

# User Guide for WWU Resources and Learning Integrated Area



## Contents

Background.....	3
Introduction.....	4
General Instructions for WIN-WITH-U Resources and Learning Integrated Area users .....	6



## Background

This User Guide is developed within the “Workplace Inclusion and employment opportunities for youth WITH aUtism (WIN-WITH-U) project” Ref. No 2020-1-IT02-KA204-079826 funded by the Erasmus+ Programme: Key Action 2: Cooperation for innovation and the exchange of good practices.

WIN-WITH-U is an Erasmus+ project which aims to improve the inclusion of people with autism in the world of work. This will be achieved by raising the employers’ awareness about the issue through provision of targeted training and by supporting people with autism in their job-searching process towards employment. The basic principle of WIN-WITH-U project is to turn their special characteristics to better account, not only to break the entry barriers to the working world, but also to consider them as a basis to build a firm competitive advantage.

Thus, autistic people can find not just a job but the right job.

The following outputs will be developed:

- **WIN-WITH-U LEARNING METHODOLOGY**
- **WIN-WITH-U RESOURCES AND LEARNING INTEGRATED AREA**
- **WIN-WITH-U LEARNING CONTENT**

The project encompasses a European partnership involving four countries and five institutions:

	LUISS LIBERA UNIVERSITA INTERNAZIONALE DEGLI STUDI SOCIALI GUIDO CARLI (ITALY)
	EUROPEAN CENTER FOR QUALITY OOD (BULGARIA)
	AUTISME-EUROPE AISBL (BELGIUM)
	SPECIALISTERNE FOUNDATION (DENMARK)
	UNIVERSITA CAMPUS BIO MEDICO DI ROMA (ITALY)

## Introduction

### **Purpose of the document**

The purpose of the present User Guide is to assist autistic people and employers and their teams in the process of using the WWU learning content available on the WIN-WITH-U RESOURCES AND LEARNING INTEGRATED AREA: <https://win-with-u.eu/>

### **Structure of the document**

The document is available on the home page of the platform in pdf format. It provides detailed instructions to the learners how to register; how to use the available materials and the different functionalities of the virtual learning gateway.

### **WWU learning contents**

The WIN-WITH-U Learning Contents consists of 2 individual learning paths, one focusing on workers with autism to improve their specific and transversal skills needed on the workplace, and the other aimed to improve the knowledge of employers/managers and their teams to prepare a friendly and comfortable workplace.

The 2 individual learning paths allow for individual self-learning and has a modular structure covering the following topics:

#### Learning path 1 for autistic people

1. Introduction to work opportunities and potentialities for a better inclusion
2. Essentials of a business organization
3. Improving social communication, interaction and multi-tasking skills
4. Stress, anxiety and frustration management
5. Autism and time management techniques
6. Organization and prioritization of tasks at work

#### Learning path 2 for employers/managers and their teams

1. Equal opportunities and workers with autism integration
2. Encouraging interaction between people with autism and other workers
3. Promoting and valorising organizational accessibility to people with autism
4. Accommodating people with autism in processes and activities
5. Processes and steps to become an inclusive autism-friendly organization
6. Environmental and behavioural aspects in the workplace

### **WIN-WITH-U RESOURCES AND LEARNING INTEGRATED AREA – open access**

In order to access the virtual learning gateway, go to the following address: <https://win-with-u.eu/>

You need to create your account by registering or log in if you already have an account. The

registration to the platform is obligatory in order to track the progress of individual learners. WIN-WITH-U project has been implemented within the framework of the Erasmus+ Programme which promotes the open access of project outputs to support learning, teaching, training, and youth work.

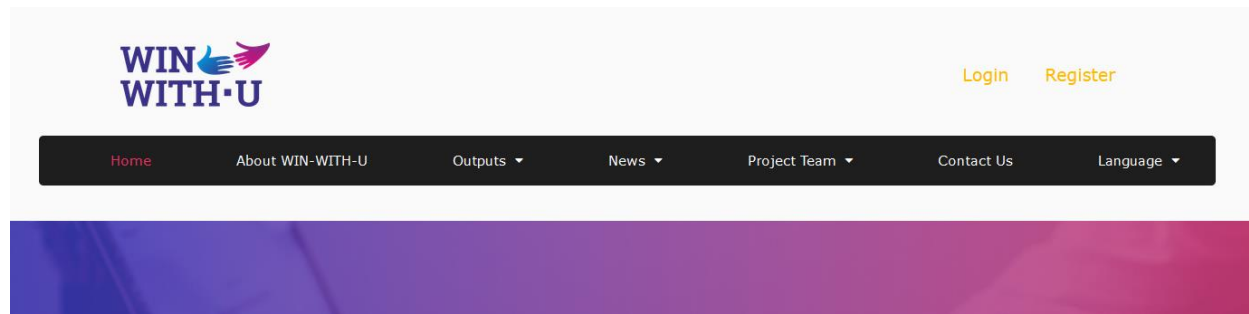
This serves both to ensure that publicly funded materials provide value to the public, to increase the value, visibility and reuse of the insights and work of a project, and to ensure long-term access to the results, even if e.g. a beneficiary consortium ceases to exist.

Therefore, all educational resources produced in the context of the WIN-WITH-U project are freely available for the public under an open license (open educational resources). All WIN-WITH-U learning materials are freely accessible in digital format without cost for registration or other restrictions.

All interested persons can also use WIN-WITH-U materials in other programs if applicable. Whenever, the materials are used or quoted a clear reference to the WIN-WITH-U project, the authors, and in case of presentation using the WIN-WITH-U logo as well as the logo of the funding programme and the disclaimer should be made, which clearly acknowledges the European Union's contribution.

## General Instructions for WIN-WITH-U Resources and Learning Integrated Area users

WIN-WITH-U platform's home page consists of the following sections:



Scrolling down the homepage, you can find relevant information about the project:

### About WIN-WITH-U project

Workplace Inclusion and employment opportunities for youth WITH aUtism (WIN-WITH-U) project

WIN-WITH-U is a Erasmus+ project, which aims to improve the inclusion of people on the autism spectrum in the working system. This will be achieved by raising the employers' awareness about the issue through provision of targeted training and by supporting people on the spectrum in their job-searching process towards employment. The basic principle of WIN-WITH-U project is to turn their special characteristics to better account, not only to break the entry barriers to the working world, but also to consider them as a basis to build a firm competitive advantage.

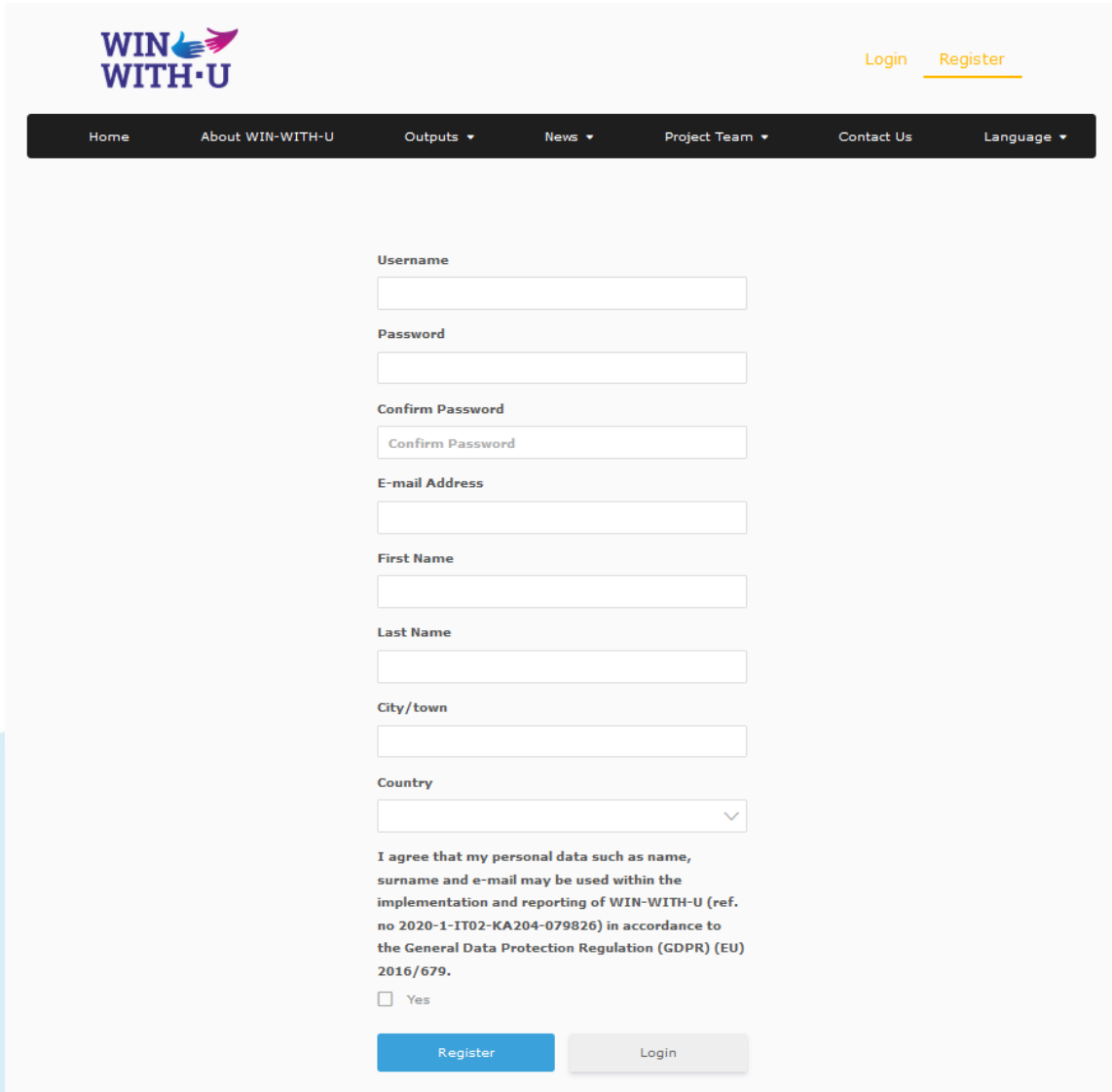
Thus, autistic people can find not just a job but the right job.

The following outputs will be developed:

- WIN-WITH-U LEARNING METHODOLOGY
- WIN-WITH-U RESOURCES AND LEARNING INTEGRATED AREA
- WIN-WITH-U LEARNING CONTENTS

A photograph of a stack of numerous colored pencils, arranged in a way that their tips point towards the right. The colors are vibrant and varied, including shades of orange, green, yellow, blue, red, purple, and brown.

In order to access the materials, you need to make a registration on the platform:



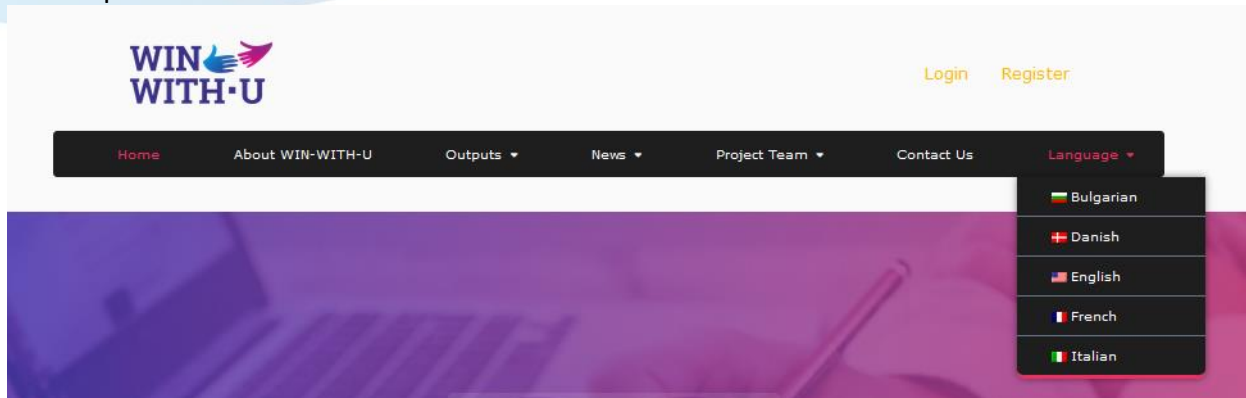
The registration form includes the following fields:

- Username
- Password
- Confirm Password
- E-mail Address
- First Name
- Last Name
- City/town
- Country (dropdown menu)

Below the fields, there is a consent statement: "I agree that my personal data such as name, surname and e-mail may be used within the implementation and reporting of WIN-WITH-U (ref. no 2020-1-IT02-KA204-079826) in accordance to the General Data Protection Regulation (GDPR) (EU) 2016/679." followed by a checkbox labeled "Yes".

At the bottom of the form are two buttons: "Register" and "Login".

You can **manage the language of the platform**. Please select your preferable language from the drop-down menu:




The language selection dropdown menu is open, showing the following options:

- Bulgarian
- Danish
- English
- French
- Italian

Once you have created your account, logged in the platform and set your national language, you are ready to start your training!

## WIN-WITH-U training course

Now let's start with the training content!  
You can decide which learning path to follow from here:




**Training Path 1**

**Autistic people**

Training modules to support people on the spectrum on their way to the right job.

★ **6 Modules**




**Training Path 1**

**Introduction To Work Opportunities And Potentialities For A Better Inclusion**

This module will provide you with an introduction to a workplace and the potentialities for a better inclusion in the workplace.

2 Quizzes    6 Topics




**Training Path 2**

**Entrepreneurs/managers and their teams**

Training modules to support employers on providing a welcoming workplace to people on the spectrum.

★ **6 Modules**



**Training Path 2**

**Environmental and behavioural aspects in the workplace**

The goal of this module is to explore the environmental and behavioural aspects in the workplace.

2 Quizzes    3 Topics



Each training module consists of self-test questions to test your knowledge at the beginning and at the end, different topics and useful links for additional learning.

### Course Content

<input checked="" type="checkbox"/> Pre-learning quiz 1 Quiz	<input checked="" type="checkbox"/> Expand
<input checked="" type="checkbox"/> Topic 1: Inclusion in the workplace	
<input checked="" type="checkbox"/> Topic 2: Notion of disclosure	
<input checked="" type="checkbox"/> Topic 3: Advocating for your rights in a workplace	
<input checked="" type="checkbox"/> Topic 4: Reasonable accommodation	
<input type="checkbox"/> Topic 5: Support in the workplace	
<input type="checkbox"/> Topic 6: Rules in the workplace	
<input type="checkbox"/> Concluding remarks	
<input type="checkbox"/> Information sources used	
<input type="checkbox"/> Post Learning Quiz	

You can check the progress of each module from the top of the page:

### INTRODUCTION TO WORK OPPORTUNITIES AND POTENTIALITIES FOR A BETTER INCLUSION



You can start a lesson by clicking on its title.

The users can visualize the lessons within the modules:

When you reach the end of the topic, you will see the button “next lesson”. In order to finalise a topic, press the button “Mark complete”:

At the end of each module you will find a post-learning quiz. Once you have given your answers, press “finish quiz”:

challenges when at work

[Finish Quiz](#)

Once you have finished the lesson and the quiz, you will receive your results:

## POST LEARNING QUIZ

[Introduction to work opportunities and potentialities for a better inclusion > Po...](#)

### Results

6 of 6 Questions answered correctly

Your time: 00:00:58

You have reached 6 of 6 point(s), (100%)

[View Questions](#)

[Restart Quiz](#)

[Click Here to Continue](#)

A whole finished module is marked with “complete”:

### INTRODUCTION TO WORK OPPORTUNITIES AND POTENTIALITIES FOR A BETTER INCLUSION

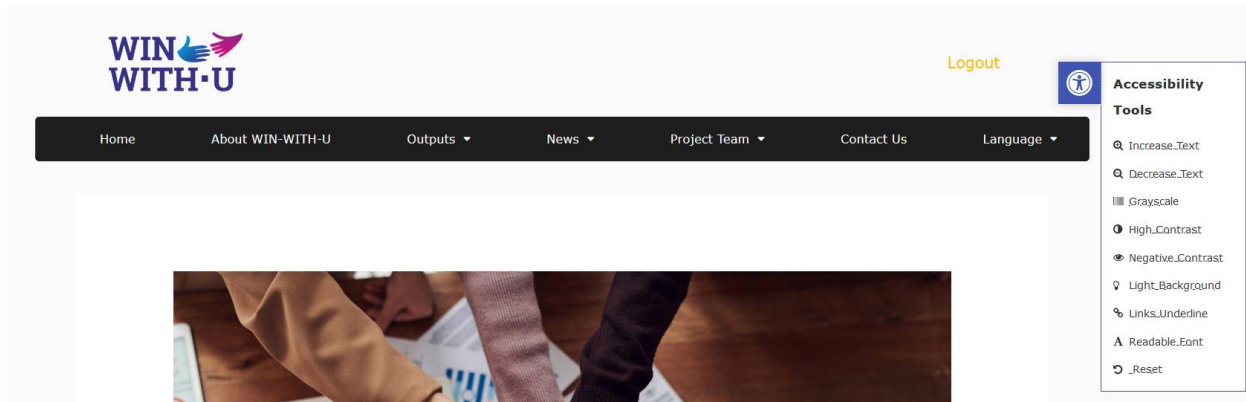
100% COMPLETE Last activity on May 25, 2023 11:28 am

COMPLETE

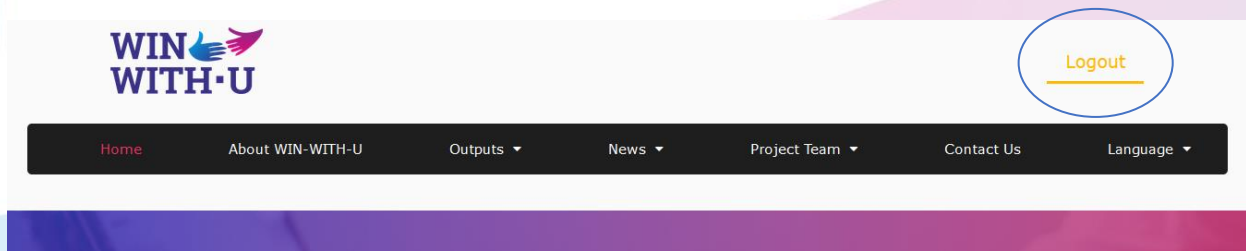
At the end of each training path you can test your knowledge and receive a **certificate of completion** if you achieve more than 75% correct answers calculated as average score from the post learning quizzes after each module in the respective training path. The certificate is provided in English and it is dated to the date of doing the test.

### Other functionalities

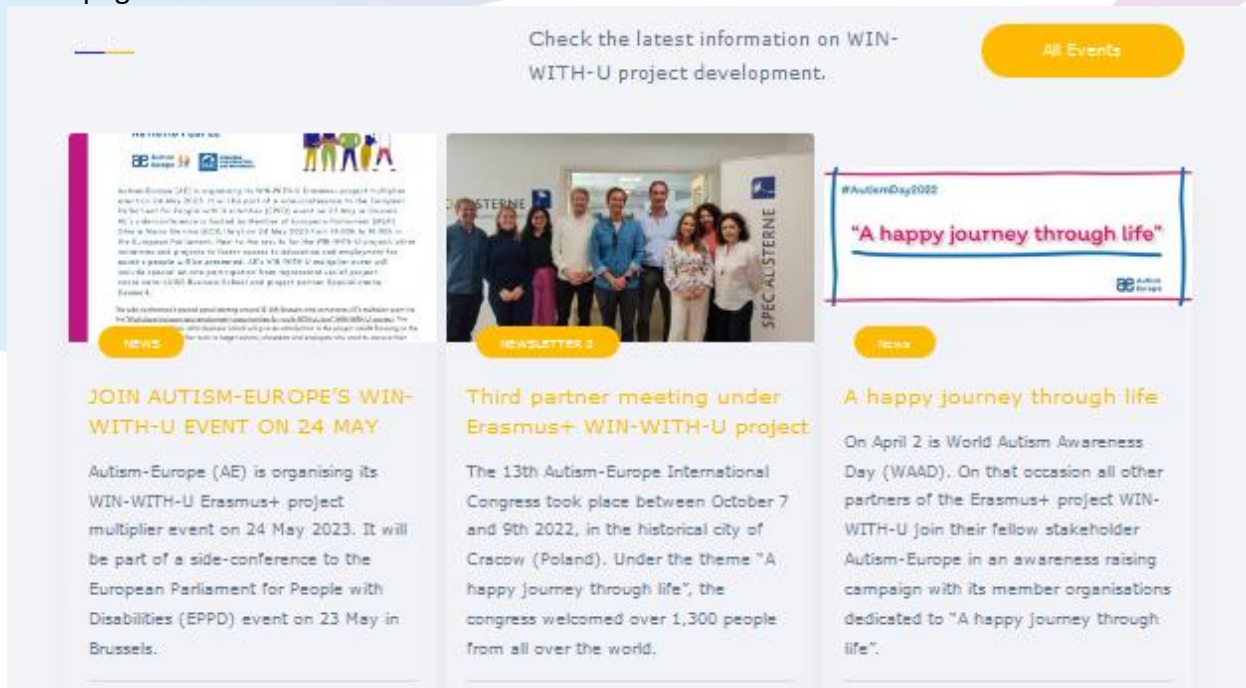
The WIN-WITH-U platform is equipped with accessibility tool, which can be found on the right side at the top of the home page:



The “Log out” menu item allows the user to exit their profile in the platform.



You can find more information, regarding the past WIN-WITH-U events by scrolling down the homepage:



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