



SkillLab



# Educators' Portal Step by Step Guide for ADULT EDUCATORS



Artificial Intelligence 4 Adult Learning



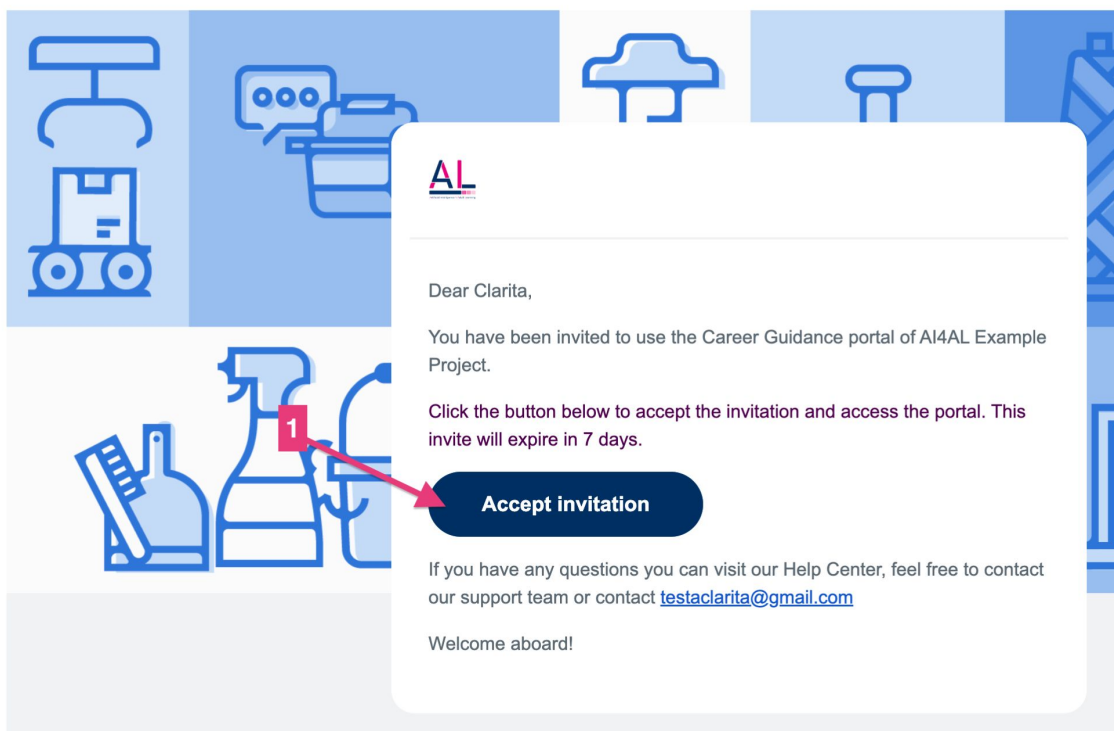
# Content

1. **Step 1 : Accepting invitation and creating an account**
2. **Step 2: Inviting learners to the matching tool**
3. **Step 3: Monitoring a learner's progress and checking their profile**
4. **Step 4: Assigning learners to an educator/teacher**
5. **Step 5: Creating a group and adding a learner into the group**
6. **Step 6: Generating learners' CV, career match and skills match documents**
7. **Step 7: Move learners between stages**
  - a. **Moving from In Progress to Profile Completed**
  - b. **Moving from Profile Completed to Outcome**
8. **Logging in to the Educators Portal**



# Step 1: Accepting Invitation and Creating an Account

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



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**

**Password**

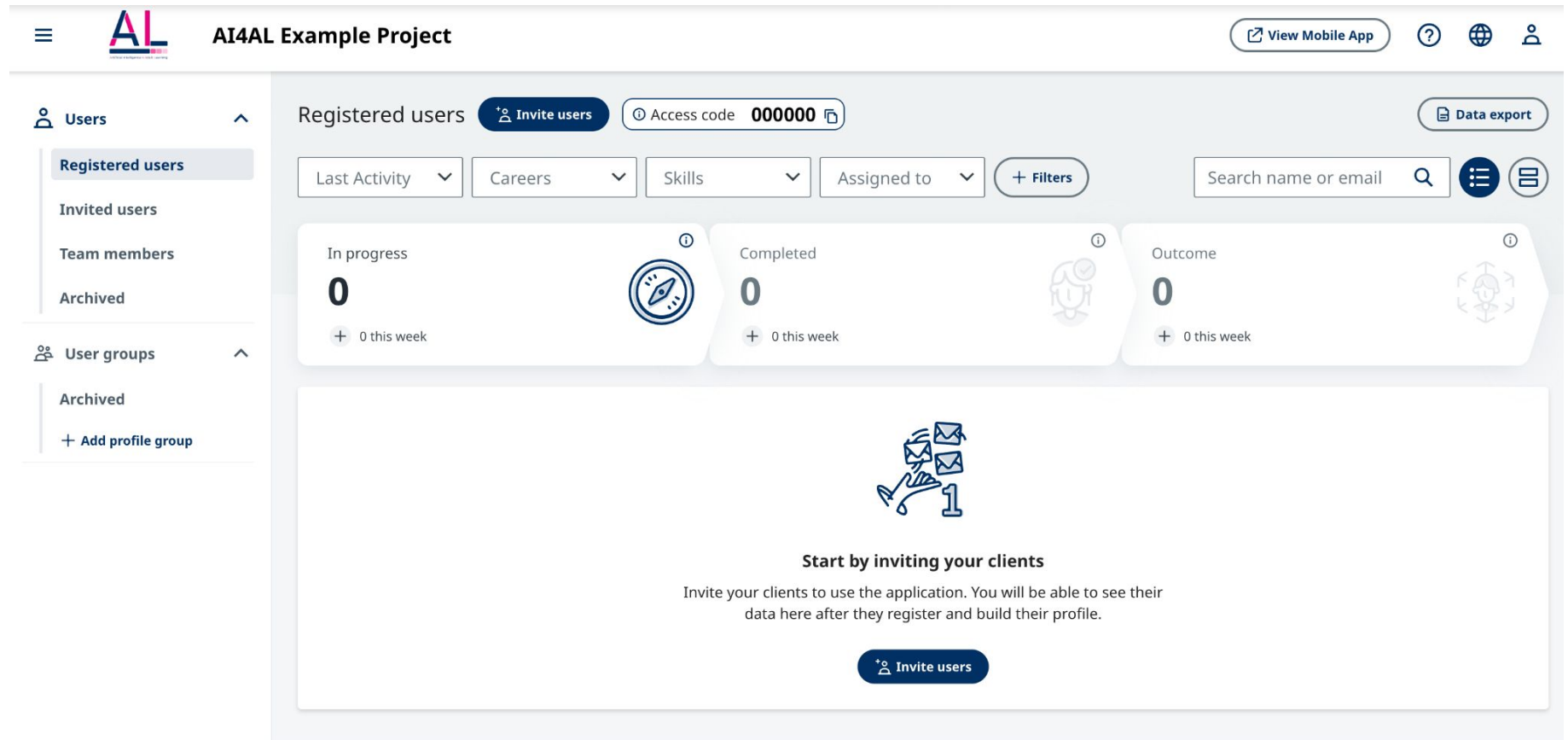
**Sign up**

By continuing, you agree to our [Terms & Conditions](#) and [Privacy Policy](#)

Already got an account?

# Educators' Access

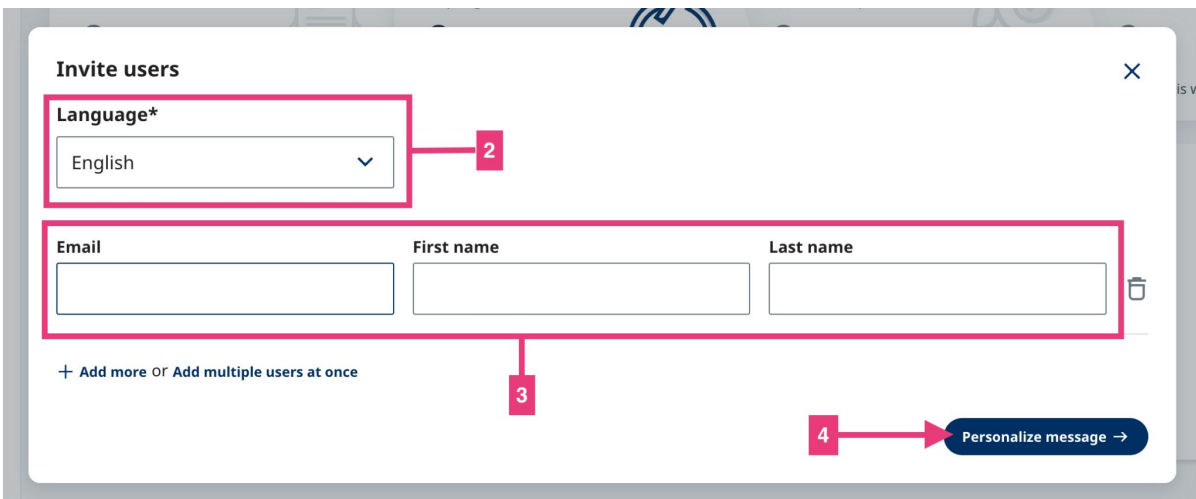
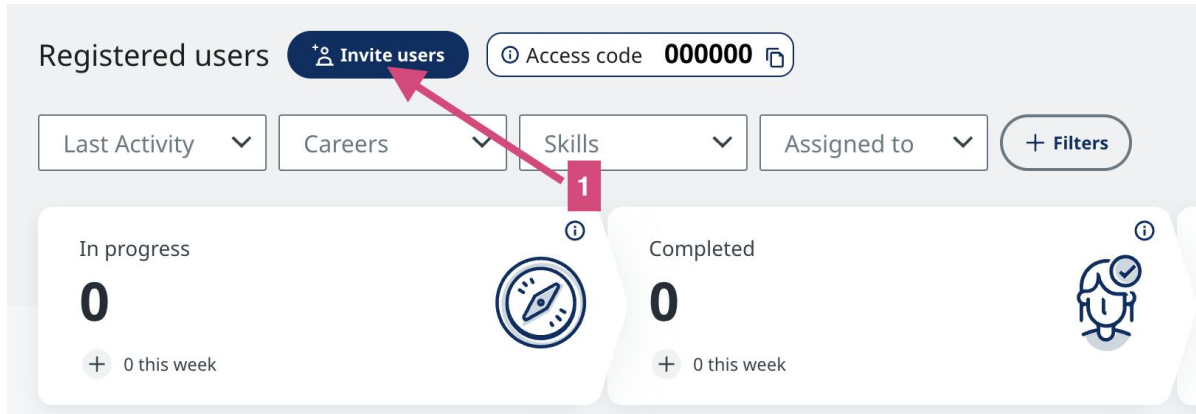
As the project administrator / adult educator, you will have access to your institution's educators portal, where you can invite your students to use the tool.



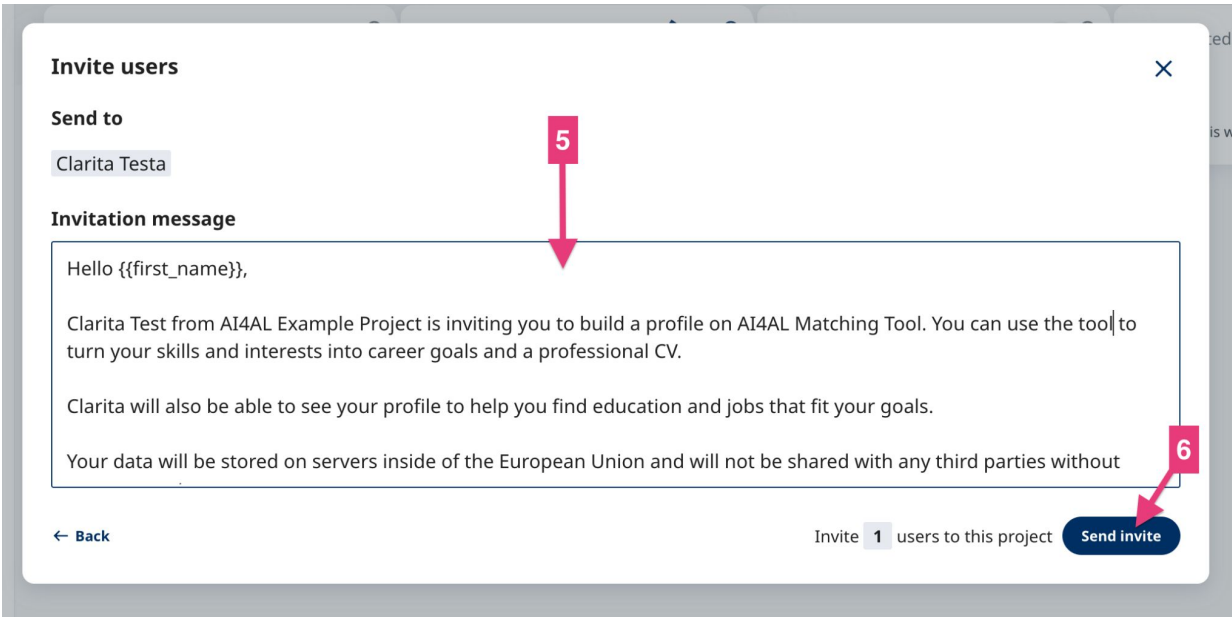
The screenshot shows the 'AI4AL Example Project' interface. On the left, a sidebar lists 'Users' (Registered users, Invited users, Team members, Archived) and 'User groups' (Archived, + Add profile group). The main area displays 'Registered users' with an 'Invite users' button and an 'Access code' of '000000'. Below this are filter dropdowns for 'Last Activity', 'Careers', 'Skills', and 'Assigned to', along with a '+ Filters' button and a search bar. Three summary cards show 'In progress' (0), 'Completed' (0), and 'Outcome' (0), each with a '+ 0 this week' indicator. A large central message reads 'Start by inviting your clients' with an icon of a hand holding envelopes and a '1', and a sub-message: 'Invite your clients to use the application. You will be able to see their data here after they register and build their profile.' A second 'Invite users' button is at the bottom.



# Step 2: Inviting Learners to the Learners App



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**



The screenshot shows a 'Invite users' dialog box. At the top left is a 'Send to' field containing 'Clarita Testa'. Below it is an 'Invitation message' text area containing a template message. A red arrow with the number '5' points to the text area. At the bottom right, there is a 'Send invite' button. A red arrow with the number '6' points to this button. At the bottom left, there is a 'Back' button. At the bottom center, it says 'Invite 1 users to this project'.

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 Invite users Access code 000000

1


Last Activity ▼ Careers ▼ Skills ▼ Assigned to ▼ + Filters

In progress **1** + 1 this week

Completed **0** + 0 this week

<input type="checkbox"/>	User name	Status	Experiences	Skills
<input type="checkbox"/>	 Clarita Test	 	<b>3</b>	<b>38</b>

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 **3**

SKILLS **38**

ACTIVITY 2 weeks ago

Personal Information Career Matches Experiences **Skills**





## Step 4: Assigning Learners to an Educator/Teacher




Registered users [Invite users](#) Access code **000000**

1


Last Activity  Careers  Skills  Assigned to  [+ Filters](#)


In progress **1**  + 1 this week



Completed **0**  + 0 this week

<input type="checkbox"/>	User name	Status	Experiences	Skills
<input type="checkbox"/>	 Clarita Test	 	3	38


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.

 Clarita Test

CV  [View CV](#)

STATUS  

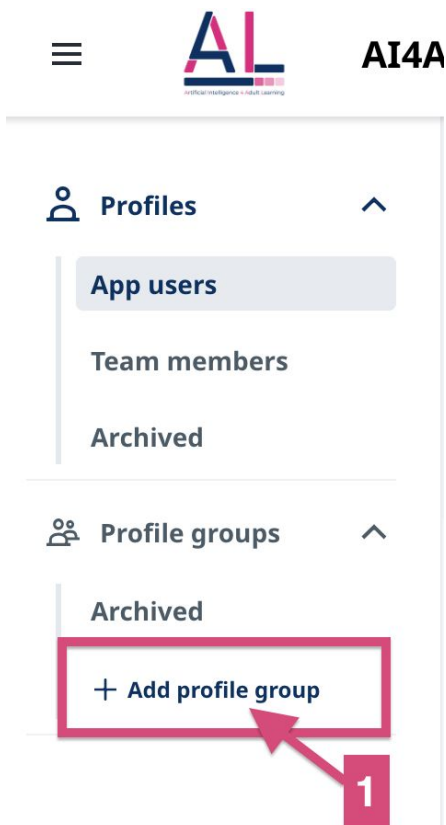
ASSIGNED TO

Unassigned   **2**

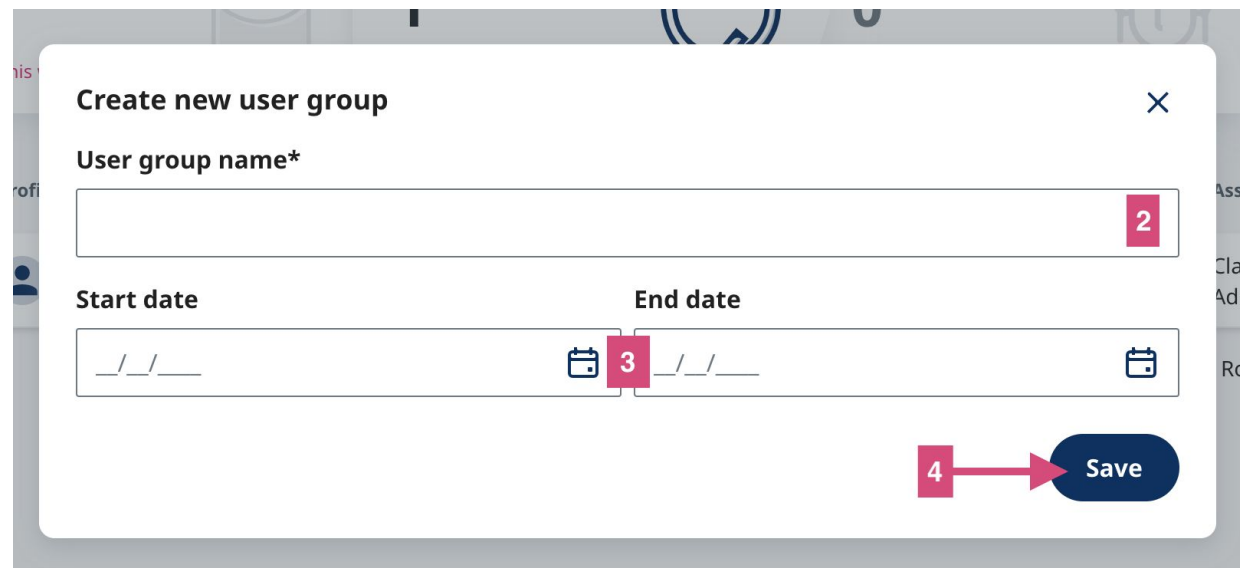
Unassigned

Clarita Test **3**

## Step 5: Creating a Group and Adding a Student into the Group



1. Click on **Add profile group** under the Profile groups tab.



The screenshot shows the 'Create new user group' form. The form has fields for 'User group name\*', 'Start date', and 'End date'. A red box labeled '2' is around the 'User group name\*' field. A red box labeled '3' is around the 'Start date' and 'End date' fields. A red box labeled '4' is around the 'Save' button.

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**.

Profile Name	Status	Experiences	Skills	Activity	Assigned to	Actions
<input type="checkbox"/> Clarita Test		3	38	2 weeks ago	Clarita Admintest	<b>5</b> ...

Rows per page:

- Edit
- 6** Edit user group
- Mark Completed
- Reset Password
- Archive profile
- Remove from project

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**.

### Select Clarita's groups

Search

Group |





Create a group named "Group "   **8** Group A

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

In progress  
**2**  
+ 0 this week

Completed  
**2**  
+ 1 this week

Outcome  
**0**  
+ 0 this week

<input type="checkbox"/>	User name	Status	Experiences	Skills	Last activity	Assigned to	Outcome	Actions
<input type="checkbox"/>	 <b>Learner Test</b>		5	63	2 weeks ago	Unassigned	Select outcome	...
<input type="checkbox"/>	 <b>Clarita Test AI4AL</b>		3	69	7 months ago	Clarita Test	Select outcome	...

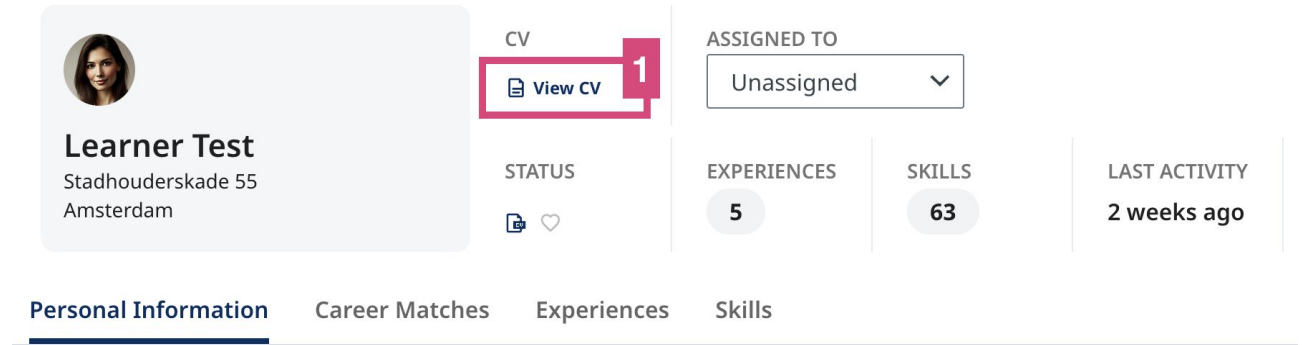
Rows per page: 10 ▾ 1-2 of 2 < >

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



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.



CV **1**  
[View CV](#)

ASSIGNED TO  
 Unassigned

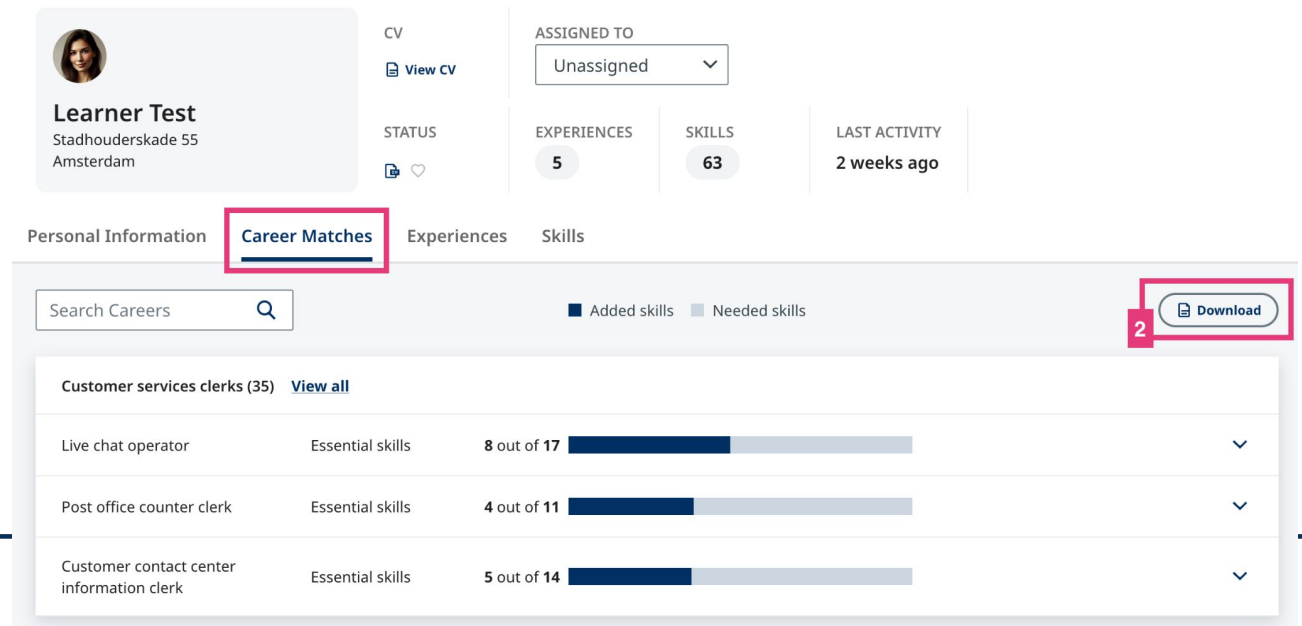
STATUS  
 📄 ❤️

EXPERIENCES  
 5

SKILLS  
 63

LAST ACTIVITY  
 2 weeks ago

Personal Information Career Matches Experiences Skills



CV **1**  
[View CV](#)

ASSIGNED TO  
 Unassigned

STATUS  
 📄 ❤️

EXPERIENCES  
 5

SKILLS  
 63

LAST ACTIVITY  
 2 weeks ago

Personal Information **Career Matches** Experiences Skills


Search Careers 🔍

■ Added skills ■ Needed skills **2** [Download](#)

Customer services clerks (35) [View all](#)

Job Title	Essential skills	Match Score	Progress Bar	Dropdown
Live chat operator	Essential skills	8 out of 17	<div style="width: 47%;"></div>	▼
Post office counter clerk	Essential skills	4 out of 11	<div style="width: 36%;"></div>	▼
Customer contact center information clerk	Essential skills	5 out of 14	<div style="width: 36%;"></div>	▼



  
**Lerner Test**  
Stadhouderskade 55  
Amsterdam

CV  
[View CV](#)

STATUS  
[📄](#) [❤️](#)

ASSIGNED TO  
Unassigned

EXPERIENCES  
5

SKILLS  
63

LAST ACTIVITY  
2 weeks ago

Personal Information **Career Matches** Experiences Skills

Search Careers  [🔍](#) ■ Added skills ■ Needed skills [Download](#)

Customer services clerks (35) [View all](#)

Live chat operator	Essential skills	8 out of 17	<div style="width: 47%;"></div>	^
	Optional skills	3 out of 18	<div style="width: 17%;"></div>	
	Total skills	11 out of 35	<div style="width: 31%;"></div>	

[Download](#) <sup>3</sup>

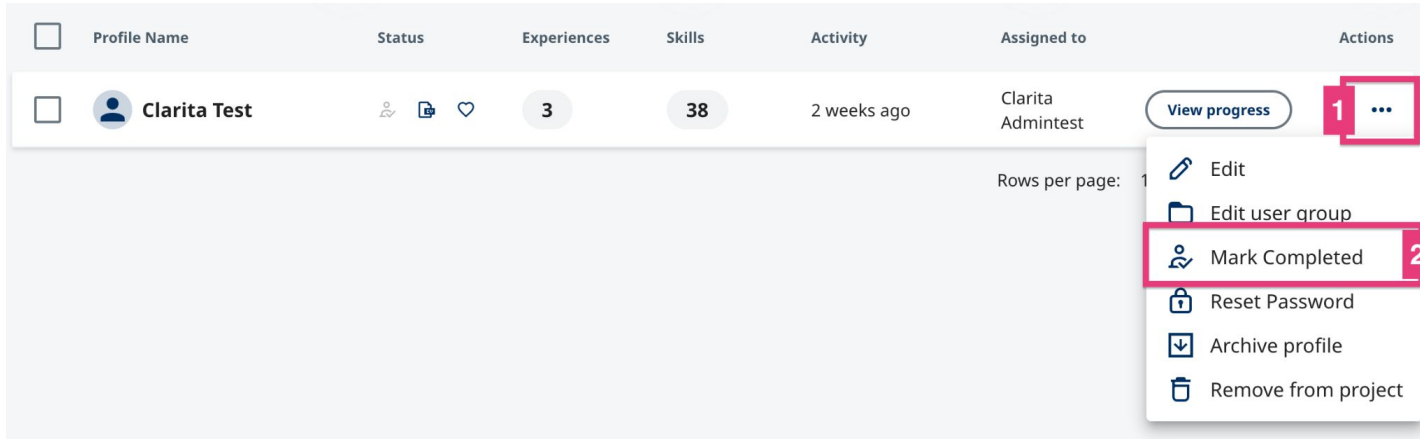
Live chat operators respond to answers and requests posed by customers of all nature through online platforms in websites and online assistance services in real time. They are available to provide service through chat platforms and have the ability to solve inquiries of clients via written communication merely.

3. To generate a skills match document, **click on an occupation/career**, then **click on the Download** button under the skills summary.



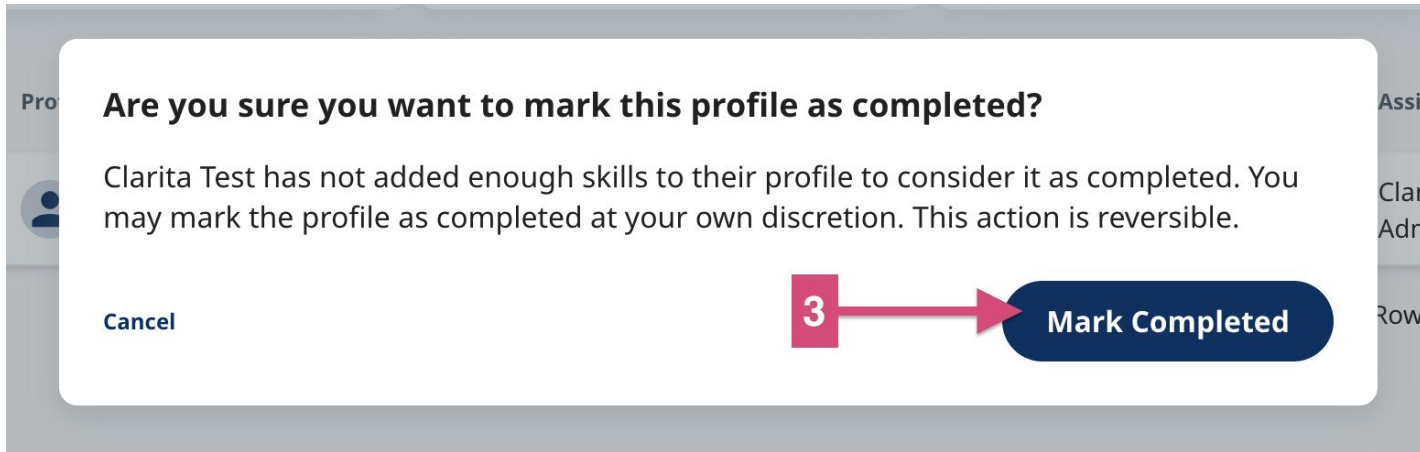
# Step 7: Move Learners Between Stages

## a) Moving From In Progress to Profile Completed



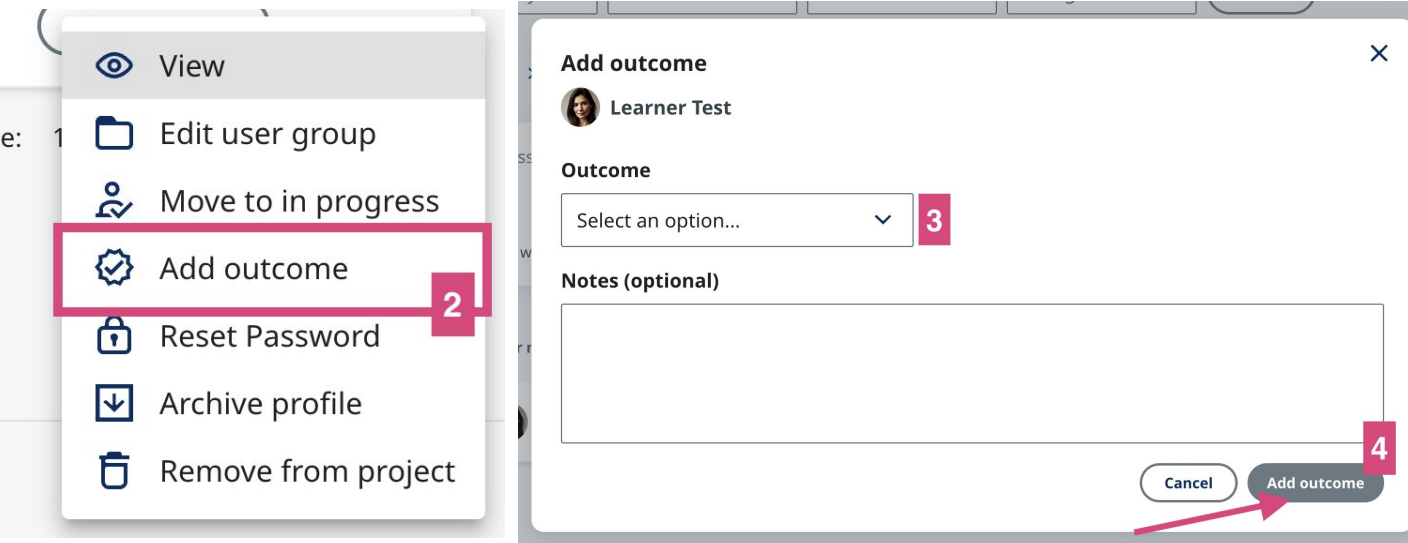
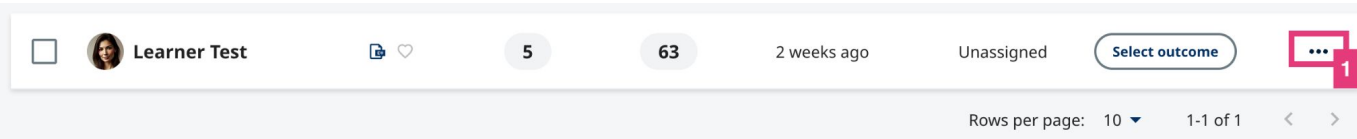
The screenshot shows a table with columns: Profile Name, Status, Experiences, Skills, Activity, Assigned to, and Actions. The first row is for 'Clarita Test' with 3 experiences and 38 skills. The 'Actions' column for this row has a dropdown menu open with options: View progress, Edit, Edit user group, Mark Completed, Reset Password, Archive profile, and Remove from project. Red boxes and numbers 1 and 2 highlight the three dots menu and the 'Mark Completed' option respectively.

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.**



The dialog box asks: "Are you sure you want to mark this profile as completed?" It explains that the learner has not added enough skills and that the action is reversible. There are two buttons: "Cancel" and "Mark Completed". A red box with the number 3 and an arrow points to the "Mark Completed" button.

## 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**.

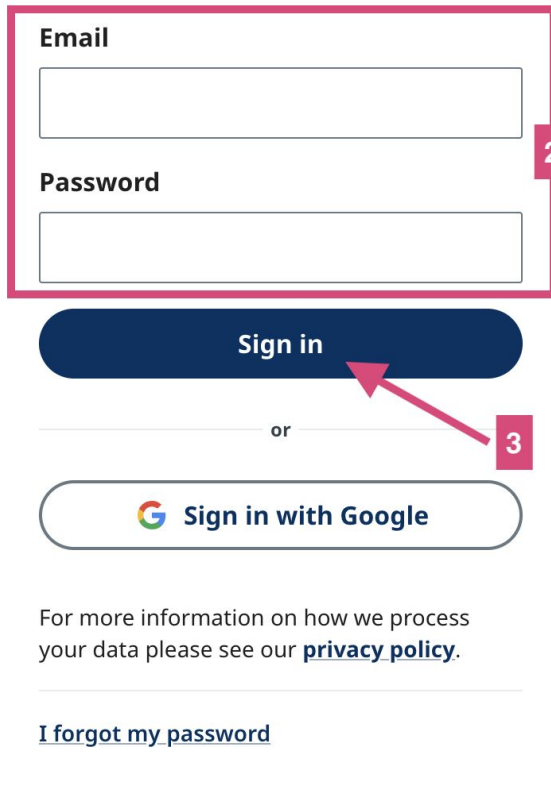
### Note:

Learners can only be moved between “In Progress” to “Profile Completed” and “Profile Completed” to “Outcome”.





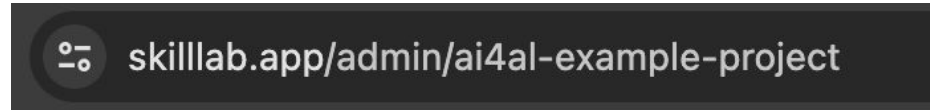
# Logging In to the Educators' Portal



The screenshot shows a login form with the following elements:

- Email:** A text input field with a red box around it and a red square containing the number '2' to its right.
- Password:** A text input field with a red box around it and a red square containing the number '2' to its right.
- Sign in:** A dark blue button with white text, with a red arrow pointing to it and a red square containing the number '3' to its right.
- or:** A small text label between the 'Sign in' button and the 'Sign in with Google' button.
- Sign in with Google:** A button with the Google logo and the text 'Sign in with Google'.
- Footer:** A link that says 'For more information on how we process your data please see our [privacy policy](#).' and a link that says 'I forgot my password'.

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



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

