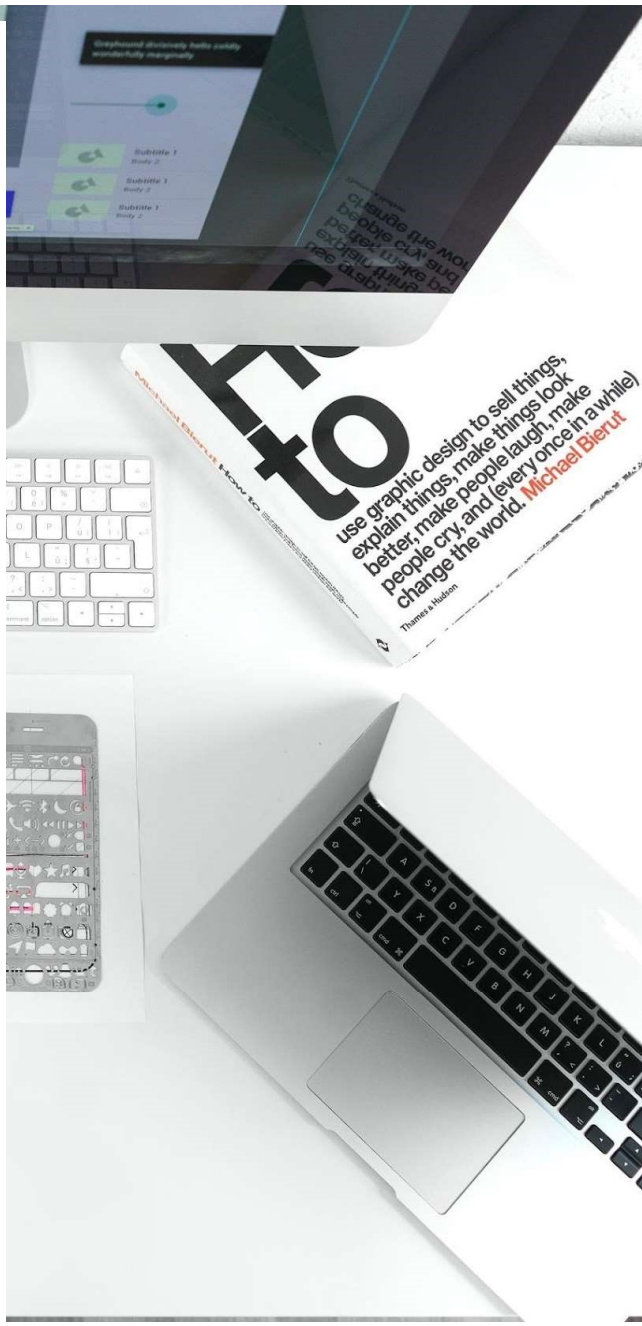
User Manual for Students - Visual Paths App



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Authored by: Visual Paths Project consortium

Project: VISUAL PATHS- Visualising Skills and Learning Paths and supporting acknowledgement of competences
Project number: 2019-1-DE02-KA202-006504

VISUAL PATHS

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Students' manual

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VISUAL PATHS- Visualising Skills and Learning supporting acknowledgment of competences
Project: 2019-1-DE02-KA202-006504

Introduction

The aim of this manual is to explain the functioning of Visual Paths app. 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 you to capture valuable evidence for using in assessments, such as audio, photo, and video evidence. This can be recorded and stored in the app.

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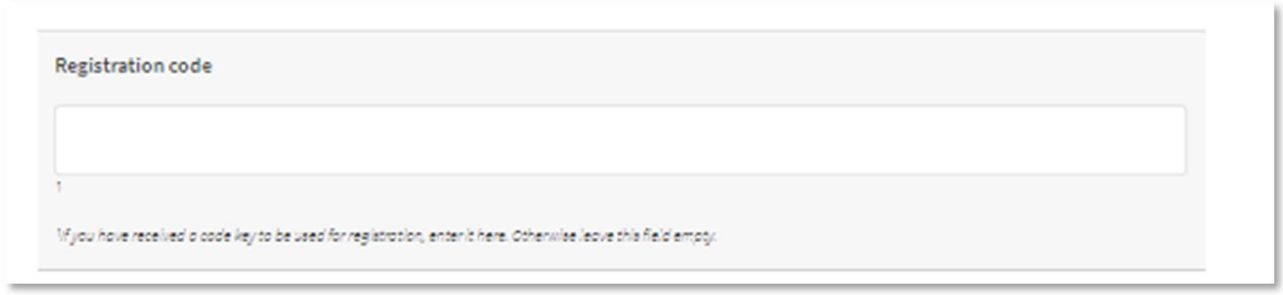
USER RESTRICTIONS

You must have a registered Visual paths learner or tutor account to use the web and mobile app.

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

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

To obtain the access contact: webmaster@innoventum.fi



Registering and logging in

The registration form

Registering and Logging in | Registering an account

You can register your own user account either by using the sign-up form – 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 changing your user settings.
3. Click on the SAVE button to submit the form.

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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 login

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 through using the Facebook Login feature.
A login form appears on the front page and on all the pages you will also find a Login – link in the header, 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.

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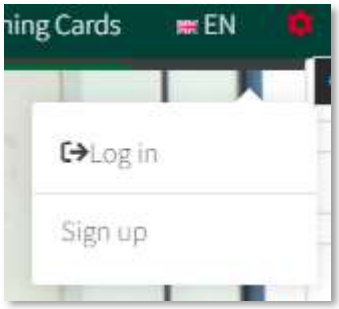
2. Choose Login from upper right menu.

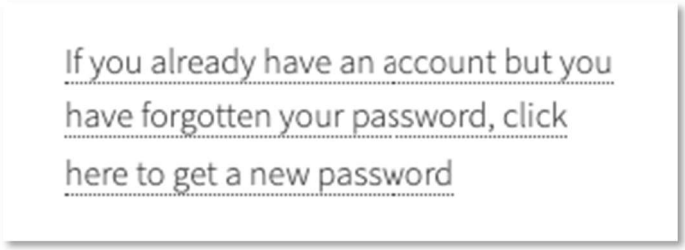
3. Enter your e-mail address and password in the login form and click 'Login' to login, or when using the Facebook login, just click on the LOGIN WITH FACEBOOK button.



Retrieving a forgotten password

Registering and logging in | Retrieving a forgotten password

If you are using the general log in option and have forgotten your password, you find a



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

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

To register, you should use the **special CODE** provided for your school by the website administrators.

To obtain the access contact: webmaster@innoventum.fi

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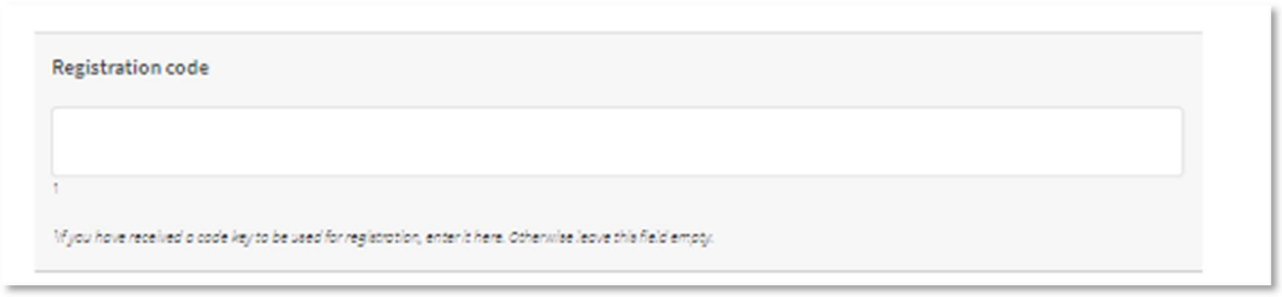

Students' dashboard WEB view

Students' dashboard (web)

Students' dashboard is the workplace designed for students. It allows students to view cards assigned for them by tutor and create their own learning cards. Students decide which of their learning cards are visible to tutor. If student marked a learning card as private, it won't show on **Tutor dashboard.**

Students' dashboard has similar options as a **Tutors dashboard,** tutor can create all kinds of learning cards except assessments, which can be create exclusively by tutors. Students can create own tasks, diary entries, achievements, and portfolio entries to create their learning profile.

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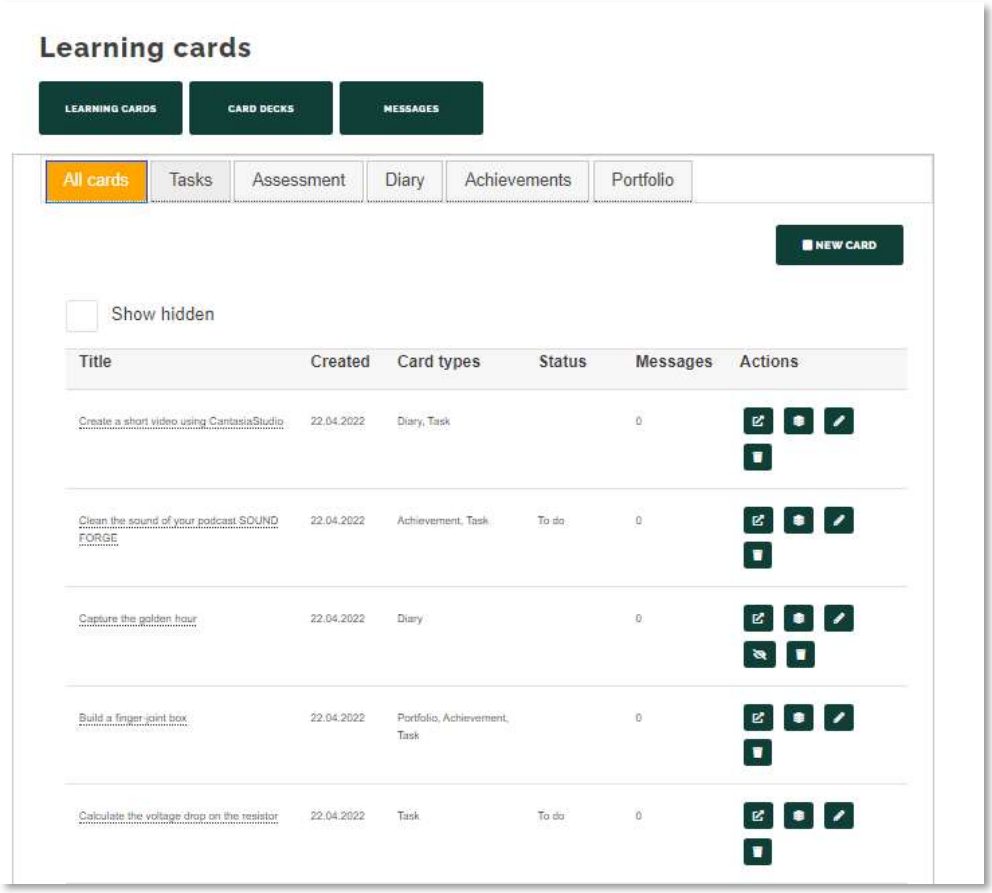

Learning cards

Students' dashboard | Learning cards

The tool will help you become aware of your own abilities and demonstrate them. Most types of learning cards can be created both by tutors, and by students for their own use. The exception to this is the assessment and task cards, which can only be created by teachers and assigned to specific students to complete. Not all cards need to be visible to the teacher. They can remain as private cards.

The tool allows you to keep track on your evolving learning profile with the support of digital technology. The creation of a structured logbook, containing evidence of learning from formal education (related to for example a vocational education curriculum/module) 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

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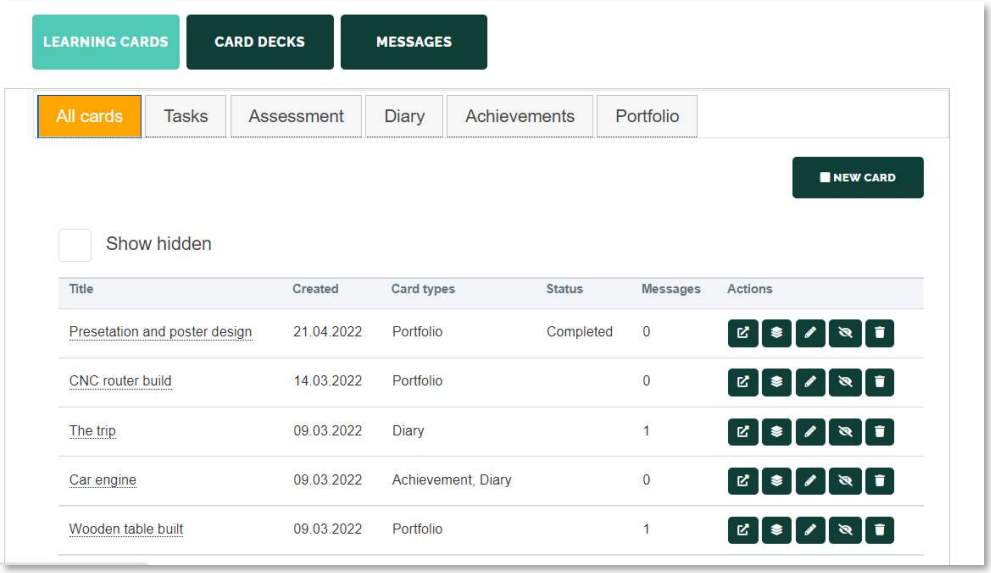
context of qualification and career development.

All cards view

Students' dashboard | Learning cards | All cards view

The all cards tab reveals all cards and information about the date created, card type, status and messages related to cards. You can interact with cards using action buttons.



Marking the Show hidden tick box allows you to review cards previously hidden from the view.

To create new card, click the NEW CARD button, which opens the card creating and editing view.

You can manage already existing cards by using action buttons.

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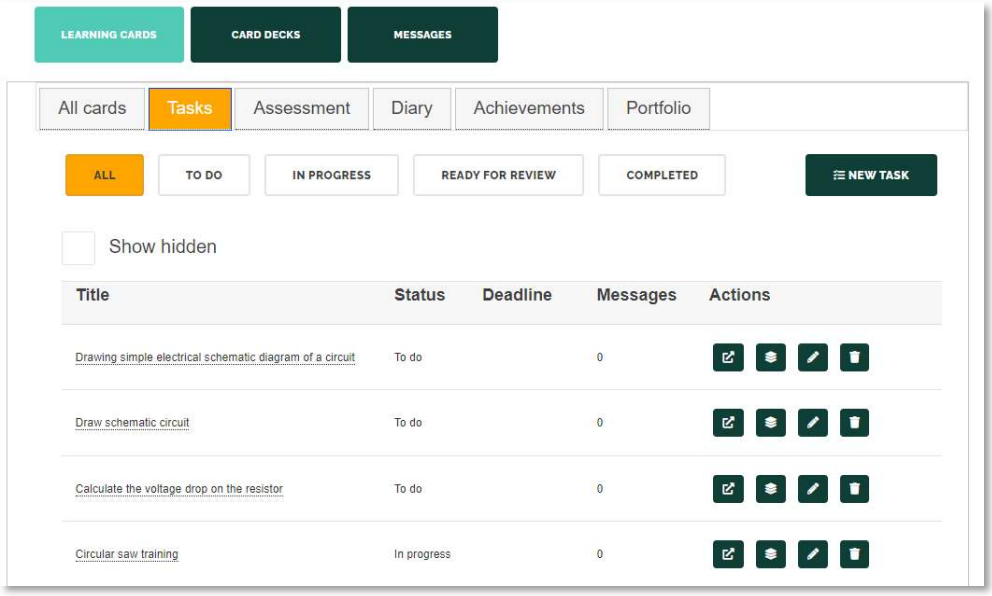
Task's view

Students' dashboard | Learning cards | Tasks list view

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

The task tab reveals the cards with their task status. You can open a task by simply clicking on its name.



You can filter the results by status:

To create a new task card, click the NEW TASK button, which will open the card creating and editing view.

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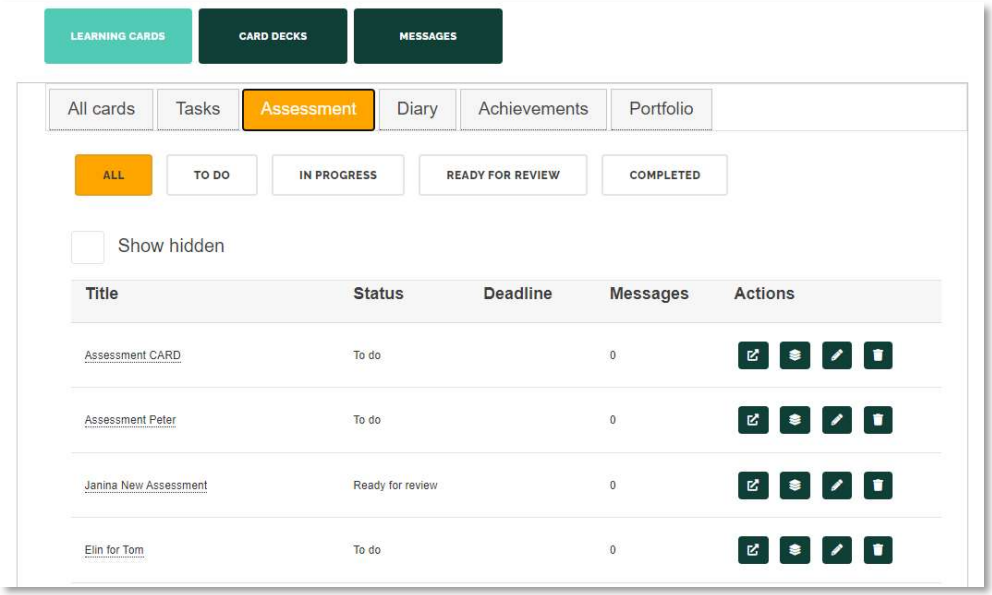
You can manage already existing cards by using action buttons.

Assessment view

Students' dashboard | Learning cards | Assessments list view

An "assessment" is an evaluation questionnaire or test that a tutor assigns you to complete. The tutor creates the template and shares it with students to fill it in.
To complete an assessment, click on the "assessments" tab, which can be found on your dashboard.

Once in, five tabs appear at the top of the page: All, To-do, In-progress, Ready for review and completed.



You can manage already existing assessments by using action buttons.

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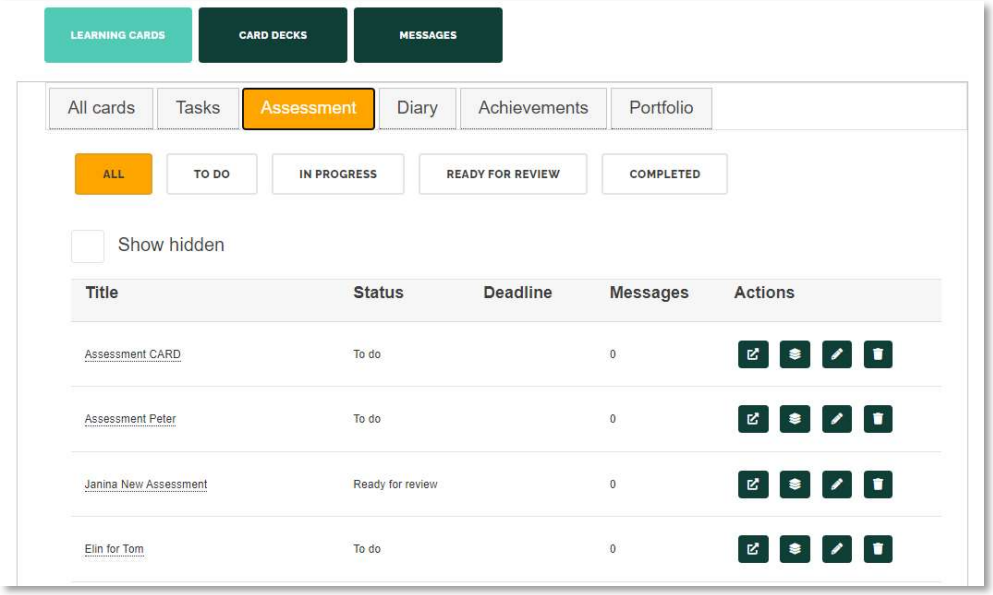
Completing assessment

Students' dashboard | Learning cards | Assessment view | Completing an assessment

To complete an assessment:

1. Open it by clicking on an action icon next to its name in the assessment view.



2. Click the button EDIT ANSWERS on the pop-up window.

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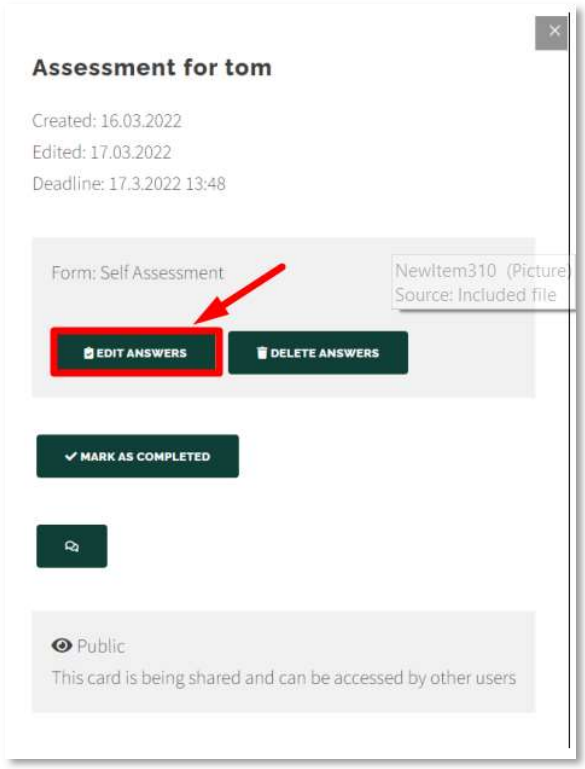
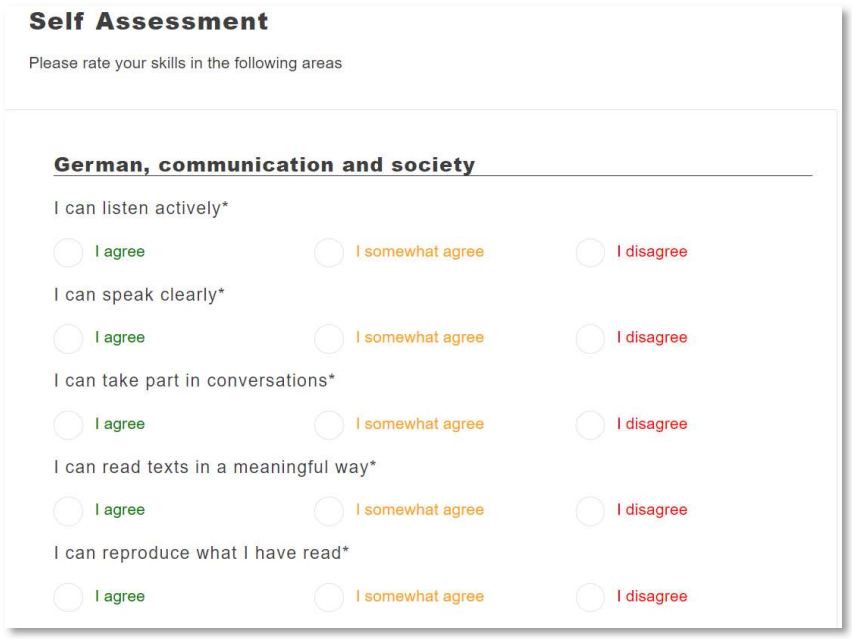


3. Answer each question in the assessment questionnaire



4. To send the questionnaire, click on the SEND button at the bottom of the page.

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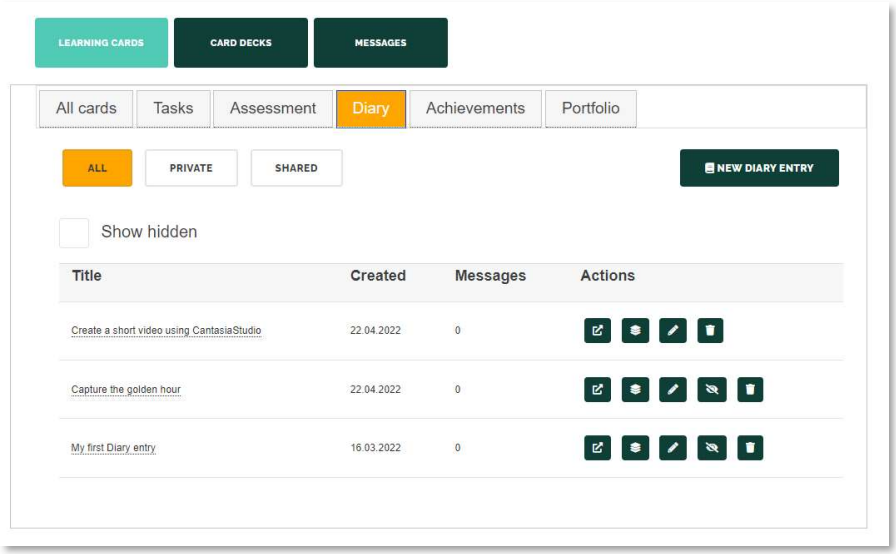
Diary

Students' dashboard | Learning cards | Diary

The diary allows you to create your own student diary entries. You can create a learning card describing what you have learned 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 you can click on the NEW DIARY ENTRY button, which will open the card creating and editing view.

You can _ manage already existing cards by using the action buttons.

Achievements

Students' dashboard | Learning cards | Achievements

The "achievements" may seem like the diary cards at the first sight, but they focus on the most important milestones in your education. Diary cards could be of various importance, yet achievement card must carry a significant value.

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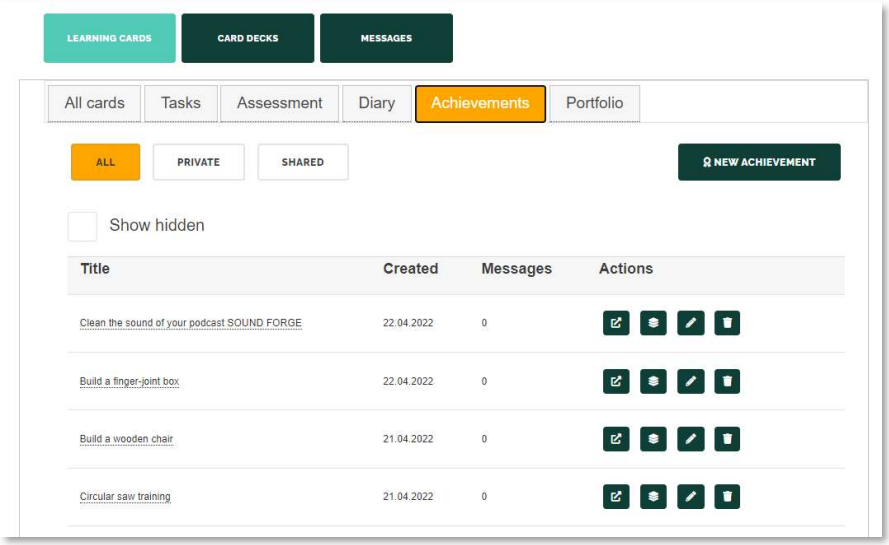

You can filter the results by status.

To create a new task you can click on the

button, which will open the card creating and editing view.

You can manage already existing cards by using the action buttons.

Portfolio

Students' 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.

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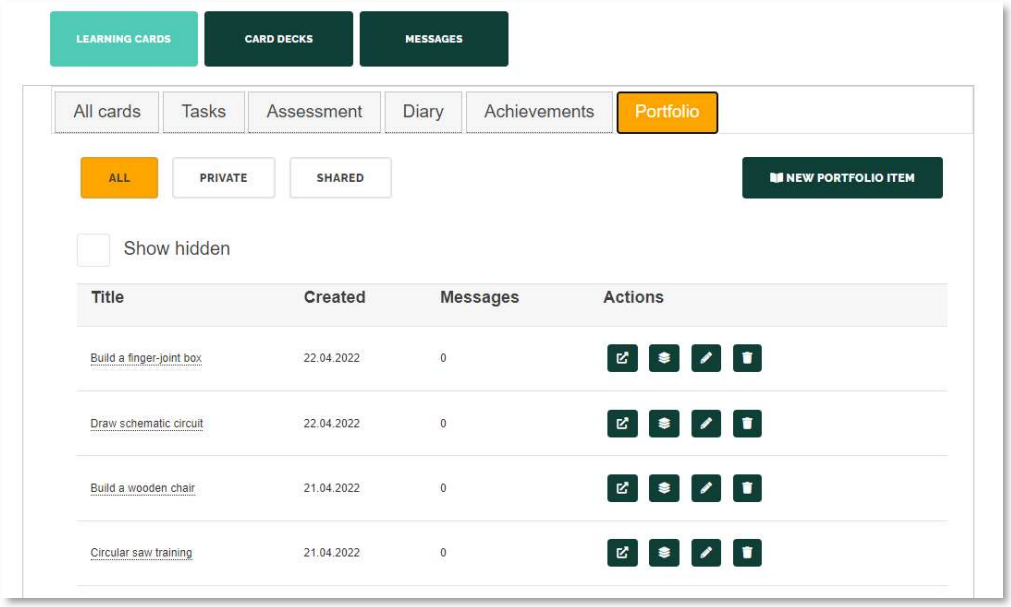

You can filter the results by status.

To create new task card, click the button, which opens the card creating and editing view.

You can manage already existing cards by using the action buttons.

Action buttons legend

Students' dashboard | Learning cards | Action buttons legend

Each learning card may be managed by using action buttons

1. By clicking on the button you can open a card.
2. The button allows you to search a card deck for a specific card.

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

4. By clicking on the button you can hide a card from view.

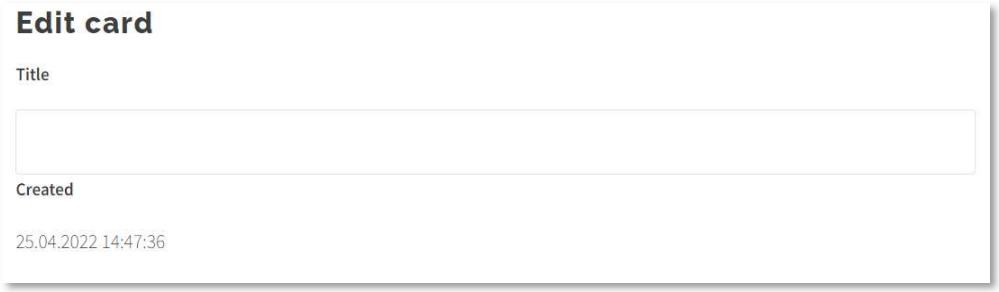
5. You can delete a card by clicking on the button.

Card creating and editing view

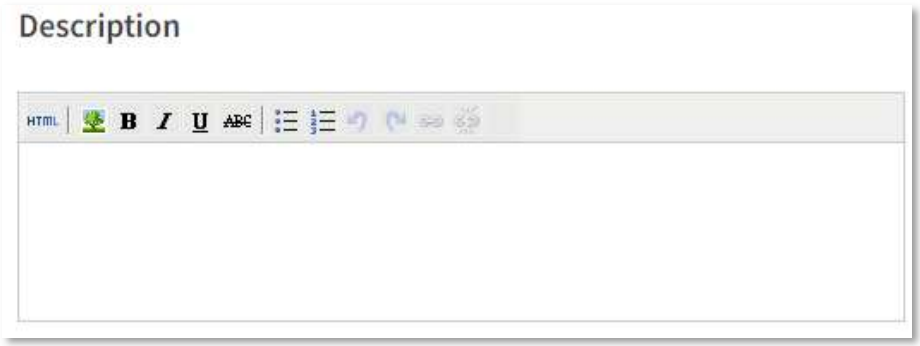
Students' dashboard | Learning cards | Card creating and editing view

This view enables you to create a new card or to edit already existing learning cards.

1. Firstly, you need to give a name to a card. The creation date is stetted automatically.



2. In this field you can read/write or edit a short description of the learning card:



3. The content field enables students to add any content, such us: task realisation process, answer to your teacher etc.

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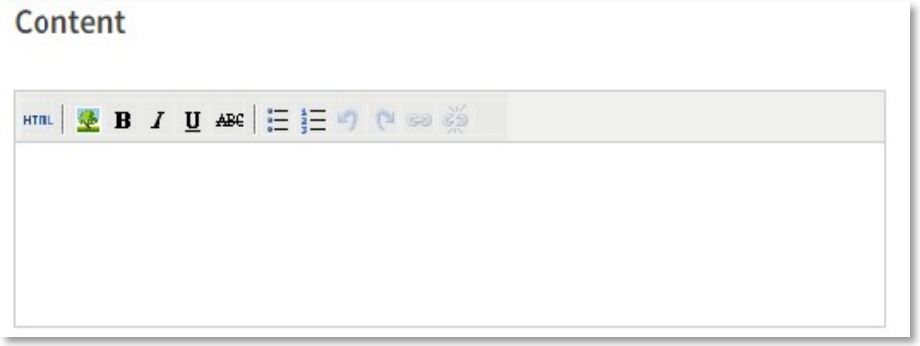

4. Next step is to choose the key competences included. This step is optional.

5. This option helps to connect the card with the school curriculum. It shows the relationship with the formal curriculum. Cards may be created for both formal and informal activities. If the activity relates to the formal curriculum, such a relationship can be indicated by relating a card to a curriculum item.

6. After that you can upload a cover picture for the learning card:

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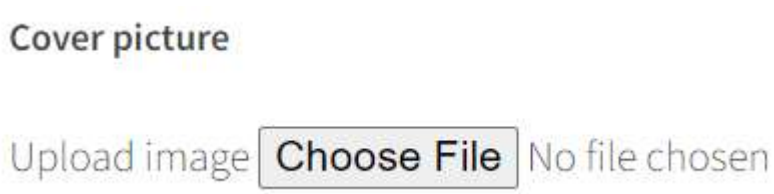
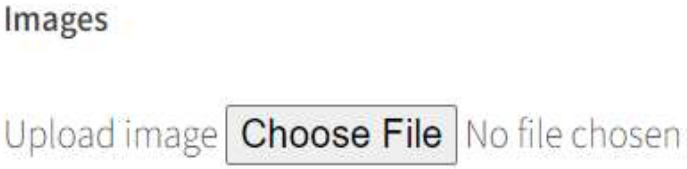
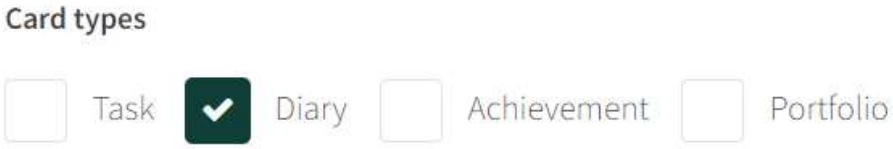


7. File attachments enable you to attach files relevant to entry. It may be files included by your tutor supporting the learning process and learning evidence provided by students.

8. This option allows you to upload images:



9. Card types setting allows setting card type. You may set more than one type of card. This option determines in which category list card will be stored.



Card types explained

- The task is a separate assignment that can be created both by a tutor for their students, or by students for themselves,
- Assessments are questionnaires created exclusively by tutors and assigned to students
- A diary - diary entries allows you to create your own diary by describing what you have learn in the chosen time intervals,

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- An achievement is a learning card which focuses on the most important educational milestones,
- Portfolios - portfolio entries require your self-analysis of the acquired skills, according to the STAR evaluation model.

If you choose a portfolio as a card type, a set of four additional input fields appear. The fields reflect the STAR model evaluation:

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

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

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

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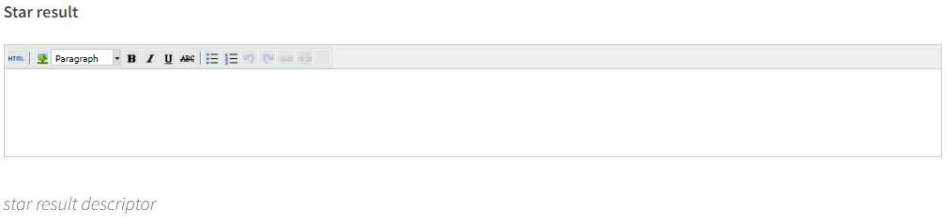
4. Result - What were the results of your actions; what have you learned from that situation?



The visibility setting determines to whom the card will be shown to. The "private" card is visible only for you, and the "visible for tutor" card can be seen by the tutor who supervises the group.

A card is saved by clinking on the button.

The STAR model

Students' dashboard | Learning cards | Card creating and editing view | The STAR model

The STAR model is used for the method of self-analysis of skills. It allows to reflect on the chosen skills and to document whether they have these skills or not.

When one thinks that one has gained a competences, it is important to clearly name the competence and provide evidence. 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 ones 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 something has happened and you have learnt from it.

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This allows you 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?

Card decks

Students' dashboard | Card decks

The card deck tool helps you to share and present learning results outside the platform. The receiver of your 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

Students' dashboard | Card decks | Card deck collection

The card decks enable you to collect, organize and to share a collection of your learning cards. You can create a customized collection of cards according to your needs and share them via link. The receiver doesn't have to log in to view shared content.

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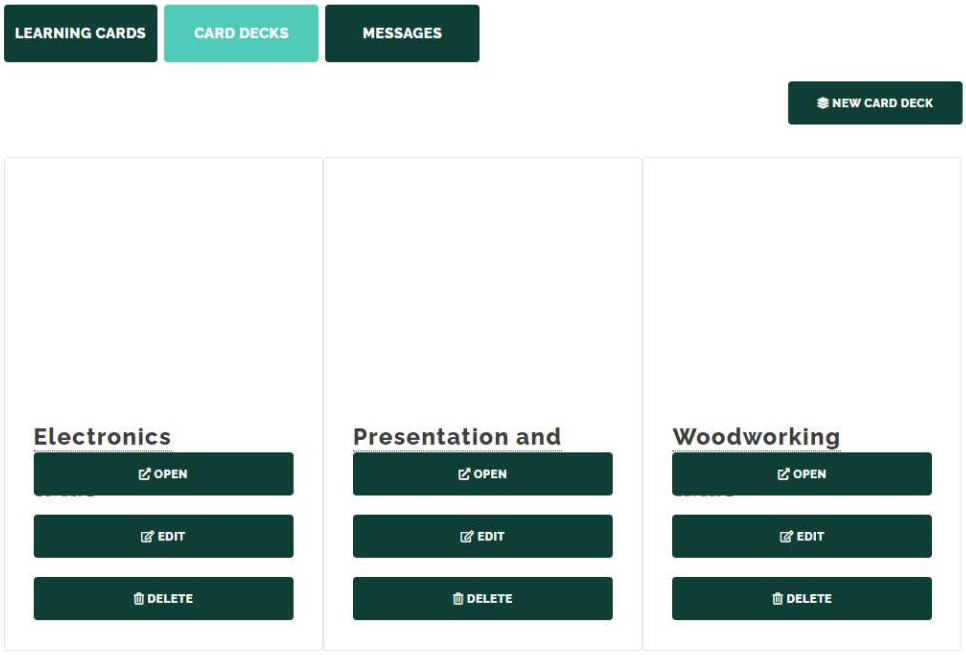


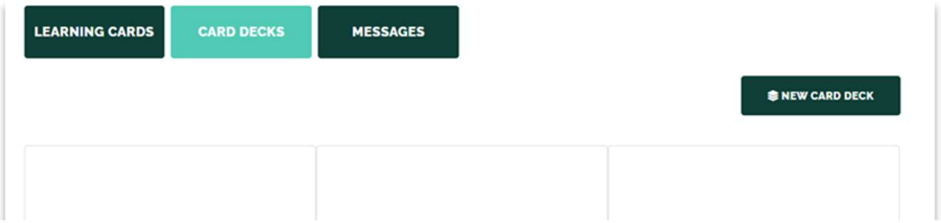
In this view you can open an existing card deck by clicking on the OPEN button, edit it by clicking on the EDIT button, delete it with the DELETE button, or create a new card deck by clicking on the NEW CARD DECK button.

Creating new card deck

Students' dashboard | Card decks | Creating new card deck

In order to create a new card deck you need to:

1. Select the NEW CARD DECK button in the card deck collection view:



2. An **edit card deck tab** pop-up window will open, where you can give a name to the

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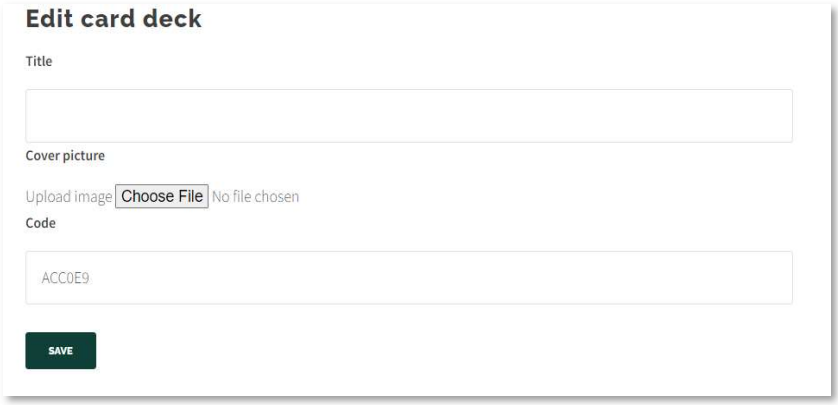
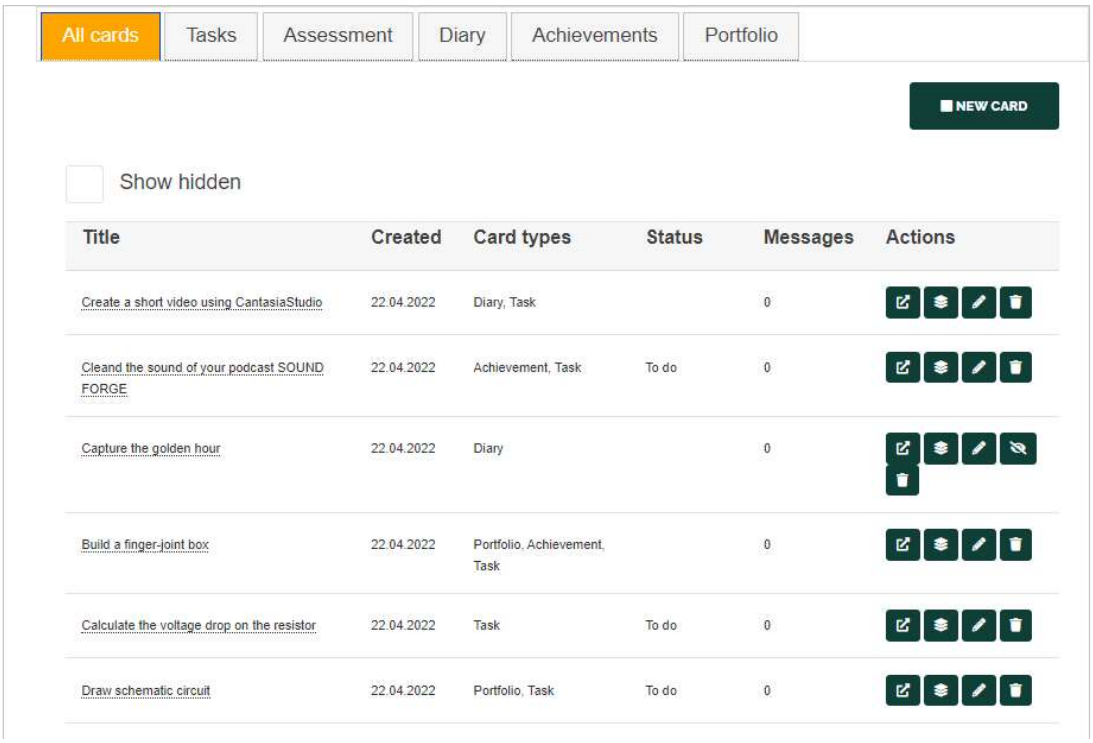
new card deck, choose a cover picture and check its code.



A new card deck is saved by clicking on the SAVE button.

3. You can assign learning cards of all types to chosen a card deck by clicking on the action button next to the task on the tasks list.



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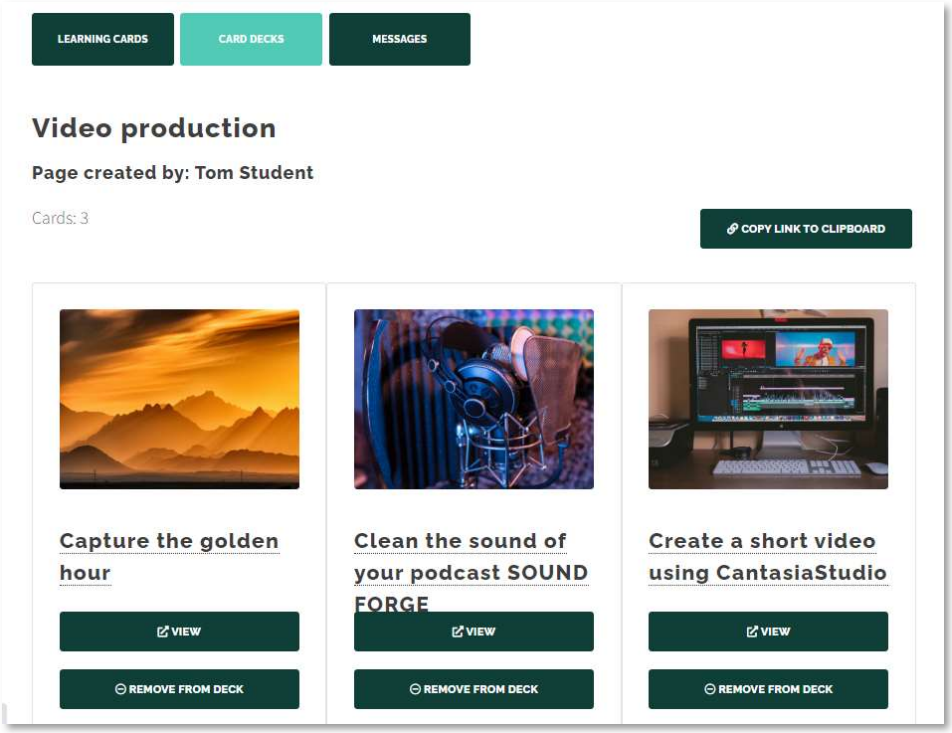
Card deck view

Students' 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.



In the card deck view, users can:

1. View cards content by clicking VIEW.
2. Delete cards from deck by choosing the REMOVE FROM DECK option.
3. Copy shareable links to the deck by clicking on COPY LINK TO CLIPBOARD.

Messages

Students' dashboard | Messages

This tab allows you to communicate with your tutor and other students.

The messages' view allows you to browse and read received messages and create and

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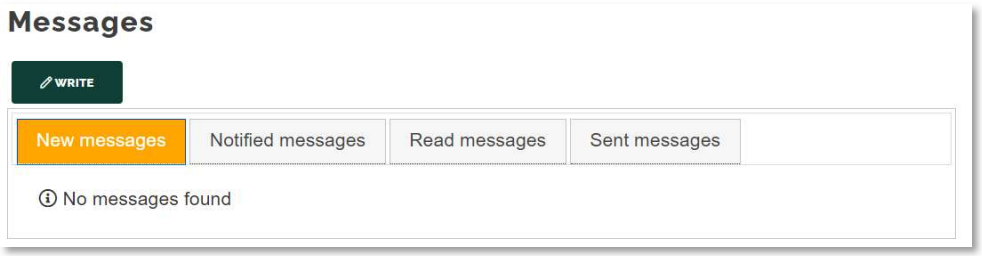
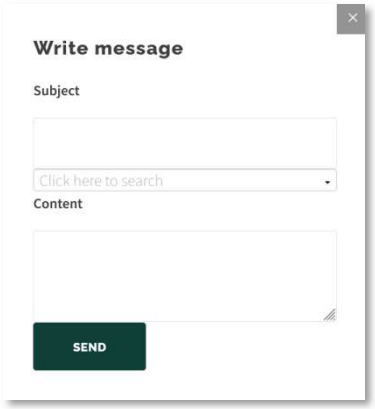
send new ones.



To create new message, you need to:

1. Click on the WRITE button.
2. After selecting the 'write' button, a pop-up **write 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:

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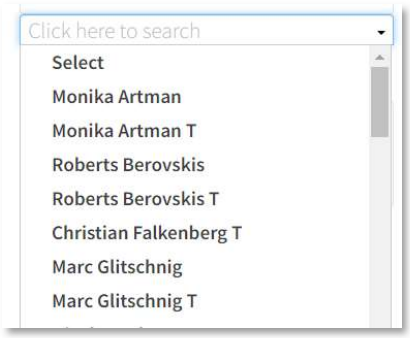
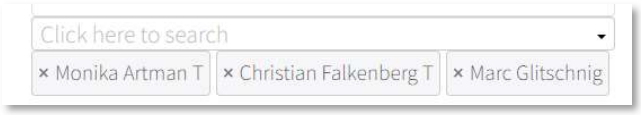
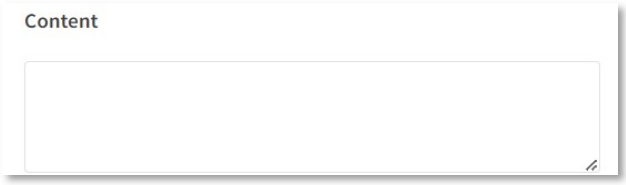


You can select more than one receiver:



5. Fill in the content field:



6. To send a message, click on the button.

Mobile app interface

Dashboard

The panel is the general screen of the application. The main element is the task view, which lists horizontally the most recently assigned task cards.

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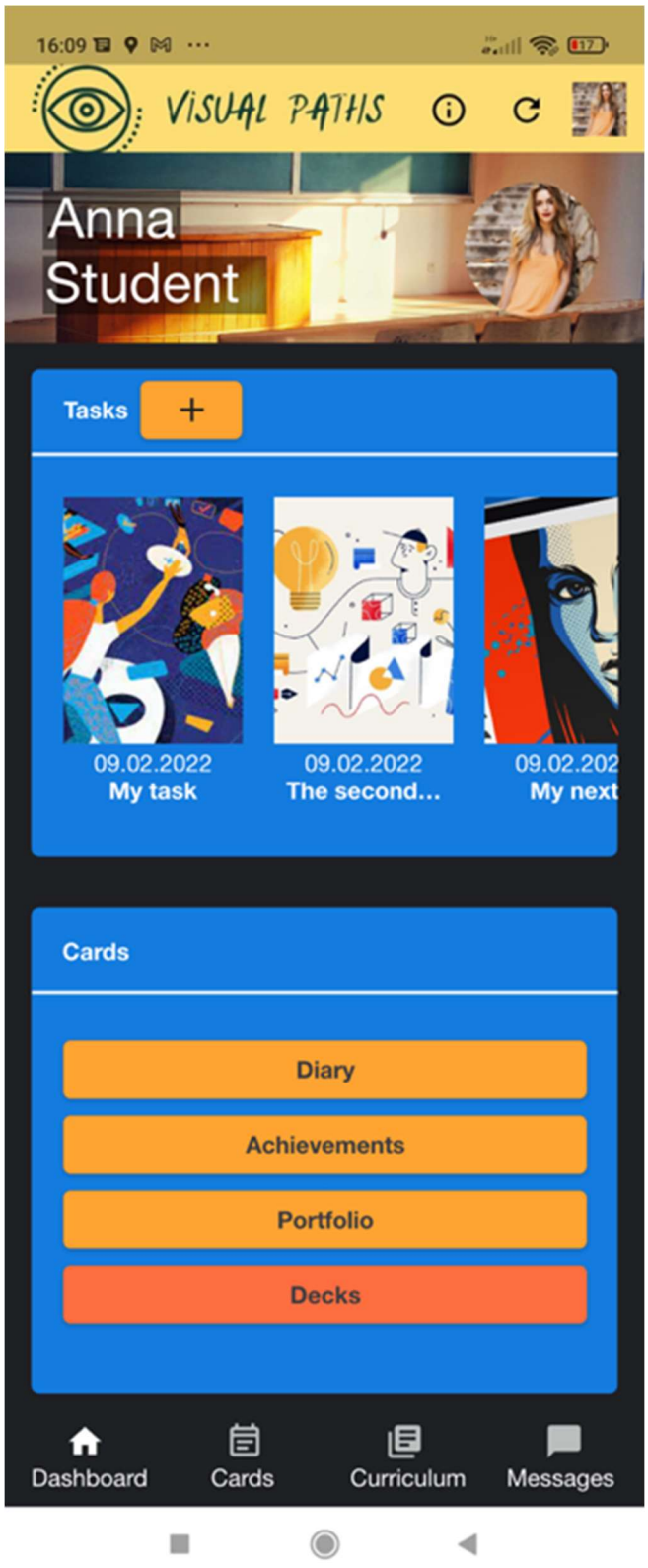

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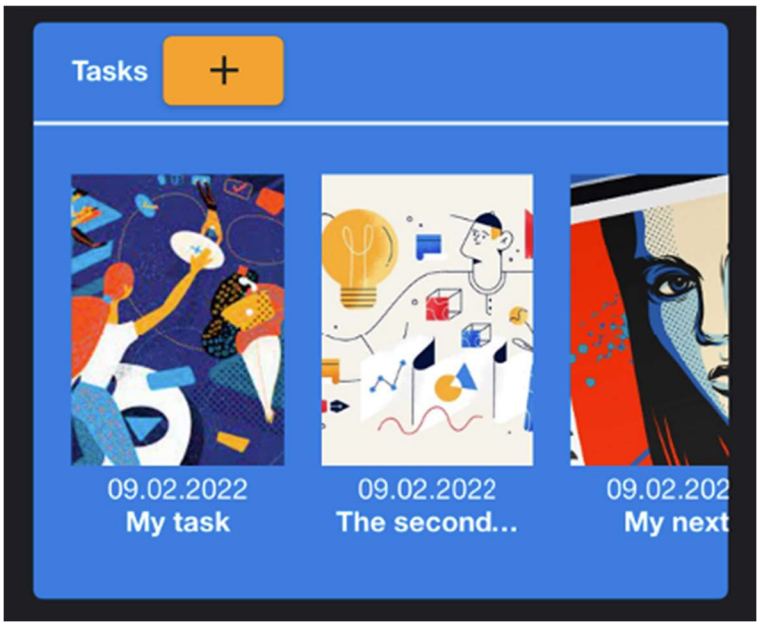
Access user information from the menu.

Task pane – allows you to review and create new cards +



View selection panel – displays the cards of the selected type and moves to the view listing the cards of the selected category.

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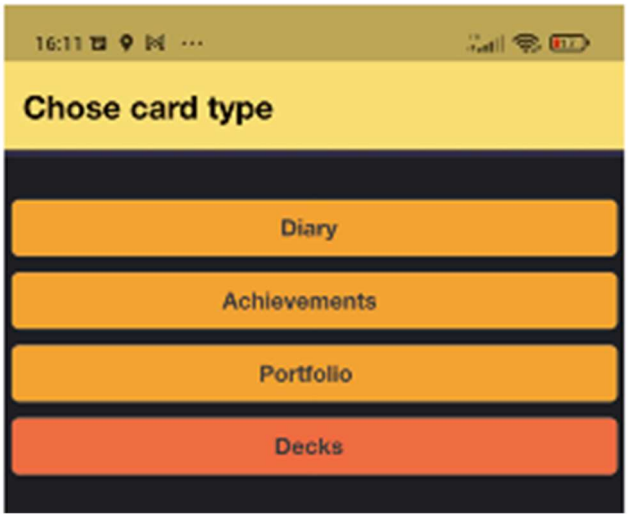
Bottom menu – allows navigation between the four main screens of the application:

- **Dashboard**– the main panel of the application
- **Cards** – card views
- **Curriculum** – curriculum cards view
- **Messaging** – communication between users

Cards

The card type selection menu takes you to individual category views and to the organized card collections view - **Tab Decks.**



A special case of categories is **Card Decks**, which allow you to collect, organize, and share a collection of educational cards. You can create a custom collection of cards according to your needs and share them using the link.

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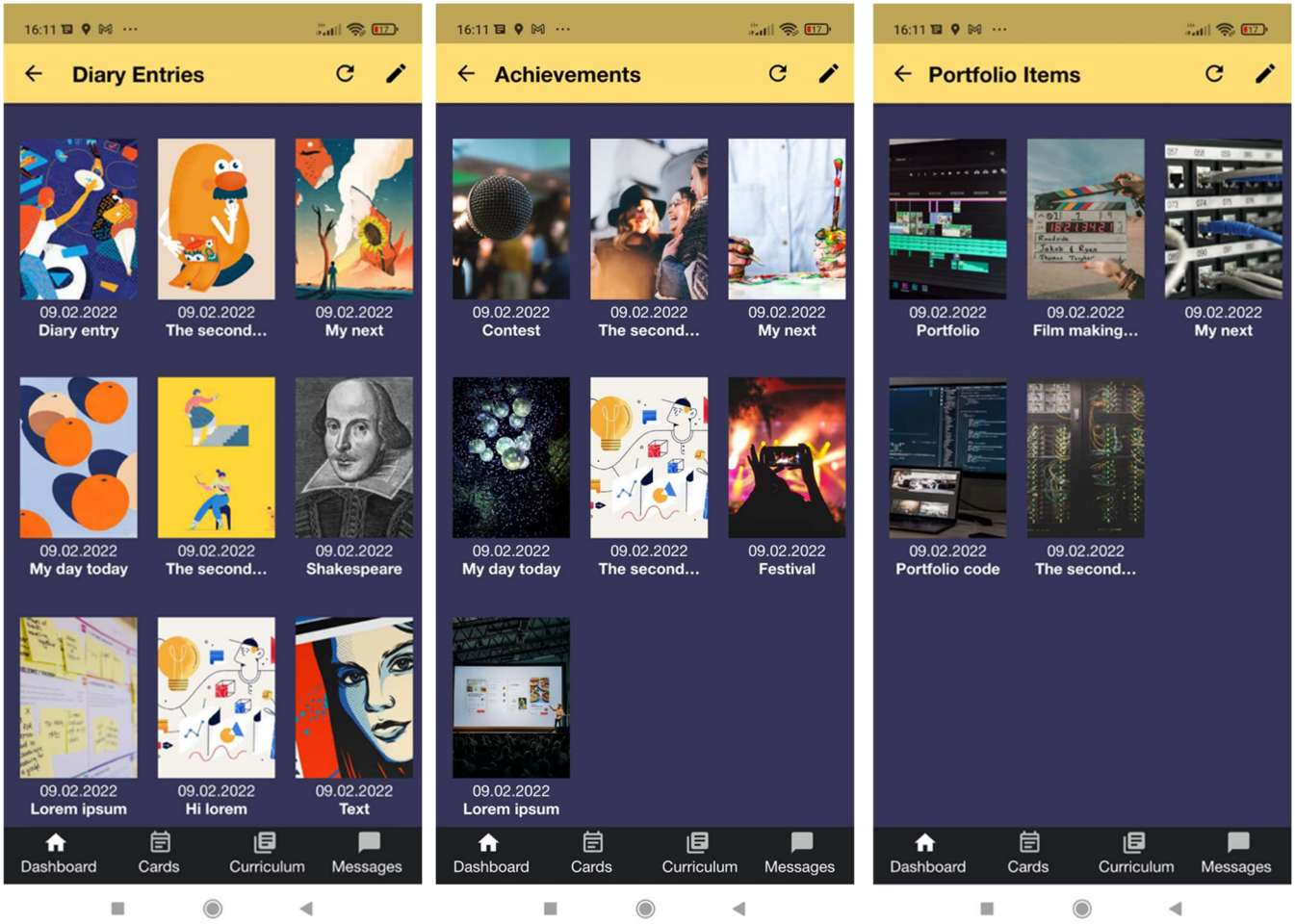
Examples of tab category views in the app:



Creating and editing cards

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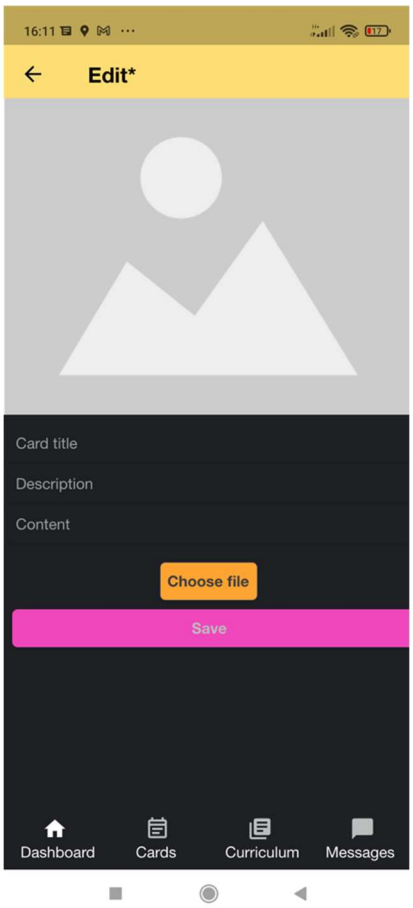
Creating new tabs is possible by using the button:



This button is available in card-listing views. After pressing, we are transferred to the edit view. The process of editing the fields is the same when creating a new tab as well as editing an existing card.

This view gives the user the ability to enter card information such as the card title, description, and content, adding a highlighting image, and attaching files.

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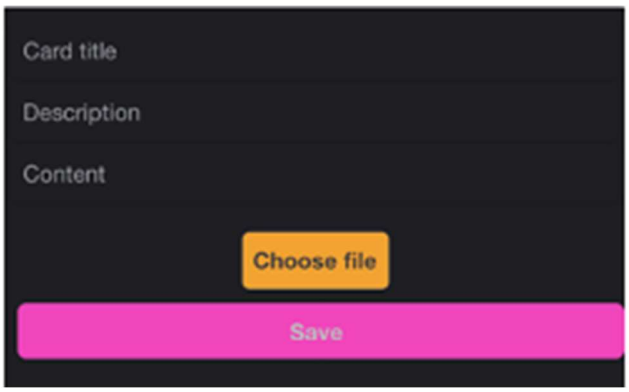

Curriculum

The Curriculum view lists the cards created by teachers as courses, allows you to view all available information about a given course created on the learning portal. Cards such as portfolio and diary cards may indicate relationships with the courses available to you in the section of your curriculum shared with you by your teacher.

Messages

Messages is an application functionality that is an integral part of the Visual Paths application. This tool is designed to help streamline the school process and make it easier for you to communicate with teachers so that it becomes more efficient in delivering

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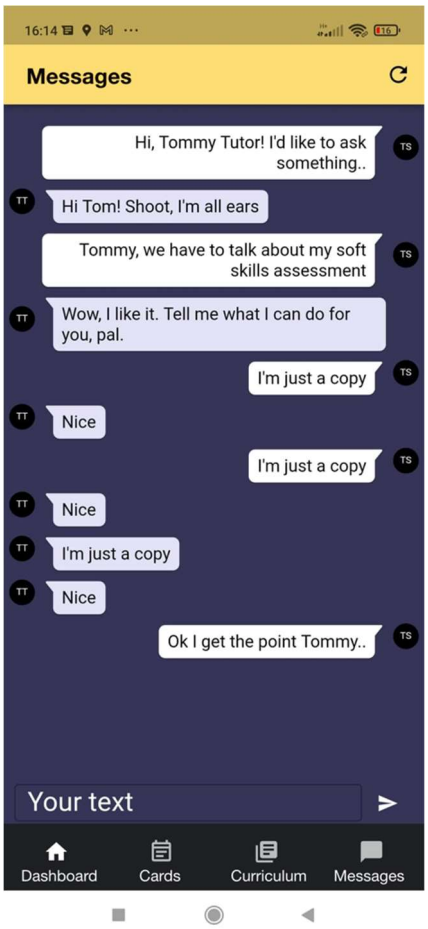
classes or existing school programs.

The special role of the messaging system is to facilitate communication for all interested parties. These stakeholders include your teachers and other students in your group.



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