



Lifelong Learning Programme

Nº. 531300-LLP-1-2012-1-GR-KA3-KA3NW



DigiSkills: Network for the  
enhancement of digital  
competence skills

## *DigiSkills*

### **D3.5 Priručnik za korištenje portala**

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<b>0.1</b>	23/5/2013	CTI	Početna verzija
<b>0.2</b>	21/1/2015	CTI	Konačna verzija
<b>0.3</b>	25/9/2015	CTI	Konačna AŽURIRANA verzija



## Table of Contents

<b>1.1</b>	<b>Scope of the Document.....</b>	Error! Bookmark not defined.
<b>2</b>	<b>User Registration.....</b>	Error! Bookmark not defined.
<b>3</b>	<b>User Login .....</b>	Error! Bookmark not defined.
<b>4</b>	<b>Community .....</b>	Error! Bookmark not defined.
<b>4.1</b>	<b>News.....</b>	Error! Bookmark not defined.
<b>4.2</b>	<b>Calls .....</b>	<b>9</b>
<b>4.3</b>	<b>Members.....</b>	<b>10</b>
<b>4.4</b>	<b>Invite a friend .....</b>	Error! Bookmark not defined.
<b>5</b>	<b>Upload Best Practices.....</b>	Error! Bookmark not defined.
<b>6</b>	<b>Search Best Practices .....</b>	Error! Bookmark not defined.
<b>7</b>	<b>Evaluate Best practices .....</b>	Error! Bookmark not defined.

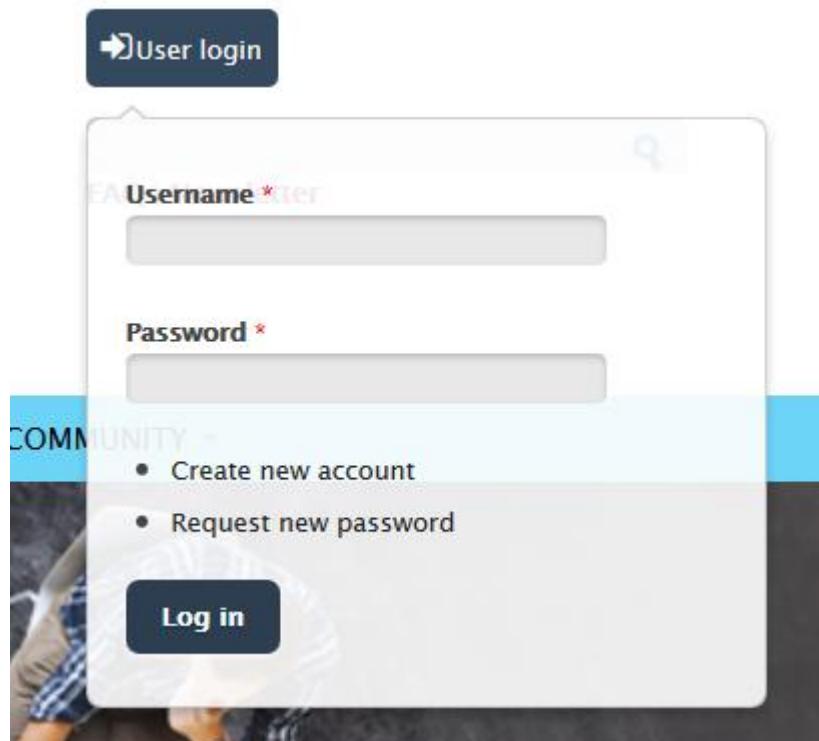


## ***1.1 Opseg dokumenta***

Ovaj dokument je kratki priručnik platforma Digiskills. U njemu se opisuje koje akcije korisnici mogu poduzeti i kako koristiti različite dijelove platforme.

## 2 Registracija korisnika

Da bi mogao pristupiti platformi Digiskills korisnik se mora registrirati. Najprije treba odabrat poveznicu “create a new account” koja se nalazi ispod obrasca za prijavu. Zatim platforma traži određene informacije kao što su jedinstveno korisničko ime i e-mail adresa. Korisnik će primiti e-mail u kojem se obavještava da je proces registracije završen i tražit će se da aktivira svoj korisnički račun klikom na poveznicu. Prvi put kad se prijavi, korisnik treba postaviti lozinku svog novog računa. Donji prikaz zaslona prikazuje korake za stvaranje korisničkog računa.



Slika 1 Stvori novi korisnički račun



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## Profile

[Create new account](#) [Log in](#) [Request new password](#)

**Username \***

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you w  
password or wish to receive certain news or notifications by e-mail.

**CAPTCHA**  
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

[Get another](#) [Report abuse](#)

Type the text

[Create new account](#)

Slika 2 Obrazac za registraciju

## 3 Prijava korisnika

Korisnik će se moći prijaviti sa svojim računom putem obrasca za prijavu na naslovnici. Donji prikaz zaslona prikazuje primjer ovog obrasca.



User login

The screenshot shows a user login interface. At the top, there is a search bar with a magnifying glass icon. Below it are two input fields: 'Username' and 'Password', both marked with a red asterisk indicating they are required. Below these fields is a large blue banner with the word 'COMMUNITY' in white. On the left side of the banner, there is a small thumbnail image of a person's face. To the right of the banner, there are two links: 'Create new account' and 'Request new password'. At the bottom of the form is a dark blue 'Log in' button.

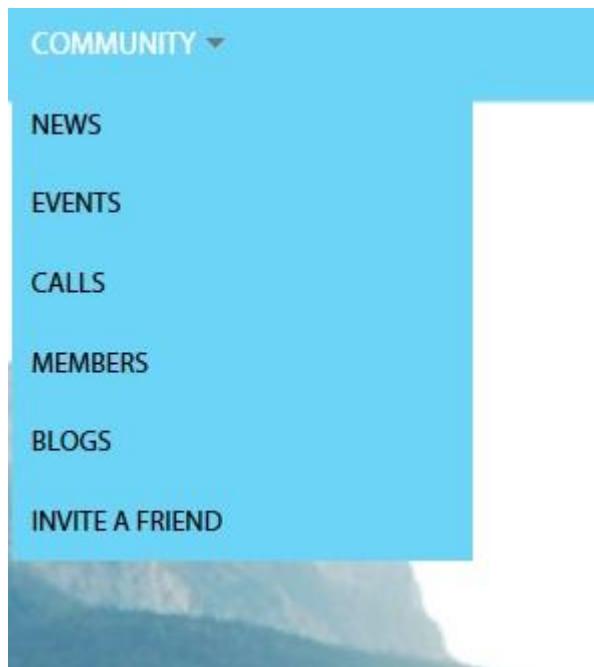
Slika 3 Obrazac za prijavu

## 4 Community (Zajednica)

Kad se korisnik uspješno prijavio na platform, preusmjerava ga se na glavnu stranicu (“Main”). Ova stranica prikazuje sve aktualne događaje i sadržaje koji su stvoreni na platformi poredane po datumu stvaranja. Ovisno o ulozi korisnika, platforma će prikazati različite opcije. Primjerice, moderator može postavljati Najbolje prakse (“Best Practices”) na platform dok ih obični korisnik (“simple user”) može samo pretraživati i pregledavati. Obje uloge, moderatori i obični korisnici, mogu koristiti izbornik s društvenim alatima koji omogućava stvaranje sadržaja. Korištenjem izbornika “Community” (Zajednica) korisnici mogu doći do društvenog dijela platforme. Točnije, mogu pristupiti i pogledati:

- Novosti
- Događaje
- Pozive
- Pregled članova
- Blogove
- Make friends

Donji prikaz zaslona pokazuje izbornik Community i njegove podizbornike koji će biti objašnjeni kasnije u tom odjeljku.



Slika 4 Izbornik društvenih alata

#### 4.1 News (*Novosti*)

Svaka stavka izbornika predstavlja drugačiju funkcionalnost. Stavka “News” (Novosti) prikazuje listu svih novosti koje su korisnici postavili. Ako korisnik ima pravo (samo moderatori imaju ovo pravo) postavljanja novosti, može stvarati novosti kretanjem po tom odjeljku i odabirom poveznice “create news” (“stvorи novosti”) koja se nalazi na vrhu liste s novostima. Da bi stvorio novosti, korisnik treba odabratи stavku “NEWS” u izborniku, odabratи poveznicu “create news”, popunitи obrazac “create new news” te na kraju pritisnutи tipku “Save” kao što prikazuje donja slika:

#### News

- Create news

##### European Schoolnet's Living School Labs – Practice videos

SUBMITTED BY SUBA ON TUE, 11/11/2014 - 17:21

A collection of videos demonstrating good practices on successful embedding of ICT in teaching and learning on different levels in schools – both primary and secondary schools are posted [in this site](#). The first set of videos provides school level examples from six LSL Advanced Schools. The schools of the Living Schools Lab network will create resources and examples of their innovation use of ICT in teaching and learning. In their “Showcase” section you can find videos, articles and many more.

  2  



##### TELLUS Award Contest for educational innovations

SUBMITTED BY SUBA ON TUE, 11/04/2014 - 19:37

Slika 5 Stvorи Novosti 1



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## Create News

Title \*

Body (Edit summary)

Rich-text editor toolbar.

Disable rich-text

- You may quote other posts using [quote] tags.
- Web page addresses and e-mail addresses turn into links automatically.
- Freelinking helps you easily create HTML links. Links take the form of [[indicator:target|Title]].

More information about text formats

### Shareaholic Options

- Hide Share Buttons  
 Hide Related Content  
 Exclude from Related Content  
 Do not include Open Graph tags

Save

Preview

## Slika 6 Stvori Novosti 2

The same way users can create new Events and Blogs.

### 4.2 Calls (Pozivi)

Stavka “Calls” (“Pozivi”) u izborniku prikazuje listu nadolazećih konferencija gdje korisnici mogu dobiti više informacija odabirom svake od njih. Lista se ažurira automatski jednom dnevno. Lista prikazuje naziv konferencije kao poveznicu i kratki opis s informacijama o datumu početka i mjestu održavanja. Dio te liste vidi se u donjem prikazu zaslona.

## Latest Conferences

Last checked: 20/01/2015

Conference Title	Description
First International Conference on New Developments in Science and Technology Education	Start Date: 2014-05-29 / Venue: Corfu, Greece
8th International Conference on e-Learning 2014	Start Date: 2014-07-15 / Venue: Lisbon, Portugal
International Conference on Learning Innovations and Quality	Start Date: 2014-05-07 / Venue: Crete, Greece
The 7th International Conference on Educational Data Mining	Start Date: 2014-07-04 / Venue: London, UK
4th European Immersive Education Summit	Start Date: 2014-11-24 / Venue: Vienna, Austria
World Conference on E-Learning	Start Date: 2014-10-27 / Venue: New Orleans, Louisiana

## Slika 7 Izbornik Pozivi



### 4.3 Members (Članovi)

Stavka "Members" ("Članovi") u izborniku omogućava korisnicima da pretražuju i pronađu druge korisnike platforme i da se s njima povezuju. Registrirani korisnici se prikazuju u tablici od 3x3 polja gdje svako polje sadrži osnovne informacije o korisniku. Točnije, prikazuje sliku (ako postoji), korisničko ime, ime (ako postoji), obrazovnu razinu i poveznicu za postajanje prijateljem (ukoliko već nije). Korisnici mogu također korisiti filtre kao što su korisničko ime, država, status korisnika i obrazovna razina, u traženju određenog korisnika. Donji prikaz zaslona prikazuje tablicu s članovima.

#### Members

Found 46 colleagues. Select a user to view profile or click on "Become friends" to connect

User name      First Name      Country

Enter a comma separated list of user names.

Educational level      User status      Colleagues per page  
- Any -      - Any -      15

**Apply**

 (TonMaree) + Become friends	 (Antonela) + Become friends	 (marian) Digiskills VIP + Become friends
 Pilar Pagés (Pilar) Adult education + Become friends	 Carmen Bonet (Carmen) Upper secondary education + Become friends	 Marisol García (marisol) Upper secondary education + Become friends
 Montse Garcia (Montse) Upper secondary education + Become friends	 Eva Suba (suba) Higher education Digiskills VIP + Become friends	 Magdalena Jasinska (magdalena) Digiskills VIP + Become friends
 Sofoklis Sotiriou (sofoklis) Digiskills VIP Friends	 (fencinas) + Become friends	 (mgrad) + Become friends
 Christian Reimers (reimers) Digiskills VIP + Become friends	 M. Concepción Gregori (cgregori) Upper secondary education + Become friends	 Andrina Granic (andrina) Higher education Digiskills VIP + Become friends

< previous    3 of 4    next >

Slika 8 Izbornik Članovi

### 4.4 Poziv prijatelju

Korisnici mogu slati pozivnice drugima da se priključe platformi. Da bi to ostvarili, korisnici moraju doći do izbornika za poziv prijatelja pod izbornikom Users (Korisnici). Donji prikaz zaslona opisuje taj postupak.



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Invite a friend



Request relationship

From  
besarat@westgate.gr

To \*

Enter the email of the person to be invited



Enter the e-mail addresses of the persons you would like to invite. To specify multiple recipients, enter one e-mail address per line or separate each address with a comma.

Subject  
admin has sent you an invite!

Message

admin has invited you to join DigiSkill at <http://www.digiskills-project.eu/>.

To become a member of DigiSkill, click the link below or paste it into the address bar of your browser.

[invite:join-link]

This is the message the invitation email will contain. The [invite:join-link] token in the message will be replaced by the registration link the recipient can use to join. Make sure this token is always included in the message.

Send invite in email

Show registration link

Figure 9 How to invite a friend

## 5 Postavljanje najboljih praksi

Akcija postavljanja je omogućena samo moderatorima. Kako bi postavili najbolju praksu, moderatori trebaju doći iz glavnog izbornika do poveznice “Good Teaching Practices” i odabratи podizbornik “Share your experience”. Pojavit će se obrazac za postavljanje najbolje prakse u kojem moderatori trebaju popuniti sva obavezna polja i ako žele neka ili sva neobavezna polja. Prikazi zaslona u nastavku prikazuju obrazac za postavljanje. Obavezna polja imaju crvenu zvezdicu pored svog naziva.



## Lifelong Learning Programme

Key information of your practice *	Details of your practice *	Author's recommendations and further credits *
<a href="#">Upload files and other media to this practice</a>	<a href="#">About you *</a>	
<b>Title of the good practice *</b> Give your practice a descriptive and exciting title <input type="text"/>		
- Website related - URL to your online profile or the website of your practice <b>URL</b> <input type="text"/>		
<b>Target groups who will implement this practice *</b> Who will benefit from your practice? <input type="button" value="– Select a value –"/>		
<b>Educational level of learners *</b> What level of educational setting is best suited for this practice? <input type="button" value="– Select a value –"/>		
<b>Area of good practice *</b> 1. ICT enabled learning (pedagogical design such as IMS Learning Design, tools and digital content such as learning repositories, educational resources); 2. Community building (methodology and tools such as blogs, social networks); 3. Quality and Assessment (quality standards, e-assessment tools, ePortfolios); <input type="checkbox"/> ICT enabled learning – Using digital resources for face-to-face classroom practice & for online learning/blended classroom practice <input type="checkbox"/> Community Building – Using digital resources to connect learners/build communities <input type="checkbox"/> Quality and Assessment – Using digital resources to better assess learning		
<b>Subject of practice *</b> Is this practice related to a special learning subject, such as mathematics, arts, languages or courses such as economy, law, etc? <input type="button" value="– Select a value –"/>		
<b>Learning outcomes</b> What learning outcomes are intended (knowledge, skills, competences) to be reached with your practice? <input type="text"/>		
<b>Keywords *</b> Keywords help others to find your practice in a short time. Add NOT more than 5 keywords separated by comma. You may use learning related technical terms such as "secondary, school, mathematics, methodology, skills" etc. <input type="text"/>		

**Slika 10 Postavljanje najbolje prakse - Dio 1**



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Key information of your practice \* Details of your practice \* Author's recommendations and further credits \*

Upload files and other media to this practice About you \*

**Age of learners**  
Is the age of learner important when implementing your practice?

N/A  
 15 – 20  
 20 – 35  
 35 – 45  
 45+

**Duration of implementation**  
Is there a typical timeframe to implement your practice? This information helps others to use your practice in their own settings. Include learning time and don't forget preparation and follow-up!

Show End Date

Date	Time
01/20/2015	12:30

E.g., 01/21/2015      E.g., 12:30

**to:**

Date	Time
01/20/2015	12:30

E.g., 01/21/2015      E.g., 12:30

**Typical learning time**  
How much time is needed to in our outside of the classroom/at home to replicate the practice?

**Short summary \***  
Describe the most important characteristics of your practice in a few lines.

**Format** **Font** **Size** **Styles**

Slika 11 Postavljanje najbolje prakse - Dio 2



Education and Culture DG



## Lifelong Learning Programme

Key information of your practice \* Details of your practice \* Author's recommendations and further credits \*

Upload files and other media to this practice About you \*

**Why do you recommend this practice to others? \***  
What makes this practice good? We offer you some criteria of evaluation to choose. Press and hold the "Ctrl" button on your keyboard to select more than one. Their definitions are:**Transferable**-It is easy to replicate in another classroom or learning situation; **Innovative**-It is innovative and new; **Impact**-It has a positive impact on students' learning; **Availability**-All resources and tools are available online without access barriers (costs, registration procedures, etc.); **Adaptability**-It is easy to replicate the activity for another subject/topic. There is plenty of space for variations.; **Acceptability**-I think other teachers will like it.; **Creativity**-It is creative; **Collaborative**-It supports collaboration between learners or teachers and other individuals outside of the formal learning context

Transferable  
Adaptability  
Innovative  
Acceptability

**Further contributors of this practice**  
Please, enter acknowledgements and name of further contributors, if available

**Status**  
- None -

**Further useful literature**  
Feel free to add links or reading material for further readings related to your practice. What online or e-learning resources or tools did you use? Please add the external URL(s) here, e.g. to platforms in case they are different than the weblink you entered to your practice.

Slika 12 Postavljanje najbolje prakse - Dio 3

Key information of your practice \* Details of your practice \* Author's recommendations and further credits \*

Upload files and other media to this practice About you \*

**File**  
 No file selected.   
Files must be less than **100 MB**.  
Allowed file types: **doc docx pdf**.

Translated versions

**Add a new file**  
 No file selected.   
Files must be less than **10 MB**.  
Allowed file types: **doc docx pdf**.

Video link

Do you use videos for your practice? Please, share the URL link to it:

**Video URL**

**Image/sound**  
Do you use podcasts, audiofiles, music, etc for your practice? Load it up here (please, make sure that you have the right to share this file)  
Files must be less than **5 MB**.  
Allowed file types: **jpeg jpg png tiff wav mp3 wma**.

No file selected.

**Copyright**  
Please, observe on copyright related to your practice and your resources. Can your resources be used freely? You can quote Creative Commons licences here. In case of other open licences please use the option "Other". Similarly, in case your practice is based on external copyrighted materials please use the option "Other" so as to state names and affiliations and any relevance open license. To find out more about copy right click [here](#)

- None -

Slika 13 Postavljanje najbolje prakse - Dio 4



Lifelong Learning Programme

Key information of your practice *	Details of your practice *	Author's recommendations and further credits *
Upload files and other media to this practice		About you *
<b>Name of contributor *</b> Your full name <input type="text"/>		
<b>Your position *</b> Are you a teacher or a professor? Give details here. <input type="text"/>		
<b>Your institution</b> Your current workplace. <input type="text"/>		
<b>Contact e-mail</b> Where can colleagues reach you with questions on this practice? <input type="text"/>		

Slika 14 Postavljanje najbolje prakse - Dio 5

## 6 Pretraživanje najboljih praksi

Svi korisnici platforme mogu pretraživati postavljene najbolje prakse. Da bi potražili neku najbolju praksu, korisnici trebaju odabratи "Search" podizbornik u glavnom izborniku "Good teaching practices". Platforma nudi specifične filtre za pomoć korisnicima u jednostavnom pretraživanju najboljih praksi. Prikazi zaslona u nastavku prikazuju obrazac za pretraživanje. Filtri koje korisnici mogu koristiti su sljedeći:



Title	<input type="text"/>	
Key words	<input type="text"/>	
Subject of practice	Scientific <input type="button" value="▼"/>	
Country	– Any – <input type="button" value="▼"/>	
Target group	Any <input type="button" value="▼"/>	
Educational level	– Any – <input type="button" value="▼"/>	
This practice is	Transferable Adaptability Innovative Acceptability Impact Effectiveness Availability Creativity	
Area of good practice	ICT enabled learning – Using digital resources for face-to-face classroom practice & for online learning/blended classroom practice Community Building – Using digital resources to connect learners/build communities Quality and Assessment – Using digital resources to better assess learning	

Slika 15 Obrazac za pretraživanje najboljih praksi

## 7 Vrednovanje najboljih praksi

Korisnici mogu vrednovati najbolje prakse korištenjem sustava ocjenjivanja pomoću zvjezdica koji se nalazi na kraju svake najbolje prakse. Nadalje, platforma omogućava korisnicima vrednovanje najboljih praksi na temelju specifičnih kriterija. Donji prikaz zaslona prikazuje odjeljak za vrednovanje najbolje prakse.

Overall rate	    		
Rate			
Criteria Evaluation	Transferable 0	Adaptability 0	Innovative 0
	Acceptability 0	Impact 0	Effectiveness 0
	Availability 0	Creativity 0	Collaborative 0

You voted:

You haven't voted yet. Note that you will see your votes when you refresh the page

Slika 16 Vrednovanje najboljih praksi

*NAPOMENA: Objasnenje kriterija vrednovanja može se pronaći u odjeljku Često postavljanih pitanja (FAQ):*



## Lifelong Learning Programme

### Frequently Asked Questions

what are the definitions of the criteria in section Why do you recommend this practice to others?

- *Transferable*-it is easy to replicate in another classroom or learning situation
- *Innovative*-it is innovative and new
- *Impact*-it has a positive impact on students' learning
- *Availability*-All resources and tools are available online without access barriers (costs, registration procedures, etc.)
- *Adaptability*-it is easy to replicate the activity for another subject/topic. There is plenty of space for variations.
- *Acceptability*-I think other teachers will like it.
- *Creativity*-it is creative
- *Collaborative*-it supports collaboration between learners or teachers and other individuals outside of the formal learning context

How can I choose my license (copyright section)?

How can I invite a friend?

How can I create new content?

How can I vote a good practice?

### Slika 17 Često postavljana pitanja (FAQ)