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**Erasmus+ Small-scale partnerships in vocational education and training**

# Bridge4Mothers

**2025-1-DE02-KA210-VET-000359232**

# Digital Literacy & Upskilling Programme

# Learner Guide

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# Introduction

Welcome to the Bridge4Mothers learning platform.

This guide will help you:

- understand how the course works,
- navigate Moodle,
- complete activities,
- and access support during the programme.

# How to Use Moodle

## Logging In

Use your username and password provided by your trainer or organisation.

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# Accessing Modules

Each course module contains:

- learning materials,
- activities,
- assignments,
- quizzes,
- and discussion forums.

Complete modules in order unless instructed otherwise.

# Viewing Resources

You can access:

- videos,
- presentations,
- PDFs,
- downloadable worksheets,
- and external links.

Click directly on the resource title to open materials.

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# Completing Activities

Activities may include:

- quizzes,
- assignments,
- reflections,
- forum discussions,
- or practical exercises.

Read instructions carefully before starting.

# Uploading Assignments

To upload an assignment:

1. Open the activity
2. Click “Add submission”
3. Upload your file
4. Click “Save changes”

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# Participation Expectations

Participants are encouraged to:

- engage respectfully,
- participate actively,
- support peers positively,
- complete activities regularly,
- and communicate openly with trainers.

# Assessment Methods

Assessment in this programme is:

- supportive,
- flexible,
- and learner-centred.

Assessment may include:

- quizzes,
- practical tasks,
- reflection exercises,
- self-assessment,
- and participation activities.

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# Technical Support

If you experience technical difficulties:

- contact your trainer,
- use the Moodle messaging system,
- or post in the support forum.

# Learning Support

Remember:
You are not expected to know everything immediately.

This programme supports:

- learning step by step,
- confidence-building,
- and personal growth.

Take your time and ask for help whenever needed.

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