TURNING DIGITAL
online learning platform

MANUAL FOR UPLOADING

NEW CURRICULUM

CONNECT INTERNATIONAL

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Content

Introduction

Welcome to the short guide for registering and publishing your curriculum on the TurningDigital site! This guide will help you successfully register on the site, allowing you to set up your curriculum and interact with other members of our community. The registration process is simple and quick, and once you're registered, you'll be able to share information with others without any limitations.

Below we provide you with guidelines on how to do this, through a series of simple and clear steps. For each step in this guide, we have accompanying screenshots to help you visually understand how to perform each operation.

Registration process

In the upper right corner of the main menu, you will find the "**Login**" button.
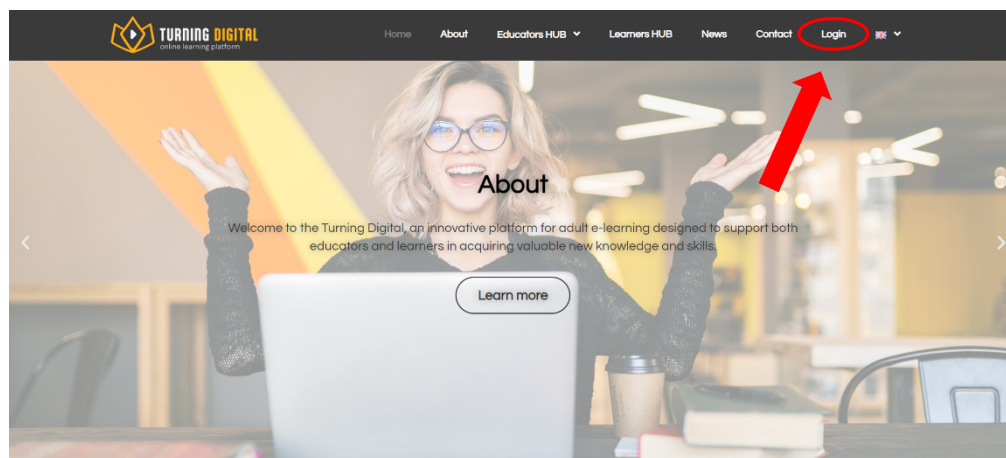
If you are already registered, just enter your email address and password and click the "Log in" button to access your profile. If you do not have an existing account on our site, you need to create a new one by clicking the "**Register**" button

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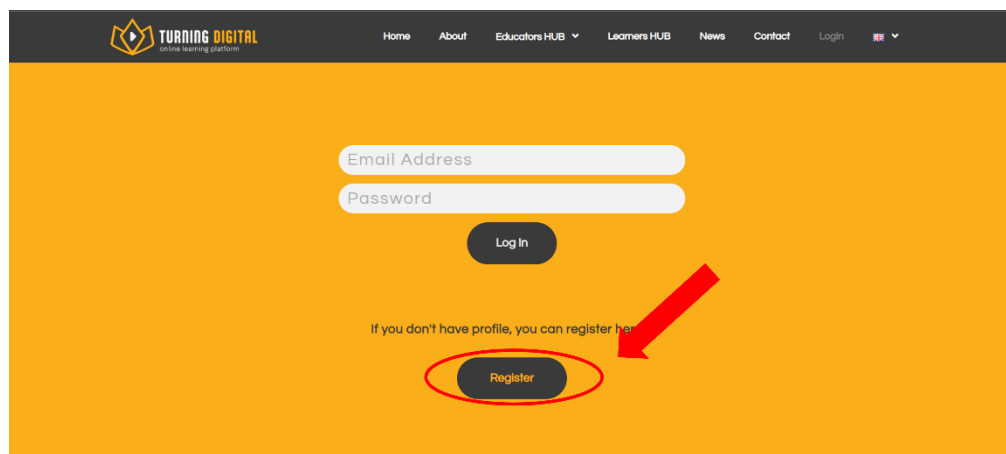
Registration to the platform is done by filling out the short form with basic information about you, your vocation, and your educational institution or organization. When you add all the required data, check that all information is entered correctly and click the "Register" button. Your account will be active after you receive a confirmation email from us.

After receiving the confirmation email, log in to the site using your email address and password. You are now successfully registered and ready to publish your curriculum!

Educators HUB

To get even more information about the creation and implementation of adult e-learning curricula, we encourage you to visit our **Educator HUB**. Here you can familiarize yourself with the world of online learning and find a lot of useful information, including instructions for creating curriculums, analysis of challenges in online learning, an overview of learning goals and outcomes, guidelines for planning individual lessons, presentations of the most effective learning methods, instructions for using video for learning. By visiting the Educator Center, you will have the opportunity to learn how to create dynamic and engaging online lessons that will motivate and engage your students, and provide them with the best learning experience.

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Creating the curriculum

The curriculum that you want to share through the Turning Digital platform should be done in a form of a **Microsoft Word** file, as it represents the most commonly used and distributed textual file format. When creating a Word file of the curriculum, you need to provide all the elements that are necessary for a clear and precise presentation of its content. This includes headings, subheadings, table of contents, text description, videos that explain specific points of the lesson plan (Use links to videos on your YouTube channel), custom graphics and images, links to digital tools like quizzes and tests, etc. The curriculum file must meet the specifications related to font, alignment, and references to make your curriculum more readable and to make a better impression.

Font size 12 and Arial font should be used for all text in the document. Also, it is important to align the text on both sides so that the document looks neat and professional. For headings, a font size of 14 should be used to make them stand out from the rest of the text. If you use quotes or images that are the property of someone else, it is important to make sure to cite the reference to acknowledge the source.

The use of correct fonts, letters, alignment, and references is an important aspect when creating a curriculum. Little things like this will make a big difference in the appearance of your curriculum, and will also help your knowledge come across as trustworthy and credible. Therefore, be careful and pay attention to these specifications during the curriculum creation process.

The title must be clear and precise so that the students clearly know what it is about. Subheadings will help organize the content and allow each segment of the lesson plan to be identified. The content must be clearly and precisely described, in order to give students a clear insight into all the learning points that are part of the curriculum.

A textual description of each part of the curriculum will help students understand the learning objectives and outcomes, and videos will deepen understanding and increase learning productivity. Graphics and images will help to visually enhance the curriculum content, and links to digital tools such as quizzes and tests will allow students to test their knowledge and develop competencies.

All the videos that you include will be embedded on our site so everyone can easily access and view them at any time. The text materials will be transferred into an online form, and participants will be able to view and search them from any device. Links to other tools that you send will be oublished as links, with clear instructions on how to access those tools. Images and graphics that you provide in the *Word* file will also be transferred to the online form. In this way, we ensure that all materials are easily accessible to everyone, which results in better interaction and more efficient work.

We would like to point out that all the information on the creation of the curriculum is available in the Educators HUB. Educator training provides useful tips to help you create an effective curriculum.
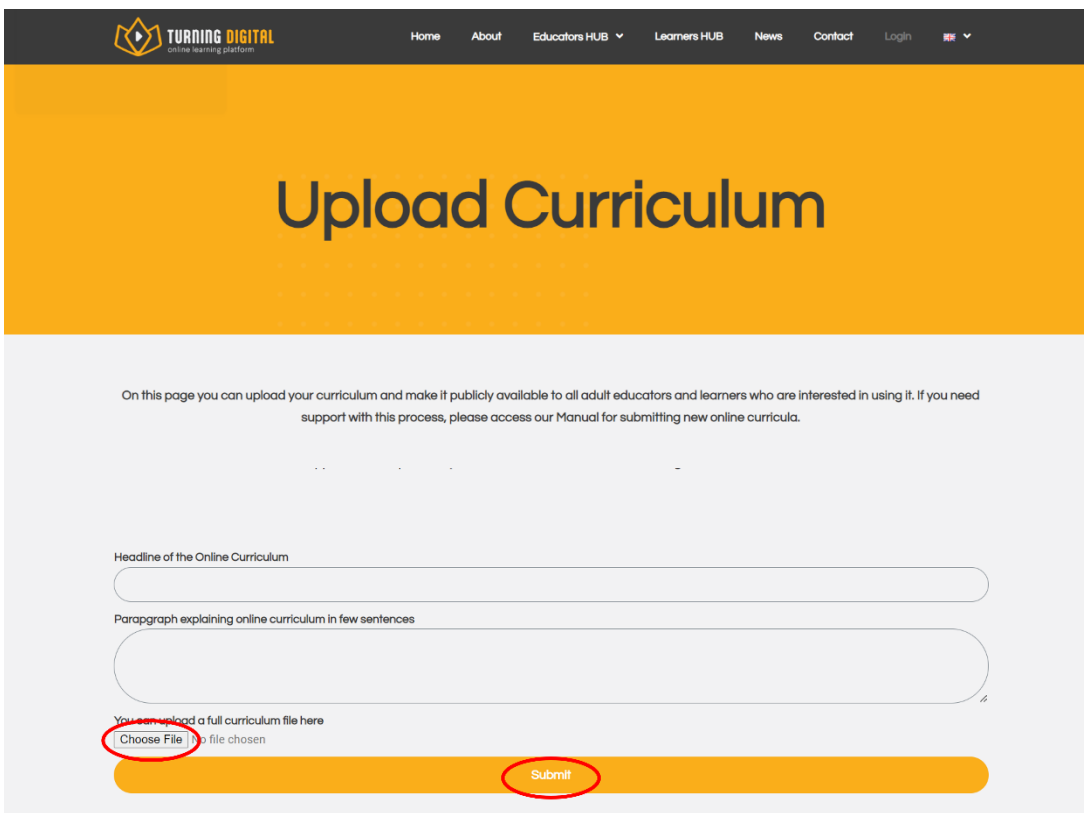
Finally, when you are done with all the steps and you have verified that you have met all the specifications, you can simply publish your curriculum to the site.

Uploading the curriculum

If you are already registered on our website, publishing the curriculum is easy and simple. First, log in to your profile, then go to the upload section located on the "Log In" page. Fill in the required curriculum information form and after that click on the "**Choose file**" button and select the file containing the curriculum from your computer.

Please note that it is extremely important to clearly fill in the " Headline of the Online Curriculum" and "Paragraph explaining online curriculum in few sentences" fields when sending materials. That will be the first information that training participants will see when viewing the content, therefore it is important that it is clear, concise and adequately represent the topic they will be working on. A precise and informative title, as well as a brief description of the plan, will help the participants to quickly familiarize themselves with the content and get a clear insight into what will be covered in the training. Therefore, please fill in these fields carefully to ensure more efficient and quality work.

Once you make sure all information you filled in is correct click the upload button. Our team will review your program to make sure it meets all the requirements for publishing. We will contact you if any changes need to be made.