# Steam3D Academy

**PLATFORM MANUAL**

# Contents

# e-Learning Platform manual for Adult Educators/Trainers (Teachers)

## How do I sign up?

**Step 1:** Open your web browser.

**Step 2:** Navigate to https://steam3d-academy.eu/.

**Step 3:** On the home page of the e-Learning platform, click on "Login/Register" (Figure 1).



Figure 1: How to create a new account

**Step 4:** Follow the sign-up steps (Figure 2,3 and 4). After you have filled in all your personal information, you will receive a confirmation email with a link you must click on in order to validate your profile.
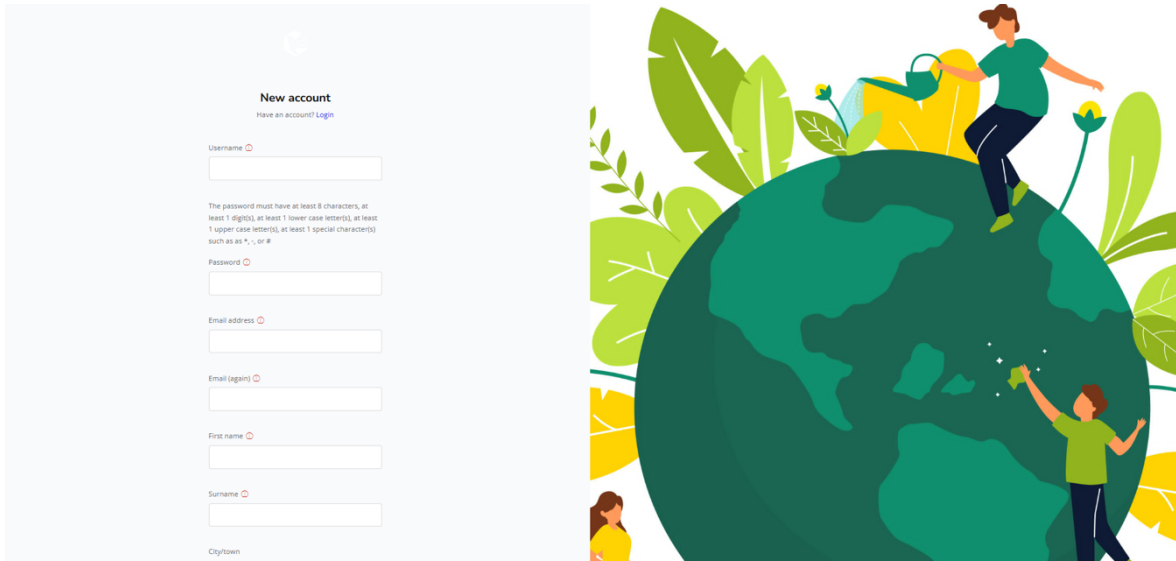


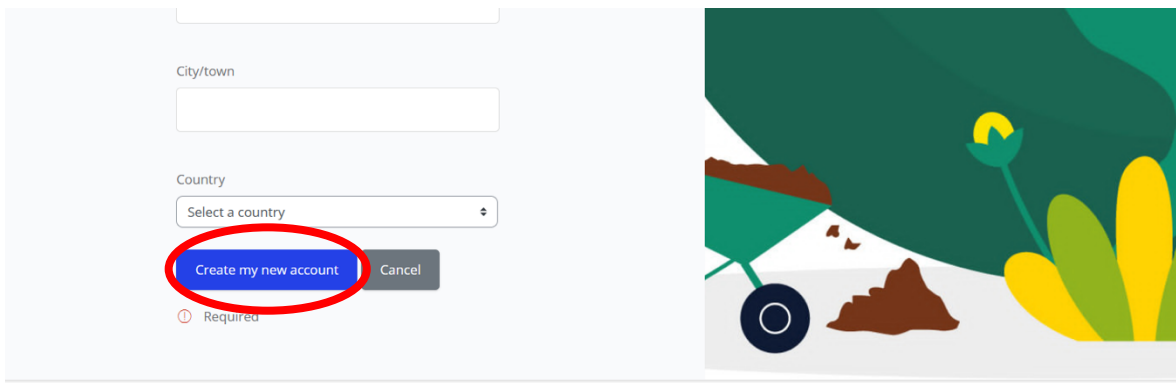Figure 2: Sign up page - fill in the required information
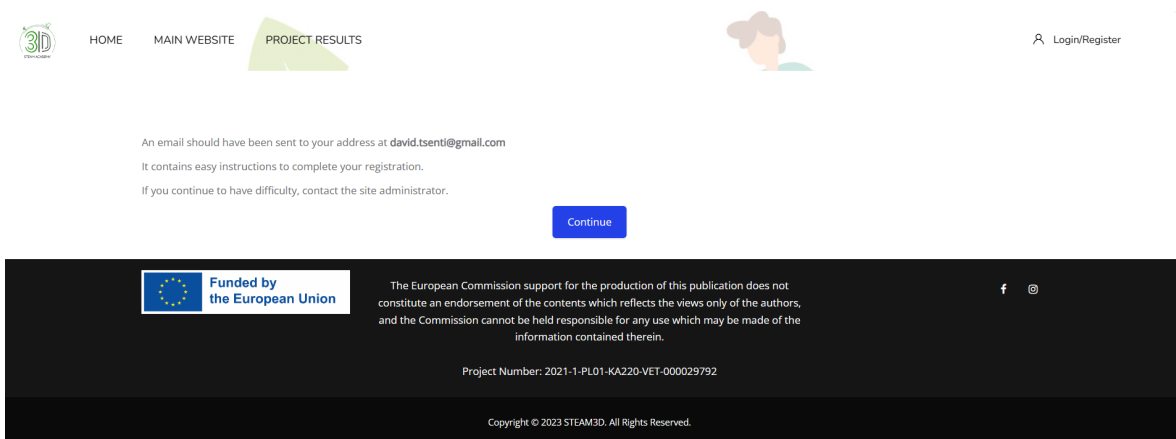


Figure 3: Sign up page – click on 'Create my new account'



Figure 4: Sign up page – check your email to complete your registration

**Step 5**: Check your emails to complete registration. If you do not see the email in your inbox, check your spam/junk folder. (Figure 5)
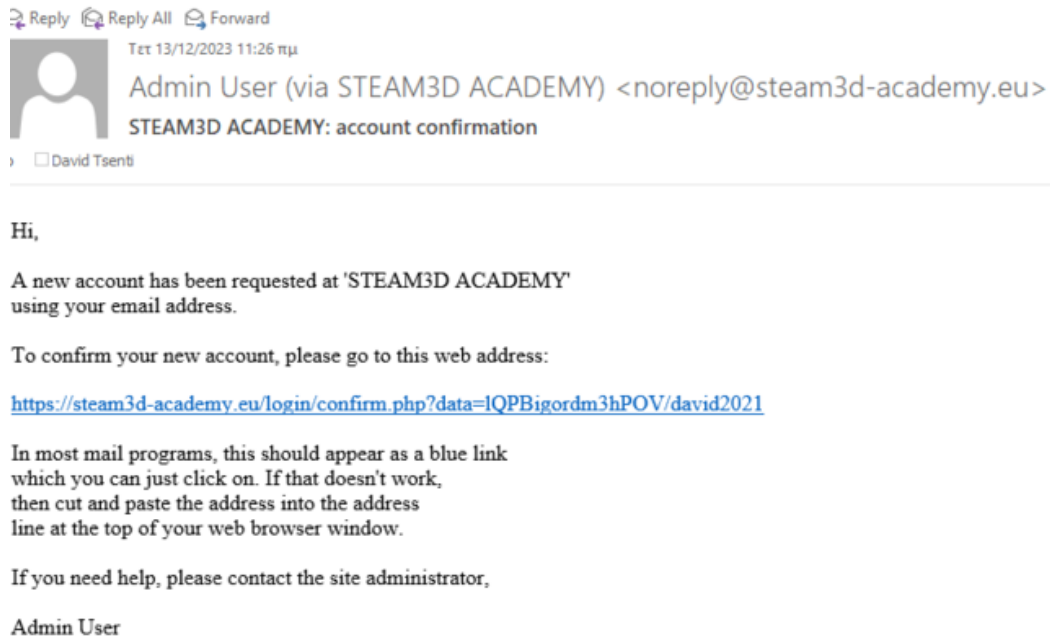
Reply  Reply All  Forward

Τετ 13/12/2023 11:26 πμ

Admin User (via STEAM3D ACADEMY) <noreply@steam3d-academy.eu>

STEAM3D ACADEMY: account confirmation

David Tsenti

Hi,

A new account has been requested at 'STEAM3D ACADEMY'
using your email address.

To confirm your new account, please go to this web address:

https://steam3d-academy.eu/login/confirm.php?data=lQPBigordm3hPOV/david2021

In most mail programs, this should appear as a blue link
which you can just click on. If that doesn't work,
then cut and paste the address into the address
line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User

Figure 5: Email confirmation

# How do I log in?

**Step 1:** Navigate to  https://steam3d-academy.eu/.

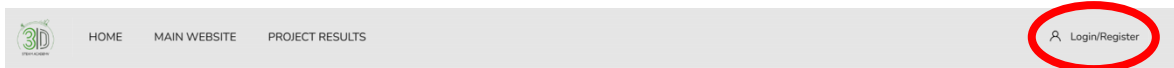**Step 2:** Select "Log in" (option) (Figure 6).



Figure 6: Log in

**Step 3**: After the second step, fill in your credentials (username and password) and click "Log in" (Figure 7).

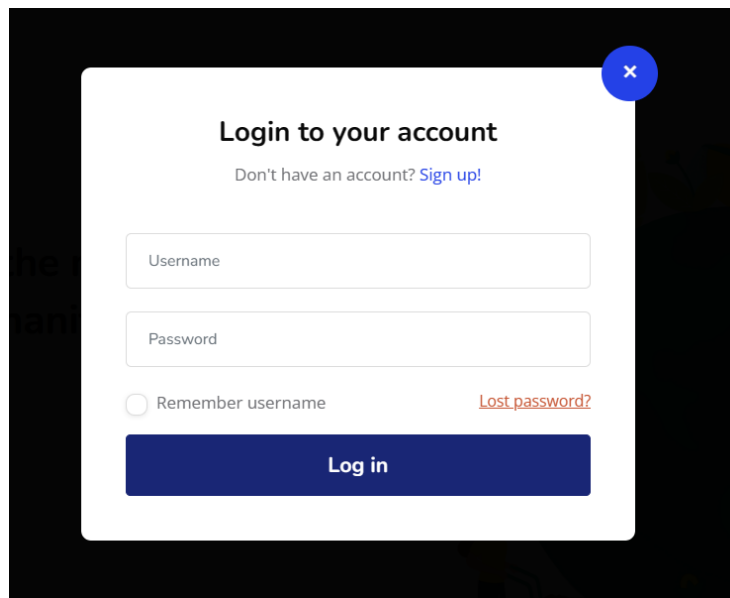

Figure 7: Log in

# Where can I find the available courses?

**Step 1:** Log in with your credentials.

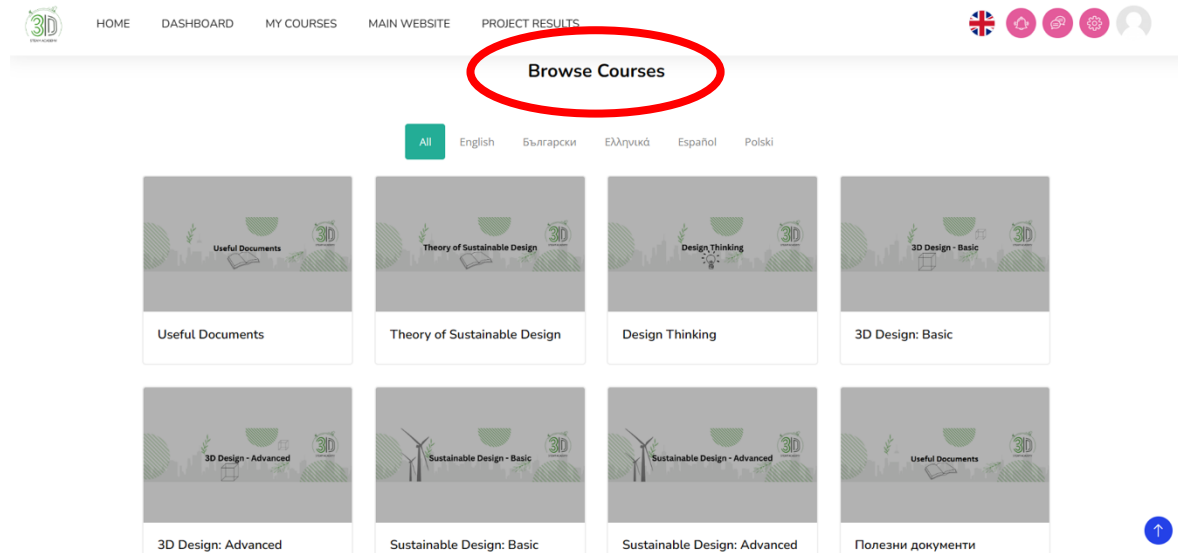**Step 2**: Scroll down the home page until you see "Browse Courses" (Figure 8).



Figure 8: Home page with the available courses in all languages

# How can I edit a course?

**Step 1:** Log in with your credentials.

**Step 2:** Once you are in "Browse Courses" section, choose the course you want to edit by pressing the appropriate module (Figure 9).
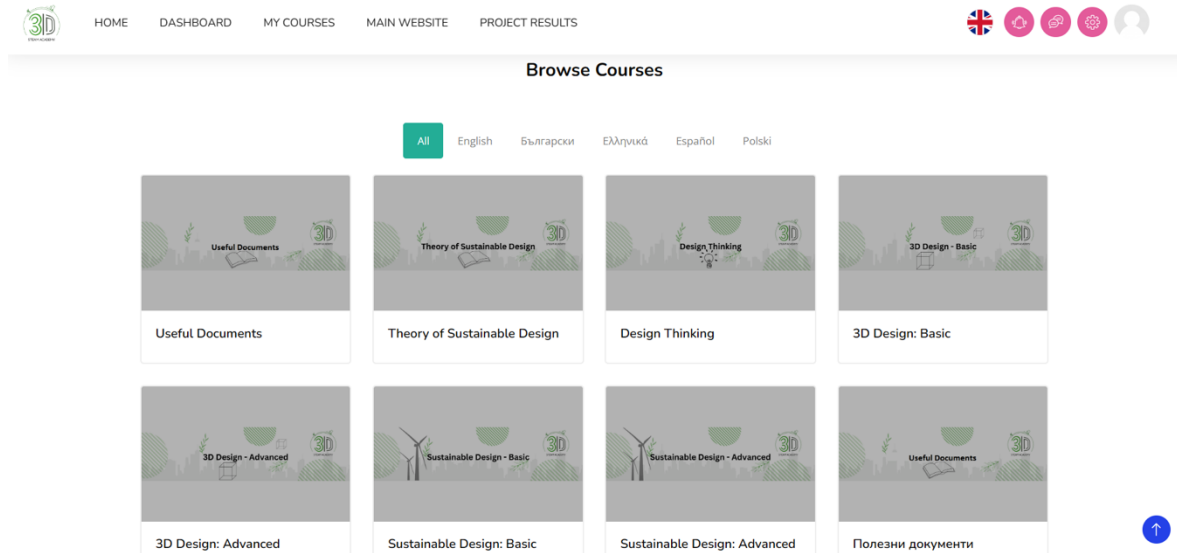


Figure 9: Selecting appropriate course

**Step 3:** After you have selected the course, enrol as teacher to have the option to edit the course (Figure 10).
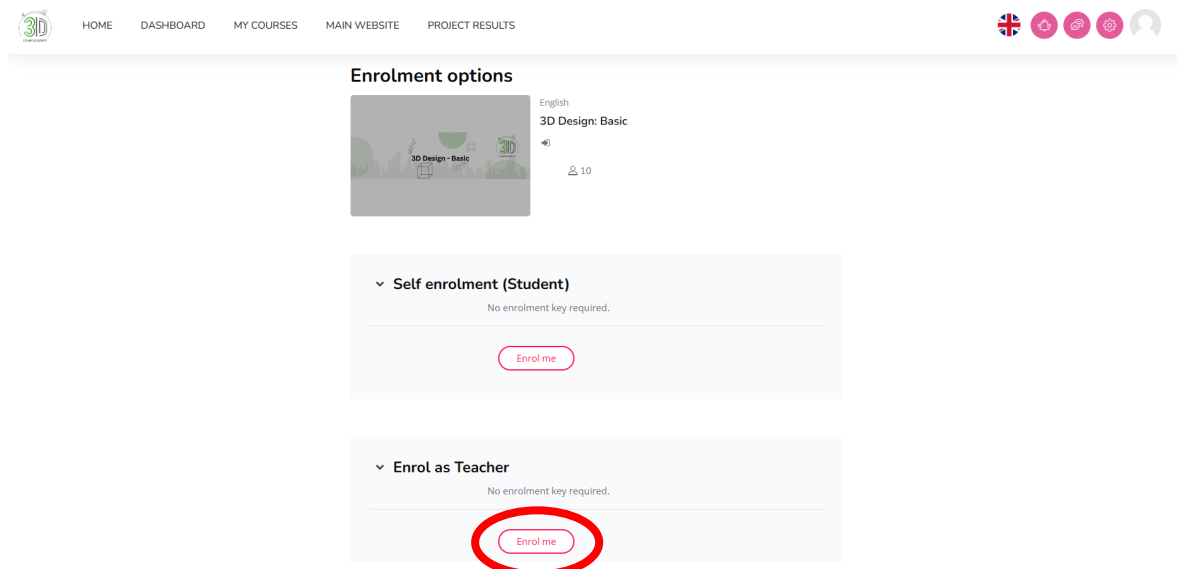


Figure 10: Enrol as teacher

**Step 4:** After you have you successfully have enrolled as teacher, press the option "Turn on editing", or turn on the Edit mode (Figure 11).
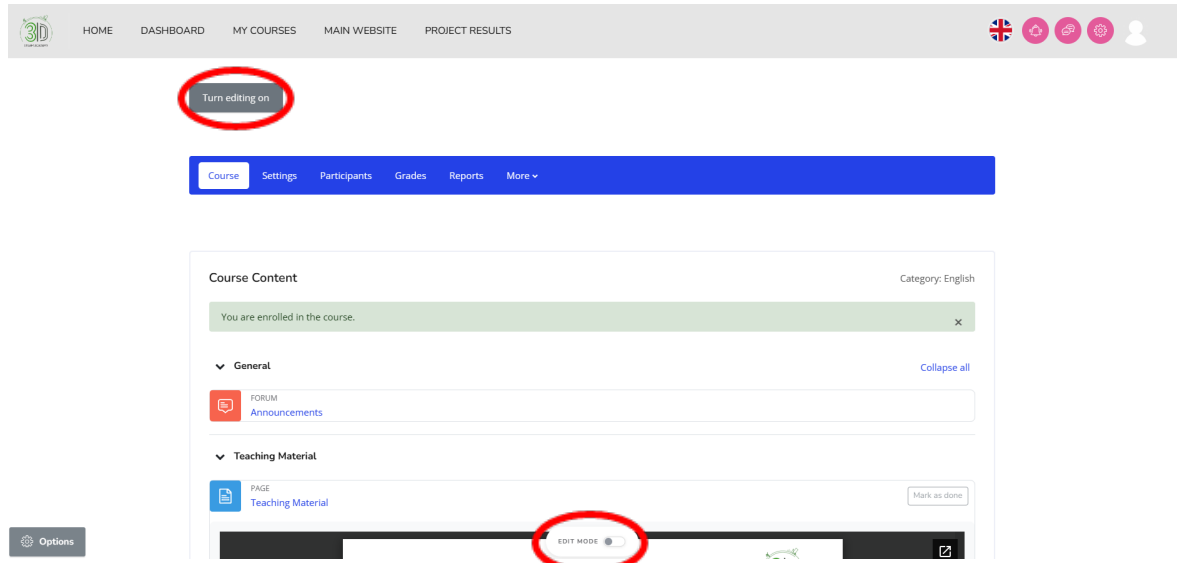
Figure 11: Turn editing on

**Step 5:** After completing the previous step, you will be able to edit, delete, change the name of the folder, hide the content needed and/or wanted (Figure 12).
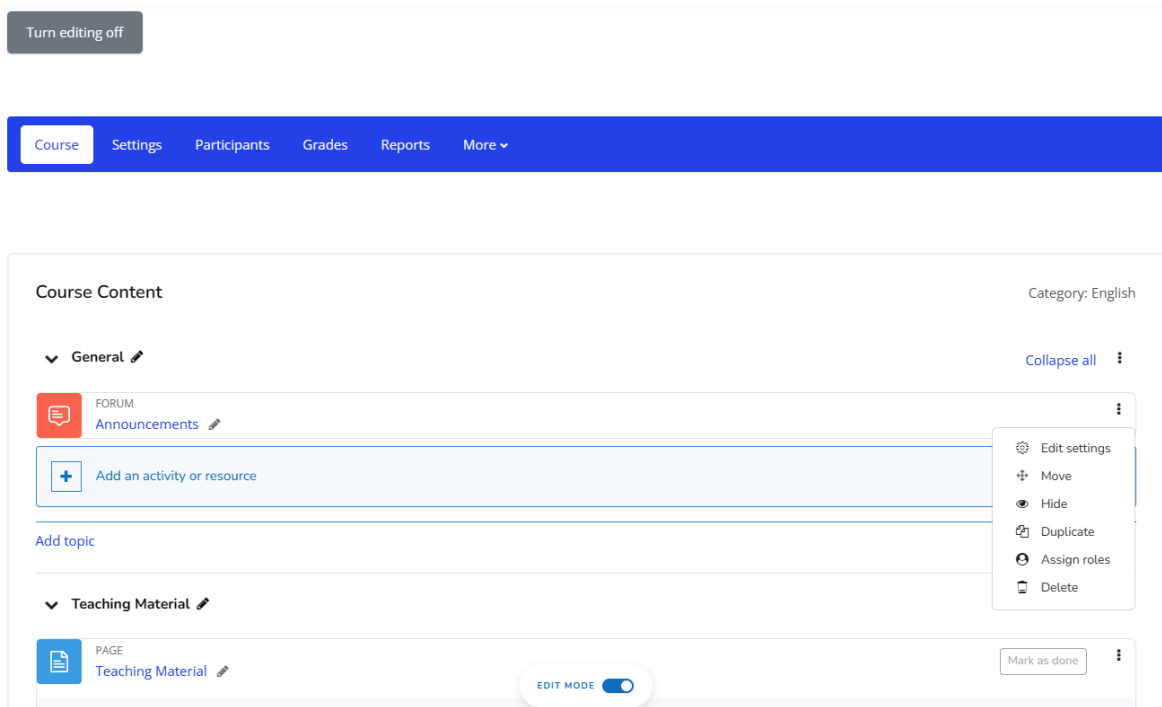
Figure 12: Edit a course

# How to add activities and content?

**Step 1:** As in the previous section of "How do I edit a course" the first thing needed to be done is to click on "Turn editing on".

**Step 2:** The Figure above will appear.

**Step 3:** After this you will need to select the option "Add an activity or resource" in the topic you would like to add (Figure 13).
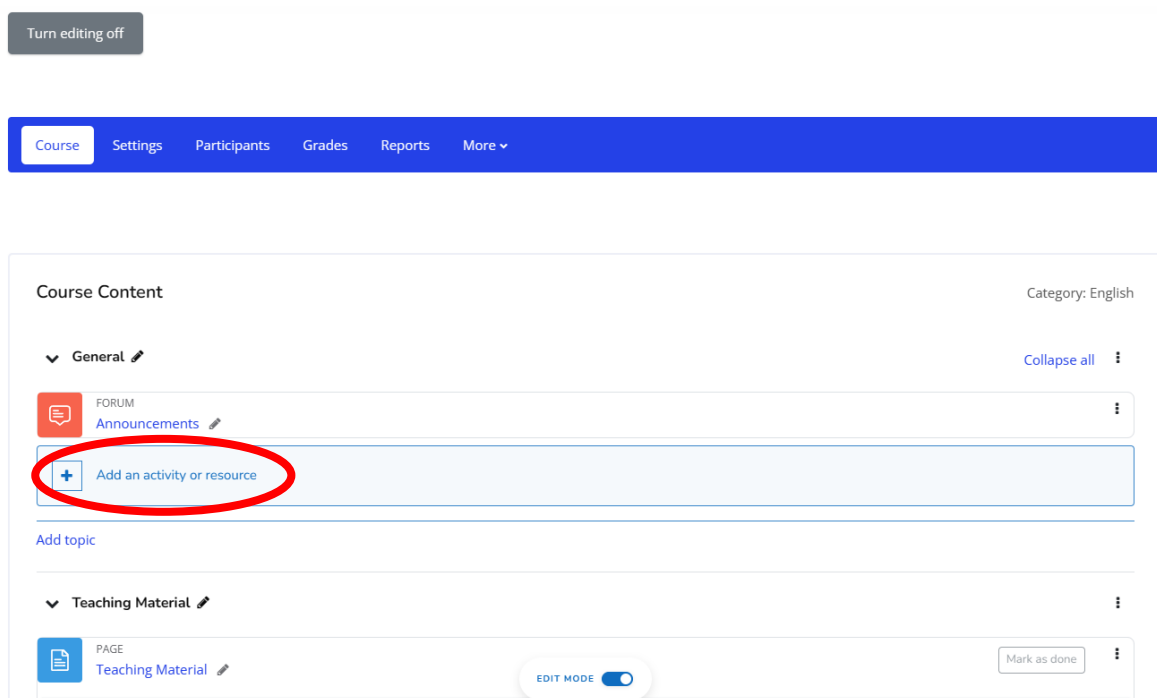


Figure 13: Activities and content

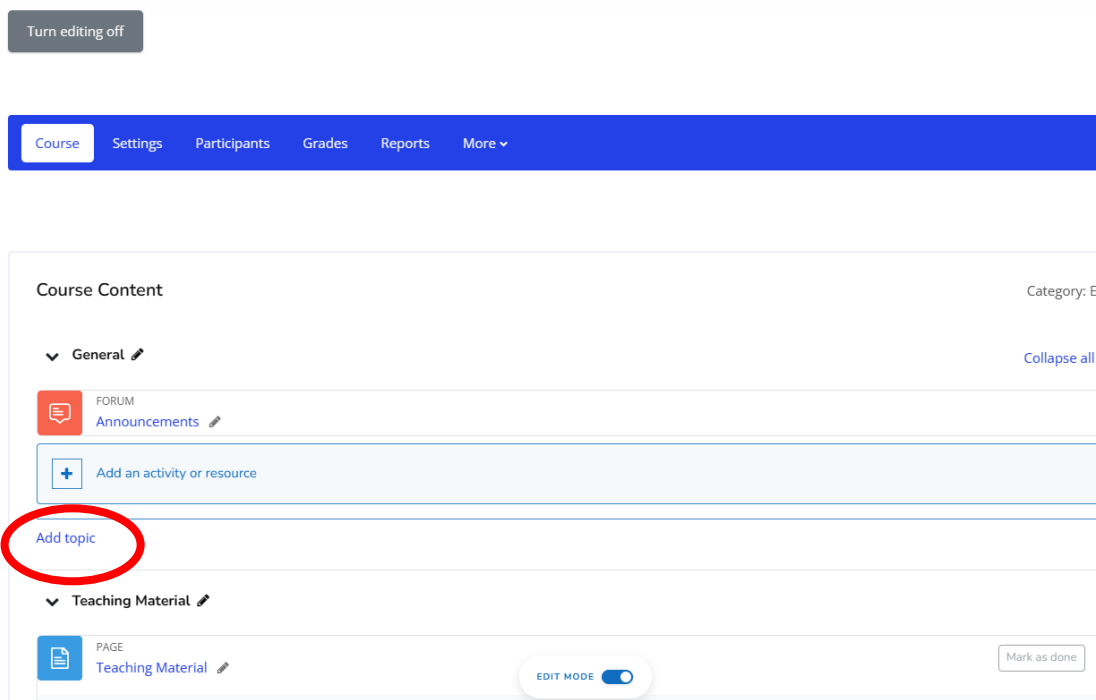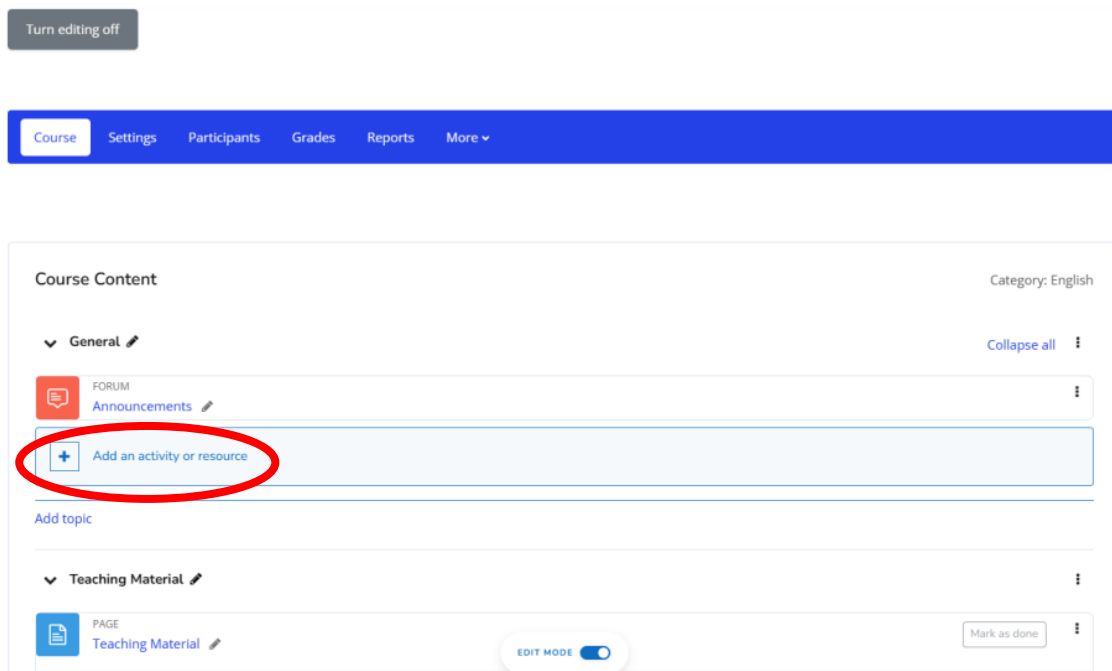**Step 4:** How to add a new topic (Figure 14).

Figure 14: Add new topic

## How to add a forum and/or a quiz?

**Step 1:** Follow the step taken in Figure 13.

**Step 2:** Afterwards, select the section: + Add an activity or resource.

Figure 15: Adding a forum and/or a quiz

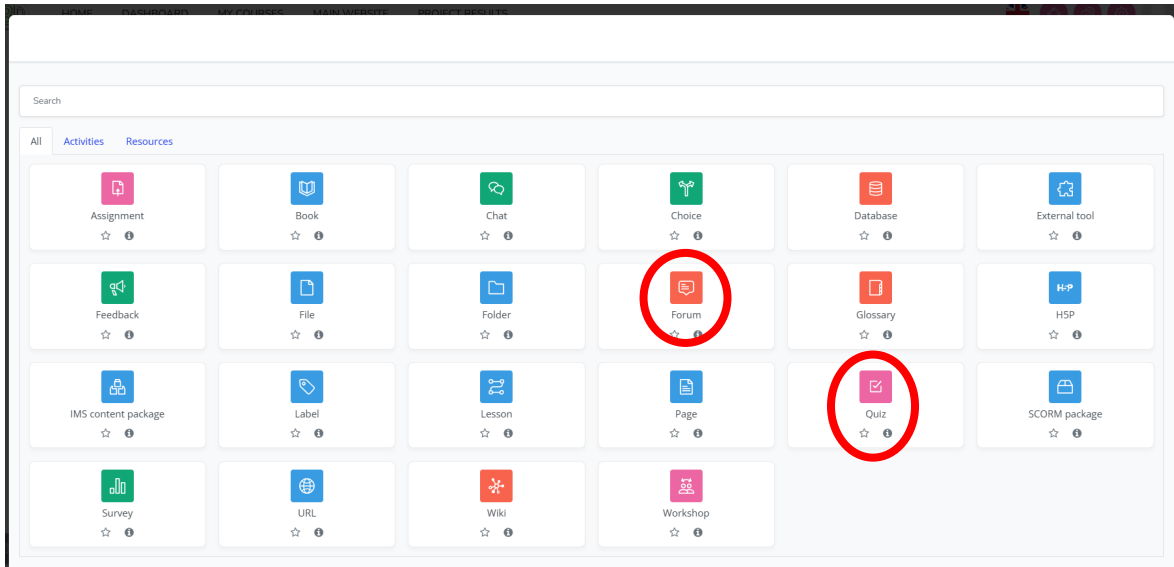**Step 3:** Among the options provided choose the one wanted, for instance: forum and/or quiz.



Figure 16: Adding a forum and/or a quiz

# How do I enrol an adult trainer/educator/teacher in a course?

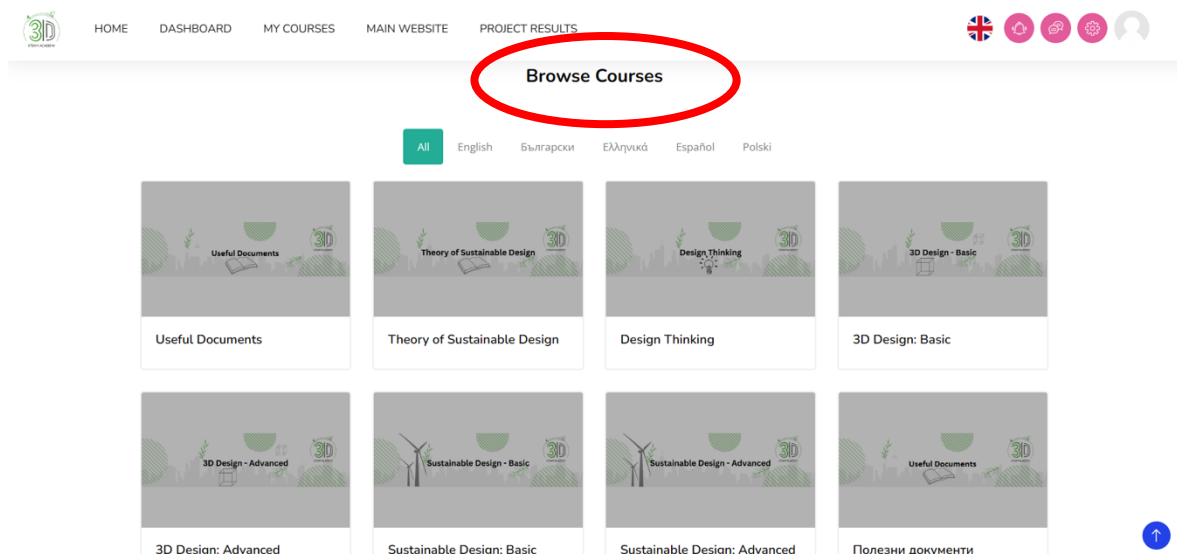**Step 1:** Scroll down the home page where it says "Browse courses" and select one of them (Figure 17).



Figure 17: Enrol a person in a course

**Step 2:** Once you enter the course, on the left side of the screen different options will appear. Click on "Participants" (Figure 18).
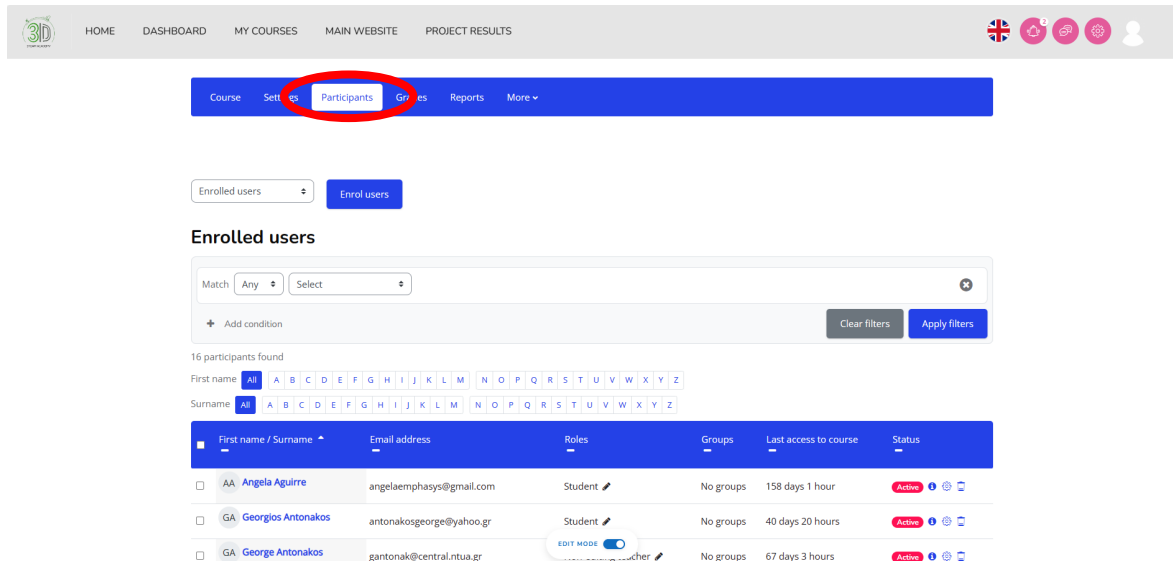


Figure 18: Enrol a person in a course

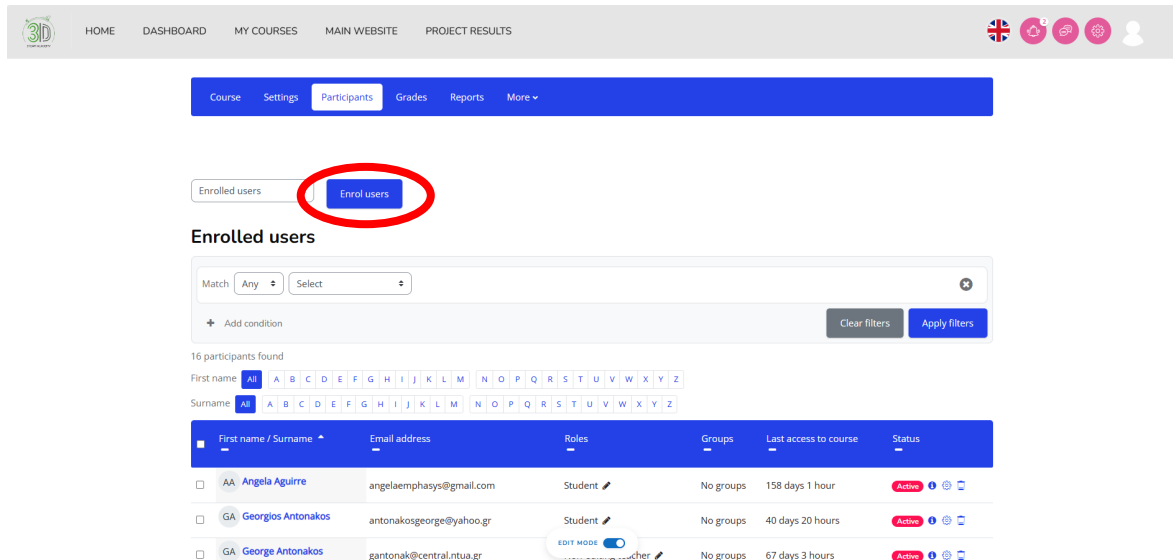**Step 3:** Press on the tab where it says "Enrol users" (Figure 19).



Figure 19: Enrol a person in a course

# How can I earn a course badge?

**Step 1**: In order for you to earn a course badge you will first need to enter one of the courses available in the platform and select one of them.

**Step 2**: When having selected one of the courses, you will need to scroll down until you see a folder named "Self-Assessment Test" (Figure 20).

⚠️Please note that before taking the assessment test you must tackle the syllabus and select the option "mark as done".
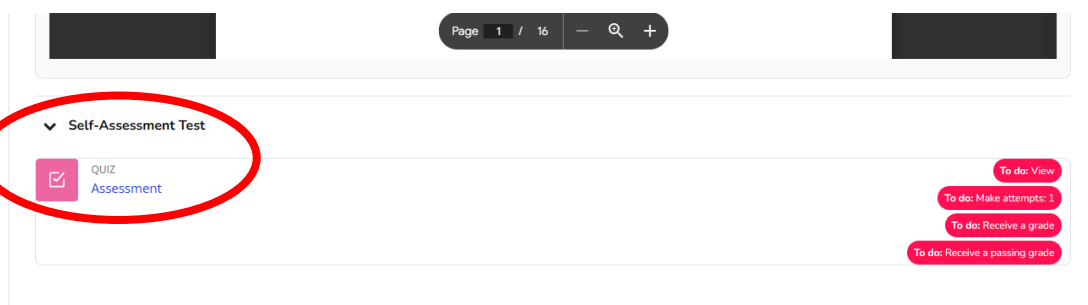


Figure 20: Course badge

**Step 3**: The next step is to open the document called "Assessment" and take the quiz by selecting the tab "Attempt quiz" (Figure 21).
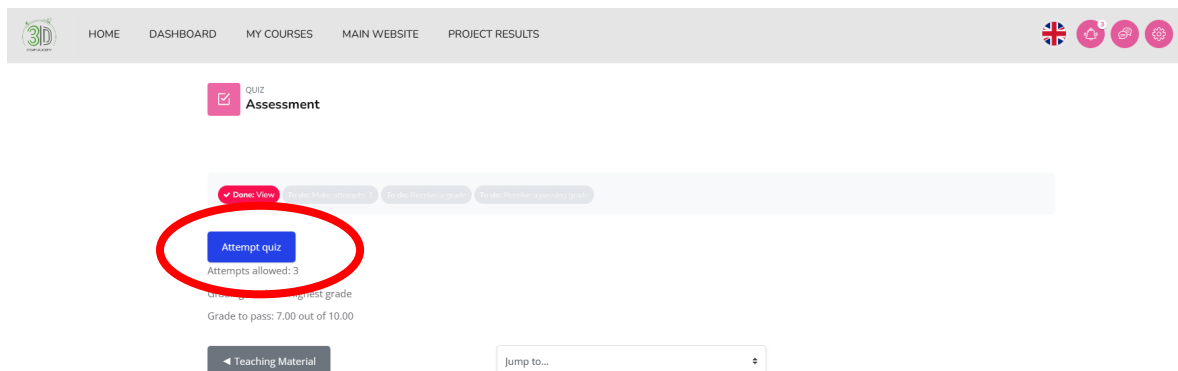


Figure 21: Course badge

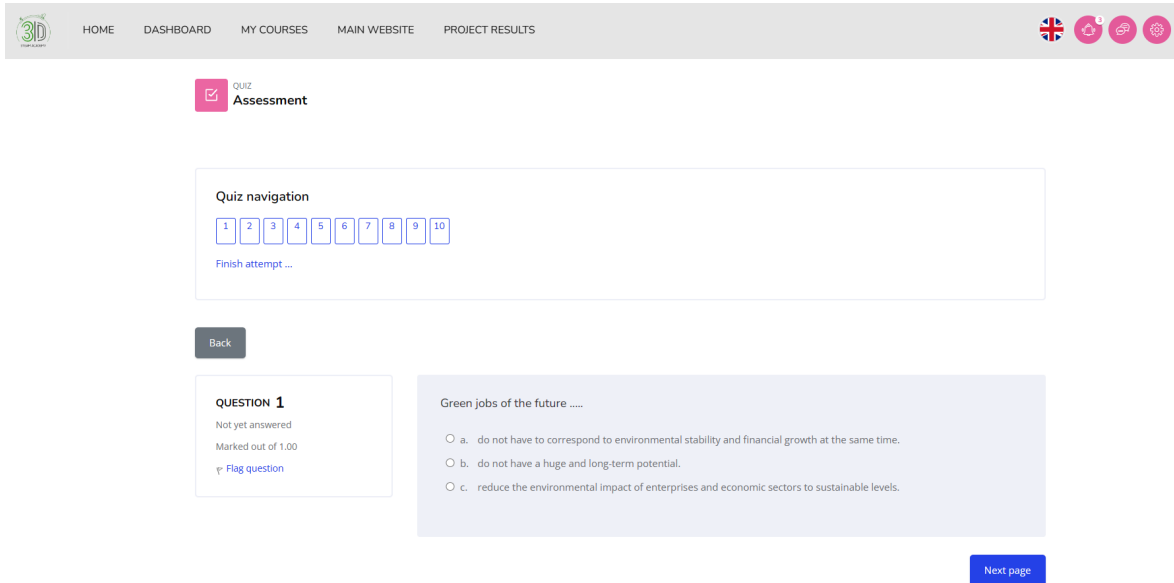**Step 4**: Take the quiz (Figure 22).



Figure 22: Quiz

**Step 5**: Once having answered all questions, select the tab "Submit all and finish" (Figure 23 and 24).
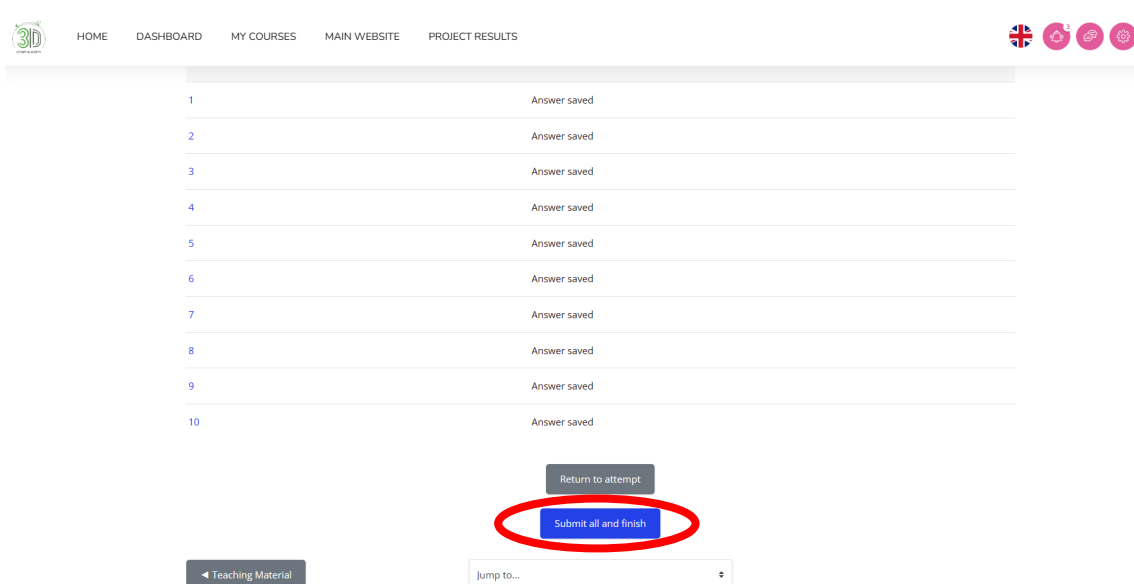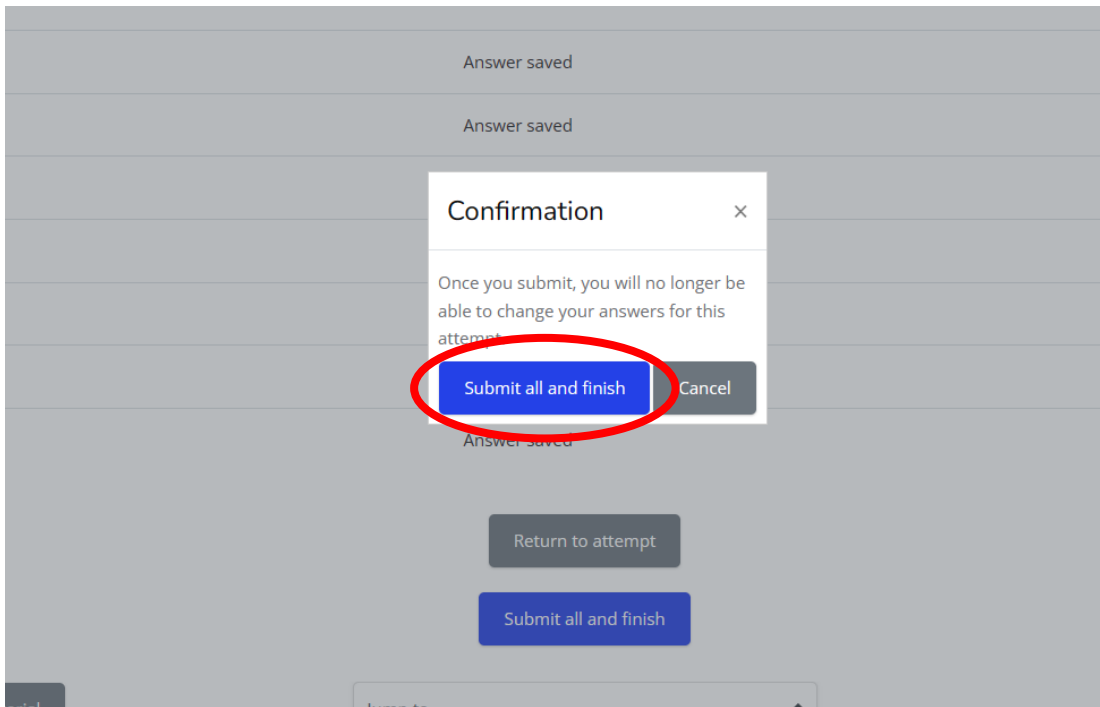


Figure 23: Course badge

Figure 24: Course badge

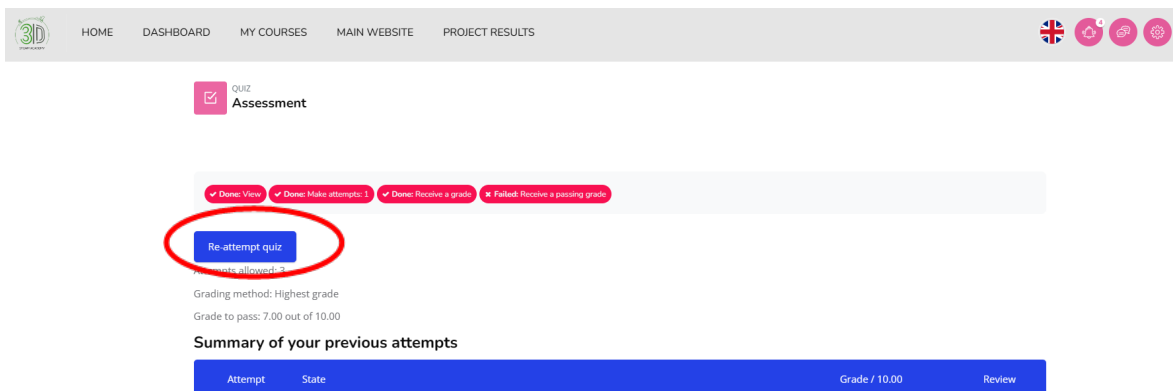**Step 6:** The result of the Quiz will appear together with a section "Re-attempt quiz" (Figure 25).



Figure 25: Course badge

# How do I check my profile page?

**Step 1**: Log in to the platform.

**Step 2**: Firstly, select your name in the right top corner of the screen in order to see the options provided and secondly, select "Profile" (Figure 26).
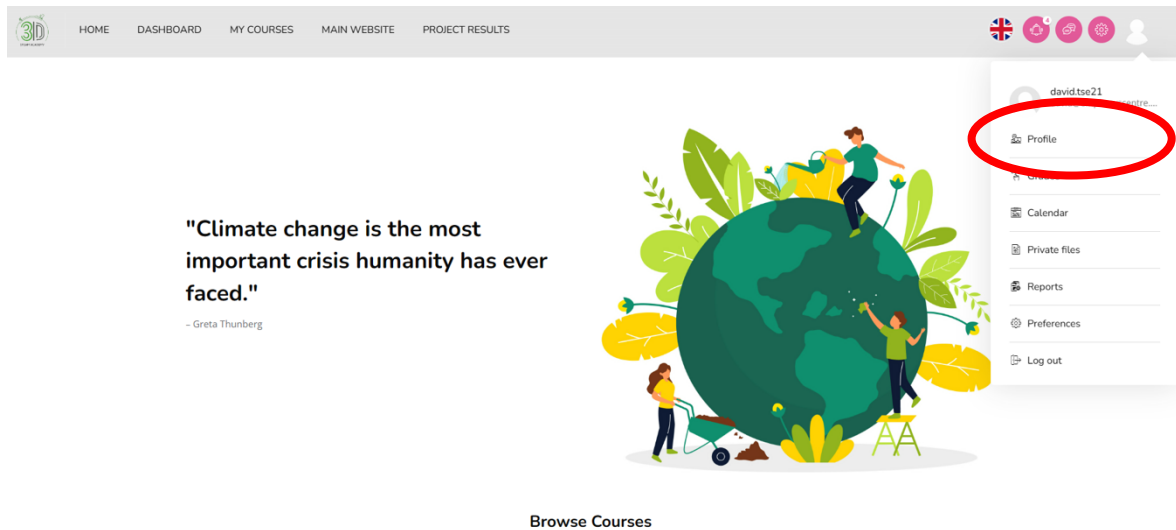


Figure 26: Profile page

# How do I check the badges I have earned?

**Step 1:** After selecting "Profile", you can find "Badges" section as shown below. Once you have completed the quiz, you will receive a notification. This will appear in the upper right part of the screen (Figure 27).
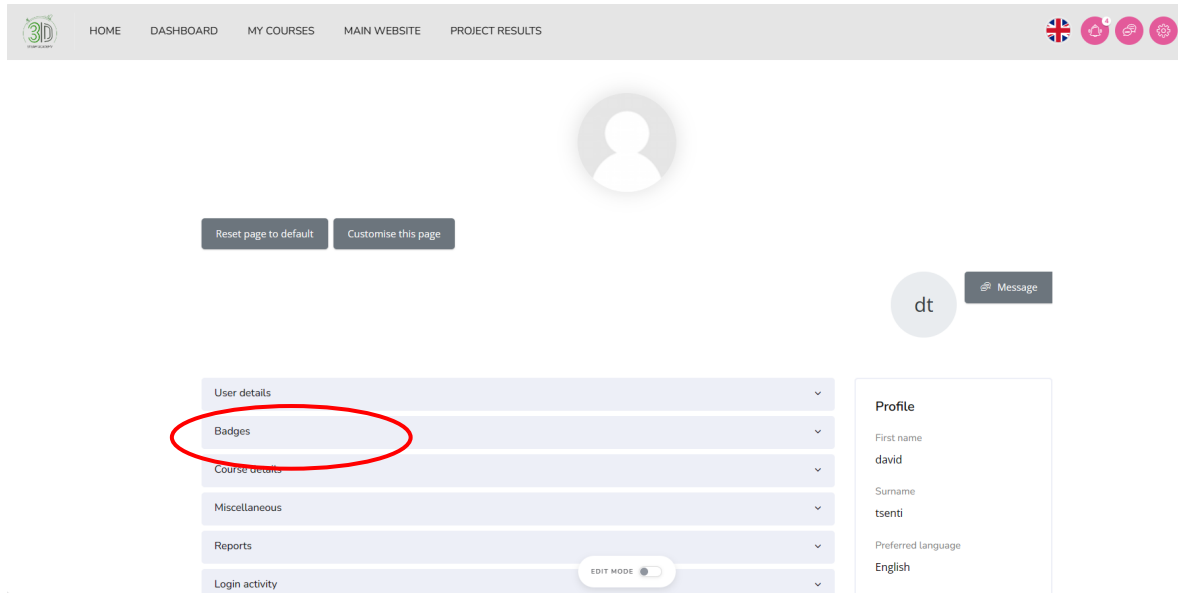


Figure 27: Badges

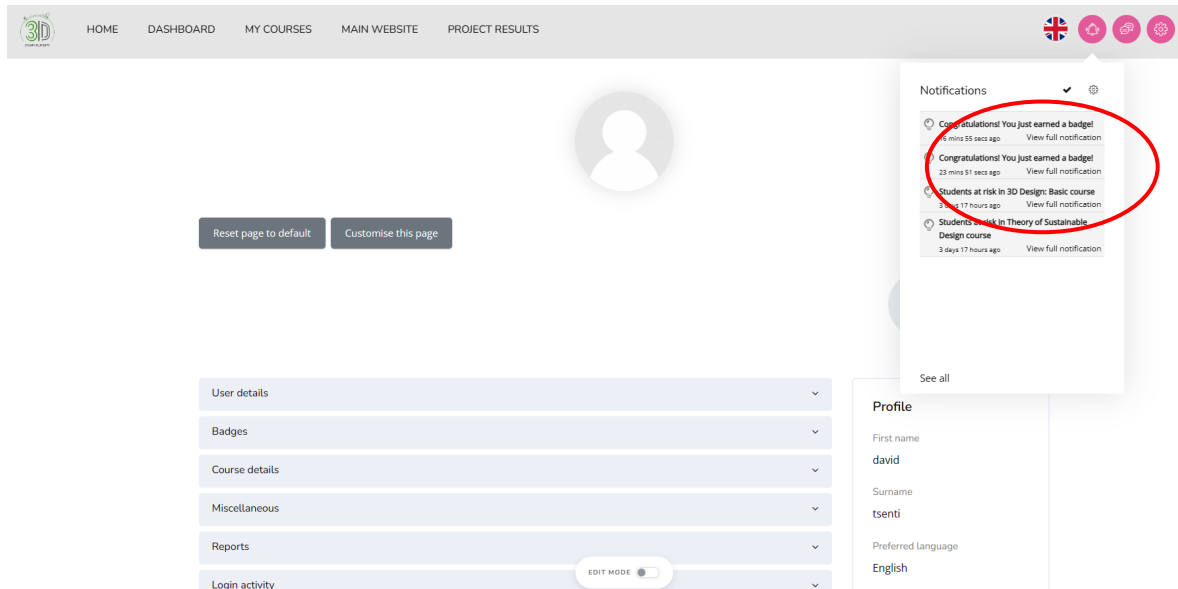**Step 2**:  Another one option is to select the bell icon and the following window will appear (Figure 28).



Figure 28: Notifications for badges

**Step 3:** After step 2, please click on the notification and then click again on "Manage Badges" (Figure 29).
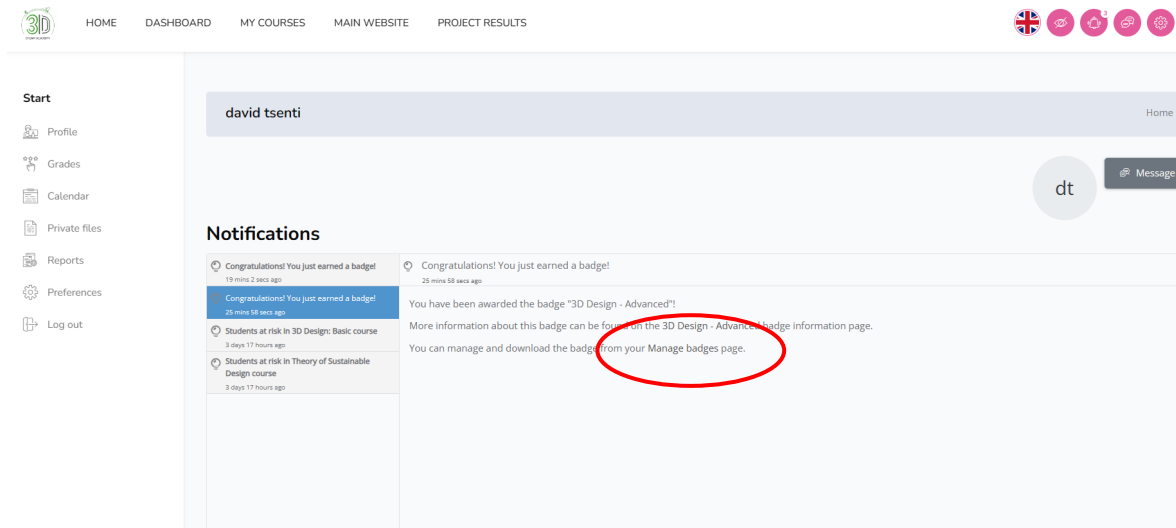


Figure 29: Badges

**Step 4:** Now you will be able to see the screen below (Figure 30) and with it the OB's gained so far in the platform.
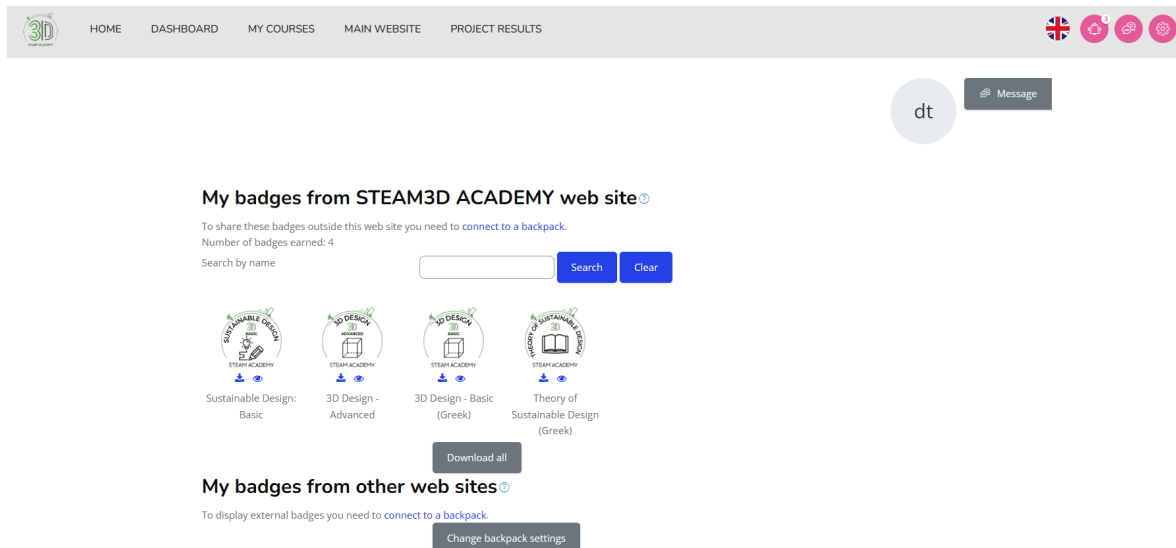


Figure 30: Badges gained

# E-learning platform manual for adult learners/trainees (students)

## How do I sign up?

**Step 1:** Open your web browser.

**Step 2:** Navigate to https://steam3d-academy.eu/.

**Step 3:** On the home page of the e-Learning platform click on "Register" (Figure 31).



Figure 31: Create a new account

**Step 4:** Follow the sign-up steps (Figure 32, 33 and 34). After you have filled in all your personal information, you will receive a confirmation email with a link you must click on in order to validate your profile.

Figure 32: Sign up page - fill in the required information
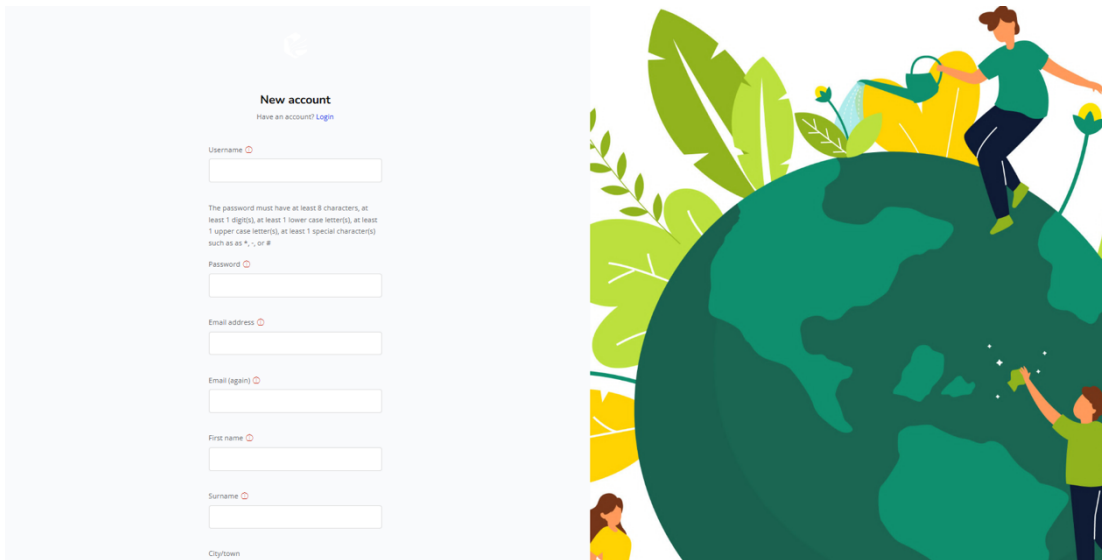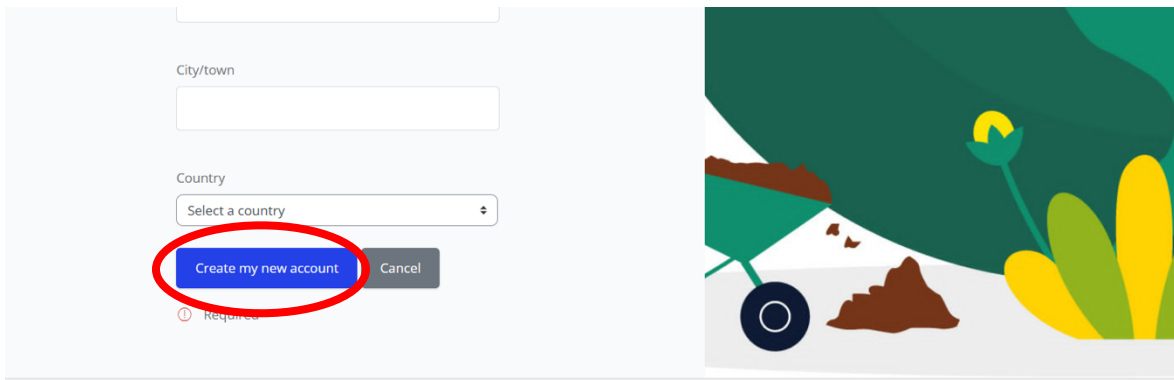


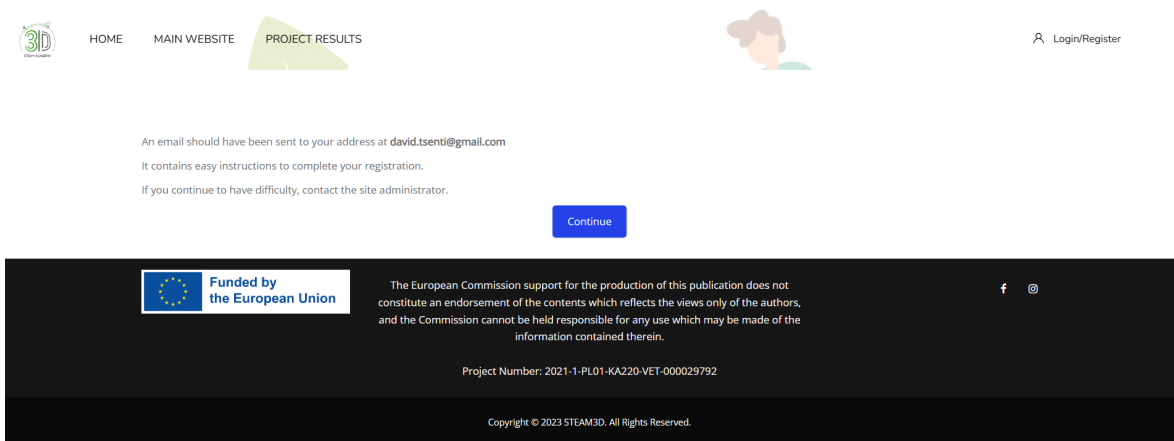Figure 33: Sign up page – click on 'Create my new account´



Figure 34: Sign up page – check your email to complete your registration

**Step 5**: Check your emails to complete registration. If you do not see the email in your inbox, check your spam/junk folder. (Figure 35)
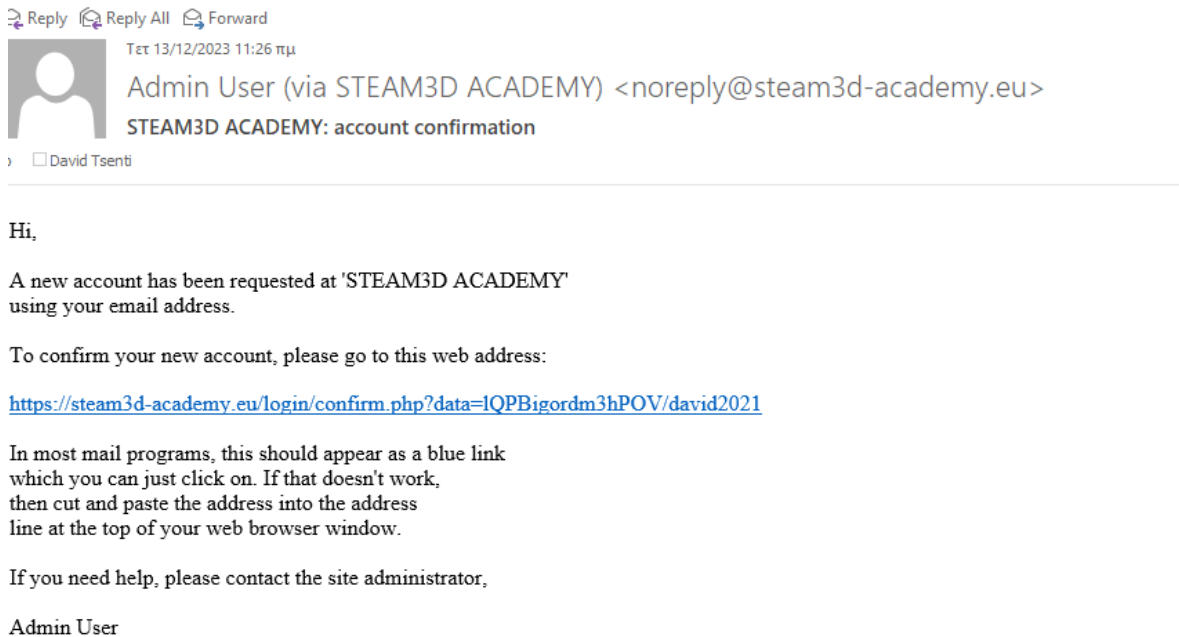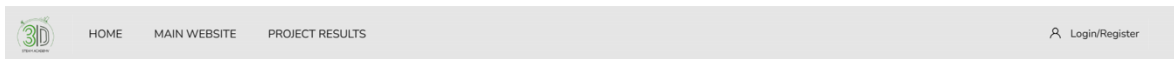


> ⤺ Reply  ⤺ Reply All  ⤺ Forward
>
> Τετ 13/12/2023 11:26 πμ
>
> Admin User (via STEAM3D ACADEMY) <noreply@steam3d-academy.eu>
>
> STEAM3D ACADEMY: account confirmation
>
> ⟩  ☐ David Tsenti
>
> ---
>
> Hi,
>
> A new account has been requested at 'STEAM3D ACADEMY'
> using your email address.
>
> To confirm your new account, please go to this web address:
>
> https://steam3d-academy.eu/login/confirm.php?data=lQPBigordm3hPOV/david2021
>
> In most mail programs, this should appear as a blue link
> which you can just click on. If that doesn't work,
> then cut and paste the address into the address
> line at the top of your web browser window.
>
> If you need help, please contact the site administrator,
>
> Admin User

Figure 35: Email confirmation

## How do I log in?

**Step 1:** Navigate to  https://steam3d-academy.eu/.

**Step 2:** Select "Log in" (Figure 36).



"Climate change is the most important crisis humanity has ever faced."

– Greta Thunberg

Figure 36: Log in

**Step 3**: After the second step, fill in your credentials (username and password) and click on "Log in" (Figure 37).
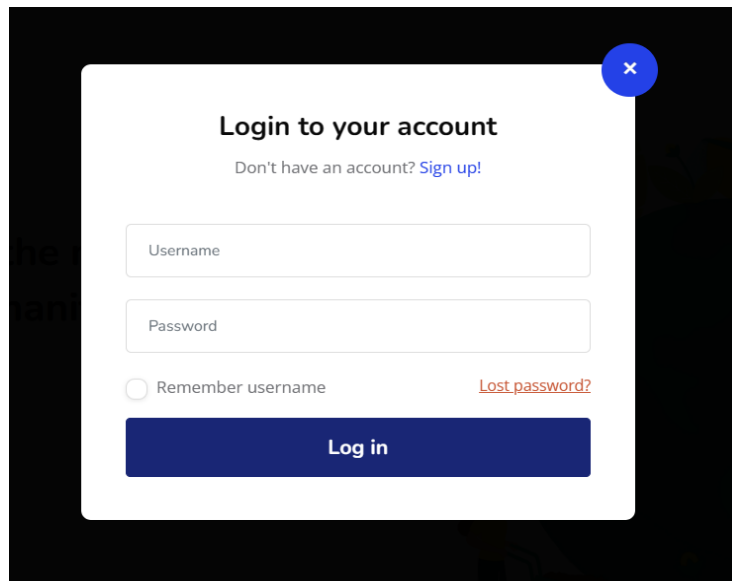


Figure 37: Log in

## Where can I find the available courses?

**Step 1:** Log in with your credentials.

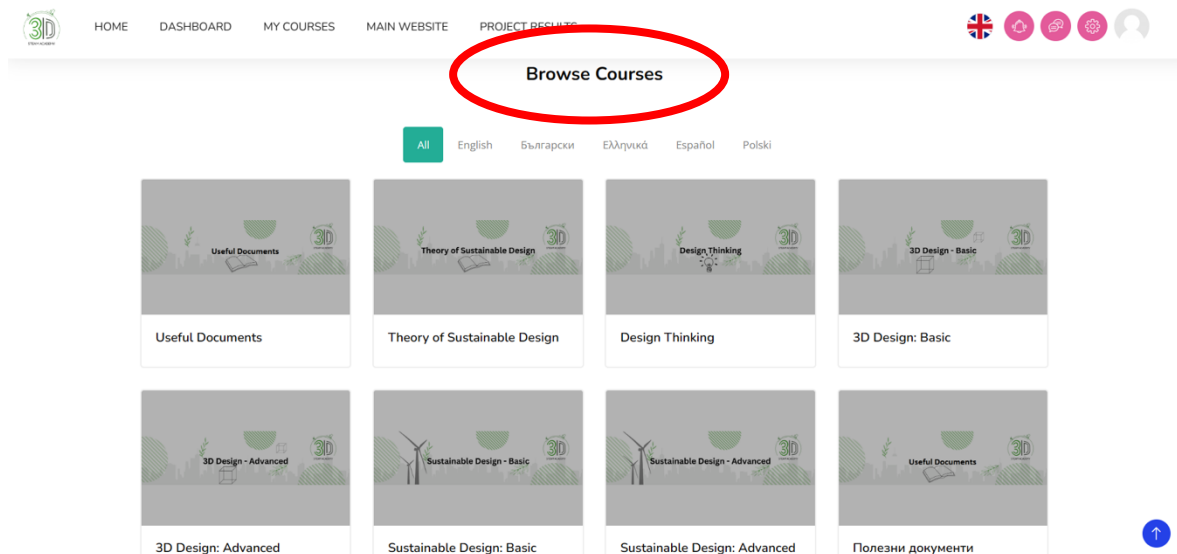**Step 2**: Scroll down the home page until find "Browse Courses" (Figure 38).



Figure 38: Home page with the available courses

## How do I enrol in a course?

**Step 1**: On the home page search for the available courses and select one of them.

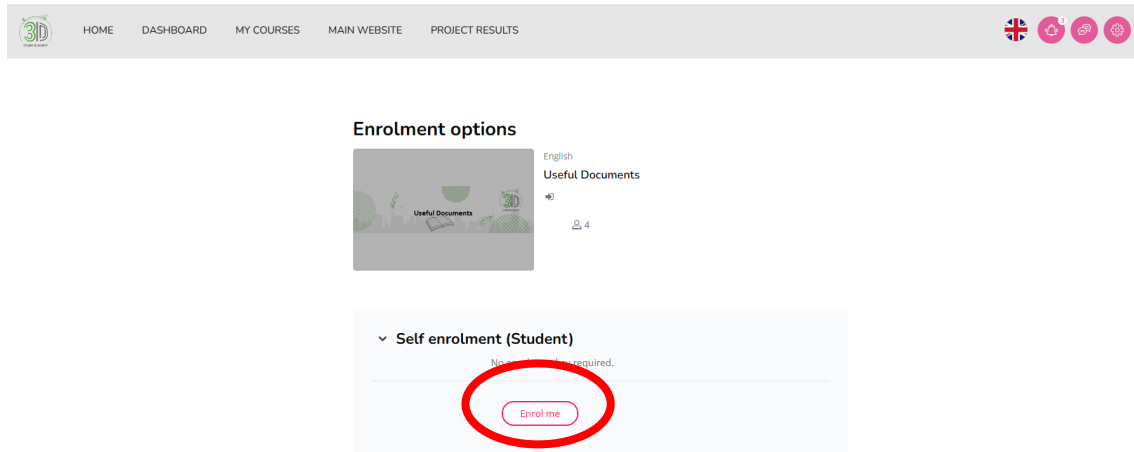**Step 2**: Once selected, "Enrolment Options" page will appear. Click on the "Enrol me" tab (Figure 39).

Figure 39: Enrol in a course as student

## How can I earn a course badge?

**Step 1**: In order for you to earn a course badge, you will first need to enter one of the courses available in the platform and select one of them.

**Step 2**: When you have selected one of the courses, you will need to scroll down until you see a folder named "Self-Assessment Quiz" (Figure 40).

- Please note that before taking the assessment test, you must tackle the syllabus and select the option "mark as done".
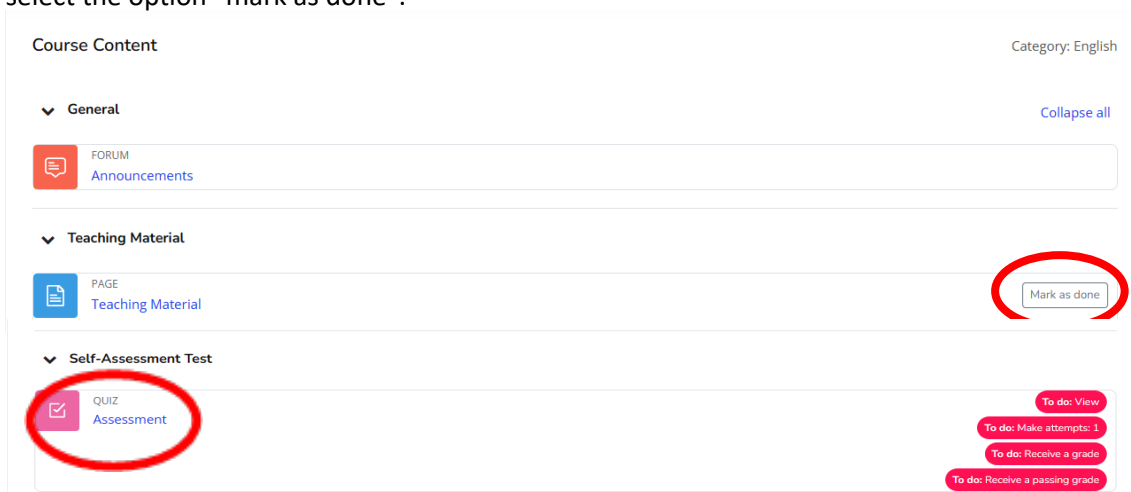
Figure 40: "Self-Assessment Quiz"

**Step 3**: The next step is to open the document called "Assessment" and take the quiz by selecting the tab "Attempt quiz" (Figure 41).
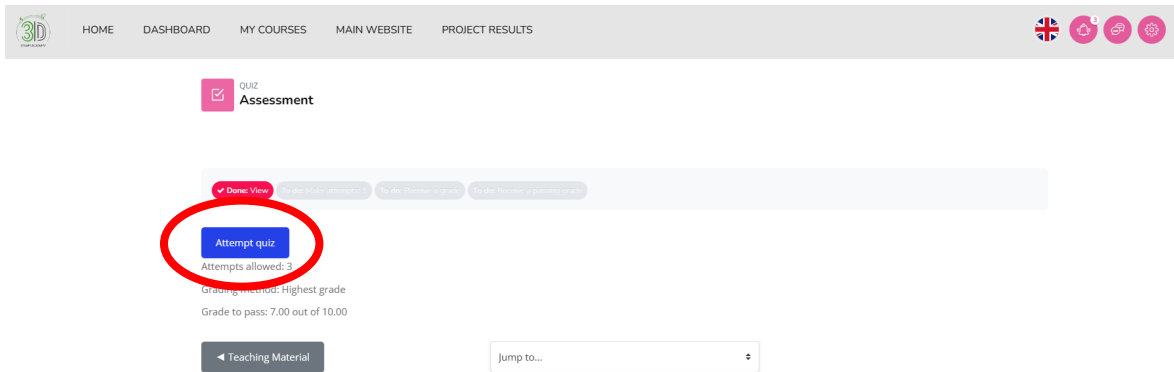


Figure 41: "Self-Assessment Quiz"
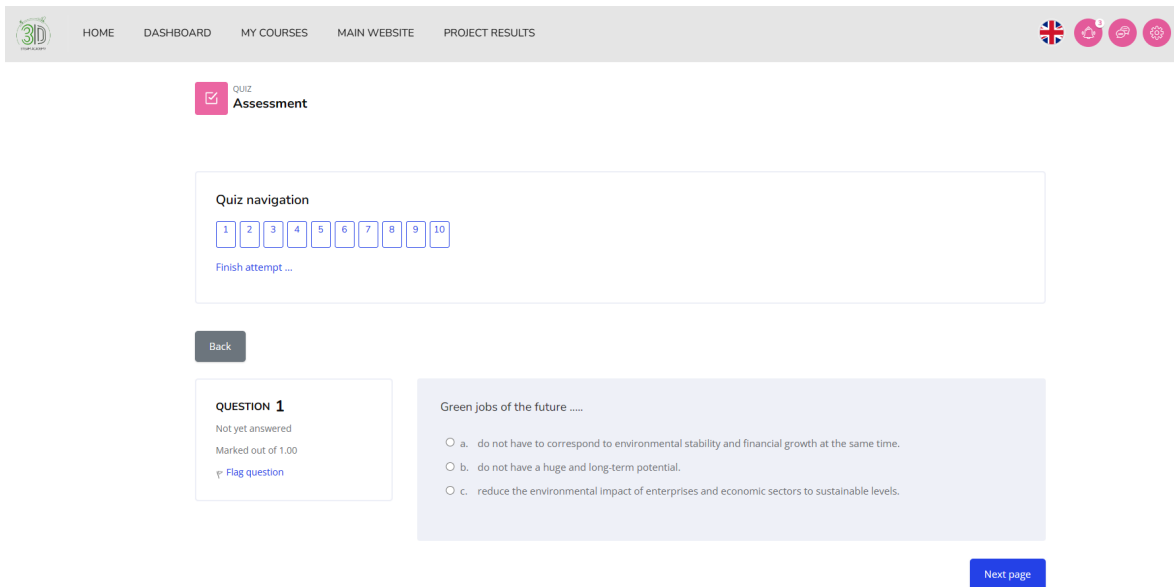
**Step 4**: Take the quiz (Figure 42).



Figure 42: "Self-Assessment Quiz"

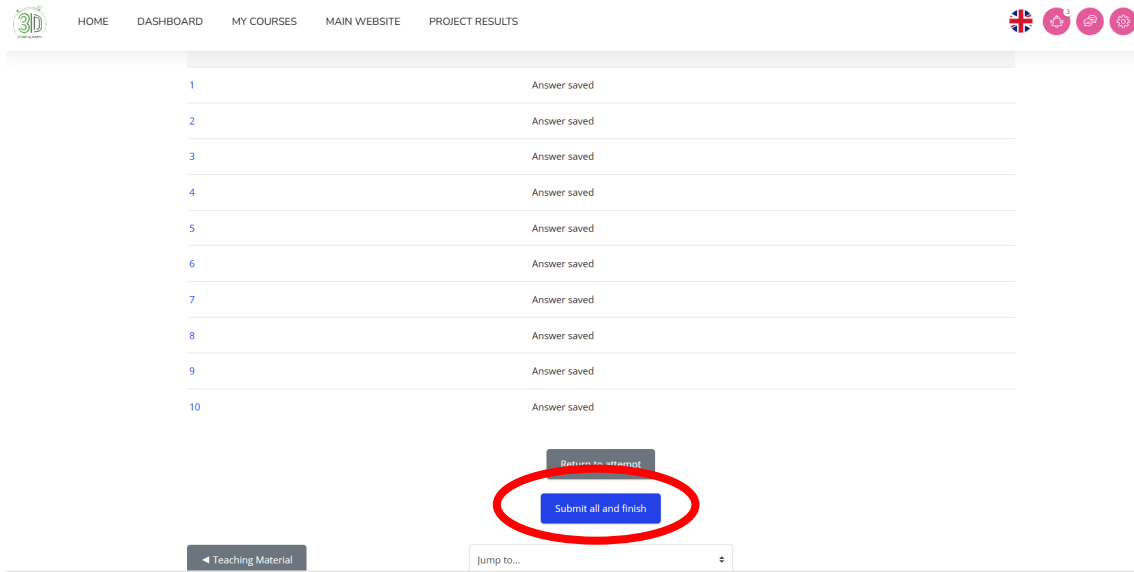**Step 5**: Once having answered all questions, select the box "Submit all and finish" (Figure 43 and 44).



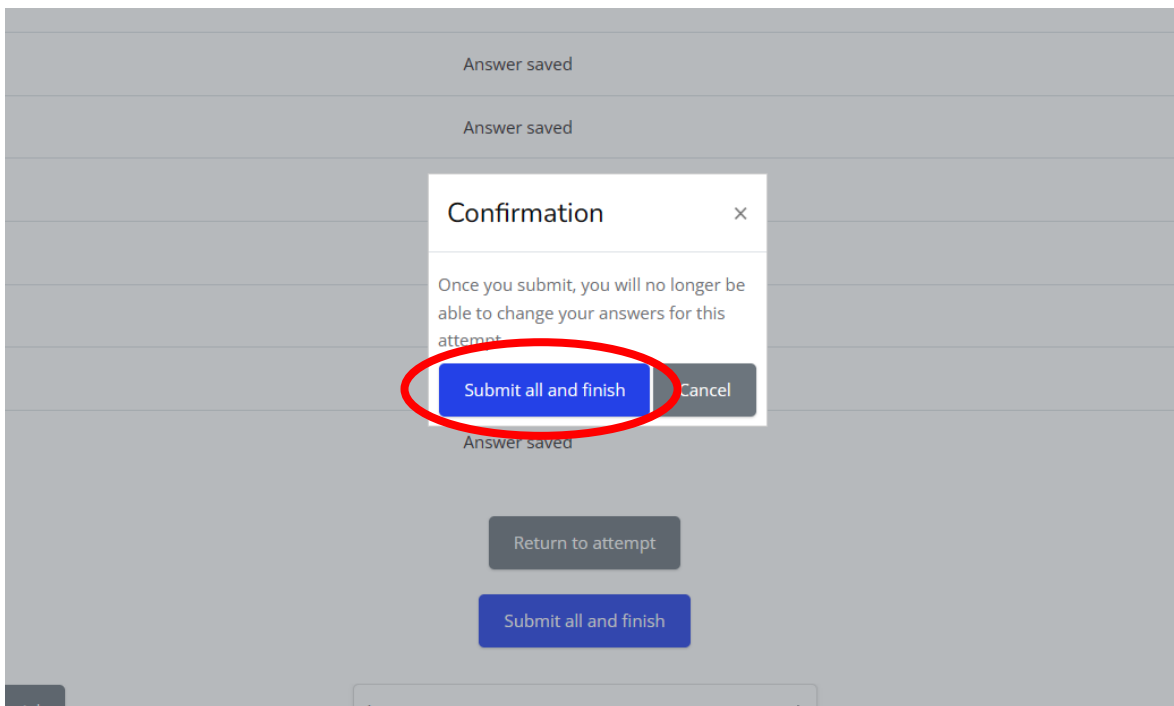Figure 43: "Self-Assessment Quiz"



Figure 44: "Self-Assessment Quiz"

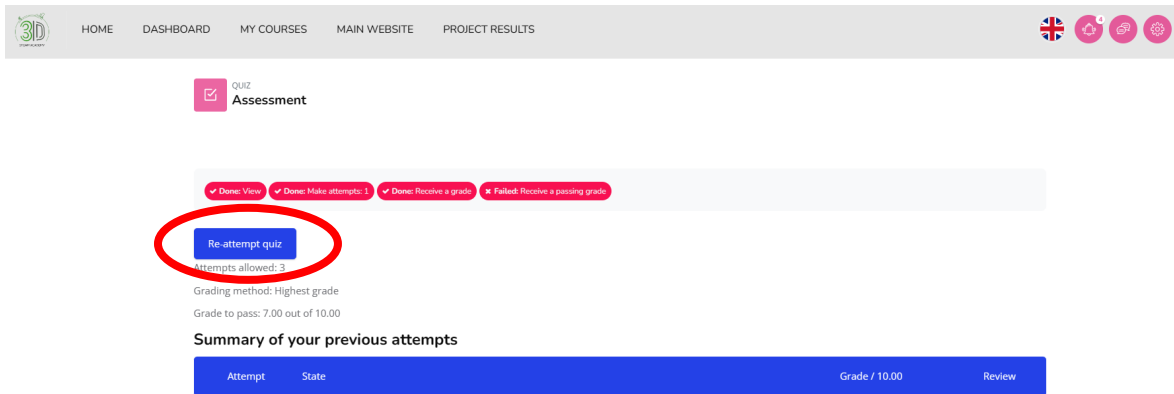**Step 6:** The result of the Quiz will appear together with a square "Re-attempt quiz" (Figure 45).



Figure 45: "Self-Assessment Quiz"

# How do I check my profile page?

**Step 1**: Log in to the platform.

**Step 2**: Firstly, select your name in the right top corner of the screen in order to see the options provided and secondly, select "Profile" (Figure 46).
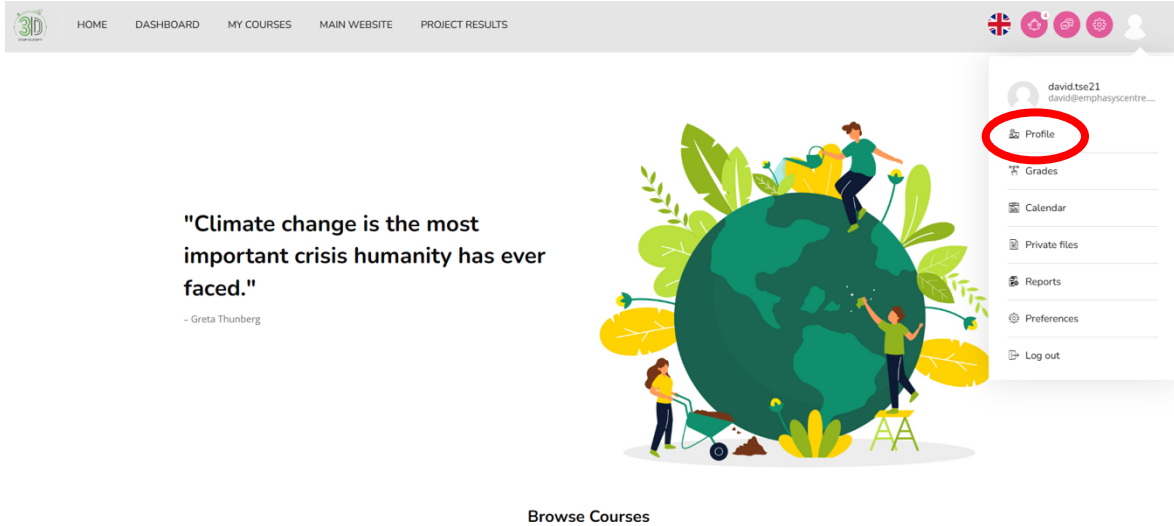


Figure 46: Profile page

# How do I check the badges I have earned?

**Step 1:** After selecting "Profile", you can find "Badges" section as shown below. Once you have completed the quiz, you will receive a notification. This will appear in the upper right part of the screen (Figure 47).
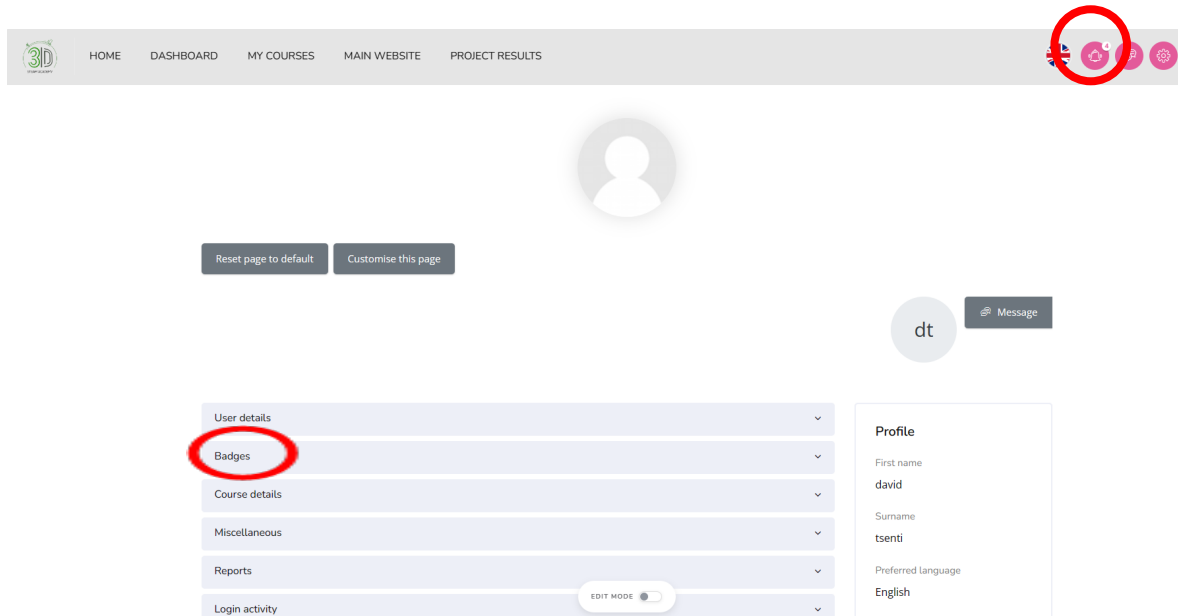


Figure 47: Badges

**Step 2**: First, please select the bell icon and the following window will appear (Figure 4).
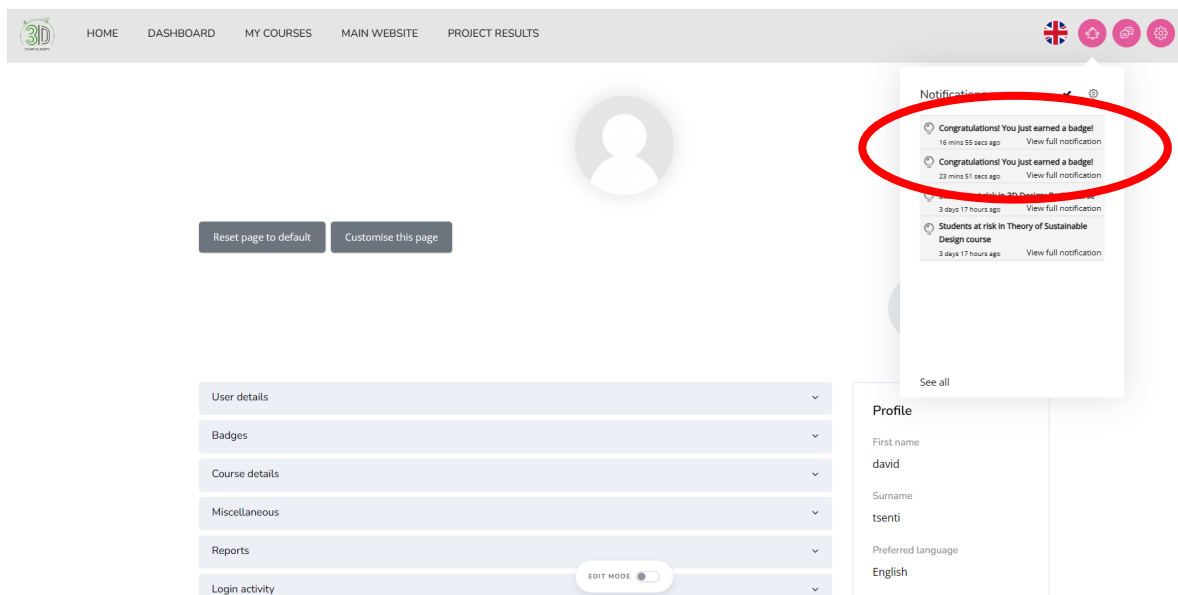


Figure 48: Badges

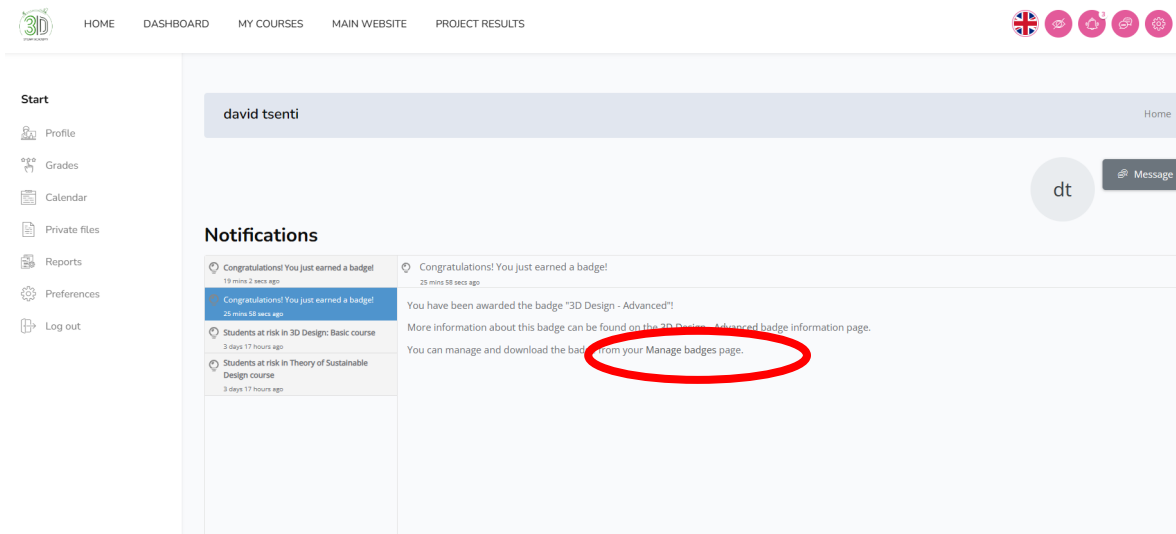**Step 3:** Then click on the notification and then click again on "Manage Badges" (Figure 49).



Figure 49: Badges

**Step 4:** Now you will see the screen below (Figure 50) alongside with the OB's gained so far in the platform
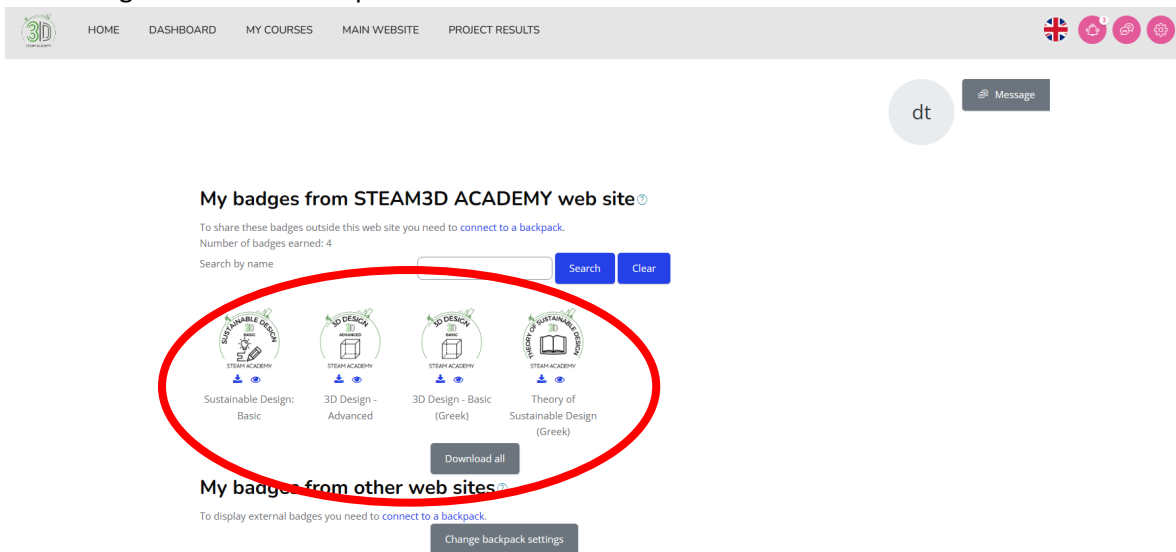


Figure 50: Badges

# PROJECT INFORMATION

PROJECT TITLE:          STEAM 3D ACADEMY

PROJECT NUMBER:          2021-1-PL01-KA220-
                         VET-000029792

SUB-PROGRAM OR KA:  VOCATIONAL EDUCATION AND
                    TRAINING

WEBSITE:                 (steam3dacademy.eu)