CERISE User Manual

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List of Abbreviations

The following table presents the acronyms used in the deliverable in alphabetical order.

Abbreviations	Description
D	**Deliverable**
WP	**Work Package**
UC	**Use Case**
ESCO	**European Skills, Competences and Occupations**

Executive Summary

As the overall aim of WP3 is software development, the CERISE digital wallet is designed to **foster the recognition and development of green skills** within the **higher education sector**. This user manual aims to guide users through the key features and functionalities of CERISE, offering step-by-step instructions to help them make the most of the platform. The platform is compatible with all major web browsers and is fully optimized for use on both mobile devices and tablets.

1. Introduction

1.1. What is CERISE?

Aiming to foster awareness and earn **green skills**, the CERISE wallet is grounded on the "green skills and knowledge concepts" of the European Skills, Competences and Occupations (ESCO) categorisation, which is the EU-wide standard for green skills.

1.2. Functions - Use cases of the CERISE Wallet

A number of different entities outline the CERISE wallet's functionalities. These entities are the following: Student, Course Manager, University, Course Cycle, Course, Skill and Digital Credential. The overall functionality has been broken down into separate Use Cases.

- **Use case 1:** The student requests the validation of their green skills from a course upon completion
- **Use case 2:** The student completes a course and earns green skills in the wallet
- **Use case 3:** The student completes a course cycle and earns green skills in the wallet
- **Use case 4:** The student searches for university courses offering green skills
- **Use case 5:** The student acquires a personalised report from the wallet
- **Use case 6:** A recruiter searches for candidates with green skills

2. Introduction to the Cerise Wallet

To test the wallet, which is free of charge, the users are kindly requested to email the CERISE technical division at info@web2learn.eu to receive their login information. Once this is done, go to the CERISE Wallet Home page: **https://dashboard.cerise.web2learn.eu**, click on the "Login" option, which is under the menu in the upper left corner.
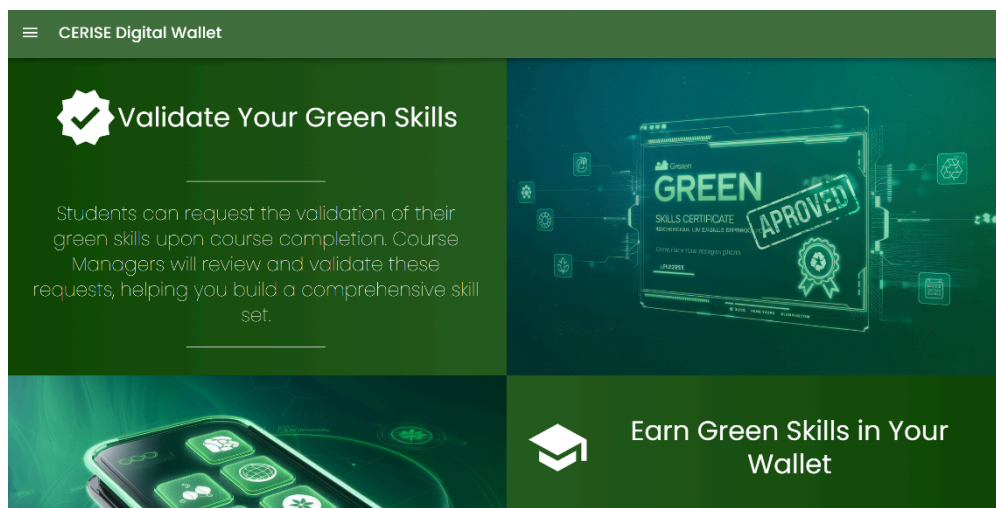
Figure 1: Home page

Access the platform by putting in the login credentials. Three types of users, associated with the corresponding user roles, will be able to access the platform: a) Students, b) Course Managers, c) Recruiters. Different functionalities will be available for each type of user. If a user has trouble logging in, please contact info@web2learn.eu.
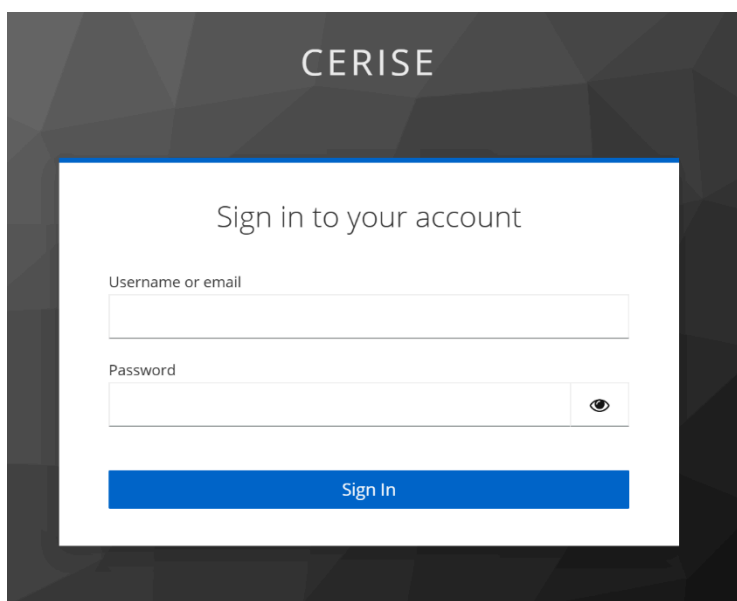

Figure 2: Log in to Cerise Digital Wallet

3. Functions based on role

3.1. Student

Upon signing in, users with the **Student** role will be able to build their "CERISE wallet", where all their personal information (e.g., username, details, university), courses, skills, badges, etc. will be gathered and displayed.

In the left sidebar, the user can see the menu and access 'My Wallet'. The wallet is divided into two sections. The upper section displays the user's profile details, while the lower section shows the progress of the courses they have enrolled in or requested to attend.

There is also the option for the user to make their profile private by simply selecting the corresponding setting. This ensures that their information is not visible to others on the platform.
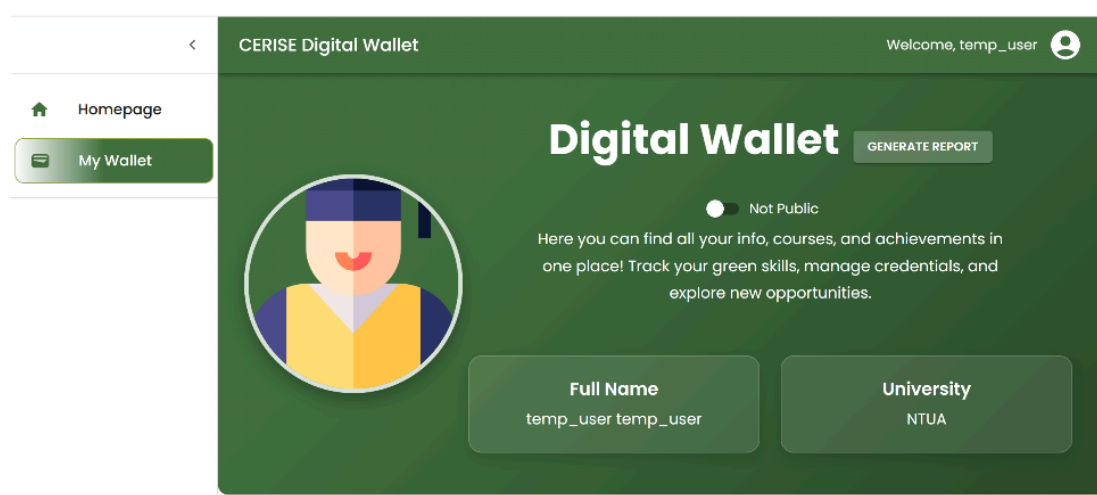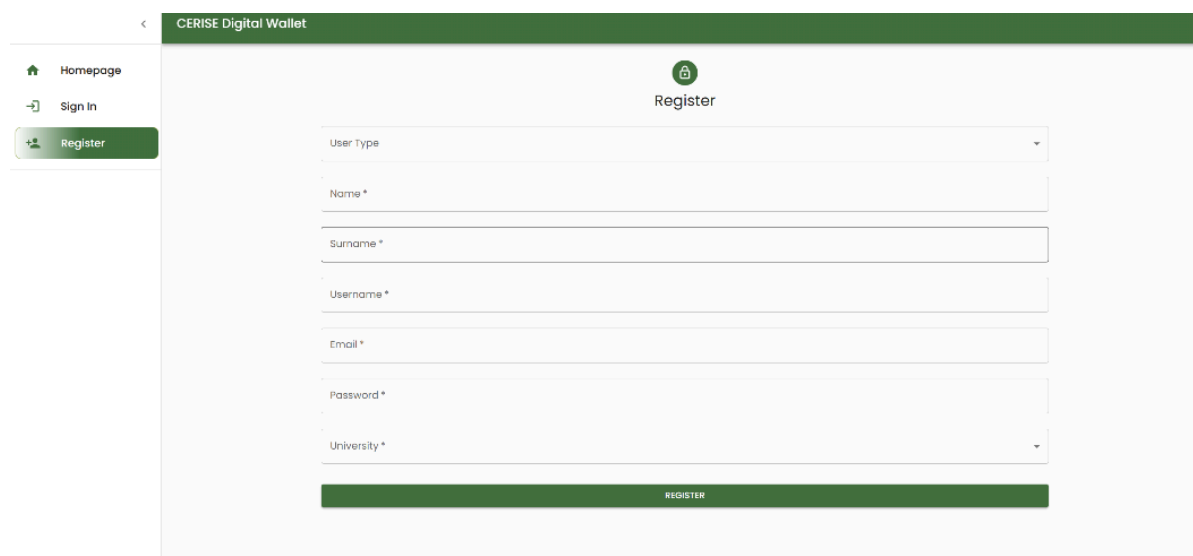

Figure 3: Left sidebar menu

3.1.1. Register on the platform

To register on the CERISE platform, the user should begin by selecting the **"Register"** option from the left sidebar menu. This opens the registration page, where they need to complete the form with the required information, including their name, email address, desired username, password, and the university they attend. Once all fields are filled in, the user can click the **"Register"** button to create their account.
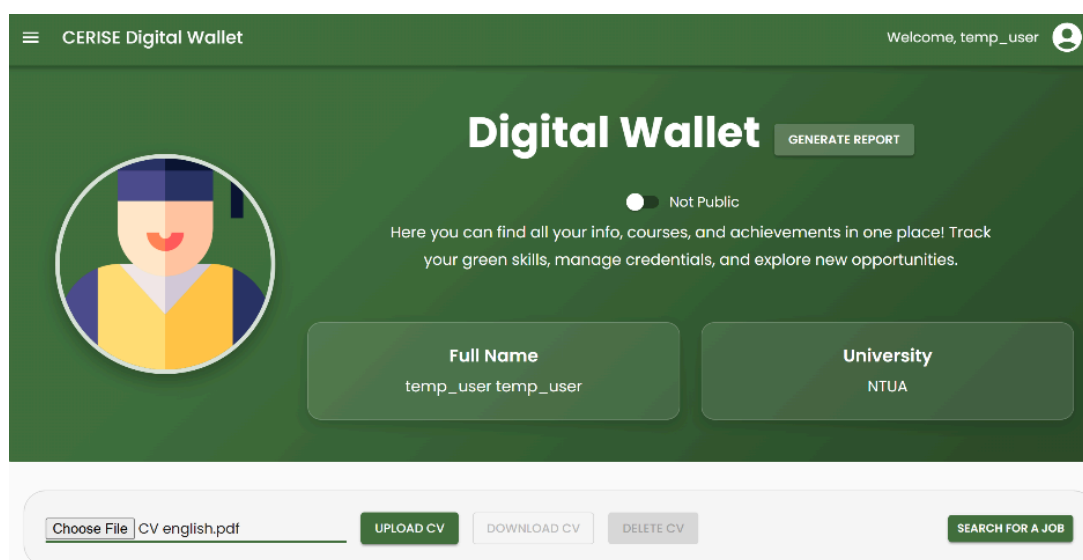
Figure 4: Register to CERISE platform

3.1.2. Upload a CV

For the user to upload their CV on the CERISE platform, they should begin by clicking the **"Choose File"** button, which opens a window to browse their computer folders. After locating and selecting the CV file (in PDF format), the user can then click the **"Upload CV"** button to complete the process. By uploading their CV, the digital wallet automatically extracts the skills the user has acquired, making them visible within the platform and enriching their profile. Tip: always upload your CV in PDF format to avoid compatibility issues.

Figure 5: Upload your CV

If the upload is successful, two additional buttons will become visible: **"Download CV"**, which allows you to view or save your uploaded file, and **"Delete CV"**, which enables you to remove the file if needed.
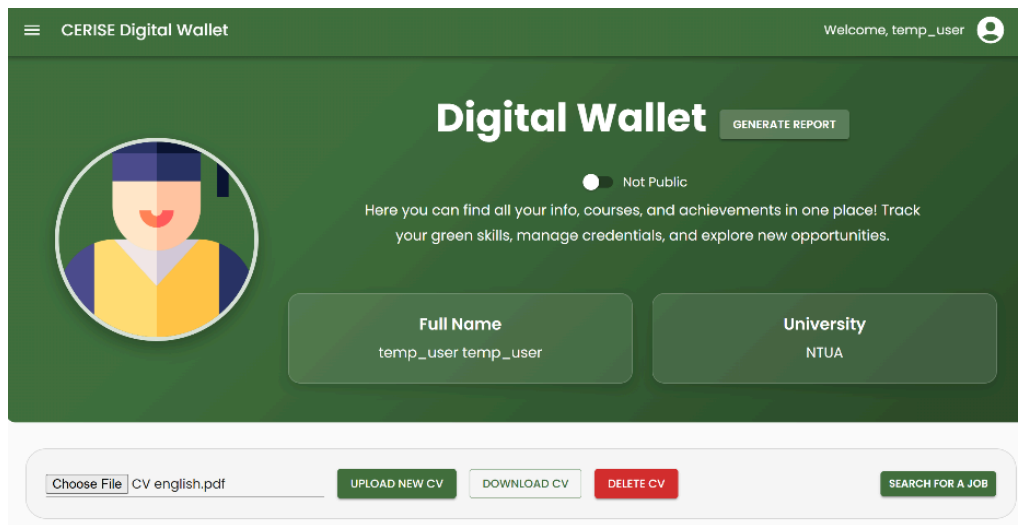
Figure 6: CV was uploaded successfully

3.1.3.   Apply to a course

The student needs to apply for and attend a course. To request to attend a course on the CERISE platform, the student should click on the **"Find Courses"** link that is placed within the "Acquired skills" box (see Figure 7 below).
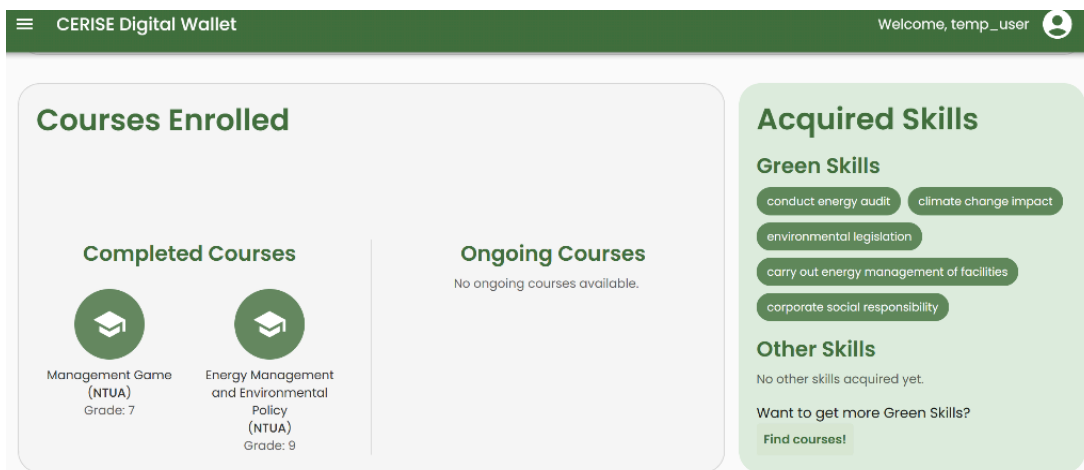

Figure 7: Find courses

By clicking on it, the Student can see a list of available courses that they are eligible to apply for. From the list, the student can review the course options and select the one that best fits their interests or academic goals. Once a course is selected, they simply click the **"Apply to Course"** button to submit their request to enroll.
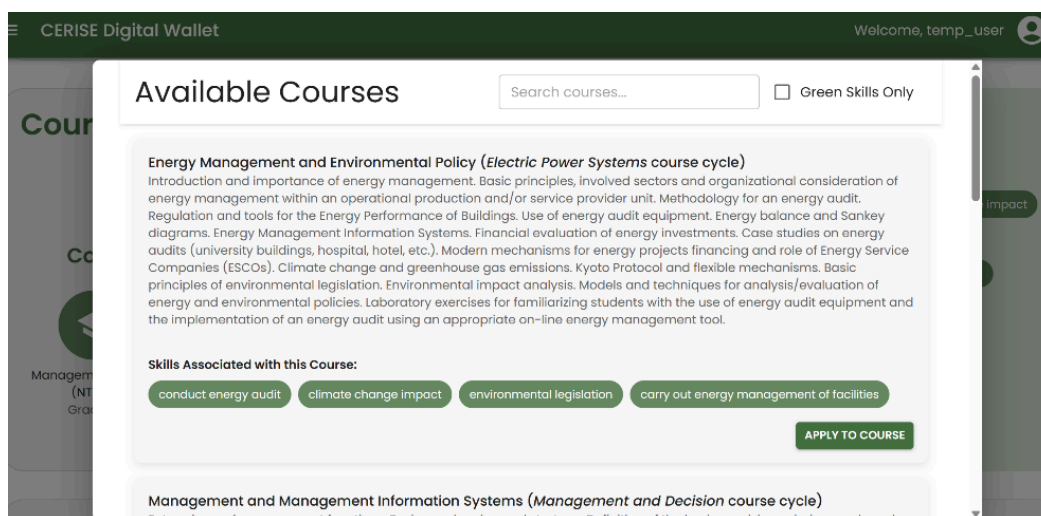
Figure 8: Search and apply to the course

Until the teacher approves the enrolment request, the selected course will appear in the **"Course Requests"** section of the CERISE platform, marked with a **"Pending Approval"** status. This indicates that the application has been submitted, but is still awaiting confirmation from the course instructor. Once approved, the course will move to the **"Ongoing Courses"** section.
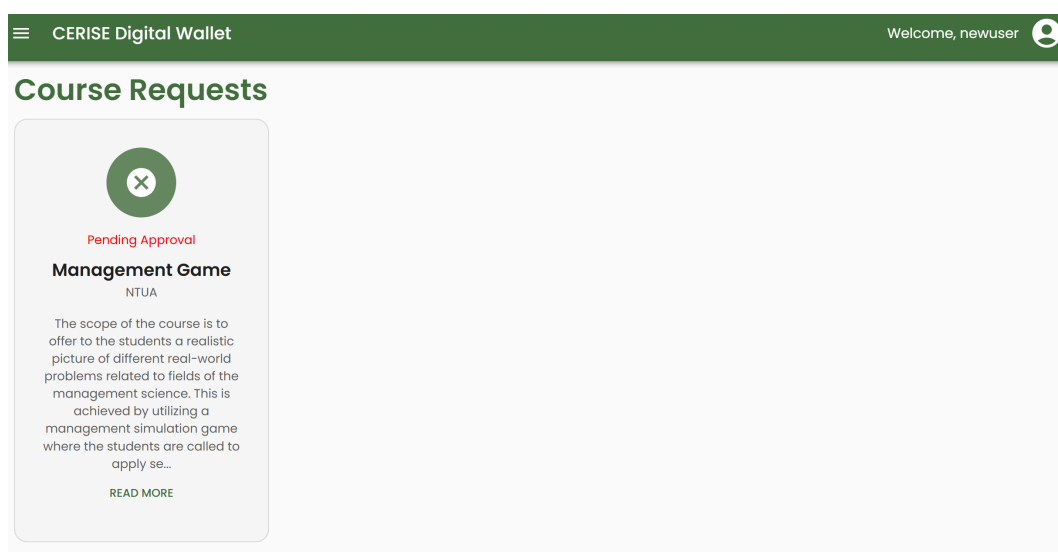

Figure 9: Pending approval of a course

If the student's course application is approved, the course will automatically appear under the **"Ongoing Courses"** section on the CERISE platform. This indicates that the student is officially enrolled and can begin accessing course materials and participating in activities.
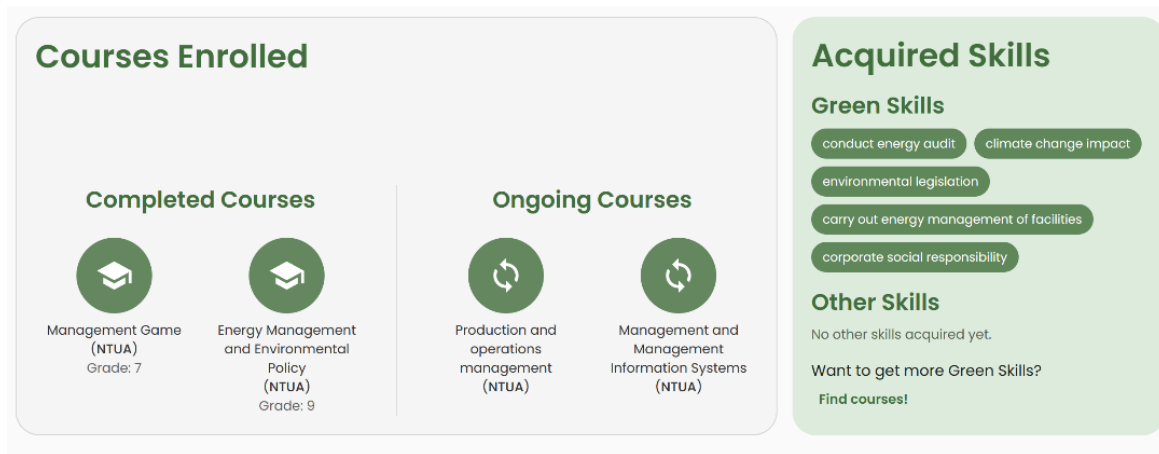
Figure 10: Courses a student has enrolled in

3.1.4.   Course cycle overview

A **Course Cycle** on the CERISE platform consists of multiple **Courses related to the same subject**. This structure allows students to follow a coherent learning path within a specific area of sustainability or green skills. To explore the courses within a Course Cycle, simply **press the arrow icon** next to the cycle title. This will expand the view and **reveal the related courses** grouped under each topic, helping users navigate and select relevant learning opportunities more easily.
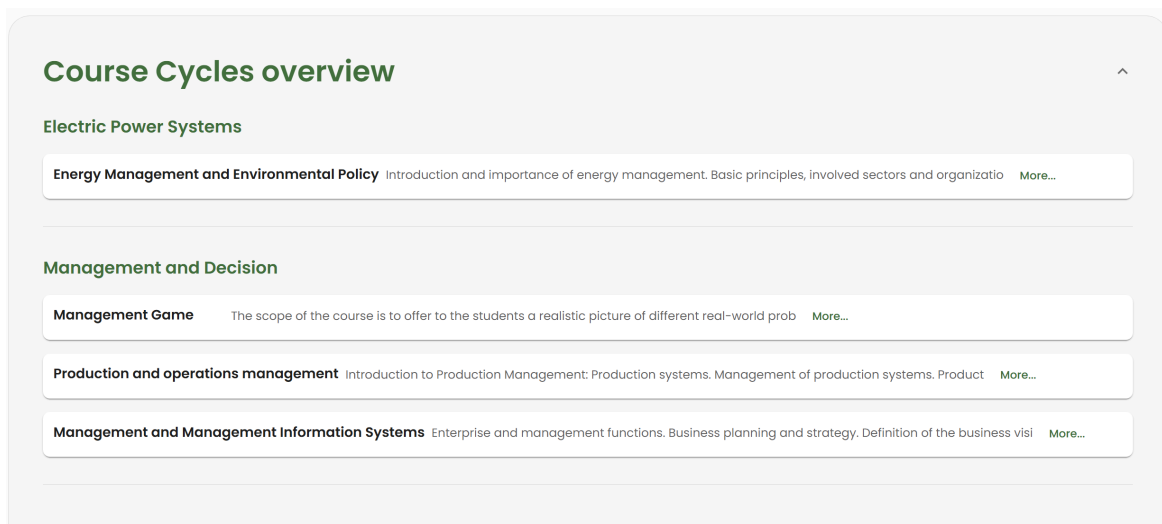

Figure 11: Course cycle overview

In the **"Progress Across Course Cycles"** section, students can track their learning journey within each Course Cycle. By clicking the **"Show Details"** button, they can view the list of courses that belong to the specific cycle they are currently attending. From this expanded view, students can

also **easily apply to any related course** within the same cycle, supporting a smooth and continuous progression through the subject area.
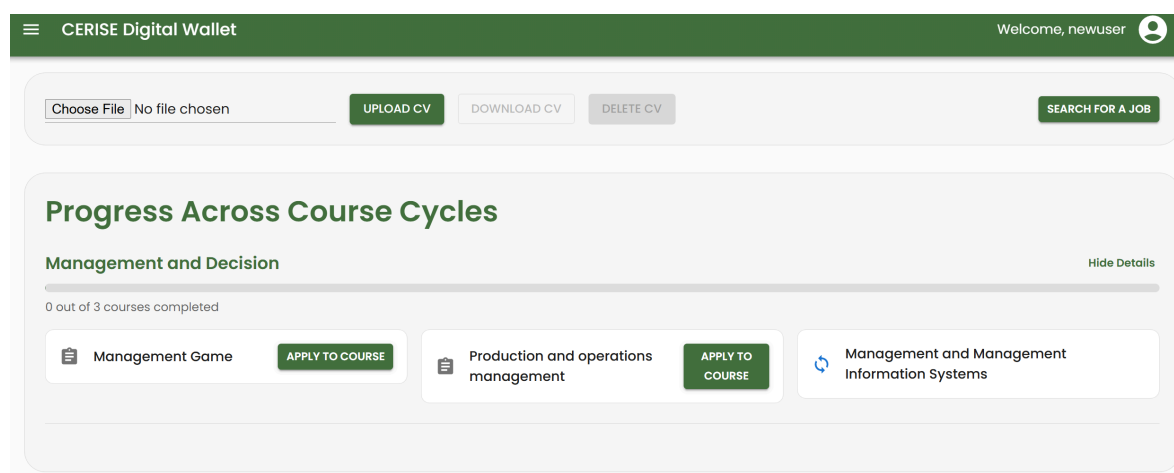

Figure 12: Apply to courses from a course cycle

3.1.5. Generate student report

The **Student** can download a report (pdf file), listing all the skills acquired. Such a feature can be invaluable for a **Student's** future academic and professional endeavours, providing a tangible record of their progress, skills, and capabilities.

By pressing the **"Generate Report"** button, a comprehensive report is created containing the student's personal information, along with a summary of their **Completed Courses**, **Ongoing Courses**, and **Acquired Skills**.
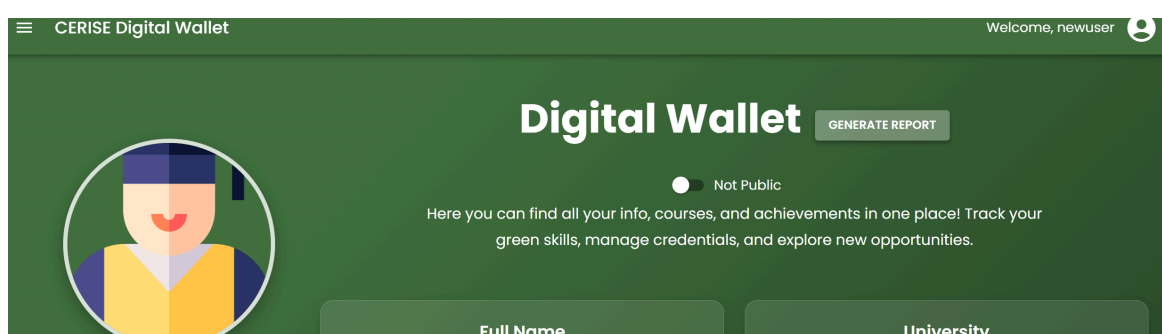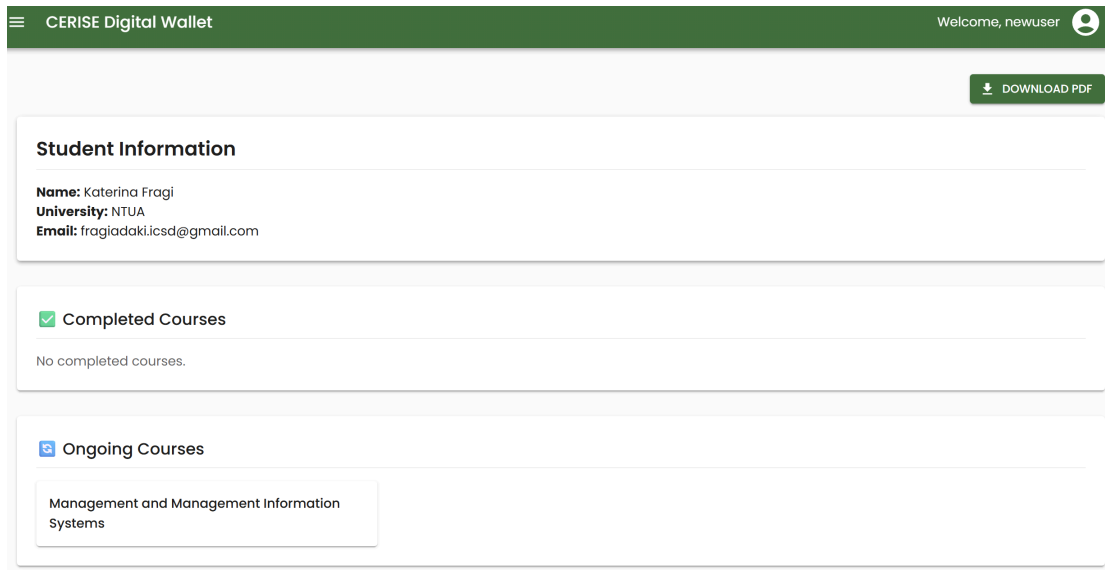

Figure 13: Generate a student's report

This report provides a clear overview of the student's learning progress and green skills' development within the CERISE platform. By pressing the **"Download PDF"** button, the generated report is **automatically downloaded** in PDF format.
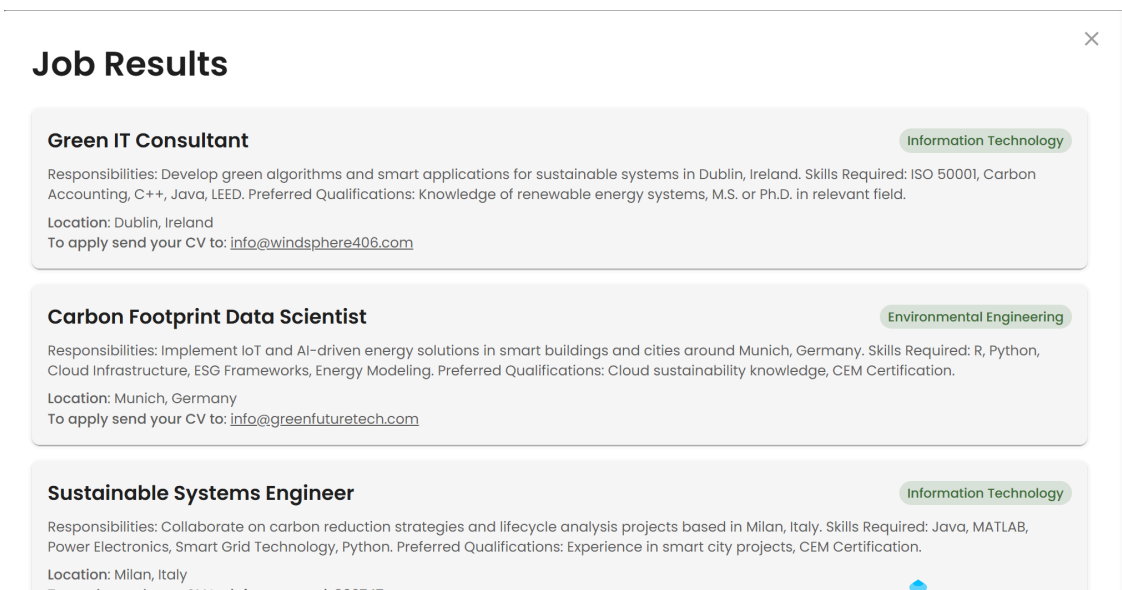
Figure 14: Full report overview

3.1.6.   Search for a job

The CERISE platform also offers students the possibility to explore job opportunities related to their green skills. By clicking the **"Search for a Job"** button, a **pop-up list of job offers** appears. Each listing includes the **job title**, **sector**, **job description**, **location**, and **contact details**, providing students with all the essential information they need to evaluate and pursue relevant career opportunities.

Figure 15: Job results

3.2.   Course manager

On the **Course Manager Control Panel** home page, managers can view a list of all the **courses they are currently managing**. This overview provides quick access to course details, management tools, and the ability to monitor student applications, progress, and course activity.
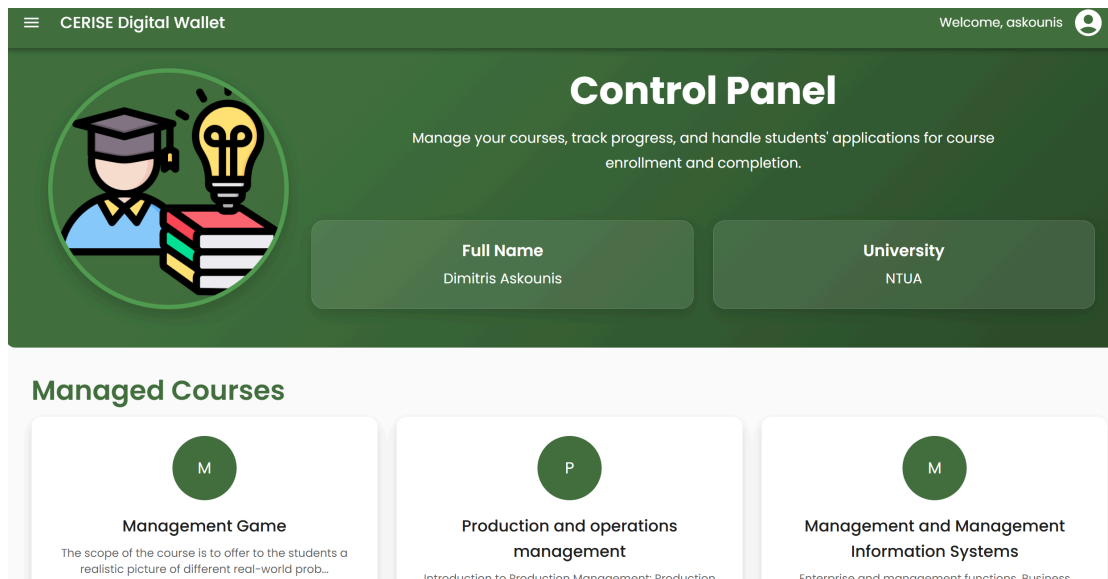
Figure 16: Course manager control panel

By selecting a course from the **Course Manager Control Panel**, the manager is taken to a detailed view with **three tabs**:

- **Attendance Requests** – Displays students who have applied to join the course. The manager can **accept** or **deny** each enrolment request directly from this tab.

Figure 17: Attendance requests

- **Attending Students** – Shows a list of students currently enrolled in the course, allowing the manager to monitor participation and engagement.

Management Game

ATTENDANCE REQUESTS   **STUDENTS ATTENDING**   STUDENTS COMPLETED

ⓘ No students are attending this course.

CLOSE

Figure 18: No students attending a course

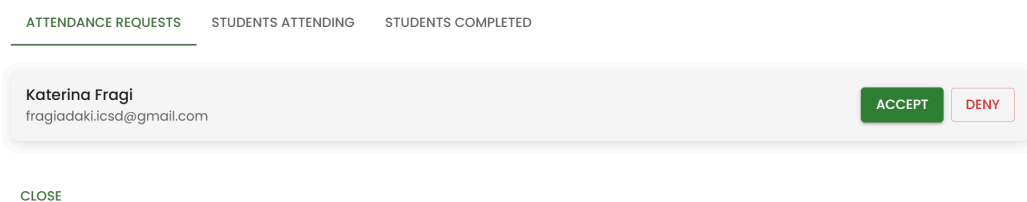As soon as the manager **accepts an enrolment request**, the system **automatically updates the list** in the **"Attending Students"** tab to include the newly enrolled student's name. This ensures that the course records remain accurate and up to date in real time.
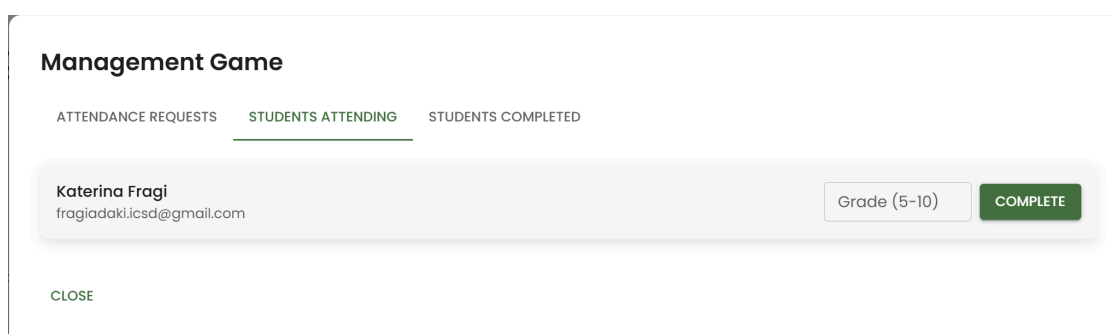
Management Game

ATTENDANCE REQUESTS   **STUDENTS ATTENDING**   STUDENTS COMPLETED

Katerina Fragi
fragiadaki.icsd@gmail.com   Grade (5-10)   COMPLETE

CLOSE

Figure 19: Students attending the course, manager grades

In the **"Students Attending"** tab, when the time comes to complete the course, the manager can **finalise the student's participation** by assigning a **grade between 5 and 10**. Once a grade is allocated, the student is automatically **moved to the "Students Completed"** tab, indicating that they have successfully finished the course. This process helps track academic progress and ensures that records reflect each student's achievements.

- **Students Completed** – Lists the students who have completed the course.

These tools give course managers full control over enrolment and student progress within their courses.

3.3.   Recruiter

When a **recruiter logs into their account** using their credentials, they are directed to the **Candidate Search** home page. From there, they can **search for job candidates** based on specific **green skills**. This feature allows recruiters to identify individuals whose competencies align with the sustainability needs of their organization, making it easier to find qualified candidates committed to environmental responsibility.
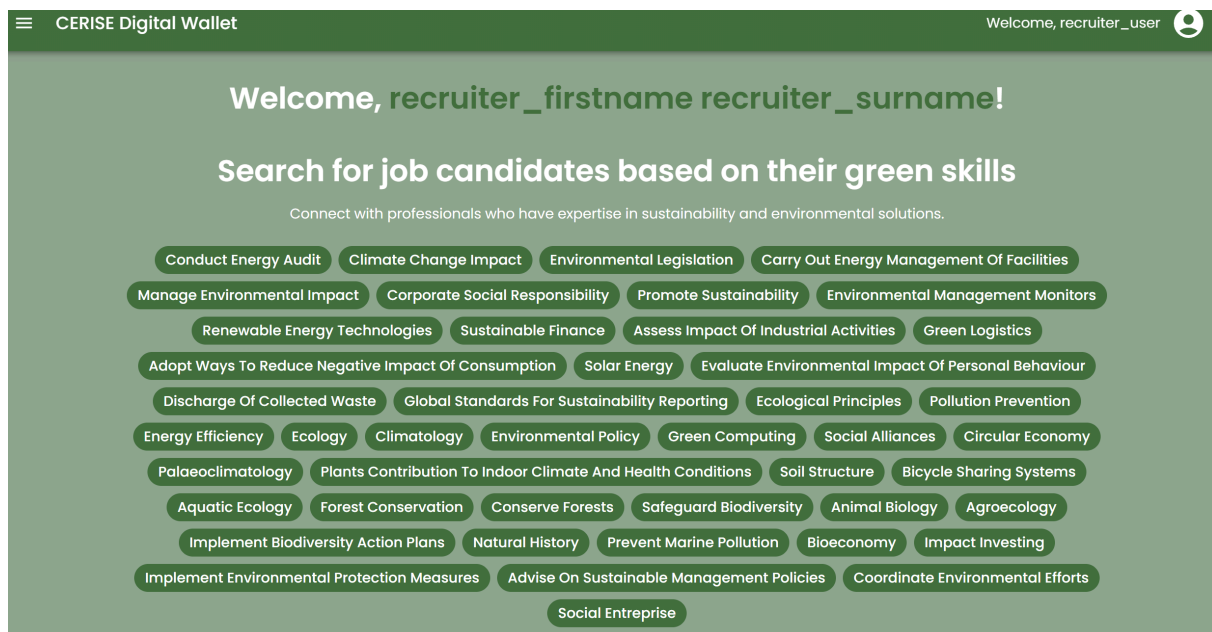
Figure 20: Recruiters home page

By selecting a desired **green skill**, a **pop-up window** appears, displaying a list of **relevant candidates** who possess that skill. For each candidate, the recruiter can access a **quick overview**, which shows the student's **completed** and **ongoing courses** related to green skills. In this overview, the **grades of the completed courses** are also visible, allowing recruiters to assess both participation and performance. Additionally, the recruiter has the option to **visit the candidate's full academic profile** for a more comprehensive view of their qualifications, progress, and skill set.
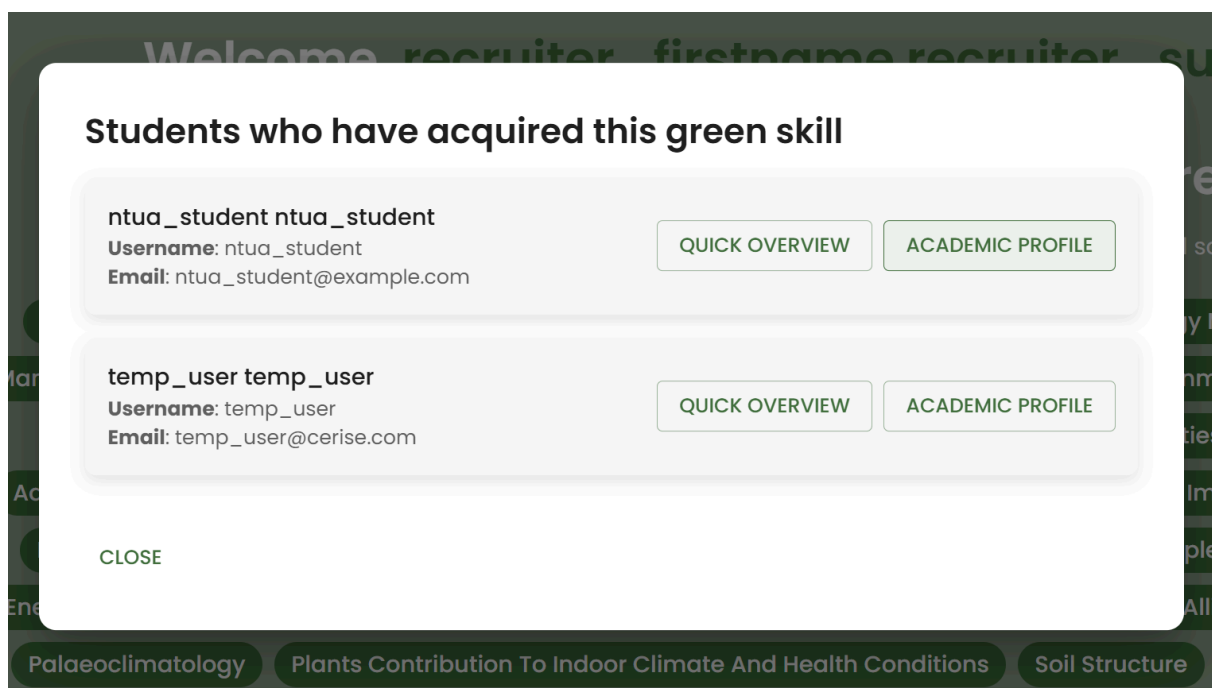

Figure 21: Students with the desired green skills

4. Conclusion and support

This manual has been designed to guide users through the key features and functionalities of the CERISE Wallet, ensuring that they can navigate it with confidence and make the most of its tools. By following the steps outlined, users can build and manage their profiles, upload CVs, track progress, and engage with opportunities that foster green skills. We encourage all users to explore the wallet fully and take advantage of its resources. For any additional questions or technical issues, please do not hesitate to reach out to the support team at **info@web2learn.eu.**