Educators' Portal Step by Step Guide

for ADULT EDUCATORS
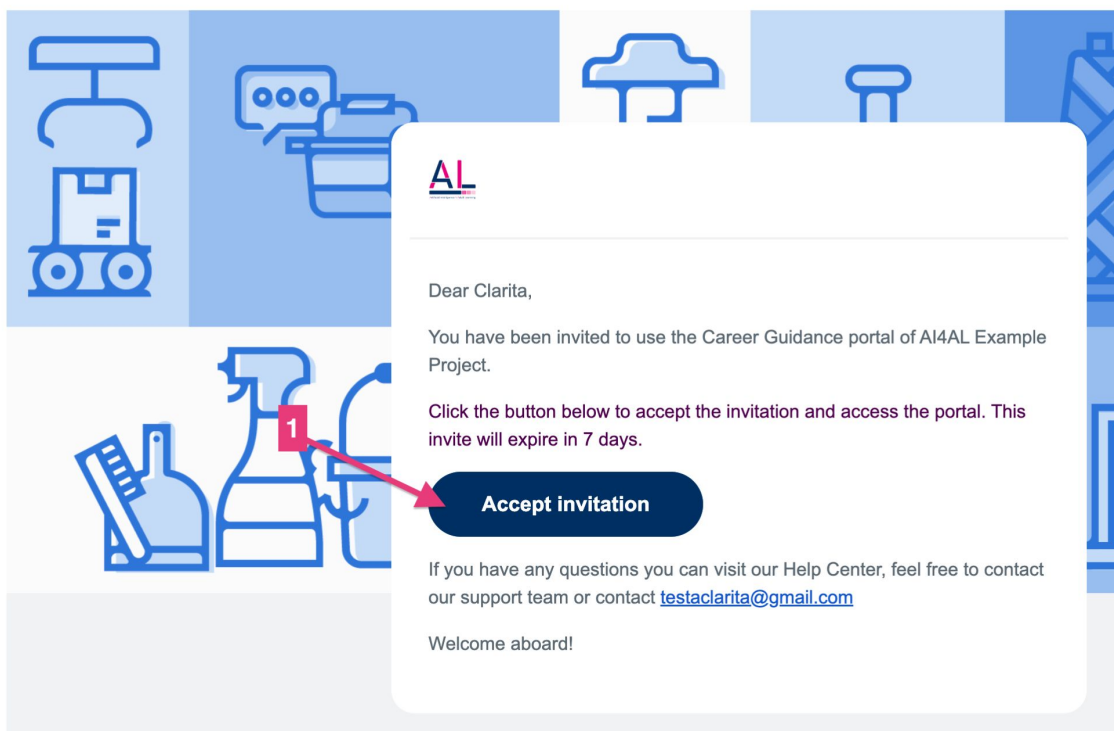
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Artificial Intelligence 4 Adult Learning

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Step 1: Accepting Invitation and Creating an Account

Skilllab Support <support@skilllab.io>
to testaclarita+ai4aladmin

Dear Clarita,

You have been invited to use the Career Guidance portal of AI4AL Example Project.

Click the button below to accept the invitation and access the portal. This invite will expire in 7 days.

Accept invitation

If you have any questions you can visit our Help Center, feel free to contact our support team or contact testaclarita@gmail.com

Welcome aboard!

1. Open your email and find an email from Skilllab Support. Click to open the invitation and then **click Accept Invitation** to access the matching tool and the educators portal

2. **Create a password** for your account.

3. Click **Sign in**

Sign up

You have been invited to join the Career Guidance portal of AI4AL Example Project. To get started, create an account.

Email

testaclarita+ai4aladmin@gmail.com

Password

[2]
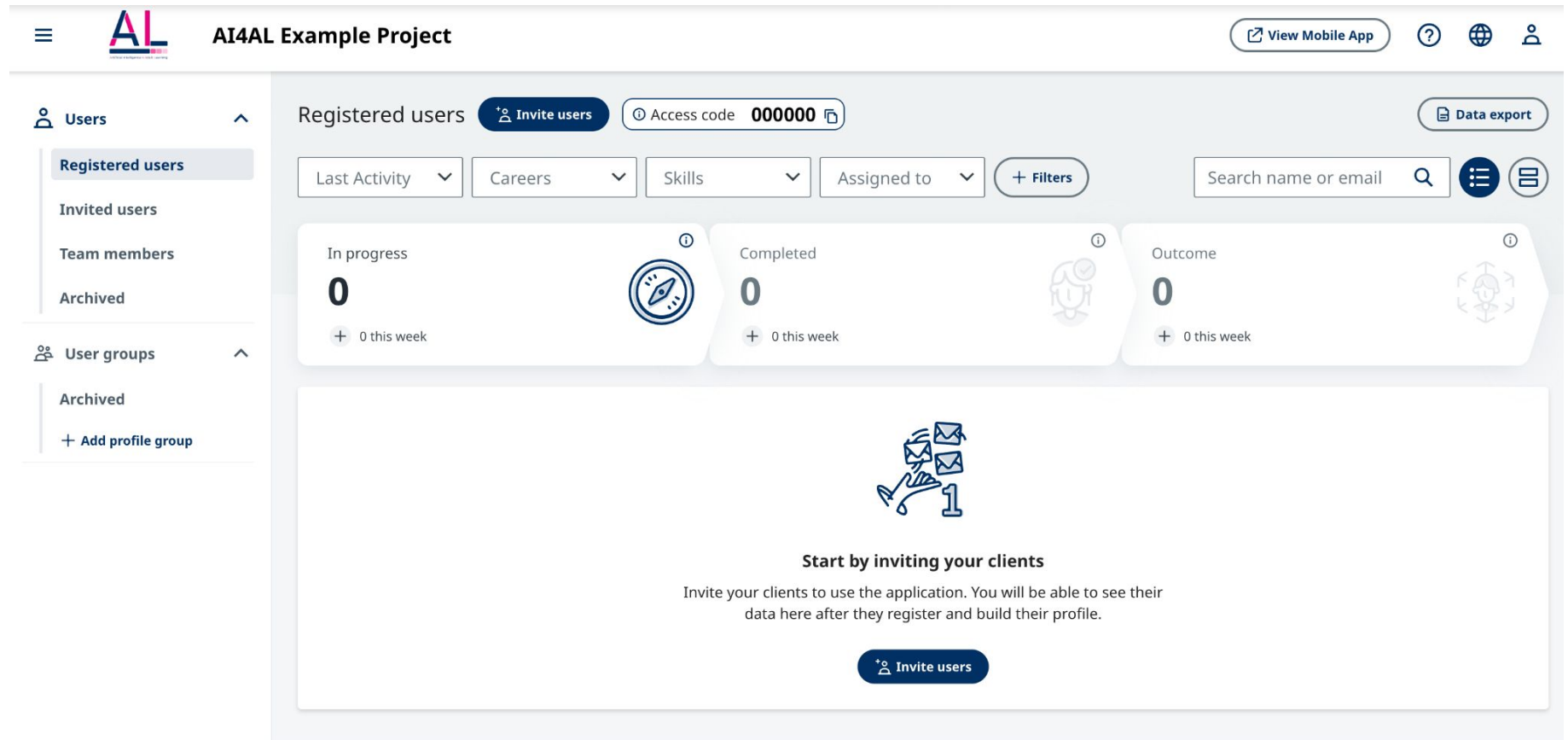
Sign up [3]

By continuing, you agree to our **Terms & Conditions** and **Privacy Policy**

Already got an account?

Sign in

Educators' Access

As the project administrator / adult educator, you will have access to your institution's educators portal, where you can invite your students to use the tool.
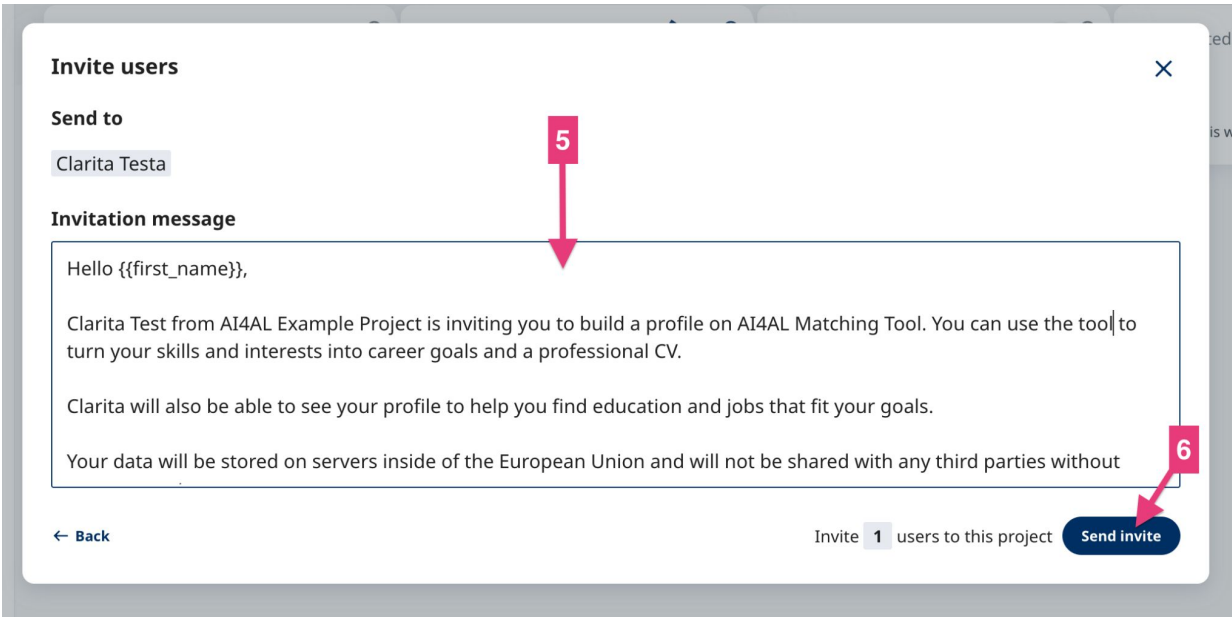
Step 2: Inviting Learners to the Learners App

Registered users [⊕ Invite users] [ⓘ Access code **000000** ⧉]

[Last Activity ⌄] [Careers ⌄] [Skills ⌄] [Assigned to ⌄] [+ Filters] **1**

In progress	Completed
0	**0**
+ 0 this week	+ 0 this week

Invite users ✕

Language* **2**
[English ⌄]

Email	First name	Last name	
			🗑

3

+ **Add more** or **Add multiple users at once**

4 → [Personalize message →]
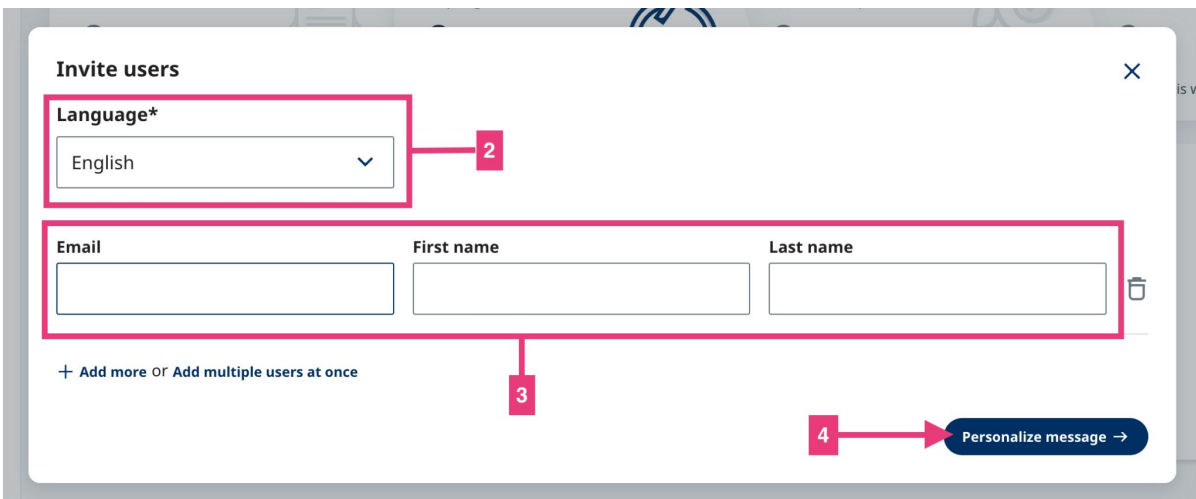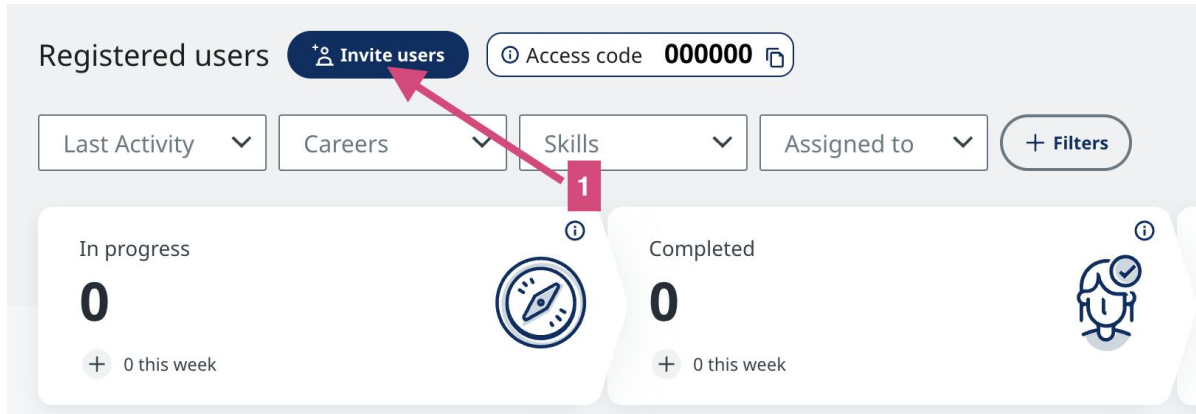
1. Click on **Invite New User**.
2. **Choose the language** of your invitation.
3. Enter the **learner's email and names.** (If you have several learners, you can click Add more, or if you have many learners, you can click Add multiple users at once to invite students in bulk using an Excel sheet template)
4. Click **Personalize message**

5. **Write the invitation message** that will be visible in the email you send to the learner. If you want to use the template message, we recommend you to change the word "SkillLab" to "AI4AL Matching Tool".

6. Click **Send invite.**

Step 3: Monitoring a Learner's Progress and Checking their Profile

Registered users [⁺₂ Invite users] [ⓘ Access code **000000** ⎘]
1

[Last Activity ⌄] [Careers ⌄] [Skills ⌄] [Assigned to ⌄] [+ Filters]

In progress	ⓘ	Completed	ⓘ
1		**0**	
+ 1 this week		+ 0 this week	

	User name		Status	Experiences	Skills
☐	🧑 **Clarita Test**	**1**	🗎 ♡	**3**	**38**

1. **Click on the learner's name** to open their profile.
2. **Click on the tab you want to view** in the learner's profile. You can view their personal info, career matches, experiences, and skills.

👤

Clarita Test

CV
🗎 View CV

ASSIGNED TO
[⌄]

STATUS	EXPERIENCES	SKILLS	ACTIVITY
⤴ 🗎 ♡	**3**	**38**	**2 weeks ago**

Personal Information   Career Matches   Experiences   **Skills**   → **2**

Step 4: Assigning Learners to an Educator/Teacher

1. **Click on the learner's name** to open their profile.
2. Click on **Assigned to.**
3. **Choose an educator/teacher** name from the drop down menu.
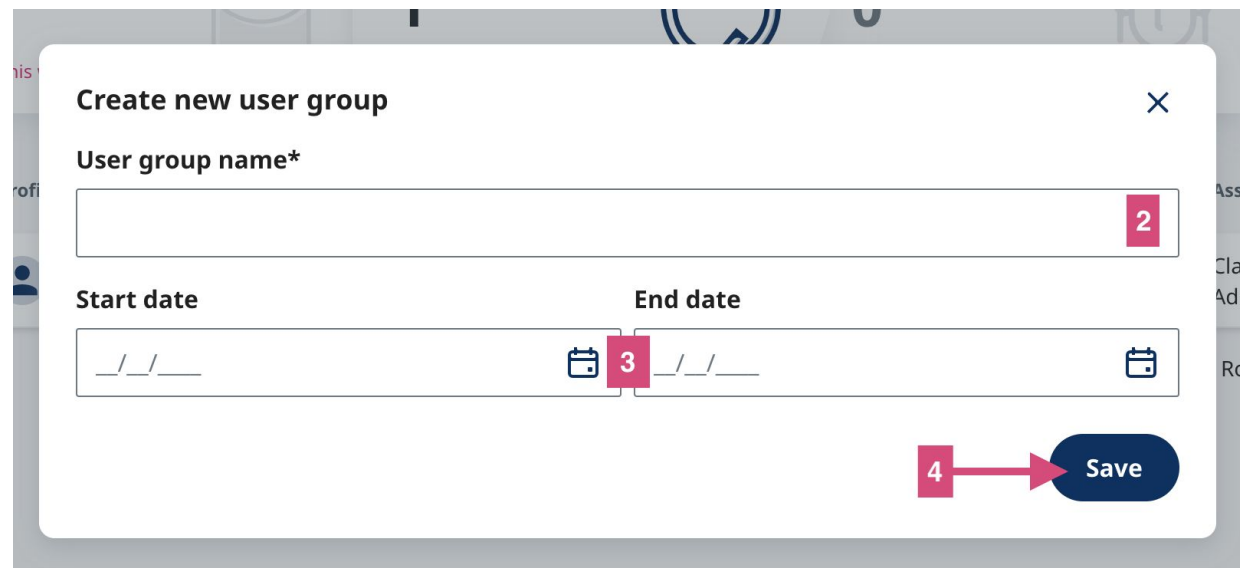
Step 5: Creating a Group and Adding a Student into the Group
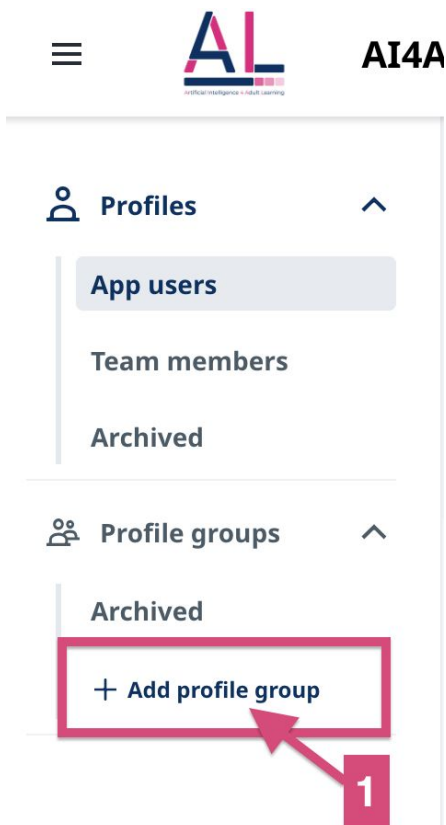
1. **Click on Add profile group** under the Profile groups tab.

2. Enter the **group name**.
3. (Optional) **Select the start and end date** of the group validity (for example, based on cohort).
4. Click **Save.**

5. Navigate to the learner you want to add to a group and **click the three dots button.**

6. **Choose Edit user group** from the drop down menu.

7. **Type the name of the group** to which you want to add the learner.

8. **Click** on **the group name**.

Step 6: Generating Learners' CV, career match and skills match documents

To generate a specific learner's skills-based documents, **click on the name of the learner** on the educator portal main pane.

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1. To generate learners CV, **click** on the **View CV** button on the learner's profile summary.

2. To generate a career match document, **click** on the **Career Matches tab** and then **click** on the **Download** button on the top right corner.

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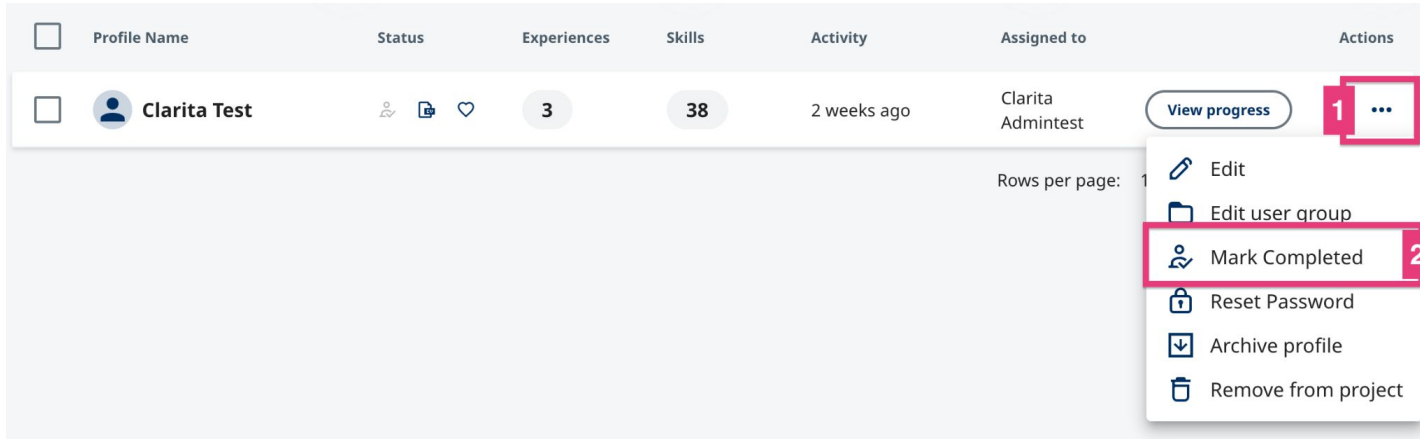
3. To generate a skills match document, **click on an occupation/career**, then **click** on the **Download** button under the skills summary.
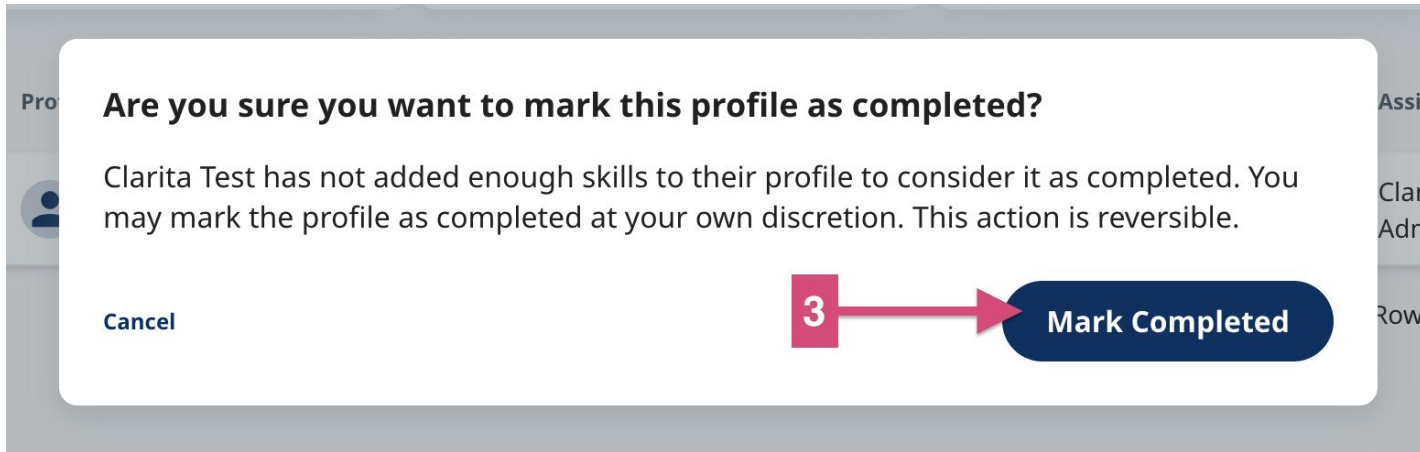
Step 7: Move Learners Between Stages
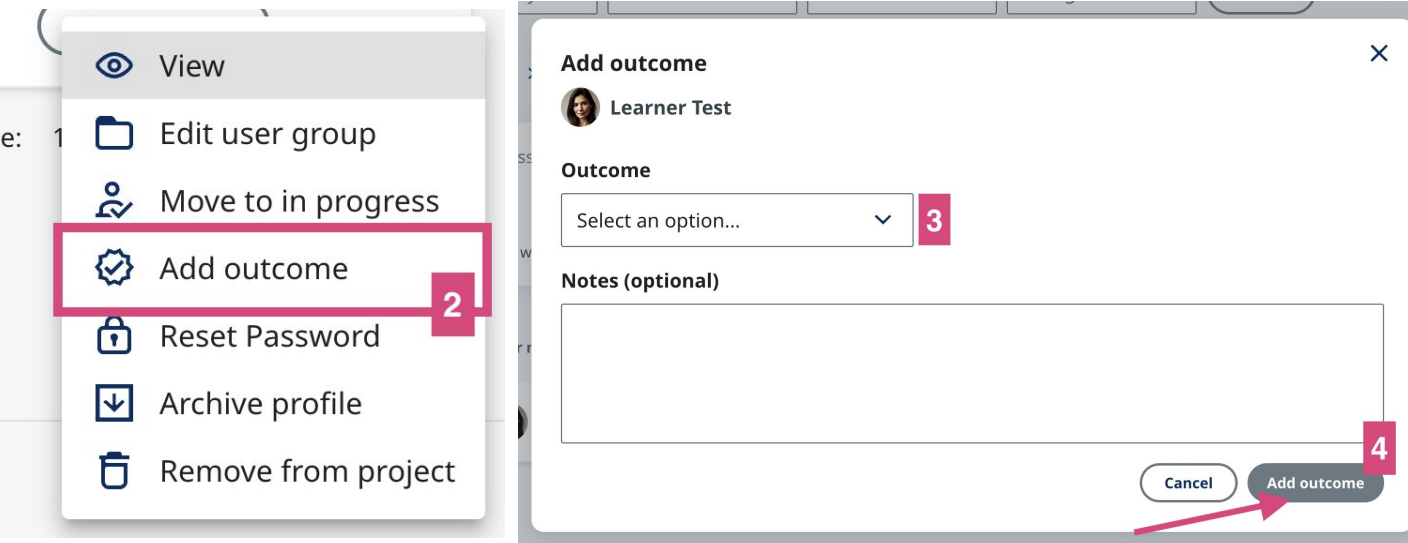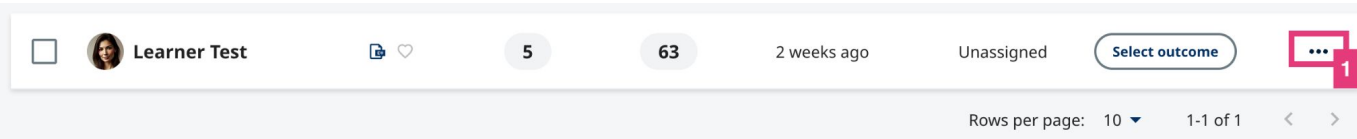
a) Moving From In Progress to Profile Completed

1. Navigate to the learner profile that you want to move and **click on the three dots button**.

2. **Choose Mark Completed** from the drop down menu.

3. **Click Mark Completed**.

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b) Moving From Profile Completed to Outcome

1. Navigate to the learner profile that you want to move and **click on the three dots button**.
2. **Choose Add outcome** from the drop down menu.
3. **Select the outcome** from the dropdown menu.
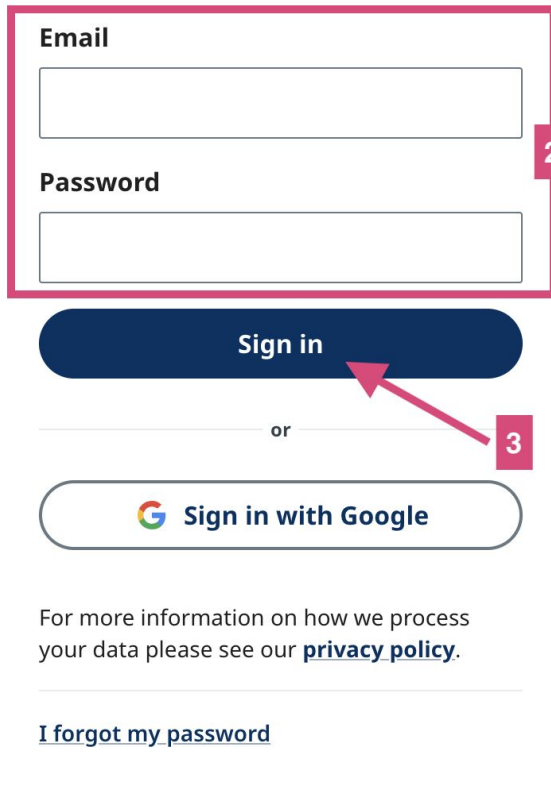4. Click **Add outcome.**

Note:
Learners can only be moved between "In Progress" to "Profile Completed" and "Profile Completed" to "Outcome".
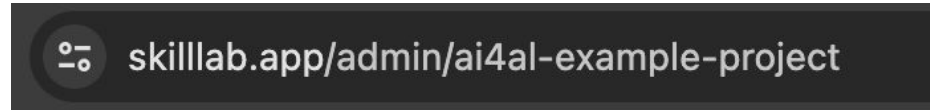
Logging In to the Educators' Portal

1. Enter the URL in your browser: skilllab.app/admin/[your-organization-name]. See example below.

   skilllab.app/admin/ai4al-example-project

2. Enter your e-mail and password.

3. Click Sign in.

For step by step guide for the matching tool, please refer to the user/student guide