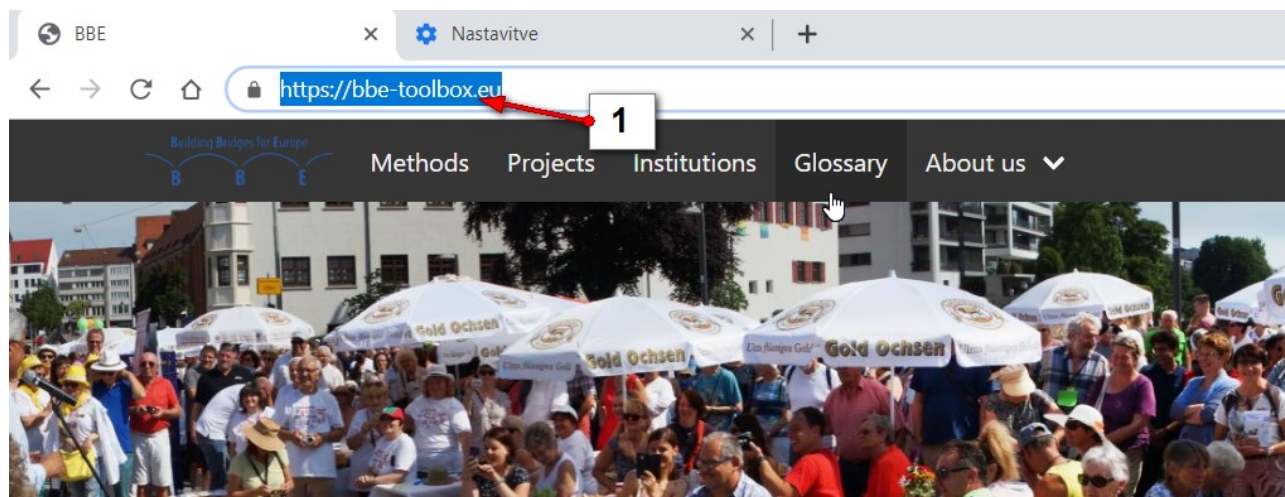


## Instructions for using the website

1. The homepage of the website <https://bbe-toolbox.eu/> presents the aims/goals of the project and some basic information about it.

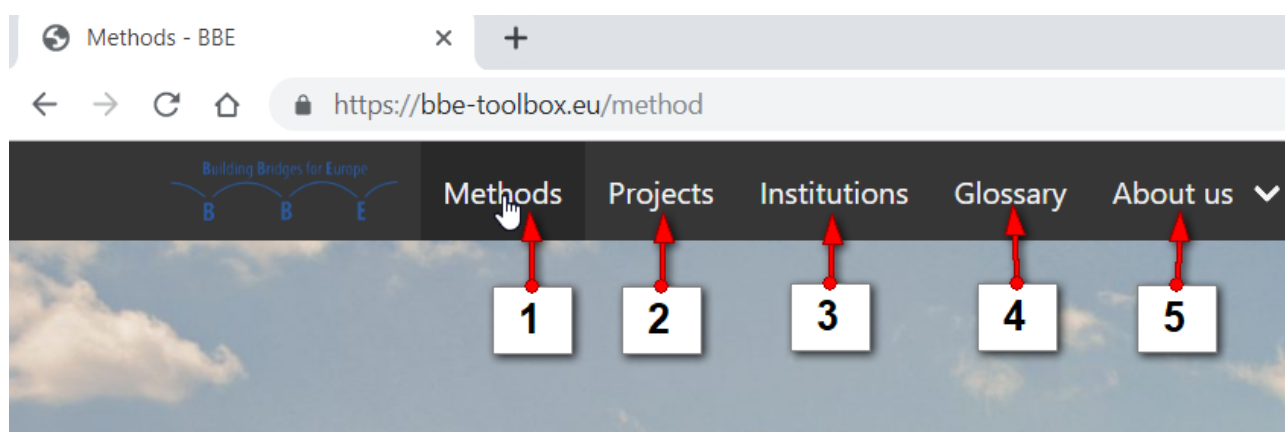


## How to navigate the website

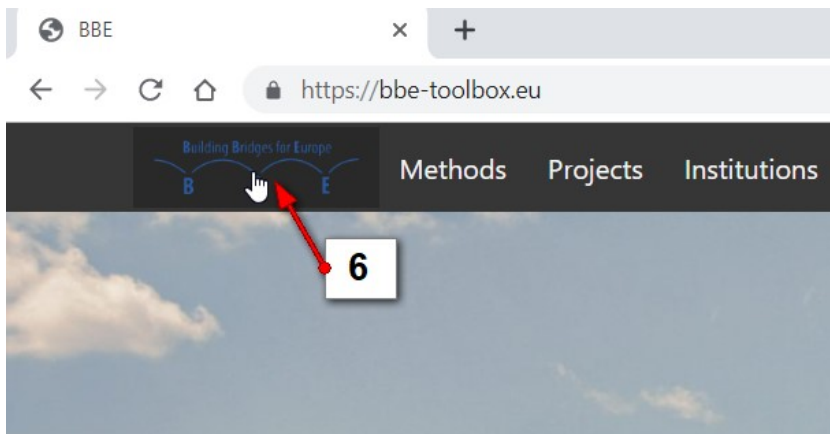
Above the homepage, there is the navigation bar, where you can reach the different sections. You can either click on

1. Methods
2. Project
3. Institutions
4. Glossary
5. About us,

in order to get according information.



6. In order to return to the **homepage**, you can click on the **logo of the project** in the upper left corner of any subpage inside the website.



## Navigating the Methods section

*! You need to click **Filter** button after any change in the search engine fields!*

At the top of the Methods section, there is a search engine, where you can set filters for your search.

In the **Name** field, you can enter:

1. the **name** of the preferred method, and then click the **Filter** button. (eg.: Drama Game) .

**Search results**

**Drama Game**  
Yordan Kazakov, Ruse, Bulgaria  
Drama Game is a basic learning activity. This is how students are stimulated to think

**Drama game**  
Mihail Georgiev, Platform AGORA  
These are role-plays, in which a certain scenario is produced in the form of a

2. In the **Type** field, you can select between Action-oriented/Discovery-oriented/Evaluation-oriented/Information-oriented/Participatory-oriented categories of methods, and the submitted search will bring the according results.

It is possible to combine searching in more fields.

3. Click into the **Keywords** field if you want to choose a certain typical word describing the methods.

- In the **Applied in projects** field, you can select the methods based on the projects where the methods were used.

## Methods

On this page, you will find descriptions for proven and tested pedagogical methods that can be applied in various contexts. The partners of BBE have applied these methods in European projects with the aim of fostering and supporting European awareness, critical thinking and the reduction of prejudices.

If you search without the search engine then all the methods are listed below it.

- In order to open the method, you need to click **on the name of the method**.
- Under the short description of the method, there are the corresponding **keywords/type of method...**
- Click the **Read More** button and you can also open the description of the method.

Sort by ▼

**Panel Discussion** 1

The Panel Discussions stimulate analytical thinking, receiving feedback from the participants in the project, and allow all participants to express themselves. The aim is to provoke a conversation in which to present different points of view. The Panel Discussion is used to boost European identity, to... and apply key competences and to evaluate the different aspects of active social... It helped in establishing cooperation with other organisations on local level (NGOs providing education for seniors, decision makers of municipalities representing older citizens, experts, municipal representatives... of the European Commission).

2 3 Read More

Information-Oriented Action-Oriented Evaluation-Oriented Participatory-Oriented  
 Non Formal Education European Identity Danube Strategy Intergenerational Learning

**Impulse Lecture**

Impulse lecture is slightly different from a standard lecture. Its focus is to motivate older citizens for active participation in the civil society on EU-matters and in actively shaping the environment they live in and to present some thematic areas on national and international levels as impulses for the national citizens' panel sessions.

Read More

Information-Oriented Action-Oriented Non Formal Education European Identity Active Ageing  
 Social Inclusion



## Navigating the Projects section

At the top of the **Projects** section, there is a search engine, where you can set filters for your search.

1. In the **Name** field, you can enter the name of the preferred project, and then click the Filter button. (eg.: Personal Town Tours) .

*! The Name field should be empty for the search engine to return all of the projects!*

2. In the **Acronym** field, you can search projects based on their acronym.
3. You can also select the **target group** included in the project.
4. Click into the **Keywords** field if you want to choose a certain typical word describing the projects.
5. In the **Implemented Methods** field, you can search projects based on the used methods.

The screenshot shows a search engine interface with the following fields and buttons:

- 1**: Name field containing "Personal Town tours".
- 2**: Acronym field containing "All Items".
- 3**: Target Group field containing "future".
- 4**: Keywords field containing "All Items".
- 5**: Implemented Methods field containing "Interview".
- 6**: Filter button.
- Reset button.
- Sort by dropdown menu.

If you search without the search engine then all the projects are listed below it.

1. In order to open the project, you need to click on the **name** of the project.
2. Under the short description of the project, there are the corresponding **keywords**/type of method...
3. Click **Read more** button and you can open the description of the project.

**1**: Project name "Danube Stories (DASTO)".

The project focuses on educating elderly learners about current economic issues. Danube Stories brings together organizations from different countries and different spheres of activity to work together and exchange practices in areas such as adult social inclusion and the acquisition of new cultural or linguistic skills through formal and informal methods of education and training.

**2**: Read More button.

**3**: Read More button.

Keywords: Elderly People, Pupils, Students, Teachers/Multipliers, Scientists, Researchers, Lifelong Learning, European Awareness, Active Ageing, Mobility, Danube Stories.

**Danube Seniors' Universities (DASUN)**

The main objective of the initiative is to ensure the strengthening of the role of third age people in the process of civil dialogue on all levels, exchange of ideas and knowledge between the generations, nations and cultures, aiming at improving the regional and local level social environment in the Danube countries by organizing qualified continuing education.

Read More button.

Keywords: Elderly People, Old Adults, Elder People, Lifelong Learning, Active Ageing, Education, Senior Education, Social Inclusion, Non Formal Education.

## Navigating the Institutions section

In the **Institutions** section, there are the contributing partners to this toolbox.

1. You can look them up by keywords selected in the **Keywords** section of the filter.
2. Click **Filter** to start the search.

### Institutions

On this page, you will find further information about a variety of institutions who worked as our partners in European projects.

Keywords:

Civil society  
Knowledge  
European Identity  
Community  
Policies  
Democracy

Sort by ▼

**Public Open University Zagreb (POUZ)**  
tihomir.ziljak@pou.hr

Tihomir Žiljak, Head of the Department for Lifelong Learning, Development and EU projects

Ulica grada Vukovara 68, 10 000 Zagreb, Croatia

**Association Study Center City of Foligno (CSF)**  
info@fpeurope.com

Altheo Valentini

Via Oberdan, 123 Foligno PG 06034, Italy

Below the filter, (if it is empty) you can find listed all the partners in the project.

1. Above there is the name of the project partner and its e-mail.
2. Below you can find the head of the project partner and the address of the project partner.
3. Click the Read More button in order to read more information about the selected institution.
4. Click the Website button to navigate to the website of the selected institution.
5. Click the Phone button to Call the selected institution.

Keywords:

Sort by ▼

**Public Open University Zagreb (POUZ)**  
tihomir.ziljak@pou.hr

Tihomir Žiljak, Head of the Department for Lifelong Learning, Development and EU projects

Ulica grada Vukovara 68, 10 000 Zagreb, Croatia

Public Open University Zagreb (POUZ) is the largest adult education institution in the Republic of Croatia with tradition that goes far back to the year of 1907, when Albert Bazala initiated the idea of establishing a public university, while the first lectures started in 1912. The POUZ has lived dramatic times in Croatian history, being influenced by economic and economic circumstances.

**Association Study Center City of Foligno (CSF)**  
info@fpeurope.com

Altheo Valentini

Via Oberdan, 123 Foligno PG 06034, Italy

CSF is a private non-profit association that has been founded in 1999 on the basis of a joint proposal of the Municipality of Foligno, the University of Perugia, the Umbria Region and the Province of Perugia. Later on the Association has extended its role of Training Agency towards different areas, being today CSF is a training agency able to pick up and satisfy the educational needs of the territory in a competent and customized way.

## Navigating the Glossary section

The Glossary section includes the definitions of certain terms ( words/phrases) that are commonly used on the website.

1. You can search the Glossary by entering the keyword in the **Keywords** field of the search engine.
2. Click **Filter** to get results.
3. Click on the phrase or term to read more about it.

### Glossary

In the glossary, you will find short descriptions of our understanding of certain terms that are related to our work. We are well aware that these descriptions are rather short, in many cases too short to cover the philosophical dimension behind the term. However, the short descriptions are sufficient for our project.

The screenshot shows a search interface with a blue header. On the left, there is a 'Keywords' label above a search input field containing the text 'educat'. A red arrow labeled '1' points to this input field. To the right of the input field are two buttons: 'Reset' and 'Filter'. A red arrow labeled '2' points to the 'Filter' button. Below the search bar is a 'Sort by' dropdown menu. The main content area below the search bar shows a search result for 'Educational Framework Italy'. A red arrow labeled '3' points to the title 'Educational Framework Italy'. Below the title is a paragraph of text describing adult education in Italy.

Even without searching, you can simply click on the term below the search engine and the description of it will open.