



Mede gefinancierd door het
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SOFTSKILLS MOODLE GUIDELINES FOR TEACHERS



SoftSkills4EU:
Promote your Soft Skills with Open Badges



GUIDELINES

INFORMATION ABOUT OUTPUT

OUTPUT:

IO2 SOFT SKILLS CURRICULUM AND LEARNING TOLS

ACTIVITY:

IO2 A2: DEVELOPMENT OF CURRICULUM

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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STAP-VOOR-STAP HANDLEIDING

STAP 1: INLOGPAGINA

- Ga naar <https://academy-softskills4.eu/>
- Klik op de "Log in" knop
- Vul uw gebruikersnaam en wachtwoord in

Figure 1: Log in page

Opmerking:

- *Het platform geeft de optie om uw inloggegevens te bewaren
- *Er is ook een mogelijkheid om een vergeten wachtwoord te herstellen

STAP 2: BESCHIKBARE CURSUSSEN

- OP de "Dashboard" pagina vindt u de cursussen waarvoor u bent gemachtigd

Opmerking:

- *Waarschijnlijk bent u al aangemeld voor één of meer cursussen



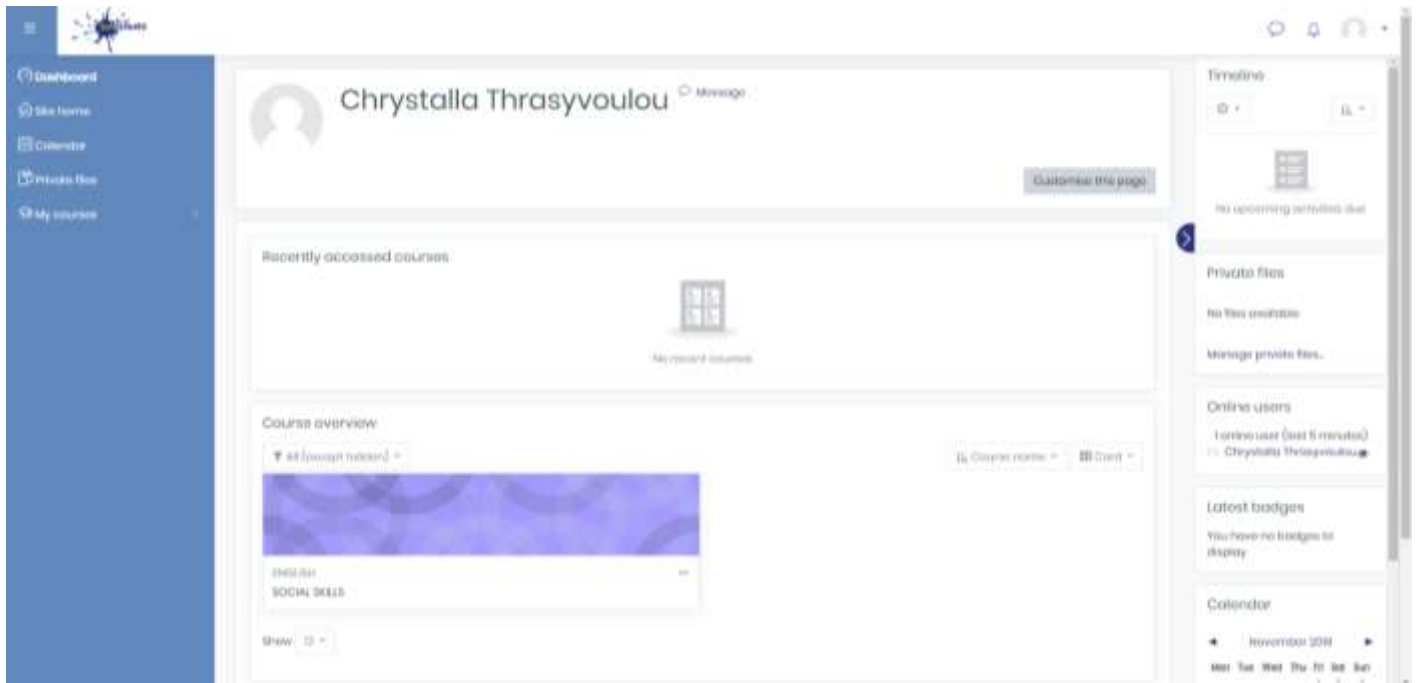


Figure 2: Dashboard page

STEP 3: UPLOAD TEACHING MATERIAL

- Klik op een Module

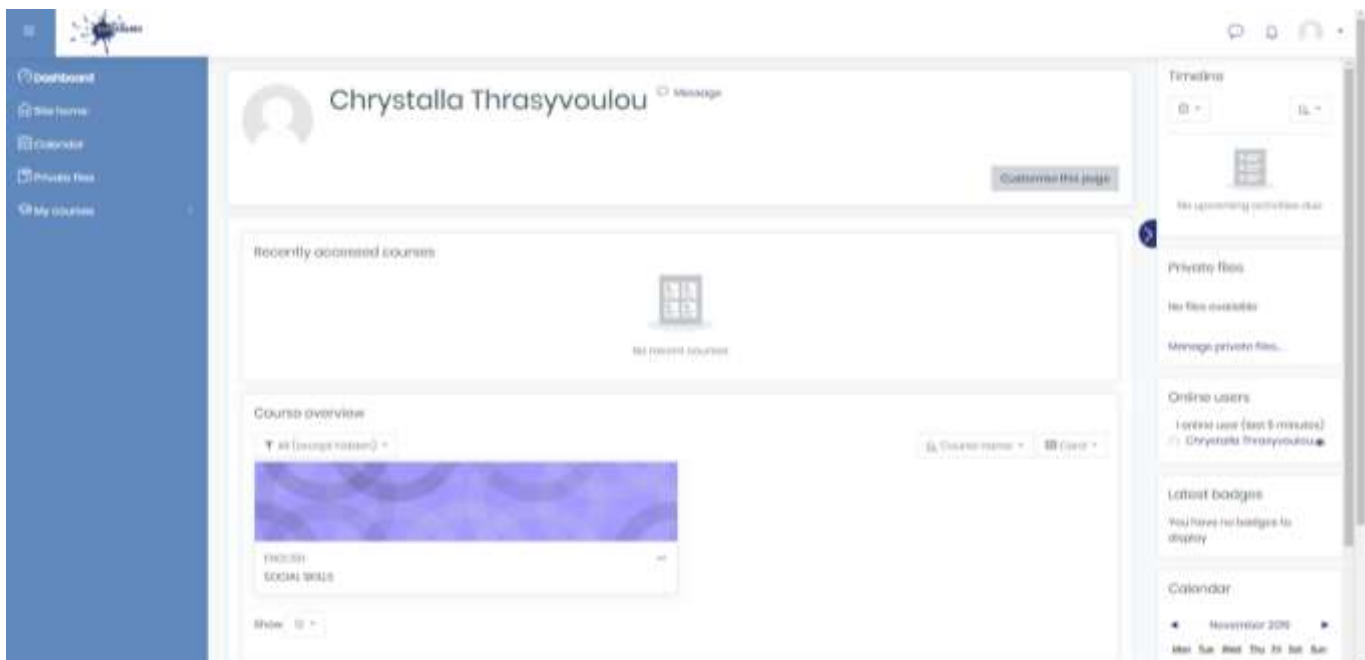


Figure 3: Module

- Klik op de “Settings” knop
- Klik op de “Turn editing on” knop

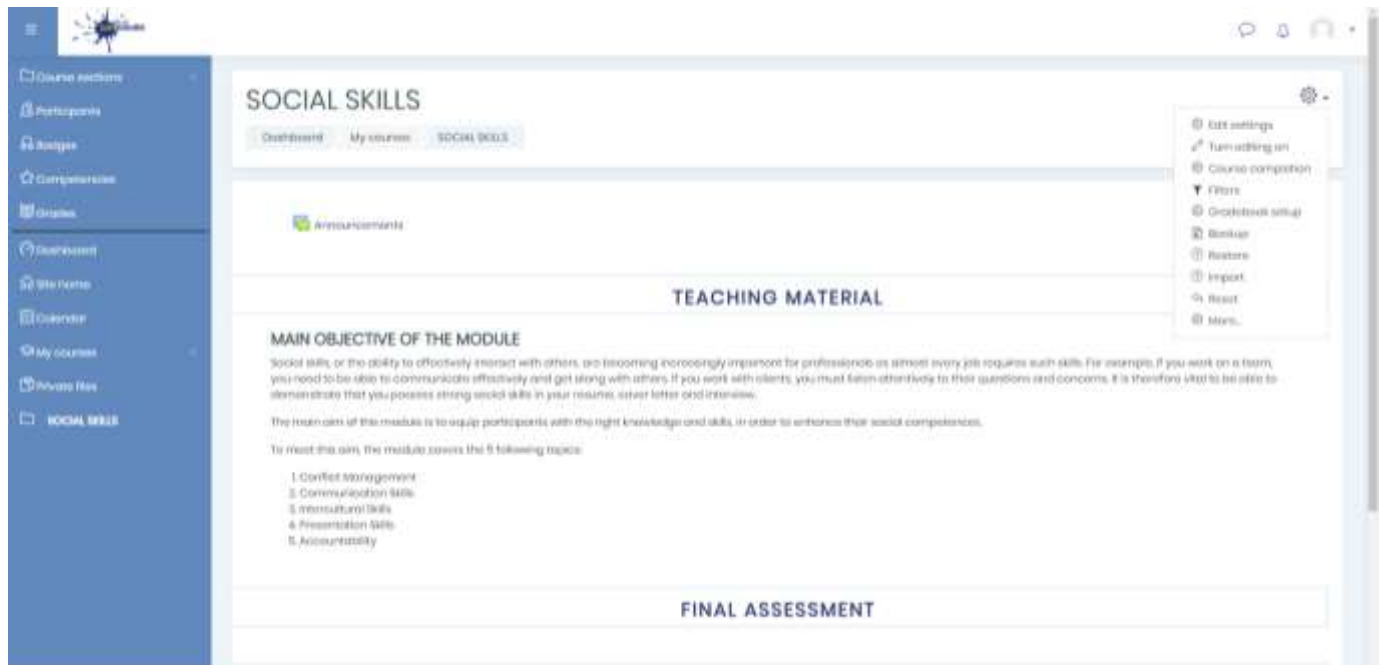


Figure 4: “Turn Editing” button

- Klik op de “Add an activity or resource” in de TEACHING MATERIAL Sectie



Figure 5: “Add an activity or resource”

- Klik op “Label” om een label aan het hoofdthema van de module toe te voegen. Kopiëer en plak het hoofdoel van het lesmateriaal



Figure 6: Add label

Opmerking:

*Verwijder a.u.b. de "completion tracking" bij de instellingen

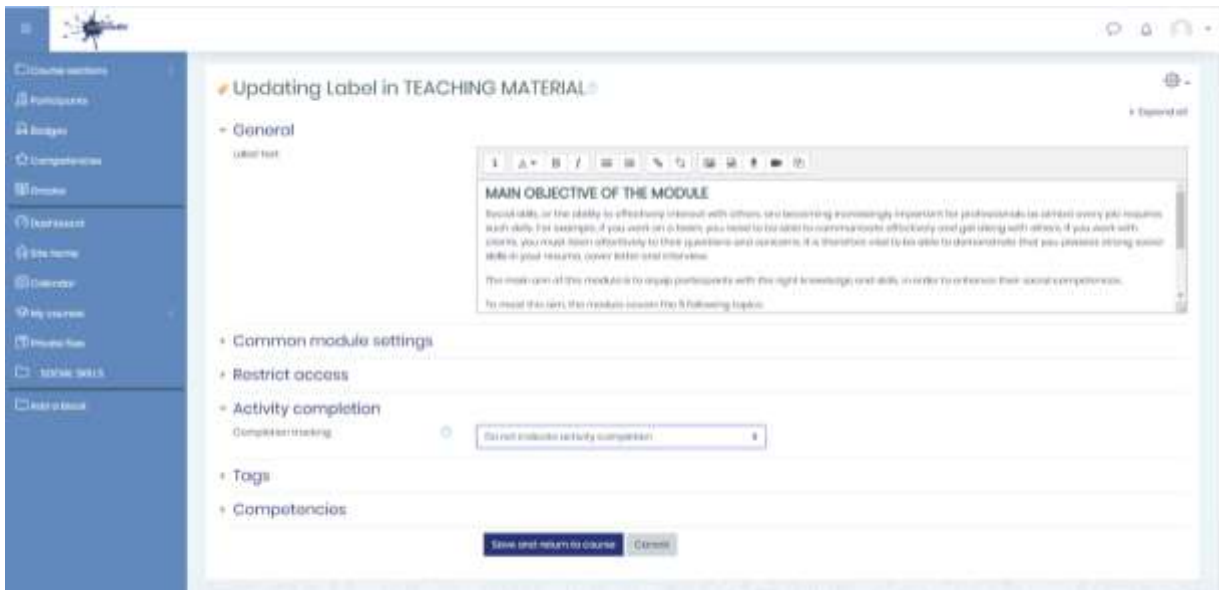


Figure 7: Activity Completion

- Klik op "Add an activity or resource" om een "Book" toe te voegen aan de module.

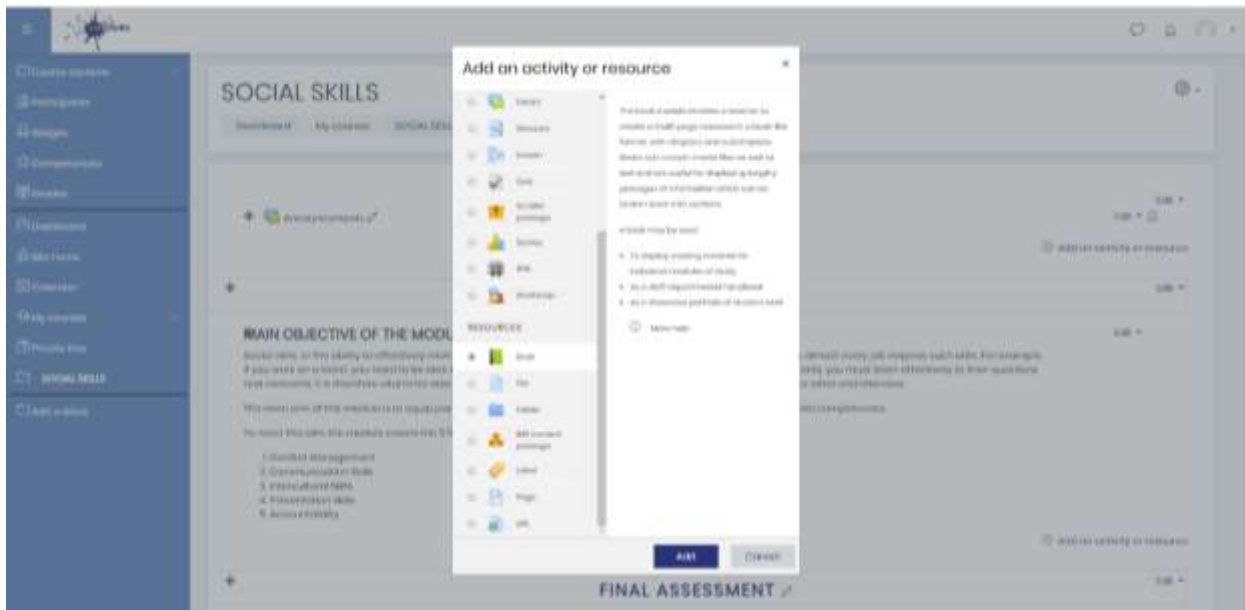


Figure 8: Add a book

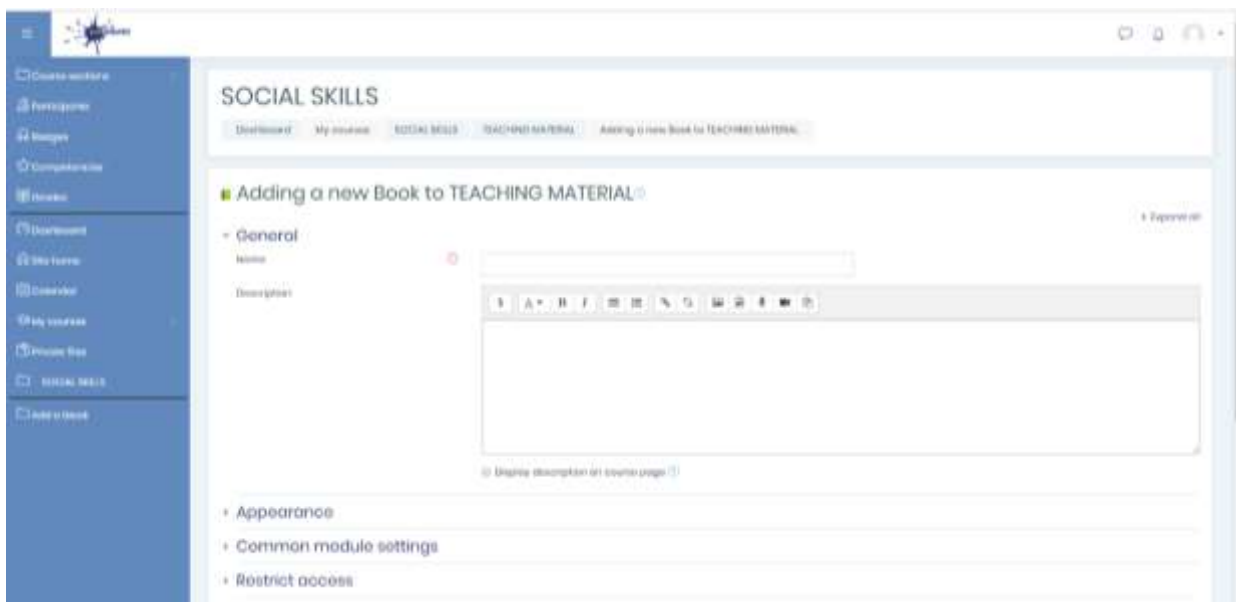


Figure 9:
Book
Settings

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

Voeg ieder hoofdstuk (TOPIC) toe met het hoofdonderwerp in "Content Section".





- Click on the plus (+) symbol at the top right to add sub-topics (SUB-TOPICS) to the learning material.

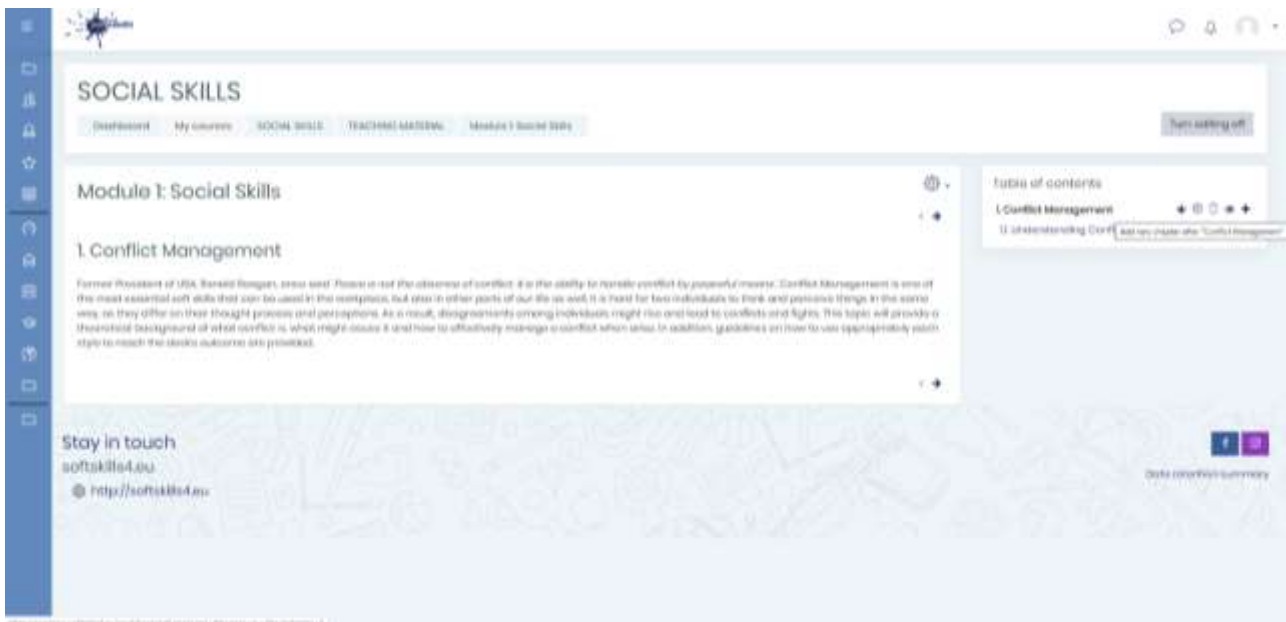


Figure 11: Add sub-chapters (SUB-TOPICS)

- Be sure that "sub-topic" is selected

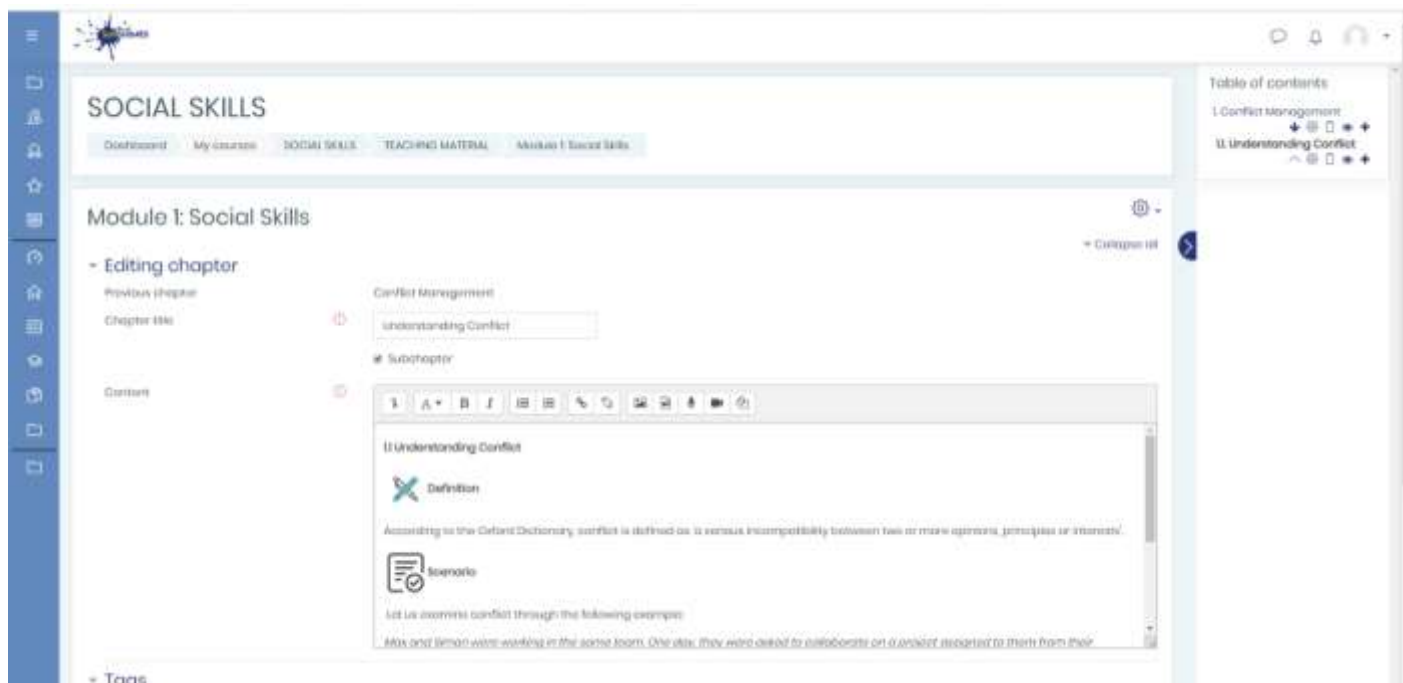


Figure 12: Add sub-chapters (SUB-TOPICS)

Opmerking:

- *Afbeelding "key symbols" voor het lesmateriaal vindt u in de Dropboxfolder onder "IO2 teaching material"
- *Voeg deze "key symbols" toe als afbeelding. Gebruik 60x60 als afmeting, met "Alignment: Left"

STAP 4: UPLOADEN ASSESSMENTS

- Klik op "Add an activity or resource" onder de "Final Assessment" sectie.

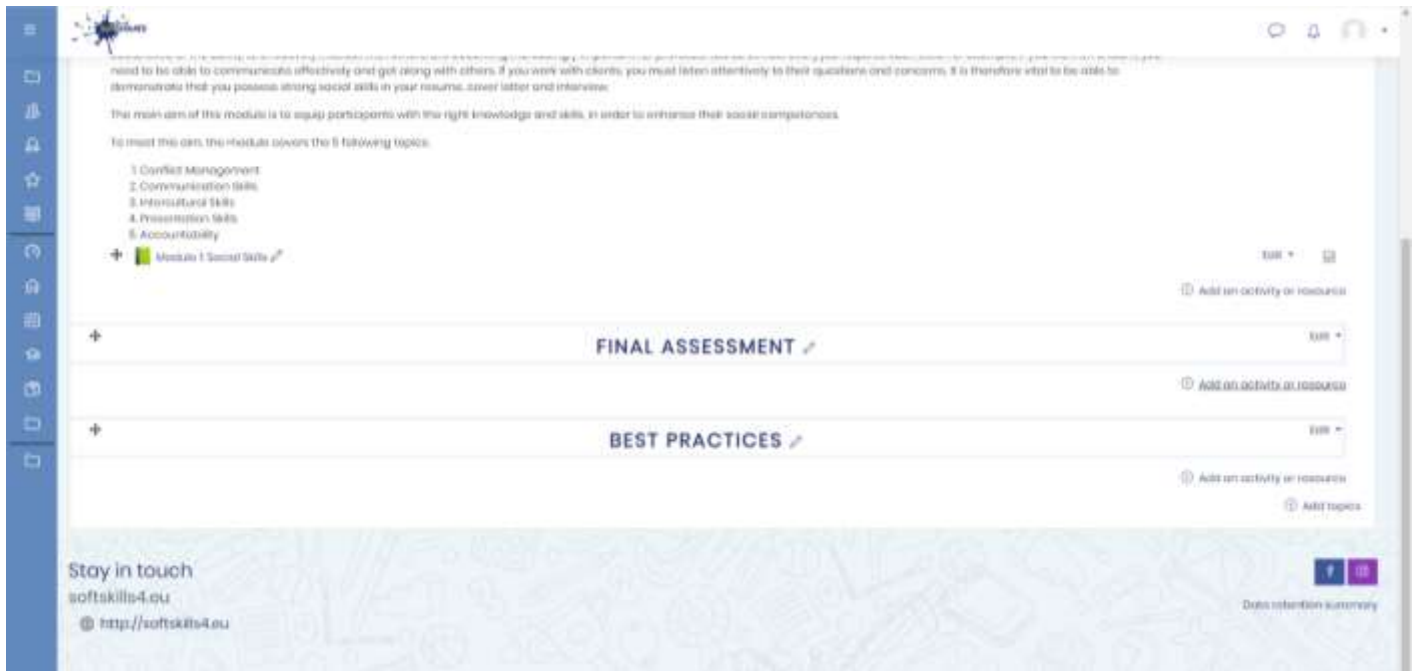


Figure 13: Add activity or resource – Final assessment

- Klik op "Quiz"

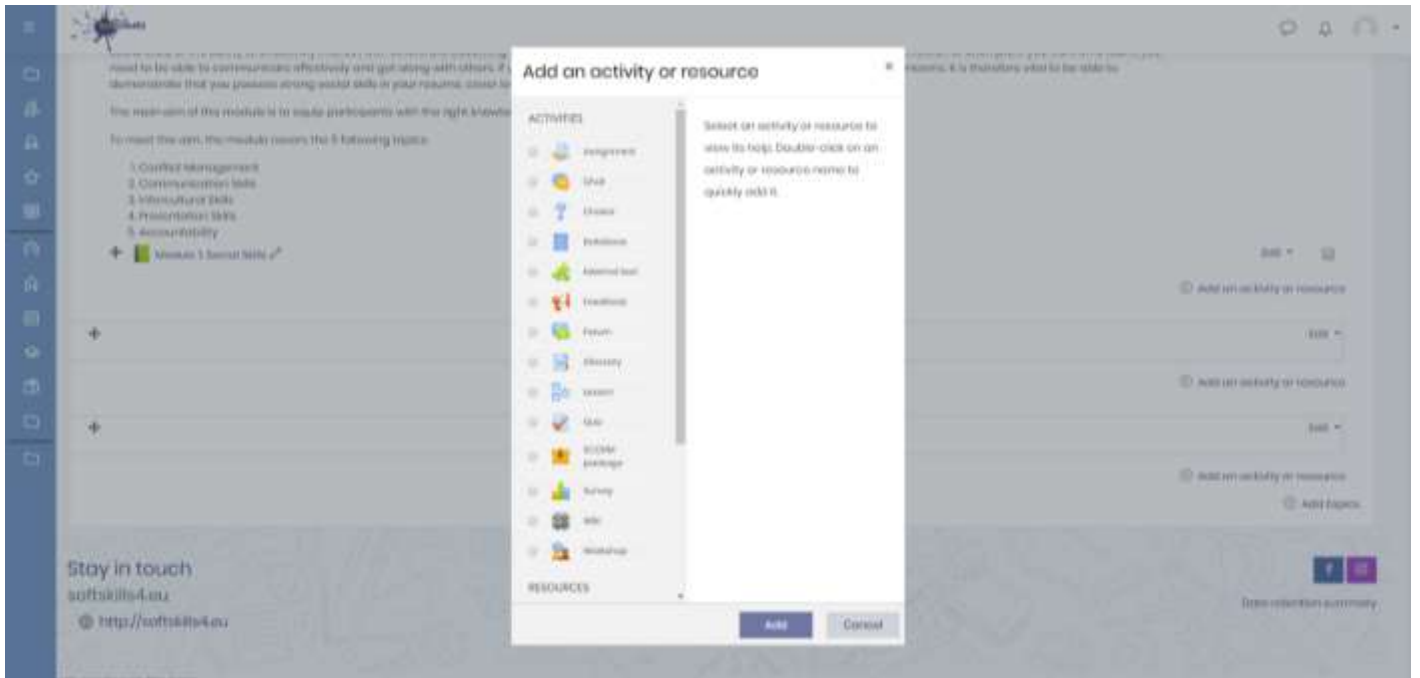
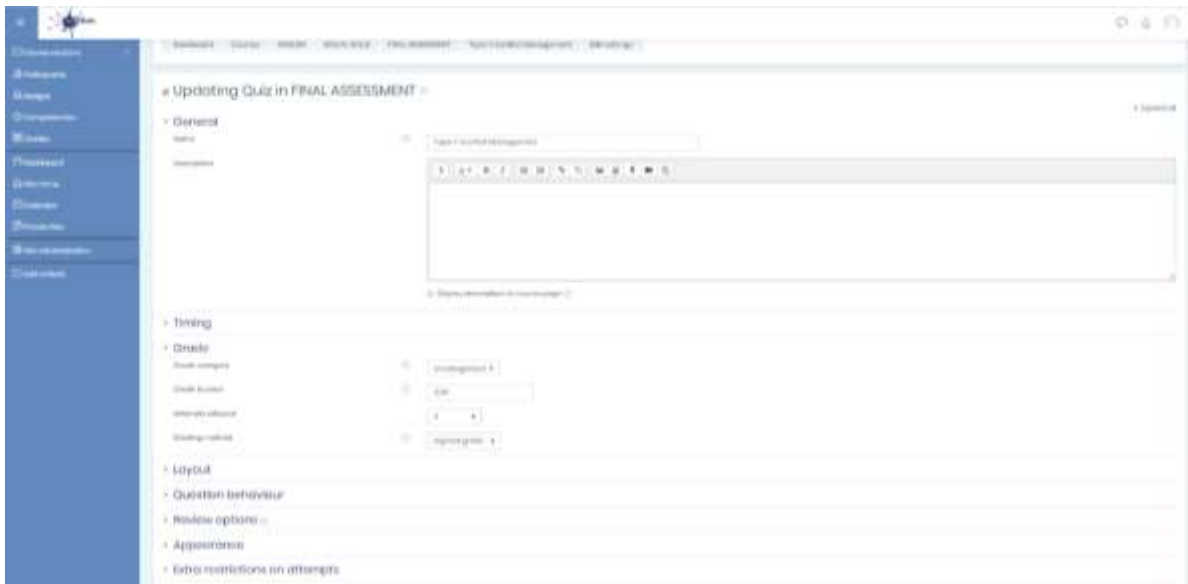


Figure 14: Add Quiz

Opmerking:

*Maak voor elk topic een Quiz aan

- Geef de Quiz een naam
- Klik op "Grade", selecteer "3" voor het aantal toegestane pogingen



- Klik op "Completion tracking" en daarna op "Show activity as complete when conditions are met"
- Klik "Require grade" en vink daarna aan: "Student must receive a grade to complete this activity"
- Klik "Save and return to the course"

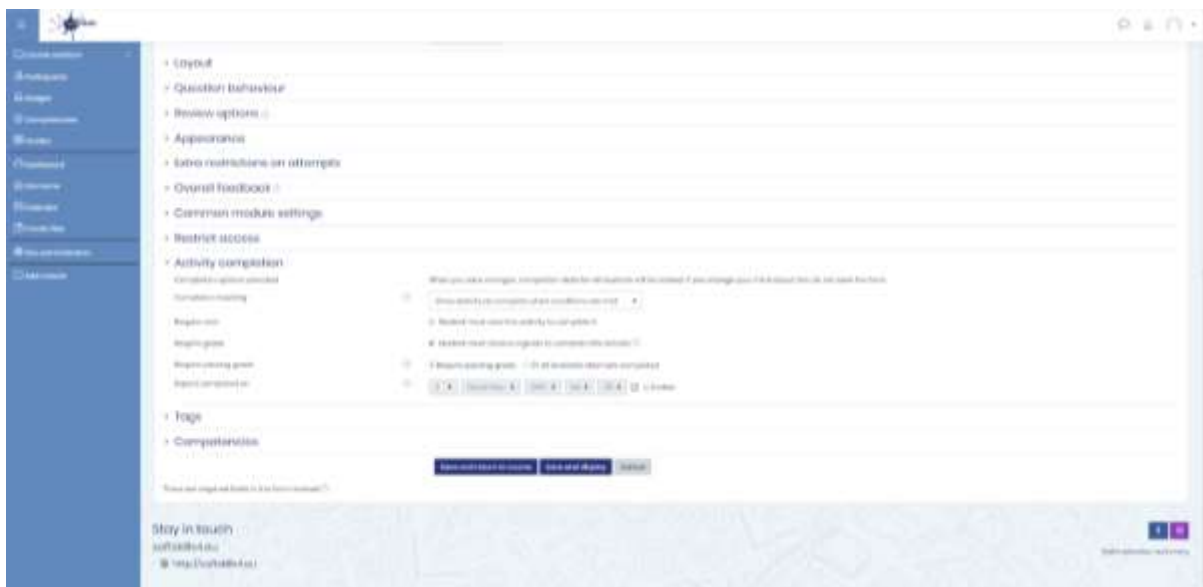


Figure 15: Quiz Settings

- Klik op de Quiz voor dit Topic

- Klik op de “Edit quiz” knop

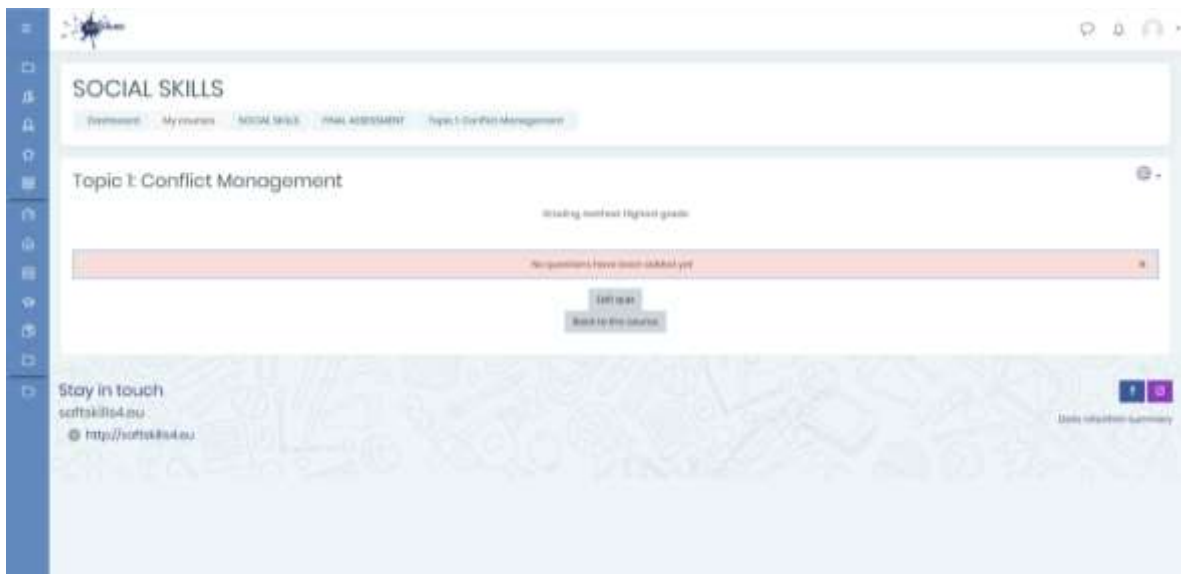


Figure 16: Edit

Quiz

- Klik “Add”
- Klik op “A new question”

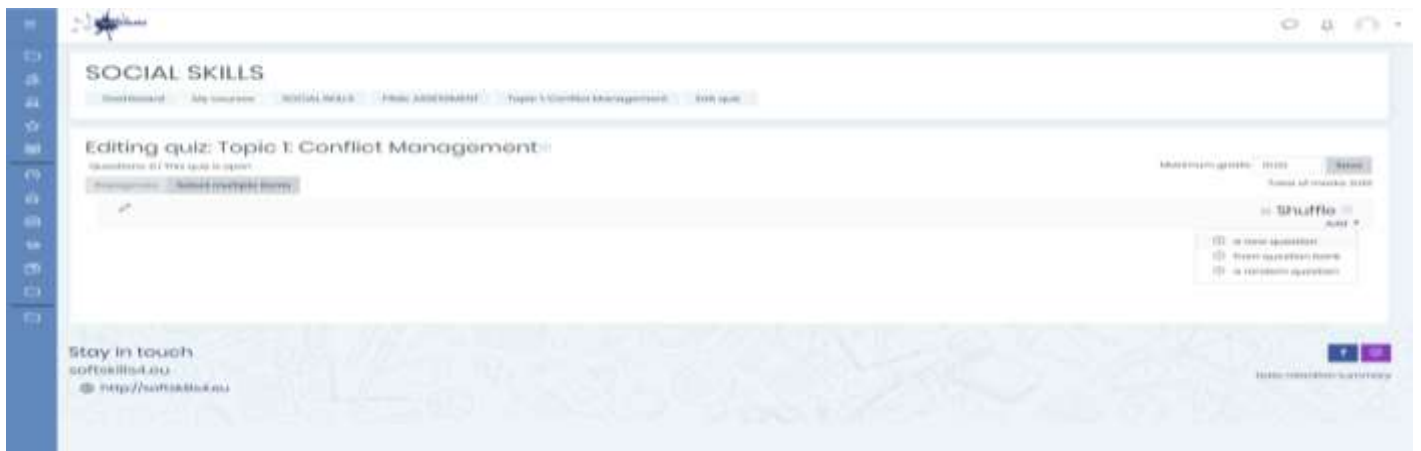
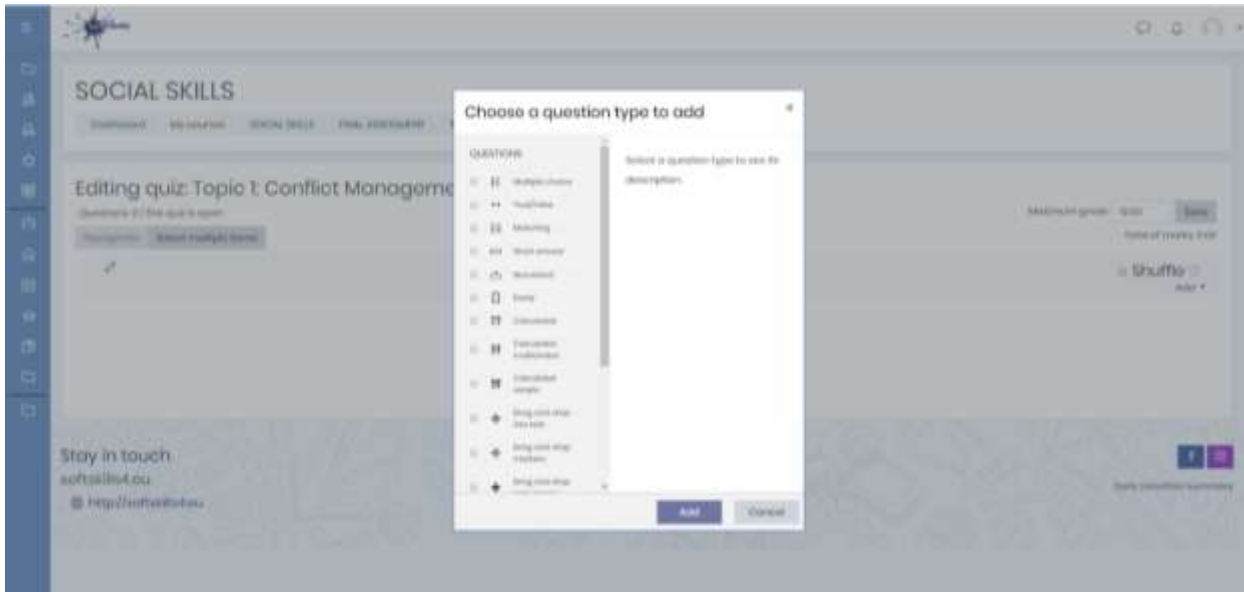


Figure 17: Add a new question

- Kies het juiste vraagtype en creëer de vragen

Figure 18: Question types



Opmerking:

*Maak een Quiz voor elk Topic

STAP 5: UPLOAD BADGES

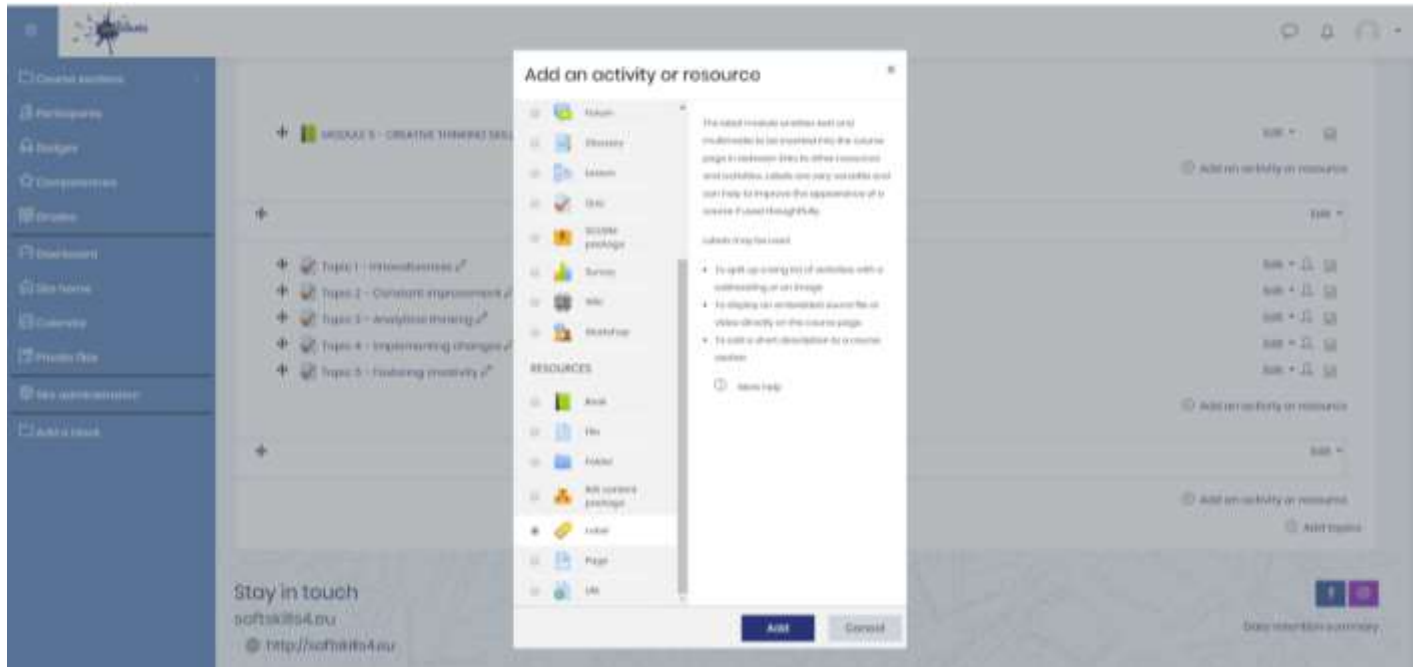
5.1 VOEG LABELS TOE – VOOR ELK VAN DE LEVELS

- Klik op uw module
- Klik op "Turn editing on"



- Onder “Teaching Material “ klickt u op “Add activity or resource” en selecteert u “Label”

Figure 19: Add label



Opmerking:

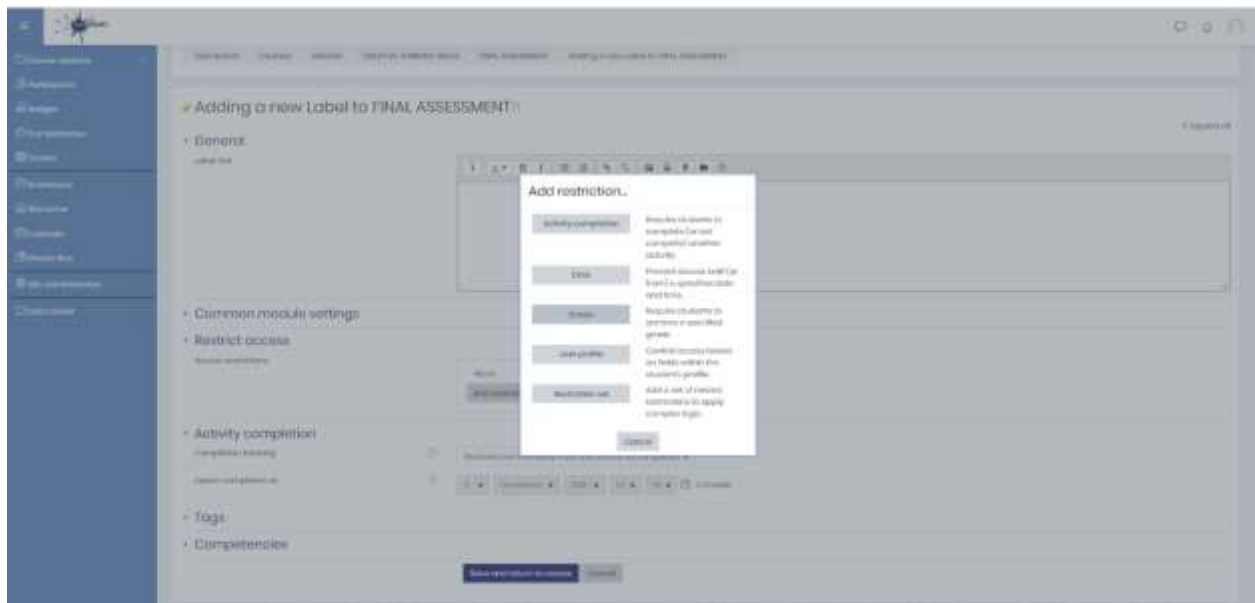
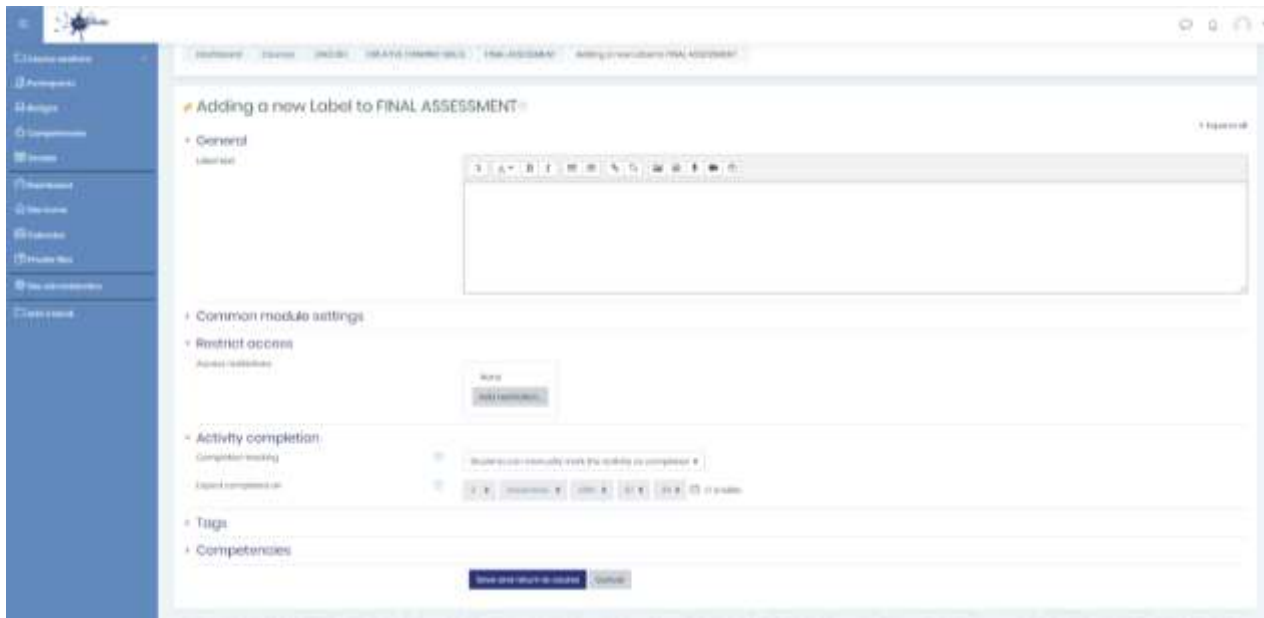
*Maak één Label voor elk Level (Basic level, Intermediate level, Advance level)

- Voeg een Labeltekst toe, zoals “**Klik hier om de Social Skills badge 'Basic Level' te claimen!**” (gebruik hiervoor een vet en cursief font)
- Klik op “Restrict access”
- Klik op “Grade”
- Klik op “Grade” en selecteer “Course Total”
- Klik en vink aan: ≥ 60 en < 70
- Klik op “Activity Completion”, “Student can manually mark the activity as completed”
- Klik op “Save and return to course”

Opmerking:

*Elk level gebruikt andere criteria: Basic level – 60% - 70%, Intermediate level – 71% - 84%, Advance level – 85% - 100%





The screenshot shows the Moodle course settings interface. On the left is a blue navigation sidebar with the following menu items: Course settings, Appearance, Groups, Competencies, Access, Resources, Welcome, Overview, Overview for, Site administration, and Access. The main content area is titled 'Common module settings' and includes the following sections:

- Restrict access:** A section for 'Access restrictions' with a 'Restrict by' dropdown set to 'Following'. Below it are two 'Restrict by' fields: 'Restrict by 1' and 'Restrict by 2', each with a plus icon to its right. A 'Save restrictions' button is located below these fields.
- Activity completion:** A section with two checkboxes: 'Require all manually mark the activity as completed' (unchecked) and 'Speed completed on' (checked). Below the second checkbox are several icons for marking completion: a plus icon, a minus icon, a plus icon, a minus icon, a plus icon, a minus icon, and a 'Done' button.
- Tags:** A section for managing tags.
- Competencies:** A section for managing competencies.

At the bottom of the settings area are two buttons: 'Save and return to course' and 'Cancel'. The footer of the page contains the text 'Stay in touch', the URL 'scs@shu.edu', the email 'http://shu.edu.au', and the 'Data protection authority' logo.

Figure 20: Label Settings

5.2 VOEG BADGES TOE

- Kies uw module
- Aan de linkerzijde klikt u op “Badges”
- Klik op “Add a new badge”

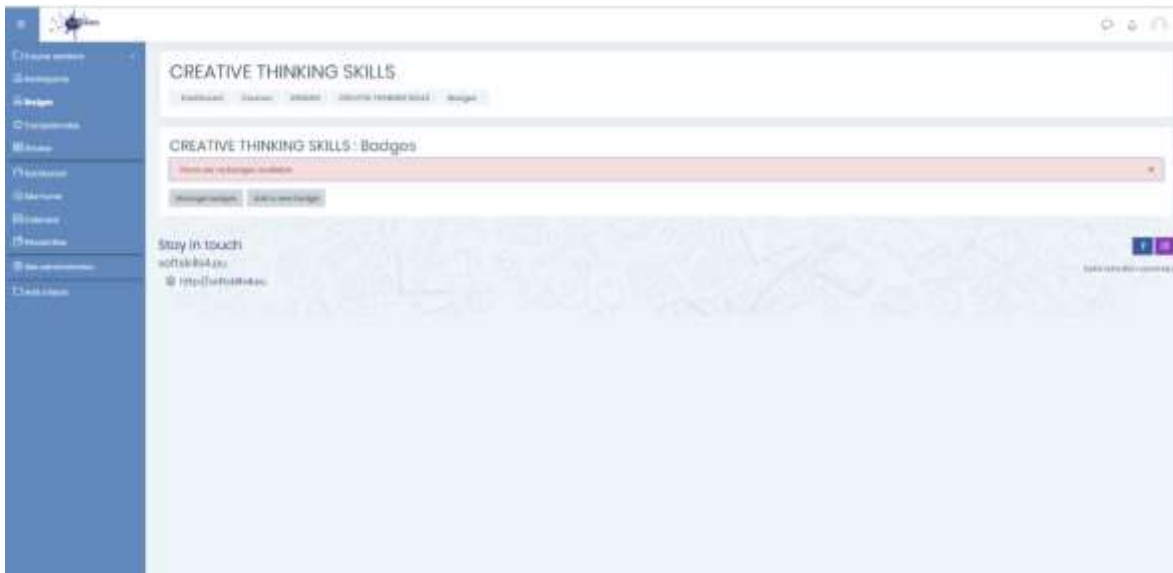


Figure 22: Add a new badge

- Klik op “Add a new badge”
- Vul de naam van de badge in, bijvoorbeeld “Creatief denken, Internediac Level”
- Voeg een beschrijving toe, hier vult u in voor welke competenties deze badge gegevens wordt

- Kies een badge image
- Klik op "Issuer details" en voeg de naam van de uitgever toe (hier: "SoftSkills4EU Consortium")
- Klik op "Create badge"

The screenshot shows a web application interface for creating a new badge. The title is "CREATIVE THINKING SKILLS | New badge". The form is organized into several sections:

- Badge details:** Includes fields for "Name", "Image", "URL", "Description", and "Keywords".
- Issuer details:** Includes a "Name" field with the value "SoftSkills4EU Consortium" and a "URL" field.
- Add badge criteria:** Includes a "Criteria" dropdown menu with "Activity Completion" selected, and a "Value" field.
- Add badge image:** Includes an "Image" dropdown menu with "Image" selected and a "URL" field.

At the bottom right of the form, there is a "Create badge" button. The footer of the page contains the text "Only in Dutch" and "SoftSkills4EU Consortium".

Figure 23: Add a new badge

- Nu moeten de criteria waaronder de badge verkregen kan worden, toegevoegd worden
- Klik op "Add badges criteria" en selecteer "Activity Completion"

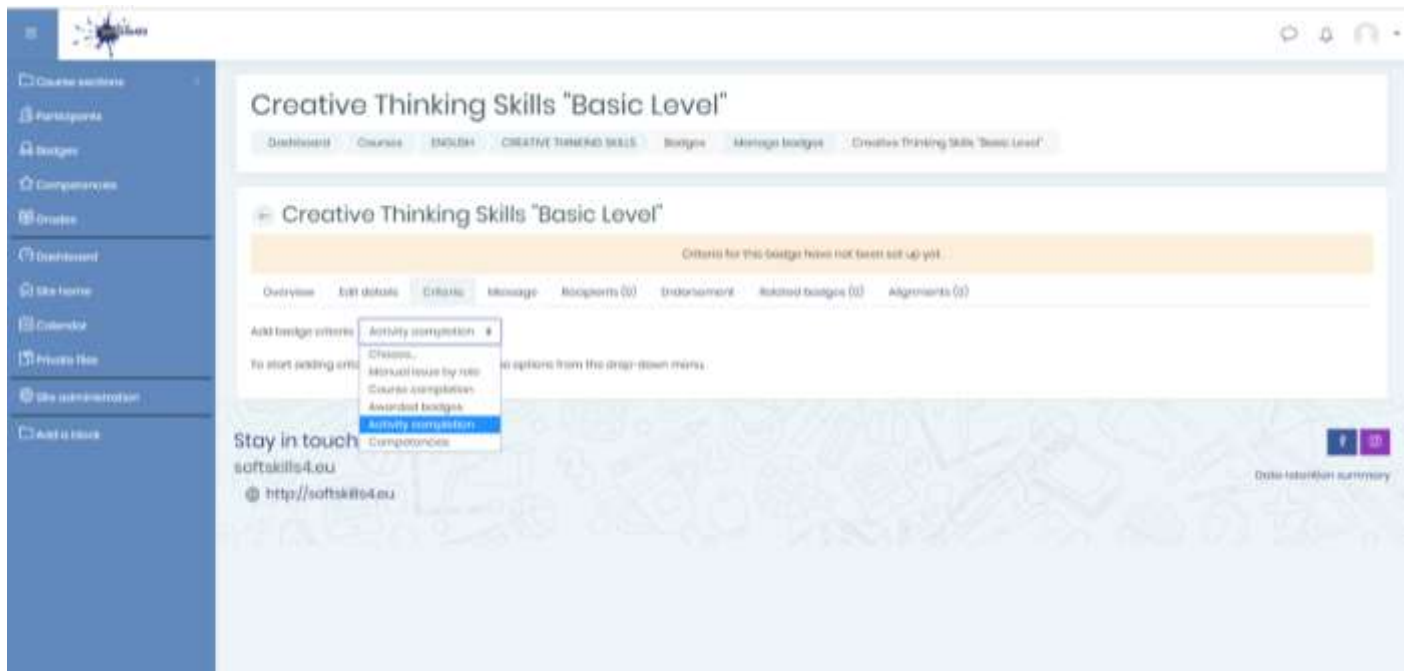


Figure 24: Add criteria for the badge

- Vink, bij "Activity Completion" het label "Click here to claim Creative Thinking Skills Badge Basic Level" aan.
- Klik op "Save"

Opmerking:

*omdat we drie verschillende badges gebruiken (Basic, Intermediate, Advance) moeten we voor elk van de badges dit label specificeren



Figure 25: Add criteria for the badge – Activity Completion

- Laatste stap: klik op “Enable Access” zodat de badge zichtbaar (en beschikbaar) wordt voor docenten en leerlingen.

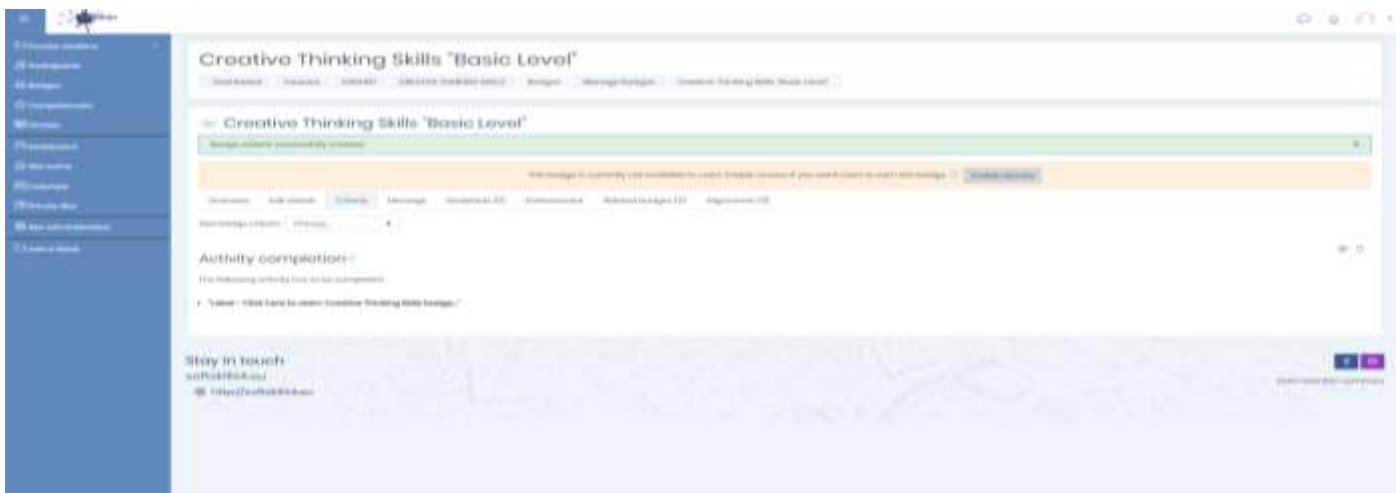


Figure 26: Enable access