



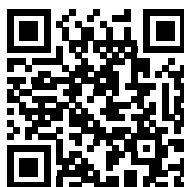
Erasmus+ KA210-ADU

E-Learning Portal Guide

Tailor-Made 21st-Century Skills for Adult Migrant Learners

English User Guide

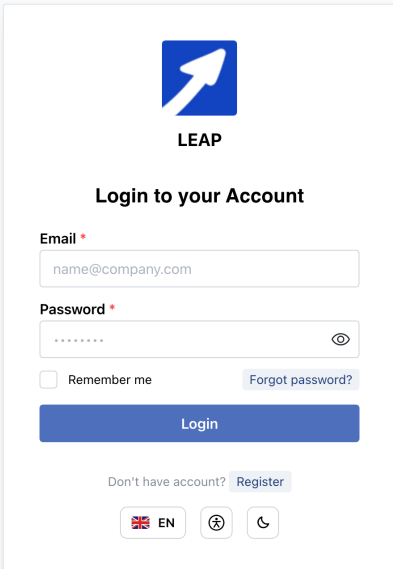
<https://portal.leap.edu4.eu/login>



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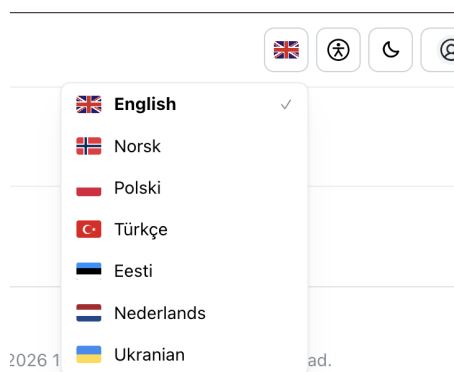
1. Sign In and Choose Your Language

Open the link or QR code on the cover. Enter your registered **Email** and **Password**, then select **Login**. New users can select **Register**; use **Forgot password?** to recover access.



The image shows a login form for the LEAP project. At the top is the LEAP logo, which consists of a blue square with a white arrow pointing up and to the right. Below the logo is the text "LEAP". The main heading is "Login to your Account". There are two input fields: "Email" with a red asterisk and a placeholder "name@company.com", and "Password" with a red asterisk and a placeholder "*****". To the right of the password field is an eye icon. Below the password field is a checkbox labeled "Remember me" and a link "Forgot password?". A blue "Login" button is below these fields. At the bottom, there is a link "Don't have account? Register". At the very bottom, there are three language selection buttons: "EN" with a UK flag, a button with a flag icon, and a button with a flag icon.

Select the **flag button** at the top of the portal to choose your language. English, Norwegian, Polish, Turkish, Estonian, Dutch and Ukrainian are available. A tick marks your current selection.



Use **My Courses** to return to LEAP. Select **Logout** when you finish on a shared device.

2. Open the Course

Open **LEAP** from My Courses. Select a module heading to expand it, then choose **Intro**, **Lecture**, **Reading** or **Self-Assessment**.

LEAP

The general objective of the LEAP project is to enhance the opportunities in the labor market for adult immigrants in Europe by developing their 21st-century skills and strengthening their participation in European society.

^ Critical Thinking
4 lectures — 33m

▶ Intro 1m

▶ Lecture 2m

📖 Reading 10m

✅ Self-Assessment 20m

v Communication Skills
4 lectures — 33m



This course includes

- 24 videos
- 12 practice tests
- 6 hours 37 minutes
- Certificate of completion

The main button may show **Start Learning** when you begin, or **Review course** after completion.

The course contains **12 skill modules**, **24 videos** and **12 practice tests**. The course page displays an estimated duration of **6 hours 37 minutes**. Work through the learning materials before assessing each skill.

3. The Twelve Skills

Choose the skill you want to work on. The summaries below outline each learning area and its connection to everyday workplace situations.

Critical Thinking

Explore how to question information, check assumptions and compare evidence before making decisions. Workplace situations connect these habits to customer complaints, problem-solving and evaluating possible solutions. The focus is on reaching reasoned conclusions rather than accepting the first explanation.

Communication Skills

Focus on expressing ideas clearly and listening with attention. Examples cover asking for clarification, writing professional emails and giving or receiving feedback. Cultural differences and respectful disagreement show why effective communication involves both understanding others and making yourself understood.

Creativity

Consider new ways to approach familiar tasks and solve problems with limited resources. Explore how different perspectives can generate useful ideas, and how setbacks can lead to improvements. The module encourages openness to experimentation rather than relying only on established routines.

Collaboration

Explore how people work together towards a shared goal. Examples address agreeing responsibilities, meeting commitments, resolving disagreements and recognising others' contributions. The emphasis is on supporting teammates and maintaining constructive working relationships, even when working styles differ.

Information Literacy

Focus on finding, organising and evaluating information for work-related decisions. Consider the reliability of sources, conflicting evidence and how to keep useful material accessible. Responsible use of other people's content is also part of making informed, well-supported decisions.

Media Literacy

Explore how to evaluate news, social media posts and other media messages. Consider the difference between advertising and reporting, the effect of emotional headlines and the need to verify content before sharing it. Workplace examples connect these habits to responsible online communication.

3. The Twelve Skills - Continued

Technology Skills and Digital Literacy

Focus on using digital tools confidently and responsibly at work. Topics include learning unfamiliar software, joining online meetings, protecting personal data and recognising suspicious messages. The module also considers professional online profiles and the practical steps involved in digital job applications.

Flexibility

Explore how to respond when plans, roles or circumstances change unexpectedly. Examples include project setbacks, unfamiliar workplace cultures and tools that stop working. The focus is on adjusting your approach, considering alternatives and continuing constructively when the situation is uncertain.

Leadership

Consider how to help a team agree goals, stay motivated and work through difficulties. Examples address supporting colleagues, handling conflict, recognising success and taking responsibility when decisions go wrong. Leadership is presented through everyday actions that help others contribute effectively.

Initiative

Explore how to recognise opportunities and take thoughtful action without waiting for every step to be assigned. Examples include proposing improvements, seeking learning opportunities and supporting colleagues. The module also considers when to assess risks, consult others and act within your responsibilities.

Productivity

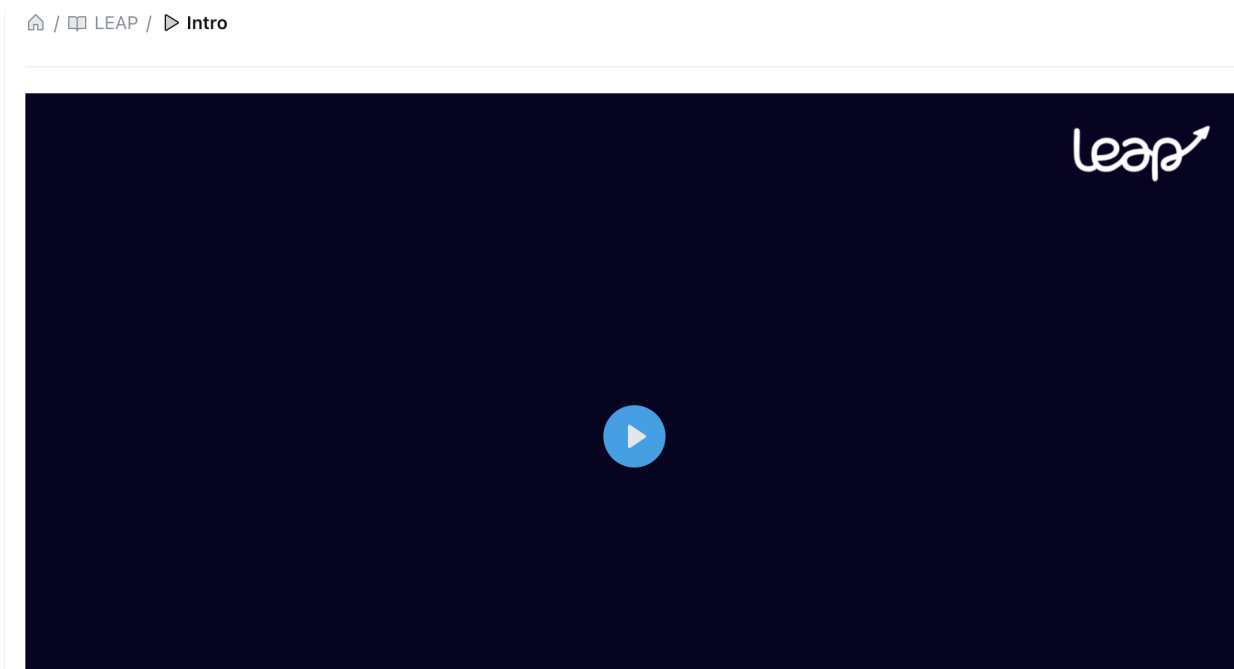
Focus on planning tasks, setting priorities and managing time realistically. Examples address interruptions, deadlines, disorganised files and workloads that become difficult to manage. Reviewing progress and adjusting plans are part of maintaining a sustainable approach to getting important work done.

Social Skills

Explore how to build respectful relationships with colleagues and professional contacts. Examples cover cultural differences, empathy, inclusion, networking and resolving interpersonal disagreements. The focus is on making meaningful connections while recognising that people may have different experiences and communication styles.

4. Watch, Read and Navigate

Open an Intro or Lecture lesson and press **Play**. Use the speaker control for sound, settings for playback options and fullscreen to enlarge the video.



Open **Reading** to view the learning material. Scroll within the reading area to see the full content. Select an item from **Course Content** or use **Previous** and **Next** to move between lessons.

The header shows your completion percentage. Completed items show a **Done** marker; **Zen Mode** provides a less distracting learning view.

For the complete question set and assessment instructions, use the separate **LEAP Skills Assessment Guide**.

5. View Your Course Statistics

Select **Statistics** in the main menu. The overview includes completion, score, ranking and badge fields.

Statistics

**Name****Completion Rate****Total Users****Your Score****Your Rank****Your Badge**

LEAP
STICHING SOLARIS



NEW USER

User-count, score and ranking values are deliberately blurred in this participant example. Your own portal view displays the current figures.

Return to **My Courses** to continue learning, or open **My Certificates** to check whether your certificate is available.

6. Download Your Certificate

Complete the required learning and assessments. Once your certificate has been issued, open **My Certificates** and select **Download Certificate**. Save the downloaded PDF somewhere you can find it again.

My Certificates



LEAP

Your certificate has been generated at 14.10.2026 13:37:24 and is ready to download.

 **Download Certificate**




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CERTIFICATE OF COMPLETION

This certifies that

Batuhan

has successfully completed the LEAP course designed to support learners in developing essential 21st century skills for personal, social, and professional growth. The holder has demonstrated knowledge and practical understanding of 12 key skills: Critical Thinking, Communication Skills, Creativity, Collaboration, Information Literacy, Media Literacy, Technology Skills and Digital Literacy, Flexibility, Leadership, Initiative, Productivity, and Social Skills.

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Participant example: the surname is concealed for privacy. Your certificate displays your own name and issue date.