

eDea

Ψηφιακές υπηρεσίες για ιδεασμό, συνεργασία
& σύνθεση στη σχεδιαστική σκέψη

Παραδοτέο 4: Εγχειρίδιο χρήσης ψηφιακής πλατφόρμας

ΓΓΕΚ
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ΕΡΕΥΝΑΣ ΚΑΙ ΚΑΙΝΟΤΟΜΙΑΣ

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Introduction

eDea aims at fostering innovation and performance in the sector of collaborative work, project creation and management by using the industry standard methodology of Design Thinking. The project targets two distinct populations: professionals and the educational world.

The eDea platform is designed to reproduce as faithfully as possible the Design Thinking process and methods and help the users to interact and exchange ideas either under a supervisor that will guide them or as peers.

eDea aims at reducing the significant overhead costs that come with preparing and using a Design Thinking methodology by putting as much as possible of the process online and offering a place to easily exchange and communicate in real time or asynchronously about the problem at hand, with no fear of anything ever being lost.

In Design Thinking, and hence in eDea, students are organized in teams and the teacher plays the role of a facilitator/enabler in the process. From now on, teachers might be referred to as both teachers and content creators and students as students or team members. Professionals using the platform will be also working in groups, in which they will all be peers and have equal rights. The term users will from now on refer to professionals, students or teachers, according to the context.

One of the aims of eDea is to give as much freedom as possible to the user and hence can be accessed by any web-browser (even though for compatibility reasons Google Chrome or any other browser based on it are recommended) on desktop or laptop computer but also on mobile devices.

The eDea platform can be found at this URL: <https://edeas.e-ce.uth.gr/>

Word of caution

The eDea platform is a work in constant progress. This means that the online version of the tool is updated frequently in order to add new features and correct bugs, up to several times a day. So, until the software reaches its very final version, this manual is also a work in progress.

You might find for example that there are some discrepancies between some screenshots and the actual images included in the manual, or maybe some features in the software are not detailed in the manual. Don't worry, it just means that a new version of the manual is about to be published.

If you have any questions, please feel free to send an email to the lead developer at this email address, he will answer you promptly: olivier.heidmann@gmail.com.

1. Architecture of του έργου eDea

The architecture of eDea is twofold, with one part being specifically destined to be used by professionals and the other by teachers and students. When a user is creating an account, they will be prompted if they want to create either a professional, a teacher or a student account.

In conformity with the GDPR directives from the EU, the eDea platform aims at harvesting no personal data whatsoever about its users. Email addresses will never be asked for, and although the users will be prompted for a name, surname and platform nickname at account creation, none of this information needs to reflect the real identity of the user. In other terms, using pseudonyms is a perfectly acceptable way of managing the eDea platform.

The design thinking process

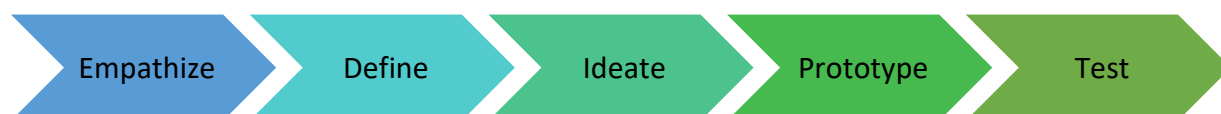
The most common way to describe the Design Thinking process is to divide into the five following steps:

- Empathize, where the team working on the problem tries to find as much as possible about the issue at hand from the people who encounter it.
- Define, where an actual definition of the problem at hand is elaborated. The Define phase might give very varying results for the same issue tackled by different teams.
- Ideate, where the team begins to come up with ideas for solving the issue. The ideas are extensively discussed and refined.
- Prototype, where the team comes up with a prototype of the solution. It can be a real-life prototype or a paper one.
- Test, where the team tests the prototype in the problematic environment and monitors its results.

At any step of the process, it is always possible and sometimes even recommended to move back one step if the current results are not satisfactory or lead to a dead end. If one has issues with defining exactly the issue, maybe the Empathize phase was lacking.

Please note that different versions of the Design Thinking process do coexist, and the five steps indicated above are only here as a global recommendation. Users might prefer to break up the Empathize phase in two distinct steps or maybe won't be able to proceed with extensive testing. The eDea platform considers those realities and

allows the users to use as many or as few steps as they need for their own implementation of the Design Thinking process.



Common features

To share knowledge and collaborate better, the eDea platform offers its users the opportunity to publish their best work and make it available for all their peers. For example, a teacher having created some certain course material will be able to share it with all the other teachers for them to use in their own courses. Those shared materials will now be called templates in the framework of this manual.

When professionals, teachers or students are logging in the platform, they are always greeted by a landing page, on which they will find the most common templates available for their work (not valid for students as they are not authoring anything on the platform) and their already existing body of work.

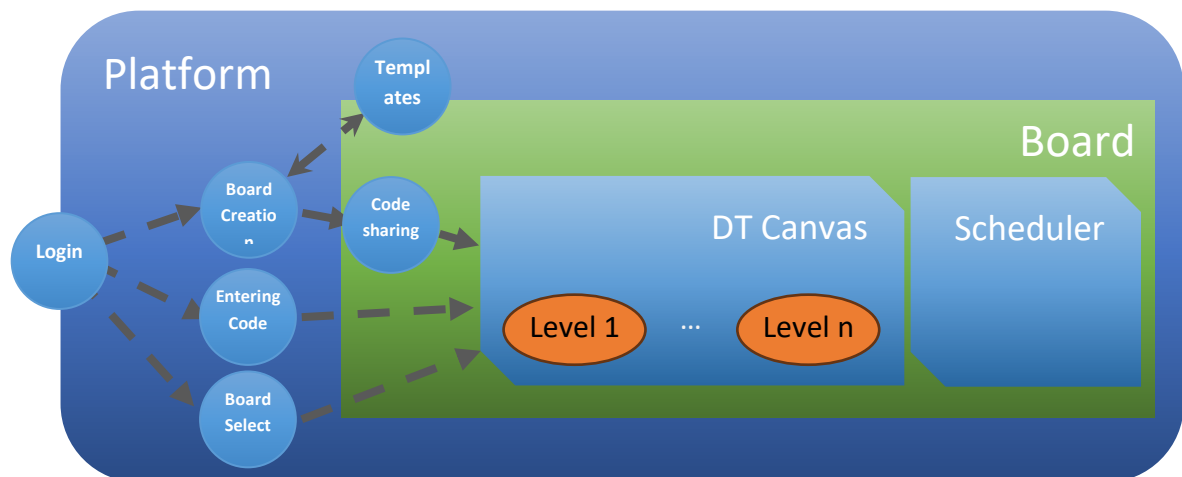
From now on, all terms related to the platform taxonomy will be written in bold the first time they are introduced.

The professional architecture

Professionals can collaborate with each other through entities called **Boards**. Those boards are linked to a specific project they are working on and contain a **scheduler** (to help them coordinate with their peer on the project about tasks and their assignation) and a Design Thinking **canvas**, containing all the Design Thinking **levels**, each of them featuring multimedia notes that can be logically linked through arrows.

When a professional logs into their account and enter the platform, they can do 3 things:

1. Start working on the creation of a new board. They can browse through the relevant existing templates (the platform hosts templates for Design Thinking levels) to help them in that task. Once the board is created, they can share it with their colleagues by distributing the code that has been given to them by the platform.
2. After receiving a code from a colleague, they can subscribe to a board by giving to the platform this very code. They can then start working on the canvas and scheduler.
3. Select a board they have already been working on and start working.



The educational architecture

Teachers can create **Activities** that they can then share with their students by creating a **Room** and filling it with an activity. Students will be working in teams, either defined by the teacher or by themselves and can only belong to one team at a time. Teachers will be able to monitor the work of all the teams. Rooms are created by only one teacher but can then be shared with another teacher.

Activities can be seen as pipelines containing 4 different sort of **stages**:

1. A video with a name and description
2. A document with a name and description, such as a PowerPoint presentation or a PDF file.
3. A canvas containing Design Thinking levels.
4. A multiple-choice quiz to test the knowledge of their students.

In the eDea platform, both stages and activities can be shared as templates, and as we saw in the section above, Design Thinking levels can also be shared.

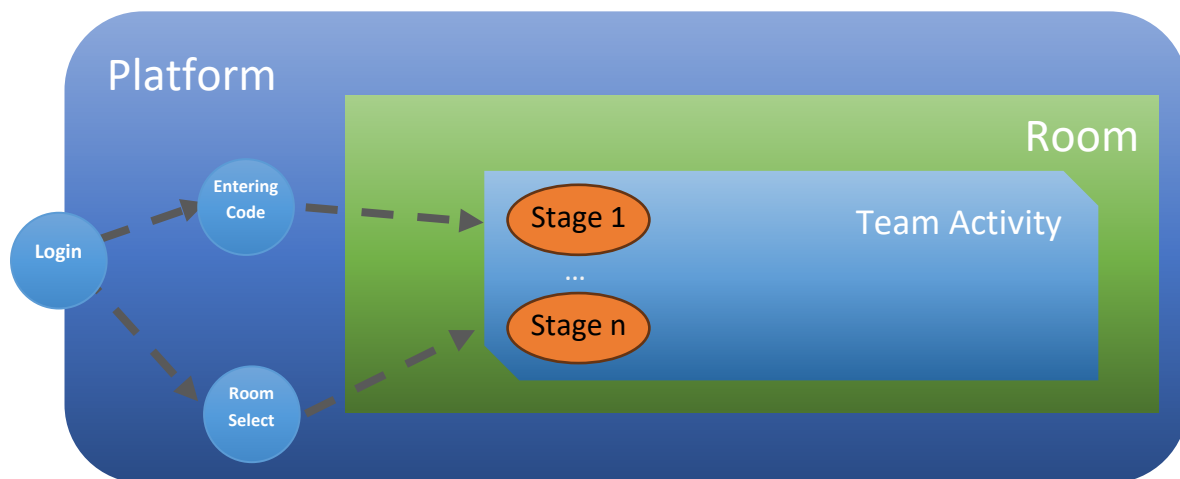
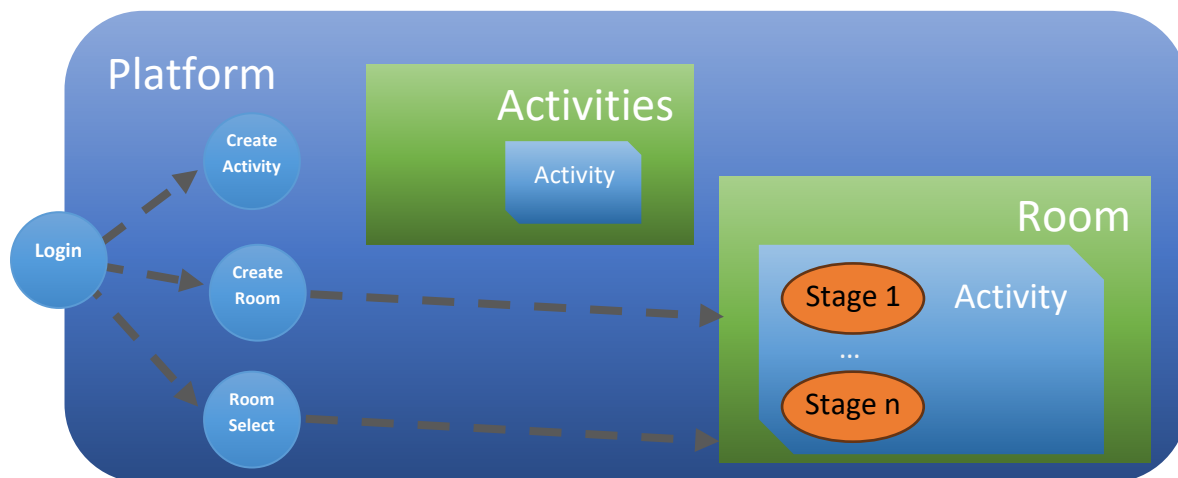
Consequently, there are in total 3 different entities that can be shared with all users in the eDea platform: Design Thinking levels, activities, stages.

When a teacher logs into their account and enter the platform, they can do 3 things:

1. Start working on the creation of a new activity. They can browse through the relevant existing templates of activities and once inside an activity they can also use the templates of individual stages to fill the activity.
2. Start working on the creation of a room. Each room can only host one activity, picked from the private activity of the creating teacher or from the list of publicly available activities. Once it is created, they can share it with their students by distributing the code that has been given to them by the platform.
3. Monitor the activity of an ongoing room.

When a student logs into their account and enter the platform, they can do 2 things:

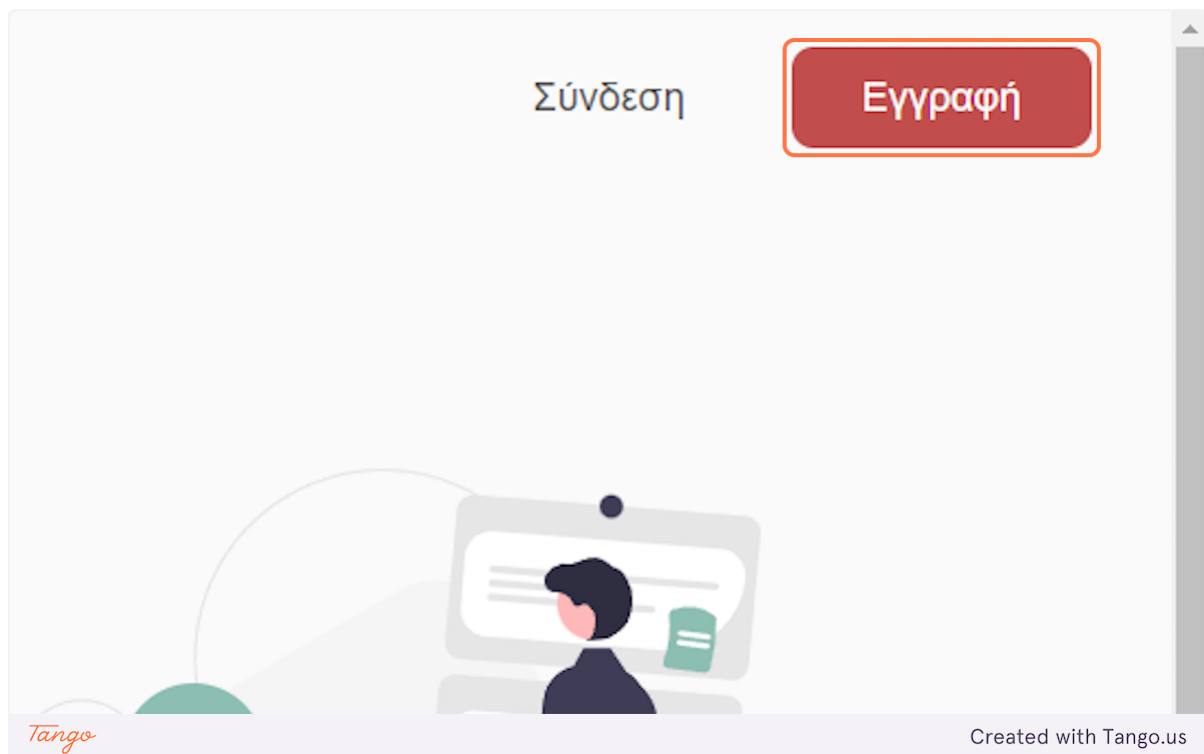
1. After receiving a code from a teacher, they can subscribe to a room by giving to the platform this very code. They can then start selecting a team or creating one.
2. Select a room they have already been working on, pick their own team and start working.



2. Step by Step guides for the eDea platform

All users: Creating an account and account operations.

1. Click on Εγγραφή.



2. If you are a teacher, check the teacher.

ΡΟΛΟΣ:

ητής	<input type="checkbox"/>
σκαλος	<input checked="" type="checkbox"/>
ιγγελματίας	<input type="checkbox"/>

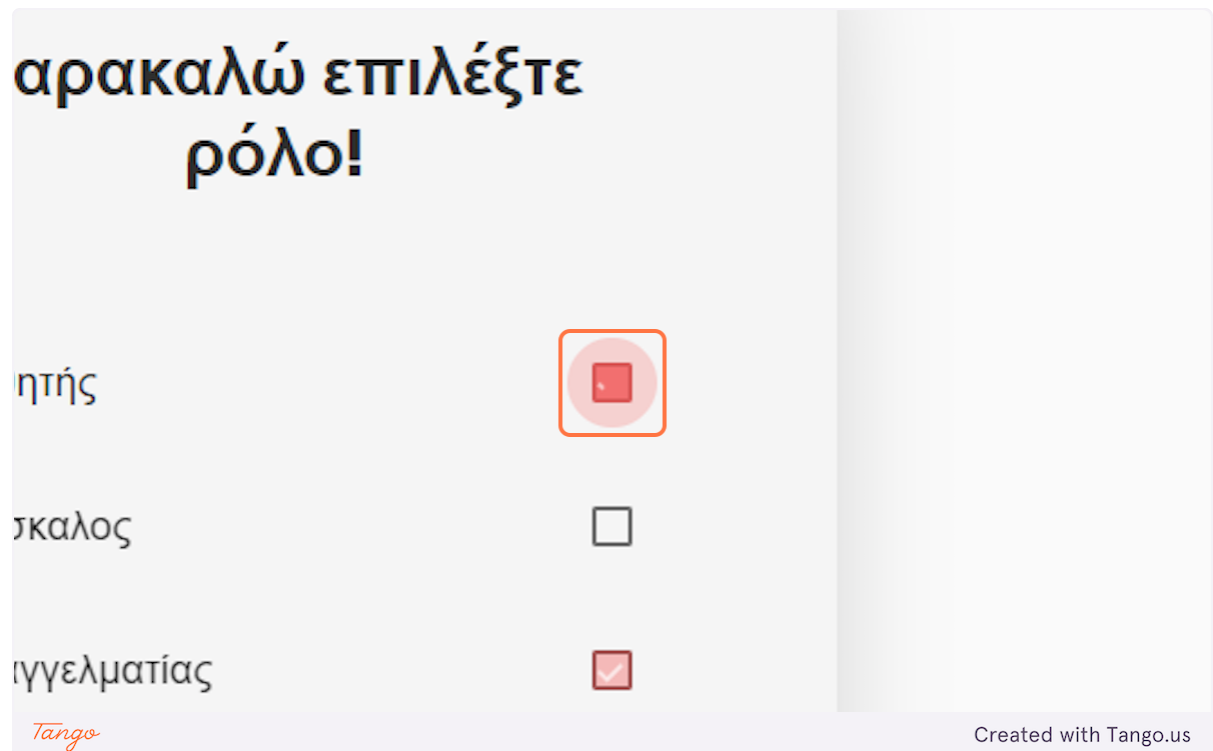
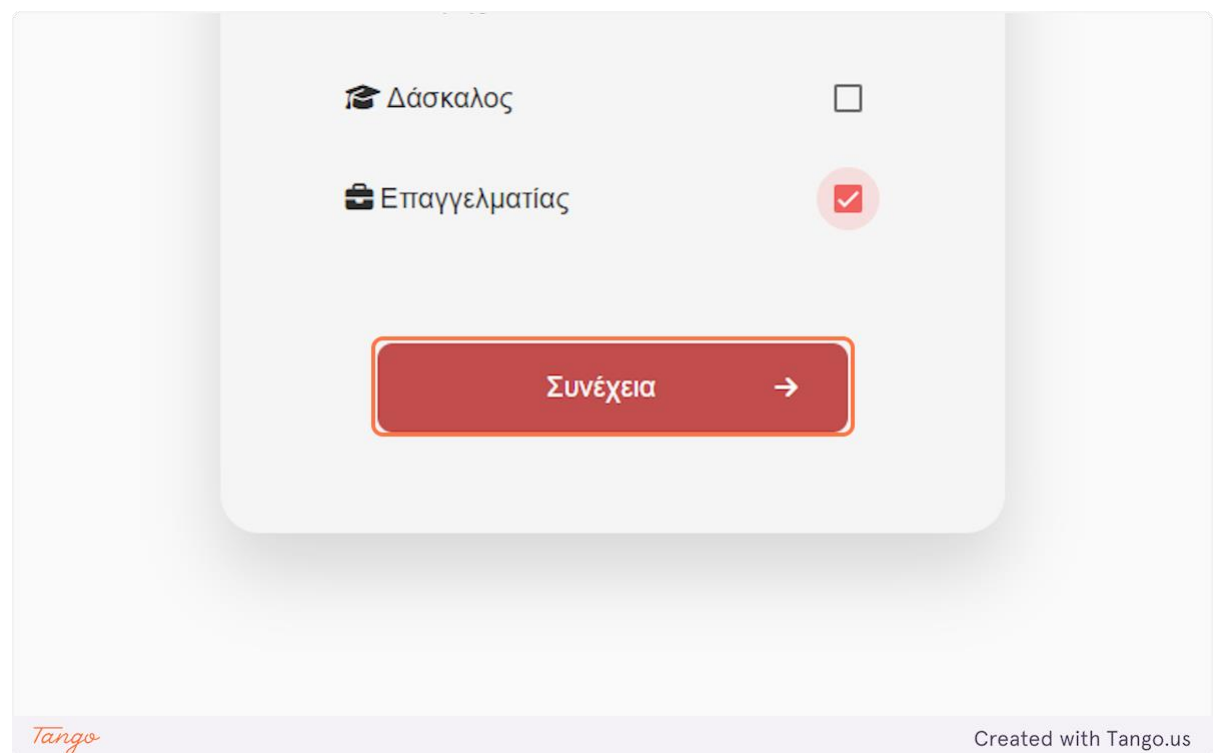
Tango Created with Tango.us

3. If you are a professional, check professional.

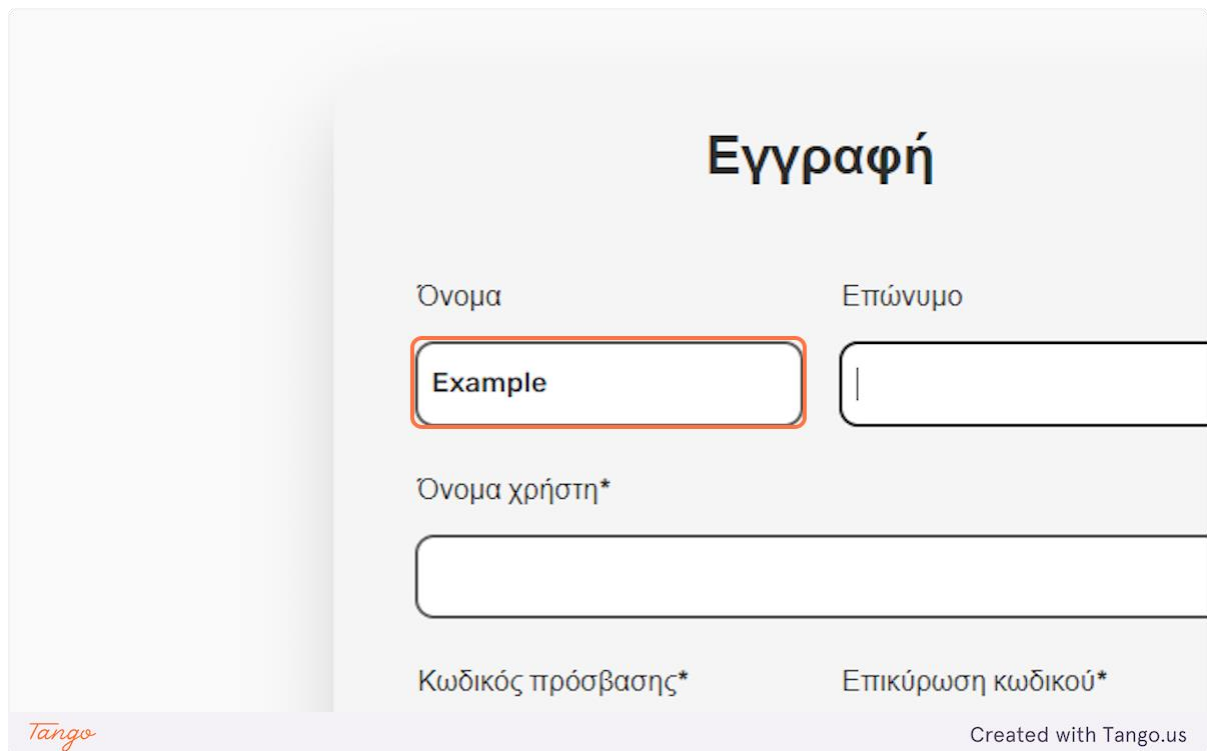
ητής	<input type="checkbox"/>
σκαλος	<input type="checkbox"/>
ιγγελματίας	<input checked="" type="checkbox"/>

Συνέχεια →

Tango Created with Tango.us

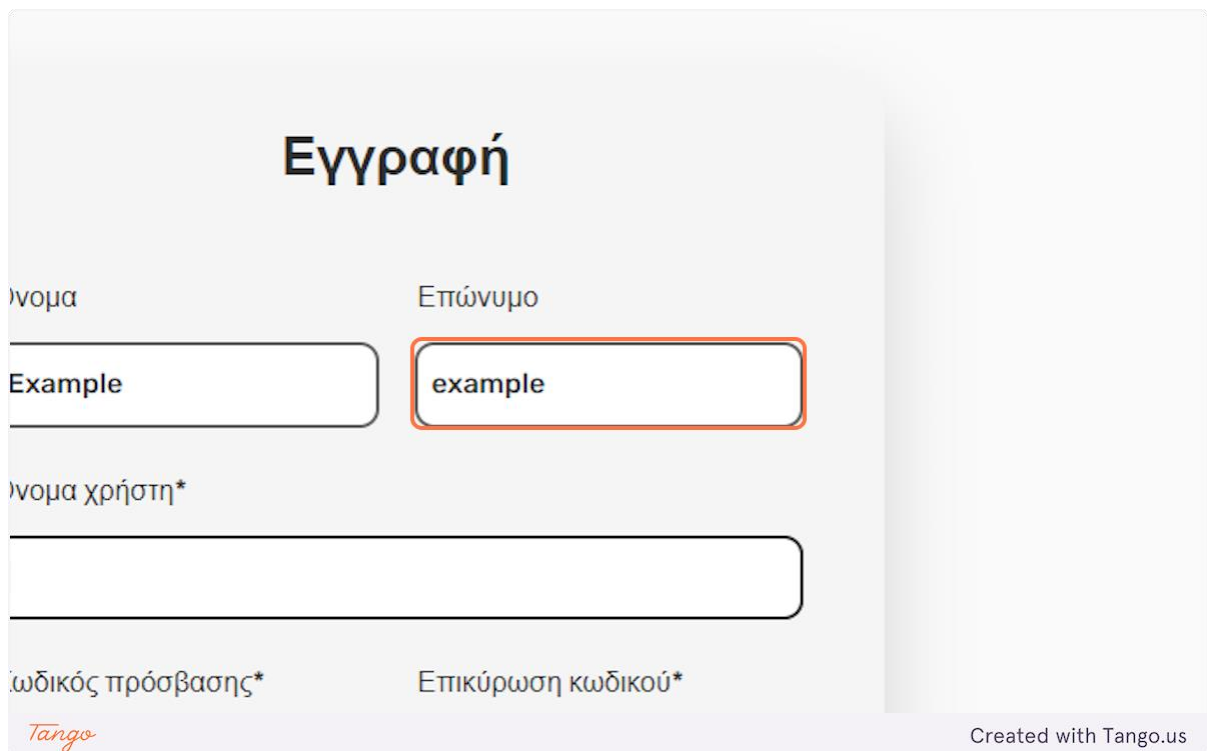
4. If you are a student, check student.**5. Click on Συνέχεια... The platform would ask you for a code if you selected a professional or teacher.**

6. Enter your name.



The screenshot shows a registration form titled "Εγγραφή". It has four input fields: "Όνομα" (Name) with the value "Example", "Επώνυμο" (Surname) which is empty, "Όνομα χρήστη*" (Username*) which is empty, and "Κωδικός πρόσβασης*" (Access code*) which is empty. The "Όνομα" field is highlighted with a red border. At the bottom left is the "Tango" logo and at the bottom right is the text "Created with Tango.us".

7. Enter your surname.



The screenshot shows the same registration form titled "Εγγραφή". In this view, the "Επώνυμο" (Surname) field, which contains the value "example", is highlighted with a red border. The other fields remain the same as in the previous screenshot. At the bottom left is the "Tango" logo and at the bottom right is the text "Created with Tango.us".

8. Enter the nickname you want to use on the platform.

The screenshot shows a registration form titled "Εγγραφή". It contains several input fields: "Όνομα" (Name) with "Example", "Επώνυμο" (Surname) with "example", "Όνομα χρήστη*" (Username*) with "Example User", "Κωδικός πρόσβασης*" (Password*) which is empty, and "Επικύρωση κωδικού*" (Confirm password*) which is empty. Below the fields is a checkbox for "Αποδέχομαι την Πολιτική Απορρήτου" (I accept the Privacy Policy). The "Όνομα χρήστη*" field is highlighted with a red border. The footer includes the "Tango" logo and "Created with Tango.us".

9. Type the password you want to use.

This screenshot shows the same registration form as above, but with the "Κωδικός πρόσβασης*" (Password*) field highlighted with a red border. The password field contains six dots. Below the password field, the text "Οι κωδικοί δεν ταιριάζουν" (Passwords do not match) is displayed. The "Επικύρωση κωδικού*" (Confirm password*) field remains empty. At the bottom, there are two buttons: a dark grey "Πίσω" (Back) button with a left arrow and a red "Εγγραφή" (Register) button. The footer includes the "Tango" logo and "Created with Tango.us".

10. Confirm the password.

Όνομα χρήστη*

Example User

Κωδικός πρόσβασης*

Επικύρωση κωδικού*

.....

.....

Οι κωδικοί δεν ταιριάζουν

Αποδέχομαι την [Πολιτική Απορρήτου](#)

← Πίσω

Εγγραφή

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11. Check our privacy policy, you can read it by clicking on the link.

Κωδικός πρόσβασης*

Επικύρωση κωδικού*

....

.....

Οι κωδικοί δεν ταιριάζουν

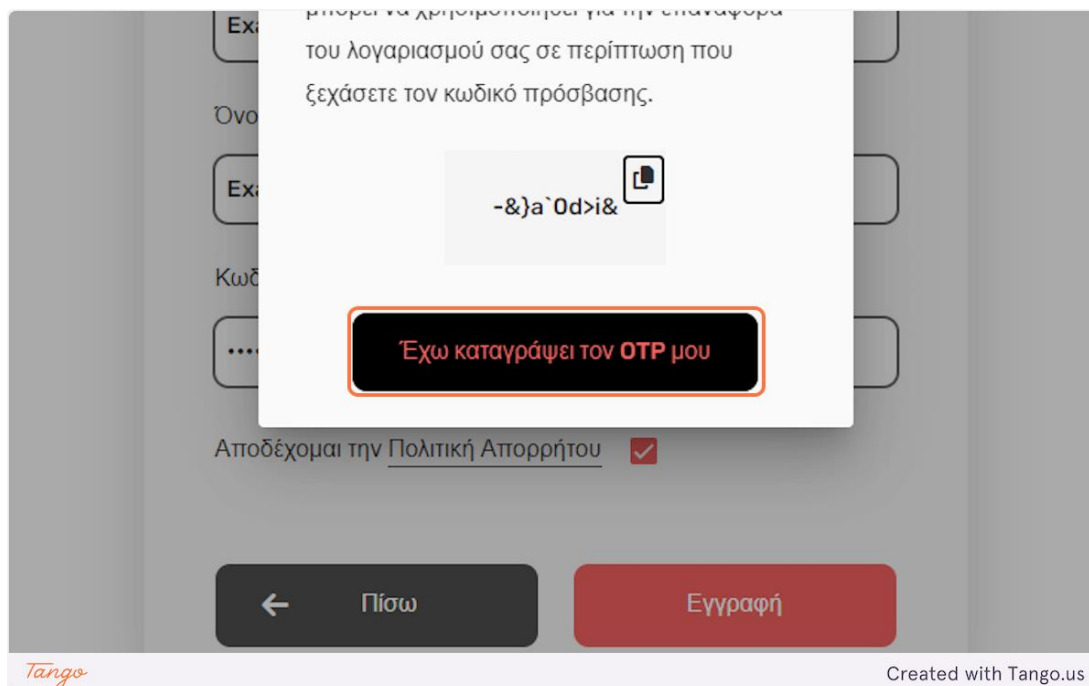
Αποδέχομαι την [Πολιτική Απορρήτου](#)

← Πίσω

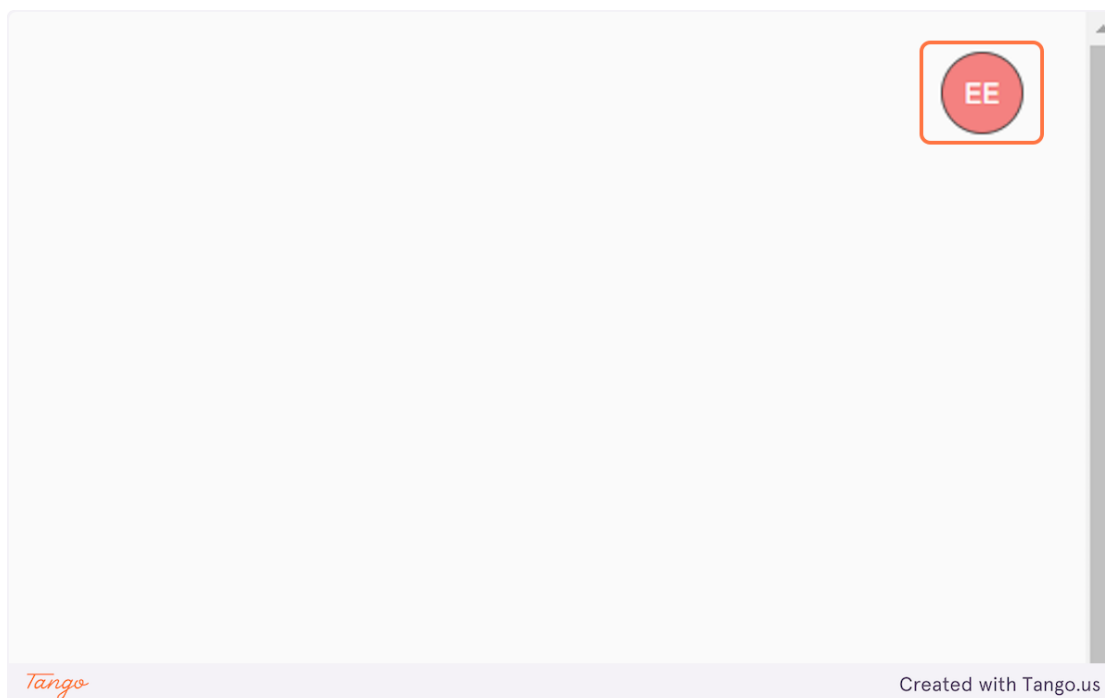
Εγγραφή

Tango Created with Tango.us

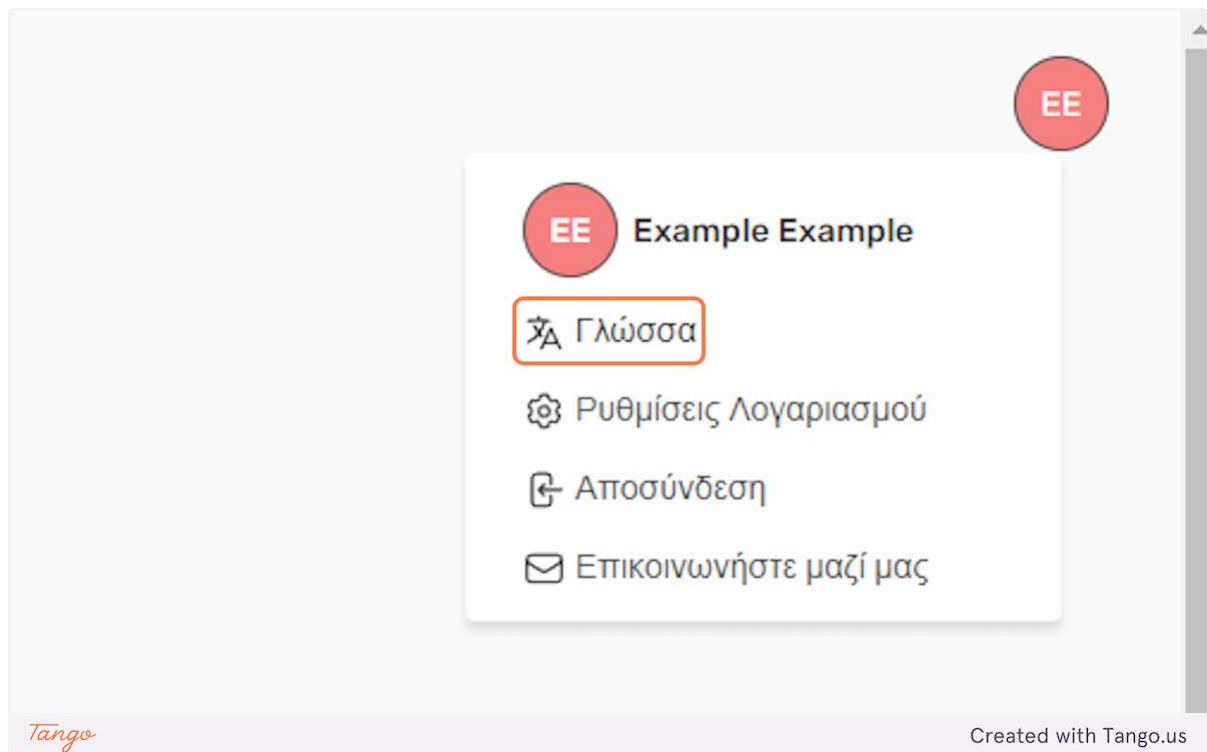
14. That's why you should write down this OTP somewhere as you will be asked for it in case of password change. Click on the icon above to copy the OTP to your system's clipboard and then on the black button below.



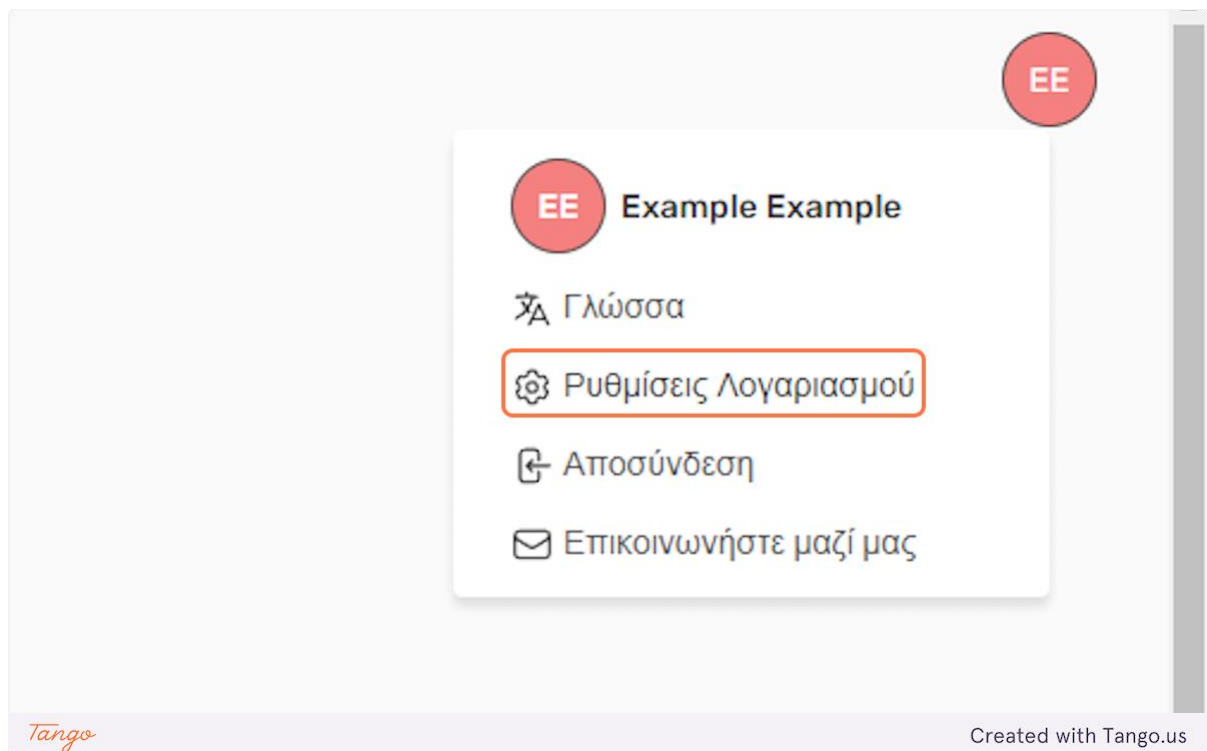
15. Click on your avatar to access the account options. Please note that the account avatar, created automatically, is made by concatenating the first letter of your first name and the first letter of your last name.

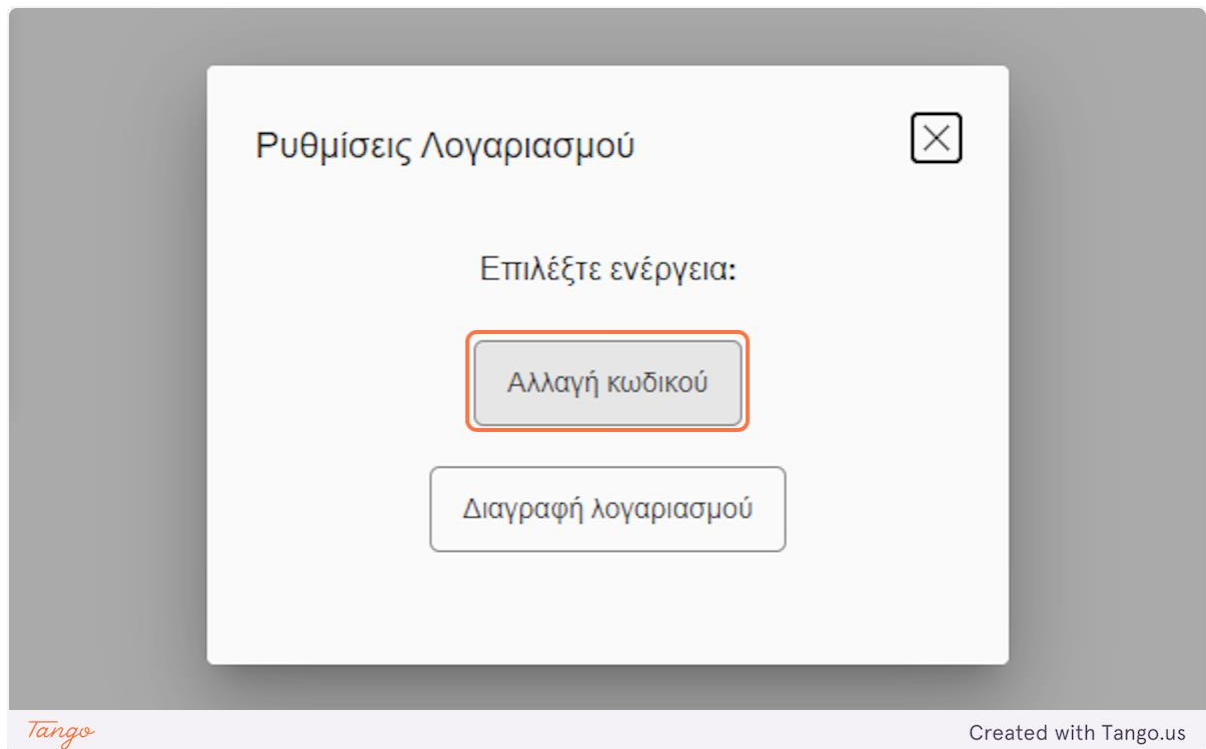
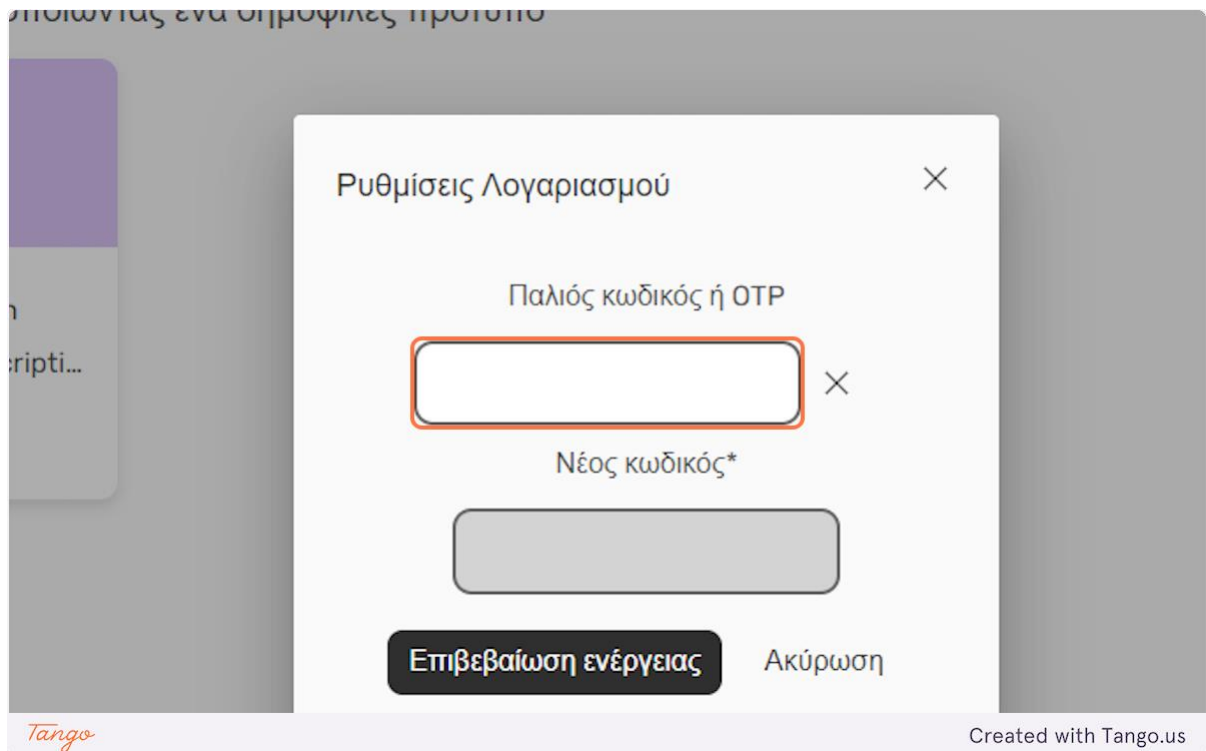


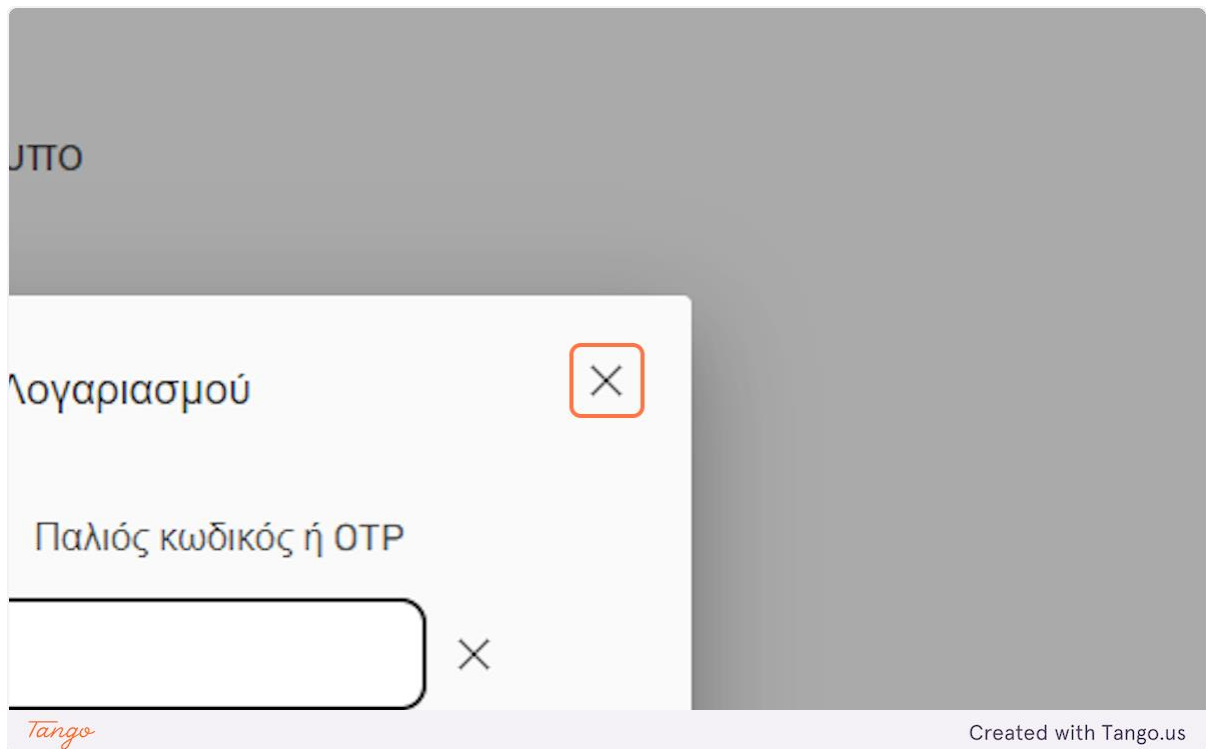
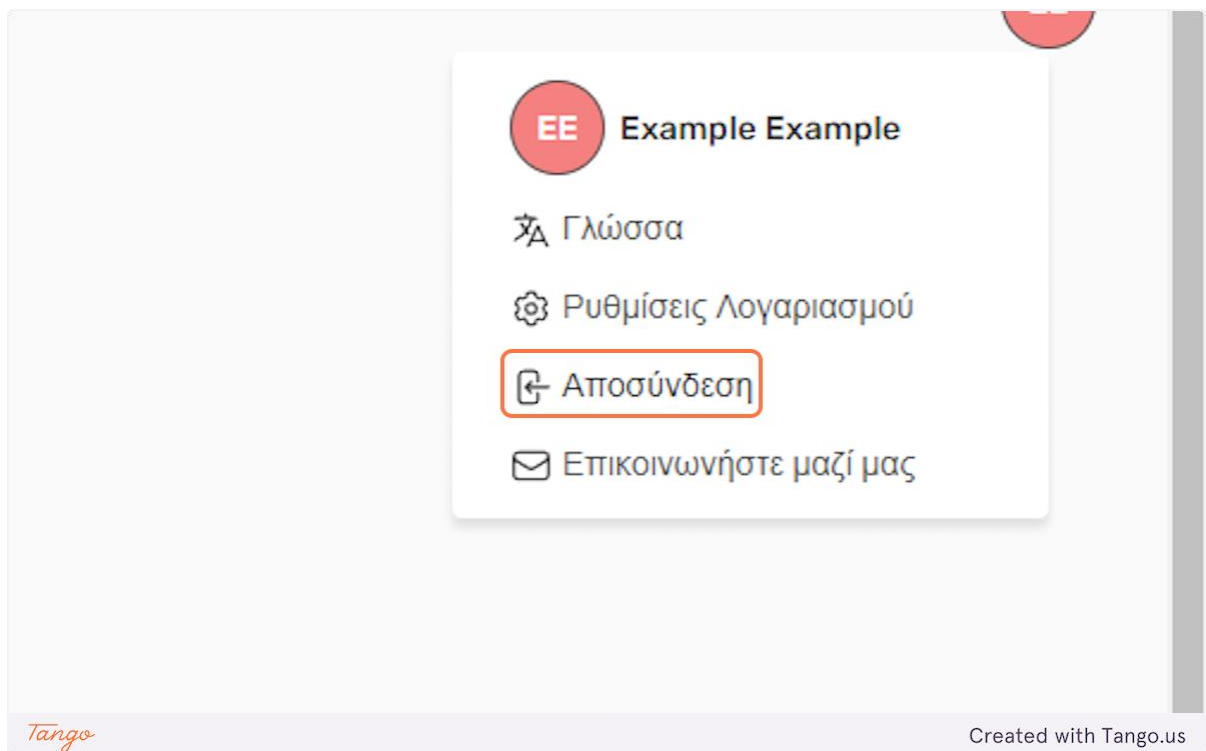
16. Click "Language" if you want to change the language displayed by the platform. Two options exist, Greek or English.



17. Click "Account settings" to modify your password or delete your account.

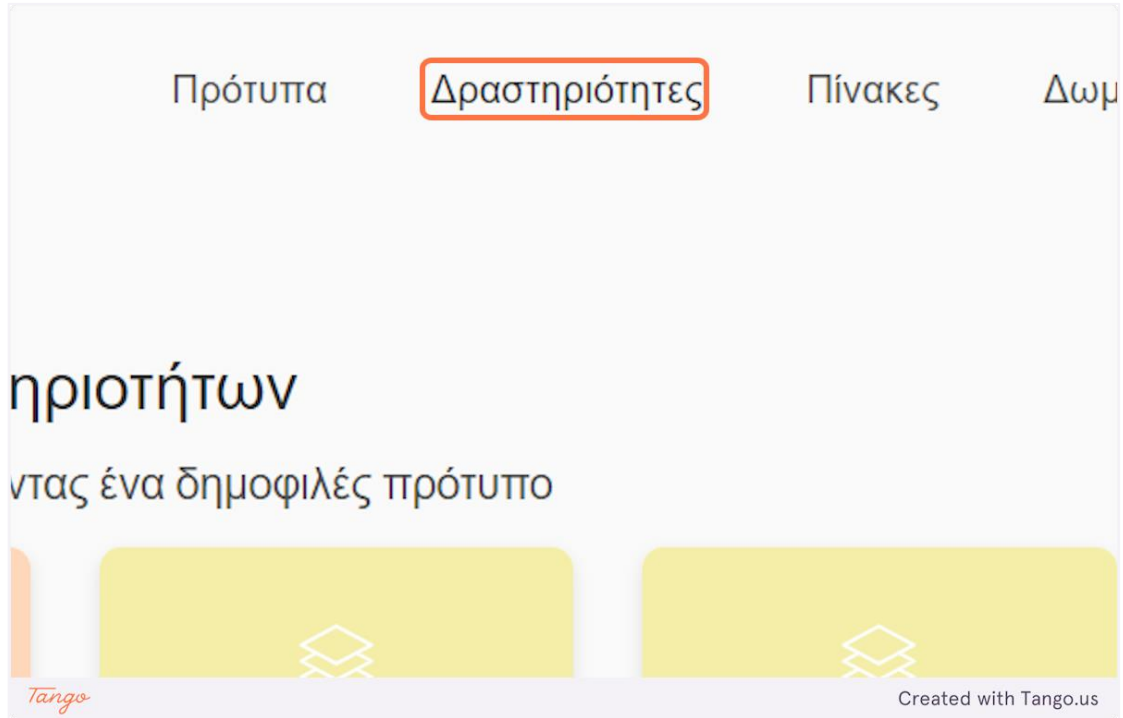


18. Click "Change password" to modify it.**19. Enter your OTP if you want to modify your password. The "New Password*" field is not going to be accessible until your OTP is correctly entered.**

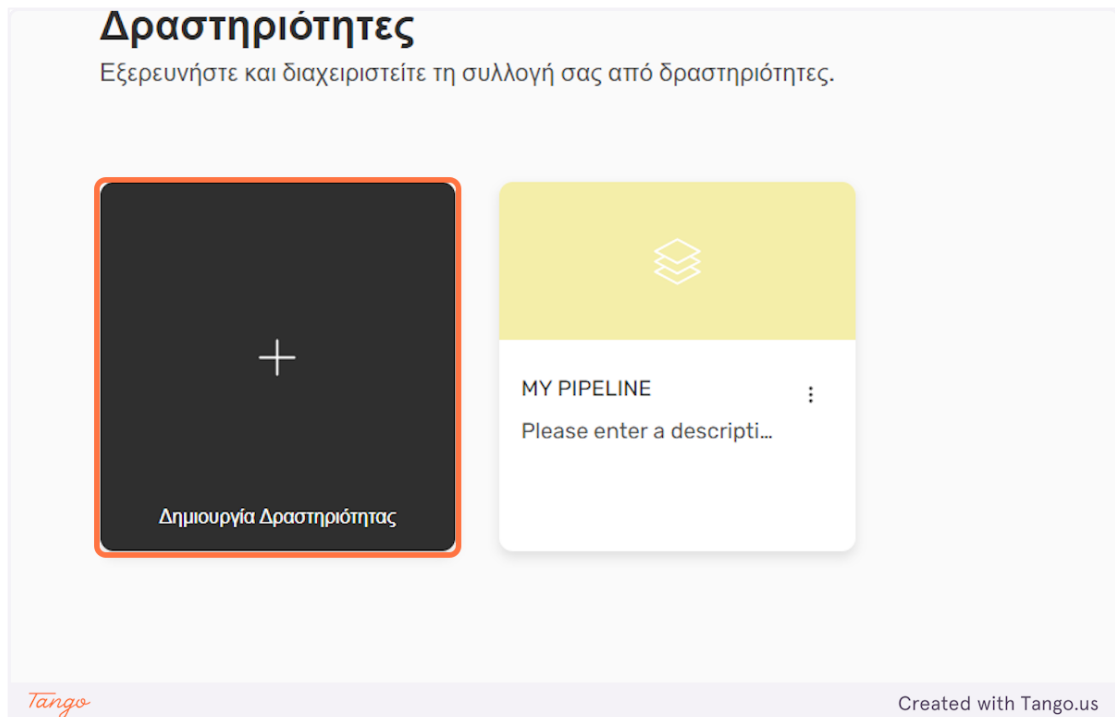
20. Click to exit.**21. Click "Logout" to log yourself out of the platform.**

Teachers: Creating an activity

1. Click on "Activities" on the top bar of the home page.



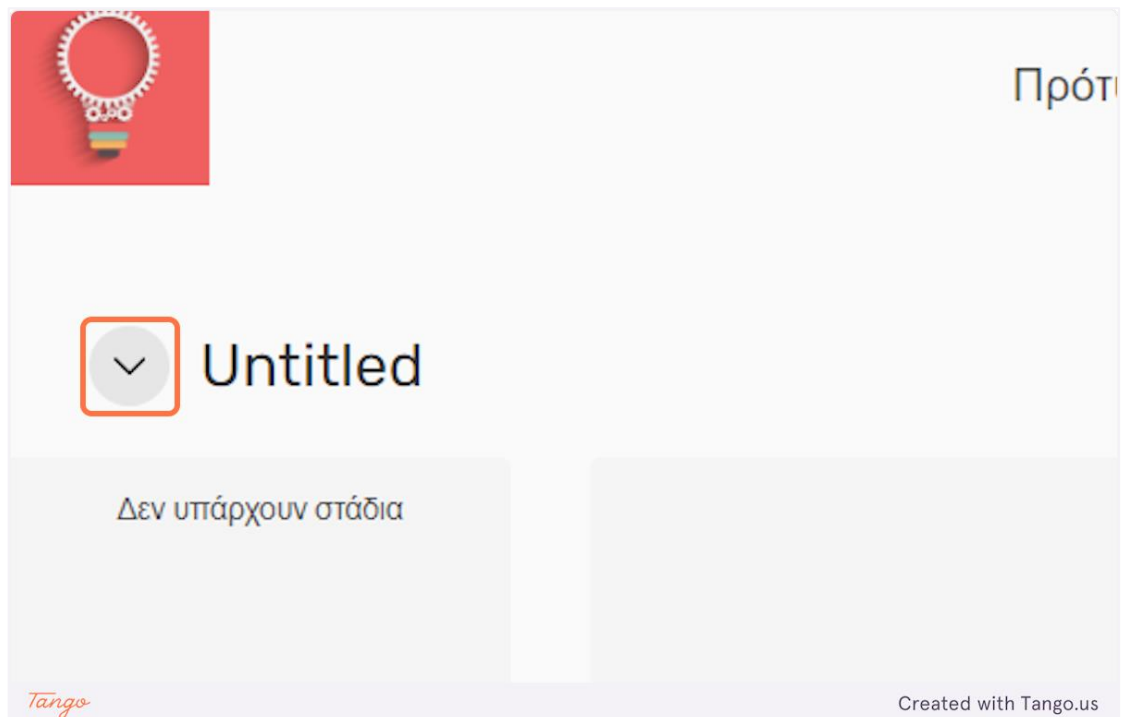
2. Click on "Create Activity" to create a new private activity.

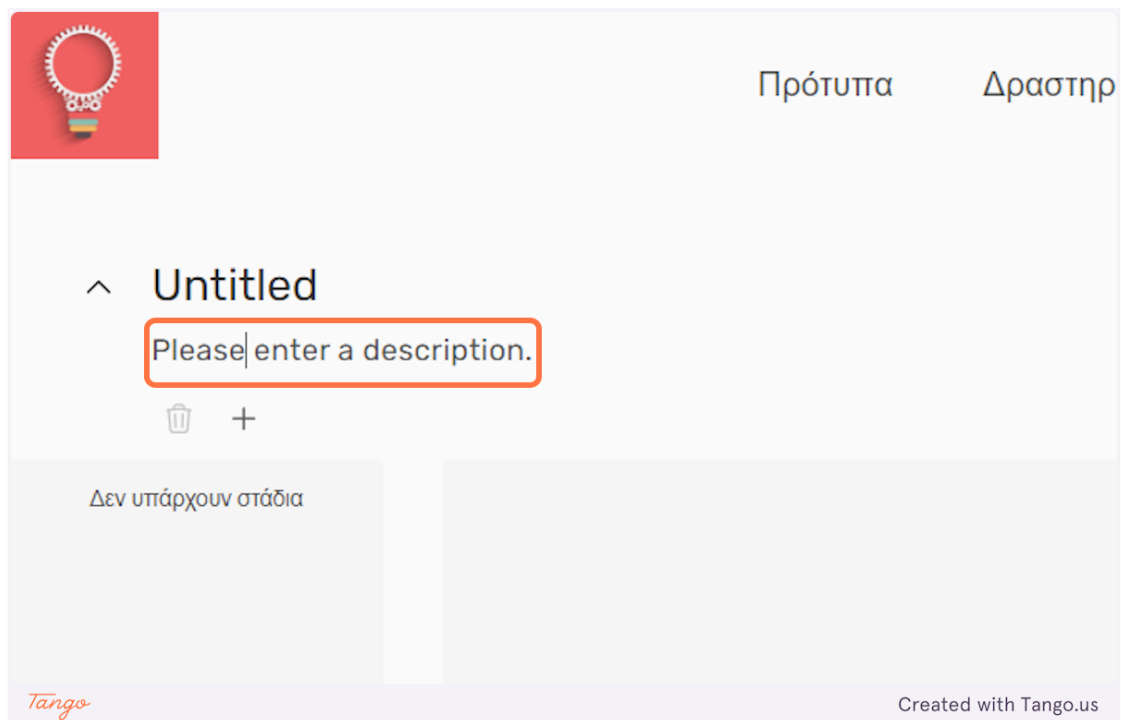
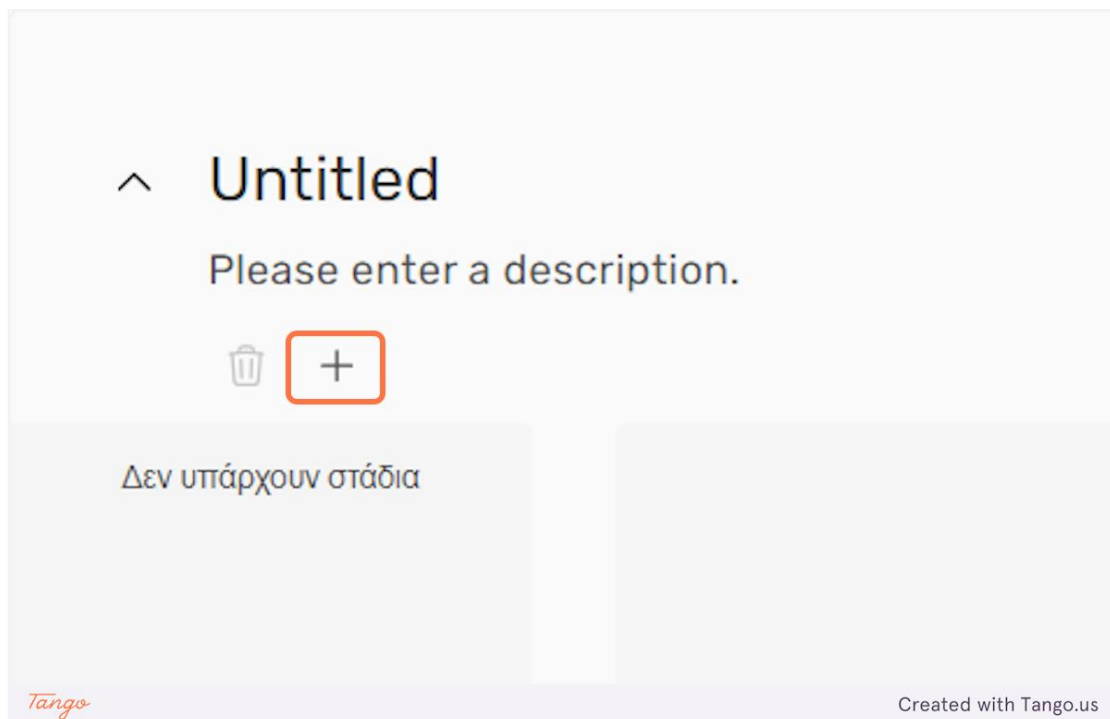


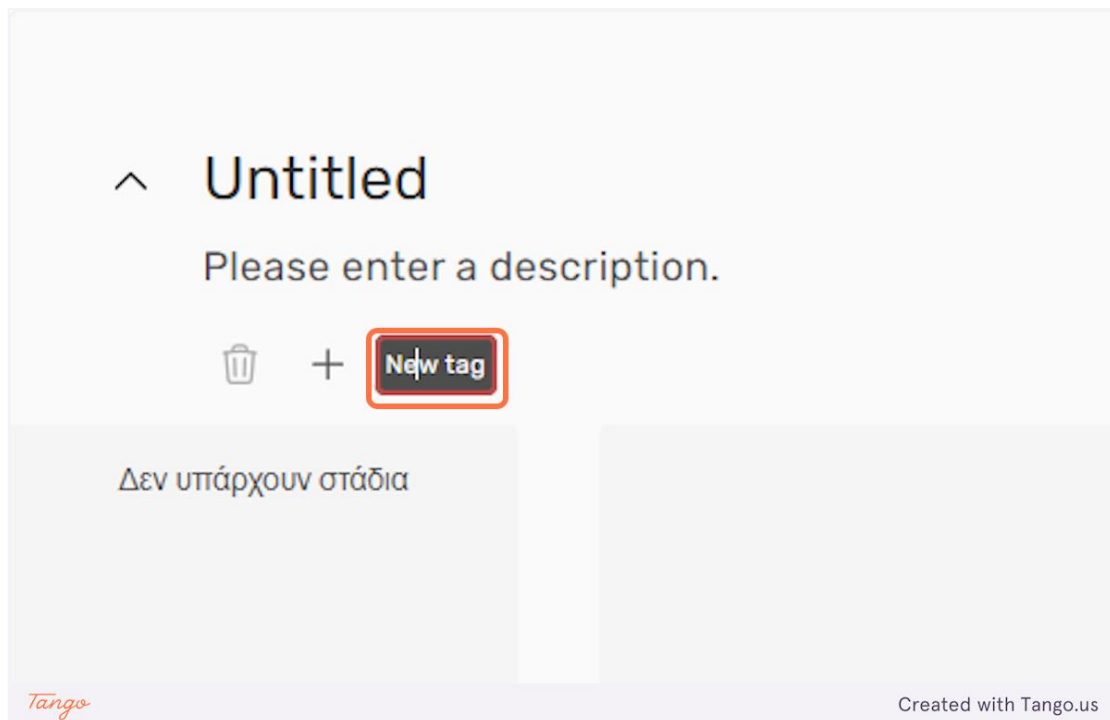
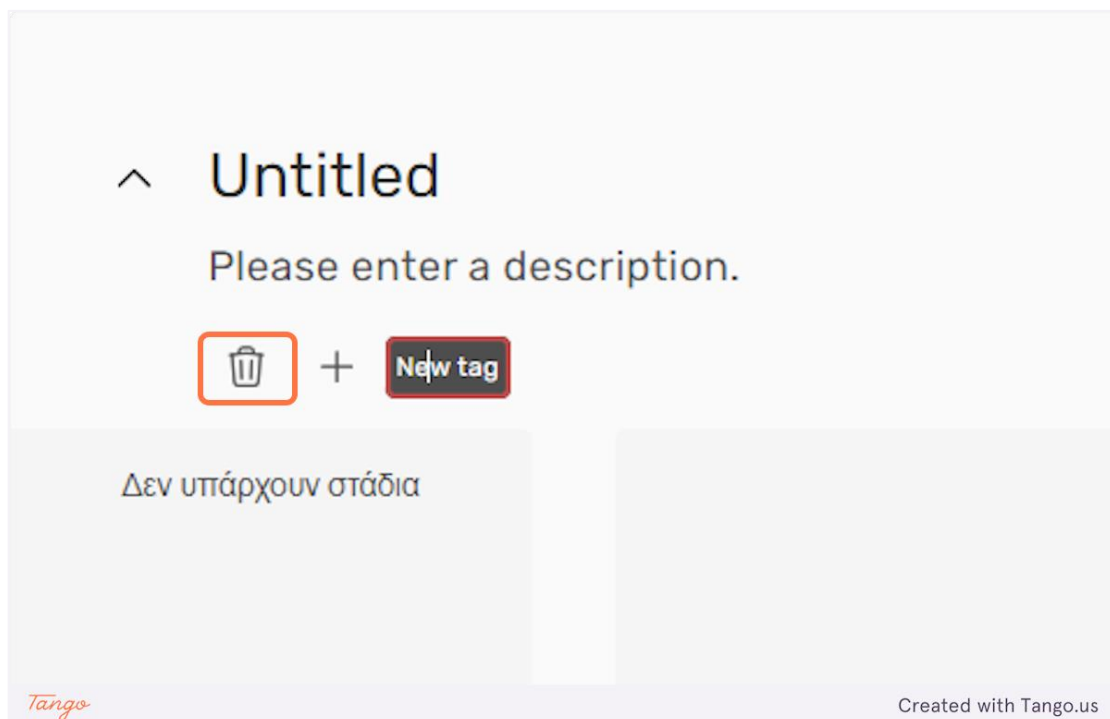
3. Click on "Untitled" to edit the name of the activity.



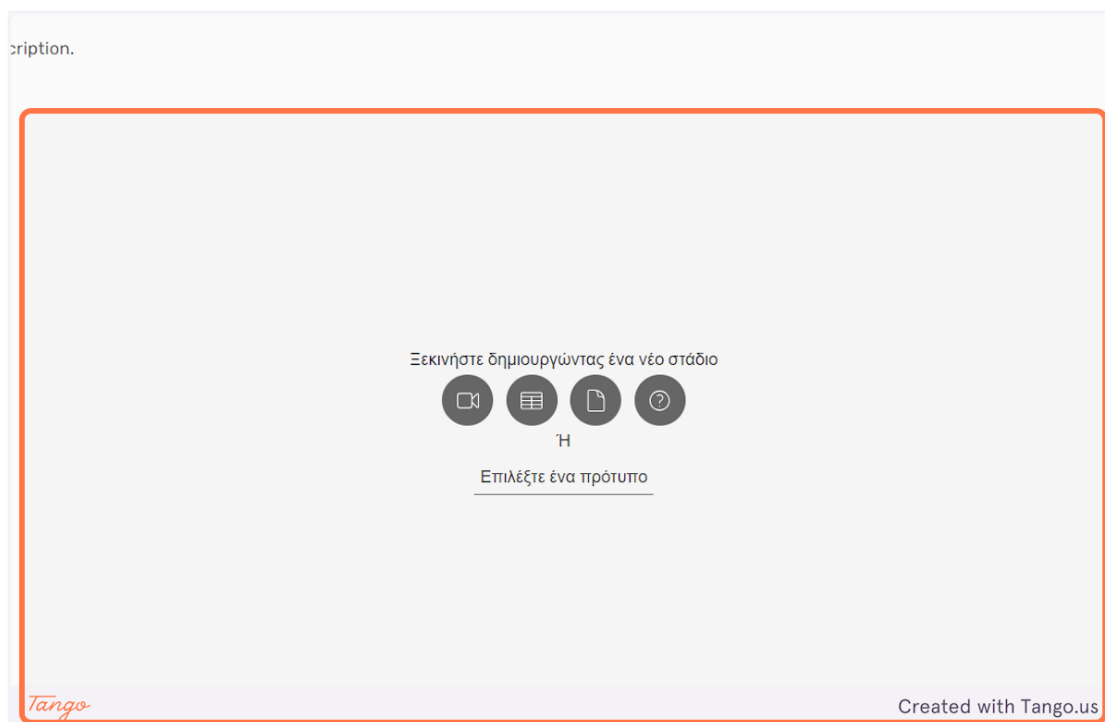
4. Click on the "arrow" icon next to the name of the activity to edit further the details of the activity.



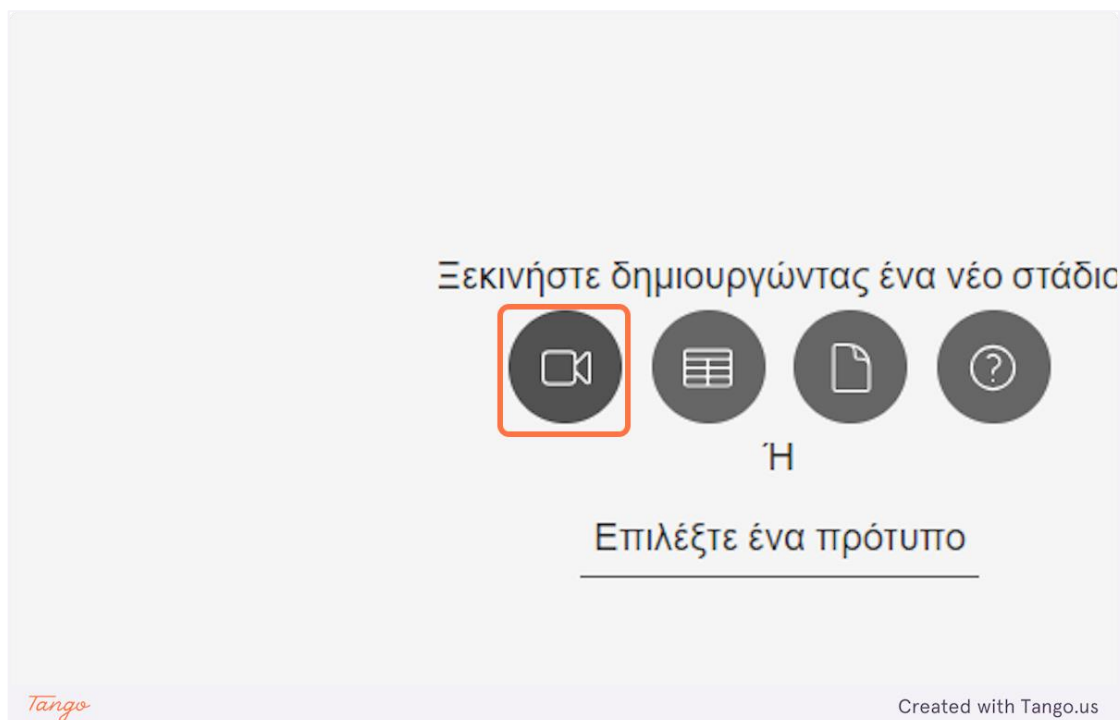
5. Here you can enter a detailed description for the whole activity.**6. Click on the "+" icon to create a new tag for the activity.**

7. Click on the newly created tag to edit its name.**8. Select a tag and click on the "trashcan" icon to delete it.**

9. An activity is structured by independent stages. There are four different types of stages: Video, Board, Document and Questionnaire.



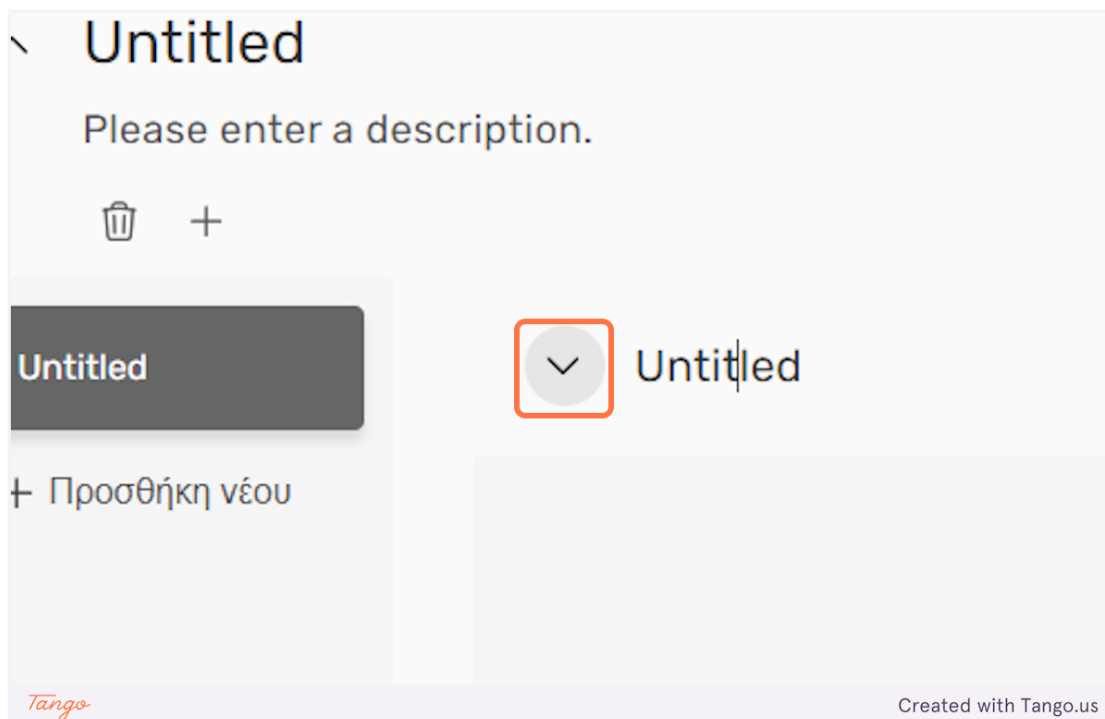
10. Click on the "video" icon to create a video stage.



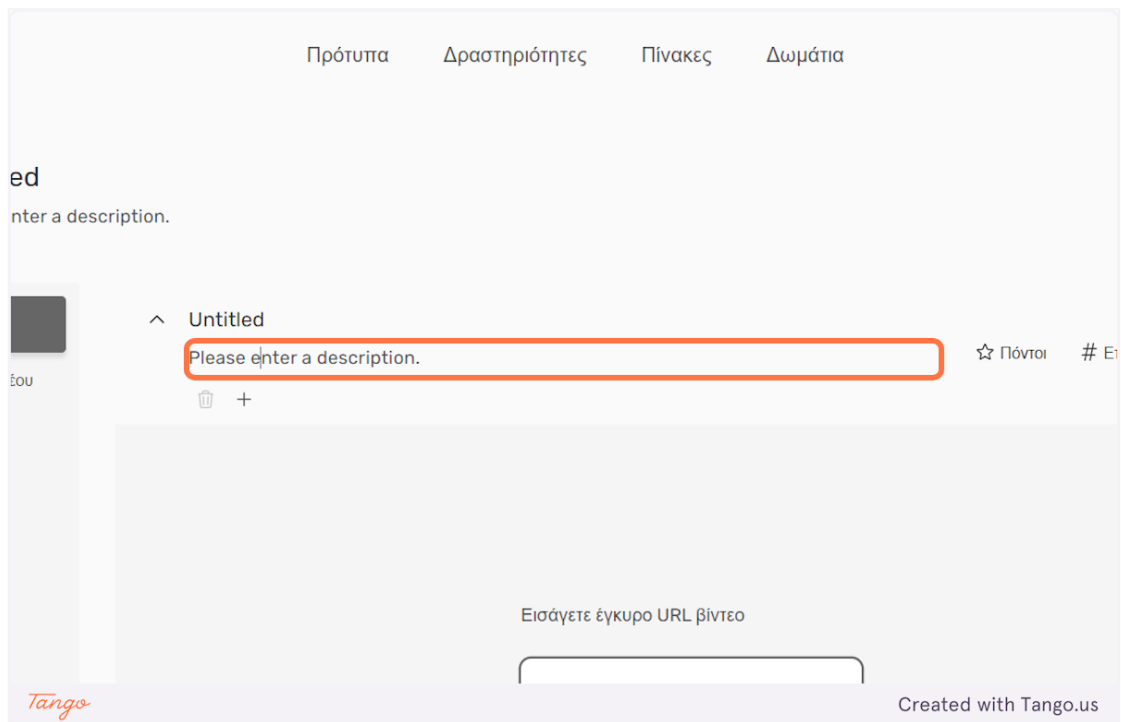
11. You can edit the name of the stage by clicking on the "Untitled" text.



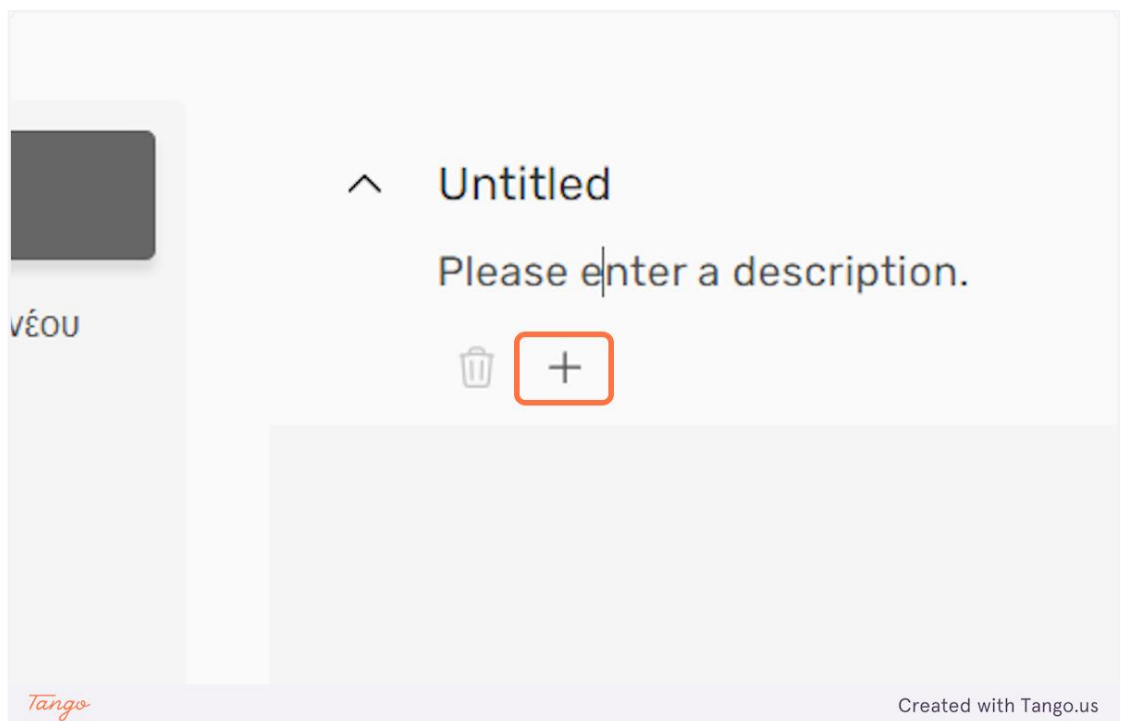
12. Click on the arrow next to the name of the stag to further edit its details.

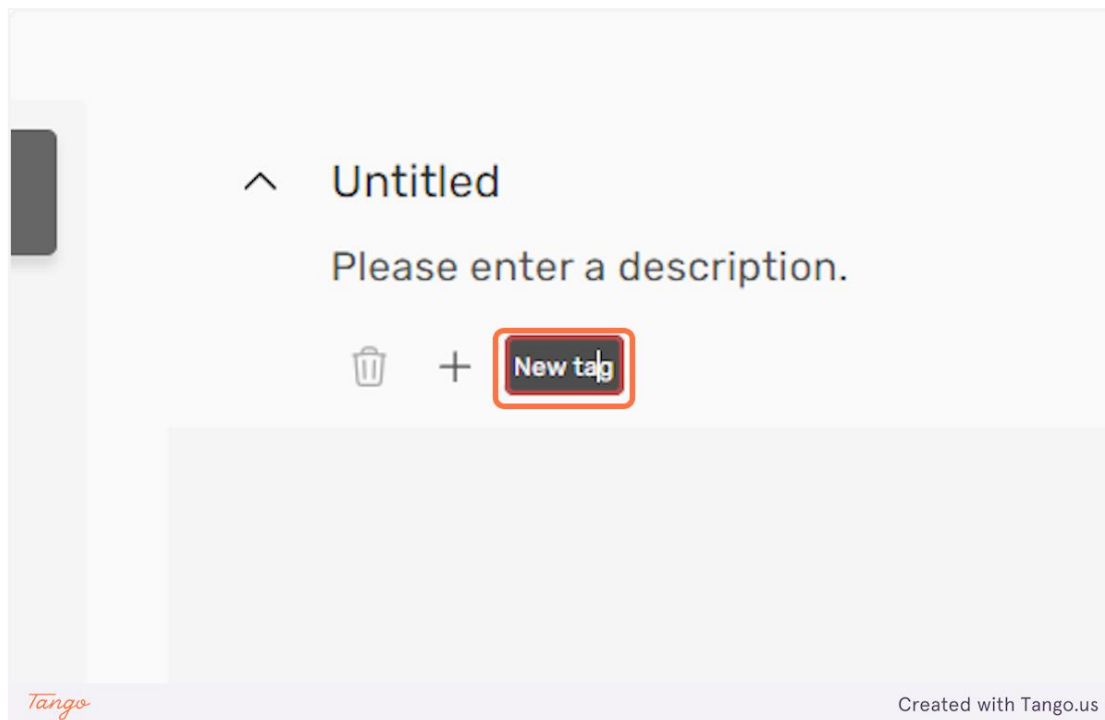
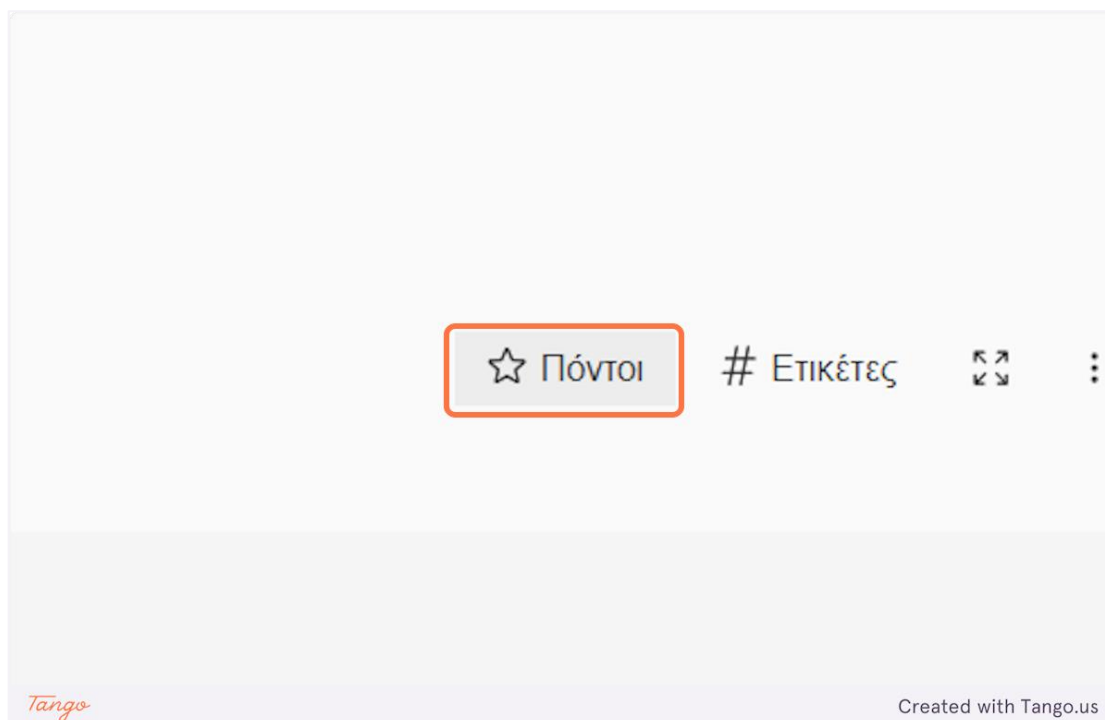


13. Here you can enter a description for the current stage.

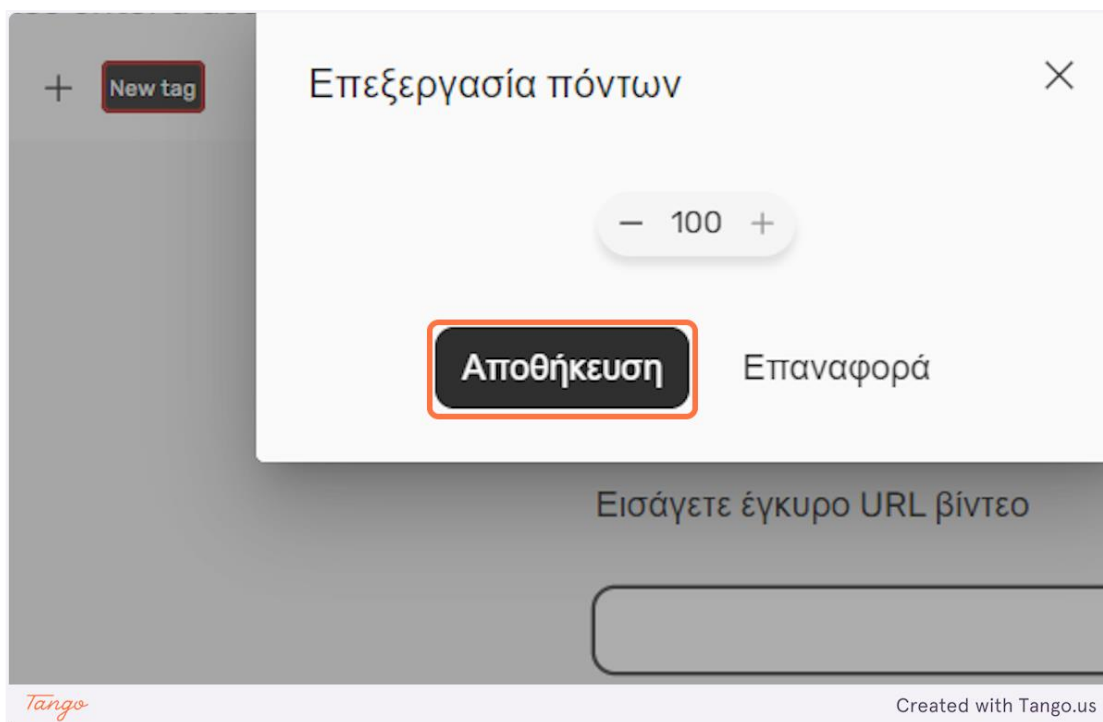


14. Click on the "+" icon to create a new tag for the stage.



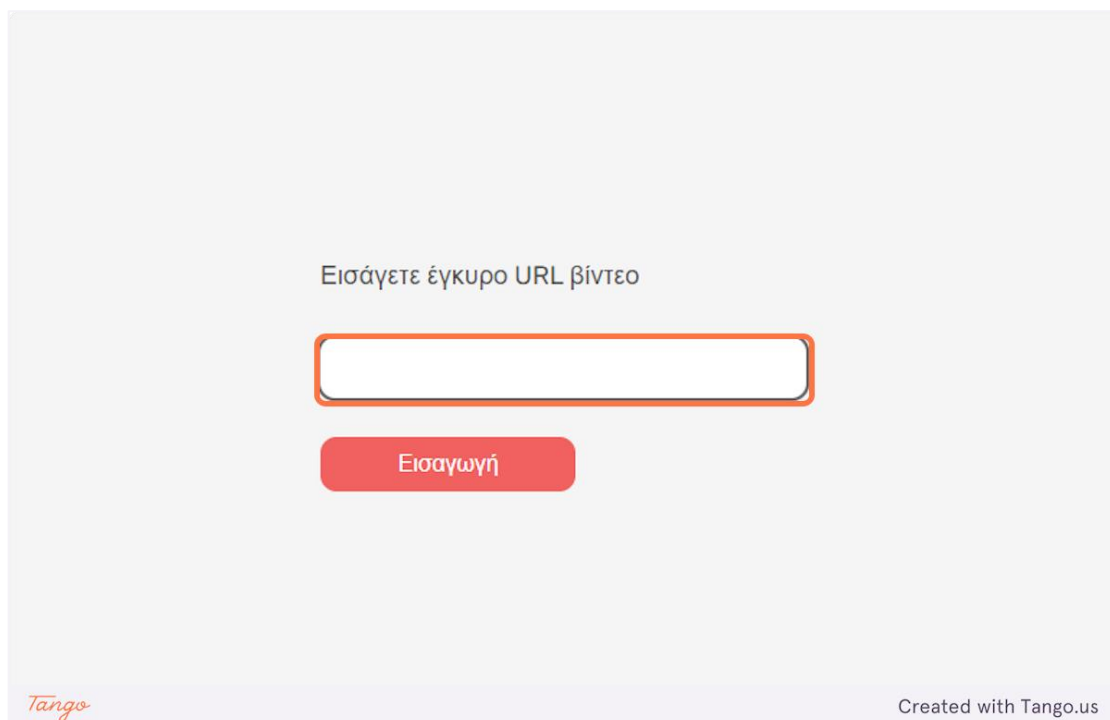
15. Click on the newly created tag to edit its name.**16. Click on "Points" to edit the number of points given from completing the current stage.**

17. Click the "=" and "-" icons to adjust the number of points. After you are done click on the "Save" button to save your changes or click on the "Reset" button to revert them.

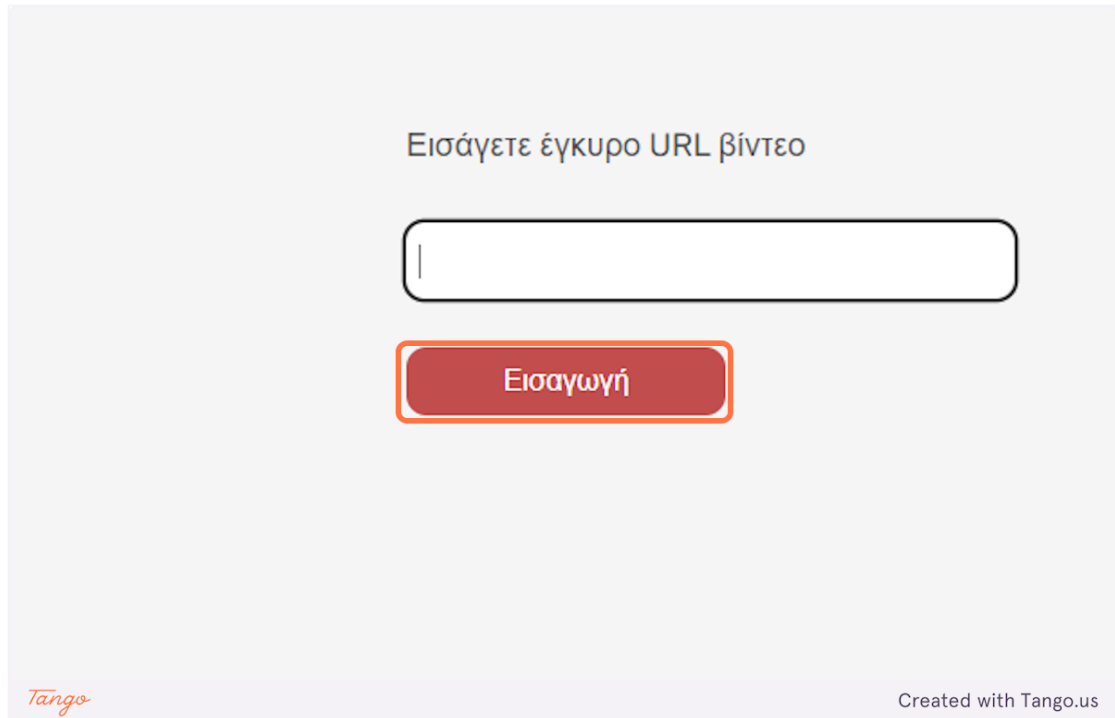


18. Click on the "Tags" to add or adjust the tags of the current stage.



19. Click on the "expand" icon to see the current stage on full screen.**20. For a Video stage, you will need to provide a valid video URL and input it in the highlighted field as shown below.**

21. After you have provided the video URL click on "Insert" to load the video.



Εισάγετε έγκυρο URL βίντεο

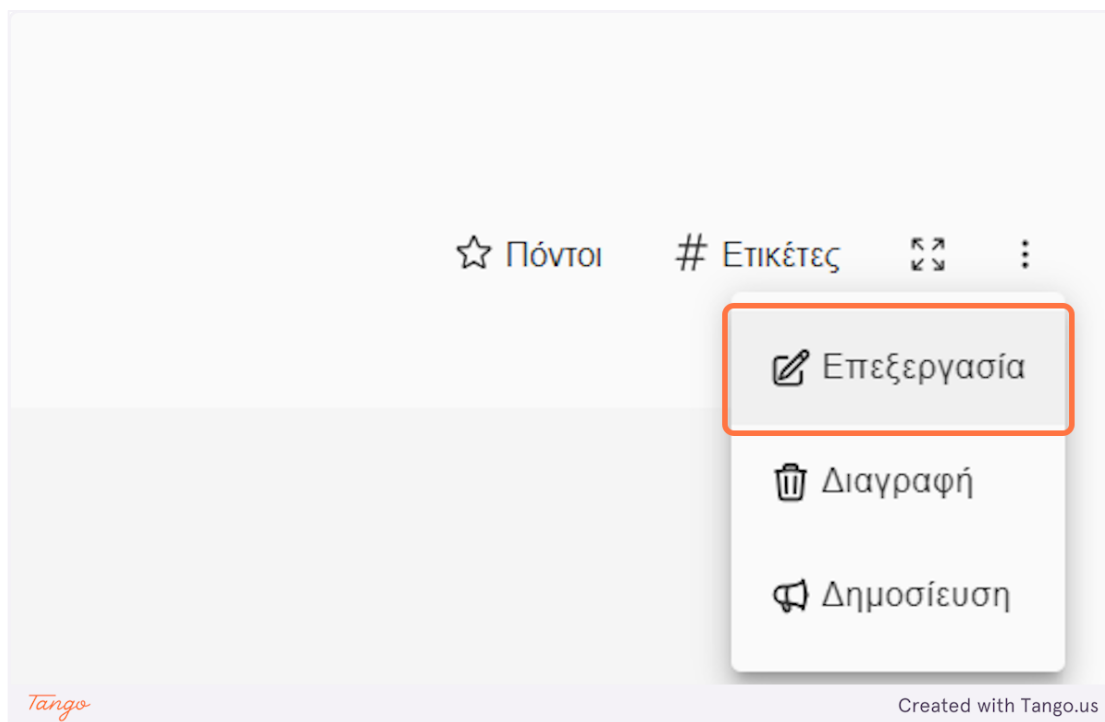
Εισαγωγή

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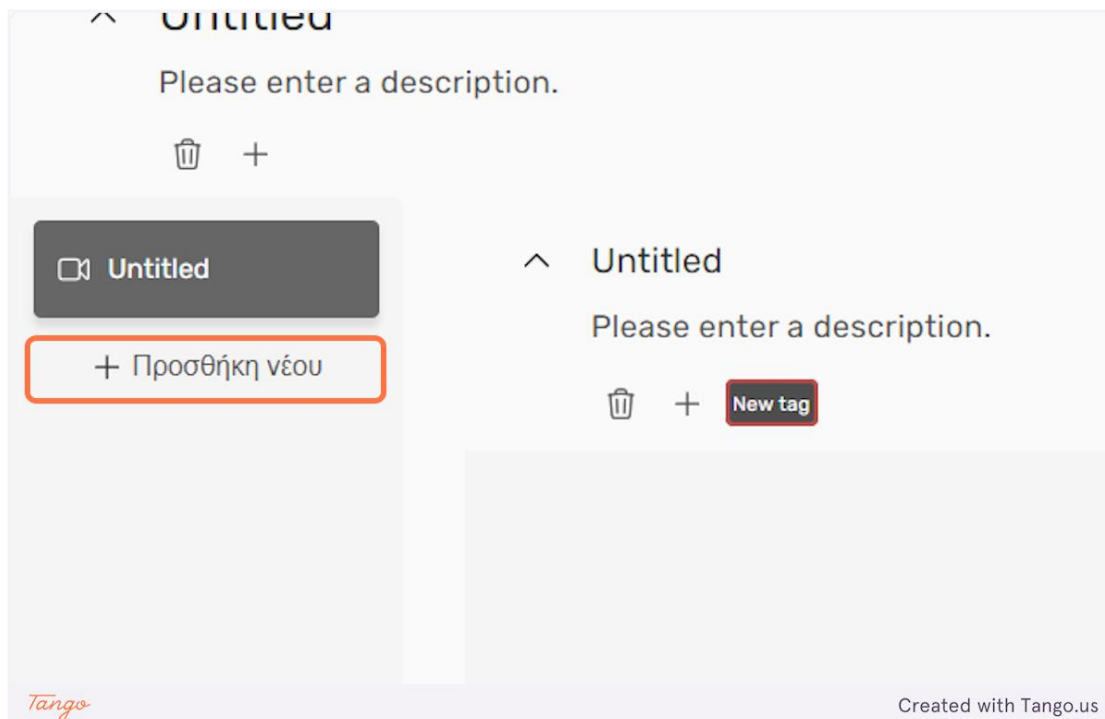
22. Click on the "dots" icon to have some additional options about the stage.

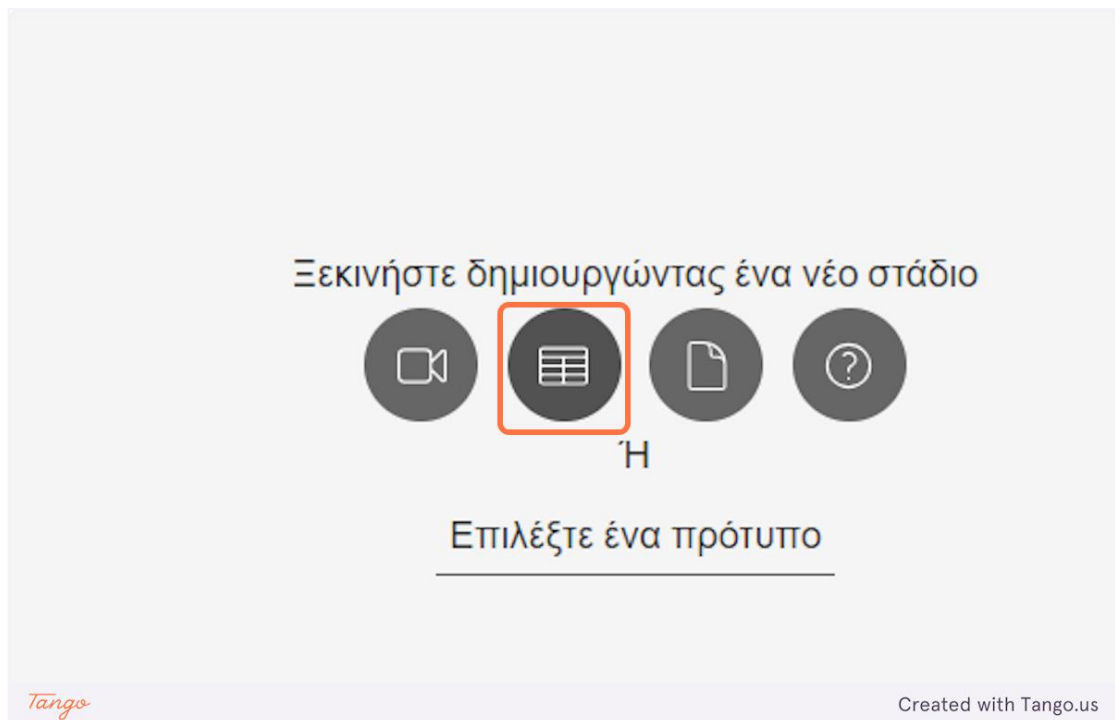


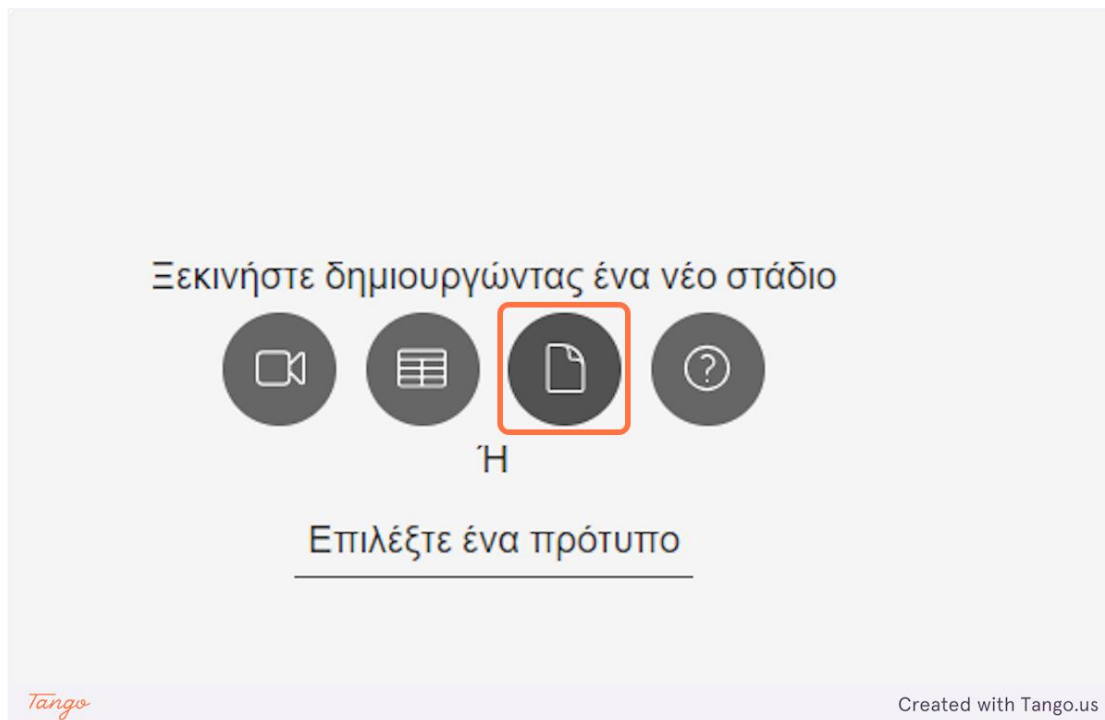
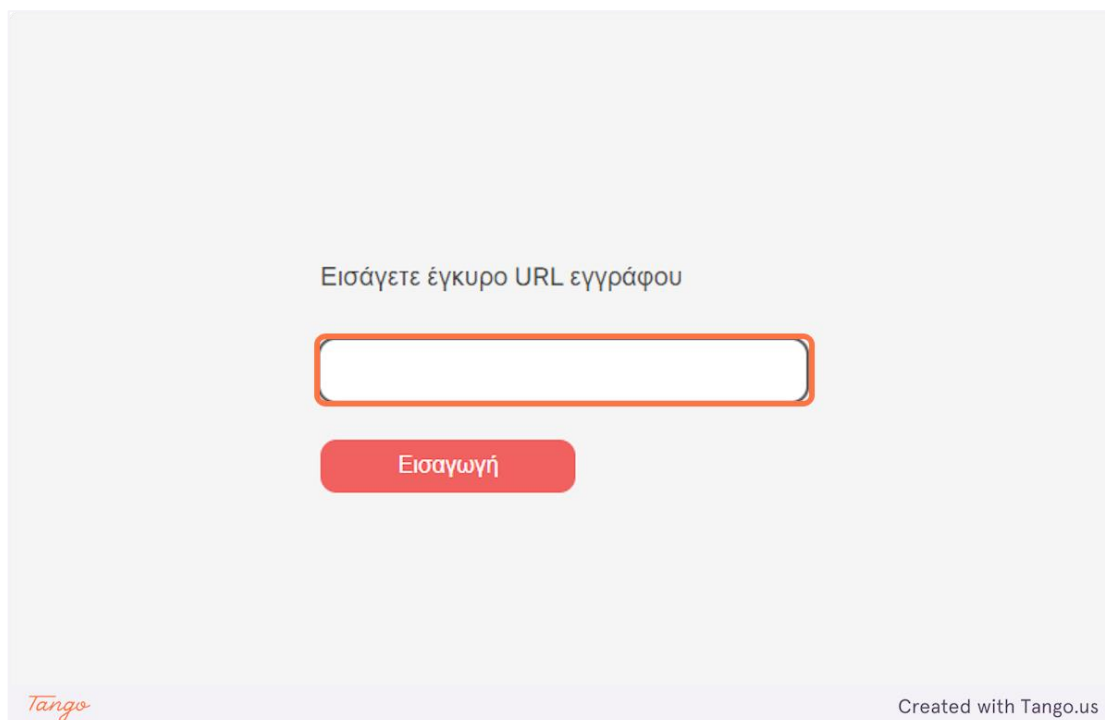
23. There are three options. The "Edit" lets you edit the video URL of the stage. The "Delete" deletes the current stage. The "Publish" makes the current stage available for other people to use for their activities.



24. Click on "Add new" to create a new stage.



25. Click on the "Board" icon to create a Board stage.**26. Click on "Visit canvas" to access the board of the current stage.**

27. Click on the "Document" icon to create a Document stage.**28. For a document stage you need to provide a valid document URL and put it in the highlighted field as shown below.**

29. Click on "Insert" to load the document into the stage.





Εισάγετε έγκυρο URL εγγράφου

Εισαγωγή

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30. Click on the "Questionnaire" icon to create a Questionnaire stage.

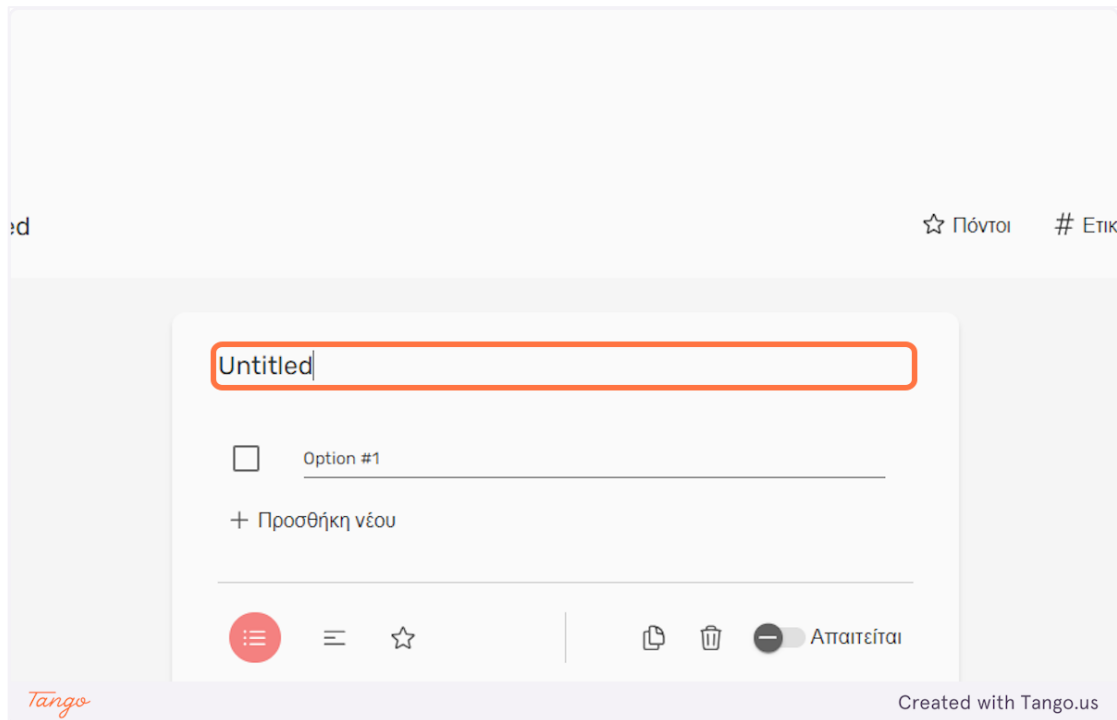
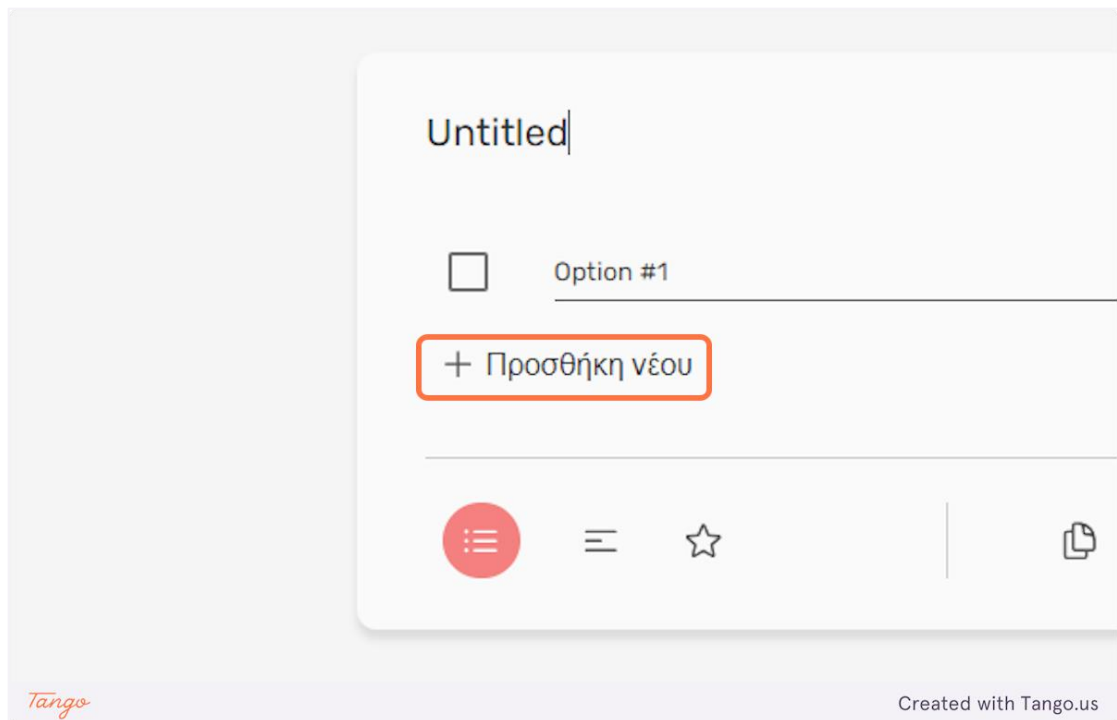
Ξεκινήστε δημιουργώντας ένα νέο στάδιο

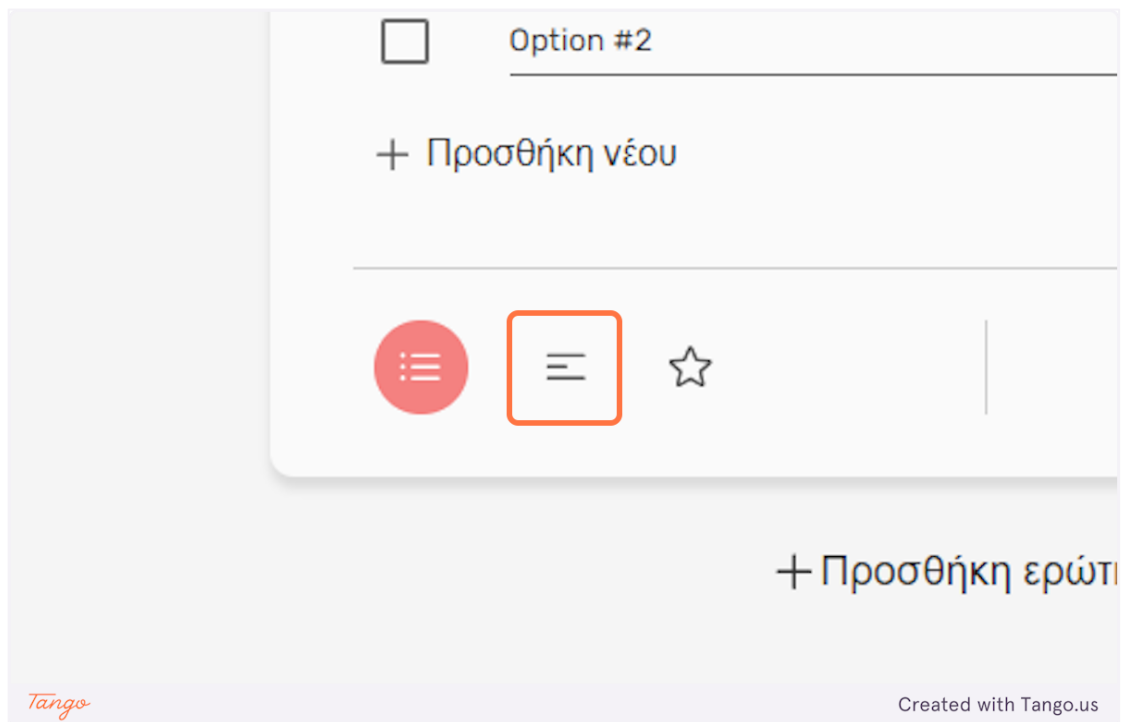
Ή

Επιλέξτε ένα πρότυπο

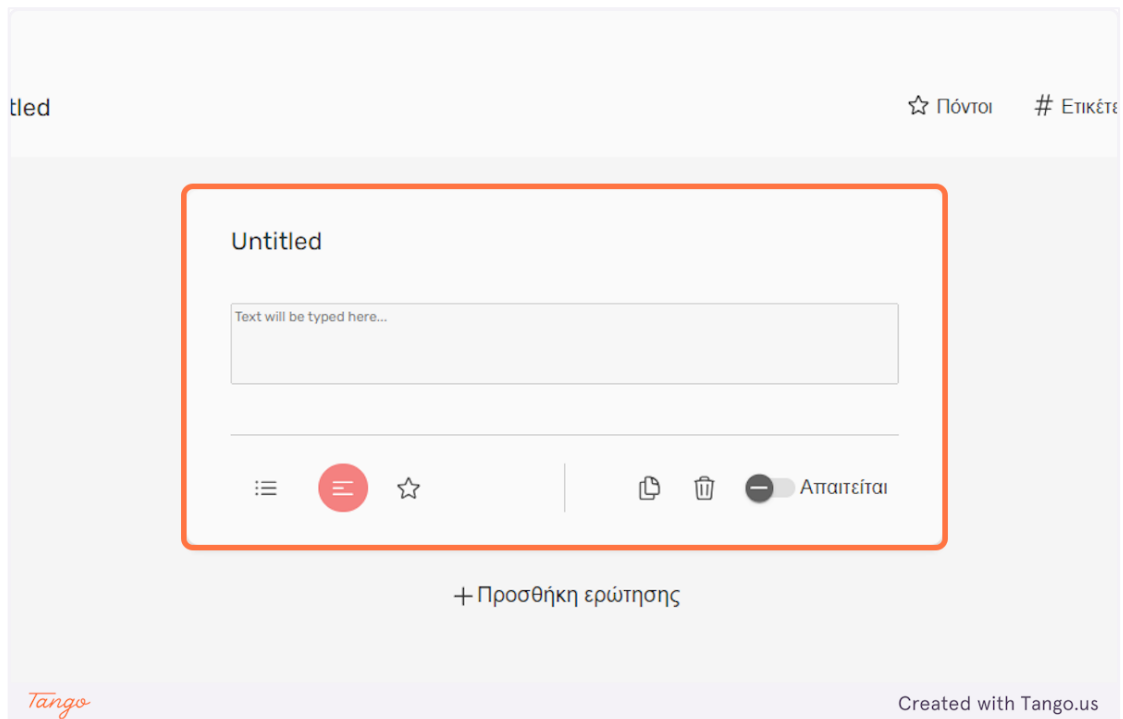
Tango Created with Tango.us

31. You can edit the name of each question.**32. Click on "Add new" to add more options for the current question. Use the checkbox next to the options to choose which options are the correct answers.**

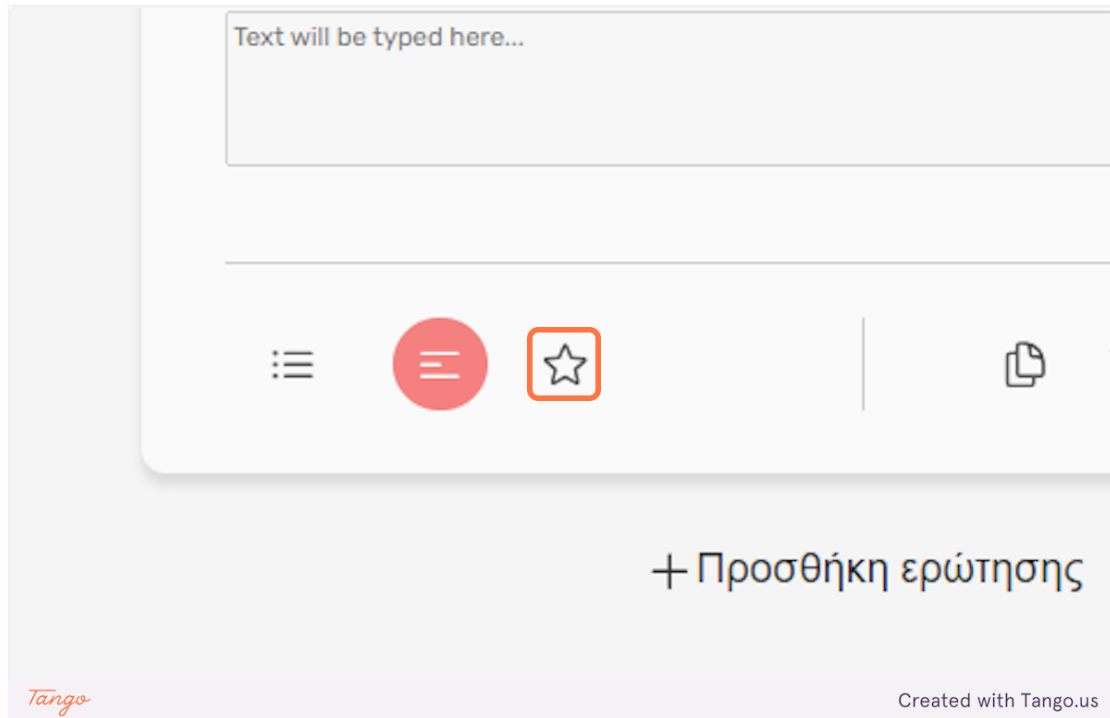
33. You can change the type of the question by clicking the highlighted icon.



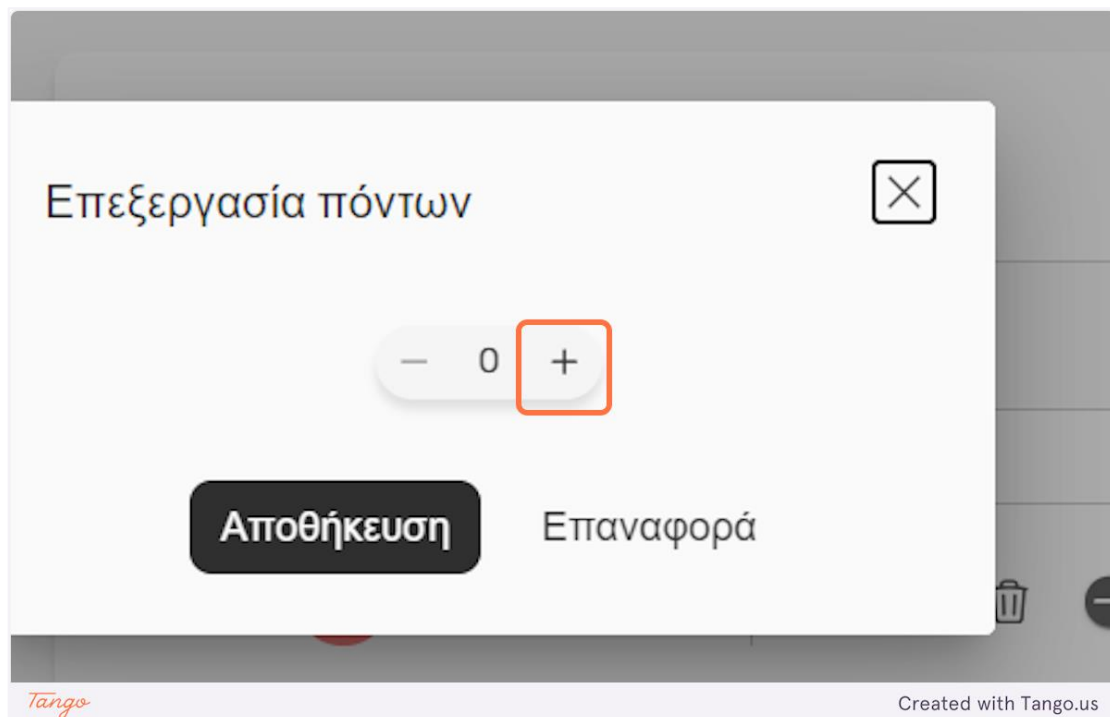
34. The second type question is an open-ended question.



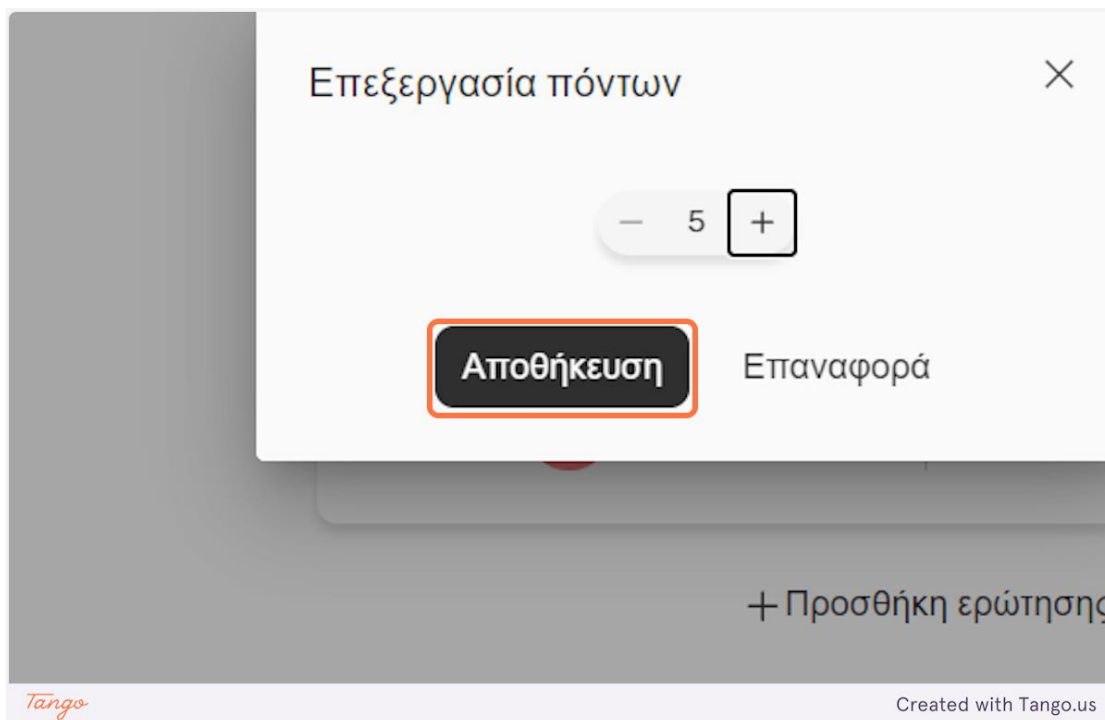
35. Click on the "star" icon to change the points given by the current question.



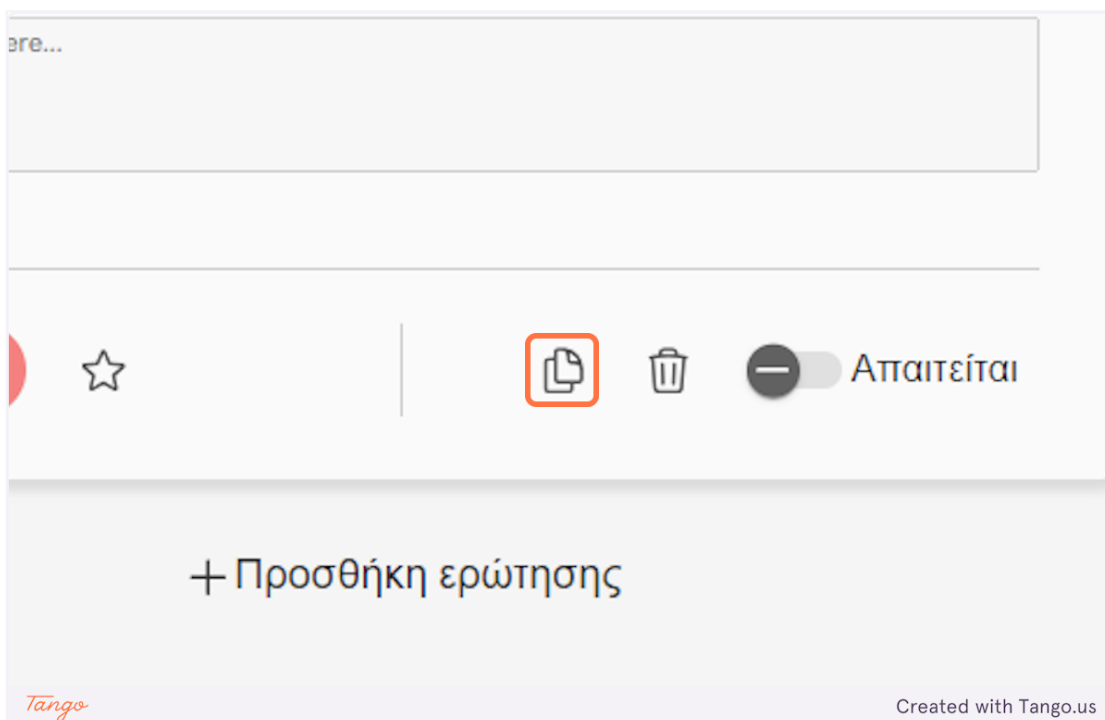
36. Click on the "+" and "-" icons to adjust the numbers of the points.

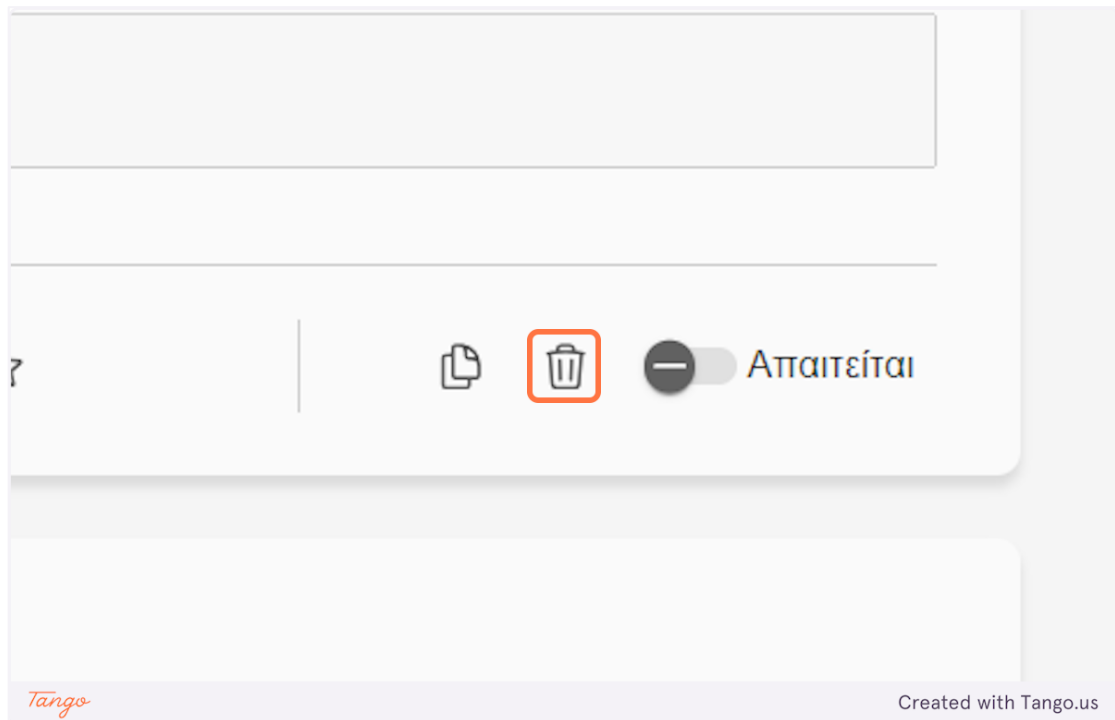
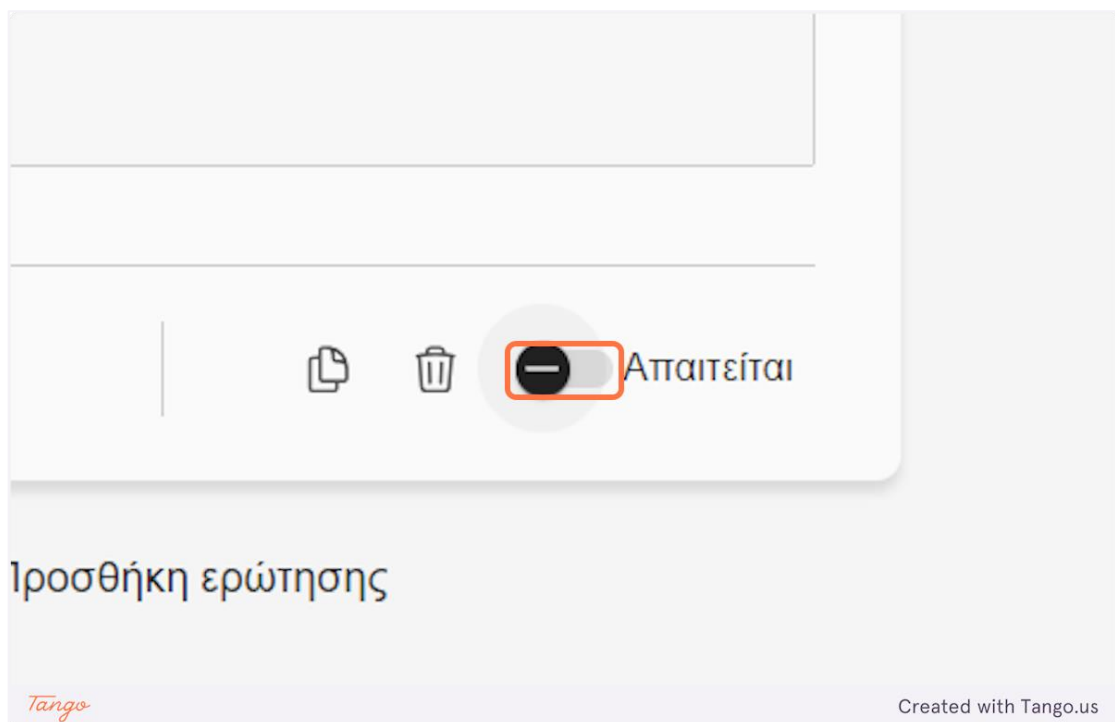


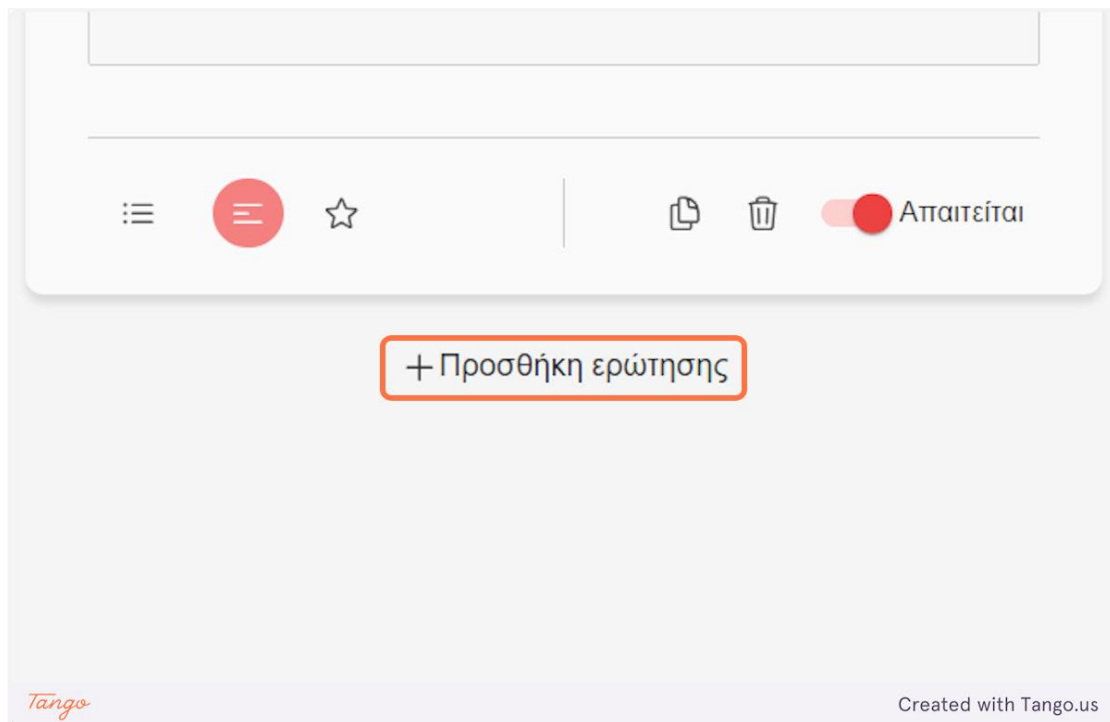
37. Click on "Save" to save your changes or "Reset" to revert them.



38. Click on "Duplicate" to duplicate the current question and add it as a new question to the stage.

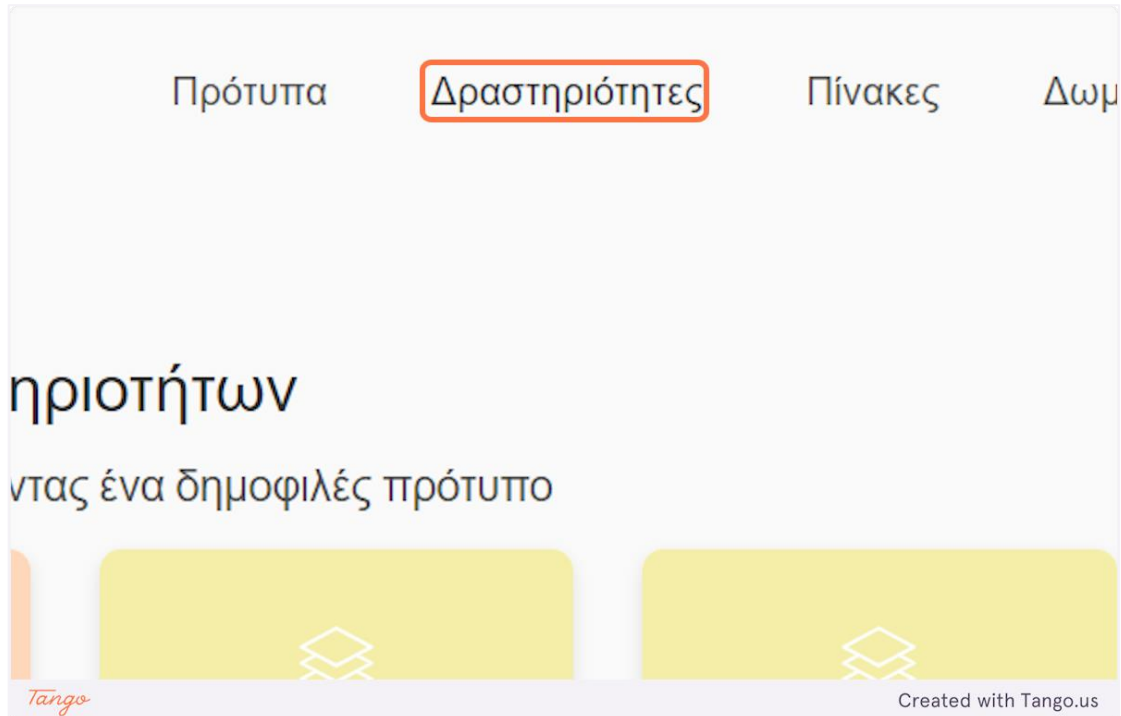


39. Click on the "trashcan" icon to delete the current question.**40. Click on the "Required" toggle to determine if the current question must be answered or not for the current stage to be completed.**

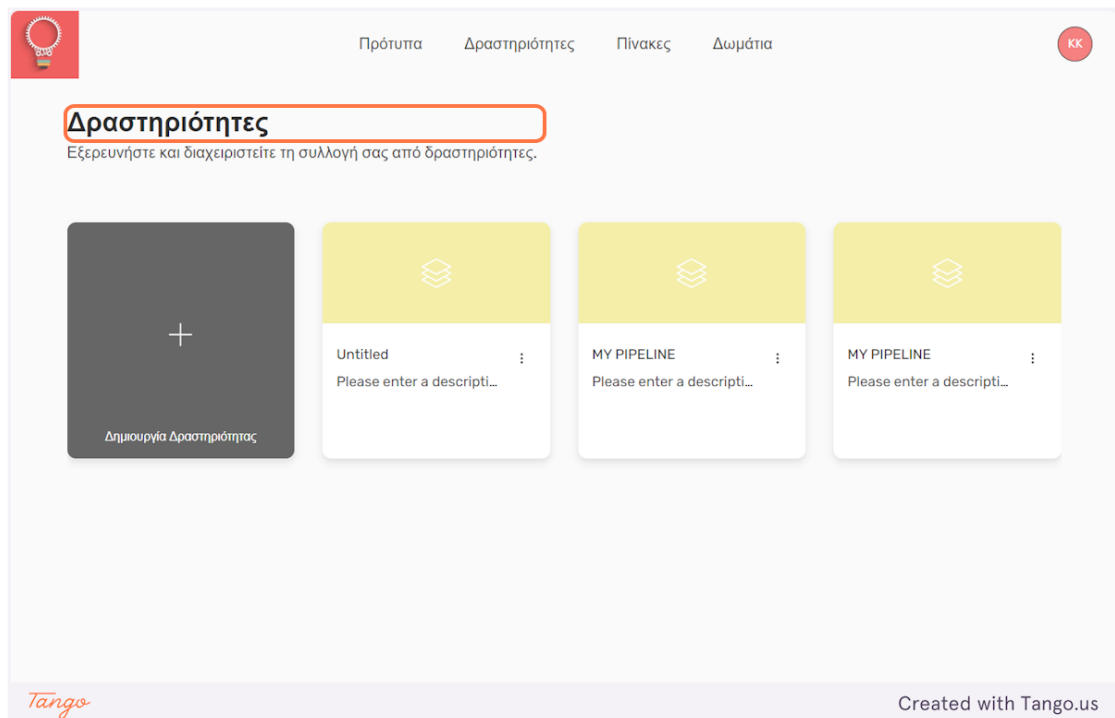
41. Click on "Add question" to add a new question to the stage.

Teachers: Manage private activities

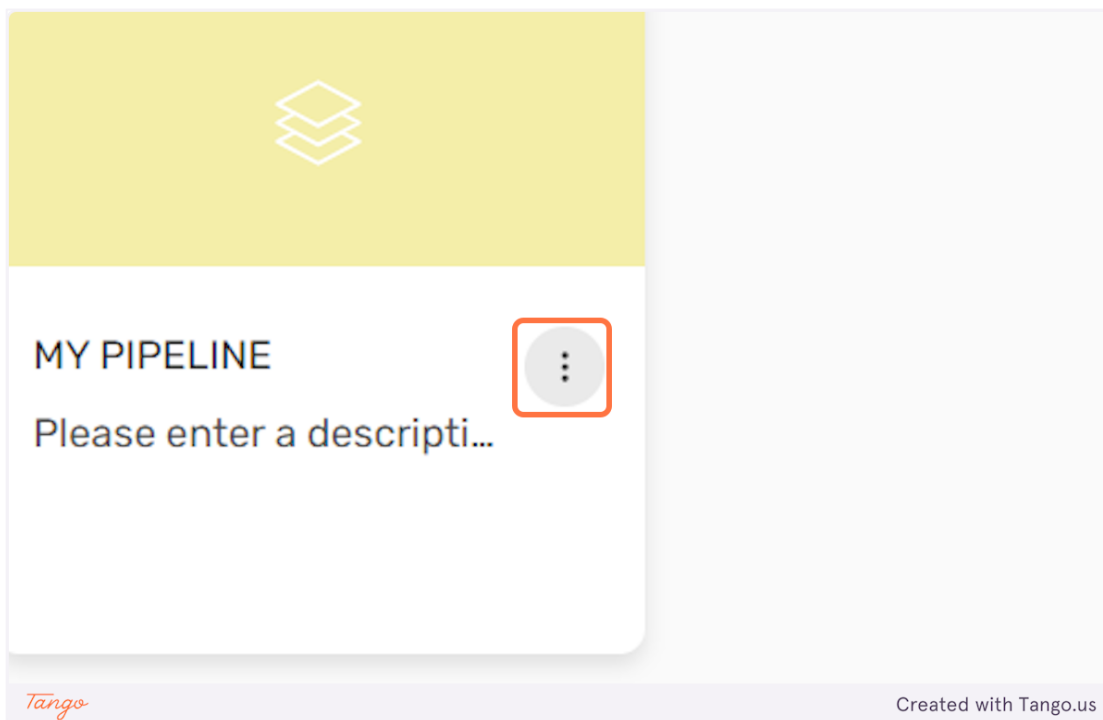
1. Click on "Δραστηριότητες"



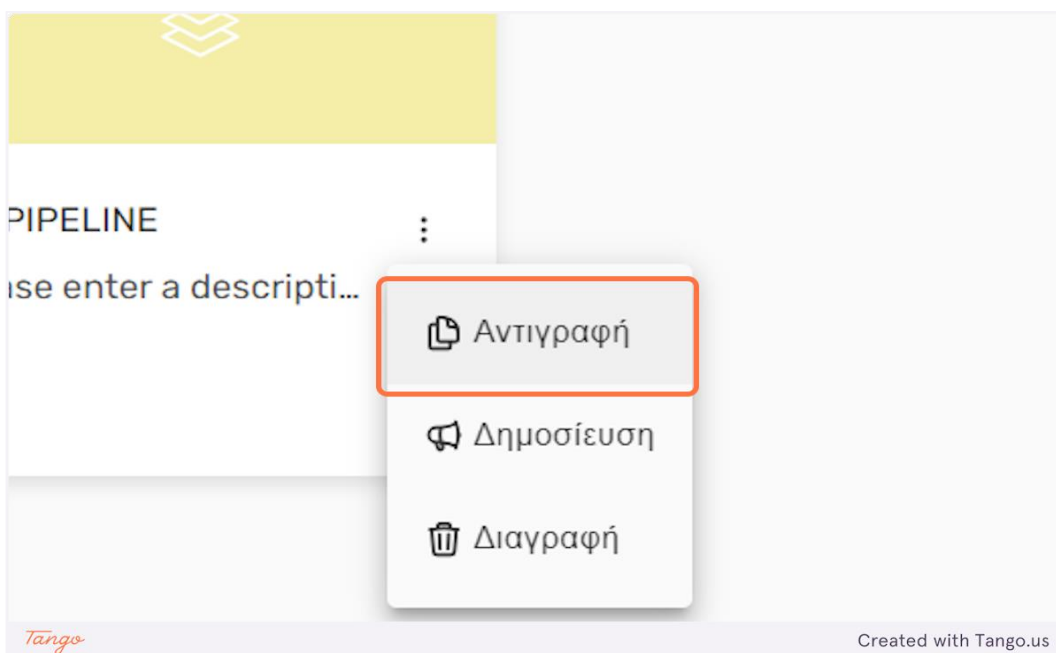
2. Here you can see all your private activities. You can view and edit an activity by clicking on its "card".



3. Click on the "dots" icon to view some options about the selected activity.

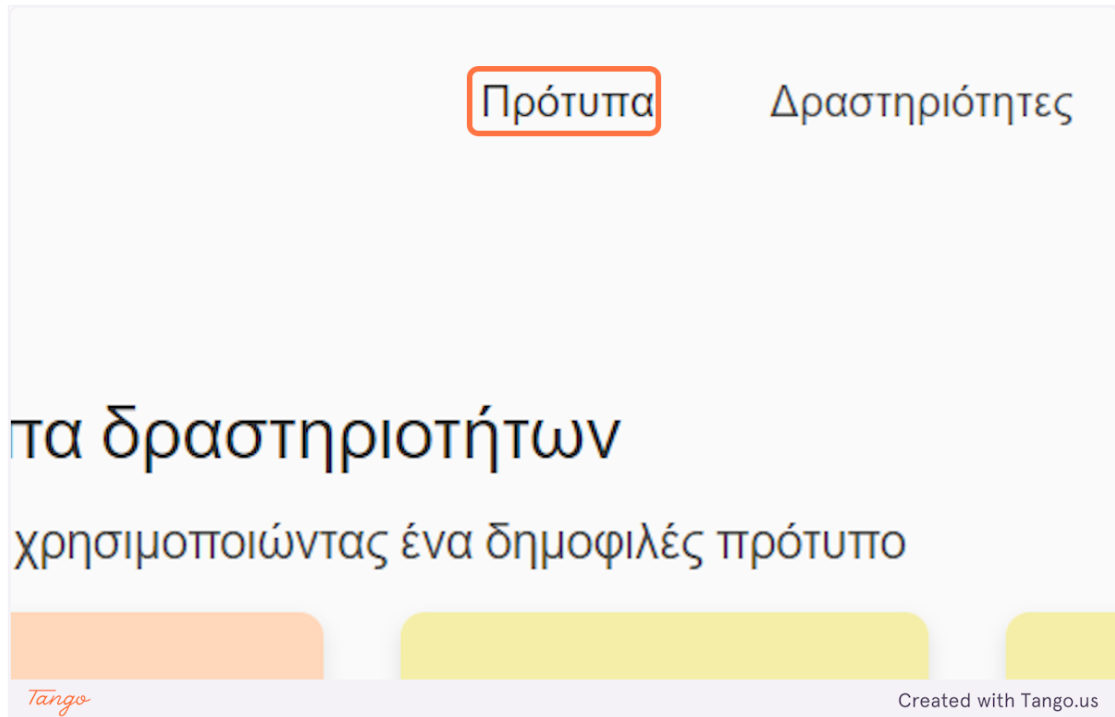


4. Click on "Αντιγραφή" to duplicate the activity. Click on "Δημοσίευση" to publish the activity. A published activity will be visible to other teachers, and they will be able to use it in their rooms. Click on "Διαγραφή" to delete the activity.

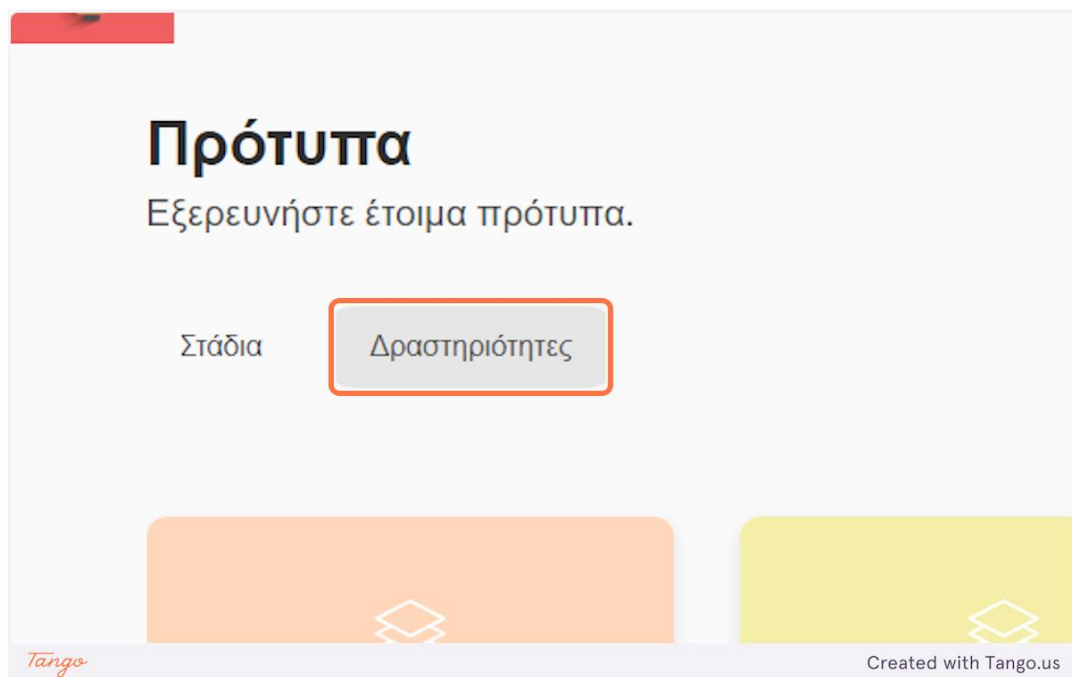


Teachers: Using activity and stage templates

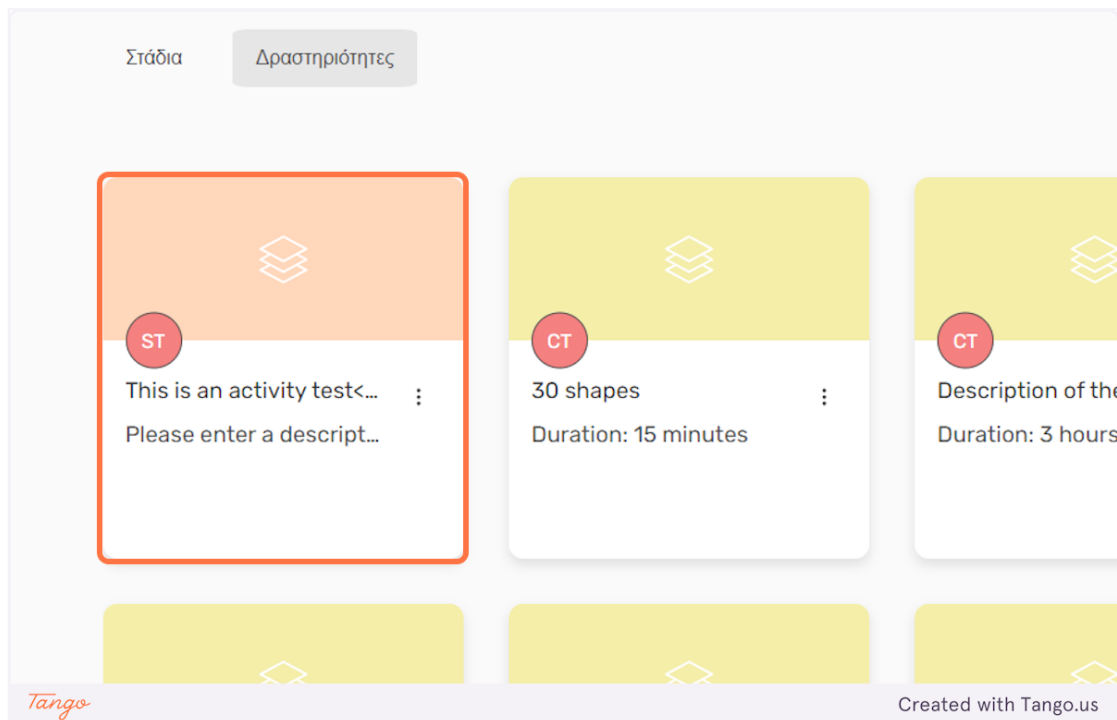
1. Click on "Πρότυπα"



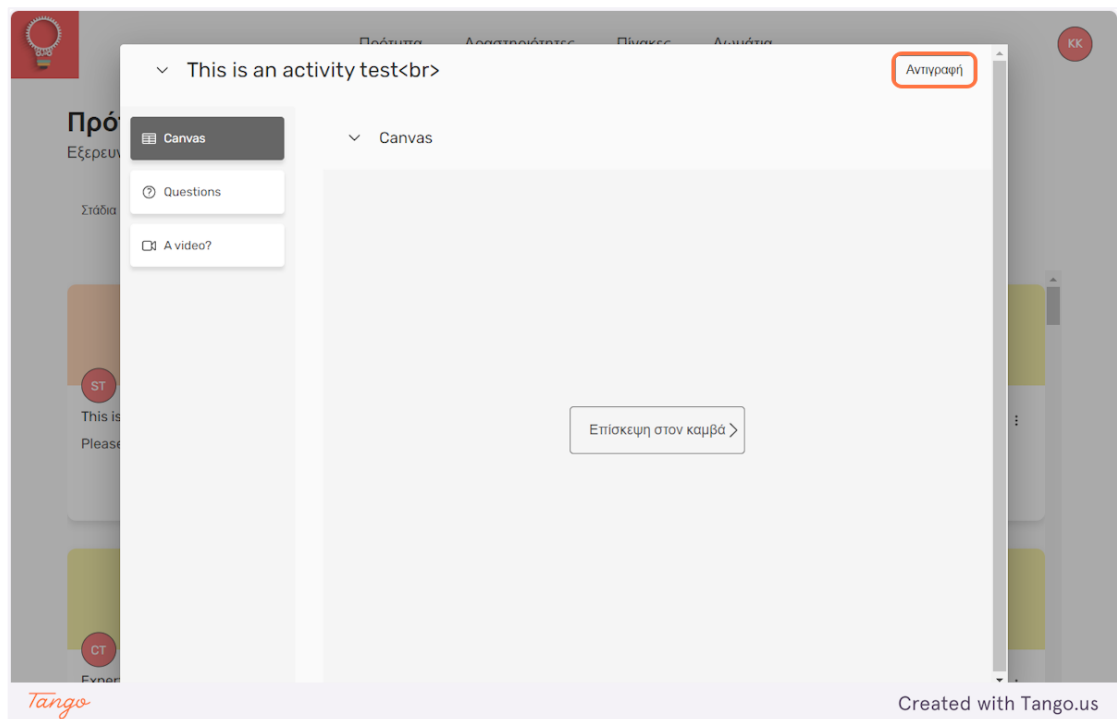
2. There are two kinds of templates. Template for whole activities and templates for individual stages of an activity. Click on "Δραστηριότητες" to view the template activities.



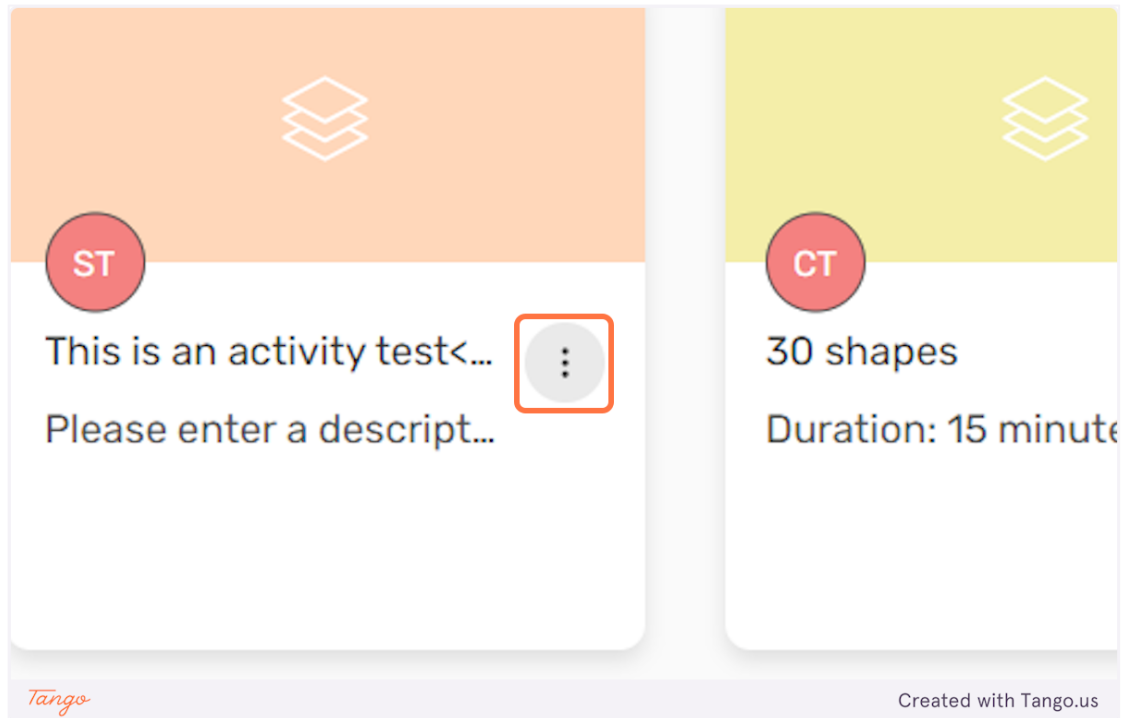
3. Click on an activity template to preview its content.



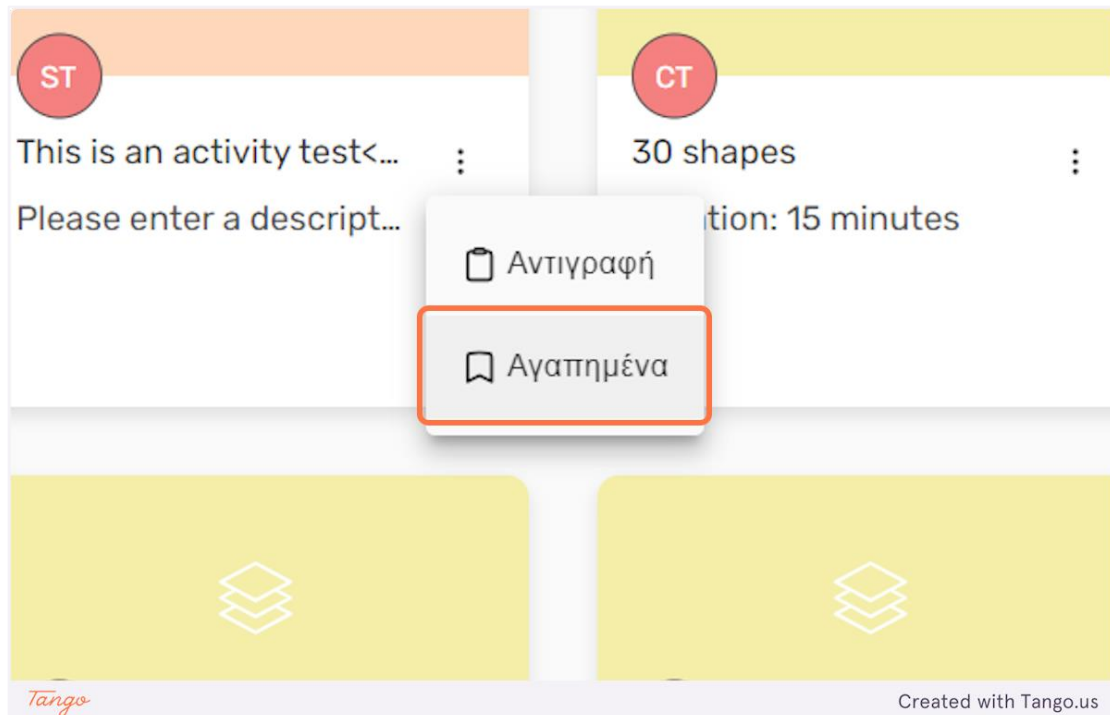
4. Click on "Αντιγραφή" to duplicate the template activity into your private activities.

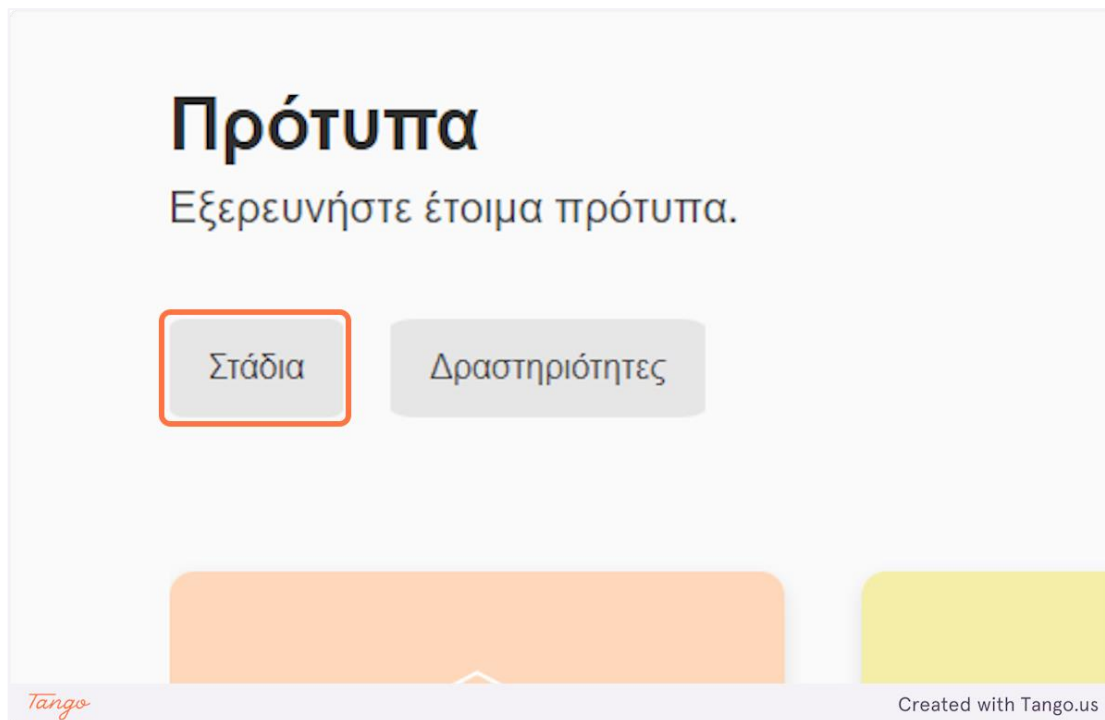
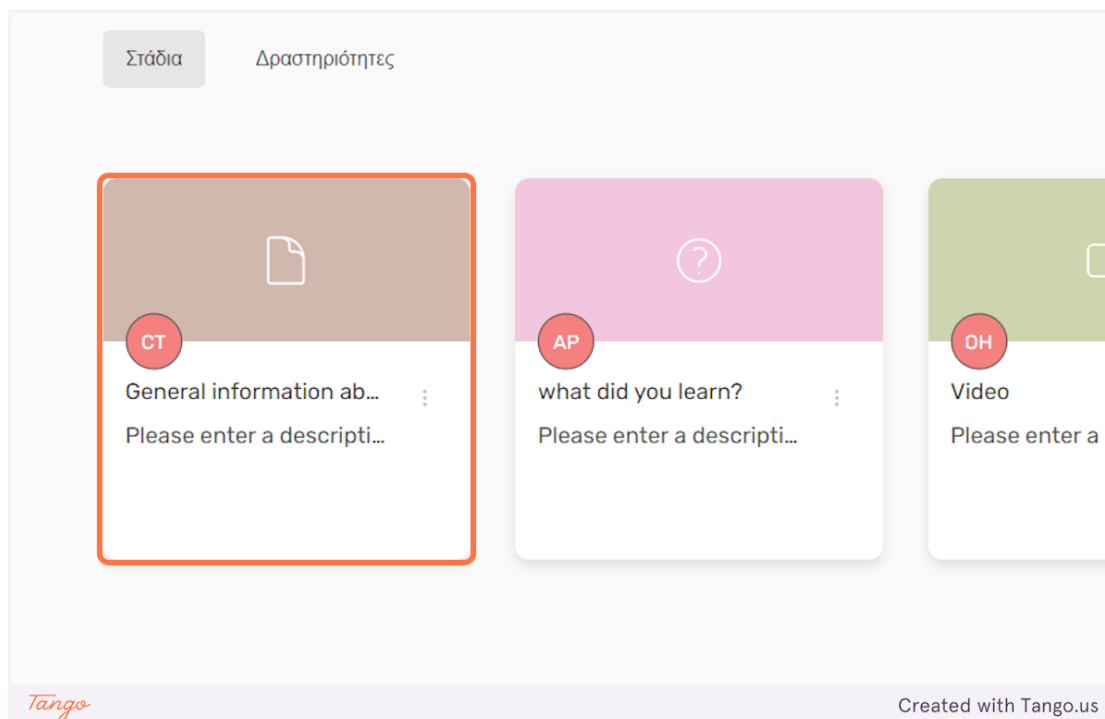


5. Click on the "dots" icon in a template activity to open an option menu.

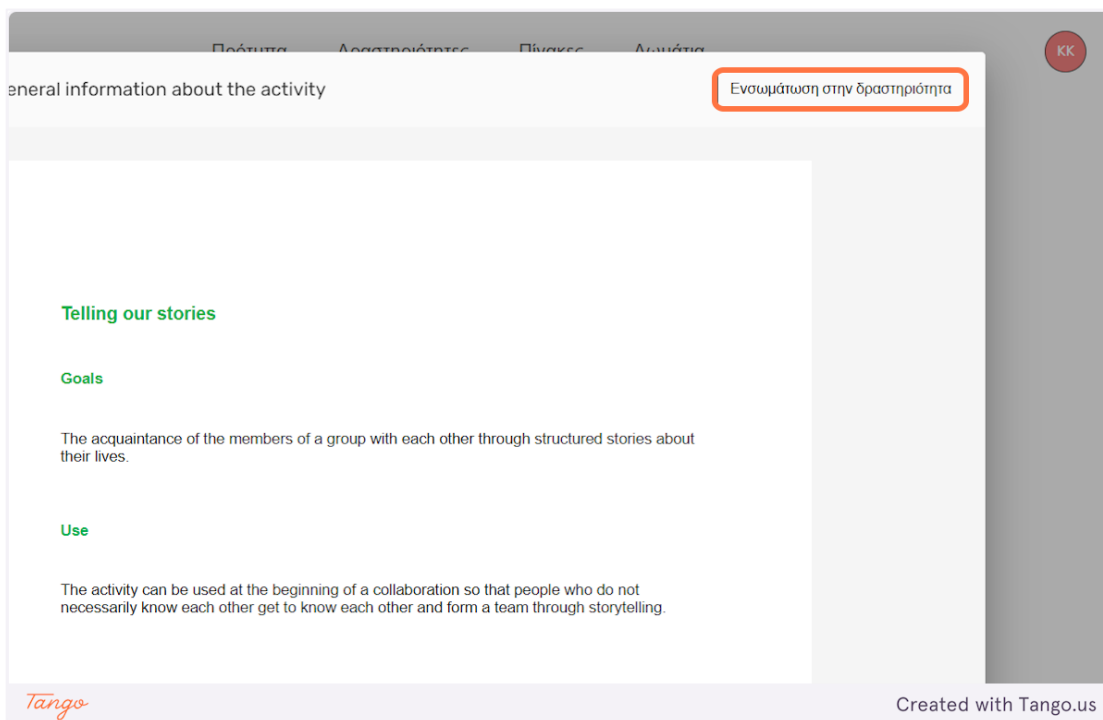


6. Click on "Αντιγραφή" to directly duplicate the activity or click on "Αγαπημένα" to add it to your own favorites list.

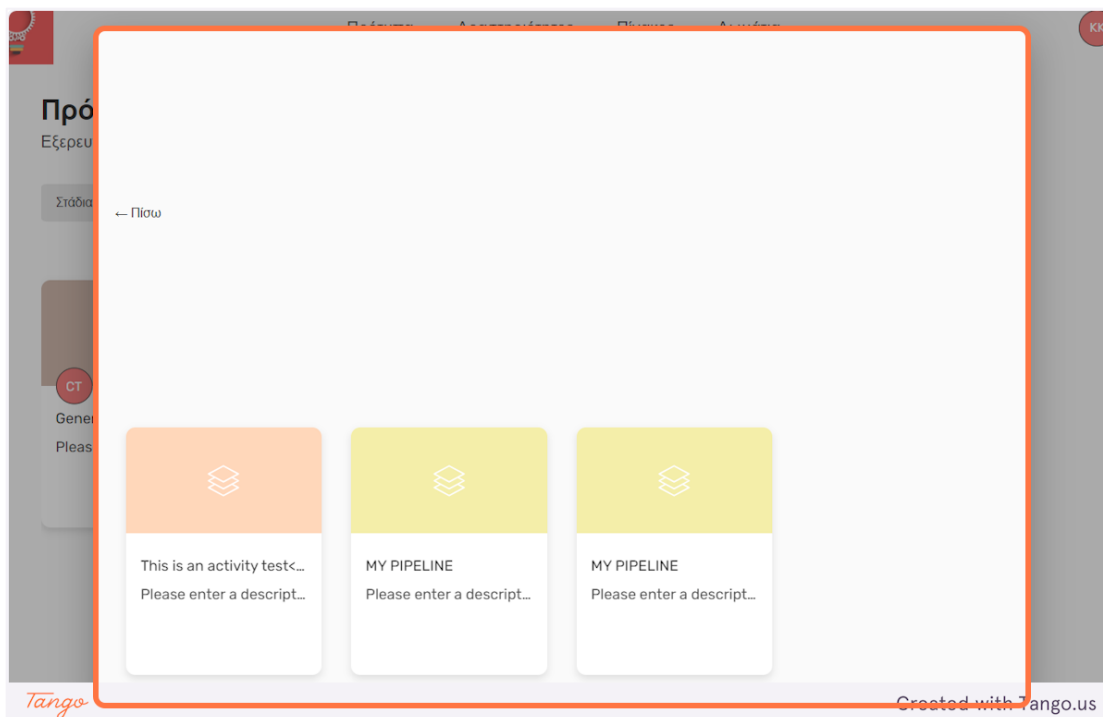


7. Click on "Στάδια" to view the available templates for activity stages.**8. Click a stage template to preview its content.**

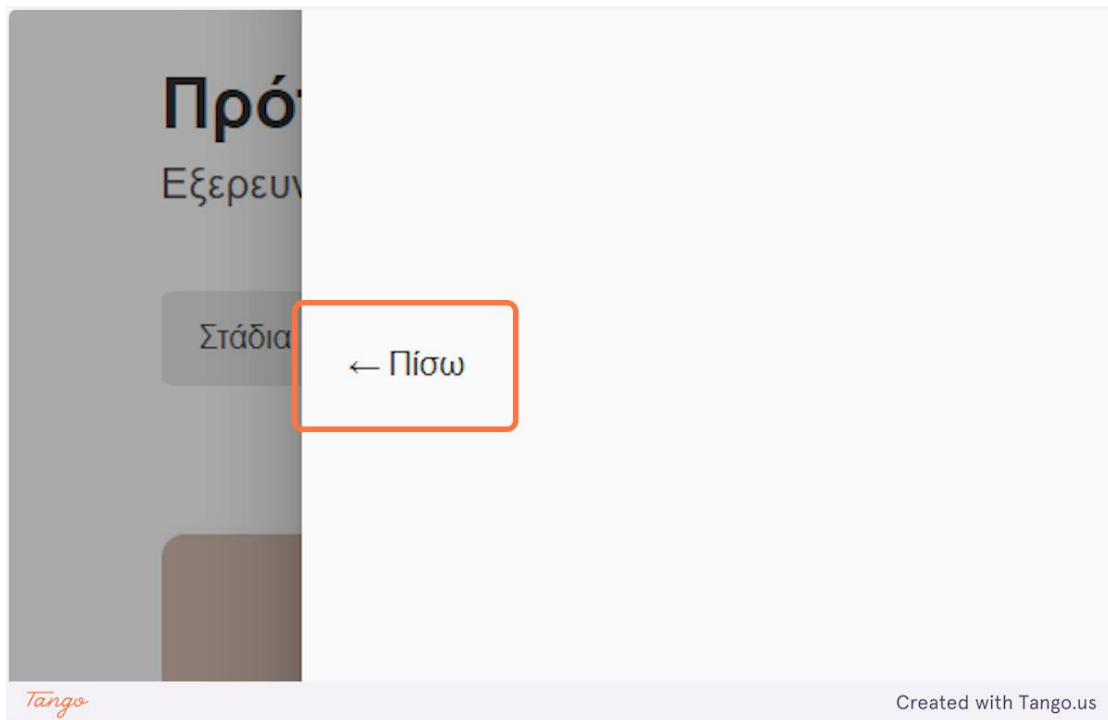
9. Click on "Ενσωμάτωση στην δραστηριότητα" to incorporate the template stage into one of your own private activities.



10. Here you can select on which activity the template stage will be added.



11. Click on "Πίσω" to go back to the stage template preview screen.

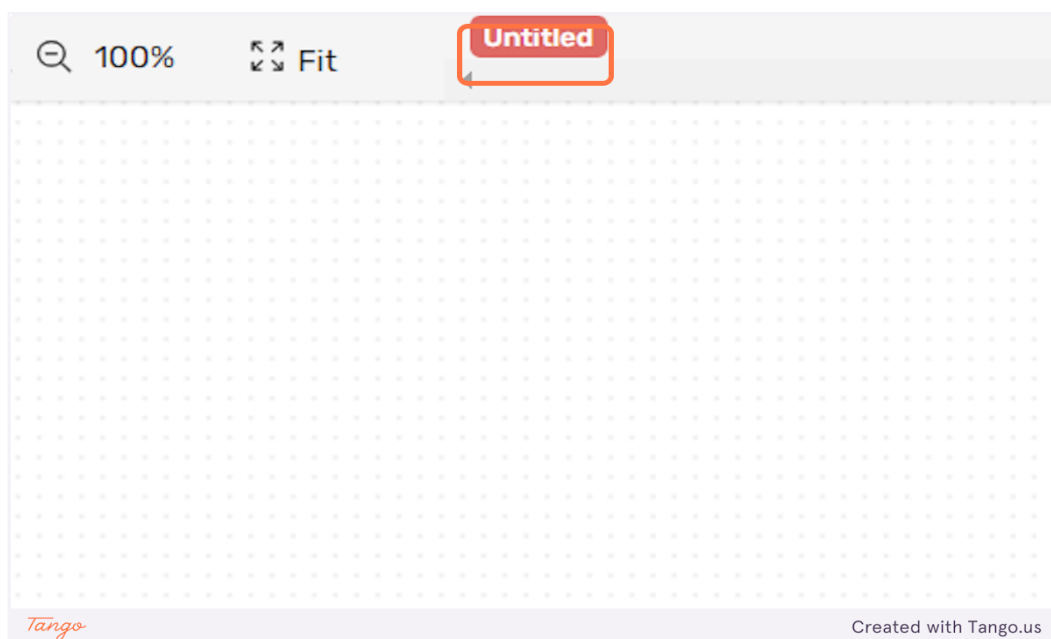


All users: Using a Board

1. Here we have an empty board. A board can have notes containing text, images or videos.



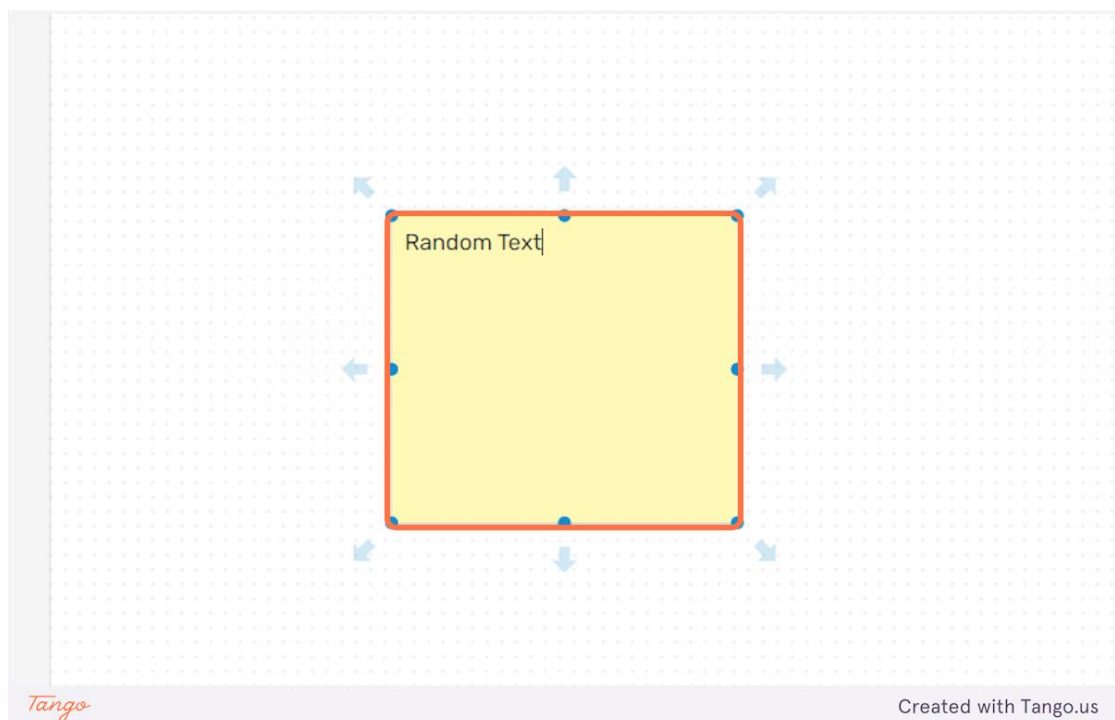
2. Click on the "Untitled" to edit the board name. After editing, press the "Enter" button to apply your changes.

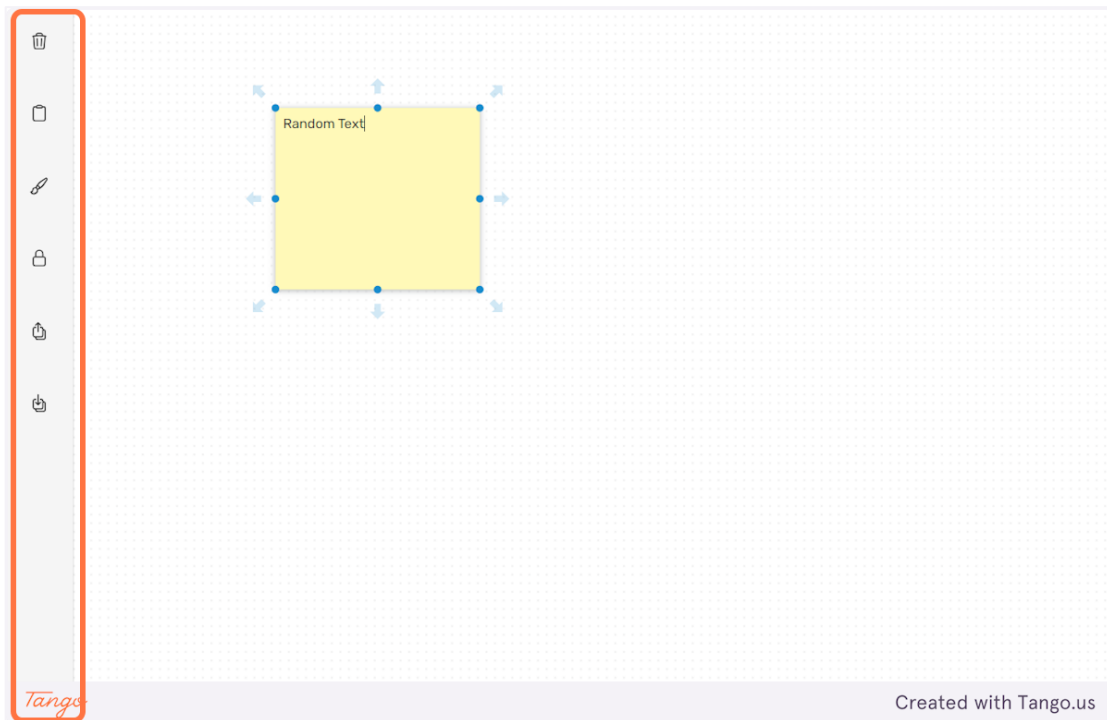
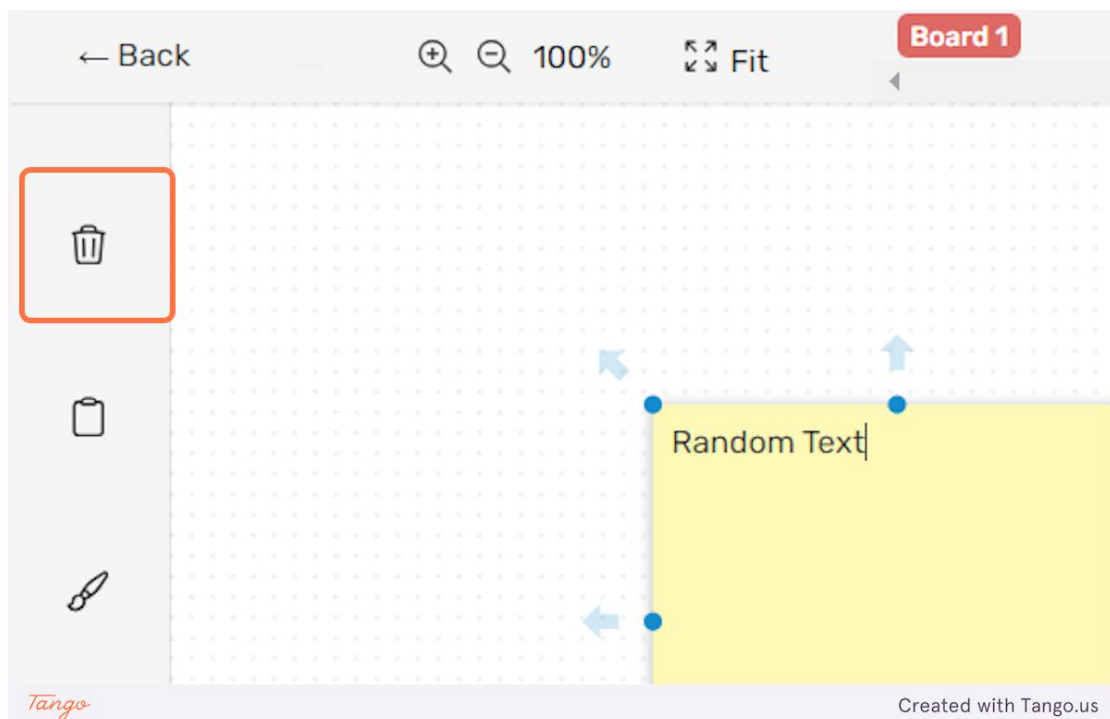


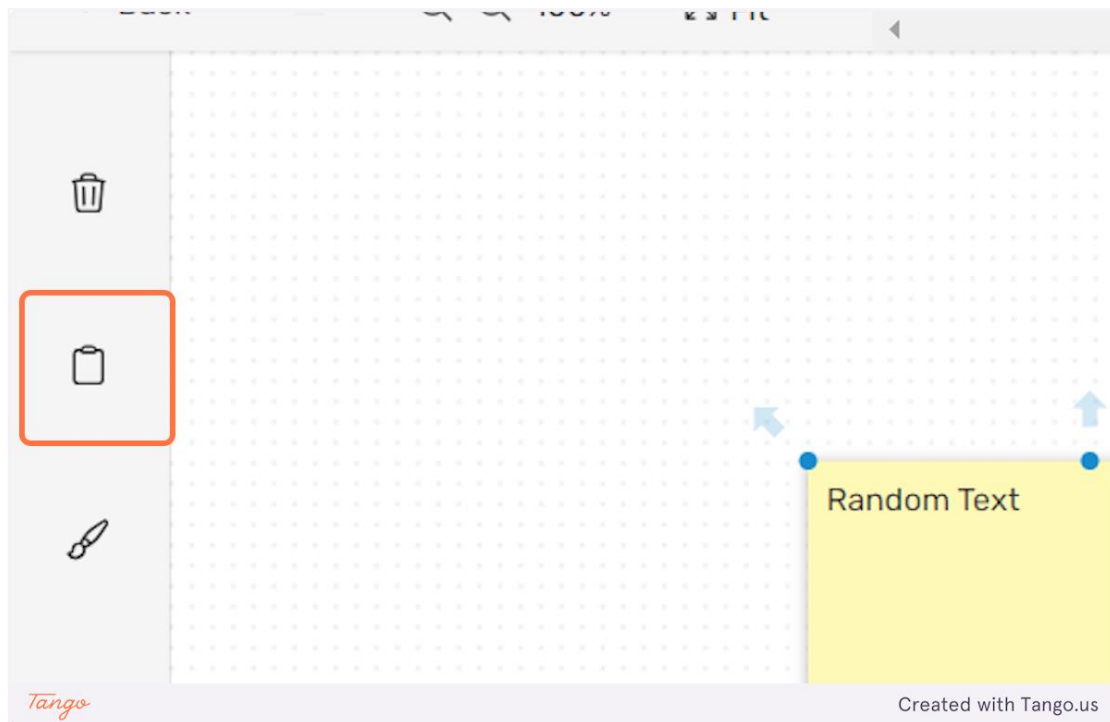
3. Click on "Note" to add a new note containing text.



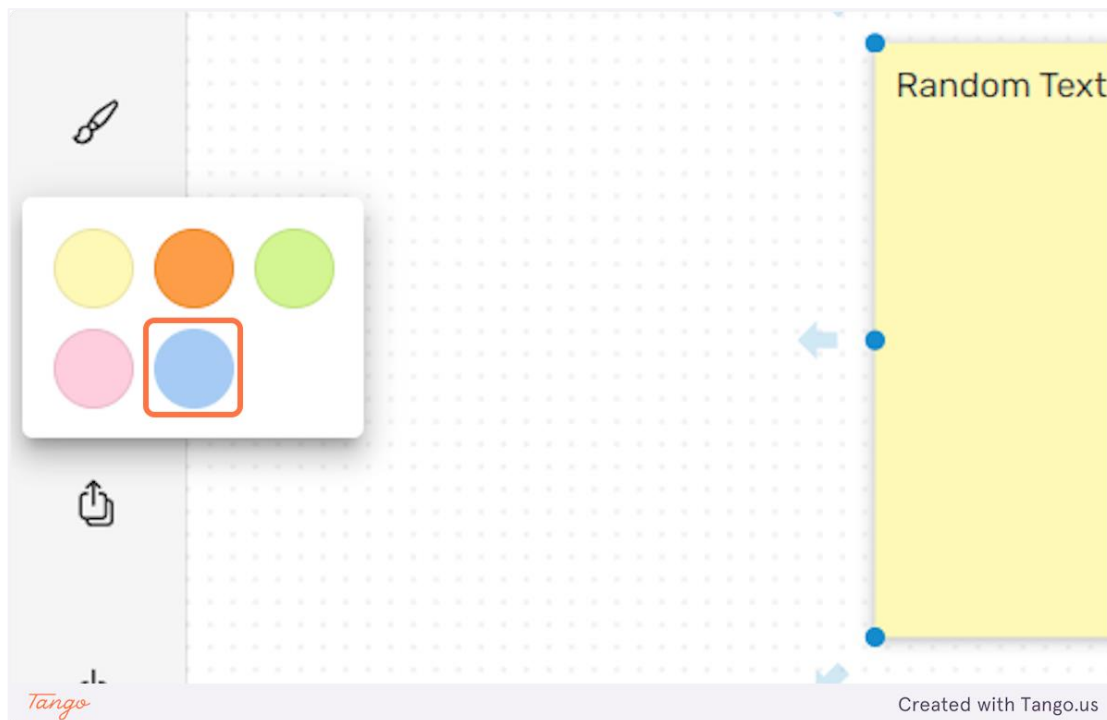
4. Click on the note to select it. Click on its text to edit it. You can change the size of the note by right clicking and dragging one of the eight blue dots around it. You can move it around the board by holding down the right click when the cross icon appears while hovering the cursor.



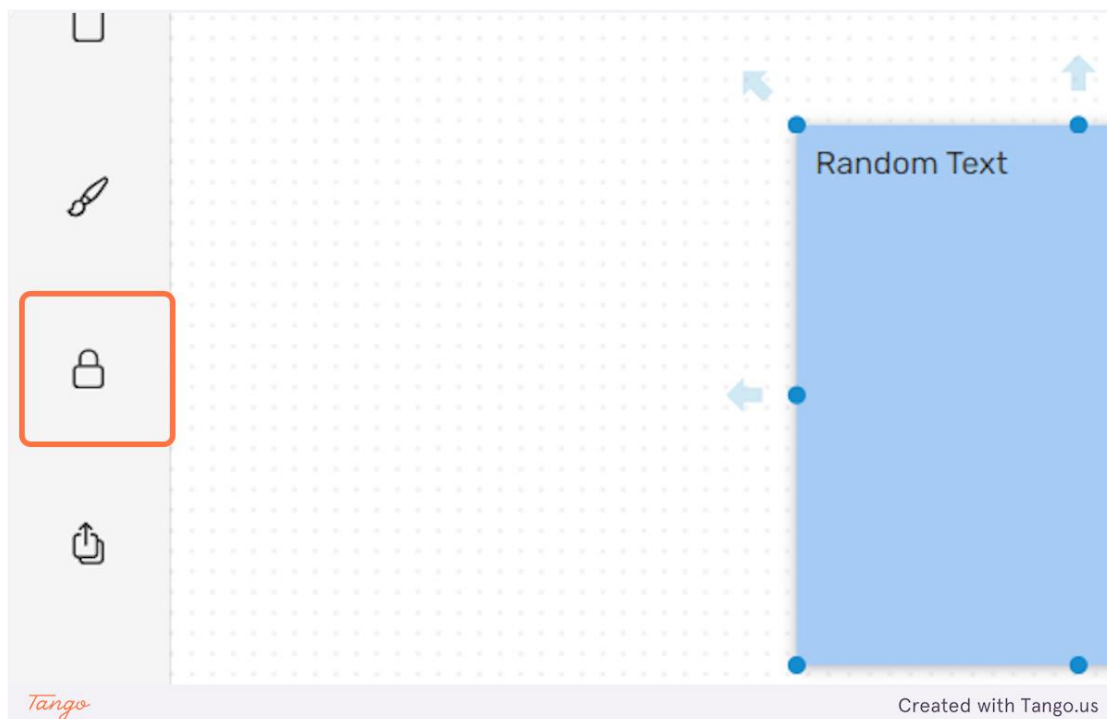
5. When you select a note a bar will appear on the left side of the screen.**6. Click on the "trashcan" icon to delete the selected note.**

7. Click on the “copy” icon to duplicate the selected note.**8. Click on the "paintbrush" icon to change the color of the note.**

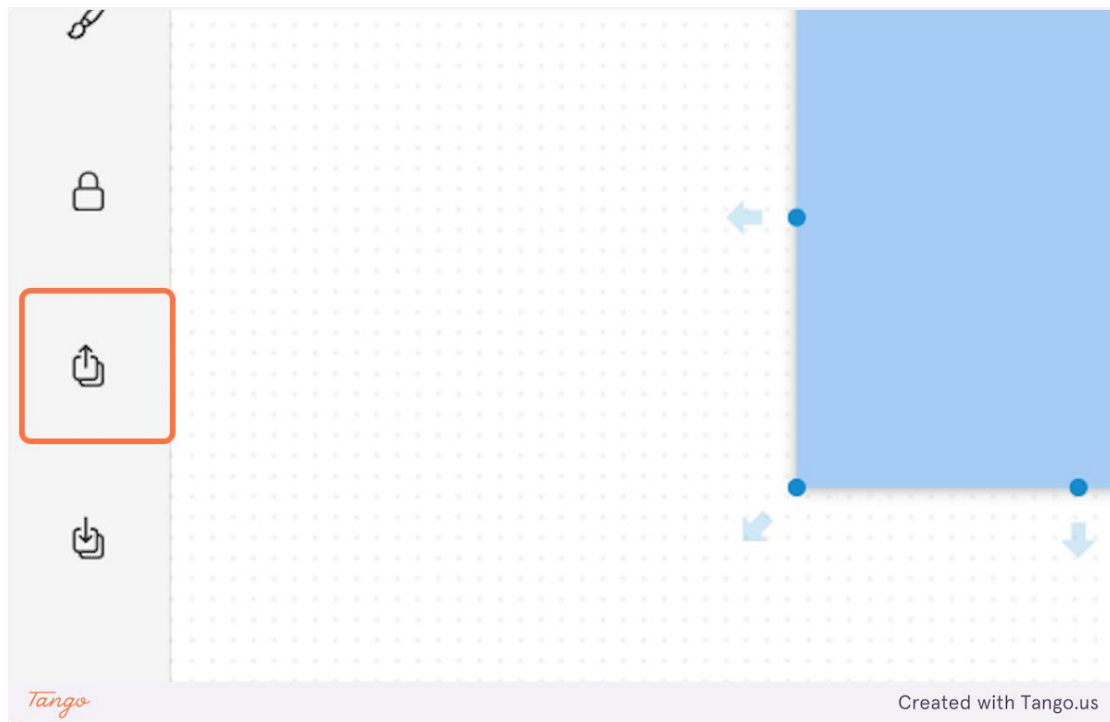
9. You can pick any of the five available colors.



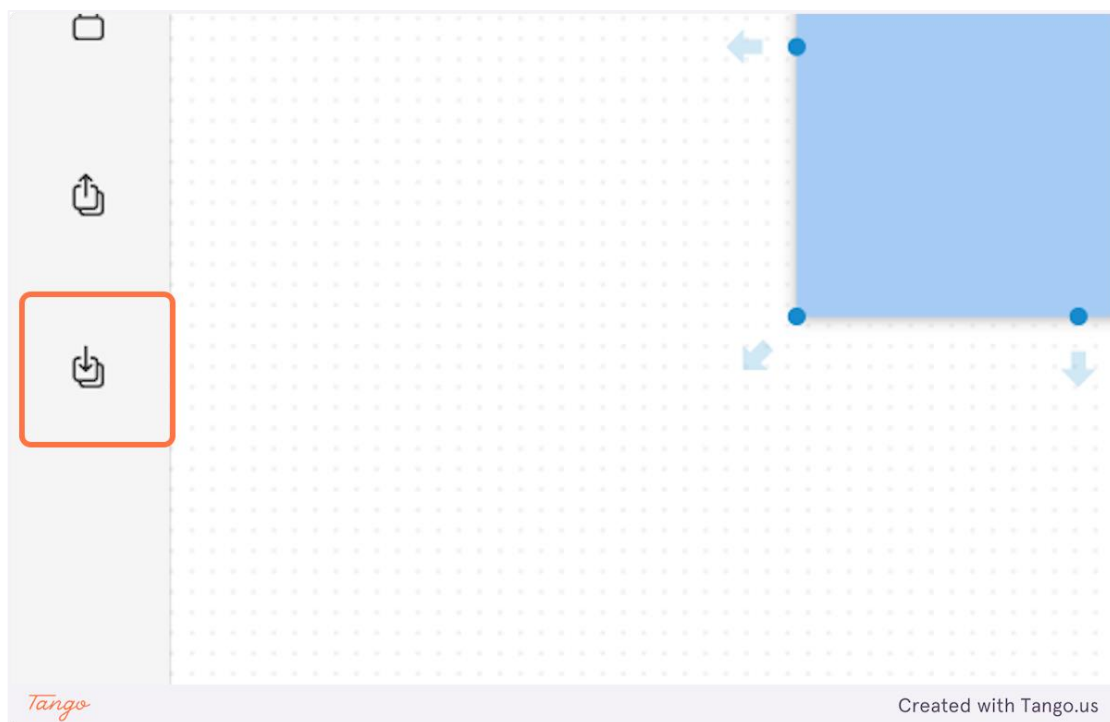
10. Click on the "lock" icon to lock the note. When a note is locked the other users won't be able to modify its content or move it around the board.



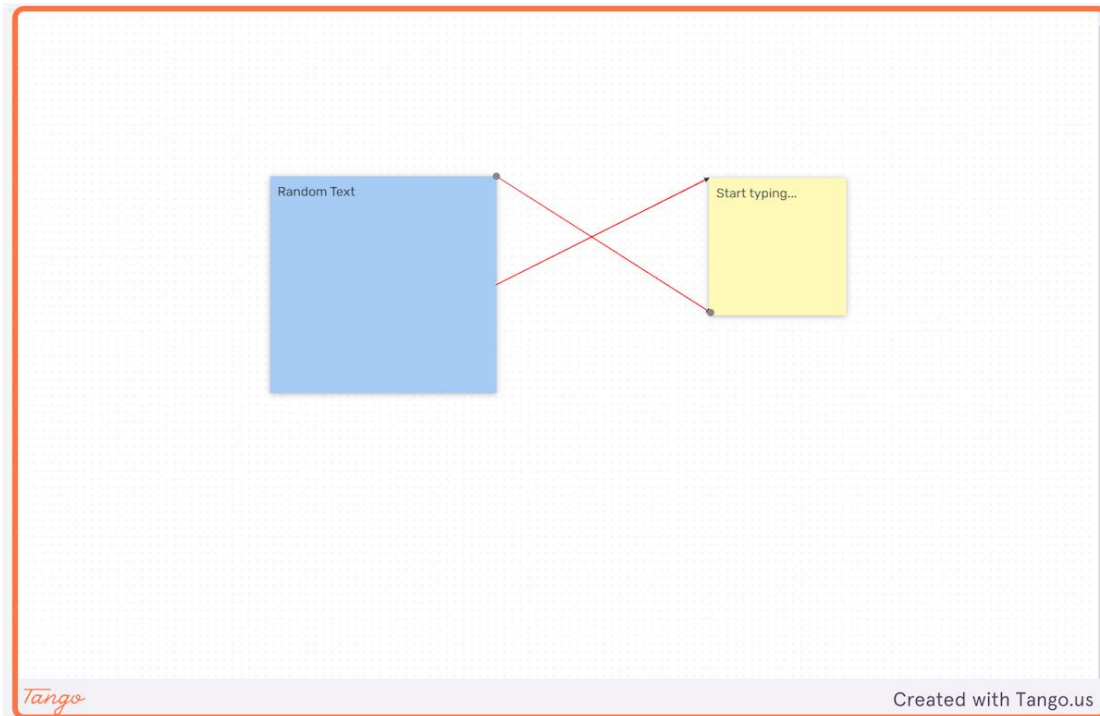
11. You can also change the order of the notes appearing on the board. You can bring a note to the foreground by clicking the highlighted icon as shown below.



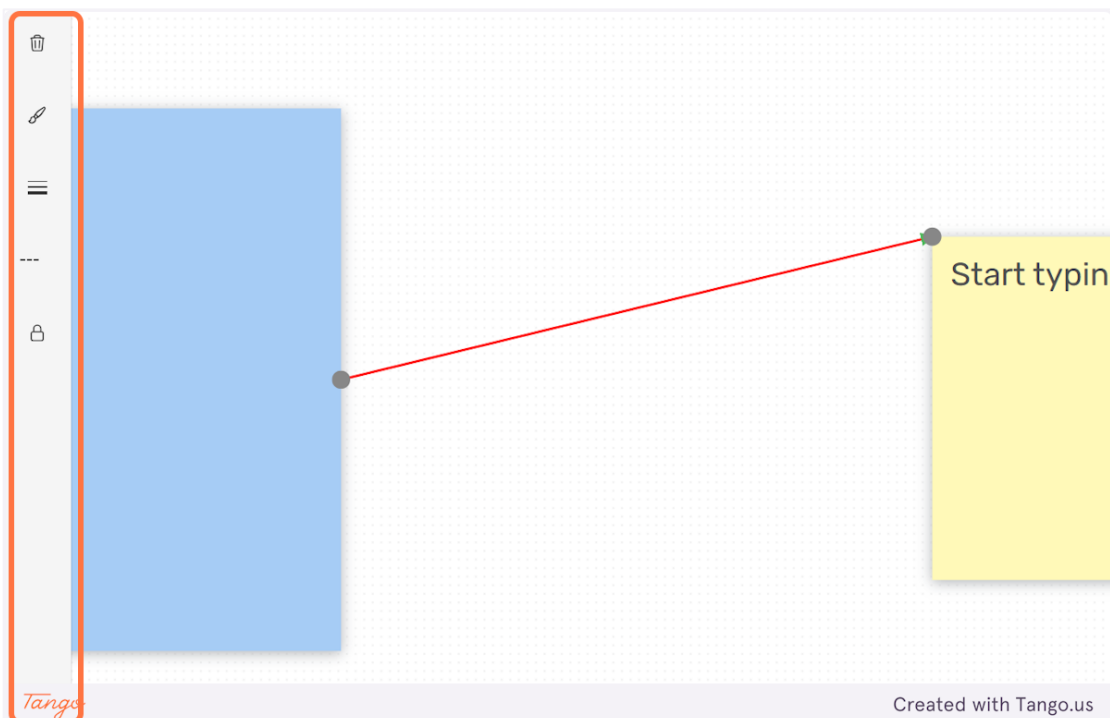
12. You can bring a note to the background by clicking the highlighted icon as shown below.



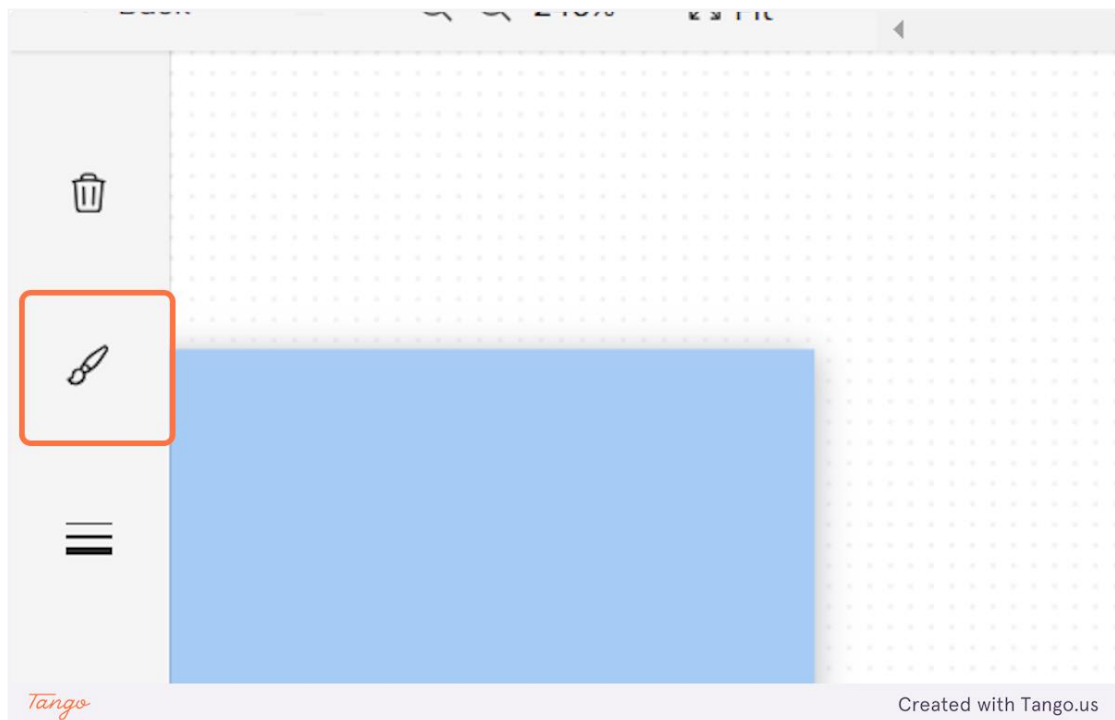
13. You can use the arrows appearing when selecting a note to connect notes with lines. You can have multiple connected lines between the same note and a note can be connected with multiple notes at the same time.



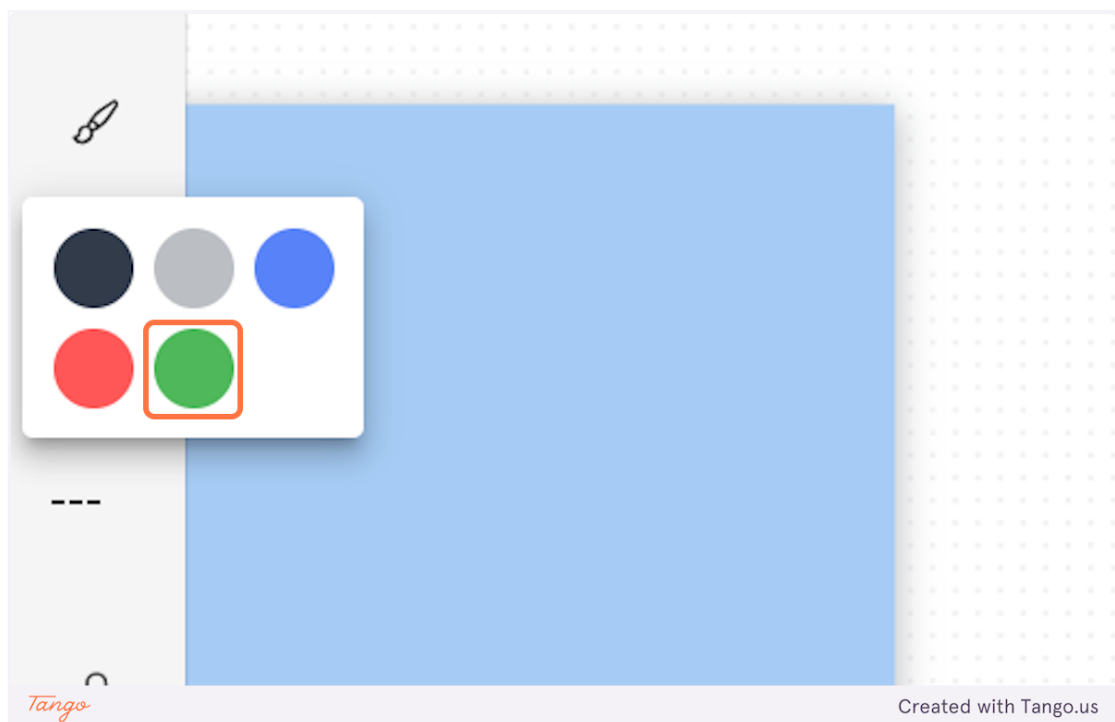
14. Click on a line connecting two notes to select it. On the left side of the screen a bar will appear for customizing the line.



15. Click on the "paintbrush" icon to change the color of the endpoint arrows.



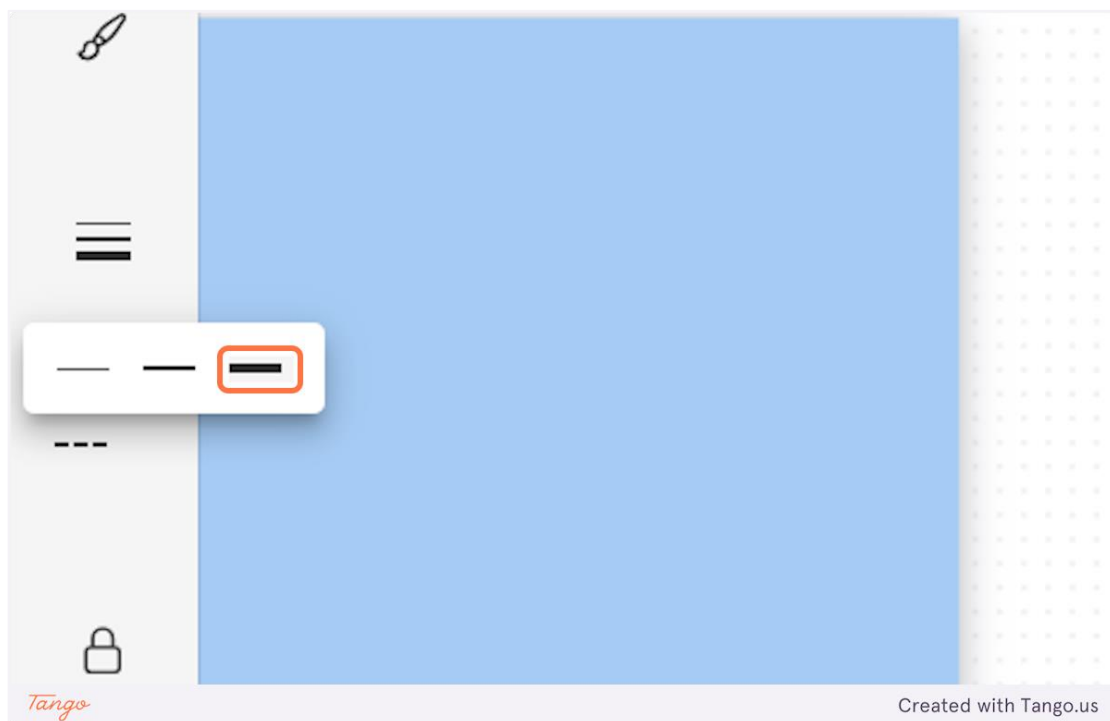
16. You can select any of the available colors.



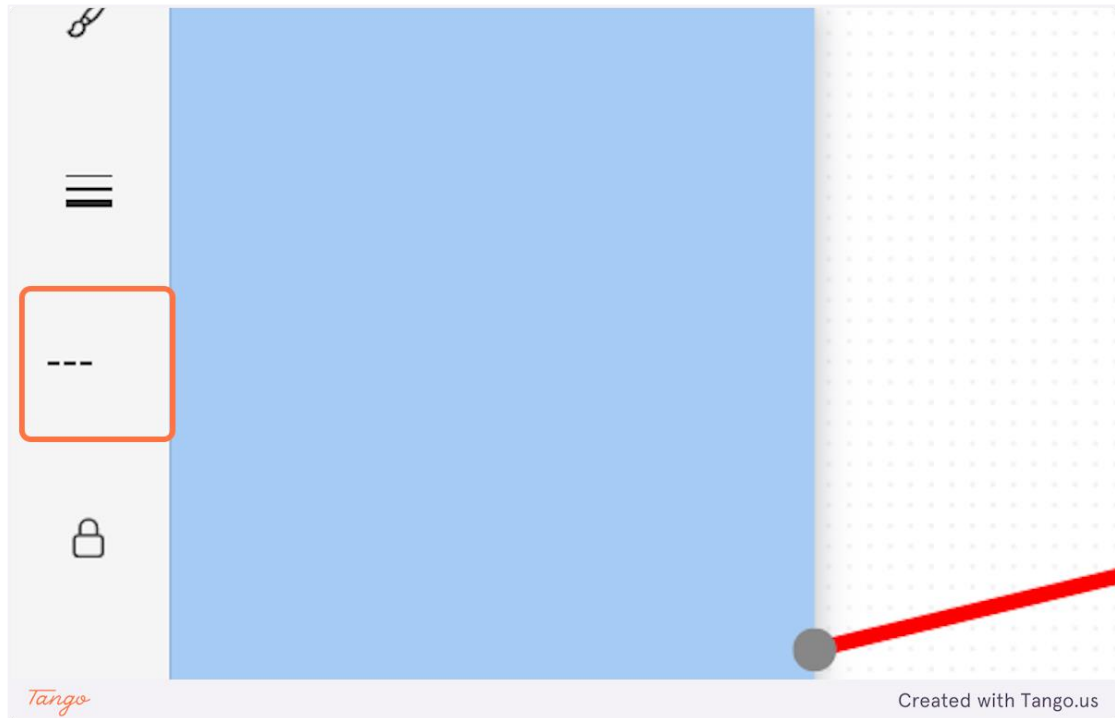
17. You can also change the line thickness.



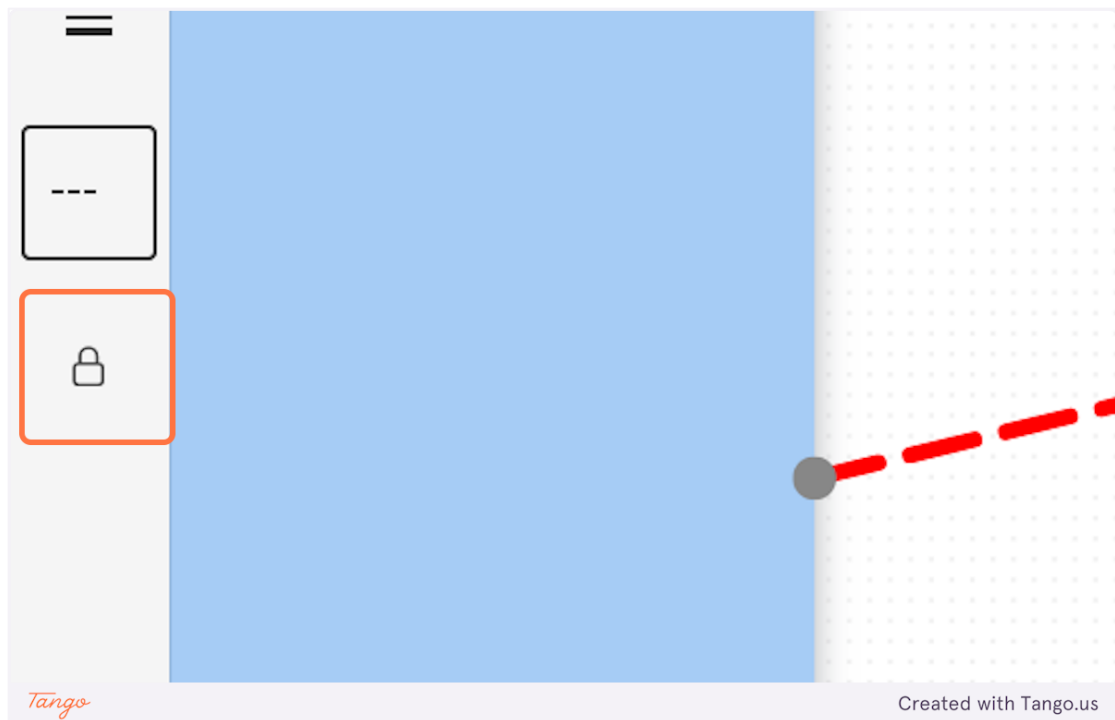
18. There are three available options.

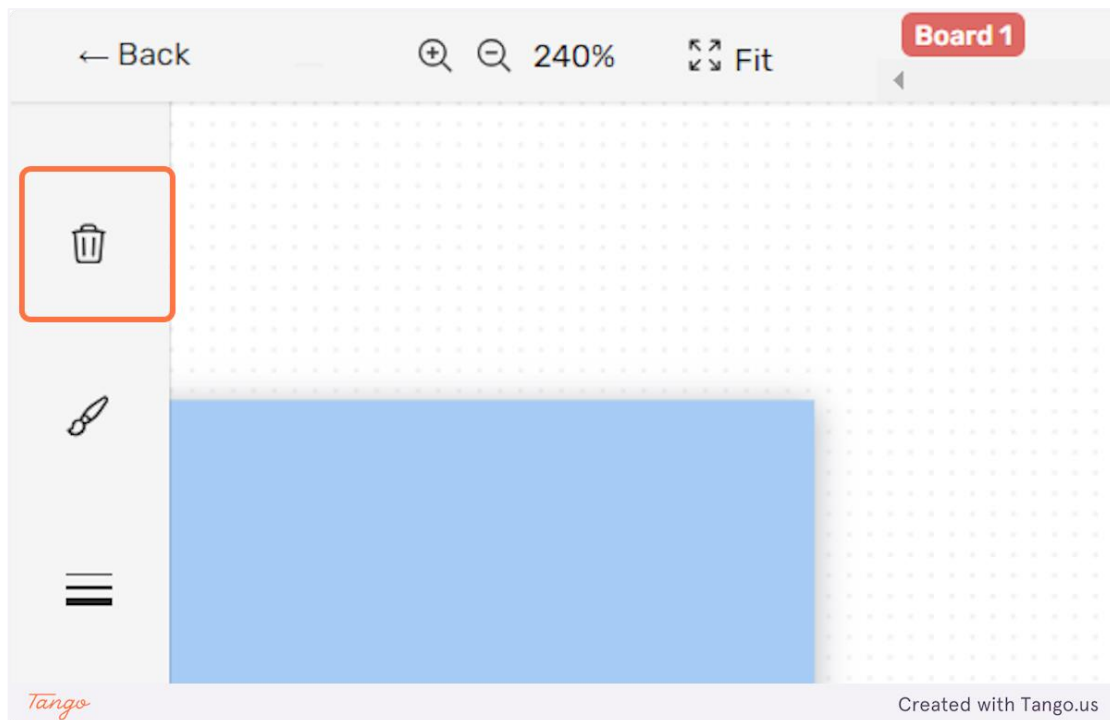
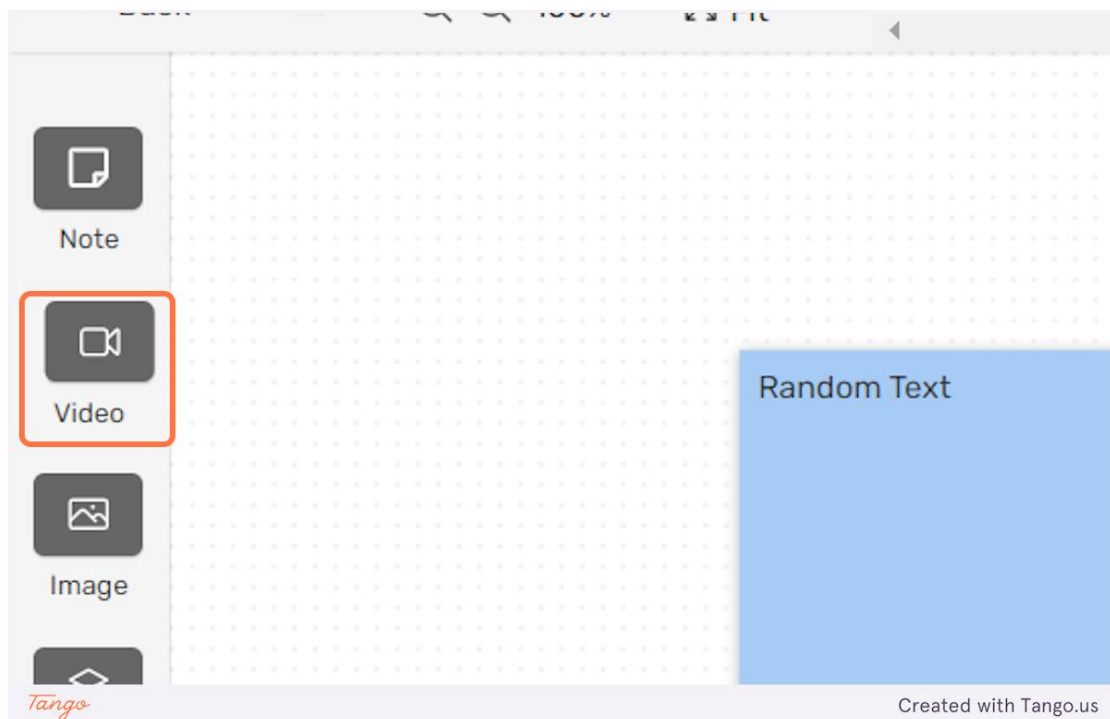


19. You can make the line between the endpoint arrows dashed by clicking the highlighted option as shown below.

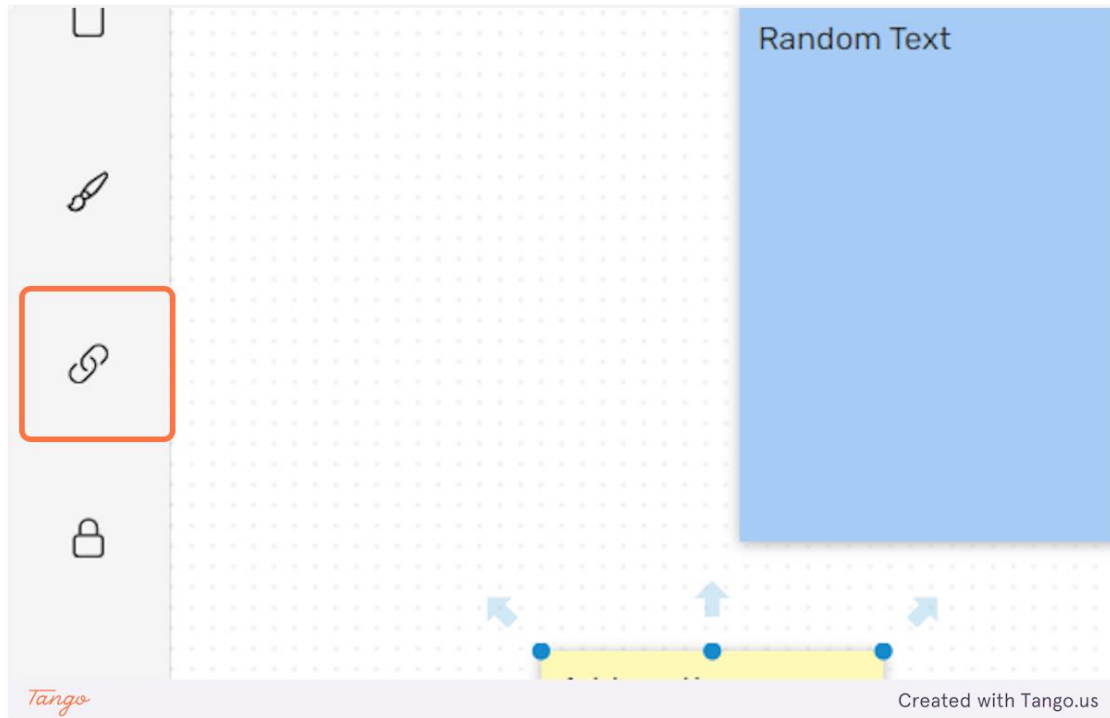


20. Click on the "lock" icon so the selected line can't be modified from other users.

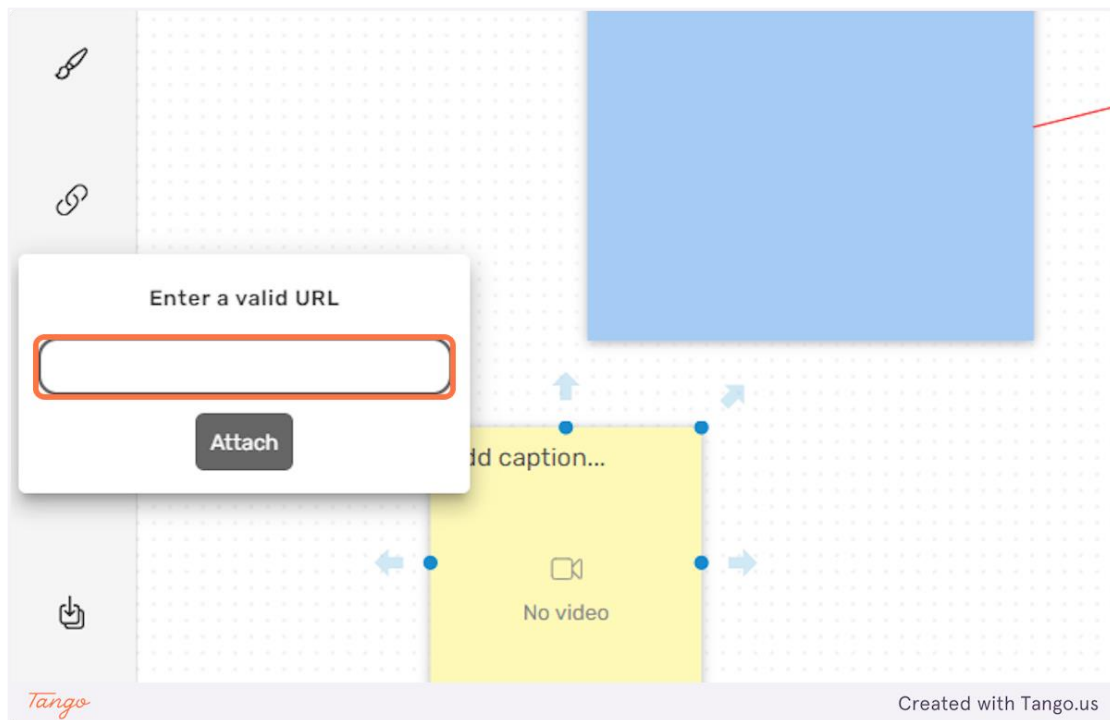


21. Click on the "trashcan" icon to delete the selected line.**22. Click on "Video" to add a note containing a video.**

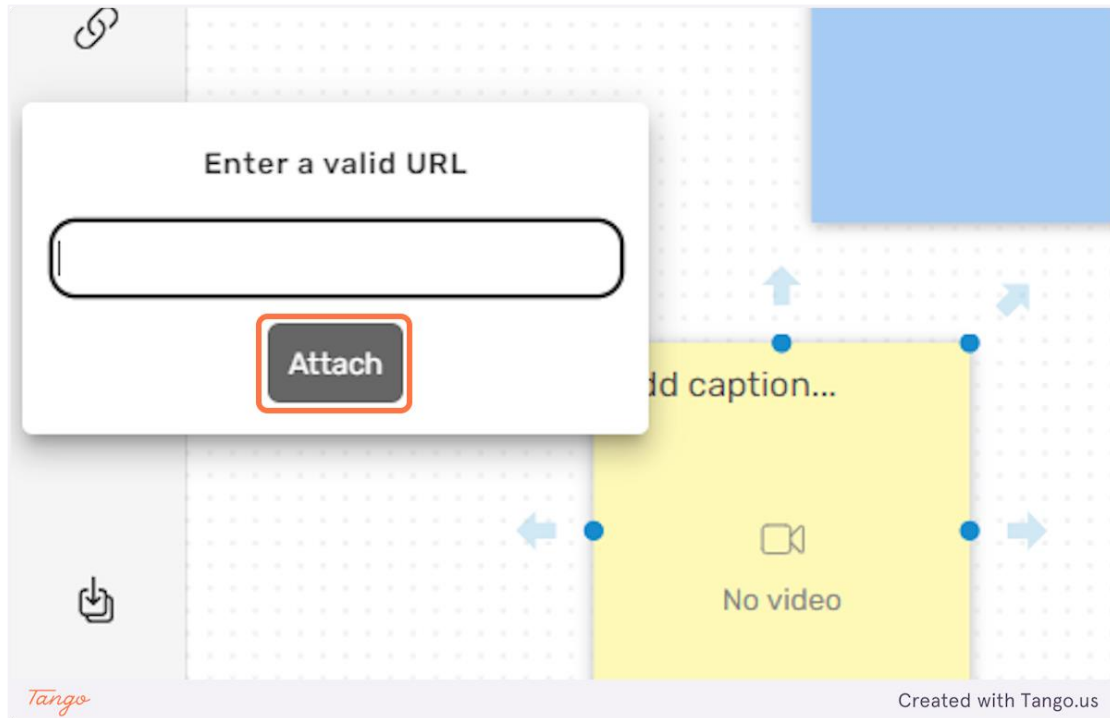
23. Select the video note and click on the "link" icon on the left bar that appears.



24. A pop-up window will open, and you will need to provide a valid video URL.

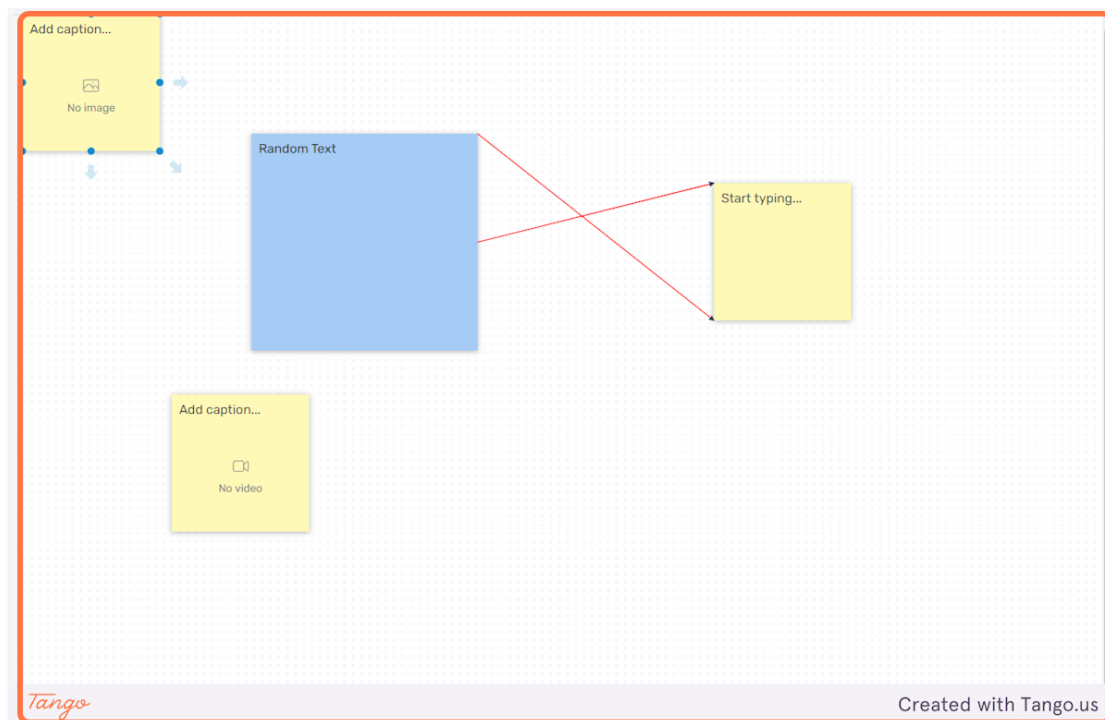
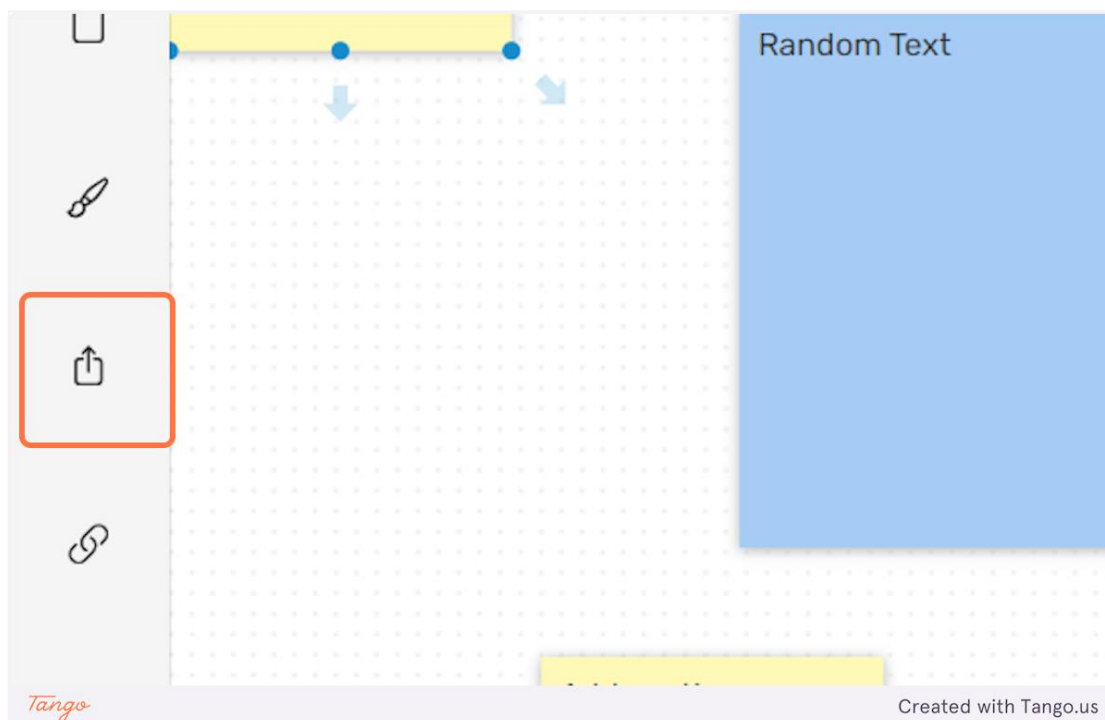


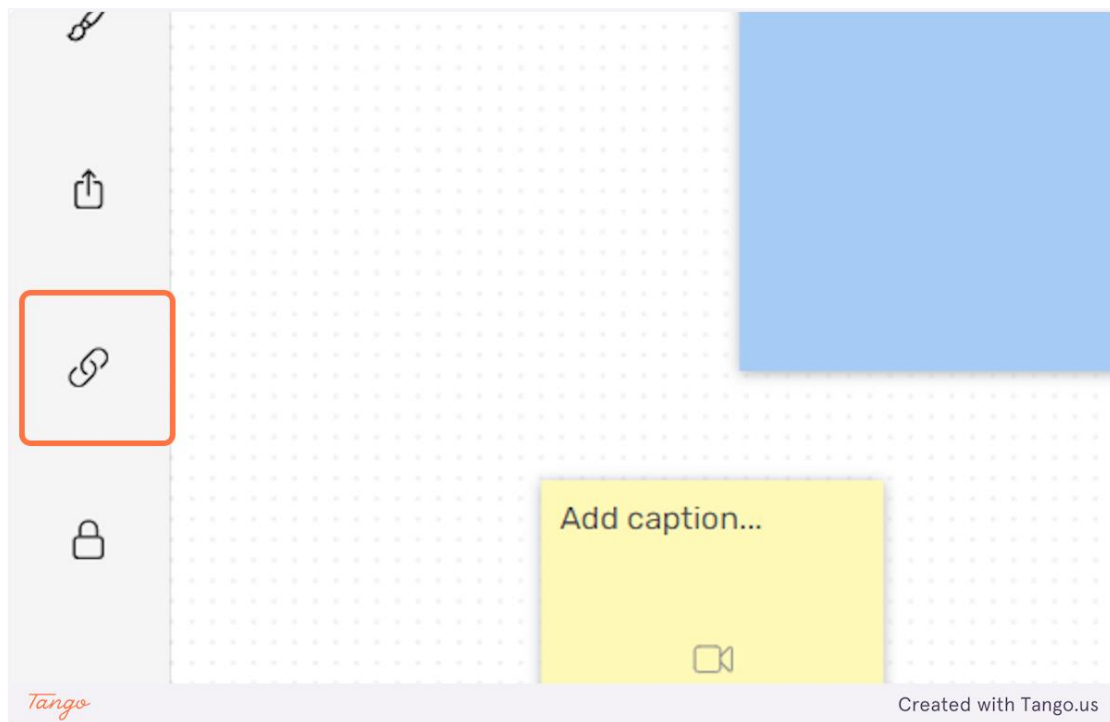
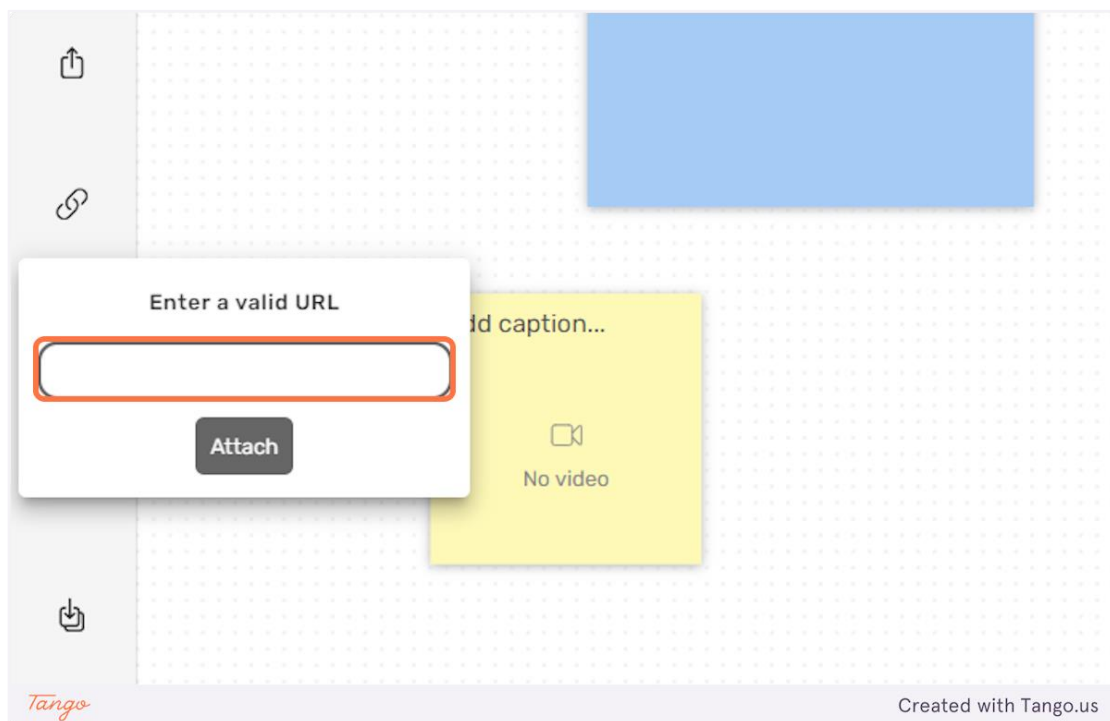
25. After entering the video URL click "Attach" to embed the video in the note.

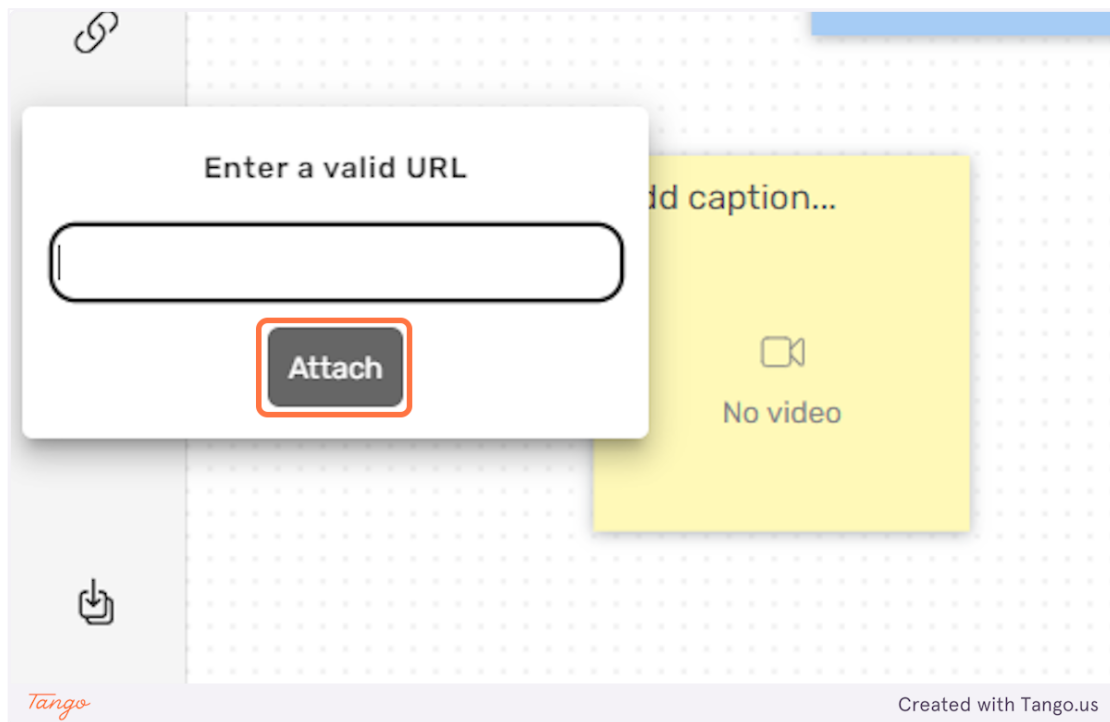
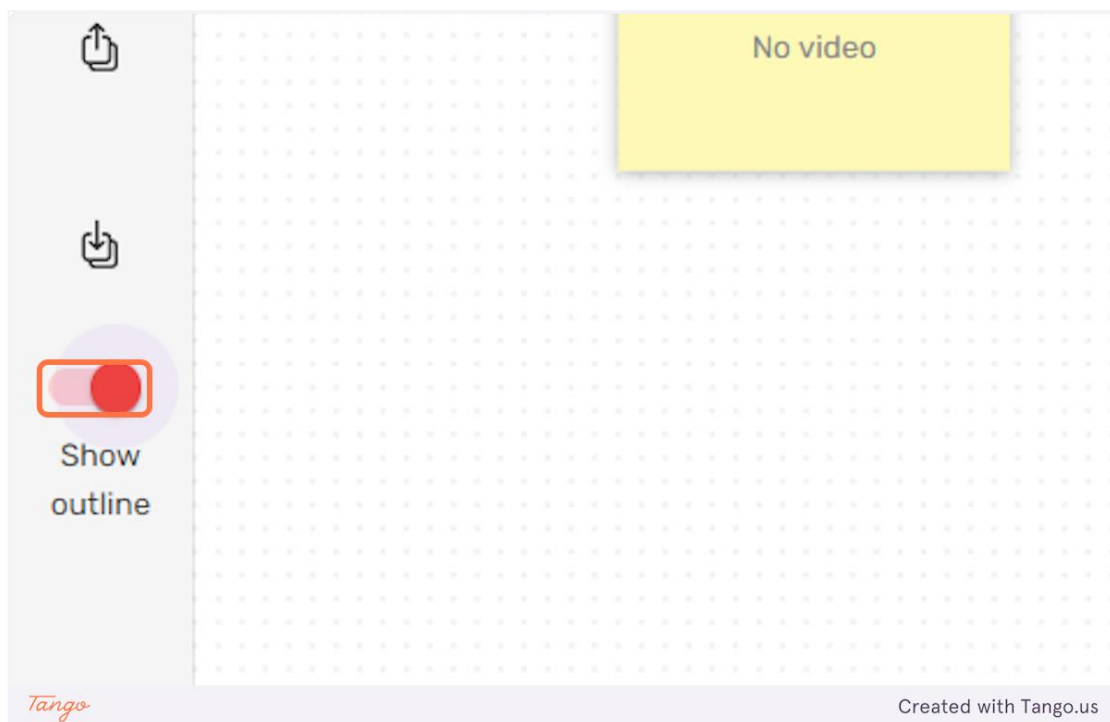


26. Click on "Image" to create a note containing an image.

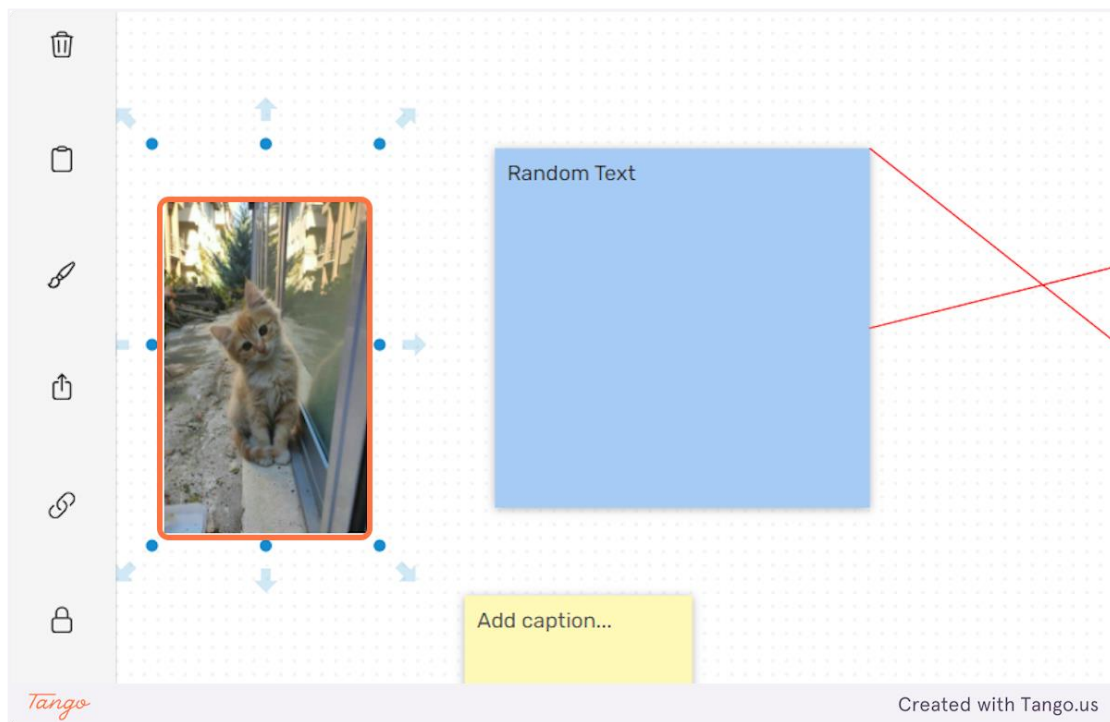


27. Select the newly created image note.**28. Click the "Upload" icon to upload an image file directly from your computer.**

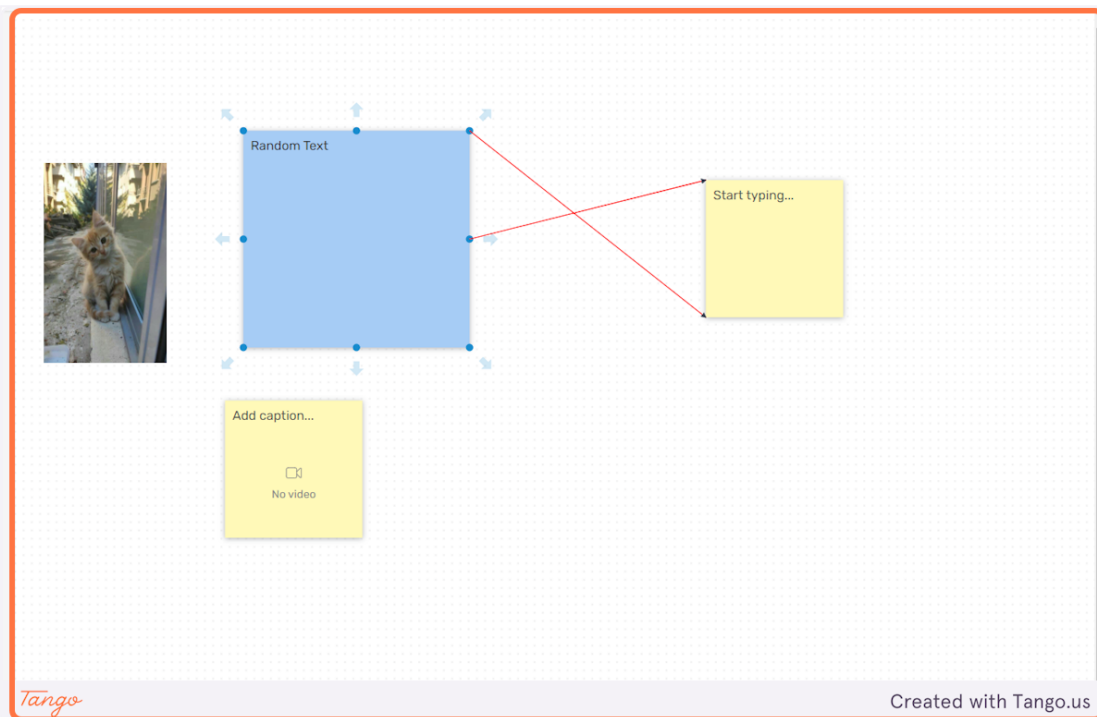
29. Click on the "Link" icon to provide an URL of an image.**30. Enter the image URL in the highlighted input field.**

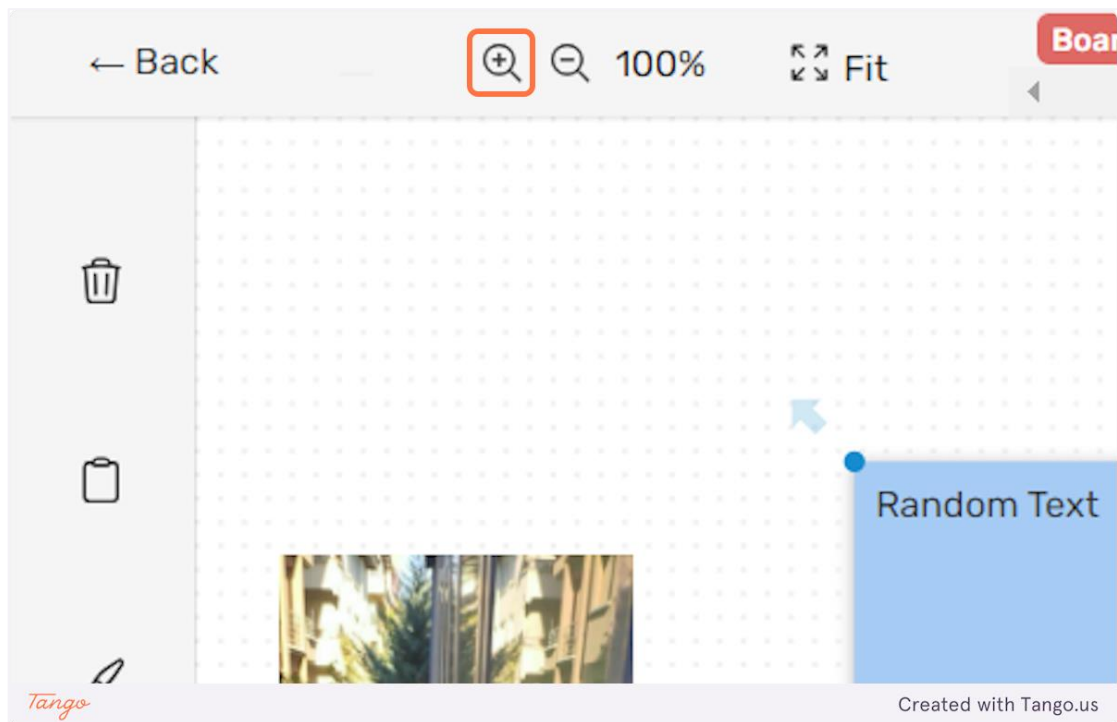
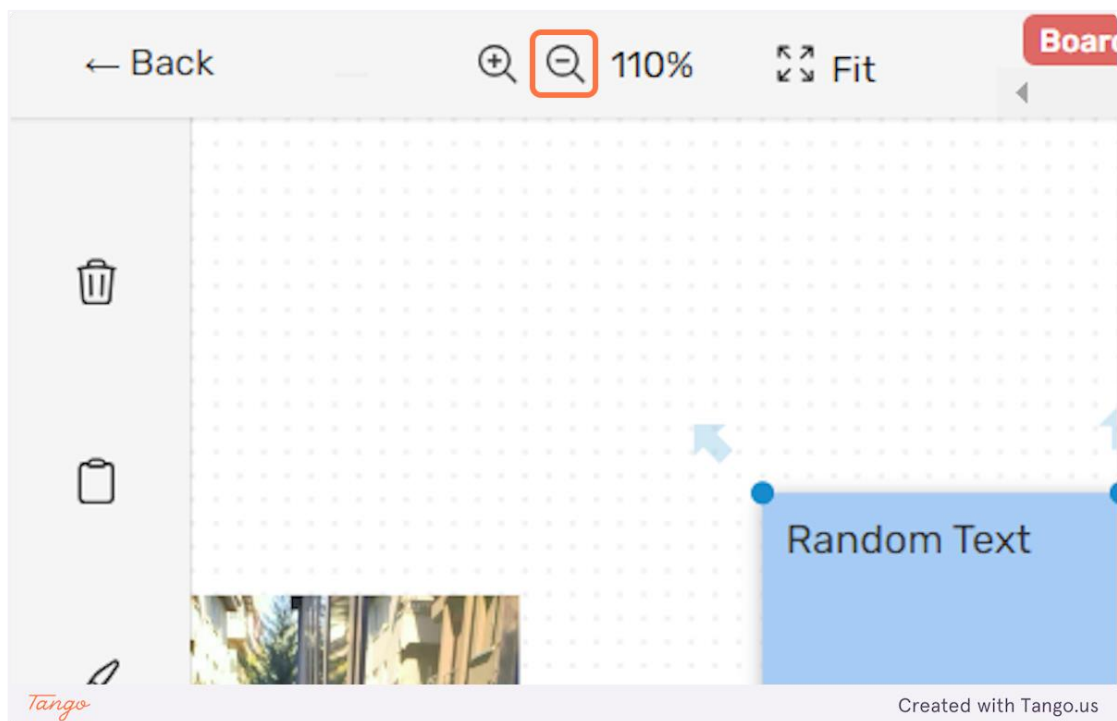
31. Click on "Attach" to embed the image in the note.**32. You can use the "Show outline" toggle to disable or enable the note background for an image note.**

33. In the picture below the outline for this note is disabled, so only the uploaded picture appears without any background from the note.

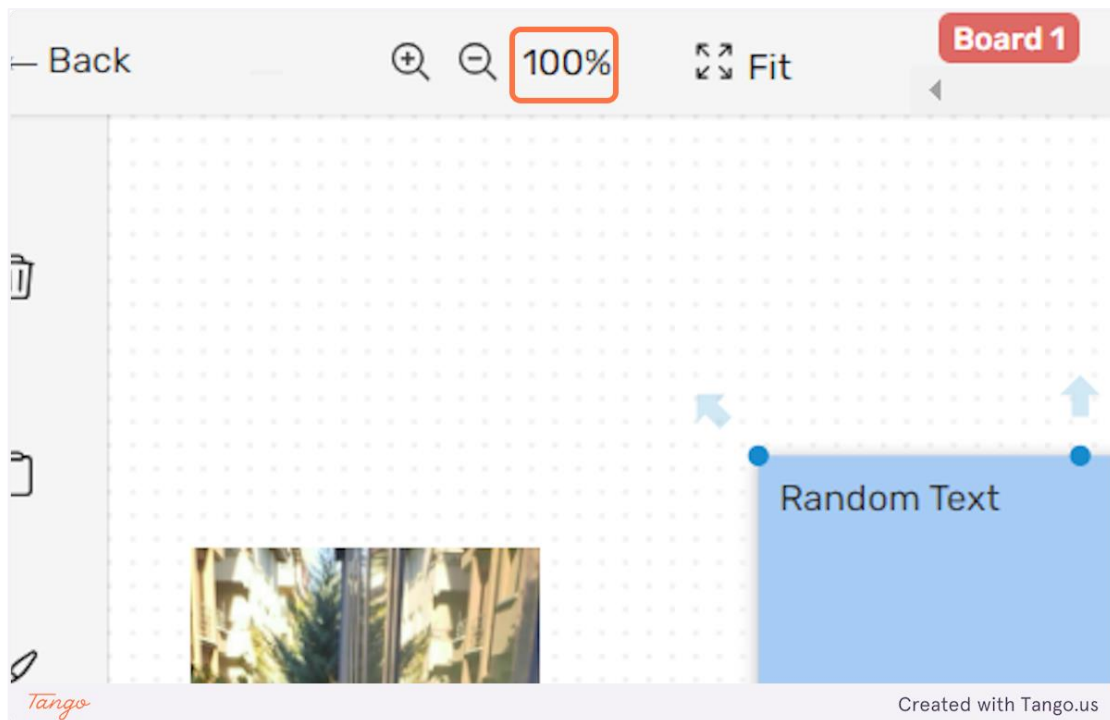


34. At the top of the screen there are some other options for the board.

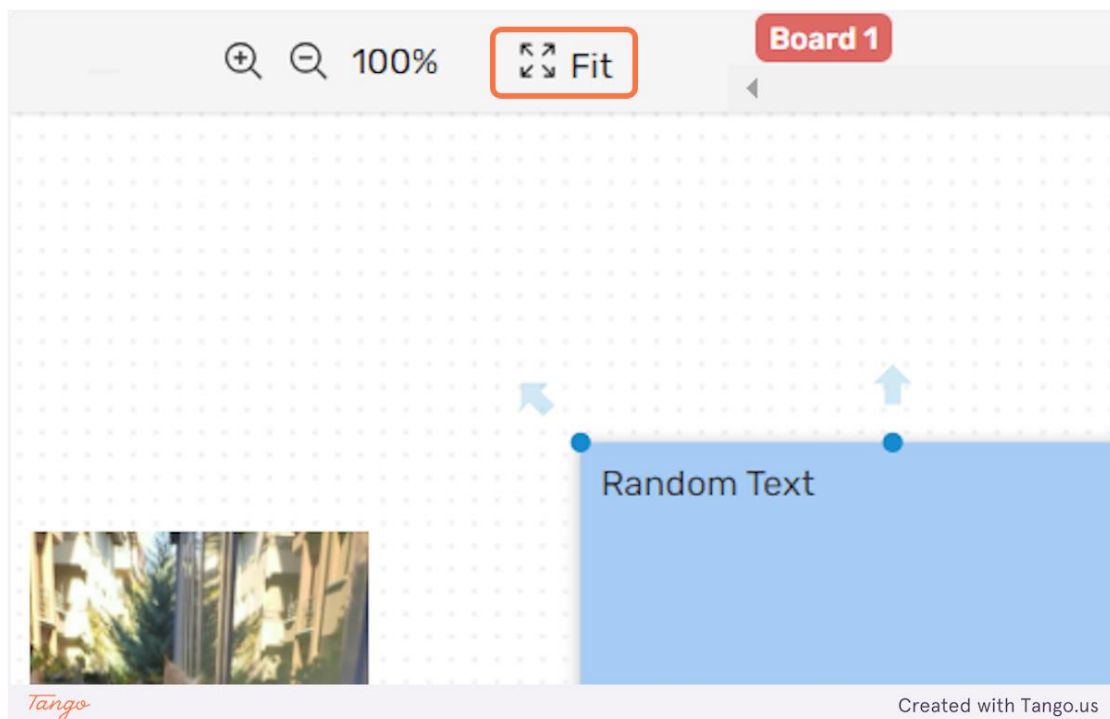


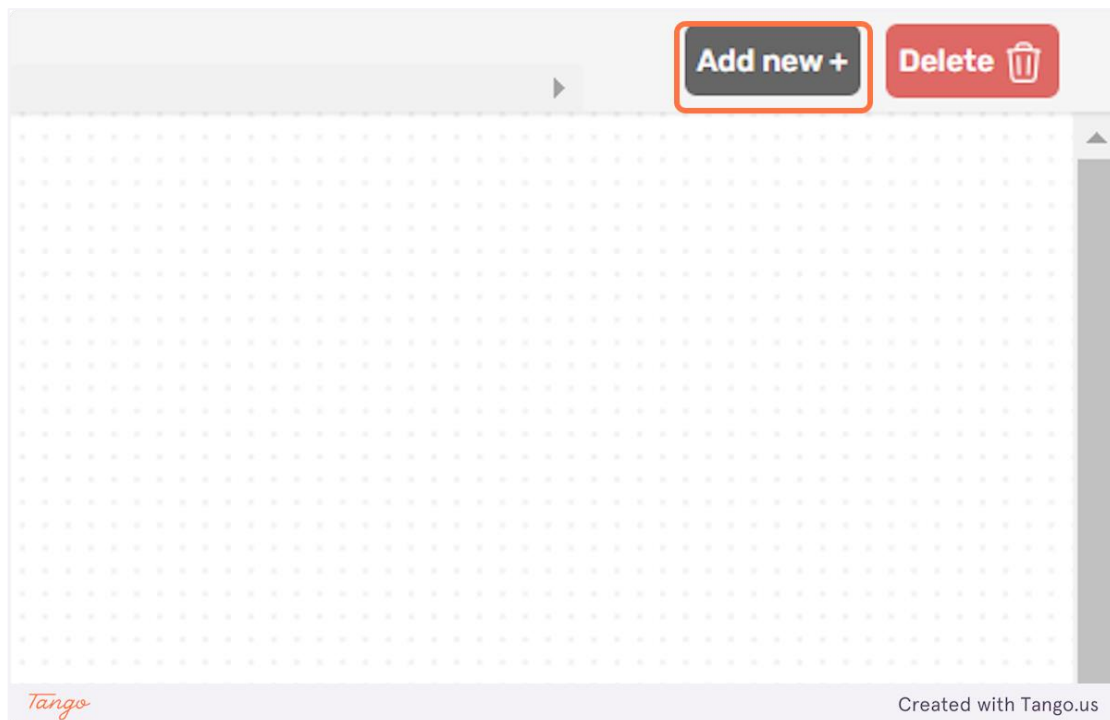
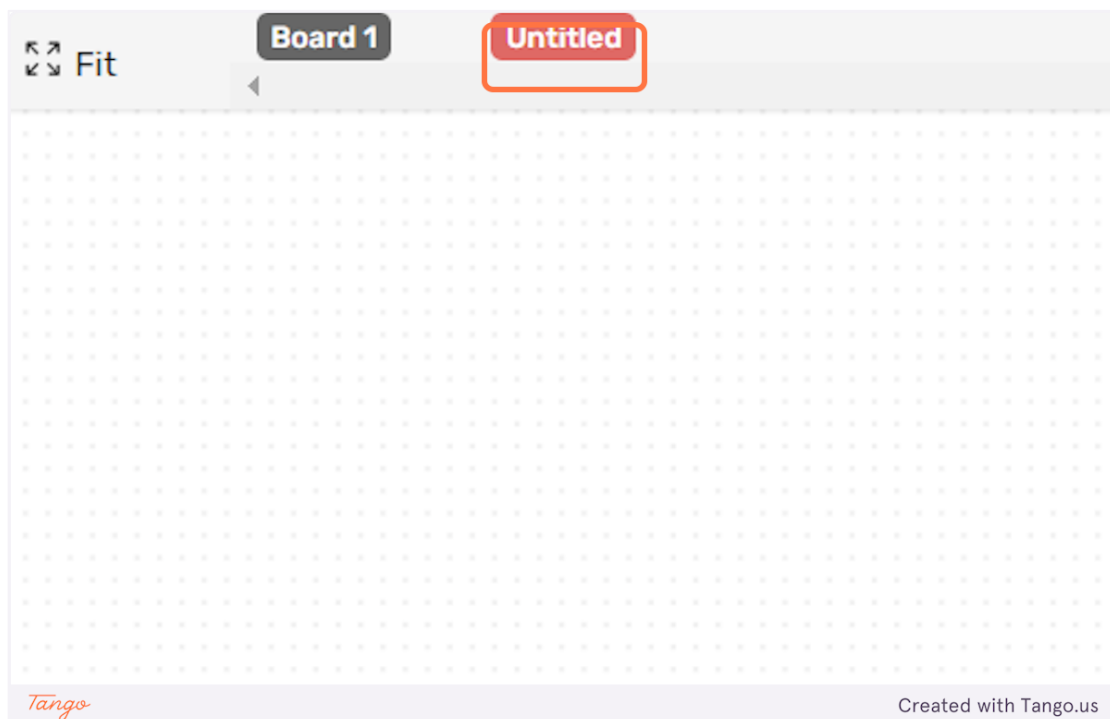
35. Click on the "Magnifying glass +" to zoom in.**36. Click on the "Magnifying glass -" to zoom out.**

37. You can see the screen ratio here

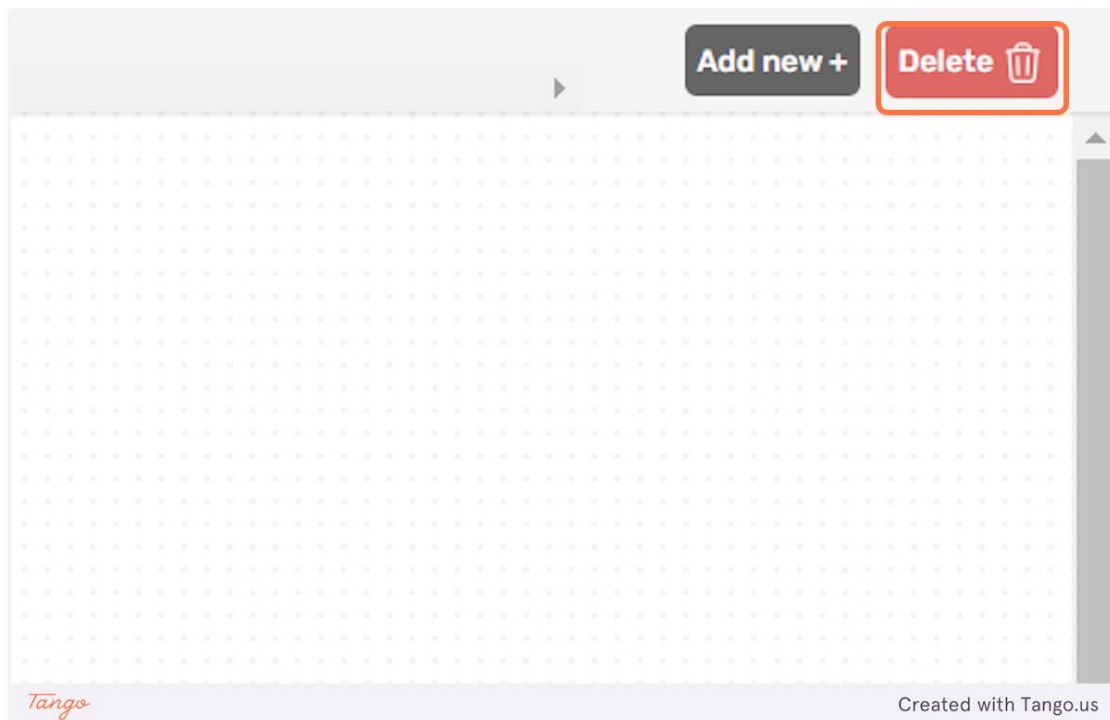


38. Click on "Fit" to fit the board content to your screen.

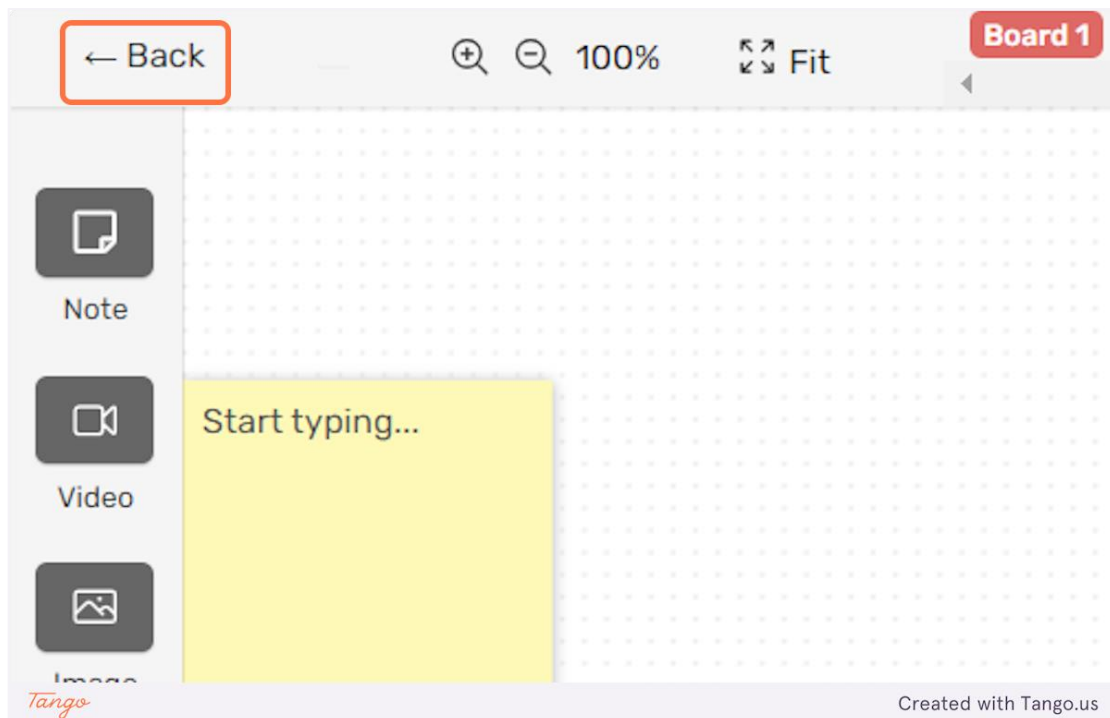


39. Click on "Add new +" to create a new board screen.**40. You can switch between board screens by clicking on their names.**

41. Click on "Delete" to delete the board screen you are currently on.



42. Click on "Back" to go back to the screen you were before entering the board.



Teachers: Creating a course and managing it

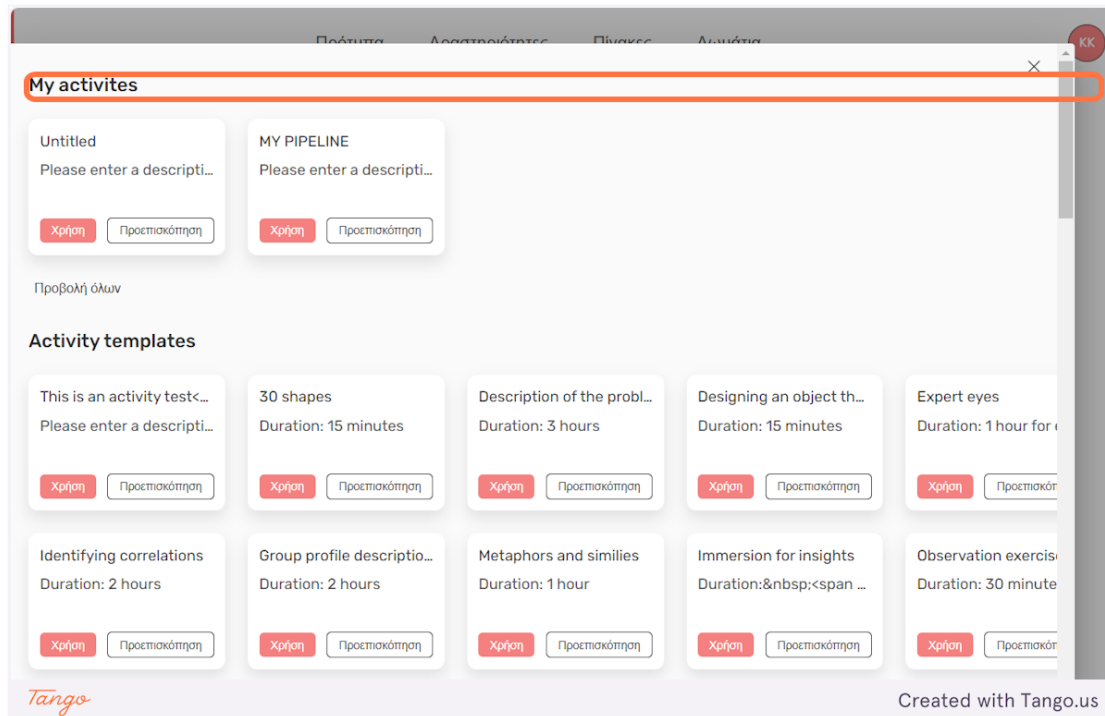
1. Click on "Δωμάτια".



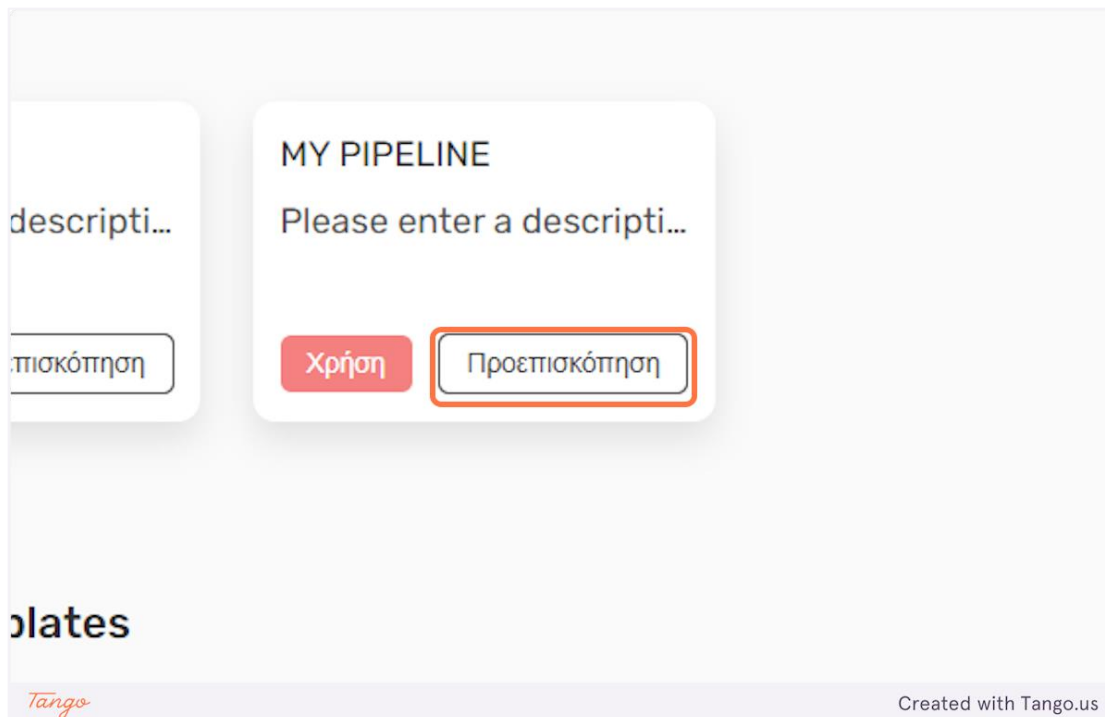
2. Click on "Δημιουργία Δωματίου" to create a new room.



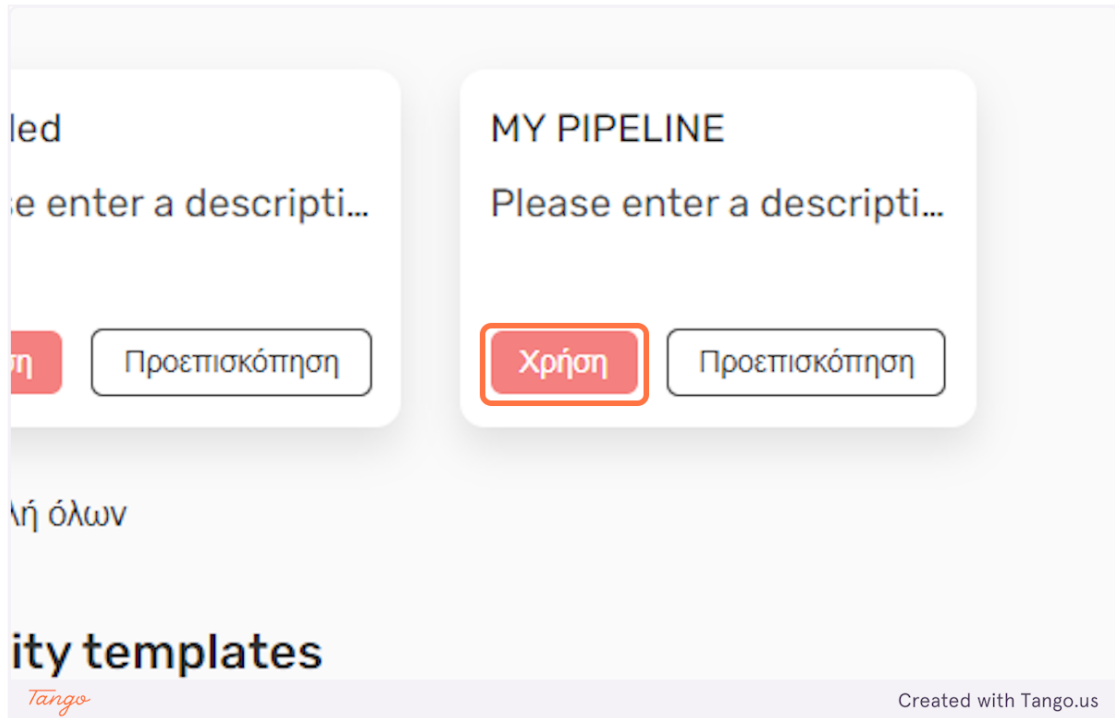
3. In order to create a room, you need to pick an activity. You can either select one of your own or one of the available template activities.



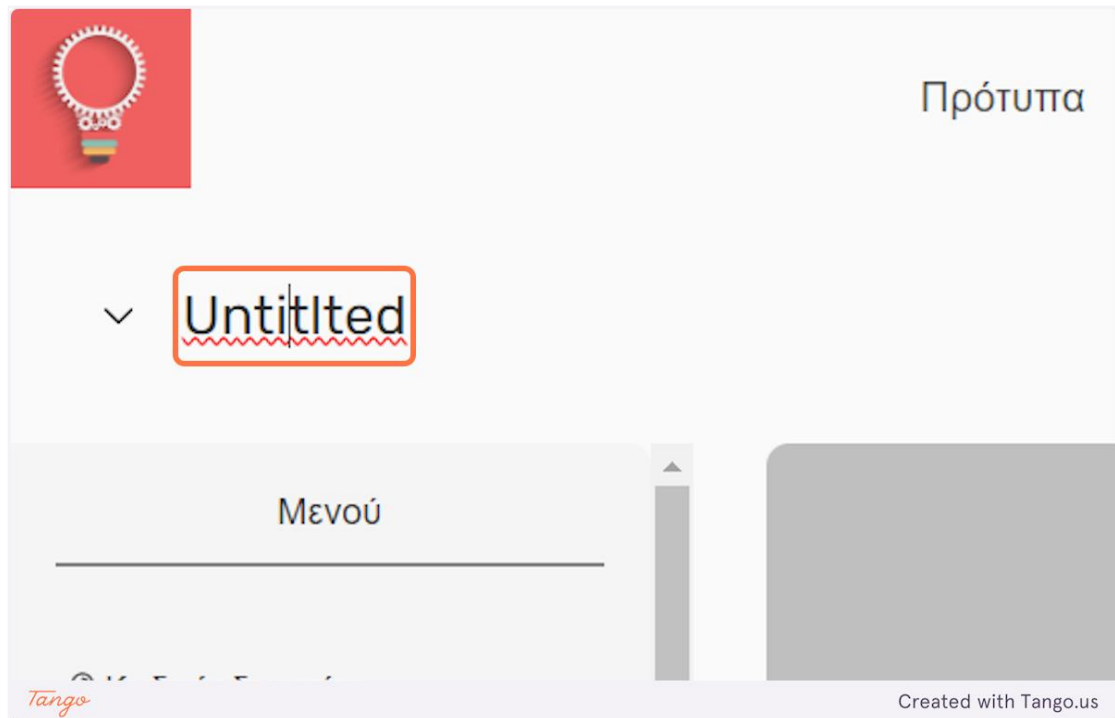
4. Before selecting an activity, you can press the "Προεπισκόπηση" button to preview its content.



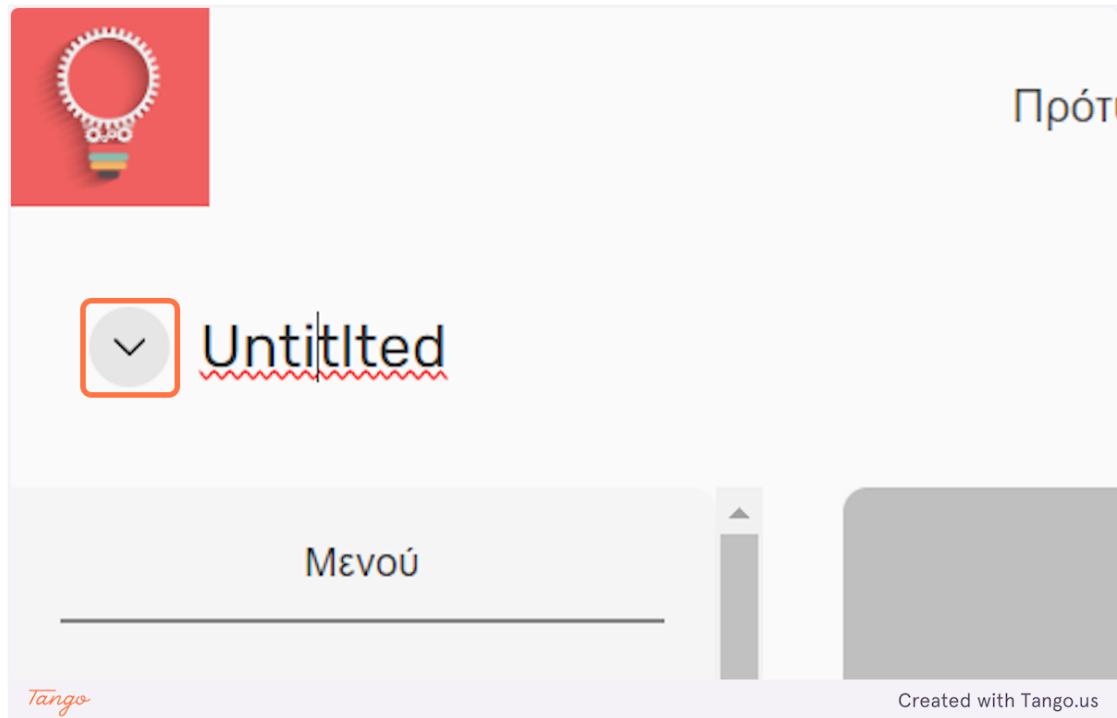
5. Once you have decided on which activity to use press the "Χρήση" button to create a room with the selected activity.



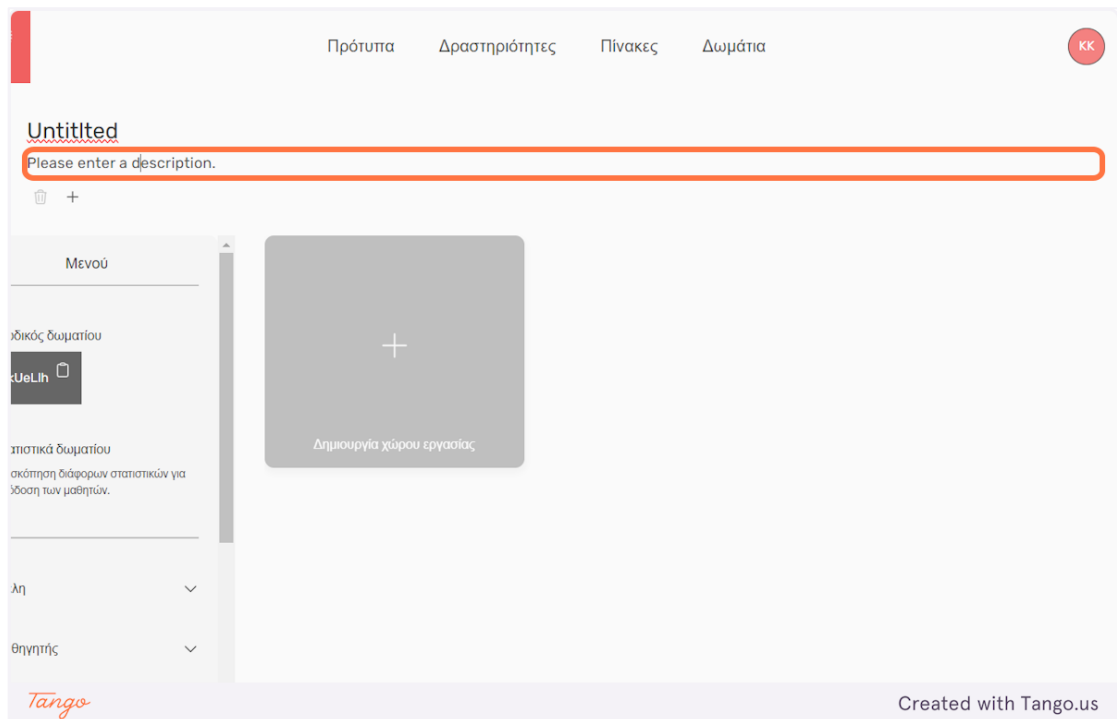
6. You can edit the name of the room by clicking on the "Untitled" text.

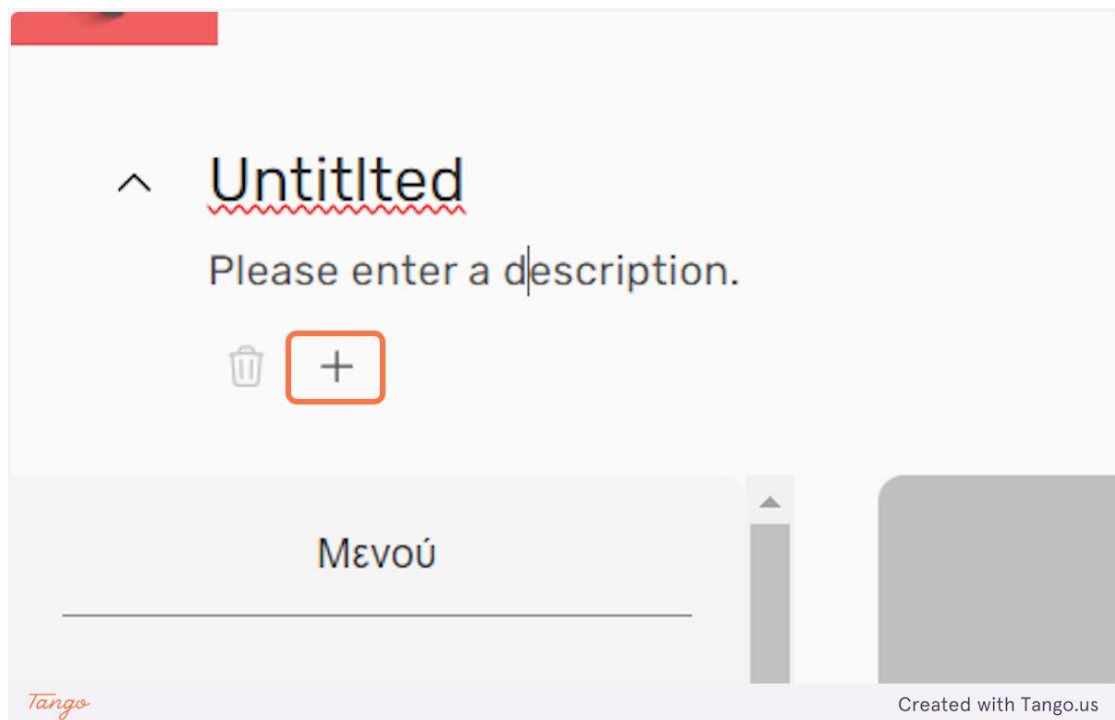
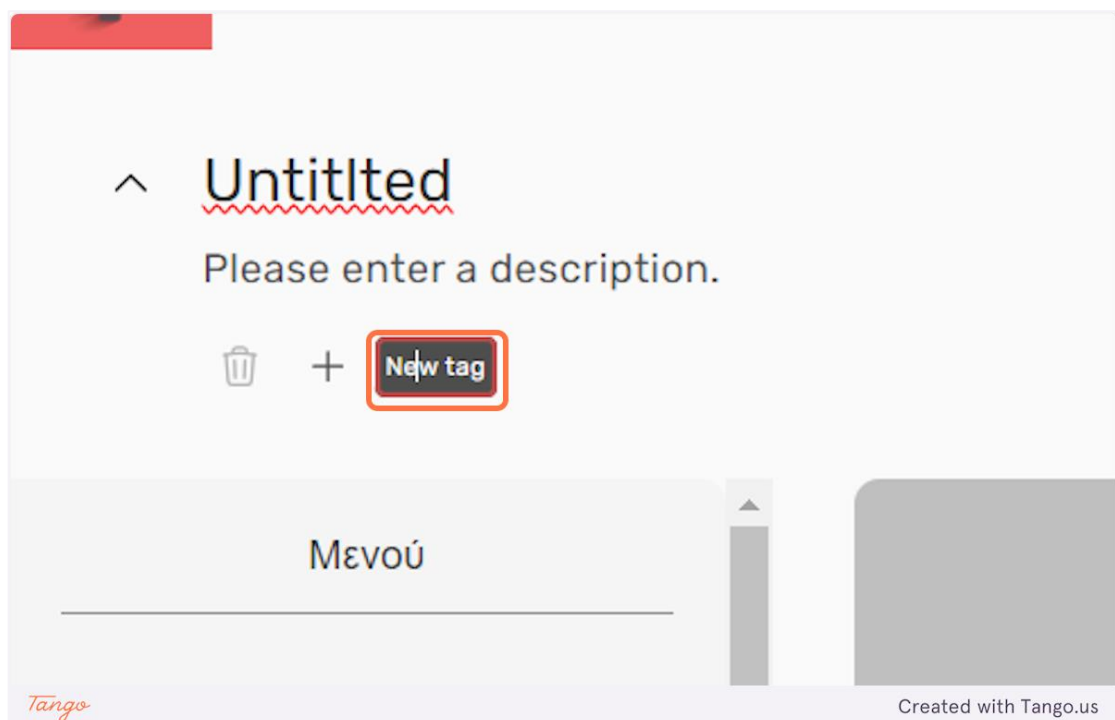


7. Click on the "Arrow" button next to the room name, to further edit the room details.

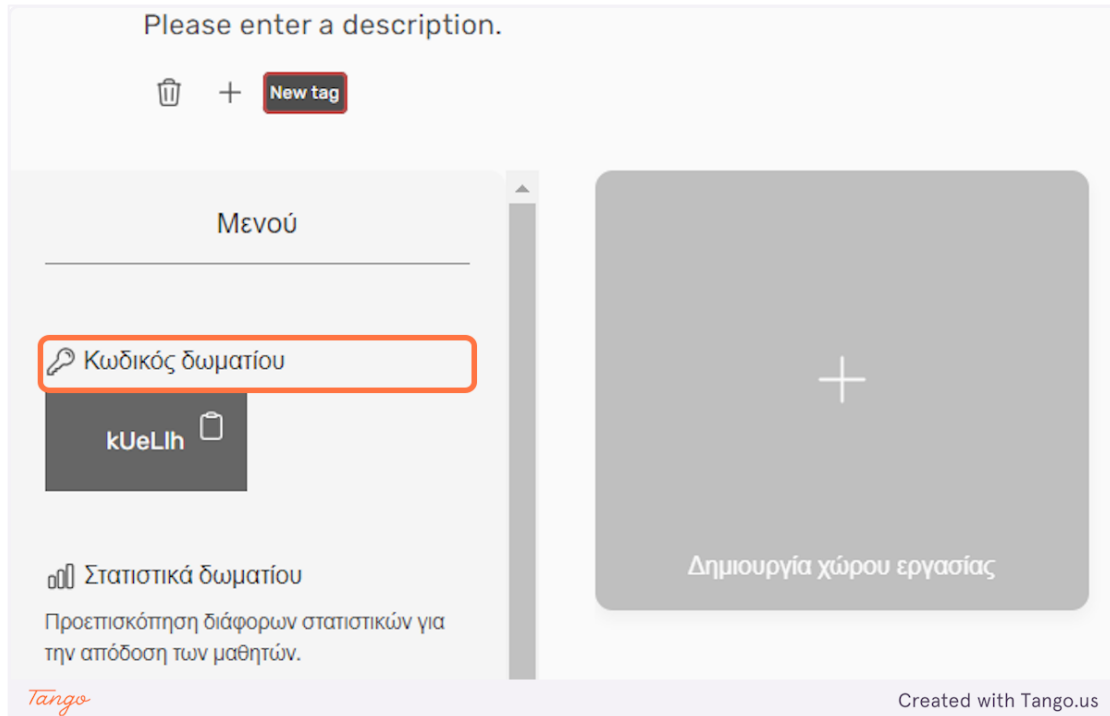


8. You can edit the room description here.



9. Press the "+" button to add tags to the room.**10. Click on the newly created tag to edit its name. Select a tag and click on the "trashcan" icon to delete it.**

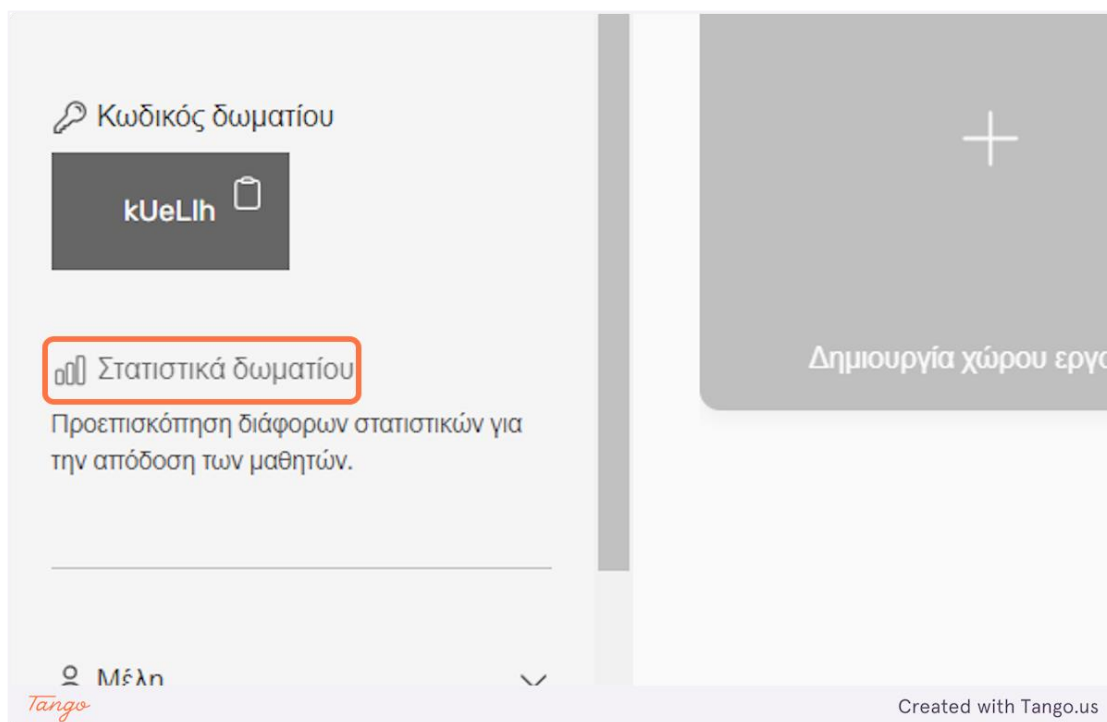
11. Each room has its own unique code. Share your room code with your student to have access to it.



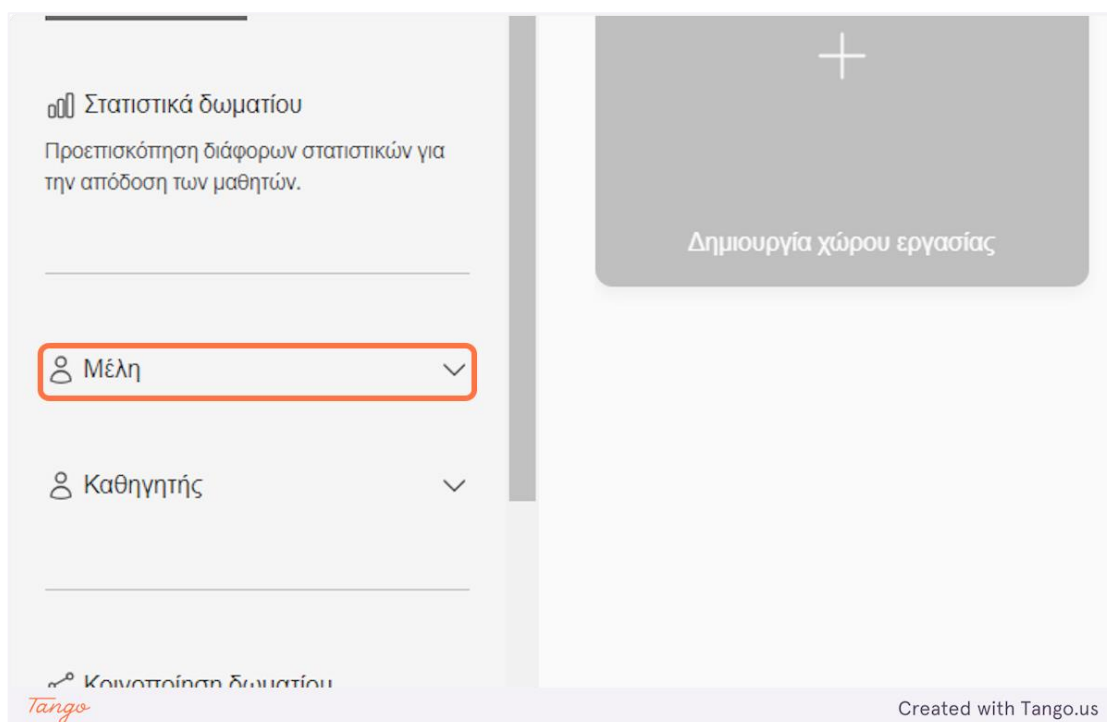
12. Click on the room code to copy it to your clipboard.



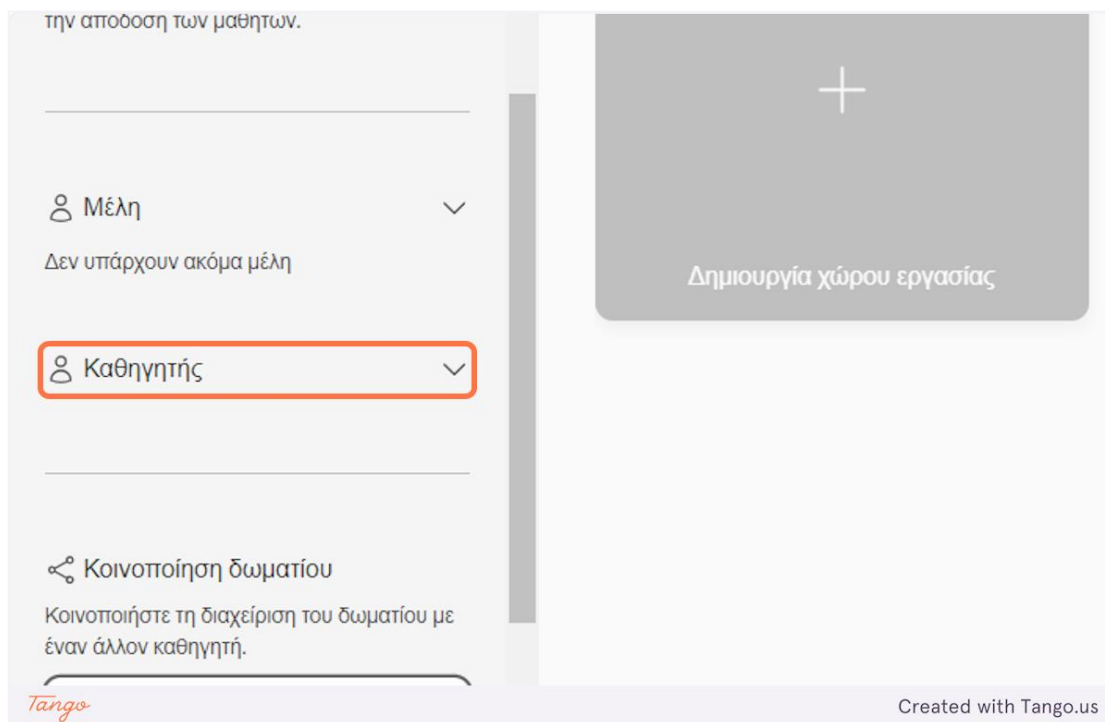
13. Click on "Στατιστικά δωματίου" to see various analytics about the student's performance.



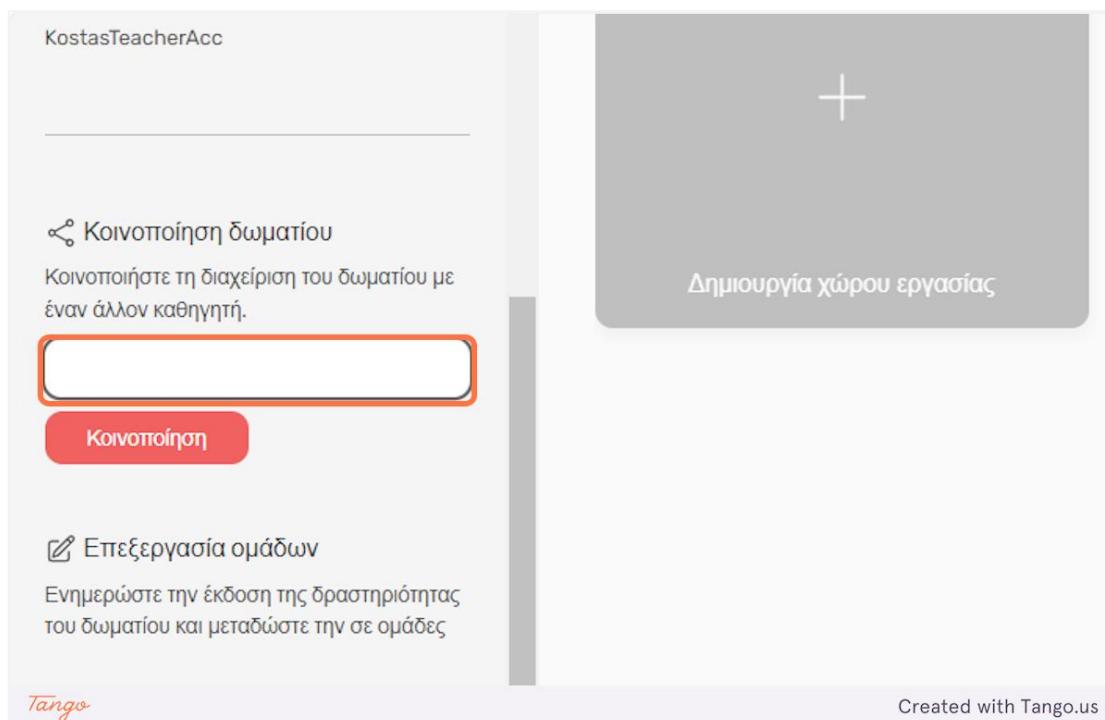
14. Click on "Μέλη" to see the students that have joined the room.



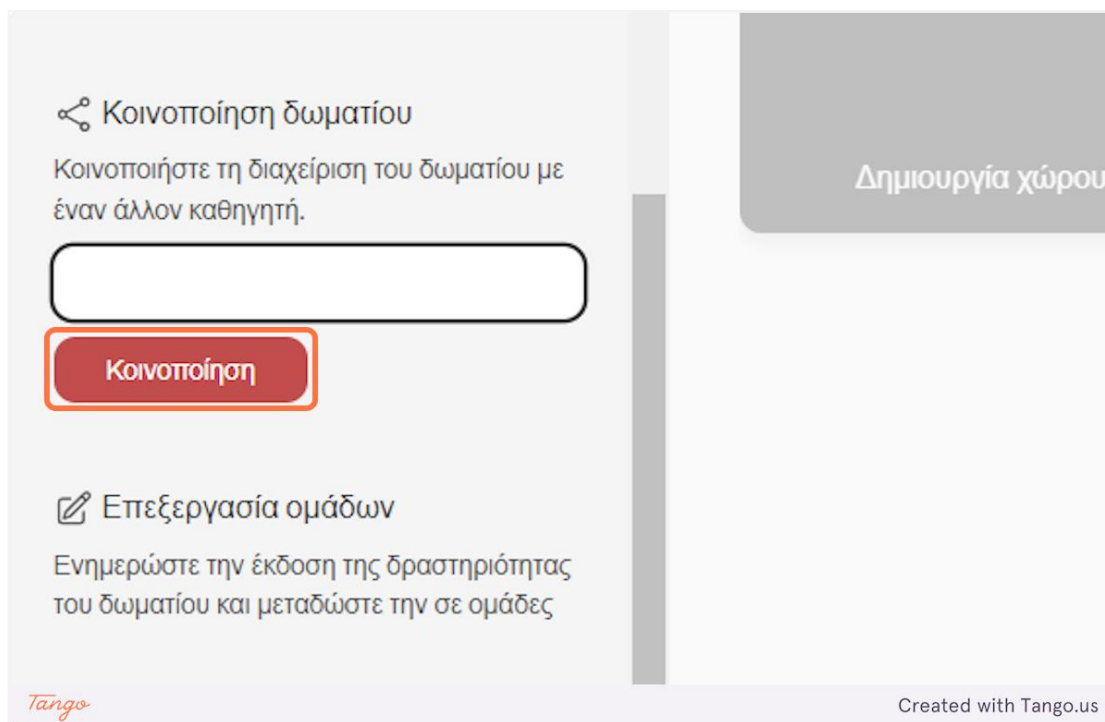
15. Click on "Καθηγητής" to see the teachers that are managing the room.



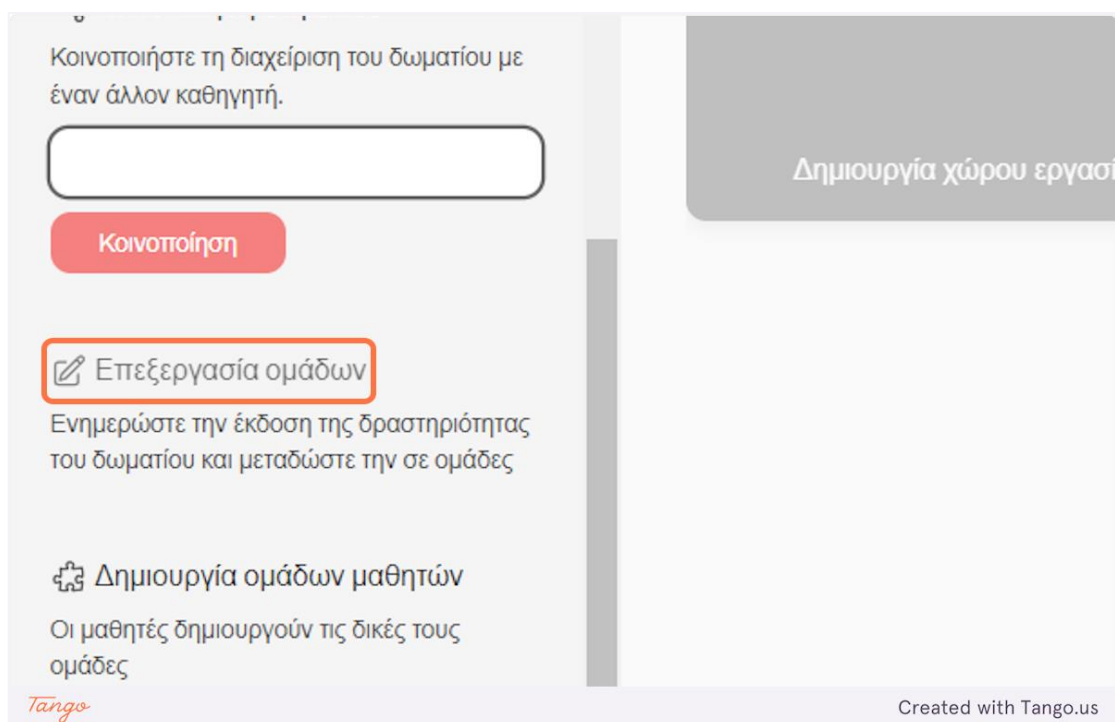
16. You can share the management of the room with another teacher.



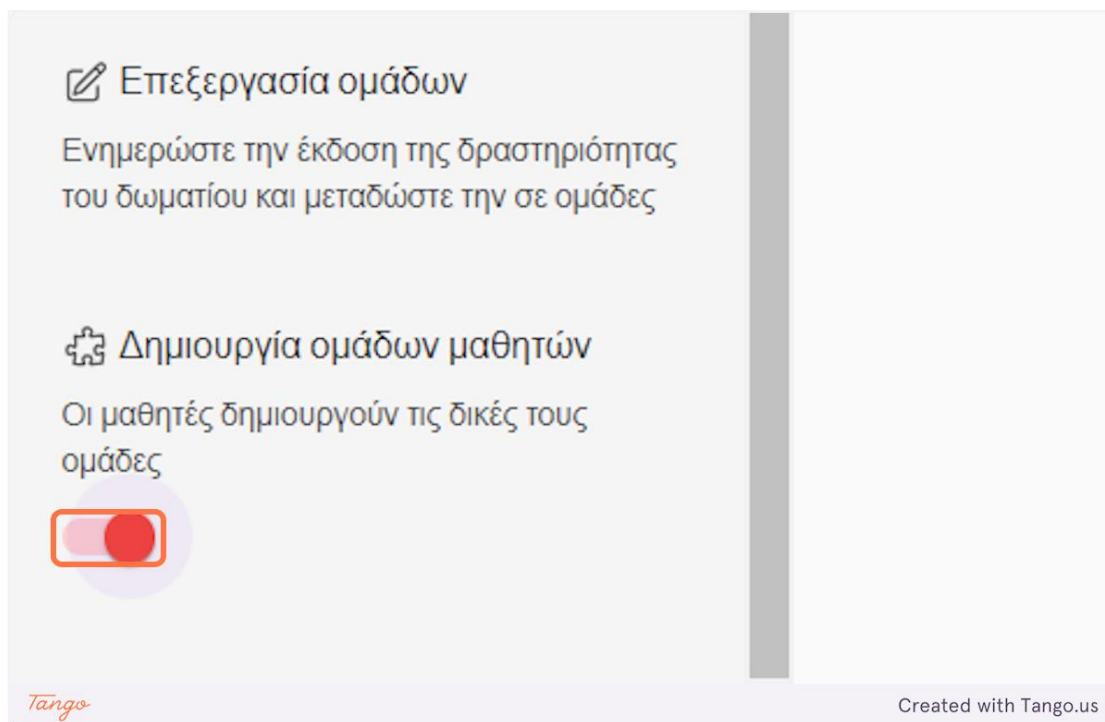
17. Fill the username of the teacher you want to share the room with in the input field and click on "Κοινοποίηση" to give them access to the room.



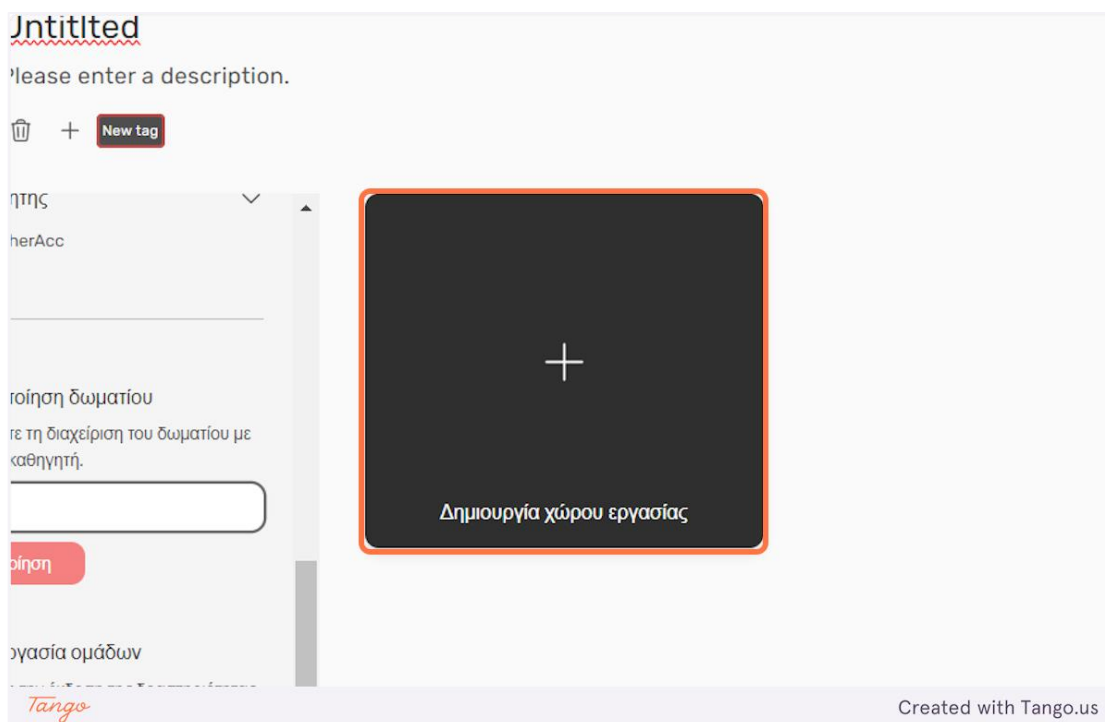
18. Click on "Επεξεργασία ομάδων" to edit the room activity and broadcast the change to all teams.



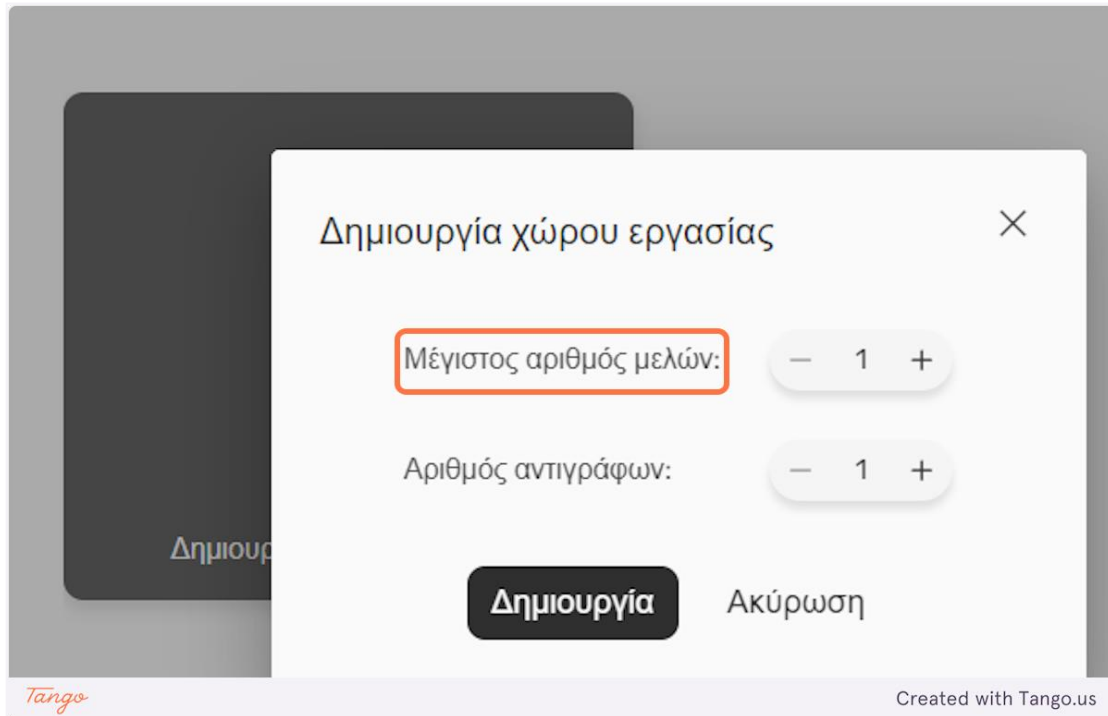
19. You can let the students create their own teams, or the teachers managing the room can create the teams themselves. Click on the toggle to switch between the different team creation methods.



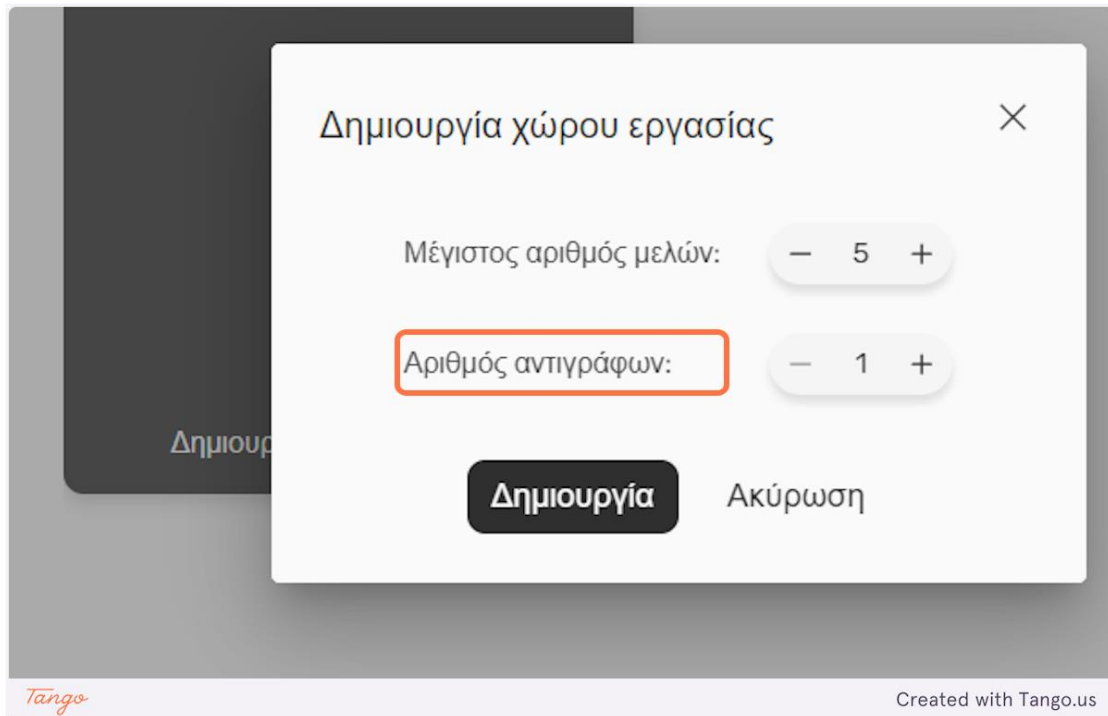
20. In the case you want to create teams by yourselves, "Click on "Δημιουργία χώρου εργασίας" to create new teams.



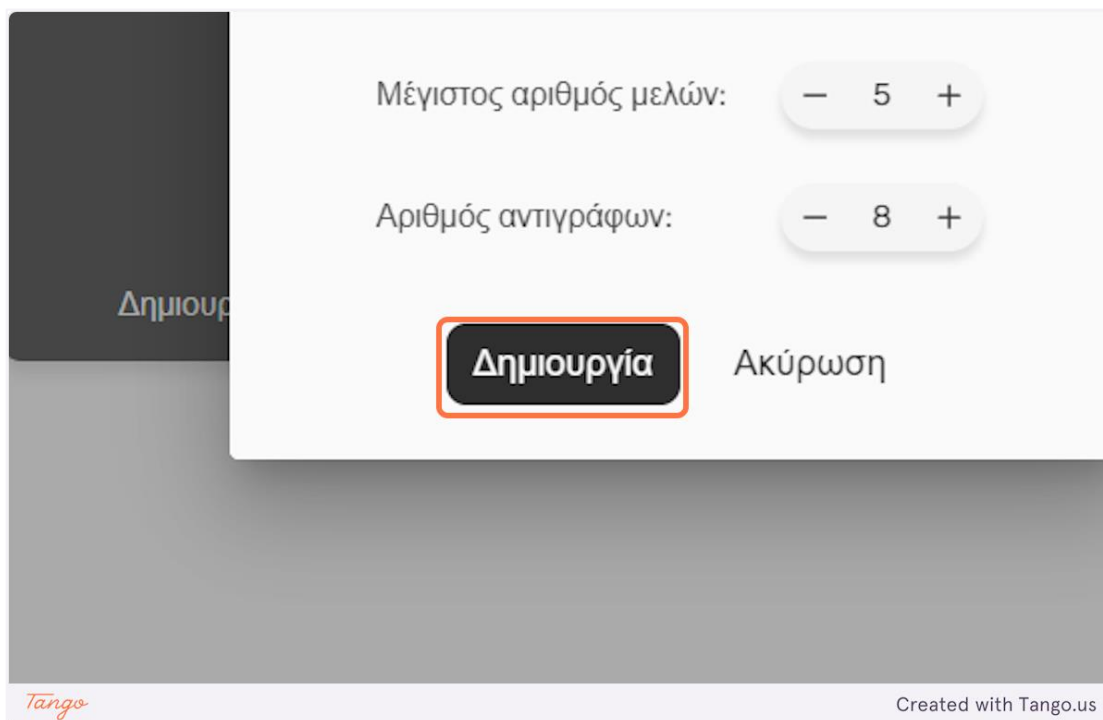
21. You can adjust the maximum number of students within a team by pressing the "+" and "-" buttons.



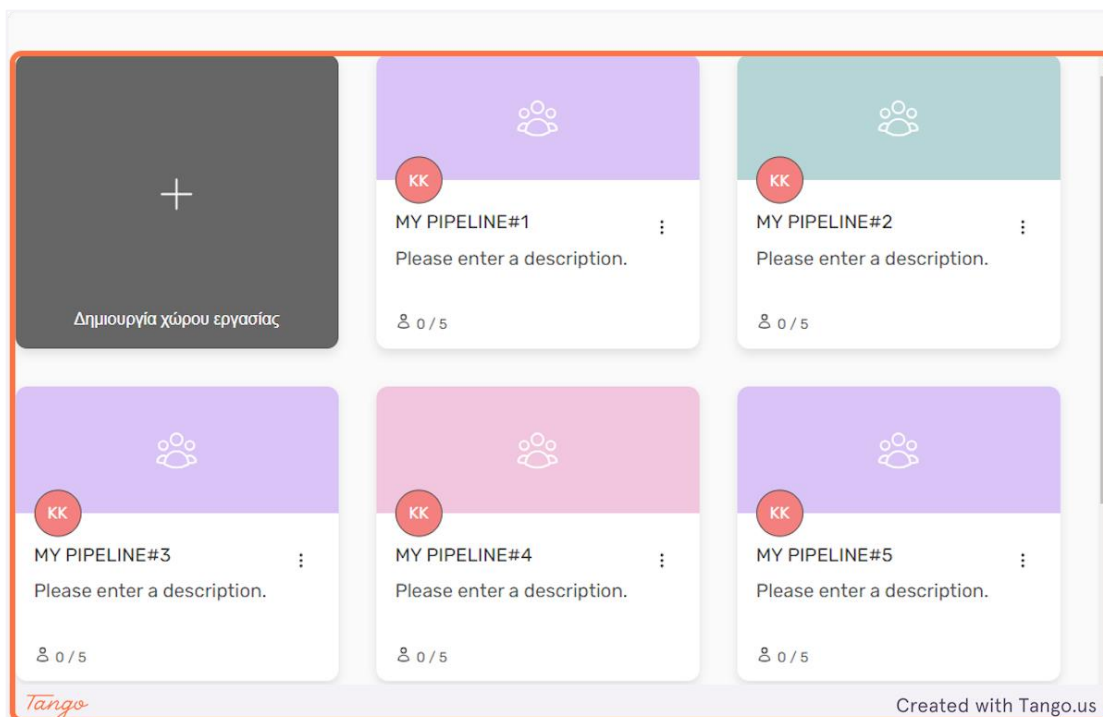
22. You can adjust the number of teams that will be created by pressing the "+" and "-" buttons.



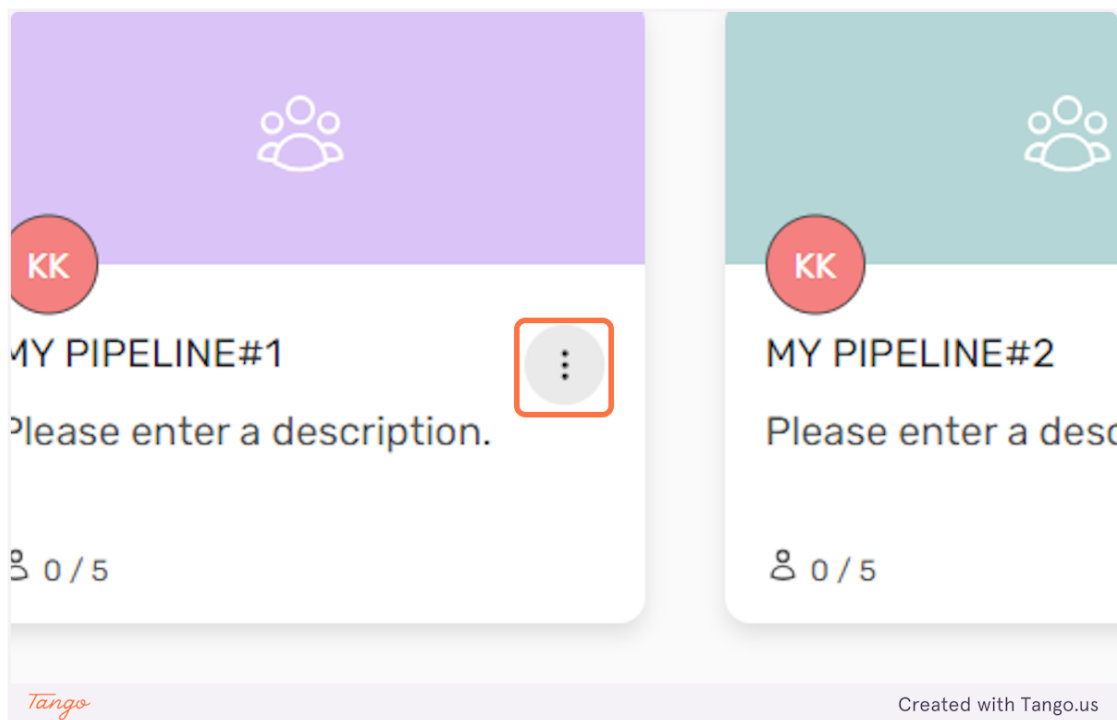
23. Click on "Δημιουργία" to create the teams or press "Ακύρωση" to go back.



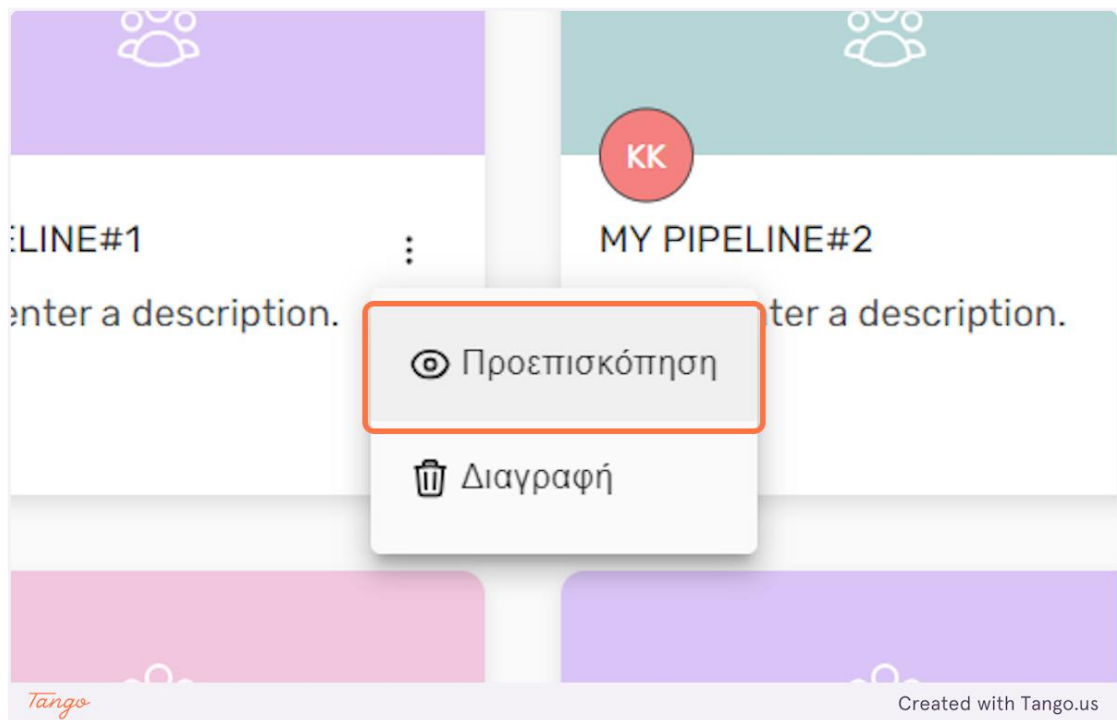
24. Here we have all the newly created teams. Each team is represented by a "team card".

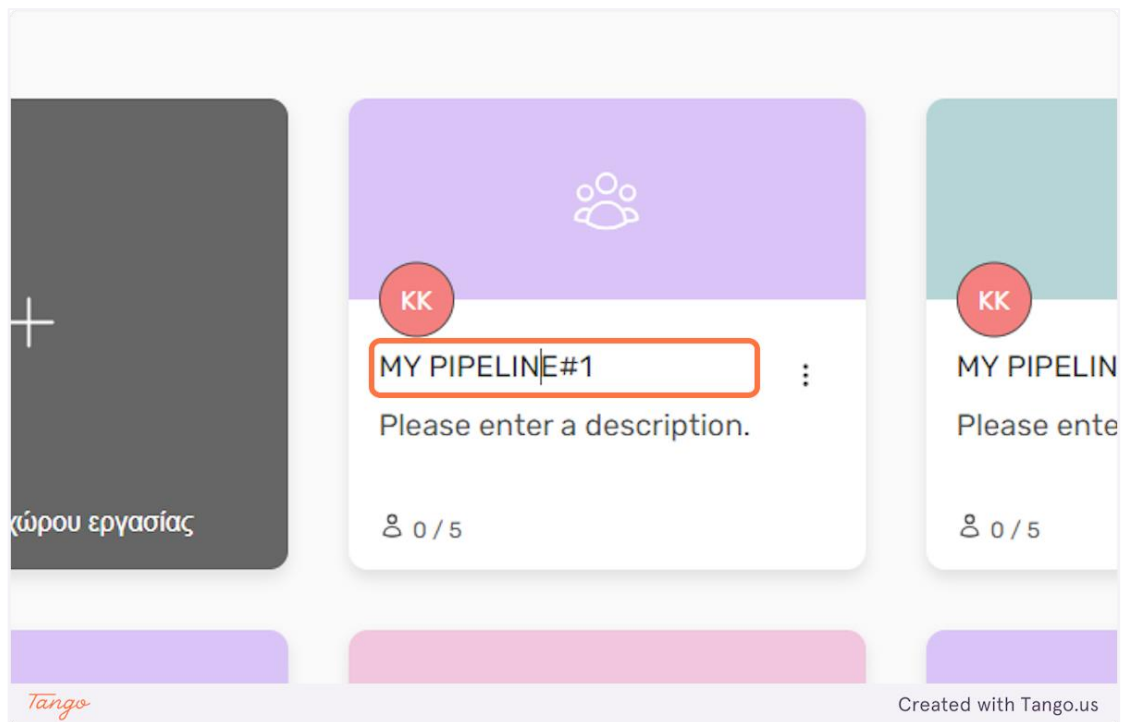
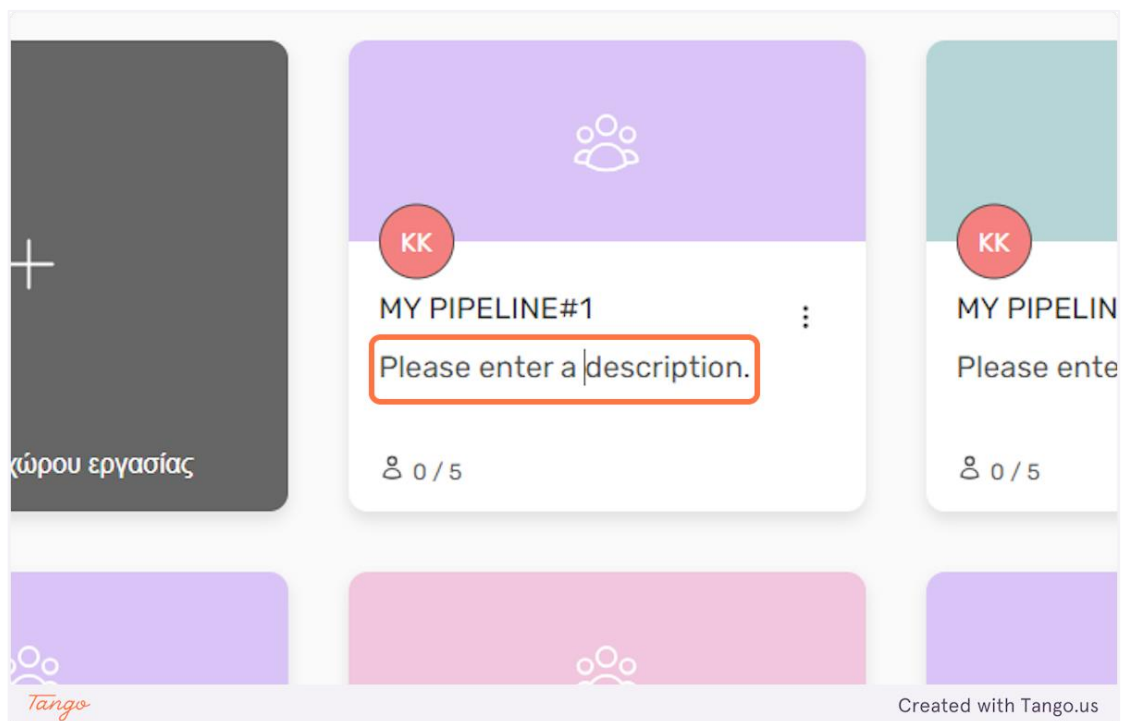


25. Click on the "dots" icon on a team card to access some extra options about the selected team.

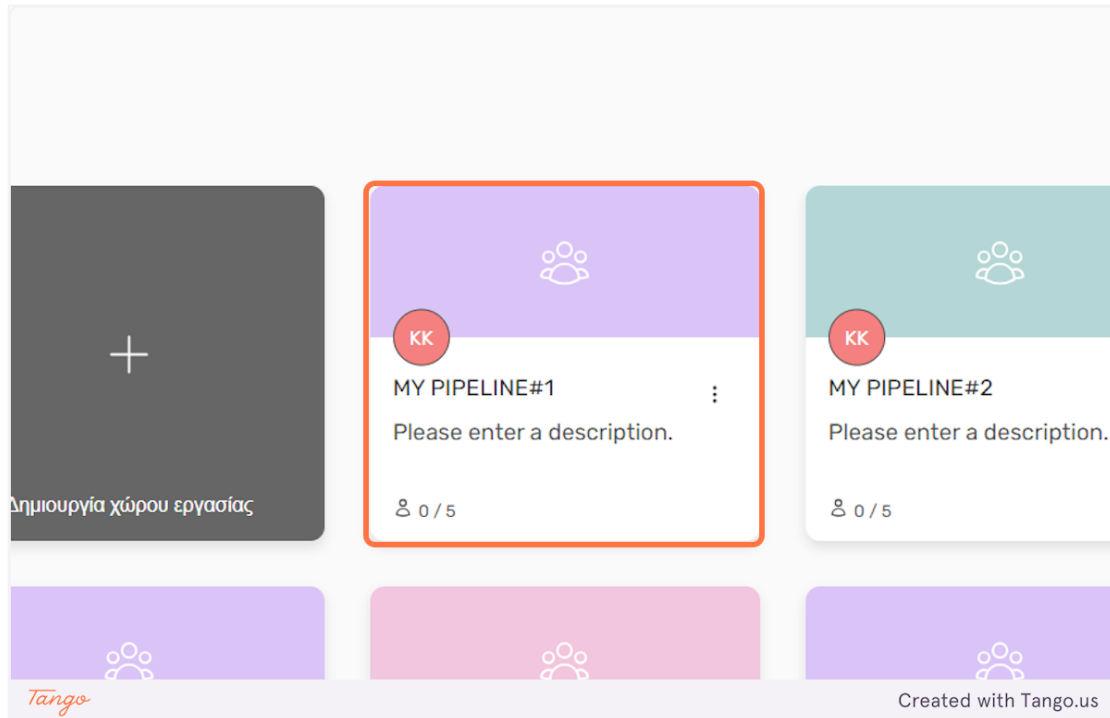


26. Click on "Προεπισκόπηση" to preview the progress of the selected team or you can click on "Διαγραφή" to delete the selected team.



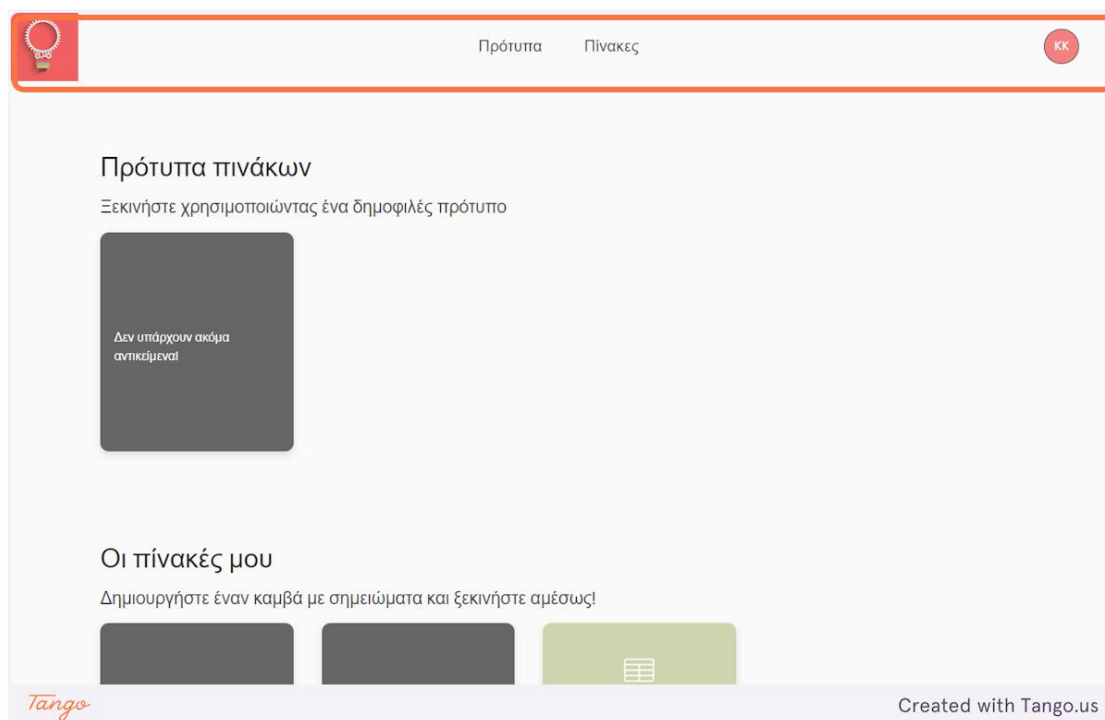
27. You can edit the name of each team by clicking on it.**28. You can edit the description of each team by clicking on it.**

29. At the bottom left of a team card you can see how many members have joined that team.

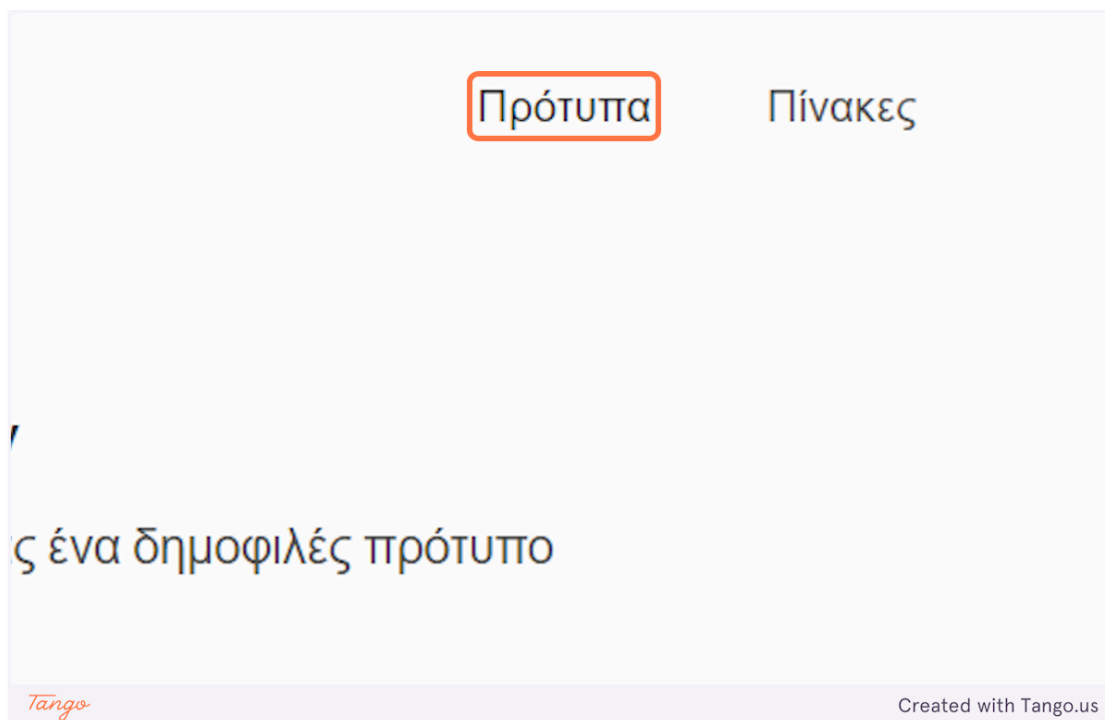


Professionals: Creating and joining a board

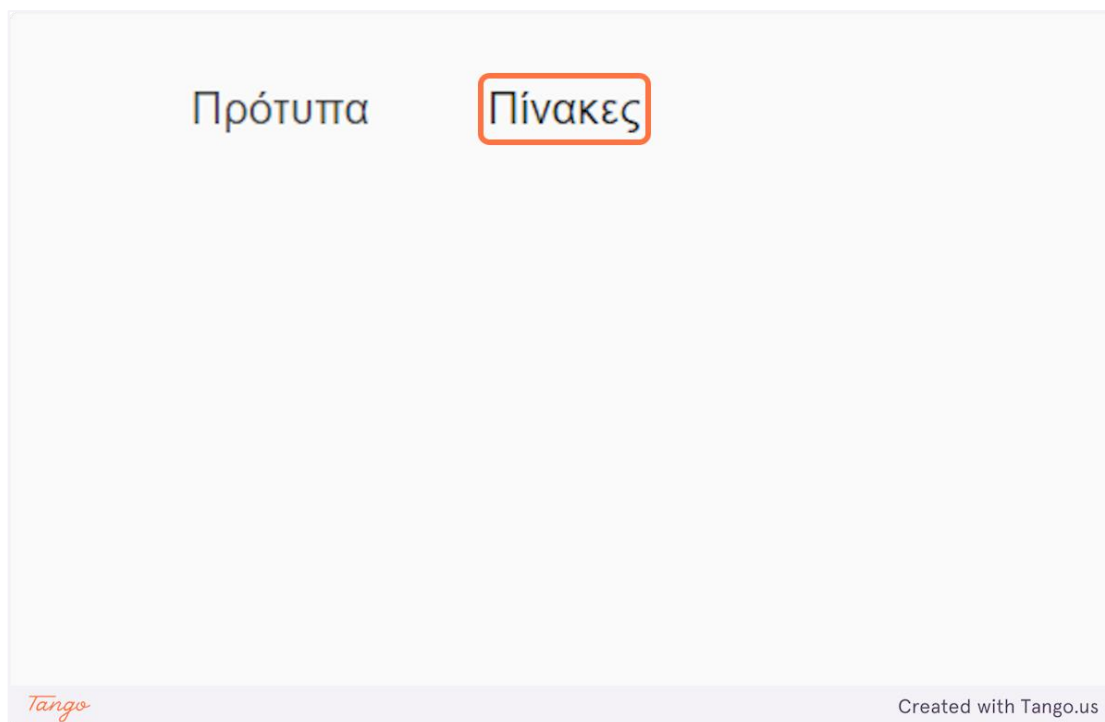
1. Professional accounts have access only to the board functions of the platform.



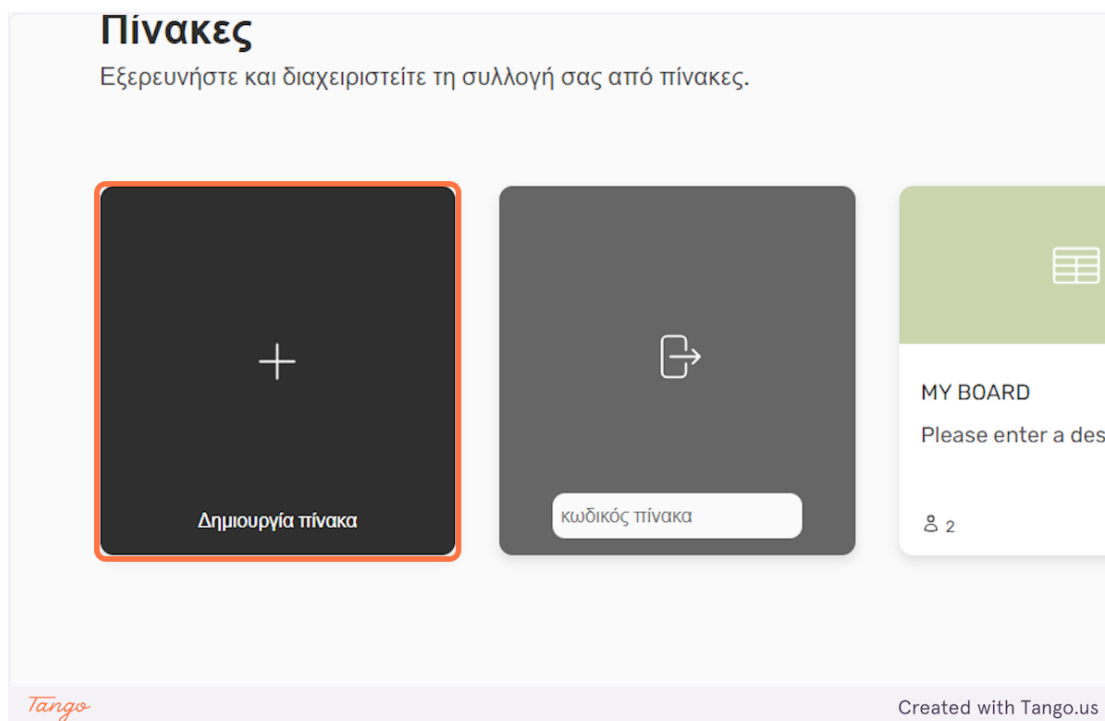
2. Click on "Πρότυπα" to view all available board templates.



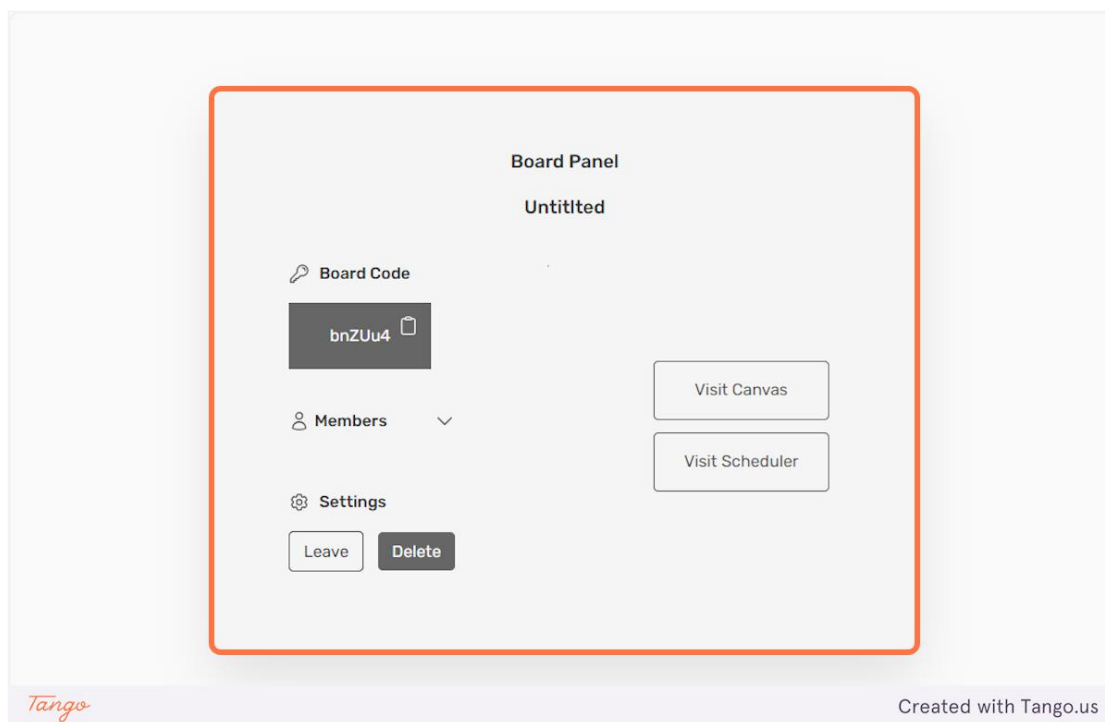
3. Click on "Πίνακες" to view the boards you are a member of.



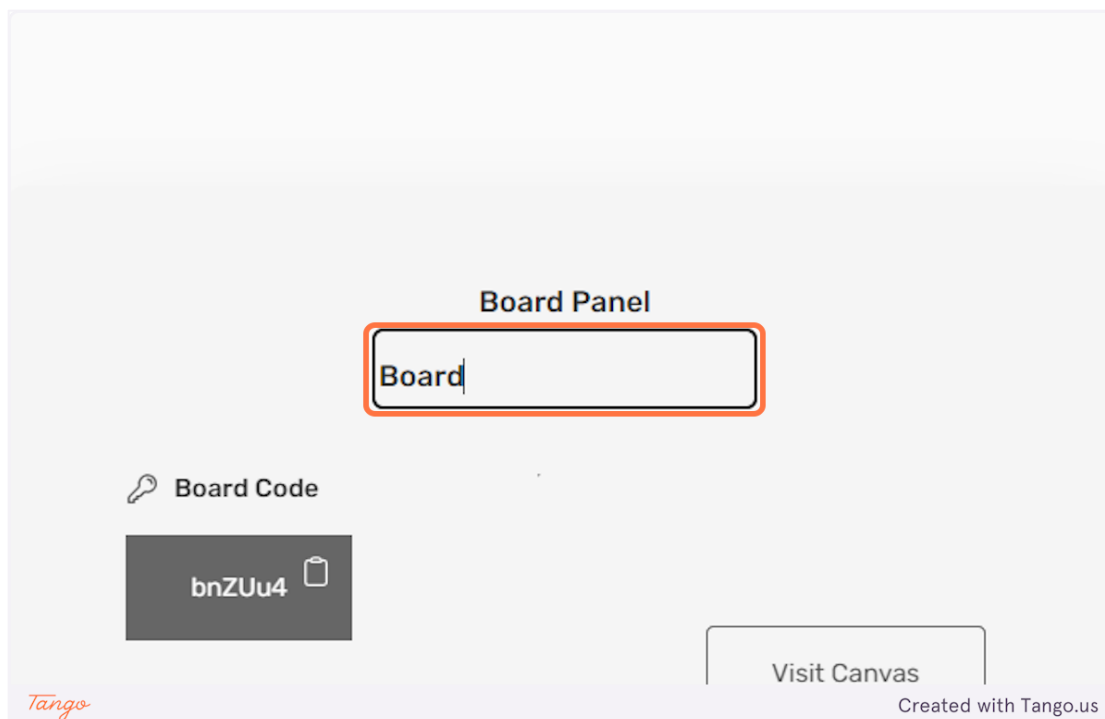
4. Click on "Δημιουργία πίνακα" to create a new board.



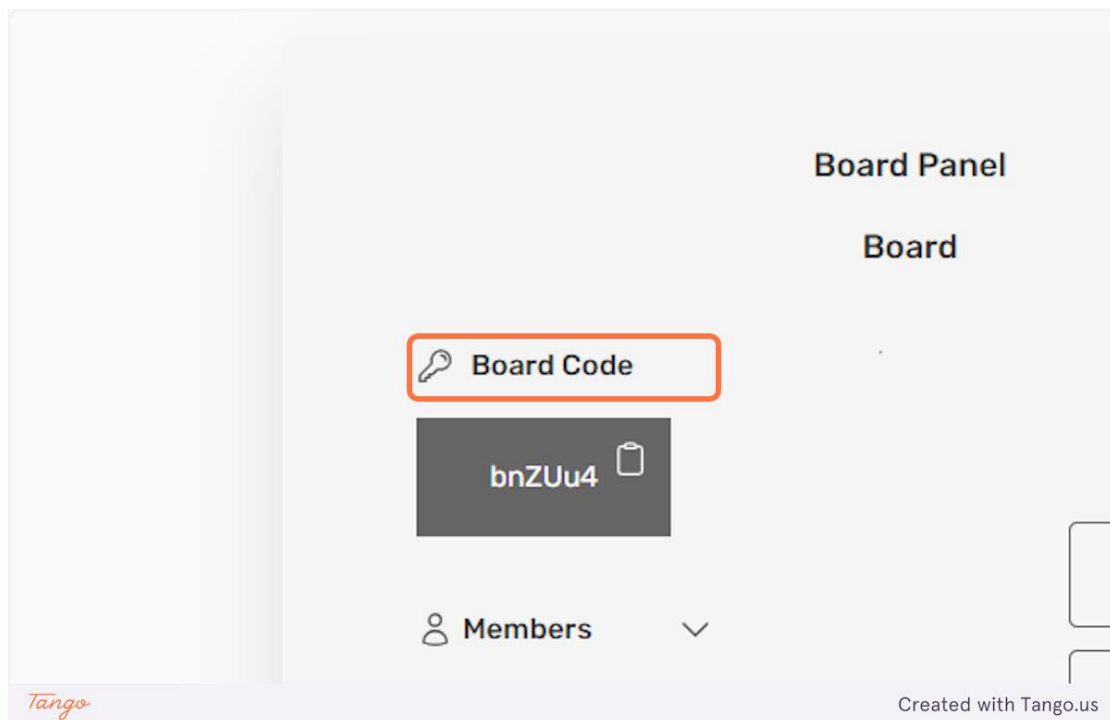
5. Here is the newly created board. A professional board consists of a Board Canvas and a Scheduler.



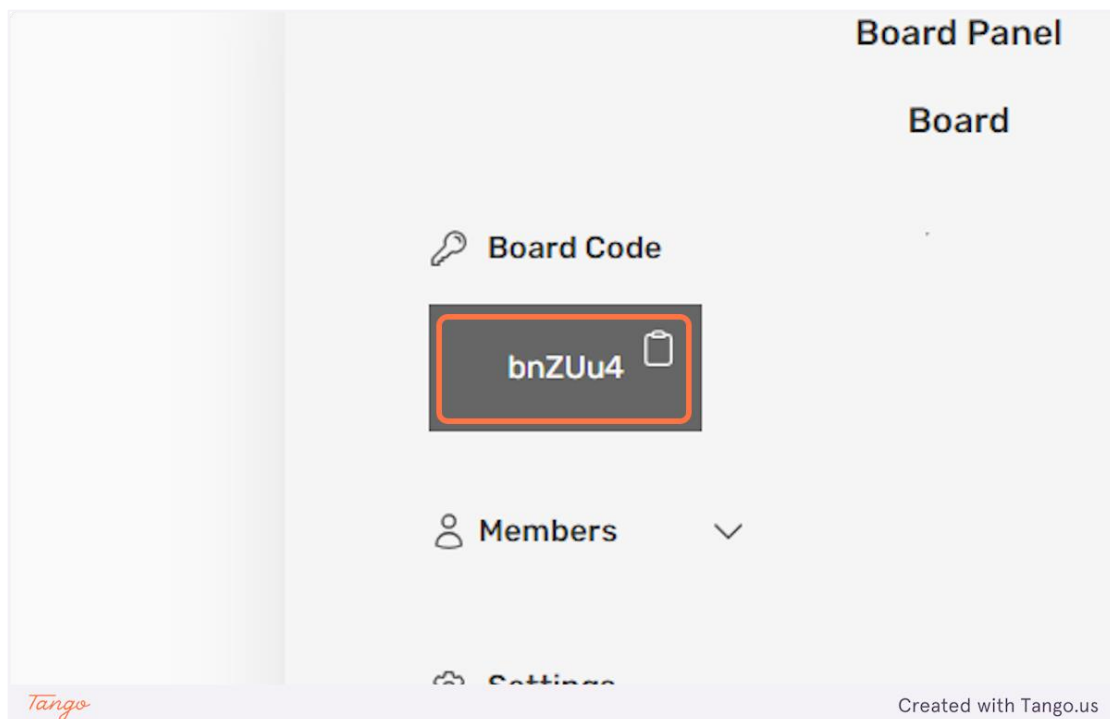
6. You can change the name of your board by editing the text below the "Board Panel" text.



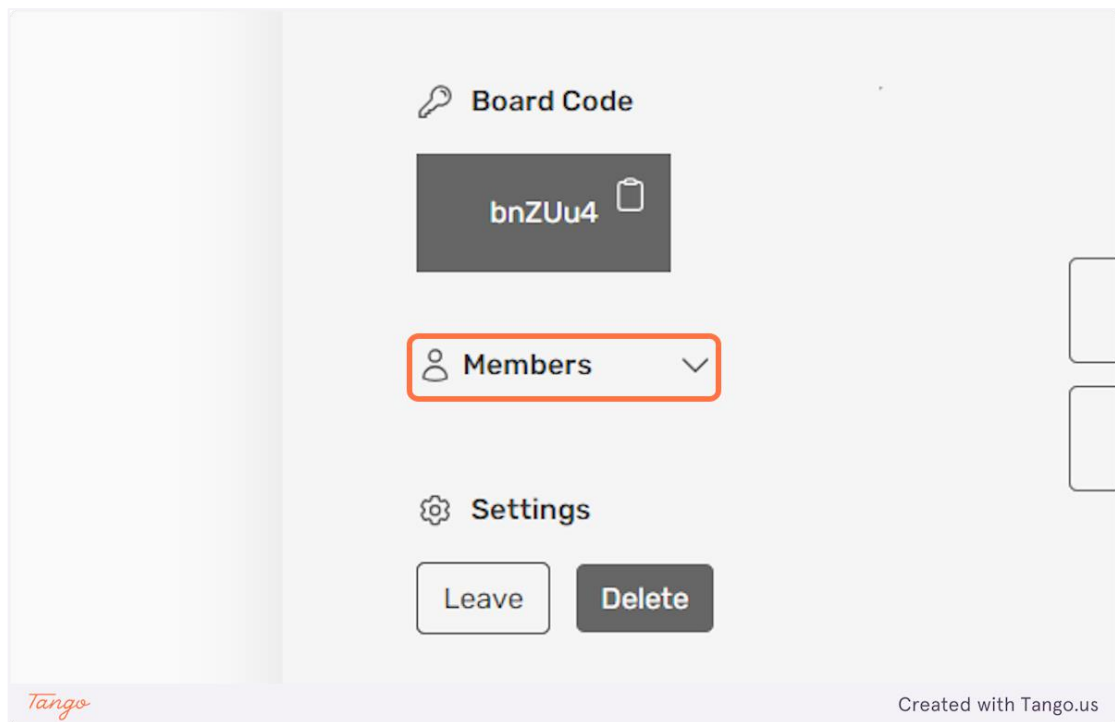
7. Each board has a unique code. For other people to join a board you need to share this code with them.



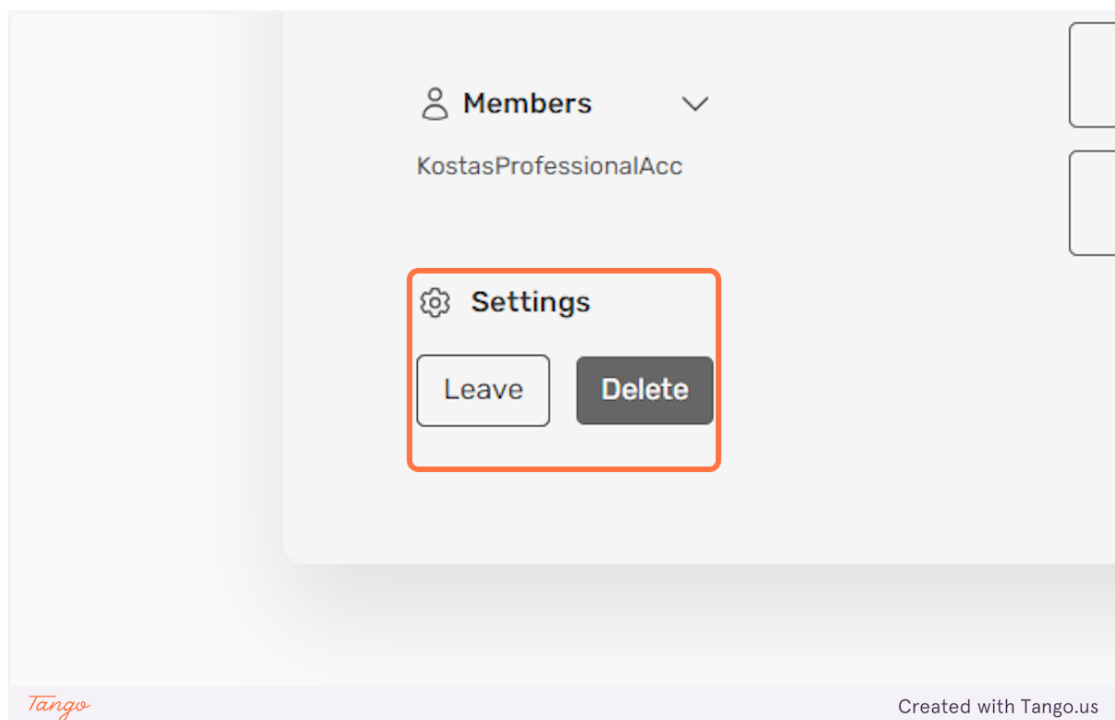
8. You can click on the board code to copy it to your clipboard, to share it easier.



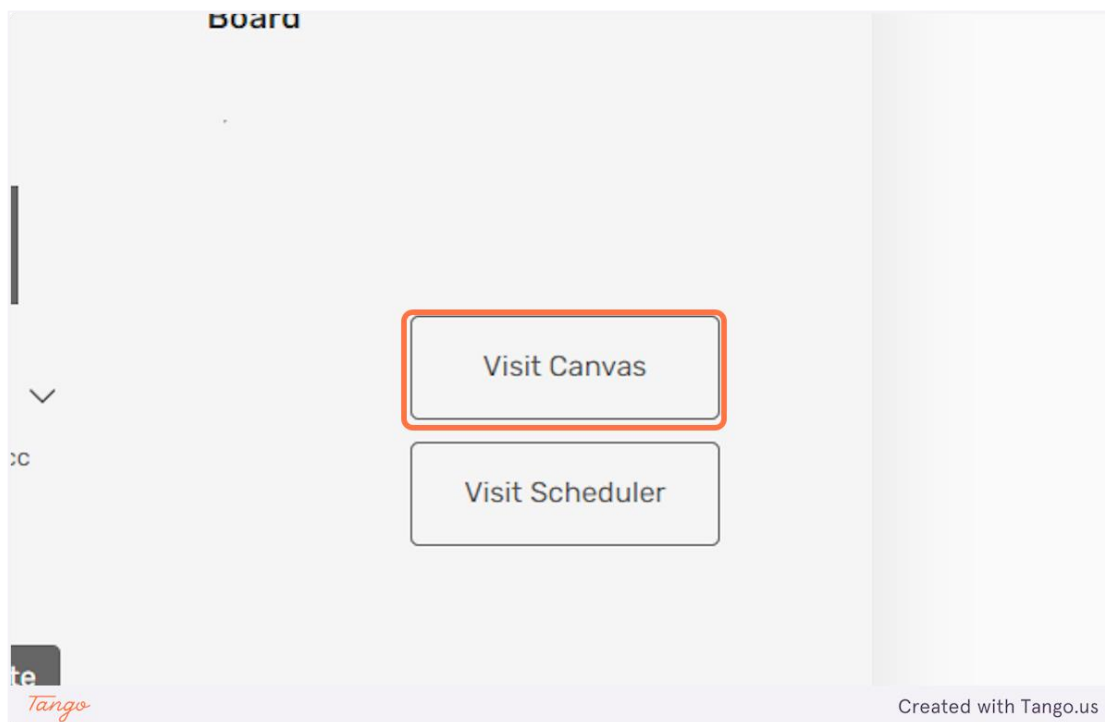
9. Click on "Members" to see who else is a member of the board.



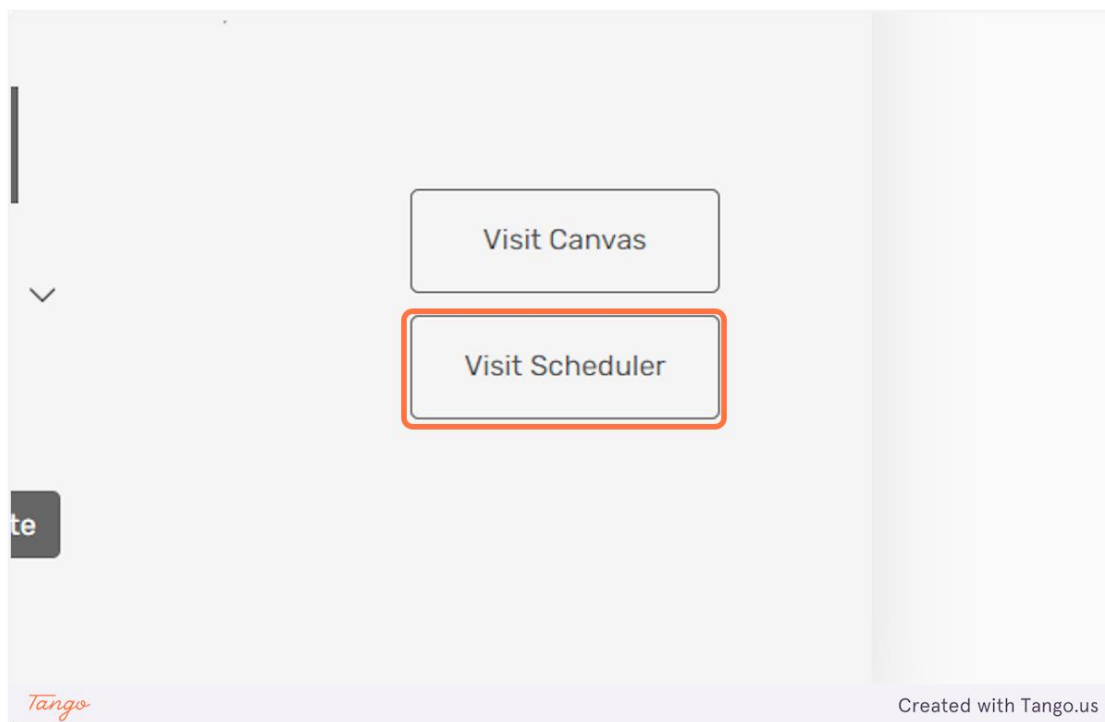
10. Under the "Settings" section you can press the "Leave" button to leave the board and the "Delete" button to delete the board.



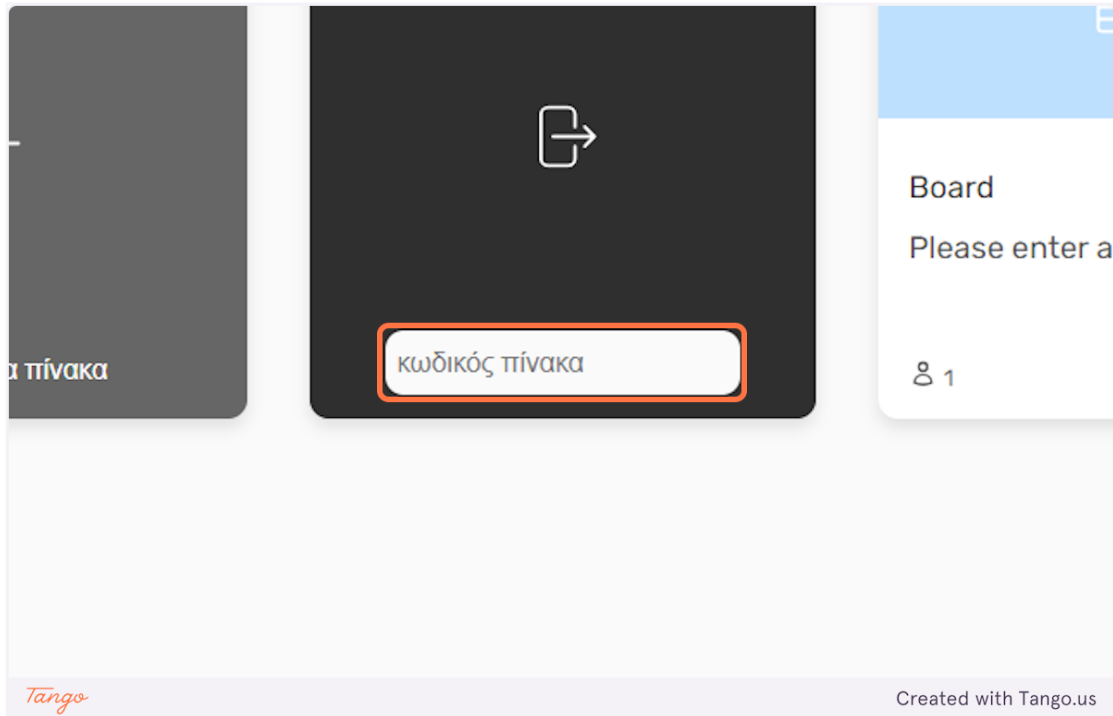
11. Click on "Visit Canvas", to visit the associated Board Canvas for this Board.



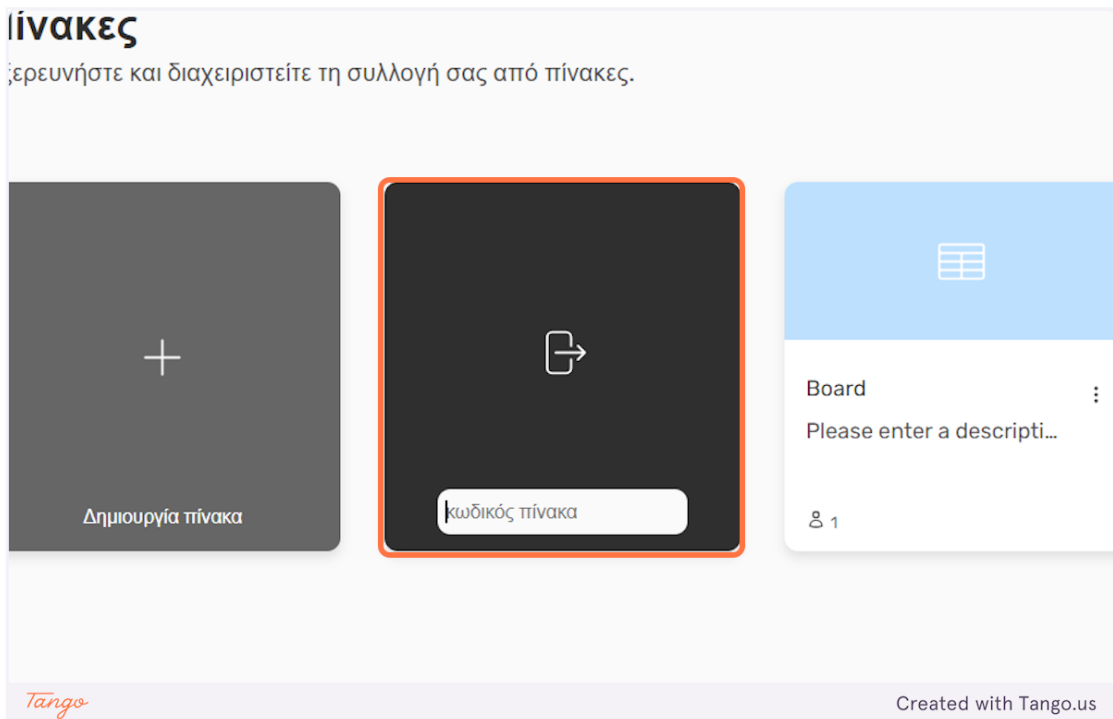
12. Click on "Visit Scheduler", to visit the associated Scheduler for this Board.



13. As mentioned earlier, in order to join a board, you need to have a board code. Input the board code in the input field, as shown below.

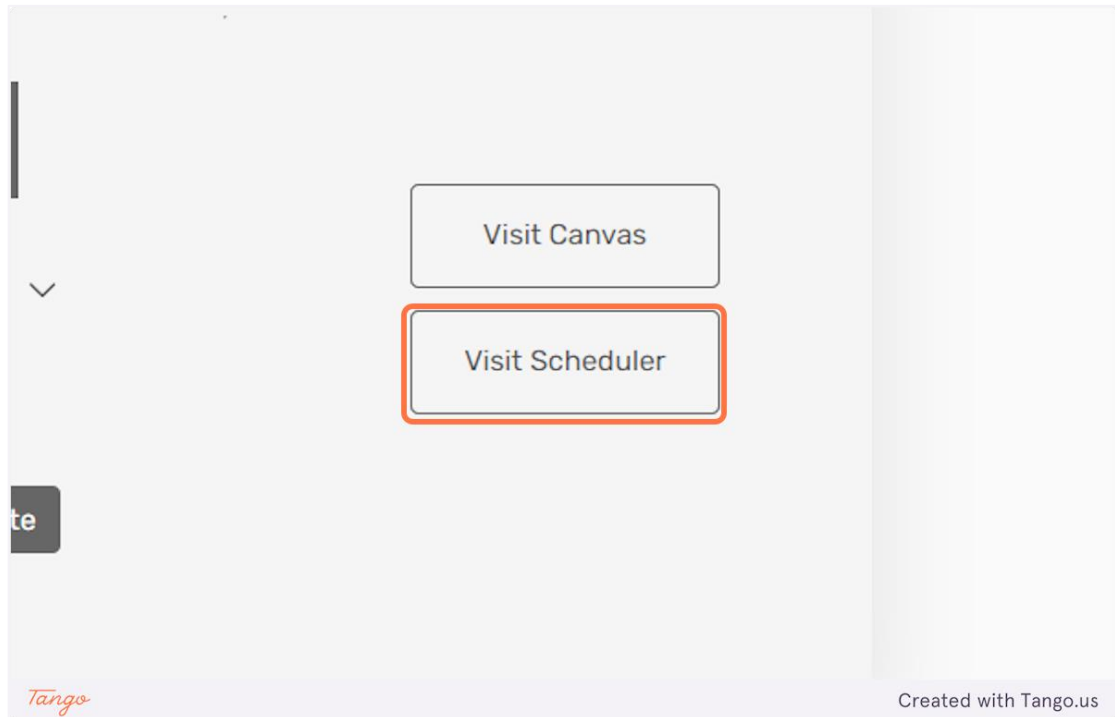


14. Then click on the "Enter Board" button to join the board.



Professionals: Using the Scheduler

1. Click on "Visit Scheduler" once you have selected a board.



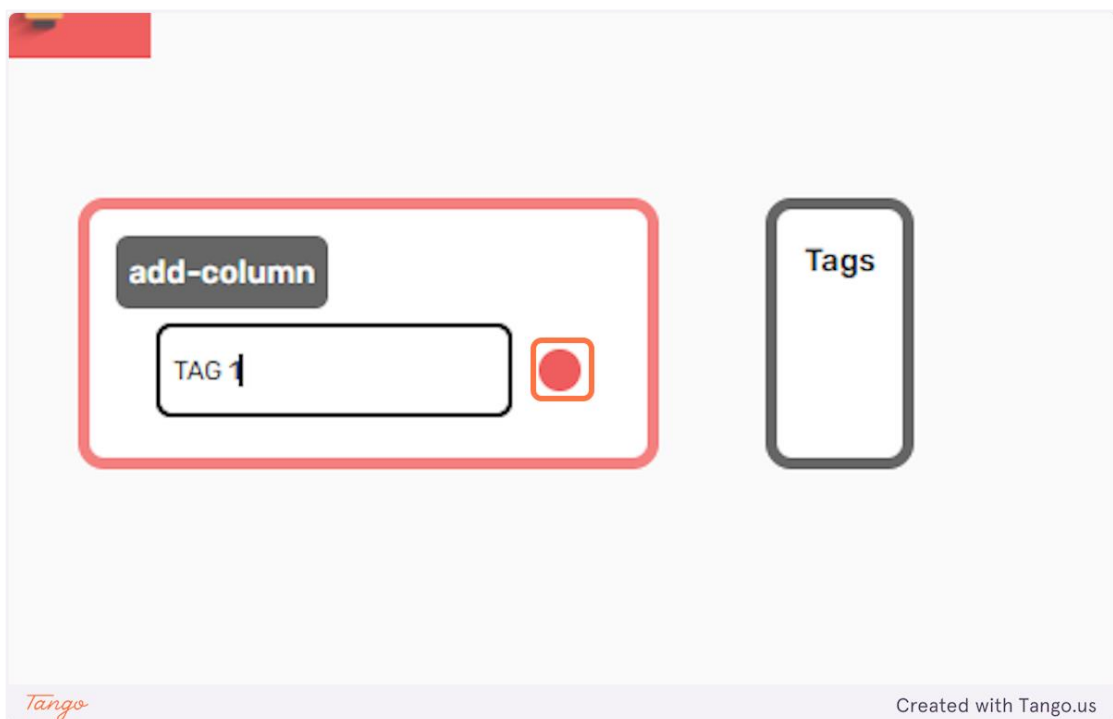
2. Here you can create columns to categorize your tasks and create tags so you can mark them accordingly.



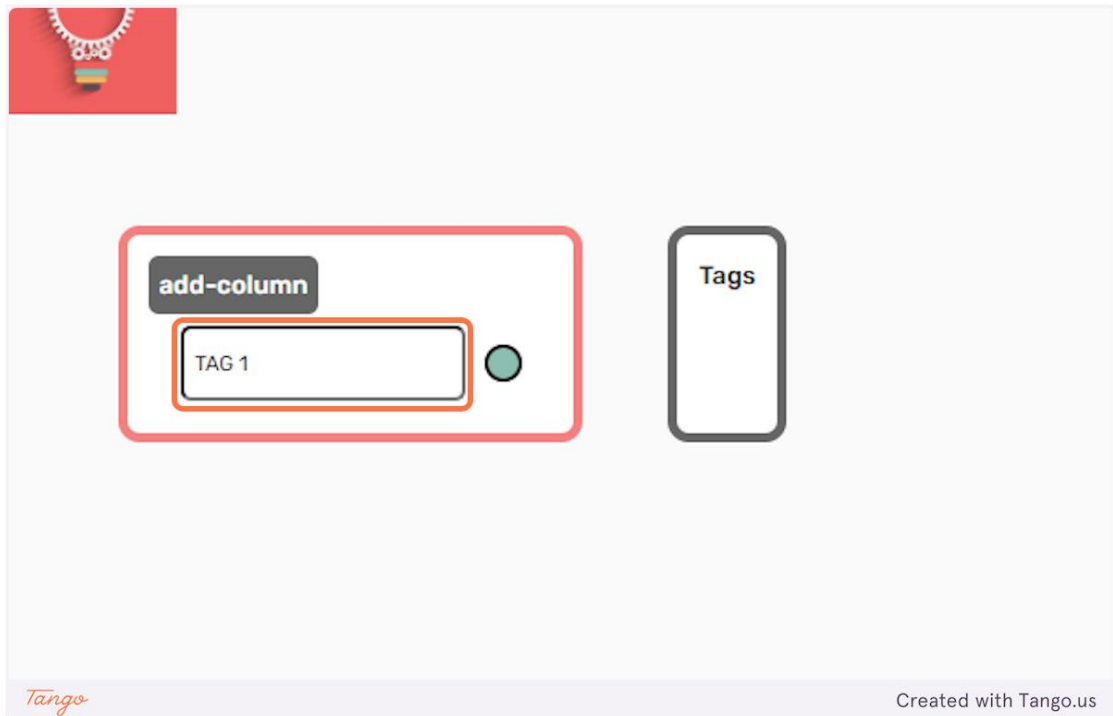
3. Click on "Add Tag" to create a new tag.



4. Type the name of your tag on the empty input field. Click on the colored "dot" to pick a color associated with your tag.



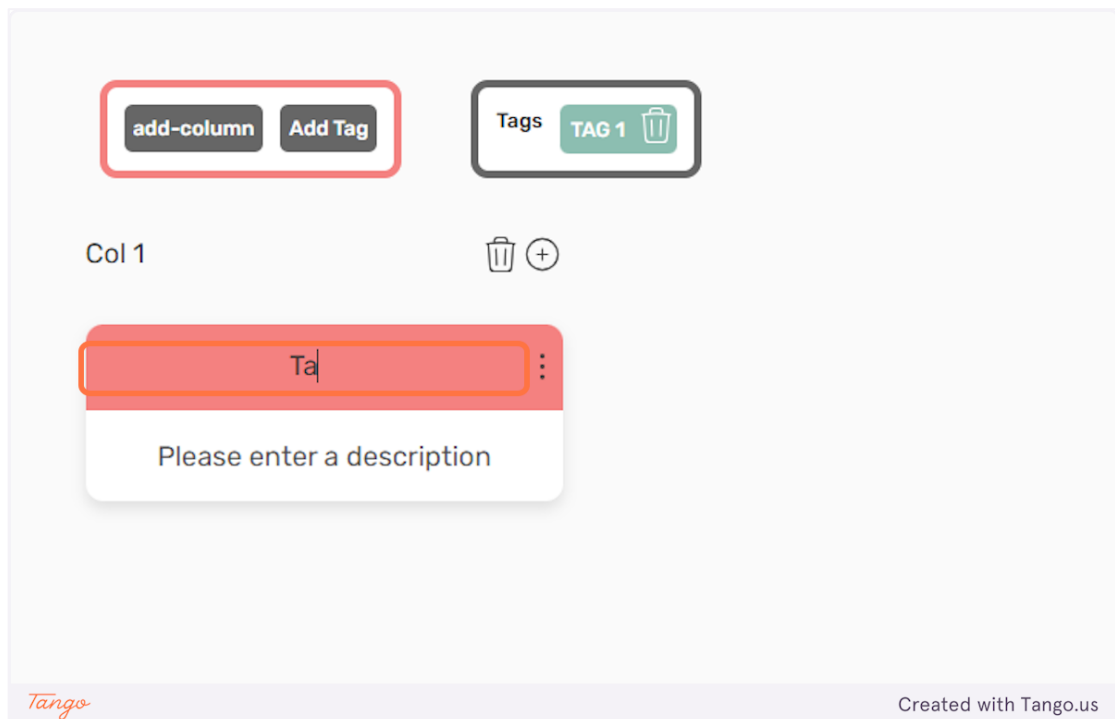
5. Once you have finished customizing your tag, press "Enter" to create it.



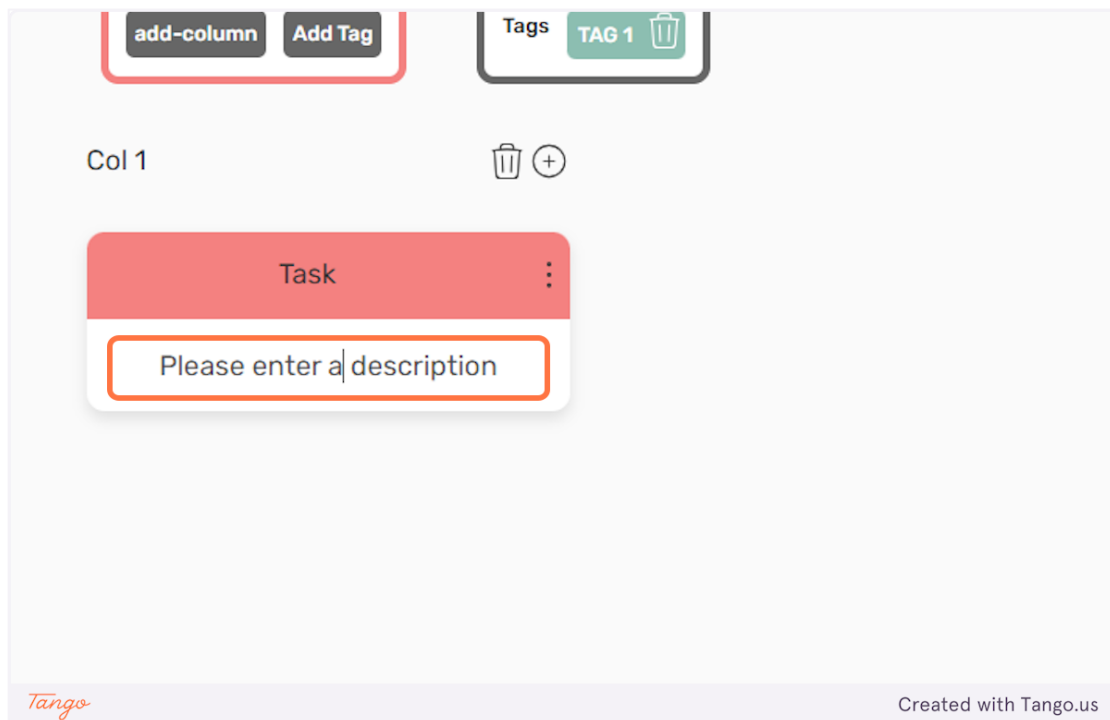
6. Your tags will be displayed on the "Tags" section of the screen. Click on the "trashcan" icon, next to a tag's name to delete it.



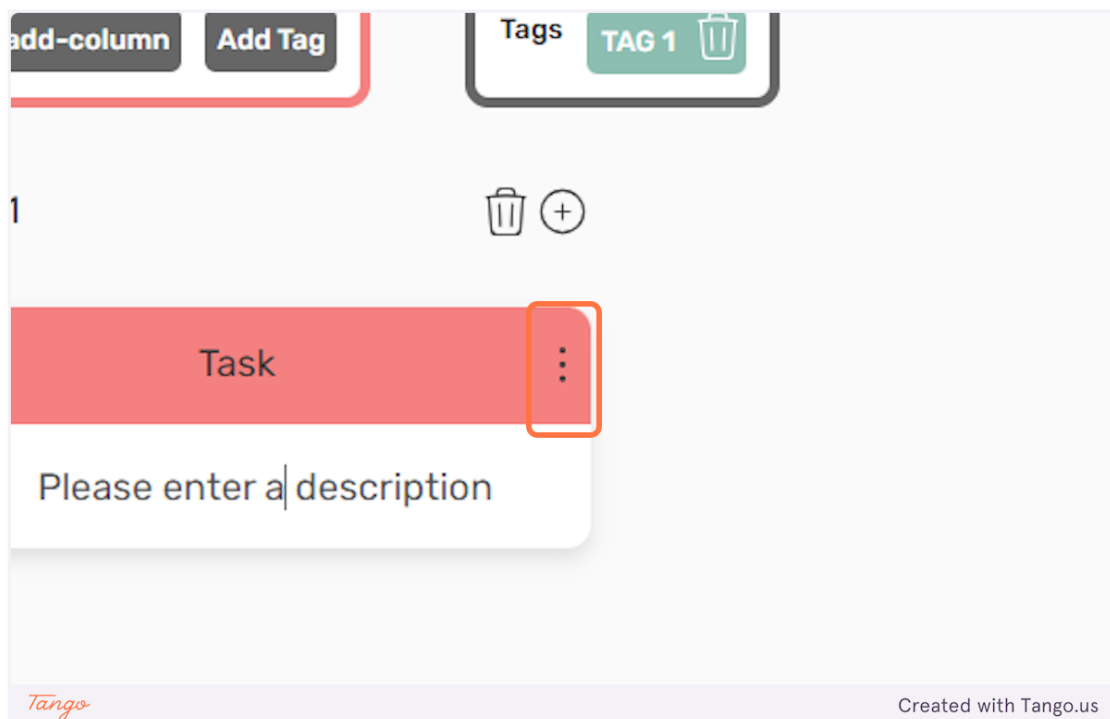
7. Click on "add-column" to create a new list.**8. You can edit the name of the list by clicking on it.**

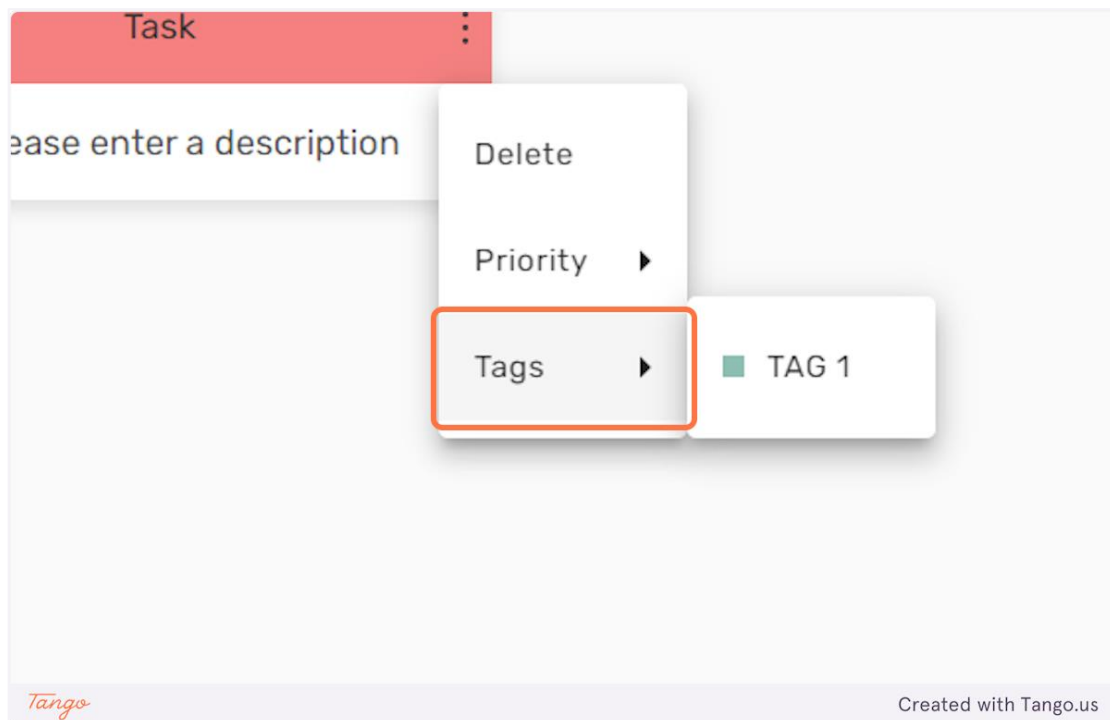
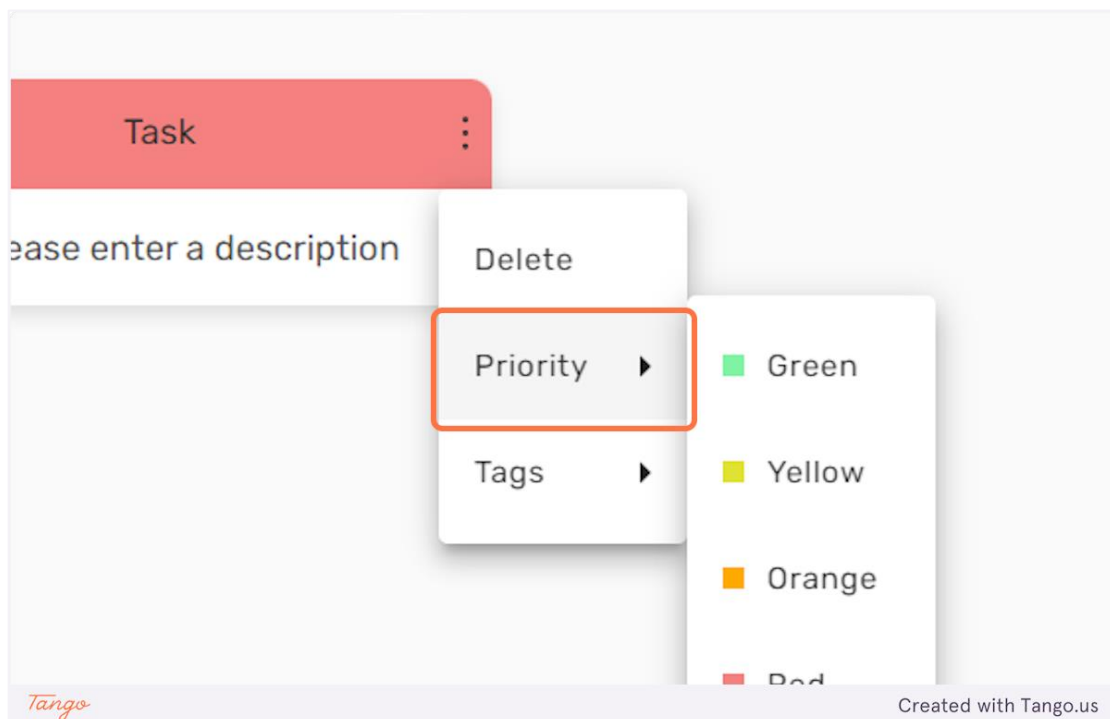
9. Click on the "+" icon to create a new task.**10. You can edit the name on the newly created task, by clicking on it.**

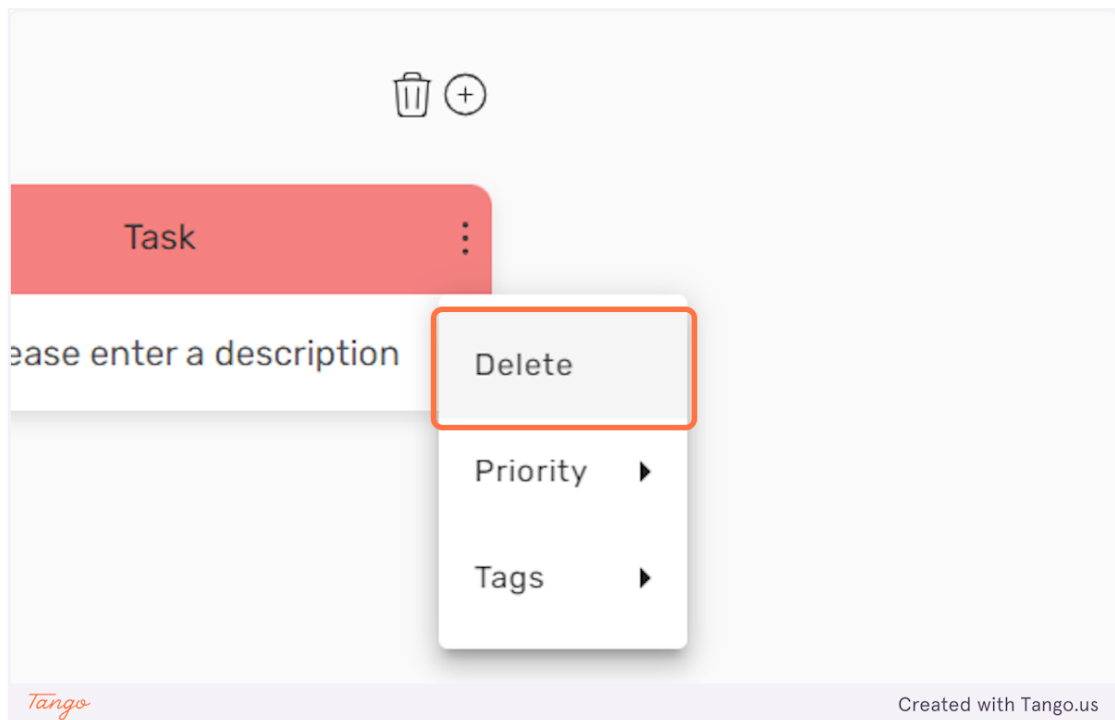
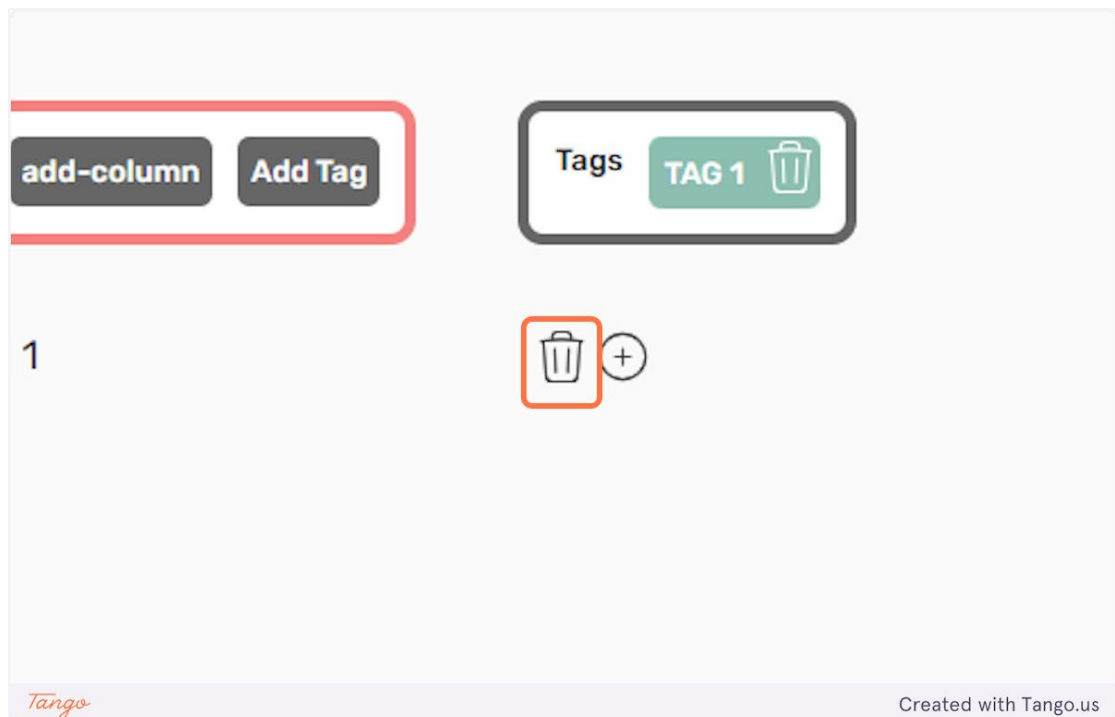
11. You can edit the description on the newly created task, by clicking on it.



12. Click on "dots" icon to customize your task further.

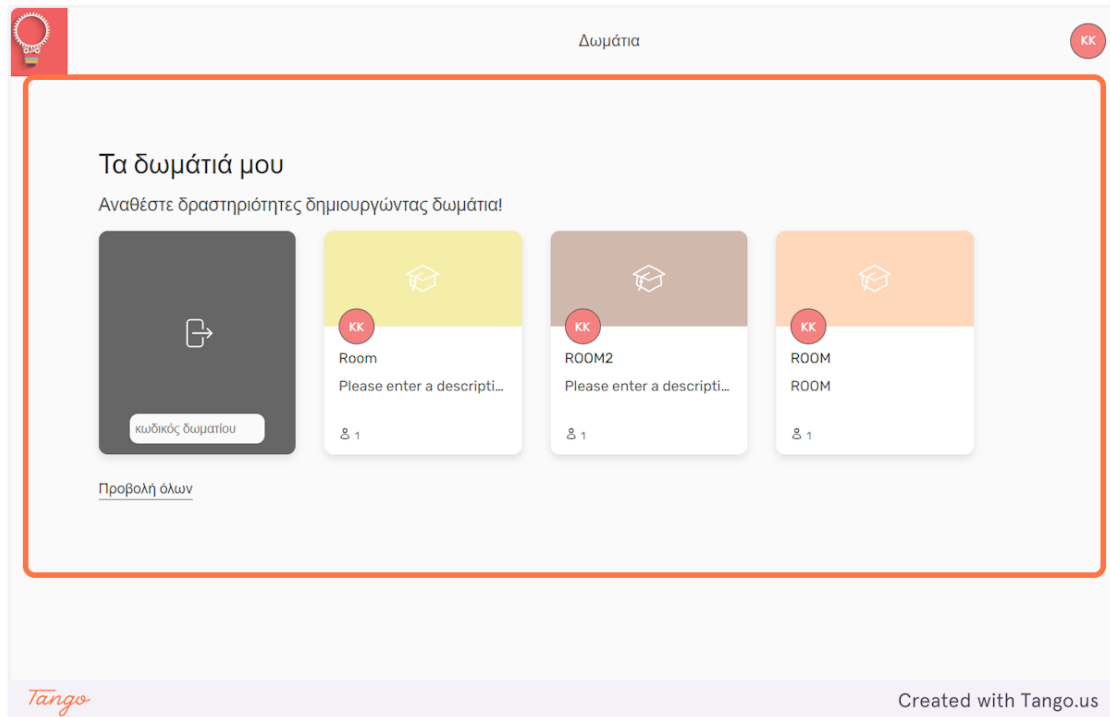


13. Click on "Tags" to assign one of your tags to this specific task.**14. Click on "Priority" to color code your task based on how urgent it is.**

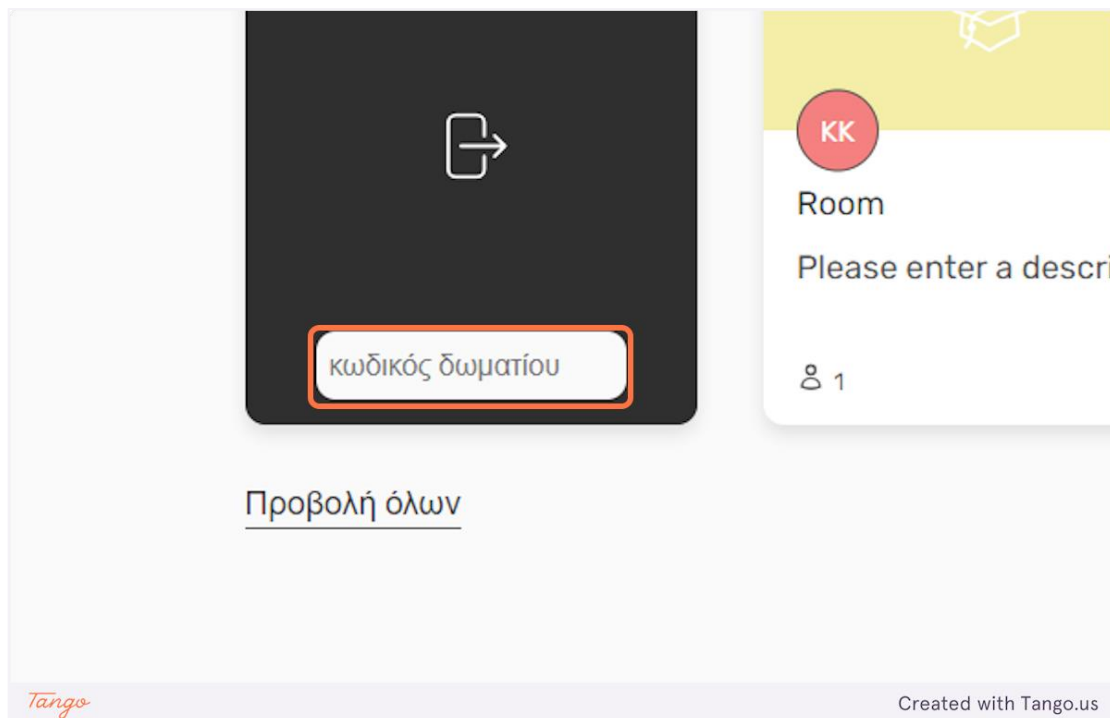
15. Click on "Delete" to delete the task.**16. Click on the "trashcan" icon next to a list to delete it.**

Students: using the platform

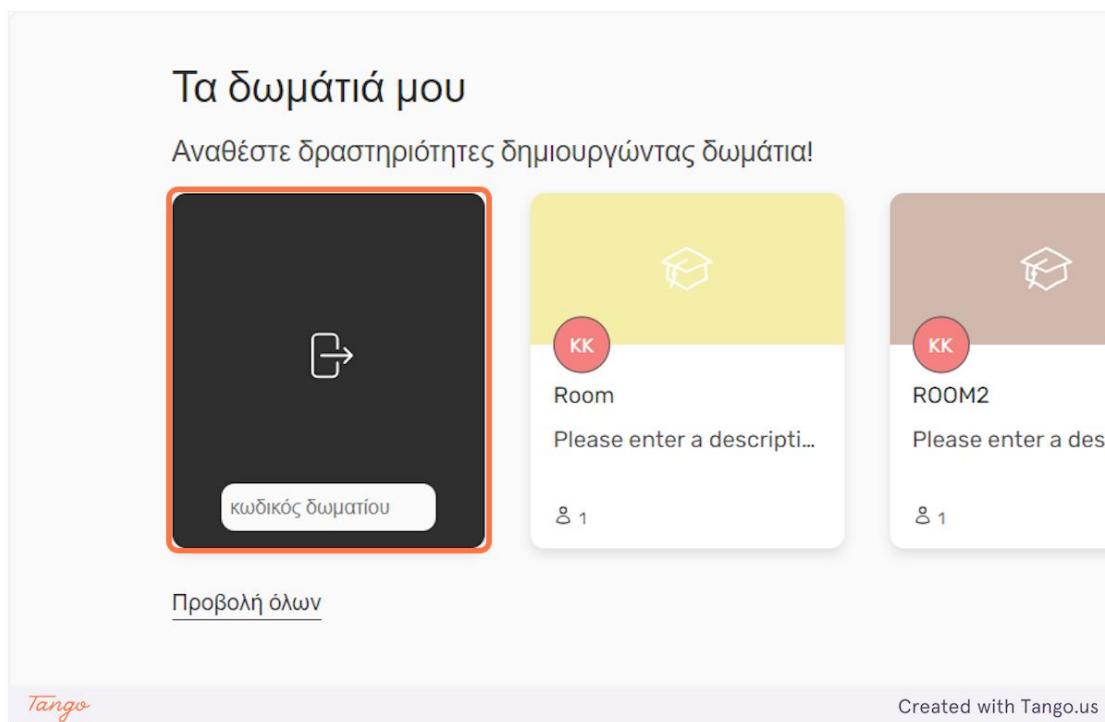
1. As a student you can only see the rooms you are a member of.



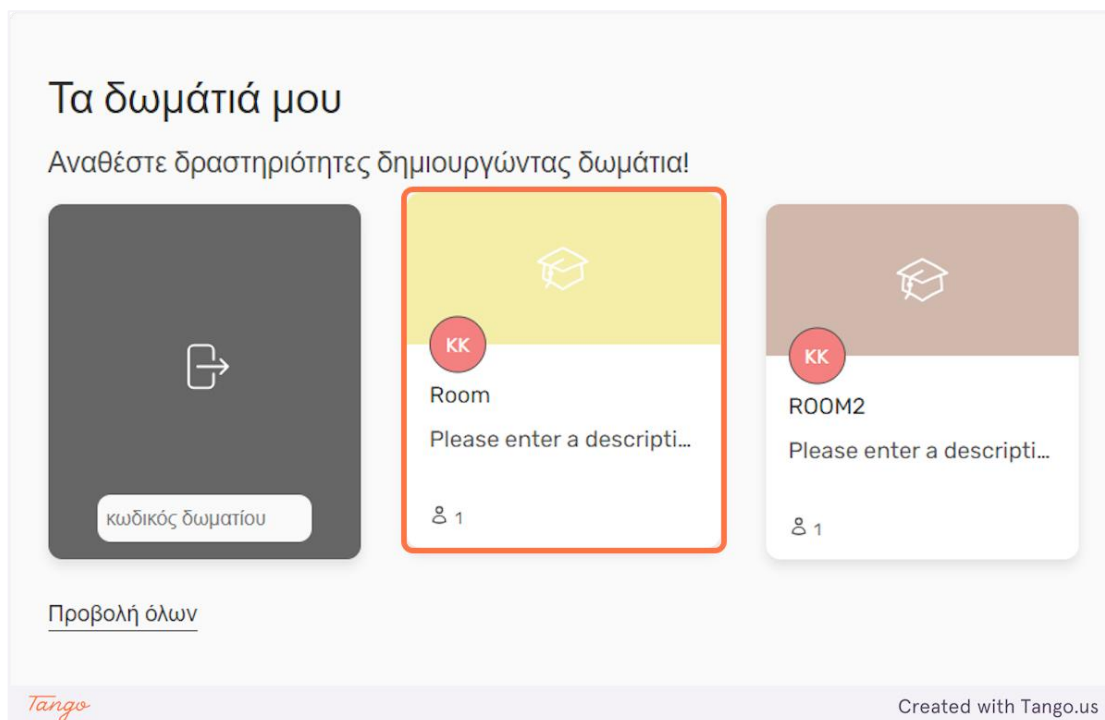
2. In order to join a new room you need to enter the room code, provided by the teacher, in the input field called "κωδικός δωματίου".



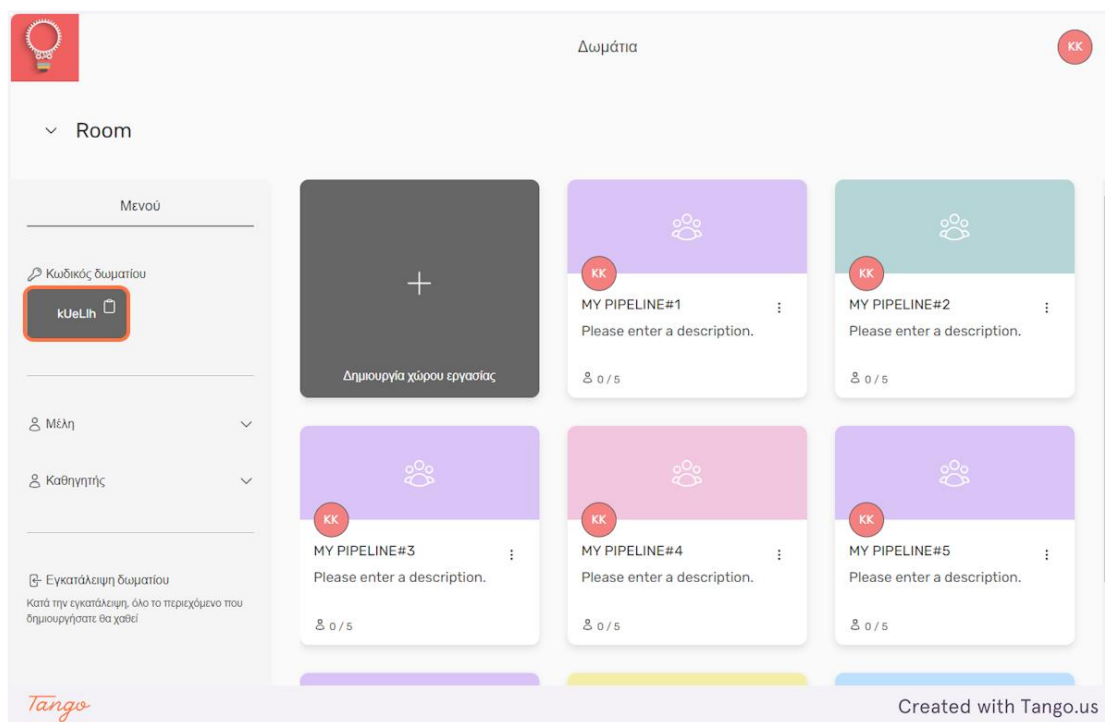
3. After you have entered the room code click on the "join room" card to join the room.



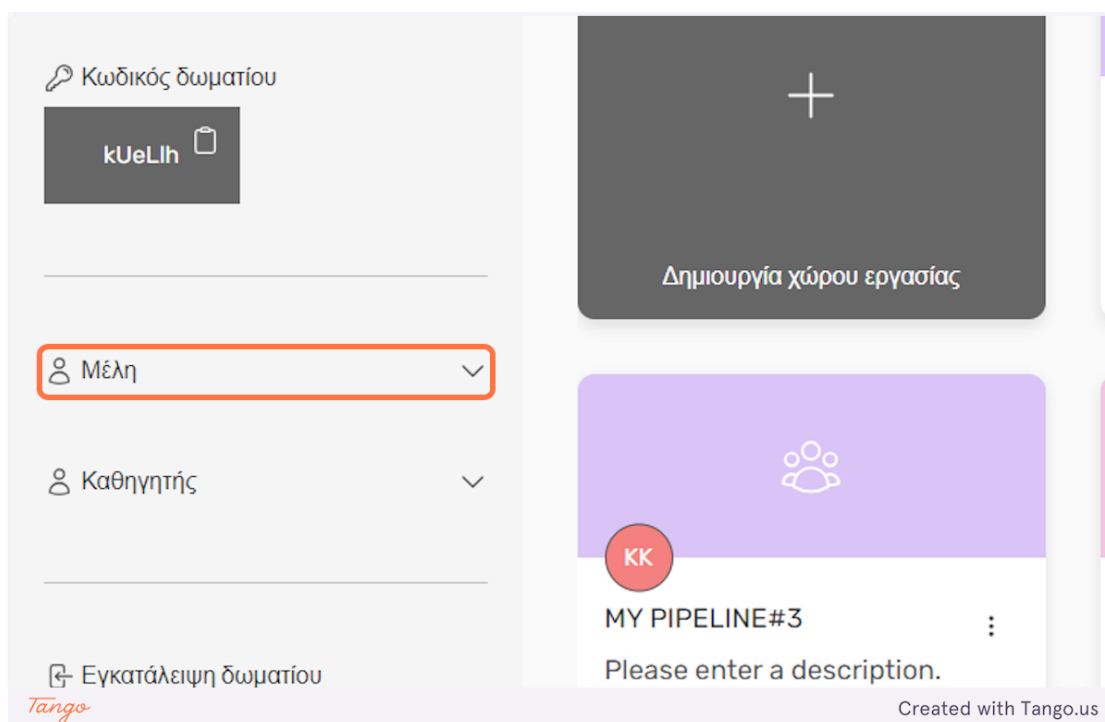
4. You can enter a room you are already part of, by clicking on it.



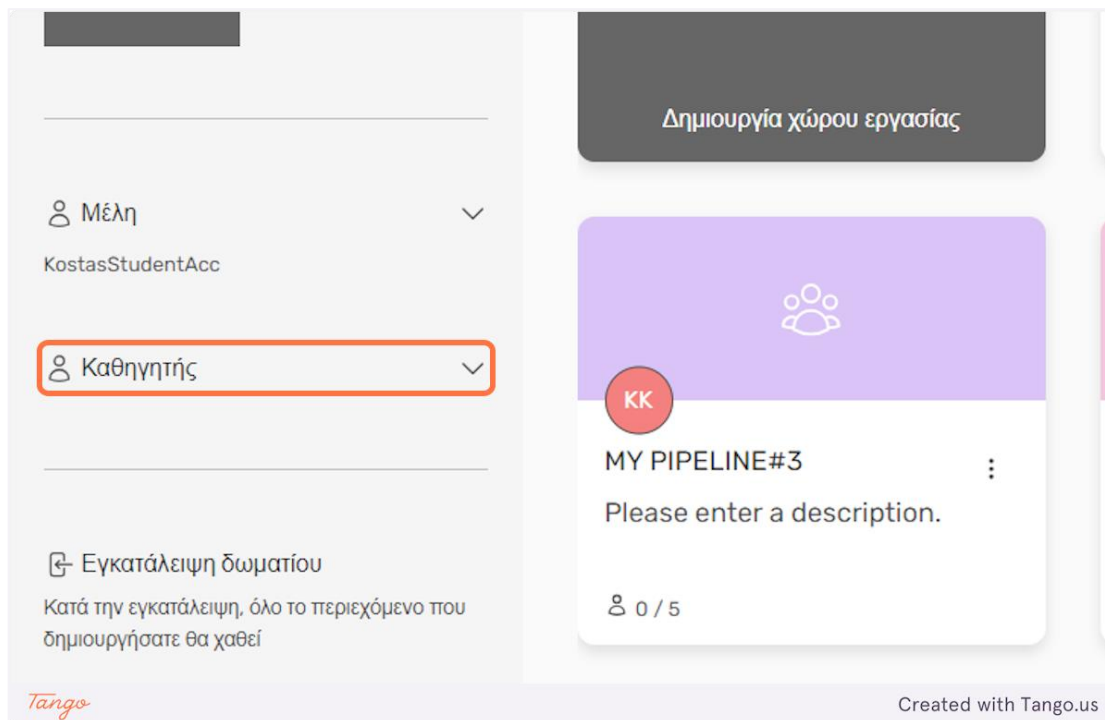
5. Click on the room code to copy it to your clipboard, so you can share it with others.



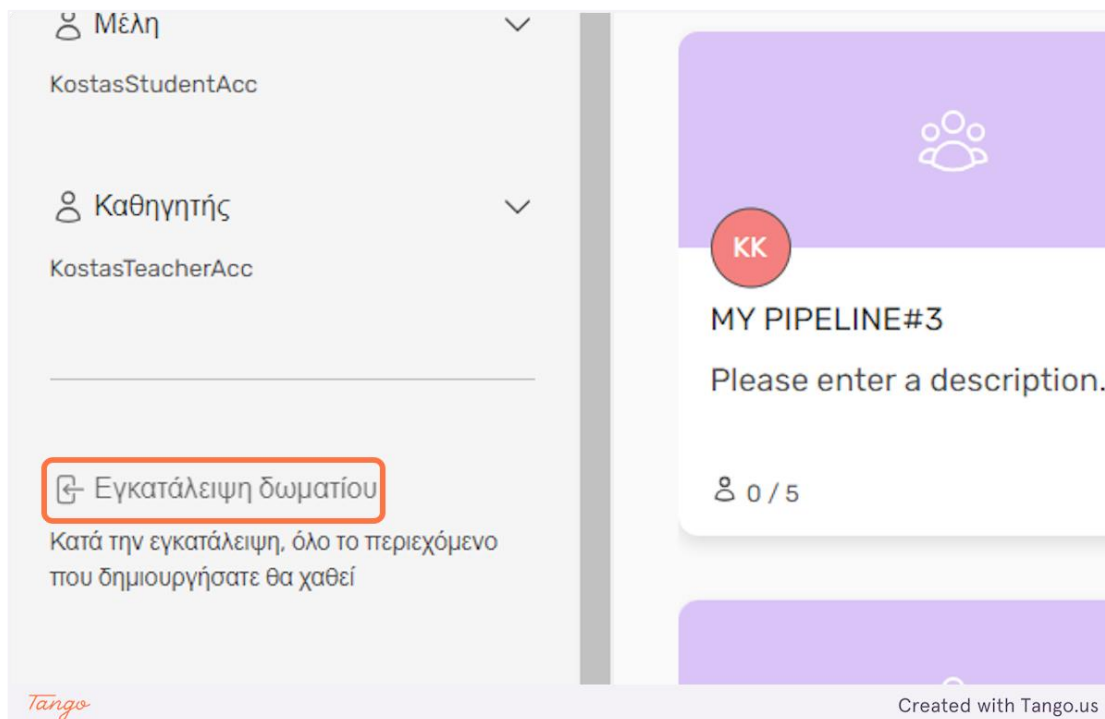
6. Click on "Μέλη" to see the students that have joined the room.



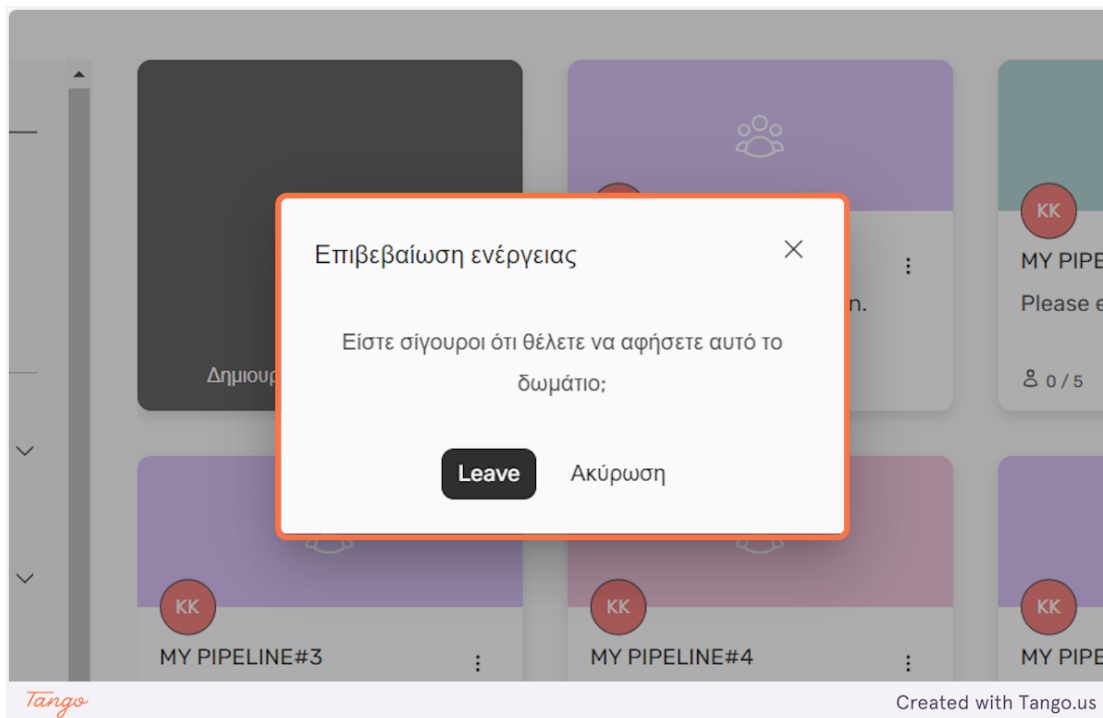
7. Click on "Καθηγητής" to see the teachers managing the room.



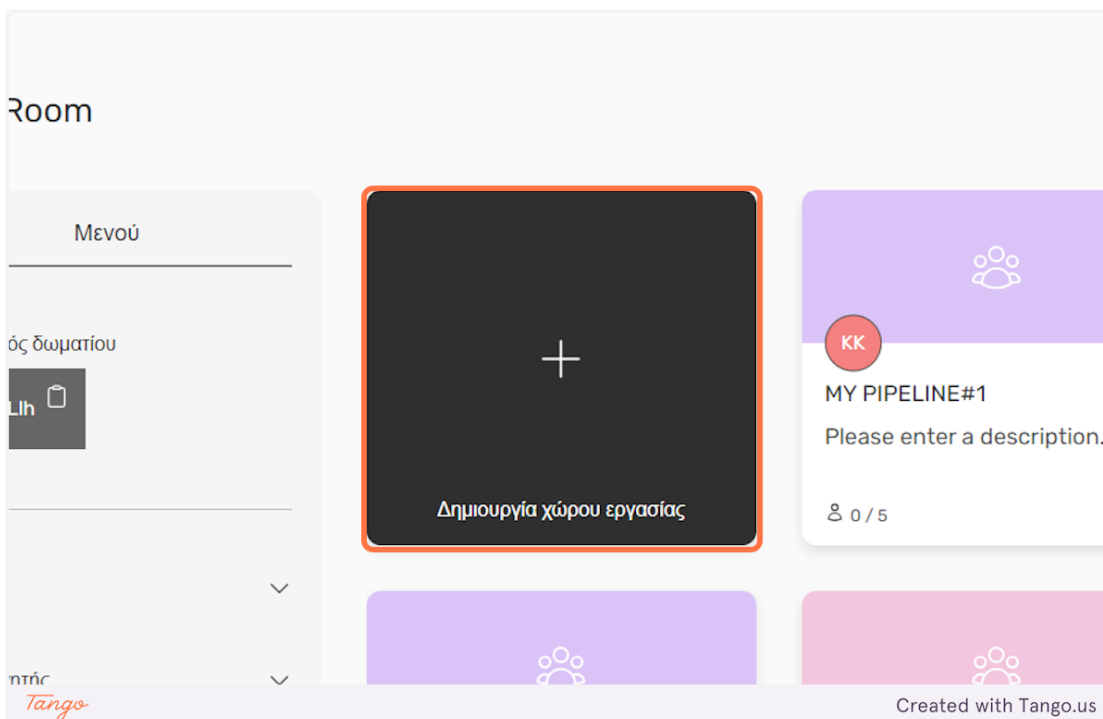
8. Click on "Εγκατάλειψη δωματίου" to leave the room.



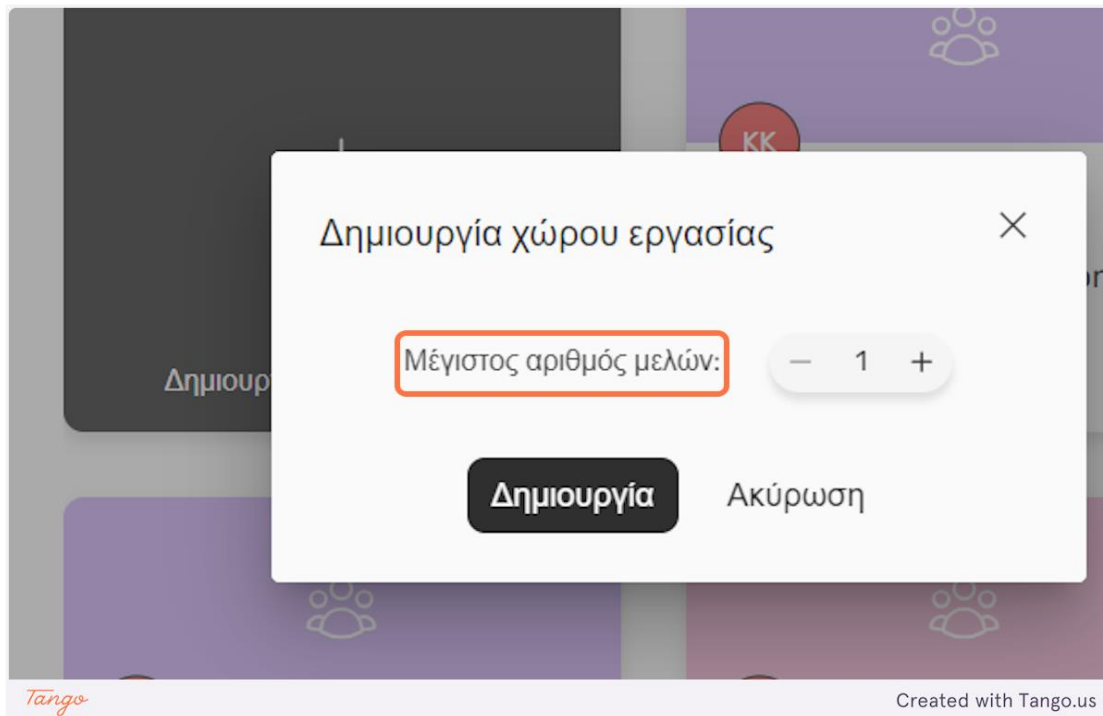
9. A pop-up will ask you to confirm your action.



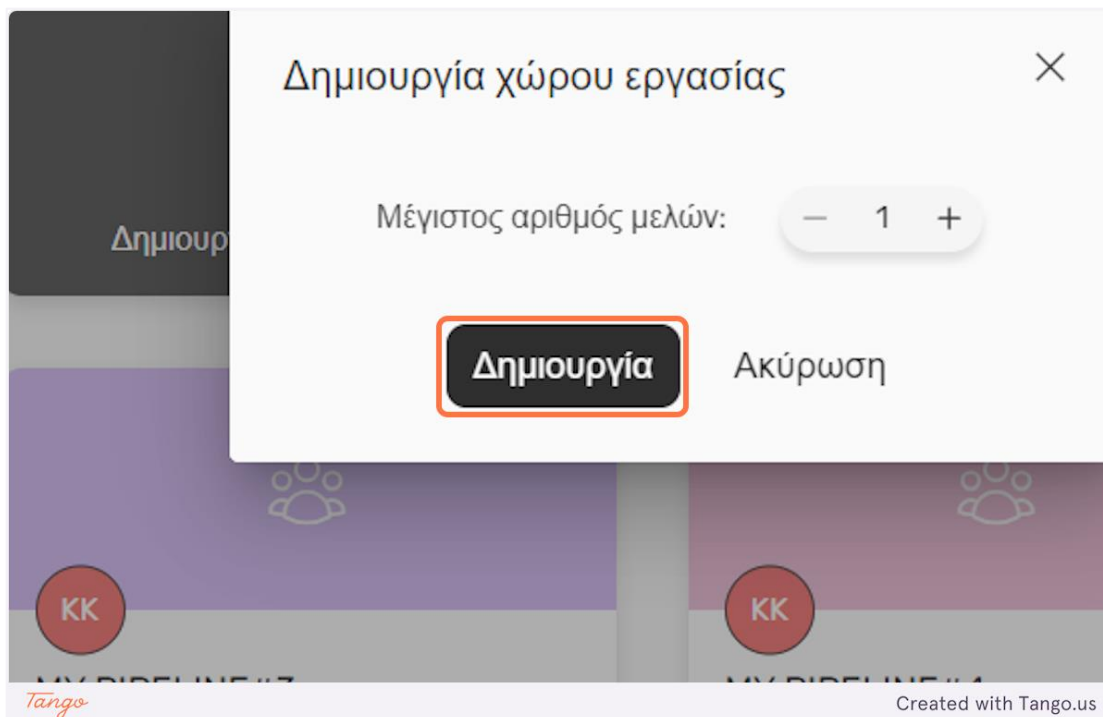
10. Click on "Δημιουργία χώρου εργασίας" to create your own team, if the teachers managing the room are allowing it. If they are not, that option will be grayed out.

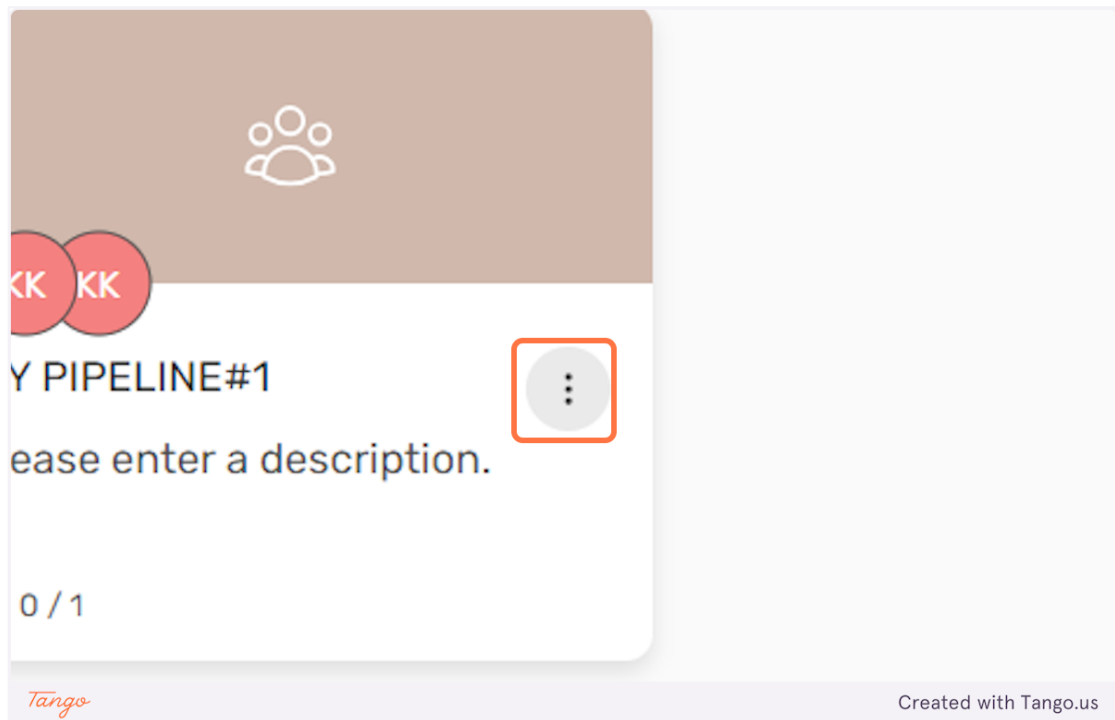
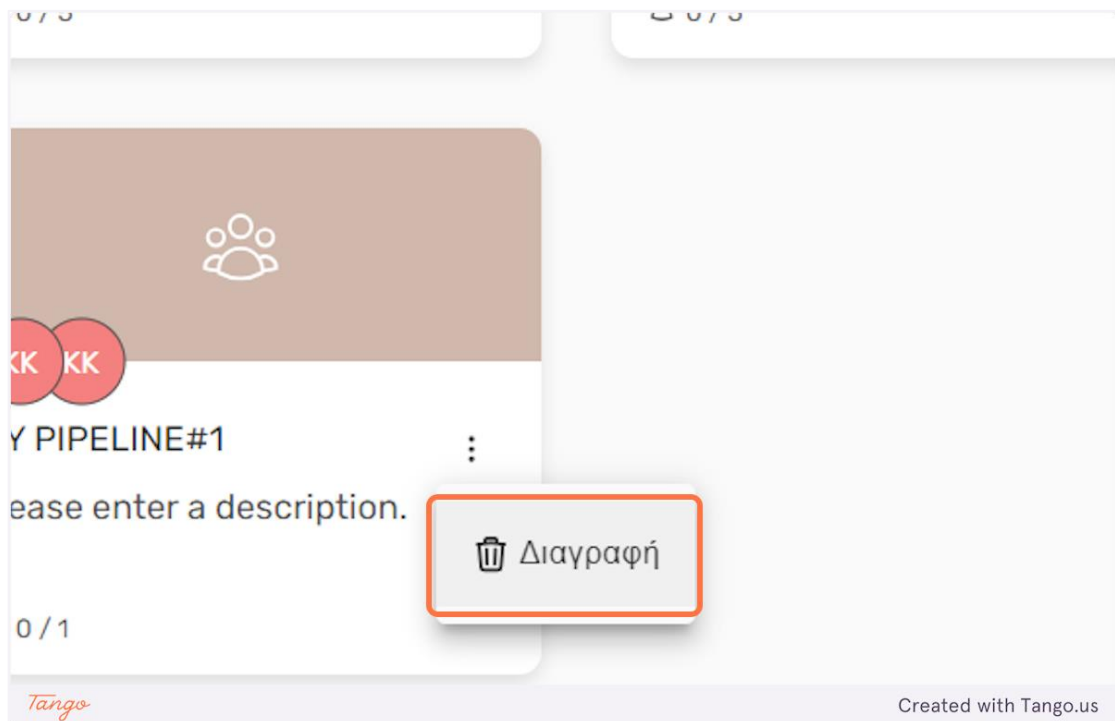


11. Adjust the maximum number of team members by pressing the "-" and "+" icons.

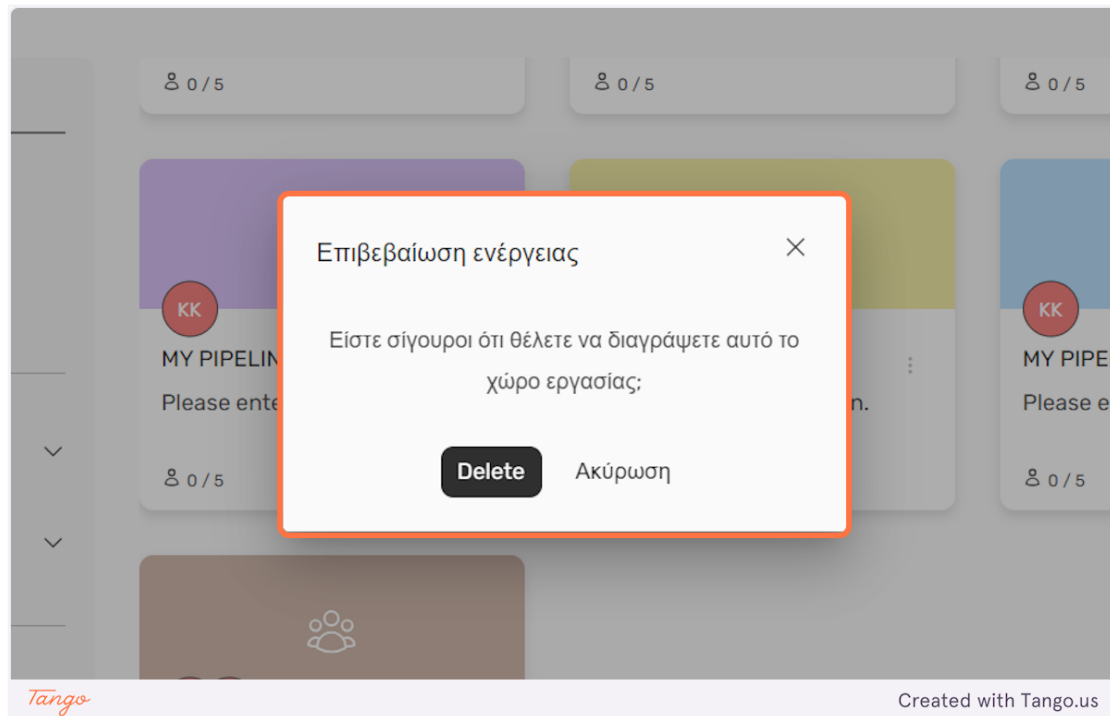


12. Click on "Δημιουργία" to create the team or click on "Ακύρωση" to go back.

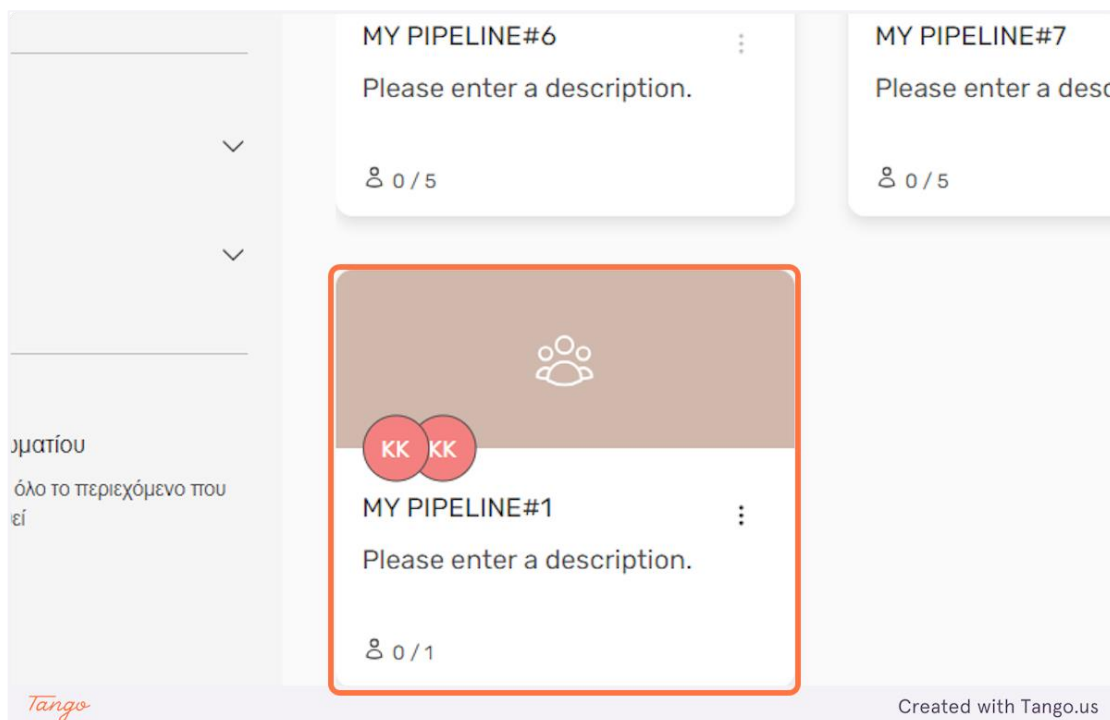


13. Click on the "dots" icon to have some options about your team.**14. Click on "Διαγραφή" to delete the team.**

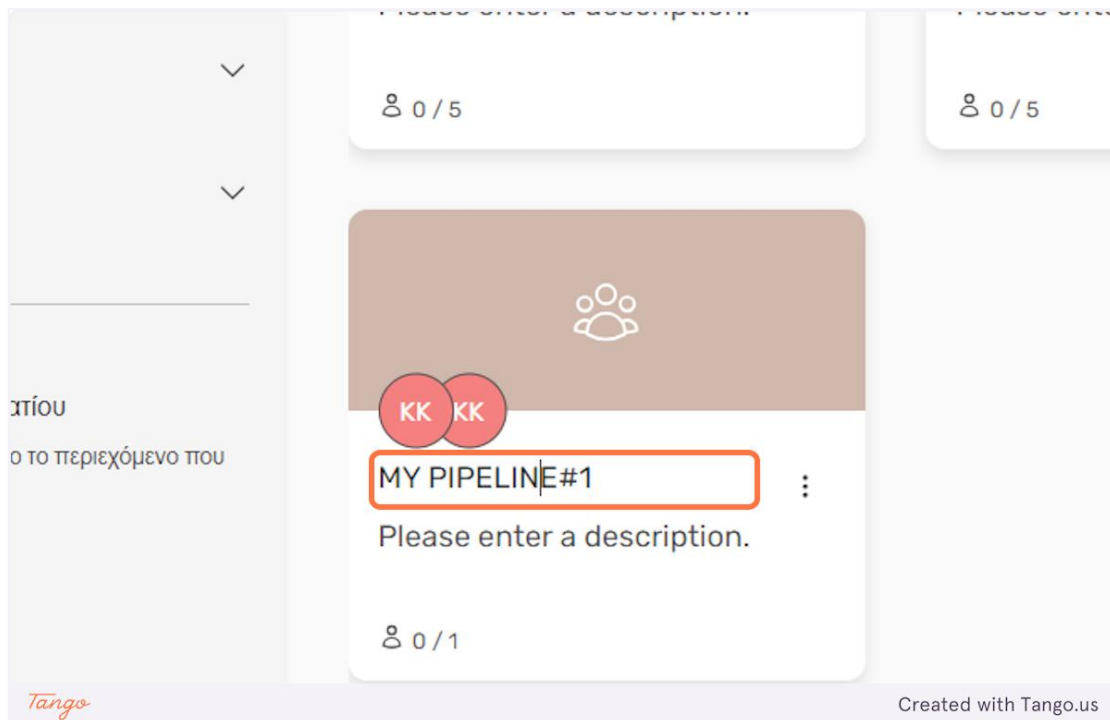
15. A pop-up window will come up, asking you to confirm the deletion action.



16. Click on your team card to enter the activity.



17. Double click on a team name, you are part of, to change it.



18. Double click on a team description you are part of, to change it.

