

# IO2-A5

## GUIDE TO USE THE PLATFORM

March 2020



Co-funded by the  
Erasmus+ Programme  
of the European Union



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.

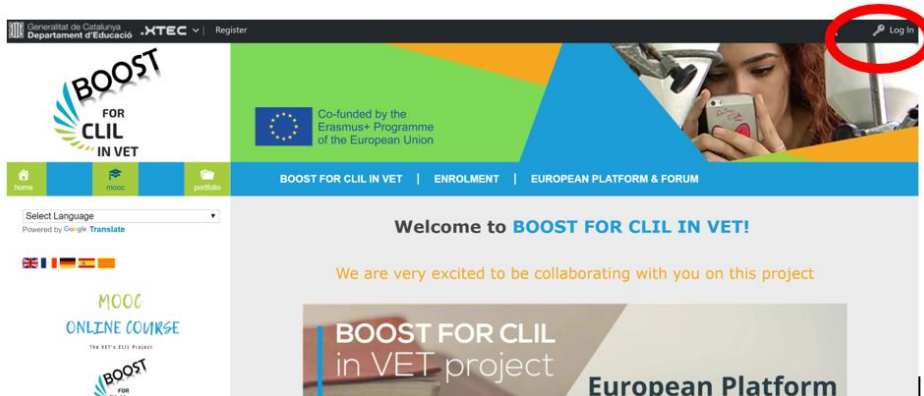
The European forum aimed at sharing ideas, doubts about CLIL approach and CLIL material with other European teachers. It is located on the web of the project <https://projectes.xtec.cat/clil4vet/>



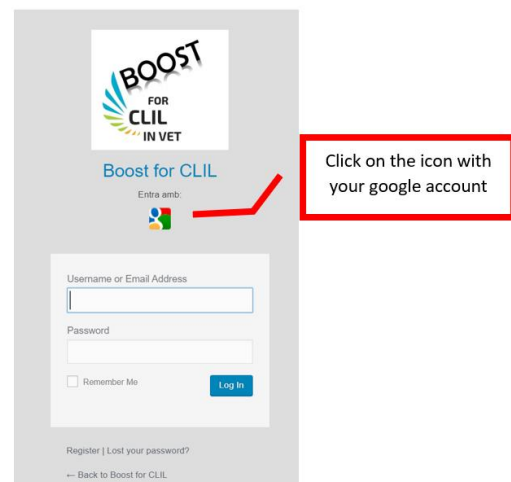
## 2. ACCESS TO THE PLATFORM

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

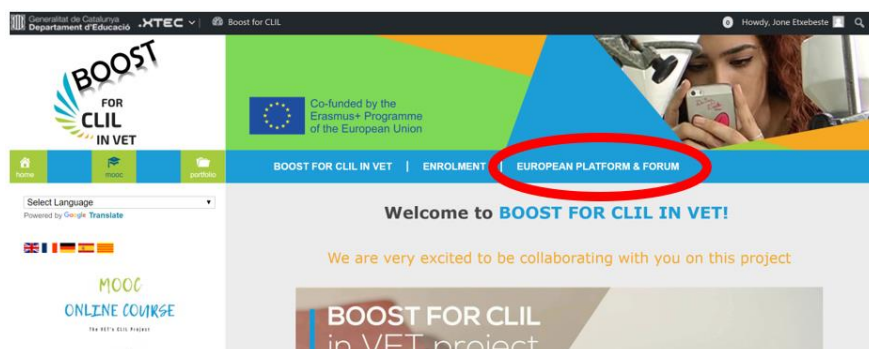
1.- Click on the LOG IN key in the project page



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.



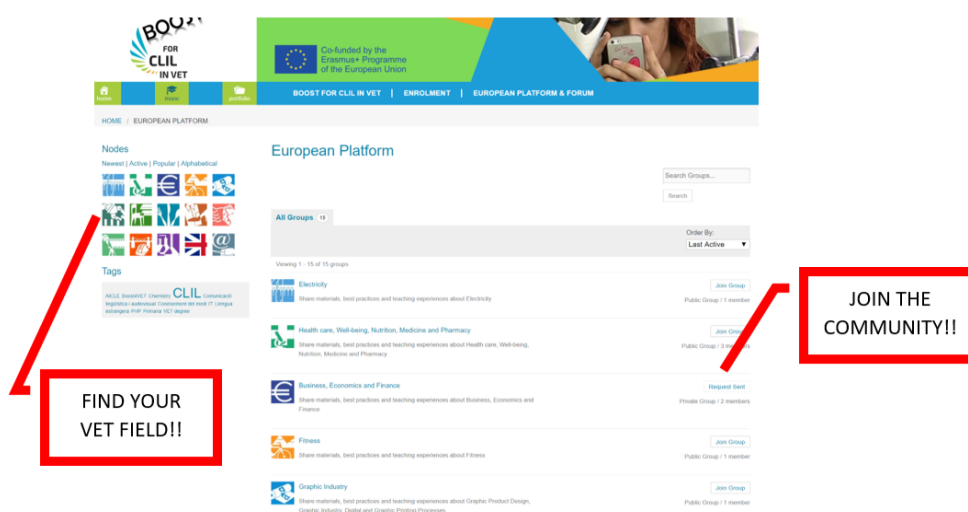
2.- Enter in the European Platform & Forum - There you are!!




























### 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.



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  
[Leave Group](#)  
 Your email status is No Email ([Get email updates](#))

Group Adm  


[Home](#)
[Forum](#)
[Documents](#)
[Members](#)
[Email Options](#)

#### Private: Maths


Viewing topic 1 (of 1 total)

Topic	Voices	Posts	Freshness
<a href="#">Entrepreneurship online</a> 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):



Visual
 Text

**B**
*I*
“
ABC
☰
☰
☰
☰
☰
↶
↷
🔗
🖼️

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 header with the BOOST logo, a navigation bar with links for Home, Boost, and e-portfolio, and a banner indicating it is co-funded by the Erasmus+ Programme of the European Union. The main content area shows the 'Business, Economics and Finance' group page. On the left, there are 'Nodes' categorized by Newest, Active, Popular, and Alphabetical. The central part of the page features a large blue circle with a white '€' symbol, representing the group. Below this, there are tabs for Home, Forum, Documents, Members, and Email Options. The 'Documents' tab is currently selected, showing a list of documents. A 'Create New Doc' button is visible in the top right corner of the document list. The bottom of the page includes a footer with social media links, a 'Web visits' counter showing 11064, and a small BOOST logo.

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





## Create a Doc

All Docs Started By Me Edited By Me My Groups

### New Doc

1

Title

Content

Visual Text

File Edit View Insert Format Tools Table

B I L Link Image Table Link List Table

Georgia Tap GIF

Attachments

Add Files

2

Associated Group

Business, Economics and Finance

Which group should this Doc be associated with?  
(Optional: Note that the Access settings available for this Doc may be limited by the privacy settings of the group you choose.)

Business, Economics and Finance  
Private Group (4 members)

3

Access

Who can read this doc? Members of Business, Economics and Finance

Who can edit this doc? Members of Business, Economics and Finance

Who can read comments on this doc? Members of Business, Economics and Finance

Who can post comments on this doc? Members of Business, Economics and Finance

Who can view the history of this doc? Members of Business, Economics and Finance

4

Group Folders

Use an existing folder

Select a folder for this Doc. - None -

Create a new folder

5

Tags

Tags are words or phrases that help to describe and organize your Docs.  
Separate tags with commas (for example: orchestra, share drum, piccolo, drums)

Parent

Select a parent for this Doc. (no parent)

(Optional: Assigning a parent Doc means that a link to the parent will appear at the bottom of this Doc, and a link to this Doc will appear at the bottom of the parent.)

Save Save and Continue Editing Cancel

- 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)

<a href="#">Home</a> <a href="#">Forum</a> <a href="#">Documents</a> <a href="#">Members (6)</a> <a href="#">Email Options</a>				
<a href="#">All Docs</a> <a href="#">Computer Science and IT's Docs</a> <a href="#">Create New Doc</a>				
Computer Science and IT's Docs				
You are viewing all docs.				
Filter by: <a href="#">Attachments</a> <a href="#">Search</a> <a href="#">Tag</a>				
Manage Folders Hide Folders				
Title	Author	Created	Last Edited	Tags
<a href="#">A small step for a programmer?</a>	admin	07/03/2020	07/03/2020	AICLE, BOSSAVET, 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**  
Share materials, best practices and teaching experiences about Computer Science and IT


Join Group  
Public Group / 5 members


**Business, Economics and Finance**  
Share materials, best practices and teaching experiences about Business, Economics and Finance

Request Sent  
Private Group / 4 members


**Mechanical Manufacture**  
Share materials, best practices and teaching experiences about Mechanical Manufacture, Manufacturing Automation, Forging Moulds and Patterns Design

Join Group  
Public Group / 2 members


**Production of Audiovisual Projects**  
Share CLIL material, best practices and experiences about teaching subjects in VET degree of Production of Audiovisual Projects through a foreign language

Join Group  
Public Group / 2 members



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

FOR CLIL IN VET

Co-funded by the Erasmus+ Programme of the European Union

BOOST FOR CLIL IN VET | ENROLLMENT | EUROPEAN PLATFORM & FORUM

HOME

Nodes  
Newest | Active | Popular | Alphabetical

Business, Economics and Finance

Private Group 5 days ago

Share materials, best practices and teaching experiences about Business, Economics and Finance

Group Admins

Home Forum Documents Members Email Options

Search Members

Order By: Newest

Viewing 1 - 4 of 4 members

Jone Etvebeste 5 days ago

Lina Camprubi 7 days ago

admin 25 days ago

xtecadmin 25 days ago

Viewing 1 - 4 of 4 members

Click in the group members to see their profile

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

@linagencat

4 days ago

Add Friend Public Message Private Message

Activity Profile Friends 0 Groups 2 Forums Documents My Articles

Personal Mentions Favorites Friends Groups

Lina Camprubi joined the group Computer Science and IT 4 days ago

Comment 0 Favorite Like

Lina Camprubi joined the group Fitness 6 days ago

Comment 0 Favorite Like

Lina Camprubi became a registered member 6 days ago

Comment 0 Favorite Like

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/>