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# HANDBOOK FIRST USER EXPERIENCE

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This handbook is written for learners, trainees, and participants of the TOUREDU4ALL 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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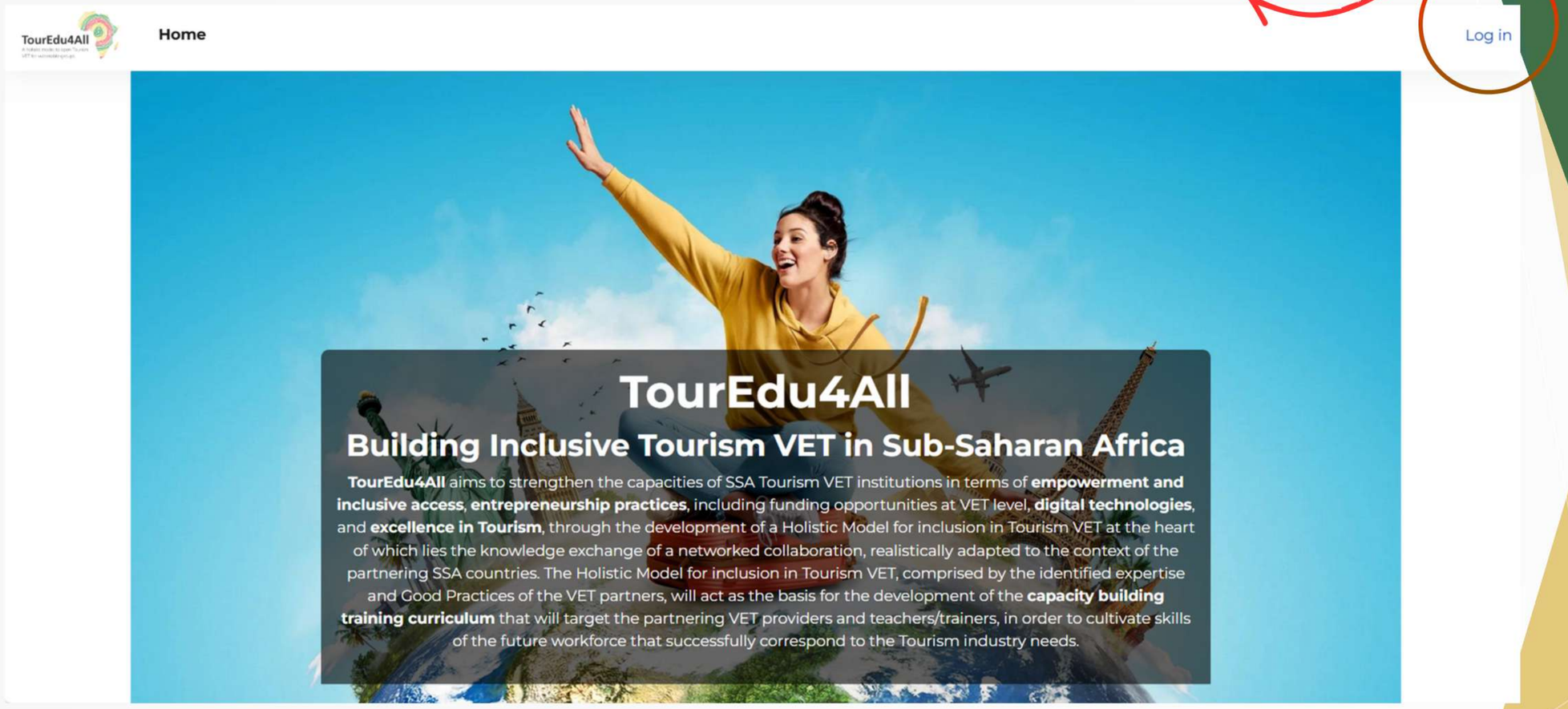
**Language options**

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

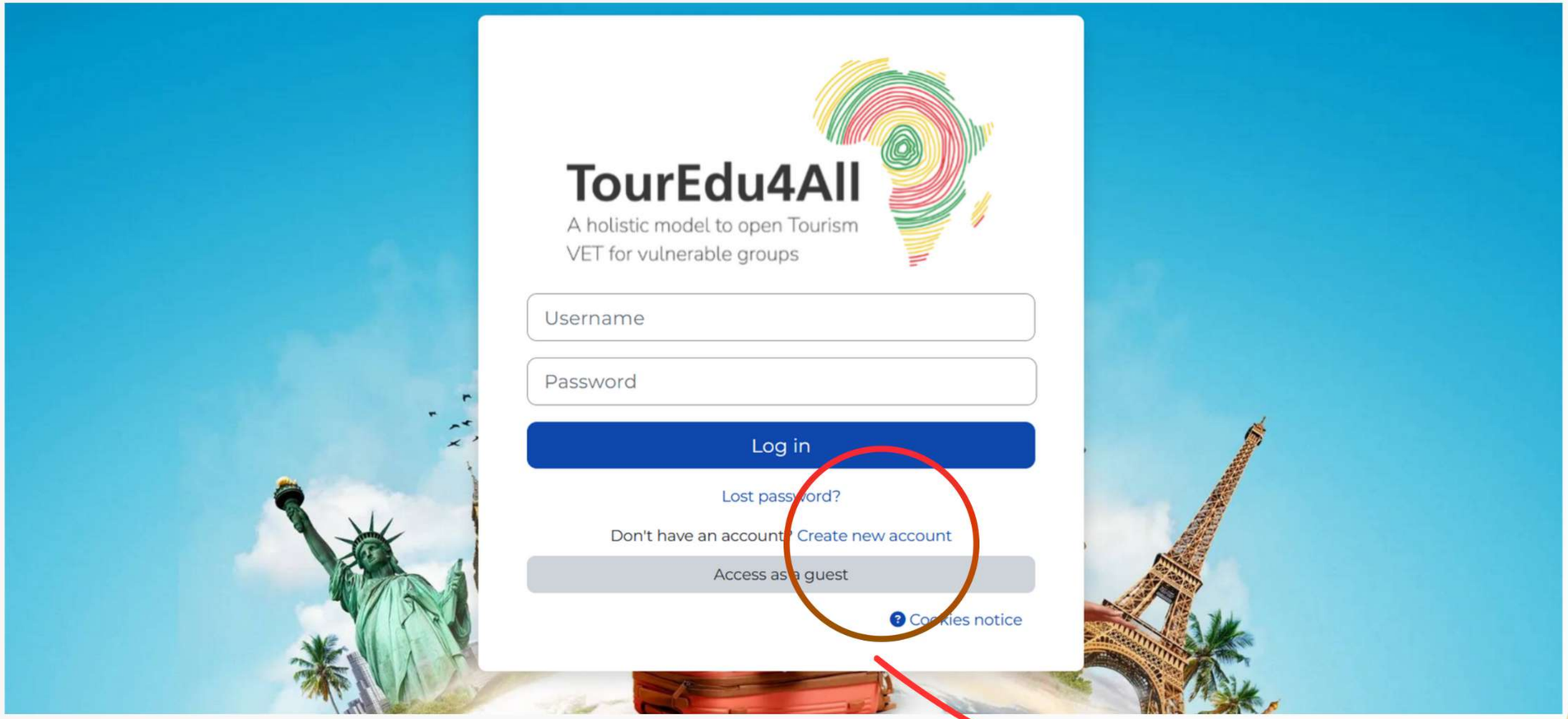
**If you need help**

- Contact your project partner or training provider.

1. **Click on Login**



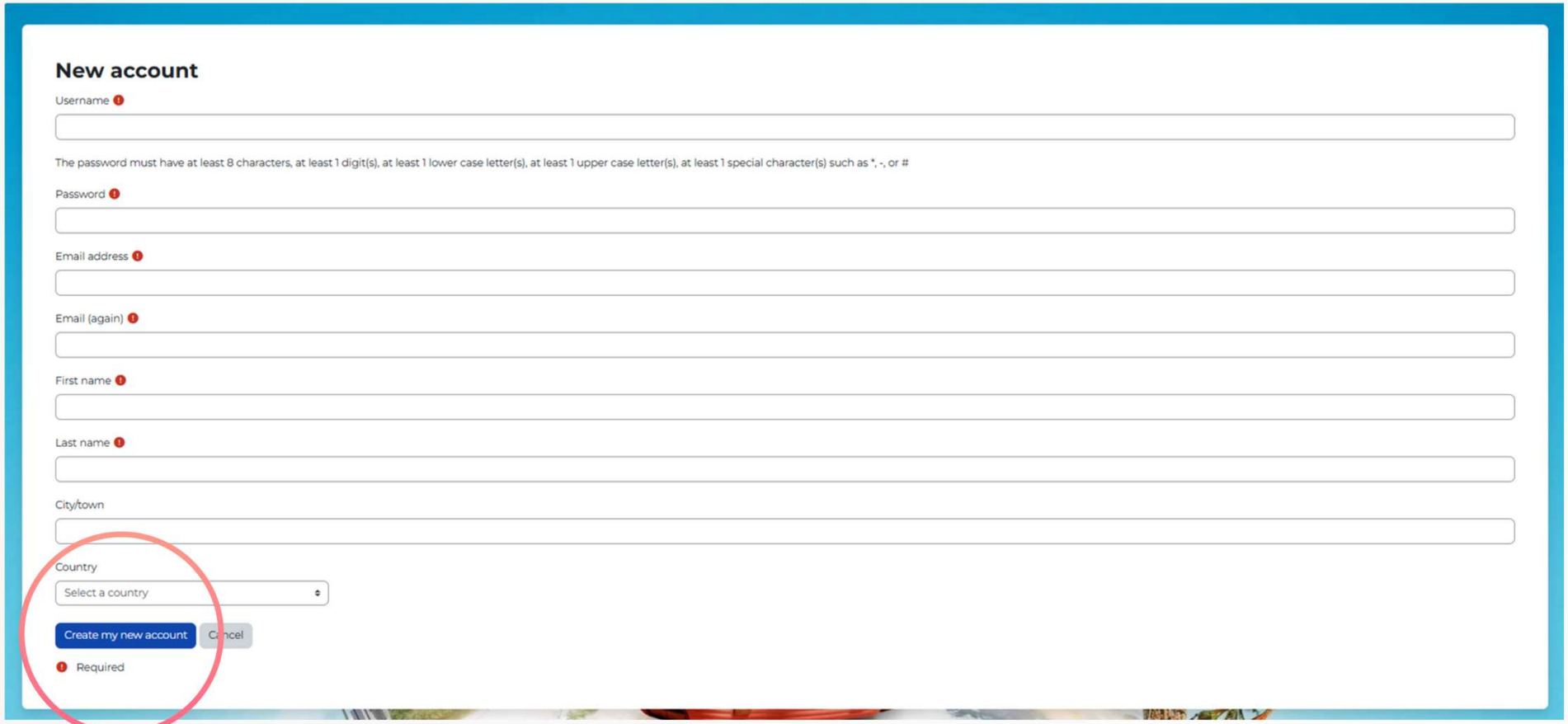

**This allows you to access your personal learning area.**
**You will be asked for your username and password.**




**2. Click here to register**

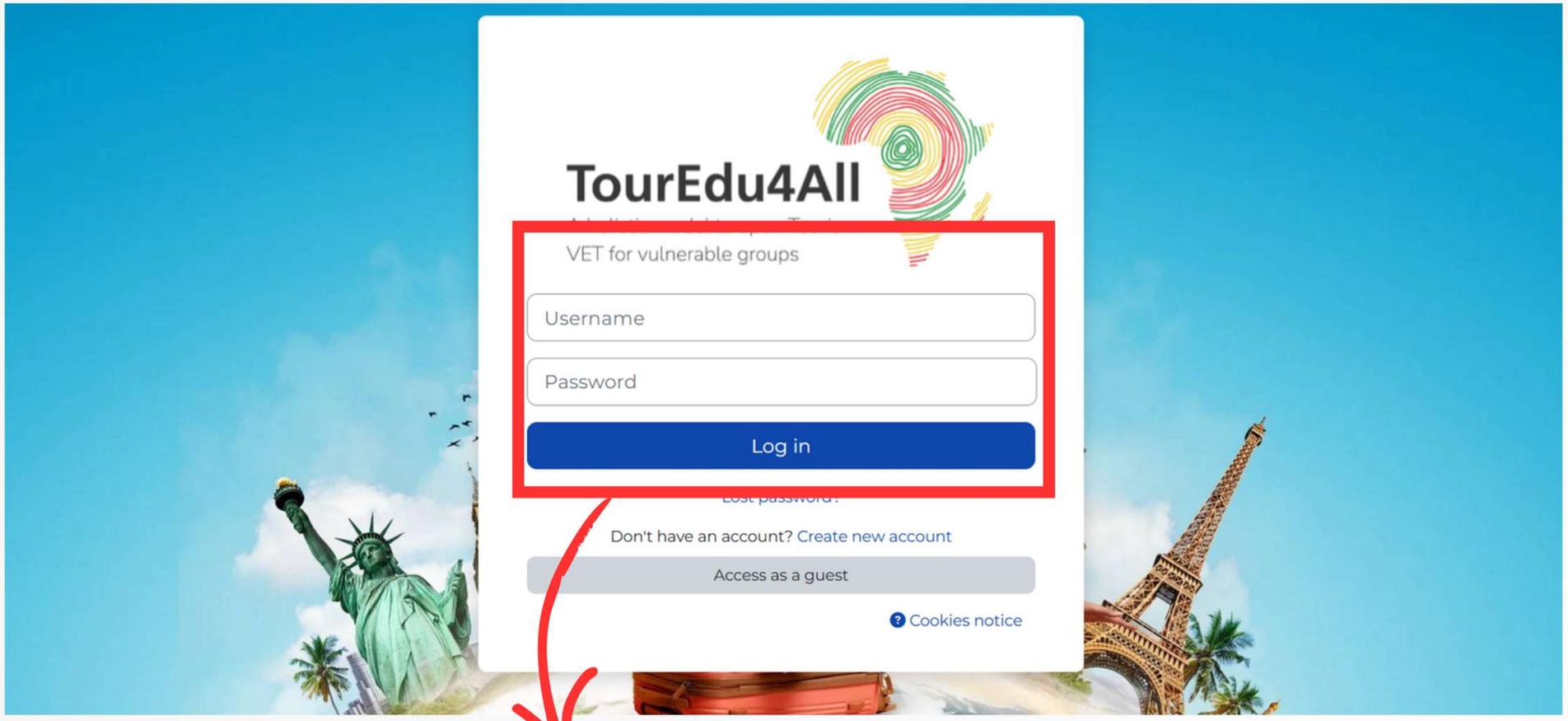
**You need an account to access courses and track your progress.**
**A registration form will appear.**

## 3. Complete all the fields with your details



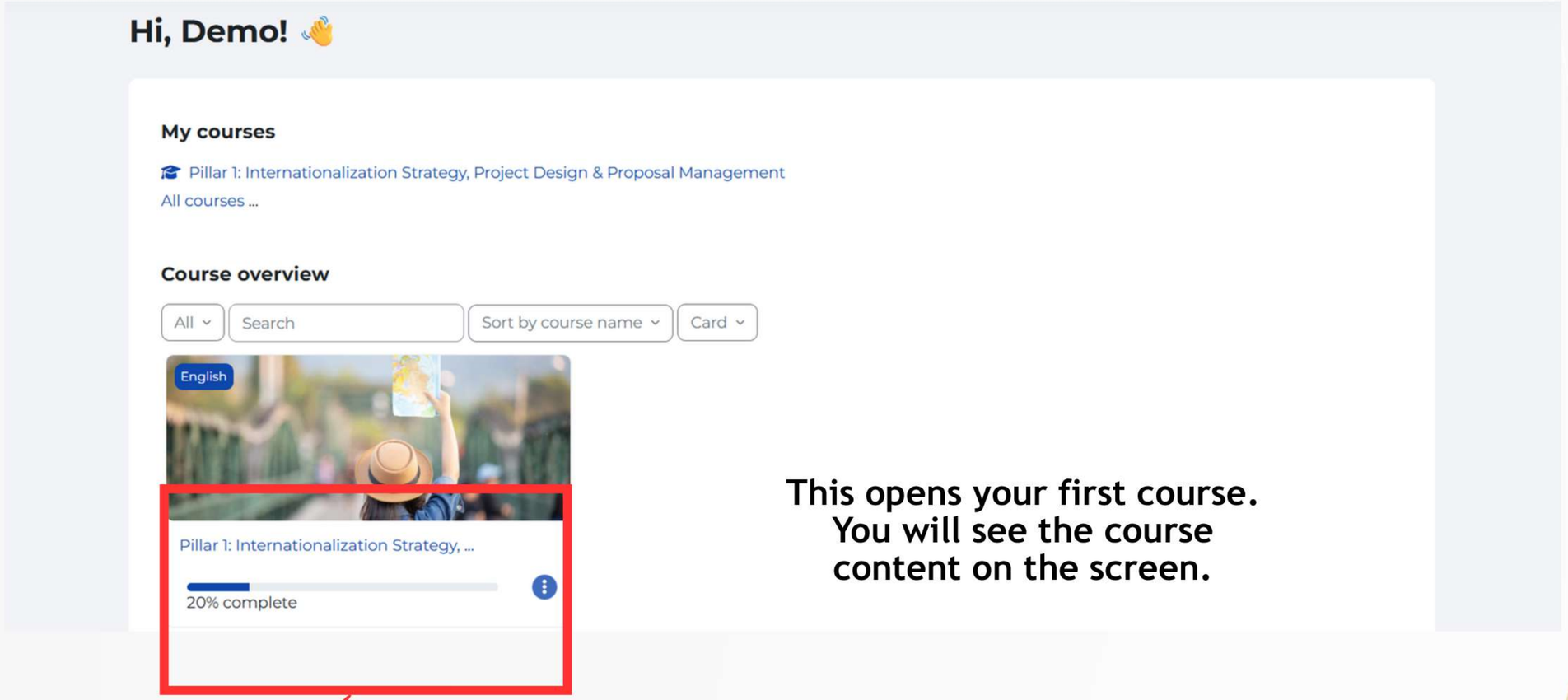

## 4. Click on “create my new acccount”

**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**

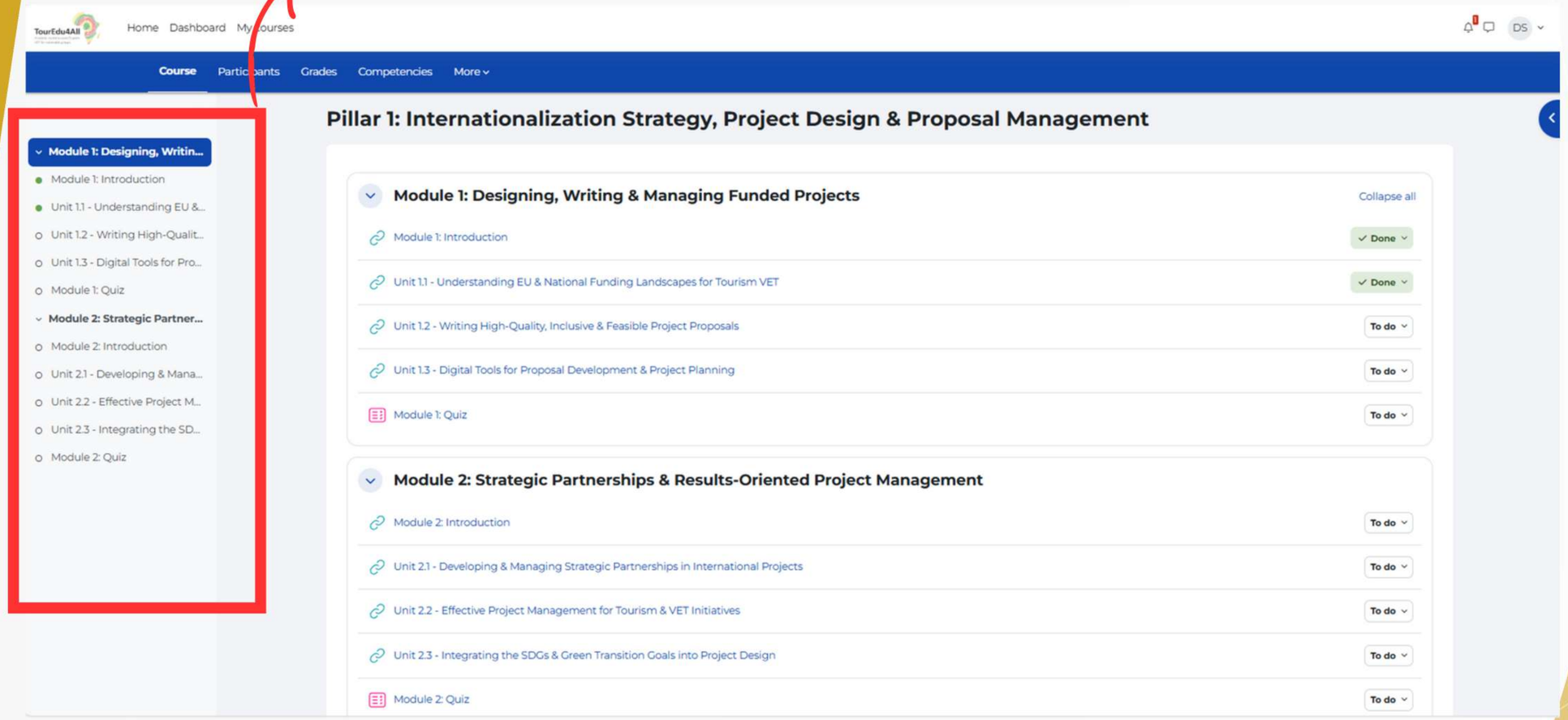
**This finalises your registration.**
**Write down your username and password and keep them safe.**




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

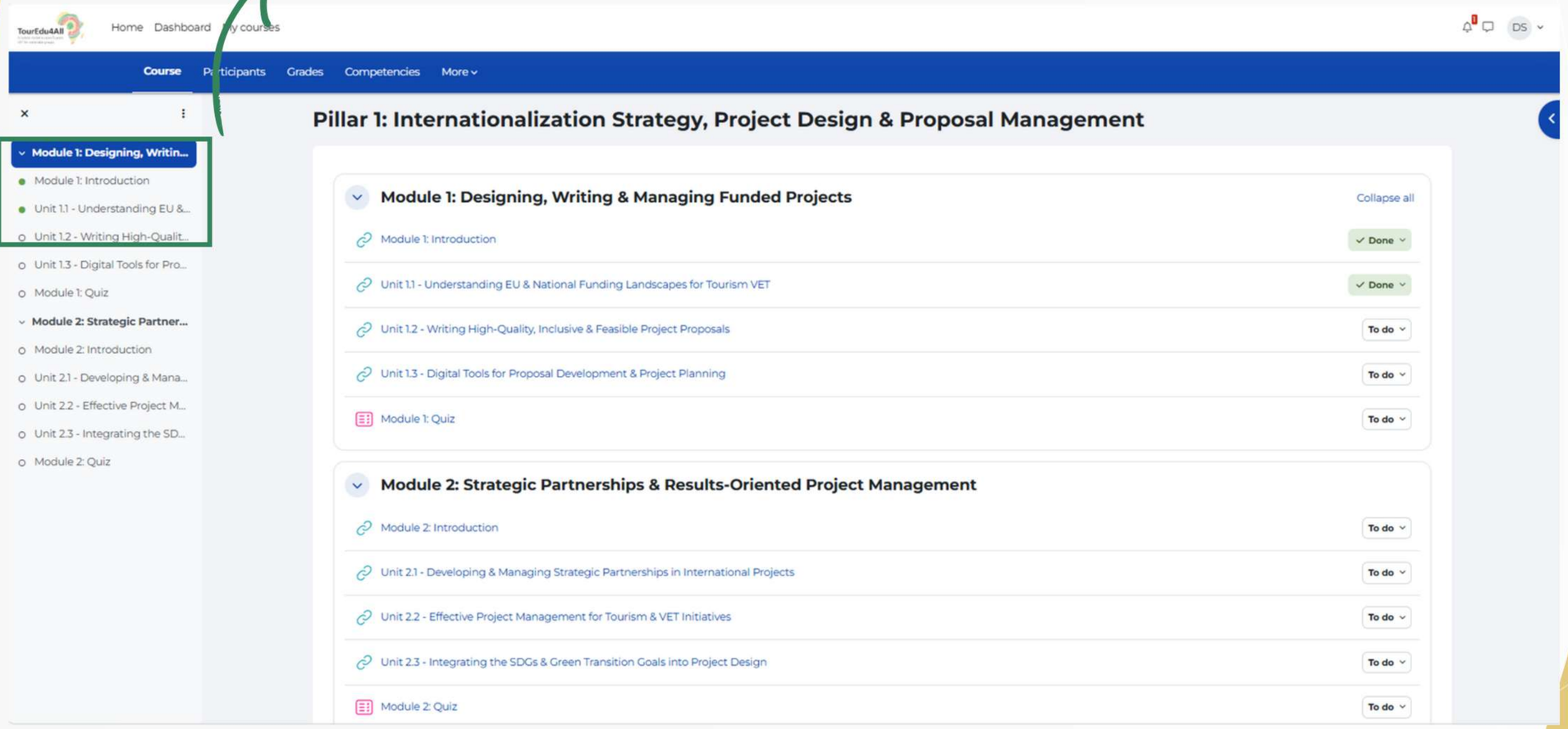
7. Click on “Pillar 1" to start the course

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



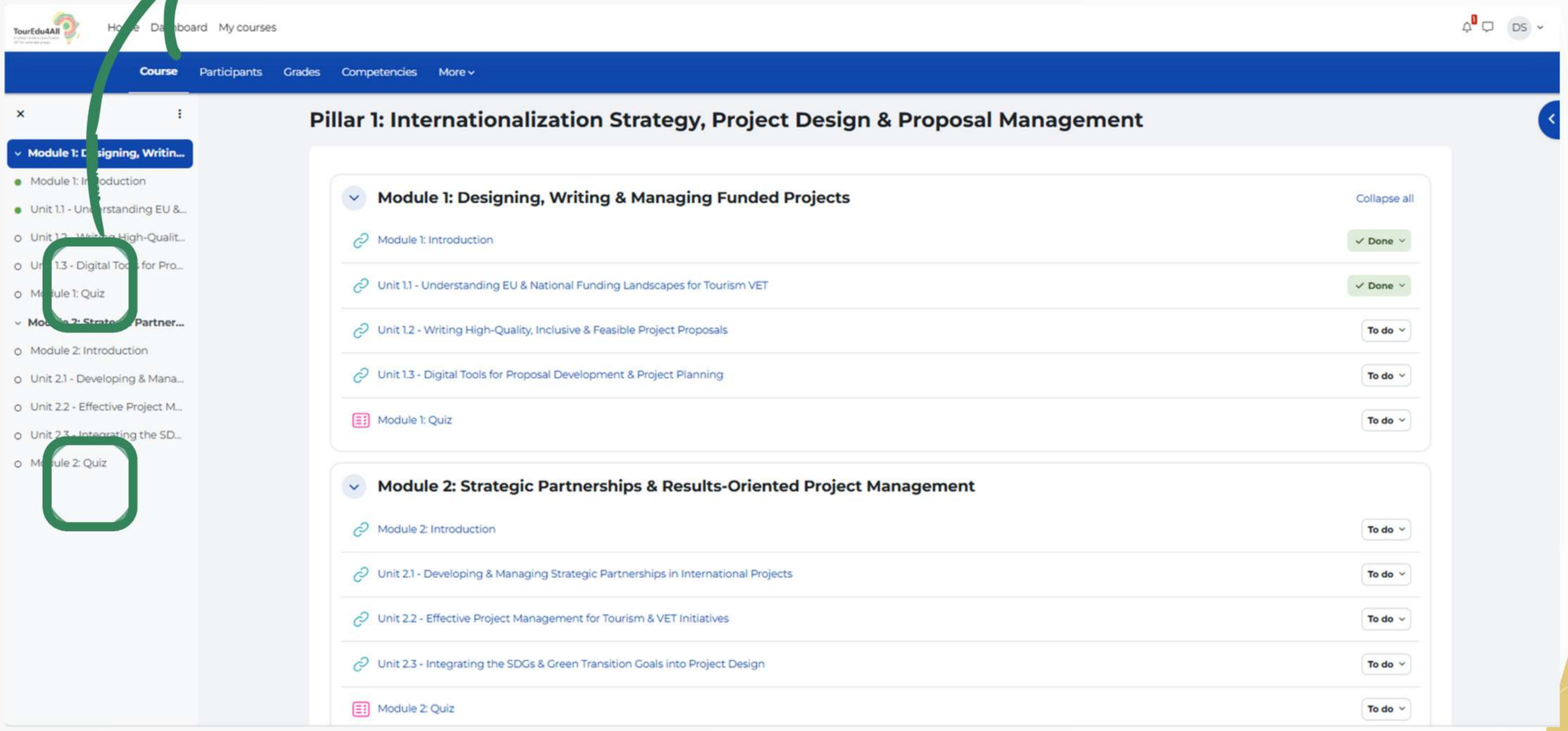

**The left menu shows all the units included in the course.**
**Units are usually arranged in a recommended order.**
**It is best to complete units one by one, from top to bottom.**

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



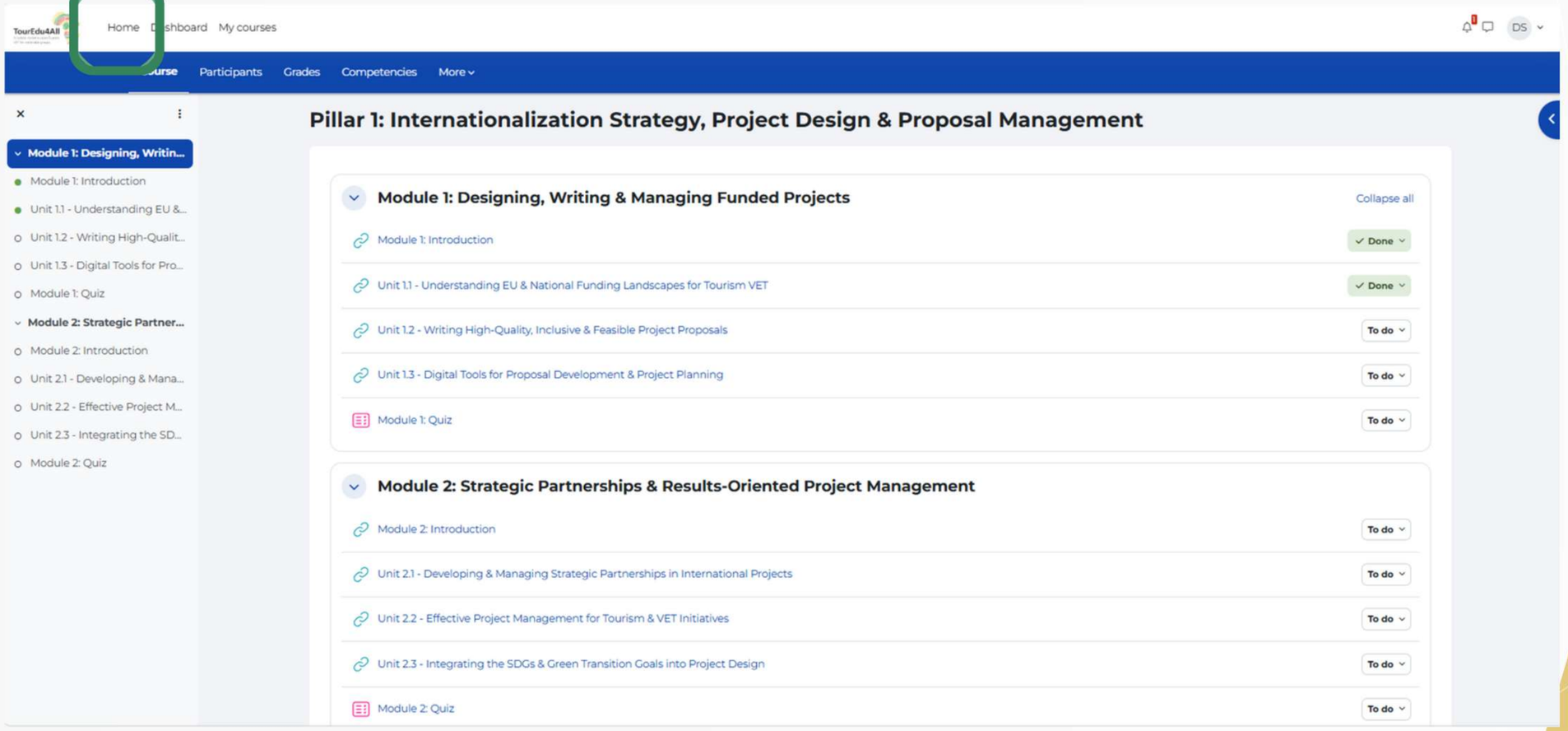

**Each course is divided into units.**
**You should complete units in sequence, unless your trainer tells you otherwise.**
**Completing a unit usually unlocks the next one.**

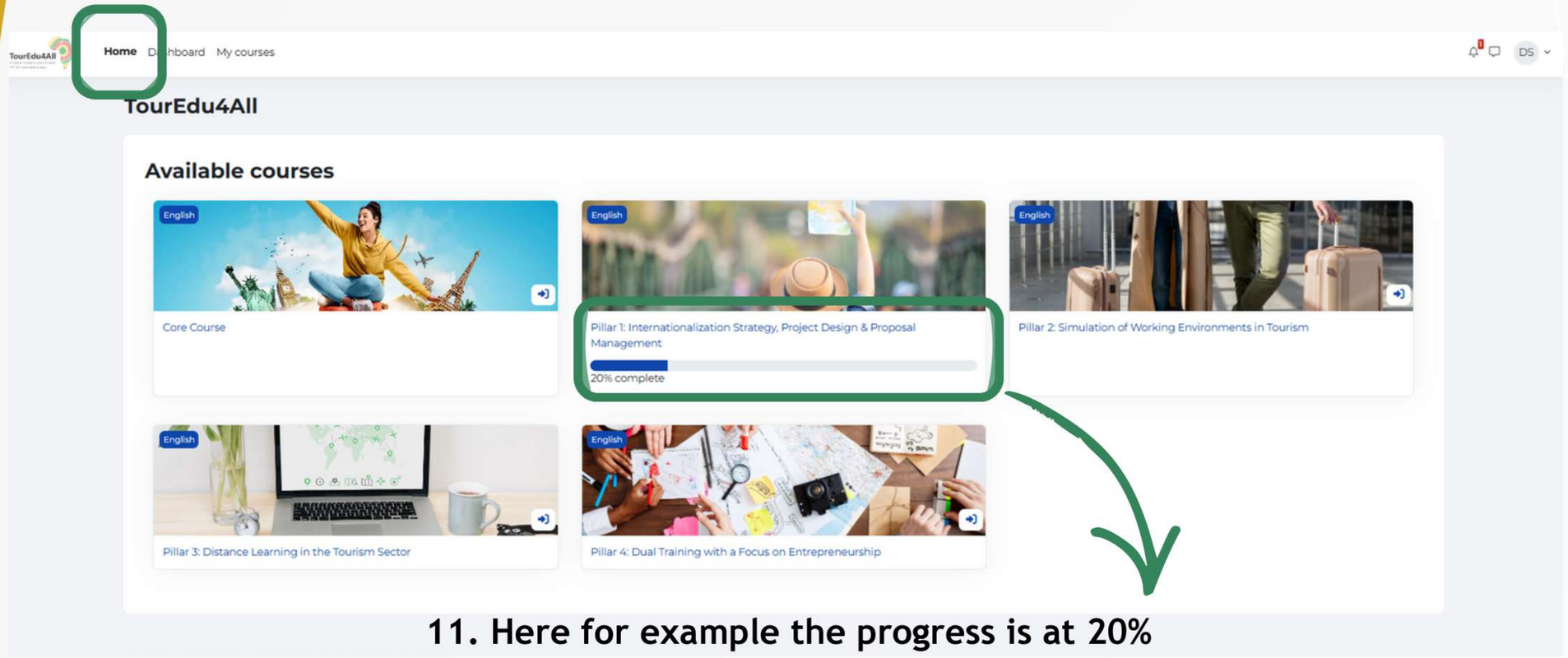
## 9. When you finish a Unit, you will be required to complete a quiz




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






**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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TourEdu4All

A holistic model to open Tourism VET for vulnerable groups

**THANK YOU FOR YOUR ATTENTION!**