

TUTOR-RING : www.tutor-ring.org

USER'S MANUAL

Version 1.2

February 7th 2006

After choosing a language (in this case, English) you have the main menu.



The screenshot shows the TUTOR-RING main menu. At the top left are the logos for the European Union and Education and Culture, with the text 'Leonardo da Vinci'. At the top right, it says 'Pilot project n° FR/04/B/P/PP-151119' and 'Tutors for European Work Based Training'. Below these is a navigation bar with links: Project, Partners, Contact, Training Space, Information Space, and Collaboration Space. A status bar indicates 'You are here: Home » English'. Below this, a box says 'You are not logged in.' To the right, it says 'Welcome to TUTOR-RING'. At the bottom, it says 'If you are here for the first time, you may want to see a' followed by a button labeled 'Presentation'.

Project
Partners
Presentation

are in **free access**

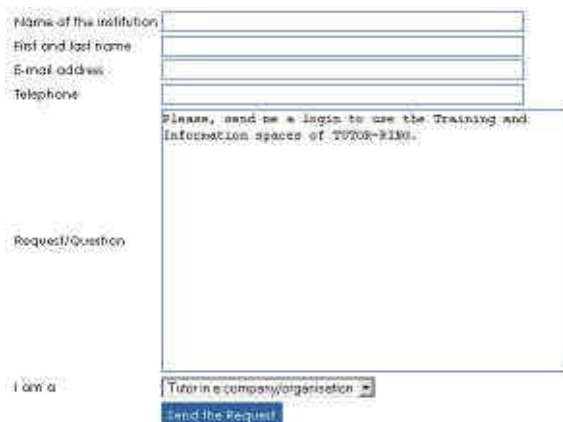
for :

Training Space
Information Space
Collaboration Space

a **registration** is
required

To apply a registration, you have just to fill in a form in the **Contact** area.

Your contact request will be sent to one of the tutor-ring project partners and you will receive an e-mail with your **login** and **password** from this partner soon.



The screenshot shows the TUTOR-RING contact form. It has fields for 'Name of the institution', 'First and last name', 'E-mail address', and 'Telephone'. Below these is a large text area for 'Request/Question'. At the bottom, there is a dropdown menu labeled 'I am a' with the option 'Tutor in a company/organisation' selected. A button labeled 'Send the Request' is at the bottom right. A message in the text area says 'Please, send me a login to use the Training and Information spaces of TUTOR-RING.'

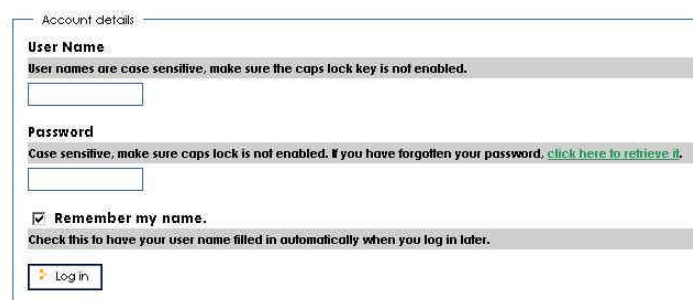
There are 2 categories of users :

Any registered user can access the **Training Space**, and read the entries in the **Information Space**.

But only the tutors, trainers and trainees involved in a common work-based training can create new entries (or delete them), and access to their private workspace in the **Collaboration Space**.

Training Space

You need your login and password to enter in the Training Space.



Account details

User Name
User names are case sensitive, make sure the caps lock key is not enabled.

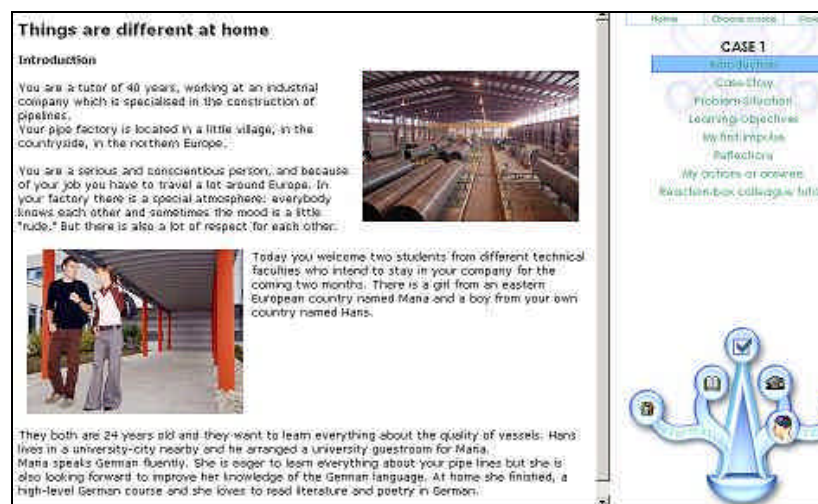
Password
Case sensitive, make sure caps lock is not enabled. If you have forgotten your password, [click here to retrieve it.](#)

☒ Remember my name.
Check this to have your user name filled in automatically when you log in later.

It is mainly devoted to in-company tutors, but also to teachers/trainers, students and trainees who are interested in the topic of intercultural relationship.

In the training space, you can find **online interactive self-training modules**, in the shape of case studies, whose main goal is to stress the necessity of taking into account and deal with the intercultural aspects of the relationship between people involved in the **transnational work-based trainings**.

(for more details, see the TUTOR-RING **Presentation** module).



Things are different at home

Introduction

You are a tutor of 40 years, working at an industrial company which is specialised in the construction of pipelines. Your pipe factory is located in a little village, in the countryside, in the northern Europe.

You are a serious and conscientious person, and because of your job you have to travel a lot around Europe. In your factory there is a special atmosphere: everybody knows each other and sometimes the mood is a little "rude." But there is also a lot of respect for each other.

Today you welcome two students from different technical faculties who intend to stay in your company for the coming two months. There is a girl from an eastern European country named Mana and a boy from your own country named Hans.

They both are 24 years old and they want to learn everything about the quality of vessels. Hans lives in a university-city nearby and he arranged a university guestroom for Mana. Mana speaks German fluently. She is eager to learn everything about your pipe lines but she is also looking forward to improve her knowledge of the German language. At home she finished a high-level German course and she loves to read literature and poetry in German.

CASE 1

- Introduction
- Case Study
- Problem Situation
- Learning Objectives
- My first impulse
- Reflection
- My actions or answer
- Reaction box colleague tutor

Information Space

You need your login and password to enter the Training Space.

In the Information Space, you can find information about :



which use (or have used) TUTOR-RING to work together and to communicate.

In this **Information Space** the trainers can present their **training institution** (vocational training centre, technical school, university, adults' training centre, or other).

The **students and trainees** can present their training path and experiences.

The **companies or other organisations** can give information as their profile, methods of integration of trainees in the working environment, languages in use, working hours and holidays, as well as practical information : accommodation arrangements, provision of social and health security, labour legislation about trainees,...

When a training institution and a company (or any organization) are involved together in a work-based training (ie when a student has learning periods in the training centre and training periods at the workplace in a company), the Information Space allows first presentation.

But it can be useful, also, for a student who looks for a company, or for companies which want to get in touch with training centres...

To access the Information Space, use your login and password

Account details

User Name

User names are case sensitive, make sure the caps lock key is not enabled.

Password

Case sensitive, make sure caps lock is not enabled. If you have forgotten your password, [click here to retrieve it.](#)

☒ Remember my name.

Check this to have your user name filled in automatically when you log in later.

 Log in

Companies/Organisations

You can see a list of companies/orgnsisations which have used TUTOR-RING
To see details, you have just to click on their name.

Training Space | Information Space | Collaboration Space

Information Space » Companies / Organisations

Companies/Organisations

Here you can find a list of companies and organisations which cooperate in the Tutor-Ring Programme. Click on the name of the company/organisation to obtain more detailed information.

[\[Show all entries\]](#) [\[Show entries in English\]](#) [\[Add a new entry\]](#) [\[Maintain additional files\]](#)

Company / Organization	Country	City	Sector
TECHNAR	France	No City	Manufacturing
METALORGO sarl	France	Clermont-Ferrand	Manufacturing

For example, this one:

METALORGO sarl

Title:
METALORGO sarl

Language of this entry:
English

Company Logo:

[View](#) (JPEG image 1Kb)

Country:
France

City:
Clermont-Ferrand

Working Language:
French

Other Languages Used:
English, Spanish, German

Cooperation with EU Countries:
Czechoslovakia, Germany, Spain, Finland

Cooperation with other Countries:
Canada, Algeria

Schedule of the Enterprise During One Year.:
The company works all year long.
The normal working time for employees is 35h/week, from Monday to Friday.
holidays: 5 weeks/year + legal ferial days

Accommodation Arrangements.:
lunch possible at the company's restaurant (free for trainees).
When possible, other accommodation at the students residence of the city

Provision Of Social and Health Security:
The students and trainees of EU benefit of the French social protection.
For the other ones, it depends of agreements between countries.

Labour Legislation about Trainees:
<http://www.gouv.travail.fr>

To create a new company/organisation, click on [\[Add a new entry\]](#)
and fill in the form

Training Space | Information Space | Collaboration Space

Information Space

Privacy : Please note that your entries will be automatically visible for all logged in users as soon as you save them.

Edit Company / Institution

Enterprise Details

Title ■
This will be the name with which the Company / Organisation is shown in lists.

(do not forget to SAVE it)

Training centres

Of course, it is the same...

To see their details, you have just to click on their name.

Training Space | Information Space | Collaboration Space

formation Space » Training Centres

Training Centres

Here you can find a list of training centres which cooperate in the Tutor-Ring programme. Click on the name of the training centre to obtain more detailed information.

[\[Show all entries\]](#) [\[Show entries in English\]](#) [\[Add a new entry\]](#) [\[Maintain additional files\]](#)

Title	Country	City
GIP Auvergne	France	Clermont-Ferrand
FIM-NewLearning	Germany	Erlangen

This one for example:

with information about its nature,
main fields of teaching,
pedagogical organization,
contact person, etc...

GIP Auvergne

Title:
GIP Auvergne

Language of this entry:
English

Centre_logo:



 [View](#) (GIF image 5Kb)

Country:
France

To create a new Training center, click on [\[Add a new entry\]](#)
and fill in the form

Edit Training Centre

 TrainingCentre Details

Title ■

This will be the name with which the Training Center is shown in lists.

(do not forget to **SAVE** it)

Trainees' experiences

Here, you can find presentations of students or trainees who are (or have been) involved in transnational work-based trainings, or who are interested in such experience.

Training Space

Information Space

Collaboration Space

formation Space » Trainees' Experiences

Trainees' Experiences

Here you can find a list of experience reports provided by trainees taking part in a transnational work based training. Click on the name of the experience report to view the report.

[\[Show all entries\]](#) [\[Show entries in English\]](#) [\[Add a new entry\]](#) [\[Maintain additional files\]](#)

Title	Country
Training period at the work place in metallurgy	France
Training in the Finnish wood industry	Finland

Example :

Training period at the work place in metallurgy

Title:
Training period at the work place in metallurgy

Language of this entry:
English

Trainee's Name:
GEER Hans

Nature of the Training:
In the framework of the preparation to a postgraduate diploma in Germany, I have to work during 3 months in an industrial company abroad.
As I have learnt French language, this training period takes place in a metallurgical company of Clermont-Ferand, in the centre of France.

Training Centre involved.:
[FIM-NewLearning](#)

Country of Training Centre:
Germany

Country of Company / Organization:
France

Do not hesitate to [\[Add a new entry\]](#)

Edit Trainee's Experience

Training Details

Title ■
Please enter here a short title for your training e.g. "Cooking at the Ritz in Paris". This title will be shown in lists (max. 250 characters).

Language of this entry
Please select the language used in this entry.

Byelorussian

Trainee's Name
Please enter your name in the form LASTNAME, firstname.

Nature of the Training
Please enter here some general information on the training (e.g. field, topic, level, objective).

Collaboration Space

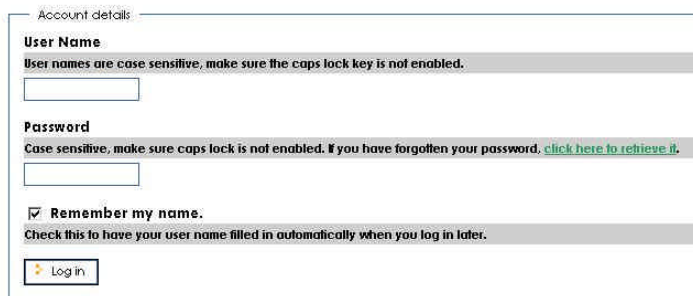
You need your login and password to enter the Collaboration Space.

The Collaboration Space is a private workspace for training centres, companies and trainees involved together in a work-based training.

The information they exchange are not visible by other people.

With this **Collaboration Space** you can work together and communicate more easily, in spite of the geographical distance.

To access the Collaboration Space, use your login and password



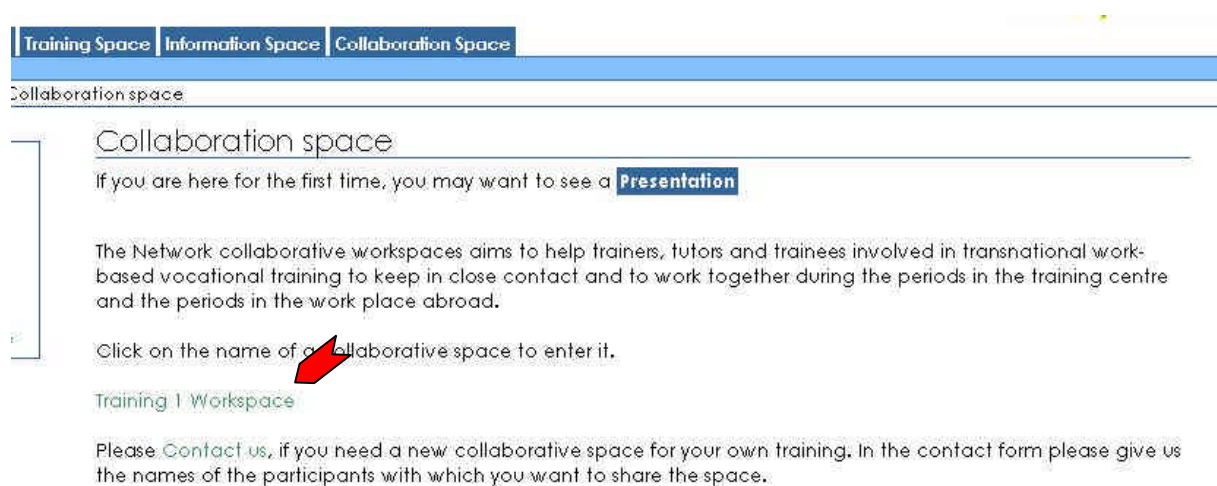
Account details

User Name
User names are case sensitive, make sure the caps lock key is not enabled.

Password
Case sensitive, make sure caps lock is not enabled. If you have forgotten your password, [click here to retrieve it.](#)

☒ **Remember my name.**
Check this to have your user name filled in automatically when you log in later.

To enter your private workspace, click on its name
(here, Training 1 Workspace, for example)



Training Space | Information Space | Collaboration Space

Collaboration space

Collaboration space

If you are here for the first time, you may want to see a [Presentation](#)

The Network collaborative workspaces aims to help trainers, tutors and trainees involved in transnational work-based vocational training to keep in close contact and to work together during the periods in the training centre and the periods in the work place abroad.

Click on the name of a collaborative space to enter it.

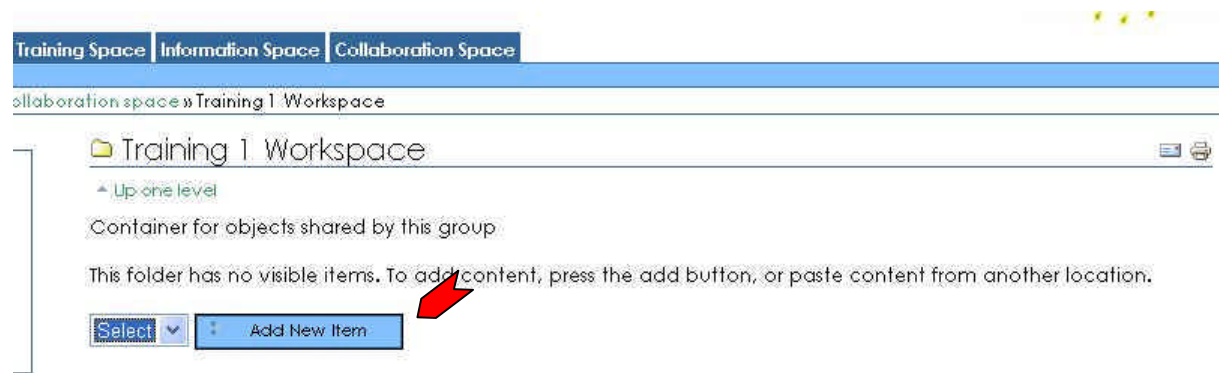
[Training 1 Workspace](#)

Please [Contact us](#), if you need a new collaborative space for your own training. In the contact form please give us the names of the participants with which you want to share the space.

(If you are involved in several work-based training with several different companies, you may have several workspaces available...)

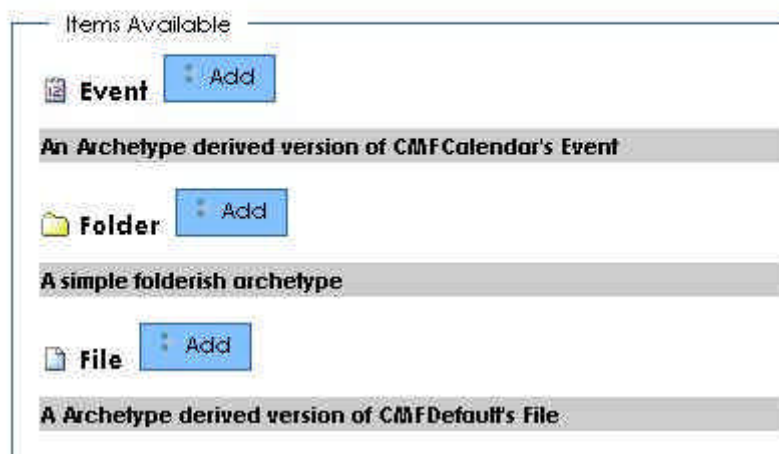
In your Collaboration Space, you can store documents and information to share them with your partners.

You have just to click on [Add New Item](#)



Add new item

Select the type of item you want to add to your folder.



By default, a [private forum](#) will be created for your partners and yourself in each workspace.

If you miss such a forum or if you need a second one, don't hesitate use the **contact form** to ask for one. Please provide the name of the workspace in your request.

Add an Event

With this tool, you can (for example) arrange more easily dates for a meeting with your partners, or a teleconference, or any other event.

You have just to fill in the form

ATEvent Details

Title ▾

Description

An administrative summary of the content

Event Location

Enter the location where the event will take place.

Attendees

People which should attend to the event.

Event Starts ▾

Enter the starting date and time, or click the calendar icon and select it.

2006 ▾ / February ▾ / 3 ▾  18 ▾ : 45 ▾

Event Ends ▾

Enter the ending date and time, or click the calendar icon and select it.

2006 ▾ / February ▾ / 3 ▾  18 ▾ : 45 ▾

Contact Name

Enter a contact person or organization for the event.

Contact E-mail

Enter an e-mail address to use for information regarding the event.

Contact Phone

Enter the phone number to call for information and/or booking.

(Do not forget to SAVE it)

Add a File

In your private Collaboration Space, you can easily upload files from your computer (or from a network) to share them with your partners.

Edit File

Add the relevant details of the file to be added in the form below, select the file with the 'Browse' button, and press 'Save'.

 ATFile Details

Title ■

Description
An administrative summary of the content

File ■
Select the file to be added by clicking the 'Browse' button.

Add a Folder

You can also create folders in the workspace to arrange the files according to their topics

Edit Folder

 ATFolder Details

Title ■

Description
An administrative summary of the content

Example:

In this workspace there are:

- an **Event**
- a **File**
- a **Folder**

Training Space

Information Space

Collaboration Space

ollaboration space » Training 1 Workspace

Training 1 Workspace

▲ Up one level

Container for objects shared by this group

Select ▼ Add New Item

	Title	Size	Modified	State	Order
	TeleConference	1 kB	2006-02-03 15:42:11	published	▲ ▼
	GIP presentation	287.5 kB	2006-02-03 15:44:21	published	▲ ▼
	Administrative documents		2006-02-03 15:45:33	published	▲ ▼

✦ Rename

✦ Cut

✦ Copy

✦ Delete

Of course you can open, rename or delete them when you want.

Other functions

When you are logged in, you will see on the left side a box with your user name and some additional functions:

You are logged in as:

partner1

[Change Password](#)

[Edit Your Profile](#)

[Register a User](#)

[Log Out](#)

Your workspaces:

When you log in for the first time, you should **change your password**:

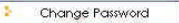
Change password for trainer1

Password Details

Current password
Enter your current password.

New password
Enter your new password. Minimum 5 characters.

Confirm password
Re-enter the password. Make sure the passwords are identical.

You can, if you wish, **edit your own profile**, with your portrait...

Personal Preferences

 Member Details

Full name
Enter full name, eg. John Smith.

E-mail ■
Enter an email address. This is necessary in case if any third parties or expose it anywhere.

Occupation

Portrait
To add or change the portrait: click the "Browse" button. The portrait must be 100 pixels tall.



If you are logged in as a Tutor-Ring project partner, you are able to **create a new registered user** on your own:

Registration Form

User type ■

Depending on the type, the user will be allowed to create different entries in the information space

User name ■

Enter a user name, usually something like 'jsmith'. No spaces or special characters. User names and passwords are case sensitive, make sure the capslock key is not enabled. This is the name used to log in.

Full name

Enter full name, eg. John Smith.

E-mail ■

Enter an email address. This is necessary in case the password is lost. We respect your privacy and will not give the address away to any third parties or expose it anywhere.

Password

Minimum 5 characters

Confirm password

Re-enter the password. Make sure the passwords are identical.

Send a mail with the password

☐

Please select as **user type** one of the following:

- Registered (has read access to the Training Space and Information Space)
- Tutor (is able to create a company description)
- Trainer (is able to create a training center description)
- Trainee (is able to create a training experience description)

If you tick the checkbox above the [Register] button, the new user will receive a **welcome email** with his user name and password.

The new user will not be assigned to a collaborative workspace by default. When you registered the three actors of a transnational training, please send a short email with their user names to **tutor-ring-admin@fim.uni-erlangen.de** to ask for a workspace.

Important information

The achievement of TUTOR-RING is in progress.

It is carried out in the framework of a Leonardo da Vinci European project from October 2004 to March 2007.

New case studies will be achieved in the Training Space in 2006.

The Information Space and Collaborative Space will be upgraded.

TUTOR-RING will be in 11 languages.

Pershaps some changes have occured in some screens.

We thank you for helping us to test and to improve TUTOR-RING.

To contact TUTOR-RING partners :

VSB-Technicka Univerzita Ostrava	Lumirova 13 Ostrava 70030 Czech Republic
FIM-NeuesLernen (Friedrich-Alexeter-Universität Erlangen-Nürnberg)	Konrad-Zuse-Str. 3 91052 Erlangen Ge rmany
TÜV Akademie GmbH (Unternehmensgruppe TÜV Rheinland Berlin Bretenburg)	Alboinstraße 56 Berlin D-12103 Germany
Volkswagen Coaching GmbH	Brieffach 055/9 38436 Wolfsburg Germany
Centre d'Etudis MONLAU	Caracas, 35 08030 Barcelona Spain
Itä Suomen Aikuisinstiit-uuti (ISAI Ltd)	Joensuu Science Park Länsikatu 15 80160 Joensuu Finland
GIP Auvergne	3 av. Vercingétorix 63033 Clermont-Fd France
Association Nationale pour La Formation Automobile	41-49 Rue of theGarenne Sèvres 92310 France
European Profiles S.A	11B Kodrigtonos Str. Athens 104 34 Greece
CONFORM	Collina Liguorini Centro Direzionale BP1 83100 Avellino Italy
SCIENTER	Via Val d'Aposa 3 Bologna 40134 Italy
Noorderpoort College	Postbus 530 9700 AM Groningen The Netherlands
Universitatea Politehnica din Bucurestii	Spl. Independentei, 313 Bucarest Romania
TRANSFER Slovensko o	Pribinova 23 810 11 Bratislava Slovakia
North Devon College	Old Sticklepath Barnstaple Devon UK