

## IO4. TEGA Community of Practice platform

### User Manual

The purpose of this document is to describe the platform core functionality and the user interface (UI) of the TEGA Community of Practice platform.

There are 2 types of users that can have access to the platform:

- **Moderators** – They may add articles and other educational training materials, moderate forums and groups. Partners, trainers and trainees should have this type of account/role.
- **Basic Users** – Other users, students, key stakeholders that would like to exchange ideas and participate into the TEGA's community.

The platform is available at: <https://www.tega-community.eu>

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## 1. Basic User

This chapter presents the basic functionality for the basic user.

### 1.1 Registration/Login

The user Login/registration screen is available at the top of the platform.



Figure 1. The login/register link

Within the Login/registration page, there are two options:

- Login - If you have already registered to the platform, you can use the "LOGIN" button at the top right of the page.
- Register - If you are a new user of the platform, you can use the "REGISTER" button.

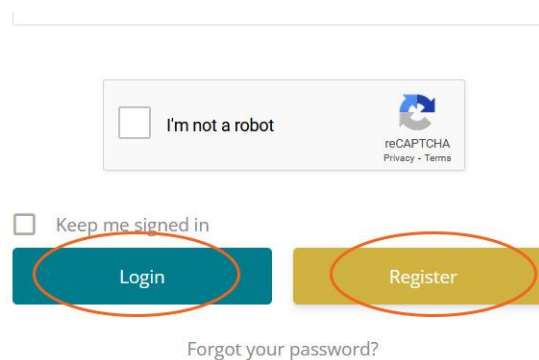


Figure 2. The login/register page

In the second case, the registration form appears. All registration fields are mandatory.

Username

First Name

Last Name

E-mail Address

Password

Confirm Password

Show privacy policy

☐ Please confirm that you agree to our privacy policy

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

Register as user

Login

Figure 4. The registration form

Email confirmation is required for all users. They must check their email (both inbox and spam folder) for an email registration email and click on the registration/activation link.

## 1.2 Main Menu

The following options are available from the main menu at the top of the screen:

- Dashboard
- Open Educational Materials
- Games
- Community
- Blog / Articles

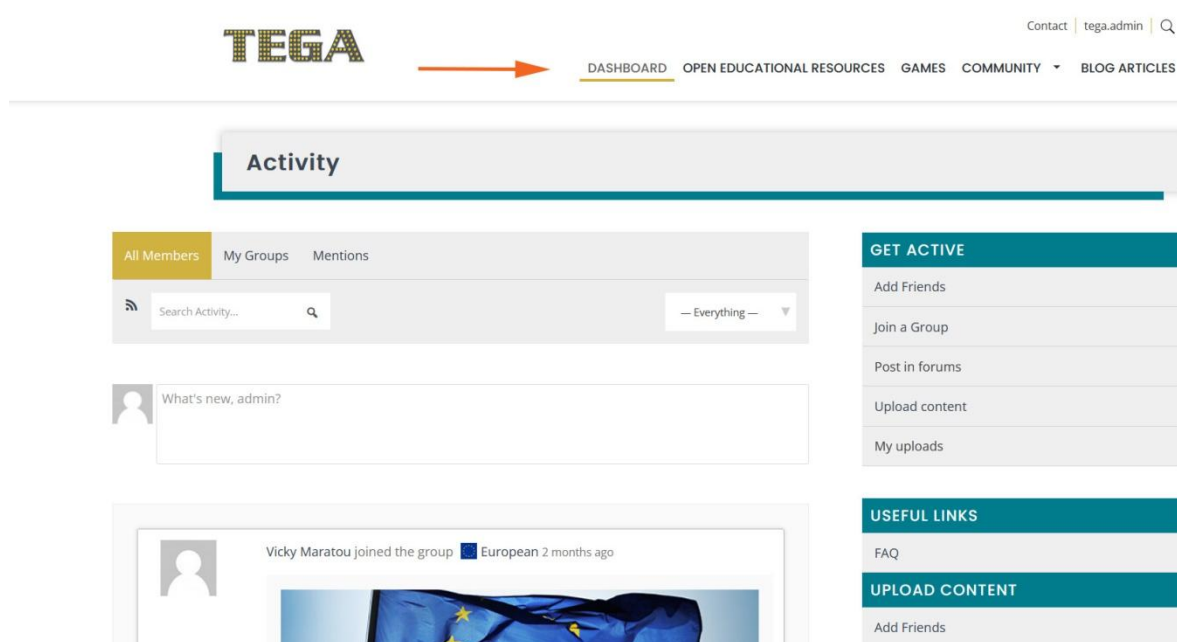


Figure 5. The main menu

## 1.3 Top Menu

The following options are available from the top menu at the top of the screen:

- Profile
- Notifications
- Get active
- Logout

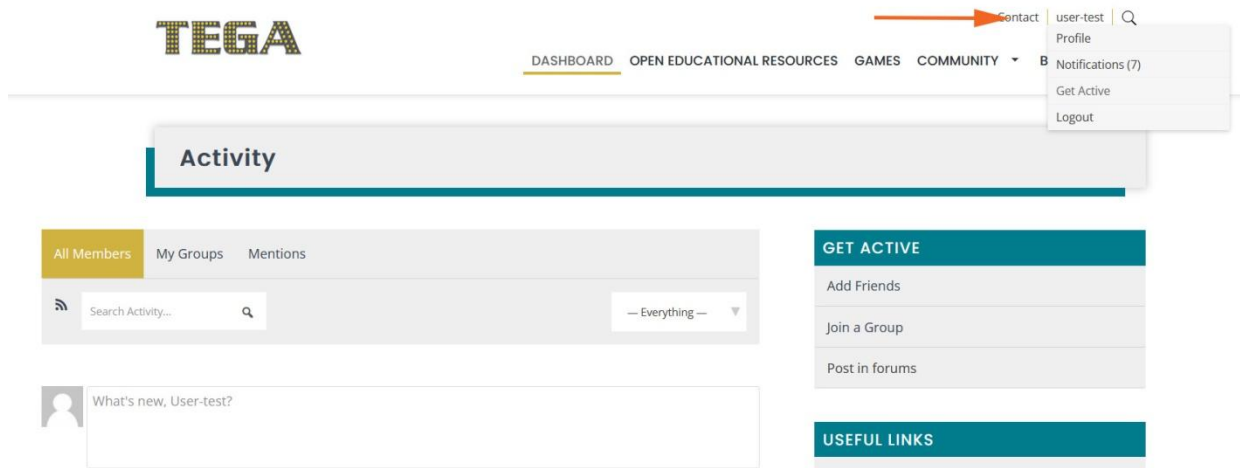


Figure 6. The top menu

## 1.4 Dashboard

After successful registration, a user may log in to the system with his/her credentials. The dashboard screen appears.

The dashboard is the main area where all activities appear. On the right side of this page ("Get active" section), you can see the platform content that you have permission to add depending on your platform member type. Get active within the platform!

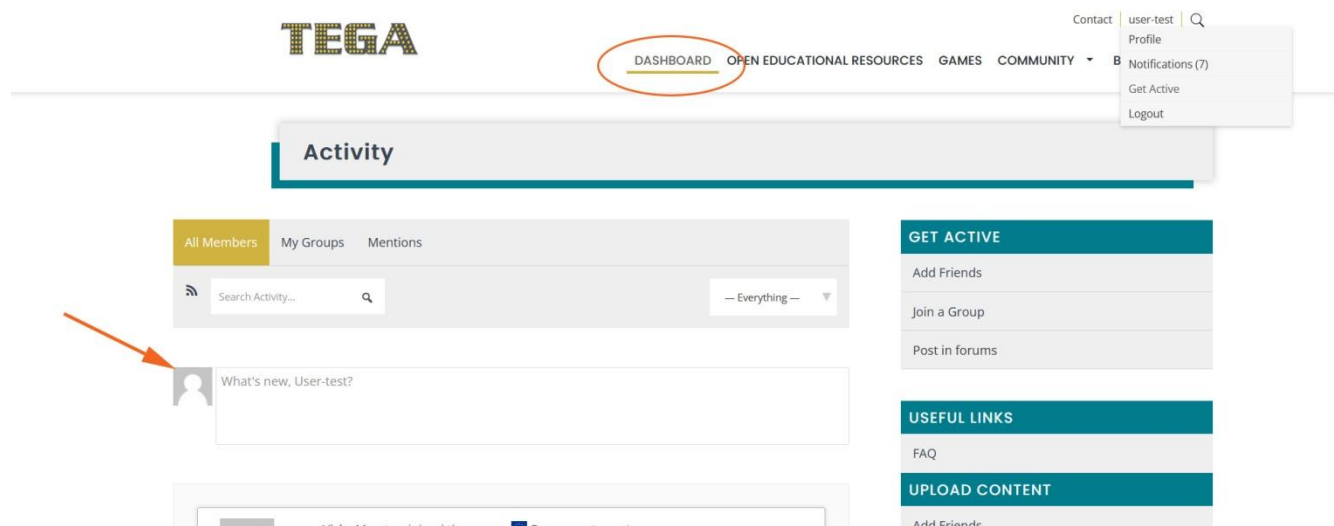


Figure 7. The dashboard of the platform

## 1.5 Community – Groups

This is the main community space where the whole networking collaboration is going to happen. Within the groups, moderators and users, can post messages and exchange ideas.

Groups could be private or public. To join a private group, the user must send a joining request and wait for an approval by the group's creators. Public groups have been organized by country, that any user may join.

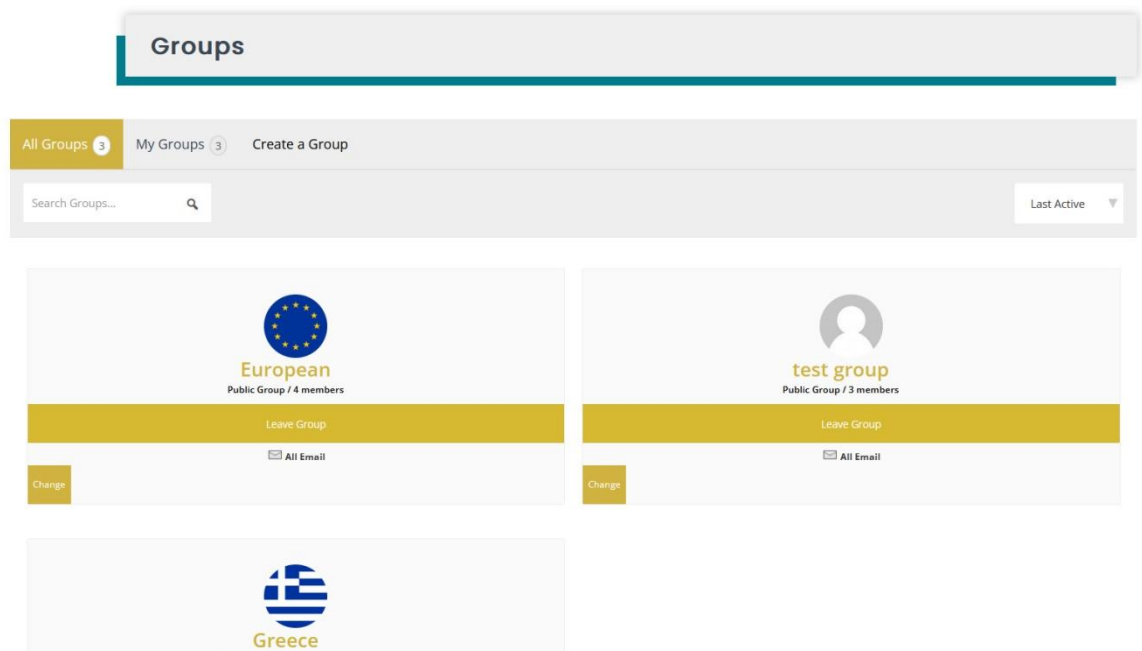


Figure 8. List of groups

In the group page, if your joining request has been approved, you may access:

- The group activity
- The members of the group
- The group forum (if there is any)

Users can post messages and upload files by clicking the “Post Update” button.

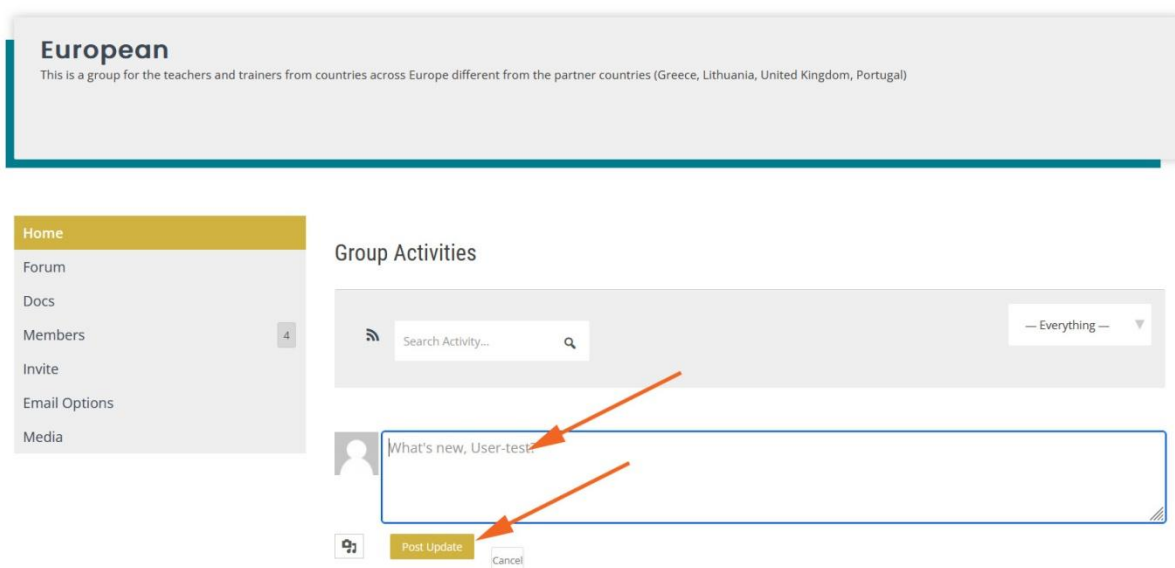


Figure 9. Post within a group

Group users may collaborate with other group users using the "Add friend" option, by sending private messages or posting a message to all group members.

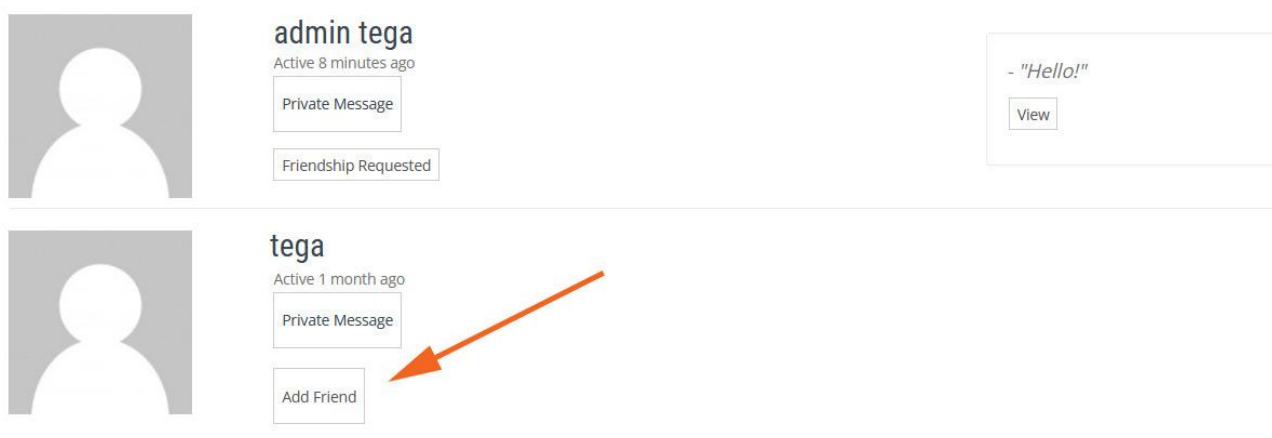


Figure 10. Add Friend button

Group users may leave a group at any time. There is a "Leave Group" button cover photo:





Figure 11. Leave a group button

## 1.6 Members

This is the page which contains all the platform members. After clicking on a member you will be able to view his/her profile. At the profile page you can find information about a member and his/her platform activity. You can also send friend requests to members.

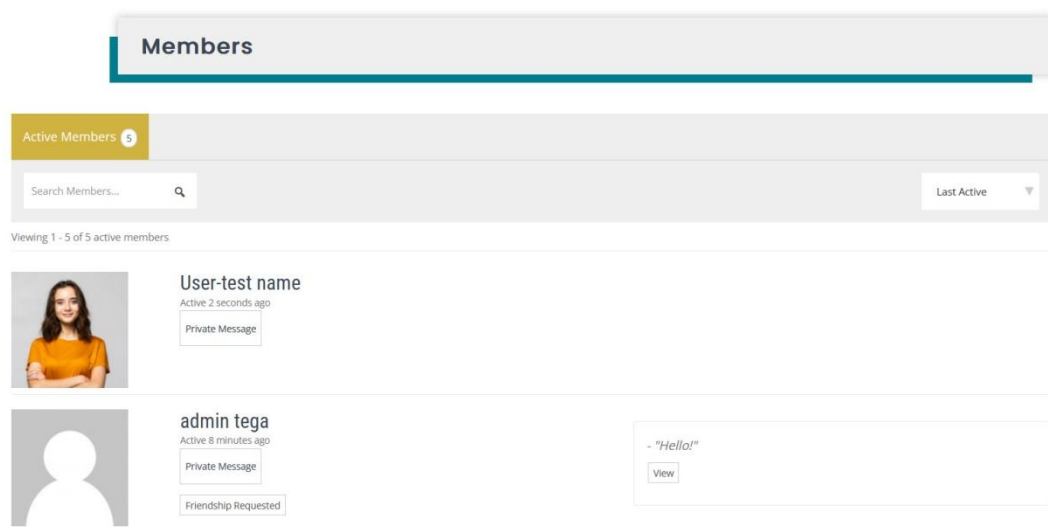


Figure 12. List of registered members

## 1.7 Profile

If you are a registered member, you will be able to manage your profile and add more information about yourself. Under your profile cover and image, you can see a sub-menu to edit your account.

- Profile – Here you can change the name shown on your profile. It is recommended that you do not change this field very often.
- Notifications from the platform
- Messages – Private messages from other members
- Friends – Related friends
- Groups /Forums – All the groups /forums that the user is participating in
- Settings - Here you can change your email and your password

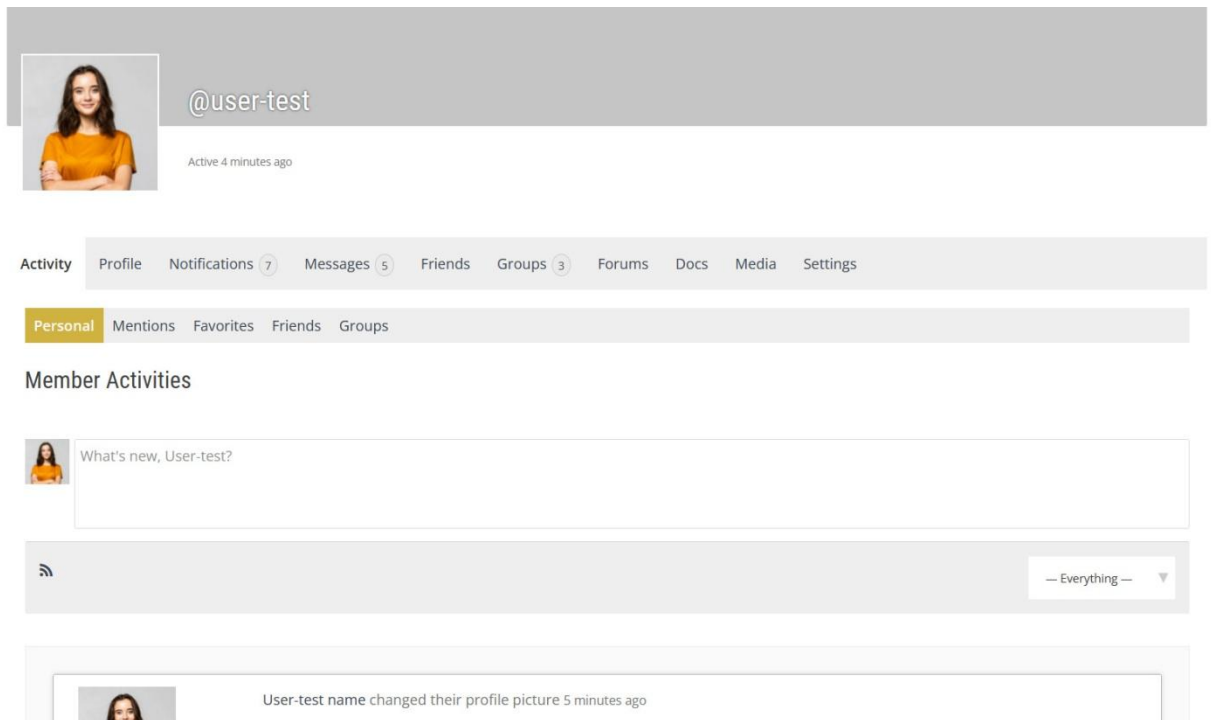


Figure 13. Profile - Activity of a user

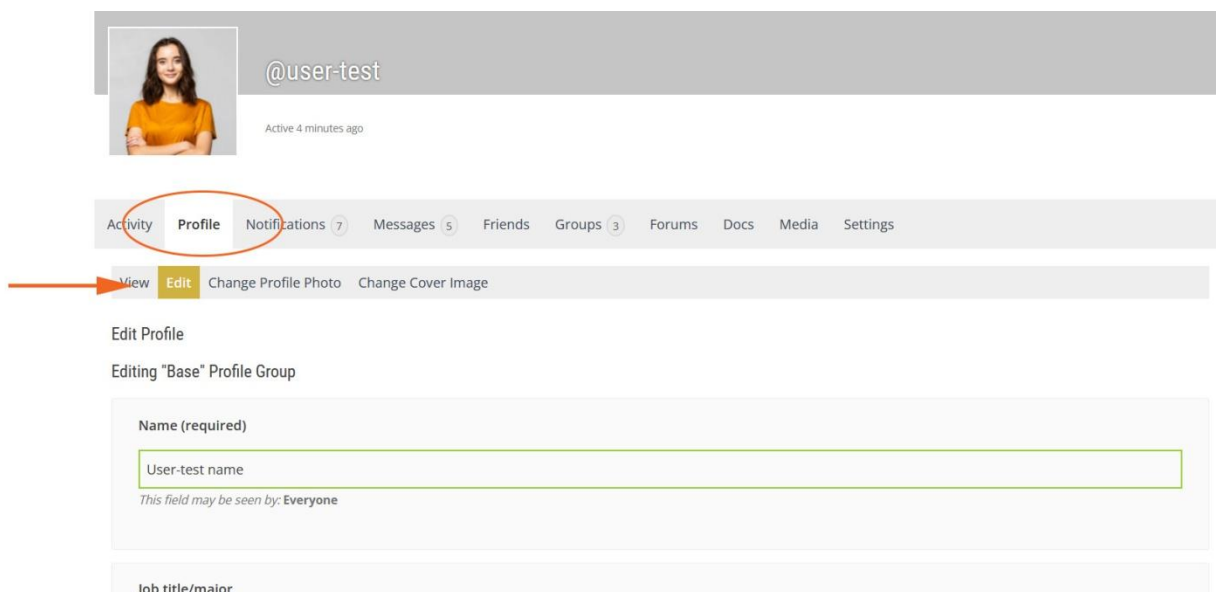


Figure 14. Profile – Edit basic info of the profile

To add photo or cover, please click the profile section.

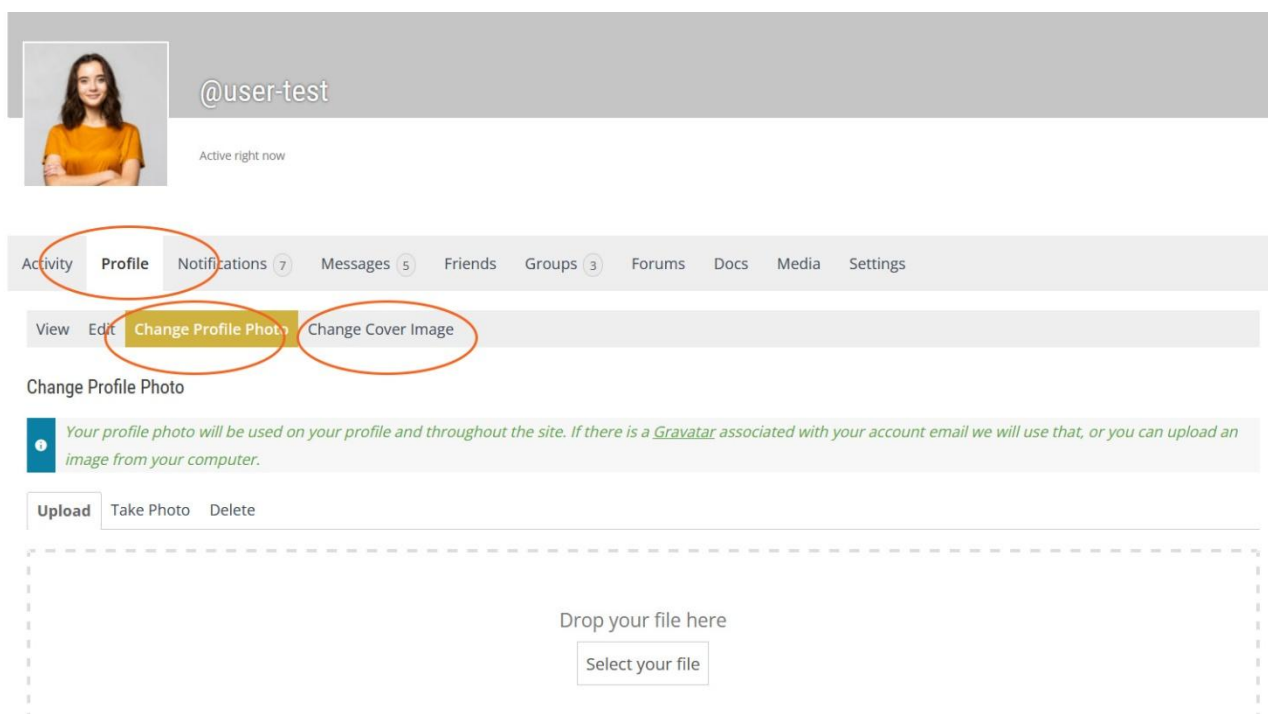
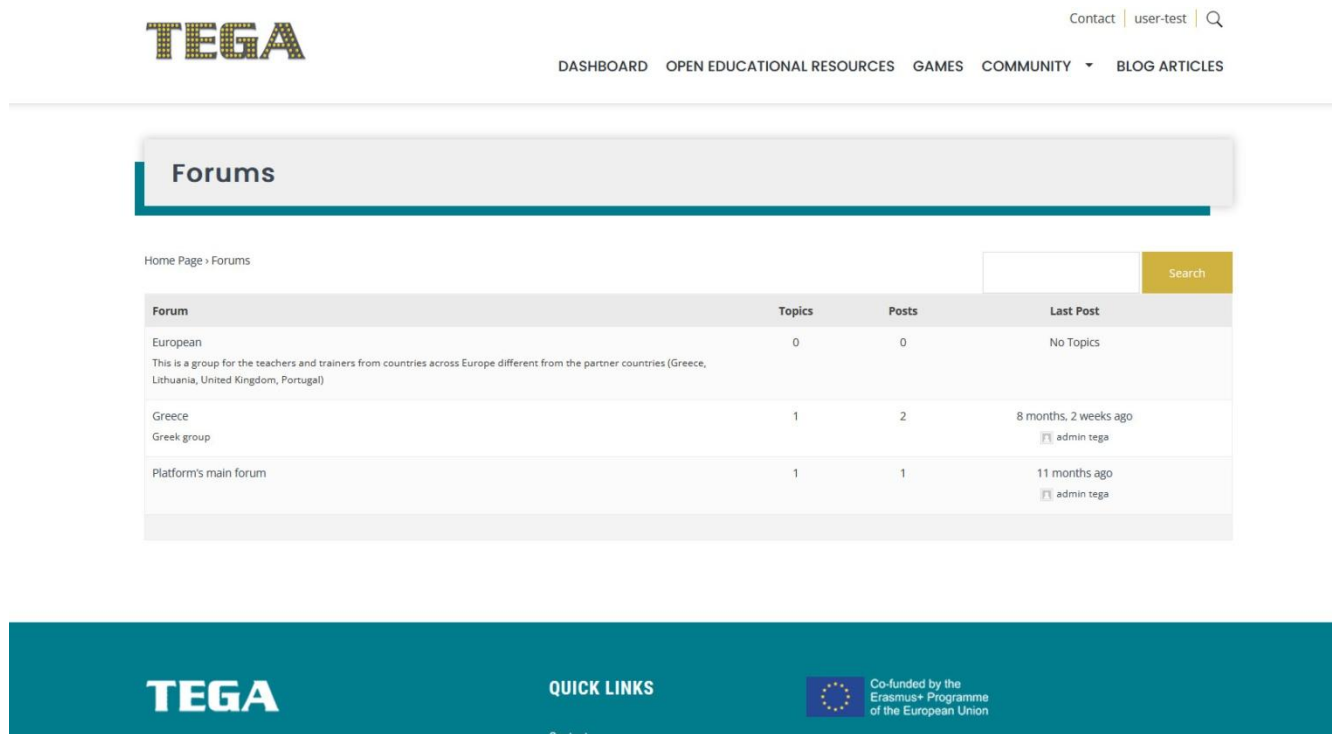


Figure 15. Profile – Add profile and cover photos

## 1.8 Forum

The platform's users have access to a general forum for generic questions related to the platform.



The screenshot shows the TEGA Forum interface. At the top, there is a navigation bar with the TEGA logo, a user profile (user-test), and a search icon. Below this is a menu with links to DASHBOARD, OPEN EDUCATIONAL RESOURCES, GAMES, COMMUNITY, and BLOG ARTICLES. The main content area is titled "Forums" and contains a table listing the forum topics. The table has columns for Forum, Topics, Posts, and Last Post. The forums listed are European, Greece, and Platform's main forum. The European forum has 0 topics and 0 posts. The Greece forum has 1 topic and 2 posts. The Platform's main forum has 1 topic and 1 post. The last post for the Greece forum was made 8 months, 2 weeks ago by admin tega. The last post for the Platform's main forum was made 11 months ago by admin tega. At the bottom of the page, there is a footer with the TEGA logo, QUICK LINKS, and a statement that the project is co-funded by the Erasmus+ Programme of the European Union.

Forum	Topics	Posts	Last Post
European This is a group for the teachers and trainers from countries across Europe different from the partner countries (Greece, Lithuania, United Kingdom, Portugal)	0	0	No Topics
Greece Greek group	1	2	8 months, 2 weeks ago admin tega
Platform's main forum	1	1	11 months ago admin tega

Figure 16. Main forum

## 1.9 Articles

The platform supports different types of articles, such as open educational materials, games and blog articles, etc.

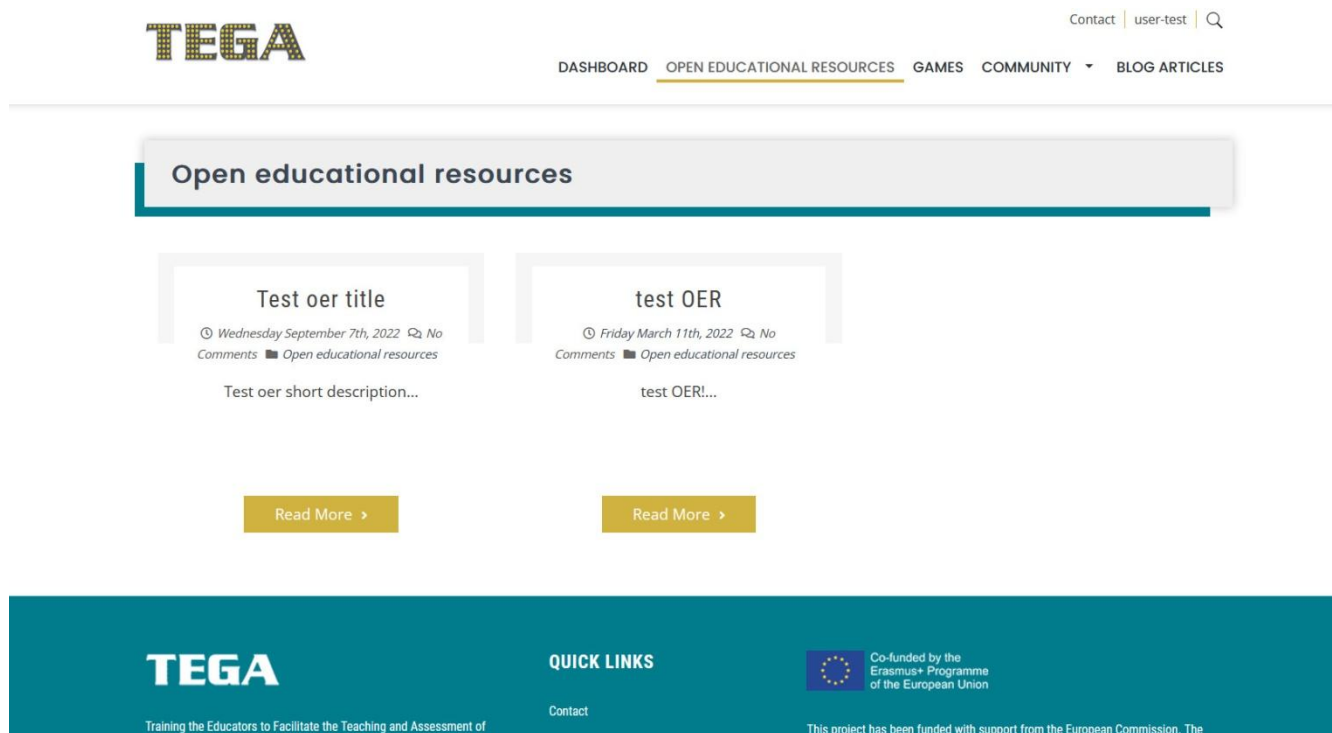


Figure 17. OERs section

**Only moderators have permission to post** OERs/games/articles via the “Upload Content” page at the dashboard page.