



# **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**:

**TAXEDU**

Home About TAXEDU News Training Catalogue Teachers' Corner Forum FAQ Taxlandia Cool stuff Hi, n008r4k!

Home > About TAXEDU

### About TAXEDU

**TAXLANDIA**

**What is this website about?**

The name of this portal – TAXEDU – is derived from the words 'Tax' and 'Education'.

TAXEDU is a European Union pilot project. Its aim is to educate young European citizens about tax and how it affects their lives.

The portal targets three age groups with tailored information:

- **Children:** an explanation of what taxes are and the benefits everyone experiences day-to-day. The section includes some surprising and fun facts about tax from around Europe to make learning fun. The language is simple and accessible.
- **Teenagers:** a description of what taxes are and the benefits for everyday life. This section includes more details than the one for children, as well as concrete examples that fit with teenagers' interests (downloading music, buying online, etc.).
- **Young adults:** information relevant to this particular phase in life, as young people make the transition to adulthood (do they have to pay tax when they start university, launch their business, work in another country, etc.).

Information is conveyed through games, e-Learning material and microlearning clips so that European youngsters can learn about tax in its different forms, and the issues associated with it (tax fraud, tax evasion, etc.) in a fun and engaging way.

The teachers' corner offers resources, tips and tricks on teaching about tax.

**Objectives of the website?**

The objectives of the TAXEDU web-portal are to:

- contribute to the fiscal education of young European citizens;
- reduce tax evasion and fraud across Europe, through better information and education in this area;
- provide European citizens with information on the services and facilities that are made possible through tax (education, healthcare, etc.).

**By clicking the download links you can find:**

- Guidelines on how to use the interactive features of the Taxedu Portal created especially for the group of users:
  - **Guidelines for Simple Users/Teachers**
  - **Guidelines for Administrators/Editors/Content managers**
- Mini guide for TAXEDU national promoters:
  - Mini Guide for TAXEDU National promoters – compact version
  - Mini Guide for TAXEDU National promoters – full version
  - Mini Guide for adding News and multi-language News
- Brochure for general public
  - Spreading the word about the TAXEDU portal

**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
- Forum
- TAXLANDIA (to play online / download the app)
- 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.

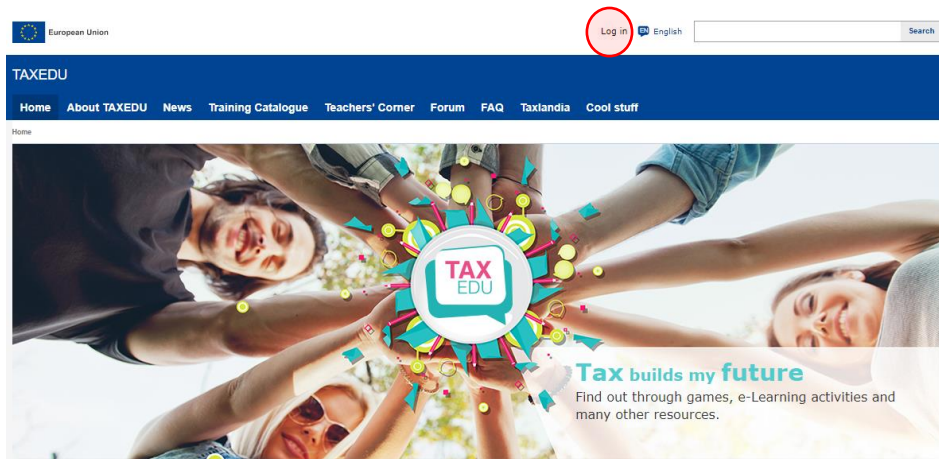


Figure 2 - “log in” menu

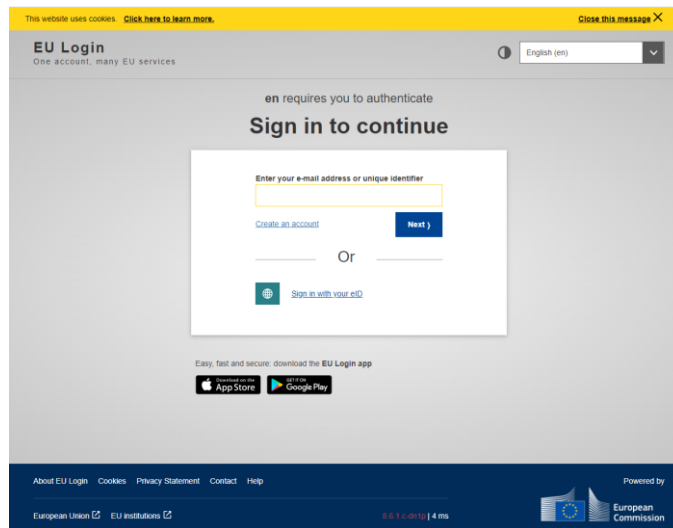


Figure 3 - “EU Login” service window

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.

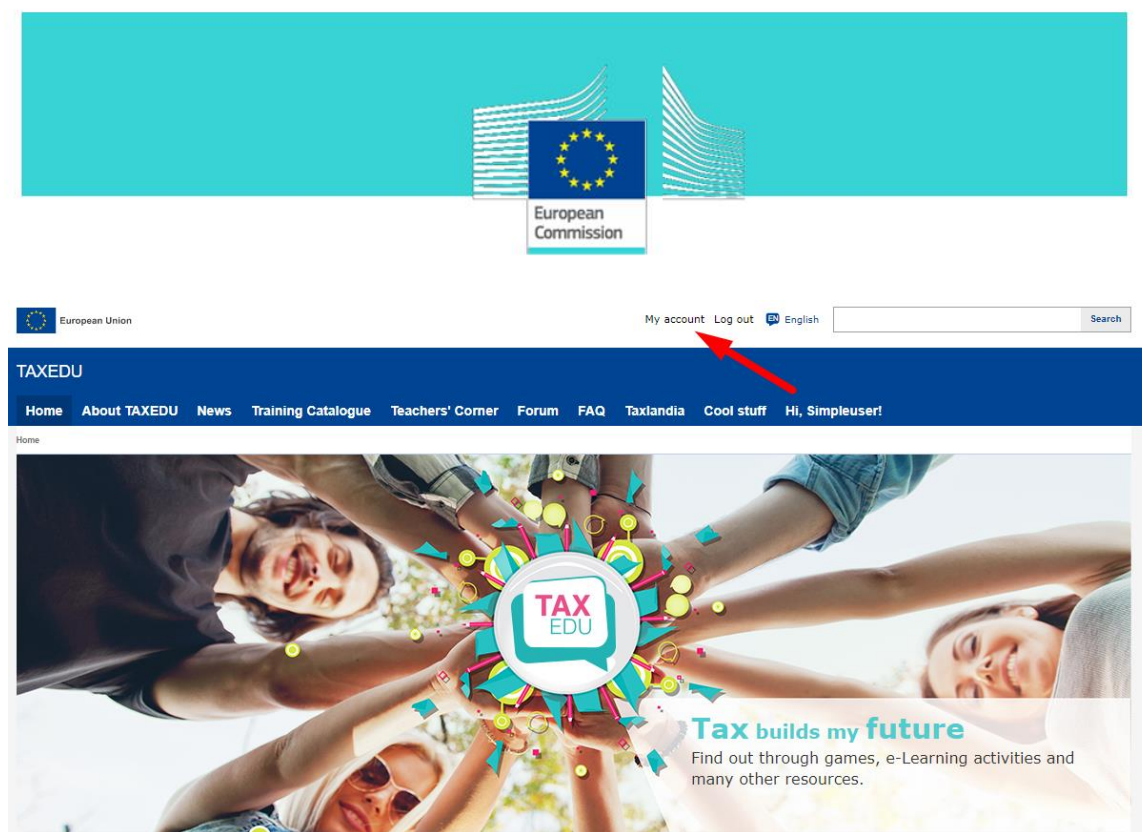


Figure 4 – Registered (simple) user's menu

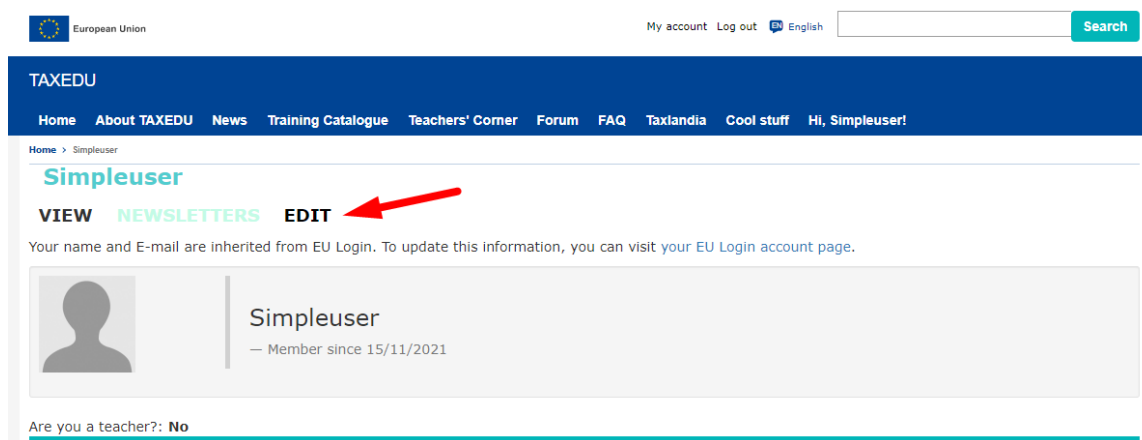


Figure 5 – My account window

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: [taxedu@b-train3.eu](mailto:taxedu@b-train3.eu). 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.

The screenshot shows the TAXEDU website's 'News and Events' section. At the top, there's a blue navigation bar with the European Union logo and links for 'Home', 'About TAXEDU', 'News', 'Training Catalogue', 'Teachers' Corner', 'Forum', 'FAQ', 'Taxlandia', 'Cool stuff', and 'Hi, n0086r4k!'. Below the navigation bar, there's a search bar and a list of news articles. Each article includes a cover image, a title, a short description, and a 'Read more' button.

**News**

**NEWS AND EVENTS** **NEWSLETTERS**

Search by content Publish date Apply

**Two new digital products for students**

Italian Revenue Agency, in collaboration with the Revenue Collection Agency, has produced two educational notebooks, one for the primary schools (age 5-10) and one for the secondary schools (age 11-18).

[Read more](#)

**Good practices on tax education are being shared in the forum**

What's new, what's good and what's effective in tax education in Europe? Find out on the TAXEDU forum. Don't underestimate the power of TAXEDU's forum! It's dynamic and designed to foster exchanges between users. The overall aim of the forum is to connect educators and building upon expertise.

[Read more](#)

**Tax Education in the new normal, CADIZ, SPAIN**

After the worst of the Pandemic, in the Cádiz Delegation, we resumed with more enthusiasm than ever the activities of the Civic Tax Education Program, at first, we thought that the centers were not going to be receptive, in this new normality, but This has not been the case, 99% of the centers have requested our activities.

[Read more](#)

**How Barcelona team brings current affairs to civic tax education, Spain**

Over the last two years we have all noted the importance of solidarity and cooperation between people and countries, and the role of taxes in this matter.

[Read more](#)

**Why we should talk to teens about tax**

Taxes may be the last thing on the minds of teenagers, but it's an important part of civic education. TAXEDU's packed with tips to get you started.

**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 bellow

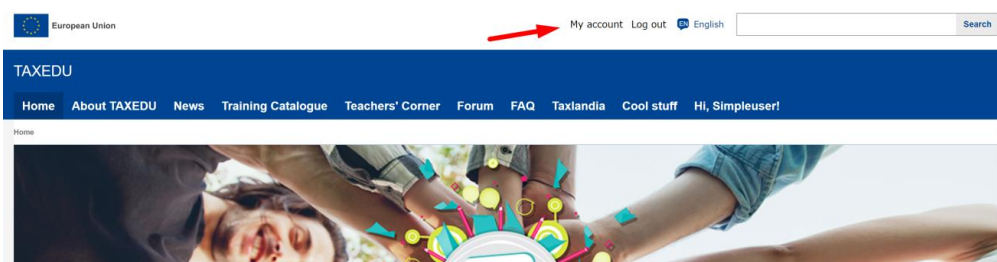


Figure 8 - Accessing “My Account”



Home About TAXEDU News Training Catalogue Teachers' Corner Forum FAQ Taxlandia Cool stuff Hi, Simpleuser!

Home > Simpleuser

## Simpleuser

VIEW NEWSLETTERS EDIT

### My profile

**Picture**

Choose File No file chosen Upload

**Site language**

English

☒ **Personal contact form**

**Time zone**

Brussels

☐ **Subscribe to our newsletter**

☒ By checking this box, you acknowledge that you have read and understood the [privacy statement](#) \*

**Figure 9 - Manage subscription from “My Account”**

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

European Union My account Log out EN English

TAXEDU

Home About TAXEDU News Training Catalogue Teachers' Corner Forum FAQ Taxlandia Cool stuff Hi, Simpleuser!

Home > Newsletters

## Newsletters

VIEW NEWSLETTERS EDIT

☒ **Default newsletter**

Check the newsletters you want to subscribe to. Uncheck the ones you want to unsubscribe from.

Save

**Figure 10 - Save subscription to NEWSLETTER**

Another method to subscribe to the **NEWSLETTER** is to click on **subscribe** field available on the Footer (as shown bellow).

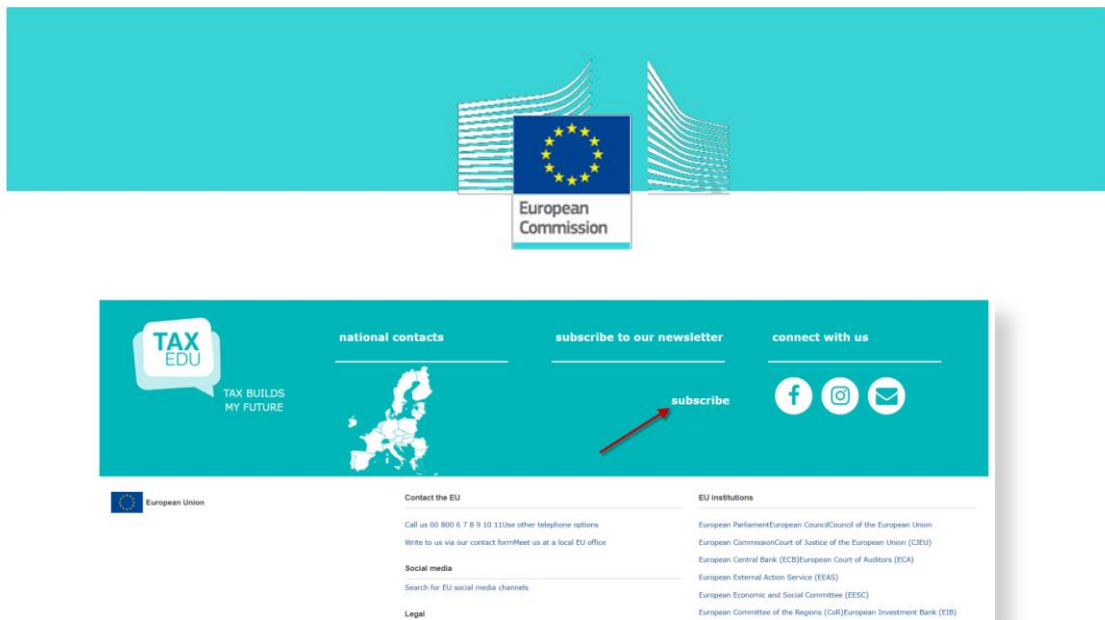


Figure 11 - TaxEdu Portal footer: “subscribe to our newsletter”

### 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.

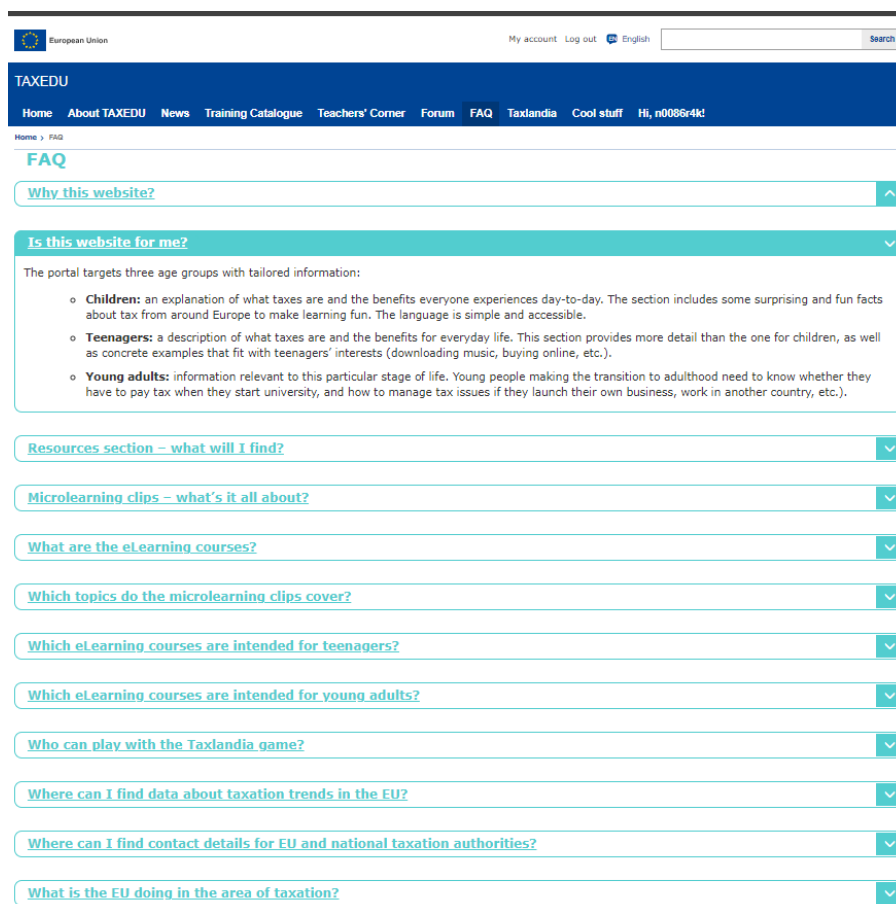


Figure 12 - TaxEdu Portal: FAQ section



### 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.

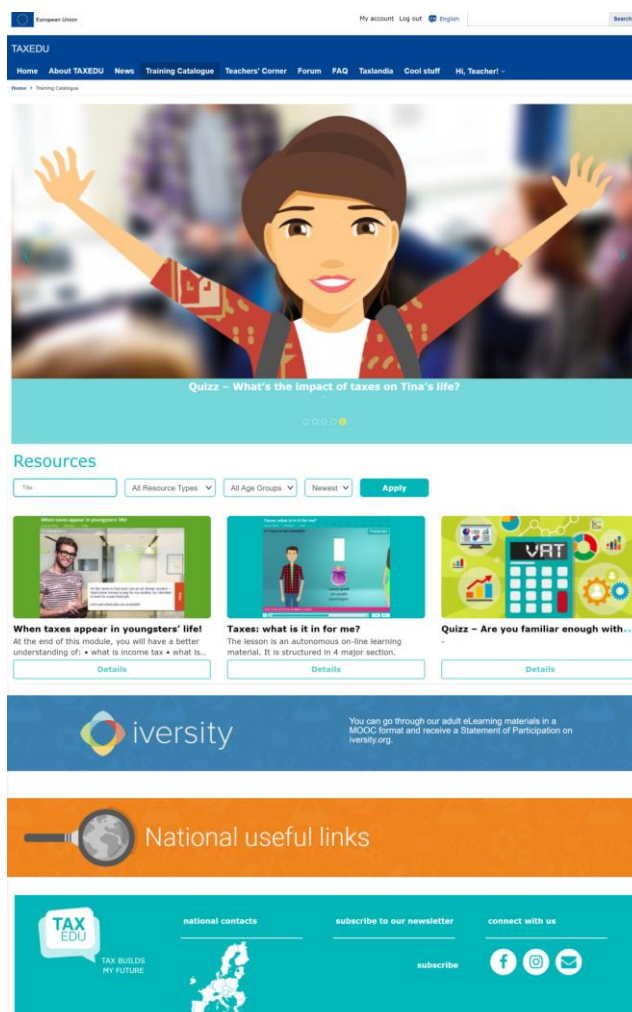


Figure 13 -TaxEdu Portal: "Training Catalogue" page



## 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.

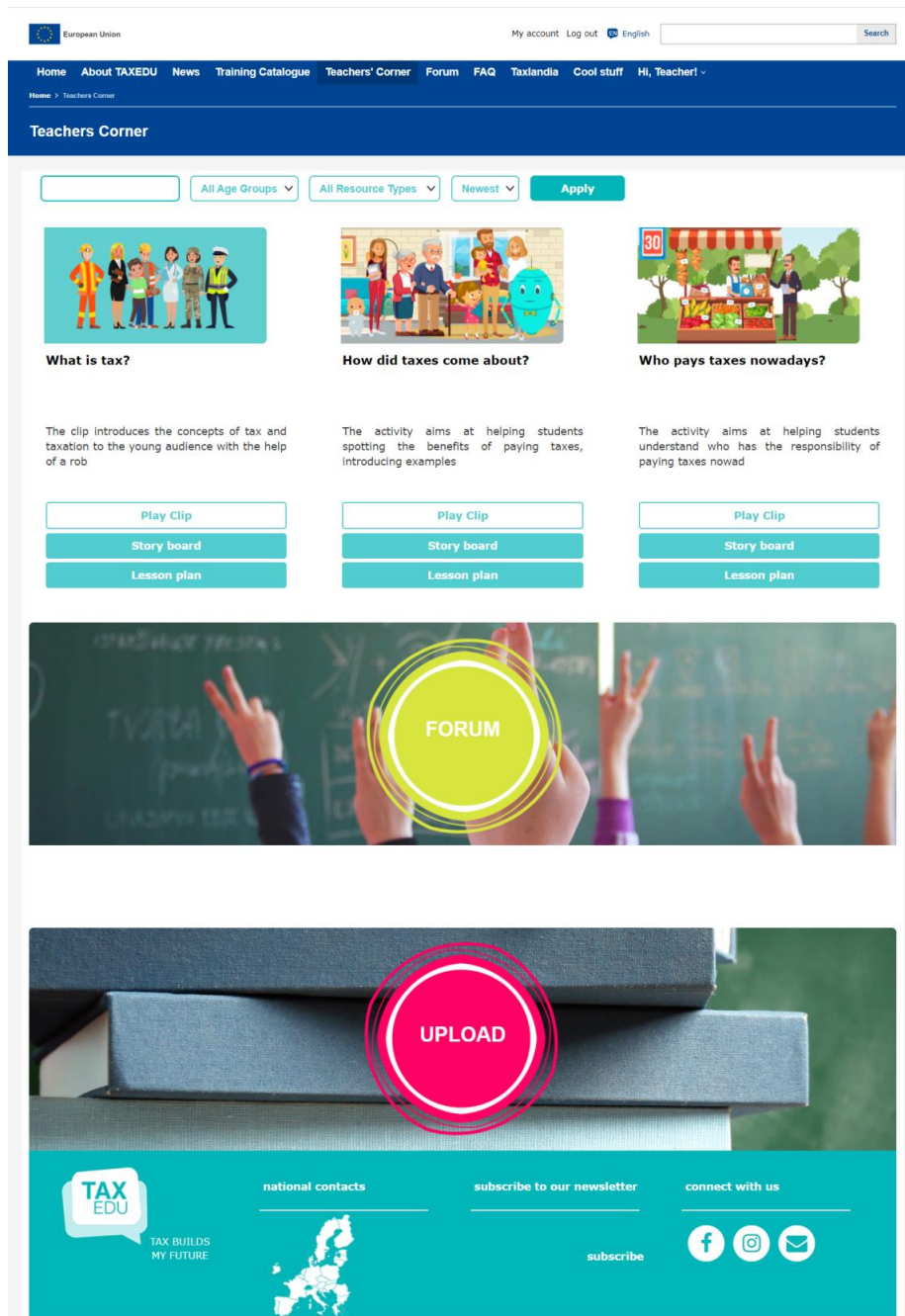


Figure 14 - TaxEdu Portal: "Teachers' corner" page



## Cool stuff

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



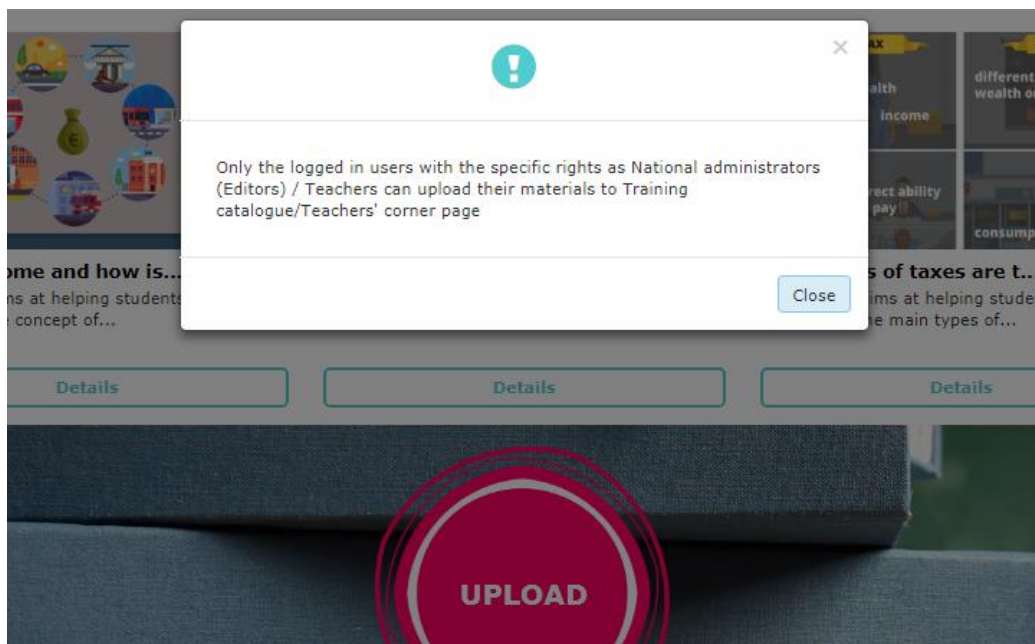
Figure 15 - TaxEdu Portal: “Cool stuff” page



### 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 16 – 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 Forum

Visitors can see the **Forum** content but not interact with it; registered users can post comments; **TaxEdu Editors** can also moderate and add Forum topics. The addition of new forums is a permission available only for the webmaster.

The Forum is not divided per language and all **TaxEdu Editors** have a moderator role in it.

European Union
 My account Log out English  Search

TAXEDU

[Home](#)
[About TAXEDU](#)
[News](#)
[Training Catalogue](#)
[Teachers' Corner](#)
[Forum](#)
[FAQ](#)
[Taxlandia](#)
[Cool stuff](#)
[Hi, teacher!](#)

Home > Forums

Forums

VIEW FORUMS UNANSWERED TOPICS ACTIVE TOPICS NEW & UPDATED TOPICS

FORUM	Topics	Posts	Last Post
<b>NATIONAL FORUMS</b> Subforums: <a href="#">Austria</a> (0), <a href="#">Belgium</a> (0), <a href="#">Bulgaria</a> (7), <a href="#">Croatia</a> (0), <a href="#">Cyprus</a> (0), <a href="#">Czechia</a> (0), <a href="#">Denmark</a> (0), <a href="#">Estonia</a> (0), <a href="#">Finland</a> (0), <a href="#">France</a> (0), <a href="#">Germany</a> (0), <a href="#">Greece</a> (0), <a href="#">Hungary</a> (2), <a href="#">Ireland</a> (0), <a href="#">Italy</a> (3), <a href="#">Latvia</a> (0), <a href="#">Lithuania</a> (7), <a href="#">Luxembourg</a> (0), <a href="#">Malta</a> (0), <a href="#">Netherlands</a> (0), <a href="#">Poland</a> (0), <a href="#">Portugal</a> (1), <a href="#">Romania</a> (1), <a href="#">Slovakia</a> (1), <a href="#">Slovenia</a> (1), <a href="#">Spain</a> (2), <a href="#">Sweden</a> (0), <a href="#">United Kingdom</a> (0),	12	25	<b>Youtube įrašai, kurie gali būti naudingi vyresniųjų klasių moksleiviams</b> by <a href="#">Sarunas Gursklys</a> 05/03/2020 - 01:03
<b>Tax Education</b>	17	20	<b>Fiscal education within financial education</b> by <a href="#">Aurelia Chaise</a> 16/06/2021 - 05:06
<b>Taxation</b>	8	8	<b>Taxes and green deal</b> by <a href="#">Aurelia Chaise</a> 16/06/2021 - 05:06
<b>General</b>	2	2	<b>My third favorite taxes topic</b> by <a href="#">Sarunas Gursklys</a> 16/03/2020 - 01:03

New posts
 No new posts

TAX EDU  
TAX BUILDS MY FUTURE
 [national contacts](#)
[subscribe to our newsletter](#)  
 [subscribe](#)
[connect with us](#)

Figure 17 - TaxEdu Portal: "Forum"



### 3.7 TAXLANDIA

“TAXLANDIA” is an educational simulation game that explains and promotes tax education. The game is offered in 22 language versions. During the game, the player understands the tax mechanisms and the way they are collected. The game has also a tutorial that helps the player make the best decisions.

The game can be played online. The user has to click on **“play online”** button, from **“Tax can be fun”** region on Homepage or he can download the game on his device. The user has to click on **“download the app”** button, from **“Tax can be fun”** region on Homepage.



Figure 18 - TaxEdu Portal: “TAXLANDIA” section (on Home page)

More details regarding “TAXLANDIA” application, as achievements, hints and tips, supported platforms, language versions, etc can be reached in the **TAXLANDIA** page, which is displayed by clicking the **“download the app”** button from **“Tax can be fun”** region of the Homepage. In that



page the user can find the **“download Taxlandia”** link. In order to report a problem with TAXLANDIA application you can use the link available on the page. It will open a form where you can to report problems or app-related suggestions.

The screenshot shows the TAXLANDIA website interface. At the top, there is a navigation bar with links: Home, About TAXEDU, News, Training Catalogue, Teachers' Corner, Forum, FAQ, Taxlandia, and Cool stuff. Below the navigation bar, the main content area features the TAXLANDIA logo and a description of the educational simulation game. A section titled 'Play TAXLANDIA – What you should know' provides instructions on how to play the game on mobile devices or online. Below this, there are sections for 'GREAT ACTION', 'CHALLENGING AND REWARDING', 'ACHIEVEMENTS', and 'HINTS AND TIPS'. A red box highlights the 'REPORT A PROBLEM' section, which contains the text: 'To report a problem or for TAXLANDIA app-related suggestions, please contact us filling out the contact form below.' Below this text, there are two links: 'Contact form' and 'Download Taxlandia today!'. Red arrows point from the 'REPORT A PROBLEM' section to these two links, with the number '1' next to the 'Contact form' link and the number '2' next to the 'Download Taxlandia today!' link.

**Figure 19 – “Download Taxlandia” and “Contact form” links on “TAXLANDIA” page**



### 3.8 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.

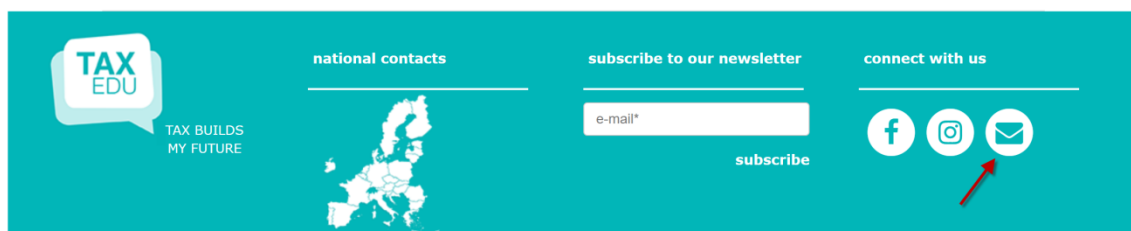


Figure 20 - TaxEdu Portal footer: “mail” icon

The screenshot shows the TaxEdu Portal interface. At the top, there is a navigation bar with links: Home, About TAXEDU, News, Training Catalogue, Teachers' Corner, Forum, FAQ, Taxlandia, and Cool stuff. Below this is a search bar with a 'Search' button. The main content area is titled 'Contact' and contains a form with the following fields: 'Your Name', 'Your Email', 'Subject', and 'Message'. A 'Send message' button is located below the 'Message' field. At the bottom of the page, there is a footer with the TaxEdu logo, a map of Europe, a newsletter subscription form, and social media icons for Facebook, Instagram, and Email (highlighted with a red arrow).

Figure 21 - Contact form

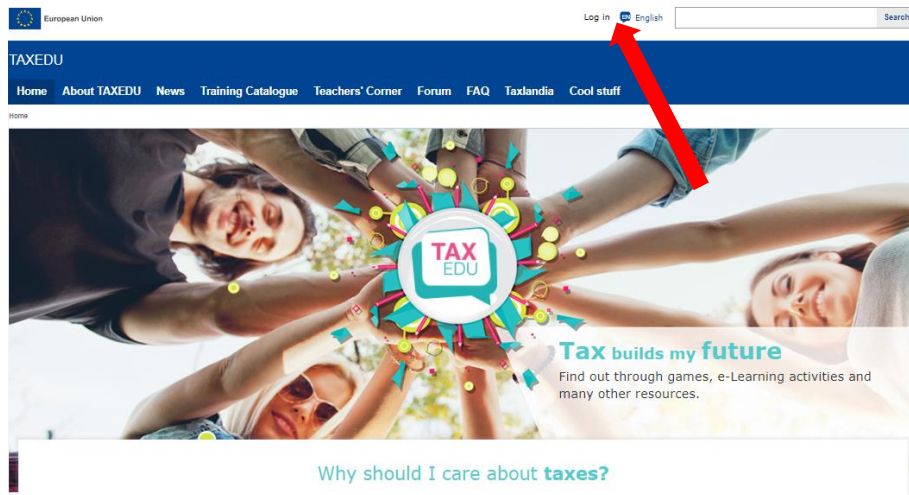
## 4. Registered users

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

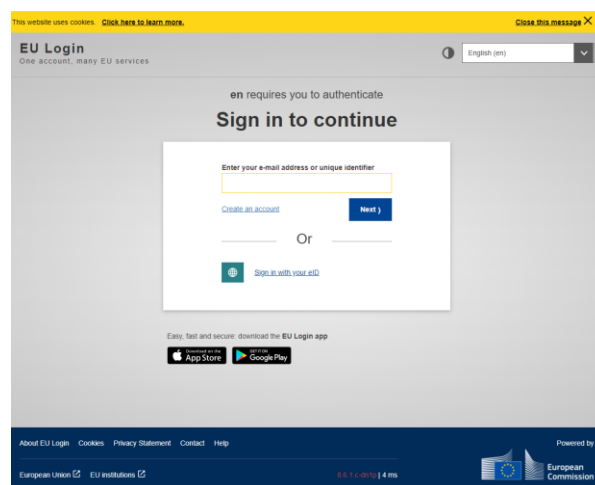
**Step 1:** Click on “Log in” on the top menu as shown below.



**Figure 22 – 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.

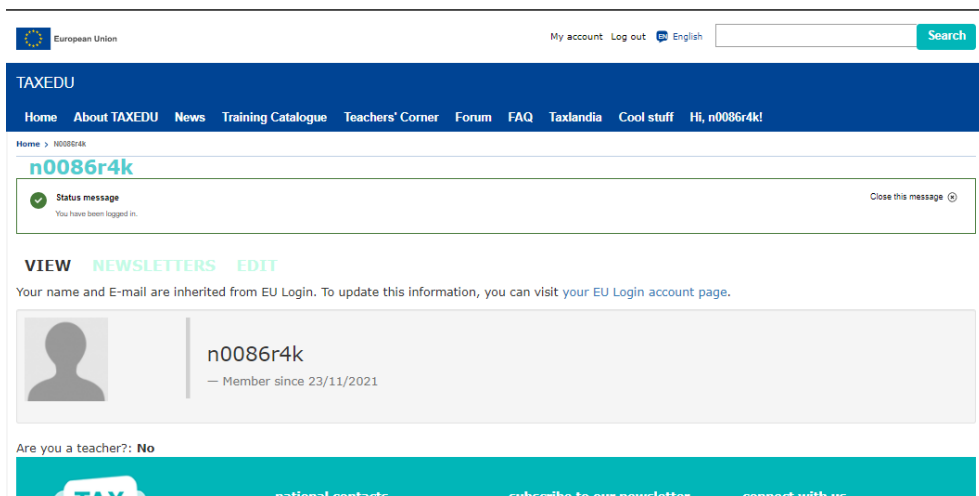


**Figure 23 – Sign in EU Login**



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

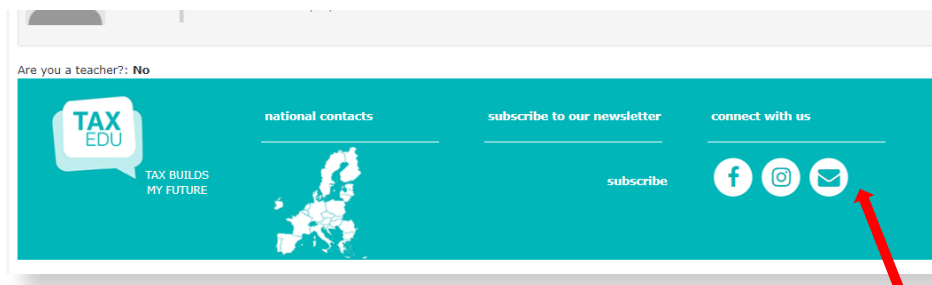
Enter your password. If the password is valid you will be directed to **TaxEdu** portal and the “**My account**” page will be displayed:



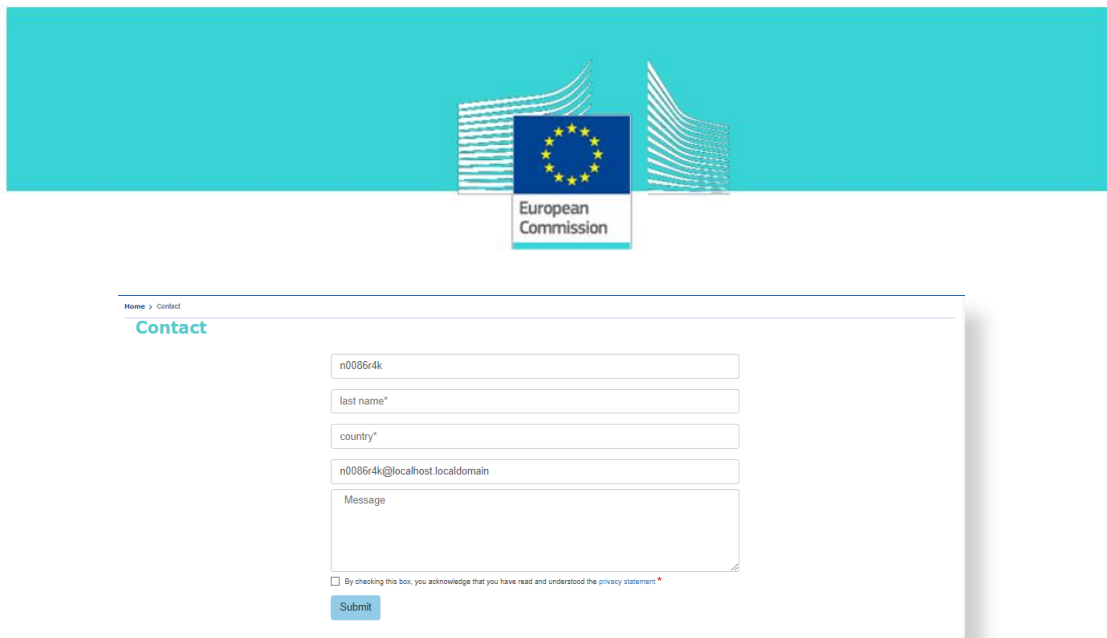
**Figure 24 – My account page**

## 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 below.



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.



Home > Contact

### Contact

n0086r4k

last name\*

country\*

n0086r4k@localhost.localdomain

Message

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Submit

Figure 25 – 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
- **write** comments on the forum
- **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.

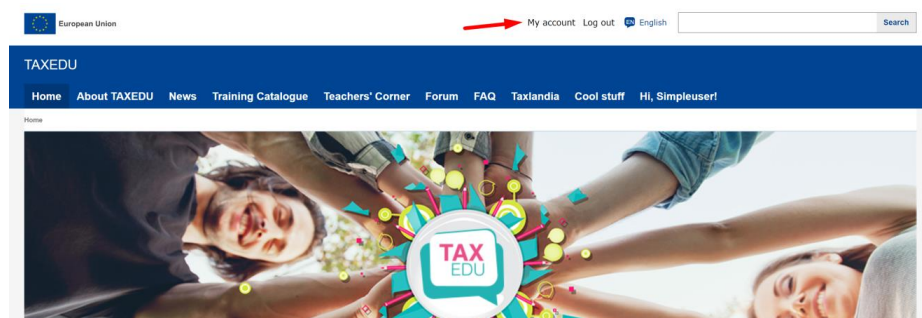
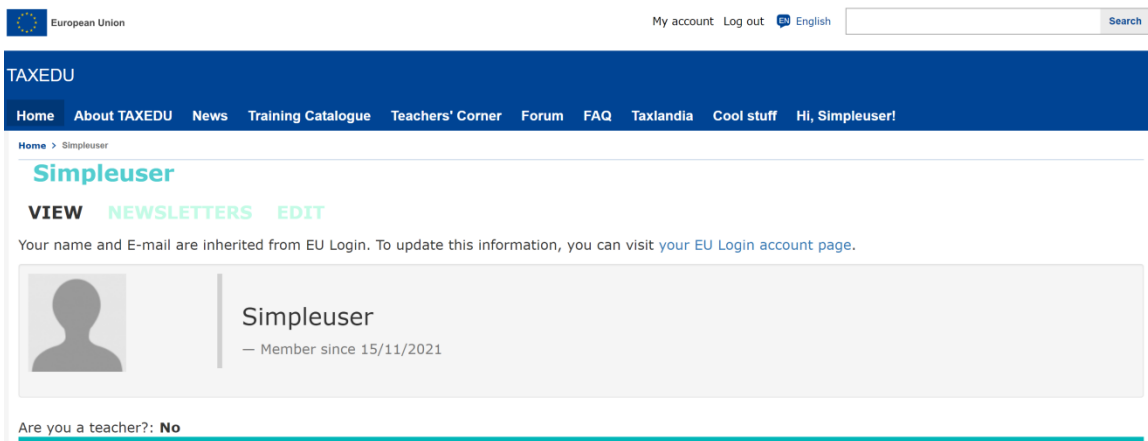


Figure 26 - Simple user’s menu



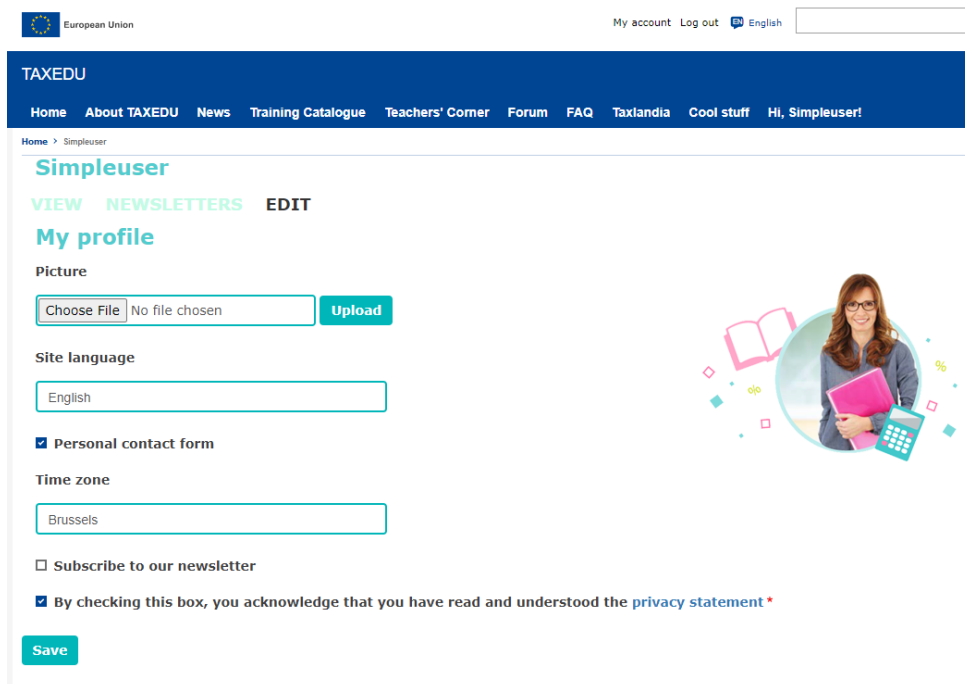
### 4.3.2 Edit account on “My account” page

When the user accesses “**My account**” menu function, the View tab is displayed.



**Figure 27 – View tab on “My account” page**

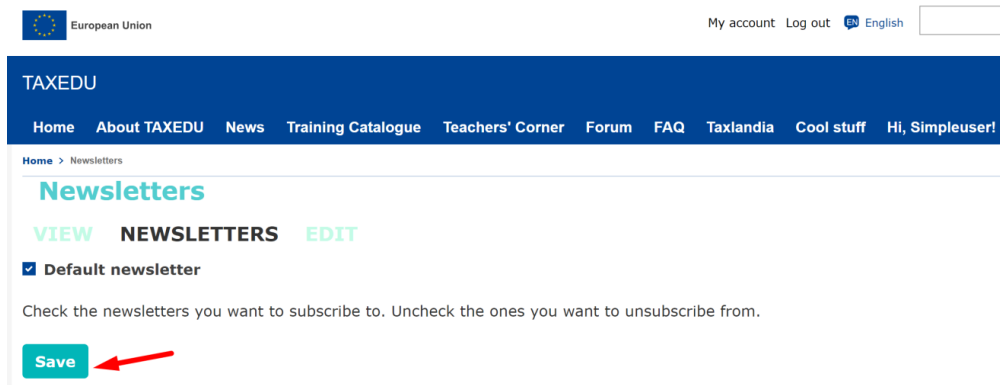
The profile can be edited at anytime within the form presented below. The form is displayed when clicking the **Edit** tab. The user can change any information in the fields. Saving changes is done by pressing the “**Save**” button.



**Figure 28 - Edit account (Edit tab on “My profile” from user’s menu)**



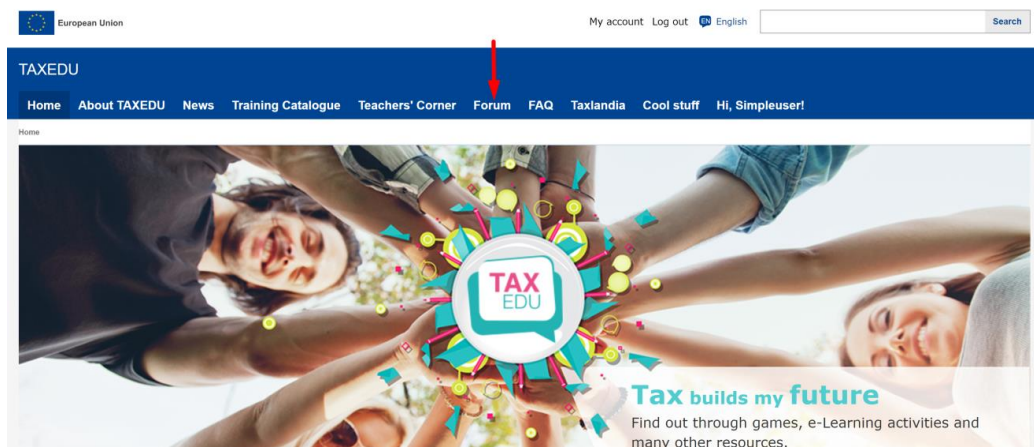
Also using the **“My account” user’s menu function > Newsletter tab**, the user can subscribe to the newsletters. The user has to select the newsletter by checking the check box and then press the **“Save”** button.



**Figure 29 – Newsletter subscriptions (Edit tab on “My account” from user’s menu)**

#### 4.3.3 Add a new comment on the Forum

**Step 1:** From the main menu select **“Forum”**;



**Figure 30 – “Forum” menu’s function**

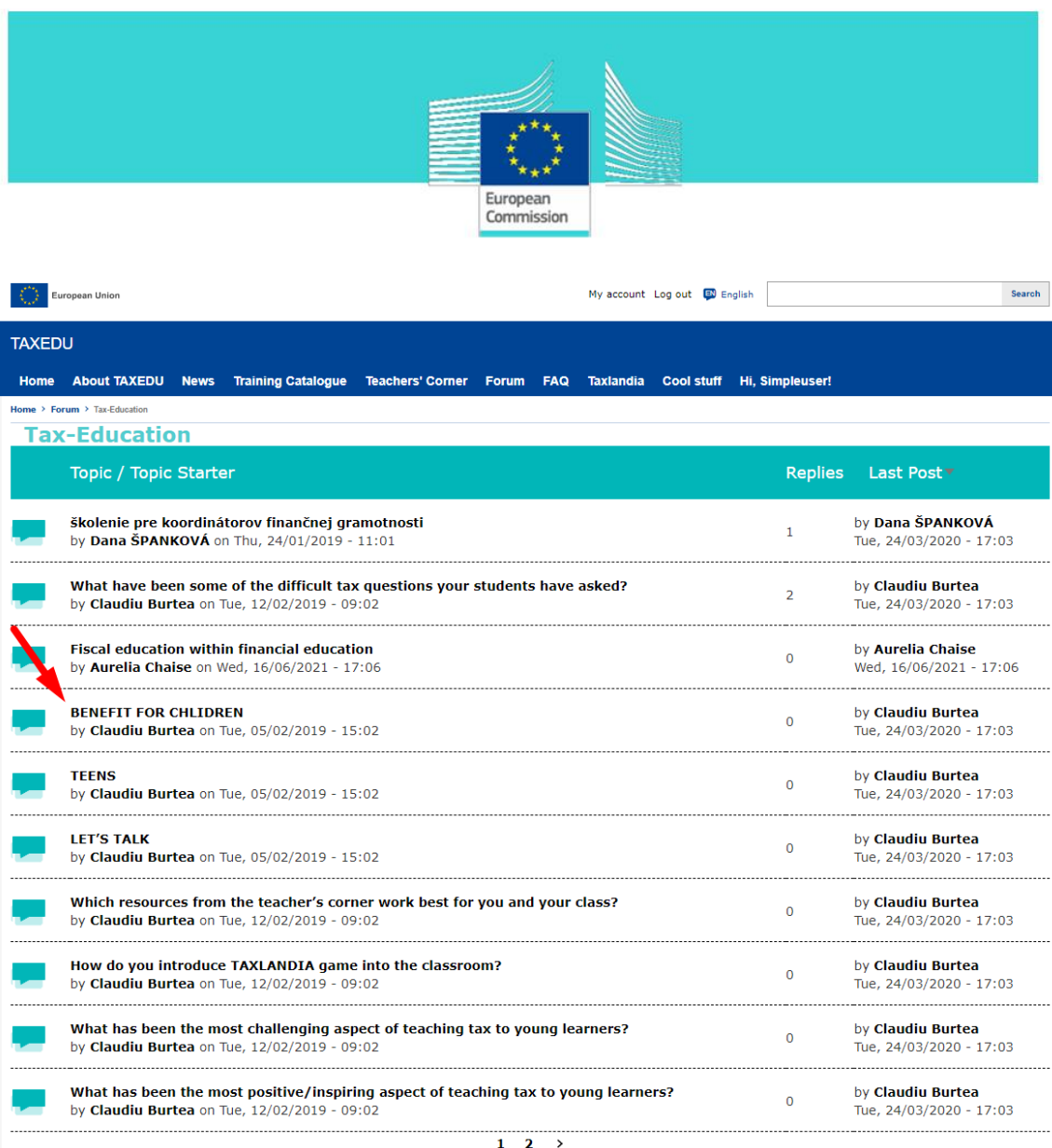
**Step 2:** Select one forum by clicking the name’s forum;

The screenshot shows the TAXEDU website's forum interface. At the top, there's a header with the European Commission logo and navigation links. Below that, a blue navigation bar contains links like Home, About TAXEDU, News, Training Catalogue, Teachers' Corner, Forum, FAQ, Taxlandia, Cool stuff, and Hi, Simpleuser!. The main content area is titled 'Forums' and includes tabs for 'VIEW FORUMS', 'UNANSWERED TOPICS', 'ACTIVE TOPICS', and 'NEW & UPDATED TOPICS'. A table lists the forums with columns for 'FORUM', 'Topics', 'Posts', and 'Last Post'. The forums listed are: NATIONAL FORUMS (with a list of subforums for various countries), Tax Education (highlighted with a red arrow), Taxation, and General.

FORUM	Topics	Posts	Last Post
<b>NATIONAL FORUMS</b> Subforums: Austria (0), Belgium (0), Bulgaria (6), Croatia (0), Cyprus (0), Czechia (0), Denmark (0), Estonia (0), Finland (0), France (0), Germany (0), Greece (0), Hungary (2), Ireland (0), Italy (3), Latvia (0), Lithuania (6), Luxembourg (0), Malta (0), Netherlands (0), Poland (0), Portugal (1), Romania (1), Slovakia (1), Slovenia (1), Spain (2), Sweden (0), United Kingdom (0),	12	23	<b>Regular curriculum in Bulgaria</b> by Aurelia Chaise 16/06/2021 - 04:06
<b>Tax Education</b>	17	20	<b>Fiscal education within financial education</b> by Aurelia Chaise 16/06/2021 - 05:06
<b>Taxation</b>	8	8	<b>Taxes and green deal</b> by Aurelia Chaise 16/06/2021 - 05:06
<b>General</b>	4	11	<b>topic1</b> by Taxedueditor 15/11/2021 - 11:11

**Figure 31 – Select a forum from Forums page**

**Step 3:** Select a topic from that forum by clicking the name's topic;



The screenshot shows the TAXEDU forum interface. At the top is the European Commission logo. Below it is a navigation bar with links: Home, About TAXEDU, News, Training Catalogue, Teachers' Corner, Forum, FAQ, Taxlandia, Cool stuff, and Hi, Simpleuser!. The main content area is titled 'Tax-Education' and displays a list of forum topics. A red arrow points to the topic 'Fiscal education within financial education' by Aurelia Chaise, which has 0 replies and a last post on Wed, 16/06/2021 - 17:06. Other topics include 'školenie pre koordinátorov finančnej gramotnosti', 'What have been some of the difficult tax questions your students have asked?', 'BENEFIT FOR CHILDREN', 'TEENS', 'LET'S TALK', 'Which resources from the teacher's corner work best for you and your class?', 'How do you introduce TAXLANDIA game into the classroom?', 'What has been the most challenging aspect of teaching tax to young learners?', and 'What has been the most positive/inspiring aspect of teaching tax to young learners?'.

Topic / Topic Starter	Replies	Last Post
školenie pre koordinátorov finančnej gramotnosti by Dana ŠPANKOVÁ on Thu, 24/01/2019 - 11:01	1	by Dana ŠPANKOVÁ Tue, 24/03/2020 - 17:03
What have been some of the difficult tax questions your students have asked? by Claudiu Burtea on Tue, 12/02/2019 - 09:02	2	by Claudiu Burtea Tue, 24/03/2020 - 17:03
Fiscal education within financial education by Aurelia Chaise on Wed, 16/06/2021 - 17:06	0	by Aurelia Chaise Wed, 16/06/2021 - 17:06
BENEFIT FOR CHILDREN by Claudiu Burtea on Tue, 05/02/2019 - 15:02	0	by Claudiu Burtea Tue, 24/03/2020 - 17:03
TEENS by Claudiu Burtea on Tue, 05/02/2019 - 15:02	0	by Claudiu Burtea Tue, 24/03/2020 - 17:03
LET'S TALK by Claudiu Burtea on Tue, 05/02/2019 - 15:02	0	by Claudiu Burtea Tue, 24/03/2020 - 17:03
Which resources from the teacher's corner work best for you and your class? by Claudiu Burtea on Tue, 12/02/2019 - 09:02	0	by Claudiu Burtea Tue, 24/03/2020 - 17:03
How do you introduce TAXLANDIA game into the classroom? by Claudiu Burtea on Tue, 12/02/2019 - 09:02	0	by Claudiu Burtea Tue, 24/03/2020 - 17:03
What has been the most challenging aspect of teaching tax to young learners? by Claudiu Burtea on Tue, 12/02/2019 - 09:02	0	by Claudiu Burtea Tue, 24/03/2020 - 17:03
What has been the most positive/inspiring aspect of teaching tax to young learners? by Claudiu Burtea on Tue, 12/02/2019 - 09:02	0	by Claudiu Burtea Tue, 24/03/2020 - 17:03

**Figure 32 – Select a topic**

When the topic is selected, the topic's page is displayed. In this page, the users comments are displayed in order; under each comment there is the "TOP" button (pressing this button the user returns to the top of the page) and the "Reply" button (by pressing this button the user can reply to a specific comment).

**Step 4:** Press the "Quick Reply" button to go directly to the "Add new comment" region.

**Step 5:** Fill in the comment (free text) in the "Add new comment" box

**Step 6:** Post the comment by pressing the "Save" button. You can review the comment before posting it by pressing the "Preview" button.

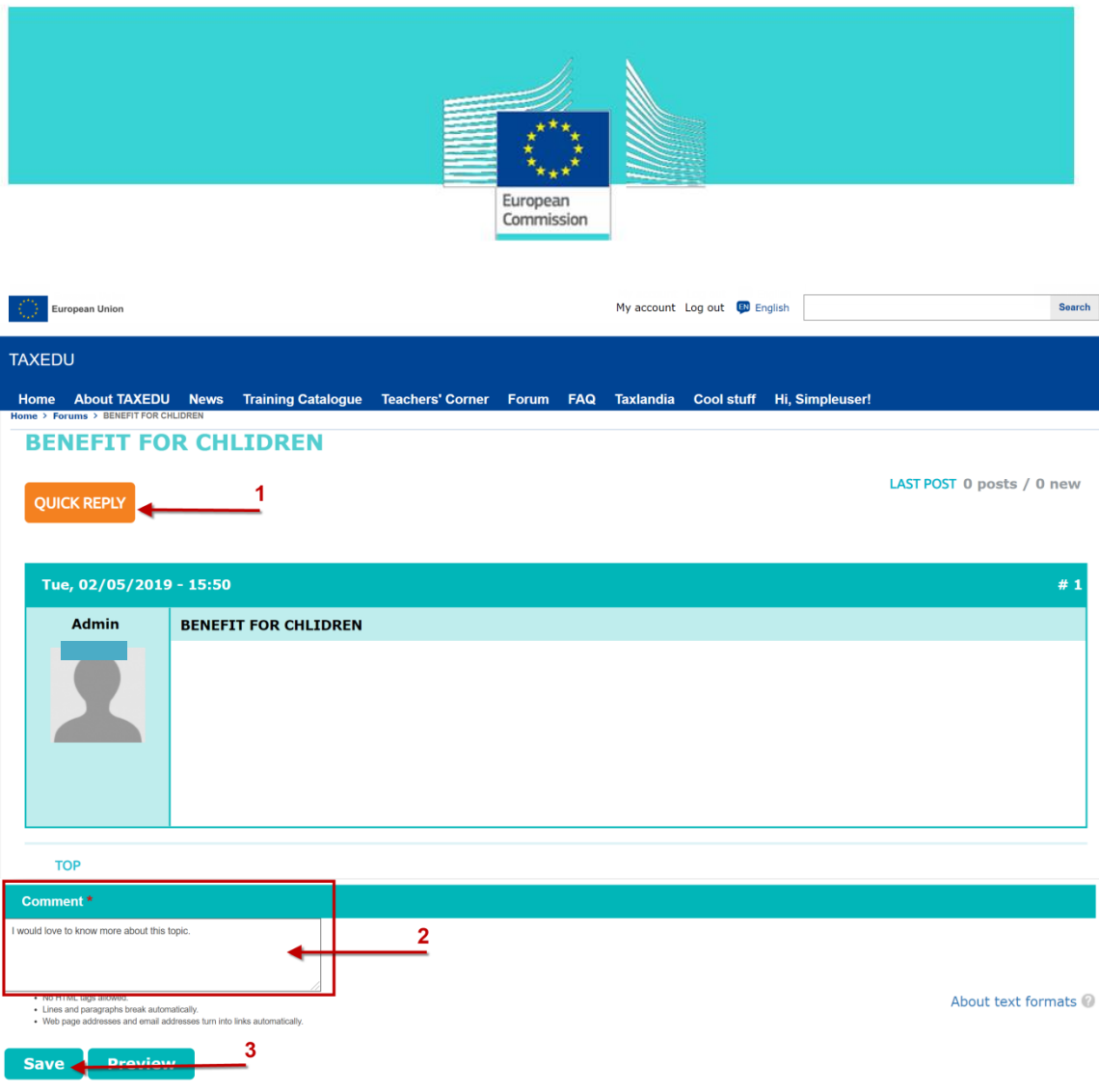


Figure 33 – Add a new comment

**Step 7:** Close the confirmation message (by pressing the “Close the message” button).

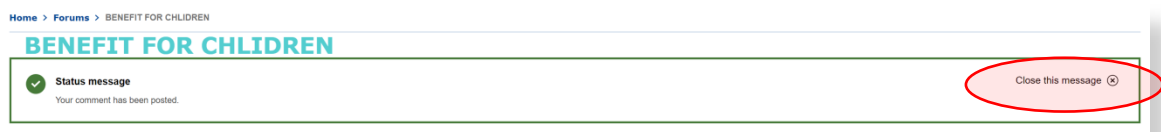


Figure 34 – Confirmation message (“comment has been posted”)

**Note:** A new comment is displayed as shown below, with the following details: creation date and time (1), “parent” (2), the name of the user (3), comment number (4), the “Top”\* (5), “Replay”\*\*\* (6), “Delete” (7) and “Edit”\*\* (8)



Figure 35 – New comment display

\*) pressing the “**TOP**” button the user returns to the top of the page.

\*\*) pressing the “**Edit**” button the user can modify his comment (in the “Edit a comment” form below). The changes are saved and posted by pressing the “Save” button.

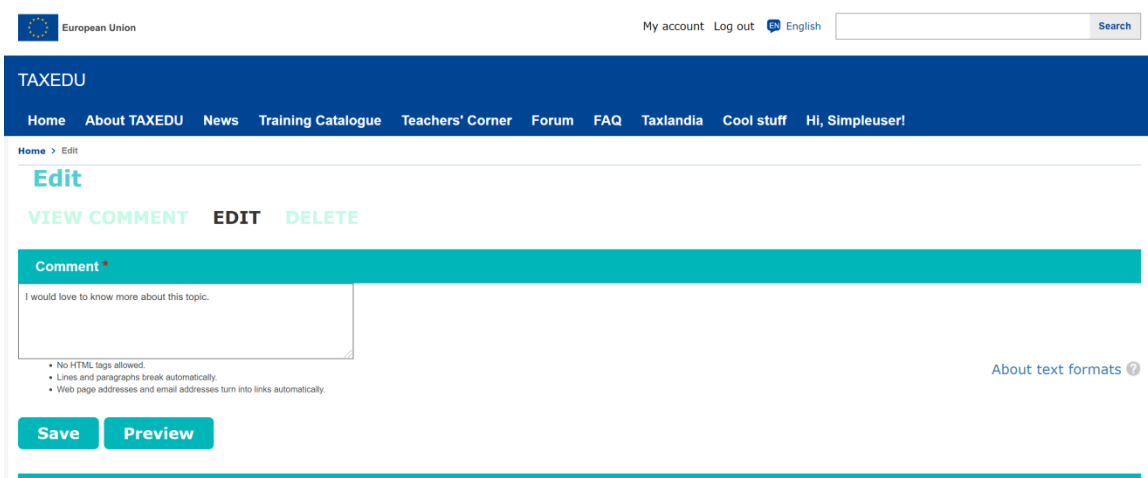


Figure 36 – Edit a posted comment

\*\*) pressing the “**Replay**” button a user can add his comment to an existing comment (in the “Add new comment” form below). The “Add new comment” form displays the comment that is replayed and a “Comment” box, in which the user fill in the message (free text). The comment is posted by pressing the “Save” button.

European Union

My account Log out English Search

TAXEDU

Home About TAXEDU News Training Catalogue Teachers' Corner Forum FAQ Taxlandia Cool stuff Hi, Simpleuser!

Home > LET'S TALK > As Teachers, We All Know Too... > Add New Comment

### Add new comment

As teachers, we all know too...

As teachers, we all know too well what it's like to be asked a difficult question by a student. Let's come together and share these tax-related questions and help each other find ways to deal with them.

**Comment \***

I want to ask...

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

About text formats ?

**Save** **Preview**

Figure 37 – Add a replay to a comment

#### 4.3.4 “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:

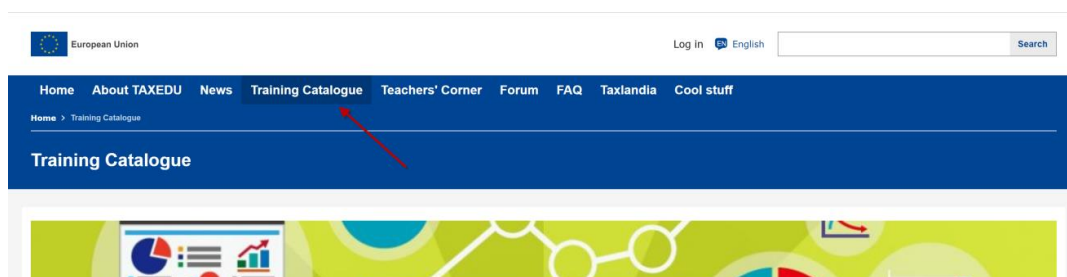




Figure 38 – “Training Catalogue” on main menu

The “Training Catalogue” page is displayed:



European Commission

 European Union


[My account](#) [Log out](#) [English](#)

[Search](#)

**TAXEDU**

[Home](#) [About TAXEDU](#) [News](#) [Training Catalogue](#) [Teachers' Corner](#) [Forum](#) [FAQ](#) [Taxlandia](#) [Cool stuff](#) [Hi, Teacher!](#)

[Home](#) > [Training Catalogue](#)



**Tax Fraud and Tax Evasion EU: The missing part**


● ● ● ● ●

1

**Resources**

Apply


2



**True Players are Taxpayers**

The lesson is an autonomous on-line learning material. It is structured in 2 major section.


[Details](#)



**Relax! We all pay tax.**

The lesson is an autonomous on-line learning material. It is structured in 4 major section.


[Details](#)



**Taxes: what is it in for me?**

The lesson is an autonomous on-line learning material. It is structured in 4 major section.


[Details](#)



iversity


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

4



National useful links

5



[national contacts](#)

[subscribe to our newsletter](#)

[connect with us](#)

**Figure 39 – “Training Catalogue” page**

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

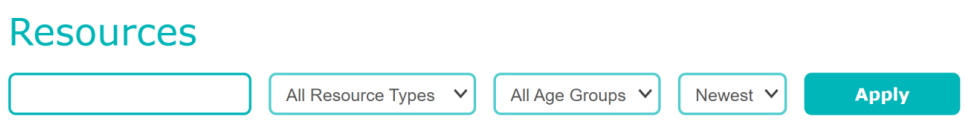


- **Region 1: the “Carousel”** that displays the last five uploaded resources (the newest):



**Figure 40 – The newest resources’ “Carousel” on Training Catalogue page**

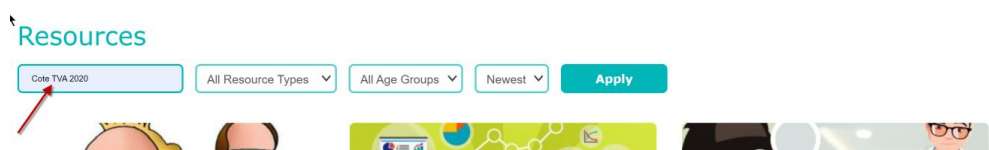
- **Region 2: Search (filter) region:**



**Figure 41 – “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.

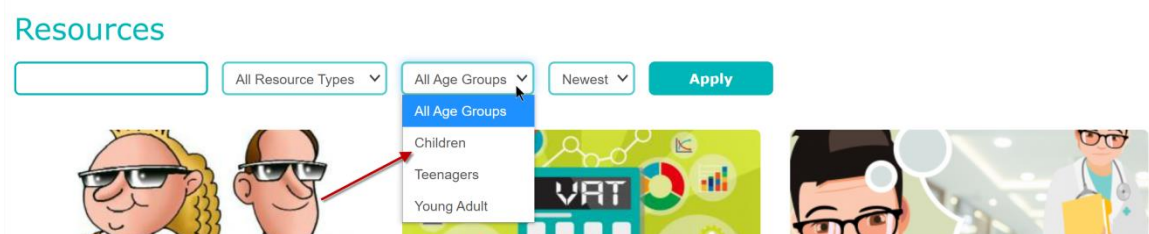
You can fill in a resource name or a word from the resource’s name:



**Figure 42 – Search by resource name field on Training Catalogue page**

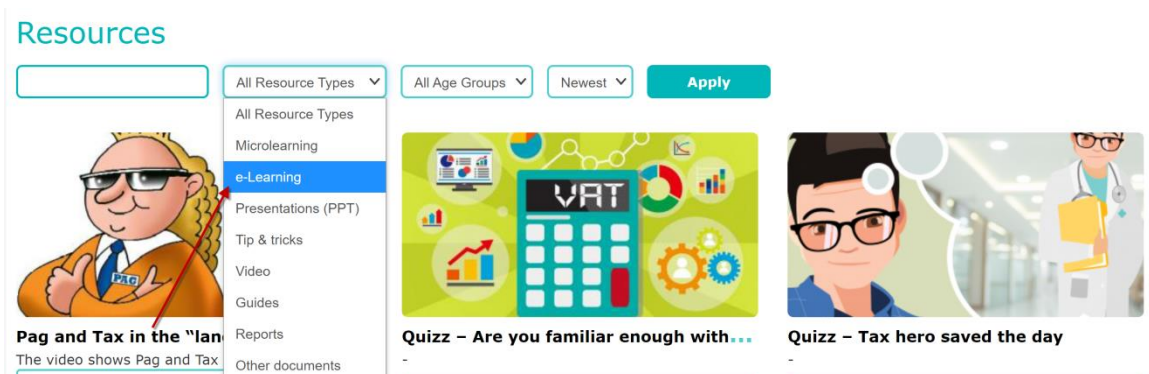


The user can choose an age group from the list (by default all age groups are displayed)



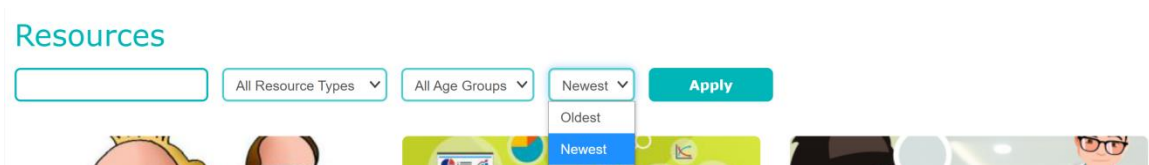
**Figure 43 – Select an age group on Training Catalogue page**

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



**Figure 44 – Select a resource type on Training Catalogue page**

The user can choose to display the oldest or the newest content first (by default the newest resources are displayed first)



**Figure 45 – Newest/Oldest list 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.

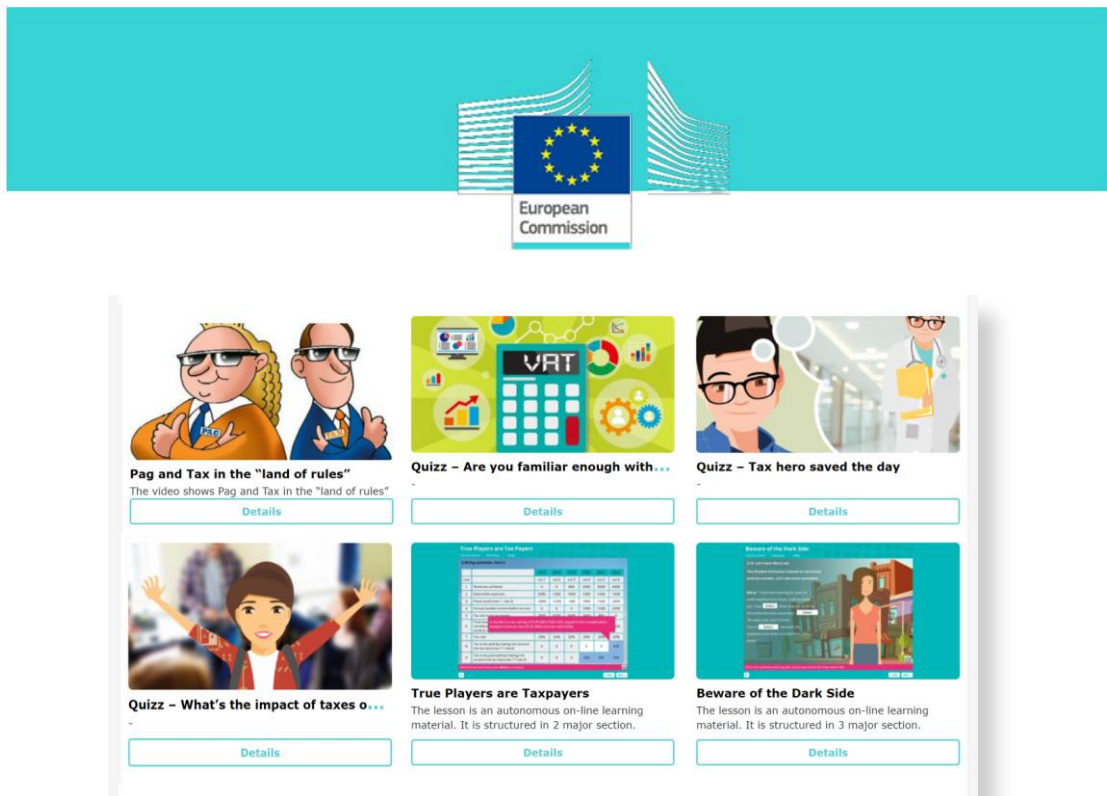


Figure 46 – Resources region

- **Region 4: “iversity” button**, which leads the user to the “iversity” page (<https://iversity.org/en/courses/taxes-in-our-life>).

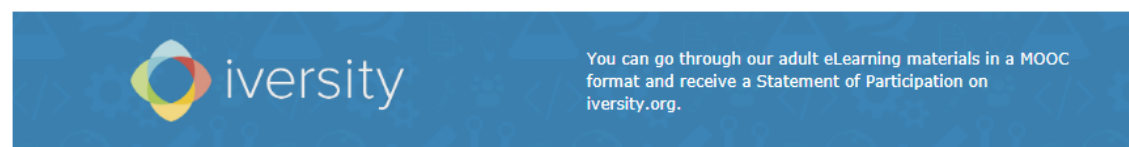


Figure 47 - “iversity” button

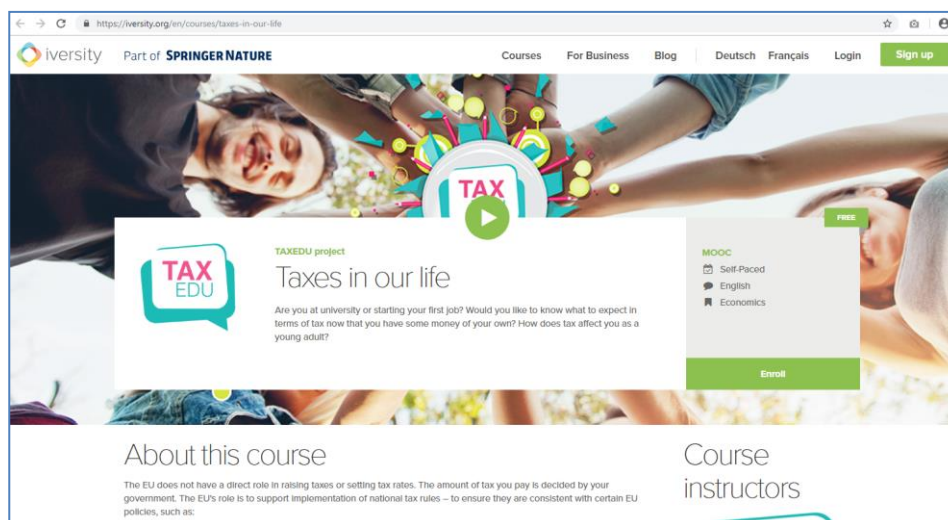
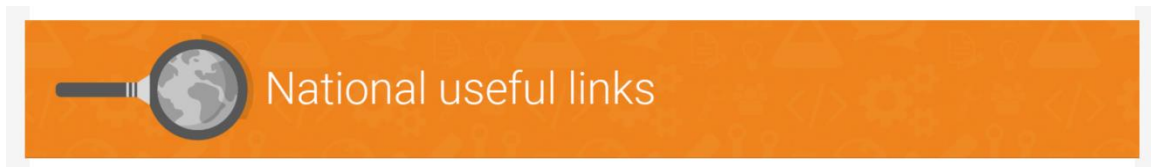


Figure 48 - “iversity” page



- **Region 5:** named “**National Useful links**” points to a list of links to additional materials produced at national level.



**Figure 49 - “National useful links” section**

#### 4.3.5 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 50 - Resource reporting form**

#### 4.3.6 “Log out”

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



Figure 51 – “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

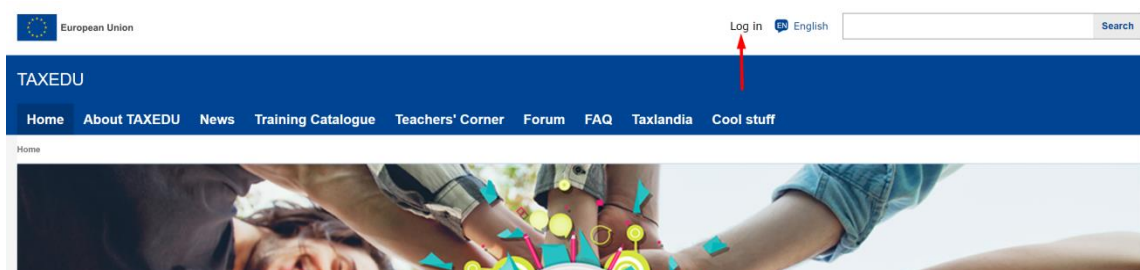


Figure 52 – Log in as a Teacher

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 53 – 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:

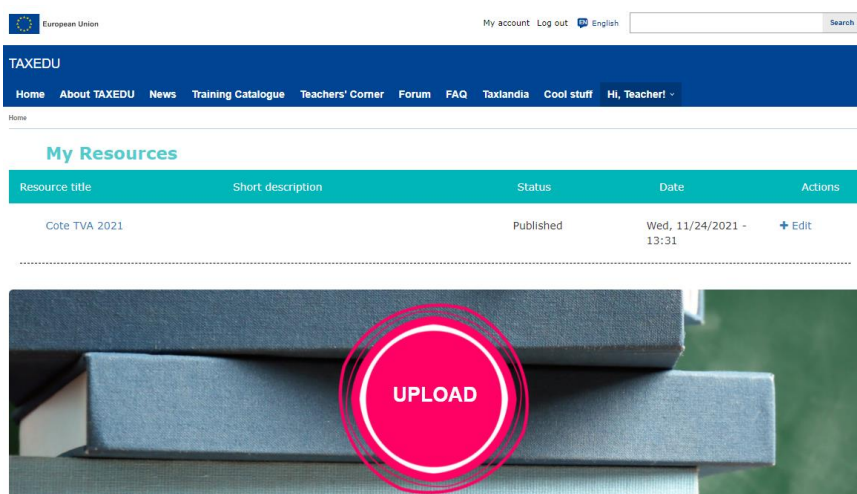


Figure 54 - My resources page



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

European Union

My account Log out English

Search

TAXEDU

Home About TAXEDU News Training Catalogue Teachers' Corner Forum FAQ Taxlandia Cool stuff Hi, Teacher!

Home

Upload Resource

Title

External Link for download this resource

English

Minidescription

Story Board

Image \*

Choose File

No file chosen

Upload

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

Lesson plan

Age Group

Resource Type

Details

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

Launch Course

Save as

Needs Review

☐ I have read and understand the above requirements \*

☐ I agree the material I want to upload can be downloaded by the others \*

Save

**Figure 55 - 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

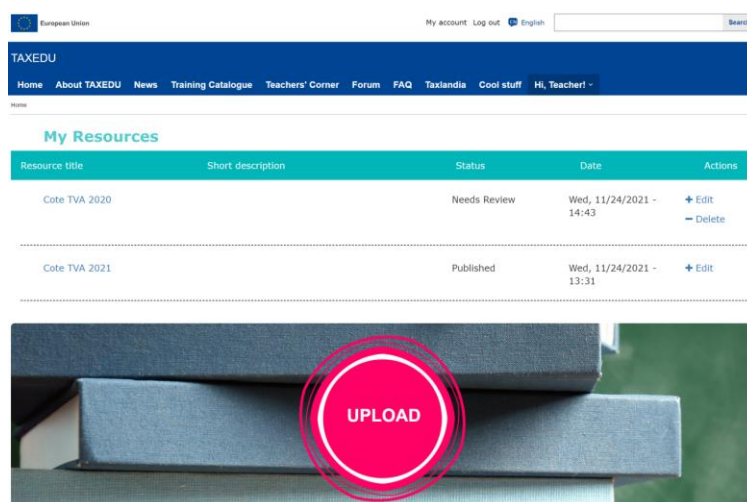
**Step 4:** Click the **Save** button.

**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 **TaxeEdu 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

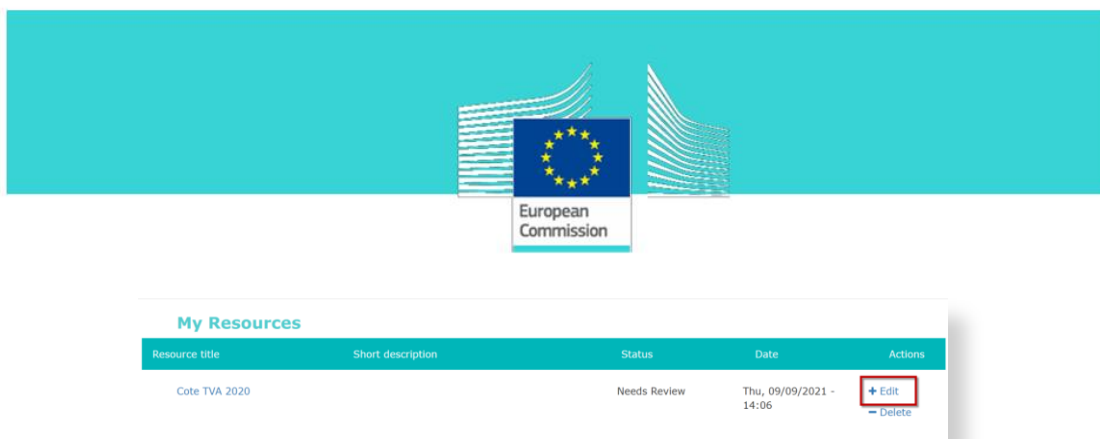
**Step 1:** To edit/delete proposed content added by teachers select Log in or Register to access “My resources” section.

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



**Figure 56 - My resources list**

**Step 3:** Select “**Edit**” from the Actions.



**Figure 57 - My resources - Edit draft**

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

**Figure 58 - My resources – edit text and image**

**Step 5:** Press **Save** to modify the resource, or **Delete** to remove it.

**Figure 59 - My resources – Save or Delete**



#### 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:

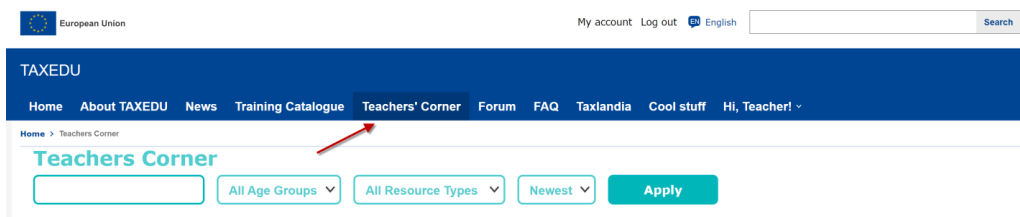


Figure 60 – “Teachers’ corner” on the main menu

“**Teachers’ corner**” page is displayed:

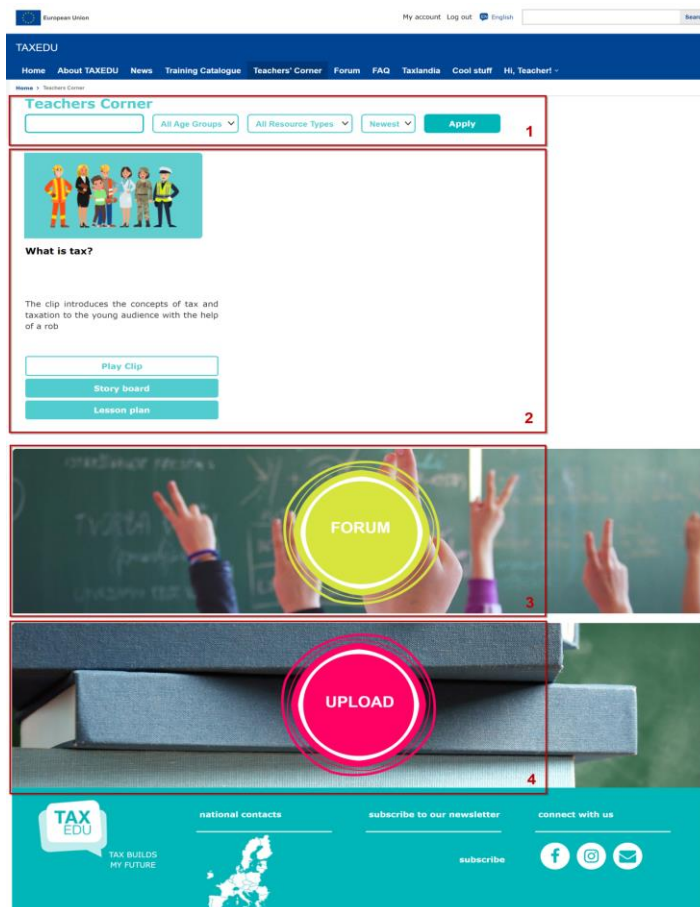


Figure 61 – “Teachers’ corner” page



- **Region 1: Search region:**

**Teachers Corner**

All Age Groups ▾ All Resource Types ▾ Newest ▾ Apply

**Figure 62 – “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:

**Teachers Corner**

All Age Groups ▾ All Resource Types ▾ Newest ▾ Apply

What is tax?

**Figure 63 – 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):

**Teachers Corner**

All Age Groups ▾ All Resource Types ▾ Newest ▾ Apply

All Age Groups  
Children  
Teenagers  
Young Adult

**Figure 64 – 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):

**Teachers Corner**

All Age Groups ▾ All Resource Types ▾ Newest ▾ Apply

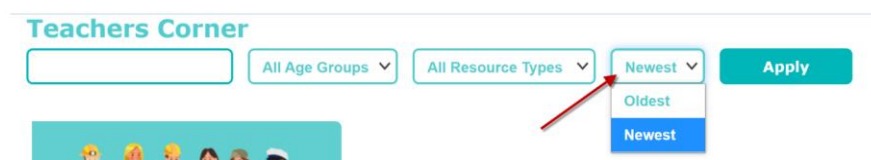
All Resource Types  
Microlearning  
e-Learning  
Presentations (PPT)  
Tip & tricks  
Video  
Guides  
Reports  
Other documents

What is tax?

**Figure 65 – Select a resource type on Teachers’ corner page**



The user can choose to display the oldest or the newest content first (by default, the newest resources are displayed first):



**Figure 66 – Newest/Oldest list 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.

<p><b>What is tax?</b></p> <p>The clip introduces the concepts of tax and taxation to the young audience with the help of a rob</p> <p>Play Clip</p> <p>Story board</p> <p>Lesson plan</p>	<p><b>How did taxes come about?</b></p> <p>The activity aims at helping students spotting the benefits of paying taxes, introducing examples</p> <p>Play Clip</p> <p>Story board</p> <p>Lesson plan</p>	<p><b>Who pays taxes nowadays?</b></p> <p>The activity aims at helping students understand who has the responsibility of paying taxes nowad</p> <p>Play Clip</p> <p>Story board</p> <p>Lesson plan</p>
<p><b>Who Collects Taxes and Why?</b></p> <p>This clip presents the role of the tax authorities in each Member State and how tax revenue is co</p> <p>Play Clip</p> <p>Story board</p> <p>Lesson plan</p>	<p><b>Do I benefit from taxes? How?</b></p> <p>This clip explains the many ways in which taxes help improve the lives of children and those who</p> <p>Play Clip</p> <p>Story board</p> <p>Lesson plan</p>	<p><b>What happens if you don't pay your taxes</b></p> <p>The activity aims at helping students understand what are the disadvantages and consequences of n</p> <p>Play Clip</p> <p>Story board</p> <p>Lesson plan</p>

**Figure 67 – Published content region on Teachers' corner**



- **Region 3: “Forum”** button links to “Forum” page



Figure 68 – “Forum” button

- **Region 4: “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.

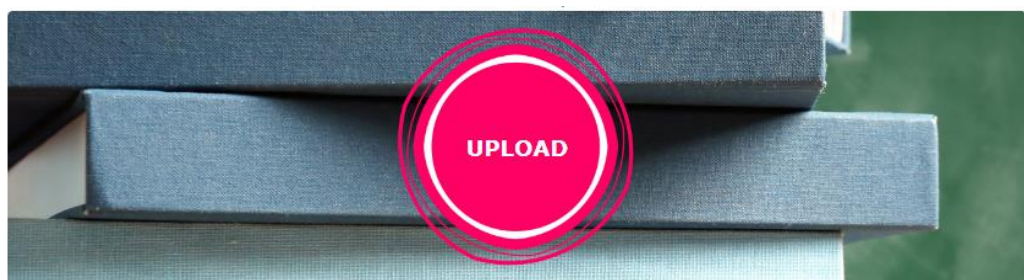


Figure 69 - “Upload” button

#### 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 55 - Upload Resource form**) you have to fill in the fields as follows:

- Title** –Resource’s title (free text)

- External Link for download this resource**



[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.

The screenshot shows a resource page for "Employment income". At the top, there is a video player with a woman's arms crossed. To the right of the video, a text box contains a story about Emma, a newly employed person, and her concerns about taxes. Below the video, the title "Employment income" is followed by a list of learning objectives. Further down, there is a disclaimer about the course's general nature. At the bottom, there are three buttons: "Launch Course", "Download this resource" (which is circled in red), and "Report this resource".

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!

**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

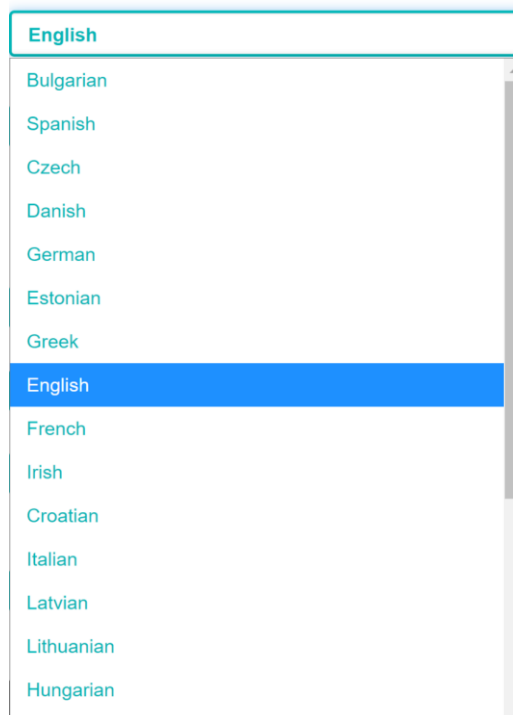
The content of this training course:

- 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)

Minidescription

- 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 70 - Content display in "Training catalogue" section**)

Story Board

- 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.

**Image \***

Choose File No file chosen Upload

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

- 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 70 - Content display in "Training catalogue" section**)

Lesson plan

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

Age Group

Age Group

Children

Teenagers

Young Adult

- 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
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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

- 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”.**

A confirmation message is displayed (which contains the information: the uploaded content has been saved and the content publication will not be done until it is approved by an administrator).

After an TaxEdu Editor or Webmaster approves the submitted content, the uploaded material (if the “Teachers’ corner” page was been checked when the content was uploaded) will be displayed in “Teachers’ corner” page as described in the next figure.


Home > Teachers Corner

### Teachers Corner

All Age Groups
All Resource Types
Newest

Apply

Cover image




Title and minidescription

**What is tax?**

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

Play Clip
Storyboard
Lesson plan

Video




Storyboard

**How did taxes come about?**

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

Play Clip
Storyboard
Lesson plan

Lesson plan



Storyboard

**Who pays taxes nowadays?**

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

Play Clip
Storyboard
Lesson plan

**Figure 70 - Content display in “Training catalogue” section**



## 5. Administration users

Administration users' permissions are explained in the document **"GUIDELINES for TaxEdu Content Management - Administrators"**.