

# SOFTSKILLS MOODLE – GUIDELINES (FOR TEACHERS)



# 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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### STEP-BY-STEP GUIDE

## STEP 1: LOG IN PAGE

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





#### 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



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# STEP 3: UPLOAD TEACHING MATERIAL

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Click on the Settings button

• Click on the "Turn editing on"

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	The main aim of this module is to equip participants with the right knowledge and skills, in order to enhance their social competences. To meet this aim, the module covers the 5 following topics: 1. Conflict Management 2. Communication Skills 3. Intercultural Skills 4. Prosentation Skills 5. Accountability	
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Click on the "Add an activity or resource" in the TEACHING MATERIAL Section

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• 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

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	and concerns. It is therefore vital to be able		Add Cancel	er letter and interview.	

Figure 6: Add label

#### Note:

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

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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

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Add each chapter (TOPIC) with their main objective in the "Content Section".

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\$ 17 10	Content       I I I I I I I I I I I I I I I I I I I		
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• Click on the plus (+) symbol on the right hand side to add sub-chapters (SUB-TOPICS) with the main content of the teaching material.

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

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↔ 6 == 9	Conflict Management Chapter title     Understanding Conflict     Subchapter     Subchapter	
	Content	
	<b>Definition</b> According to the Oxford Dictionary, conflict is defined as 'a serious incompatibility between two or more opinions, principles or interests'. Scenario Let us examine conflict through the following example: Max and Simon were working in the same team. One day, they were asked to collaborate on a project assigned to them from their	

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

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Click on the "Add an activity or resource" under Final Assessment Section.

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	need to be able to communicate effectively and get along with others. If you work with clients, you must listen attentively to their questions and concerns. It is therefore vital to be able to demonstrate that you possess strong social skills in your resume, cover letter and interview.	
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Figure 13: Add activity or resource – Final assessment



#### Click on the "Quiz"

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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

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- 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"

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Figure 15: Quiz Settings

- Click on the quiz for the topic
- Click on the "Edit quiz" button

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Figure 16: Edit Quiz

Click Add

• Click on the "A new question"

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Figure 17: Add a new question

Choose a question type and create the questions

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Figure 18: Question types

## Note:

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\*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 lable 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 >=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%

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Figure 20: Label Settings



#### 5.2 ADD BADGES

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

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Add a block	

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"



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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"



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Course sections  Participants  Readges  Creative Thinking Skills "Basic Level"  Dashboard Courses ENGLISH CREATIVE THINKING SKILLS Badges Manage badges Creative Thinking Skills "Basic Level"	
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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.



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i Site home		Quiz - Topic 2 - Constant improvement complete by	
D Private files		Quiz Topic 3 – Analytical thinking	
Site administration     Add a block		2 • December • 2019 • 🖾 Enable	
		Quiz - Topic 4 - Implementing changes       complete by       2     •       December •     2018       •     Enable	
		Quiz - Topic 5 - Fostering creativity complete by 2  Complete by	
		K Label - Click here to claim Creative Thinking Skills badge_ complete by     2 ● December ● 2018 ●	
	<ul> <li>This criterion is complete when</li> </ul>	All of the selected activities are complete     # Any of the selected activities is complete	
	Description		
		Sove 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.



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Figure 26: Enable access

