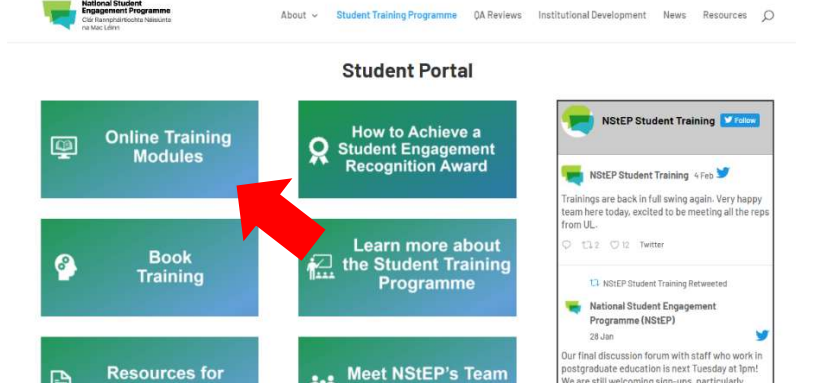

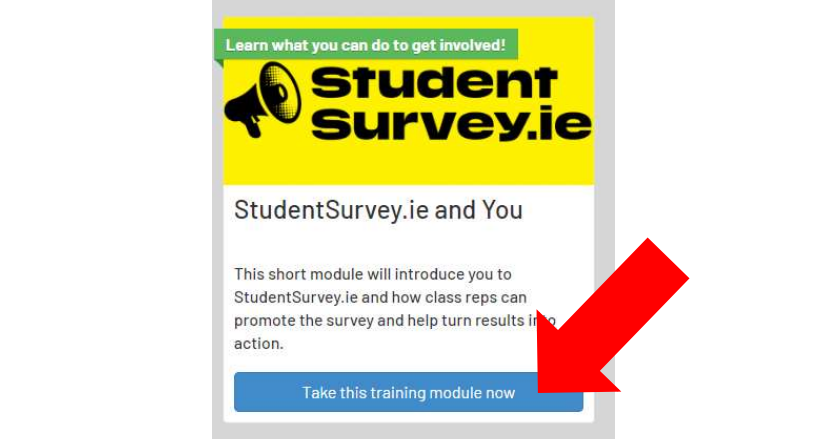




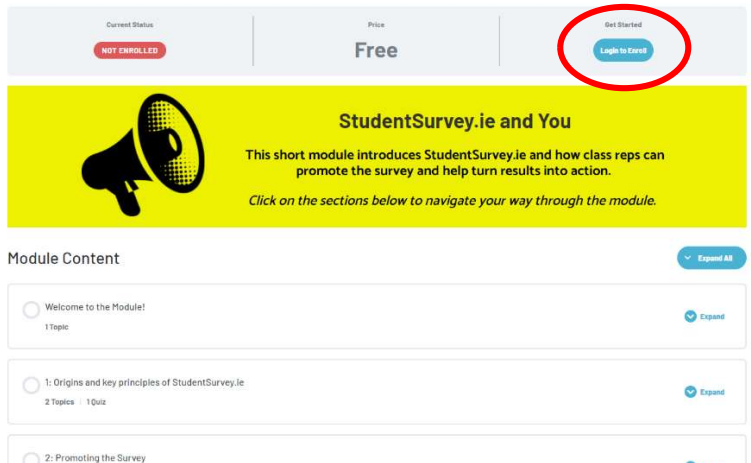
## Online Training Modules

### User Guide

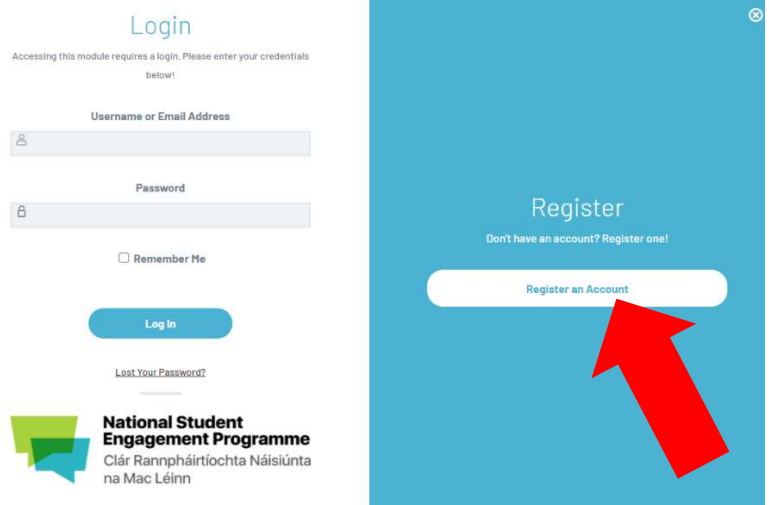
#### Section 1: How to Register and Enrol in a Module for the First Time

<p><b>Step 1:</b> Click on 'Online Modules' in the student portal. Alternatively, go to the direct link for this page is <a href="http://www.studentengagement.ie/online-modules">www.studentengagement.ie/online-modules</a>.</p>	
<p><b>Step 2:</b> Browse the available training modules in the grey column to the left. A short description will provide an overview of module content. You may need to scroll down to view all available modules.</p>	
<p><b>Step 3:</b> Click on the blue button 'take this training module now' to enrol on a module of your choice. This will take you to the module page.</p>	

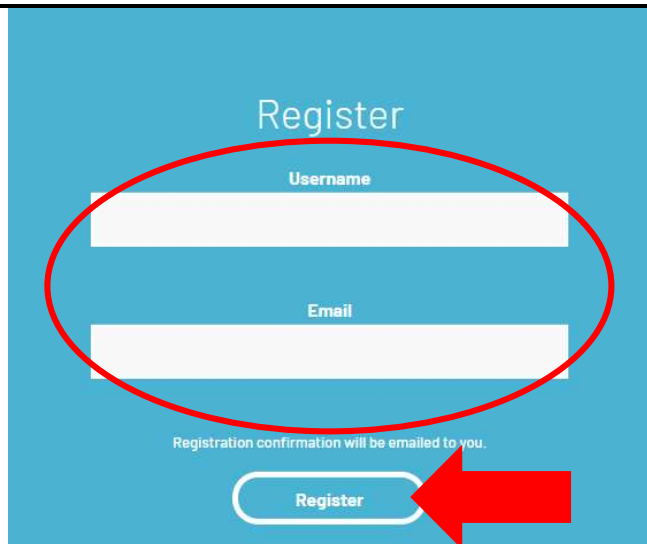
**Step 4:** A toolbar across the top of the module page will display your current status on the module as 'not enrolled'. Click on the 'login to enrol' button on the right of the toolbar.



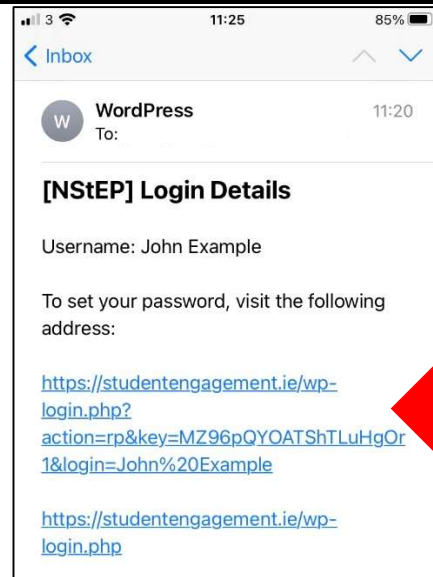
**Step 5:** A login/registration window will appear. If you have previously created an account to take another online module with NStEP, then simply enter your username/email and password under the 'login' column to the left – then skip to Section 2 of this document. **If this is your first time taking an online training module with NStEP**, then you will need to create a learner account and continue with the rest of steps below. Do this by clicking the 'register an account' button in the column to the right.



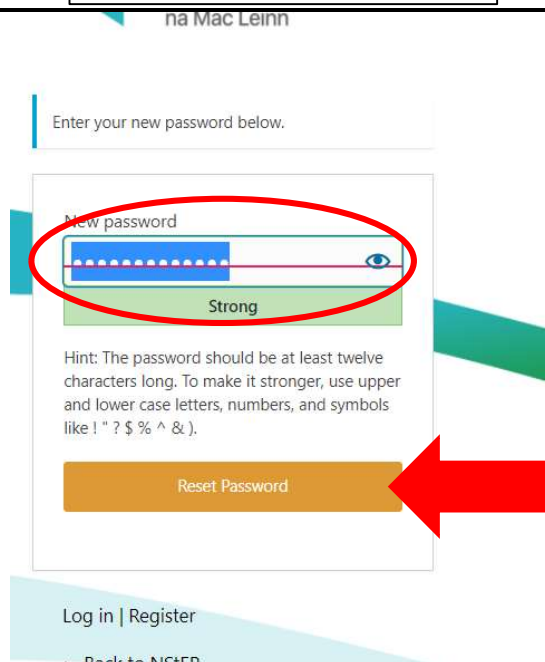
**Step 6:** Create a username and enter your email address. A confirmation email will be sent to this email address, so take care to enter it correctly. If you are taking the training module to work towards a Student Engagement Recognition Award, then we recommend that you use the same email that you used to register for and attend a training session previously. This allows us to easily keep track of your milestone awards and ensure that all your achievements are recognised. Once you have entered this information, click 'register'.



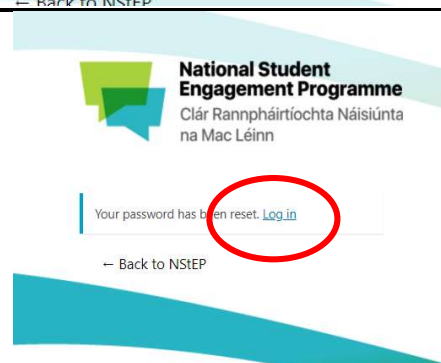
**Step 7:** A link to set up your account will be sent to your email address. Click on the link to create your password.



**Step 8:** Clicking on the link will take you to back to the NStEP website. Create a password for your account and click 'reset password'.



**Step 9:** After you create your password, click the link to log in.

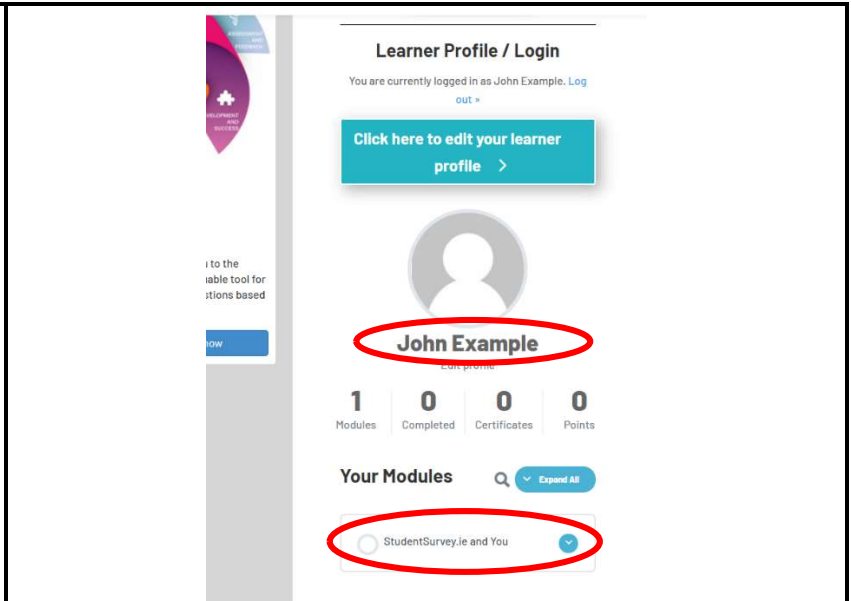


**Step 10:** Enter your username/email address and password in the left column and click 'log in'. This will take you back to the Online Training Modules page.

**Step 11:** On the online training modules page, you will notice that your 'learner profile' has appeared on the right side of the page. In order for NStEP to issue you with a certificate of completion, you will need to add your name to your learner profile. Click on the button to edit your learner profile.

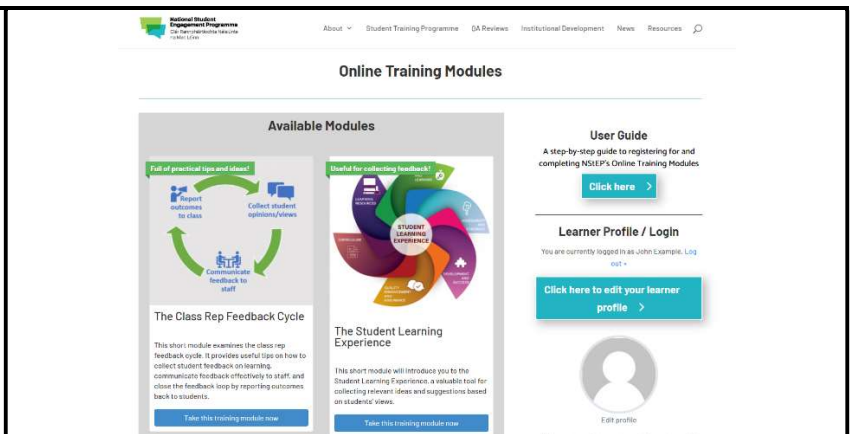
**Step 12:** (1) Enter your first and last name into the fields provided. Please ensure that these are typed exactly as you wish them to appear on your certificate of completion. (2) Click 'update' to ensure that your name has been saved to your profile. Then (3) click 'continue' to return to the online training modules page.

**Step 13:** You will notice that your name is now displayed on your learner profile. The module you on which you have enrolled will also be listed under your profile.

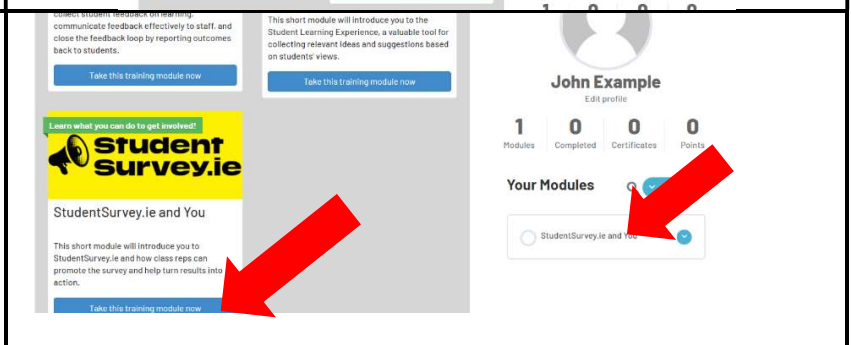


## Section 2: How to Navigate Through your Online Module

**Step 1:** Go to the main online training module page at [www.studentengagement.ie/online-modules](http://www.studentengagement.ie/online-modules).



**Step 2:** To start a module on which you have already enrolled click on the module name at the bottom of your learner profile. You can also go to the module page by clicking on the 'take this module' button at the bottom of the module description on the list of available modules. This will take you to the module table of contents.



**Step 3:** (1) On the top of the module page you will find a progress bar. This will let you keep track of your progress.

(2) Each module is divided into thematic sections. These sections are broken into topics, and some conclude with a short quiz.

The screenshot shows the top of the module page with a yellow banner containing a megaphone icon and the text 'StudentSurvey.ie and You'. Below the banner is a 'Module Content' section with a list of topics. A red circle highlights the 'Module Content' section, and a red arrow points to the 'Expand All' button in the top right corner.

**Step 4:** (1) To see the content of each section click on the expand downward pointing arrow to the right of each section title. (2) This will reveal all the content (topics and quizzes) of a section. (3) The circle to the left of the section/topic titles will change colour as you progress through module content.

**It is important to note that sections must be completed sequentially.** The next section will only open once you have completed all the content (topics and quizzes) of the preceding section.

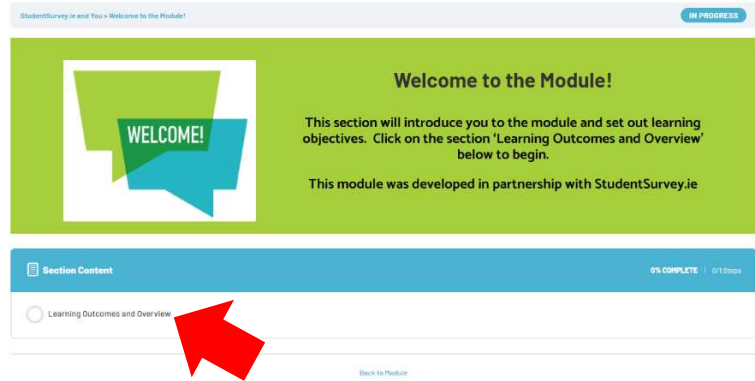
The screenshot shows the 'Module Content' section with the first section expanded. A red circle highlights the expanded section, and a red arrow points to the 'Expand' button in the top right corner. Another red arrow points to the 'Section 1 Quiz' link.

**Step 5:** To start the module click on the first section title: 'Welcome to the Module!' This will take you to the section page.

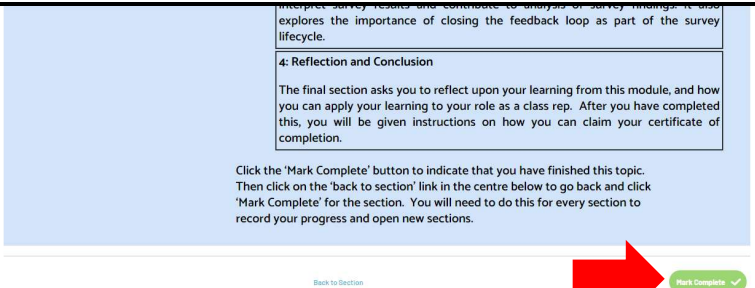
The screenshot shows the 'Module Content' section with the first section selected. A red arrow points to the 'Welcome to the Module!' link.



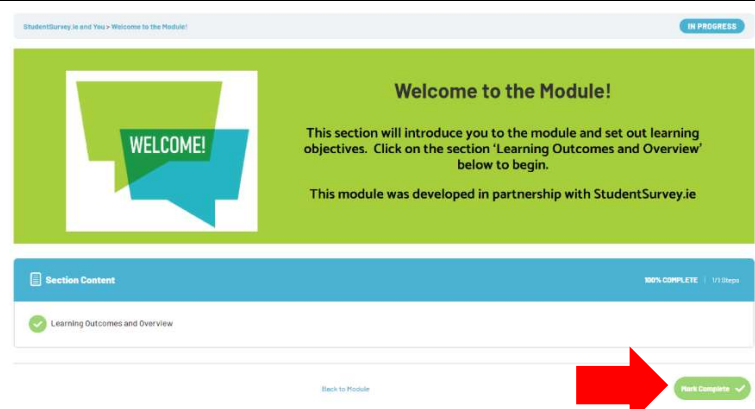
**Step 6:** Once on the section page, click on the first (and only) topic for this section entitled 'Learning Outcomes and Overview'.



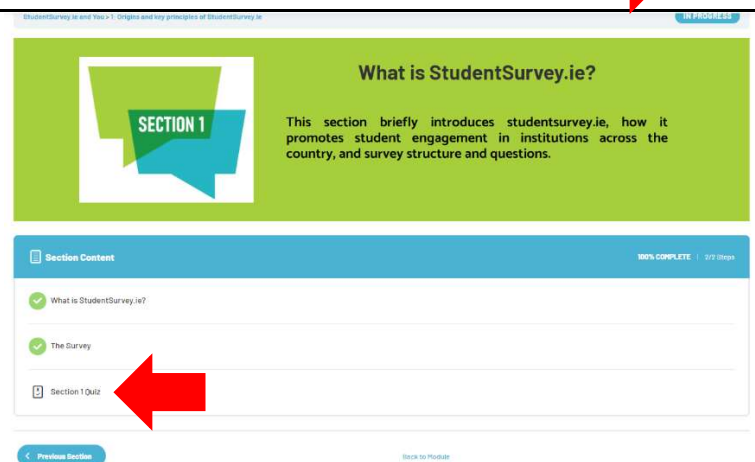
**Step 7:** Once you have read all the content in a section click the green 'Mark Complete' button at the bottom right of the page. If there are more than one topic in a section, this will take you to the next section. However, because there is only one topic in this section this will take you back to the section page.

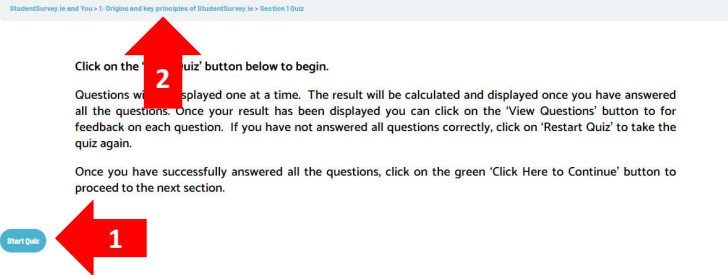
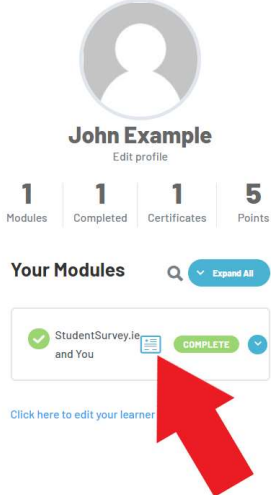


**Step 8:** You will need to click 'Mark Complete' for the whole section to move on to the next section of the module. The next section will automatically open for you once you have done this.

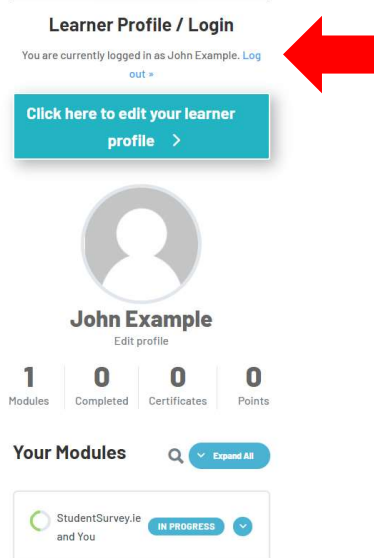


**Step 9:** If a section concludes with a quiz, you will be taken back to the section page once you have completed all the topics. Click on the quiz title to start the quiz. You will not be able to move onto the next section until you have completed the quiz and answered all questions correctly.



<p><b>Step 10:</b> Instructions for taking the quiz are displayed at the top of the page. (1) Click on 'start quiz' at the bottom left of the page to begin. (2) If, at any point, you feel you need to revise material the quiz then you can click on the section name on the top toolbar to go to the section contents page.</p>	
<p><b>Step 11:</b> Once you have finished all sections of the module, you will be able to download a certificate of completion. Keep a copy of your certificate to upload with other documentation if you intend to apply for a Student Engagement Recognition Award. The certificate will automatically populate your first and last name, and the date on which you completed the module. More detailed instructions on how to retrieve your certificate are included in the final section of each module.</p>	

## Section 3: Log Out, Log In, and Continue with Training Modules

<p><b>Log Out</b></p> <p>Your progress on the module will be recorded automatically every time you click 'mark complete' at the end of a section or topic.</p> <p>To log out simply go to <a href="http://www.studentengagement.ie/online-modules">www.studentengagement.ie/online-modules</a> where you will find the option to log out of your account above your learner profile. Once you have logged out you will be taken to NStEP's homepage.</p>	
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## Log In Again

To log back in and continue your online module, go to online training modules page. When you are logged out a log in field will be located where your learner profile is normally located.

**User Guide**  
A step-by-step guide to registering for and completing NSTEP's Online Training Modules

[Click here >](#)

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**Learner Profile / Login**

Username or Email

Password

☐ Remember Me

[Log In](#)


[Click here to edit your learner profile >](#)

## Reviewing your Progress and Returning to the Module

Once you have logged in your learner profile will reappear, with any module you have enrolled on listed below – including those which are 'in progress'.

- (1) To review your progress, click on the downward arrow to expand the module field.
- (2) Click on the module title to return to the module contents page.

**Your Modules** [Expand All](#)

StudentSurvey.ie and You **IN PROGRESS** 


**MODULE PROGRESS** 80% COMPLETE 8/15 Steps

Quizzes	Certificate	Score	Status
Section 1 Quiz	100%	February 5, 2021 4:13 pm	
Section 2 Quiz	100%	February 5, 2021 4:15 pm	

## Continue where you Left Off

Once back on the module page, simply click on the section where you left off to continue.

**Module Content** [Expand All](#)

- ✓ Welcome to the Module!  
1 Topic [Expand](#)
- ✓ 1: Origins and key principles of StudentSurvey.ie  
2 Topics · 1 Quiz [Expand](#)
- ✓ 2: Promoting the Survey  
3 Topics · 1 Quiz [Expand](#)
- 3: Interpreting the Results and Closing the Feedback Loop   
2 Topics · 1 Quiz [Expand](#)
- 4: Reflection and Conclusion  
2 Topics [Expand](#)