

USER GUIDE for learners

Learn how to use the Harbor
Heritage Story Telling platform!



Agenda

1. Receive your ID
2. Access the platform
3. Sign up
4. The dashboard
5. Set up a profile
6. The courses menu
7. Start a training
8. Progress
9. The catalogue
10. Chat
11. Certification

Receive your
ID

Go on <http://harbor-heritage.eu/en/e-learning-platform/> and fill in the formular. Once you submit it, you will receive a registration email within the 24 hours to create your ID and access the platform.

Tips: check your spam if you don't see any email in your inbox!

Ask for your credentials

If you have not yet registered and would like to obtain an identifier to connect to the platform, please complete the contact form :

Name *

Email adress *

You are :

Submit

Access the platform

Click on **Access my space** upon receiving the registration email to access the platform.



Signing up

- Fill in your **email address** and set up a **password** to create your account, then click on **Validate**. And add the platform to your favorites bar.

Email

Firstname Name

Language

English

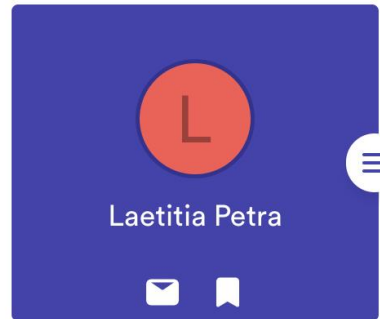
Password

Confirm the password

☐ I have read the [privacy policy](#)

Validate

Your dashboard



Dashboard



My courses



Catalogue



My apps

Welcome Laetitia

Your space Petra Patrimonia

Click here at any moment to access your **dashboard**.

Here, you will find all the **training contents** that you have already started, or those in which you have been registered. You can also add external resources.

Click here to display the training catalogue (=self-service training), It is a **library** in which all the training courses are stored.

Your next events



Your next events
No event

If you are registered for **face-to-face trainings** (or via videoconference), you will find a calendar here with your training dates

Newsfeed



Express yourself



N
There a

Here you will **exchange with your peers** as on social networks. You will have the opportunity to choose the Camp (= a group that allows your training manager to segment learning communities) in which you want communicate.



French HHST

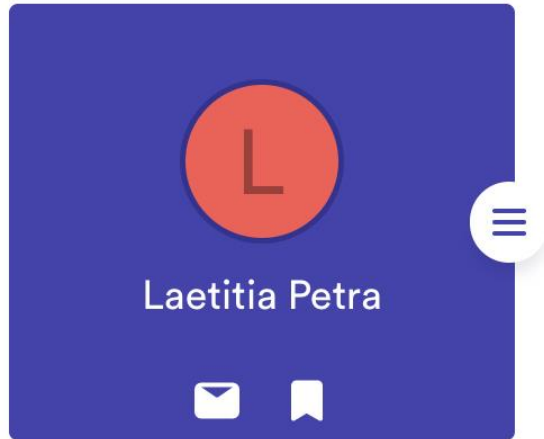
&nbs...

EA - Harbor Heritage
Story Telling

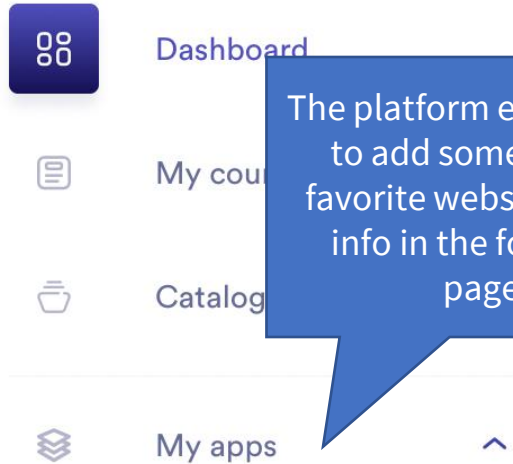


Matthieu Guary

Your dashboard



A blue rectangular card featuring a red circular profile picture with a white letter 'L'. Below the picture, the name 'Laetitia Petra' is written in white. At the bottom, there are two white icons: an envelope and a speech bubble. A white hamburger menu icon is on the right side of the card.

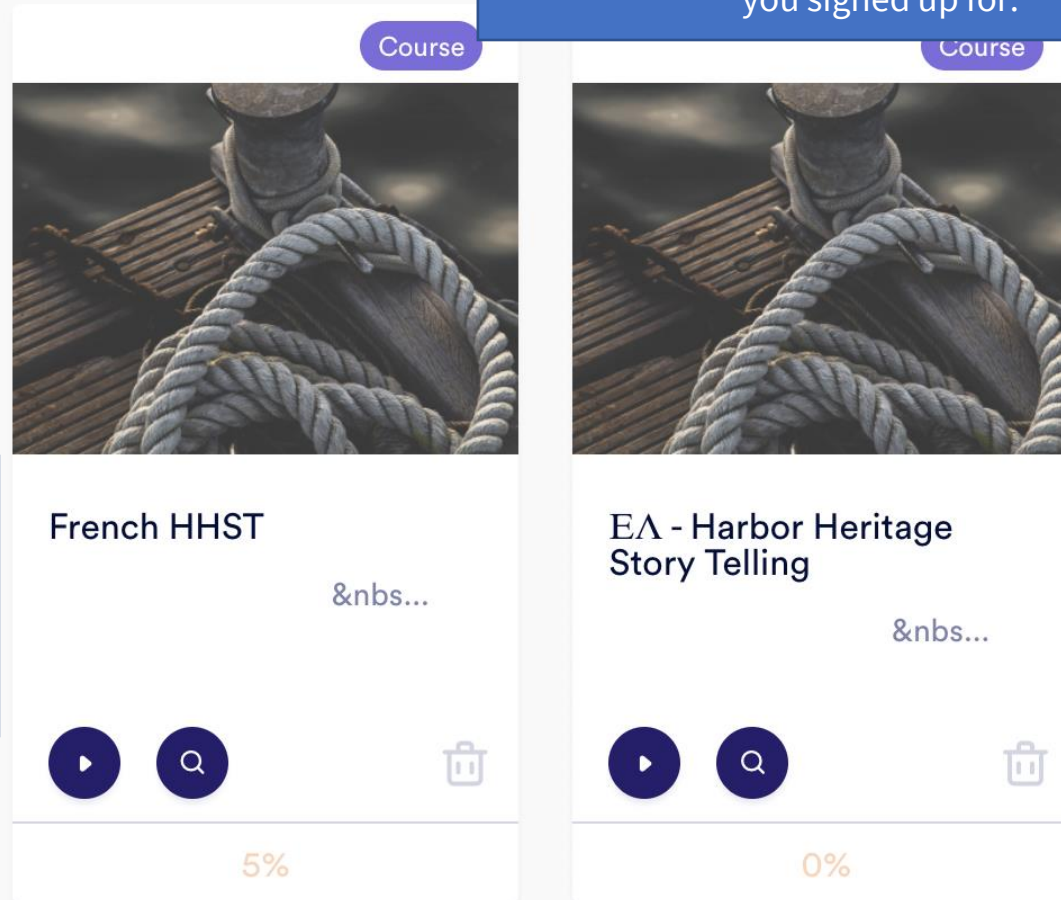


A vertical sidebar with a blue background. It contains four items, each with an icon and text: 'Dashboard' (grid icon), 'My courses' (document icon), 'Catalog' (shopping cart icon), and 'My apps' (stack of cards icon). A white upward-pointing arrow is at the bottom right.

The platform enables you to add some of your favorite websites. More info in the following page.

Recent Courses

Find your **two most recent trainings** here. In other words, the ones you started or the ones you signed up for.



A section titled 'Recent Courses' displaying two course cards. Each card has a purple 'Course' label at the top right. The cards show a video thumbnail of a rope, the course title, a progress bar, and action icons (play, search, trash).

Course Title	Progress
French HHST &nbs...	5%
EA - Harbor Heritage Story Telling &nbs...	0%

A question?

Here is the contact person between you and the platform, when you have a question.



A white card for the contact person. It features a red circular profile picture with a white letter 'M'. Below the picture is the name 'Matthieu Gury'. At the bottom is an orange 'Contact' button.

Setting up your profile and log out

The image shows a user profile interface for 'Laetitia Petra'. The profile card at the top has a red circular avatar with a white 'L' and a white 'X' icon in the top right corner. Below the profile card is a sidebar menu with four items: 'Dashboard' (with a grid icon), 'My courses' (with a document icon), 'Catalogue' (with a folder icon), and 'My apps' (with a stack of cards icon and an upward arrow). At the bottom left is an orange circular button with a white 'CO' icon. On the right side, there is a vertical menu with five circular icons: a person icon, a gear icon, a stack of cards icon, a clock icon, and a power icon. Blue callout boxes with white text provide instructions for each icon.

Click on this menu to access the settings of your profile but also to disconnect from the platform.

Profile: This space allows you to customize your profile. Just click on the little pencil at the top right to access the edit menu.

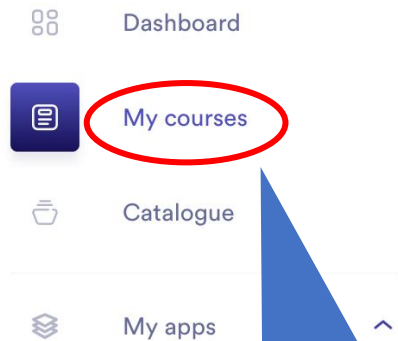
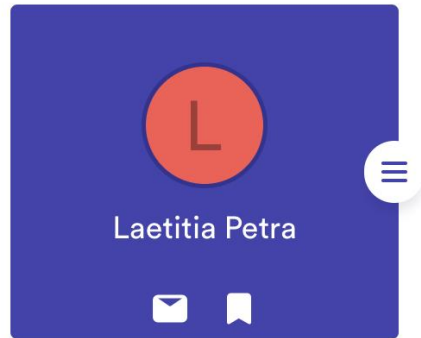
Settings: The platform is available in French, Dutch and English. To change the language, this is where it happens. You will also have the opportunity to specify the language of learning. Want to change your password? It's here too.

Applications: Here you can add your personal links. Click on add a link to enter your favorite websites.

Here is the **course history**..

Log out to disconnect from the platform

My courses menu



My courses menu interface showing a list of courses and a navigation menu.

The navigation menu on the left includes:

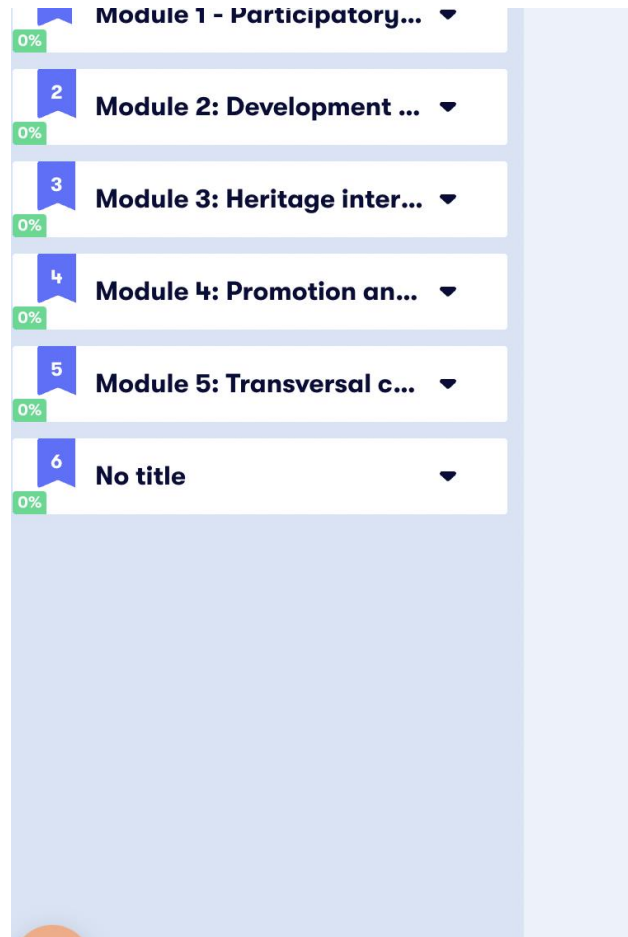
- Dashboard
- My courses** (highlighted with a red circle)
- Catalogue
- My apps

The main content area displays a list of courses, each with a 'Course' label, a thumbnail image, a title, a progress bar, and a play button icon (circled in red in the first course card).

Course	Progress
EA - Harbor Heritage Story Telling	0%
Italian HHST	0%
French HHST	5%
Croatian HHST	0%

From the menu, click on "My courses". Then, click on this icon to access the course. The system will automatically record your progress.

Starting a training



- **Activities** and tools to acquire new skills and to help design new discovery Tours based on a participatory and sustainable approach

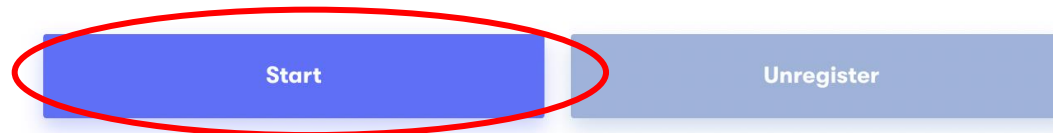
More information [on the project](#)

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Number Project 2019-1-FR01-KA204-063017

Project Start Date 01 October 2019

Project End Date 31 March 2021



Click on “Start”. This training has 5 sections (=chapters).



Progress at your own pace

The screenshot displays a learning management system interface. On the left is a vertical sidebar menu with a list of items: 'Learning journey presentation', 'Module 1 - Participatory...' (with a '0%' progress indicator), 'M1 Participatory approach R Bellia', 'M1 Tesminony P PAOLANTONI Bastia', 'M 1 Testimony G Lorandos Pireaus 1', 'Unit 1.1 - Developing a Heritage Pa...' (highlighted with a blue border), 'A bit of theory', 'Preparation', 'To go further', 'Tool 1', 'Activity 2', 'Unit 1.2: Facilitate local dialogue b...', 'A bit of theory', 'To go further', and 'Activity 1'. The main content area on the right is titled 'Unit 1.1 - Developing a Heritage Participatory Workshop' and includes a 'Content page' label, 'Objectives:', and a list of two bullet points. A blue banner at the bottom of the main area reads 'I completed this activity. Onto the next !'. Navigation links 'Previous' and 'Next' are visible at the top right and bottom of the main area. Three blue callout boxes provide instructions: one pointing to the 'Unit 1.1' menu item, one pointing to the 'Previous' link, and one pointing to the 'Next' link.

Learning journey presentation

1 Module 1 - Participatory... 0%

▷ M1 Participatory approach R Bellia

▷ M1 Tesminony P PAOLANTONI Bastia

▷ M 1 Testimony G Lorandos Pireaus 1

↔ Unit 1.1 - Developing a Heritage Pa...

↔ A bit of theory

↔ Preparation

↔ To go further

▷ Tool 1

▷ Activity 2

↔ Unit 1.2: Facilitate local dialogue b...

↔ A bit of theory

↔ To go further

▷ Activity 1

Previous | Next

Content page

Unit 1.1 - Developing a Heritage Participatory Workshop

Objectives:

During this unit, we will see:

- How to bring together people with a good knowledge of the port environment and from different expertise and sectors,
- How to help them identifying the richness of the tangible and intangible heritage of the port through testimony

I completed this activity. Onto the next !

← Previous

Next →

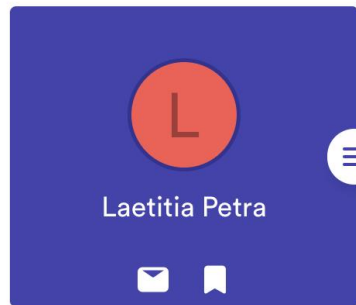
Click here to **go back** to previous activity.

This means that you have understood this activity. A small green dot will appear on the activity name in the left drop-down menu.

This is essential as it will determine your progress throughout the training. In other words, if you click on "next" instead of "I completed this activity. Onto the next!", the progress bar will not change.

Click here to go to the **next activity**.

Catalogue



Laetitia Petra

Icons for email and notifications.

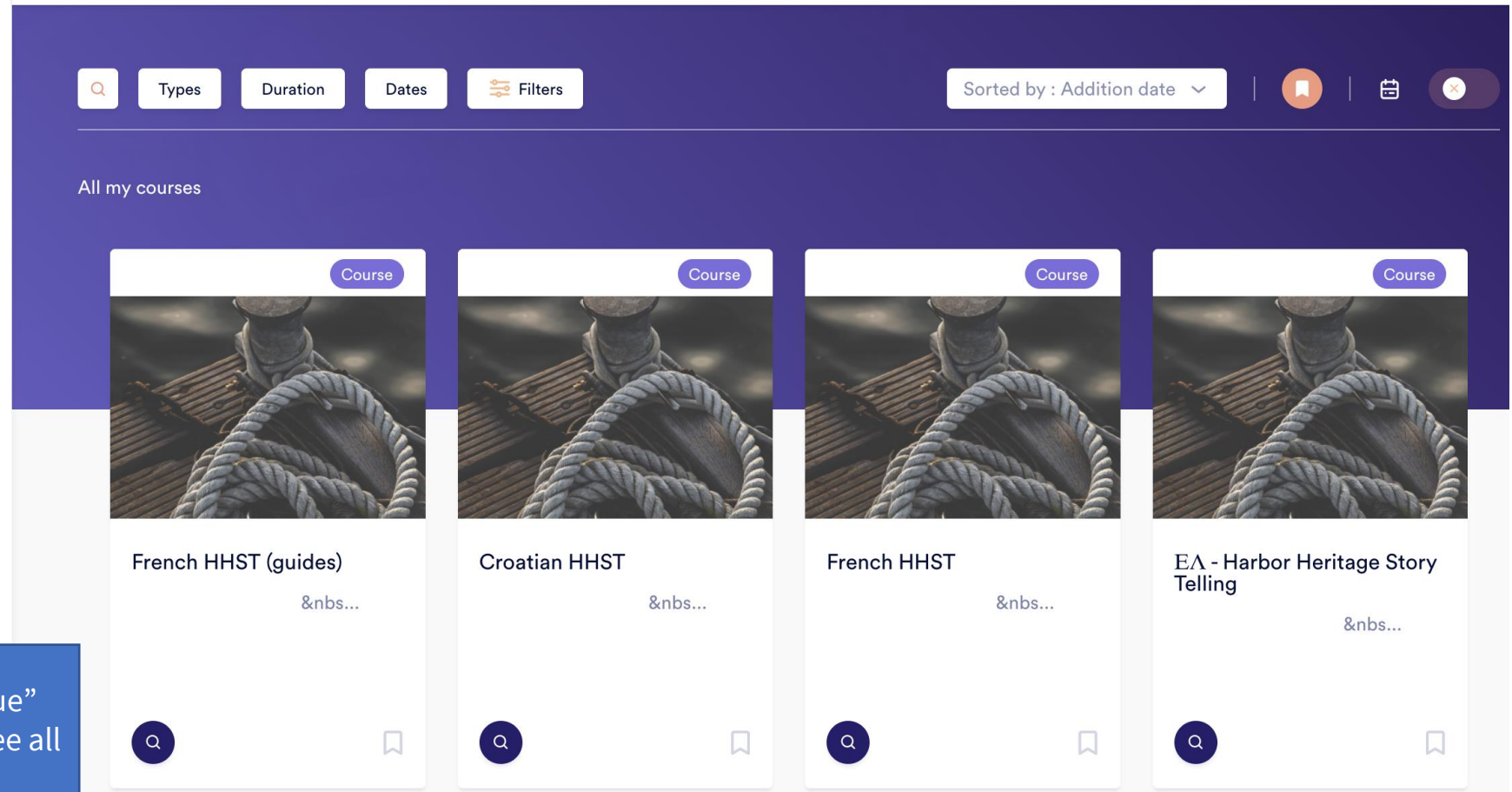
Dashboard

My courses

Catalogue





My

Click on “Catalogue”
from the menu to see all
your courses.



Search bar and filters: Types, Duration, Dates, Filters. Sorted by: Addition date.

All my courses

Course			
 <p>French HHST (guides) &nbs...</p>	 <p>Croatian HHST &nbs...</p>	 <p>French HHST &nbs...</p>	 <p>EA - Harbor Heritage Story Telling &nbs...</p>

Exchange with other learners!

The screenshot displays a learning management system interface. On the left is a sidebar with a course structure:

- Learning journey presentation
- Module 1 - Participatory... (0% progress)
 - M1 Participatory approach R Bellia
 - M1 Testimony P PAOLANTONI Bastia
 - M 1 Testimony G Lorandos Pireaus 1
 - Unit 1.1 - Developing a Heritage Pa...
 - A bit of theory** (highlighted)
 - Preparation
 - To go further
 - Tool 1
 - Activity 2
 - Unit 1.2: Facilitate local dialogue b...
 - A bit of theory
 - To go further
 - Activity 1
 - Activité 2
 - Activity 3

The main content area is titled "Harbor Heritage Story Telling - For trainers a...". It includes a list of bullet points:

- European Project "Eurotour Heritage" <https://medcenv.org/wp/eurotour-heritage/>
- "Participatory Research on Heritage- and Culture-Based Development: A Perspective from South-East Europe" Janez Nared and David Bole

Below the list, a paragraph states: "The activities will help participants to learn how to identify stakeholders and how to set a HPW up to create one or more discovery tour on the port heritage".

Further down, another list of bullet points is shown:

- Stakeholder mapping
- How to organize, set up and run an HPW

A blue button reads: "I completed this activity. Onto the next !". Navigation links "Previous" and "Next" are visible.

At the bottom, there is a "Discussion" section with a "Notes" tab. A text input field is labeled "Write your message" and a "Send" button is present. A blue callout bubble points to the discussion area with the text: "Discuss with other learners but also with trainers through individual and group discussion threads."

The URL at the bottom left is <https://medcenv.org/wp/eurotour-heritage/>.

Validate your new competences

Harbor Heritage Story Telling - For trainers a...

Previous Next

Activity 1

Activity 2

Module 3 - Evaluation Questionnaire

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

Question 9

Question 10

Module 4: Promotion a...

Module 5: Transversal ...

0%

Evaluation

Tick one or multiple answers

Question 1

Heritage interpretation is:

An exercise in collective intelligence with the aim of mutually enriching the reflections of several participants in order to produce a set of collective, concrete and shared proposals

An focus group led by a representative to define a local development approach

A collective committed to defining an advocacy strategy to defend the interests of the professional sector it represents

Submit the answer

- If you decide to work in complete autonomy, you can **check your new knowledge** through the quiz provided at the end of each module.



Harbor Heritage Story Telling



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CERTIFICATE OF COMPLETION

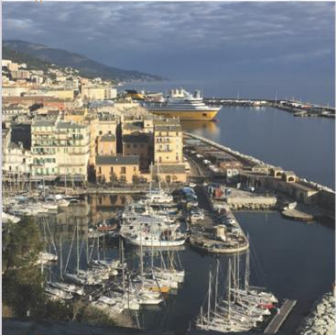
This certifies that

has completed

Module 3: Heritage interpretation & Heritage Ambassadors
of the course

Harbor Heritage Story Telling

Date of completion: August 17, 2021



- If you are participating to a face-to-face training or to blended learning sessions, please ask your trainer for the **Certification process**.

You can consult the [Competency framework](#) to learn about the expected learning outcomes.

Need help ?

Contact the HHST partner in your country:

- France – OT Bastia: Jean-Jacques Ristorcelli - jj.ristorcelli@bastia-tourisme.corsica
- France – Petra Patrimonia Corsica: Rémi Bellia - contact@petrapatrimonia-corse.com
- Italy – MEDORO: Giacomo Giusto - giacomo.giusto@medoroscarl.eu
- Croatia – Prokultura: Vesna Bulić - bulicv@gmail.com
- Greece - Mediterranean Center of Environment: Isabelle Trinquelle - itrinquelle@medcenv.org
- Greece - I.M.T.I.I.E: Nikolaos Melios - meliosni@otenet.gr

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