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SOFTSKILLS MOODLE GUIDELINES FOR STUDENTS



SoftSkills4EU:
Promote your Soft Skills with Open Badges



GUIDELINES

INFORMATION ABOUT OUTPUT

OUTPUT:

IO2 SOFT SKILLS CURRICULUM AND LEARNING TOLS

ACTIVITY:

IO2 A3: DEVELOPMENT OF 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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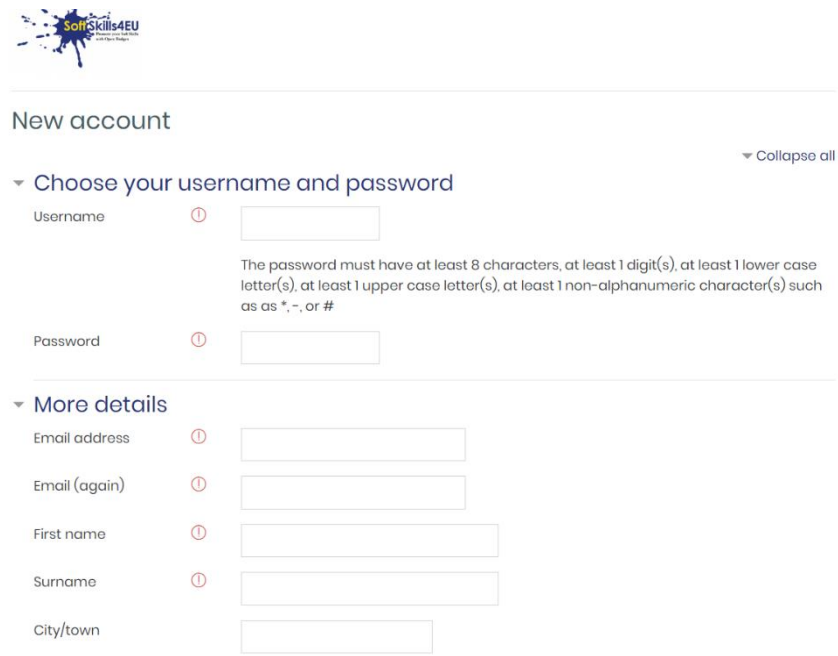
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STEP-BY-STEP GUIDE

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 'New account' registration form on the SoftSkills4EU website. The form is titled 'New account' and includes a 'Collapse all' button. It is divided into two main sections: 'Choose your username and password' and 'More details'. The 'Choose your username and password' section contains fields for 'Username' and 'Password', with a password strength indicator below the password field. The 'More details' section contains fields for 'Email address', 'Email (again)', 'First name', 'Surname', and 'City/town'. Each field has a red information icon to its left.

SoftSkills4EU
The Academy of Soft Skills

New account

▼ Collapse all

▼ Choose your username and password

Username ⓘ

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 as *, -, or #

Password ⓘ

▼ More details

Email address ⓘ

Email (again) ⓘ

First name ⓘ

Surname ⓘ

City/town

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

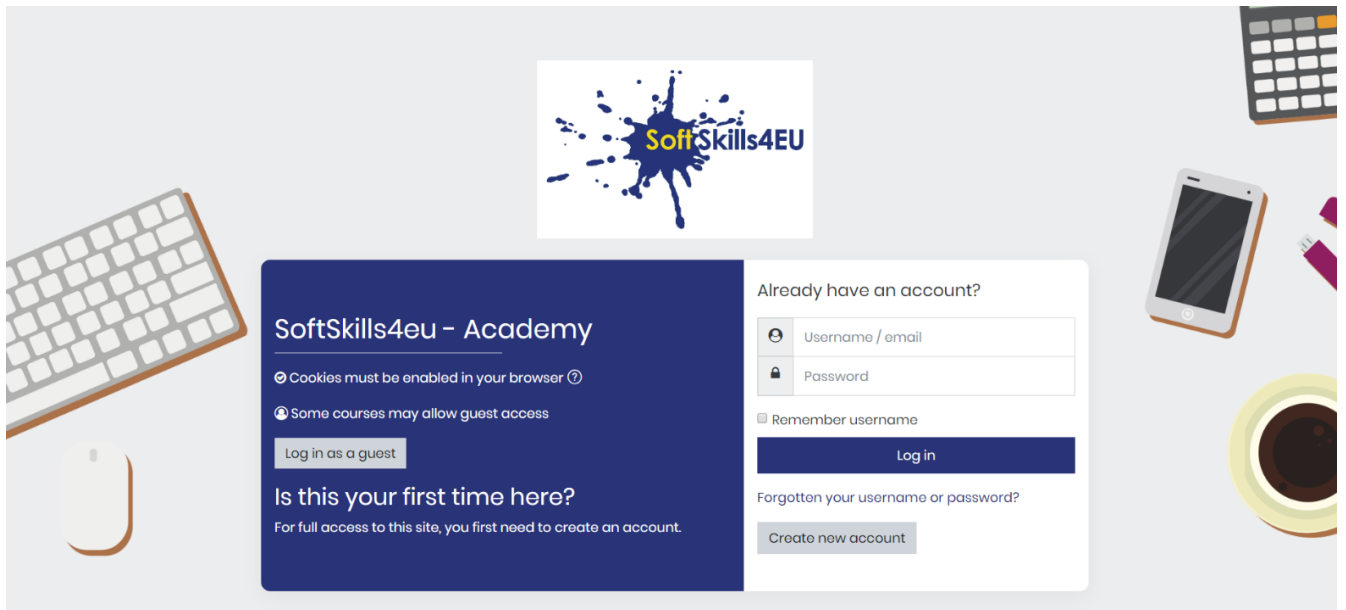


Figure 2: Log in

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

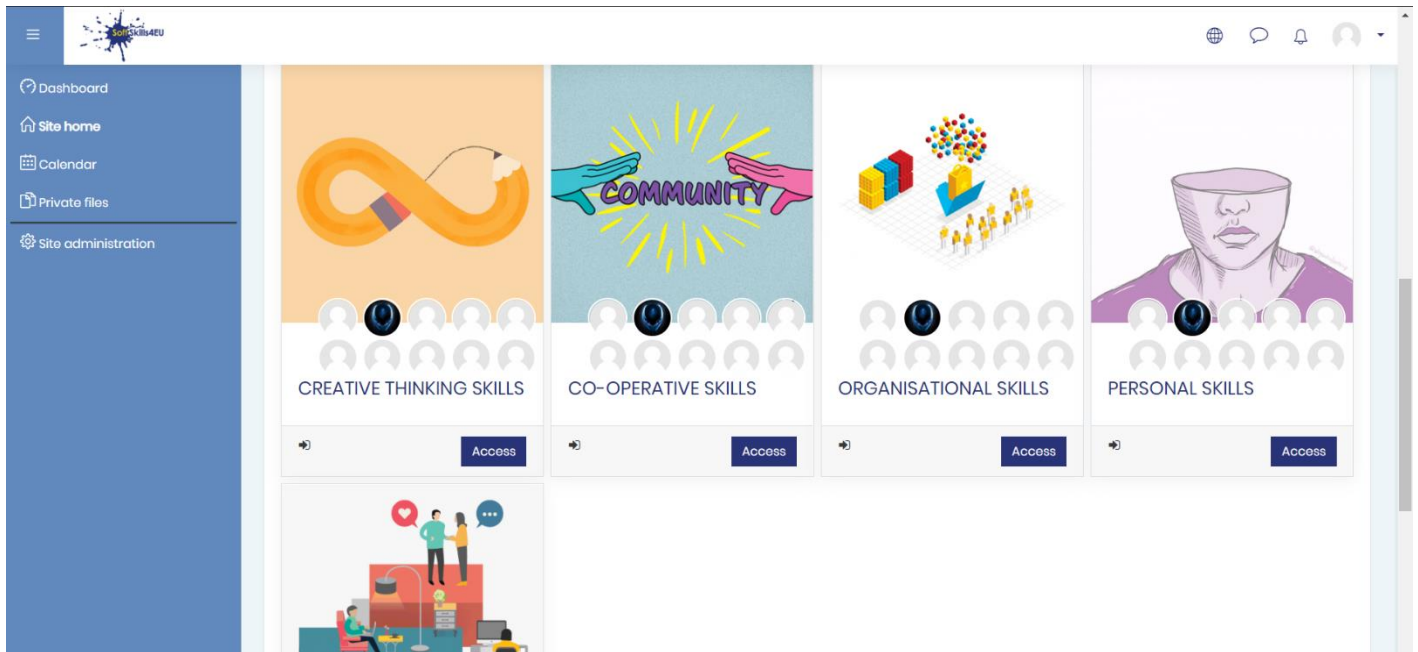


Figure 3: SOFTSKILLS4EU Home Page

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

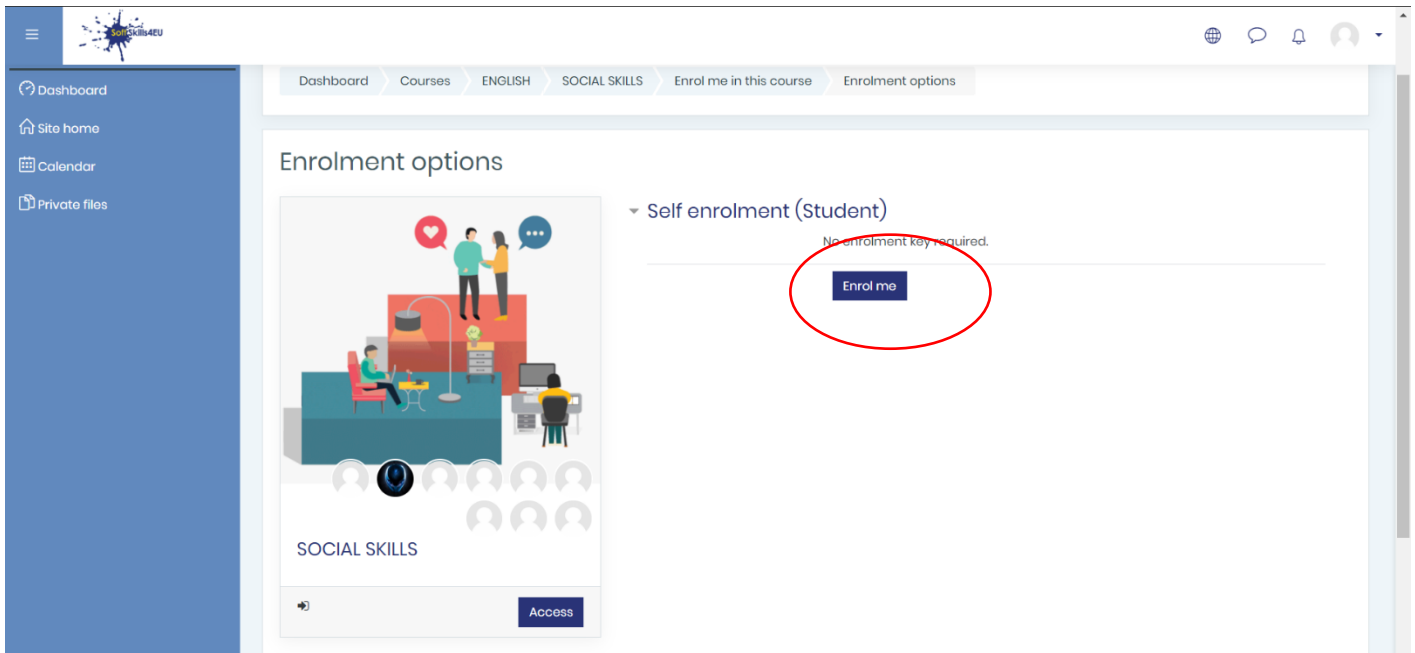


Figure 4: Self-enrolment

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'

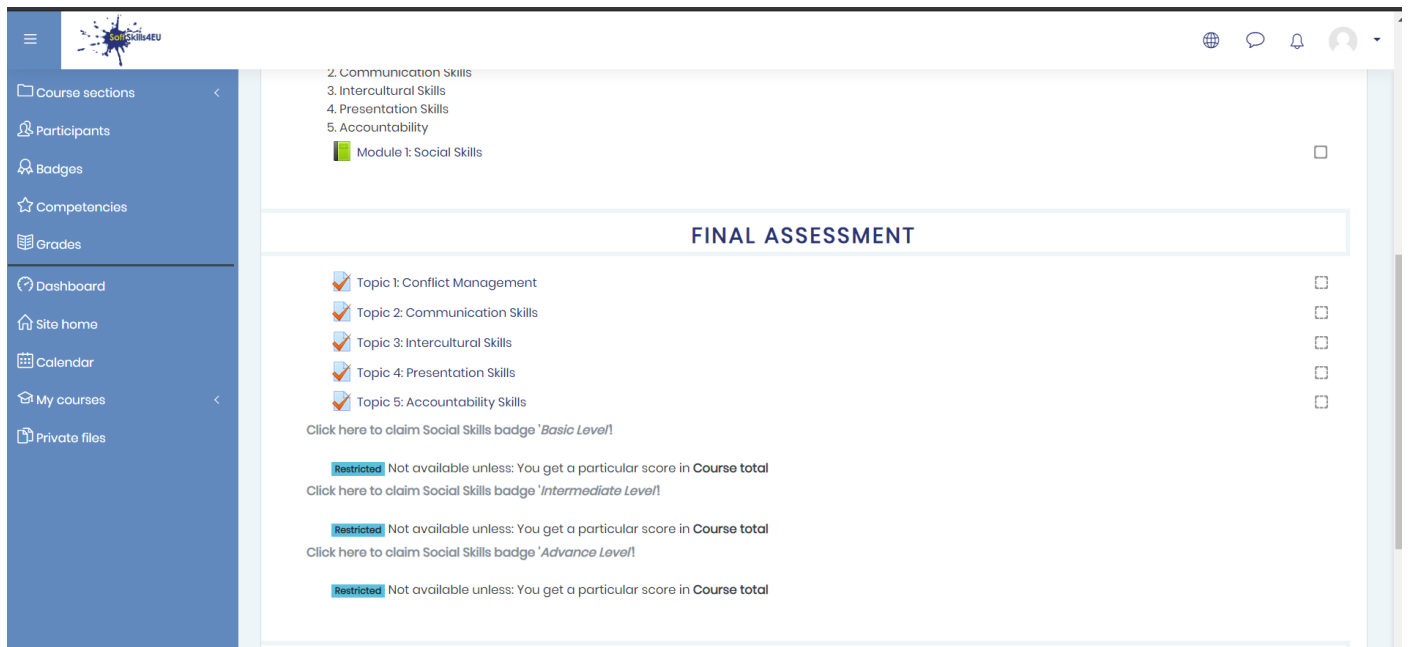


Figure 5: Final assessment and badges

Note:

* Sufficient Level: 60% - 70%

Good Level: 71% - 84%

Excellent 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

The figure displays two screenshots of the 'User profile' page in the softskills4.eu system.

Top Screenshot: Profile Overview

- Header:** User profile (Dashboard > Profile)
- User Information:** Profile picture placeholder, name: Chrystalla Thrasyvoulou
- Courses:** Details for 'SOCIAL SKILLS' (Started on: Saturday, 9 November 2019) with a progress indicator at 0%.
- Footer:** Stay in touch (softskills4.eu, http://softskills4.eu), social media icons, and Data retention summary.

Bottom Screenshot: Edit Profile

- Header:** User profile (Dashboard > Profile)
- User Information:** Profile picture placeholder, name: Chrystalla Thrasyvoulou
- User details:** Edit profile button, Email address: chrystallaa.th@gmail.com, Country: Cyprus, City/town: Nicosia, Role: Student.
- Privacy and policies:** Data retention summary.
- Course details:** Course profiles: SOCIAL SKILLS.
- Miscellaneous:** Blog entries, Forum posts, Forum discussions, Learning plans.
- Reports:** Browser sessions, Grades overview.
- Login activity:** First access to site: Tuesday, 17 March 2020, 5:38 AM (11 mins 14 secs); Last access to site: Tuesday, 17 March 2020, 5:49 AM (now).

Figure 6: Edit Profile