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SECURE

Smart Education for
Corporate Sustainability Reporting

USER GUIDE

FOR STUDENTS

CONTRIBUTORS

University of Maribor, Slovenia

Atmoterm, Poland

CNPCD, Romania

Prospektiker, Spain

ENVIROS, Czech Republic



Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. The European Union cannot be held responsible for them.



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1 FIRST STEPS

1.1 How to register on the platform?

Follow the steps to register a new account on the platform:

- 1) Click “Log in” in the upper right corner of the Home page.



Figure 1. Home page – before logging in

The login page will be displayed. You can change the language before taking the next step.

- 2) Click “Create new account” button on the login page.

Figure 2. Login form – creating new account



3) Fill in the fields on the register form and click “Create my new account” button. Required fields are marked with an red exclamation mark.

Remember that the password must have:

- at least 8 characters,
- at least 8 characters,
- at least 1 digit(s),
- at least 1 lower case letter(s),
- at least 1 upper case letter(s),
- at least 1 special character(s) such as *, -, or #.

New account

Username !

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

Password !

Email address !

Email (again) !

First name !

Last name !

City/town

Country

Select a country ▾

! Required

Figure 3. Register form



If any required field will be left blank, it will be marked in red as an error. Registration won't be possible until all fields are completed.

Figure 4. Error marked in red

Confirmation message will appear on the screen after successful registration. Also a message will be sent to the e-mail address provided on the registration form.

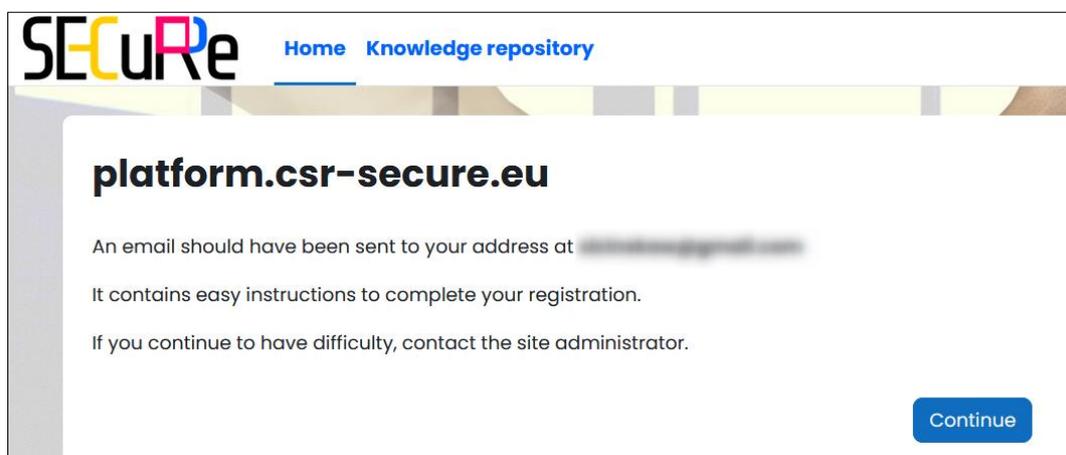


Figure 5. Confirmation message

- 4) Click "Continue" button.
- 5) Go to your mailbox and click the link from the received e-mail to confirm your new account.

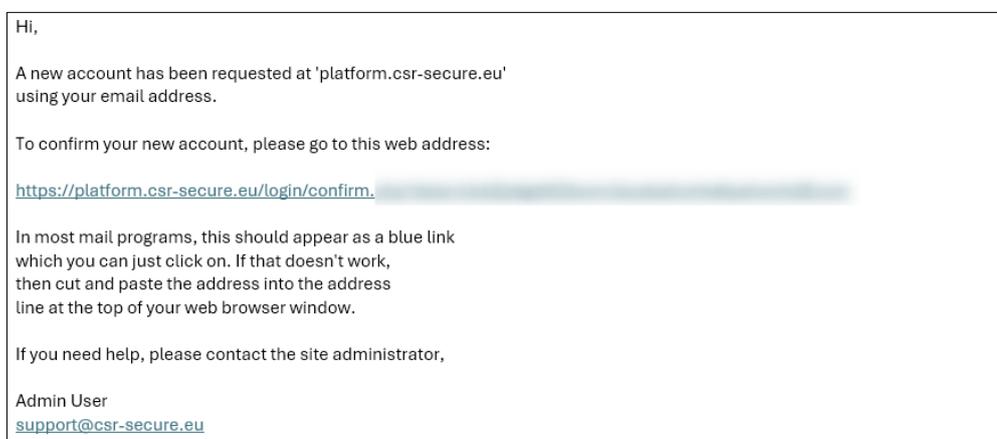


Figure 6. Account confirmation e-mail

You will be automatically logged in to the platform.



6) Click “Continue” button to view home page.

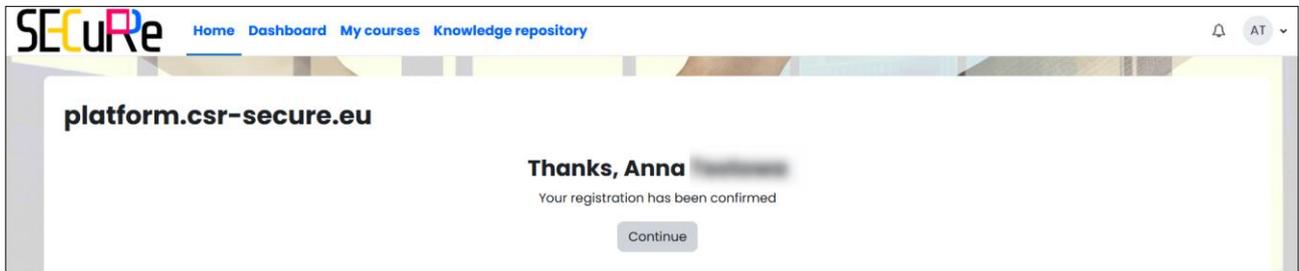


Figure 7. Welcome message

1.2 How to log in?

To use the platform click “Log in” in the upper right corner of the Home page. Enter your username or email and password, then click “Log in” button to continue.

Figure 8. Login form

Invalid data will be marked in red with an error message. If you forgot your password you can send a request to [reset](#) the password.

Once you enter correct credentials, you will be redirected to the home page with access to the courses.

Main menu of the platform is located at the page top and consists of:

- **Home** – main page of the platform,
- **Dashboard** – timeline and calendar with an option of adding new events,



- **My courses** – overview of the courses you're taking,
- **Knowledge repository** – useful articles, reports, presentations and websites related to the course topics,
- **User guides** – user guides available for download,
- **Notifications** – notification panel about e.g. forum posts, course content changes etc.
- **User profile** – access to your user profile data, preferences and logout option.



Figure 9. Main menu

1.3 How to reset forgotten password?

In case you forgot your password, you can easily change it by following the steps:

- 1) Click “Lost password?” on the login page.
- 2) Enter your username or email address and click “Search” button.

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search by email address

Email address

Figure 10. Forgotten password form

Confirmation message will appear on the screen. An email with instructions how to get access again, will be sent to you if you submitted correct username or email address.

- 3) Go to your mailbox and click the link from the received e-mail to confirm password reset and create a new password.

Remember that the link from the email is one use only and is valid only for 30 minutes from the time the reset was first requested. After that time you must repeat a reset request.

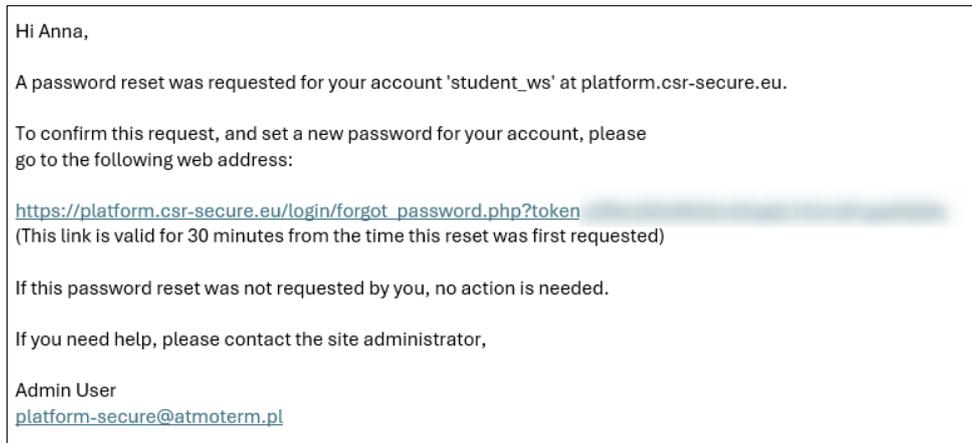


Figure 11. Password reset request email

4) Fill in the form. Enter your new password, repeat it and click “Save changes” button.

Figure 12. New password form

Confirmation message will appear on the screen and you will be automatically logged in to the platform.

1.4 How to change the language?

You can change the platform language in two ways:

- from the home page by clicking national flag,
- from the user profile level in upper right corner of the page by selecting “Language” option.

Remember that the knowledge repository content is currently available only in English.

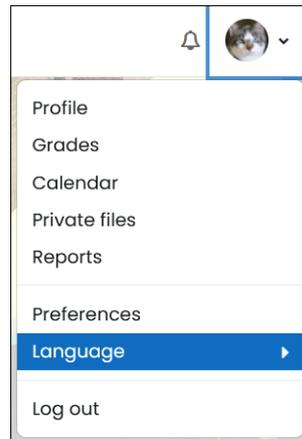


Figure 13. Changing the language from the user profile level

You can also set up preferred language in user preferences. Click user profile in the upper right corner and select “Preferences”. Click “Preferred language” in “User account” section. Select language from the dropdown and click “Save changes”.

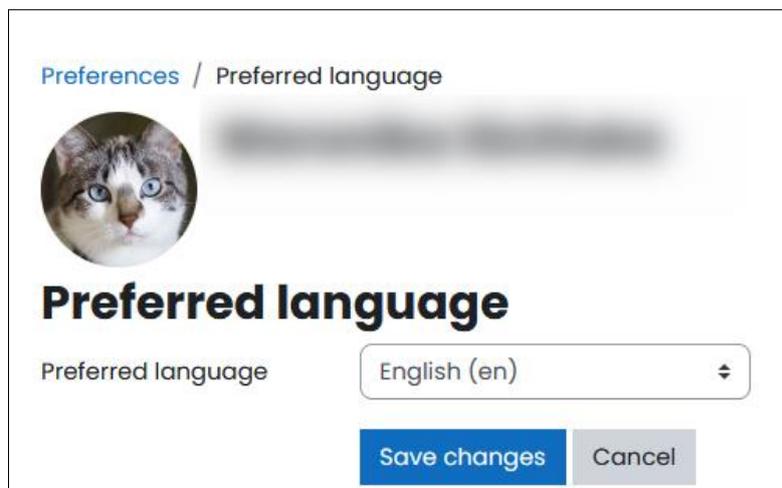


Figure 14. Preferred language option

After each login, the platform will be displayed in the preferred language.

Remember that preferred language doesn't affect the content of the courses available in specific language, but only the general options of the platform (e.g. main menu language).



2 USER PROFILE

2.1 How to edit your profile?

If you want to change your user profile data click user profile on the upper right corner and select “Profile” option. User profile page will be displayed on the screen.

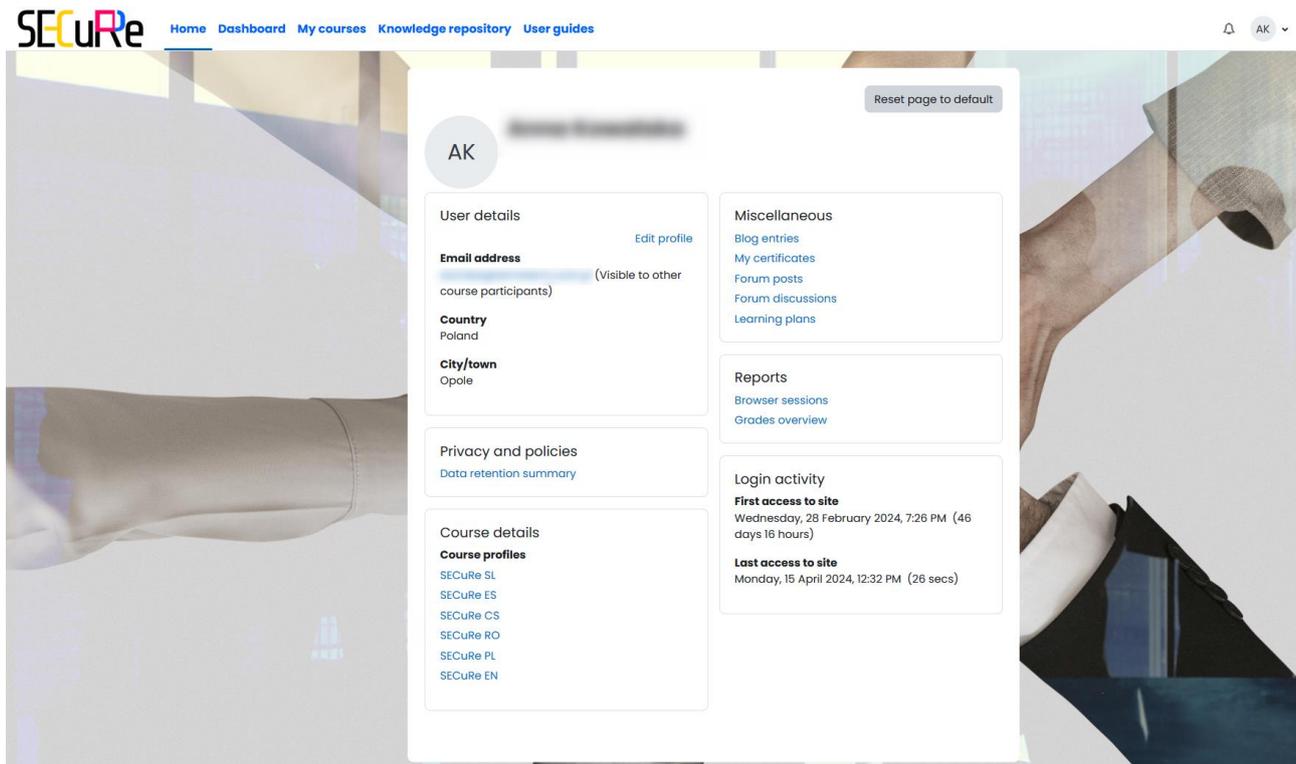


Figure 15. User profile page

Click “Edit profile” option in the “User details” section to view your profile data. On this page you can:

- change your email address,
- set up email visibility (e.g. email hidden from everyone except teachers and administrators),
- add your profile description,
- add your profile picture,
- set up additional names, interests and other optional information about yourself.

Once you make all the necessary changes, click “Update profile” button to confirm it.



Preferences / Edit profile

Expand all

General

First name

Last name

Email address *

Email visibility ? Visible to course participants

MoodleNet profile ID ?

City/town Opole

Select a country Poland

Timezone Server timezone (Europe/London)

Description ?

User picture

Additional names

Interests

Optional

Update profile Cancel

* Required

Figure 16. Edit profile form

2.2 How to change your password?

Follow the steps to change your password:

- 1) Click user profile on the upper right corner.
- 2) Select “Preferences” option.



3) Click “Change password” option in “User account” section.

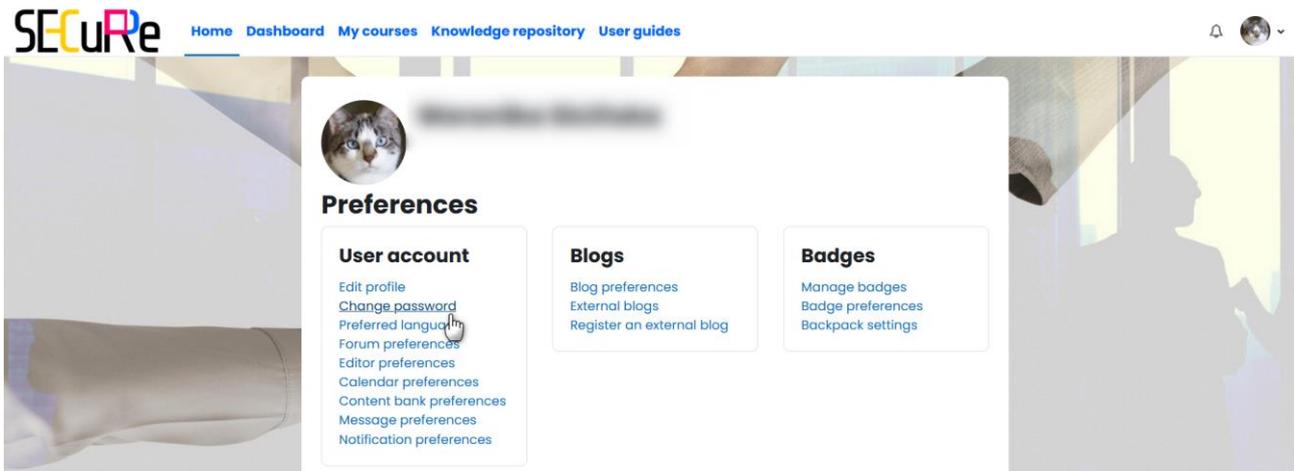


Figure 17. User preferences page

4) Fill in the form. Enter your current and new password. Remember that the new password must be different than the current one. Repeat the new password and click “Save changes” button.

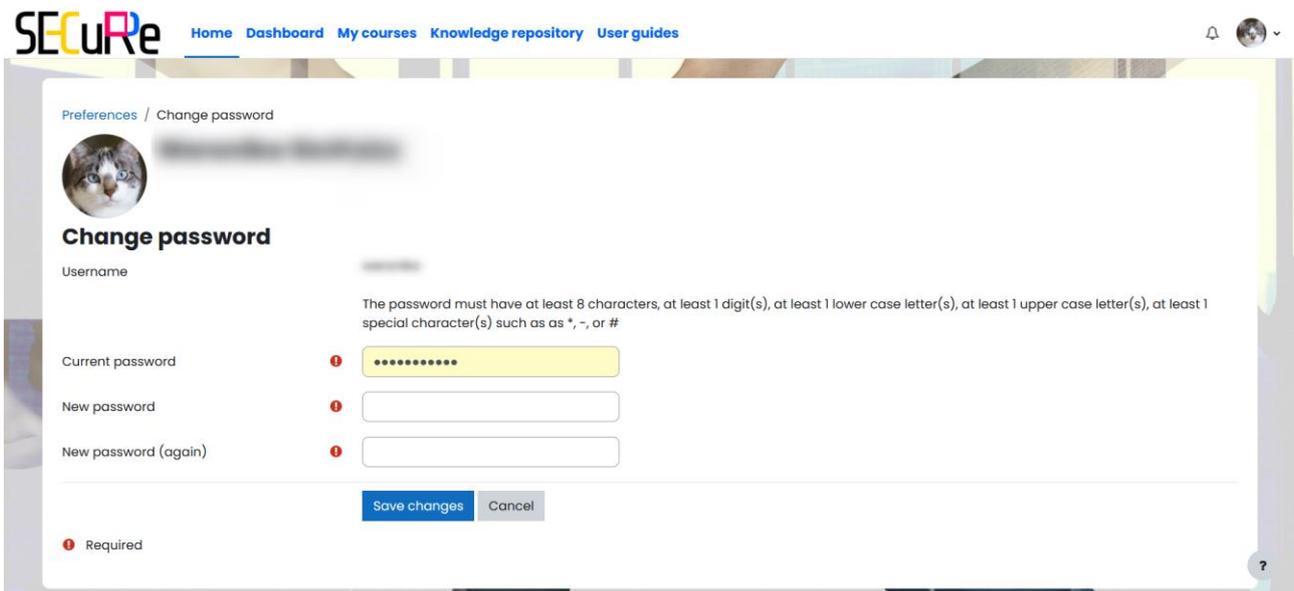


Figure 18. User preferences - changing password option

Confirmation message will appear on the screen. Click “Continue” button to go back to the user preferences page. Once you log out, you will be able to use your new password during next login.



2.3 How to check your forum posts?

You can easily check your forum posts from the user profile level by selecting “Profile” option and then click “Forum posts” option in “Miscellaneous” section.

The list of all your posts from all the courses you’re taking will appear on the screen.

Each post has additional operation available:

- **See this post in context** – click to view the course forum with all replies,
- **Permalink** – click to copy the link to selected post,
- **Show parent** – click to view the parent of selected post,
- **Reply** – click to quick reply.

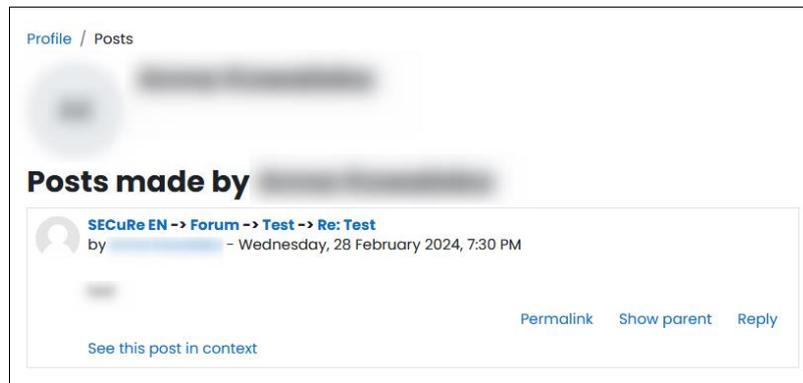


Figure 19. User forum posts

You can also go to the course page and select “Forum” from the course menu to see all course discussions.

From the course page you can add new discussion topic, search the forum and start topics as favourite.

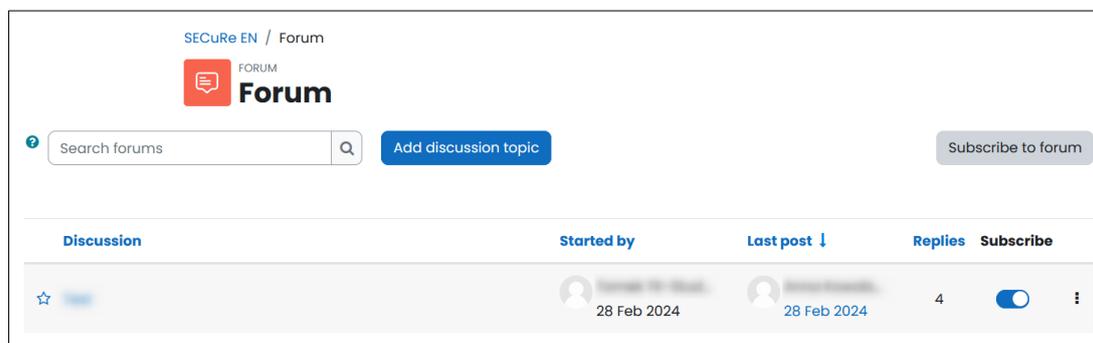


Figure 20. Course forum



3 COURSES

3.1 How to enrol in the course?

Follow the steps to view course page and enrol in the course:

- 1) Select language on the “Home page”.
- 2) Click the course graphic on the right side (e.g. SECuRe course EN).



Figure 21. Home page

- 3) Click “Enrol me” button.

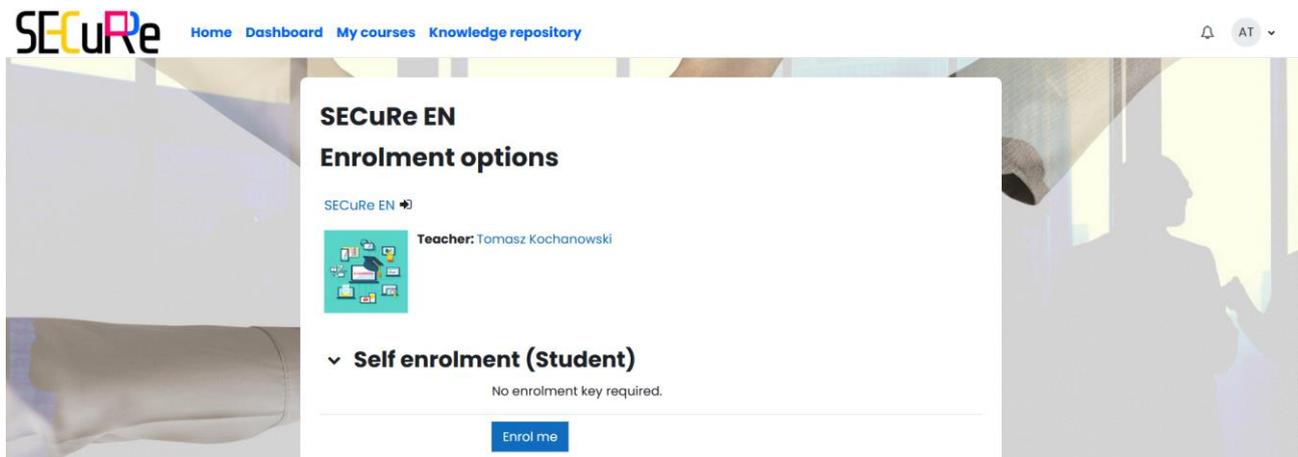


Figure 22. Course page with enrolment option



The course page will be displayed with confirmation message. Now you have an access to the course content.

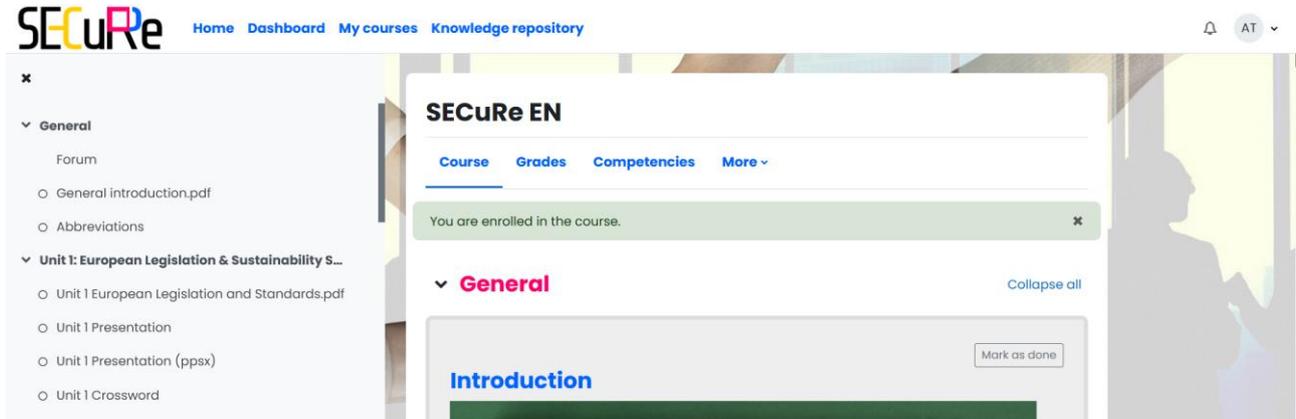


Figure 23. Message confirming enrolment in the course

3.2 How to unenrol from the course?

If you change your mind you can always unenrol from the course. Go to the course page, click “More” tab on the right side and select “Unenrol me from ...”.

Confirmation message will appear on the screen. Click “Continue” if you’re sure you don’t want to take the course anymore.

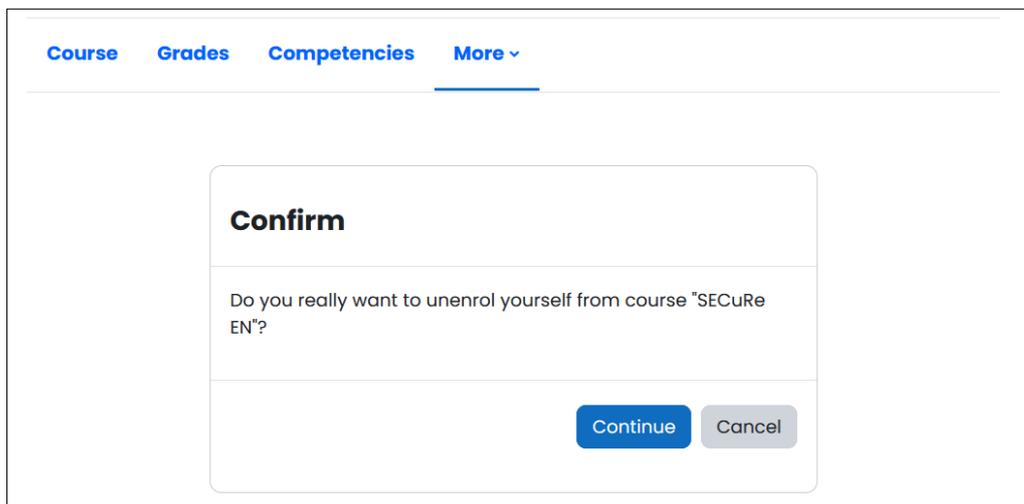


Figure 24. Confirmation message

You will be redirected to the home page with confirmation of unenrolment from the course.



Figure 25. Confirmation of unenrolment

3.3 How to check my courses?

You can check courses you're taking by clicking "My courses" from the upper menu.

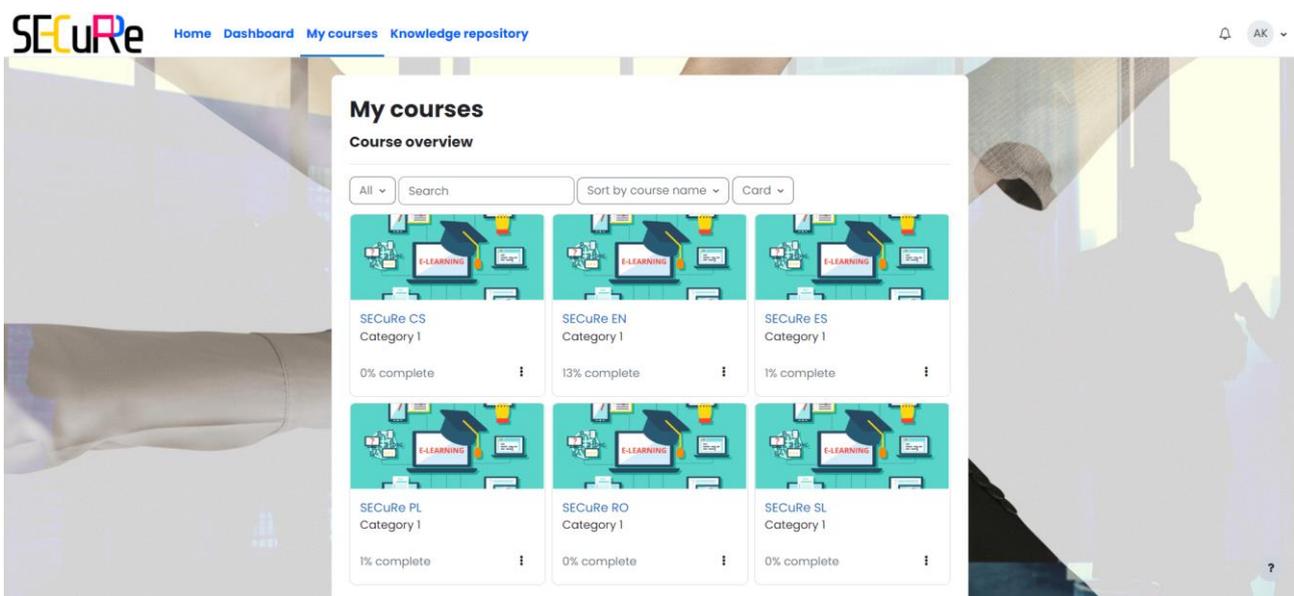


Figure 26. My courses page

You can search the course by typing the name of the course in search field. You can also use filters (e.g. In progress) and change the sorting method.

Click dots on the selected course to see more options. Click "Star this course" to add course to your favourite.

3.4 How to complete the course?

Once you enrol in the course, you have an access to the course materials and quizzes.

Course menu is located on the left side of the page and consists of section:

- **General** – general course introduction, forum and list of abbreviations used in the course,



- **Units 1 - 6** – learning units divided by topic (e.g. Social Dimension), containing learning materials (e.g. PDF documents) and quizzes to complete (e.g. crosswords, fill the blanks etc.),
- **Certification** – final certification quizzes from each learning unit and certificate of completion available for download in PDF format.

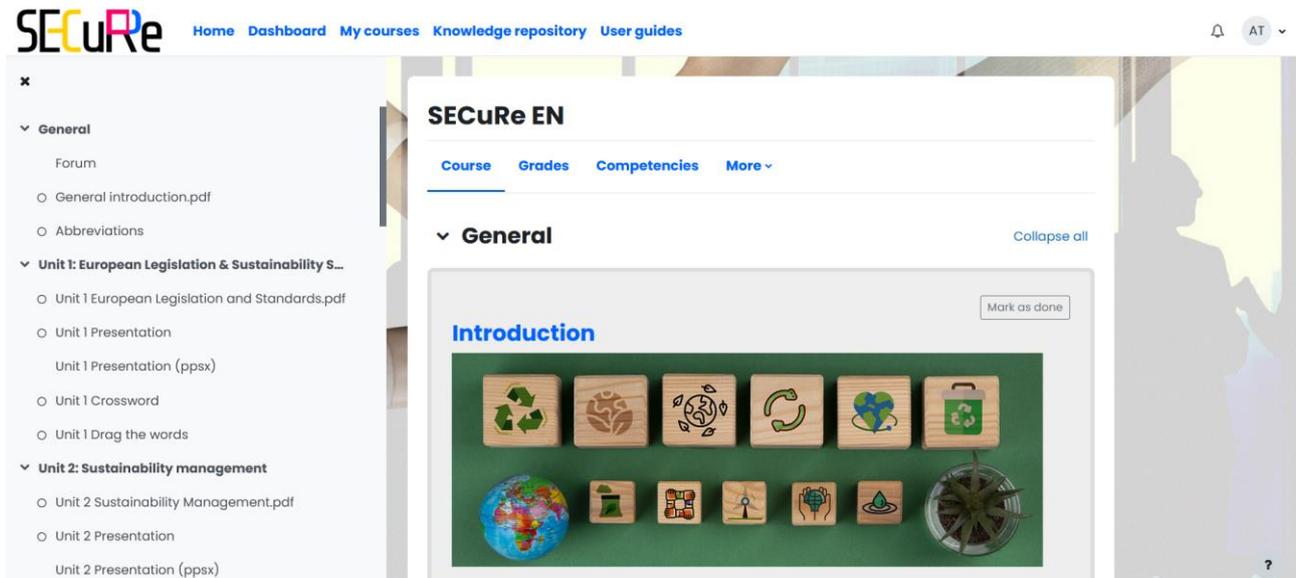


Figure 27. Course page with menu (on the left)

There are two main types of activities in the course: learning materials and quizzes. Click menu item (e.g. Unit 1 Presentation) to view its content.

Presentations in each unit are available in two formats: movie and .ppsx file ready to download.

Once you read the materials, you have to click “Mark as done” button to mark the activity as complete. The button isn’t available for the forum and presentations (.ppsx), because these activities aren’t required to be completed.

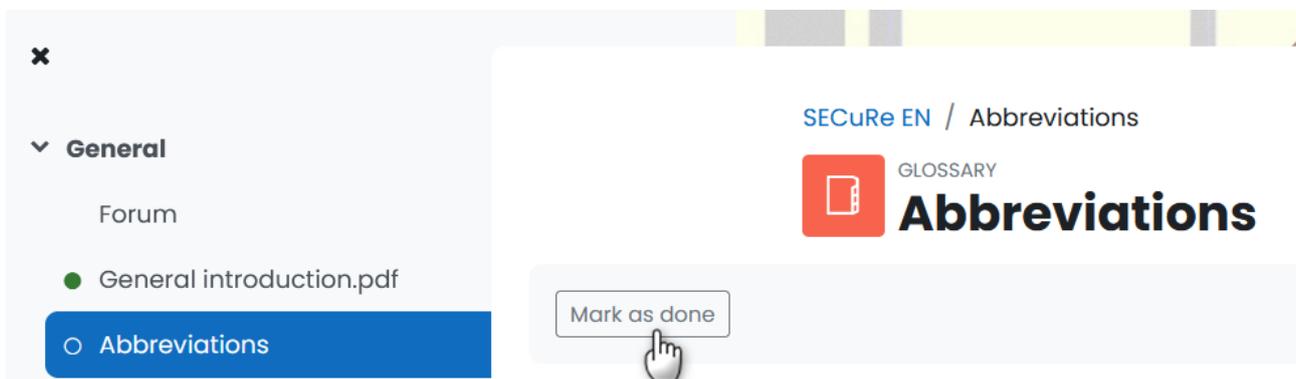


Figure 28. Marking activity as done



In the case of quizzes, you have to complete the activity by, for example, filling the blanks or completing the crossword.

After completing the quiz click “Finish” or “Check” button to check if your answers are correct. Your result will appear on the screen. If you want to see the correct answers click “Show solution” button.

If your score isn’t high enough you can take the quiz again by clicking “Retry” button. Your previous responses will be reset.

If you don’t remember your previous answers, you can check it in the [User report](#).

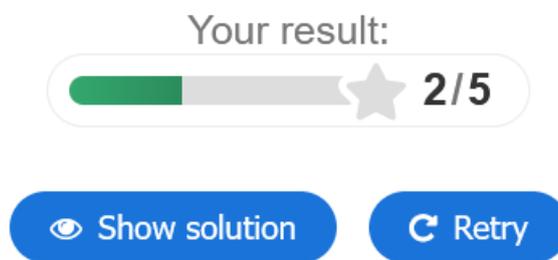


Figure 29. Quiz result with “Show solution” and “Retry” option

Activity is considered failed if your score is lower than 70%. Higher score is considered complete and the activity is automatically marked as done.

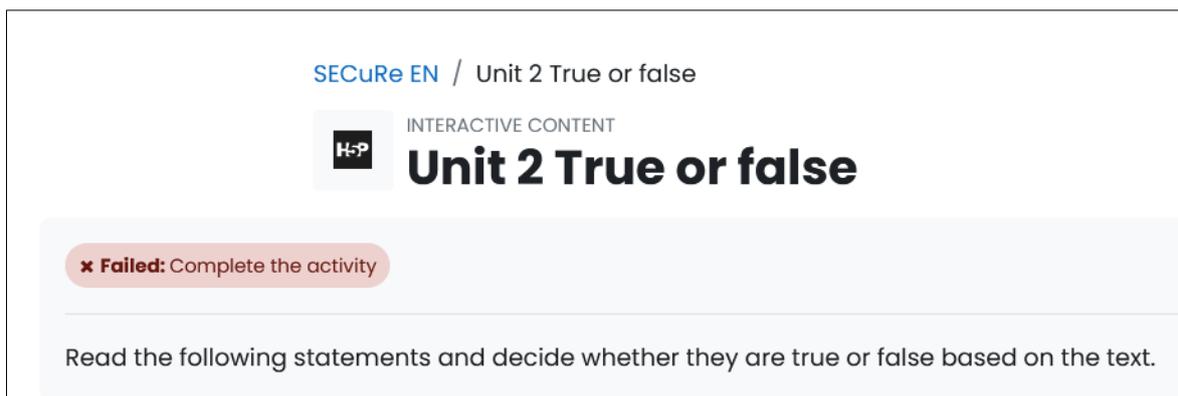


Figure 30. Failed activity

Each activity is marked with a different icon representing the level of completion. Icons are visible in the course menu on the left side of the menu item. The meaning of the icons is presented in Table 1.

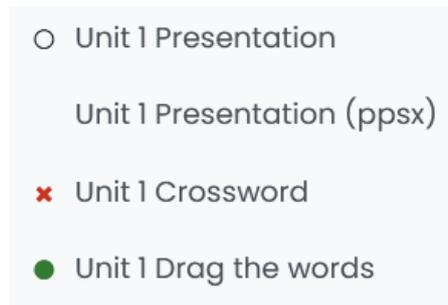


Figure 31. Activity completion level icons

Table 1. Course menu icon meaning

Icon	Meaning	Refers to
	Activity not completed	All activities except for the forum and presentations (.ppsx)
	Activity completed (achieved pass grade or activity marked as done)	All activities except for the forum and presentations (.ppsx)
	Activity failed (did not achieve pass grade)	Quizzes (e.g. crosswords, fill the blanks)

Quizzes in the “Certification” section will be available after completing the activities from each unit.

Once you complete and pass all six certification quizzes, your certificate will be available to viewing and downloading.

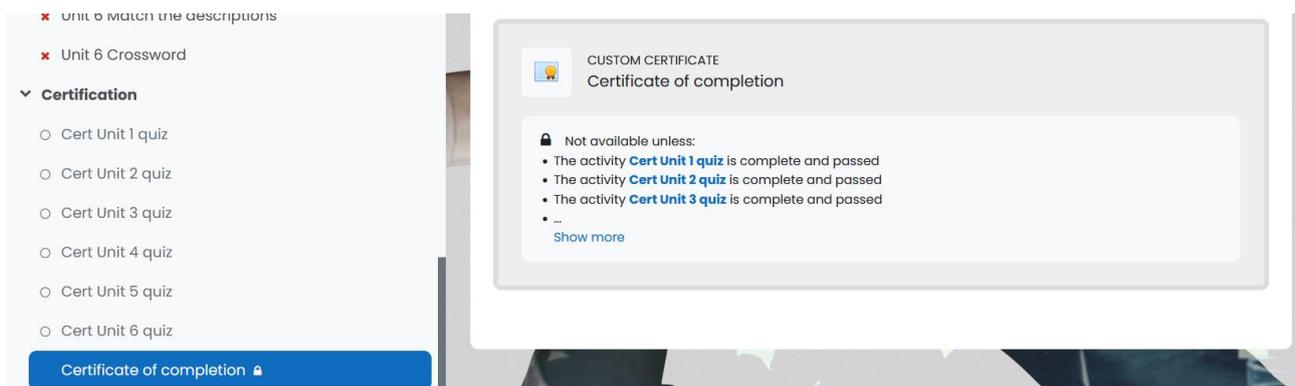


Figure 32. Information about the activities you need to complete to unlock the certificate

3.5 How to check my certificates?

You can check your certificate:

- from the course page,
- from the user profile.



Go to the course page and click “Certificate of completion” on the course menu. Click “View certificate” button to open the certificate in the browser. You can download it by clicking the download icon.

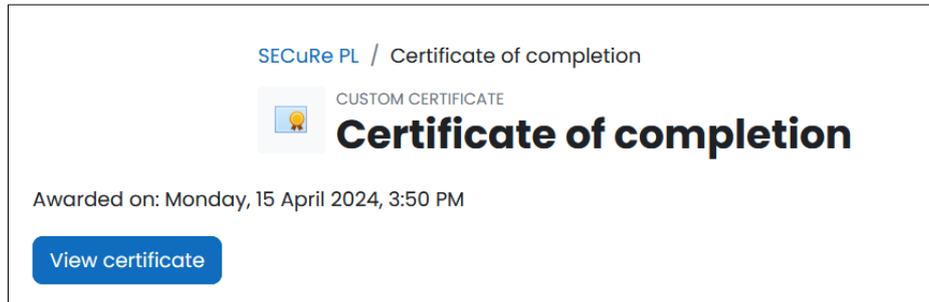


Figure 33. Course view - certificate of completion

Click “Go to previous page” in the browser to return to the course page.

Another way to check your certificates is from the user profile level. Click the user profile on the upper right corner of the page, select “Profile” option and then click “My certificates” from the “Miscellaneous” section.

The list of all your certificates will be displayed on the page.

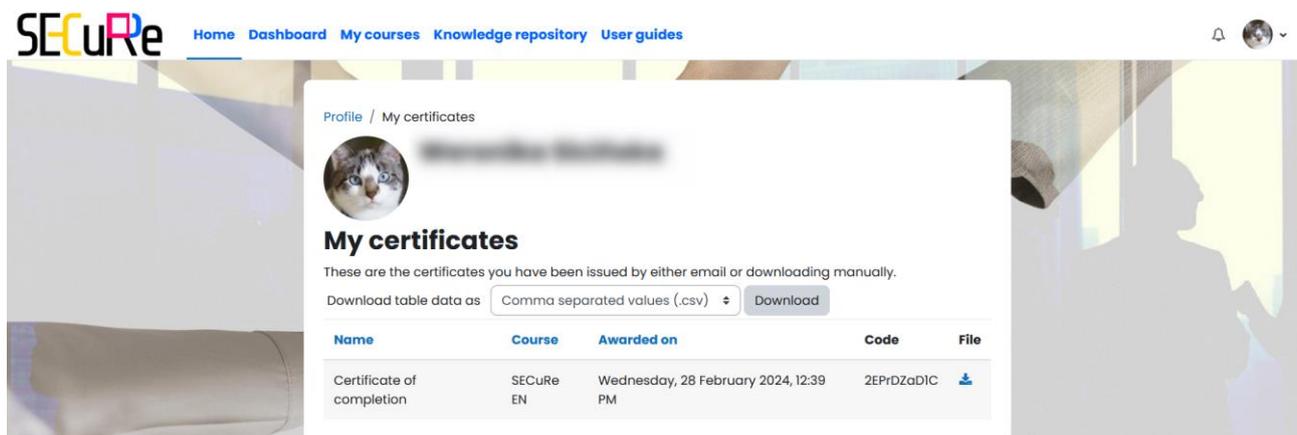


Figure 34. My certificates page

You can download table data by selecting a format (e.g. Microsoft Excel (.xlsx)) and clicking “Download” button.

If you want to download selected certificate in PDF format, click the download icon in the last column of the table. Your certificate will open in the browser and you can download it by clicking the download icon.



4 HOW TO CHECK YOUR GRADES?

You can check your grades in two ways:

- from the course level,
- from the user profile level.

Click “Grades” tab on the course page to view grades page.

Grader report will be displayed by default. You can change the report (e.g. Grade history) by clicking on the dropdown field.

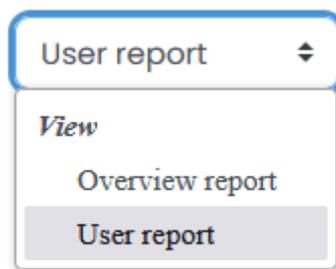


Figure 35. Grades - available views

4.1 Overview report

Overview report presents your grades in each course you’re taking.

Course name	Grade
SECuRe SL	-
SECuRe ES	0.00
SECuRe CS	-
SECuRe RO	-
SECuRe PL	15.83
SECuRe EN	45.33

Figure 36. Overview report

Click course name to see user report with grades details from the selected course.



4.2 User report

User report presents your grades in each activity and course total grade in the last row.

Pass grades are marked green, fails are marked red.

SECuRe EN: View: User report

Course Grades Competencies More

User report

Grade item	Calculated weight	Grade	Range	Percentage	Contribution to course total
SECuRe EN					
Unit 1 Drag the words	5.00 %	✓ 6.00	0-10	60.00 %	3.00 %
Unit 5 Drag the words	5.00 %	✗ 4.00	0-10	40.00 %	2.00 %
Unit 1 Crossword	5.00 %	✗ 0.00	0-10	0.00 %	0.00 %
Unit 5 Crossword	5.00 %	✗ 0.00	0-10	0.00 %	0.00 %
Unit 3 True or false	5.00 %	✓ 6.00	0-10	60.00 %	3.00 %

Figure 37. User report

Click the grade item in the first column to see grade analysis. Activity page with your answers will appear on the screen. From this view you can see your score along with marked correct and incorrect answers.

SECuRe EN / Unit 1 Drag the words

INTERACTIVE CONTENT

Unit 1 Drag the words

Done: Complete the activity

Drag the words into the correct boxes

Unit 1 Drag the words Score: 3 out of 5
Gradebook score: 6 out of 10

Drag the words into the correct boxes

The EU Taxonomy Regulation is the first uniform system for classifying **✗ fundamental** **✓ sustainable** activities.

The definition of sustainable economic activity is based on two criteria: Contribution to at least one of the six environmental objectives listed in the taxonomy; and Do no significant harm (DNSH) to the other objectives while respecting **✗ sustainable** **✓ fundamental** human rights and labour standards.

The six environmental goals in the taxonomy are: Climate change **✓ mitigation**, Adaptation to climate change, Sustainable use and protection of water and marine resources, Transition to a circular economy, Pollution prevention and control, and Protection and restoration of biodiversity and ecosystems.

The EU Taxonomy Regulation aims to combat **✓ greenwashing** by enabling market participants to identify and invest in sustainable assets with greater confidence.

The EU Taxonomy Regulation also includes disclosure obligations on companies and **✓ FMPs** that are subject to the Non-Financial Reporting Directive (NFRD).

Correct Answer ✓ Your correct answer ✗ Your incorrect answer

Figure 38. Grade analysis

Click “go to previous page” arrow in the browser to return to the user report.