

A European Community of SMEs built on Environmental Digital Content and Languages

D2.3: TRAINING PLATFORM USER'S MANUAL

| Work package | WP2 - TRAINING | | |
|-----------------------|-------------------------------------------------|--|--|
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1 Document change log

| Version | Date | Changed by | Changed Sections | Changes made |
|---------|------------|-------------------------|------------------|-----------------------|
| 1.0 | 30.10.2013 | Author/ Contributors | All | First version |
| 2.0 | 20.12.2013 | Author/ Contributors | All | Revision of all parts |
| 3.0 | 06.02.2014 | Author/ Contributors | All | Revision of all parts |





2 Introduction

This deliverable contains the user's manual of the smeSpire training platform.

Following this manual the users can access the on-line platform, which contains modules that can be used by the smeSpire network members in a very flexible way, coherently with the vocational training curricula developed by smeSpire (Deliverable D2.1) based on a series of Job Profiles and Business Processes related to INSPIRE implementations.

The smeSpire network members can:

- Follow the modules corresponding to the learning paths suggested by smeSpire for the three Job Profiles, identified below:
 - o INSPIRE non-technical expert (management) | click for more details
 - o INSPIRE spatial data technical expert | click for more details
 - o INSPIRE network services technical expert | click for more details
- Build their own self-customised learning paths in order to fill-in their own skill and knowledge gaps, selecting the modules they find more appropriate.

Each module contained in the platform has a set of metadata, which support the users to select/build the learning paths.

The release of this deliverable was delayed because the preparation of part of the training material was delayed in order to take into account some updates of the INSPIRE technical and legislative documentation occurred in mid-December.

3 Training platform user's manual

3.1 smeSpire website

Click "smeSpire training platform" to access the available training modules.



The smeSpire training offer

- ➤ Training modules are available to the smeSpire Network members.
- > If you are already a member, click the "training access" button to enter the E-learning platform.

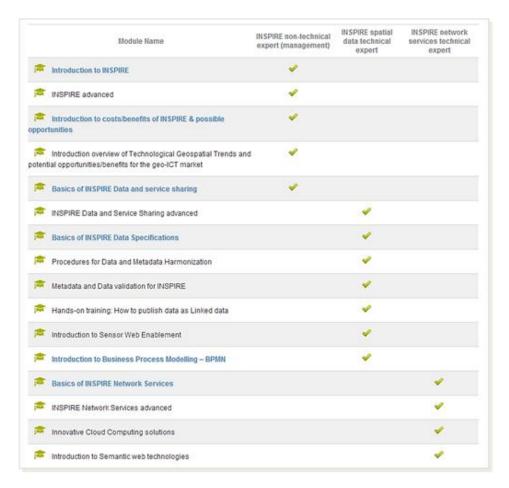






The smeSpire training access

- > If you want to learn more about the available training modules, check the modules list.
- ➤ Click the module name to have more information (module metadata) or direct access to the training material.
- Choose the more suitable Training Modules based on your professional profile (learning paths).



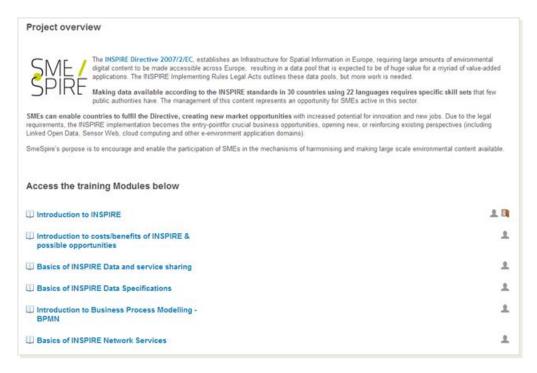
List of Training Modules available





3.2 smeSpire training platform

➤ In the smeSpire Training Platform, click the module name to access the training material.



Access to training material

- > When required enter your username and password to access the training material.
- ➤ Use the same **smeSpire member credentials** used for accessing the Best Practices and Database applications



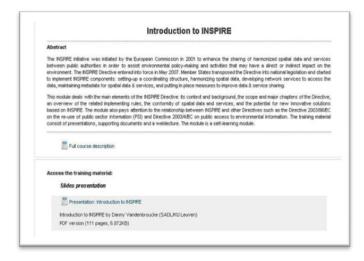
Log-in





3.3 Access to the Training Modules

➤ Click the full course description to have more information about the module or access the training content. Training resources are available as weblectures, slide presentations and text lectures.





Example of training module

Example of training material

After completing the training module do not forget to fill in the evaluation questionnaire



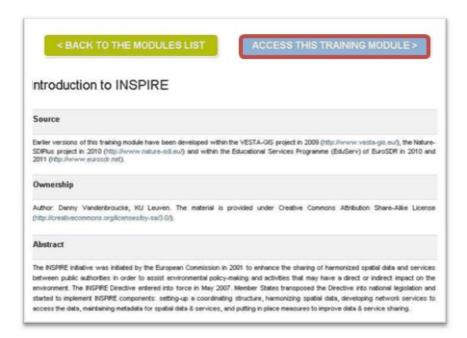
Module evaluation

3.4 Direct access to the Training Module

> Get direct access to the training content from each of the modules description (metadata) page.







Modules direct access

3.5 User's manual

The user's manual is available for download from the "smeSpire Training Platform" section in the project website







www.smespire.eu

Training platform user's manual









Training Platform

Click "smeSpire training platform" to access the available training modules.



Training access

Training modules are available to the smeSpire Network members.



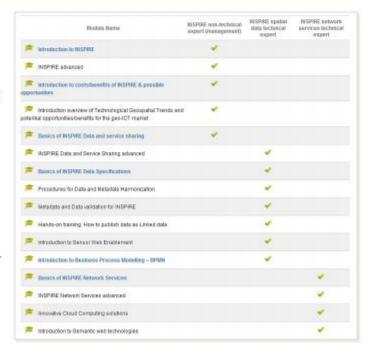
If you are already a member, click the "training access" button to enter the Elearning platform.

List of Training Modules

If you want to learn more about the available training modules, check the modules list.

Click the module name to have more information (module metadata) or direct access to the training material.

Choose the more suitable Training Modules based on your professional profile (learning paths)





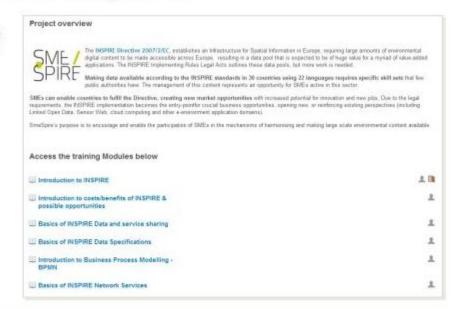






Access to the E-learning Platform

Click the Module name to access the training material.



Log in

When required enter your username and password to access the training material.

Use the same **smeSpire member credentials** used for accessing the Best Practices and Database applications



Access to the Training Module

Click the full course description to have more information about the module or access the training content.









Access to the Training Module

Training resources are available as weblectures, slide presentations and text lectures.



After completing the training module do not forget to fill in the evaluation questionnaire



Modules direct access

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