

# Up2DigiSchool Learning platform

Hi! We are very pleased that you've decided to use our platform. Please let us explain how to use it in a couple simple points.

## About the access

### 1. How do you find the platform?

The entry point of the learning platform is <https://up2digischool.eu/educational-platform/>. The learning platform consists of Learning Management System (Moodle), File sharing, Video conferencing, Interactive Data Analysis, Online Surveys and Project Management tools.

### 2. How do you log in to the platform?

You can log in with your existing Google account, or by creating a dedicated account on the platform. However, it is not open for anyone. You need a secret registration code when logging in for the first time.

### 3. How do you get registration codes?

If you are a teacher, you get registration codes from [the project partner institution from your country](#). You get two codes for your school: one to be used by teachers and one for students. Your registration codes CANNOT be given to users from outside of your school, as the code binds users to specific school and roles within the platform.

If you are a student, you can get a registration code from your teacher.

## About the Learning Management System (Moodle)

### For teacher

You can create a course [in Moodle](#) by selecting "Create a course" on the main page. Students cannot create their own courses.

### Do you want to invite someone to your course in Moodle?

Simply send them the URL address of your course. Alternatively, they can find your course by name in the Moodle page.

You receive an email notification when a user is asking for enrollment. You can approve or not. Once approved, the user is notified by mail that they got enrolled.

### For student

You can't create courses on your own, but you can enrol in them. When you reach a desired course for the first time (by URL address or by name [in the Moodle page](#)), you are able to

enrol in the course (just click “Enrol me”). After approval from the course creator (e.g. your teacher), you are notified by mail about enrollment.

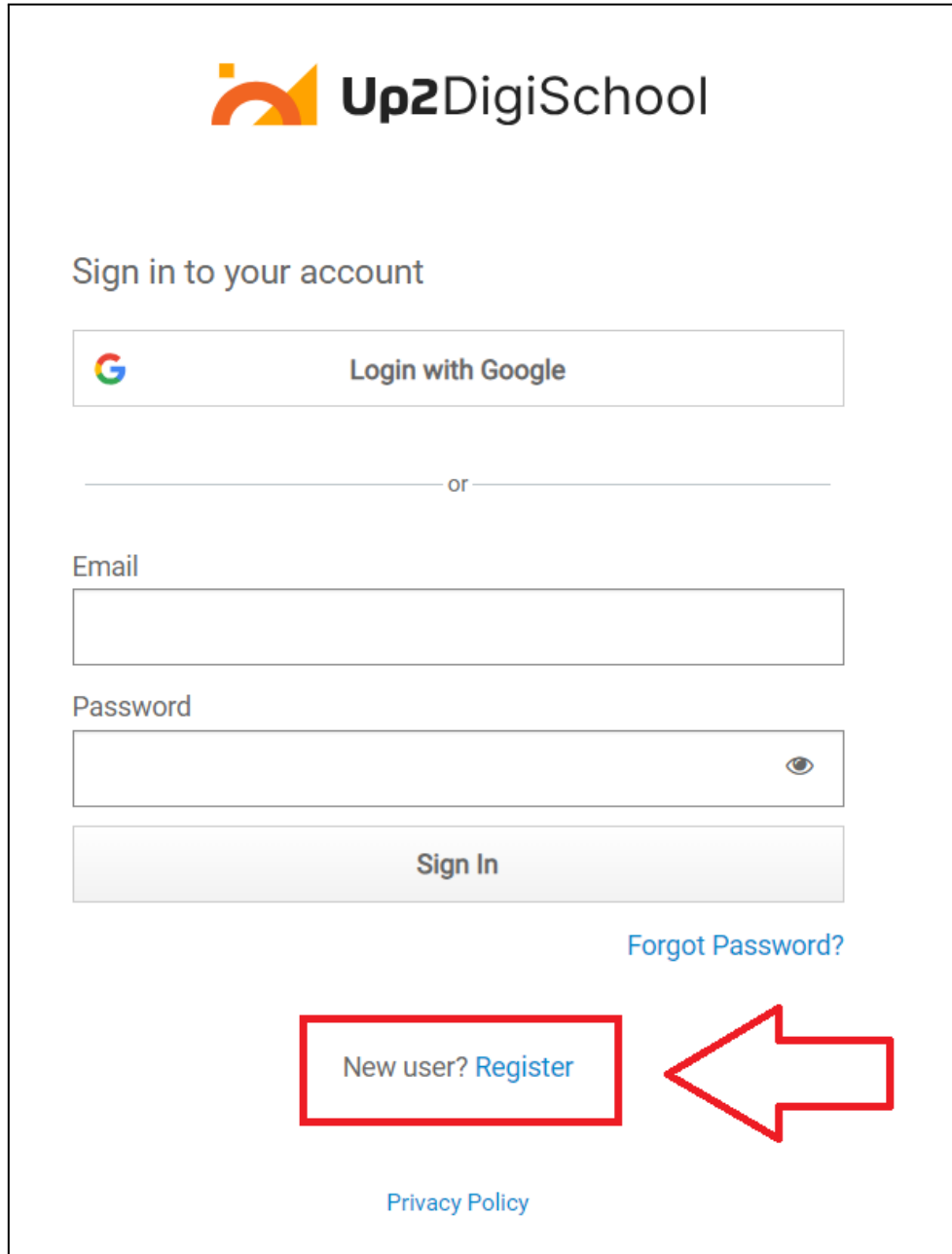
## Contact

### **Do you have any questions, comments, complaints?**

Do not hesitate to contact us at [contact@up2digischool.eu](mailto:contact@up2digischool.eu) or reach out directly to [the project partner institution from your country](#).

## How do you create a new account?

- The easiest way is to choose a Google account in the screen below, when you log in for the first time. Alternatively, click “Register” at the bottom.



The image shows the Up2DigiSchool login and registration interface. At the top is the Up2DigiSchool logo. Below it is the text "Sign in to your account". There is a "Login with Google" button with the Google logo. Below this is a horizontal line with "or" in the center. There are two input fields: "Email" and "Password". The "Password" field has an eye icon to toggle visibility. Below the input fields is a "Sign In" button. To the right of the "Sign In" button is a link "Forgot Password?". At the bottom, there is a button "New user? Register" which is highlighted with a red box and a red arrow pointing to it from the right. Below the "Register" button is a link "Privacy Policy".

- (only if you chose “Register”) Fill in the fields with your first and last name, e-mail address and password (your password must be a minimum of eight characters long and contain at least one uppercase and one lowercase letter (A, z), one numeric character (0-9), and one special character (such as !, %, @, or #). Don’t forget to solve a CAPTCHA! To finish, click “Register”.



## Register

First name


Last name

Email

Password

(min. 8 characters incl. upper and lowercase letters, digits and special characters)

Confirm password

I'm not a robot  
 reCAPTCHA  
[Privacy - Terms](#)

[« Back to Login](#)

- Next, you can read our privacy policy. Please indicate whether you have already turned 16 or not - if you are younger, you need to ask your parent or caregiver to give consent for your data processing.



Privacy Policy

Privacy Policy

<https://up2digischool.eu/privacy-policy/>

Are you over 16 years old?

No

Yes

Accept

[Privacy Policy](#)

- (only if you chose "Register") Then, you need to verify your account by clicking a link sent to you by email. If you can't see the message, please check your SPAM folder.



## Email verification

You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email?

[Click here](#) to re-send the email.

Have you verified your e-mail address?

[Proceed](#)

[Privacy Policy](#)

Dear

Someone has created a Up2Digi SSO account with this email address. If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)



This link will expire within 5 minutes.

If you didn't create this account, just ignore this message.

Best regards  
Up2DigiSchool Project Team

- Insert the enrollment code (you should have received the code along with this instruction)



Enter the enrollment code you have received.

Code

Submit

[Privacy Policy](#)

- All set! Your account is ready to be used.