User Manual for Educators

The Visual Paths App
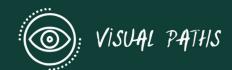
VISUAL PATHS

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Educators' manual

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VISUAL PATHS - Visualising Skills and Learning Supporting Acknowledgment of Competences
Project number: 2019-1-DE02-KA202-006504

Introduction

The aim of this manual is to explain the function of Visual Paths app and webpage. The Visual Path app allows teachers and students to create learning cards.

The developed tool contributes to the collection, structured documentation, and organization of learning outcomes, makes them accessible, achievable, and exchangeable, encourages their use in different contexts and simplifies the communication and visualization of these outcomes.

The Visual Paths app is a tool used for collecting learning evidence by students and create assessments, tasks, and reviews for students.

The app allows capturing valuable evidence for use in assessments, such as audio, photo, and video evidence. This can be recorded and stored in the app.

USER RESTRICTIONS

You must have a registered Visual Paths learner or tutor account to use the app.

Fill in your e-mail address and you will be sent a new password which is active immediately.

For registering you should use the **special CODE** provided for your school by the website administrators.

In order to obtain the access contact: webmaster@innoventum.fi

Registering and logging in

The registration forms

Registering and logging in | Registering an account

You can register your own user account either by using the sign-up form – the link to which is found both in the website header and at the bottom of the front-page login form – or the Facebook login feature.

Registration

Creating an account using the registration form is a straightforward process:

1. Fill in the required fields (marked with *).

2. Optionally you can add your profile picture or add it later through changing your user settings.

3. Click on the button to submit the form.

An account will be created for you, and you will receive an *activation e-mail* to the e-mail address given when registering.

Click on the link in the e-mail to activate your account and you're ready to login.

The Facebook registration option

When you click on the Facebook login button, you will be forwarded to the Facebook social media portal and if you are already logged in, you will see a pop-up prompting for access to your public profile, friend list and e-mail address. If you are not logged in to your Facebook, you will first see a login prompt.

The information requested is the minimum set of data that can be used. Only the profile picture, name and e-mail address are saved on the website.

When you click OK, a user account is created with the information from your Facebook account.

This is a one-time process so the next time you log in using Facebook, it is a one-click process.

Logging in

Registering and logging in | Logging in

You can login to the site www.visualpaths.eu with your recently created user account or using the Facebook Login feature.

A login form appears on the front page. You will also find a login link in the header of all webpages, which will open the same form.
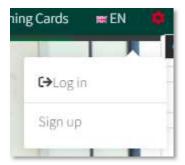
1. Click on the last icon, the settings cog ⚙, which allows you to register on the platform and log in.

2. Choose ⮕Login from the upper right menu:

3. Enter your e-mail address and password in the login form and click 'Login' to login, or

when using the Facebook login, just click on the [f LOGIN WITH FACEBOOK] button.

Retrieving a forgotten password

Registering and logging in | Retrieving a forgotten password

If you are using the regular login option and have forgotten your password, you will find a

link for requesting a new password from both the registration form and the login pop-up

Tutors' dashboard WEB

Tutors' dashboard (web)

The **tutor dashboard** is the workplace designed for tutors. It has additional options comparing to the **student's dashboard** version, namely: viewing student list, and creating tasks and assessments. Furthermore, it allows viewing and supervising the visible learning cards of students. If a student marks a learning card as private, it will not show on the **tutor dashboard.**
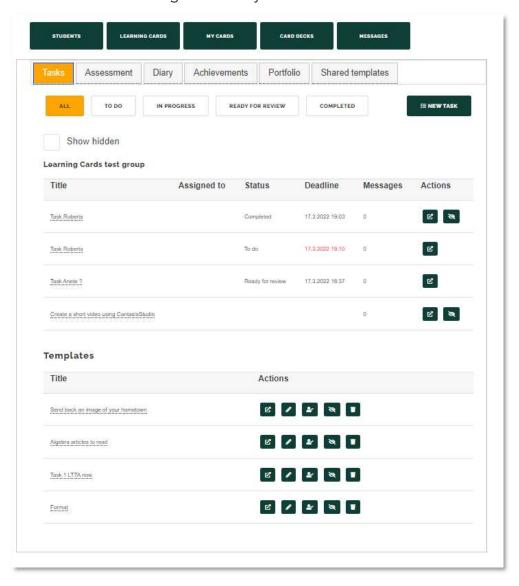
As the **tutor dashboard** has similar options to a **student dashboard,** the tutor can create all kinds of learning cards - including diary entries, achievements, or portfolio entries - to

have a full experience and understand the process from the student perspective, but you will not be able to assign them to your students.

Students

Tutors' dashboard | Students

The students view allows you to see the list of your students.

List contains of data such as:

- Students first and last name,

- Number of task cards on their task list/ number of delayed tasks,

- Number of assessments on their assessment's list/ number of delayed assessments,

- Number of diary entries,

- Number of achievements,

- Number of portfolio entries.

STUDENTS	LEARNING CARDS	MY CARDS	CARD DECKS	MESSAGES		

Learning Cards test group

Last name	First name	Tasks / Late	Assessments / Late	Diary entries	Achievements	Portfolio entries
Artman	Monika	0 / 0	0 / 0	0	0	1
Berovskis	Roberts	0 / 0	0 / 0	0	0	1
Falkenberg T	Christian	0 / 0	0 / 0	0	0	0
Glitschnig	Marc	0 / 0	0 / 0	1	1	1
Grabner	Nicole	0 / 0	0 / 0	1	0	1
Grochala	Zoriana	0 / 0	0 / 0	1	0	1

Learning cards

Tutors' dashboard | Learning cards

The Visual Path app allows tutors and students to create learning cards.

The developed tool contributes to the collection, structured documentation, and organization of learning outcomes, makes them accessible, achievable, and exchangeable, encourages their use in different contexts and simplifies the communication and visualization of these outcomes.

The tool will help you become aware of your students' abilities. Most types of worksheets can be created both by tutors, and by students for their own use. The exception to this is the assessment sheets, which can only be created by teachers and assigned to specific students to complete. Not all cards need to be visible to the tutor - the view of your board can be slightly different for you and your students, thanks to the option to create private cards.

By actively engaging in the collection of evidence of learning and its documentation, students will become more aware of the process of learning, of its effects and learn to see how it can be linked to other areas of learning.

The tool allows you to keep an eye on your student's evolving learning profile with the support of digital technology. The creation of a structured logbook, containing evidence of learning from formal education (related to the VET curriculum/modules) and informal education, which can then be shared outside the platform as a deck of cards, is intended to make them visible and accessible in other learning contexts and in the context of qualification and career development.
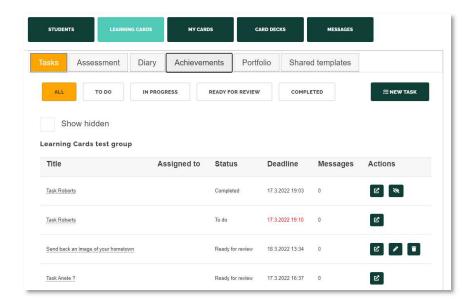
Task's view

Tutors' dashboard | Learning cards | Tasks list view

Task cards are created either by teachers for students or by students for themselves. Each task is a separate assignment. They can relate to the formal curriculum used for classes. Each task may be related with key competences development, yet they can also focus on soft skills development. Student can present a proof of completing the task by writing down the completion process and attaching files.

Task tabs reveals the cards along with the task status. A user can open a task by simply clicking on its name.

A user can filter the results by status:

To create a new task card click button, which will send you to the card creating and editing view. You can manage already existing cards by using the action buttons.
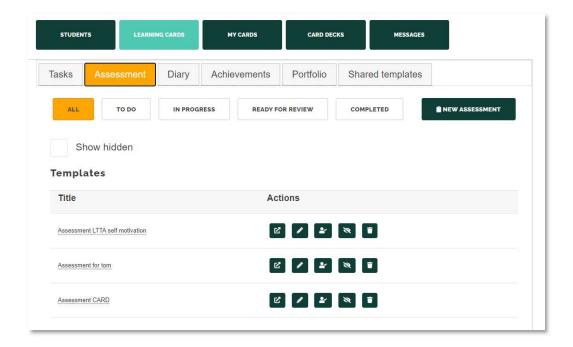
Assessment view

Tutors' dashboard | Learning cards | Assessments List View

The "assessment" is an evaluation questionnaire or a test that a tutor assigns to their students to complete. You can create a template and share it with your students to fill out. An assessments tab, which can be found on your dashboard, displays five tabs appearing at the top of the page: All, To-do, In progress, Ready for review and Completed.

You can manage already existing assessments by using the <u>action buttons</u> and create a new assessment by clicking on button.
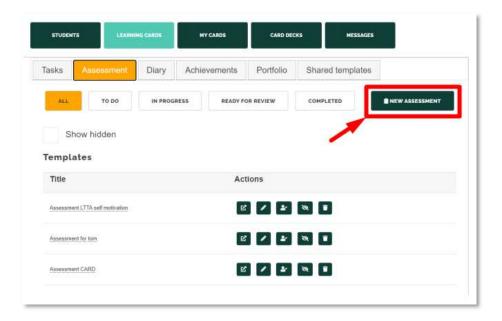
Creating an assessment

Tutors' dashboard | Learning cards | Assessments list view | Creating an assessment

To create an assessment, you must:

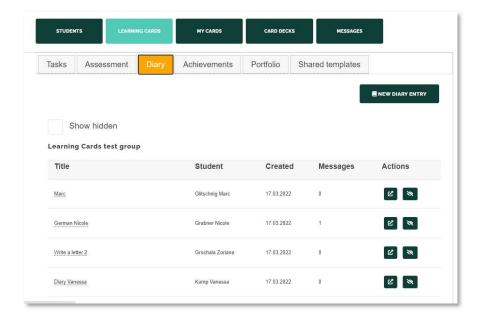1. Click on the button in the "assessment" view:

2. Fill in the edit card tab.

Diary

Tutors' dashboard | Learning cards | Diary

The diary area allows your students to create student's diaries. You can create learning cards in the time intervals of your choice - you can describe it daily, weekly, or even monthly. You can use it to send the evidence of the acquired skills and knowledge.
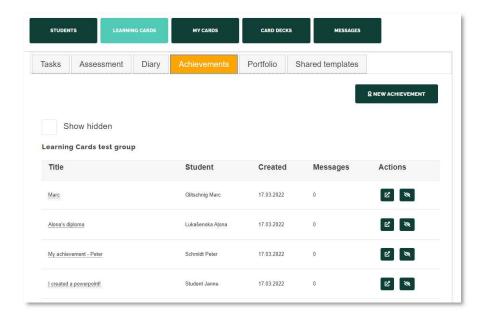
To create a new task, a student can click on the [NEW DIARY ENTRY] button, which will send the user to the card creating and editing view. To manage already existing cards, you can use the action buttons.

Achievements

Tutors' dashboard | Learning cards | Achievements

The "achievements" may seem to be the same as the diary cards at the first sight, but they focus on the most important milestones in education. Diary cards could be of various importance, yet achievement cards allow students to mark those, which carry a significant value.
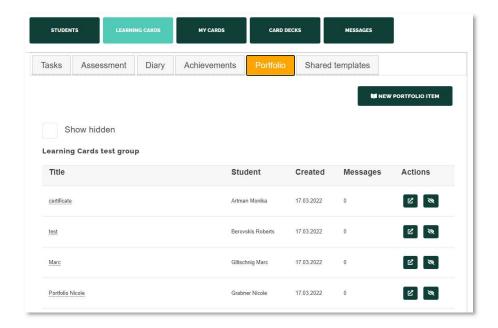
To create new task, a student can click on the [NEW ACHIEVEMENT] button, which will send the user to the card creating and editing view and to manage already existing cards, the action buttons can be used.

Portfolio

Tutors' dashboard | Learning cards | Portfolio

Portfolio cards need to include self-analysis of the acquired skills using the STAR model. The portfolio dashboard enables you to view and control portfolio cards.
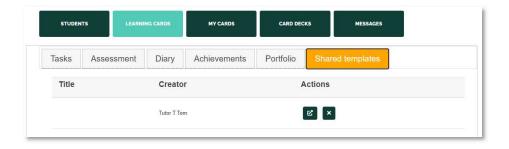
To create new a task card, click on the **NEW PORTFOLIO ITEM** button, which will send you to the card creating and editing view and manage already existing cards by using action buttons.

Shared templates

Tutors' dashboard | Learning cards | Shared templates

TO BE ABLE TO ASIGN A LEARNING CARD TO A STUDENT YOU HAVE TO SAVE IT AS A SHARED TEMPLATE:

1. Open an edit the card view
2. Fill in all the fields

3. In the card type field, beside the learning card type, check the template box

4. The card will appear in your shared templates.

Action buttons legend

Tutors' dashboard | Learning cards | Action buttons legend

Each learning card can be managed by using action buttons

1. By clicking on the button user can open specific cards.

2. The button allows users to select a card deck for specific cards.

3. The edition button takes users to the card edition view.

4. By clicking on the button, users hide cards from view.

5. Users can delete cards by clicking on button.

Assigning cards

Tutors' dashboard | Learning cards | Assigning cards to students
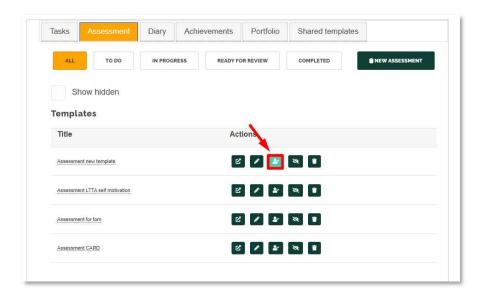
To assign a task or assessment to a specific student:

1. Click on the action button on the task or assessment **template list.**

2. This action will open an "assign" card, where you can choose a deadline for a task or assessment and check boxes next to student's names, to assign it to them. The very first box ⬜ allows you to assign all students at once.

My cards

Tutors' dashboard | My cards

In the My Cards view, a tutor may stock all cards they has created. If you create a learning card and don't save it as a template, it will be saved here.

They are divided in the exact same manner as in the learning cards tab:

- [Templates](#),

- [Tasks,](#)

- [Assessments](#)

- [Diary notes](#),

- [Achievements](#),

- [Portfolio entries](#).

Card decks

Tutors' dashboard | Card decks

The card deck tool helps you to share and present learning results outside the platform. The receiver of card decks doesn't have to log in to have access to view the shared content. As the digital structure is maintained after the completion of the formal education - the evidence of gained knowledge and acquired skills, remain available for the preparation for coming career steps, validation and assessment and personal development.
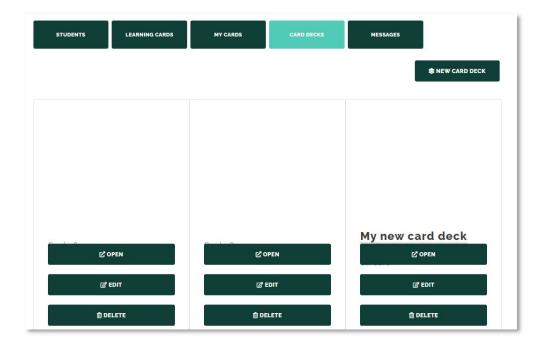
Card decks collection

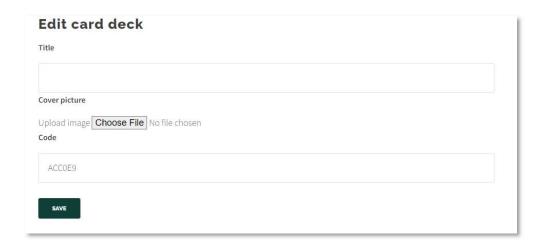### Tutors' dashboard | Card decks | Card deck collection

Card decks enable you and your students to collect, organize and to share collections of learning cards. A user can create a customized collection of cards according to their needs and share them via a link. The receiver doesn't have to log to view the shared content.

A user can create a new card deck by clicking on [≣ NEW CARD DECK] button, which will open Edit card deck tab, where he can give a name to the new card deck. choose a cover picture and check its code. A new card deck is saved by clicking on the [SAVE] button.

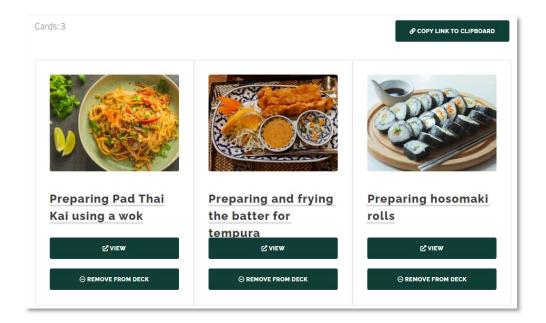

Card deck view

Tutors' dashboard | Card decks | Card deck view

In the card deck view, students can view their existing cards, remove them from a card deck or copy a link to a card deck.

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In the card deck view a user can:

1. View cards content by clicking .

2. Delete cards from the deck by choosing the option.

3. Copy a shareable link to the deck by clicking on .

Card creating and editing view

Tutors' dashboard | Card crediting and editing view

This view enables users to create new cards or to edit already existing learning cards.
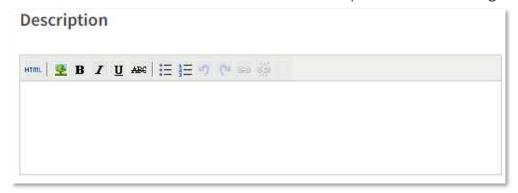
1. Firstly, the user needs to give a name to a card. The creation date is stetted automatically.

2. Next, the user is asked to write a short description of the learning card:

3. After that, the user is asked to fill in the content field:

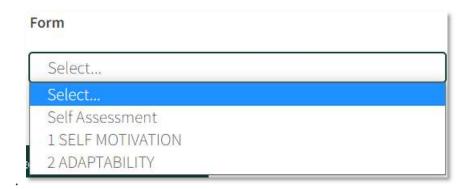4. The next step is to choose key competences included

5. This option helps to connect the card with other topics and competences:
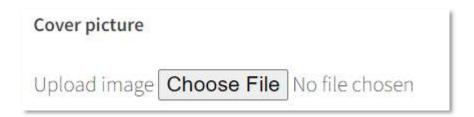
Related to

Select...

6. Select form activity:

Form

Select...

| Select... |
| Self Assessment |
| 1 SELF MOTIVATION |
| 2 ADAPTABILITY |

.

7. After that, the user can upload a cover picture for a learning card:

Cover picture

Upload image | Choose File | No file chosen

8. The following step is to attach a file for the learning card:

File attachments

Upload file | Choose File | No file chosen

Erasmus+

9. The next step is to upload images:

10. The last step is to choose a card type:

If a user chooses "portfolio" as a card type, a few more text boxes, asking about the evaluation of a card according to STAR model evaluation, appear.

Card types explained:

- A task - is a separate assignment that can be created both by a tutor for his students, or by students for themselves,
- An assessment - is questionnaires created exclusively by tutors and assigned to students
- A diary- diary entries allow student to create their own student's diary by describing what they have learned in the chosen time intervals,
- An achievement - is a learning card which focuses on the most important educational milestones,
- A portfolio - portfolio entries require students' self-analysis of the acquired skills, along the lines of the STAR evaluation model.

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If a user chooses "portfolio" as a card type, a few more text boxes, asking about the evaluation of a card according to STAR model evaluation, appear.

The STAR model:

1. **Situation** - Describe a situation where you have demonstrated or learned the competence that you are presenting.

Situation

Identify the SITUATION or problem you solved or encountered

2. **Task** - What were the tasks you had to complete in that situation; what were the specific challenges you had to address?

Task

What was the specific TASK or target? (who, what, when, where, what's required)

3. **Action** - What were the actions you took to complete these tasks and how did you deal with those challenges?

Action

Detail your specific ACTION. What did you do? How did you do it?

4. **Result** - What were the results of your actions; what have you learned from that situation?

Star result

star result descriptor

The visibility setting determines to whom the card is shown. The "private" card is visible only to you, and the tutor, who supervises the group, can see the "Visible for tutor" cards.

Visibility

○ Private ● Visible to tutor

Card is saved by clicking on the **SAVE** button.

STAR model

Students' dashboard: The STAR model
The STAR model is used for the method of self-analysis of skills. It allows students to reflect on the chosen skills and to document whether they have these skills or not.
For students that think they have gained competences, it is important to clearly name the competence and provide evidence, and to give examples of how applying this competence in practice led to a positive outcome.

The STAR model technique can also be used to make statements about one's competences in a CV, cover letters or during a job interview. The STAR approach is suitable to use not only when describing successful situations – it can also be applied to situations involving failure, when the outcome was what the individual learns or realizes in each situation. This allows learners to demonstrate openness for learning and commitment to self-development.

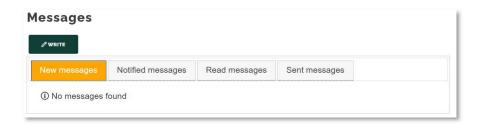| STAR |
| --- |
| The STAR Model stands for: Situation, task, action, and result |

SITUATION	TASK	ACTION	RESULT
Describe a situation where you have demonstrated or learnt the competence that you are presenting.	What were the tasks you had to complete in that situation; what were the specific challenges you had to address?	What were the actions you took to complete these tasks and how did you deal with those challenges?	What were the results of your actions; what have you learnt from that situation?

Messages

Tutors' dashboard | Messages

This tab allows you to communicate with your students.

The messages' view allows you to browse and read received messages and create and send new ones.

To create a new message, you need to:

1. Click on the [✎ WRITE] button.

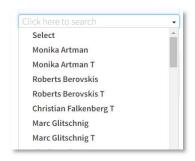2. After selecting the "write" button, a pop- up message window shows up

3. Name the subject of your message in the first field:

4. Expand the list and select the receiver of the message:

You can select more than one receiver.

5. Fill in the content field:

6. To send a message, click on the **SEND** button.
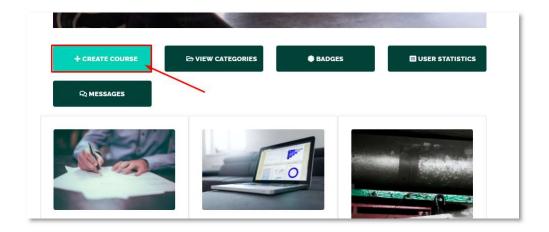
Creating courses

Creating courses

Access the course list under the tab:

Creating a course

1. Creating course

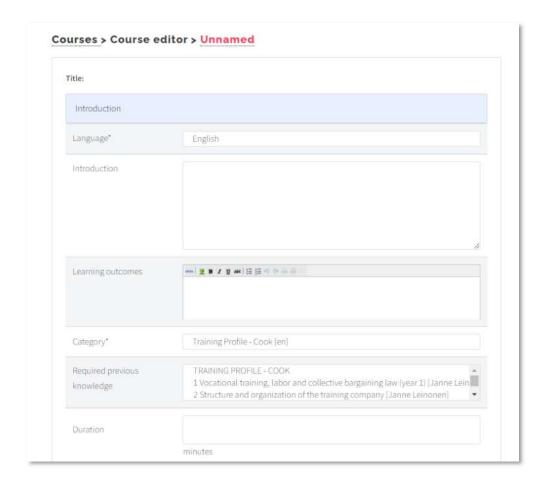Create a course in an appropriate category by simply clicking the button.

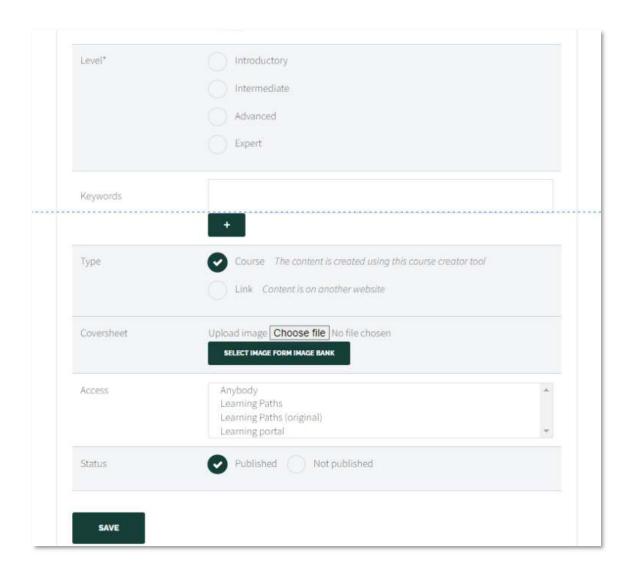## 2. Course information

Edit course information fields:

- Course title

- Set the language

- Paste introduction

- Add learning outcomes

- Set category

- Required previous knowledge (optional)

- Course level

- Keywords (optional)

- Type of content

- Upload coversheet (it will be visible in a course list)

- Status information

- Click and save

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Courses > Course editor > Unnamed

Title:

Introduction

Language*   English

Introduction

Learning outcomes

Category*   Training Profile - Cook [en]

Required previous
knowledge

TRAINING PROFILE - COOK
1 Vocational training, labor and collective bargaining law (year 1) [Janne Lein
2 Structure and organization of the training company [Janne Leinonen]

Duration

minutes

3. The course organizes all the information as pages, which are visible in the index.

Course pages can be moved by drag and drop and can be edited, viewed, or deleted. A course organizes all the information as pages, which are visible in the index. You can choose from the available page types:
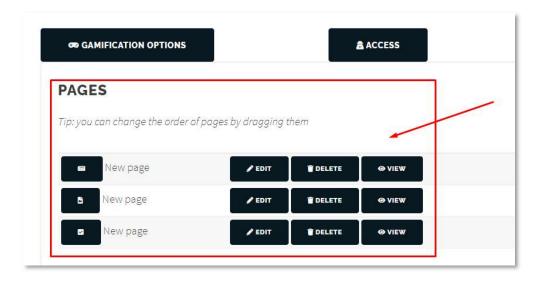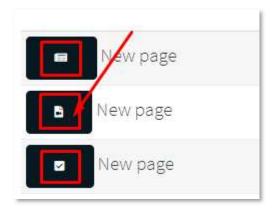
4. Icons of page types

By clicking on an icon, you can change the page type and modify its appearance.

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Course categories

Course categories

Categories: List

1. Create a new category
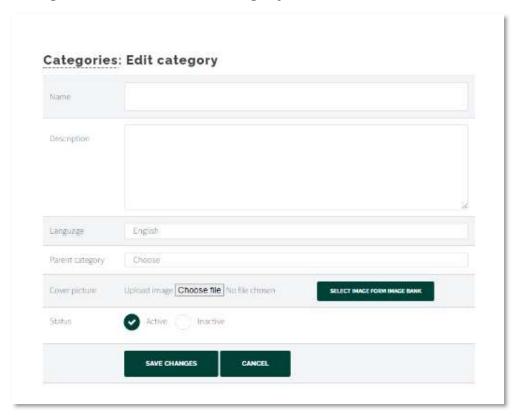
Allows you to create a new category for courses.

2. Functional buttons

Allows you to edit a category, set the access, and delete a category.

Categories: Edit/Create category

Common properties of a category:

Name: Name of the category

Description: Description of the category

Language: Language of the category (this can be used to select events displayed in an events content module).

Status: Status of the category. Status types: "active" and "inactive"

Parent category (optional)

Choose a cover picture by uploading an image. Or you can select and image from the button "select image from the image bank".

Page types explained

Text page
A text page has only the title and content fields, and the optional evaluation part.

Slide and Text page
The slide- and text page has an additional image field, where you can drag and drop an image that is displayed full-width below the page title, above the content.

Test page
The test page enables creating more complex assessments and quizzes. For a test page, you only enter a title and choose a form that is displayed on the page.
Passing the test is required for the learner to be able to advance. Forms are created with the forms module.

Media page
The media page is a special page type, which has two upload fields - one for a video or audio file, and another one for a slide-set to accompany the presentation. After uploading these, you have an option of synchronizing the slides with the audio/video file. If only a video file is uploaded, it will be displayed in a bigger player. If both are provided, they are shown side by side.