BTSF Online

Student Guide

NOTICE: *This guide is available in ENGLISH, FRENCH, GERMAN, PORTOGUESE AND SPANISH.*

Last Update: 07/01/2021

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1. Getting to the BTSF ACADEMY

After the closure of the pre-enrollment process, you received an automatic welcome message providing you with access credentials to log in and also the link to the **BTSF ACADEMY**, which is:
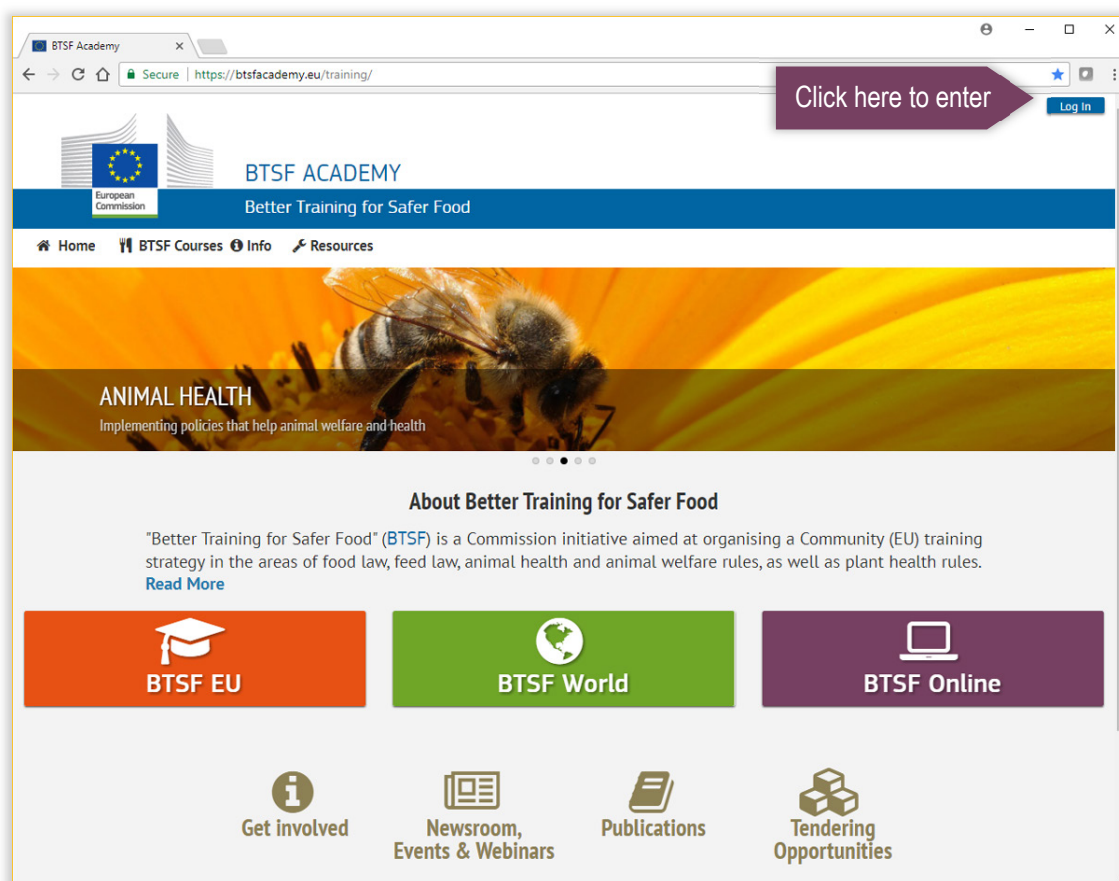
https://btsfacademy.eu/training/

Figure 1. BTSF ACADEMY training resources and Learning Management System

Use the **Log In** button on the top-right corner to access the site, using the provided credentials. Do not share your credentials with anyone. If any colleagues in your NCA are interested in attending the **BTSF Online** e-Learning courses, please ask them to follow the instructions in the BTSF Online section to apply.

Mobile devices

The information in the BTSF ACADEMY has been designed to be accessible from mobile devices. Please use the **horizontal rotation** to access **BTSF ACADEMY** from your laptop or tablet. **We recommend that you use a Desktop computer or laptop to access the e-Learning Courses**.
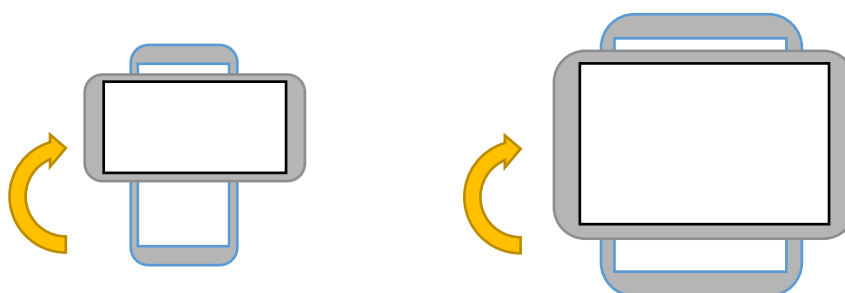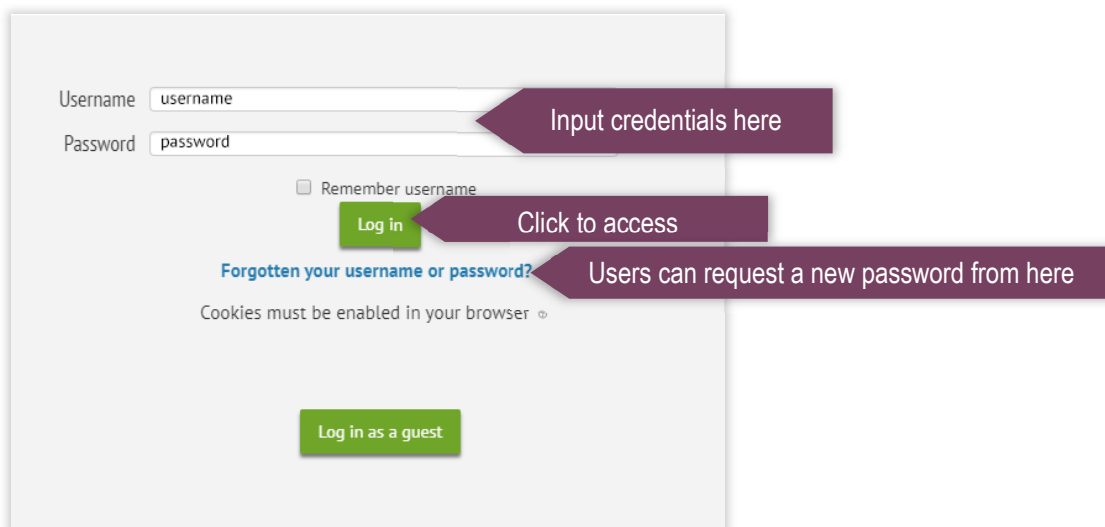

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Log In screen

Once the *Log In* screen comes up, please enter the credentials sent to the mailbox you used in the *Pre-enrolment* process. Remember to check the "junk" folder to ensure the message has not been filtered by the mail servers.

Figure 2. Log In Screen

Password change required

At the first log in, **the system requires you to change the temporary password**. Please pay attention to the instructions and respect the syntax shown on the screen.

Figure 3. Password change at first login

2. Accessing the BTSF Online e-learning courses

After authentication, users will see the *Dashboard*. The course/s each user enroled in will appear in the *Courses* tab, with information about the progress.

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Figure 4. Participant's Dashboard

* **My courses** may appear empty in the Navigation panel, but the available courses (for enroled participants) will be shown in the top MENU.
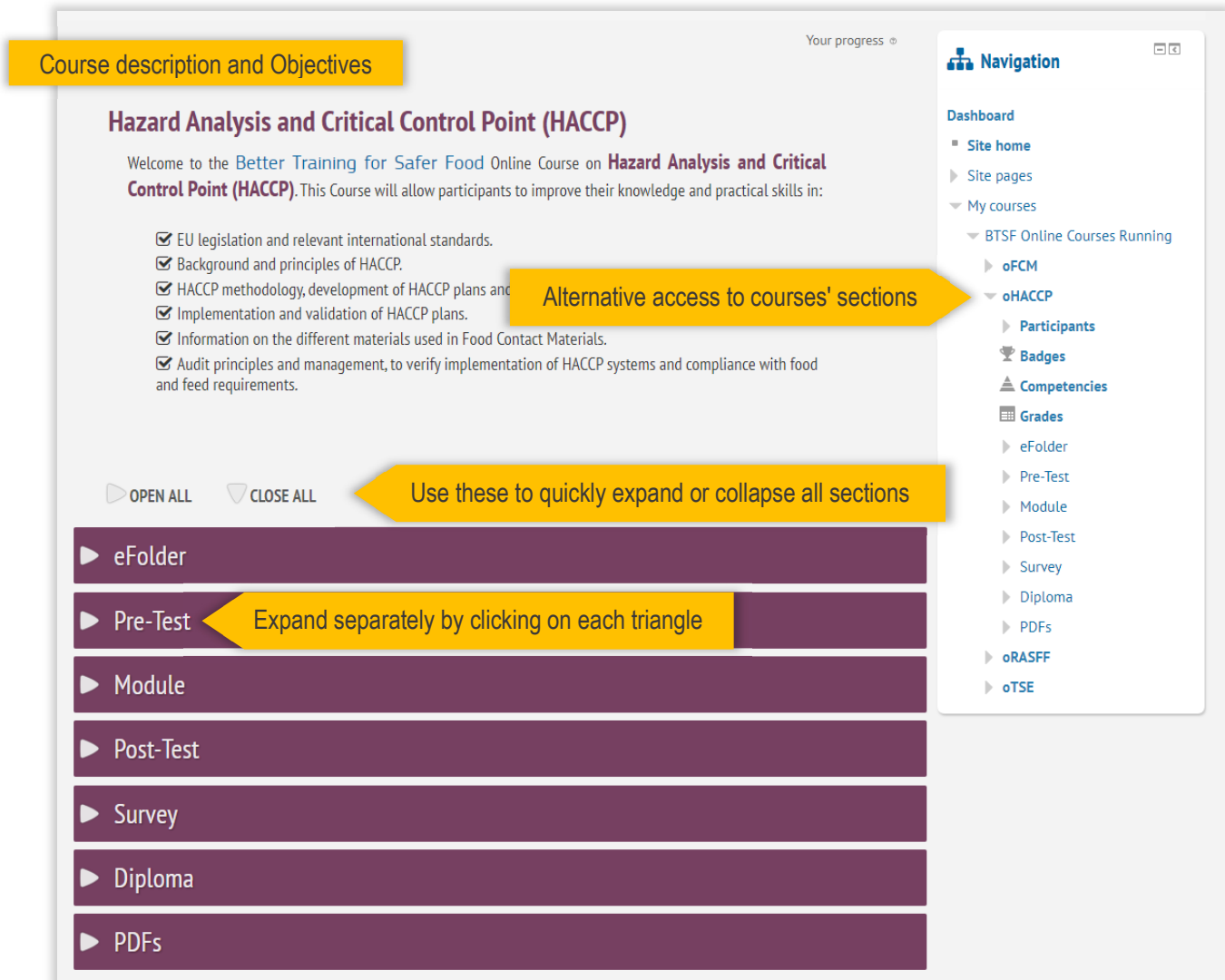
User interface

Authenticated participants will have access to the course or courses they successfully pre-enroled in as validated by the relevant National Contact Point. Please note that the options displayed on screen and in the menus will not be available for unidentified users.

Course elements

All courses in the BTSF ACADEMY have a compact layout to facilitate access to each of its sections, as shown in *Figure 4*. Some sections require you to complete the previous section before accessing them.

Please find detailed descriptions and instructions for each section in the following pages.

Figure 5

The components strictly related to the learning path must be followed in order. The multimedia units (*Module*) will be accessible only on completion of the *Pre-Test* and the *Post-Test* will only be accessible at the end of the course.

The attendance certificate (*Diploma*) will be automatically generated by the platform only after the successful completion of the *Post-test* and after filling in the BTSF participant Satisfaction Questionnaire (*Survey*).

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eFolder

The *eFolder* contains links to PDF documents related to BTSF Online training activities:
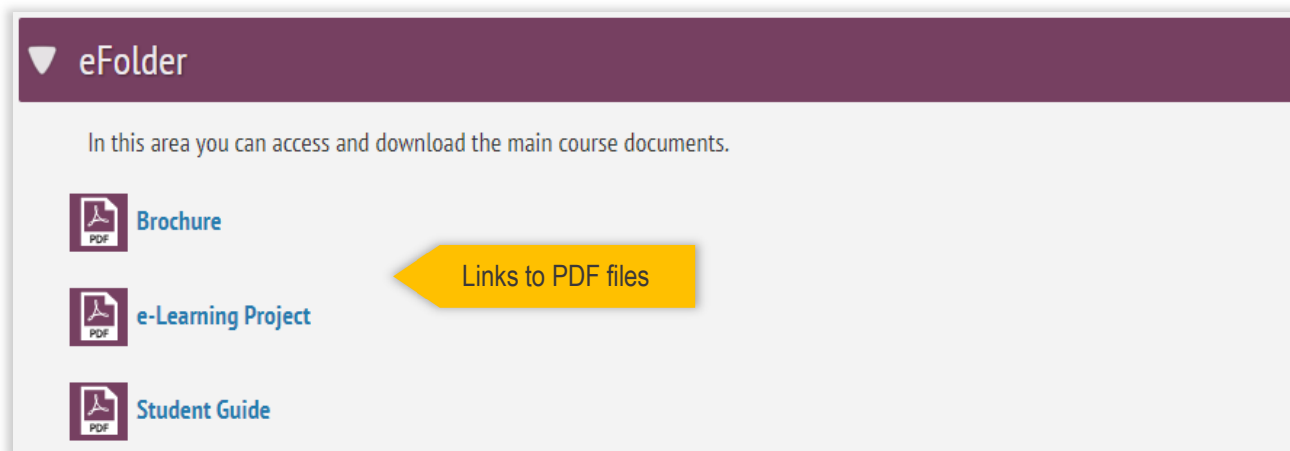
Figure 6. eFolder

- *Brochure*: this document provides general information on the BTSF e-learning programme.
- *E-Learning Project:* this document includes specific information about each BTSF Online course.
- *Student Guide:* this document aims to assist the participants with the interface and access procedures.

Pre-Test
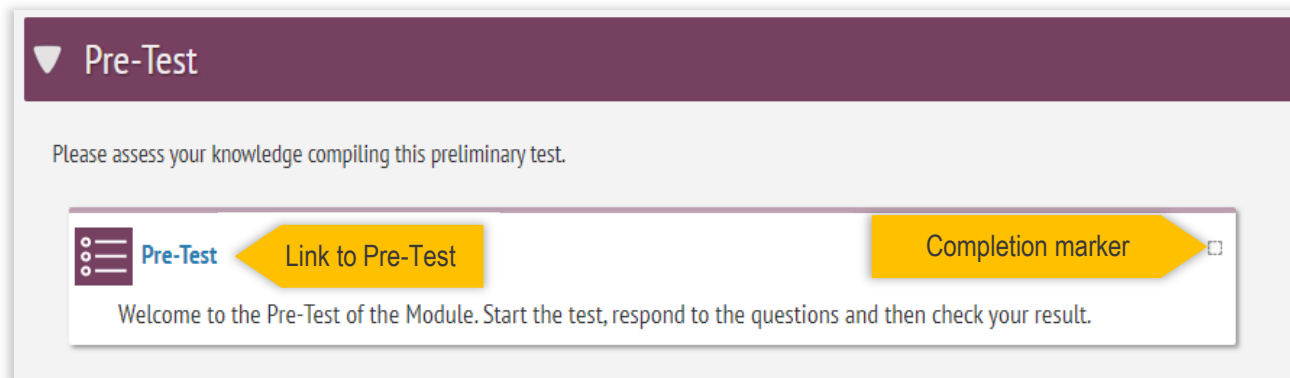
Figure 7. Pre-Test

The *Pre-Test* is a Knowledge Evaluation Questionnaire. It is required to activate access to the contents of the course. No minimum grade is required, as it aims to serve as an initial reference for the learning progress.

The first pedagogical step of the course is the *Pre-Test*. You will assess your knowledge level on some of the course topics by answering some questions. **You will only have one attempt**.

Click on the *Pre-Test* link, then on "Attempt quiz now". Mark the answers you consider correct. When you are satisfied with your answers, click on "Submit all and finish" to save the answers and see the results.
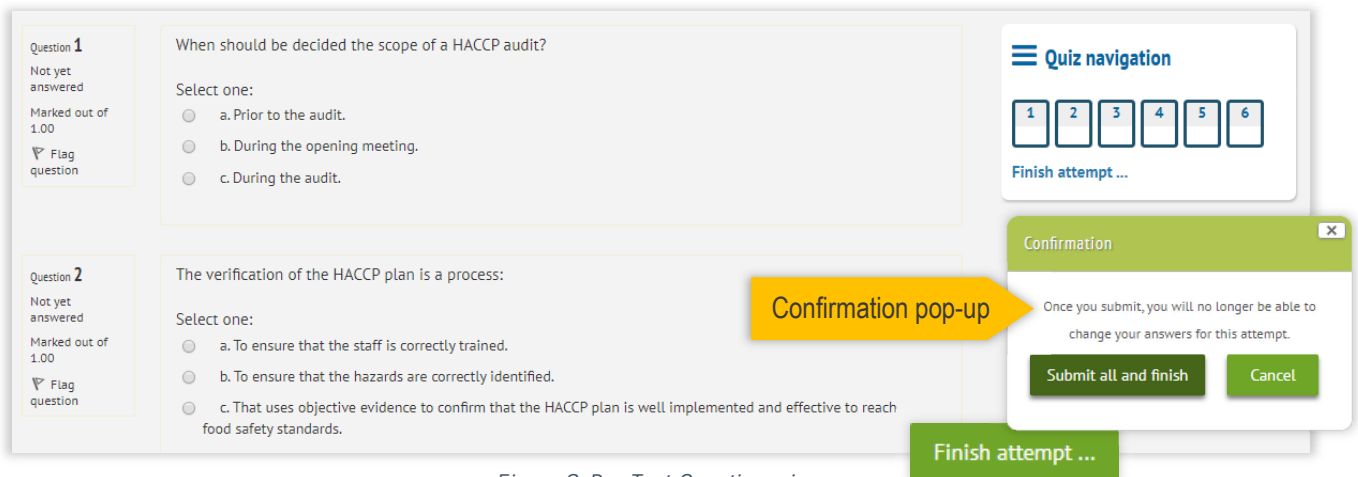
Figure 8. Pre-Test Questionnaire
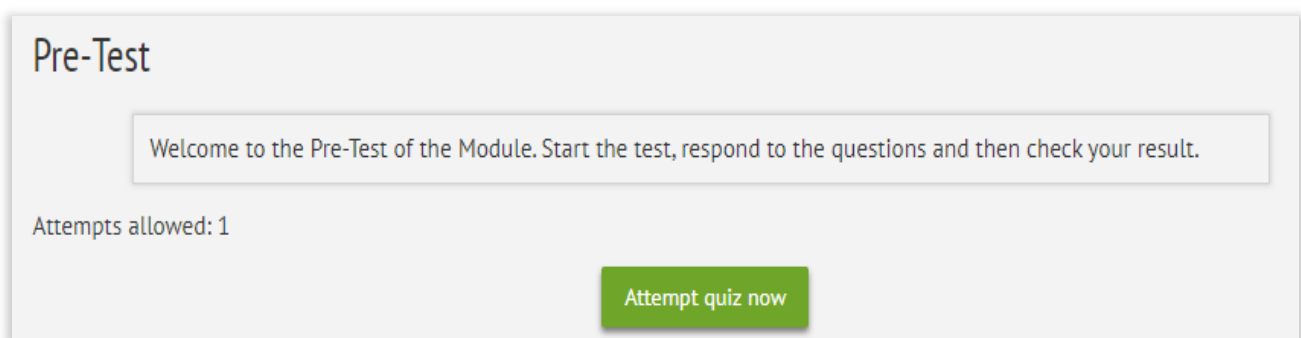
Figure 9. Pre-Test attempt
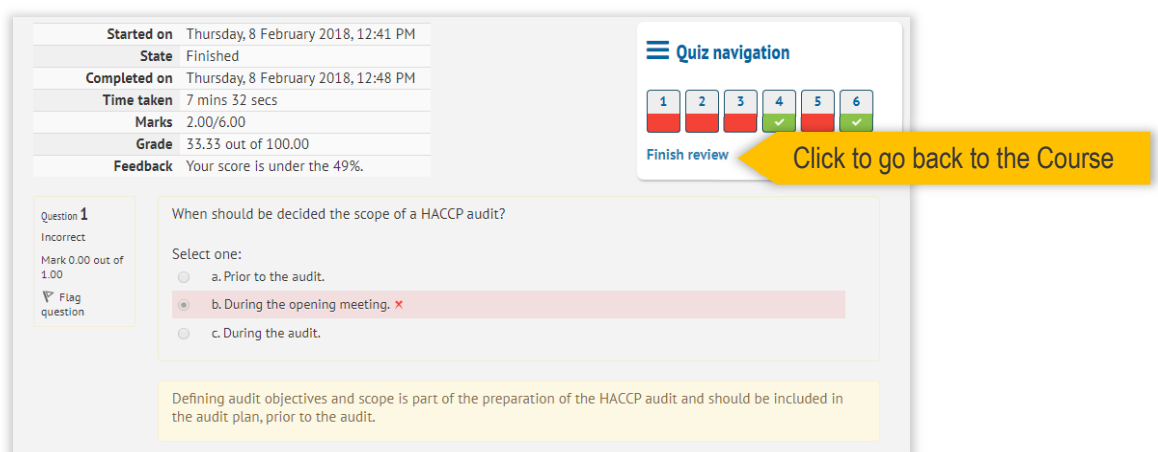
Figure 10. Pre-Test Feedback

The review page will appear, providing you with feedback on each question and a summarised results page. Once done, you can click "Finish review" and then "Back to the course".

Module

The *Module* section hosts the contents of the course. Each of its *Units* includes texts, interactive activities, 3D mascots, quizzes, and serious games designed to help the student assimilate the information provided or test their knowledge. Please note that **each *Unit* has to be completed to unlock the next**.
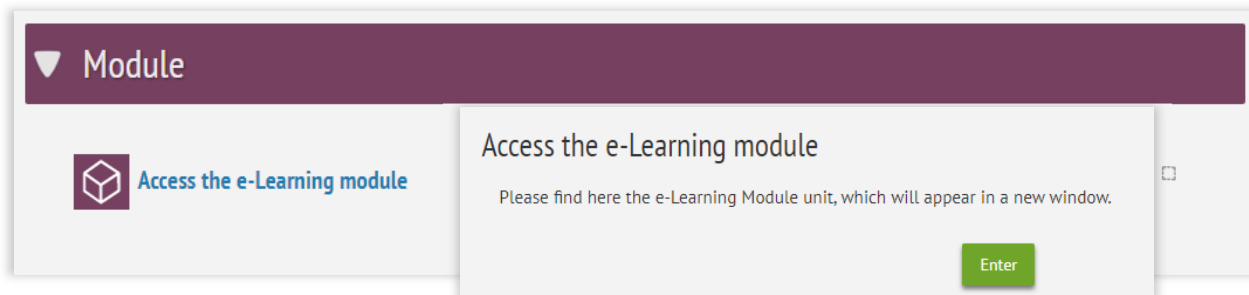
Figure 11. Module access

The *Module* will open in a new window. Ensure that it is not hidden behind other active windows or behind applications that may be open.

Remember to use headphones or desktop speakers to listen to the audio transcriptions. Please allow contents to load, as some of the slides contain video and animation and might require some time to display, depending on the speed of connection.

Figure 12. Module / Multimedia Interface

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Click on the **X** to close the window once you finish your session

Completion marks.
When you complete a *Unit*, use this menu to proceed to the next

Use the **Playback Controls** to navigate **within** each *Unit*.
- Some slides will require the blue slider to resume playback in order to activate the NEXT button.
- **It is recommended to let the contents playback automatically**. In case you experience overlapping (audio feedback) when trying to advance to the next slide, please use **Reload** or **Back** to play the slide again from the start.

Back | Slide / Pause / Reload | Next

Figure 13. TOC / Completion marks

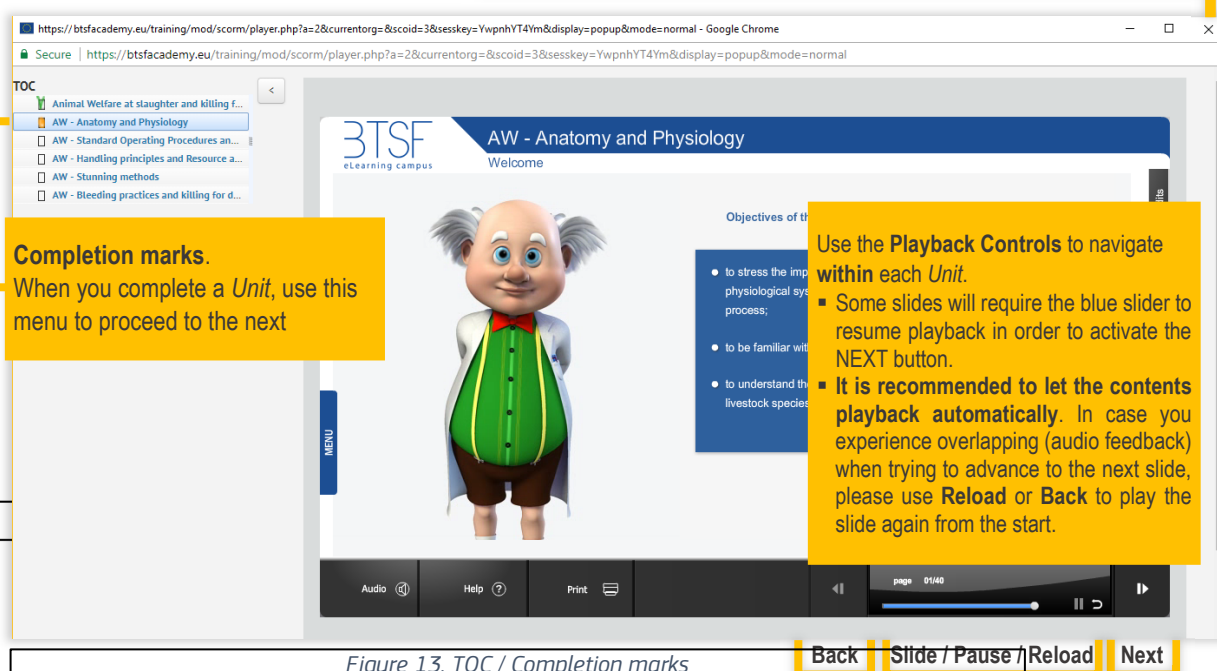In the *Modules*, you will find **textual links**, **tabs**, **boxes** and **buttons** that lead to additional on-screen content. **For the green marks of completion in the TOC to change to green, all content has to be viewed**. Please follow the instructions in each *module* to see all the information that is available. Here are some examples:

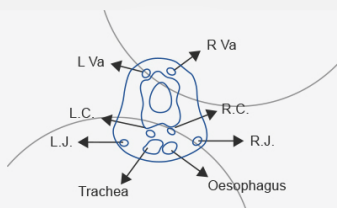|	
GMP consists of a series of operational measures...	**Textual links** Clicking on underlined text in the slides triggers the display of additional information.
Click on the boxes to learn more. (Cattle, Pigs, Poultry, Sheep)	**Boxes** Some slides will present a set of clickable boxes which replace the contents of the screen. Be sure you check all the available boxes before proceeding to the next slide.

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Table 1a. Slides and additional information
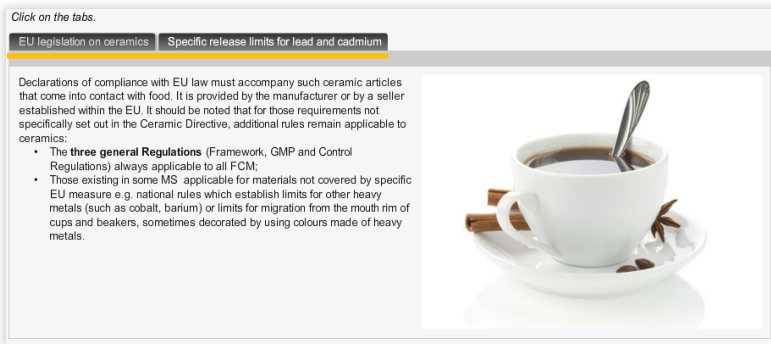
Tabs

Tabs show different panels within the same slide, to expand the information on several topics.

Buttons.

In some slides, buttons are used to highlight an important topic or to open external documents.

Table 1b. Slides and additional information

Self-evaluation tests
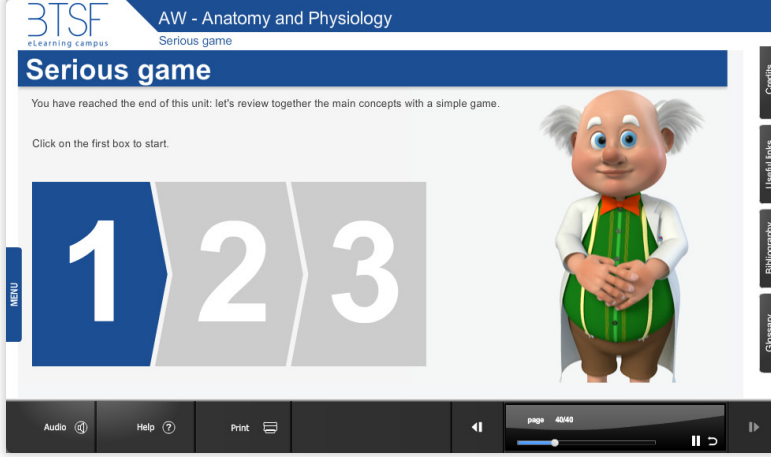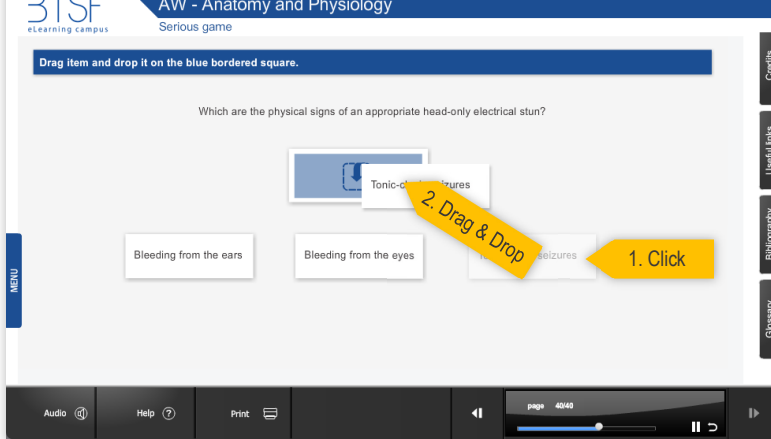
Serious games

Each *Unit* ends with a self-evaluation test. On-screen instructions are available to follow the exercises.

The results of these tests are not recorded and their aim is only to review the contents of the *Unit* and to highlight some of the most relevant topics covered in the preceding slides.

Drag and Drop.

To answer certain questions, one or more of the available text boxes have to be dragged onto a target box.

To do so, click on the selected option, **move the mouse** (or alternative pointing device) **without releasing the click**, and let it loose when the element is over the target box.

Table 1c. Slides and additional information

To **exit** the *Module*, please close the container window (X on the top right corner). The session will continue from the same section in the next session unless chosen otherwise.

Post-Test

The *Post-Test* or Knowledge Evaluation Questionnaire is available to participants after the *Module* has been completed. The results will be available after submission. It is required to access the *Survey*.
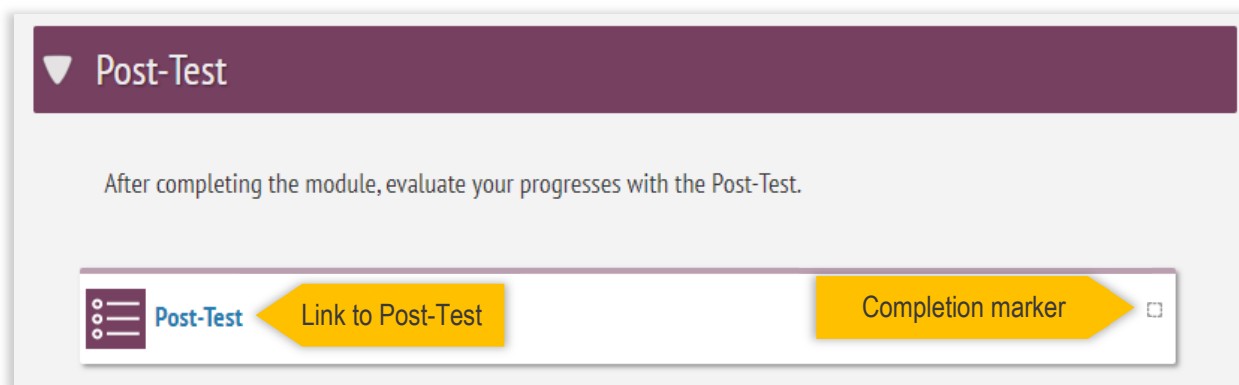
Figure 14. Post-Test

Click on the *Post-Test* link, then on "Attempt quiz now". Mark the answers you consider correct. When you are satisfied with your answers, click on "Submit all and finish" to save the answers and see the results. The procedures are the same as for the *Pre-Test*.
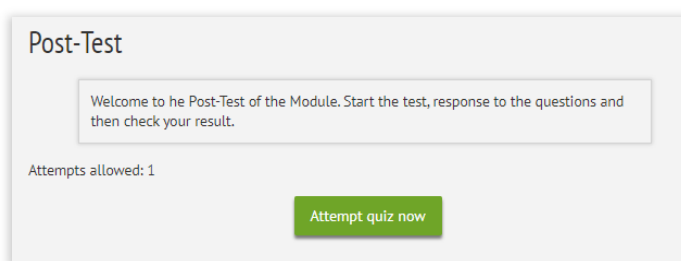
Figure 15. Post-Test
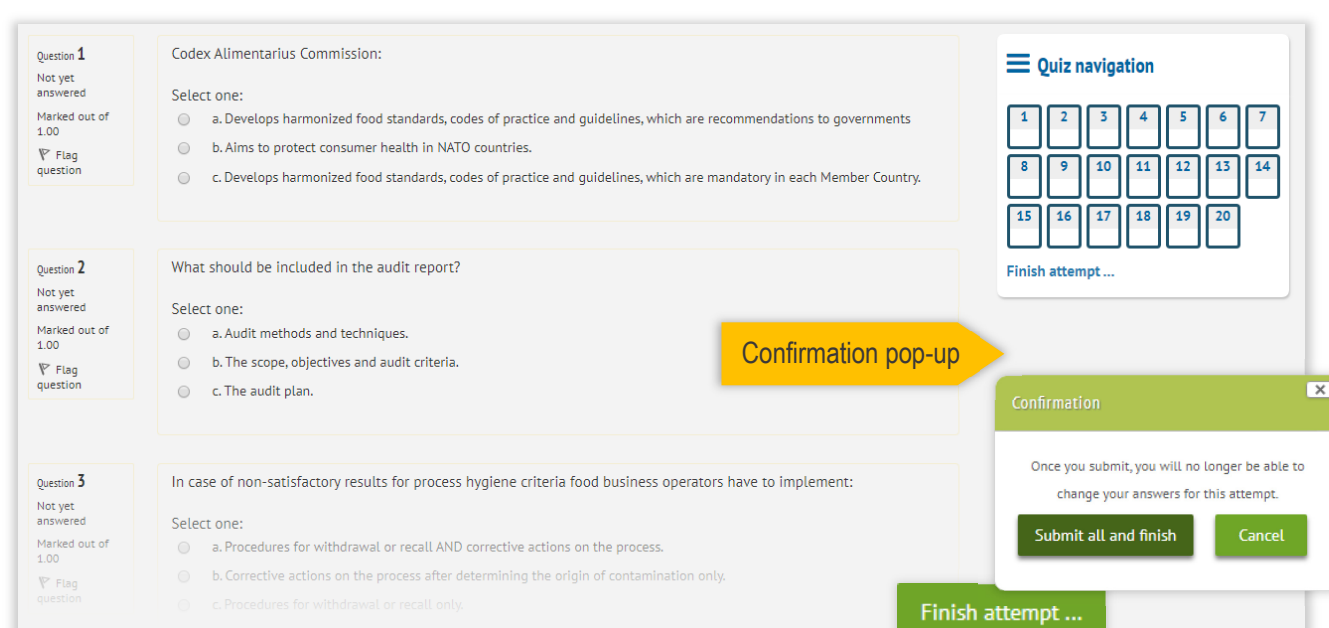
Figure 16. Post-Test. Knowledge Questionnaire

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The last screen will show the option *"Back to the course"*.

Figure 17. Post-Test. Feedback after completion

Survey

After the Post-Test, the BTSF participant satisfaction questionnaire will be accessible. The European Commission would appreciate knowing your opinion about this e-Learning project, so as to measure the level of your satisfaction and to collect useful suggestions. The information is **anonymous**, as **no personal data is stored in its submission**. Its fulfilment grants access to the Certificate of Attendance (*Diploma*).

Figure 18. Survey. BTSF Participants Satisfaction Questionnaire

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Diploma

The attendance *Certificate* is now accessible. This document – automatically generated by the platform – will be downloaded by clicking on the icon. It can be downloaded, saved, and printed. Please refer to the section CONDITIONS OF SERVICE in this document for further details.

Figure 19. Attendance Certificate. Download

Figure 20. Attendance Certificate. Sample

PDFs

Printer friendly version of the *Module*, by *Unit*. In PDF format.
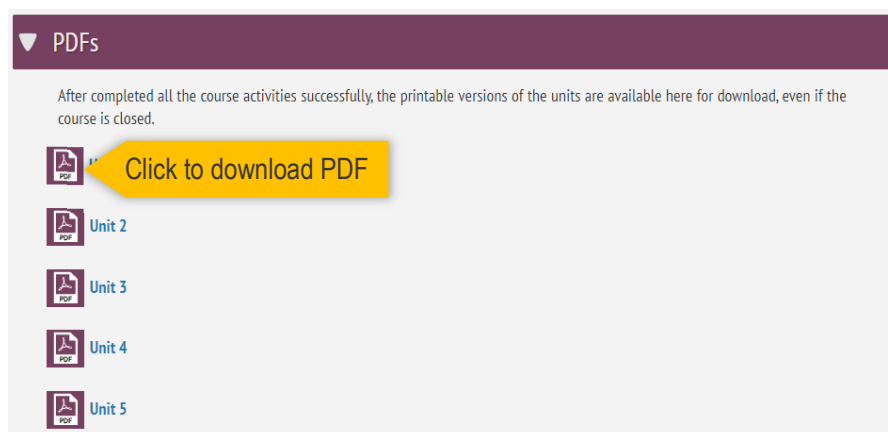
Figure 21. PDF Printer friendly versions of the Units

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3. USER PREFERENCES

Language Selection

The e-Learning Modules are available in 5 languages. The selection established in the *Pre-enrolment* form that the applicants filled in will be set as default for validated participants in the e-Learning platform. Nevertheless, it is possible to change it, following the steps explained below. Please note that to date, only the content of the e-Learning Modules are available in different EU languages while the platform information/instructions/menus are in English by default:

- Go to the User's profile on the top right corner at: https://btsfacademy.eu/training/

- Select Preferences, and then click on *Preferred language*
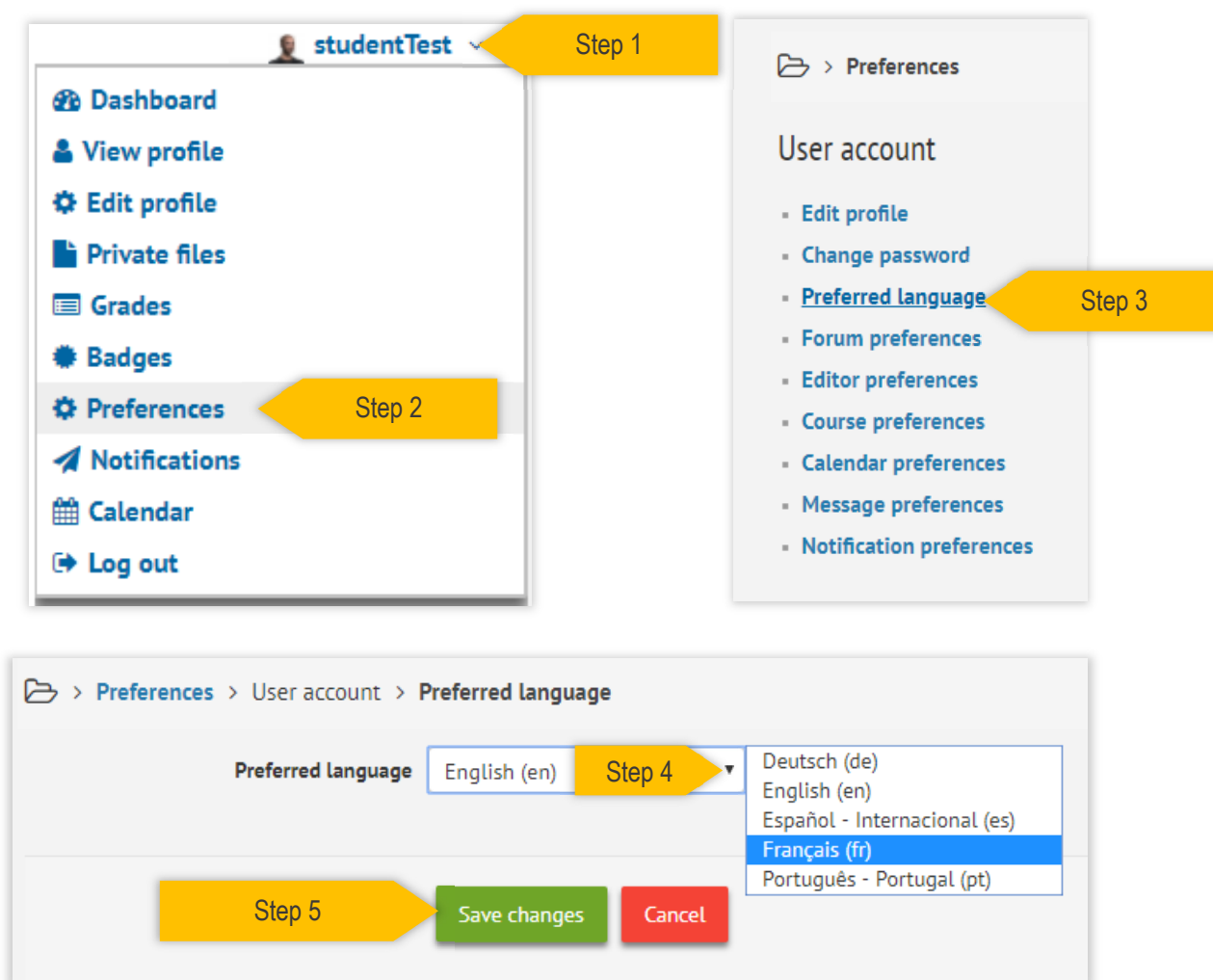
Figure 22. Language selection.

4. CONDITIONS OF SERVICE

Please read the following information about the service provision conditions for e-Learning Courses within the **BTSF ACADEMY**.

Availability

- Access for participants is granted for **365 calendar days** counting from the date of the effective enrolment.
- The average **dedication time** for each e-Learning Course is about **8 hours.**
- No limitations apply to the number of e-Learning Courses that can be requested *per participant*. Nevertheless, the BTSF Team recommends to plan the schedule according to the participant's availability and to submit their applications during a period that allows completing the e-Learning activities comfortably. Additional applications can be submitted after each e-Learning Course is completed.
- The e-Learning Courses will be available without interruption during the entire year. Please note that there will be a short annual break for maintenance and managerial tasks, to archive the participation information and refresh the e-Learning resources in the **BTSF ACADEMY**.
- In case the participants do not have an Internet access point available for the completion of the activities, an **offline solution** can be provided on demand. Nevertheless, the Knowledge Questionnaires and the Satisfaction Questionnaire should be forwarded to the BTSF Team for the issuing of the correspondent Certificate.

Starting date of e-Learning activities

- The *Pre-enrolment* procedure determines the enrolment week and starting date of the e-Learning activities. Therefore, DG SANTE and Chafea recommend that applicants submit their *Pre-enrolment forms* when their schedules allow them time to take the courses.

Enrolment extensions

- There is the possibility of requesting an **enrolment extension of 365 calendar days**, under justification, in case the initial duration is not enough to finalise the activities.
- Enrolment extension **requests have to be addressed to the relevant National Contact Points**. They will be applied on the last working day of each week (Belgian calendar).

Post-Test attempts

- The conditions for the **Post-Test** completion allow participants to submit **3 attempts**. In case you have difficulties obtaining a passing grade for the questionnaire, please review the contents of the *Module* before trying to submit the Post-Test again. The minimum percentage of correct answers to pass the Post-Test is 75%.
- If the participant exceeds the number of available attempts, please contact general@btsfacademy.eu for instructions.

Completion Certificates

- BTSF is a European Commission initiative, whose activities are coordinated by the **Directorate-General for Health and Food Safety** (DG SANTE) and implemented by the **Consumers, Health, Agriculture and Food Executive Agency** (Chafea), these being the Organisations backing the Certificates obtained by participants who complete the e-Learning Courses satisfactorily. However the BTSF initiative is not a graduating learning programme. It aims to ensure continuing professional development of staff of competent authorities in charge of official controls on EU law enforcement issues in the SPS fields.
- It is up to the competent authorities in the Member States of the concerned participant to recognise these certificates and give them a credit value if they consider it appropriate. Please do contact the relevant BTSF NCP for further information.
- The completion of the activities of each e-learning Course allows the participants to download a completion Certificate (*Diploma* section in the Courses), which proves the achievement of a minimum of 75% of correct answers in the Post-Test. No grades are included in the referred Certificates.

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5. CONTACT

BTSF ACADEMY	https://btsfacademy.eu
Helpdesk Services:	– Enrolment Procedures: enrolment@btsfacademy.eu – Technical Support: general@btsfacademy.eu

Please do not hesitate to contact general@btsfacademy.eu regarding any issues that are not covered here, so that this document can be updated to help others access all the features in the BTSF ACADEMY adequately. Please include information about the browser/s, version/s, link/s to the specific section and if possible, add screen-shots showing the difficulty, so we can identify the problem more quickly and find a solution.

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