



Trainees training platform Guide

<https://training.smempower.com>

This document will guide you on how to join the SMEmPower training platform and enrol to courses. Access to SMEmPower training platform is free and anyone can create an account and access material that has not been restricted by the trainers.

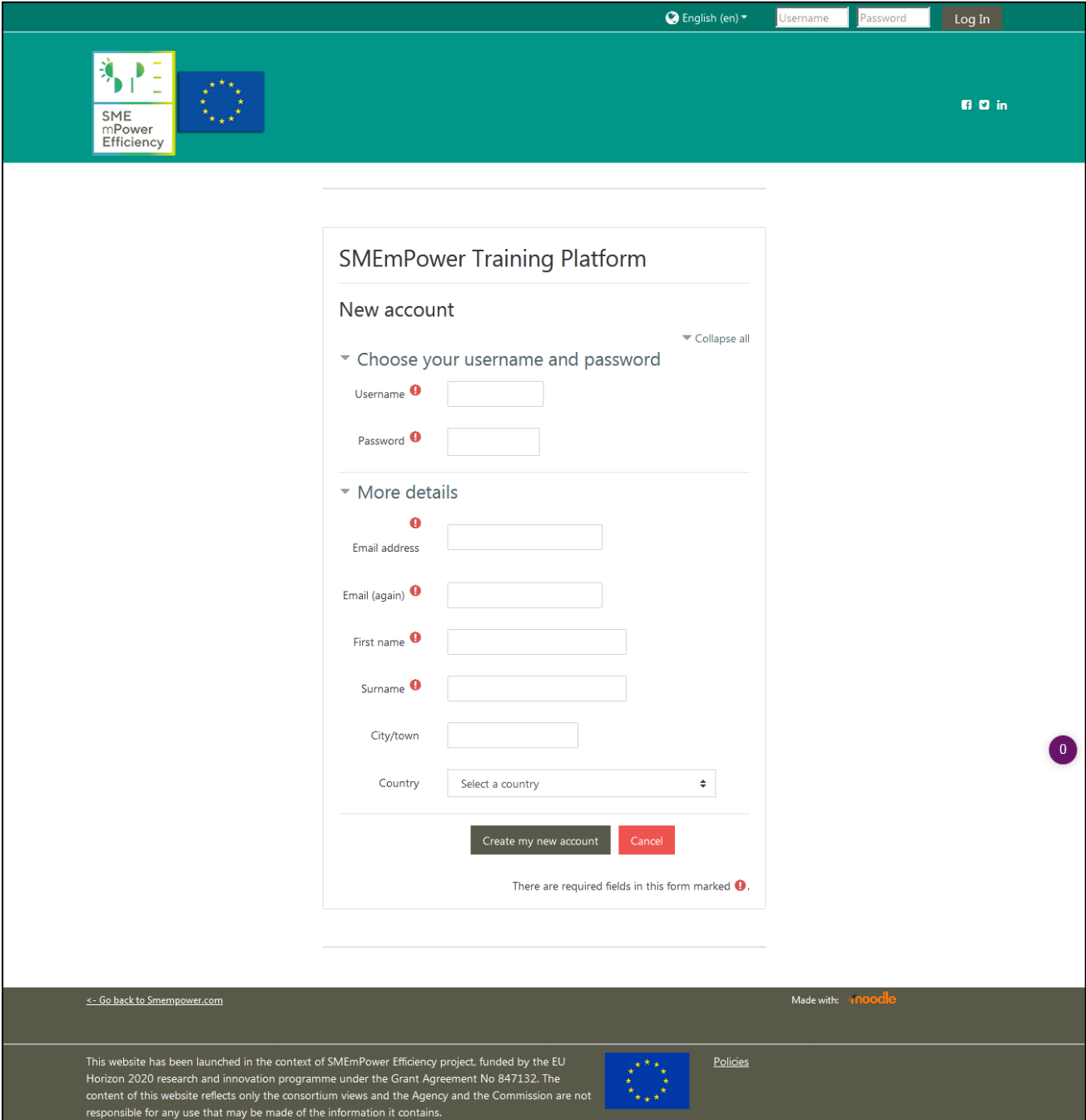


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1.1. Account creation

To create a trainee account:

- Navigate to the login menu, and click “Create new account”. Follow the instructions and agree to the terms of service. Fill in your details according to the form and click “Create my new account”.



The screenshot shows the 'New account' registration page on the SME mPower Training Platform. The page has a teal header with the logo and navigation links. The main content area contains a registration form with the following fields:

- Choose your username and password:**
 - Username (required)
 - Password (required)
- More details:**
 - Email address (required)
 - Email (again) (required)
 - First name (required)
 - Surname (required)
 - City/town
 - Country (dropdown menu)

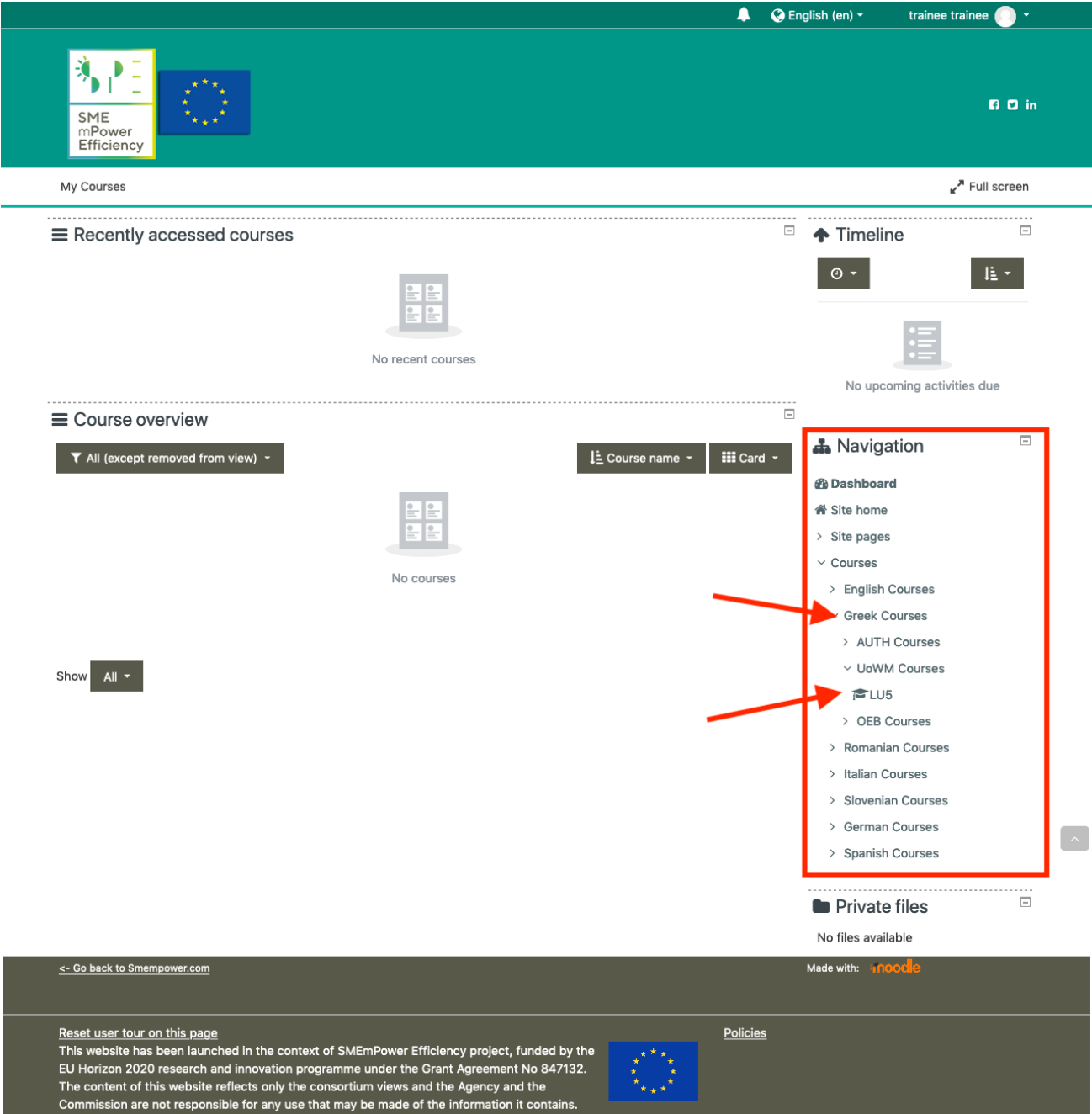
At the bottom of the form are two buttons: 'Create my new account' and 'Cancel'. A message below the form states: 'There are required fields in this form marked [red exclamation mark icon]'.

Footer information includes: '<- Go back to Smempower.com', 'Made with: shoodle', and a disclaimer: 'This website has been launched in the context of SME mPower Efficiency project, funded by the EU Horizon 2020 research and innovation programme under the Grant Agreement No 847132. The content of this website reflects only the consortium views and the Agency and the Commission are not responsible for any use that may be made of the information it contains.' There is also a 'Policies' link and the European Union flag.

- An automatic email from info@training.smempower.com will be sent to to confirm the registration. Follow the instructions provided with the email and confirm the registration.

1.2. Course enrolment

- Select a course to enrol via the navigation menu at the right of the dashboard. Additional instructions may be given by the trainer who may have invited you to join the platform. Courses may require an enrolment key, if this is the case, please contact the trainer who provides the course. After enrolling, the course will become available at the dashboard.



The screenshot displays the user interface for course enrolment. At the top, there is a header with the SME mPower Efficiency logo, the European Union flag, and the user's name 'trainee trainee'. Below the header, the dashboard is divided into several sections:

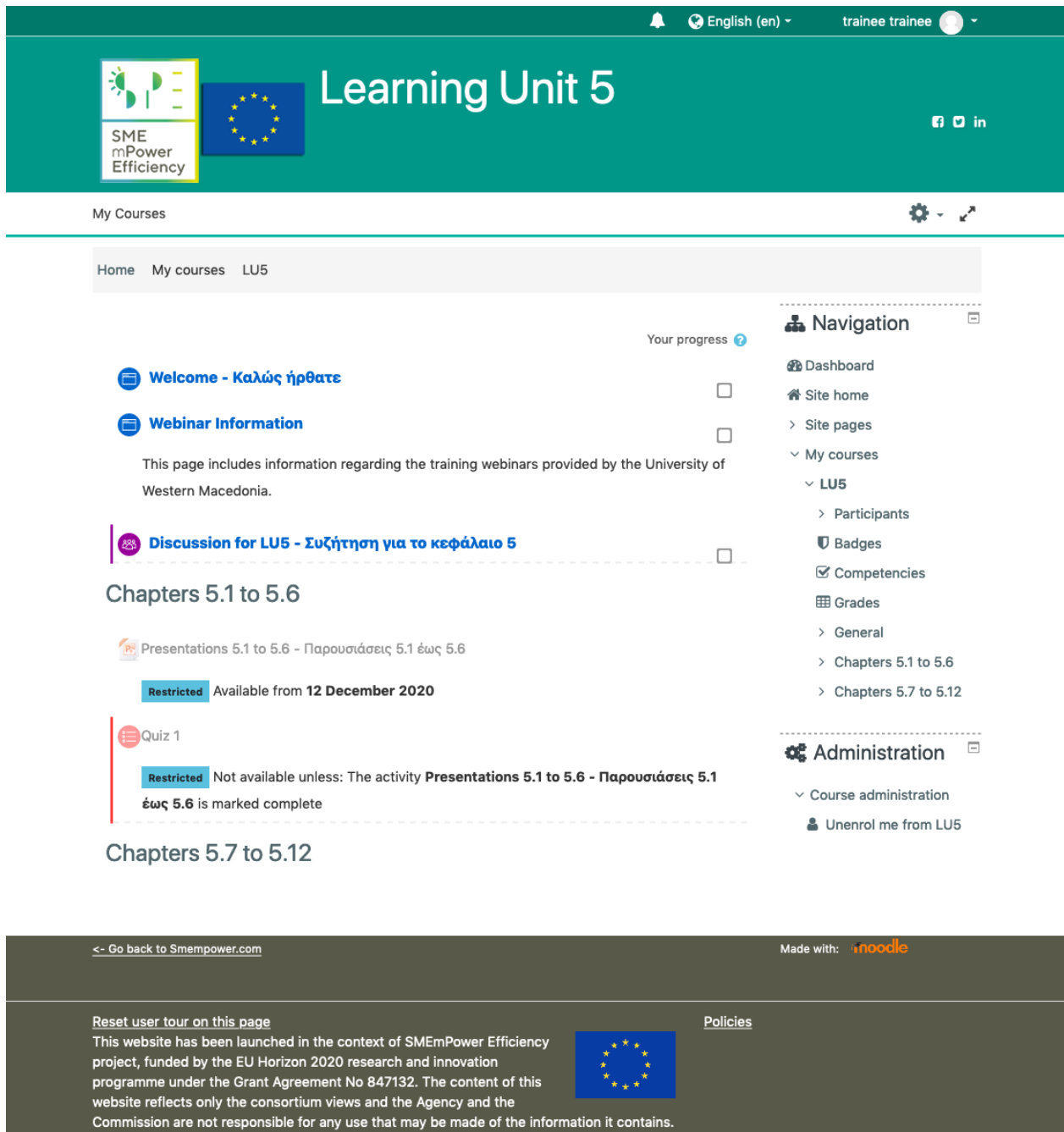
- My Courses:** A section with a 'Full screen' button.
- Recently accessed courses:** A section showing 'No recent courses'.
- Timeline:** A section showing 'No upcoming activities due'.
- Course overview:** A section showing 'No courses'.
- Navigation:** A sidebar menu with a red border, containing the following items:
 - Dashboard
 - Site home
 - Site pages
 - Courses
 - English Courses
 - Greek Courses
 - AUTH Courses
 - UoWM Courses
 - LU5
 - OEB Courses
 - Romanian Courses
 - Italian Courses
 - Slovenian Courses
 - German Courses
 - Spanish Courses
- Private files:** A section showing 'No files available'.

At the bottom of the page, there is a footer with a link to 'Go back to Smempower.com', a 'Reset user tour on this page' link, a disclaimer about the website's funding by the EU Horizon 2020 research and innovation programme, and a 'Policies' link.

- Either using the navigation menu, or the dashboard, select and launch one of the courses in which you have enrolled.



1.3. Course content

After enrolling, the topics and activities set by the trainer become available, and the navigation block reveals additional information regarding the course, such as Badges, Competencies and Grades. Training material and activities are posted by the trainer, and the final course content may vary. Typically, courses will contain an introduction section, training material and examination/evaluation activities as depicted below:






The screenshot shows a Moodle course page for 'Learning Unit 5'. The header includes the course title, logos for SME mPower Efficiency and the European Union, and social media icons. The main content area is divided into sections: 'Chapters 5.1 to 5.6' and 'Chapters 5.7 to 5.12'. Under 'Chapters 5.1 to 5.6', there are three items: 'Welcome - Καλώς ήρθατε', 'Webinar Information' (with a description: 'This page includes information regarding the training webinars provided by the University of Western Macedonia.'), and 'Discussion for LU5 - Συζήτηση για το κεφάλαιο 5'. Below these is a 'Restricted' activity 'Presentations 5.1 to 5.6 - Παρουσιάσεις 5.1 έως 5.6' available from 12 December 2020, and a 'Restricted' 'Quiz 1' not available unless the presentations are marked complete. A right-hand navigation menu lists 'Dashboard', 'Site home', 'Site pages', 'My courses', 'LU5' (with sub-items: Participants, Badges, Competencies, Grades, General, Chapters 5.1 to 5.6, Chapters 5.7 to 5.12), and 'Administration' (with sub-item: Course administration, Unenrol me from LU5). The footer contains a link to 'Go back to Smempower.com', 'Made with: moodle', and a disclaimer: 'Reset user tour on this page. This website has been launched in the context of SEmPower Efficiency project, funded by the EU Horizon 2020 research and innovation programme under the Grant Agreement No 847132. The content of this website reflects only the consortium views and the Agency and the Commission are not responsible for any use that may be made of the information it contains.' A 'Policies' link and the EU flag are also present.

- By clicking any of the available material in the course a new page will appear which may include files, information, a forum, or self-evaluation material.



Learning Unit 5



My Courses

[Home](#) [My courses](#) [LU5](#) [General](#) [Webinar Information](#)

Webinar Information

Dear trainees,

Thank you for enrolling to our course. By being enrolled to this course, your email address is automatically added in our mailing list and will be used to inform you about our upcoming webinars.

Please stay enrolled if you would like to participate to our webinars.

Last modified: Sunday, 18 October 2020, 8:18 PM

« PREVIOUS ACTIVITY
Welcome - Καλώς ήρθατε

NEXT ACTIVITY »
Discussion for LU5 - Συζήτηση για το κεφάλαιο 5

Jump to...


Navigation

- Dashboard
- Site home
- Site pages
- My courses
 - LU5
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Welcome - Καλώς ήρθατε
 - Webinar Information**
 - Discussion for LU5 - Συζήτηση για το κεφάλαιο 5
 - Chapters 5.1 to 5.6
 - Chapters 5.7 to 5.12

Administration

- Course administration

[< - Go back to Smempower.com](#)

Made with: 

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[Policies](#)

- If you have any questions please send us an email at info@training.smempower.com!

HOW TO JOIN US



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t @SmeH2020

in SMEmPOWER Energy Efficiency

