



PULCHRA City Challenges Platform - User Guide for Schools

This is 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

The screenshot shows the website's navigation bar with the PULCHRA logo on the left and menu items: SCHOOLS, STAKEHOLDERS, PARTNERS, PROJECTS, SUPPORTING TOOLS (with a dropdown arrow), NEWS, and DASHBOARD. Below the navigation bar is a green header with the word "Home". The main content area features a blue heading "Welcome to PULCHRA City Challenges Platform" followed by a paragraph: "The PULCHRA City Challenges Platform facilitates the exchange of information and ideas between schools, stakeholders and partners of the PULCHRA network, promoting the open-schooling participatory focus of the project." Below this are three columns: "Schools" (with a person icon) stating that over 50 European schools have been selected and each will create a Science Team; "Stakeholders" (with a grid icon) stating that various stakeholders across Europe support the schools; and "Partners" (with a group icon) stating that partners coordinate the City Challenges to help schools create partnerships. Each column has a corresponding link: "See the full list of participating schools", "Full list of stakeholders supporting schools", and "See our PULCHRA partners".

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.

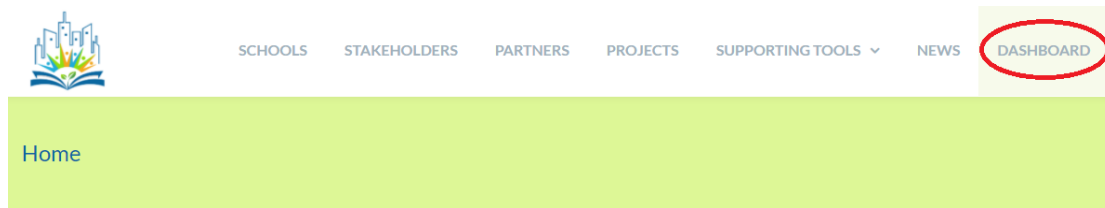
[SCHOOLS](#) [STAKEHOLDERS](#) [PARTNERS](#) [PROJECTS](#) [SUPPORTING TOOLS](#) ▾



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824466



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.

Username or Email Address
demo_school

Password
demo_password

✓ Δεν είμαι ρομπότ
reCAPTCHA
Απόρρητο - Όροι

Remember Me

Log In

Register | Lost your password?
← Back to Pulchra City Challenges Platform



This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 824466



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

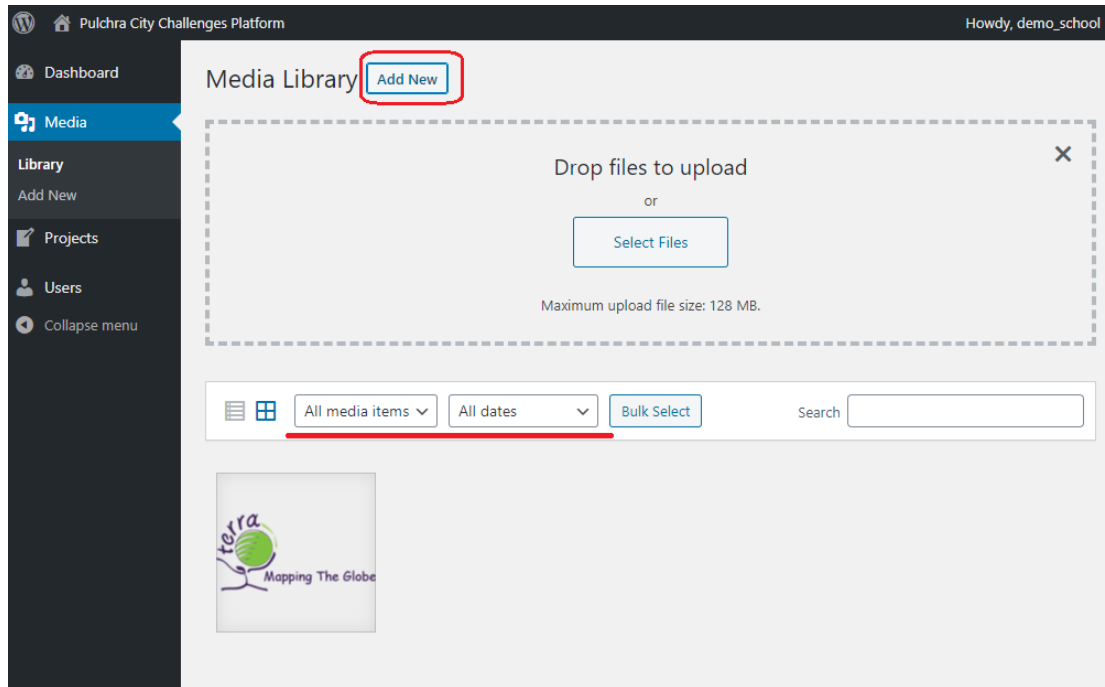
The screenshot displays the user interface of the Pulchra City Challenges Platform. On the left is a dark sidebar with navigation links for Dashboard, Media, Projects, Users, and a Collapse menu. The main area is titled 'Dashboard' and contains a vertical stack of seven empty, expandable widget boxes: 'Pending invitation requests', 'Pending stakeholder join requests', 'Pending verification requests', 'Project connections', 'Media pending approval', 'Media approved', and 'Media declined'. To the right of these boxes is a large dashed rectangular area with the text 'Drag boxes here', indicating a drag-and-drop interface for customizing the dashboard layout. At the top right of the dashboard, the user is identified as 'Howdy, demo_school' with a 'Screen Options' dropdown menu.



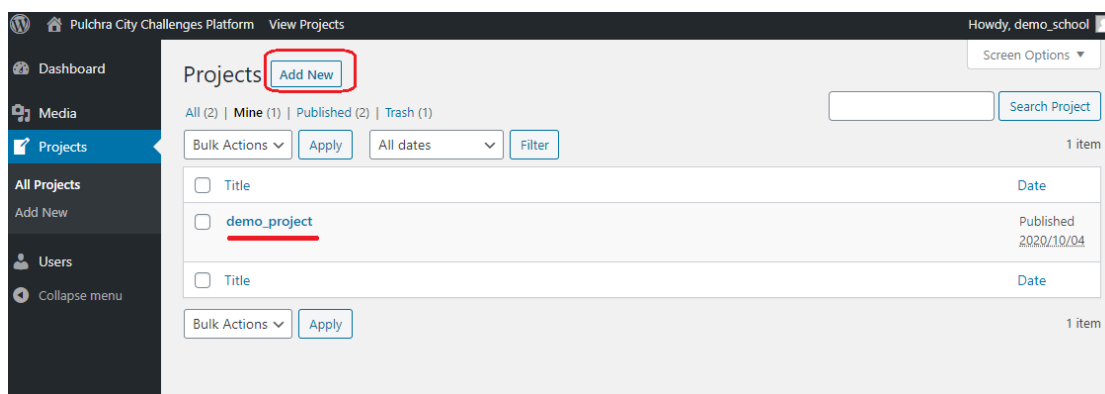
This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 824466



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.



This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 824466



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



This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 824466



Pulchra City Challenges Platform Howdy, demo_school

Dashboard
Media
Projects
Users
All Users
Your Profile
Collapse menu

Profile

Nickname (required)

Display name publicly as

Email (required)
If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.

Website

New Password

Sessions
You are only logged in at this location.

Active Project *Select the project that is currently the main project.*

Grades *

Responsible Teachers

6. To create your school's project, go to the "Projects" menu and click "Add New".

Pulchra City Challenges Platform View Projects Howdy, demo_school

Dashboard
Media
Projects
All Projects
Add New
Users
Collapse menu

Projects

All (1) | Published (1) | Trash (3)

All dates

<input type="checkbox"/>	Title	Date
	Not found	
<input type="checkbox"/>	Title	Date

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



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824466



-the students' age or grade or educational level

The screenshot shows the 'Add New Project' interface. The project name is 'demo_project'. The permalink is 'https://platform.pulchra-schools.eu/project/demo_project/'. The project information includes 'Country: Greece | Participants: 3 | Partners: National and Kapodistrian University of Athens, pulchra_corallia | Stakeholders:'. The 'Project' section has tabs for 'Science Team', 'Description', 'Learn', 'Activate', and 'Report'. The 'Science Team' tab is highlighted in red. Below the tabs are fields for 'Responsible Teachers' (demo_teacher1, demo_teacher2,...), 'Number Of Students' (12), and 'Student Age' (12-15 or 1st-3rd grade or Secondary level or ...).

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)



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824466



Project

Science Team **Description** Learn Activate Report

Project Intro

Add Media

Visual Text

Paragraph B I [List Icons] [Quote Icon] [List Icons] [Link Icon] [List Icons]

[Cross Icon] [Table Icon]

[Globe Icon]

Demo_description, bla bla bla

P

Keywords

- Climate Neutral Cities
- Clean energy
- Energy efficiency
- Green Buildings
- Urban heat mitigation
- Thermal comfort

Needs

- Provide equipment
- Visit schools for mentoring
- Visit stakeholders for 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".



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824466



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.

The screenshot shows the 'Add New Project' interface. On the left is a dark sidebar with navigation options: Dashboard, Media, Projects (selected), All Projects, Add New, Users, and Collapse menu. The main content area is titled 'Add New Project' and contains several sections: a title input field with 'demo_project', a permalink field with 'https://platform.pulchra-schools.eu/project/demo_project/' and an 'Edit' button, a 'Project Information' section with details like 'Country: Greece | Participants: 3 | Partners: National and Kapodistrian University of Athens, pulchra_corallia | Stakeholders:', and a 'Project' section. On the right, there is a 'Publish' section with 'Save Draft' and 'Preview' buttons, 'Status: Draft', 'Visibility: Public', and a 'Move to Trash' link. A red box highlights the 'Submit for Review' button.

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.



This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 824466



	Science Team	Description	Learn	Activate	Report						
Teacher Student Interaction In Classroom	<div><p>Add Media Visual Text</p><p>Paragraph B <i>I</i> </p><p></p><div style="border: 1px solid #ccc; height: 200px; width: 100%;"></div></div>										
Study/educational Material	<table border="1"><thead><tr><th></th><th>File *</th><th></th></tr></thead><tbody><tr><td>1</td><td>No file selected Add File</td><td></td></tr></tbody></table> <p style="text-align: right;">Add Row</p> <p><i>Upload files (teachers ppt or PULCHRA material)</i></p>						File *		1	No file selected Add File	
	File *										
1	No file selected Add File										
Video Links	<table border="1"><thead><tr><th></th><th>Link *</th><th></th></tr></thead><tbody><tr><td></td><td></td><td>Add Row</td></tr></tbody></table>						Link *				Add Row
	Link *										
		Add Row									
Links	<table border="1"><thead><tr><th></th><th>Link *</th><th></th></tr></thead><tbody><tr><td></td><td></td><td>Add Row</td></tr></tbody></table>						Link *				Add Row
	Link *										
		Add Row									

7.2 Activate

The **Activate** section is dedicated to:



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824466



-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.

The screenshot displays a web interface with two text editor sections. The top section is titled "Science Teams Activities" and the bottom section is titled "Development Of The City Challenges". Both sections have a toolbar with options like "Add Media", "Paragraph", "Bold", "Italic", "List", "Quote", "Link", and "Table". The "Activate" button in the top navigation bar is highlighted with a red box.

7.3 Report



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824466



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.

The screenshot displays a web interface with a navigation bar at the top containing tabs: Science Team, Description, Learn, Activate, and Report. The 'Report' tab is highlighted with a red border. Below the navigation bar, there are two text editor fields. The first field is titled 'Science Reporters Activities' and the second is titled 'Project Outcomes'. Both fields have a toolbar with options like 'Add Media', 'Paragraph', 'Bold', 'Italic', 'List', 'Quote', 'Link', and 'Table'. The 'Report' tab is highlighted in red.

8. Publish the project to the Platform



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824466



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.

Edit Project [Add New](#) Screen Options ▾

demo_project

Permalink: https://platform.pulchra-schools.eu/project/demo_project/ [Edit](#)

Project Information ▲

Country: Greece | Participants: 3 | Partners: National and Kapodistrian University of Athens, pulchra_corallia | Stakeholders:

Publish ▲

[Preview Changes](#)

Status: Published [Edit](#)

Visibility: Public

[Move to Trash](#) [Update](#)

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

Dashboard

Media

Projects

Users

All Users

Your Profile

Collapse menu

New Password [Generate Password](#)

Sessions [Log Out Everywhere Else](#)

You are only logged in at this location.

Role Related Info **Contact Details** Info

Active Project demo_project [Select the project that is currently the main project.](#)

Grades ⁺

Responsible Teachers

[Update 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



This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 824466



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

SCHOOLS STAKEHOLDERS PARTNERS PROJECTS SUPPORTING TOOLS NEWS DATA

Geospatial Enabling Technologies

[Invite](#)

COUNTRY
GR

REPRESENTATIVE
Vakkas Theodoros

CITY
Moschato

ROLE IN PULCHRA
Accept visits from schools

terra Mapping The Globe

Contact Details

- 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!!!



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 824466