



USER GUIDE

For use of training online platform of information portal of the Center for work with immigrants– Door to Bulgaria, project BG EIF 2009/01-02.02 - "Door to Bulgaria: One- stop- shop for sustainable integration of immigrants”, integrated scheme for grant financial aid for activities implementation aiming introduction in the practice of "Common basic principles for immigrant integration policy in the EU” and gradual building of capacity for implementation of those activities.

<http://moodle.welcometovarna.org/>

With this guide you will get acquainted with basic functions of the training platform. It will give answer to the question “How to participate in online course?”



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Step **1** Registration

In order to use any of the user functions of this platform, it is necessary to have a registration. You can make this registration (1) yourself, and (2) it can also be made officially by filling in the documents in the office of the Center for work with immigrants.

In case (2), contact your consultant and ask him for your access data in the platform (username, password, key for enrolling into a course). You can do that at tel. (+359) 052 307 398.

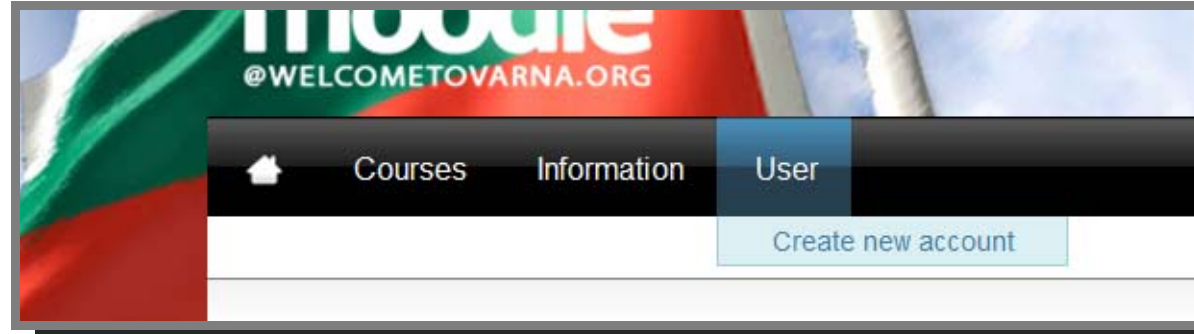
After you have the data you can go to Step 2.



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In order to register by yourself in the platform:

1. Go to the page for registration using the main menu in the top part of the site:





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2. Fill in all the fields in the following form:

Choose your username and password

Username*

The password must have at least 6 characters

Password* Unmask

More details

Email address*

Email (again)*

First name*

Surname*

City/town*

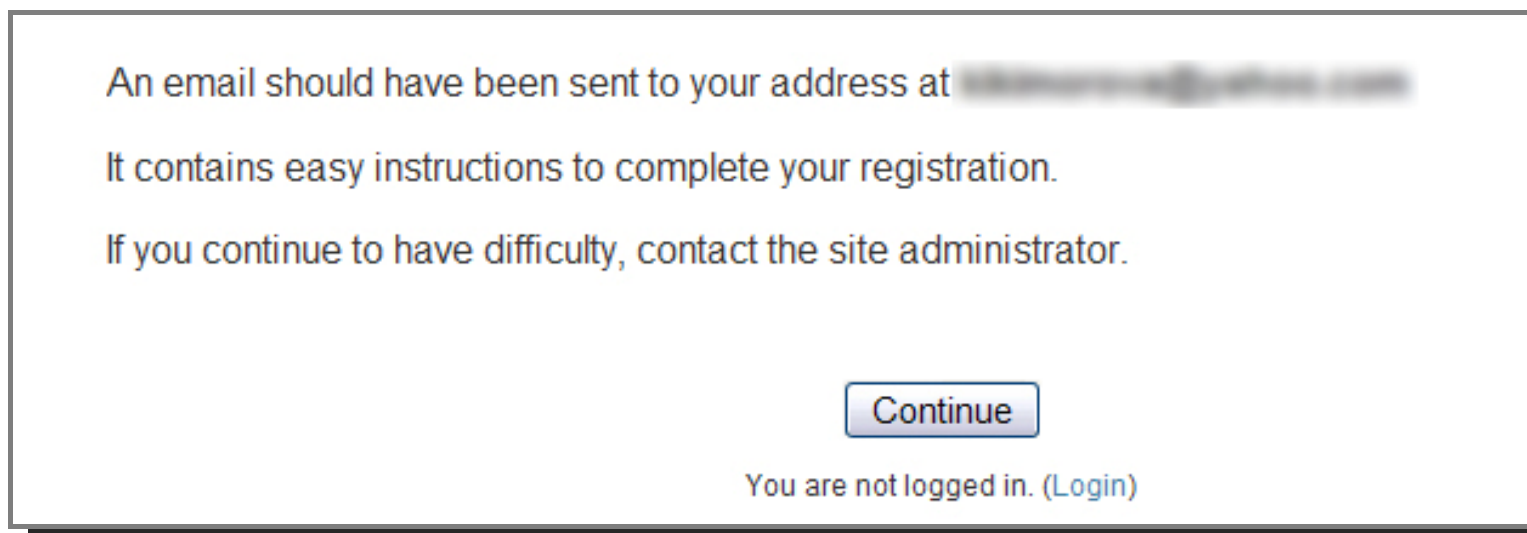
Country*

There are required fields in this



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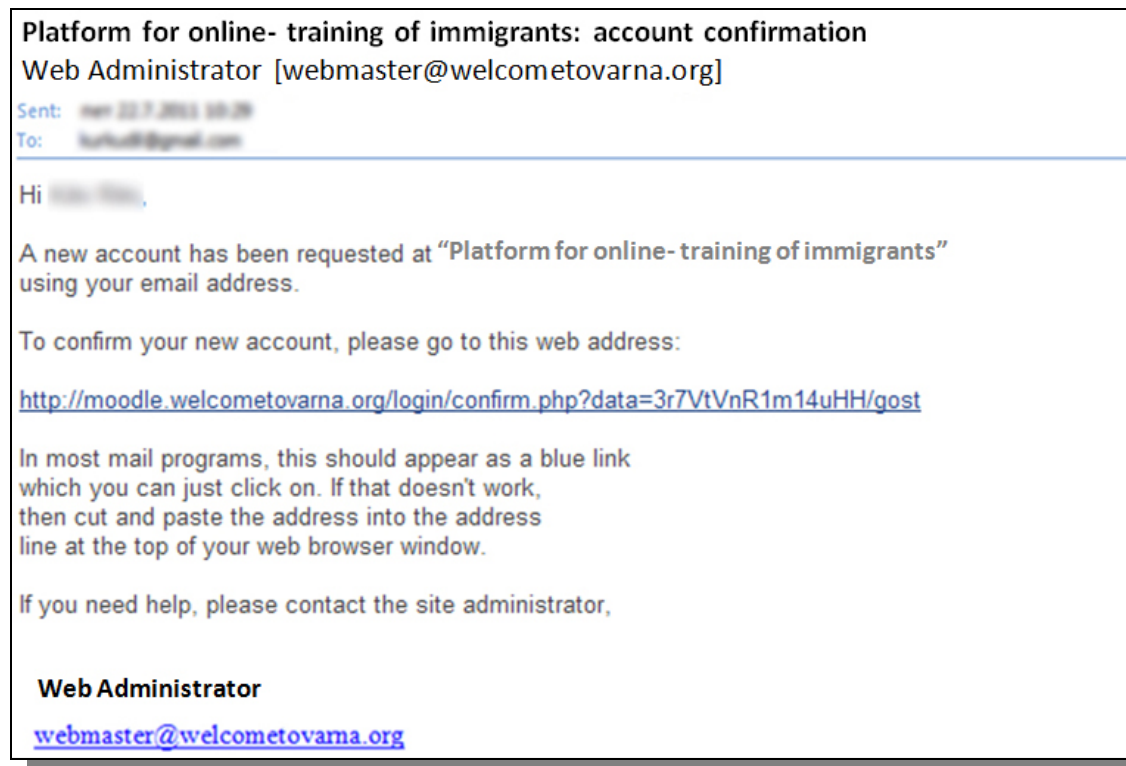
3. Press the “Create my new account” button and the system will confirm your request with the following instructions:





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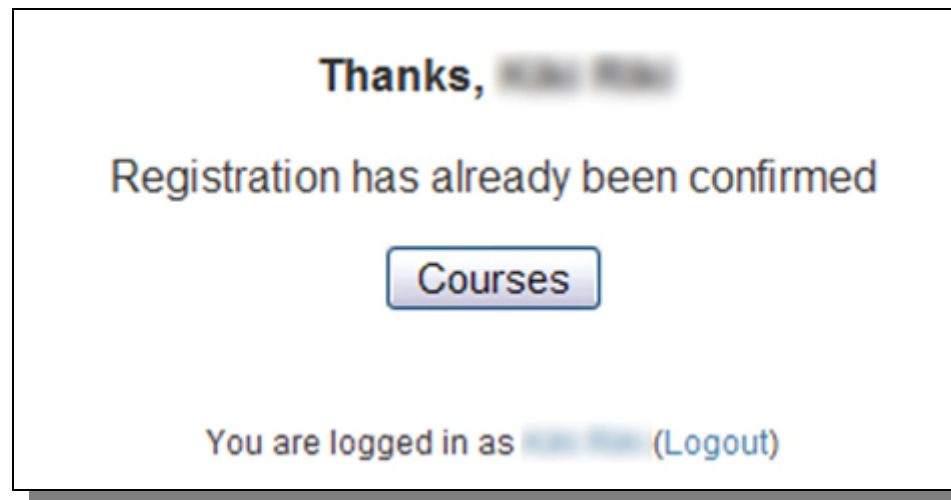
4. Open your e- mail box and look for the following message (if you don't find such message, make sure it isn't received in the Spam box- according to the safety settings of your e- mail box this message could be detected as spam, because of the hyperlinks in the contents):





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5. Click on the indicated link in the middle of the message, in order to confirm your registration and you will be automatically transferred to the webpage with the following message:



Congratulations, your registration is completed!

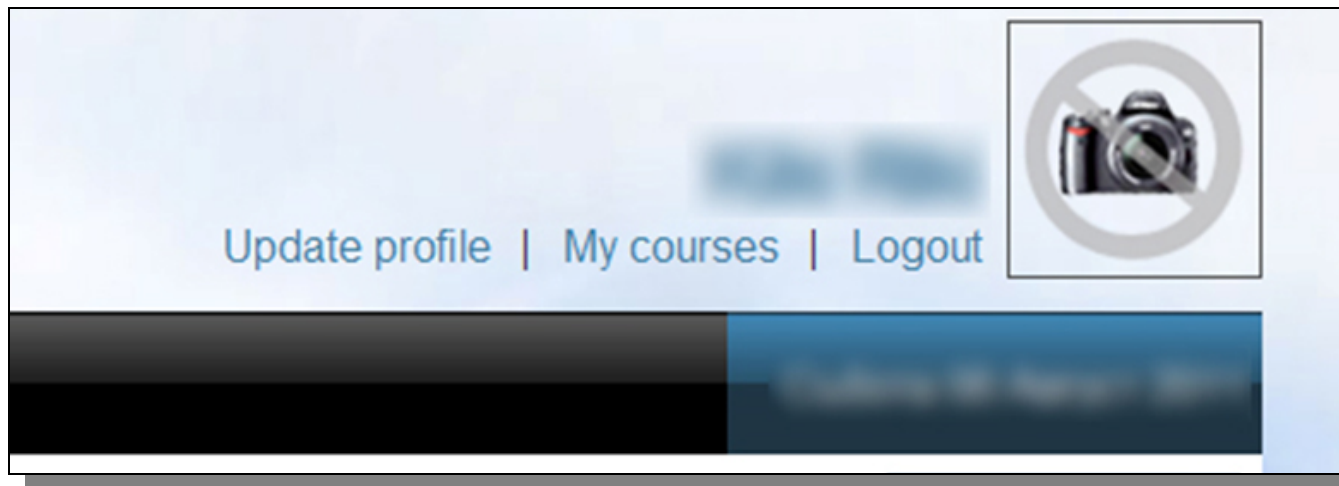


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Step **2** Identification (login) in the system

1. After you registered, with your confirmation of the e- mail the system automatically identified you and loaded your profile.

You can verify this in the top right corner, where some of your details are visible- name, photo and buttons for profile managing:





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2. At each next visit you should identify yourself.

You can do this at the same place in the site, where instead of these details you will see the fields for your username and password. Enter them and press the “Login” button:

A screenshot of a login form. It features a light blue background with a white border. On the left, the label "Username" is followed by a text input field containing the text "admin". To the right of this is the label "Password" followed by a password input field where the characters are masked with black dots. To the right of the password field is a blue "Login" button with white text.



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Step **3** Selection and enrolment into a course

1. After you identified in the platform you are able to select a course in several ways. The first one is by using the courses index on the home page:

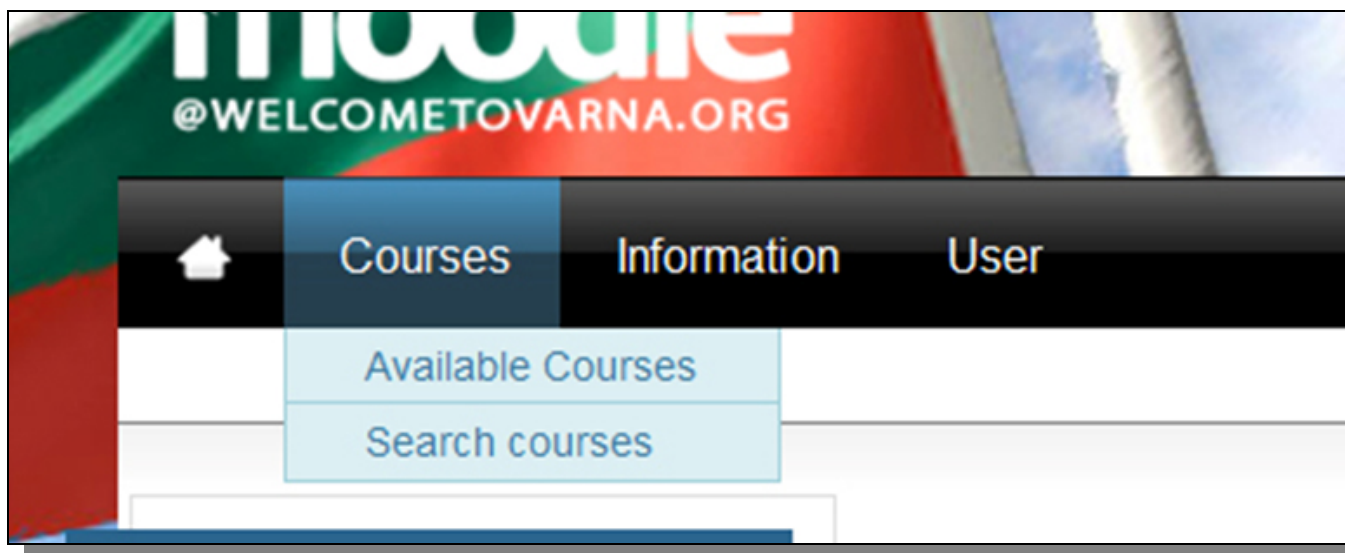
Course categories

- For adults**
 - Bulgarian language and culture
 - History and customs of Republic of Bulgaria
 - Civil orientation
- For children**
 - Bulgarian language and culture
 - History and customs of Republic of Bulgaria
- Courses suggested by you**



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- The second way is to use the main menu in the top part of the site.
Select Courses > Available courses:





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With this action the index page for all courses available at the moment will open. This page may appear in the following way, which is very similar to the look of the index from “Home page”:

The screenshot displays a web interface titled "Course categories". It is organized into three main sections, each with a blue folder icon and a downward arrow:

- For adults**
 - Bulgarian language and culture (with a yellow trophy icon)
 - History and customs of Republic of Bulgaria (with a yellow trophy icon)
 - Civil orientation (with a yellow trophy icon)
- For children**
 - Bulgarian language and culture (with a yellow trophy icon)
 - History and customs of Republic of Bulgaria (with a yellow trophy icon)
- Courses suggested by you**

At the bottom of the page, there is a search bar with the text "Search courses:" followed by an input field and a "Go" button.



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3. Select the desired course and click on its name, a window for entering of enrolment key for the course will open..

If you don't have such key, please read the instructions above the key field- there is indicated the person from who you can obtain this key:

History and customs of Republic of Bulgaria

This course requires an 'enrolment key' - a one-time password that you should have received from :
[Darina Zhecheva](#)

Enrolment key:

You are logged in as [\[User Name\]](#) (Logout)




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4. Click once on person’s in charge name and his profile page will open, from there you can send him short message using the “Send message” button in the bottom part of the page:

Darina Zhecheva

Profile Forum posts Blog

 Coordinator of project “Doorto Bulgaria: one- stop- shop for sustainable integration of immigrants”

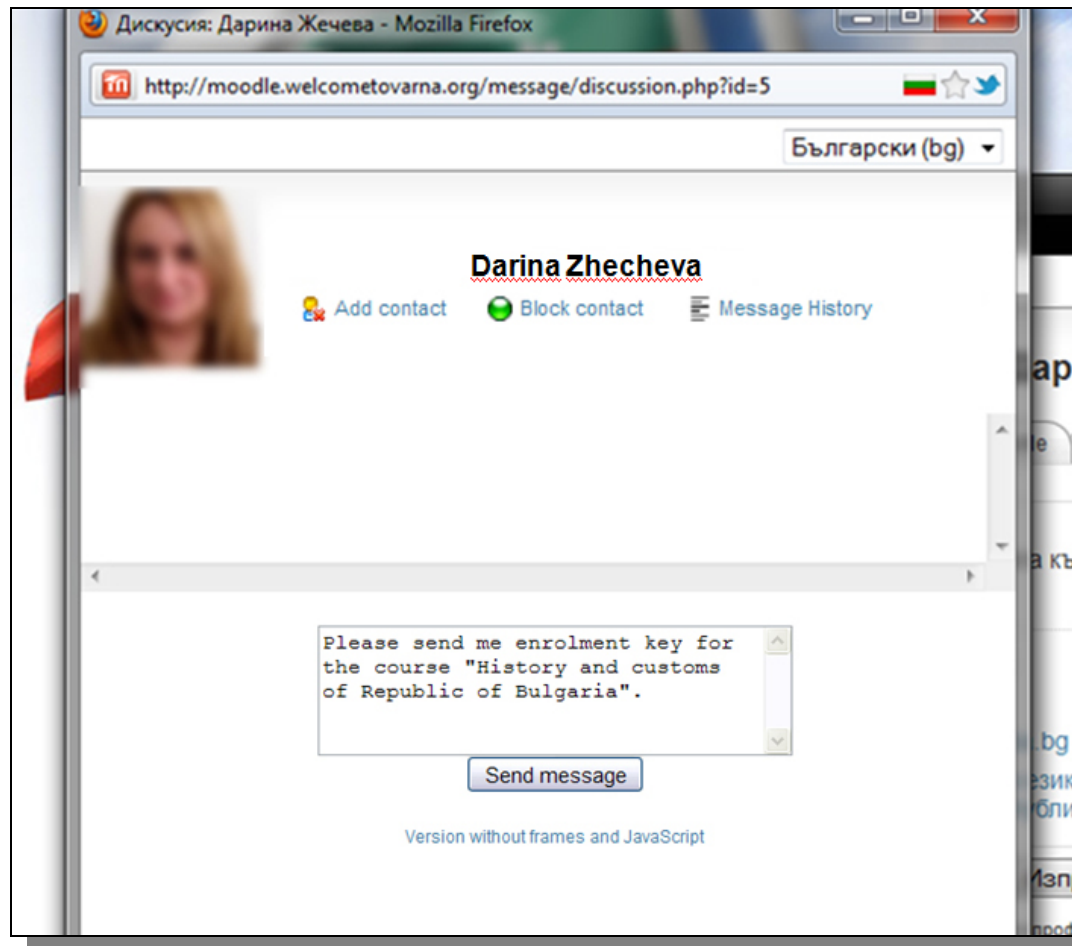
Country: Bulgaria
City/town: Varna
Email address: darina@vba.bg
Courses: [Bulgarian language and culture](#), [History and customs of Republic of Bulgaria](#),
[History and customs of Republic of Bulgaria](#)

[Send message](#)



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5. You can write a message using the new window which will open automatically:





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6. After you received the enrolment key find the same course in the site and enter the key in the field. This key should be entered just once- it isn't necessary to enter it at each next visit. Thereby you already have access to the desired course, which could appear like this:

Bulgarian folklore



BULGARIAN FOLKLORE

- ☰ [Topical song cycles in the folklore](#)
 - ☰ [Heroic song cycle](#)
 - ☰ [Historical songs](#)
 - ☰ [Haidouk songs](#)
 - ☰ [Mythical songs and ballades](#)



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7. The titles represent the themes in the lecture. For example: „Heroic song cycle” is a theme from the lecture “Bulgarian folklore”. In order to read a theme click on its title and the page with theme’s contents will open:

HEROIC SONG CYCLE

The heroic songs are the most stable part of the Bulgarian folklore. They have similarity with the haidouk and the historical songs, but the heroic songs are of an earlier date. Moreover, while the historical songs are more realistic, in the heroic songs the fantastic elements are stronger; while the haidouk songs are more lyrical, in the heroic songs there is no elements of lyricism. The heroic songs are in great number and can be classified in three big groups:

- Songs for Momchil Hero
- Songs for Krali Marko
- Songs for other heros; from that group the songs for Doichin are in greatest number

The songs for Momchil are the most ancient songs; historians suppose that there were more songs for him, but with the time part of them were assimilated by the songs for Marko; that means that the works created for Momchil were afterwards performed for Krali Marko, and so the song cycle for Marko today is richer than the one for Momchil.

It is proven that Momchil was a real historical personality- feudal ruler whose lands were in the Rhodopes and the Aegean Sea region. This real person has many fantastic qualities in the songs.

It is considered that Marko also was a historical personality, but is not yet specified with certainty

Congratulations, now you know how to read the lectures in this platform!