# GUIDE FOR USING EVERLEARNING E-LEARNING PLATFORM



**Enhancing Digital and Soft Skills for Ageing Workforce**
**EDSAW**

**Project No: 2023-1-SK01-KA220-ADU-000159273**

# Table of Contents

# Introduction

Welcome to the EverLearning.io User Guide (https://everlearning.io/sk/)! This guide is designed for students who want to quickly and easily navigate the features and opportunities offered by the platform.

EverLearning.io is a modern e-learning platform focused on developing digital and soft skills. Here, you'll find a wide range of courses that will help you enhance your knowledge and prepare for the challenges of today's digital environment.
This guide will walk you through the different sections of the website and explain step by step how to:
✔ Register and log in
✔ Choose and enroll in a course
✔ Complete a course, go through lessons, and obtain a certificate
✔ Use discussion forums and communicate with tutors
✔ Find useful information and access support

Whether it's your first time on the platform or you've already completed several courses, this guide will help you make the most of EverLearning.io!

# 1. Basic Website Navigation and Adjusting Display Settings

You can access the English version of the EverLearning platform by visiting the following link: https://everlearning.io

As soon as the page loads, you will be directed to the **Homepage**. The homepage provides a brief overview of the platform, a list of recently added courses, and the most recent blog posts.
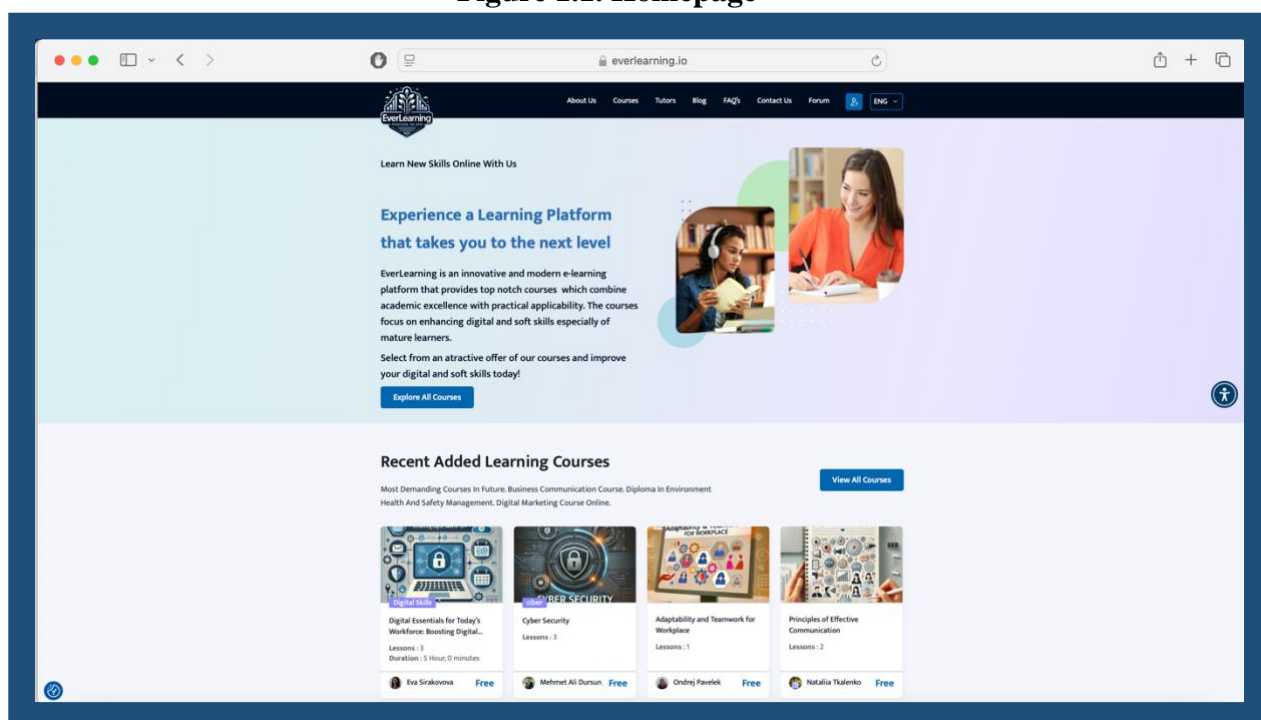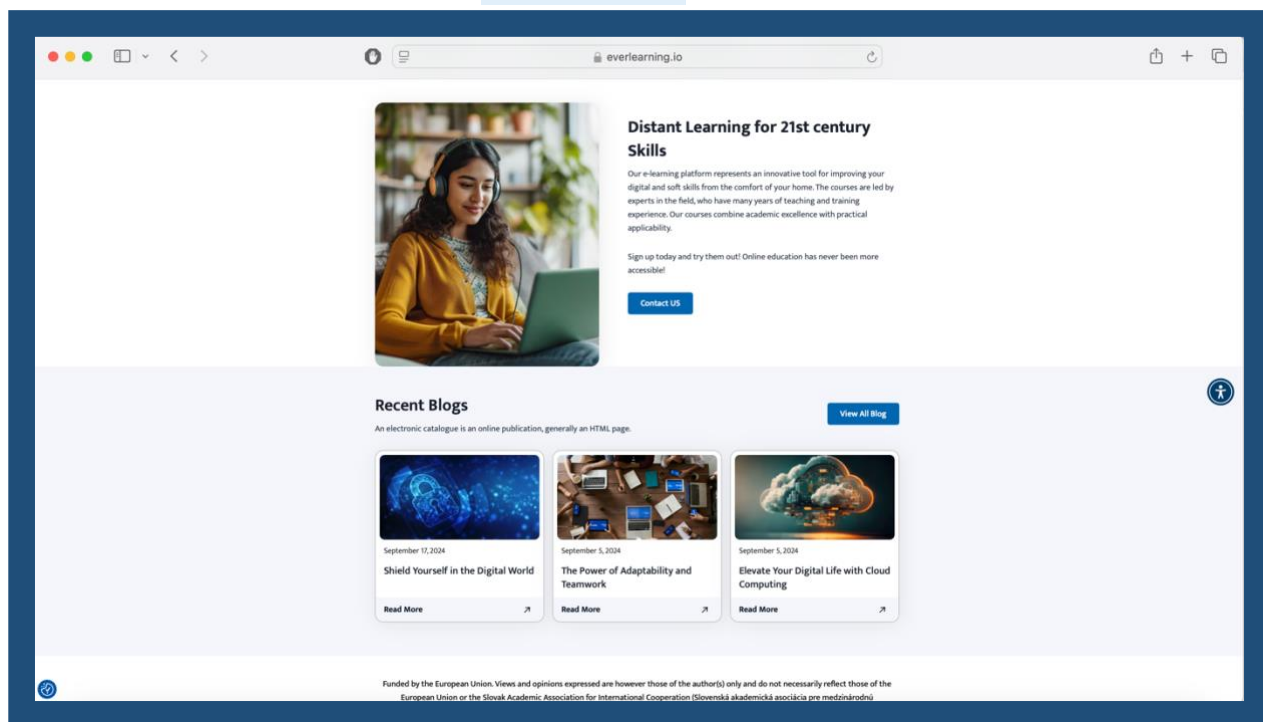
**Figure 1.1. Homepage**



**Figure 1.2. Homepage – Recent Blogs**

If you'd like to customize the appearance of the EverLearning platform to suit your individual needs, simply click the **blue accessibility icon** located in the lower right corner of the screen. After clicking, the following options will appear:

- **Contrast** – Adjusts the color contrast of the page to make the content easier to read for users with low vision or color blindness. Various contrast modes are available, such as high contrast or inverted colors.
- **Highlight Links** – Highlights all clickable links on the page, making them more visible and easier to recognize for users with reduced visual perception.
- **Bigger Text** – Increases the font size across the entire page, helping users with visual impairments read the content more comfortably without needing to zoom manually.
- **Text Spacing** – Expands spacing between letters, words, and lines to improve readability, particularly for users with dyslexia or other reading difficulties.
- **Pause Animations** – Stops any moving or flashing animations, which is helpful for users with photosensitive epilepsy or those who find animated elements distracting.
- **Hide Images** – Hides images on the page, allowing users to better focus on textual content. This can also benefit those with cognitive difficulties or limited internet bandwidth.
- **Dyslexia Friendly** – Applies a specially designed font that enhances readability for users with dyslexia. This font features more distinguishable characters to prevent confusion between similar-looking letters.

- **Cursor** – Enlarges the mouse cursor, making it more visible and easier to control for users with motor skill difficulties or visual impairments.
- **Tooltips** – Displays explanatory text or labels when hovering over navigation elements and buttons, helping users understand their purpose.
- **Line Height** – Adjusts the vertical spacing between lines of text to improve readability and reduce visual strain, especially for users with processing disorders.
- **Text Align** – Allows users to change the alignment of text (e.g., left-align), which may help users with dyslexia or focus issues read more effectively.
- **Saturation** – Modifies the color saturation of the page to improve visual clarity and distinction for users with vision impairments.

These tools allow you to tailor the EverLearning platform to your specific needs, improving both accessibility and overall user experience.

If you ever wish to return to the default display settings, simply click **"Reset All Accessibility Settings."**

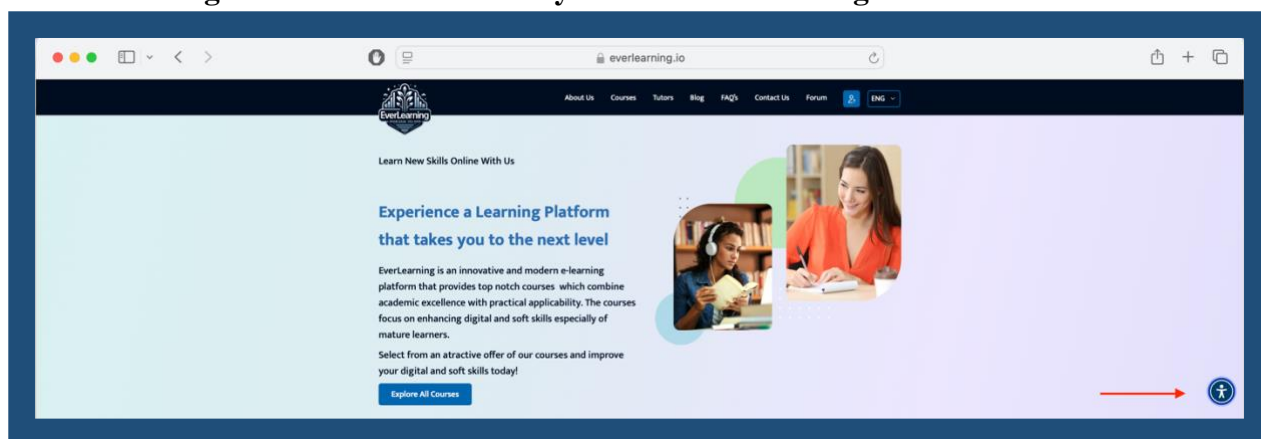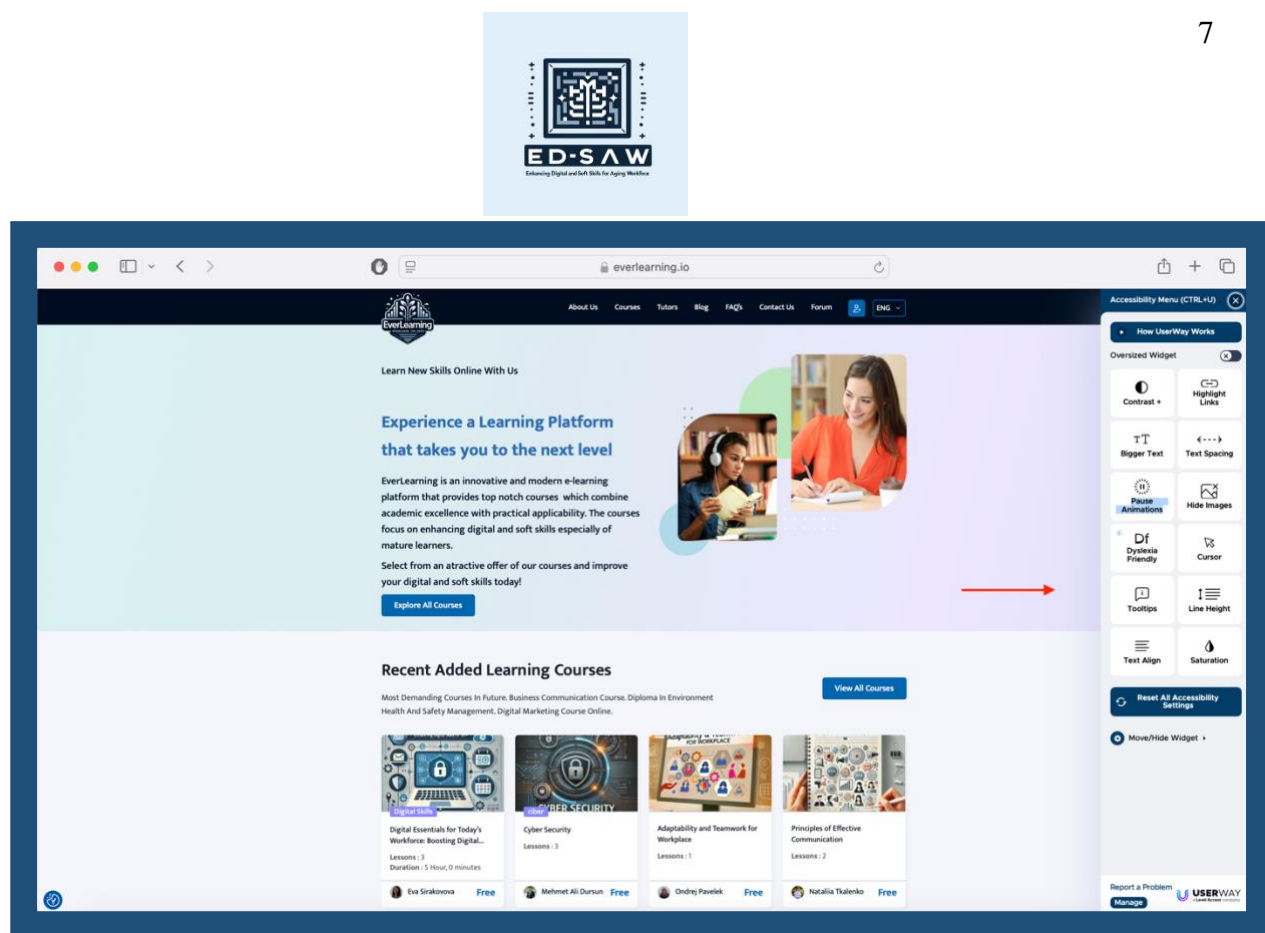**Figure 1.3. Blue Accessibility Icon for Customizing the Website**



**Figure 1.4. Website Display Customization Options**

The top navigation bar includes the main sections of the EverLearning platform, such as information about courses, tutors, the blog, and the discussion forum. On the right side of the bar, you will find a blue icon with a figure, which serves as the login and registration button. By clicking on this icon, you can choose to register or log into your account on the platform.

Next to the login icon, there is a language selection dropdown menu, which allows you to switch between Slovak (SK), Czech (CZE), and English (ENG).

**Figure 1.5. Top Navigation Bar**
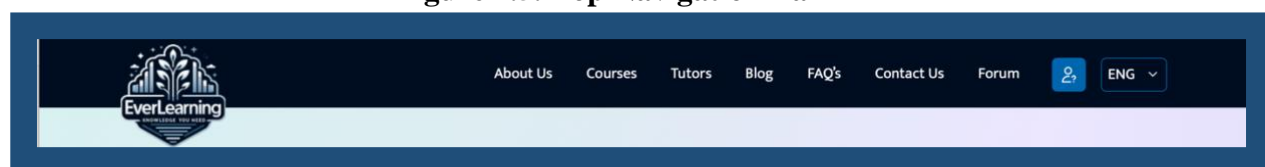


The footer of the EverLearning website contains important contact details and quick links to key sections of the platform:

- **Contact Info** – This section provides the address of the EverLearning platform headquarters, specifically the University of Economics in Bratislava, along with the support email address: info.everlearning@gmail.com. You can use this email for questions or assistance.

- **Quick Links** – This part offers direct access to essential sections of the platform, including Home, About Us, Blog, Courses, and FAQ.
- **Social Media** – At the very bottom, you'll find icons linking to EverLearning's social media profiles (Facebook, LinkedIn, YouTube), allowing users to stay up to date with news and updates.
- **Legal Information** – Links to the Terms and Conditions and the Privacy Policy are located at the very bottom of the page.
- **Navigation** – In the lower-right corner, there is a "Scroll Top" button, which allows users to quickly return to the top of the page.

**Figure 1.6. Footer Section of the Website**
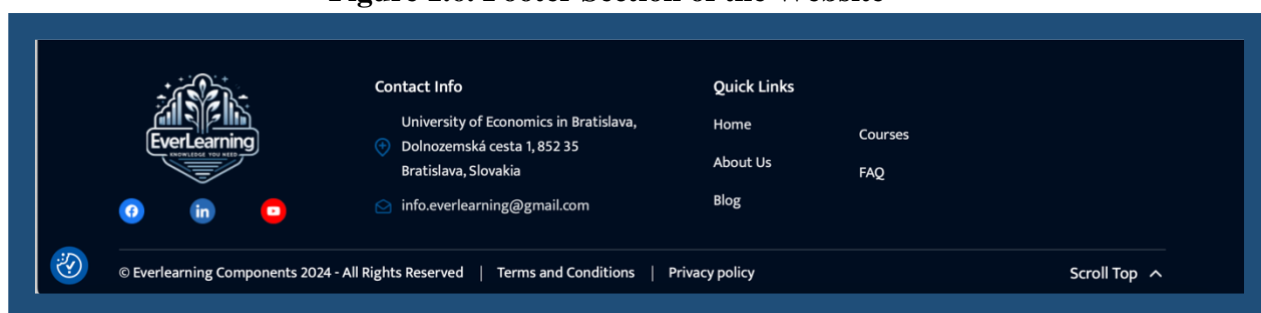
# 2. Registration and Logging into Your Account

On the right side of the top navigation bar, you will find a blue icon with a user figure. This icon allows you to register or log in to your EverLearning account. If you do not yet have an account on the platform, start by selecting the "Registration" option. Once you click it, a registration form will appear, which needs to be filled out.

### 2.1. Registering on EverLearning

To access the courses and other features of the EverLearning platform, you must create an account. The registration process is simple and includes the following fields:

1. **First and Last Name** – Enter your full name.
2. **Username** – Choose a unique username you will use to log in.
3. **Email** – Provide a valid email address where important notifications regarding your account will be sent.
4. **Password** – Create a secure password that meets the required security level. You will need to confirm the password by typing it again.
5. **Age Group** – Indicate whether you belong to the 50+ age group.
6. **Terms and Conditions** – Before completing registration, you must agree to the Terms and Conditions (you can find a link to them at the bottom of the website – see Figure 1.6).

**Registration Confirmation**

After filling in all the required information, click the "Register" button. You will then receive an email with the subject "Please verify your email address."

Inside the email, there is a verification link. You must click the link to confirm your email address. Only after confirming your email will your account be fully activated, allowing you to log in and use the platform.

⚠️ **If you don't see the email in your inbox, check your SPAM or Promotions folder, as it may have been automatically filtered.**

Once your email is confirmed, your account is successfully registered, and you can fully access all features of the EverLearning platform.

**Figure 2.1 – Registration Form**



## 2.2. Logging in to Your EverLearning Account

After successfully registering, you can log in to your EverLearning account at any time.

**How to log in?**
1. On the login page, enter the username or email address you used during registration.
2. Enter your password. You can click on the "eye" icon to check the password before submitting.
3. If you want your browser to remember your login information, check the "Remember Me" option.
4. Click the "Log In" button.

Once logged in, you will gain access to all the features of the EverLearning platform.

**Forgot your password?**
If you've forgotten your password, you can easily reset it using the "Lost Your Password?" option.

**How to reset your password?**
1. Click on the "Lost Your Password?" link under the login form.
2. Enter the email address you used during registration.
3. You will receive an email with instructions and a link to reset your password.
4. Click the link in the email and create a new password.
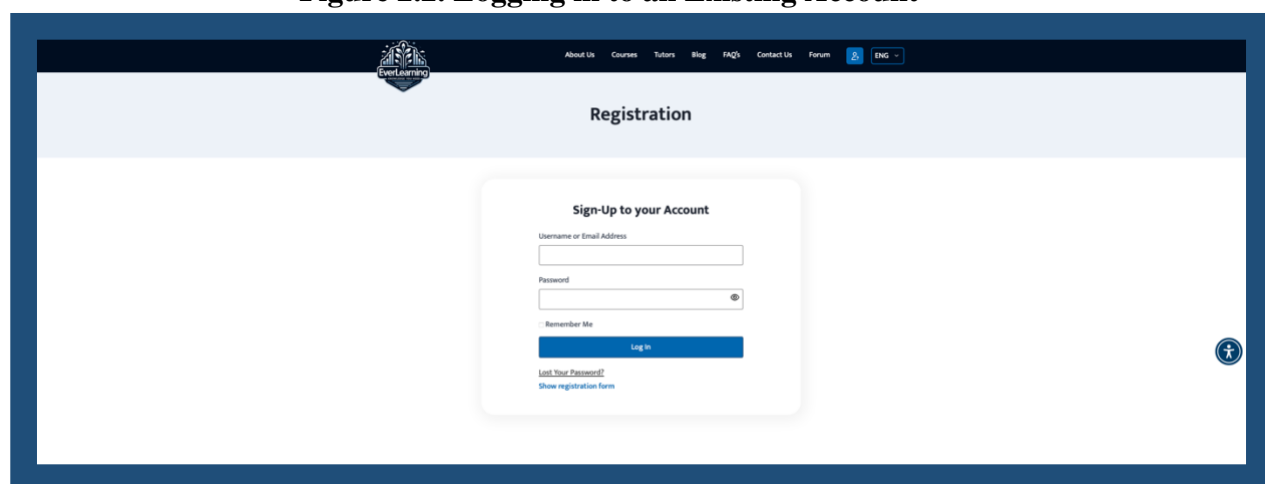5. After setting your new password, you can log in with your updated login details.

⚠️ If you don't see the email in your inbox, please check your SPAM or Promotions folder. Once your password is successfully reset, you can continue to enjoy full access to the EverLearning platform.

**Figure 2.2. Logging in to an Existing Account**



### 2.3. Viewing and Editing Your Profile on the EverLearning Platform
After logging into your account, you can manage your profile directly from the main navigation panel.

**How to view or edit your profile?**
1. Click on the blue icon with the figure in the top right corner of the page.
2. A dropdown menu will appear with three options:
   o **View Profile** – Opens your public profile, where you can see the basic information about your account.
   o **Edit Profile** – Allows you to change personal details such as your name, username, email, or other settings.
   o **Log Out** – If you no longer wish to stay active on the platform, you can safely log out.
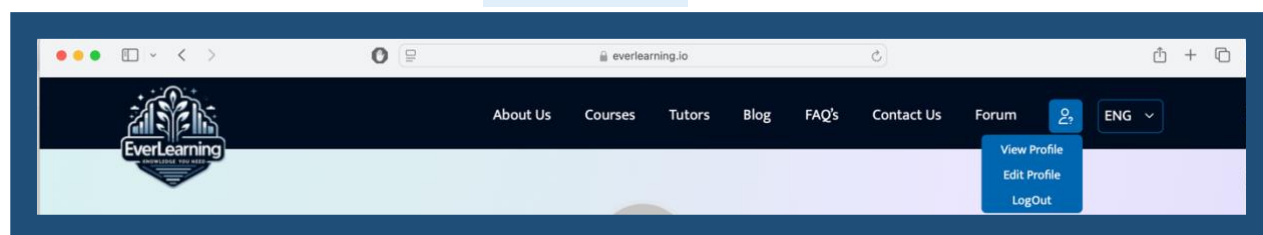
💡 **Tip:** When editing your profile, don't forget to save your changes after making updates. This way, you can easily manage your personal information and ensure your account is always up to date.

**Figure 2.3. Viewing and Editing Your Profile on the EverLearning Platform**

**Viewing Your Profile on the EverLearning Platform**

After clicking on "View Profile" in the dropdown menu of the blue user icon, your personal profile will open, showing an overview of your activity on the platform.

**What does your profile include?**

1. **Personal Information**
   - o At the top, your full name is displayed, along with the option to "Edit Profile," which allows you to change your information.
   - o If you haven't uploaded a profile picture, a default icon will be shown.
2. **Learning Statistics**
   - o The number of courses you have enrolled in.
   - o Completed Courses – shows how many courses you have successfully finished.
   - o Number of Certificates – if you have completed any certificate-awarding courses, they will appear here.
   - o Points – if the platform uses a points system, your current score will be shown here.
3. **Navigation Tabs** Your profile contains several sections to help manage your progress:
   - o **Ask a Question** – a section for submitting course-related questions.
   - o **Order** – an overview of your enrolled courses.
   - o **Forum** – access to the discussion forum, where you can communicate with other students and tutors.
   - o **Certifications** – displays any certificates earned from completed courses.
   - o **Reviews** – a space for leaving feedback on completed courses.
4. **Course Content**
   - o This section lists the courses you are enrolled in.
   - o You can expand each course to see its individual modules and lessons.
   - o Some courses may display a "Complete" button to confirm lesson or course completion.

💡 **Tip:** Your profile is the best place to monitor your learning progress and manage your courses—all your important learning information is in one place!

**Editing Your Profile on EverLearning**

By clicking the "Edit Profile" option in the dropdown menu under the blue user icon, you can update your personal information and account settings.

**Which information can you edit?**

1. **Profile Image**
   o You can upload or change your profile photo by clicking the "Choose File" button.
2. **Personal Information**
   o **Username** – some platforms do not allow you to change your username later, so choose carefully during registration.
   o **First and Last Name** – you can update your official name.
   o **Email Address** – used for communication and login; if changed, re-verification might be required.
   o **Mobile Number** – optional contact field.
   o **Date of Birth** – if available, you can enter it.
   o **Gender** – choose Male or Female.
   o **50+ Age Group** – indicate if you belong to this age group.
   o **Location of Residence** – enter your city or country.
   o **Education Level** – select your highest completed education level.
3. **Password Change**
   o To change your password, enter the new password and confirm it.
   o Minimum password length is 8 characters.
4. **Billing Address**
   o This optional section may be required for paid courses. You can provide:
      ▪ Address Line 1 & 2
      ▪ Zip Code
      ▪ State
      ▪ City
      ▪ Country

**How to save changes?**
After making updates, don't forget to save them to apply the changes to your profile.

💡 **Tip:** If you change your email or password, the system might send a verification email to confirm the updates.

This way, you can customize your profile based on your preferences and keep your information up to date!

# 3. Course Overview and Enrolling in a Course

If you want to browse and enroll in a course, click on the **"Courses"** tab in the top navigation menu. This will take you to the overview page showing all available courses on the EverLearning platform.

*What will you find on the Courses page?*
1. **List of Available Courses** Each course is displayed in a card format that includes:
- Course title
- Image representing the course content
- Course category (e.g., digital skills, soft skills, artificial intelligence, etc.)
- Number of lessons in the course
- Total course duration (shown in hours and minutes)
- Name of the tutor delivering the course
- Course pricing information (some courses are offered for free)
2. **Filter Options** On the left side, there is a filter panel that allows you to search for courses based on various criteria:
- **Category** – Select the subject area you're interested in
- **Tutor** – Find courses led by a specific tutor
- **Duration** – Filter courses based on their total length
- **Level** – Choose courses based on their difficulty level
- **Skills** – Focus on specific skills you want to improve
3. **Search Panel** At the top of the page, there is a search bar where you can enter keywords to quickly find courses by title or content.
4. **Course Details** Clicking on a specific course opens a detailed course page where you can learn more about its content, objectives, and completion requirements.

💡 **Tip:** If you're looking for a specific type of course, we recommend using the filter or search functions to quickly find the most suitable course for you!
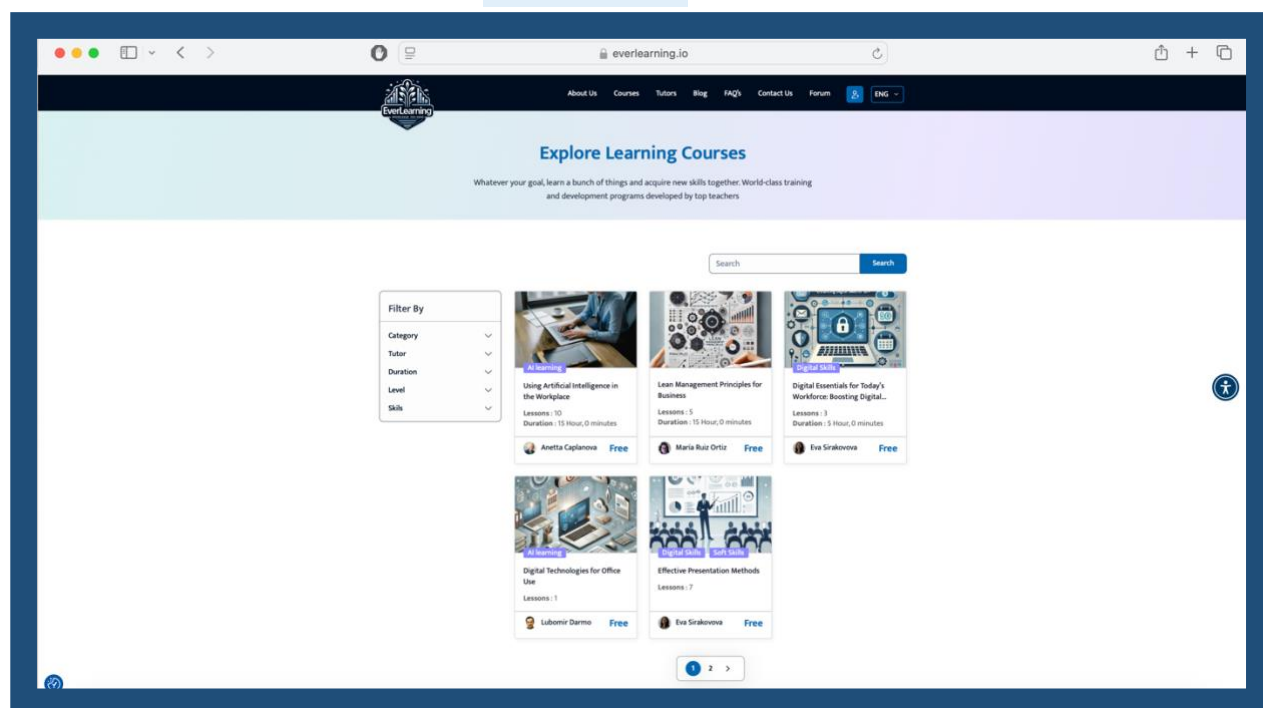
In the next section, we will show you how to enroll in a course and start learning.

**Figure 3.1. Course Overview**

### 3.1. How to Enroll in a Course on the EverLearning Platform
If you wish to enroll in a course, follow these steps:
1. **Choose a course from the list of available courses.**
   • Click on the course that interests you, and you will be redirected to its course detail page.
2. **On the course page, click the "Enroll Now" button.**
   • This button is located on the right-hand side of the screen in the section with basic course information.
   • If the course is free, you will be enrolled automatically.
   • If it is a paid course, you may be required to complete the payment.

### What can you find on the course page?
Once you open the course detail page, you'll see several important sections that help you understand the course content and options:
*Course Overview Section*
• Provides a brief description of the course, its goals, and what you will learn.
• Here you'll find out what skills you'll gain and the methods used in the course.

*Lessons Section*
• Contains a list of all the lessons included in the course.
• You can view the number of lessons and what each lesson covers.
• Some courses may also include quizzes to test your knowledge.

*Ask a Question Section*
• If you have any questions regarding the course content, you can post them directly in this section.
• The tutor can reply and help clarify anything unclear.

*Instructor Section*
• Features the profile of the course instructor.
• You can view their experience, area of expertise, and other courses they offer.

*Reviews Section*
• Displays ratings and feedback from students who have already completed the course.
• Important: You can only write a review after completing the course so that you can properly evaluate its content and quality.

💡 **Tip:** After enrolling in a course, you can go through each lesson at your own pace and track your progress. Upon completing all lessons and meeting the course requirements, you may receive a certificate (if one is available for that course).

**Figure 3.2. Course Page + Course Enrollment**
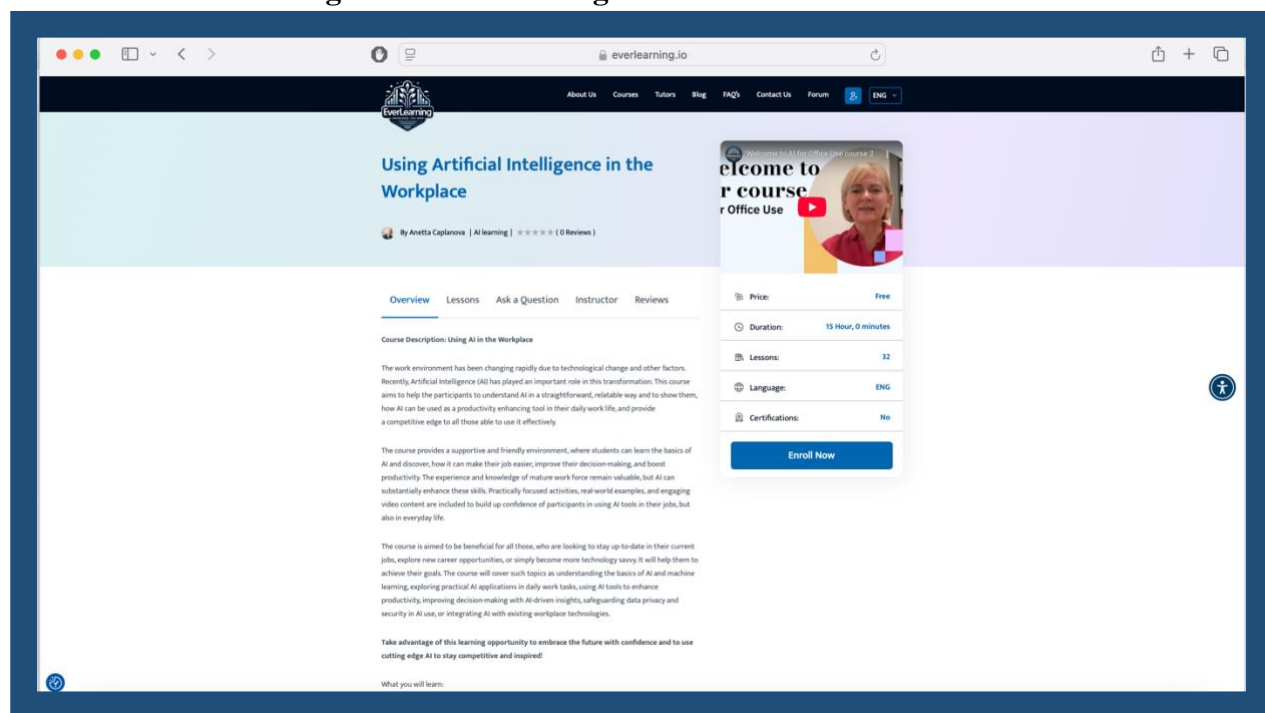


## 3.2. What Happens After Enrolling in a Course?

Once you successfully enroll in a course, you can immediately begin exploring its content. The entire course is divided into individual lessons, which you can access through the "Lessons" section.

### How to Start the Course?

1. Go to the "Lessons" section within the course you have enrolled in.
2. Click on the first lesson to be redirected to the learning page.
3. On this page, you'll find all the course content, including the lessons you need to complete.

### How Does Learning Work?

On the course page, you'll find all the necessary study materials, including: ☑ **Study texts** – Key information to help you understand the topic.

☑ **Practical examples** – Tasks and exercises to apply what you've learned.

☑ **Instructional videos** – Additional explanations and insights.

💡 **Note:** Courses are self-paced, so you can progress at your own speed.

## How to Move to the Next Lesson?

If a lesson ends with a short quiz, you'll need to complete it successfully before proceeding:

- After studying the materials, click on "Quiz" and answer the questions.
- If you pass, the system will automatically unlock the next lesson.
- If not, you can retake the quiz.

## Completing the Course and Earning a Certificate

1. After completing all lessons, you'll need to pass the final test.
2. Once you pass, the course will be marked as complete, and you will receive a certificate.
3. The certificate will be sent to the email address used during registration.
4. It will also be available in your profile under completed courses, where you can download it anytime.

💡 **Tip:** After completing a course, you can write a review to rate it and help future learners choose the right course for them.

**Figure 3.3. Course Content Overview and First Lesson**
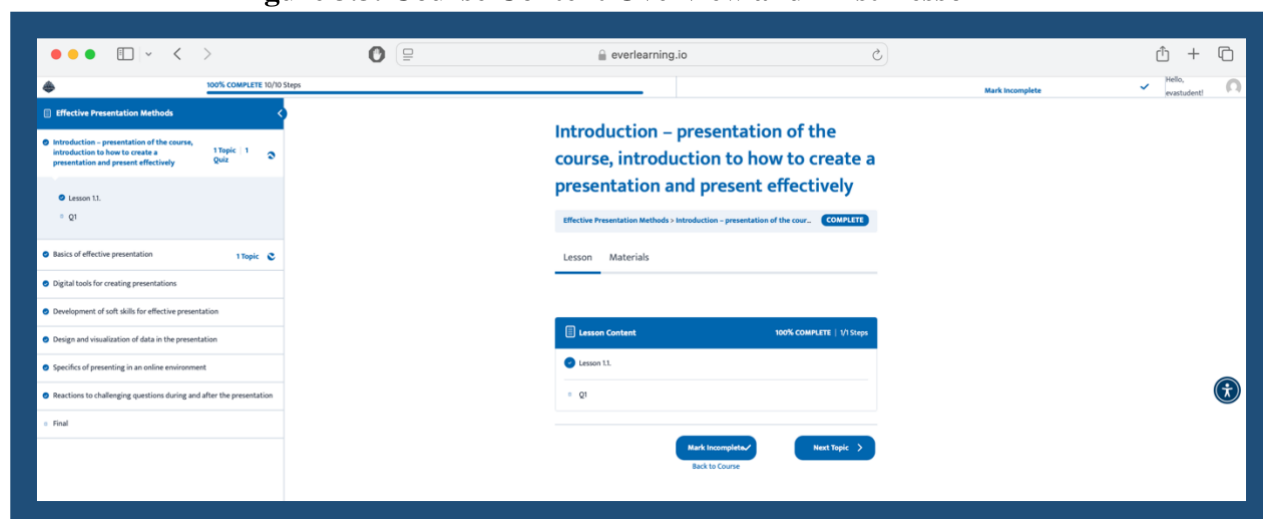
**Figure 3.4 – Lesson Quiz**
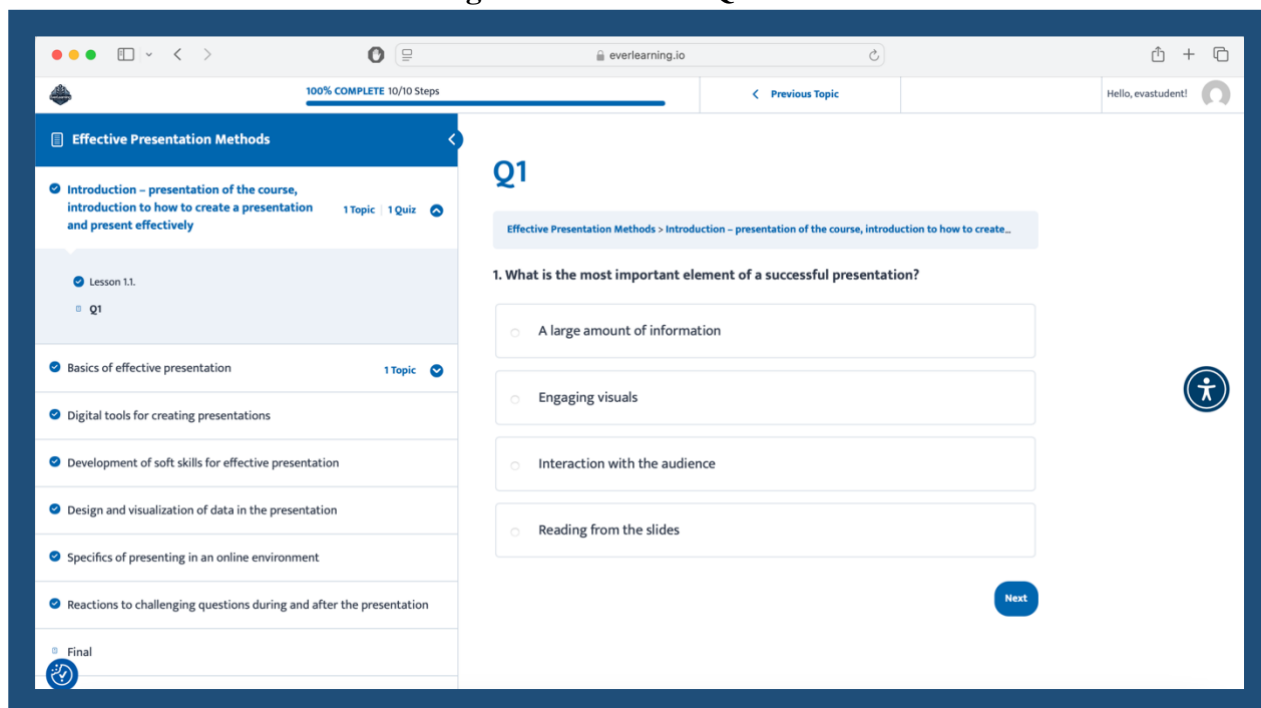


**Figure 3.5 – Earning a Certificate After Successfully Completing the Course**
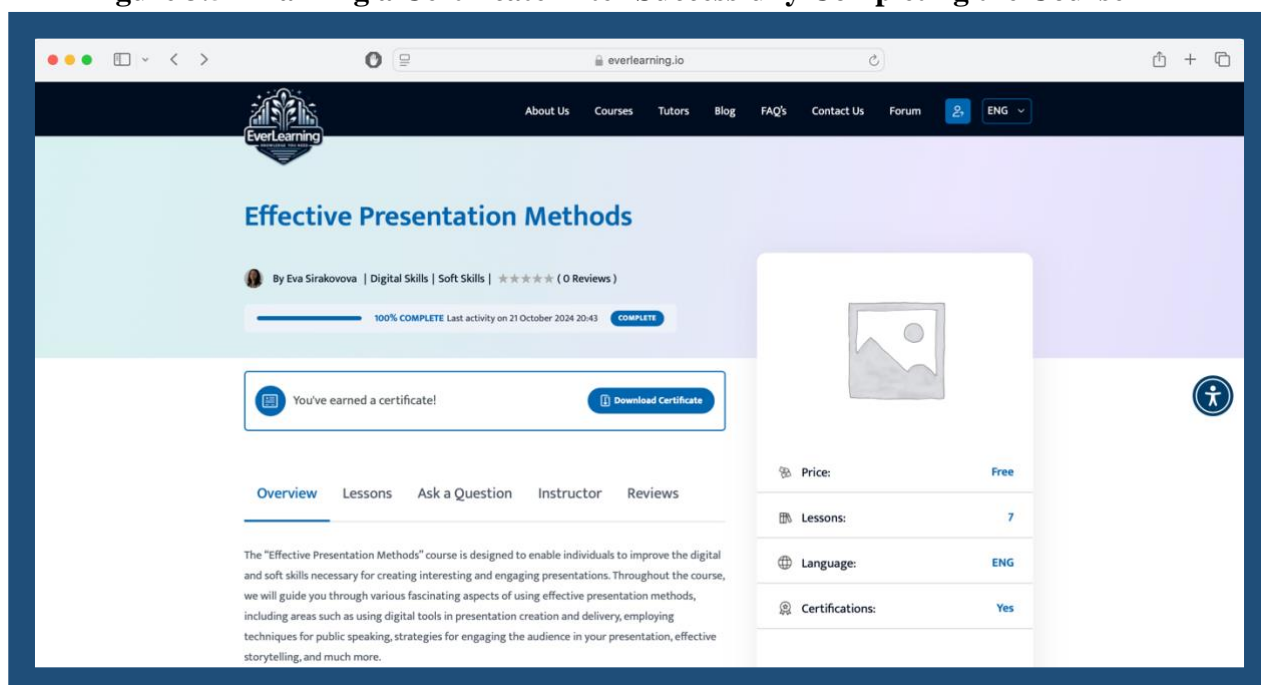
**Tutors**

If you would like to explore the list of tutors along with their profiles and areas of expertise, you can navigate to the **"Tutors"** section in the top navigation bar.

**How to browse the list of tutors?**
1. Click on **"Tutors"** in the top menu.
2. A page will open displaying all tutors available on the EverLearning platform.
3. Each tutor is presented on a profile card showing:
    o Tutor's name
    o Profile photo
    o Summary of qualifications and professional experience
4. By clicking on a tutor's name or image, you will be taken to their **individual profile page**.

**What can you find in a tutor's profile?**

The tutor's profile page contains detailed information structured in clearly defined sections:

*About Me*

A brief introduction to the tutor's academic background and teaching approach. For example, Eva Siraková presents her background in economics and behavioral economics and explains her use of interactive and modern teaching methods supported by digital tools.

*Experience*
- Tutors describe their practical background, whether in academic teaching, research, or professional practice.
- For example, university teaching, curriculum development, applied research, etc.

*Education / Certificates*
- Information on their academic qualifications, degree, and area of specialization.

*Expertise*
- The specific fields the tutor is skilled in, such as behavioral economics, presentation skills, or project management.

**Courses Taught**

At the bottom of the profile, under **"My Courses"**, you'll find all courses delivered by the tutor. You can click on any course to view its details and enroll if interested.

💡 **Tip:** Reviewing tutor profiles can help you better understand who is behind the course content and choose a course that fits your learning style and goals.

**Figure 4.1. List of Tutors**



**Figure 4.2. Tutor Profile**
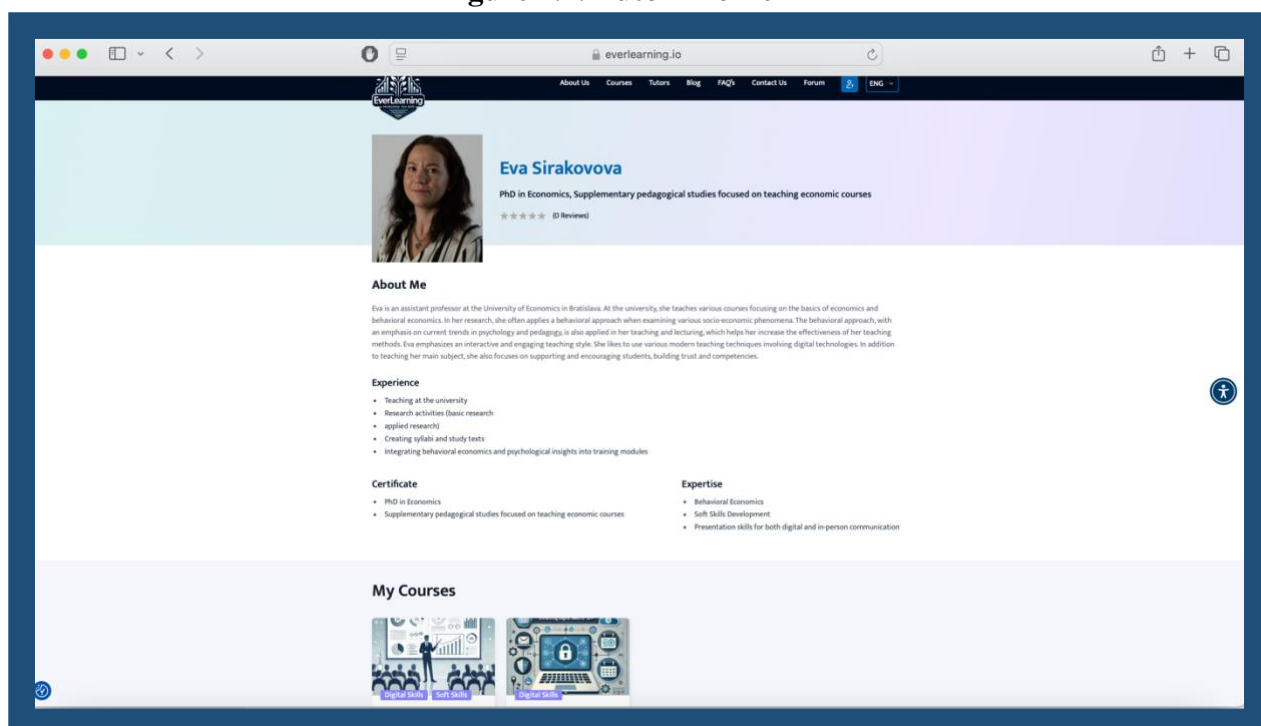
# 5.  Blog Posts

The "Blog" section on the EverLearning platform offers a variety of expert articles, educational posts, and tips that help users develop their skills and gain new knowledge.

**How to browse blog posts?**
1.  Click on the "Blog" tab in the top navigation panel.
2.  A page will open showing a list of all available blog articles.
3.  Blogs are organized into categories, and you can choose the ones that interest you.
    • Some blogs focus on learning, while others cover topics like new technologies, artificial intelligence, or other relevant themes.
4.  If a particular article catches your attention, simply click on it to open and read the full blog post.

**What does a blog post contain?**
Once you open a specific blog post, you will see:
✅ The article title and author's name
✅ The date of publication
✅ The main text of the blog, which may include useful advice, expert insights, or practical tips
✅ Images and visual elements that support and enrich the content
✅ The option to read more articles in the same category

💡 **Tip:** The blog section is a great source of inspiration and lifelong learning. If you're interested in a particular topic, be sure to check back regularly for new posts!

**Figure 5.1. Blog List**



**Figure 5.2 – Blog Article**
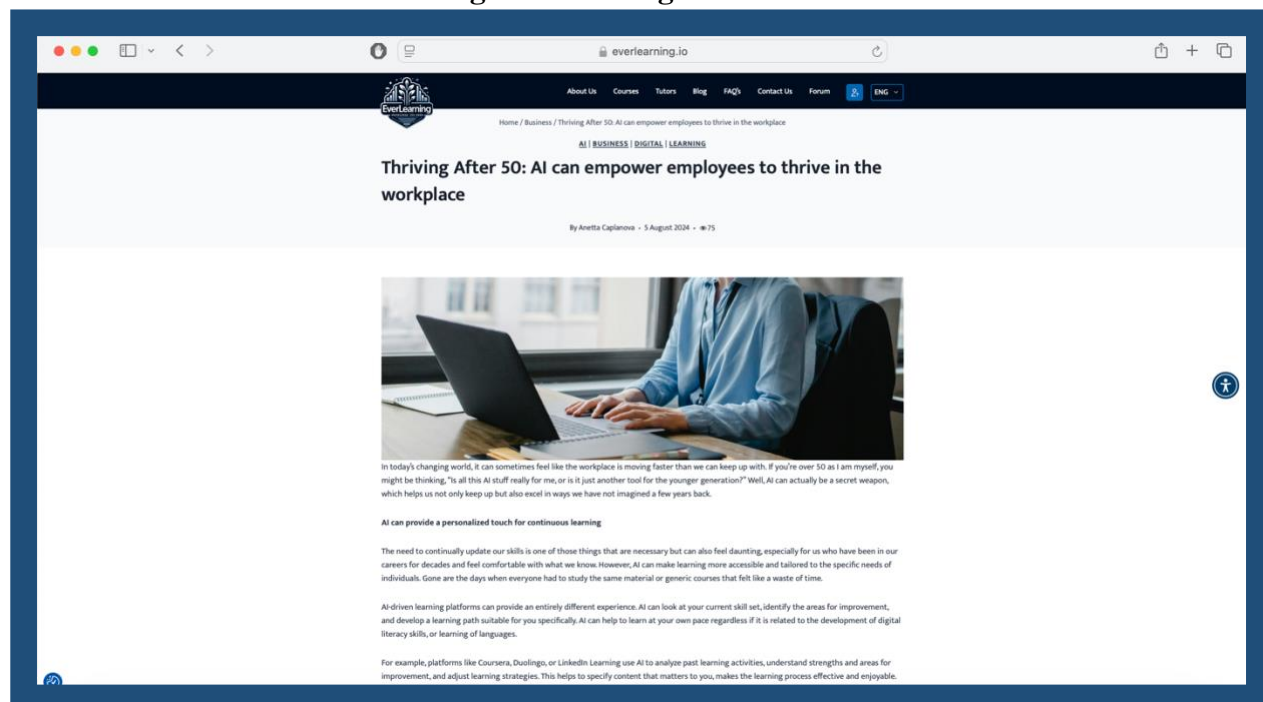
# 6. Frequently Asked Questions (FAQ)

The **Frequently Asked Questions (FAQ)** section is designed to provide users with quick and clear answers to the most common questions regarding the EverLearning platform.

**How to access the FAQ section?**
1. Click on **"FAQ's"** in the top navigation bar.
2. A page will open with an overview of the most frequently asked questions and their answers.
3. Each question is clickable – once you click, a detailed answer will expand below.

**What types of questions can you find here?**

✓ **What types of courses does EverLearning offer?**

• Provides an overview of available courses focused on digital and soft skills, personal development, and career growth.

✓ **How can I enroll in a course?**

• Explains the step-by-step process of course registration on the platform.

✓ **Are the courses structured so I can learn at my own pace?**

• Information about flexible learning options tailored to your personal schedule.

✓ **What kind of support is available if I have questions during my studies?**

• Describes the available support (e.g. tutor contact, discussion forum, help desk).

✓ **Do you provide a certificate upon course completion?**

• Outlines the conditions under which a certificate is awarded after successfully completing a course.

💡 **Tip:** If you have a question about the platform, check the FAQ section first—you might find your answer instantly without needing to contact support.
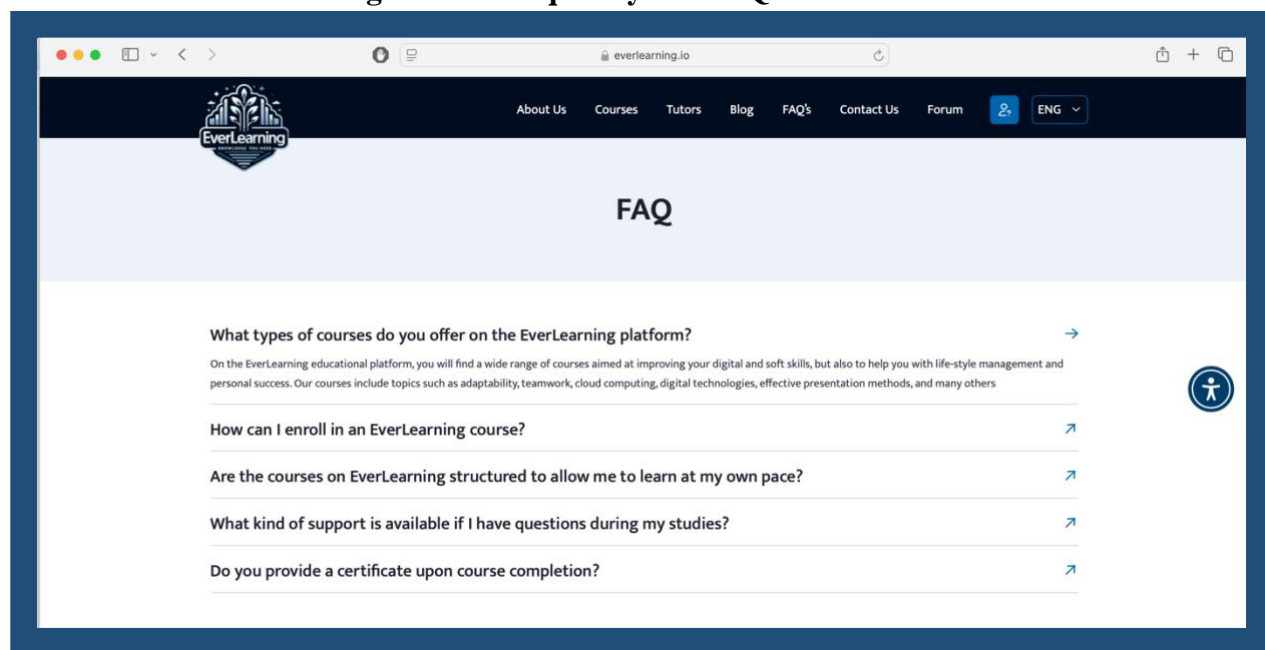
**Figure 6.1. Frequently Asked Questions**

# 7. Contact Us

If you can't find the answer in the "Frequently Asked Questions" section or have a specific inquiry about courses, registration, technical support, or collaboration, you can reach us directly using the contact form.

**How to send a message?**
1. Click on the "Contact Us" tab in the top navigation bar.
2. A contact form will open where you can fill in the following details:
   • Your Name
   • Your Company (optional)
   • Your Email Address (used for the reply)
   • Your Phone Number (optional)
   • Subject (brief description of your question or issue)
   • Your Message (provide details about your request or issue)
3. After filling out the form, click the **"Submit"** button.

**Additional contact options**
On the right-hand side of the page, you will find the contact information, including:
• Name of the contact person
• Official address
• Email address for direct communication

💡 **Tip:** If you are facing a technical issue, have a course-related question, or need further details, don't hesitate to use this contact form. You'll receive a response as soon as possible!

**Figure 7.1. Contact Us**

# 8. Discussion Forum

The **"Discussion Forum"** section serves as an interactive space where students and tutors can exchange ideas on various course-related topics. Each course has its **own dedicated forum**, where participants can:

☑ ask questions,
☑ share their experiences,
☑ support each other in solving problems.

**How do the discussion forums work?**

1. Click on the **"Forum"** option in the top navigation bar.
2. You will see a list of discussion forums assigned to individual courses.
3. Click on the course that interests you to view its discussion topics.
4. To create a new topic, click inside the discussion area and fill in the form.
5. New topics must be **approved by the administrator**. Once approved, participants and tutors can add their replies.

**What can you do in the forums?**

• **Join existing discussions** – respond to questions or share your opinion.
• **Create a new topic** – if you have a question or want to start a discussion, you can submit it.
• **Communicate with tutors and fellow students** – forums are a great place to directly consult with course instructors.
💡 **Tip:** If you have a question related to the course content, check the forum first — someone else might have already asked the same thing, and the answer could be there!
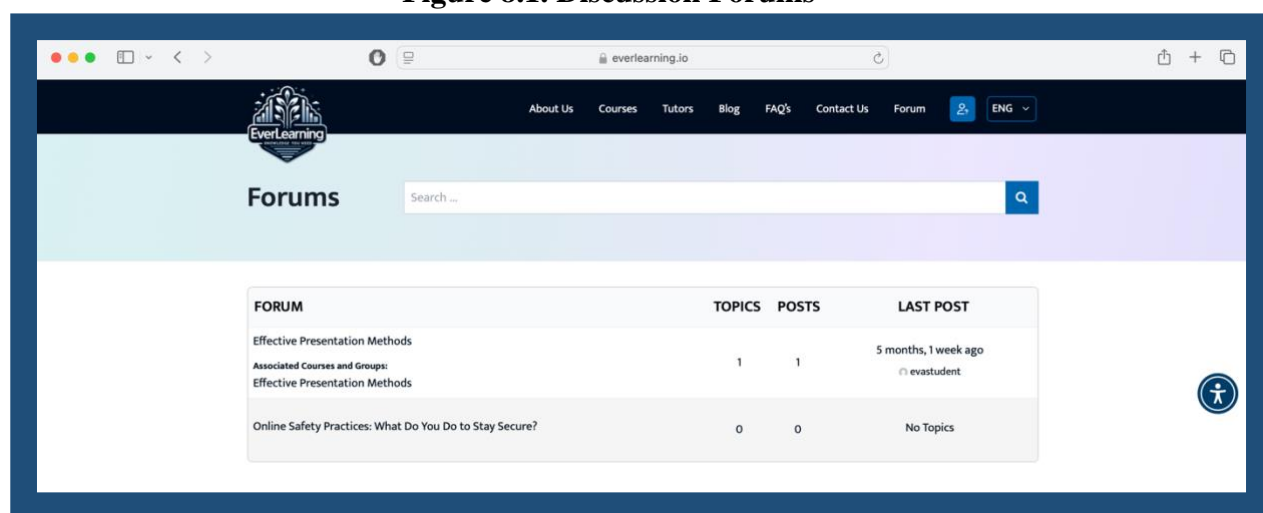
**Figure 8.1. Discussion Forums**



**Figure 8.2. Creating a New Forum Topic**

CREATE NEW TOPIC IN:

**Effective Presentation Methods**

Topic Title

Add your message here...

Submit

**Contact Info**

University of Economics in Bratislava,
Dolnozemská cesta 1, 852 35
Bratislava, Slovakia

info.everlearning@gmail.com

**Quick Links**

Home

About Us

Blog

Courses

FAQ

# Conclusion

We hope this guide has helped you navigate the EverLearning.io platform and understand how to make the most of its features.

If you haven't enrolled in a course yet, we recommend browsing the course catalog and selecting the one that best suits your needs. Upon successful completion, you will receive a certificate that you can download directly from your profile.

If you need assistance or have any questions, feel free to use the following options:
• **FAQ** – quick answers to frequently asked questions.
• **Discussion forums** – a space to ask questions and interact with fellow learners and tutors.
• **Contact form** – if you need personal support, you can contact us directly.

💡 *Tip: Don't forget to regularly check for new courses and continue expanding your knowledge. Learning is a lifelong journey, and EverLearning.io is here to support you along the way.*

We wish you great success in your studies and an enjoyable learning experience with EverLearning.io!