



# Platform Guidelines



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Centro Tecnológico del Maestros y la Maestras de la Región de Murcia



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## Introduction

The purpose of this document is to provide clear and comprehensive instructions to ensure a smooth and productive experience for all participants in the “PRIORITY45” Virtual Course. This document will guide you through the Settings and Menu navigation, the Linguistic Areas, and the Learning Modules, as well as the My Courses section. Additionally, it details the Assessment Methodology and Micro-credentials to help participants understand how their progress will be evaluated and recognized. By following these guidelines, participants will enhance their learning outcomes and confidently navigate the virtual course.

### Welcome to the PRIORITY45 Virtual Course!

This platform has been developed for the PRIORITY45 project to support especially 45+ adults in their upskilling and reskilling process. The content presented in these units aims to promote **innovation, creativity, cooperation, resilience**, among other soft skills for a more active and empowered workforce.

In this guide you will get to know basic functions of the platform so that you can better manage and take notice of all the resources at your disposal.

Let’s start our journey for knowledge to personal and professional growth!

### Registration

Let’s start from the beginning, first you need to create your own account to access all the training material and activities offered by our course. Making an account it’s easy! Take a look:

- 1) Through the link that you will find in our project website, it is possible to access the **Login/Registration window** of the Virtual Course. If it is the first time you want to access to the course, you need to register by clicking on **Create New Account**:

*LogIn/Registration window*

- 2) The second step is to **fill out the required fields**, as well as selecting a **Username** and **Password**, that will serve you afterwards to LogIn to your account.

*“Create New Account” page*

- 3) Before continuing, it is needed to accept **Policy terms and conditions**. You know what it is about by clicking on **“Link to site policy agreement”**. If you agree with these terms, click on **“I understand and agree”** to **create the new account**.

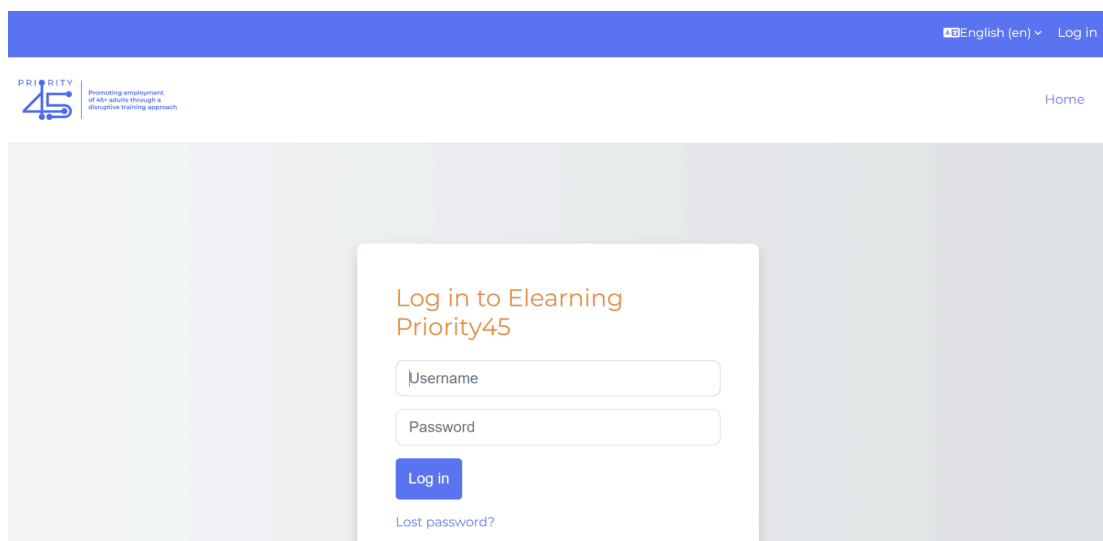
*“I understand and agree” check-box*

*“Create New Account” page and link to the policy agreement*

*Privacy Policy page*

- 4) You’re almost there! Please check your **email inbox** for a message containing a **confirmation link**. Click the link to complete your account setup

- 5) Now you are ready to start navigating into the Virtual Course! Once your account has been confirmed, you just have to **LogIn with your username and password**.



LogIn page

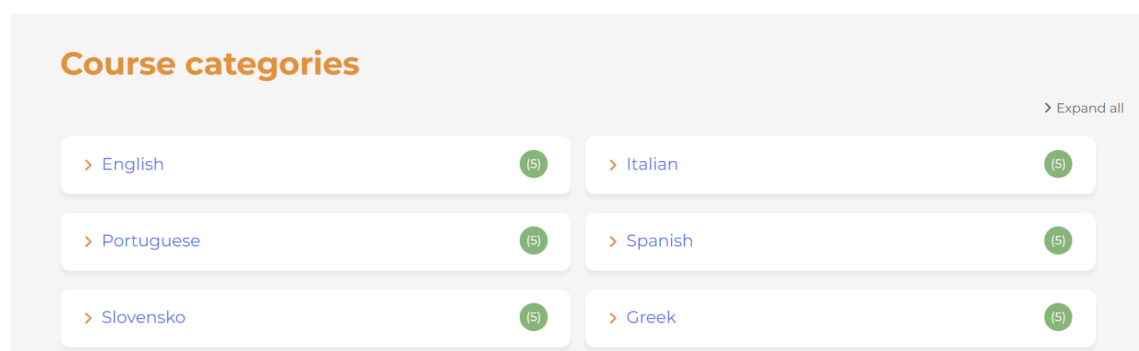
## Settings and Menu

Here we will present some of the most important functions to ensure fluent navigation in the platform.

### - Home page

After logging in, you will see the PRIORITY45 home page. The course offers content in different languages to guarantee easy access to the greatest possible number of people in Europe. The languages are:

- English
- Portuguese
- Spanish
- Italian
- Slovenian
- Greek



Course categories

## - Platform Introduction

When selecting the language, you are conducted to the cover page of the platform which refers to an introduction to the course. It is advisable to read it, as in these paragraphs you can find valuable information and links to the Infographic with an overview of the course, the assessment methodology and also a link to this guide.

### Welcome to the PRIORITY 45 Virtual Course!

This training is aimed especially at 45+ adults, focusing on the **most important skills** and competencies for today's labour market, contributing to a more adapted and resilient workforce.

We offer a wealth of **engaging materials** that will help you boost your skills across different areas. It also includes a lot of **interactive activities** and **informative videos** to facilitate a deeper understanding and assimilation of the course content.

The PRIORITY 45 course is split into **5 Modules**, each with a different number of units. To get the big picture of how it all fits together, check out this **Infographic**, by clicking [here](#).

And [here](#) you will find a general explanation of the topics covered in each module.

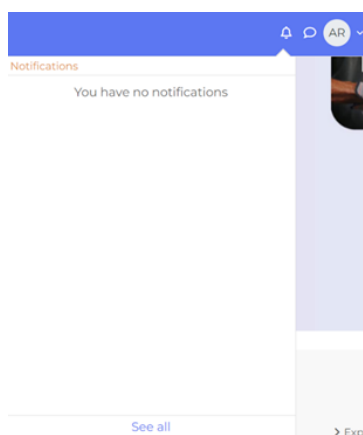
Feel free to dive in and explore the Modules or Units that catch your interest or seem most useful to you. Our course is built on a **micro-credentials** certification system, which means you get to pick the materials that suit you best. Once you have completed any module or unit, you will receive a certification for it. If you are curious about the micro-credentials' framework or the **PRIORITY 45 evaluation method**, you can find more info in this file.

In the **Platform Guidelines** (click [here](#)), we show you step by step how to use the P45 e-learning platform.

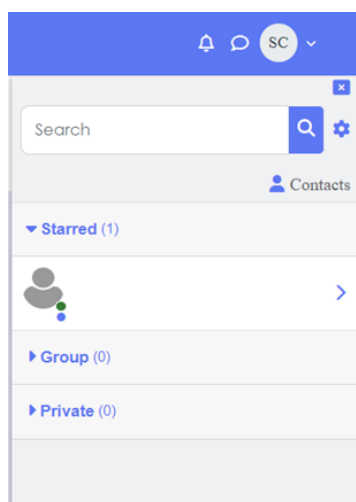
**Get ready to unlock new skills and knowledge! We are delighted that you're joining us on this learning journey.**

### Platform introduction screenshot

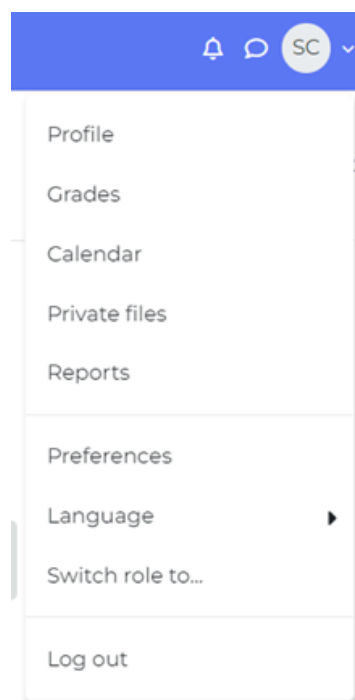
On the up right corner you can find the **bell of notification** and **message icon**, as well as your **personal profile icon**. By clicking on it you will have access to the menu.



Bell notification



Message icon

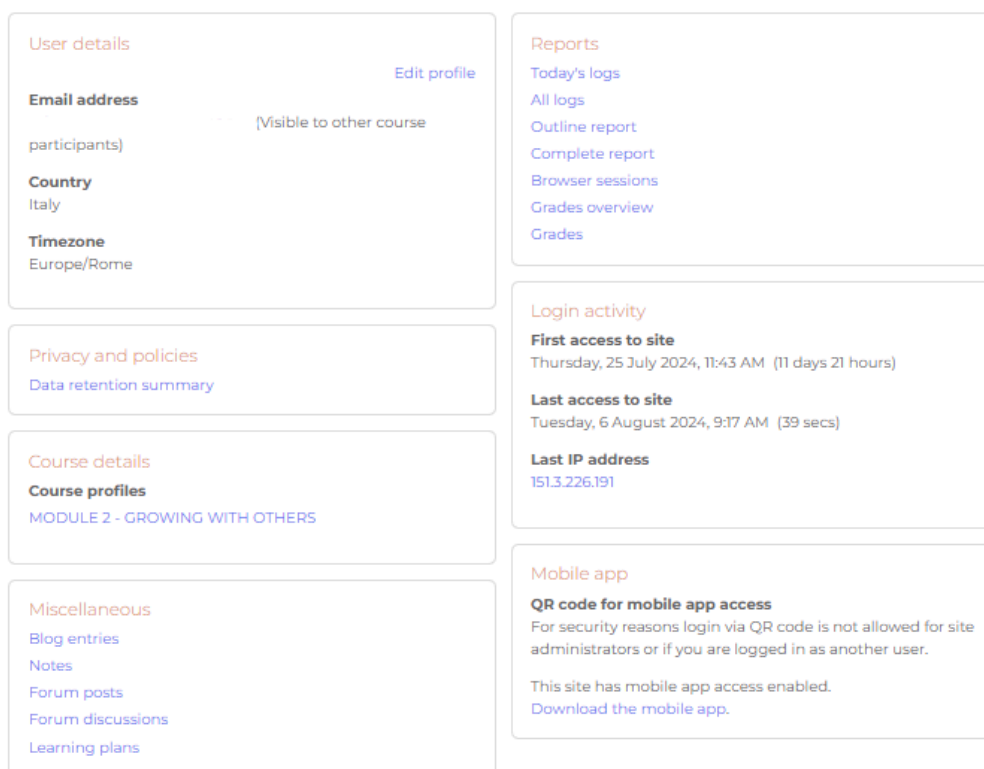


Menu section

The menu' items are briefly explained below.

- **Profile**

You can manage your personal data under the "Profile " menu item. Here you can enter or edit personal information such as first name, surname, date of birth and contact details. Here you can also check your activity on the platform and grades by clicking on your Browser sessions and Grades overview. You can also connect your mobile app by scanning the QR code as seen below.



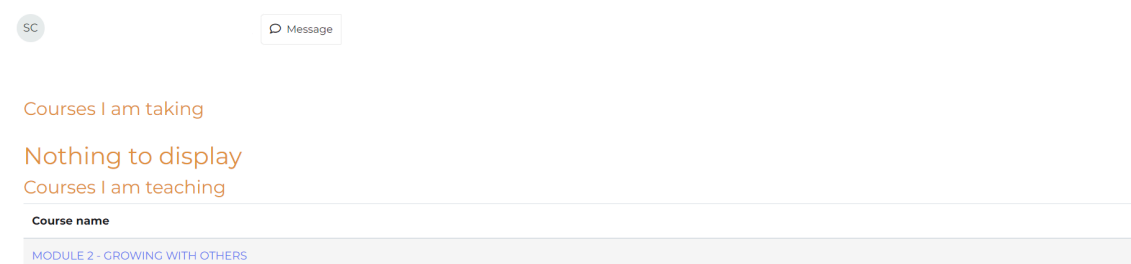
The screenshot shows a user profile page with the following sections:

- User details:** Includes fields for Email address (with a visibility toggle set to "Visible to other course participants"), Country (Italy), and Timezone (Europe/Rome). An "Edit profile" link is present.
- Privacy and policies:** Includes a link for "Data retention summary".
- Course details:** Includes a link for "Course profiles" with the text "MODULE 2 - GROWING WITH OTHERS".
- Miscellaneous:** Includes links for "Blog entries", "Notes", "Forum posts", "Forum discussions", and "Learning plans".
- Reports:** Includes links for "Today's logs", "All logs", "Outline report", "Complete report", "Browser sessions", "Grades overview", and "Grades".
- Login activity:**
  - First access to site:** Thursday, 25 July 2024, 11:43 AM (11 days 21 hours)
  - Last access to site:** Tuesday, 6 August 2024, 9:17 AM (39 secs)
  - Last IP address:** 151.3.226.191
- Mobile app:**
  - QR code for mobile app access:** A note stating "For security reasons login via QR code is not allowed for site administrators or if you are logged in as another user." Below this is a link to "Download the mobile app." and a statement "This site has mobile app access enabled."

*Personal Profile*

- **Grades**

In the "Grades" item you can check how your learning is going! Here you will see the overall evaluation of your courses as you complete them.



The screenshot shows the "Grades" section with a "Message" icon and the following content:

- Courses I am taking
- Nothing to display
- Courses I am teaching

Below this is a table with the following header and row:

Course name
MODULE 2 - GROWING WITH OTHERS

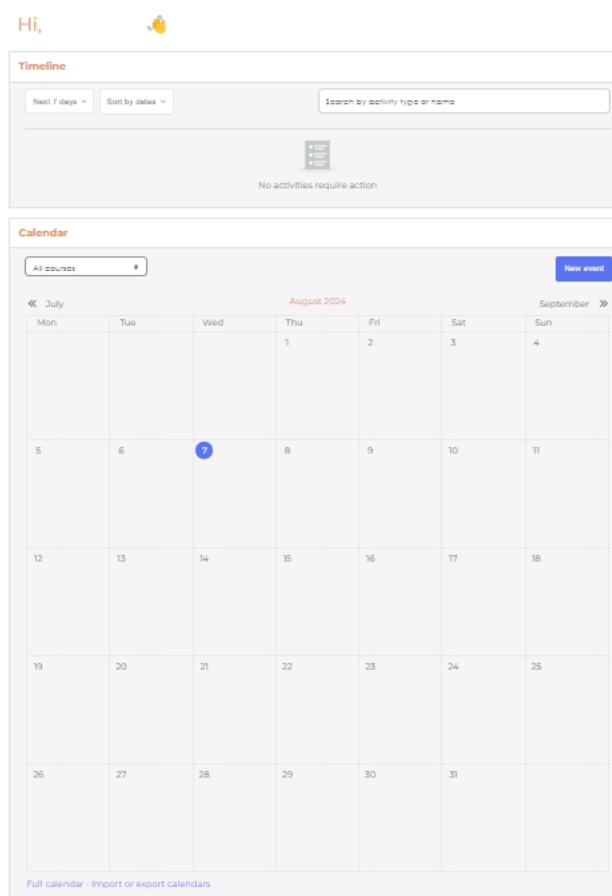
*Grades item overview*



- **Calendar/Dashboard**

The “Calendar/Dashboard” buttons in your home page can help you manage your training. Here you can assess the state of your courses and modules, and your overall schedule. You can also add your personal events to the dashboard by clicking on a day and creating a new event.

These actions can be done also by clicking on the Dashboard item below the menu.



*Dashboard*

- **Reports**

In the “Reports” section you can take notice of all your reports from the modules selected and organise them following your preferences with the “Filters” option.

## Custom reports

New report

Filters

Nothing to display

### Reports screen

- **Preferences**

If you want to personalise your profile even more, you can click on the “Preference” item in your menu. Here you have the possibility to edit your **account**, your **blogs**, your **badges** and your **roles**.

## Preferences

### User account

- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Calendar preferences
- Content bank preferences
- Message preferences
- Notification preferences

### Roles

- This user's role assignments
- Permissions
- Check permissions

### Blogs

- Blog preferences
- External blogs
- Register an external blog

### Badges

- Manage badges
- Badge preferences
- Backpack settings

### Preferences screen

## Learning Modules

Once you have selected your language by clicking on it, a view opens with the following content:

First a Welcoming message which explains how the course works and how it is structured with the links to a general explanation of the topics covered in each module.

After this message, the modules of the course are present. Here you can pick the modules that best fits your needs:

- Module 1 - Resilience
- Module 2 - Growing with Others
- Module 3 - Getting Organised

- Module 4 - Critical & Innovative thinking
- Module 5 - Learn to Learn

To start a new course, click the one that is the most interesting to you and enrol!

MODULE 1 - RESILIENCE →



MODULE 2 - GROWING WITH OTHERS



Teacher: [Admin User](#)

MODULE 3 - GETTING ORGANISED →



MODULE 4 - CRITICAL AND INNOVATIVE THINKING →



MODULE 5 - LEARN TO LEARN →



*Virtual Modules structure*

Once you click on a new course, it is presented the overall structure of the course and the “Enrol” button down below.

Once you have successfully enrolled in a new course all the learning content will be available to you, completed with **Learning Outcomes** and **Content** of each unit.

▼ FLEXIBILITY ✎



### Learning Outcomes

On successful completion of this module, participants shall be able to:






- Understand the importance of co-worker's responsibilities
- Understand the importance of prioritising tasks in cases of emergencies
- Identify and put into use information coming from constructive criticism
- Prioritise tasks in case of emergency

### Content

- Constructive Criticism: a tool for personal and professional growth
- Advantages of keeping up with co-worker's responsibilities
- Task Prioritising

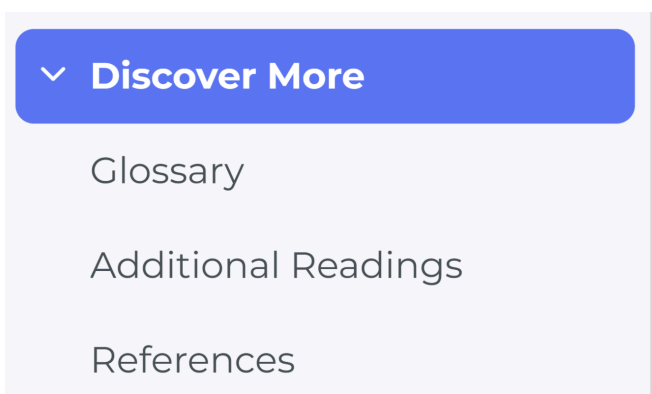
### Unit structure

Each unit also presents the **Introduction**, the **Lessons** where you can benefit from the learning material offered and the **Evaluation** to test your knowledge! In all the units you can find an explanatory **Video**, covering the most important aspects of the contents and giving interesting insights about the specific topic.

 Introduction
 Lesson
 Video
 Evaluation
 Summary

### Learning material

And if you want to know more, you can always check our additional material at the end of each module in the “Discover more” section! Here you can find the **References**, the **Glossary** and the **Additional Readings** for the module.



Discover more section

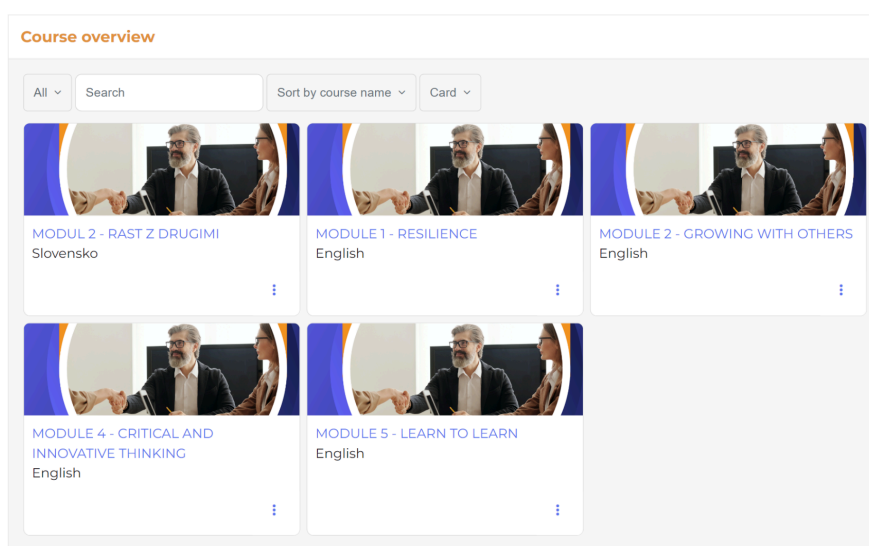
## My Courses section

After you have effectively joined a new course, remember to check its status on the “My Courses” section!

[Home](#) [Dashboard](#) [My courses](#)

Shortcuts screen

Here you can see your course overview, as shown by the images below, as well as having the opportunity to manage and organise your learning content as you consider.



My courses overview

## Certificates and Badges

Participants in our virtual course have the flexibility to choose their own learning paths. Upon the completion of each unit, participants will receive a badge that acknowledges their mastery of the specific unit.



*Example of Badge*

When completing an entire module, participants will be awarded a certificate listing all the units within that module. These certificates and badges are automatically generated by our platform each time a unit or module is completed. Each certificate and badge will be personalised with the participant's name, making it essential to accurately fill out the required fields during registration.



*Example of Certificate*

## Conclusions

We are thrilled to present to you our new platform. We hope this guide was helpful to you and that the PRIORITY45 Virtual Course will be even more! We are certain that the materials presented in this course will be crucial for your personal and professional development. And so, we welcome you warmly and we wish you every success in your learning journey.

Let's start!

Best regards,  
The PRIORITY45 team.



L J U D S K A  
U N I V E R Z A  
R O G A Š K A  
S L A T I N A



# PRIORITY 45



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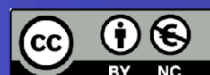


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