



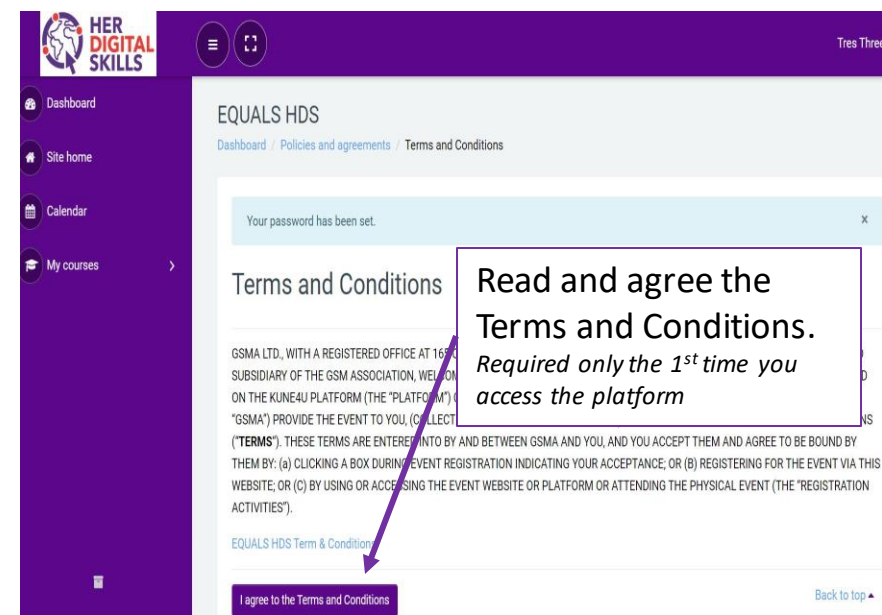
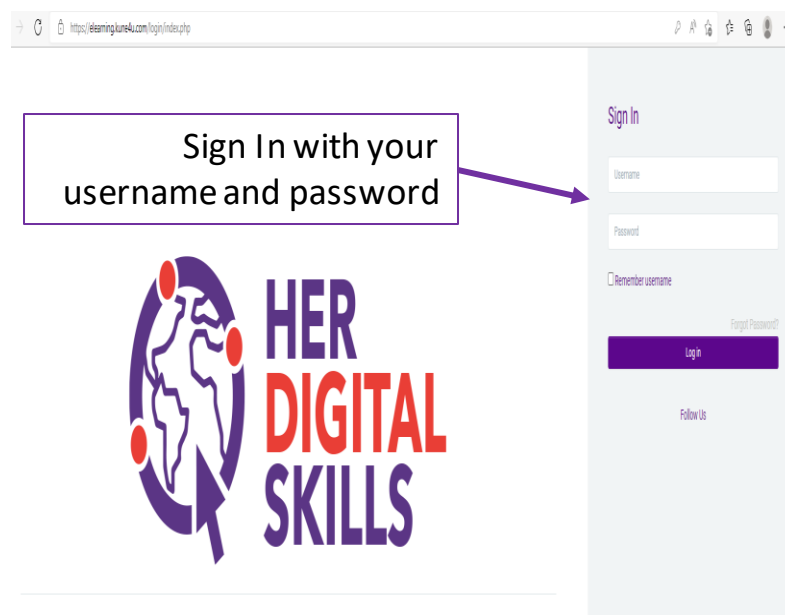
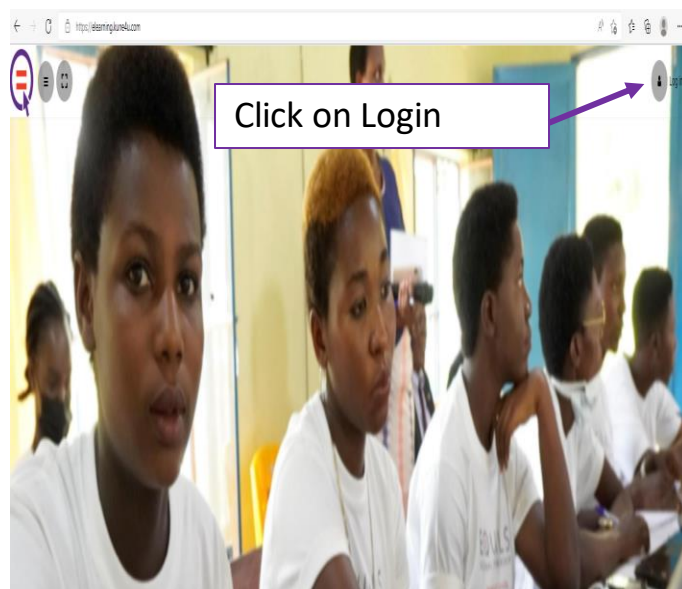
# HER DIGITAL SKILLS

## eLearning Platform and Workshop Quick Guide



# To enter the EQUALS HDS Platform

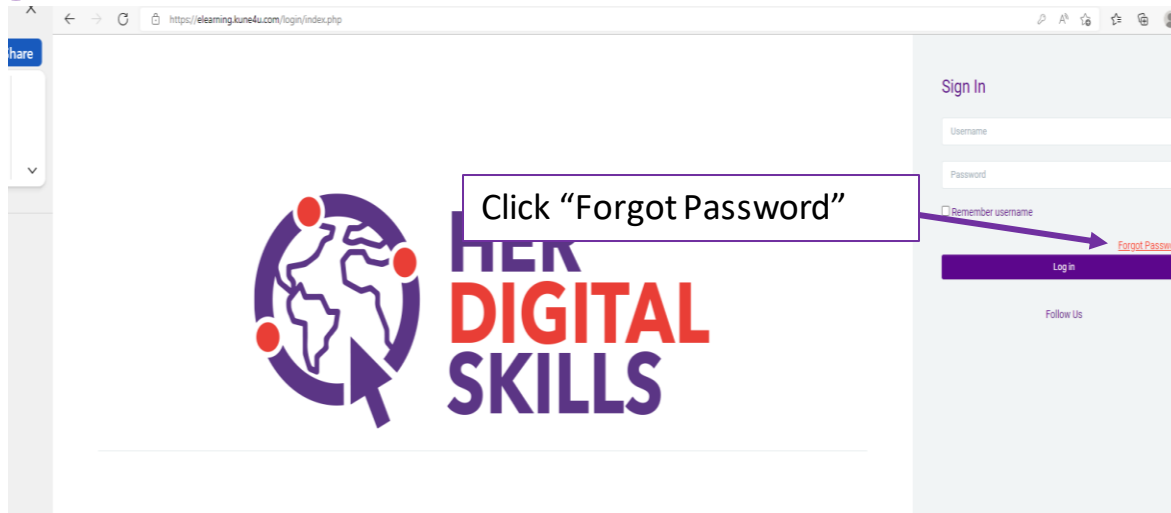
Go to <https://elearning.kune4u.com>



# Forgot password

(To create your new password to enter the platform)

1

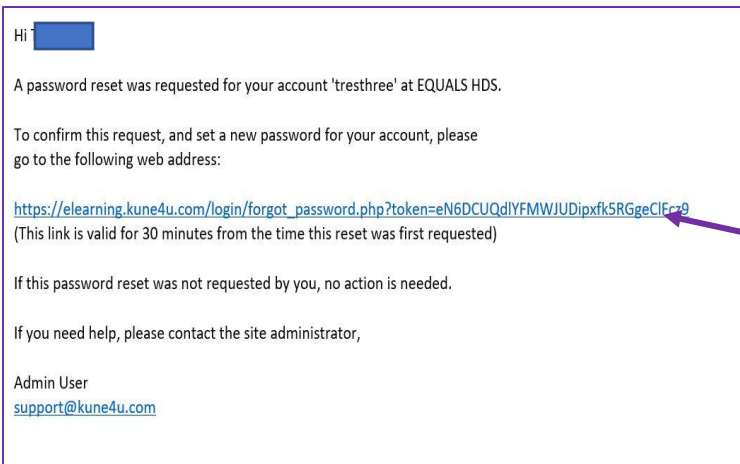


2

A screenshot of the 'Forgot Password' page. The header says 'EQUALS HDS' and 'Home / Log in / Forgotten password'. The main content area has the text 'To reset your password, submit your username or your email address below'. There are two search sections: 'Search by username' with a 'Username' input field and a 'Search' button, and 'Search by email address' with an 'Email address' input field and a 'Search' button. A yellow box with the text 'OR' is placed between the two search sections. Callout boxes with arrows point to the 'Search' buttons, with labels 'Search using your username' and 'Search using your email'.

Use only ONE option, do not enter information in both fields at the same time  
Use lower case only

3



- You will receive and email to reset your password (Check your spam folder)
- Click on the link

4

A screenshot of the 'Set password' form. The header says 'Please enter your new password below, then save changes.' The form has fields for 'Username' (pre-filled with 'tresthree'), 'New password', and 'New password (again)'. There are red error icons next to the 'New password' and 'New password (again)' fields. A callout box with an arrow points to the 'New password' field with the text 'Create your new password and save it'. At the bottom are 'Save changes' and 'Cancel' buttons. A note at the bottom says 'There are required fields in this form marked [red error icon]'.

# To access your course

The screenshot shows the 'EQUALS: Dashboard' interface. On the left is a purple sidebar with navigation links: Dashboard, Site home, Calendar, and My courses. The main content area has a header 'EQUALS: Dashboard' and a 'Customise this page' button. Below the header is a 'Course overview' section with a dropdown menu set to 'All (except removed from view)'. A card in this section shows a person at a laptop with the text 'eLearning Tech4Girls Caribbean workshop - Build...'. An annotation box with an arrow points to this card, stating 'Click on your Course to see the instructions and activities'. Below the course overview is an 'Upcoming events' section. It lists an event: 'EQUALS HDS Pre-Workshop Survey (Questionnaire Closes)' on 'Saturday, 18 June, 12:00 PM'. An annotation box with an arrow points to this event, stating 'Activities with closer due dates will be shown in coming events'. At the bottom of the event list is a link 'Go to calendar...'. On the right side of the dashboard is a sidebar with a 'Calendar' section showing a calendar for June 2022, and a 'Timeline' section with a 'No upcoming activities due' message.

HER DIGITAL SKILLS

DASHBOARD

SITE HOME

CALNDAR

MY COURSES

EQUALS: Dashboard

Customise this page

Course overview

All (except removed from view)

eLearning

Tech4Girls Caribbean workshop - Build...

Click on your Course to see the instructions and activities

Upcoming events

EQUALS HDS Pre-Workshop Survey (Questionnaire Closes)

Saturday, 18 June, 12:00 PM

Go to calendar...

Calendar

June 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Timeline

No upcoming activities due

Latest badges

# To navigate your course

Expand or hide Side menu

The screenshot shows the HER Digital Skills course interface. The top navigation bar is purple and contains the HER Digital Skills logo, a menu icon, a 'Recent' dropdown, and user profile information (Site Owner). The left sidebar is also purple and lists course activities: 'Course Overview', 'INSTRUCTIONS TO COMPLETE THE', 'ACTIVITY #1: EQUALS HDS PRE-W', 'ACTIVITY #2: Workshop Live Session' (highlighted in orange), 'WORKSHOP LIVE SESSION' (with a green checkmark icon), 'ACTIVITY #3: EQUALS HDS POST-W', and 'ACTIVITY #4: DOWNLOAD YOUR C'. The main content area is light gray and features a large blue and purple abstract graphic. At the bottom, there are three buttons: 'Previous Activity', 'Jump to...' (with a dropdown menu showing 'EQUALS HDS Pre-Workshop Survey', 'EQUALS HDS Post-Workshop Survey', and 'CERTIFICATE OF SUCCESSFUL COMPLETION'), and 'Next Activity'. Callout boxes with arrows point to various elements: 'Expand or hide Side menu' points to the menu icon; 'Go to your Dashboard' points to the 'Course Overview' link; 'You can use the side bar to open course activities' points to the 'WORKSHOP LIVE SESSION' link; 'See your profile and log out the platform' points to the user profile icon; 'Go to previous activity' points to the 'Previous Activity' button; 'Go to Selected activity' points to the 'Jump to...' dropdown; and 'Go to next activity' points to the 'Next Activity' button.

HER DIGITAL SKILLS

Recent

Support English

Site Owner

Course Overview

INSTRUCTIONS TO COMPLETE THE

ACTIVITY #1: EQUALS HDS PRE-W

ACTIVITY #2: Workshop Live Session

WORKSHOP LIVE SESSION

ACTIVITY #3: EQUALS HDS POST-W

ACTIVITY #4: DOWNLOAD YOUR C

Go to your Dashboard

You can use the side bar to open course activities

See your profile and log out the platform

Go to previous activity

Go to Selected activity

Go to next activity

Previous Activity

Jump to...

Jump to...

EQUALS HDS Pre-Workshop Survey

EQUALS HDS Post-Workshop Survey

CERTIFICATE OF SUCCESSFUL COMPLETION

Next Activity

# To complete your course

Read and follow the instructions



**VERY IMPORTANT**

For Students only

The screenshot shows the course interface for 'Tech4Girls Caribbean workshop – Building your e-Commerce store'. The top navigation bar includes the 'HER DIGITAL SKILLS' logo and a 'Recent' dropdown. The sidebar on the left lists the course content and navigation options. The main content area features a welcome message and a progress bar showing 4 enrolled students, 0 completed, 2 in progress, and 2 yet to start. Below this, there are four activity cards. Activity #1, 'PRE-WORKSHOP SURVEY', is highlighted with a yellow star and includes a 'FOR STUDENTS ONLY' label and a 'Resume' button. Activity #2, 'WORKSHOP LIVE SESSION', is restricted and requires completion of the pre-workshop survey. Activity #3, 'POST-WORKSHOP SURVEY', is also restricted and requires completion of the workshop live session. Activity #4, 'CERTIFICATE OF COMPLETION', is available and includes a 'Resume' button.

- The activities need to be completed in sequence.
- You need to complete an activity to be able to access the next one
- Carefully read the instructions. It includes important information to successfully complete your course

**YOU NEED TO COMPLETE AND SUBMIT THE PRE-WORKSHOP SURVEY TO BE ABLE TO JOIN THE WORKSHOP LIVE SESSION**

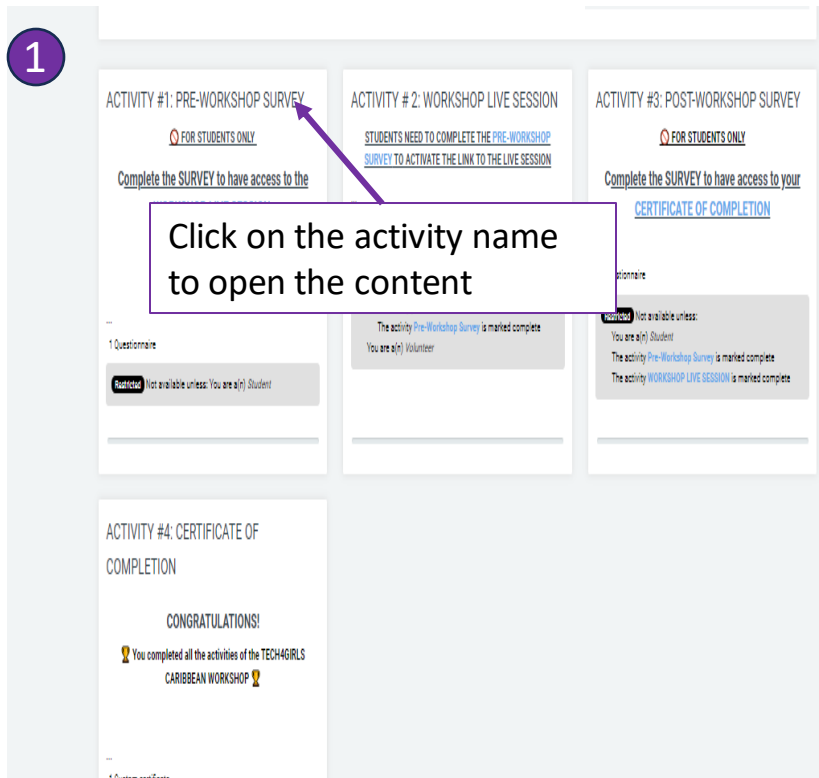
- You need to complete all the activities to receive your CERTIFICATE OF COMPLETION
- If you need help, please send an email to [support@kune4u.com](mailto:support@kune4u.com)

# Activity #1: EQUALS HDS Pre-Workshop Survey

For Students only

**YOU NEED TO COMPLETE AND SUBMIT THE PRE-WORKSHOP SURVEY TO BE ABLE TO JOIN THE WORKSHOP LIVE SESSION**

1



ACTIVITY #1: PRE-WORKSHOP SURVEY  
FOR STUDENTS ONLY  
Complete the SURVEY to have access to the

ACTIVITY #2: WORKSHOP LIVE SESSION  
STUDENTS NEED TO COMPLETE THE PRE-WORKSHOP SURVEY TO ACTIVATE THE LINK TO THE LIVE SESSION

ACTIVITY #3: POST-WORKSHOP SURVEY  
FOR STUDENTS ONLY  
Complete the SURVEY to have access to your CERTIFICATE OF COMPLETION

ACTIVITY #4: CERTIFICATE OF COMPLETION  
CONGRATULATIONS!  
You completed all the activities of the TECH4GIRLS CARIBBEAN WORKSHOP

Click on the activity name to open the content

2

1. ACTIVITY #1: PRE-WORKSHOP SURVEY

FOR STUDENTS ONLY

Complete the SURVEY to have access to the WORKSHOP LIVE SESSION

Questionnaire

Pre-Workshop Survey

Click on the survey

3

Tech4Girls Caribbean Workshop - Artificial Intelligence

EQUALS HDS Pre-Workshop Survey

Answer the questions...

Click to open the survey and respond the questions

**Remember to submit your responses**

# Activity #2: Join Workshop Live Session

## For Students and Volunteers

STUDENTS WILL NOT BE ABLE TO CLICK IN THE LINK UNTIL THE PRE-WORKSHOP SURVEY ACTIVITY IS COMPLETED

1

ACTIVITY #1: PRE-WORKSHOP SURVEY

FOR STUDENTS ONLY

Complete the SURVEY to have access to the WORKSHOP LIVE SESSION

ACTIVITY #2: WORKSHOP LIVE SESSION

STUDENTS NEED TO COMPLETE THE PRE-WORKSHOP SURVEY TO ACTIVATE THE LINK TO THE LIVE SESSION

Click on the Workshop Live Session link

ACTIVITY #3: POST-WORKSHOP SURVEY

FOR STUDENTS ONLY

Complete the SURVEY to have access to your WORKSHOP LIVE SESSION

ACTIVITY #4: CERTIFICATE OF COMPLETION

CONGRATULATIONS!

You completed all the activities of the TECH4GIRLS CARIBBEAN WORKSHOP

2

ACTIVITY # 2: WORKSHOP LIVE SESSION

STUDENTS NEED TO COMPLETE THE PRE-WORKSHOP SURVEY TO ACTIVATE THE LINK TO THE LIVE SESSION

Open the ZOOM Meeting

External tool

WORKSHOP LIVE SESSION

Not available unless any of:  
The activity Pre-Workshop Survey is marked complete  
You are a(n) Volunteer

URL

eCommerce Student Guide

Open the student guide

3

TECH4GIRLS DIGITAL SKILLS

Course Overview

Tech4Girls Caribbean Workshop - Artificial Intelligence

Dashboard | My courses | eLearning | Tech4Girls Caribbean Workshop - Artificial Intelligence | ACTIVITY #2: Workshop Live Session | WORKSHOP LIVE SESSION

INSTRUCTIONS TO COMPLETE THE

ACTIVITY #1: EQUALS HES PRE-W

ACTIVITY #2: Workshop Live Ses

WORKSHOP LIVE SESSION

ACTIVITY #3: EQUALS HES POSTS

ACTIVITY #4: DOWNLOAD YOURS

WORKSHOP LIVE SESSION

Connecting...

Click Open Zoom Meetings on the dialog shown by your browser

Wait until the Host admits you in the session

Launch Meeting

Don't have Zoom Client installed? Download Now



# Activity #3: EQUALS HDS Post-Workshop Survey

For Students only

**YOU NEED TO COMPLETE AND SUBMIT THE PRE-WORKSHOP SURVEY TO ACCESS THE POST-WORKSHOP SURVEY**

**1**

ACTIVITY #1: PRE-WORKSHOP SURVEY  
FOR STUDENTS ONLY  
Complete the SURVEY to have access to the WORKSHOP LIVE SESSION

ACTIVITY #2: WORKSHOP LIVE SESSION  
STUDENTS NEED TO COMPLETE THE PRE-WORKSHOP SURVEY TO ACTIVATE THE LINK TO THE LIVE SESSION

ACTIVITY #3: POST-WORKSHOP SURVEY  
FOR STUDENTS ONLY  
Complete the SURVEY to have access to your CERTIFICATE OF COMPLETION

ACTIVITY #4: CERTIFICATE OF COMPLETION  
CONGRATULATIONS!  
You completed all the activities of the TECH4GIRLS CARIBBEAN WORKSHOP

Click on the activity name to open the content

**2**

1. ACTIVITY #1: PRE-WORKSHOP SURVEY

FOR STUDENTS ONLY

Complete the SURVEY to have access to the WORKSHOP LIVE SESSION

Questionnaire

Pre-Workshop Survey

Click on the survey

**3**

Tech4Girls Caribbean Workshop - Artificial Intelligence

EQUALS HDS Pre-Workshop Survey

Answer the questions...

Remember to submit your responses

# Activity #4: CERTIFICATE OF COMPLETION

STUDENTS NEED TO SUBMIT POST-WORKSHOP SURVEY TO OPEN THE CERTIFICATE

1

ACTIVITY #1: PRE-WORKSHOP SURVEY

FOR STUDENTS ONLY

Complete the SURVEY to have access to the WORKSHOP LIVE SESSION

1 Questionnaire

Restricted Not available unless: You are a(n) Student

ACTIVITY #2: WORKSHOP LIVE SESSION

STUDENTS NEED TO COMPLETE THE PRE-WORKSHOP SURVEY TO ACTIVATE THE LINK TO THE LIVE SESSION

1 External tool 1 URL

Restricted Not available unless any of: All of: You are a(n) Student The activity Pre-Workshop Survey is marked complete You are a(n) Volunteer

ACTIVITY #3: POST-WORKSHOP SURVEY

FOR STUDENTS ONLY

Complete the SURVEY to have access to your CERTIFICATE OF COMPLETION

1 Questionnaire


Restricted Not available unless: You are a(n) Student The activity Pre-Workshop Survey is marked complete The activity WORKSHOP LIVE SESSION is marked complete

ACTIVITY #4: CERTIFICATE OF COMPLETION

CONGRATULATIONS!

You completed all the activities of the TECH4GIRLS CARIBBEAN WORKSHOP

Custom certificate



CERTIFICATE OF COMPLETION

Restricted Not available unless any of: All of: You are a(n) Student The activity Pre-Workshop Survey is marked complete The activity WORKSHOP LIVE SESSION is marked complete The activity EQUALS HDS Post-Workshop Survey is marked complete You are a(n) Volunteer

Done View

Click on the activity name to open the content


2

ACTIVITY #4: CERTIFICATE OF COMPLETION

CONGRATULATIONS!

You completed all the activities of the TECH4GIRLS CARIBBEAN WORKSHOP

Custom certificate



CERTIFICATE OF COMPLETION

Restricted Not available unless any of: All of: You are a(n) Student The activity Pre-Workshop Survey is marked complete The activity WORKSHOP LIVE SESSION is marked complete The activity EQUALS HDS Post-Workshop Survey is marked complete You are a(n) Volunteer

Done View

Click on the link to access your certificate

3

HER DIGITAL SKILLS

Course Overview

INTRODUCTION TO COMPLETE THE

ACTIVITY #1: EQUALS HDS PRE-W

ACTIVITY #2: Workshop Live Ses

ACTIVITY #3: EQUALS HDS POST-

ACTIVITY #4: DOWNLOAD YOUR C

CERTIFICATE OF SUCCESSFUL

Tech4Girls Caribbean Workshop - Artificial Intelligence

Dashboard / My courses / eLearning / Tech4Girls Caribbean Workshop - Artificial Intelligence / ACTIVITY #4: DOWNLOAD YOUR CERTIFICATE OF COMPLETION / CERTIFICATE OF SUCCESSFUL COMPLETION

CERTIFICATE OF SUCCESSFUL COMPLETION

View certificate

Previous Activity

Jump to...

Click to view and download your certificate of completion

If you need additional support email [support@kune4u.com](mailto:support@kune4u.com)