



enne+

Enhancing VET National Networks
through Ecoinnovation

CoP Virtual Platform Guide for Users



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

• Starting

- Access the platform
- Registration
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• Main Navigation Menu

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• Public Sections

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- Gallery
- Events

• Collaborative space

- VET Teams
- Learning Scenarios
- National Chapters
- International Cooperation



• Personal space

- Messages
- Notifications
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ACCESS THE PLATFORM

ENNEPLUS COMMUNITY OF PRACTICE

ENHANCING VET NATIONAL NETWORKS THROUGH DIGITAL ECO-INNOVATION

<https://cop.enneplusproject.eu/>

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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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 using one that is automatically generated by your server, so that it is less likely that someone will be able to figure it out.



Account Details

Username (required)

Email Address (required)

Choose a password (required)
 

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " \$ % ^ & .

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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2nd You will have to enter the account details:

- **Name**
- **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**
 - **Other**

An email with an activation link will be sent to the email address indicated during your registration. Please, open the link and your account will be automatically activated. A welcome email will be sent to your email address with the link to access the platform through your personal account.

Tips: Please, check the SPAM folder in case that you haven't received the registration message. If this doesn't work, contact the technical support: enneplusplatform@gmail.com

Profile Details

Name (required)

This field may be seen by: Everyone

Organization (required)

This field may be seen by: Everyone

Country (required)

This field may be seen by: Everyone

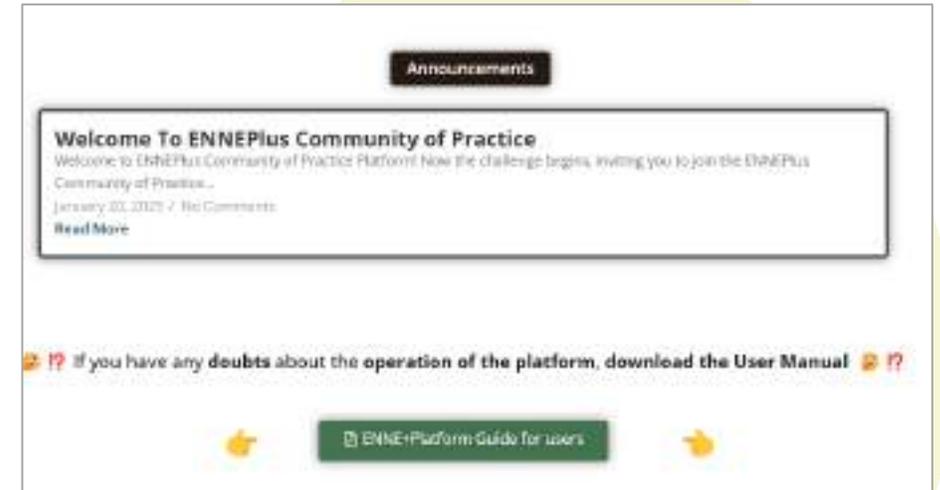
Role (required)

This field may be seen by: Everyone

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.



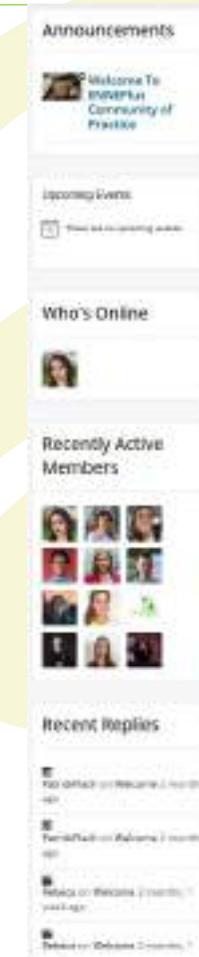
The homepage also includes an **Announcements** section, where you can find relevant news or information about the project, the platform, the Community of Practice and the whole Eco-Digithon process that we want to communicate to all members of the platform. You can also download the guide for users in the button below.

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:

- **Announcements.** Where you can find relevant news or information about the project, the platform, the Community of Practice and the whole Eco-Digithon process that we want to communicate to all members of the platform.
- **Upcoming Events.** Where you can see the date and time of the next events that will be published on the platform and that may be aimed at part or all of the members (for more information on the event click on it and you will be redirected to all the available info).
- **Who's Online.** Where all the people connected at that very moment are reflected.
- **Recently Active Members.** Where all members who have recently connected are listed, in order of last connection (those who have connected last will be listed first).
- **Recent Replies.** Where the sender and location of all the latest replies and comments that have been made on the platform in the groups of which the user (you) is a member are indicated.



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.
- **Members.** Where you can see the date and time of the next events that will be published on the platform and that may be aimed at part or all of the members (for more information on the event click on it and you will be redirected to all the available info).
- **Groups.** Where all the people connected at that very moment are reflected.
- **Gallery.** Where the images of the Community of Practice, the Eco-Digithon and the project in general will appear as they are uploaded to the platform.

Social Media



Members

Newest | Active | Popular

-  **Barbara Ojalvo**
Active 2 minutes ago
-  **Rita Barros Silva**
Active 2 hours, 11 minutes ago
-  **Bianca Bleuch**
Active 1 day, 11 hours ago
-  **ebianco**
Active 1 day, 12 hours ago
-  **Anna**
Active 3 days, 11 hours ago

Groups

Newest | Active | Popular | Alphabetical

-  **Scenario 1: Sustainable transport**
Active 2 days, 8 hours ago
-  **Core_group**
Active 1 week, 1 day ago
-  **International Cooperation**
Active 1 week, 2 days ago
-  **Spain CoP**
Active 2 weeks ago
-  **Scenario 6: Protecting biodiversity in renewable energy power plants**
Active 2 weeks ago

Gallery



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 pages are **public** (About CoP/Eco-Digithon/Gallery/Events/Contact/ Search) and others **private** (Collaborative Space and Personal Space).

Click on to access directly to these sections



1. [About CoP](#)
2. [Eco-Digithon](#)
3. [Collaborative space](#)
4. [Gallery](#)
5. [Events](#)
6. [Contact](#)
7. [Language](#)
8. [Search](#)
9. [Personal space](#)

1. About CoP

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

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- **Definition**
- **Significance of CoP in the ENNEPlus Project**
- **Structure of the community**
- **CoP governance**



2. Eco-Digithon

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

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The drop-down menu give access to dedicated content related to the Eco-Digithon competition

Eco-digithon Methodology

Besides combining three out of the four priorities of the Erasmus+ programme, the EcoDigithon is closely aligned with key European Union strategies and policies, proving to be a relevant initiative for achieving the goals of the European Green Deal (EGD), the Digital Agenda for Europe, and the European Innovation Agenda.

[Click here to download the full version of the Eco-Digithon Methodology](#)

It is expected to organise 2 Eco-Digithon editions, one in 2025 and one in 2026, in each Country represented in the ENNEPlus project: Italy, Spain, Portugal and Austria. The 2025 edition will be open also to teams from different EU and extra-EU Countries.

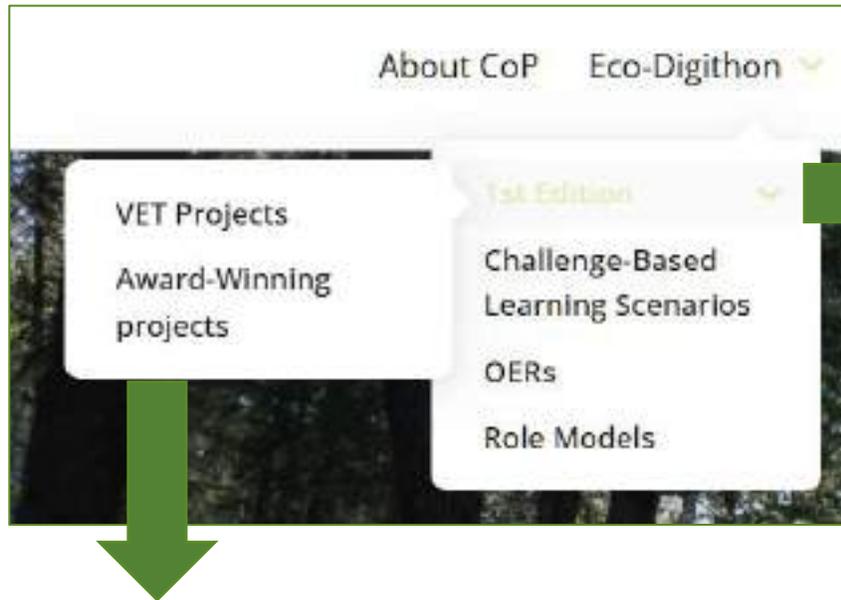
Applications for the first round of Eco-Digithons are open from the 30th of September to the 20th of December 2024.

[Apply with your team for the 1st Edition of the Eco-Digithon!](#)

Closed the applications for the first round of ENNE+ Eco-Digithons

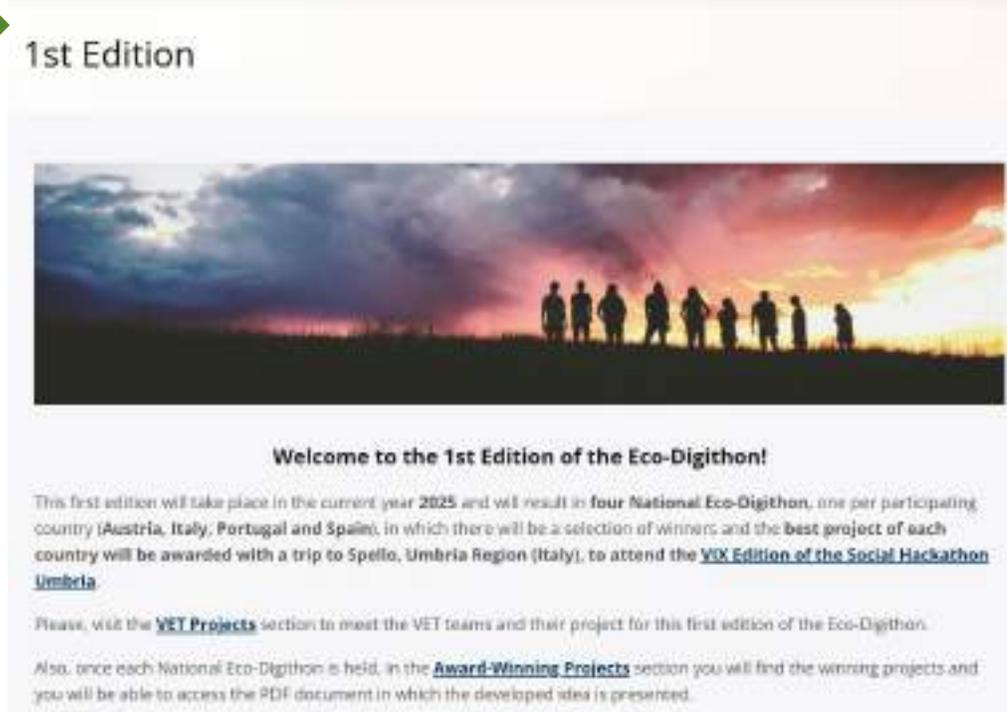
Clicking on this button allows you to download the Eco-Digithon Methodology

Clicking on this button takes you to another web page with instructions on how to apply for the Eco-Digithon.



Clicking on '1st Edition' takes you to a page that gives brief and concise information about this First Edition of the Eco-Digithon and talks about the other two sections that can be found in the '1st Edition' drop-down menu.

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





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:



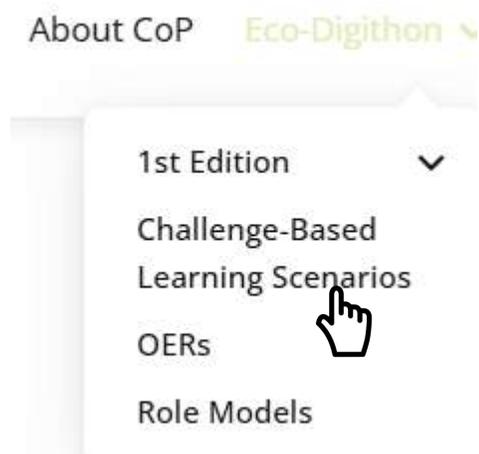
- 1) Project title
- 2) Brief description of the Group
- 3) Linked CBLs
- 4) SDGs
- 5) Final project
- 6) Images

In this section you will find this and 3 other entries with the same style, 4 in total, one for each participating country (Austria, Italy, Portugal and Spain). Here we see that, in the case of Portugal there will be 3 winners of the National Eco-Digithon that will be classified in first, second and third position, so these three winners will be indicated as shown in the image, with the team number, with a gold, silver or bronze medal icon and uploading the final memorandum of the project that can be downloaded by clicking on the Adobe PDF icon.



Challenge-Based Learning Scenarios

If you click on the tab Eco-Digithon, you can also select the **'Challenge-Based Learning Scenarios'** (CBLs) menu section.



The page of the CBLs introduce you to the concept and use of these 10 learning scenario developed within the framework of ENNEPlus Project.

If you click on each of the 10 CBSL, you will have the chance to go through the Abstract, the Project outcomes, strategies of problem solving, OERs, etc., related to the selected scenario.



OERs (Open Educational Resources)

If you click on the tab Eco-Digithon, you can also select the **'OERs'** (Open Educational Resources) menu section.



- The OERs page introduces you to what Open Educational Resources are and explains their role in the ENNE+ project.

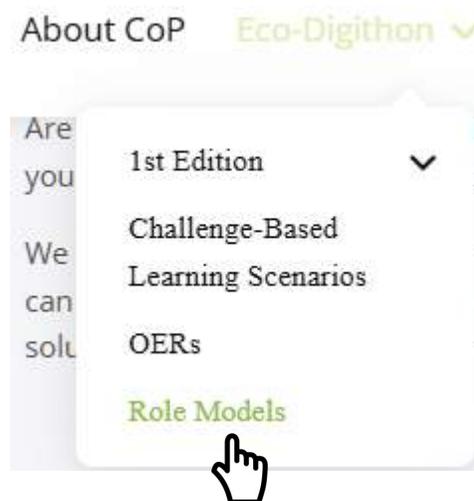


By clicking on one of the buttons, any user will access to the selected OERs divided per each Learning Scenarios.

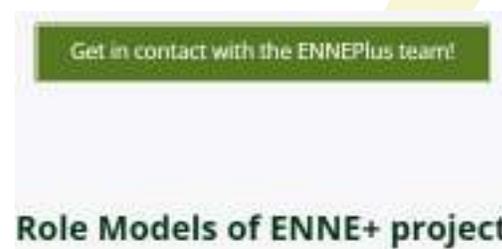
- Likewise, we can find a call to collect OERs; however, for this first edition of the Eco-Digithon, that initial call is already closed.



If you click on the tab Eco-Digithon, you can also visit the **Role Models** section.



- In this section you will first find a link to join as a Role Model in the ENNEPlus project, as well as a brief introduction to what it means to be a Role Model.



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



Description

In the 'Collaborative Space' drop-down menu, you will find 4 sections: **VET Teams, Learning Scenarios, National Chapters** and **International Cooperation**.



Note:

VET teams private groups are devoted for Eco-Digithon participants. For external stakeholders, there are three possible collaborative spaces, namely, Scenarios, National chapters and International Cooperation.

- The platform is **organized into different collaborative areas** with the aim of strengthening the cooperation among stakeholders with common interests and/or language preferences.

Group type	Number	Members
VET Teams	28	Each VET Team is composed of students and teachers from a selected VET school participating in a national Eco-Digithon will work together in private groups.
Learning Scenarios	10	Through private CBLS groups, all VET teams participating in the same challenge-based learning scenario (CBLS) will be mentored by technical partners and, if available, by role models, OER authors and other volunteer mentors , and will have the possibility to collaborate with external stakeholders .
National Chapters	4	All private VET teams from the same country will collaborate internally and with external stakeholders from respective countries through the national chapters working groups.
International Cooperation	1	All members of the platform , including people from all backgrounds interested in training methodologies, such as Eco-Digithon, as well as in digital eco-innovation, will be able to create connections, exchange ideas, etc., through this space

Here you will find a brief introduction and a button to access the VET Teams country participating in the current edition of the Eco-Digithon.



By clicking on any of these buttons you will be redirected to the VET teams of each country



This button will give access to a password-protected video-conference tool, the functioning of which will be explained later.

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

Only members will see the content, allowing each VET Team to work privately on their project.

Each of these VET groups will be composed of the teachers and students forming the team, representatives of the local community involved and the moderator representing the VET partner in the respective country.

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**.



Video-Conference for Mentoring

- 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).

3. Collaborative Space

Private Groups

National chapters

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.



4 NATIONAL CHAPTERS



The image shows a detailed view of the Portugal CoP group. It features a circular flag icon, the group name 'Portugal CoP', the type 'Private Group', the status 'Active 7 days ago', the group type 'Portugal', and a green 'Request Membership' button.

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

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.

3. Collaborative Space

Private Groups

International Cooperation

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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.

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!

3. Collaborative Space

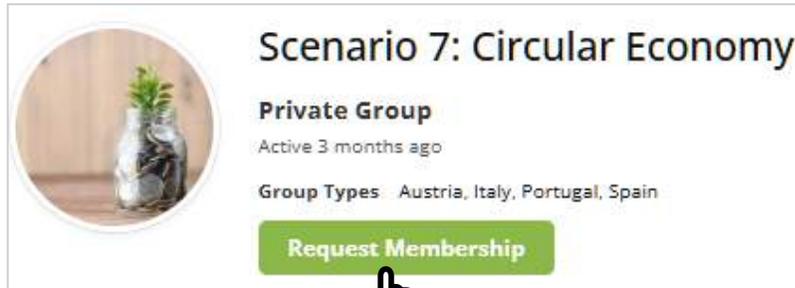
Private Groups

How to join/leave a private working group

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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.



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

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.

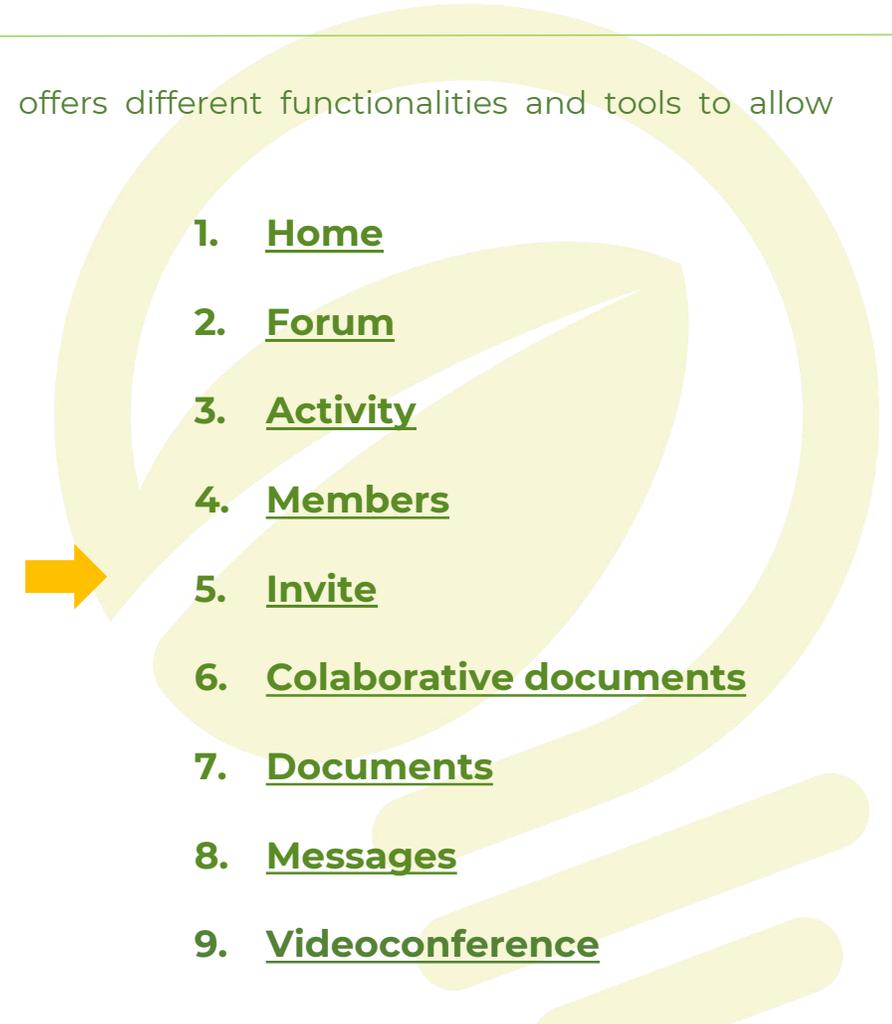
Once you are member of a working group, you can access the collaborative space, which offers different functionalities and tools to allow collaboration among members.

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



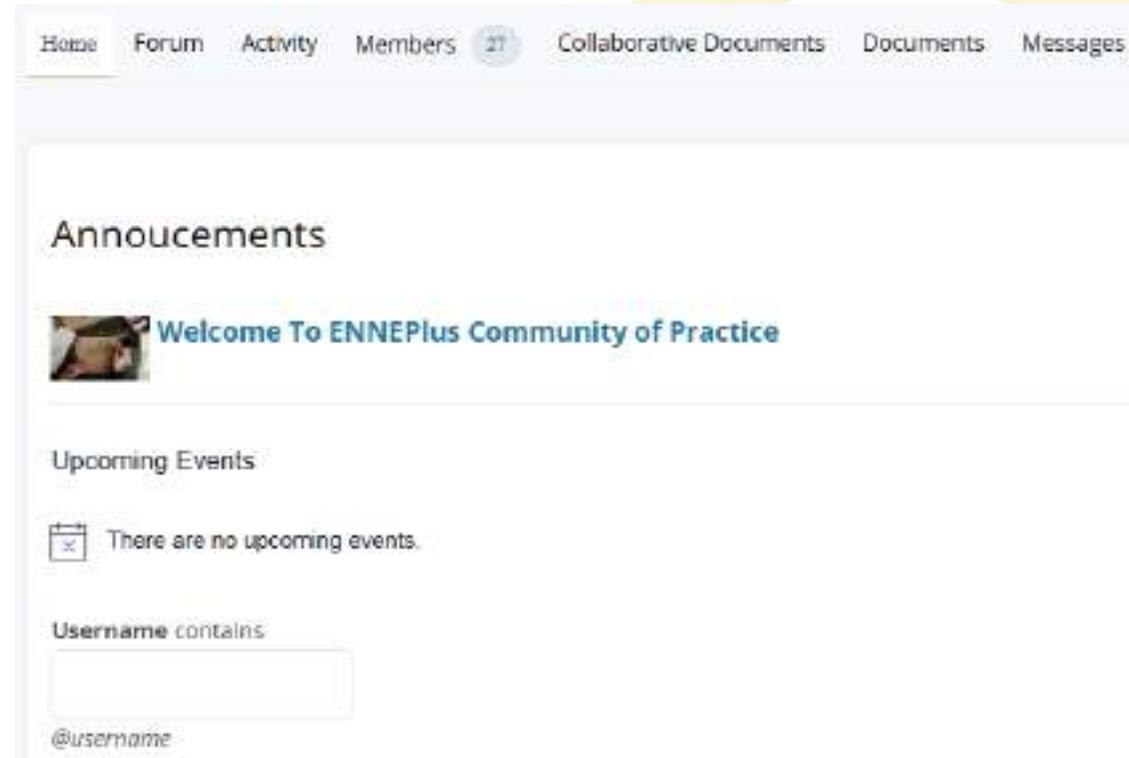
Bear in mind is that this explanation is the same for any private group in any collaborative space, as they all have the same features.

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



In the **Home tab**, you can see if there any announcements or upcoming events.

Only the administrator of the page can publish announcements and events, however you will have the possibility to communicate, through a private message to any moderator or directly to the administrator, any event that you find of interest in relation to the main topics dealt with in this Community of Practice.



3. Collaborative Space

Tools

Forum

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Through the **Forum tab**, **group moderators** will share **important announcements** and information for group members, although any member can respond to these main posts and open discussion or comment.

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).

You can subscribe to the forum by clicking on 'Subscribe'.

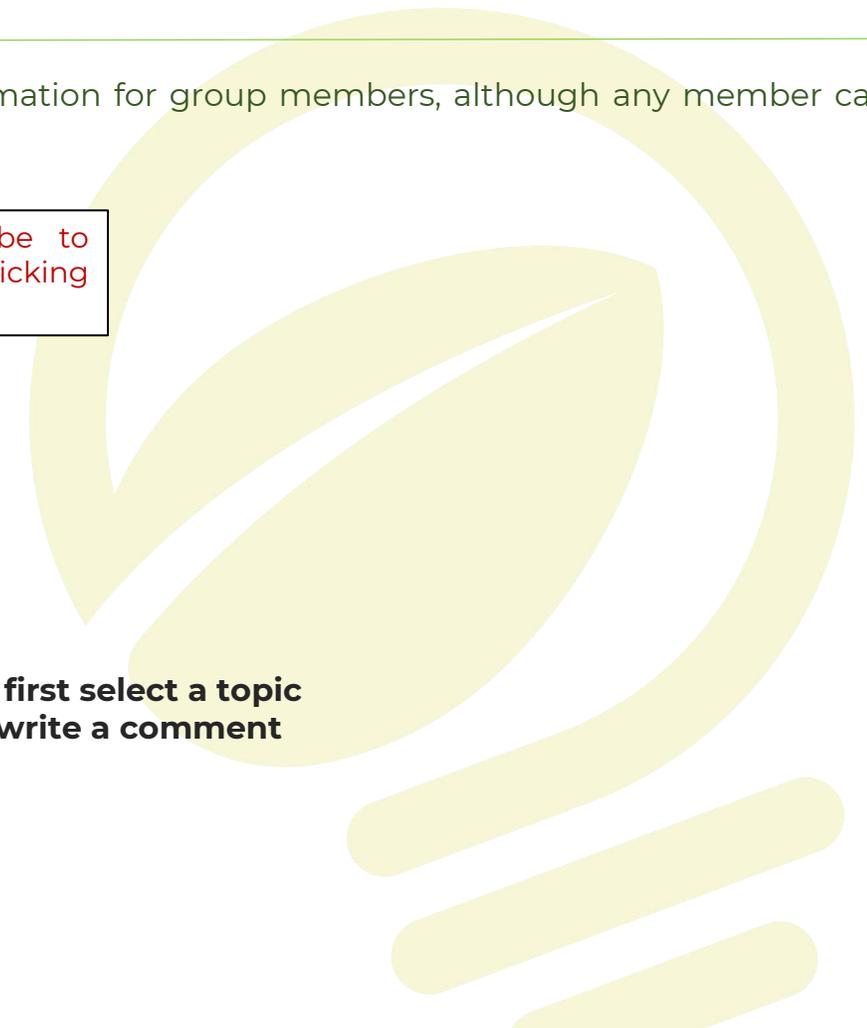
Private: Scenario 7: Circular Economy

The forum has 5 topics, and was last updated 4 days, 21 hours ago by @ItaloRosolia.

Viewing 5 topics - 1 through 5 (of 5 total)

Topic	Voices	Posts	Last Post
Availability for mentoring Started by @ItaloRosolia	1	1	4 days, 21 hours ago @ItaloRosolia
— Who will be part of this group? Started by @ItaloRosolia	1	1	4 days, 22 hours ago @ItaloRosolia

You must first select a topic and then write a comment or reply



Creating a new Topic

The moderator/s can start a new topic through the **Create New Topic** tool. To create a new forum Entry or Topic, the following fields must be completed:

- **Topic Title** (maximum length 80 characters)
- **Description of the Topic**
- **Topic Tags**
- **Topic Type**
- **Topic Status**

- You can choose between **'Normal'** and **'Sticky'**. Set it to 'Normal' if you want it to appear as any other forum post in the posting order, or 'Sticky' if you want it to always appear at the top, if for example you want it to be the most important post and therefore the first post that group members see when they enter the forum section.

Topic Tags:

Topic Type:
Normal ▾

Topic Status:
Open ▾

Notify me of follow-up replies via email

Create New Topic in "Private: Core_group"

Your account has the ability to post unrestricted HTML content.

Topic Title (Maximum Length: 80):

Open → Default status of a topic. Users can reply and participate.

Closed → No more replies are allowed. Only administrators or moderators can change it back to 'Open'.

Spam → Marked as unwanted content (can be done manually or by an anti-spam system, this website use Akismet). Not visible to normal users.

Bin → Topic moved to the trash. Can be restored or permanently deleted.

Pending → Topic has been submitted, but requires moderator approval before posting. Used if content moderation is enabled.

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.

Number of forum entries currently being viewed

Date and time when the entry was published

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

This topic has 0 replies, 1 voice, and was last updated 2 months, 3 weeks ago by Rebeca.

Viewing 1 post (of 1 total)

Author	Posts
 Rebeca Moderator (45.157.58.109)	December 3, 2024 at 8:47 am Dear all testing members, We have created this topic for you to share any issue or suggestion regarding the Forum tool. Thanks for your collaboration

Viewing 1 post (of 1 total)

Each single Topic can be marked as a **'Favourite'**, so that it appears in our personal list of favourite topics in our profile (Profile → Forums → Favourites), so we can read or review it later.

Favourite Subscribe

Users can **subscribe** to a Topic in order to receive email notifications when there are new replies in the topic. After doing so, in the same place will appear "Unsubscribe", and by clicking on it, users can unsubscribe at any time.

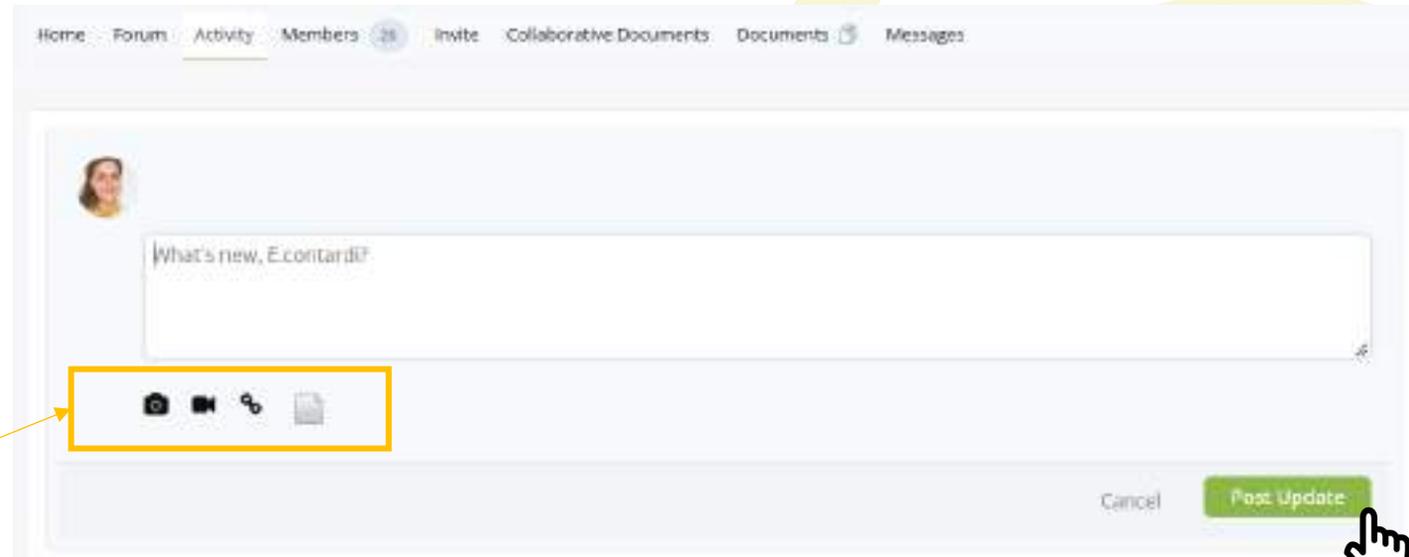
Body message of the entry.

In the **Activity tab**, we find a newsfeed where any member of the group can post their ideas, comments, etc., and share any kind of image, video, link or document. It is a public wall, so all members of the group will see what is posted. You can also mention other users using @ and the username of the person you want to mention, just like on any of your other social networks.

The idea is that in this section we share in a more informal way, sharing anecdotes, photos of scenarios related to our learning scenarios, etc., so that the members can get to know each other better and generate an atmosphere that allows them to connect better.

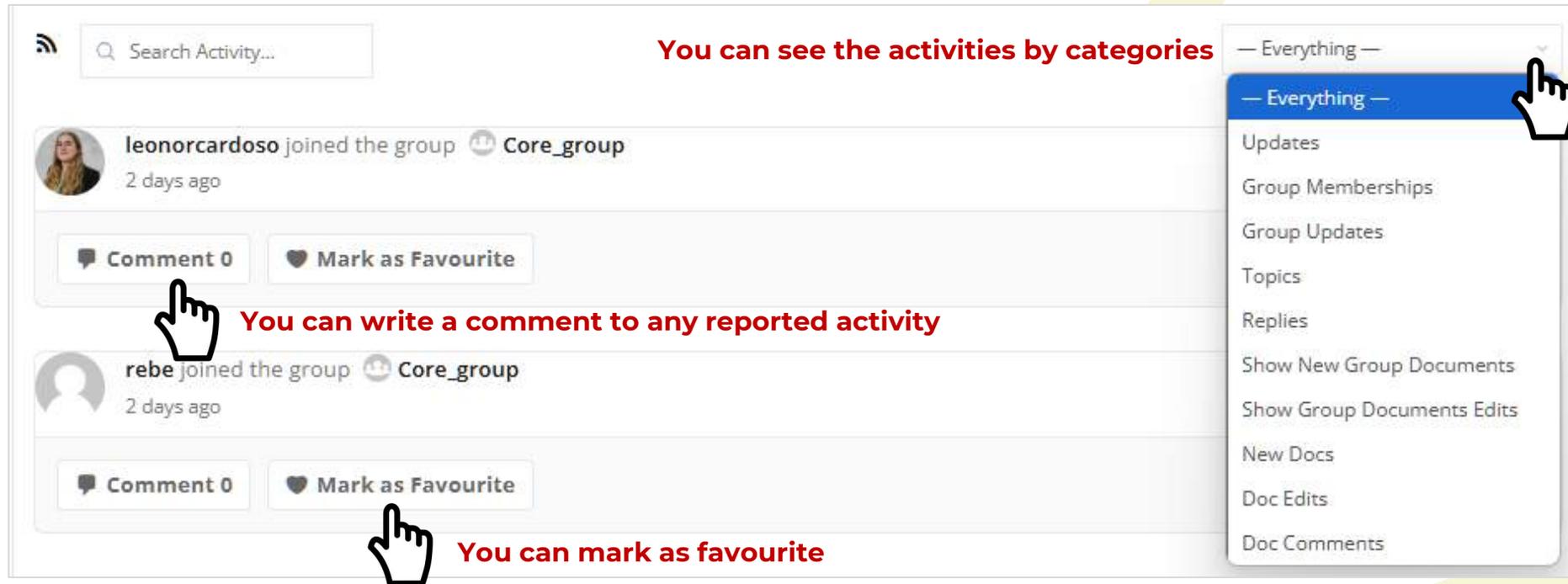
Dedicated buttons are available to share:

- **Photos**
- **Videos**
- **Links**
- **Any other document**



Add a new post

In the **Activity tab**, you can also see the activities of the group and show them according to different categories. You can also respond to other people's posts or react to them by marking them as a favourite.



You can see the activities by categories

You can write a comment to any reported activity

You can mark as favourite

The screenshot shows a user interface for an activity feed. At the top, there is a search bar labeled "Search Activity...". Below it, two activity entries are visible. Each entry shows a user profile picture, the user's name, and the text "joined the group Core_group" followed by "2 days ago". Below each entry are two buttons: "Comment 0" and "Mark as Favourite". A dropdown menu is open on the right side, showing a list of categories: "Everything", "Updates", "Group Memberships", "Group Updates", "Topics", "Replies", "Show New Group Documents", "Show Group Documents Edits", "New Docs", "Doc Edits", and "Doc Comments". Hand icons point to the "Comment 0" button, the "Mark as Favourite" button, and the "Everything" category in the dropdown menu.

3. Collaborative Space

Tabs

Members

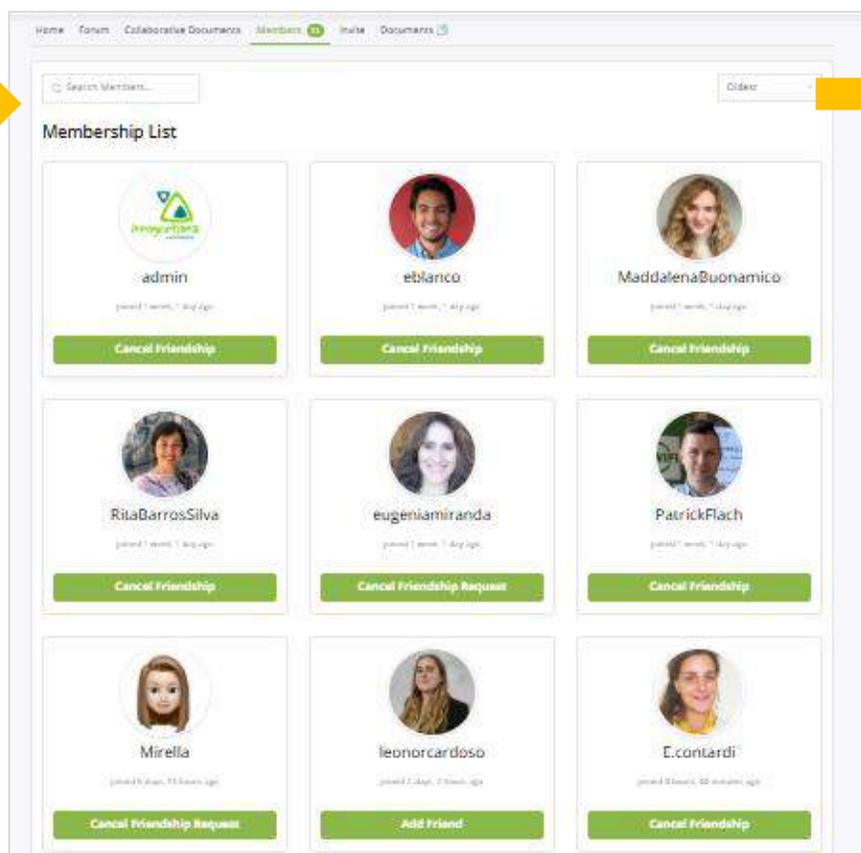
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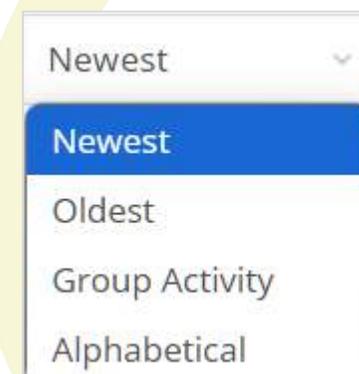
[Back](#)

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



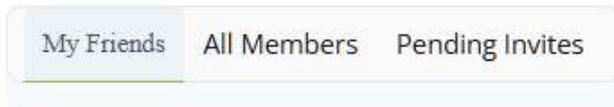
You can see members sorted by the criteria shown below



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

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

Invite Members

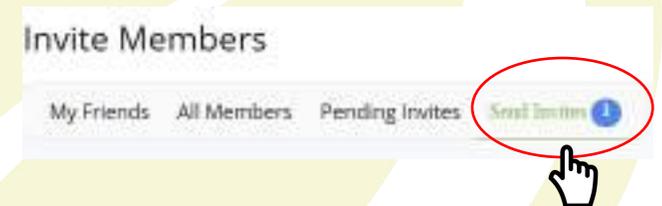


1. **My Friends:** show all your Friends that are not members of the group and haven't been invited to join (included also in All Members)
2. **All members:** show all registered CoP members that are neither members of the group nor invited yet (including My Friends)
3. **Pending invites:** show all registered CoP members that have been invited to join but are not yet members of the group because they have not yet accepted the request.

- You can add new members to the group, through **My Friends** and **All Members** by clicking on the + button at the right of each name



- Then, a new row will appear: **Send Invites.**



- Click there to send the invitation with the option of adding a message

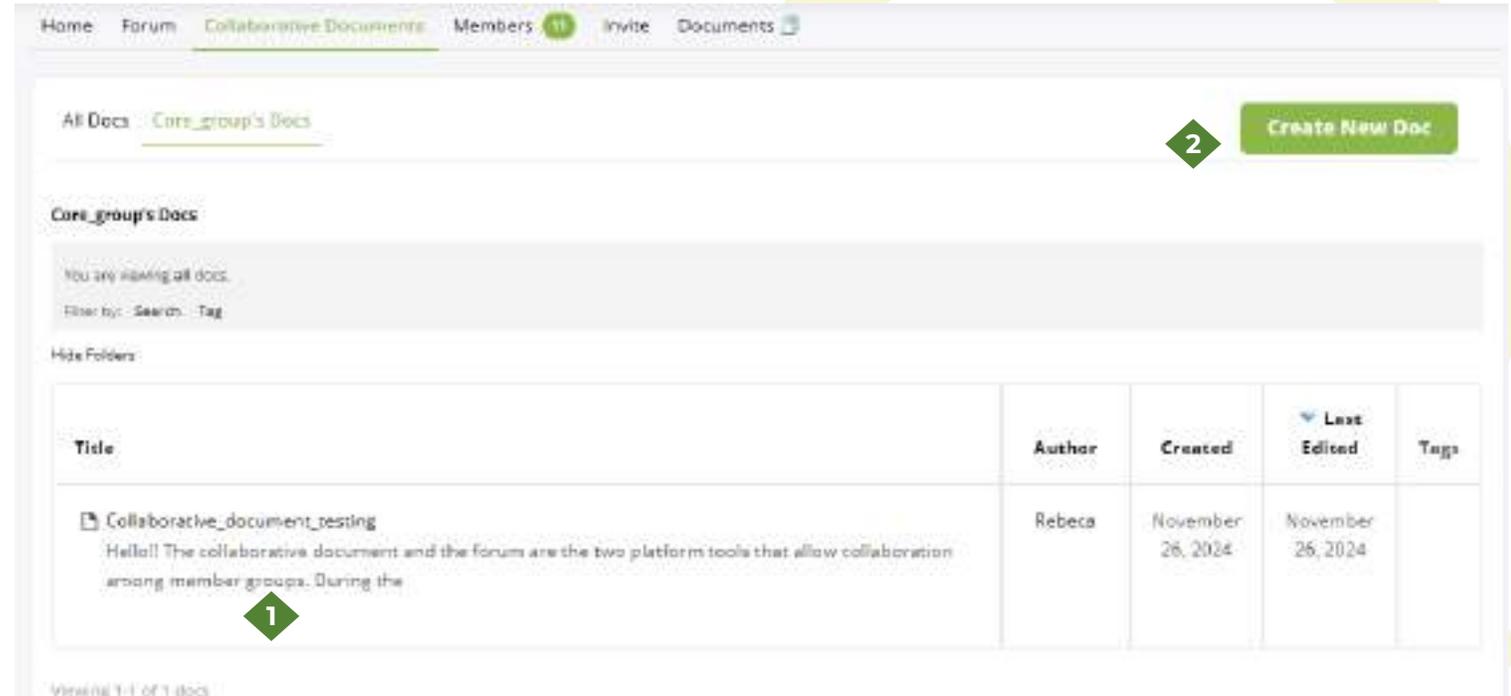


The **Collaborative Document tool** allows group members to work simultaneously in the same document

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 edition and tags associated.

In this page, any user can:

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



Title	Author	Created	Last Edited	Tags
 Collaborative_document_testing Hello!! The collaborative document and the forum are the two platform tools that allow collaboration among member groups. During the	Rebeca	November 26, 2024	November 26, 2024	

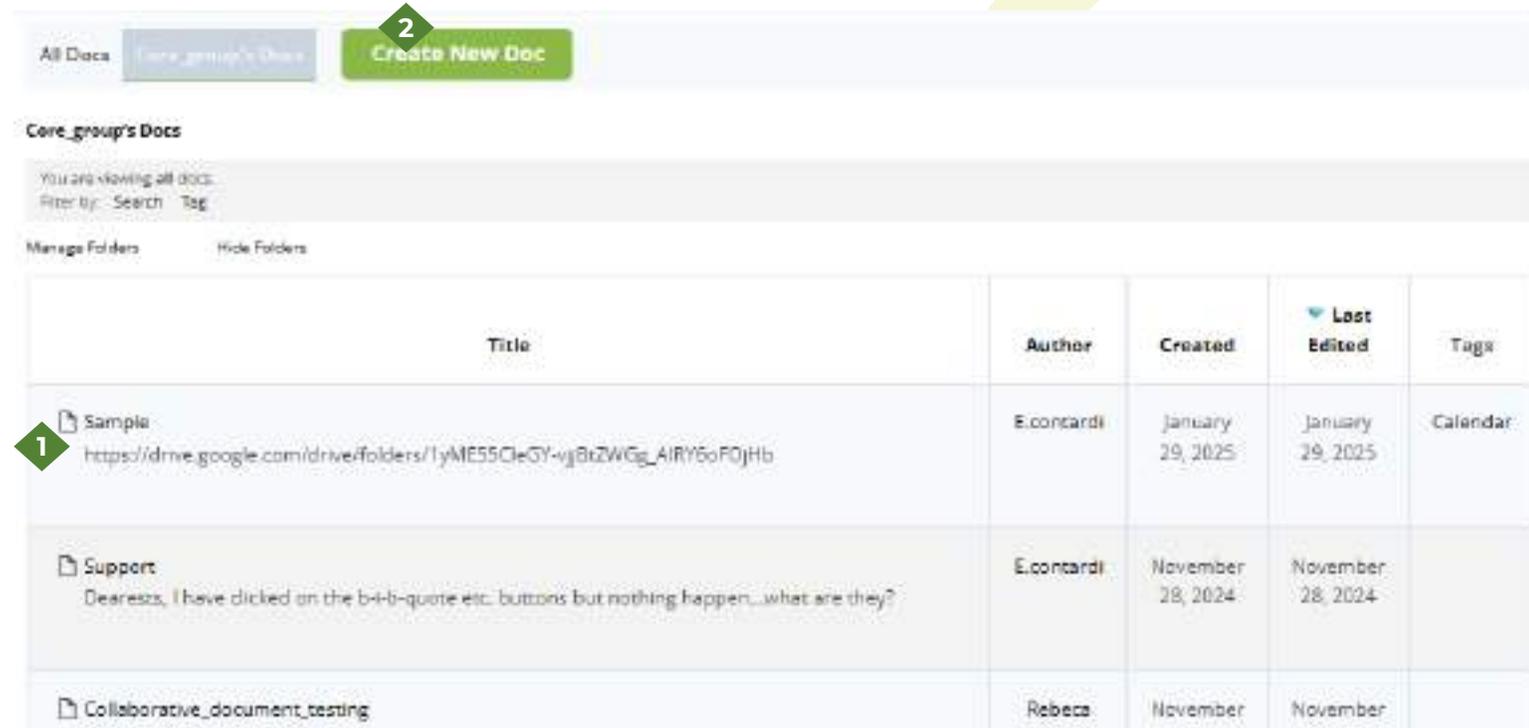
The **Collaborative Document tool** allows group members to work simultaneously in the same document

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

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 edition and tags associated.

In this page, any user can:

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



Title	Author	Created	Last Edited	Tags
Sample https://drive.google.com/drive/folders/1yME55Cl+GY-vjBtZWGg_AiRY6oFOjHb	E.contardi	January 29, 2025	January 29, 2025	Calendar
Support Dearssz, I have clicked on the b-i-b-quote etc. buttons but nothing happen... what are they?	E.contardi	November 28, 2024	November 28, 2024	
Collaborative_document_testing	Rebeca	November	November	

3. Collaborative Space

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Tabs

Collaborative Documents

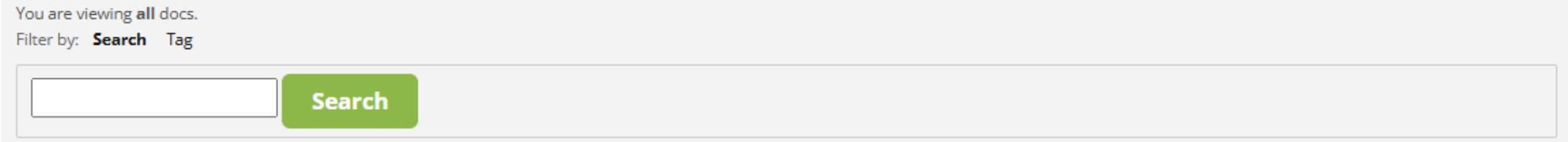
[Back](#)

Here it is indicated the group to which the collaborative documents you are viewing belong.

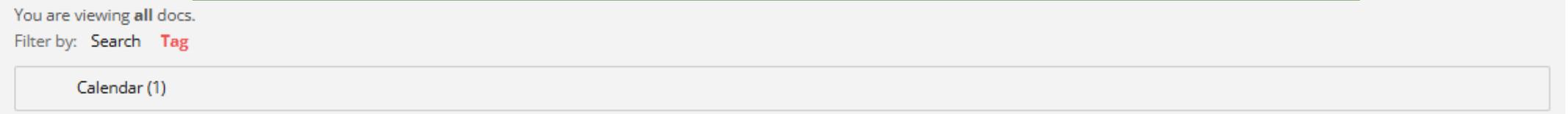


If there are folders created for the collaborative documents of this group and we click on 'Hide Folders', these folders as well as the documents included in them will no longer be visible. If we click in 'Show Folders' (option that will appear after clicking in 'Hide Folders'), these folders and the documents inside them will be visible again.

If we select 'Search', a search bar will appear below that will allow us to search by keyword, finding specific documents using terms within the content or in the title.



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



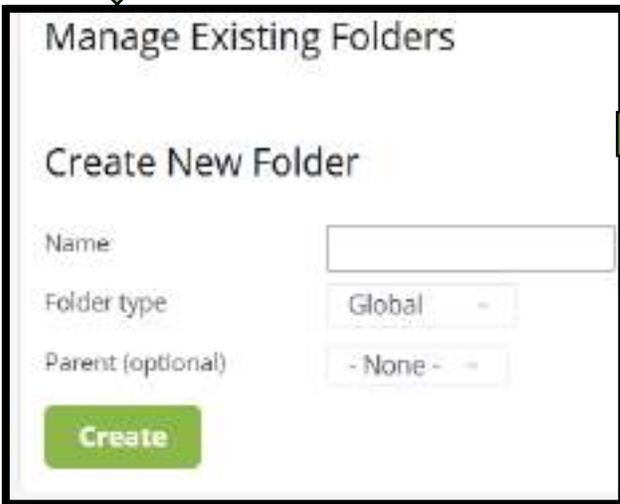
Core_group's Docs

You are viewing all docs.

Filter by: [Search](#) [Tag](#)

[Manage Folders](#)

[Hide Folders](#)



Manage Existing Folders

Create New Folder

Name

Folder type

Parent (optional)

[Create](#)

In Collaborative Documents, folders can also be created to house these documents for classification.

To create one of these folders, we must select 'Manage Folders', then an image like the one shown will appear and we will have to:

- Enter the name of the folder.
- Choose the type of folder. We will select:
 - 'Global', to create a folder visible and accessible to all users of the platform;
 - 'Personal', to generate a folder visible and accessible only by the user who created it;
 - And any name of any group, so that the folder is only visible and accessible to the members of that group).
- And in parent we will leave the option 'None' selected.
- Then click on 'Create' to generate the new folder.
 - That's it!

Title	Author	Created	Last Edited	Tags
<p>^ Important</p>				
<p>Sample</p> <p>https://drive.google.com/drive/folders/1yME55CleGY-vjjBtZWGg_AlRY6oFOjHb Hi</p>	E.contardi	January 29, 2025	February 24, 2025	Calendar
<p>Viewing 1-1 of 1 docs in this folder. View all docs in Important.</p>				
<p>Support</p> <p>Dearests, have clicked on the b-i-b-quote etc. butt</p>				
<p>Read Edit History Unlink from Group</p>				
			November 28, 2024	

If you hover over a document, options will appear under the document title. These options are: Read, Edit, History and Unlink from Group.

Unlink from Group → Removes the document's association with a specific group. It does not delete the document, it just separates it from the group.

And if we click on the document, the 'Read', 'Edit' and 'History' options reappear.

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



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)

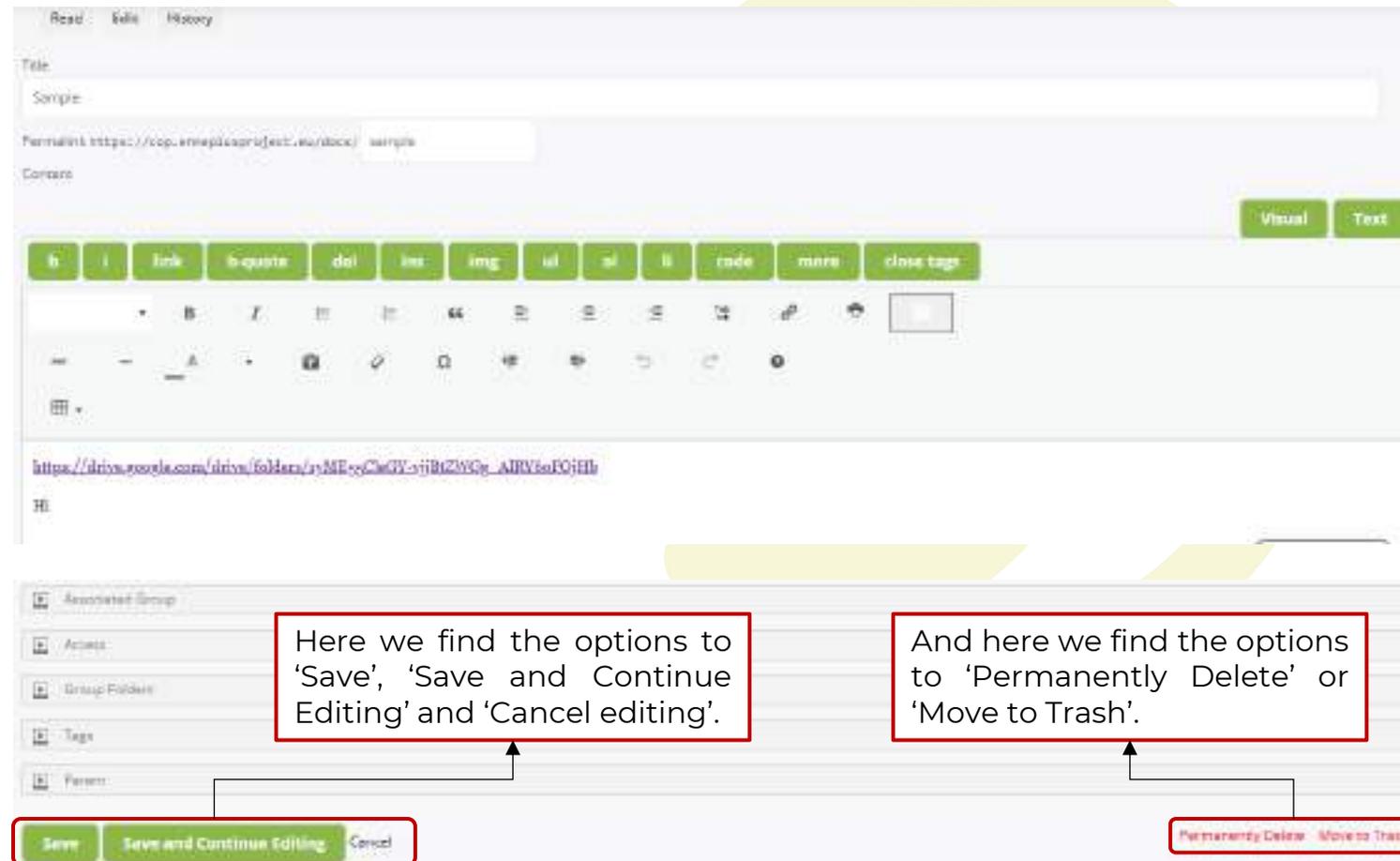
Associated Group --> Where we can change the private group to which the document is associated.

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.



Here we find the options to 'Save', 'Save and Continue Editing' and 'Cancel editing'.

And here we find the options to 'Permanently Delete' or 'Move to Trash'.

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.

Read Edit **History**

Click on a revision date from the list below to view that revision.

Alternatively, you can compare two revisions by selecting them in the 'Old' and 'New' columns, and clicking 'Compare Revisions'.

Compare Revisions

Old	New	Date Created	Author	Actions
<input type="radio"/>	<input type="radio"/>	February 23, 2025 at 11:51 pm	Barbara Ojalvo	Restore
<input type="radio"/>	<input type="radio"/>	January 29, 2025 at 11:28 am	E.contardi	Restore

3. Collaborative Space

Tabs

Documents

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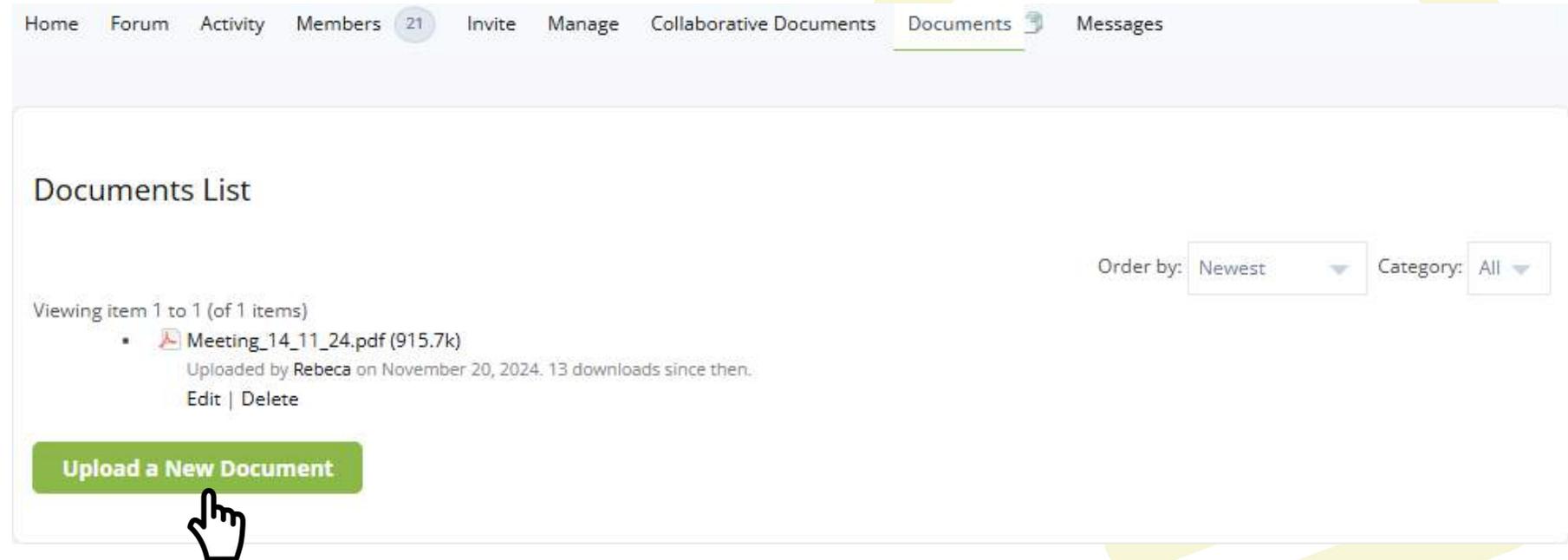
[Back](#)

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.

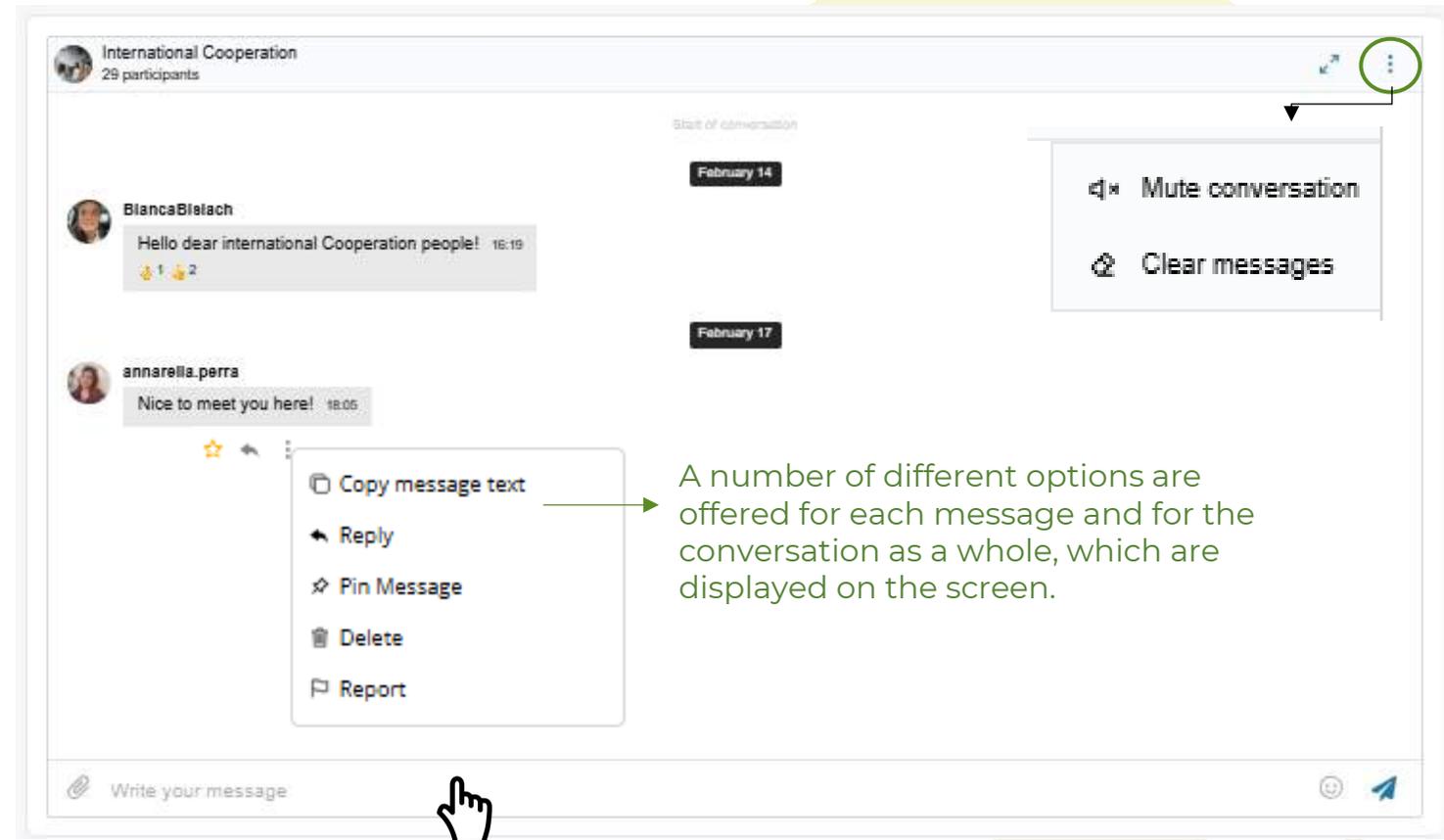


The screenshot shows a web interface for a collaborative space. At the top, there is a navigation bar with tabs: Home, Forum, Activity, Members (with a notification badge showing '21'), Invite, Manage, Collaborative Documents, Documents (which is the active tab), and Messages. Below the navigation bar, the main content area is titled 'Documents List'. On the right side of this area, there are two dropdown menus: 'Order by: Newest' and 'Category: All'. Below these, it says 'Viewing item 1 to 1 (of 1 items)'. A single document is listed: 'Meeting_14_11_24.pdf (915.7k)'. Below the document name, it says 'Uploaded by Rebeca on November 20, 2024. 13 downloads since then.' and 'Edit | Delete'. At the bottom of the document list, there is a green button labeled 'Upload a New Document' with a hand cursor icon pointing to it.

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.

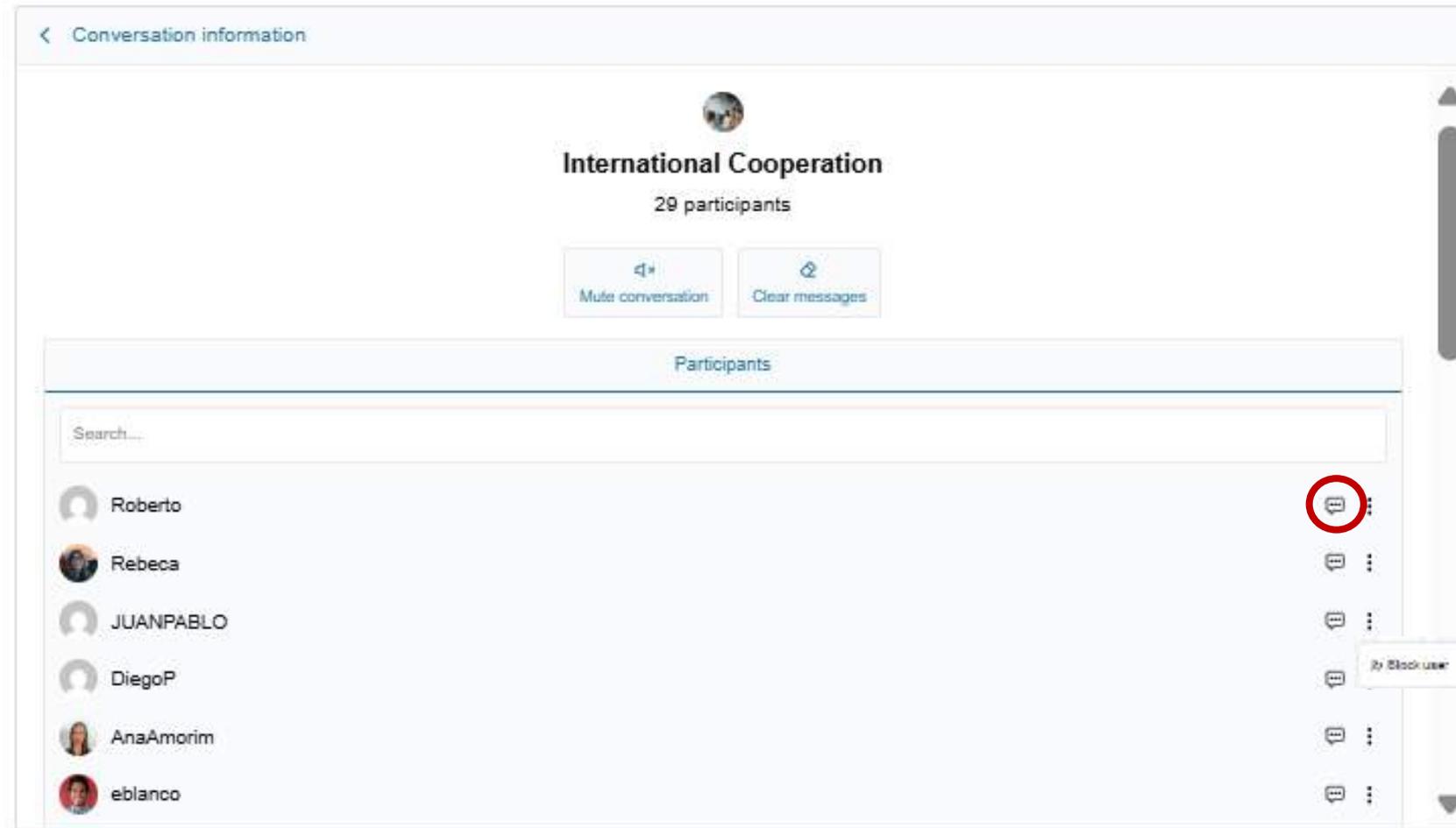


A number of different options are offered for each message and for the conversation as a whole, which are displayed on the screen.

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

But you can also send 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.



3. Collaborative Space

Videoconference tool

[Jitsi Meet](#)

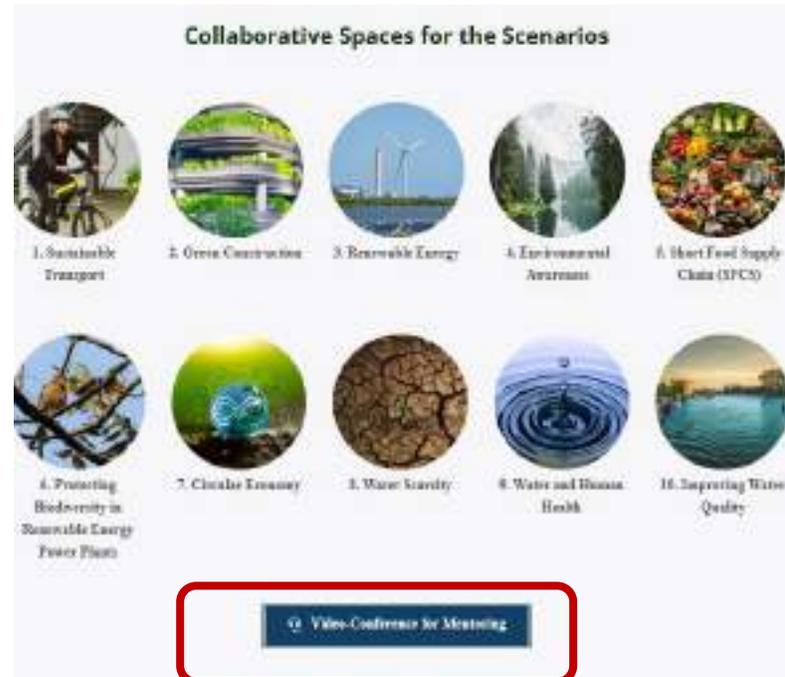
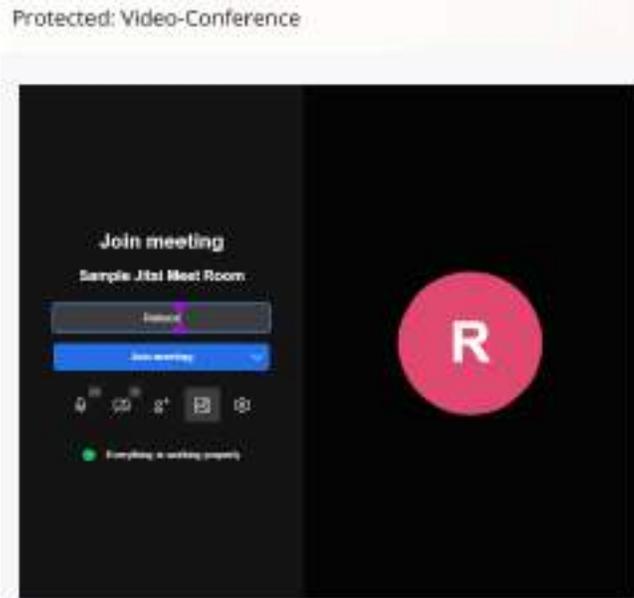
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The platform offers the registered users that are part of a private group to interact by videoconferencing!

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



Italy Teams



3. Collaborative Space

Videoconference

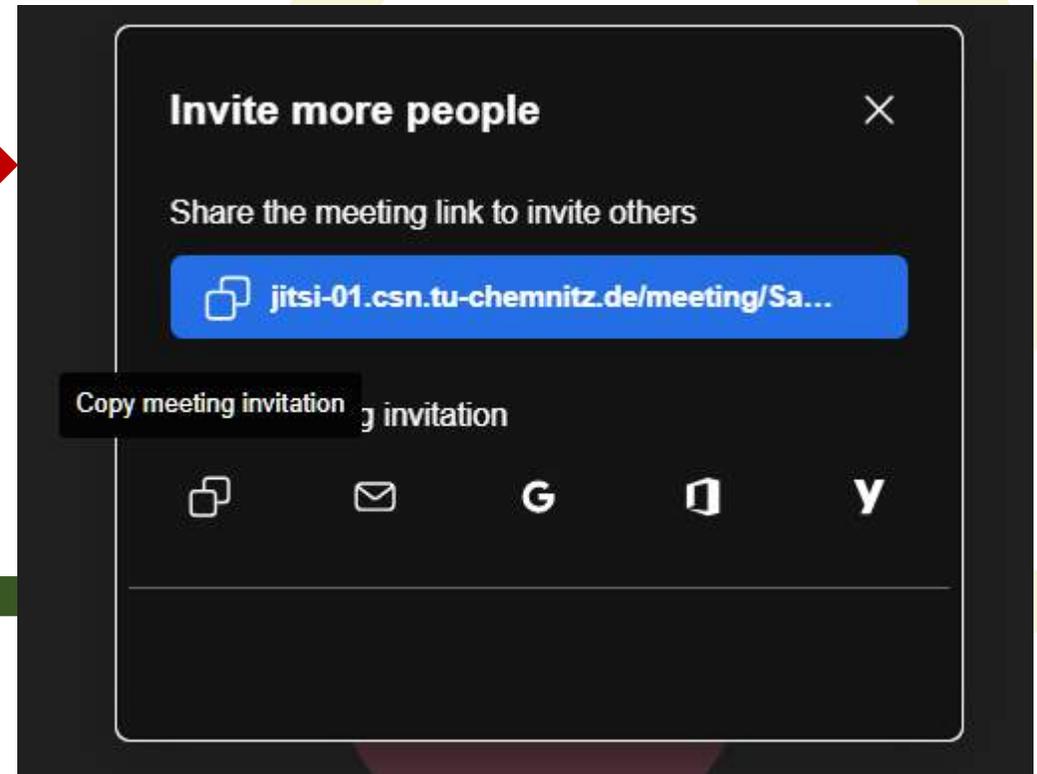
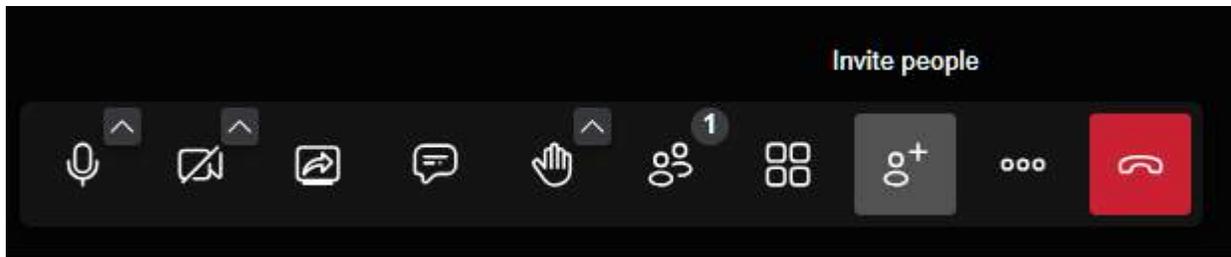
How to organize a meeting

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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 assigned 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.

3. Collaborative Space

Videoconference

How to create parallel sessions

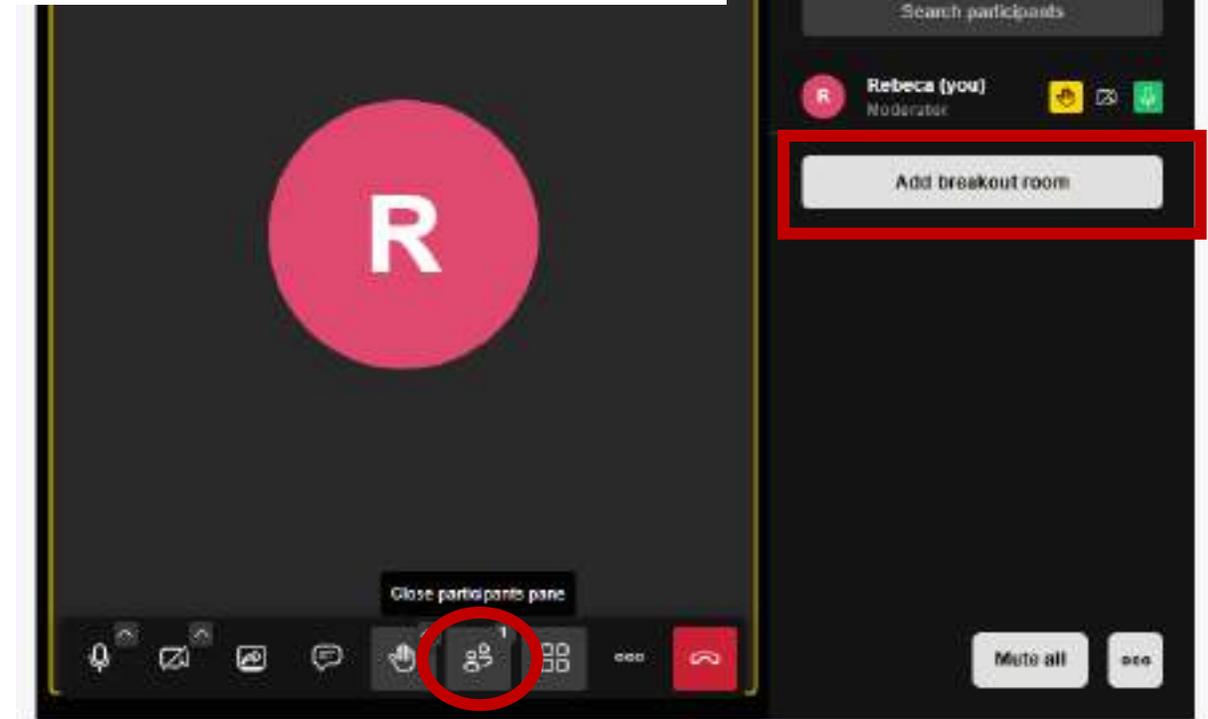
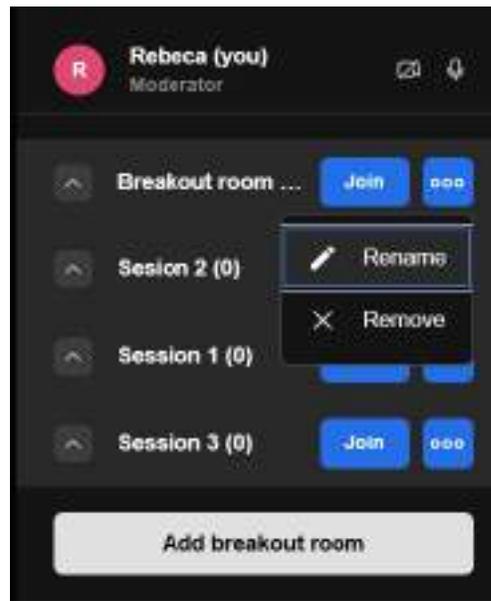
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The tool allows to keep parallel sessions carried out by different group of people...To do that, you have to access to the **Participants pane** by clicking on the Participants icon (at the bottom, red circle). The participants pane is shown as a right 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).



3. Collaborative Space

Videoconference

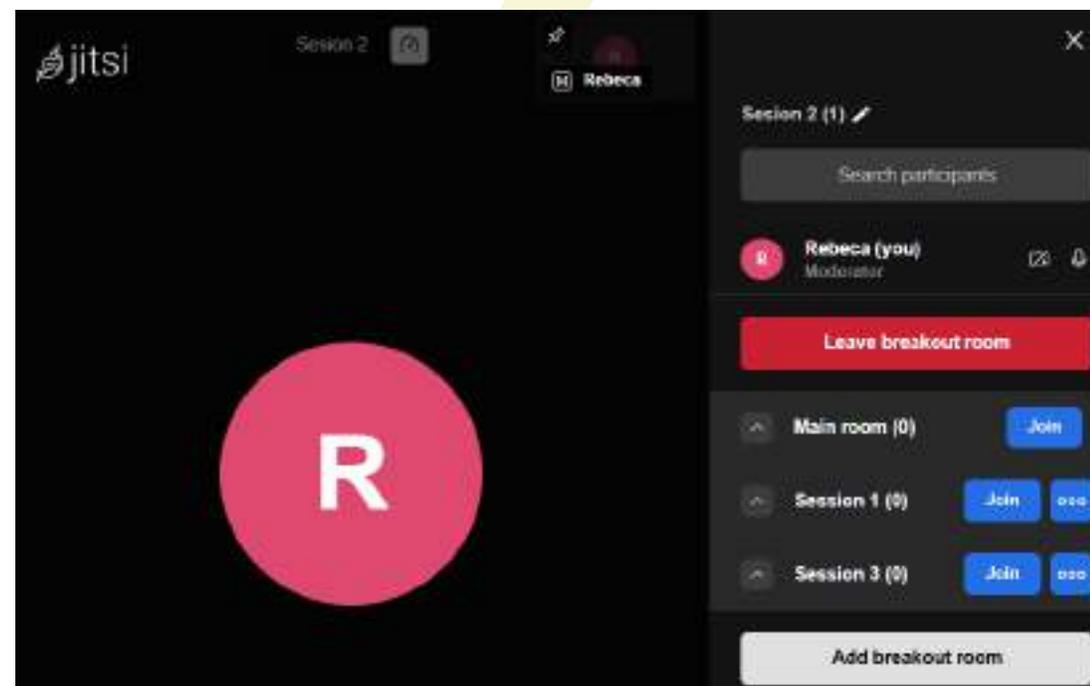
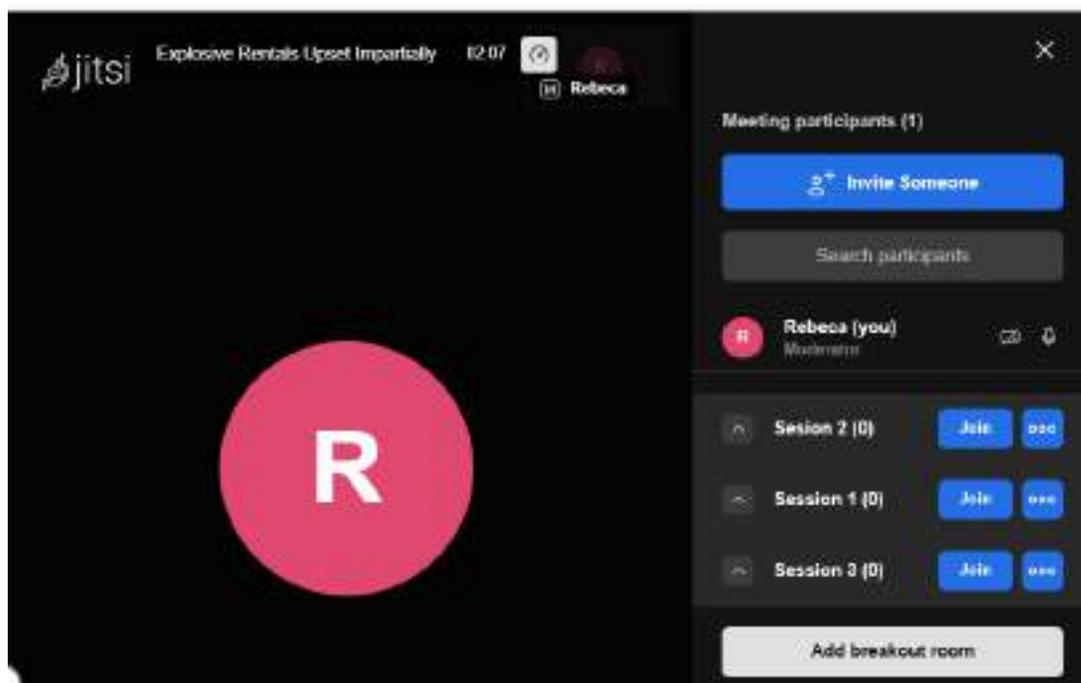
How to create parallel sessions

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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).



3. Collaborative Space

Videoconference

Functionalities

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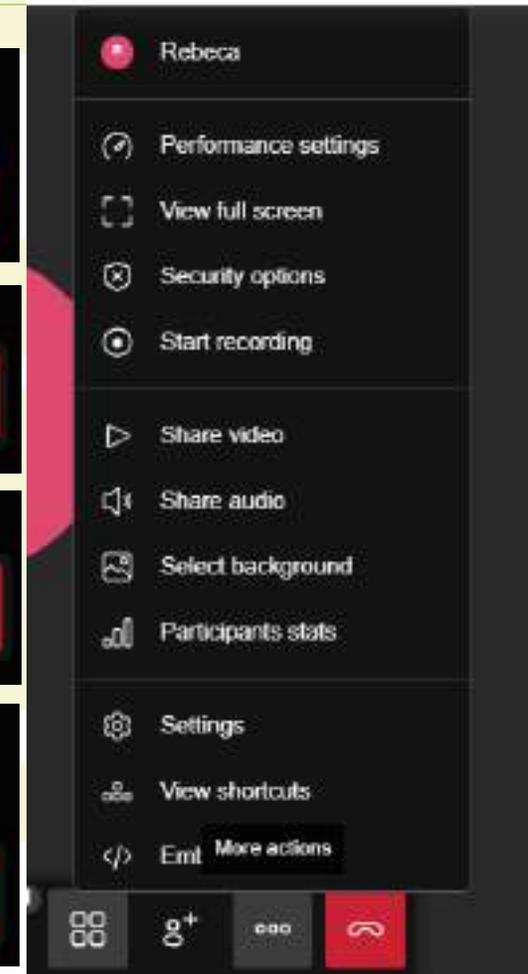
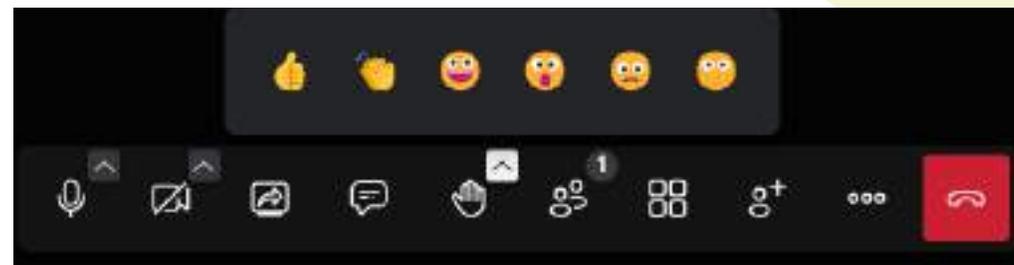
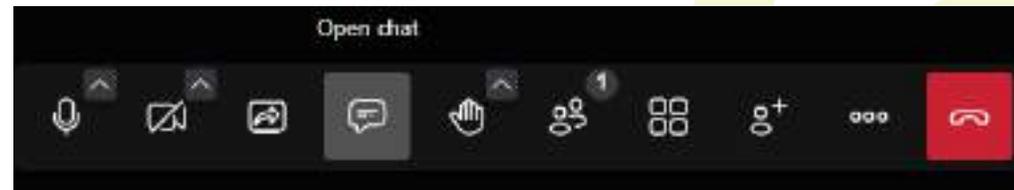
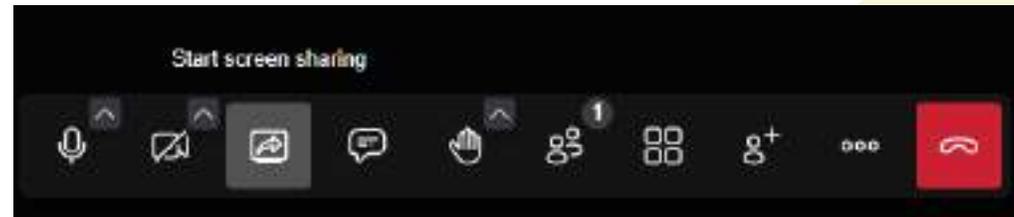
The different functionalities of the Videoconferencing tool are shown in the right:

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



If you click on 'Gallery' in the main menu, you will be taken to a page with two sections, one for photos and one for videos. This is a public page where we will include pictures and videos of all the process of the Eco-Digithon.

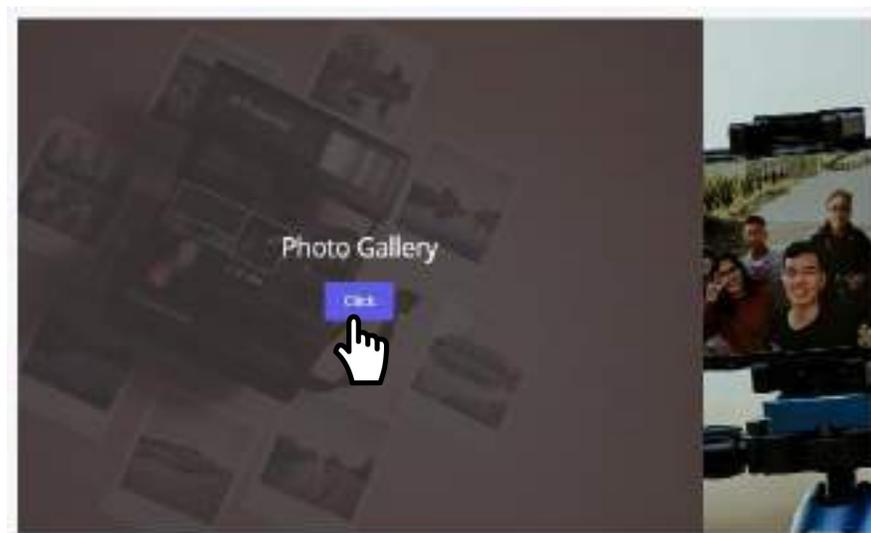
Media Collection



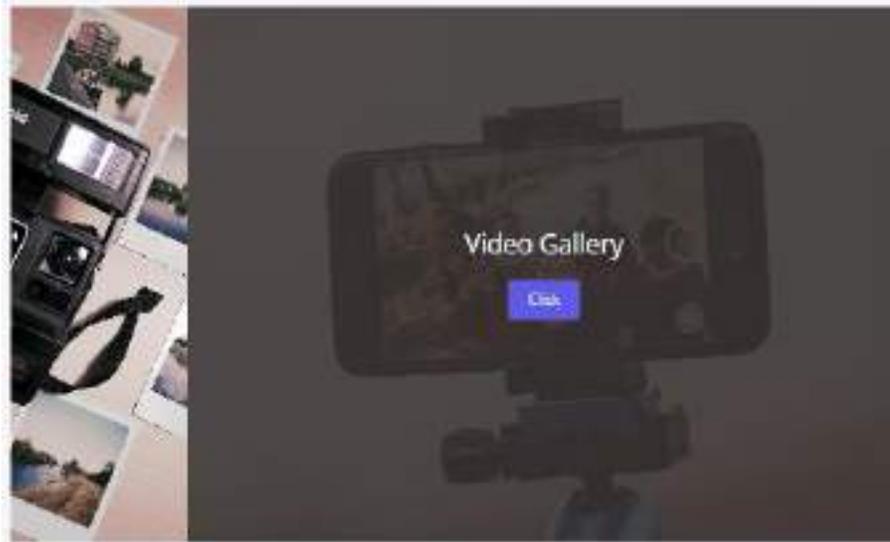
That's why is also extremely important to share with us pictures and videos!

And also agree with the image rights policy as well as having signed the image release form for the activities related to this project and the Eco-Digithon.

If you hover your cursor over either of the two images above, you will be given the option to click on either the 'Photo Gallery' or the 'Video Gallery'. In this case, if you click on 'Photo Gallery' you will be directed to a photo section where you will find the photos of the project, which you can select to view in large.



If you hover your cursor over either of the two images above, you will be given the option to click on either the 'Photo Gallery' or the 'Video Gallery'. In this case, if you click on 'Video Gallery' you will be directed to a video section where you will find the videos of the project, which you can play within the same page.

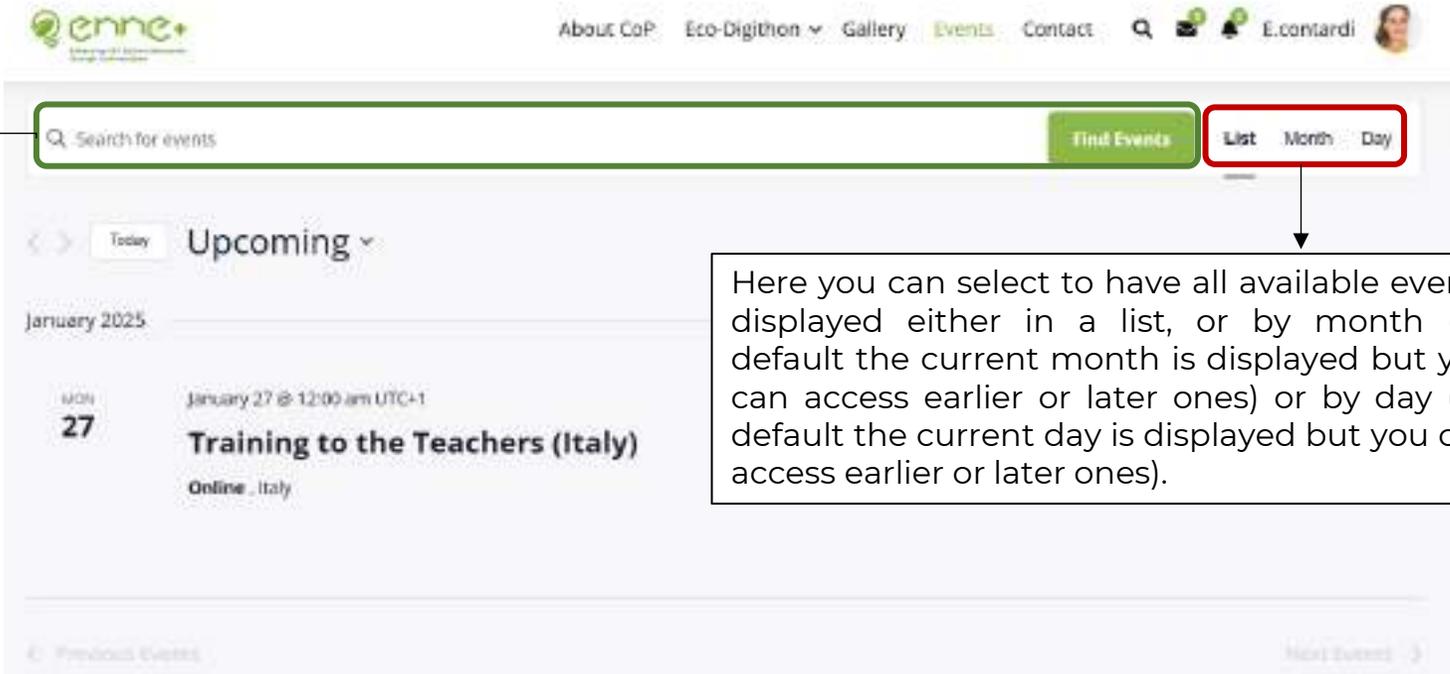


5. Events

In the **Events** section of the main menu, we will find all the main events related to the Eco-Digithon and the Community of Practice.

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The screenshot shows the 'Events' section of the enne+ website. At the top, there is a navigation bar with 'About CoP', 'Eco-Digithon', 'Gallery', 'Events', and 'Contact'. A search bar is located on the left, and a 'Find Events' button is on the right. Below the search bar, there are three tabs: 'List', 'Month', and 'Day'. The 'List' tab is selected. The main content area shows a calendar for January 2025, with an event titled 'Training to the Teachers (Italy)' on January 27. The event is listed as 'Online, Italy'.

Here you can select to have all available events displayed either in a list, or by month (by default the current month is displayed but you can access earlier or later ones) or by day (by default the current day is displayed but you can access earlier or later ones).

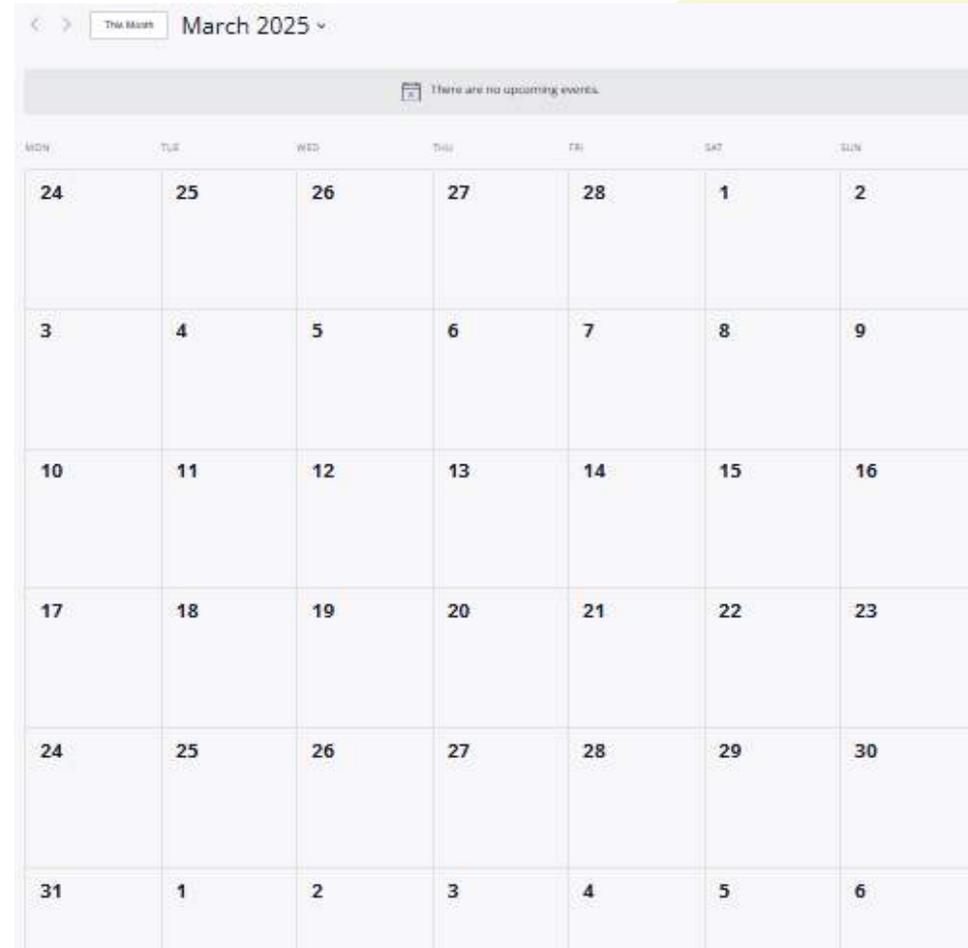
In the search bar you can search for events by keyword.

Events to be included:

- 1) **Trainings**
- 2) **Mentoring sessions with experts**
- 3) **National Eco-Digithon competitions**
- 4) **Any other relevant event for the Community!**

Only the CoP administrator can insert an event!

A calendar view is also available.



March 2025

There are no upcoming events.

MON	TUE	WED	THU	FRI	SAT	SUN
24	25	26	27	28	1	2
3	4	5	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
31	1	2	3	4	5	6

6. Contact

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

Contact

- 1 E-mail: enneplusplatform@gmail.com
- 2 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.
- 3 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

Name *

First: Last:

Email *

Comment or Message *

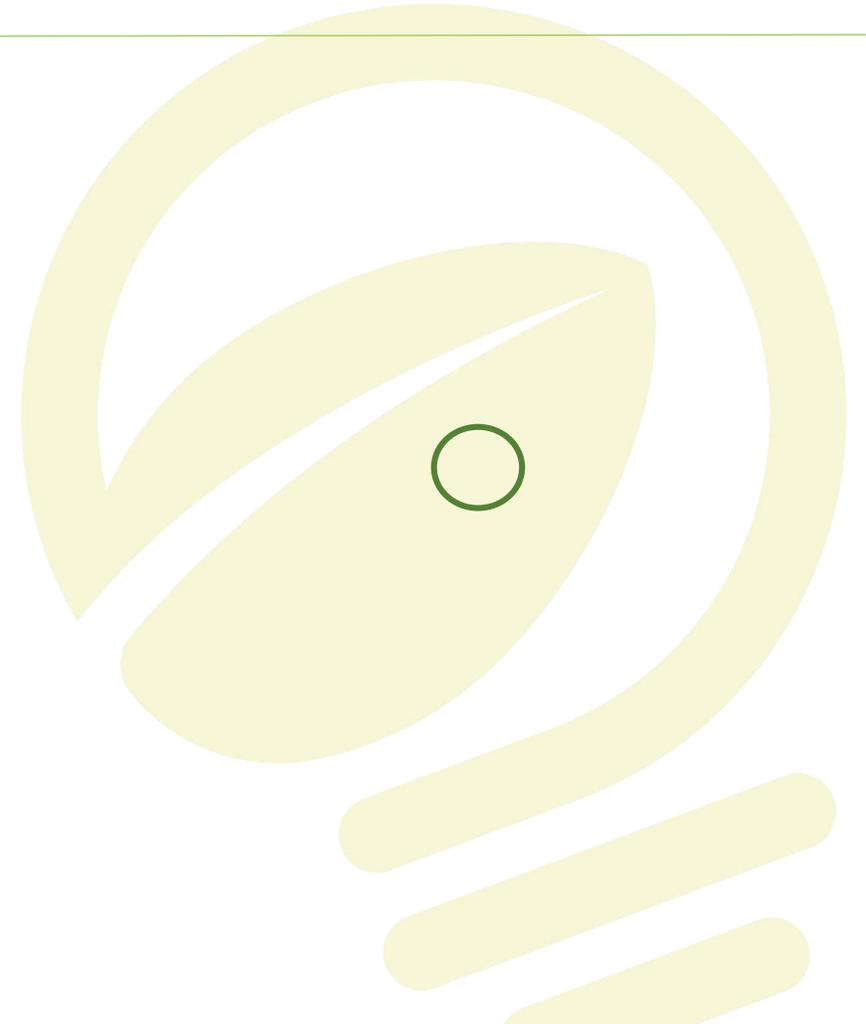
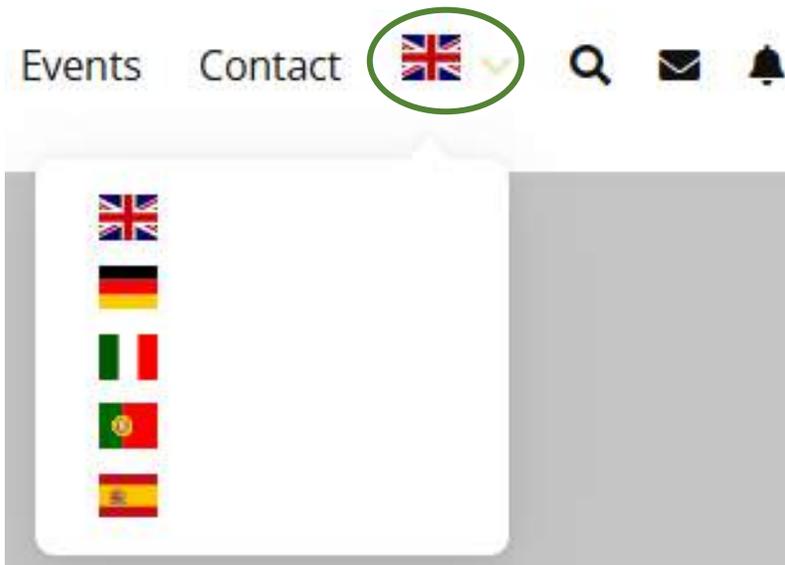
GDPR Agreement *

I consent to having this website store my submitted information so they can respond to my inquiry.

My Account
 

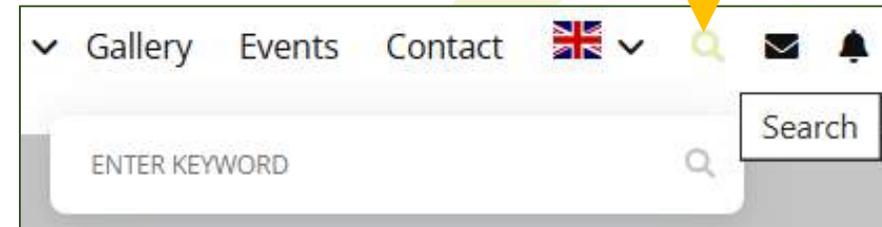
[Submit](#)

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.



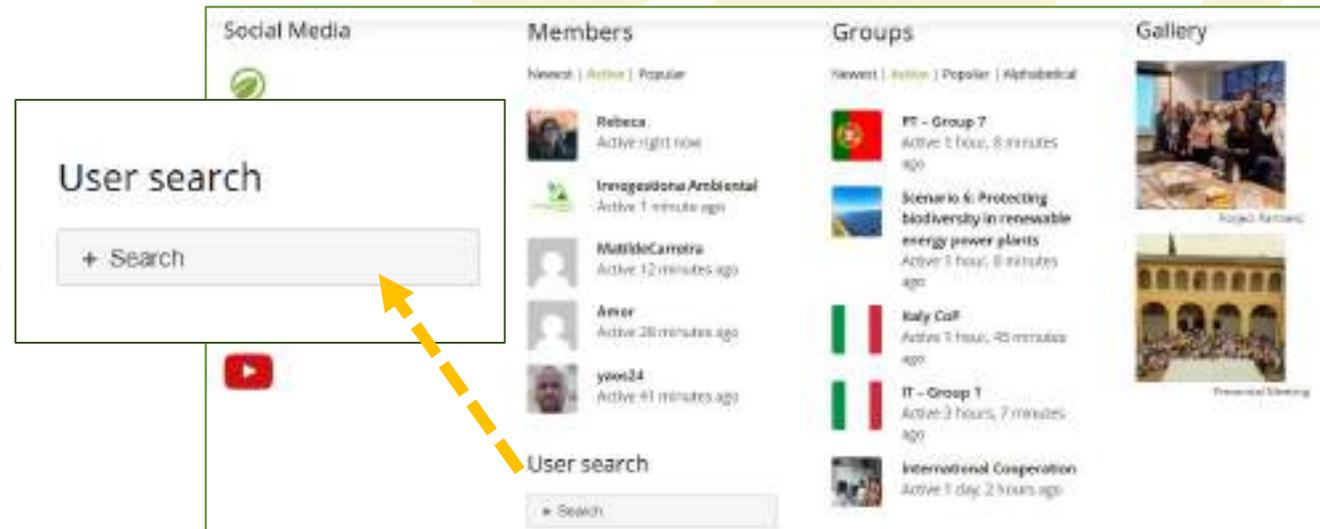
8.1. Search for content within the platform

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.

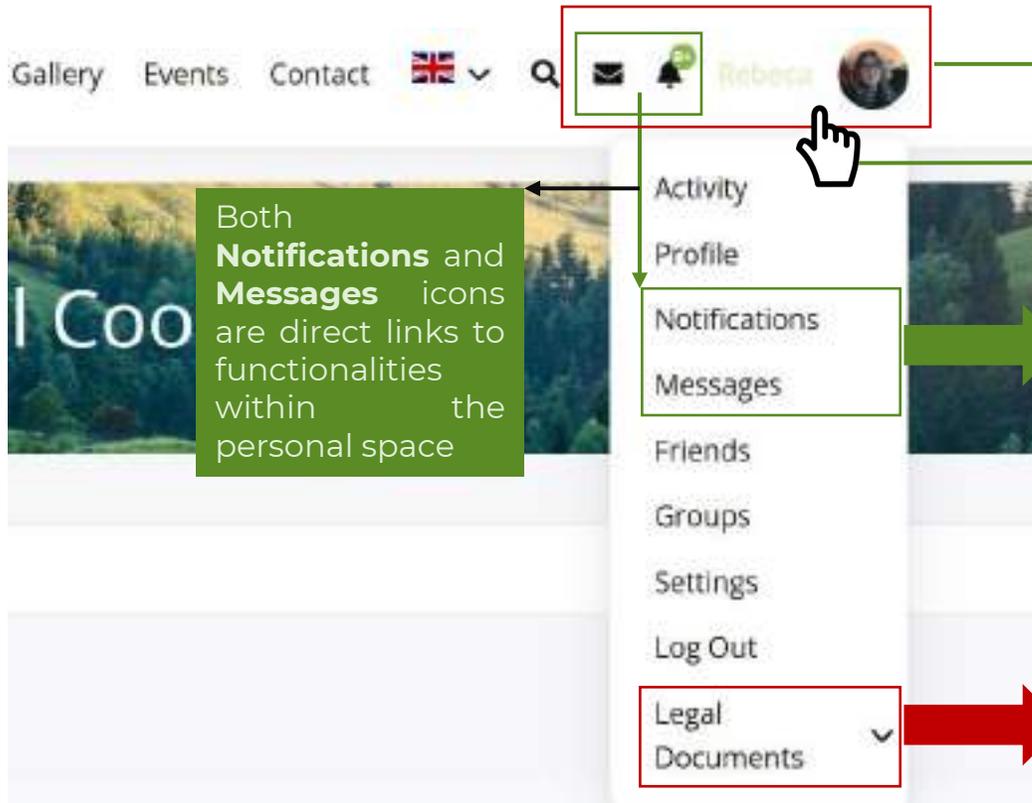


8.2. Search for people within the platform

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.



The three last tabs of the main menu are dedicated to the personal space.



In the right side of the Main navigation Menu, you can click on your **User Name or Photo** to access your personal space within the platform.

It also allows you to access directly to the different tools through the drop-down menu

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.

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).



- [Activity](#)
- [Profile](#)
- [Notifications](#)
- [Messages](#)
- [Friends](#)
- [Groups](#)
- [Invitations](#)
- [Forums](#)
- [Collaborative Documents](#)
- [Settings](#)

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

- Name
- Country
- Organization
- Role
- Profile photo

Change Profile Photo

Your profile photo will be used on your profile and throughout the site. If there is a Gravatar associated with your email address, it will be used as your profile picture. If there is no Gravatar associated with your email address, you will need to upload a photo from your computer.

Upload Take Photo Recycle Delete

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

Drop your file here

Select your file

Activity **Profile** Notifications Messages Friends 12 Groups 4 Invitations

View Edit Change Profile Photo Change Cover Image

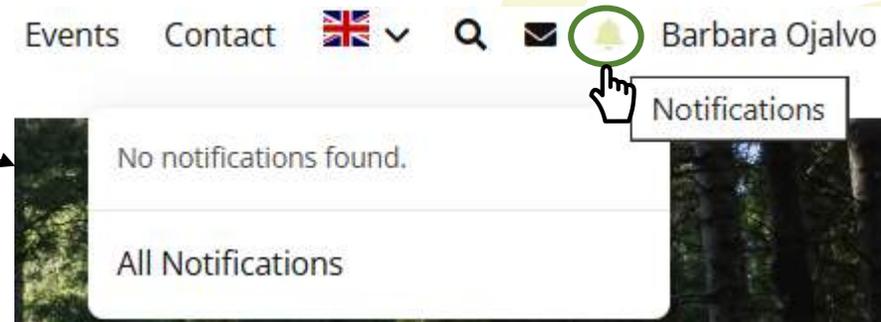
View Profile

Base

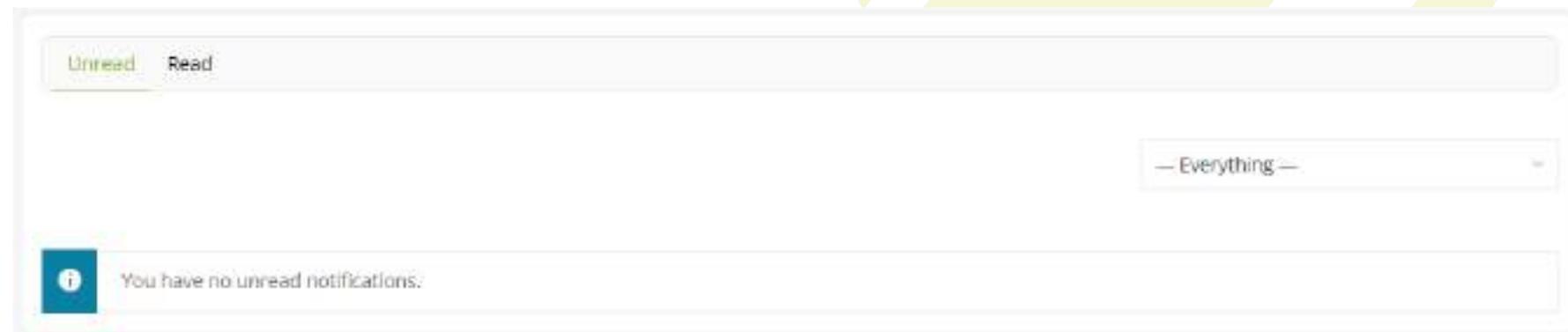
Name	Rebeca Vidal Vidal
Country	Spain
Organization	Innogestiona Ambiental
Role	Other

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.



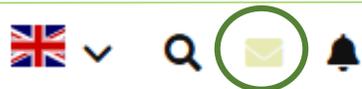
9. Personal Space

Messages

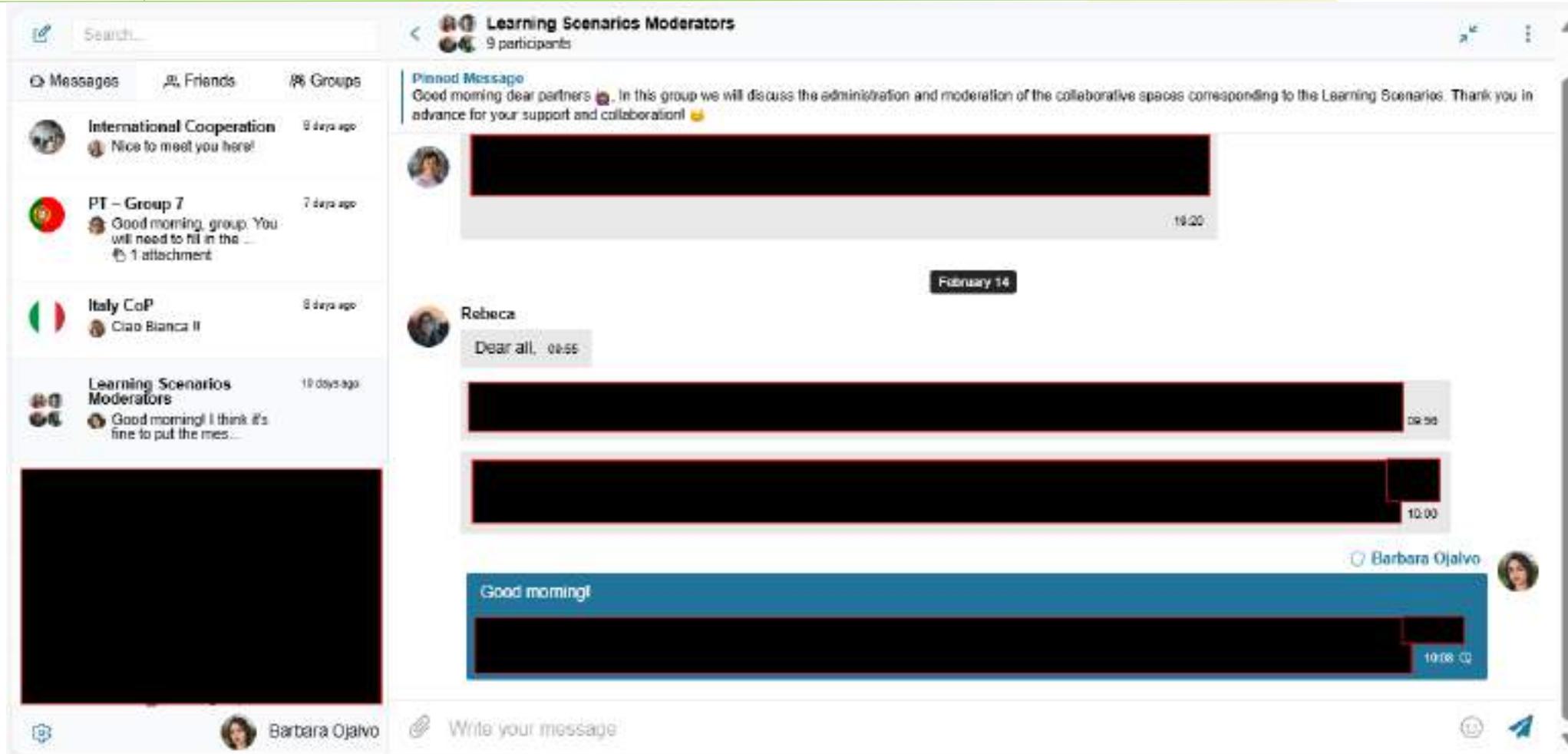
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If we click on the **Messages** section, we will access a chat where we can interact privately with whomever we choose, either with one person or with a group of people.



9. Personal Space

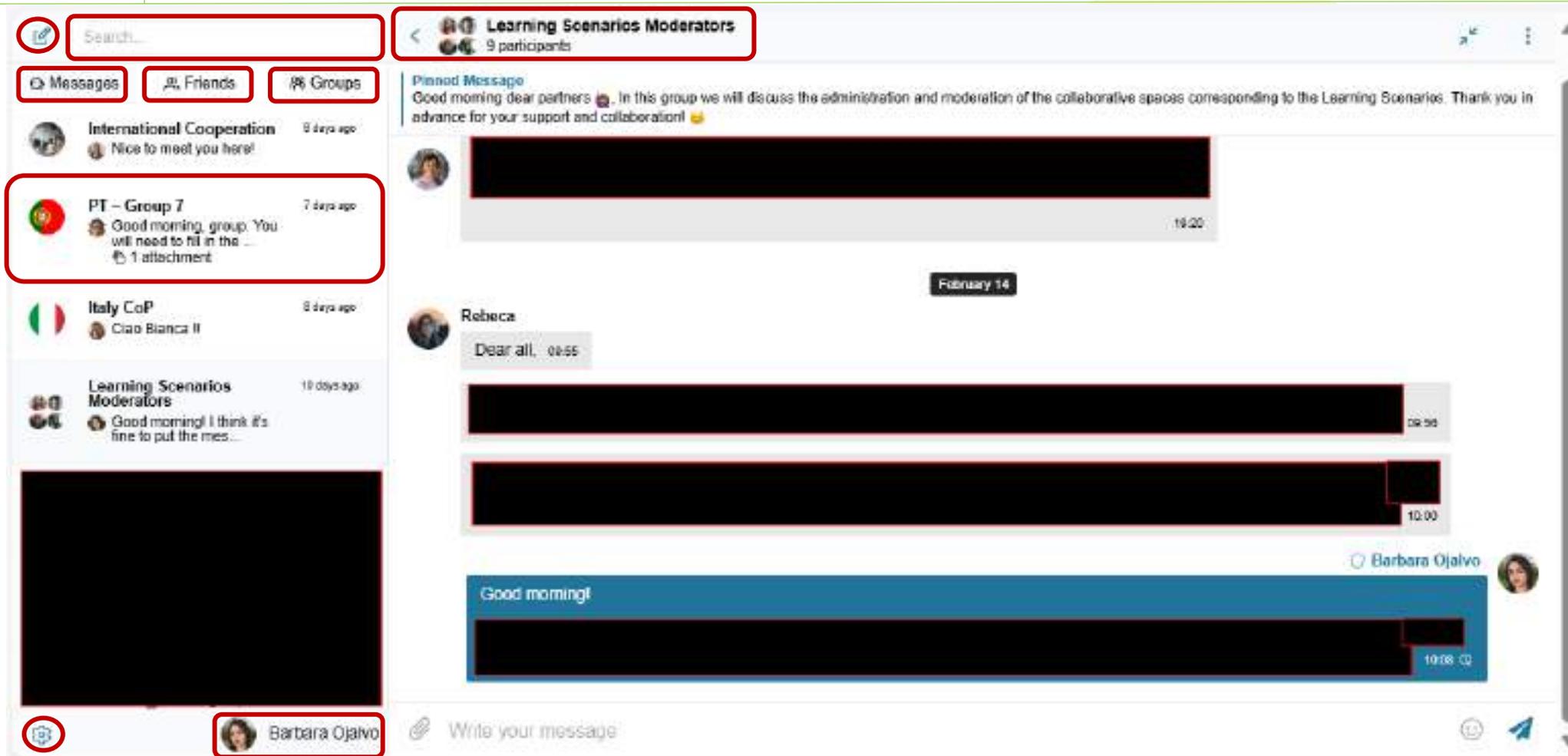
Messages

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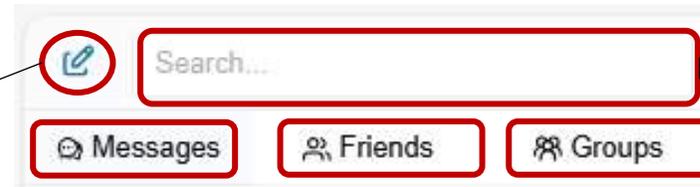
The **Messages** section has several interesting options (surrounded in red) to explore which we will see in the following slides.



The screenshot displays the 'Messages' interface. At the top, there is a search bar and navigation tabs for 'Messages', 'Friends', and 'Groups'. Below these are several message group cards, including 'International Cooperation', 'PT - Group 7' (highlighted in red), 'Italy CoP', and 'Learning Scenarios Moderators'. The main view shows a conversation with 'Learning Scenarios Moderators' (9 participants). It features a pinned message, a redacted message, a date separator for 'February 14', another redacted message, and a message from 'Rebeca' with two more redacted messages. At the bottom, a user profile for 'Barbara Ojalvo' is highlighted in red, and there is a 'Write your message' input field.

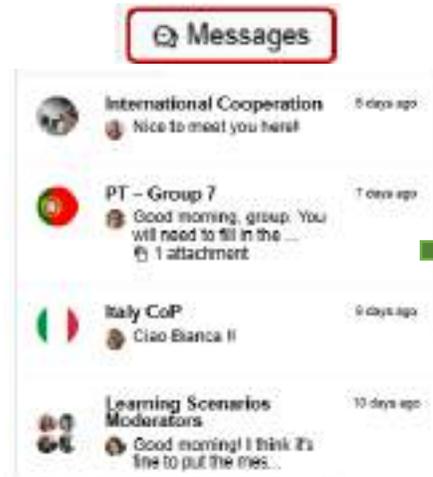


By clicking on the 'New Conversation' icon, you can start a new conversation with a person or a group of people. In the next slide we will see how to do it step by step.

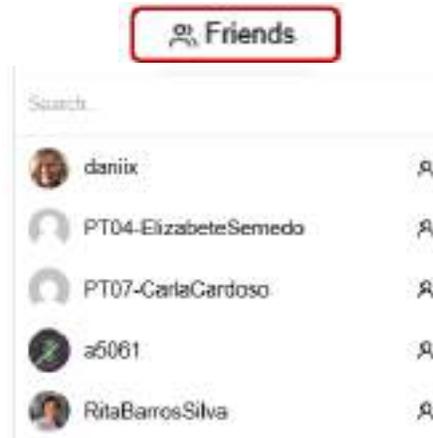


In the search bar, you can search for any member of the platform by their username, any friend, any group or any message (by entering a keyword).

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



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

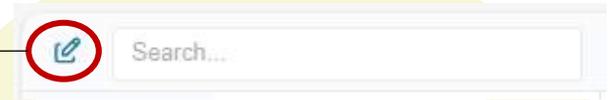


If we click on Friends we will see a list of our friends on the platform, so we can select one of them to start a private chat with that person or click on the profile icon to go directly to their profile.



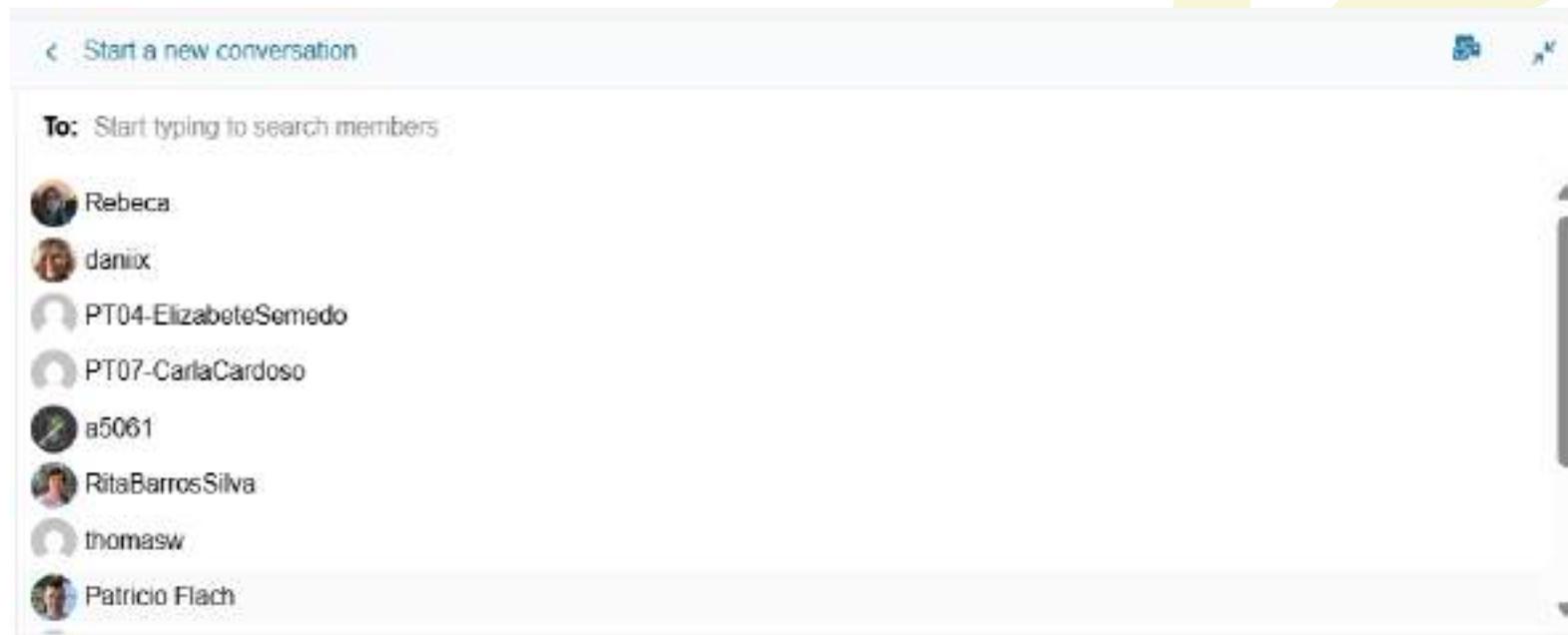
If we click on Groups we will see a list of the groups we are part of, so we can select one of them to start a private chat with that group (all the members of the group) or click on the home icon to go directly to the main page of the private group.

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



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.

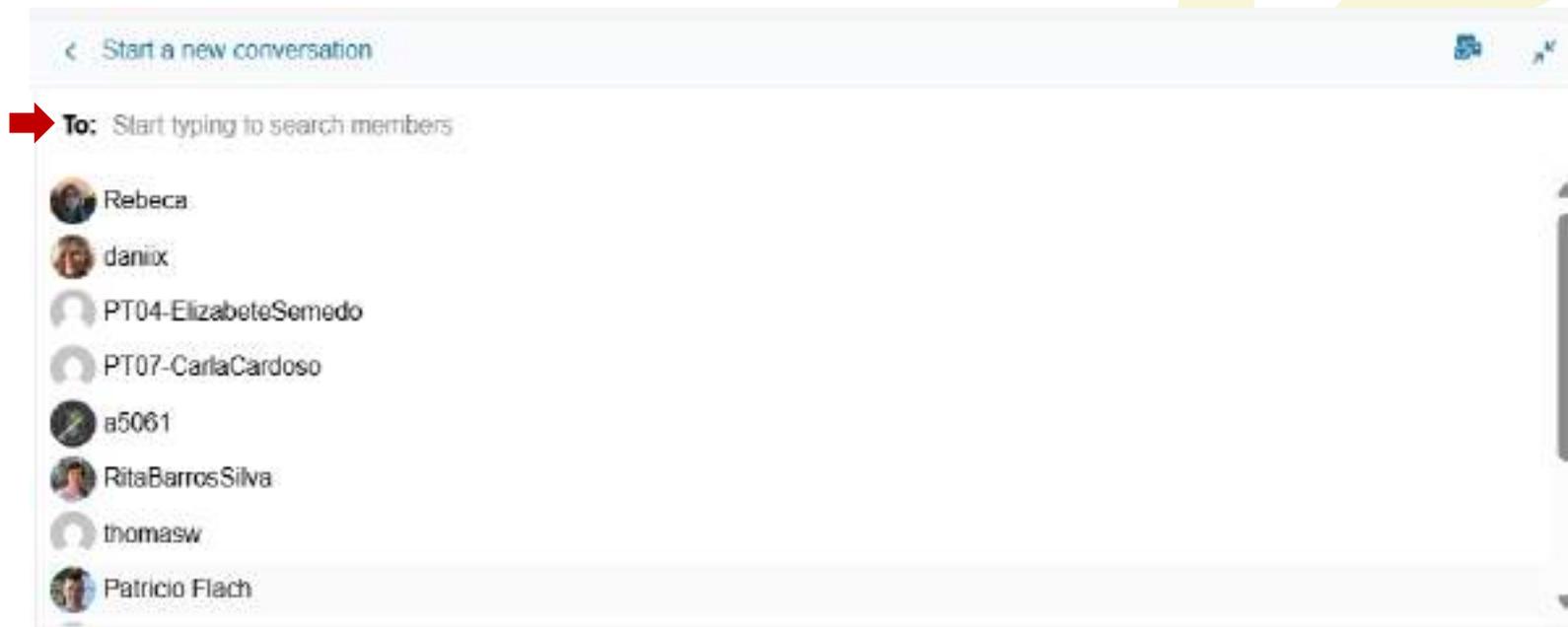


By clicking on the 'New Conversation' icon, you can start a new conversation with a person or a group of people.

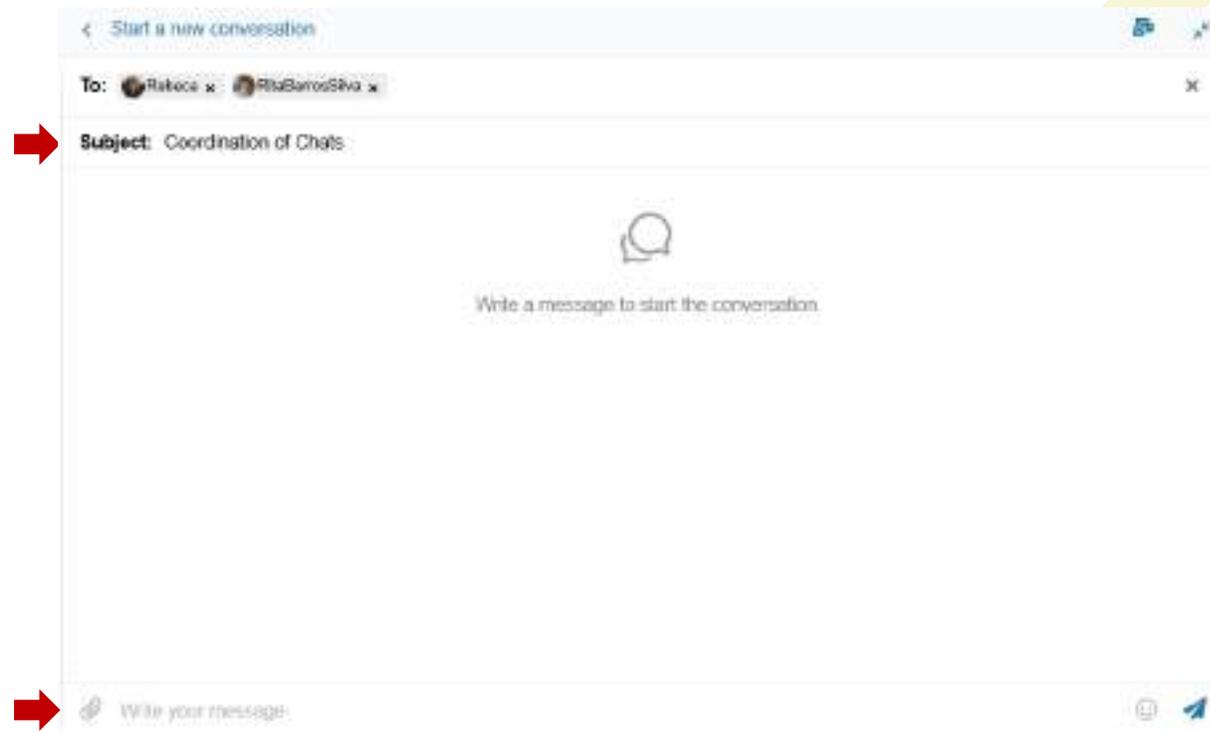


We are going to see how to create a new conversation step by step:

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.



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.

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. Personal Space

Friends

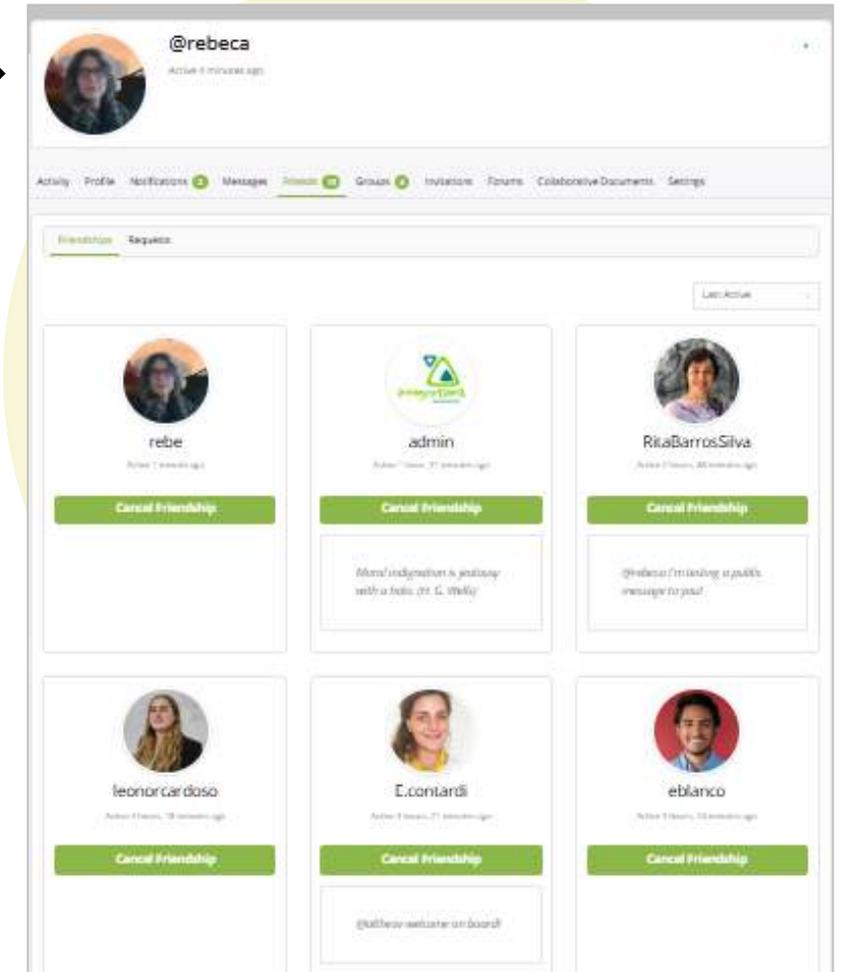
[Back to INDEX](#)

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[Back](#)

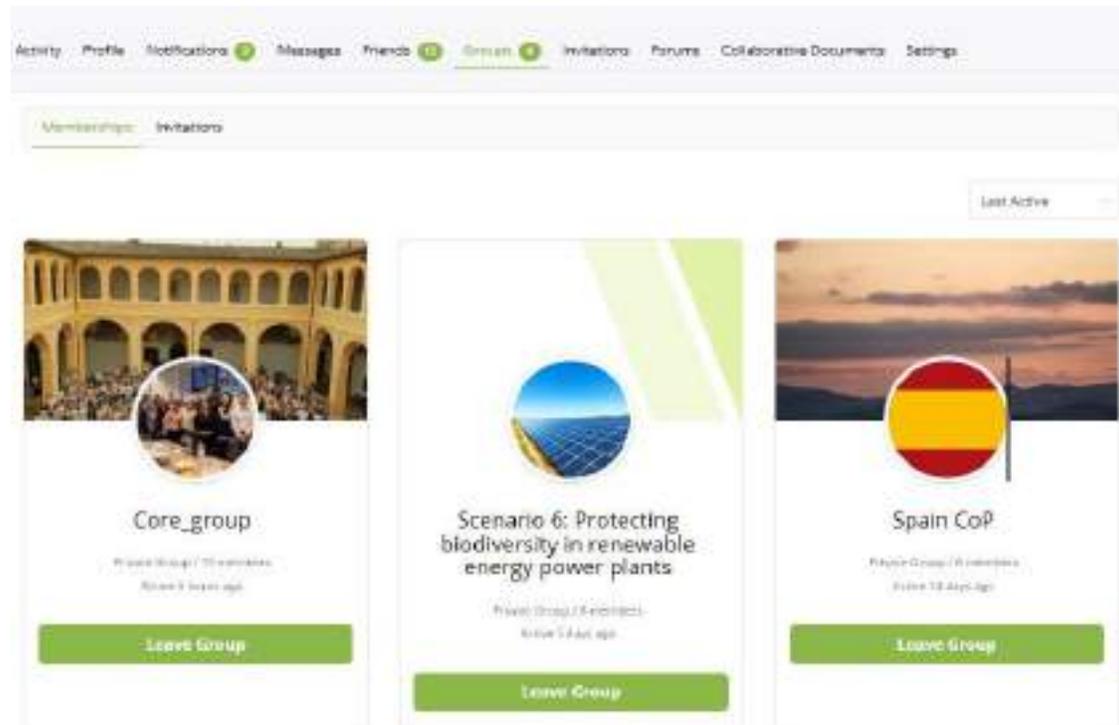
In the **Friends** tab, you can see a list of all your Friends within the platform, as well as the friendship requests you have.

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



Note: you only can see those members of the CoP you are friend of, but you can't search here for other members.

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 can see also those groups you have been invited to join and are pending for acceptance

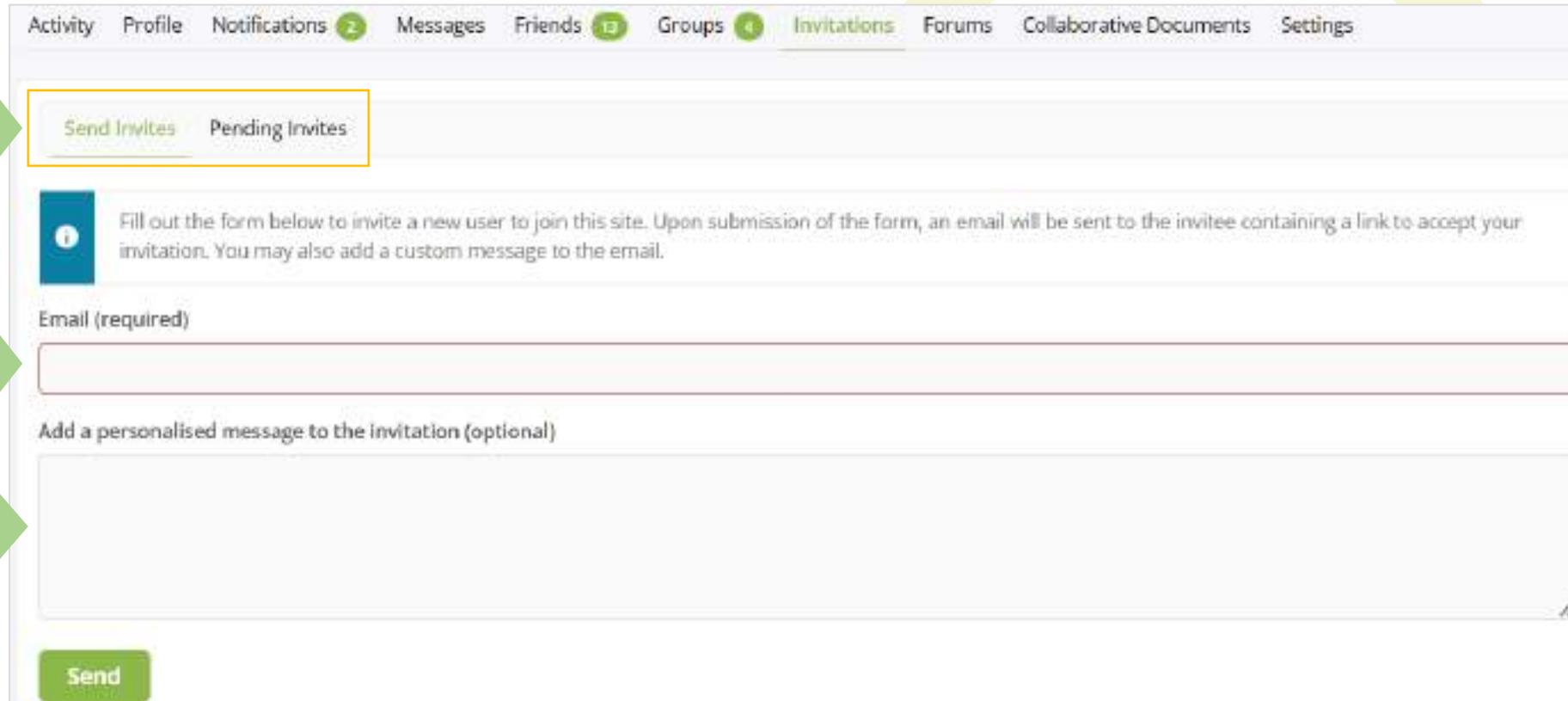


Group Invites



In the **Invitations** tab, you can invite new users to join the CoP platform

You can send a new invite and see also the pending invites



Activity Profile Notifications 2 Messages Friends 13 Groups 4 **Invitations** Forums Collaborative Documents Settings

Send Invites Pending Invites

Fill out the form below to invite a new user to join this site. Upon submission of the form, an email will be sent to the invitee containing a link to accept your invitation. You may also add a custom message to the email.

Email (required)

Add a personalised message to the invitation (optional)

Send

You must insert the email address of the user you want to invite



You can add a message to the invitation.



In the **Forums** tab, you can see all the forums you have participated in. They are shown in different categories: **Started/Replies/Engagements/Favourites/Subscriptions**

Activity Profile Notifications Messages Friends **13** Groups **4** Invitations **Forums** Collaborative Documents Settings

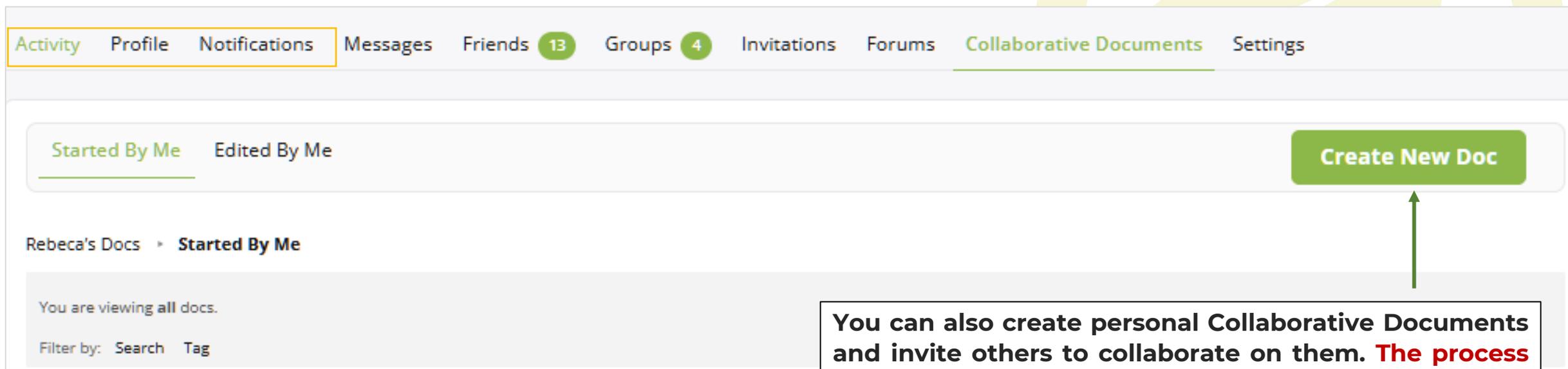
Topics Started Replies Created Engagements Favourites Subscriptions

Forum Topics Started

Viewing 8 topics - 1 through 8 (of 8 total)

In the **Collaborative Documents** tab, you can see all the Collaborative Documents you participate in.

They are shown in two categories: **Started/Edited**



Activity Profile Notifications Messages Friends 13 Groups 4 Invitations Forums Collaborative Documents Settings

Started By Me Edited By Me Create New Doc

Rebeca's Docs ▶ Started By Me

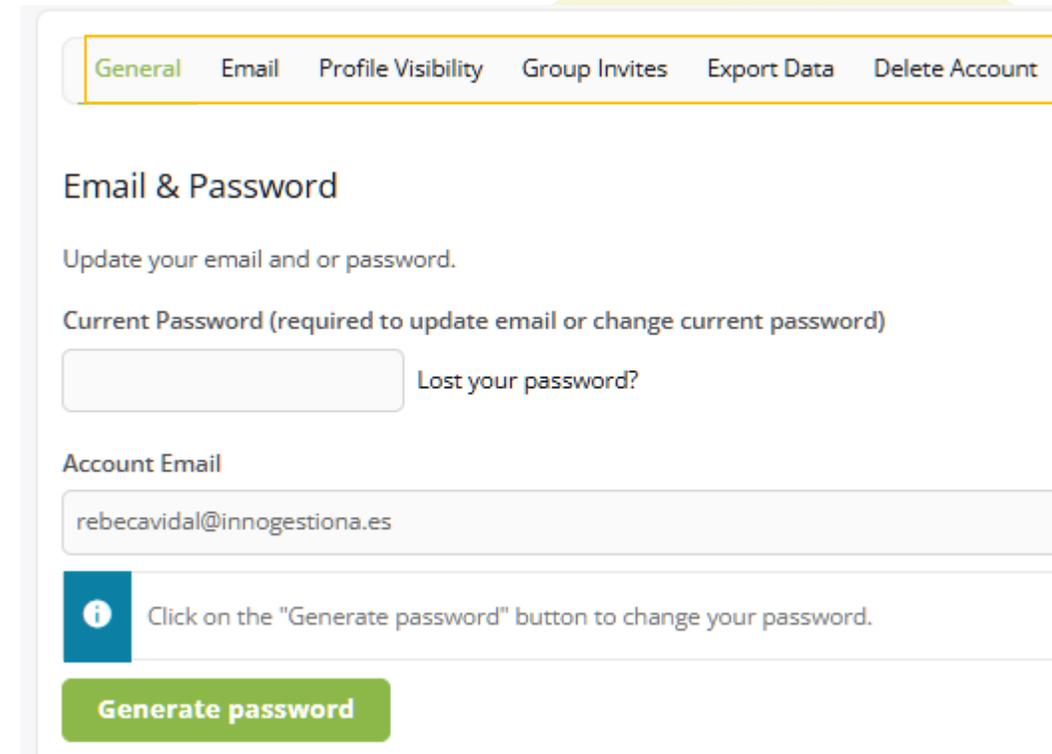
You are viewing all docs.

Filter by: Search Tag

You can also create personal Collaborative Documents and invite others to collaborate on them. **The process is the same as we have already seen for private groups.**

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

1. **Change your personal account settings (General)**
2. **Set your preferences for notifications (Email)**
3. **Configure your profile visibility**
4. **See your group invites**
5. **Export data**
6. **Delete your account**

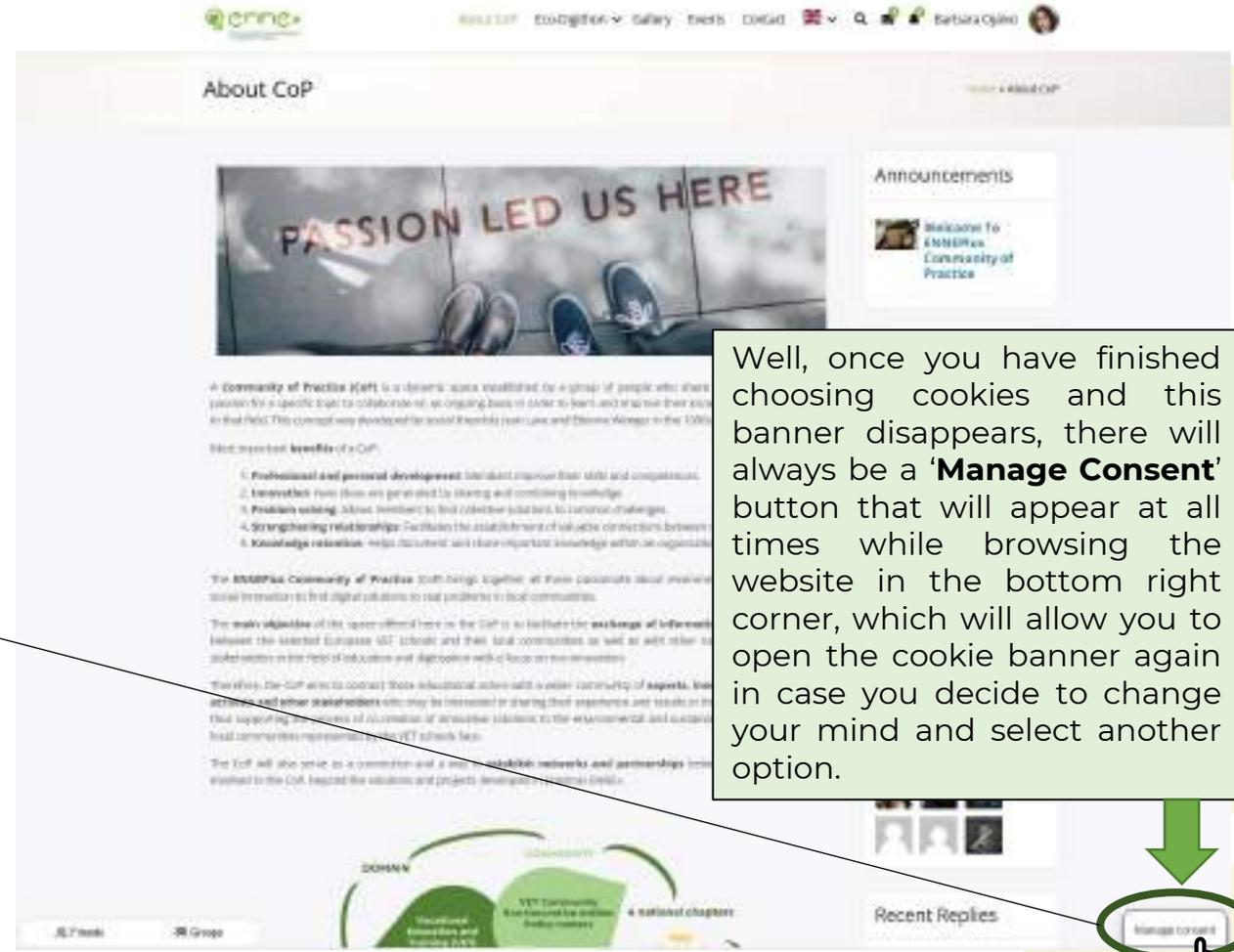
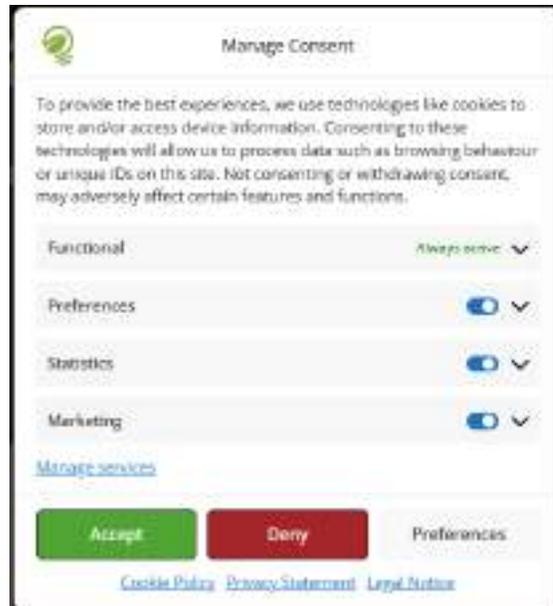


The screenshot shows the 'Email & Password' settings page. At the top, there is a navigation bar with tabs: 'General', 'Email', 'Profile Visibility', 'Group Invites', 'Export Data', and 'Delete Account'. The 'Email & Password' section contains the following elements:

- A heading 'Email & Password'.
- A sub-heading 'Update your email and or password.'
- A label 'Current Password (required to update email or change current password)' above a text input field.
- A link 'Lost your password?' next to the password input field.
- A label 'Account Email' above a text input field containing the email address 'rebecavidal@innogestionaria.es'.
- An information icon (i) next to a message: 'Click on the "Generate password" button to change your password.'
- A green button labeled 'Generate password'.

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.



Well, once you have finished choosing cookies and this banner disappears, there will always be a **'Manage Consent'** button that will appear at all times while browsing the website in the bottom right corner, which will allow you to open the cookie banner again in case you decide to change your mind and select another option.

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.

Clicking on your name or user photo redirects you to your profile.



enne+

Enhancing VET National Networks
through Ecoinnovation

We trust that this guide has proven useful to you!

