Technical Guideline for Teachers: Using the Co.De. Moodle Platform

Work package n°3 - Co.De. 4 Classrooms

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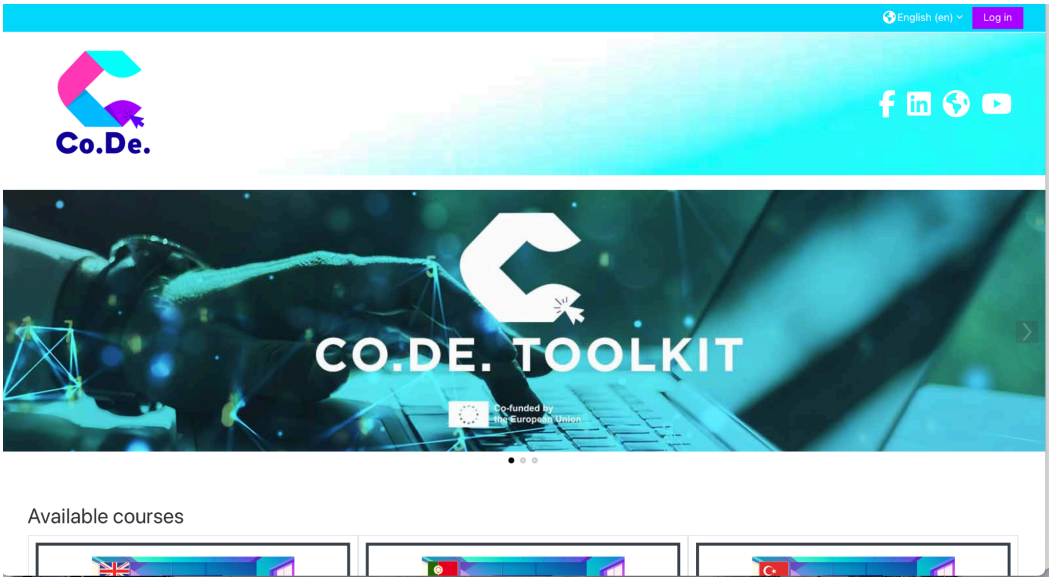
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Introduction

This technical guideline has been developed the Erasmus+ co-funded project Co.De. (Project 2023-1-ES01-KA220-SCH-000154536) to support secondary school teachers in effectively using the Co.De. Toolkit hosted on a Moodle-based platform. The purpose of this document is to provide clear, step-by-step guidance for teachers with limited experience in Moodle, enabling them to access, manage, and upload learning materials within their national course environment.
To further support the onboarding process, a video tutorial with subtitles in all partner languages has been produced and is available on the platform.



Accessing the Co.De. Platform

To begin using the platform:
Open the Co.De. Toolkit platform via the provided link:
https://toolkit.code-eduproject.eu/

Click on “Log in”
Enter the credentials shared with you by your project coordinator
All partner accounts have been assigned administrator access, allowing full control over course content.

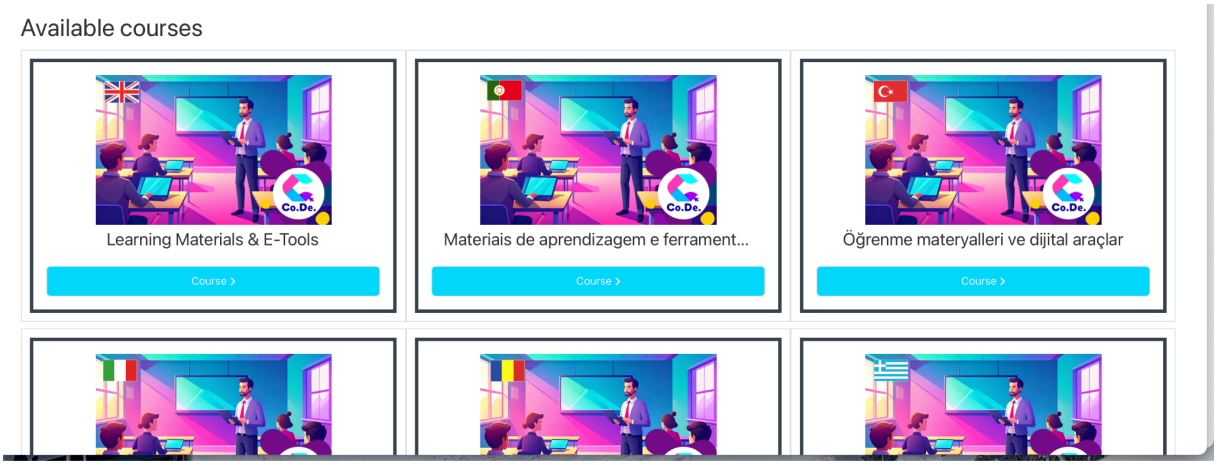
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Locating Your National Course

After logging in:

- Navigate to the homepage
- Identify your course by selecting the flag corresponding to your country/language
- Open your course environment
- Each course contains:
- Structured learning modules
- Short module descriptions
- Pre-developed training resources (PDFs and other materials)



Preparing Your Content

Before uploading materials:

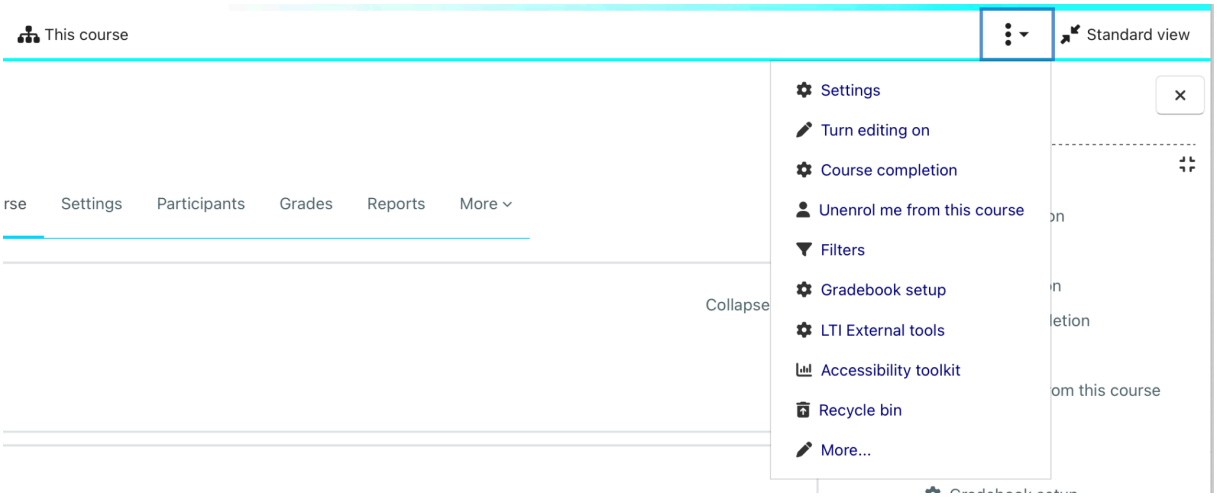
- Ensure that all **training resources are translated** into your national language
- Review the structure of the modules to maintain consistency across partners

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Enabling Editing Mode

To make any changes to the course, you must first enable editing:

- Go to the **top right corner** of the course page
- Click on the **three vertical dots (menu)**
- Select **“Turn editing on”**



Once enabled, you will be able to:

- Add new content
- Modify existing sections
- Upload files

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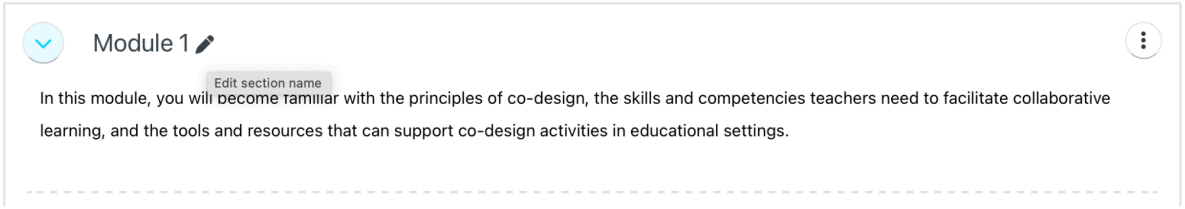
Editing Modules

To modify a module:

- Click on the pencil icon next to the section title to rename it
- Use the menu (three dots) and select “Edit settings”

Add or update:

- Module title
- Description (text and/or images)
- Click “Save changes”



Organising Content

You can easily structure your course:

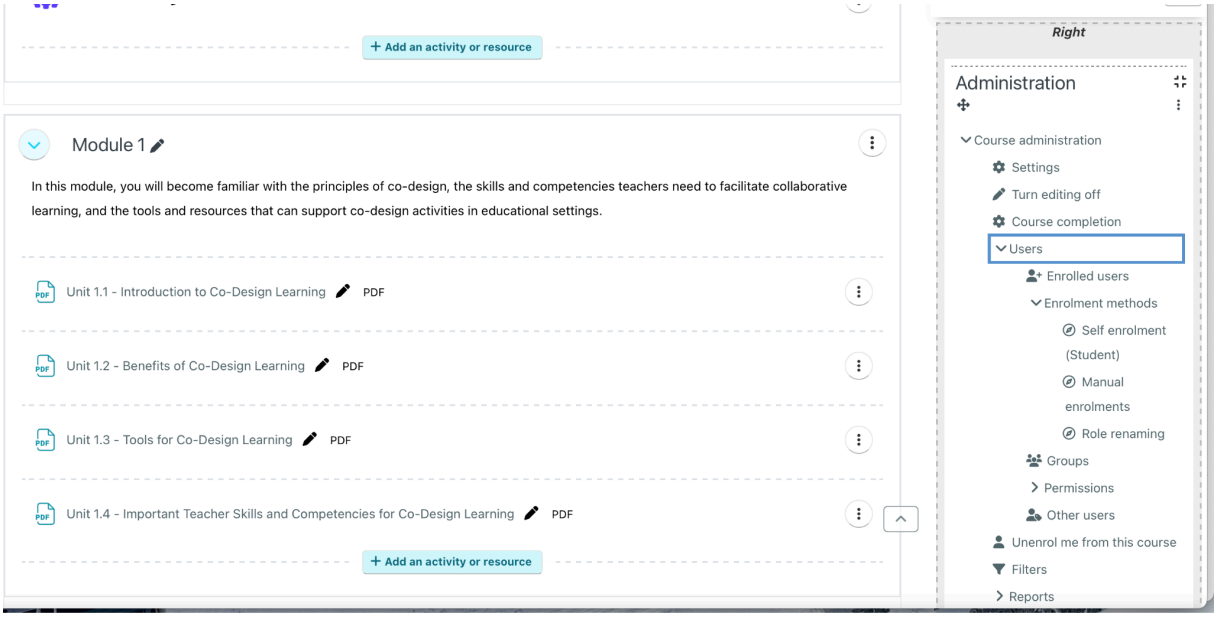
- Drag and drop files to reorder materials
- Group resources logically within each module
- Ensure clarity and consistency for learners

Managing Users

To view and manage participants:

- Go to “Users” → “Enrolled users”
- Review the list of users and their status

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Important Notes

Teachers are not required to create quizzes, as assessment and certification are available only in English.

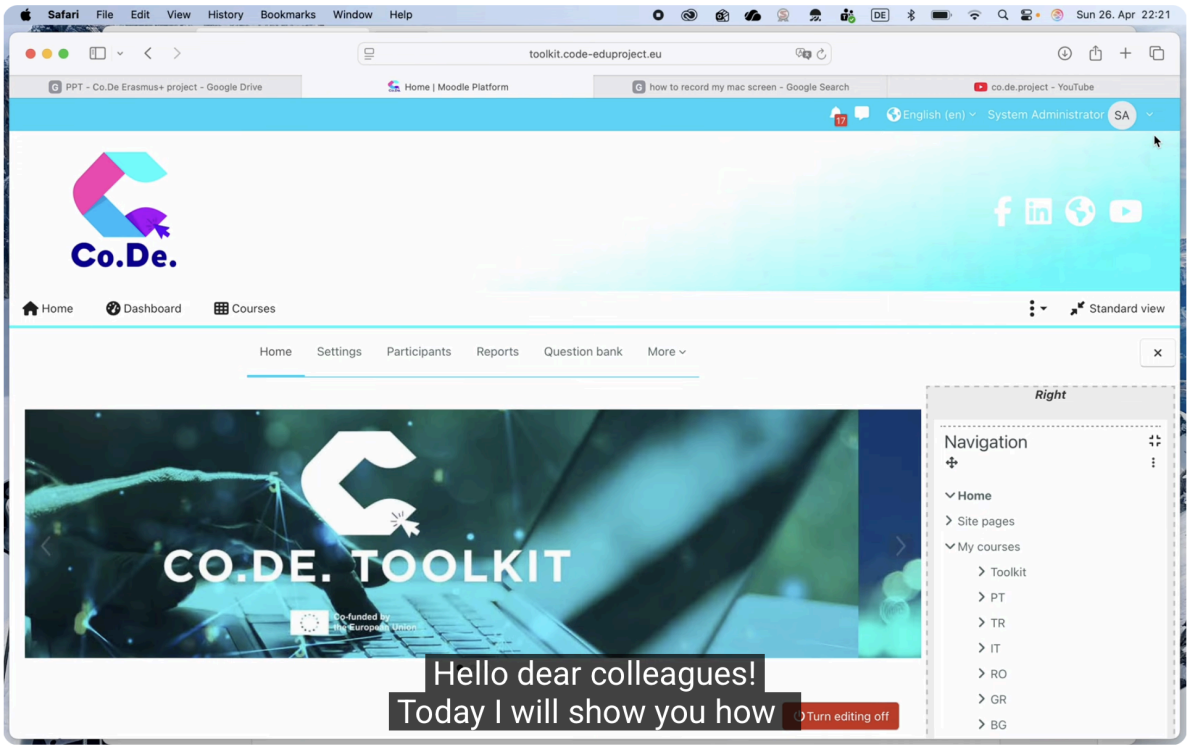
- The main task is to:
- Upload translated materials
- Organise modules clearly
- Ensure accessibility for learners

Additional Support

A step-by-step video tutorial, including subtitles in all partner languages, is available to guide you through the process visually.

- Teachers are encouraged to:
- Explore the platform independently
- Practice uploading and editing content
- Contact their project coordinator if further assistance is needed

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Co.De Toolkit: Train The Trainers - how to upload training resources and set up your course

URL to the Tutorial: https://www.youtube.com/watch?v=4slX-P_ozro

Scan the QR code and take the video tutorial

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Conclusion

The Co.De. Moodle platform has been designed to be user-friendly and intuitive, even for educators with limited technical experience.

- By following this guideline, teachers will be able to confidently:
- Access their course
- Upload and manage learning materials
- Prepare their modules for piloting in the classroom

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