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

TABLE OF CONTENT

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

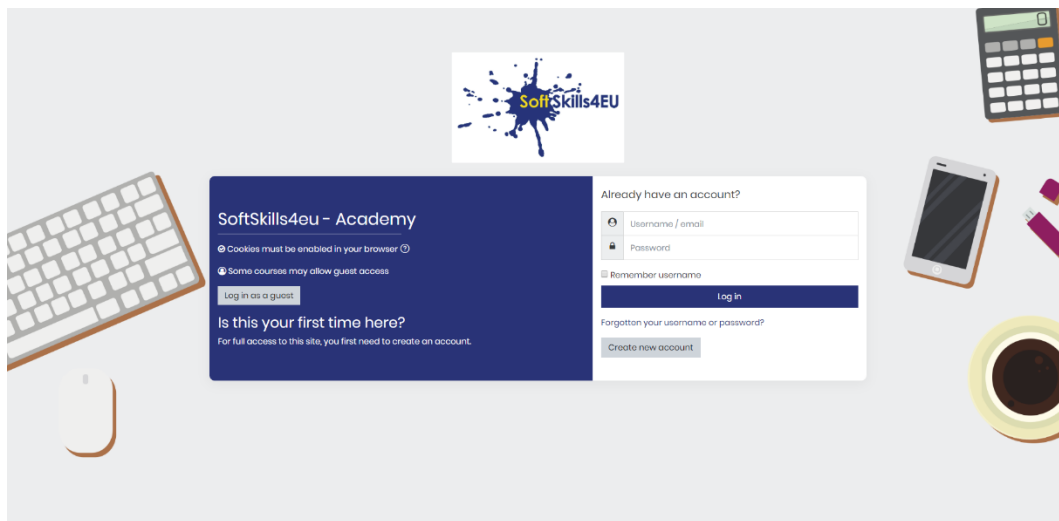*Figure 1: Log in page*

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
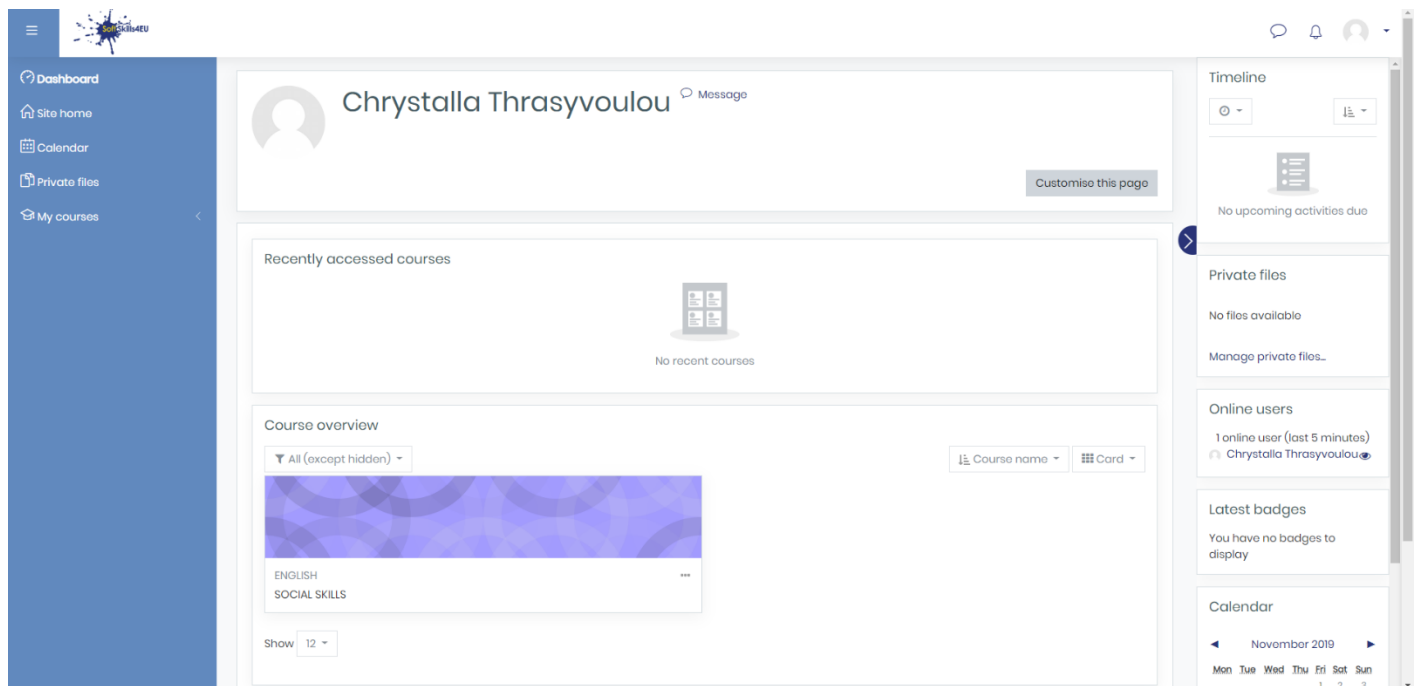
Figure 2: Dashboard page

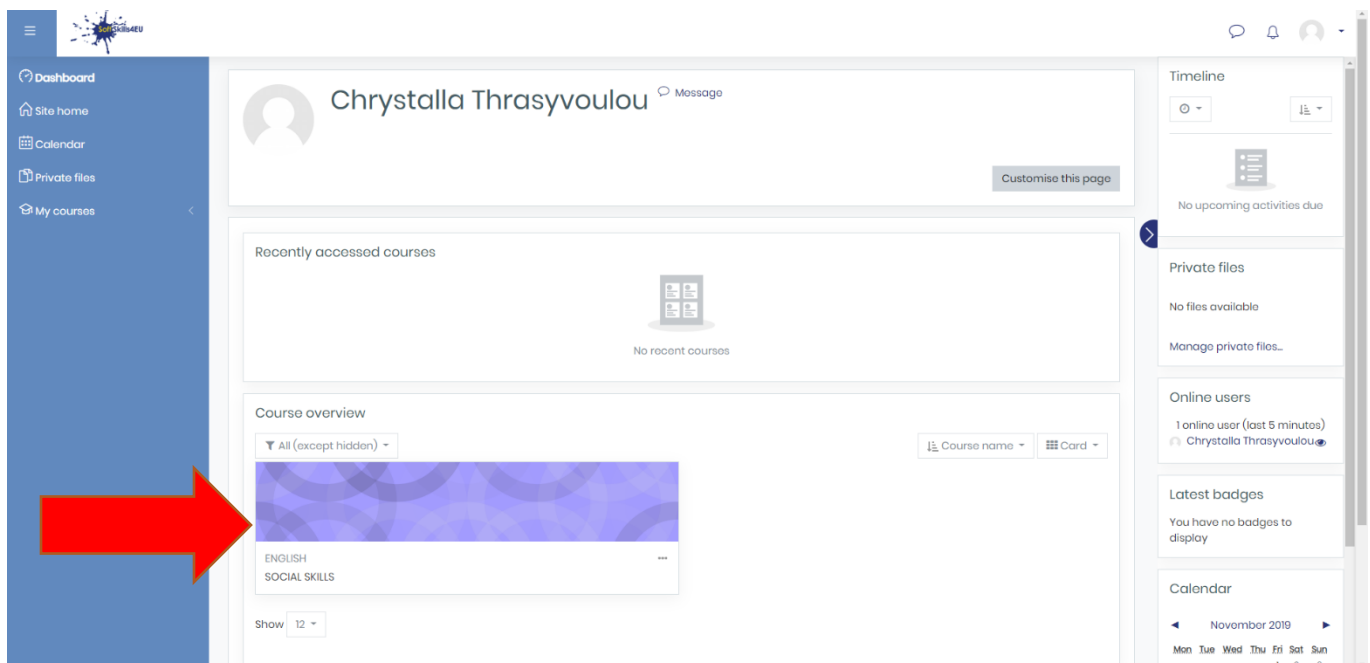## STEP 3: UPLOAD TEACHING MATERIAL

• Click on your Module

Figure 3: Module

- Click on the Settings button
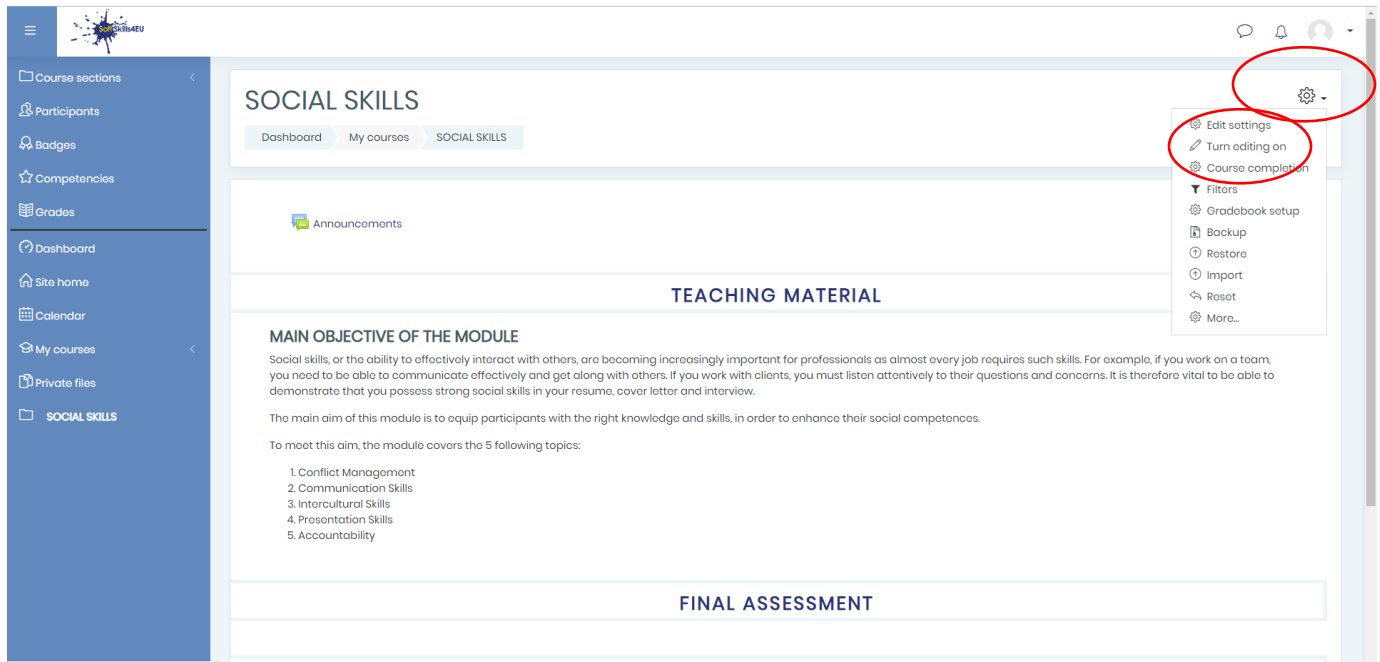
- Click on the "Turn editing on"

Figure 4: "Turn Editing" button

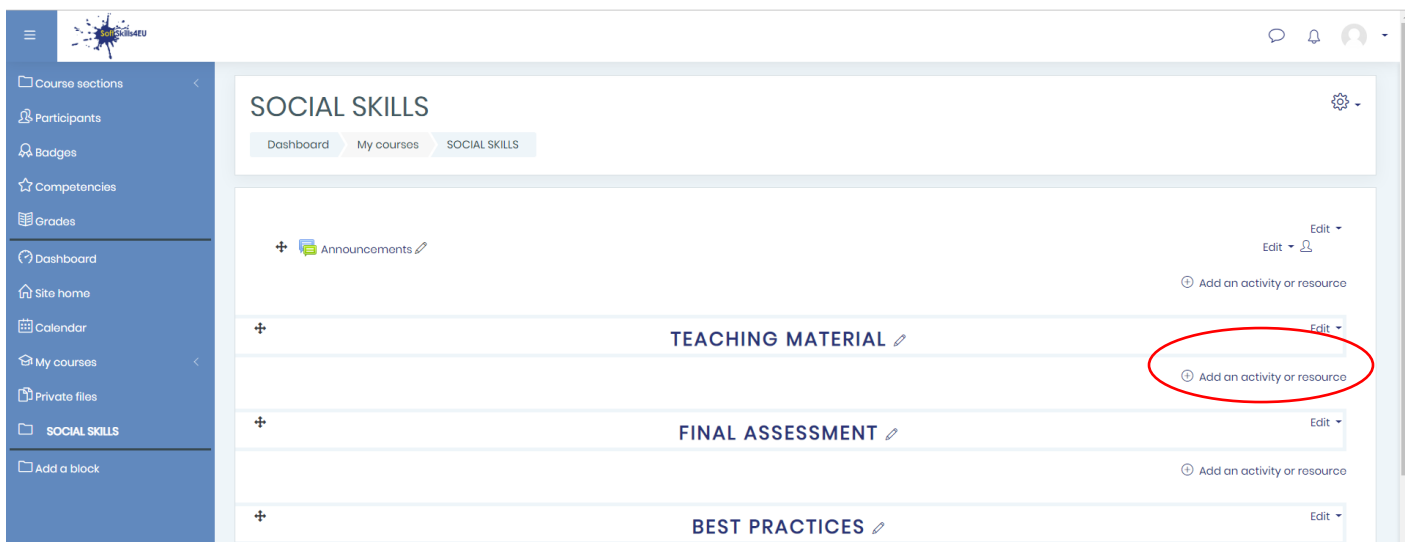- Click on the "Add an activity or resource" in the TEACHING MATERIAL Section

Figure 5: "Add an activity or resource"

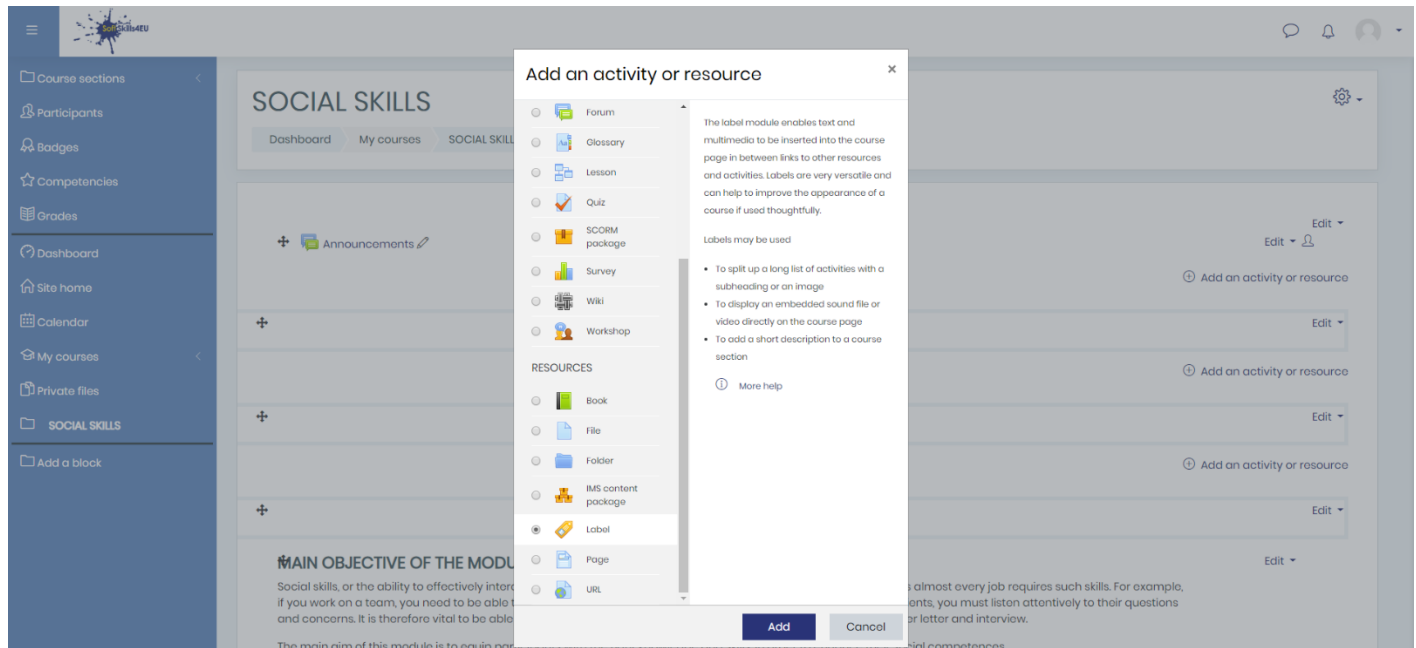• Click on the "Label" to add a label for the main objective of the module. Then copy and paste the main objective from the teaching material

Figure 6: Add label

Note:

*Please **remove** the completion tracking from the Label settings
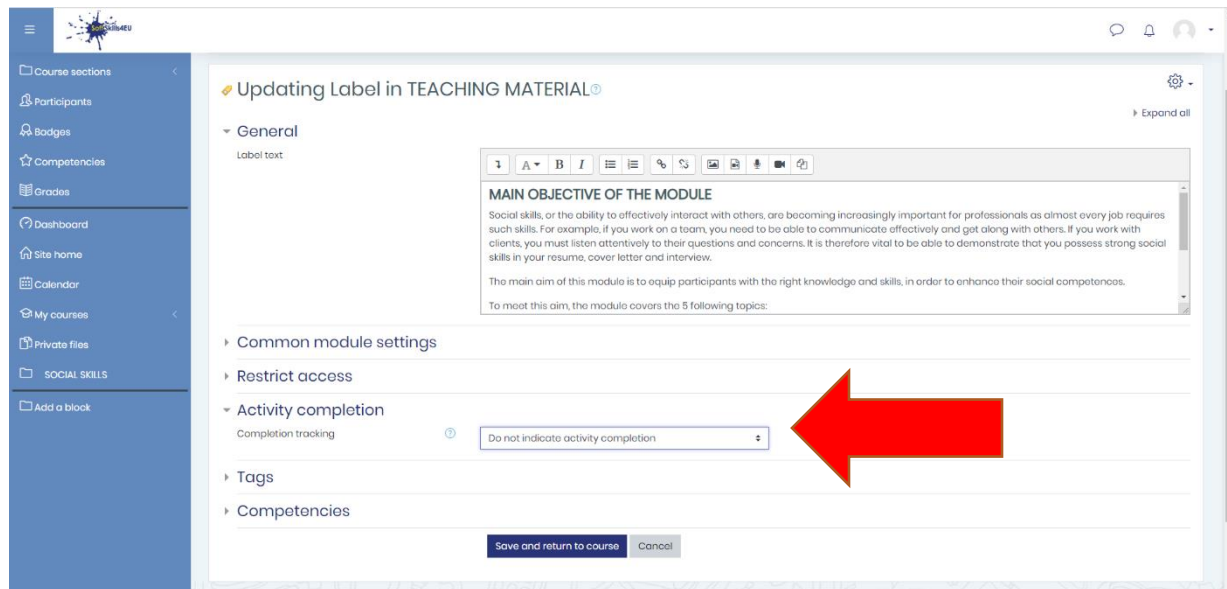
Figure 7: Activity Completion

- Click on the "Add an activity or resource" to add Book for the e-Book of the module.
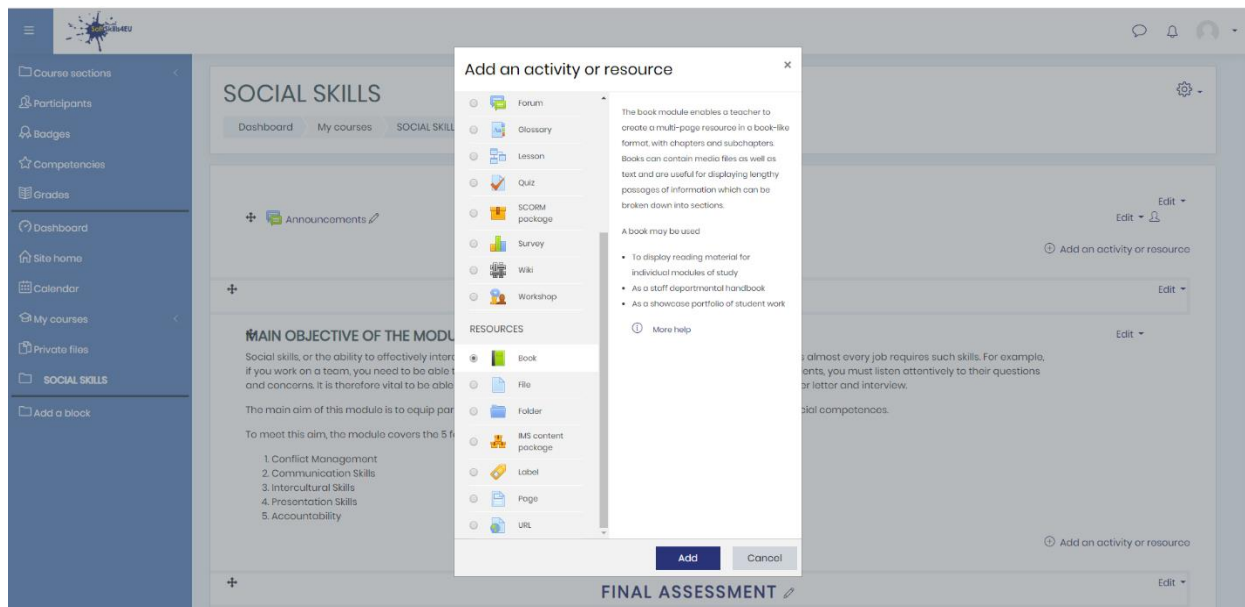
Figure 8: Add a book
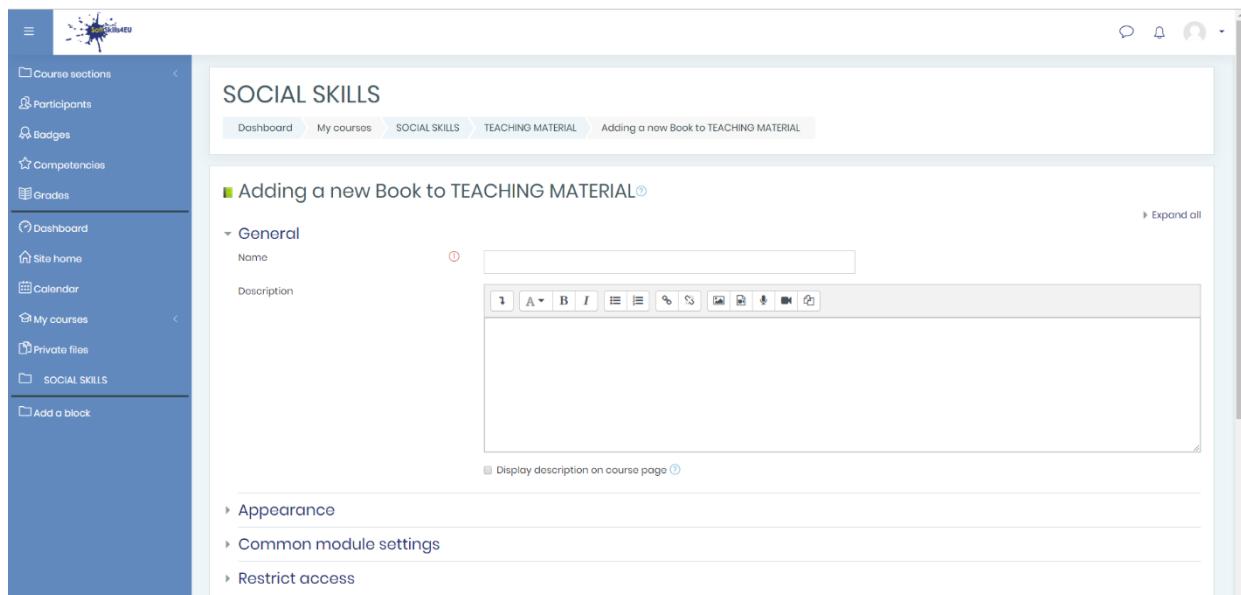
Figure 9: Book Settings

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

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.

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.
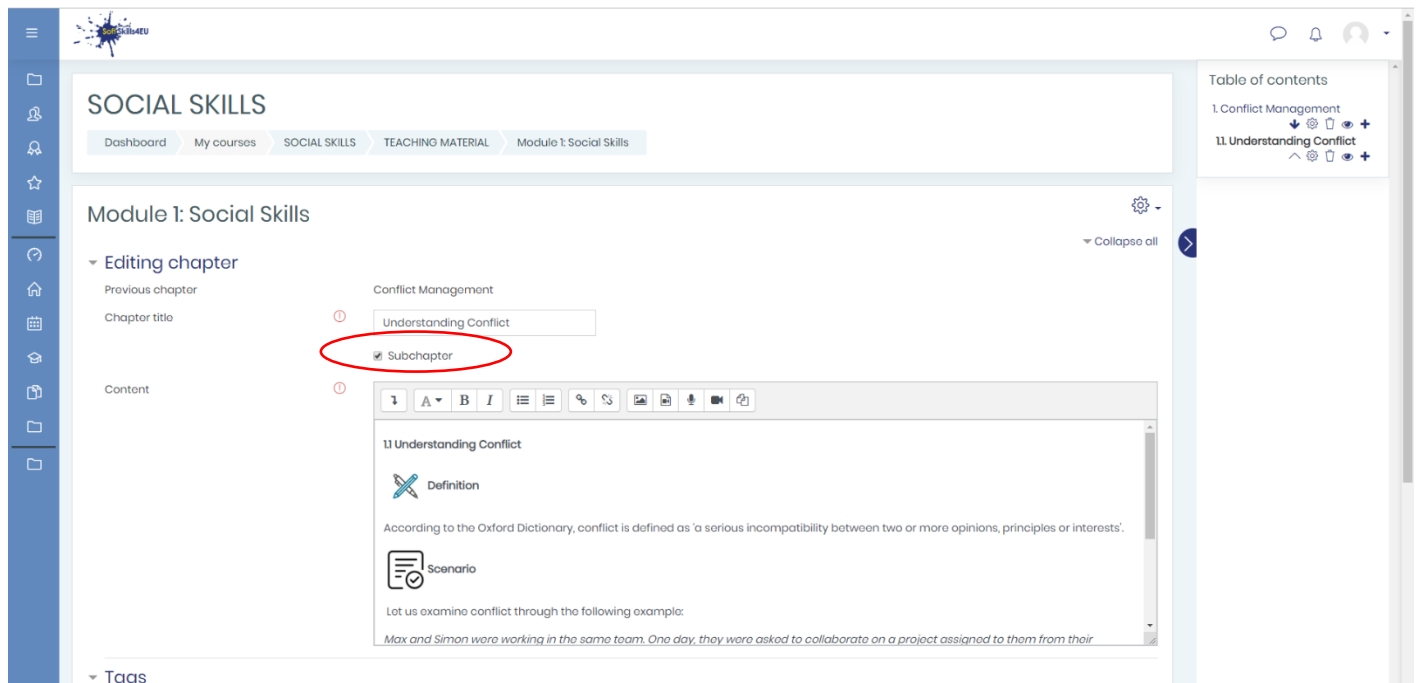

Figure 12: Add sub-chapters (SUB-TOPICS)

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.

Figure 13: Add activity or resource – Final assessment
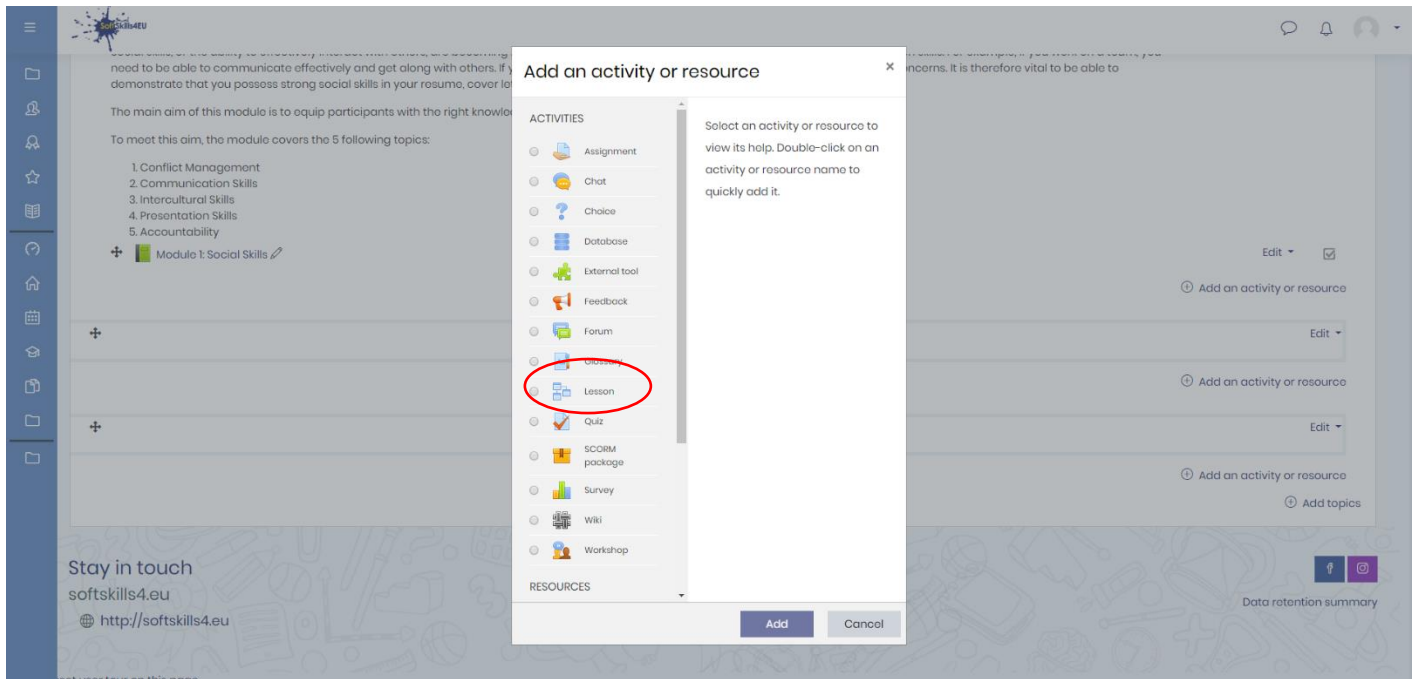
- Click on the "Quiz"

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

- 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"

Figure 15: Quiz Settings

•   Click on the quiz for the topic

•   Click on the "Edit quiz" button
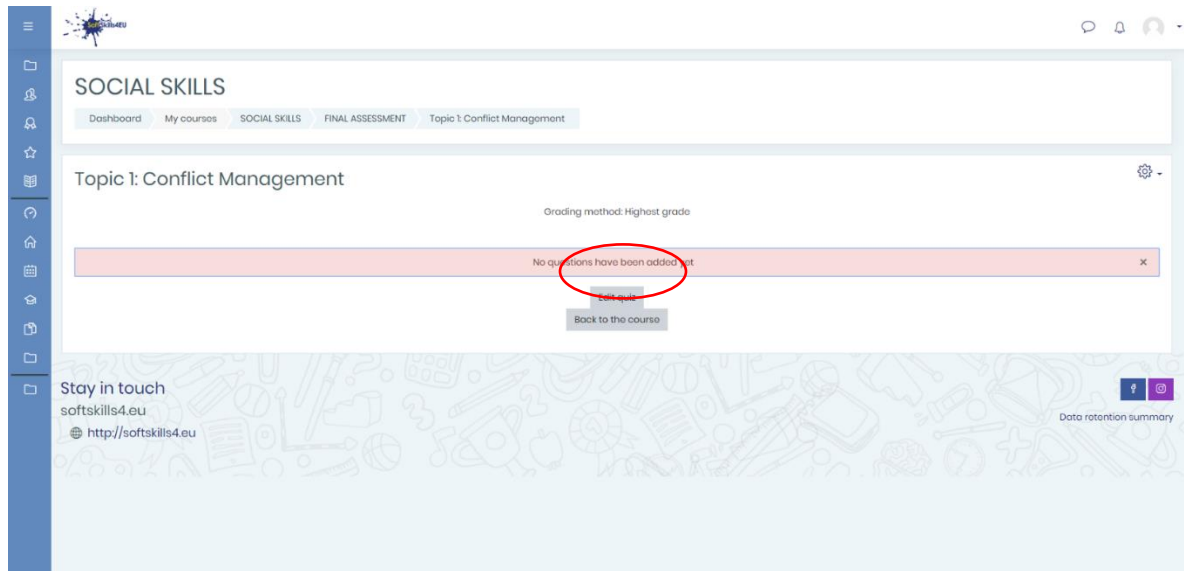
Figure   16:
Edit Quiz

• Click Add

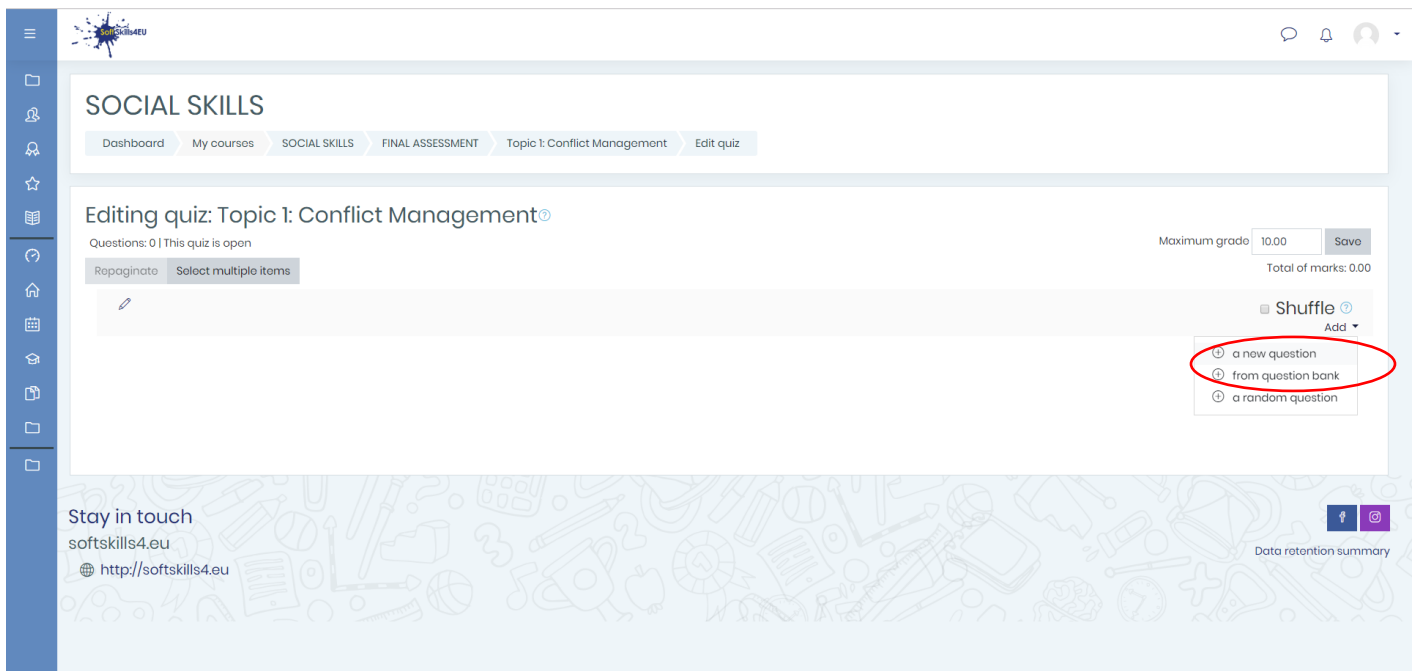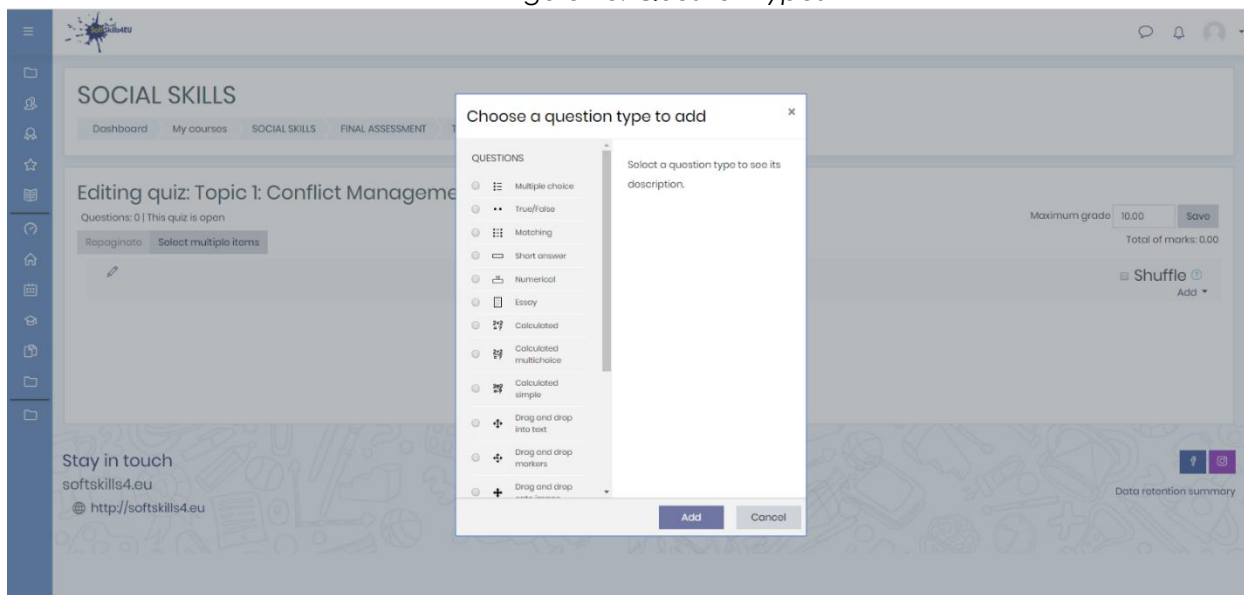• Click on the "A new question"

Figure 17: Add a new question

• Choose a question type and create the questions
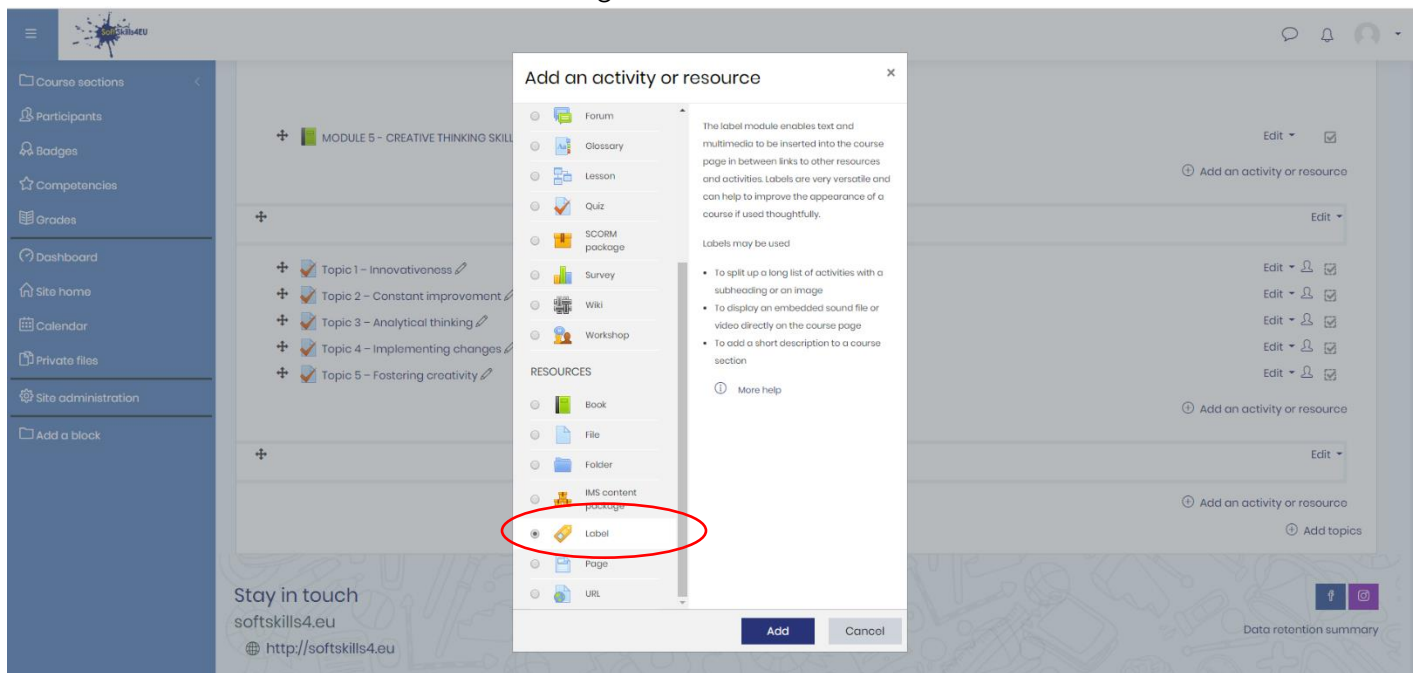
Figure 18: Question types

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 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%

Figure 20: Label Settings

5.2 ADD BADGES

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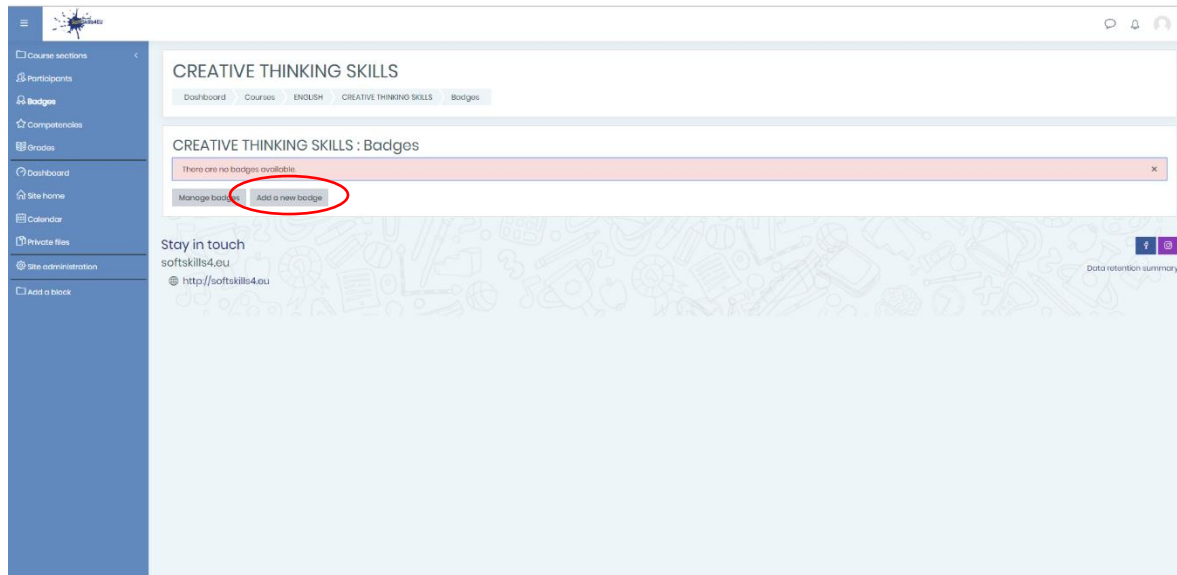- Click "Add a new badge"

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"

Figure 23: Add a new badge

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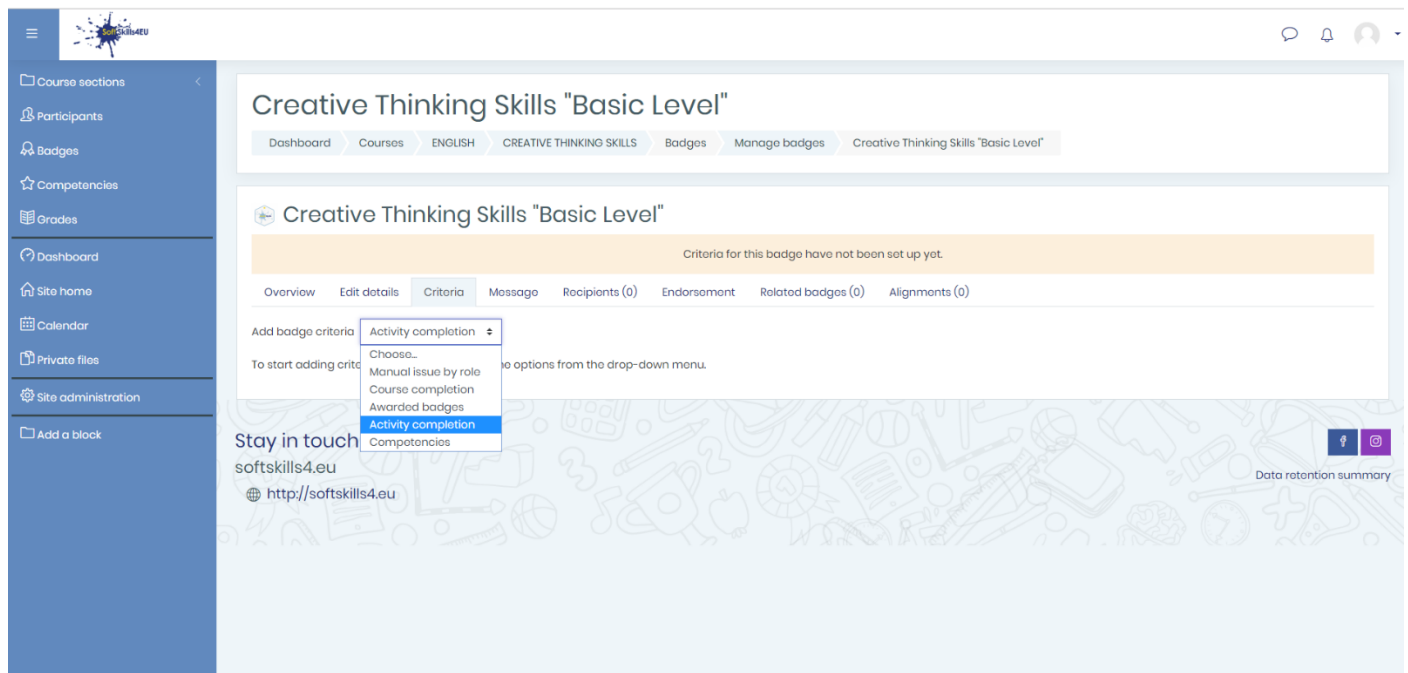- Click "Add badges criteria" and select "Activity Completion"

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.

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.

Figure 26: Enable access