

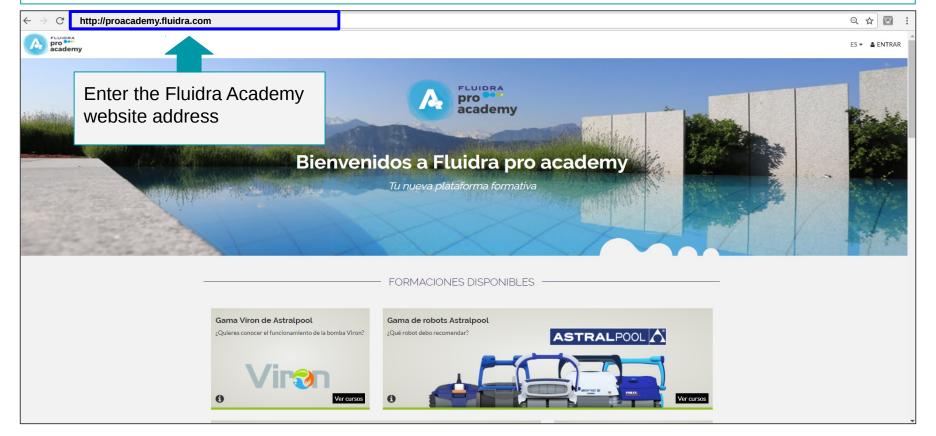
Student manual

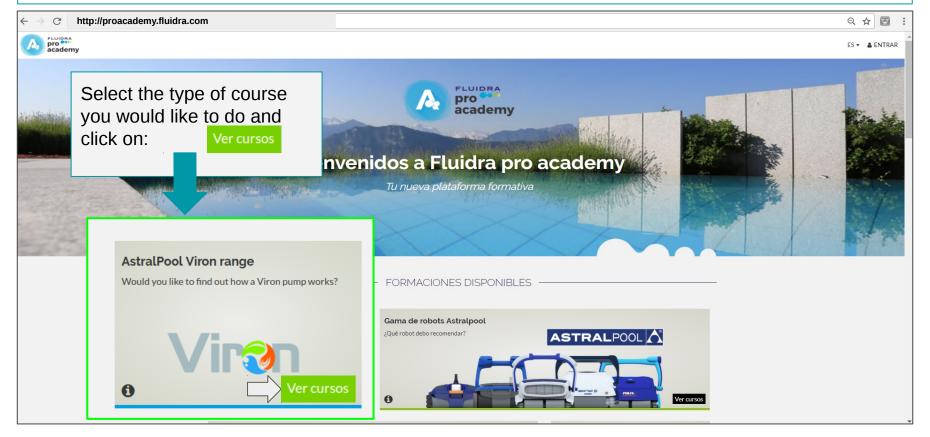
User guide

Table of contents

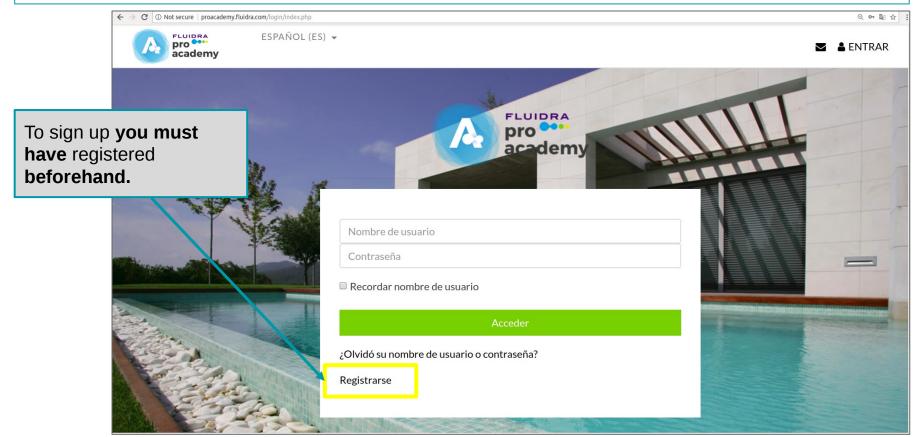


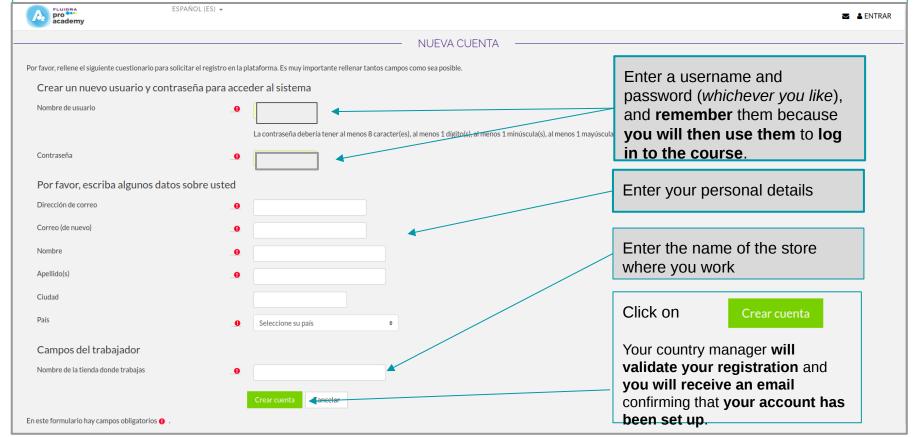
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2. Fluidra Academy platform Registration and Log-in overview

- To log in, *you must have* **registered by filling in the online form** with the following details: name, username, email, password, the company you work for and the country where you are based.
- These details will be validated by a manager and you will receive an account set-up email.
- Once you have set up your account, you can log in to the platform using your username and password (the ones you entered on the registration form).
- Once on the platform you can log in to the course you would like to do.

3. Course Homepage log-in

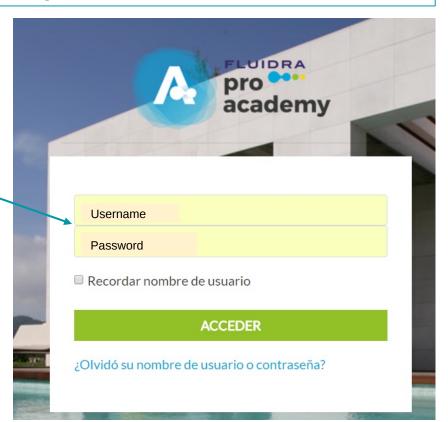
Just go to the "Log-in" button on the top right-hand side of the Fluidra Academy Platform page.



Entering your username and password

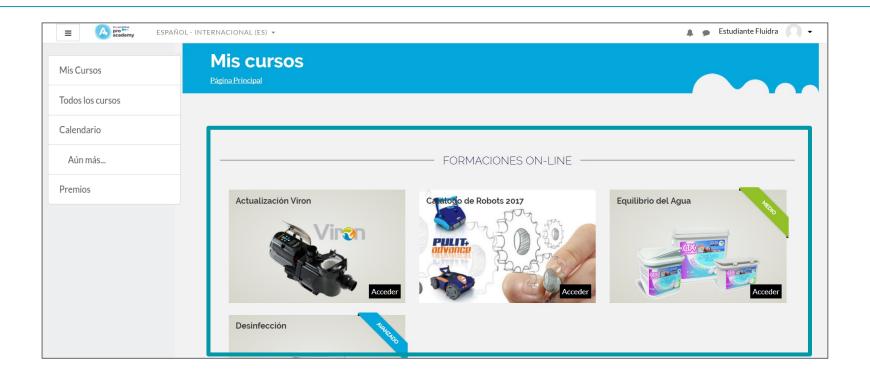
Enter your username and password (the ones you entered on the registration form).

Click on ACCEDER and you will be able to log in to the courses on the platform.



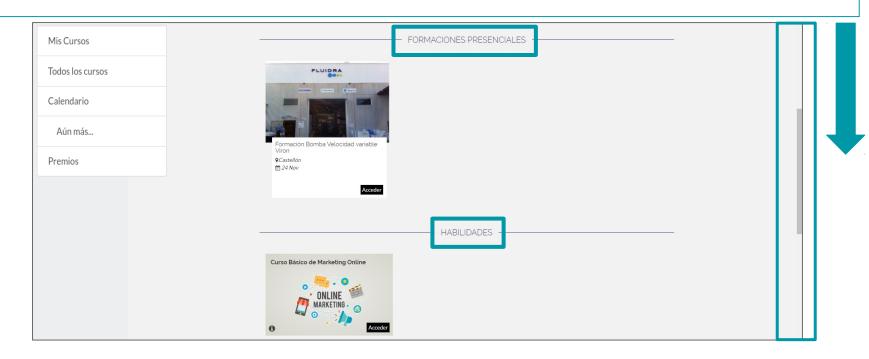
4. Course Homepage

The **courses** you **enroll for** will be displayed on this panel. **Online courses** are displayed first.



Course Homepage

If you scroll down, the **face-to-face** and **skills** courses you enroll for will be displayed. The **scores you obtained on the courses** taken can be seen at the very bottom of the page.

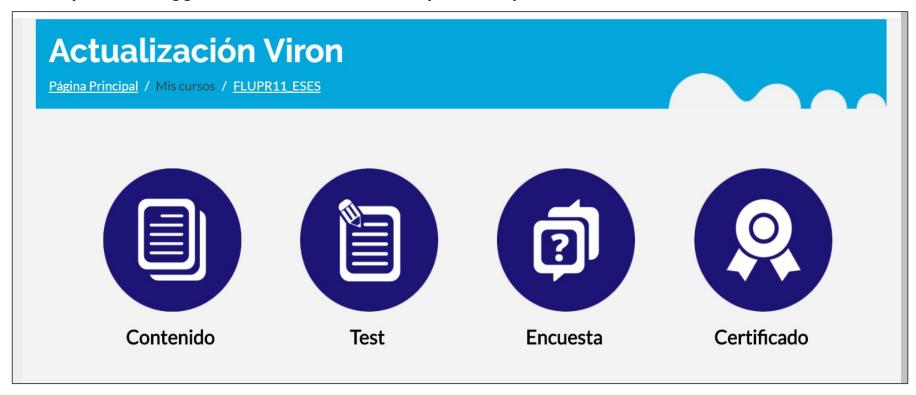


5. Logging in to a course



6. Logging in to a course's structure

Once you have **logged in to a course from the platform**, you will be able to find the **course structure**.

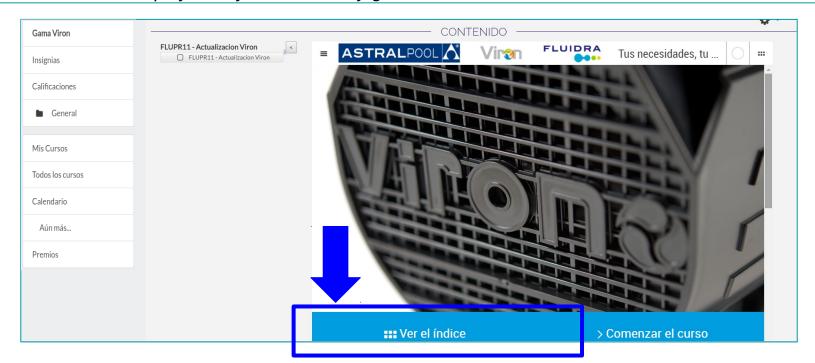


7. Logging in to the contents in a course's structure



Contents

If you click on the content icon, it will upload and a window will open on which the course's table of contents will be displayed or you can directly go to "Start the course".



8. Logging in to course contents from "Display contents"

You can log in directly to the contents from the table of contents.



9. Logging in to course contents from "Start the course"

Another option is to log in directly to "Start the course".



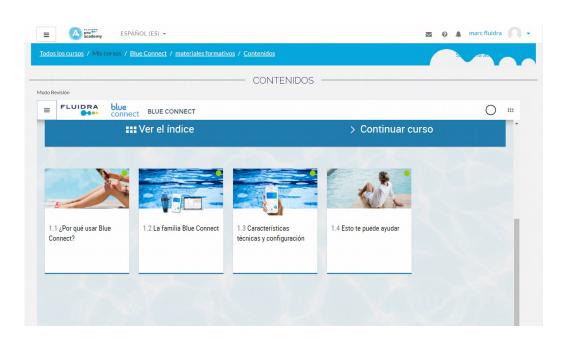
A menu will pop up from which you can browse through the contents.



You can move through the contents by scrolling down.



The course will not have been totally completed until all of the dots on each of the chapters turn green.



You can download the contents in PDF format or move through the contents using the arrows.



11. Test log-in

Once you have completed the course, you can log in to the test.

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REMEMBER:

- A prerequisite for doing the test is to have completed all of the contents of the course.
- You must obtain a score of at least 5 in the test to be able to get a certificate.









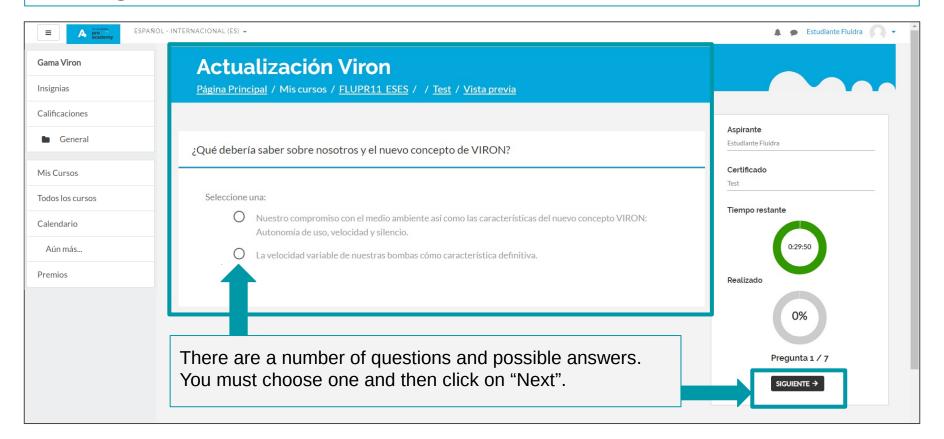


Encuesta



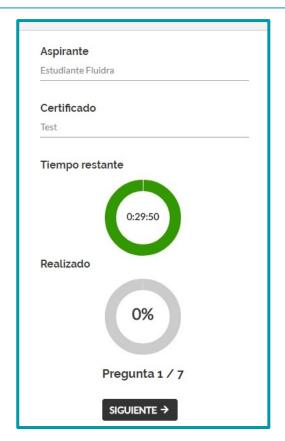
Certificado

Doing the test



Test rules

- You must have completed all of the contents of the course to do the test.
- While you are doing the test, you will be able to see the progress made and the time remaining to complete it.
- Once you have completed the test you will be given a score and the correct answers to the questions you got wrong.
- You will be given several attempts at doing the test.
- You must obtain a score of 5 or higher to be able to get the course certificate.



12. Questionnaire log-in

Once you have **completed the course**, you can **log in to the questionnaire**. This will **enable** you to get the certificate.

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Test





Certificado

Questionnaire log-in

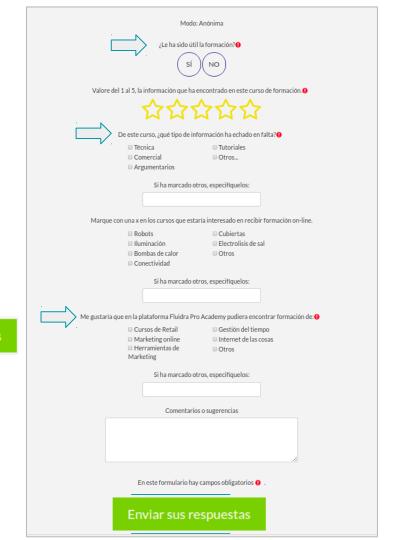
You will have to fill in the **fields** that are **marked as mandatory** to be able to do the questionnaire and get the course certificate.

REMEMBER:

Doing the test is a **prerequisite** to be able to do the questionnaire.

When you have completed it, click on

Enviar sus respuestas



13. Certificate log-in

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Test



Encuesta



Certificado

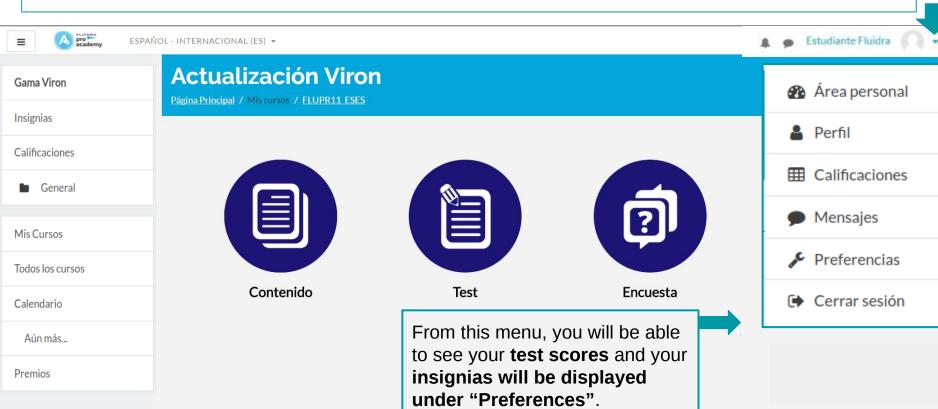
Obtaining your certificate: you can download your certificate once you have completed the questionnaire.



14. Description of the platform's menus.



Left-hand menu



Let's see what the menu items contain

Personal area: this displays information about the progress you have made on the courses you are doing.

Profile: you can make changes to your user profile (personal details, course details, reports).

Scores: these are your test scores.

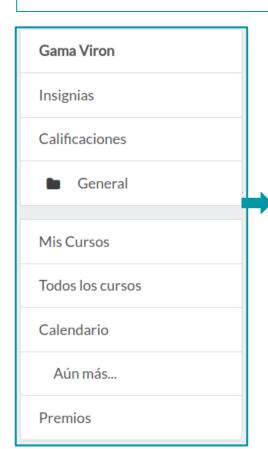
Preferences: here you can edit your account and manage your insignias.

Close session: this enables you to log out of a course session.



Let's see what the menu items contain





Viron Range: this is the name of the course.

Insignias: these are the insignias you have earned on courses.

Scores: these are your test scores.

General: this is the page you are currently on.

My courses: you can see the courses you are currently doing.

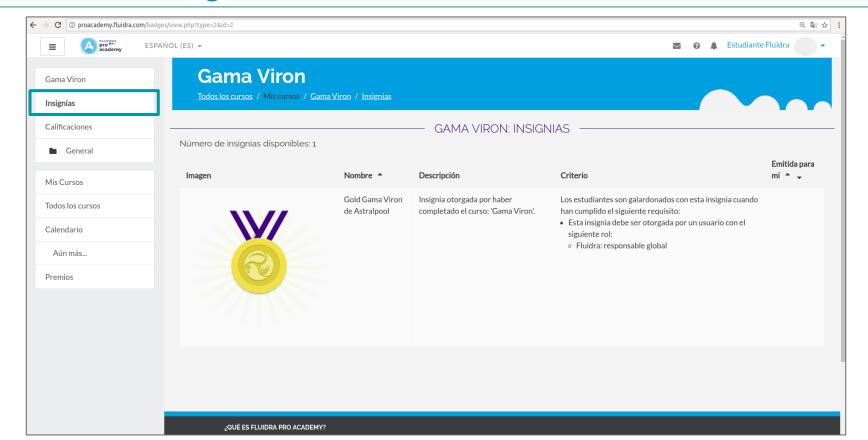
All courses: this displays all of the courses there are on the platform.

Calendar: this shows the events related to the courses.

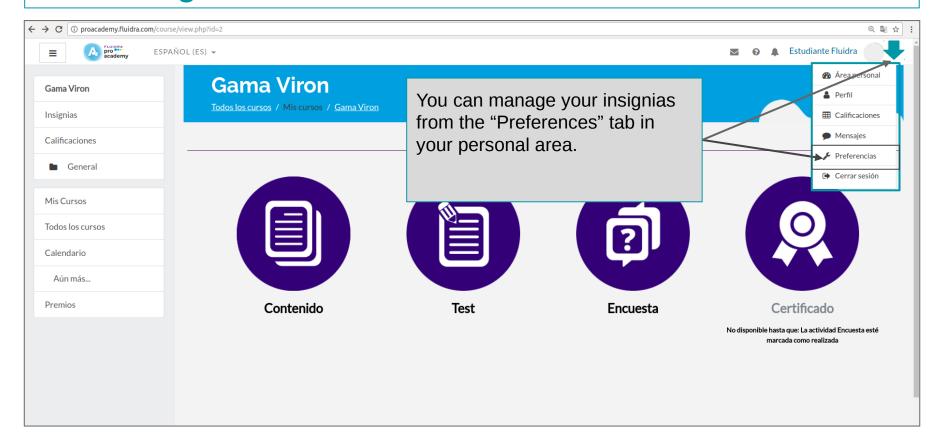
More: this takes you to the platform's homepage.

Rewards: this displays the rewards you can apply for.

15. Your insignias: you can see them from the "Insignias" tab.



Your insignias: you can manage your insignias from your personal area.



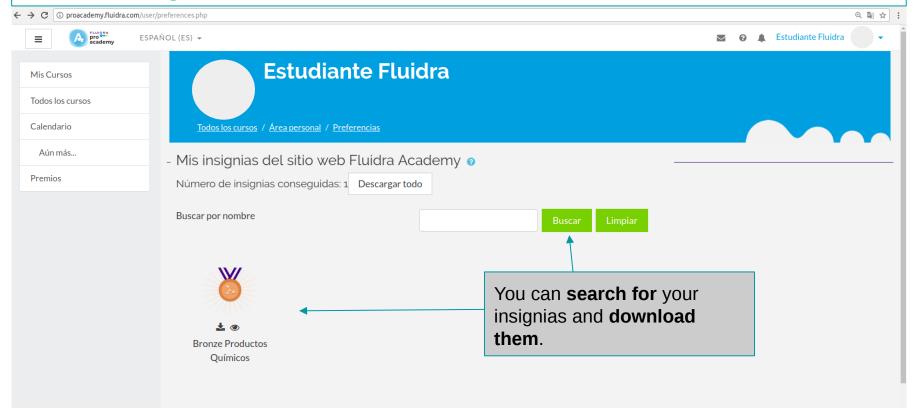
Your insignias: managing your insignias from "Preferences".





Your insignias: managing your insignias from "Preferences".





16. Achievements and rewards



Once you have completed a course, you will be able to see the scores obtained and swap them for the rewards that are associated with your score.

From the "Rewards" tab, you can see the rewards available and apply for them by clicking on

16. Achievements and rewards



