



NON-FORMAL LEARNING
CAN PREVENT
EARLY SCHOOL LEAVING

MYKEY

GUIDE FOR
SCHOOL ADMINS

WWW.MY-KEY.ONLINE



Erasmus+

IMPRINT

Project Leadership

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www.non4lesl.eu

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1. INTRODUCTION

This document has been written in order to help the school staff who is involved in the Non-For-Lesl project as administrators (admin) of MyKey admin. The European project Non-For-Lesl (Non-Formal-Learning Can Prevent Early School Leaving) is funded by the European Commission in the framework of the Erasmus+ Programme, Key Action 2 - Strategic Partnership. This European project aims at preventing Early School Leaving through the recognition of non-formal learning and through the production of a tool for the validation of the skills acquired through non-formal educational paths. The Non-For-Lesl project has developed a new innovative multi-dimensional method - an open educational resource validation tool – which can be used in addition to the assessment school procedures, thereby contribute to the efforts for reducing Early School Leaving and improving students' performance in schools.

The Non4Lesl tool is based on a holistic view of students' learning, drawn away from subject boundaries that will present and validate skills, knowledge and competences acquired through non-formal and also informal learning related to the 8 Key Competences and transversal skills, defined by the European Union as one of the objectives of the Europe2020 Strategy.

In reaching those objectives, school staff has a crucial role in assisting both teachers and students involved in the Non4Lesl project.

Teachers involved in the Non4Lesl project, named after »assigned teachers«, are asked to:

- ▶ assess the links between extracurricular activities and key competences realized by their students;
- ▶ check the proofs of evidence uploaded by their students as confirmation of the skills acquired;
- ▶ evaluate the links provided by their students, officially validating the skills acquired through non-formal educational paths.

Students involved in the Non4Lesl project are asked to:

- ▶ create their own profile and their own avatar;
- ▶ choose an extra-curricular activity belonging to a non-formal or informal learning and link it with both a specific key competence and a specific school subject;
- ▶ upload a proof of evidence (document, video, picture, etc.) attesting the skills acquired.

The school staff is involved in the project as admin of «My Key: the online tool for the validation and recognition of non-formal and informal learning» (www.my-key.online). The assistance role, school staff is asked to carry out, can be synthesized in the following steps:

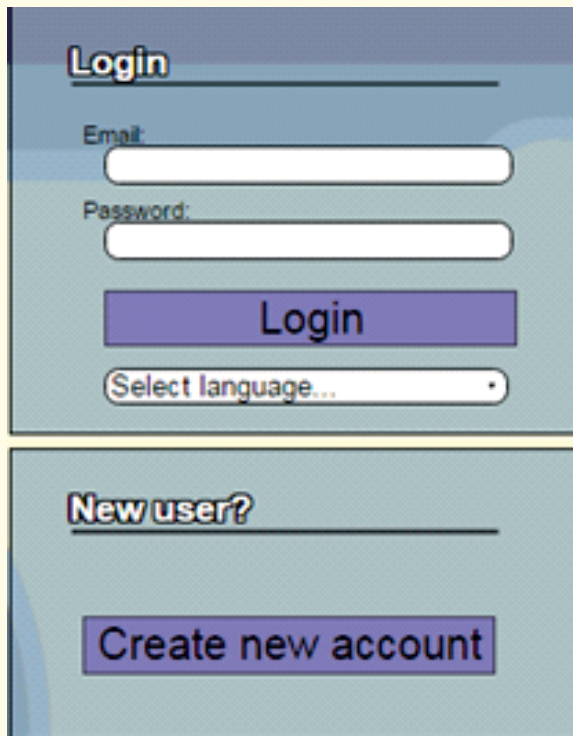
- ▶ to provide both assigned teachers and students with the login credentials (username and password);
- ▶ to list all school subjects taught, enabling students to create their own connections between extracurricular activities and school subjects;
- ▶ to produce an introductory text to be displayed on the homepage of those students belonging to that specific school when they're logged in.

2. BRIEF GUIDE ON HOW SCHOOL ADMINS ARE ASKED TO USE THE ONLINE TOOL

2.1 - ACTIVATION OF YOUR ACCOUNT

In order to activate your account, you will have to:

- (1) visit the tool website at: www.my-key.online. **Technical advice:** please be sure to have the last updated version of each browser
- (2) this is the first image you will see: you will be asked to enter your credentials (e-mail and password);

The image shows a web interface for account activation. It is divided into two main sections. The top section is titled 'Login' and contains input fields for 'Email' and 'Password', a 'Login' button, and a 'Select language...' dropdown menu. The bottom section is titled 'New user?' and contains a 'Create new account' button. The interface has a light blue background with a subtle wave pattern.

- (3) the credentials will be given to you as admin by one of partners of the Non-For-Lesl project.

2.2 - HOMEPAGE

Once entered the online tool, this is the page you will be welcomed to.



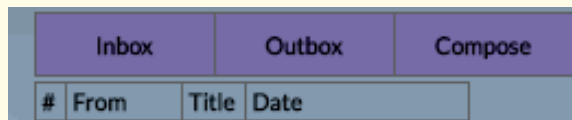
On the top right corner you will visualize the main commands you will be asked to use:

- ▶ Admin
- ▶ Messages
- ▶ Userlists
- ▶ Subjects
- ▶ Landing Page
- ▶ Logout

2.3 - MESSAGES

By clicking on messages, you will be landed to this section of the tool, which works exactly as an ordinary mailbox. The Message area has been created in order to facilitate the efficient communication between teachers and students thanks to the mediation of school admin. This section enables you to:

- ▶ receive and reply to messages;
- ▶ create and send messages;
- ▶ manage your own mailbox.



Inbox

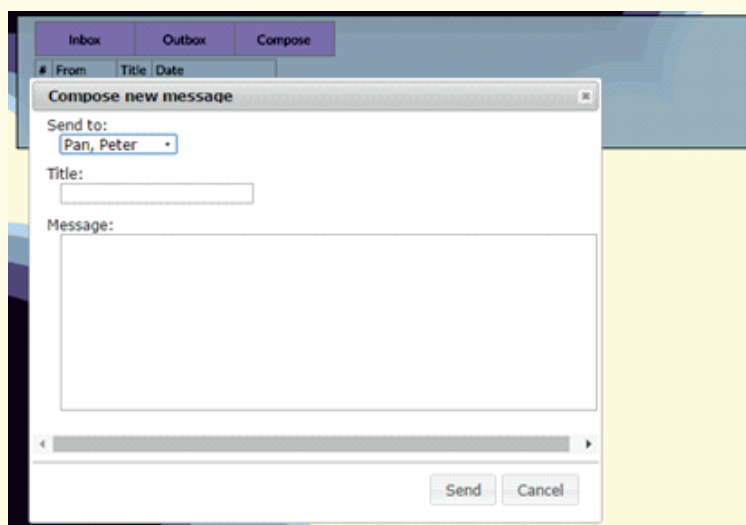
In the inbox section you will find the emails you received: name of the sender, object of the message, receiving date. By clicking on each mail, you will be able to open the message received and to immediately reply to it.

Outbox

In the outbox section you will find the email you sent.

Compose

By clicking on the «compose» button, you will see the following window:



You will be able to:

- ▶ choose the receiver of your message;
- ▶ define a title / object for your message;
- ▶ write down the content of your message;
- ▶ send your message, by clicking on the «Send» button;
- ▶ cancel your message, by clicking on the «Cancel» button.

2.4 - USERLISTS

The userlists section works exactly as school admin control panel.

ID	Email	First Name	Last Name	Access Level	Signup Date	Has access	Manage
101	admin_italy	Teacher	Italy	Admin	08.06.16	Yes	Manage
102	Marco_Manzuoli	Marco	Manzuoli	Teacher	08.06.16	Yes	Manage
103	serena@pixel-online.net	Serena	Sacchi	Student	08.06.16	Yes	Manage
104	andreamery.ale@gmail.com	Alessia	Lombardi	Student	09.06.16	Yes	Manage

For each person, you will be able to see:

- ID number;
- email;
- first name;
- last name;
- access level (student, teacher, admin);
- signup date;
- if that person has access to the tool.

Finally, you will see the «manage» button, which goes directly to the operative control panel available only to Non4Lesl school admins.

Manage

By clicking on the «manage» button, you will have access to the specific page of each registered user from your school.

ID	Email	First Name	Last Name	Access Level	Signup Date	Has access
101	admin_italy	Teacher	Italy	Admin	08.06.16	Yes

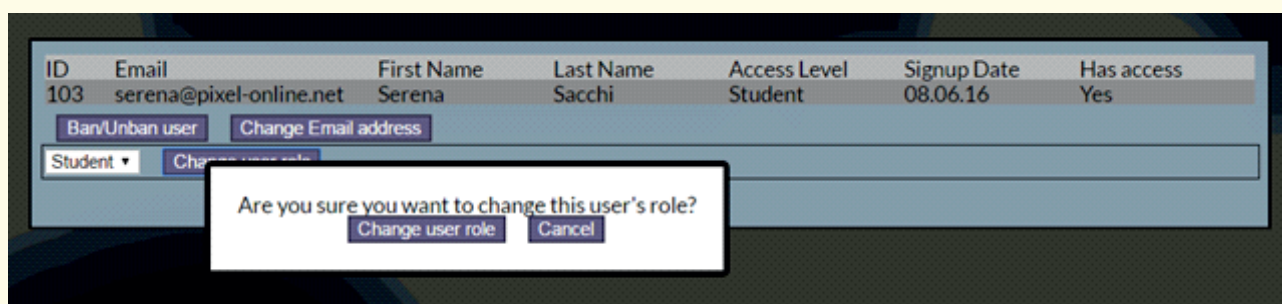
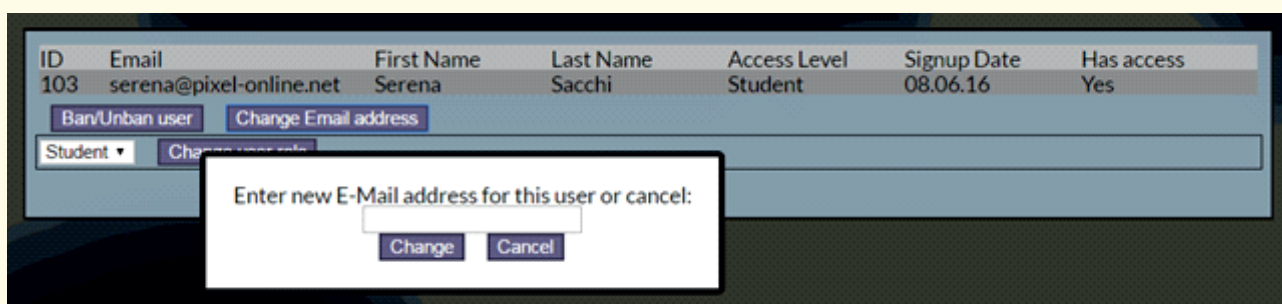
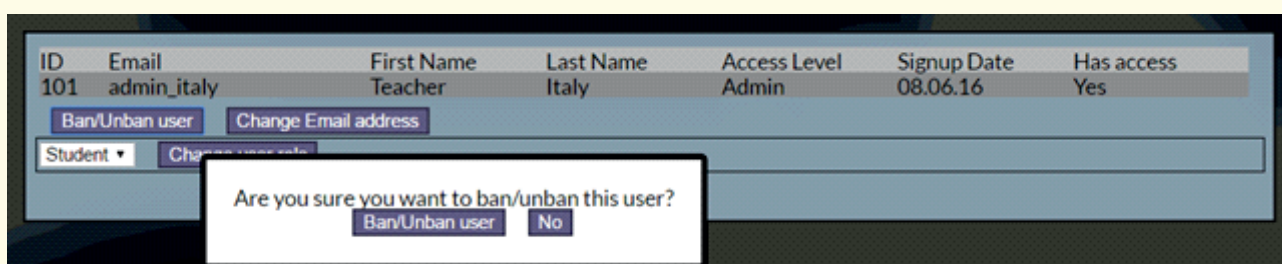
[Ban/Unban user](#) [Change Email address](#)

[Student](#) [Change user role](#)

This is the operative control panel and the section you will see after clicking on the «manage» button. From an operational point of view, those are the concrete actions you will be able to carry out within this specific section of the tool:

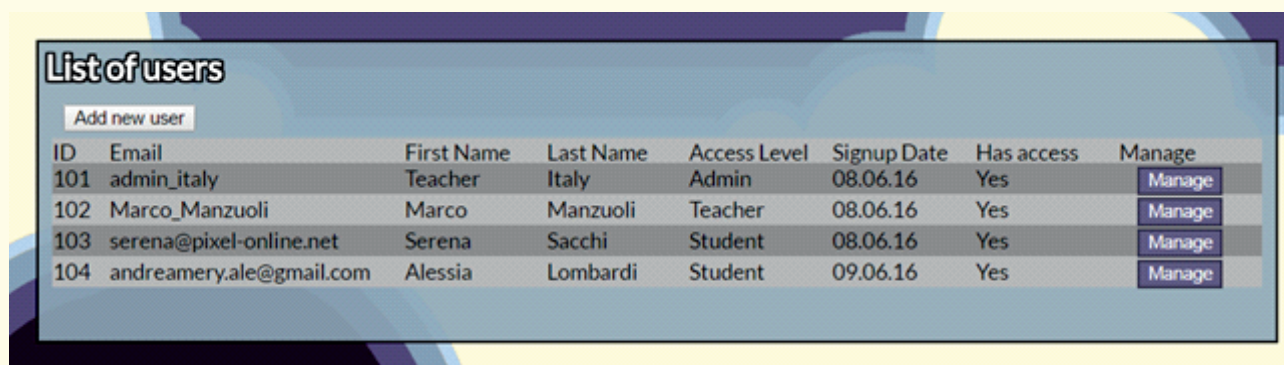
- ▶ decide to ban/unban that specific user;
- ▶ modify the email address of that specific user;
- ▶ modify the role of that specific user within the Non4Lesl project (teacher / student / admin).

Every time you proceed with an operative action (ban/unban user; change email address; change user role), a confirmation window will appear on your screen, asking for a confirmation you really want to carry out that specific action or asking for the data to be modified.



Add new user / delete user

Going back to the userlist homepage, you will be able to add a new user or to delete a user, by clicking on the specific command.



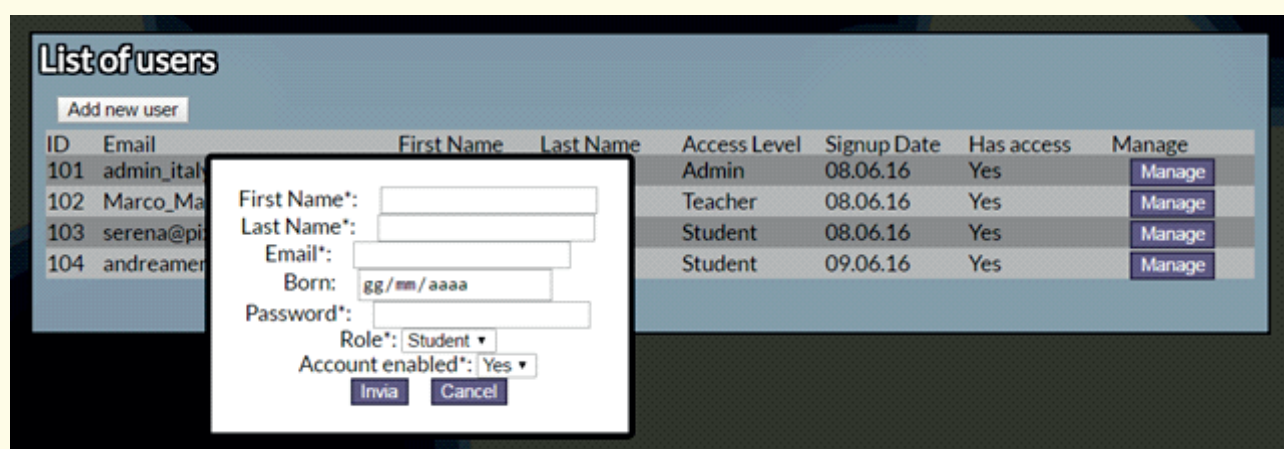
List of users

Add new user

ID	Email	First Name	Last Name	Access Level	Signup Date	Has access	Manage
101	admin_italy	Teacher	Italy	Admin	08.06.16	Yes	Manage
102	Marco_Manzuoli	Marco	Manzuoli	Teacher	08.06.16	Yes	Manage
103	serena@pixel-online.net	Serena	Sacchi	Student	08.06.16	Yes	Manage
104	andreamery.ale@gmail.com	Alessia	Lombardi	Student	09.06.16	Yes	Manage

For each new user you want to add, you will be asked to insert the following information:

- ▶ first name;
- ▶ last name;
- ▶ email;
- ▶ date of birth;
- ▶ password;
- ▶ the role of the user (teacher / student / admin);
- ▶ if you want to enable this new account.



List of users

Add new user

ID	Email	First Name	Last Name	Access Level	Signup Date	Has access	Manage
101	admin_italy	Teacher	Italy	Admin	08.06.16	Yes	Manage
102	Marco_Ma	Marco	Manzuoli	Teacher	08.06.16	Yes	Manage
103	serena@pi	Serena	Sacchi	Student	08.06.16	Yes	Manage
104	andreamer	Alessia	Lombardi	Student	09.06.16	Yes	Manage

First Name*:

Last Name*:

Email*:

Born:

Password*:

Role*:

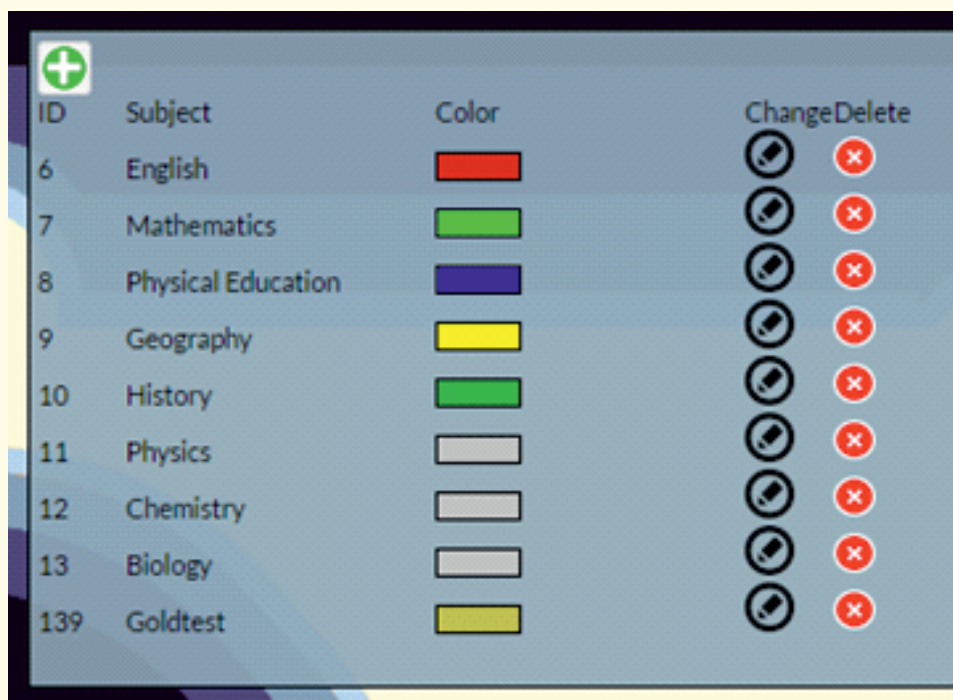
Account enabled*:




























[Invia](#) [Cancel](#)




Once filled in all the fields, you will only have to click on «send» to create a new account or to «cancel» if you do not want to confirm the new account.

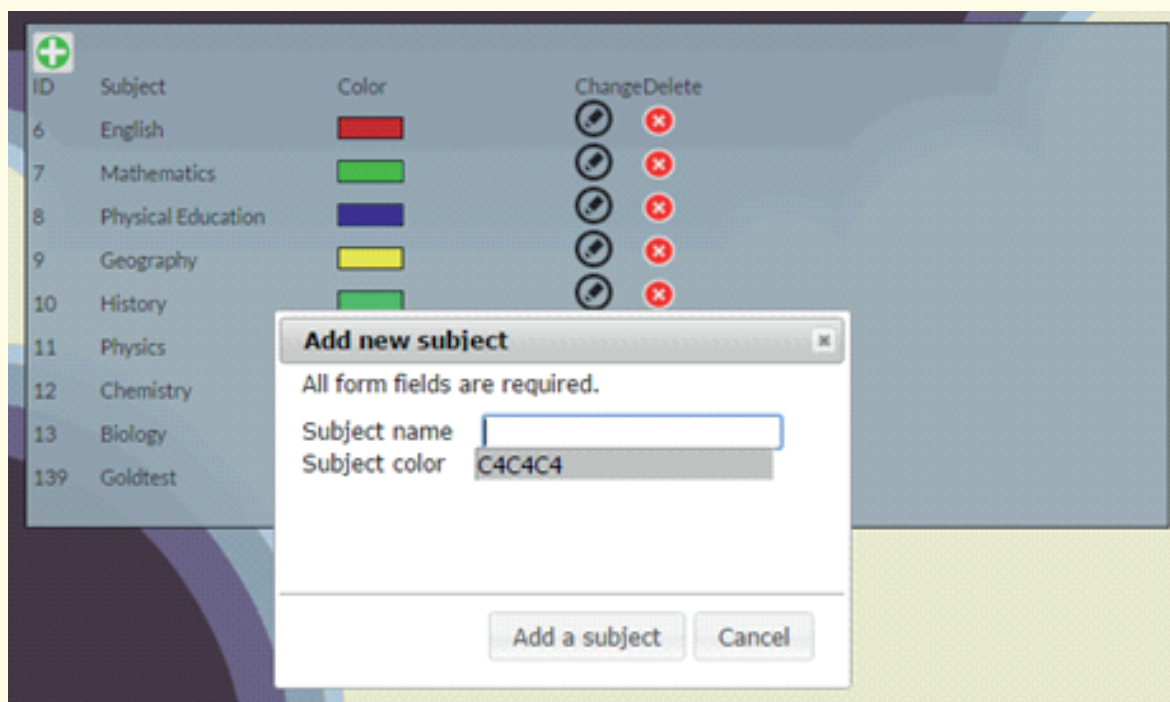
2.5 - SUBJECTS

In the «subjects» section, you will see all the subjects taught at your school. It is your responsibility to create a complete list of subjects taught at your school. From this list, students will be able to create their own connections between extracurricular activities and school subjects, making possible the connection to be assessed and evaluated by one of the assigned teachers.



ID	Subject	Color	Change	Delete
6	English			
7	Mathematics			
8	Physical Education			
9	Geography			
10	History			
11	Physics			
12	Chemistry			
13	Biology			
139	Goldtest			

By clicking on the  , you will be able to add a new subject taught at your school; by clicking on  you will be able to change the name and the color of the school subject; by clicking on  , you will be able to delete one of the subjects (please be aware that by deleting one of the school subjects, all the connections made by the students to that subject will be erased , as well).



For each subject to be added, you will have the possibility to choose:

- ▶ the subject name;
- ▶ the subject color.

2.6 - LANDING PAGE

By clicking on the landing page, you will have access to a specific page where you will be asked to define the text to be displayed on the homepage of all students of your school when they are logged in. With this, you can set the rules for evaluating the activities of your students. The evaluation process should be consistent with the procedure defined by each school: the range goes from simply accepting or denying the uploaded link to a 3 step evaluation model (self-evaluation, presentation, evaluation by teachers).

Edit "Landing Page" Text

The following text will be displayed on the homepage for all students of your school when they're logged in.

Landing Page Text:

We are happy to see you here at MyKey!

 MyKey offers you the possibility to show your skills, your knowledge and your competences you acquire outside of school. It is a chance to present your strengths and potential to your environment, your school, as well as to other schools or employers.

 Use the menu in the right upper corner to document and describe your activities and match them with key competences and school subjects.

 After confirmation from your teachers, you can generate and print a certificate which shows all your activities, skills, knowledge and competences. This certificate will be authenticated by your school.

 A detailed manual explains MyKey to you step by step.

 Good luck and give it a go!

submit

By clicking on the «send» button, you accept the insertion of the text you defined on the homepage of all students of your school when they are logged in.

2.7 - LOGOUT

By clicking on the «logout» button, you will be able to logout from MyKey.

