- Course Manual-
How to use the My e-Start Online Course

Content

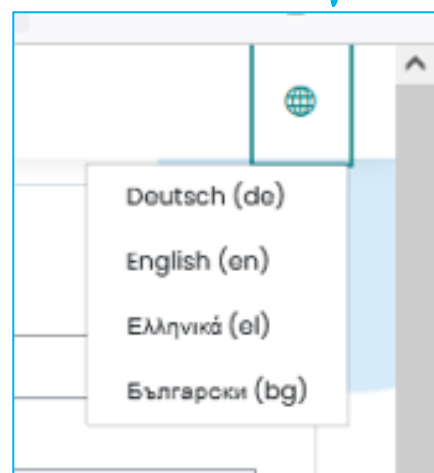Co-funded by the
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1. Creating a New Account

When you first open the link to the My e-Start platform (https://my-estart.dieberater.com), you will see this screen:
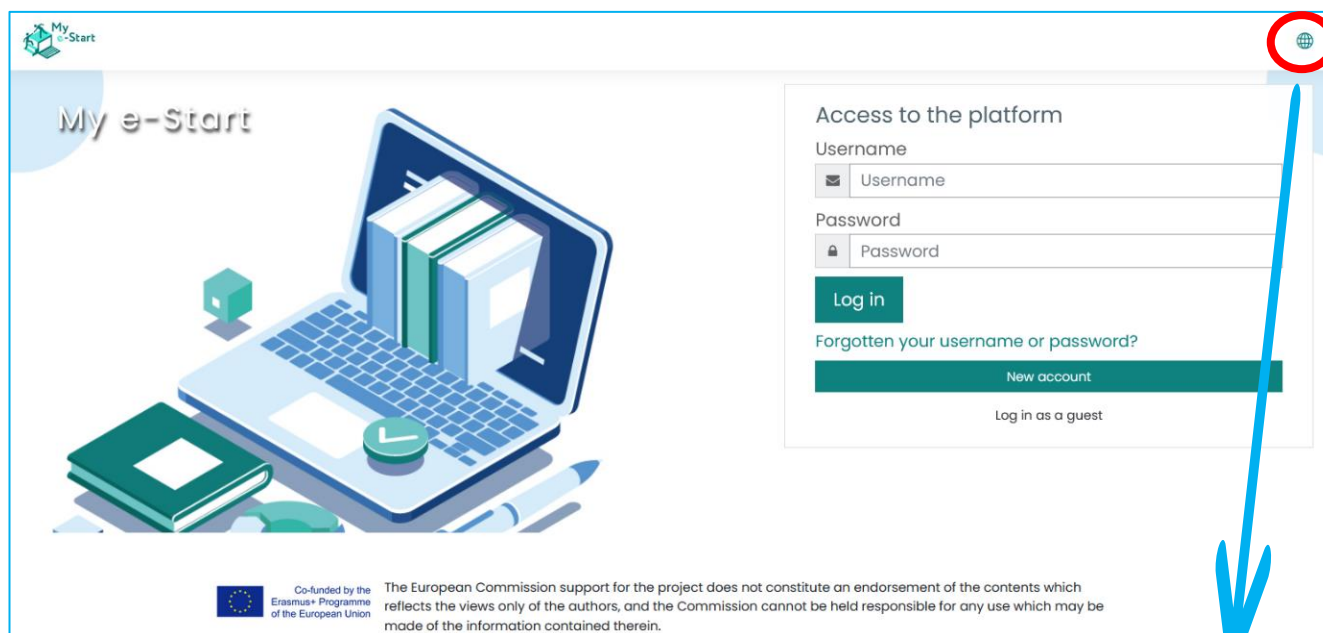
The first thing you should do is change the language of the platform. To do this, click on the small circle in the upper right corner, and then on the language you want to use.

In order to use the platform, you must create a new account first. To start this process, click on "**create new account".** A new page will open and display this form:

New account

▼ Collapse all

Choose your username and password ▼

Username	⊘	your_user_name ⊘
		Only lowercase letters allowed
		The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #
Password	⊘	••••••••••

More details ▼

|		
Email address	⊘	my_e-mail@address.com
Email (again)	⊘	my_e-mail@address.com
First name	⊘	Toni
Surname	⊘	Testuser
City/town		Sampletown
Country		United Kingdom ⇕

Create my new account   Cancel

There are required fields in this form marked ⊘ .

All fields must be completed to continue:

- **Username**: choose a username of your liking to use on the platform
  - **Password**: your account will be protected by a password to make sure only you can use it. Choose a password and type it in. Please note the requirements - the password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

- **e-mail address**: the platform needs to know your e-mail address, please enter it. You need to repeat it in the next field to check that you have not typed it incorrectly the first time

- **First name:** type your first name into this field

- **Surname:** type your surname into this field

- **City:** type the name of the city where you live in

- **Country:** select from the list the country in which you live

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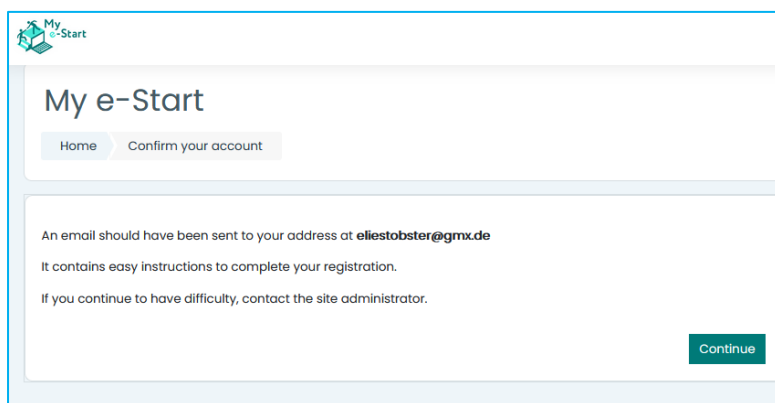
After all the fields have been completed, you can continue by clicking on "**create new account**". On the next screen, the platform informs you that you will receive a confirmation e-mail shortly.
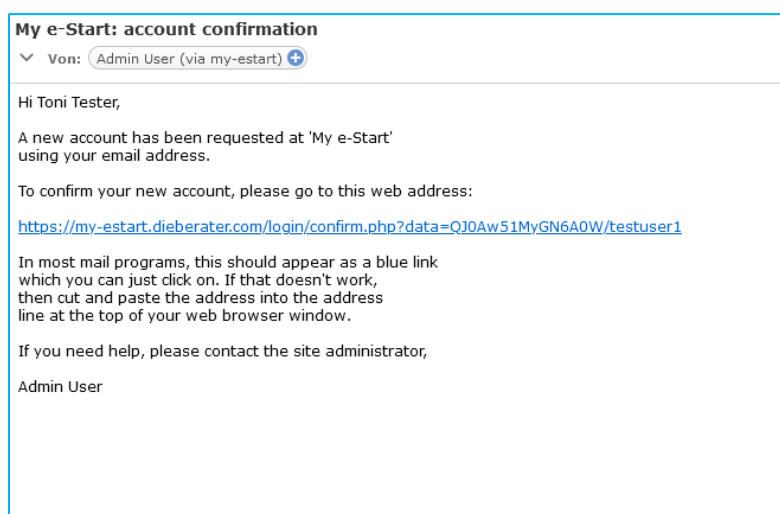
This confirmation e-mail will be sent to the e-mail address which you entered in the "e-mail address" field.

Click on the link to finish the registration:
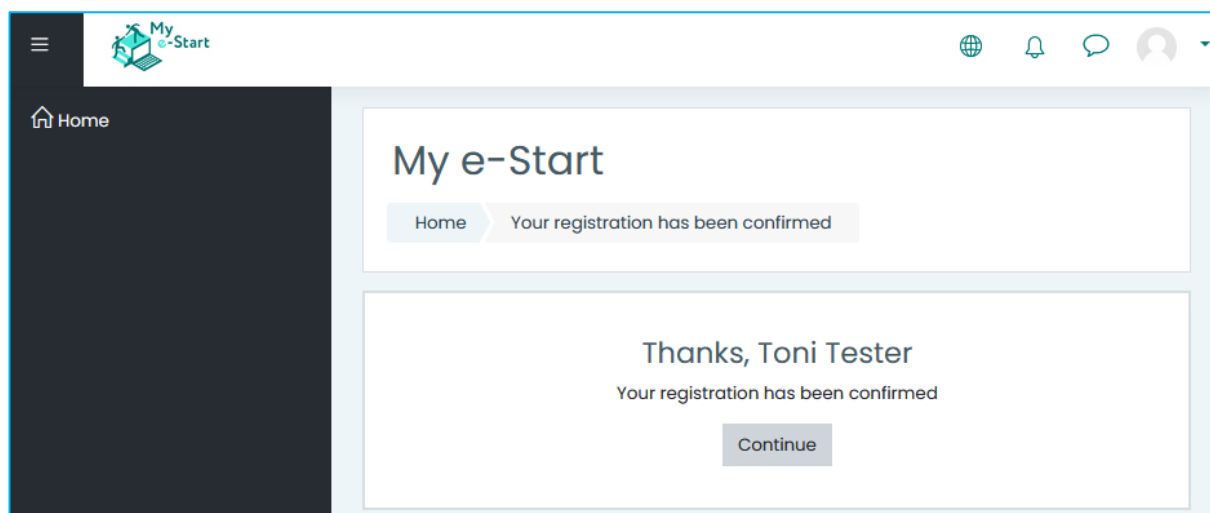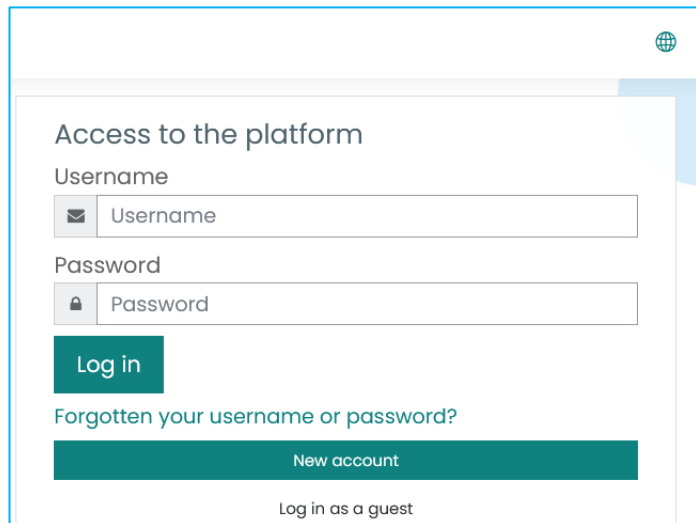
This was the final step, and your registration is now finished.

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2. Log in to the Platform

Once you have finished the registration, you can start using the platform.
Open the website https://my-estart.dieberater.com/ to access the following screen:

Type your username and password into the relevant fields and tap or click on "login". If you have typed in your correct username and password, you will have successfully logged in.
The next screen will look like this:
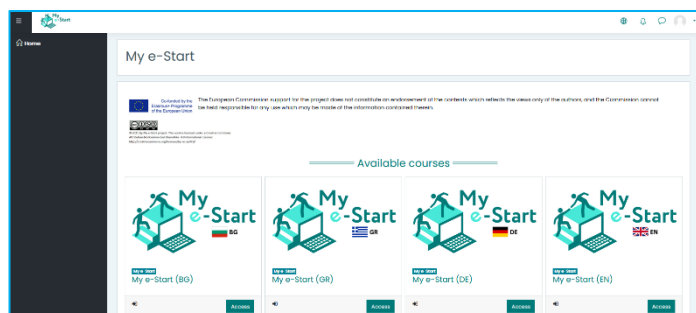
If you have mistyped either the username or the password, the login will not work, and you will instead see this screen:

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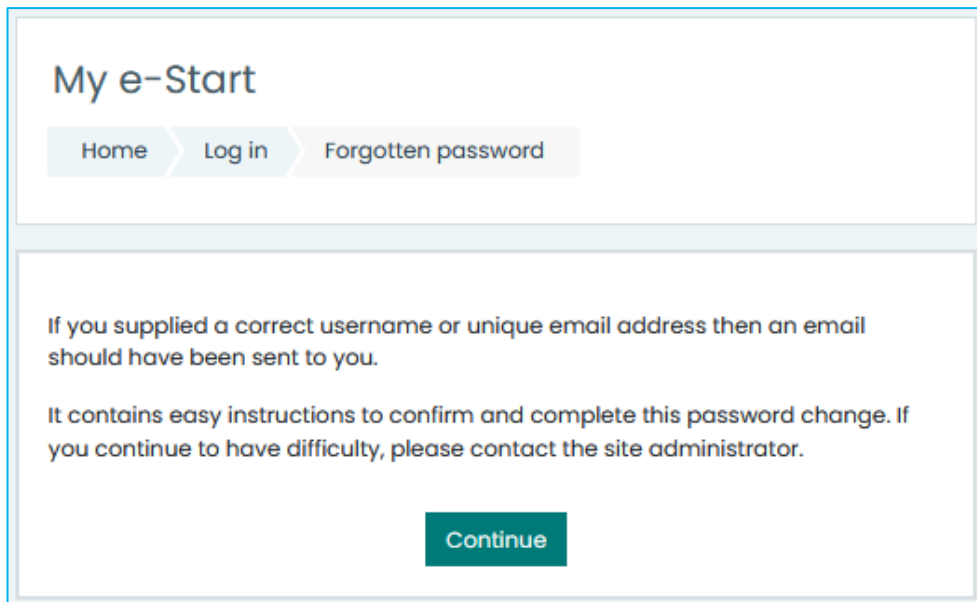
Do not worry, most times a login does not work is because of a simple typing error.

On this page you can try again to put in your username and password. If it does not work at all you can click on "Forgotten your username or password?" right under the big "log in" button on the right to access this screen:
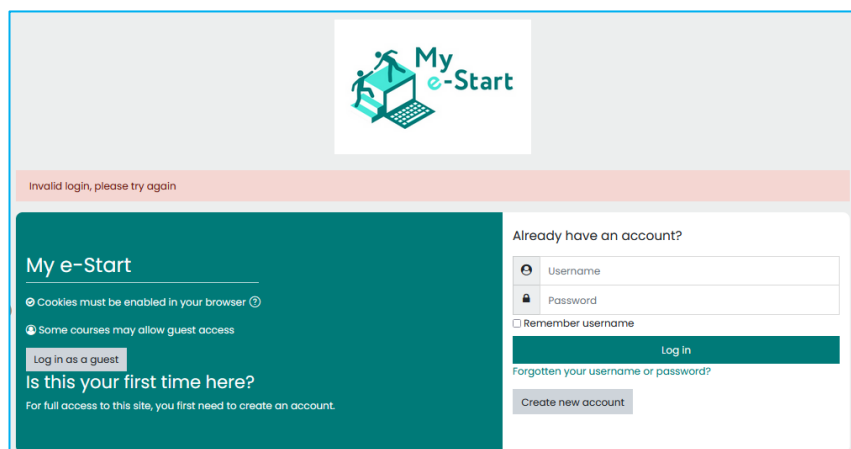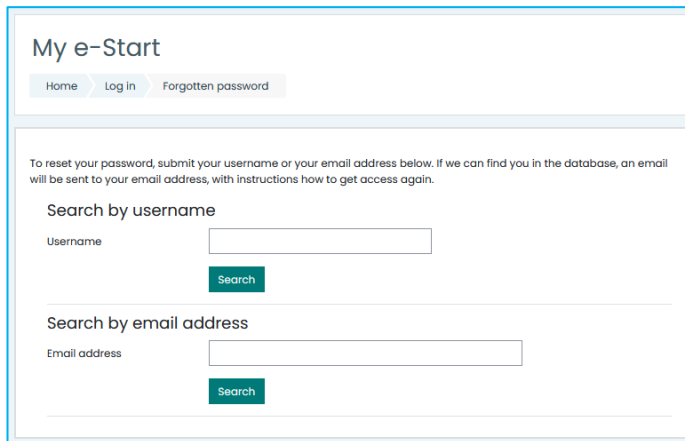

On this screen you can reset your password. You may either use the username you have chosen earlier or your e-mail address.

If you are unsure if the login does not work because the password or the username was typed in wrong, just type in your e-mail address in the relevant field and click on the button just below it, labelled "search", to open the next screen:

The platform informs you that an e-mail was sent to your e-mail address. Similar to the registration e-mail you will receive an e-mail containing a link. If you click on the link, you will be able to set a new password for your account.

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3. Main Menu

After you have successfully logged in, the first page you will see is called "**My e-Start**". This is the home page of the course:
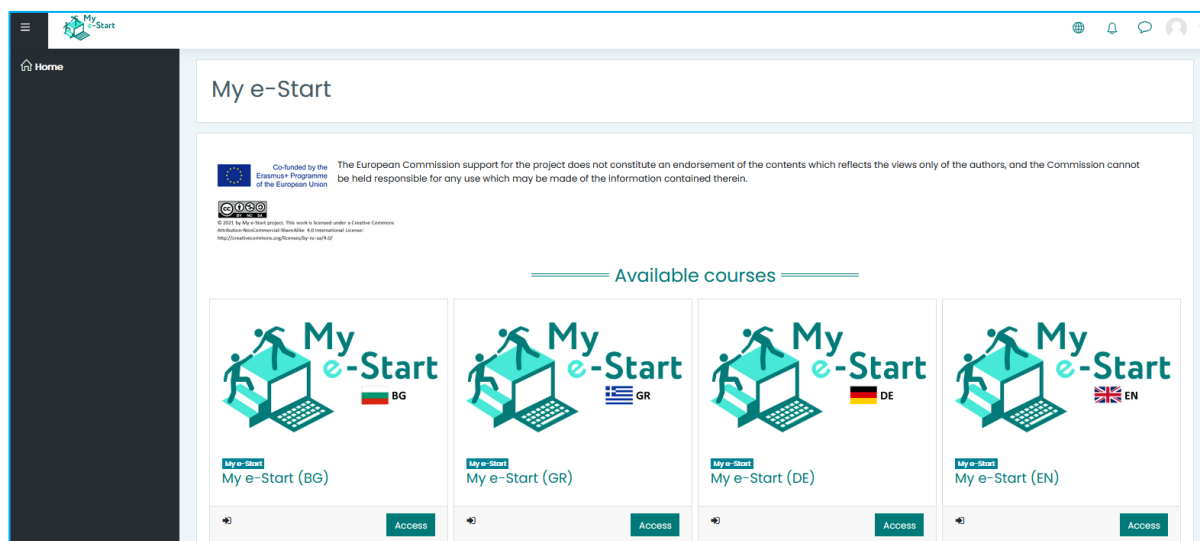
On the left with a dark background, you see an entry named "**Home**". Clicking on "**Home**" will always bring you back to the home page of the online course, as in the image above.

After you have enrolled into a course (which will be explained next) there will also appear an entry named "**My Courses**":
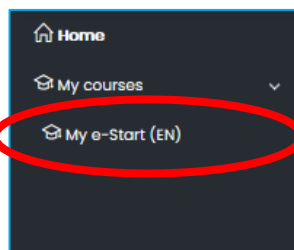
The course you have enrolled into will appear directly under it. In this case, the English course "**My e-Start (EN)**" was selected.

When you are on any of the course's pages, the navigation will change and display "**Course sections**" instead:
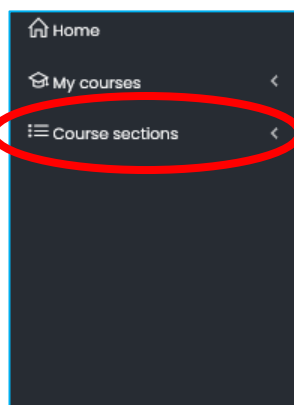
If you click on "**Course sections**", it will expand and show all sections of your selected course.
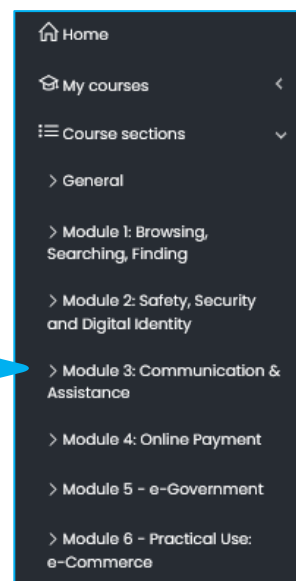
4. Using the Online Course

To access the course you need to be on the home page (My e-Start). If you are on any other page you can just click on "**Home**" in either:

- the main menu (dark background on the left)
- the navigation bar on the top left:
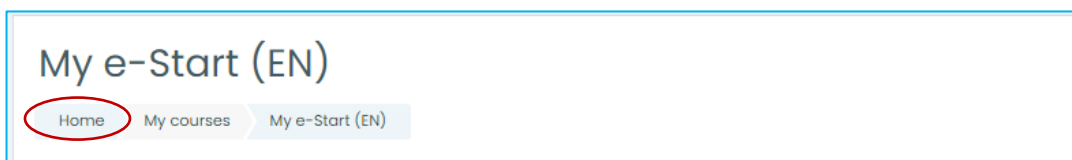
The course is available in 4 languages:

- Bulgarian (BG)
- English (EN)
- German (DE)
- Greek (GR)
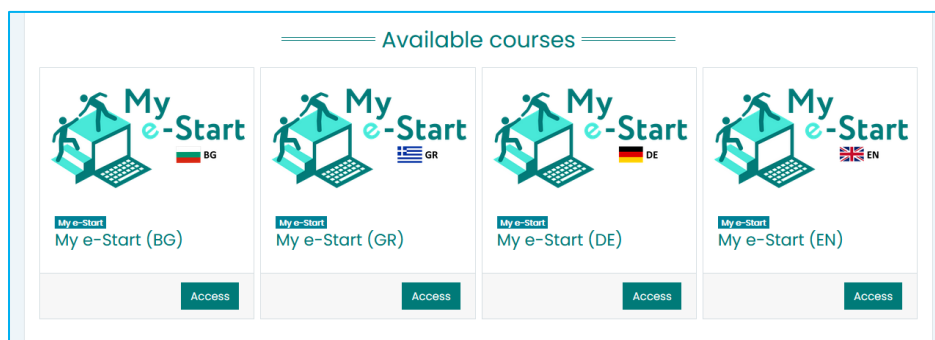
On the **Home** page (My e-Start), click or tap on the "**Access**" button below the image with the flag of the language you wish to use.
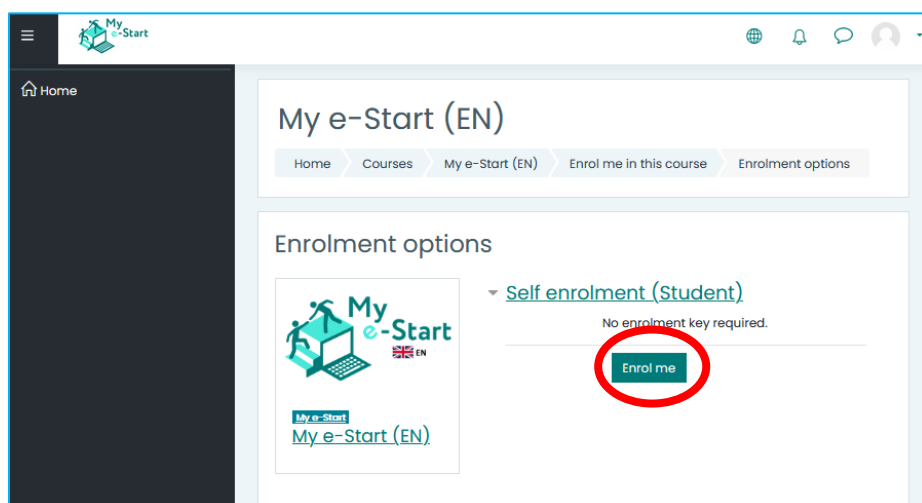
Then, on the next screen, click on the button "**Enrol me**" to activate the course for you.

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Now you see an overview of the course's **six main course modules**:
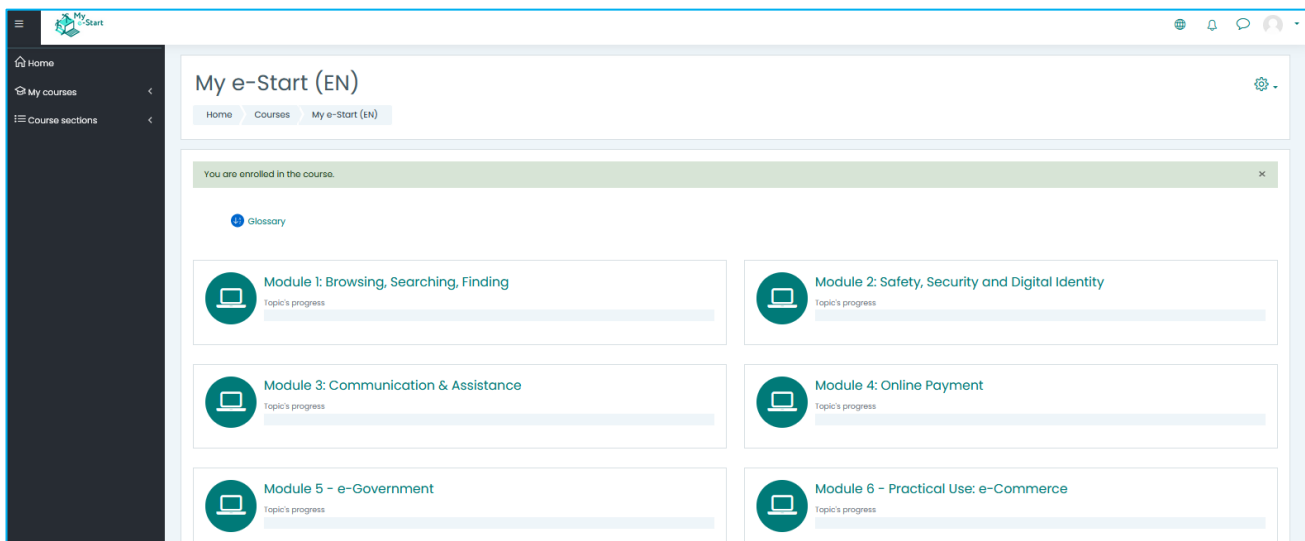
Although the course modules can be done in any order, **it is strongly advised to start with module one and work through the submodules in the order they are presented**.

4.1 Navigation

After you have clicked on a module, the module's main page will open. It is structured in the following way:

My e-Start (EN)

Home My courses My e-Start (EN) Module 1: Browsing, Searching, Finding

Glossary

Module 1: Browsing, Searching, Finding

Your progress

1.1 Introduction

1.2. Finding information on the internet – when you know the web address

1.3. Finding information on the internet – moving around within a website

1.4. Finding information on the internet – internal/external links and introducing the secure site concept

1.5. Finding information on the internet – when you don't know the web address

1.6. Finding information on the internet – searching and filtering information on other websites

1.7. Can a website be trusted?

1.8. Introducing Apps

Jump to...

Next section
Module 2: Safety, Security and Digital Identity

The module's name is displayed at the top

The **submodules** are linked here. Just **click on a submodule** to enter it.

1.1 Introduction

Introduction

We are going to begin this module by looking at different ways to move around and find information on the internet. You will use basic ways to search for information and explore some ways to decide whether or not information you find is useful or to be trusted. When you've found useful information on the internet, which you'd like to return to later, you'll learn to how to save its location so that it's easy to find again.

Whilst the modules in the My e-Start course are written to reflect accessing the internet from a laptop or PC and a browser, we will end this module with an introducti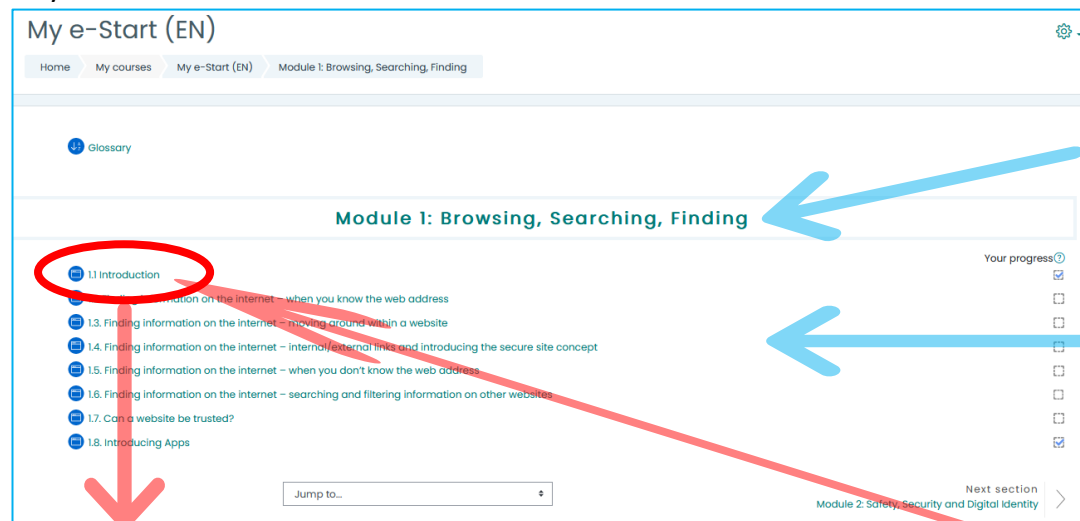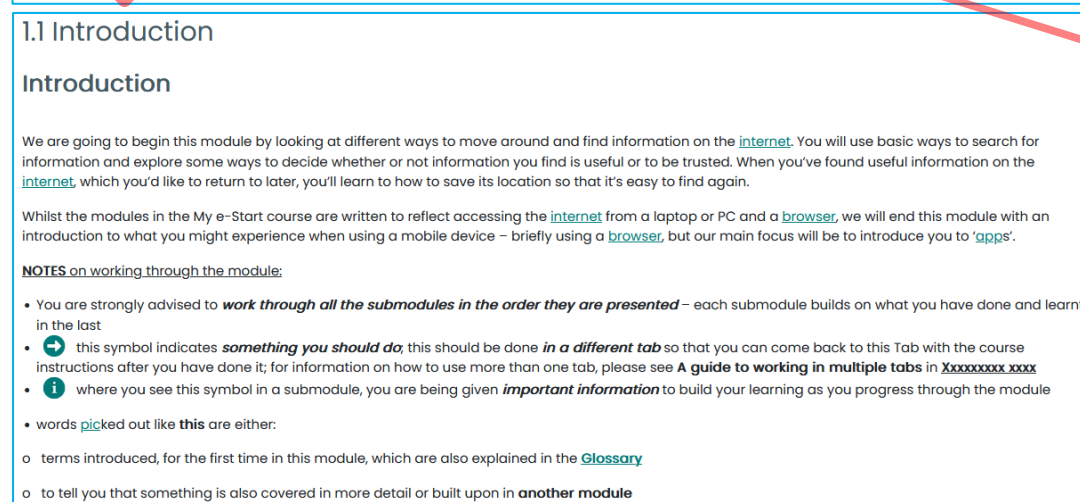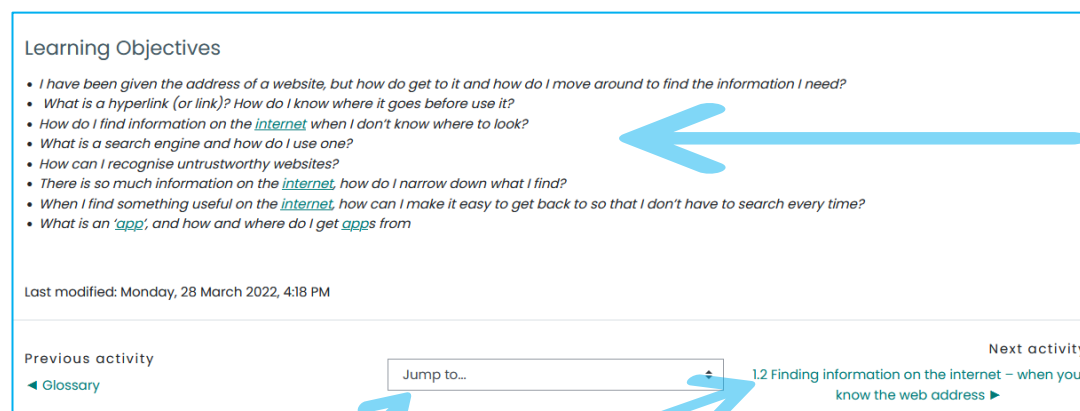on to what you might experience when using a mobile device – briefly using a browser, but our main focus will be to introduce you to 'apps'.

NOTES on working through the module:

- You are strongly advised to **work through all the submodules in the order they are presented** – each submodule builds on what you have done and learnt in the last
- this symbol indicates **something you should do**; this should be done **in a different tab** so that you can come back to this Tab with the course instructions after you have done it; for information on how to use more than one tab, please see **A guide to working in multiple tabs** in Xxxxxxxx xxxx
- where you see this symbol in a submodule, you are being given **important information** to build your learning as you progress through the module

- words picked out like **this** are either:
- terms introduced, for the first time in this module, which are also explained in the **Glossary**
- to tell you that something is also covered in more detail or built upon in **another module**

The first submodule of each module is always an **introduction**, telling you what this learning unit is about.

Learning Objectives

- I have been given the address of a website, but how do get to it and how do I move around to find the information I need?
- What is a hyperlink (or link)? How do I know where it goes before use it?
- How do I find information on the internet when I don't know where to look?
- What is a search engine and how do I use one?
- How can I recognise untrustworthy websites?
- There is so much information on the internet, how do I narrow down what I find?
- When I find something useful on the internet, how can I make it easy to get back to so that I don't have to search every time?
- What is an 'app', and how and where do I get apps from

Last modified: Monday, 28 March 2022, 4:18 PM

Previous activity
◄ Glossary

Jump to...

Next activity
1.2 Finding information on the internet – when you know the web address ►

You will also find a summary of **learning objectives** on this page.

Clicking on the text below "**next activity**" will open the next module or submodule.

The feature "**Jump to**…" may be used to access any module or submodule directly.

To complete the course, **all you need to do is read page by page from top to bottom**. Sometimes you will be provided with information, other times there is an exercise for you to do.

4.2 Videos

Most of the modules include short videos for you to watch and learn from. If you encounter a video, just **click on one of the "play" buttons**. Make sure you have enabled sound and have put the volume to a level which you can easily understand.
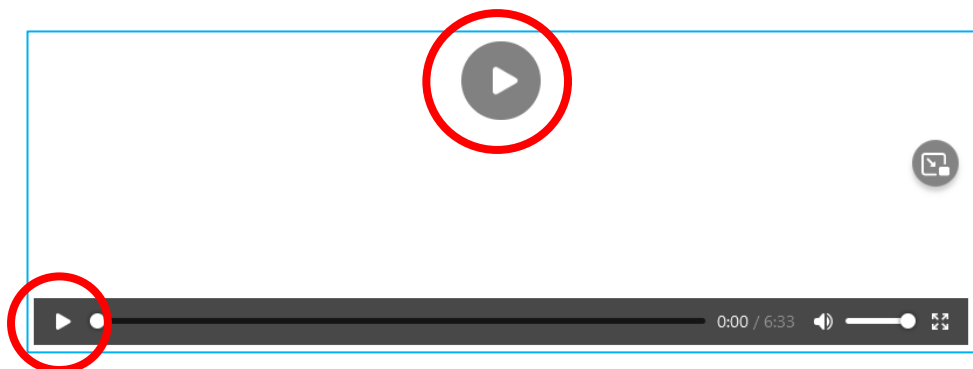
4.3 Icons

Sometimes you will come across this icon:
It means there is something you should do. This should be done in a different **Tab** – see "A guide to working in multiple tabs" in the next section.

Sometimes you will encounter this icon in a submodule:
It means that you are being given important information to build your learning as you progress through the module

At other times, on an image, you will find these icons:
You can click on them to expand them, so they show more information:

This is the address bar. You can type in here the address of a web page you wish to visit.
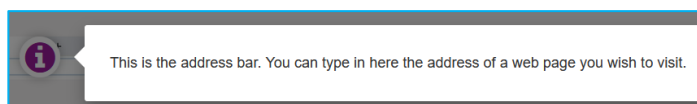
4.4 Quizzes

Some units have quizzes, prompting you to give the right answer:

What is the address of the news item page [TIP: look in the address bar]

my-estart.eu/hello-world

hello-world/my-estart.eu

eu.my-estart/hello-world

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Just click on the answer you think is correct. If you choose the right option, it will turn green, and you will see a star. If you choose the wrong answer, it will turn red, and you will be able to try again.

4.5 Glossary

On the course overview as well as on each page of each module you can see a link labelled "Glossary":
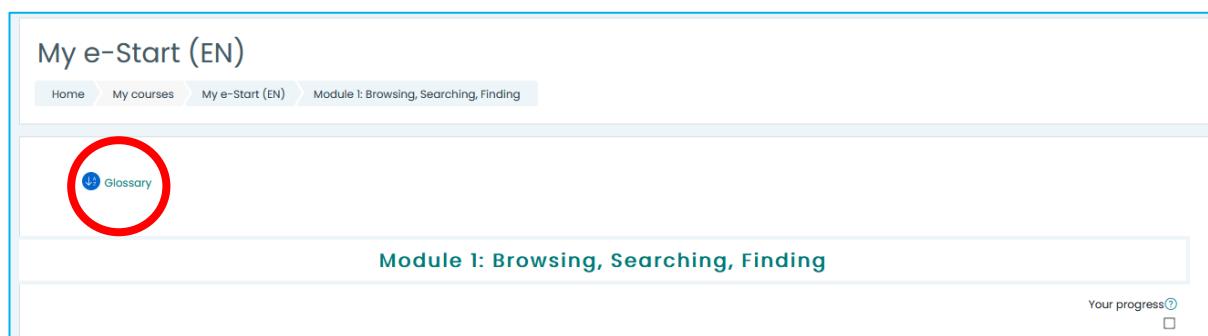
If you click on it, the course's glossary page will open:
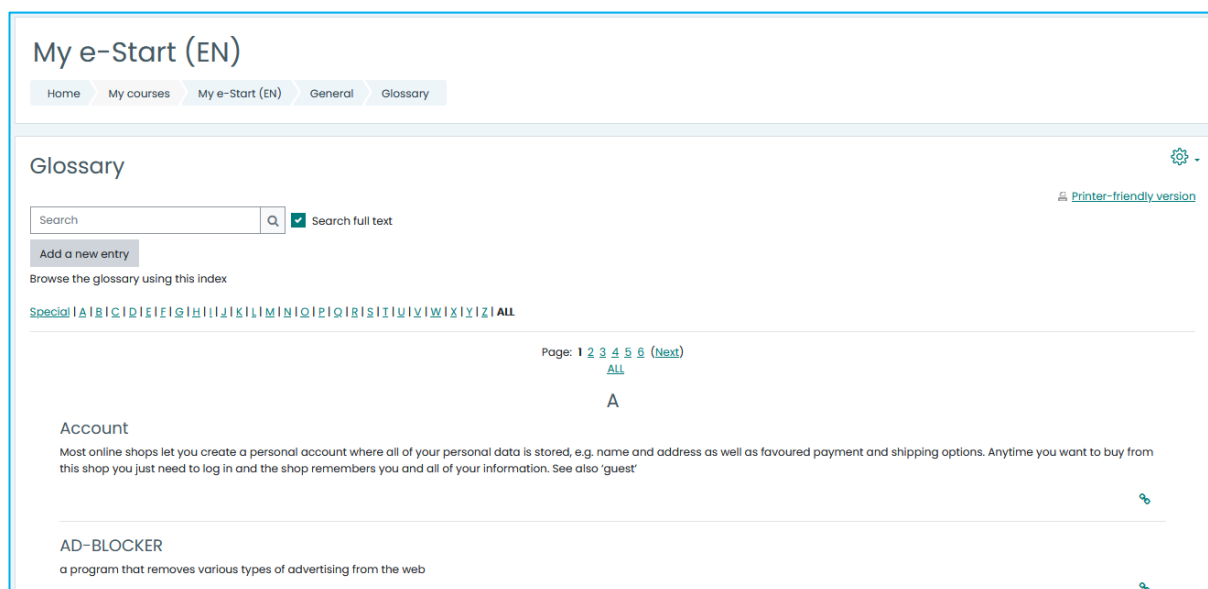
You can use this glossary to get explanations on special vocabulary used during the course. You may either:

- type the word you are looking for into the Search bar
- or click on a letter to see all entries for that letter

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5. A Guide to Working in Multiple Tabs

5.1 Why Tabs?

- Sometimes it is useful to have more than one web page open at the same time, for example, to compare the prices of products on different websites
- Tabs are one way of doing this; they allow you to have as many web pages open as you need… and to switch between them
- For the My e-Start online course:
  - you are going to need to have the course web page open – for information and instructions on what you need to do
  - and also have another web page open – on which you can do the actions required

5.2 In the Activity which follows, we will introduce you to

- what a Tab is
- how to open a new Tab
- switching between multiple Tabs you have open
- and closing a Tab when you've finished doing what you needed to do on a web page

5.3 Activity

➡ ensure you have your browser (Chrome) open and that you are on the My e-Start online course

ℹ **Notice**, at the top left of your screen, there is light area that stands up into a darker background – much like a divider tab on a divider in a folder, or the tab on a suspension file in a filing cabinet drawer
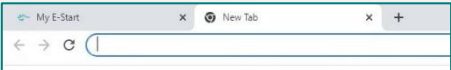
This is a **Tab** – you probably have just one tab open at the moment.

Notice the ➕ symbol to the right of the tab(s) you already have open, this is the **New tab** icon

We're going to open a new tab (a second one)…

➡ click/tap the **New tab** icon to the right of the tab you have open

ℹ Notice that there are now 2 tabs at the top left of your screen.

Excellent, you've opened a second tab!

Notice that the second tab is light, and the original tab is greyed-out (darker). This shows that the new tab is at the front and that this is the one containing the web page you which you are looking at just now.

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Let's practice switching between tabs and opening and closing them…

➡️ click/tap on the first tab (greyed-out) – notice that it's now light (as it's the one you are looking at just now) and the second tab is now greyed-out

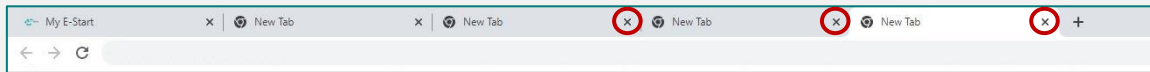***Well done, you've switched between 2 tabs!***

➡️ click/tap on the **New tab** icon to the right of the second tab

Excellent, you've now got 3 tabs open!

You could go on adding tabs so that you could look at lots of web pages.

> **i** **Notice**, in the image below:
> - we've got 5 tabs open!
> - on each tab there is an ✖ symbol – these are the **Close tab** icons for each tab
>
>

We only need the first 2 tabs open, so you're going to close all but those 2…

➡️ *leaving the first 2 tabs alone*, click/tap on the **Close tab** icon(s) *for any other tab(s)*

> **i** Don't worry if you close too many tabs:
> - if you close the second tab, you can always click/tap on the **New tab** icon to open up a second one again
> - if you close all the tabs, this will also close the browser, but you can always open it again and there will be a tab ready for you to use
>
> To do any activities described in the modules, you will need to have 2 Tabs open:
> - First Tab: containing the course module
> - Second Tab: in which you will go to the web pages identified and follow the instructions given