

MOODLE 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

- ➊ 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.
- ➋ Next, we will guide you through accessing the **EqPay4all** platform, setting up your account, and enrolling in your courses.
- ➌ 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.
- ➍ After that, we will break down the structure of the **EqPay4all** course, including the main topics covered and the learning objectives.
- ➎ We will then go over the quizzes 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 quizzes, 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 <https://vtt.eqpayforall.eu/>

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.

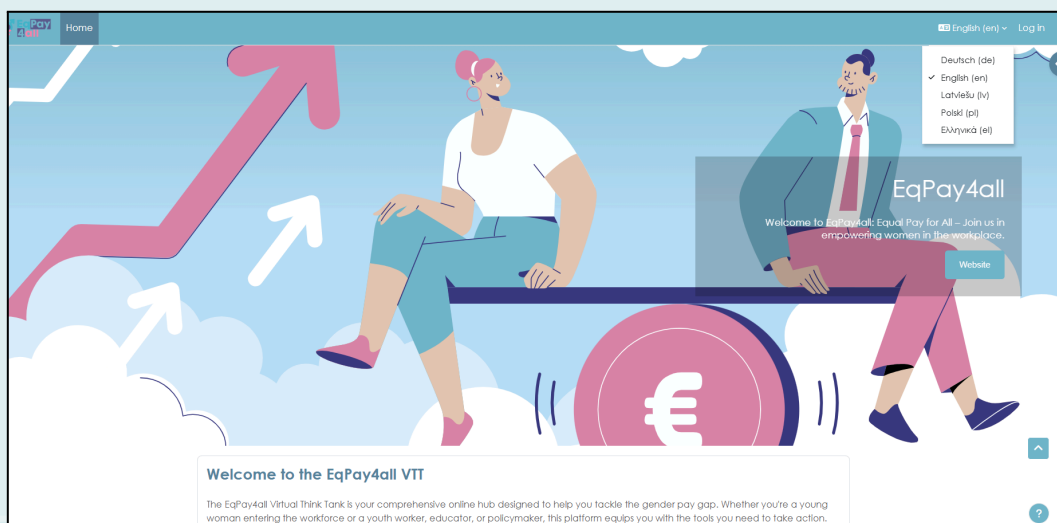


Figure 1

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

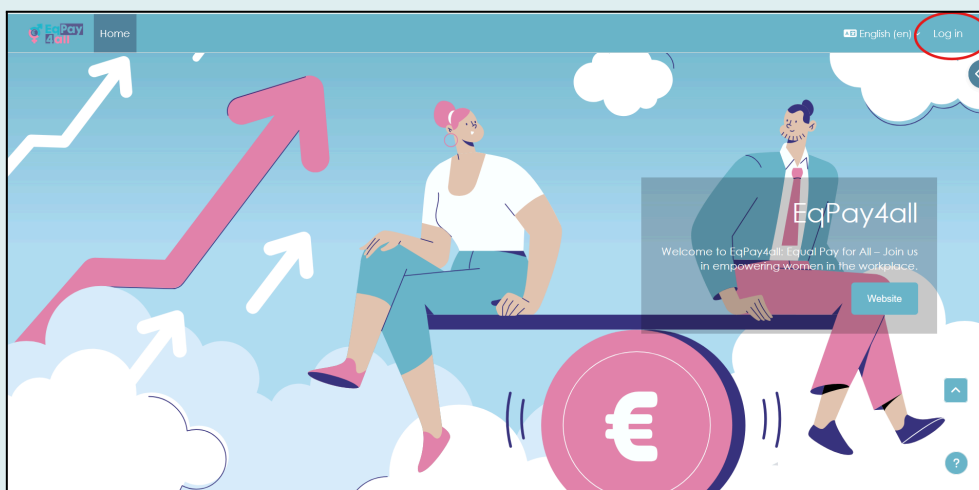


Figure 2

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.

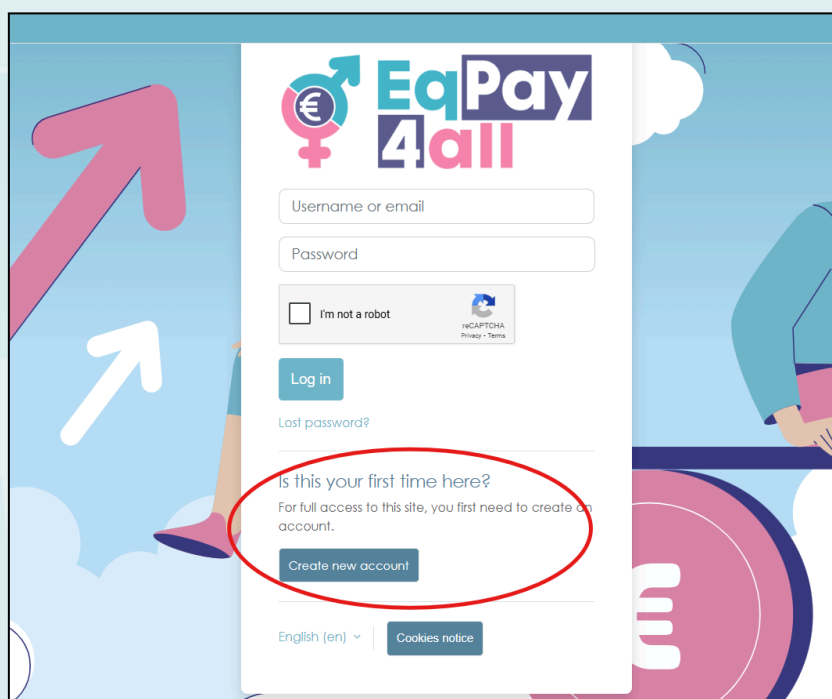
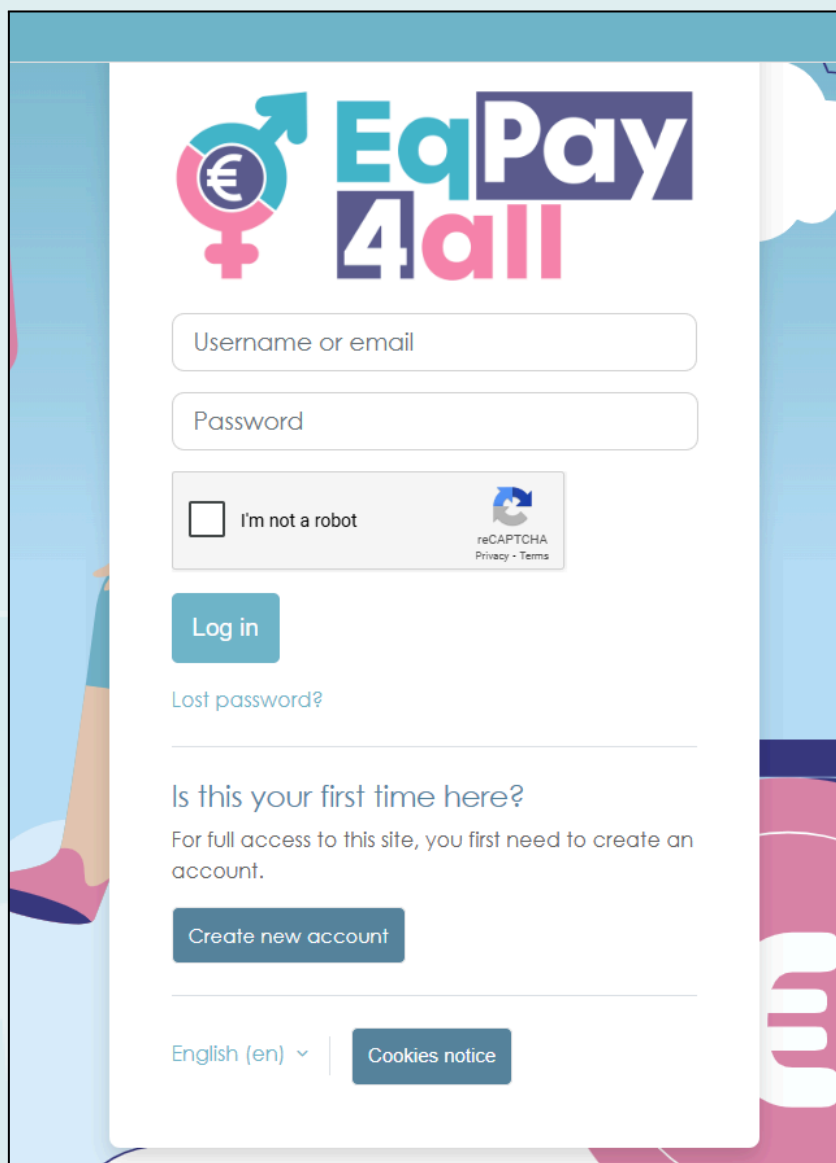


Figure 3

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 [Chapter 14 Mentor Registration](#) 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.



The image shows a login and registration form for EqPay 4all. The form is white with a blue border and is set against a light blue background with a large, faint, stylized number '3' on the right. The form contains the following elements:

- EqPay 4all logo:** A logo featuring a stylized female symbol with a Euro sign inside, next to the text 'EqPay 4all'.
- Username or email:** A text input field.
- Password:** A text input field.
- I'm not a robot:** A checkbox next to the text 'I'm not a robot'.
- reCAPTCHA:** A reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'.
- Log in:** A blue button.
- Lost password?:** A link.
- Is this your first time here?:** A section header.
- For full access to this site, you first need to create an account.** A text line.
- Create new account:** A blue button.
- English (en):** A dropdown menu.
- Cookies notice:** A blue button.

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).

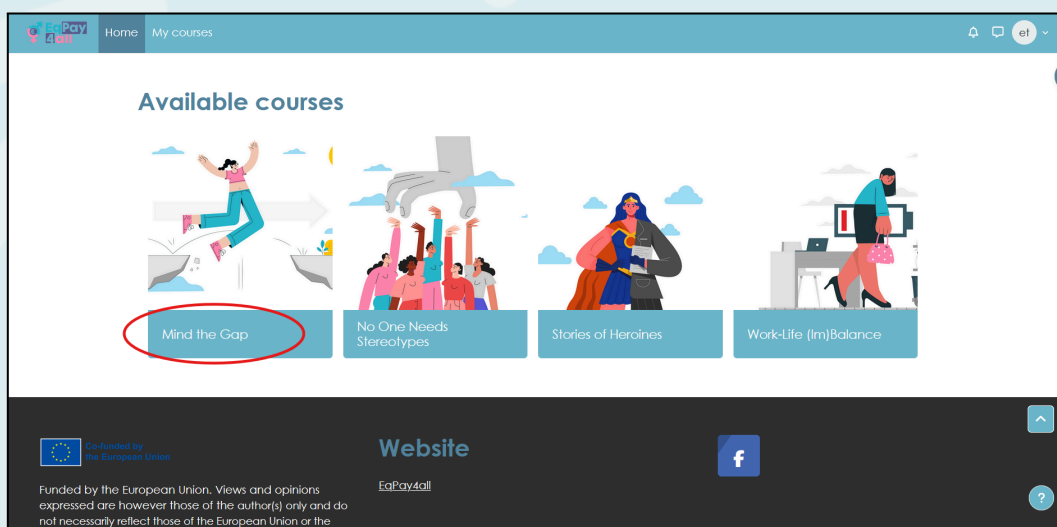


Figure 6

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

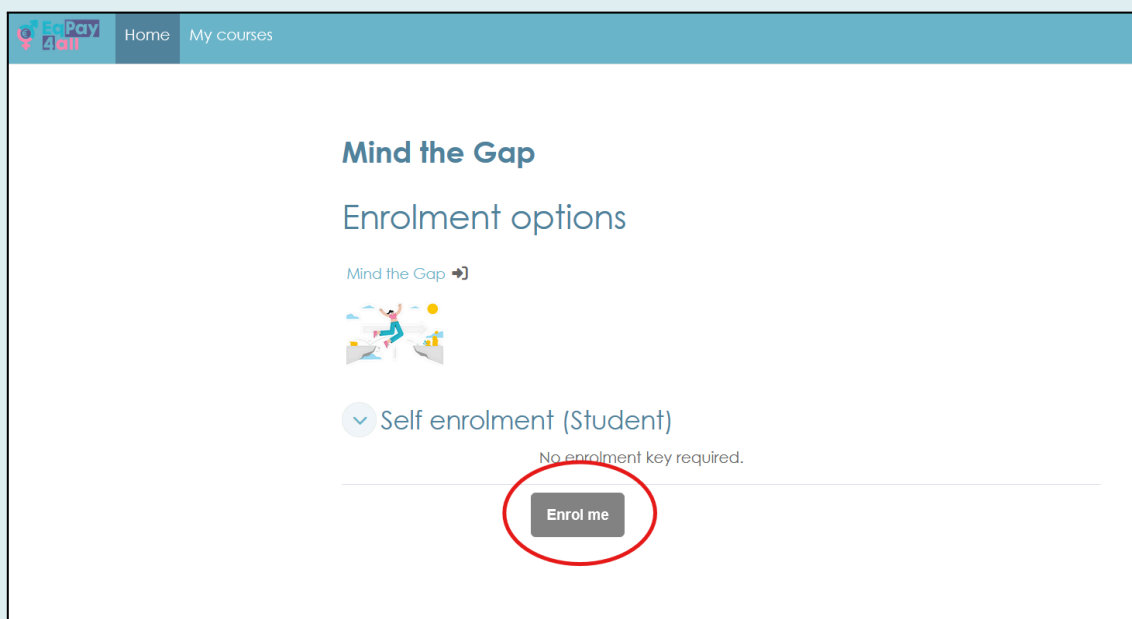


Figure 7

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).

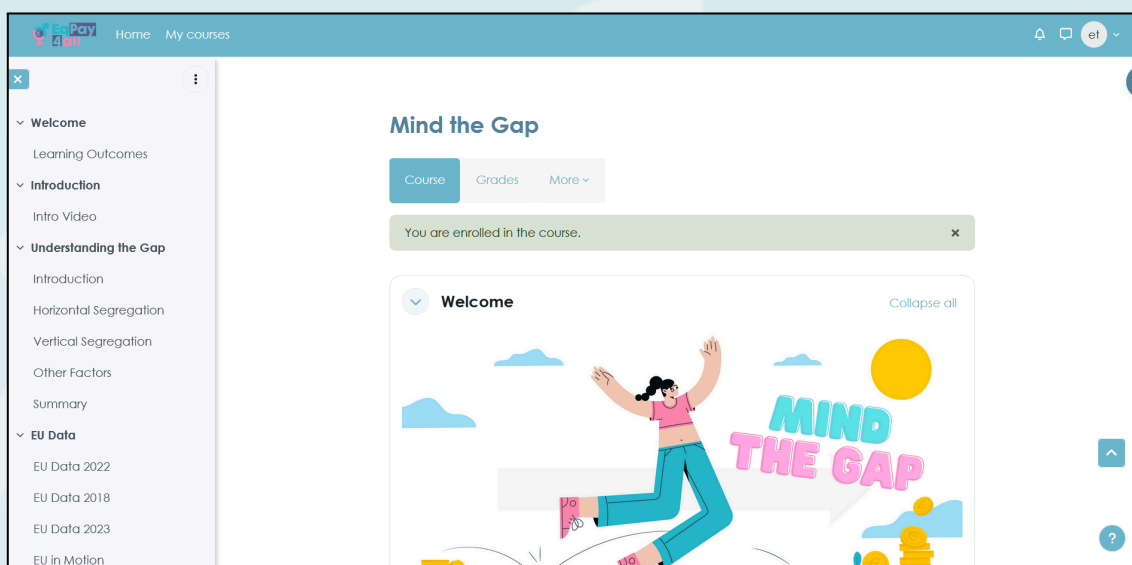


Figure 8

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

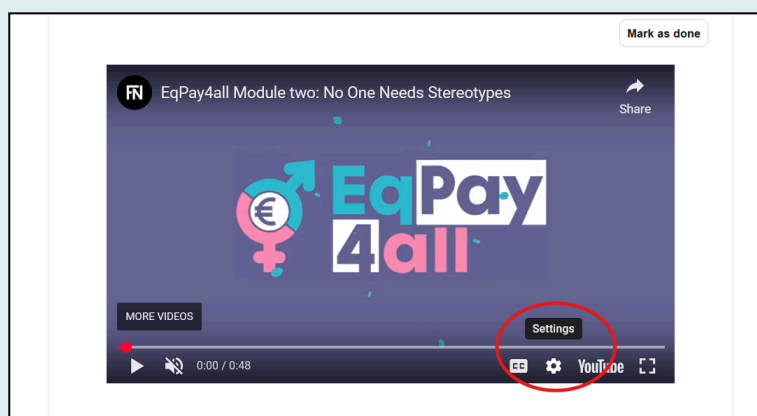
4. How to Complete a Course

- 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



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).

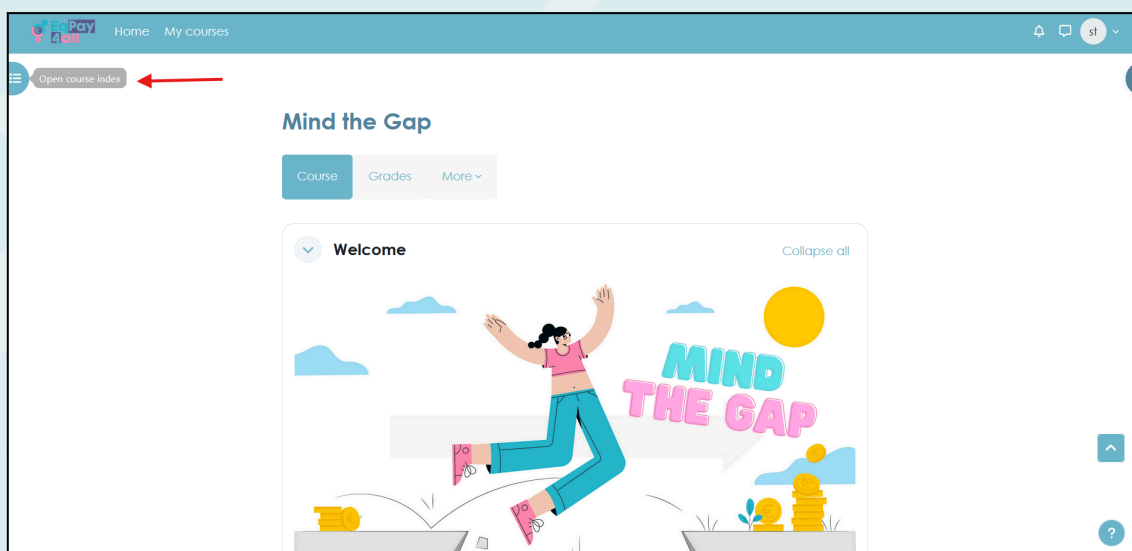


Figure 10

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

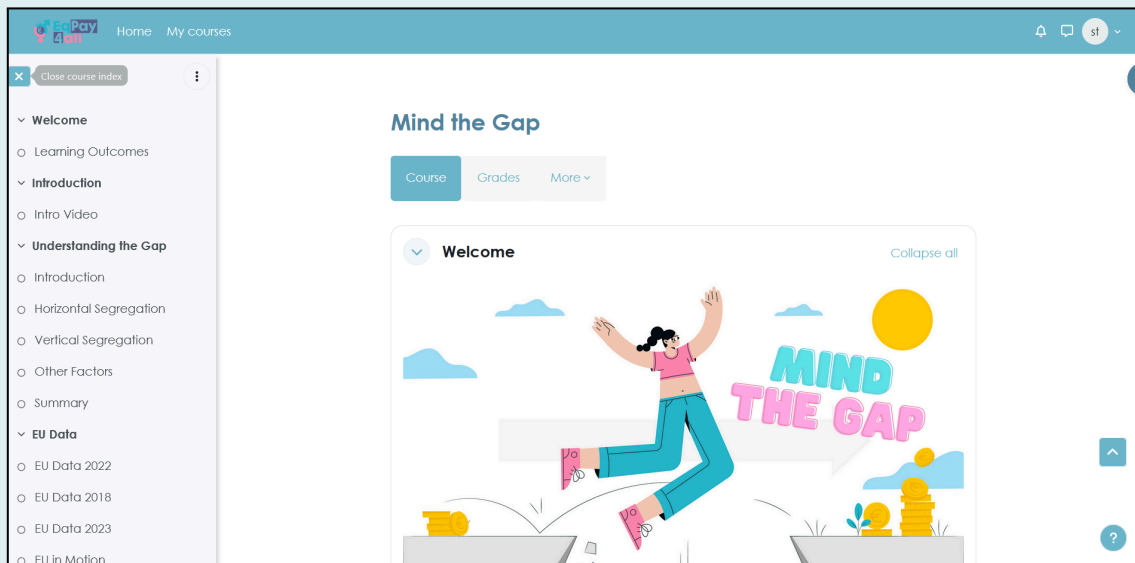


Figure 11

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).

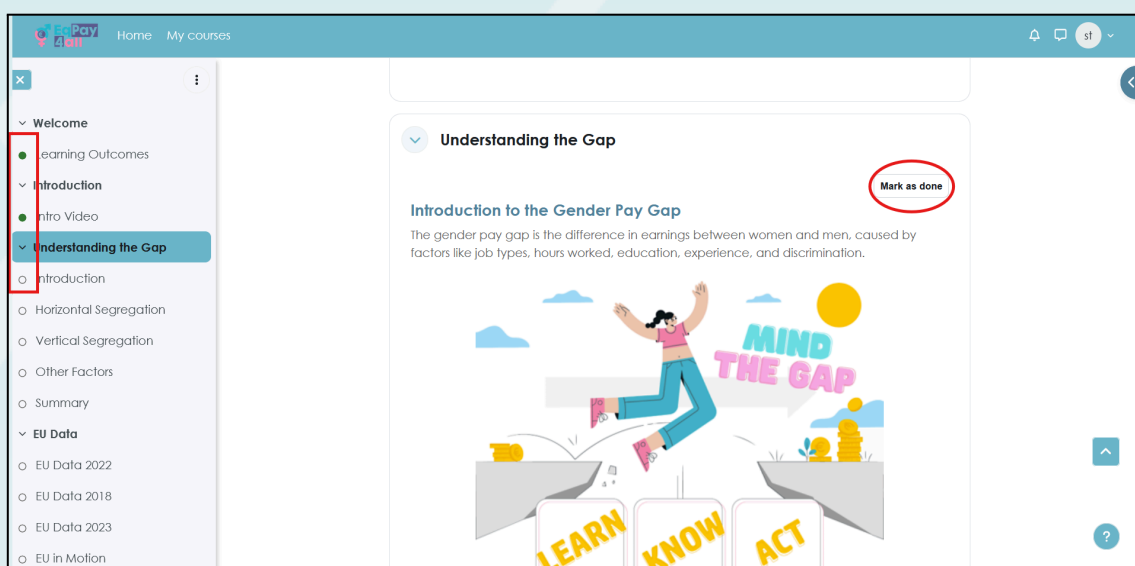


Figure 12

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.

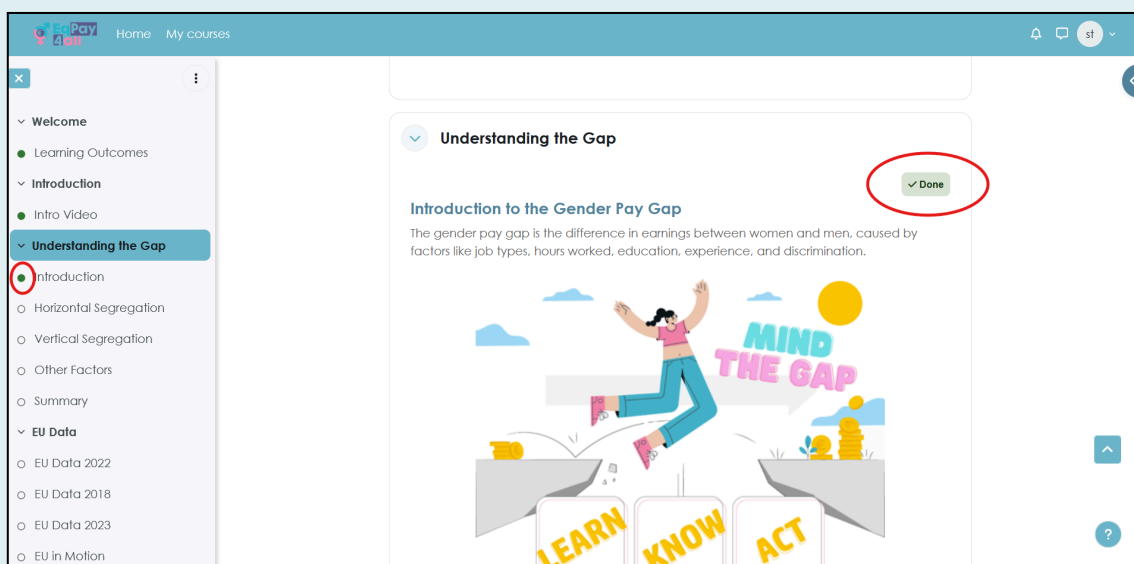


Figure 13

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).

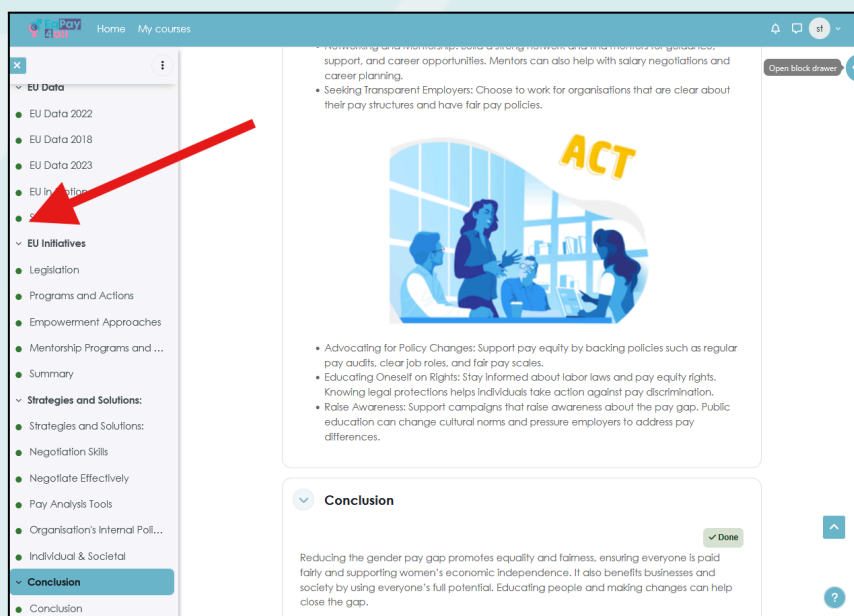


Figure 14

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*.

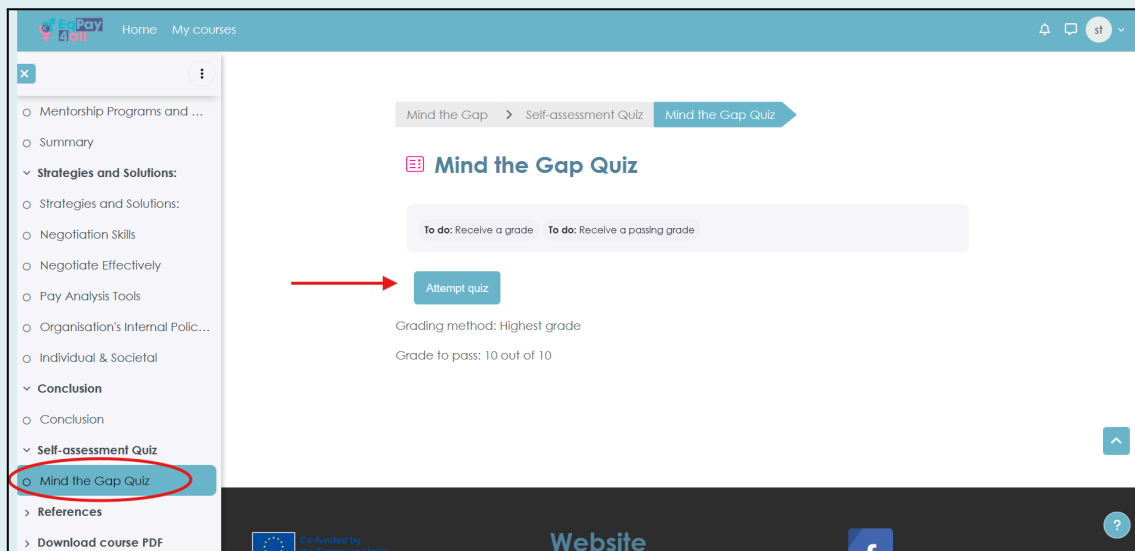


Figure 15

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

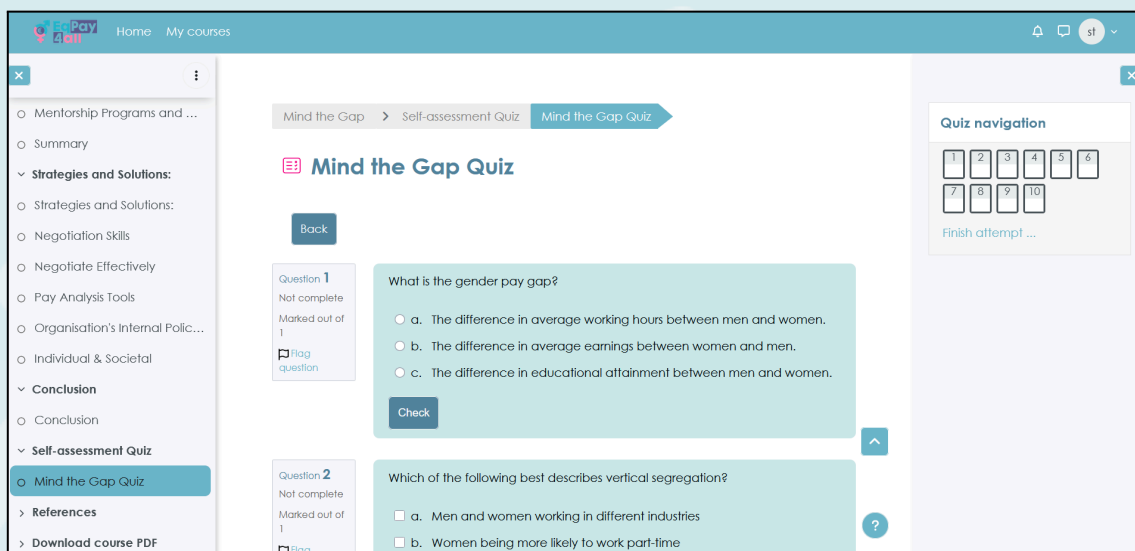


Figure 16

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.

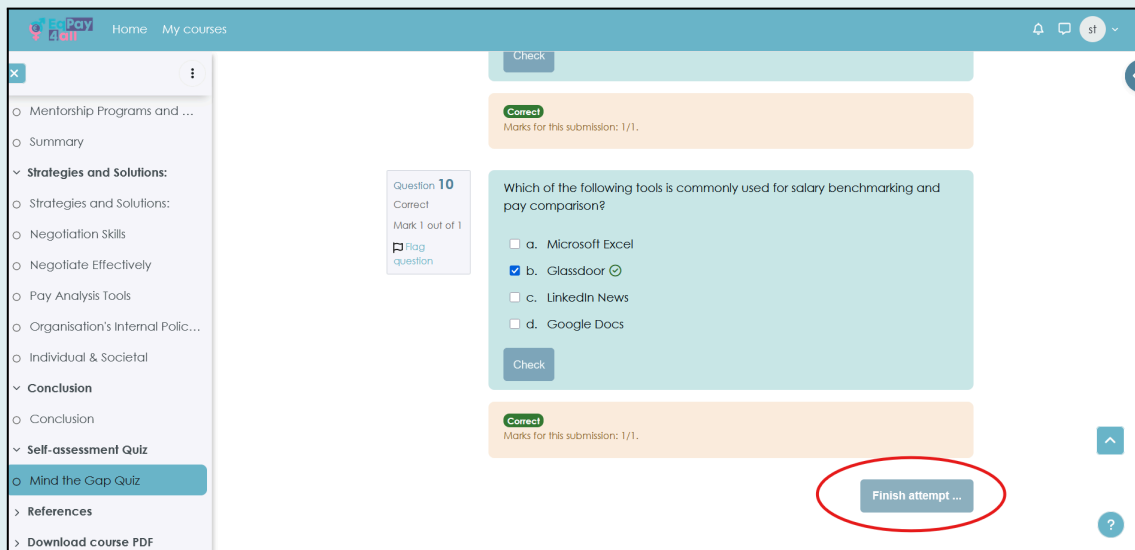


Figure 17

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).

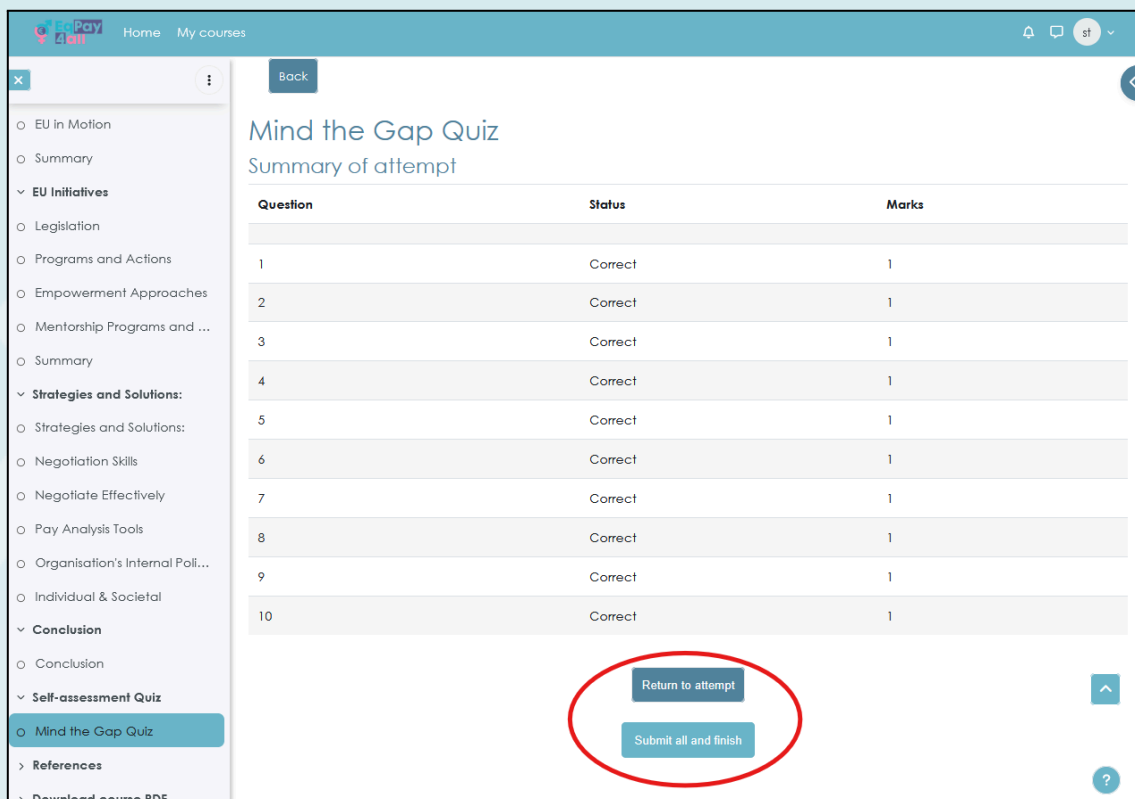


Figure 18

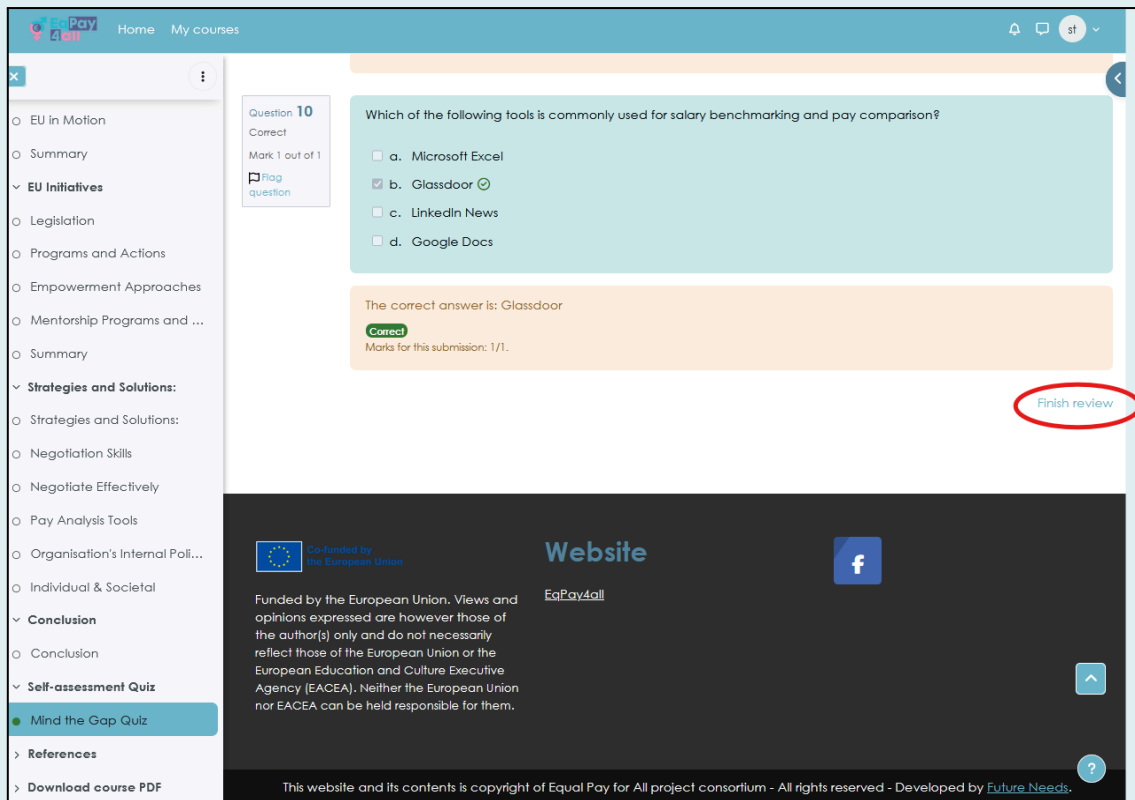


Figure 19

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.



6. Claim Your Certificate

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

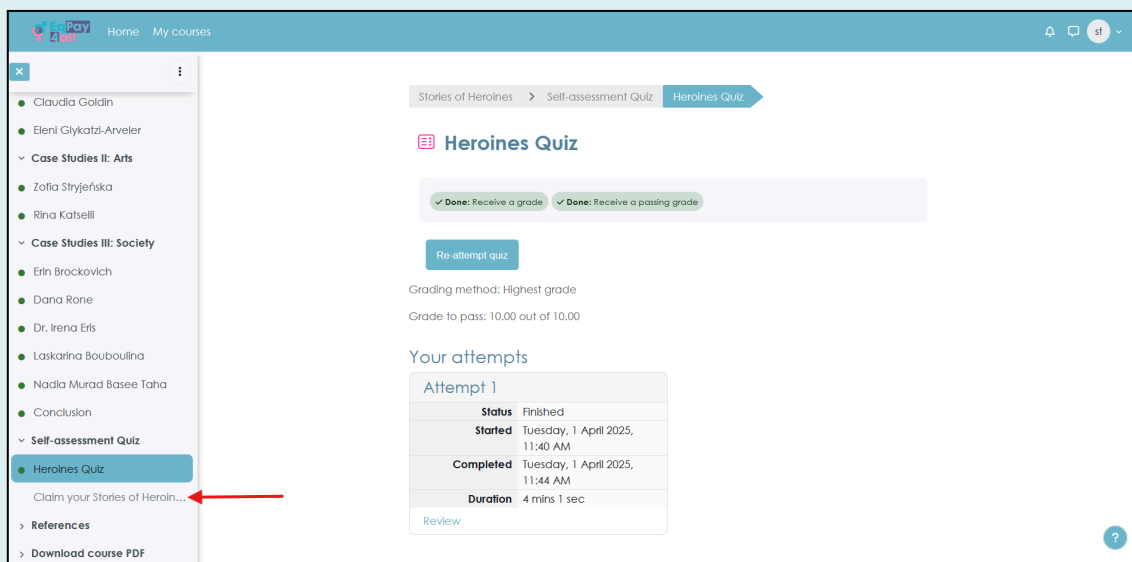


Figure 20

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

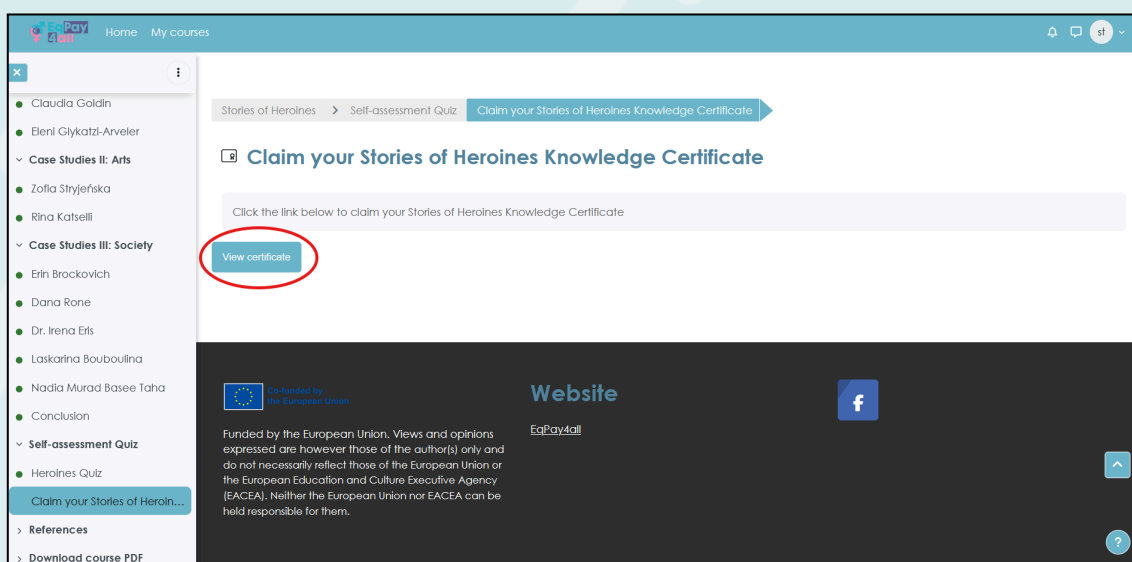


Figure 21

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*).

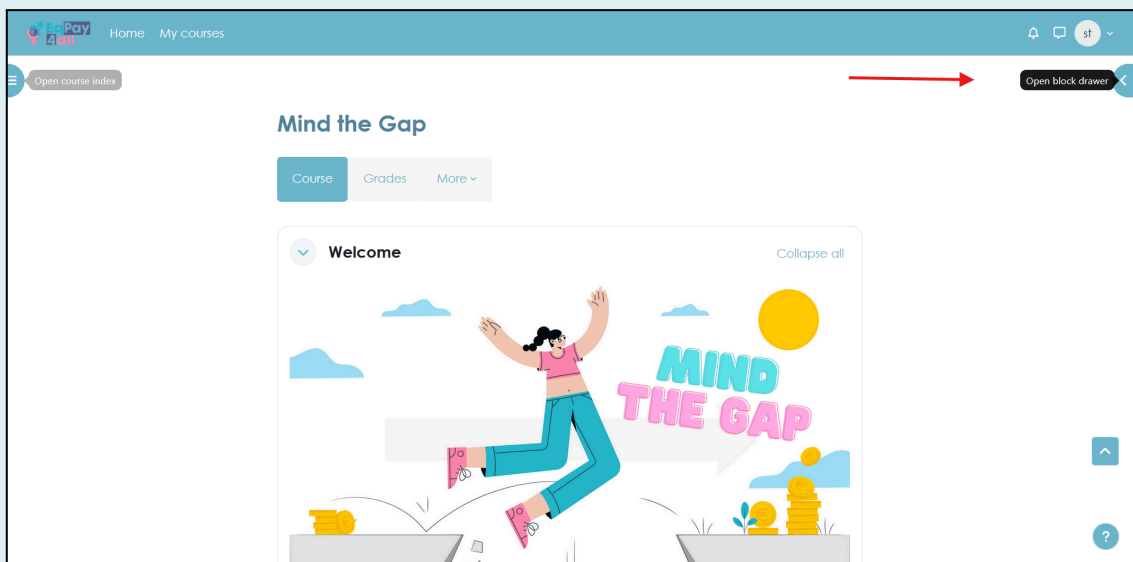


Figure 22

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

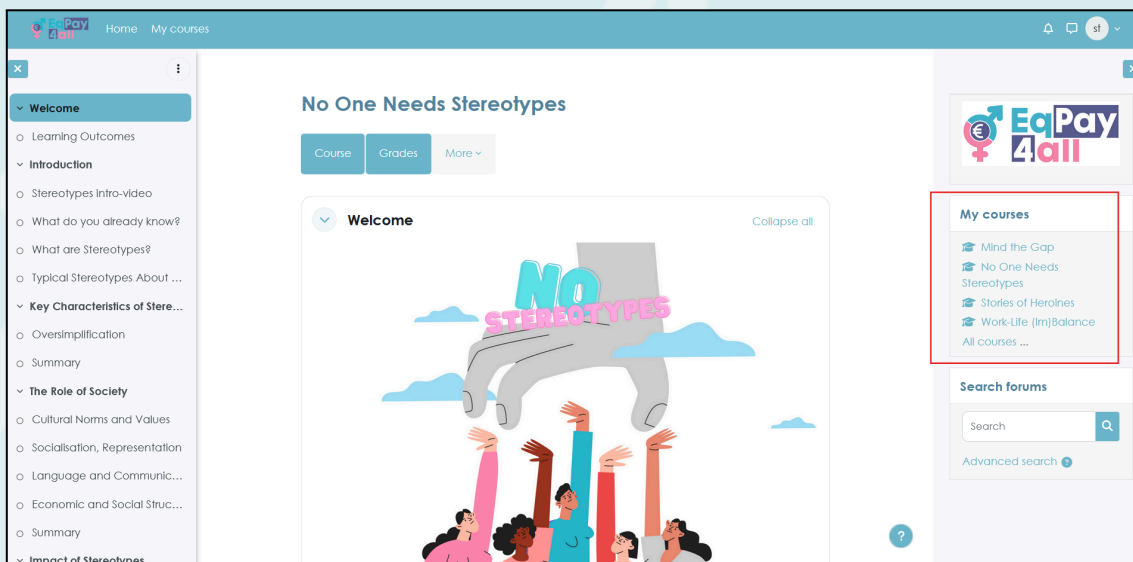


Figure 23

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.	1 – “Understanding The Gender Pay Gap” This subtopic introduces the general concepts that contribute to the gender pay gap and why it happens.	<ul style="list-style-type: none"> Identifying pay equity principles, legislation, and best practices Reviewing statistics and research results on pay gaps Analysing causes and consequences
	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.	
	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.	
	4 – “Strategies and Solutions” 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” This module looks at widely held but oversimplified and generalised beliefs or ideas about a particular group of people that contribute to the gender pay gap.	1 – “Key characteristics of stereotypes” In this subtopic, we will discuss what stereotypes are made of and how they are transmitted.	<ul style="list-style-type: none"> Learning what stereotypes are Understanding how stereotypes arise Comprehending the function of stereotypes Becoming aware of the consequences of stereotypes
	2 – “The Role of Society” This subtopic covers the role society plays in creating, spreading, and reinforcing stereotypes in different ways.	
	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.	
	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.	

<p>3 – “Stories of Heroines”</p> <p>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.</p>	<p>1 – “The importance of inspirational stories”</p> <p>This subtopic introduces you to the benefits of inspirational stories and strong role models to help provide a positive outlook.</p> <p>2 – “Case Study I: Pioneers in Science and Research”</p> <p>In this subtopic, we will delve into the legacies of Marie Curie, Sintija Broka, Claudia Goldin, and Eleni Glykatzi-Arveler.</p> <p>3 – “Case Study II: Creative and Artistic Innovators”</p> <p>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.</p> <p>4 – “Case Study III: Leaders in Business, Advocacy and Social Change”</p> <p>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.</p>	<ul style="list-style-type: none"> • Knowing about the difficulties women face at work and how to overcome them • Getting familiar with the qualities that help women CEOs and leaders succeed
<p>4 – “Work-Life (Im)balance”</p> <p>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.</p>	<p>1 – “Definitions of work-life balance”</p> <p>This subtopic examines roles and responsibilities, perceptions of growth, and elements that integrate work and life.</p> <p>2 – “Consequences of Imbalance”</p> <p>Addresses what happens when there is an imbalance, from burnout to health issues, highlighting signs to look out for.</p> <p>3 – “Strategies for Improving Work-Life Balance”</p> <p>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.</p> <p>4 – “Tools”</p> <p>Outlines strategies of time management, smart goal-setting, and appropriate distribution of work activities that allow us to do more in less time.</p>	<ul style="list-style-type: none"> • Define work-life balance • Recognise the consequences of imbalance • Learn effective strategies for improving work-life balance • Recognise the role of employers and organizations in promoting work-life balance

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.

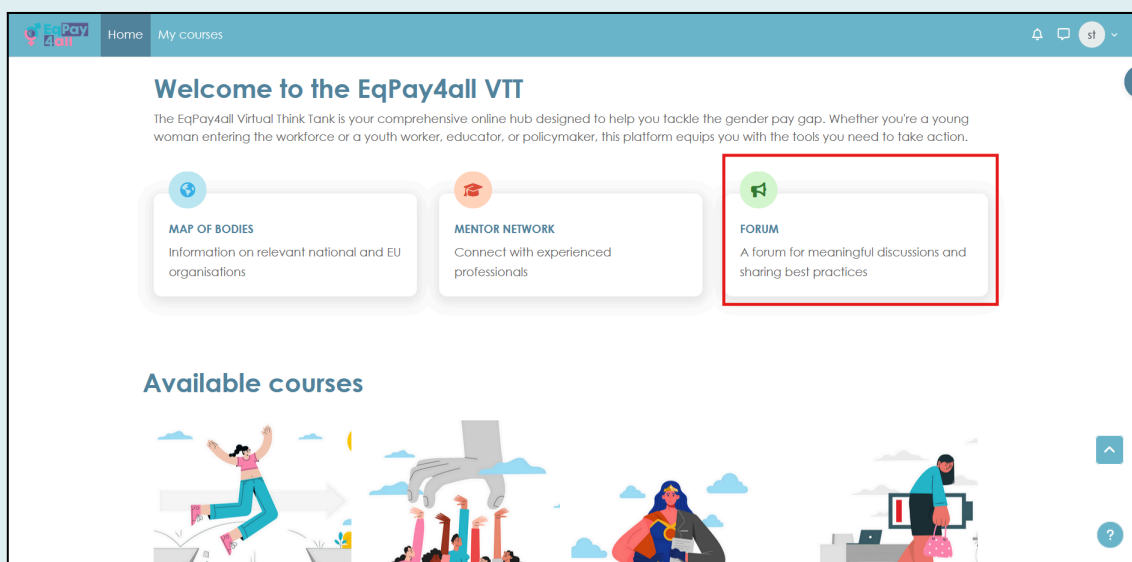


Figure 24

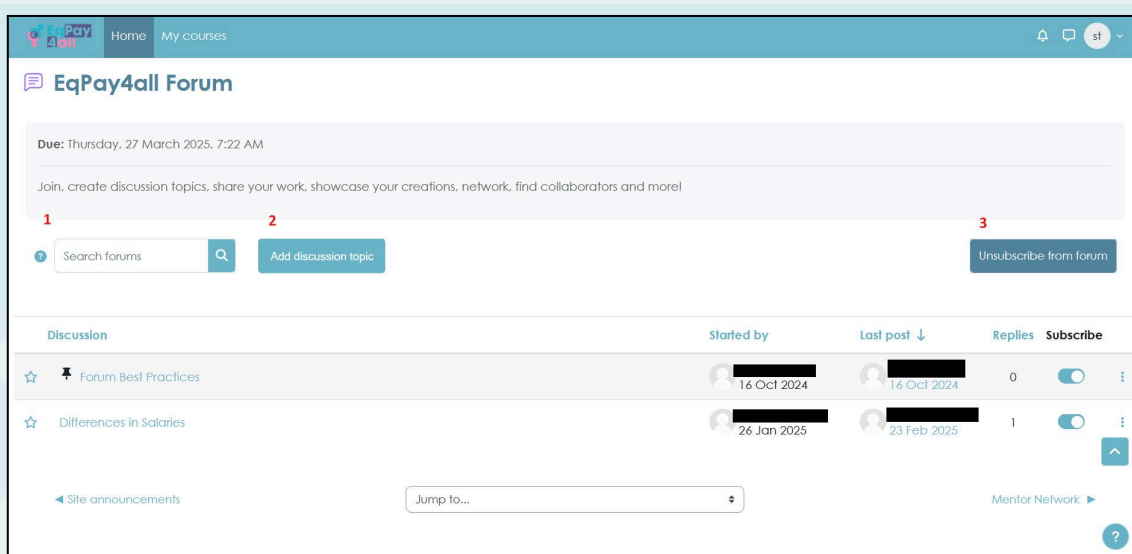


Figure 25

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.

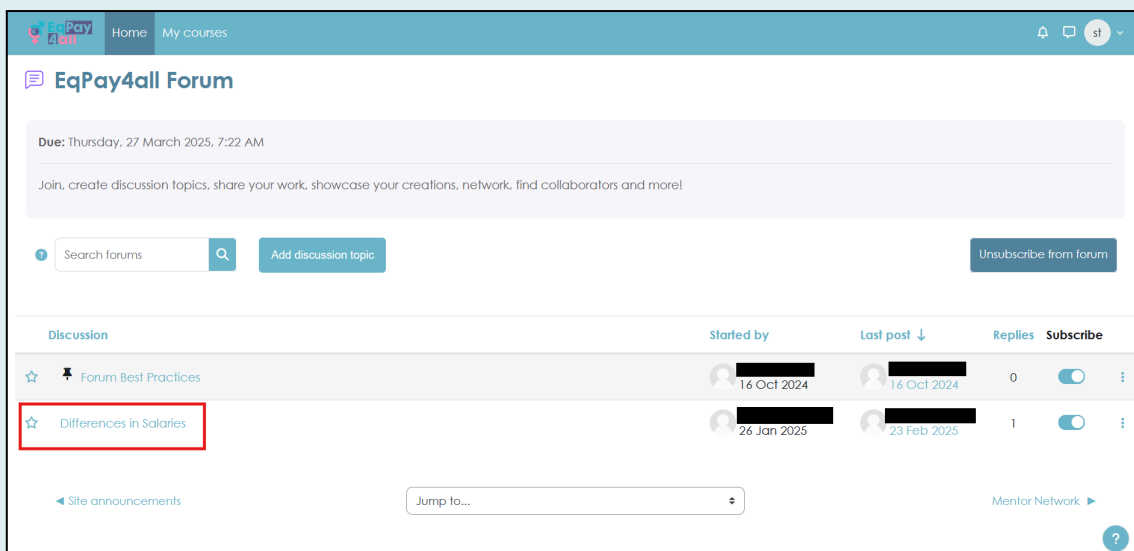


Figure 26

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

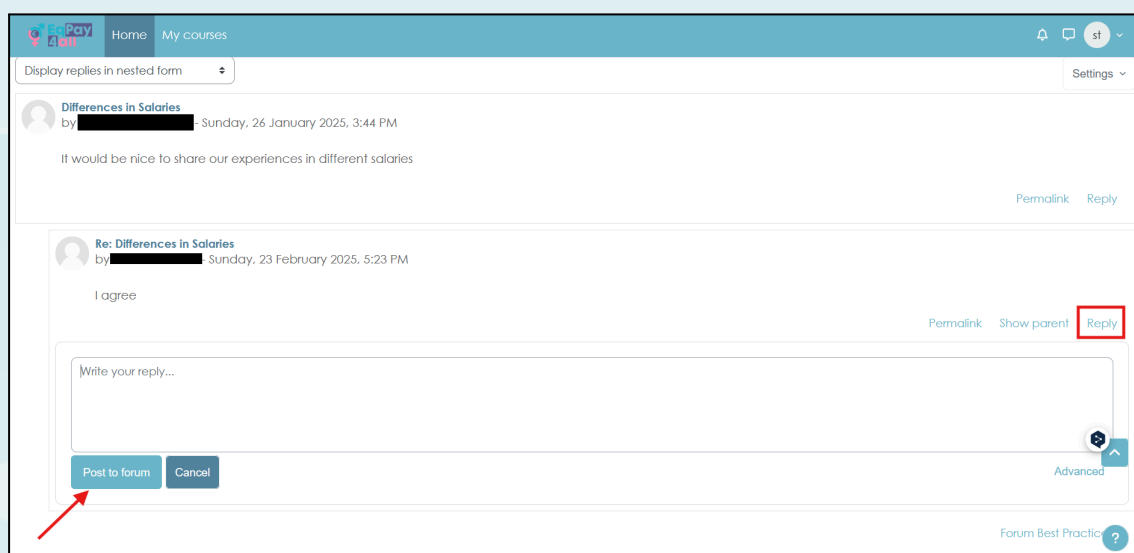


Figure 27

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.

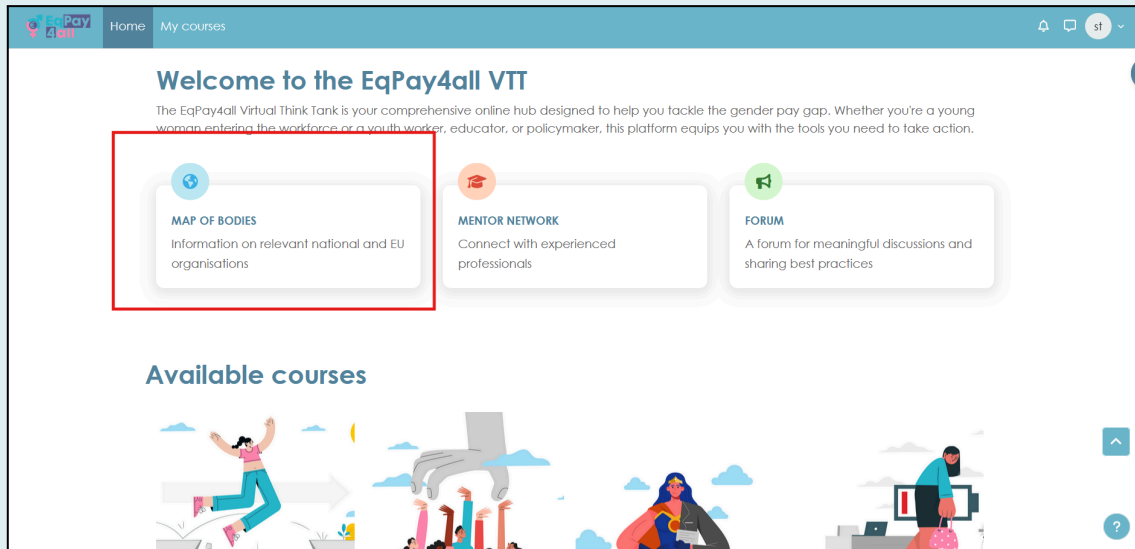


Figure 28

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.

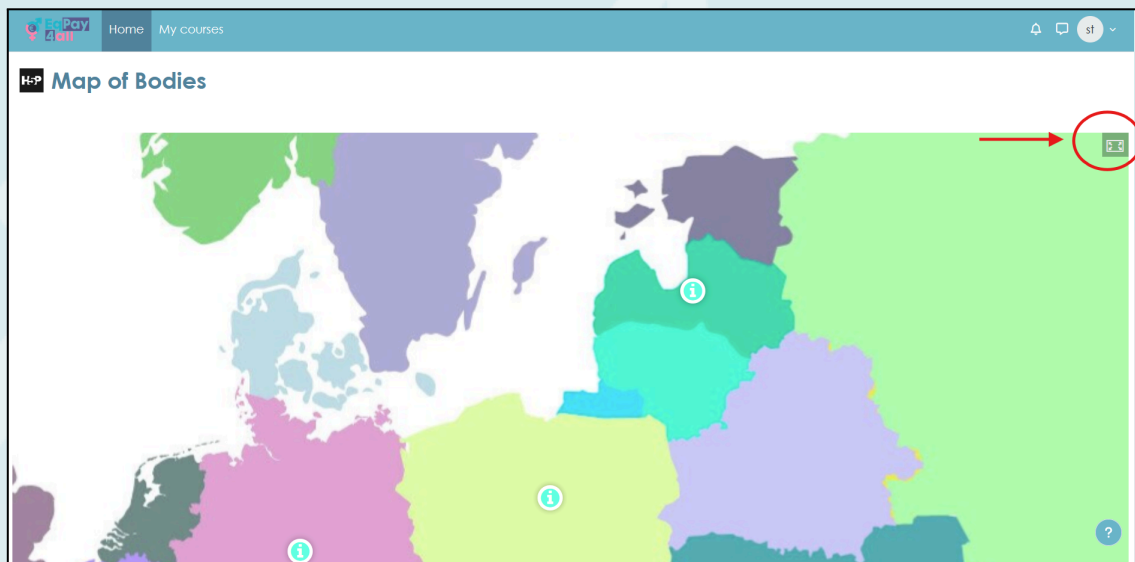


Figure 29

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.

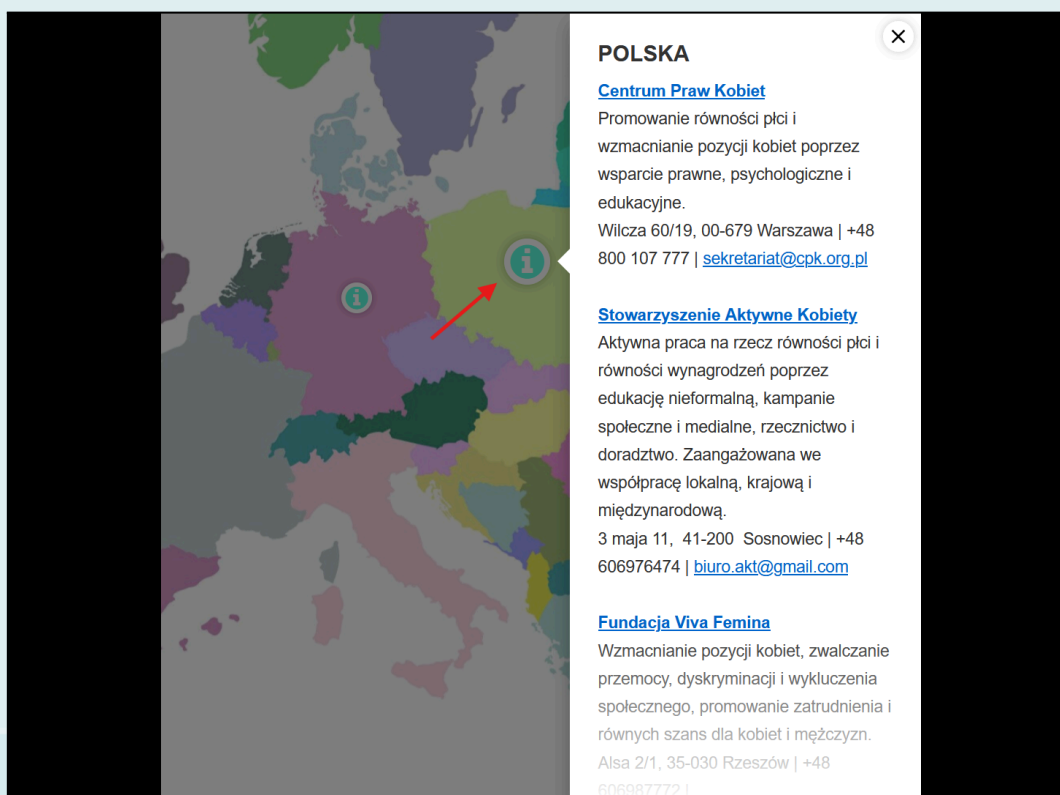


Figure 30



11. Mentor Network

The **Mentor Network** aims to connect young and emerging professionals with experienced mentors across a range of fields. Access to the network is restricted to users of the platform aged eighteen or over. 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)

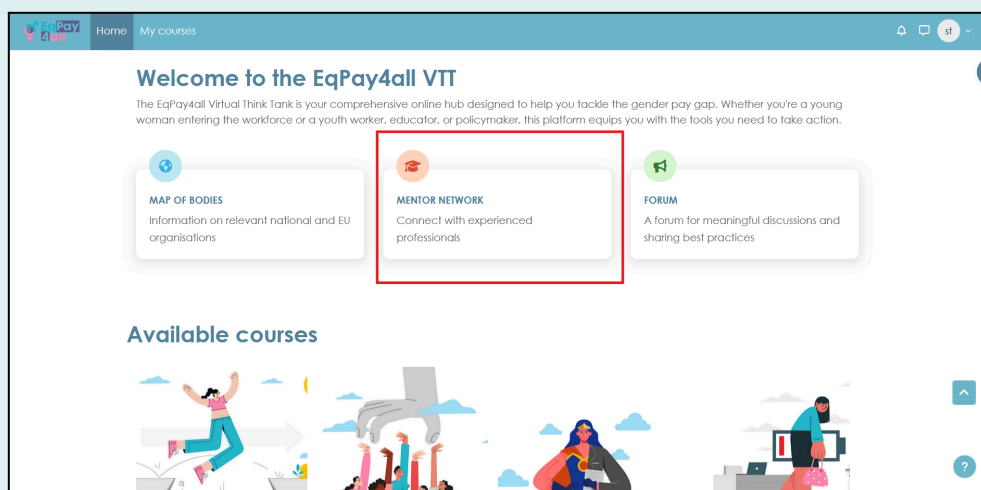


Figure 31

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.

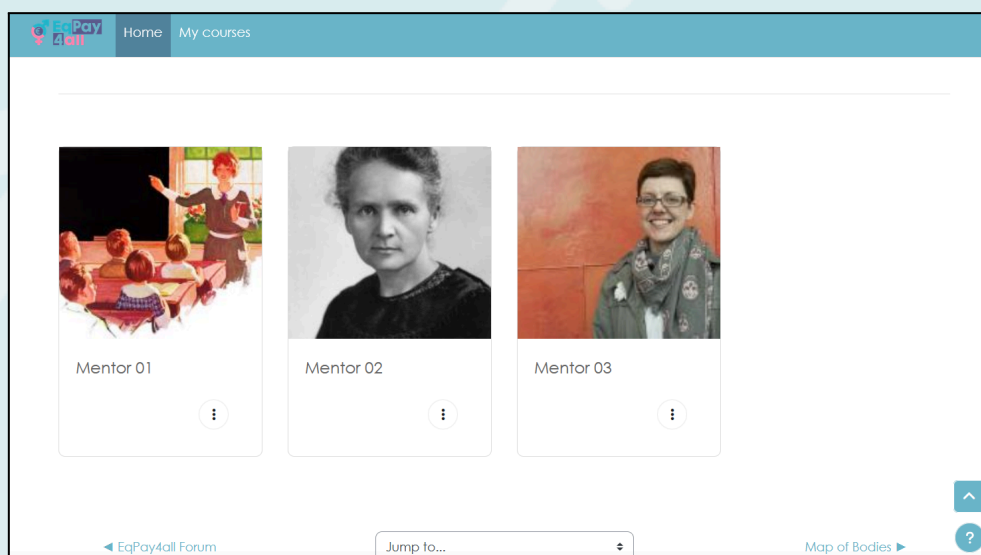


Figure 32

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

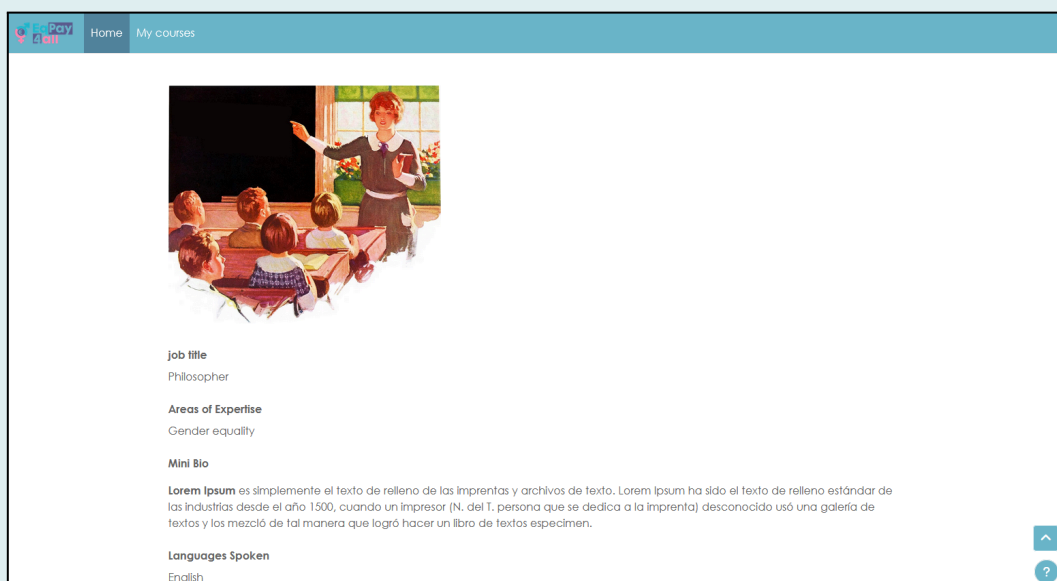


Figure 33

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

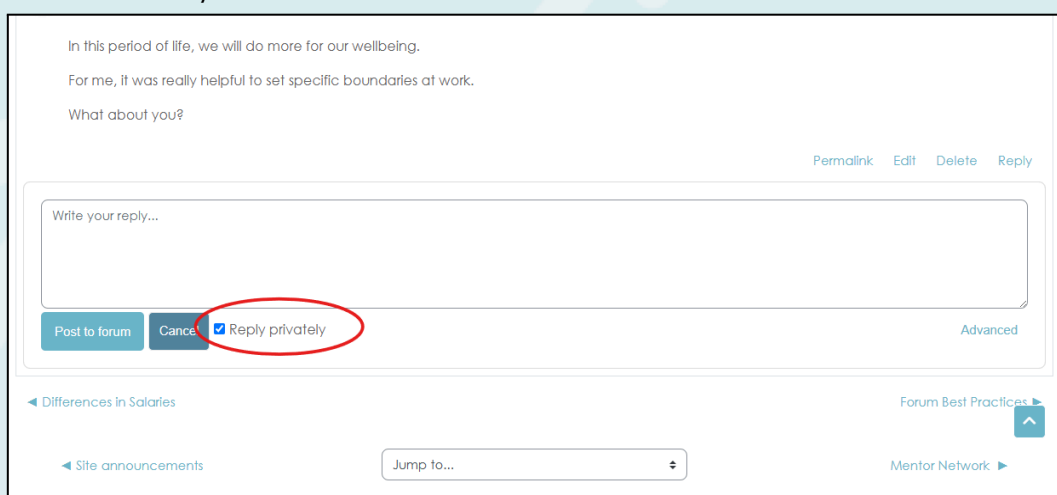


Figure 34

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+).

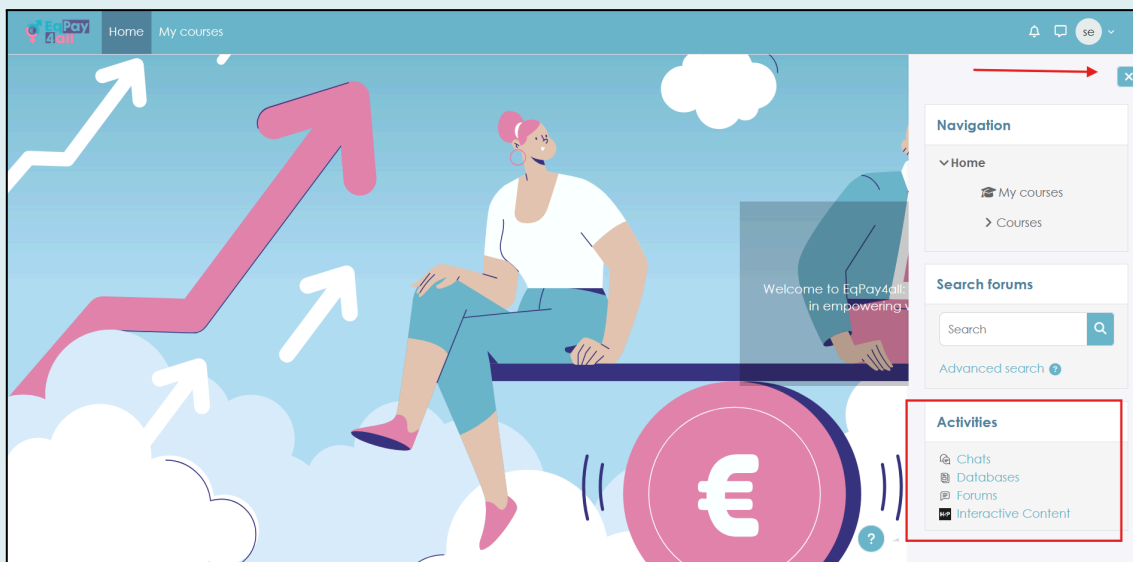


Figure 35

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.

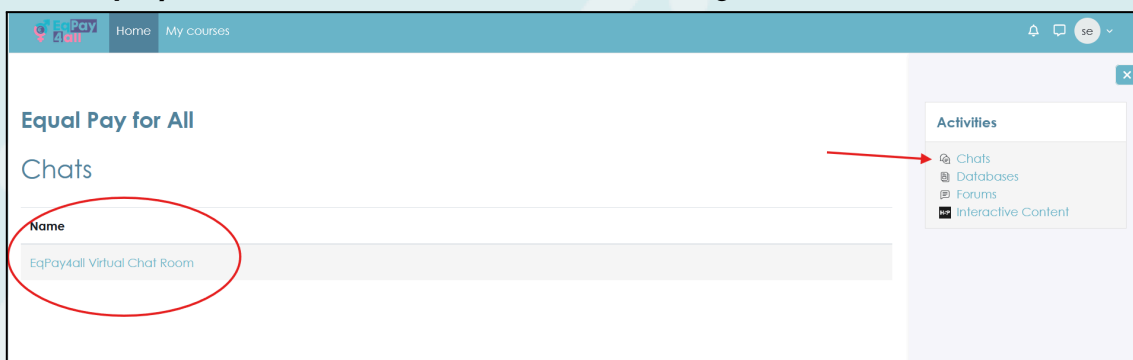


Figure 36

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

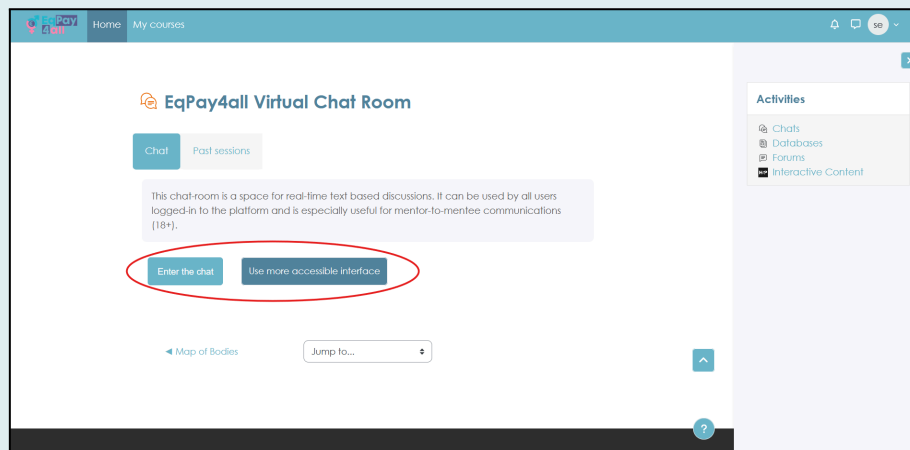


Figure 37

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.

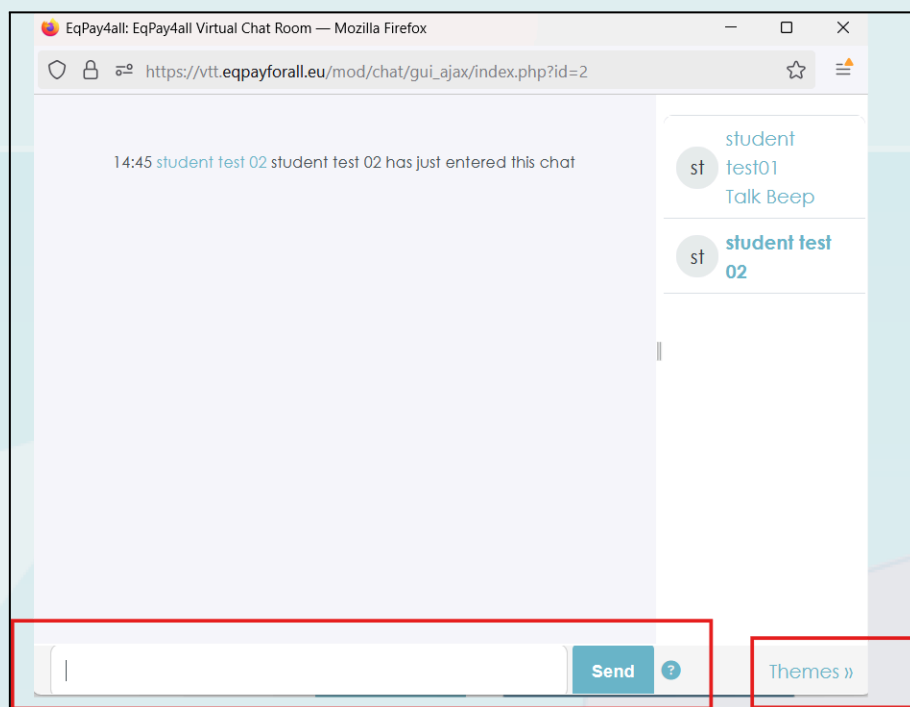


Figure 38

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.

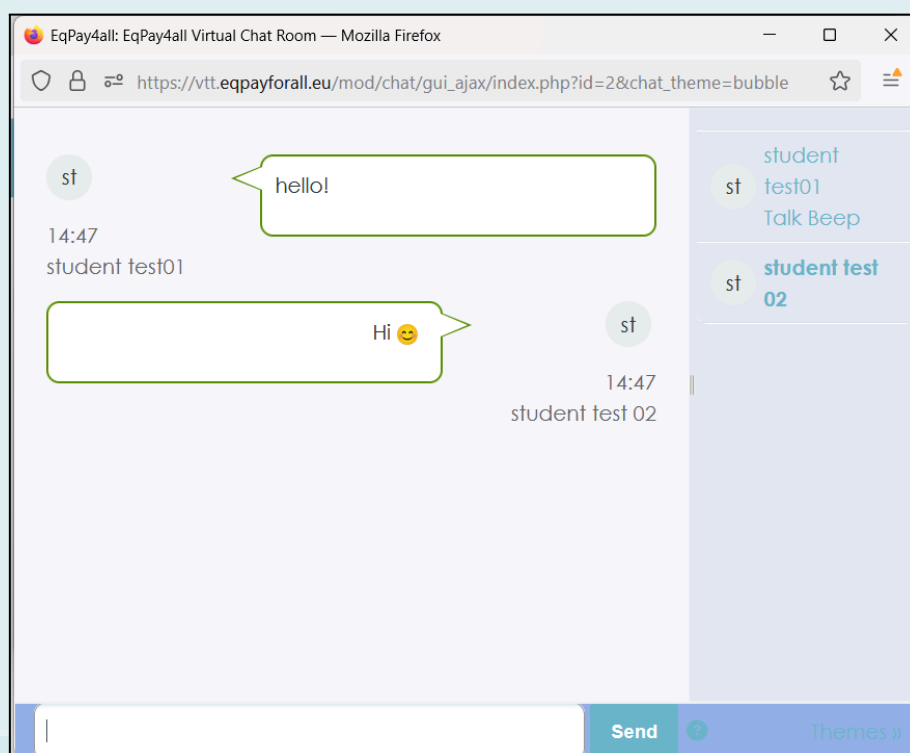


Figure 39



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*.

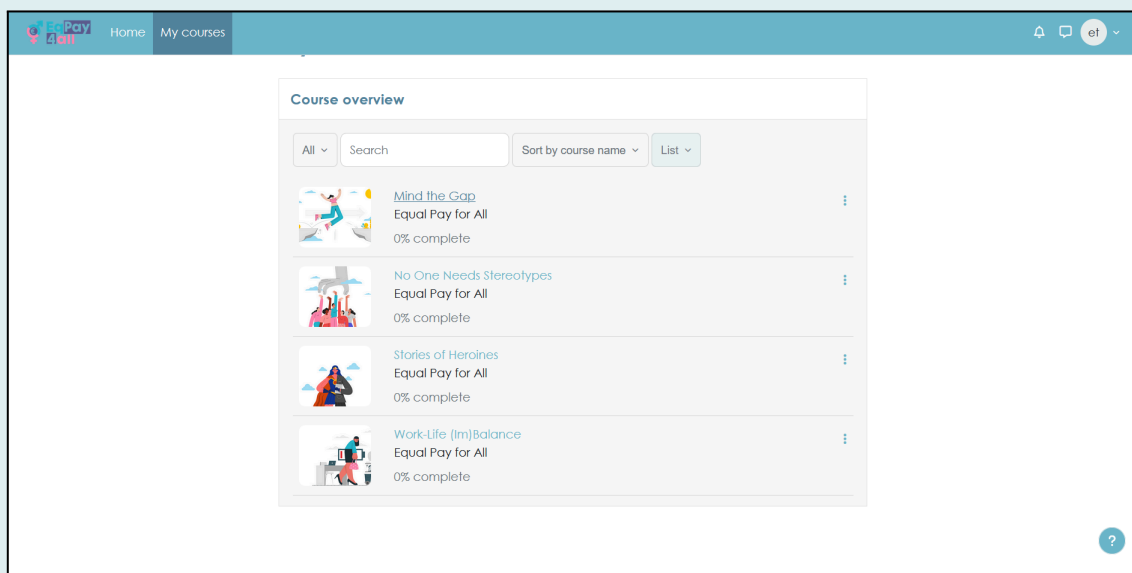


Figure 40

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

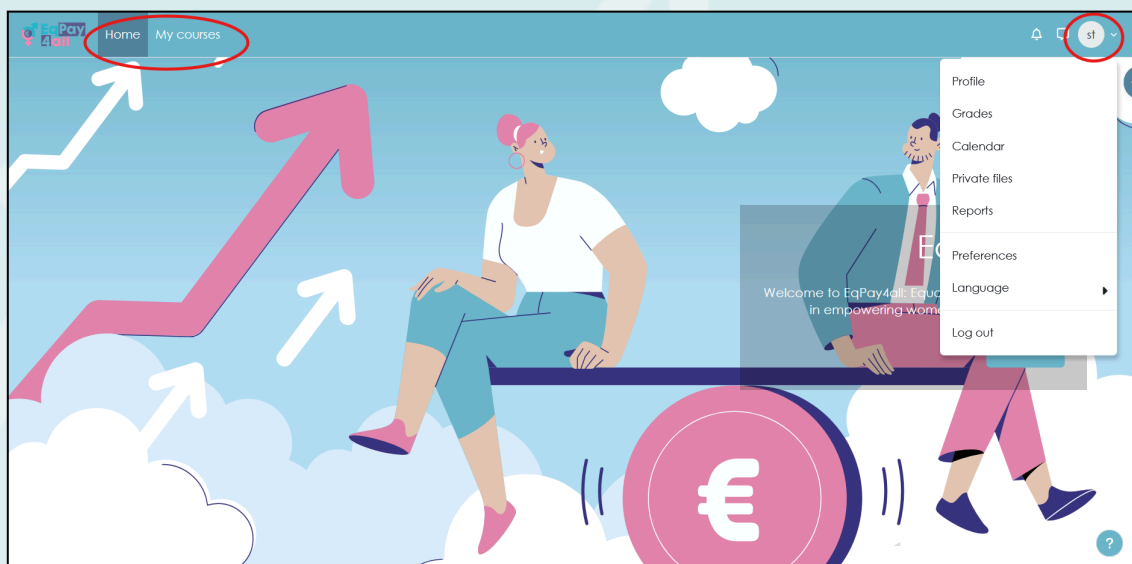


Figure 41

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**.

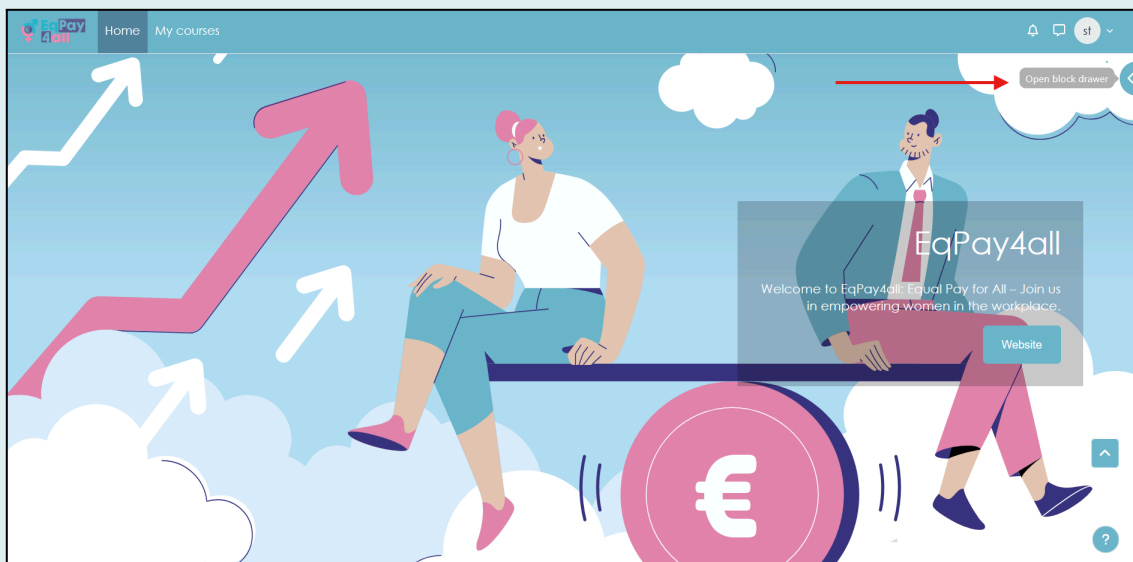


Figure 42

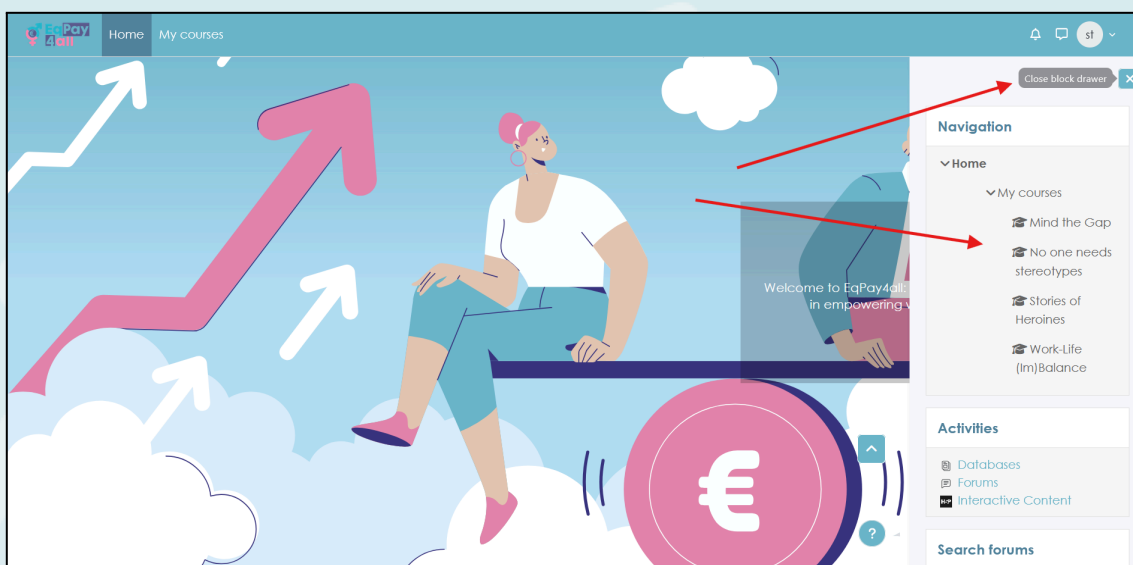


Figure 43

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 **Log in** button at the top-right of the **EqPay4all** homepage, <https://vtt.eqpayforall.eu/>

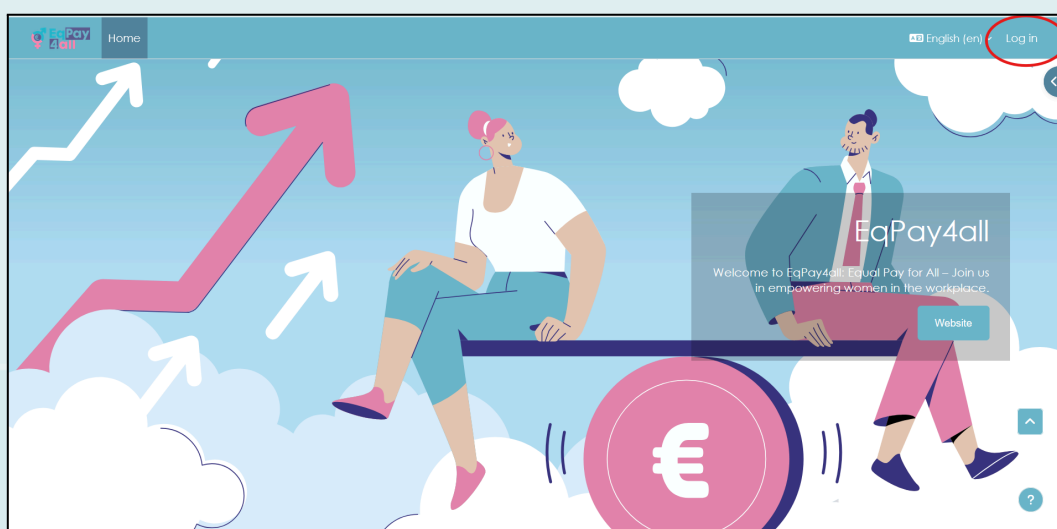


Figure 44

Click **Create new account**

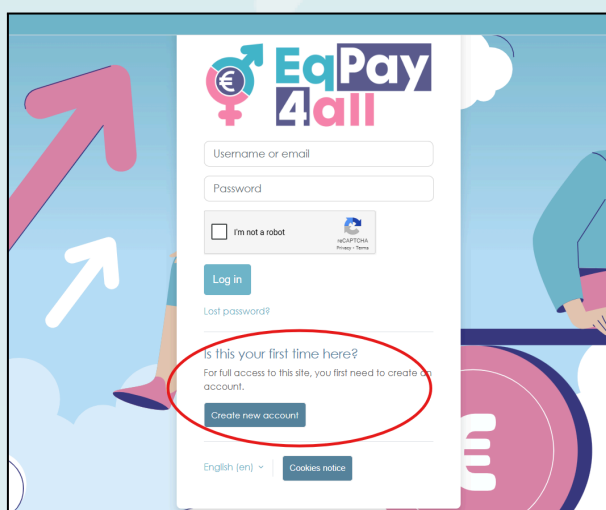


Figure 45

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

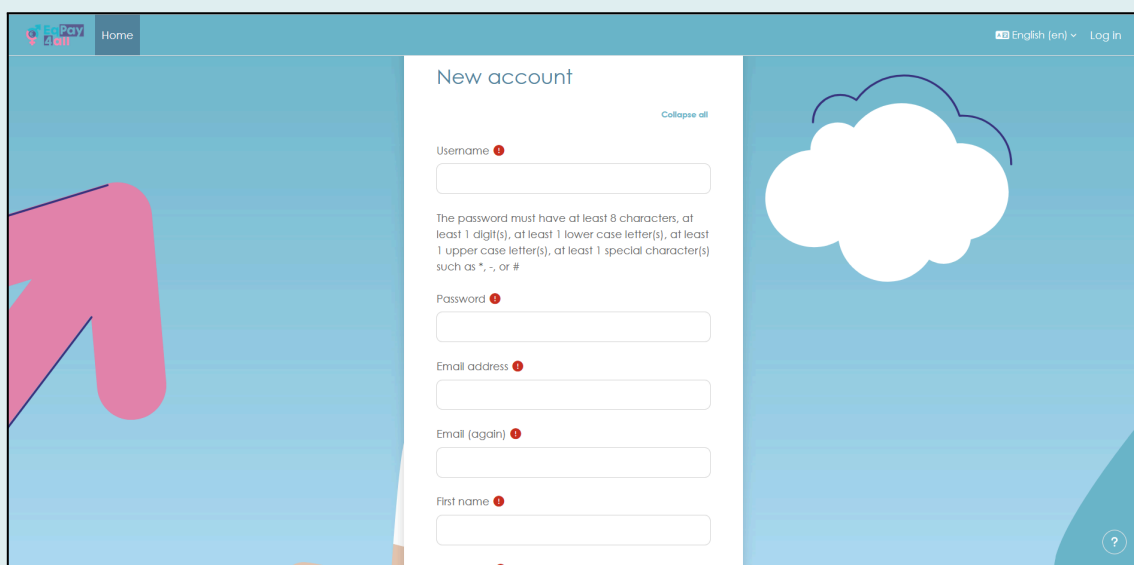


Figure 46

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**.

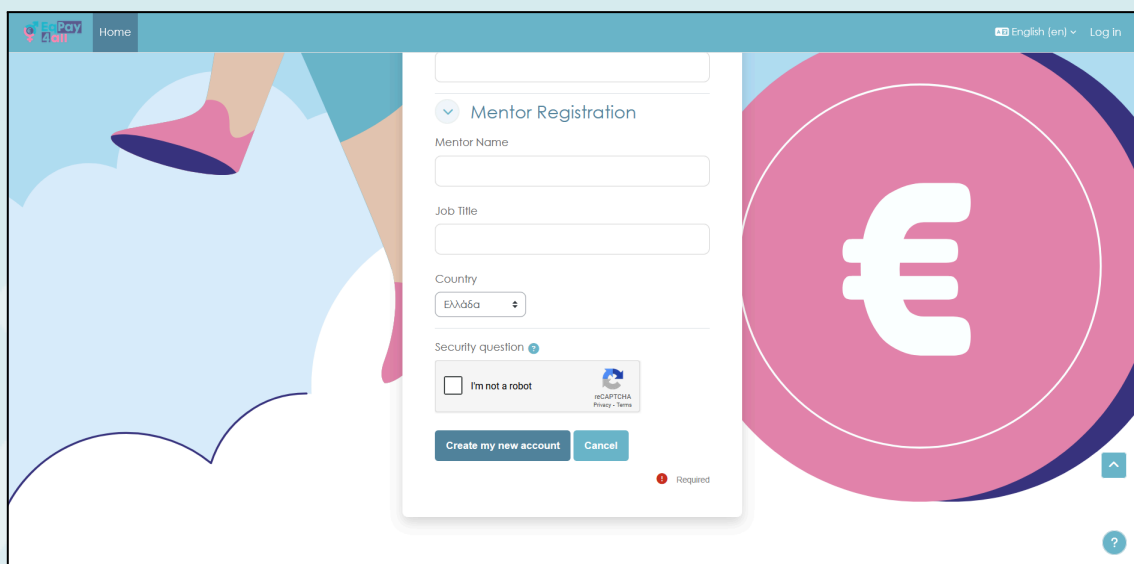


Figure 47

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.

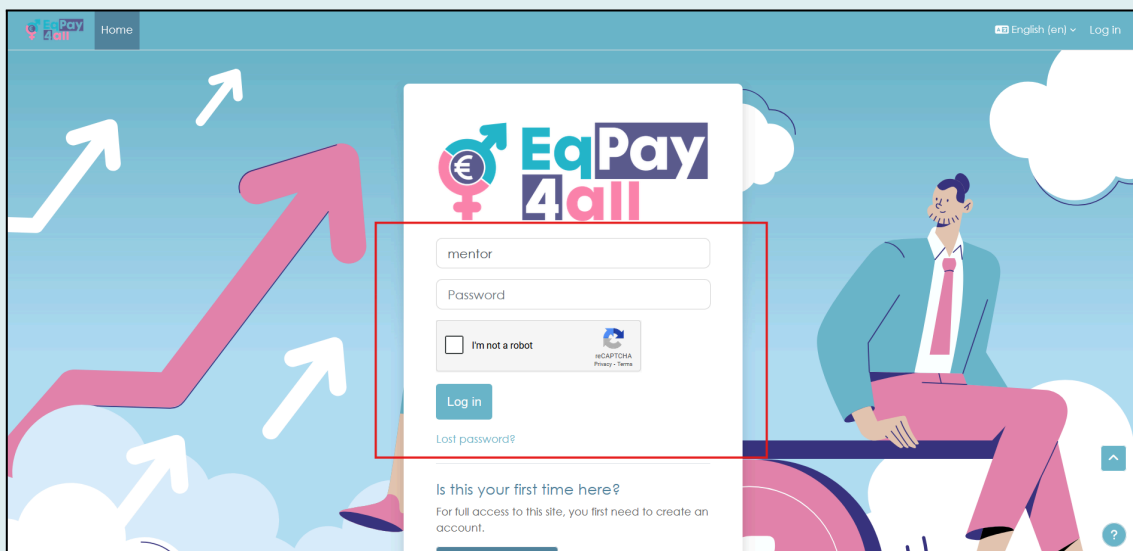


Figure 48

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.



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.

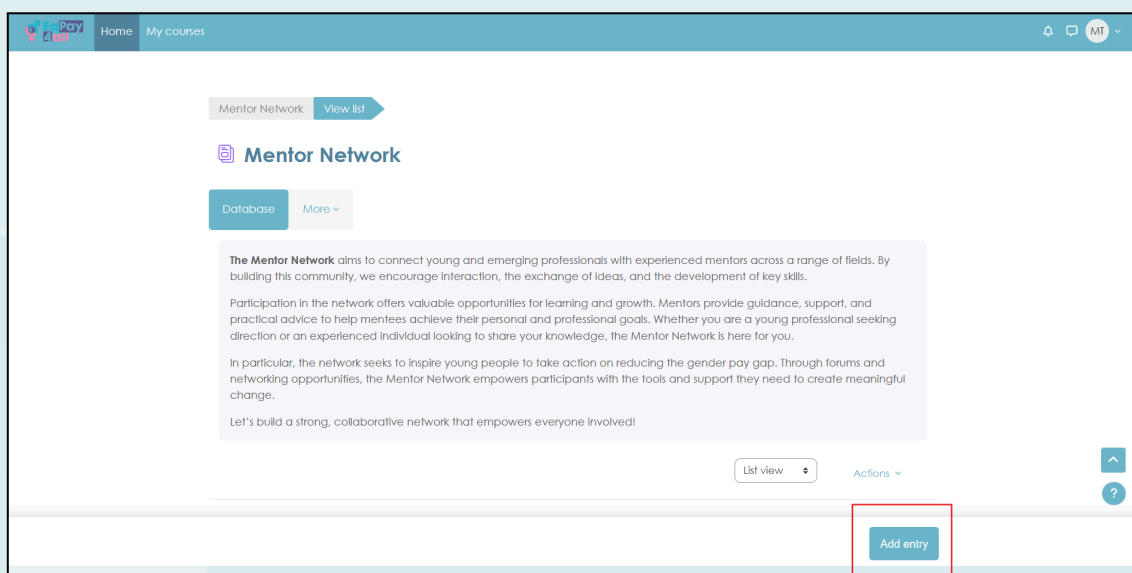


Figure 50

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

The screenshot shows a web interface for the 'Mentor Network' section. At the top, there's a navigation bar with 'EqPay 4all', 'Home', and 'My courses'. The main heading is 'Mentor Network'. Below it, there are two tabs: 'Database' (selected) and 'More'. The form is titled 'New entry' and contains several fields, each with a red asterisk indicating it is required:

- name**: A text input field.
- image**: A file upload area with a dashed border and a download icon. It includes the text 'Maximum file size: 2 MB, maximum number of files: 1' and 'You can drag and drop files here to add them.' Below the upload area is an 'Alternative text' input field.
- job title**: A text input field.
- Areas of Expertise**: A dropdown menu with 'Female Leadership' selected.

At the bottom right of the form, there is a help icon (question mark). At the bottom of the page, there are three buttons: 'Cancel', 'Save', and '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*.

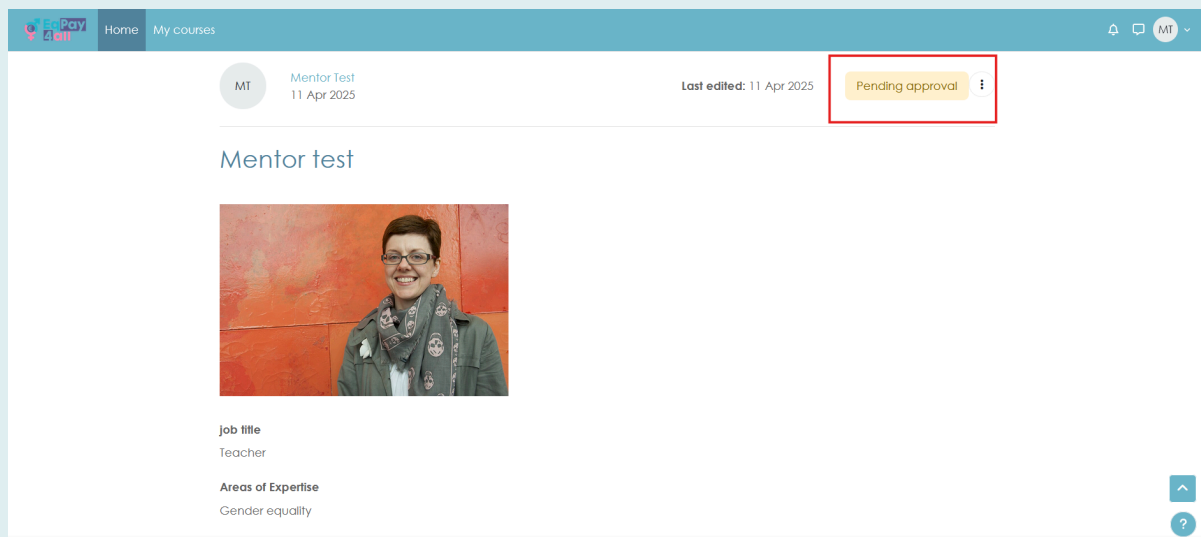


Figure 52

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.

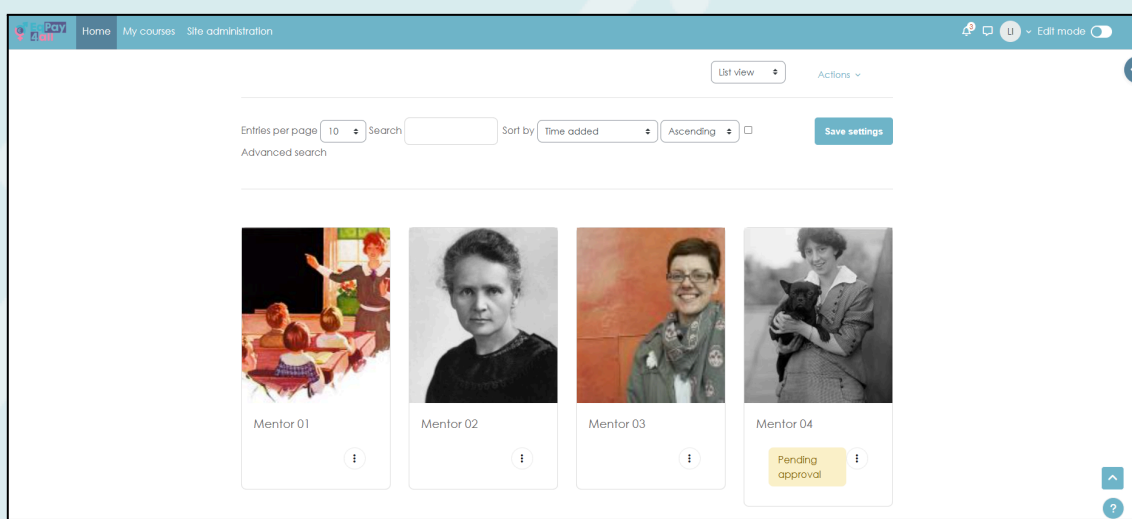


Figure 53

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.

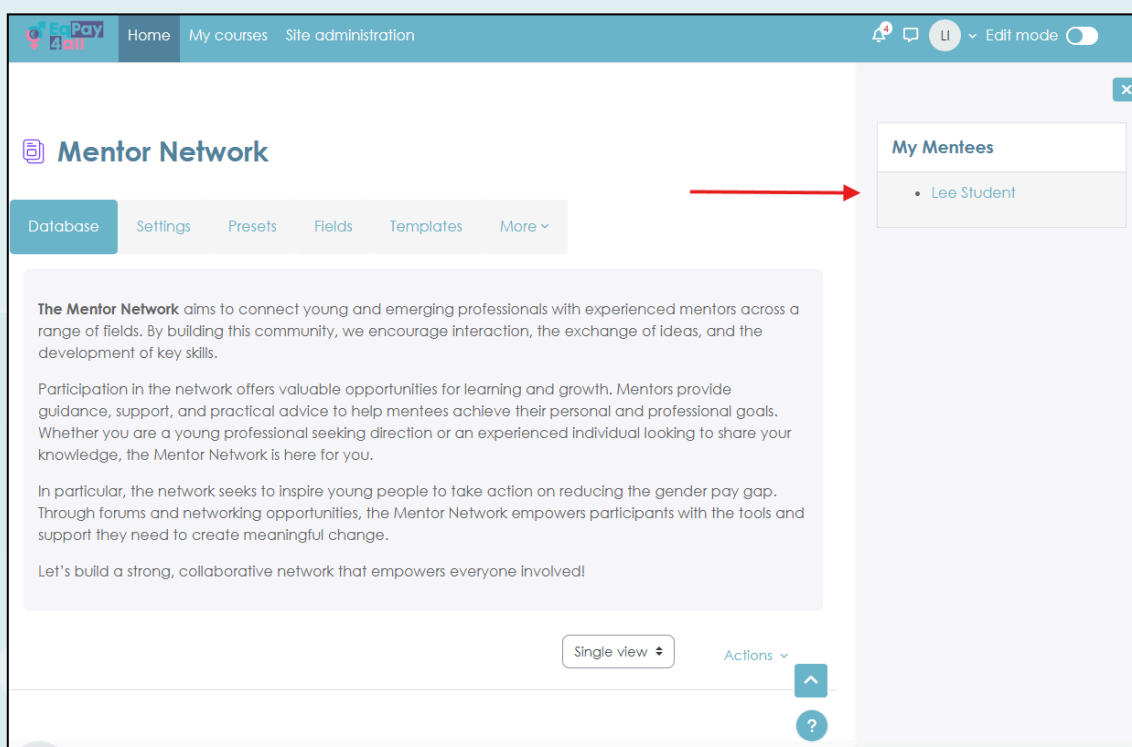


Figure 54

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.

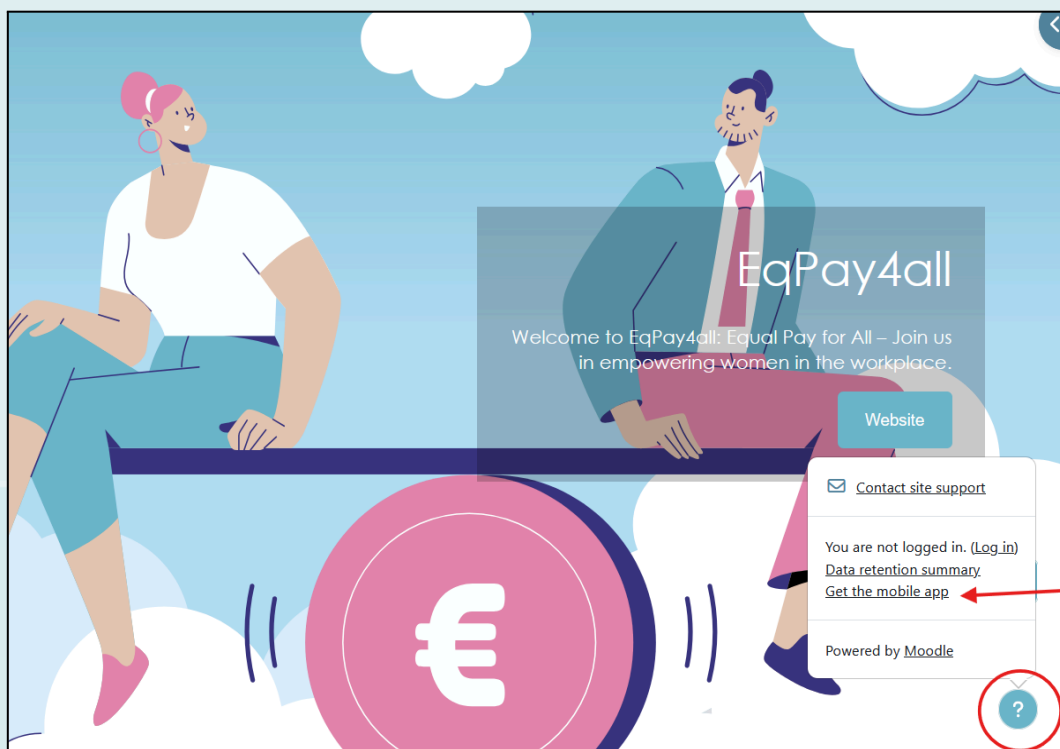


Figure 55

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 <https://vtt.eqpayforall.eu/> 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!