ICEP LEARNING PLATFORM – QUICK GUIDE

ICEP europe
Institute of Child Education and Psychology

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Logging into ICEP Learning Platform

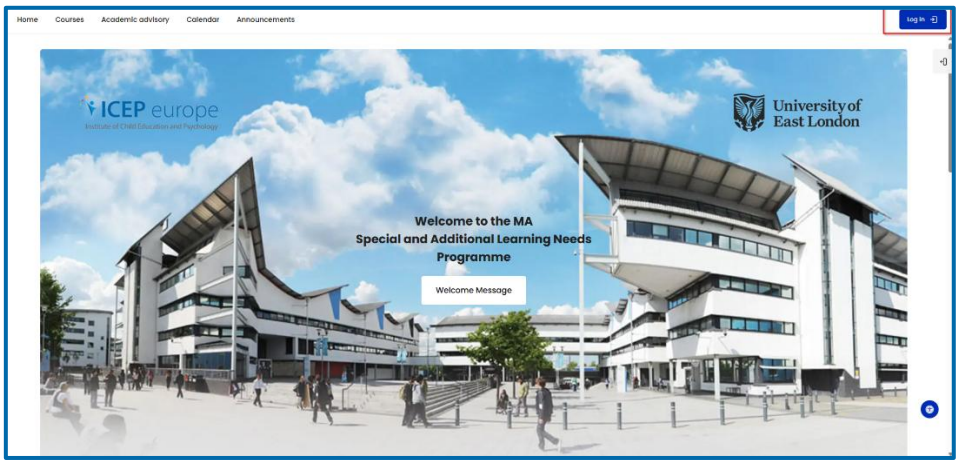
Logging in for the first time?

If you are logging in the ICEP Learning Platform for the first time, follow the steps below:

Step 1: Access the internet and go to the following website address:

https://uel.icepe.co.uk/

Step 2: On the top right-hand corner of the screen, you will see a button **Log in** Click on **Login in**.



Step 3: Enter the username and password that you received by email from ICEP Europe. Your username will be your email address. Typically, for your first login, your password will be set to **Student@10** (case sensitive).

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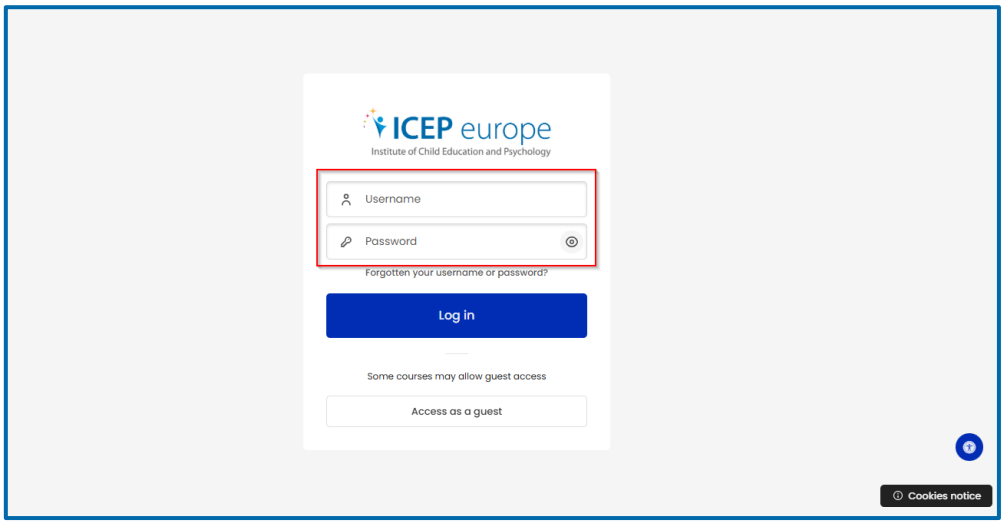
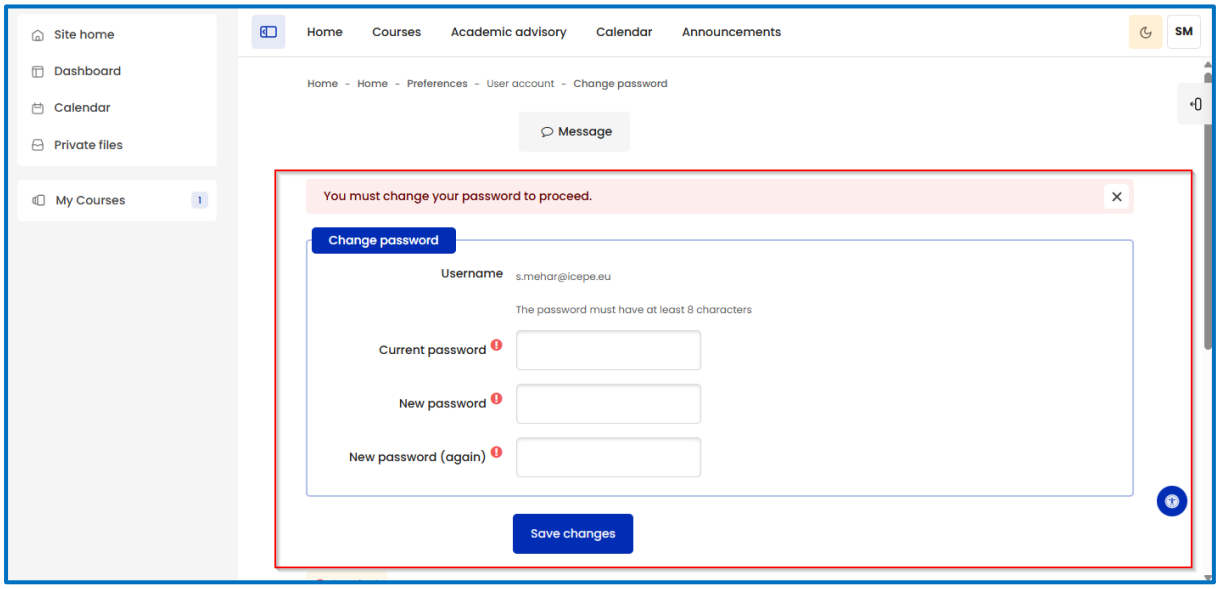
Please Note

The new password must be a minimum of 8 characters, consisting of, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), and at least 1 nonalphanumeric character(s).



Step 4: Once you log in for the first time, you will be prompted to change this password.



Step 5: Once the password is changed, click **Continue** to proceed.

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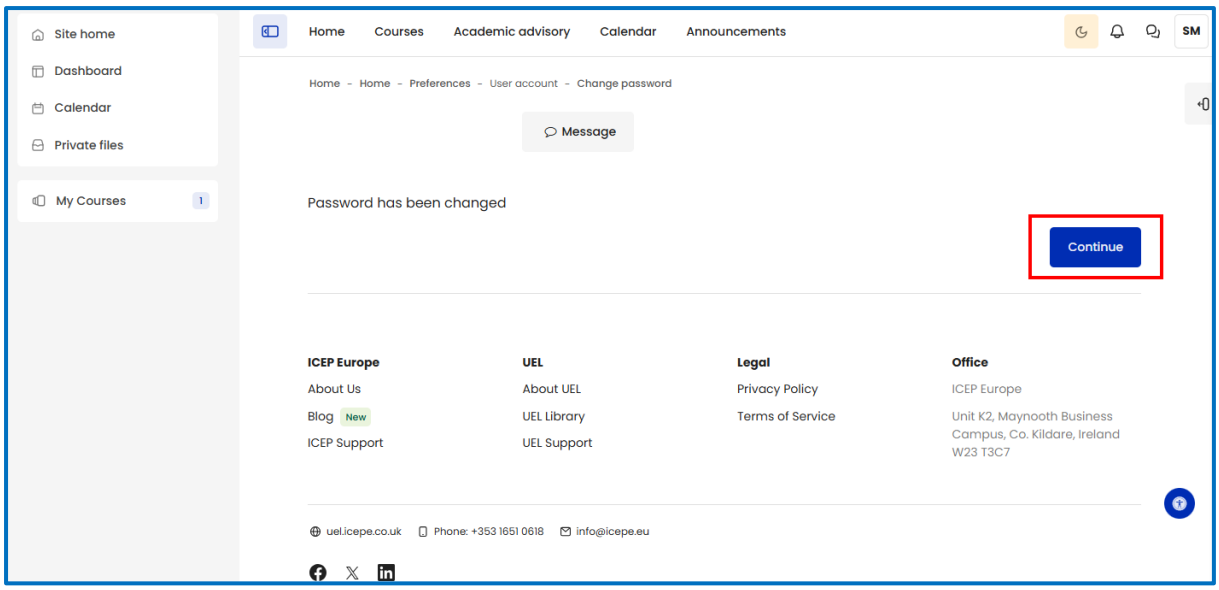
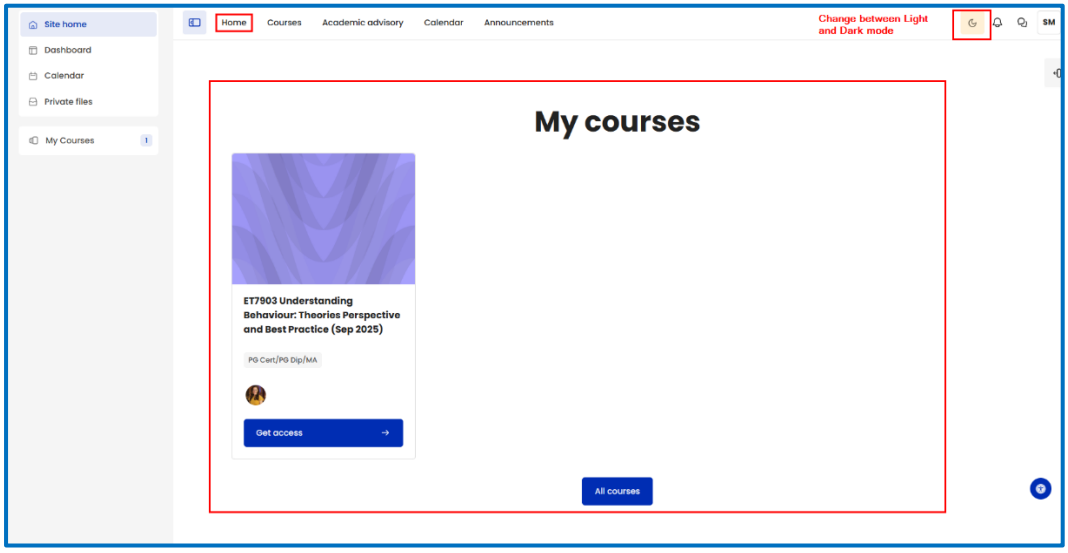


Navigating the Homepage and Finding Course

Step 1: Once you login, you will be brought to the **Home** page. To access your module, click on the **Courses** button. When the term begins, the new module will automatically appear on the homepage in **My Courses** block.



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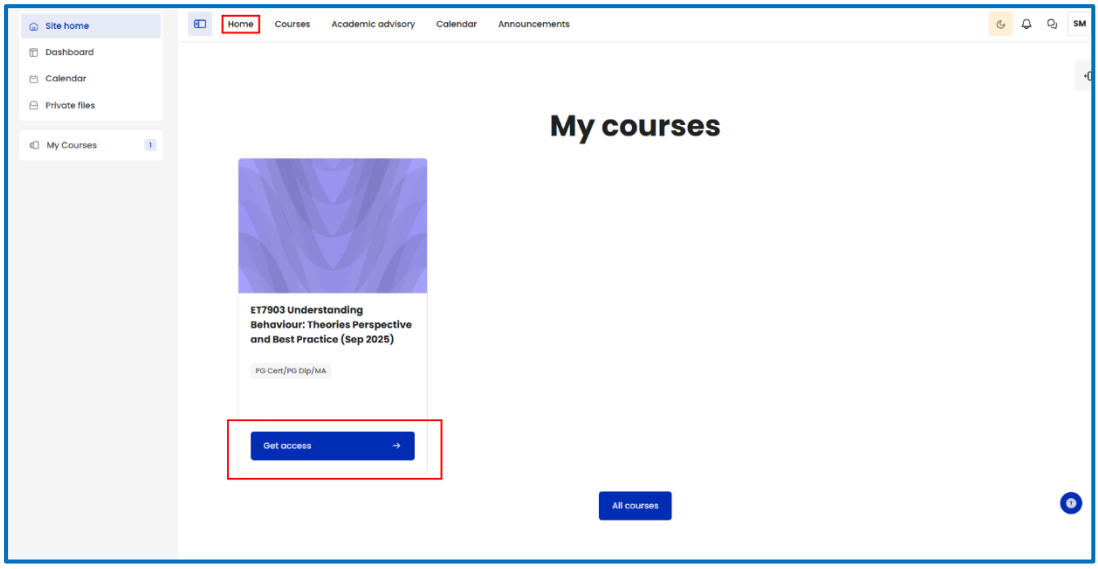
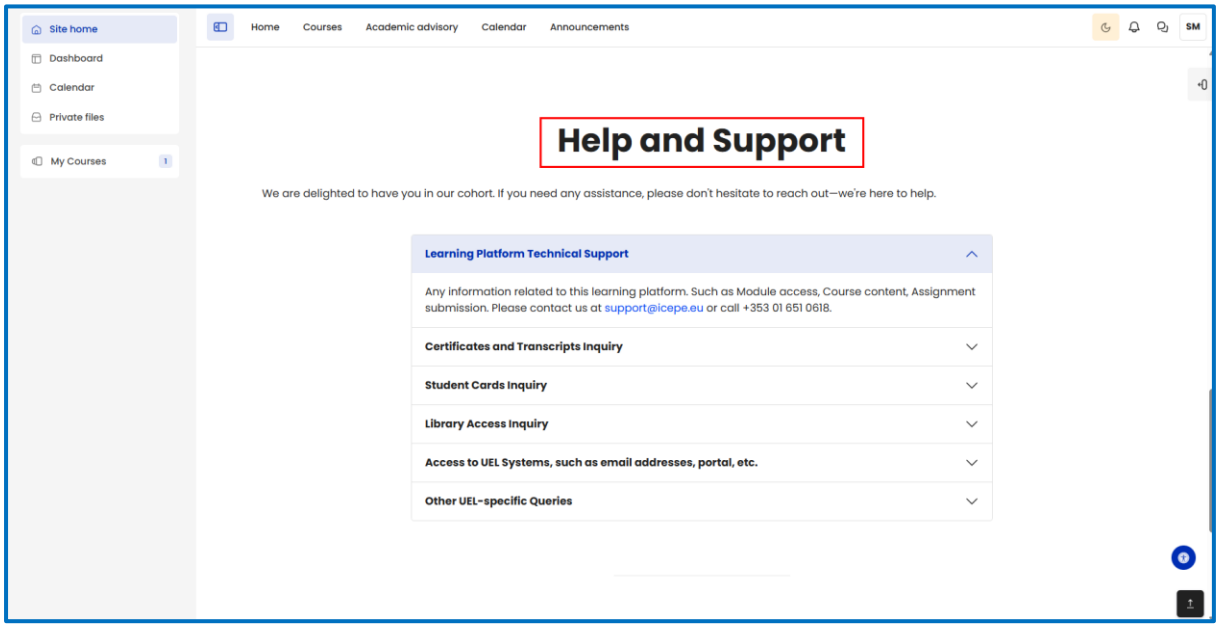
Step 2: The screen below will appear with your course module title. Click on the module title to or **Get Access** button to open the course material and begin your studies.



Step 3: You can find accurate information to seek assistance in the **Help and Support** section.



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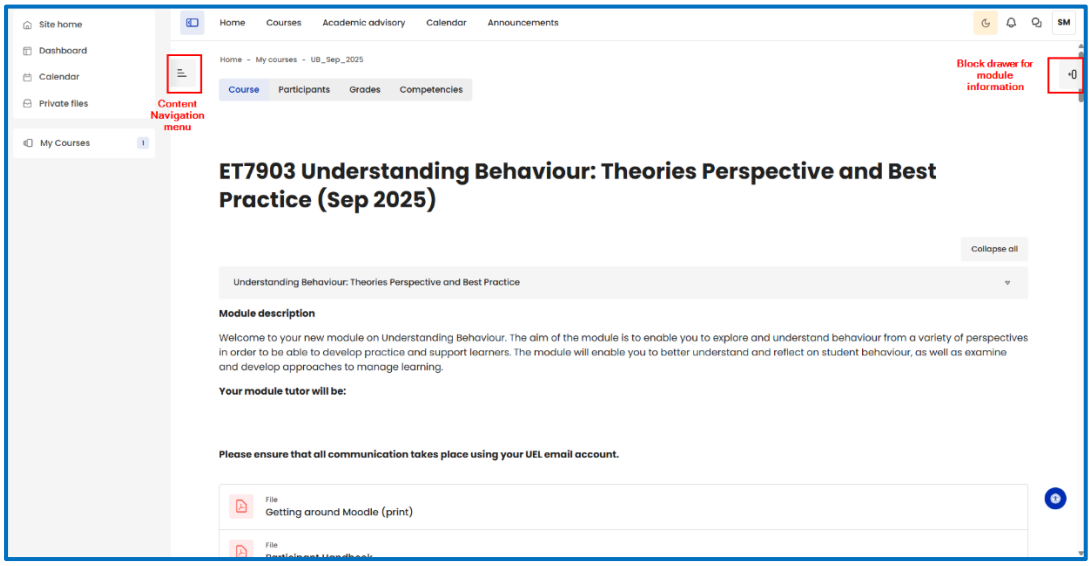
Navigating Module Homepage

The module homepage is divided into separate sections. Some of the main sections are illustrated below.

You can click the **Content** menu button on the left to see the course index. You can click the right sidebar **block drawer** button for more module information.



Each unit follows the structure below:

- **Online Content:** This version of the content will contain videos and some web links NOT found in the Printable format.
- **Printable/Downloadable Format (PDFs):** If working offline, download this version for future reference. It is also best to print the content from this format.
- **Interactive Assignment Forums:** Upon reading the unit content, you will be required to complete a learning activity and post your answer to the respective forum.

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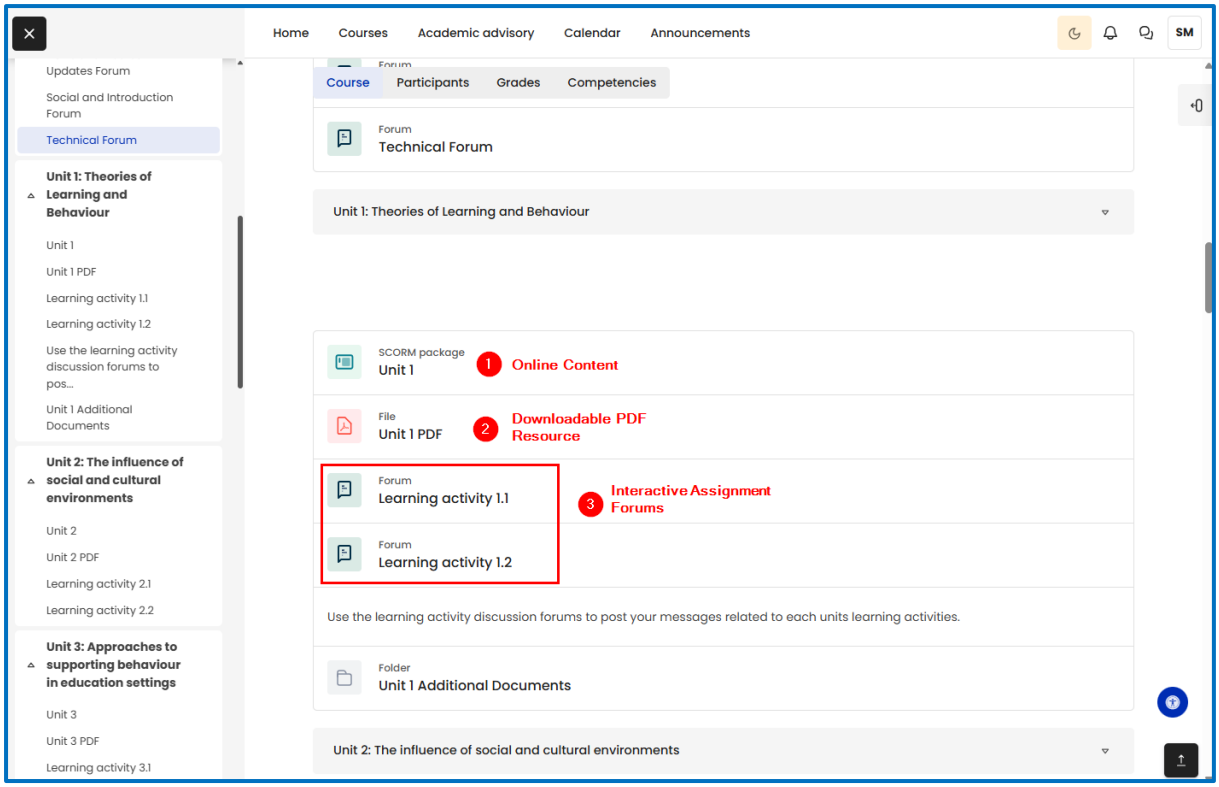

Tip

To open these documents, simply click on the titles. Once opened, you will be able to save them to your PC.

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Subscribing to Notifications and Setting Preferences

Introduction:

Many students miss important announcements or updates posted in forums or announcement section because they are not subscribed. In this quick guide, you'll learn:

- What forum and announcement notifications are
- How to subscribe to discussion forums and announcement section
- How to manage your notification preferences

What are Forum Notifications:

Discussion Forums and Announcement notifications help you stay informed by sending email alerts when new forum posts or announcements are made.

Forum notifications help you stay informed about:

- Tutor announcements
- Peer replies
- Important course updates

The **Announcements** section is where you can find important, course-wide updates such as:

- Assignment reminders, grades, and feedback updates
- Event invitations and important institutional notices
- Any policy updates

By default, you may **not** be subscribed to receive these notifications. To ensure you don't miss important information, you will need to **subscribe to the forum**.

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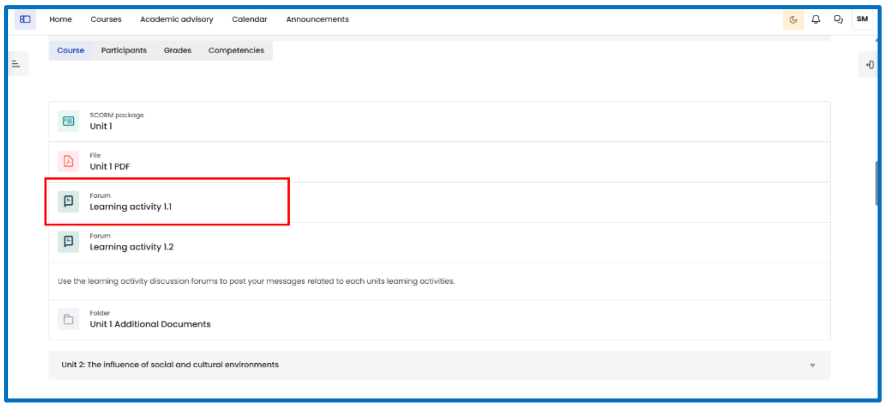
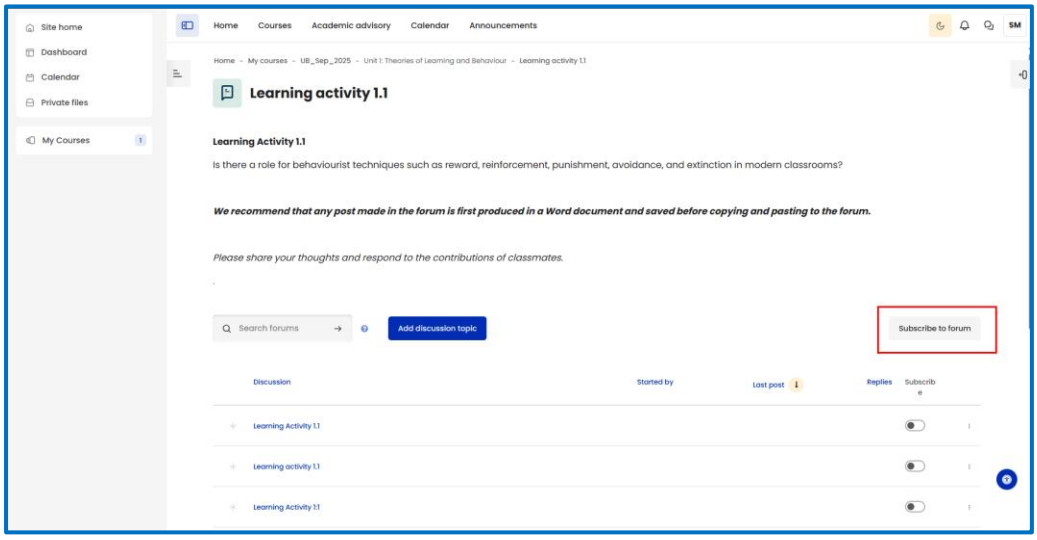
Steps to Subscribe to Forum Notifications

In order to receive the forum post notifications, follow the steps below:

Step 1: Navigate to the forum section in your course (e.g., *Social and Introduction* forum or *Learning Activity* Forum).



Step 2: On the top-right corner, you will notice a **Subscribe to Forum** button. Click on it to subscribe.



Step 3: Once clicked, you will notice a green bar on the top that you would be notified of the new posts in the forum. Also, the text on the button will change to **Unsubscribe from Forum**. To Unsubscribe at any stage, simply click on it.

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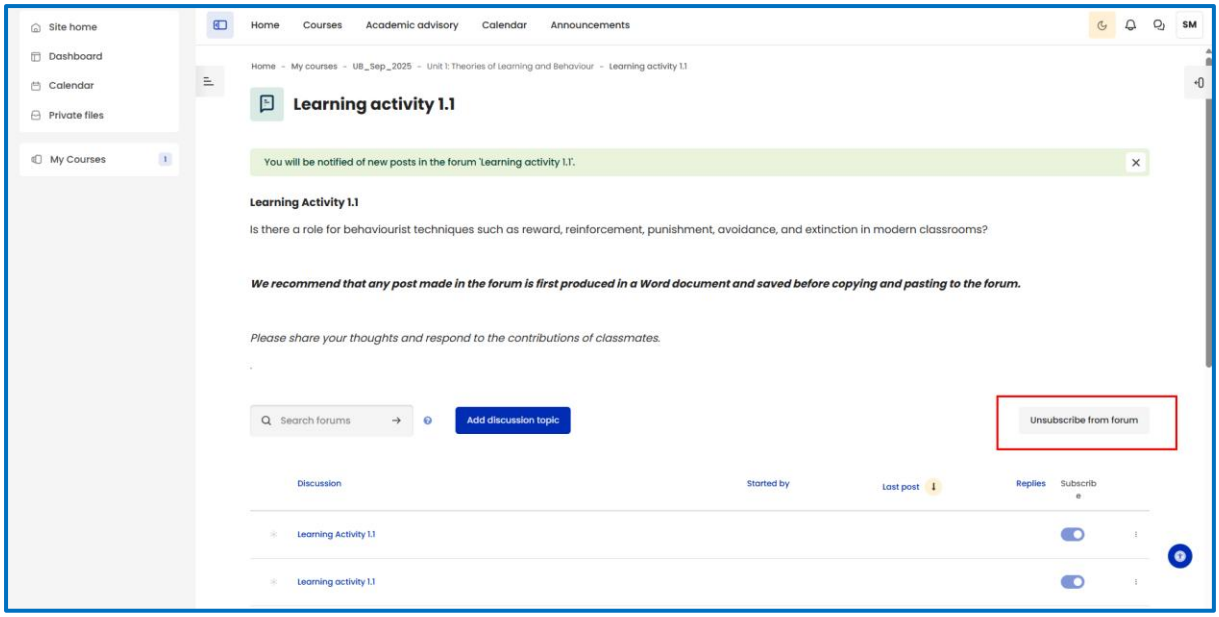

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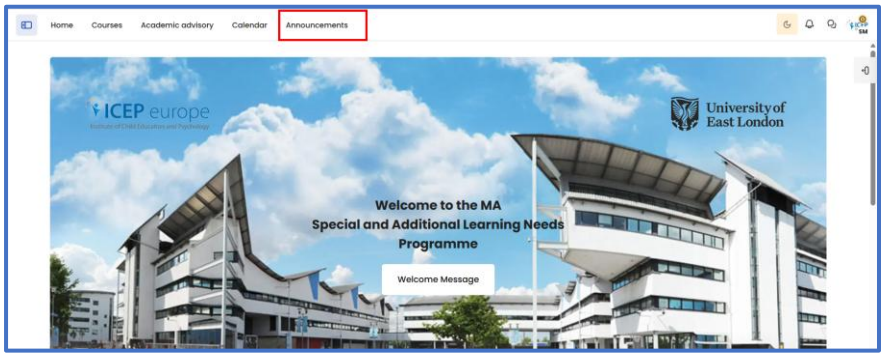
Steps to Subscribe to Announcement Section

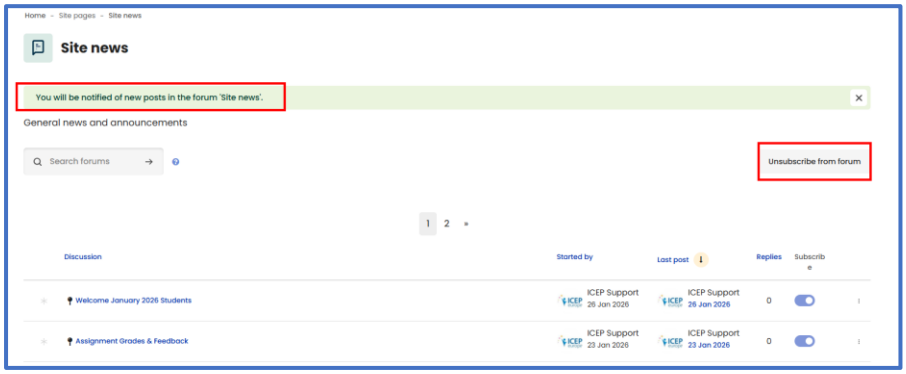
In order to receive the forum post notifications, follow the steps below:

Step 1: Navigate to the **Announcement** section from the top menu bar.



Step 2: On the **Site News** page, look to the top-right corner, you will see a **Subscribe to Forum** button. Click this button to subscribe.

Step 3: Once subscribed, you will notice a green bar on the top indicating that you will receive notifications for new announcement posts. The button text will also change to **Unsubscribe from forum**. To unsubscribe at any time, simply click this button again.



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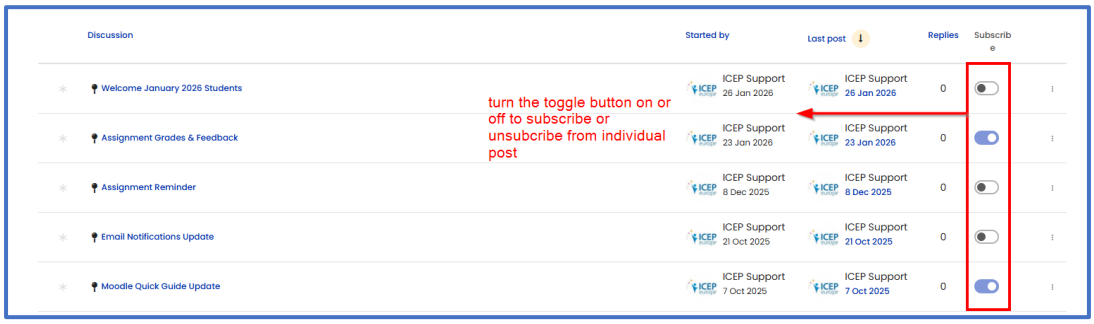
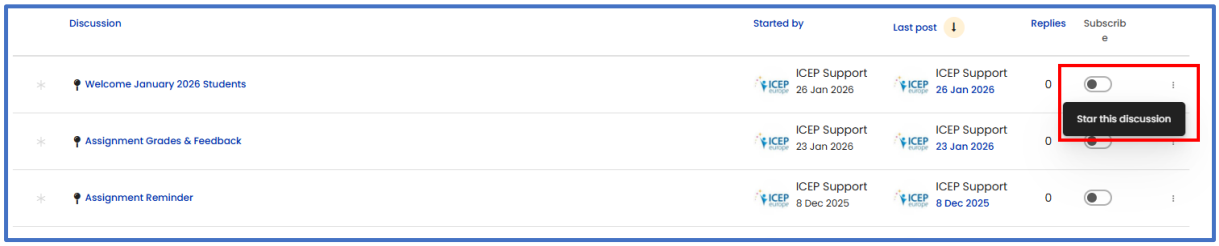
Step 4: By default, subscribing to the forum subscribes you to **all posts** in the Announcements section. If you do not wish to receive notifications for specific posts, use the **toggle switch** next to each post to subscribe or unsubscribe individually.



Step 5: To mark a post important, click on three dots next to the post and select Star this Discussion.



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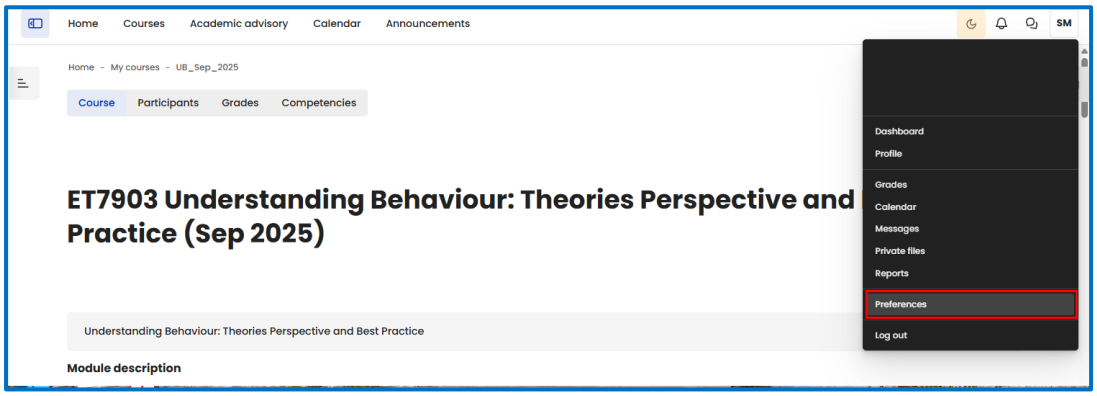
Setting Preferences

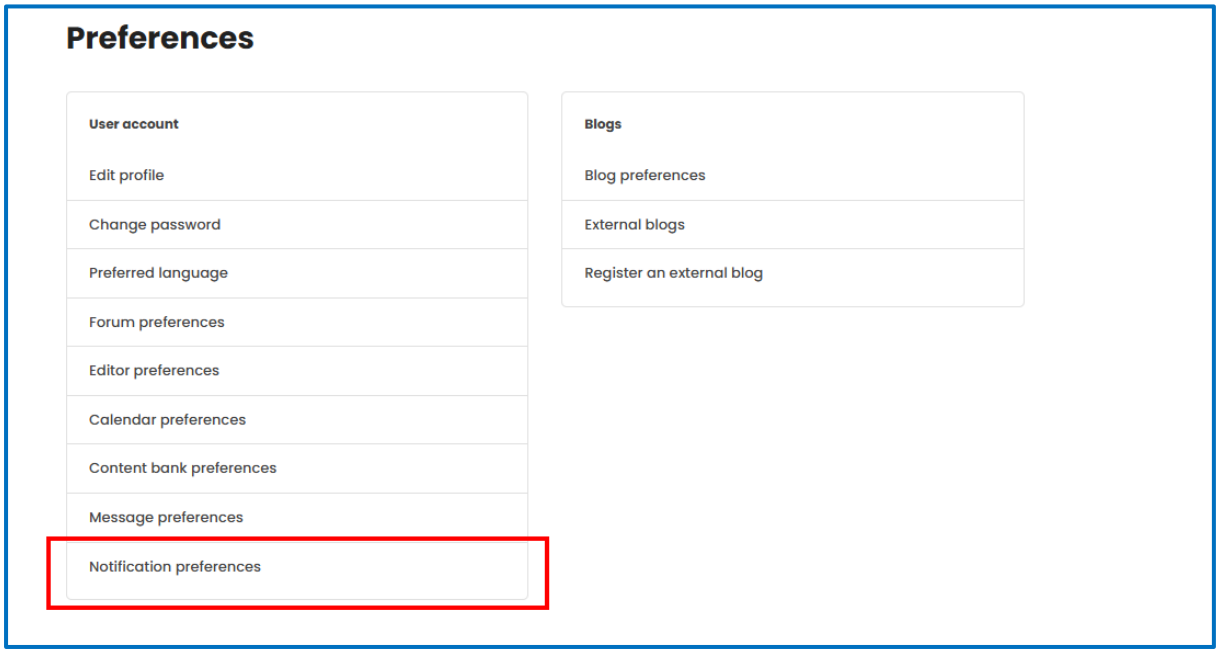
From your profile, you can also set notification preferences. This allows you to control how you would get notifications such as either by **email** or **web.**

To set these preferences, follow the steps below:

Step 1: Navigate to your profile icon on top-right and click on it. Next, select **Preferences** from the menu.



Step 2: Next, select Notification Preferences from the Preferences page.



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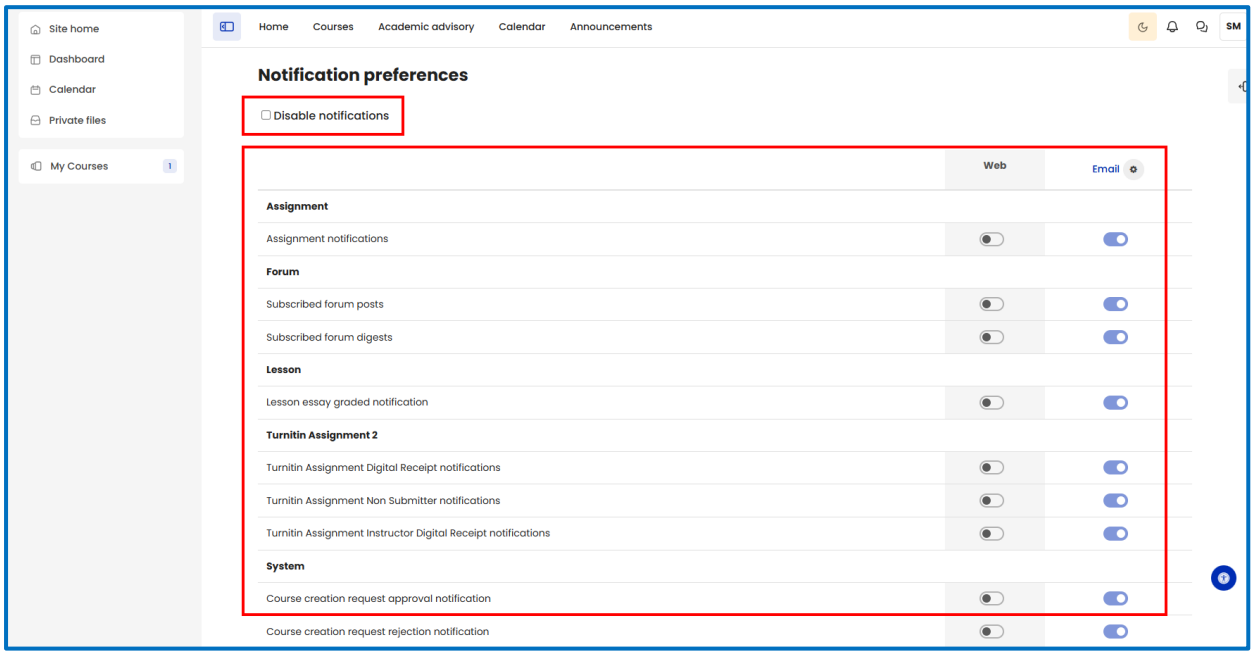
Step 3: Here you can see a list of activities for which you can set your notification preferences. You can choose to receive updates by **Email**, **Web**, or **both** by toggling the switches accordingly. You can also select **Disable notifications**, if you do not wish to receive any notifications for any of the activities.



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Using the Accessibility Widget

Introduction

The accessibility widget helps ensure that learners and staff can engage with the platform in an inclusive and user-friendly way. The plugin offers flexible functions that allow users to adjust various appearance and readability related settings across learning Platform, making it easier to navigate the platform and access course materials in ways that best suit individual needs and preferences.

Who can use it?

The accessibility widget is available to all the users of the learning Platform including students, tutors and admins. You need to simply login and access the widget from any section of the learning Platform.

Why is it needed?

Everyone learns and interacts with digital platforms differently. The accessibility widget lets you control the look and feel of the platform by allowing you to enlarge the text, set a background colour or set a dyslexia-friendly font. By using this widget you can:

- Personalise the appearance and readability related settings as per your needs.
- Navigate the learning Platform easily
- Create a learning space that meets your accessibility needs and preferences.

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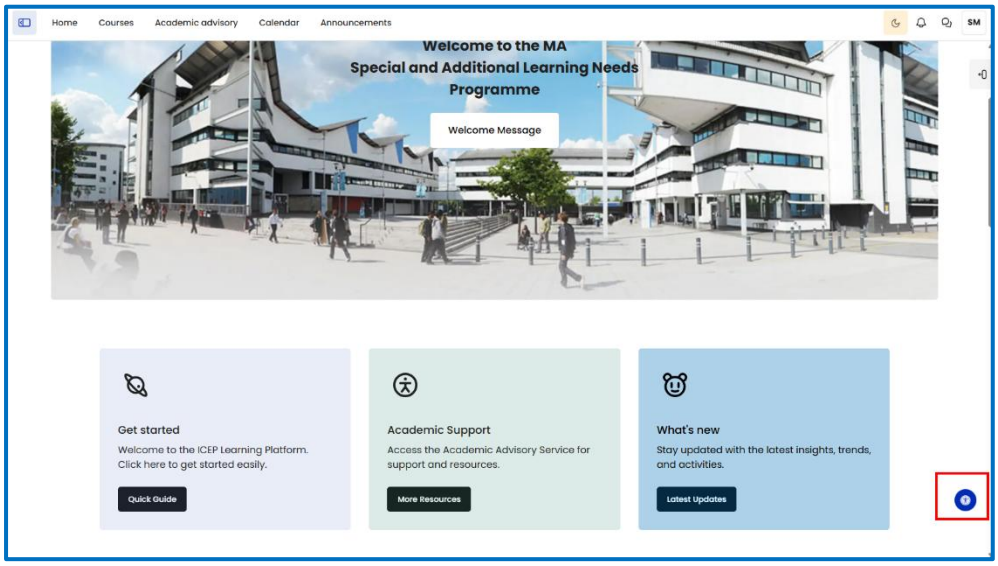
How to Find the Accessibility Widget?

The accessibility widget is available for use right from the login page and it is available for each section of the learning Platform. You will notice the accessibility widget at

the bottom right corner of the page.

Step-by-Step Guide

Step 1: Login to ICEP Learning Platform. On the bottom right corner, look for icon.



Step 2: Click on this icon to open the accessibility widget. The widget allows you adjust various settings as per your needs and preferences. With this widget you can adjust the following settings:

- Background colour
- Font kerning
- Image visibility
- Line height
- Text colour
- Font face
- Font size

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- Letter spacing
- Link highlight

Accessibility Widget Key Features

Background Colour: This setting lets you set the background colour for your learning Platform page. Once you select a background colour, it will be applied across all the sections in the learning Platform.

1. Open the Accessibility widget and locate the **Background Colour** option.
2. Click the colour box to open the palette.
3. Use the slider or colour picker to choose your desired background colour.
4. To return to the default colour, click **Reset**.

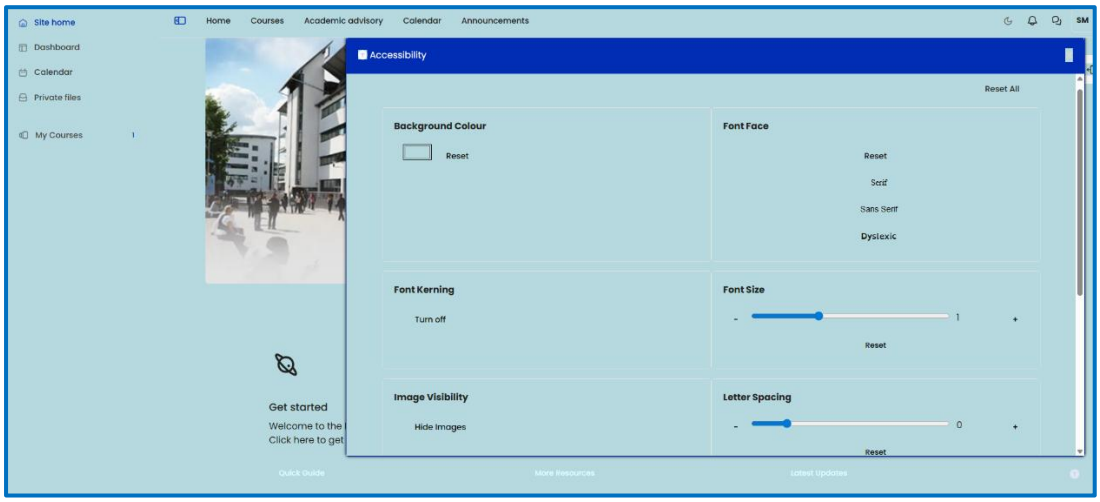

Image Visibility: The Image Visibility setting lets you control whether images are shown or hidden throughout the entire learning platform. To hide all images, simply click the Hide Images button. This can help reduce visual distractions.

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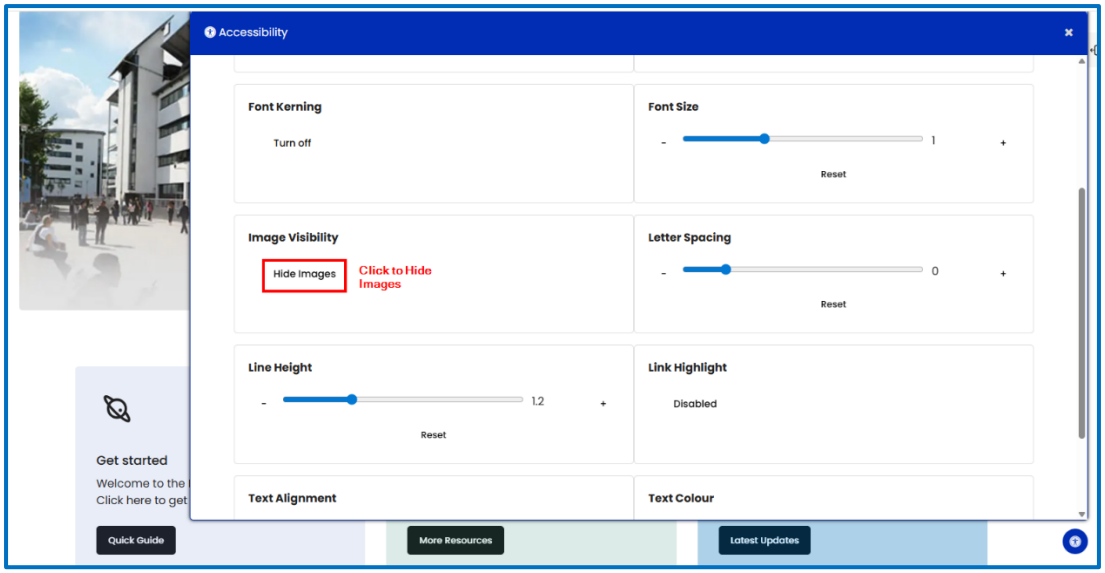
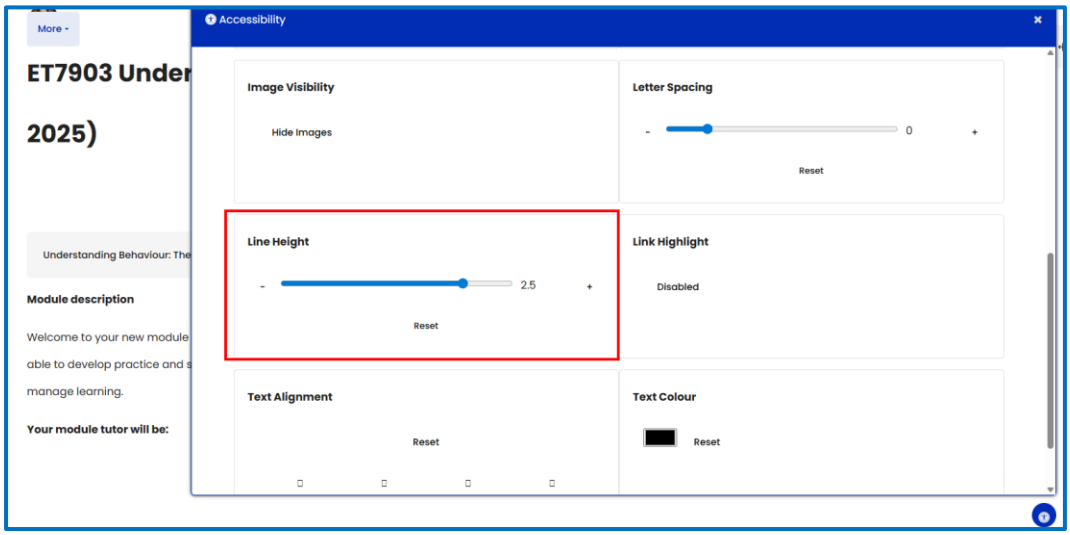


Line Height: This setting allows you to adjust the spacing between lines of text for improved readability. You can move the slider back and forth or click the **+** and **–** buttons to increase or decrease the line height. Click the **Reset** button to return to the default line height.



Text Colour: the text colour lets you set the colour of the text across all the pages in learning Platform.

1. Click the colour box to open the palette.
2. Use the slider or colour picker to choose your desired font colour.
3. To return to the default colour, click **Reset**

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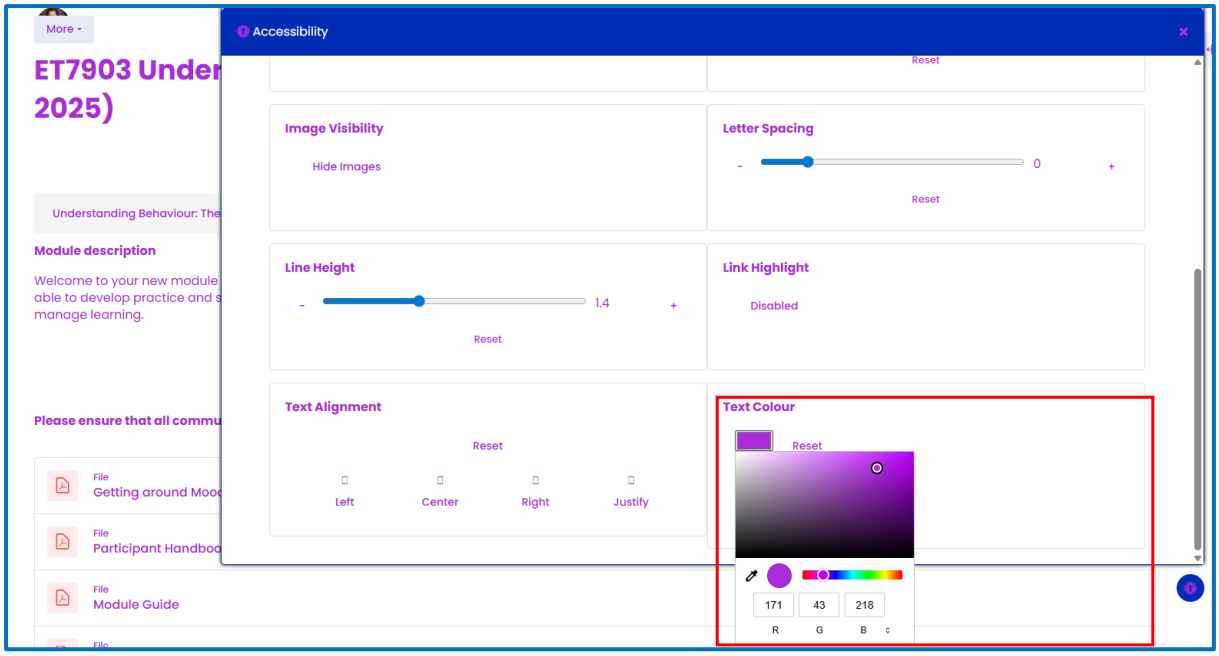
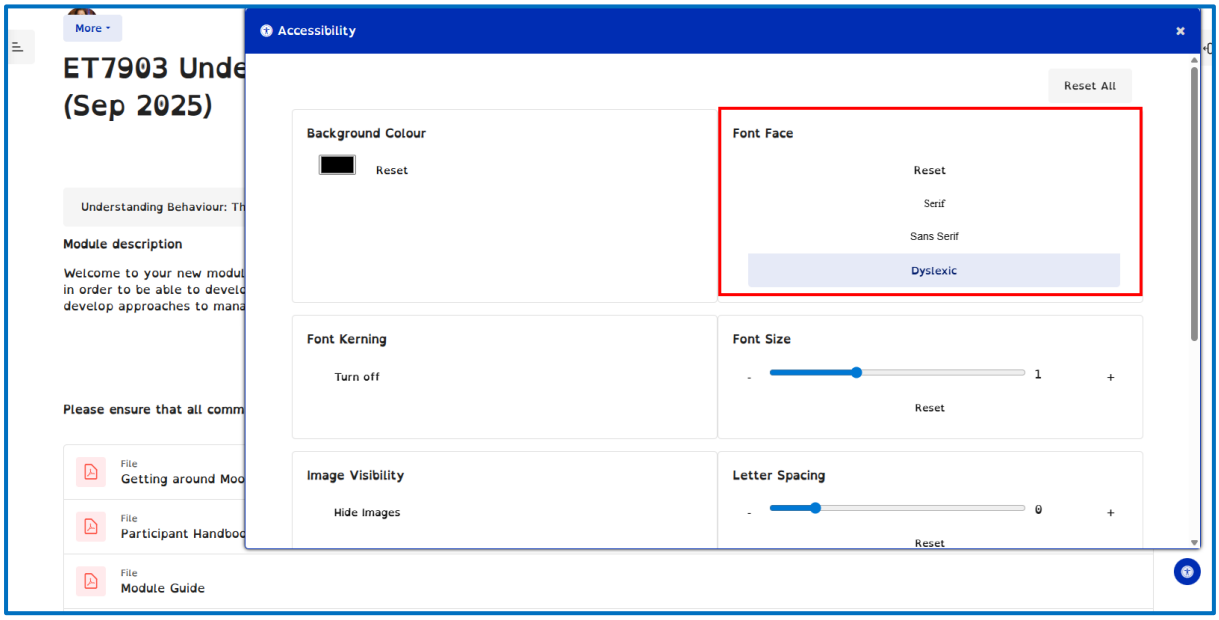


Font Face: This setting allows you to choose a font style that best suits your reading preferences. Simply select a font from the list under the **Font Face** section. To return to the default font, click the **Reset** button.



Font Size: This setting allows you to adjust the size of the text for easier reading. You can move the slider forward or backward, or use the **+** or **–** buttons to increase or decrease the font size. To restore the default font size, click the **Reset** button.

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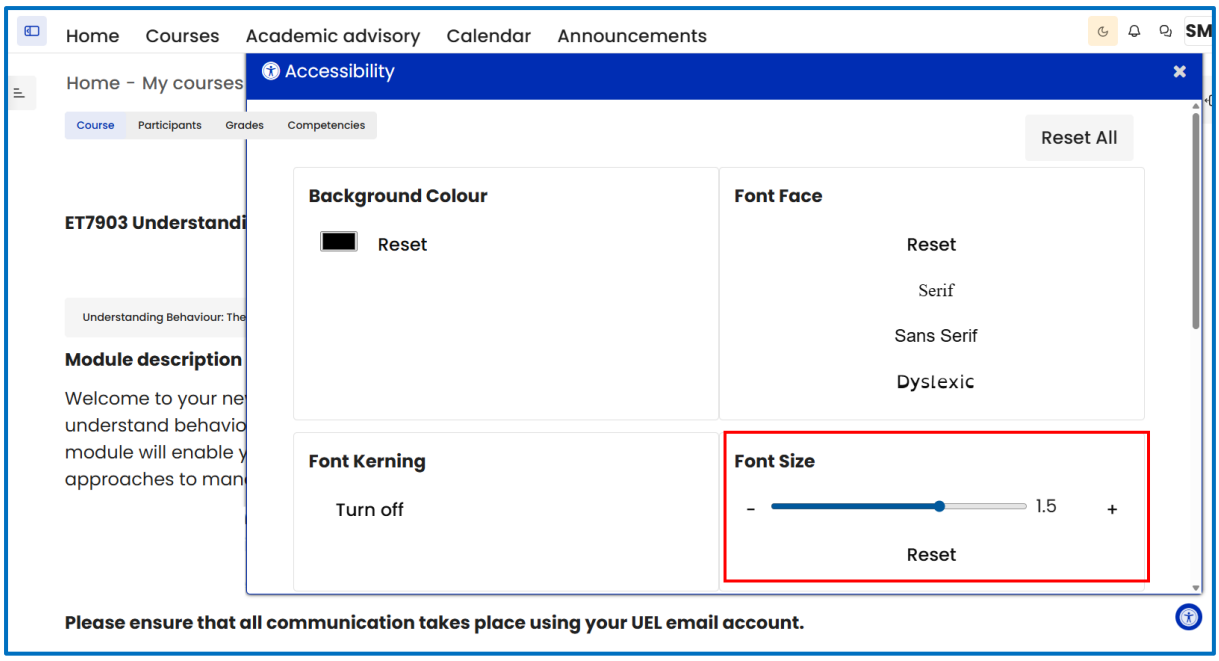
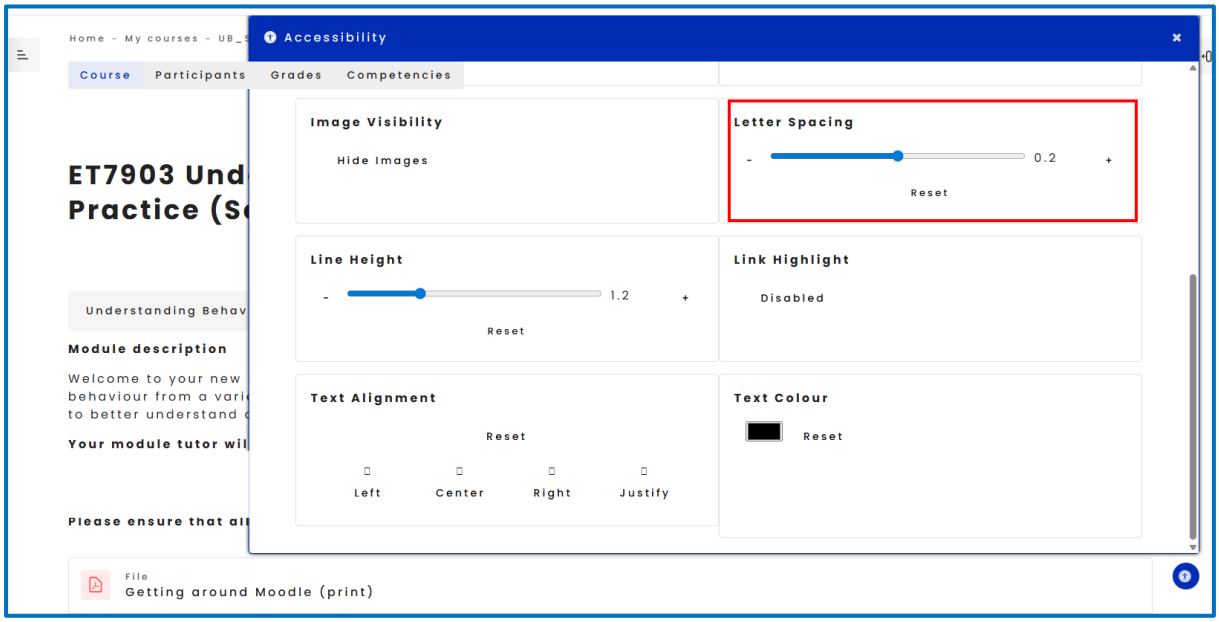


Letter Spacing: This feature allows you to adjust the spacing between letters in the text for improved readability. You can drag the slider forward or backward, or use the **+** or **–** buttons to increase or decrease the spacing. To restore the default letter spacing, click the **Reset** button.



Link Highlight: This button highlights all links on the learning Platform page for easier visibility. When enabled, links are outlined with a blue frame. Click the button again to disable the highlight.

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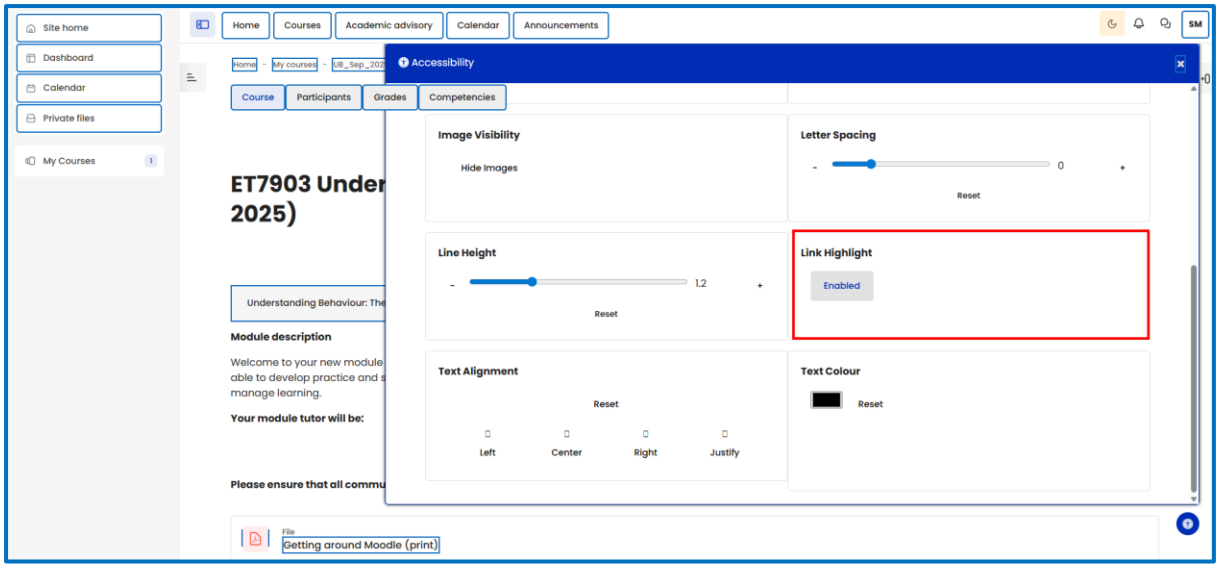

Need Help?

If you experience any issues while using the learning platform our Technical Support team is here to help.

You can reach out to us at:

Email: support@icepe.eu

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