

Project cards. User manual

Why use them?

Project cards are a tool for direct communication with the National Support Service. When a teacher enters for the first time, the project will be automatically assigned to a member of the NSS who – from that moment onward – will be in charge of following up and replying to all further posts.

Using these cards, teachers can keep a record of all key moments in the development of the project and especially request advice on the work being developed, both from a technical and pedagogical point of view. The NSS will try to solve any doubts that may arise.

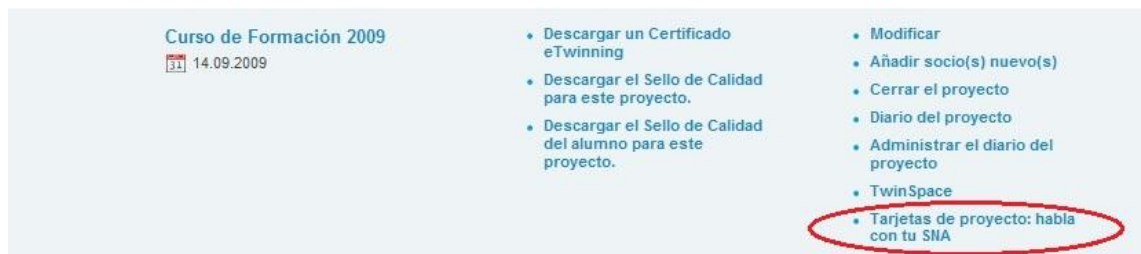
Who reads the Cards?

Only the teacher and the NSS can access the cards. They are a private communication channel, so neither the general public nor other project members can read them.

How do they work?

They are quite easy and intuitive to use. They are used in a similar way to the Teacher's Desktop Diary, although in this case they are private. Just follow these steps:

1. **Accessing:** The cards are accessed from the teacher's desktop, from the "Projects" tab.



2. **Writing a card:** Write the text in the corresponding box (1). If you do not wish to add any files or a link, just click on "SEND" (2). If you wish to do it, first do steps 5 and 6 and then click on "SEND".



3. **Labels:** Once you have sent the text, the platform will ask you if you wish to add any labels. Labels help you order and classify the cards and are very useful if you use them frequently in a project. If you do not want to use them, just leave them blank.

Compartes el texto:

Tutorial para el manejo de las Tarjetas de proyecto

2. ¿Quieres poner una etiqueta a tu comentario?

Puedes escribir una materia o un idioma.

Escribe una o más etiquetas separadas por una coma.

ENVIAR CANCELAR

4. **Returning:** When you click on “SEND” in the previous screen, your card will have already been published and will be visible by the NSS. Now, you can see the project cards again (1) or return to the “Projects” tab (2).

Your Project Card entry has been posted.

- o Back to Project Card (1)
- o Back to projects (2)

Up to here is the basic use of the Cards. By following these instructions you will be able to communicate fluently with the National Support Service. There are also other functions that are not difficult to use.

5. **Including a website address:** The most convenient way to do this is by clicking on “Link” (1). You will see a box where you must copy the address (2). Then click on “Save” (3). The link will appear at the end of the text, once the card has been published.

Tarjetas de proyecto

Tutorial para el manejo de las Tarjetas de proyecto

Adjunta **Enlace** Fichero

1 dirección web (URL) 2

CANCELAR **GUARDAR** 3

6. **Attaching a file:** To attach a file onto your card, click on “File” (1). Several fields to be completed will appear. To select the file, go to “Search” (2) and find it in your computer. Select and upload it, wait for the process to be completed and confirm with “OK”.

Once uploaded, you **must** give it a title (3) and provide a short description (4). If you leave these fields blank, you will not be able to carry on with the process. Lastly, click on "SAVE" (5)

The screenshot shows a form titled "Tarjetas de proyecto" with an orange header. The form contains a text area with the text "Tutorial para el manejo de las Tarjetas de proyecto". Below this is the "Adjuntar:" section with "Enlace" and "Fichero" options. The "Fichero" option is circled in red and labeled with a red "1". Below it is a file selection field with an "Examinar..." button circled in red and labeled with a red "2". Below the file field is a "Título *" field circled in red and labeled with a red "3". Below the title field is a "Descripción *" field circled in red and labeled with a red "4". At the bottom of the form are two buttons: "CANCELAR" and "GUARDAR", with "GUARDAR" circled in red and labeled with a red "5".

7. **Writing a comment:** You can choose to either include a new post or to comment on a previous one. Using comments on previous posts will allow you to have conversations with the NSS about different topics without mixing the messages. However, bear in mind that the comments will not allow you to include links or attach files.

To use this option, click on "Write a comment" (1). A box will appear, where you must write the text (2). When it's ready, click on "WRITE A COMMENT" (3).

The screenshot shows a comment box for a post by "Diego SNA" dated "29.09.2011" with the title "Tutorial para el manejo de las Tarjetas de proyecto". The comment box contains the text "Cómo escribir un comentario a una Tarjeta". To the right of the text box is a "Escribe un comentario" button circled in red and labeled with a red "1". Below the text box is a "Escribe un comentario" button circled in red and labeled with a red "3". The text box itself is labeled with a red "2".

As you can see, the comments made for other posts look different and always appear under the original card they refer to. You can carry on making comments for the same post by repeating the previous process.

The screenshot shows a comment box for a post by "Diego SNA" dated "29.09.2011" with the title "Tutorial para el manejo de las Tarjetas de proyecto". The comment box contains the text "Cómo escribir un comentario a una Tarjeta". To the right of the text box is a "Escribe un comentario" button circled in red and labeled with a red "1". Below the text box is a "Escribe un comentario" button circled in red and labeled with a red "3". The text box itself is labeled with a red "2".