

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.



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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/cliil4vet/>



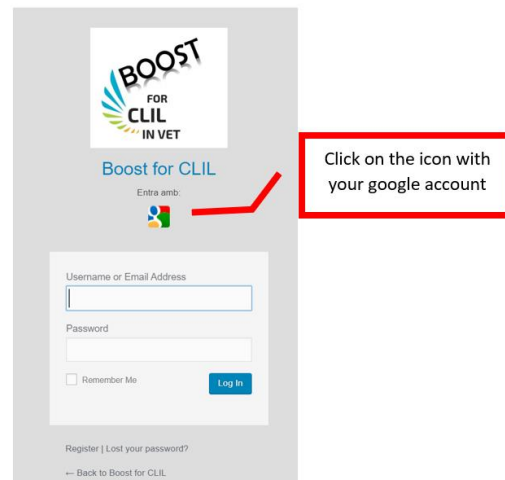
2. ACCESS TO THE PLATFORM

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.

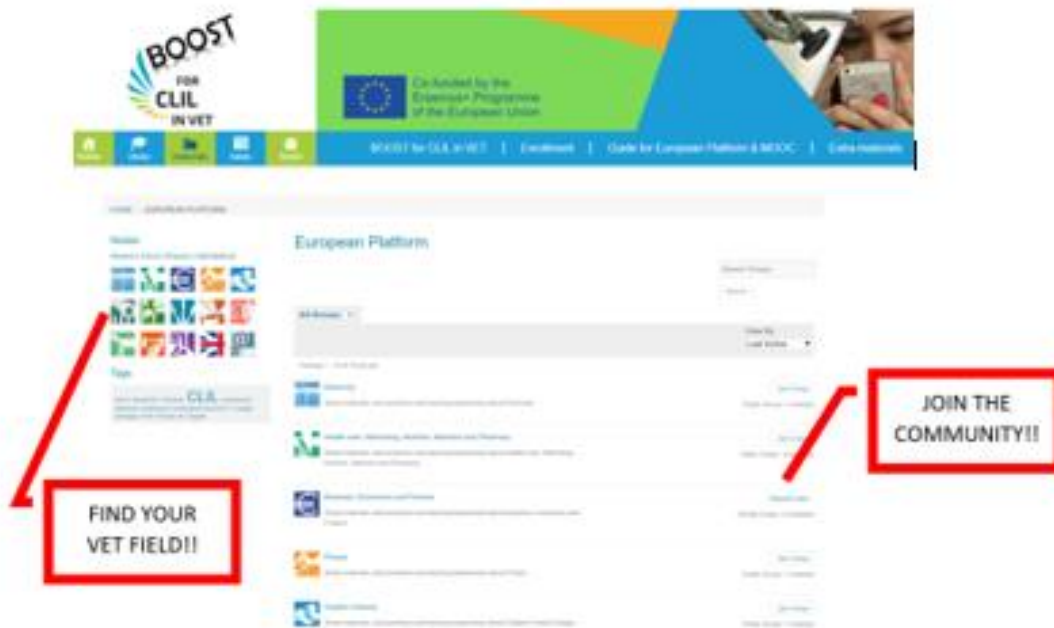


2.- Enter in the European Platform & Forum - There you are!!



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.

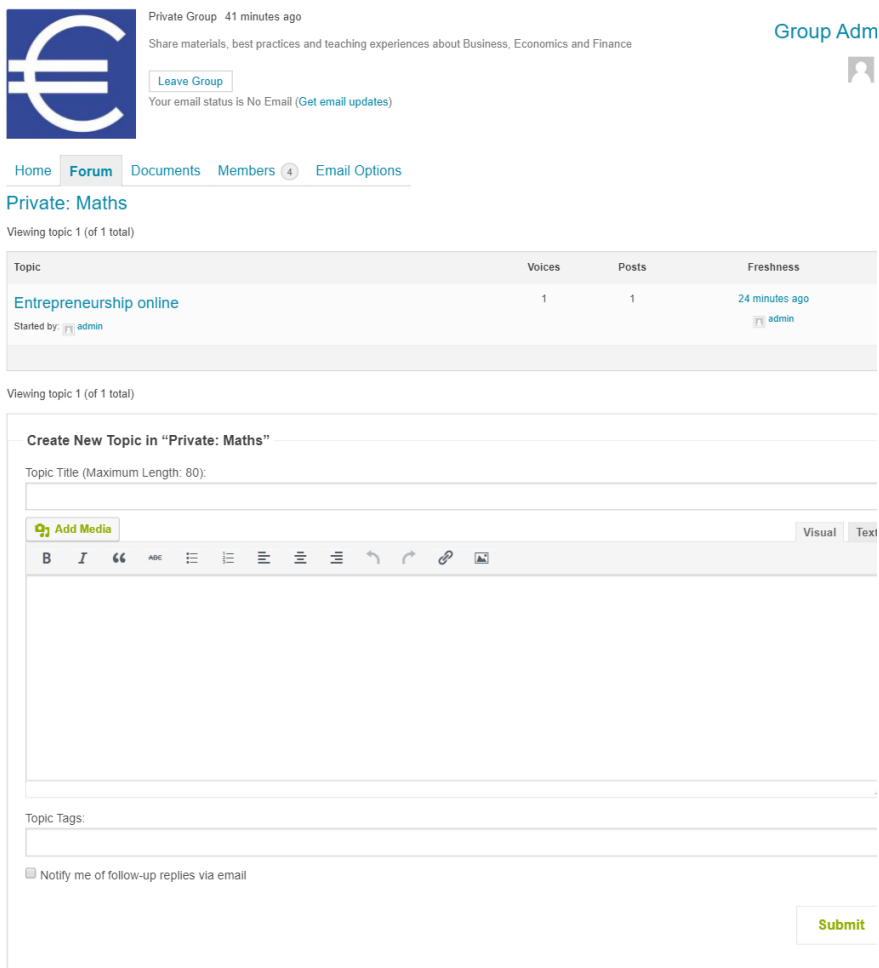
You can share interesting links, articles, already created resources, glossaries on your field, etc.

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



The screenshot shows a forum page for a private group named 'Business, Economics and Finance'. The group description is 'Share materials, best practices and teaching experiences about Business, Economics and Finance'. There are navigation tabs for 'Home', 'Forum', 'Documents', 'Members', and 'Email Options'. Below the navigation, there is a table showing a single topic: 'Entrepreneurship online', started by 'admin' 24 minutes ago. Below the table is a form to 'Create New Topic in "Private: Maths"'. The form includes a 'Topic Title' field (maximum length 80), an 'Add Media' button, a rich text editor with various formatting options (bold, italic, quote, list, link, image), a 'Topic Tags' field, a checkbox for 'Notify me of follow-up replies via email', and a 'Submit' button.

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



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 shows the Boost for CLIL in VET platform interface. At the top, there is a navigation bar with icons for home, mooc, materials, news, and forum. The main header features the Boost for CLIL in VET logo and the Erasmus+ logo. The page title is "Commerce, Business and Marketing". Below the title, there is a description of the group and a "Leave Group" button. The "Documents" tab is selected, showing a list of documents. The list includes a folder named "BudgetPlan" and three documents: "Basic Concepts (needs, wants, goods, services)", "Boost4Clil_MOOC_PadletLink", and "Human factor in business, employment market & hiring process".

Title	Author	Last Edited	Tags
BudgetPlan			
Basic Concepts (needs, wants, goods, services)	Sofie Huysentruyt	28/08/2020	
Boost4Clil_MOOC_PadletLink	IsabelleVanHoof	19/06/2020	Padlet Boost4CLIL Mooc
Human factor in business, employment market & hiring process	Alex Labaliós Alonso	25/05/2020	E-portfolio, employability skills, hiring process, job application, job description, job

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

The screenshot displays the 'BOOST for CLIL in VET' platform interface. At the top, there is a navigation bar with icons for Home, Home, Dashboard, Home, and Home. The main header includes the BOOST logo and the text 'Co-funded by the Erasmus+ Programme of the European Union'. Below the header, a breadcrumb trail shows 'HOME > DOCS'. The main content area is titled 'Create a Doc' and includes a sub-header 'New Doc'. The form contains several sections: 'Title' (1), 'Content' (2) with a rich text editor, 'Attachments' (3), 'Associated Group' (4) with a dropdown menu, 'Access' (5) with multiple dropdown menus for permissions, 'Group Pattern' (6) with a dropdown menu, 'Tags' (7) with a text input field, and 'Parent' (8) with a dropdown menu. At the bottom of the form, there are buttons for 'Save', 'Save and Continue Editing', and '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.

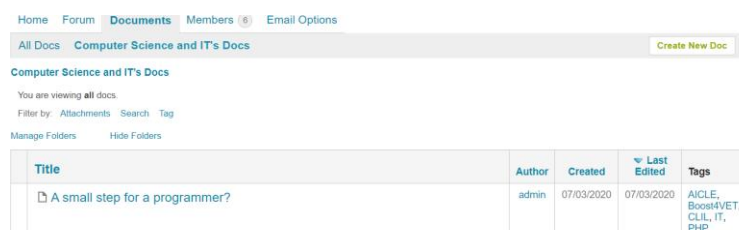
E.g. if participants want to share their e-portfolio link where they have their creation material and resources can use this option. Share their e-portfolio link, e.g. <https://marriaside.wordpress.com/ejemplo-de-e-portfolio/>

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)



The screenshot shows a document management interface. At the top, there are navigation links: Home, Forum, Documents, Members (6), and Email Options. Below this, there are tabs for 'All Docs' and 'Computer Science and IT's Docs', along with a 'Create New Doc' button. The main content area shows 'Computer Science and IT's Docs' and 'You are viewing all docs'. There are filters for 'Attachments', 'Search', and 'Tag'. Below the filters, there are options for 'Manage Folders' and 'Hide Folders'. The main table has columns for 'Title', 'Author', 'Created', 'Last Edited', and 'Tags'. The first row shows a document titled 'A small step for a programmer?' by 'admin', created on '07/03/2020', last edited on '07/03/2020', with tags 'AICLE, BoostVET, CLIL, IT, PHP'.

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

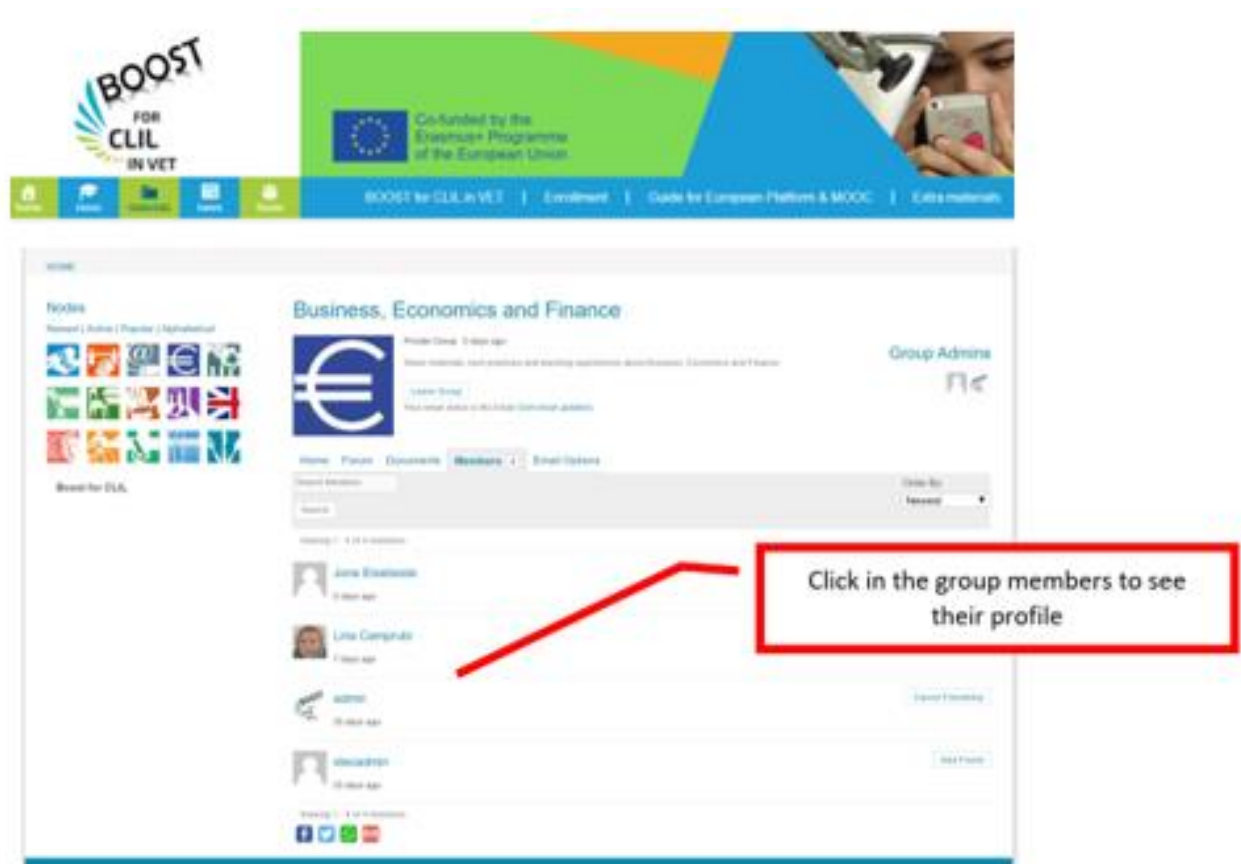
 **Computer Science and IT** [Join Group](#)
Share materials, best practices and teaching experiences about Computer Science and IT
Public Group / 5 members

 **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



@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/clil4vet/>