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# 1. Introduction to B-SAFE project

B-SAFE project is an European project funded by Erasmus+ programme that aims to develop an online education platform related to internet security, thus promoting an increase in citizens' literacy on online security and the protection of personal data.

B-SAFE will provide the European educational landscape with the most important information about web security and personal data protection/GDPR due to innovative non-academic online knowledge platform.

The development of this web platform will allow its users to become more attentive, aware and knowledgeable online users of the changes, regulations and policies on the internet. The target audience for this project is quite broad and includes adults, vocational and university education trainers, businesses, workers and general public. In other words, B-SAFE is very useful for everyone who wants to receive knowledge about law-sensitive issues and rights in the EU work context.

B-SAFE will provide the European educational landscape with an innovative non-academic web security, personal data protection/GDPR following the Industry 4.0 training which will enable future participants to:

- use the knowledge to expand access to basic and core knowledge;
- understand by which national and EU laws they are affected and which rights and duties they have;
- autonomously read and understand basic legal texts (contracts, constitutions, judgments, will, etc.).

Simultaneously, it will enhance training participant's chance of employment by championing not only professional skills but also legal know-how for law-sensitive issues (such as data protection, writing contracts, etc).







# 2. Train the trainer - Offline learning material

# 2.1. Explanation on how to use the content (apply knowledge, build knowledge)

#### **General access to training**

The B-SAFE training concept is a flexible project design that meets the needs of **different target groups** (see paragraph "Relevance to the target group") and offers the possibility to train participants from different areas and accompany them individually.

The competence-oriented project design offers **individualised competence acquisition** due to the different starting situation in course of knowledge of the diverse target groups as well as their different learning approaches and needs. Thus, all contents are prepared in such a way that they are directly applicable and usable for every learner.

In terms of **competence orientation**, the following overarching learning outcome is pursued:

- Learners are able to understand in what way they can use the newly acquired knowledge in their personal everyday life as well as in their professional field.
- They can apply the newly acquired knowledge in different situations and thus cope with different tasks in everyday and professional life.
- This sense of achievement leads to motivation, willpower and goal orientation and has a positive effect on learning performance and the success of learning and examination.
- Learners can independently acquire, structure, use and correctly interpret the knowledge
  and information necessary to solve a task. In this way they acquire the competence to
  develop and implement learning strategies (learning competence), which enables them to
  engage in lifelong learning.
- The learners are taught that they themselves can proactively influence the achievement of their goals and are able to shape the acquisition of knowledge by taking personal responsibility. This increases self-esteem and the ability for self-management, selfmotivation and self-reflection.

The B-Safe learning material is designed as self-learning content. Next to the digital availability of the content, the materials are also available for download which allows learners a flexible learning experience and provides them with the skills for self-organised learning and self-competence.





Moreover, due to the high degree of individualisation and flexibility, teachers and trainers can easily act as learning facilitators.

#### Relevance to target group

B-Safe strongly focuses on web security and personal data protection/GDPR with the main objective of creating overall knowledge in this regard. Learners are gaining professional skills and at the same time acquire legal know-how improving their employment opportunities. Due to the fact that nowadays a responsible handling in the online sphere is increasingly important in personal as well as in professional life, the target audience of the project is quite broad, including:

- adults
- vocational and university education trainers,
- businesses
- workers
- general public.

Due to the high degree of individualisation and flexibility, the contents are ideally suited for this heterogeneous groups.

#### **Content B-Safe**

B-Safe provides a standardised non-academic knowledge base approaching web security and personal data protection/GDPR.

The following specific contents were developed:

#### Cybercrime

This module gives an overview of crime in cyberspace for adults and also for children and familiarises the participants with different terms and definitions. Moreover, an insight in different types and methods of cybercrime and how to best protect oneself in the virtual space is given.

#### Information Stream and Online Communication

This unit teaches about the increasing security and data threats coming along with electronic communication tools. The learners receive know-how about possible security problems in online communication and learn about the secure and correct handling.

#### Parental Control

In course of this learning unit the major importance of parental control in the digital space to protect children and adolescents from major threats they could face by using different





technological devices is approached. In addition, recommendations for protection are provided.

#### Personal Data Protection

In this module learners receive a basic understanding of data privacy and data security in regard to your professional as well as private life to comply with data protection regulations and have more control over their data.

#### • Protection against Inappropriate Content

This unit teaches about inappropriate content in the digital sphere. Participants receive an understanding what inappropriate content is, what it includes and how to protect oneself against it.

#### Smartphone Protection

Within this learning unit learners get an overview of threats coming along by using instant messenger services and other smartphone applications. Furthermore, they receive knowledge to protect their phone and your privacy from unwanted risks.

#### Internet of Things

This module teaches how to understand "Internet of Things" and about the main applications coming along with this new technology. Additionally, security and data related threats and how to react in any case of cyberattacks are addressed.

#### Personal Data Protection in Social Media

This learning unit provides an overview of the most relevant privacy risks in social media. Learners receive the knowledge how to identify risks and how to protect oneself.

#### Hardware and Software Protection

This chapter addresses different types of attacks on hardware and software and gives useful tips and recommendations for protection.

#### Cybersecurity

This unit familiarises learners with the term cybersecurity what it really is and why it is increasingly important nowadays. In addition, an overview is given on suggested cybersecurity measures that can be applied in everyday life for protection.







#### Check Unit

This final module provides an overview of the biggest internet threats and the main safety behaviour steps in the online world. Moreover, learners can check their knowledge received within all units and consolidate it.

#### Methodical-didactical structure of the units

The basis and foundation for the development of the learning materials was the compatibility of the contents not only for different learning approaches, but also for different learning platforms. Thus, the design of the learning materials is aimed at being as easy to learn as possible in self-study and at the same time being well adapted, expanded, updated and used in different learning settings and digital environments. A second focus was on awakening and maintaining the self-motivation of the learners. Learning should be fun and the process of dealing with the learning material should not be associated with stress but with enrichment.

In order to do justice to these two principles as far as possible, the units created follow the following structure:

#### 1: "The First Introduction"

The aim is to motivate readers to continue reading, for example by establishing a direct link to typical life situations. This first introduction to the topic serves as a motivation, should give the learners a first insight into what it is all about but most importantly, this block serves to convince the readers that the following content will be interesting and exciting to read.

#### 2: "The practical relevance"

At this point, readers learn what they need the knowledge and skills they have acquired as a result and where the concrete practical relevance of the topic lies.

#### 3: "Overview of learning objectives and competences"

Here the learning objectives and competences are described in text form. This gives readers an overview of the content they will master after completing this unit.

#### 4: "Knowledge building phases"

The knowledge to be built up is divided into several phases and taught in simple language and with many practical examples. Each line of text is used either to build up knowledge, to illustrate the practical aspects or to motivate students and is assigned to a specific learning objective.





Graphics, examples and text containers with definitions, notes, mnemonics or excurses loosen up and prevent a long, tedious text.

#### 5: "Apply knowledge phase with practical examples"

With the help of examples in different designs (e.g. assignments, multiple or single choice) the acquired knowledge is applied, repeated and consolidated.

#### 6: "Secure knowledge phase"

A short and clear summary of the most important contents rounds off the unit and gives the learners another opportunity to consolidate and reflect on acquired knowledge.

#### Methodological-didactical implementation in the teaching of B-Safe

In order to ensure that the learning contents are suitable for heterogeneous groups, can be learned in self-study and are completed with high motivation, the following principles prevailed in the creation of the contents:

- The units were designed according to the previously developed and tested curriculum to ensure consistency of content and the target-oriented sequence
- The learning objectives of each unit have been defined and the contents have been developed in the sense of competence orientation in accordance with the learning objectives.
- All units have a consistent design and sequence.
- The content was written in a **self-explanatory** way.
- Gender-neutral language was used as far as possible to not impair the reading flow.
- Readers are directly addressed to immediately catch and involve them in the contents and establish connections to real life.
- **Pictures and examples** were used relieving the contents and ensuring variety for better memory and increased motivation.

## 2.2. Description on the learning mode: self-study

With an increasing number of new technologies and an expanding global population, self-studying is on the rise. Education is no longer confined to just a "normal" classroom and some would argue that the classroom model is outdated and does not meet the intellectual needs of individuals in such a digital and interconnected society.

Self-study is a way of learning about a subject that involves studying alone, at your own pace, rather than in a classroom with a teacher/trainer and is a useful tool to enhance any learning





experience. In other words, self-study through online and offline platform is an effective element and is increasingly valued by both teachers and students.

Self-study is a learning method where people direct their own studying without direct supervision. Since students are able to take control of what (and how) they are learning, self-study can be a very valuable way for many students to learn.

There are two ways how self-study can be completed either offline or online. The main advantage of online learning is that you are able to write comments in chats and might get instant help whereas with offline study you would need to call a colleague, tutor or trainer. However, online study requires a stable internet connection.

Offline self-learning allows you to learn anytime, anywhere (greater flexibility) not being depended on a stable internet connection. You can start right at the point you want and/or need, learners only have to deal with the content exactly about which knowledge is required. Offline learning offers the possibility for direct notetaking. Offline study is maybe also easier if you are meeting and discussing/learning something together with other learners.

Offline learning is important because it allows you, for example, to find the right study place and to have note taking tools (e.g. highlighter, pen, sticky notes, notepad, and so on).

In addition, the world is becoming more and more digital and technology also plays an important role in many aspects of daily life and its importance for education is now, more than ever, very different. As regards to this fact, e-learning platforms are becoming more and more useful.

An e-learning platform is a set of interactive online services that provide learners with access to information, tools and resources to support educational delivery and management through the internet. There are many reasons for the growth of the e-learning industry especially because of the flexibility and the availability of this learning method.

In the B-SAFE knowledge platform people can study independently as well as work on exercises that are present in each content unit. Nevertheless, self-learning does take a lot of discipline and can be difficult at first, but like any endeavour, with time it becomes easier. Self-learning, when done correctly, is a very effective learning tool so it can be very helpful to learn a new subject on your own. Here are some tips for practicing successful self-studying:







**Set realist goals:** setting work goals for yourself, ones that realistically fit in with your life and other personal and professional commitments in order to create healthy self-study habits. You can set yourself up for success by assigning only a certain number of chapters of each content unit to read each day, adjusting your workload according to how hectic your schedule is in any given period and giving yourself some time to rest.

You should also keep in mind that it is important to set regular study times and stick with them because planning your study time in advance makes you create a commitment and a routine.



Find what works for you consciously: there are many different ways to learn and it is important to adjust studying techniques to find what works for you. Some people like to read while other find reading aloud helpful. So, discover whatever works best for you and you'll exponentially speed up your learning curve. Additionally, it is important to take small breaks once in a while in order to improve your learning process and you should break the bad habit of multitasking.



**Review material the same day you learn it**: after taking notes in the online platform or reading the next content unit make sure you practice your new skill. Reviewing can help with long-term absorption of the content that you are studying.



**Study in "short":** instead of treating your study like a "marathon", break up your material by topic into a series of short sessions, separated by short breaks. That way, you won't be staring a computer for too long while wearing on your focus and your brain can absorb the information more easily.









**Prepare and maintain your study environment**: when learning remotely is important to create a study space for yourself. For instance, music may enhance focused study while others prefer to lock themselves away in a totally quit environment, free of any distraction or noises. Also, before you start, eliminate potential distractions before your study session starts and make sure you have some study tools (pens, highlighters, paper to take notes,...) around you.



**Learn from different resources:** in order to improve your learning process it is also a good idea to see other resources about the subject (such as books, articles, YouTube videos,...) to improve your knowledge about a certain subject.







# 3. Train the trainer - Online learning material

### 3.1. Description on how to use the platform for teaching

The aim of this material is to guide teachers and trainers on how to use the online platform in class or outside of class. The Blended Learning approach focuses on the following main principles:

- ✓ Structure of Blended Learning
- ✓ Didactics and methodology of e-learning as well as classroom teaching
- ✓ General principles of learning psychology

The ultimate goal of the concept is to enable the most efficient way of teaching basic business knowledge according to the needs of different target groups. In this project the focus was on young adults, so the predispositions and needs of this target group were given ample space.

The Blended learning approach based on the principle that law knowledge should be lived and become tangible. The users should get the impression that the often-unloved topic of legal literacy can be taught in a practical oriented and fun.

#### Before teaching in the classroom for trainers:

- ✓ Preparation with e-learning program
- ✓ Putting yourself into the position of the learner

In order to use the online platform like a teaching tool, it is essential that every trainer familiarises themselves with the B-SAFE online platform! We propose to use the online platform with the combination of classroom teaching in 3 following versions:

#### **Version 1**

phase 1: working through the whole B-SAFE online platform in advance

phase 2: 1-2 days of classroom teaching (face-to-face teaching)

# Self study phase

Course

#### **Version 2:**

phase 1: participants work through individual topics (e.g. contract law)

phase 2: 0,5-day seminar (face-to-face teaching)

Self study

Course

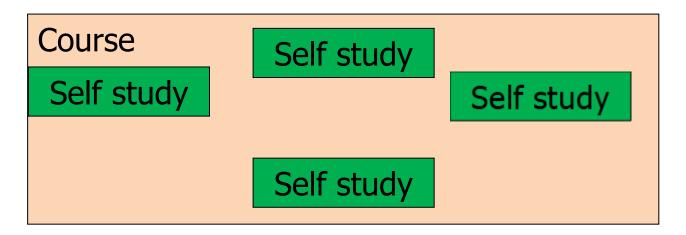
Self study

Course





phase 1: self-study program is integrated within the class – additional explanation by the trainer phase 2: participants do the final quiz in common



### 3.2. Description of B-SAFE platform

#### System requirements

The B-SAFE online platform can be find on the link <a href="https://lms.project-bsafe.eu/">https://lms.project-bsafe.eu/</a>. We did our best to assure, that the online platform will not need any special technical requirements. Thus, the only thing you need to enjoy the "internet safety experience" is stable Internet connection and pc/laptop/tablet (smartphone is ok too, but the experience is not very good, due to the small screen of such a device).

You can use any browser you like (it should be always in the last version!), still, the recommended browser is Chrome. The online platform works perfectly on all OS because it's about the internet and web browser, not about Windows vs Mac OS.

What about Hardware requirements? When your computer can handle Win 10 or appropriate version of MAC OS, the platform will work without any problems.





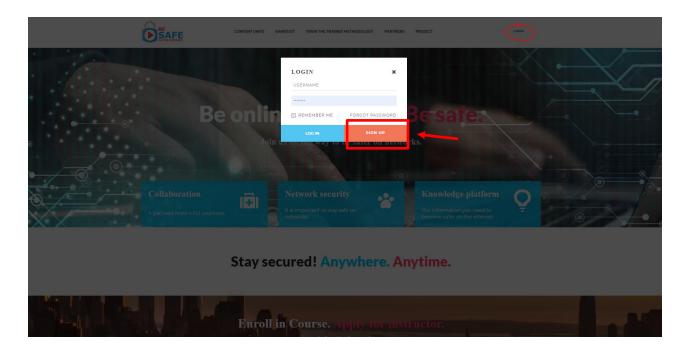


### Handling and contents



### Sign up

For the first use, it is necessary to sign up and create a new user account. After registration you receive the confirmation email (check the spam) and you can start to study. The registration is not obligatory, but you will lose the chance to store your study progress and to study the content in elearning mode ("take a course").





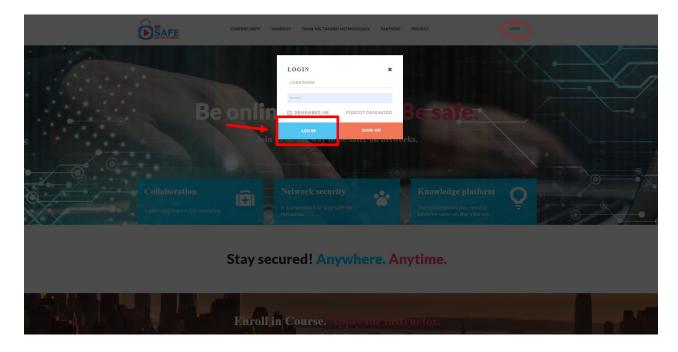




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# Login

On the login page, you can start the platform by entering the user's name and password.



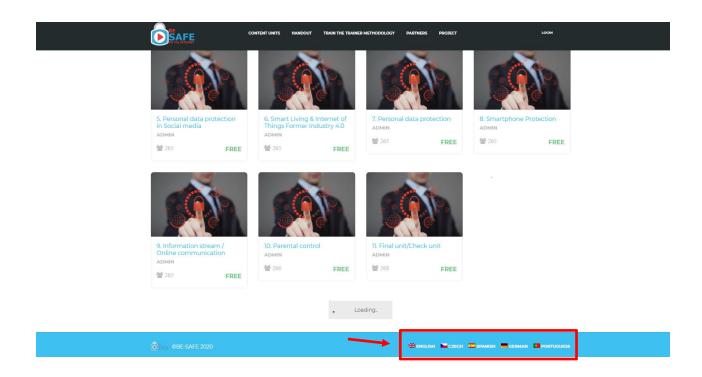






### Language

Choose the wanted language (English, Czech, Spanish, German, and Portuguese) in the bellow part of the screen.



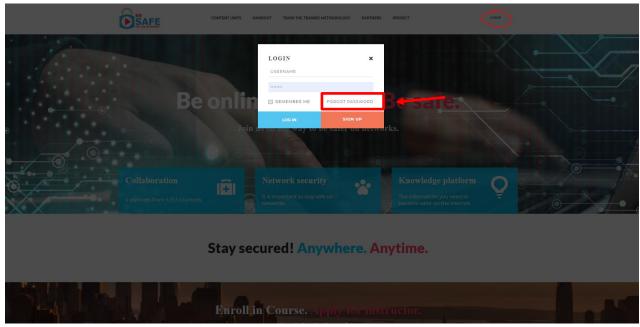
#### **Forgot Password**

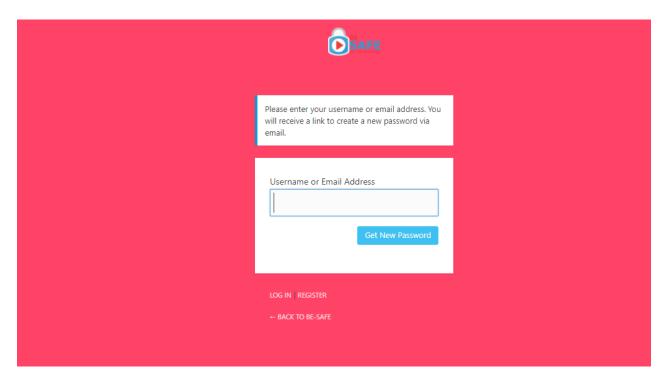
Cannot remember the password or username? Just try something, what you think is correct login data, in case that you failed to log in, click – a new window opens, so go ahead and click "lost your password". It opens new window when you can reset your password via your e-mail address.











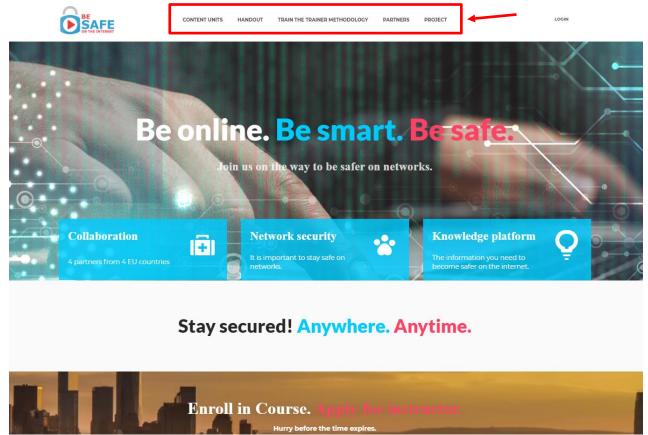
# Homepage

On the home page you can reach the main functions:









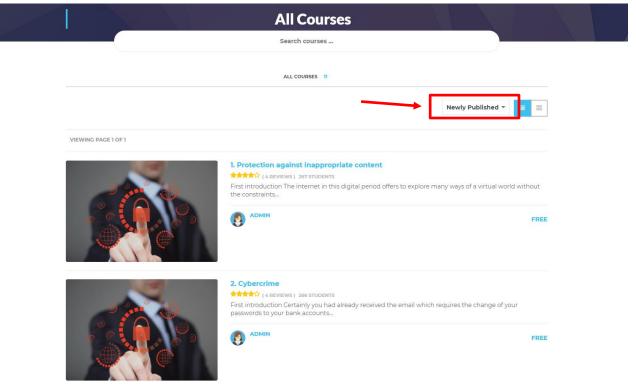
#### Content units

There are all courses available for studying there. You can use the filter of course categories and you can choose what category you want to study by ticking.









#### Handout

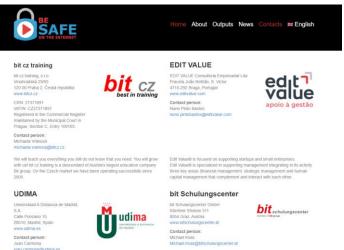
You can find there the educational "Internet safety" texts in pdf format with the possibility to download it.

#### Train the trainer methodology

You can find there the train the trainer manual for uploading in pdf.

#### **Partners**

You can find there the detailed information about partners who developed the B-Safe online platform.

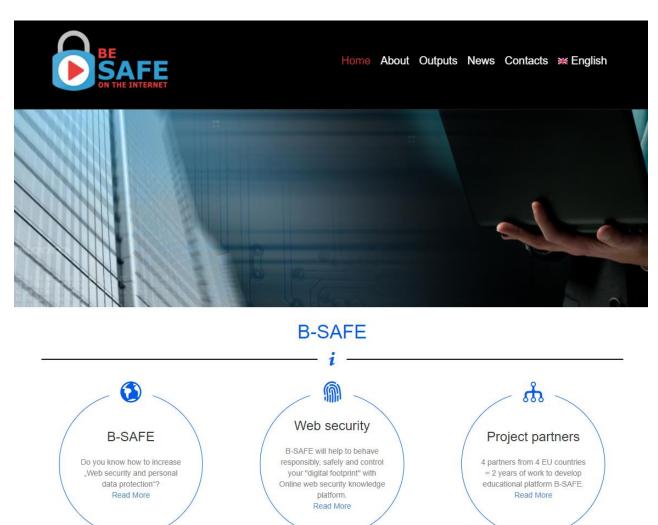


#### **Proiect**

This is the link to the project website concerning the realization the project B-SAFE where the online platform was developed.





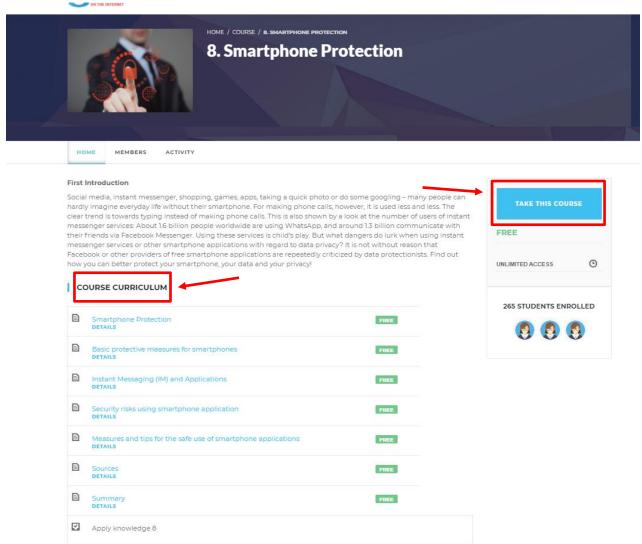


Let's go study with the "Content units". You can obtain the more detailed information about the course by clicking on its name.









You will see what aim the chapter will provide you with and when you decide to study that course you can push the button "Take this course ". For using of that bottom, you need registration. You can also go through the texts in "Course Curriculum" without registration, but you lose the possibility to store your learning progress and e-learning mode.

Each of chapter/course is divided into the following structure:

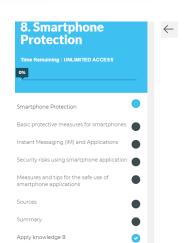
- ✓ Learning texts
- √ Sources literature
- ✓ Summary
- √ Final quiz Apply knowledge

When you choose "Take this course", you can see the chapter curriculum on the left side and the educational texts on the right. You can choose the topic from curriculum by ticking on the name or you can go continuously through the texts by the buttons next unit/previous unit. If you want to finish the topic/page you have to mark unit complete. Only in case, you have all units complete you can take a final quiz (Apply knowledge).



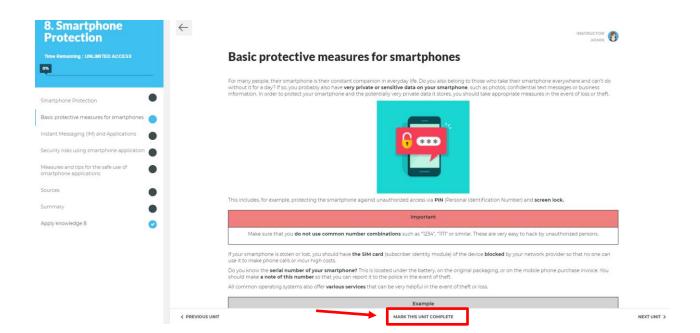


STRUCTOR O



# **Smartphone Protection**





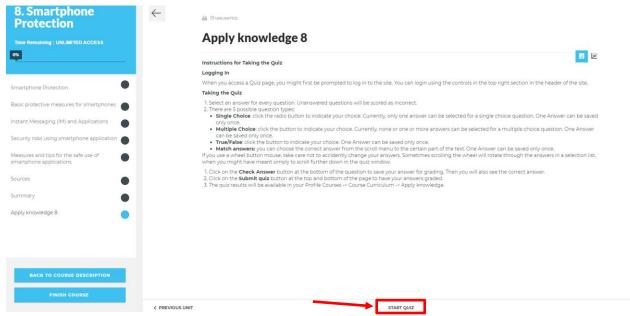
### Final quiz - Apply knowledge

After finishing the learning texts you can take a final quiz and apply your knowledge by choosing "Start quiz".









At the end of each chapter, you can verify your obtained knowledge by the interactive quiz You can answer 4 types of questions:

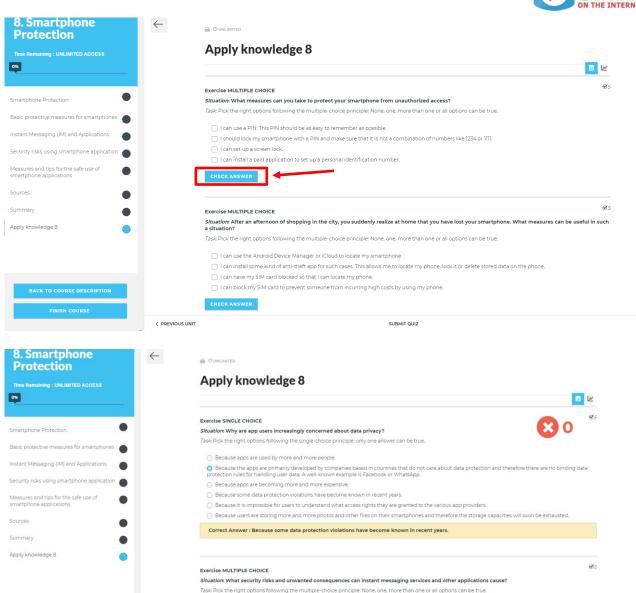
- **Single Choice**: click the radio button to indicate your choice. Currently, only one answer can be selected for a single choice question. One Answer can be saved only once.
- Multiple Choice: click the button to indicate your choice. Currently, none or one or more
  answers can be selected for a multiple-choice question. One Answer can be saved only
  once.
- True/False: click the button to indicate your choice. One Answer can be saved only
  once.
- **Match answers:** you can choose the correct answer from the scroll menu to the certain part of the text. One Answer can be saved only once.

You can a chance to check your answer immediately by the clicking on "Check answers". Then you will also see the correct answer. After answering all the questions, you have to "submit quiz".









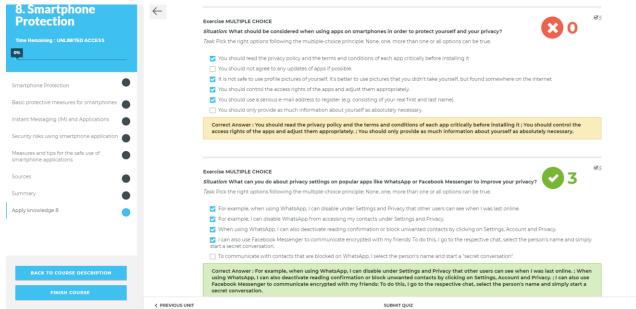
Messengers run the risk of sending phishing links or transmitting malware via clickable hyperlinks or transferred files.

Malware can be present especially in free apps from less known app providers.
 A major problem is rather high hidden costs than secret access to personal data.
 Unencrypted communication, as is usually the case via WhatsApp, for example, if

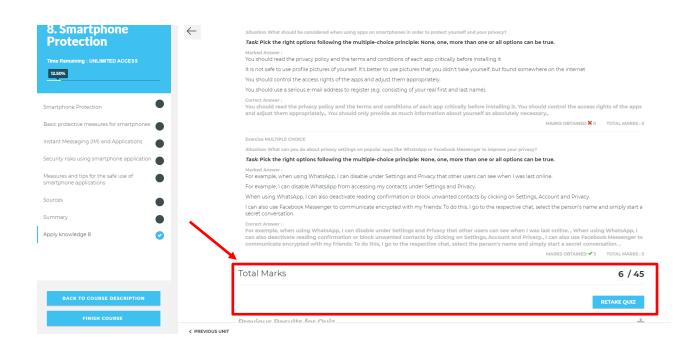








Every answer has the certain point value and after submitting the quiz you will see your results.



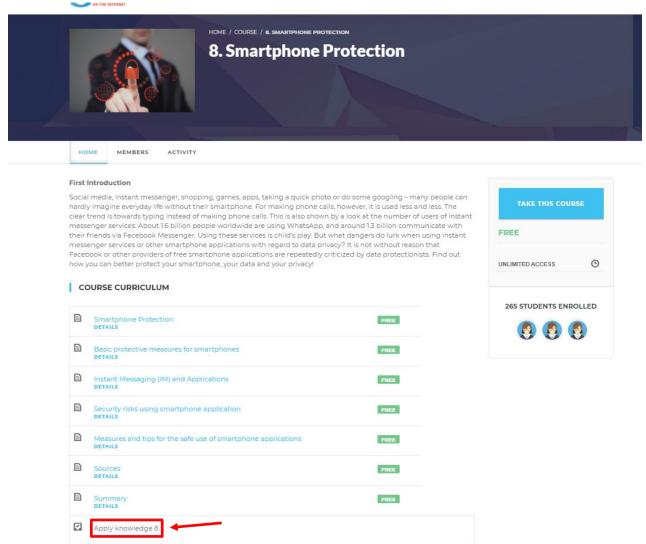
If you want to repeat the final quiz, you can "Retake quiz".

The quiz results will be available in your Profile Courses -> Course Curriculum -> Apply knowledge.

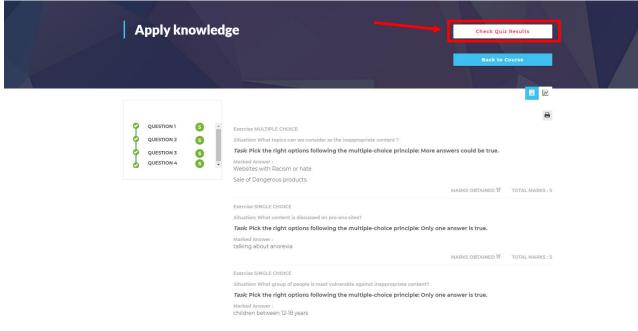








If you want to "Check quiz Results" you will see your last assessment:



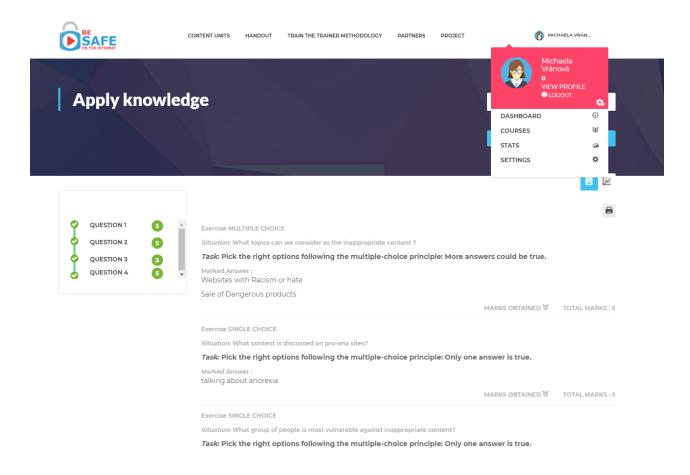






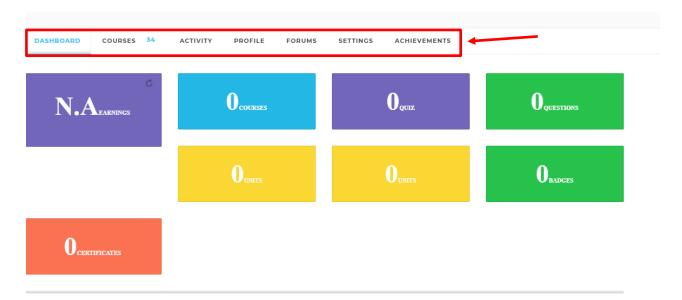
#### User account

After you log in, you have access to complete information about your account.



#### **Dashboard**

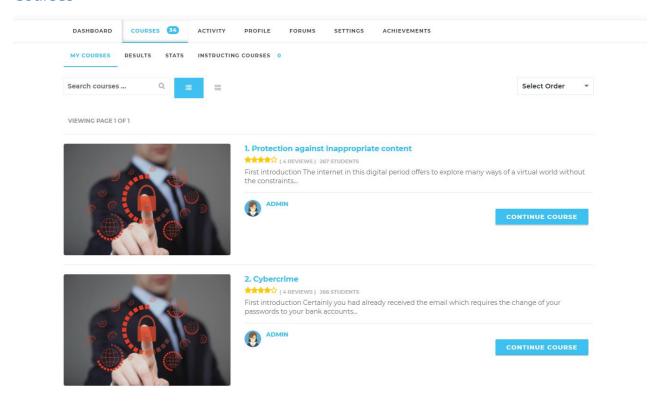
All information about courses, your progress, results, stats (also achievements), settings – all in one place. So, just go ahead and go through it!



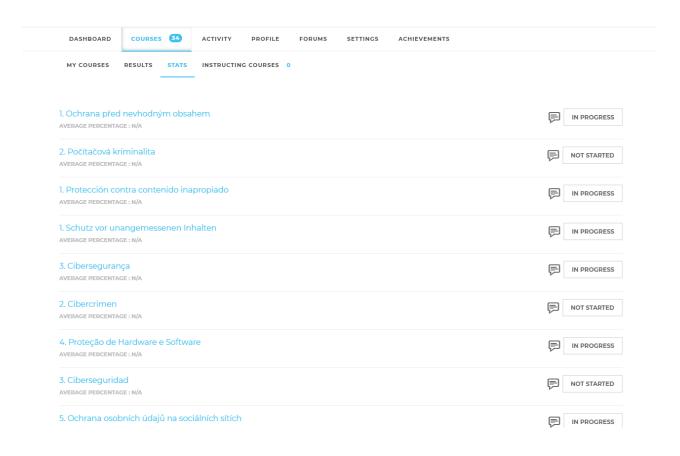




#### Courses



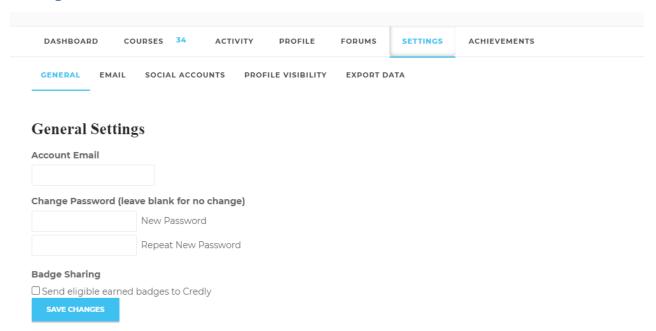
#### **Stats**







# Settings









#### **Contacts**

The more detailed information you can find on the project website <a href="https://www.project-bsafe.eu/">https://www.project-bsafe.eu/</a>.

# bit cz training

Vinohradská 29/93 120 00 Praha 2, Česká republika www.bitcz.cz

#### **Contact person:**

Michaela Vránová michaela.vranova@bitcz.cz



### **EDIT VALUE**

Edit Value Apoio à Gestão Praceta João Beltrão, S. Victor 4715-292 Braga, Portugal www.editvalue.com

#### **Contact person:**

Nuno Pinto Bastos

b-safe@projects.editvalue.com



# **UDIMA**

Universidad A Distancia de Madrid, S.A. Calle Ponzano 15 28010, Madrid, Spain www.udima.es

#### **Contact person:**

Juan Carmona juan.carmona@udima.es





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# bit Schulungscenter

bit Schulungscenter GmbH Kärntner Strasse 311 8054 Graz, Austria www.bitschulungscenter.at

#### **Contact person:**

Michael Kvas Michael.Kvas@bitschulungscenter.at



