

GETTING STARTED GUIDE TEACHER MANUAL

DIGITAL TOOLBOX OF THE HOUSE OF EUROPEAN HISTORY

I. Our Learning Platform: Moodle

All modules of the Digital Toolbox are hosted on our learning platform, Moodle. It allows free access to content while enabling teachers to work with their students in closed learning groups.

II. What Equipment Do I Need?

- **Devices:** Laptop, tablet, or smartphone
- **Audio Equipment:** Headphones or speakers (to keep noise levels down during audio-visual activities in the classroom)
- **Connectivity:** Reliable internet access

III. Logging In and Creating Learning Groups

Logging in and creating learning groups is essential for working with your students in a secure learning environment. Follow these steps to set up a learning group and generate voucher access codes for your students:

1. On the landing page, click "Generate Access Codes".
2. Select the number of student and teacher accounts needed for your class.
3. Download the access codes as a .zip file. Important: Moodle will not keep a backup of these vouchers. If you lose them, you will need to create new ones.
4. Distribute one access code per student via email, messenger, or printout.
5. Students and teachers enter their access codes on the login page to join the group.
6. Students should enter their first names only to help with identification throughout the course, ensuring compliance with data protection regulations.
7. Click "Continue" to start the course.

IV. Recommendations

- Create one learning group for each class.
- Familiarise yourself with the login process before the lesson. Allocate enough time for Students to login, and plan for any troubleshooting that may be needed.
- Provide each student with an individual access code. You can continue using the same learning group for multiple lessons with the same class by reusing the access codes. There's no need to log out at the end of the lesson; simply close the browser window.
- To easily resume your work, bookmark the [website of the Digital Toolbox](#).

In case you have any non-urgent questions regarding a technical aspect of the Digital Toolbox, please email us at historia-learning@europarl.europa.eu.