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## HANDBOOK FIRST USER EXPERIENCE

# TourEdu4All

A holistic model to open Tourism  
VET for vulnerable groups





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**This handbook is written for learners, trainees,  
and participants of the TOURED4ALL online  
learning platform, especially:**

- **Learners in tourism and VET pathways**
- **Users with limited digital skills**
- **First-time users of online learning platforms**



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After reading this handbook, you will be able to:

- Create your own account and log in safely
- Access your courses and learning units
- Understand how the course structure works
- Complete units and quizzes successfully
- Track your learning progress
- Know where to find help if you need support



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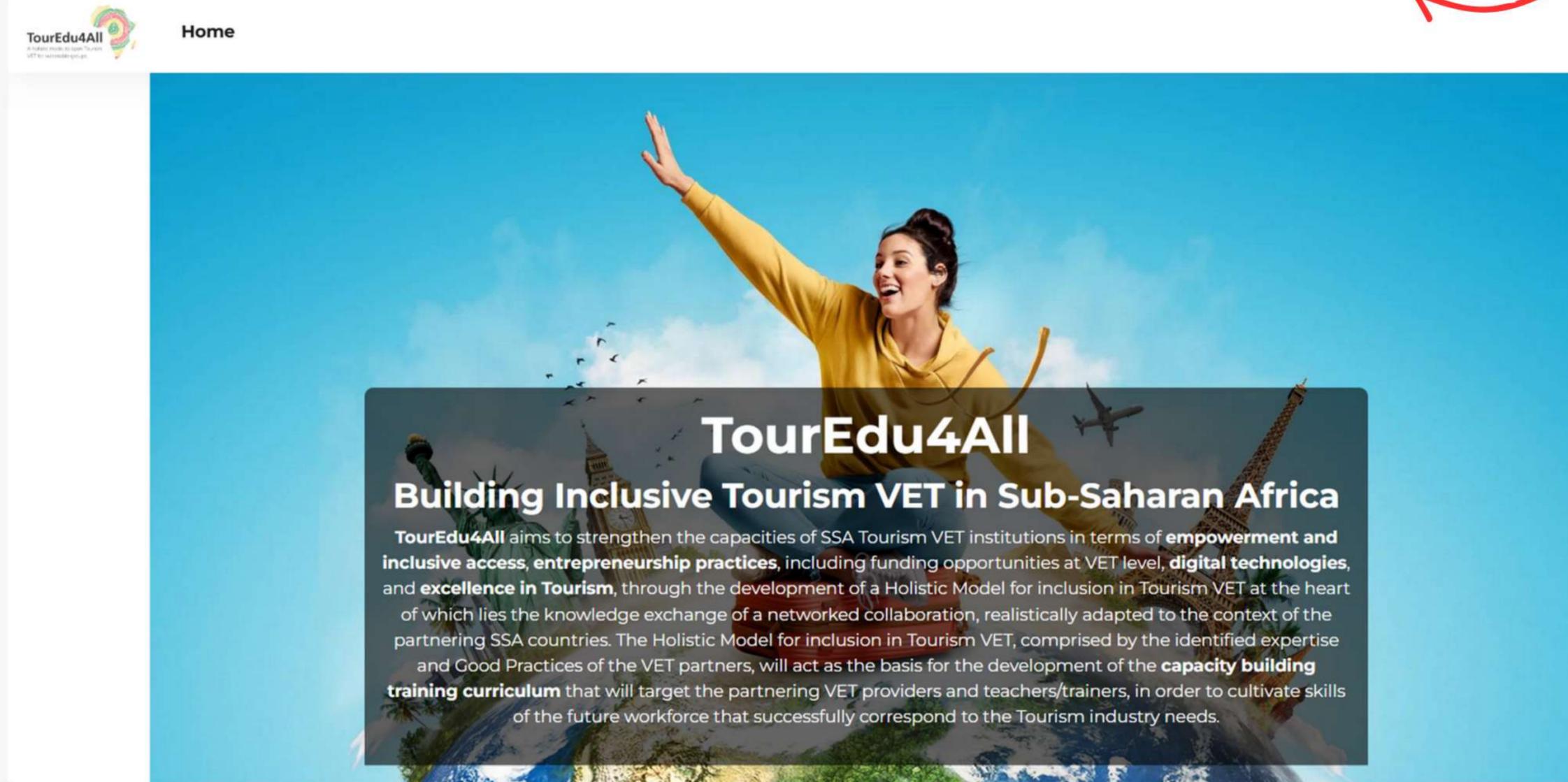
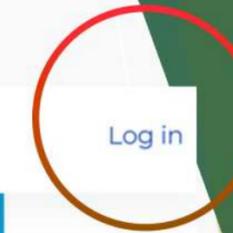
### **Language options**

- You can change the language from your profile or settings menu.

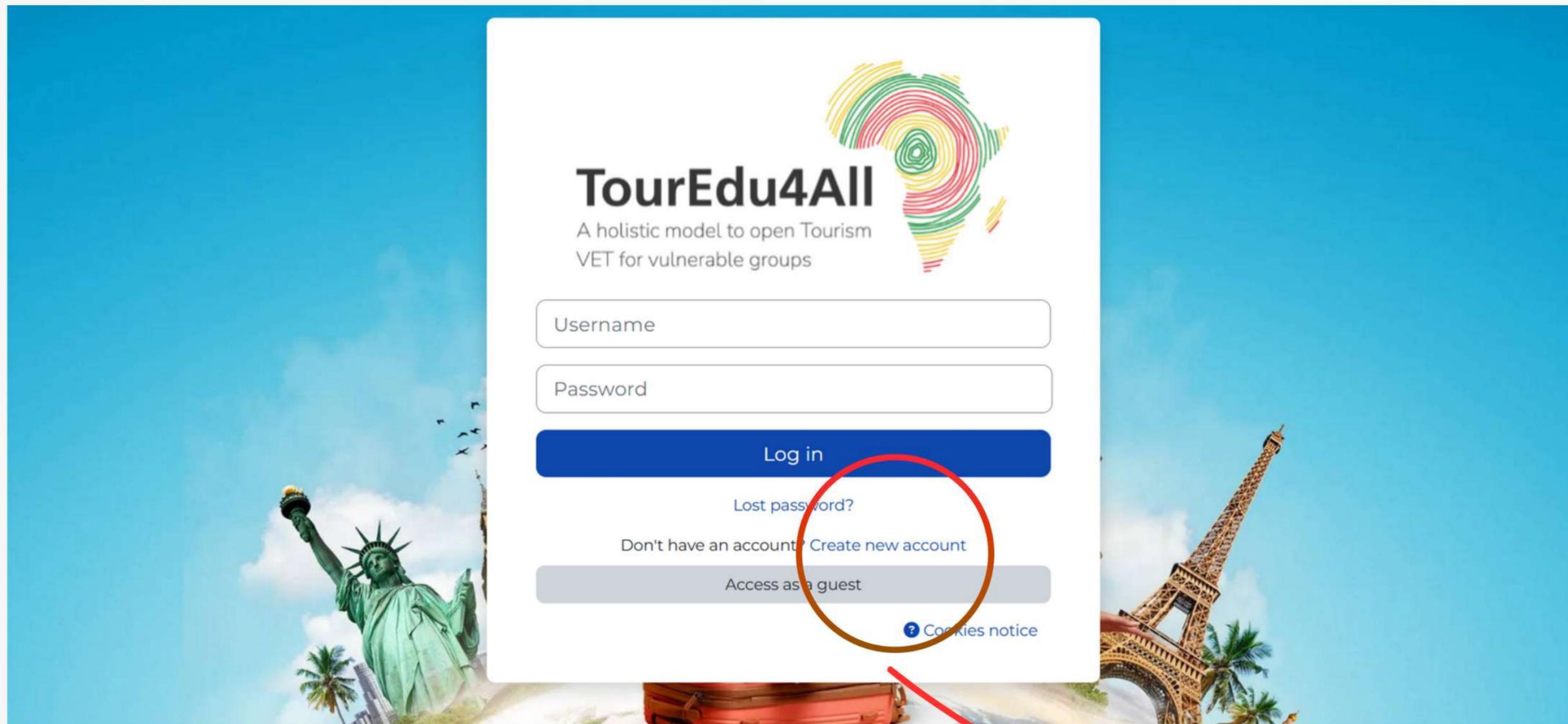
### **If you need help**

- Contact your project partner or training provider.

1. Click on Login



This allows you to access your personal learning area.  
You will be asked for your username and password.



2. Click here to register

You need an account to access courses and track your progress.  
A registration form will appear.

### 3. Complete all the fields with your details

**New account**

Username <sup>1</sup>

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #

Password <sup>1</sup>

Email address <sup>1</sup>

Email (again) <sup>1</sup>

First name <sup>1</sup>

Last name <sup>1</sup>

City/town

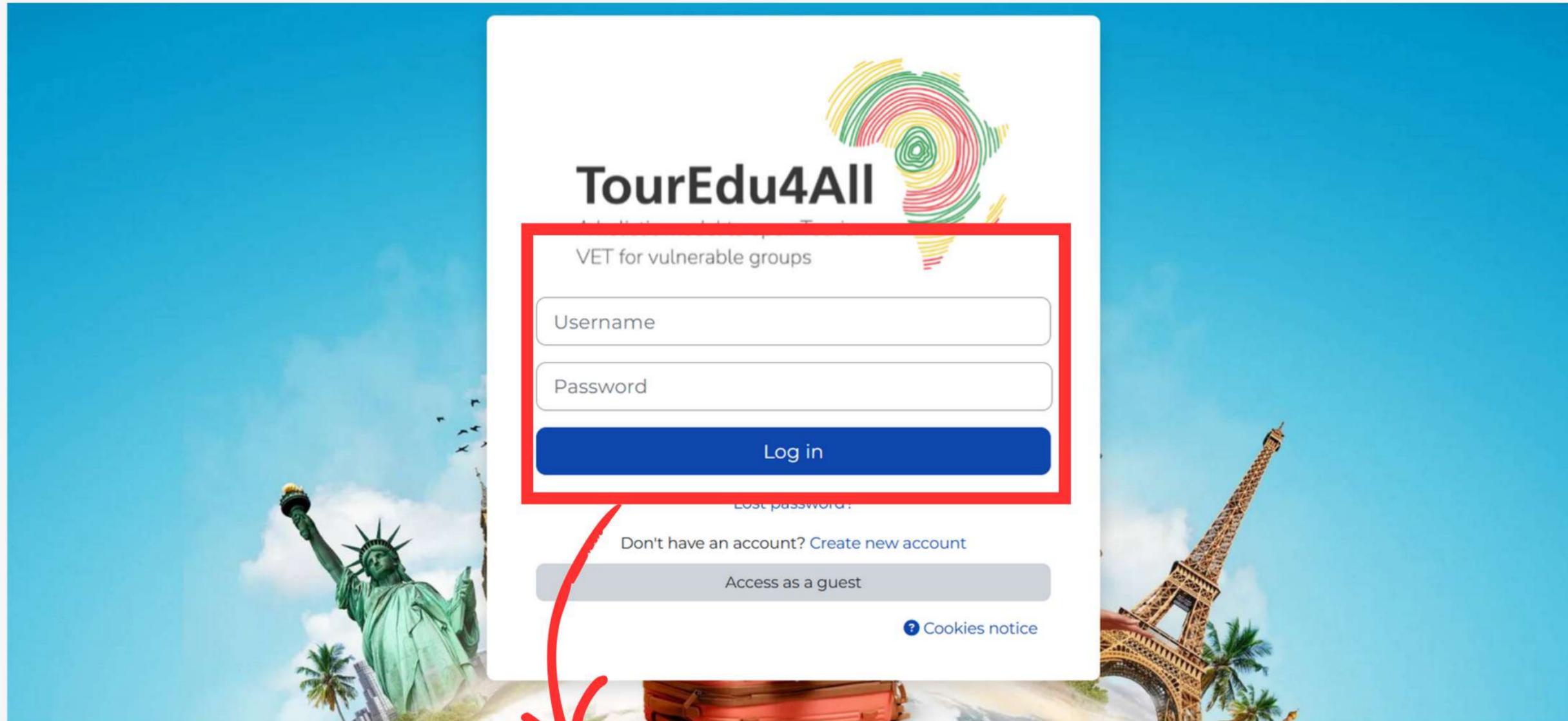
Country

Select a country ▾

<sup>1</sup> Required

4. Click on “create my new acccount”

This information is needed to create your learner profile. Make sure your email address is correct.



5. Write down your “username” and “password”
6. Click on Log in

**This finalises your registration.  
Write down your username and password and keep them safe.**

Hi, Demo! 🙌

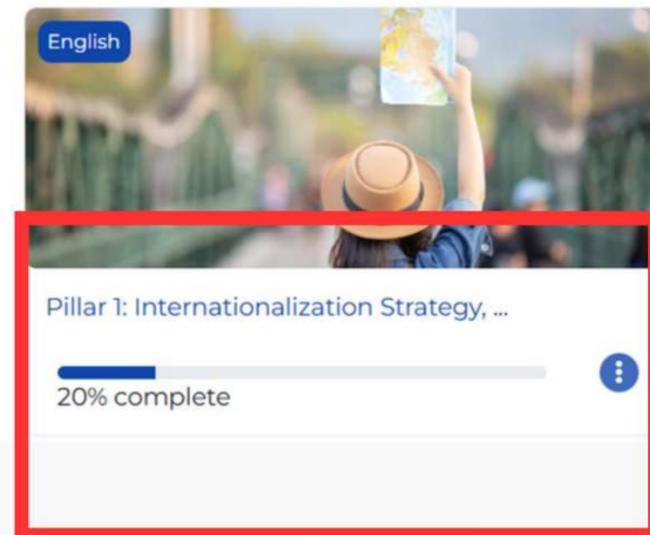
### My courses

🎓 Pillar 1: Internationalization Strategy, Project Design & Proposal Management

All courses ...

### Course overview

All ▾ Search  Sort by course name ▾ Card ▾



The image shows a course card with a red border. At the top left of the card is a blue pill-shaped button with the text 'English'. Below this is a photograph of a person wearing a hat and holding up a map. Underneath the photo, the course title 'Pillar 1: Internationalization Strategy, ...' is displayed. Below the title is a progress bar that is approximately 20% filled with blue, and the text '20% complete' is shown below the bar. To the right of the progress bar is a blue circular icon with three white dots.

This opens your first course.  
You will see the course  
content on the screen.



7. Click on “Pillar 1” to start the course

## 8. On the left you can see all the content included in the course

The screenshot displays a course management system interface. At the top, there is a navigation bar with 'Home', 'Dashboard', and 'My courses'. Below this is a blue header with 'Course', 'Participants', 'Grades', 'Competencies', and 'More'. The main content area is titled 'Pillar 1: Internationalization Strategy, Project Design & Proposal Management'. On the left, a sidebar menu is highlighted with a red box and an arrow, showing a list of units under 'Module 1: Designing, Writing & Managing Funded Projects' and 'Module 2: Strategic Partnerships & Results-Oriented Project Management'. The main content area shows a detailed view of 'Module 1: Designing, Writing & Managing Funded Projects' with its sub-units and completion status.

Unit	Status
Module 1: Introduction	Done
Unit 1.1 - Understanding EU & National Funding Landscapes for Tourism VET	Done
Unit 1.2 - Writing High-Quality, Inclusive & Feasible Project Proposals	To do
Unit 1.3 - Digital Tools for Proposal Development & Project Planning	To do
Module 1: Quiz	To do
Module 2: Introduction	To do
Unit 2.1 - Developing & Managing Strategic Partnerships in International Projects	To do
Unit 2.2 - Effective Project Management for Tourism & VET Initiatives	To do
Unit 2.3 - Integrating the SDGs & Green Transition Goals into Project Design	To do
Module 2: Quiz	To do

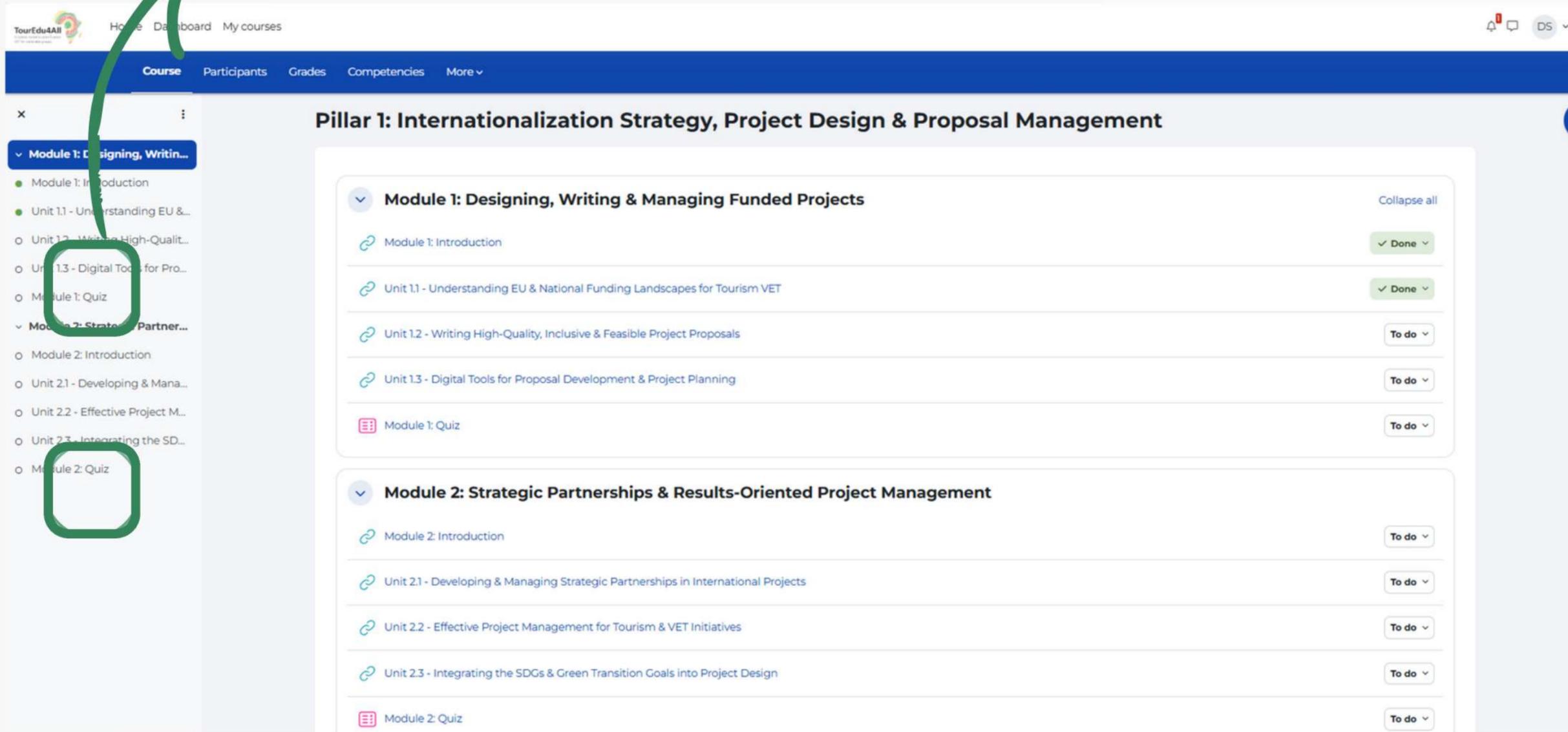
The left menu shows all the units included in the course. Units are usually arranged in a recommended order. It is best to complete units one by one, from top to bottom.

9. When you finish a Unit, a green circle will appear next to it

The screenshot displays the 'Pillar 1: Internationalization Strategy, Project Design & Proposal Management' course page. On the left, a sidebar lists modules and units. A green box highlights 'Module 1: Designing, Writing & Managing Funded Projects' and its units: 'Module 1: Introduction', 'Unit 1.1 - Understanding EU & National Funding Landscapes for Tourism VET', and 'Unit 1.2 - Writing High-Quality, Inclusive & Feasible Project Proposals'. A green arrow points from the text above to the green circle next to 'Unit 1.2'. The main content area shows a list of units with their completion status: 'Module 1: Introduction' (Done), 'Unit 1.1 - Understanding EU & National Funding Landscapes for Tourism VET' (Done), 'Unit 1.2 - Writing High-Quality, Inclusive & Feasible Project Proposals' (To do), 'Unit 1.3 - Digital Tools for Proposal Development & Project Planning' (To do), 'Module 1: Quiz' (To do), 'Module 2: Strategic Partnerships & Results-Oriented Project Management' (To do), 'Module 2: Introduction' (To do), 'Unit 2.1 - Developing & Managing Strategic Partnerships in International Projects' (To do), 'Unit 2.2 - Effective Project Management for Tourism & VET Initiatives' (To do), 'Unit 2.3 - Integrating the SDGs & Green Transition Goals into Project Design' (To do), and 'Module 2: Quiz' (To do).

Each course is divided into units.  
You should complete units in sequence, unless your trainer tells you otherwise.  
Completing a unit usually unlocks the next one.

## 9. When you finish a Unit, you will be required to complete a quiz



The screenshot displays a course interface for 'Pillar 1: Internationalization Strategy, Project Design & Proposal Management'. The left sidebar shows a list of modules and units. The main content area lists the following items:

- Module 1: Designing, Writing & Managing Funded Projects** (Collapse all)
  - Module 1: Introduction (Done)
  - Unit 1.1 - Understanding EU & National Funding Landscapes for Tourism VET (Done)
  - Unit 1.2 - Writing High-Quality, Inclusive & Feasible Project Proposals (To do)
  - Unit 1.3 - Digital Tools for Proposal Development & Project Planning (To do)
  - Module 1: Quiz (To do)
- Module 2: Strategic Partnerships & Results-Oriented Project Management**
  - Module 2: Introduction (To do)
  - Unit 2.1 - Developing & Managing Strategic Partnerships in International Projects (To do)
  - Unit 2.2 - Effective Project Management for Tourism & VET Initiatives (To do)
  - Unit 2.3 - Integrating the SDGs & Green Transition Goals into Project Design (To do)
  - Module 2: Quiz (To do)

**After finishing a unit, you will be asked to complete a quiz.**

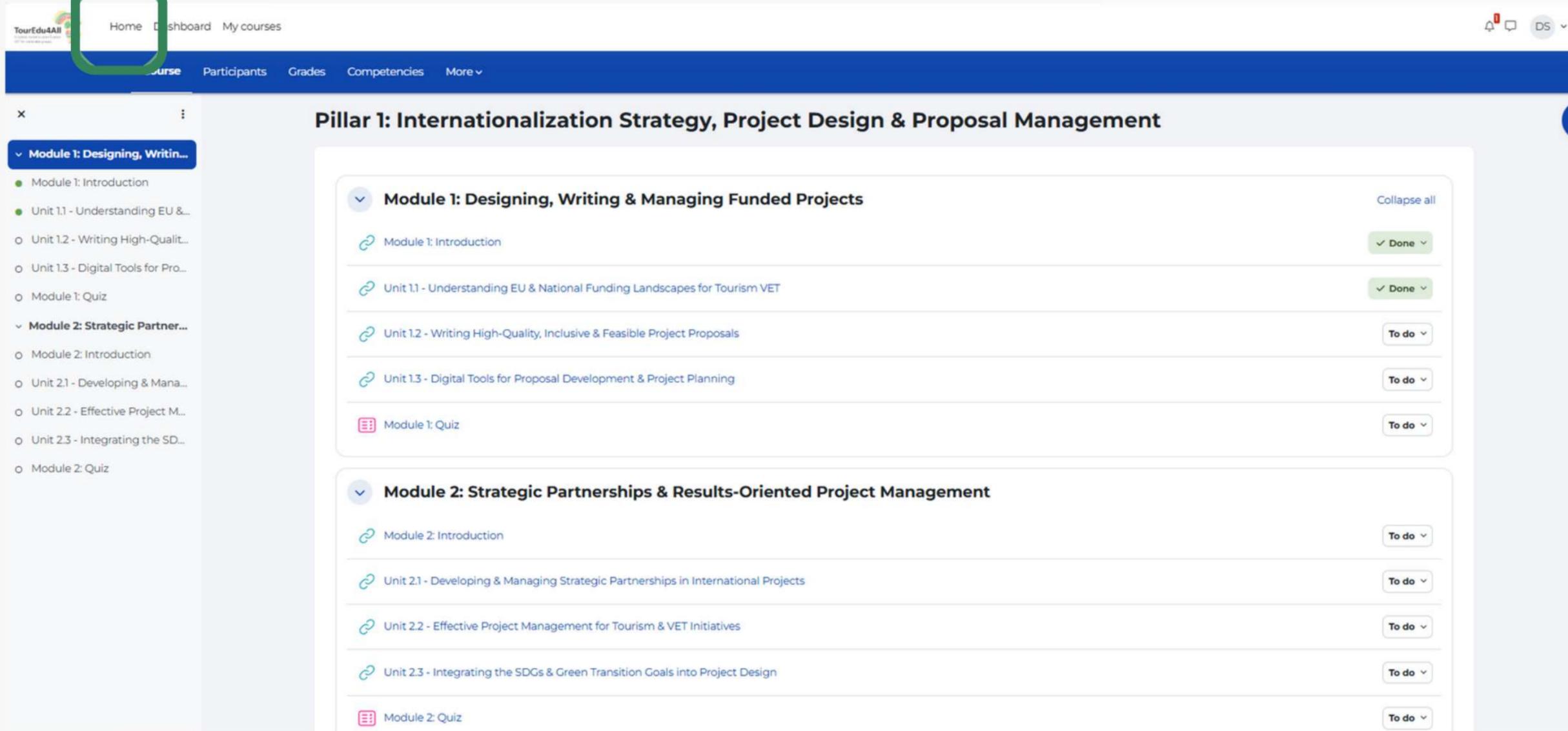
**Quizzes are mandatory to confirm your learning.**

**If you fail a quiz:**

**You may be allowed to retry (depending on course rules).**

**Read the content again before trying another time.**

10. You can check your progress clicking on home



The screenshot shows a course dashboard for 'Pillar 1: Internationalization Strategy, Project Design & Proposal Management'. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. A green arrow points to the 'Home' link. The main content area is divided into two modules:

- Module 1: Designing, Writing & Managing Funded Projects**
  - Module 1: Introduction (Done)
  - Unit 1.1 - Understanding EU & National Funding Landscapes for Tourism VET (Done)
  - Unit 1.2 - Writing High-Quality, Inclusive & Feasible Project Proposals (To do)
  - Unit 1.3 - Digital Tools for Proposal Development & Project Planning (To do)
  - Module 1: Quiz (To do)
- Module 2: Strategic Partnerships & Results-Oriented Project Management**
  - Module 2: Introduction (To do)
  - Unit 2.1 - Developing & Managing Strategic Partnerships in International Projects (To do)
  - Unit 2.2 - Effective Project Management for Tourism & VET Initiatives (To do)
  - Unit 2.3 - Integrating the SDGs & Green Transition Goals into Project Design (To do)
  - Module 2: Quiz (To do)

## TourEdu4All

### Available courses



Core Course



Pillar 1: Internationalization Strategy, Project Design & Proposal Management

20% complete



Pillar 2: Simulation of Working Environments in Tourism



Pillar 3: Distance Learning in the Tourism Sector



Pillar 4: Dual Training with a Focus on Entrepreneurship

11. Here for example the progress is at 20%



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### Practical next steps

- Continue completing your course units step by step.
- Check your progress regularly.
- Ask for help if something is unclear.



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A holistic model to open Tourism  
VET for vulnerable groups



**THANK YOU FOR YOUR ATTENTION!**