User Guide

PROJECT: Improving Competitive Intelligence Abilities of Small and Medium-Sized Enterprises (2013-1-TR1-LEO05-47542)
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Introduction
In this guide, we present the key elements required for your participation in the online course of i-CIA project.

The guide presents step-by-step the registration process, the access to the e-learning platform environment and how one can work and interact within it.

The e-learning environment is based on the widely used Moodle platform.

What is Moodle?
Moodle is a program that allows the realization of educational programs on the Internet through the creation of online classes.

This guide is your map to the online classroom of the i-CIA project.

General information
Primary aim of the I-CIA of SMEs course is to improve the competitiveness of SMEs in Lithuania, Bulgaria, Greece, Croatia, Spain, Austria and Turkey by supporting staff in competitive intelligence and strategy.

After finishing this course the users are expected to have acquired the necessary knowledge in order to apply Competitive Intelligence in their own organisations and thus to increase their competitiveness and share in the global market.

Registration
In order to participate to the e-learning course, users first need to be registered.

Please use your access credentials (username and password) if you already have one or self-register by following the instructions on the Log in screen. If you need help you can ask it from the project partner of your country. You can find their contact details at the project website relevant page.

Contents
To enter the e-learning course you have to follow these steps:

1. Open a web browser (firefox, internet explorer, chrome etc.) and enter the web address http://www.i-ciaofsmestraining.com/.
2. You will access the home page of the I-CIA e-learning course.
3. Choose from the list of courses the language version you prefer.
4. You will be transferred to the list of course Modules. Choose the first one to start.

5. You will be transferred to the log in page. If you haven’t received your access credentials (username and password) yet, you should self-register by following the instructions on the Log in screen. If you need help you can ask it from the project partner of your country. You can find their contact details at the project website relevant page.

6. Fill in your “username” and “password” in the relevant fields and click on the “Log in” button.

7. In case you forgot your password, click on the link “Forgotten your username or password?” and follow the instructions.

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Basic Navigation

There are several ways to navigate in the course.

**Breadcrumbs** — this is a menu placed under the project name that shows your position in the e-learning platform environment. This menu shows your current position and also the previous pages. You may transfer to any of these pages by clicking on its title.
Left-hand menu – another way to navigate in the course is the left hand menu that shows the course structure in a drop-down menu. Click on the page you want to transfer there.
User Profile

You can edit your profile (Profile) or change your password (Preferences) by clicking your name wherever it appears.

Click on **Edit profile** to change your profile. Fill in the information you want to change / include. Not all the fields are required. When you finish editing click on the **Update profile** button.
Educational materials and exercises

The modules contain all/some of the following:

- Introduction
- Educational materials
- Glossary
- Self-Evaluation Quiz
- Supplement reading materials

You simply have to press on the title of each link and the corresponding page and contents will open.
Logout from account
To log out from your account and leave the educational environment of e-learning you should, each time, choose the option Log out from your Profile menu on the top right-hand corner of the screen.

Completion of course
You can read materials whenever you can, access to the education environment is open all hours of the day.