

IO2-A5

GUIDE TO USE THE PLATFORM

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The VET's CLIL project is aimed at widening the opportunities of VET students in a globalised world by implementing the content and language integrated learning (CLIL) methodology in the curricula.



TABLE OF CONTENTS

1. INTRODUCTION	4
2. ACCESS TO THE PLATFORM	5
3. PARTICIPATION IN DIFFERENT VET GROUPS.....	3
3.1. POST IN THE FORUM.....	5
3.2. UPLOAD AND SHARE YOUR MATERIAL	6
3.3. MEMBERS IN THE PLATFORM.....	10

1. INTRODUCTION

This guide is meant to help VET teachers get a quick start on accessing the European platform and forum. The guide includes basic instructions on accessing the platform site, participating in different VET groups, posting a topic in the forum, and adding files to the site.

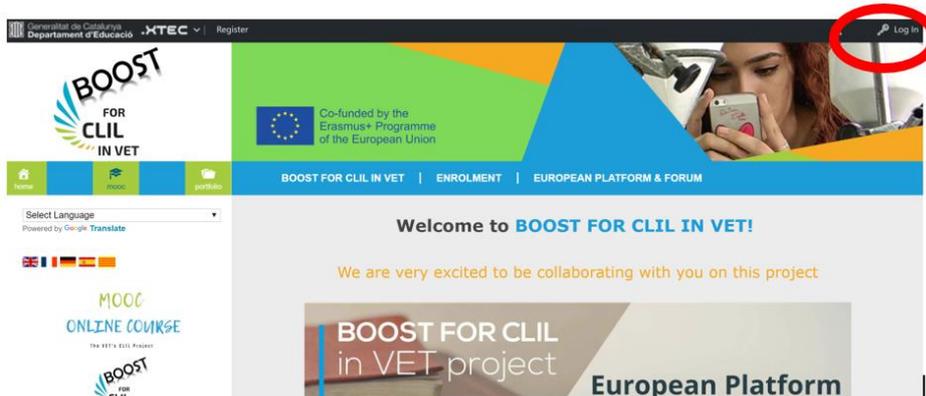
The European forum aimed at sharing ideas, doubts about CLIL approach and CLIL material with other European teachers. It is located on the web of the project <https://projectes.xtec.cat/clil4vet/>



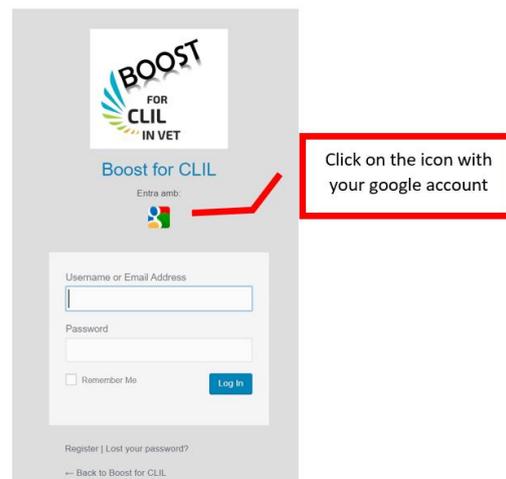
2. ACCESS TO THE PLATFORM

It is necessary to log in the platform to access it. Just follow these steps to get going:

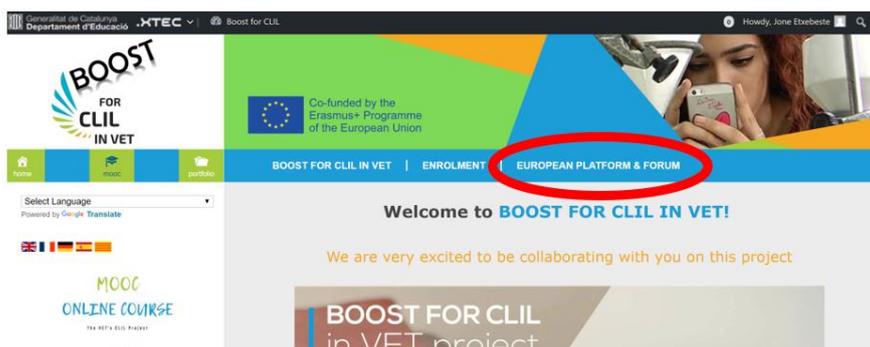
1.- Click on the LOG IN key in the project page



If you have a Google account, you can log in by clicking on the google icon. It is the easiest way, and it is not unusual that your organisation account is a google account. If you do not have a gmail account, it is very easy to create one <https://support.google.com/mail/answer/56256?hl=en>. Give it a try.



2.- Enter in the European Platform & Forum - There you are!!





3. PARTICIPATION IN DIFFERENT VET GROUPS

You need to join a group to participate in it. The active VET fields / groups are represented by an icon and located on the left bar (under the word NODES). Find your VET field and join your community by clicking on the JOIN GROUP button in the VET field you are interested in.

The screenshot shows the 'European Platform' website interface. On the left, there is a 'Nodes' section with various icons representing different VET fields. A red box highlights this section with the text 'FIND YOUR VET FIELD!!'. The main content area displays a list of groups, including 'Electricity', 'Health care, Well-being, Nutrition, Medicine and Pharmacy', 'Business, Economics and Finance', 'Fitness', and 'Graphic Industry'. Each group entry includes a description and a 'Join Group' button. A red box highlights one of the 'Join Group' buttons with the text 'JOIN THE COMMUNITY!!'.

If the group is public you join it automatically. In case you find a group which is private (just accessible for their members) do not worry. Ask the group to admit your input just by clicking the join option. You will receive an email with your acceptance.

These are the groups you can currently join:

	Commerce, Business and marketing		Fitness and sports		Carpentry and furniture
	Graphic industry		Tourism and hospitality		Health
	Electricity and electronics		Chemistry		Textile
	Mechanical manufacture		Construction and civil works		Agrarian
	Computer science and IT		Personal image		Vehicle transport and maintenance
	Production of audio-visuals		English		Energy and water
	Maritime fishing		Installation and maintenance		Arts and crafts
	Safety and environmental protection		Sociocultural and community services		

If your field of work does not appear, the group might not be set up in the system.

Within each group participants can see different tabs:

- Home
- Forum
- Documents: tab to upload your CLIL material
- Members; all groups and my group
- Email options; email option setting for reading the group activity



3.1. POST IN THE FORUM

The forum is an online discussion site where group members can hold conversations in the form of posted messages.

You can share interesting links, articles, already created resources, glossaries on your field, etc.

You can create a new discussion topic of your interest and answer to the topics opened by other group members.

How do I create a discussion in my group?

Fill in the information required and click on the submit button. It is possible to add media, links or images. Do not forget to tag your entry! (Tags are keywords that helps describe an item and allows it to be found again by browsing or searching)

Business, Economics and Finance

Private Group 41 minutes ago
Share materials, best practices and teaching experiences about Business, Economics and Finance
Group Adm
Leave Group
Your email status is No Email (Get email updates)

Home Forum Documents Members 4 Email Options

Private: Maths
Viewing topic 1 (of 1 total)

Topic	Voices	Posts	Freshness
Entrepreneurship online Started by: admin	1	1	24 minutes ago admin

Viewing topic 1 (of 1 total)

Create New Topic in "Private: Maths"

Topic Title (Maximum Length: 80):

Add Media Visual Text

B I “ ABE [List Icons] [Undo] [Redo] [Link] [Image]

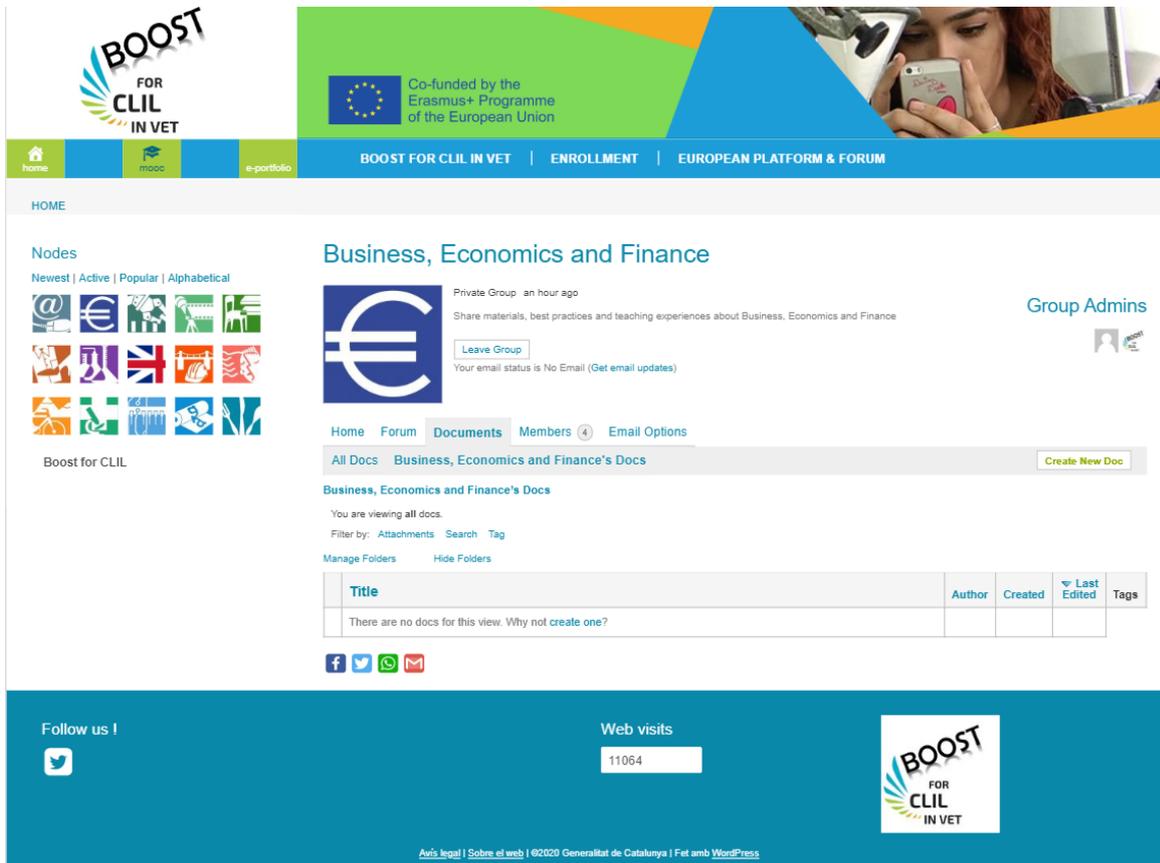
Topic Tags:

Notify me of follow-up replies via email

Submit

3.2. UPLOAD AND SHARE YOUR MATERIAL

In the “documents” tab of your group you can see and access material you’re your group members have uploaded as well as upload your own material.



The screenshot displays the BOOST FOR CLIL IN VET platform interface. At the top, there is a navigation bar with the BOOST logo, a home icon, a mood icon, and an e-portfolio icon. The main header features the BOOST logo, the text "FOR CLIL IN VET", and the European Union flag with the text "Co-funded by the Erasmus+ Programme of the European Union". Below the header, there is a blue navigation bar with the text "BOOST FOR CLIL IN VET | ENROLLMENT | EUROPEAN PLATFORM & FORUM". The main content area is titled "Business, Economics and Finance" and includes a "Documents" tab. A "Create New Doc" button is visible. Below the documents list, there is a table with columns for Title, Author, Created, Last Edited, and Tags. The table is currently empty, with a message "There are no docs for this view. Why not create one?".

To upload the material, click on the “Create New Doc” button, and fill in the information.

File Types you can add:

- Maximum upload file size: 10 MB.
- Image files must be smaller than 2 MB. Recommended width image: 1024px

- 1.- **TITLE AND CONTENT:** Here you will find a box with the WYSIWYG (visual) editor, although you can also access the html (text).
- 2.- **ASSOCIATED GROUP:** By default, the group you are in is active, but you have the possibility to change it.
- 3.- **ACCESS:** Here you choose who can read and edit the document, read and comment, and view revisions. The options are anyone, logged-in users, members of the group and the document author only. You decide on the availability of your documents.
- 4.- **TAGS:** We must write them separated by commas. They are extremely important for finding documents easily.
- 5.- **PARENT:** It may be interesting in case you want to establish a hierarchy between the documents.

Types of documents, three types of documents can be created:

1. Simple document
2. Document with attachment
3. Document with links

1. Simple document

You simply have to write in the editor, tag and save the document with the desired permissions.

Ideal for documents and papers small or medium size (eg cloisters or department meetings) For more complex documents (tables, many images, etc.) or longer, the other two options are best.

2. Document with attachment

We can attach files with the usual extensions (.DOC, .DOCX, .ODT, .JPG, .PNG, .XLS, .XLSS, etc). Although not required, it is a good idea to add the document index as a description of the content as the Docs search engine does not look for the contents of attachments, only the title and description. Several attachments may be attached to a document.



3. Document with links

It is a text document where the contents of the description include links to documents that are hosted in cloud repositories (Google Drive, Dropbox, OneDrive, Microsoft365, etc.).

In this case, it should be noted that there are two types of permissions that will apply to the document:

- Document Permissions (defined in the cloud service)
- Permissions of the Docs

This gives a lot of flexibility. You only need to use the link icon in the document's edit menu to edit it. The advantage of including an existing document (and can be linked directly from the cloud) to the platform is that the document can be tagged and associated with a group.

E.g. if participants want to share their e-portfolio link where they have their creation material and resources can use this option. Share their e-portfolio link, e.g. <https://marriaside.wordpress.com/ejemplo-de-e-portfolio/>

As conclusion participants have different options to share their material:

- Upload the resources they have created, or
- Share their e-portfolio link, e.g. portfolio <https://marriaside.wordpress.com/ejemplo-de-e-portfolio/>

Note: When you post your material and publish it, it will become available in the group to see and download by group members by default.

Here you have an example of an uploaded document, with its tags (keywords that help you find and understand its content at first sight)

Home Forum Documents Members (6) Email Options

All Docs Computer Science and IT's Docs [Create New Doc](#)

Computer Science and IT's Docs

You are viewing all docs.

Filter by Attachments Search Tag

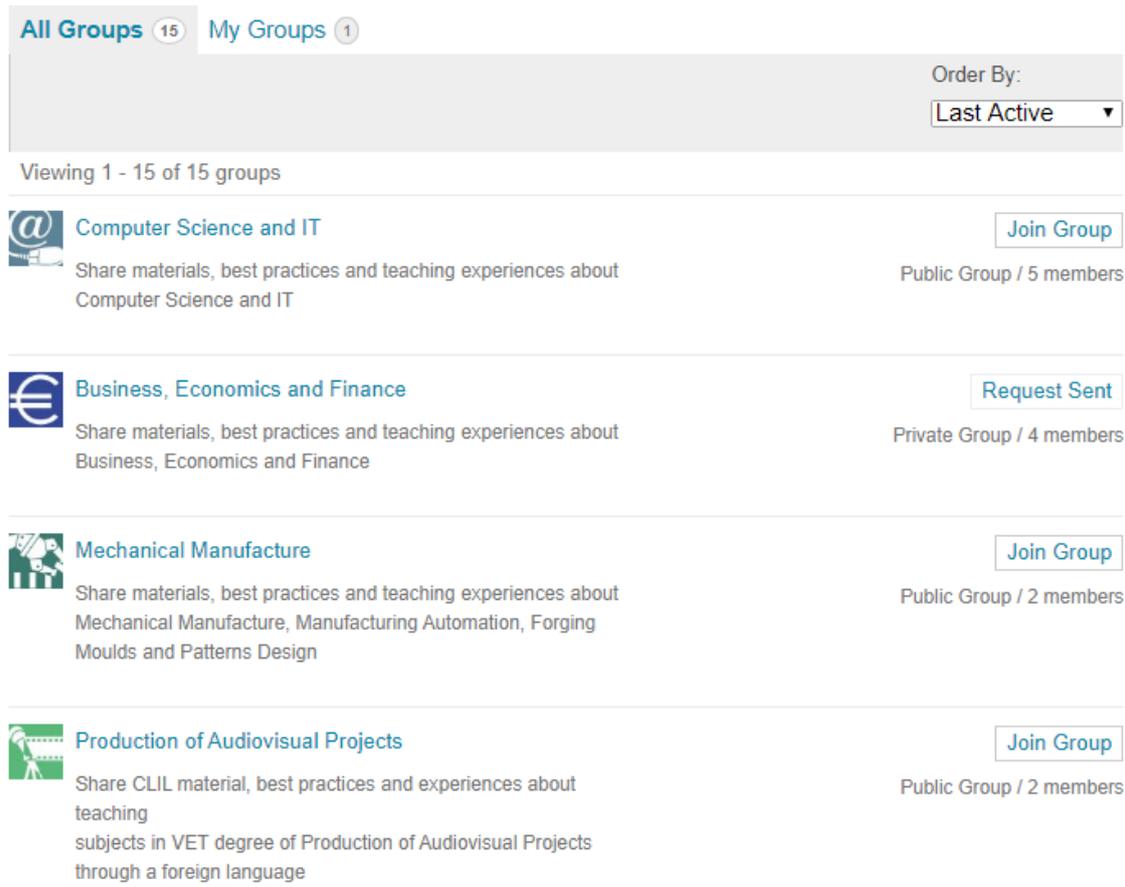
Manage Folders Hide Folders

Title	Author	Created	Last Edited	Tags
<input type="checkbox"/> A small step for a programmer?	admin	07/03/2020	07/03/2020	AICLE, BOOSHNET, CLIL, IT, PHP

3.3. MEMBERS IN THE PLATFORM

When users access the platform, they can see “All groups” and “My groups”.

- My groups are the ones I have already joined.
- All groups are the active ones and user can always join them. A user cannot see the activity in a group unless they join it.



All Groups 15 My Groups 1

Order By:
Last Active ▾

Viewing 1 - 15 of 15 groups

 **Computer Science and IT** [Join Group](#)
Share materials, best practices and teaching experiences about Computer Science and IT
Public Group / 5 members

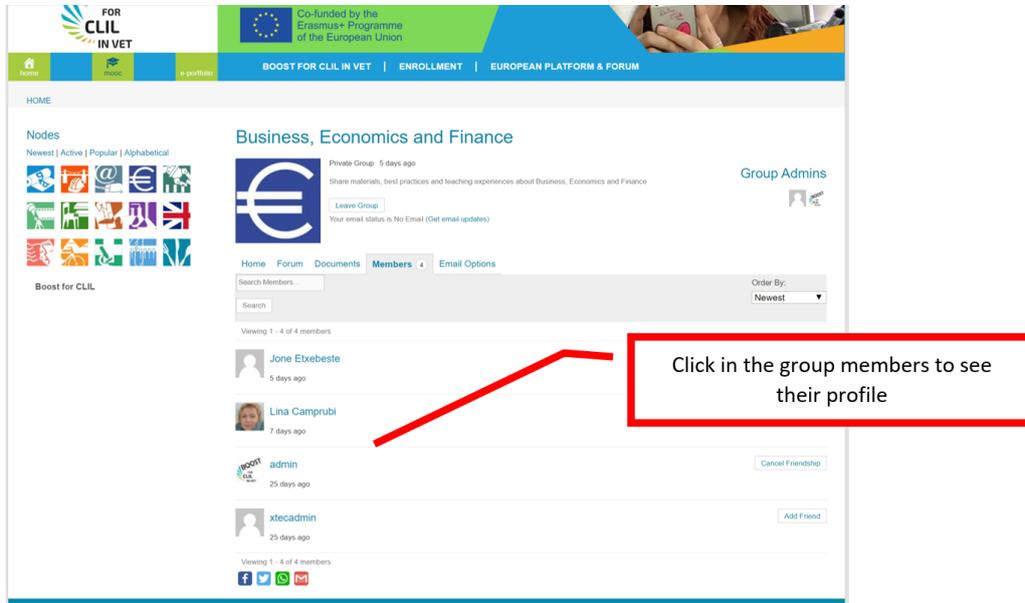
 **Business, Economics and Finance** [Request Sent](#)
Share materials, best practices and teaching experiences about Business, Economics and Finance
Private Group / 4 members

 **Mechanical Manufacture** [Join Group](#)
Share materials, best practices and teaching experiences about Mechanical Manufacture, Manufacturing Automation, Forging Moulds and Patterns Design
Public Group / 2 members

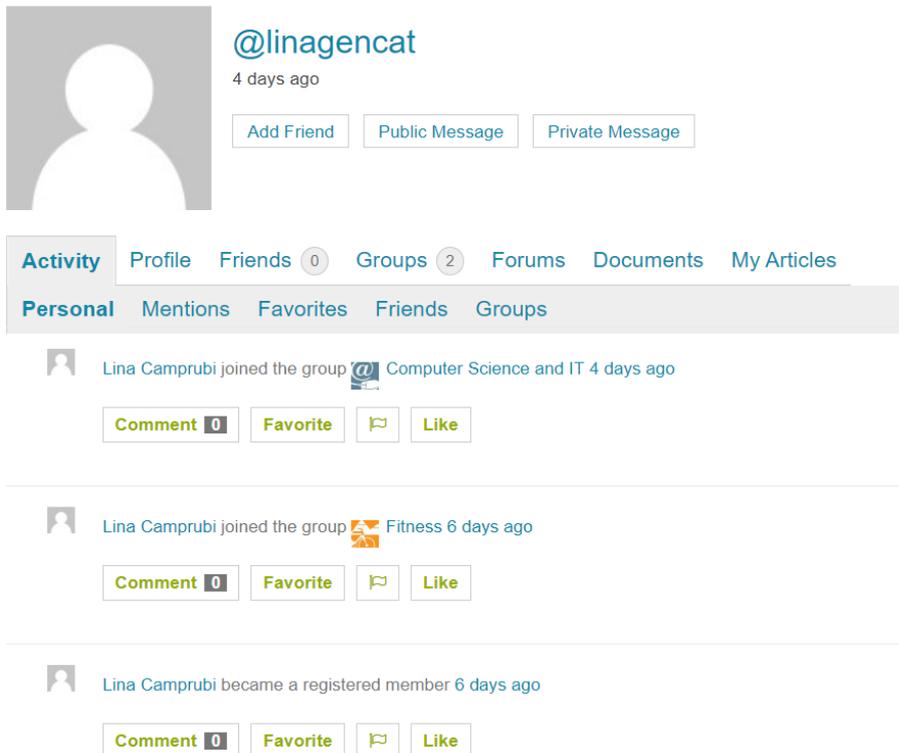
 **Production of Audiovisual Projects** [Join Group](#)
Share CLIL material, best practices and experiences about teaching subjects in VET degree of Production of Audiovisual Projects through a foreign language
Public Group / 2 members



Participants also have access to their profile and their group members profile.



By clicking in the participant name, you can see their profile, activity, and also send a message to them



Go to the platform and share your CLIL experience, material and challenges with peers.

Welcome to the Boost for CLIL VET community!!

<https://projectes.xtec.cat/cli4vet/>