



GUIDELINES for TaxEdu content management:

Roles description and user guide

For Registered users



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1. Introduction

The goal of the document is to provide to users of TaxEdu Portal a guideline on how to use the interactive features. The users of TaxEdu Portal have permissions based on the user group they are belonging to. There are three user groups: **Visitors**, **Registered users** and **Administration users**.

The document is organised to provide a first overview of the roles and general functionalities and then to dive into the description of the interactive features.

This document can be accessed on TaxEdu Portal on the page **About TAXEDU**:

The screenshot shows the "About TAXEDU" page on the TaxEdu Portal. The page has a blue header with the European Union logo and navigation links. The main content area is white with a blue border. The title "About TAXEDU" is in blue. Below the title, there is a section "What is this website about?" followed by a paragraph explaining the portal's purpose and target audience. A list of three user groups is provided: Children, Teenagers, and Young adults. Below this, there is a section "Objectives of the website?" with a list of three objectives. At the bottom, there is a section "By clicking the download links you can find:" with a list of links, including "Guidelines for Simple Users/Teachers" and "Guidelines for Administrators/Editors/Content managers", which are highlighted with a red oval. The page also includes a search bar and a language selector in the top right corner.

Figure 1 - TaxEdu Portal: About TAXEDU page



2. Roles

There is a hierarchy of roles. Starting from the Visitor going up to the Webmaster, each role has the rights to perform the tasks of the lower role (in terms of permissions granted) plus some other specific rights depending on his/her role.

For the sake of clarity please find below the list of roles, clustered per group, starting from the lowest role in terms of rights granted and finishing with the highest:

- Visitor
- Registered users
 - Simple user (registered using EU Login)
 - Teacher (assigned by DG TAXUD)
- Administration users
 - TaxEdu editor (assigned by DG TAXUD)
 - Webmaster (assigned by DG TAXUD)

3. Functionalities

The portal is meant to have interactive features for **Registered users** and the various levels of **administration** roles based on the permissions granted to each role. Please find below the complete list of these features:

- Account management
- News and Events
- Newsletter
- FAQ
- Content upload on the Training Catalogue and Teachers' corner sections
- Cool stuff
- Contact support

Before describing the possible tasks per role we will shortly introduce the **TaxEdu** Portal's functionalities:



3.1 Account management

To have access to the interactive features of the TaxEdu portal the first step is to register to the Portal. The registration is done using the **EU Login** service which is a common utility used to access the European Commission WEB sites.

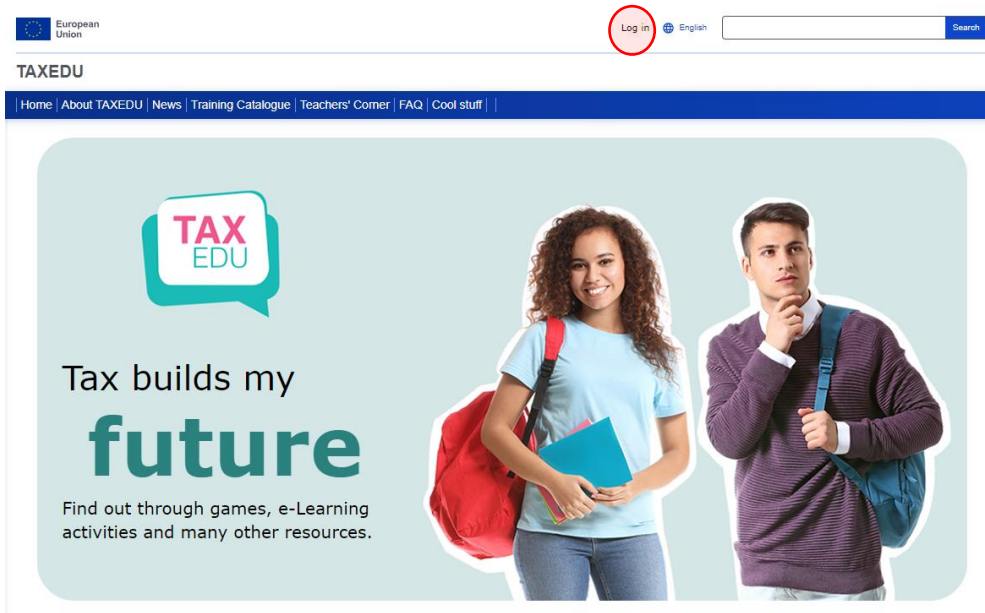


Figure 2 - "log in" menu

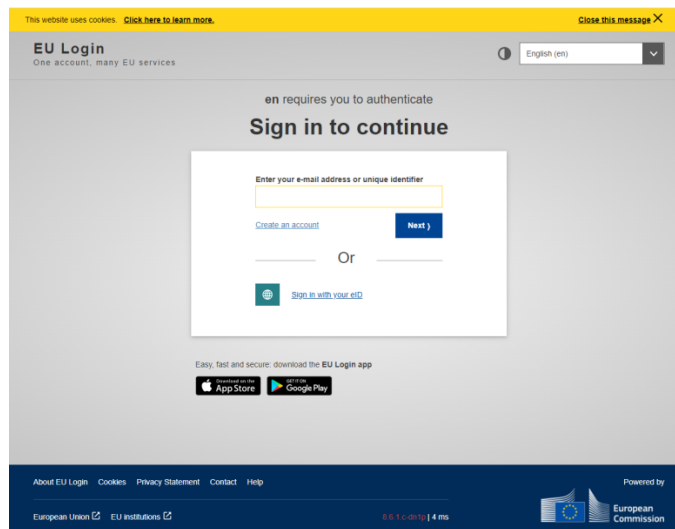


Figure 3 - "EU Login" service window



Once registered with the **EU Login** service, you are directed back to **TaxEdu** Portal and you can see and edit your user profile in the **“My account”** section, accessible through the menu on the upper right corner of the window.

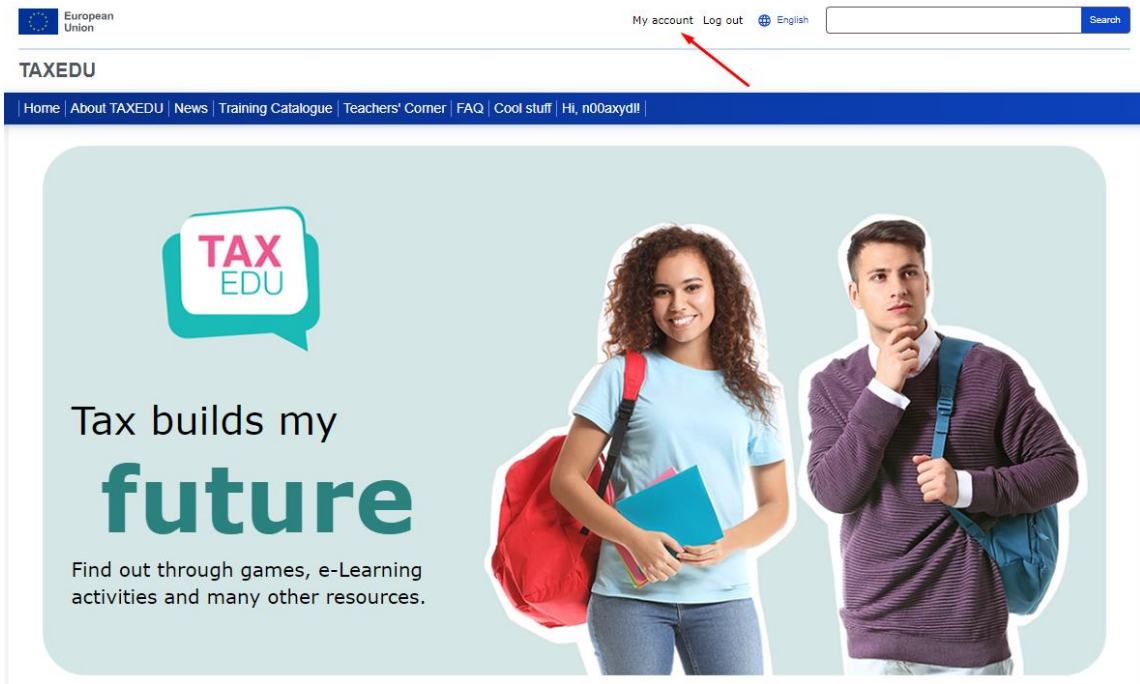


Figure 4 - Registered (simple) user's menu

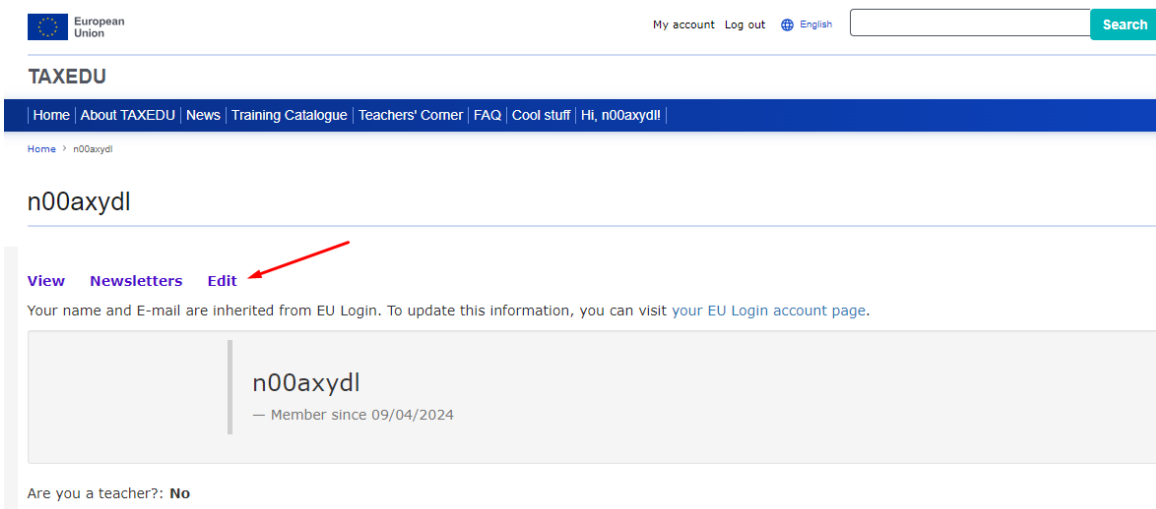


Figure 5 - My account window



In order to be assigned a **Teacher** or **TaxEdu Editor** or **Administrator** role, you have to send a request to **TaxEdu's HELPDESK**. The request should be sent by email through the following mailbox: support_taxedu@simavi.ro. For more information regarding the creation of an account and requesting permissions for **TaxEdu Portal** please refer to Chapter 4.

3.2 News and Events

The **"News and Events"** section of **TaxEdu's** Homepage can be accessed in mode view by all users (all roles). Nevertheless, only the users with administrative roles are allowed to upload **NEWS** articles there.

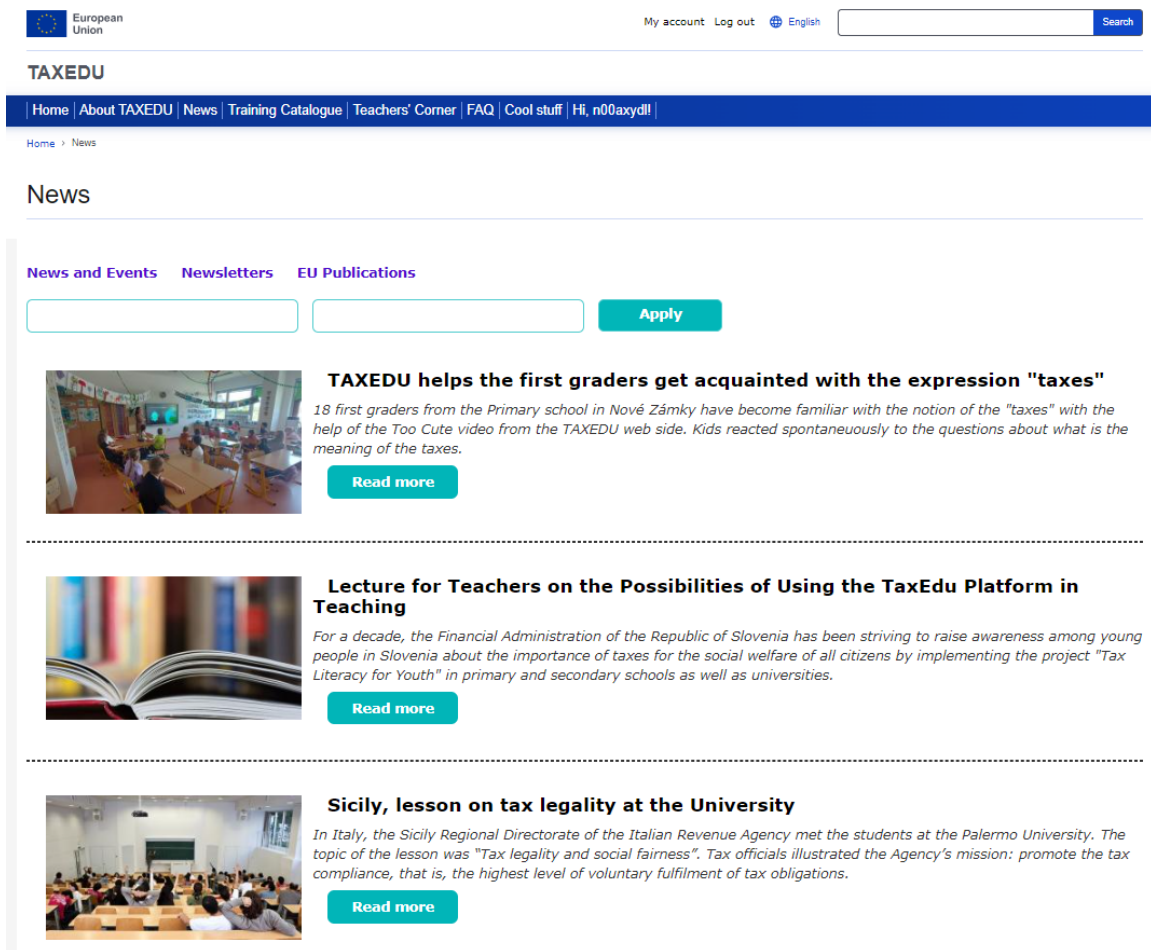


Figure 6 - "News and Events" section window

When accessed, the **"News and Events"** window displays articles with a cover image, a title, a short description and a **"Read more"** button. When you click on the **"Read more"** button, the content of the **"News"** article is displayed on the screen.



Figure 7 - Display of News and Events articles

3.3 Newsletter

All registered users can subscribe to the **NEWSLETTER** using the “**My account**” menu item as shown in the figure below

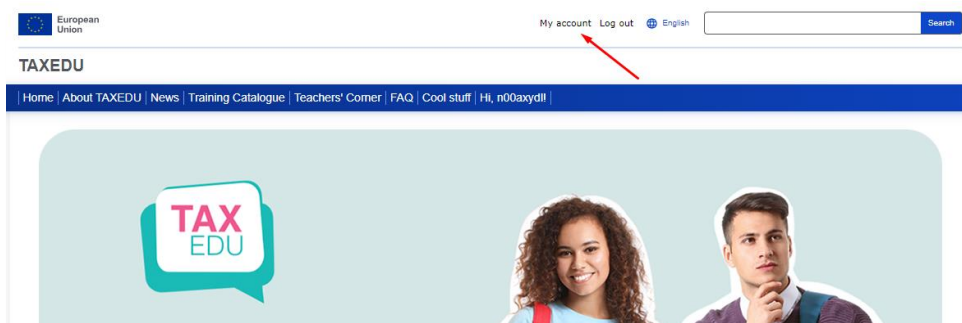


Figure 8 - Accessing "My Account"



Select the check box **“Subscribe to our newsletter”** and then push the **Save** button.

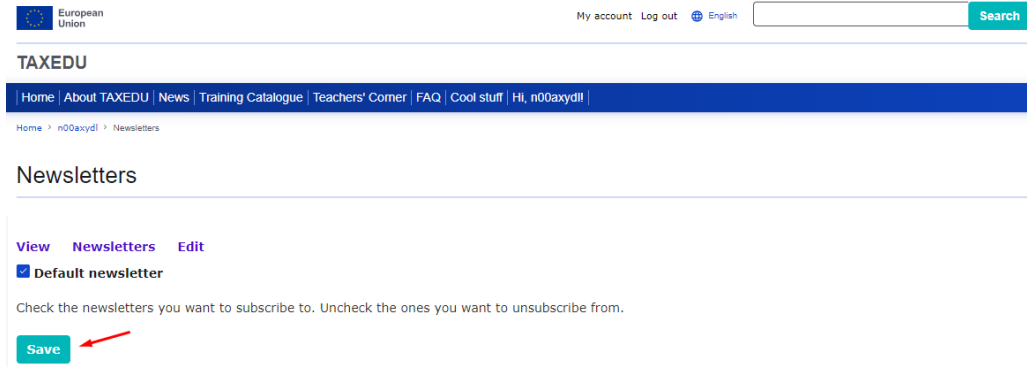


Figure 9 - Save subscription to NEWSLETTER

3.4 FAQ

The **FAQ** section is accessible to all the users in read mode. The management of the content of the **FAQ** page is granted only to the webmaster role.

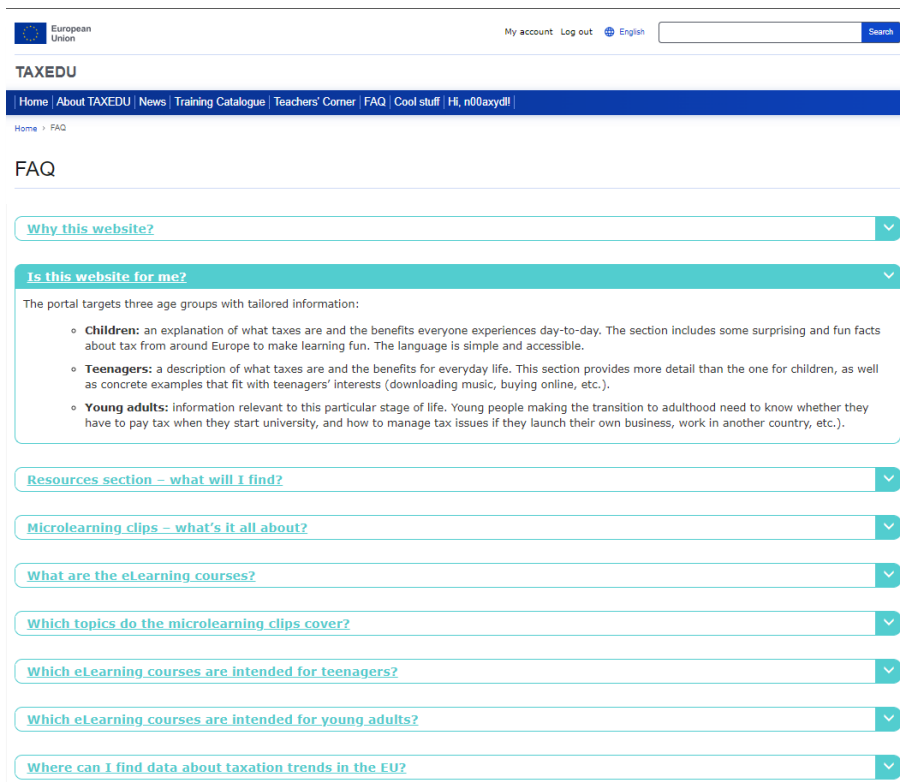


Figure 10 - TaxEdu Portal: FAQ section



3.5 Content upload

The TaxEdu Portal has three sections designed to host content:

- Training Catalogue
- Teachers' corner
- Cool stuff

Training Catalogue

This section is dedicated to all users. It is a library of educational content produced within the TaxEdu Pilot project (by the administrators) and resources proposed by teacher users and approved by TaxEdu Editor users. The "Training Catalogue" page displays all types of loaded resources excepting Lesson plans and Story boards. It contains also a subsection named "National useful links" on which additional material produced at national level can be accessed.

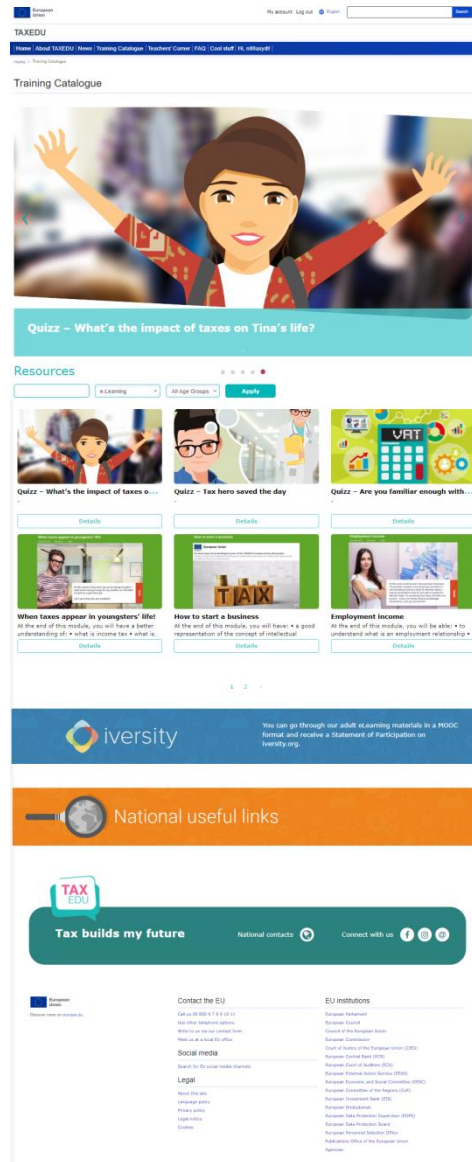


Figure 11 - TaxEdu Portal: "Training Catalogue" page

Teachers' corner

This section is dedicated to the teachers' community. The registered users can propose content to be uploaded here. Before the proposed content is published a **Taxedu Editor** or **Webmaster** approval is required. In this section the educational content is presented with additional explanations and tips on how to use it in class.



TAXEDU

Home About TAXEDU News Training Catalogue Teachers' Corner FAQ Cool stuff Hi, K00akw01

Teacher's corner

All Age Groups All Resource Types Apply

What is tax?

The clip introduces the concepts of tax and taxation to the young audience with the help of a robot.

How did taxes come about?

The activity aims at helping students spotting the benefits of paying taxes, introducing examples.

Who pays taxes nowadays?

The activity aims at helping students understand who has the responsibility of paying taxes nowadays.

Who Collects Taxes and Why?

This clip presents the role of the tax authorities in each Member State and how tax revenue is co

Do I benefit from taxes? How?

This clip explains the many ways in which taxes help improve the lives of children and those who

What happens if you don't pay your taxes

The activity aims at helping students understand what are the disadvantages and consequences of n

What kinds of taxes are there?

The activity aims at helping students getting to understand the main types of taxes in force in E

Do businesses pay tax?

The activity aims at helping students understand why a business has to pay taxes and how this con

What is income and how is it taxed?

The activity aims at helping students getting to understand the concept of income and how the tax

Can tax help protect the environment?

The activity aims at helping students understand what environmental taxes are and how they support

Value added tax - VAT

The activity aims at helping students understand what Value Added Tax represents and how is it paid

1 2

UPLOAD

TAX EDU

Tax builds my future

National contacts

Connect with us

Contact the EU

EU institutions

Figure 12 - TaxEdu Portal: "Teacher's corner" page



Cool stuff

This section was designed to host visual materials produced within the **TaxEdu** communication campaigns for explanatory and supporting purpose.

European Union My account Log out English

TAXEDU Home | About TAXEDU | News | Training Catalogue | Teachers' Corner | FAQ | Cool stuff | FR, 1000xwvd

Cool stuff

videos visuals games info logo

DOWNLOAD VIDEOS

DOWNLOAD VISUALS

Quiz - Are you familiar

App & Board game - #Mobility Era

Quiz - What's the impact

#TaxBuilds your future!

Look inside
In line with the portal's mission to contribute to the fiscal education of young people, click here to download all of TAXEDU's infographics and infographics.

DOWNLOAD info

DOWNLOAD logo

Tax builds my future National contacts Connect with us

European Union
Detailed map of Europe

Contact the EU
Call us 00 800 6 7 8 9 10 11
Use other telephone options
Write to us via our contact form
Meet us at a local EU office

Social media
Search for EU social media channels

Legal
About this site
Language policy
Privacy policy
Legal notice
Cookies

EU institutions
European Parliament
European Council
Council of the European Union
European Commission
Court of Justice of the European Union (CJEU)
European Central Bank (ECB)
European Court of Auditors (ECA)
European External Action Service (EEAS)
European Economic and Social Committee (EESC)
European Committee of the Regions (CRE)
European Investment Bank (EIB)
European Ombudsman
European Data Protection Supervisor (EDPS)
European Data Protection Board
European Regional Selection Office
Publications Office of the European Union
Agencies

Figure 13 - TaxEdu Portal: "Cool stuff" page



Upload functionality

Users can add content to the portal using the “Upload” link. The permission to perform this task is assigned to **Teachers**, **TaxEdu Editors** and **Webmaster** roles. Users can upload eLearnings and video material using this functionality.

The **visitors** and **simple registered user** does not have the right to upload content on the **TaxEdu** Portal, they only have the right to view it. When a user who does not have content upload rights clicks the “Upload” link, the system displays the message shown below:

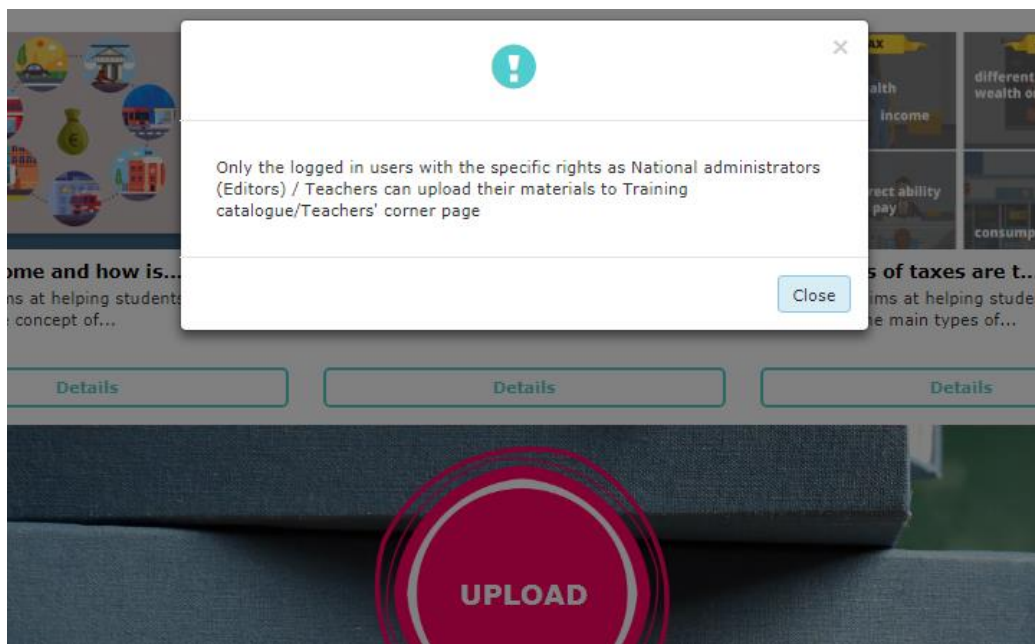


Figure 14 - UPLOAD "Access denied" message

The **teacher** can request the publication of content in “**Training Catalogue**” and “**Teachers’ corner**” section through a specific interface upload form. The details of this task will be described in the following sections.

The resources proposed for publication will be reviewed by the **TaxEdu Editors**. They have the decision to publish the proposed content or to ask for adjustments before publication. The **TaxEdu Editor** role has the permissions to manage the content (edit, publish, not publish).

The **TaxEdu Editor** can also publish his own content on both the “**Training Catalogue**” and “**Teachers’ corner**” section. It is important to highlight that, once the **TaxEdu Editor** publishes some of his own content, it can be unpublished, edited, deleted using “**Needs Review**” section, like any other content published by a **Teacher**.

Only the **webmaster** can upload content on the “**Cool stuff**” page and the “**National Resources**” section.



3.6 Contact support

This feature allows the communication between the users and the **HELPDESK**. This functionality offers the possibility to contact the **TaxEdu** team by clicking the mail icon available on the footer at the bottom of each page of the Portal and completing the contact form which is displayed.

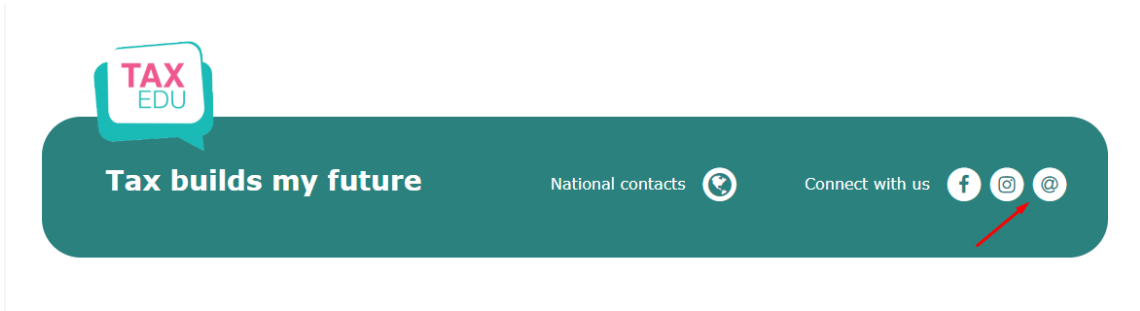


Figure 15 - TaxEdu Portal footer: "mail" icon

The image is a screenshot of the TaxEdu contact form. At the top, there is a navigation bar with the European Union logo, "My account", "Log out", and a language selector set to "English". Below this is the "TAXEDU" header and a menu with links: "Home", "About TAXEDU", "News", "Training Catalogue", "Teachers' Corner", "FAQ", "Cool stuff", "Hi, n00axydl". The main heading is "Contact". The form itself contains several input fields: "n00axydl", "last name*", "country*", and "user+2330@localhost.localdomain". Below these is a larger "Message" text area. At the bottom of the form, there is a checkbox with the text "By checking this box, you acknowledge that you have read and understood the privacy statement" and a "Submit" button. The footer of the page is identical to Figure 15, with the "mail" icon highlighted by a red arrow.

Figure 16 - Contact form



4. Registered users

In order to gain access to more features in **TaxEdu** portal, including permissions to propose or manage content you have to first become a registered user.

4.1 Log in

Step 1: Click on “**Log in**” on the top menu as shown below.

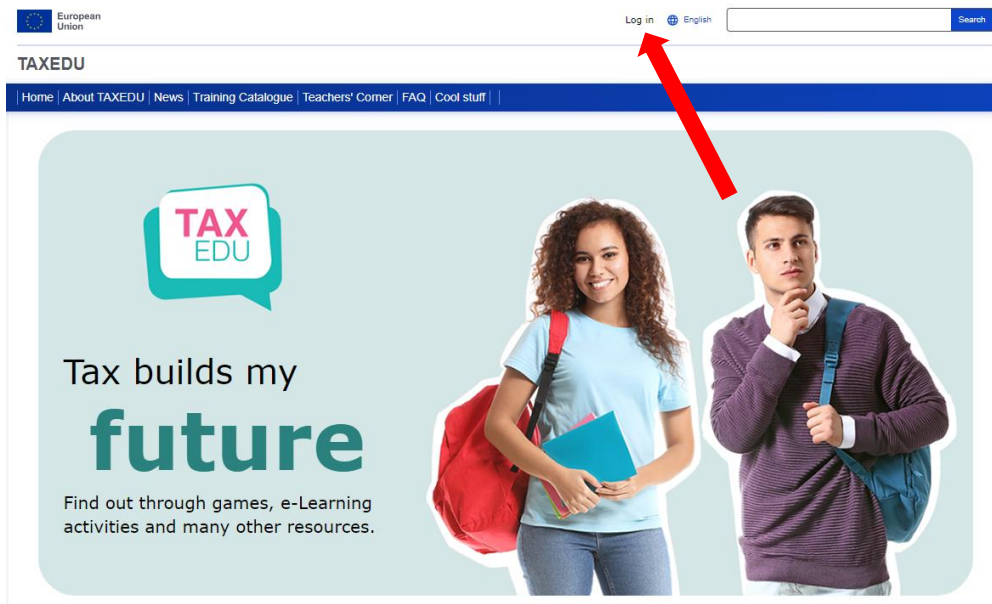


Figure 17 - Log in

If you do not have already an **EU Login** account you will have to first register inside **EU Login**. This is a secure service offered by European Commission for accessing WEB sites provided by the EC.

The **EU Login** window will be displayed on the screen. Click on “**Create an account**” and follow the steps required to register with the **EU Login** service.

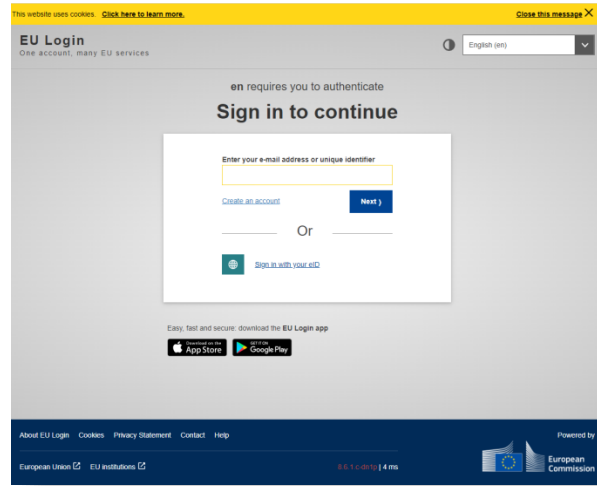


Figure 18 - Sign in EU Login

If you already have an account registered with **EU Login** enter your e-mail address and click on the **Next** button.

Enter your password. If the password is valid you will be directed to **TaxEdu** portal and the “**My account**” page will be displayed:

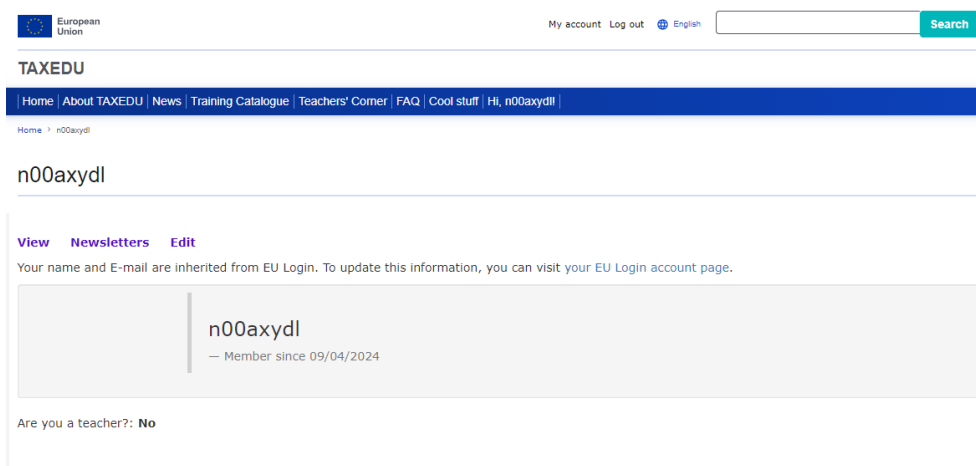
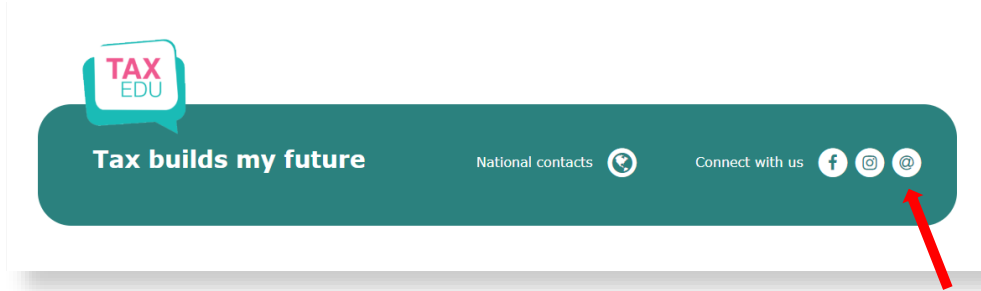


Figure 19 - My account page



4.2 Request a specific user role

In order to obtain permissions in **TaxEdu** portal you have to contact **TaxEdu's HELPDESK** by using the “**connect with us**” section in the page's Footer. Click on the envelope icon shown bellow.



In the **Contact** form displayed on the screen please formulate your request and provide information on how we can contact you. A member of the HELPDESK will communicate with you and will discuss the role you could receive in **TaxEdu** portal based on your occupation and interests.

The image shows a screenshot of a "Contact" form. The form has a white background and a light blue border. It contains several input fields: a text field with the placeholder "n00axydt", a text field with the placeholder "last name*", a text field with the placeholder "country*", and a text field with the placeholder "user+2330@localhost.localdomain". Below these fields is a larger text area for the "Message". At the bottom of the form, there is a checkbox with the text "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)". Below the checkbox is a blue "Submit" button.

Figure 20 - Contact Form

4.3 The simple user role

Simple user can:

- See all the content of **TaxEdu** Portal
- Access the “**My account**” page
- **Edit** her/his **account**
- **Report** a resources



4.3.1 Registered user menu

The registered users' menu allows to access specific functionalities. Depending on the role, the menu will display more or less functionalities.

In the figure presented below, the menu shows the functionalities for the simple user. The box highlighted in orange mentions: "Hi, <user name>!". In Figure below "Simple user" was used for explanatory reasons.

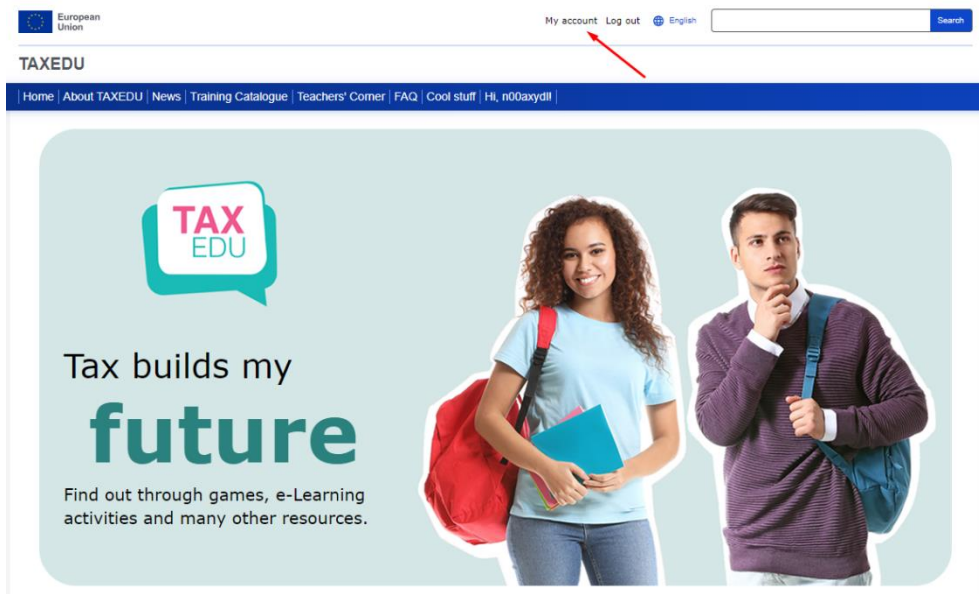


Figure 21 - Simple user's menu

4.3.2 Edit account on "My account" page

When the user accesses "My account" menu function, the View tab is displayed.

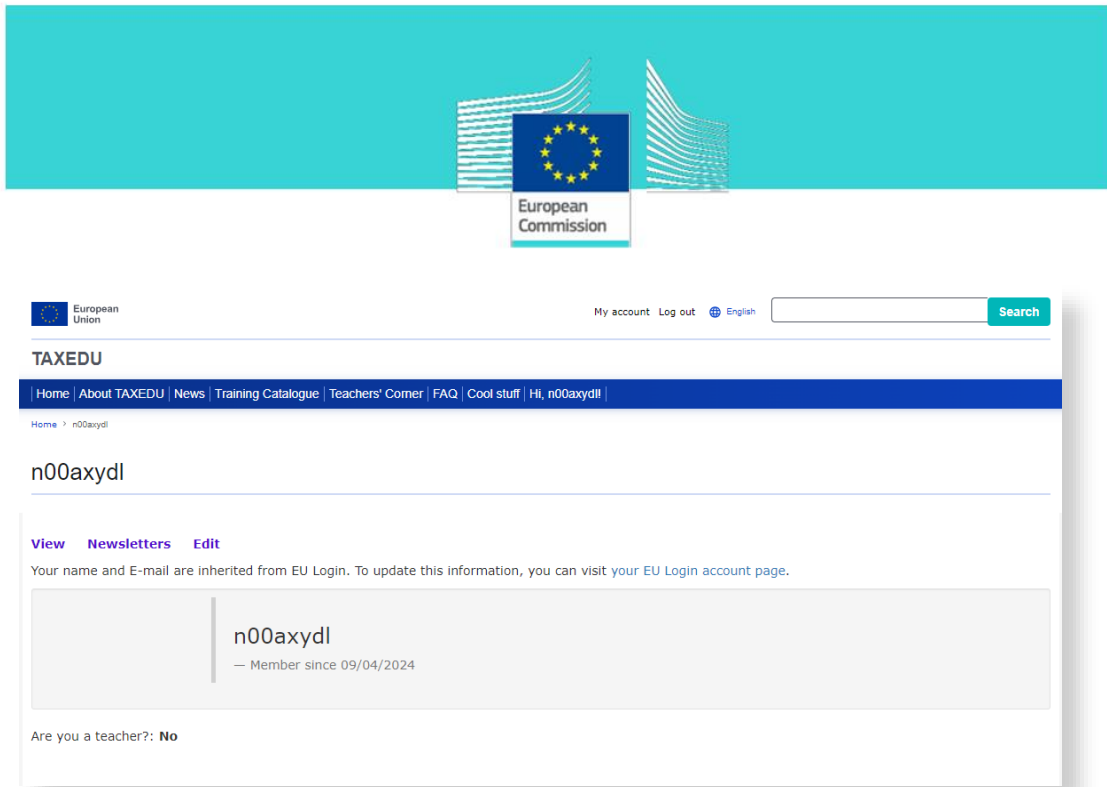


Figure 22 - View tab on "My account" page

The profile can be edited at anytime within the form presented below. The form is displayed when clicking the **Edit** tab. The user can change any information in the fields. Saving changes is done by pressing the **"Save"** button.

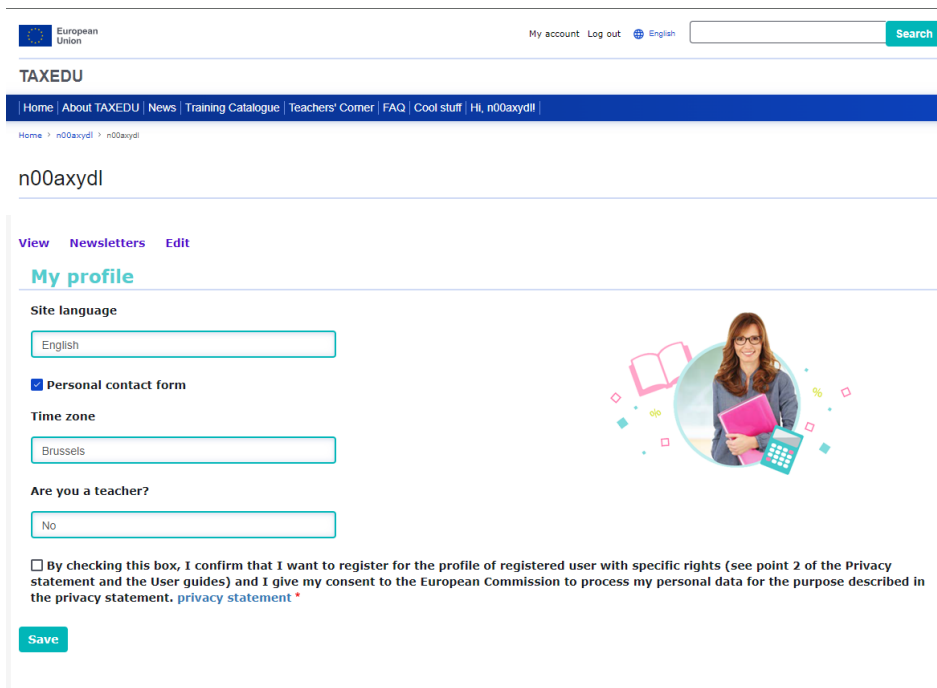


Figure 23 - Edit account (Edit tab on "My profile" from user's menu)



Also using the **“My account” user’s menu function > Newsletter** tab, the user can subscribe to the newsletters. The user has to select the newsletter by checking the check box and then press the **“Save”** button.

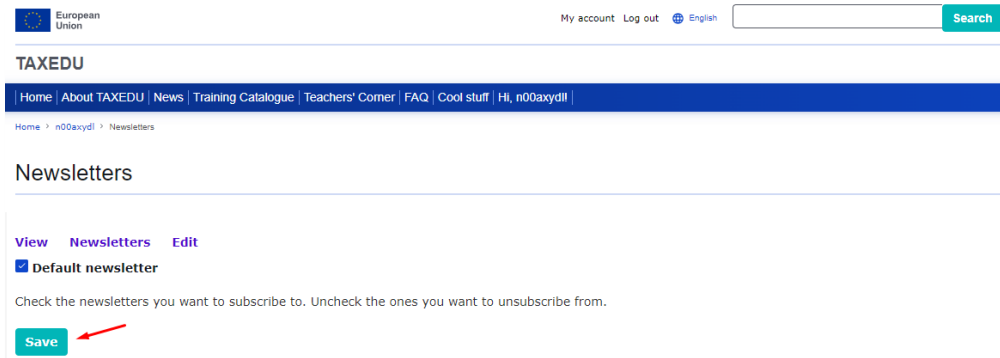


Figure 24 - Newsletter subscriptions (Edit tab on “My account” from user’s menu)

4.3.3 “Training Catalogue” page overview

“Training Catalogue” page is available to all registered users and visitors. The page display is the same for all users, but certain functionalities are available only for users which have been assigned the **Teacher, TaxEdu Editor** or **Webmaster** role.

In order to access the **“Training Catalogue”** page, the user has to select **“Training Catalogue”** from the main menu:

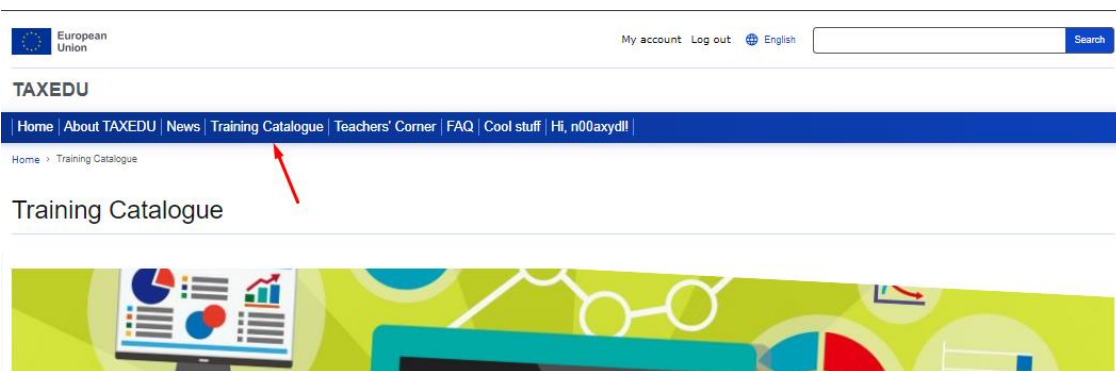


Figure 25 - “Training Catalogue” on main menu

The **“Training Catalogue”** page is displayed:



TAXEDU

Home Training Catalogue

Training Catalogue

Quizz – Are you familiar enough with taxes? 1

Resources 2

tax e-Learning Teenagers Apply

Taxes: what is it in for me? Details

Relax! We all pay tax. Details

True Players are Taxpayers Details 3

iversity 4

You can go through our adult eLearning materials in a MOOC format and receive a Statement of Participation on iversity.org.

National useful links 5

Figure 26 - "Training Catalogue" page



The highlighted regions displayed in “Training Catalogue” page are:

- **Region 1: the “Carousel”** that displays the last five uploaded resources (the newest):



Figure 27 - The newest resources’ “Carousel” on Training Catalogue page

- **Region 2: Search (filter) region:**

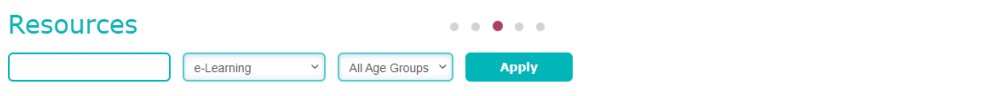


Figure 28 - “Search” region on Training Catalogue page

In order to filter the resources displayed on region 3, the user can fill in one or more fields in the search (filter) region.

You can fill in a resource name or a word from the resource’s name:

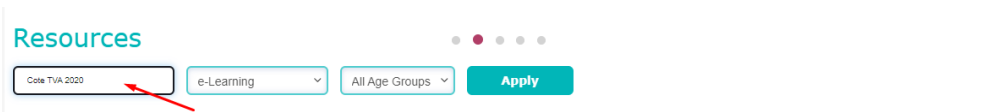


Figure 29 - Search by resource name field on Training Catalogue page



The user can choose an age group from the list (by default all age groups are displayed)

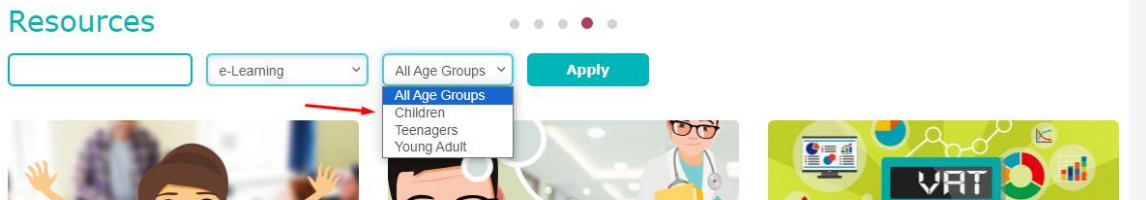


Figure 30 - Select an age group on Training Catalogue page

The user can choose a resource type from the list (by default all resource types are displayed)

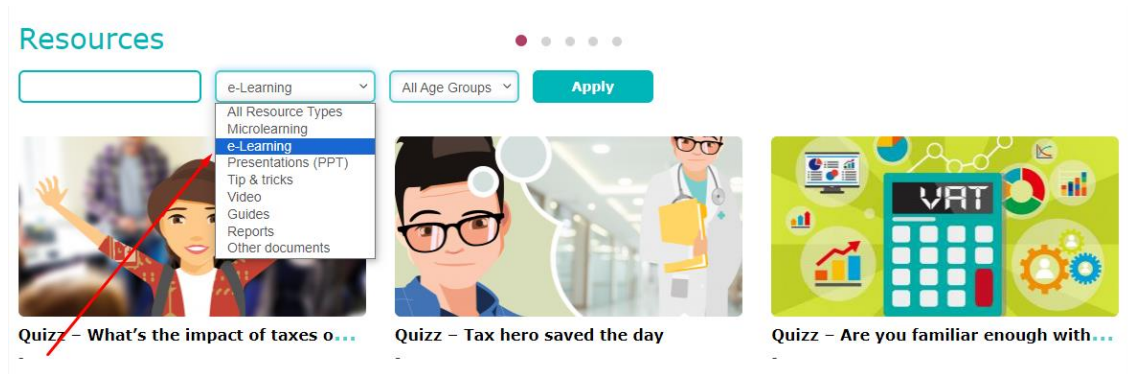


Figure 31 - Select a resource type on Training Catalogue page

Pushing the “**Apply**” button will execute the filter. Resources will be displayed (in region 3) according to the criteria selected in the filters.

- **Region 3:** is the main region on the “**Training Catalogue**” where the resources are displayed. For each resource there is a cover image, a title (in bold), a short description and a “**Details**” button.

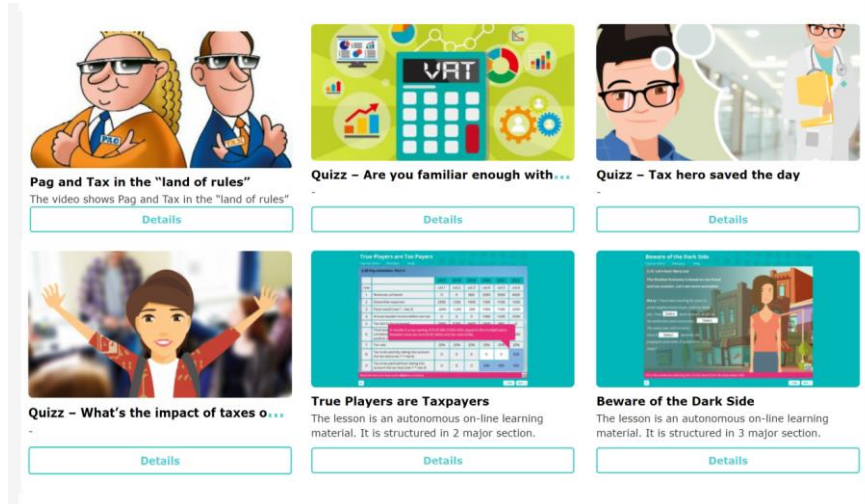


Figure 32 - Resources region

4.3.4 Report an article from "Training Catalogue" section

This functionality allows the user to report inappropriate materials in the "Training Catalogue" section or to make suggestions to the administrators of TaxEdu Portal.

Step 1: From the main menu select "Training Catalogue";

Step 2: Select the resource you want to report;

Step 3: Scroll down and press "Report this resource" button;

Step 4: Enter your name and email;

Step 5: Write the subject and the message;

Step 6: Press the button "Report this resource".



If you think this resource has violated copyright or other rights, please fill the reasons in the box below

Name

Email

Subject

Message

[Report this resource](#)

[Close](#)

Figure 33 - Resource reporting form

4.3.5 "Log out"

To disconnect from **TaxEdu Portal**, you have to click on **"log out"** as shown below.



Figure 34 - "log out" menu item



4.4 The teacher role

The teacher user can:

- Perform the same activities as the simple user.
- **Propose, Edit, Modify** content through the “**My resources**” function
- **Upload** content in “**Training Catalogue**” and “**Teachers’ corner**” sections through a specific upload form. Content proposed by the teachers will be posted on **TaxEdu Portal** only after the review and approval of a **TaxEdu Editor** or a **webmaster** user.

4.4.1 “Register” or “log in” as a teacher



Figure 35 - Log in as a Teacher

If you already have a teacher account, push the “**log in**” menu item and you will be logged in as a teacher user.

After login you will see, in the right side, the welcome message: **Hi, “user name”!** In the figure below it reads “Teacher” for explanatory reasons. (we used this user name).

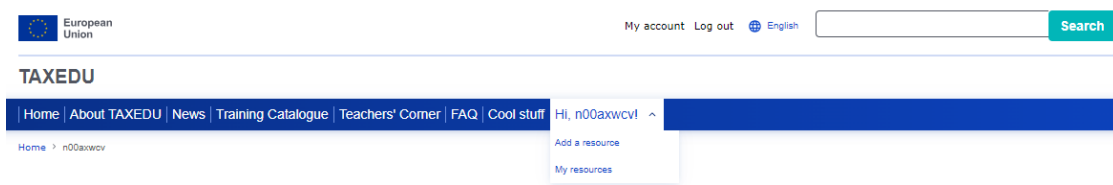


Figure 36 - Teachers’ menu

4.4.2 Teachers’ menu

To manage the content (Upload, Edit or Modify) the **Teacher** has to use the “**My resources**” menu item. It allows the **Teacher** to upload content and request publication of the content in “**Training Catalogue**” or/and “**Teacher’s corner**”.

As mentioned above the **Teacher** can propose content that a **TaxEdu Editor** can publish on the “**Training Catalogue**” and/or “**Teacher’s corner**” sections. Even if **TaxEdu Editor** does not approve the publication of the content uploaded, the proposed resources are saved in the “**My resources**” section, where they can be viewed by the teacher who loaded them.



4.4.3 Post content in “My resources” section

The function “**My resources**” is available for the registered users that have been assigned the **Teacher** role or **TaxEdu Editor** role. “**My Resources**” menu item is not available for the simple user.

Step 1: Select “**My resources**” and the following page is displayed:

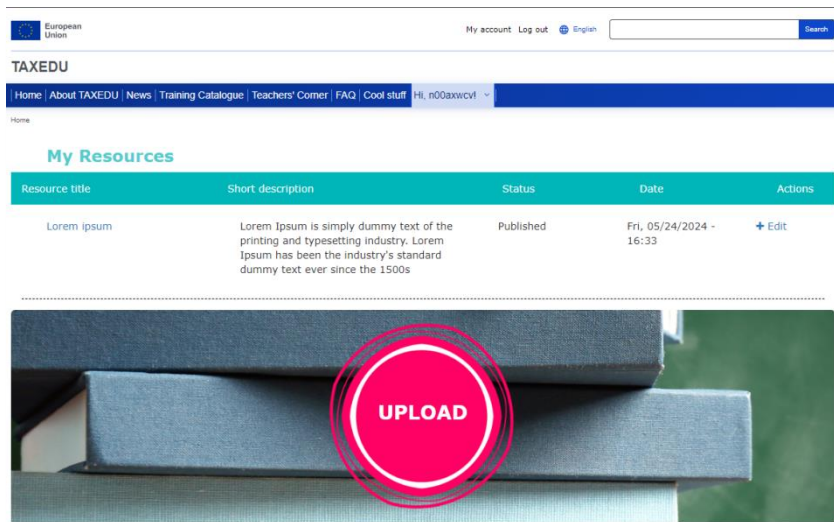


Figure 37 - My resources page

Step 2: Click the **UPLOAD** button. The “**Upload Resource**” form is displayed:



TAXEDU

Home

Upload Resource

Image *

 No file chosen

One file only.
200 MB limit.
Allowed types: png gif jpg jpeg.

Details

- No HTML tags allowed.
- Lines and paragraphs break automatically.
- Web page addresses and email addresses turn into links automatically.

[About text formats](#)

Page display

- Training catalogue
- Teacher's corner

Resource material

 No file chosen

One file only.
200 MB limit.
Allowed types: txt pdf ppt pptx doc docx mp4 xls xlsx zip rar.

Save as

- I have read and understand the above requirements *
- I agree the material I want to upload can be downloaded by the others *



Figure 38 - Upload Resource form



Step 3: In the **Upload Resource** form, the user has to fill-in the displayed fields*. The user can select where he wants the uploaded content to be published. The options are: on the “Training Catalogue” or/and “Teacher’s corner”.

Page display

Training catalogue

Teacher's corner

Step 4: Click the **Save** button.

Note: After saving, the resource is uploaded internally into “**My resources**” but it is not visible on **TaxEdu Portal**. In order to become visible on the portal, the proposed content must be approved by a **TaxEdu Editor** who will post it on the “Training Catalogue” or/and “Teacher’s corner” pages. Until this approval, the uploaded resource will be shown as draft in “**My resources**” page, not being public. In case the proposed material is considered not appropriate or incomplete for any reason, the national contact in charge of the approval will get in touch via a private message with the author of the proposed content.

4.4.4 Edit, Delete proposed content in “My resources” section

Step 1: To edit/delete proposed content added by teachers select Log in or Register to access “My resources” section.

Step 2: Select a resource from “My resources” list.

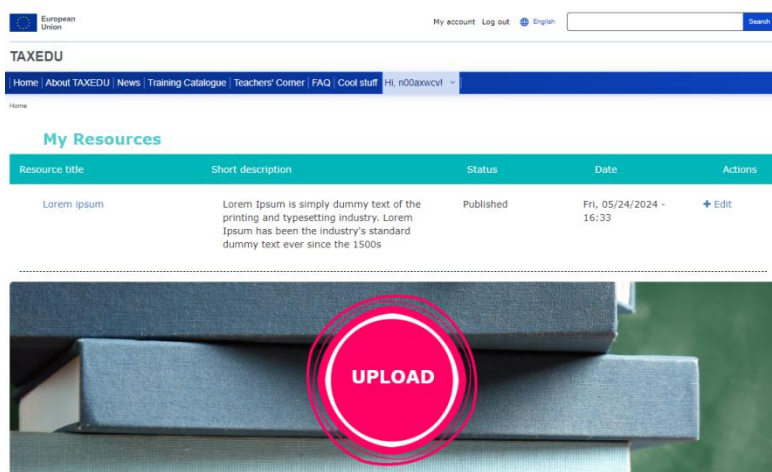


Figure 39 - My resources list



Step 3: Select “Edit” from the Actions.

My Resources

Resource title	Short description	Status	Date	Actions
Lorem ipsum	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s	Published	Fri, 05/24/2024 - 16:33	+ Edit

Figure 40 - My resources - Edit draft

Step 4: In the opened form text fields and images can be edited.

View Edit Latest version

Lorem ipsum

External Link for download this resource

This must be an external URL, such as http://example.com.


English

Minidescription

Story Board

Story Board

Image *

 2024-05-22_11h31_41.png (41.62 KB) [Remove](#)

Lesson plan

Lesson plan

Age Group

Resource Type

Figure 41 - My resources – edit text and image

Step 5: Press **Save** to modify the resource.



Launch Course

This must be an external URL, such as <http://example.com>.

Resource material

No file chosen

One file only.
200 MB limit.
Allowed types: txt pdf ppt pptx doc docx mp4 xls xlsx zip rar.

Revision information Create new revision
New revision Revisions are required.

Revision log message

Briefly describe the changes you have made.

Current state
Needs Review

Change to

I have read and understand the above requirements *
 I agree the material I want to upload can be downloaded by the others *

Figure 42 - My resources – Save

4.4.5 “Teachers’ corner” page overview

The purpose of this page is to facilitate user access to functionalities for teachers, trainers or experts in the field of taxation. Some of these features are accessible to registered users with the role of **Teacher**, **TaxEdu Editor** or **Webmaster**.

In order to access the “**Teachers’ corner**” page, the registered user has to select “**Teachers’ Corner**” from the main menu:

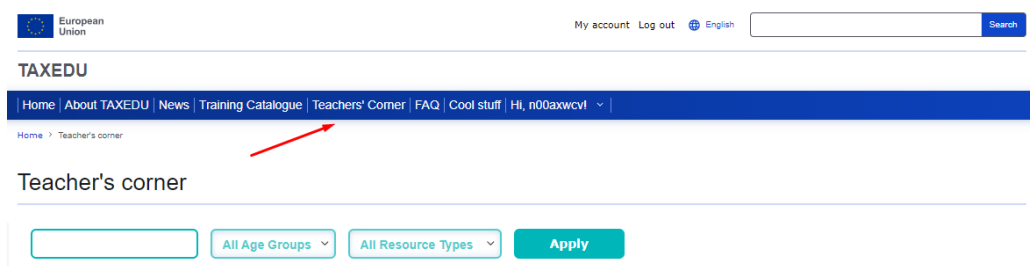


Figure 43 - “Teachers’ corner” on the main menu



“Teachers’ corner” page is displayed:

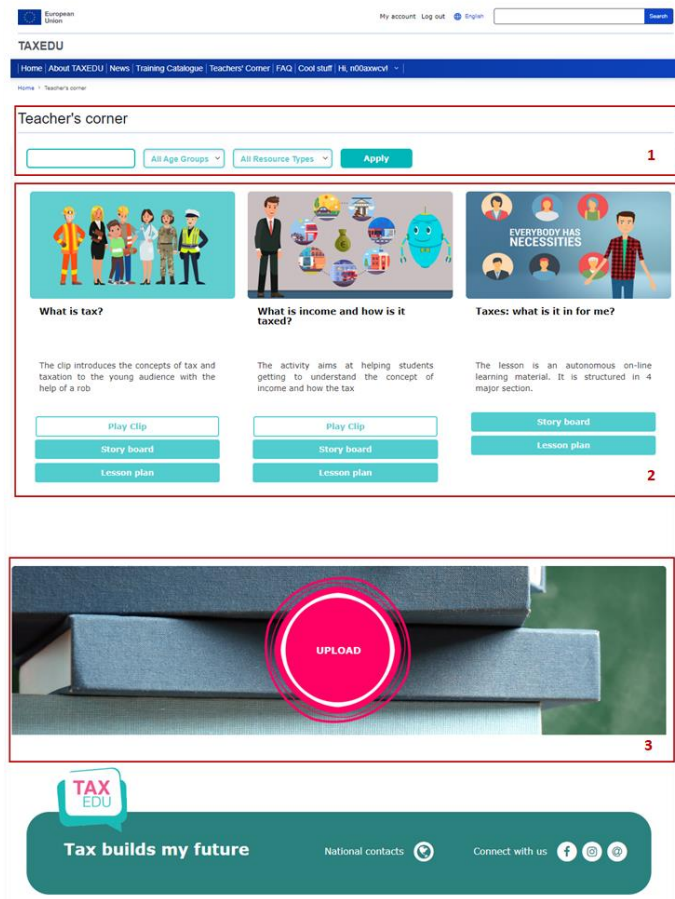


Figure 44 - “Teachers’ corner” page

- **Region 1: Search region:**

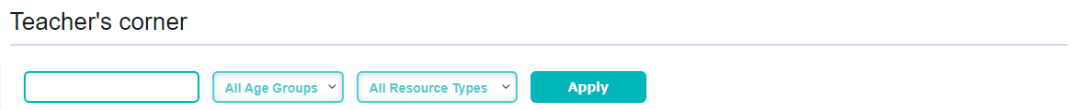


Figure 45 - “Search” region on Teachers’ corner page

In order to select (filter) the resources displayed on region 2, the user can fill in one or more fields in the search region.

The user can fill in a resource name or a word from the resource’s name:



Teacher's corner

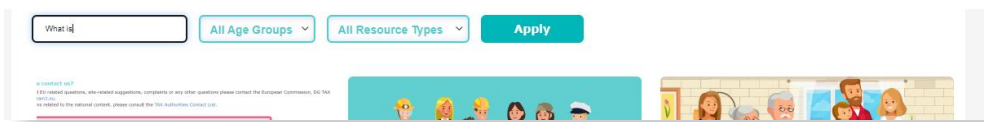


Figure 46 - Search by resource name field on Teachers' corner page

The user can choose an age group from the list (by default the resources for all age groups are displayed):

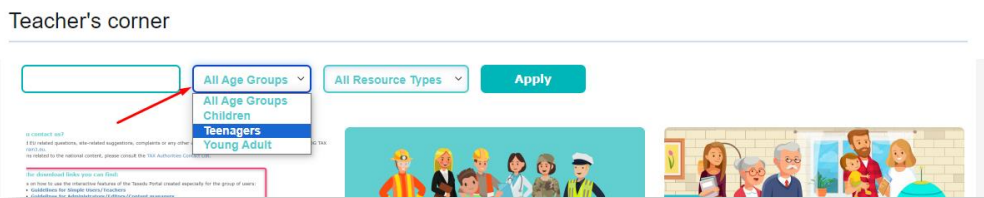


Figure 47 - Select an age group on Teachers' corner page

The user can choose a resource type from the list (by default, the resources for all types are displayed):

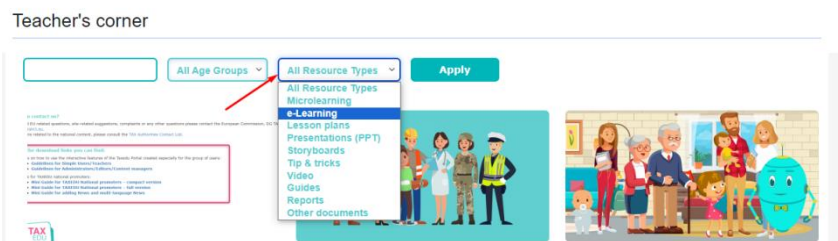


Figure 48 - Select a resource type on Teachers' corner page

By pushing **Apply** the resources will be displayed (in region 2) according to the selected filtration criteria.

- **Region 2:** is the main region on "Teachers' corner", where the published content is displayed.



What is tax?

The clip introduces the concepts of tax and taxation to the young audience with the help of a rob

[Play Clip](#)
[Story board](#)
[Lesson plan](#)



How did taxes come about?

The activity aims at helping students spotting the benefits of paying taxes, introducing examples

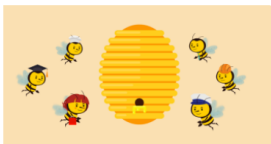
[Play Clip](#)
[Story board](#)
[Lesson plan](#)



Who pays taxes nowadays?

The activity aims at helping students understand who has the responsibility of paying taxes nowad

[Play Clip](#)
[Story board](#)
[Lesson plan](#)



Who Collects Taxes and Why?

This clip presents the role of the tax authorities in each Member State and how tax revenue is co

[Play Clip](#)
[Story board](#)
[Lesson plan](#)



Do I benefit from taxes? How?

This clip explains the many ways in which taxes help improve the lives of children and those who

[Play Clip](#)
[Story board](#)
[Lesson plan](#)



What happens if you don't pay your taxes

The activity aims at helping students understand what are the disadvantages and consequences of n

[Play Clip](#)
[Story board](#)
[Lesson plan](#)

Figure 49 - Published content region on Teachers' corner

- Region 3: "Upload"** button, that is displayed for all users including visitors but not enabled for registered simple users and visitors. The **UPLOAD** button is enabled only for **Teachers, TaxEdu Editors** and **Webmasters**. By pressing this button the **Upload Resource** form opens.



Figure 50 - "Upload" button

4.4.6 Upload content in "Teachers' corner" section

This functionality is available only for the registered users that have been assigned the **Teacher TaxEdu Editor or Webmaster**. You have to be logged into **TaxEdu Portal** to **UPLOAD** a resource.

Step 1: Select "**Teachers' corner**" from the main menu. "**Teachers' corner**" page is displayed.

Step 2: Click the **UPLOAD** button;

Step 3: The **Upload Resource** form (is the same form as one that opens from "**My Resources**" pages, see **Figure 38 - Upload Resource form**) you have to fill in the fields as follows:

- a. **Title** –Resource's title (free text)

- b. **External Link for download this resource**

You have to put here a link to the place where is stored a package that contains the resource and that you can download on a computer when the button **Download this resource** on the resource's details page is clicked.



Hi! My name is Emma and I have just been employed. The position is based in my home town, but there is also travelling involved in other EU Member States. I may be seconded to work for one year in another EU Member State. I'm wondering how taxes will affect my income... Victor, my Human Resources Manager should know. Let's go and ask him!

EMMA

Employment income

At the end of this module, you will be able:

- to understand what is an employment relationship
- to define what employment income is
- to identify how the income tax applies
- to identify the impact of social security contributions on employment income
- to identify how you can avoid double taxation

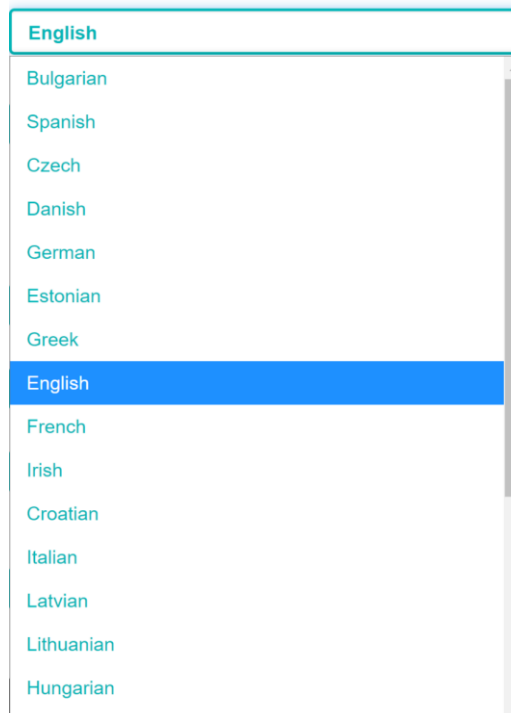
The content of this training course:

- is of general nature only and is not intended to address the specific circumstances of any particular individual or entity;
- does not provide professional or legal advice;
- is valid as of the date of its publication. Updated VAT rates can be consulted on EUROPA.

Only European Union legislation published in the Official Journal of the European Union is deemed authentic.

[Launch Course](#) [Download this resource](#) [Report this resource](#)

c. **Language** – select the language for your resource



d. **Mini description** – write a short description for your resource (free text)

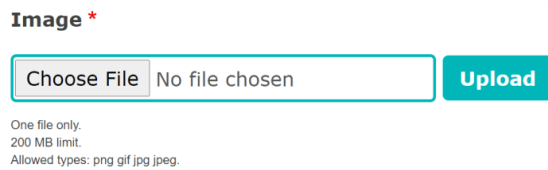
e. **Story Board** - Put here the link to the place where the storyboard is stored. This will allow a user to download the **Story Board** of the resource when



pushing the button **Story board** in the **Teachers' Corner** page.(see the **Figure 51 - Content display in "Teacher's corner" section**)



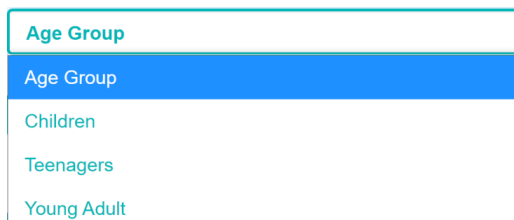
- f. **Image** – Choose/ Upload a cover image to upload on server. The type file has to be jpeg, png, gif, jpg, and the max size has to be 200 MB.



- g. **Lesson plan** - - Put here the link to the place where the Lesson plan is stored. This will allow a user to download the Lesson plan of the resource when pushing the button **Lesson plan** in the **Teachers' Corner** page.(see the **Figure 51 - Content display in "Teacher's corner" section**)



- h. **Age group** - select the age group from the list



- i. **Resource Type** - select the resource type from the list below, taking into consideration that "**Lesson plans**" and "**Story Boards**" will not be included in the Training Catalogue page. They will be only included in the "Teachers' corner" page.



Resource Type
Resource Type
Microlearning
e-Learning
Lesson plans
Presentations (PPT)
Storyboards
Tip & tricks
Video
Guides
Reports
Other documents

- j. **Details** – Write a long description which contains relevant information about your resource

Details

- k. **Page display** – select the pages where you want your resource to be published after the approval by a **TaxEdu Editor** or a **Webmaster**.

Page display
<input type="checkbox"/> Training catalogue
<input type="checkbox"/> Teacher's corner

- l. **Launch Course** – Put here a link to a video resource that will be launched when a user push on the button **Launch Course** in the **Details** page of the resource accessed from the **Training Catalogue**.

Launch Course



Hi! My name is Emma and I have just been employed. The position is based in my home town, but there is also travelling involved in other EU Member States. I may be seconded to work for one year in another EU Member State. I'm wondering how taxes will affect my income... Victor, my Human Resources Manager should know. Let's go and ask him!

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- does not provide professional or legal advice;
- is valid as of the date of its publication. Updated VAT rates can be consulted on EUROPA.

Only European Union legislation published in the Official Journal of the European Union is deemed authentic.

[Launch Course](#) [Download this resource](#) [Report this resource](#)

- m. Check **“I have read and understood the above requirements”**
- n. Check **“I agree the material I want to upload can be downloaded by the others.”**

Step 4: Click **“Save”**.

The uploaded content has been saved as a Draft and the content will not be published until it is approved by an administrator.

After a webmaster approves the submitted content, the uploaded material will be displayed.

Teacher's corner

All Age Groups ▾ All Resource Types ▾ Apply


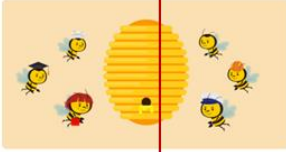

Cover image	Title and minidescription	Video	Storyboard	Lesson plan
	Who pays taxes nowadays?			
	The activity aims at helping students understand who has the responsibility of paying taxes nowadays	This clip presents the role of the tax authorities in each Member State and how tax revenue is co	This clip explains the many ways in which taxes help improve the lives of children and those who	
Play Clip	Play Clip	Play Clip	Play Clip	Play Clip
Story board	Story board	Story board	Story board	Story board
Lesson plan	Lesson plan	Lesson plan	Lesson plan	Lesson plan

Figure 51 - Content display in “Teacher’s corner” section

5. Administration users

Administration users’ permissions are explained in the document **“GUIDELINES for TaxEdu Content Management - Administrators”**.