

RESPONSE Citizen Guideline Sheet

How to use the RESPONSE Digital Toolkit

About the RESPONSE project

RESPONSE brings together partners from across the Black Sea region with the aim of strengthening preparedness and response to marine pollution. Through stakeholder collaboration, RESPONSE develops and tests practical training programmes, tools and guidelines to help organisations develop skills, share knowledge and respond more effectively.

How can the RESPONSE Digital Toolkit help you?

The Toolkit helps you find training programmes, explore and download learning materials, and create curricula tailored to your audience and needs. You can save selected or customised curricula in your profile and return to them whenever you need them.

1. Create an account or log in

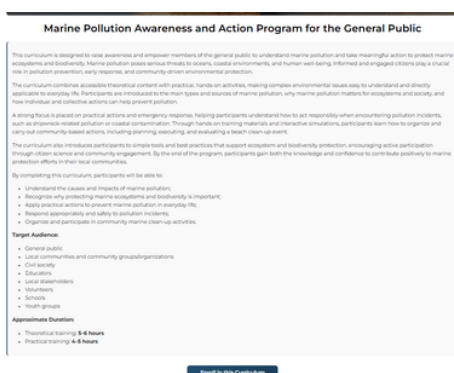
- Open www.response-toolkit.com in your browser.
- New user? Select [Sign Up](#). Enter your full name, email address, and password. Repeat the password in [Confirm Password](#), then select [Sign Up](#).
- Already registered? Select [Login](#), enter your email and password, and log in.
- After logging in, look for User and Logout in the top menu.

You need an account to access the full set of materials, enrol in curricula and use the Builder Tool.

Find and save a curriculum

2. Read the curriculum information

- Select [Curricula](#) in the top menu to open the Core Curricula library.
- Browse the cards or use the search box. Try a pollution type, topic, or audience, such as "oil spill" or "volunteers".
- Click a curriculum title to read its overview. Check its goals, target audience, and approximate duration.



3. Add it to your User Corner

- While logged in, select [Enroll in this Curriculum](#) on the overview page.
- Confirm your enrolment when prompted.
- Select [User](#) in the top menu. The curriculum appears under Enrolled Curricula.

Enrolment saves the curriculum in your profile. Downloading saves files on your device. These are two separate actions.

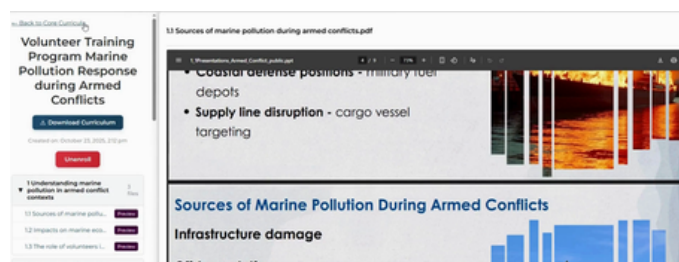
Who is this guideline sheet intended for?

This guide is for anyone who wants to use the RESPONSE Digital Toolkit, including trainers, public authorities, researchers, NGOs, volunteers, and individuals interested in marine pollution preparedness and response. No previous experience with the Toolkit is needed.

Read & download materials

4. Open the presentations

- On the [Core Curricula](#) page, select [View Material](#) below a curriculum.
- Use the table of contents on the left. Expand or collapse a module to see its files.
- Select [Preview](#) beside a presentation. Use the viewer to move between pages, zoom, or print.



5. Choose what to download

- Whole curriculum: select [Download Curriculum](#). Open the downloaded ZIP file and extract it to access the PDFs, organised by module.
- One presentation: click its title in the materials list. In the download window, choose PDF or an available editable format, such as PPT.
- Find the file in your browser's downloads list or your usual download folder.

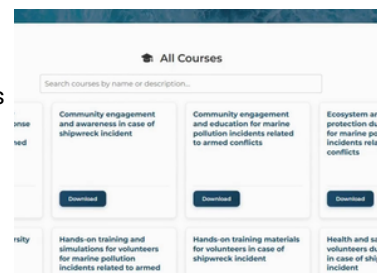


The download window lets you choose the available file format.

Find individual courses

6. Search and download a course

- Select [Courses](#) in the top menu while logged in.
- Browse the individual lectures or enter keywords in the search box.
- Click the course title to download its PDF directly.
- Alternatively, select Download on the course card and choose PDF or an available editable format.



Courses contains individual lectures and materials. Each card has a Download button.



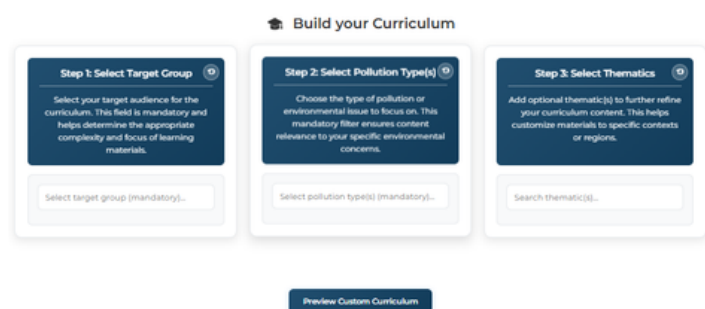
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Build your own curriculum

7. Make your selections

- Select [Builder Tool](#) in the top menu.
- Step 1 - Select Target Group: choose one audience. This is required.
- Step 2 - Select Pollution Type(s): choose the pollution type or types you want to cover. This is required.
- Step 3 - Select Thematics: optionally add themes, such as biodiversity protection, citizen science or practical exercises. You can select more than one.
- Select [Preview Custom Curriculum](#).



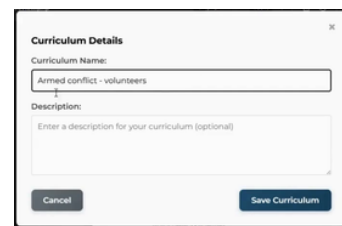
8. Review the suggested materials

- Expand the sessions and select [Preview](#) to read each presentation.
- Remove an unsuitable lecture using its red delete control (x).
- If you want to change your selections, select [Back to Builder](#).

Save your custom curriculum

9. Save and organise your custom curriculum

- When the content is ready, select [Save Curriculum](#).
- Enter a [Curriculum Name](#) and, if useful, a short [Description](#). Select [Save Curriculum](#) again.
- After saving, drag sessions up or down to arrange their order.
- Use [Download Curriculum](#) for the full set, or download individual presentations as needed.



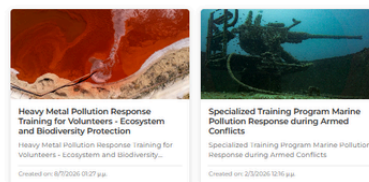
Give your curriculum a clear name so you can recognise it later.

Use your User Corner

10. Return to your saved curricula

- Select [User](#) in the top menu to open your [User Corner](#).
- Under [Enrolled Curricula](#), open a ready-made curriculum you joined. Under [My Curricula](#), open one you created.
- To remove an enrolled curriculum from your profile, open it and select [Unenroll](#). To remove a custom curriculum, open it and select [Delete Curriculum](#).
- Select [Logout](#) when you have finished.

Enrolled Curricula



Enrolled Curricula contains the ready-made programmes you joined.

My Curricula



My Curricula contains programmes you created with the Builder Tool.

Tips!



Which section should I use?

- ✓ **Curricula:** complete, ready-made training programmes.
- ✓ **Courses:** individual lectures and presentations.
- ✓ **Builder Tool:** a custom curriculum based on your selections.
- ✓ **User:** curricula you have enrolled in or created.



Choose **editable** presentations when you want to adapt the training to your audience. **Review** the materials before using them in a training activity.



Your saved custom curriculum is available under **User > My Curricula**. Open it whenever you want to view, download or organise its materials.

Get started!

Enrol in one curriculum, preview a presentation and try building your own.
For help, use [Contact](#) on the RESPONSE Digital Toolkit website.

