



WINNOVATORS

Boosting entrepreneurial
and STEAM capacity

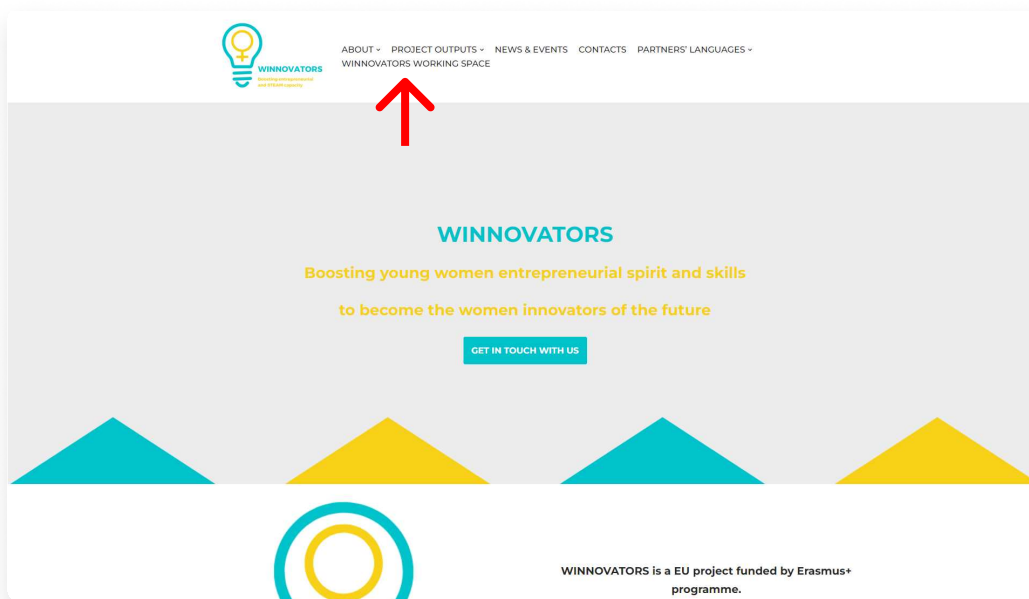
e-Learning Front-end Users Guide



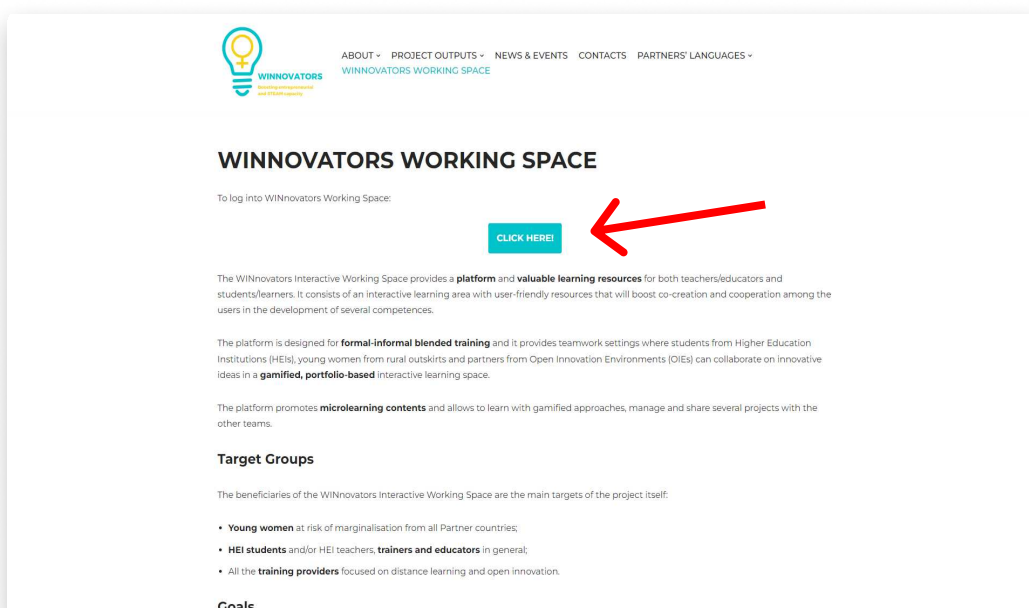
HOW TO REGISTER ON THE WEBPLATFORM

REGISTRATION

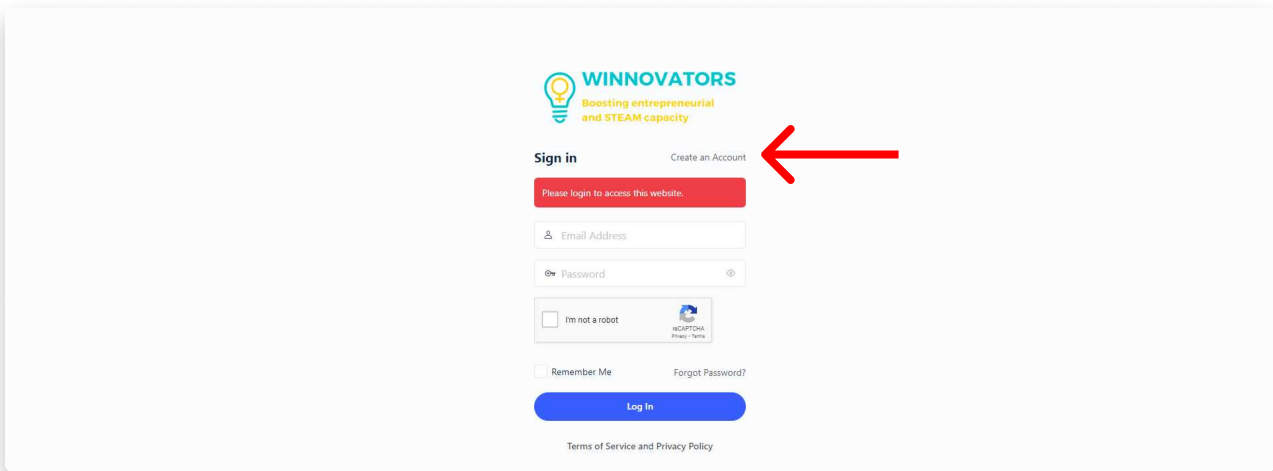
1. Navigate to Winnovators website on: www.winnovators.eu .



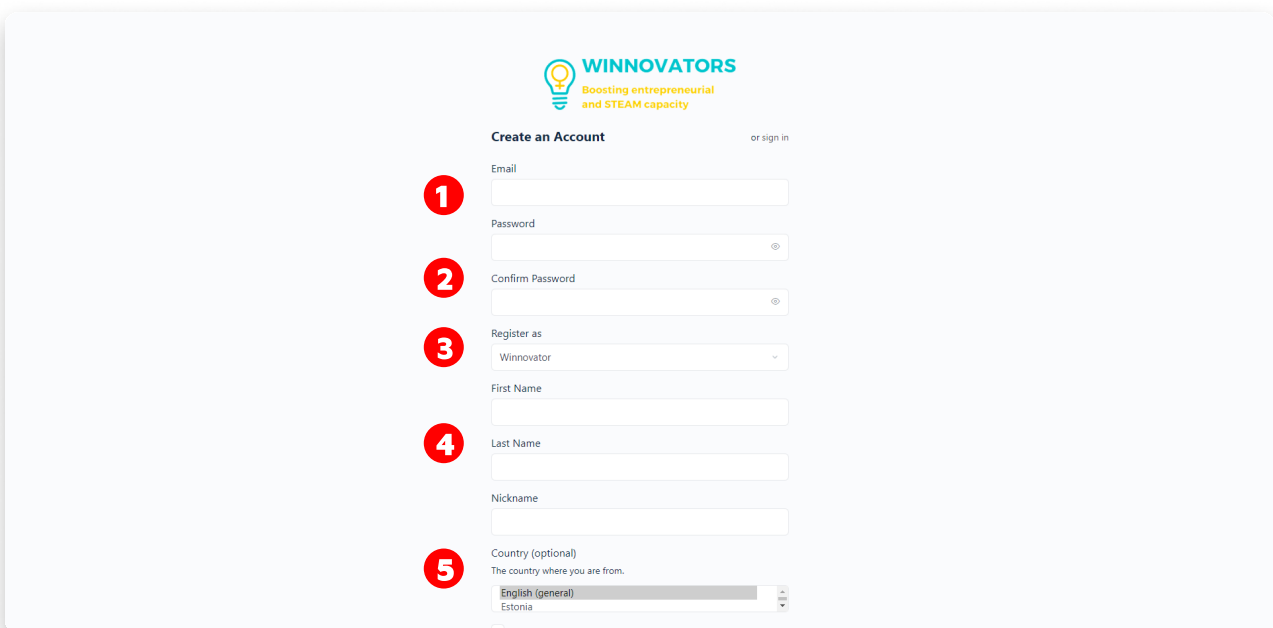
2. Click on “Winnovators working space” at the top and then on “Click here” button.



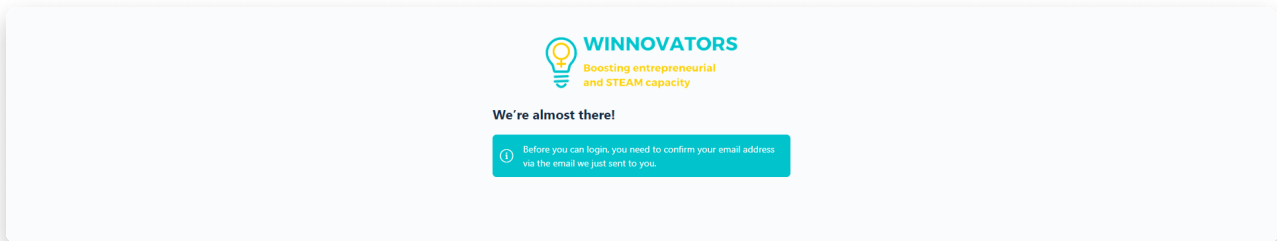
3. Click on “**Create an Account**” on the right to create a new account.



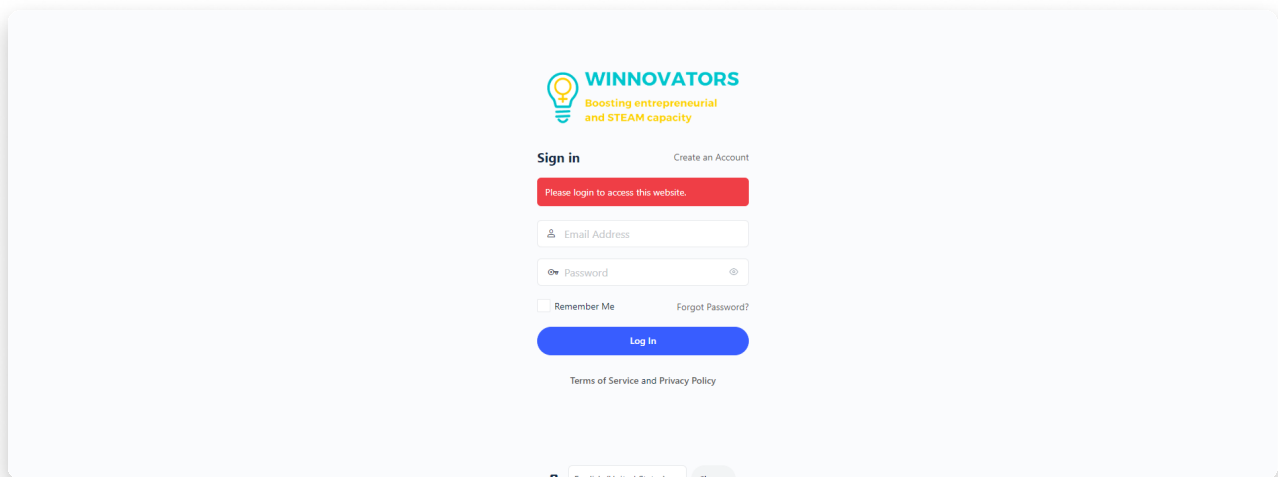
4. Now type in your **email (1)**, choose a **password (2)**, the **type of account** role you’re requesting: Winnovator or Change Agent (young women from rural communities, HEI students), Teacher or Mentor (moderators and managers of the platform) **(3)** (this is needed for Teachers/Mentors to specify which role you’re registering for), **your data (4)** and optionally your **country (5)**.



5. Now **wait for a Teacher/Mentor** to approve your request.



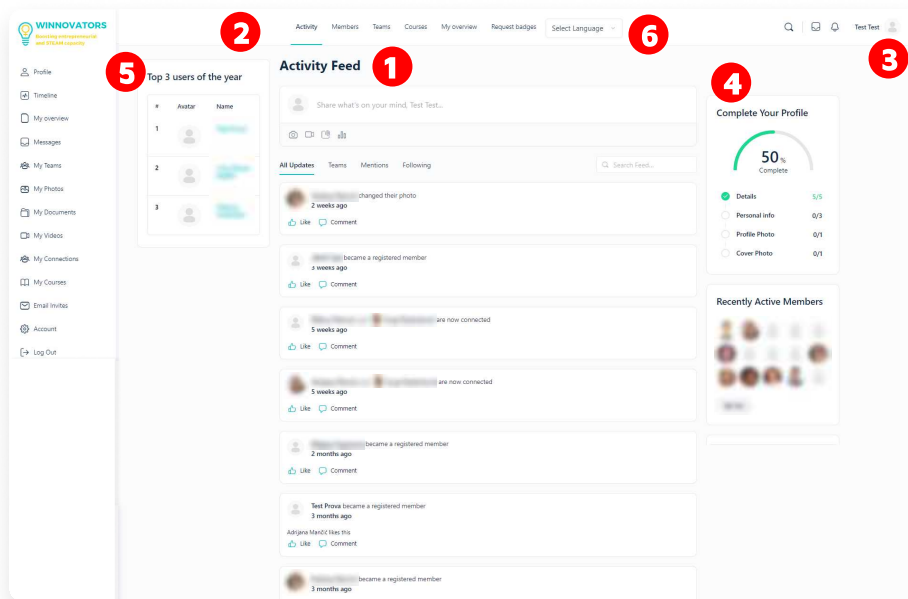
6. Once your **request is approved**, you will be able to login the platform.



HOME PAGE USER INTERFACE

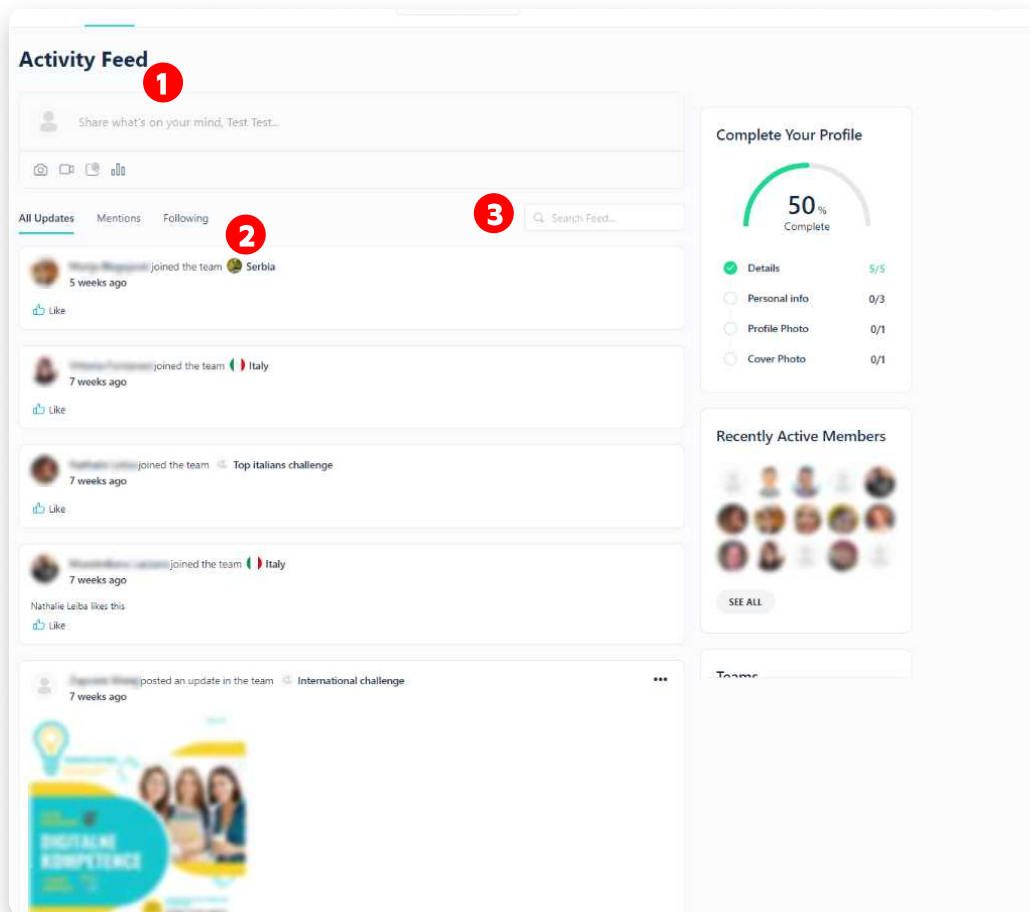
HOME PAGE

Once you're logged in, the home page will look like this.



1. **"Activity feed"**: where you can check all the posts published on the platform (except those in groups you are not in) and exploit the basic functionalities of a social network (connections, likes, posting, uploads, comments, etc...);
2. **"Header menu"**: where you can switch between the various sections of the platform;
3. **"Profile tab"**: where you can access your profile and account settings;
4. **"Right Sidebar"**: where you can view some condensed information on you, members and/or teams on platform;
5. **"Left sidebar"**: where you can see a mini leaderboard of top 3 users of the year and an easy accessible menu where you can access different pages on the platform.
6. **"Language"** selector: where you can change the language in which the platform will be displayed (achievements and course will not be translated).

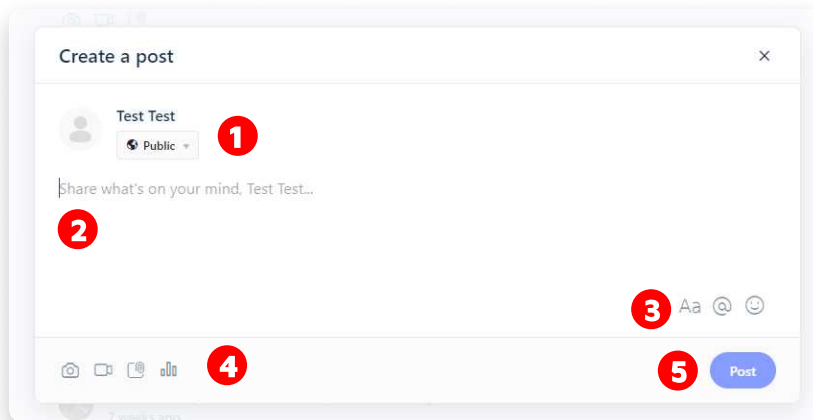
ACTIVITY FEED



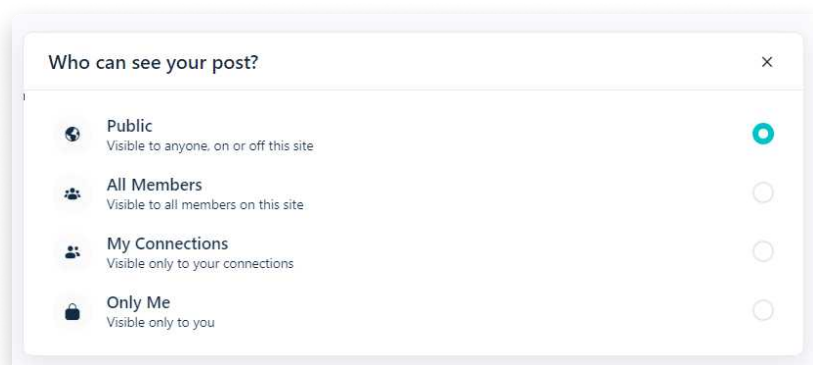
1. **"Create post"** section where you can create a post (see more next);
2. **"Posts"** section where you can see all the updates on activities of other members of the platform, be it posts, obtaining a badges, completing a course, connecting with another member, etc.;
3. **"Search"** section where you can easily search for specific updates.

If someone posts a media that is violating the rules of the platform you can report that by clicking the three dots in the right upper corner of the post.

CREATE A POST



1. "**Visibility**" section where you can choose who can see your post (see image below);
2. "**Post content**" section;
3. "**Options**" section where you can edit the text formatting, mention someone or add an emoji;
4. "**Upload**" section where you can attach an image, video, a document or make a poll;
5. Once you're done click the "**Post**" button.

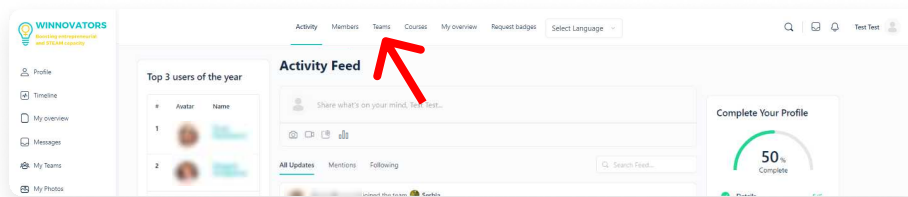


Once the post is published, if you are not satisfied with its content, you can delete it by clicking on the three dots in the upper right corner and clicking "Delete."

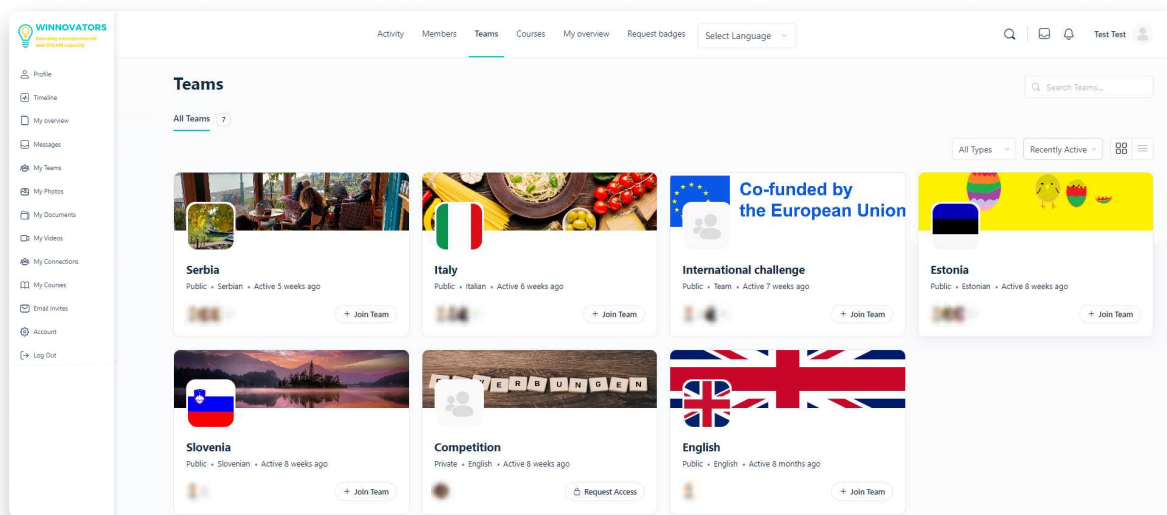
TEAMS AND SUBTEAMS

TEAMS

You can easily access this page clicking on **“Teams”** in the header menu.



This is how the page will look like.



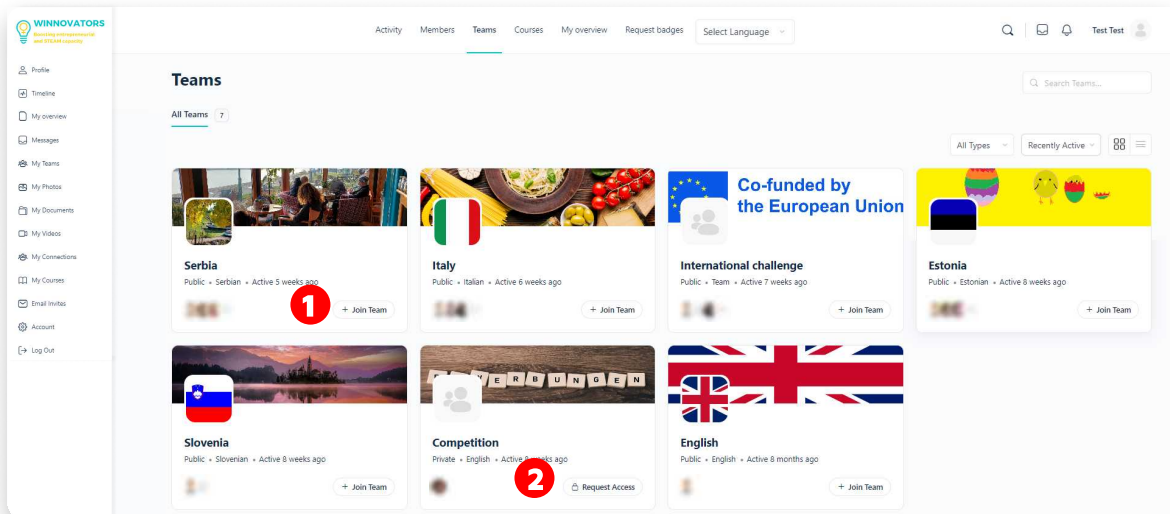
Every team has a different privacy level:

1. **“Public”**: anyone can join and freely access the contents;
2. **“Private”**: you must be part of the team to access the contents;
3. **“Hidden”**: teams of this type aren’t listed and the content is hidden.

As a Change Agent/Winnovator you cannot create new teams or subteams, but you can join one.

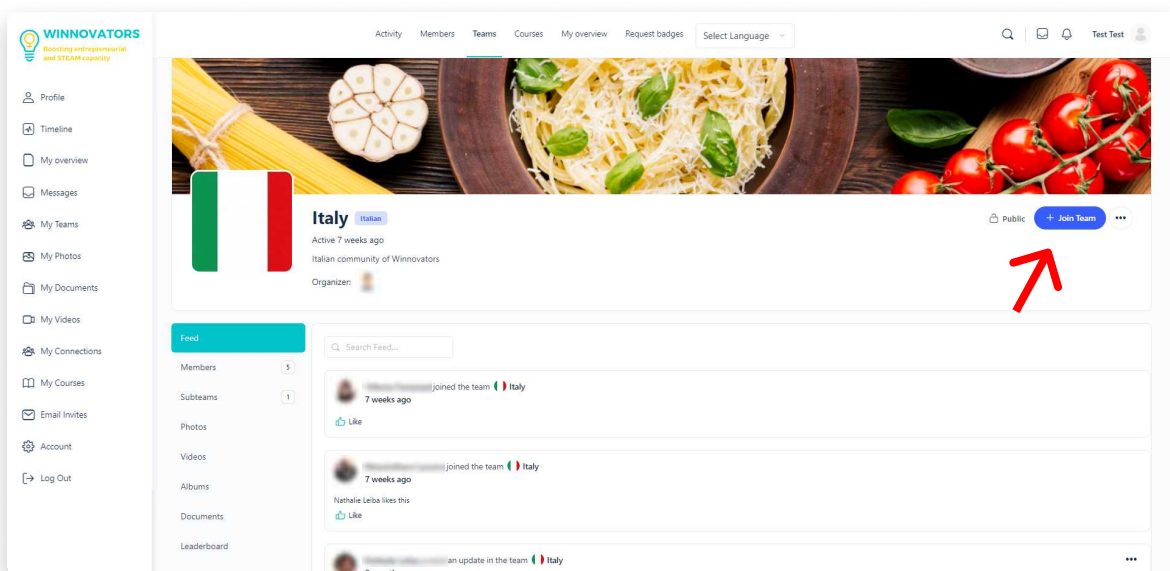
HOW TO JOIN A TEAM

Depending on the level of privacy of the team, the joining method may vary.



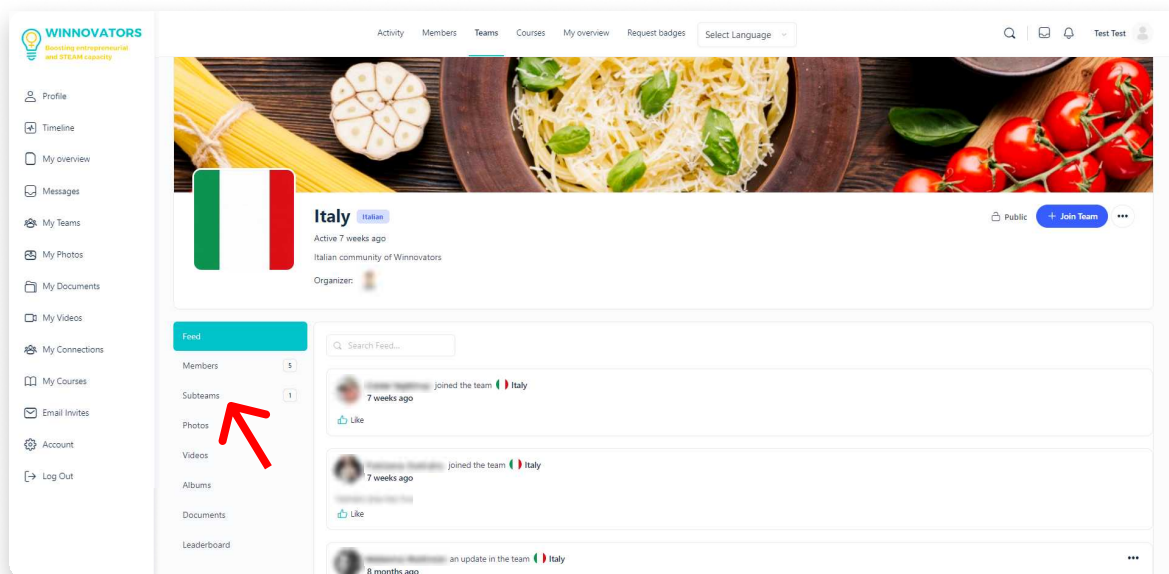
1. **“Public”** teams: you can join directly clicking “Join Team” (1);
2. **“Private”** teams: you can join by requesting the access (2) and waiting to be approved by the team leader or a team moderator;
3. **“Hidden”** teams: you can only join if you are added by an administrator.

Once you join a team, you can publish or read contents within it.

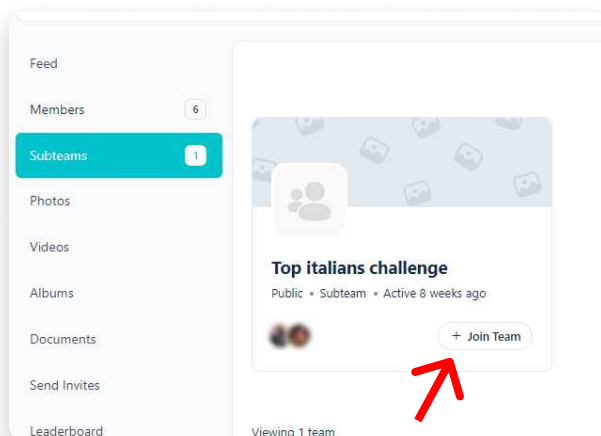


HOW TO JOIN A SUBTEAM

A similar process is in place for joining subteams with the condition that you must be part of the main team to be part of its subteams.



Clicking on "Subteams" allows you to see all the subteams within a team.



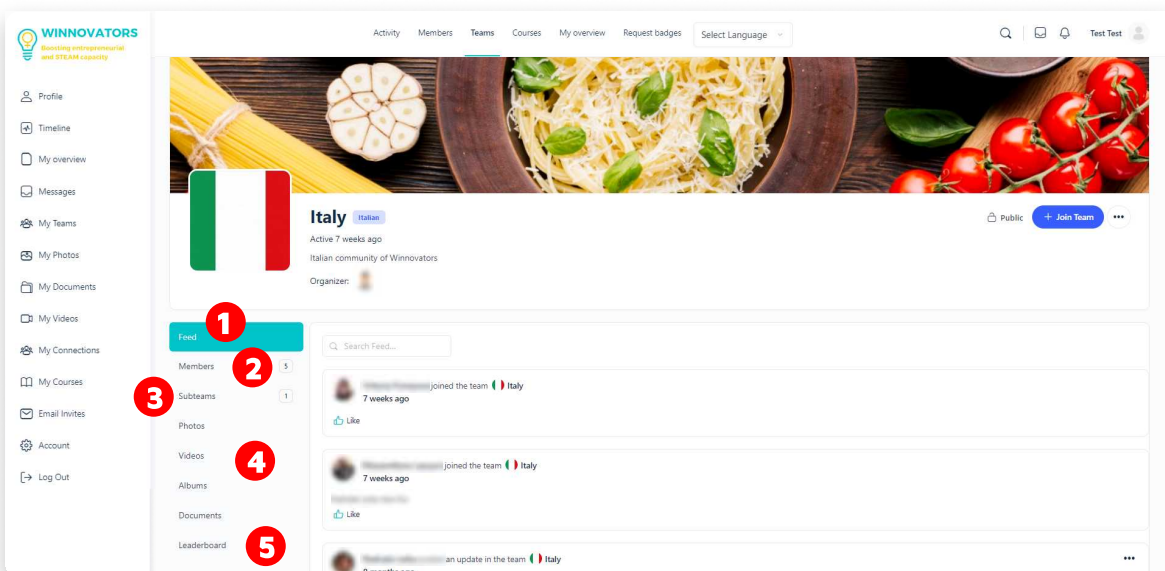
If you are part of the team in which the subteam is located, then you will be able to join the subteam in the ways explained earlier based on the privacy level of the subteam.

TEAM & SUBTEAM FUNCTIONS

Based on your permissions and your role within the team, you can share contents the same way you can in the Activity Feed section of the home page.

The contents of the team or subteam will be visible based on the privacy level of the group:

1. **“Public”** teams: visible to all users;
2. **“Private”** or **“Hidden”** teams: only visible to members;

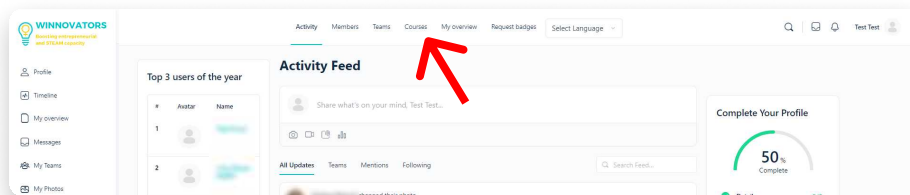


1. **“Feed”**: same as “Activity Feed” section of the homepage;
2. **“Members”**: list of all team members;
3. **“Subteams”**: list of subteams of the main team (if they are provided);
4. **“Photos”, “Videos”, “Albums”, “Documents”**: team uploaded files grouped by type;
5. **“Leaderboard”**: internal leaderboard of the team;

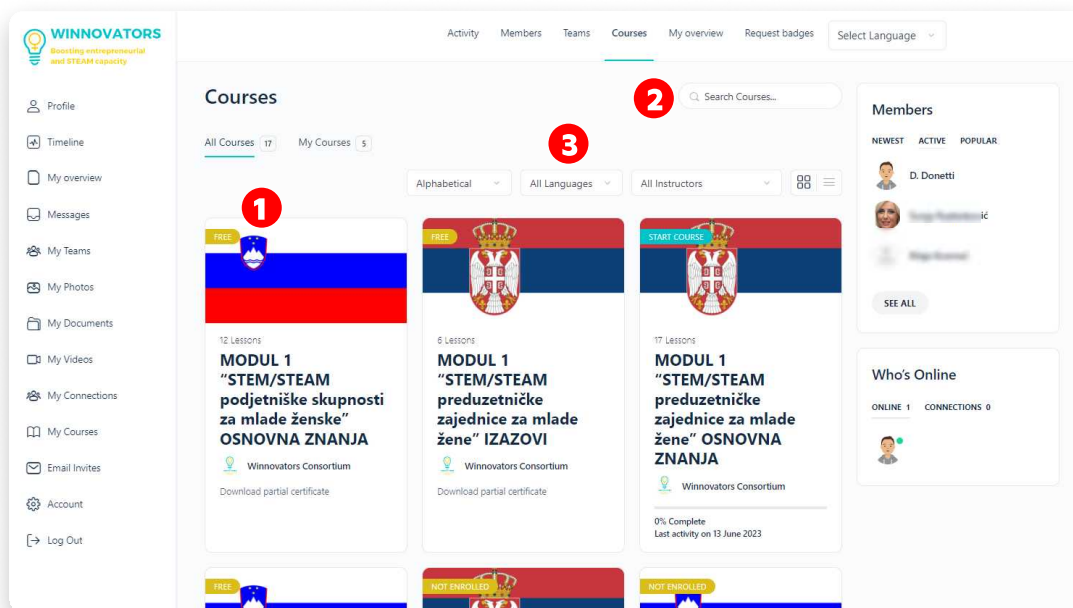
E-LEARNING AND COURSES

COURSES SECTION

You can easily access this page clicking on “**Courses**” in the header menu.



This is how the page will look like.



You will see the **list of all available courses (1)** where you can **search (2)** or **filter (3)** them by language (categories) or instructor.

HOW TO JOIN A COURSE

First of all, search for the course you want to join. It's easier filtering them by language.

There are different modules per language, each of which containing many learning courses:

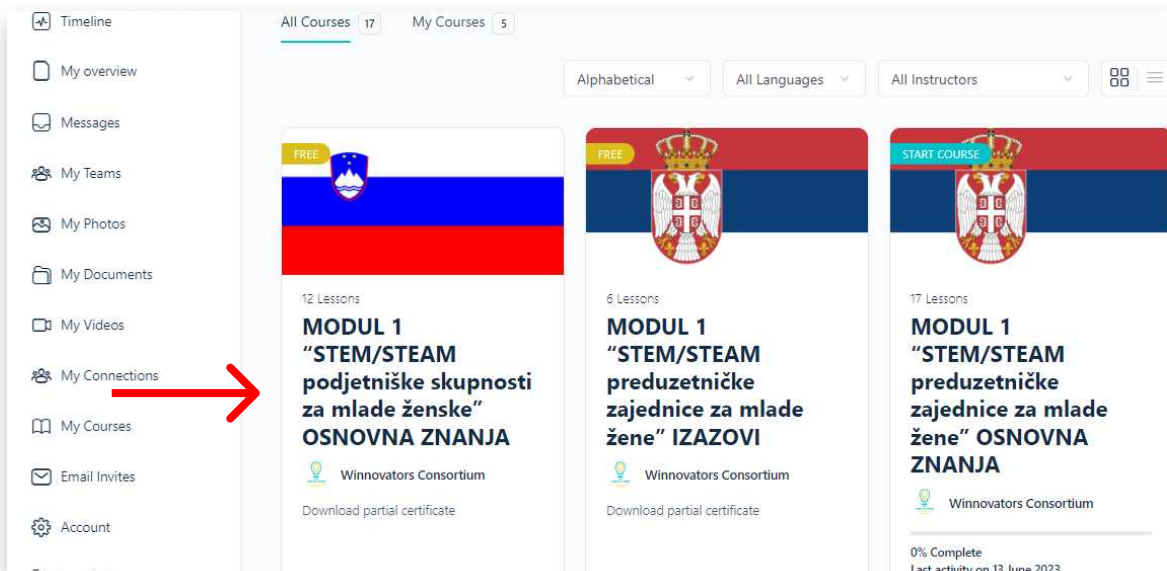
1. MODULE 1:

a. **GENERAL LEARNING RESOURCES** -> where all the courses are stored;

b. **CHALLENGES** -> only for challenges.

2. **MODULE 2:** contains different courses and case studies.

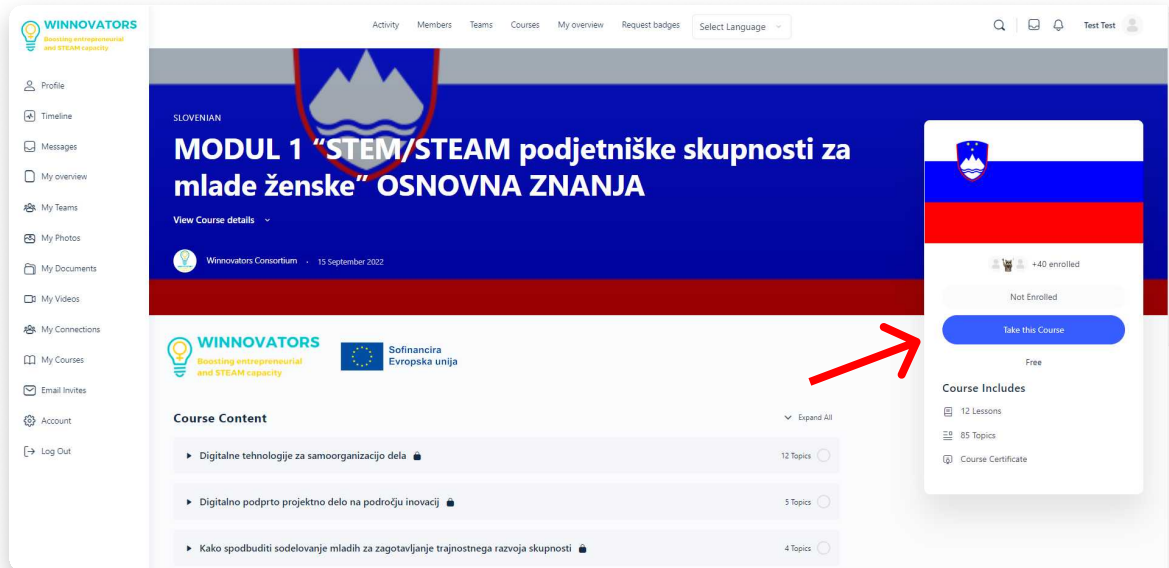
Let's choose the one indicated by the arrow.



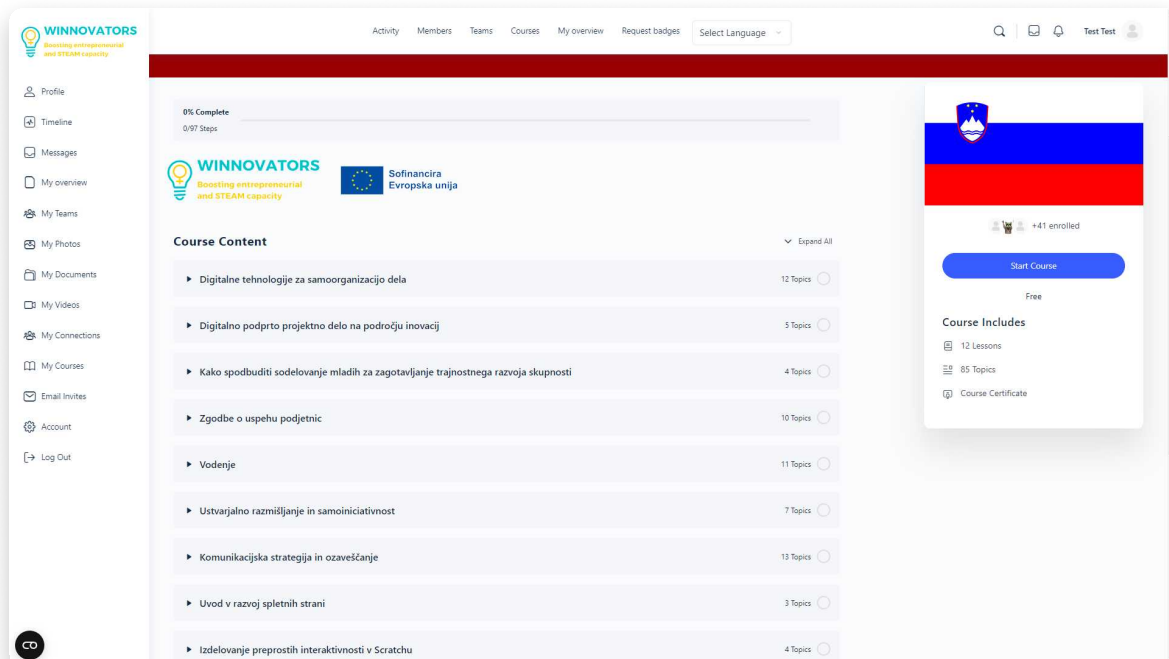
The screenshot displays a user interface for selecting a course. On the left is a navigation menu with items: Timeline, My overview, Messages, My Teams, My Photos, My Documents, My Videos, My Connections, My Courses, Email Invites, and Account. The main area shows a list of courses under the 'All Courses' tab (17 total) and 'My Courses' tab (5 total). At the top right of the course list are filters for 'Alphabetical', 'All Languages', and 'All Instructors'. Three course cards are visible:

- Card 1 (highlighted by a red arrow):** Labeled 'FREE'. Features the flag of Montenegro. Title: 'MODUL 1 "STEM/STEAM podjetniške skupnosti za mlade ženske" OSNOVNA ZNANJA'. 12 Lessons. Winnovators Consortium. Includes a 'Download partial certificate' link.
- Card 2:** Labeled 'FREE'. Features the coat of arms of Serbia. Title: 'MODUL 1 "STEM/STEAM preduzetničke zajednice za mlade žene" IZAZOVI'. 6 Lessons. Winnovators Consortium. Includes a 'Download partial certificate' link.
- Card 3:** Labeled 'START COURSE'. Features the coat of arms of Serbia. Title: 'MODUL 1 "STEM/STEAM preduzetničke zajednice za mlade žene" OSNOVNA ZNANJA'. 17 Lessons. Winnovators Consortium. Shows '0% Complete' and 'Last activity on 13 June 2023'.

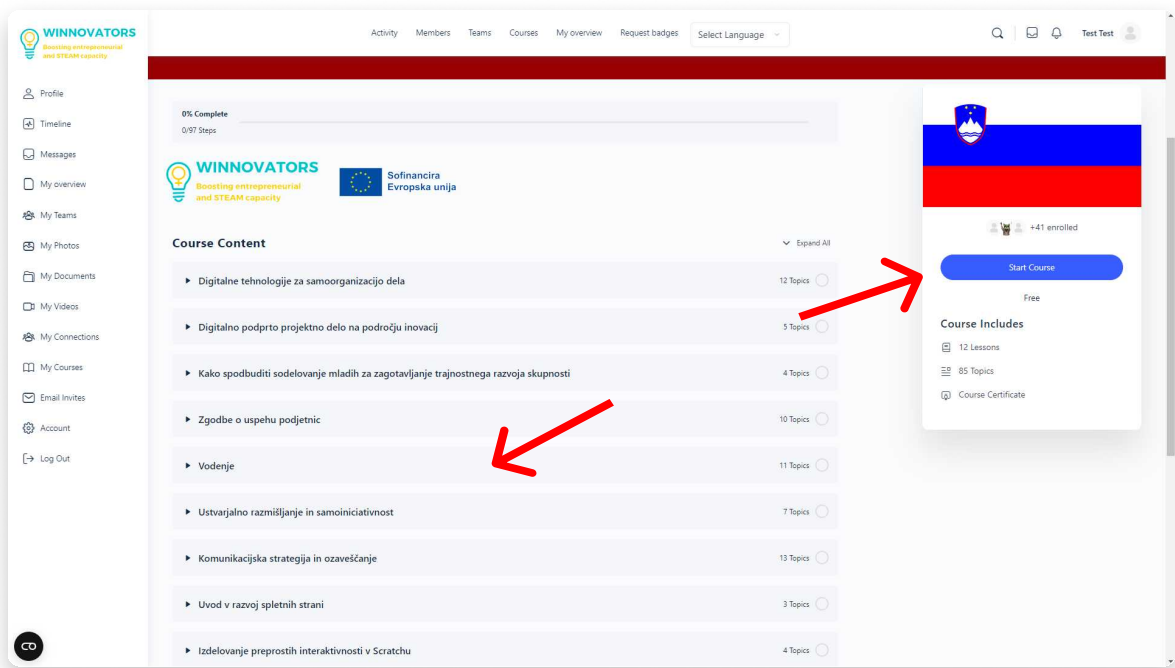
The page will look like this.



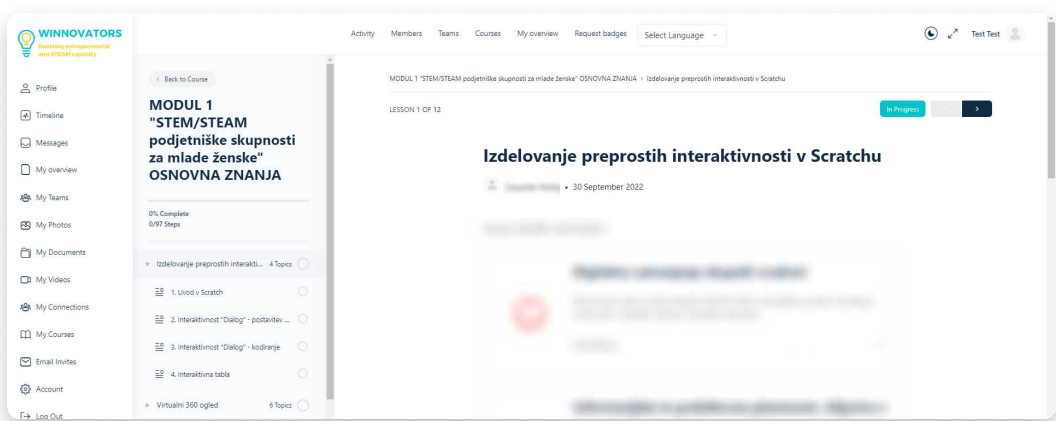
Clicking on **“Take the Course”** you can see all the lessons included in the course itself.



Now, you can see the module and its contents and then by clicking on **“Start Course”** you can start it.



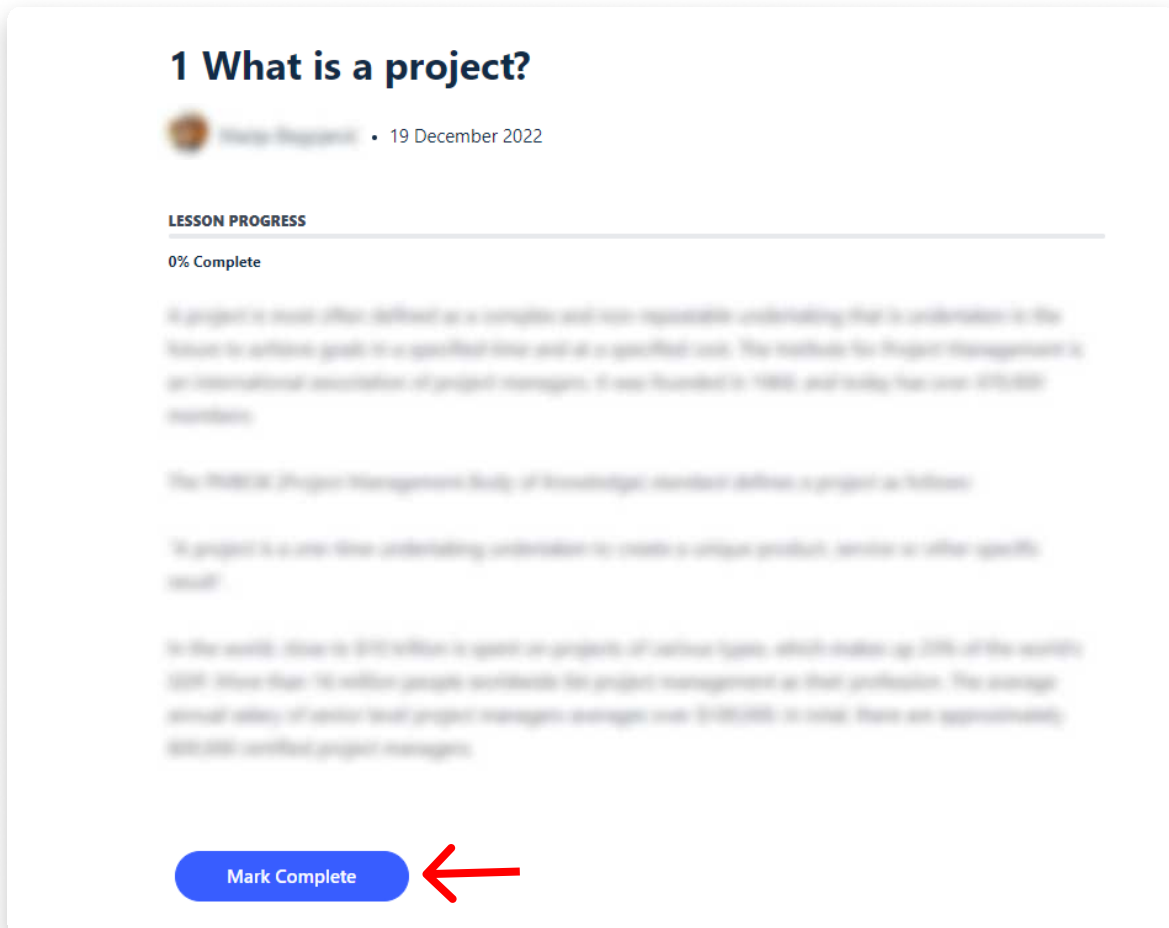
The contents will look like this.




COURSE DETAILS

To progress in the course you will have to study the lessons and their topics. Afterwards, depending on the type of lesson/topic, you can **mark it as complete** or alternatively, if there are some exercises, you will have to do them to complete the lesson 100%.

The types of exercises that you may encounter in lessons or topics are **open-ended questions, sorting exercises, upload of an assignment** and others.



1 What is a project?

 **Anna Rogant** • 19 December 2022

LESSON PROGRESS

0% Complete

A project is most often defined as a complex and non-repetitive undertaking that is undertaken in the future to achieve goals in a specified time and at a specified cost. The Institute for Project Management is an international association of project managers. It was founded in 1986 and today has over 270000 members.

The PMBOK (Project Management Body of Knowledge) standard defines a project as follows:

"A project is a non-time-repeating undertaking to create a unique product, service or other specific result."

In the world, there is 200 million people in projects of various types, which makes up 20% of the world's GDP. More than 10 million people worldwide are project managers in their profession. The average annual salary of senior level project managers averages over \$100000 a year. There are approximately 200000 certified project managers.

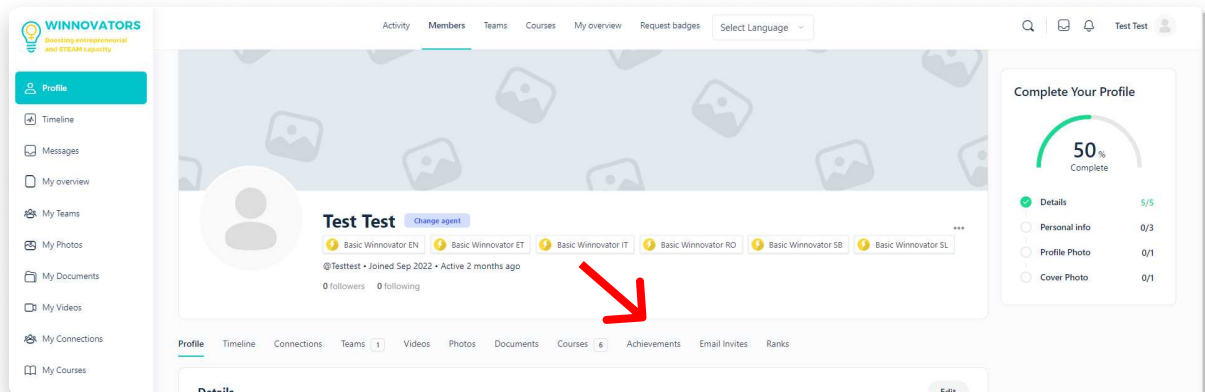
Mark Complete ←

Once you **complete the whole module or successfully pass specific quizzes**, you will receive a "**Certificate**" in PDF format, certifying the competences you have acquired up to that point.

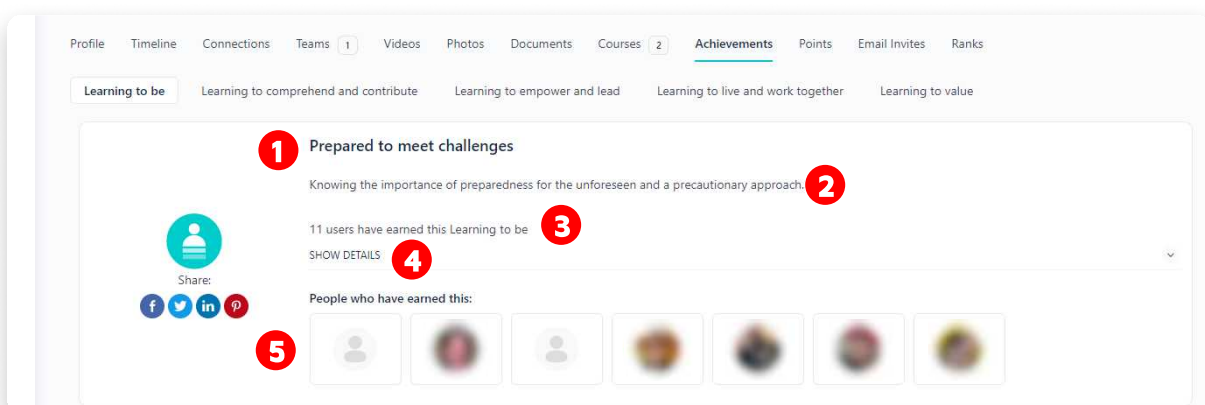
GAMIFICATION

BADGES & COMPETENCES

After progressing and/or completing certain courses and/or passing certain quizzes, you will get **badges** certifying the specific competences you have acquired. You can see the collection of your badges in your profile.



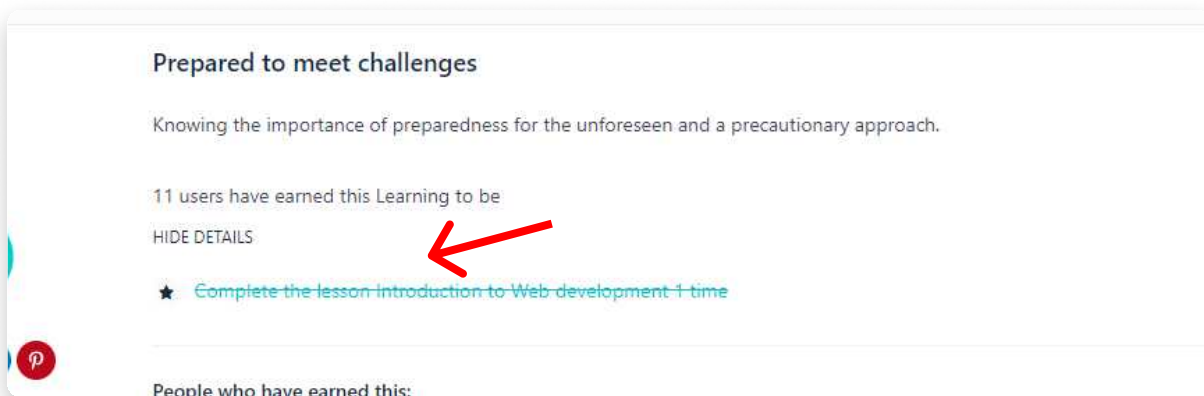
Badges are divided by skill category, and those already earned are collected in your profile as shown in the image below.



The achievement entry is composed by:

1. **Name;**
2. **Description;**
3. How many **users have earned it;**
4. The detailed **steps done** to earn it;
5. A **list of people** who earned it.

These are the details:



The screenshot shows an achievement entry with the following details:

- Title:** Prepared to meet challenges
- Description:** Knowing the importance of preparedness for the unforeseen and a precautionary approach.
- Users:** 11 users have earned this Learning to be
- Action:** HIDE DETAILS (indicated by a red arrow)
- Task:** ★ Complete the lesson introduction to Web development + time
- People who have earned this:** (indicated by a red circle with a 'P')

CHALLENGE BADGES

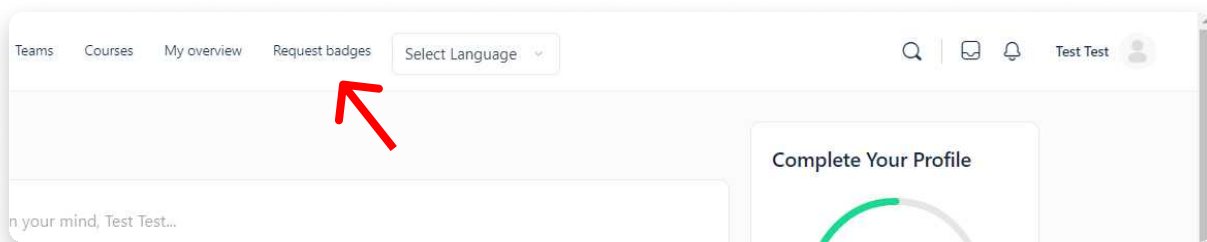
There are also "**Challenge**" badges that cannot be obtained automatically but are **manually awarded** by Teachers/Mentors after passing certain challenges.

These badges are **distinguished from the normal ones by two factors:**

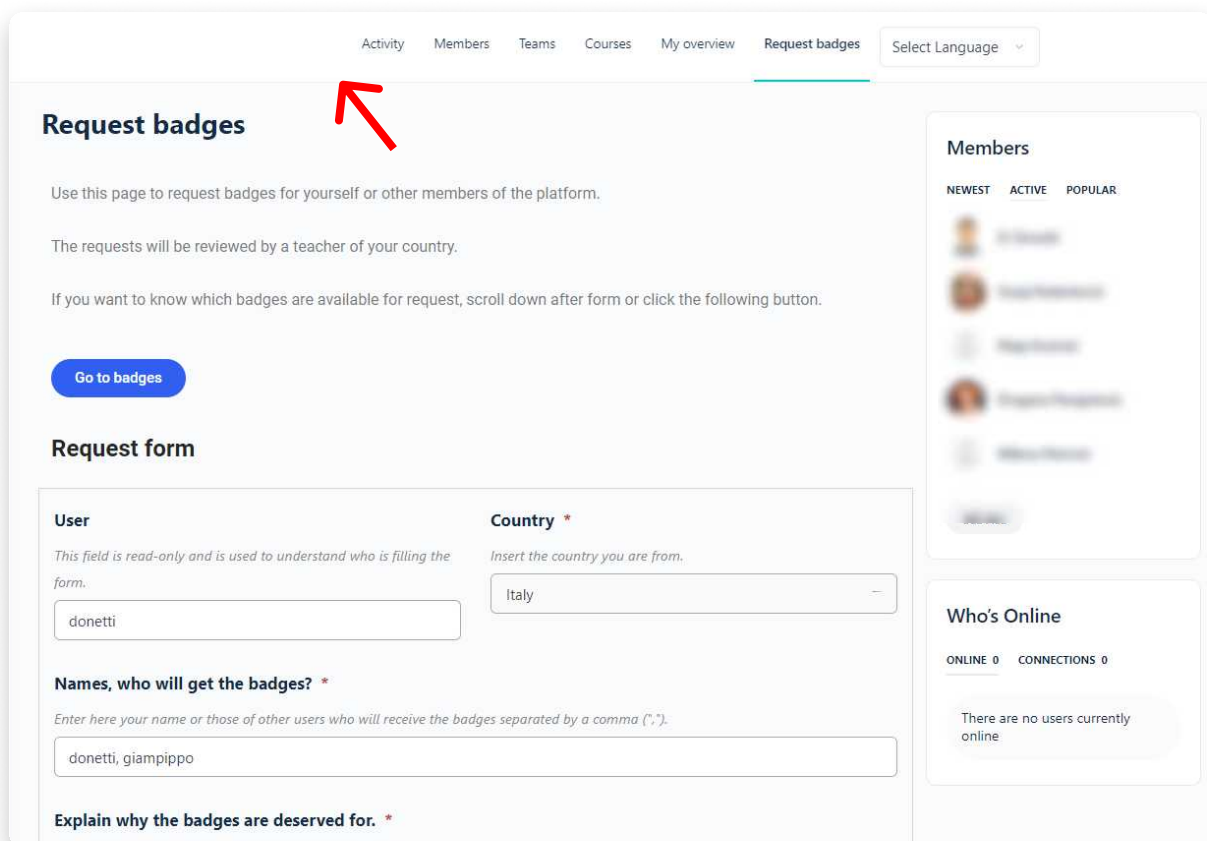
1. In order to get challenge badges you have to complete the challenge itself;
2. The name of the badges is followed by "- Challenge".

REQUEST BADGES

According to different situations you may request badges for yourself or other users of the platform by going to the “Request badges” section of the header and filling in the correct form.



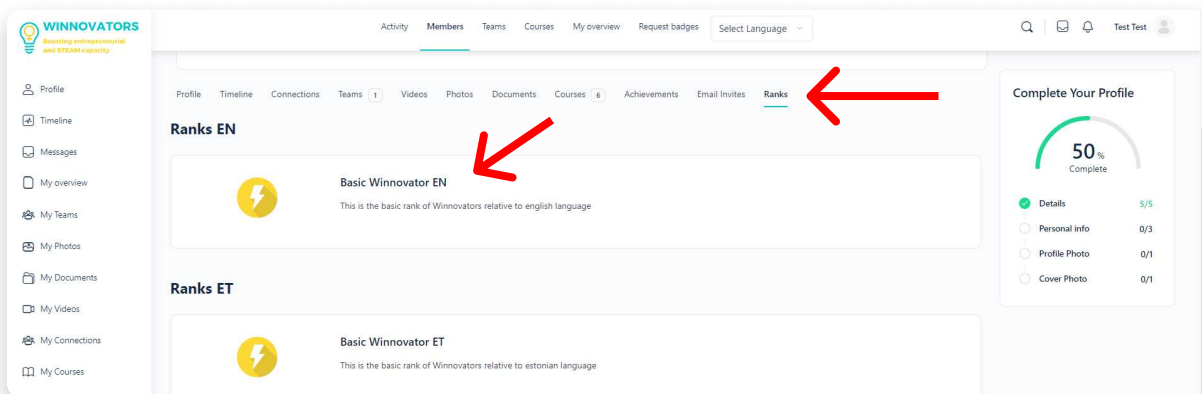
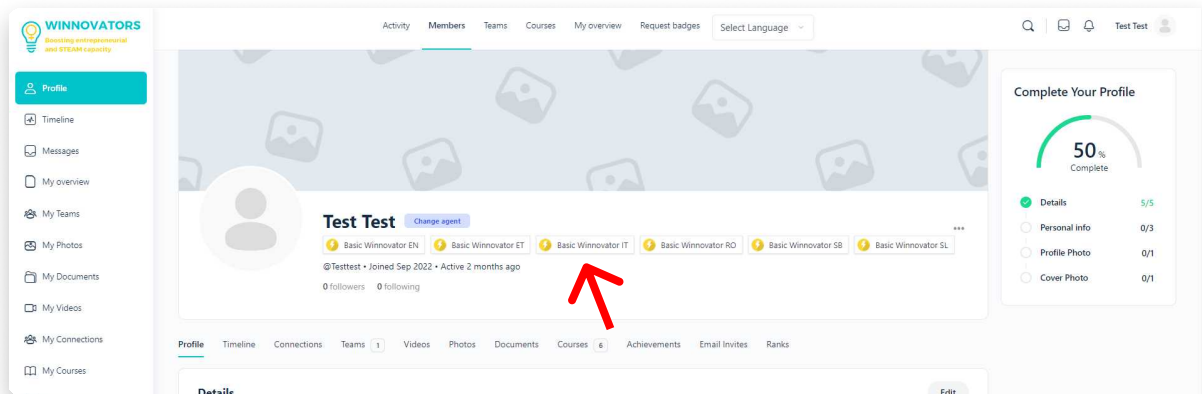
After filling the form, you need to wait for a teacher to review your request and to approve it.



STATUSES

By completing a **certain number of courses** in a language, you will obtain different status.

This status is visible in your **profile section** (under your name) or in the **ranks section**.

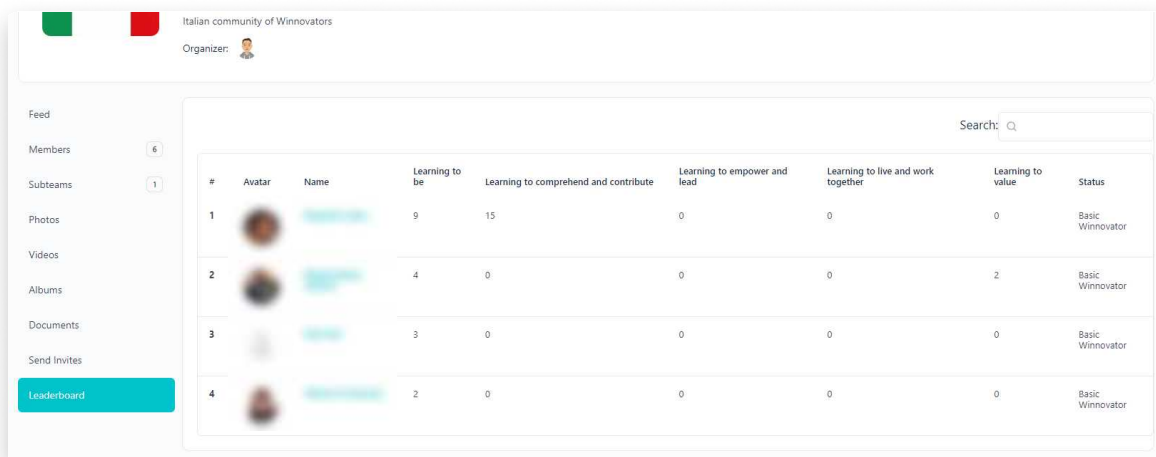


LEADERBOARDS

Thanks to gamification, each user is ranked according to the **number of badges collected** during their experience on the platform.

Your **position may vary** depending on the reference leaderboard of the team you're part of and depending on the time and badge's type parameters that the leadearboard takes into account.

The images below show the leadearboard within the "Italy" group and the top 3 users of the year (found in homepage), respectively.



CHALLENGES

HOW TO PARTECIPATE IN CHALLENGES

Every challenge run by **Teachers/Mentors** has **different rules** according to the type of challenge and upon completion of each you will **receive special badges** not normally obtainable.

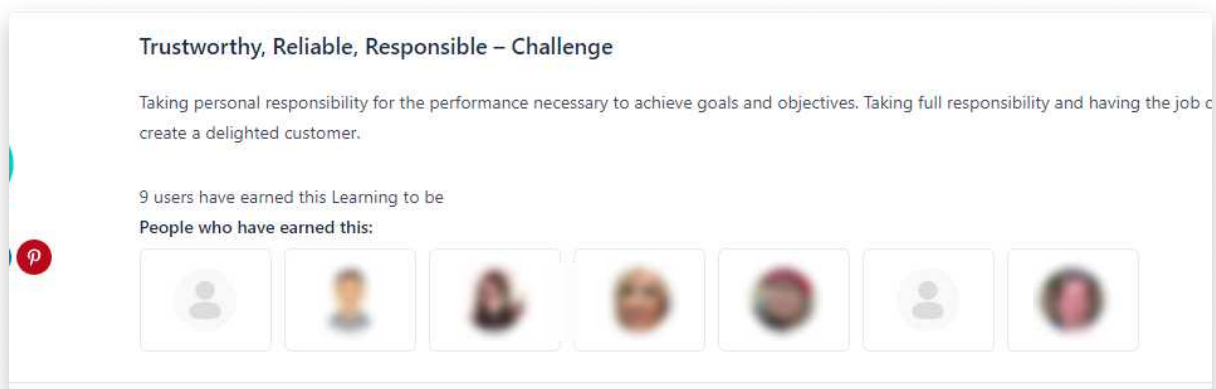
They can occur **within teams/subteams by language or internationally**. Challenges consist of quizzes (like the ones in the lessons but on to the challenge module), or assignments in which you **participate as an individual or team** (it is announced and defined every time).

During the challenges you will have **GENERAL LEARNING RESOURCES** as references which will help you completing them. So always keep in mind the learning-nuggets while running your challenge.

Below there is an example of a “Challenge” badge.

SUBTEAM CHALLENGES

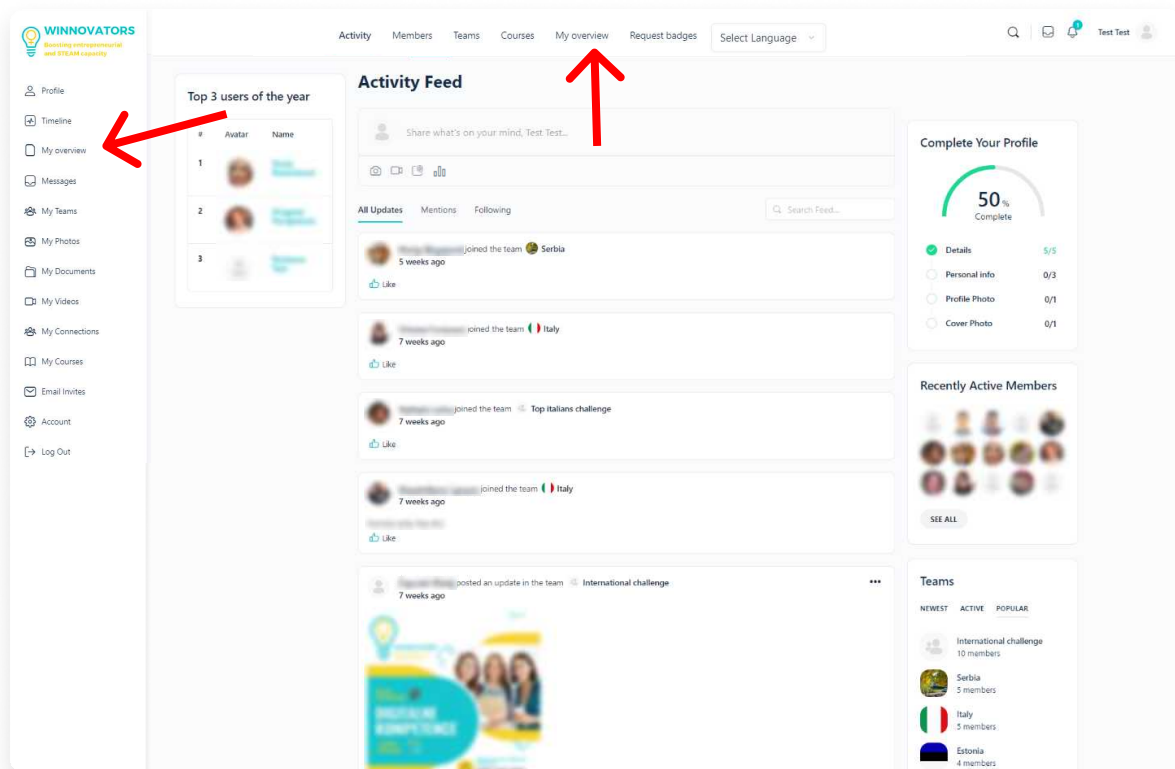
There is the option for the subteams to start their own challenge by using the learning nuggets and canvases available.



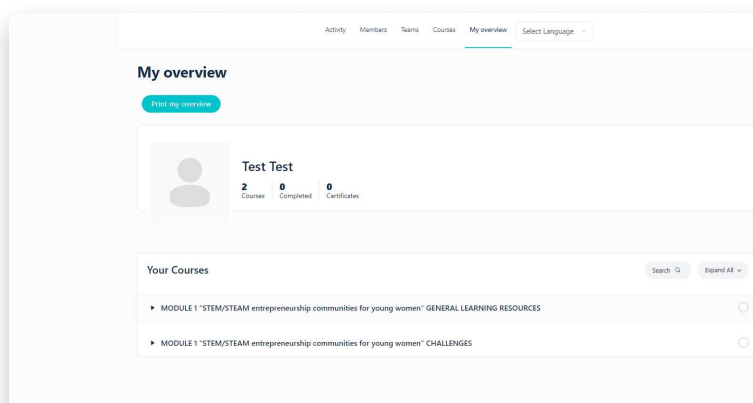
MY OVERVIEW

AN OVERVIEW OF YOUR PROGRESS ON THE PLATFORM

By clicking "My overview" from the left sidebar or header menu you can access a page where there is a summary of your activities on the platform.

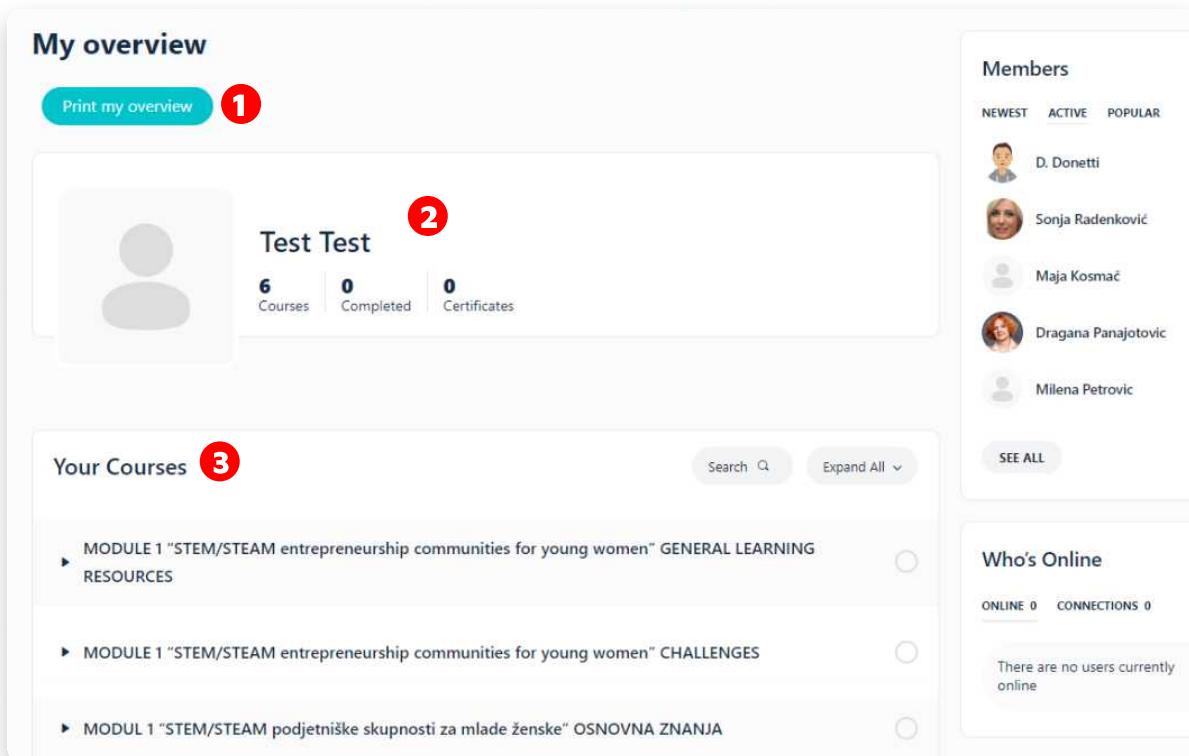


The page will look like this.



On this page you will find:

1. A button **“Print my overview”** to print your progress in a PDF format file;
2. A **summary of your e-Learning profile**;
3. A **more detailed e-Learning profile** (course you’ve completed and complete certificates you’ve received);
4. Your **status on the platform** (not to be confused with leaderboards or role on the platform such as “Change agent”, “Teacher”, etc.). You may advance from one status to the next based on your competences on the platform.



My overview

[Print my overview](#) **1**

Test Test **2**

6 Courses | 0 Completed | 0 Certificates

Your Courses **3**

Search 🔍 Expand All ▾

- ▶ MODULE 1 “STEM/STEAM entrepreneurship communities for young women” GENERAL LEARNING RESOURCES
- ▶ MODULE 1 “STEM/STEAM entrepreneurship communities for young women” CHALLENGES
- ▶ MODUL 1 “STEM/STEAM podjetniške skupnosti za mlade ženske” OSNOVNA ZNANJA

Members

NEWEST ACTIVE POPULAR

- D. Donetti
- Sonja Radenković
- Maja Kosmač
- Dragana Panajotovic
- Milena Petrovic

[SEE ALL](#)

Who's Online

ONLINE 0 CONNECTIONS 0

There are no users currently online



Ranks

Rank EN **5**

 **Basic Winnovator EN**

This is the basic rank of Winnovators relative to english language

- 5. A numerical **summary of the achievements** you have achieved by skill category;
- 6. A **chart** displaying your achievements;
- 7. The **detailed list of all the achievements** you've earned through your journey on the platform.

Achievements 5

Learning to be	3
Learning to comprehend and contribute	0
Learning to empower and lead	0
Learning to live and work together	0
Learning to value	0

Category	Count
Learning to be	3
Learning to comprehend and contribute	0
Learning to empower and lead	0
Learning to live and work together	0
Learning to value	0

Detailed list of earned achievements 7

Prepared to meet challenges

Knowing the importance of preparedness for the unforeseen and a precautionary approach.

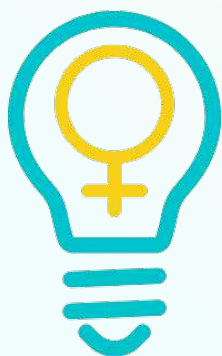
Share: f t in p

[SHOW DETAILS](#)

Taking ownership – Challenge

Can grow into a commitment to work on the problem.

Share: f t in p



WINNOVATORS

Boosting entrepreneurial and
STEAM capacity



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