

*ProFuturo*

# Manual Plataforma PrF

UN PROGRAMA DE:



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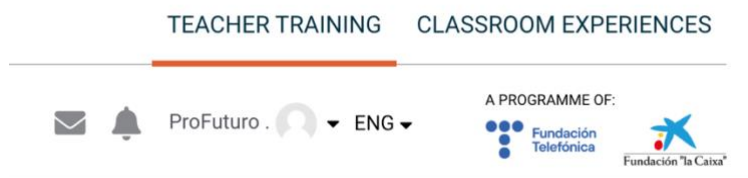
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# Start

## 1. Introduction

Welcome to the ProFuturo application user manual In this new version, we have 2 large sections: **Teacher training**, where one can continue to develop professionally, and **Classroom experience**, where one can deliver classes to one's students



### 1.1. The first time on the ProFuturo Platform

If you're a platform user, you can skip this section.

The first time you enter **School** you will be shown this option. Here you will have to select your country and language. This screen picks up the browser language by default:

Select your country and language to get going

Afghanistan ▾

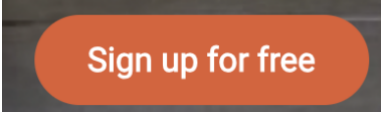


English ▾

Log in

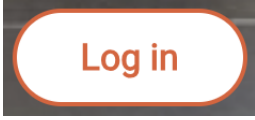
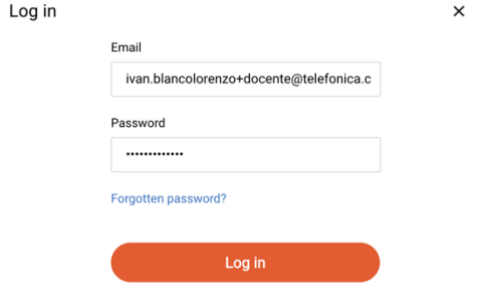
This will then take you to our landing page **in your selected language**. From now on you won't go through the previous page.



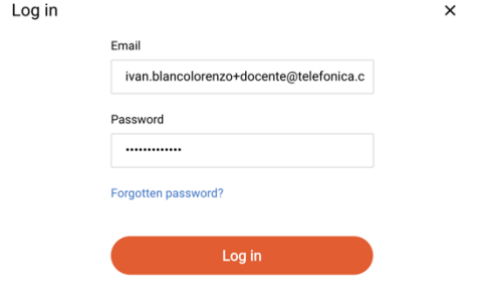
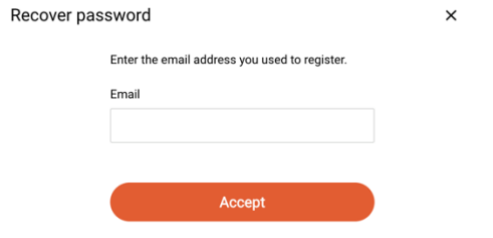
### 1.1.1 Registration

	<p><i>"Register free" button</i></p>
<div data-bbox="268 1245 568 1756"> <p>Record <span>×</span></p> <p>Fields marked with an asterisk* are mandatory</p> <p>Name *</p> <input type="text"/> <p>Surname *</p> <input type="text"/> <p>Country *</p> <input type="text" value="Afghanistan"/> <p>Email *</p> <input type="text"/> <p>Repeat Email *</p> <input type="text"/> <p>Password * </p> <input type="password"/> <p>Repeat Password * </p> <input type="password"/> <p>LEGAL NOTICE DIGITAL PLATFORM REGISTRATION</p> </div>	<p><i>When you click on "Register free", a popup menu will open with the fields you need to register.</i></p>

## 1.1.2 Login

	<p>"Login" button</p>
	<p>When you click on "Login", a popup menu will open with the fields 'email address' and 'password'. When the teacher has entered the information, he/she must click on "Login".</p>

### 1.1.2.1 Forgot password

	<p>If the user doesn't remember the password they used to register, they can retrieve it in "Forgot your password?"</p>
	<p>When the user clicks on "Forgot your password?" they need to enter the email address they registered with and follow the steps as indicated.</p>

### 1.1.2.2 Legal notice


<p>LEGAL NOTICE DIGITAL PLATFORM REGISTRATION</p> <p>ProFuturo Foundation informs you that it will process your personal data in order to manage your access to its educational programme and to monitor your experience. As a non-profit organisation, ProFuturo Foundation will keep you informed of its activities. Similarly, your data may be transferred to collaborating entities which require it for management, logistics, accreditation and other matters related to the development of the Project. These entities may be located outside the European Union, which could lead to an international transfer of data. For further information, and to be able to exercise your rights, you can view our privacy terms and conditions in the following link:</p> <p><a href="#">Privacy notice</a></p> <p><input type="checkbox"/> I have read, understood and I accept the Legal Notice.*</p> <p><input type="checkbox"/> I consent to the disclosure of my personal data to collaborating entities outside the European Area that require them for matters related to the development and monitoring of the Project.*</p> <p><input type="checkbox"/> I agree to receive communications to be informed about the activities of ProFuturo Foundation.</p> <p>*Mandatory checks to be able to register.</p> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #f4a460; border-radius: 10px; padding: 5px 20px; display: inline-block;">Register</div> </div>	<p><i>The teacher must accept the legal notice and consent to the disclosure of their personal data to partner entities.</i></p>
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## 1.3 Profile

*In the "User profile" section, we find the teacher's personal information and details.*


### 1.3.1 User profile/information

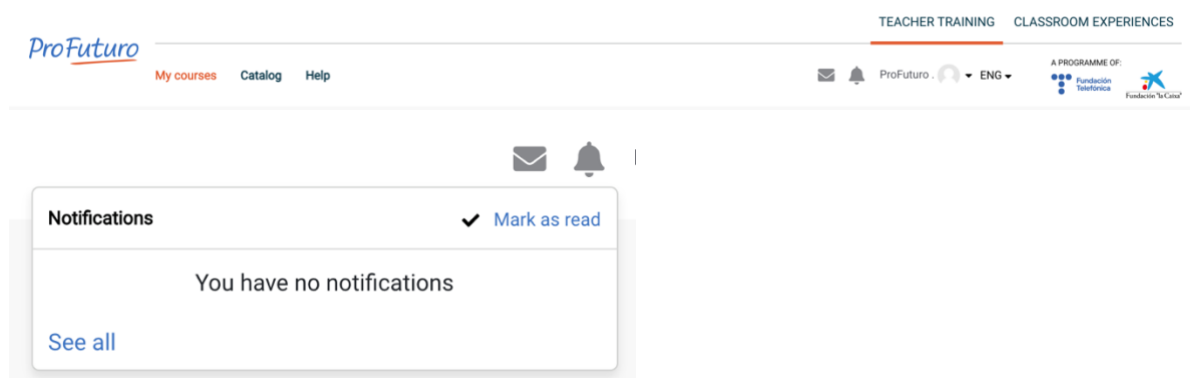
*As well as the teacher's personal details, the teacher can:*

<div data-bbox="212 277 547 674"> <p>Profile photo</p>  <p>Upload photo</p> <p>Delete photo</p> </div> <div data-bbox="229 701 497 815"> <p>Delete profile picture</p> <p>Are you sure you want to delete the photo?</p> <p>Delete Cancel</p> </div>	<p><b>Upload/delete a personal photo</b></p>
<div data-bbox="212 882 643 1028"> <p>Change password</p> <p>Modify</p> </div> <div data-bbox="229 1072 675 1285"> <p>Change password ×</p> <p>Current password *</p> <input type="password"/> <p>New password *</p> <input type="password"/> <p>Save Cancel</p> </div>	<p><b>Change their password</b></p>
<div data-bbox="212 1352 691 1527"> <p>User deregistration</p> <p>Delete my account</p> </div> <div data-bbox="229 1554 635 1823"> <p>User deregistration</p> <p>Are you sure you want to deregister your username and thus delete your account?</p> <p>Once your account is deleted, you will lose access to:</p> <ul style="list-style-type: none"> <li>Your achieved certificates and badges</li> <li>Finished courses</li> <li>Level in gamification</li> <li>All your classes and classroom resources</li> <li>Your students' data</li> <li>Access to forum</li> </ul> <p>Delete my account Not now</p> </div>	<p><b>Unsubscribe.</b></p>

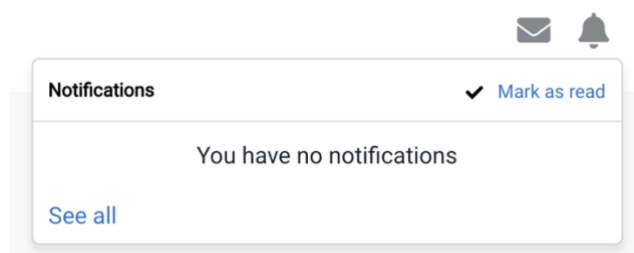
## 1.4 Notifications

UN PROGRAMA DE:

Notifications can be accessed at any time by the participant by clicking on the icon  at the top of the solution navigation, as shown in the following image.




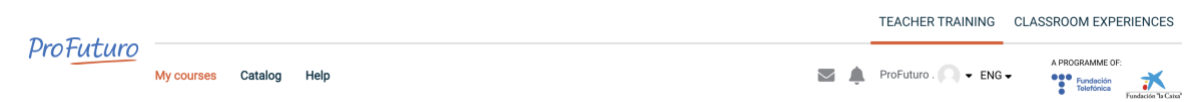
If there are no notifications, the following message will be displayed as shown in the image.



By clicking on "View all", in the notifications window, all the notifications will be displayed. By clicking on each notification, it will take the participant to the specific option for further guidance.

## 1.5 Messaging

The participant can access messaging at any time by clicking on the icon  at the top of the solution navigation, as shown in the following image.



By default, it will be displayed in the lower-right margin and consist of three blocks: a search engine, a section for the groups the participant is included in and another section for private messaging with other users, which will be explained in the following pages.

**Messaging** **X**

**Q**



**Group (0)** ▶

**Private (1)** ▶

*By inserting any search term in the search engine box and clicking on the magnifying glass icon or hitting the keyboard enter key, it will search for this term among the saved messages or people.*




← **Buscador** **X**

Search people and messages

 Buscador 

No results

*If the participant has included you in a group, you can chat with the rest of the group participants, by writing in the "Write your message..." box and clicking on the 'send' icon or hitting the keyboard enter key.*



*A participant can send private messages to other users by typing in the "Write your message..." box and clicking on the 'send' icon or hitting the intro key on their keyboard.*

# Classroom experience

## 2. Classroom experience

Within the section "Classroom experience", the teacher will find:

**My groups**

**Library**

**Help**

### 2.1 My groups

Within my groups, the teacher will have all the groups of which he or she is a part, he/she can see on the card the number of students, the associated teachers and the actions of "exporting" the course, "editing", "deleting it" and adding another teacher to it.

<div>2 b</div> <div>1 Students   1 Teachers   ▼ Actions</div>	<ul style="list-style-type: none"> <li>Group title</li> <li>No. of students</li> <li>No. of associated teachers</li> <li>Actions</li> </ul>
<div>Export</div> <div>Edit</div> <div>Delete</div> <div>Add teacher</div>	<ul style="list-style-type: none"> <li>Export</li> <li>Edit</li> <li>Delete*</li> <li>Add teacher</li> </ul> <p>* Only allows the group to be deleted during the first 24 hours after the group was created</p>

If the teacher has many groups, he/she can use the search engine.

Displaying the interval 1-12 of 164 groups

Search groups




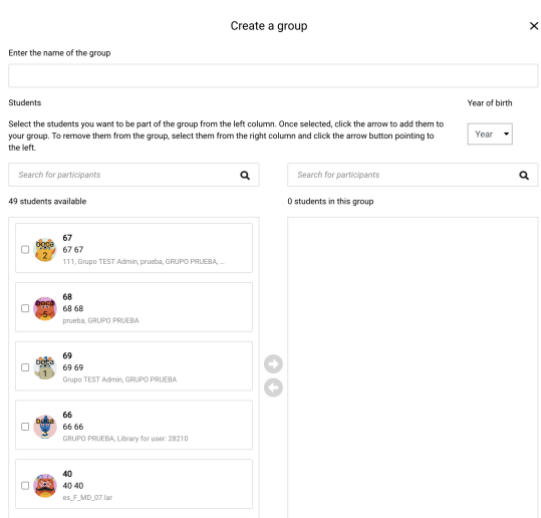


We also find the option to "Create Group" and "Import Group"

Create group

Import group




## 2.1.1 Create Group

**Process:**

	<p>The teacher clicks on "Create Group"</p>
	<p>In the pop-up window you must type the name of the group you are creating and click on "Save"</p>
	<p>Si el nombre ya existiera se le informará al docente.</p>
	<p>From this option, the teacher can register a user who does not appear on the list</p>

## 2.1.2 Import Group

### Process:

	<p>To import an already created group, the teacher must click on "Import group".</p>
<p>Did you know...? You can import a group that you have previously exported. It will keep all its content and you will be able to edit after importing. More information in Help. <input type="checkbox"/> Don't show again </p>	<p>An information message will appear, which you can mark so that it doesn't appear again. Then you must click on "Accept".</p>
<p>Uploading file Import will begin after uploading the file </p>	<p>A system window will open where you need to browse to the group file. When selected, an "<b>Uploading file</b>" message will appear. After the file is uploaded, the system will start importing.</p>
	<p>Once imported, the teacher will be informed of the success of the process.</p>

## 2.1.3 Group Navigation

Group navigation works like this:

The teacher accesses the different groups to which he or she is assigned. Within the groups there are different training pathways. Each pathway in turn is made up of different modules and these in turn contain training resources. You can see each student's progress at any point in this navigation.

### Group - Pathways - Modules - Resources:

Group:	Pathway:	Modules:	Resources
1 A	Computational Thinking 1:		

	<p><i>Transforming the classroom - Level 1</i></p>	<ul style="list-style-type: none"> <li>• <i>How could you create an Ecofriendly school?</i></li> <li>• <i>How do you get to school?</i></li> <li>• <i>How do you maintain a healthy diet?</i></li> <li>• <i>How can you improve communication in school?</i></li> <li>• <i>What are the 3Rs and what do they have to do with you?</i></li> <li>• <i>How can you save energy at school?</i></li> </ul>	<p><i>Resources that comprise each module</i></p>
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#### 2.1.4 Pathways

*In the "pathways" tab, the teacher is shown all the pathways of the group in question.*

**Prueba Grupos**


Itineraries   Participants   Group progress

Create itinerary   Import itinerary



itinerario 1

1 Modules   [▼ Actions](#)


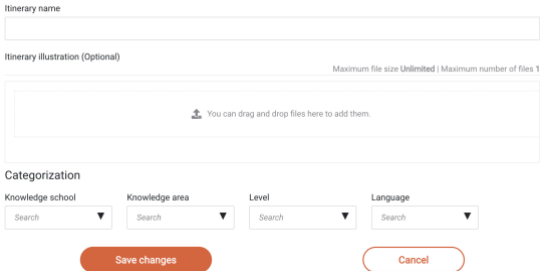


itinerario 2



0 Modules   [▼ Actions](#)

*In the pathways, the teacher can create a pathway from scratch or import it locally or from the ProFuturo library.*

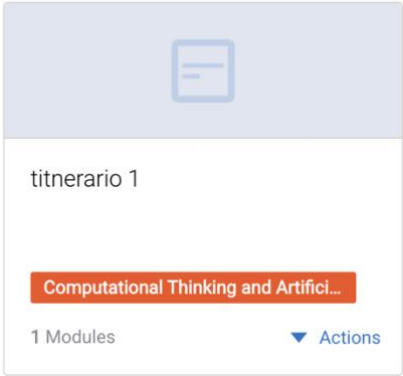
#### 2.1.4.1 Create pathway

	<p>The teacher will be able to create a new pathway which is suited to their needs by clicking on "Create pathway".</p>
 <p>Itinerary name</p> <p>Itinerary (illustration (Optional)) <small>Maximum file size Unlimited   Maximum number of files 1</small></p> <p>Categorization</p> <p>Knowledge school Knowledge area Level Language</p> <p>Save changes Cancel</p>	<p>A new screen will open, where the teacher must specify the name of the pathway, a descriptive image of it (optional, but recommended) and its categorisation.</p> <p>Subsequently, one can conclude the creation process by clicking on "Save changes" and exit the process by clicking on "Cancel".</p>

#### 2.1.4.2 Import pathway

	<p>The teacher will also be able to import a pathway that has already been created by clicking on "Import pathway".</p>
 <p>Importing itinerary</p> <p>Import from device Import from library</p>	<p>You can import the new pathway from:</p> <ul style="list-style-type: none"> <li>your local disk ("Import from Computer");</li> <li>from the PrF library ("Import from Library").</li> </ul>

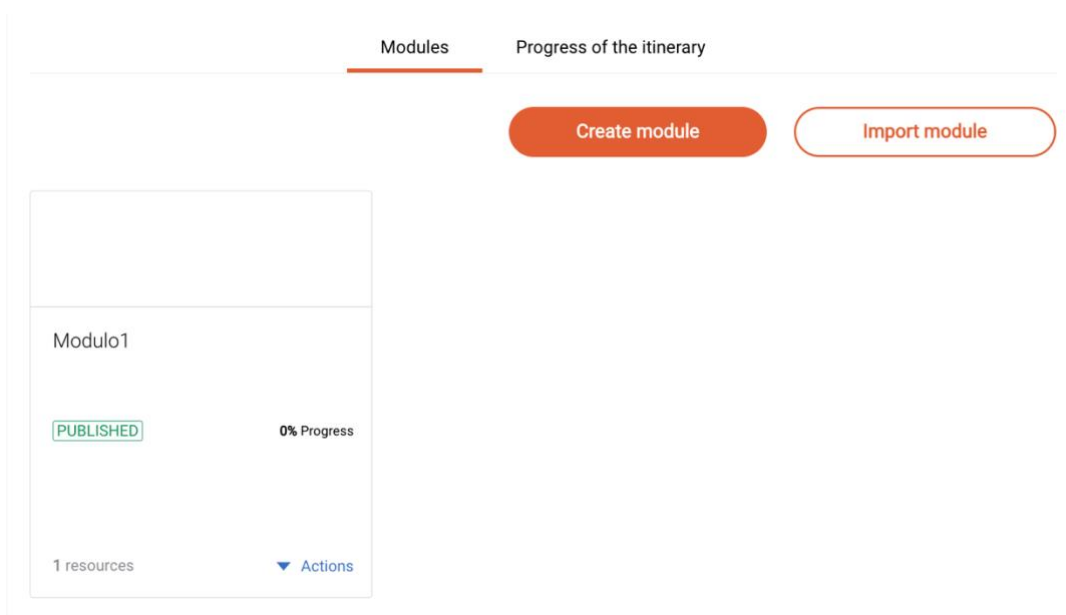
#### 2.1.4.3 Cards

 <p>titnerario 1</p> <p>Computational Thinking and Artifici...</p> <p>1 Modules Actions</p>	<p>Pathway cards show the following information:</p> <ul style="list-style-type: none"> <li>Descriptive image</li> <li>Citizenship School Company to which the student belongs</li> <li>1 Modules No. of modules they contain</li> <li>Actions Possible actions</li> </ul>
--	--

<div> <div>▼ Actions</div> <div> <div>Edit</div> <div>Export</div> <div>Delete</div> </div> </div>	<p>Among the possible actions, we have:</p> <ul style="list-style-type: none"> <li>• Edit the pathway (name, image or categorisation)</li> <li>• Export pathway</li> <li>• Delete it</li> </ul>
--	---

## 2.1.5 Modules

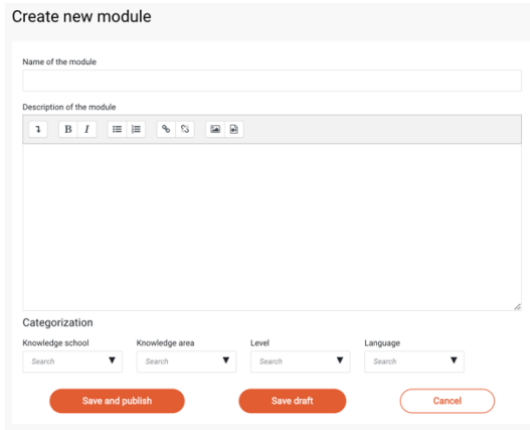
By clicking on a pathway we can see its modules, as well as its general progress:



As in pathways, the teacher can "create" or "import" a new module.

### 2.1.5.1 Create module

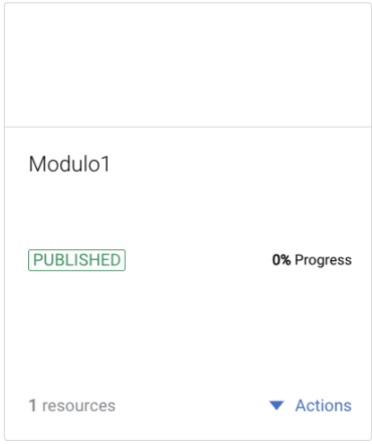
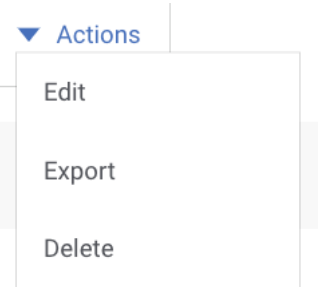
<div>Create module</div>	<p>The teacher can create a new module for the pathway they are viewing. One just needs to click on "Create Module"</p>
--------------------------	---

	<p>When you click on "Create module" a screen will appear in which you must specify:</p> <p>Module name</p> <p>Description of the module, with the option to add an image, which will be the one seen on the card of each module.</p> <ul style="list-style-type: none"> <li>Module categorisation: Knowledge school</li> <li>Knowledge area</li> <li>Year</li> <li>Language</li> </ul> <p>Modules can be published directly or saved as a draft for further work on them without being visible to students.</p>
---	--



### 2.1.5.2 Import module

	<p>Just as pathways can be imported, new modules can be imported to pathways.</p>
<p>Importing module <span>×</span></p> <p>  Import from device          Import from library       </p>	<p>This can be done locally or from the library.</p>

### 2.1.5.3 Cards

	<p><b>PUBLISHED</b> Status</p> <p><b>DRAFT</b> Draft</p> <p><b>0% Grade</b> Percentage mark</p> <p><b>1 resources</b> No. of resources that make up the module</p>
	<ul style="list-style-type: none"> <li>Edit</li> <li>Export</li> <li>Delete</li> </ul>

#### 2.1.5.4 Drafts

	<p>If the teacher clicks on "Save and publish", the resource is published directly.</p>
	<p>If the teacher clicks on "Save draft", the changes will be saved, but it will not be visible to the students. The teacher will however see it in his/her session.</p>

<div> <div>Unidade didática 1</div> <div> <div>DRAFT</div> <div>0% Grade</div> <div>unidade teste</div> <div>3 resources <span>▼ Actions</span></div> </div> </div>	<p>When a module is at the drafting stage, a label will be displayed indicating this <span>DRAFT</span>.</p> <p>This module will not be visible to students.</p>
---	--

## 2.1.6 Resources

If the teacher clicks on a module, we enter it and see a brief description of the module, the resources that make up the module and its progress:

PUBLISHED

Description

Resources

Module progress

Create new

Import

CIE. U44.08. La formación y evolución del planeta Tierra. ...

PUBLISHED

Este recurso forma parte de la unidad CIE. U44. La formación y evolución del planeta Tierra. Accede al Manual ...

SCORM Package ▼ Actions

In the list of resources, the teacher can "create" or "import" a new resource.

Create new

Import

### 2.1.6.1. Create resource

<p>Create new</p>	<p>As with pathways and modules, the teacher can create new resources for a specific module.</p>
<div> <div>Create resource</div> <div> <div> <p>Questionnaire</p> <p>Test with various types of questions.</p> </div> <div> <p>SCORM</p> <p>Interactive activity in SCORM format.</p> </div> <div> <p>File</p> <p>Upload a PDF, DOC or image file.</p> </div> <div> <p>Link</p> <p>Allows you to share an Internet link.</p> </div> <div> <p>Survey</p> <p>Questions for anonymous assessment of a topic.</p> </div> <div> <p>Task</p> <p>Year when the students submit a task</p> </div> </div> </div>	<p>Types of resources:</p> <ul style="list-style-type: none"> <li>Quiz</li> <li>Scorm</li> <li>File</li> <li>Link</li> <li>Survey</li> <li>Assignment</li> </ul>
<div> <div>Share in Library</div> <div> <p>If you want to share this resource you are creating in the library, it must be categorised:</p> <div> <div>Knowledge school</div> <div>Knowledge area</div> <div>Level</div> <div>Language</div> </div> <p>The resource will be shared in the PrF Library when the resource is created</p> </div> </div>	<p><b>Share in library</b></p> <p>Whenever a resource is created, there is an option to share it in the PrF library. When you activate sharing, categorisation is mandatory. Library shares will go through a moderation process (online) to check that everything is correct. If the process is not passed, the author will be informed of the reason.</p>

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<p><b>Save draft</b> <b>Post Test</b></p>	<p><i>The user will be able to publish it or save it as a draft</i></p>

### 2.1.6.1.1 Quiz

#### Create Quiz

If we want to create a resource from scratch, we can do it with the "Create new" button, where we will then choose the resource type. In this case, the quiz:

- Quiz **title**.
- Quiz **description**.
- **Share in Library**. Option disabled until the quiz has at least one question. Add questions and come back later to use this option.

## Create Questionnaire

Title \*

Description

Share in Library

If you want to share this resource you are creating in the library, it must be categorised:

Knowledge school	Knowledge area	Level	Language
Search ▼	Search ▼	Search ▼	Select language ▼

☐ Option disabled until the quiz has at least one question. Add questions and come back later to use this option.

**From this point on, the questionnaire would be configured.** The rest of the options are optional.

- **Timing** (optional): if we want to give the student a time limit. The time starts counting as soon as one logs in and once the time is up, the platform saves and delivers the exam automatically.
- **Score.** Here the teacher can indicate the minimum score to pass the activity, the attempts allowed, and the grading method.

Score to pass the activity ⓘ

75

Attempts allowed ⓘ

Unlimited ▼

Grading method ⓘ

✓ Highest grade

Average grade

First attempt

Last attempt

- **Comments to the score achieved**
- **Legal notice**

You have already configured your activity

If you want, you can further configure your activity by filling in the following optional fields.

Timing (Optional) ▶

Score (Optional) ▶

Comments to the score obtained (Optional) ▶

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## Add questions

Once we have created the questionnaire, we need to add the questions. When we go to the questionnaire, we see a page with this information:

- **Title**
- **Brief description** (if this has been filled in)
- **Time limit** (if this has been configured in the previous step)
- **Scoring method** (in the example, it will be the highest mark achieved by the student)

UN PROGRAMA DE:

At this point we can see a notice that the questionnaire still has NO questions. To add them, we must click on the "**Add question**" button.

0 Questions This quiz is open

Save draft

Post Test

Test  
Test

Add question

☐ Arrange the questions in random order ⓘ

The questions are sortable

Once we have created the questionnaire, we need to add the questions. The first time we log in, we can see that there are 0 Questions.

To add the first question, we click on the "Add question" button:

Add question

We then select which type of question we want to create.

- Multiple choice
- True or False
- Match

Type of question

×

True or false



Question with two answer options: true or false

Matching



It establishes the relationship between two groups of concepts.

Multiple choice



Select the correct answer from several proposed options

## True/False Question

UN PROGRAMA DE:

When filling in any question, we must first fill in:

- **Question title.** Only visible to the Teacher in the selection of the quiz questions.
- **Question statement:** This is the text that the student will see and have to answer.

In the case of true/false questions, we must indicate whether the answer is true or false:

## Correct answer

☒ True

☐ False

Here we would already have the question and we could add it by clicking on "Save", but we have some optional fields:

- Comment for 'True' response (Optional)
- Comment for 'False' response (Optional)

You have already configured your activity

If you want, you can further configure your activity by filling in the following optional fields.

Comment for 'True' response (Optional)

↕

B

I

☰

☰

🔗

🔗

😊

🖼️

📎

Comment for 'False' response (Optional)

↕

B

I

☰

☰

🔗

🔗

😊

🖼️

📎

Save

Cancel

## Multiple Choice Question

UN PROGRAMA DE:

Once we have mastered the True/False questions (see the previous page), we can move on to this type of questions that allow more options. In this type of question, the new fields we find are:

- **One or more correct answers?** Here we indicate whether the correct answer is 1 of several options or the correct answer is a combination of several of the options.

#### Possible correct answers

- ☐ Only one correct answer
- ☒ Several correct answers

- **Shuffle answers?** If we want each student viewing this question to see the answers in a different order.

✓ Shuffle the answers randomly ⓘ

- **Answers:** we will have a small form for each of the possible answers (or options) that the student can choose from, we see it on the next page.

#### Answers

Option 1

↕

B

I

☰

☷

🔗

🔄

😊

🖼️

📎

☐ Correct answer

Option 2

↕

B

I

☰

☷

🔗

🔄

😊

🖼️

📎

☐ Correct answer

At this point we would now have set up our question, but we have some optional fields:

Your activity is now configured.

If you want, you can further configure your activity by filling in the following optional fields.

Comments to questions (Optional) ▼

For any correct response

Perfect! Keep it up.

For any incorrect response

That is incorrect. Check it again.

Save

Cancel

Comment on questions:

- If it is correct
- If it is incorrect

**NOTE: Each answer brings a value at the end. If you have two correct answers, each one contributes 50% of the total mark. If you only mark one of the correct answers, you have 50% of the final grade.**

## Matching question

This type is similar to multiple choice, but in this case, the question is made up of "sub-questions" that the student must get all of them correct in order to obtain the total score. The fields to fill in this form that we have not seen so far in the rest of the questions are:

- **Question <n>** Here we indicate the first question (it can be an operation such as "3x4 =" or for example, "What is the capital of France?
- **Answer**, in this field we will put the correct answer to this question. This must be unique because if we have two questions to which the answer is, for example, "12", Moodle will treat them as different answers.

UN PROGRAMA DE:

- If we want to add more answers than questions, we can do so by leaving the question field <n> blank. These options will be incorrect answers.

## Question selection

Once we have created the questions, we will be able to see them listed in this view. These are the questions that would be part of the questionnaire and we can see both their name, statement and question type.

If we want to preview it, to test if we have configured it correctly, that it gives us the correct score, etc. we must click on the "Preview" option. If you want to delete it, you will do so using the litter bin icon (Delete).

3 Questions This quiz is open

Save draft Post Test

Test  
Test

Add question

☐ Arrange the questions in random order ⓘ The questions are sortable

<div><div>+</div> true/false question</div> <div>Test</div> <div><div>True or false</div></div>	<div><div>Preview</div> <div>Delete</div></div>
<div><div>+</div> Matching question</div> <div>Test</div> <div><div>Matching</div></div>	<div><div>Preview</div> <div>Delete</div></div>
<div><div>+</div> multiple choice question</div> <div>test</div> <div><div>Multiple choice</div></div>	<div><div>Preview</div> <div>Delete</div></div>

## Resources in a module - Edit

If we want to modify one of the created resources, we can do so by using the "**Edit**" option of the "Actions" menu.

▼ Actions

Edit

Edit questions

Delete

*This option will take us back to the resource editing screen. Once we have finished, we can save the changes by clicking on the "Save" button or discard them with the "Cancel" button.*

### Edit Questionnaire

Title\*

Test

Description

Test

Share in Library

If you want to share this resource you are creating in the library, it must be categorised:

Knowledge school Knowledge area Level Language

Search Search Search Select language

☒ The resource will be shared in the PrF Library when the resource is created

*As we already have questions added to our quiz, we can share them in the PrF library. To do this, we have to activate the option "The resource will be shared in the PrF library when the resource is created." and categorise it by "School of knowledge", "Knowledge area", "Level" and "Language".*

*From the list of resources, we can delete a resource via the "Actions" menu.*

Once we have clicked on the "Delete" option, we will see the following confirmation message, where we must tick the check box to confirm the deletion of the resource.

## Delete Resource

Are you sure to delete this resource?

Once deleted, it cannot be recovered.

☐ I understand that by eliminating this resource, evaluations obtained by students on this resource will be lost.



Finally, we will confirm the deletion by clicking on the "Delete" button or if we do not wish to delete this resource, we can cancel the process by hitting the "Cancel" button.

### 2.1.6.1.2 Scorm

---

If we want to create a resource from scratch, we can do it with the "Create new" button, where we will then choose the resource type. In this case, the Scorm:

- **ScormTitle.**
- **ScormDescription.**
- **Package.** With this option you can add whichever Scorm file you want.
- **Share in Library.** With this option, you will share the Scorm you are creating in the library.
- **Score.** In this module you will be able to specify the Scoring Method and the maximum score.
  - Scoring method
    - Learning goals
    - Highest score
    - Average score
    - Sum total of scores.
  - Maximum score

- **Managing attempts.** You can also specify the number of attempts and the scoring of attempts:
  - Number of attempts
  - Attempt score:
    - Highest no. of attempts:
    - Average attempts
    - First attempt
    - Last completed attempt:
- **Legal notice**

The screenshot shows the 'Create SCORM' form in the ProFuturo interface. The form has the following sections:

- Name:** A text input field.
- Description:** A rich text editor with various formatting options.
- Package file:** A section with a note 'Maximum file size (allowed): Maximum number of files: 1' and a file upload area with the text 'You can drag and drop files here to add them.'
- Share in Library:** A checkbox.
- Grade:** A dropdown menu.
- Attempts management:** A dropdown menu.
- Legal Notice:** A section containing a paragraph of text and a checkbox labeled 'I accept this Legal Notice'.

At the bottom of the form, there are 'Start' and 'Cancel' buttons. Below the form, there is a footer with 'ProFuturo Cádiz Open High School. Planeta 7 2017-18 Madrid', a 'Contact' button, and a list of links: 'ALSO DISCOVER', 'ProFuturo', 'ProFuturo Dictionary', 'ProFuturo Materials', and 'Digital Skills Assessment'. There are also links for 'Legal Notice', 'Privacy notice', and 'Cookie policy'.

## 2.1.6.1.3 File

If we want to create a resource from scratch, we can do it with the "Create new" button, where we will then choose the resource type. In this case, the file:

- **File title.**

- **File description**
- **Select files.** With this option you can add whichever file you want.
- **Share in Library.** With this option, you will share the Scorm you are creating in the library.
- **Legal notice**

The screenshot shows the 'Create File' interface in the ProFuturo system. The form is titled 'Create File' and is located within a user's 'My groups' area. It contains several sections: a 'Name' field, a 'Description' field with a rich text editor, a 'Select files' section with a file upload area, a 'Share in Library' checkbox, and a 'Legal Notice' section with a checkbox. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page includes contact information for ProFuturo, a list of other resources (ProFuturo, ProFuturo Observatory, ProFuturo Methodology, Digital Skills Assessment), and links to the Legal Notice, Privacy notice, and Cookie policy.

## 2.1.6.1.4 Link

If we want to create a resource from scratch, we can do it with the "Create new" button, where we will then choose the resource type. In this case, the link:

- **Link title.**
- **External URL**
- **Link description**
- **Share in Library.** With this option, you will share the link you are creating in the library.
- **Appearance**
- **Legal notice**

TEACHER TRAINING CLASSROOM EXPERIENCES COMMUNITY

My groups Library Management Help

My groups / 1b- Ciclo 24-25 / Item 1 / Add resource

### Create Link

Title \*

External URL \*

Description

Share in Library

Appearance (Optional)

**Legal Notice**

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☐ I accept this Legal Notice \*

Save Cancel

Profuturo Calle Gran Vía, 38, Planta 7 - 28013 Madrid  
info@profuturo.es

[Contact](#)

**ALSO DISCOVER**

- Profuturo
- Profuturo Observatory
- Profuturo Mathematics
- Digital Skills Assessment

[Legal Notice](#) [Privacy notice](#) [Cookie policy](#)

## 2.1.6.1.5 Survey

If we want to create a resource from scratch, we can do it with the “Create new” button, where we will then choose the resource type. In this case, the survey:

- Survey **title**
- Survey **description**
- **Question settings and send.** With this option, you can record the user names and decide whether you want to allow multiple sendings.
  - Record user names
    - Anonymous
    - The user names will be recorded and they will be displayed with the responses
  - Allow multiple sending
    - Yes
    - No
- **Share in Library.** With this option, you will share the survey you are creating in the library.
- **Availability.** This allows you to set a time period to send the survey.

- **After sending.** This allows you to configure whether the results will be displayed to the student when he/she finishes the survey and add a completion message.
- **Legal notice**

The screenshot shows the 'Create Survey' interface in the ProFuturo platform. It features a top navigation bar with links like 'My groups', 'Library', 'Management', and 'Help'. The main form has sections for:
 

- Title:** A text input field.
- Description:** A rich text editor with various formatting options.
- Question and submission settings:** Includes a dropdown for 'Record user names' (set to 'Anonymous'), a dropdown for 'Allow multiple submissions' (set to 'No'), a 'Share in Library' checkbox, and optional fields for 'Availability' and 'After submission'.
- Legal Notice:** A text area containing a disclaimer, followed by a checkbox labeled 'I accept this Legal Notice'.

 At the bottom of the form are 'Save' and 'Cancel' buttons. Below the form, there is a 'Contact' button and a section titled 'ALSO DISCOVER' with links to 'ProFuturo', 'ProFuturo Observatory', 'ProFuturo Mathematics', and 'Digital Skills Assessment'.

## 2.1.6.1.6 Assignment

If we want to create a resource from scratch, we can do it with the "Create new" button, where we will then choose the resource type. In this case, the assignment:

- **Assignment title.**
- **Assignment description.**
- **Delivery types.** Online response or file sending (you can limit the number of files sent). It also allows you to send an additional file to give the student more information.
- **Share in Library.** With this option, you will share the Scorm you are creating in the library.
- **Availability.** This allows you to set a time period to send the assignment.

- **Feedback type.** *With a comment or with a file*
- **Additional attempts.**
  - *Never*
  - *Manual*
  - *Automatic to pass*
- **Score.**
  - *Type*
    - *None*
    - *Scale*
    - *Score*
  - *Maximum score*
  - *Scoring method*
    - *Simple direct scoring*
    - *Rubric*
- **Legal notice**

## 2.1.6.2. Import resource

	<i>Resources can imported from the PrF library.</i>
---	---

<p><b>Library</b></p> <div> <p>Resources <input type="text" value="Search resource"/></p> <p>             Knowledge school <input type="text"/>             Knowledge area <input type="text"/>             Level <input type="text"/>             Author <input type="text"/>             Resource type <input type="text"/>             Language <input type="text"/> </p> <p>English <input type="text"/> Clear filters</p> <p>Displaying the interval 1-9 of 59 resources</p> <p>Sort by Most recent</p> <div> <div> <p>Prueba compartir</p> <p>POSTED</p> <p>prueba</p> <p>Questionnaire</p> </div> <div> <p>Prueba</p> <p>REJECTED</p> <p>Prueba</p> <p>Questionnaire</p> </div> <div> <p>Cuestionario de prueba</p> <p>REJECTED</p> <p>Cuestionario de prueba</p> <p>Questionnaire</p> </div> </div> </div>	<p>If the teacher clicks on "Import" they will access a version of the PrF library where they can import any available resource.</p>
<div> <p>Lote1_n1_avz_cie_en_u01_v2_The Human Body</p> <p>POSTED</p> <p>Pruebas</p> <p>SCORM package</p> <p>ProFuturo</p> <p>Import</p> </div>	<p>Import button in Card.</p>

## 2.1.7. Group, pathway and module progress



Each grouping's progress can be tracked

1. **Group** progress
2. **Pathway** progress
3. **Module** progress

Itineraries	Participants	Group progress
Modules	Progress of the itinerary	
Description	Resources	Module progress

if we look at a tracking screen in detail.

Description		Resources		Module progress	
<div><div></div>Expand table</div>					
Student	Average	<div><div></div>Teacher's guide</div>		<div><div></div>CE_How can you keep your ...</div>	
		Progress	Grade	Progress	Grade
1658928915_1a_1@test.com 1658928915_1a_1@test.com	0% <div>0</div>	0%	<div>0</div>	0%	<div>0</div>

 Teacher's guide	The teacher can access all the elements that make up the training. At this level of example, access to resources.
	By clicking on the chain icon, the teacher will access the resource correction page.

## 2.1.8. Marking.

By clicking on the  icon, the teacher will access the marking screen:

<div> <p>Grade out of 100</p> <input type="text"/> </div> <div> <p>Current grade in gradebook</p> <p>Not graded</p> </div> <div> <p>Feedback comments</p> <div> <span>1</span> <span>B</span> <span>I</span> <span>☰</span> <span>☰</span> <span>🔗</span> <span>🔄</span> <span>📎</span> <span>📎</span> </div> <div></div> </div>	<ul style="list-style-type: none"> <li>• Name of student</li> <li>• Link of next student</li> <li>• 'Submission file</li> <li>• Score out of 100</li> <li>• Comments</li> <li>• Cancel</li> <li>• Correct</li> </ul>
--	--

## 2.2 Library

Within the ProFuturo library, the user will find all the resources, pathways and modules that ProFuturo makes available to them, as well as the resources shared by other teachers.

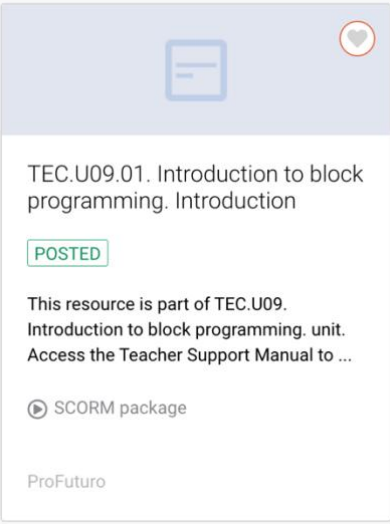
### 2.2.1 Resources

ProFuturo resources are categorised by:

Knowledge school ▼	Knowledge area ▼	Level ▼	Author ▼	Resource type ▼	Language ▼
--------------------	------------------	---------	----------	-----------------	------------

Teachers will be able to add resources in the library, either directly from the library or by creating resources from their groups and sharing them in the library.

### 2.2.2 Resource Card

	<ul style="list-style-type: none"> <li>• Image</li> <li>• Title</li> <li>• Status</li> <li>• Description</li> <li>• Type of resource</li> <li>• Author</li> <li>• Actions</li> </ul>
---	--

To import a resource from the PrF library, the teacher must import it from a group. The option to import directly from the library is not available.


## 2.2.2 Pathways

The "pathways" tab presents the list of ProFuturo Pathways

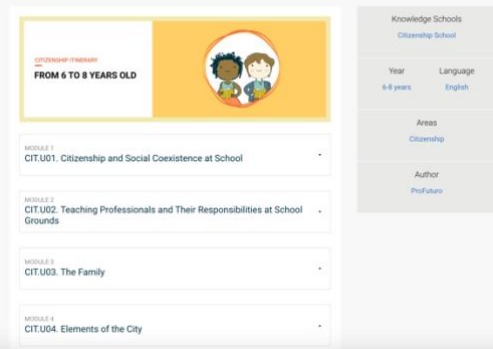
Resources Itineraries Modules

It is filtered by the following criteria:

Knowledge school ▼	Knowledge area ▼	Level ▼	Language ▼
--------------------	------------------	---------	------------

	<p><i>Descriptive image</i></p> <p><i>Title</i></p> <p><i>Description</i></p> <p><i>Category</i></p> <p><i>No. of modules</i></p> <p><i>Actions</i></p>
---	---


### 2.2.3 Details of the pathway

<p>Citizenship from 6 to 8 years old</p> 	<p><i>If we click on the card of any pathway, we access its details. Let's see:</i></p> <ul style="list-style-type: none"> <li><i>a descriptive image of it.</i></li> <li><i>the modules that comprise it, with their categorisation.</i></li> <li><i>the details of each module, with the resources included.</i></li> </ul>
---	---

### 2.2.4 Modules

The "Modules" tab shows the list of available ProFuturo Modules.

Resources   Itineraries   **Modules**

<p><b>DIDACTIC UNIT</b></p> <p><b>TEACHING PROFESSIONALS AND THEIR RESPONSIBILITIES AT SCHOOL GROUNDS</b></p>		<p><i>Descriptive image</i></p>
<p>CIT.U02. Teaching Professionals and Their ...</p>	<p><i>Title</i></p>	<p><i>Description</i></p>
<p>Description: Foster a Culture of Respect and Cooperation with ProFuturo's School Coexistence Unit...</p>	<p><i>No. of resources</i></p>	
<p>6 resources</p>		

### 2.2.5 Details page

## CITU02. Teaching Professionals and Their Responsibilities at School Grounds

**Description:**

Foster a Culture of Respect and Cooperation with Profuturistic School Coexistence Unit. Equip students with essential skills for harmonious interpersonal relationships and mutual respect. Explore roles within the school community, promote empathy, and cultivate responsible behavior. Enhance school climate and prevent conflicts with our comprehensive curriculum.

**Objectives:**

- Know the role of the professionals who work in the school and recognize with empathy the importance of each of them to carry out school activities.
- Know how to respect differences between persons and how to live alongside others in harmony and ethically.
- Practice actions that will allow activities to work smoothly in the classroom and internalize the sense of shared responsibility with all parties in the school community.
- Adopt habits that promote good relations among persons in school spaces.

**Sections:**

- Introduction
- People Who Work at School
- Respecting Our Classmates
- Our Behaviour at School
- Assessment
- Summary
- Access Teacher Support Manual to find out the information you need to work with this resource in your classroom

① CITU02-01. Introduction

② CITU02-02. People Who Work at School

③ CITU02-03. Respecting Our Classmates

④ CITU02-04. Our Behaviour at School

⑤ CITU02-05. Assessment

⑥ CITU02-06. Summary

🔗 Access assessment

Knowledge Schools  
*Classroom School*

---

Ritinerary

*Classroom from 6 to 9 years old*

Year	Language
6-9 years	English

Areas  
*Classroom*

Author  
*Profuturus*

If we click on the card of a module we access its details.  
Let's see:

- Title
- Descriptive text
- Illustrative image
- Resources that comprise it

# EA student

## 3.1 Login

Log in

×

Email or Username

Password

[Forgotten password?](#)

Log in

*Login is via email or username*

## 3.2 Group

*If the student is not assigned to a group, before going any further, the user must add the teacher code. This will be a more recurrent procedure in online mode. In offline mode, the coach (or the teacher) will assign the participants to their respective groups.*

*Clicking on "add code" opens a modal where the student can enter the code provided by the teacher.*

Group code

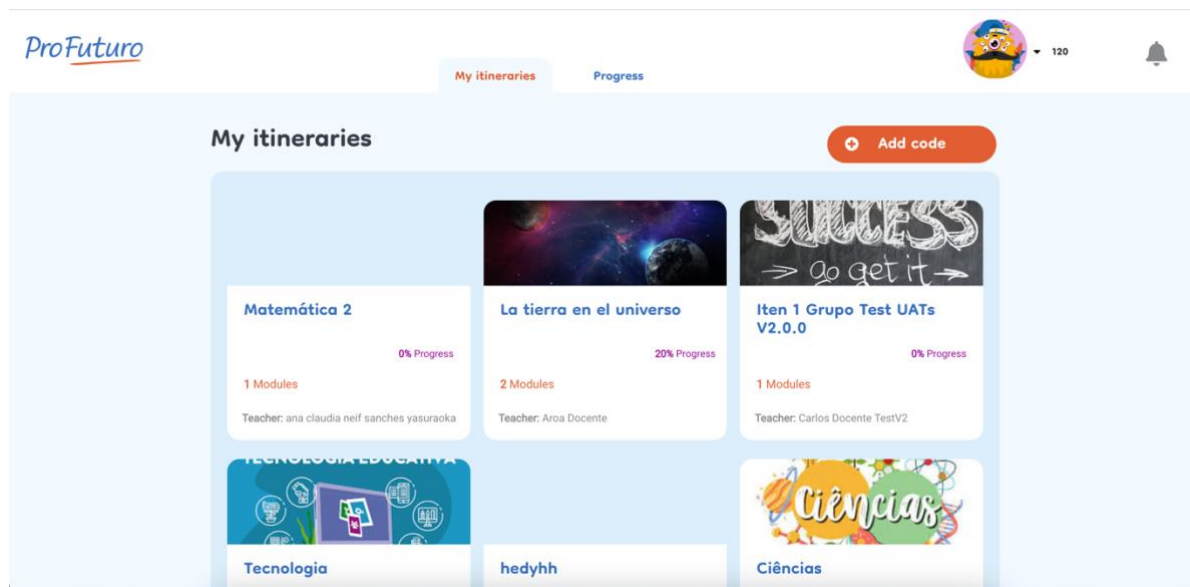
Enter your code

If you have more than one, write them separated by a comma

Add

Cancel

*On the first screen, the student will be able to see all the pathways that are assigned to his/her account. He/she will be able to see all the modules that comprise each pathway and his/her degree of progress.*



Once inside a pathway, the student will be able to see all the modules that form part of it and how much of it he/she has completed.



If we enter a specific module, for example, on invertebrates, we will see all the resources that make up the module. These can be Multimedia Activities (Scorms), quizzes, assignments, etc.

My itineraries > Iten 1 Grupo Test UATs V2.0.0 > Módulo 1 Iten 1 UATs V2.0.0

## Module Módulo 1 Iten 1 UATs V2.0.0

test\_u17\_los\_cuentos

Progress: 0% 16 Grade

SCORM package

Prueba de cuestionario

Progress: 0% 0 Grade

Este es un cuestionario de prueba.

Quiz

### 3.3 Progress

The student will be able to see the progress he/she has made by pathway and by module:

ProFuturo

My itineraries Progress

111111111

La celula 111 (Importado)

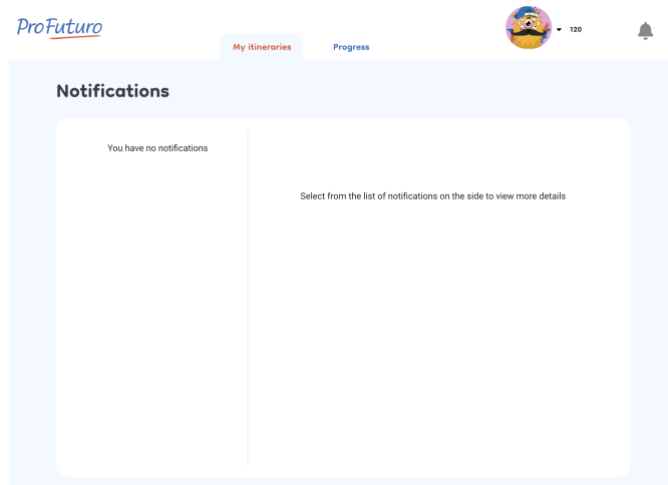
Progress	Grade
17%	17

Itinerario prueba nota

Modulo prueba nota

Progress	Grade
44%	44

### 4.4 Notifications



### 3.5 Profile

The student will only be able to change or delete their avatar.

For the moment, students will not be allowed to change their password.

