SIGN

WP3: SIGN Digital Toolkit

A3.4: Operational Guide Manual

Developed by CSI - Center for Social Innovation

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SIGN Digital Toolkit

The SIGNS' Digital Toolkit will provide both target groups (i.e. parents/ legal guardians of teenagers and educators and school administration staff) *and* stakeholders (i.e. adult education training providers/ centres/ educational authorities, mental health professionals, associations and organizations that focus on Mental Health and other relating stakeholders) with a common online space, tools and resources to obtain knowledge and practical experience related to mental health issues.

This manual elaborates how the digital toolkit can be used and best implemented by educators in Adult Education and is published on the project website and digital toolkit.

Its aim is twofold:

A) to provide practical knowhow on how the toolkit can be operated.

B) to illustrate the educational potential of the toolkit by suggesting possible uses & implementation techniques of the toolkit with parents, guardians, educators, and school administrators of teenagers.

The content of the Digital Toolkit is offered in 4 languages: English, Slovenian, Greek and Spanish. It consists of 6 didactic modules as follows:

1: *Learning About Mental Health and Introducing Vicarious Trauma*

2: *Supporting teenagers: the early warning signs*

3: *Strategies for promoting healthy habits and lifestyle choices in teenagers*

4: *Building inclusive communities: addressing social and cultural barriers*

5: *Empowering Adolescents: Nurturing Mental Well-being in Schools and Homes*

6: *A stigma free world: promoting acceptance*

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The material has been developed by the consortium of the project, namely:

- University Rehabilitation Institute (Slovenia-project leader)
- CSI – Center for Social Innovation (Cyprus)
- INDEPCIE (Spain)
- University of Thessaly (Greece)
- MEATH Partnership (Ireland)
- DRPDNM (Slovenia)

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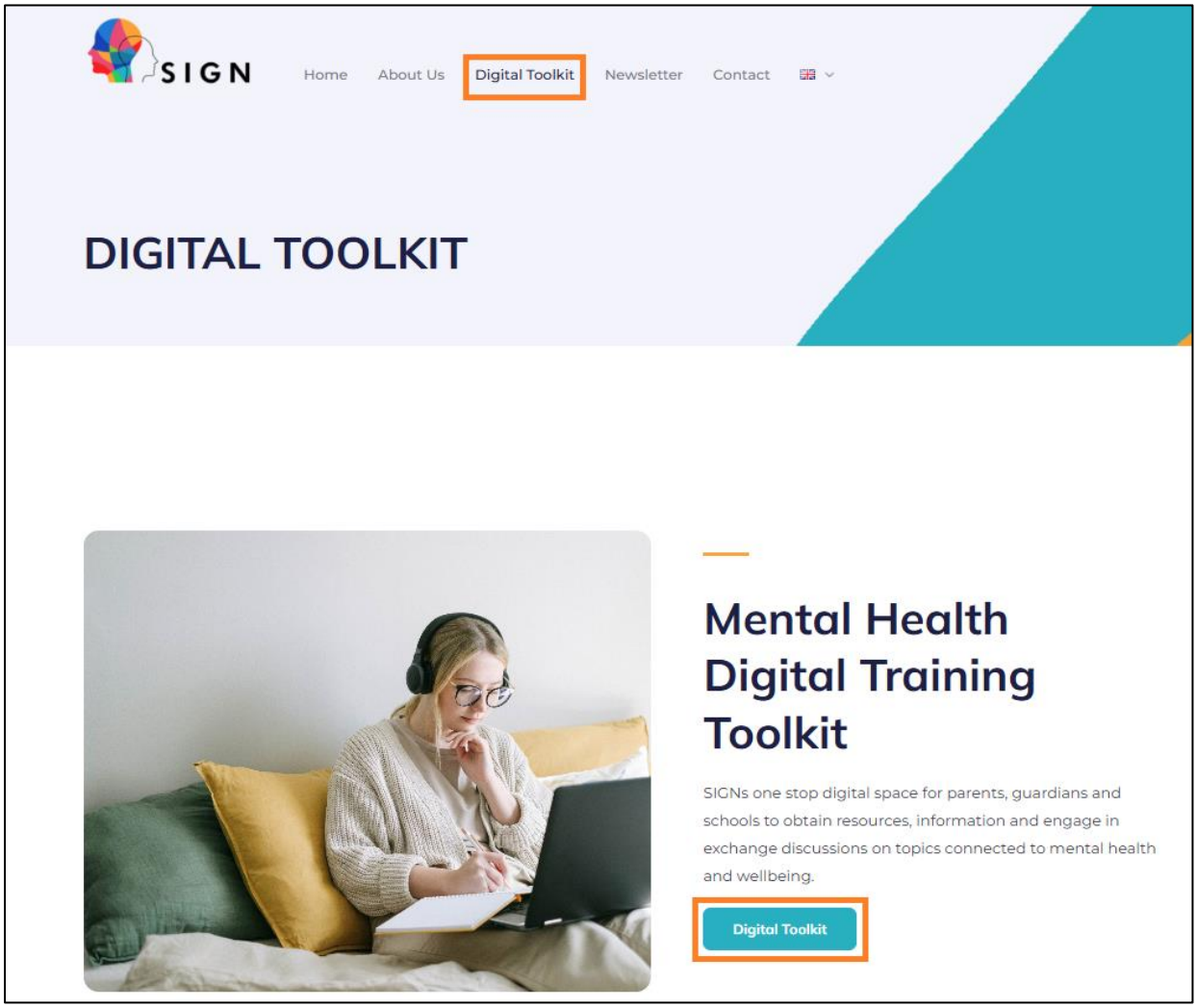
User Manual

1. Digital Toolkit Access

The SIGN Digital Toolkit and can be accessed through the project's website, via:

https://youthmentalhealth.eu/digital-toolkit/

When on the website, you can click on "Digital Toolkit" as seen below:



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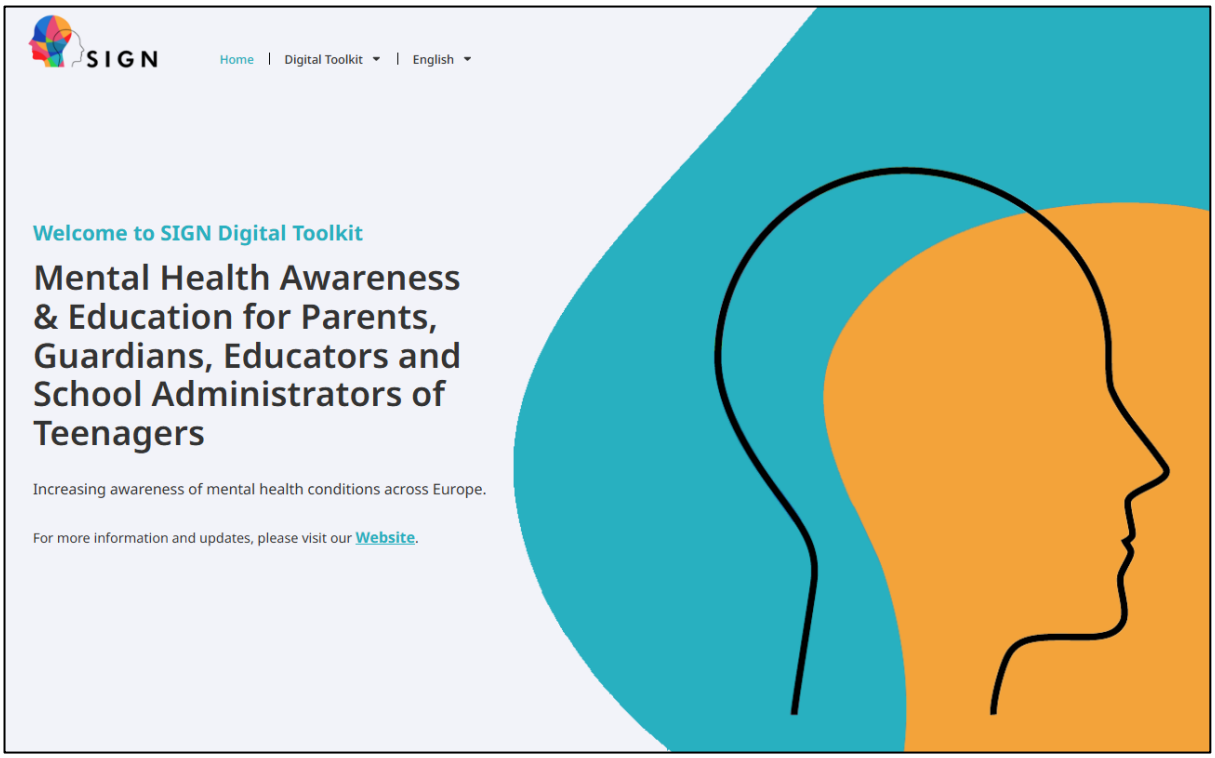
Alternatively, you can access the platform directly via:

https://signeuproject.com/



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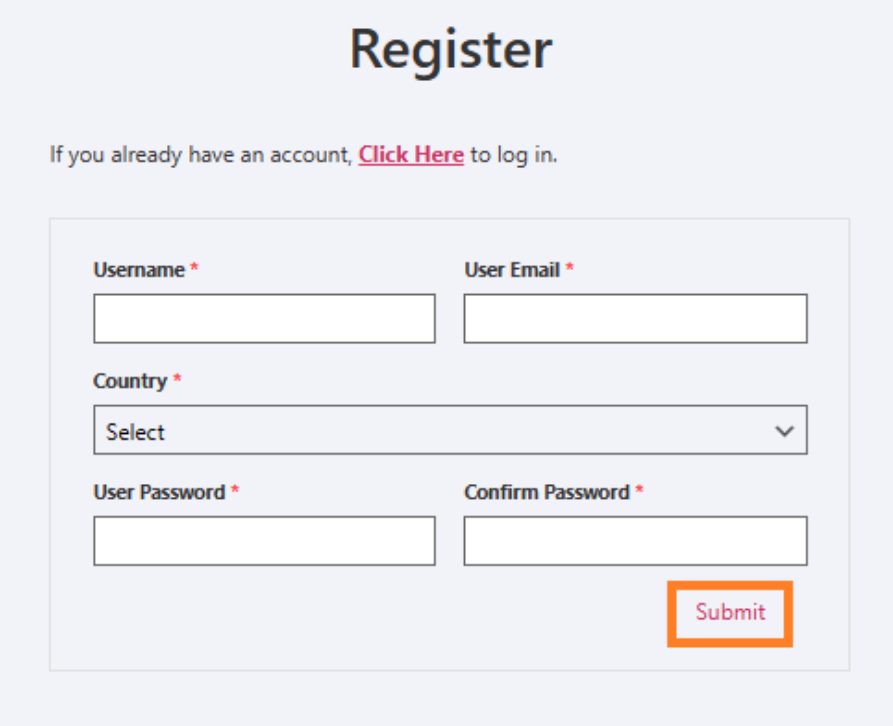
2. Digital Toolkit Registration

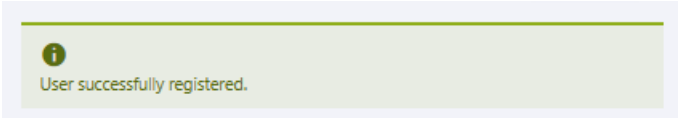
To have access to all the material, it is essential to first register in the Digital Toolkit. You can do that by clicking on the link below:

https://signeuproject.com/register/

After providing your information, create your password adhering to the following conditions: it must contain *at least one uppercase letter* and *one number*, be a *minimum of 7 characters* long, and should *not include repetitive or common words*. Confirm your chosen password and click on "Submit".



If everything was filled in correctly, you will get the following message:



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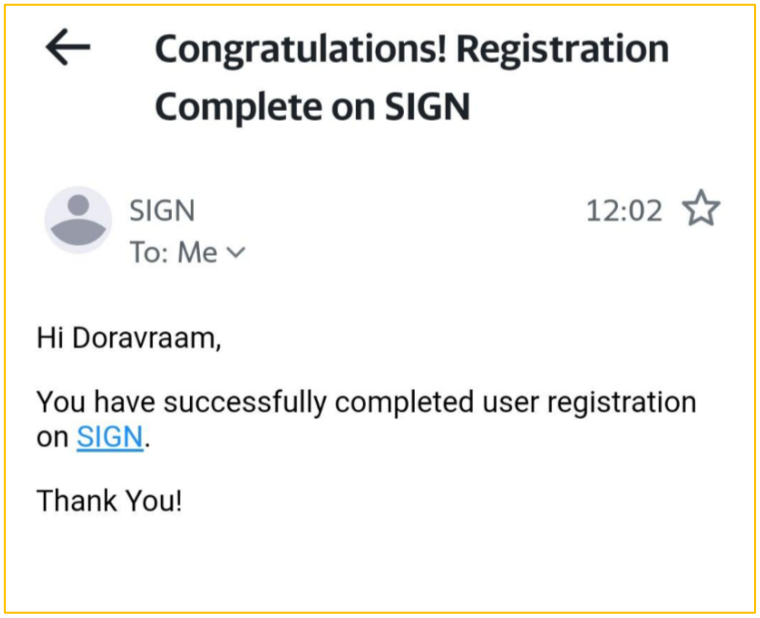
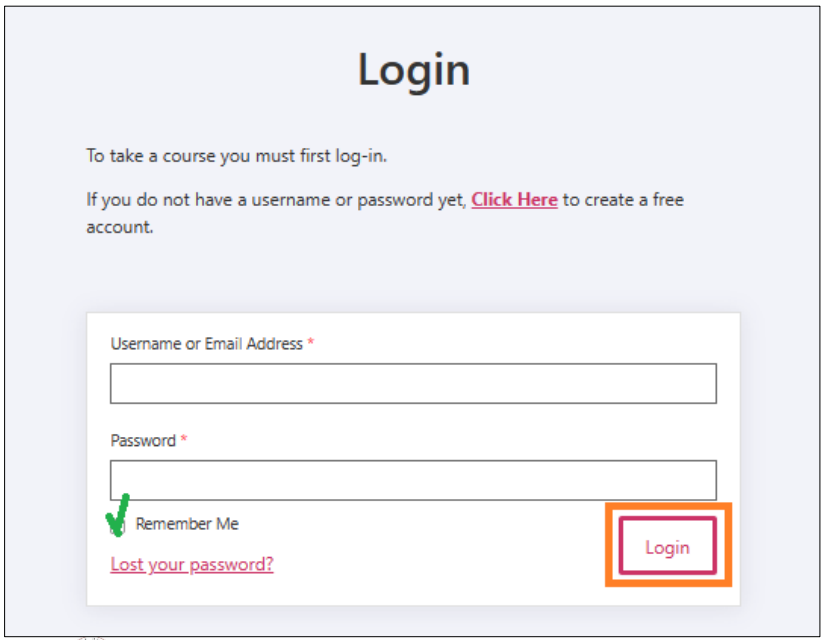
You will also receive the following email (in the email address you registered with), confirming your registration on the Digital Toolkit. In case you don't receive an email in your Inbox folder within a few minutes, make sure you check your Spam/Junk emails folder.



To log in to the Digital Toolkit, click on the link below. If you want the browser to remember you credentials for future logins, then tick the "Remember me" box and then "Login":

https://signeuproject.com/login/



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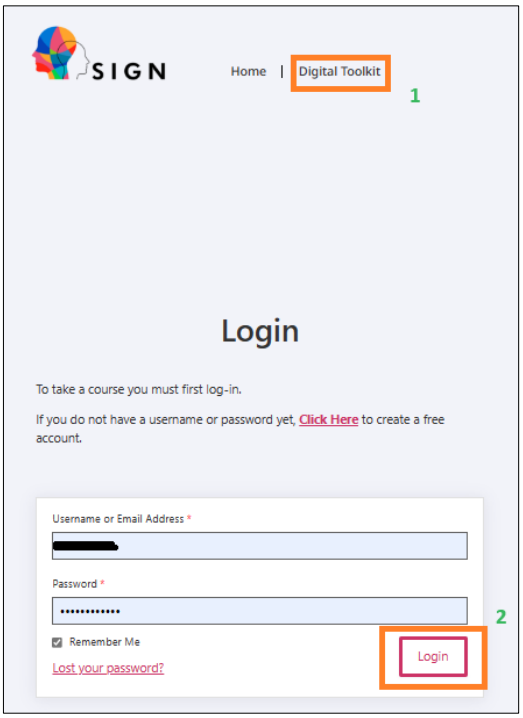
When already registered, you can each time enter the Digital Toolkit by logging in, using your username or email and your password.



When on the online platform, you can choose your language of preference by clicking on the Languages tab on the upper side of the page.

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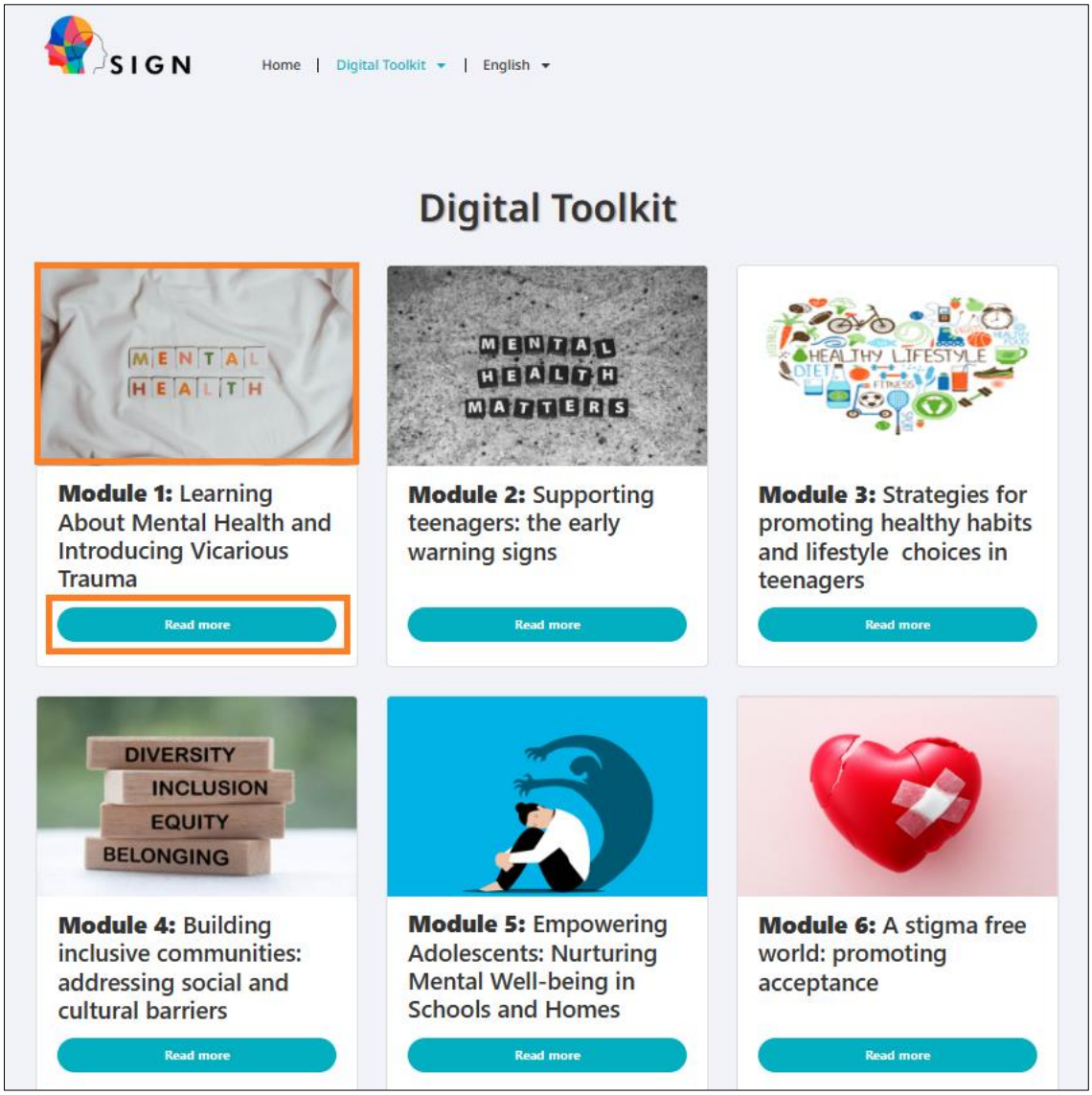
When clicking on your preferred language, the modules of the course will appear on your screen. Click the 'Read more' button or on the image of each module to enter it.



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3. Digital Toolkit Navigation

3.1. Modules, Units and Topics

The six modules of SIGN project modules consist of the following structure of contents:

- **Learning Objectives** of the module
- **Units**, each one containing a number of **Topics** with theoretical knowledge and practical information
- **Activities** in different forms, including quizzes, questions and other assessment activities
- **Further Readings** on the subject
- **References**
- **Copyright Disclaimer** stating that:

All audio-visual material was accessed freely from free online stock image platforms and/or YouTube and apply fair use laws without intention to breach any copyrights. If you feel that copyrights were violated, kindly contact us at https://youthmentalhealth.eu/ to resolve the matter in a restorative justice manner.

Important Note: For the best use of the material, we recommend reading the material carefully, cross-checking with further readings, references and previous and next topics. It is essential to take into consideration important external factors, such as the number of learners, their nationality and culture, their education level, the facilities of the classroom, the timeframe of each class and other factors, which may differ depending on the teaching and classroom status per situation and per period.

For best use of the material, it is recommended to have a computer, tablet or laptop with you, to be able to display the audio-visual material.

When clicking on each module, the main page includes:

(1) The **progress bar** at the upper part of the page, indicating the progress you make through the course, meaning how much material you have covered through the module. This is visible at all times, for each section of each module.

(2) an introduction with the **Learning objectives**

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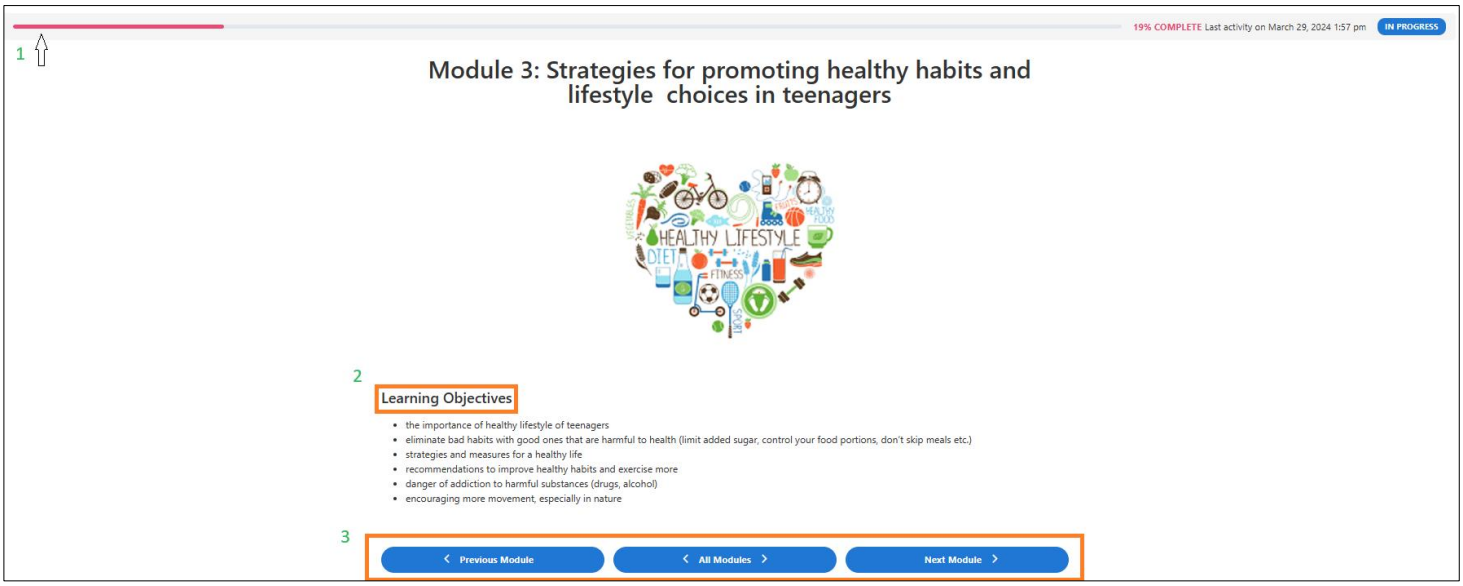
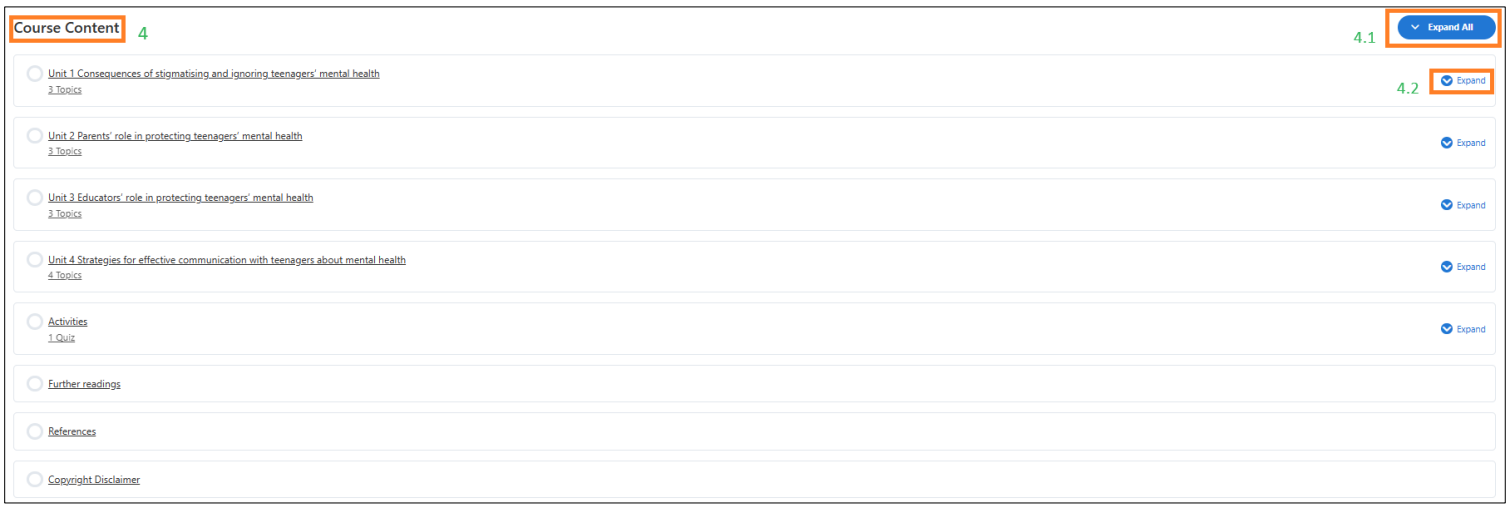
(3) three options which enable you to navigate between modules ("**Previous Module**", "**All Modules**", "**Next Module**")



(4) The **Course Content**, which displays the structure of the module (as described above) with the numbers and the titles of the module and its unit(s), topics, activities, further readings, the references and the copyright disclaimer. For each unit, you have the option to "**Expand**" *(4.1)* and see the titles of each topic or you can click on "**Expand All**" *(4.2)* to see the titles for all Units.



When clicking on any of the section of the Module, you can see:

(5) The **navigation list** on the left side of the page. This is your guidance through the module. You can click on whichever

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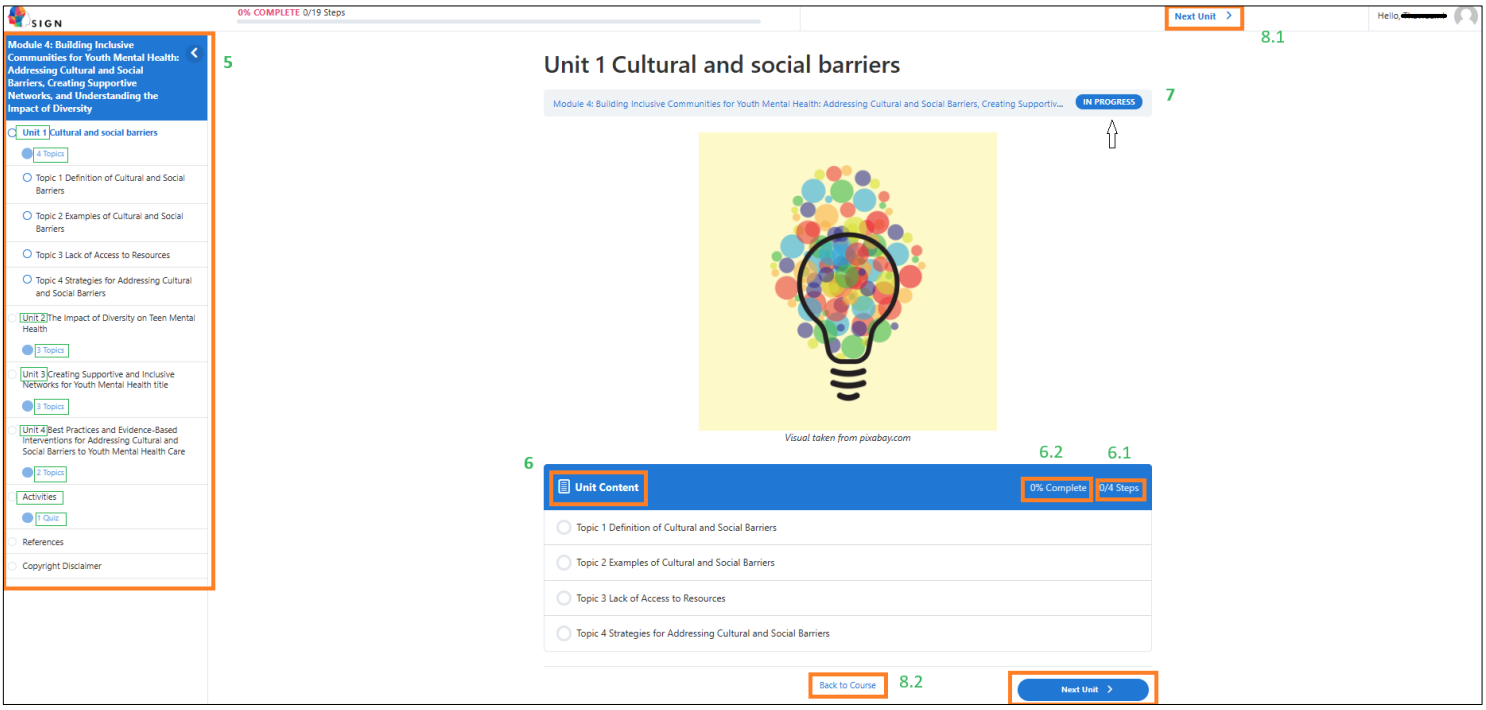
unit, topic, activity etc. and use the material. For the best use of the material, we recommend studying it in the presented order, as to be able to gain the best outcome and the most effective preparation.

When clicking on each Unit of the Module:

(6) You can see the "**Unit Content"** list with each Topic. On the same line, you may see the number of steps to follow *(6.1)* as well as the percentage of completion of the Unit *(6.2)*.

(7) Below the Unit title, you can see a **progress bar**, stating whether the Unit is "**In progress**" or "**Complete**".

(8) Above the Unit title, you can see the buttons "**Previous Unit**" and "**Next Unit**" *(8.1)*, which allow you to navigate through the Units. The same applies below the "**Unit Content**" list in addition to the "**Back to Course**" *(8.2)* button, which takes you to the main page of each module (see points (1) - (4)).



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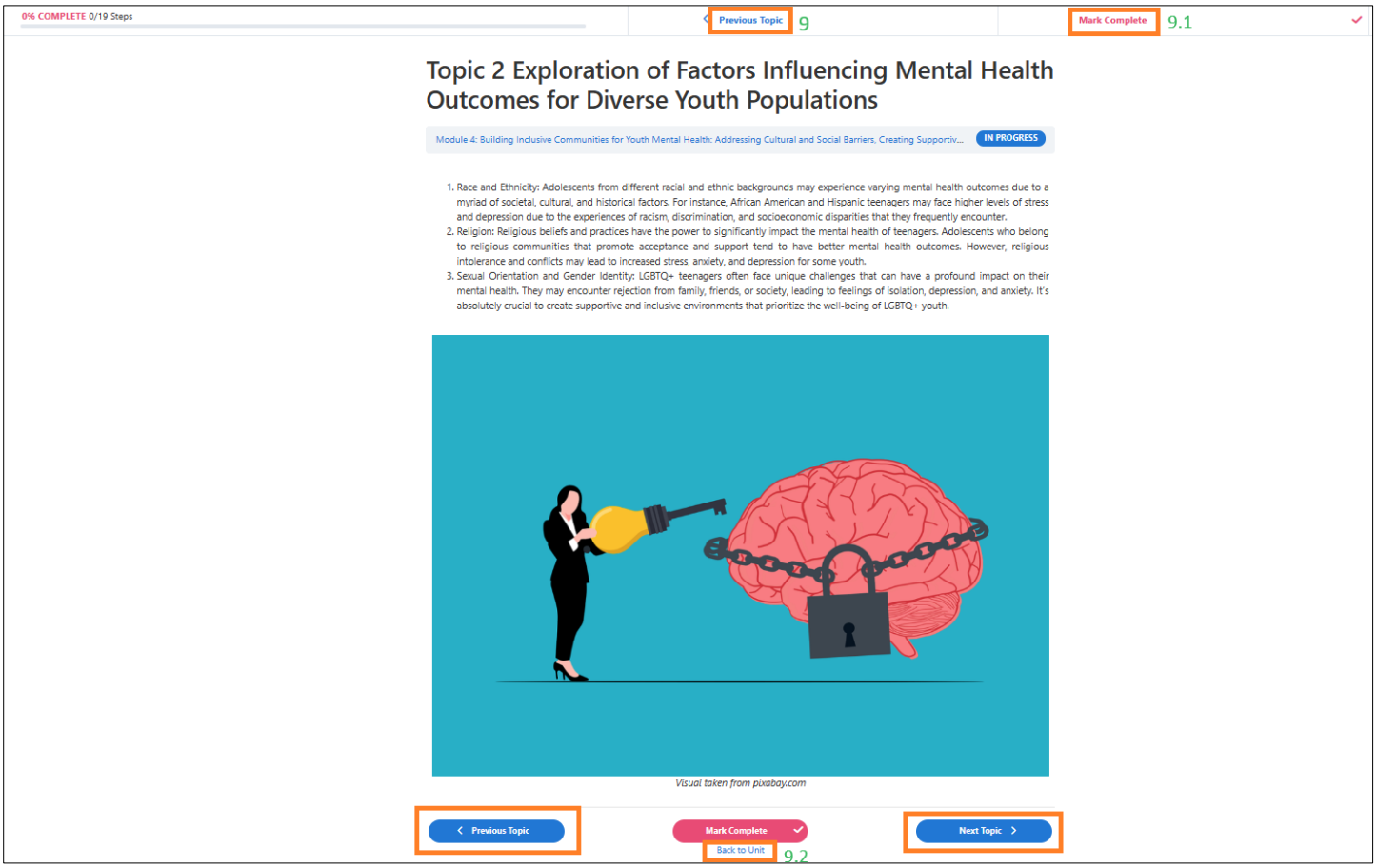
When clicking on any topic of the Unit (s):

(9) At the upper part of the page, you can see the buttons "**Previous Unit**" or "**Previous Topic**" which can take you to the previous Unit or Topic, and the "**Mark Complete**" button *(9.1)* to be clicked each time you complete a reading or activity in order to save your progress in the progress bar. When a topic is marked as completed, you will then be able to see the buttons "**Previous Topic**" and "**Next Topic**". The same applies at the bottom of the page, with the addition of "**Back to Unit**" button *(9.2)*, which takes you back to the list of the topics of the current Unit.



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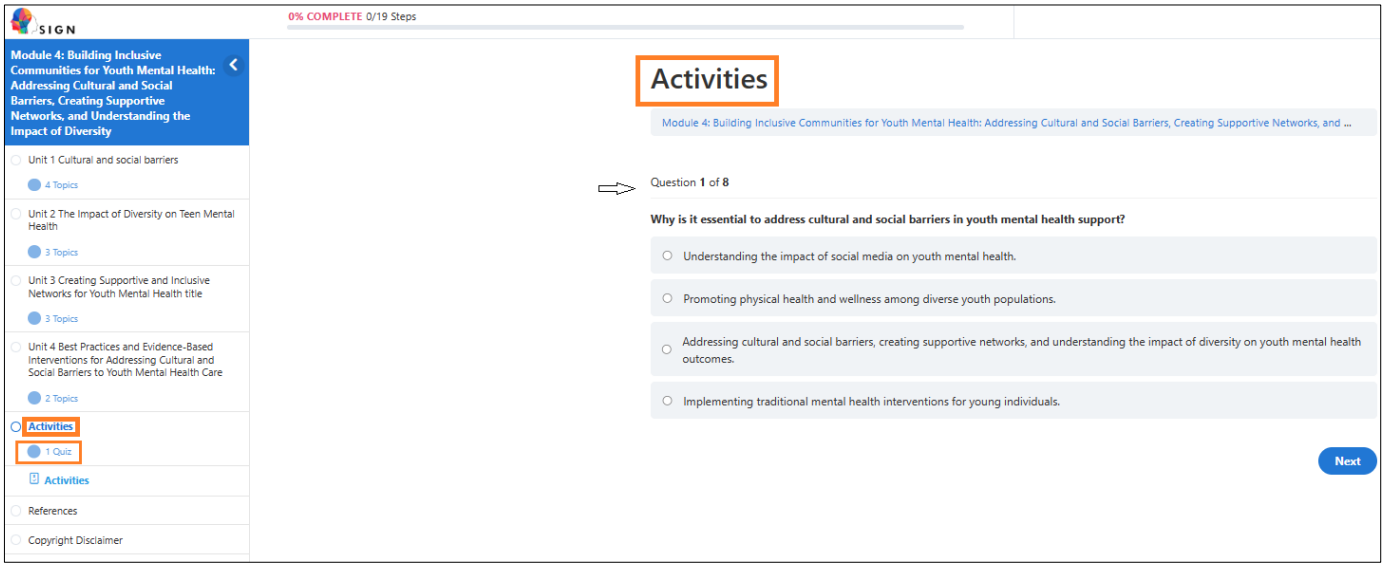
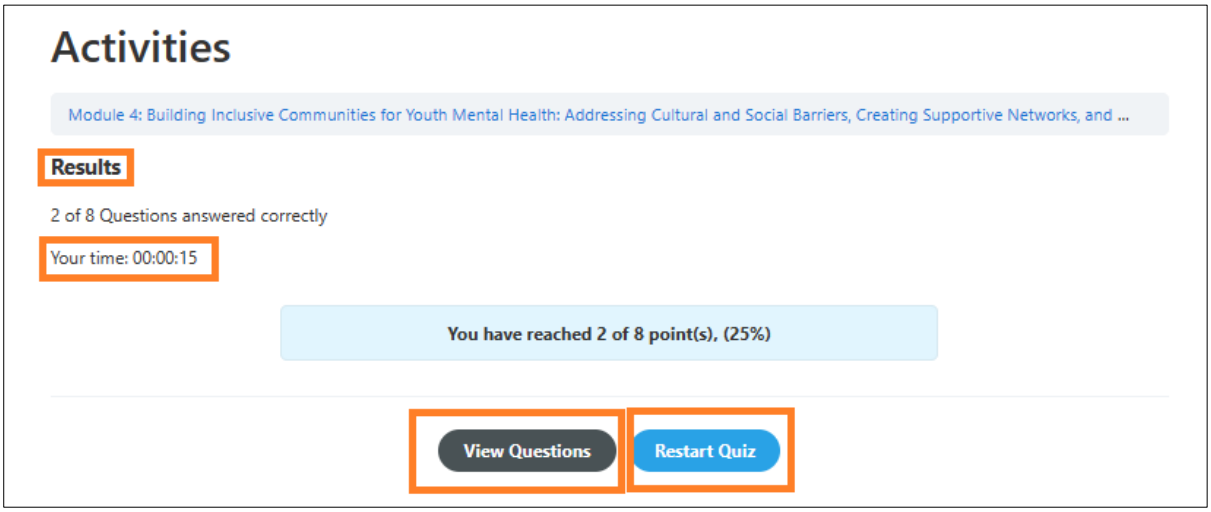
3.2. Activities

After the end of the units and topics of each module, you can find the '**Activities'** section, containing a short assessment quiz to evaluate your knowledge on the topics of each module. Click on the activity/quiz to begin with the assessment. The activities have the form of open questions, multiple choice questions, filling the blanks etc. See an example in the screenshot below:



Finish the quiz(es) by answering the questions or completing the activities. Click the "**Next**" button each time you complete one activity. The system will generate the **results** of your quiz and your time score. You can V**iew** the **Questions** or **Restart** the **Quiz**, with the two respective buttons.



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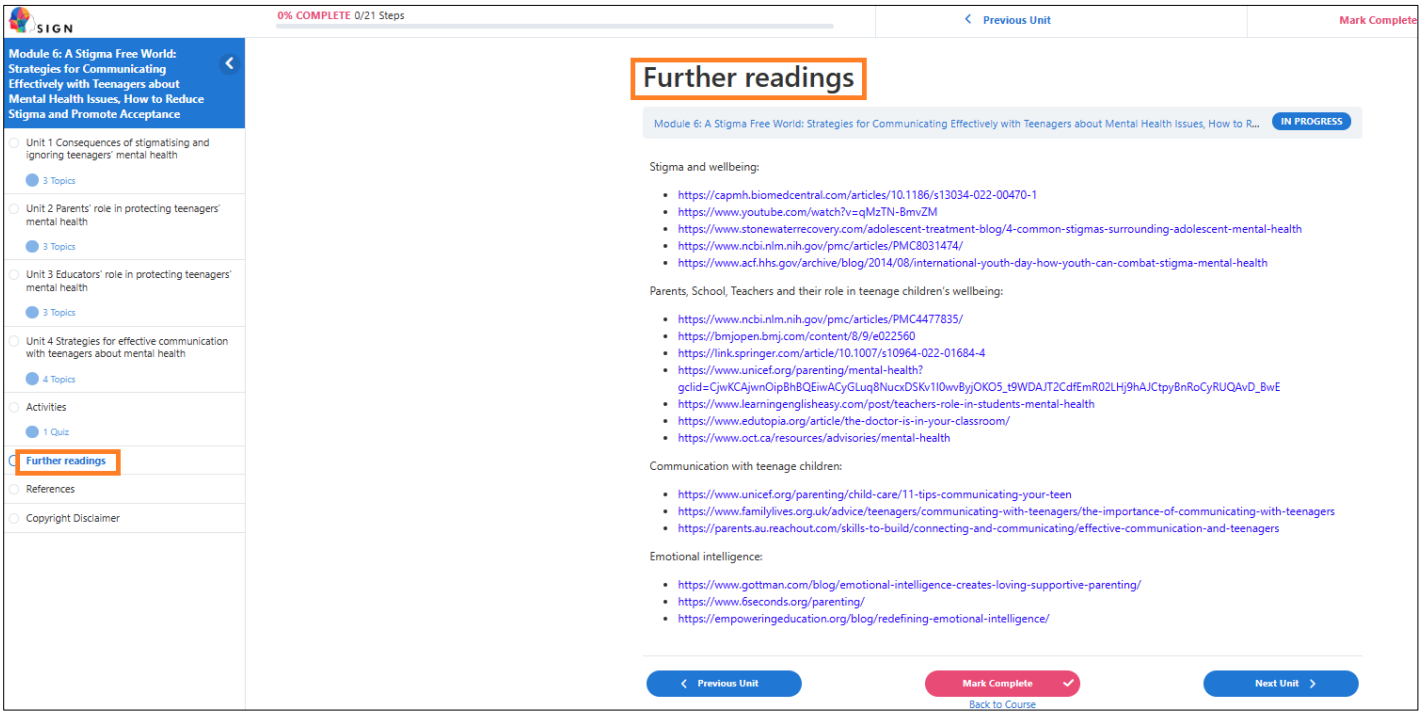
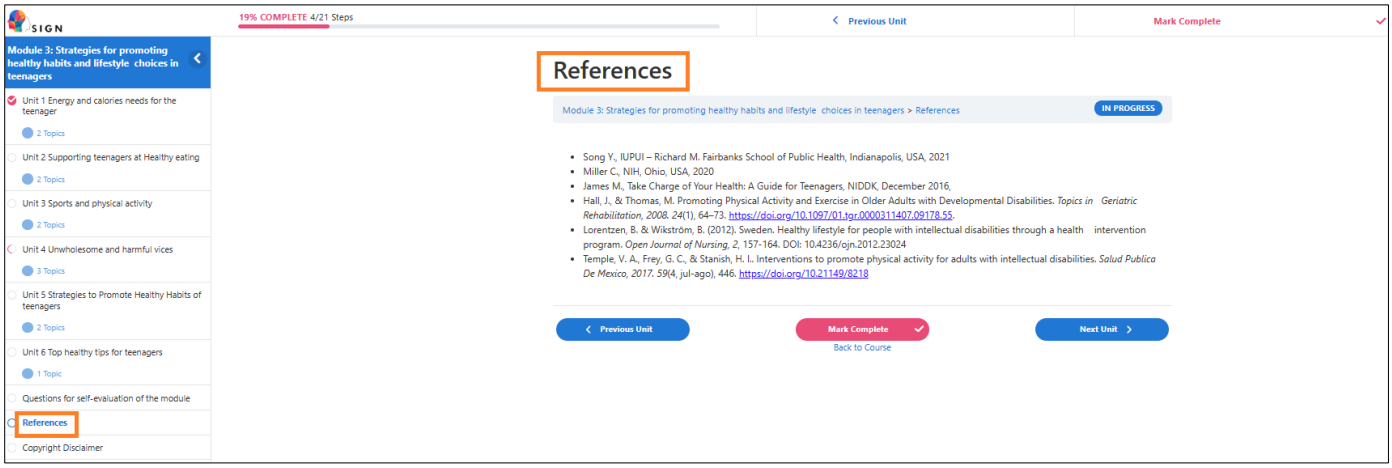
3.3. Further readings

The 'Further readings' section comes after the activities of the modules. You may use the readings as extra material to broaden your knowledge on the subject.



3.4. References

At the end of each module, there is a '**References'** section containing all the sources used for the development of the module. You can use the references as a cross-check or extra reading material.



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Technical assistance

The SIGN Digital Toolkit system is developed and managed by the Center for Social Innovation (Cyprus). For any technical assistance, please contact thedora.avraam@csicy.com.

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Operational Demonstration events

To provide guidance to the intended end-users of the Digital Toolkit, maintain an end-user feedback loop, and adjust the toolkit accordingly while enhancing its outreach at each local/national level, five Operational Demonstration events (ODEs) were organized and implemented between May and June 2024 — one in each of the project's partner countries: Slovenia, Ireland, Cyprus, Greece, and Spain. A total of 65 participants was reached.

During the events, the Digital Toolkit was introduced to the community it seeks to impact and feedback was collected for adjustments before the official launching. The participants of the events were directly engaged with the platform and a space for networking and exchange of ideas between them and with the partner organisation hosting the event was created.

At the end of each ODE, the participants, were asked to complete an Evaluation Questionnaire, to review the content and design of the toolkit and provide feedback.

This Operational Guide Manual is informed by the ODEs in each country, based on participants' responses/ suggestions, to account for the local communities' expectations.

In the following chapter the educational potential of the toolkit is demonstrated, suggesting possible uses and implementation techniques of the toolkit in different contexts outside the SIGN project.

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Possible uses and implementation techniques of the Digital Toolkit

The SIGN Digital Toolkit can be effectively utilised within certain educational settings, expanding its impact. Below you may find a detailed exploration of the educational potential and possible implementation techniques for the toolkit tailored to parents/ guardians, educators, and school administrators of teenagers:

Educational potential

The SIGN Digital Toolkit offers substantial educational potential for various stakeholders involved with teenagers:

Enhanced understanding of mental health: The toolkit provides comprehensive modules on mental health education, stigma reduction, and common mental health conditions. This helps users gain a deeper understanding of mental health issues affecting teenagers, promoting a more informed and supportive environment.

Practical application: With practical resources and interactive elements, the toolkit allows users to apply their knowledge in real-life scenarios. This hands-on approach is vital for transforming theoretical understanding into actionable strategies.

Skill development: The toolkit's content can help develop skills such as identifying early signs of mental health issues, communicating effectively with teenagers, and implementing supportive interventions. This builds capacity among educators, school administrators, and parents.

Fostering collaboration: By including materials for various stakeholder groups, the toolkit encourages collaboration among parents, educators, and mental health professionals. This integrated approach can lead to more cohesive support systems for teenagers.

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Support for Diverse Needs: The toolkit's design acknowledges the broad applicability for different groups, including socially excluded populations like migrants and refugees. This inclusivity ensures that mental health resources are accessible to a wider audience.

Suggested uses

For Parents/ Guardians

Attend workshops and training sessions: Participate in workshops designed to explore the toolkit's resources and focus on understanding teenage mental health issues, effective communication strategies, and support methods. These workshops utilise interactive elements to engage participants and facilitate meaningful discussions.

Engage in home-based activities: Utilise specific modules at home, such as those on stigma reduction or wellness practices. Suggested readings, discussion topics, and reflective exercises can be found in the Toolkit.

Join support groups: Take part in online forums or local support groups and discuss insights from the toolkit, share experiences, and seek advice. This fosters a sense of community and collective learning.

For Educators and School Administrators

Professional development: Incorporate the toolkit into professional development programs for educators and school staff. Emphasize modules on identifying mental health issues, creating supportive classroom environments, and implementing mental health education programs.

Curriculum integration: Integrate toolkit content into the school curriculum where appropriate. For example, use modules on mental health education as part of health or social studies classes. Include interactive activities and case studies to enhance learning.

School-wide initiatives: Use the toolkit to develop school-wide mental health initiatives. This could include creating a mental health awareness week, setting up peer support programs,

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or establishing a school mental health committee.

For Adult Education Training Providers and Centers

Training programs: Design training programs for adult education providers that utilize the toolkit's resources. Focus on modules relevant to teaching strategies, mental health support, and working with diverse learner populations.

Resource centers: Establish resource centers where adult educators can access and use the toolkit for their professional development. Provide guidance on how to incorporate toolkit materials into training sessions and workshops.

Collaborative projects: Develop collaborative projects that involve adult education centers working together with local schools and mental health organizations. This can enhance the toolkit's reach and impact, creating a network of support across communities.

Implementation techniques

Interactive training: Use interactive techniques such as role-playing, group discussions, and simulations during training sessions to enhance engagement with the toolkit. This approach helps users better understand and apply the content.

Multimedia resources: Incorporate videos, infographics, and other multimedia elements to make the toolkit's content more engaging and accessible.

Localized adaptations: Adapt the toolkit's content and implementation techniques to fit local contexts and needs. This may involve translating materials, addressing specific cultural issues, or tailoring resources to local educational practices.

Promotional campaigns: Develop promotional campaigns to raise awareness about the toolkit and its benefits. Utilize social media, local events, and partnerships with community organizations to reach a broader audience.

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Conclusions

By providing comprehensive modules on mental health awareness and education, fostering practical application, and encouraging collaboration among stakeholders, the SIGN Digital Toolkit can serve as a valuable tool for parents/ guardians, educators, and school administrators.

The suggested uses and implementation techniques outlined above display the potential broad applicability of the toolkit. Whether through workshops, curriculum integration, or professional development programs, the toolkit can be incorporated into various educational environments, empowering users to create a more informed, supportive, and mentally healthy environment for all teenagers.

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