

# SOFTSKILLS MOODLE – GUIDELINES (FOR STUDENTS)



## SoftSkills4EU: Promote your Soft Skills with Open Badges

Partner organization: EMPHASYS CENTRE

## INFORMATION ABOUT OUTPUT

**OUTPUT:**

IO2 SOFTSKILLS4EU CURRICULUM AND LEARNING TOOLS

**ACTIVITY:**

IO2 A3: DEVELOPING E-LEARNING MATERIAL

## PROJECT INFORMATION

**PROJECT:**

SoftSkills4EU: Promote your Soft Skills with Open Badges

**PROJECT TITLE:**

Promote your soft skills with open badges

**ACRONYM:**

SoftSkills4eu

**PROJECT NO.:**

2018-1-SI01-KA204-047088

**PROJECT COORDINATOR:**

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

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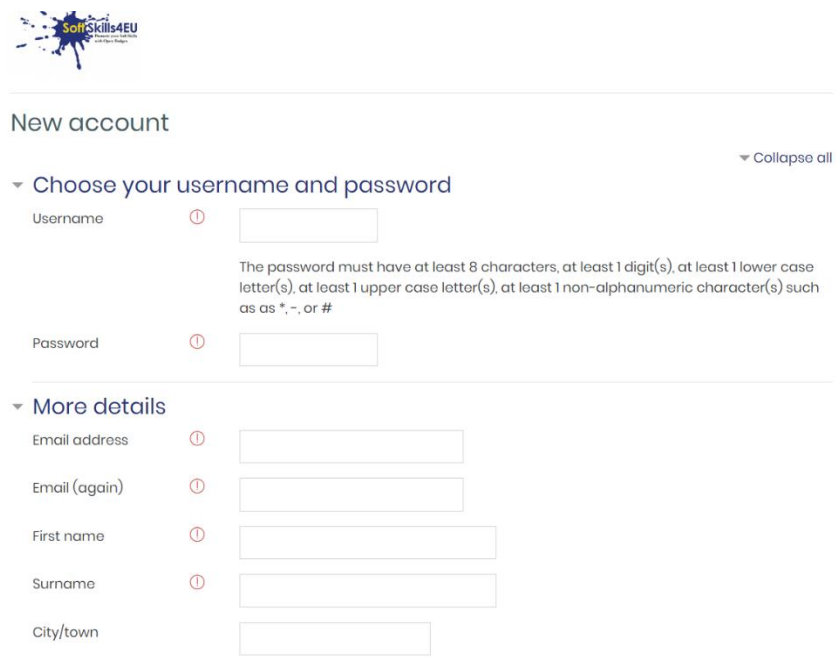
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## STEP-BY-STEP GUIDE

## STEP 1: HOW DO I SIGN UP?

- Visit <https://academy-softskills4.eu/>
- Click on the “Create new account” button
- Fill in your personal information: username, password, email address, first name, surname, city etc.
- Click on the ‘Create new account’ button



The screenshot shows the registration form for SoftSkills4EU. At the top left is the logo for SoftSkills4EU, which includes the text 'SoftSkills4EU' and 'The European Academy of Soft Skills'. Below the logo is the heading 'New account' with a 'Collapse all' button on the right. The form is divided into two main sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section contains a 'Username' field, a 'Password' field, and a password requirement note: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #'. The 'More details' section contains five fields: 'Email address', 'Email (again)', 'First name', 'Surname', and 'City/town'. Each field has a red information icon to its left.

Figure 1: Registration Form

**Note:**

\*You will receive a confirmation email with a link which you must click in order to validate your profile.

## STEP 2: HOW DO I LOG IN?

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

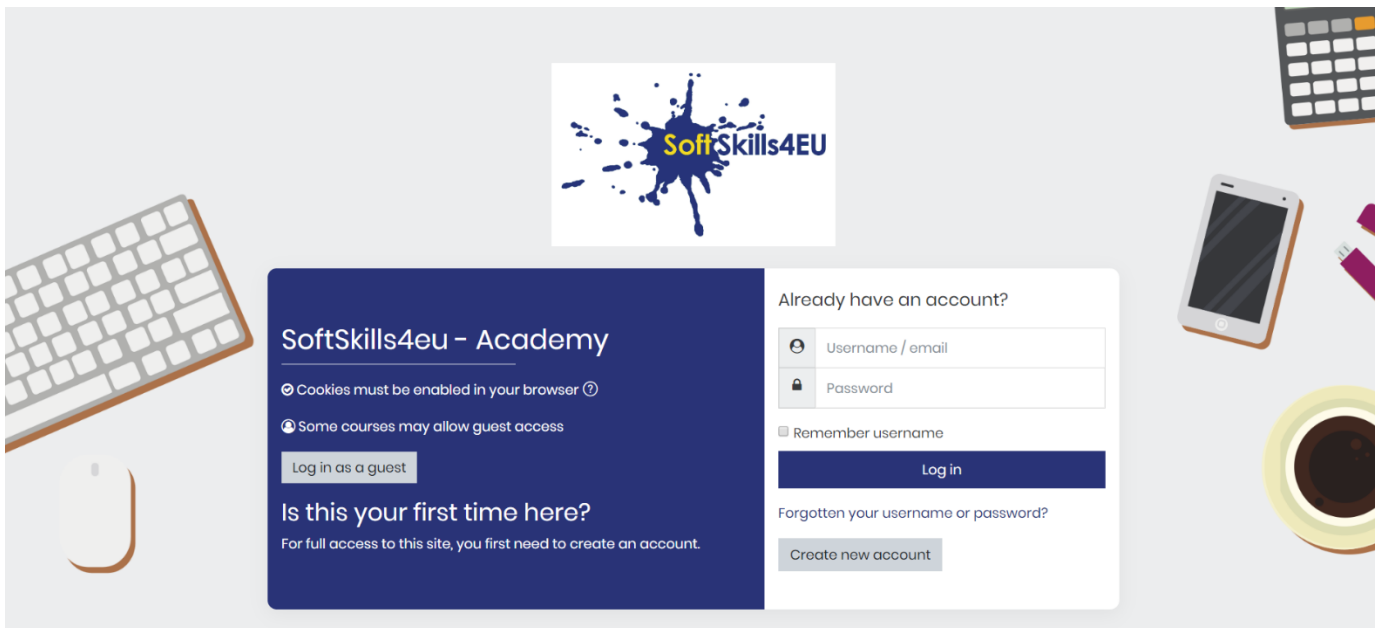


Figure 2: Log in

Note:

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

### STEP 3: WHERE CAN I FIND THE AVAILABLE COURSES?

- Log in (Step 2)
- Click on the 'Home' tab

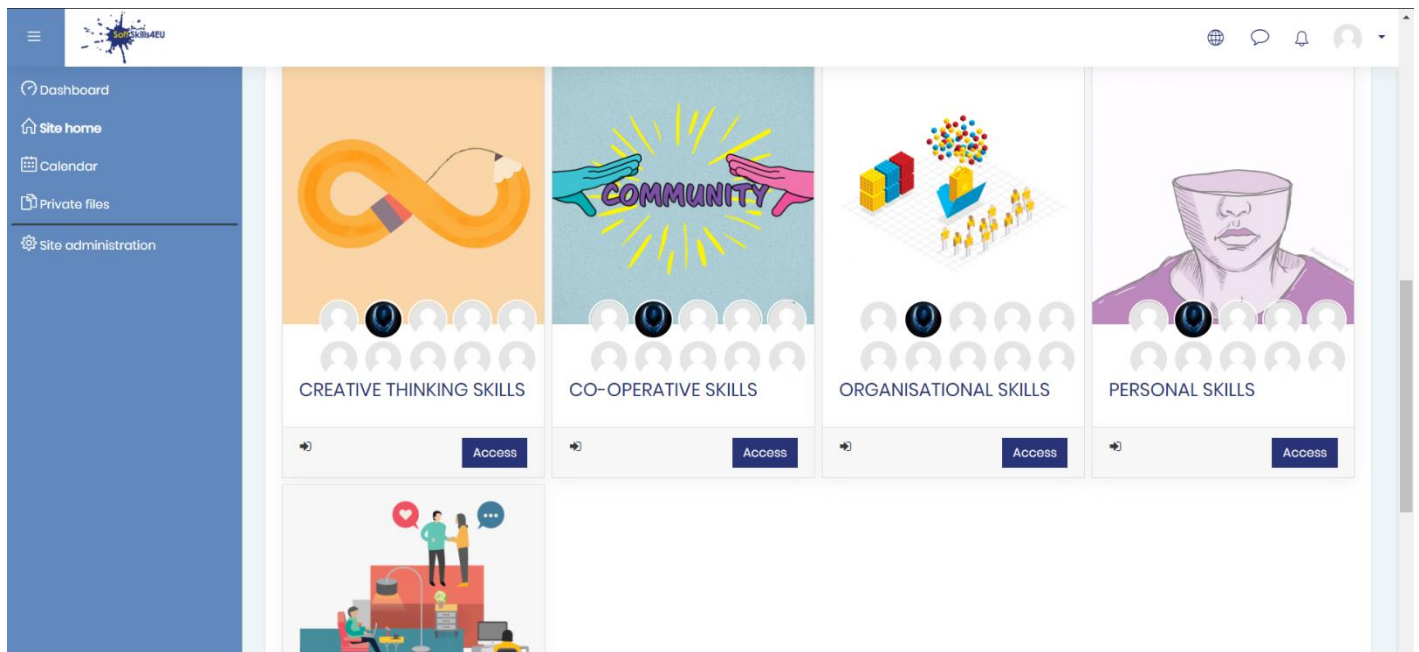


Figure 3: SOFTSKILLS4EU Home Page

## STEP 4: HOW DO I ENROLL IN A COURSE?

- Log in (Step 2)
- Click on the 'Home' tab
- Click on one course
- Click on 'Enrol-me' button

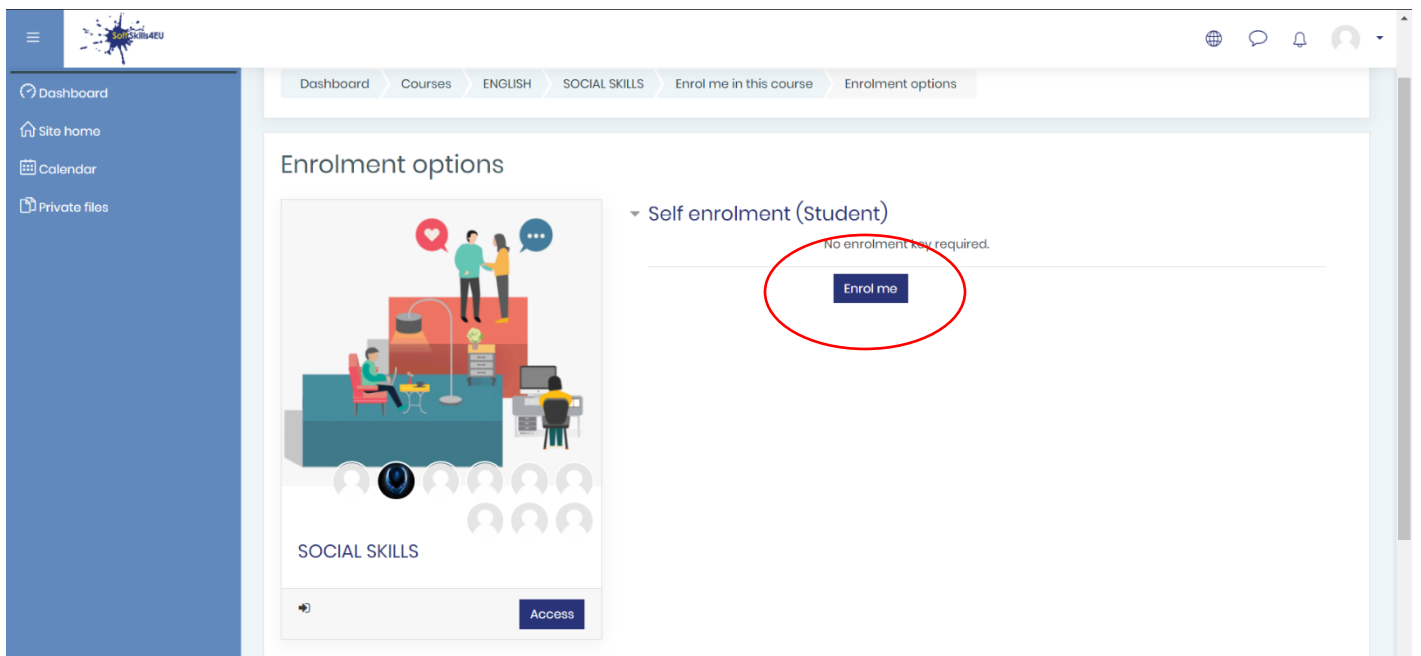


Figure 4: Self-enrolment

**Note:**

\* The course enrolment is 'Self-Enrolment'

## STEP 5: HOW DO I COMPLETE A COURSE AND EARN A BADGE?

- Log in (Step 2)
- Click on "Home" tab
- Enter a course
- Successfully pass the 5 topics of final assessment. Based on your grade you will earn the 'Basic/Intermediate/Advance Level'
- Once you passed all the modules successfully you will earn the 'SOFTSKILLS4EU Super Badge'

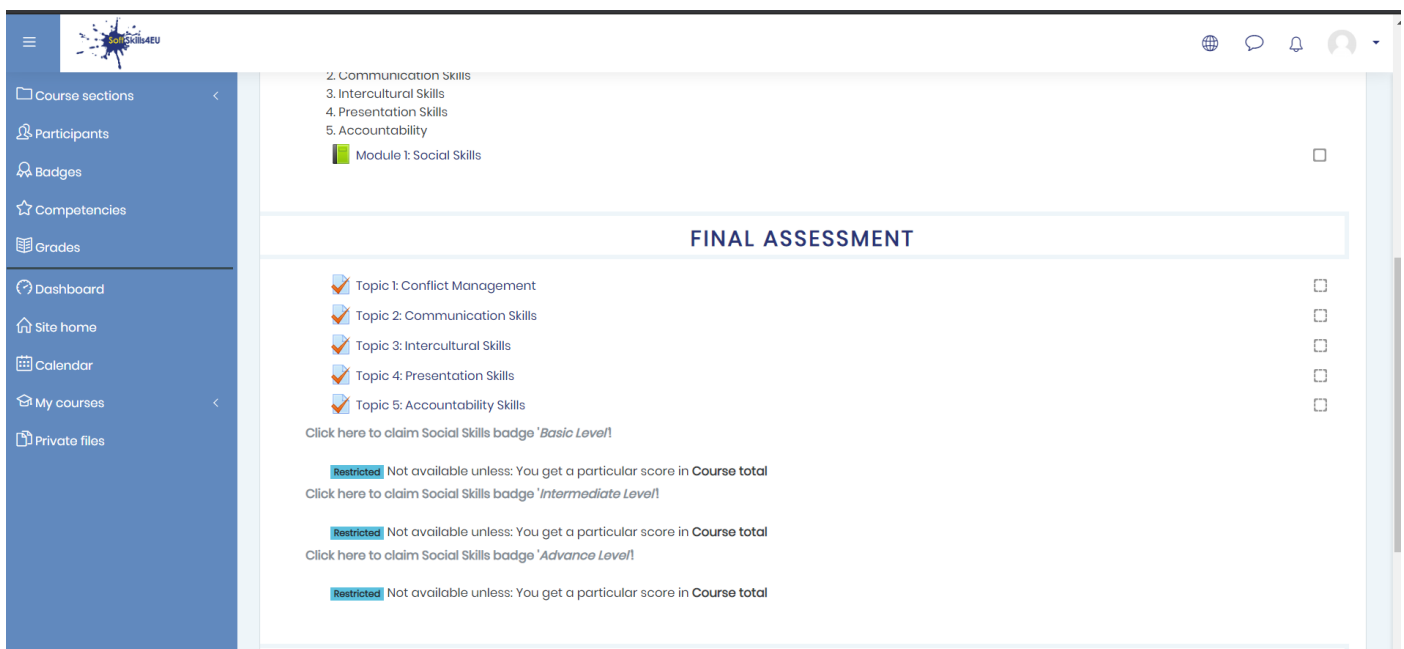


Figure 5: Final assessment and badges

### Note:

\* Basic Level: 60% - 70%

Intermediate Level: 71% - 84%

Advance Level: 85% - 100%



## STEP 6: HOW DO I CHECK MY PROFILE PAGE?

- Log in (Step 2)
- Click on the button with your name on the upper right corner
- Click on the “Profile”
- Edit your personal info while you can see your enrolled courses and/or your badges

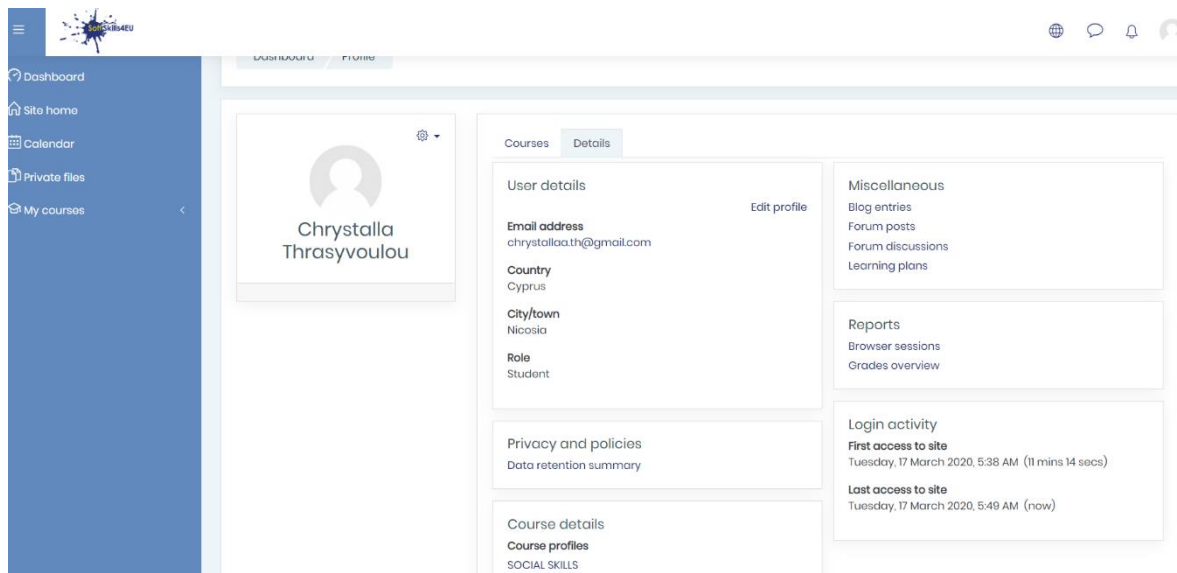
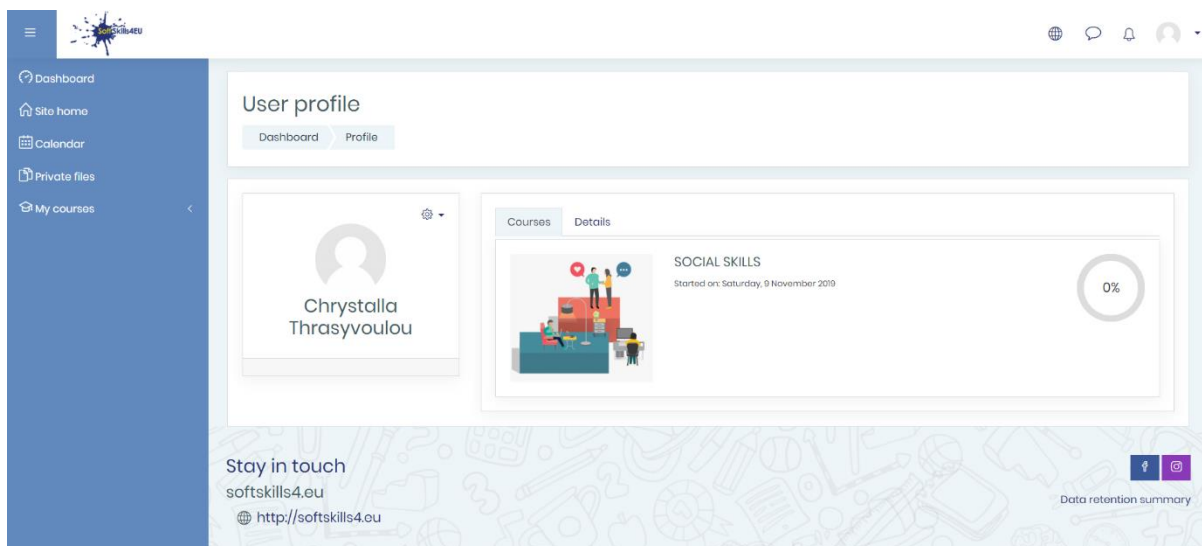


Figure 6: Edit Profile