

E-LEARNING PLATFORM  
GUIDEBOOK



# Financial Literacy

**2020-1-TR01-KA204-093253**

**[www.facilitate.center](http://www.facilitate.center)**



Co-funded by the  
Erasmus+ Programme  
of the European Union



# PARTNERS



MUNI





You can find news about the project, details about the project outputs and necessary information about the partners on our website (<https://facilitate.center/>).

# Financial Literacy E-learning Guidebook

This guide will be a resource that will gradually teach the user how to use the platform, who will benefit from the Financial Literacy e-learning platform, which is one of the outputs of the Financial Literacy project.

To access the platform:

Go to [facilitate.center/courses](https://facilitate.center/courses) in your browser

OR

Scan QR code from your mobile device.





The process of registering and starting training on the e-learning platform





After accessing the main page, click the button to “Sign up”

## Login

**USERNAME**

**PASSWORD**

☐ Remember me [Lost Password](#)

**LOGIN**

## Sign Up

**USERNAME**

**E-MAIL**

**PASSWORD**

**PASSWORD AGAIN**

**REGISTER**

Fill in the required information for registration, click the "**Register**" button and complete the registration process. If you are a teacher, do not forget to select the "**Register as a Teacher**" option. If not, please leave this field blank. In the relevant section, detailed information about the registration process will be given for teachers. This section and those who will receive further education are targeted.



After completing the registration process, click on the “**settings**” tab in the image to update your personal information.





enginakinci  
Student

### Have a question?

Here you can send a direct request to the site owner.

**SEND REQUEST**

NAME

Engin

LAST NAME

AKINCI

### Change Password

NEW PASSWORD

 Enter your New Password 

RE-TYPE NEW PASSWORD

 Enter your new password 

**SAVE CHANGES**

 Log out

After entering your name on the next page, click the “**Save Changes**” tab at the bottom to complete the process.



You can access the E-learning platform by clicking the “**Courses**” tab.

# Financial Literacy



Teacher  
Facilitate Center







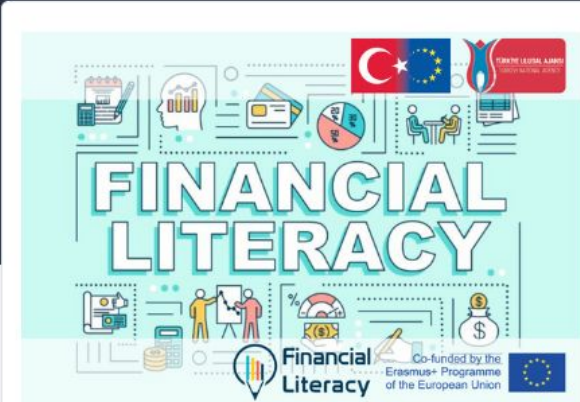
5,182 students enrolled

## Description

## Curriculum

### INTRODUCTION TO FINANCIAL LITERACY


- 1  **What is Finance?**
- 2  **What is financial literacy?**
- 3  **Why do you need Financial Literacy?**
- 4  **How can you benefit from this Financial Literacy course?**

[ENROLL COURSE](#)

 Welcome to the Course

### INCLUDES

 Full lifetime access

 Access on mobile and TV

You can start taking courses by clicking the “**Enroll Course**” tab.



## PERSONAL & FAMILY BUDGETING

### Learning Objectives



#### COURSE SECTIONS



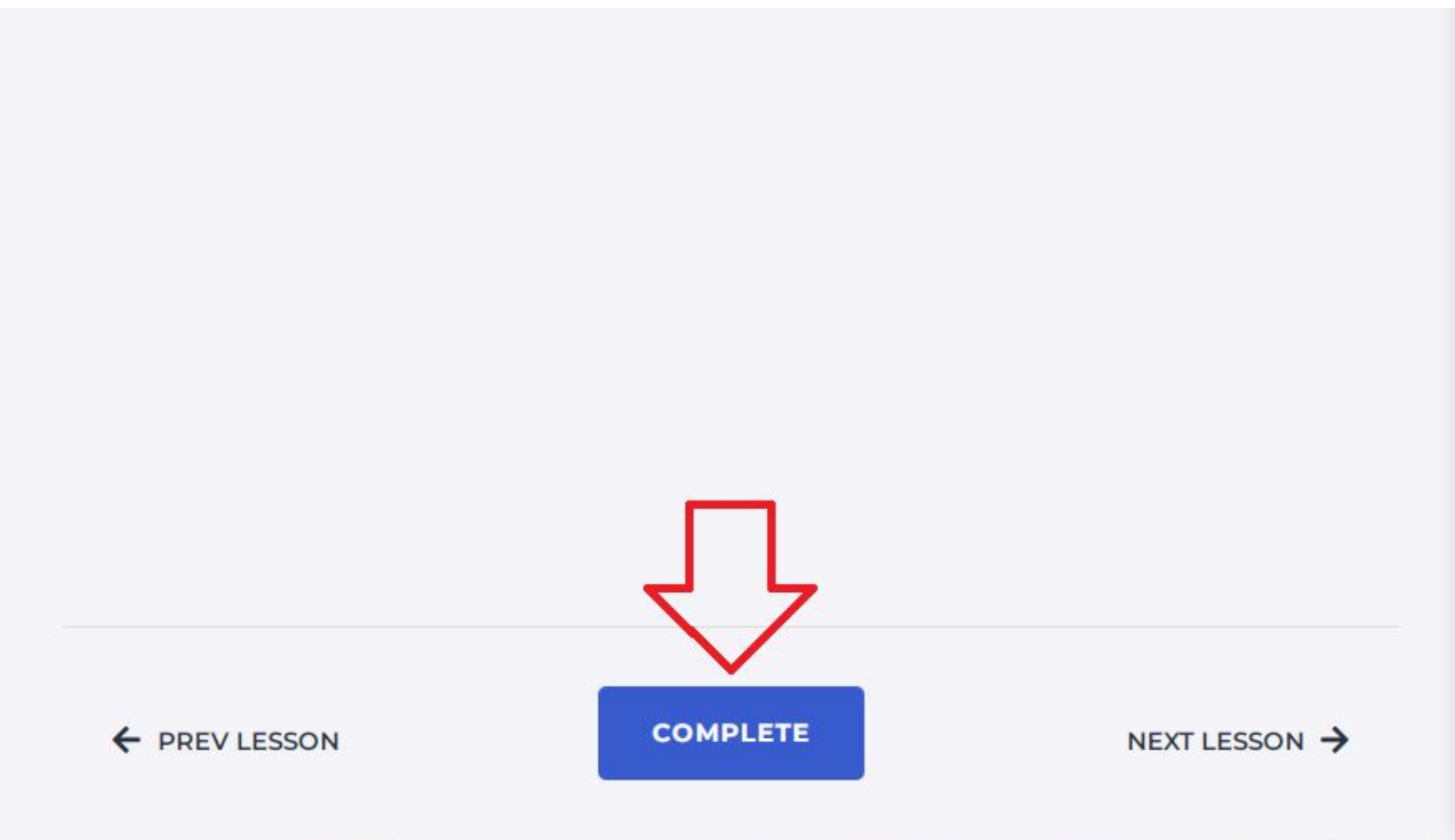
Section 1

#### PERSONAL & FAMILY BUDGETING

-  1 Learning Objectives 
-  2 Activity 1 100% 
-  3 Activity 2 1 questions 
-  4 Budgeting = Income – Expenditure = Disposable Income 
-  5 Activity 3 10 questions 
-  6 Current Accounts 

On the right of the page, you can view the entire curriculum and review all units. In order to successfully complete the course, you must complete all the courses in order and successfully complete the quizzes.





**CONSUMER RIGHTS AND OBLIGATIONS**

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Section 16  
**FINANCIAL FRAUD PREVENTION**

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Section 17  
**FINANCIAL ADVISORS**

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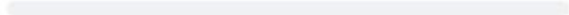
Section 18  
**FINANCIAL OPPORTUNITIES FOR ENTREPRENEURS**

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Section 19  
**STRATEGIES OF THE ENTREPRENEUR**

---

**YOUR PROGRESS**

 **0%**

Do not forget to click the “**Complete**” button at the end of the page at the end of each course you complete. This is important in terms of recording the units you have successfully completed by the system.

# Current Accounts



- Current accounts are where your salary is paid in
- You can pay bills automatically.
- You receive a debit card from an ATM
- You can use it in place of cash to purchase goods and have the money debited straight from your account.
- Current accounts Pay a small amount of interest on the money in your account,

#### Debit Card

A debit card is a payment card that deducts money directly from a consumer's checking account when it is used. Also called "check cards" or "bank cards," they can be used to buy goods or services; or to get cash from an automated teller machine or a merchant who'll let you add an extra amount onto a purchase.

Section 1

## PERSONAL & FAMILY BUDGETING

1	Learning Objectives	✓
2	Activity 1.1	1 questions
3	Activity 1.2	1 questions
4	Budgeting = Income – Expenditure = Disposable Income	✓
5	Activity 1.3	10 questions
6	Current Accounts	
7	Savings Accounts	
8	Activity 1.4	1 questions
9	Student Loans	
10	Bank Loans	
11	Activity 1.5	1 questions
12	Mobile Phone Contracts	
13	Activity 1.6	1 questions
14	Pensions	

The terms written in blue and underlined are words in the learning platform dictionary. It is designed for you to learn the meaning of the word easily by hovering the cursor on it.

Match the words with the definitions below:

Budget	
Expenditure	
Borrow	
Mortgage	
Loan	
Credit card	
Debit card	
Credit score	

Money that has to be paid back, used to buy a house.

A number between 300 – 850 that demonstrates a customer's ability to pay back money.

An amount of money that is spent.

To take and use money and then pay back.

Money that is given but expected to be paid back.

An estimate of money coming in and money going out.

?	3	Activity 2	1 questions
	4	Budgeting = Income – Expenditure = Disposable Income	
?	5	Activity 3	10 questions
	6	Current Accounts	
	7	Savings Accounts	
?	8	Activity 4	1 questions
	9	Student Loans	
	10	Bank Loans	
?	11	Activity 5	1 questions
	12	Mobile Phone Contracts	
?	13	Activity 6	1 questions
	14	Pensions	
?	15	Activity 7	1 questions
	16	Insurance	
?	17	Activity 8	1 questions
	18	Summary	
Section 2 FINANCIAL STATEMENT			
Section 3 MONEY MANAGEMENT			

An example of a quiz from training. There are many different types of **quiz** activities throughout the training.

**MONEY MANAGEMENT**

**Activity 4**

↑

Using the information from above, read the following paragraph and complete the missing words with the words in the box below.

↓

loan	financial	costs	budget	debt
credit	manageable	bills	fees	goals

Using the information from above, read the following paragraph and complete the missing words with the words in the box below.

Doing a \_\_\_\_\_ is the first step to taking control of your finances. By setting up a budget, it less likely to end up in \_\_\_\_\_ and to get caught out by unexpected \_\_\_\_\_. It is more likely that you would have a good \_\_\_\_\_ rating and you would be accepted for a mortgage or \_\_\_\_\_. A good way to get started on your budget is for example to work on how much you spend on household \_\_\_\_\_, on \_\_\_\_\_ products, like insurance, bank charges or interest and on leisure such as holidays and gym \_\_\_\_\_. Last but not least, the key to achieving your financial \_\_\_\_\_ is to break them down into \_\_\_\_\_ steps.

COURSE SECTIONS	
Section 1	INTRODUCTION TO FINANCIAL LITERACY
Section 2	PERSONAL & FAMILY BUDGETING
Section 3	FINANCIAL STATEMENT
Section 4	MONEY MANAGEMENT
1	Learning Objectives
2	Activity 1
3	Activity 2 5 questions
4	Watch the Video Again
5	Activity 3
6	Activity 4 1 questions
7	Activity 5 5 questions
8	Activity 6 1 questions
9	Investing
10	Activity 7 1 questions
11	Activity 8 1 questions
12	Activity 9 10 questions
13	Activity 10 5 questions
14	Activity 11 1 questions
15	World of work - Fringe benefits
16	Activity 12 2 questions
17	Resources
Section 5	BANKING TRANSACTIONS
Section 6	FINANCIAL TECHNOLOGIES
Section 7	INSURANCES
Section 8	DIGITAL CURRENCIES

In the fill-in-the-blank questions, it is necessary to choose the appropriate word from the above and fill in the blanks with the **copy-paste** method. Or the related word is expected to be entered as text without spelling mistakes, spaces etc. The system may give an error because it wants a one-to-one match.



DASHBOARD

ANNOUNCEMENT

ENROLLED COURSES

ENROLLED QUIZZES

CERTIFICATES

GRADEBOOK



## Enrolled Courses

Enrolled date (last one) ▾



Course

**Financial Literacy**

1% Complete

[CONTINUE](#)

Started 06/09/2022

You can access all sections related to education from the **Dashboard** screen. You can access the courses you have completed, the quizzes you have completed, and the certificates you have received from the tabs on the dashboard screen.

## My certificates

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COURSE	CERTIFICATE
Financial Literacy	<a href="#">Download</a> <a href="#">Copy code</a>

Your certificate will be generated automatically when you successfully complete the course. You can view and download your certificate from the “**My Certificates**” tab.



# Financial Literacy

This is to certify that

**Mustafa Büber**

Has successfully completed all requirements to be officially approved in  
the course of

**Financial Literacy**

on 6 September 2022 by the partnership of the Financial Literacy ERASMUS+ Project.



MUNI



Inno Hub  
Valencia



eurospeak

Co-funded by the  
Erasmus+ Programme  
of the European Union



An example of a certificate

JOIN FOR FREE

PAY



#### MOBILE APPLICATION

You can also follow our trainings on the mobile application.



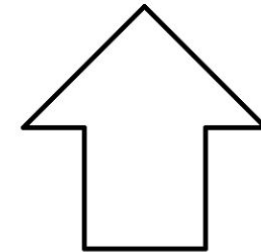
#### TRAINING COURSE

Attend training to become a successful entrepreneur.



#### TEACHER CORNER

A section for our educator members only



To access the page with the content for teachers, you should click on the  
**"Teacher Corner"** tab on the main page.





### Login

USERNAME

PASSWORD

☐ Remember me [Lost Password](#)

[LOGIN](#)

### Sign Up

USERNAME

E-MAIL

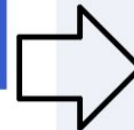
PASSWORD

PASSWORD AGAIN

☐ I have read and accept the site Terms & Conditions.

☐ Register as Instructor

[REGISTER](#)




To access the "**Teacher Corner**" page, you must be **registered on the site as a teacher**. When you register in this way, your membership must be checked and approved by the website administrator.



# PRIVATE: TEACHER CORNER

FINANCIAL LITERACY > PRIVATE: TEACHER CORNER

 HOW TO BUILD SUCCESSFUL  
FINANCIAL LITERACY LEARNING PATHS

 22 TIPS AND TRICKS TO IMPROVE THE  
QUALITY OF FINANCIAL LITERACY LEARNING

 CARDS WITH NEW TEACHING  
METHODS FOR FINANCIAL LITERACY


## Guide

This page, prepared for teachers, contains content, games and documents that teachers can use in trainings.



# PRIVATE: TEACHER CORNER

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METHODS FOR FINANCIAL LITERACY

## Guide

By clicking the “**Guide**” link, you can download the guide named “How to create successful financial literacy learning paths”. A screenshot of the relevant guide is presented on the next slide.



## How to build successful financial literacy learning paths

Successful building of a course depends on many internal and external factors. It is important to think through a number of different aspects before the actual teaching begins. It is necessary to consider things such as course design, teaching preparation, administrative processes and communication with internal/external stakeholders, etc.

Below are some essential questions that require answers before embarking on initial discussions with the involved parties responsible for each decision and also its implementation.

Therefore, the suggestion is to set answers about brainstorming to the following questions. Following the brainstorming stage, the task is to locate concrete information and facts. After this, the next step is to talk with the people responsible for each aspect and whoever else can support you in implementing the course.

### The Set Up

#### #1:

Select your target group - who is going to participate in the course, and whether they are going to teach the gained knowledge to others. If so, what would their students be?

#### #2:

"How to create successful financial literacy learning paths?"  
An excerpt from the manual.



# PRIVATE: TEACHER CORNER

[FINANCIAL LITERACY](#) > [PRIVATE: TEACHER CORNER](#) **HOW TO BUILD SUCCESSFUL  
FINANCIAL LITERACY LEARNING PATHS** **22 TIPS AND TRICKS TO IMPROVE THE  
QUALITY OF FINANCIAL LITERACY LEARNING** **CARDS WITH NEW TEACHING  
METHODS FOR FINANCIAL LITERACY**

## 22 tips and tricks

Please click on the “**22 tips and tricks**” link to access the “22 tips and tricks” booklet containing practical information to improve the quality of Financial Literacy learning. The screenshot of the relevant booklet is presented on the next slide.

# 22 Tips and Tricks to Improve the Quality of Financial Literacy Learning

## **STUDY AT YOUR OWN PACE**

Don't overload yourself. You don't need to complete the course in one day. Dedicate a little time each day to your studies. Try finding times when you are not busy with the stresses of everyday life, on the way to work or with your morning coffee. Just a little time each day can make a big difference and help you stay motivated.



## **START SAVING MONEY**

Saving money is always the first step to deal with the control of your finances. Read the relevant modules on money management and on personal and family budgeting to get inspired and start saving money today!



## **ONLINE HEALTH**

Prolonged use of digital devices can be damaging for our social skills and also our body. Take regular breaks to stretch your legs and make sure your seated position is comfortable for your back. If your eyes are straining, consider a visit to an optician and practice looking away from the screen to the far distance. This is good exercise for your eyes.



An extract from the booklet "22 tips and tricks to improve the quality of Financial Literacy learning".

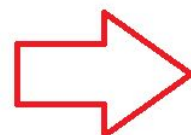
## PRIVATE: TEACHER CORNER

FINANCIAL LITERACY > PRIVATE: TEACHER CORNER

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FINANCIAL LITERACY LEARNING PATHS

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METHODS FOR FINANCIAL LITERACY



[Click to download all cards...](#)

Finally, in the third tab you can access the link to the cards containing the new teaching methods. These cards, of which there are **17 in total**, include games and examples of good practice. You can download these cards to your computer using the link "Click here to download the cards" and use them in your trainings.

**"Erasmus+ (Avrupa Dayanışma) Programı kapsamında Avrupa Komisyonu tarafından desteklenmektedir. Burada yer alan içerik yazarın görüşlerini yansıtmaktadır ve bu görüşlerden Avrupa Komisyonu ve Türkiye Ulusal Ajansı sorumlu tutulamaz."**

**"The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."**



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**THANK YOU!**



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