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# SOFTSKILLS MOODLE GUIDELINES FOR TEACHERS



SoftSkills4EU:  
Promote your Soft Skills with Open Badges



# GUIDELINES

## INFORMATION ABOUT OUTPUT

**OUTPUT:**

IO2 SOFTSKILLS4EU CURRICULUM AND LEARNING TOOLS

**ACTIVITY:**

IO2 A3: DEVELOPING E-LEARNING MATERIAL

**OUTPUT LEADER:**

EMPHASYS CENTRE

## PROJECT INFORMATION

**PROJECT:**

SoftSkills4EU: Promote your Soft Skills with Open Badges

**PROJECT TITLE:**

Promote your soft skills with open badges

**ACRONYM:**

SoftSkills4eu

**PROJECT WEBSITE:**

<https://softskills4.eu/>

**PROJECT E-ACADAMY:**

<https://academy-softskills4.eu/>

**PROJECT NO.:**

2018-1-SI01-KA204-047088

**PROJECT COORDINATOR:**

Development and Education Centre Novo mesto (RIC Novo mesto), Slovenia

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## STEP-BY-STEP GUIDE

### STEP 1: LOG IN PAGE

- Visit <https://academy-softskills4.eu/>
- Click on the “Log in” button at the upper right corner of the page
- Enter your credentials: username, password

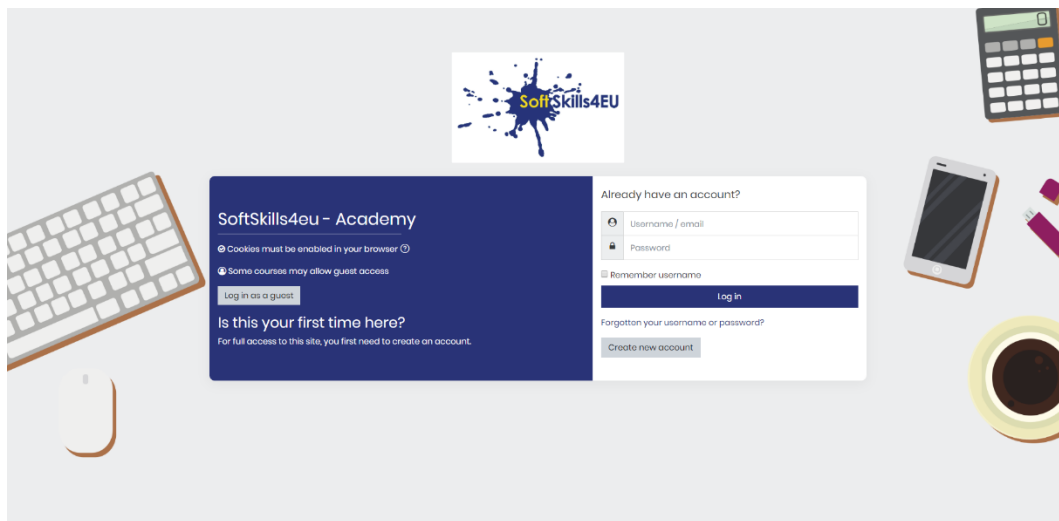


Figure 1: Log in page

#### Note:

- \*The platform gives its users the opportunity to “remember” the credentials
- \*There is a password recovery/change option

### STEP 2: AVAILABLE COURSES

- On the “Dashboard” page you will find the available courses that you are enrolled

#### Note:

- \*Each partner is enrolled on their own Module

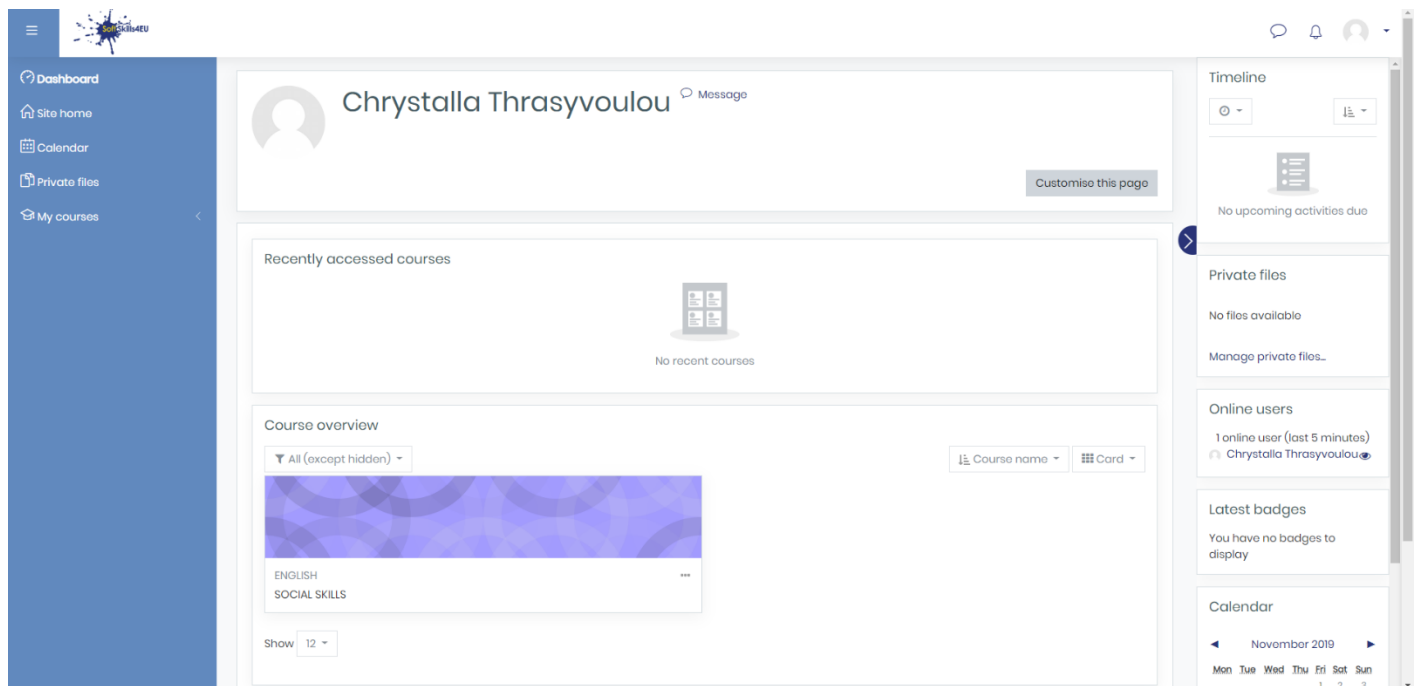


Figure 2: Dashboard page

### STEP 3: UPLOAD TEACHING MATERIAL

- Click on your Module

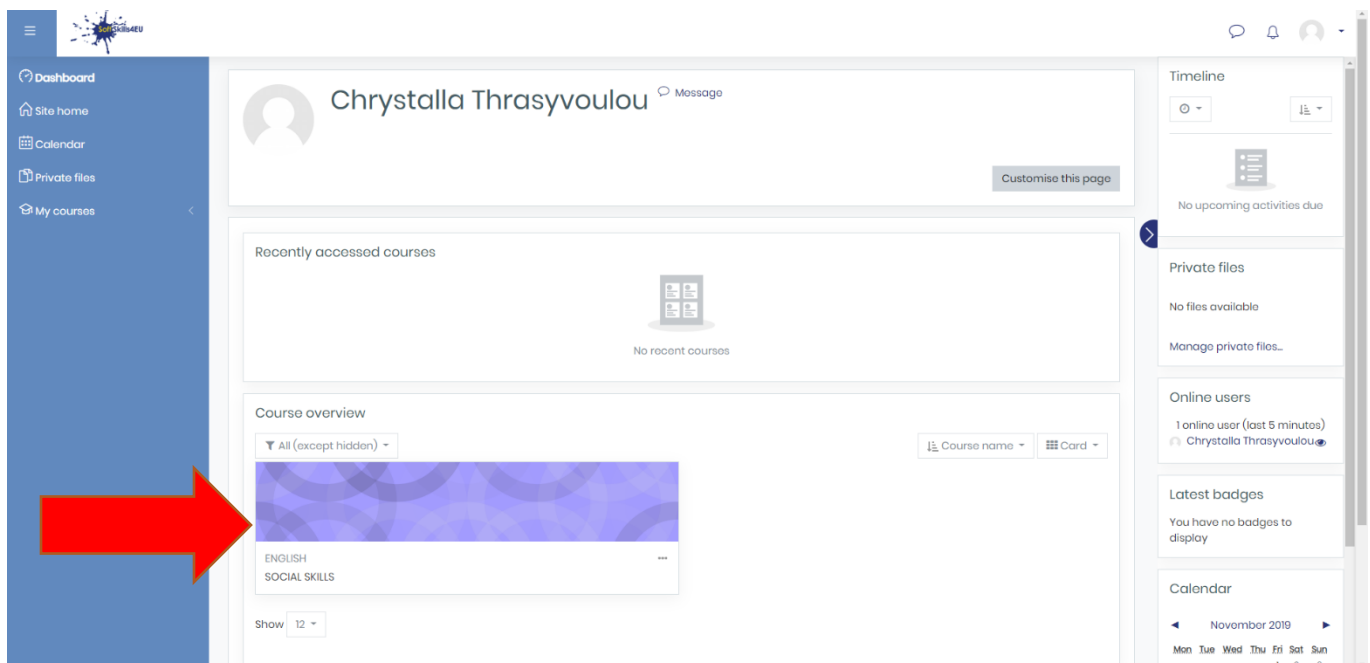


Figure 3: Module

- Click on the Settings button
- Click on the “Turn editing on”

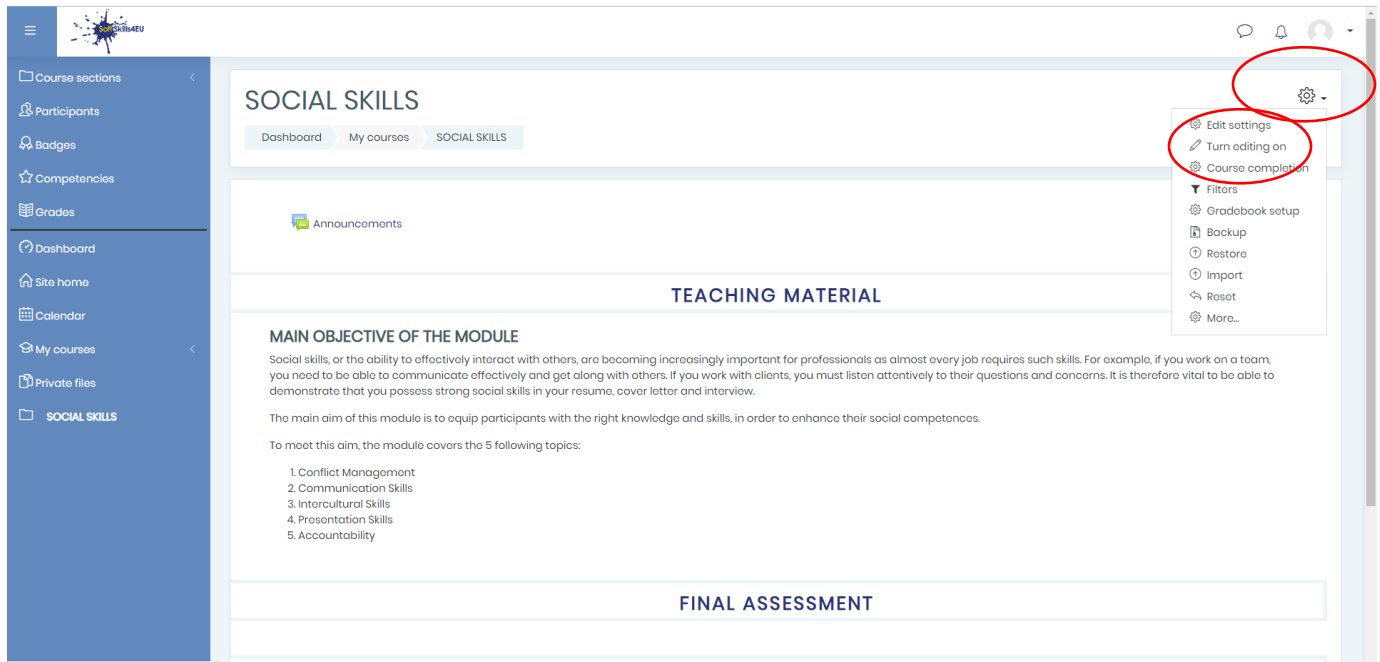


Figure 4: “Turn Editing” button

- Click on the “Add an activity or resource” in the TEACHING MATERIAL Section

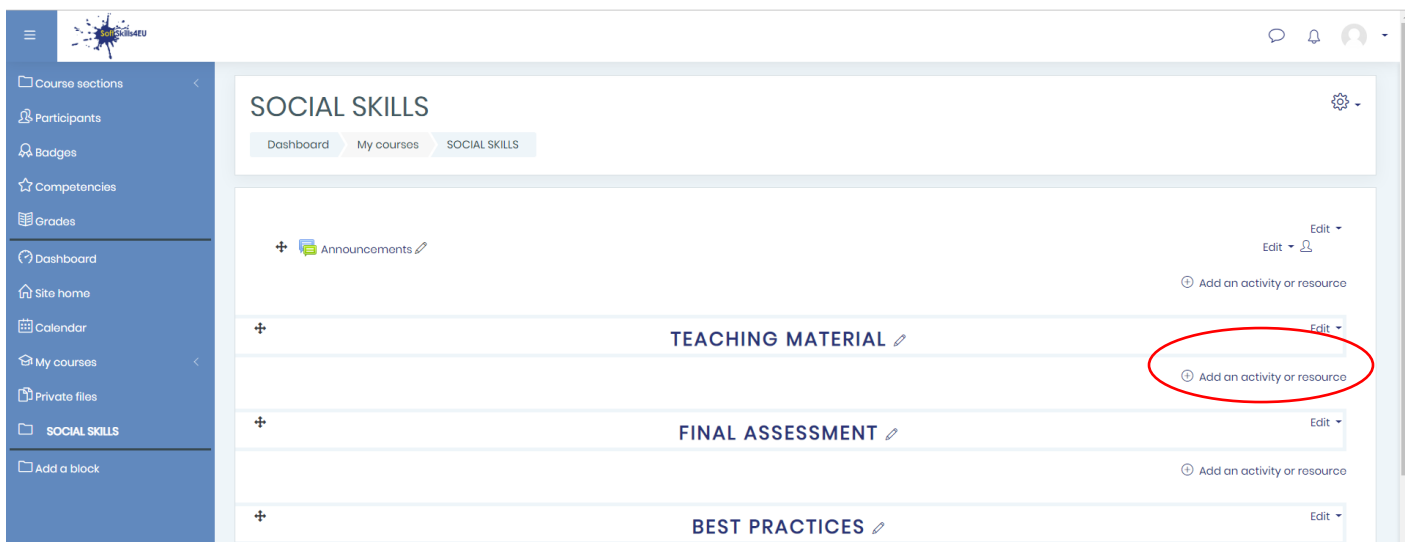


Figure 5: “Add an activity or resource”

- Click on the "Label" to add a label for the main objective of the module. Then copy and paste the main objective from the teaching material

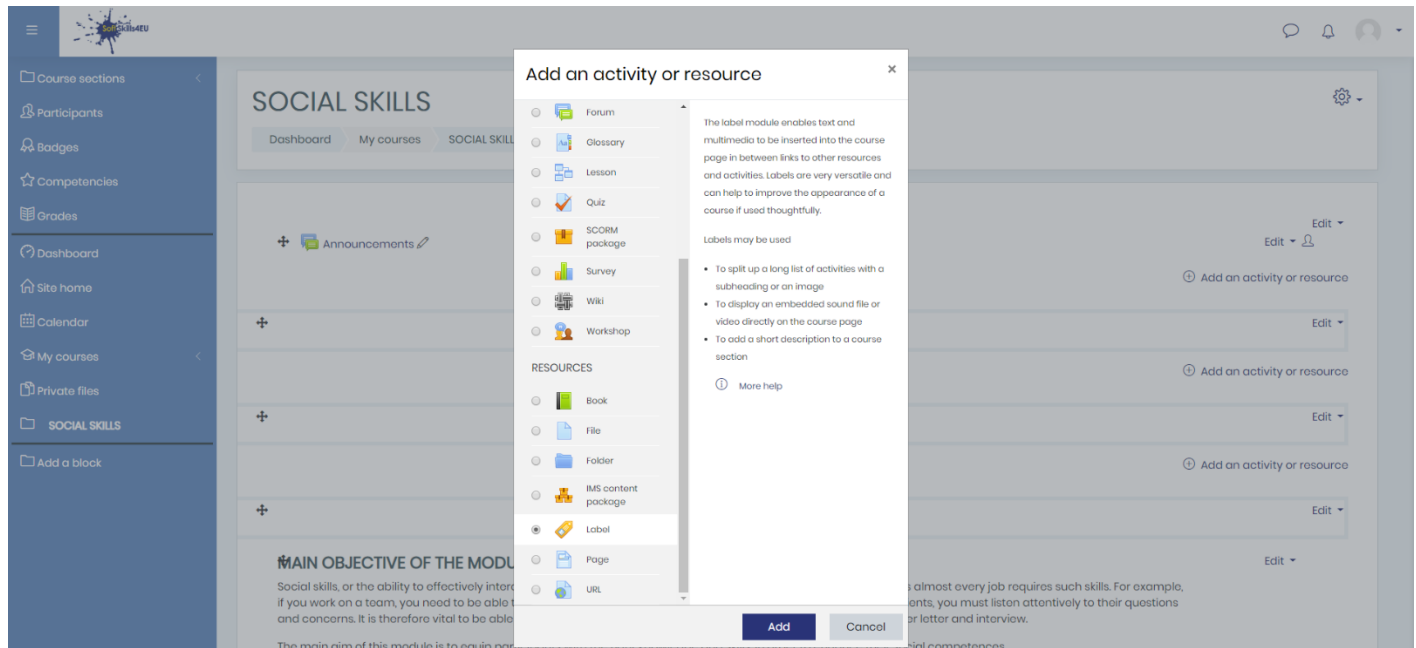


Figure 6: Add label

**Note:**

\*Please **remove** the completion tracking from the Label settings

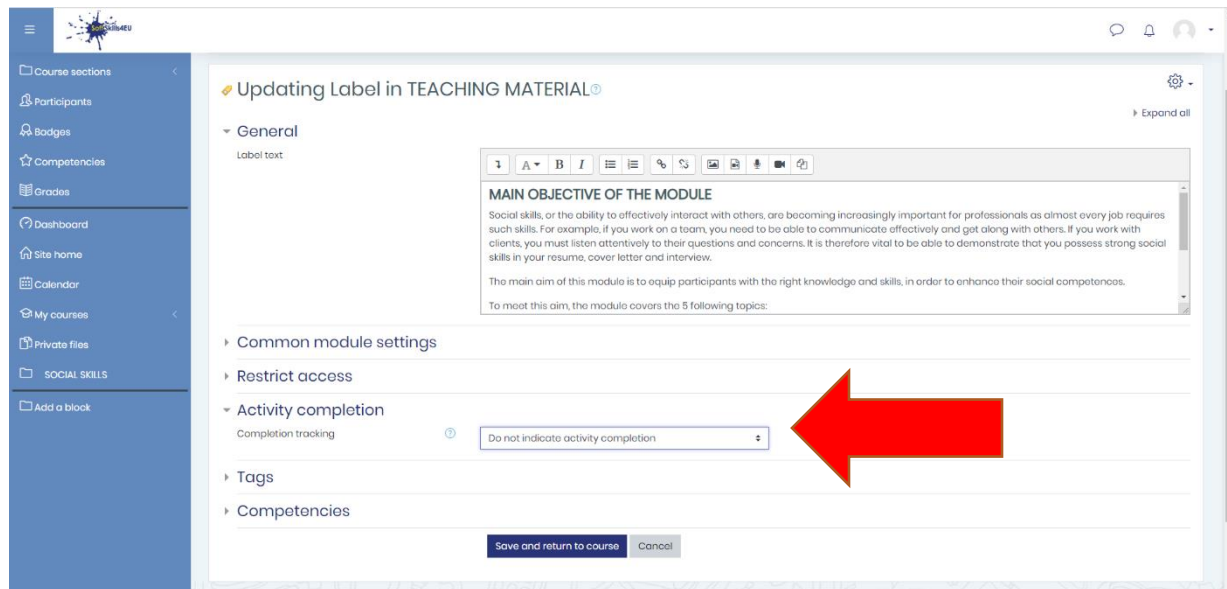


Figure 7: Activity Completion

- Click on the “Add an activity or resource” to add Book for the e-Book of the module.

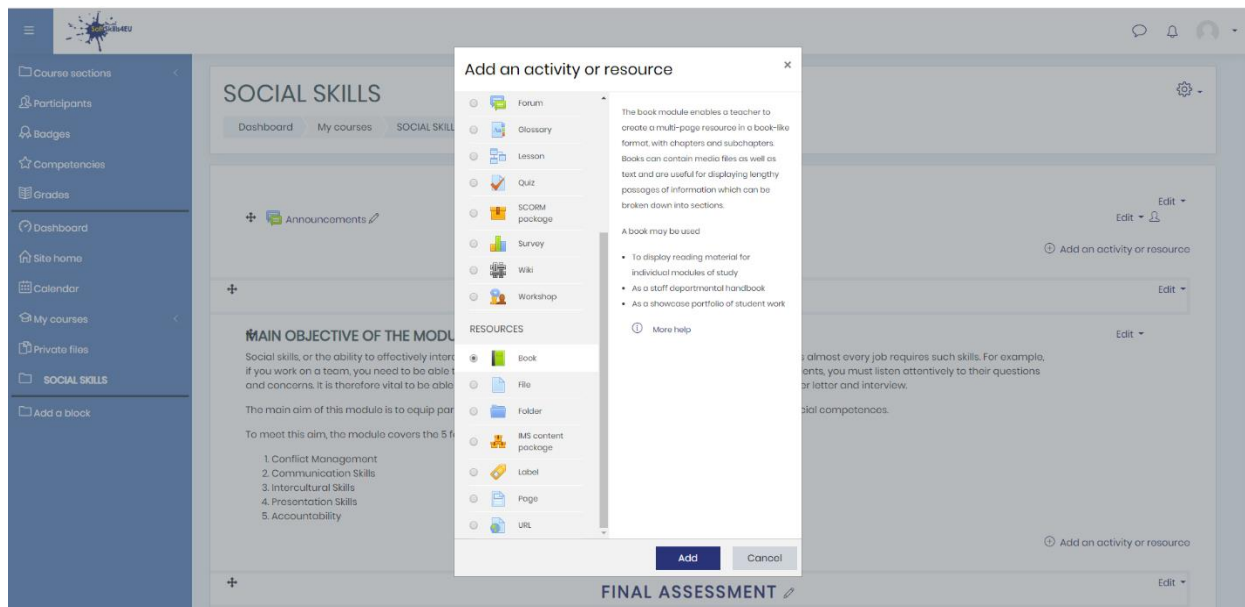


Figure 8: Add a book

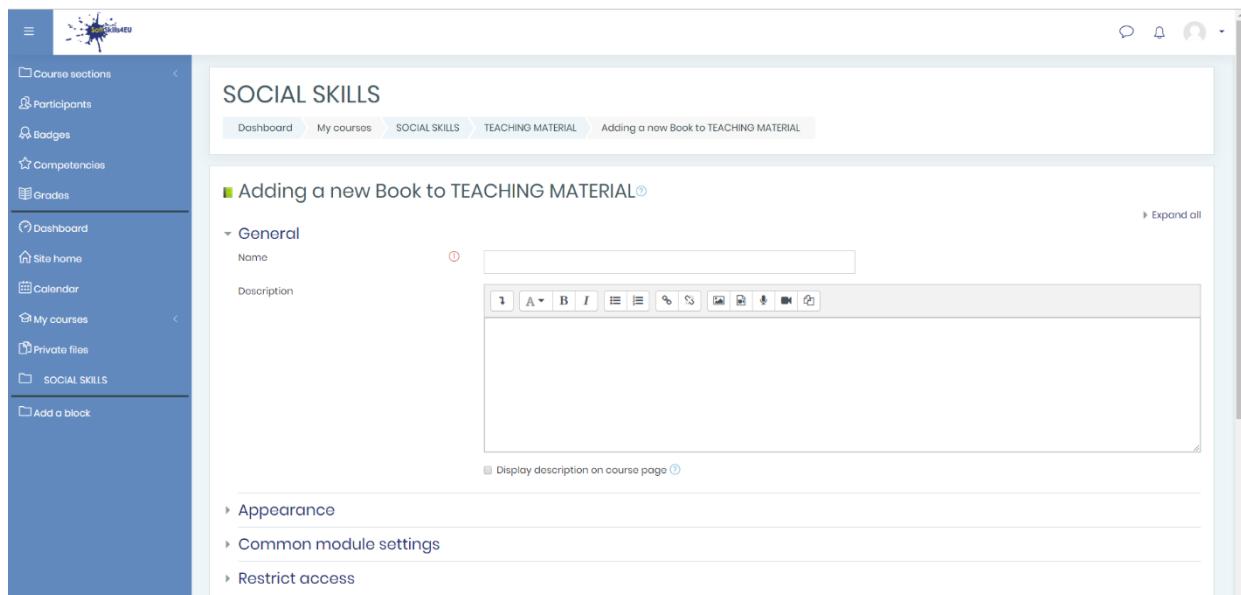


Figure 9: Book Settings

- Add each chapter (TOPIC) with their main objective in the “Content Section”.



**SOCIAL SKILLS**

Dashboard My courses SOCIAL SKILLS TEACHING MATERIAL Module 1: Social Skills

### Module 1: Social Skills

▼ Editing chapter

Chapter title

Subchapter ☐ (Only available once the first chapter has been created)

Content

Former President of USA, Ronald Reagan, once said *'Peace is not the absence of conflict; it is the ability to handle conflict by peaceful means'*. Conflict Management is one of the most essential soft skills that can be used in the workplace, but also in other parts of our life as well. It is hard for two individuals to think and perceive things in the same way, as they differ on their thought process and perceptions. As a result, disagreements among individuals might rise and lead to conflicts and fights. This topic will provide a theoretical background of what conflict is, what might cause it and how to effectively manage a conflict when arise. In addition, guidelines on how to use appropriately each style to reach the desired outcome are provided.

▼ Tags

Table of contents

- 1. Conflict Management
- 1.1 Understanding Conflict

Figure 10: Add main objective for the Chapters (TOPICS)

- Click on the plus (+) symbol on the right hand side to add sub-chapters (SUB-TOPICS) with the main content of the teaching material.

**SOCIAL SKILLS**

Dashboard My courses SOCIAL SKILLS TEACHING MATERIAL Module 1: Social Skills

### Module 1: Social Skills

#### 1. Conflict Management

Former President of USA, Ronald Reagan, once said *'Peace is not the absence of conflict; it is the ability to handle conflict by peaceful means'*. Conflict Management is one of the most essential soft skills that can be used in the workplace, but also in other parts of our life as well. It is hard for two individuals to think and perceive things in the same way, as they differ on their thought process and perceptions. As a result, disagreements among individuals might rise and lead to conflicts and fights. This topic will provide a theoretical background of what conflict is, what might cause it and how to effectively manage a conflict when arise. In addition, guidelines on how to use appropriately each style to reach the desired outcome are provided.

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<http://softskills4.eu>

Table of contents

- 1. Conflict Management
- 1.1 Understanding Conflict

Add new chapter after "Conflict Management"

Figure 11: Add sub-chapters (SUB-TOPICS)

- Add sub-chapters (SUB-TOPICS) with the main content of the teaching material. Make sure the "Subchapter" button is ticked.

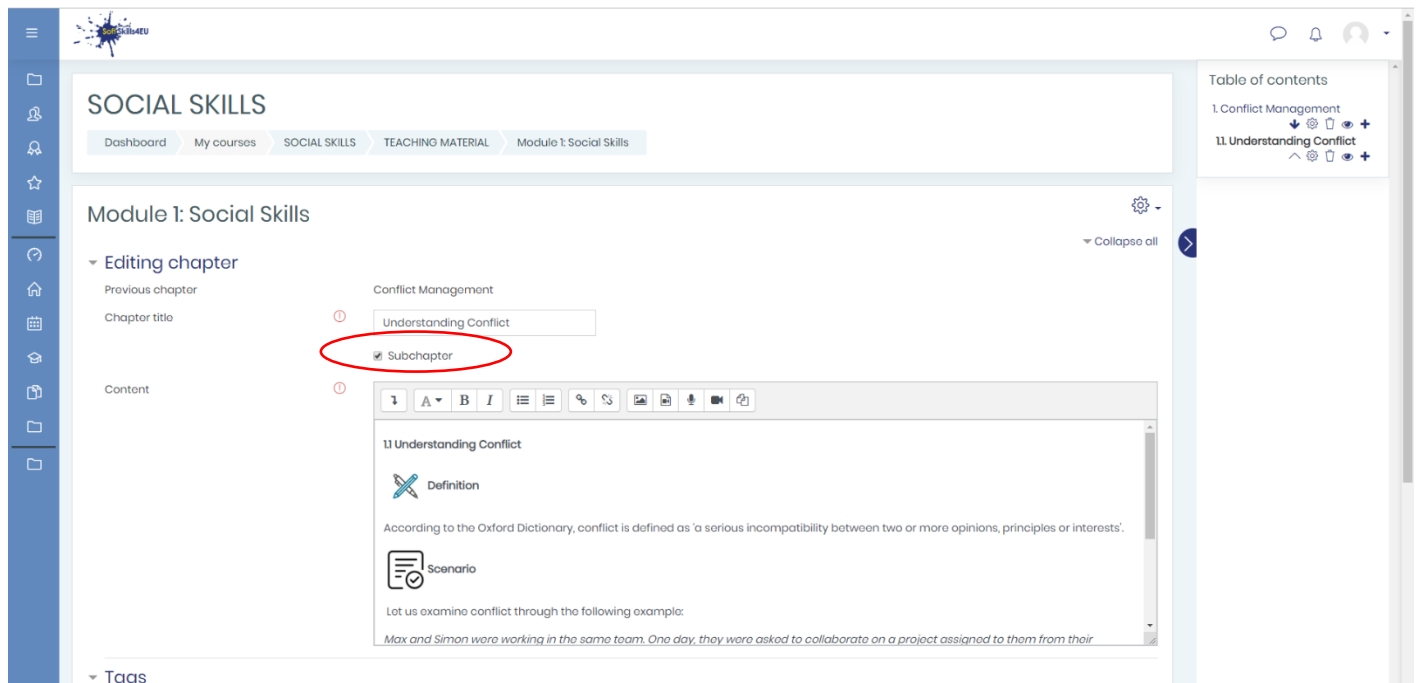


Figure 12: Add sub-chapters (SUB-TOPICS)

**Note:**

- \*Please find the pictures (key symbols) from the teaching material in the DropBox under the IO2 teaching material folder
- \*Please add the key symbols as pictures. Use the dimensions (60x60) and Alignment: Left

## STEP 4: UPLOAD ASSESSMENTS

- Click on the “Add an activity or resource” under Final Assessment Section.

The screenshot displays the softskills4.eu web application interface. On the left is a blue sidebar with various icons. The main content area shows a module titled 'Module 1: Social Skills' with a list of topics: 1. Conflict Management, 2. Communication Skills, 3. Intercultural Skills, 4. Presentation Skills, and 5. Accountability. Below this, there are three sections: 'FINAL ASSESSMENT', 'BEST PRACTICES', and 'Data retention summary'. Each section has an 'Edit' button and a link to 'Add an activity or resource'. The 'Add an activity or resource' link under the 'FINAL ASSESSMENT' section is circled in red. At the bottom left, there is a 'Stay in touch' section with the website URL 'softskills4.eu' and 'http://softskills4.eu'. At the bottom right, there is a 'Data retention summary' link.

Figure 13: Add activity or resource – Final assessment

- Click on the "Quiz"

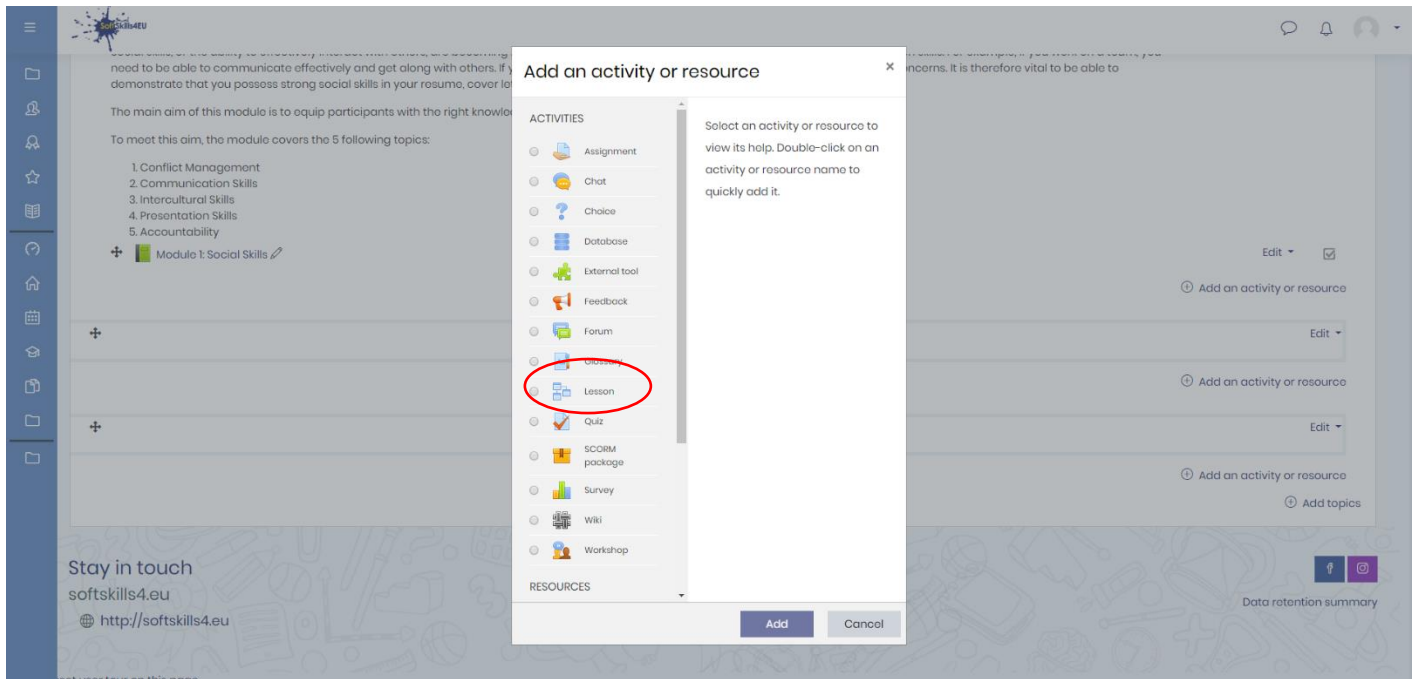


Figure 14: Add Quiz

**Note:**

\*Please create a quiz for each topic

- Add a name for the Quiz

- Click "Grade", Select "3" for the attempts allowed

Dashboard Course ENGLISH SOCIAL SKILLS FINAL ASSESSMENT Topic 1 Conflict Management Edit settings

### Updating Quiz in FINAL ASSESSMENT

General

Topic: Topic 1 Conflict Management

Description

Timing

Grade

Grade category: Uncategorised

Display as past: 0.00

Attempts allowed: 3

Grading method: Highest grade

Layout

Question behaviour

Review options

Appearance

Extra restrictions on attempts

- Click "Completion tracking" and then click "Show activity as complete when conditions are met"
- Click "Require grade" and then tick "Student must receive a grade to complete this activity"
- Click "Save and return to the course"

Layout

Question behaviour

Review options

Appearance

Extra restrictions on attempts

Overall feedback

Common module settings

Restrict access

Activity completion

Completion options unlocked

Completion tracking

Require grade

Require passing grade

Expect completed on

Tags

Competencies

When you save changes, completion status for all students will be updated. Please be aware of this, do not save the form. (When you select 'Show activity as complete when conditions are met', you are making a choice that is irreversible.)

Student must receive a grade to complete this activity

Require passing grade Or all available attempts completed

2 December 2019 04:50 Enable

Save and return to course Save and display Cancel

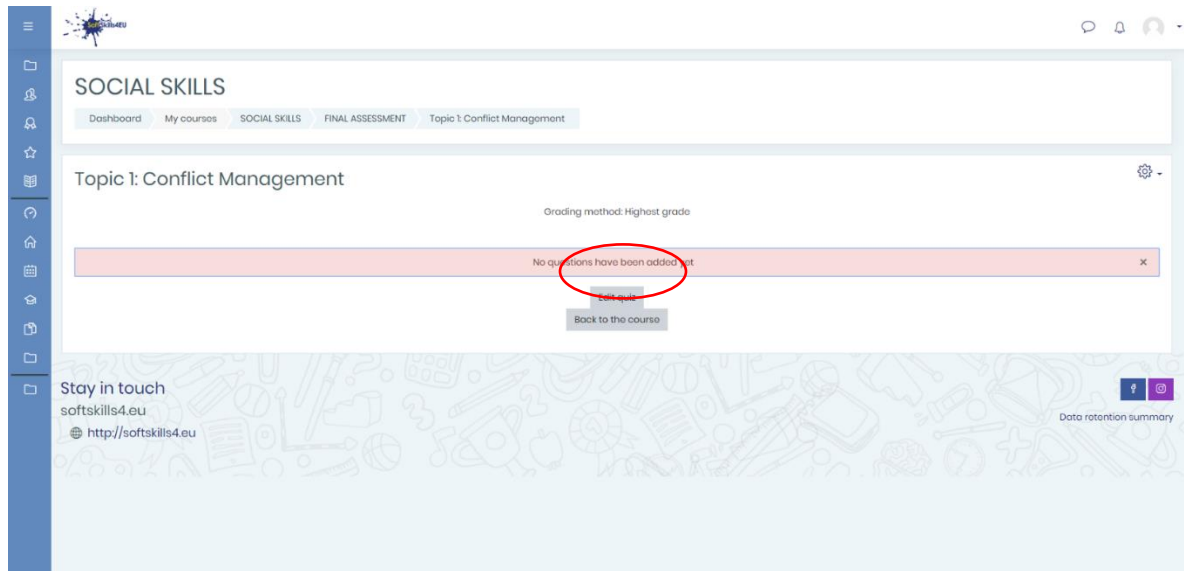
There are required fields in this form marked \*

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Data retention summary

Figure 15: Quiz Settings

- Click on the quiz for the topic
- Click on the “Edit quiz” button



Figure

Edit Quiz

16:

- Click Add
- Click on the “A new question”

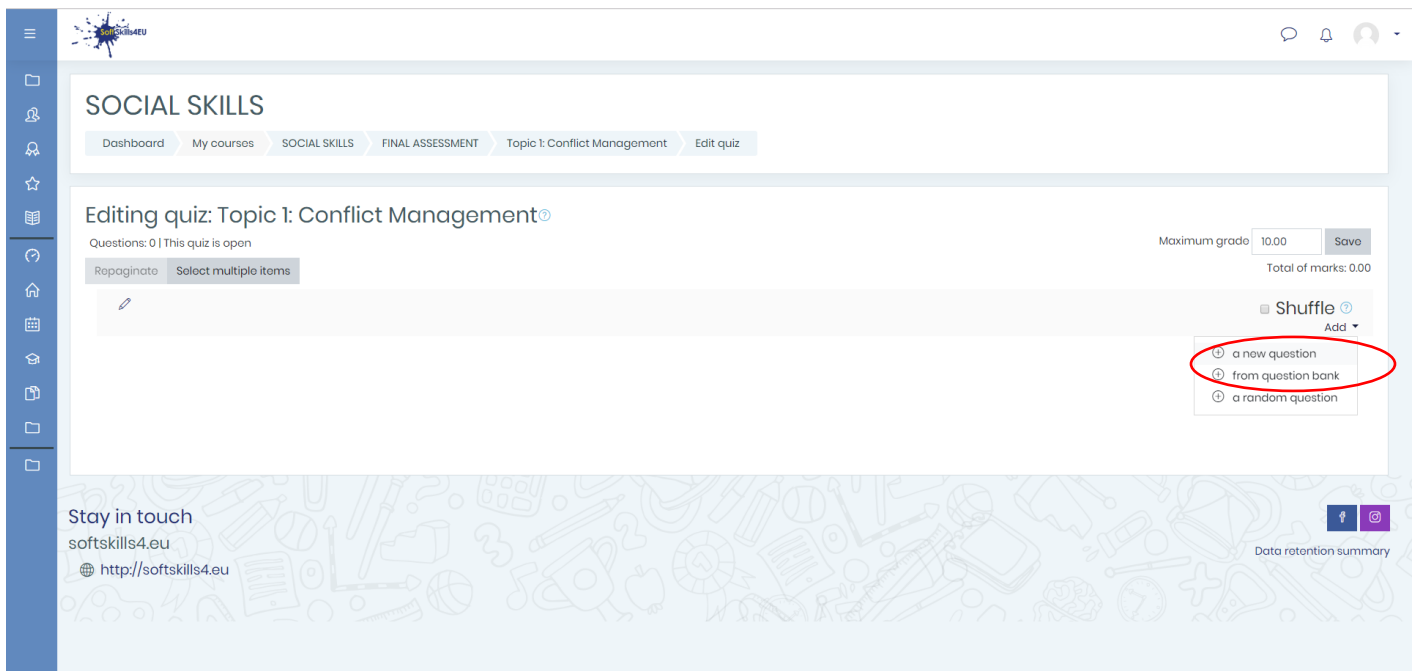
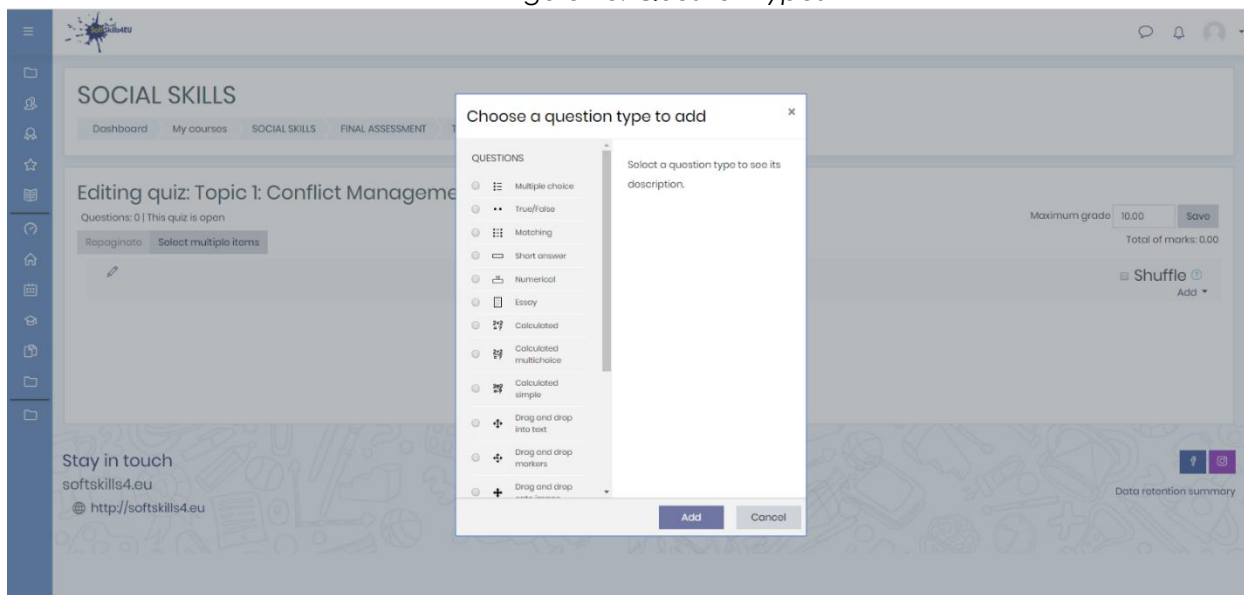


Figure 17: Add a new question

- Choose a question type and create the questions

Figure 18: Question types

**Note:**

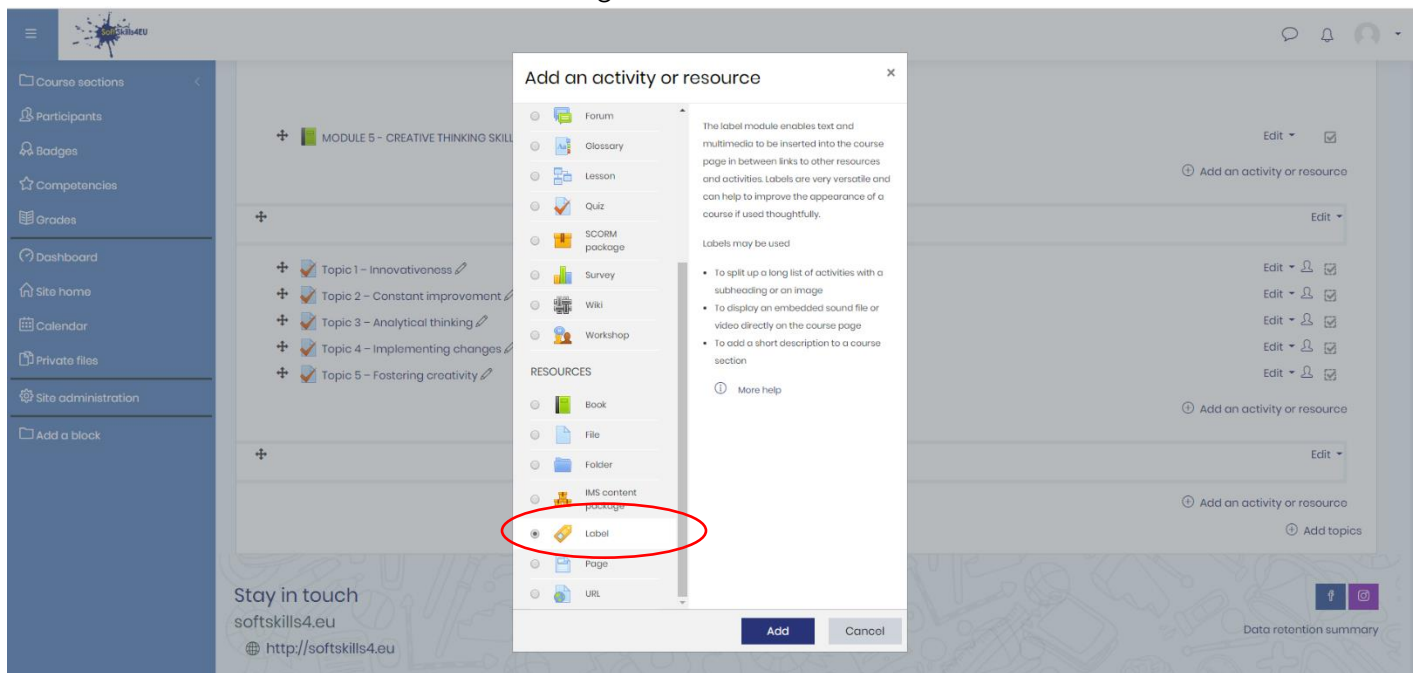
\*Please create a quiz for each topic

## STEP 5: UPLOAD BADGES

## 5.1 ADD LABELS – FOR THE LEVELS

- Click on your module
- Click “Turn editing on”
- Under Teaching Material section, then click “Add activity or resource” and select “Label”

Figure 19: Add label



### Note:

\*Please create one label for each level (Basic level, Intermediate level, Advance level)

- Add a label text e.g. **“Click here to claim Social Skills badge ‘Basic Level!’”** (use bold font and italic for the level)
- Click “Restrict access”
- Click “Grade”
- Click “Grade” and select “Course Total”
- Click and tick must be  $\geq 60$  and tick must be  $< 70$
- Then, click Activity Completion, “Student can manually mark the activity as completed”
- Click “Save and return to course”

### Note:



\*For each label will use different grades: Basic level – 60% - 70%, Intermediate level – 71% - 84%, Advance level – 85% - 100%

Dashboard Courses ENGLISH CREATIVE THINKING SKILLS FINAL ASSESSMENT Adding a new Label to FINAL ASSESSMENT

Adding a new Label to FINAL ASSESSMENT

General

Label text

Common module settings

Restrict access

Access restrictions

None

Add restriction...

Activity completion

Completion tracking

Students can manually mark the activity as completed

Expect completed on

2 December 2019 07:39 Enable

Tags

Competencies

Save and return to course Cancel

Dashboard Courses ENGLISH CREATIVE THINKING SKILLS FINAL ASSESSMENT Adding a new Label to FINAL ASSESSMENT

Adding a new Label to FINAL ASSESSMENT

General

Label text

Common module settings

Restrict access

Access restrictions

None

Add restriction...

Activity completion

Require students to complete (or not complete) another activity.

Date

Prevent access until (or from) a specified date and time.

Grade

Require students to achieve a specified grade.

User profile

Control access based on roles within the student's profile.

Restriction set

Add a set of nested restrictions to apply complex logic.

Cancel

Completion tracking

Students can manually mark the activity as completed

Expect completed on

2 December 2019 07:39 Enable

Tags

Competencies

Save and return to course Cancel

Common module settings

Restrict access

Access restrictions

Student	must	match the following
Grade	Course total	
	must be >	60 %
	must be <	70 %

Add restriction...

Activity completion

Completion tracking

Students can manually mark the activity as completed

Expect completed on

2 December 2019 07:39 enable

Tags

Competencies

Save and return to course Cancel

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Data retention summary

Figure 20: Label Settings

## 5.2 ADD BADGES

- Click in your module
- On the left-hand side, click “Badges”
- Click “Add a new badge”

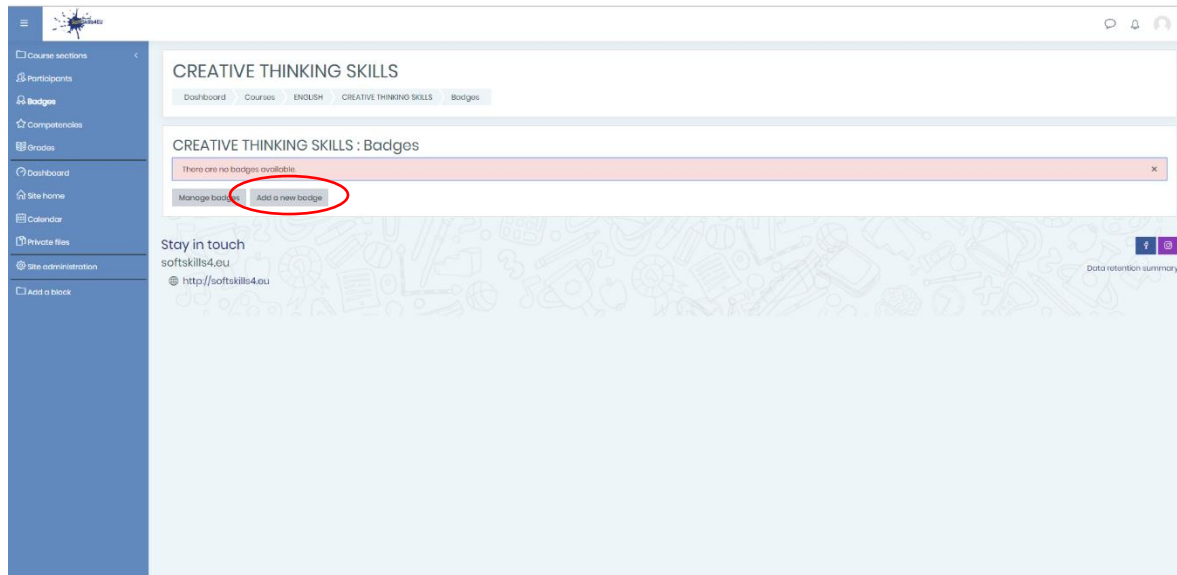


Figure 22: Add a new badge

- Click “Add a new badge”
- Click for the name of the badge e.g. “Creative Thinking Skills Basic Level”
- Add a description e.g. This badge is awarded for completing the Creative Thinking Skills course 'Basic Level'
- Choose a file – badge image
- Click “Issuer details” and then for the name add “SoftSkills4EU Consortium”
- Click “Create badge”

**CREATIVE THINKING SKILLS : New badge**

Dashboard Courses SKILLS CREATIVE THINKING SKILLS Badges Add a new badge

**Badge details**

Name:

Version:

Language:

Description:

**Image**

Image author's name:

Image author's email:

Image author's URL:

Image caption:

**Issuer details**

Name:

Contact:

**Badge expiry**

There are required fields in this form marked \*

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data retention summary

Figure 23: Add a new badge

- Now, we need to add the criteria for the users how to earn the badge
- Click "Add badges criteria" and select "Activity Completion"

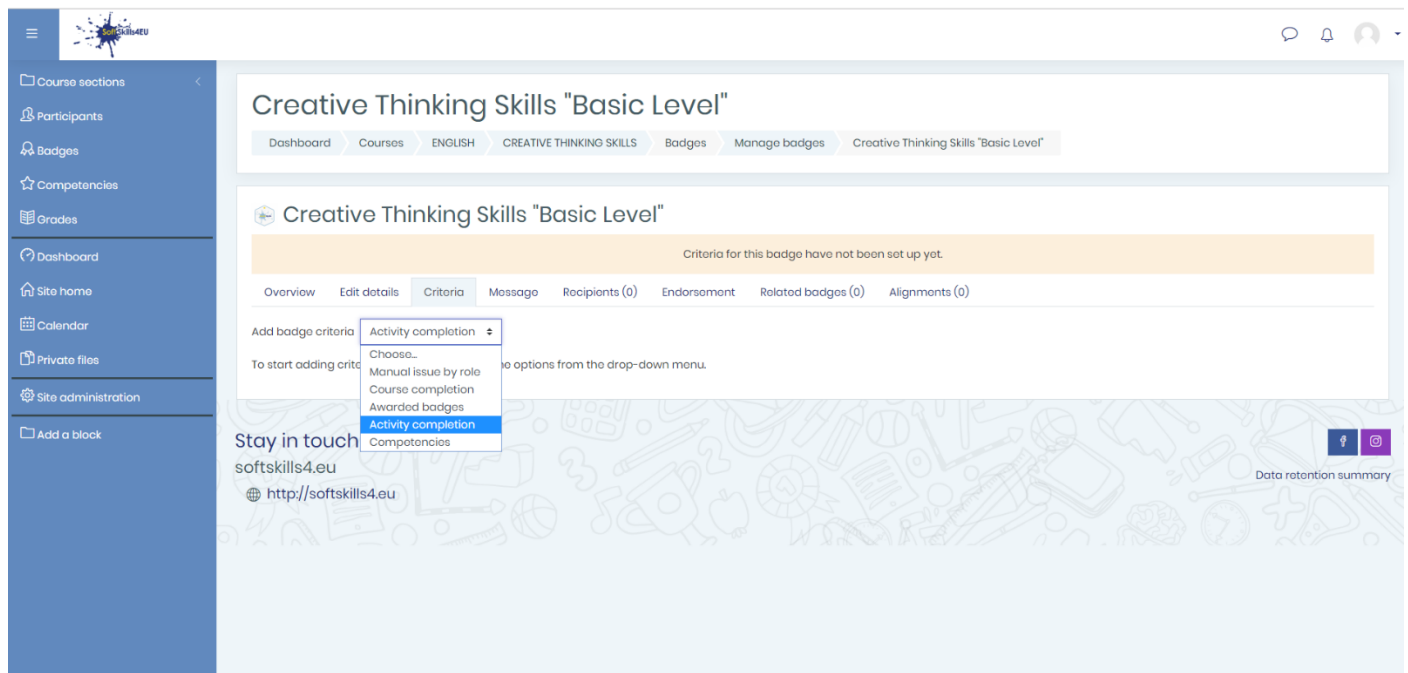


Figure 24: Add criteria for the badge

- Then, under Activity Completion tick the label "Click here to claim Creative Thinking Skills Badge Basic Level!"
- Click "Save"

**Note:**

\*As we created three badges for three levels (Basic, Intermediate, Advance) for each badge we will select the specific label for the activity completion of the badges.

Activity completion

Book - MODULE 5 - CREATIVE THINKING SKILLS  
complete by  
2 December 2019 Enable

Quiz - Topic 1 - Innovativeness  
complete by  
2 December 2019 Enable

Quiz - Topic 2 - Constant improvement  
complete by  
2 December 2019 Enable

Quiz - Topic 3 - Analytical thinking  
complete by  
2 December 2019 Enable

Quiz - Topic 4 - Implementing changes  
complete by  
2 December 2019 Enable

Quiz - Topic 5 - Fostering creativity  
complete by  
2 December 2019 Enable

Label - Click here to claim Creative Thinking Skills badge...  
complete by  
2 December 2019 Enable

This criterion is complete when...

☐ All of the selected activities are complete

☒ Any of the selected activities is complete

Description

Save Cancel

Figure 25: Add criteria for the badge – Activity Completion

- Last step, to click "Enable Access" to be visible for the teachers and then for the students.

The screenshot shows the 'Creative Thinking Skills Basic Level' badge management interface. On the left is a blue sidebar with navigation links: Course sections, Participants, Badges, Competencies, Grades, Dashboard, Site home, Calendar, Private files, Site administration, and Add a block. The main content area has a breadcrumb trail: Dashboard > Courses > ENGLISH > CREATIVE THINKING SKILLS > Badges > Manage badges > Creative Thinking Skills Basic Level. Below the breadcrumb is the title 'Creative Thinking Skills Basic Level' and a green success message: 'Badge criteria successfully created'. An orange banner below the message states: 'This badge is currently not available to users. Enable access if you want users to earn this badge.' and contains a red-circled 'Enable access' button. Below the banner are tabs: Overview, Edit details, Criteria (selected), Message, Recipients (0), Endorsement, Related badges (0), and Alignments (0). Under the 'Criteria' tab is a dropdown menu labeled 'Add badge criteria' with 'Choose...' selected. Below this is the 'Activity completion' section, which states 'The following activity has to be completed:' and lists a single item: 'Label - Click here to claim Creative Thinking Skills badge.' At the bottom left, there is a 'Stay in touch' section with 'softskills4.eu' and 'http://softskills4.eu'. At the bottom right, there are social media icons and a 'Data retention summary' link.

Figure 26: Enable access