EACEA Leonardo da Vinci Transfer of Innovation

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FAMICO e-Platform
User Manual for Facilitators

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5. **Slovenia**
   - Kadis, kadrovsko izobraževalni inženiring, d.o.o.

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REQUIREMENTS:

In order to use the **FAMICO e-Platform**, you will need the followings:

1- A valid username and password supplied by your **country administrator**,
2- A standard internet web browser (Firefox, IE 8.0/above, Google Chrome, Safari, or Opera) with JavaScript enabled on a laptop or desktop computer, (You can use iPad and Android touchpad devices, but there may be some inconsistencies on some pages. –not fully tested)
3- An Office suite such as Microsoft Office (2003 or later), OpenOffice.org (3.0 or later),
4- PDF Viewer,
5- Internet connection (Broadband connection is recommended for faster use)

1. What's FAMICO?

FAMICO aims at developing career counsellors' competences, while improving their skills in guiding parents to support children's vocational decision-making process. Ultimately, the project will result in:

- Three (3) TRAINING PROGRAMS in blended learning mode (including on-line Problem Based Learning sessions) "How to cooperate with parents in shaping vocational career of their children at a certain age" for school career counselors (each adopted to one age developmental group of children)

- A HANDBOOK for COUNSELLORS "How to cooperate with parents in shaping the vocational career of their children at a certain age"

- A PARENT GUIDEBOOK "How to help a child in making a vocational career decision" divided into three (3) sections, each adopted to one age developmental group of children

- An ePlatform for counsellors and parents as a repository of supportive materials and a space of knowledge exchange and peer education.

FAMICO Web Site

It is accessible at **http://www.famico.eu**. The web site contains information about FAMICO project, current status of the project with latest news, dissemination and exploitation events. Web site is also a gateway for the **FAMICO e-Platform**.

TIP: Use a standard web browser (Google Chrome, Mozilla Firefox, Internet Explorer, Opera ...) and make sure that JavaScript is enabled.

Note that **famico.eu** e-Platform uses pop-up windows. Please pay attention to your browser messages and warnings while you are using cpsplus.eu. Your browser may block pop-up windows. You can add an exception for pop-up blockings when you first noticed that a window blocked.

TIP: You can also add a pop-up blocking exception for www.famico.eu site using your browser's preferences.

TIP: FAMICO system is optimized for desktop computers. However, it is usable from tablets (iPad, Nexus, Galaxy Tab etc.), as well. Full functionality for tablet use has not fully tested. You may encounter incompatibilities on the tablet systems.

In the following pages, you'll find information about how to use FAMICO e-Platform Tool **as a counselor.**

If you need assistance, you can contact your country administrator who is (as of November 2014) : **<your country admin's e-mail address and name/surname comes here>**

LOGIN

You need to have a valid username and password in order to use the system. You need a counselor account. Please contact your country representative. They are listed in www.famico.eu in "Contact" page.

From the main page of FAMICO Web site (**www.famico.eu**), click on the **e-Platform** link as shown below.

FAMICO web site and e-Platform link

You will see e-Platform login window as shown below. You can change interface language by clicking on the associative language from the "Language" panel. FAMICO e-Platform supports the following languages: English, Polish, German, Turkish, Greek, and Slovenian. Enter your username and password in the **Login window**.

2. e-Platform Home

When a facilitator is logging in for the first time, the system welcomes the user with a welcoming message. After that, the following screen is shown.
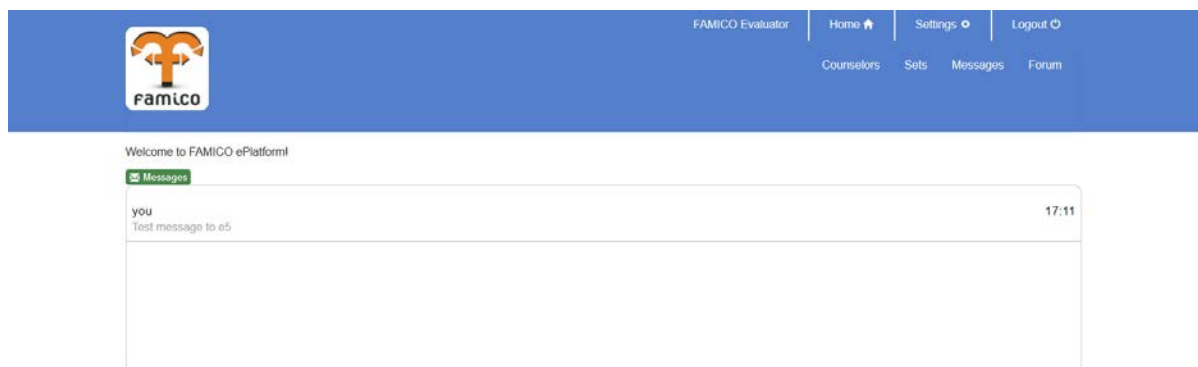
Home Screen

This screen is the default home screen and you will return here whenever you click on the Home menu. The sections you see on this screen are as follows:

- Menu panel
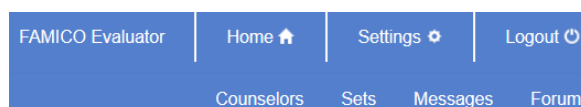
- Info panel
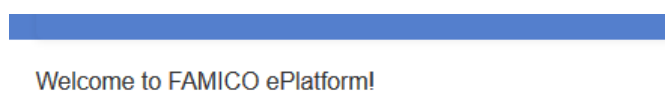
- Messages panel
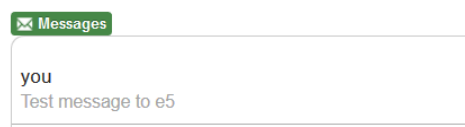
The e-Platform gives you the following tools as a facilitator:

- Messaging with the counselors individually
- Giving feedback to the counselors for each exercises
- Making contribution to the forum discussions between counselors
- Seeing counselor's progress and making some follow-ups
- Seeing exercises in the e-Platform

3. e-Platform Contents and Exercises

This is where all FAMICO e-learning activities and content are placed. When clicked on Sets tab, you'll see Training Sets that are assigned to the counselors. FAMICO trainings are organized under a directory-like structure. The platform is a living environment and there may be several sets. Currently there is one set as seen below:

FAMICO Training Sets

Click one of the training set shown in the area. A detailed list of exercises and (if any) e-learning materials will be seen as shown in the figure below. Exercises can be seen, answered, but you are not able to send or save your answers in any way.
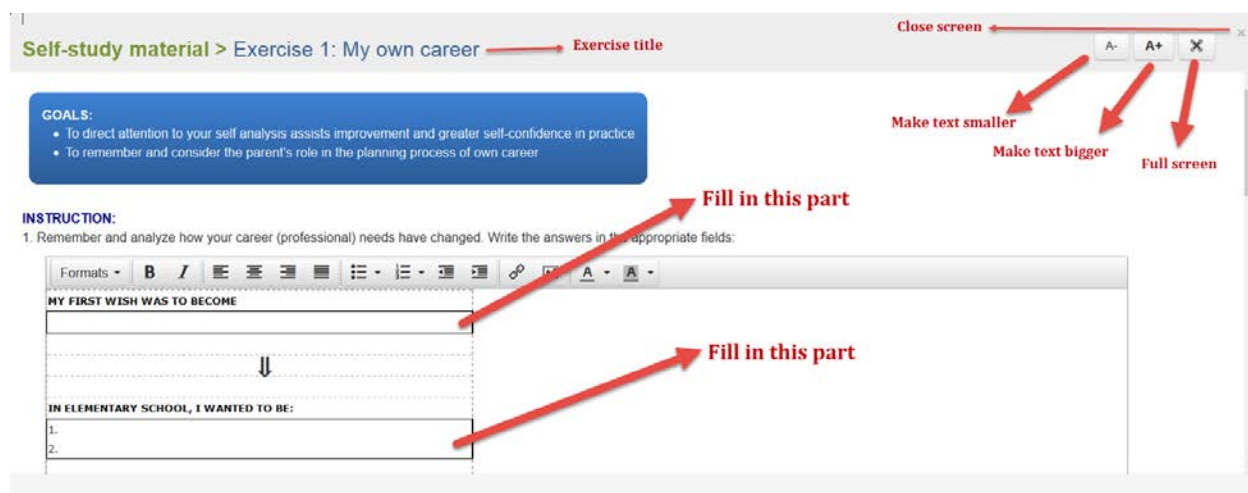
e-Platform learning contents and exercises

In this page, by simply clicking on any of the exercises, for example "Exercise 1: My own career", you will jump into the exercise. Exercises are composed of several tasks that counselors will complete online.

"Exercise 1" details (1)

"Exercise 1" details (2)

Some of the exercises may be lengthy and contain several parts to be filled in. Use vertical scroll bar and "full screen" feature if not all of the content is fitting the exercise area. The exercises are given to your access only to see what's inside of each exercise by yourself.

Now, you can close exercise window and return home.

4. Counselor Progresses

As a facilitator, you are able to see each counselor's progress. Click on "Counselors" link from the menu and the list of counselors that you are guiding will be seen as follows. If there is a counselor who have completed all e-Platform exercises, you'll see them in "Completed or inactive" tab.
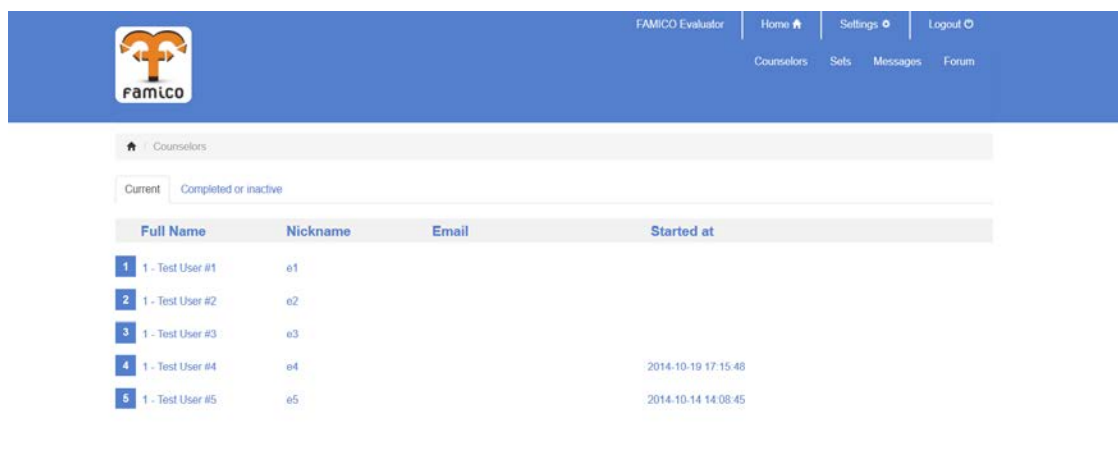
You'll see the full name, nick name, email and date and time that a counselor started using the platform in one page. Click on the name you want to see the progress. Below is the dash board of the counselor you want to work on:
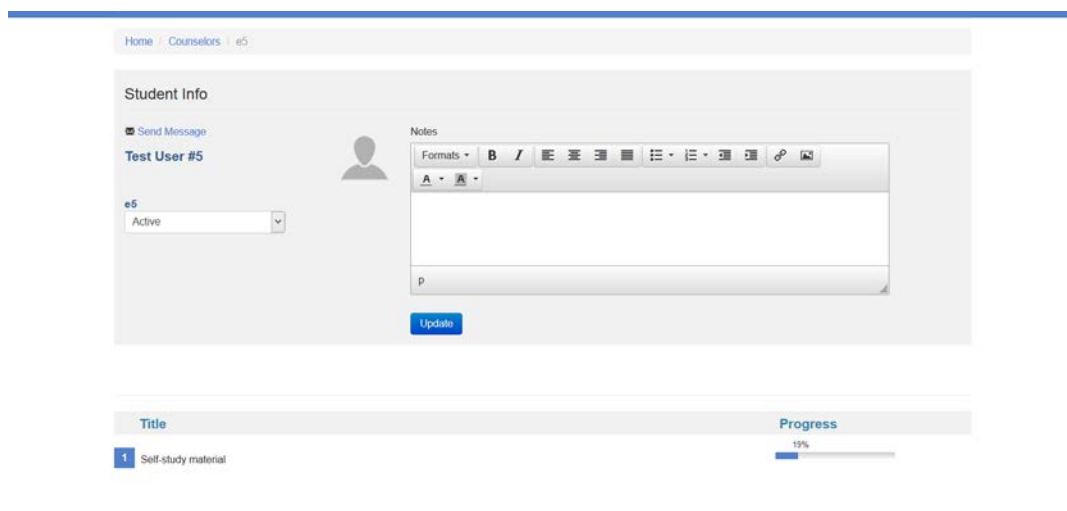
Below are the tasks you can carry on for a counselor. Do not forget to click on "Update" button after each task –if applicable-:

- Send a message : Click on the envelope symbol to send a message
- Change counselor status: Make counselor inactive or set him/her as "completed all exercises". Remember that an inactive counselor will not be able to log in to the platform.

- Notes: Take private notes for each counselor. Nobo[...]
- Send feedback: You can see counselor progress for [...] feedback. To do this, first, you click on the content/exercise group title. T[...] be seen.

Here, you can

- **Reset** the status of any exercise for the counselor. This option is useful if the counselor was accidently sent a partial answer for an exercise.
- **See Answer** for a particular exercise, if sent by the counselor or if saved by a counselor.

The answers of counselor will automatically be seen in each exercise. Completed exercises are seen with a check mark sign in the list.

- **Send feedback** for an exercise. You can send feedback not only for completed but incomplete or saved exercises, as well. You can send more than one feedback for an exercise. Click on the "Feedback" button and you'll be presented a message area where you can write feedback. Normally, you should write feedback after reviewing a counselor's answers for a particular exercise.
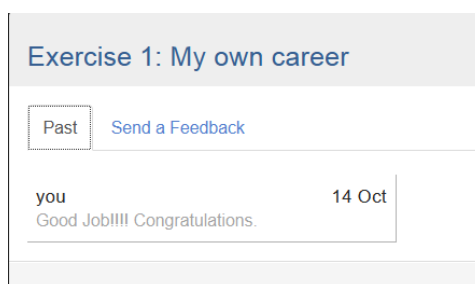
Past feedback(s)
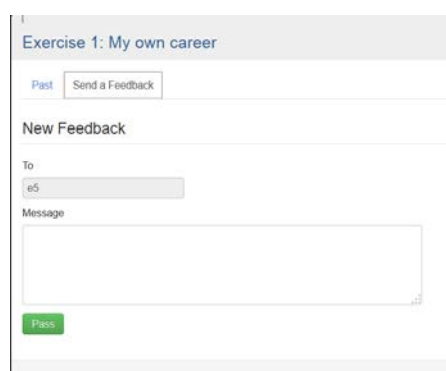
Sending a new feedback

Counselor will see your feedback from his/her exercise list.

5. Messages

Messages system lets you to communicate with the counselors. Under "Messages" tab, there are three parts: "Inbox", "Archive" and "Compose".
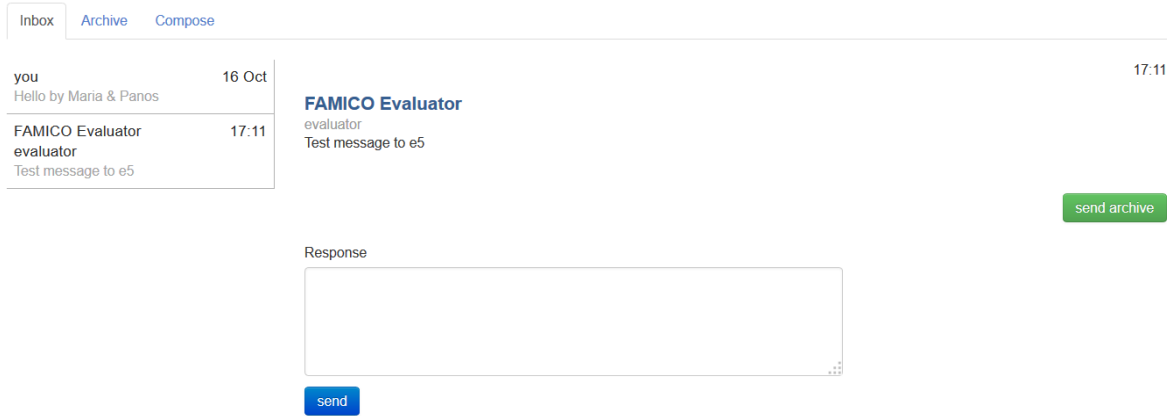
Messages serves for displaying Inbox and Composing Messages. In the INBOX tab, user can display the messages that are sent to themselves. Also, Inbox stores all of the users' incoming messages from their counselors.

Unread messages are highlighted and to read a message, you must click on its subject. While reading a message you can also send a reply or delete the message.
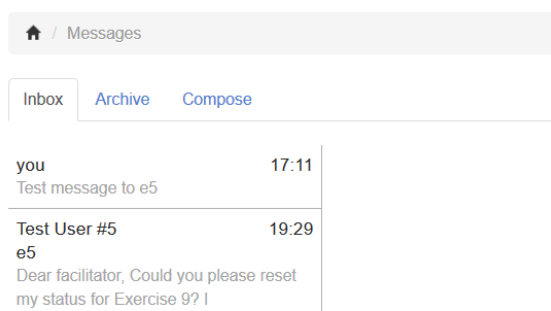
Messages Screen.
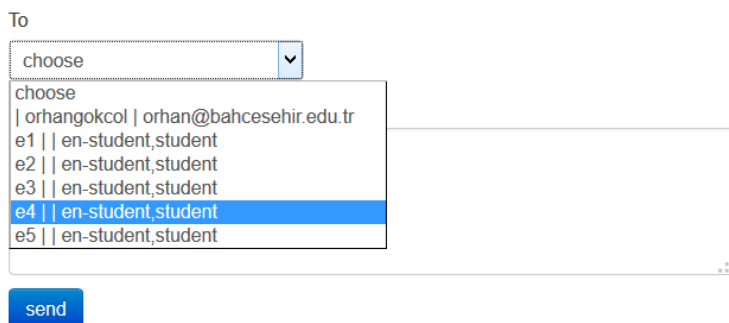
When you click on a message, you'll see the message content. You can send the message to the ARCHIVE by clicking "Send Archive" button. Archived messages will not be listed in INBOX anymore. They can be reached from "Archive". If you want to send a reply to this message, you can write your reply into "Response" field and then click "Send" button.

| Inbox | Archive | Compose |

you	16 Oct
Hello by Maria & Panos	
FAMICO Evaluator	17:11
evaluator	
Test message to e5	

17:11

FAMICO Evaluator
evaluator
Test message to e5

send archive

Response

send

In the COMPOSE tab, the facilitator may send messages to counselors by clicking the dropdown button that locates under **To:** part. After choosing who to send the mail, users can fill the text area. Lastly, by clicking SEND button, users send their messages successfully.

New Message

To

| choose | ▾ |

choose
| orhangokcol | orhan@bahcesehir.edu.tr
e1 | | en-student,student
e2 | | en-student,student
e3 | | en-student,student
e4 | | en-student,student
e5 | | en-student,student
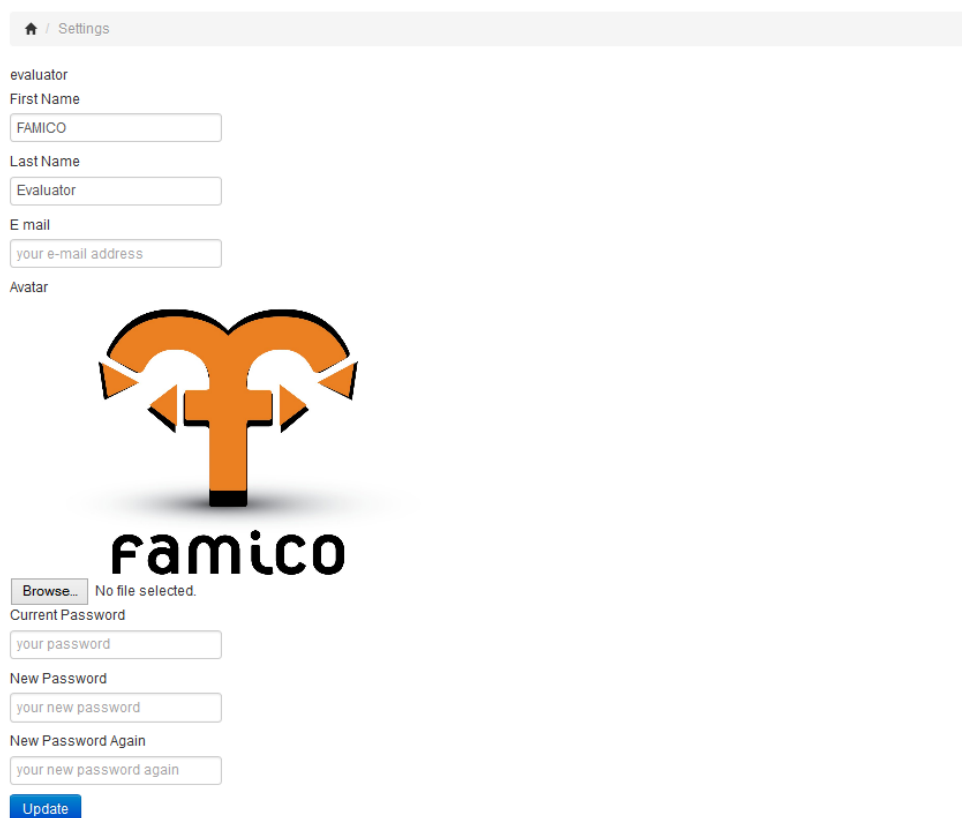
send

Compose Screen.

6. Settings

In the **Settings** tab, the users have the ability to change their personal settings with the help of this page. Simply, by typing into the corresponding fields and clicking on the UPDATE button, the freshly made changes can be saved. The fields that the user may can are First Name (Text), Last Name (Text), E-mail (Text), Avatar (click on the button below and choose your avatar), Current Password (Text, Numbers & Symbols), New Password (Text, Numbers & Symbols), and lastly Confirm New Password (Text, Numbers & Symbols).

Update Info: You can update your personal information (name, surname, email etc.) from here. Please update your personal info after your first login to the CPS system. Your name will appear on top of each screen.

Update Photo: You can update your photo. It is also important because your counselor will see it. Your photo will be seen on top of each screen in the main page, as well. Photographs can be in .jpg, .png or .gif format. Please limit the file size to less than 200 kilobytes.
Change Password: You can change your password here.
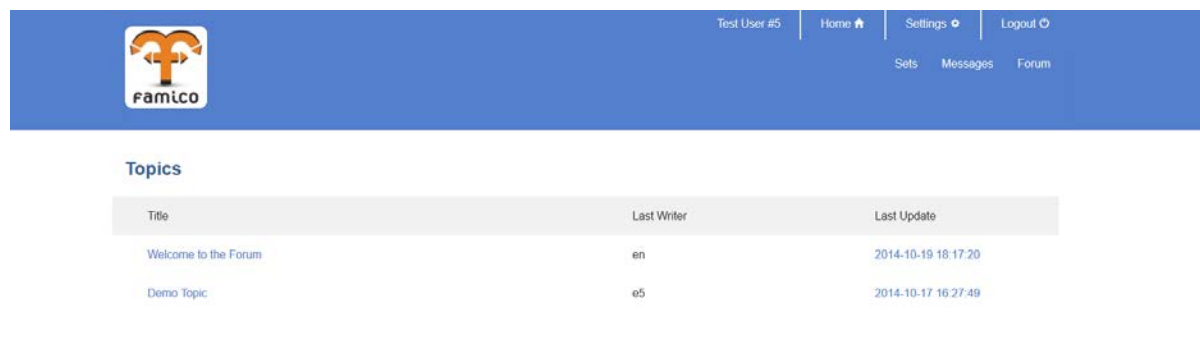
TIP: Update your personal info upon logging in to the FAMICO e-Platform very first time. Correct your name, surname, e-mail and upload a photo for yourself. Change your password and do not tell your password to anyone else. If you forget your username or password, contact your country administrator.

Settings Screen.

7. Forum

Forum is an environment where you can make discussion with other facilitators and counselors in your country. If you click on the "Forum" link from the "Menu" panel, you'll see a list of subjects that you can share your ideas with the others.

Forum

Click on any subject you want to see. You will see the messages posted by others. You can read messages, post a new message or reply an existing message.

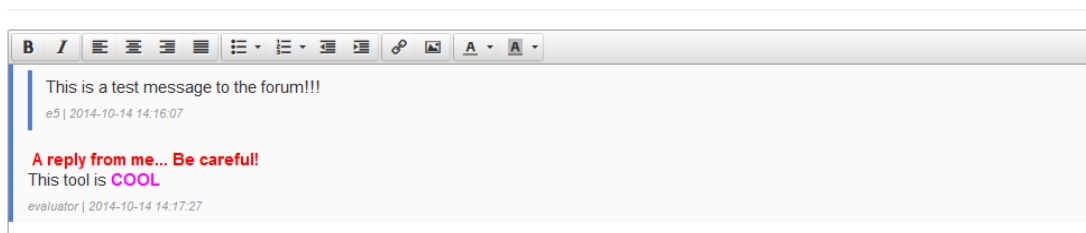You can send a new message to the forum using the message panel located at the end of the page

Send a new message to the forum

Or, you can reply an existing message by clicking on the "Quote" button of that message:

As a facilitator, you're able to create a new forum topic. Use the form provided at the end of the page. You can restrict the topic in terms of i) who can read, ii) who can write and iii) who can send new message in the topic.