

# **NOODLE USER MANUAL** For the EqPay4all Virtual Think Tank

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# 1. Introduction

Welcome to the Moodle platform for the **EqPay4all Virtual Think Tank (VTT)**. This guide is designed to help you effectively navigate the platform, access training materials, complete quizzes, and interact with instructors and peers.

#### 1.1 The Purpose of this Manual

This manual aims to support your use of the **EqPay4all Virtual Think Tank (VTT)**. Whether you're engaging with course materials, participating in discussions, or completing activities, this guide provides the tools and instructions necessary to confidently use the platform. Here's what you can expect:

- Get the Most Out of the Platform: This guide will help you navigate the **EqPay4all VTT** so you can easily access your course, find resources, and take part in discussions.
- **Find What You Need, Fast**: Step-by-step instructions will show you how to use the platform smoothly, from enrolling in courses to completing quizzes.
- **Connect Equal Pay to Your Learning**: The courses are designed to help you understand pay equity and why it matters. This guide will support you in applying these insights to your studies, work, and everyday life.
- **Engage and Take Action**: Equal pay is an important issue and your participation matters! Get involved in discussions, complete activities, and explore how you can make a difference.

1.2 How to Use This Manual and the Course

Before you get started, here are a few key things to know.

The **EqPay4all** course can be completed in your own time, working independently, or with the guidance of a trainer in a structured learning setting (either live or at your own pace). If you're learning with a trainer, they will help facilitate discussions, answer questions, and support your overall learning experience.

To help you understand some key terms, here is a simple glossary:

- Trainer A person who guides and supports learners, helping to facilitate discussions and ensure that everyone stays engaged with the course.
- Learners/Participants Anyone taking part in the course, including students, trainees, and individuals interested in the topic.
- The Project Refers to the **EqPay4all** initiative.
- Moodle LMS Moodle is an online Learning Management System (LMS) used to create personalised learning environments.



- Courses The project is divided into four different courses, each focusing on a specific aspect of equal pay and related issues.
- Subtopics- Sections within a course that break down key topics in a structured way.
- Learning Objectives Clear goals that outline what you should be able to understand and demonstrate by the end of the course.
- External Content/Sources Any materials included in the course that were not created by the EqPay4all project.

#### 1.3 How This Guide is Structured

**1** First, we will introduce the basics of Moodle LMS so you can understand how the platform works and the learning approach used in this course.

2 Next, we will guide you through accessing the **EgPay4all** platform, setting up your account, and enrolling in your courses.

**3** Once your account is set up, we will walk you through how to work through your courses, making sure you can navigate everything with ease.

4 After that, we will break down the structure of the **EqPay4all** course, including the main topics covered and the learning objectives.

**6** We will then go over the guizzes at the end of each course, as well as how to earn certificates for completing tasks and quizzes.

## 2. Introduction to the EqPay4all Moodle Platform

The EqPay4all VTT is hosted on Moodle - a popular online learning platform designed to make education accessible and interactive.

#### What is Moodle?

Moodle is a learning management system (LMS) used by educators and organisations worldwide to deliver online courses. It provides a flexible, user-friendly space where you can access learning materials, complete activities, take guizzes, and engage with others.

#### How does it work?

Once you log in, you will have access to your **My Courses** page, where you can see your courses and course progress. The project is structured into courses, with subtopics, videos, a Mentor Network, Map of Bodies and interactive discussions to help you learn at your own pace.





Why is Moodle used for EqPay4all?

The **EqPay4all** project is committed to making learning about pay equity engaging and accessible. Moodle allows you to:

- Learn at your own pace, from anywhere.
- Engage with course materials, including videos, readings, and quizzes.
- Participate in discussions with others interested in the topic.
- Track your progress and achievements, earning certificates as you complete courses.

This guide will help you navigate the platform smoothly so you can focus on learning.







#### 2.1 Accessing the Platform

#### The EqPay4all VTT can be accessed at <a href="https://vtt.eqpayforall.eu/">https://vtt.eqpayforall.eu/</a>

In the next images, you will see several screenshots of the Moodle platform where you can create an account and enrol in the **EqPay4all** courses. These images aim to help you get acquainted with the platform to take the most advantage of it and achieve the best results.



Figure 1

Welcome to the VTT home page. From here you can select your preferred language, set up an **EqPay4all** account, login to your account, access the platform forum, Mentor Network and Map of Bodies, as well as access each of the four **EqPay4all** courses. You can change the website to your language by clicking on the language selection button in the top right-hand corner of the page.







### 2.2 Create an Account



Figure 2

To create a new account, you must click on **Log in** in the top right corner (*Figure 2*) and scroll down until you find the **Create new account** button.

	Eq Pay 4all	
	Username or email Password Im not a robot	
7	Log in	
	Is this your first time here? For full access to this site, you first need to create an account. Create new account	
	English (en) V Cookies notice	5

Figure 3

Click **Create a New Account** and follow the registration steps. After completing the setup, you will be required to confirm your e-mail account (a verification email was sent to the email you chose for the setup). To be assigned the role of a mentor, please see <u>Chapter 14 Mentor Registration</u> in this manual.



## 2.3 Account login

- Enter your username and password.
- If you forget your password, use the **Lost Password?** option to reset it.

	EqPay 4 all	
	Username or email	
	Password	
	l'm not a robot	
	Log in	
	Lost password?	
	Is this your first time here?	
	For full access to this site, you first need to create an account.	
	Create new account	
	English (en) Y Cookies notice	3
~		0

Figure 4





## 3. Course Enrollment

Once you have confirmed your email and logged into your account in the platform you will need to enrol in your course.

There are four courses in the **EqPay4all** project:

- 1. Mind the Gap
- 2. No One Needs Stereotypes
- 3. Stories of Heroines
- 4. Work-life (Im)Balance



Figure 5

To enrol follow these steps:

**Step 1**. Make sure you are on the Home page. You can click on the **Home** button to go to the home page.

**Step 2.** Scroll down on the home page until you see the **Available courses** text. Click on a course title, e.g. **Mind the Gap** (*Figure 5*).







**Step 3**. You will be redirected to the **Enrolment Options** page, click the button **Enrol me**.



Figure 7

Upon successful enrolment, you will be redirected to your course and you will see a green banner with the text **You are enrolled in the course** (*Figure 8*).

Gan Home My courses		4 🖵 et ~
×		<
~ Welcome	Mind the Gap	
Learning Outcomes		
~ Introduction	Course Grades More -	
Intro Video		
<ul> <li>Understanding the Gap</li> </ul>		^
Introduction		
Horizontal Segregation	Velcome Colla	pse all
Vertical Segregation		
Other Factors		
Summary		
✓ EU Data		_
EU Data 2022		
EU Data 2018	Vo	
EU Data 2023		0
EU in Motion		

Figure 8

Once enrolled, you can begin working through the subtopics of the course.





# 4. How to Complete a Course

- Each course contains subtopics with resources such as videos, links, quizzes and PDFs.
- Click on the link or material to view or access it.
- PDF files need to be downloaded.

#### 4.1 Introductory Videos

Each course has an introductory video to show you the main ideas that each course addresses. All videos have subtitles for *Greek*, *Latvian*, *Polish*, and *German* which can be accessed via the settings button.

Figure 9

	Mark as done
EqPay4all Module two: No One Needs Stereotypes	→ Share
Eq Pay dall	<b>7</b>
MORE VIDEOS	tettings
30 0:00 / 0:48	♥ YouType []

#### 4.2 Course Index

Each course has a **Course Index** which is accessed on the *left-hand* side of the page. Toggle the **Open course index** button to open and close the course index (*Figure 10*).

Open course index     Mind the Gap	<
Mind the Gap	
Course Grades More ~	
Welcome Collapse all	
	_

Figure 10

Course subtopic titles are listed in the **course index**, a bit like a table of contents.



entry Home My courses		. ↓ ↓ st ~
Close course index		<
✓ Welcome	Mind the Gap	
o Learning Outcomes		
~ Introduction	Course Grades More -	
o Intro Video		
<ul> <li>Understanding the Gap</li> </ul>	Welcome Collapse of	di
o Introduction		
O Horizontal Segregation		
<ul> <li>Vertical Segregation</li> </ul>		
0 Other Factors		
<ul> <li>Summary</li> </ul>	THE CON	
✓ EU Data		_
o EU Data 2022		
o EU Data 2018		-
o EU Data 2023		
o EU in Motion		

Figure 11

Work through your course by scrolling down the page and engaging with the course content.

#### 4.3 Subtopic Completion

You can track your progress throughout the course by toggling the completion button from **Mark as done** to **Done** as you complete each section (*Figure 12, 13*).

e For Pay Home My courses		↓ 🖵 st -
		<
✓ Welcome		
earning Outcomes	Understanding the Gap	
<ul> <li>✓ Introduction</li> </ul>	Mark as done	
ntro Video	Introduction to the Gender Pay Gap	
<ul> <li>Understanding the Gap</li> </ul>	The gender pay gap is the difference in earnings between women and men, caused by factors like job types, hours worked, education, experience, and discrimination.	
o ntroduction		
O Horizontal Segregation		
<ul> <li>Vertical Segregation</li> </ul>	MIND	
o Other Factors	THE GAD	
o Summary		
V EU Data		_
o EU Data 2022		
o EU Data 2018		
o EU Data 2023	ARM JON AT	?
o EU in Motion	LEN. KNO AC.	

Figure 12



As you mark tasks as **Done**, a green completion circle will appear next to each lesson heading in the course index, indicating your progress. In this way you can keep track of where you are up to in your course. You can think of this function as being like a bookmark.



Figure 13

It is important to complete each task and mark all as **Done** to be awarded a course certificate.

When you have completed all course subtopics and marked them as **'Done'**, all the points next to the titles in the course index will turn green *(Figure 14)*.

Gall Home My cou		
× (1)	support, and career opportunities. Mentors can also help with salary negotiations and career appartant	Open block drawer
<ul> <li>EU Data</li> </ul>	<ul> <li>Seeking Transparent Employers: Choose to work for organisations that are clear about</li> </ul>	
• EU Data 2022	their pay structures and have fair pay policies.	
EU Data 2018		
• EU Data 2023		
<ul><li>EU in option</li><li>s</li></ul>		
<ul> <li>EU Initiatives</li> </ul>		
<ul> <li>Legislation</li> </ul>		
<ul> <li>Programs and Actions</li> </ul>		
Empowerment Approaches		
<ul> <li>Mentorship Programs and</li> </ul>	Advocating for Policy Changes: Support pay equity by backing policies such as regular	
Summary	pay audits, clear job roles, and tair pay scales. <ul> <li>Educating Oneself on Rights: Stay informed about labor laws and pay equity rights.</li> </ul>	
<ul> <li>Strategies and Solutions:</li> </ul>	Knowing legal protections helps individuals take action against pay discrimination. • Raise Awareness: Support campaians that raise awareness about the pay app. Public	
<ul> <li>Strategies and Solutions:</li> </ul>	education can change cultural norms and pressure employers to address pay	
<ul> <li>Negotiation Skills</li> </ul>	Gildio Kos.	
<ul> <li>Negotlate Effectively</li> </ul>		
<ul> <li>Pay Analysis Tools</li> </ul>		
Organisation's Internal Poli	✓ Done	^
<ul> <li>Individual &amp; Societal</li> </ul>	Reducing the gender pay gap promotes equality and fairness, ensuring everyone is paid	
<ul> <li>Conclusion</li> </ul>	fairly and supporting women's economic independence. It also benefits businesses and society by using everyone's full potential. Educating people and making changes can help	
Conclusion	close the gap.	?

Figure 14





# 5. Taking Quizzes

When you have completed your course you can take a self-assessment quiz to test your knowledge. Your quiz is listed in the **Course Index**, as shown in *Figure 15.* 

Gall Home My course	5	. ↓ ↓ st ~
× •		
o Mentorship Programs and	Mind the Gap > Self-assessment Quiz Mind the Gap Quiz	
o Summary		
v Strategies and Solutions:	Mind the Gap Quiz	
<ul> <li>Strategies and Solutions:</li> </ul>		
<ul> <li>Negotiation Skills</li> </ul>	To do: Receive a grade To do: Receive a passing grade	
<ul> <li>Negotiate Effectively</li> </ul>		
<ul> <li>Pay Analysis Tools</li> </ul>	Attempt quiz	
<ul> <li>Organisation's Internal Polic</li> </ul>	Grading method: Highest grade	
<ul> <li>Individual &amp; Societal</li> </ul>	Grade to pass: 10 out of 10	
~ Conclusion		
0 Conclusion		
✓ Self-assessment Quiz		
O Mind the Gap Quiz		
> References		2
> Download course PDF	the European Union Website	

Figure 15

#### V ECPay Home My course .↓ .↓ st : × Mentorship Programs and ... Mind the Gap > Self-assessment Quiz Mind the Gap Quiz Quiz navigation o Summary 1 2 3 4 5 6 Mind the Gap Quiz Strategies and Solutions: 7 8 9 10 o Strategies and Solutions: Back Negotiation Skills O Negotiate Effectively Question 1 What is the gender pay gap? Pay Analysis Tools Not complete Marked out of a. The difference in average working hours between men and women. o Organisation's Internal Polic... Flag restion • b. The difference in average earnings between women and men. Individual & Societal O c. The difference in educational attainment between men and women. ~ Conclusion o Conclusion Self-assessment Quiz Question 2 o Mind the Gap Quiz Which of the following best describes vertical segregation? Not complete > References Marked out of $\hfill\square$ a. Men and women working in different industries ? b. Women being more likely to work part-time > Download course PDF

Click on the 'Attempt quiz' button to enter the quiz

Figure 16





Answer the questions to test your knowledge. Check each answer as you progress and try again if you make a mistake until you find the correct answer.

4 Home My co		
		Check
Mentorship Programs and		Conec) Marks for this submission: 1/1.
Strategies and Solutions: Strategies and Solutions: Negotiation Skills Negotiate Effectively Pay Analysis Tools Organisation's Internal Polic Individual & Societal	Question 10 Correct Mark I out of 1 P Rag question	<ul> <li>Which of the following tools is commonly used for salary benchmarking and pay comparison?</li> <li>a. Microsoft Excel</li> <li>b. Glassdoor ?</li> <li>c. Linkedin News</li> <li>d. Google Docs</li> </ul>
nclusion nclusion •assessment Quiz		Conse) Marks for this submission: 1/1.
Mind the Gap Quiz References		Finish attempt

Figure 17

Once you have answered all the questions correctly, click the **Finish attempt** button at the bottom right-hand corner of the page to access your quiz summary (*Figure 17*).

G Pay Home My cour	ses		.↓
× :	Back		<
o EU in Motion	Mind the Gap Quiz		
O Summary	Summary of attempt		
<ul> <li>EU Initiatives</li> </ul>	Question	Status	Marks
<ul> <li>Legislation</li> </ul>			
<ul> <li>Programs and Actions</li> </ul>	1	Correct	1
<ul> <li>Empowerment Approaches</li> </ul>	2	Correct	1
<ul> <li>Mentorship Programs and</li> </ul>	3	Correct	1
<ul> <li>Summary</li> </ul>	4	Correct	1
<ul> <li>Strategies and Solutions:</li> </ul>	-		
<ul> <li>Strategies and Solutions:</li> </ul>	5	Correct	1
<ul> <li>Negotiation Skills</li> </ul>	6	Correct	1
<ul> <li>Negotiate Effectively</li> </ul>	7	Correct	1
<ul> <li>Pay Analysis Tools</li> </ul>	8	Correct	1
<ul> <li>Organisation's Internal Poli</li> </ul>	9	Correct	1
<ul> <li>Individual &amp; Societal</li> </ul>	10	Control	,
<ul> <li>Conclusion</li> </ul>	10	Correct	
O Conclusion			_
<ul> <li>Self-assessment Quiz</li> </ul>		Return to attempt	^
0 Mind the Gap Quiz		Submit all and finish	
> References			<b>9</b>
> Download course PDF			•

Figure 18





Figure 19

Check your marks in your **Summary of attempt** (*Figure 18*). You need 7 correct answers to pass the course. If you are happy with your answers click the **Submit all and finish** button. On the next page, click **Finish review** (*Figure 19*) to complete the quiz.



16



# 6. Claim Your Certificate

Once you have marked all topics and subtopics as **done** - <u>with a green dot appearing</u> <u>next to every title in the course index</u> - and once you have successfully completed the course quiz, your course certificate will become available for you to claim, as shown in *Figure 20.* 

I   I   Claudia Goldin   Eleni Glykatzi: Arveler   Case Studies II: Arts   2 Jolia Stryleńska   Rina Katsell   Case Studies III: Society   Erin Brockovich   Dana Rone   Dana Rone   Dana Rone   Dana Rone   Dana Rone   Crading method: Highest grade   Grade to pass: 10.00 out of 10.00   Your attempts   Attempt 1   Statue   Statue   Insersessment Quiz   Heroines Quiz   Conclusion   Statue   Statue   Insersessment Quiz   Heroines Quiz   Completed   Useday, 1 April 2025, 11:40 AM   Completed   Useday, 1 April 2025, 11:40 AM	CONTRACTOR My courses	
<ul> <li>Claudia Goldin</li> <li>Eleni Glykatzi-Arveler</li> <li>Case Studies II: Aris</li> <li>Zofia Shryeńska</li> <li>Rina Katseli</li> <li>Case Studies II: Society</li> <li>Ein Brockovich</li> <li>Dana Rone</li> <li>Dor, Irena Eiis</li> <li>Laskarina Bouboulina</li> <li>Sati-assessment Quiz</li> <li>Sati-assessment Quiz</li> <li>Setf-assessment Quiz</li> <li>Attempt 1</li> <li>Siardis Finished</li> <li>Siardis Finished</li> <li>Siardis Finished</li> <li>Siardis Ginadia Quiz</li> <li>Reterences</li> </ul>		
<ul> <li>Eleni Giykatzi-Arveler</li> <li>Case Studies II: Ars</li> <li>Zofia Strylefnka</li> <li>Rina Katseli <ul> <li>Case Studies III: Society</li> <li>Eini Brockovich</li> <li>Cana Rone</li> <li>Dana Rone</li> <li>Dana Rone</li> <li>Dana Rone</li> <li>Dana Rone</li> <li>Dana Rone</li> <li>Crading method: Highest grade</li> <li>Grading method: Highest grade</li> <li>Grading method: Highest grade</li> <li>Grade to pass: 10.00 out of 10.00</li> </ul> </li> <li>Your attempts</li> <li>Statian Bouboulina</li> <li>Self-assessment Quiz</li> <li>Heroines Quiz</li> <li>Complete Tuesdoy, 1 April 2025, 11:44 AM</li> <li>Complete Tuesdoy, 1 April 2025, 11:44 AM</li> <li>Duration 4 mins 1 sec Review</li> </ul>	Claudia Goldin     Stories of Heroines	> Self-assessment Quiz Heroines Quiz
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<ul> <li>2 Otla Shrijeńska</li> <li>Riha Katsell</li> <li>Case Studies III: Society</li> <li>Erih Brockovich</li> <li>Dana Rone</li> <li>Dana Rone</li> <li>Grading method: Highest grade</li> <li>Grade to pass: 10.00 out of 10.00</li> <li>Tour a Eris</li> <li>Caskarina Bouboulina</li> <li>Vour aftempt s</li> <li>Attempt 1</li> <li>Status</li> <li>Status</li> <li>Finished</li> <li>Status</li> <li>Finished</li> <li>Status</li> <li>Tuesday, 1 April 2025, 11:40 AM</li> <li>Completed</li> <li>Tuesday, 1 April 2025, 11:44 AM</li> <li>Durraion 4 mins 1 sec</li> <li>Review</li> </ul>	Case Studies II: Arts	is Quiz
• Rina Katsell   • Case Studies III: Society   • Erin Brockovich   • Dana Rone   • Dana Rone   • Dr. Irena Eris   • Laskarina Bouboulina   • Conclusion   • Self-assessment Quiz   • Hercines Quiz   • Review    Completed Tuesdoy, 1 April 2025, 11:44 AM Duration 4 mins 1 sec Review	Zofia Stryjeńska	
Case Studies III: Society     Erin Brockovich     Dana Rone     Grading method: Highest grade     Grade to pass: 10.00 out of 10.00     Dr. Irena Eris     Laskorina Bouboulina     Vour attempts     Attempt 1     Conclusion     Solda Murad Basee Taha     Conclusion     Solda Started Tuesday, 1 April 2025,     11:40 AM     Completed Tuesday, 1 April 2025,     11:44 AM     Claim your Stories of Heroin     Kerterences	Rina Katselli	grade V Done: Receive a passing grade
Eth Brockovich     Dana Rone     Dr. Irena Eris     Laskarina Bouboulina     Laskarina Bouboulina     Nadia Murad Basee Taha     Conclusion     Self-assessment Quiz     Heroines Quiz    Claim your Storles of Heroin     References <b>Your attempts Started Tuesday, 1 April 2025, 11:40 AM   <b>Duration 4 mins 1 sec Review</b> </b>	Case Studies III: Society	
Canading method: Highest grade     Grade to pass: 10.00 out of 10.00     Grade to pass: 10.00 out of 10.00     Canading Muthod: Highest grade     Grade to pass: 10.00 out of 10.00     Your attempts     Attempt 1     Conclusion     Status Finished     Status Finished     Status Finished     Status Finished     Status Finished     Completed Tuesday, 1 April 2025,     11:40 AM     Claim your Stories of Heroin     Review     Review	Erin Brockovich	1
<ul> <li>Dr. Irena Eris</li> <li>Laskarina Bouboulina</li> <li>Nadia Murad Basee Taha</li> <li>Conclusion</li> <li>Started Tuesday, 1 April 2025, 11:40 AM</li> <li>Heroines Quiz</li> <li>Completed Tuesday, 1 April 2025, 11:44 AM</li> <li>Claim your Stories of Heroin</li> <li>References</li> </ul>	Dana Rone     Grading method: Hig	ghest grade
Laskarina Bouboulina     Your attempts     Attempt     Attempt     Conclusion     Status     Self-assessment Quiz     Heroines Quiz     Completed     Tuesday, 1 April 2025,     11:40 AM     Claim your Storles of Heroin     Completed     Durction     Amins 1 sec     Review	Dr. Irena Eris	out of 10.00
<ul> <li>Nadia Murad Basee Taha</li> <li>Conclusion</li> <li>Status Finished</li> <li>Started Tuesday, 1 April 2025, 11:40 AM</li> <li>Heroines Quiz</li> <li>Completed Tuesday, 1 April 2025, 11:44 AM</li> <li>Claim your Stories of Heroin</li> <li>Duration 4 mins 1 sec</li> <li>Review</li> </ul>	Laskarina Bouboulina Your attempt	ts
Conclusion     Conclusion     Status     Finkhed     Tuesday, 1 April 2025,     11:40 AM     Claim your Stories of Heroin     Complete     Duration     Amins 1 sec     Review	Nadla Murad Basee Taha     Attempt 1	
Self-assessment Quiz     Self-assessment Quiz     Heroines Quiz     Completed     Toesday, 1 April 2025,     11:40 AM     Claim your Starles of Heroin     Duration     Amins 1 sec     Review	Conclusion     Status	Finished
Herolines Quiz     Completed Tuesday, 1 April 2025,     11:44 AM     Claim your Storles of Heroln     Duration 4 mins 1 sec     Review	Self-assessment Quiz	Tuesday, 1 April 2025, 11:40 AM
Claim your Stories of Heroin  Duration  I an Avia  Duration  A mins 1 sec  Review	Heroines Quiz     Completed	Tuesday, 1 April 2025,
> References Review	Claim your Stories of Heroin	4 mins 1 sec
	> References Review	
> Download course PDF	> Download course PDF	

Figure 20

Click the button '**View certificate**'. This will open your certificate in a new window where you can download it as a PDF.



Figure 21





# 7. Move to the Next Course

Open and close the **Block Drawer** on the top right-hand side of the page by clicking the blue arrow as shown in *Figure 21.* This is where you can access a list of all your courses and a link to the forum (*Figures 22, 23*).

Pay Home My courses		. ↓ ↓ st ~
Open course index	-	Open block drawer
	Mind the Gap	
	Course Grades More -	
	Velcome Collapse all	
		<u>_</u>
		?

Figure 22

When you have finished one course, go to the next course that is listed in the Block drawer under '**My courses**'.

G ANY Home My courses		
Velcome Ucaming Outcomes Introduction	No One Needs Stereotypes	
Stereotypes intro-video What do you already know?	Welcome	Collapse all
What are Stereotypes? Typical Stereotypes About Key Characteristics of Stere Oversimplification	Stimet	735
Role of Society		
Itural Norms and Values		
ocialisation, Representation anguage and Communic	11.	i Z
conomic and Social Struc ummary		
pact of Stereotypes		

Figure 23





# 8. Course Outline

Each course focuses on a specific topic relevant to Equal Pay and is divided into subtopics, allowing you to explore one theme at a time. This structure supports learning by organising the information clearly. The table below shows the course structure and the learning objectives of each module.

Course	Subtopic	Learning Objectives
1 – "Mind the Gap" The gender pay gap is the difference in earnings between women and men, caused by factors like job types, hours worked, education, experience, and discrimination.	<ul> <li>1 - "Understanding The Gender Pay Gap" This subtopic introduces the general concepts that contribute to the gender pay gap and why it happens.</li> <li>2 - "Data on the Gender Pay Gap in the EU" This subtopic examines EU statistics from 2018-2023 to understand current trends and measures taken to close the gap.</li> <li>3 - "European Initiatives to Tackle the Gender Pay Gap" This subtopic explores legislation, EU programmes and actions, and empowerment approaches, including education and training, leadership programmes, and awareness campaigns.</li> <li>4 - "Strategies and Solutions"</li> </ul>	<ul> <li>Identifying pay equity principles, legislation, and best practices</li> <li>Reviewing statistics and research results on pay gaps</li> <li>Analysing causes and consequences</li> </ul>
	In the final subtopic of this course, we learn about negotiation skills, tools, and policies designed to reduce the gender pay gap for everyone.	
2 - "No One Needs Stereotypes"	1 – "Key characteristics of stereotypes" In this subtopic, we will discuss what stereotypes are made of and how they are transmitted.	<ul> <li>Learning what stereotypes are</li> </ul>
widely held but oversimplified and generalised beliefs or ideas about a	2 – "The Role of Society" This subtopic covers the role society plays in creating, spreading, and reinforcing stereotypes in different ways.	<ul> <li>Understanding how stereotypes arise</li> </ul>
particular group of people that contribute to the gender pay gap.	3 – "Impact of stereotypes on Gender Pay Gap" In this subtopic, we examine how stereotypes contribute to the gender pay gap in Europe, influencing women's wages, career progression, and workforce participation.	<ul> <li>Comprehending the function of stereotypes</li> <li>Becoming gware</li> </ul>
	4 – "What to do against stereotypes?" This subtopic explores ways to reduce stereotypes in everyday life and the workplace. Change is needed at individual, organisational, and societal levels, but it starts with self-awareness. This lesson will introduce different strategies to recognise and combat stereotypes effectively.	of the consequences of stereotypes



3 – "Stories of Heroines" This module highlights women in leadership, their success, and the barriers they have overcome. It emphasises mentorship, role models, and equal opportunities to inspire and support future leaders.	<ul> <li>1 - "The importance of inspirational stories"</li> <li>This subtopic introduces you to the benefits of inspirational stories and strong role models to help provide a positive outlook.</li> <li>2 - "Case Study I: Pioneers in Science and Research"</li> <li>In this subtopic, we will delve into the legacies of Marie Curie, Sintija Broka, Claudia Goldin, and Eleni Glykatzi-Arveler.</li> <li>3 - "Case Study II: Creative and Artistic Innovators"</li> <li>We learn about Zofia Stryjeńska, one of Poland's most celebrated artists of the 20th century, and Rina Katselli, a distinguished Cypriot novelist, playwright, and politician.</li> <li>4 - "Case Study III: Leaders in Business, Advocacy and Social Change"</li> <li>This subtopic looks at Erin Brockovich, an influential environmental activist and consumer advocate, Dana Rone, the founder of Dana Rone Law Office in Latvia, Dr. Irena Eris, a pioneering Polish entrepreneur and founder of the globally acclaimed cosmetic brand Dr. Irena Eris, Laskarina Bouboulina, who went down in history for her great contribution to the struggle for the liberation of the Greeks from the Ottomans, and the human rights activist, Nadia Murad Basee Taha from Iraq.</li> </ul>	<ul> <li>Knowing about the difficulties women face at work and how to overcome them</li> <li>Getting familiar with the qualities that help women CEOs and leaders succeed</li> </ul>
4 – "Work-Life (Im)balance" Highlights the importance of maintaining a healthy balance, recognising signs of imbalance and burnout, and managing time effectively. It covers goal setting, self-care, setting boundaries, and the role of organisations in supporting work-life balance.	<ul> <li>1 - "Definitions of work-life balance"</li> <li>This subtopic examines roles and responsibilities, perceptions of growth, and elements that integrate work and life.</li> <li>2 - "Consequences of Imbalance"</li> <li>Addresses what happens when there is an imbalance, from burnout to health issues, highlighting signs to look out for.</li> <li>3 - "Strategies for Improving Work-Life Balance"</li> <li>This subtopic explores the work environment, time-shifting, mindfulness, and support mechanisms, including the roles of employers and organisations, as well as self-care practices to enhance well-being and productivity.</li> <li>4 - "Tools"</li> <li>Outlines strategies of time management, smart goal-setting, and appropriate distribution of work activities that allow us to do more in less time.</li> </ul>	<ul> <li>Define work-life balance</li> <li>Recognise the consequences of imbalance</li> <li>Learn effective strategies for improving work-life balance</li> <li>Recognise the role of employers and organizations in promoting work-life balance</li> </ul>





# 9. Participating in Forum Discussions

Subscription to the forum is automatic when you sign up to the platform. To access the forum, click the **Forums** section on the home page.

Home My courses			
Welcome to the The EqPay4all Virtual Think Tank is yo woman entering the workforce or a	EqPay4all VTT our comprehensive online hub designed to help you to youth worker, educator, or policymaker, this platform	sckle the gender pay gap. Whether you're a young equips you with the tools you need to take action.	٢
MAP OF BODIES Information on relevant national organisations	and EU Connect with experienced professionals	FORUM A forum for meaningful discussions and sharing best practices	
Available courses			
	114	s 🚅	?

Figure 24

e E Pary A site My courses			¢ 🖵 st ~
🗐 EqPay4all Forum			
Due: Thursday, 27 March 2025, 7:22 AM			
Join, create discussion topics, share your work, showcase your creations, network, find collaborators and	nd more!		
1     2       Image: Search forums     Q       Add discussion topic			3 Unsubscribe from forum
Discussion	Started by	Last post ↓	Replies Subscribe
EqPay4all Forum  Due: Thursday, 27 March 2025, 7:22 AM  Join, create discussion topics, share your work, showcase your creations, network, find collaborators and morel  1 2 3  2 Search forums  C Add discussion topic  Starled by Last post  Replies Subsc  To To Control  Differences in Salaries  D D Differences in Salaries  D D D D D D D D D D D D D D D D D D D	0 🚺 :		
2 Differences in Salaries	26 Jan 2025	23 Feb 2025	1
✓ Site announcements	•		Mentor Network

Figure 25

- 1. You can search the forum for topics you are interested in
- 2. Click the 'Add discussion topic' button to create a new discussion topic
- 3. Click 'Unsubscribe from forum' to unsubscribe.



Gint My courses				¢ ₪ 3	• •
🖻 EqPay4all Forum					
Due: Thursday, 27 March 2025, 7:22 AM					
Join, create discussion topics, share your work, showcase your creations, network, find collaborators and more					
Search forums     Q     Add discussion topic			Unsubscrib	e from forur	m
Discussion	Started by	Last post ↓	Replies	Subscribe	•
☆ Forum Best Practices	16 Oct 2024	16 Oct 2024	0		÷
☆ Differences in Salaries	26 Jan 2025	23 Feb 2025	1		÷
<ul> <li>✓ Site announcements</li> </ul>	¢		Mentor I	Network 🕨	?

Figure 26

Click on the discussion title, as shown in *Figure 26*, to enter the forum discussion topic.

Image: Part of the second s	
Display replies in nested form	Settings ~
Differences in Salaries by - Sunday, 26 January 2025, 3:44 PM	
It would be nice to share our experiences in different salaries	
	Permalink Reply
Re: Differences in Salaries by Sunday, 23 February 2025, 5:23 PM	
lagree	
Permalink	Show parent Reply
Write your reply	
	0
Post to forum Cancel	Advanced
	Forum Best Practice?

Figure 27

Read previous responses and click '**Reply'** to participate. Write your reply in the text field that opens, and click '**Post to forum**' when ready. Follow forum etiquette and always respect all participants.





# 10. Map of Bodies

The **Map of Bodies** provides information on relevant national and EU organisations for *Greece, Cyprus, Poland, Germany*, and *Latvia* in each respective language. You can access the **Map of Bodies** from the VTT home page.

e Pay Add	Home My courses			.↓ .↓ st ~
	Welcome to the EqPay The EqPay4all Virtual Think Tank is your compre- woman entering the workforce or a youth work	Acil VTT hensive online hub designed to help you ta er, educator, or policymaker, this platform	ckle the gender pay gap. Whether you're a young equips you with the tools you need to take action.	•
	MAP OF BODIES  Information on relevant national and EU organisations	RENTOR NETWORK Connect with experienced professionals	FORUM A forum for meaningful discussions and sharing best practices	
	Available courses			
				?

Figure 28

Click the **enter full screen** icon on the top left-hand side of the map to enter full screen mode - this will adjust the map to the right size for your screen.



Figure 29





*Figure 30* shows the map in full-screen mode, where information about organisations in each of the project partner countries can be accessed by clicking on the blue **'i'** icon.



#### POLSKA

#### Centrum Praw Kobiet

Promowanie równości płci i wzmacnianie pozycji kobiet poprzez wsparcie prawne, psychologiczne i edukacyjne. Wilcza 60/19, 00-679 Warszawa | +48 ×

800 107 777 | <u>sekretariat@cpk.org.pl</u>

#### Stowarzyszenie Aktywne Kobiety

Aktywna praca na rzecz równości płci i równości wynagrodzeń poprzez edukację nieformalną, kampanie społeczne i medialne, rzecznictwo i doradztwo. Zaangażowana we współpracę lokalną, krajową i międzynarodową. 3 maja 11, 41-200 Sosnowiec | +48 606976474 | <u>biuro.akt@gmail.com</u>

#### Fundacja Viva Femina

Wzmacnianie pozycji kobiet, zwalczanie przemocy, dyskryminacji i wykluczenia społecznego, promowanie zatrudnienia i równych szans dla kobiet i męźczyzn. Alsa 2/1, 35-030 Rzeszów J +48

Figure 30







# 11. Mentor Network

The **Mentor Network** aims to connect young and emerging professionals with experienced mentors across a range of fields. <u>Access to the network is restricted to users of the platform aged eighteen or over.</u> If you are aged eighteen or above, you can access the **Mentor Network** from the home page, as shown in *Figure 31* (only verified mentors can add entries in the Mentor Network database)

Part Hor	me My courses			↓
	Welcome to the EqPay The EqPay4all Virtual Think Tank is your compret- woman entering the workforce or a youth work	Aall VTT ensive online hub designed to help you tackle th er. educator, or policymaker, this platform equip	he gender pay gap. Whether you're a young is you with the tools you need to take action.	۲
	AAP OF BODIES Information on relevant national and EU organisations	Connect with experienced professionals	FORUM A forum for meaningful discussions and sharing best practices	
	Available courses	_		
				?

Figure 31

Once inside the network you will be able to see all **EqPay4all** mentors. Select a mentor card to view the attributes of each mentor in more detail.

Home My courses				
Mentor 01	Mentor 02	Mentor 03		
:	(I)			
EqPay4all Forum	Jump to	\$	Map of Bodies 🕨	

Figure 32





You can choose a mentor whose areas of expertise, language(s) spoken and biographical information match your own interests.

Home My	courses
	job title
	Philosopher
	Areas of Expertise
	Gender equality
	Mini Bio
	Lorem Ipsum es simplemente el texto de relieno de las imprentas y archivos de texto. Lorem Ipsum ha sido el texto de relieno estándar de las industrias desde el año 1500, cuando un impresor (N. del T, persona que se dedica a la imprenta) desconocido usó una galería de textos y los mezcló de tal manera que logró hacer un libro de textos especimen.
	Languages Spoken
	English 🥑

Figure 33

Once you have selected a suitable mentor, you can communicate with them in three different ways:

- 1. You can email your chosen mentor directly using the email address listed in their mentor profile
- 2. You can open a new topic in the **EqPay4all Forum** and create a private topic thread with your mentor

In this period of life, we will do more for For me, it was really helpful to set spec	our wellbeing. fic boundaries at work.	
What about you?		
		Permalink Edit Delete Reply
Write your reply Post to forum Cance Reply privately		Advanced
<ul> <li>Differences in Salaries</li> </ul>		Forum Best Practices
◄ Site announcements	Jump to	\$ Mentor Network 🕨

Figure 34

3. If you arrange a suitable time with your mentor you can meet virtually in the **EqPay4all VTT Virtual Chat-room**.





# 12. Virtual Chat Room

The Virtual Chat-room is a space for real-time text based discussions. It can be used by all users who are logged-in to the platform and is especially useful for mentor-to-mentee communications (18+).



Figure 35

Access the Virtual Chat-room via the **Chats** link in the **Activities** tab in the **Block Drawer** on the right-hand panel as shown in *Figure 35*.

Click the EqPay4all Virtual Chat-room link as shown in Figure 36.

For Pary         Home         My courses	¢
Equal Pay for All Chats Name EqPaydall Virtual Chat Room	► Activities • Q: Chats © Databases © Forums Interactive Content
Figure 36	P





Click Enter chat on the next window that opens, as shown in Figure 37.

Part Home My courses	4 🖵 <u>se</u> ~
	×
🔄 EqPay4all Virtual Chat Room	Activities
Chat Past sessions	<ul> <li>Chats</li> <li>Databases</li> <li>Forums</li> <li>Interactive Content</li> </ul>
This chat-room is a space for real-time text based discussions. It can be used by all users logged-in to the platform and is especially useful for mentor-to-mentee communications (18+).	
Enter the chait Use more occessible interface	
◄ Map of Bodies	
3	
<b>-</b> '	

Figure 37

You can change the chat room **Theme** in the lower right-hand corner next to the **Send** button and enter your text at the lower left-hand corner of the chat window.

ۏ EqPay	all: EqPay4all Virtual Chat Room — Mozilla Firefox		-		×	
$\bigcirc$ $\bigcirc$	ه https://vtt. <b>eqpayforall.eu</b> /mod/chat/gui_ajax/index.php?id=2			삸	≞	
	14:45 student test 02 student test 02 has just entered this chat	st	stud test( Talk	lent D1 Beep		
		st	stud 02	lent tes	st	
		1				
	Send	8		Them	es »	

Figure 38





Chats are displayed in the left-hand side of the window and users in the platform are displayed on the right-hand side. *Figure 39* shows the **Bubbles** theme.

😻 EqPay4all: EqPay4all Virtual Chat Room — Mozilla Firefox		-		×
O A = https://vtt.eqpayforall.eu/mod/chat/gui_ajax/index.php?id=2&chat_th	eme=bu	bble	☆	=
st hello! 14:47 student test01 Hi 😋 st 14:47 student test 02	st st	stud Talk stud 02	ent )1 Beep ent tes	t
Send				es »

Figure 39







# 13. Platform Navigation

Once you have enrolled in all your courses, you can see them all on the page **My courses**, where you can also see an overview of your course progress as shown in *Figure 40.* 

Gall Home My courses		.↓ .↓ et ~
Light a Home My courses	All v       Search         All v       Search         Sort by course name v       List v         Equal Pay for All       Complete         Search       Equal Pay for All         O% complete       ::         Stories of Heroines       ::         Equal Pay for All       ::         O% complete       ::	
	Work-Life (Im)Balance         :           Equal Pay for All         :           0% complete         :	?

Figure 40

The following images show the **EqPay4all VTT** once you have logged in. Right after logging in, you will see the page below (*Figure 41*).



Figure 41

You can navigate the top banner to access the **Home** and **My Courses** pages in the top-left menu bar. You can also see your personal files and you can change language





settings by clicking the drop-down menu in the bubble with your initials at the top right of the page where you can also toggle notifications and the messaging drawer.

You can also click the arrow at the top right of the page to open the **block navigation drawer** for another way to access the **home** page, **My course** page, **Activities** and search the **Forum**.



Figure 42



Figure 43

In addition, you can navigate through all the courses you have enrolled in via the **Block Drawer navigation**, as shown here in *Figure 43.* 



# 14. Mentor Registration

Mentor registrations for the **EqPay4all VTT** are welcome. The steps to register as a mentor include signing up for a **Mentor Account** and creating a **Mentor Record** entry in the **Mentor Network** database. All mentor profiles will be vetted and require approval upon application before being granted access to the platform.

#### 14.1 Registration

To register as an **EqPay4all** Mentor click the **Login** button at the top-right of the **EqPay4all** homepage, <u>https://vtt.eqpayforall.eu/</u>



Figure 44

#### Click Create new account









Add your details to the required profile fields, including your date of birth.

ereav Home		🖬 English (en) 🗸 Log in
	New account Categore at	
		•

Figure 46

Scroll to the bottom of the page and you will see an additional section for **Mentor Registration**. Please add your **Mentor Name** (this can be the same as the name you entered in the fields above), **Job Title** and **Country** in the provided fields and click **Create my new account**.

e Ereay Home		📭 English (en) 🗸 Log in
	Mentor Registration Mentor Name	
	Job Tille Country EXAô5a •	
	Security question  Tim not a robot	
	Required	3

Figure 47

After completing the setup, you will be required to confirm your e-mail account (a verification email was sent to the email you chose for the setup).



## 14.2 Log in

You can login to the platform with your username and password once you have verified your email address.



Figure 48

Once you have logged in, to enter the network, click the **Mentor Network** button in the center block on the home page, as shown in *Figure 49*.

Welcome to the EqPay The EqPayAdl Virtual Think Tank Is your compreh woman entering the workdorce or a youth work	Acil VTT ersive online hub designed to help you tackle th ar, educator, or policymaker, this platform equip	e gender pay gap. Whether you're a young syou with the took you need to take action.	Copen block draver
MAP OF BODIES Information on relevant national and EU organisations  Available courses	MENTOR NETWORK Connect with experienced professionals	FORUM A forum for meaningful discussions and sharing best practices	^

Figure 49





14.3 Add Your Profile to the Mentor Network Database

You need the following information in order for your profile to be vetted and approved in the **EqPay4all Mentor Network:** 

- 1. A photograph/image (jpeg or png, maximum file size 2 MB)
- 2. Your job title
- 3. Area(s) of expertise
- 4. A mini bio
- 5. Spoken language(s)
- 6. Email address
- 7. The country where you are based.

There is an optional field to add your LinkedIn profile, should you wish to.

Home My courses	¢ 🗘 🚾 ~
Mentor Network       View list         Image: Control Network       More >         Image: Control Network       More ><	
List view   Actions   Add entry	?

Figure 50

To add your details to your unique Mentor Network database record, click the **Add entry** button, as shown in *Figure 50.* 





Pay Home My courses		4 🖵 MT -
Mentor Network		
Database More -		
New entry		
name O		
image		
•		
	Maximum file size: 2 MB, maximum number of files: 1	
► Files		
	You can drag and drop files here to add them.	
Alternative text		
job title		
0		
Areas of Expertise		
•		
Female Leadership		?
Condersounthy	Concel Save Save and add another	

Figure 51

Add your information to all the required fields and click **save.** 





Upon successfully creating your mentor profile record, you will be redirected to your page which will have a **Pending approval** notification highlighted in yellow at the top-right of the page, as shown in *Figure 52*.



Figure 52

Your details will automatically be sent to the site administrator and forwarded to the appropriate project representative for your country who will contact you to begin the verification process. Once your identity has been verified you will be assigned the Moodle role of **Mentor** and your **Mentor Profile** in the database will be approved whereby it will become visible to all **EqPay4all** students.



Figure 53

Assigning Mentees (by site administrator only)



- Access the student's full profile page, via Site administration ► Users ► Accounts ► Browse list of users
- Click the student's name to view the profile.
- In the Administration section, click Preferences
- In the Roles section, click Assign roles relative to this user
- Choose the role to assign i.e. Mentor/Tutor by clicking on the word.
- Select the Mentor in the potential users list and use the Add button to add them to the existing users list.

The assigned mentor will be able to see and access their assigned mentees in the block drawer under the **My Mentees** section.

Pay         Home         My courses         Site administration	🗳 🖵 🕕 - Edit mode 💽
	×
Mentor Network	My Mentees
Database Settings Presets Fields Templates More ~	Lee Student
The Mentor Network aims to connect young and emerging professionals with experienced mentors across a range of fields. By building this community, we encourage interaction, the exchange of ideas, and the development of key skills.	
Participation in the network offers valuable opportunities for learning and growth. Mentors provide guidance, support, and practical advice to help mentees achieve their personal and professional goals. Whether you are a young professional seeking direction or an experienced individual looking to share your knowledge, the Mentor Network is here for you.	
In particular, the network seeks to inspire young people to take action on reducing the gender pay gap. Through forums and networking opportunities, the Mentor Network empowers participants with the tools and support they need to create meaningful change.	
Let's build a strong, collaborative network that empowers everyone involved!	
Single view	
<i>Figure 54</i>	





# 15. Get the Moodle Mobile App

The complete **EqPay4all** platform can also be accessed from your mobile phone. To do so you need to download the Moodle Mobile app for Android or IOS, depending on the type of phone you have. To get the mobile app, click on the **'?'** (question mark) and then the **'Get the mobile app'** link located on all pages of the **EqPay4all** site at the lower right-hand corner.



Figure 55

Follow the instructions to download and install on your phone from either the *AppStore* or from *GooglePlay*. Open the app once you have installed it on your phone and click the **I'm a learner** link. Enter <u>https://vtt.eqpayforall.eu/</u> into the **Your site** field and follow the URL link on the next page. Finally, enter your username and password and click **login**.





# 16. Troubleshooting and Support

- For technical issues, check the Help section in Moodle.
- If you cannot log in, try resetting your password.
- For course-related questions, contact your instructor.
- If issues persist, email the Moodle administrator at [Support Email].

This guide should help you navigate and make the most of the **EqPay4All** Moodle platform. Happy learning!



This manual was designed and written by Innovation Project Manager Lee Ingleton, with graphics by Video Editor & Designer **Zoe Karathanasi**, at **Future Needs**, as part of the **EqPay4all** Erasmus+ initiative.

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