

# Republic Polytechnic Academy for Continuing Education

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## **Microlearning Course (MLC)**

### **Marketplace**

#### **Account Creation Guide**



# Account Creation: Step 1

Visit <https://rpace.floralms.com>

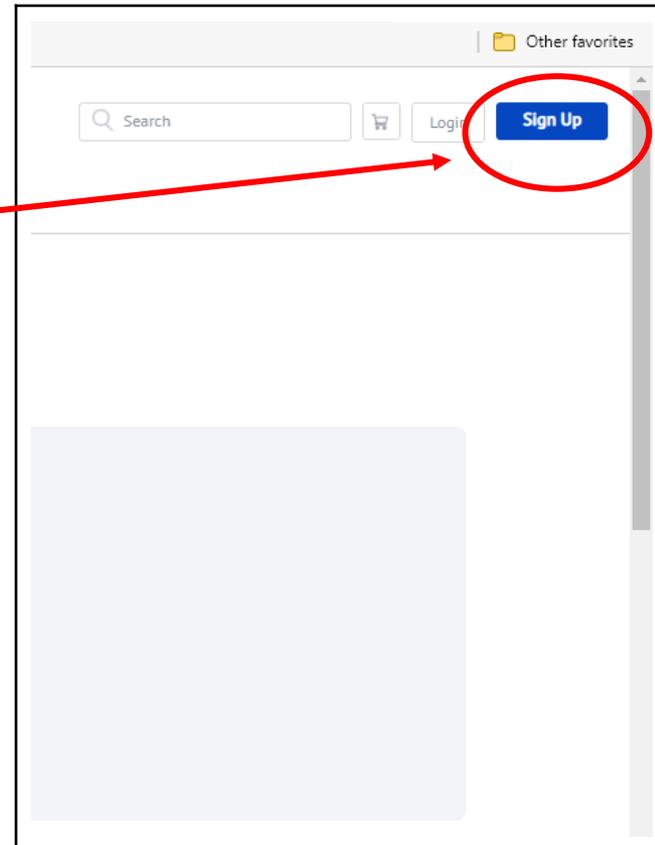
The screenshot displays the RPACE marketplace website. The browser address bar shows <https://rpace.floralms.com>. The page header includes the Republic Polytechnic logo, navigation tabs for 'Marketplace' and 'Events', a search bar, and 'Login' and 'Sign Up' buttons. Below the header, a navigation menu lists categories: 'All courses', 'Engineering', 'Technology for the Arts', 'Teaching & Learning', 'Applied Science', and 'Digital Business and Digital Marketing'. The main content area features a welcome message: 'Welcome to RP's micro-learning course (MLC) marketplace' with a subtext 'Choose a category and find the right online course for you'. A featured course card for 'RP Unmanned Aircraft Basic Training (UABT)...' by Mark Tay is shown, with a 'Learn More' button and a price of '\$\$21.40'. Below this, a section titled '34 courses in the catalog' displays a grid of course cards. Each card includes a thumbnail image, a title, and a 'Free' price tag. The visible course titles are: 'Power Up Your Voice in 3 Steps', '3 Tips to a Professional Presentation Stage & Online', 'Organisation Transformation with Agile Fundamentals 2...', 'Organisation Transformation with Agile Fundamentals 1...', 'Digital Marketer Essentials by Republic Polytechnic', 'Introduction to Problem-based Learning', and 'Introduction to 3D Printing by Republic Polytechnic'. The bottom row of the grid shows partial thumbnails for 'FACILITATI...', 'COACHING & MENTORING', '360 Virtual Tour Creation', and 'A Safe And Conductive Environment!'.



# Account Creation: Step 2

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Click on the  
"Sign Up"  
button at the  
top-right  
corner





# Account Creation: Step 3

- Complete the pop-up "Sign Up" form
- Tick the box for Terms of Use
- Click "Create Account"

The screenshot shows a 'Sign Up' form with the following fields: Email\*, Password\*, Name as Per NRIC/Passport\*, Country of Residence\* (dropdown), NRIC/Passport Number (Last 4 digits only), Residential Address\*, Date of Birth (DD/MM/YYYY)\*, and Contact Number\*. Below the fields is a checkbox with the text: "By selecting this box, you confirm that you have read and agree to our [Privacy Policy](#) and [Terms of Use](#)". A red circle highlights this checkbox, and a red arrow points from the text "Tick the box for Terms of Use" to it. Below the checkbox is a "Create Account" button, with a red arrow pointing from the text "Click 'Create Account'" to it. At the bottom of the form, there is a link: "Already have an account? [Login](#)".



# Account Creation: Step 4

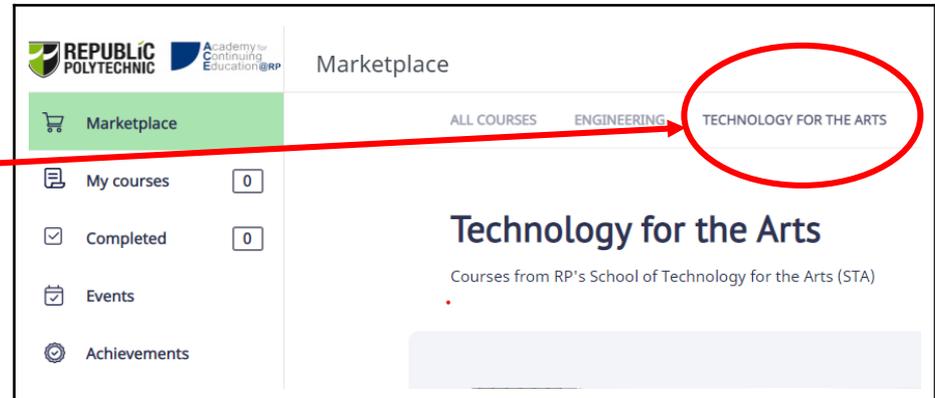
Logging into your account will bring you to the User Portal

The screenshot shows the Republic Polytechnic Marketplace user portal. The header includes the institution's name and logo, a search bar, and navigation icons. A left sidebar lists user profile elements: Marketplace, My courses (0), Completed (0), Events, Achievements, and Messages. The main content area features a navigation menu with categories like ALL COURSES, ENGINEERING, TECHNOLOGY FOR THE ARTS, TEACHING & LEARNING, APPLIED SCIENCE, and DIGITAL BUSINESS AND DIGITAL MARKETING. A central banner welcomes users to the micro-learning course (MLC) marketplace, advising them to choose a category. Below this, a course card for 'RP Unmanned Aircraft Basic Training (UABT)...' by Mark Tay is displayed, including a photo of a man with a drone, a 'Learn More' button, and a price of S\$21.40. At the bottom, a section titled '34 courses in the catalog' shows four course thumbnails: 'Power Up Your Voice in 3 Steps', '3 Tips to a Professional Presentation', and two 'AGILE DEVELOPMENT' courses.

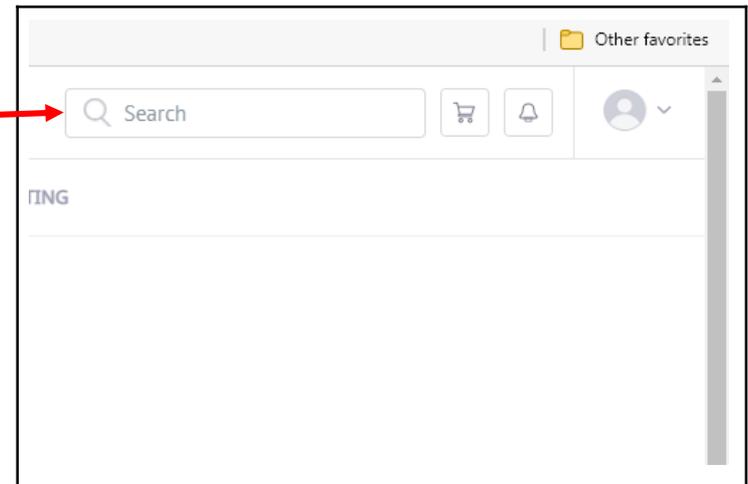


# Search for a MLC

- Select "Technology for the Arts"



- Or search by using key words





# Select a MLC

- Click on the image of a MLC to select it

The screenshot displays the Republic Polytechnic Marketplace interface. The top navigation bar includes the logos for Republic Polytechnic and the Academy for Continuing Education, along with a search bar and icons for shopping and notifications. A left sidebar contains navigation options: Marketplace (selected), My courses (1), Completed (0), Events, Achievements, and Messages. The main content area is titled 'Marketplace' and shows '14 courses in this category'. The courses are displayed in a grid:

- Power Up Your Voice in 3 Steps** by David Chin, Free. Image shows a person speaking into a microphone.
- 3 Tips to a Professional Presentation Stage & Online** by David Chin, Free. Image shows a woman wearing headphones.
- Organisation Transformation with Agile Fundamentals 2:...** by David Chin, Free. Image shows 'AGILE DEVELOPMENT' with various icons.
- Organisation Transformation with Agile Fundamentals 1:...** by David Chin, Free. Image shows 'AGILE DEVELOPMENT' with various icons.
- 360 Virtual Tour Creation with Matterport** by Patrick Poh, Free. Image shows a virtual tour interface.
- A Safe And Conductive Environment! - Disinfecting Equip... - scorm...** by Patrick Poh, Free. Image shows a person in a lab coat.
- Adobe Premiere Video Editing Made Easy** by Patrick Poh, Free. Image shows the Adobe Premiere Pro logo, which is circled in red. A red arrow points from the text 'Click on the image of a MLC to select it' to this course.
- Create Your Own Videos** by Patrick Poh, Free. Image shows a video camera lens.



# Complete a MLC

- On the landing page of the selected MLC, click on each module button to complete it

REPUBLIC POLYTECHNIC Academy of Continuing Education

Course Info

## Adobe Premiere Video Editing Made Easy

Patrick Poh | Duration 20 minutes

Not Started

Course description

In this course, you will learn

1. Editing using Editing workspace
2. How to match your video to timeline
3. Three-point editing
4. Exporting your video.

Outline | Reviews

Module	Duration	Status
1. Introduction to Premiere	5 minutes	NOT STARTED
1 Introduction to Premiere Learning Module	5 minutes	Not Started
2. Creating a project for editing	10 minutes	NOT STARTED
1 Creating a project for editing Learning Module	10 minutes	Not Started
3. Exporting your video	5 minutes	NOT STARTED

END

