



















CoP Virtual Platform Guide for Users





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*Note: Please click on any of the titles in the index to directly access the content

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- **Main Navigation Menu**
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- **Important details**



- **About CoP**
- **Eco-Digithon**
- Resource





- **Blended Course**











- Messages
- **Notifications**
- **User profile**

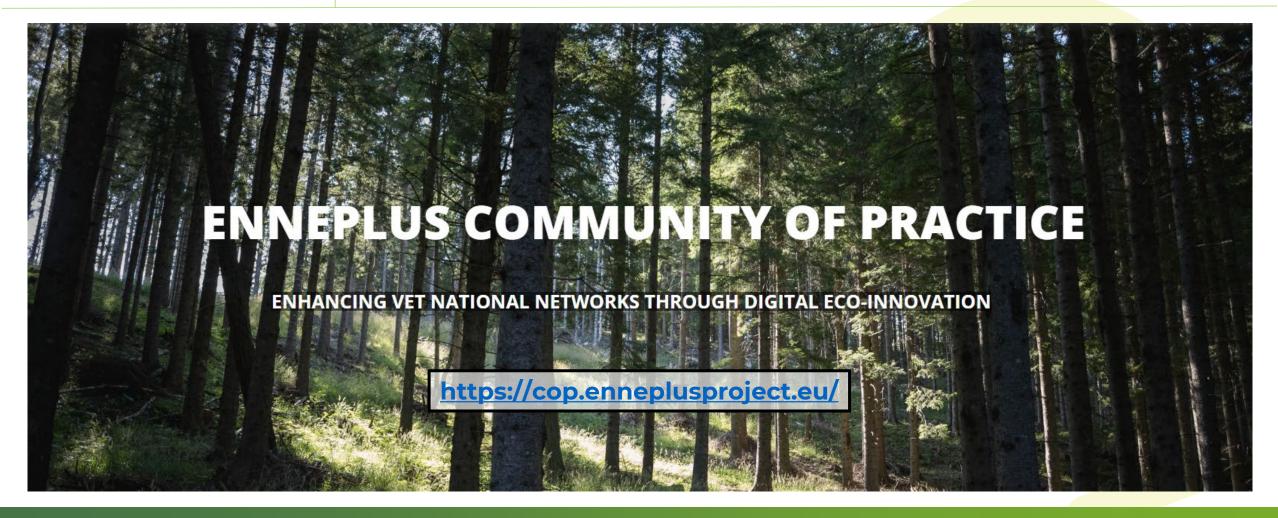








ACCESS THE PLATFORM







REGISTRATION

Click on the Register button on the upper right side of the screen and fill out all required fields to start the registration process.

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About CoP

Events Contact Log in

Registe



The platform is intended for connecting people from different backgrounds and interests, and therefore you must register according to your role. If you belong to a VET Team that is going to compete, whether you are a teacher or a student, you must register by following the steps below:

1° You will have to enter the account details:

- Username: You will have to follow the formula [Country Code][Team Assigned Number]-[First Name][Surname/s]. E.g.: ES09-GracielaSanchezVicario.
- **Email Address: Enter your email address.**
- Choose a password: Try to choose a secure password. We recommend that you use one that includes upper case letters, lower case letters and some special characters.

Account Details

Confirm Password Required

Username Required	Email Address Required	Choose a Password Required	
Strong			







REGISTRATION

Click on the Register button on the upper right side of the screen and fill out all required fields to start the registration process.

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Eco-Digithon Gallery Contact About CoP Events

Log in





2nd You will have to enter the account details:

- Name and surname.
- Organization: Name of the educational establishment (VET Center) you represent.
- Country: Remember to introduce it in English.
- Role: Here you should choose a role depending on whether you are a teacher or a student (in the case of VET Teams):
 - Teacher
 - Student
 - Mentor
 - Local community agent
 - Other
- Accept the consent form

An email with an activation link will be sent to the email address provided during registration. Open the link and accept the activation code.

Tip: Check your spam folder. If this does not work, please contact technical support: enneplusplatform@gmail.com

Once your account is activated, you will receive a welcome email to the platform.

Profile Details

Name Required
This field can be seen by: Everyone
Organization Required
This field can be seen by: Everyone
Country Required
This field can be seen by: Everyone
Role Required
>
This field can be seen by: Everyone
Consent form Required
☐I authorise the use of my personal data, photographs and audio/video In compliance with European Regulation 2016/679 (GDPR) and other app

processing of personal data, photographs and audio/video recordings w







Welcome Homepage

The welcome page is the first page you will find when trying to access the website 'https://cop.enneplusproject.eu/' and provides a brief introduction to the project, so that its objectives are generally understood.

Two buttons are also provided, one of which takes you to the official website of the project and the other to the section of the same platform where the Eco-Digithon methodology is discussed.



ENNEPlus Community

Welcome to the ENNEPlus Community of Practice!!!

Occasion and Educational Training National Memorist through Educational Training National Memorist through Educational Training National Memorist through Education Training National N

In this platform you can get information about how the Eco-Digithon Methodology approach can help VET students to acquire new digital and green skills through the development of digital and technological solutions addressing environmental and sustainable challeness and involving their local communities.

You can also interact with CoP members and even be a part of our community, as all people are welcome to participate. If you are a VET

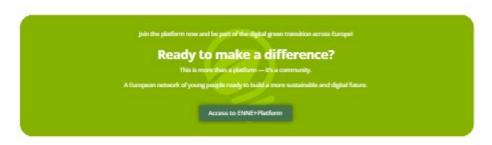














The home page also includes a section on when the Eco-Digithon takes place, images, direct access to the international platform group, and the user guide (available for download).









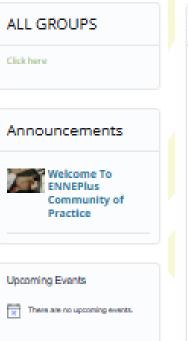
Side Bar and Footer

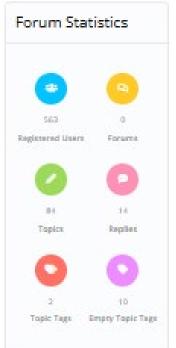
The sidebar and the footer will always accompany us throughout the website, except on the homepage, in the personal space and in the private groups corresponding to the different collaborative spaces.

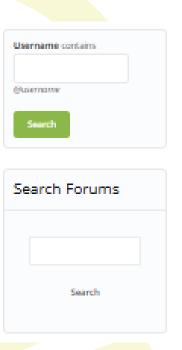
Side bar

In the sidebar we find different areas that provide us with relevant information while we browse the website, such as:

- All Groups: direct access to the repository of all groups available within the platform.
- **Announcements.** Where you can find news or relevant information about the project, the platform, and the Eco-Digithon editions that we want to communicate to all members of the platform.
- **Upcoming events.** Where you can see the date and time of upcoming events. These may be aimed at some or all members (for more information, open the event)
- Statistics: shows registered users, topics created, responses, etc.
- **User search**: to find your acquaintances more easily.
- Search Forums: to find specific forums more quickly...













Side Bar and Footer

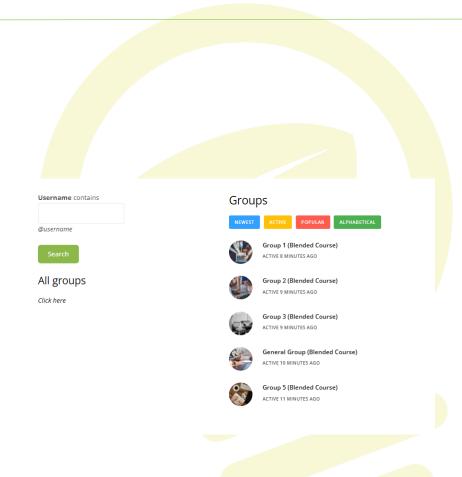
The sidebar and the footer will always accompany us throughout the website, except on the homepage, in the personal space and in the private groups corresponding to the different collaborative spaces.

Footer

In the footer we also find different areas that provide us with relevant information while we browse the website, such as:

- **Social Media.** Here you will see different icons that correspond to the social networks of the ENNEPlus project and if you click on them you will be redirected to these social networks. In order (from top to bottom) they appear: the website https://www.enneproject.eu/enneplus/, LinkedIn, the YouTube channel and Facebook
- **User search**: to find your acquaintances more easily.
- Al groups: Where you can click and go directly to the group directory.
- **Groups.** Where you can see the latest groups created, the groups with the latest activity, the most popular groups and the top 5 groups in alphabetical order.











Main Navigation Menu

Through the main navigation bar at the top of the screen you can access to the different sections of the platform. Some public (About CoP/Ecopages are Digithon/Gallery/Events/Contact/ Search) and others private (Collaborative Space and Personal Space).

sections

Click access directly these to





ENNEPlus Community of Practice

Learning together, growing together

















- **About CoP**
- **Eco-Digithon**
- Resources
- **Collaborative Space**
- Contact
- Language

- 7. Search
- 8. Messages
- 9. Notifications
- 10. Personal space







1. About CoP

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Back to MENU

This is an informative page about the Community of Practice (CoP), its significance in the ENNEPlus project, its structure, main goals and CoP Governance.

- About the Community of Practice (CoP)

ENNEPlus Community of Practice (CoP)

The ENNEPlus Community of Practice (CoP) is a key element of the project's strategy to foster collaboration, knowledge exchange and innovation among Vocational Education and Training (VET) professionals and students across Europe.

This virtual space brings together VET providers, educators, learners and stakeholders from four partner countries - Italy. Spain, Portugal, and Austria — as well as representatives from European-level networks. Its main purpose is to support ecoinnovation and digital transformation in VET through shared experiences, co-designed activities, and peer learning.



The Governance of the CoP is shared among the partners of the ENNEPlus project, being coordinated by the Spanish organization Innogestiona Ambiental and each of them taking a leading role according to their respective profile.

A Transnational and Collaborative Space

The ENNEPlus CoP is built around a single international collaborative space designed to:



International collaboration

Facilitate open dialogue and eychange among VET teams from different countries



Open educational

The integration of digital tools and ope



Inbound Marketing

Support for adapting shared tools and

entities.



Empowerment



Promoting joint projects and initiatives

Support for the creation of collaborative projects between vocational training



Responsability

Project Partners





FH | JOANNEUM



















- **About the Community of Practice** (CoP)
- What our Transnational and **Collaborative Space offers**
- **Direct access to Internacional Cooperation Group**
- **Project Partners**
- User guide (available for download).









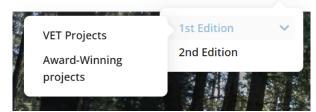


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This is an informative page, where you can find all the information about the Eco-Digithon (definition, methodology, calls and application).









The drop-down menu provides access to specific content related to the Eco-Digithon editions.

Within the general section of Eco-Digithon, you will methodology **used** in the competition. direct access the summary of last edition, information when the next edition will take place, as well as the rules for each call for entries and information on who can participate, why you should participate, and how you can benefit from doing so.



WHO CAN PARTICIPATE

- · Vocational Education and Training (VET) centre, public or private;
- High schools actively build students' digital, green, or tech skills.

How many people?

- At least 20 students;
- 2 teachers or trainers from different subject areas.

3 REASONS TO GET INVOLVED

- A unique opportunity to strengthen and scale up curricular and extracurricular projects in the field of eco-innovation.
- Tackle real-life environmental and social challenges of your community, turning ideas into action, from classroom projects to real-world solutions:
- Contribute to the UN Sustainable Development Goals (Agenda 2030).





5 THINGS YOU GAIN

- Exclusive access to the ENNEPlus Community of Practice on ecoinnovation:
- · Peer learning with schools from across Europe;
- Expert mentoring and customised resources on 10 key global environmental tooics:
- Job-shadowing and mobility opportunities for teachers/trainers;
- A chance to win awards and recognition at the final Eco-Digithon showcase!







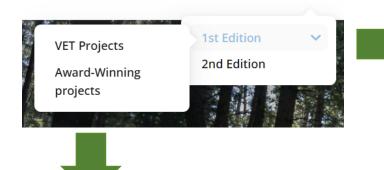


1st Edition

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About CoP Eco-Digithon ∨



The drop-down menu give access to VET projects participating in the 1st edition of the national Eco-Digithon competitions and the award-wining projects.

Clicking on '1st Edition' takes you to a page that gives brief and concise information about this First Edition of the Eco-Digithon.

You will see a summary of the edition, as well as images and a reminder of when the next edition will take place.



The First Edition of the Eco-Digithon: Innovation Comes to Spello

From July 3rd to 5th, 2025, the picturesque town of Spello, in the Umbria Region (Italy), became the vibrant setting for the first international edition of the Eco-Digithon, an initiative under the ENNEPlus project aiming to empower VET students through digital and green innovation.

The event brought together the winning teams from four national hackathons held in Austria, Italy, Portugal and Spain, where young participants had co-created local solutions to pressing environmental challenges. In Spello, they shared and presented their projects in the framework of the <u>VIX Edition of the Social Hackathon Umbria</u>, an established European event dedicated to social impact through technology and community-driven innovation.

During the event, participants benefited from a wide range of enriching experiences that combined learning, collaboration, and exchange:



Please, visit the <u>VET Projects</u> section to meet the VET teams and their project for this first edition of the Eco-Digithon

Also, visit the National Eco-Digithon is held, in the **Award-Winning Projects** section, where you will find the winning projects and can obtain more information about the ideas developed.

DO YOU HAVE IDEAS FOR CHANGING THE WORLD THROUGH VOCATIONAL TRAINING?

Following the great success of the first Eco-Digithon, the call for participation in the next edition, scheduled for 2026, is now open. Click here to apply.

Eco-Digithon 2026, challenge the future, create the change: call for participation from 15 September 2025!

Eco-Digithon is back!

SECOND EDITION OF ECO-DIGITHO

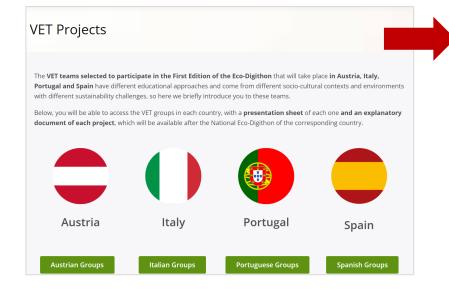
Learn more about the Eco-Digithon





VET Projects

1st Edition



In this section we have the presentation of the projects that are going to participate in this first edition of the Eco-Digithon. First there is a brief introduction and below we find 4 buttons, each one corresponding to a participating country (Austria, Italy, Portugal and Spain), and by clicking on one of these buttons we will access a page with the presentation sheets of the VET teams of that country that have been selected to participate in the 2025 Eco-Digithon. The presentation sheets have the following appearance:

ES- GROUP 2

Brief Description of the Group

The VET school Sáenz de Buruaga is located in Extremadura (Spain). The team is composed by 50 students from the Higher VET Programme on Clinical and Biomedical Laboratory. The project aims to develop and implement an integrated system for sustainable waste management in clinical biomedical laboratories, aligned with the principles of the circular economy. The project promotes the reuse and recycling of materials, reduces operational costs, and contributes to the development of sustainable practices that can be extended to other laboratories or related industries.



- 4. Environmetal awareness
- 7. Circular Economy

Sustainable Development Goals (SDGs)









- 1) Project title
- 2) VET School, Country
- 3) Brief description of the Group
- 4) Linked CBLS
- 5) SDGs





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1st Edition

Award-Winning Projects

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In this section, you will find all the winners of the National Eco-Digithons in Austria, Italy, Portugal, and Spain.

For each winner, the name of the project, the name of the school, the objective, the solution, and the SDG challenge associated with their project are detailed.

At the very end, you will also find information about the next edition of Eco-Digithon.

Austrian Award-Winning Projects



Objective

Enhance Efficiency of the energy output of PV facilities of the company

Solution

Combination of different solutions: Ice storage, selection of the most efficient battery, energy communities

Finding correct data and finding evaluation criteria, that will be valid in the long run

Portuguese Award-Winning Projects



On the Route of the King's Egg" promotes environmental sustainability and local economic development through a certified hiking route and mobile app that immerse visitors in the region's mushroom biodiversity. gastronomy, and cultural heritage

It created an eco-digital tourism product—a mobile app and hiking route -that connects visitors with nature, local producers, and restaurants, fostering biodiversity protection and community-based economic

The project addressed the depopulation and economic stagnation of low-density territories like Arganil, where biodiversity and local products were undervalued and lacked sustainable tourism promotion

Italian Award-Winning Project



Reduce the excessive waste production of electrical, electronic and mechanical items.

An automation prototype of an automatic gate build with more than 90% of recycled materials.

Challenge

Circural economy Green Construction

Spanish Award-Winning Projects



Co-funded by

the European Union

Improve transportation and thus access to other opportunities in rural areas through the development of a digital platform for transport planning/management within the local community

A mobile or web application to identify rural transport routes, connect users and facilitate access to services.

Challenge

Sustainable transport







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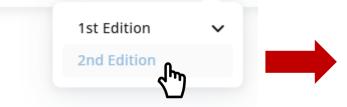
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2nd Edition

If you click on the tab Eco-Digithon, you can also select the '2nd Edition' menu section.









DO YOU HAVE IDEAS FOR CHANGING THE WORLD THROUGH VOCATIONAL

Following the great success of the first Eco-Digithon, the call for participation in the next edition, scheduled for 2026, is now open. Click here

Eco-Digithon 2026, challenge the future, create the call for participation from 15 September 2025!

CHECK THE INFORMATION BELOW TO LEARN HOW YOU CAN GET INVOLVED!



SECOND EDITION OF ECO-DIGITHON

Learn more about the Eco-Digithon

22222222222222222222222222222

CHECK THE INFORMATION BELOW TO LEARN HOW YOU CAN GET INVOLVED!

Fare you a VET centre bases in Italy? Check the Italian call

& Based in Spain? Check the Spanish call

@ Based in Portugal? Check the Portuguese call

@ Based in Austria? Check the Austrian call

From another EU or non-EU country? Check the International call

222222222222222222222222222222



WHO CAN PARTICIPATE

- · Vocational Education and Training (VET) centre, public or private;

In this section, you will find all the information about the edition. Such as the start date, information about the call for each country for the national Eco-Digithons. Each call includes specific guidelines for each country.

It also includes general information about who can participate, 3 reasons why you should participate, and what benefits you get from doing so.







3. Resources

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A space where you can access inspiring content, practical tools and educational materials

There are 10 ENNEPlus Challenge-Based Learning Scenarios (CBLS) to represent hypothetical cases, related to one or more <u>Sustainable</u>

Development Goals of the UN Agenda 2030.

By clicking on the scenario, any user can access the scenario information and project requirements related to the scenario.









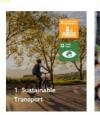
Scenario 1: Sustainable Transport

This Challenge-Based Learning (CBL) scenario on Sustainable Transport focuses on enhancing urban sustainability through the optimization of public transportation systems. By engeging VET students in interdisciplinary teams, the project aims to address the pressing issues of carbon emissions; inefficiency, and public disengagement related to public transport. Collaborating with local government and public transport companies, students will conduct in-depth research, develop innovative solutions, and create prototypes to improve the city's transportation network. The project emphasizes real-world problem-solving, critical tribining, and collaboration while aligning with Sustainable Development Goals 11 and 13. Ultimately, the project seeks to foster a more sustainable, efficient, and community-oriented public transportation systems.

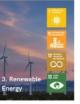


General information about the project, defined task of the project/challenge, Objectives of the project, Outcomes, impact of the project, Open Educational Resources, references, etc,

Open Educational Resources (OER) are freely available and openly licensed educational materials that can be used, modified, adapted and shared by anyone.





















By clicking on the image, any user can access the selected OERs, divided by each of the learning scenarios.







3. Resources

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Contact section for actors (Italy, Spain, Portugal, and Austria) in the green sector to sign up to become **Eco-ambassadors** and be interviewed.

In addition, short videos present the Role Models who are currently involved in the project for each participating country.

Ecoambassadors

Are you an innovator in the green sector? Do you advocate for environmental sustainability and climate change awareness? Would you like to share your story and expertise at EU level?

We are looking for **twelve role models in Italy, Spain, Portugal and Austria** for the realization of **inspirational interviews** that can guide and support the VET teachers and students who will join the first round of Eco-Digithons in the design of innovative solutions to the ecological challenges of their respective communities.

Get in contact with the ENNEPlus team!

Role Models of ENNE+ project

AUSTRIA













4. Collaborative space

Description



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Collaborative Space

In the **collaborative space** section, you will find the groups we offer.

Such as the International Collaborative Space, Blended Course (groups), direct access to the videoconferencing tool, and a calendar where you can see all events and meetings.

Note: This section will be updated at each Eco-Digithon with the different participating national groups.



The collaborative spaces of the Virtual Community of Practice (CoP) Platform are closed groups designed to facilitate interaction and collaboration among ENNEPlus project members. These spaces allow for knowledge sharing, idea exchange, resolution of common challenges, and development of joint projects in an organised and secure manner.

A key component is the International Collaborative Space, created to enrich the experience of participants by building a transnational community of practice. This space provides the necessary tools for all members of the platform, regardless of their country of origin, to communicate, collaborate and share initiatives aimed at sustainable and digital development.

↓Access here ↓

International Cooperation

↓Blended Course (groups)↓

General Group

Group 1

Group 5

Do you have a meeting?

Use our portal for video conferences

Video conference

Hoy	> Novier	mbre de 2025	-			Mes ▼			
No se han podido mostrar aquí los eventos de uno o más calendarios porque no tienes permiso para verlos.									
LUN 27	MAR 28	MIÉ 29 • 10:45am Meeting	JUE 30	VIE 31	SÁB 1 de nov	DOM 2			
3	4	6	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			







5. Contact



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In **Contact** section of the main menu, you will have the different ways of contact.

Contact

1

E-mail: enneplusplatform@gmail.com

Enne+ website: https://www.enneproject.eu/enneplus

Three avenues of contact are available:

- 1 Email --> You can contact us by sending an email to the email address shown.
- 2 ENNE+ Website --> You have a link to access the main website of the project, so you can also contact us through the contact channels listed there.
- Form --> You can fill in the Contact Form with the data requested and we will contact you as soon as possible either by email or by sending a message to your platform user account (in case you are registered).

3

Contact form

Email Address *

Comment or Message

O/180

Consent *

Yes, I agree with the privacy policy and terms and conditions.

Send Message





6. Language

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If we pull down the **Language** menu, we will see all the languages into which we can automatically translate the page. The available languages are English (default language), German, Italian, Portuguese and Spanish.







7. Search

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7.1. Search for content within the platform

If you click on the **Search** symbol in the Main Navigation Menu, a search bar will appear where you can enter the keyword(s) that can help you find what you are looking for within the platform.





7.2. Search for people within the platform

If you click on the **User Search** symbol in the Footer, a search bar will appear where you can enter the name of the user you are looking for.



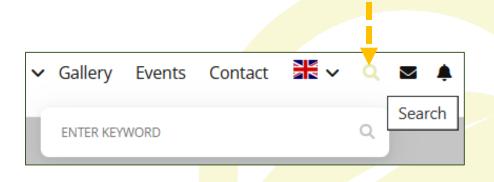






Social Media







All groups Click here











Group 2 (Blended Course) ACTIVE 5 HOURS, 21 MINUTES AGO



General Group (Blended Course) ACTIVE 5 HOURS, 21 MINUTES AGO



Group 1 (Blended Course) ACTIVE 20 HOURS, 4 MINUTES AGO



Group 3 (Blended Course) ACTIVE 1 DAY, 2 HOURS AGO



Group 5 (Blended Course) ACTIVE 1 DAY, 3 HOURS AGO







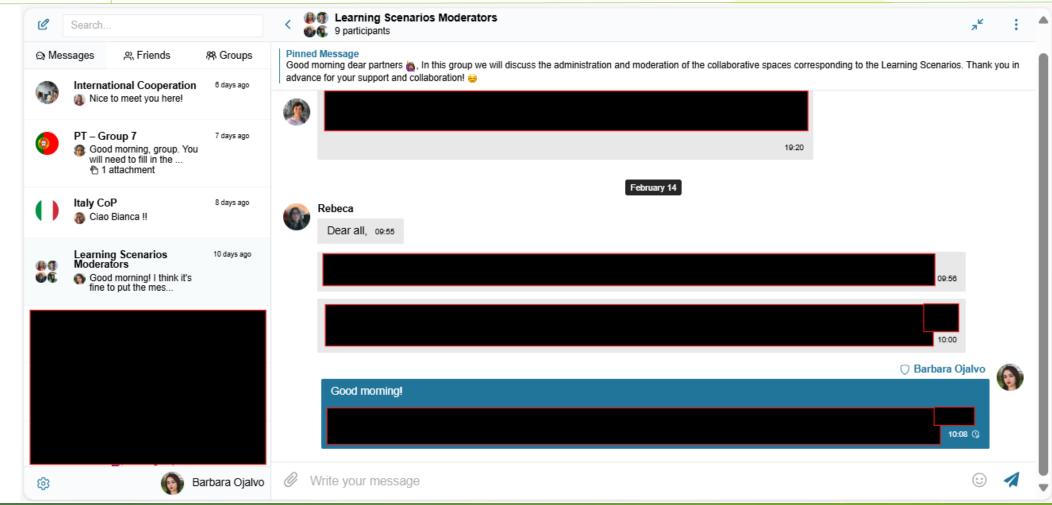
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If we click on the **Messages** section, we will access a chat where we can interact privately with whomever we choose, either with one person or with a group of people.

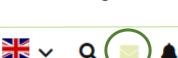




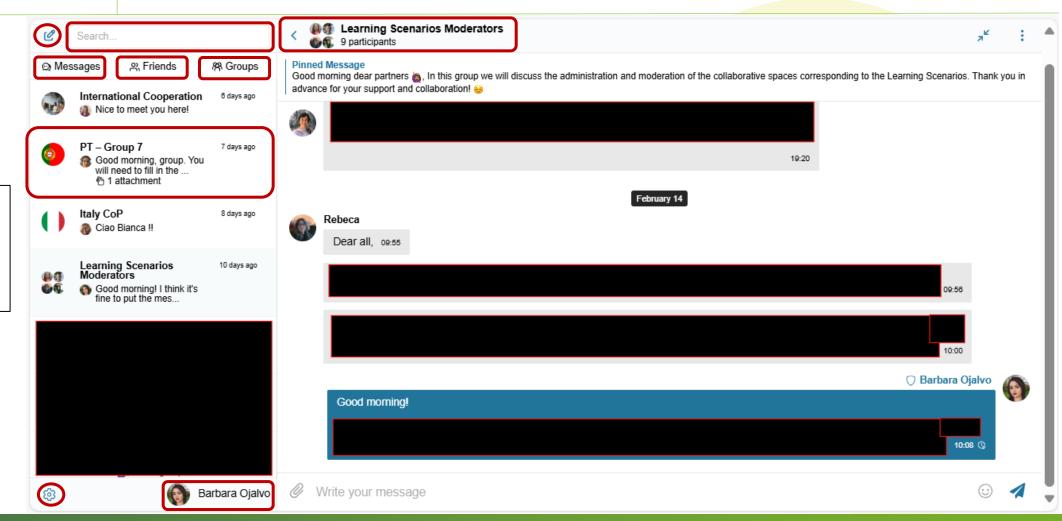


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The **Messages** section has several interesting options (surrounded in red) to explore which we will see in the following slides.







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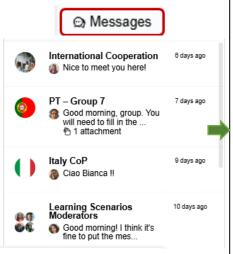
By clicking on the 'New Conversation' icon, you can start a new conversation with a person or a group of people. In the next slide we will see how to do it step by step.



In the search bar, you can search for any member of the platform by their username, any friend, any group or any message (by entering a keyword).

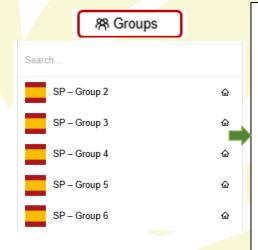
In addition, we have the Messages, Friends and Groups tabs:

on



we click on Messages, all the chats we are part of are displayed on the left side of messaging application. ordered from top to bottom, from the chat with the most recent messages or reactions to the chat with the oldest updates.





we click on Groups we will see a list of the groups we are part of, so we can select one of them to start a private chat with that group (all the members of the group) or click on the home icon to go directly to the main page of the private group.







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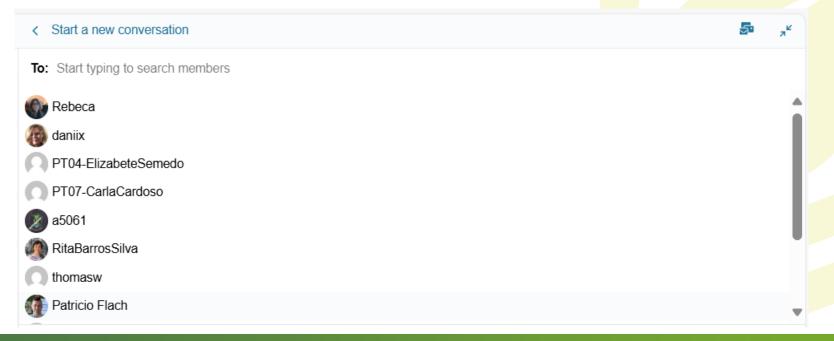
Back

By clicking on the 'New Conversation' icon, you can start a new conversation with a person or a group of people.

Search...

We are going to see how to create a new conversation step by step:

Step 1 - Select the person or persons who are going to be part of the conversation. A list of our friends appears but if we start typing the username of another member it will suggest the person and we can select them.







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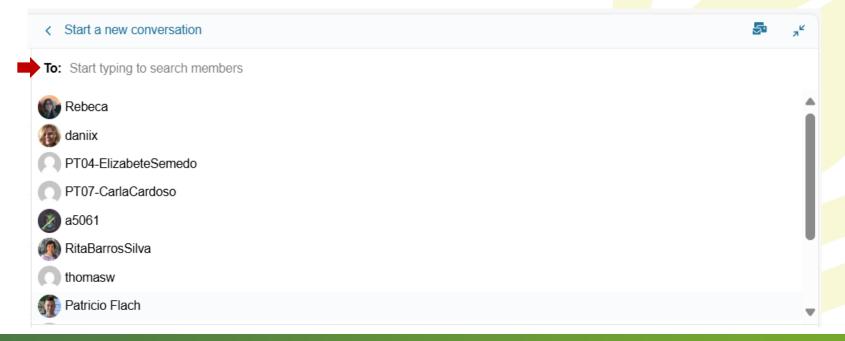
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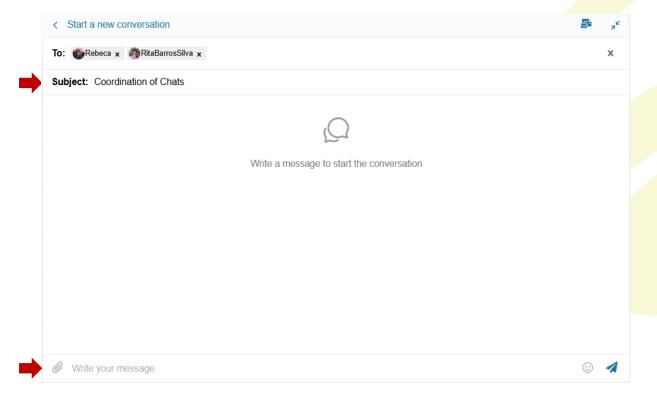




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Step 2 - If the chat is going to be more than 2 people (group chat), it will give us the option to add a chat subject.



Step 3 - In order for the new chat to be saved, you will need to send a first message before leaving.







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Other features of the chats have already been explained in the private groups section, however we invite you to explore this wonderful tool, which will be the main and most useful tool to interact and generate a strong community within the platform, so that you can unravel all its most hidden and fascinating functions.

Remember the key feature of our chat, messages are automatically translated into the language you have selected on the platform, so those you communicate with will be able to write in their language and you will receive their message in your own language.

You don't need to understand the same language to communicate!

You will be able to communicate easily with other people from all over the world!

However, we encourage you to communicate in English as well, so that you can practice







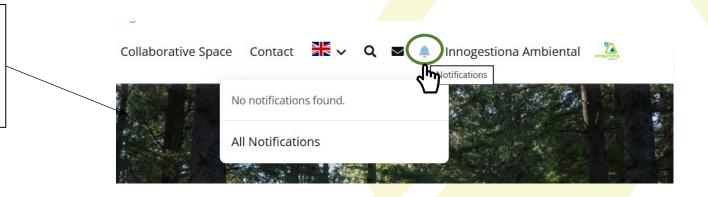
9. Notifications

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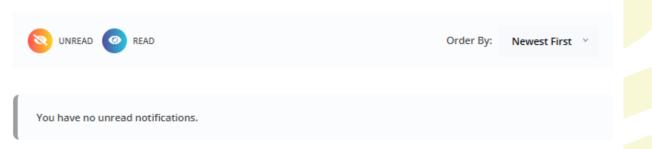
Another section of our main menu is the **Notifications** section (bell icon)

If we hover the cursor over the icon the box appears showing unread notifications as well as the possibility to go to our profile area where all notifications are located by clicking on 'All Notifications'.



Once in the notifications area of our profile, we will see a section like this, where two tabs appear: Unread, where all unread notifications will appear; and Read, where all notifications already read will appear.









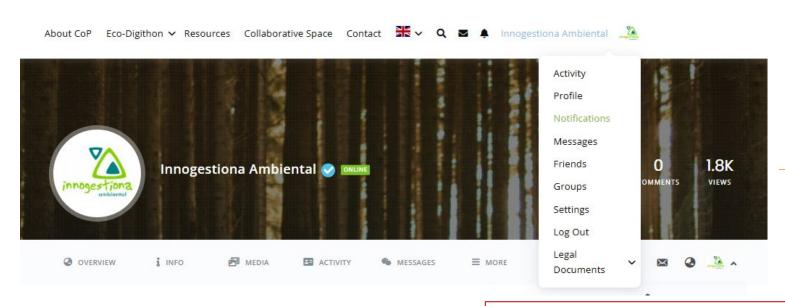


Tools

Back to MENU

Through your personal space, you have a general view of your activity within the platform, organized in different tabs. Some tabs are public and therefore visible to any member of the platform (Activity/Profile/Friends/Groups/Forums/Collaborative Documents). Other tabs are only visible by you (Notifications/Messages/ Invitations)

You can also edit your profile (in the **Prolife** tab) and manage your account (in the **Settings** tab).



You can access to a detailed explanation on the different tabs by clicking on the following elements

- Activity
- Profile
- Notifications
- Messages
- Friends
- Groups
- <u>Settings</u>
- Log Out
- Legal Documents







Activity

Back to MENU

Back

Activity tab: Dedicated to show all the activities within the platform related to your personal account, friends and groups. In this section you can see all activities and share a post with the whole community through the Personal tab (open by default).

Inside 'Activity', also we have different tabs:

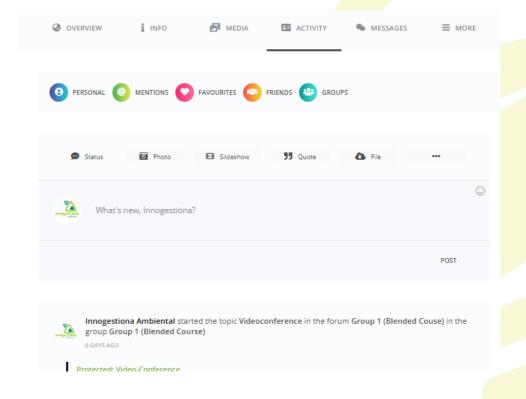
Personal → The first activity section, where all the activities related to your account appear. It is a space where you can share whatever you want, it works in the same way as in the private groups (go to this section for more information).

Mentions → Where all activity messages from anywhere on the platform where you have been mentioned appear.

Favourites → Where all activity posts from anywhere on the platform that you have bookmarked as favourites appear.

Friends → Where all your friends' activity is displayed (so you don't miss anything!).

Groups → Where all your groups' activity is displayed (so you can keep up to date with everything!)







Profile

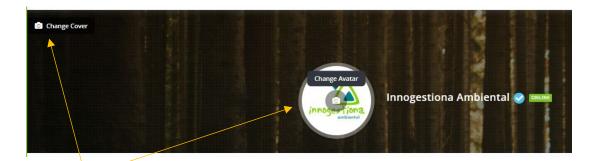


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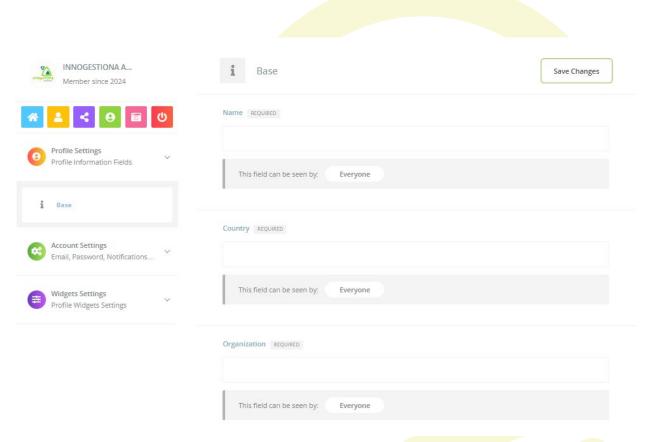
Back

Profile tab: In this tab you can see and edit the following elements of your profile:

- Name
- Country
- Organization
- Role
- Consent form



You can upload a photo or take a photo by giving permission to access the webcam









Notifications, Messages

Back to MENU



From the drop-down menu, you can access the same space indicated in the previous slides about messages and notifications.

Both **Notifications** and **Messages** icons are direct links to functionalities within the personal space

Important notice!!

Within the profile menu, you can access to **Legal Documents**, a drop-down menu that gives us access to all the legal documents of the website. We invite you to read each and every one of them, that you agree with the different policies and legal conditions of the site is essential for the user to browse the site consciously and safely.





Friends

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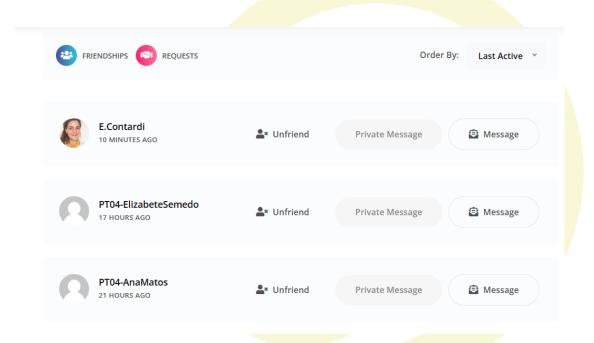
In the **Friends** tab, you can see a list of all your Friends within the platform, as well as the friendship requests you have.

By clicking on one of them you can see her/his profile.

If you click on **requests**, you will see all the friend requests you have yet to complete.



Note: you only can see those members of the CoP you are friend of, but you can`t search here for other members.





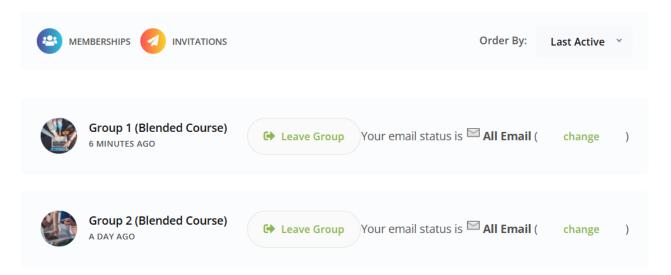
Groups

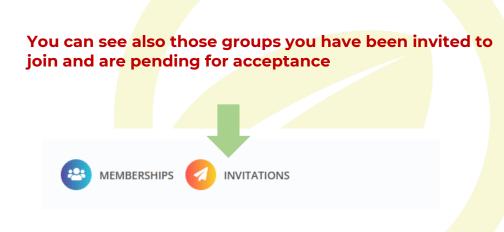
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In the **Groups** tab, you can see a list of all the groups you belong to.

By clicking on one of them you can access its collaborative space.







You have no outstanding group invites.



Settings

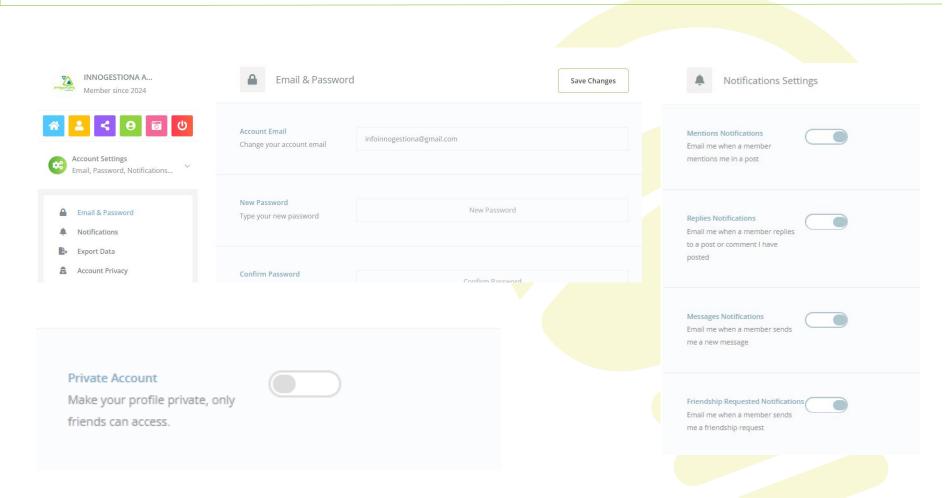
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In the **Settings** tab, you can:

- Change Email & Password
- 2. Notifications (Email)
- 3. Export data
- 4. Account Privacy







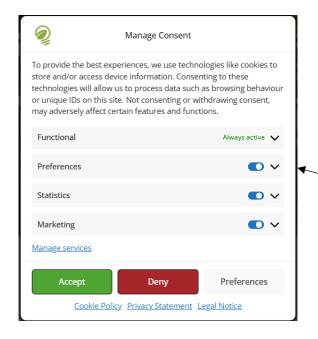


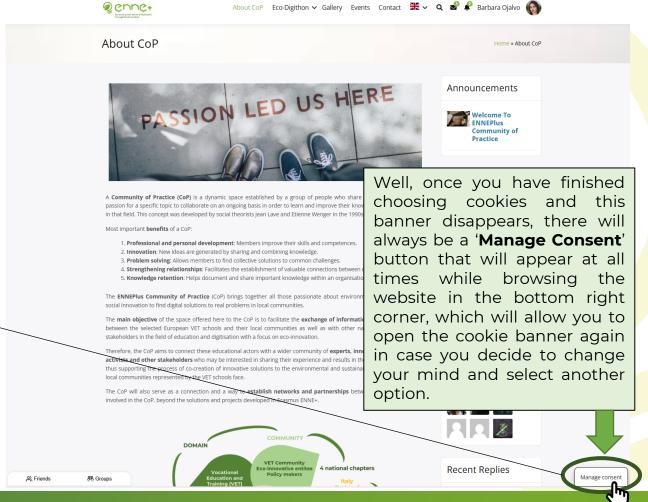
Important Details

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Cookies consent banner

When you access the platform, you will see the typical cookie banner, so you can accept, reject or select your preferences for the cookie policy.









Important Details

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Chat Button

Like the 'Manage Consent' button, while browsing the platform, we will always be accompanied by two other buttons that appear together in the bottom left-hand corner and which say 'Friends' and 'Groups'. If we click on either of them, a small tab will open (without leaving the page where we are) where all our friends and the groups we belong to will appear, respectively, as well as a search bar to look for any person or group in the list. This is a shortcut to be able to send messages more quickly to any of our friends or groups.

When we click on a friend or group, we will be redirected to an open chat with that person or group in our chat section, in our user profile, so that we can contact the desired member or members.

In addition, in this same button we have the possibility to start a new conversation, by being redirected to our chat area in our user profile (indications to start a new conversation given), as well as to go to our profile area directly.

By clicking on this icon, you are redirected to the message area of your user profile to start a new conversation.





Scenarios

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Here you will find:

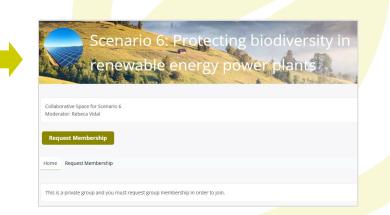
Challenge-Based Learning Scenarios (CBLS)

 A button that will allow us to access all the information about each of the scenarios.

Access buttons to the collaborative space for scenarios.



By clicking on one of these **Scenarios**, you will be asked to **request membership**.



• Access to video-conference tool, which will ask us for a password that only some members of the scenarios will have (technical partners, role models, OER Authors, other mentors and the teachers and students of the VET Teams that are part of these groups).





National Chapters

Back to MENU

In this section you will find a brief introduction and a general view of the National Chapters groups created for each participating country in the Eco-Digithon.



By clicking on one chapter, you can access to the collaborative group created for the members participating in the Eco_Digithon and their national stakeholders as well as any person interested and join the group.

4 NATIONAL CHAPTERS



Note: You should request membership and be accepted. You can't access the collaborative space unless you are a member of the group.







International Cooperation



Back to MENU



In this section all the members of the ENNEPlus Community of practice are invited to join to share ideas, information, new tools, researches... everything that can be useful on eco-innovation!

Also, this space presents the perfect opportunity to **establish connections and networks** with people from all over the world who are interested in digital eco-innovation and the generation of change through new educational models as well as in any of the proposed scenarios and projects presented, so that **future collaboration opportunities** can be created in any of these areas.

Everyone has to request to be part of it!

By clicking on the International Cooperation button, you can access to the private collaborative group, although you will need to request membership and be accepted first.





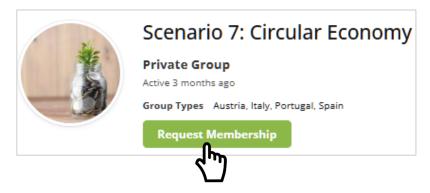


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How to join/leave a private working group

Once you have accessed to the private group of a collaborative space, you must send a request before becoming a member. Remember that you must be a registered member to request groups membership.



By clicking on **Request Membership** button, a notification will be sent to the group moderator. Once the moderator has accepted your request, an email will be sent to your personal email address.

Note: VET TEAMS collaborative areas are devoted for Eco-Digithon participants. For external stakeholders, they are allowed to join to the SCENARIOS, NATIONAL and INTERNATIONAL CHAPTERS working groups.



You can leave a working group at any time, by clicking in the Leave Group button







Tabs and tools

Back to MENU

Once you are member of a working group, you can access the collaborative space, which offers different functionalities and tools to allow collaboration among members.

Let's take a look at the main menu and explore all the possibilities



Bear in mind is that this explanation is the same for any private group in any collaborative space, as they all have the same features.

Click on the following elements to directly access to their corresponding sections

- 1. Home
- 2. Forum
- 3. Media
- 4. Colaborative documents
- 5. Members
 - 6. Send invites
 - 7. Documents
 - 8. Email Options
 - 9. Messages







Tabs and tools

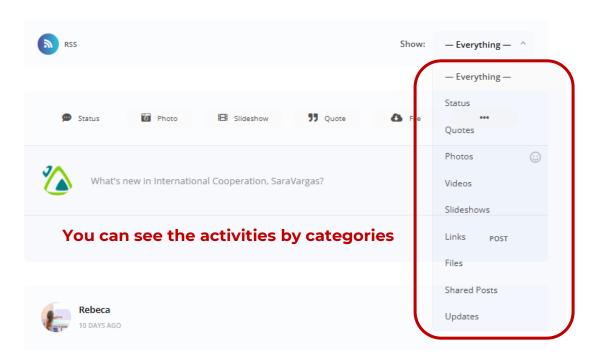
<u>Home</u>

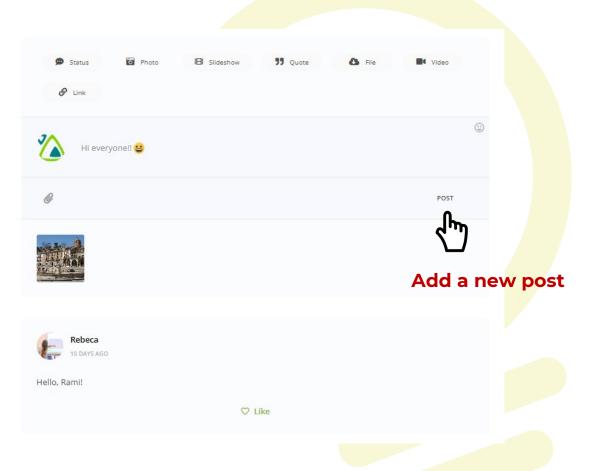
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In the **Home tab**, you can see the group's activity, as well as users' posts. These posts can be messages accompanied by emojis, images, videos, documents, etc. If you wish, you can delete the post. In addition, your posts can receive likes.









Tabs and tools

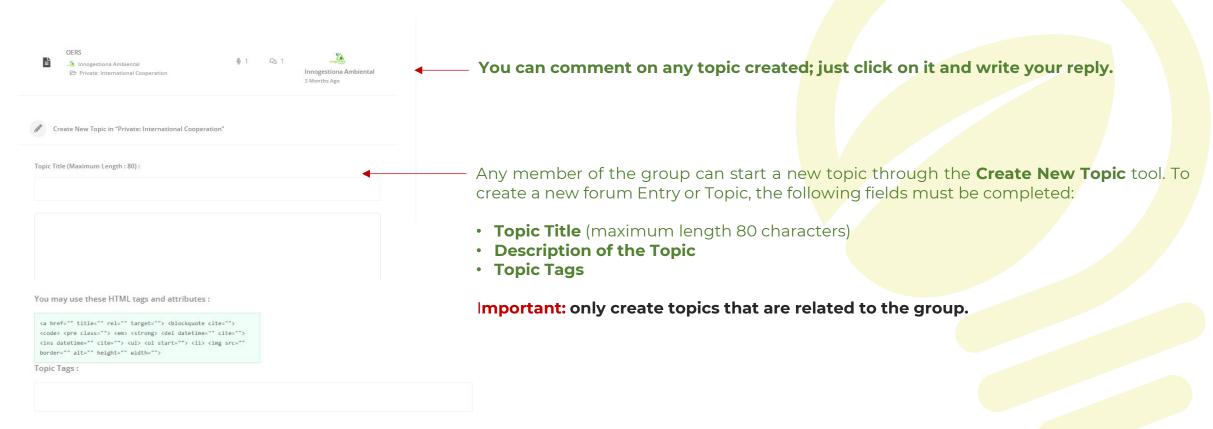
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Forum

The Forum tab is organized by **topics**. In the main page, you can see all **active topics** with information on its activity (member who started the topic, number of participants -voices-, number of posts, and the date and author of the last post).







Tabs and tools

Forum

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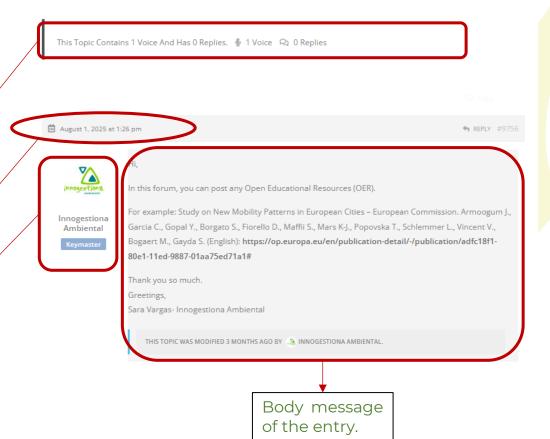
Opening an already existing Topic

We will find:

Forum information: Number of replies, number of contributors (voices), and the last time the post was updated and by whom.

Date and time when the entry was published

Photo, name and role of the user who posted the entry.











Tabs and tools

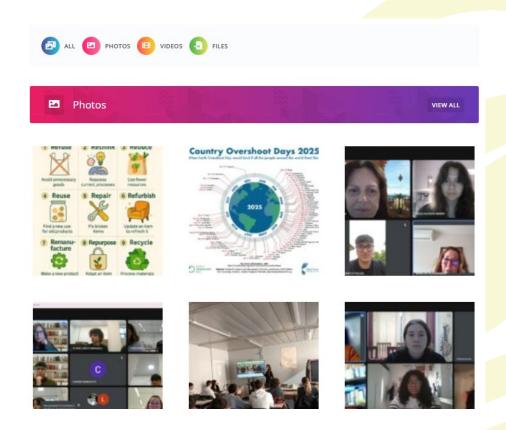
Media

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In the "Media" tab, you will find a wall where you can see all the photos, videos, and documents that have been uploaded to the group's home section.







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Tabs

Collaborative Documents

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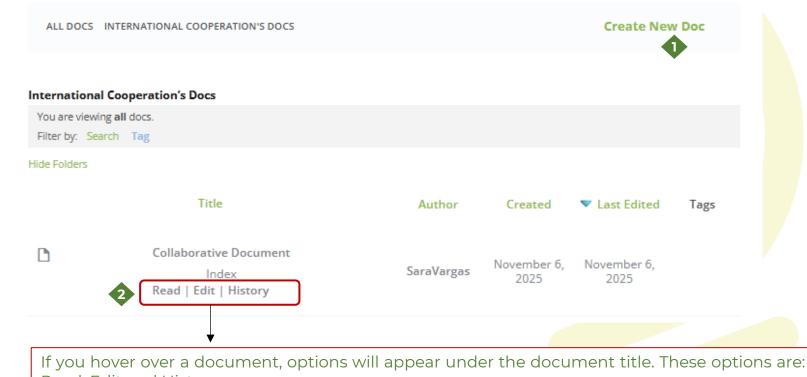
The **Collaborative Document tool** allows group members to work simultaneously in the same document

A list of **Collaborative Documents** created by any member is shown in the main page, with information about the Author, date of creation, date of last eition and tags associated.

In this page, any user can:

- 1. Start a new collaborative document by clicking on Create New Doc
- 2. Open an existing Collaborative Document to work on it.

collaborative documents The specially designed for VET Teams to work on their weekly work reports and projects.



Read, Edit and History.

If we select the 'Read' option we will get a reading view of the document as shown below.







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Tabs

Collaborative Documents

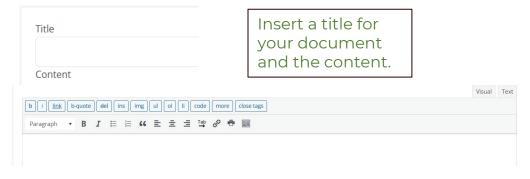
When creating a document, you will see the following options

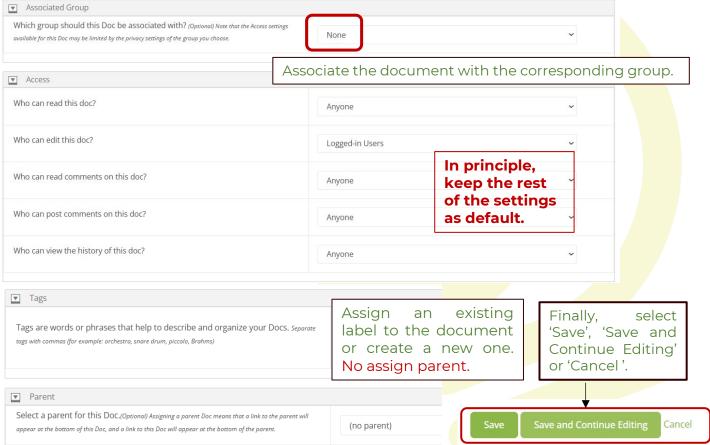
Archives: Docs

- All DocsStarted By Me
- Edited By Me
- My Groups

- You will see all the documents created.
- Documents created by you
- Documents published by you
- All documents from the groups you participate in

New Doc











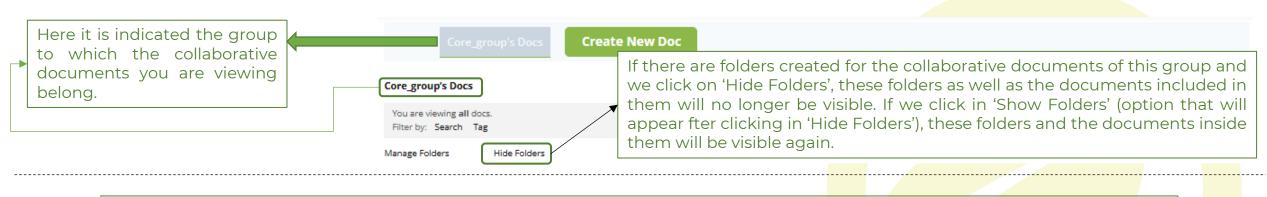
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Tabs

Collaborative Documents



If we select 'Search', a search bar will appear below that will allow us to search by keywor<mark>d, finding specific documents using te</mark>rms within the content or in the title.

You are viewing all docs. Fitter by: Search Tag	
Search	

If we select 'Tag', all tags or categories used for collaborative documents in this group will appear.

You are viewing all docs.
Filter by: Search Tag

Calendar (1)







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Tabs

Collaborative Documents

If we select the 'Edit' option we will have an image like the one shown here, in which it is distinguished:

Title --> To edit the title

Permalink --> Where you can edit the link

Content --> Where we have several options to edit the content (we will explain it below)

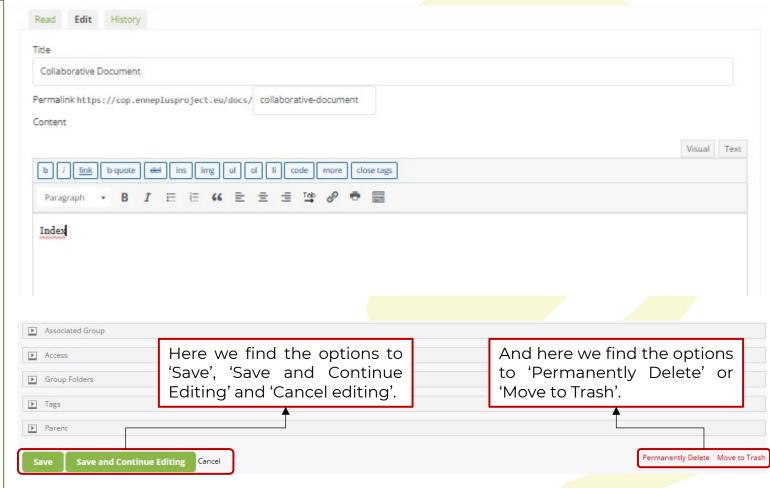
Associated Group --> Where we can change the private group to which the document is associated.

Access --> Where we can decide who can read and edit the document, read and post comments, and who can see the history of this document.

Group Folders --> Where we can assign or not this document to an existing folder or to one we create at the same time.

Tags --> To assign a tag already created or that we create at the same time to the document, which describes or classifies it.

Parent --> Never assign parent.







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Tabs

Collaborative Documents

And finally, there is the 'History' section, which shows all previous versions of the document and allows us to restore old versions in case of errors as well as to track who made changes and when.

ernati	vely, you	an compare two revisions by selecting them in the 'Old' and	'New' columns and clicking 'Compare Revisions'		
ernati	vely, you o	an compare two revisions by selecting them in the 'Old' and	'New' columns and clicking 'Compare Revisions'		
			New columns, and clicking compare nevisions.		
Com	pare Re	/isions			
Old	New	Date Created	Author	Actions	
Old	New		Author	Actions	
Old		Date Created			
Old	New		Author Barbara Ojalvo	Actions	







Tabs and tools

Members

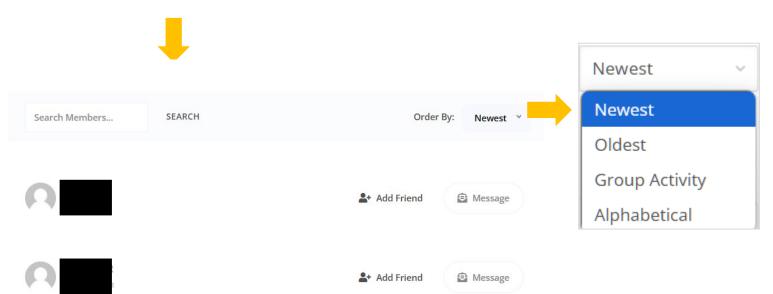
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In the **Members tab**, you can see all group members within the **Membership list**

You can see the members of the working group and search for a specific member



You can see members sorted by the criteria shown below

You are allowed to interact with any member, you can also click on 'Add friend', 'Cancel friendship request' and 'Cancel frienship', depending on what you want to do regarding your friendship inside the platform.





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<u>Tabs</u>

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Send Invites

<u>Back</u>

In the **Invite tab**, only for moderators, you can see all users that are not members of the group, classified in three categories:



Invite Your friends









SEND INVITES



Invite as many friends as you wish. Scroll to the bottom of the section and click on the send invitation button.

Sent Invites





Above the send request button, you will see all the requests you have sent, and you can delete the invitation if you wish.







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Tabs

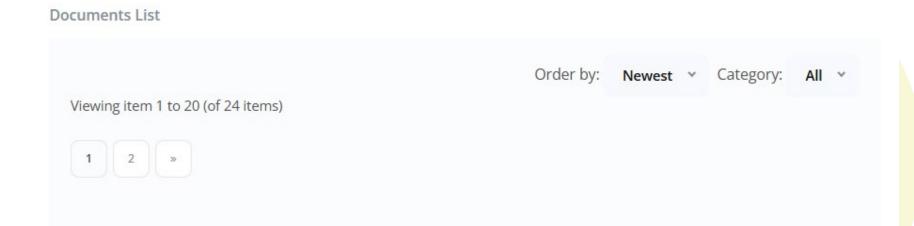
Documents

Another section of the main menu of each private group is the **'Documents' tab**.

A repository of documents is available in the Documents tab, where any member can upload a new document.

It is highly recommended to upload documents in pdf format, as an online preview is available for this file type.

Documents is intended for uploading relevant documents that provide information of value to the interests of the group.











Tabs

Email options

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In the email options section, you can select the type of notifications you wish to receive.

Email Subscription Options

How do you want to read this group?

- ONo Email
 I will read this group on the web
- OWeekly Summary
 Get a summary of topics each week
- ODaily Digest Get the day's activity bundled into one email
- ONew Topics Send new topics as they arrive (but no replies)
- All Email
 Send all group activity as it arrives

Save Settings









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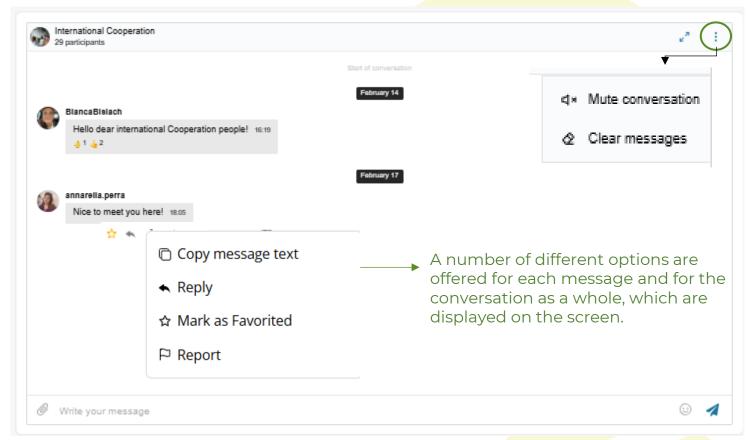
Tools

Messages

The **Messages tab** is like an instant chat.

You can send messages, including emoticons, and documents, pictures, videos, etc., in any format.

This 'Messages' section is intended to be the nerve center of operations for each private group, as it will act as the main means of communication between group members. For the international groups (Scenarios and International Cooperation), here is a very important piece of news! --> The messages will appear in the language that the user has selected in the main menu of the platform, so that regardless of the original language in which each user writes, the messages will be seen by the other users in the language in which they have the platform, the translation is simultaneous. And this is great news! As it allows communication to be fluid and facilitates the connection between people who speak very different languages.



Please, note that if you send messages within a private group, you will send a message to the whole group!







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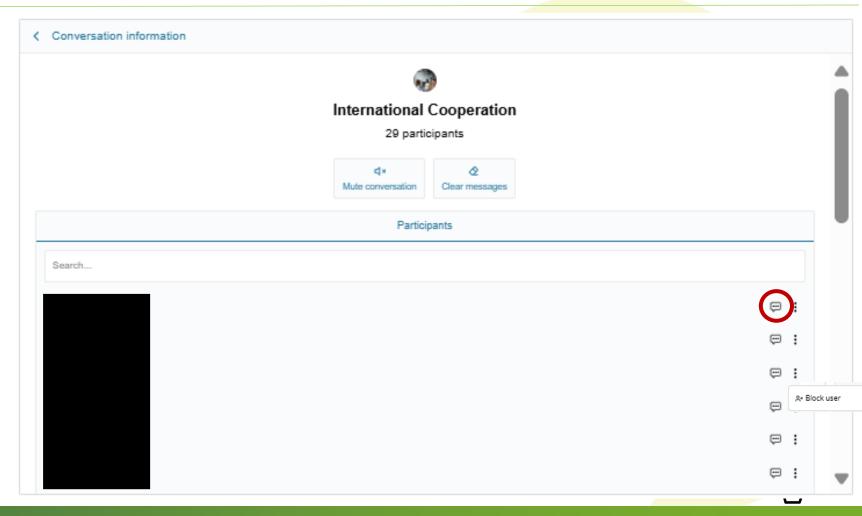
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Tabs

Messages

But you can also sent private message to specific members of the group!

By clicking on the name of the group we can see the participants of the group, so that if we click on the message icon of a user we can send a private message only to that user, and thus we have a way to establish closer relationships with specific members.









Videoconference tool

Jitsi Meet



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The platform offers the registered users that are part of a private group to interact by videoconferencing!

The tool is available within the Collaborative Space for the VET teams and the Scenarios private groups.

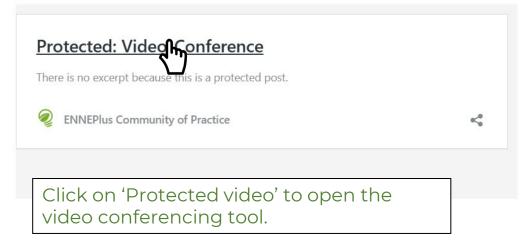
Go to the Forum section and find the topic 'videoconference'.

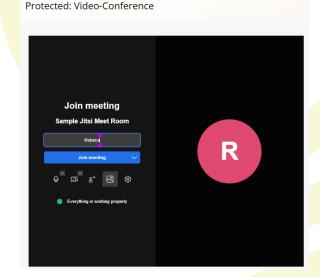
















Videoconference

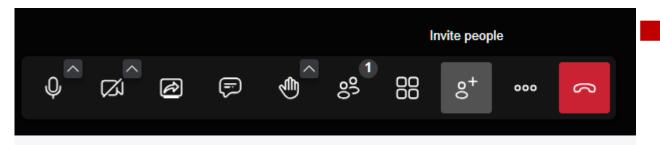
How to organize a meeting

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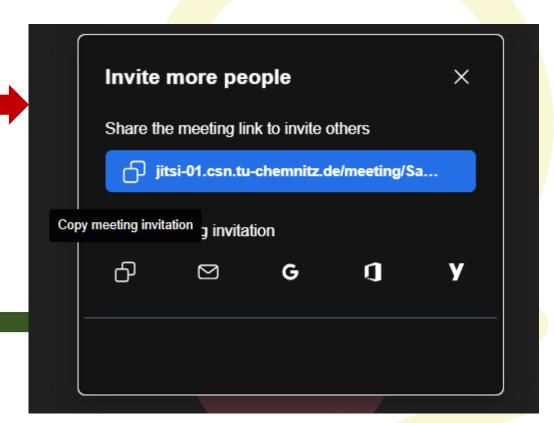
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To organize a meeting through this tool you need a permission, as it is intended for specific users.

The user with the **password** can start a new session and she/he is asigned automatically as **moderator**, with the ability to invite others by clicking on the **Invite people** icon.



The tool offers different options to share the invitation link. Any user with a link to a session previously started by a moderator can join directly to the meeting.







Videoconference

How to create parallel sessions

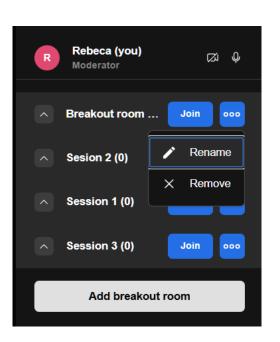
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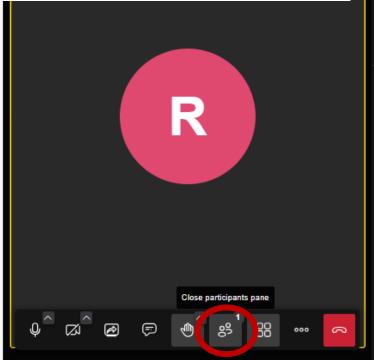
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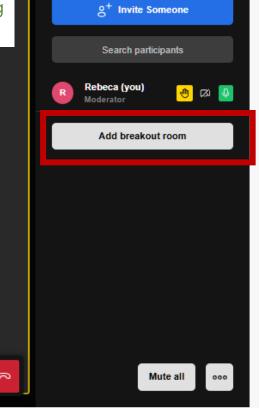
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The tool allows to keep parallel sessions carried out by different group of people...To do that, you have to access to the **Participants pane** by clicking on the Participants icon (at the bottom, red circle). The participants pane is shown as a right side bar, providing information on participants and allowing them to create different rooms, by clicking on the **Add breakout room** button (red rectangle).

Users can add as many breakout rooms as necessary. It is possible to **rename** or **remove** any breakout room at any time. On the right, there is an example of four rooms created (three of them named as Session 1, 2 and 3).







Meeting participants (1)







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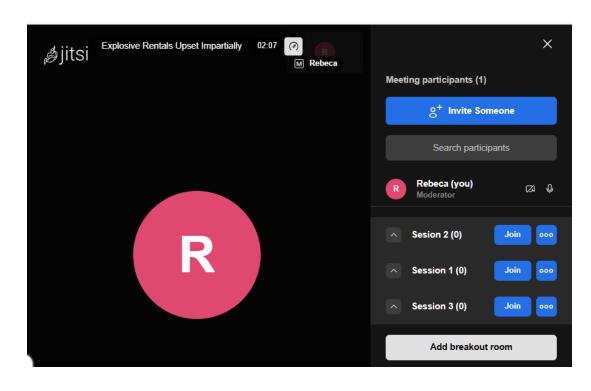
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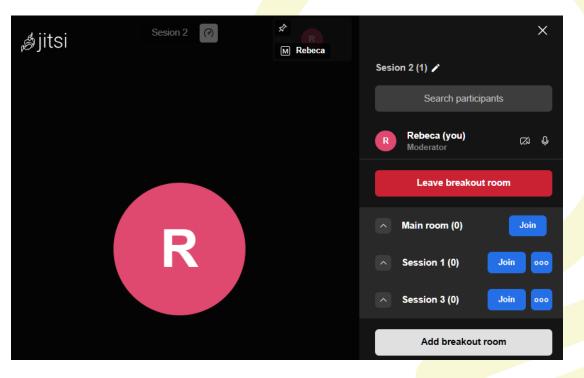
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Videoconference

How to create parallel sessions

If you are invited to participate in one of the rooms, you must first join to the Main room and then click on the **Join** button corresponding to the desired room on the Participants pane. You can also move from one room to another by joining and leaving them using the dedicated buttons (Join/Leave breakout room).









Videoconference

Functionalities

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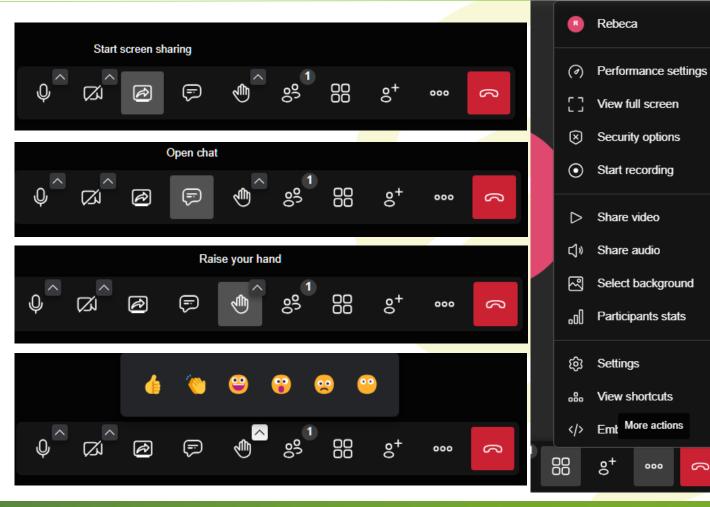
functionalities different Videoconferencing tool are shown in he right:

Direct icons:

- Microphone
- Camera
- Screen sharing
- Open chat
- Raise your hand
- Add emojis

More actions icon (...):

- View full screen
- Record session
- Share videos and audios
- Select background
- Change the security options
- Change settings





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We trust that this guide has proven useful to you!

