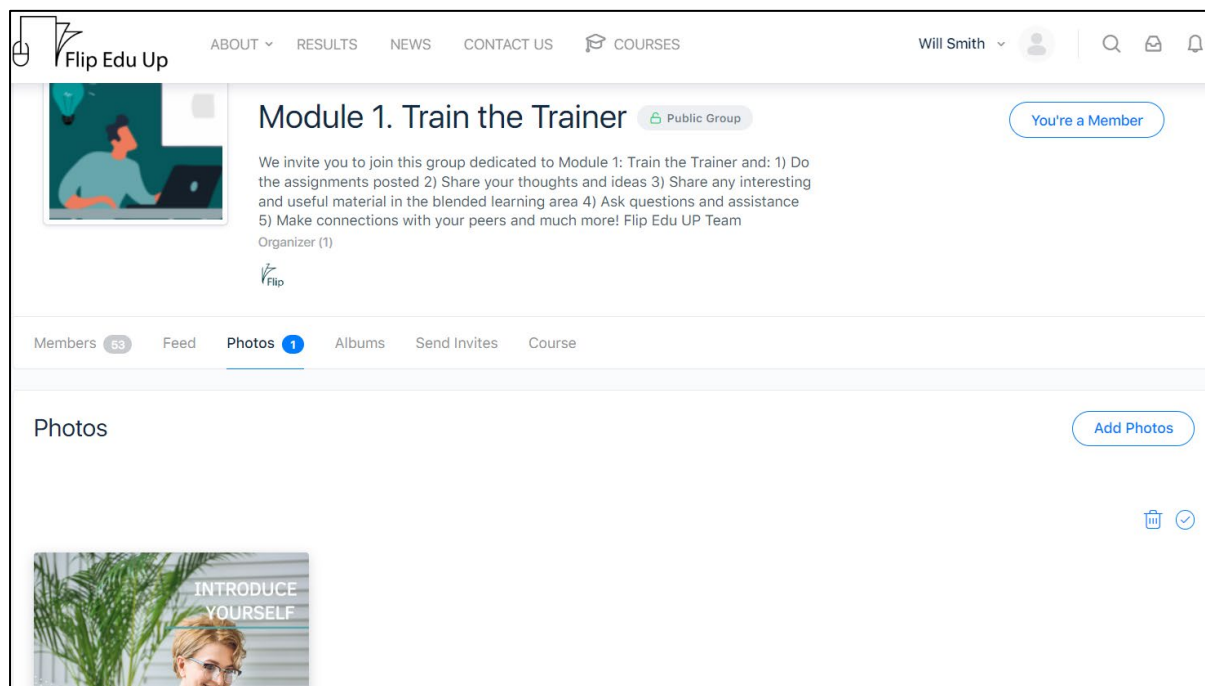


Groups

You can access the groups from the homepage by clicking on “Courses” and then click on “Groups”. Choose one out of the three groups.



Once in the group, you can share something with the members in “Feed” and find the assignments concerning the module in “Photos”.



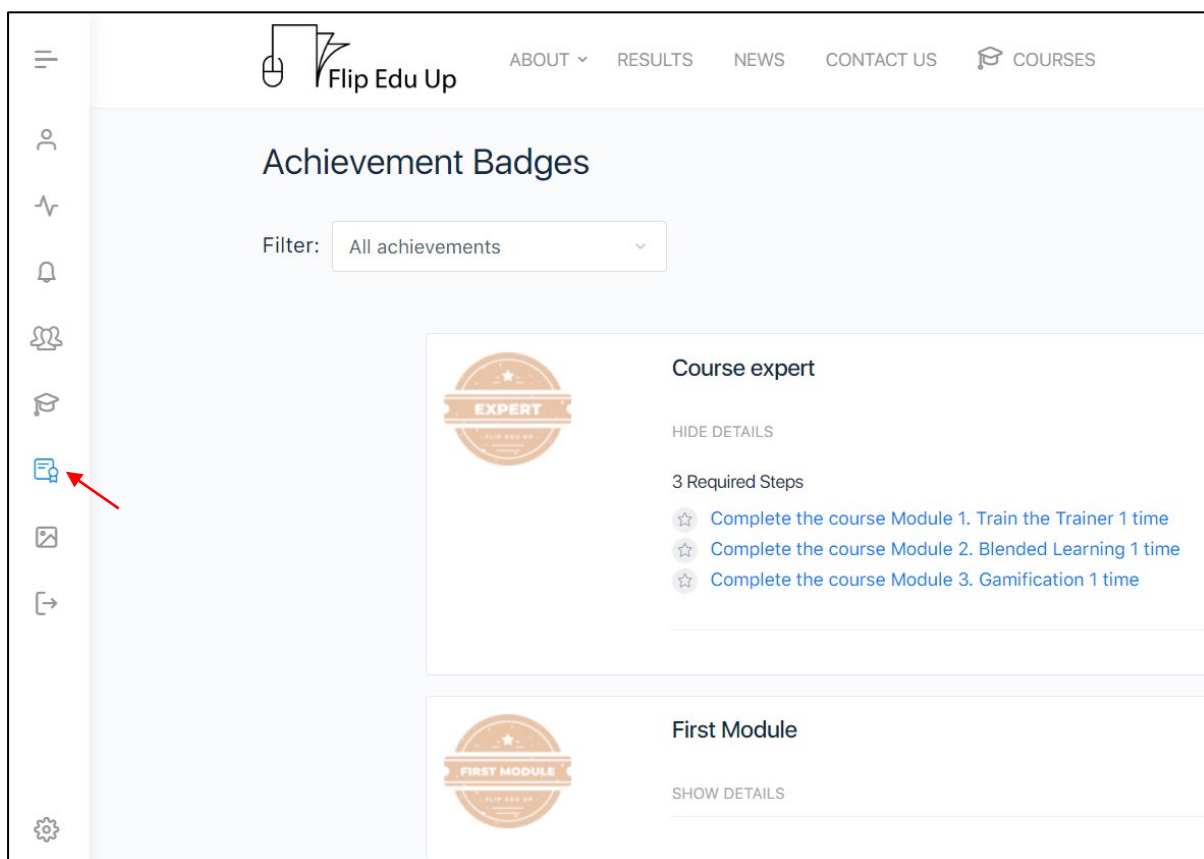
Achievement Badges

These badges are rewards for your work on this platform. You can find them in the column on the left side of the page.

Get badges for:

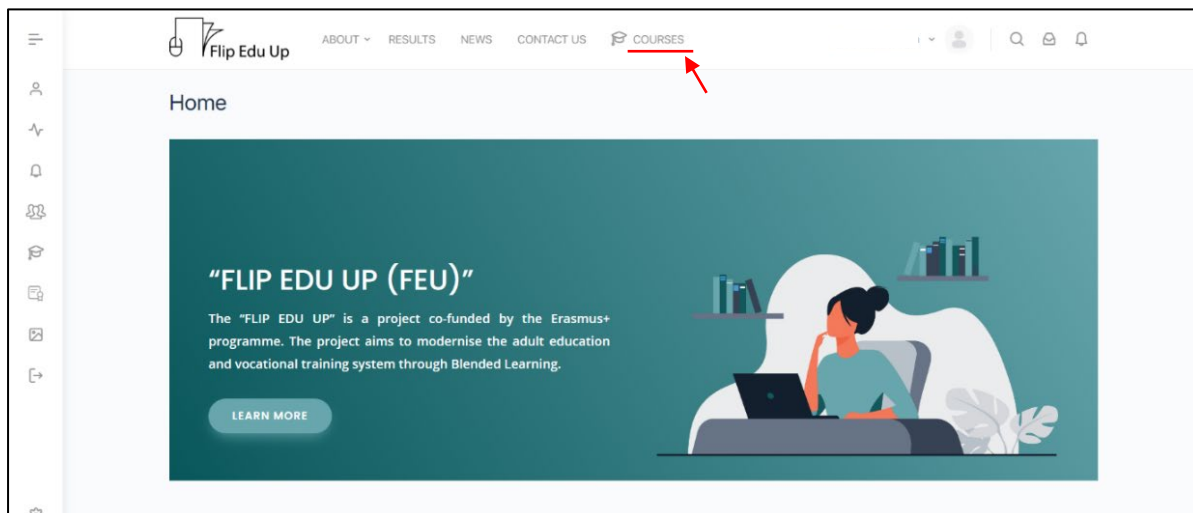
- Registering
- Uploading a profile picture
- Updating your profile
- Completing the modules and quizzes
- Sending and accepting friend requests
- Sending and replying to personal messages
- Joining a group
- Publishing an activity
- Replying to an activity post

For example: If you've completed all three module you receive a "Course expert" badge or if you add a profile picture, you receive a "Good looking" badge. Collect as much badges as you can.

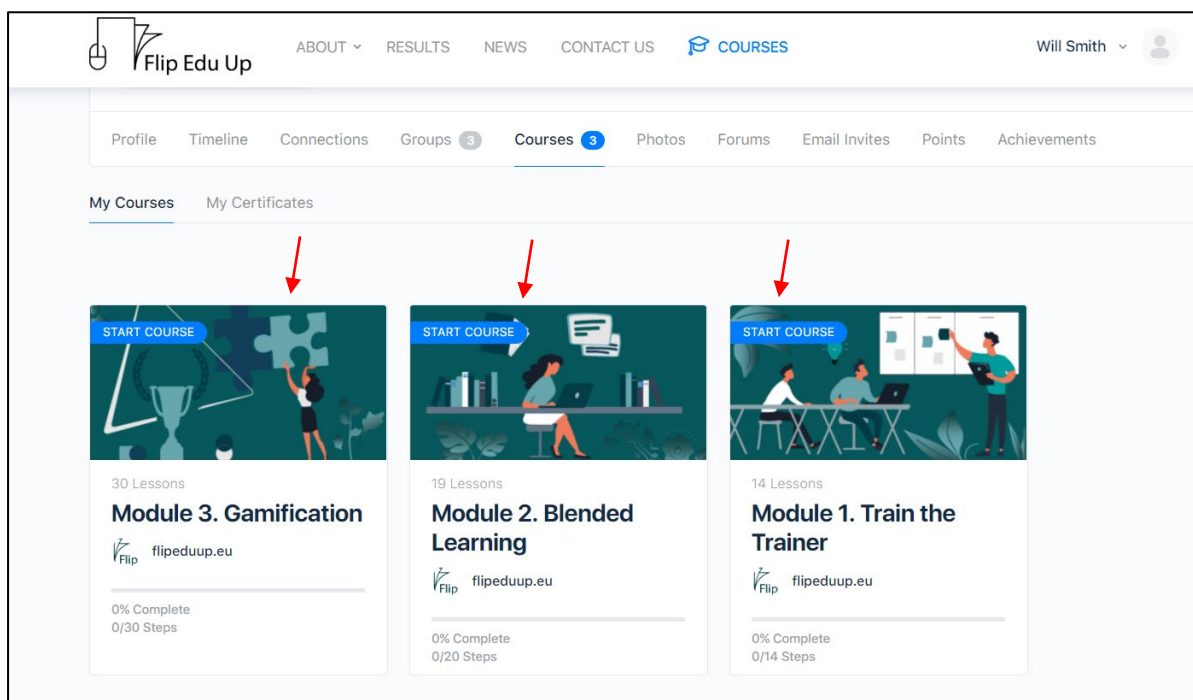


Courses

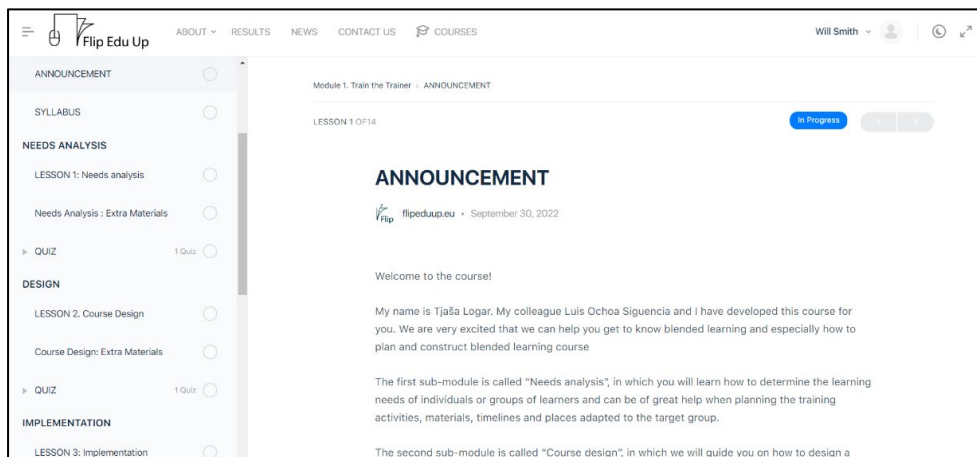
In order to start the courses, click on the section on the left of the page.



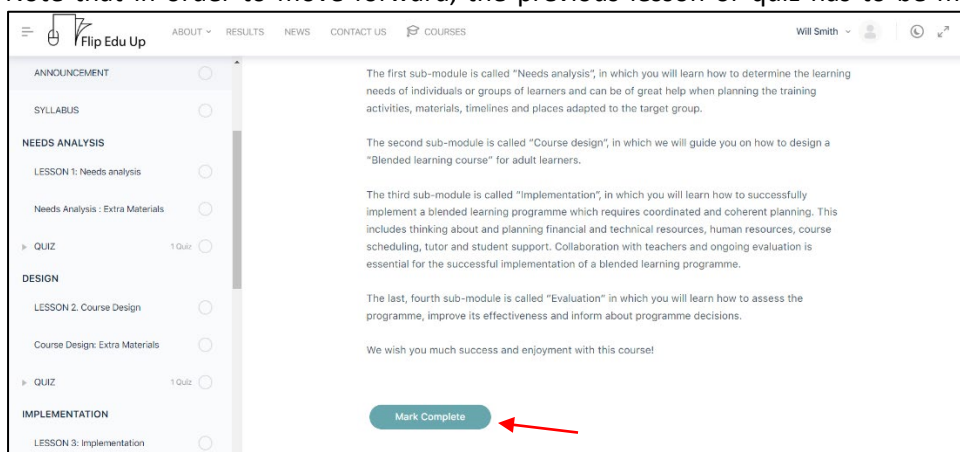
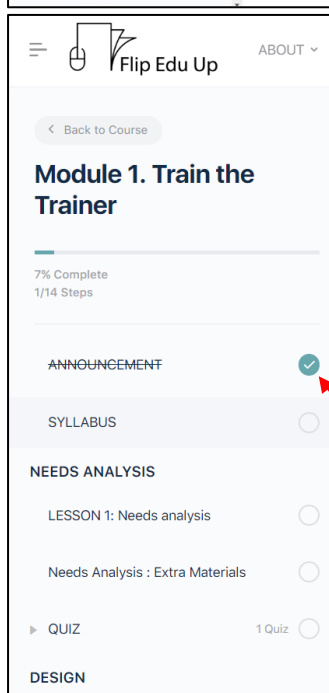
Select one module to begin the course, for example: *Train the Trainer*.



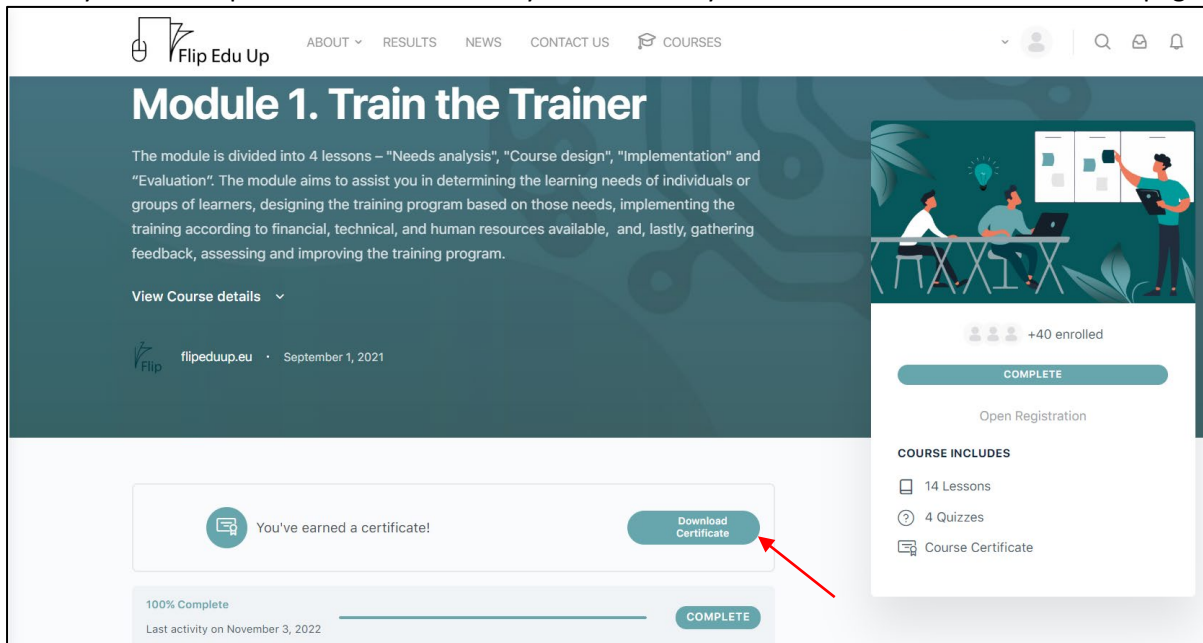
Then you go through all the lessons and quizzes.



Note that in order to move forward, the previous lesson or quiz has to be marked as completed.

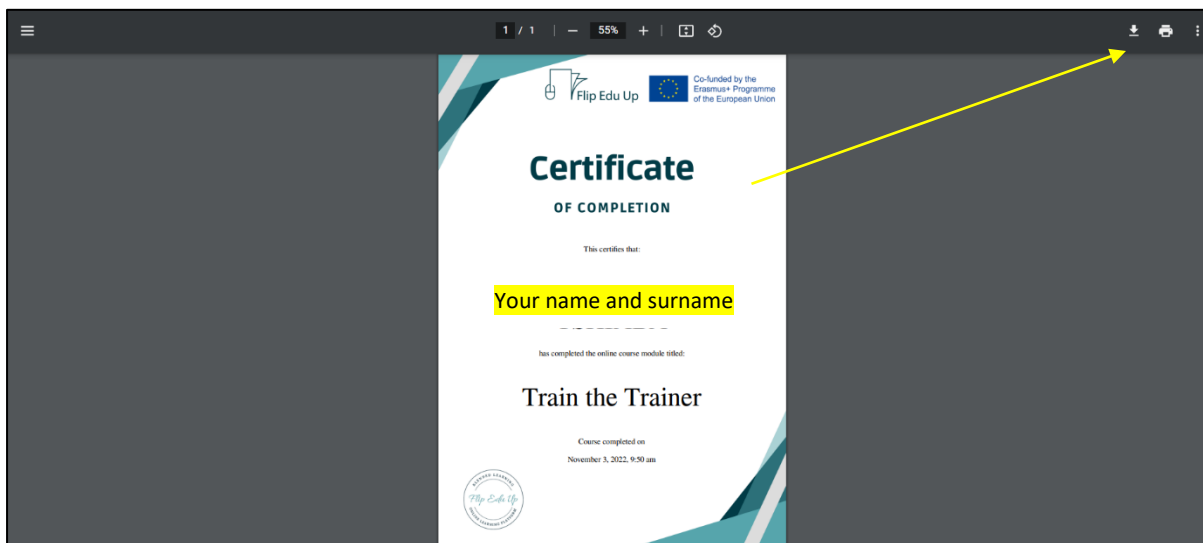



Once you've completed all the lessons you can find your certificate on the module's page.



The screenshot shows the course page for 'Module 1. Train the Trainer'. The page includes a description of the module, a 'View Course details' link, and a progress bar indicating 100% completion. A red arrow points to the 'Download Certificate' button. A sidebar on the right shows course details, including the number of enrolled users (+40), the course status (COMPLETE), and the course includes 14 Lessons, 4 Quizzes, and a Course Certificate.

Click to download and receive your certificate.



The screenshot shows the 'Certificate of Completion' for the 'Train the Trainer' module. The certificate is displayed in a viewer with a yellow arrow pointing to the download icon in the top right corner. The certificate text includes the Flip Edu Up logo, the European Union flag, and the text: 'Certificate OF COMPLETION', 'This certifies that:', 'Your name and surname', 'has completed the online course module titled:', 'Train the Trainer', 'Course completed on November 3, 2022, 9:30 am', and a circular seal.