



User Guide

Editor: Shane Regan

Guide Version: 1.1

Updated: 29th January 2020

About this Guide

This document serves as a user's guide to accessing SCOPE project learning content. This guide provides step by step instructions to accessing and navigating learning content, explains how the main features of the top menu work, describes how the recap section operates and details how learners can apply for digital badges. This text also contains a commonly asked questions section and provides technical support details and links to SCOPE project social media channels.

Table of Contents

About this Guide.....	ii
List of Figures.....	iv
Section 1: Accessing Learning Content.....	1
Section 2: The Main Menu	3
Section 3: The Top Menu	4
3.1 The Top Menu	4
3.2 Home Icon.....	4
3.3 Accessibility Icon	5
3.4 Search and Resources	5
3.5 Dyslexia Helper	7
3.6 Page Level Progress	8
3.7 Course Exit Button	9
Section 4: Activities.....	10
Section 5: Page Navigation	11
Section 6: Topic Recap.....	12
Section 7: Badge Page.....	13
Section 8: Frequently Asked Questions	14
Section 9: Support & More Information	15
9.1 Technical support:	15
9.2 Follow us.....	15
9.3 About the SCOPE Project.....	15

List of Figures

Figure 1 Choosing your national content	1
Figure 2 Accessing learning content	1
Figure 3 Laptop and wide screen view	2
Figure 4 Mobile and small screen view.....	2
Figure 5 Main menu overview	3
Figure 6 Top menu icons.....	4
Figure 7 Home icon	4
Figure 8 Accessibility icon	5
Figure 9 Search and resources icon	5
Figure 10 Search results.....	6
Figure 11 Course resources	6
Figure 12 Dyslexia helper icon.....	7
Figure 13 Selecting a colour palette	7
Figure 14 Page level progress bar	8
Figure 15 Activity progress.....	8
Figure 16 Course exit icon	9
Figure 17 A sample learning activity	10
Figure 18 Sample question activity	10
Figure 19 Footer navigation bar	11
Figure 20 Footer with lock symbol	11
Figure 21 Badge page tile.....	13
Figure 22 Unlocked badge page	13

Section 1: Accessing Learning Content

To access your learning content first go to the official SCOPE website: www.scope-skills.eu . To select your national content, click the flag icon in the top right, then select your country.

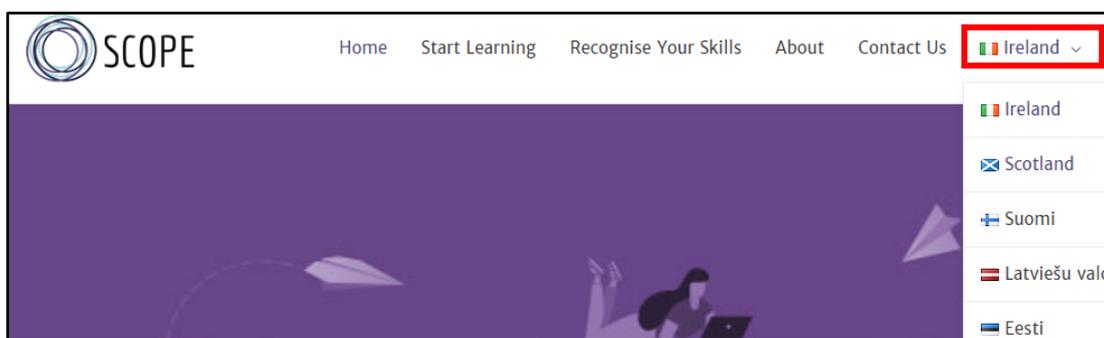


Figure 1: Choosing your national content

To open learning content, select the “Start Learning” tab, then scroll down to choose the module of your choice. Click “Begin” to launch learning content. Your content will open as a new tab in your browser (Figure 2.)

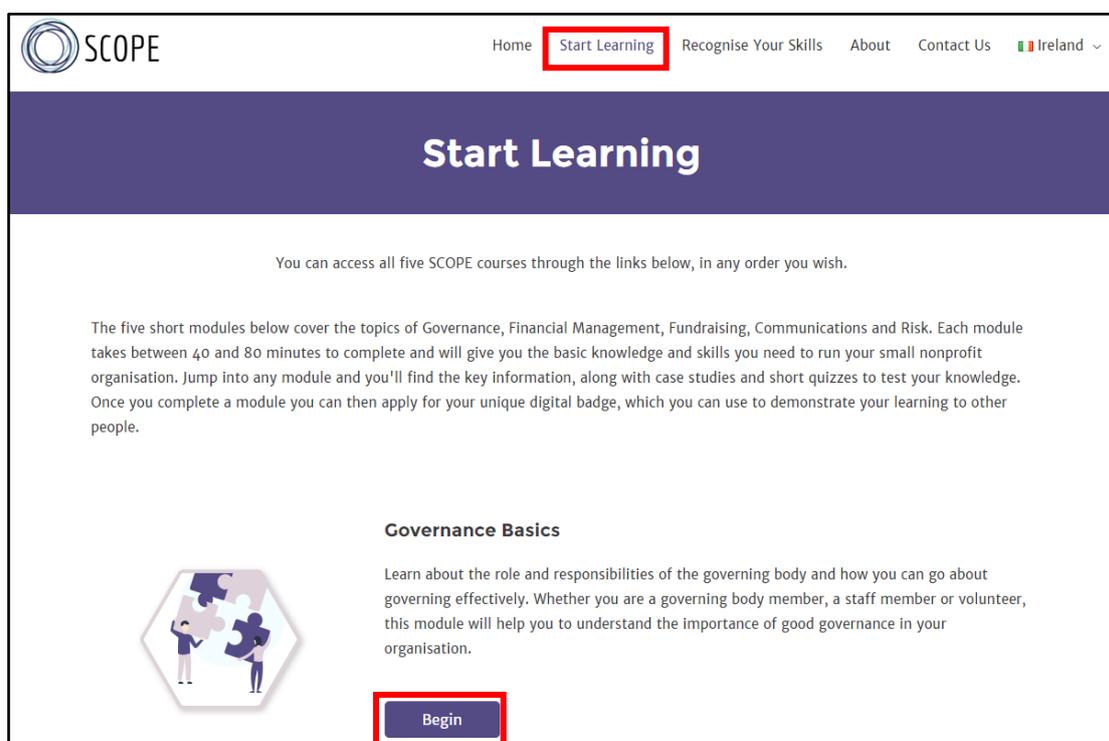


Figure 2: Accessing learning content

SCOPE learning content is divided into modules and topics. There are five modules, and each module is split into subsections called topics. Each module also contains a topic recap and a badge page. Users must complete the topic recap to access the badge page.

Note: Content will render differently according to the size of your screen. Depending on your device there may be slight differences in how you navigate between pieces of learning content. Figure 3 below shows how the platform looks on a standard laptop, while Figure 4 how it would appear on a mobile.

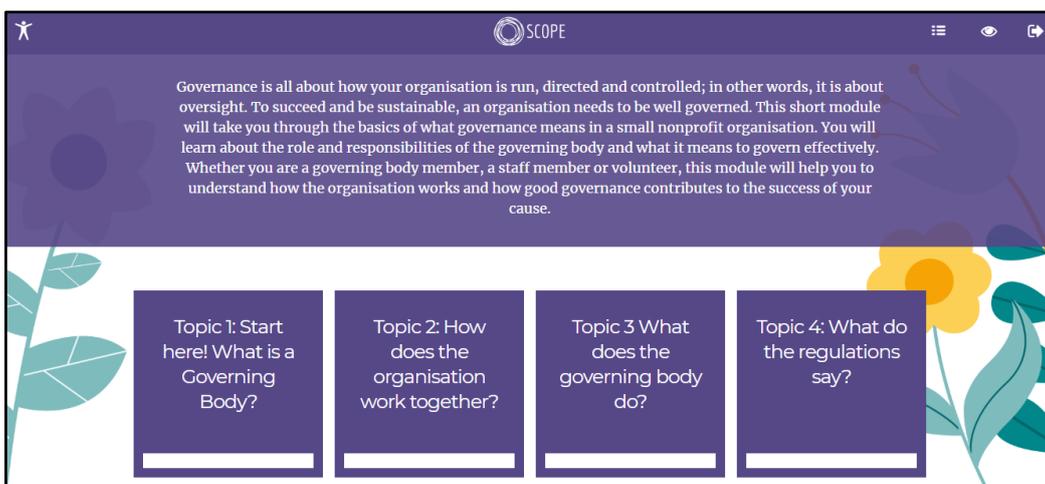


Figure 3: Laptop and wide screen view

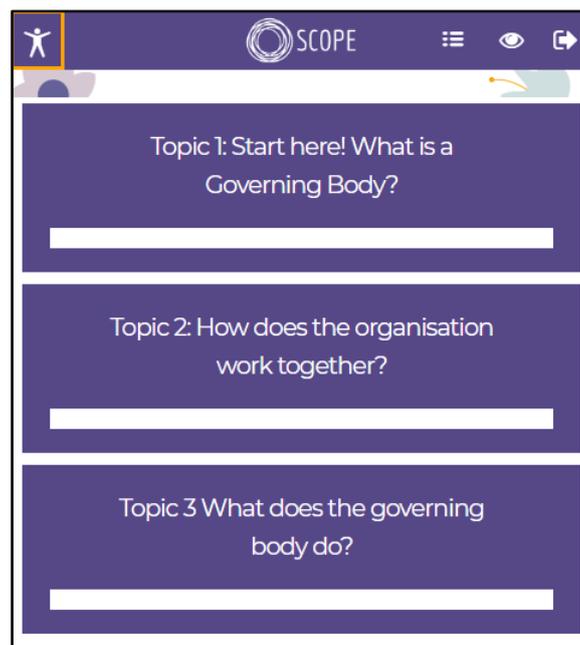


Figure 4: Mobile and small screen view

Section 2: The Main Menu

When a module is launched it opens on the main menu page. The main menu is described in more detail below.

1. Top menu: The top section, or top menu, contains the accessibility, search, resources, course exit and dyslexia helper features. These features are explored in more detail on the next page.

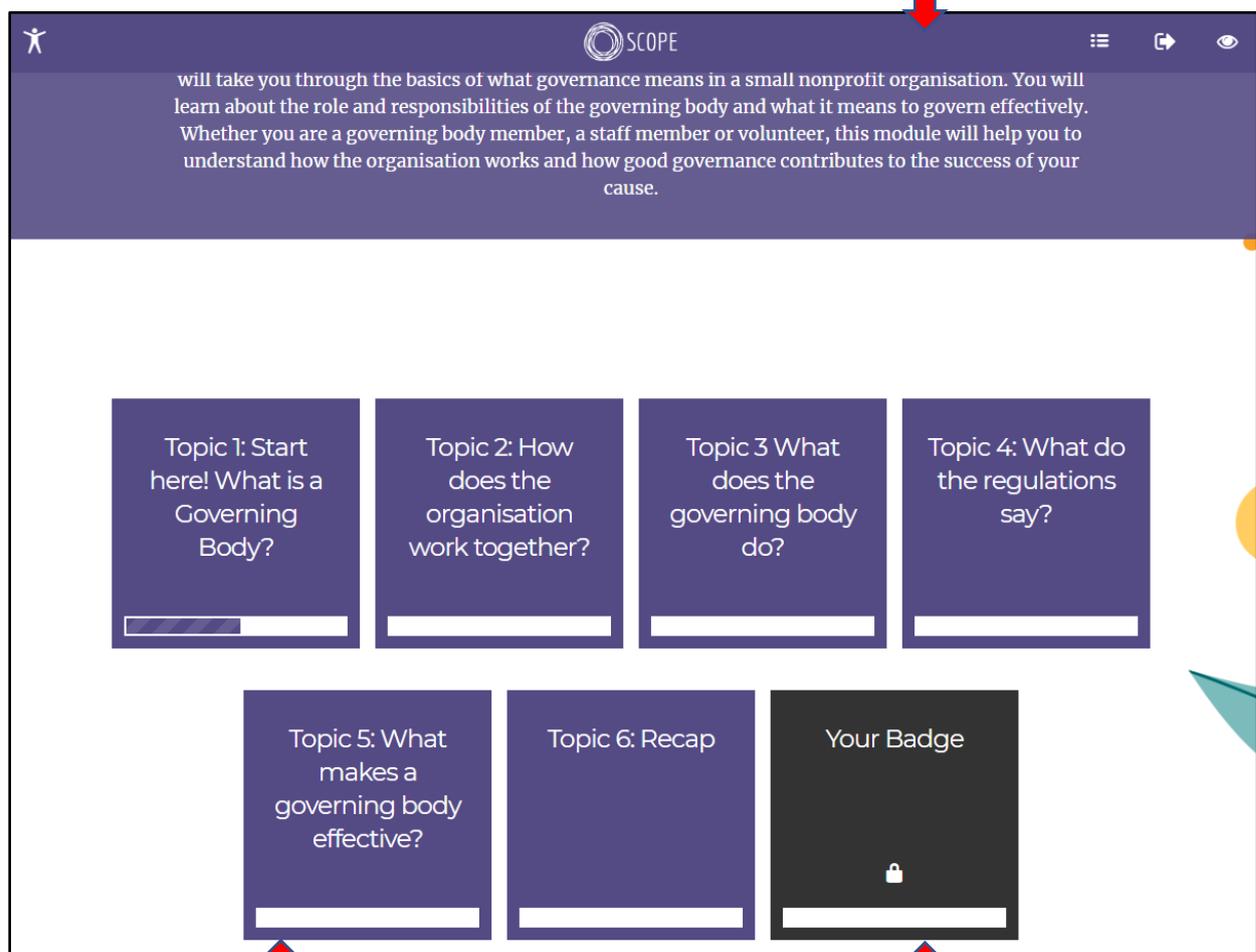


Figure 5: Main menu overview

2. Topics: Each module is divided into topics. Topics can be accessed in any order the user wishes. Each topic has a progress bar which fills as the topic activities are completed.

3. Badge page: Each module contains a badge page. The badge page can only be accessed after the topic recap has been completed. See “Topic Recap” and “Badge Page” below.

Section 3: The Top Menu

Each page contains an assortment of features that can assist you in your learning journey. Making good use of these features is key to having a positive and engaging learning experience. The additional features are explained in more detail below:

3.1 The Top Menu

The top menu (pictured below) allows the user to access a variety of features.



Figure 6: Top menu icons

The top menu icons are explored in more detail below:

3.2 Home Icon



Figure 7: Home icon

Clicking the Home icon at any stage will return the user to the main menu.

3.3 Accessibility Icon



Figure 8: Accessibility icon

Clicking the Accessibility icon will turn on accessibility mode. Accessibility mode needs to be enabled to allow screen readers access the learning content. Once you have enabled accessibility mode you may navigate between activities using the tab key on laptop/desktop devices, or by following your screen reader's instructions on mobile devices. For best results we recommend the JAWS or NVDA screen readers for laptop/desktop users, and VoiceOver for mobile device users.

3.4 Search and Resources



Figure 9: Search and resources icon

Clicking the search and resources icon will allow the user to access the Search feature and any additional course resources. Search allows users locate specific words or terms within a module and navigate instantly to their results.

To use Search, click the search and resources icon, then type your search criteria into the search bar. Your results should appear instantly. Results are ordered by relevance. Click on a result to move to the topic containing the term.

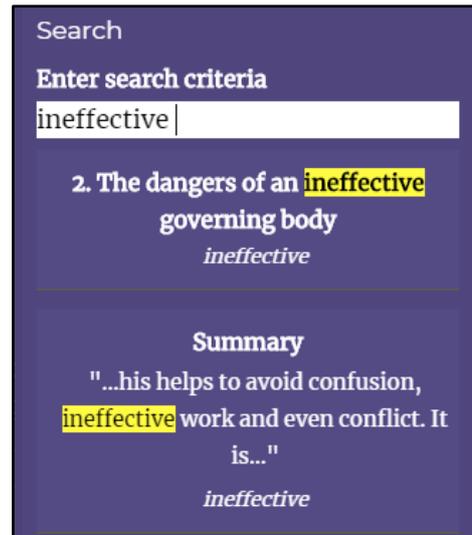


Figure 10: Search results

Course resources are located beneath the Search bar. Selecting the resources link will allow you to view any additional resources a course might have such as files, policy documents, course scripts etc....

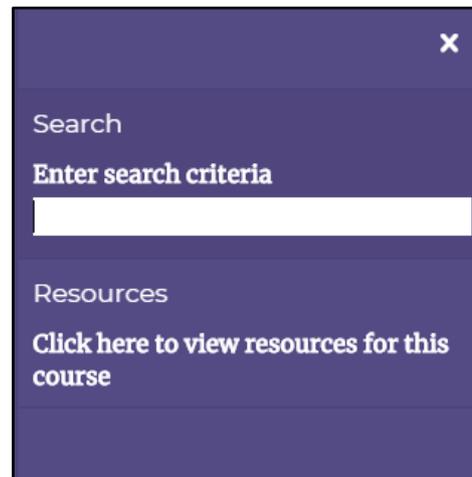


Figure 11: Course resources

3.5 Dyslexia Helper



Figure 12: Dyslexia helper icon

The Dyslexia Helper provides alternative colour schemes to improve readability for dyslexic learners.

Clicking on the Dyslexia Helper icon opens the Colour Palette drawer, where learners can choose a colour palette to suit their needs.

A colour palette can be chosen by clicking on the desired sample colour palette. A colour palette can be deactivated by clicking on the sample colour palette again.

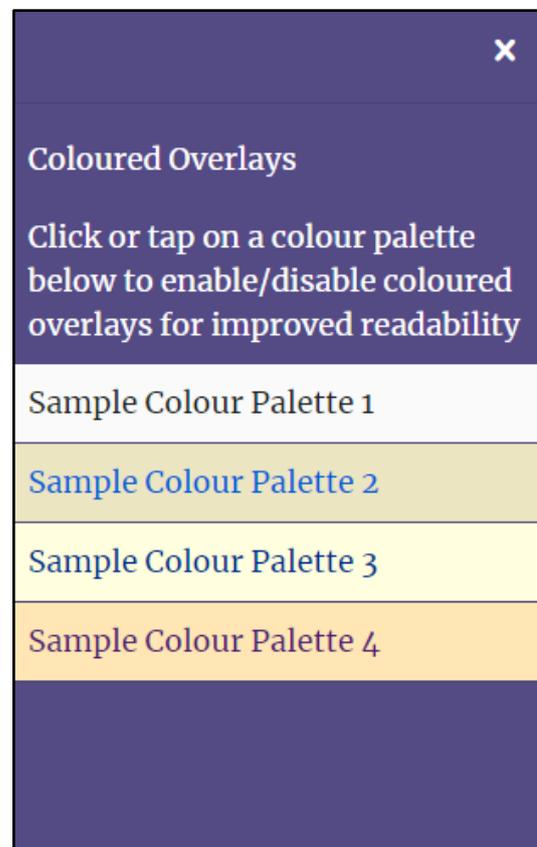


Figure 13: Selecting a colour palette

3.6 Page Level Progress



Figure 14: Page level progress bar

The Page Level Progress bar appears at the top of each page displaying user progress. As a user completes activities, the progress bar gradually changes colour. When the progress bar changes colour entirely the topic is complete.

Clicking directly on the progress bar will reveal the list of all the activities on a page. Each activity is represented by its own mini progress bar, indicating whether you have completed that activity or not. Clicking on an activity will instantly bring a user to that component.

The Page Level Progress bar is a very useful feature as it allows users to make sure they have completed all the activities in a topic, or to find any activities they may have accidentally skipped.

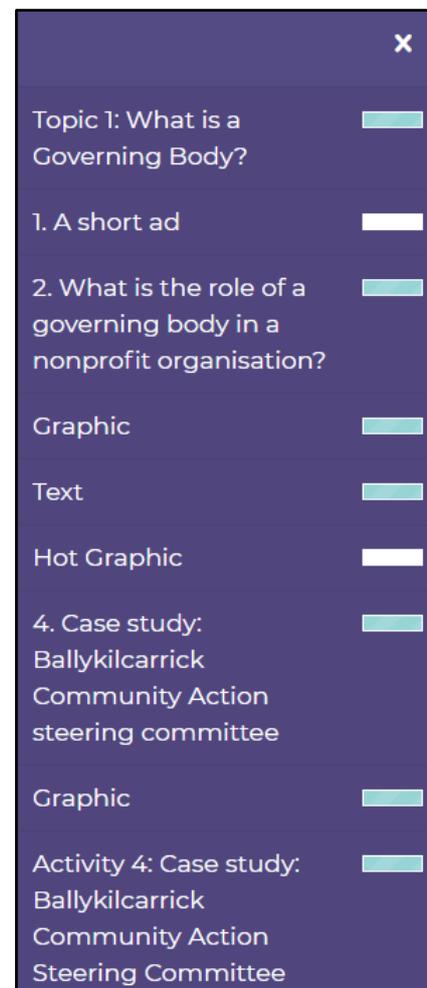


Figure 15: Activity progress

3.7 Course Exit Button



Figure 16: Course exit icon

Clicking the Course Exit button will allow users exit the module. A warning message will appear alerting users that their progress will not be saved should they choose to exit the resource. Click “Yes” to exit the module, or “No” to cancel. For more information on exiting the resource and progress please see the frequently asked questions section below.

Section 4: Activities

Clicking a topic in the main menu will open learning content. Learning content is divided into a variety of activities. Some activities may require interaction such by clicking on pins or arrows. Follow the on-screen instructions to complete activities.



Figure 17: A sample learning activity

Some activities require users to answer questions. To complete questions activities, follow the on-screen instructions, then click "Submit". Each question activity provides feedback to the user on whether they answered the question correctly or incorrectly, and users can retake any question they answer incorrectly by clicking the "Reset" button.

The image shows a digital interface for a question activity. It features a question: "1. Governing body members can delegate tasks to staff and volunteers, but they can never delegate:". Below the question is a sub-instruction: "Select the correct option and click submit to check your answer". There are three radio button options: "responsibility.", "management", and "operations". At the bottom, there are two buttons: "Submit" and "Show feedback".

Figure 18: Sample question activity

Section 5: Page Navigation

Users can move in between topics using the footer navigation bar at the bottom of the screen. Clicking the left arrow will bring users to the previous topic, while clicking the right arrow will bring learners to the next topic. Clicking the house icon will return the user to the main menu.

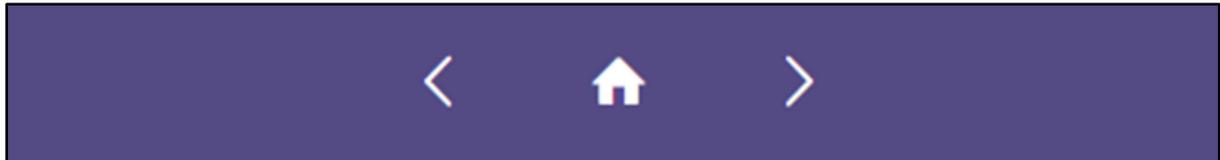


Figure 19: Footer navigation bar

Occasionally a lock symbol will appear in the footer in place of the right arrow. The lock symbol indicates that the next page is currently inaccessible. In order to unlock the next page, the user needs to complete all the activities on the current page. See “End of Module Quiz” below for more information.



Figure 20: Footer with lock symbol

Section 6: Topic Recap

The final topic of each module is the end of module quiz, or topic recap. Every activity in the topic recap must be completed in order to unlock the module badge page.

Once users have completed the topic recap page the lock symbol in the footer navigation bar should change into a right arrow, indicating that the badge page is now unlocked. Users may then access the badge page by clicking the right arrow.

If users cannot access the badge page, they may still have some end of module questions unanswered or incorrectly answered. Learners can find incomplete activities by clicking the Page Level Progress bar (see “Page Level Progress” above.)

Section 7: Badge Page

The module badge page is represented on the main menu by a black tile with a white lock symbol. When the lock symbol is present the badge page is inaccessible.



Figure 21: Badge page tile

Users must complete the end of module quiz to unlock the badge page. Once the end of module quiz is complete the badge tile will change colour, indicating that the badge page is now accessible.



Figure 22: Unlocked badge page

To apply for a digital badge, click on the badge page and follow the steps on screen. If users are experiencing difficulties with their badge, please see the "Support" section below for technical support contact details.

Section 8: Frequently Asked Questions

Will my progress be saved if I exit a module?

Unfortunately, progress cannot be saved if you exit a module. Similarly, if you complete a topic recap and gain access to a module badge page, access will be lost if you close the tab. We recommend applying for your badge as soon as you complete the topic recap page.

Do I need to complete every activity in every topic to get my badge?

No. The only requirement for badge access is completing the end of module quiz. Users may skip directly to the topic recap without engaging with any of the other topics if they wish.

Is there a recommended device?

Content is designed to be equally accessible for laptop, mobile or tablet users.

Is there a recommended screen reader?

For best results we recommend either the NVDA or JAWS screen readers for laptop or desktop users. For mobile devices we recommend VoiceOver.

Section 9: Support & More Information

9.1 Technical support

For technical support you can contact your relevant national agency.

Ireland: An Cosán VCC: technology@ancosanvcc.com

9.2 Follow us

You can follow the SCOPE project via our social media channels. These are:

Twitter: https://twitter.com/SCOPE_platform

9.3 About the SCOPE Project

The SCOPE project (Skills Recognition, Capacity Building, and Professional Education for the Third Sector) is an online learning platform aimed at European community, voluntary and charitable organisations and social enterprises. The platform provides access to foundation level learning content and provides skills recognition through access to. To find out more about the SCOPE project please visit <https://scope-skills.eu/>.

This project has been funded with support from the European Union.



SCOPE



Co-funded by the
Erasmus+ Programme
of the European Union

