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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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

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
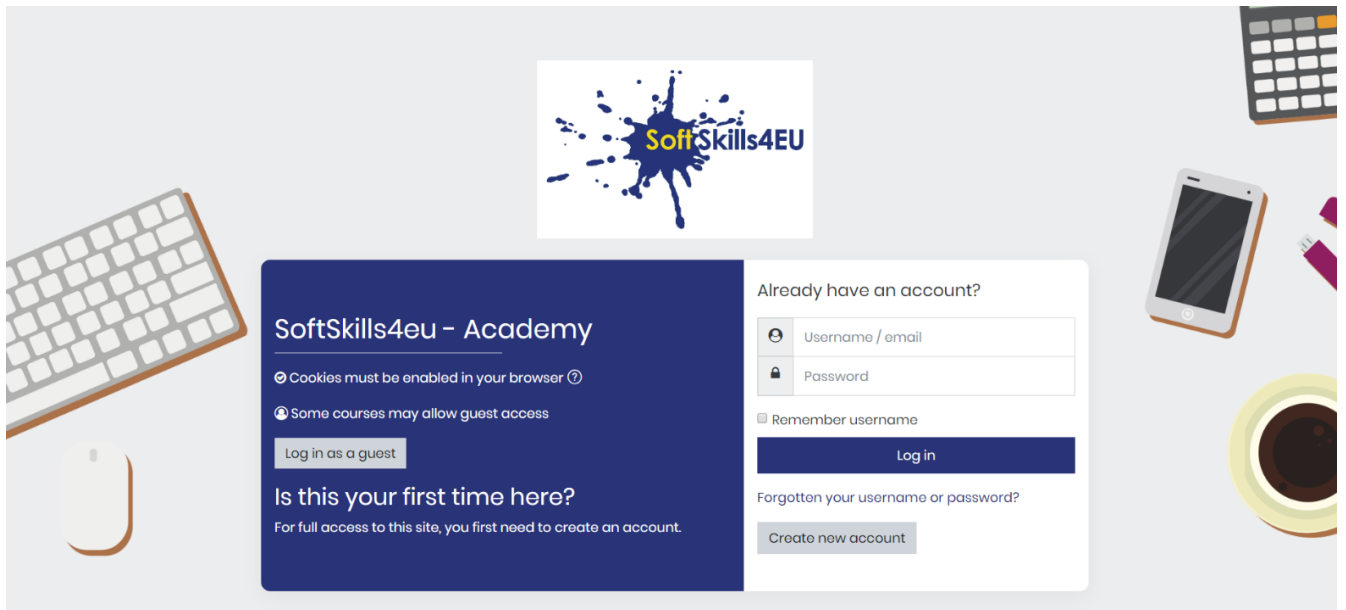- Enter your credentials: username and password

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)
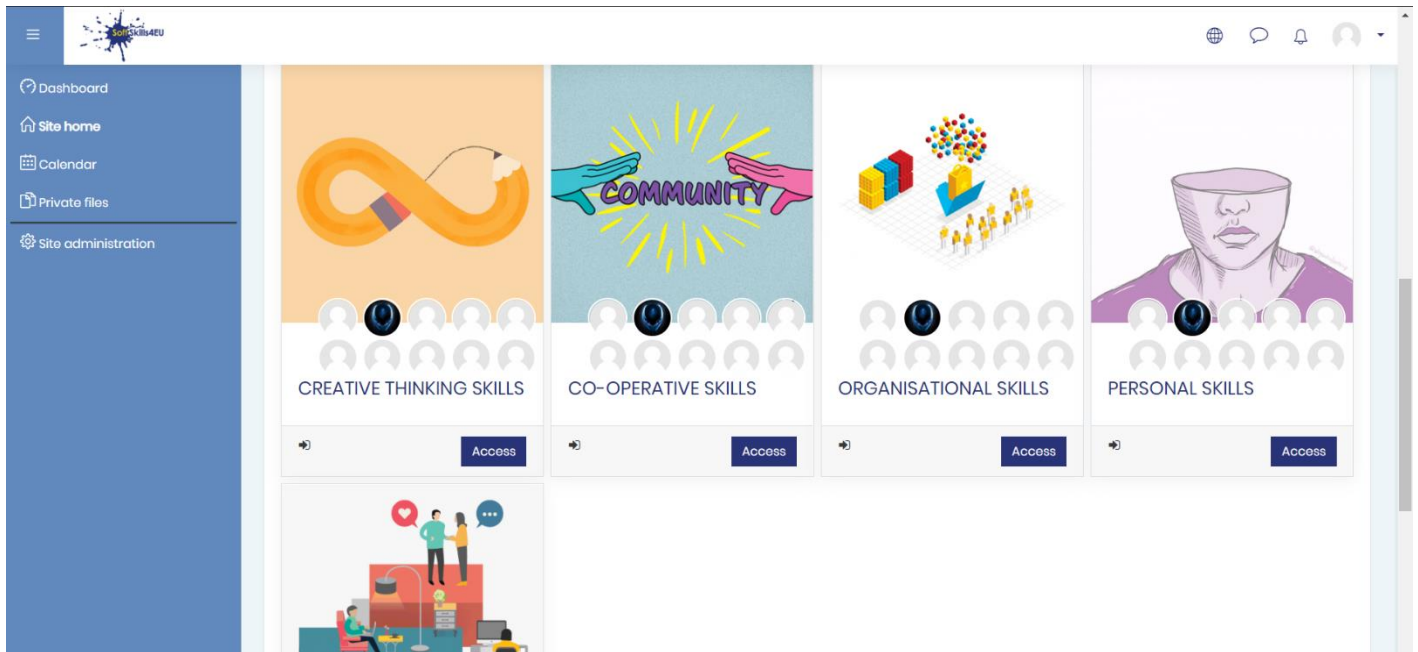- Click on the 'Home' tab

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
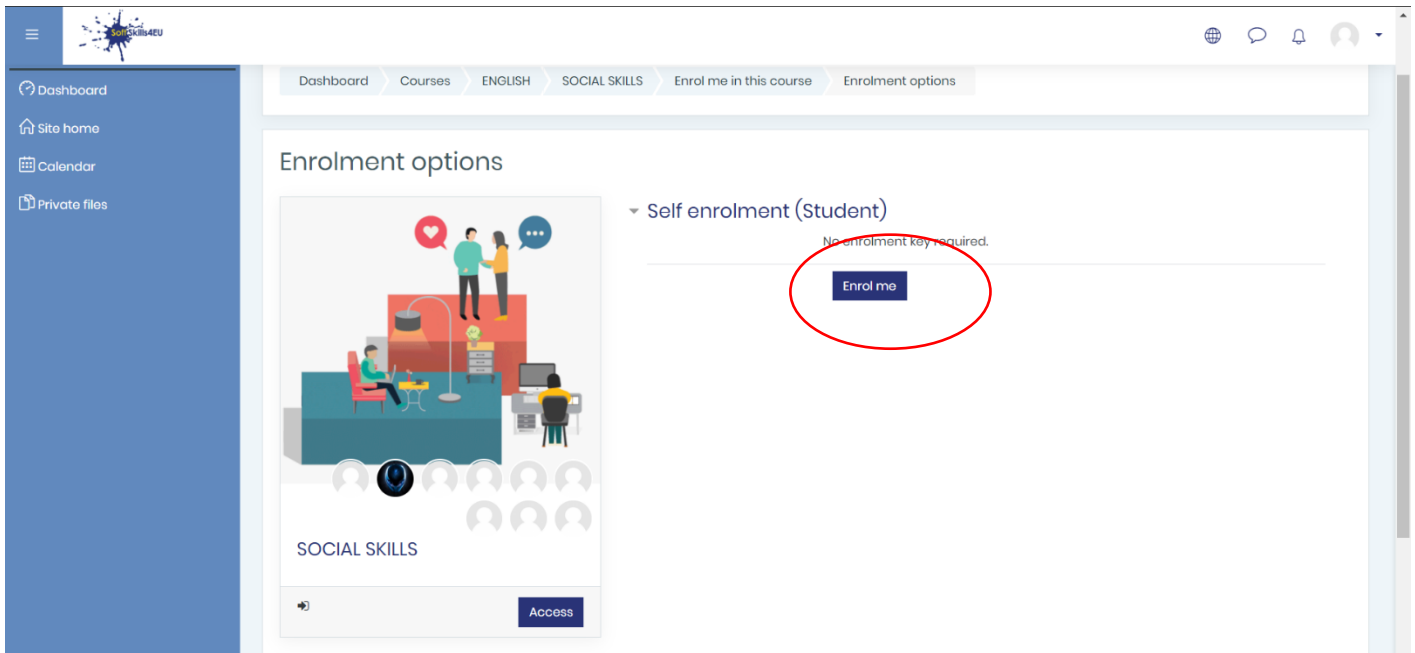- Click on 'Enrol-me' button

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'
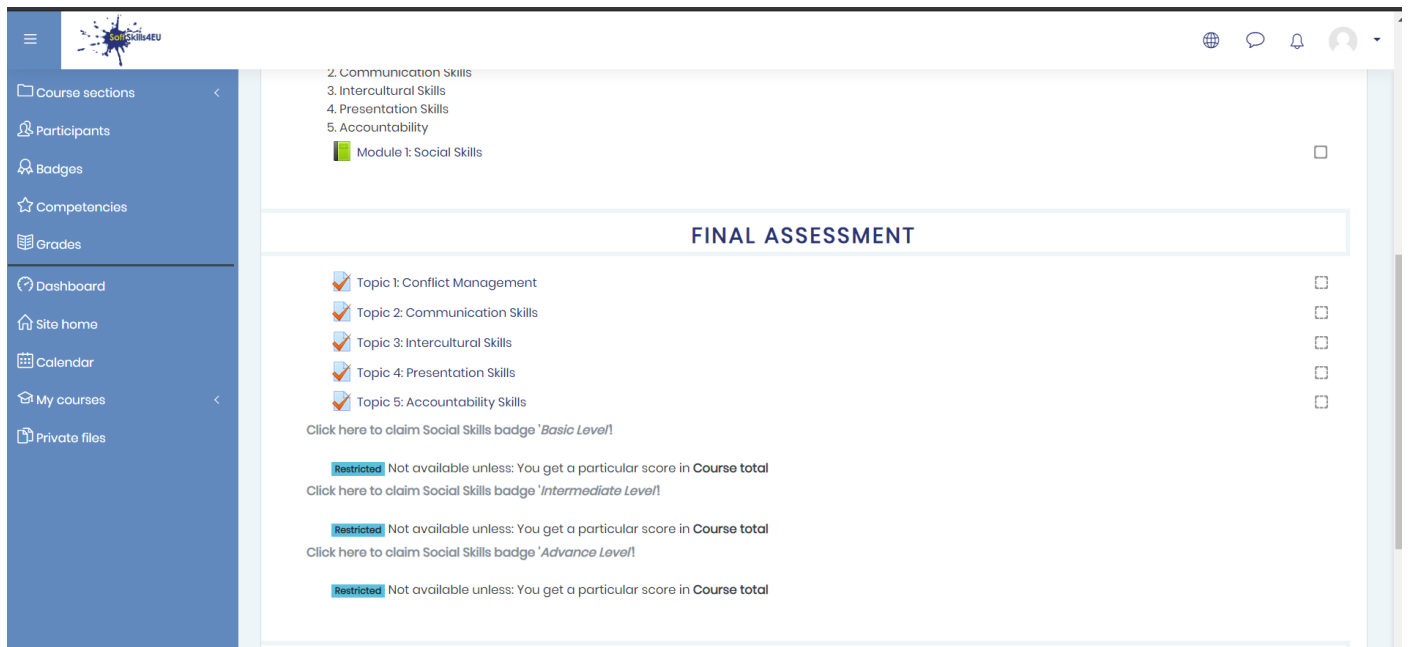
Figure 5: Final assessment and badges

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

Figure 6: Edit Profile