

IO4. TEGA Community of Practice platform

User Manual

The purpose of this document is to describe the platform core functionality and the user interface (UI) of the TEGA Community of Practice platform.

There are 2 types of users that can have access to the platform:

- Moderators They may add articles and other educational training materials, moderate forums and groups. Partners, trainers and trainees should have this type of account/role.
- **Basic Users** Other users, students, key stakeholders that would like to exchange ideas and participate into the TEGA's community.

The platform is available at: https://www.tega-community.eu







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1. Basic User

This chapter presents the basic functionality for the basic user.

1.1 Registration/Login

The user Login/registration screen is available at the top of the platform.





Within the Login/registration page, there are two options:

- Login If you have already registered to the platform, you can use the "LOGIN" button at the top right of the page.
- Register If you are a new user of the platform, you can use the "REGISTER" button.







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In the second case, the registration form appears. All registration fields are mandatory.

First Name First Name Last Name E-mail Address Fassword Confirm Password Confirm Password Show privacy policy Please confirm that you agree to our privacy policy Class Confirm that you agree to our privacy policy Confirm Password Confirm that you agree to our privacy policy Class Confirm that you agree to our privacy	Username	
Last Name E-mail Address Confirm Password Confirm Password Show privacy policy Please confirm that you agree to our privacy policy I Please confirm that you agree to our privacy policy I I'm not a robot	First Name	
E-mail Address Password Confirm Password Confirm Password Show privacy policy Please confirm that you agree to our privacy policy Im not a robot Confirm Password Conf	Last Name	
Password Confirm Password Confirm Password Show privacy policy Please confirm that you agree to our privacy policy I'm not a robot CCAPTCHA Privacy-Tema	E-mail Address	
Confirm Password Confirm Password Show privacy policy Please confirm that you agree to our privacy policy I'm not a robot RecAPTCHA Privacy-Terma	Password	
Confirm Password Show privacy policy Please confirm that you agree to our privacy policy I'm not a robot	Confirm Password	
I'm not a robot	Confirm Password Show privacy policy Please confirm that you agree to	o our privacy policy
	I'm not a robot	reCAPTCHA Privacy - Terma
Register as user Login	Register as user	Login

Figure 4. The registration form

<u>Email confirmation is required for all users.</u> They must check their email (both inbox and spam folder) for an email registration email and click on the registration/activation link.



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1.2 Main Menu

The following options are available from the main menu at the top of the screen:

- Dashboard
- Open Educational Materials
- Games
- Community
- Blog / Articles

	Contact tega.admin Q SOURCES GAMES COMMUNITY + BLOG ARTICLES
Activity	
All Members My Groups Mentions	GET ACTIVE
Search Activity Q —Everything — ▼	Add Friends Join a Group
	Post in forums
What's new, admin?	Upload content
	wy uploads
	USEFUL LINKS
Vicky Maratou joined the group European 2 months ago	FAQ
	UPLOAD CONTENT
	Add Friends

Figure 5. The main menu

1.3 Top Menu

The following options are available from the top menu at the top of the screen:

- Profile
- Notifications
- Get active
- Logout







TEGA - Training the Educators to facilitate the teaching and assessment of abstract syllabus by the use of serious GAmes

Project No. 2020-1-UK01-KA203-079248 | www.tega-project.eu

TEGA	DASHBOARD OPEN EDUCATIONAL RES	OURCES GAMES COMMUNITY V B Notifications (7)
Activity		Get Active Logout
All Members My Groups Mentions		GET ACTIVE Add Friends
What's new. User-test?	— Everything — 🔍	Join a Group Post in forums
		USEFUL LINKS

Figure 6. The top menu

1.4 Dashboard

After successful registration, a user may log in to the system with his/her credentials. The dashboard screen appears.

The dashboard is the main area where all activities appear. On the right side of this page ("Get active" section), you can see the platform content that you have permission to add depending on your platform member type. Get active within the platform!

TEGA	DASHBOARD OPEN EDUCATIONAL RESOU	Contact user-test Q Profile RCES GAMES COMMUNITY B Notifications (7) Get Active
Activity		Logout
All Members My Groups Mentions		GET ACTIVE Add Friends
Search Activity	— Everything — V	Join a Group Post in forums
What's new, User-test?		USEFUL LINKS FAQ
	F	UPLOAD CONTENT Add Friends

Figure 7. The dashboard of the platform



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1.5 Community – Groups

This is the main community space where the whole networking collaboration is going to happen. Within the groups, moderators and users, can post messages and exchange ideas.

Groups could be private or public. To join a private group, the user must send a joining request and wait for an approval by the group's creators. Public groups have been organized by country, that any user may join.





In the group page, if your joining request has been approved, you may access:

- The group activity
- The members of the group
- The group forum (if there is any)

Users can post messages and upload files by clicking the "Post Update" button.







European This is a group for the teachers and t	trainers from	countries across Europe different from the partner countries (Greece, Lithuania, United Kingdom, Portu	igal)
Home Forum Docs Members Invite	4	Group Activities	— Everything — 🛛 🔻
Email Options Media		What's new, User-test	li

Figure 9. Post within a group

Group users may collaborate with other group users using the "Add friend" option, by sending private messages or posting a message to all group members.

Active 8 minutes ago Private Message	- "Hello!" View
Friendship Requested	
Active 1 month ago Private Message	
Add Friend	

Figure 10. Add Friend button

Group users may leave a group at any time. There is a "Leave Group" button cover photo:







Figure 11. Leave a group button

1.6 Members

This is the page which contains all the platform members. After clicking on a member you will be able to view his/her profile. At the profile page you can find information about a member and his/her platform activity. You can also send friend requests to members.



Figure 12. List of registered members



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1.7 Profile

If you are a registered member, you will be able to manage your profile and add more information about yourself. Under your profile cover and image, you can see a submenu to edit your account.

- Profile Here you can change the name shown on your profile. It is recommended that you do not change this field very often.
- Notifications from the platform
- Messages Private messages from other members
- Friends Related friends
- Groups /Forums All the groups /forums that the user is participating in
- Settings Here you can change your email and your password

6	3	@user	-test										
<u>(</u>		Active 4 minut	tes ago										
Activity	Profile	Notifications	7 M	essages 5	Friends	Groups 3	Forums	Docs	Media	Settings			
Person	al Mentio	ns Favorites	Friends	Groups									
Memb	er Activi	ties											
<u></u>	What's new,	, User-test?											
۳												— Everything —	٣
	6		User-tes	t name chan	ged their pr	ofile picture 5	minutes ago						

Figure 13. Profile - Activity of a user



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	@user-test
	Active 4 minutes ago
Activity Profile	Notifications 7 Messages 5 Friends Groups 3 Forums Docs Media Settings
View Edit Cha	nge Profile Photo Change Cover Image
Edit Profile Editing "Base" Prof	ile Group
Name (require	d)
User-test nam	e
This field may be	seen by: Everyone
Job title/major	

Figure 14. Profile – Edit basic info of the profile

To add photo or cover, please click the profile section.

	@user-test						
	Active right now						
Activity Profile	Notifications 7 Messages 5 Friends Groups 3 Forums Docs Media Settings						
View Edit Cha	nge Profile Photy Change Cover Image						
Change Profile Pho	oto						
• Your profile p image from ye	hoto will be used on your profile and throughout the site. If there is a <u>Gravatar</u> associated with your account email we will use that, or you can upload an our computer.						
Upload Take Ph	noto Delete						
1	Drop your file here						
	Select your file						
i.							





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1.8 Forum

The platform's users have access to a general forum for generic questions related to the platform.

281 285000 VESURELA VAL DASHBOARD OPEN	EDUCATIONAL RESO	URCES GAMES	
Forums			
Home Page > Forums			
Forum	Topics	Posts	Last Post
Forum European	Topics 0	Posts 0	Last Post No Topics
Forum European This is a group for the teachers and trainers from countries across Europe different from the partner countries (Greece, Lithuania, United Kingdom, Portugal)	Topics 0	Posts 0	Last Post No Topics
Forum European This is a group for the teachers and trainers from countries across Europe different from the partner countries (Greece, Lithuania, United Kingdom, Portugal) Greece	Topics 0	Posts 0 2	Last Post No Topics 8 months, 2 weeks ago
Forum European This is a group for the teachers and trainers from countries across Europe different from the partner countries (Greece, Lithuania, United Kingdom, Portugal) Greece Greek group	Topics 0	Posts 0 2	Last Post No Topics 8 months, 2 weeks ago
Forum European This is a group for the teachers and trainers from countries across Europe different from the partner countries (Greece, Lithuania, United Kingdom, Portugal) Greece Greek group Platform's main forum	Topics O 1	Posts 0 2 1	Last Post No Topics 8 months. 2 weeks ago admin tega 11 months ago

TEGA

QUICK LINKS

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Figure 16. Main forum



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1.9 Articles

The platform supports different types of articles, such as open educational materials, games and blog articles, etc.

TEGA	DASHBOARD OPEN EDUCATION	Contact User-test Q
Open educational resour	ces	
Test oer title (a) Wednesday September 7th, 2022 Q: No Comments (b) Open educational resources Test oer short description	test OER © Friday March 11th, 2022 & No Comments Depen educational resource test OER!	25
Read More >	Read More →	
TEGA Training the Educators to Facilitate the Teaching and Assessment of	QUICK LINKS	Co-funded by the Erasmus+ Programme of the European Union This project has been funded with support from the European Commission. The



Only moderators have permission to post OERs/games/articles via the "Upload Content" page at the dashboard page.



