A white letters on a black background

AI-generated content may be incorrect.***User Manual: SkillSync web application***  
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Course: CO2302, 2025

A close-up of a logo

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# 1. Introduction

* This user manual provides step-by-step instructions for using the SkillSync web application in collaboration with IBM. new features/functionality adding new features as you develop them.
* SkillSync is designed to encourage users to engage with IBM SkillsBuild by offering a gamified learning experience(some examples include competing with friends, leaderboards, streaks).
* IBM SkillsBuild is a collection of online learning resources provided by IBM. These courses cover leading and emerging technologies, such as Artificial intelligence, Blockchain and Professional skills.   
  For more information, have a look at the official site of IBM SkillsBuild.
* Its features include course recommendations, certificate management, progress tracking, and user profile customization.
* This document is intended for end users and for guiding future development and testing efforts.
  1. Steps:
* Read through each section carefully.
* Follow the step-by-step instructions for each feature.
* Refer to the troubleshooting section if you encounter issues.

1.2. Troubleshooting:

* Ensure you are using a supported browser.
* Contact support if you continue to face difficulties.

# 2. Key functionalities of the SkillsSync System:

* SkillSync is an interactive web application with gamification that allows users to:  
   - Access a well-structured landing page, so that the user can quickly understand the purpose of the website and be directed to registration or login.  
   - Register and log in to the account, so that the user can have a personalised experience.  
   - View a dashboard to track a progress overview including streaks, completed courses, and leaderboard status.  
   - Search and filter courses by keywords and categories.  
   - Take quizzes (knowledge tests) to ensure learning and automatically earn certificates.  
   - Manage certificates with options to filter and sort them based on course’s main attributes (category, difficulty, keywords).  
   - Automatically recommend courses after obtaining certificates, based on user’s interests and completed courses so that user can find relevant learning materials.

- View learning history to track enrolled and completed courses.  
 - Edit account details including username, password and profile appearance to keep personal data up to date.

# 3. Detailed description of the functionalities & a “How to” guide

3.1 Landing Page

* Overview:  
   - Landing page has an overview of the site including sign up, login and dashboard links, FAQ and information section.  
   - The site includes navigation arrows for easy scrolling (bottom right).

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A screenshot of a computer

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* Steps:  
   - Go to Log in or sign up: Click on the sign up or login button either on the centre or at the top of the page.  
   - Go to Dashboard: Log in, click the dashboard button at the top of the page.  
   - View FAQ at the end of the page:  
  Scroll down to the FAQ section and click on a question to view the answer.

-To go back on top, click on the arrows (bottom left).

* Troubleshooting:  
   - If the page does not load, reload the page.  
   - If you are unable to access the dashboard, you need to log in first.

3.2 Log In & Sign Up Page

* Overview:  
   - The log In and sign up page allows users to create an account and access their personalized experience.  
   - It provides fields for registration (name, email, username, and password) and a login page for returning users.  
   - The page is designed with clear input fields and validation messages.
* Steps:  
  - Register an Account:  
   - Click the "Sign Up" button from the landing page.  
   - Fill in the registration details with your name, email, username, and password.  
  A blue screen with white text and black icons

  AI-generated content may be incorrect. - Click "Register" to create your account.

-Log In:

- Once you are registered, it will redirect you to log in form.  
- Enter your username and password in the provided fields.

- Click "Sign In" to access your account.

A login screen with white text and blue background

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* Troubleshooting:  
  - If the page does not load, reload the page.

- If you receive an error message, verify that the required fields follow these rules: choose unique username and email, use correct format of email and follow the instructions for a safe password.  
- If login fails, double-check your credentials and ensure your account was successfully registered.

3.3 Viewing Your Dashboard

* Overview:

- The dashboard is your home page to track overall progress.

- Once you sign in with your profile, you will be able to view key information, including:

- enrolled courses – view courses that you have started learning

- available and recommended courses – View courses that you can enroll in based on your previous learning (if any)

- Streaks – Keep track of your consecutive active days (coming soon)

- Leaderboards – See how you rank against other users (coming soon)

A screenshot of a computer

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* How to Access Your Dashboard:  
  - Navigate to the Dashboard – After signing in, you will be automatically redirected to your dashboard.
* Features of the Dashboard:  
  - Available Courses:  
  - Lists courses that you can enroll in or continue.  
  - Displays course details such as title, difficulty.
* Dashboard Not Loading Properly:  
  - If the page does not load, reload the page.

-Try filtering or searching for courses.

- select the "Dashboard" option in the navigation menu or click on the SkillSync logo.

3.4 Search and Filter Courses

* Overview:

- Allows user to search and filter courses by keywords and categories.

* A screenshot of a computer

  AI-generated content may be incorrect.Steps:  
   - How to Search for a Course:  
    - Locate the Search Bar at the top of the page, click on it to activate it.  
    - Begin typing the name of the course you are looking for or the category of the course.  
    - Once you submit search, the page will automatically update the search results to match your input.  
    - You will see relevant courses listed in real-time as you type.
* Filter Mechanism:  
   - How to Filter Courses by Category or Difficulty:  
   - On the page, locate the Filter Options section.  
   - You can filter by:  
     - Category: Select a category from the drop-down menu to view courses in that category.  
     - Difficulty: Select a difficulty level (e.g., Beginner, Intermediate, Advanced) from the drop-down menu to see courses with that difficulty.  
   - You can select either a category or difficulty, or choose both filters to narrow down the results further.  
   - Once you've made your selection(s), selection the option “Apply” and the page will automatically display the relevant courses based on the filters you applied.
* Example of Using Filter:  
   - Scenario 1: If you search for “Data Science” and filter by Intermediate Difficulty, the page will show all Intermediate Data Science courses.  
   - Scenario 2: If you filter by Advanced and AI category, the page will show all Advanced AI courses.
* Troubleshooting:

- If the page does not load, reload the page.

-If no results are showing, check your spelling.  
- Try a broader search if your search term is too specific.  
- if you have selected a category or difficulty level, but no courses are showing:  - Ensure there are courses available in your selected category or difficulty.  
- Remove some filters or try selecting a different filter.

3.5 Knowledge Test

* Overview:

- The Knowledge Test allows students to assess their understanding of course material through a quiz.

- Upon answering all questions and achieving a passing score (80% or higher), the system awards automatically a certificate and redirects to a success page.

* Steps:  
   - Start the Quiz:
  + Navigate to the desired course and click on "Start Quiz".
  + Complete the Quiz.
  + Select an option for every MCQ questions presented on the quiz page.
  + Click "Submit" to complete the test.
  + - View Results:

- If you pass (score ≥ 80%), you will be redirected to a success page, and a certificate will be awarded automatically.

A screenshot of a quiz

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- If you fail, you will be redirected to a failure page with an option to retry the quiz.

A screenshot of a test

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A screenshot of a quiz

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* Troubleshooting:  
  - If the page does not load, reload the page.

-If you cannot submit the quiz, ensure all the questions are answered.  
- If the page does not update after submission, refresh the browser and try again.

3.6 Certificate Order and Categories

* Overview:  
   - View your certificates with options to filter by course category (e.g., AI, Cyber Security, etc.) and difficulty (Beginner, Intermediate, Advanced), sort by the most recent issuance.
* Steps:  
   - Access Certificates:  
    - Click on “Certificates” from the side navigation.  
   - Search:  
    - Enter keywords in the search box to filter by course title.  
   - Filter:  
    - Select a category from the “Category” dropdown.  
    - Select a difficulty from the “Difficulty” dropdown.  
   - Sort:  
    - Ensure “Most Recent” is selected in the “Sort by” dropdown. Certificates will be ordered with the newest first.  
   - View Results:  
    - Submit your selections, and the certificates list updates to show only those matching your filters.  
    - Reset filters by clearing the selections.

A screenshot of a computer

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* Troubleshooting:  
   - If the page does not load, reload the page.

-If no certificates appear, verify if you have passed any quizzes.  
- Click “Apply” after changing filters to refresh the list.

-If no results are showing, check your spelling.

- Try a broader search if your search term is too specific.

- if you have selected a category or difficulty level, but no courses are showing:

- Ensure there are courses available in your selected category or difficulty.

3.7 Course Recommendations

* Overview:  
  - SkillSync recommends courses based on user’s interests and completed courses so that user can find relevant learning opportunities.

A screenshot of a computer

AI-generated content may be incorrect.- The section dynamically updates on your dashboard to display relevant learning materials.

* Steps:

 - Access Dashboard: Log in and click the “Dashboard” button from the side navigation.

- View Recommendations: Scroll to the “Recommended Courses” section on the dashboard.

- Interact with Recommendations: Click on any recommended course to view more details or to enroll.

* Troubleshooting:

- If no recommendations appear, ensure that you have completed at least one course or set your interests in your profile.

- If the recommendations do not update, try refreshing the dashboard page.

3.8 Learning History

* Overview:

- View learning history to track enrolled and completed courses.

* Steps:

- Access History Log:

- Click on “Dashboard” from the side navigation.

- View your learning on the courses completed section

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* Troubleshooting:

- If the page does not load, reload the page.

- If no courses appear, refresh the page or complete another course.

- if no courses are complete then the history will not display any courses.  
Follow these steps:  
 - Complete a Course:

- To view a course in your history, you must start learning it and complete the quiz.

- Select a course from the courses section, complete your learning and take the quiz.

- After passing the quiz, return to the dashboard home page.

- View the results when the learning history updates to show the course that you have completed.

3.9 Edit User Information

* Overview:  
   - The Edit User Information feature allows users to update their personal details and profile picture.

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* Steps:  
   - Access Edit Profile:  
    - Click on "Settings" from the side navigation to open the edit profile page.  
    
   - Update Your Information:  
    - Edit the fields for your personal details (e.g., username, password) as needed.  
    - Optionally, upload a new profile picture using the provided file upload option.  
    - Click "Submit" to save your changes.
* Troubleshooting:  
  - If the page does not load, reload the page.

-If you see validation errors, check that all required fields are correctly completed and that the data format is correct (e.g., proper email format).

- If the update fails, try refreshing the page and re-entering your details.

# 4. Gamification Overview (check Glossary in Appendix for further information)

* Certificates:  
  - Certificates are awarded automatically when you pass a course quiz, encouraging users to undertake courses, quizzes and serving as evidence of your learning achievements.  
  - The certificates page allows you to review these awards by filtering them based on course category and difficulty, and sorting by recency.  
  - This visual record helps motivate continued learning and progress tracking.
* Future Enhancements – badges, streaks, leaderboards:  
  - In Sprint 2, additional gamification elements such as badges, streaks and leaderboards will be introduced:  
  - Users will be able to earn badges based on progress and goals, motivating the learning.

-Users will be able to keep track and maintain streaks by logging in daily.

-Users will be able to see a leaderboard where they can compare my progress with friends, and a global leaderboard as well.

# 5. Maintaining the User Manual

* Update Regularly:  
   - As new features are developed, add new sections and update existing ones.
* Version Control:  
   - Make sure to store this manual in the repository (e.g., under a docs/ folder) to ensure it is version-controlled and up-to-date.
* Screenshots:  
   - Update screenshots as UI changes occur.

# 6. Troubleshooting and FAQs

* No Certificates Displayed:  
   - Ensure that you have completed courses and passed quizzes.  
   - Check that filtering options are not overly restrictive.
* Login Issues:  
   - Verify your credentials and check for browser cache issues.
* UI Inconsistencies:  
   - Make sure you’re using the latest version of the manual; clear cache if needed.

# 7. Appendix

* Contact Information:  
   -Email: sjk50@student.le.ac.uk
* Glossary:  
   - Certificate: A record of successful course completion and quiz pass.  
   - Enrollment: Registration for a course.  
   - Gamification: Incorporation of game-like elements (certificates, badges) to motivate learning.
* Change Log:  
   - Document updates to this manual with version numbers and dates.