

# OPERATING MANUAL FOR COURSE PROVIDERS

2020



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## Introduction

This document provides information on the online course proposal facility for Springboard+ 2020 and the Human Capital Initiative (HCI) Pillar 1. This system allows for web-based submission and management of course proposals, with application data automatically saved to a central location where it is available for assessment by the Springboard+ expert panel.

In order to use the system successfully the provider will be required to create an account, (you may use your email address as a username). A personal dashboard will then be created, where all your contact details and list of proposals submitted by you will be displayed. All data which is entered will be able available for editing up until the final deadline.

This purpose of this document is to show you how to:

- Register and log-in
  - Enter a new course proposal under general Springboard, ICT skills conversion or HCI headings
  - Edit an existing proposal
  - Submit a completed proposal
  - Withdraw the proposal
- and
- Print your draft or submitted proposal to a pdf file for review.



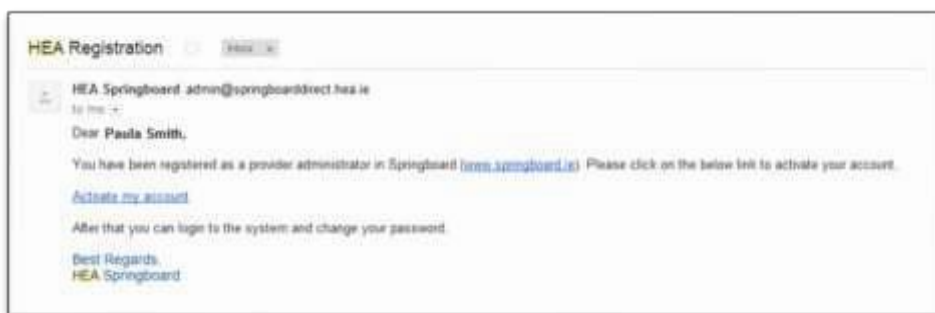
## Registration and Login

### Registration

The user will need to register first to use the system. To register, the user clicks on the link: <http://skillsdirect.heia.ie> to read the Call requirements and register for the site on the home page.

The system will first check if their institute has previously been registered (using the portion of your email which comes after @). If their institute has already been registered, then the user is not allowed register but is told to ask their administrator to register for them. **The first person to register from an institute is assigned the role of administrator.** All other users in that institute must be added as a user by their administrator.

To complete registration to the system the user will be sent an email with a link "[Activate my account](#)". (This is to ensure the email they have entered is valid) The clicking of that link will bring the user back to the website and log them in for the first time.



Note:

*In the registration process you need to enter your work email address (email address with your Institution domain) as all the generic domains, such as Gmail, Yahoo, Hotmail etc., will be blocked*

An important part of the Initial Registration is Declaration of Eligibility. The user will need to tick this box to confirm they are part of an eligible institute. (Shown on following screenshot):



## Login

When you are registered, click on the LOGIN button on the homepage and it will direct you to the Login page.

The login page operates as a standard login. You will be asked to submit your username and password and will be logged in if these are supplied correctly. If they are not the system will present a generic message to say the login is unsuccessful.



The screenshot shows a login form with a yellow header containing the word "Login". Below the header are two input fields: "User Name \*" and "Password \*". A yellow "Submit" button is located below the password field. At the bottom of the form, there is a link that says "Forgot Username or Password".

## Lost password

Also available on this page is a link for lost password, a lost password will be emailed to a valid email address which is associated with an existing account on the system. Lastly, the login page will allow you to change your password (once logged in).

## Read all the Information and Guidance documents

All information to assist the user in adding and submitting a proposal can be found by clicking on the [“Call Documents”](#) link on the top navigation menu.



## Enter New Course Proposal

This is a simple three-step process:

### STEP 1 – Start the form

On login, you will be directed to My Dashboard page. There are three panels on the lower part of the dashboard page, one for general Springboard, one for ICT skills conversion course proposals and one for HCI Pillar 1 proposals. Each panel summarizes the latest position on proposals under the respective Calls. You can start entering a new proposal by clicking the [+Add Proposal](#) link in the right bottom corner of either panel.

Springboard Proposals		ICT Skills Proposals		HCI Proposals	
Total Number of Proposals	5	Total Number of Proposals	3	Total Number of Proposals	2
Total Draft Proposals	4	Total Draft Proposals	1	Total Draft Proposals	1
Total Submitted Proposals	1	Total Submitted Proposals	2	Total Submitted Proposals	1
Approved	0	Approved	0	Approved	0
+ Show Proposals + Add Proposal		+ Show Proposals + Add Proposal		+ Show Proposals + Add Proposal	



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Alternatively a proposal can be added from [List](#) screen clicking on the [+Add New Proposal](#) link as shown on the next screenshot.

Logged in		List of Proposals				
Welcome email@email.ie Logout		<a href="#">+ Add New Proposal</a>				
ID	Provider	Date	Last modified	Status	Operations	
2	Post	20-02-2012	20-02-2012 (14:28)	Submitted	View   Withdraw Proposal   Print	

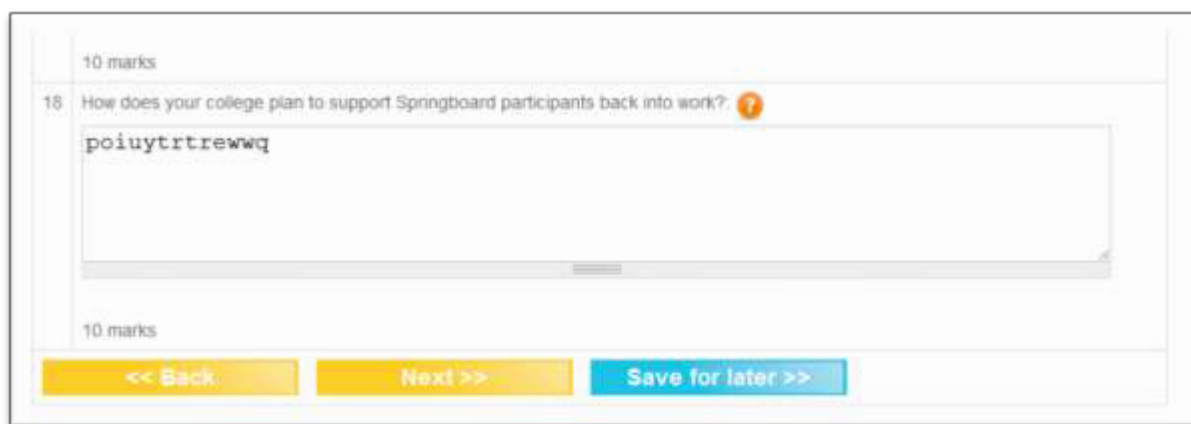


## STEP 2- Enter your data

Start the form process. You enter information in text boxes or drop-down fields as appropriate.

Note: some fields accept numerical data only. There is a small navigation panel on the right hand showing which section you are in, or which section is already completed

**You don't need to fill in all the information at once. The system allows you to save for later (i.e. as a draft) for later (see below) Note however that all compulsory fields must be filled prior to final submission.**



The screenshot shows a form question with the following elements:

- Top left: "10 marks"
- Question text: "16 How does your college plan to support Springboard participants back into work?" followed by a help icon (a question mark in a circle).
- Text input area: A large text box containing the placeholder text "poiuytrtrewq".
- Bottom left: "10 marks"
- Navigation buttons: Three buttons at the bottom: a yellow button with "<< Back", a yellow button with "Next >>", and a blue button with "Save for later >>".

Another auxiliary mechanism is the Help button. Hovering with cursor over the help button will display additional information to the relevant question

### STEP 3 – Final Confirmation and Submission

A proposal **must** be submitted in order to be assessed by the HEA: Draft proposals will not automatically be submitted on the closing date. To submit your proposal, do the following:

When all form fields are completed – see proposal check list on the right-hand side of the screen (as in the screenshot below) - you will be able to submit the proposal. If you wish, you may ‘save for later’ the proposal in draft stage for review.

Even submitted proposals can be amended until the closing deadline. This process will be closer described in the next section: Preview/Print the Submitted Proposal for review





## Preview / Print Submitted Proposals for Review

On your dashboard, the panels for each of Springboard, ICT Skills and HCI allow you to select 'Show Proposals' for either. The resulting list shows all your submitted and draft proposals under each of the general Springboard, ICT skills conversion and HCI headings. The Institute administrator can view all proposals within the institute. The screenshot below is for Springboard.



Course code	Course title	Last modified	Status	Operations
CEHF	Certificate in Exercise & Health Fitness	22-02-2012 (14:30)	Draft	Edit   Print

To view the online form with submitted questions click on View under Operations.

To print the form to a PDF document or to get a hard copy of it click on Print on the right under Operations.

### Amending a Submitted Proposal

If you want to make changes to the submitted document you need first to Withdraw the Proposal. To do so, click on [Withdraw](#) under the Operations on the [List of Proposals](#) section. This effectively changes the status of the proposal from "Submitted" to "Draft".

Once the proposal is withdrawn, you will receive following message on the top of the screen: "[The proposal has been reset to the draft state successfully.](#)" and under the operations the [Edit](#) option will appear. See following screenshot:

## Operating manual for online course proposals system Springboard+ 2020 and the Human Capital Initiative (HCI) Pillar 1

**List of Proposals**

[1](#) [+ Add New Proposal](#)

Course code	Course title	Last modified	Status	Operations
CEHF	Certificate in Exercise & Health Fitness	22-02-2012 (14:30)	Draft	Edit   Print
DLSCM	Diploma in Logistics and Supply Chain Management	22-02-2012 (14:30)	Draft	Edit   Print
DGS	General Studies	22-02-2012 (14:31)	Submitted	View   Withdraw   Print

You can continue to amend/edit the proposal until the closing date. However, you will need to resubmit the proposal before the deadline to make sure it goes forward for assessment by the HEA.