

*ProFuturo*

# Manual Plataforma PrF

UN PROGRAMA DE:



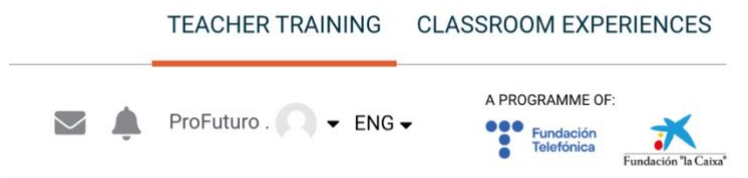
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# Start

## 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 ▾

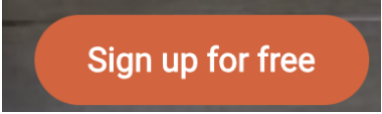


English ▾

Log in

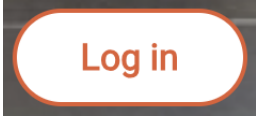
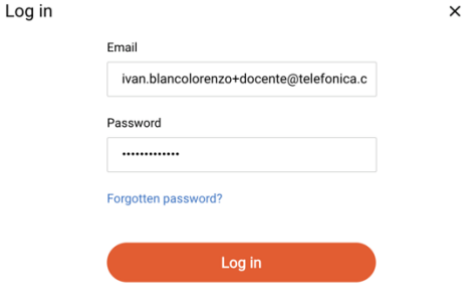
This will then take you to our landing page **in your selected language**. From now on you won't go through the previous page.



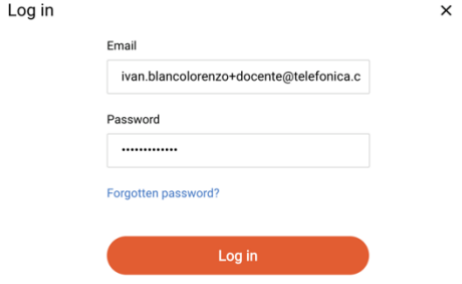
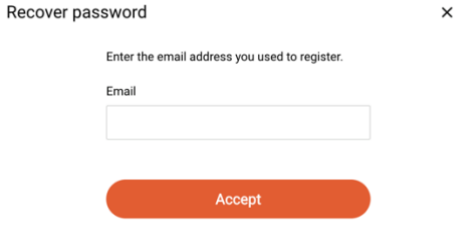
### 1.1.1 Registration

|  |   |
|--|---|
|   | <p><i>"Register free" button</i></p>  |
| <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<br/>REGISTRATION</p> | <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<br/>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> |
|--|--|

## 1.3 Profile

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


### 1.3.1 User profile/information

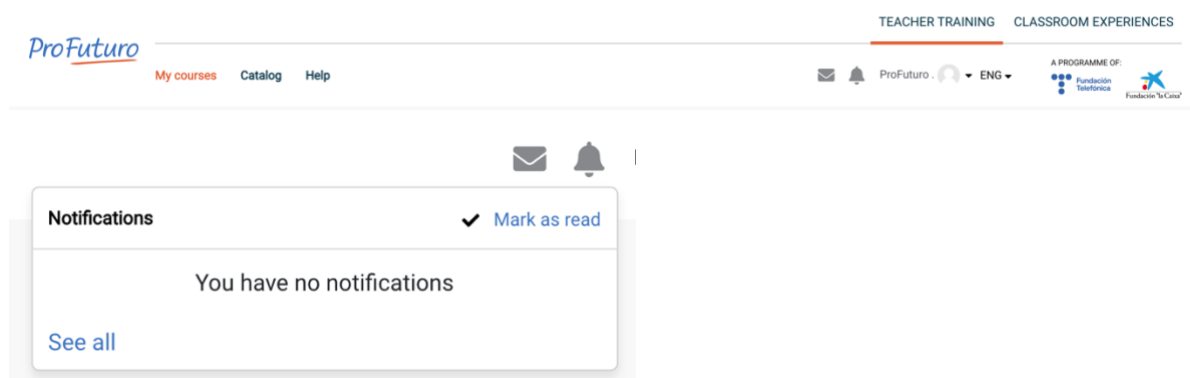
*As well as the teacher's personal details, the teacher can:*

|   |  |
|---|--|
| <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>                   |

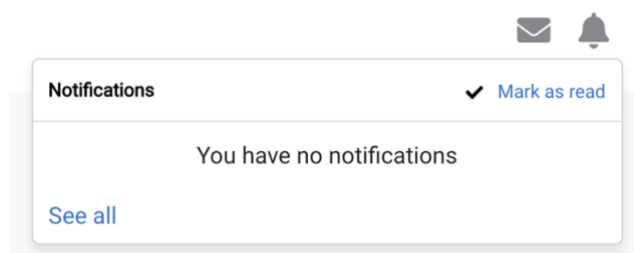
## 1.4 Notifications

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.




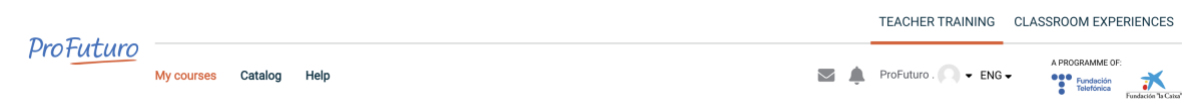
If there are no notifications, the following message will be displayed as shown in the image.



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.*

# Teacher training

## 2. Teacher Training

In the **Teacher Training** tab we find the following sections:

**My courses**    **Catalog**    **Help**

### 2.1 My courses

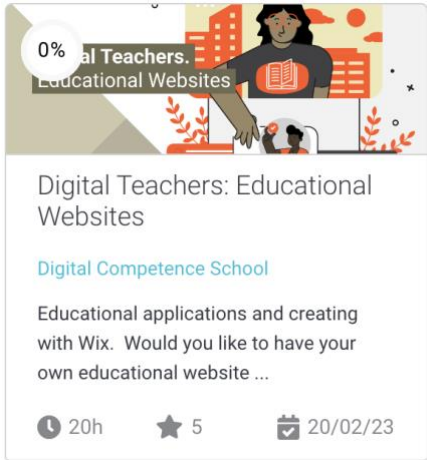






In the "**My courses**" section, the teacher can access the courses that he/she has enrolled in, the courses he/she has added as favourites and the courses he/she has already done, by accessing the "**Completed**" tab.

#### 2.1.1 Registered students

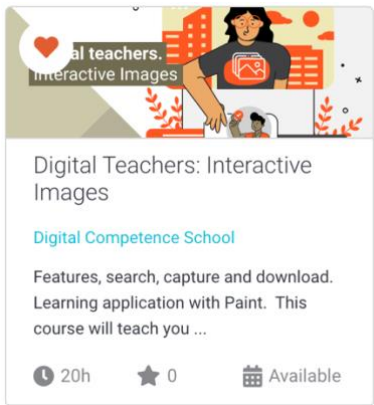

Enrolled

Favorites

Finished

|   |   |
|---|---|
|  | <ol style="list-style-type: none"> <li>1. Descriptive image</li> <li>2.  Favourites Icon</li> <li>3. Course Title</li> <li>4. Category</li> <li>5. Brief description</li> <li>6.  20h Course duration</li> <li>7.  Average rating of the course by the participants who have finished it.</li> <li>8. Course availability: <ul style="list-style-type: none"> <li> Course availability</li> <li> Course not available</li> <li> Completed on the set dates</li> </ul> </li> </ol> |
|---|---|

## 2.1.2 Favourites


| Enrolled  | Favorites  | Finished |
|---|--|----------|
|  | <p> Added to "Favourites"</p> <p>The courses you add to Favourites will appear in that tab.</p> |          |

## 2.1.3 Completed


In the "Completed" tab, the teacher will see all the courses that have been taken and completed.

## 2.1.4 Certificates

In the sidebar, the teacher can see their certificates obtained thanks to the courses carried out.

| Without certificates  | With certificates  |
|---|--|
| <p>Badges</p>  <p>Here you can view and download all the certifications you obtain</p> | <p>Badges</p> <p>Certificado "Cómo implementar Creando Código en tu aula"</p> <p>Certificado "Aprendizaje Basado en Proyectos"</p> <p>Certificado "Actúa frente al ciberbullying"</p> <p>Certificado "Acoso escolar: Prevención, Detección y Actuación"</p> <p>Certificado "Level up: Aprendiendo juntos... ¡A practicar!"</p> |


When the teacher clicks on each certificate, the teacher will access its PDF.



## 2.2 Catalogue

The teacher will see the entire training offering for their country in the ProFuturo course catalogue. The teacher can use the search engine to find something specific and filter the list by "Language" or "Category" (Schools of knowledge).

Course catalog



Language ▼

Category ▼

## 2.2.1 Filters

One can filter by Language and by Category:

- **Languages:** Spanish, English, French, and Portuguese.
- **Categories:** Knowledge Schools

**The filters are cumulative.** That is, you can select several filter options at the same time.

Language ▼

Category ▼

School of trainers ×

English ×

Clear filters

Filters can be deleted by clicking on them one by one, in the X zone or by clicking on "Clear filters", which will delete all the filters at the same time.

## 2.2.2 Rank courses:

Sort by


Alphabetically A-Z ▼

- A-Z alphabetical order
- Z-A alphabetical order
- Most recent
- Best rated

## 2.2.3 Card

UN PROGRAMA DE:

On each course "Card", the teacher will see the following information:

|   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Descriptive image</li> <li>2. ♥ Icon Add to "Favourites"</li> <li>3. Course Title</li> <li>4. Category School</li> <li>5. Brief description</li> <li>6. ⌚ 20h Course duration</li> <li>7. ★ Average rating of the course by the participants who have finished it.</li> <li>8. Course availability: <ul style="list-style-type: none"> <li>📅 Course availability</li> <li>📅 Course not available</li> <li>📅 Completed on the set dates</li> </ul> </li> </ol> |  <p>Digital Teachers: Assessments Using Digital Tools</p> <p>Digital Competence School</p> <p>Designing and creating assessment activities with Kahoot. It's easier than ever to create ...</p> <p>⌚ 20h ★ 5 📅 Available</p> |
|---|--|

## 2.2.4 Course sheet of course not enrolled in

The teacher will see a brief description of the course on the course sheet with the ratings of other teachers who have completed it.

### Mathematics for everyone: JUMP Math!

Category: [Mathematics School](#)

Register 7 Teachers have taken this course

Presentation Ratings

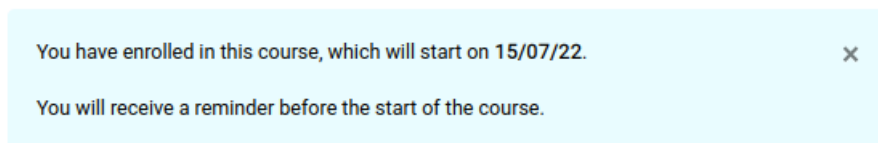
The teacher will also find the options "Add to Favourites" and "Enrol".

♥ Add to Favourites

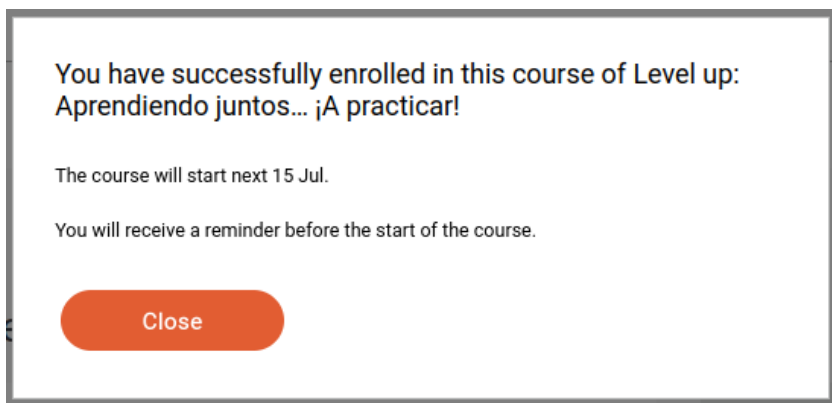
Register Enrol.

## 2.2.5 Enrolment successful message

Once the teacher has enrolled (by clicking on the "Enroll" button) the following message will be displayed:



If the course is convened and the dates are fixed, the following message will be displayed:



### 2.2.6 Course sheet of course enrolled in

When accessing the modules, the teacher is presented with the modules that make up the course. If he/she deploys them, they will access all the activities of each module:



### Club 2030

Category: old\_Demo contenidos

Presentation Modules Ratings

MODULE 1

Topic 1

|                  |   |       |
|------------------|---|-------|
| Presentación     | ✓ | 10:00 |
| Ejemplo PDF      |   | 00:00 |
| Gula docente     | ✓ | 15:00 |
| Entrenamiento    | ✓ | 07:30 |
| Misión humanidad | ✓ | 14:10 |
| Planea tu sesión | ✓ | 10:00 |
| Ejemplo XLS      |   | 00:00 |

MODULE 2

Topic 2

|                            |  |       |
|----------------------------|--|-------|
| Ejemplo fichero comprimido |  | 00:00 |
| Course assessment          |  |       |

Progress

100%

150 Hours ★ 4 Rating

Badge

Certificado - Club 2030

General skills

Conocimiento - Pensamiento científico, crítico y creativo • Comunicación • Autoconocimiento y autocuidado • Responsabilidad y ciudadanía

Forum

A meeting place with classmates to solve doubts and share experiences.

Log in

Course tutor

Tutor demo Peru  
Direct communication with the course tutor

Write message

### Mathematics for everyone: JUMP Math!

Category: Mathematics School

Presentation Modules Ratings

MODULE 1

Unit 1. Presentation of the math course for everyone: Jump math!

Attention students!

**Reminder:** The course will be available until 12/31/2024 at 5:00 PM - Washington D.C. Time! Take advantage to make the most out of the course and enjoy your learning. 🙌👉

|                              |                  |
|------------------------------|------------------|
| Didactic Guide (Optional)    | 00:00            |
| Block 1. Course presentation | 60:00            |
| Block 2. Classroom dynamics  | 60:00 Restricted |
| Unit 1 Evaluation            | 30:00 Restricted |
| Module 1 Documentation       | 00:00            |

MODULE 2

Unit 2. Decimal numbering system and basic arithmetic operations

Attention students!

**Reminder:** The course will be available until 12/31/2024 at 5:00 PM - Washington D.C. Time! Take advantage to make the most out of the course and enjoy your learning. 🙌👉

|  |                  |
|--|------------------|
| Block 1. Counting, numbering and the concept of quantity | 60:00 Restricted |
| Block 2. Place value and number order                    | 60:00 Restricted |
| Block 3. Adding and subtracting                          | 60:00 Restricted |
| Block 4. Multiplying                                     | 60:00 Restricted |
| Block 5. Dividing, unit summary                          | 60:00 Restricted |
| Unit 2 Evaluation  | 30:00 Restricted |
| Module 2 Documentation                                   | 00:00            |

Activity type:

- Quiz
- Scorm
- File
- Link
- Survey
- Assignment
- Forum

## 2.2.7 Sidebar

You will find the following information on the sidebar of the course sheet:

|  |  |
|--|--|
| Hours and rating   | <div>20<br/>Hours</div> <div>★ 5<br/>Rating</div>  |
| Certificate that will be issued when the course is completed | <div>Badge ⓘ</div> <div>Certificate: Digital Teachers:<br/>Educational Websites</div>  |
| Login to Forum   | <div>Forum</div> <div>A meeting place with classmates<br/>to solve doubts and share<br/>experiences.</div> <div>Log in</div> |
| Course tutor   |  |
| Course authors   | <div>Authors</div> <div>ProFuturo and JUMP Math -<br/>UpSocial</div>   |

Mathematics for everyone: JUMP Math!

>|

Category: Mathematics School

Presentation

Modules

Ratings

Progress

0%

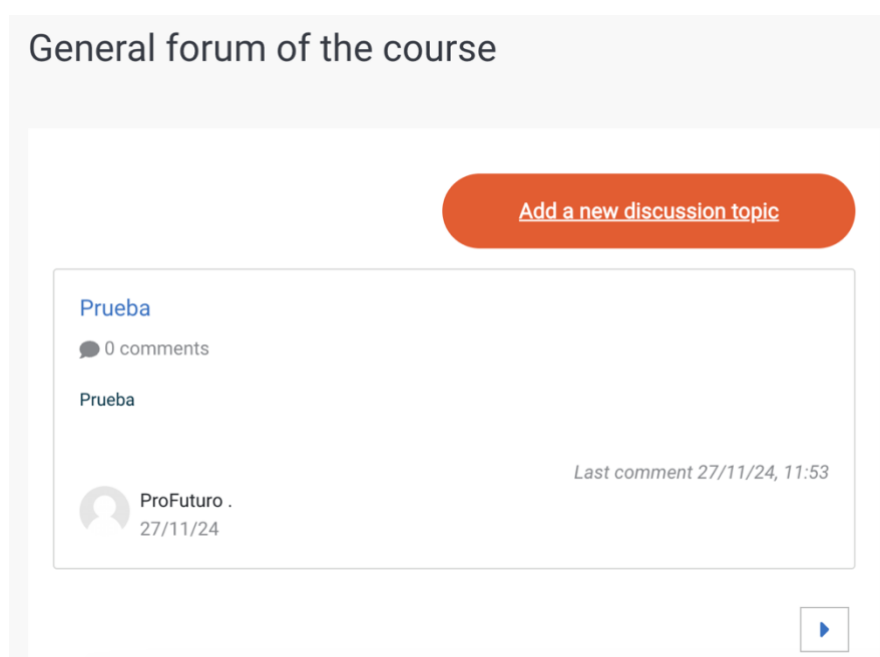
>| Hide the sidebar to have more central space.

## 2.2.8 Course forum

From the side menu of a course a participant has enrolled on, they will be able to view all the open threads to participate in them.

Through the course forums list, it will be possible to access the different threads of the corresponding forums by clicking on the forum name.

Depending on the length of threads contained in a course forum, it will be possible to navigate through the pagination located in the lower right corner of the list.



## 2.2.8 Course forum

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Through the course forums list, it will be possible to access the different threads of the corresponding forums by clicking on the forum name.

Depending on the length of threads contained in a course forum, it will be possible to navigate through the pagination located in the lower right corner of the list.

General forum of the course

[Add a new discussion topic](#)

Prueba


0 comments

Prueba prueba

Participante Demo  
19/01/23

Last comment 19/01/23, 15:57

To access comments on a specific thread in the course forum, click on the thread title.

|   |   |
|---|---|
| <p>education website x educat x</p>   | <p>Tags associated with the forum thread.</p>                   |
| <p> ProFuturo .<br/>27/11/24</p> | <p>Profile of the user who created the course forum thread.</p> |

General forum of the course

[Add a new discussion topic](#)

How can manage the discipline in classroom ?

0 comments

There are many strategies to manage the discipline in my classroom, but the essential is give the guys an affective side to make a good communication

Kenia Reyes  
27/10/24

Last comment 27/10/24, 05:21

### 2.2.8.1 Add new forum of a course

From the list of course forums, one will have access at all times to the creation of a new forum, by clicking on the button:

[Add a new discussion topic](#)

By filling in all the required fields of the form, a new discussion forum can be created for the enrolled course.

When the forum has been created successfully, one should receive a message like the one shown below.

Your post was successfully added.

You have 30 mins to edit it if you want to make any changes.



Subject

Message

Rich text editor toolbar with icons for: Undo, Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Image, and Media.

Post to forum

Cancel




## 2.2.8.2 Comments thread of a forum

By clicking on the main forum of the course, as specified on page 41 all comment threads pertaining to the forum in question are displayed.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in...

 Participante Demo  
9/06/22

 Edit  Delete  Reply

|  |   |
|--|---|
|   | <b>Main forum comment editing icon.</b><br><i>It can only be edited by the user who created it and there is a 30-min. time limit to be able to modify it, after that time has elapsed it cannot be edited.</i>                              |
|   | <b>Delete main course forum icon.</b><br><i>Deleting the forum will also delete all comment threads that are related to it. It can only be edited by the user who created it and there is a 30-min. time limit to be able to modify it.</i> |
|  | <b>Link to reply to the main forum thread.</b>  |

## 2.2.9 Related courses:

The user will also be shown a series of courses related to the one they are viewing, in the "Related courses" section, at the bottom of the page

### RELATED COURSES



0% **Acoso escolar: Prevención, Detección y Actuación**

Escuela de Ciudadanía

En esta formación, abordaremos el Acoso Escolar desde la siguiente perspectiva: Introducción al ...

🕒 20h ★ 5 📅 1/03/24



0% **Actúa frente al cyberbullying**

Escuela de Competencia Digital

Hemos creado este curso para facilitarte una revisión y una ampliación de conocimientos y recursos ...

🕒 12h ★ 4 📅 1/03/24



0% **Alfabetización digital**

Escuela de Competencia Digital

El medio digital es un medio imprescindible para trabajar, buscar información, difundir eventos y ...

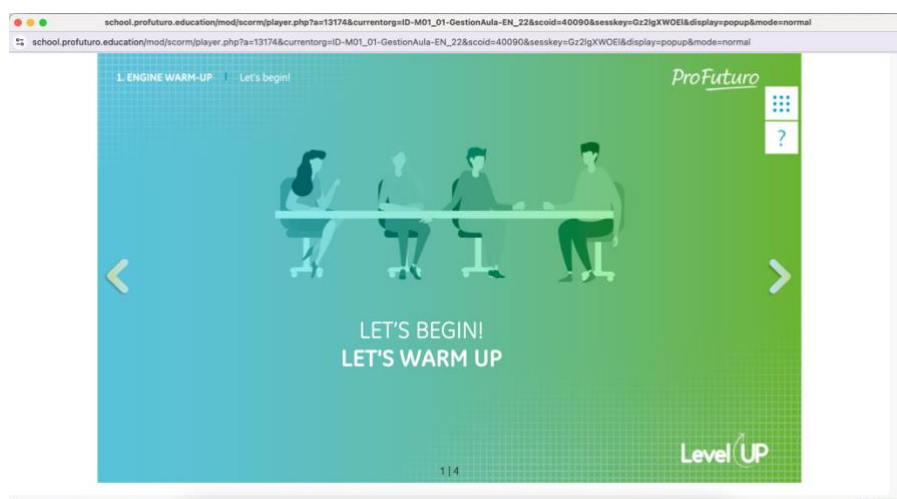
🕒 14h ★ 3.5 📅 1/04/24

## 2.2.10 Activities

### 2.2.10.1 Scorm

Display of previously loaded activity as Scorm in new window.

When accessing an activity of the Scorm type, it will open in a new window, showing in the previous one the message that we see on the right to alert the user.



### Let's Warm Up (Mandatory)

In this **first part of module 1** you will go into the indicators that will help you assess **your classroom management**.

Click the « **Enter** » Button below to discover them and reflect on their impact in the classroom.

Enter



### 2.2.10.3 Forum

Courses come with a forum by default, available in the side panel of the main course view. This forum is intended to talk with the tutor or with other users enrolled in the course, share questions, etc.

Apart from this forum, in the various modules that make up the course, there may be Forum-type

activities, which can be evaluated according to our participation by the tutor, manually or automatically.

Forum

A meeting place with classmates  
to solve doubts and share  
experiences.

Log in

### Digital Teachers: Educational Websites

Category: Digital Competence School

Presentation Modules Ratings

MODULE 1  
Presentation

Ⓢ Presentation 60:00

MODULE 2  
Reflect

Ⓢ Reflect 90:00

🗨️ Initial reflection forum 180:00

Attention students!

📅 **Reminder:** The course ends on 31/03/2024!

👉 Make the most of the course and enjoy your training! 🌟

Progress

0%

20 Hours ★ 5 Rating

Dates  
20/02/23- 26/02/24

Badge 🏆

Certificate: Digital Teachers:  
Educational Websites

General skills

Global Framework of  
Competence for Education in the  
Digital Age

Citizen identity:

• Active citizenship

🗨️ Initial reflection forum 180:00

Once we have accessed the forum, we will see a description of the activity and we will be able to open a new thread of conversation by:

Add a new discussion topic

Responding to a previously created discussion topic by clicking on the title of the topic:

Test

🗨️ 0 comments




Once inside the thread, we will click on the "Reply" link to add a new message.

Once we have finished, we confirm our message by using the button:



0 comments


**Test**

 **ProFuturo .**  
12/09/24

0 comments

Test


Write your reply...



Post to forum

Cancel

Advanced



Once our message has been created, whether it is the first of a topic of debate or a reply to a previous message, we have 30 minutes to edit it, to correct typos, etc. We will have a preview.

Depending on the configuration of the forum, in order to complete it (and thus progress in the course), users need to participate with a certain number of messages. This number should be indicated in the forum itself by the course creator.

The forums may or may not be rateable, like the rest of the activities.

