



Ministry of Finance,
National Planning and Trade



Funded by the European Union

EPA Project E-Learning Platform User Manual

INTRODUCTION

The EPA Programme has a strong emphasis on sustainable capacity building aimed at facilitating a wide range of demand-driven formal learning and mentorship across several topics and themes.

More information about the EPA capacity building project can be found here:



The EPA Programme E-Learning Platform was created as part of the Programme's capacity building strategy in order to provide quality blended education to the EPA Programme beneficiaries in a wide range of topics including ASYCUDA; EPA implementation skills and agriculture and fisheries Value chains.

The E-Learning modules are delivered through innovative and interactive tools and resources including video presentations, knowledge reviews, course notes and assessments.

More information about the EPA MOODLE training platform can be found here:



How to sign-up to the EPA training platform?

Open the page: <https://e-learning.epa.gopa.de>

1. Click on Sign-up
2. Scroll to the bottom of the page to consent to the Terms and Conditions. After you agree with the Terms and Conditions, a registration form will open.
3. Input the required information.

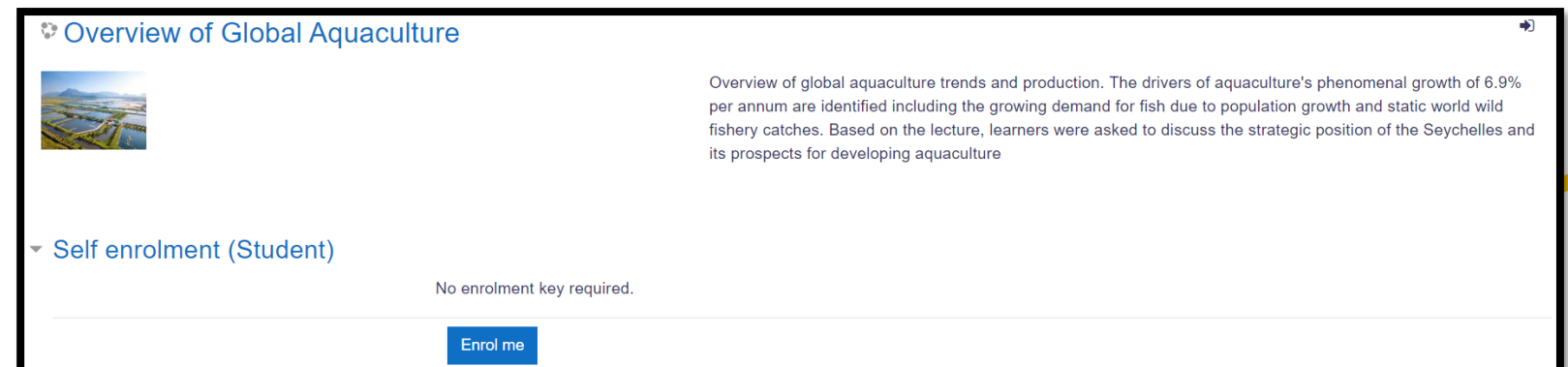
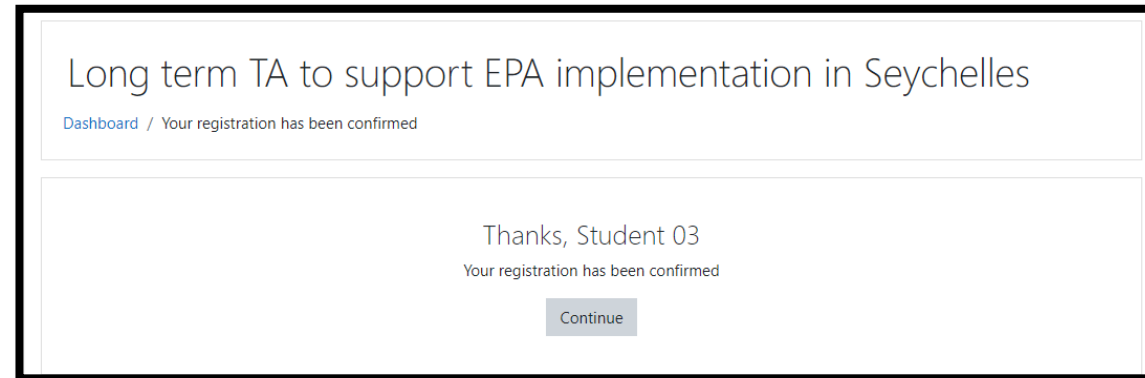
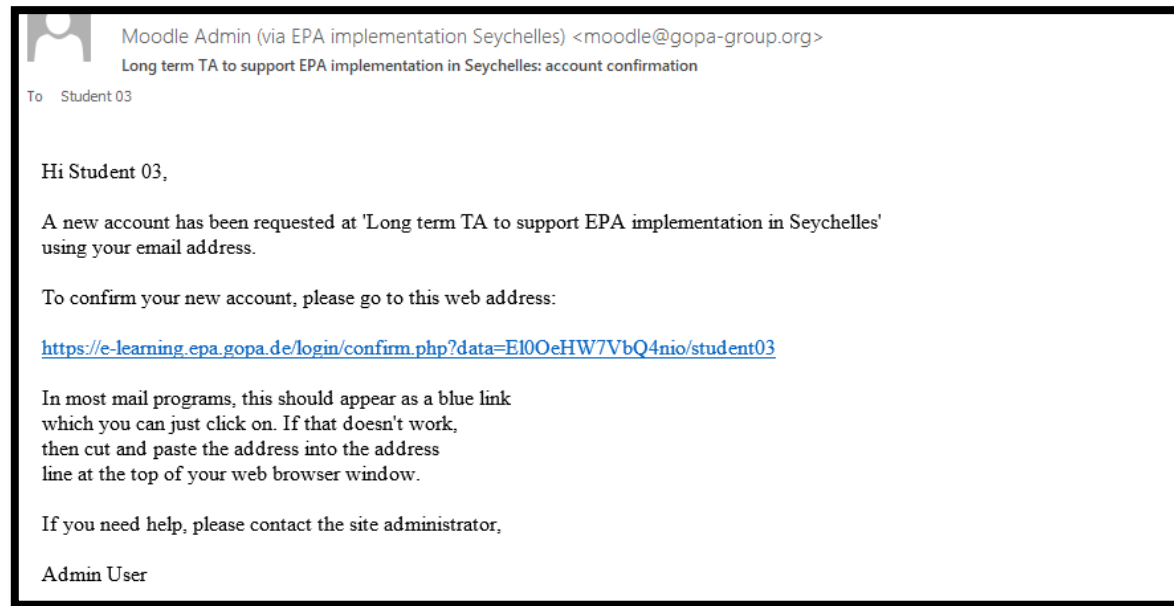
The screenshot shows the website interface. At the top, the navigation bar includes 'EPA implementation Seychelles', 'All courses', 'Course search', 'Terms and conditions', 'Desktop app download', 'Sign-up' (circled in red), and 'You are not logged in. (Log in)'. A large green number '1' is positioned to the right of the 'Sign-up' button. Below the navigation bar, there is a paragraph of text starting with 'b) use the Platform in any way that is inappropriate, illegal or may adversely affect the EPA programme's reputation in any way.' This is followed by two sections: '9. Privacy and Confidentiality' and '10. Applicable Law and Jurisdiction'. At the bottom of the page, a blue button labeled 'I agree to the TERMS AND CONDITIONS' is circled in red, with a large green number '2' next to it. A 'Back to top' link is visible in the bottom right corner.

The screenshot shows the 'New account' registration form. It is divided into several sections: 'Choose your username and password', 'More details', and 'Additional fields'. The 'Choose your username and password' section has fields for 'Username' and 'Password', both with red error icons and messages: '- Missing username' and '- Missing password'. Below this, the 'More details' section includes fields for 'Email address', 'Email (again)', 'First name', 'Surname', 'City/town', and 'Country' (a dropdown menu). The 'Additional fields' section includes 'Institution name' (with the example 'i.e. Customs administration'), 'Department', and 'Function/position in the institution' (with a dropdown menu showing 'Officer'). At the bottom, there are two buttons: 'Create my new account' and 'Cancel'. A large green number '3' is positioned to the right of the form.

E-mail address confirmation

After you finish filling-up the required information in the registration form, you still need to go through the following steps:

- A notification e-mail, which includes a verification link, will be sent you via e-mail. *In case the e-mail is not received, please check your spam and junk folder.*
- Follow the link to confirm your account. *This step will lead you to the platform again.*
- Click on the Continue button and your dashboard will be open.
- Now, you are ready to enrol yourself to any of desired course(s). By clicking on enrol me button.

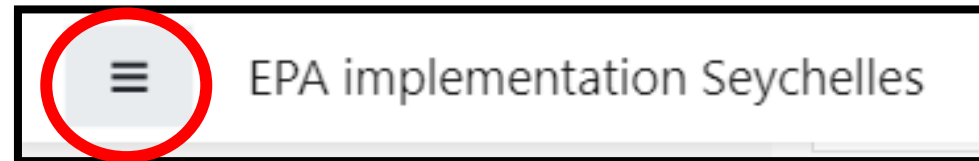


Dashboard

Everyone in EPA platform has their own personal page, referred to as a dashboard.

You will be taken to the dashboard after logging in or it can be accessed by clicking the user menu in the navigation draw.

Dashboard is a page where you have an overview of the courses that you're enrolled in and any activities which need to be given attention to.



Dashboard example

This user is enrolled to the course titled "E-learning" and has access to the EPA Training Library.

The screenshot displays a web dashboard for 'EPA implementation Seychelles'. The browser address bar shows 'e-learning.epa.gopa.de/my/'. The navigation bar includes 'All courses', 'Course search', 'Terms and conditions', 'Desktop app download', and 'Sign-up'. The user is identified as 'Student 03'.

Dashboard Sidebar:

- Dashboard
- Site home
- Calendar
- Private files
- My courses
- E-Library
- e-learning

Main Content Area:

- Recently accessed courses:** No recent courses.
- Timeline:** No upcoming activities due.
- Course overview:** Filtered to 'All (except removed from view)'. Shows two course cards: 'Training development E-learning' and 'E-Library EPA Training Library'.
- Private files:** No files available. Includes a 'Manage private files...' link.
- Online users:** 2 online users (last 5 minutes): Student 03 and Maher Alsedda.



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Thank you for your attention