

User manual



A NEW EDUCATIONAL PLATFORM
UPEMI.EDU.PL



**Co-funded by
the European Union**



INTRODUCTION

Innovations in vocational education

The Upemi.edu.pl platform was created to support the vocational education of students through the use of digital tools and interactive forms of acquiring knowledge and translating it into practice

Courses on the platform support students studying hotel management techniques in the field of "Savoir-vivre and international communication in the hotel industry"

NEXT



FOR USER

How to use a platform?

The presentation includes information and instructions that will help you use the platform efficiently.

The Upemi.edu.pl website is an e-learning platform where you will find courses preparing for the profession of hotelier. Completion of the entire course and passing the knowledge test guarantees obtaining a personal certificate. on the following pages of the presentation, we will discuss the platform's functionalities, their operation and purpose.

NEXT

FOR USER

See the list of features

1

Account registration and user login

2

Course selection – general information and site navigation

3

Course and tests – the course of the educational path

4

Certificates – generating, downloading, searching

5

User profile

FUNTIONALITY 1

Account registration and user login

1

First steps on the platform

2

Creating an account

3

The required data

4

Registration process

5

First login

6

Login again

7

Password reminder





USER REGISTRATION

First steps on the platform

The upemi.edu.pl platform is an open resource, each user on the Internet can read its content, however, the content of the courses is available only to registered and logged in users.

In the first step, create your user account, to do this follow the next steps described on the next slide of the presentation

NEXT



USER REGISTRATION

Creating an account

In the upper menu bar on the right, find the profile icon, after clicking on the icon, a popup will appear

The popup contains two tabs "Login" and "Registration". To register your account on the upemi.edu.pl platform, click on the "Registration" tab and complete the required data, select consent to the processing of your personal data contained in the regulations and privacy policy and click on the "Register" button at the bottom of the popup

NEXT



USER REGISTRATION

The required data

The user data that you provide at the time of registration will be used in subsequent processes that take place on the platform.

Registering an account requires entering the full "Name" and "Surname" of the user, these data will then be visible on the certificate, the possibility of editing them is in the user's profile.

To register an account, it is also required to provide a unique email address, the address must be real, you will receive confirmation of registration, certificates and reminders about the course to your email inbox.

NEXT



USER REGISTRATION

Required data cd.

Enter a password that you will remember or save in your browser.

The password must be entered twice, this way we make sure that you have not made typos in it and you will be able to recreate it. The password can contain lowercase, uppercase letters, special characters and numbers.

The last step is to check the information about reading the regulations of the portal and the privacy policy, you can read the content of these documents after clicking on the link next to the check-box

NEXT



USER REGISTRATION

Registration process

After clicking the register button and the correct validation of the data by our system, information confirming the registration will appear on the popup, and you will be redirected to the home page.

At this point, you are already logged in to the upemi.edu.pl portal, and an e-mail confirming the registration has been sent to your mailbox. If you didn't receive the email within a few minutes, check your spam or offers folders.

NEXT



USER LOGIN

First login

The first login to the portal takes place automatically after registration. When opening the website on another device or in a different browser, you must log in again

When you finish using our portal and close the tab, the user's session will end. The consequence of this is the need to log in to the portal again. So remember the email you used to register and the password you used. You can save them in your memory as well as in the browser's memory :)

NEXT



USER LOGIN

Login again

In the upper menu bar on the right, find the profile icon, after clicking on the icon, a popup will appear

The popup contains two tabs "Login" and "Registration". To log in to your account, select the "Login" tab and enter your email address and password, then click the "Login" button.

NEXT



USER LOGIN

Password reminder

Anyone can forget a password. We are prepared for such a scenario.

To log in to the portal, if you forget your password, click on "Forgot your password?" located on the login popup under the "Login" button. Detailed information about the next steps will appear on the popup, enter the email address to which your account is registered and click on the "Get a new password" button. Further instructions will appear on the popup and you will receive an email with a password reset link. Follow the information in the email.

NEXT

FUNCTIONALITY 2

Course selection general information and page navigation

- 1 Homepage
- 2 Serching for courses
- 3 Course attributes
- 4 Go to the course card
- 5 Course card
- 6 A list
- 7 Starting the course





PAGE NAVIGATION

Homepage

It is on this page that the communication we have prepared for users begins.

Familiarize yourself with the information contained on the website, you will learn about the goals and assumptions of the project "Savoir-vivre and international communication in hospitality – in Polish and English – for the hotel sector", you will meet the project partners and learn how to use the program effectively.

NEXT

GENERAL INFORMATION

Check what we have prepared for you

Intuitive menu

Go directly to the list of courses or to the homepage

Information banner

Familiarize yourself with the assumptions and goals of the project, thanks to which the platform was created.



User panel

Use the navigation in the bottom bar of the menu to log in and enter your profile

Courses section

Familiarize yourself with our course offer



PAGE NAVIGATION

Searching for courses

The main functionality of our website are courses in the form of e-learning.

To find the course you are interested in, scroll down the main page. You will be redirected to the full list of courses on the upemi.edu.pl platform.

NEXT



COURSE SELECTION

Course attributes

There is a full list of them on the "Our courses" subpage, each course is highlighted on the information bar.

The course information bar contains basic information that will help you prepare for its start. We have placed graphics on it reflecting the content of the course, the name of the course, the author, a short description, information about the price of joining the course, estimated duration, suggested level of student's knowledge allowing maximum use of the potential of the course and the language of the developed content.

NEXT



COURSE SELECTION

Go to the course card

We have reached the most important stage of getting to know the platform, i.e. the start of the course.

Make sure you are logged in to the platform before proceeding to the course. Only logged in users can see the course content.

Click on the graphics describing the course or the title on the information bar of your chosen course to display the page with a detailed description of the course.

NEXT



COURSE SELECTION

Course card

This page contains detailed information about the course and the level of qualification that will be achieved by the user after successfully passing the tests.

Familiarize yourself with the content on this page, thanks to which you will gain detailed knowledge about the content of the modules developed by UPEMI. On the page, under the banner, there are tabs "Overview", "List", "Author", "Ratings". Click on the individual tabs to display the content you are interested in.

NEXT



COURSE SELECTION

A list

This tab contains a detailed table of contents of the course, divided into modules and topics that will be discussed during it.

Familiarizing yourself with the content of the tab will allow you to plan the time needed to complete the course and understand its structure. The list also highlights the moments when you will be asked to take the test. In this tab you can also follow the progress of the course, and by clicking on the appropriate topic you can go straight to it to continue learning from where you left off.

NEXT



COURSE SELECTION

Starting a course

After reviewing the information about the course, you can start training.

To start the course, click on the "Start course" button on the right side of the page. You will be redirected to the first course tab. Good luck!

NEXT

FUNCTIONALITY 3

Course and tests – the course of the educational path

1

Starting the course

2

Progress tracking

3

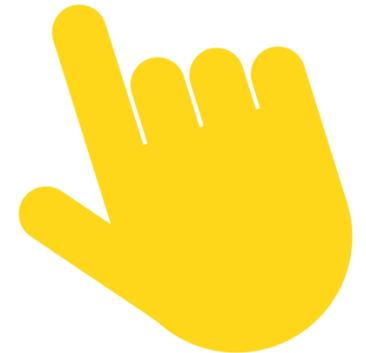
Tests

4

Passing the course

5

Certificates



COURSE

Starting the course

After starting the course, you will see a list of topics with a progress bar.

Click on the first topic to view the content of the training. The first slide of the course will appear on your screen, after reading its content, click on the "Mark as completed" button to go to the next slide. At any time, you can return to the slide you need to recall using the navigation buttons below the slide. You can also return to the full list of issues to search for a topic that interests you.

NEXT



COURSE

Progress tracking

At the top of the course card, you'll see a progress bar so you can easily see how much work is left to do.

The bar also shows the title of the course you are taking, by clicking on the title you can move to the main page of the course if necessary.



NEXT



COURSE

Tests

The course also includes tests that must be completed in order to complete the course.

The program of the course "Savoir-vivre and international communication in hospitality – in Polish and English – for the hotel sector" included 3 tests. An entrance test to assess your level of knowledge before you start learning, a final test to check your knowledge again after completing all modules and a survey to check the level of satisfaction with participation in the course.

NEXT

COURSE

Passing the course

To complete the course and receive a certificate confirming its completion, you must complete all stages of the course successfully.

This means passing all tests assigned to the course and going through all the training slides using the "mark as completed" button



NEXT



COURSE

Certificate

After completing all stages of the course, you will receive a personal certificate.

The certificate download button will appear after completing the last test, if you have performed the previous steps correctly. You can also download the certificate in your profile tab, the link to which is in the main menu <http://upemi.edu.pl/profile/>.

NEXT

Thank you

In case of problems and doubts in using the platform,
please contact us:
support@upemi.edu.pl