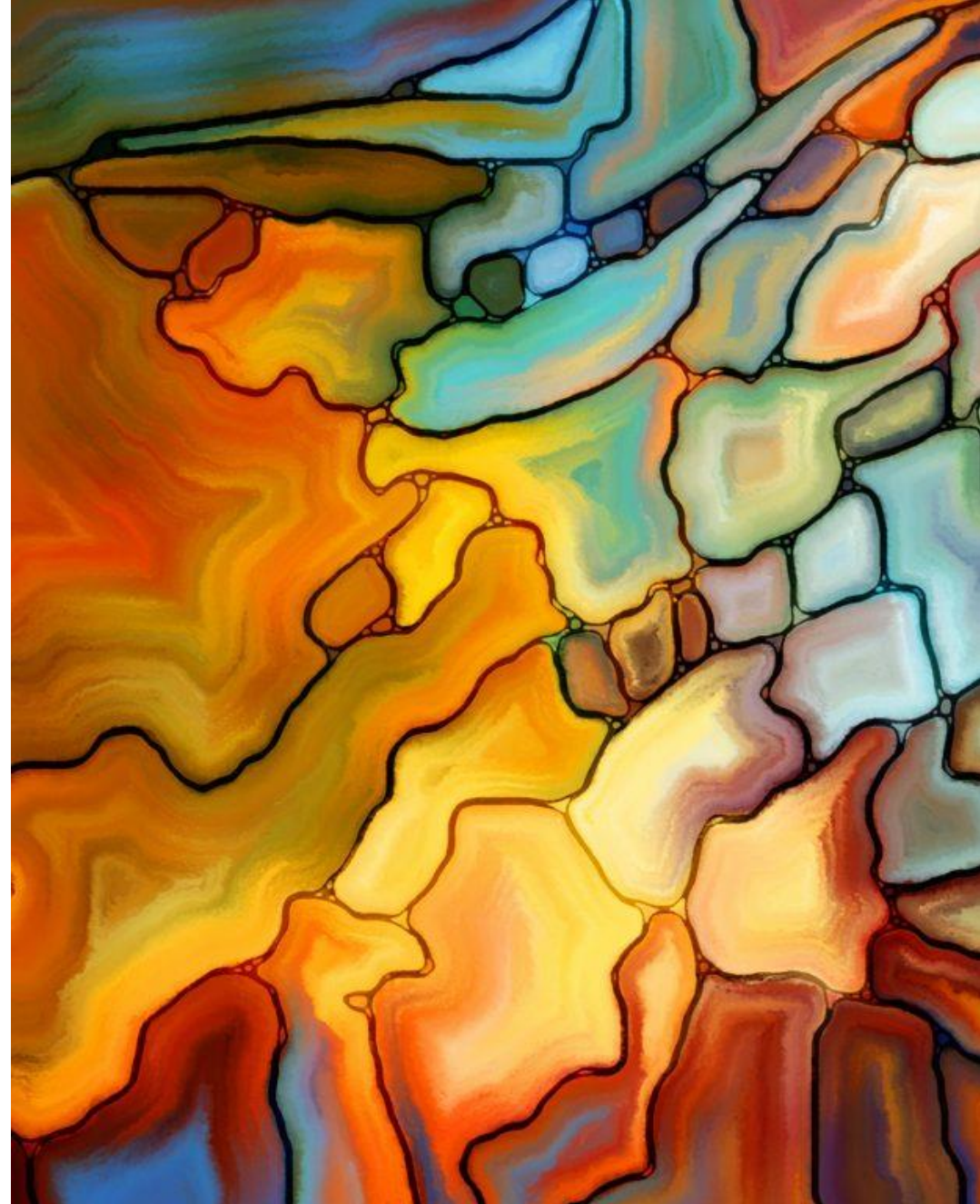




SUPPORTING, MOBILIZING & EMPOWERING
CREATIVE AND CULTURAL INDUSTRY
ENTREPRENEURS AND EDUCATORS
TOWARDS SOCIAL CHANGE

Guide

“How to use the CENTAUR e-platform”



Partners



Guide: How to use the CENTAUR e-platform

Objectives

After reading this Guide you will:

- ✓ get familiarized with the CENTAUR platform
- ✓ be able to browse and view the available online material
- ✓ understand as a trainer/training organization what the material is about and how you can use it



What is the CENTAUR e-platform?

The CENTAUR platform is an **online platform** that hosts all the material developed in the context of the Erasmus+ Project CENTAUR (www.centaur-project.eu).

The platform is addressed to

- ✓ **Professionals in the Creative Art Sector (CAS)**, i.e. artists in the performing and visual arts, who may be unemployed and cannot use their potential.
- ✓ **People working with adults** on a regular basis (teachers, social workers, employees of NGOs, etc.), who have so far not made efficient use of online activities in the creative fields.
- ✓ **Every-day people**, who wish to enhance their life skills by developing creativity.



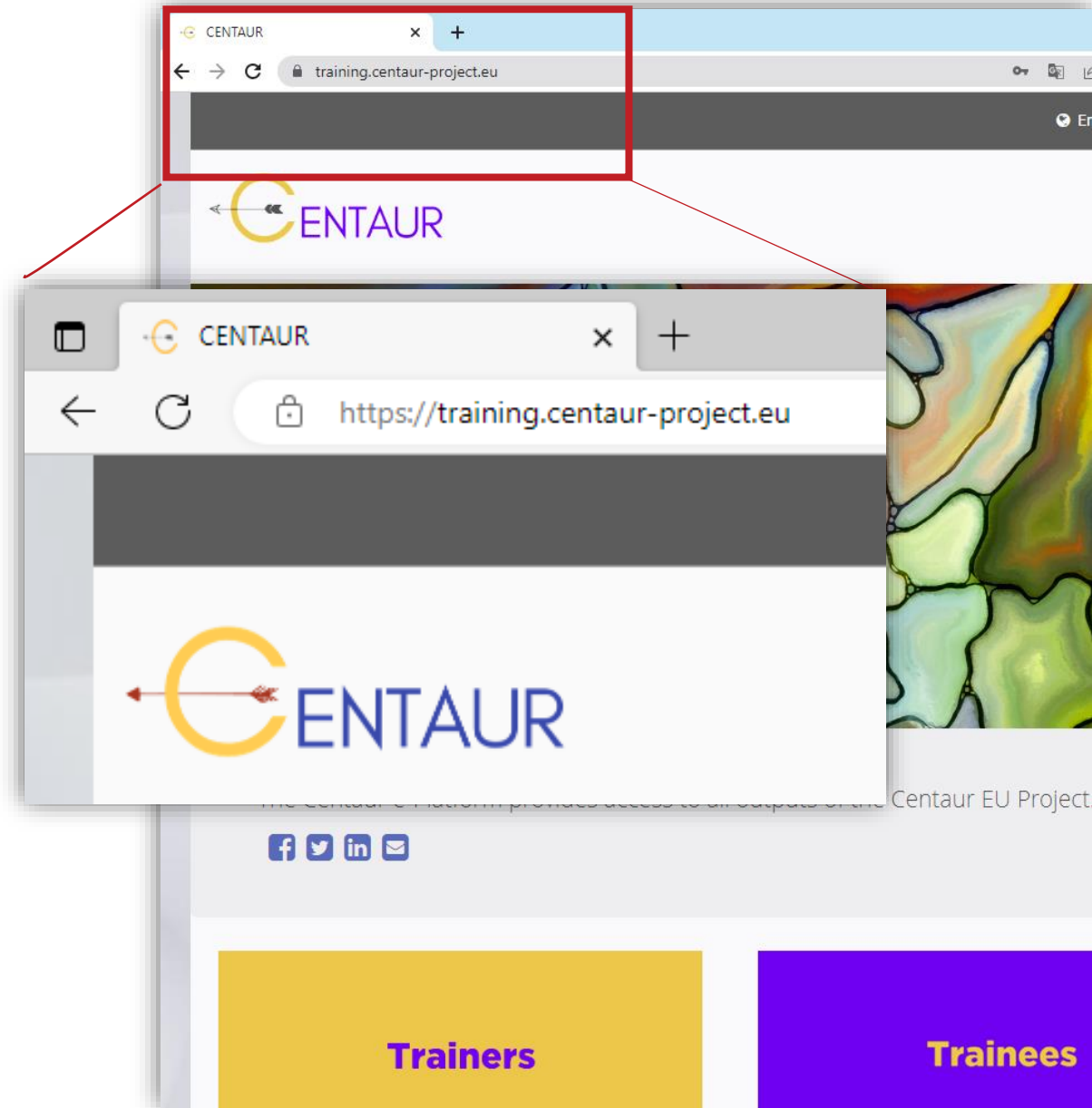
www.centaur-project.eu

The link

- The CENTAUR e-platform is available online and has a separate link for direct access.
- Follow the link:

training.centaur-project.eu

It is safe to visit this site. See the “https” and the locker icon!



The structure of the Platform

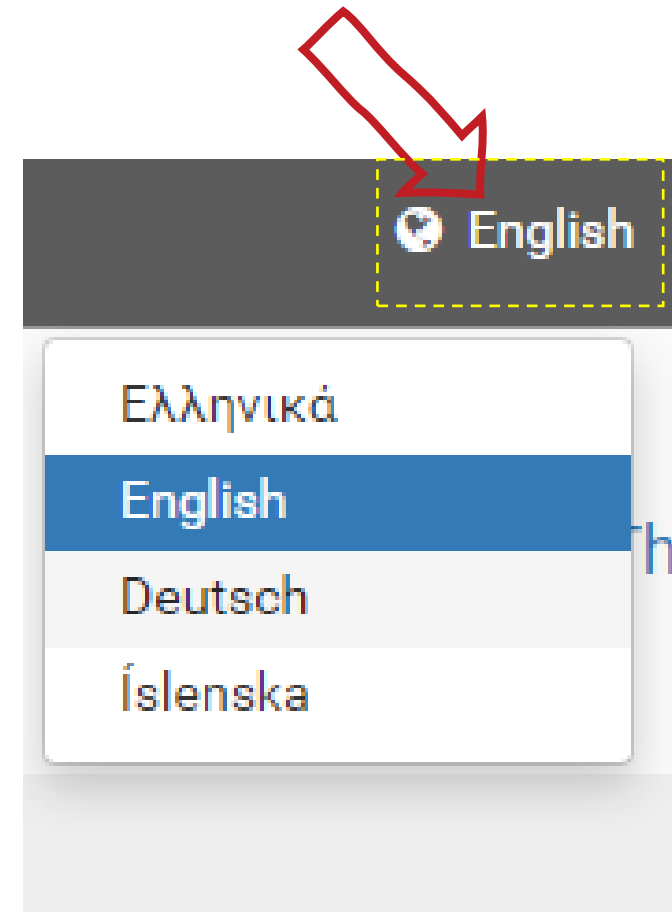
The platform includes the following sections:

- The “*Language and Login/Register*” section
- The “*Links*” section
- The “*Sharing to Social Networks*” section
- The “*online Material*” section
- The “*Disclaimer and Terms of Use*” section

The screenshot shows the CENTAUR e-Platform interface. At the top right, there are links for 'English' and 'Login / Register'. The main header features the CENTAUR logo and a navigation link 'The Project'. Below the header is a large banner image with the text 'Centaur e-Platform'. Underneath the banner, a grey box contains the text 'The Centaur e-Platform provides access to all outputs of the Centaur EU Project.' followed by social media icons for Facebook, Twitter, LinkedIn, and Email. The main content area is divided into two columns: 'Trainers' (yellow background with a purple 'C' logo) and 'Trainees' (purple background with a yellow 'C' logo). At the bottom, there is a footer with a disclaimer and the European Union logo, stating 'Co-funded by the Erasmus+ Programme of the European Union'.

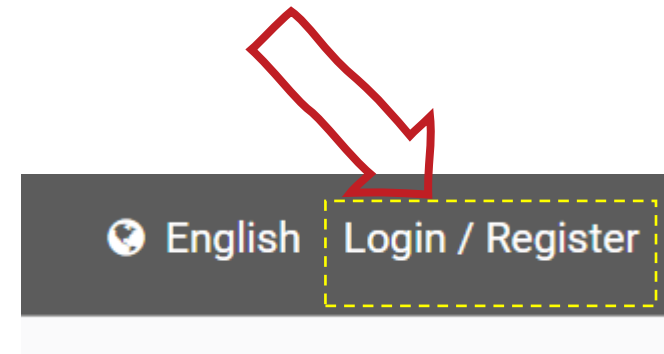
Choose your language

- Choose one of the available languages by clicking on the “Earth’s icon or the Language name”
- Four (4) different languages are supported.
- All training content is available on these languages.
 - English
 - Deutsch
 - Greek
 - Icelandic



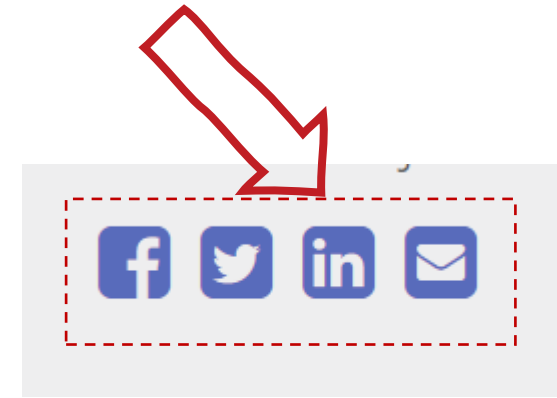
No need for Registration or Login

- There is no need for Registration or Login to the platform, *unless you are a Trainer*, who:
 - attends the online Training Trainer Course and wishes to view the progress bar or receive badges upon the completion of each unit,
 - participates to the Hub for communication with other trainers and networking.
- All the content is open, free of cost and available under the open licenses of Creative Commons (BY-NC-SA)!



Sharing the link via Social Media Networks

You may share the link of the platform via popular Social Media Networks or send it by e-mail.



Just, click on the icon of your favorite app of sharing information.

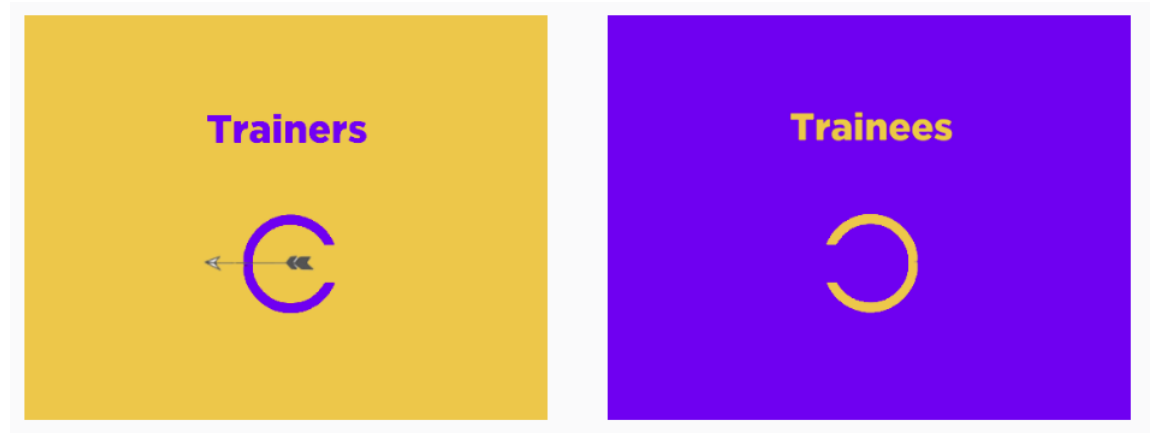
The typical usage scenarios

- The main roles of Trainer and Trainee are explained as well as the typical usage scenarios of the CENTAUR platform for these two roles.



Main roles: Trainer and Trainee

- The CENTAUR platform
 - provides rich functionality and
 - is addressed to **Trainers** and **Trainees**.

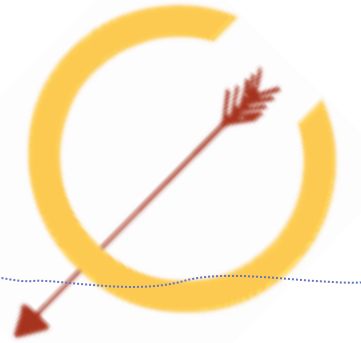


Before elaborating on the usage scenario, let's examine the terms Trainers and Trainees.

➤ **Trainers:** People like, artists, culture experts, people working on adult education, who **carry out training activities** and wish to **use the CENTAUR material** (exercises) and platform into their training sessions (CENTAUR based training sessions).

➤ **Trainees:** Every-day people that may

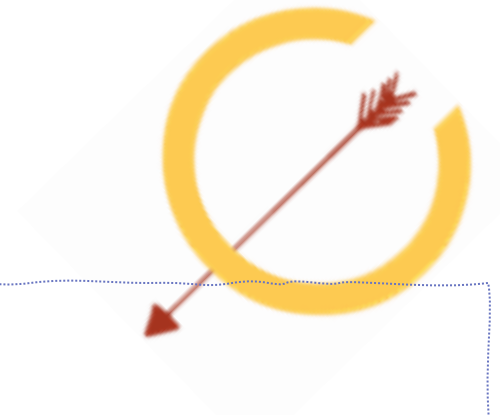
- **attend** specific CENTAUR based training sessions with trainer's guidance, or
- **access online** the CENTAUR exercises suitable for self-study (without any trainer's guidance)



What CENTAUR offers to a trainer

The CENTAUR platform offers the following to a **trainer**:

- ✓ The CENTAUR **set of exercises** that may be used by a trainer in a face-to-face training setting. The platform provides searching functionality.
- ✓ The CENTAUR **Self Assessment Tool (SAT)**, mainly addressed to the trainees, which produces a report on the most relevant exercises. These reports help the trainer to select the most suitable exercises for a specific group of trainees.
- ✓ The CENTAUR **Guidelines** and online **Training Course** on how to use the CENTAUR platform.
- ✓ The CENTAUR **Hub for networking and communication** with other Trainers for sharing experiences on how to apply the CENTAUR exercises.
- ✓ An **Artists/Trainers Database** in which an Artist/Trainer may add his/her contact details and CV.
- ✓ The CENTAUR **Adults Learners Space** which can be requested by a Trainer for administrating the communication with the trainee group.
- ✓ The CENTAUR **Mobile App**, for proposing to a specific trainee online self-study exercises.



What CENTAUR offers to a trainee

The CENTAUR platform offers to a **trainee**:

- ✓ An **Artists/Trainers Database** for searching a trainer.
- ✓ The CENTAUR **Self Assessment Tool (SAT)** for identifying the most interested exercises for the trainee.
- ✓ In case of online user, the CENTAUR set of **self-study exercises**.
- ✓ The CENTAUR **Mobile App** which provides the self-study exercises in a flexible and engage manner making use of Avatar and gamification elements.
- ✓ An Adults Learners Space for communicating with the Trainer and the other Trainees.

Typical usage scenarios of the CENTAUR platform

A. Trainer's scenario

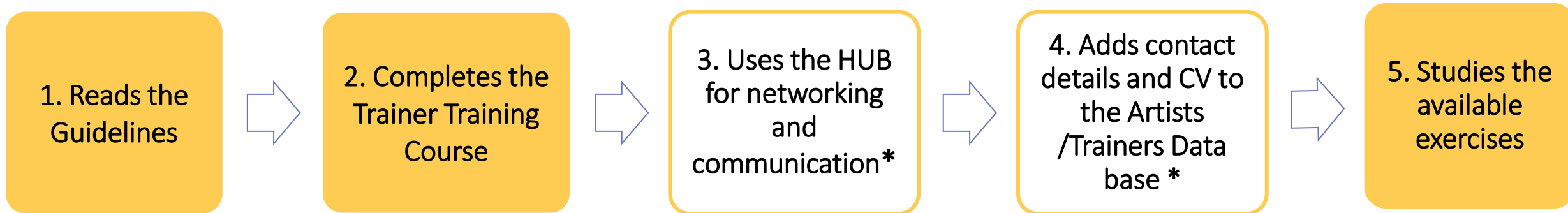
1. Preparation process for a Trainer
2. The Trainer organizes f2f training sessions

B. Trainee's scenarios

3. Trainee's preparation for participating in a f2f training session
4. A Trainee participates in a f2f training session
5. Any online Trainee uses self-study, without guidance, exercises

Usage scenario 1 - Preparation process for a Trainer

The Trainer



** The Trainer may skip this steps.*

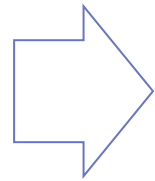
The Trainer is **ready** now to

- ✓ use the CENTAUR platform and tools
- ✓ organize CENTAUR based f2f training sessions
- ✓ find trainees for the f2f training sessions

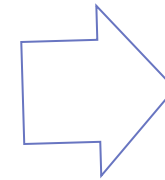
Usage scenario 2 - The Trainer organizes f2f training sessions

The Trainer has formed the group of trainees.

1. Communicates and forms the group of trainees



2. Invites trainees to complete the SAT and receives from the trainees the results reports



3. Selects, based on SAT result reports, the common suitable exercises for the specific group of trainees for the f2f training session

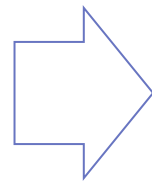
The Trainer is **ready** now to

➤ carry out the f2f training session

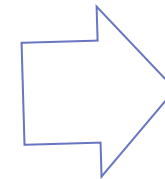
Usage scenario 3 - The Trainer makes use of the Adult Learners Space during a f2f training session

- The Trainer has formed the group of trainees.
- *The Trainer needs a space only if the f2f training period is extended !*

1. The trainer sends an email to CENTAUR partners* and applies for an AL Space



2. Upon receiving details for the AL Space, the trainer communicates the credentials to the trainees group

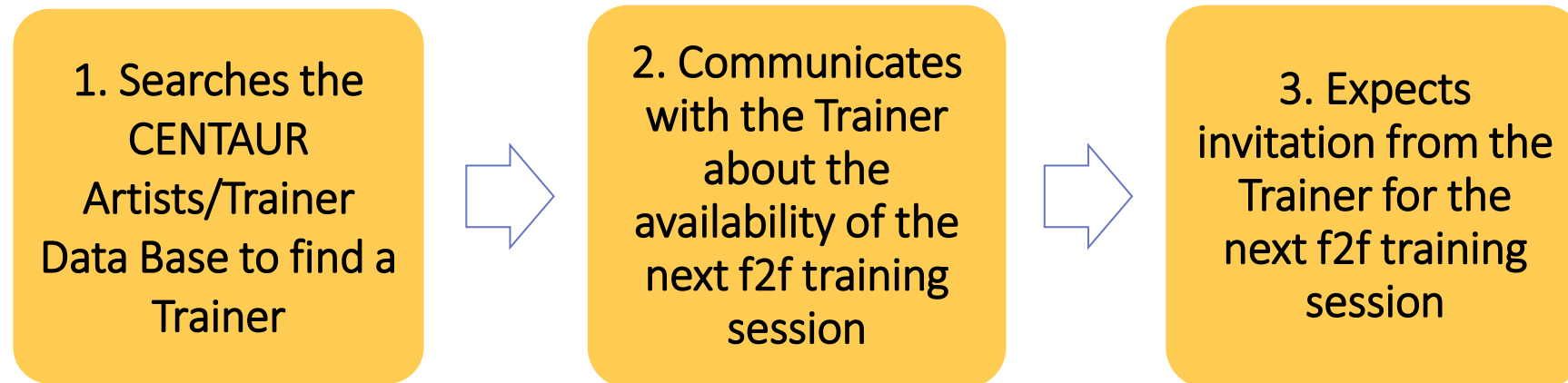


3. The trainer uses the specific AL Space during the extended f2f training period

*Read last slide

Usage scenario 4 – Trainee’s preparation for participating in a f2f training session

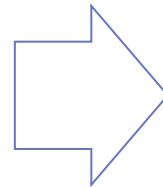
The Trainee



Usage scenario 5 – A Trainee participates in a f2f training sessions

The Trainee

1. Receives invitation,
completes the CENTAUR
SAT and sends the report
to the Trainer

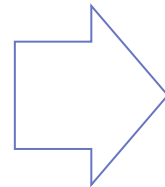


2. Attends the f2f training
session

Usage scenario 6 – Any online Trainee uses self-study without guidance exercises

The Trainee

1. Completes the SAT tool for identifying the most interesting CENTAUR exercises*

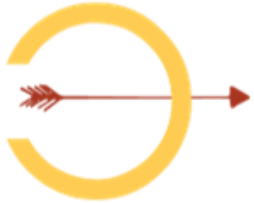


2. Downloads the CENTAUR Mobile App for accessing the CENTAUR self-study exercises

** The Trainee may skip this steps.*



Functionality for a Trainer

An icon of an open book with a checkmark and an 'X' above it, representing a handbook or guide.

Creativity Handbook

An icon of a stack of books with a magnifying glass over them, representing a training course.

Trainers Training Course

An icon of a central node connected to four other nodes, representing a network or hub.

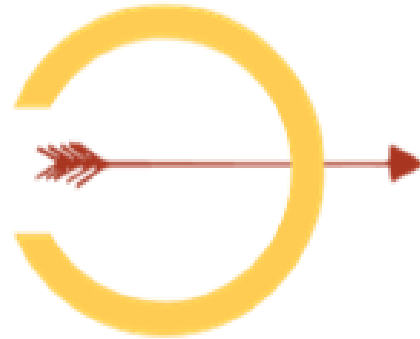
Networking Hub

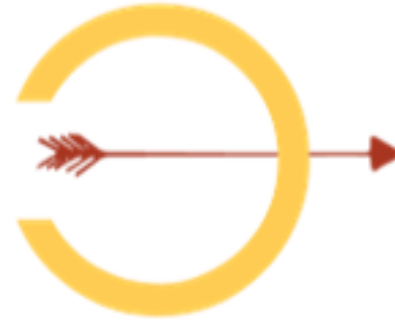
An icon of a person silhouette next to a document with a checkmark, representing exercises or a checklist.

Exercises

Creativity Handbook

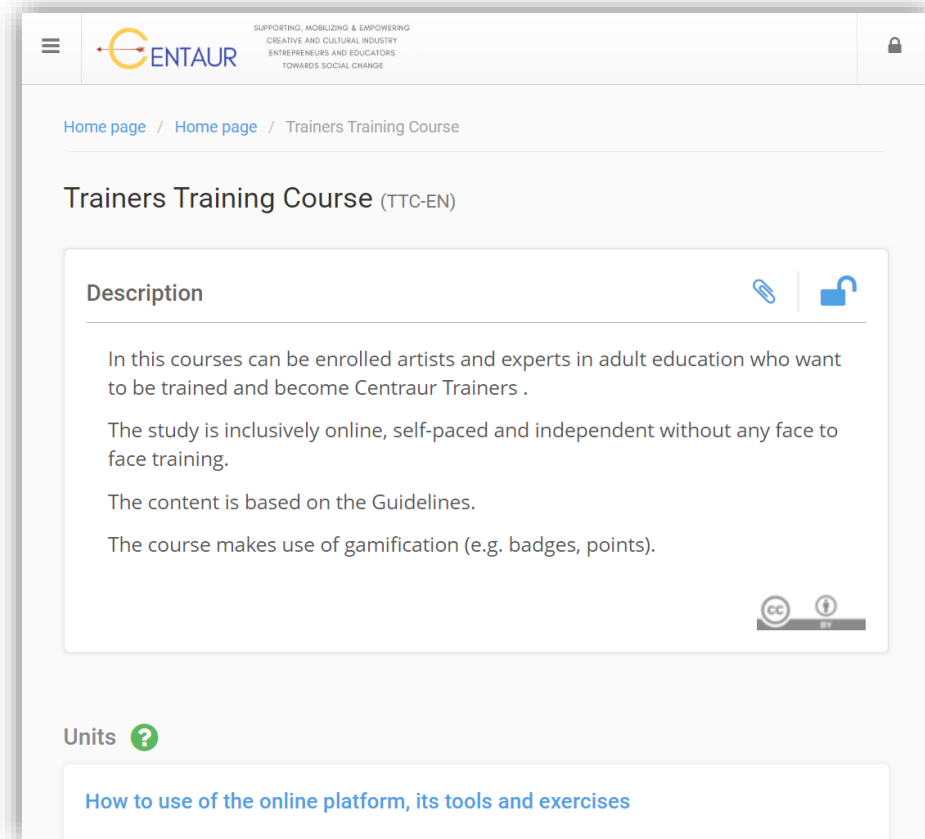
- By clicking on the box “**Creativity Handbook**” you may download the handbook (IO Guidelines) in a pdf format.

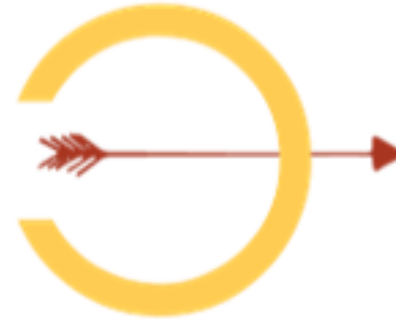




Trainers Training Course

- By clicking on the blue box “**Trainers Training Course**” a user access an online course which is addressed to Trainers.
- They can learn how to use the CENTAUR Platform.
- The study is online, self-paced and independent, without any face-to-face training.
- The content is based on the Guidelines.
- The course makes use of gamification (e.g., badges, progress), if the Trainer is registered.

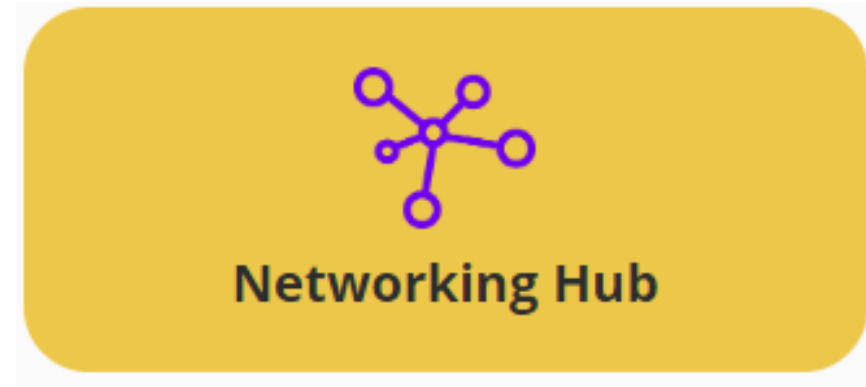




Networking Hub

By clicking on the blue box “**Networking Hub**” the user accesses the CENTAUR Hub for Networking and Communication with other **Artists and Trainers** for exchanging ideas and experiences.

- So, this Hub supports the networking and interactive communication among artists, experts in adult education and adult learners.
- A Trainer first has to **register/create** an account on this platform, and then log in. Anyone may get registered since **open registration** is supported. Then, she/he may read posts in the forum, chat and blog.



Networking and Communication Hub

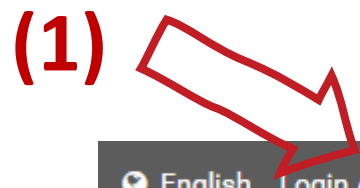
Description



CENTAUR Trainers' Hub

This Hub supports the networking and interactive communication among artists, experts in adult education and adult learners.

You can read posts in the forum, chat and blog without a personal account, but if you want to post messages or replies, you will first have to [register an account](#) on this platform.

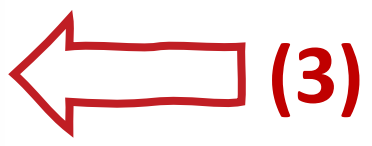


How to register

Follow these steps for registration

A screenshot of a 'Register' form. It has a title bar with 'Register' and a close button. The form contains six input fields: 'First Name', 'Last Name', 'Username', 'Email', 'Password', and 'Password confirmation'. At the bottom is a blue 'Submit' button. At the very bottom, there is a link: 'Already have an account? Login'.

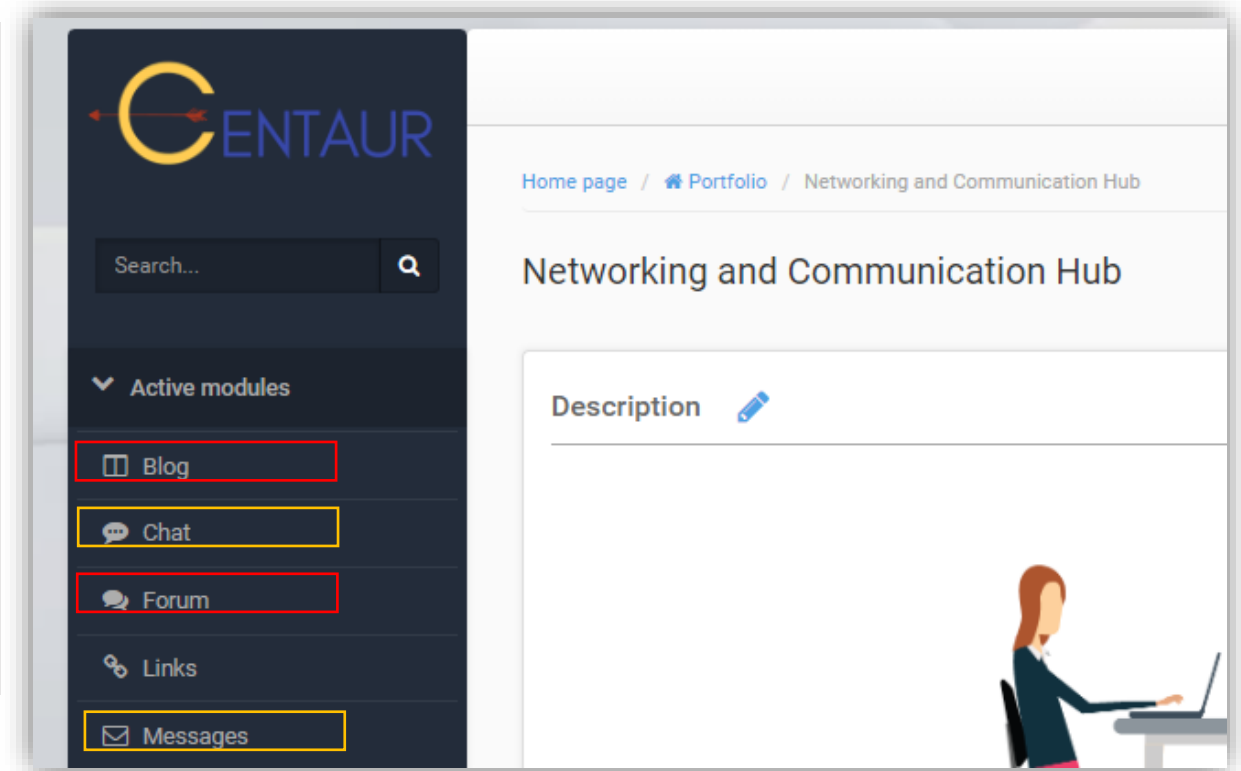
A screenshot of the top navigation bar. It contains a globe icon followed by the text 'English', then 'Login / Register', and finally a three-line menu icon.

A screenshot of a 'Login' form. It has a title bar with 'Login' and a close button. Below the title bar is a 'Username' label and an input field. Below that is a password field with a blue background and a masked password '.....'. Below the password field is a blue 'Enter' button. Below the button is a link: 'Forgot your password?'. At the bottom right, there is a link: 'Don't have an account? Please register.'.

How to use the HUB

You, as a registered/logged in Trainer, may use the following functionality:

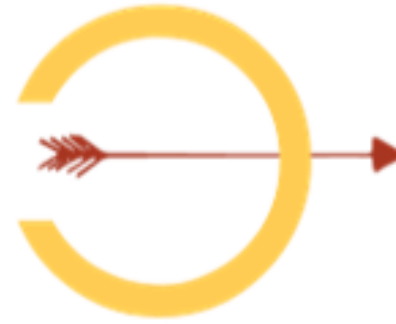
1. **Messages:** Exchange messages among the participants, that is other Artists and Trainers.
2. **Chat:** The participants may send chat texts to each other.
3. **Forum:** You may create one or more forum topics and ask trainees to participate on these.
4. **Blogs:** Read and posts blogs on specific thematic.



Be added, as a Trainer, to the CENTAUR Data Base

Registered Trainer may use the specific form for inserting their information into the CENTAUR Artists/Adult Training Data Base.

This form is available in the CENTAUR Hub.

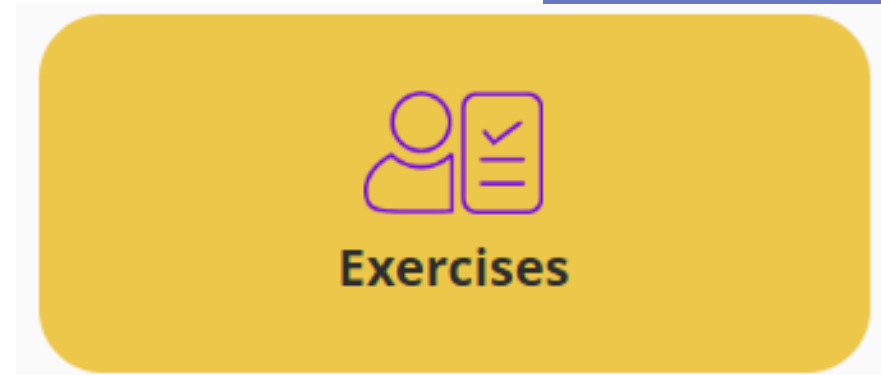



Exercises

- By clicking on the blue box “Exercises” a user may access the available set of the exercises, which appears as a list.
- Then, the user may filter the exercises by applying the key-word based search or use the available Search Filters.

Search...

Duration	Group size	Type	Competence / skill
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Focus on	Training field(s)		
<input type="text"/>	<input type="text"/>		












 CENTAUR

Search...

Search Filters ▾

-- Displaying 43 results --

- Definition of creativity and free associations   
- Warming up - Games   
- Automatic writing   

Search Filters for the Exercises

- The exercises may be filtered by selecting one or more values in the various search fields, and of course combine more than one search field.

The image displays four search filter panels from the CENTAUR e-platform:

- Duration:** Includes a search input with 'x Up to 30 min' and 'x 31- 60 min'. The list below shows 'Up to 30 min' (selected), '31- 60 min', 'More than 60 min', and 'More than 1 Day'.
- Group size:** Includes a search input. The list below shows 'Individuals' (selected), 'up to 10 participants', and 'more than 10 participants'.
- Competence / skill:** Includes a search input with 'x Problem solving' and 'x Composure/emotional regulation'. The list below shows 'Communication', 'Problem solving' (selected), 'Composure/emotional regulation', 'Ability to capture, grow and bring an idea to life', and 'Self-motivation & perseverance'.
- Focus on:** Includes a search input with 'x Open-mindedness' and 'x Work ethic'. The list below shows 'Open-mindedness' (selected), 'Tenacity', 'Self-awareness', 'Self-efficacy', 'Work ethic', and 'Self-expression'.

Type: This panel is partially visible at the bottom left, showing a search input and the list item 'With guidance' (selected).

Training field(s): This panel is partially visible at the bottom right, showing a search input with 'x Creativity Development' and the list item 'Creativity Development' (selected).

How to use the dedicated Adult Learners Space

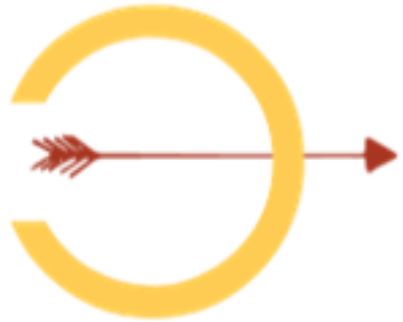
A **trainer** can use this Adult Learners Space, complementary to the face 2 face training, mainly for communication reasons, that is:

- Publishing the face 2 face training **agenda**
- Sending **announcements** and **messages** to the adult learners
- Organizing **video conferencing**
- Making available **links**
- Invite the trainees to **complete the SAT, if not done yet**

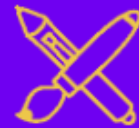
The screenshot shows the CENTAUR e-platform interface. On the left is a dark navigation sidebar with the CENTAUR logo at the top. Below the logo is a search bar and a list of modules: Active modules (Agenda, Announcements, Chat, Documents, Links, Messages) and Inactive modules (Course administration). The main content area is titled 'Adult Learners Space - Matrix (ALS-EN)'. It features a 'Description' section with a blue pencil icon for editing. The text in the description reads: 'A **trainer** can use this Adult Learners Space, complementary to the face 2 face training mainly for communication reasons, that is:' followed by a bulleted list: 'Publishing the face 2 face training **agenda**', 'Sending **announcements** and **messages** to the adult learners', 'Organizing **video conferencing**', 'Making available **links**', and 'Invite the trainees to **complete the SAT**'. Below this, it says 'The **trainees** may' followed by a bulleted list: 'complete the SAT', 'send **messages** to the trainer, and', and '**chat** to other trainees.' It then states 'The **training administrators** will create a new space, based on this template-matrix, for each training session.' A centered italicized line reads 'Welcome to our Communication Space for our training session!'. Further down, it says 'Please, complete, as a first step, the **Self Assessment Tool**, available here. This tool will help the trainer to select the best exercises for our training group!' and 'Via this Communication Space, you may:' followed by a bulleted list: 'view the training **agenda**.', 'receive **announcements** and **messages** from the trainer,', 'participate in **video conferencing session**.', and 'have access to **links**.' Below this, it says 'Also, you may' followed by a bulleted list: 'send **messages** to the trainer, and' and '**chat** to o'. At the bottom of the description section is a 'More ↓' link. Below the description section is a link '> Course Description +'. The top right of the page shows a user profile for 'admin' and a home icon.



Functionality for a Trainee



Artists Database



Self Assessment Tool

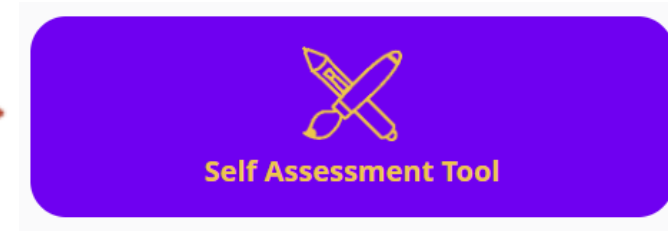
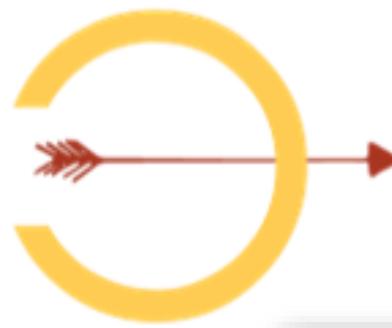


Mobile App

Artists/Trainer Data Base

- The Trainee, by following the green box “Artist Data Base”, may search the data base for trainers that are carrying out CENTAUR based or similar training sessions and ask about the schedule of the training sessions and trainer’s availability.
- Information about the Trainers appear, such as CV, short description, contact details, photo.





Self Assessment Tool (SAT)

The Trainee, by following the green box “Self Assessment Tool”, may find in which of the available exercises she/he is most interested.

It works like this:

The trainee answers 36 statements according to her/his interests:

1. She/he clicks the most appropriate of the five answer-options.
2. Then, s/he clicks on the button to go to the next question.
3. At the end of the questionnaire, she/he clicks on the **Submit** button.

When attending a training or course, I would like to experience how creativity can influence my condition (1/36)

I am highly interested

I am very interested

I am quite interested

I am a little interested

I am not interested

Next

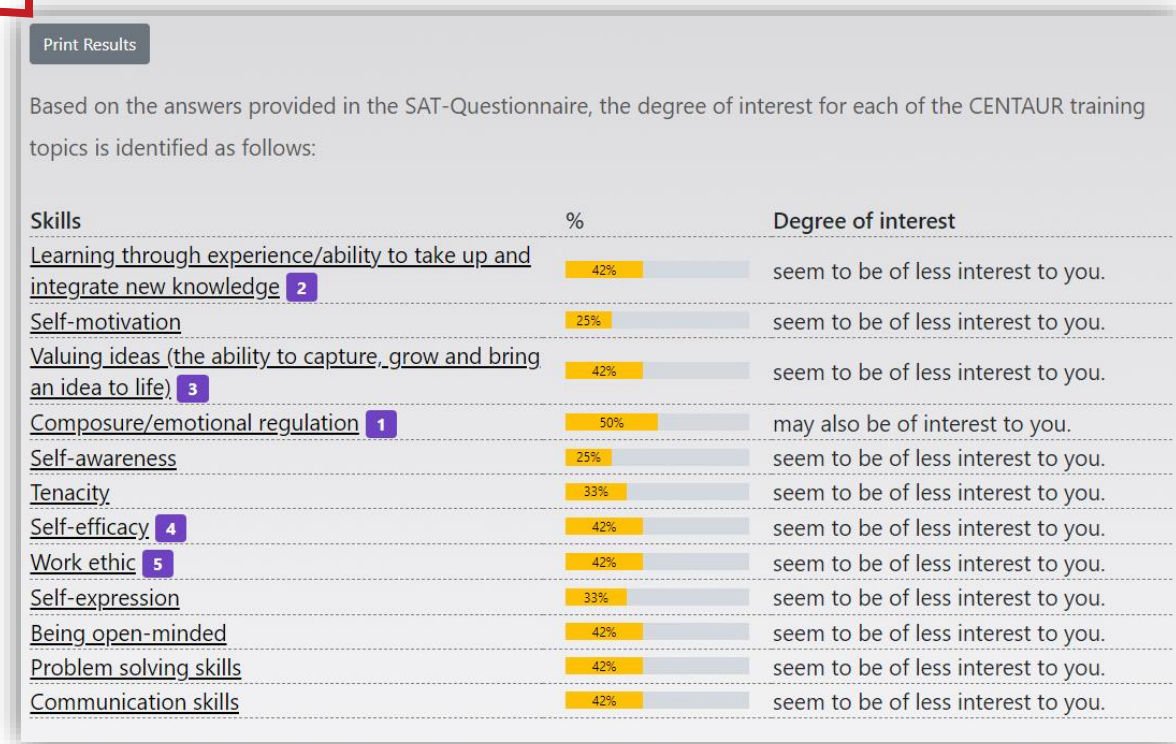
The form is complete and ready to be submitted. To proceed to the results click the button below.

Proceed

Evaluation results

Immediately afterwards the Trainee will receive his/her evaluation.

- According to the answers she/he has given, she/he will find out his/her degree of interest in percentages.
- The skills and training areas with a score between 75% and 100% comprise the recommendation: *are most interesting to you.*
- Skills and training areas with a score between 50% und 74% comprise the comment: *may also be of interest for you.*
- Between the skill and the degree of interest the Trainee will find a yellow bar, showing the percentage of his/her result.
- To facilitate the overview, the trainee will also find the rank of his/her interest directly next to the corresponding skill in the first column as a number (e.g., **3**).



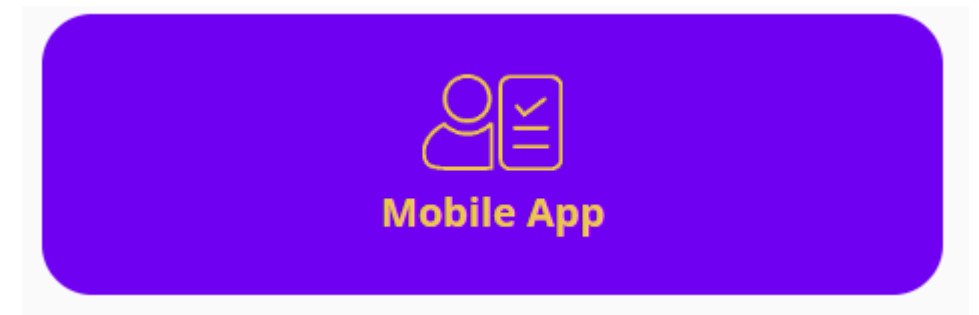
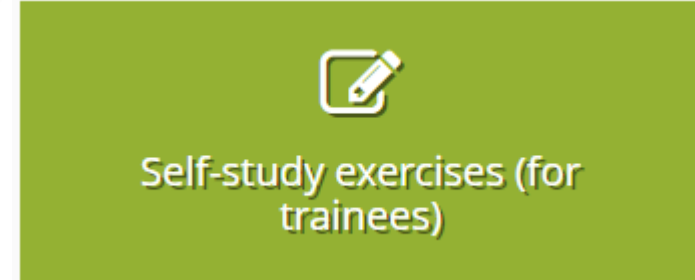
Evaluation results

The options to continue depend on whether the trainee plan to attend a seminar or whether she/he is a self-learner.

- If she/he plans to attend a seminar, he then downloads or prints the results sheet in pdf and **sends it to the Trainer.**
- If she/he is a self-learner, she/he clicks on the recommended skill. She/he will be redirected to the corresponding exercises on the exercise-database.
- If she/he is a self-learner, the Trainee may select from the exercises she/he is interested, those addressed to the self-learners by visiting the link: <https://training.centauroproject.eu/virtual-exercises> or downloading the CENTAUR Mobile App.

Self-study exercises

- The Trainee by following the green box “Self-study exercises” may download the **CENTAUR Mobile App**.
- The CENTAUR Mobile App provides only the self-study exercises in an engaging and playful way by providing Avatar(s) as presenter(s) following a gamification approach.
- A support trainer may also use this App for choosing a fitting self-study for a specific trainee in contact and under his/her supervision.



How to contact the CENTAUR partners ?

1. Visit the project's website:

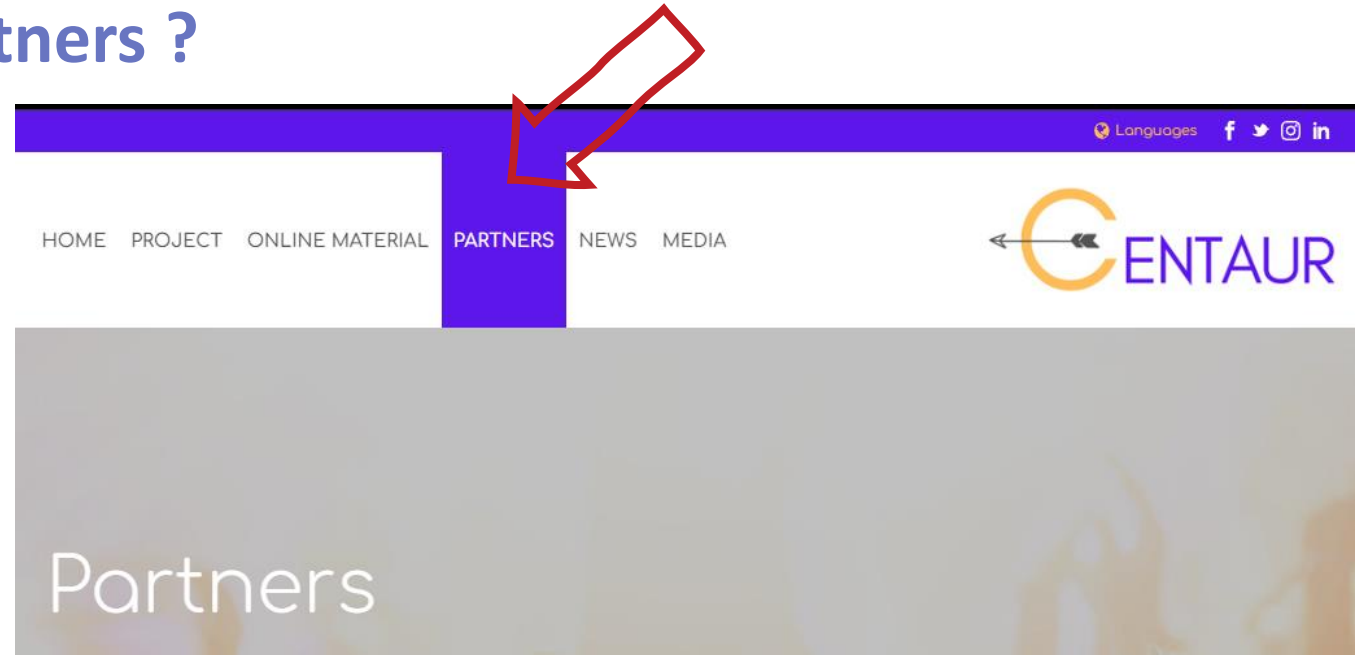
<https://centaur-project.eu>

1. Go to the partners sections

or click here [CENTAUR Partners](#)

3. Find the partner(s) located in your country and send them email.

4. For other country, contact the coordinator.





Congratulations!
You have completed this Guide!

