PULCHRA City Challenges Platform - User Guide for Schools

This a step-by-step user guide of the City Challenges Platform (hereafter Platform) for the schools participating in the PULCHRA project. Participating schools should complete their profile, create their project page and communicate their project progress, activities and results by continuously updating their project page. This user guide provides all the necessary information for a creative and successful participation of your school in the City Challenges Platform.
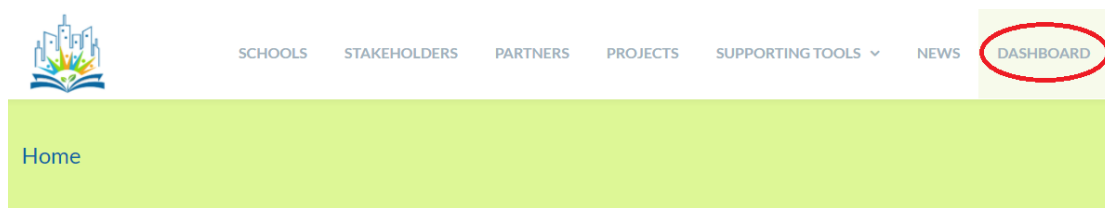
1. Visit platform.pulchra-schools.eu
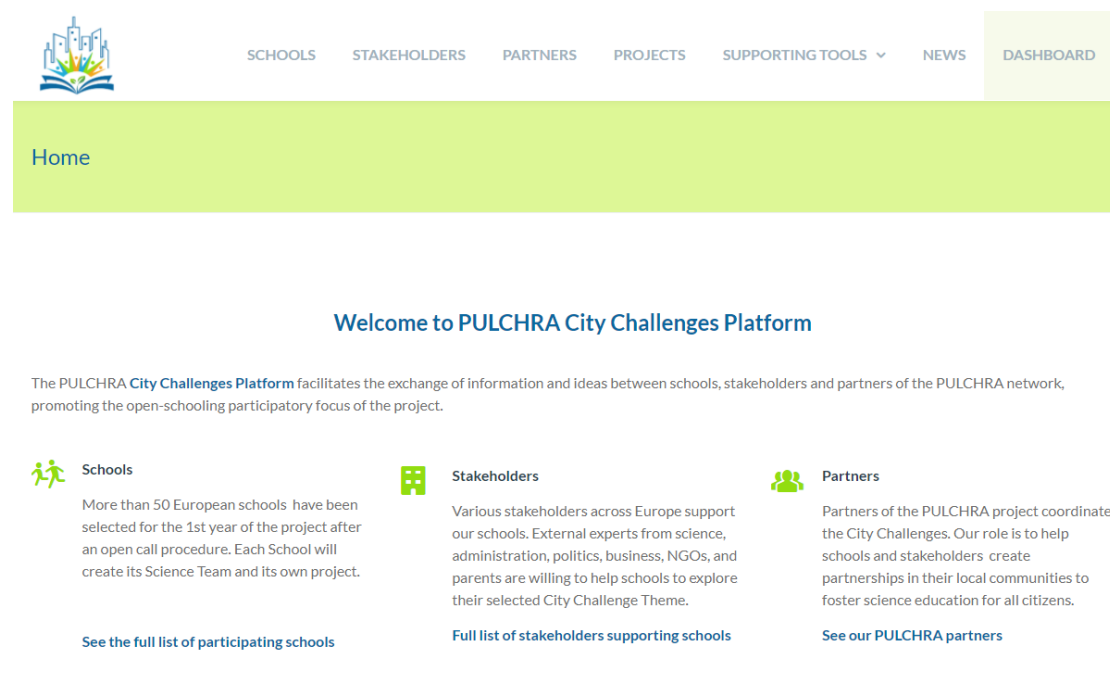
2. Navigate through the different pages of the Platform to find information about the City Challenges participants (schools, stakeholders and PULCHRA partners), school projects, educational resources and supporting tools.

3. To connect to the Platform click the "**DASHBOARD**" tab.

Tip: Schools selected to participate in the PULCHRA project will be registered by the respective country's partner. Your respective PULCHRA partner will provide you a username and password to connect to the Platform

4. The login page will open. Enter your Username/ Password that we have sent to you and press the "Log In" button.

5. You will be directed to your personal Dashboard. All the necessary actions to manage your profile and project can be found here. In detail:

a) The main "**Dashboard**" menu provides information about:

-the invitation requests you have addressed to a stakeholder to join your project

-the join requests that stakeholders have addressed to you to join your project. You have the option to accept or decline

-the completed project connections with stakeholders

-the status of the media (images, videos, links, etc) you have uploaded to the Platform
Tip: All media will be approved or not by the PULCHRA partners
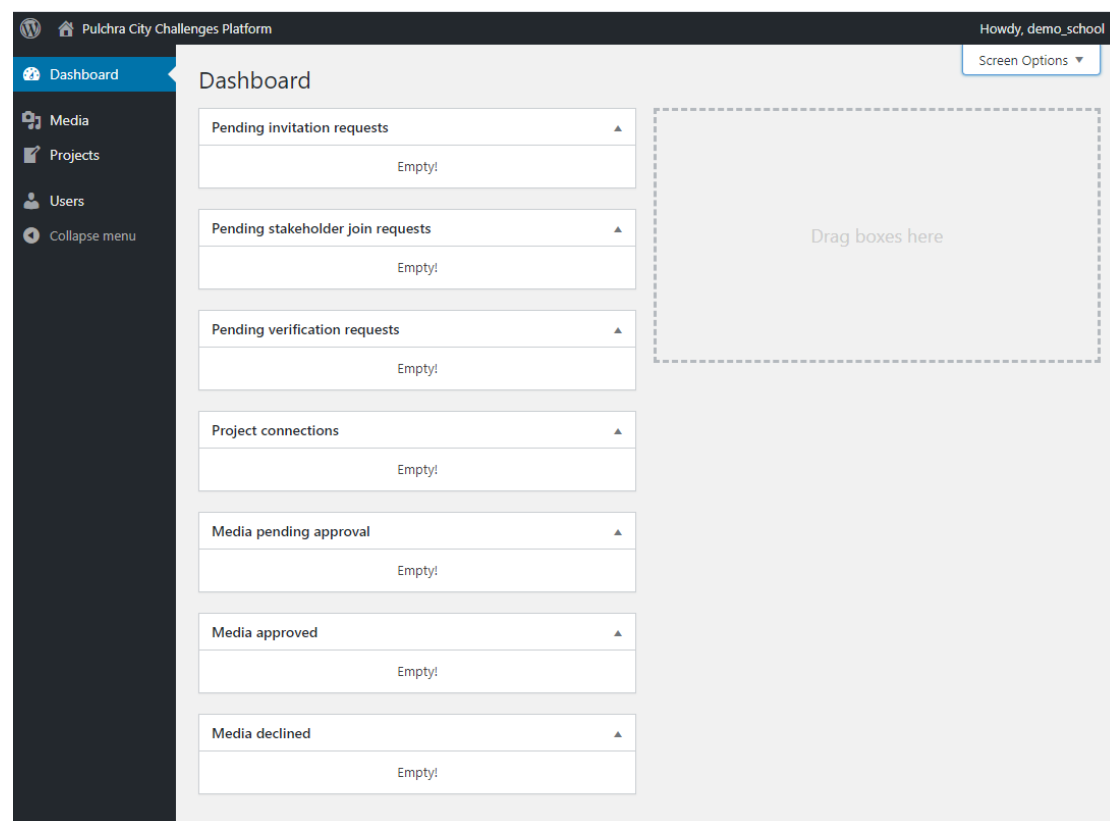
b) The "**Media**" menu allows you to manage images, videos, pdfs, etc that you have uploaded to the Platform or Add a new item. Adding a new item is very easy, simply Drag and Drop the item or select it from your PC.
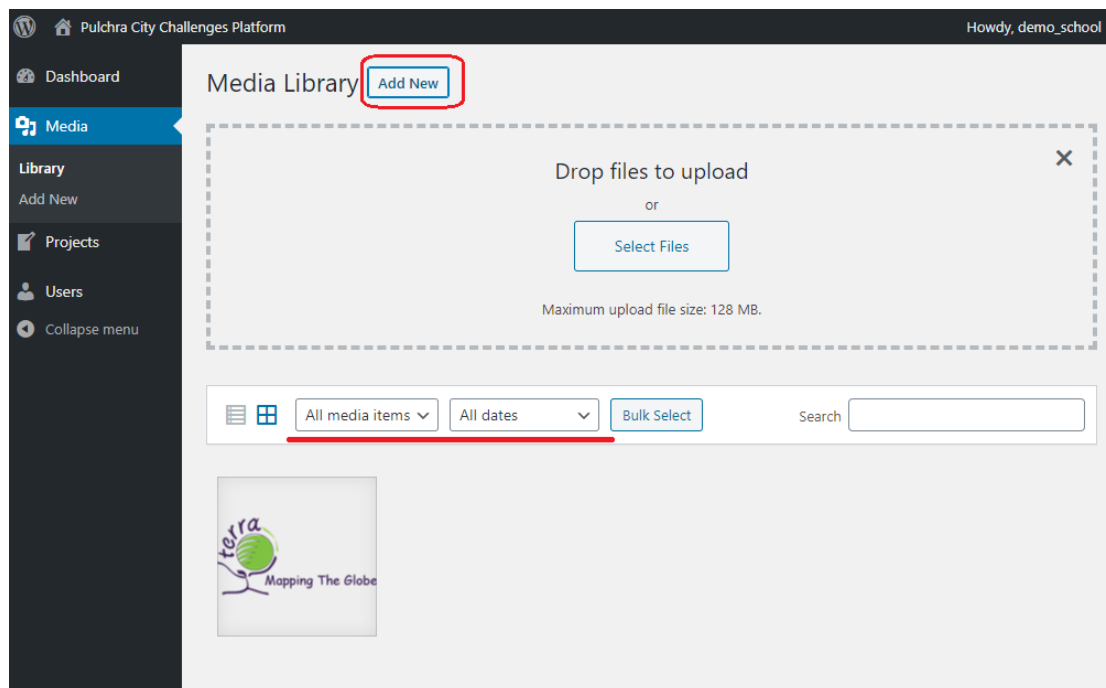
c) the "**Projects**" menu allow you to create or manage your project. To create a new project click the "Add New" button. To manage or modify an existing project click on the title of the project.
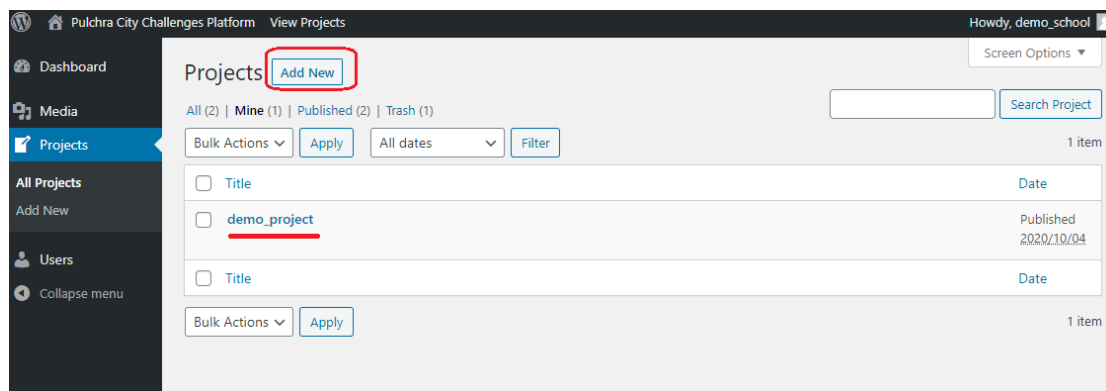
d) The "**Users**" menu allows you to complete or modify your schools profile. You have the options to add or modify:

- your nickname

-your publicly displayed name (i.e. the name displayed in the Platform)

-your e-mail address (This e-mail will be your main contact point so please use a valid one)

-your password

-the school grades of the students involved

-names of the teachers involved (*optional, you can use your first names only. i.e., John D.)

-your contact details (City, Map location, Address, Phone, Url).

- a brief description of your school

-select keywords related with your interests

-the City challenge you are interest in
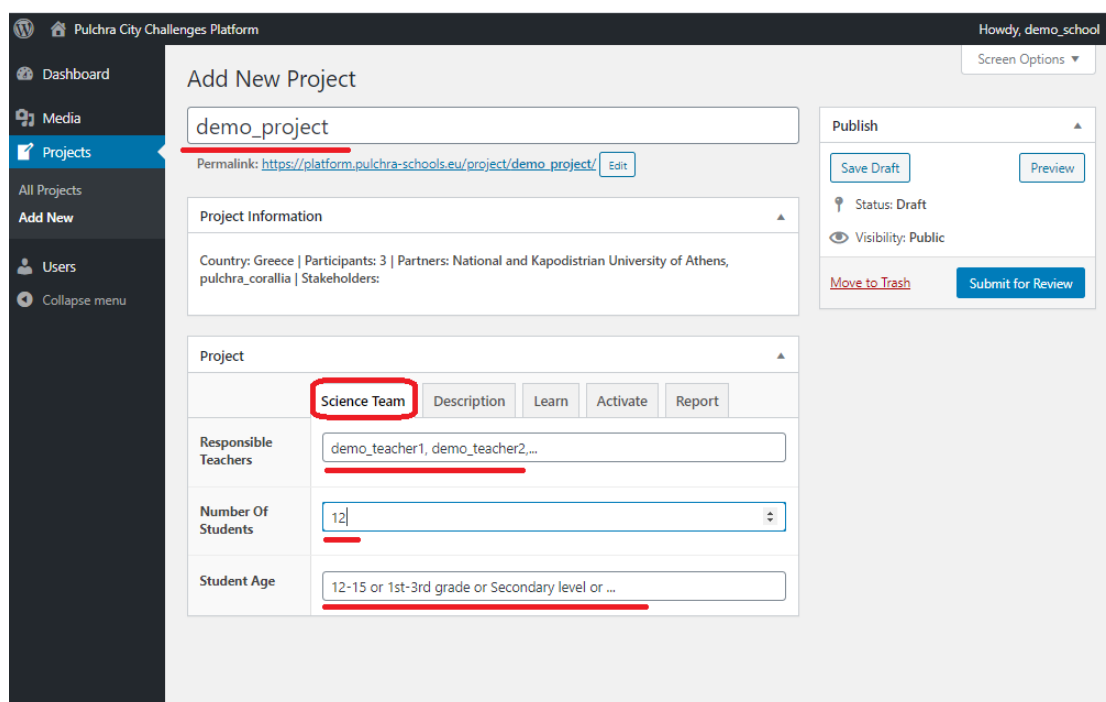
6. To create your school's project, go to the "**Projects**" menu and click "Add New".
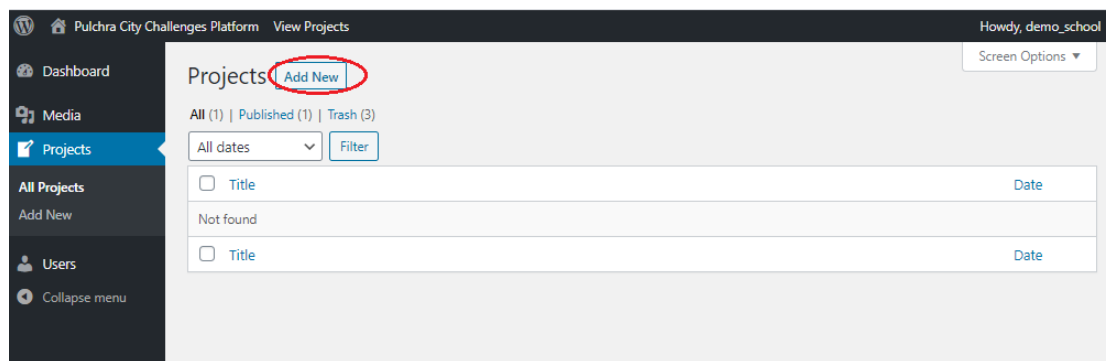
The "Add New project page" appears. Fill in the title of your project and then complete all the necessary information about your Science Team:
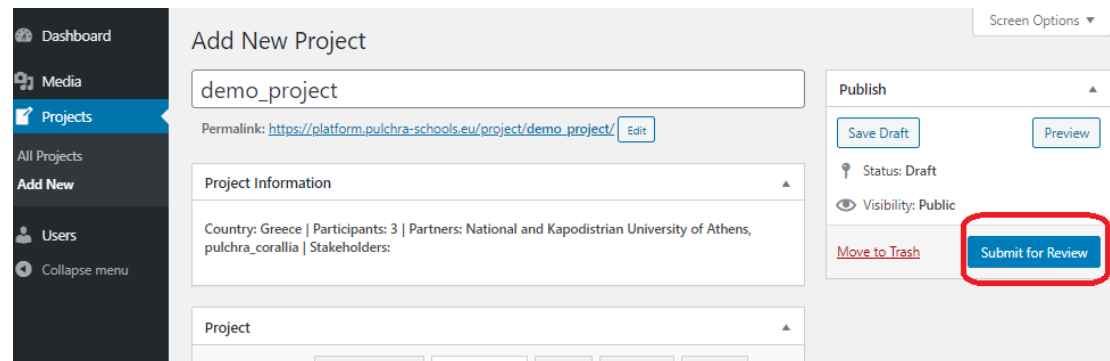
-names of teachers involved in the project

-the number of students participating

-the students' age or grade or educational level

Tip: All these fields can be updated any time you want. Please check regularly if the information is up-to-date.

Go to the "Description" tab and fill in a brief description of your project, select the keywords that best describe your project and state your needs from stakeholders (equipment or mentoring)

Tip: Keep the description short (100 words) and don't use images. Select keywords related to your project not your interests.

After the successful completion of the above you can publish your project. In the right side of the page click "Submit for Review".

Tip: The project you have just created will be checked by the partners to make sure that everything was done correctly and then your project will appear in the Platform.

7. To manage your project during the progress of the City Challenges you need to continuously update the information needed for the other three sections of the project:

-Learn

-Activate

-Report

7.1 Learn

The **Learn** section is dedicated to all activities inside the classroom related with the project. You can use his section to describe your project objectives, the educational material used, the teaching methods used and upload related study /educational material, videos and web links. There is no good or bad, correct or wrong ways to manage your project. It is up to you to present your project the way you like. Guide the students to a well-structured project and use their creativity to present the project in an innovative way.

There are four fields available in this section:

-A simple text editor field which you can use to describe your project objectives, the educational material used, the teaching methods used etc.

-Three upload file fields where you can upload related study /educational material, videos and web links. Simply select the "Add Row" button and then either select the file

from your computer that you want to upload or copy/paste the link for the videos or webpages.

	Science Team Description **Learn** Activate Report	
Teacher Student Interaction In Classroom	📑 Add Media Visual Text Paragraph ▼ **B** *I* ☰ ☰ ❝ ☰ ☰ ☰ 🔗 ⊟ ⛶ ⌨ 🐺 ▼	
Study/educational Material	File * 1 No file selected Add File Add Row *Upload files (teachers ppt or PULCHRA material)*	
Video Links	Link * Add Row	
Links	Link * Add Row	

7.2 Activate

The **Activate** section is dedicated to:

-the activities of the Science team field which can be used as a calendar/timeline of the activities of the Science Team outside the classroom (i.e. outdoor experiments and measurements, meetings with stakeholders, workshops, open public days, etc)

-the deployment of the City Challenges field in which a detailed description of your activities during the City Challenges (including images or videos of your activities) can be presented.

Both sections are in a text editor format giving you the ability to present your project activities the way you prefer.

7.3 Report

The **Report** section is dedicated to the communication of your project through the Science Reporters and it contains two fields:

-the Science Reporters activities field in which the Science reporters present their communication activities during the implementation of the project and

-the Project Outcomes field in which the Science Reporters present the project results

Both sections are in a text editor format giving the Science reporters the ability to communicate their input the way they prefer.

8. Publish the project to the Platform

Each time you update your project you must click the "Update" button in order to save the changes you made. Then click on the "Preview Changes" button to see the changes you made in the Platform.

Tips

-Be careful to check the status of your project at the Platform. It must show "Active" for your current project. This must be set from your profile
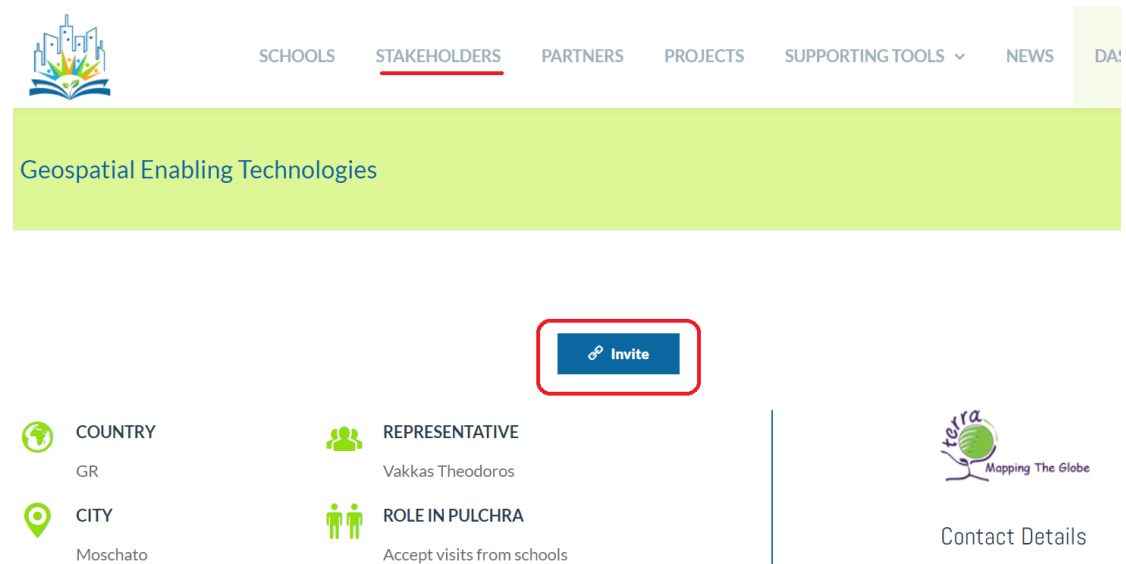
-In the "Explore" section of your project page all stakeholders interest in the same City Challenge theme will be listed in order to facilitate the enrichment of the Science Team. In the case you want a stakeholder to join your Science Team simple click on the "Invite" button found in their profile page and an invitation will automatically will be addressed to them. Of course you can always search for interesting stakeholders from the list of stakeholders under the "Stakeholders" page of the Platform

- If you have any question about the Platform please don't hesitate to contact your national partner. We will be more than happy to help you!!!