EUROPEAN COMMISSION
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EDIH Academy User Guide - Trainee

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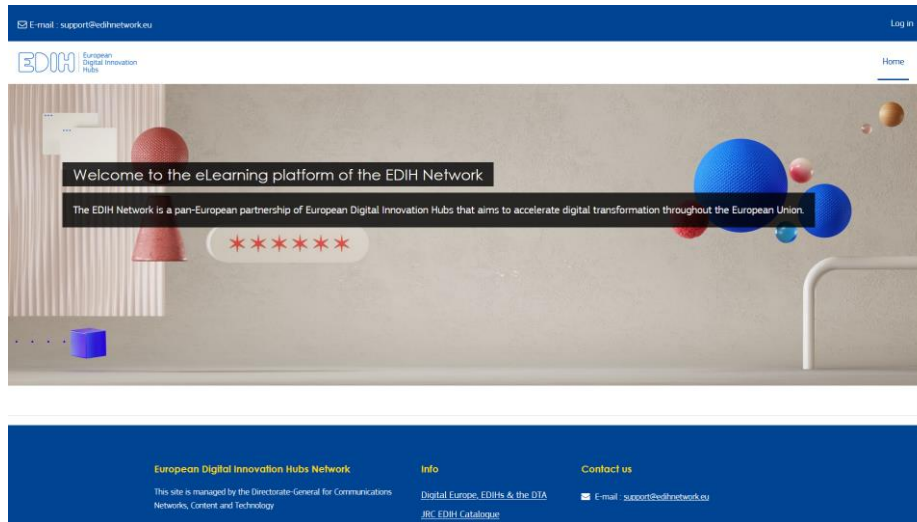Digital Transformation Accelerator

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Contents

1. How to register and login

1.1 Access the EDIH Academy eLearning platform at:

https://elearning.edihnetwork.eu

1.2 Click 'Log in' (top right side of the page)

EDIH Academy login page: https://elearning.edihnetwork.eu/login/?lang=en

1.3 Click 'Create new account'
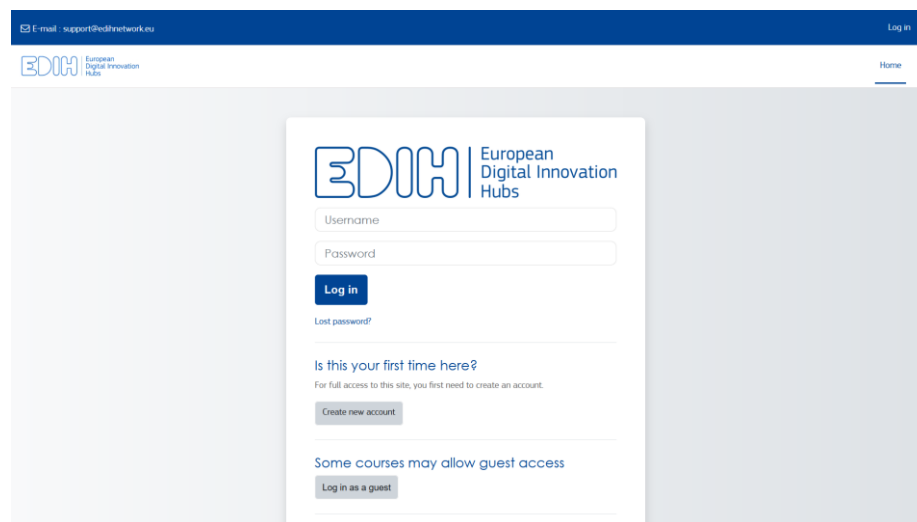
1.4   Complete the required fields and, at the bottom of the page, click 'Create my new account'.

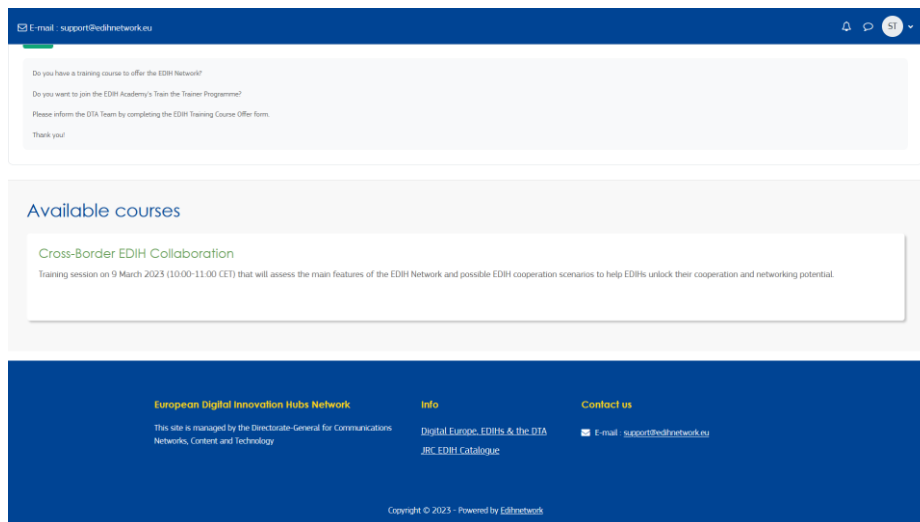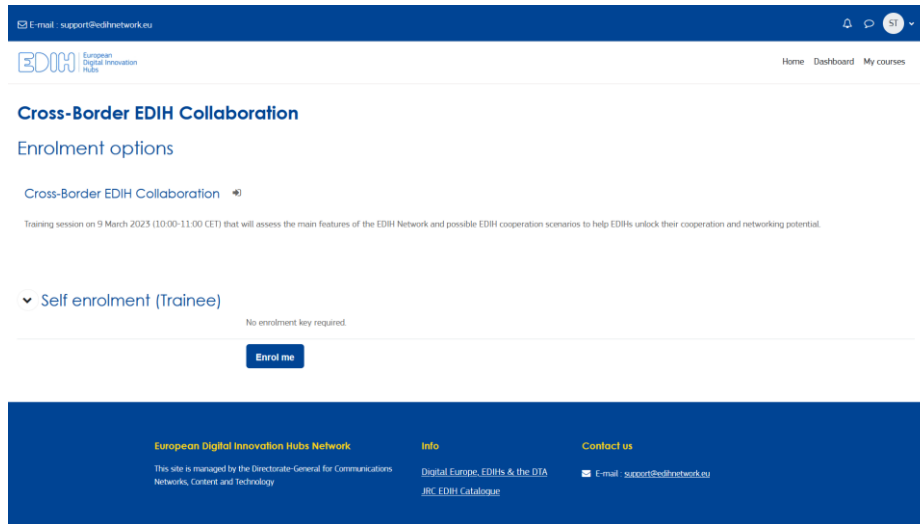# 2. How to find a course and enrol

2.1   Click 'home' (top right of the page)
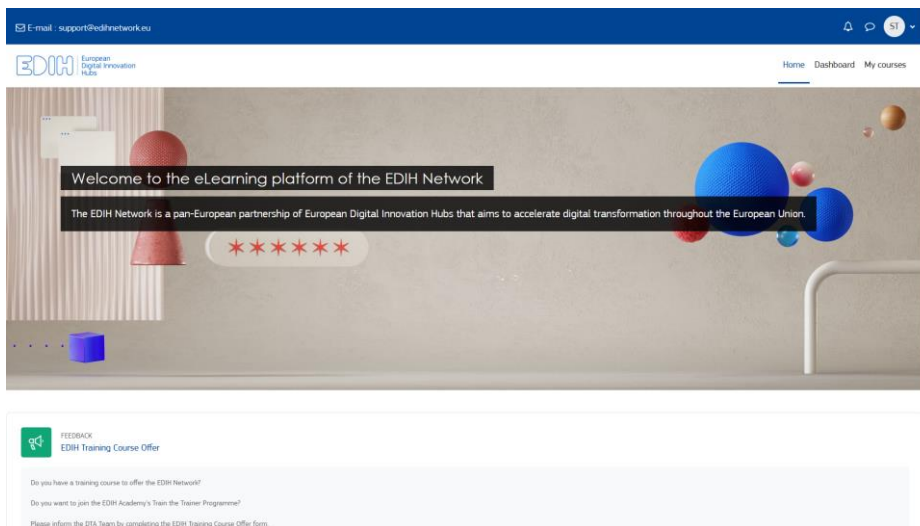
2.2   Scroll down the home page to view 'Available courses'
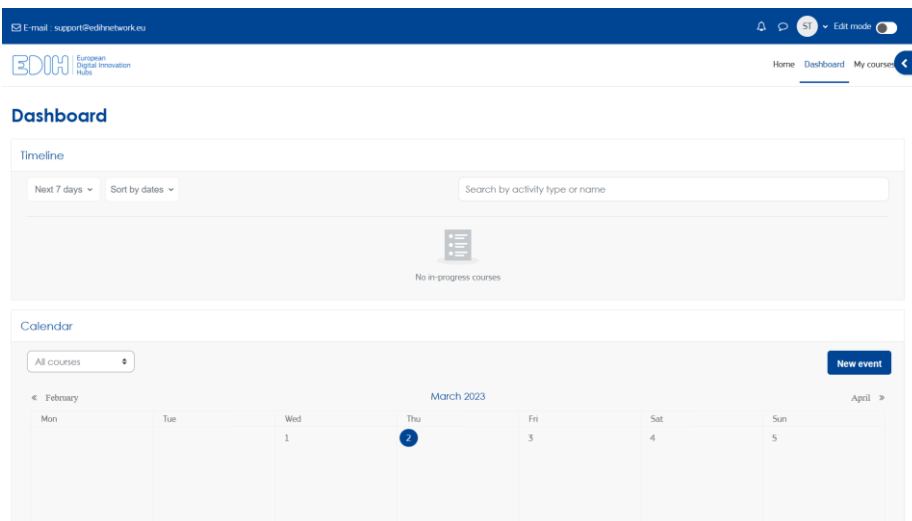
2.3   Select a course and click 'Enrol me'

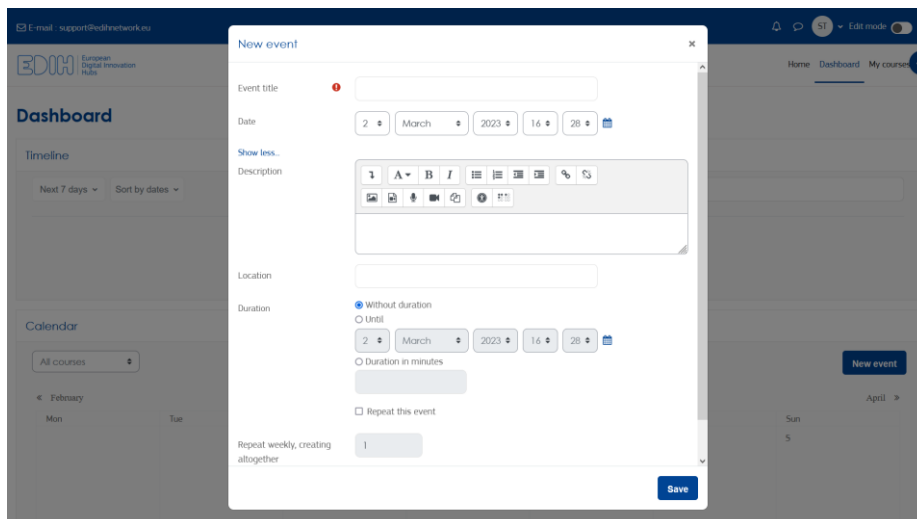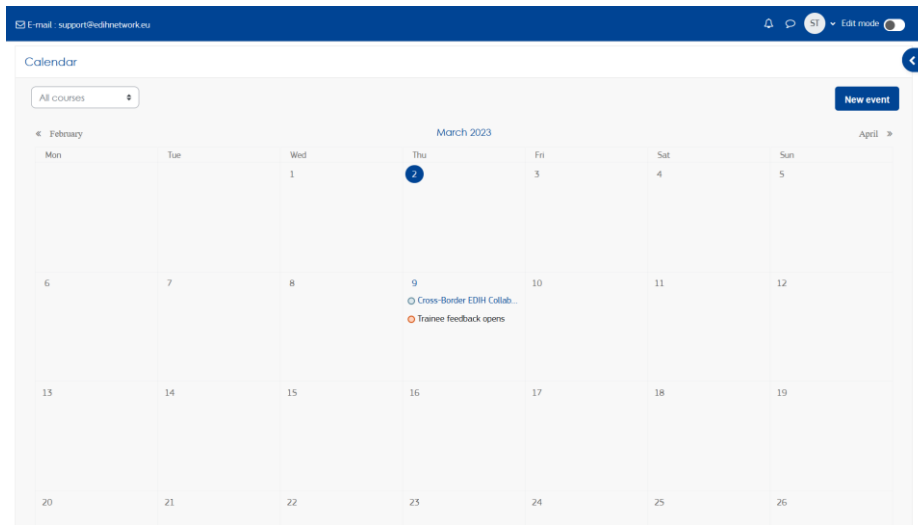# 3. How to add a course to your calendar

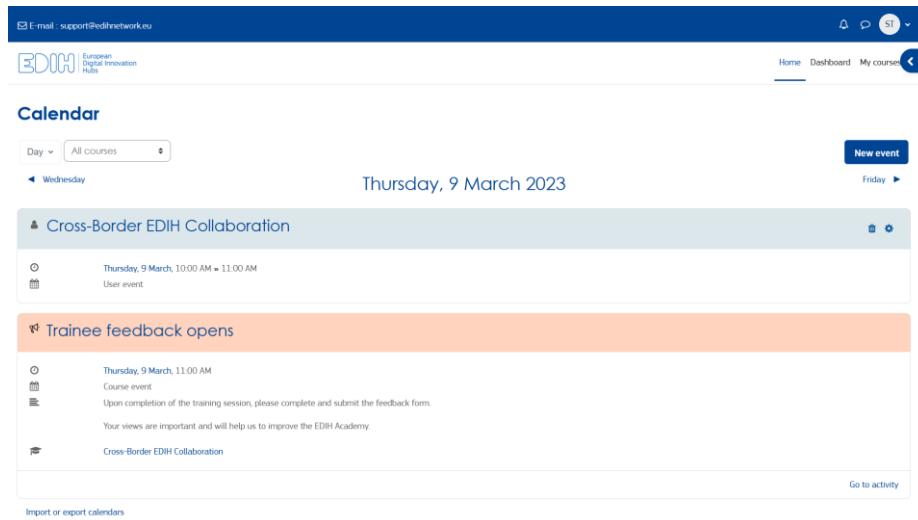3.1   On your dashboard, click 'New event' on the right side of your calendar.

3.2   Complete the relevant data on the training session you will attend and save the event in your calendar.

3.3 Your enrolled course will now appear in your calendar, together with a reminder to provide feedback upon completion.
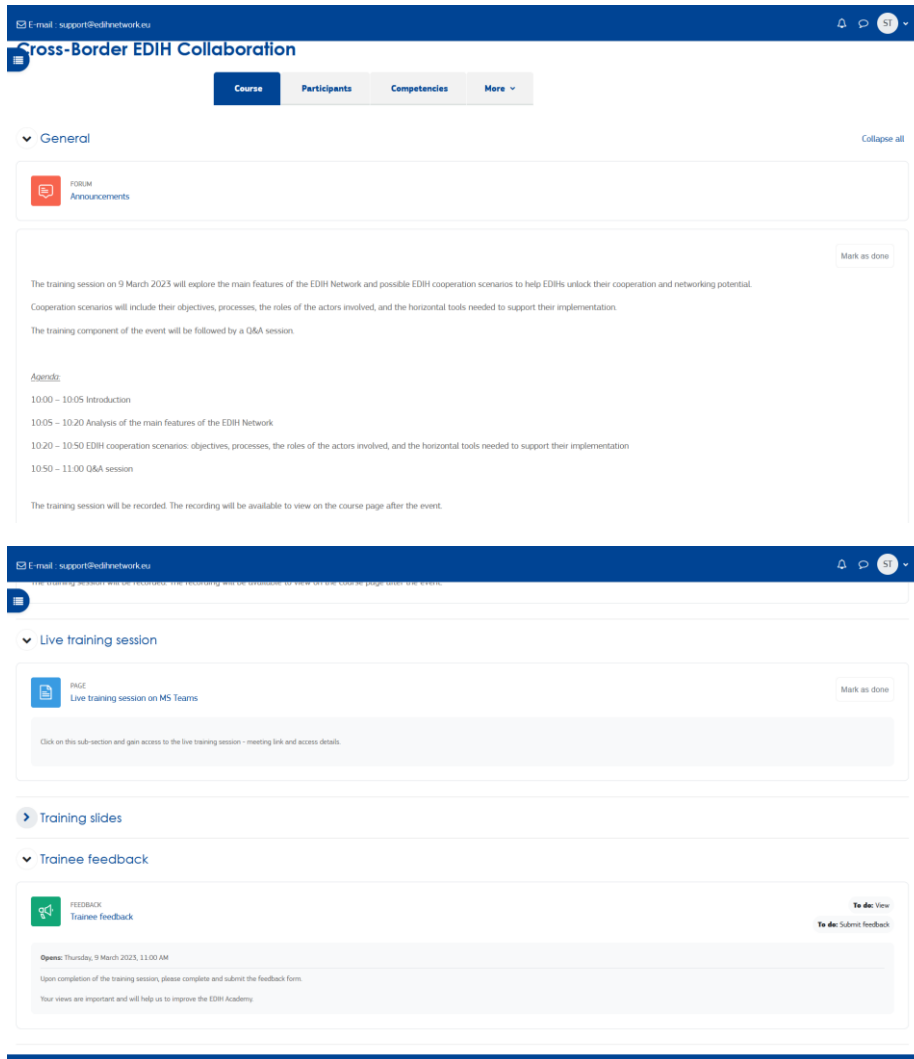

3.4 To view your event, click on your calendar entry.

4. How to view/attend a course

4.1 On the course page, you can view the course contents. The screenshots below are an example. You can access each type of content by clicking on the relevant sub-section.

Note: Training slides will be uploaded prior to the live session, as soon as they are made available by the training provider.

4.2 All courses will be presented live on MS Teams. To attend a course, click on the 'Live training session' section of the course page and follow the instructions provided – a link to join the session, plus other access details.

All live sessions will be recorded and will be available to view on the course page after the session.

5. How to provide feedback

5.1   Upon completion of the training session, scroll down to the final section of the course page and click on 'Trainee feedback'.
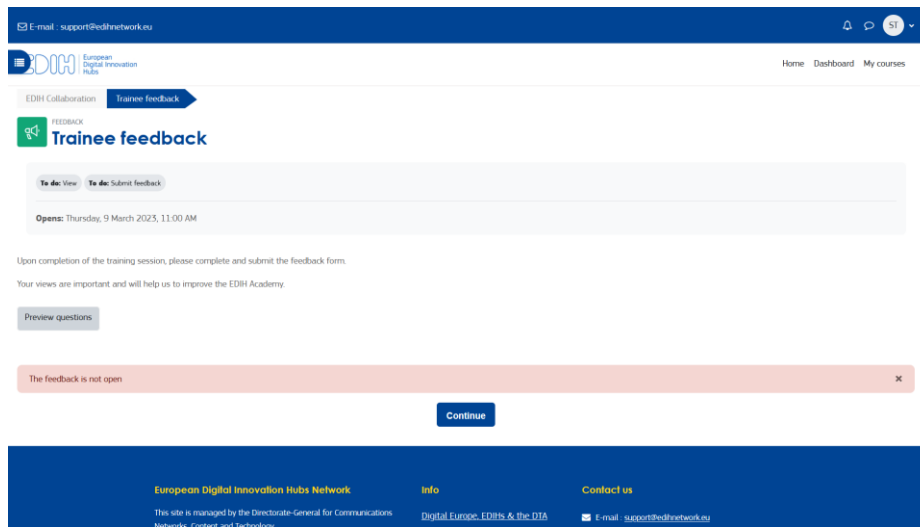
5.2   Complete and submit the feedback form.

How likely is your EDIH to reuse the course content as part of your own training offer? ❶

[⇕]

How clearly did the trainer present the course content? ❶

[⇕]

Was the speed with which the trainer presented the course too fast, too slow or about right? ❶

[⇕]

How well did the trainer answer questions posed by trainees? ❶

[⇕]

What improvements to the course content or presentation would you recommend?

[   ]

❶ Required

[Continue]

Your views are important, so please share them and help improve the EDIH Academy.