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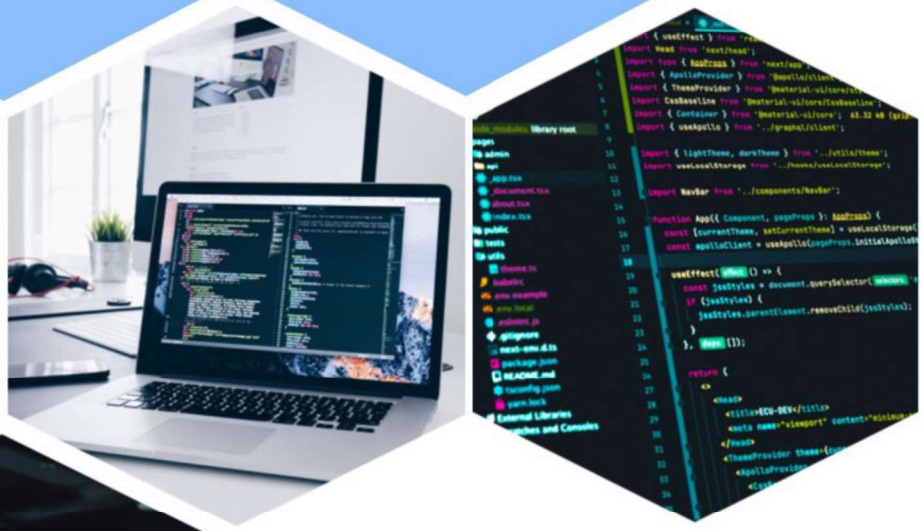

USER GUIDE

TECHVETLAB

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TECHVETLAB
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This guide is a result of the project:

"TECHVETLAB: A SOLUTION FOR POSTCOVID-19 LABORAL MARKET THROUGH A TECHNICAL TRAINING OF VET STUDENTS WITH OBSTACLES."

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USER GUIDE
TECHVETLAB: EDUCATIONAL MANAGEMENT SOFTWARE

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1. WHAT IS TECHVETLAB?

"**TECHVETLAB**" is a completely free and innovative educational management software compatible with that used by technology companies to control operational and productive processes, but directly adapted to the characteristics and educational needs of VET students.

It has been created within the framework of the Erasmus Plus project "TECHVETLAB: A SOLUTION FOR POSTCOVID-19 LABORAL MARKET THROUGH A TECHNICAL TRAINING OF VET STUDENTS WITH OBSTACLES." by experts from technology companies and vocational training educational centers with the aim of coordinating teamwork between the classroom and the company, as well as teaching students the methods and tools of business management and time control, developing transversal skills and establishing logical analysis.

This software is really useful both to implement the Being a Part of It (BPI) methodology and to use it independently.

1.1. What is the BPI methodology?

The BPI methodology is a working method devised by experts linked to the entities of the Erasmus + project cited, through which an educational center of Vocational Training and a technology-based company reach collaboration agreements that allow a classroom led by a teacher to participate in a technological research project as if it were a virtual department of the company, developing important parts of the company's research projects and training students with obstacles in the processes and transversal skills that favor their hiring.

We intend that our methodology brings the experience of working in a work environment, in a technology company, to VET students. Not only that, we intend to do it without complexes, making the most of the work led by professors and company professionals, even taking full advantage of the advantages that our methodology may have with respect to face-to-face practices.

2. WHY IS IT INNOVATIVE?

There are many project management and coordination software that can be found in the market for companies. However, they are not adapted to the education of vocational training students, who require the necessary tools to acquire knowledge and skills for their future access to the labor market.

Thus, we find the innovation of this software, in its ability to involve students in the production processes of a company while training them in fundamental concepts for participation in technological innovation projects. In addition, it not only facilitates the work of coordination and management of company technicians, but, in this case, also that of teachers, who can coordinate the work in the classroom in a simple way and with a global vision of the whole.

On the other hand, this software is innovative in that it has the ability to promote research in Vocational Training, bringing it closer to companies in the technology sector, allowing the VET centers themselves, their teachers and students to be part of cutting-edge projects in the technological and biotechnological field, highlighting the value and capacity of research in the educational field.

Last but not least, it offers an innovative tool that enhances the creation of synergies between VET educational centres and companies in the technology sector. This factor is especially important in the current context in which the European Commission has made Vocational Training a central axis of its policy, promoting the implementation of changes and new laws in member countries with the aim of modernizing VET education and adapting it to the labor market and equal access to learning opportunities for all.

3. WHAT DOES TECHVETLAB ALLOW YOU TO DO?

Among the first functions available to this software are:

- Project management. With this software, teachers and technicians of technology companies have the opportunity to manage, coordinate and monitor the entire project as a whole, having the possibility of accessing a global vision of it. On the other hand, students, from the main panel of the project, can access the most relevant information of the project (description, objectives, tasks, distribution of work, scheduling ...). Thanks to this, not only do teachers and technicians have a very useful and simple tool for the educational and labor management of the project, but also students have the opportunity to learn and acquire key skills for participation in research projects.

-Task management. This software allows teachers and technicians the possibility of managing, creating and assigning tasks to multiple students, greatly facilitating their teaching work. On the other hand, students can access all the main information of the tasks assigned to them (from delivery dates, description, comments from the teacher and the technician of the company ...). Thanks to this, they learn the operation within a company and how to manage their work and time.

- Networking. The software has a "Networking" section that allows participants to collaborate and discuss any aspect related to the project. Good communication not only increases productivity, but also allows you to learn to work in a team and develop key elements of critical thinking. In addition, it will enhance the ability to work interdisciplinarily.

- Planning. Teachers and technicians can create Gantt charts, a tool that allows them to have a global vision of the tasks and phases of a project. These diagrams allow students to be aware of the overall performance of the team, encouraging collaboration and work organization. In short, learn transversal skills from working in a company.

- Time management. Through a calendar, teachers and technicians will be able to create and manage events related to the project, such as meetings between the teacher and the technician in charge of the project, meetings with students, presentation of results... The possibility for students to have

access to a calendar with reminders is a key tool to learn to manage their time and coordinate with the rest of the classmates in the delivery of tasks and preparation of meetings.

- Student management. Teachers can add and manage the users of each of the students participating in the project, assigning them a name, a role, a department, the branch of study and the educational center to which they belong. Thanks to this, they will be able to implement in the software the distribution by teams for the development of the tasks, thus facilitating their management and coordination. On the other hand, students can access this information at all times, allowing them to know each member of the team, especially those technicians of the company with whom they will work side by side.

- Offer training materials. This software allows the technicians of the companies, as well as the teachers to add documents that help the students in the development of the project, as well as allow them to acquire key knowledge for their training and future access to the labor market. On the other hand, students can include workbooks, a key tool for monitoring the project and developing critical thinking.

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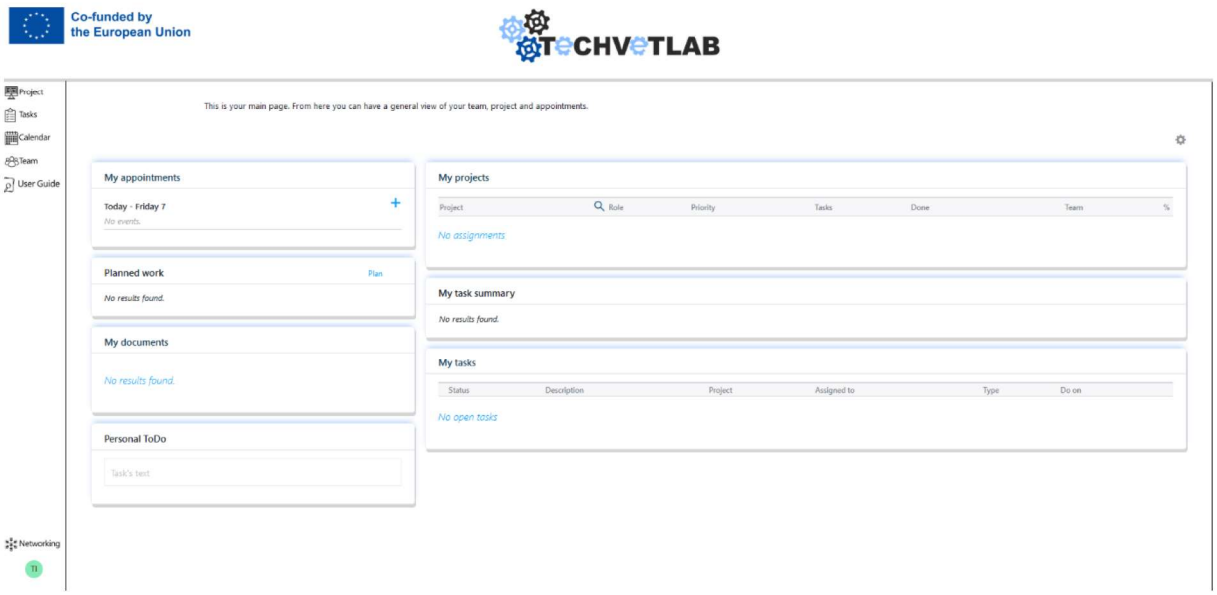
4. HOW TO USE TECHVETLAB

4.1. HOME PAGE

When you access Techvetlab, the first page you will see will be your home page, from where you have a global vision of your team, your project and your appointments. From this page you can access all the tools offered by this software.



4.1.1. WHAT INFORMATION CAN WE SEE FROM THE MAIN PAGE?

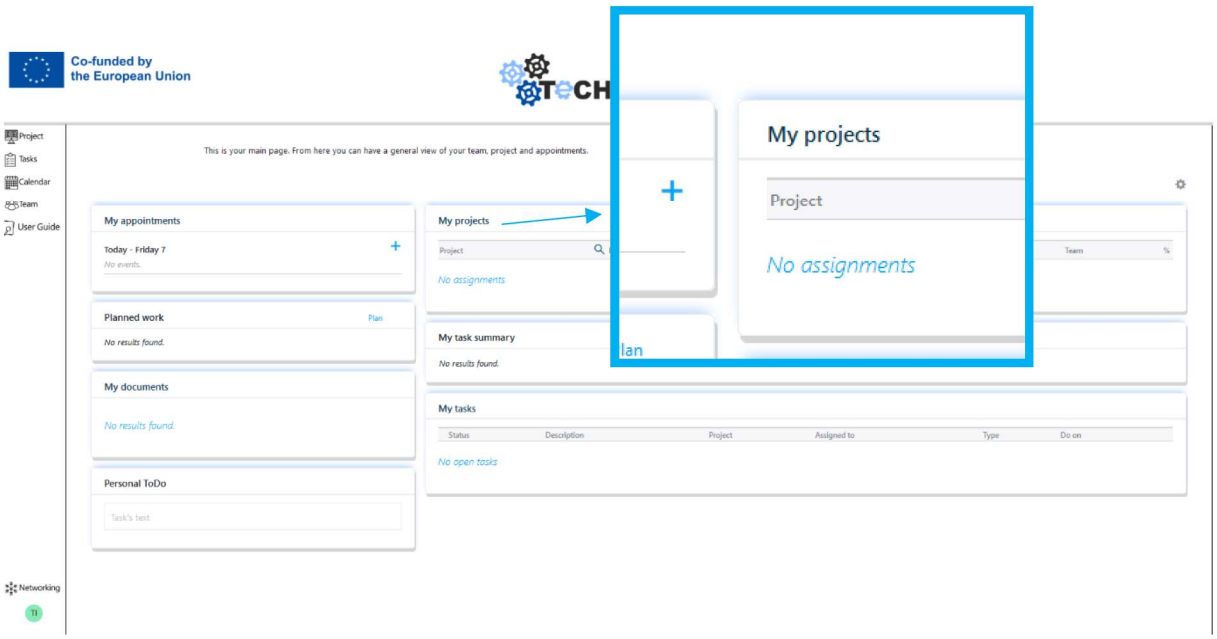
Projects summary:

As can be seen in the following image, from "Projects summary" you have a vision of the projects in which you participate (in the case that you are a student) or manage (in which case you are a teacher or a technician).

In addition to the name of the project you can see the most relevant information such as the code, the relevance of the project, the date on which it ends, the days that the project has been active and the percentage of project completed.

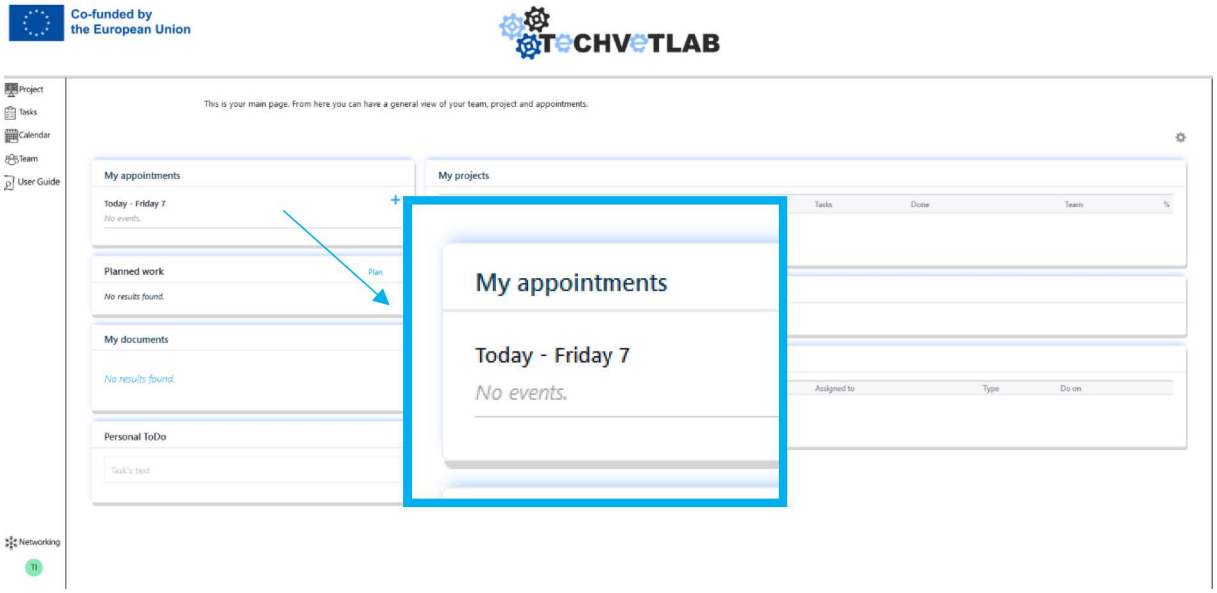
Techvetlab offers an overview that allows you to know the status of your project at each login. With this, it facilitates the management and coordination of the project.

The first time you access Techvetlab this section will appear empty, because as a technician of the company you must create the project (see section 4.2).



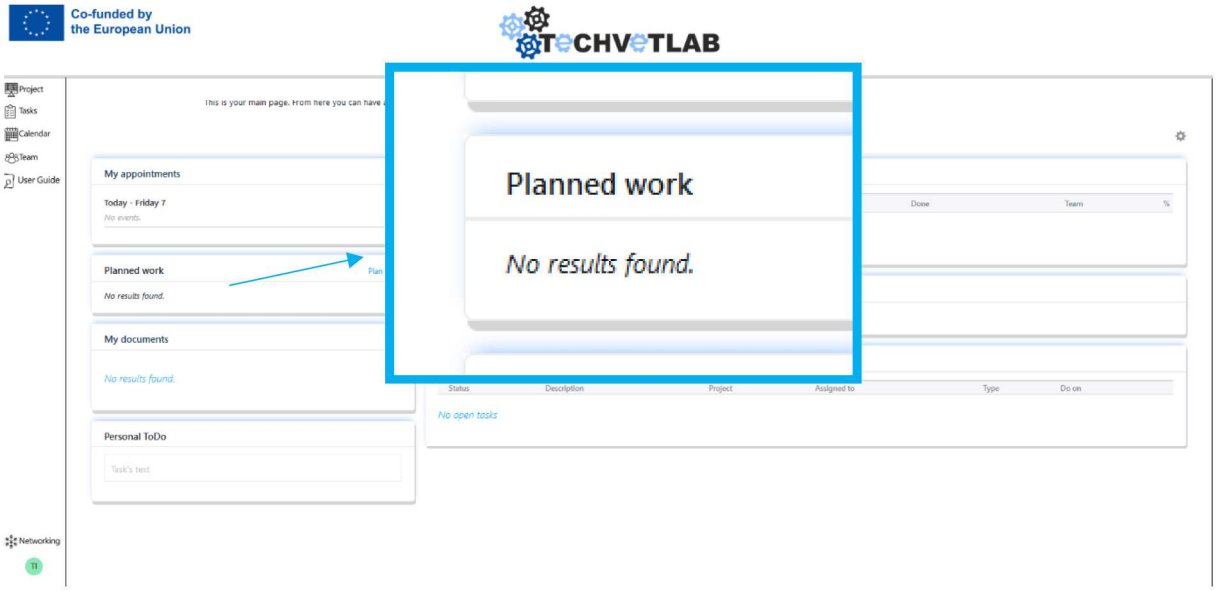
My Appointments:

Users can see all the meetings, deliverables, and events they have planned in the coming days. In this way, students will always take into account the calendar and learn the importance of time management. As a technician you have the ability to create and manage calendar appointments (see section 4.4).



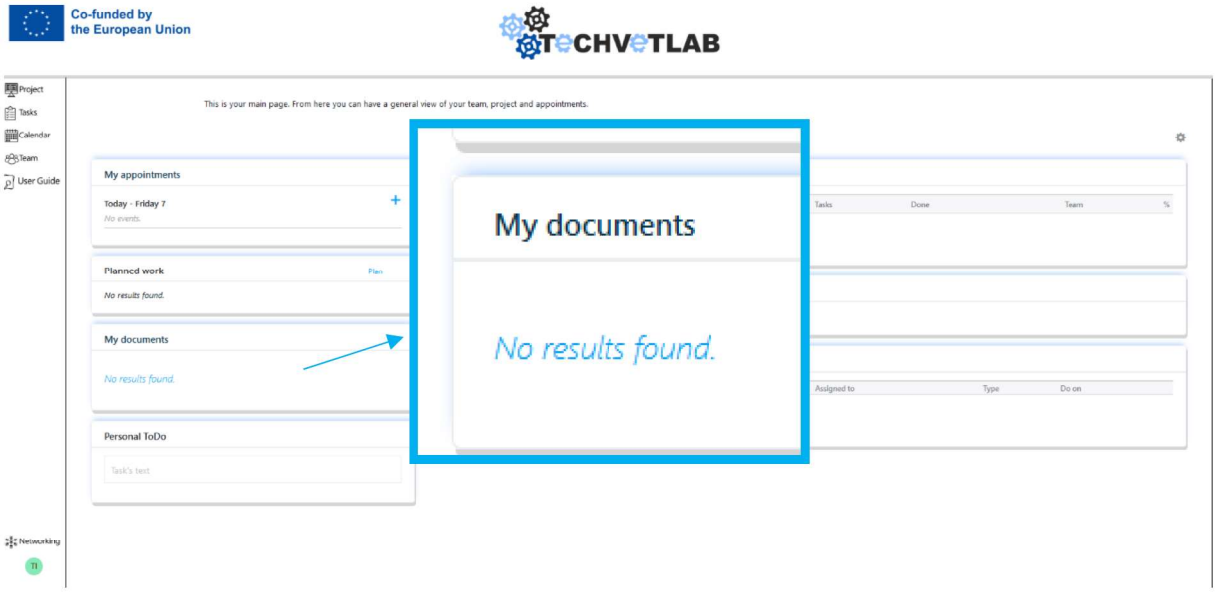
Planned work

From the main page users can access the information of the work they have done to date, having a global vision of the work plan. In this way, they will be able to see the hours worked, the holidays, the activities, and the available or unavailable resources.



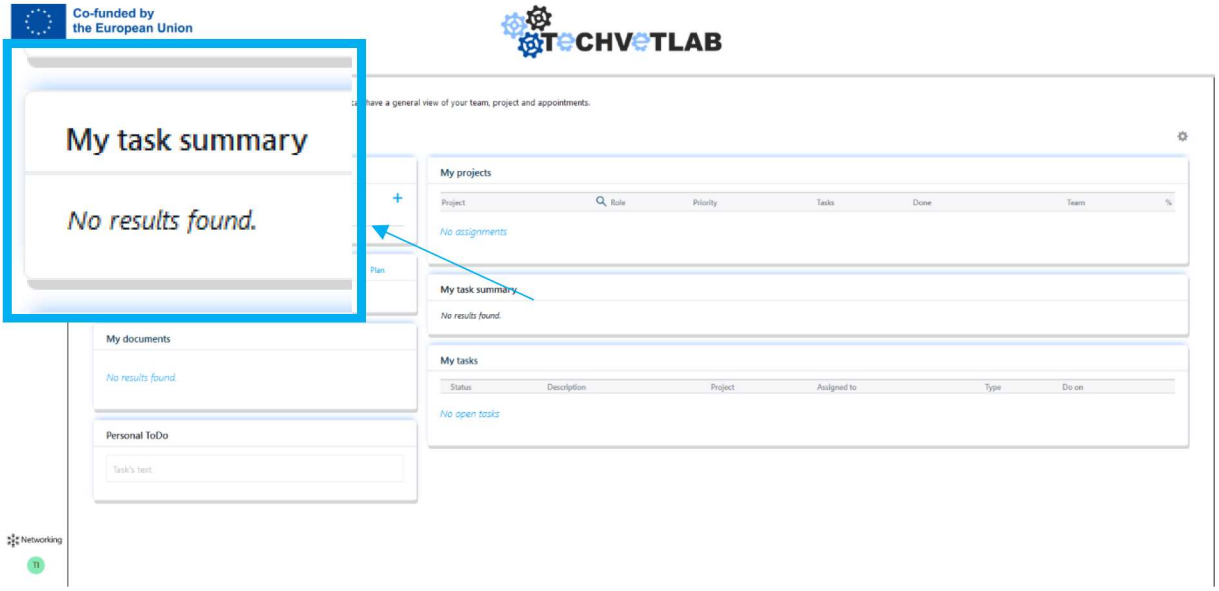
My documents

From here you can find a list of the main documents that have been added within the project. These are documents that have been uploaded by teachers or technicians of the company to help and offer training to the students, or documents that the latter have uploaded for the monitoring of the laboratory notebook (see section 4.2.5)



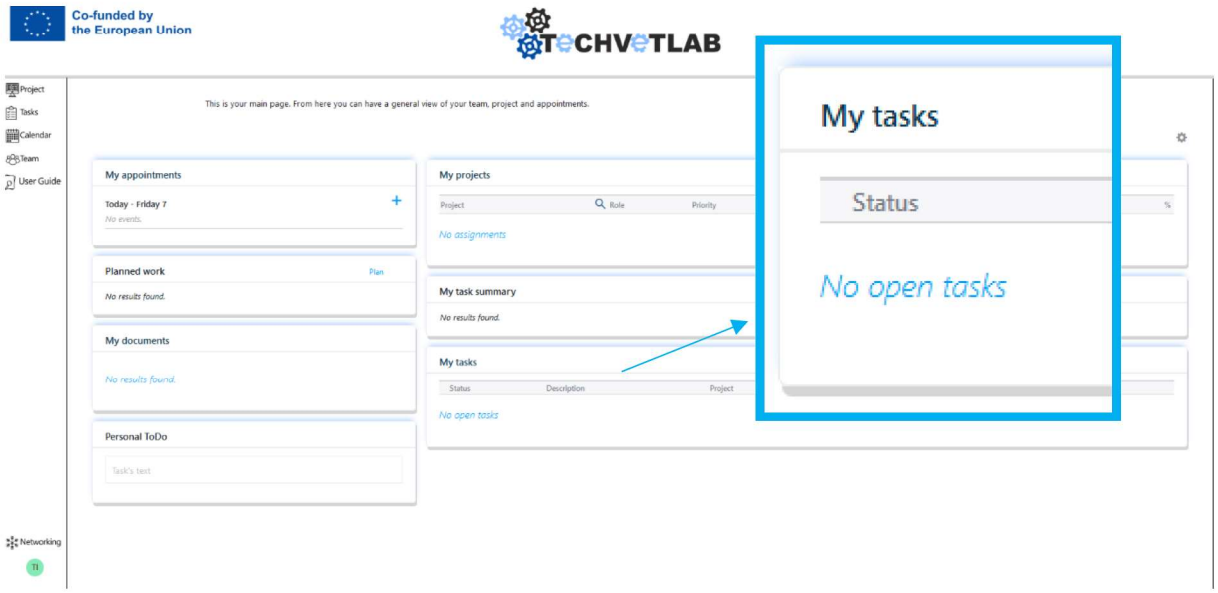
My Tasks Summary

A summary of the assigned project tasks that allows you to track the project (see section 4.3).



My tasks

The assigned tasks whose deadline you are going to finish first. Thanks to this, every time you enter the software you have both a reminder of the task that you must present first (see section 4.3).

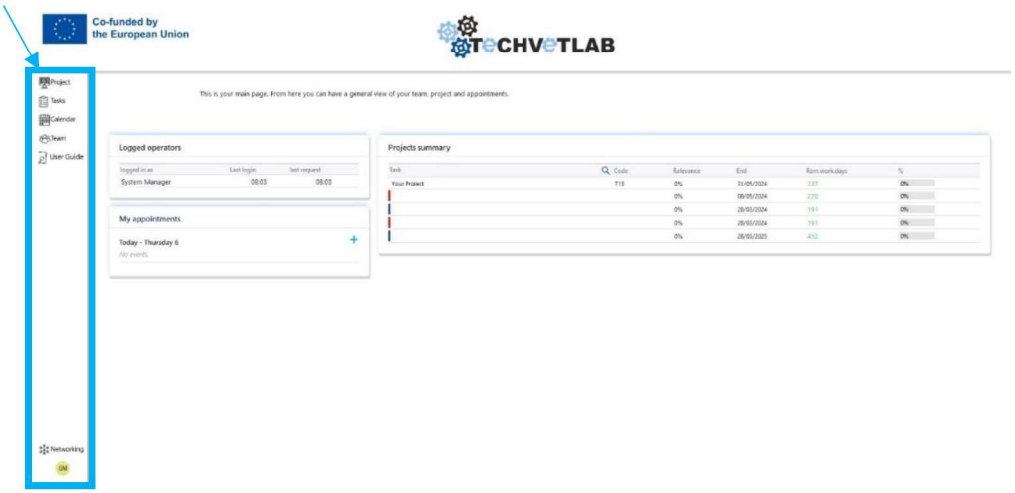


4.1.2. THE MAIN MENU.

The menu is the vertical bar located on the left of the screen from where you can access all the tools of the software. By selecting each element you will access the corresponding section of the software:

- **Project**. The first time you access Techvetlab from here you create your project. Then, you will access the project information. See **section 4.2**. for more information.
- **Tasks**. The first time you access Techvetlab, from here you create the main tasks of the project. The remaining times this section allows you to have a global vision of the tasks, as well as manage them. See **section 4.3** for more information.
- **Calendar**. From here you access the calendar, from where you can know all the events, meetings and deadlines of the project, as well as manage them. See **section 4.4** for more information.
- **Team**. The first time you access Techvetlab, from here you must create the teacher's user and assign it to your project to start collaborating. The remaining times you access the team that participates in the project. See **section 4.5** for more information.
- **User Guide**. From here you download this guide.
- **Networking**. From this section you can develop collaborative work, working as a team with other students, teachers and technicians. See **section 4.6** for more information.
- **Logg-off**. From your user icon you can log out to exit the software.

From any page of the software you have the opportunity to access the main menu, so you should not return to your main page to access another section.

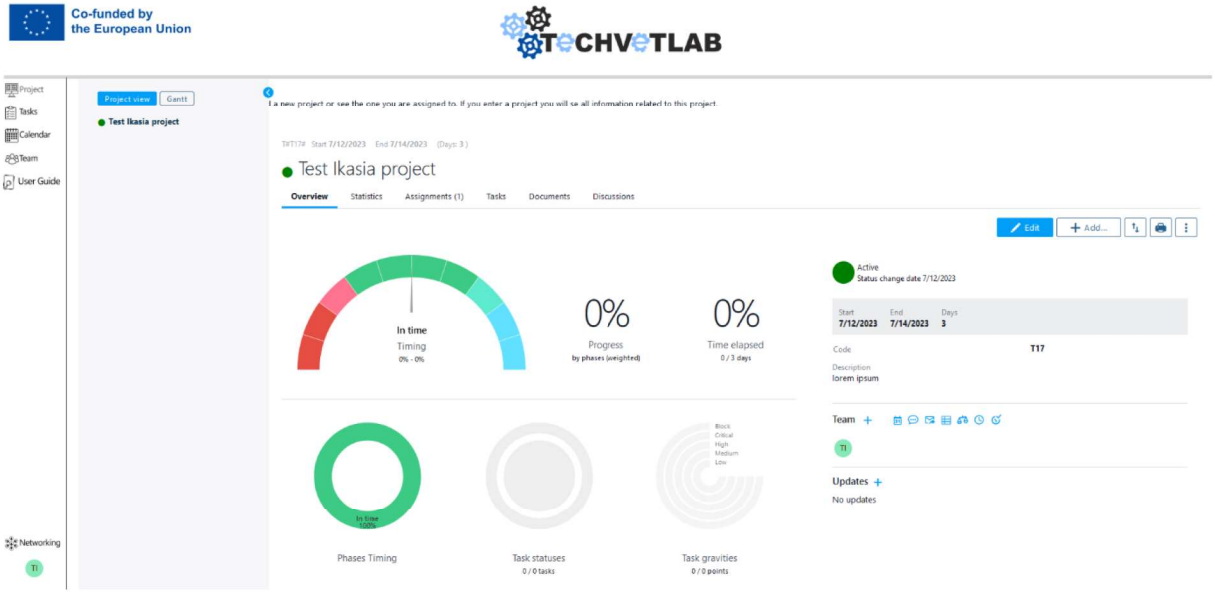


4.2. THE PROJECT

From the main page menu, clicking on "Project" takes you to the main page of the project in which you participate.

From here you can see the progress of your project according to different parameters:

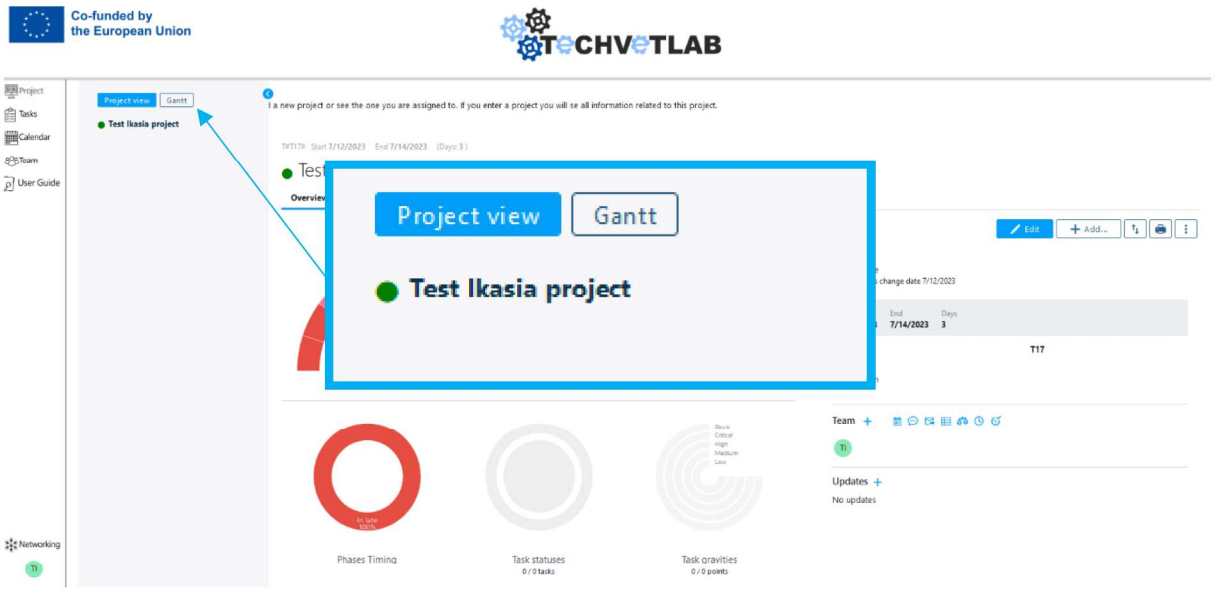
- Gantt. For more information go to section 4.2.1.
- Statistics. For more information go to section 4.2.2.
- Assignments. For more information go to section 4.2.3.
- Tasks. For more information go to section 4.2.4.
- Documents. For more information go to section 4.2.5.
- Discussions. For more information go to section 4.2.6.



4.2.1. GANTT

Gantt charts are a tool that allows you to have a global vision of the tasks and phases of a project. These diagrams allow students to be aware of the overall performance of the team, encouraging collaboration and work organization. In short, learn transversal skills from working in a company.

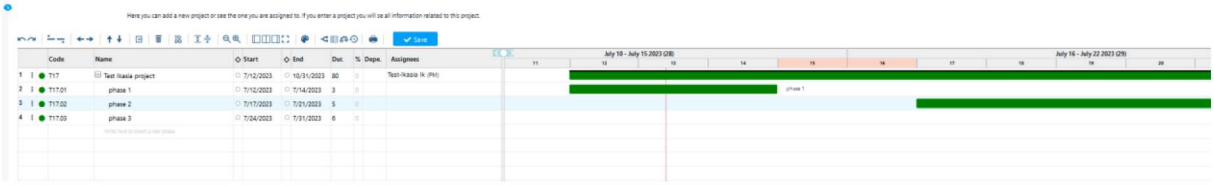
Your project's Gantt is located at the top left of the main project page:



From here, clicking "Gantt" will get a Gantt view of your project. However, if you are a teacher or technician, Techvetlab offers an easy-to-use graphical Gantt editor, very useful if phases are established in a project, because in this case you can visually see the progression of the phases over time and establish relationships between them (if any).

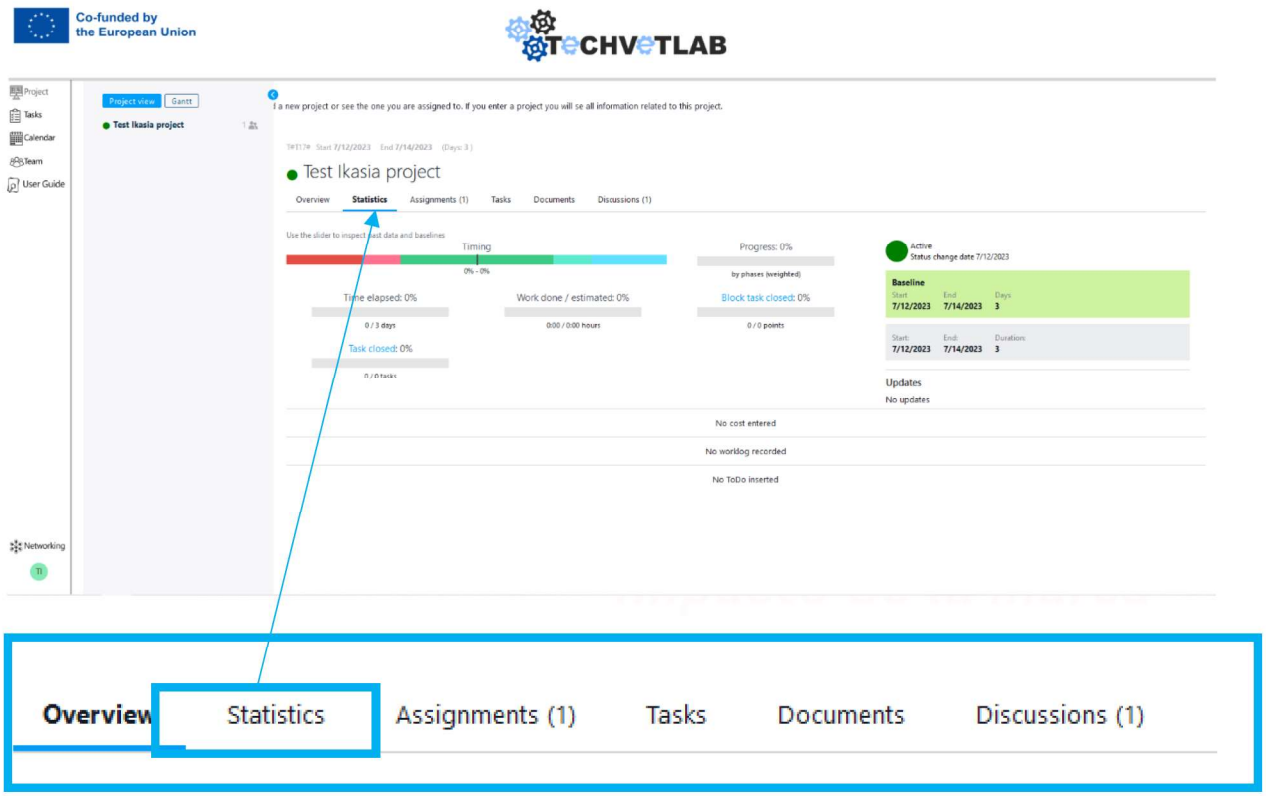
If you are a technician go to section 5.1.2 to learn more about how to edit Gantt.

If you are a teacher go to section 6.5 to learn more about how to edit Gantt.



4.2.2. STATISTICS.

The statistics page shows in detail the progress of work done. This section collects project data to create comprehensive statistics on time elapsed, work done, percentage of project completed by phases, percentage of tasks completed and completed, and project status.

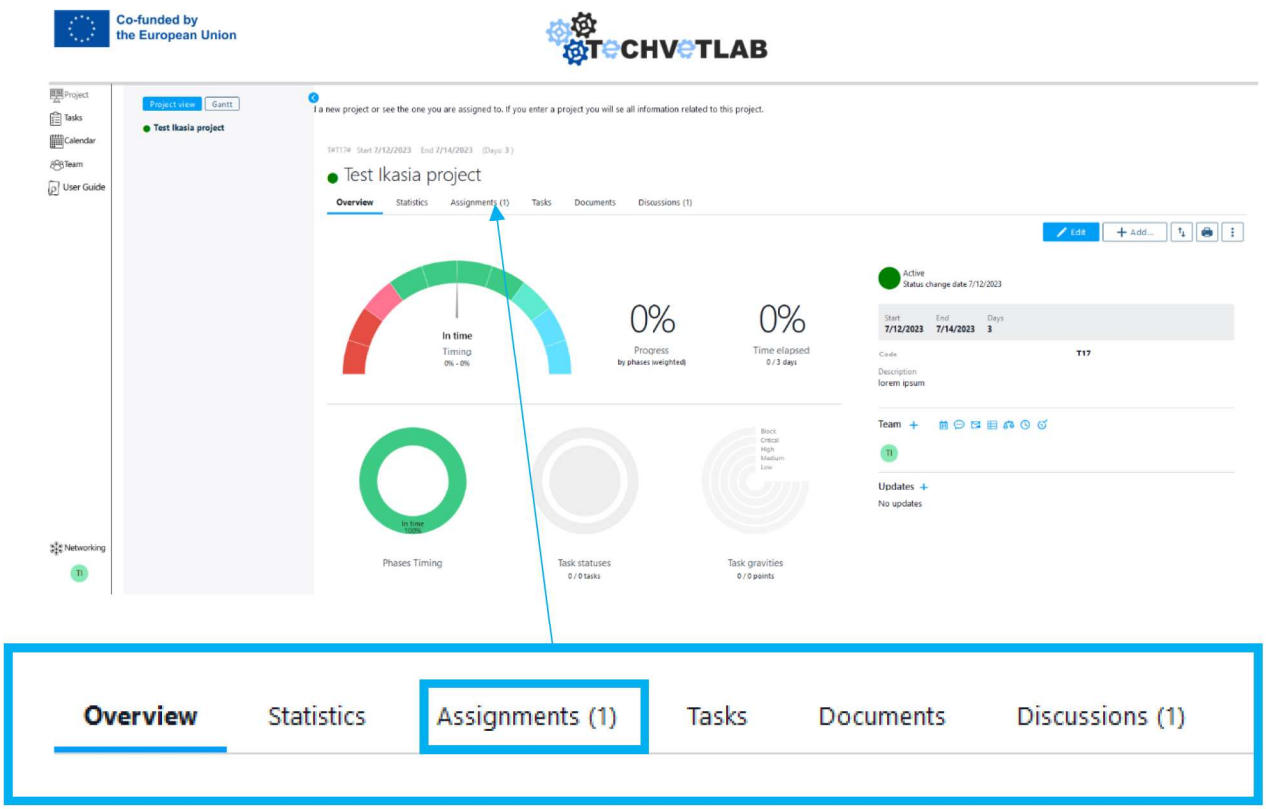


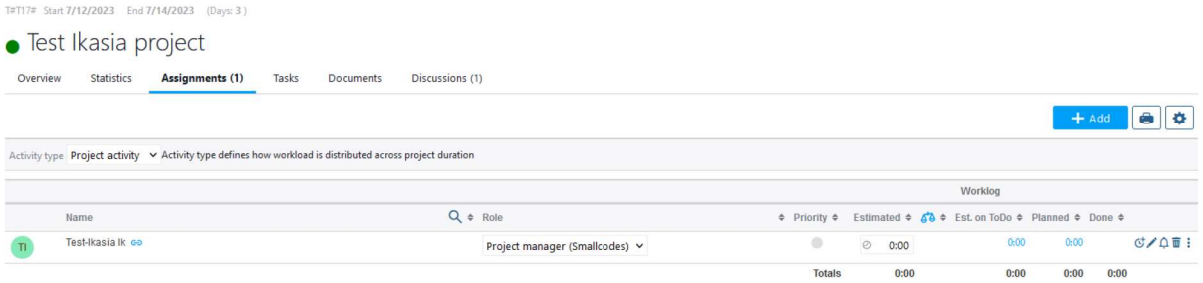
4.2.3. ASSIGNMENTS.

From this section you can see who is working on the project. In the case of teachers from this section they can define the classroom that is assigned to a project, as well as create more assignments in a very simple way. In the case of students, they cannot edit anything in this section.

If you are a teacher, go to section 6.2 for more information on assigning students to a project.

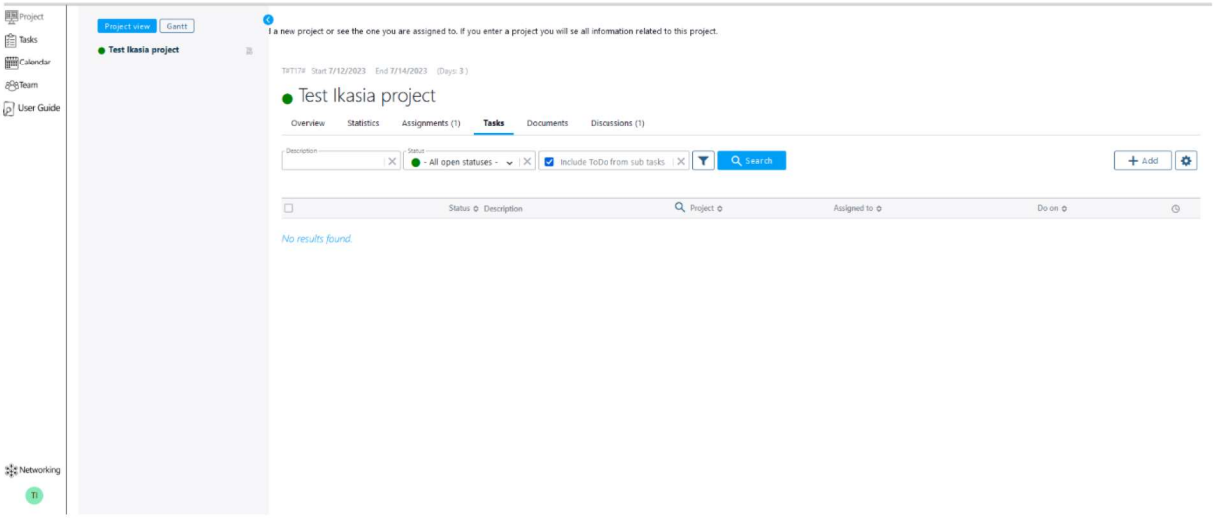
If you are a technician, go to step 5 of section 5.2 for more information about the assignment of the teacher to the project.





4.2.4. TASKS.

By clicking on "Tasks" in the top bar of the main page of the project in which you participate you also have access to the tasks of this.



The operation of this section is the same as from the "Tasks" section within the menu. To access the user guide of this section go to section 4.3.

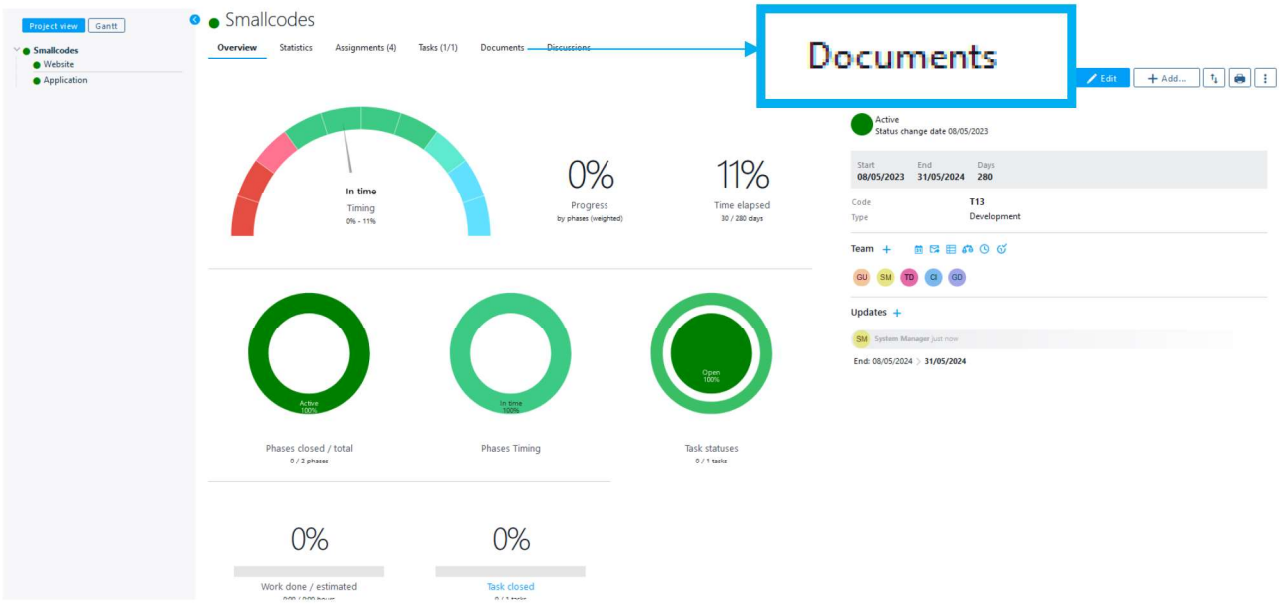
4.2.5. DOCUMENTS.

Techvetlab allows technicians from companies and teachers to add documents that help students in the development of the project, as well as allow them to acquire key knowledge for their training and future access to the labor market.

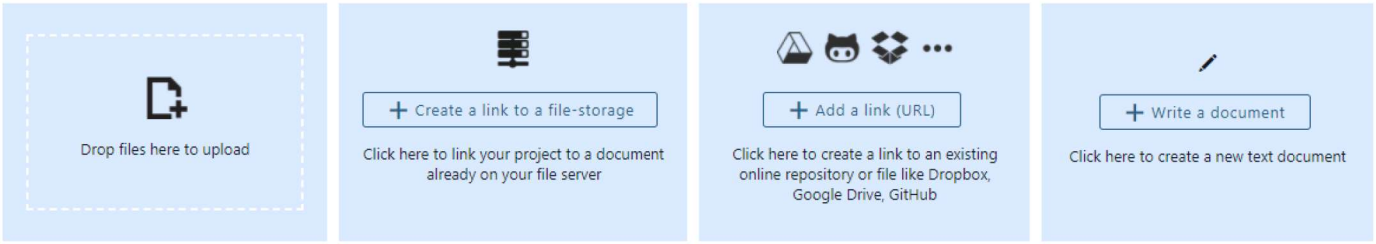
In addition, students can include daily workbooks (a key tool for monitoring and evaluating the project, and developing critical thinking), homework results, etc.

From the "Documents" section you can store different types of documents related to the project in general and create a new one.

From the main page of the project you can easily access "Documents", in the top bar.



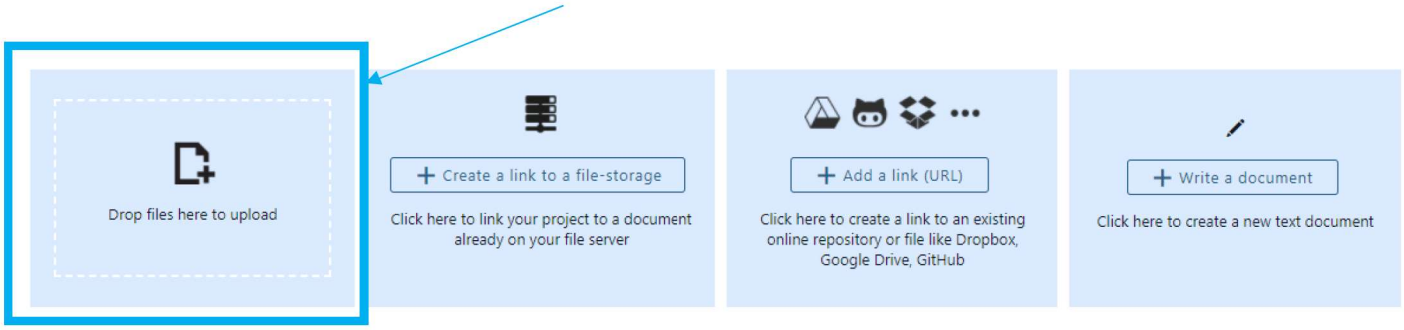
You will access the screen from where you can upload documents, add links, write documents or create a link from your project to a document that already exists on the server.



To upload documents you can do it in two ways:

1. Haciendo clic en “Drop files here to upload”.
2. Drag the documents to the same point and drop. This is the easiest way to upload documents.

Once you've uploaded a document, you can edit it by adding a title or description.



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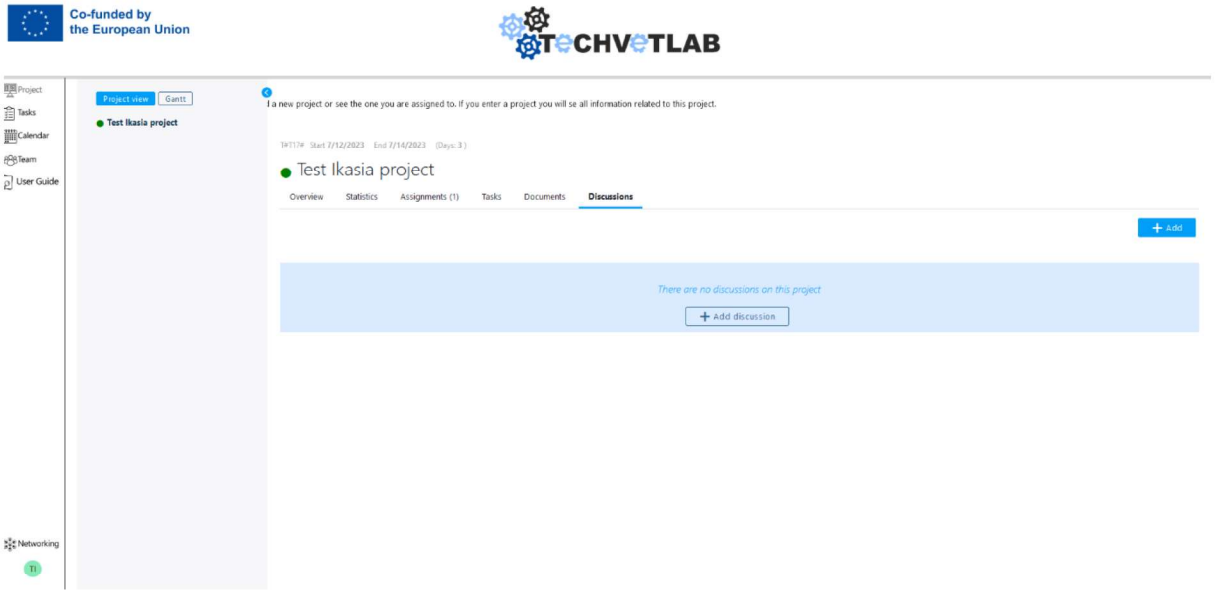
4.2.6. DISCUSSIONS

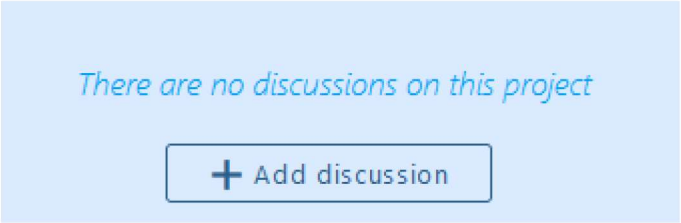
Techvetlab allows communication between all the participants of a project (students, technicians and teachers) with the aim of developing collaborative work and that students have the opportunity to work with experts in the technology sector.

From the "Discussions" section located in the top bar of the main project page you can discuss with the rest of the participants about relevant topics of the project.

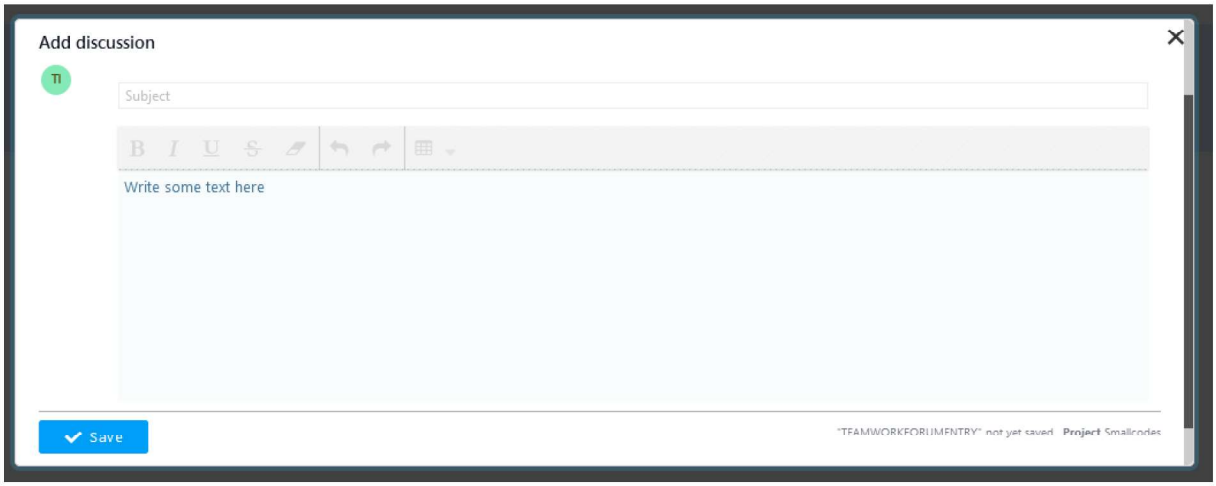
The FIRST TIME YOU ACCESS THIS SECTION you will see the following screen:



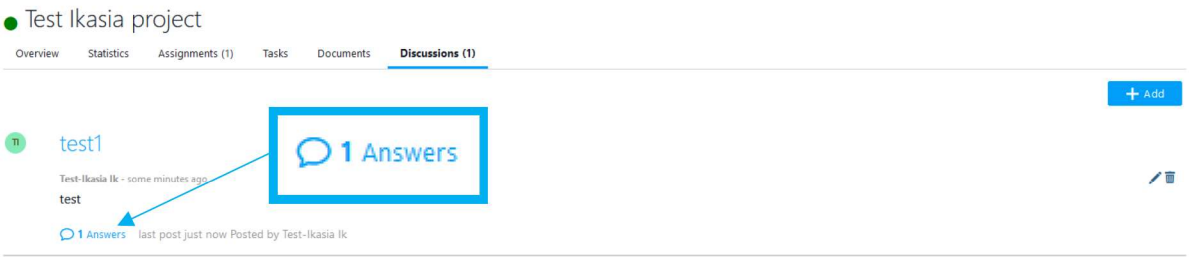
To create a discussion click on "+ add discussion"



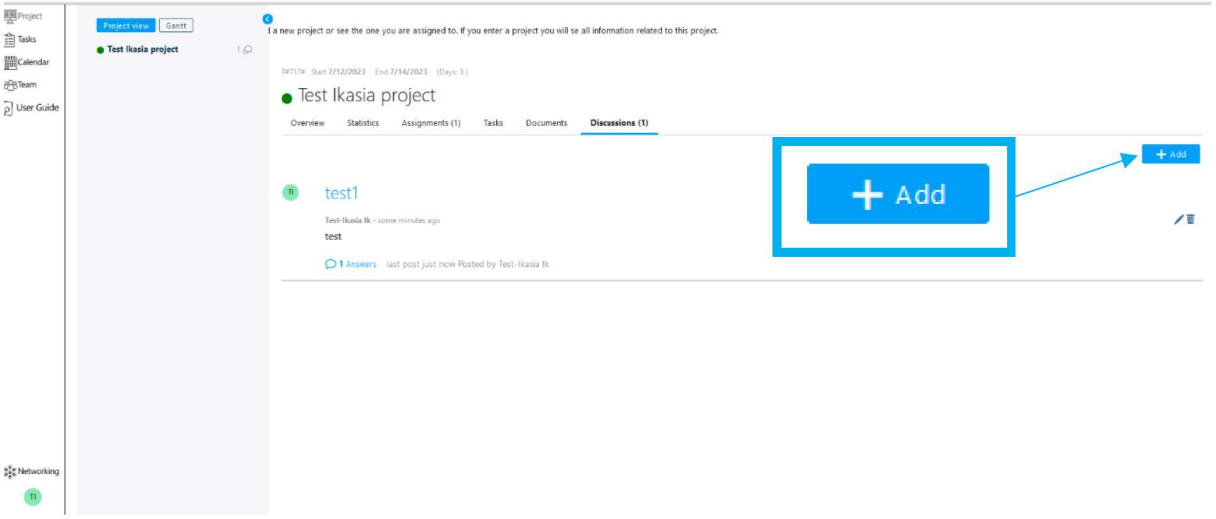
A new window will appear from where you can create a discussion by filling in the "Subject" field and typing the text you want on the topic you want to discuss. Once you're done, hit "Save" to save your discussion topic.



Once you have created it, the topic will automatically appear on the "Discussion" page, allowing other participants to add answers and generate a discussion thread. To add an answer you just have to click on "Answers" located at the bottom. The number tells you how many responses participants have made to your topic.



If there are already debates created, to be able to add a new topic you must click "+ Add" in the upper right:



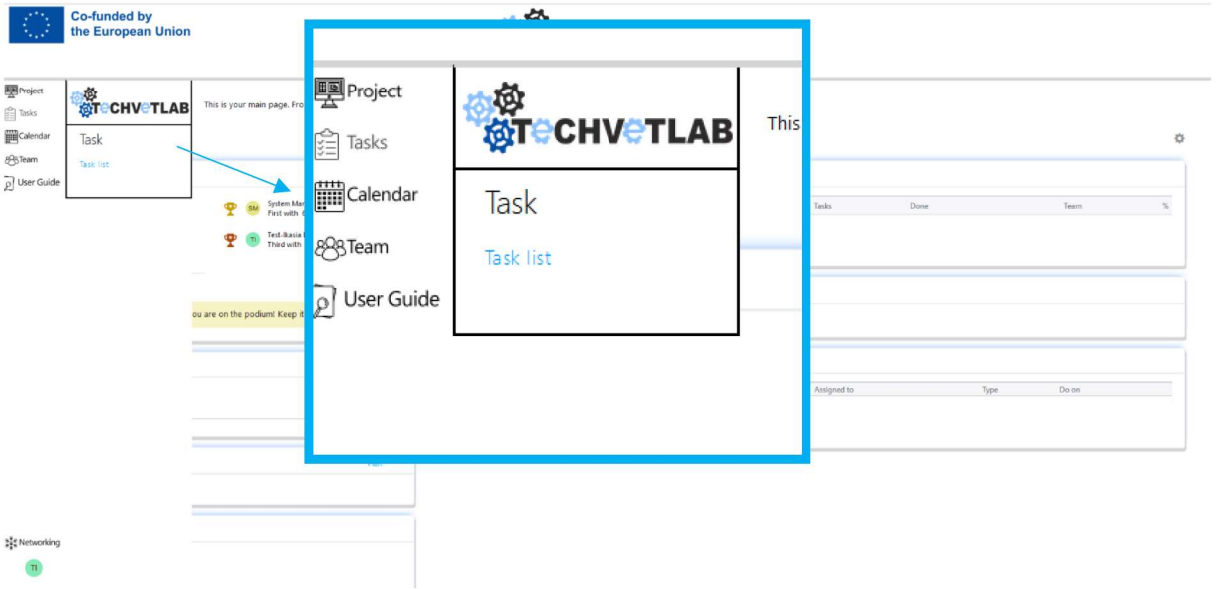
4.3. TASKS

Homework is the activities that students must develop during the project. For participation in a research project it is essential that students know the activities they must carry out to carry it out. On the other hand, this software allows technicians and teachers to add all the necessary information to help students in the development of the activity.

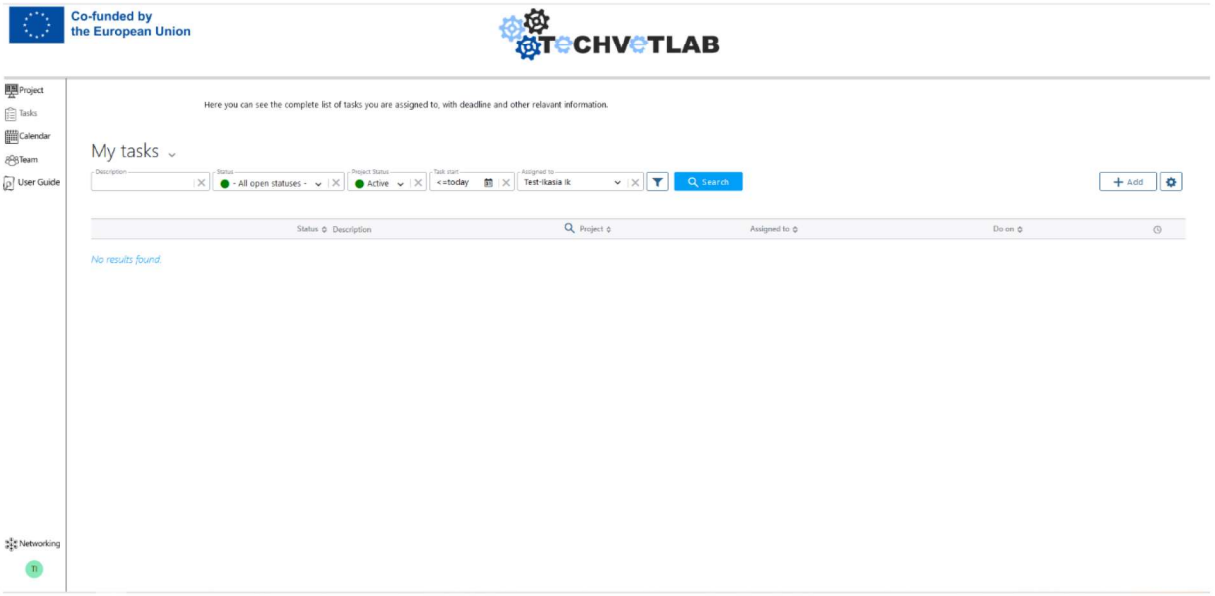
In case you are a teacher go to section 6.2. to know how to create tasks.

In case you are a technician go to section 5.3 to know how to create tasks.

To access the tasks click on "tasks" in the left sidebar menu and click on "tasks list":



From here you access the main page of the tasks, from where you can see the list of tasks that you have assigned to the project. On the other hand, in the case of teachers and technicians, they can manage all the tasks they have created and assigned to the project.

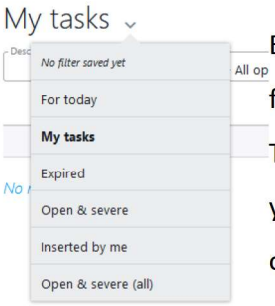


4.3.1. ¿WHAT INFORMATION DOES A TASK CONTAIN?

- **Title**: A short phrase that helps students identify the activity.
- **Description**: The explanation of the activity, what does it consist of? Why should it be done?...
- **Project**: This is a key piece of information. Each task refers to a project or phase, so the work done, alerts, reminders, security are inherited from the project.
- **Assigned** to: The users who are assigned to each task (teachers, technicians and students). An assignment is "single", a task cannot have multiple assignees, but it can be assigned to a pre-constituted group of users, such as a class or workgroup. In this case, all users belonging to the group will receive an assignment notification.
- **Severity**: this information is key, as it indicates the priority in which the activity should be carried out. Blocking tasks should be resolved before criticism or casualties.
- **Status**: This information is also key, as it is used to determine the progress of the task. Each status change is recorded in the task history. Once a task is created, its default state is "open". Later, when the assignment is completed, both students and teachers can close the assignment by clicking on the green dot and selecting a new status.
- **Type (optional):** Can be used to classify tasks.
- **Impact (optional): Reflects** the impact your task will have on the project.
- **Do in**: This is the date on which the task should be performed.
- **Estimated Work**: An estimate of hours of work needed to close the task.
- **Tag:** Tasks can be tagged by names/groups. For example: "Implementation".

- **Attachments**: You can attach as many files as you need in each task by dragging and dropping them into the row (See section 4.5.2.).
- **Comments:** The task can be commented on by anyone involved. The comments of technicians and teachers will be very useful for the training of students in the development of the project.

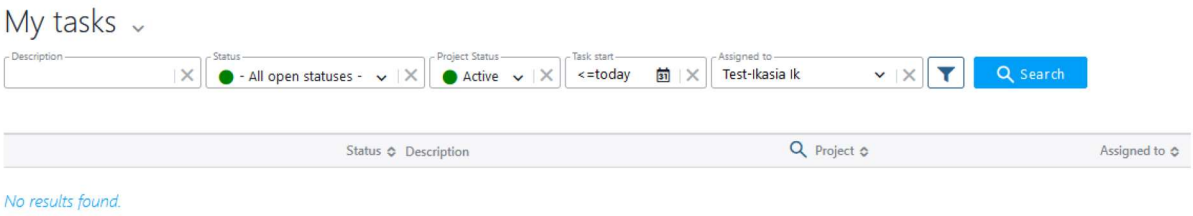
4.3.2. HOW TO SEARCH FOR TASKS



Each type of user can use the drop-down menu on the left to set different filters for task display.

The default settings show the open tasks assigned to the logged-in user, but you can select other search filters such as tasks to be performed today, completed tasks...

On the other hand, under "My Tasks" you can perform a search of the tasks according to the status of the task, the status of the project or the start of the task.

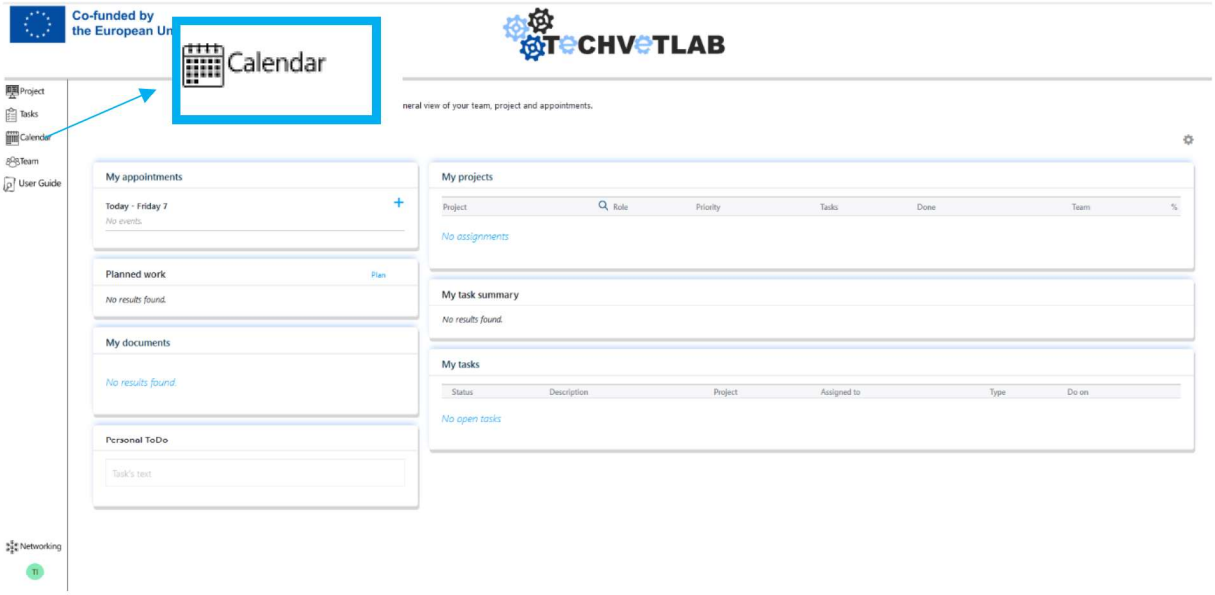


4.4. CALENDAR.

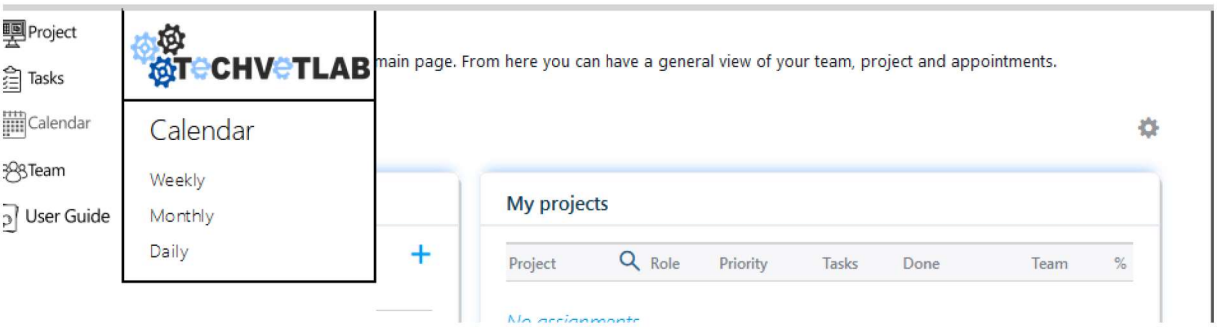
Techvetlab includes a complete calendar, which users can view in different time frames: daily, weekly or monthly.

Using a calendar, users can view planned meetings, task and phase completion dates... allowing students to learn one of the essential processes for the work environment, schedule management.

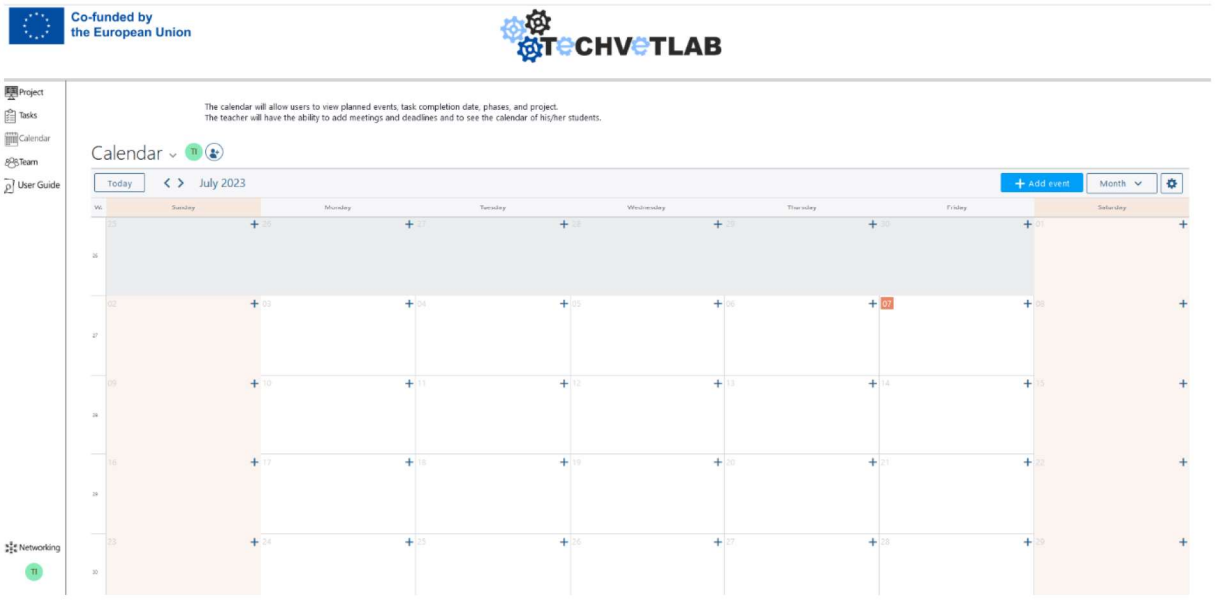
To access the calendar you must click on "Calendar" in the menu (located in the left side vertical bar).



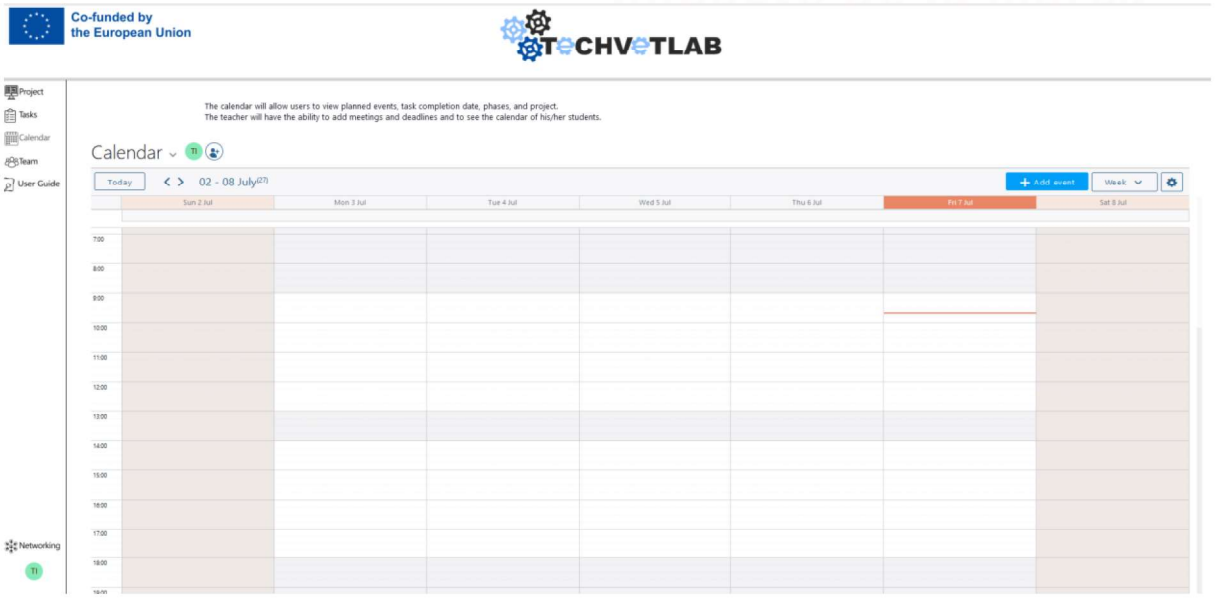
A drop-down menu will appear that allows you to choose the time frame in which you want to see the calendar (month, week, or day). Depending on the frame you choose, you will see the calendar in one format or another.



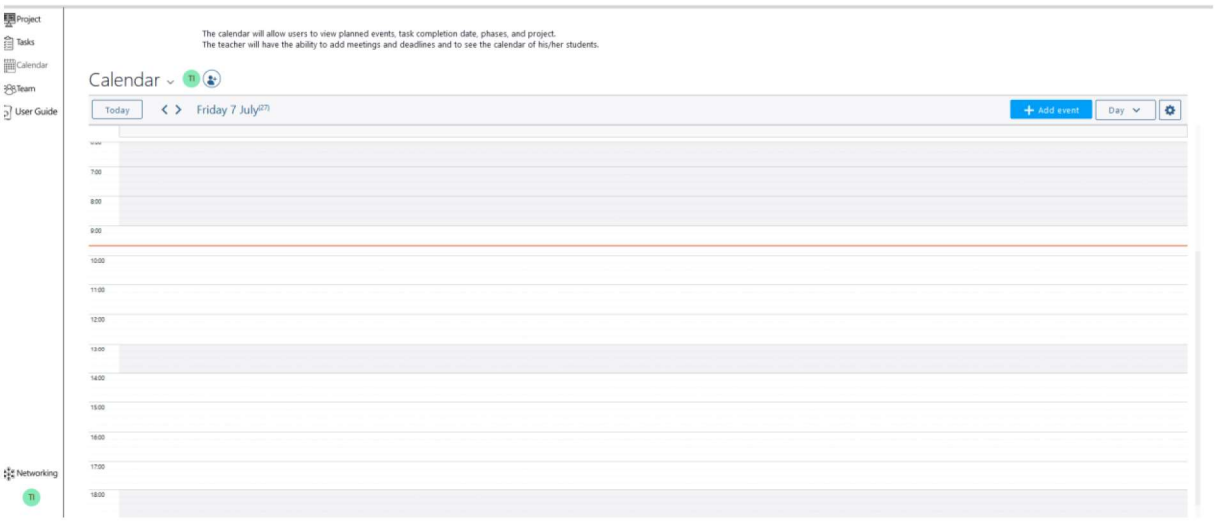
Monthly Time Frame:



Weekly Time Frame:



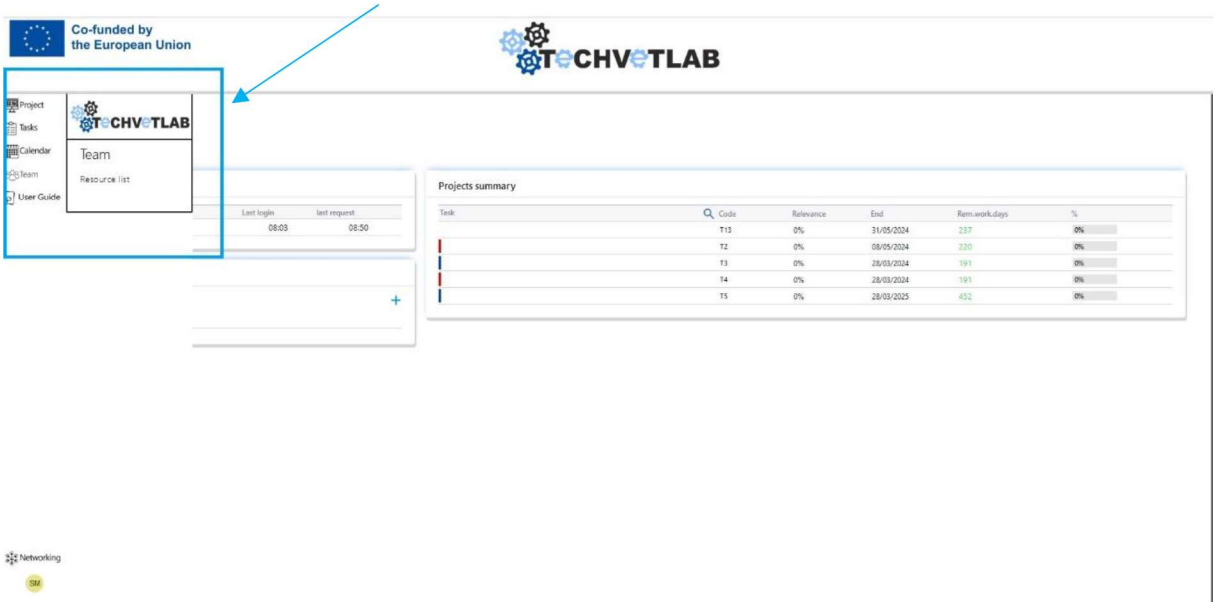
Daily Time Frame:



4.5. TEAM.

This section allows you to access the information of all users involved in the project, from students to teachers and other technicians.

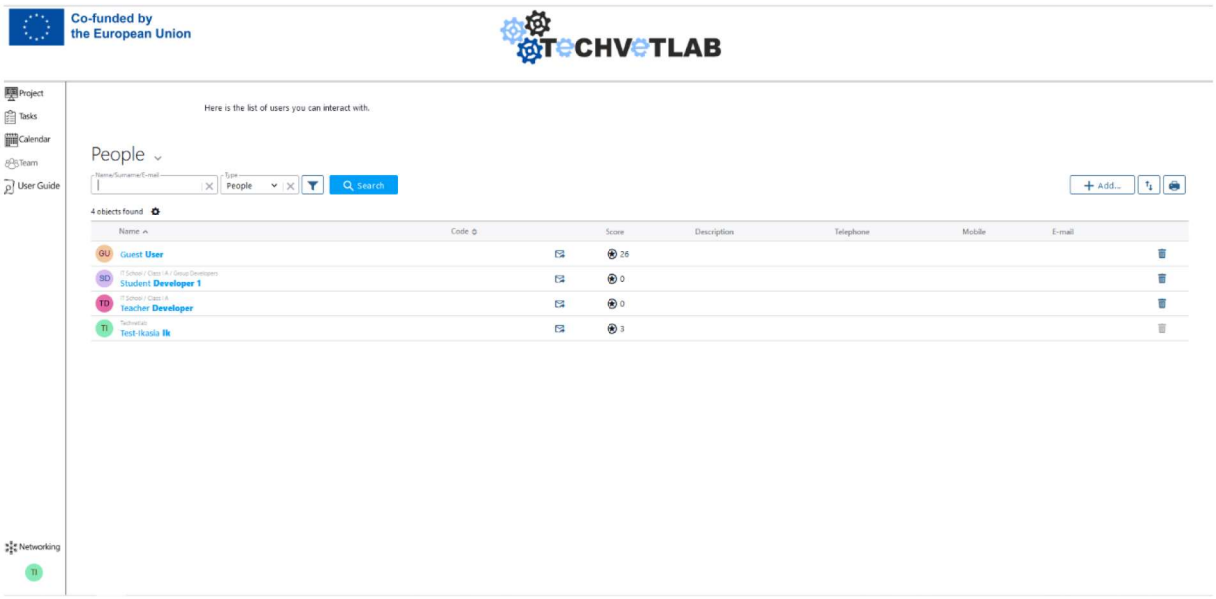
When you click on the "Team" menu item, a drop-down appears. Select "Resources list" to access the project team home page.



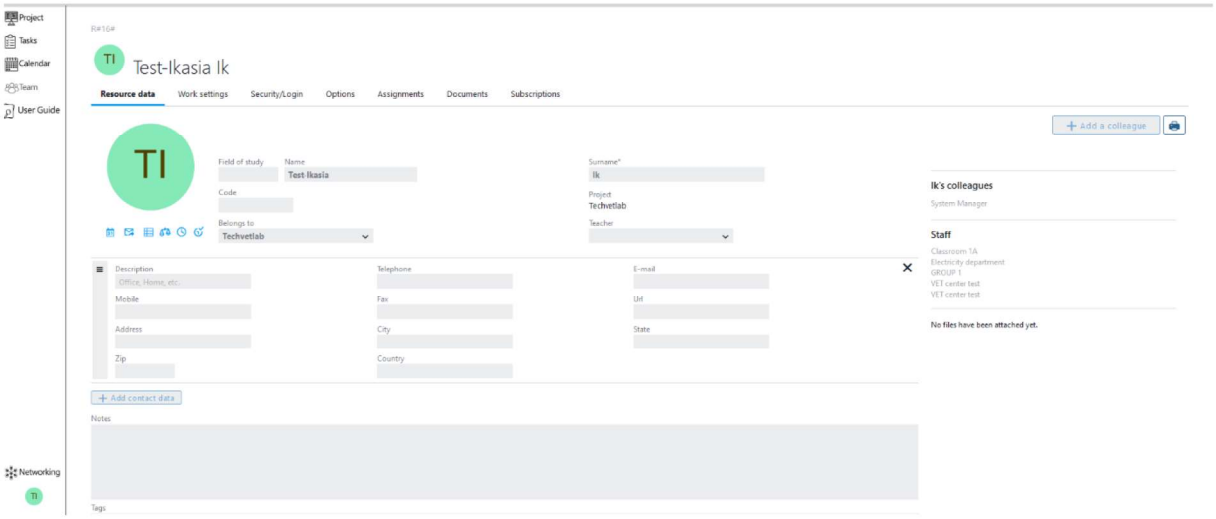
By clicking on "Resources list" you will access the next page, where you will see the complete list of all users.

In case you are a technician, access section 5.2 to know how to create the teacher user.

In case you are a teacher, go to section 6.1 to know how to create student users.



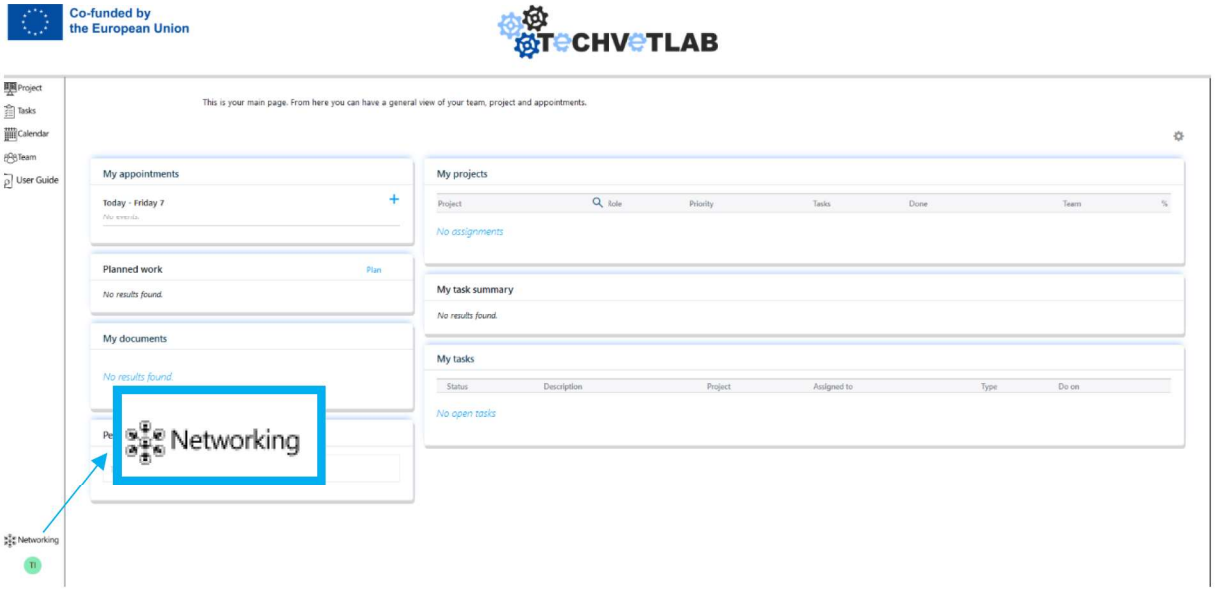
If you select any user you will access the main information of their profile (name, assigned group, email, you can send them a message, etc.



4.6. NETWORKING.

The software has a "Networking" section that allows participants to collaborate and discuss any aspect related to the project. Good communication not only increases productivity, but also allows you to learn to work in a team and develop key elements of critical thinking. In addition, it will enhance the ability to work interdisciplinarily. Collaborative work can be carried out by creating synchronous conversations (with the creation of chats) or through a forum included in the software.

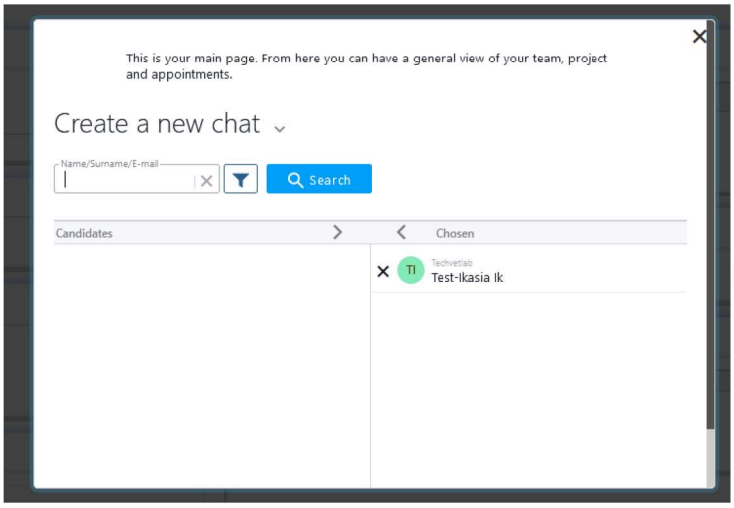
To access this section click on "Networking" at the bottom of the sidebar menu.



A sidebar will appear allowing you to view open chats, as well as create chats. To create a chat, you'll need to hit "+" at the top of the bar.

The following window will appear, from where you can select the participants in the chat and create it. The operation is the same as to create an event:

1. Choose the participants of the event.
2. Select by clicking on the < symbol.
3. Hit "Insert".

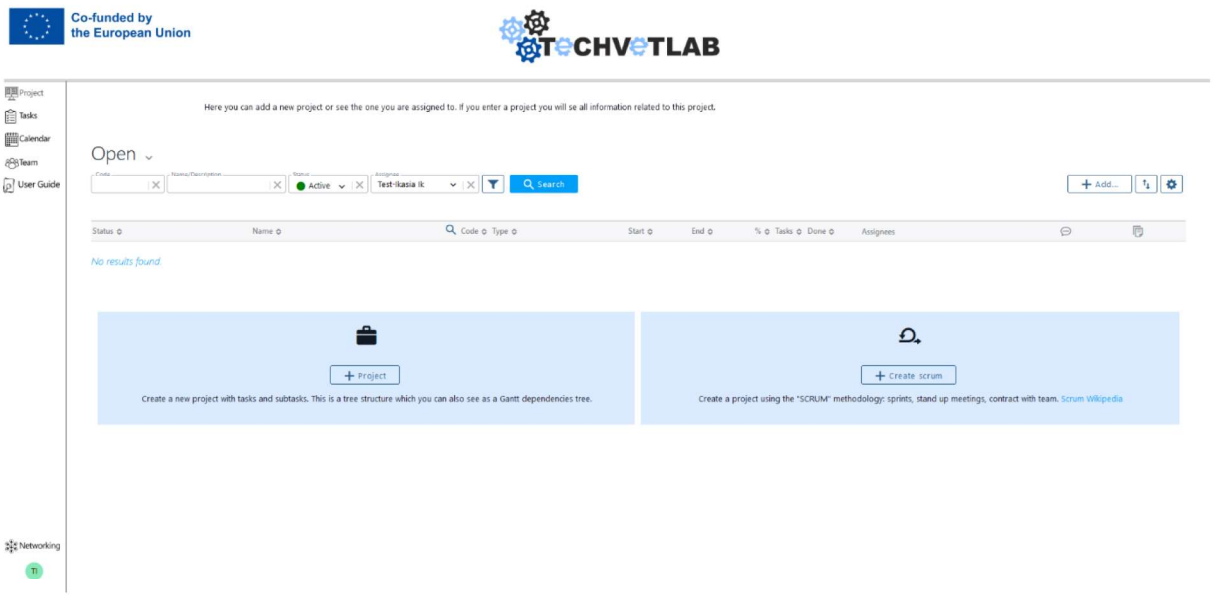


5. GUIDE FOR TECHNICIANS

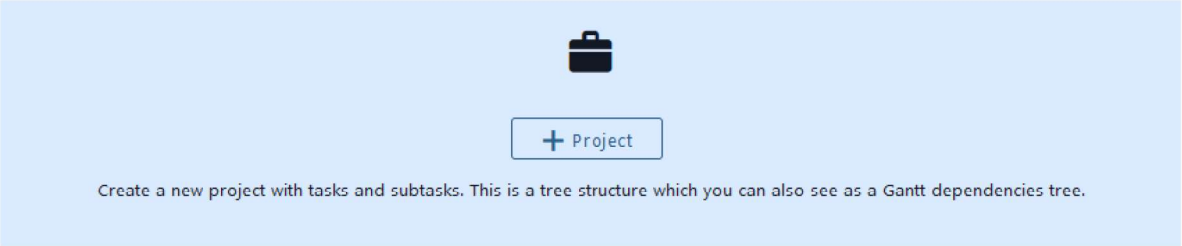
5.1. HOW TO CREATE YOUR PROJECT

From the main page menu, clicking on "Project" takes you to the main page of your project. As a technician, the first time you access the software you must create your project in order to start collaborating with the school.

The following screen will appear, from where you can create your project:

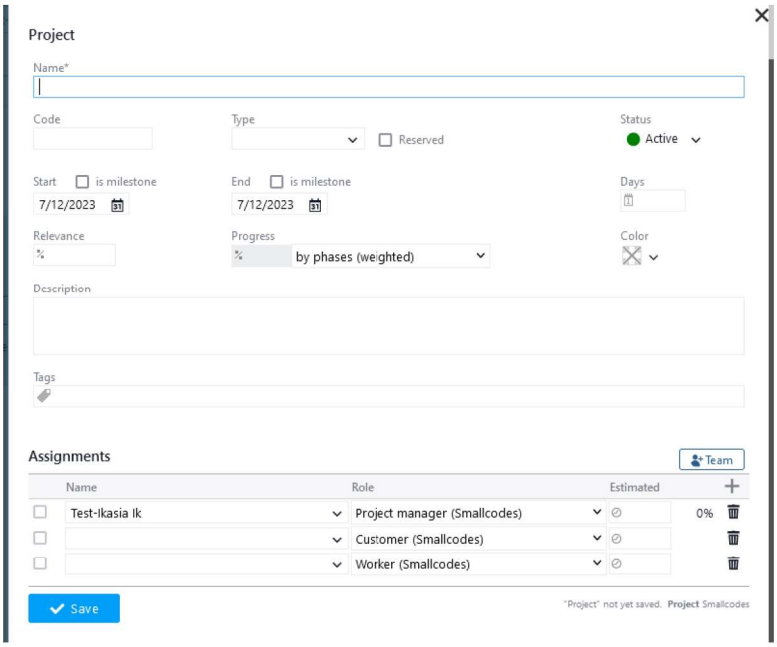


Haz click en “+ Project”.

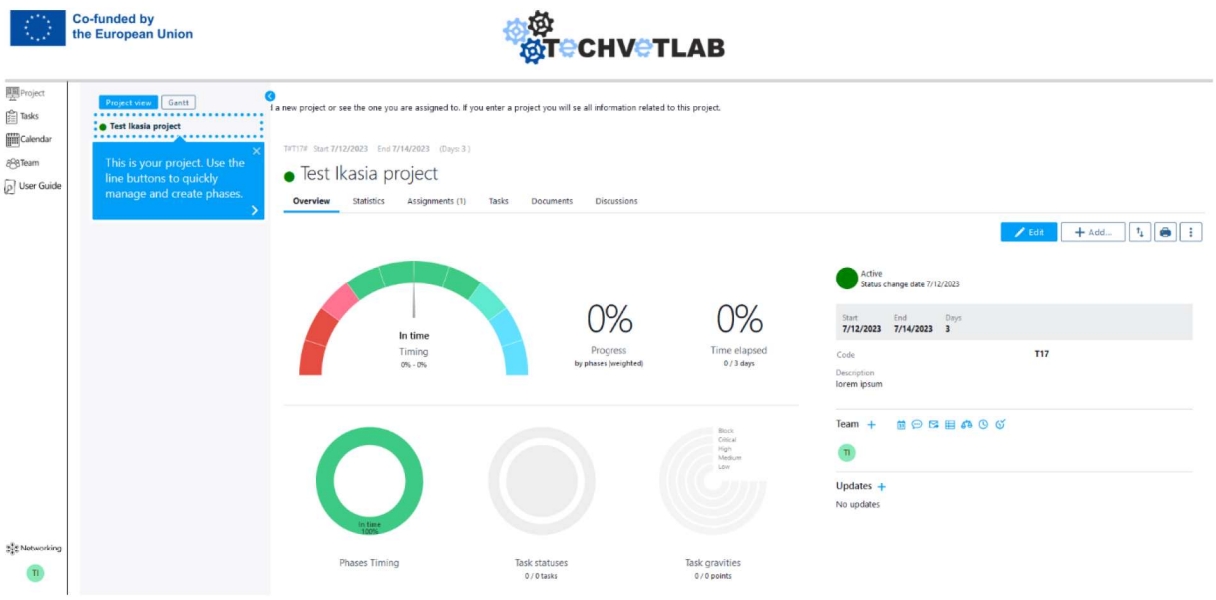


The following window will appear, where you must fill in the necessary data to create your project:

- The name of the project.
- Code (if you consider it appropriate). This option is useful when the company has more than one project at a time.
- Start and end date.
- Description.
- Status (active, waiting, suspended, completed, failed, undefined). Since you are creating the project for realization, it automatically appears active. However, you can change this status later from the main project page.
- Team. As a technician you will assign the project to the teacher's user. You haven't created this user yet, but don't worry, you'll be able to assign it later. To know how to assign it you must go to section 5.2.



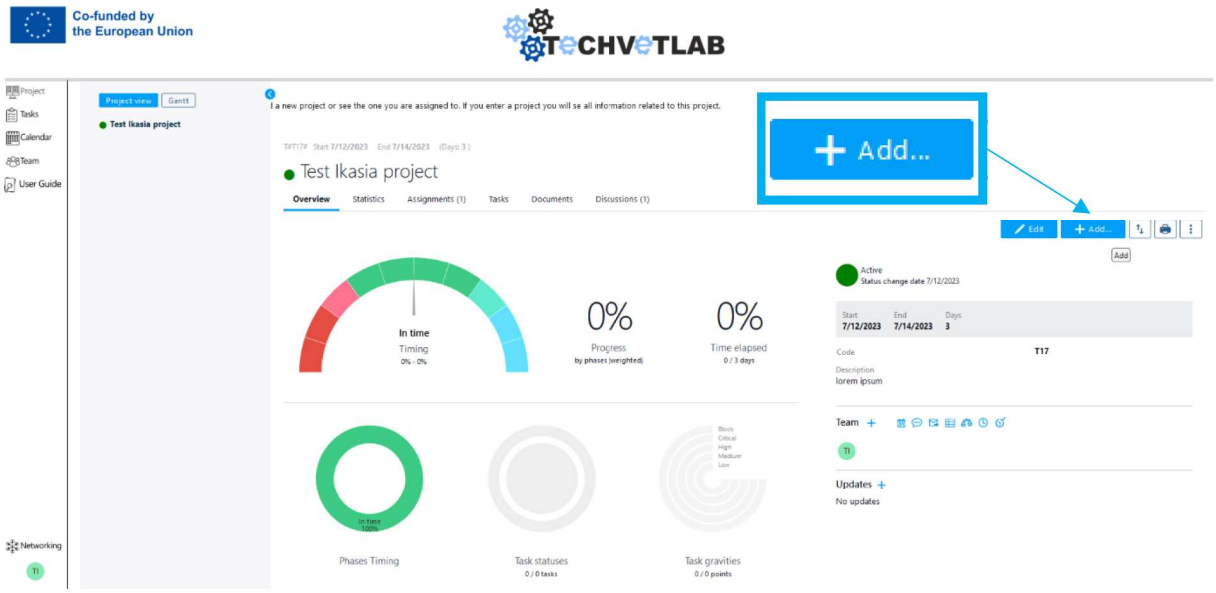
When you have filled in all the fields click on "Save". You will automatically be taken to the main page of your project. If you have questions about how to use the main page of your project go back to section 4.2.



5.1.1. HOW TO CREATE PHASES IN THE PROJECT

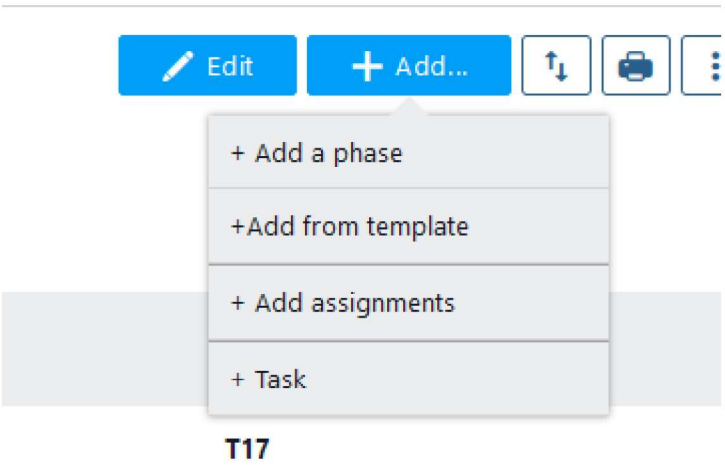
Once the project has been created, from the main page of the project you can create phases in a very simple way.

Step 1: Click "+ Add".



Paso 2: Selecciona “add a phase”.

A drop-down menu will appear with several options, among which you find "add a phase".

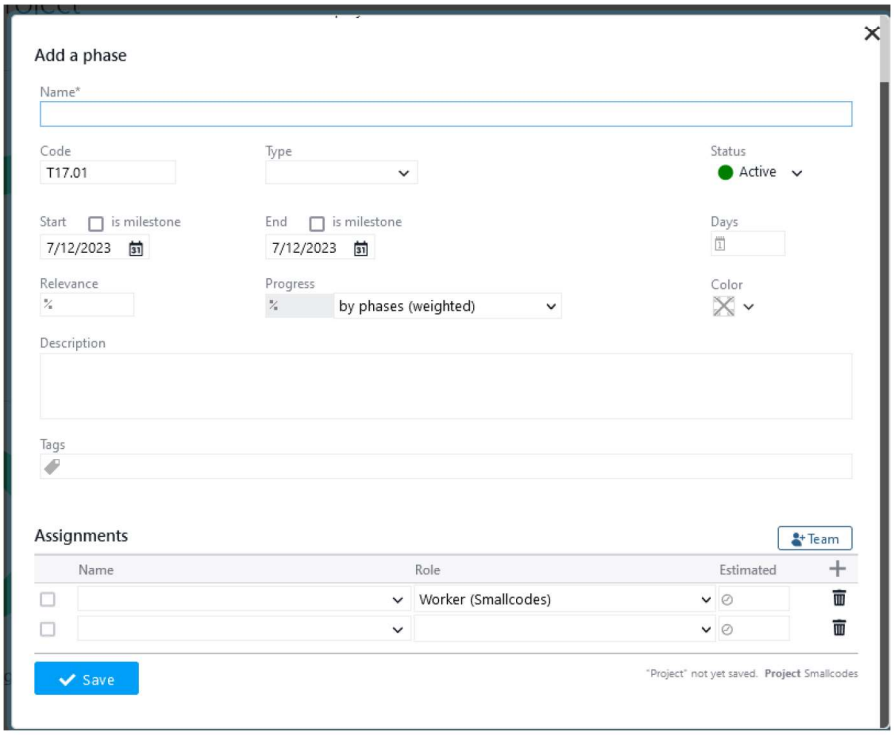


T17

Step 3: Create a new phase.

The following window will appear, from where you can fill in all the information related to the phase of the project you want to create:

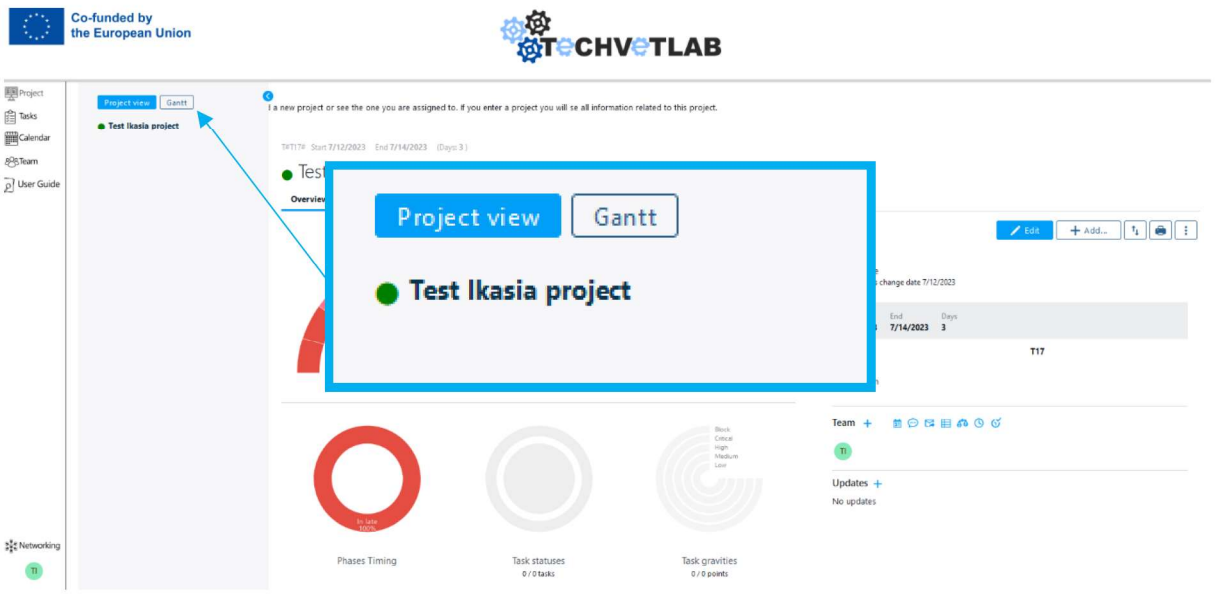
- Name.
- State.
- Duration (start and end date).
- Relevance.
- Description.
- Assigned users. As a technician you must assign the teacher so that he/she can assign the students later.



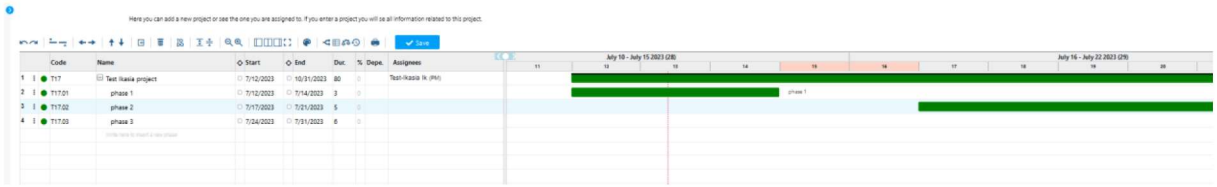
Once you have filled in all the fields, click "Save" to save the phase. You can create as many phases as you consider necessary.

5.1.2. HOW TO EDIT GANTT

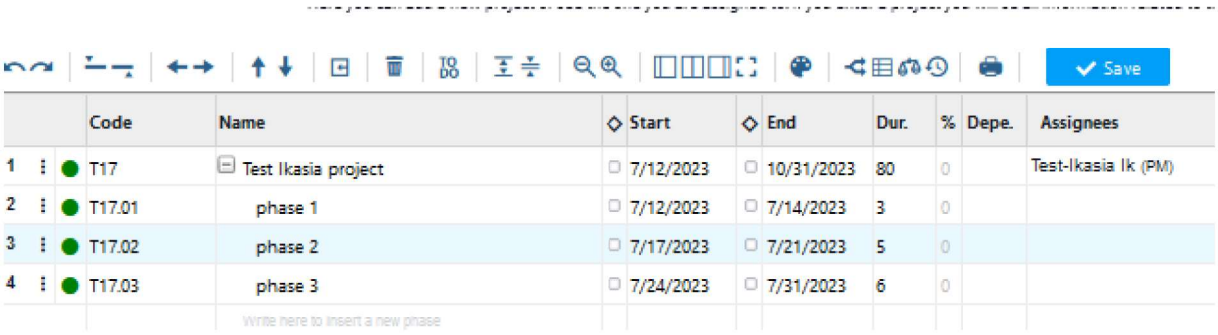
Your project's Gantt chart is located at the top left of the main project page:



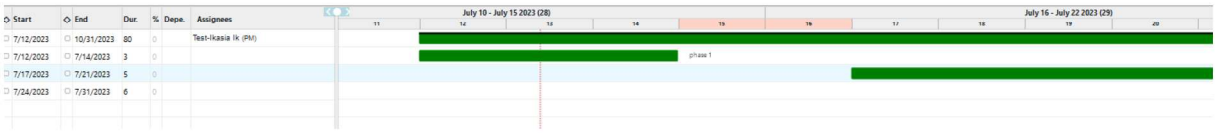
From here you can have an overview of the project and edit the Gantt chart. This is very useful if phases are established in a project, because in this case you can visually see the progression of the phases over time and establish relationships between them (if any).



Changes you make in the Gantt editor will only be saved by clicking "Save". This way you can "play" with the tree without modifying the original structure of the project.



From Gantt you can adjust the phases of the project both by editing the "Start" and "End" fields and by dragging the blocks that represent the phases:



In addition, you can create dependencies between phases, that is, that the start of the second phase is conditioned to the completion of the first.

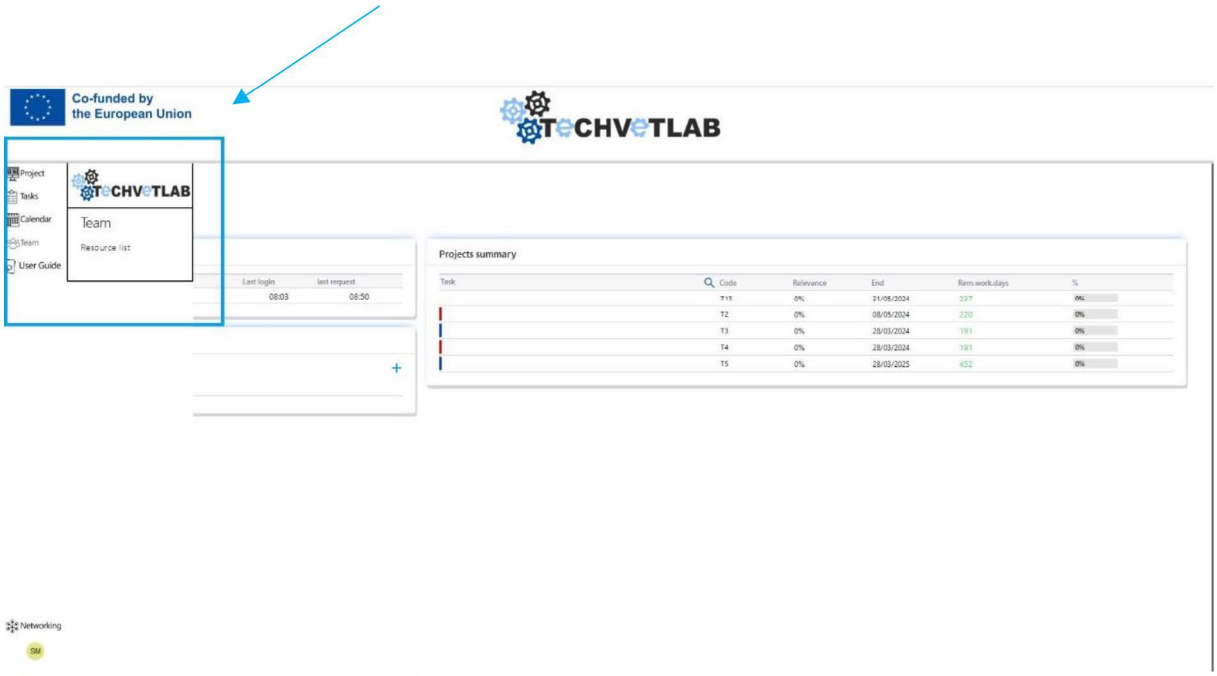
To establish a dependency between two phases, click the small dot on the edge of the phase and stretch it to the next phase.

To remove the dependency, click on the line and press "delete" on your computer.

5.2. HOW TO CREATE THE TEACHER USER

Once you have created the project, the second step is to create the teacher's user, because he/she will be in charge of including in Techvetlab the students who are going to participate in the project.

Step 1. Access the Team section (check section 4.5 in case of doubts).



The first time you access this section it is empty, because as we have indicated you must create the teacher's user. Subsequently, the teacher will be responsible for creating the students and classroom teams.

To create the teacher's user you must first click on "+add".

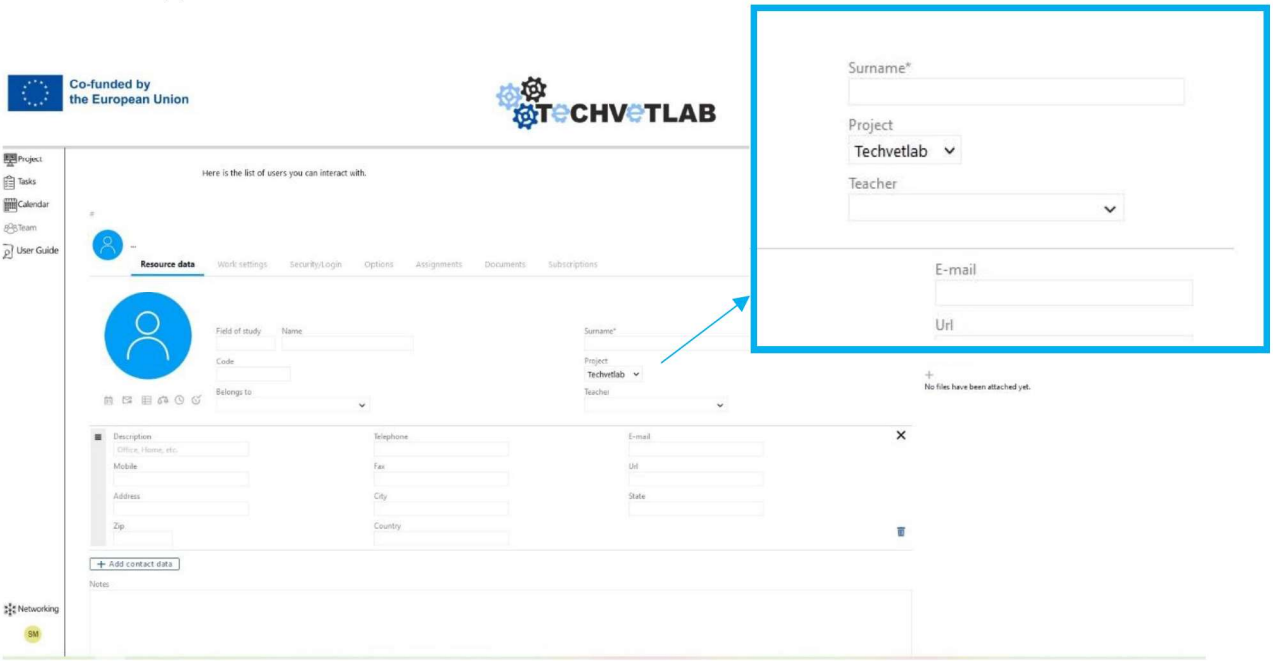
Clicking "+add" brings up a drop-down menu with two buttons to create a person or a school/department.

Why two buttons? Because Techvetlab manages both users and schools. People are the users who participate in the project (students, technicians and teachers), while schools/departments refer to the educational center to which the classroom belongs, as well as the classrooms or groups created within the classroom. So, people can log in (if login is enabled), schools/departments cannot.

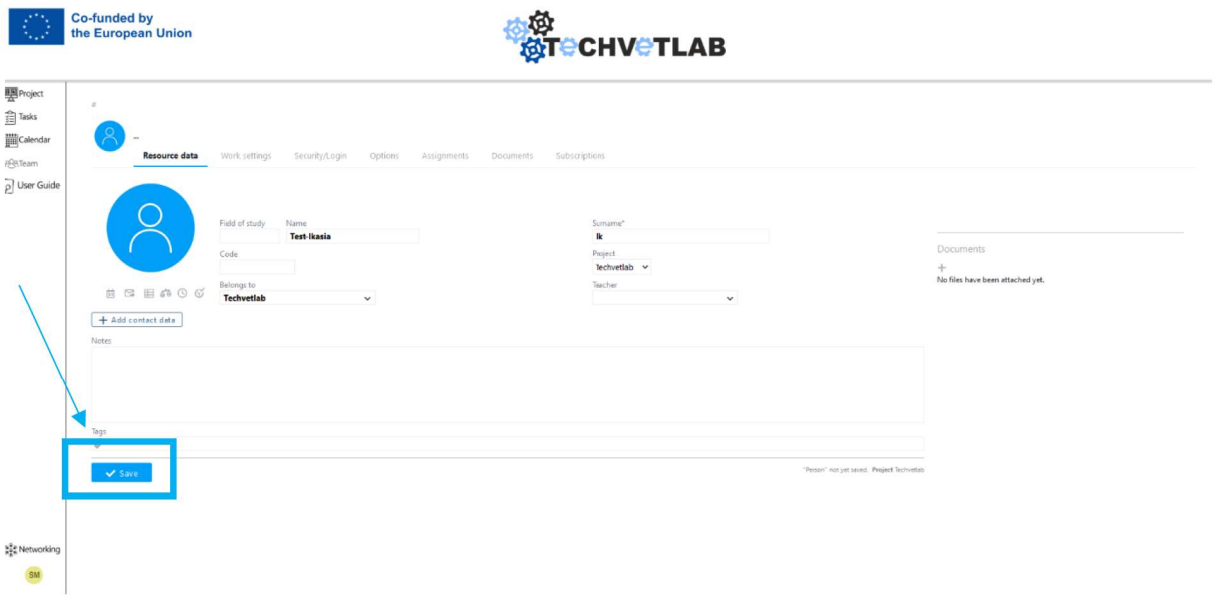
As a technician you do not have the responsibility to create schools/departments, but it is important to take this information into account for future project management.

Step 2. Click "+ Person" to create the teacher user.

A new page appears from where you can fill in all the necessary information to create the new user and assign it to the project. To do this, first fill in the necessary empty fields (name and surname) and assign a project from the "Project" field where a drop-down menu containing the project you have created will appear.



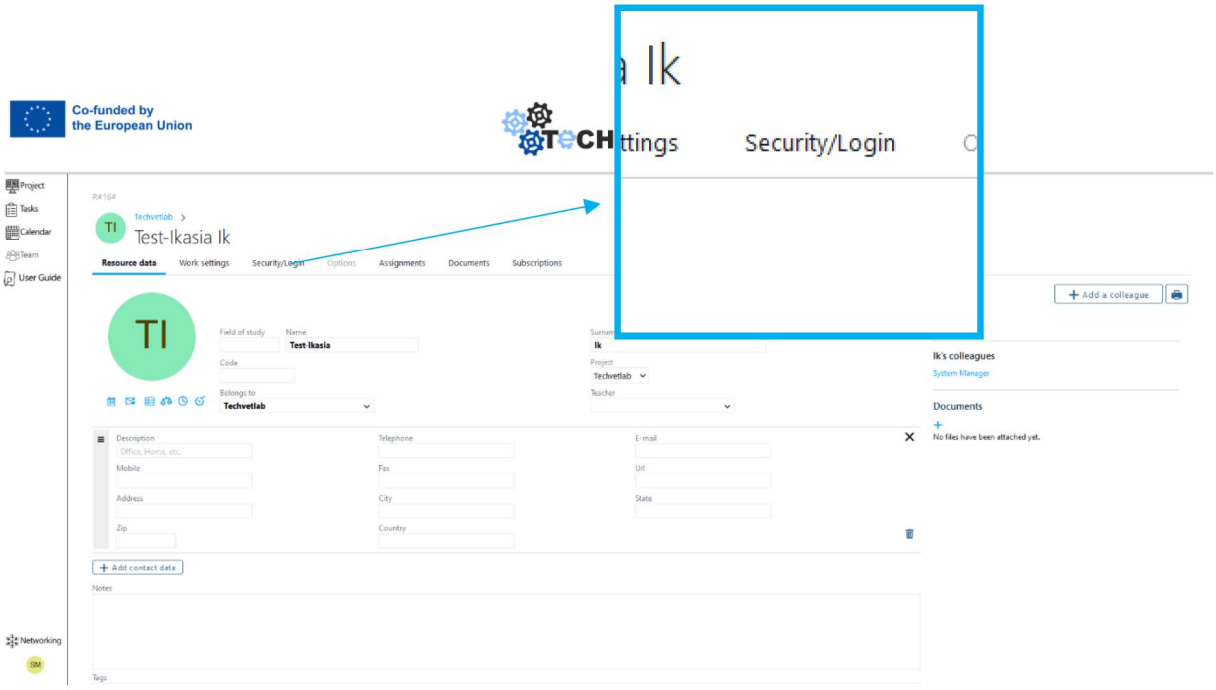
Once you have filled in all this information, click on "Save" at the bottom of the screen.



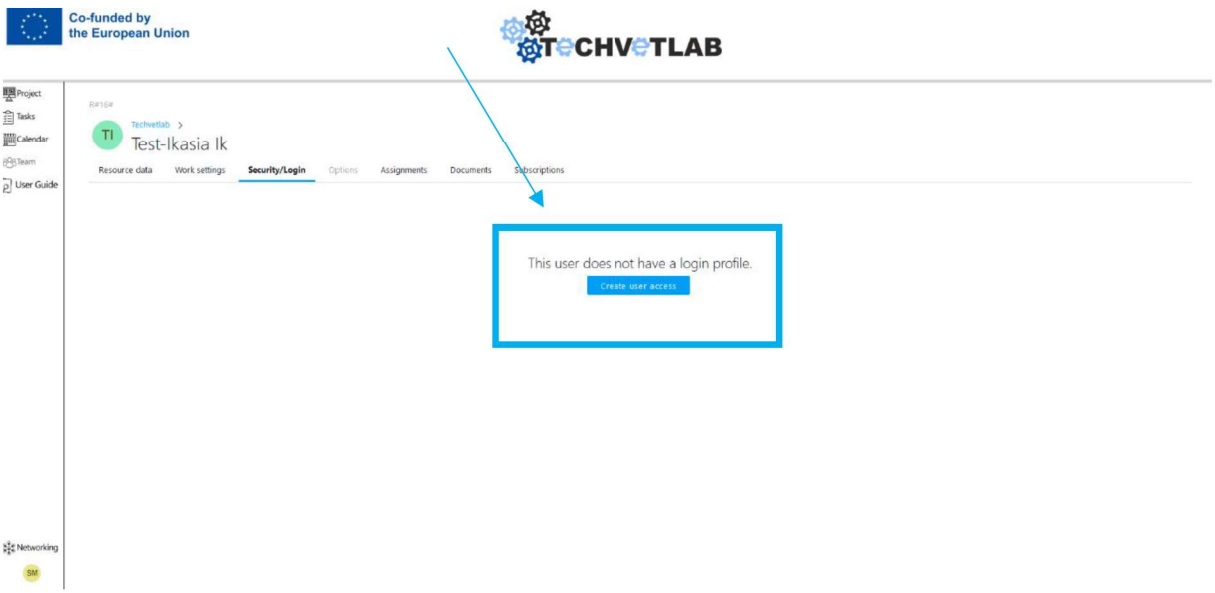
Step 3. Creates your access to the software.

Once you've created the teacher user, the next step is to create the teacher's access to the software.

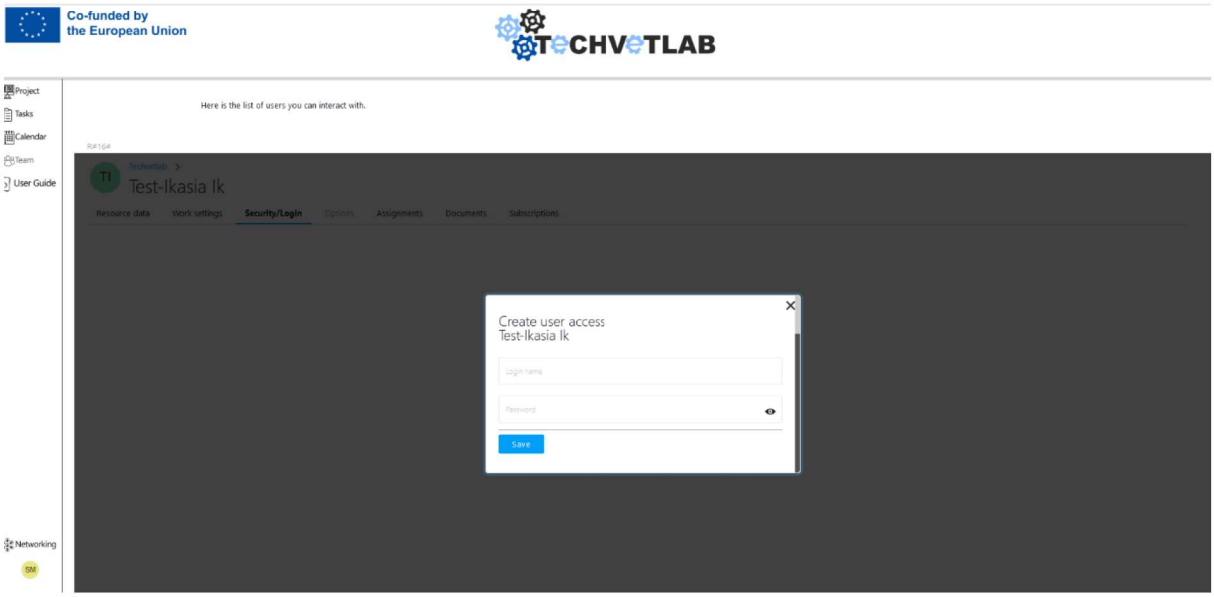
To do this, click on "Security/Login".



After that, tap Create user access.

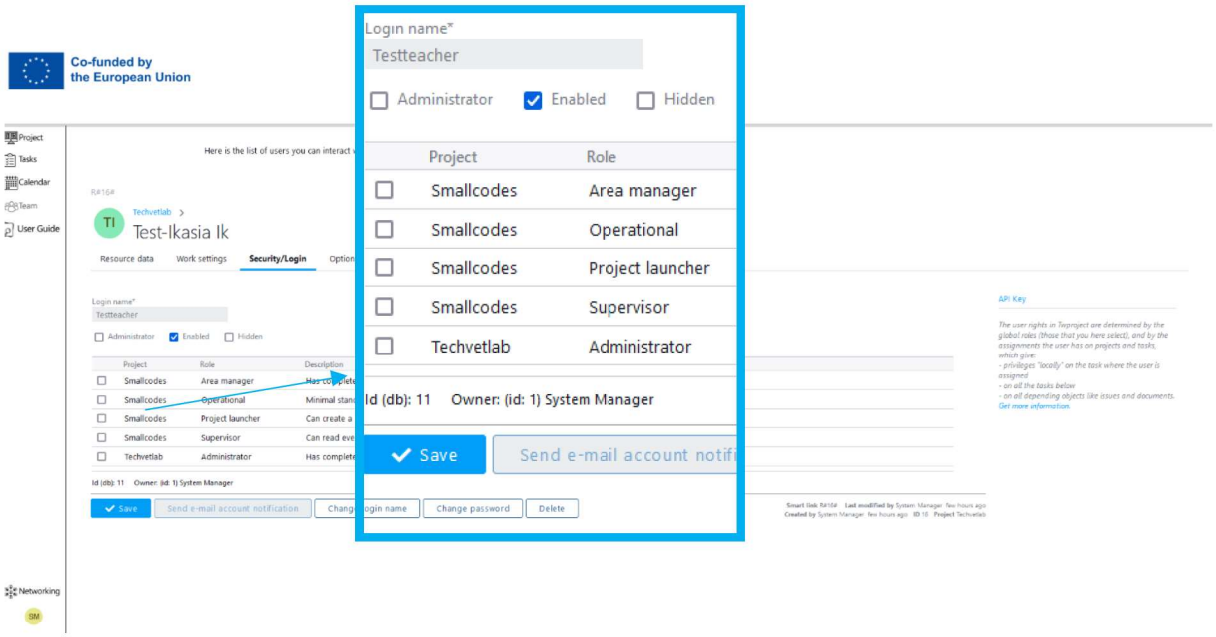


Set a user name and password. Don't worry: at the first login, the user will be asked to choose a new password that will remain private.



Step 4. Assign a role.

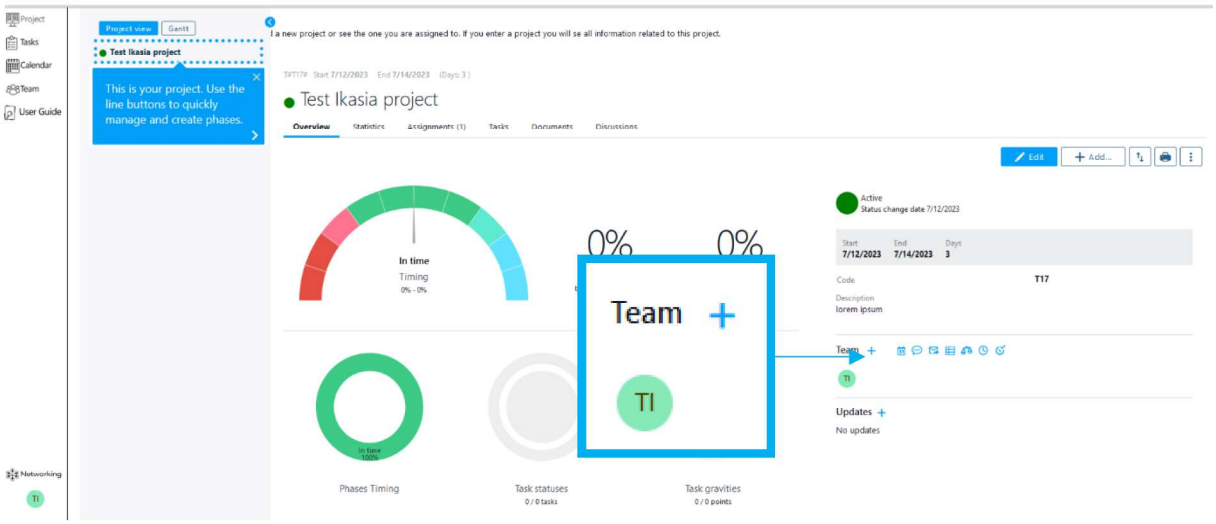
Finally, select "area manager" as a role for the teacher and click on "Save".



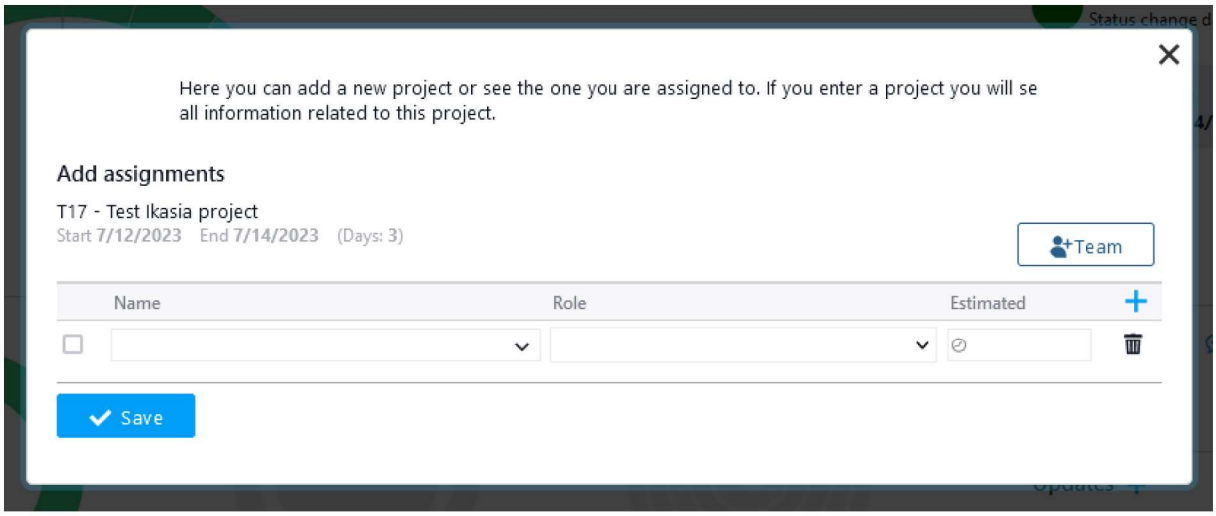
Step 5: Assign the teacher's user to your project.

From the main page of your project you must click on "+" next to Team or from "Assignments" located in the top bar. As a technician you must assign the teacher's user to your project so that he/she can later assign the classroom and his/her students to the project.

OPTION 1: MAKE THE ASSIGNMENT FROM "TEAM" LOCATED ON THE MAIN PAGE OF THE PROJECT.



The following window will appear, from where you can select the teacher's user and their role. Finally, hit "Save".

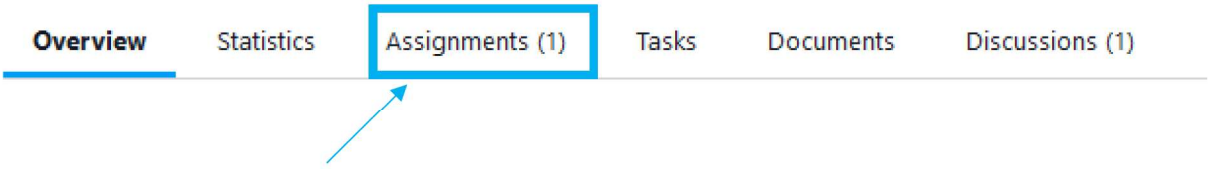


OPTION 2: MAKE ASSIGNMENTS FROM "ASSIGMENTS".

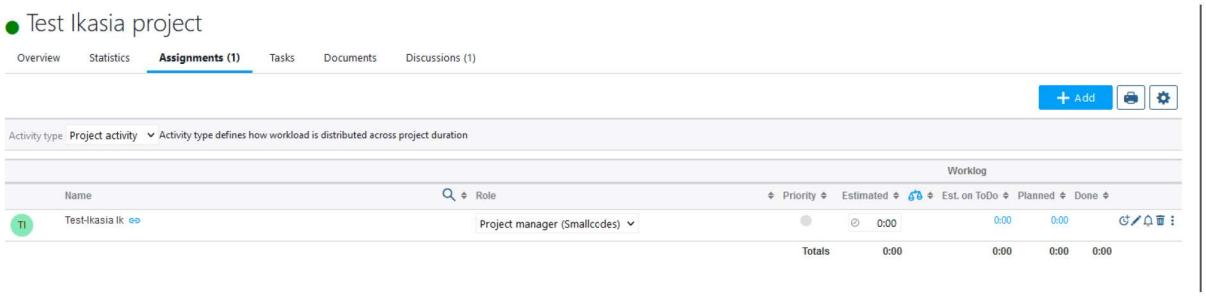
Step 1: Access the main page of the project from the menu located in the left vertical sidebar.

Impacto de la marca

Step 2: Click on "Assignments".

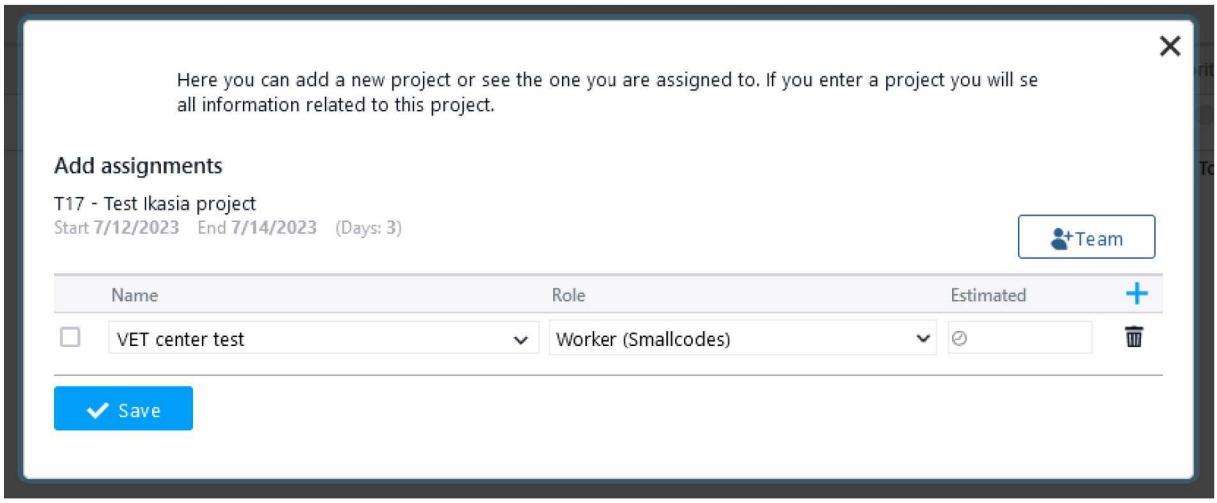


Step 3: Click "+ Add" to add an assignment.



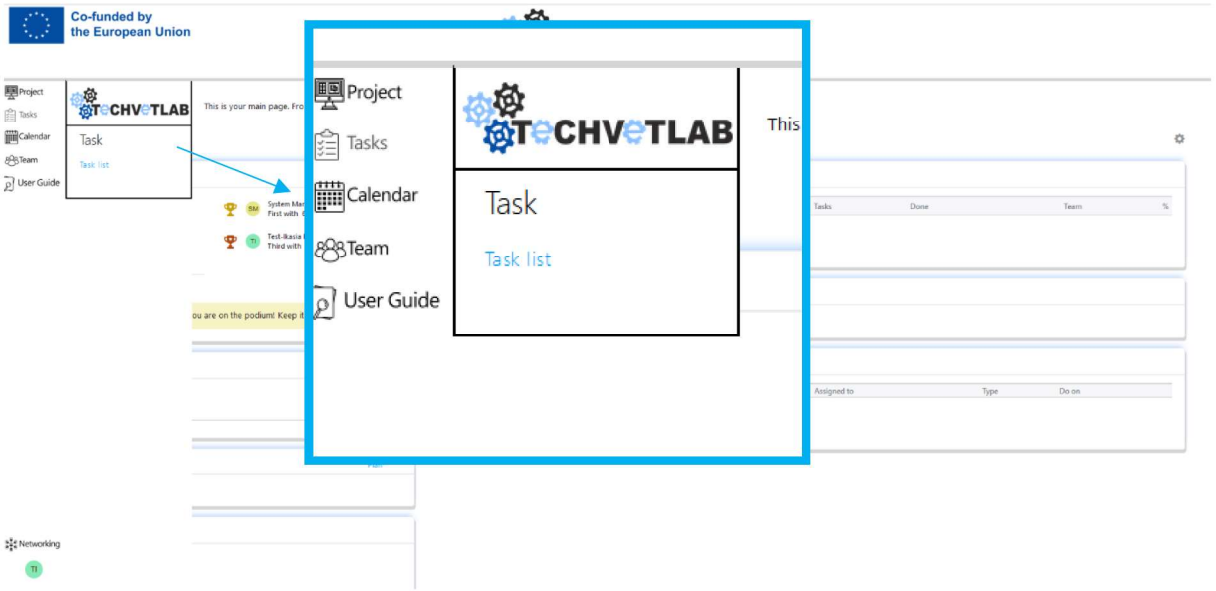
Step 4: Make the assignment.

A new window will appear from where you can select the school, department, classroom, group or user and the role. Finally, click "Save" to save the assignment.

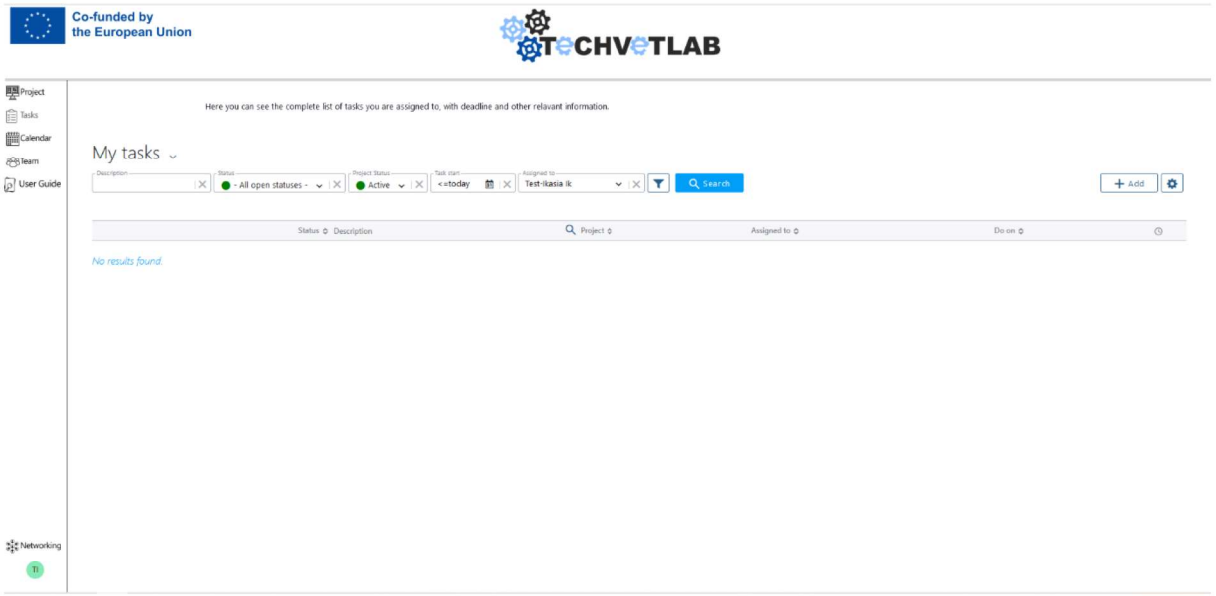


5.3. HOW TO CREATE TASKS

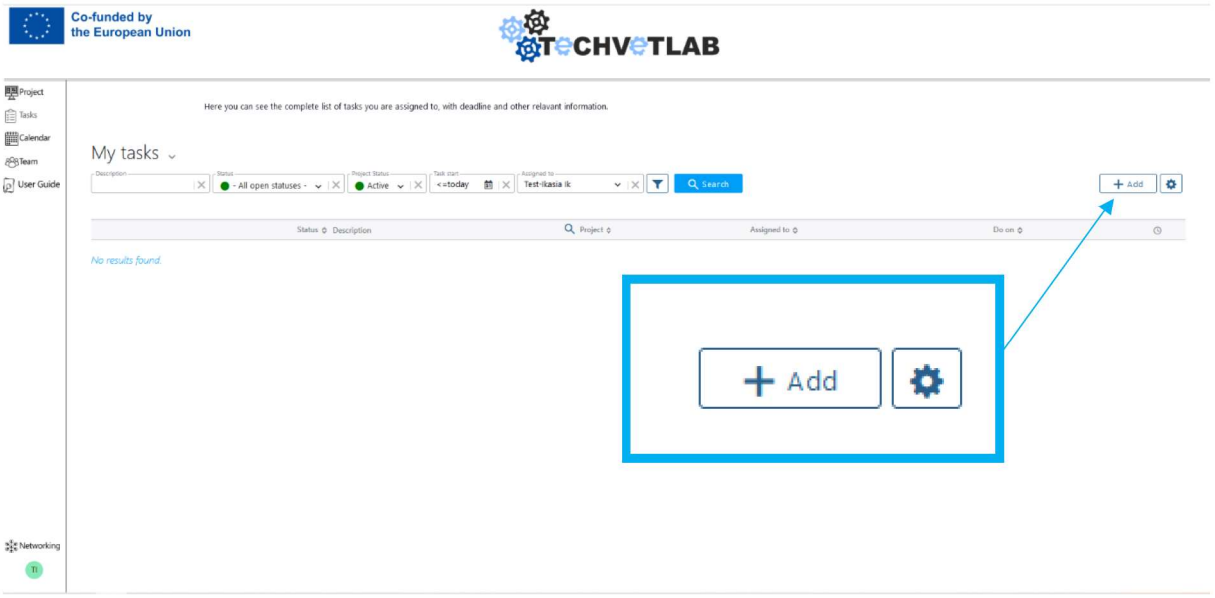
To access the tasks click on "tasks" in the left sidebar menu and click on "tasks list":



From here you access the main page of the tasks, from where you can see the tasks, manage them and create them. As a technician you must create the main tasks of the work plan designed by the company. Keep in mind that later, in order to coordinate and distribute the work in the classroom, the teacher can create smaller tasks to achieve the objectives of the tasks you have created.

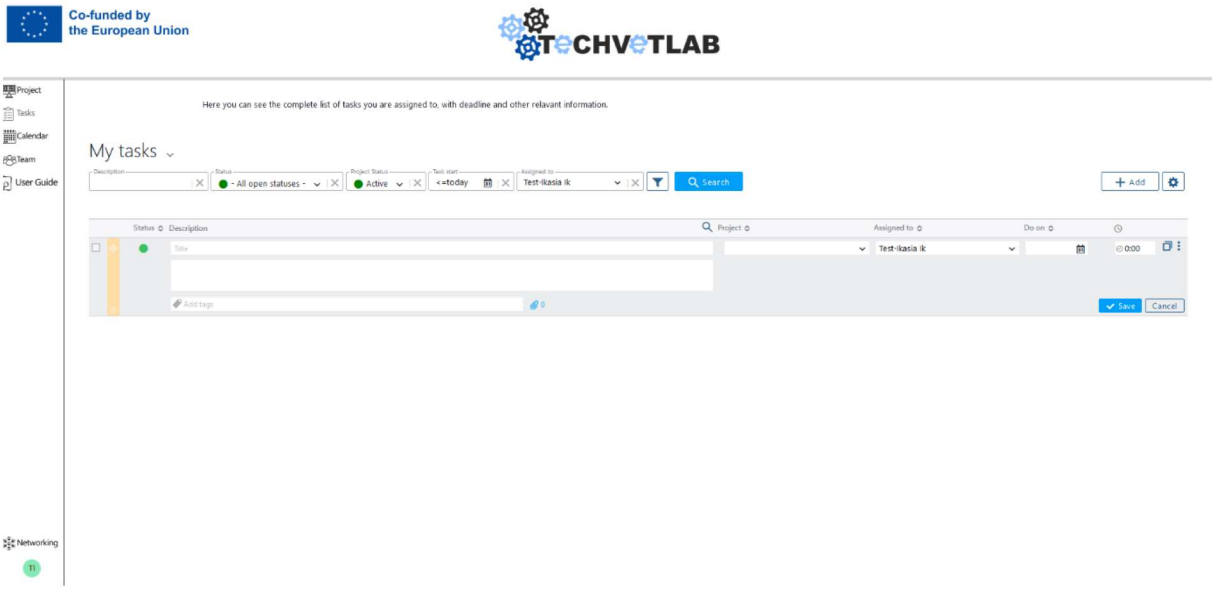


To create a task you must click on "+ Add".



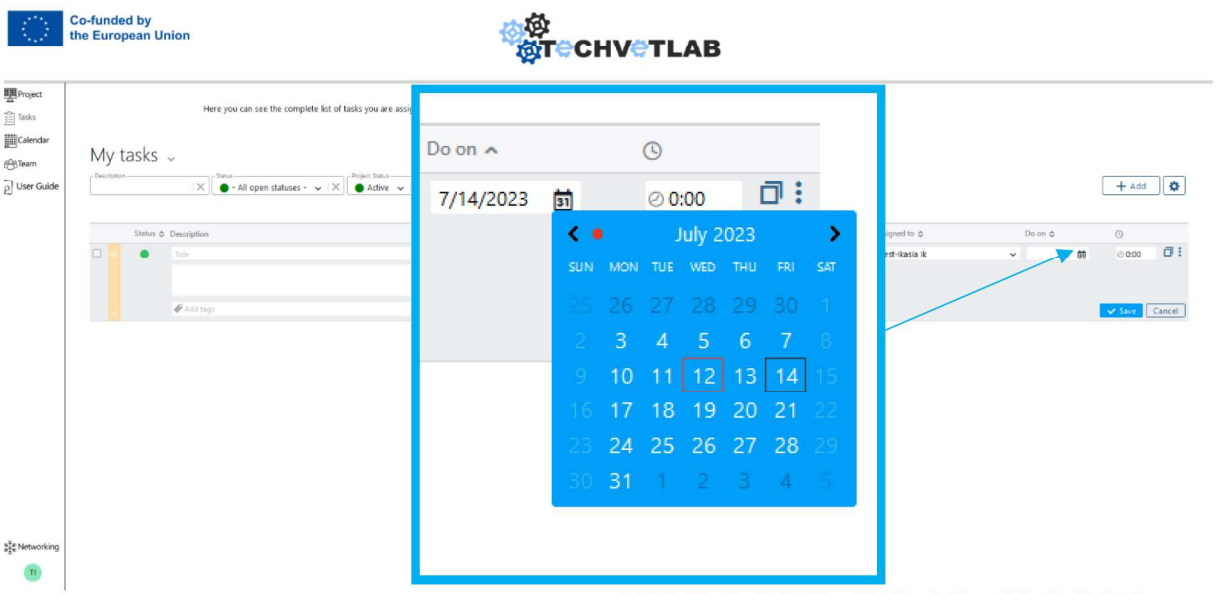
A box will appear with fields that you must fill in to create your task:

- Title.
- Description.
- The project to which the task is assigned.
- The deadline for completion of the task.
- Add documents if you consider it appropriate.
- Assign the task to a teacher.



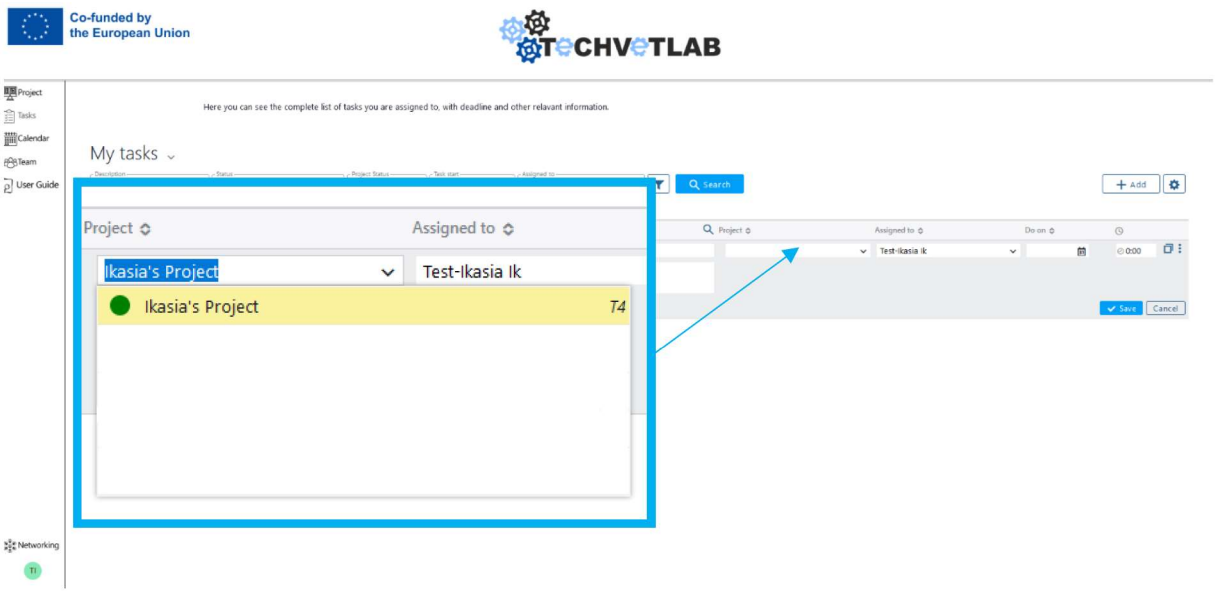
HOW TO ADD A DEADLINE

To add a deadline for completing your task, you must click on the calendar icon that appears under "Don't on". You can type the date by hand or select the icon to bring up a small calendar and select the date you want.



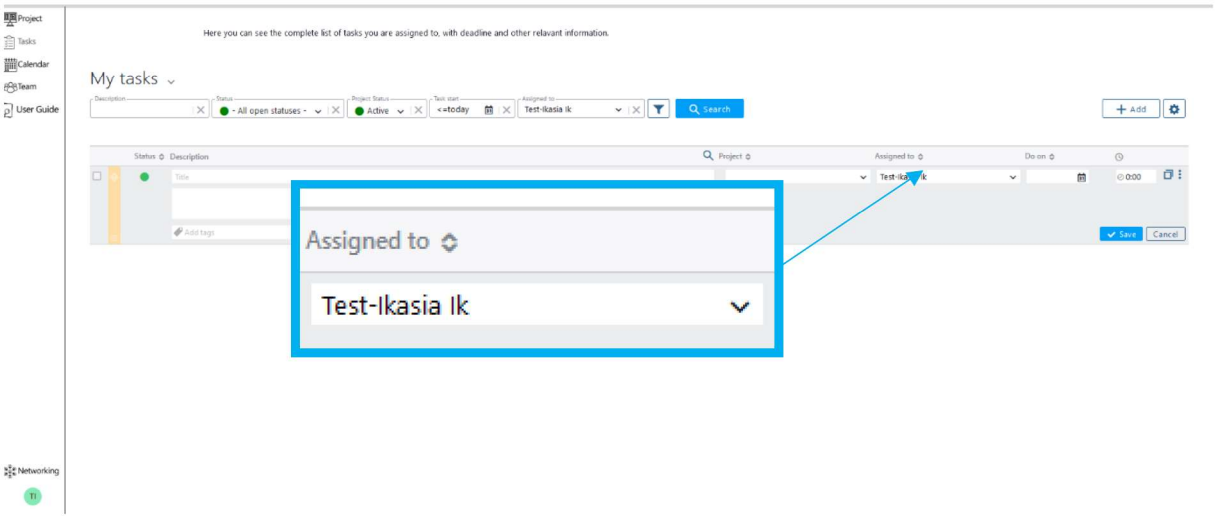
HOW TO ASSIGN A PROJECT

To assign the task to a project you must click on the field that appears under "Project". Select the project in which your classroom will participate.



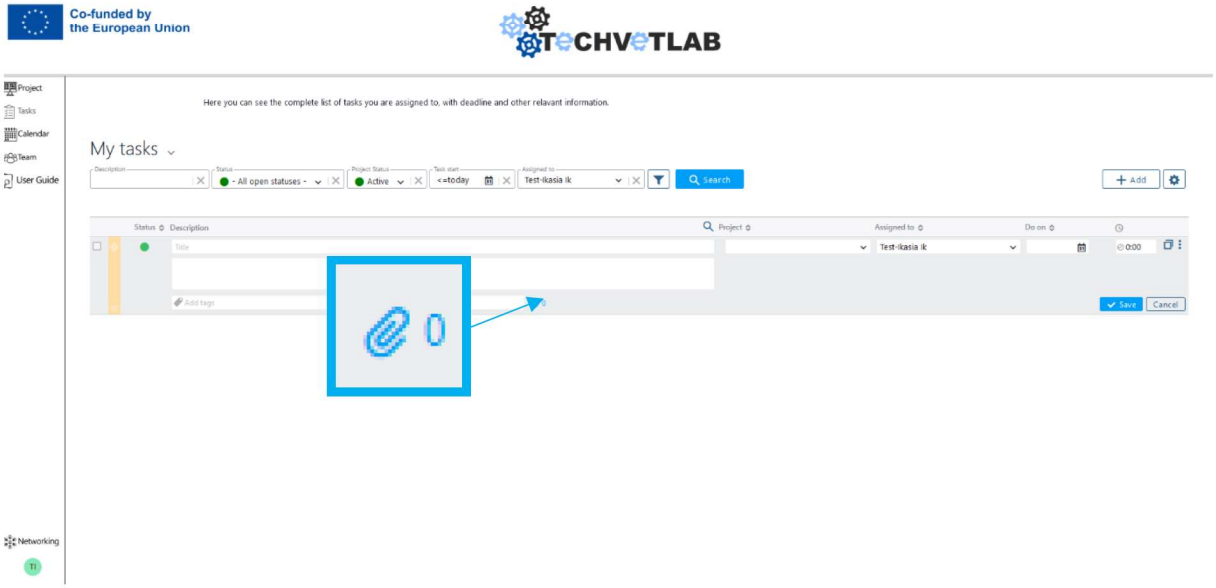
HOW TO ASSIGN HOMEWORK TO A TEACHER

To assign the task to the responsible teacher you must click on the field that appears under "Assigned to" and select the teacher's user.



HOW TO UPLOAD DOCUMENTS

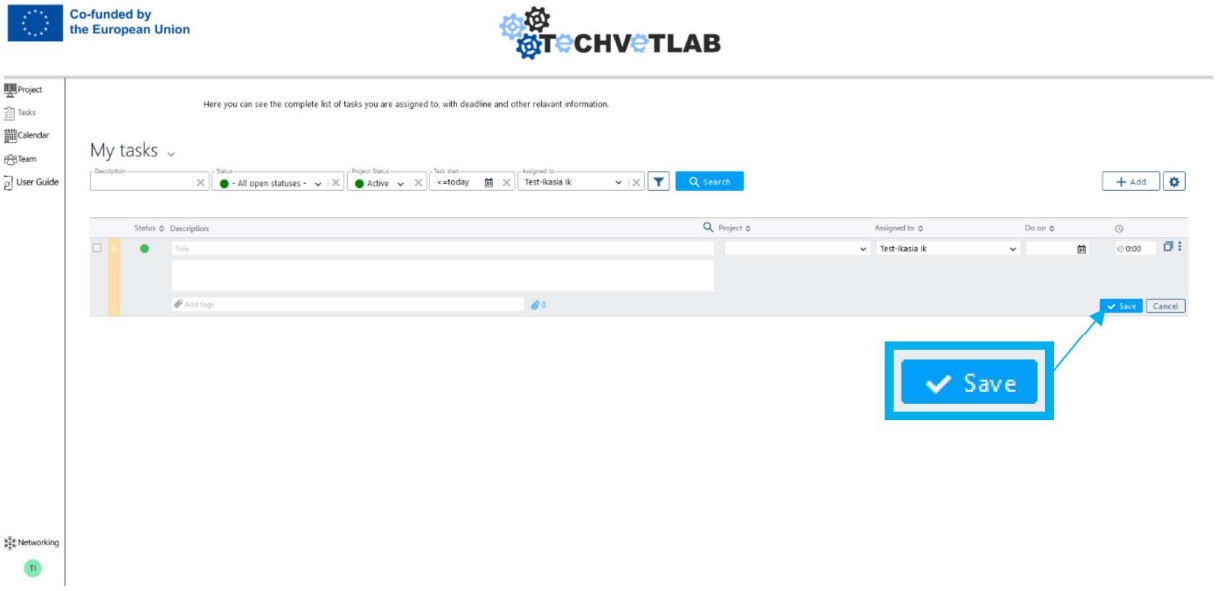
To upload documents you must click on the following icon to upload documents. A window will appear to select the document you want to upload from your computer.



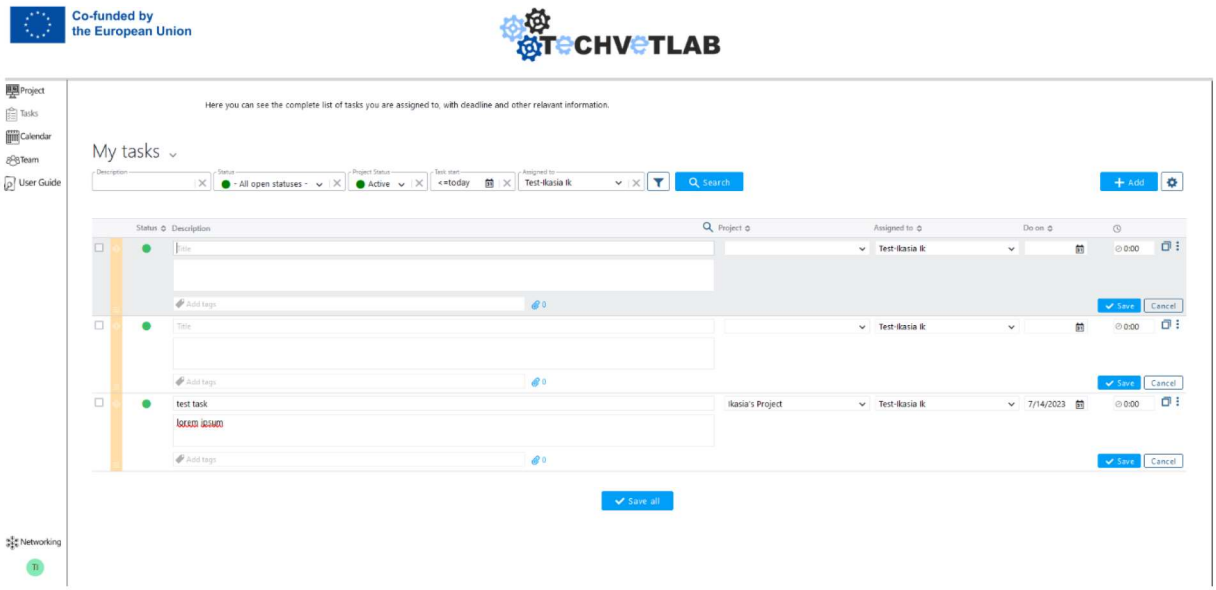
When you have created the first task, you have 2 options:

- Save the task you created.
- Keep creating more tasks and save them all at once.

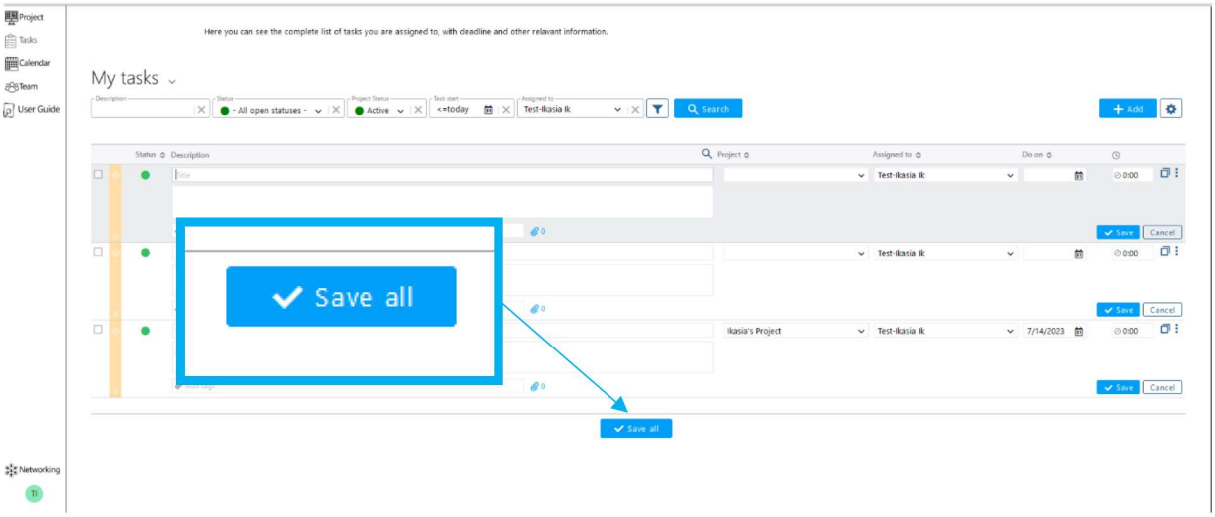
IF YOU DECIDE TO SAVE, you must click on "Save".



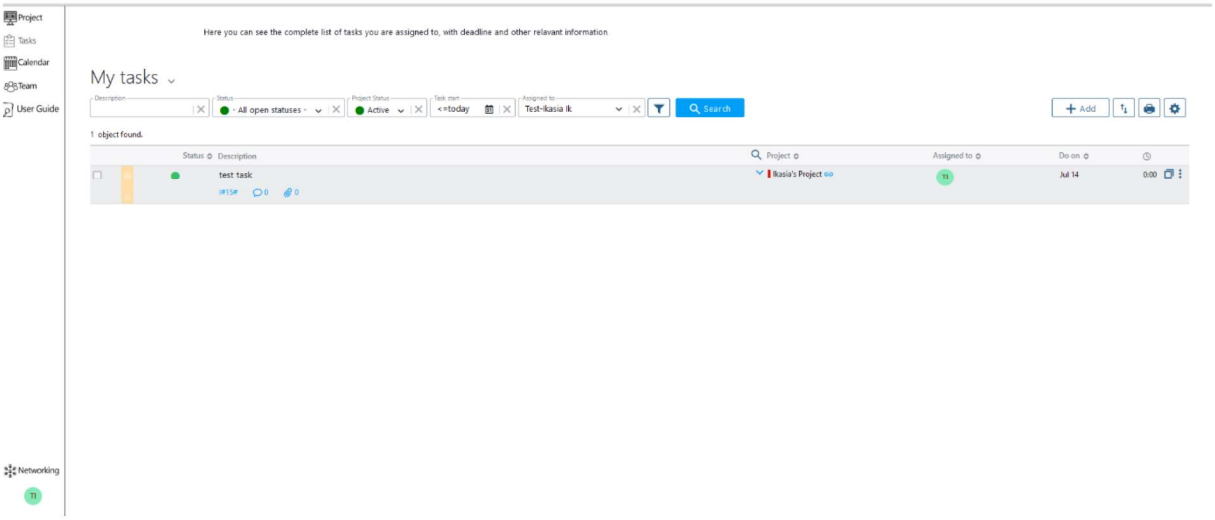
On the other hand, if you decide to continue creating tasks and save them all at once, you just have to give "+ Add" as many times as tasks you want to create and fill in all the fields that we have indicated. Every time you click on "+ Add" a new box will appear with the empty fields, below the one you have already created:



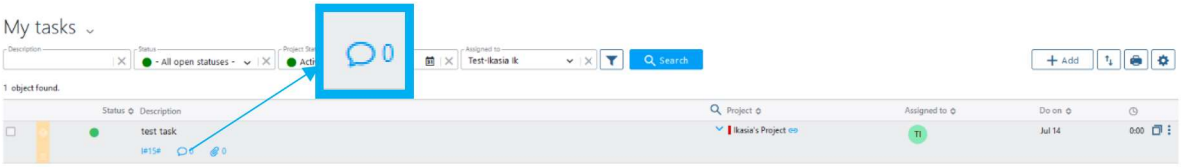
Once you have created all the tasks, you must save them by clicking on "Save all":



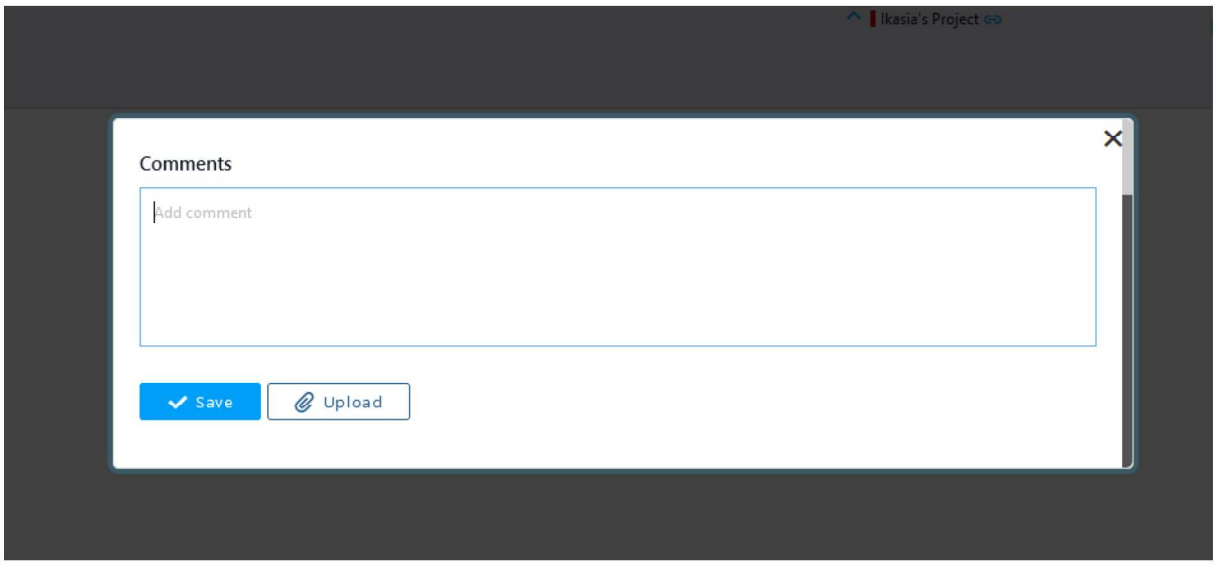
Once saved, the entire list of tasks will appear on the main "Tasks" page:



Once the task is created, you can leave comments to the students for the completion of the task. To do this, you must click on the 🗨:



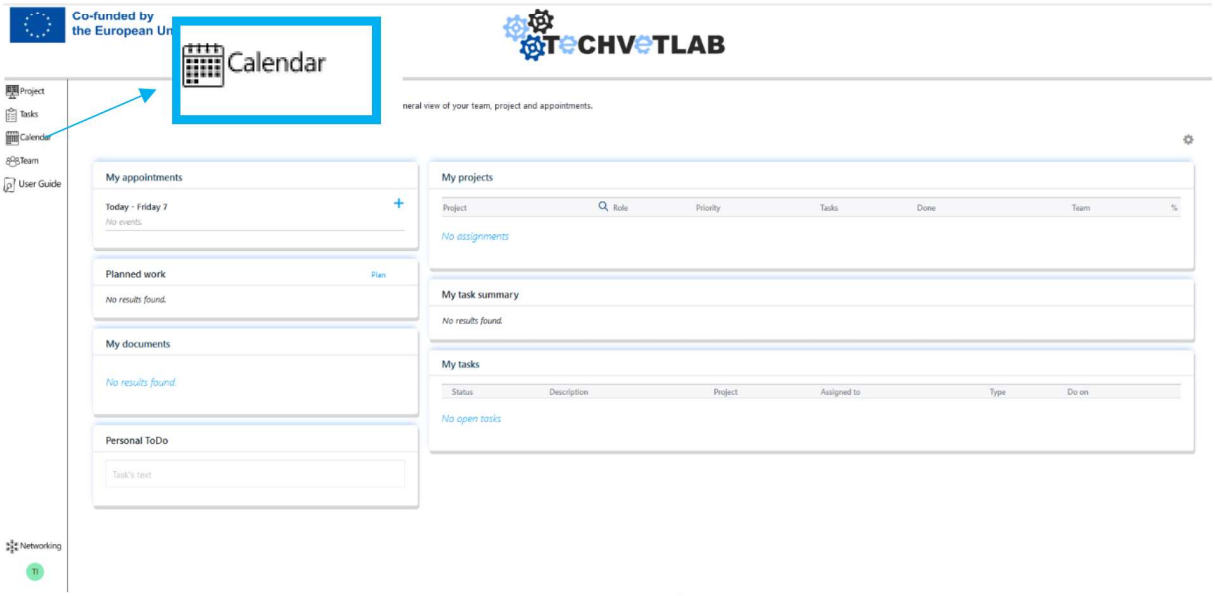
The following window will appear, where you can write the text you want and add documents. Once you have the comment ready, hit "Save".



5.4. HOW TO CREATE EVENTS IN YOUR CALENDAR

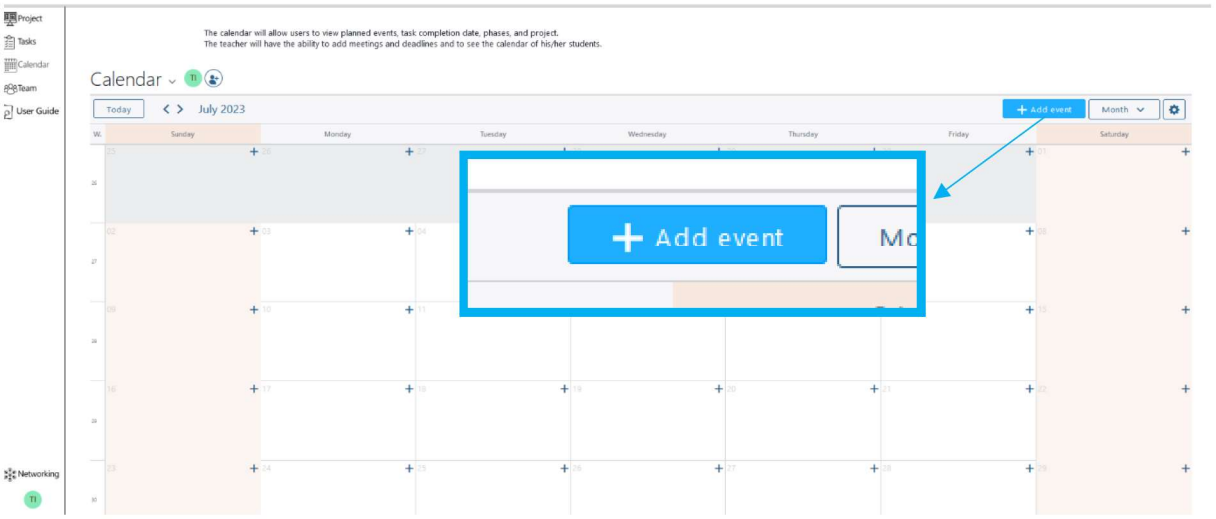
As a technician, every time you create a task in the software, the deadlines for it will be automatically added to the calendar. On the other hand, you have the ability to create additional meetings and events and assign them to other users.

To access the calendar you must click on "Calendar" in the menu (located in the left side vertical bar).



A drop-down menu will appear that allows you to choose the time frame in which you want to see the calendar (month, week, or day). Depending on the frame you choose, you will see the calendar in one format or another, but the process to create events will be the same.

To create an event, the first step is to click on "+ Add event". You will see this button in any of the available time frames that we have indicated above.



The following screen will appear in which you must fill in the fields of Subject, description, start/end (at least). However, the calendar offers you many possibilities when creating an event / meeting, because as you can see in the image allows you to add alert notifications, if you want the event to be repeated every day, week, month or even year, the location of the event.

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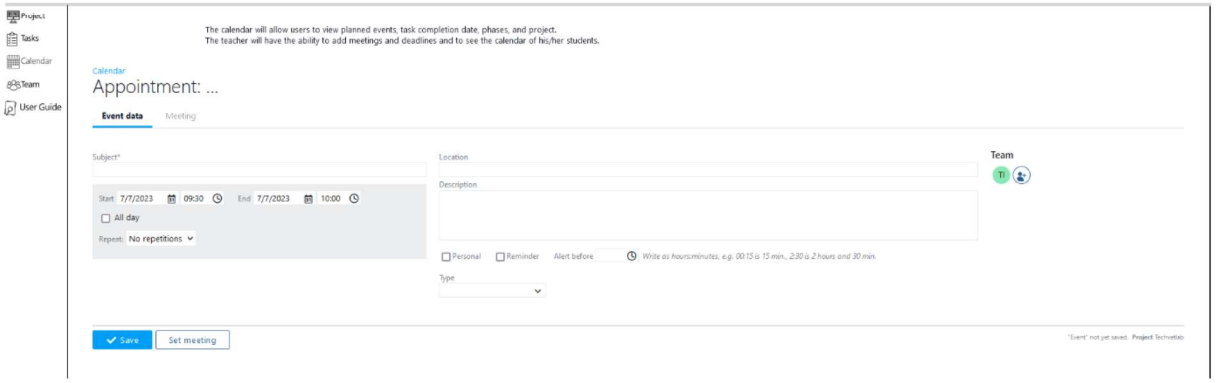
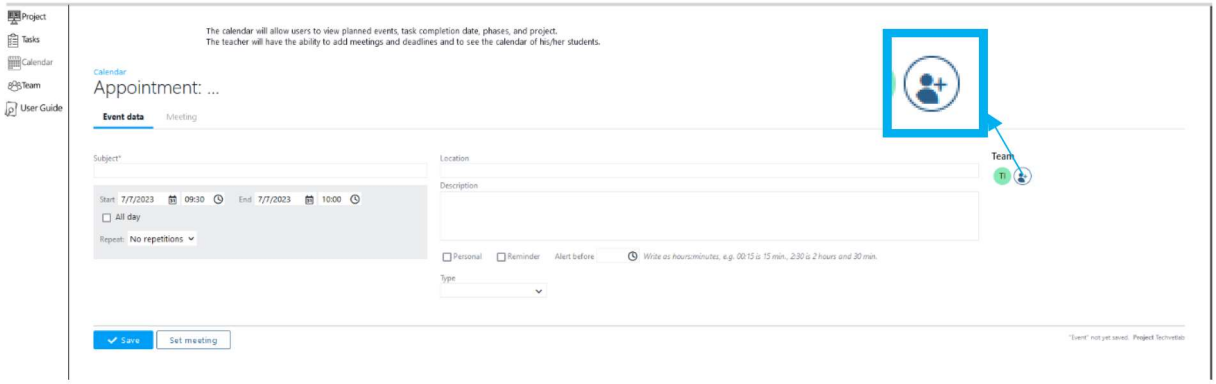
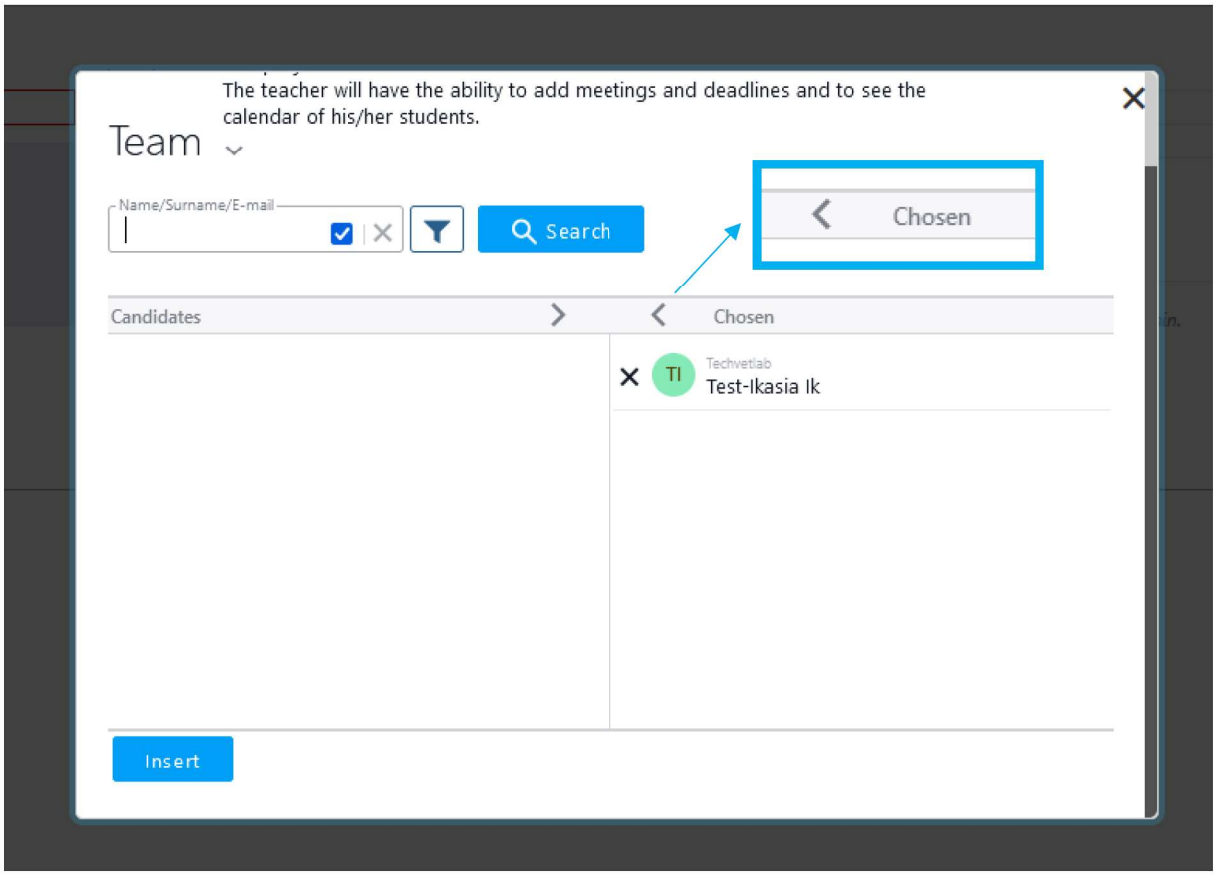


Once you have filled in all the necessary fields, it is time to assign the users who will participate in this event/meeting. To do this, click on the user icon + (see image below).



From here a window will appear that will allow you to add the users you want to the event / meeting.

To select them, click on the > symbol and they will move to the right side.



Then press "Insert" and close the window.

6. GUIDE FOR TEACHERS

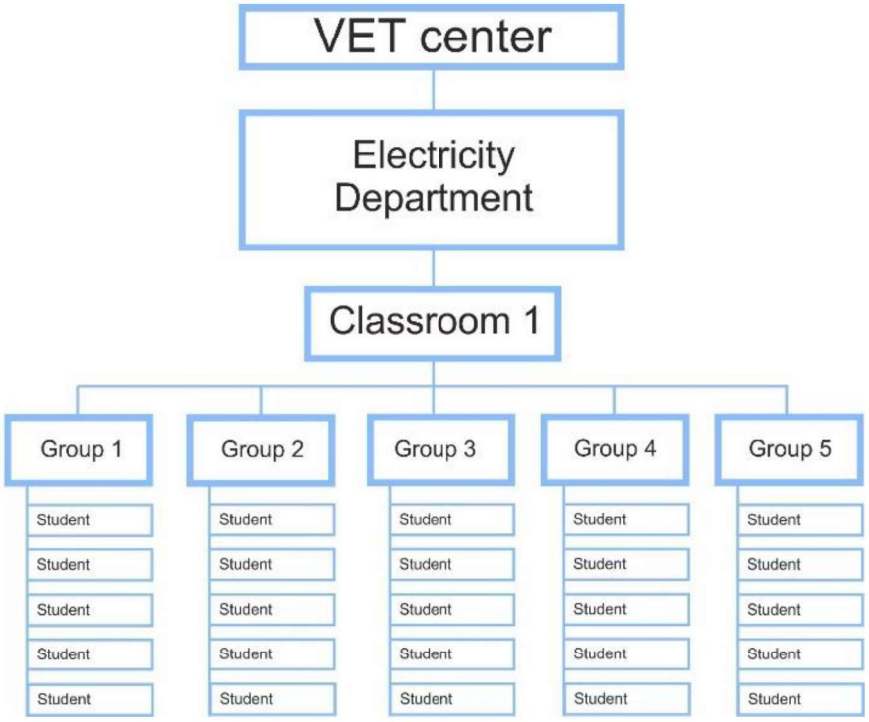
6.1. HOW TO ADD STUDENTS TO THE PROJECT

Once the technician responsible for the project has created your user and has given you access to it, as a teacher, the first thing you should do is add the classroom and the students of your classroom who will participate in the project.

Techvetlab manages both users and schools. People are the users who participate in the project (students, technicians and teachers), while schools/departments refer to the educational center to which the classroom belongs, as well as the classrooms or groups created within the classroom. So, people can log in (if login is enabled), schools/departments cannot.

A school can contain multiple departments, classes, groups, and users. For example, your school may have several "departments" (electronics, computer science, mechanics...), each of which may have several "classrooms". Within each classroom there may be several working groups. Finally, each working group consists of several "people" (in this case the students).

Therefore, students can be assigned to groups, which in turn are part of a classroom in a particular department of an educational center.

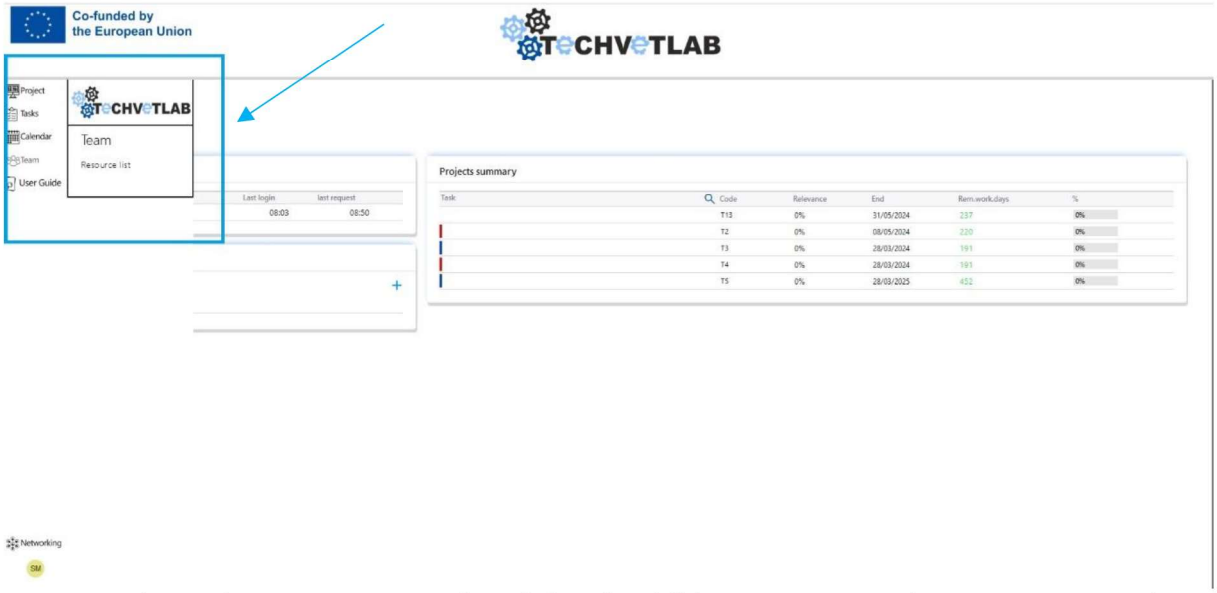


On the other hand, it is important to note that project tasks cannot be assigned to students individually, but to groups of students.

Therefore, we will start by creating the educational center, the classroom and the groups of which the students will be part. Once we have created these elements, we will create the users of all the students and assign them to the group that touches them.

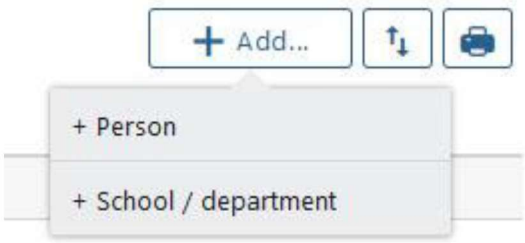
6.1.1. HOW TO CREATE THE SCHOOL.

Step 1. Access the Team section (check section 4.5 in case of doubts).



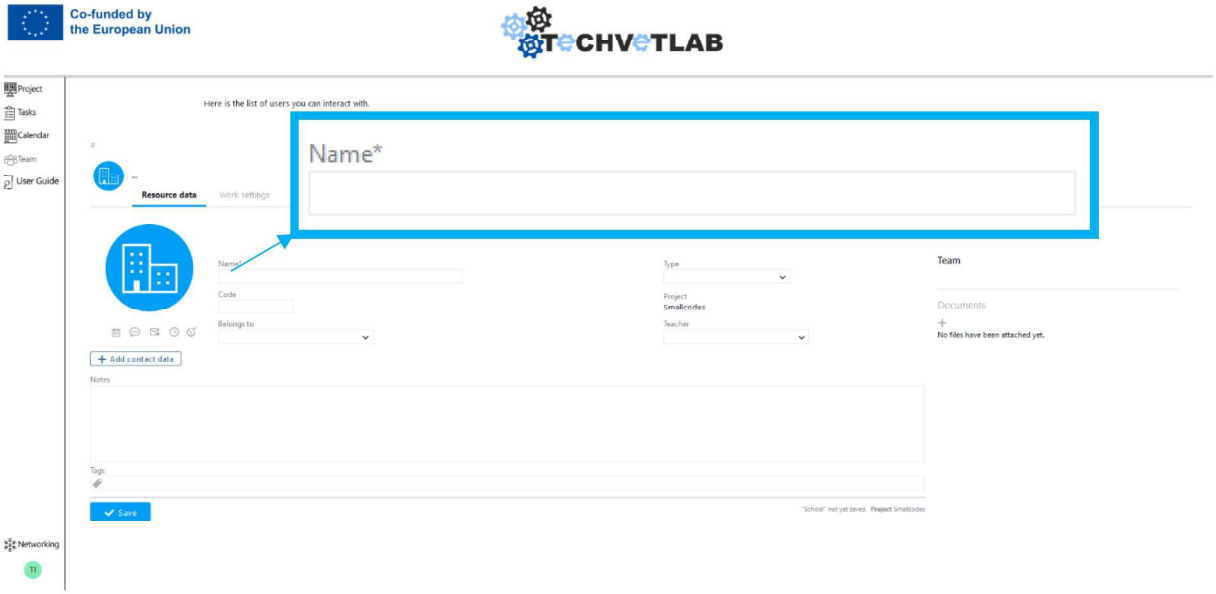
To create the student users you must first click on "+add" (you must repeat this same process with each student).

Clicking "+add" brings up a drop-down menu with two buttons to create a person or a school/department.



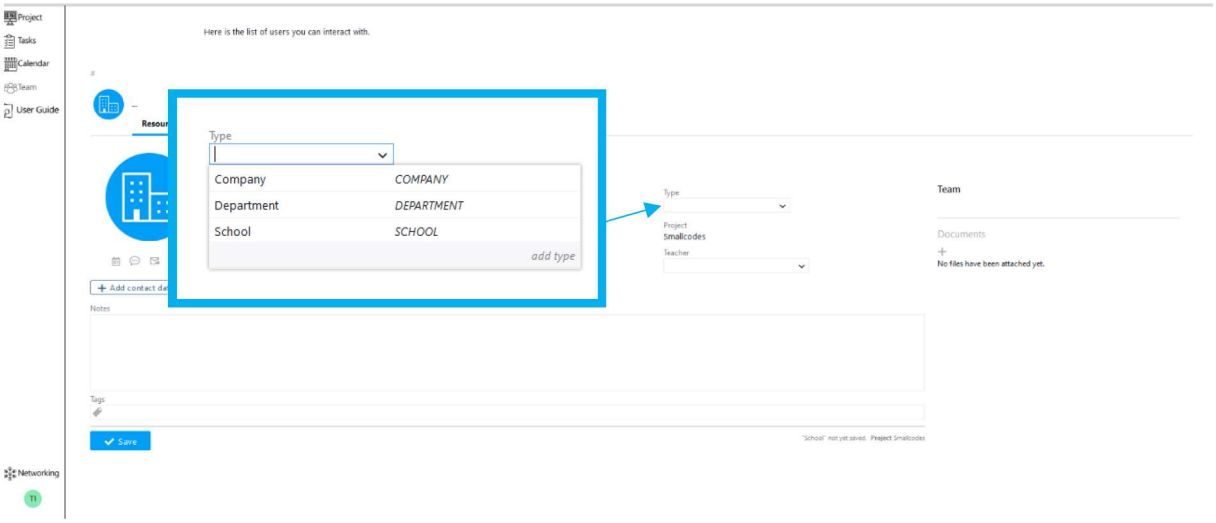
Step 2. Click "+ School/department" to create the school and groups. A new page appears from where you can fill in all the necessary information to create the school.

Indicates the name of the school.

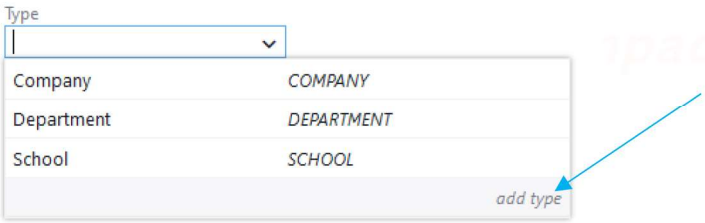


Select "Type". A drop-down will appear with three options (company, department, school).

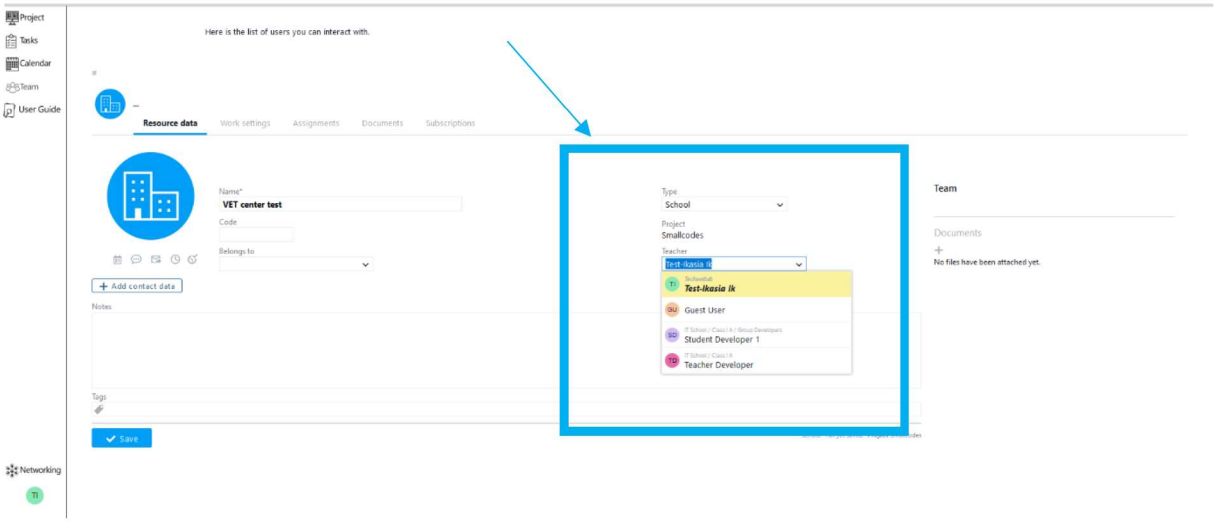
Select School to create your school.



Note: If "School" or the type you are looking for does not appear, just add a new type by clicking on "add type".



Assign the responsible teacher. To do this, click on "Teacher". A drop-down will appear in which you will see your user. Select.



Finally, hit "Save" at the bottom of the screen.

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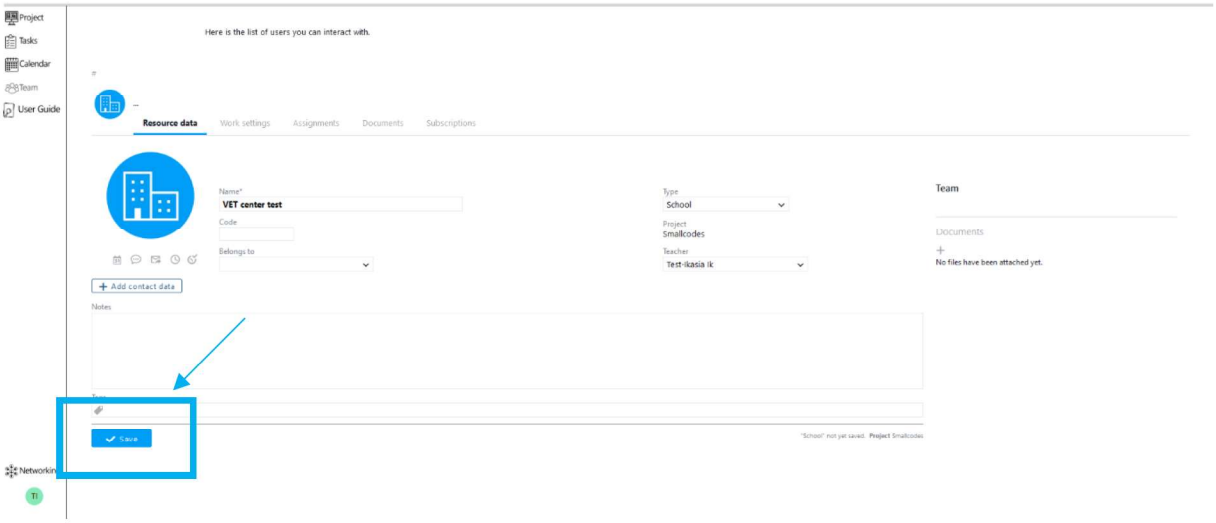
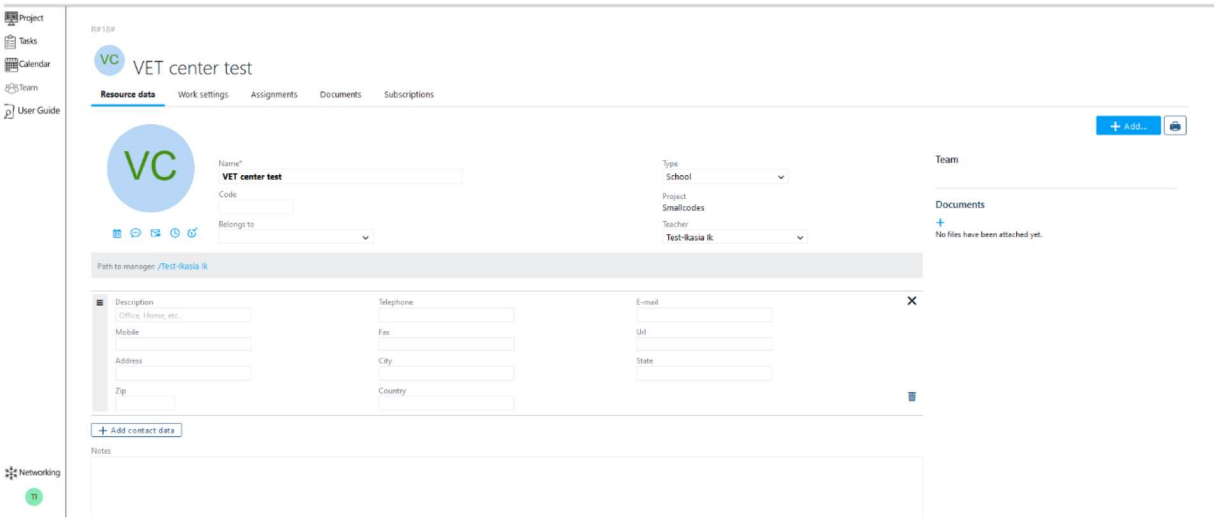


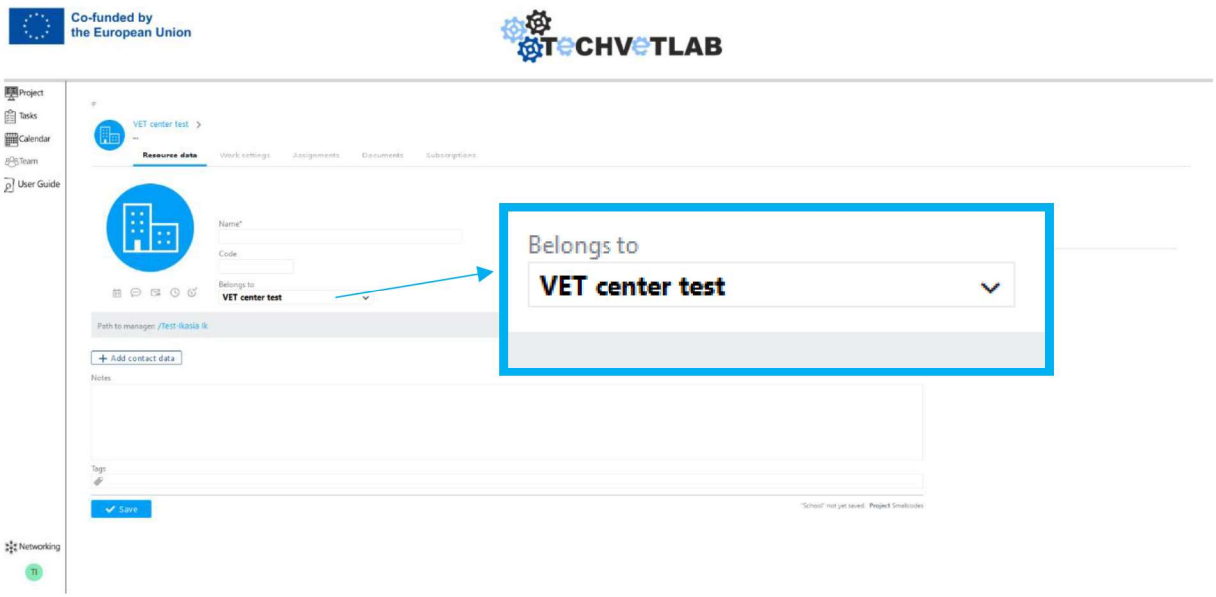
6.1.2. HOW TO CREATE A DEPARTMENT.

Once you have created your school, a screen like the following will appear, from which you can create the departments directly associated with your school.



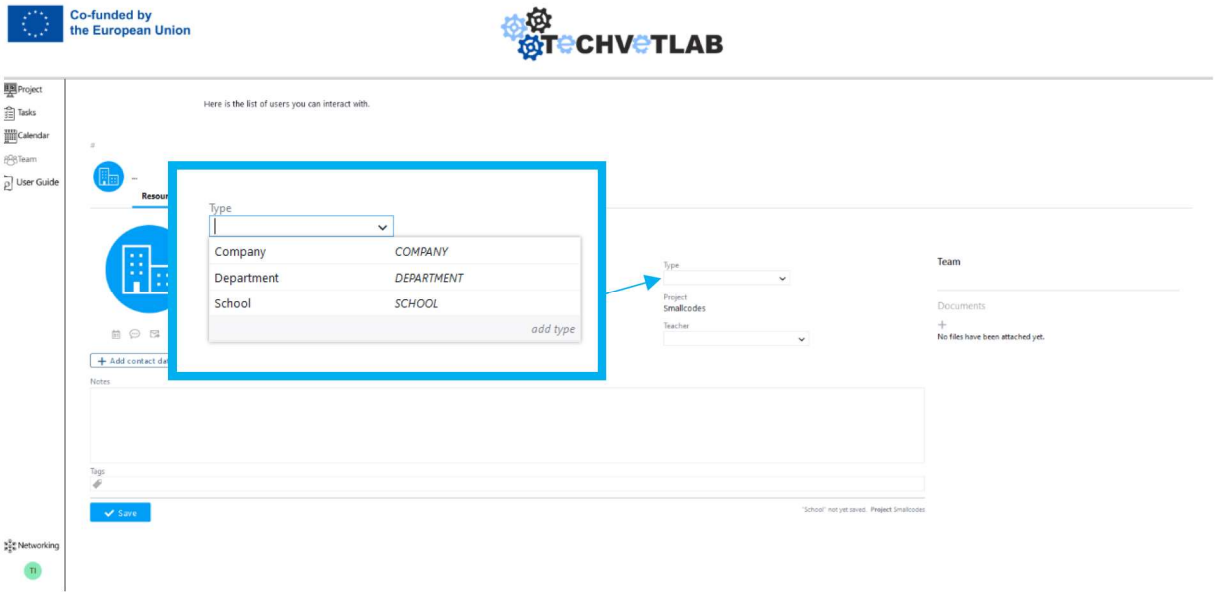
To do this, click +add. Within this section, whenever you click on +add, the drop-down menu will appear to choose between "person" and "School/department". Select "School/department" again to create the department and continue with the process.

As you can see, the process is very similar to creating a school, except that, on this occasion, in "Belongs to" the educational center you have created is automatically indicated:

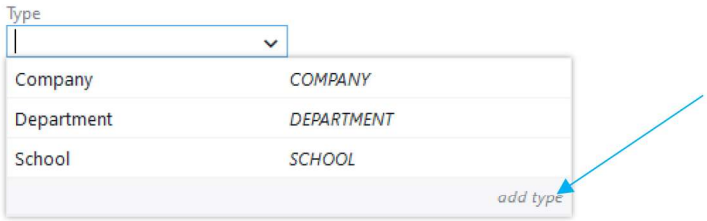


Select "Type". A drop-down will appear with three options (company, department, school).

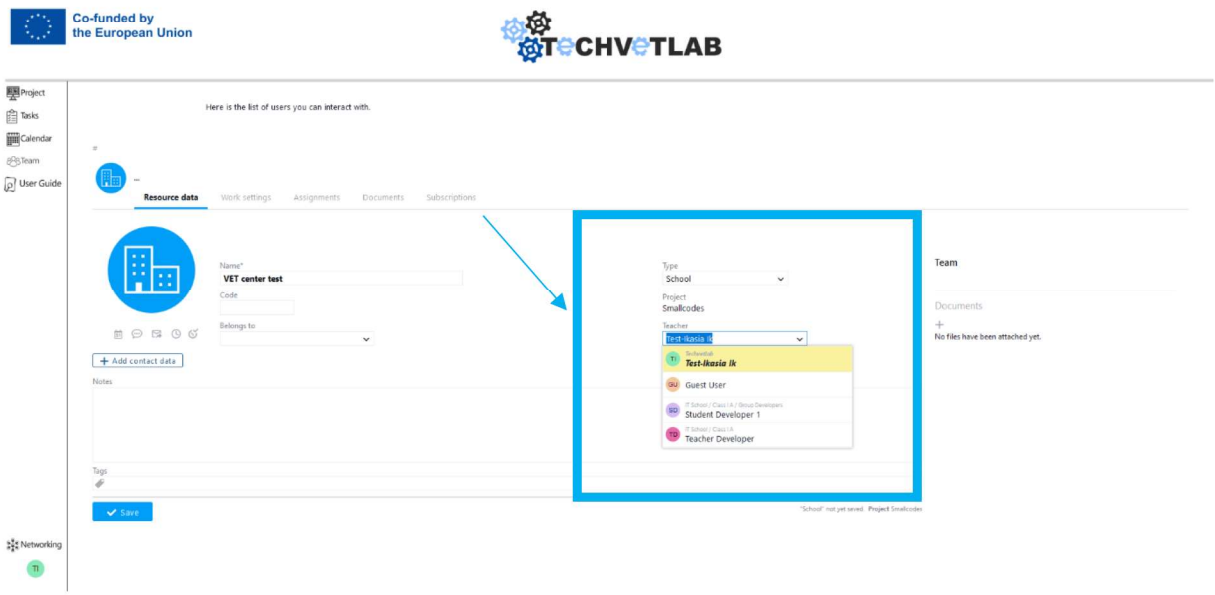
This time select "Department".



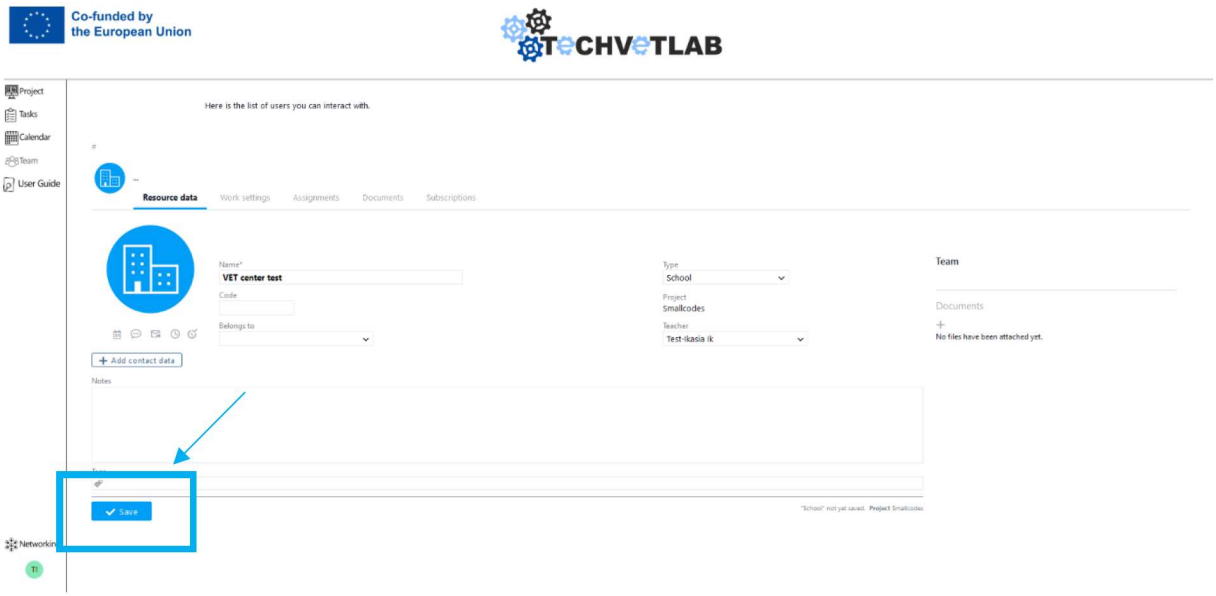
Note: As in the previous section, if "department" or the type you are looking for does not appear, you just have to add a new type by clicking on "add type".



Assign the responsible teacher. To do this, click on "Teacher". A drop-down will appear in which you will see your user. Select.

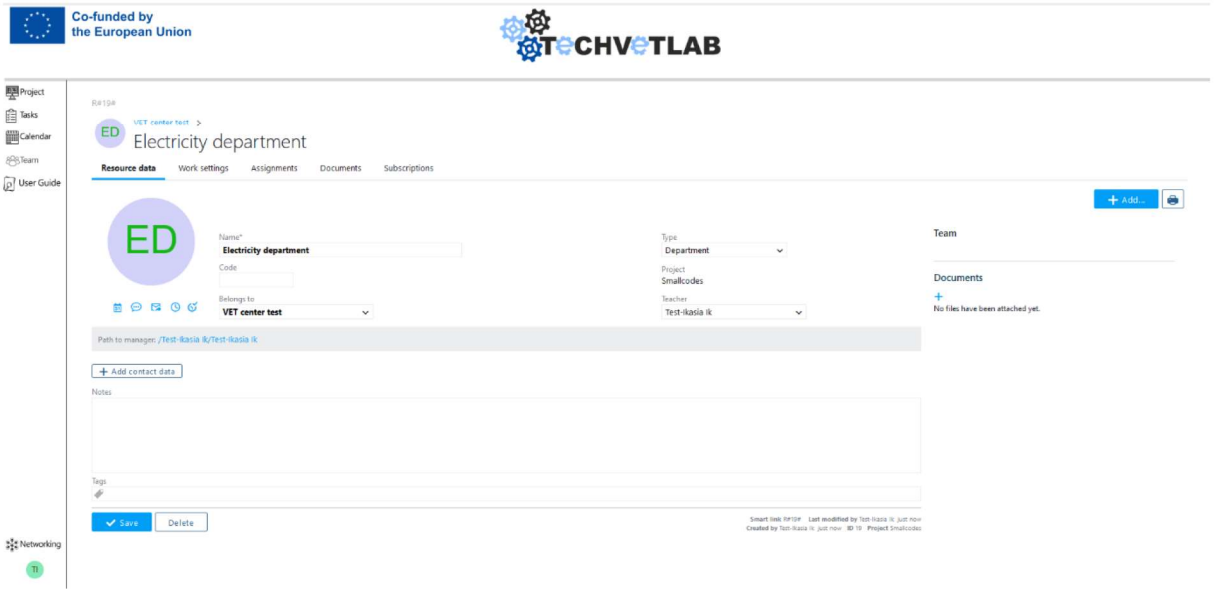


Finally, hit "Save" at the bottom of the screen.



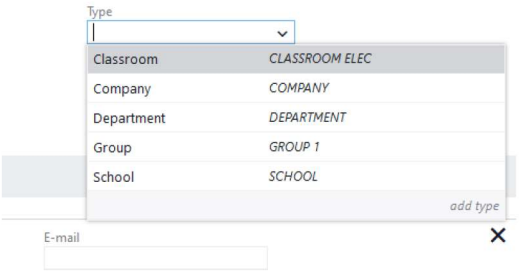
6.1.3. HOW TO CREATE THE CLASSROOM

As you will see below, your department's page will appear, from which you can create the classroom and student groups.

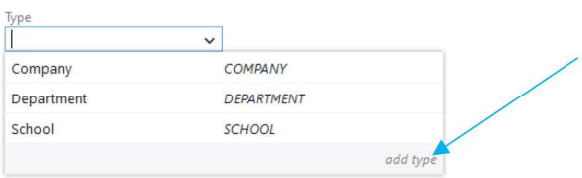


The process is the same as on the previous occasion:

1. Click "+ Add".
2. Select "School/department".
3. Under "Belong to" it will automatically appear within the department you created.
4. Name your class.
5. Select the teacher in charge in the "Teacher" tab.
6. Select the type. This time you must select "Classroom".
7. Hit "Save" to save the class you created.

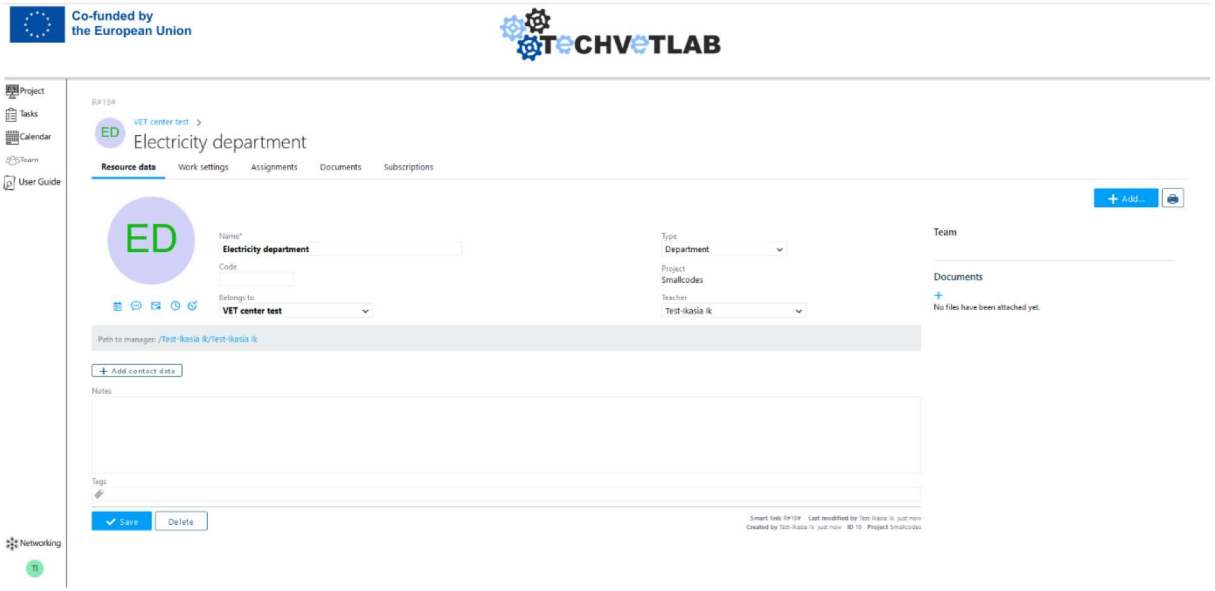


Note: Remember, if "classroom" or the type you are looking for does not appear, just add a new type by clicking on "add type".



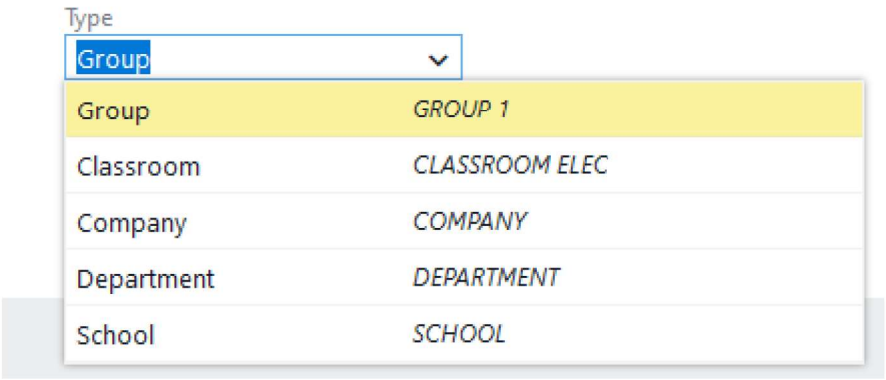
6.1.4. HOW TO CREATE A GROUP

As you will see below, your class page will appear, from which you can create student groups.

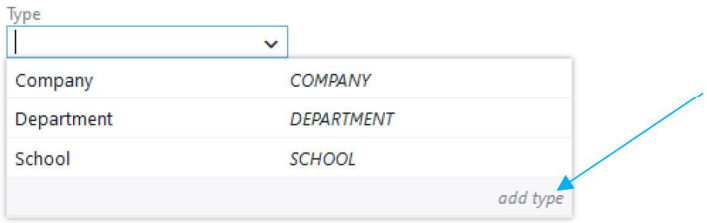


The process is the same as on the previous occasion:

1. Click "+ Add".
2. Select "School/department".
3. Under "Belong to" it will automatically appear within the department you created.
4. Name your class.
5. Select the teacher in charge in the "Teacher" tab.
6. Select the type. This time you must select "Group 1".
7. Dale a “Save” para guardar la clase que has creado.



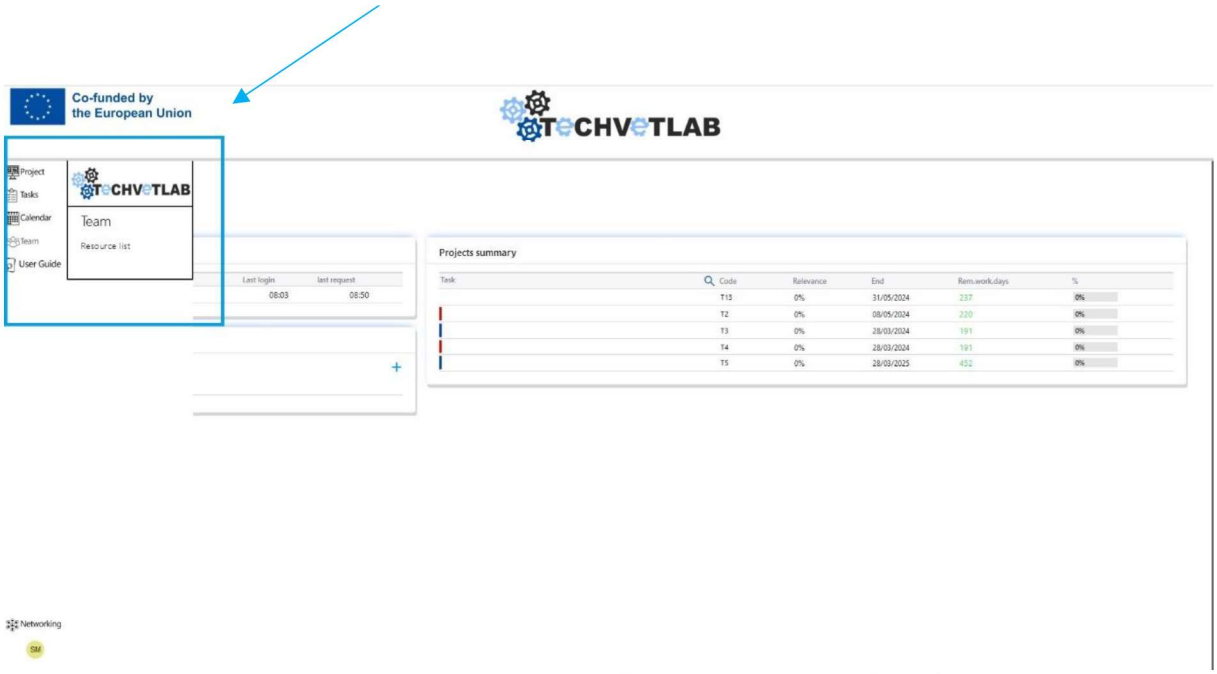
This time you must add the number of groups of students in which you have divided the classroom. To do this, click on "add type" and create as many groups as necessary. It is important that they have different names such as "GROUP 1" "GROUP 2" to make it easier to assign to students.



Impacto de la marca

6.1.5. HOW TO CREATE THE USER OF EACH STUDENT

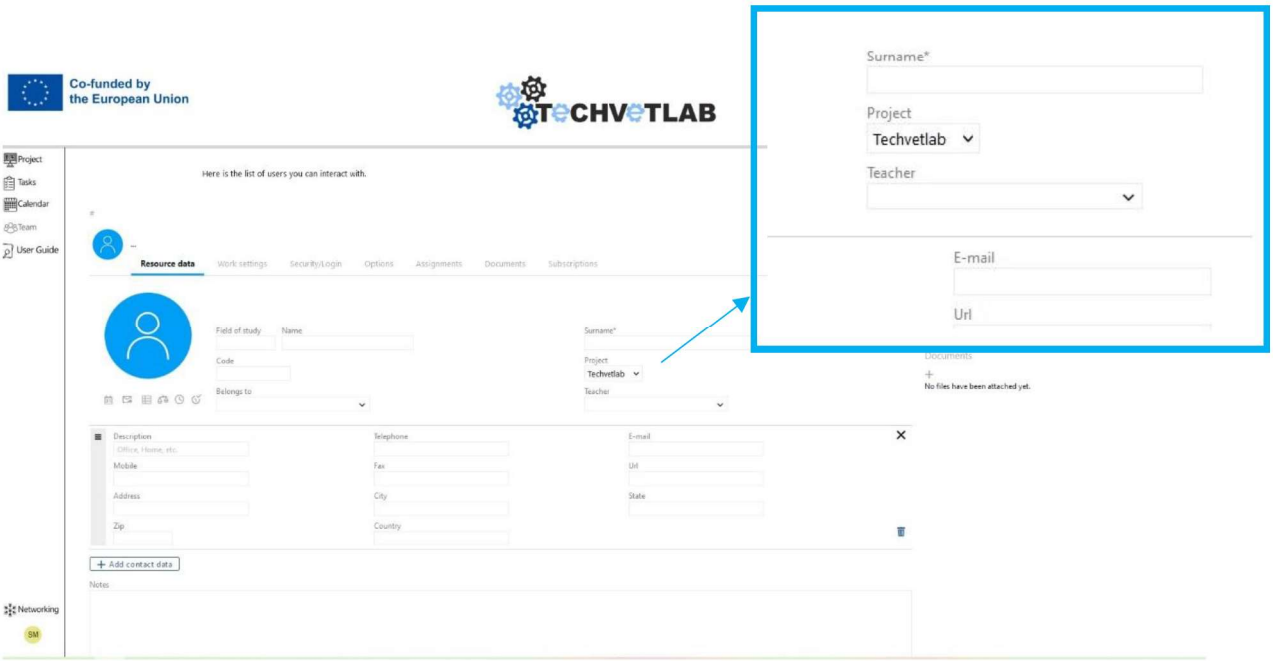
Step 1. Access the Team section (check section 4.5 in case of doubts).



To create the student users you must first click on "+add" (you must repeat this same process with each student).

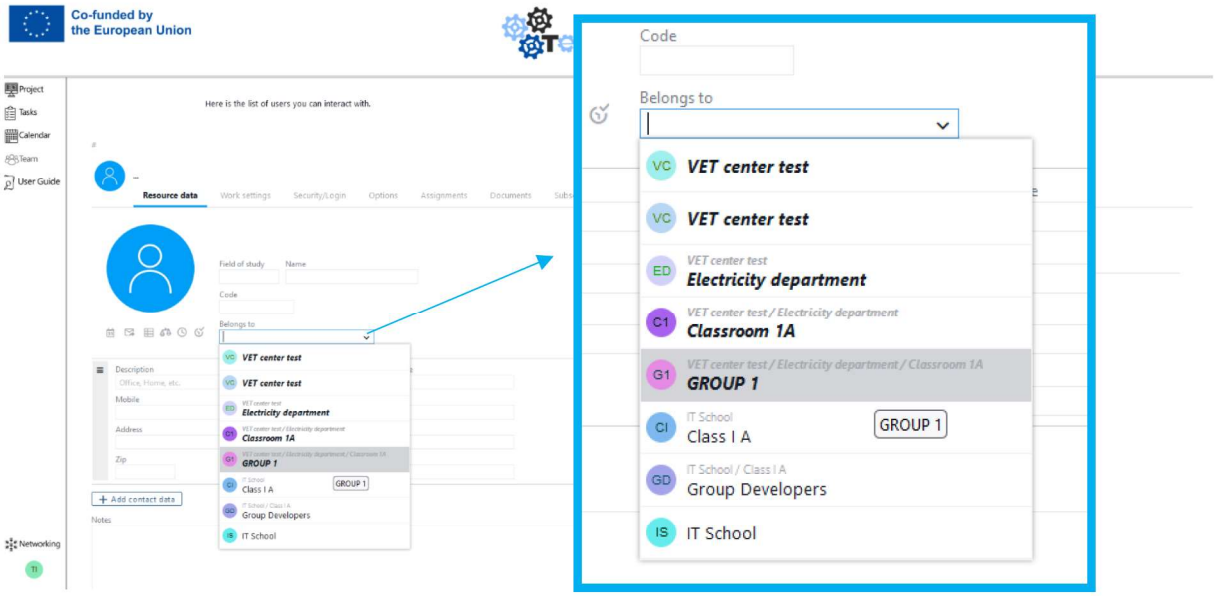
As we have seen in the previous section, when you click on "+add" a drop-down menu appears with two buttons to create a person or a school / department.

Step 2. Click "+ Person" to create each student's username. A new page appears from where you can fill in all the necessary information to create the new user and assign it to the project. To do this, first fill in the necessary empty fields (name and surname) and assign a project from the "Project" field where a drop-down menu containing the project you have created will appear.



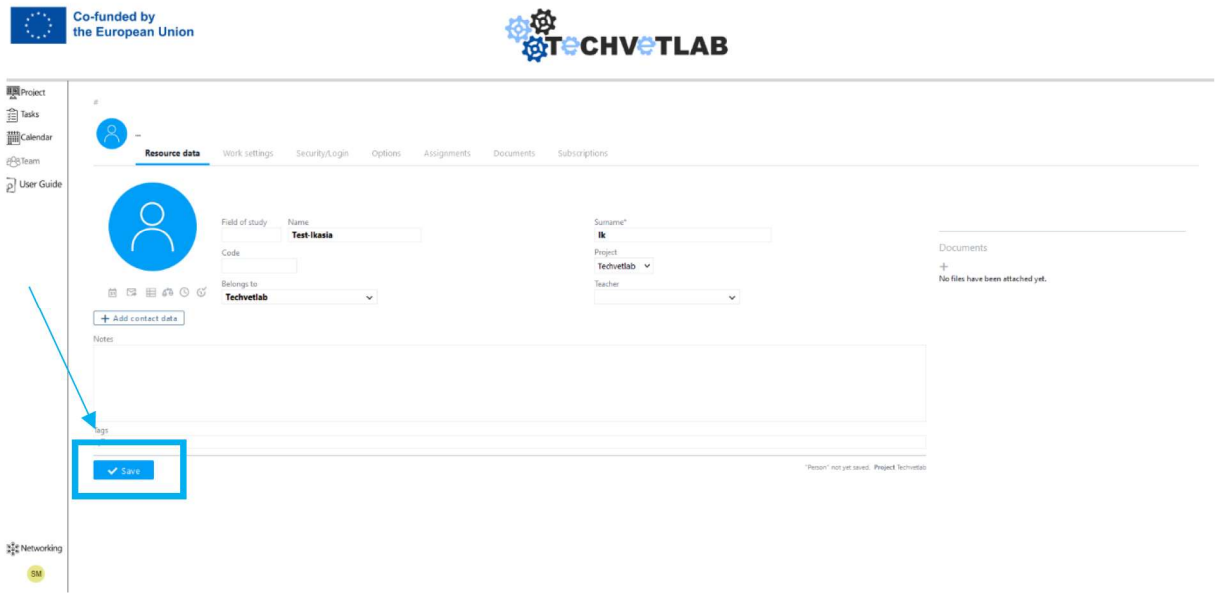
Step 3. Assign the student to a group.

Click on "Belongs to". A drop-down menu will open showing all the groups, which you have previously created. Select the group that corresponds to the student.



Step 4. Save

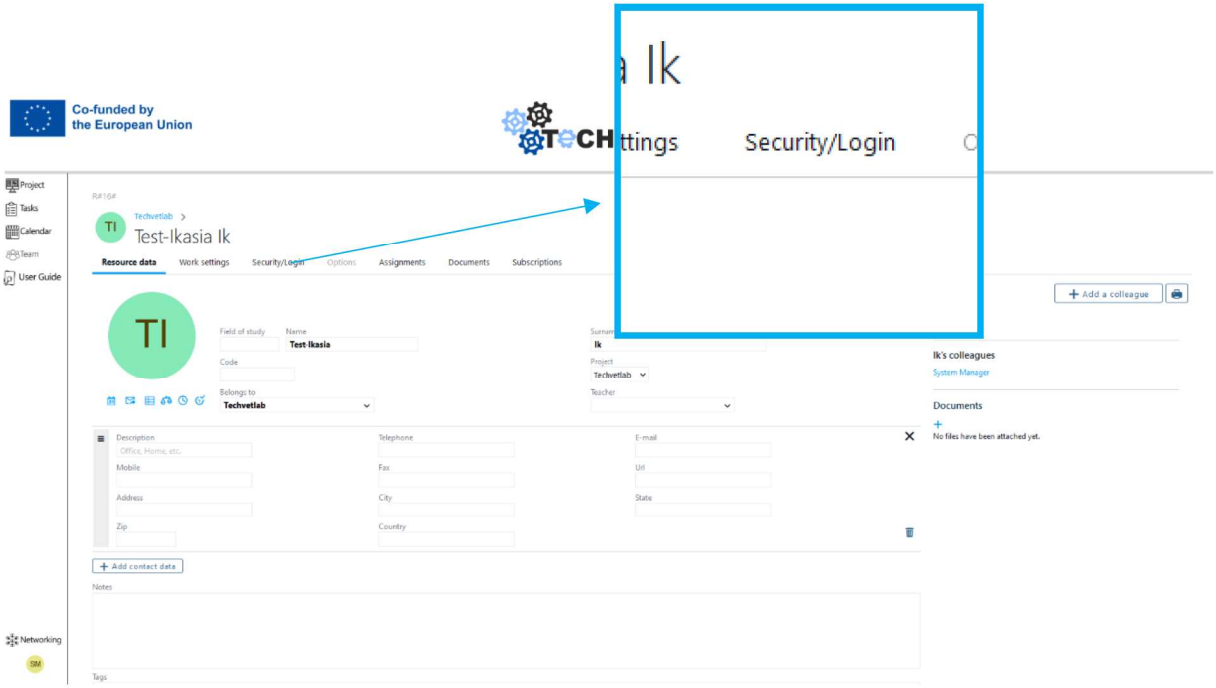
Once you have filled in all this information, click "Save" at the bottom of the screen to save the user you created.



Step 5. Creates your access to the software.

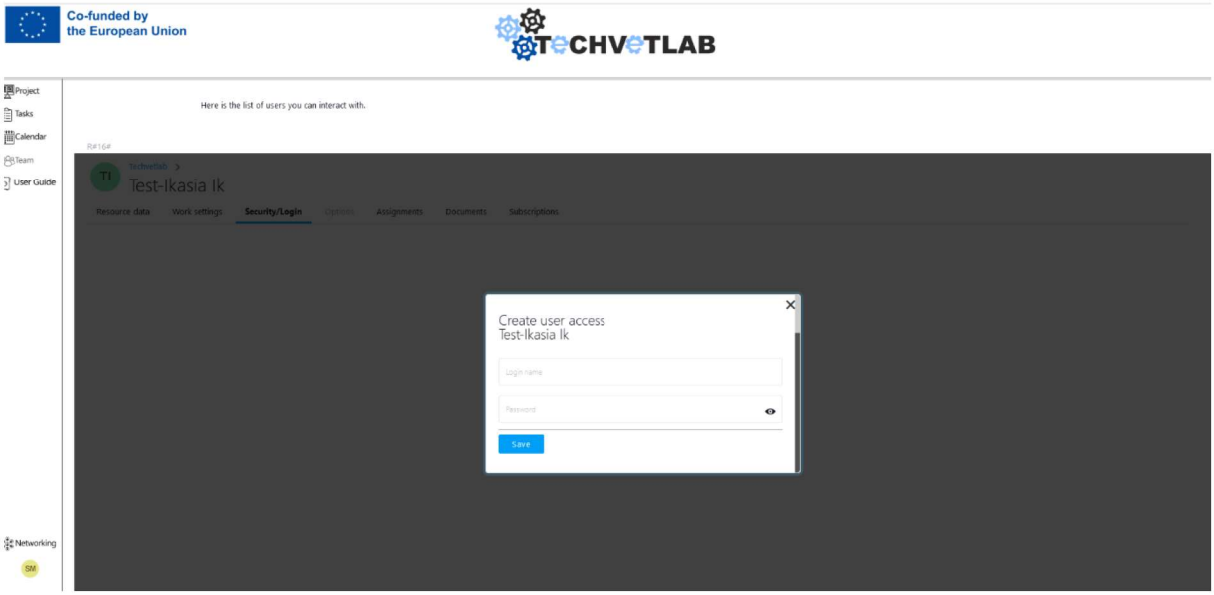
Once you have created the student's user you must give them access to the software. That is, you will create a username and password so that you can access. Don't worry: at the first login, the user will be asked to choose a new password that will remain private.

First, click on "Security/Login".



After that, tap Create user access.

Set a user name and password.



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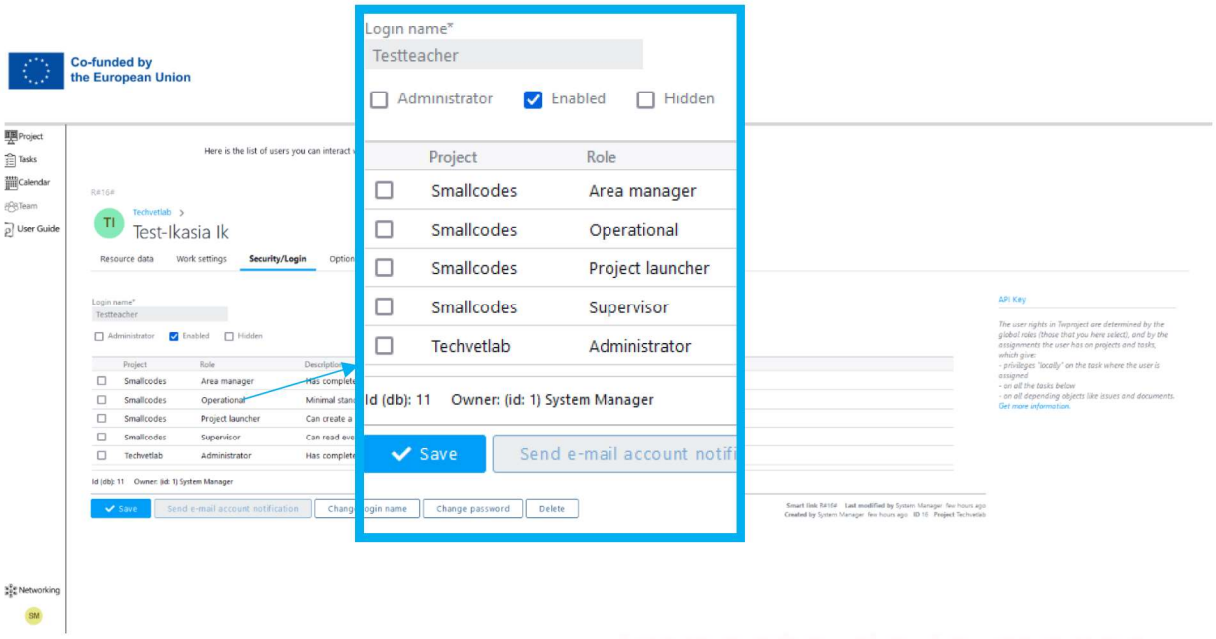
Step 6. Assign a role.

The last step to create each student's user is to assign them a role, which sets the permissions they have within the software. To do this, select "operational" as a role for the student and click "Save".



6.2. HOW TO ASSIGN STUDENTS TO A PROJECT

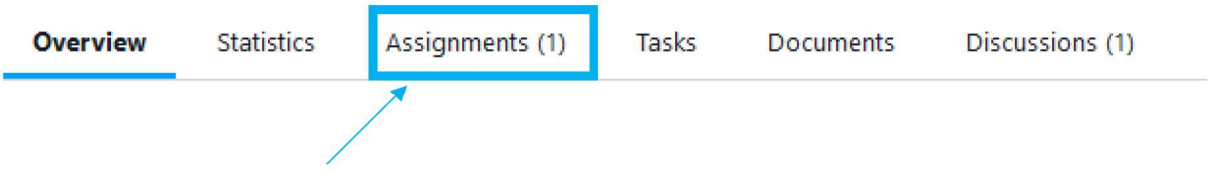
From the main project page you can assign a classroom, group or students to the project in which they will participate. For this you have two options: from "Assignments" or from "Team".

OPTION 1: MAKE ASSIGNMENTS FROM "ASSIGMENTS".

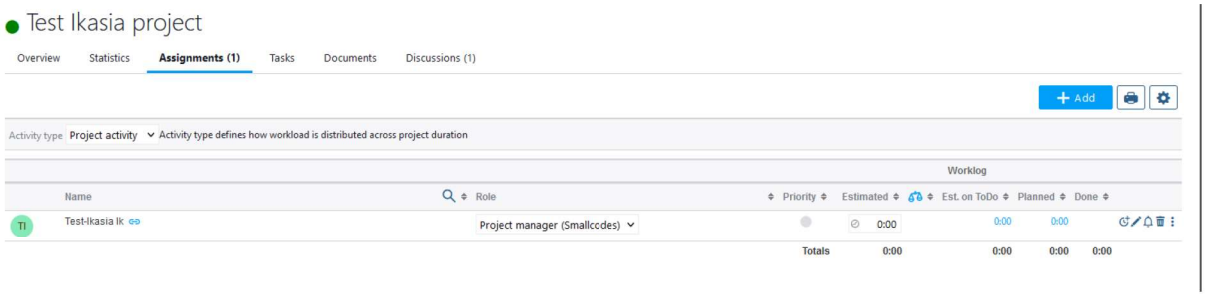
Step 1: Access the main page of the project from the menu located in the left vertical sidebar.

Step 2: Click on "Assignments".

From this section you can see who is working on the project. As a teacher you can define the classroom that is assigned to a project, as well as create more assignments in a very simple way.

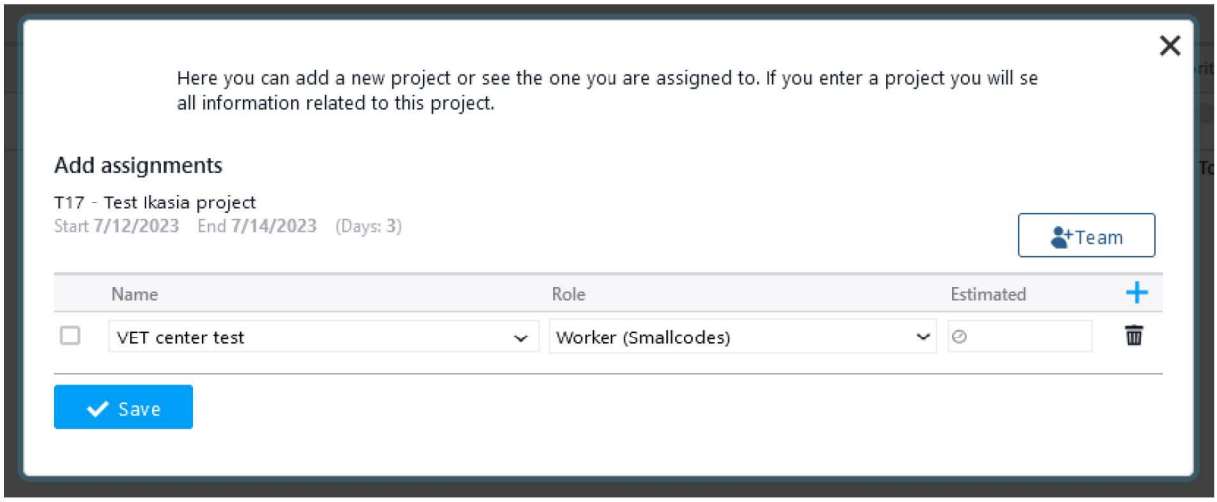


Step 3: Click "+ Add" to add an assignment.



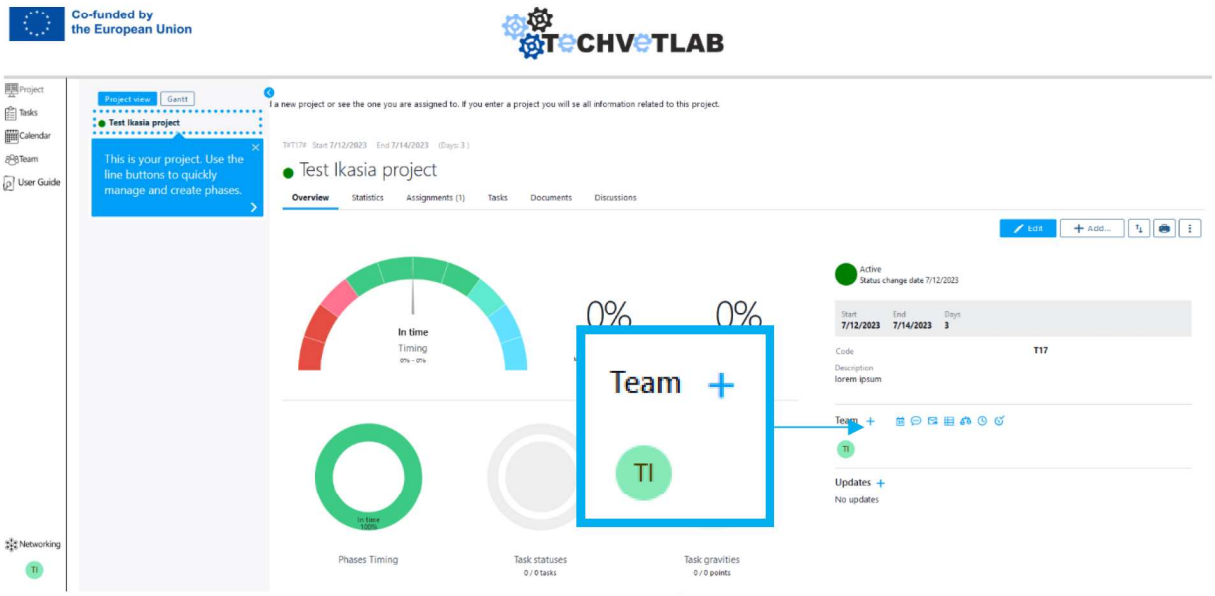
Step 4: Make the assignment.

A new window will appear from where you can select the school, department, classroom, group or user and the role. Finally, click "Save" to save the assignment.

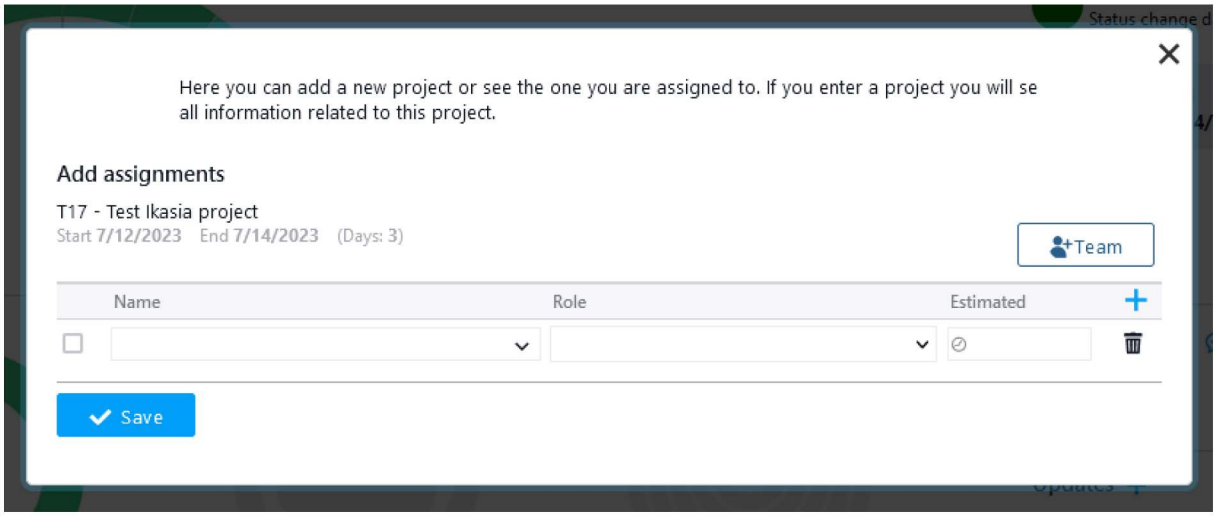


OPTION 2: MAKE THE ASSIGNMENT FROM "TEAM" LOCATED ON THE MAIN PAGE OF THE PROJECT.

From the main page of the project, the users assigned to the project appear on the right side. By clicking on "+" you will access the same window to make assignments that appears from "assignments":

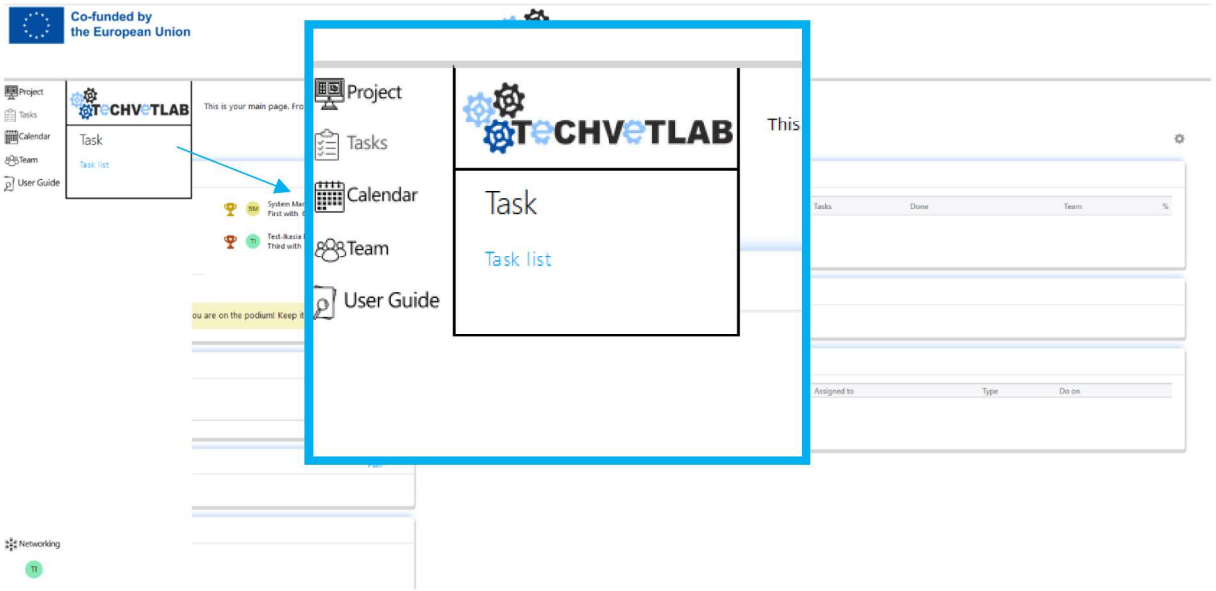


The following window will appear, from where you can select the teacher's user and their role. Finally, hit "Save".



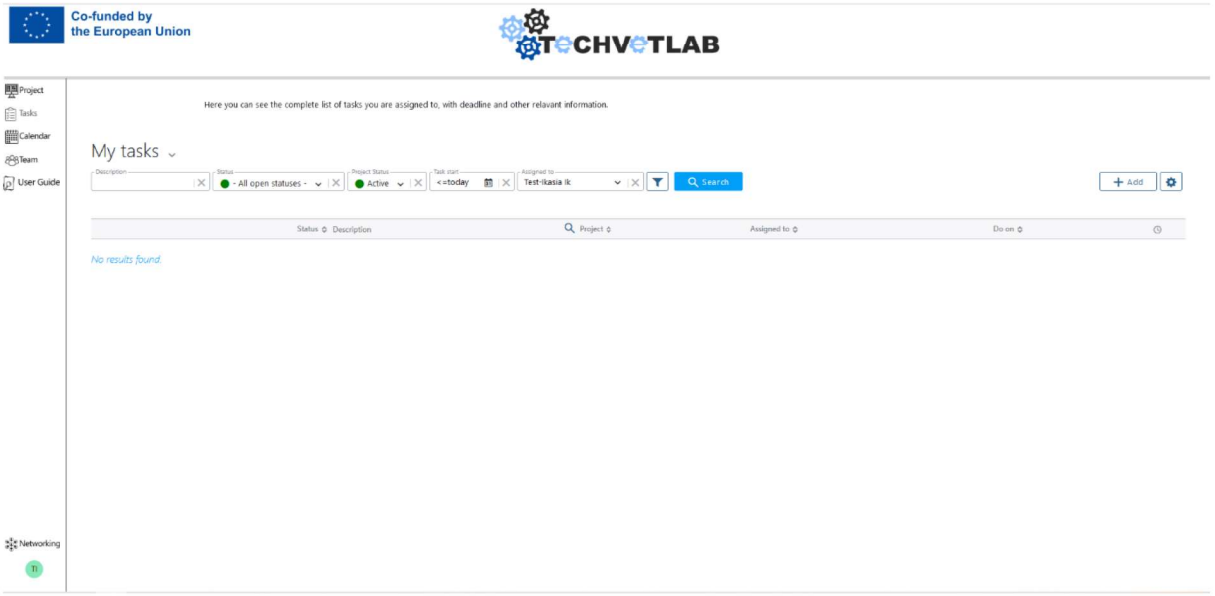
6.3. HOW TO CREATE TASKS

To access the tasks click on "tasks" in the left sidebar menu and click on "tasks list":

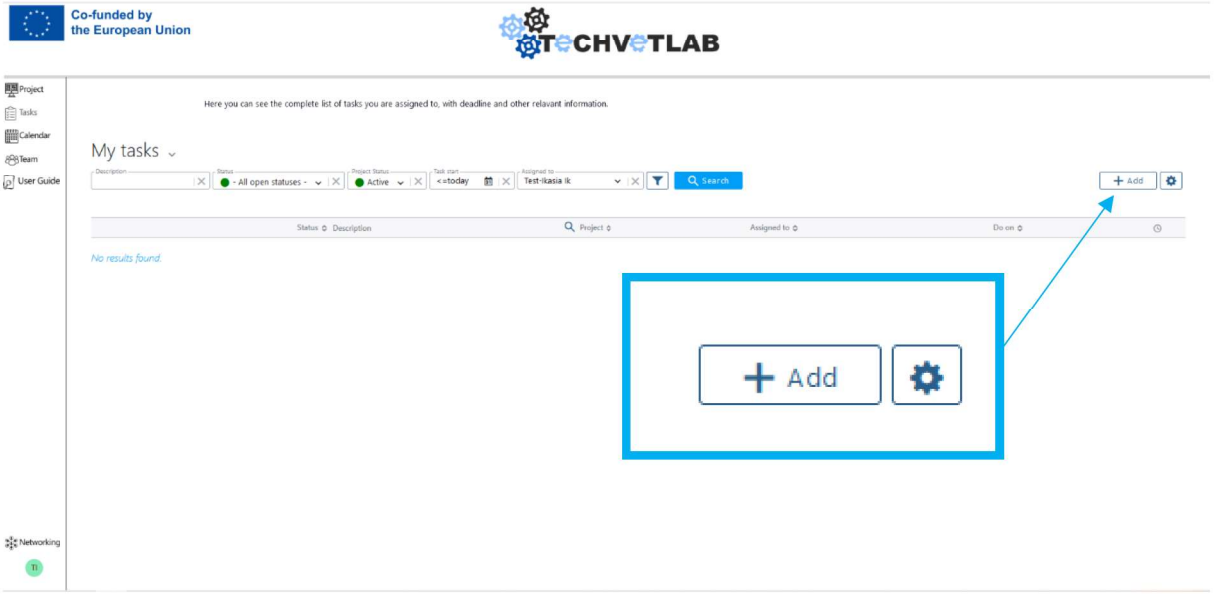


From here you access the main page of the tasks, from where you can see the tasks, manage them and create them. As a teacher, you will need to analyze the main tasks that the tech company's technician has created to decide if you are going to divide those tasks into smaller tasks and how you are going to distribute them among groups of students.

Remember that an assignment cannot be assigned to a single student, but to groups or entire classrooms. There will be tasks that you are interested in a specific group doing, while other tasks will need to be carried out by the entire classroom, such as training in the main software that will be used to develop the project.

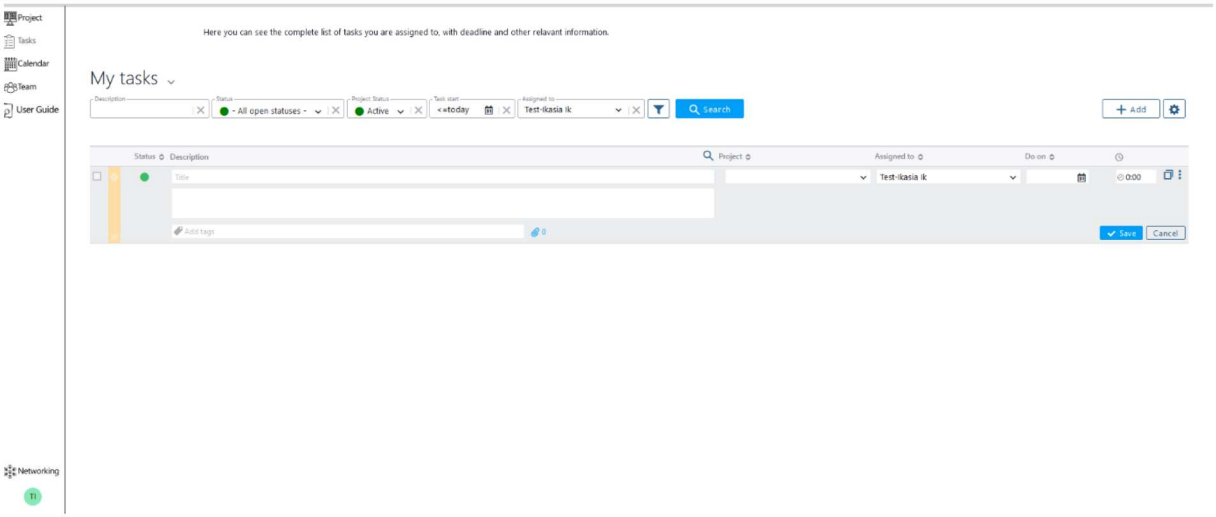


To create a task you must click on "+ Add".



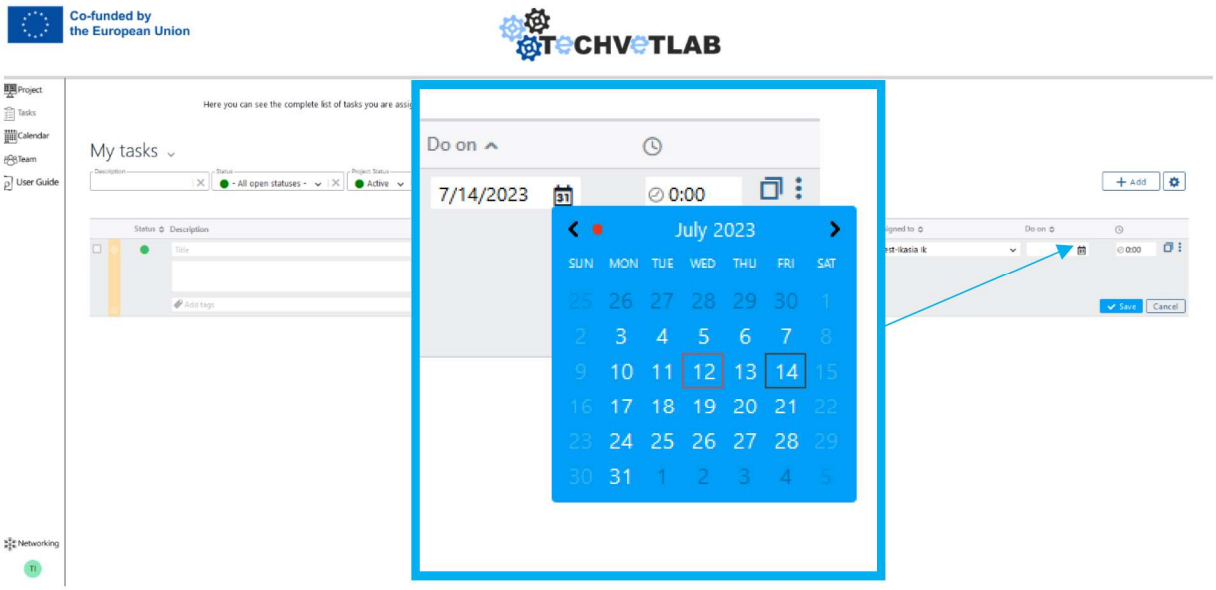
A box will appear with fields that you must fill in to create your task:

- Title.
- Description.
- The project to which the task is assigned.
- The deadline for completion of the task.
- Assign the group or classroom of students.
- Add documents if you consider it appropriate.



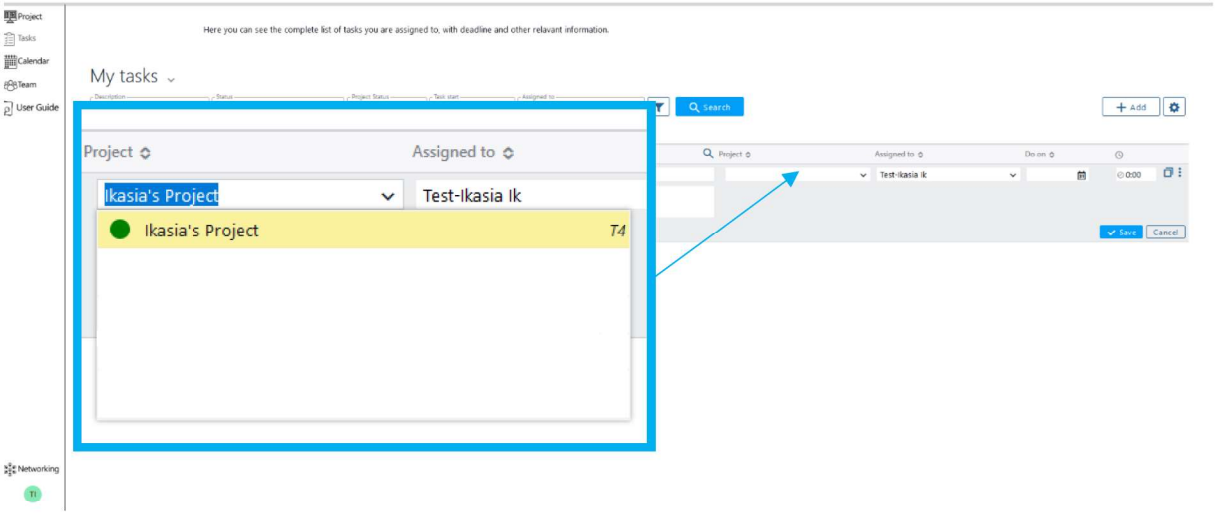
ADD A DEADLINE TO A TASK

To add a deadline for completing your task, you must click on the calendar icon that appears under "Don't on". You can type the date by hand or select the icon to bring up a small calendar and select the date you want.



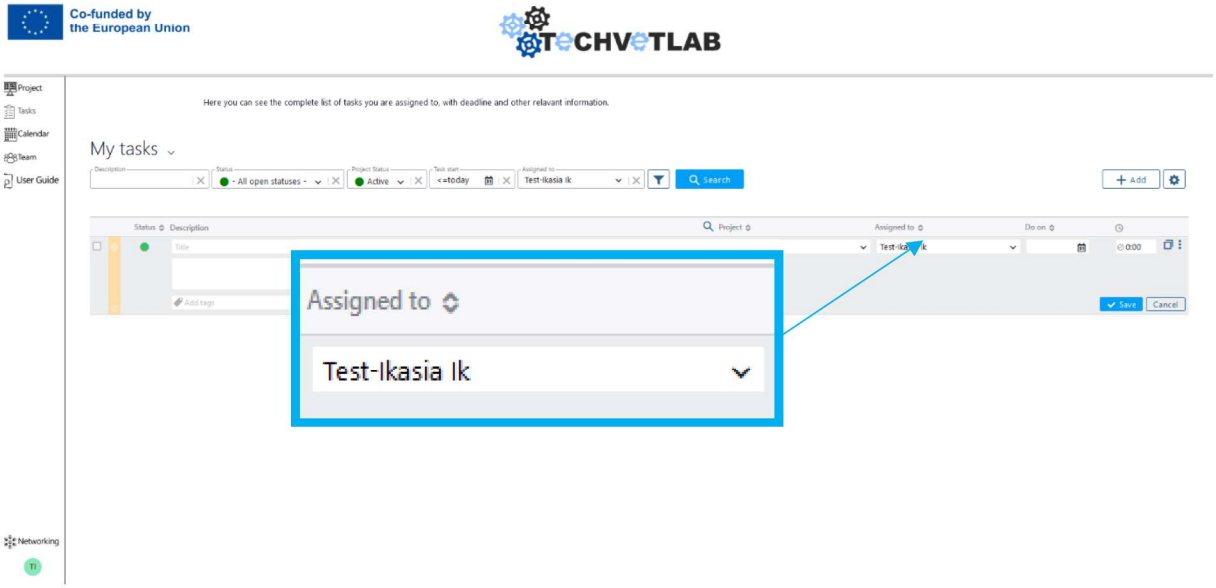
HOW TO ASSIGN A PROJECT TO A TASK

To assign the task to a project you must click on the field that appears under "Project". Select the project in which your classroom will participate.



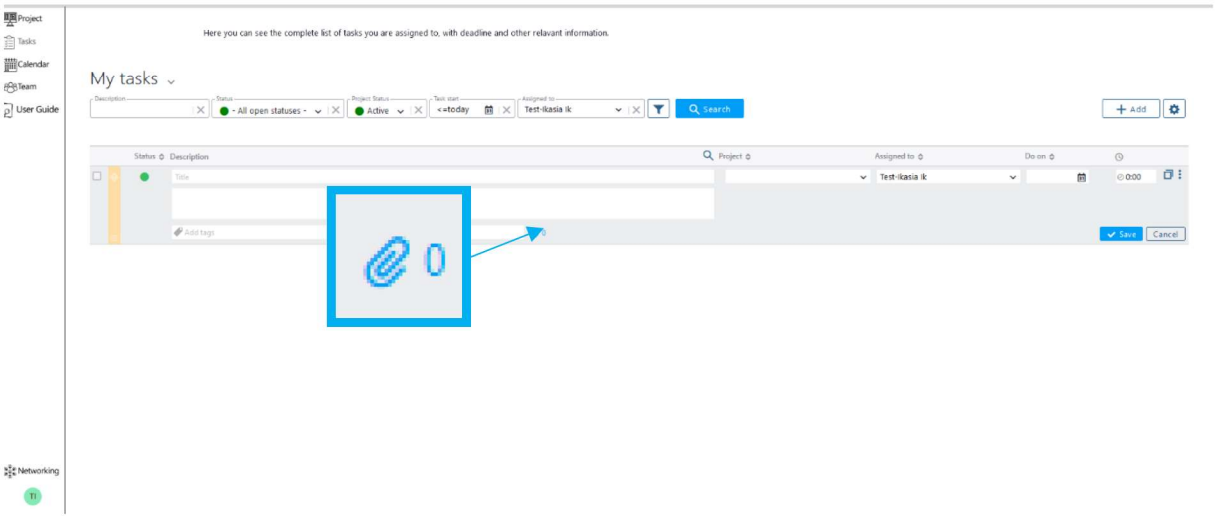
HOW TO ASSIGN A TASK TO STUDENTS

To assign the task to a group or classroom of students you must click on the field that appears under "Assigned to" and select the specific group or classroom.



HOW TO UPLOAD DOCUMENTS

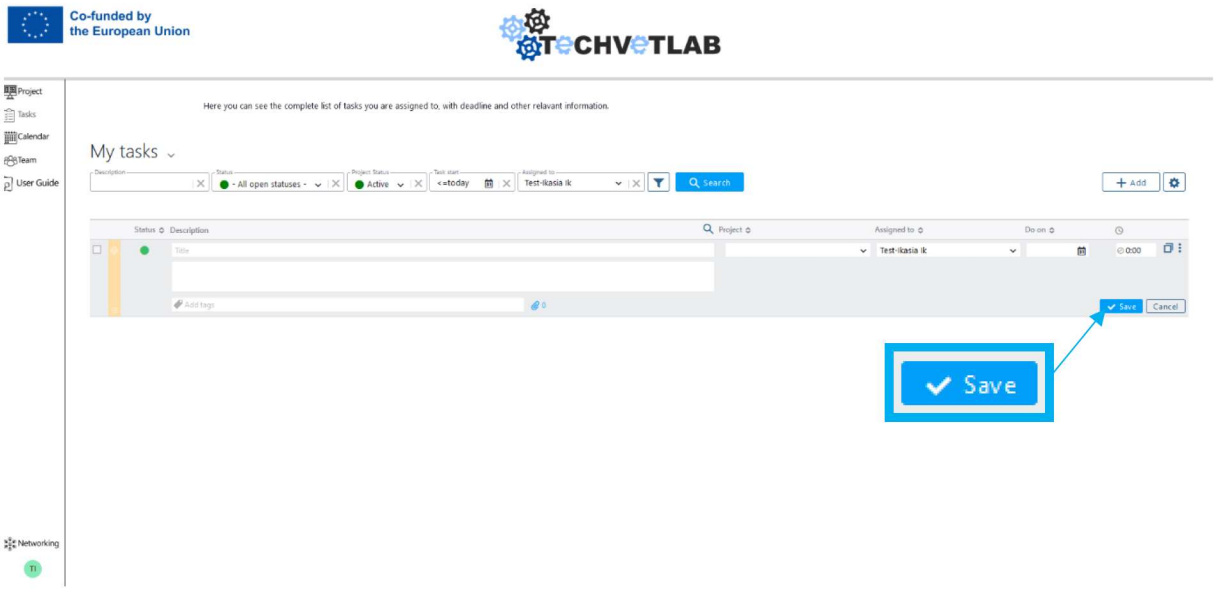
To upload documents you must click on the following icon to upload documents. A window will appear to select the document you want to upload from your computer.



When you have created the first task, you have 2 options:

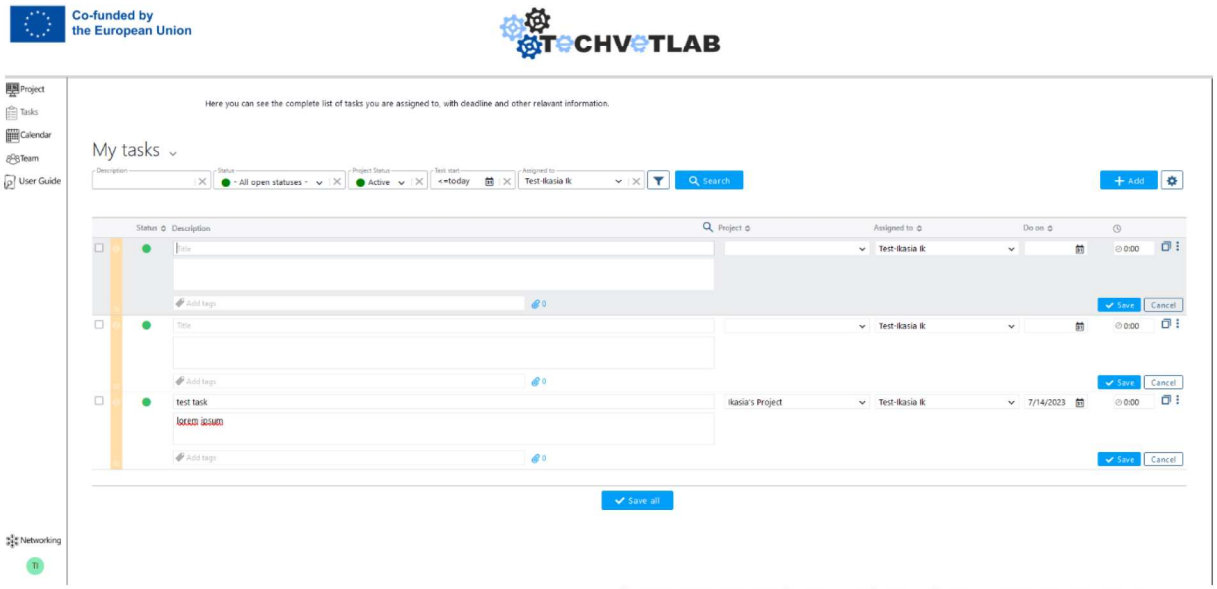
- Save the task you created.
- Keep creating more tasks and save them all at once.

IF YOU DECIDE TO SAVE, you must click on "Save".

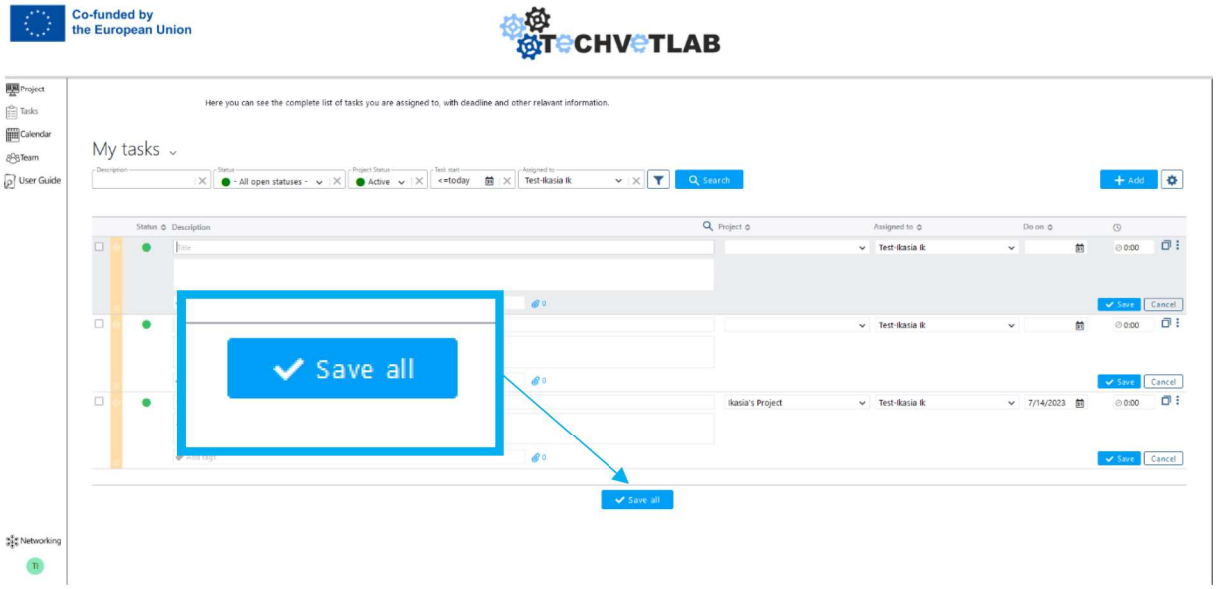


On the other hand, IF YOU DECIDE TO CONTINUE CREATING TASKS AND SAVE THEM ALL AT ONCE, you just have to give "+ Add" as many times as tasks you want to create and fill in all the fields that we have indicated.

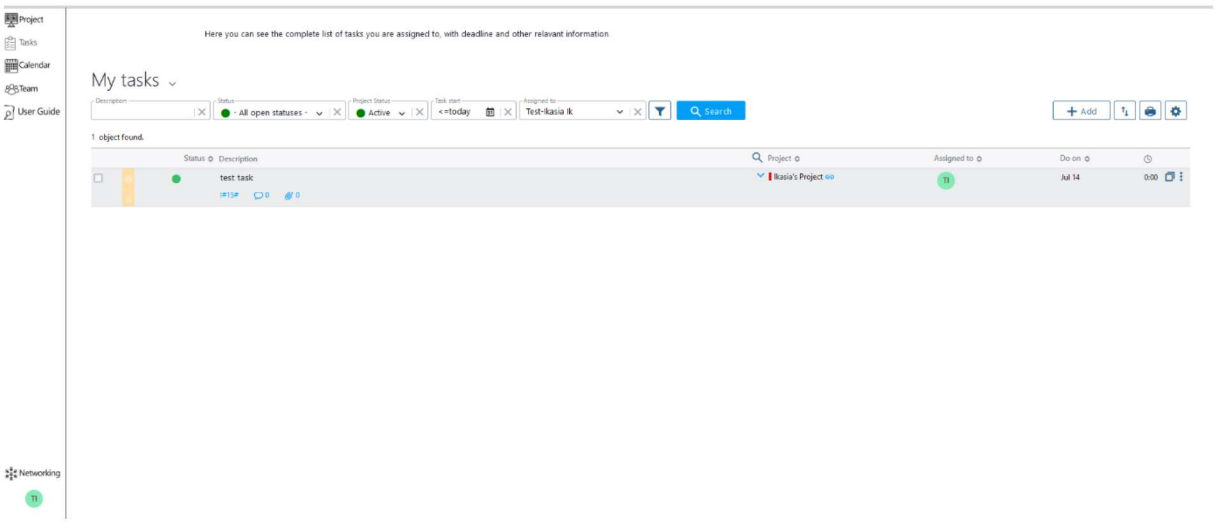
Every time you click on "+ Add" a new box will appear with the empty fields, below the one you have already created:



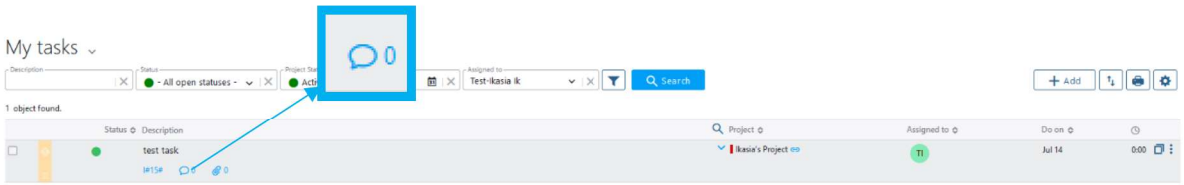
Once you have created all the tasks, you must save them by clicking on "Save all":



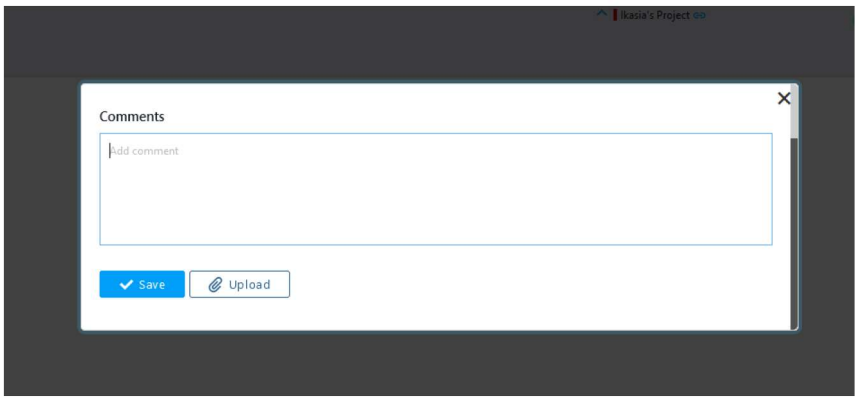
Once saved, the entire list of tasks will appear on the main "Tasks" page:



Once the task is created, you can leave comments to the students for the completion of the task. To do this, you must click on the 🗩:



The following window will appear, where you can write the text you want and add documents. Once you have the comment ready, hit "Save".

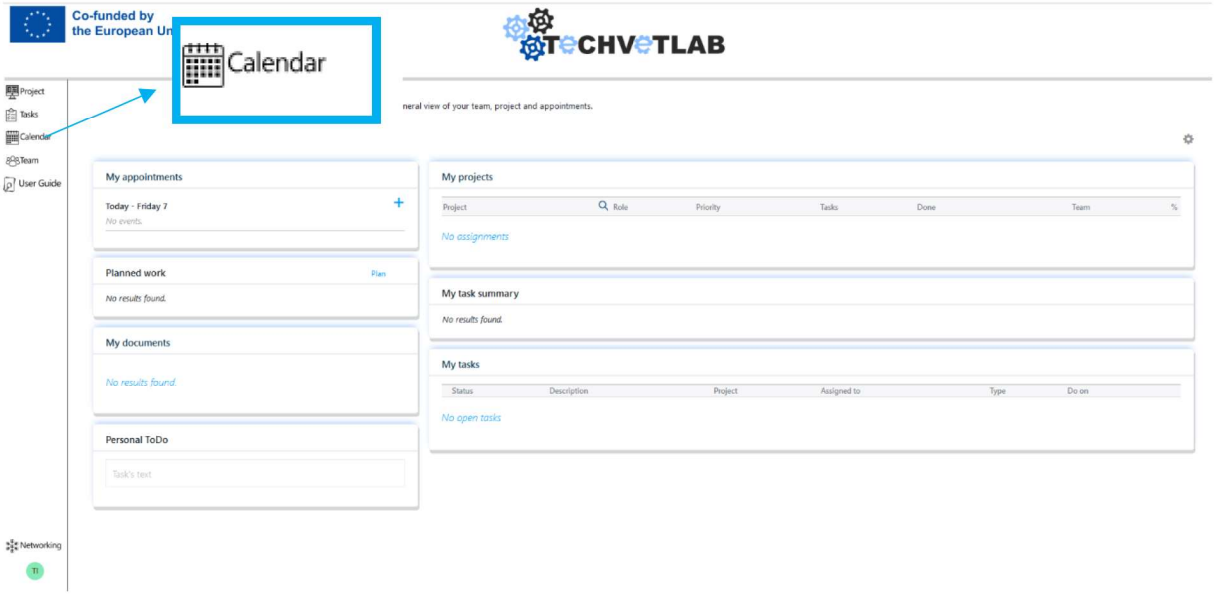


6.4. HOW TO CREATE EVENTS IN YOUR CALENDAR

As a teacher, every time you create a task in the software, the deadlines for it will be automatically added to the calendar. On the other hand, you have the ability to create additional meetings and events and assign them to other users.

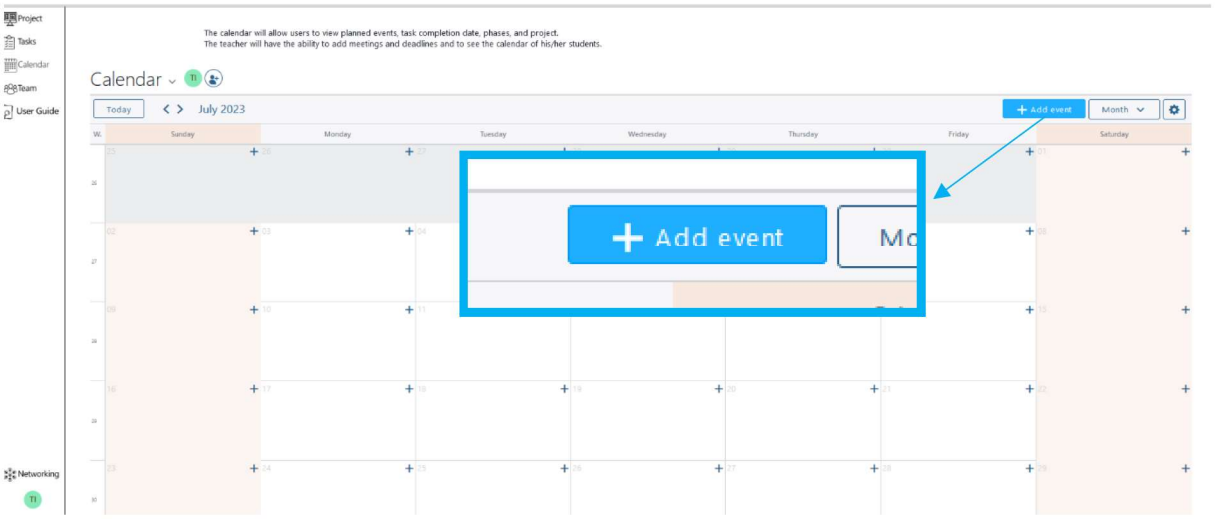
This is a very useful tool to generate relevant reminders for your students and teach them how to manage time within a project.

To access the calendar you must click on "Calendar" in the menu (located in the left side vertical bar).



The drop-down menu will appear for you to choose the time frame in which you want to see the calendar (month, week or day). Depending on the frame you choose, you will see the calendar in one format or another, but the process to create events will be the same.

To create an event, the first step is to click on "+ Add event". You will see this button in any of the available time frames that we have indicated above.



The following screen will appear in which you must fill in the fields of Subject, description, start/end (at least). However, the calendar offers you many possibilities when creating an event / meeting, because as you can see in the image allows you to add alert notifications, if you want the event to be repeated every day, week, month or even year, the location of the event.

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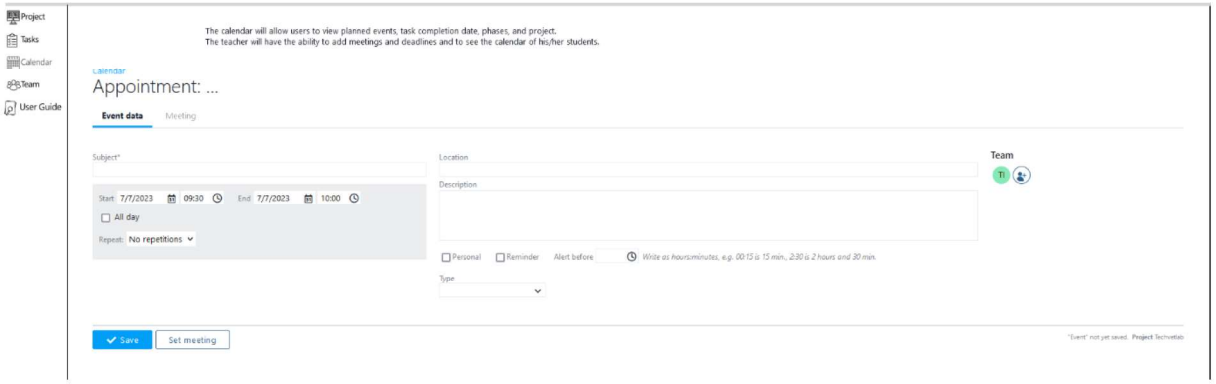
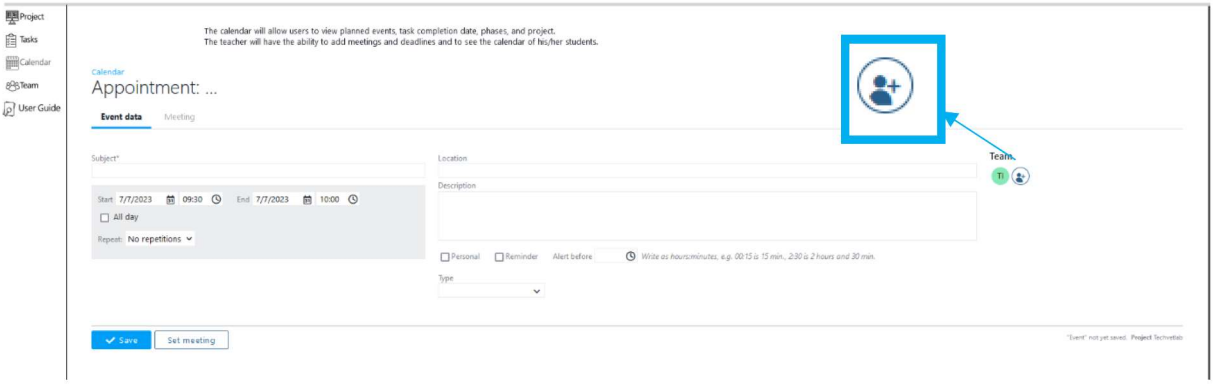
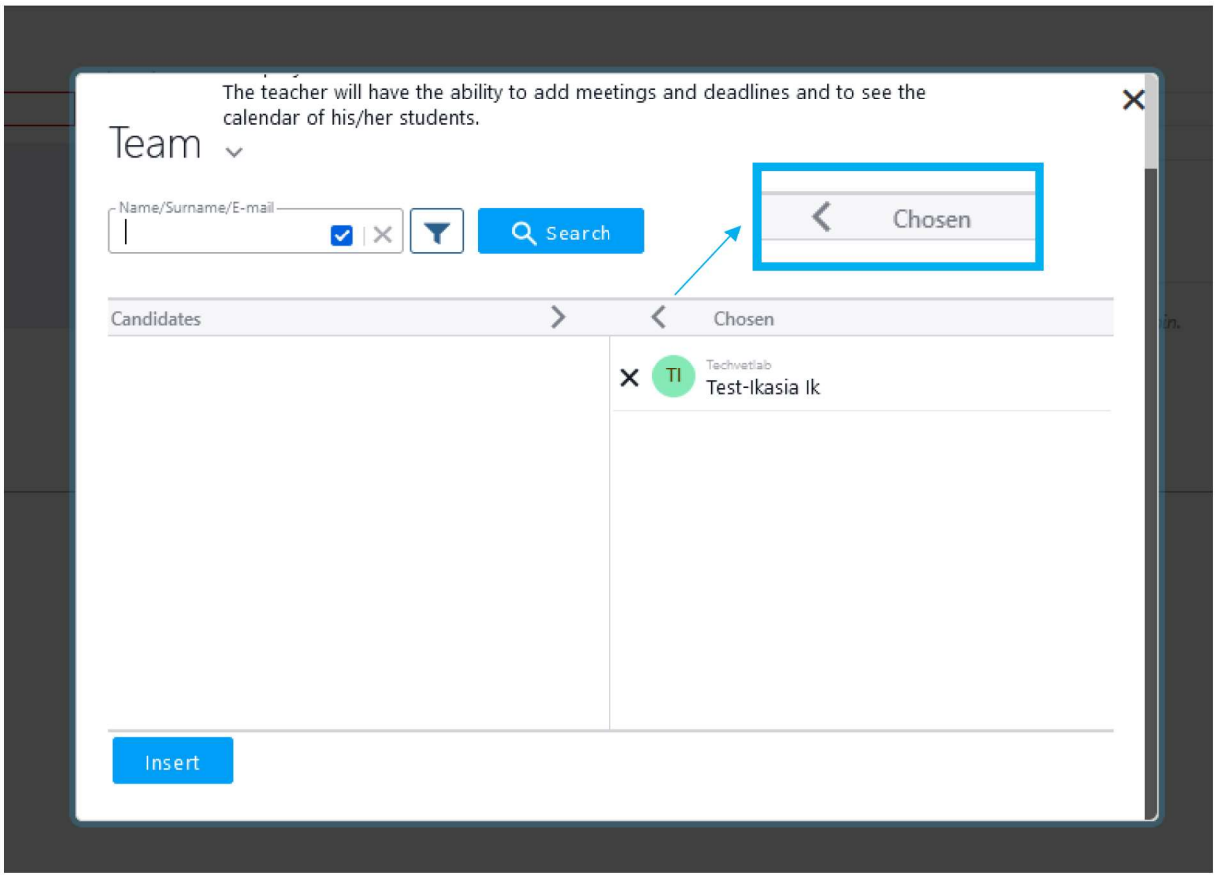


Once you have filled in all the necessary fields, it is time to assign the users who will participate in this event/meeting. To do this, click on the user icon + (see image below).



From here a window will appear that will allow you to add the users you want to the event / meeting.

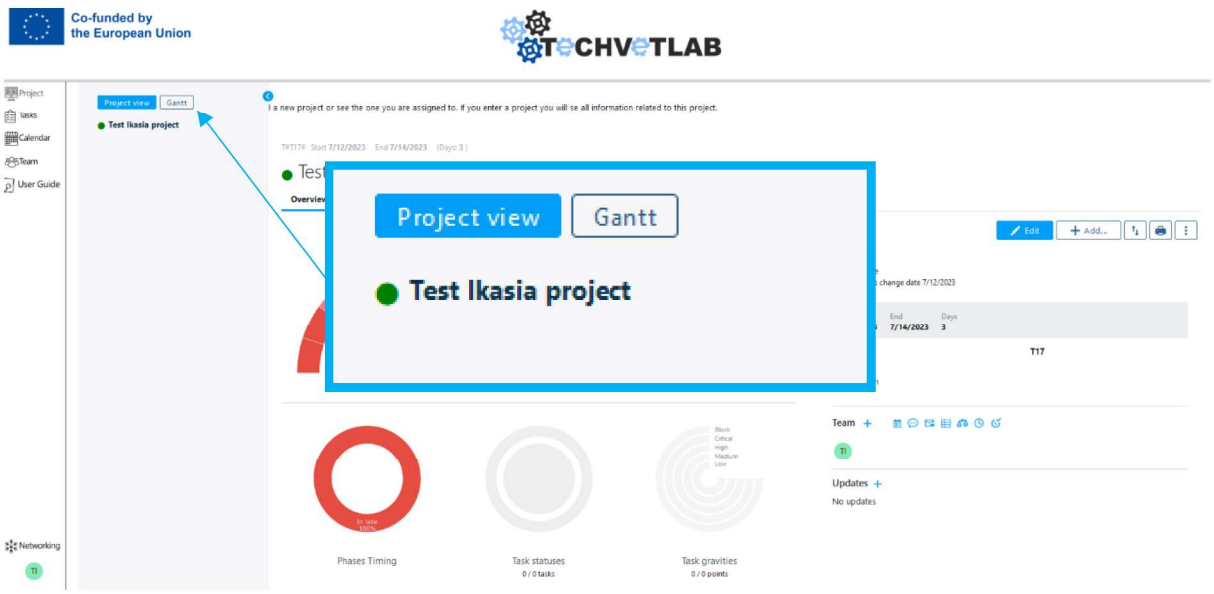
To select them, click on the > symbol and they will move to the right side.



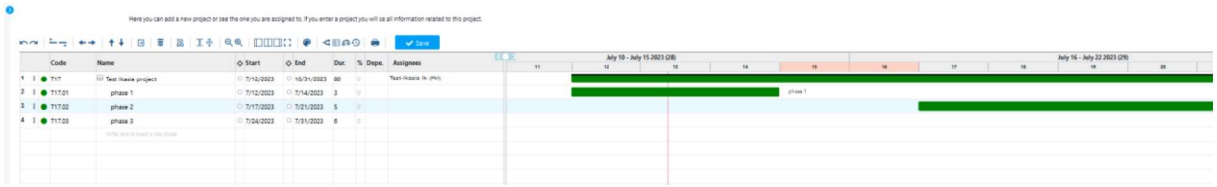
Then press "Insert" and close the window.

6.5. HOW TO EDIT GANTT

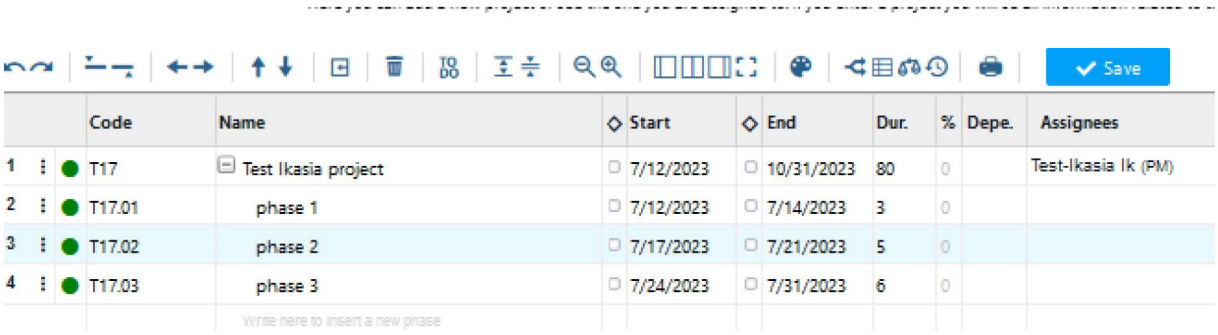
Your project's Gantt chart is located at the top left of the main project page:



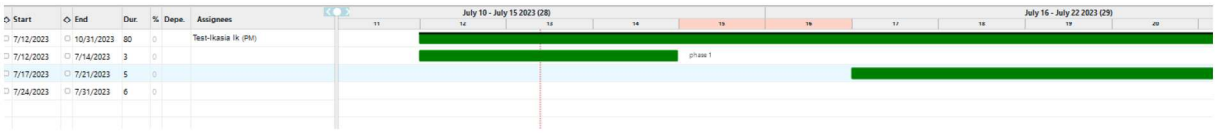
From here you can have an overview of the project and edit the Gantt chart. This is very useful if phases are established in a project, because in this case you can visually see the progression of the phases over time and establish relationships between them (if any). These phases can be created both by the technicians and by the teachers themselves.



Changes you make in the Gantt editor will only be saved by clicking "Save". This way you can "play" with the tree without modifying the original structure of the project.

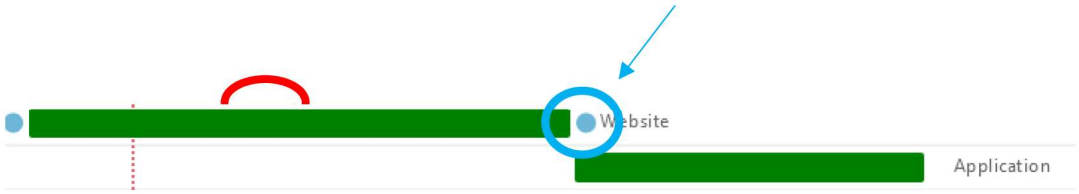


From Gantt you can adjust the phases of the project both by editing the "Start" and "End" fields and by dragging the blocks that represent the phases:



In addition, you can create dependencies between phases, that is, that the start of the second phase is conditioned to the completion of the first.

To establish a dependency between two phases, click the small dot on the edge of the phase and stretch it to the next phase.



To remove the dependency, click on the line and press "delete" on your computer.

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