

# eLearning videos for the Beneficiary module

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The videos in this section introduce the basic concepts of the beneficiary module, and links to fuller description of the topics and step by step "how to" pages in the [Beneficiary guide](#).

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## Available eLearning videos

- [Beneficiary module basics](#)
- [Navigation and basic functionality in Beneficiary module](#)
- [Introduction to managing participating organisations](#)
- [Management of HEI organisations](#)
- [How to update contacts in Beneficiary module](#)
- [How to add a mobility activity in Beneficiary module](#)
- [Introduction to export and import of mobility activities](#)
- [How to export a list of mobility activities using an XLS file](#)
- [How to link BIP \(Blended intensive programme\) to a mobility activity](#)
- [How to submit the beneficiary report in Beneficiary module](#)

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## How to play the eLearning videos

### Media Player controls in the Video Player:

1. Replay - Return to begin of the video
2. Play/Pause
3. Forward - Skip to next video, inactive
4. Volume controls
5. CC - Switch subtitles on/off
6. Settings - Access to subtitle options, video quality options and more
7. Full screen



### Start/Pause playback of video

- To start playing, click the Play icon in the middle of the video screen or in the bottom left.
- To pause, click the Pause icon. You can also type <K>, allowing you to toggle between play and pause.
- You may go to the start or end of the video by using the left/right buttons next to the play/pause button.
- To jump forward or backward in the video, click on the red video progress bar.

### Full screen or Windowed player

- To watch in full screen, click on the Full Screen icon or type <F> .



- To return to windowed player, click on the Exit Full Screen icon or type <F> .



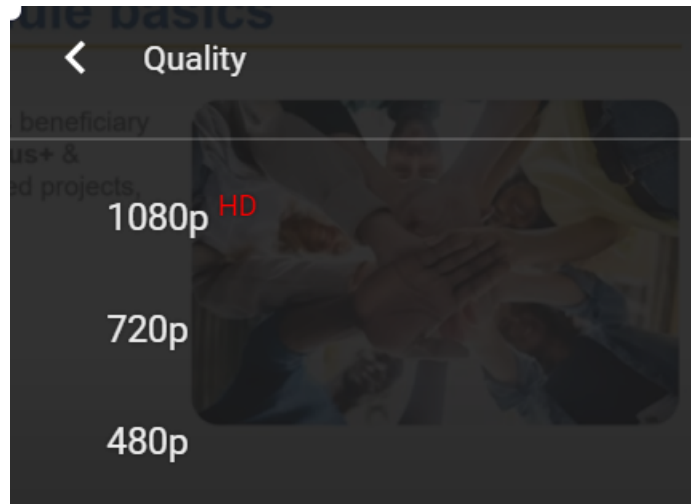
### Change Volume, Mute or Unmute sound

- To change the volume, to mute or unmute, click on the Speaker icon.
- Press <M> to mute or unmute sound.

### Video Quality (resolution)

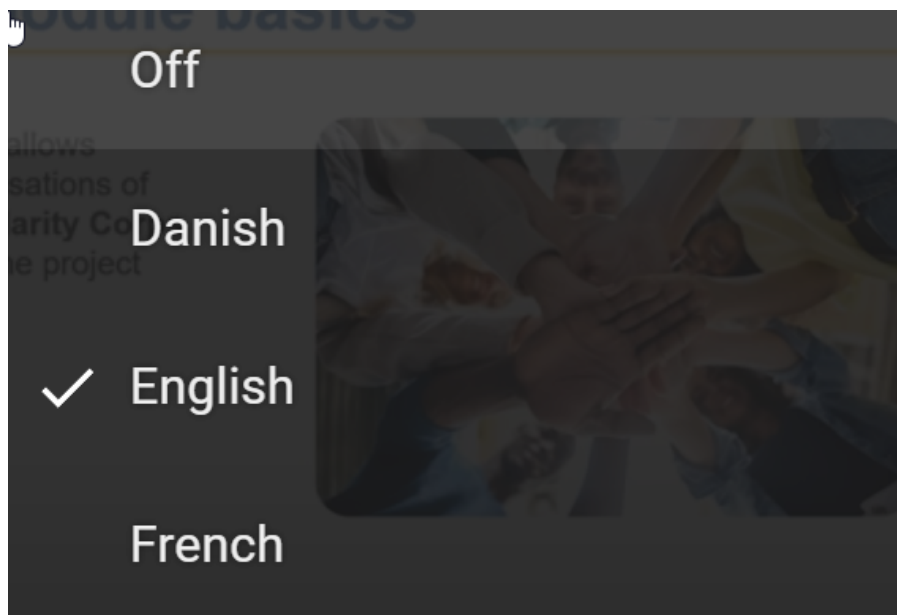
You can select a better resolution for playing back the video on your device depending on internet quality and screen size.

- To select a different resolution than the default, click **Settings**, select **Quality**, and choose the best quality for you from the available options.

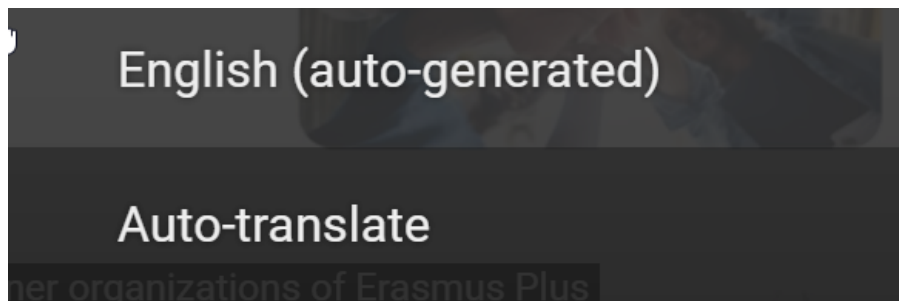


### Subtitles

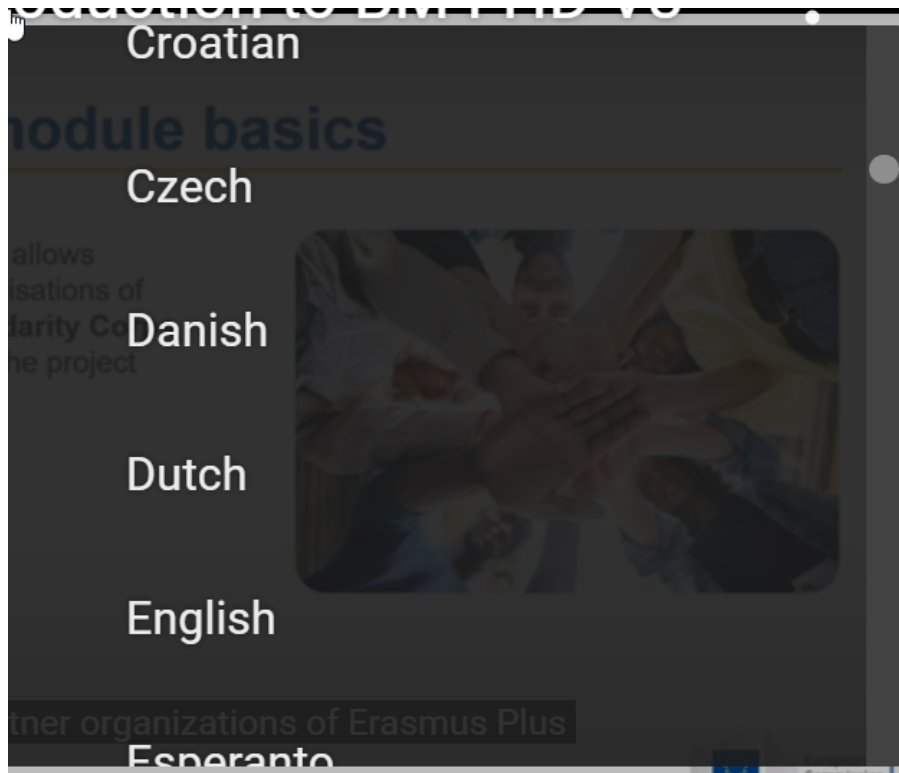
- To enable/disable subtitles, click **CC** or press <C>. A red line is shown under the CC symbol when subtitles are activated.
- The default subtitle language is **English**.
- To change subtitles to other languages:
  - Click **Settings** and select **Subtitles**
  - If subtitles are available for the video, you can select translated subtitles from a list of available subtitles uploaded for the video (default is English), if available



- Additionally, it is possible to auto-translate the subtitles to any language.
- From Settings > Subtitles/CC, select **Auto-translate**.



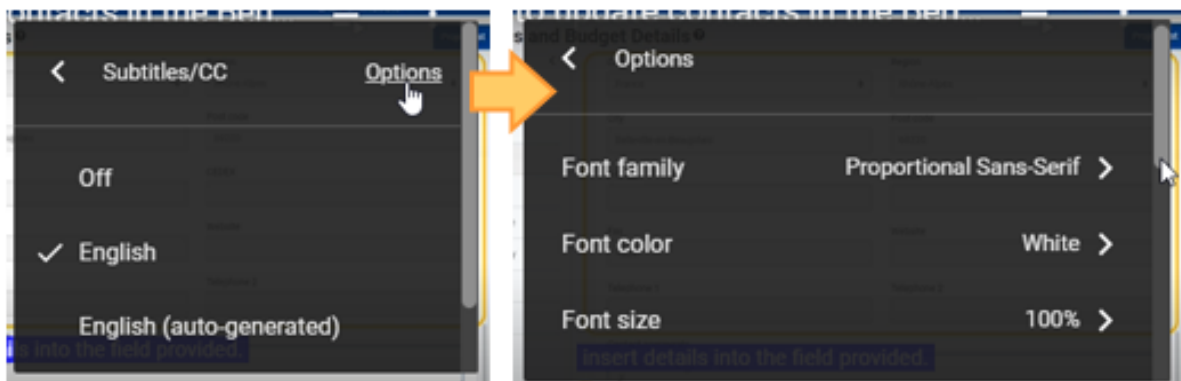
- Select from the available languages.



You can also customise the display of the subtitles.

From the **Settings**, click on **Subtitles/CC**. Click on **Options**. From here you can customise things such as:

- Font, colour, opacity, and size.
- Background colour and opacity.
- Window colour and opacity.
- Character edge style.



 The Auto-translated subtitles are based on machine translation, but are in the high end of currently available auto-translators.

It is not possible to download or store/correct the automatic translations.

If a country/NA requires a better translation of the subtitles, they may provide their own translation based on the English text, which can be provided by DG EAC Training Team via a VTT text file.

