

# Student Handbook

## Learning Passport Platform

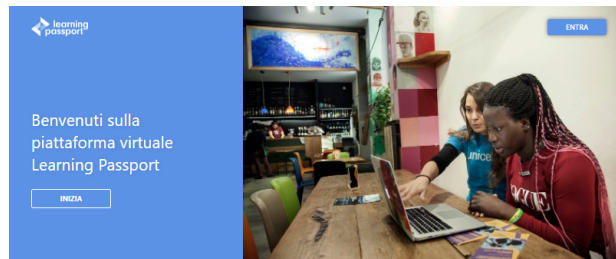
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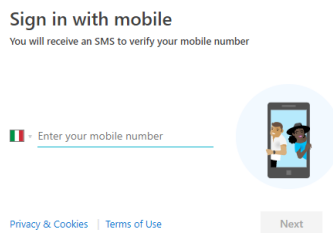
# Platform description

## 1. How to register on the platform as a participant

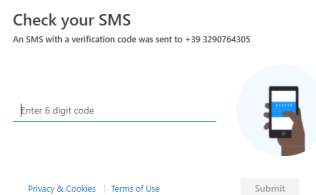
- Follow this link to register on the platform.



- Click on 'Get started' or 'Sign in' and enter your telephone number, with your country code.



- You will then receive a message on your phone with a code. Enter the code on the platform.



- Once inside the platform, enter your profile information and save it.

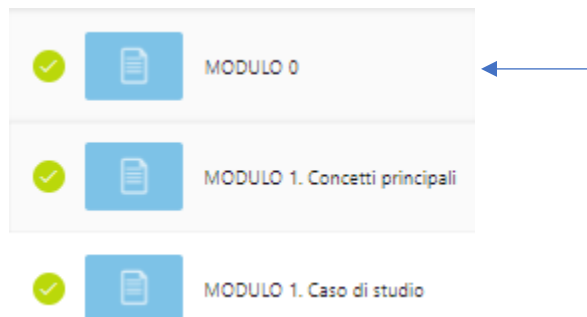
## 2. How to register for a course

- Once inside the platform, you will find two options: 'My Courses' and 'Course Library'. Click on 'Course Library'.

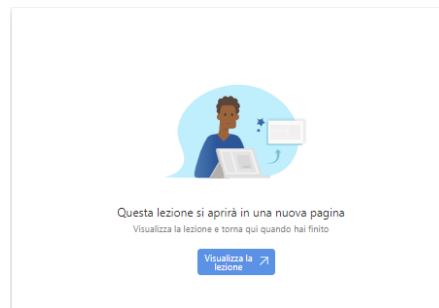
- In the course library, you will find all the courses available. Choose the course you are interested in.
- Click on the course and a registration dialog box will appear. When you click on 'Register', you will be taken directly to the course activities. Once you have registered, the course will appear in 'My Courses'.

### 3. Navigating the course

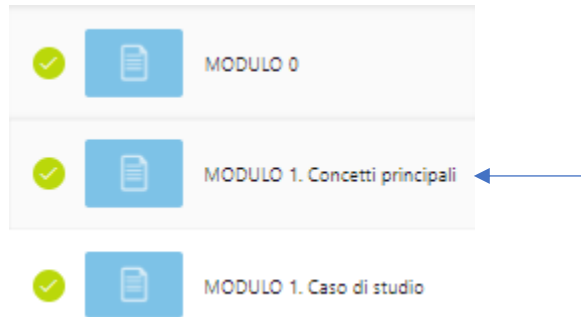
- The structure of each course and the requirements for obtaining the certificate are explained in module 0. However, for detailed information about the course, you need to read the Participant Handbook that can be found in module 0.
- Module 0 also introduces the main features of the platform. A detailed explanation of these features is included in this manual.



- At the end of module 0, you will find the Participant Support window. Through this tool, you can contact the organisers of the course. To leave a comment or ask a question, click on 'View Lesson' and fill out the form. The course organisers will get back to you by e-mail.



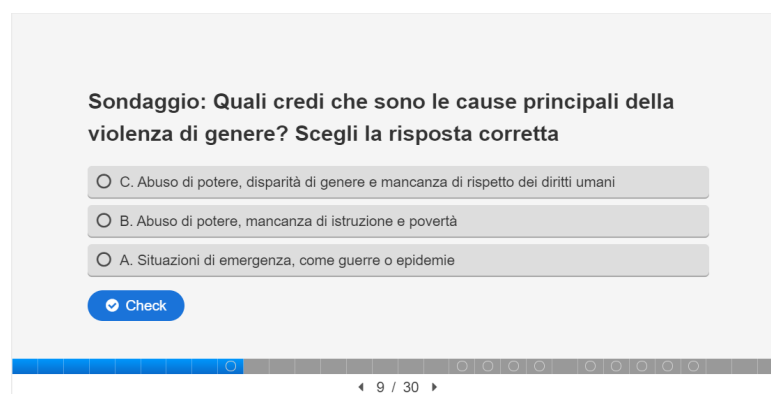
- Next, you will find the course modules. Click on the first module. The modules can include videos, text, presentations, exercises, quizzes, etc.



- With presentations, you can scroll through the slides using the action bar at the bottom. Slides may contain videos, text and quizzes that will not be marked. We recommend that you review all the slides of a presentation in one session; otherwise, if you return to the presentation at a later date, you will have to start again from the beginning.



- You may find quizzes in the presentations. These quizzes are not marked and only serve to practice what you have learnt so far. Complete the quiz and move on to the next slide.



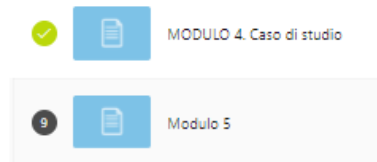
- Among the activities, you may find some interactive videos. Inside them, you may find additional practice quizzes. Answer the questions and continue watching the video.

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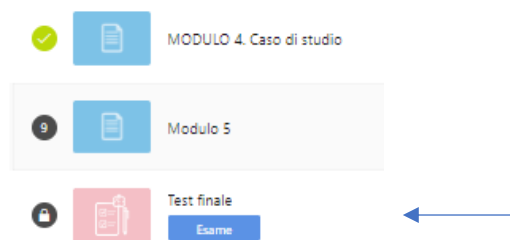
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- When you have finished the first lesson, click on the next lesson. And so on. Lessons with a green circle are completed. Lessons with a grey circle still need to be completed.



- At the end of the course, you will find the graded assessment. In the assessment, you will find multiple-choice and 'true' or 'false' questions. Answer all questions and click Submit. When you click Submit, the results appear. You can take the assessment up to 3 times.



- To access a specific lesson or the graded assessment, you must first complete the previous activities.
- Once you have completed the graded assessment and obtained the required score, you may download the certificate. The document can be downloaded directly from the platform.

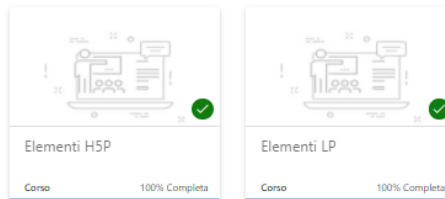
#### 4. View progress

- To view your progress in a course, click on 'My Courses'. Find the course, and you will see a percentage in the bottom right-hand corner of the thumbnail of the selected course.

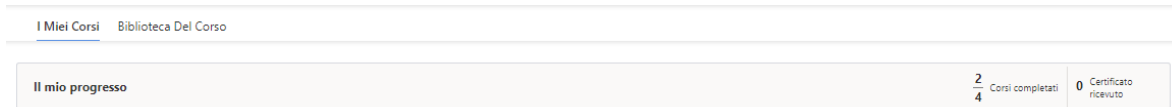


- All completed courses are displayed at the bottom of the page.

Corsi completati (2)



- You can also see your overall progress in all the courses on the platform. Just go to 'My courses' and look at the bar that says 'My progress'.



## 5. Discussion and information sharing with other students or facilitators

- Participants can enter comments and questions in the various modules, activities or lessons via the 'Add comment' feature at the top right of the screen. To insert a comment or question in a lesson, click on 'Add comment'. Enter your comment or question in the white space at the bottom and then click on the arrow. In the top right-hand corner, you can see your comments and the comments of other students or facilitators. This feature is not active in all courses.



## 6. View updates and notifications

- In the top right-hand corner, there are two icons next to your profile icon.
- The envelope icon contains direct updates for all students in the course. To read them, click on the icon.
- The bell icon contains notifications specific to each student. When you receive a new notification, a number will appear on the icon. Click on the icon to read the notification.



## 7. Integrating other complementary tools

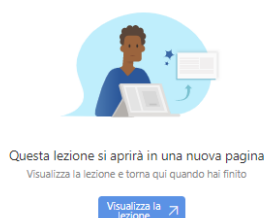
The Learning Passport platform can incorporate other work tools or communication tools for interaction between facilitators and participants and between participants themselves. As the

Learning Passport platform is a Microsoft product, you can make use of the complementary Microsoft tools listed below.

### 7.1 Teams:

Teams is a Microsoft tool for meetings and conferences. To participate in a Teams meeting, follow these steps:

- Enter the lesson of the course in which the Teams meeting is hosted and click on 'View Lesson'.



- You will be directed to the Teams app. Here, you must choose between using the desktop app or connecting through the browser.

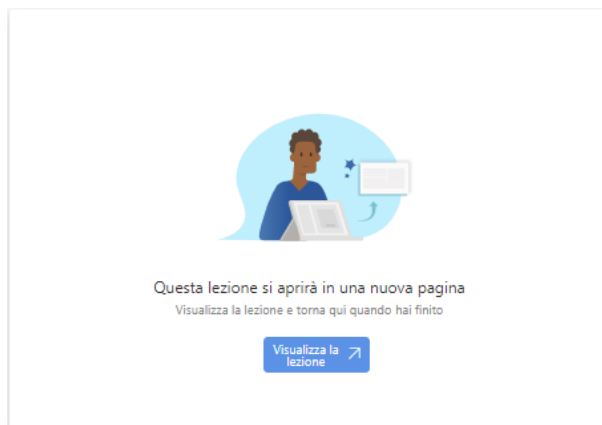


- In the meeting, you can use the 'Chat' tool to communicate with the course facilitators and other participants. You can also use the 'Raise hand' button to ask to speak.
- Teams also allows you to create work groups. The facilitator will be responsible for creating these groups. You will be directed to your work group in the app. Likewise, the app will take you back to the general room when the work group's time is up.
- Teams also allows you to launch a survey for the participants. When the facilitator activates a survey, it will appear on your screen. After answering the survey, you will see the results of all participants in the chat.

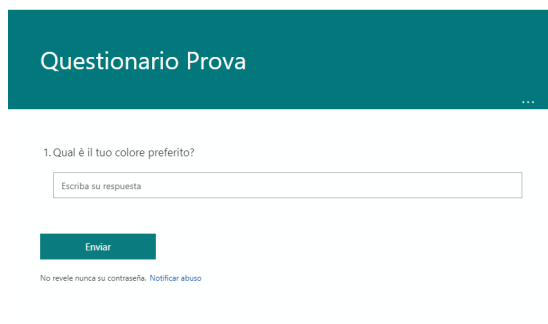
## 7.2 Forms

Forms is an application used for surveys and questionnaires. On the Learning Passport platform, it's used for feedback surveys and assessments. Follow these steps to answer the questionnaires:

- Go to the lesson where the questionnaire is hosted and click on view lesson



- Answer the questions and submit the questionnaire

A screenshot of a questionnaire titled "Questionario Prova". The title is in white text on a dark teal background. Below the title, there is a question: "1. Qual è il tuo colore preferito?". Underneath the question is a text input field with the placeholder text "Escriba su respuesta". Below the input field is a teal button with the text "Enviar". At the bottom of the form, there is a small line of text: "No revele nunca su contraseña. Notificar abuso".



