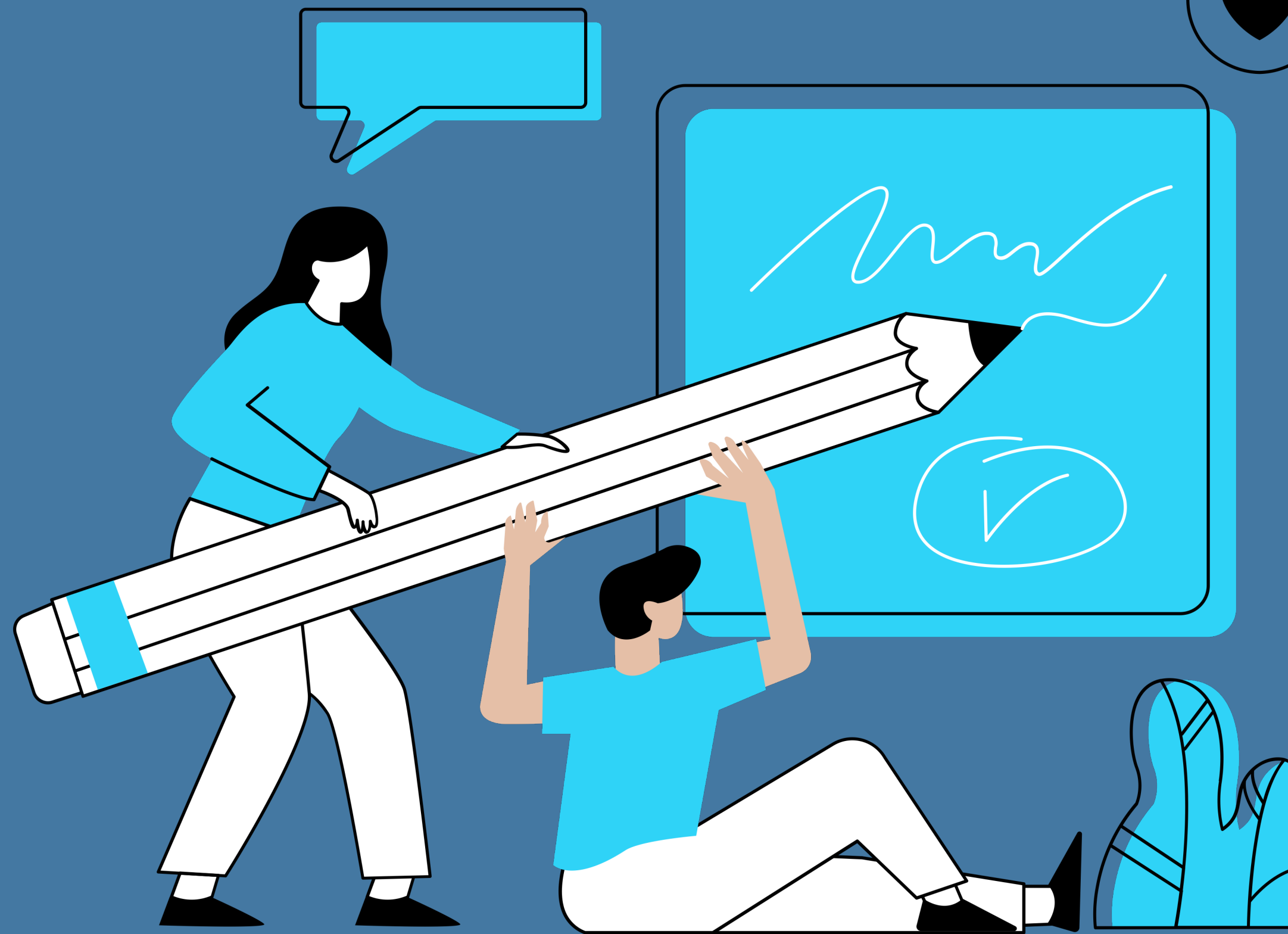


Module n. 3

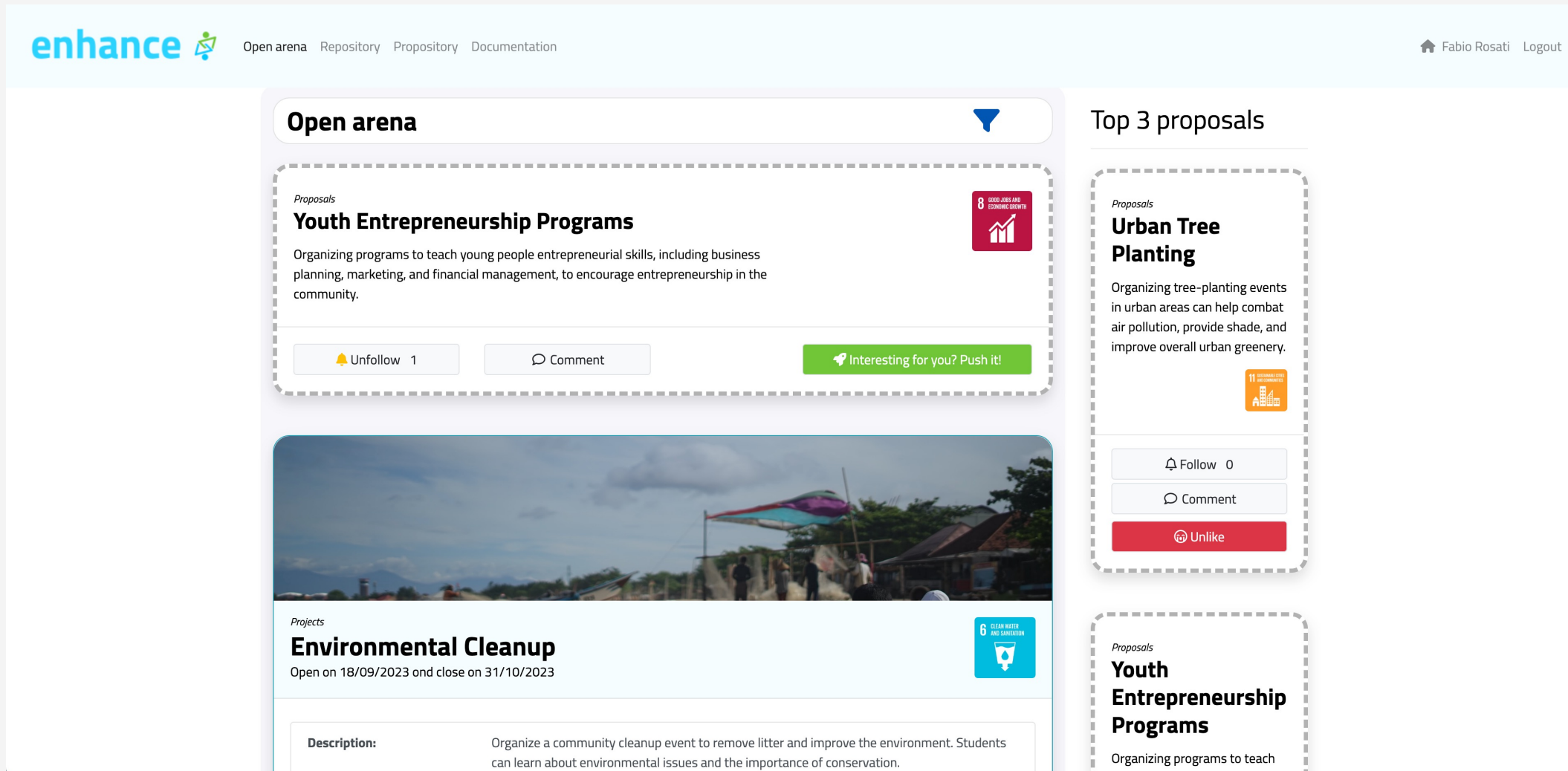
ENHANCE Platform: a practical guide





The Enhance Platform

1. Website overview
2. Open Arena
3. Public proposal
4. Suggest a proposal
5. Publishing the proposal
6. From proposal to project
7. Project
8. Attend the project
9. Personal area
10. Project registration confirmation
11. Management of attendance and hours
12. Evaluation and generation of the certificates
13. Project conclusion
14. Conclusion



1 - Website overview

The platform is divided into 3 sections:

- **Repository:** where you can find projects
- **Propository:** where you can discuss about proposals entered by users
- **Documentation:** where you can find useful documents

All contents are grouped together on the main page of the platform: **Open Arena.**

From the sidebar you can immediately see the top rated projects/proposals.

Repository



Projects

Environmental Cleanup

Open on 18/09/2023 and close on 31/10/2023

Description: Organize a community cleanup event to remove litter and improve the environment. Students can learn about environmental issues and the importance of conservation.

Motivations: Environment

👍 Like 1

🔔 Unfollow 1

➔ Read more

Top 3 projects



Projects

Environmental Cleanup

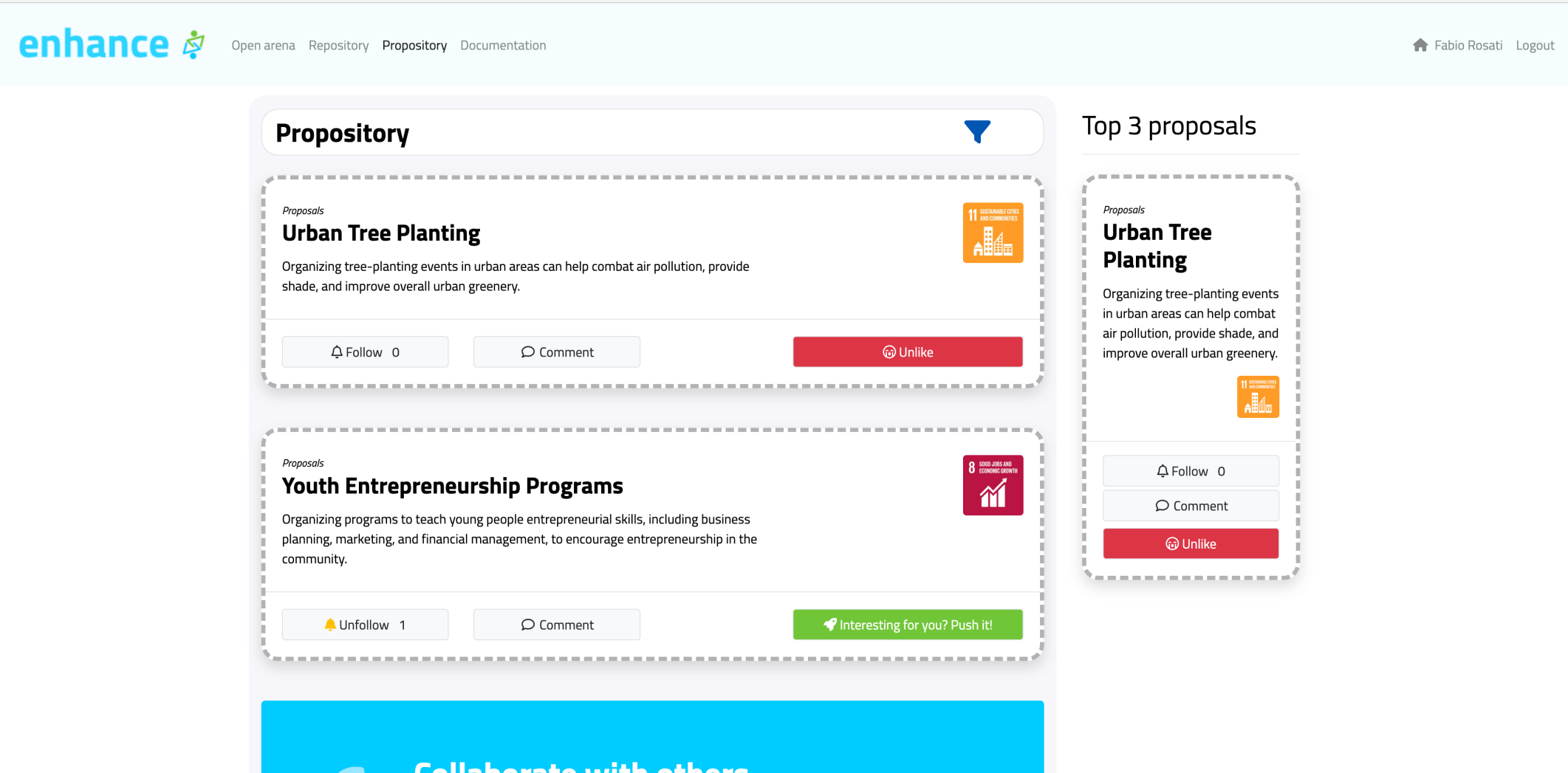
Open on 18/09/2023 and close on 31/10/2023

➔ Read more

1 - Website overview

In the **Repository** you can view and interact with the latest published project.

You can also access in the project detail page where you can also register, view the attachments and upload documents.



1 - Website overview

In the **Propository** you can view and interact with the latest published proposals.

From here you can stand up and be counted and push proposals that you would like to become projects.

You can also comment and participate in the debate by adding insights that may be useful for the university during the approval process.



[Home](#) / [Documentation](#)

Resources

Here you can find all the resources

[Documents](#)

[Images](#)

[Links](#)

[Videos](#)

Tenacity platform



Definition of Service Learning



◀ [Back to category list](#)

1 - Website overview

In the **Documentation** section you can find useful resources uploaded by universities.

Open arena

Proposals

Youth Entrepreneurship Programs

Organizing programs to teach young people entrepreneurial skills, including business planning, marketing, and financial management, to encourage entrepreneurship in the community.

Unfollow 1 Comment **Interesting for you? Push it!**



Projects

Environmental Cleanup

Open on 18/09/2023 and close on 31/10/2023

Description: Organize a community cleanup event to remove litter and improve the environment. Students can learn about environmental issues and the importance of conservation.

Motivations: Environment

Like 1 Unfollow 1 **Read more**

Proposals

Urban Tree Planting

Organizing tree-planting events in urban areas can help combat air pollution, provide shade, and improve overall urban greenery.

Follow 0 Comment **Unlike**

Top 3 proposals

Proposals

Urban Tree Planting

Organizing tree-planting events in urban areas can help combat air pollution, provide shade, and improve overall urban greenery.

Follow 0 Comment **Unlike**

Top 3 projects

Projects

Environmental Cleanup

Open on 18/09/2023 and close on 31/10/2023

Read more

2 - Open Arena

All contents are grouped together on the main page of the platform: **Open Arena.**

This page works just like a social network: here you will always see the latest content and you can quickly interact with contents.

Proposals

Urban Tree Planting

Organizing tree-planting events in urban areas can help combat air pollution, provide shade, and improve overall urban greenery.

An orange square icon with a white border, containing the number '11' and the text 'SUSTAINABLE CITIES AND COMMUNITIES' above a stylized cityscape.

[Follow 0](#) [Comment](#) [Interesting for you? Push it!](#)

3 - Public proposal

Users can propose their own project idea which will be evaluated by the university. The university may evaluate the idea as interesting and then publish it on the website.

Once published it will be possible to push it and comment on it: the university will monitor the number of interactions and decide whether to convert it into an actual project.


Proposals

Youth Entrepreneurship Programs

Organizing programs to teach young people entrepreneurial skills, including business planning, marketing, and financial management, to encourage entrepreneurship in the community.

A small red square icon with a white bar chart and the number 8, representing Sustainable Development Goal 8: Good Jobs and Economic Growth.

 Unfollow 1  Comment  Interesting for you? Push it!

A white rocket icon on a blue background.

Collaborate with others to achieve more

Create your proposal

4 - Suggest a proposal

Suggesting a proposal is very easy: from the propository section just click the appropriate button and fill in the required data: title, description, social challenges, motivations, and possibly suggest a territorial organisation.

Once submitted, the proposal will be evaluated by the university.

Proposals

Youth Entrepreneurship Programs

Organizing programs to teach young people entrepreneurial skills, including business planning, marketing, and financial management, to encourage entrepreneurship in the community.



Send a proposal

Interesting for you? Push it!

Societal challenges *

Societal challenges

Title *

Description *

Motivations *

Territorial organisations to engage

Create your proposal

* Required fields

Send

4 - Suggest a proposal

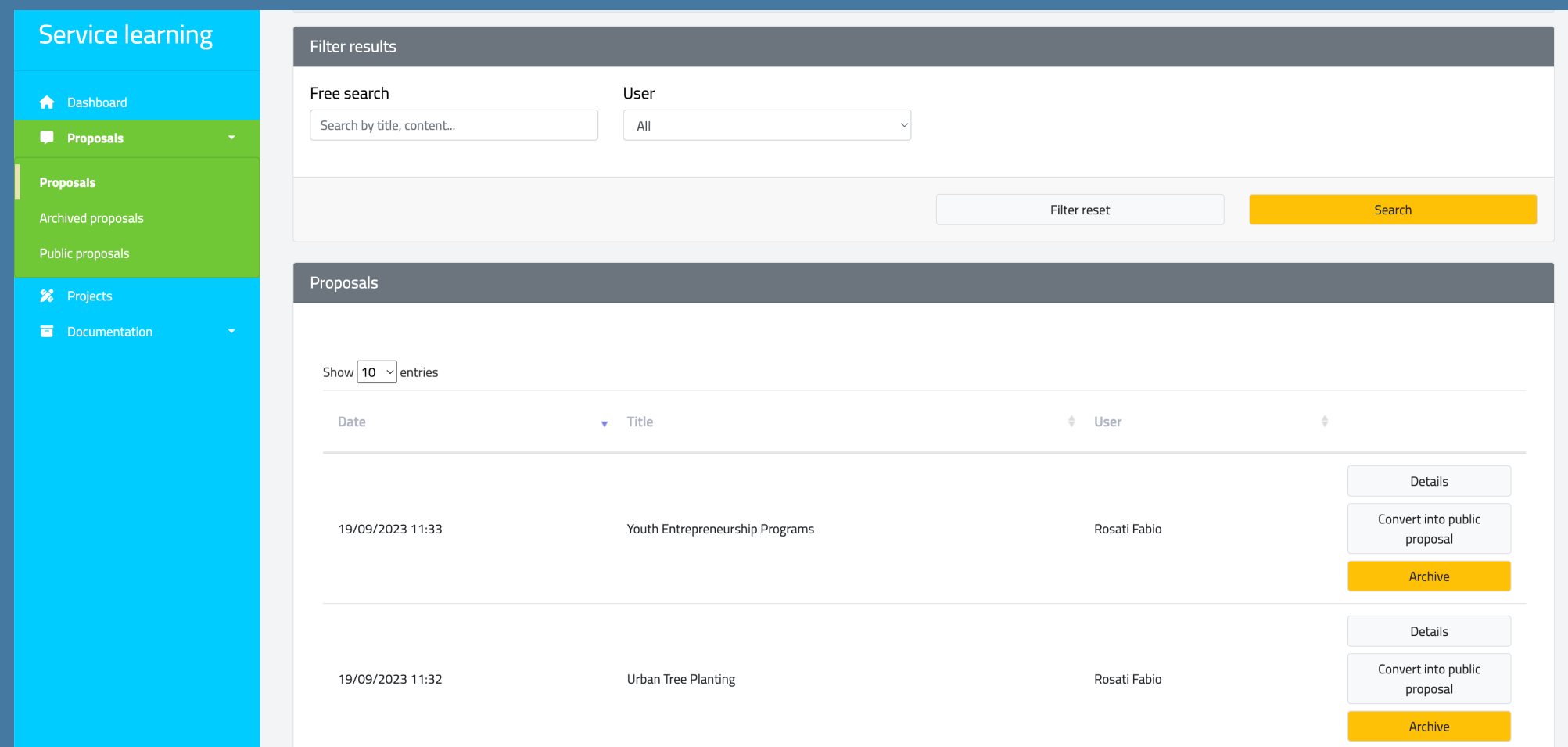
Suggesting a proposal is very easy: from the propository section just click the appropriate button and fill in the required data: title, description, social challenges, motivations, and possibly suggest a territorial organisation.

Once submitted, the proposal will be evaluated by the university.

5 - Publishing the proposal

From the platform backend, universities can view all proposals made by users.

From this panel the universities can view them, archive them if not interesting or convert them to a public proposal.



The screenshot displays the 'Service learning' backend interface. On the left is a navigation sidebar with options: Dashboard, Proposals (selected), Archived proposals, Public proposals, Projects, and Documentation. The main content area is titled 'Filter results' and includes a 'Free search' input field and a 'User' dropdown menu set to 'All'. Below the search filters are 'Filter reset' and 'Search' buttons. The 'Proposals' section shows a table with columns for Date, Title, and User. Two proposals are listed:

Date	Title	User	Actions
19/09/2023 11:33	Youth Entrepreneurship Programs	Rosati Fabio	Details, Convert into public proposal, Archive
19/09/2023 11:32	Urban Tree Planting	Rosati Fabio	Details, Convert into public proposal, Archive

Project created from the proposal 'Urban Tree Planting' ✕

Publication

Publication status * ▼

Description

English

Title *

Description *

Motivations *

Involved organizations *

Societal challenges * ✕

Available contents:
Here you can find available content types that can be made available for users. You can add content for every type by clicking it or you can drag them to sort.

Public attachments

- Documents 0 ▼
- Images 0 ▼
- Links 0 ▼
- Videos 0 ▼

5 - Publishing the proposal

Converting the proposal it will be requested to enter the organizations involved, and the university will be able to manage the status of the proposal: until the status is "published," the proposal will not be visible in the website.

The university can also upload multimedia content that will not be visible immediately in the proposal form but it will become visible if the proposal becomes a project.

Goals	
Comments goal	<input type="text" value="0"/>
Deadline for achievement of comments goal	<input type="text"/>
Likes goal	<input type="text" value="0"/>
Deadline for achievement of likes goal	<input type="text"/>
Follows goal	<input type="text" value="0"/>
Deadline for achievement of follows goal	<input type="text"/>

* Required fields to save the project as 'Ready to publish'

5 - Publishing the proposal

The university can also set targets for the interactions it expects and also relative deadlines.

Reaching the goals does not assume automatic publication but offers a way for the university to assess the possibility of publication.

6 - From proposal to project

How do you turn a successful proposal into a Service Learning project?

Clicking the button to convert the proposal the platform will ask for more information.

This includes an important field: the total hours of the project and that the users needs to attend.

Other optional information such as: ECTS that users would receive and any agreements visible only to the university.

Project ✕

Publication

Status * ✓ Proposal
Project
Project completed

Publication status *

ECTS

Estimated hours *

File	Title	Delete
Drag the attachment here to upload it (image or pdf)		

Agreements

Date and location

English

Calendar *

Project start date *

Project end date *

Registration end date *

Location *

Project area data

Teachers * Choose some teachers...

Contact * -

Study course Choose some course...

Skills expected at the end of the course and under assessment

Technical and disciplinary skills specific to the project

Required

Optional

Optional

Optional

Optional

Availability

Total slots * 0

* Required fields to save the project as 'Ready to publish'

Save

6 - From proposal to project

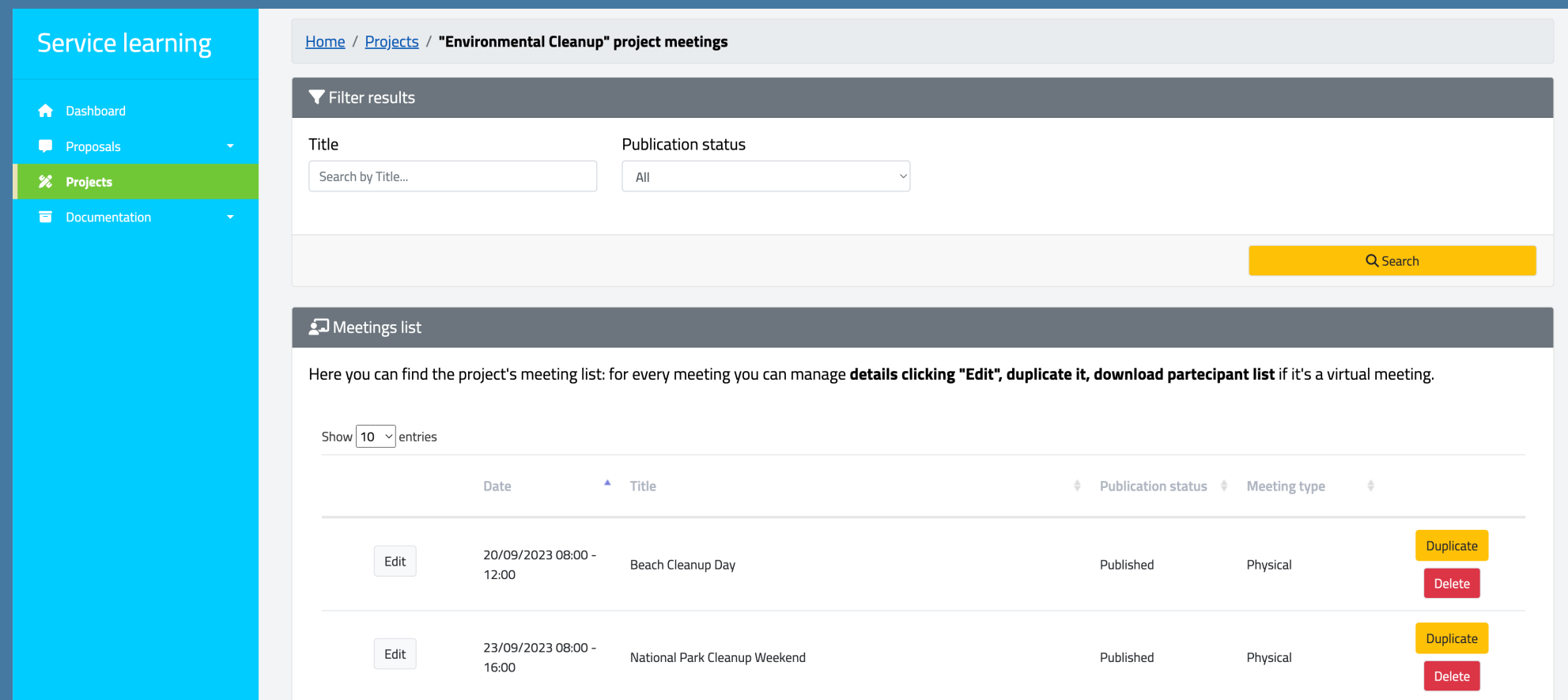
Other required and useful information for the users will be project dates, location, teachers, contacts, skills required at the end of the project, and available places.

6 - From proposal to project

Once the project is created, events and articles can be linked to it.

Events are essential for the execution of a project and the subsequent validation of the hours performed by users: it's not possible to start a project without at least uploading an event.

To do this, simply click "Manage Events" in the project row and add a new one.



The screenshot displays the 'Service learning' interface. On the left is a navigation menu with 'Dashboard', 'Proposals', 'Projects' (highlighted), and 'Documentation'. The main content area shows the breadcrumb 'Home / Projects / "Environmental Cleanup" project meetings'. Below this is a 'Filter results' section with a search box for 'Title' and a dropdown for 'Publication status' set to 'All'. A yellow 'Search' button is on the right. The 'Meetings list' section contains a descriptive text: 'Here you can find the project's meeting list: for every meeting you can manage details clicking "Edit", duplicate it, download participant list if it's a virtual meeting.' Below the text is a 'Show 10 entries' dropdown. The table below has columns for 'Date', 'Title', 'Publication status', and 'Meeting type'. Each row includes an 'Edit' button and a set of 'Duplicate' and 'Delete' buttons.

	Date	Title	Publication status	Meeting type	
Edit	20/09/2023 08:00 - 12:00	Beach Cleanup Day	Published	Physical	Duplicate Delete
Edit	23/09/2023 08:00 - 16:00	National Park Cleanup Weekend	Published	Physical	Duplicate Delete



6 - From proposal to project

In addition to basic information, specific data are requested based on the type of meeting you select:

- Physical: number of seats
- Virtual: number of virtual seats, link and platform type
- Blended: both

Meeting type

In this section you can manage Meeting type: **Blended, Virtual or Physical.**

Meeting type and start / end date

Start date time * End date time * Meeting type

Manage Virtual Meeting details:

Here you can choose your preferred platform for the virtual meeting, By choosing "Cisco Webex" you'll be able to choose a room for the meeting, by choosing "Other platforms" you can use a direct link for the meeting and a password to share with users. You can also choose if the meeting will be recorded.

Virtual slots *

Live

Embed link
You can also put a streaming link: when you do this users won't join the meeting on the chosen platform, but they'll see the meeting through third party sites (as YouTube). If you choose to use a live event virtual slots limit is not required.

Recorded
This check allows to show an alert that tells user that the meeting will be recorder

Choose an access type:

Manage Physical Meeting details:

Here you can choose how much slot would be available.

Physical slots *

6 - From proposal to project

In the same way you can access the project's articles: it is in fact possible to create a "blog" for each project to keep users updated regarding the activities.

By clicking on "manage articles" the university will be asked for: title, text and multimedia content.

[Home](#) / [Projects](#) / "Environmental Cleanup" project articles

▼ Filter results

Title Publication status

Articles list

Here you can find the project's article list: for every article you can manage details clicking 'Edit'.

Show entries

	Date	Title	Publication status	
<input type="button" value="Edit"/>	19/09/2023 10:51	Getting Involved: How to Participate in Environmental Cleanup Projects	Published	<input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

Previous Next

Home / Projects / "Environmental Cleanup" project articles

Filter results

Title: Search by Title... Publication status: All

Search

Articles list

Here you can find the project's article list: for every ar

Show 10 entries

Date
19/09/2023 10:51

Edit

Showing 1 to 1 of 1 entries

Article sheet

Publication status

Publication status * Published

Article content

English

In this section you can manage **contents** for every language and attachments. You can change language by clicking on the language name on top right.

Title (English) * Getting Involved: How to Participate in Environmental Cleanup Projects

Description (English) *

So, you're inspired by the idea of environmental cleanup and want to roll up your sleeves to make a positive impact on your community and the planet? That's fantastic! Participating in environmental cleanup projects is a rewarding and effective way to contribute to a cleaner, greener world. Here are some steps to get started:

1. Research Local Opportunities: Start by researching environmental cleanup initiatives in your area. These could include

Available contents:

Here you can find available content types that can be made available for users. You can add content for every type by clicking it or you can drag them to sort.

Images 1

Save

6 - From proposal to project

In the same way you can access the project's articles: it is in fact possible to create a "blog" for each project to keep users updated regarding the activities.

By clicking on "manage articles" the university will be asked for: title, text and multimedia content.

Projects

Environmental Cleanup

Open on 18/09/2023 and close on 31/10/2023



Description: Organize a community cleanup event to remove litter and improve the environment. Students can learn about environmental issues and the importance of conservation.

Motivations: Environment

Territorial organisations to engage: Clean srl

Registration: [Attend the project](#)

See all attachments

Browse images and videos:



Like 1


Unfollow 1

7 - Project

Once published, the project will be visible to users who will be able to view the details, register and interact with the comments.

Events News Opinions

National Park Cleanup Weekend




Description: Collaborate with national parks or protected areas to host a weekend of cleanup and maintenanc...

When: From 23/09/20...

Type: Physical

Physical seats: 20


Beach Cleanup Day



Description: A day where volunteers gather at a local beach to remove trash, plastics, and debris from the ...

Events News Opinions

Getting Involved: How to Participate in Environmental Cleanup Projects
19/09/2023 10:51



So, you're inspired by the idea of environmental cleanup and want to roll up your sleeves to make...

[→ Read more](#)

7 - Project

Below the project there is a menu that allows users to view the events and related news which are therefore easily accessible from the project.

By clicking on "Read more" you can see the detail of the event/article and share it.




Description:	Organize a community cleanup event to remove litter and improve the environment. Students can learn about environmental issues and the importance of conservation.
Motivations:	Environment
Territorial organisations to engage:	Clean srl
Registration:	+ Attend the project

8 - Attend the project

In order to attend a users you must register within the deadline and once the university has started the project it will no longer be possible to attend.

Registration is the requirement to be able to participate in events and upload the final documents to be evaluated and certified.

After clicking the button, the university must still approve individual users.




Rosati Fabio 

[My proposals](#)
[My interactions](#)
[My events](#)

Title Societal challenges

[Search](#)


Show entries

Date	Title	Description	Societal challenges	
19/09/2023 11:33	Youth Entrepreneurship Programs	Organizing programs to teach young people entrepreneurial skills, including business planning, marketing, and financial management, to encourage entrepreneurship in the community.		Details
19/09/2023 11:32	Urban Tree Planting	Organizing tree-planting events in urban areas can help combat air pollution, provide shade, and improve overall urban greenery.		Details
18/09/2023 17:46	Inclusion	I would like to meet people and talk about problems of inclusion in our town: it could be interesting involve some schools, activities, shops.		Details

9 - Personal area

Users have a reserved area available where they can view:




- The proposals made
- All the interactions made with the projects and proposals
- All the events they are participating in

Rosati Fabio 

My proposals | **My interactions** | My events

Title: Status: Societal challenges: Interaction:


Show entries

Title	Status	Societal challenges	Interaction
Youth Entrepreneurship Programs	Proposal		❤️ Not liked yet 👤 Not registered yet 🔔 Followed 💬 Not commented yet <input type="button" value="View proposal"/>
test	Project		📢 Not pushed yet 🔔 Not followed yet 💬 Not commented yet <input type="button" value="View project"/>
Environmental Cleanup	Project		📢 Not pushed yet 🔔 Followed 💬 Not commented yet <input type="button" value="View project"/>

9 - Personal area

Users have a reserved area available where they can view:

- The proposals made
- All the interactions made with the projects and proposals
- All the events they are participating in

Rosati Fabio 

[My proposals](#) [My interactions](#) [My events](#)

Title

[Search](#)

Show entries

Title	Project	Meeting type	
Beach Cleanup Day 20/09/2023 08:00 - 12:00	Environmental Cleanup	Physical	Details

9 - Personal area

Users have a reserved area available where they can view:

- The proposals made
- All the interactions made with the projects and proposals
- All the events they are participating in

10 - Project registration confirmation

In the project management backend panel the university has 4 panels available:

1. Manage user registration
2. Manage participations to meetings
3. Manage project participations and hours
4. Manage grades and generate certificates

The first panel is the most important as it allows universities to accept student applications and to officially start the project by blocking registrations.

Project data summary View sheet

Title: Environmental Cleanup Registration end date: --- Project start date: 18/09/2023 Project end date: 31/10/2023

1. Manage user registration Allocated slots: 0 / 2000

Show 10 entries

Surname and name	ID code	E-mail	Accepted registration
Rosati Fabio	null	fabio.rosati@citynetgroup.com	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous **1** Next

[Start project](#)

By clicking the button **Start project** it won't be able to register new users.
Partecipations can be managed on the following section 2. Manage partecipations to meetings.
To start the project you must insert at least one event.



11 - Management of attendance and hours

In panels 2 and 3 the university can record attendance at events and the project.

Once set, the university will also have to definitively confirm them to proceed with the evaluation.

From panel 2 it is possible to declare the project completed, closing the upload panel of the users' final documents.

Meeting "Gender Equality Workshop" Managed participations: 1 / 1

This workshop provide education and training on gender issues, including topics like unconscious bias, privilege, and inclusive language.

Show 10 entries

<input type="checkbox"/>	Surname and name	ID code	E-mail	Attended	Hours	Confirmed data	Last edit
<input type="checkbox"/>	Rosati Fabio	null	fabio.rosati@citynetgroup.com	<input checked="" type="checkbox"/>	80 out of 80	Data confirmed by EDUSTAR Amministratore in date 21/09/2023 10:31	Data edited by EDUSTAR Amministratore in date 21/09/2023 10:31

Showing 1 to 1 of 1 entries

Previous **1** Next

Manage selected participations (0) Confirm selected participations (0)

Declare project as concluded The button **Declare project as concluded** shall be clicked only when the project is fully completed (any final papers have been delivered, any presentations or tests have been carried out). Inserted data may be confirmed or edited on the following section 3. Manage project participations and hours.

3. Manage project participations and hours Confirmed users: 1 / 1

Show 10 entries

<input checked="" type="checkbox"/>	Surname and name	ID code	E-mail	Attended	Hours	Confirmed data	Last edit
<input checked="" type="checkbox"/>	Rosati Fabio	null	fabio.rosati@citynetgroup.com	<input checked="" type="checkbox"/>	80 su 120	Data confirmed by EDUSTAR Amministratore in date 21/09/2023 10:32	Data edited by EDUSTAR Amministratore in date 21/09/2023 10:32

Showing 1 to 1 of 1 entries

Previous **1** Next

Manage selected participations (1) Confirm selected participations (1)

Confirmed grades	Certificate generation
Grade confirmed by EDUSTAR Amministratore in date 21/09/2023 09:33	Certificate generated by EDUSTAR Amministratore in date 21/09/2023 10:33 Show
	Previous 1 Next
<input type="button" value="Confirm selected grades (0)"/>	<input type="button" value="Generate selected certificates (0)"/>

12 - Evaluation and generation of the certificates

The last step is user evaluation. it is possible to evaluate each user for each of the skills that were requested in the project.

Once the grades have been assigned, it's possible to generate the certificate of participation.

12 - Evaluation and generation of the certificates

The last step is user evaluation. it is possible to evaluate each user for each of the skills that were requested in the project.

Once the grades have been assigned, it's possible to generate the certificate of participation.

Manage participation of Rosati Fabio
✕

		4 (A) Advanced	3 (B) Adequate	2 (C) Base	1 (D) Inadequate
Confirmed	Technical and discipline-specific skills for the project				
Grade confirm	Self Awareness	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Critical Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Creative Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Confirm

If minimum hours has not been reached or there were other conditions that are not met it possible to flag the next checkbox to confirm that the user(s) won't be graduated.

Save



Partecipation certificate

It is certified that

FABIO ROSATI

has participated to project

"Inclusion"

I would like to meet people and talk about problems of inclusion in our town: it could be interesting involve some schools, activities, shops.

Project duration: 80 hours

Involved organizations: New Family Association

12 - Evaluation and generation of the certificates

The last step is user evaluation. it is possible to evaluate each user for each of the skills that were requested in the project.

Once the grades have been assigned, it's possible to generate the certificate of participation.

13 - Project conclusion

After certifying the users, the university can set the project as completed: a space will be displayed in which to enter any final considerations.

Project ✕

Publication

Status *
Proposal
✓ Project
Project completed

Publication status *
Published

Final report

English

Final report *
Ex. Introduction, Objectives, Contents, Results, Conclusions



14 - Conclusion



Funded by
the European Union

Thank you for your attention!

ENHANCE - Training for CSL TUTORS

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