JUNE 2021

MANUAL

WP3

E-Learning & Networking Platform

teachmi.eu

Teacher preparation for migrant school inclusion - TEACHmi

Project Number: 612216-EPP-1-2019-1-EL-EPPKA3-IPI-SOC-IN





<u>teachmi.eu</u>



Teacher preparation for migrant school inclusion

Erasmus + Key Action (KA3) Support for Policy Reform

Co-funded by the Erasmus+ Programme of the European Union



Partners













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PLATFORM USER	DESCRIPTION
Visitor / Guest	This role refers to a group of people that are using their web browser to visit the project's website. They do not use any type of credentials or have access to private or members only areas of the website nor the platform. They have full access to all public areas of the website.
Registered User	This role refers to a group of people that MUST be registered in order to have access to the members only areas of the platform and have access to the learning material for Download and interact with other registered users and Partners.
Partner	This role refers to a person or group of people that belong to the project partners. They have the authority to provide the vision for the website and the platform. Partners give the approval for the final product
Web Developer / Admin	This role refers to the group of people whose main task is the design, development, hosting and administration (on a technical level only) of the website and platform. They are REQUIRED to provide technical documentation, support and training to immediate stakeholders on how to use the platform and website.
Forum Moderator	This role refers to a person that has been privileged to moderate the FORUM section, award badges to the various registered users, create discussion categories, delete inappropriate posts, etc.
Writer	This role refers to a person that has been privileged to post news on the NEWS section of the platform.
Badges	 Educational Helper Student Teacher
Certified	This badge is awarded to a registered user after sucessfully responding to the online questionnaires.

Register / Sign up / Log in

In order to have access to various tools of the platform you will need to sign up by clicking Log In on the top right button.



You can sign up very easily by providing an email and a password, or authorising your login using your Facebook or Google profiles. If you are already a registered member of this platform LOG IN instead. Now that you are logged-in you will see your name on the top right.





Profile

Once you access your profile page you can go ahead and click the "Edit" button

	About	:
DESGNATURE	0 Like Received 0 Comment Received 0 Best Answer	
designature M Admin Athens	designature athens designature.gr	
Co Developer 4 4 Followers Following	Image: Image	
Edit	Badges	

teachmi.eu

Once you have done that you can:

Upload a profile image by clicking your avatar

Edit your name if you wish to change it

Write a short description about yourself (max 60 characters)



When you are done with the changes you should click on the save button

Account / Personal info

After Clicking on the "My Account" menu option on the top right you can update your:

- First Name
- Last Name
- Contact Email
- Phone (make sure to use your international code)



Notifications

You can see your notifications after clicking on the BELL icon on the left of your name.

	About Resources Tools Forum	News 🌲	designature 🗸
:		Mark all as reau (2)	
DESIGNATURE	Georgia Kleftogianni started following you	2 days ago	
designature M Admin Athens Developer	waqar Ali created a post *dark web links*	May 12	
4 4 Followers Following	Alexandra Tsatsou (Athens) started following you	May 11 🛛 🌢	
Edit	Alexandra Tsatsou created a post "Test 2"	May 11	
Profile Blog Posts (1)	Alexandra Tsatsou created a post "Test "	May 11	
Blog Likes My Drafts	You've been awarded the Educational-Helper badge!	May 11 🔎	

If you wish to change you notification settings and choose the kind of messages you wish to receive in your email and avoid spam, you should click on SETTINGS on the bottom left of your profile page.

	About	Resources	Tools	Forum	News	¢
Edit	Likes Notify me when r	nembers like my posts	and comments.			
- (4)	Comments Notify me when r	nembers comment on	my posts			
kes fts	Follows Notify me when t	here are updates abou	it members and	posts I follow.		
omments Comments	Forum Notific	cations			Email No	otifications
Posts :ount	Likes Notify me when r	nembers like my posts	and comments.			
ations (2)	Comments					

Members' page

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TEACHMI

Go to **teachmi.eu/members** to check all the registered members of the platform and interact with them. You can follow a member so you get notified when he/she posts something to the news or forum section. You can also search for users, sort by various filters and also change the layout of the members' presentation.



You can also click on someone's profile and check the profile, the comments, the posts, the contact info of the user and various info about him/her.



Make a post on the News (Writer)

Go to the **NEWS** section. There you can read the news that other members have uploaded. You need to be a WRITER in order to post one of your own. If you are a writer a "Create a Post" button will appear on the top right of the News page. If you wish to become a writer please contact the admins and ask so.



Click on the CREATE A POST button and a blog-style editor will appear

			About	Resources	Tools	Forum	News	ŧ	designature
ll Posts	Newsletters					Q	-		
	designature				Post Settings				
	Add a Catchy T	itle							
+	start writing you post here. Add im	ages, videos, #hashtag	gs and more.						
									L ₃
<	ô ೫ □ Ξ ⊂ (II	FD 1							
				Cancel	Publish				

Add a **title**, add the **main body** of the post (text, images, video, upload document) on the fields shown above, and hit **PUBLISH** at the end. Done! Your post will appear on the news section and also in your profile page.

Make a post on the Forum

Take it to the next level and make a post on the FORUM.

Go to teachmi.eu/forum and click on the CREATE NEW POST button

	About Resource	s Tools Forum	News 🌲 designature 🗸	
Forum	C) Search	<u>۵</u>	
Forum				
Welcome! Have a look around and join the discuss	ions.			
		Create New Post 🗸 🗸	\mathbf{D}	
Stories Following :	FAQ ③ 0 □ 0	Following		
Share stories, ideas, pictures, videos, files and more!	Find the FAQs here. Ask a questi community's questions!	on or respond to the TEACHmi		
Courses Following :	Modules © 0 口 0	Following		
Evaluations Following :	Best Practices	Following		
			Create New Post	^
Initiatives Following	Material		C Start a Discussion	
		o	the commute.	
		[:] AQs here. Ask a ty's questions!	Ask a Question Members vote for answers and	
		_	you can mark one as best.	

Click "Create New Post" on the top right. You can choose between "Start a discussion" or "Ask a question".

Write your title and text.

Add a document, image or video by clicking on the corresponding icon.

(click here to see how you can upload content)

Click "Next" on the bottom right.

	About	Resources	Tools	Forum	New
orum > Create Post		Q s	earch	،	
designature 🖬 · 🖓 Developer					
Give this post a title					
+ Write your post here, add photos, videos and more to get your m	nessage ac	ross.			
		Cance		Next	

Select a category to publish your post into! And then hit PUBLISH

		×	
	Select a Category		
	Where would you like to publish your post?		
	Stories		
	O FAQ Questions only		
	Courses		
	Modules		
	 Evaluations 		
	Cancel Publish		
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Format your Posts

You can also EDIT and make changes and final touches to your post and then PUBLISH again!

Once you have written your post you can choose to format it in order to make your point more clear. Doing so will make your post look cleaner and knowing how to format text is an invaluable tool.



Highlight any part of text inside your post's main body.

Once you do that the formatting menu will pop up and allow you to make the changes you wish such as: Making the text bold - italic - underline - change color - highlight - Change between font sizes - quoting - Text Alignment - numbered list - un-numbered list - link to other websites.

Upload a Document / image / video / pdf

Click on the + icon on the left of the main text field.



A menu will pop up!



there you can choose to add to your post:

image - video - file - divider - code snippet - a gif(pdf, doc) - emoji

Assign Badge to user (moderator)

Only moderators and admins have the priviledge to award badges to registered users (members) of this platform.

теаснті	Follow	About	Resources	Tools	Forum	News Follow	designature 🗸	
	Choose the	A: badges you'd reveloper iducational-Helper	ssign Badges I like to assign to 	er Irene Sme	raidou.	К	I	⊳
lren 1 Follow	e Smera C C St V Writer Partne ers R	reacher Cancel	Save	e		rel Moons Writer Partner 0 rs Following		
	Follow			:		Follow	•	

Use the online Tools

Go to teachmi.eu/tools



You can use this variety of online rooms and virual workshop rooms to co-operate with parnters, teachers-students, group of teachers, seminars, etc. for all the stages of the project.

TEACHMI	Ab	oout Resources Tools Forum	News 🌲 Angelos Ploumis 🗸
TEACHmi ROOM #1 Go to Room \$	TEACHmi ROOM #2 Go to Room x	TEACHmi ROOM #3 Go to Room \$	TEACHmi ROOM #4 Go to Room \$
password: 131215	password: 941829	password: 131215	password: 131215
TEACHmi ROOM #5	TEACHmi ROOM #6	TEACHmi ROOM #1	TEACHmi ROOM #8
Go to Room 🕫	Go to Room 🛪	Go to Room \$	Go to Room Я
password: 131215	password: 131215	password: 131215	password: 131215



Resources

The parnters' work (intellectual outputs) will be presented in an eye-catching way on the \resources tab of the platform.

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Important note: The partners can also use the FORUM to upload their work as shown in previous chapters. That way it might get easier for the developers to gather the content and upload in the resources tab, as well as create a place of discussion about the content between the partners.