

eDea

Ψηφιακές υπηρεσίες για ιδεασμό, συνεργασία
& σύνθεση στη σχεδιαστική σκέψη

Deliverable 4

eDea digital platform reference manual

Ελλάδα 2.0
ΕΘΝΙΚΟ ΣΧΕΔΙΟ ΑΝΑΚΑΜΨΗΣ
ΚΑΙ ΑΝΕΚΤΙΜΟΤΗΤΑΣ



Με τη χρηματοδότηση
της Ευρωπαϊκής Ένωσης
NextGenerationEU

ΓΓΕΚ
ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ
ΕΡΕΥΝΑΣ ΚΑΙ ΚΑΙΝΟΤΟΜΙΑΣ

Document data	
Project	TAEΔK 06166
Deliverable	D4 eDea digital platform reference manual
Access	Public
Date	28/3/2025
Version	0.1
Status	FINAL
Sharing	CC-BY-NC-ND
Contributors	Olivier Heidmann, Πανεπιστήμιο Θεσσαλίας Dimitris Ziogas, University of Thessaly Sotiris Evaggelou, University of Thessaly Apostolos Fotopoulos, University of Thessaly Hariklia Tsalapatas, University of Thessaly
Reviewers	Hariklia Tsalapatas, University of Thessaly

Table of contents

Introduction	3
Word of caution	4
1. Architecture of eDea project	5
The design thinking process.....	5
Common features	6
The professional architecture	7
The educational architecture.....	8
2. Step by Step guides for the eDea platform.....	10
All users: Creating an account and account operations.	10
Teachers: Creating an activity.....	22
Teachers: Using activity and stage templates	43
All users: Using a board.....	48
Teachers: Creating a course and managing it.....	75
Professionals: Creating and joining a board	90
Professionals: Using the scheduler	97
Students: Using the platform.....	105
Teachers and Students: Using chat.....	114

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 to reduce the significant overhead costs associated with preparing and using a Design Thinking methodology by putting as much 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 into teams, and the teacher plays the role of facilitator/enabler. 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 also work in groups, where 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. Hence, it can be accessed by any web browser (even though Google Chrome or any other browser based on it is recommended for compatibility reasons) on desktop or laptop computers and mobile devices.

The eDea platform can be found at this URL: <https://edeae-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, up to several times a day, to add new features and correct bugs. So, until the software reaches its final version, this manual is also a work in progress.

You might find, for example, 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 email the lead developer at olivier.heidmann@gmail.com. He will answer you promptly.

1. Architecture of eDea project

The architecture of eDea is twofold, with one part specifically destined for professionals and the other for teachers and students. When users create an account, they will be prompted to choose whether to create a professional, teacher, or student account.

In conformity with the EU's GDPR directives, the eDea platform aims to harvest no personal user data. Email addresses will never be asked for;. However, the users will be prompted for a name, surname, and platform nickname at account creation; none of this information needs to reflect the user's real identity. In other words, 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 it into the five following steps:

- Empathize, where the team working on the problem tries to learn as much as possible from the people who encounter it.
- Define, where an actual definition of the problem is elaborated on. The Define phase might yield varying results for the same issue tackled by different teams.
- Ideate, where the team generates ideas for solving the issue. The ideas are extensively discussed and refined.
- Prototype, where the team comes up with a solution prototype. 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.

It is always possible and sometimes even recommended to move back one step at any step of the process if the current results are unsatisfactory or lead to a dead end. If one has issues defining the issue precisely, maybe the Empathize phase was lacking.

Please note that different versions of the design thinking process coexist, and the five steps indicated above are only here as a global recommendation. Users might prefer to break up the Empathize phase into two distinct steps, or they may be unable to proceed with extensive testing. The eDea platform considers those realities and allows users to take as many or as few steps as they need to implement the design thinking process.



Figure 1: Design thinking process

Common features

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

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

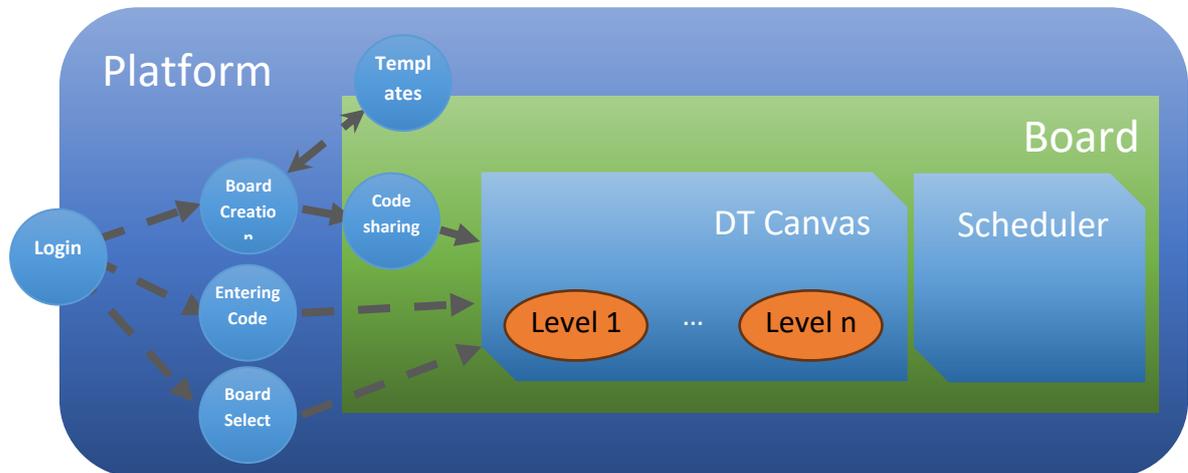
From now on, all terms related to the platform taxonomy will be written in bold the first time they are introduced.

The professional architecture

Professionals can collaborate 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 assignment) 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 enters 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 given to them by the platform.
2. After receiving a code from a colleague, they can subscribe to a board by giving it to the platform. They can then start working on the canvas and scheduler.
3. Select a board they have already worked 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 work in teams, defined by the teacher or themselves, and can only belong to one team at a time. Teachers will be able to monitor the work of all the teams. Only one teacher creates rooms, which can then be shared with another teacher.

Activities can be seen as pipelines containing 4 different sorts 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.

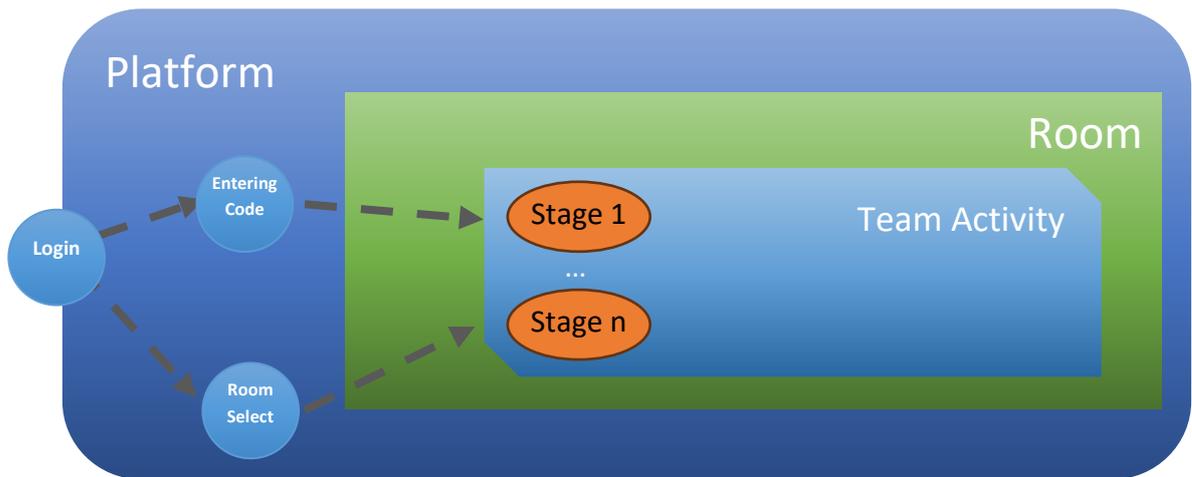
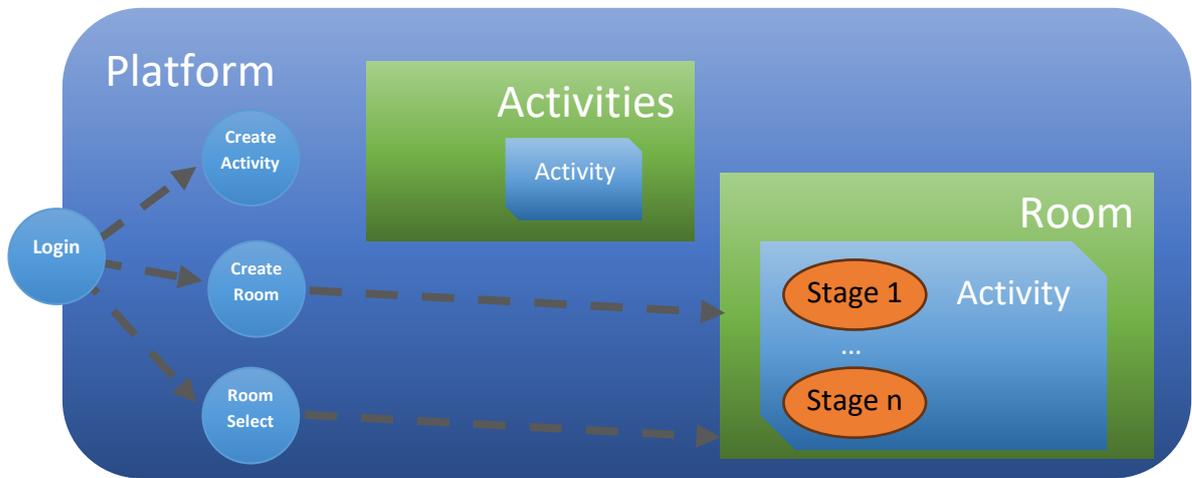
In the eDea platform, both stages and activities can be shared as templates, and as we saw in the section above, Design Thinking levels can also be shared. Consequently, there are in total 3 different entities that can be shared with all users in the eDea platform: Design Thinking levels, activities, and stages.

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

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

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

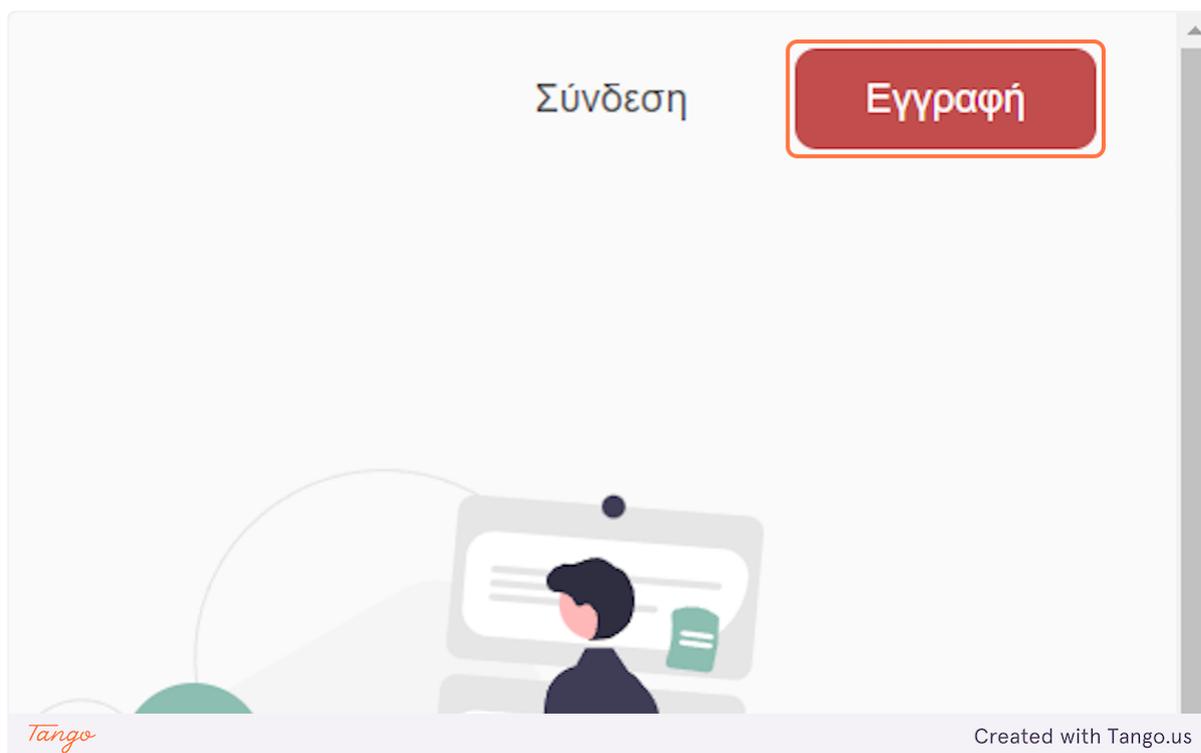
1. After receiving a code from a teacher, they can subscribe to a room by giving it to the platform. They can then start selecting a team or creating one.
2. Select a room they have already been working on, pick their team and start working.



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.

αρακαλώ επιλέξτε
ρόλο!

ητής

σκαλος

ιγγελματίας

Tango Created with Tango.us

5. Click on Συνέχεια... The platform would ask you for a code if you selected a professional or teacher.

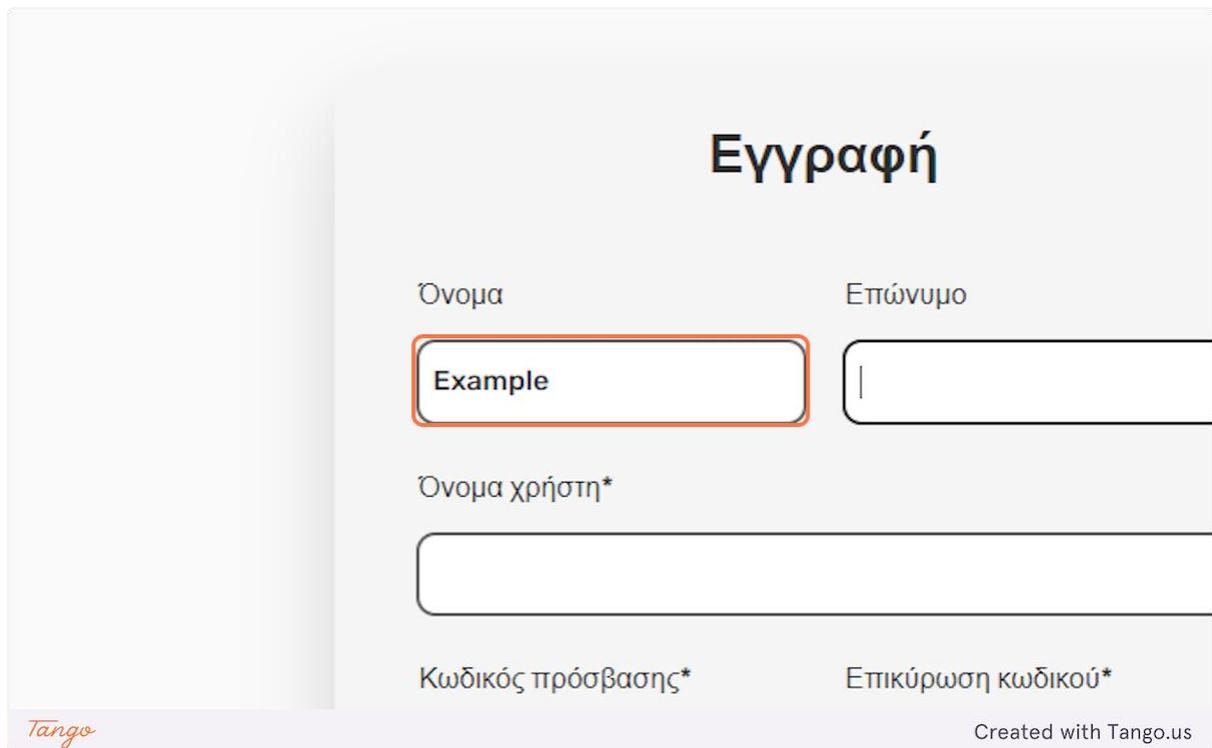
🎓 Δάσκαλος

👤 Επαγγελματίας

Συνέχεια →

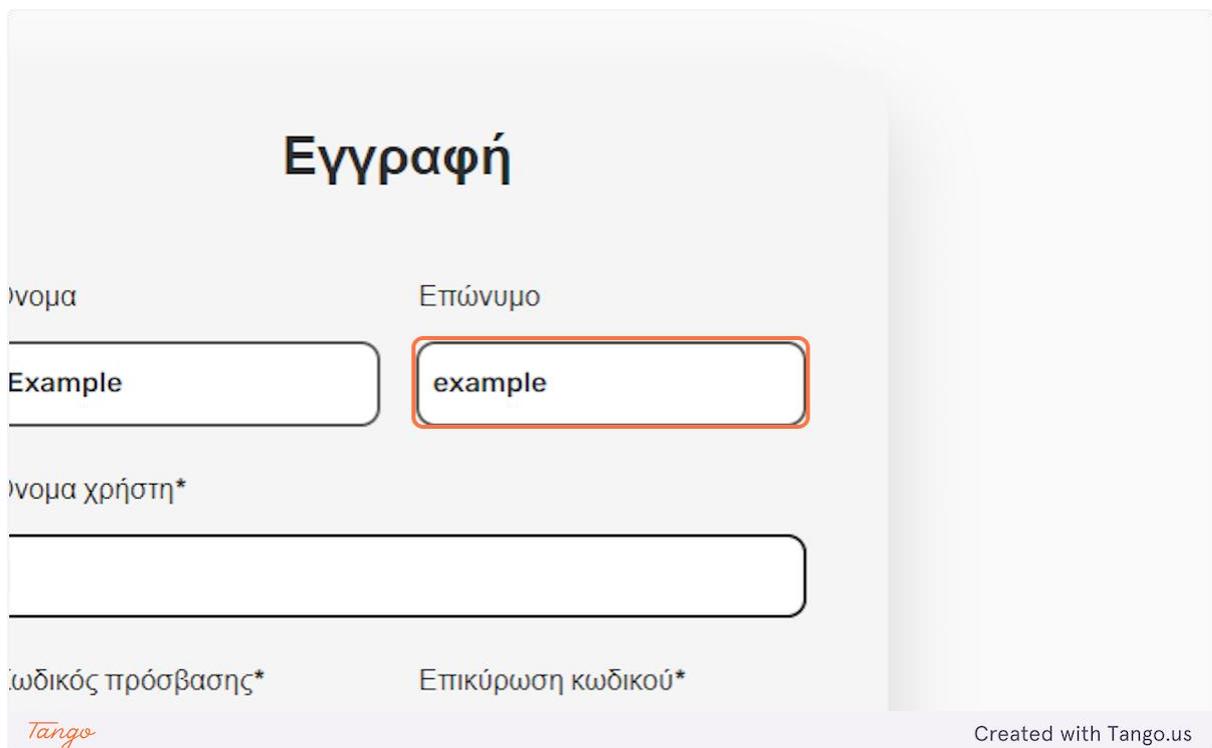
Tango Created with Tango.us

6. Enter your name.



The screenshot shows a registration form titled "Εγγραφή" (Registration). It has four input fields: "Όνομα" (Name) containing "Example", "Επώνυμο" (Surname) which is empty, "Όνομα χρήστη*" (Username*) which is empty, and "Κωδικός πρόσβασης*" (Access code*) which is empty. The "Επικύρωση κωδικού*" (Code verification*) field is also empty. A footer contains the "Tango" logo and the text "Created with Tango.us".

7. Enter your surname.



The screenshot shows the same registration form as in step 6, but now the "Επώνυμο" (Surname) field contains the text "example" and is highlighted with a red border. The other fields remain the same: "Όνομα" (Name) with "Example", "Όνομα χρήστη*" (Username*) empty, "Κωδικός πρόσβασης*" (Access code*) empty, and "Επικύρωση κωδικού*" (Code verification*) empty. The footer still shows the "Tango" logo and "Created with Tango.us".

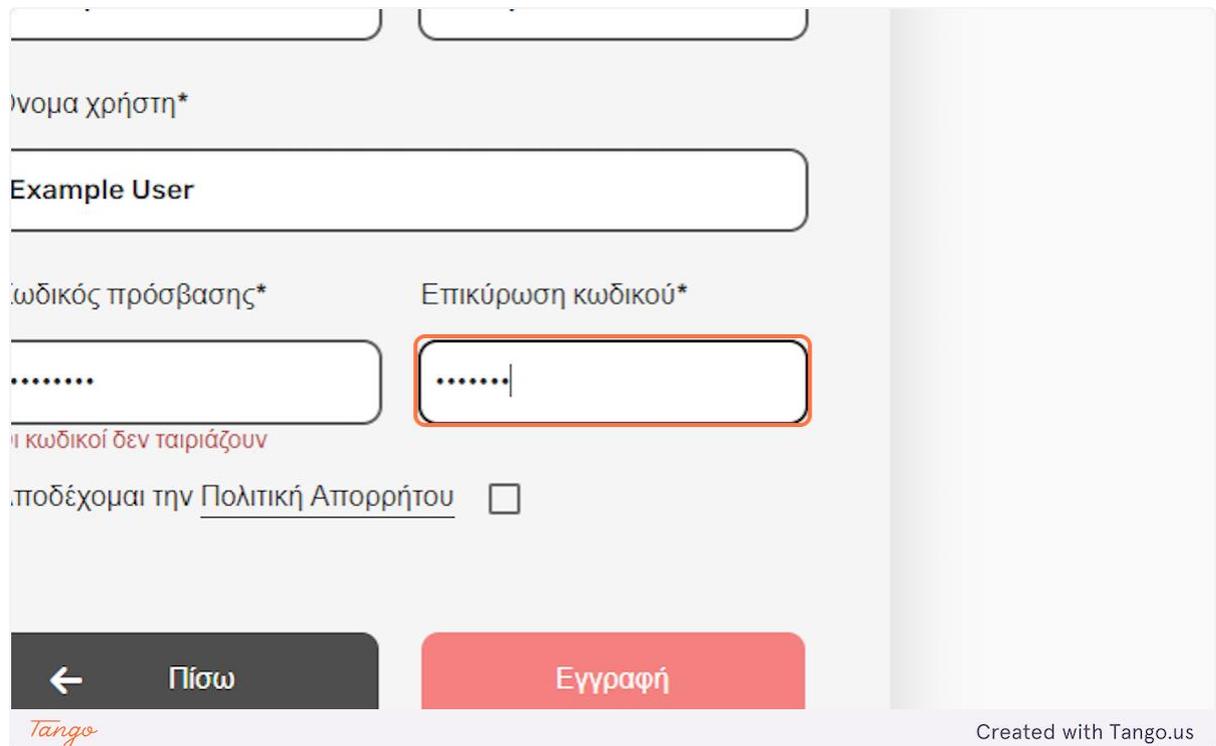
8. Enter the nickname you want to use on the platform.

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" (highlighted with a red border), "Κωδικός πρόσβασης*" (Password*) (empty), and "Επικύρωση κωδικού*" (Confirm password*) (empty). At the bottom, there is a checkbox for "Αποδέχομαι την Πολιτική Απορρήτου" (I accept the Privacy Policy) which is unchecked. The footer includes the "Tango" logo and "Created with Tango.us".

9. Type the password you want to use.

This screenshot shows the registration form with the "Όνομα χρήστη*" field filled with "Example User". The "Κωδικός πρόσβασης*" field is now filled with "....." (highlighted with a red border), and the "Επικύρωση κωδικού*" field is empty. Below the password field, the text "Οι κωδικοί δεν ταιριάζουν" (Passwords do not match) is displayed. The "Αποδέχομαι την Πολιτική Απορρήτου" checkbox remains unchecked. 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

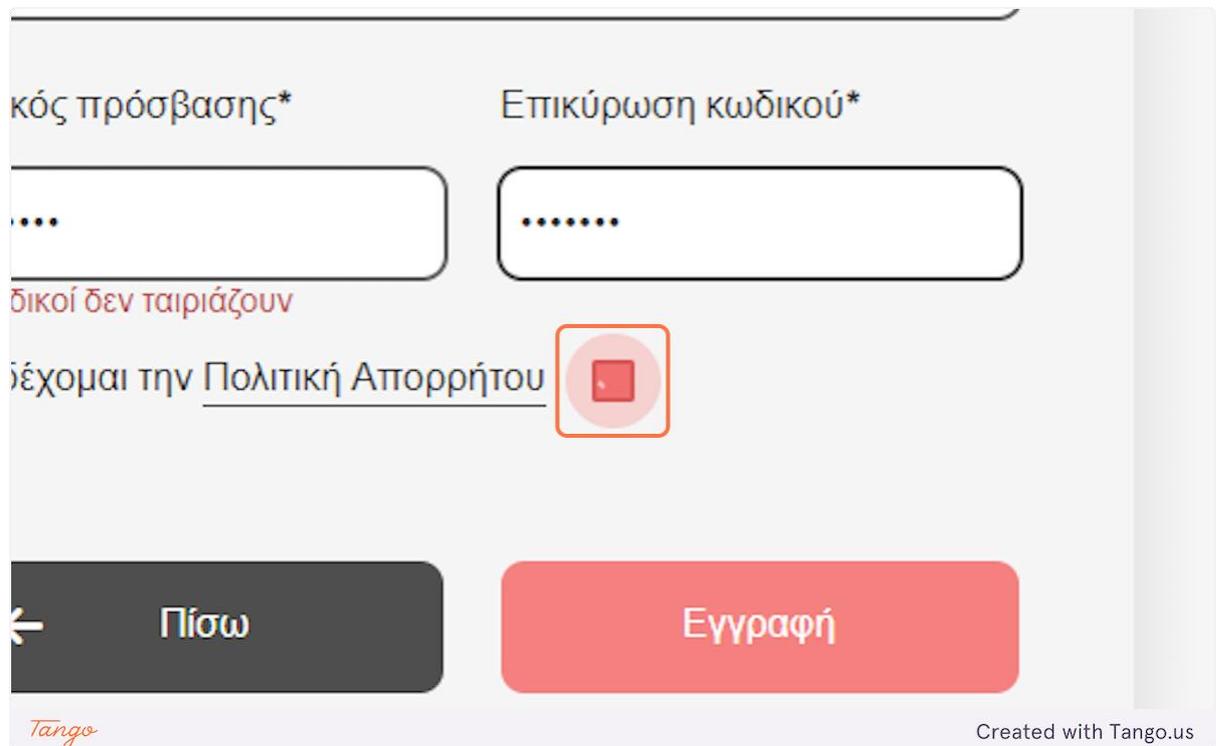
Αποδέχομαι την [Πολιτική Απορρήτου](#)

← Πίσω

Εγγραφή

Tango Created with Tango.us

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



Κωδικός πρόσβασης*

Επικύρωση κωδικού*

....

.....

Οι κωδικοί δεν ταιριάζουν

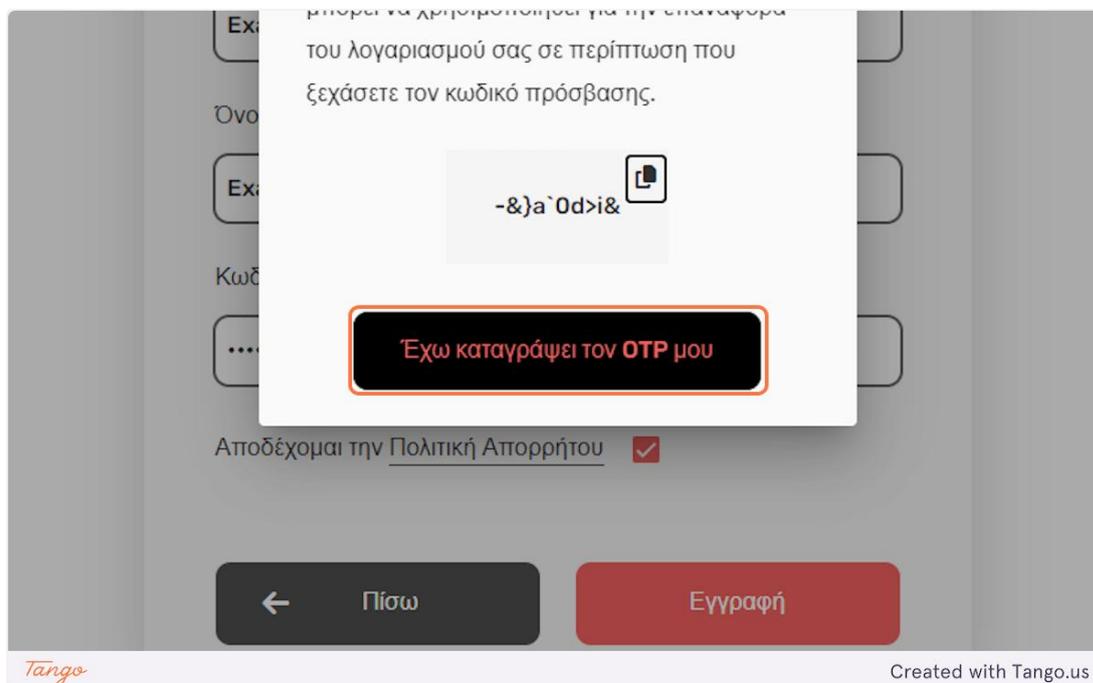
Αποδέχομαι την [Πολιτική Απορρήτου](#)

← Πίσω

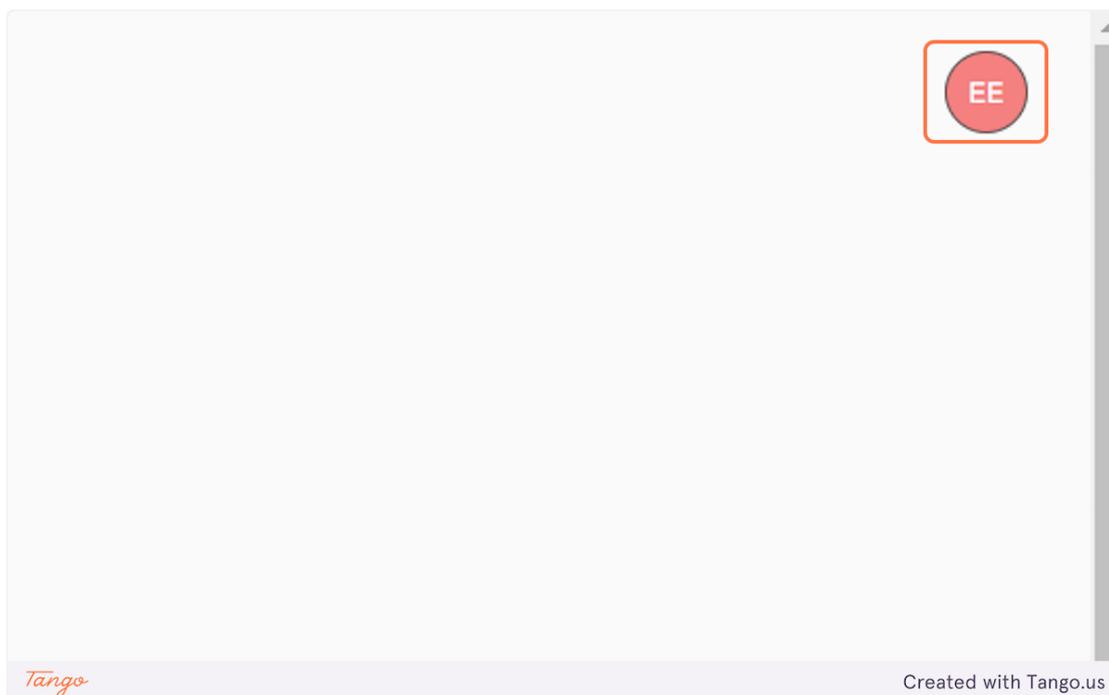
Εγγραφή

Tango Created with Tango.us

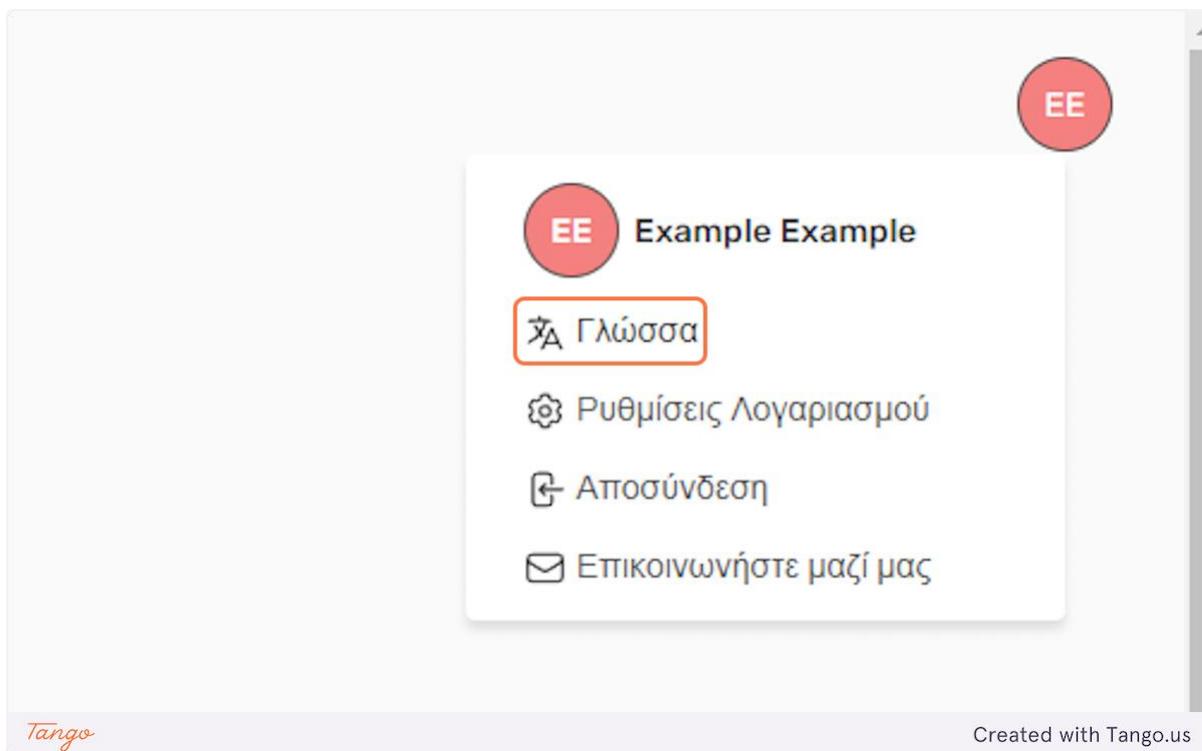
14. That's why you should write down this OTP somewhere as you will be asked for it in case of password change. Click on the icon above to copy the OTP to your system's clipboard and then on the black button below.



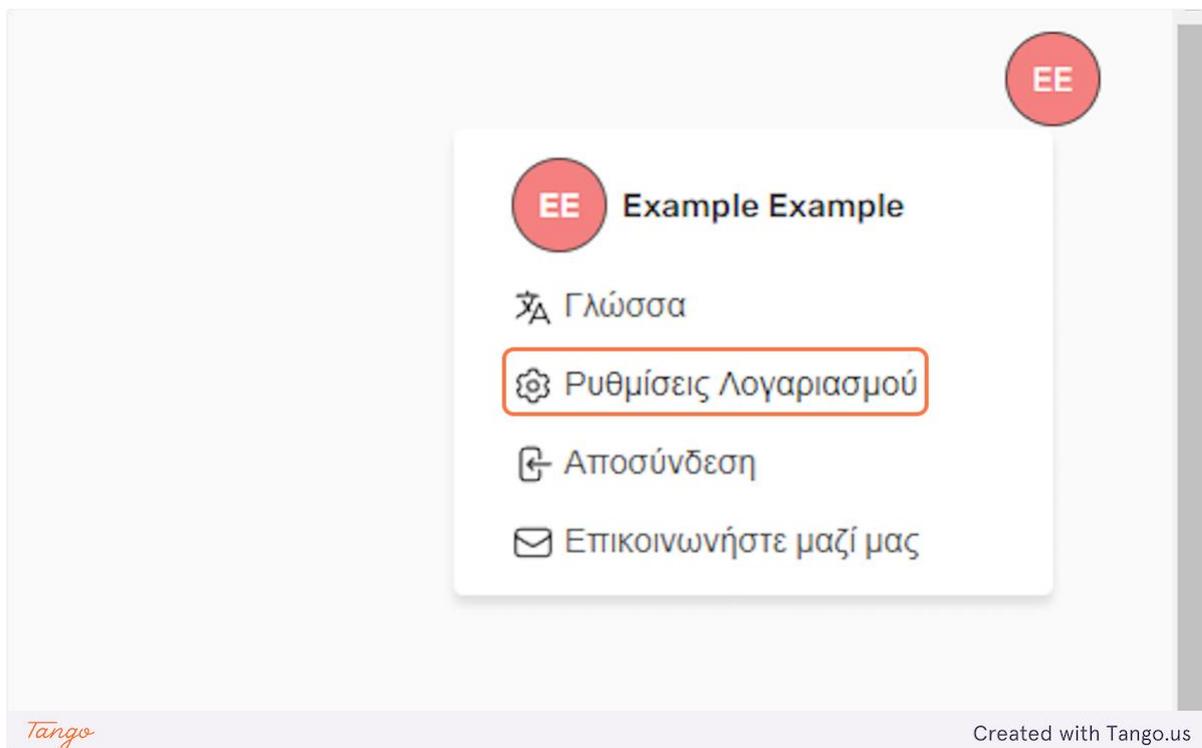
15. Click on your avatar to access the account options. Please note that the account avatar, created automatically, is made by concatenating the first letter of your first name and the first letter of your last name.



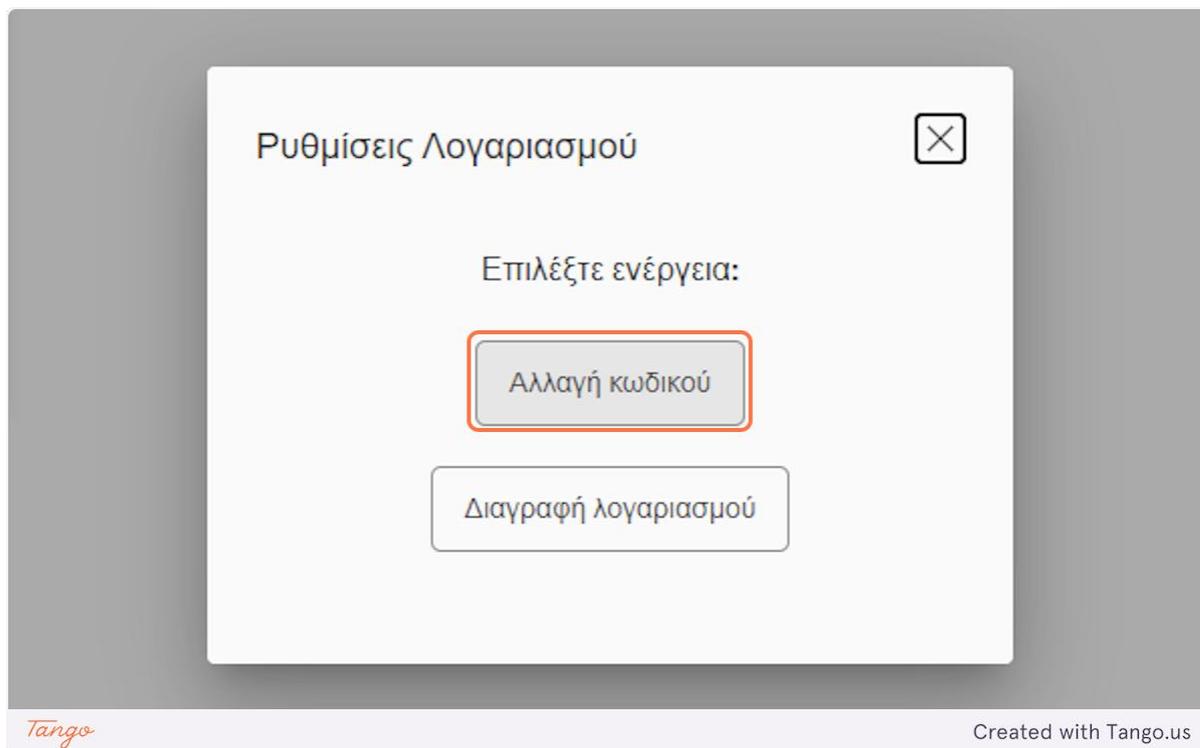
16. Click "Language" if you want to change the language displayed by the platform. Two options exist, Greek or English.



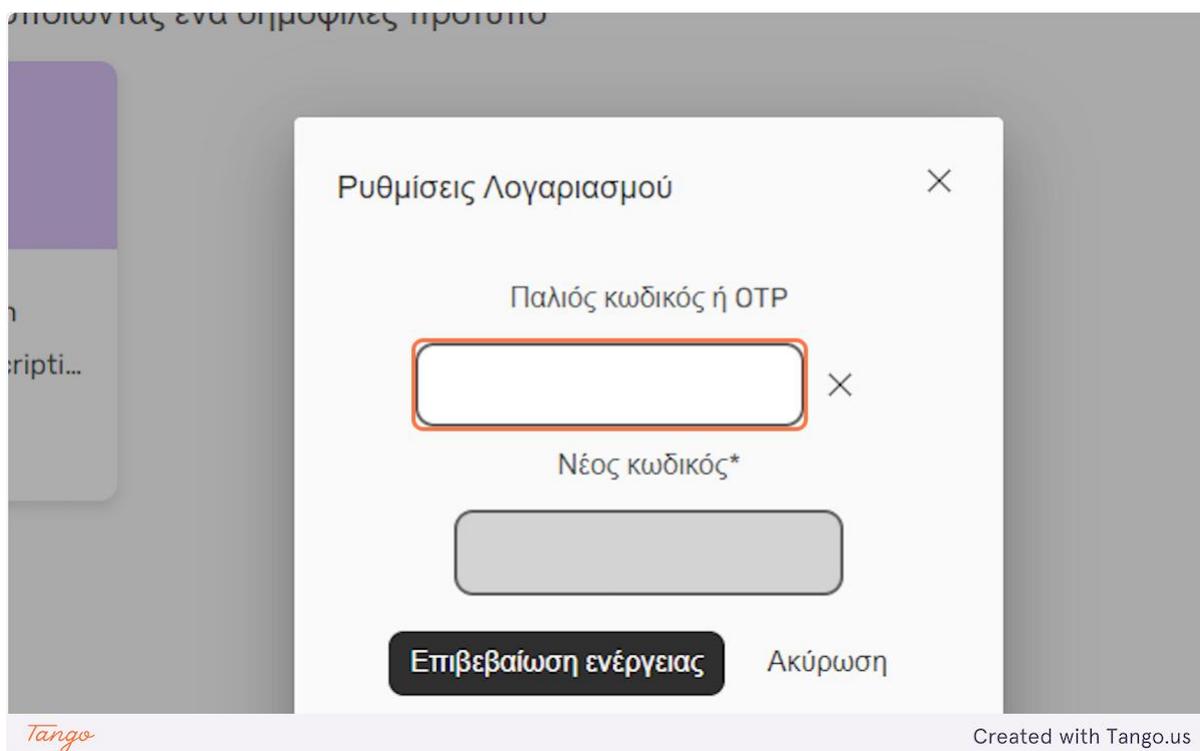
17. Click "Account settings" to modify your password or delete your account.

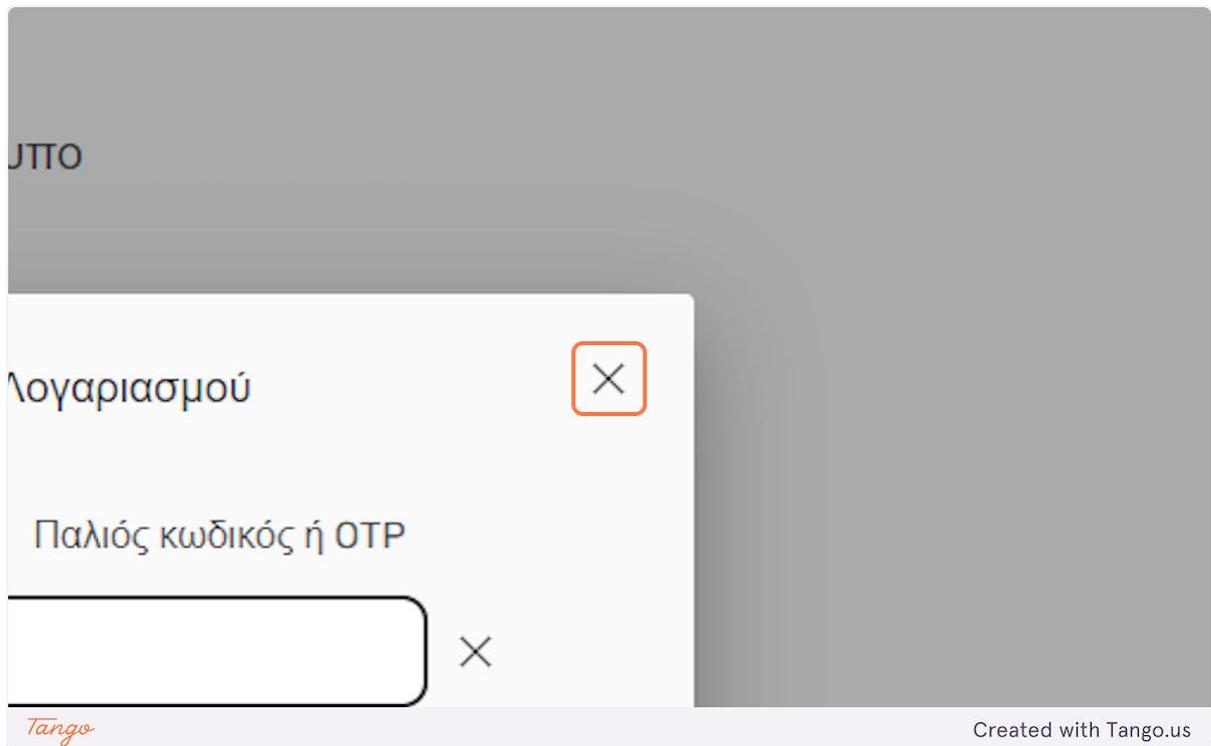
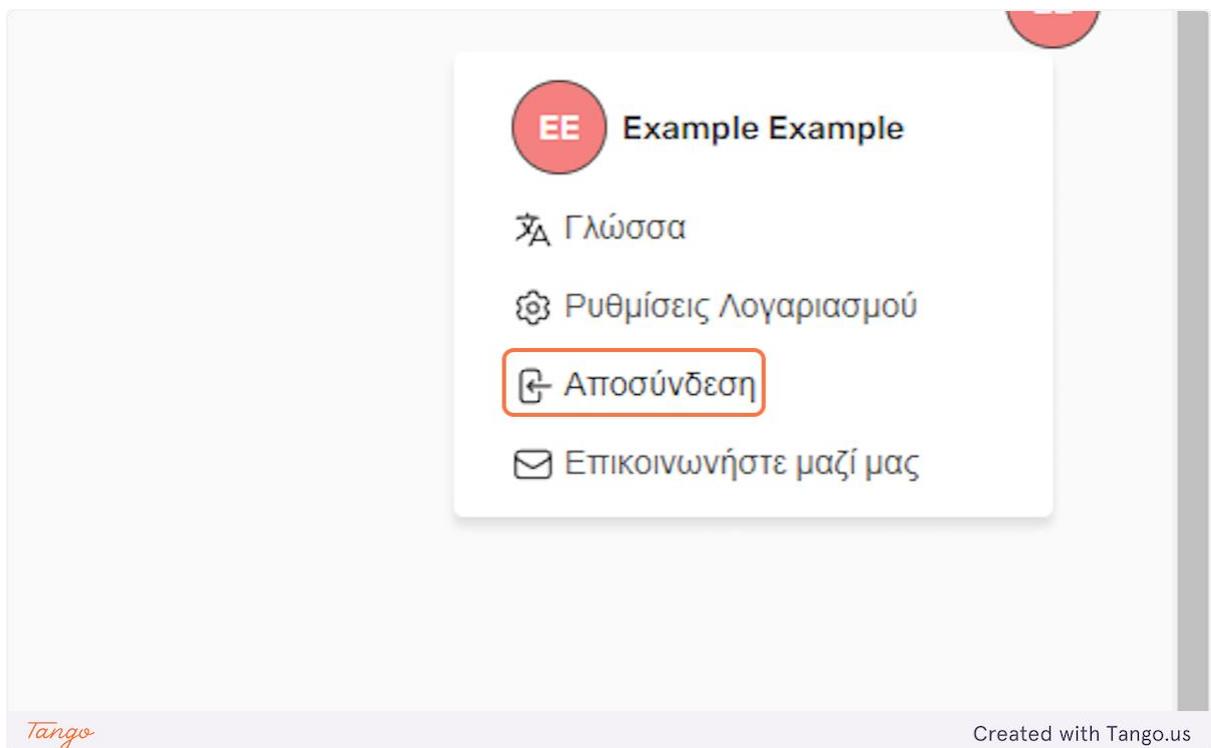


18. Click "Change password" to modify it.

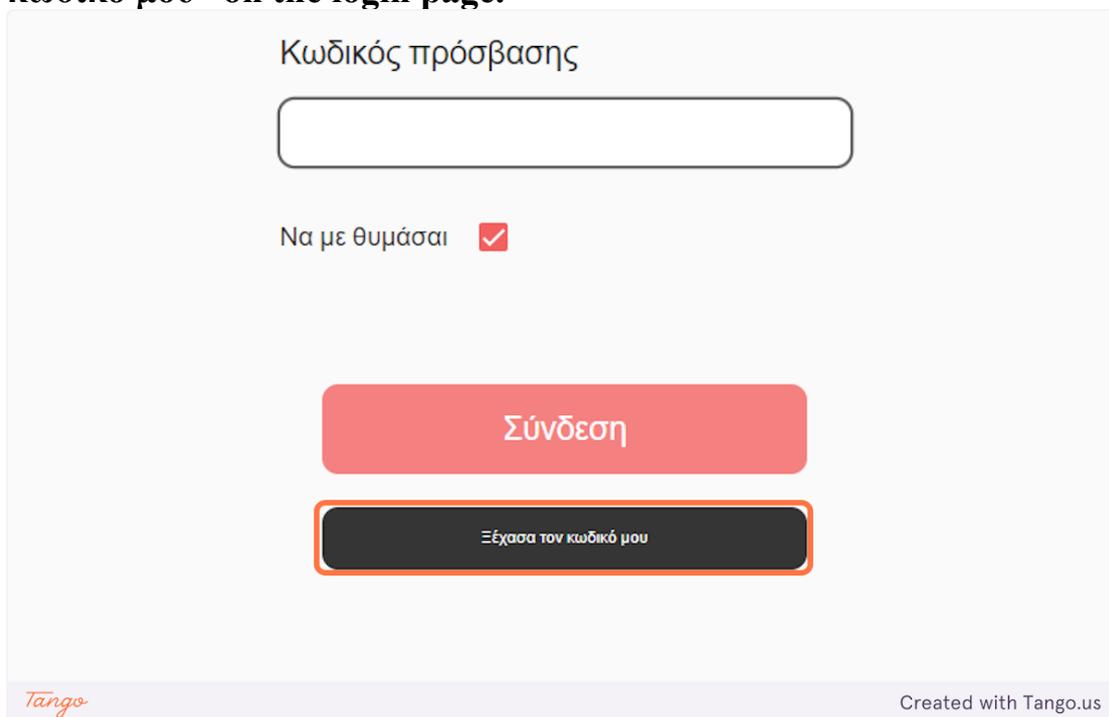


19. Enter your OTP if you want to modify your password. The "New Password*" field is not going to be accessible until your OTP is correctly entered.



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

22. In case you have forgotten your password click on “Ξέχασα τον κωδικό μου” on the login page.



Κωδικός πρόσβασης

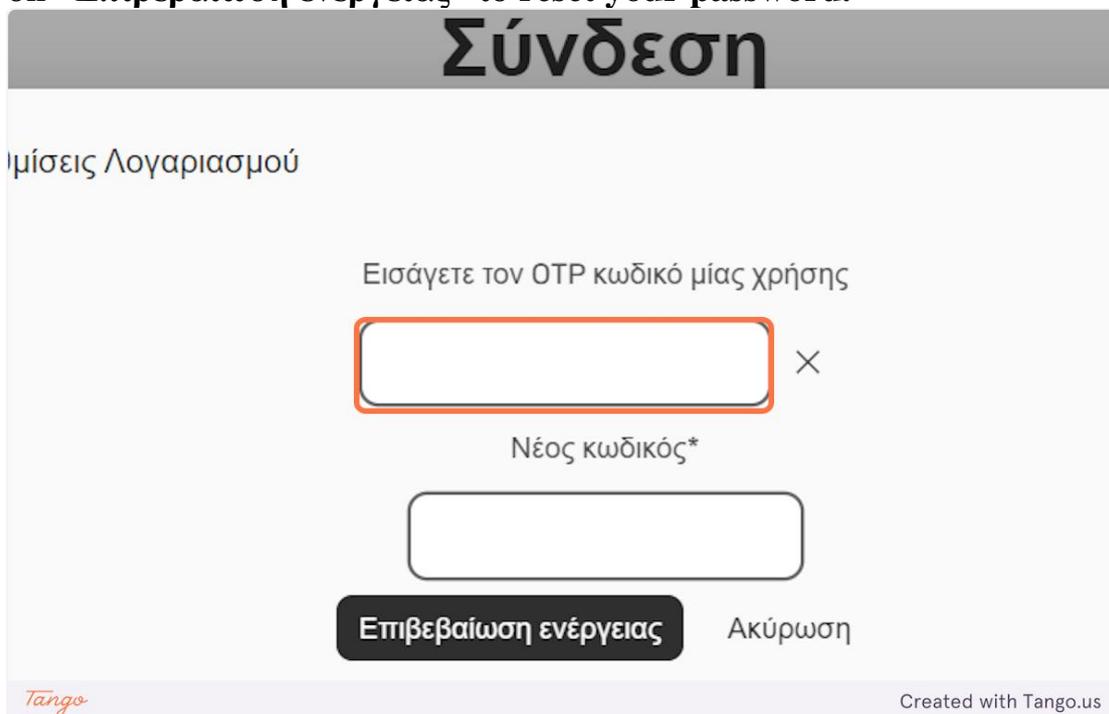
Να με θυμάσαι

Σύνδεση

Ξέχασα τον κωδικό μου

Tango Created with Tango.us

23. Input your OTP first and then your new password and then click on “Επιβεβαίωση ενέργειας” to reset your password.



Σύνδεση

Είσοδος Λογαριασμού

Εισάγετε τον OTP κωδικό μίας χρήσης

 ×

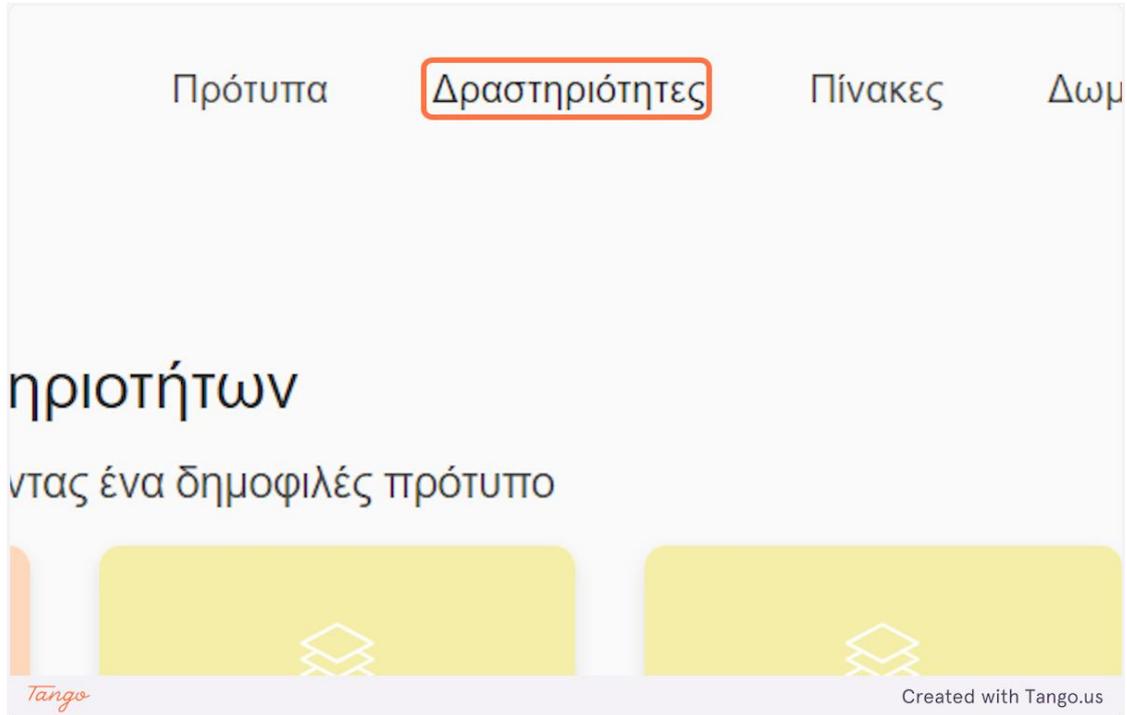
Νέος κωδικός*

Επιβεβαίωση ενέργειας Ακύρωση

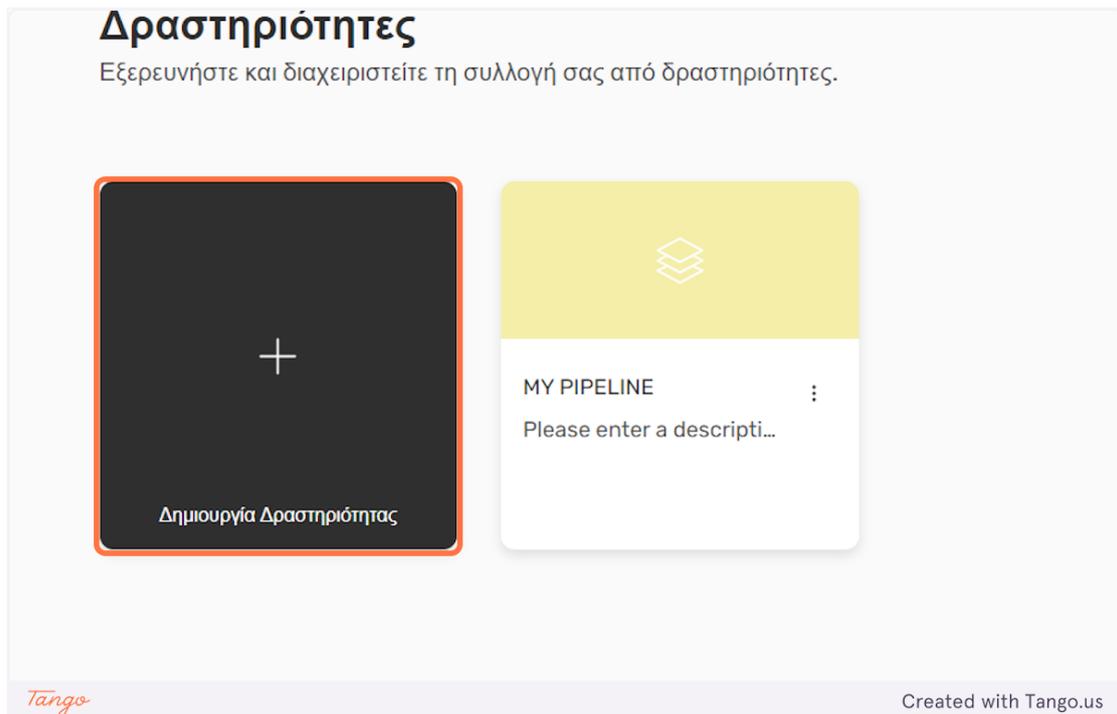
Tango Created with Tango.us

Teachers: Creating an activity

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



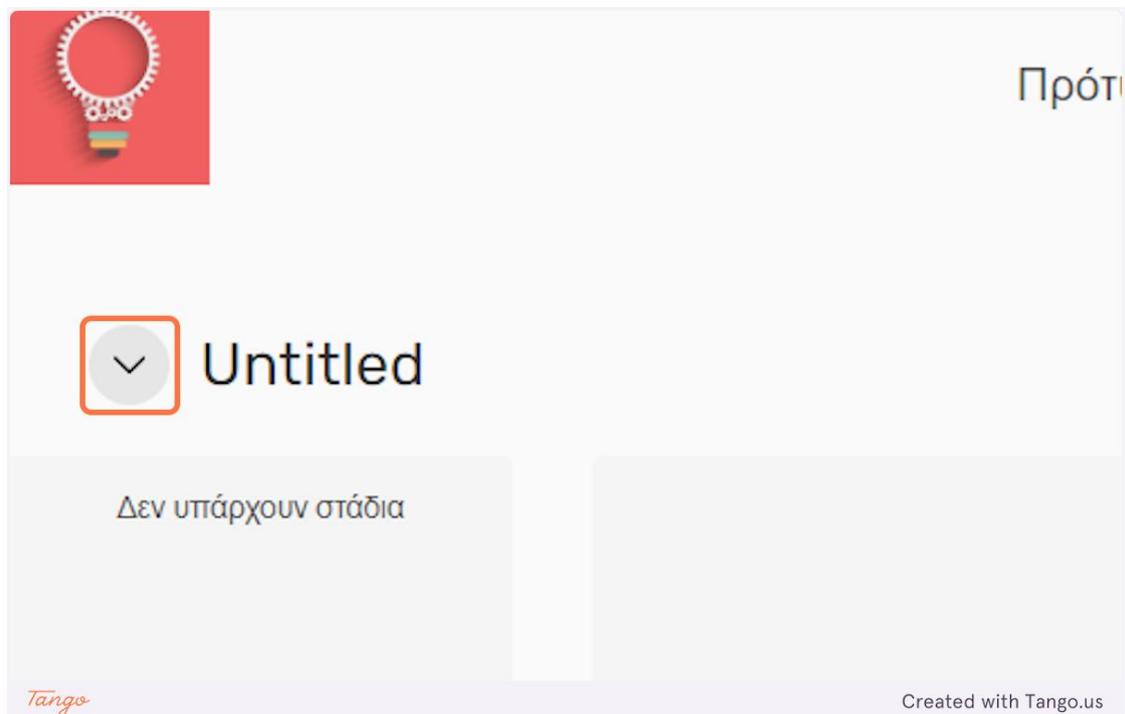
2. Click on "Create Activity" to create a new private activity.



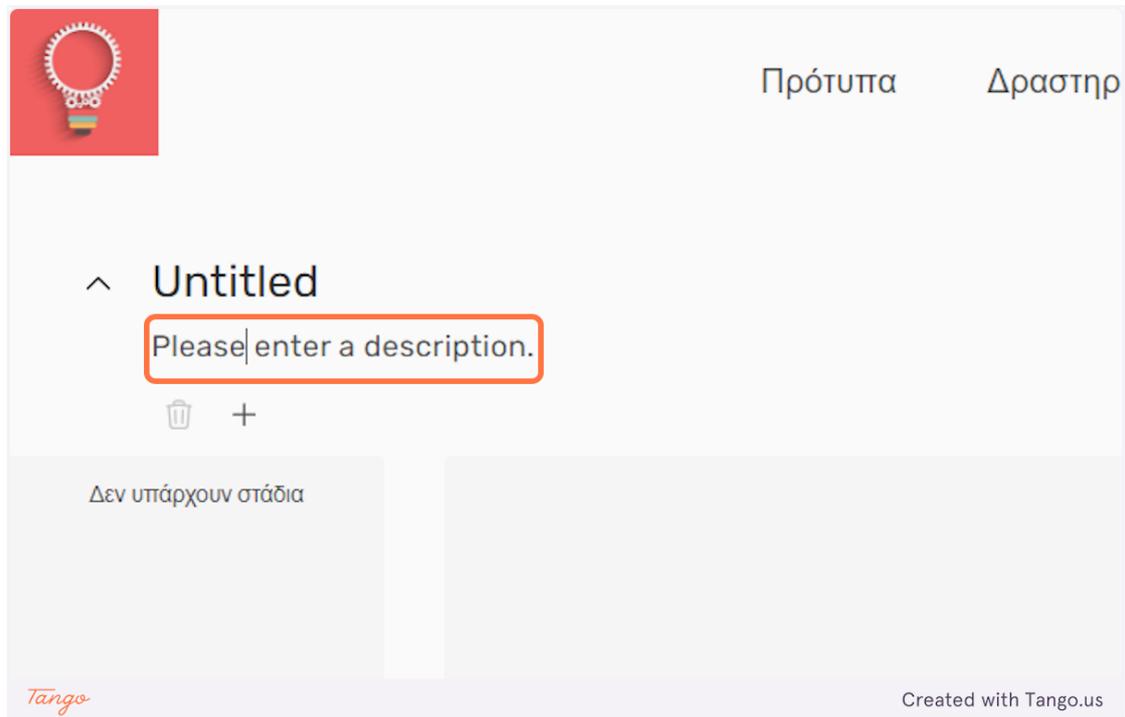
3. Click on "Untitled" to edit the name of the activity.



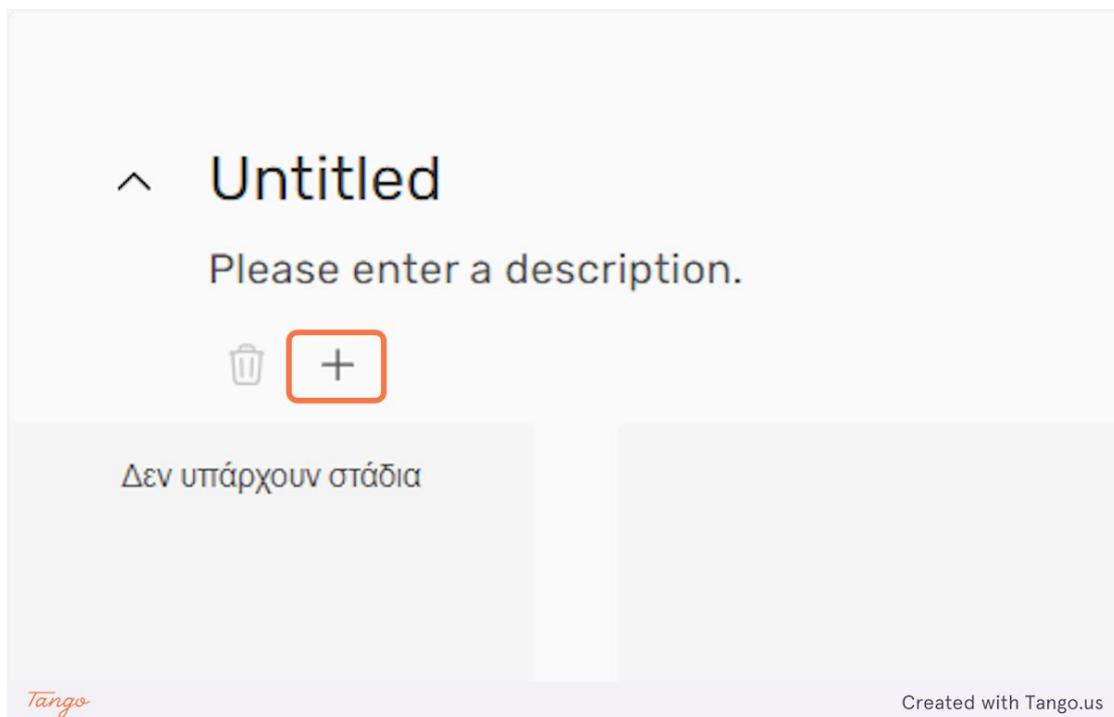
4. Click on the "arrow" icon next to the name of the activity to edit further the details of the activity.

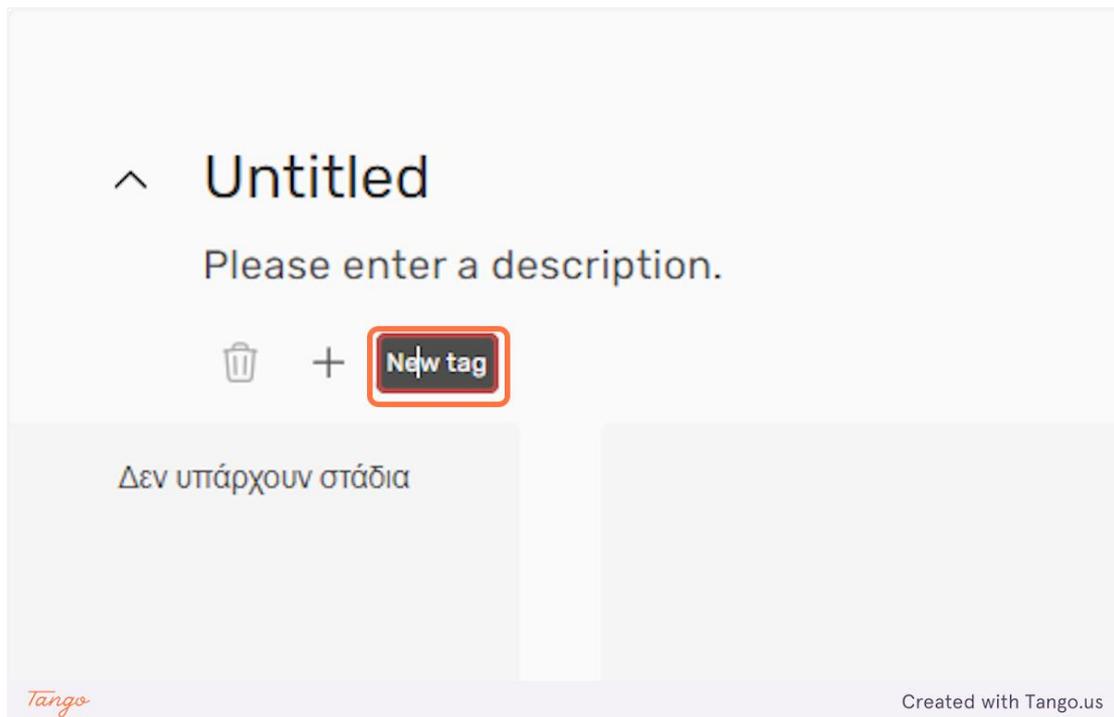
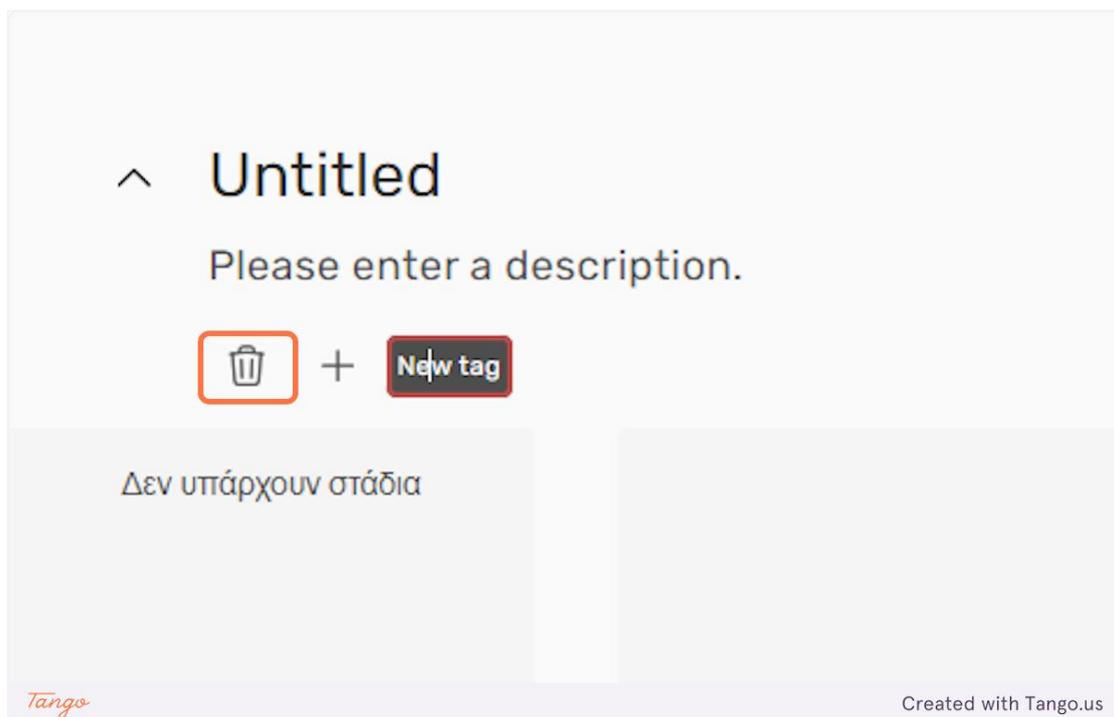


5. Here you can enter a detailed description for the whole activity.

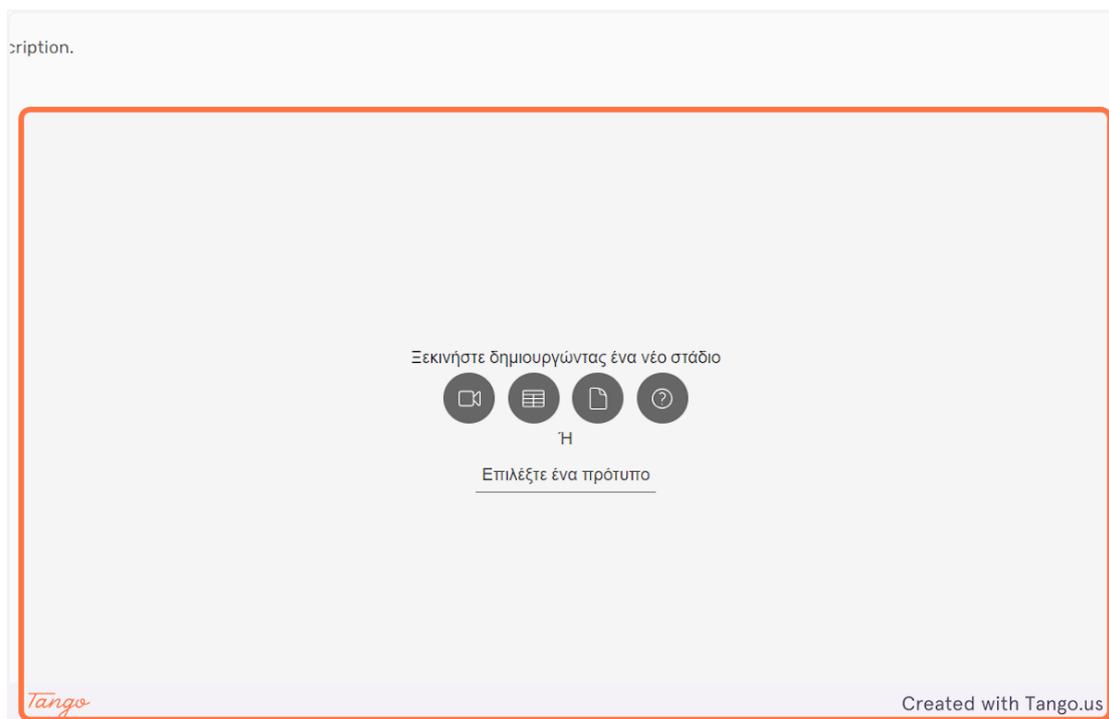


6. Click on the "+" icon to create a new tag for the activity.

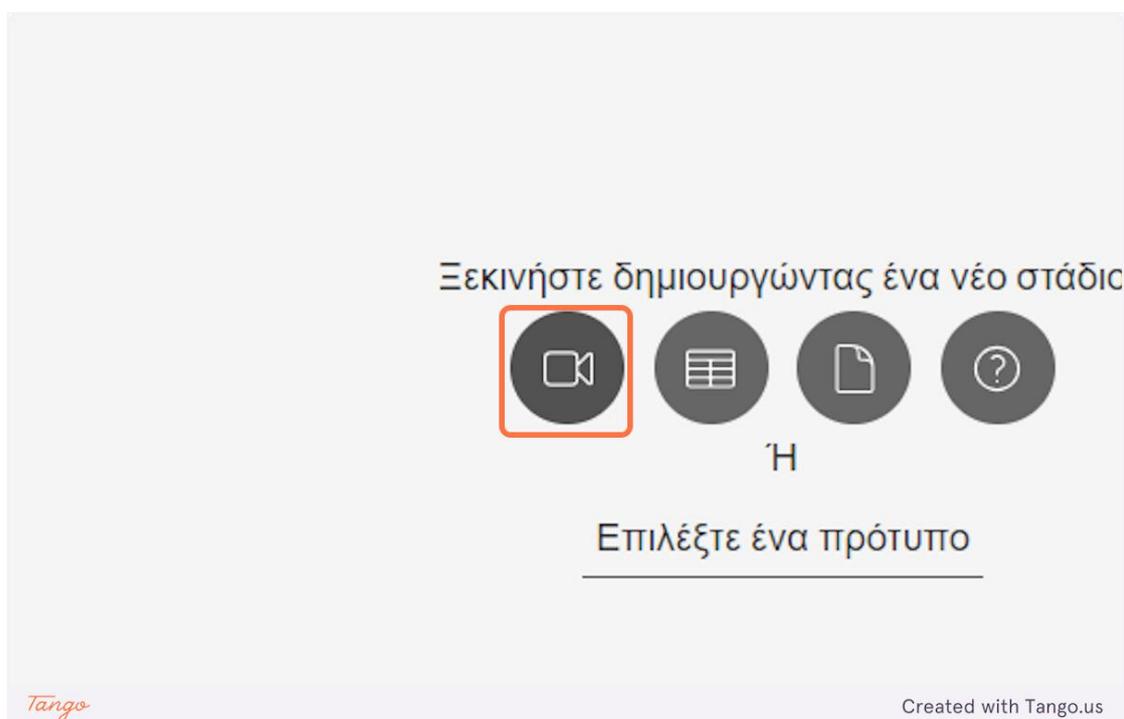


7. Click on the newly created tag to edit its name.**8. Select a tag and click on the "trashcan" icon to delete it.**

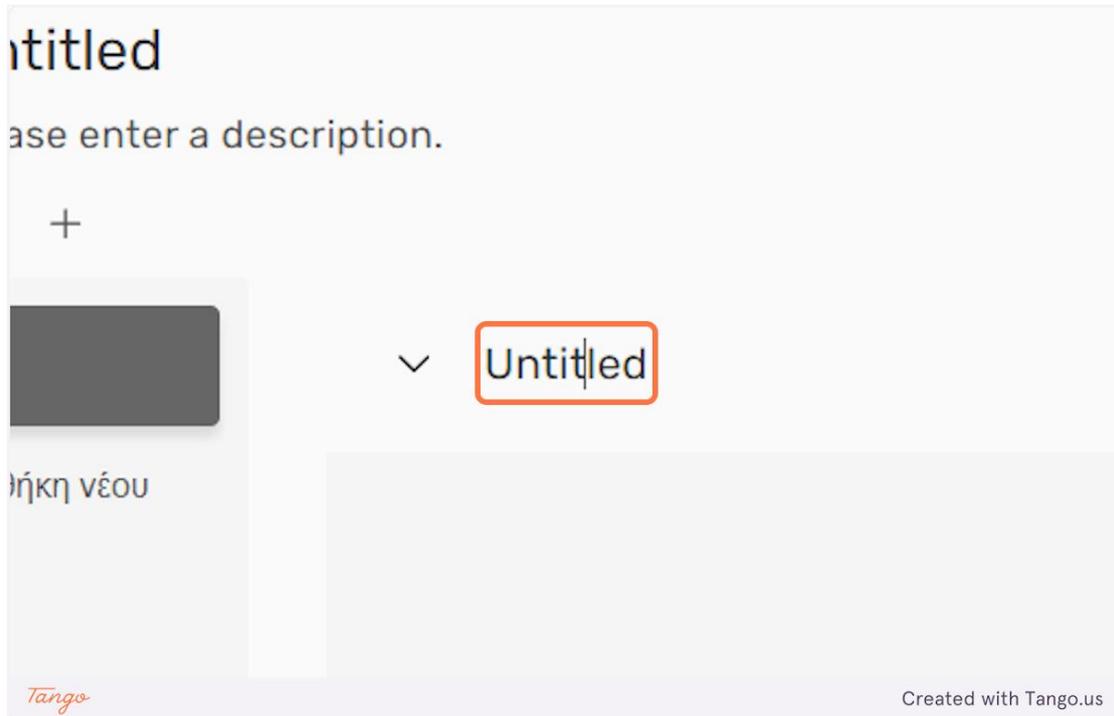
9. An activity is structured by independent stages. There are four different types of stages: Video, Board, Document and Questionnaire.



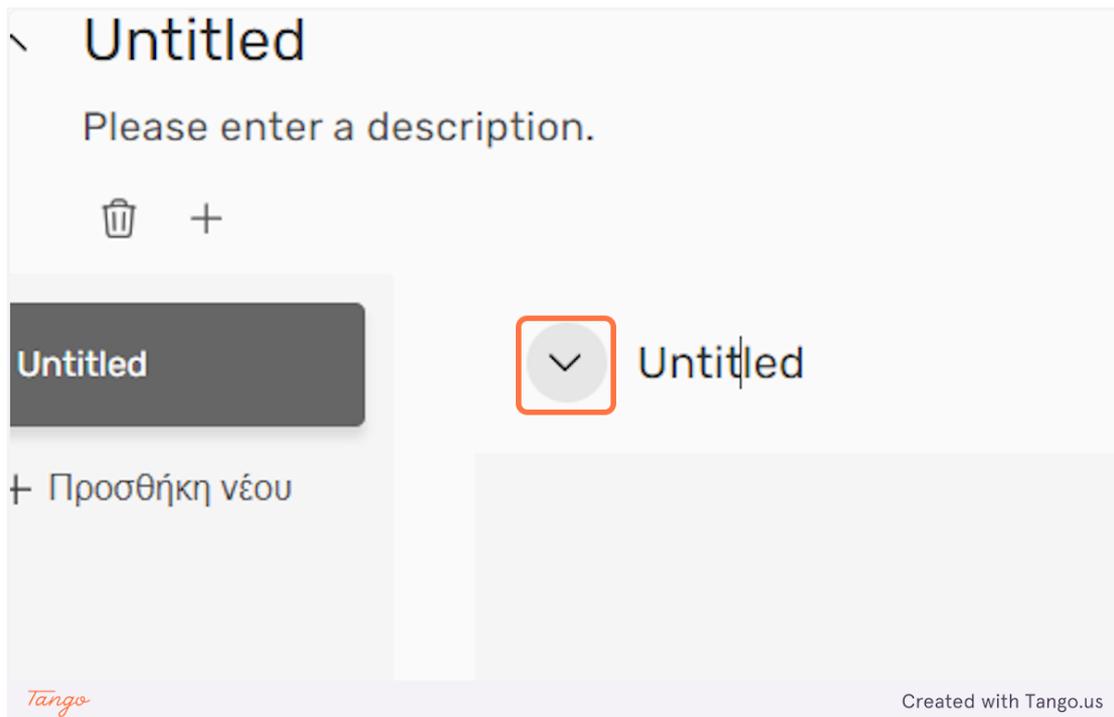
10. Click on the "video" icon to create a video stage.



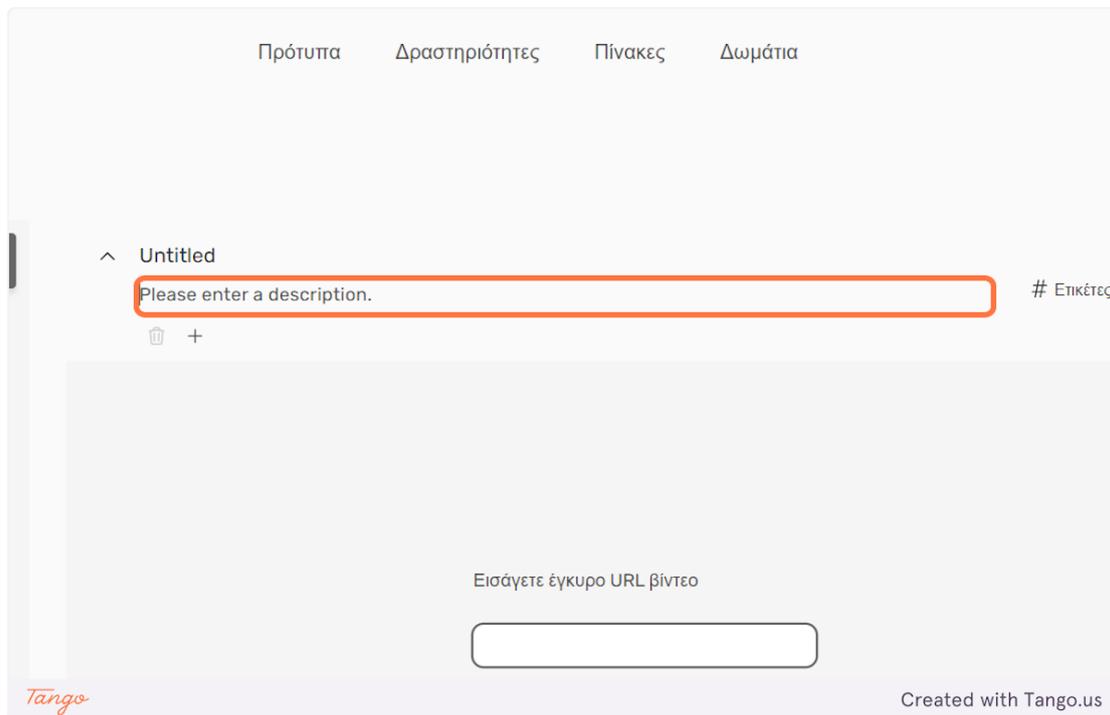
11. You can edit the name of the stage by clicking on the "Untitled" text.



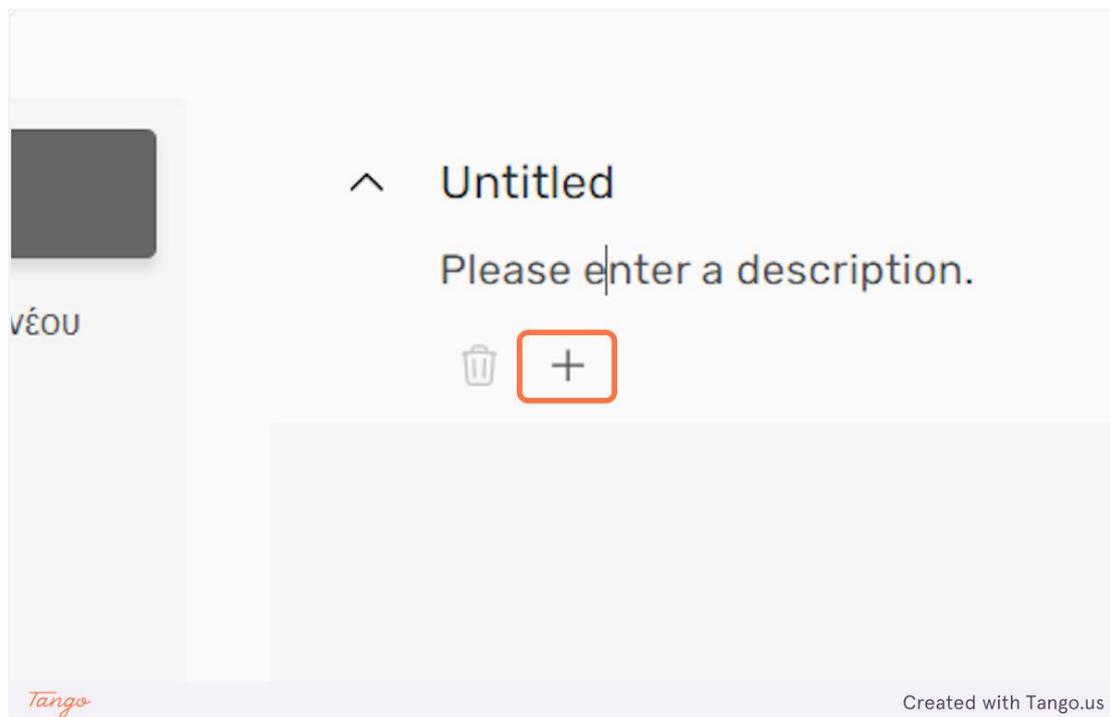
12. Click on the arrow next to the name of the stage to further edit its details.



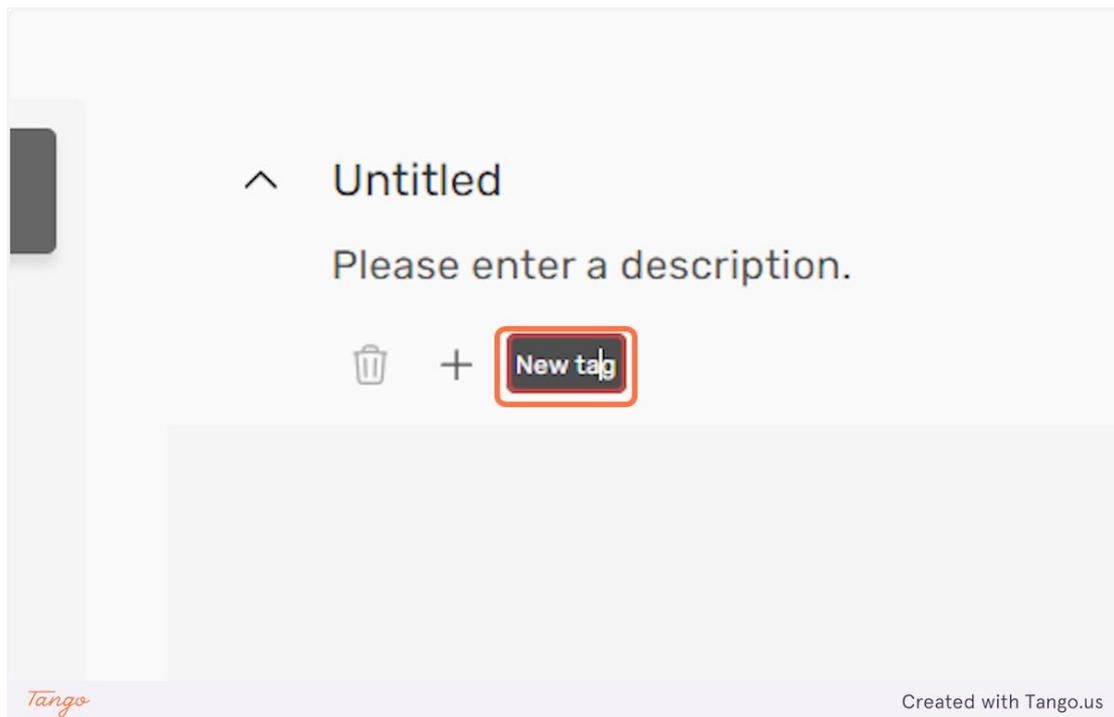
13. Here you can enter a description of the current stage.



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



15. Click on the newly created tag to edit its name.



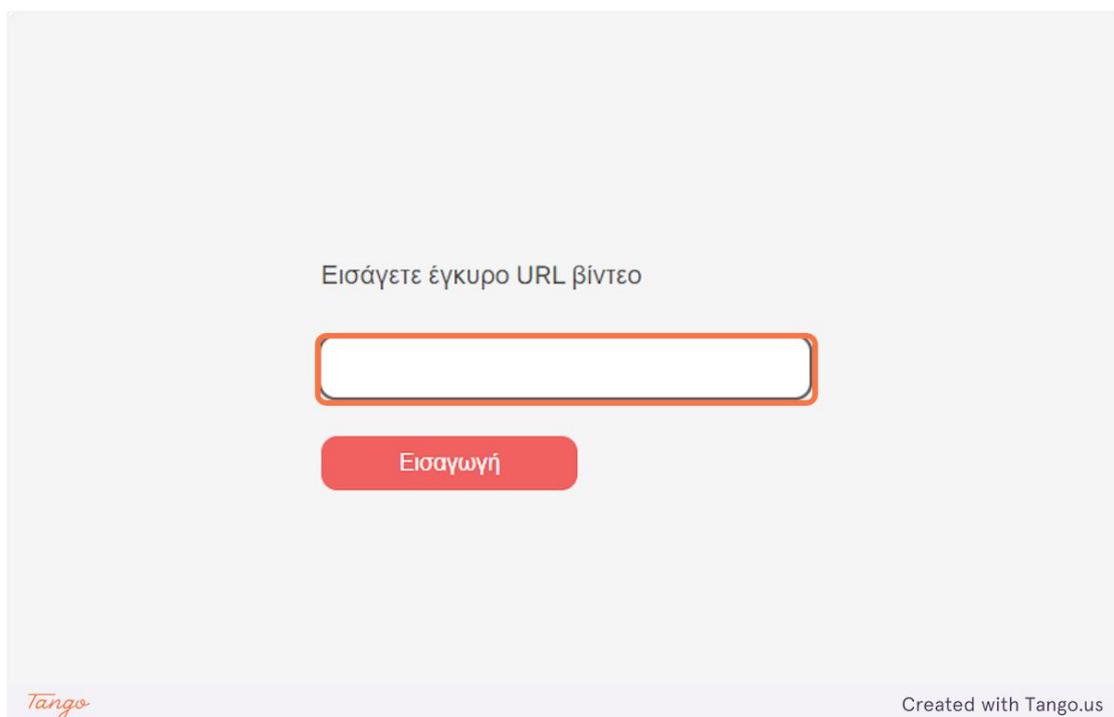
16. Click on the "Tags" to add or adjust the tags of the current stage.



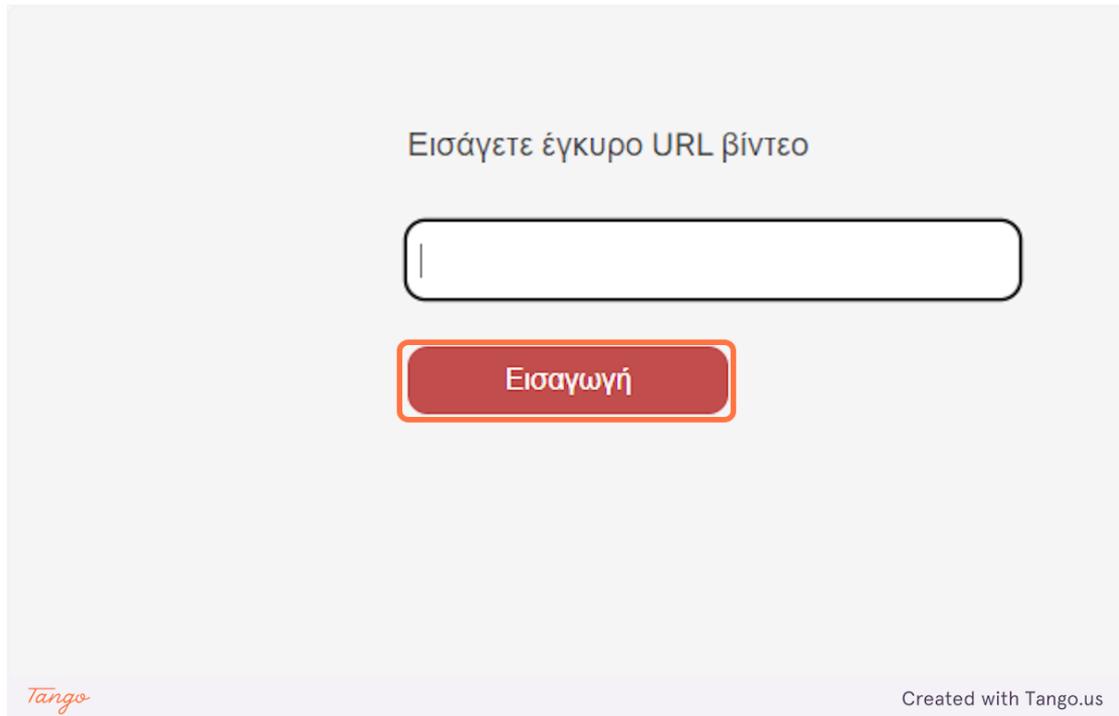
17. Click on the "expand" icon to see the current stage on full screen.



18. For a Video stage, you will need to provide a valid video URL and input it in the highlighted field as shown below.



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



Εισάγετε έγκυρο URL βίντεο

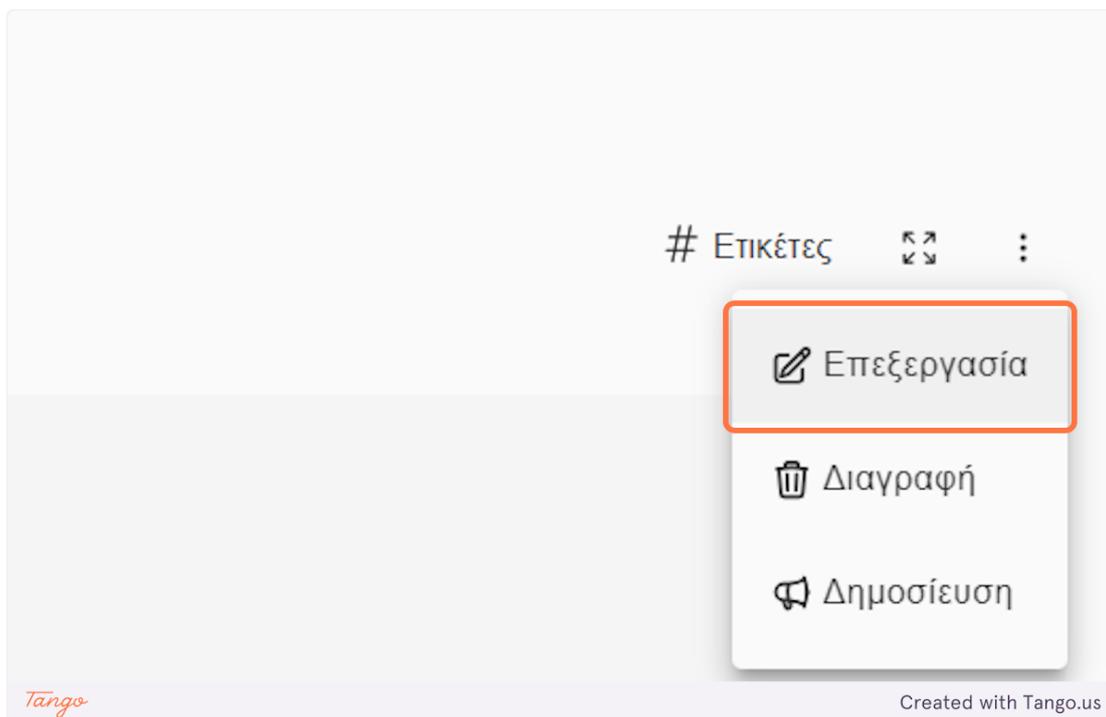
Εισαγωγή

Tango Created with Tango.us

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



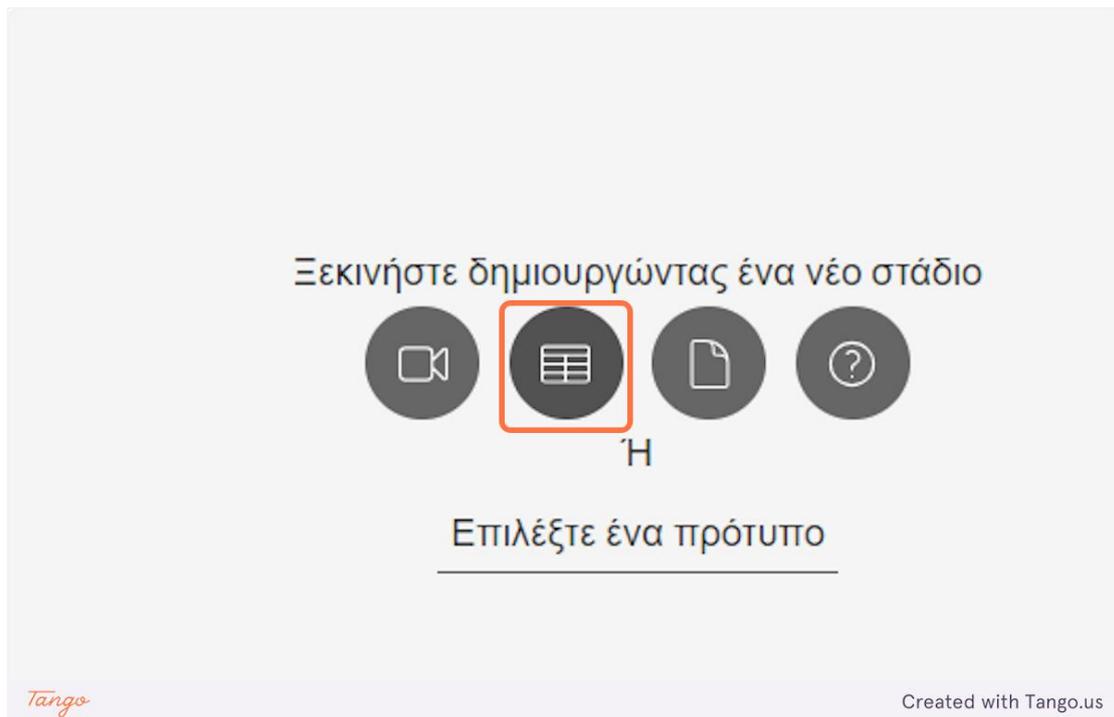
21. There are three options. The "Edit" lets you edit the video URL of the stage. The "Delete" deletes the current stage. "Publish" makes the current stage available for other people to use for their activities.



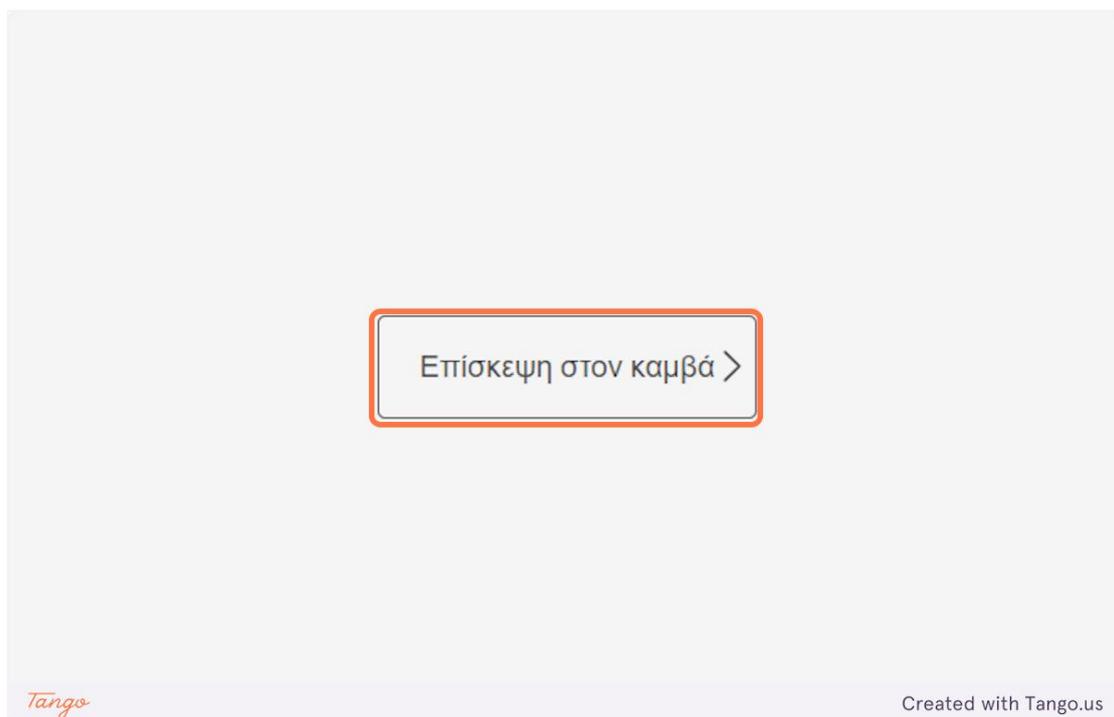
22. Click on "Add new" to create a new stage.



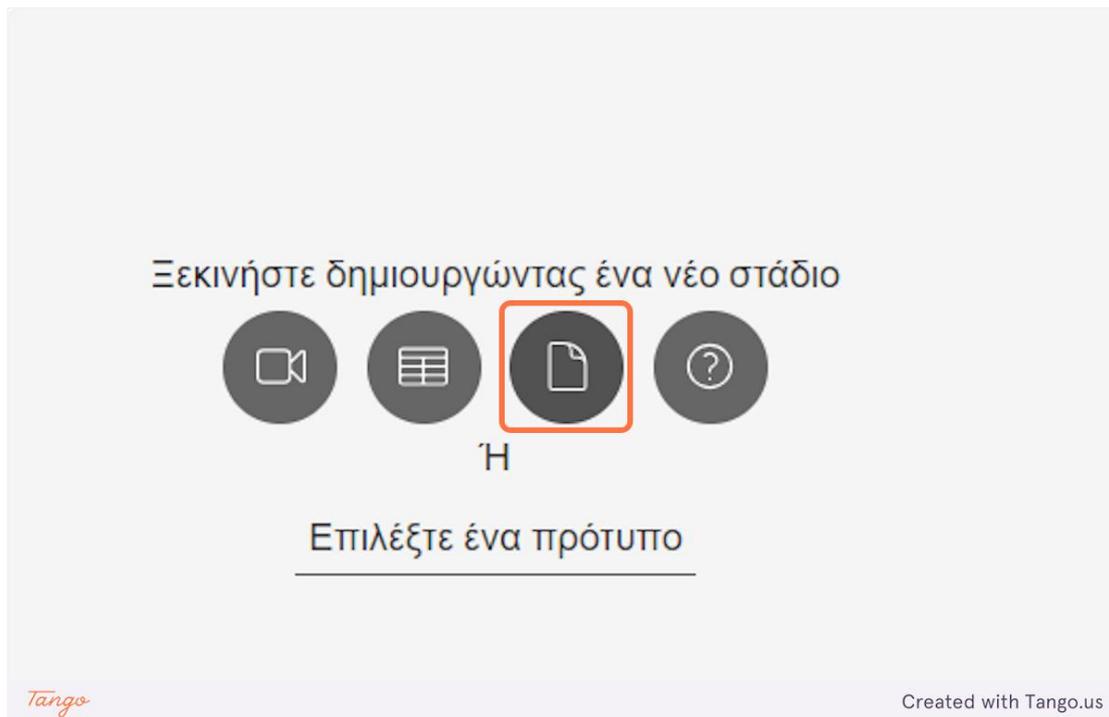
23. Click on the "Board" icon to create a Board stage.



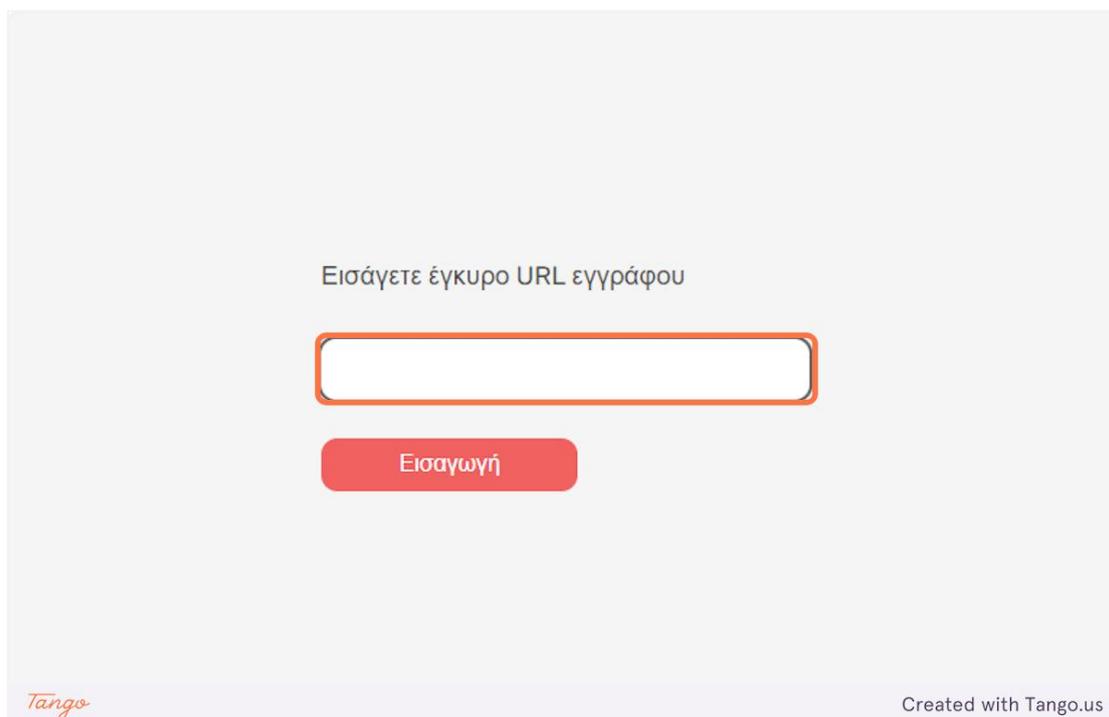
24. Click on "Visit canvas" to access the board of the current stage.



25. Click on the "Document" icon to create a Document stage.



26. For a document stage you need to provide a valid document URL and put it in the highlighted field as shown below.



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

Εισάγετε έγκυρο URL εγγράφου

Εισαγωγή

Tango Created with Tango.us

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

Ξεκινήστε δημιουργώντας ένα νέο στάδιο

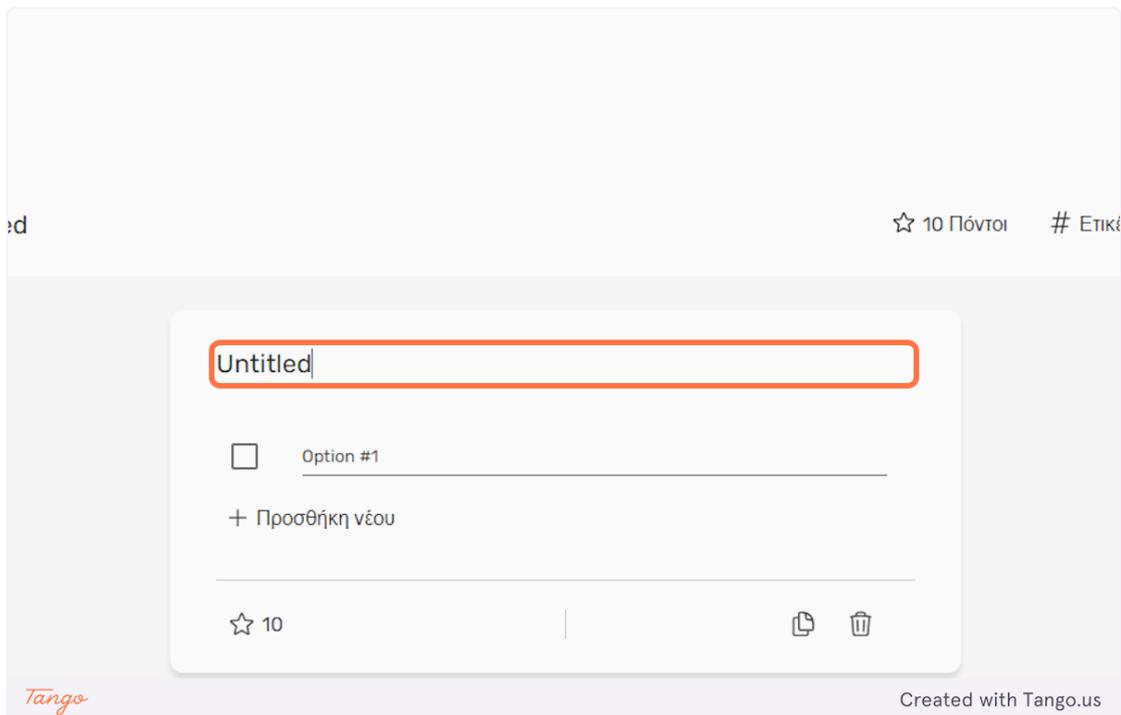
   

Ή

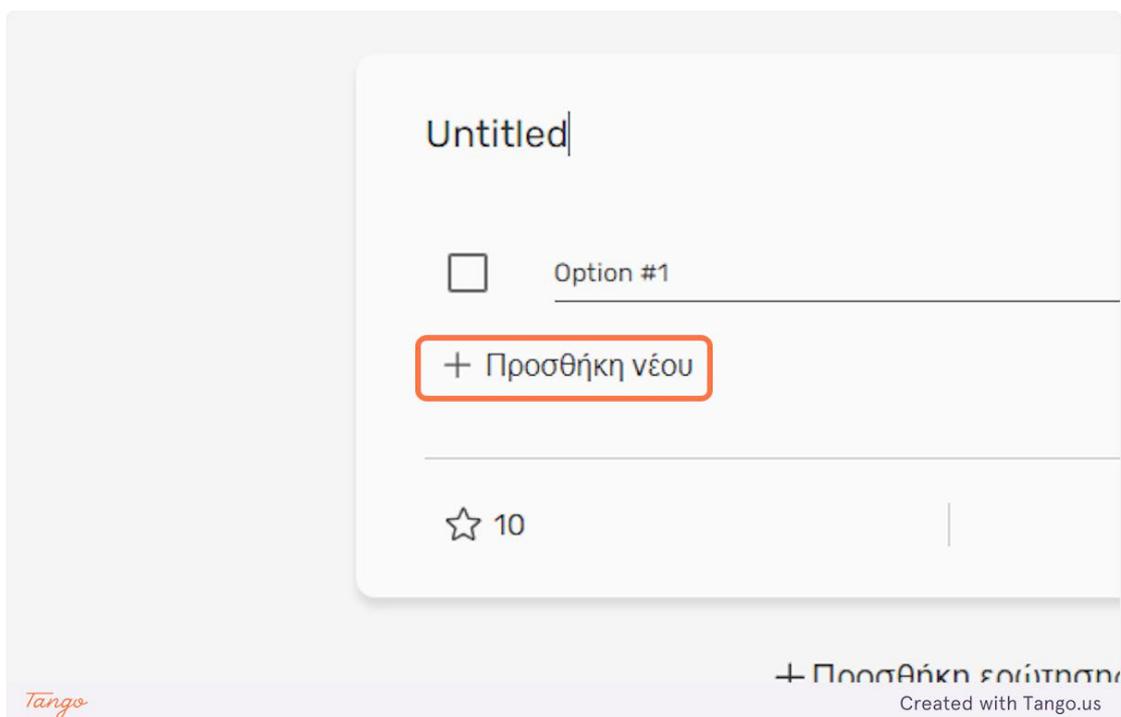
Επιλέξτε ένα πρότυπο

Tango Created with Tango.us

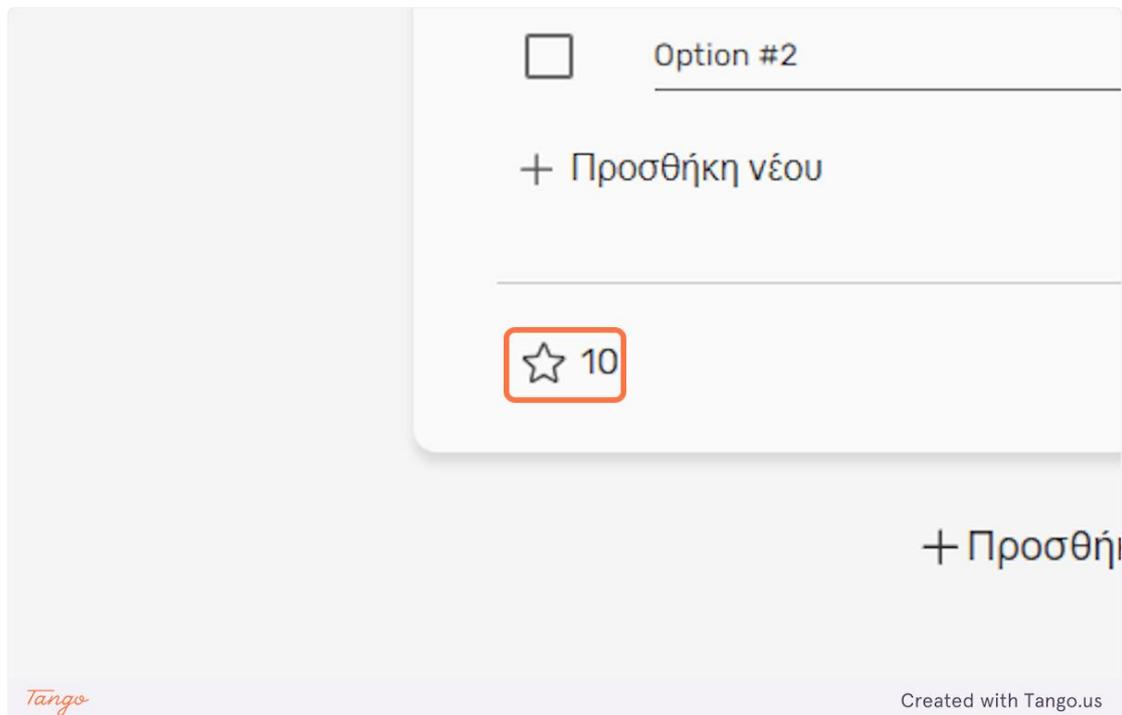
29. You can edit the name of each question.



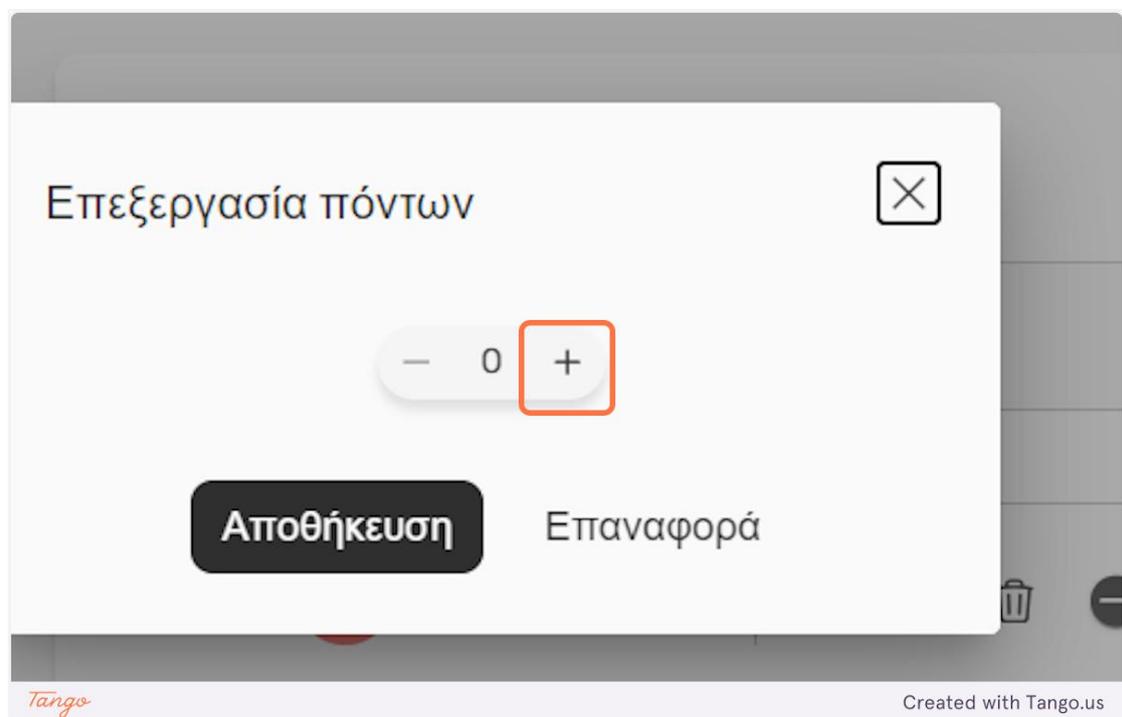
30. Click on "Add new" to add more options for the current question. Use the checkbox next to the options to choose which options are the correct answers.



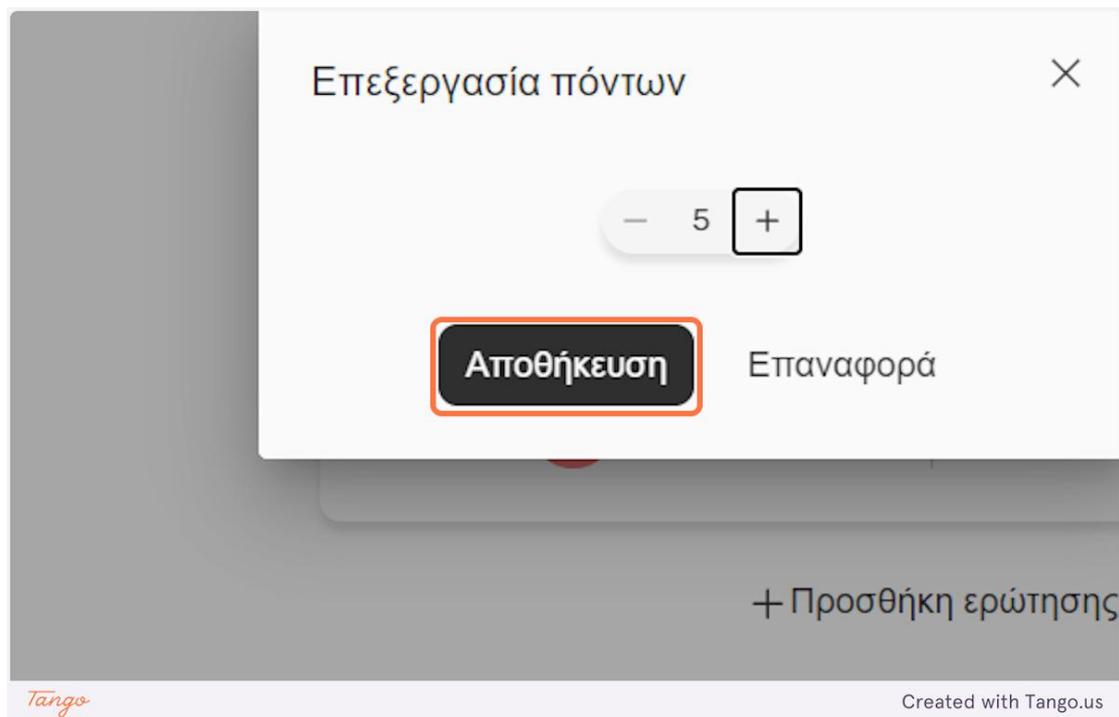
31. Click on the "star" icon to change the points given by the current question.



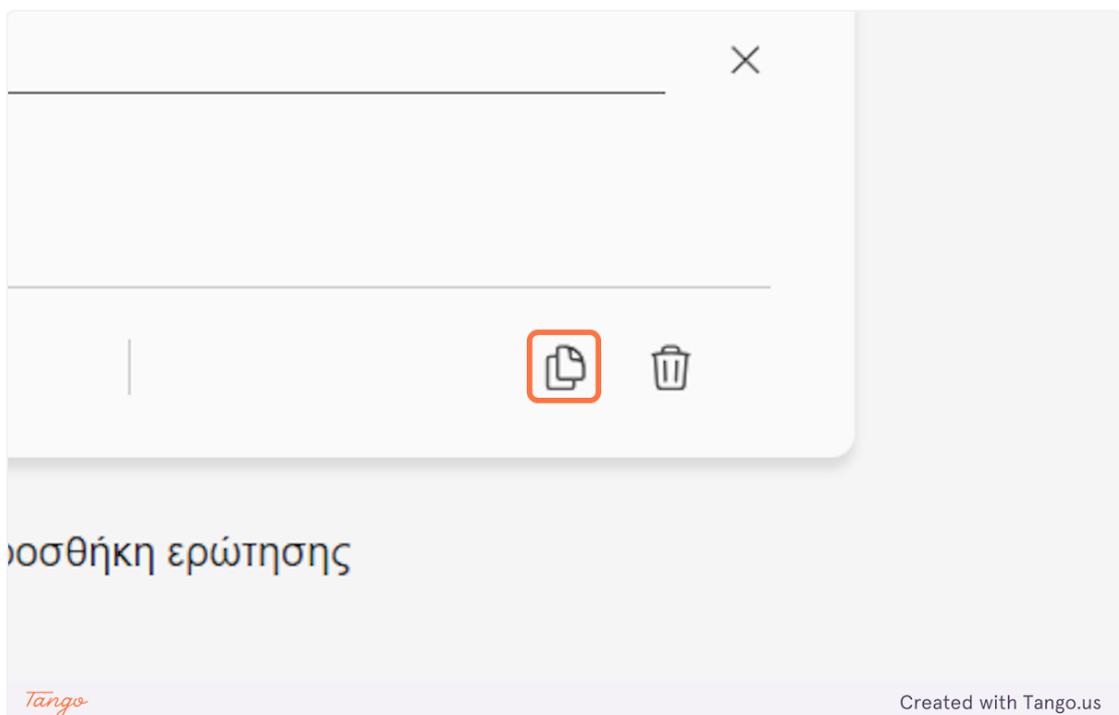
32. Click on the "+" and "-" icons to adjust the numbers of the points.



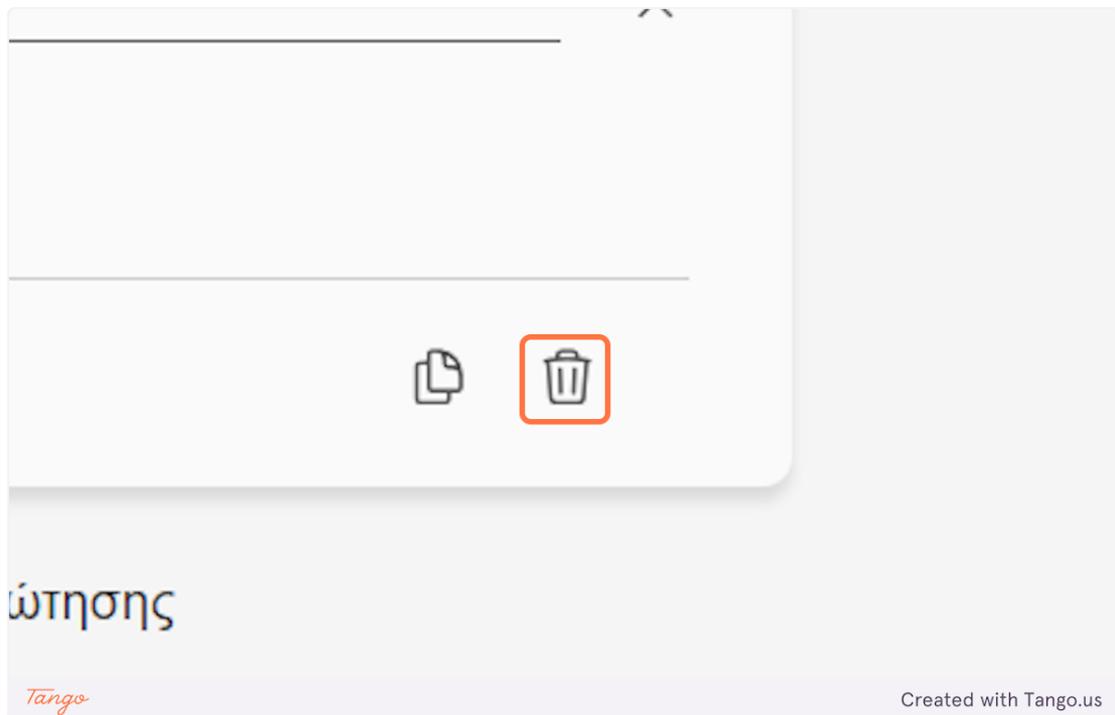
33. Click on "Save" to save your changes or "Reset" to revert them.



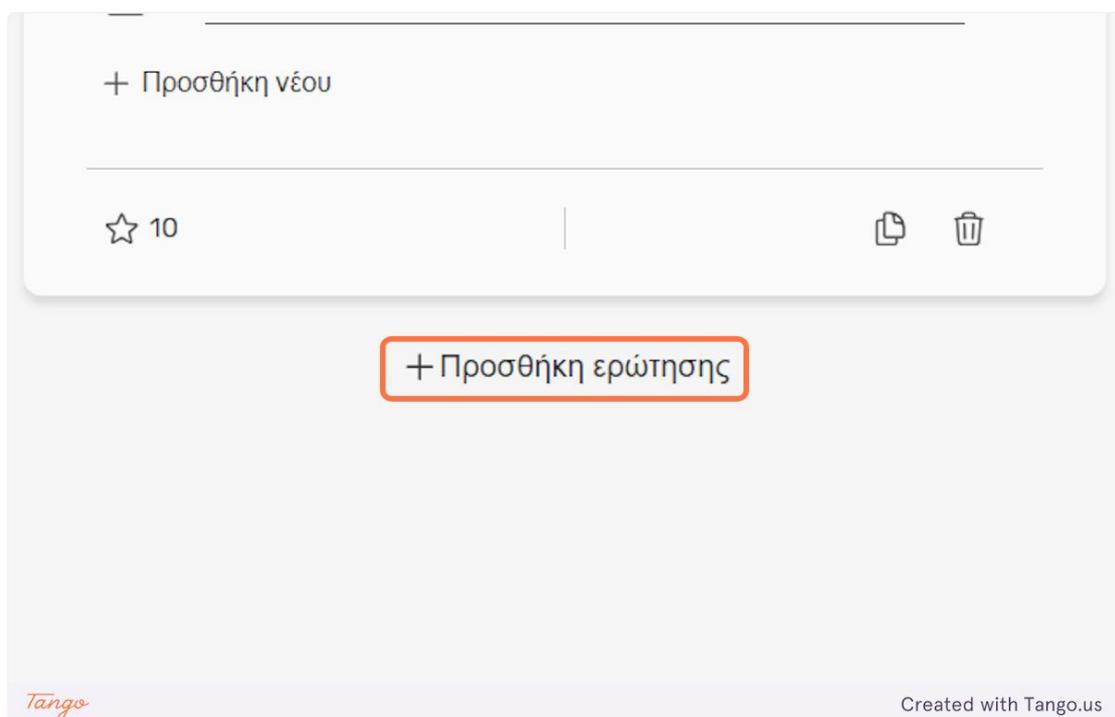
34. Click on "Duplicate" to duplicate the current question and add it as a new question to the stage.



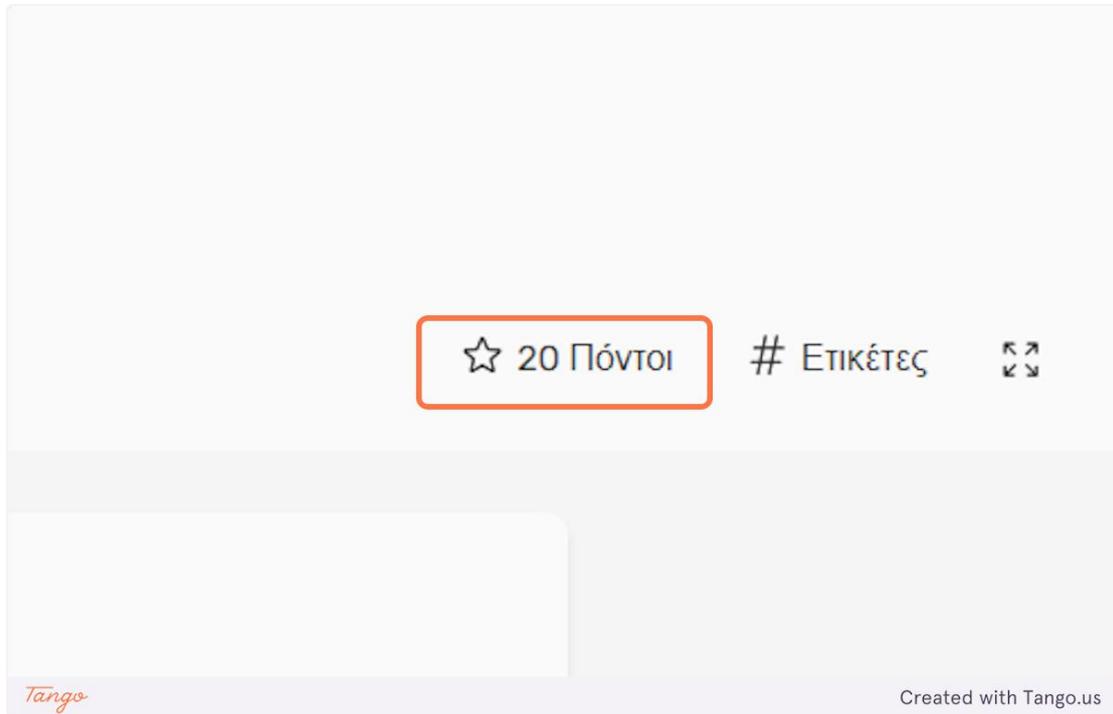
35. Click on the "trashcan" icon to delete the current question.



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

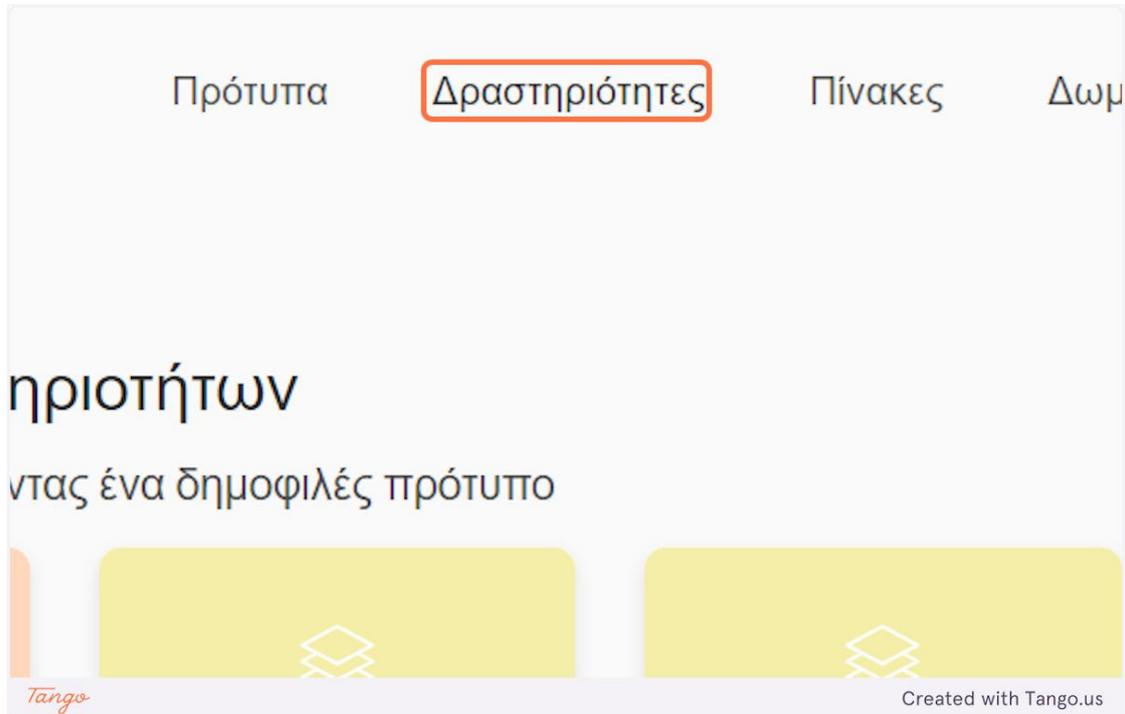


37. You can view the total sum of points for all of the questions at the top right of the screen.

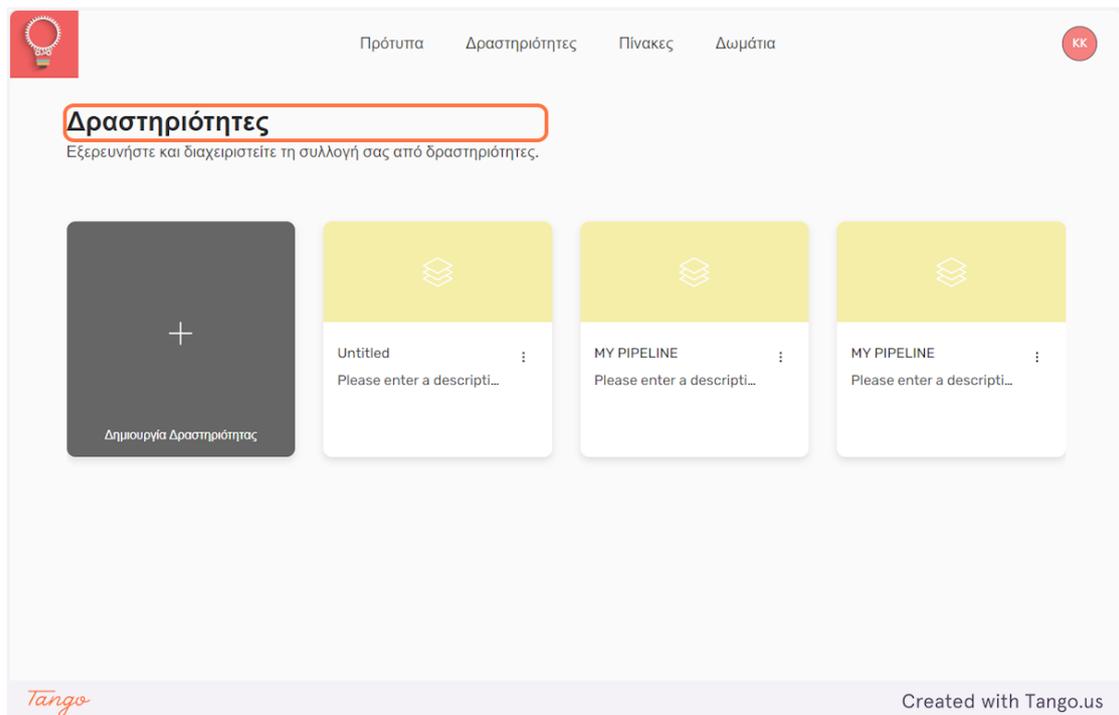


Teachers: Manage private activities

1. Click on "Δραστηριότητες"



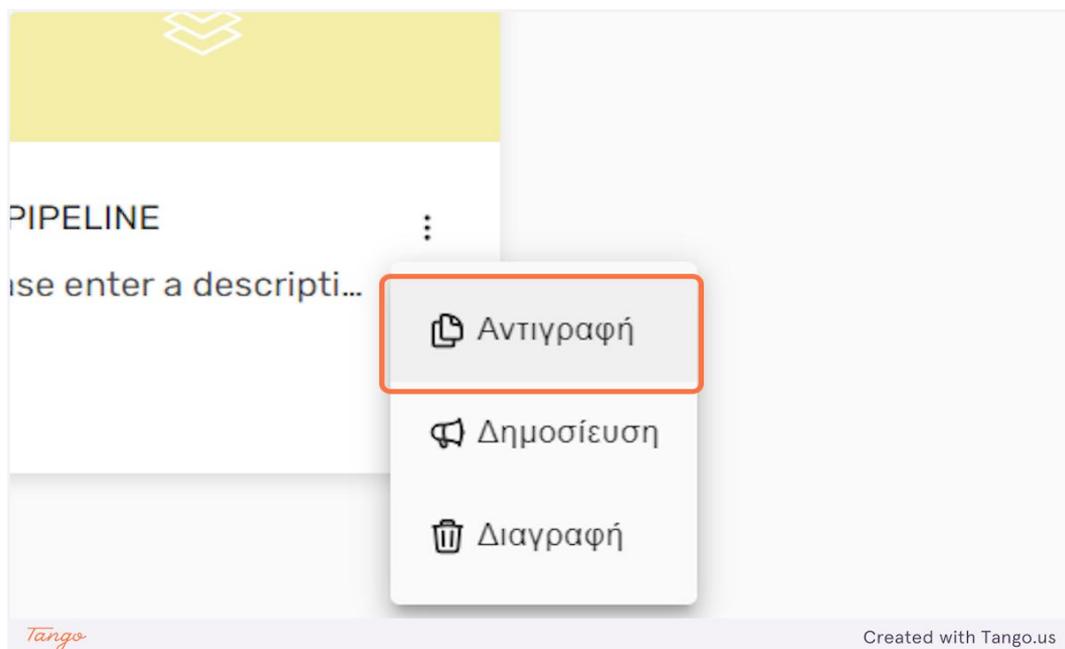
2. Here you can see all your private activities. You can view and edit an activity by clicking on its "card".



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

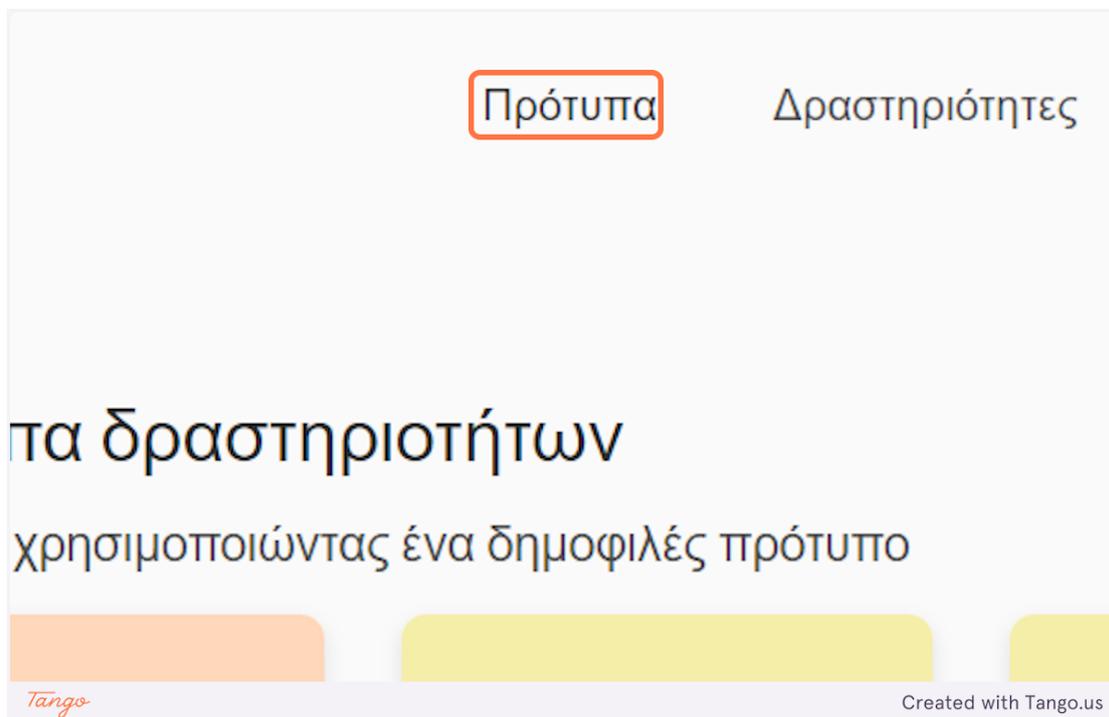


4. Click on "Αντιγραφή" to duplicate the activity. Click on "Δημοσίευση" to publish the activity. A published activity will be visible to other teachers, and they will be able to use it in their rooms. Click on "Διαγραφή" to delete the activity.

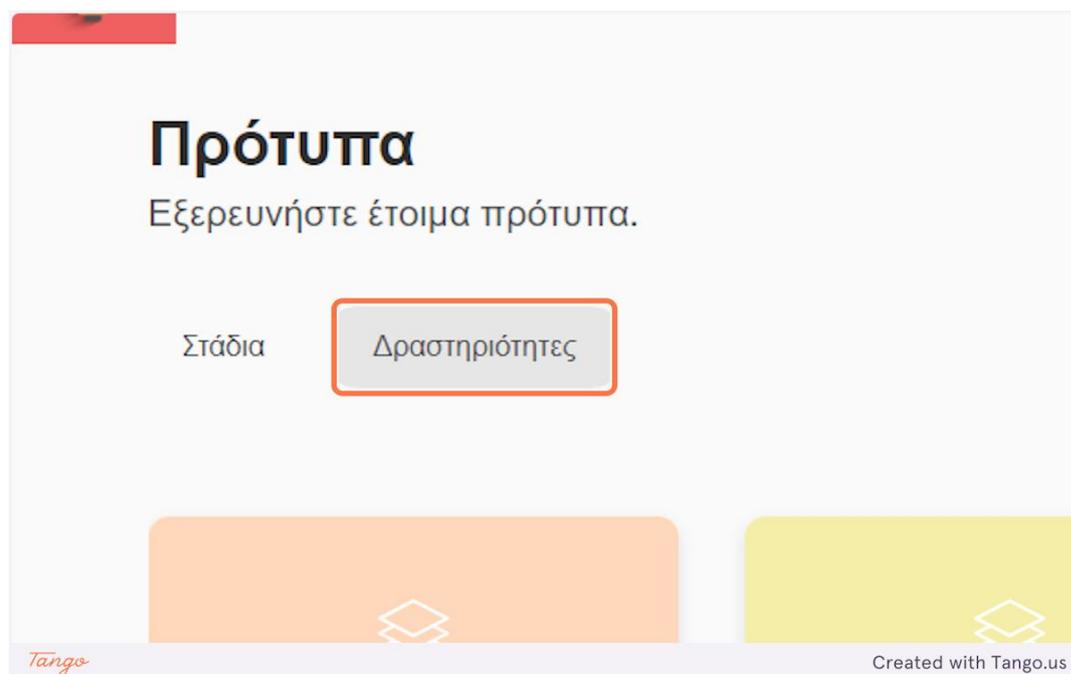


Teachers: Using activity and stage templates

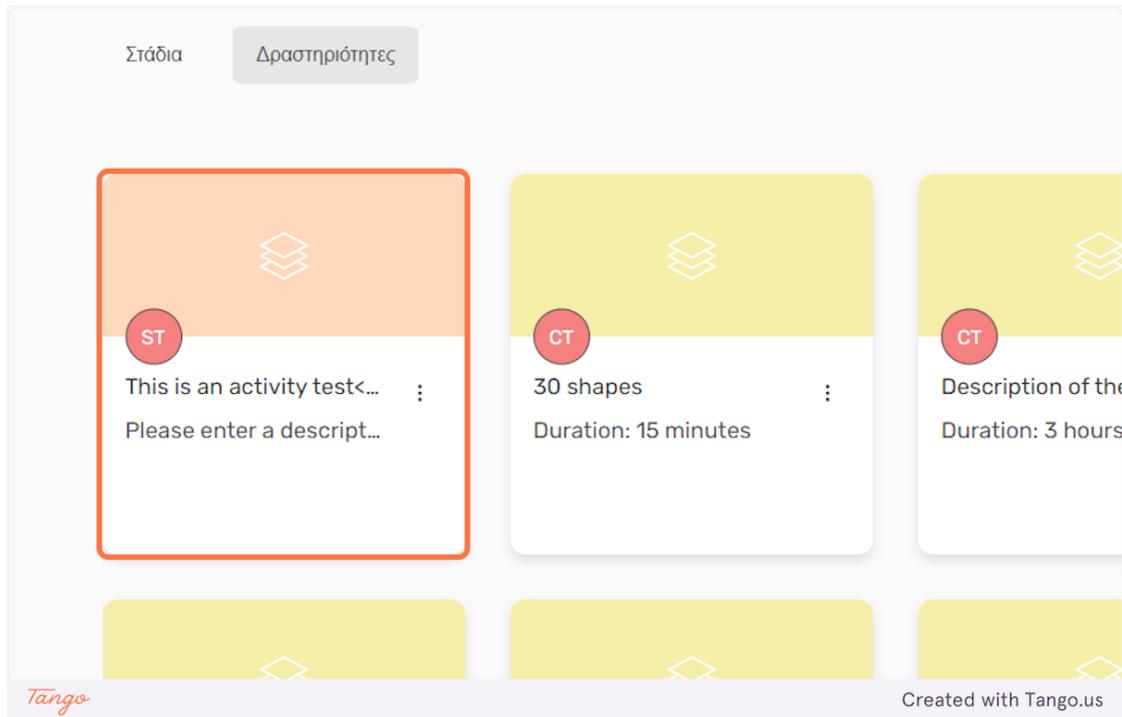
1. Click on "Πρότυπα"



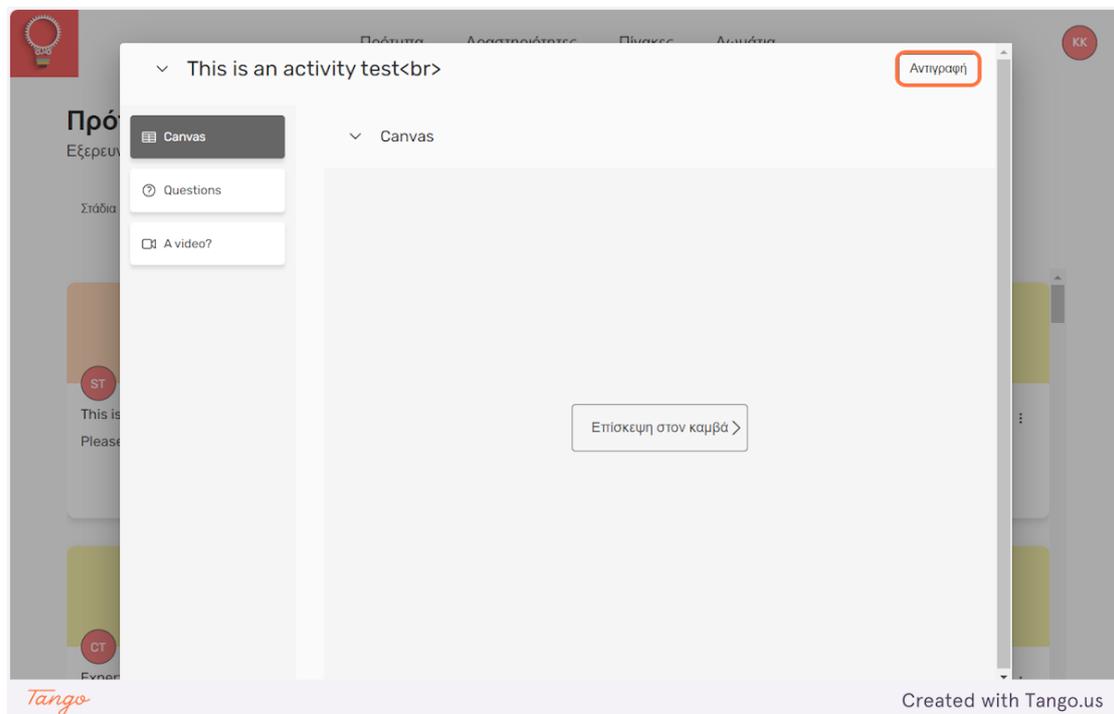
2. There are two kinds of templates. Template for whole activities and templates for individual stages of an activity. Click on "Δραστηριότητες" to view the template activities.



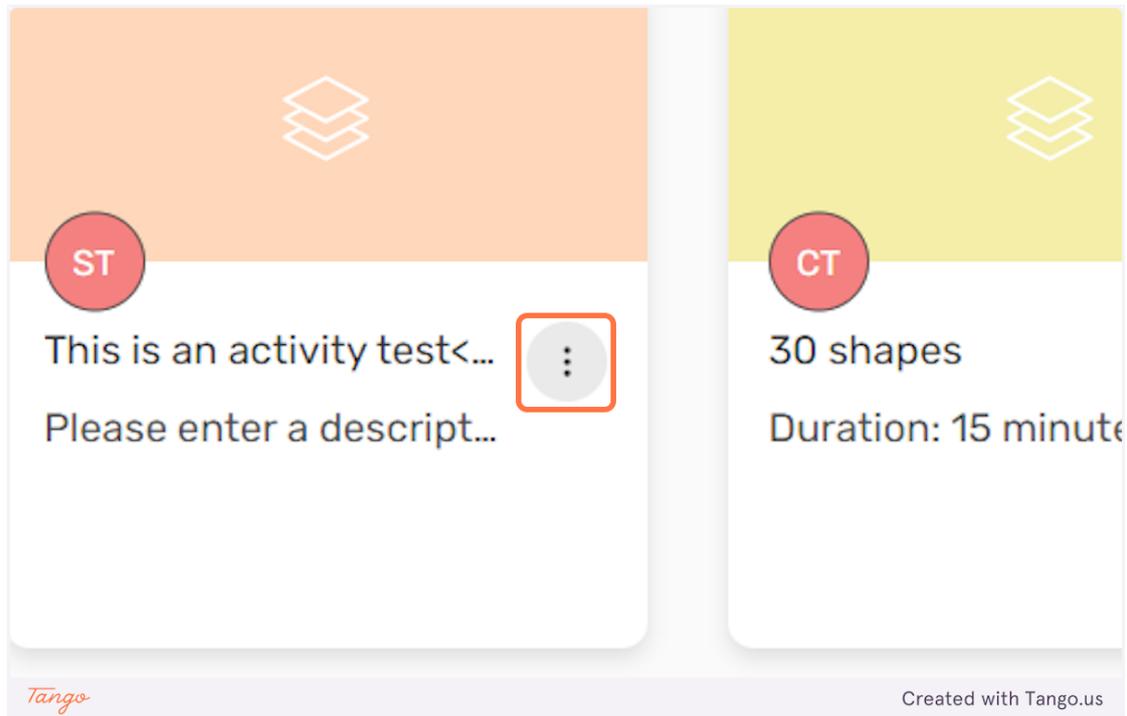
3. Click on an activity template to preview its content.



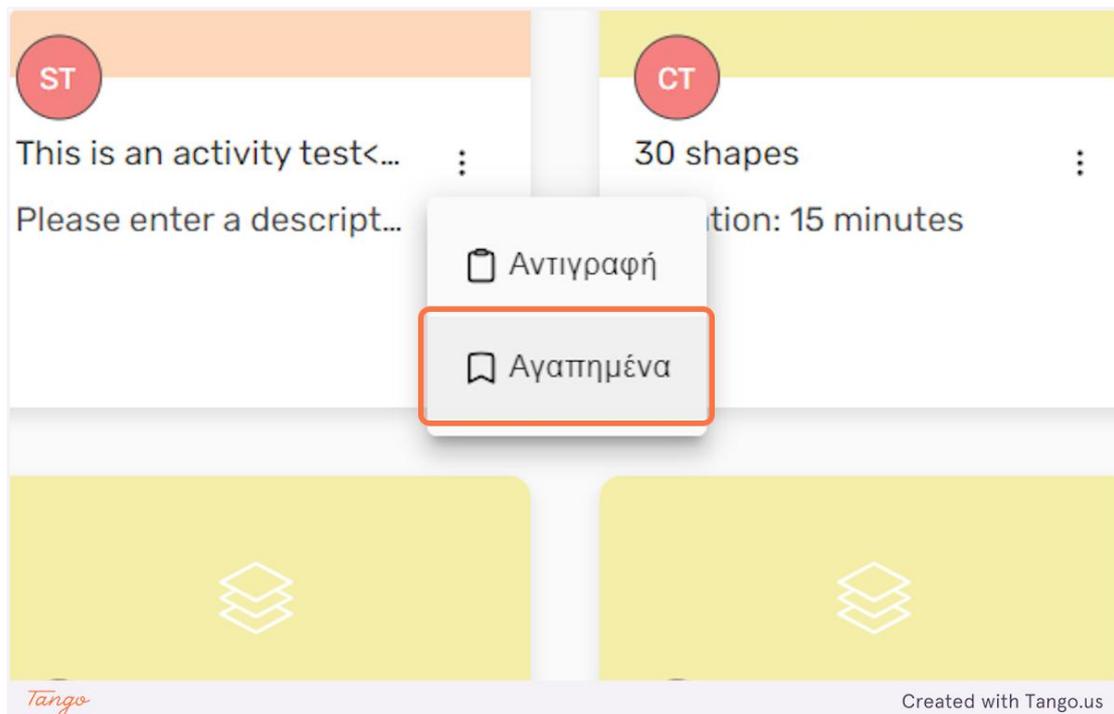
4. Click on "Αντιγραφή" to duplicate the template activity into your private activities.

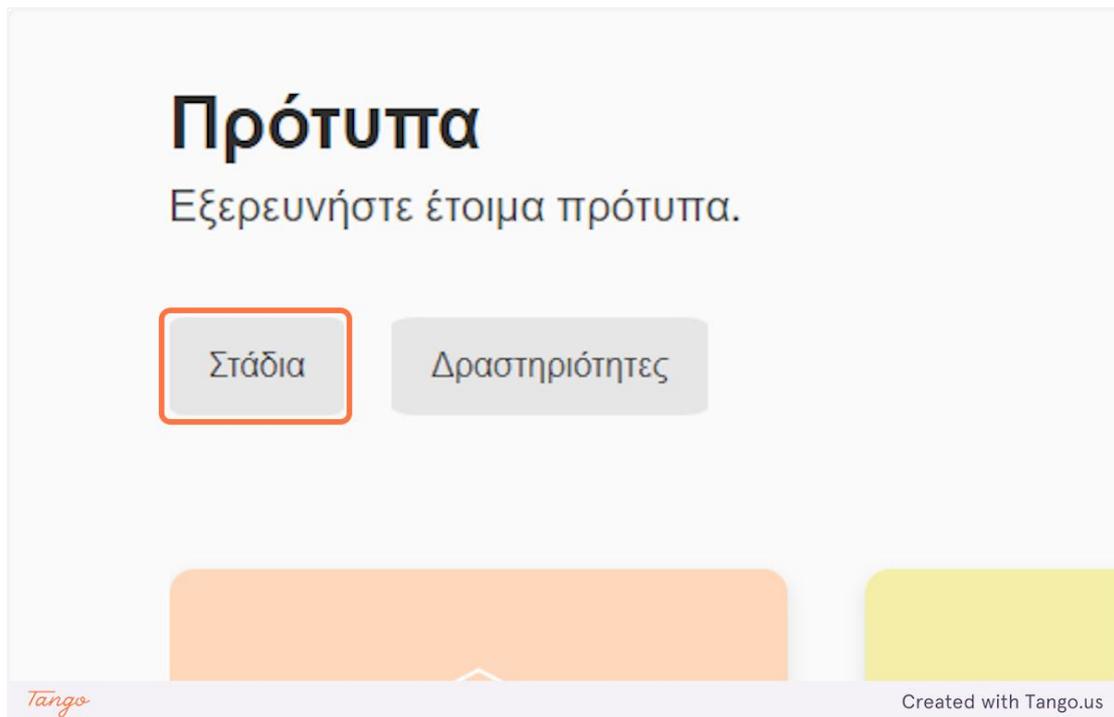
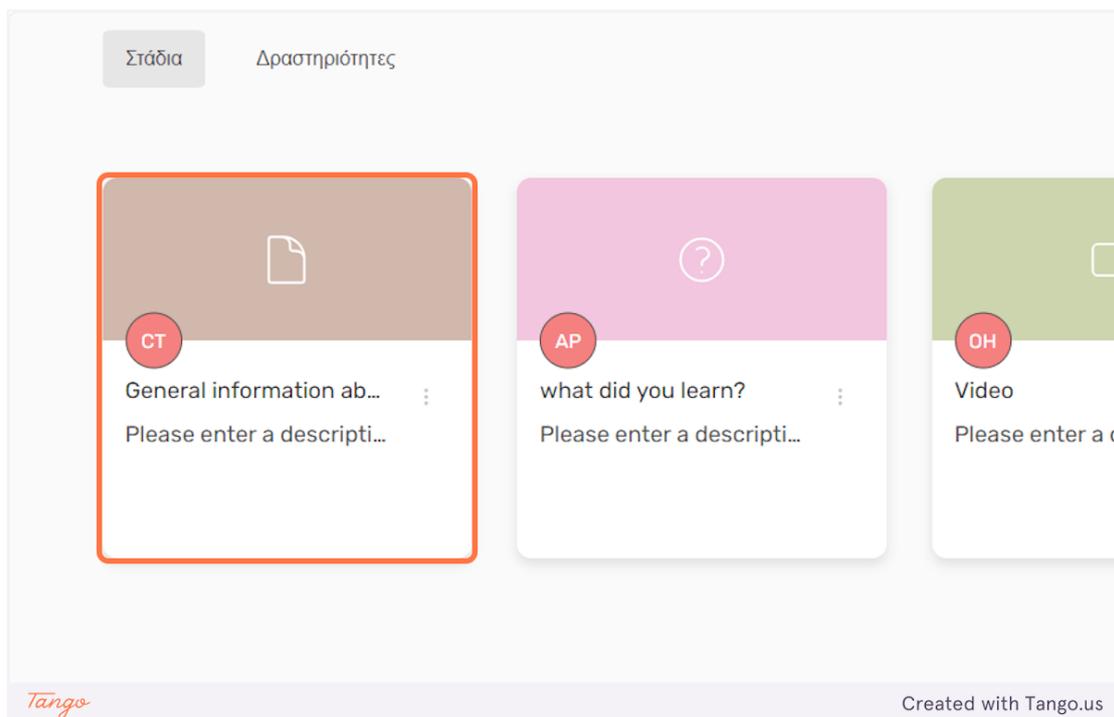


5. Click on the "dots" icon in a template activity to open an option menu.

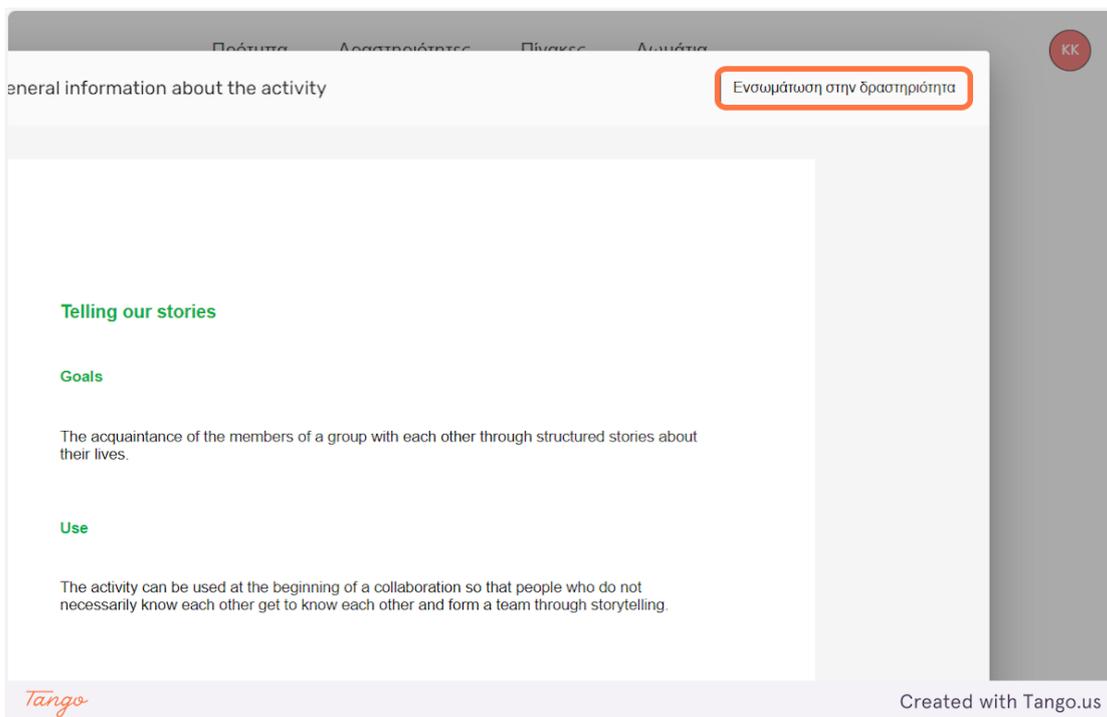


6. Click on "Αντιγραφή" to directly duplicate the activity or click on "Αγαπημένα" to add it to your own favorites list.

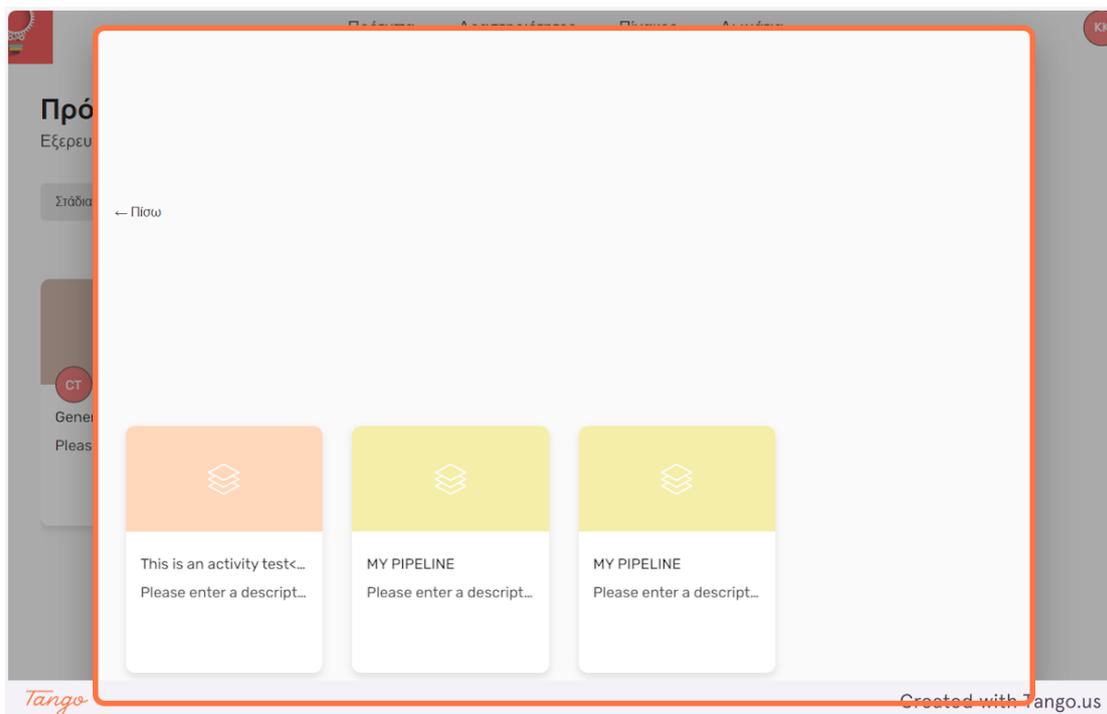


7. Click on "Στάδια" to view the available templates for activity stages.**8. Click a stage template to preview its content.**

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.

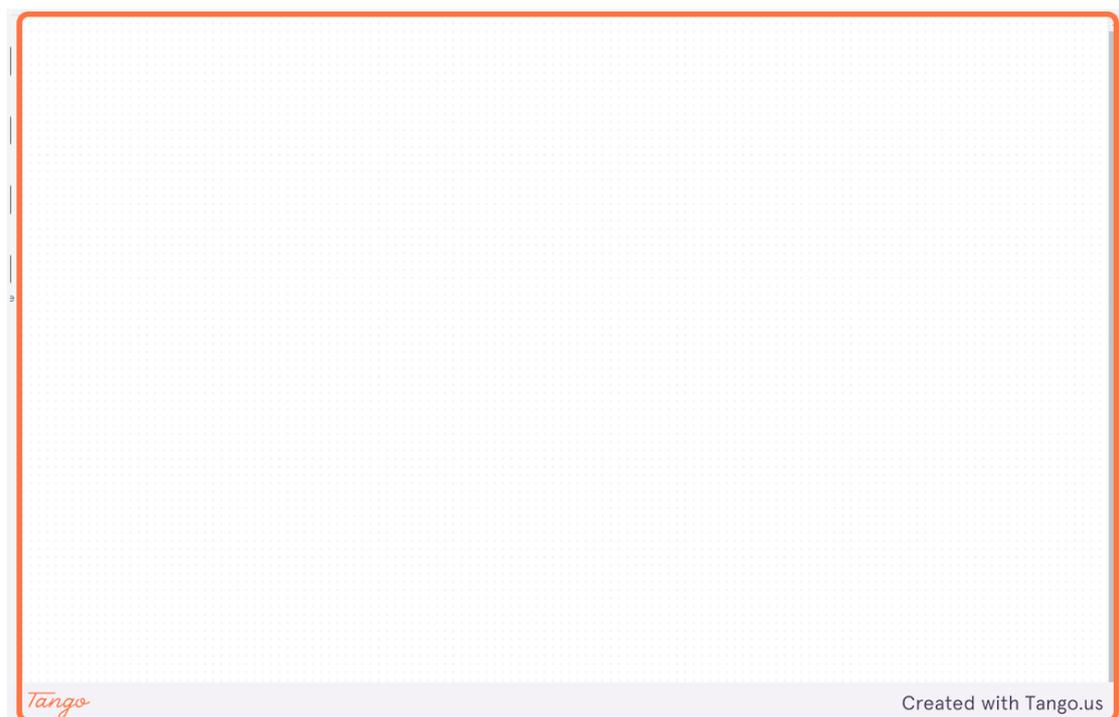


11. Click on "Πίσω" to go back to the stage template preview screen.

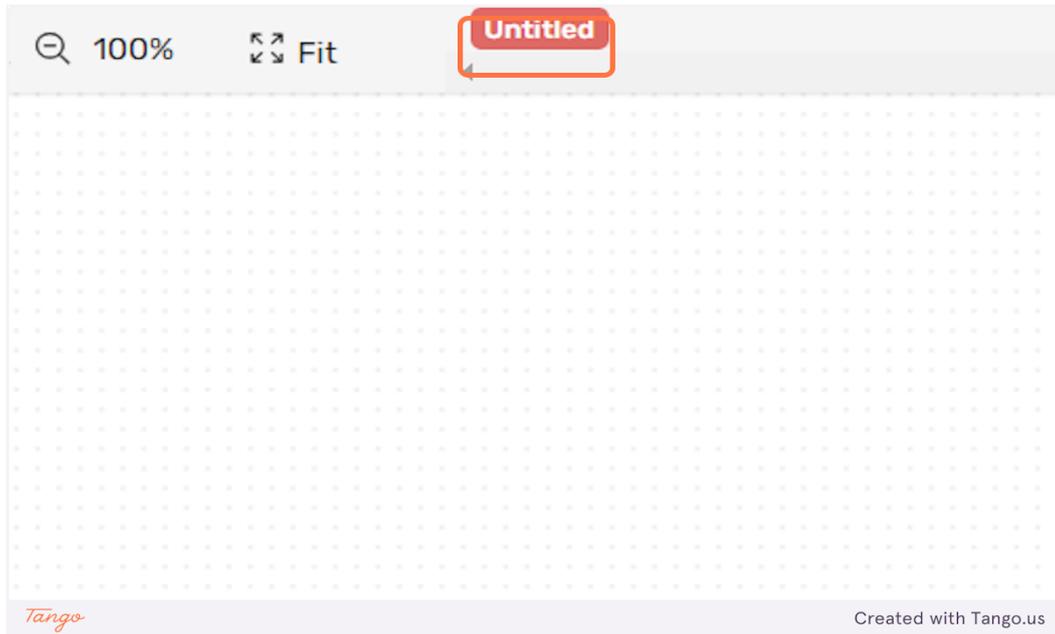


All users: Using a board

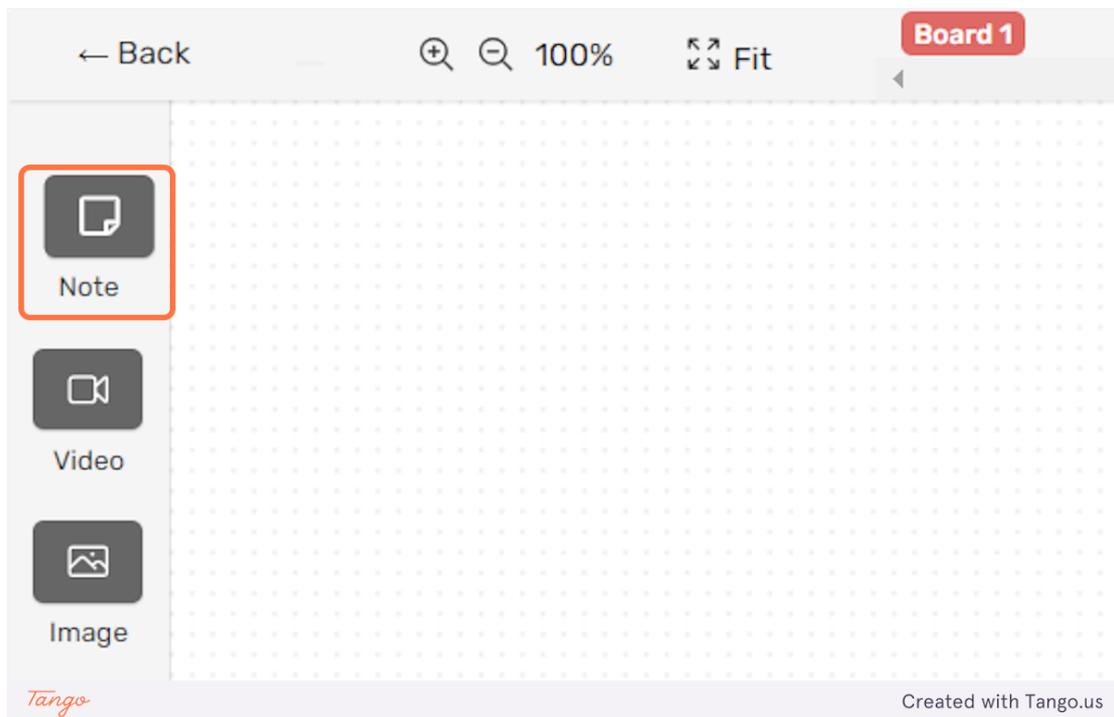
1. Here we have an empty board. A board can have notes containing text, images or videos.



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

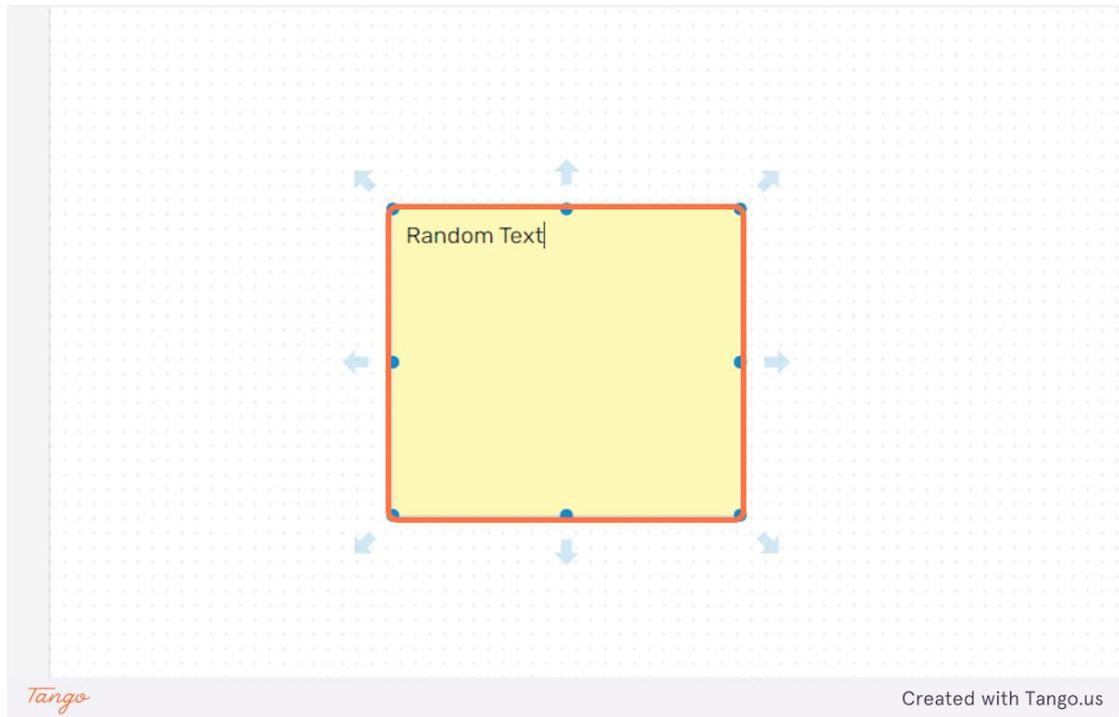


3. Click on "Note" to add a new note containing text.

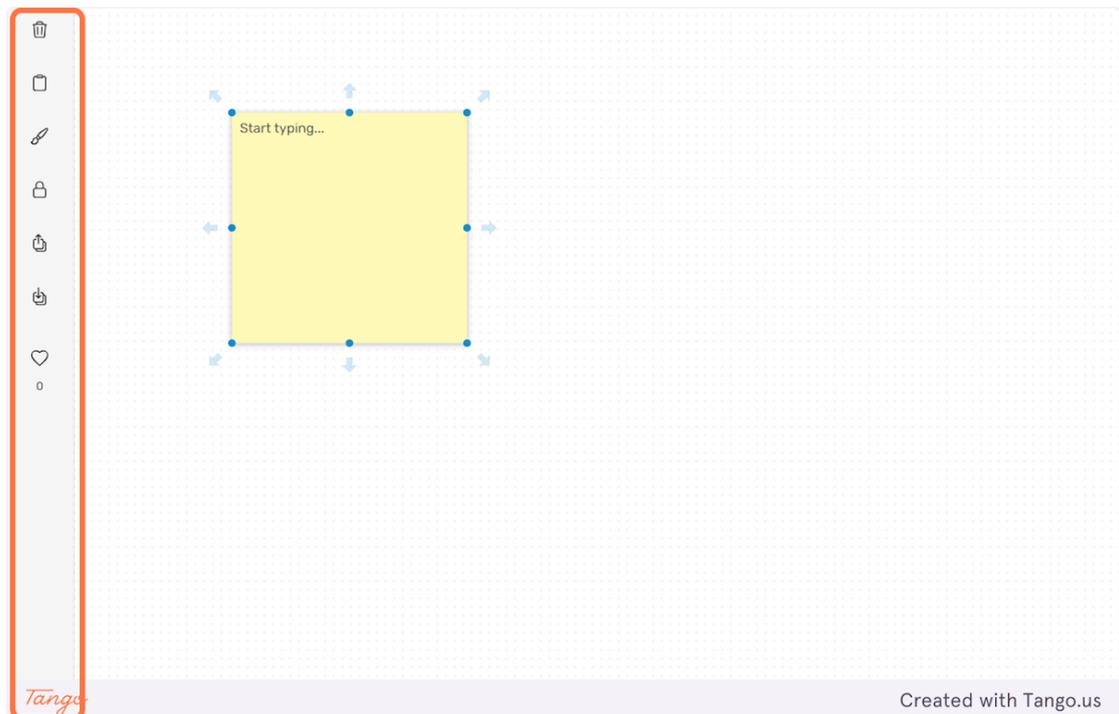


4. Click on the note to select it. Click on its text to edit it. You can change the size of the note by right clicking and dragging one of the

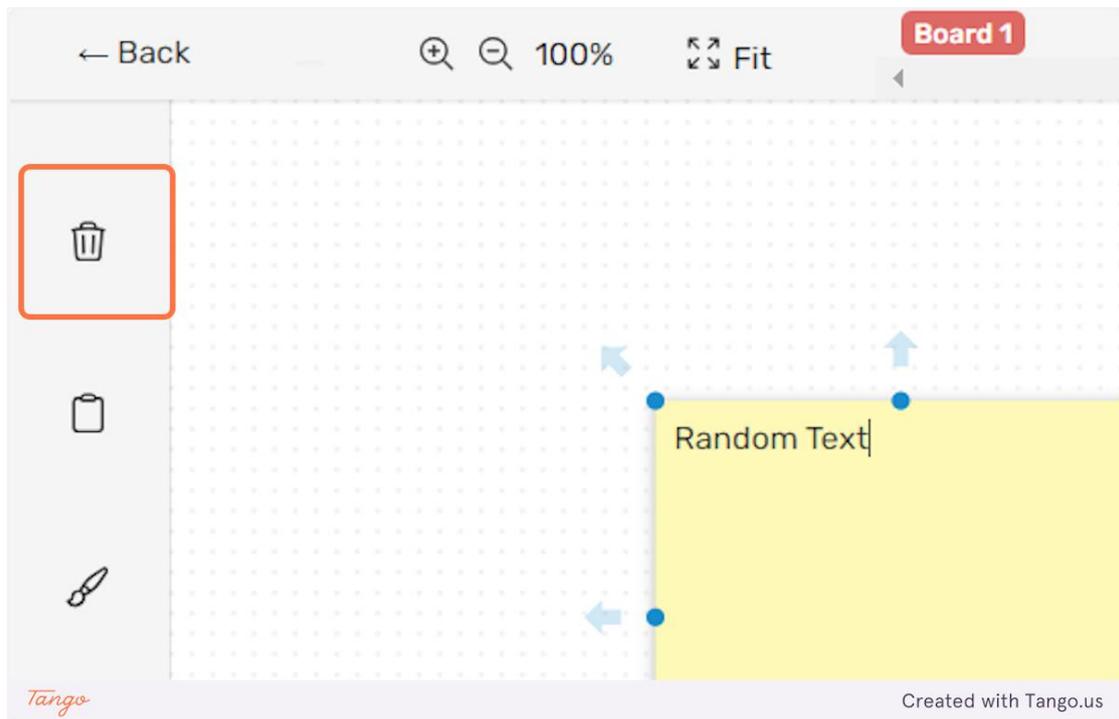
eight blue dots around it. You can move it around the board by holding down the right click when the cross icon appears while hovering the cursor.



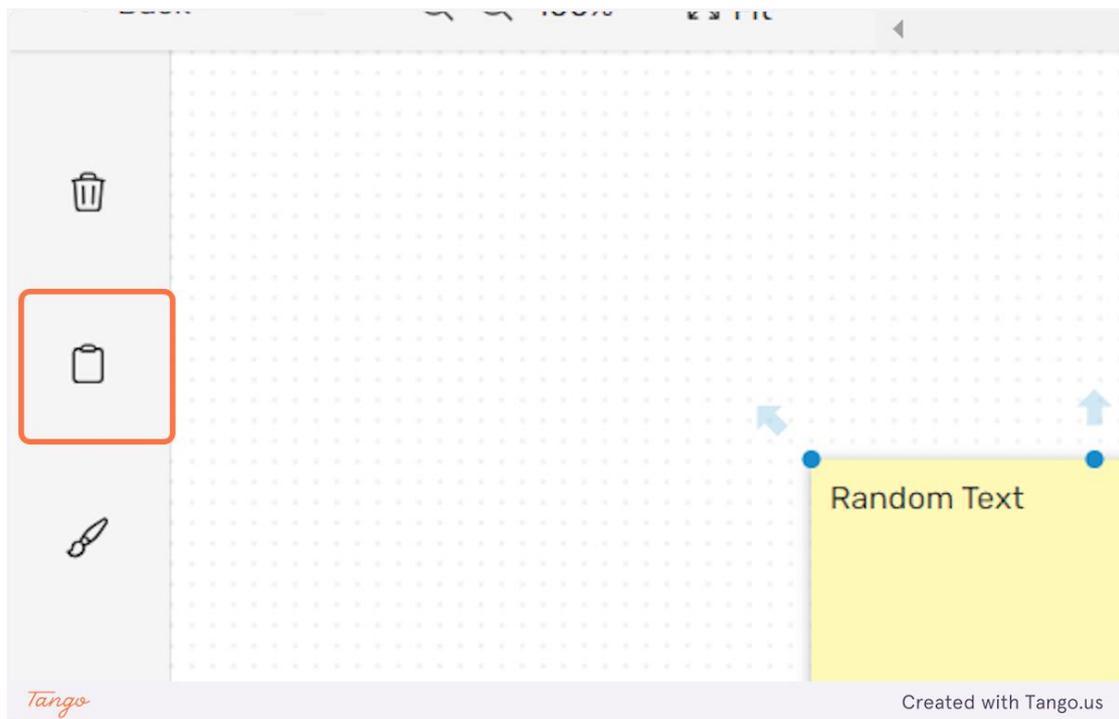
5. When you select a note a bar will appear on the left side of the screen.



6. Click on the "trashcan" icon to delete the selected note.



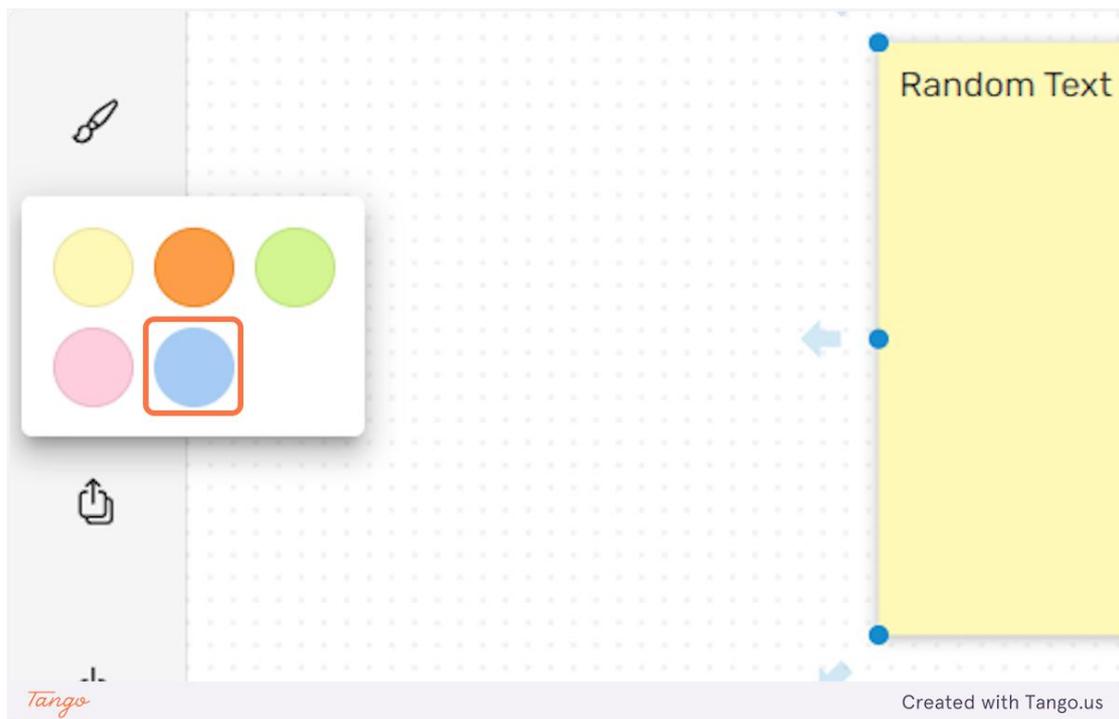
7. Click on the “copy” icon to duplicate the selected note.



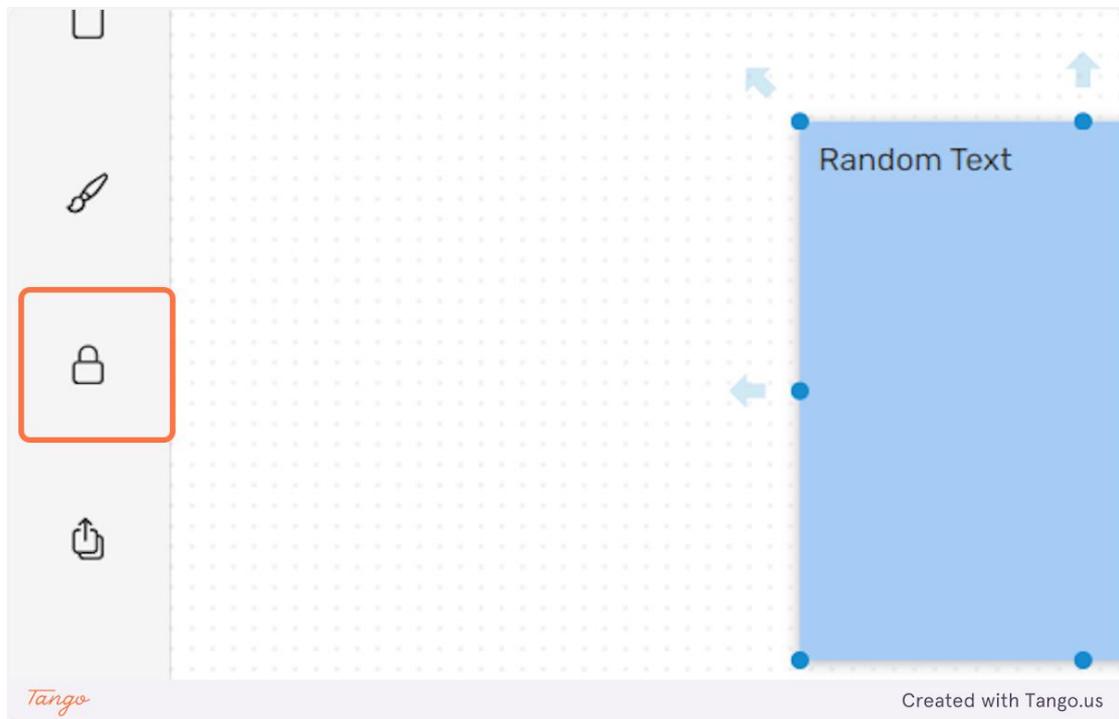
8. Click on the "paintbrush" icon to change the color of the note.



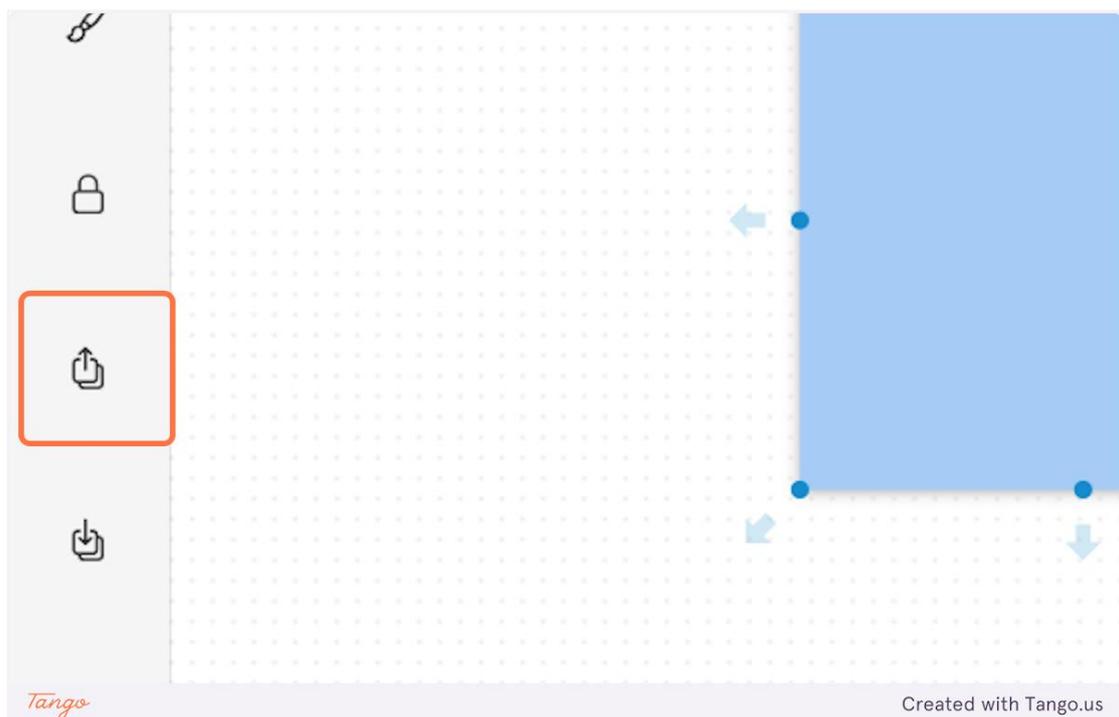
9. You can pick any of the five available colors.



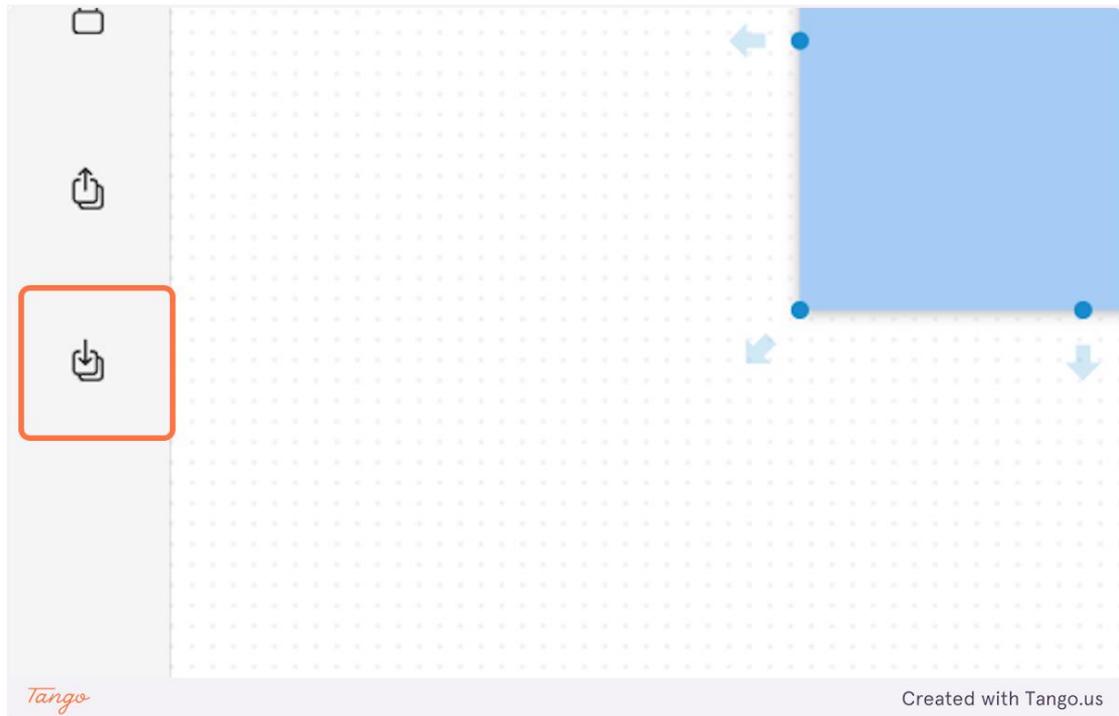
10. Click on the "lock" icon to lock the note. When a note is locked the other users won't be able to modify its content or move it around the board.



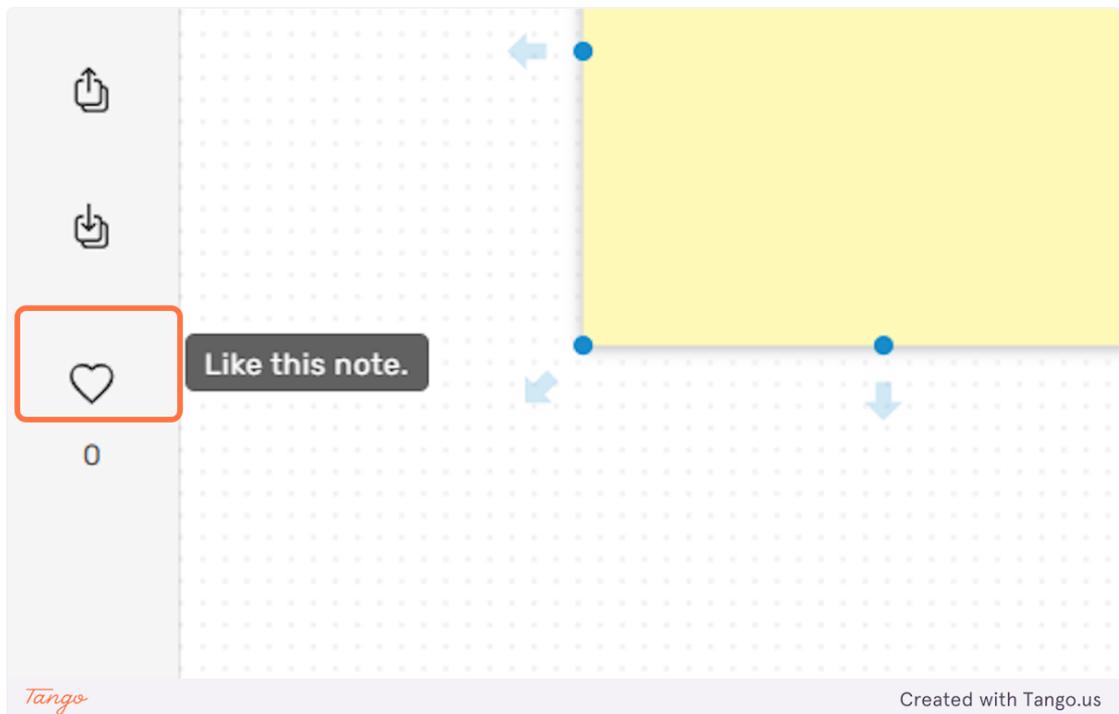
11. You can also change the order of the notes appearing on the board. You can bring a note to the foreground by clicking the highlighted icon as shown below.



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

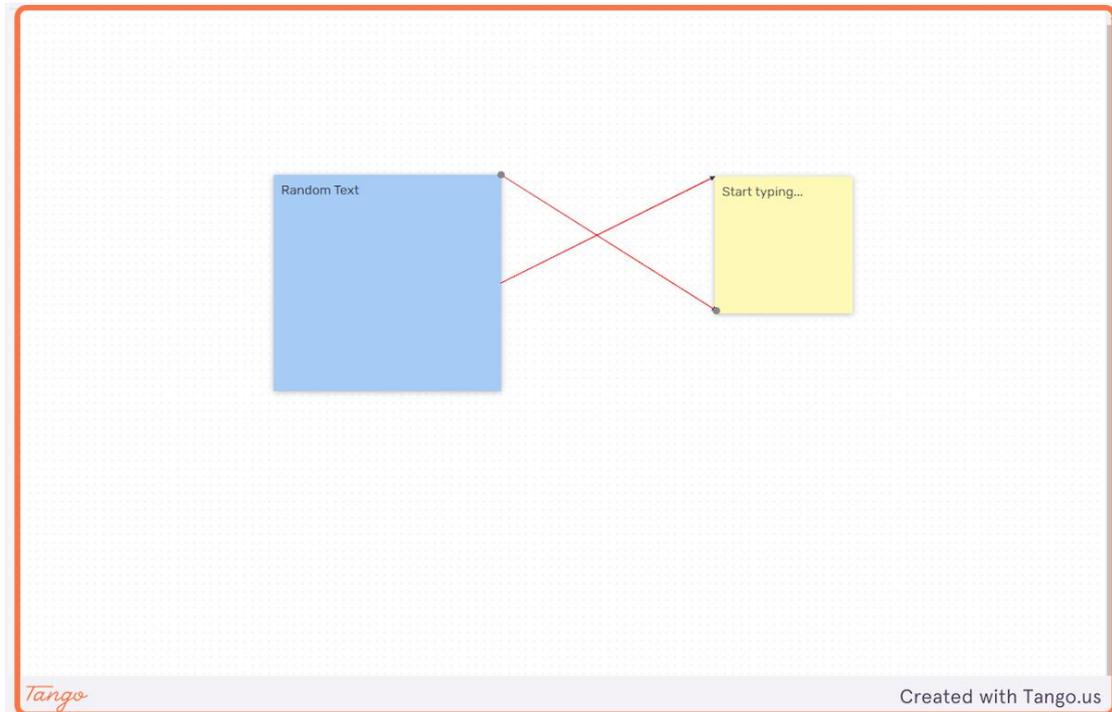


13. Click on the “heart” icon to like a note.

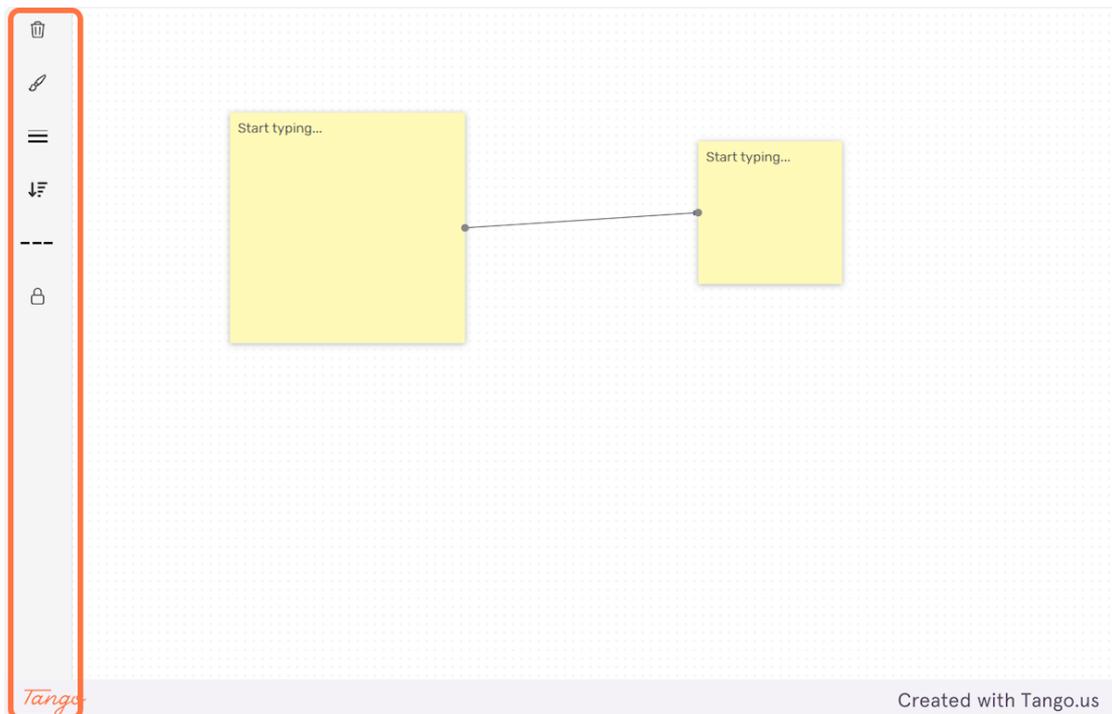


14. You can use the arrows appearing when selecting a note to connect notes with lines. You can have multiple connected lines between the

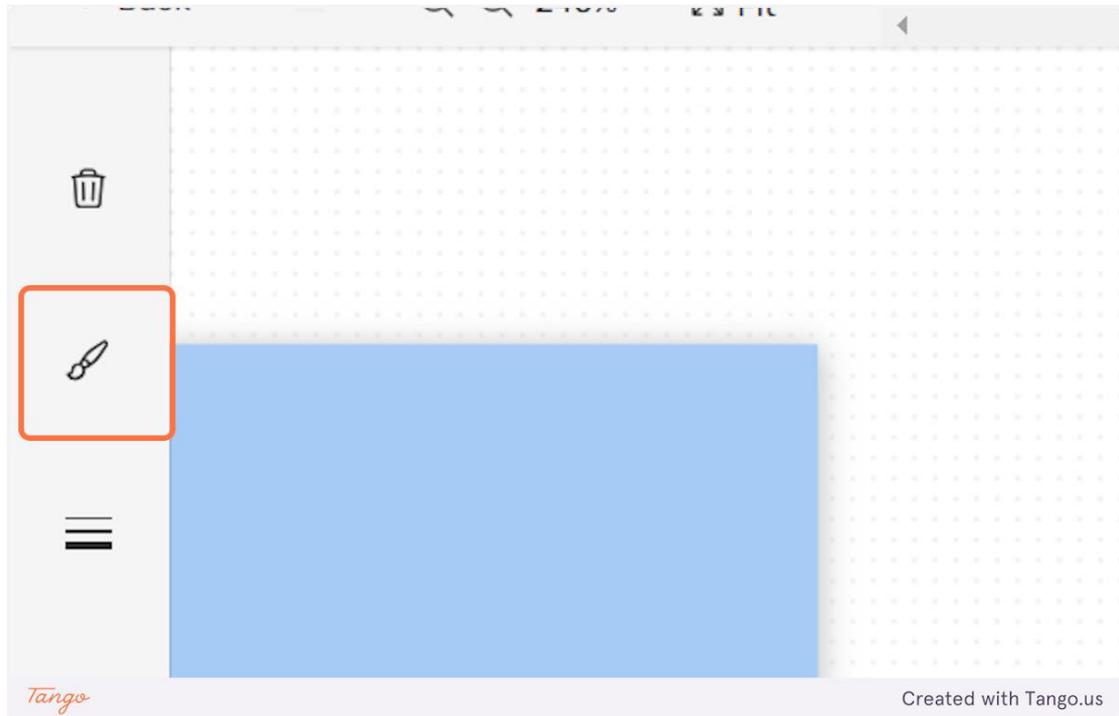
same note and a note can be connected with multiple notes at the same time.



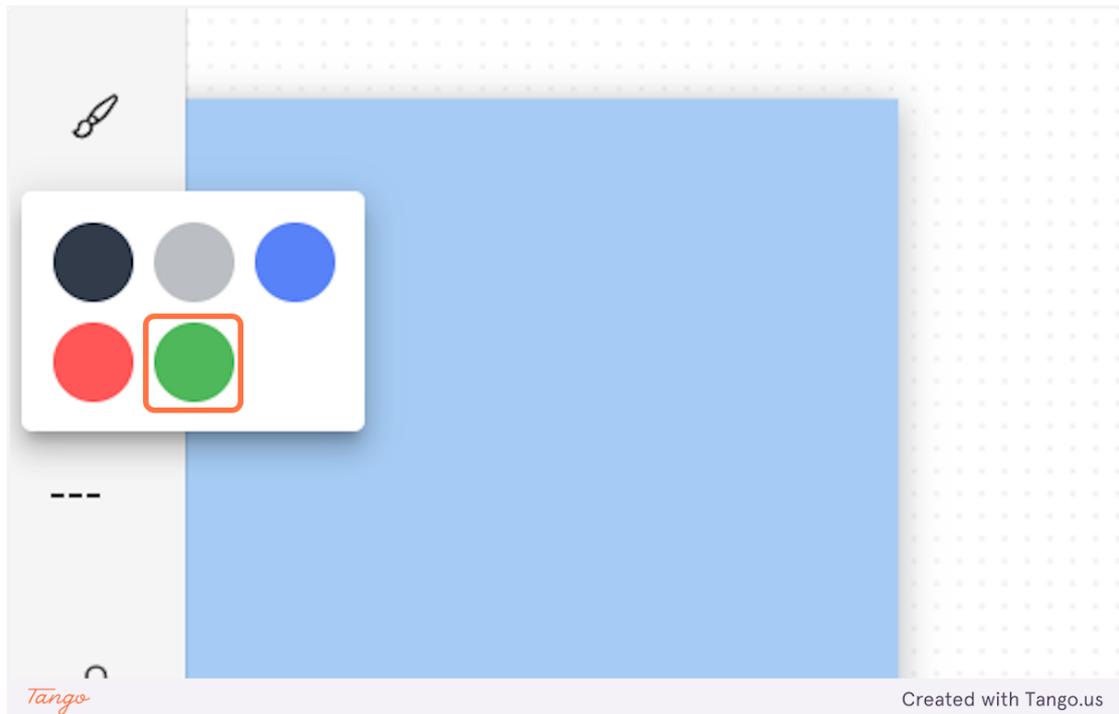
15. Click on a line connecting two notes to select it. On the left side of the screen a bar will appear for customizing the line.



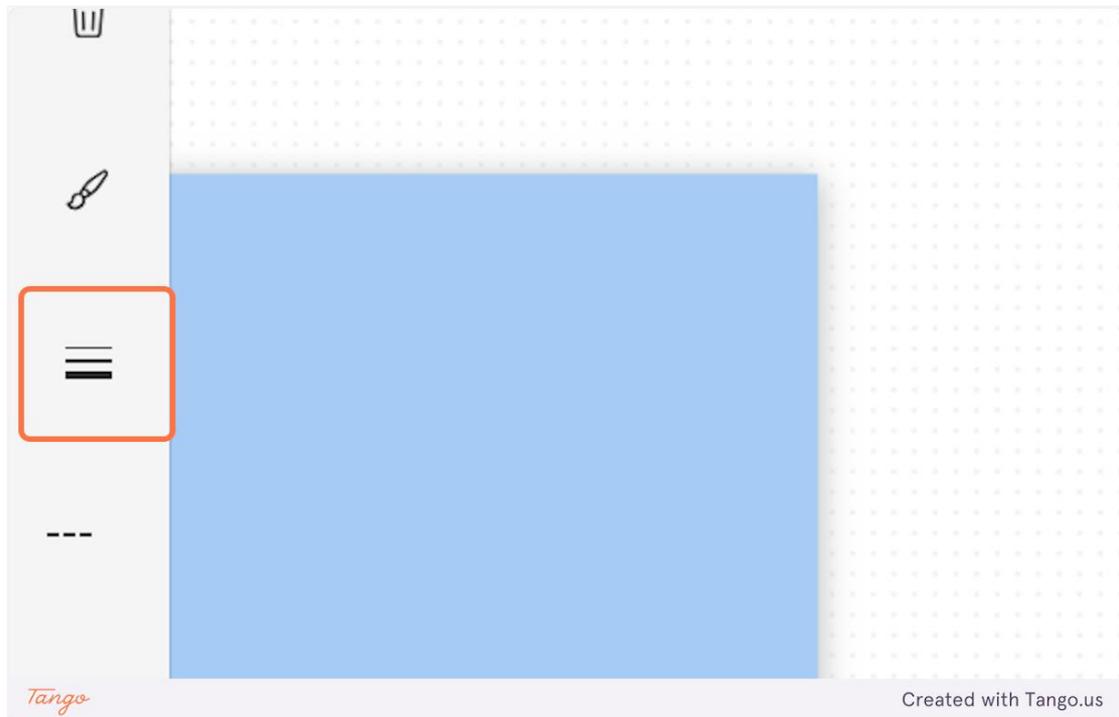
16. Click on the "paintbrush" icon to change the color of the endpoint arrows.



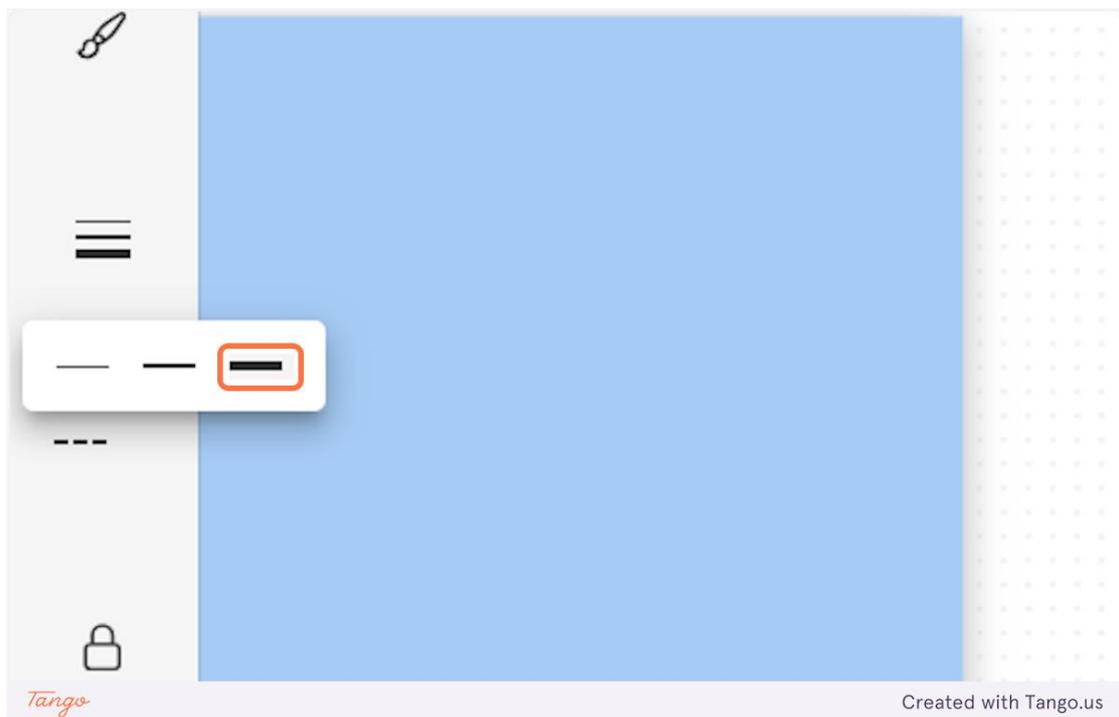
17. You can select any of the available colors.



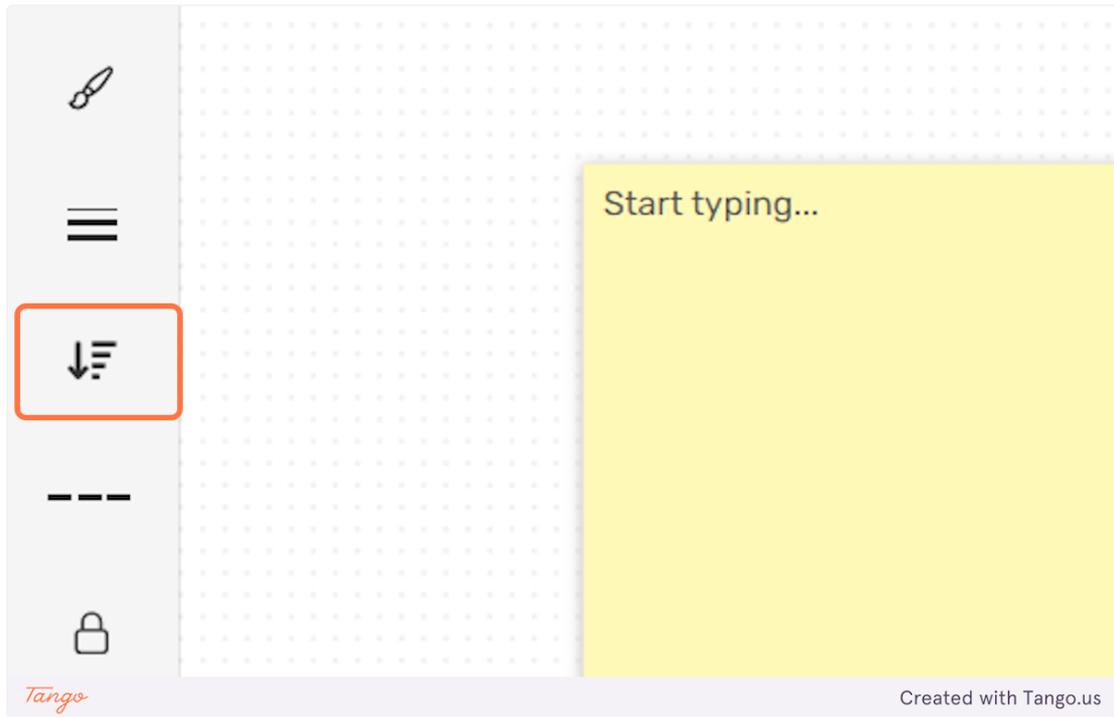
18. You can also change the line thickness.



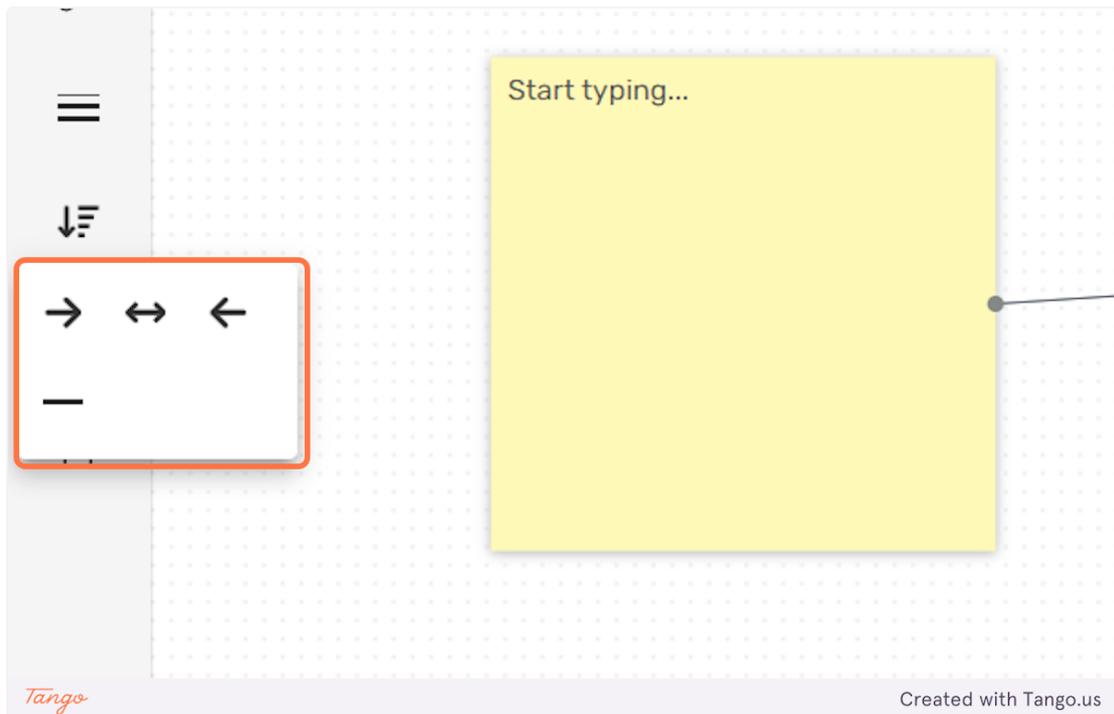
19. There are three available options.



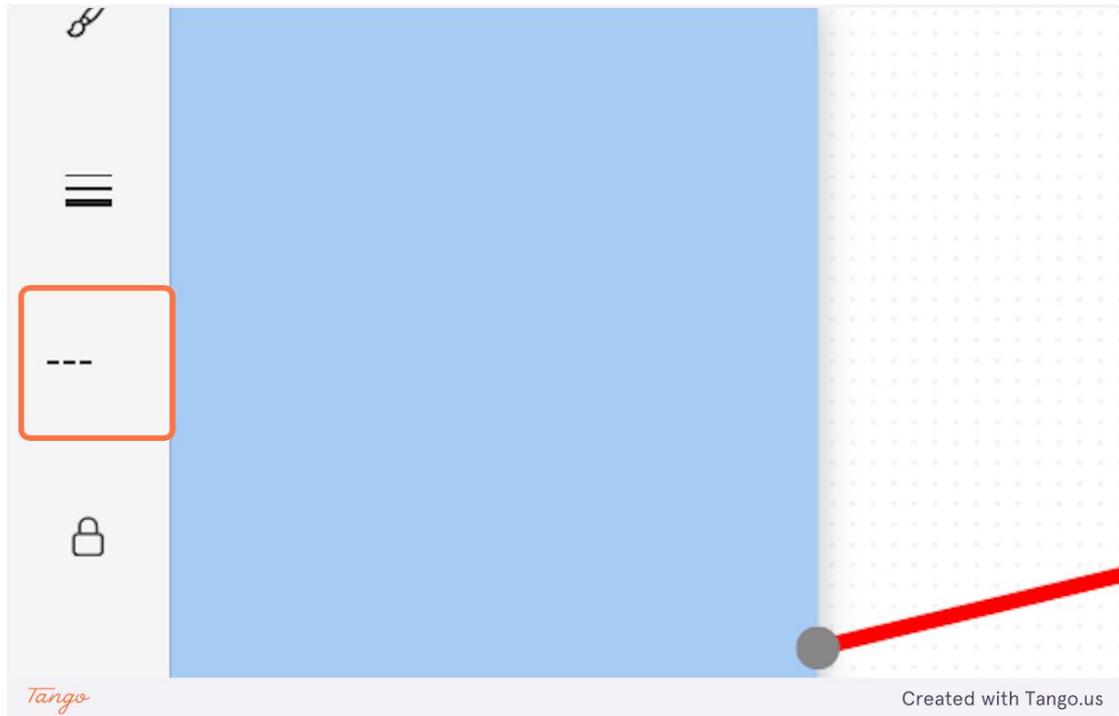
20. You can also customize the start and the end of the line.



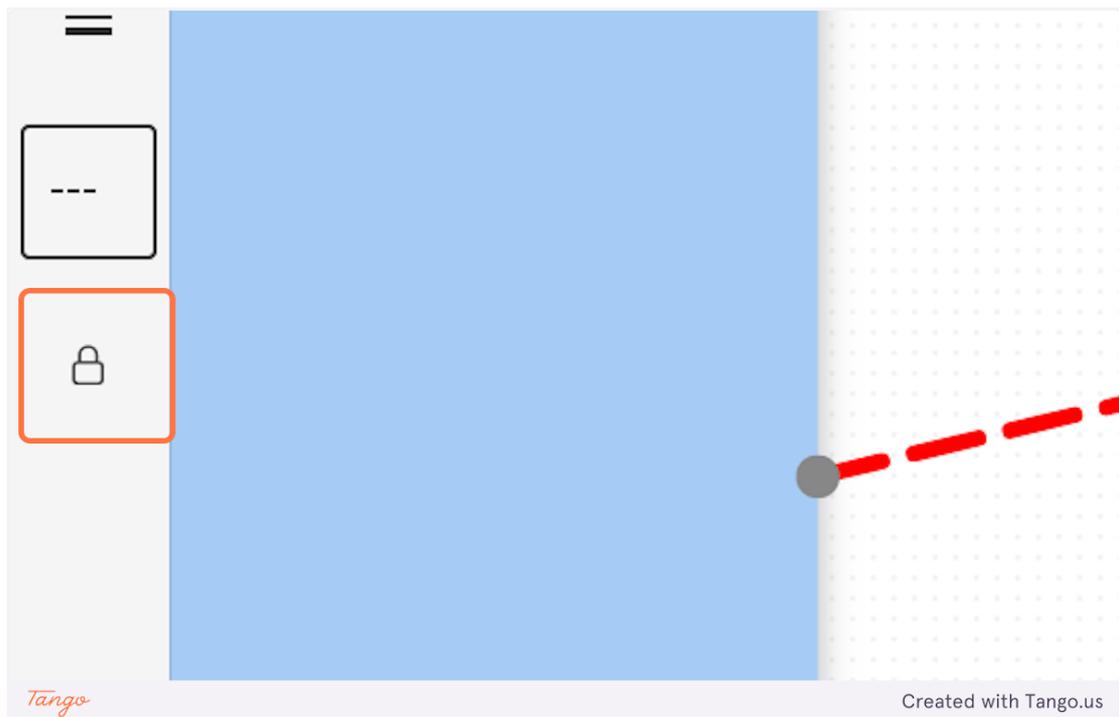
21. There are four available options.



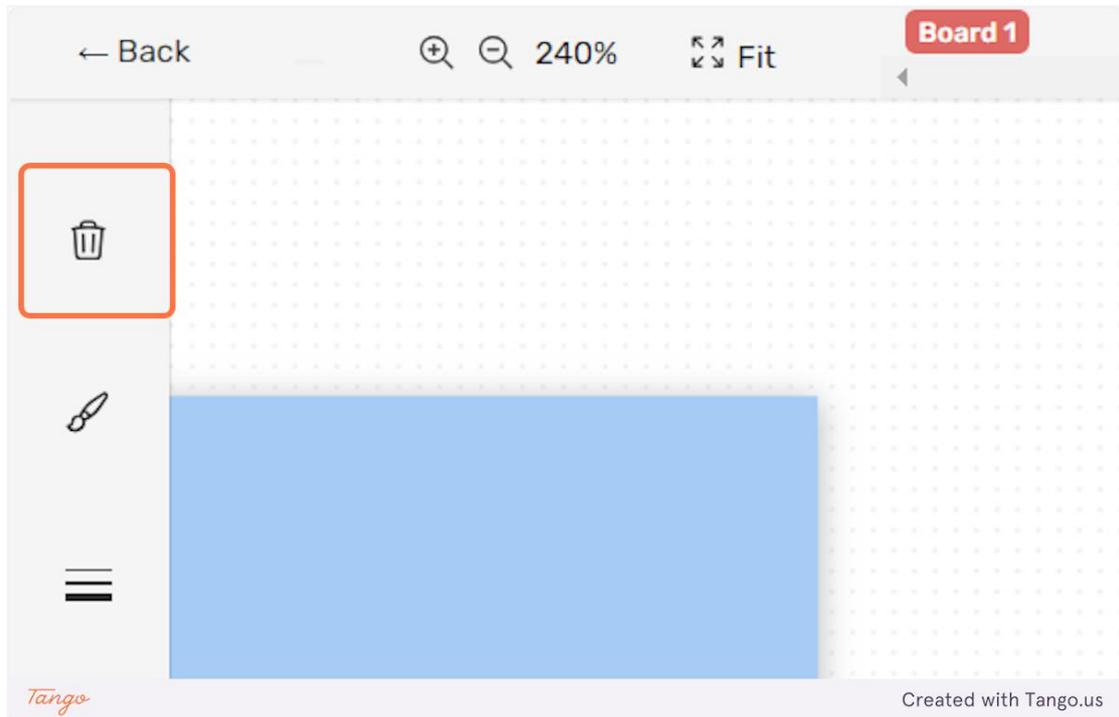
22. You can make the line between the endpoint arrows dashed by clicking the highlighted option as shown below.



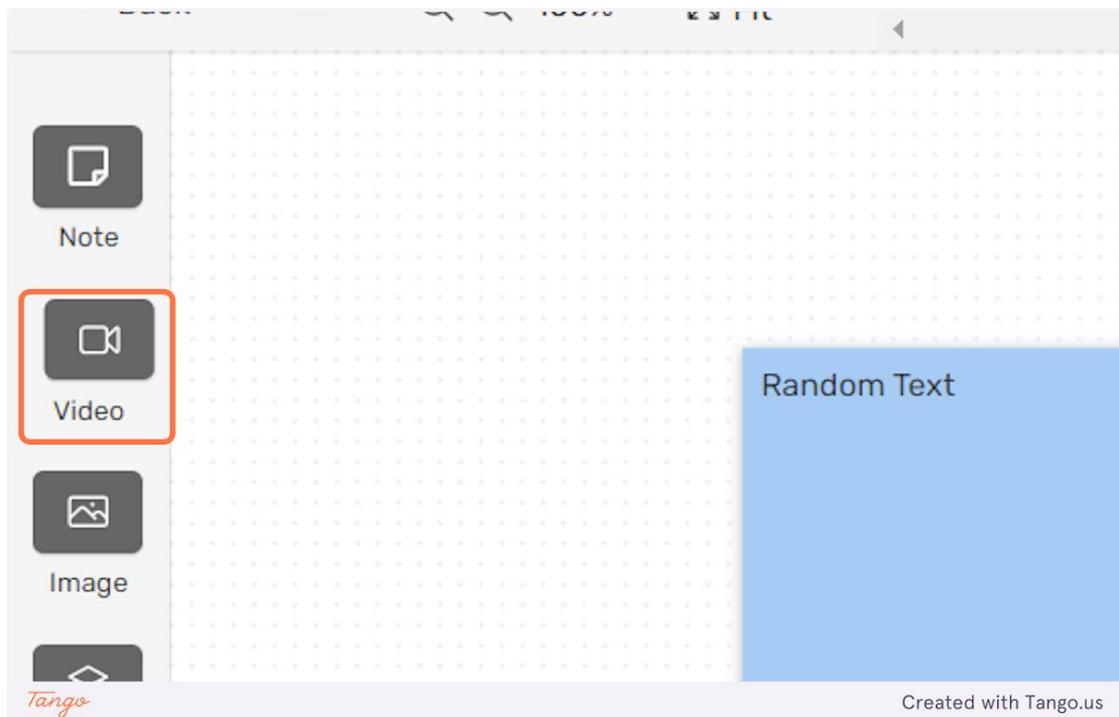
23. Click on the "lock" icon so the selected line can't be modified by other users.



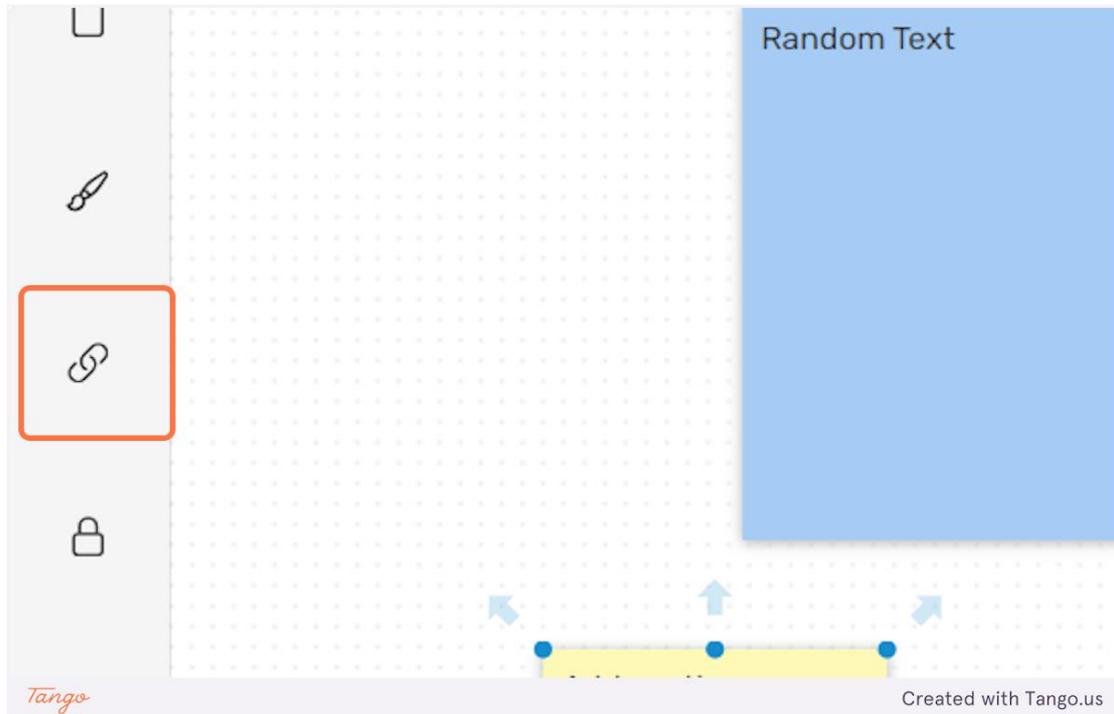
24. Click on the "trashcan" icon to delete the selected line.



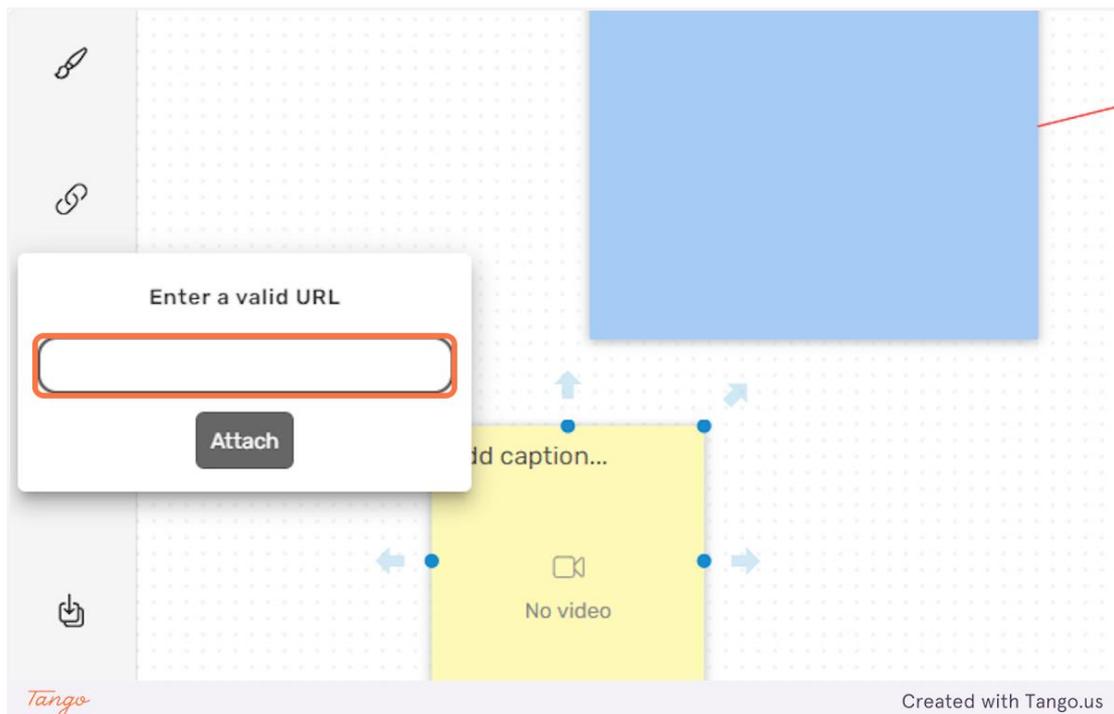
25. Click on "Video" to add a note containing a video.



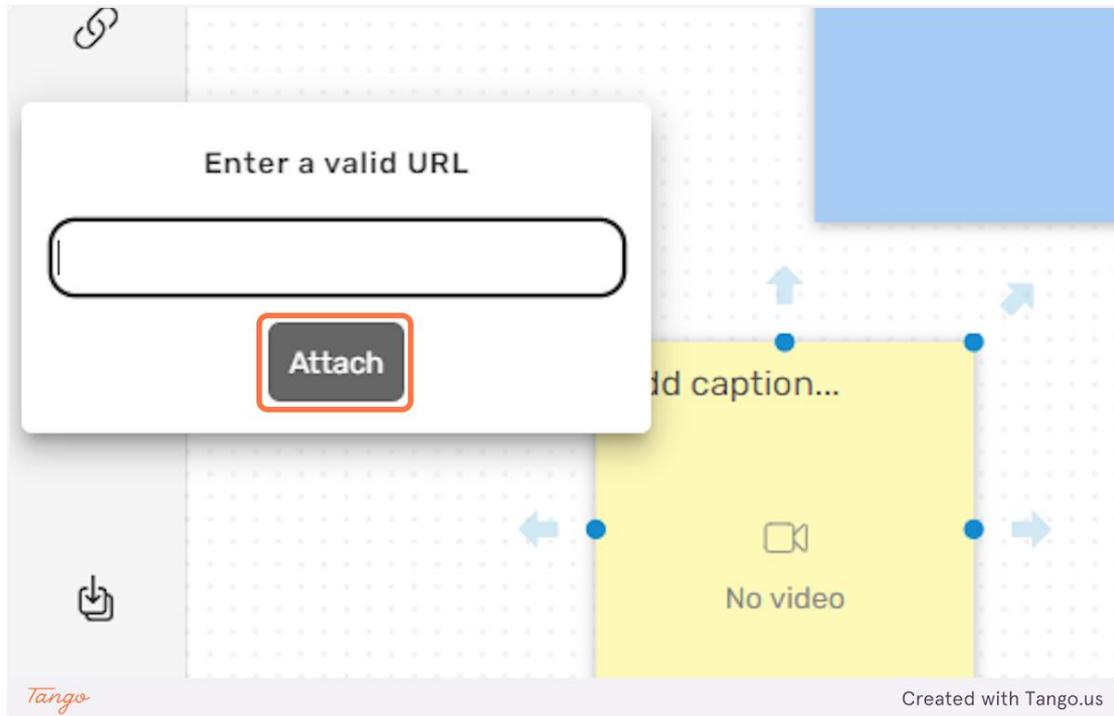
26. Select the video note and click on the "link" icon on the left bar that appears.



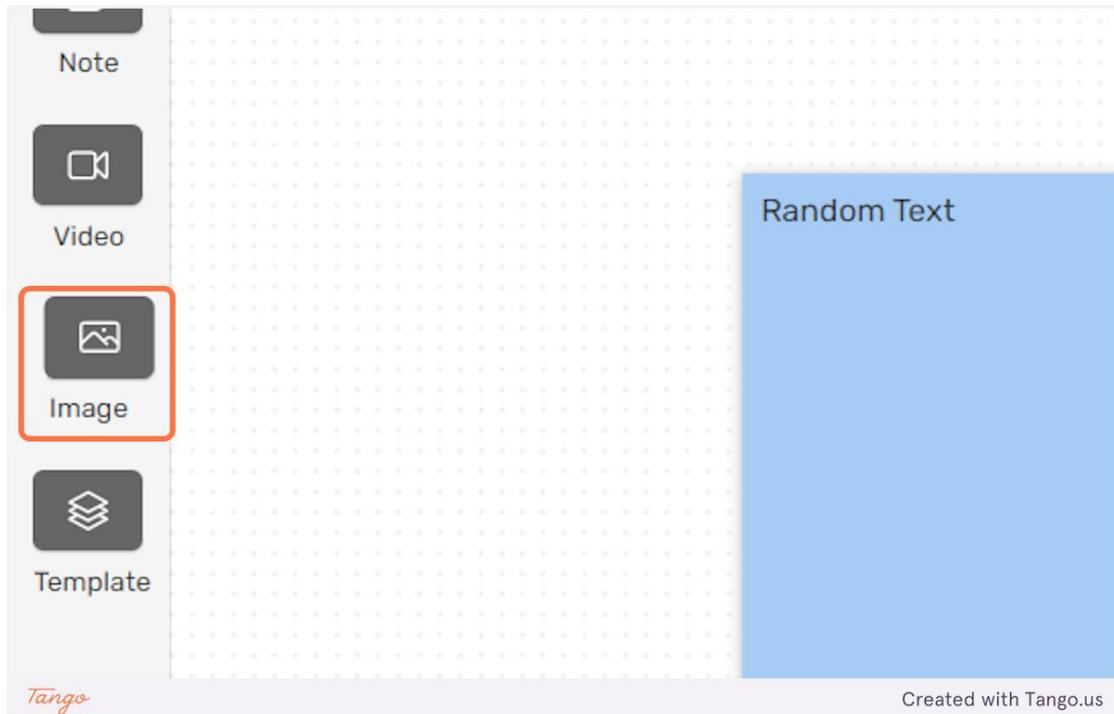
27. A pop-up window will open, and you will need to provide a valid video URL.



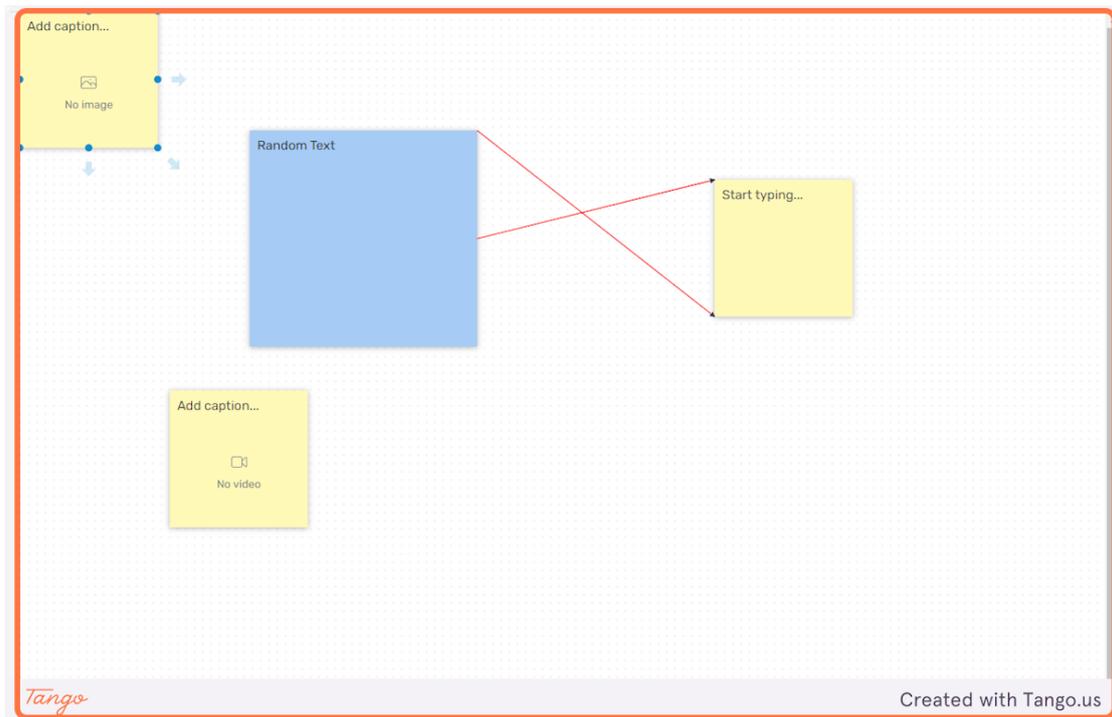
28. After entering the video URL click "Attach" to embed the video in the note.



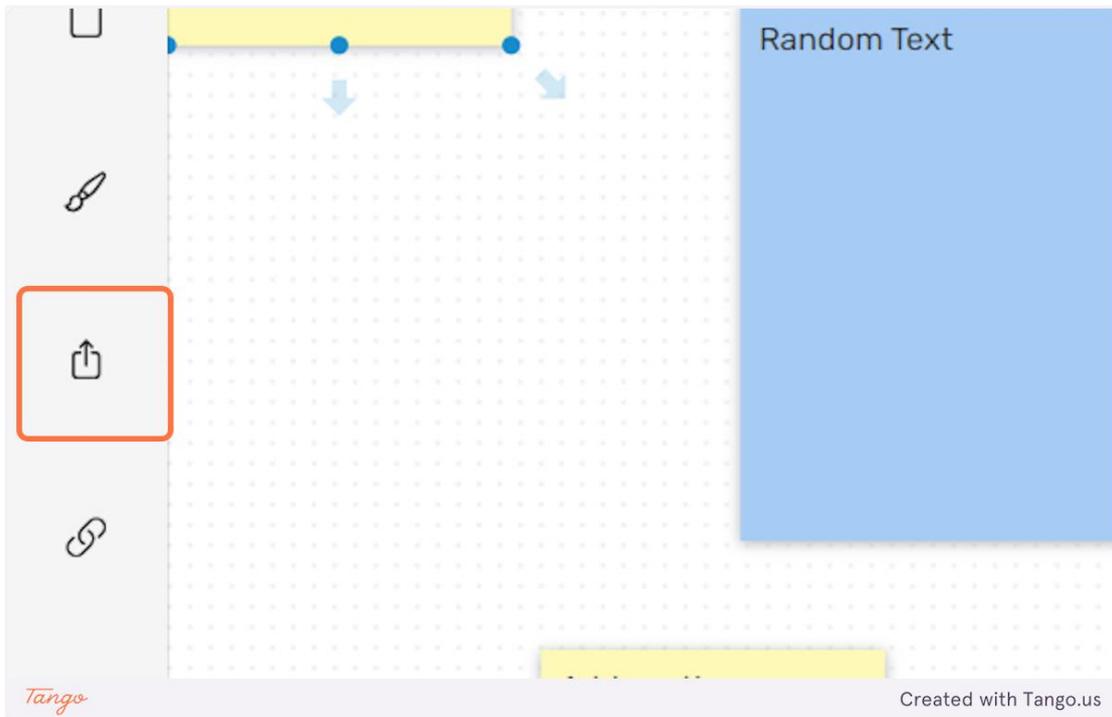
29. Click on "Image" to create a note containing an image.



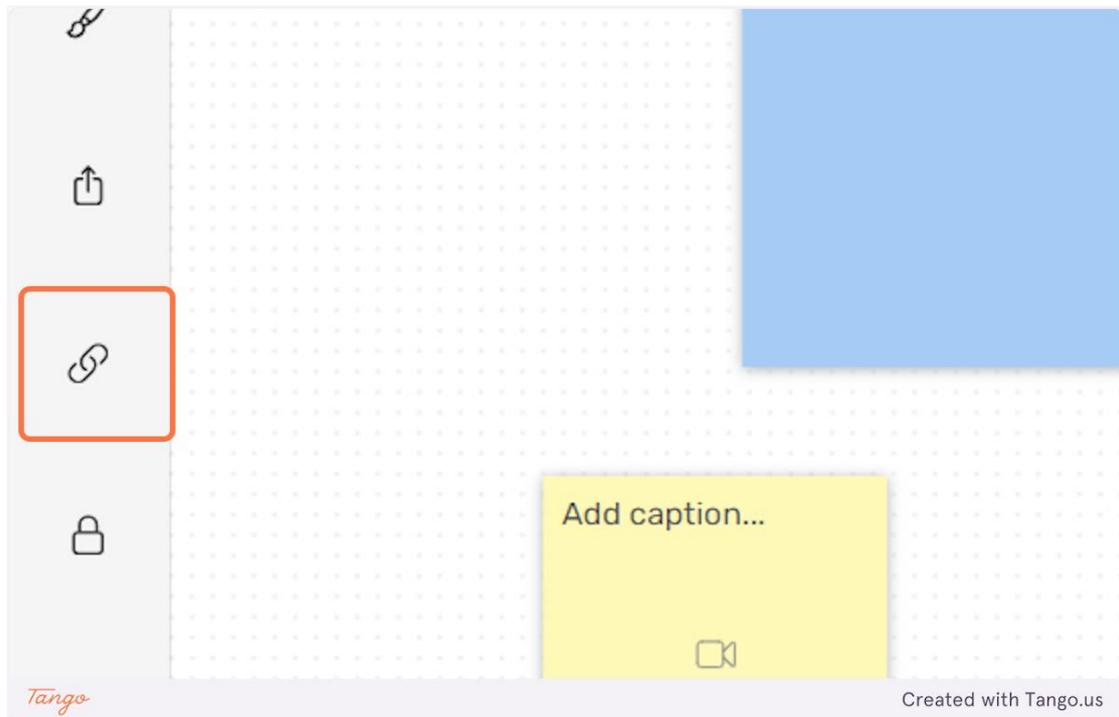
30. Select the newly created image note.



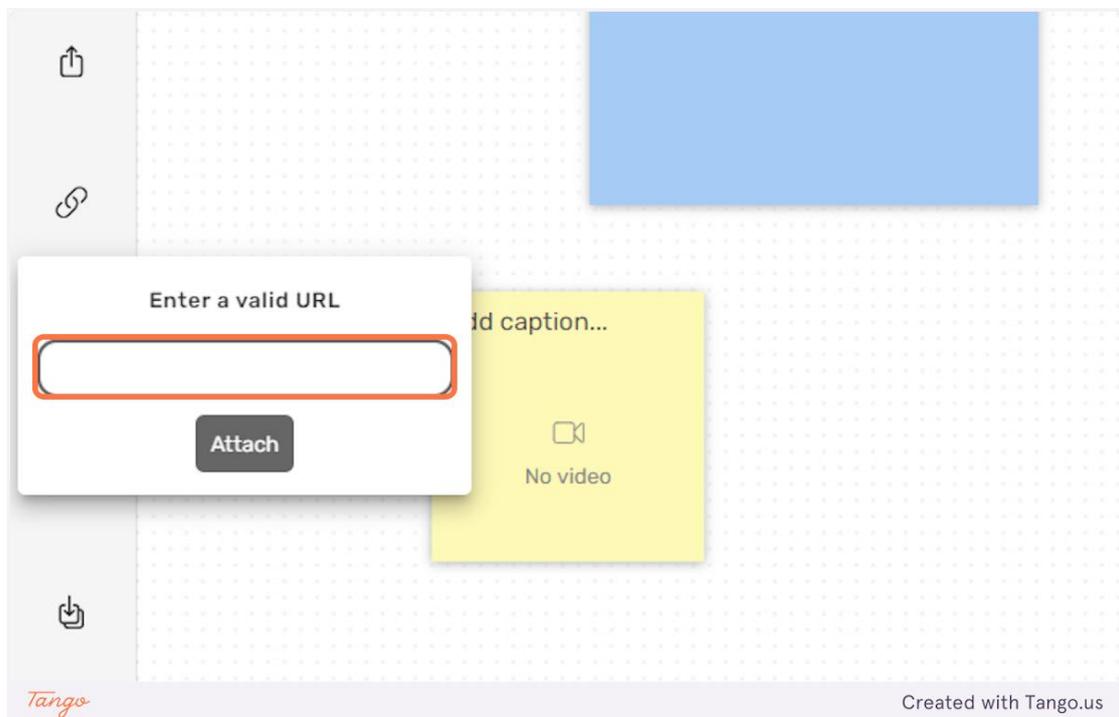
31. Click the "Upload" icon to upload an image file directly from your computer.



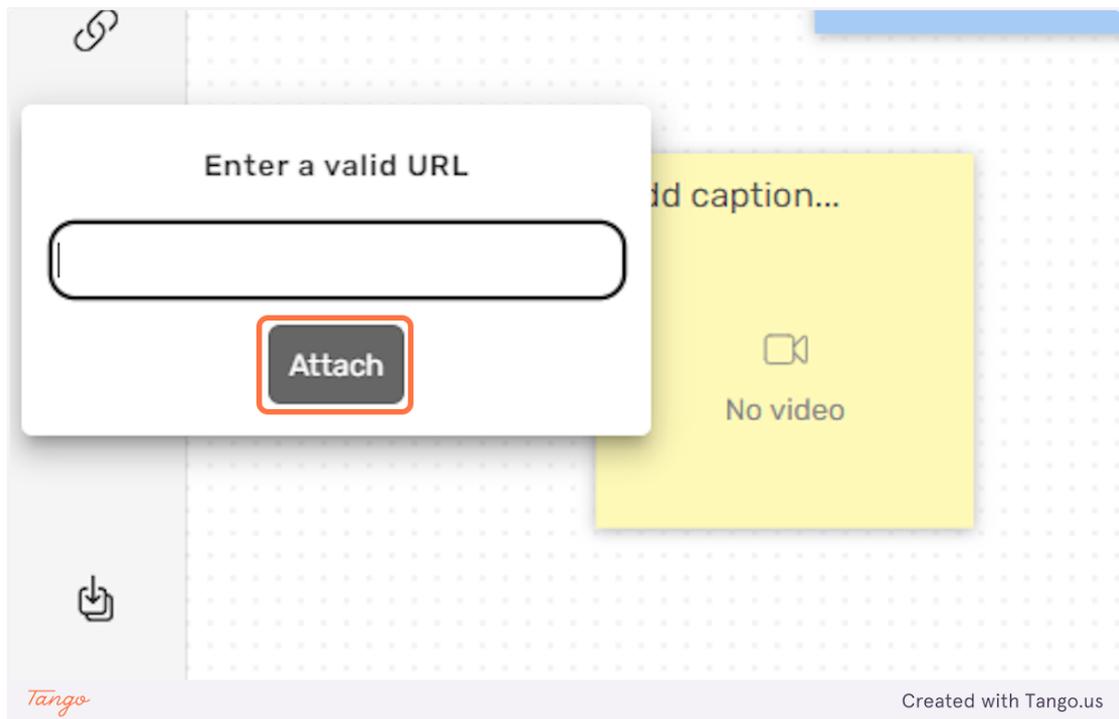
32. Click on the "Link" icon to provide an URL of an image.



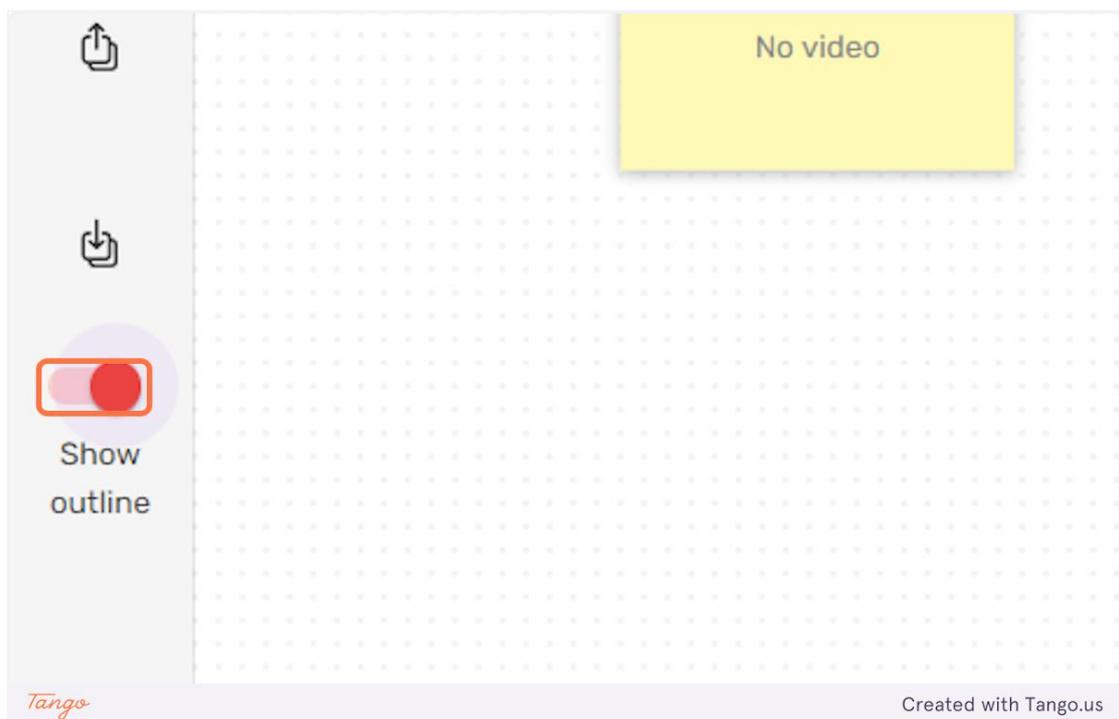
33. Enter the image URL in the highlighted input field.



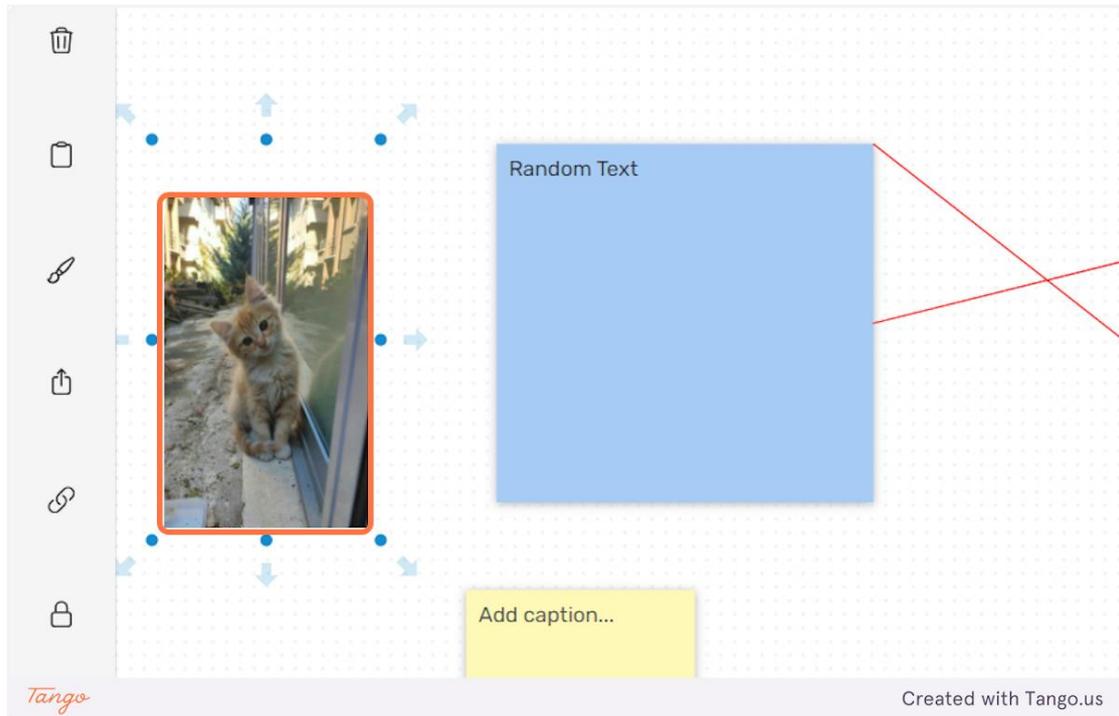
34. Click on "Attach" to embed the image in the note.



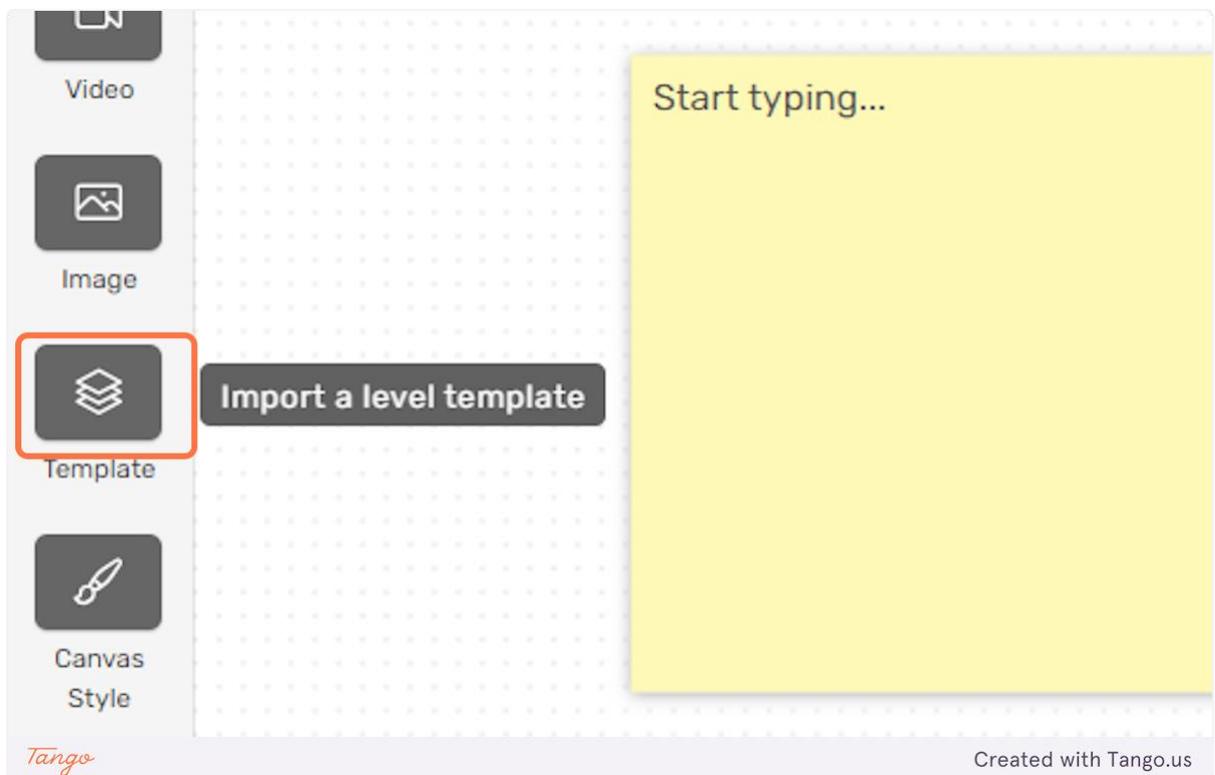
35. You can use the "Show outline" toggle to disable or enable the note background for an image note.



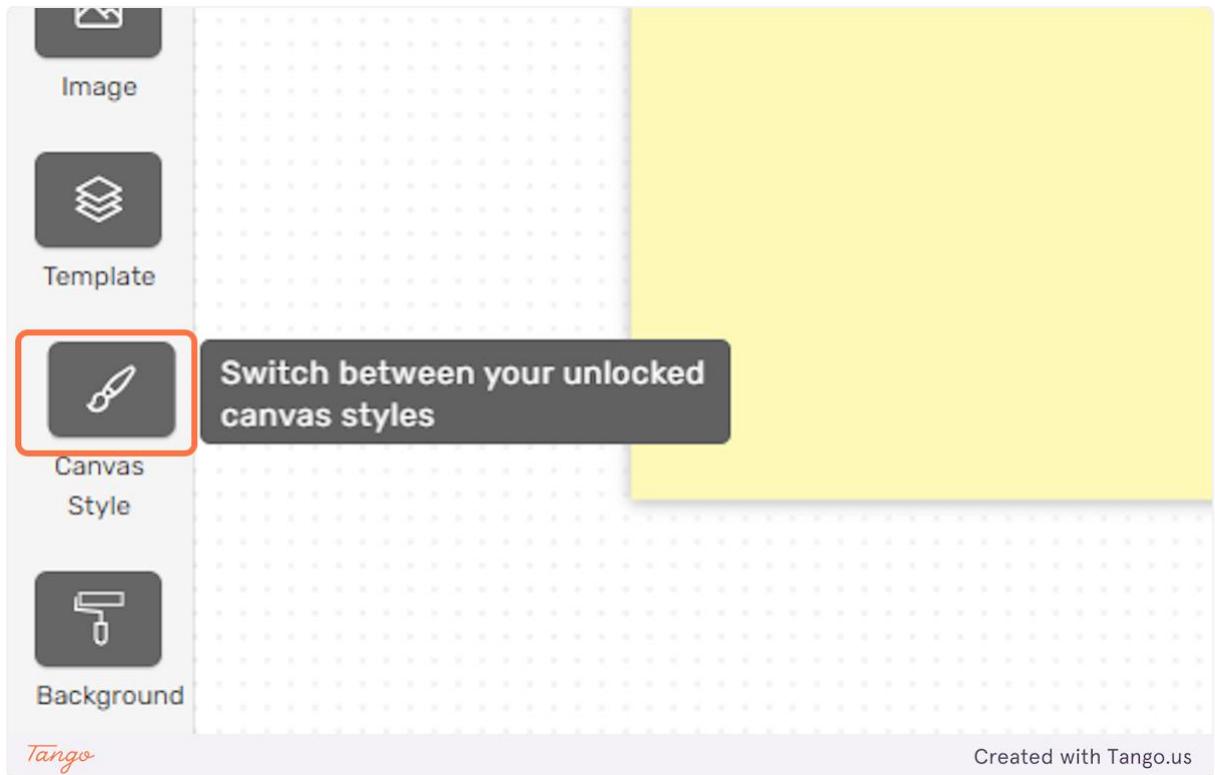
36. In the picture below the outline for this note is disabled, so only the uploaded picture appears without any background from the note.



37. Click on “Template” to import a level template into your level.



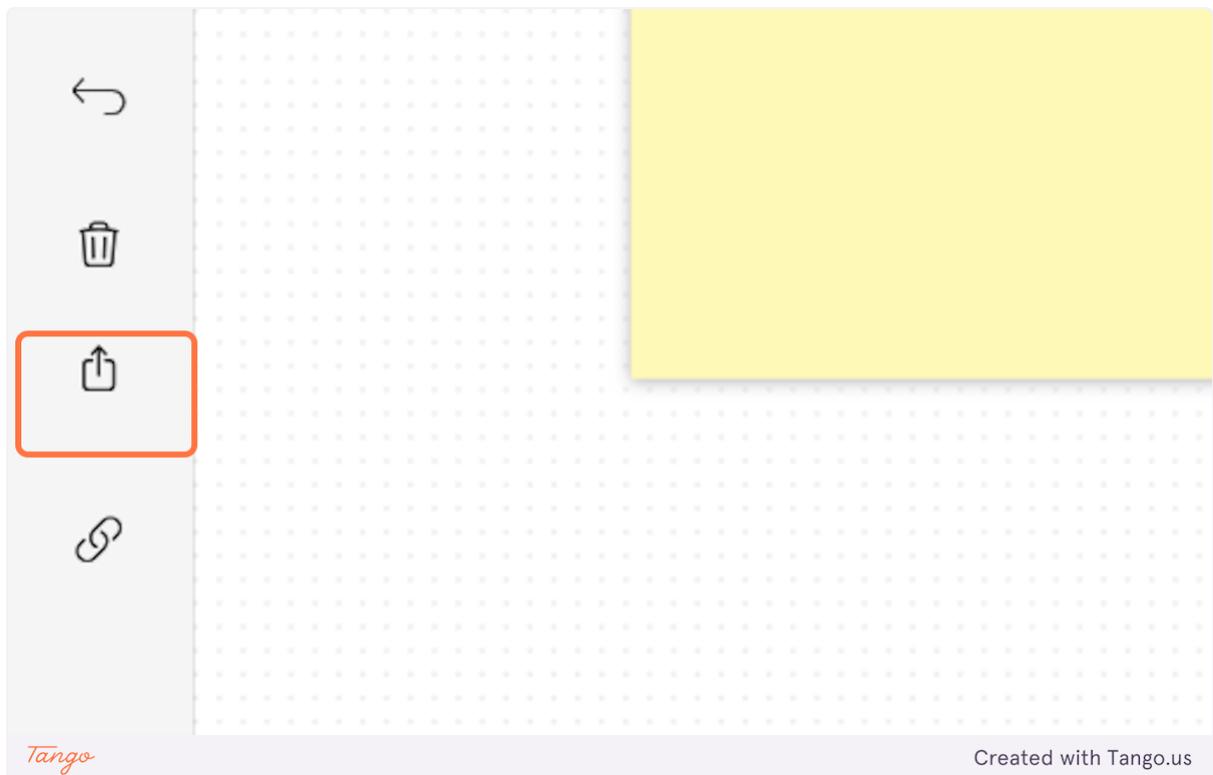
38. Click on “Canvas Style” to switch between your unlocked canvas styles.



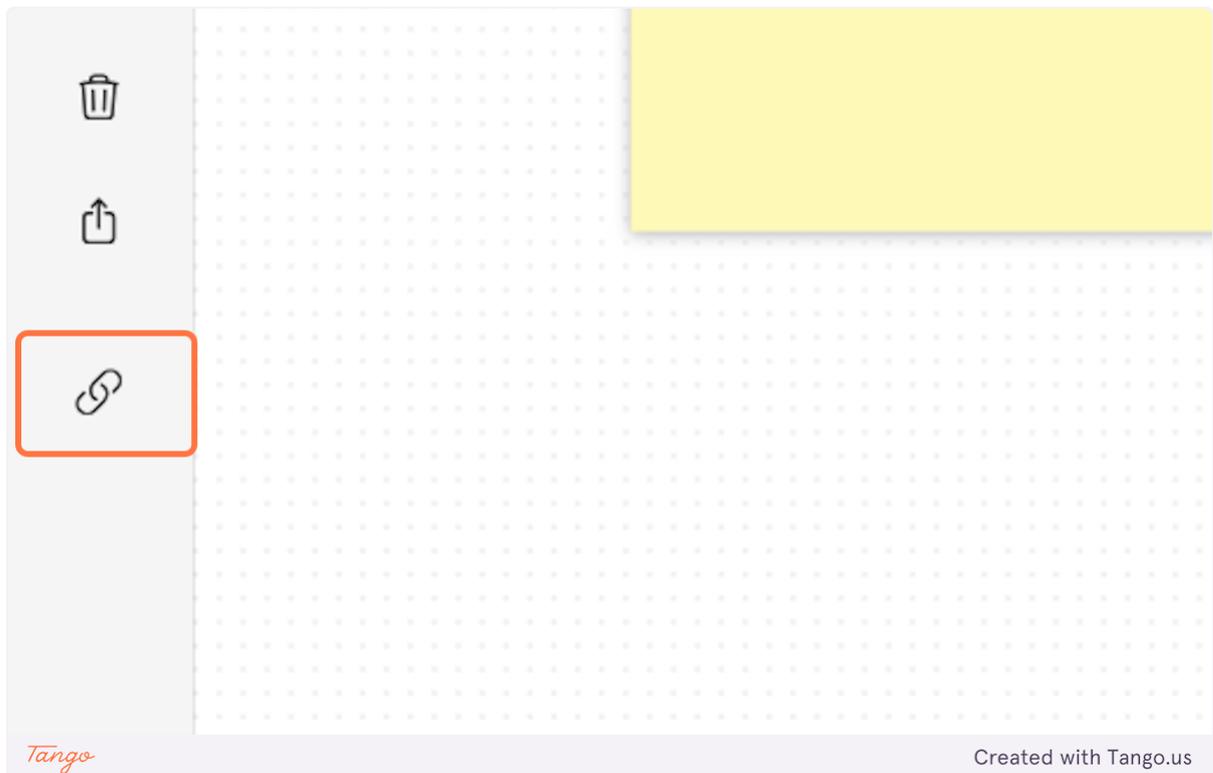
39. Click on “Background” to apply a background image to the level.



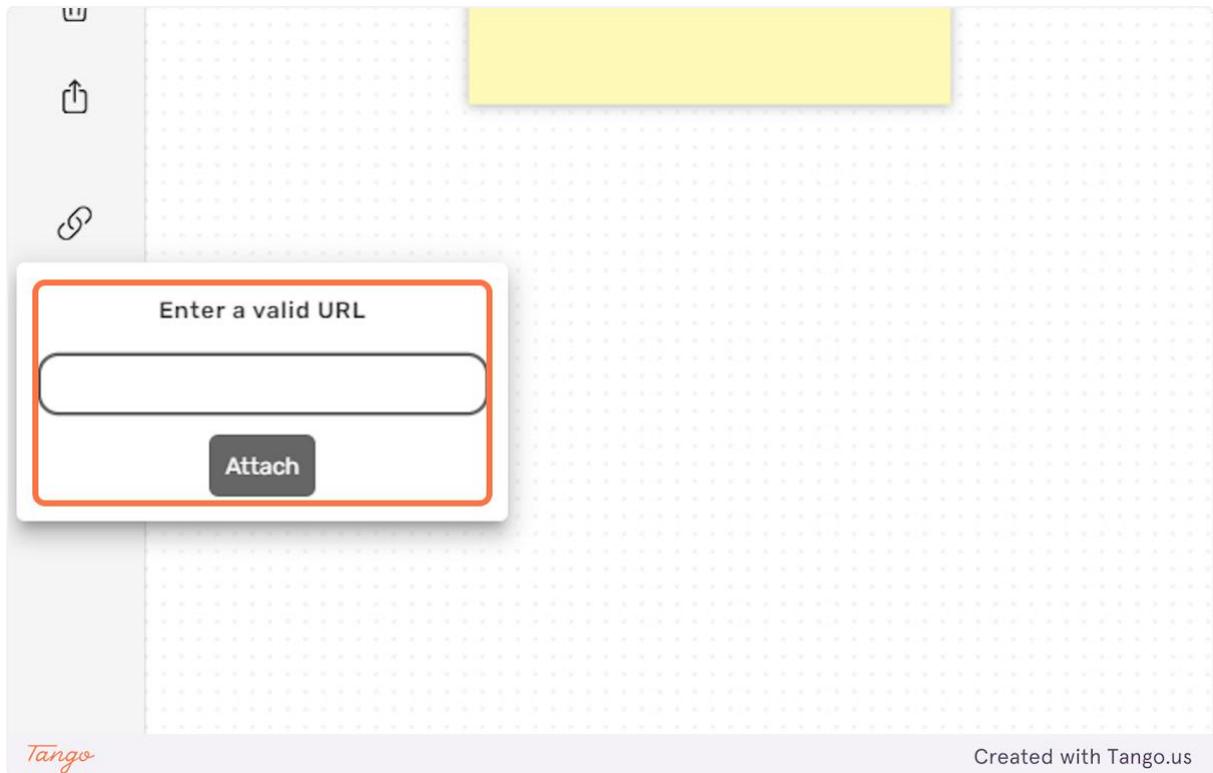
40. You can upload an image from your device.



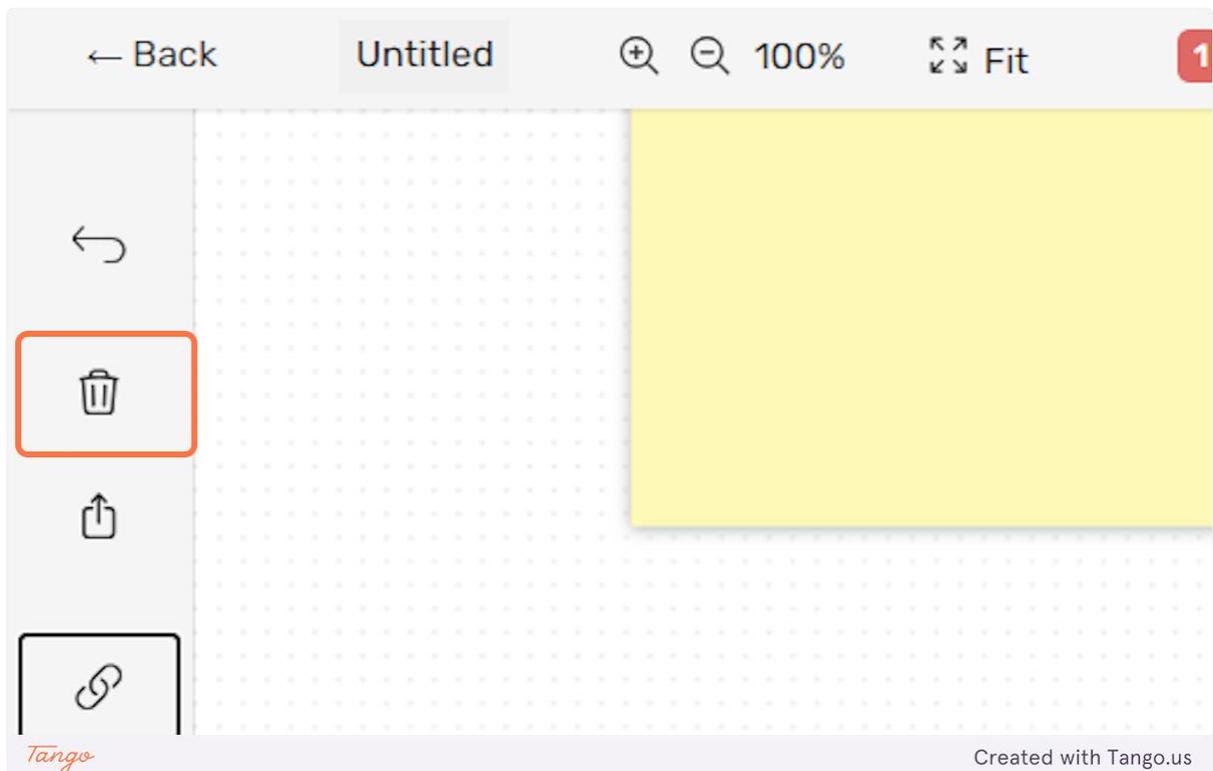
41. Or you can provide a link for the image.



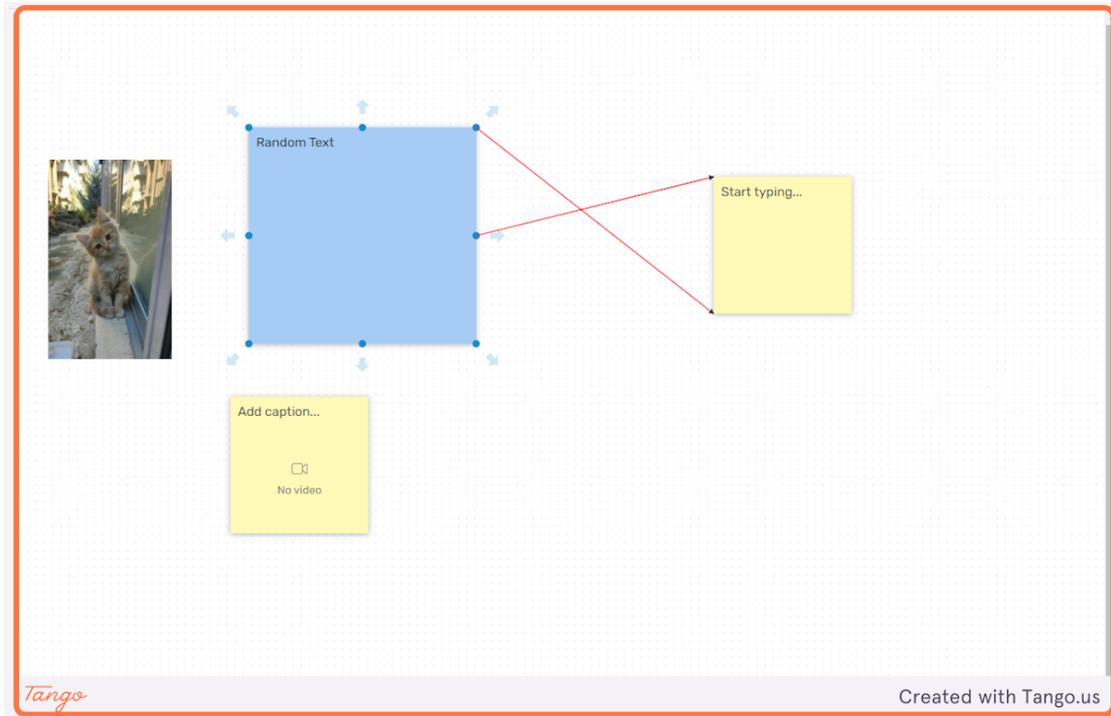
42. Enter the image link to the input field and click on “Attach” to upload the image.



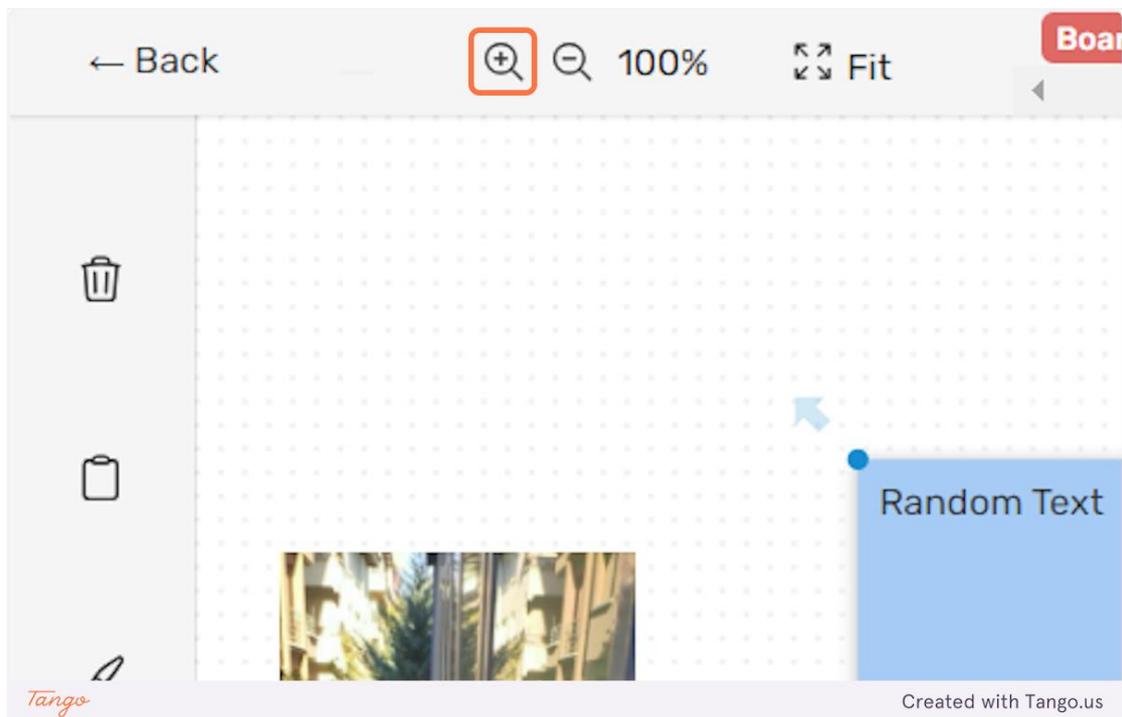
43. Click on the “trashcan” icon to delete the background image.



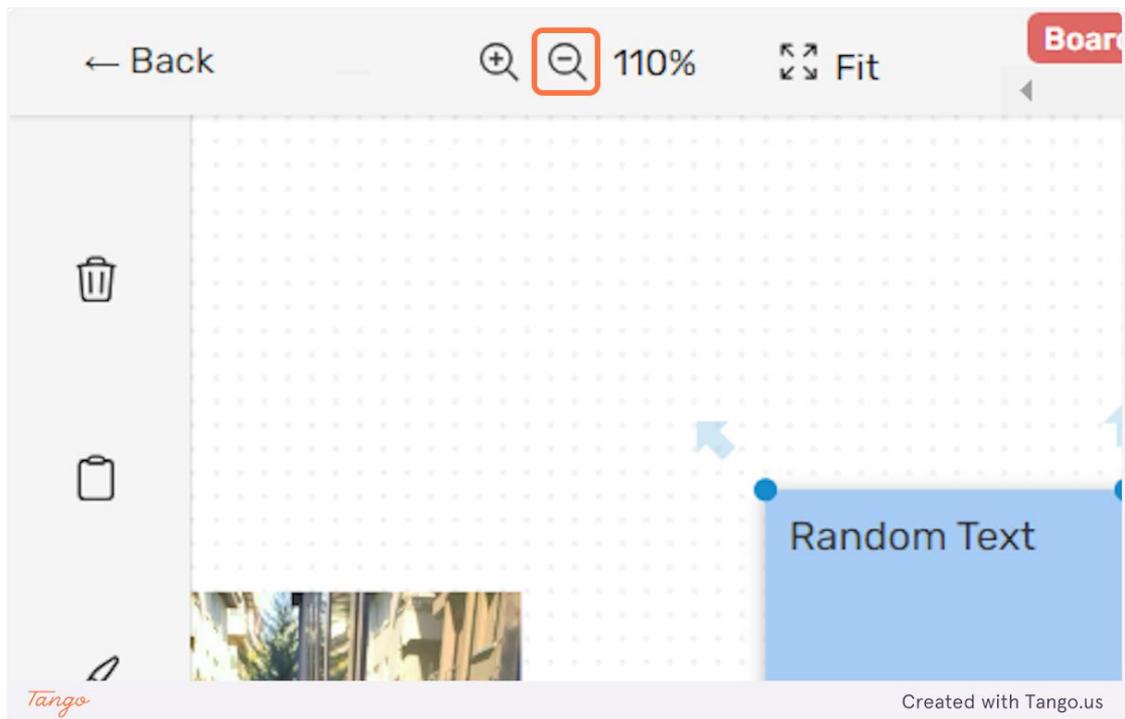
44. At the top of the screen there are some other options for the board.



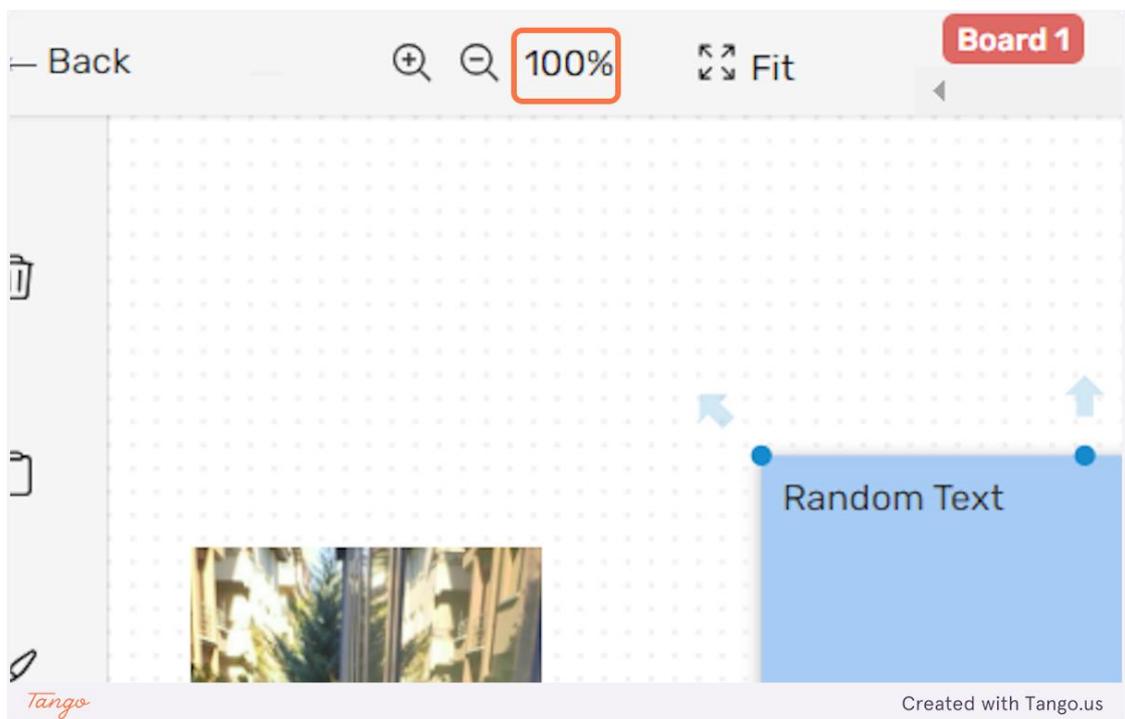
45. Click on the "Magnifying glass +" to zoom in.



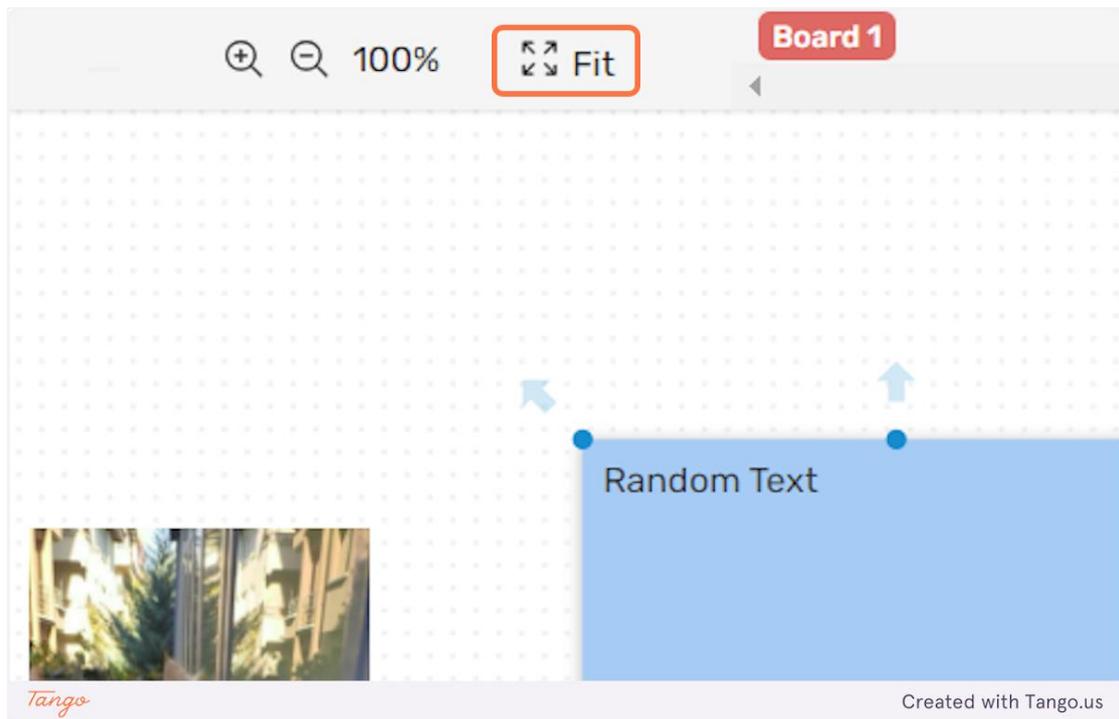
46. Click on the "Magnifying glass -" to zoom out.



47. You can see the screen ratio here



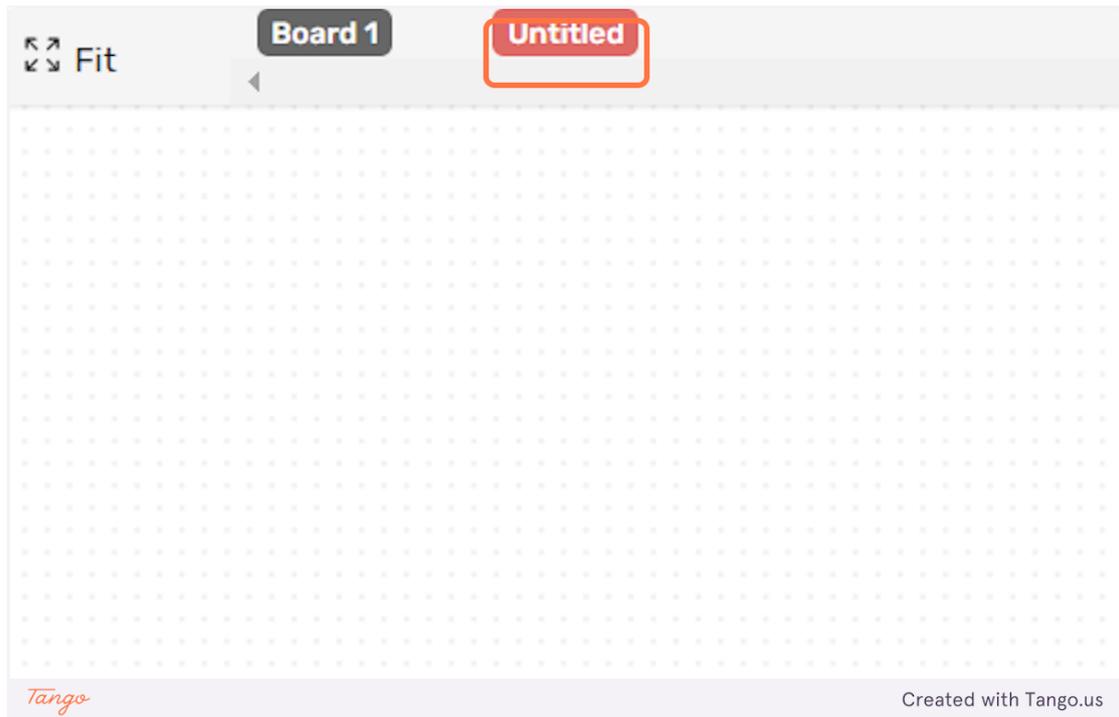
48. Click on "Fit" to fit the board content to your screen.



49. Click on "Add new +" to create a new board screen.



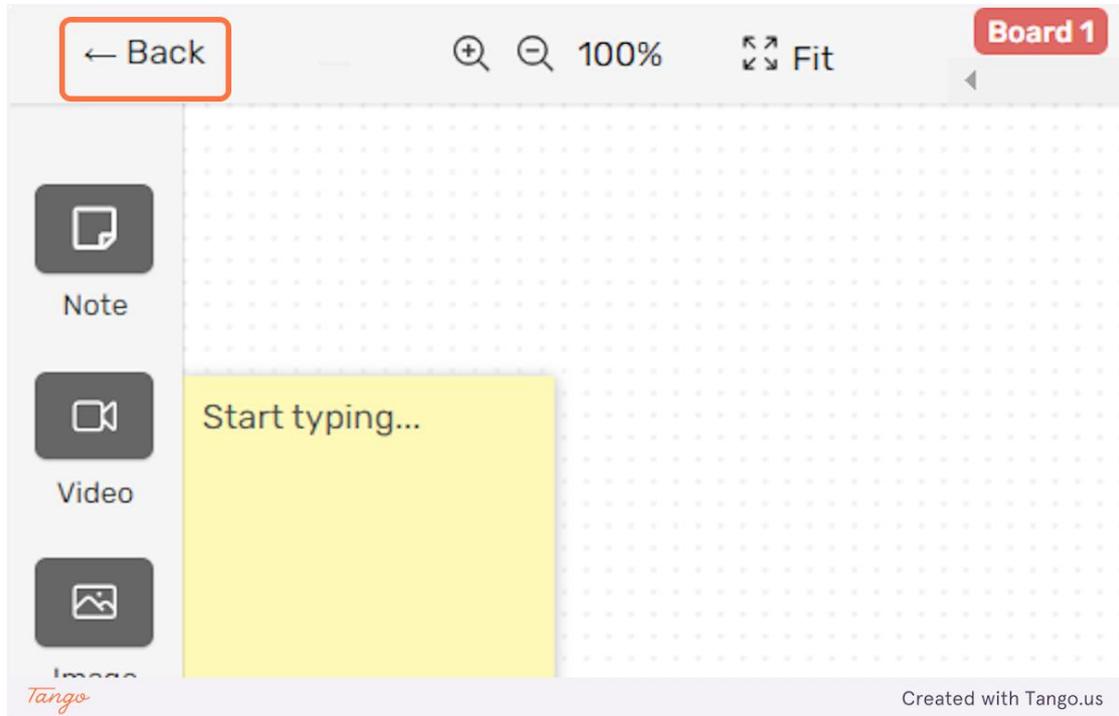
50. You can switch between board screens by clicking on their names. You can also reorder them by dragging them around.



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



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

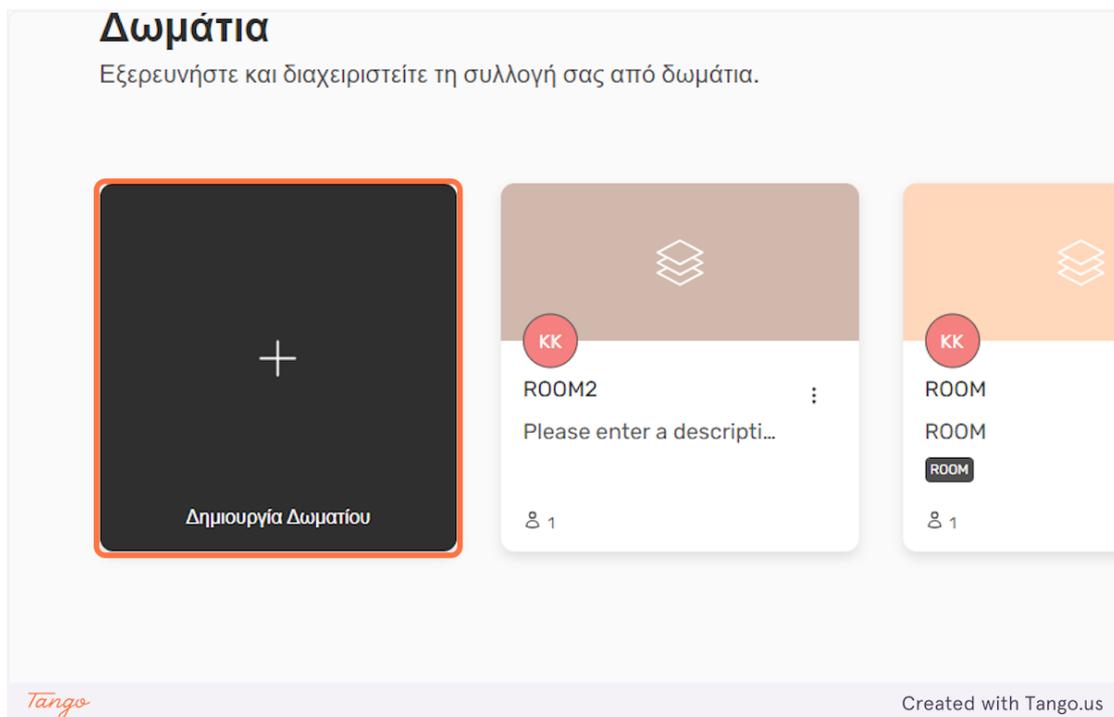


Teachers: Creating a course and managing it

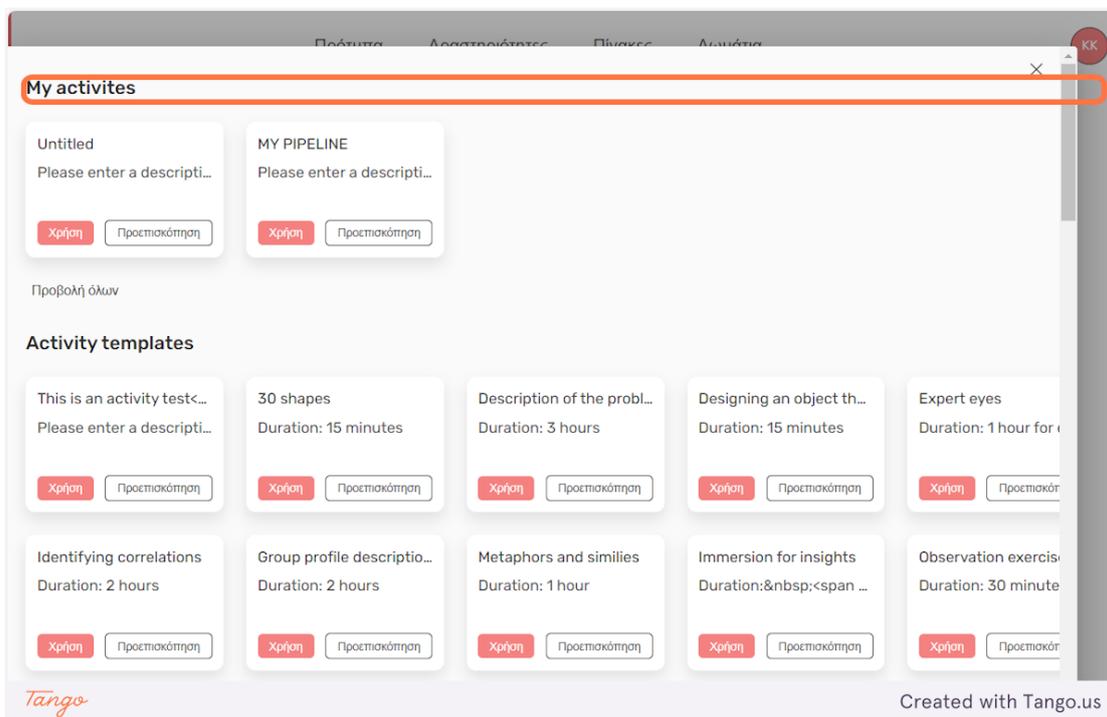
1. Click on "Δωμάτια".



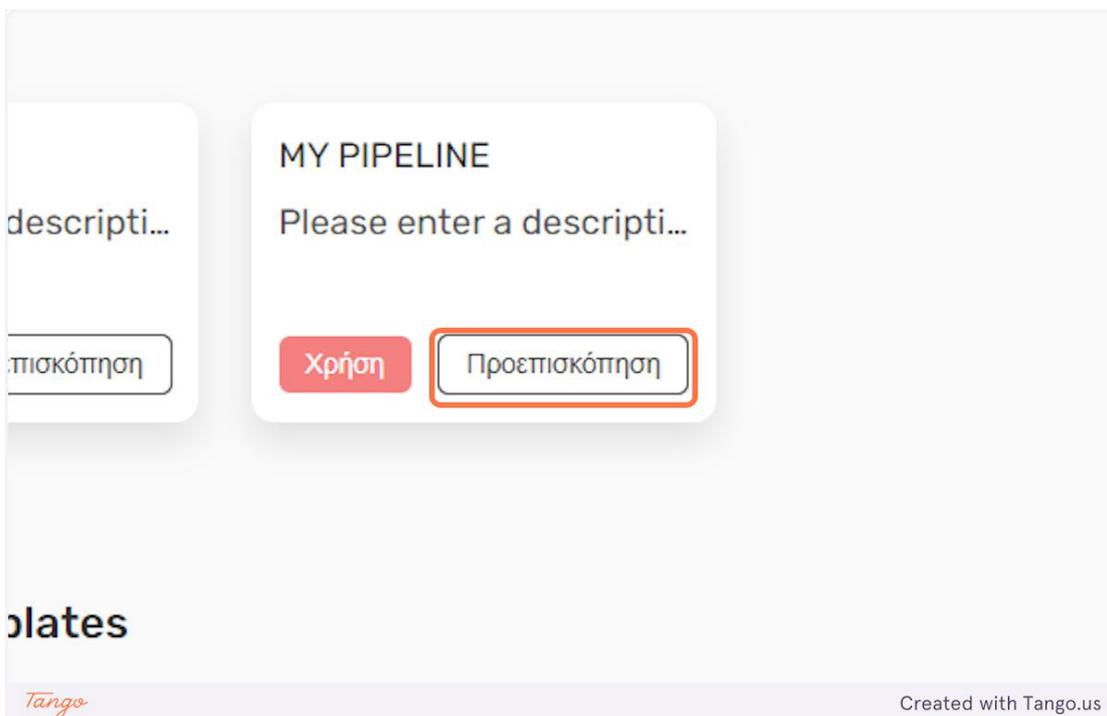
2. Click on "Δημιουργία Δωματίου" to create a new room.



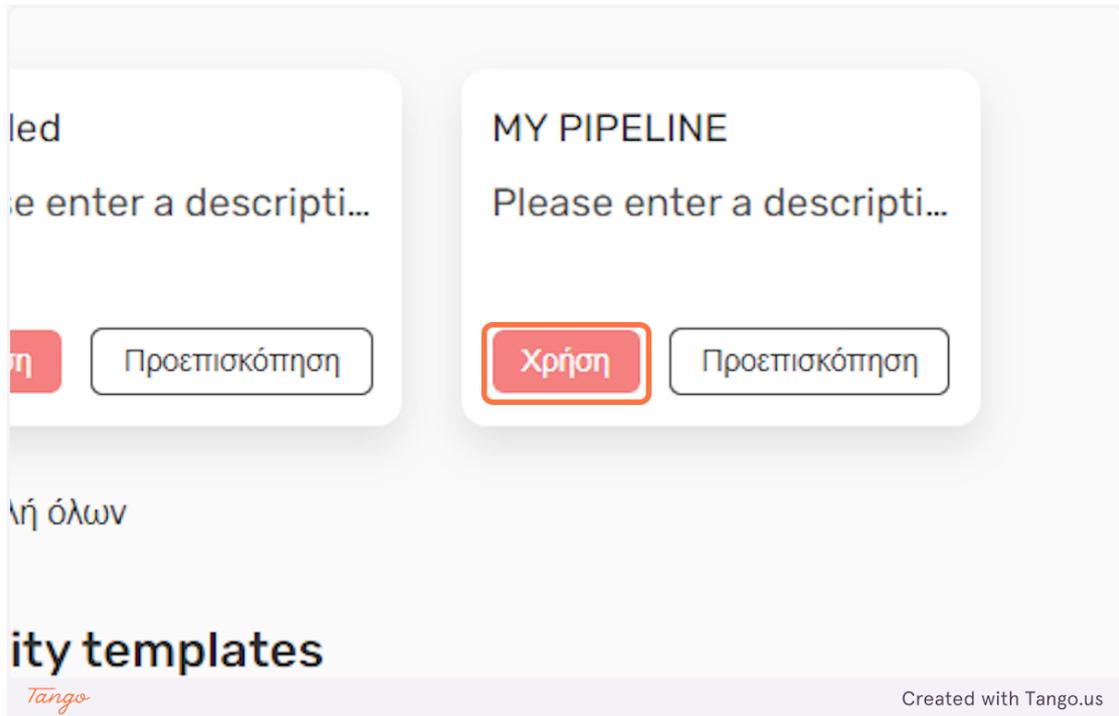
3. In order to create a room, you need to pick an activity. You can either select one of your own or one of the available template activities.



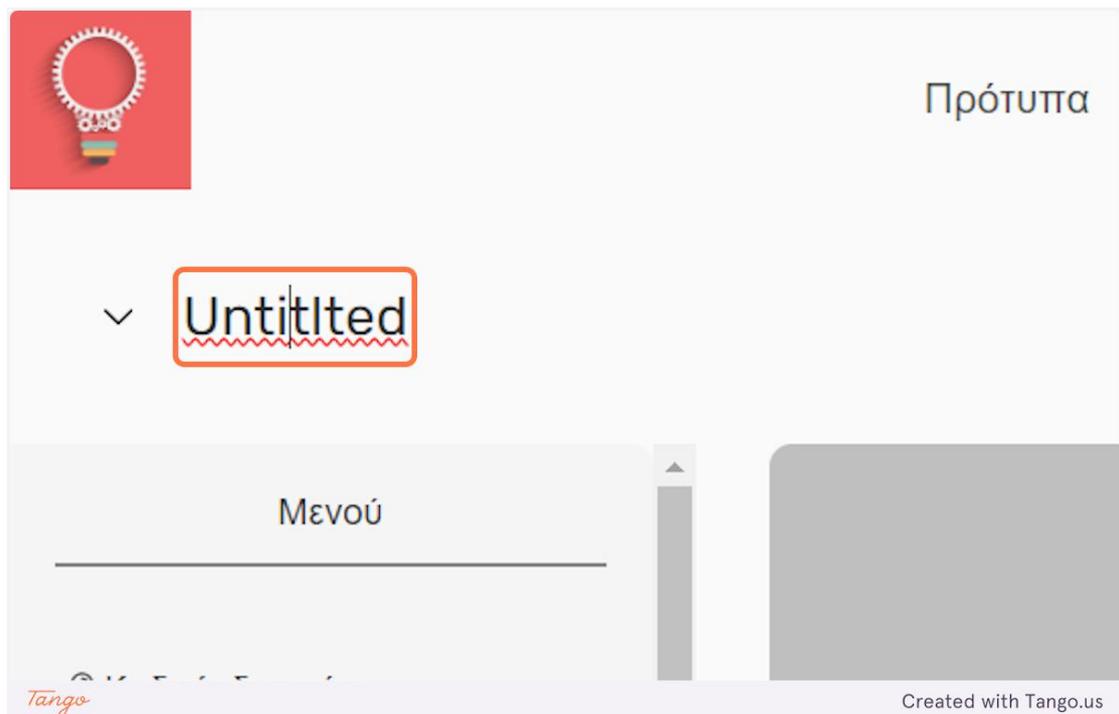
4. Before selecting an activity, you can press the "Προεπισκόπηση" button to preview its content.



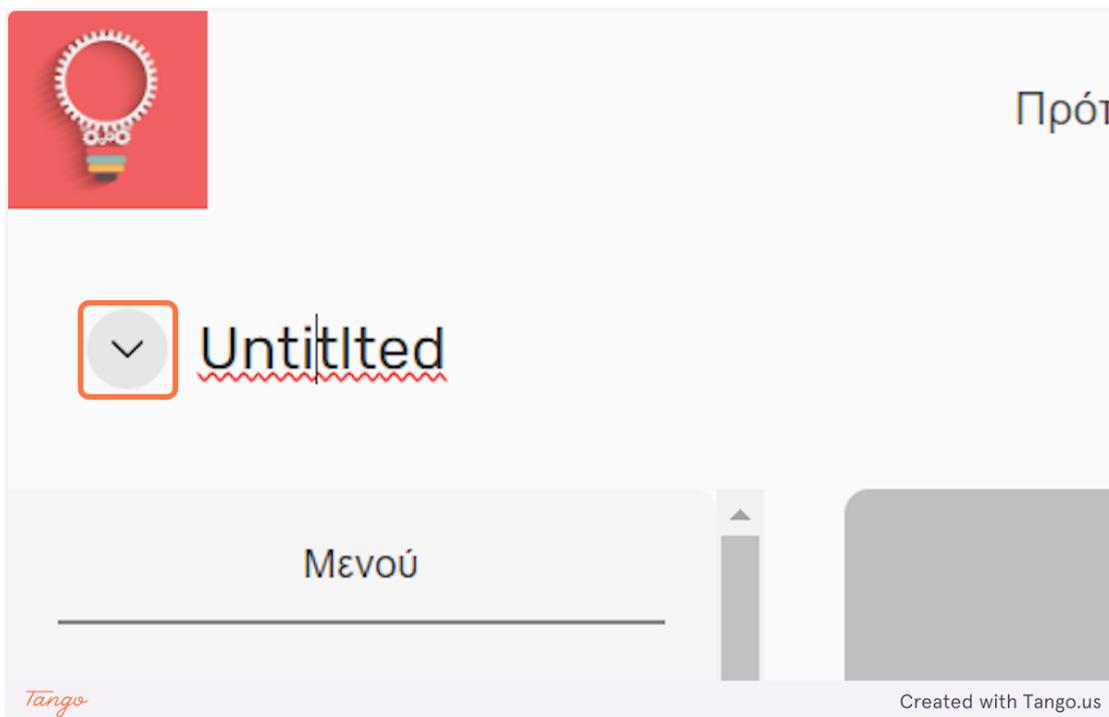
5. Once you have decided on which activity to use press the "Χρήση" button to create a room with the selected activity.



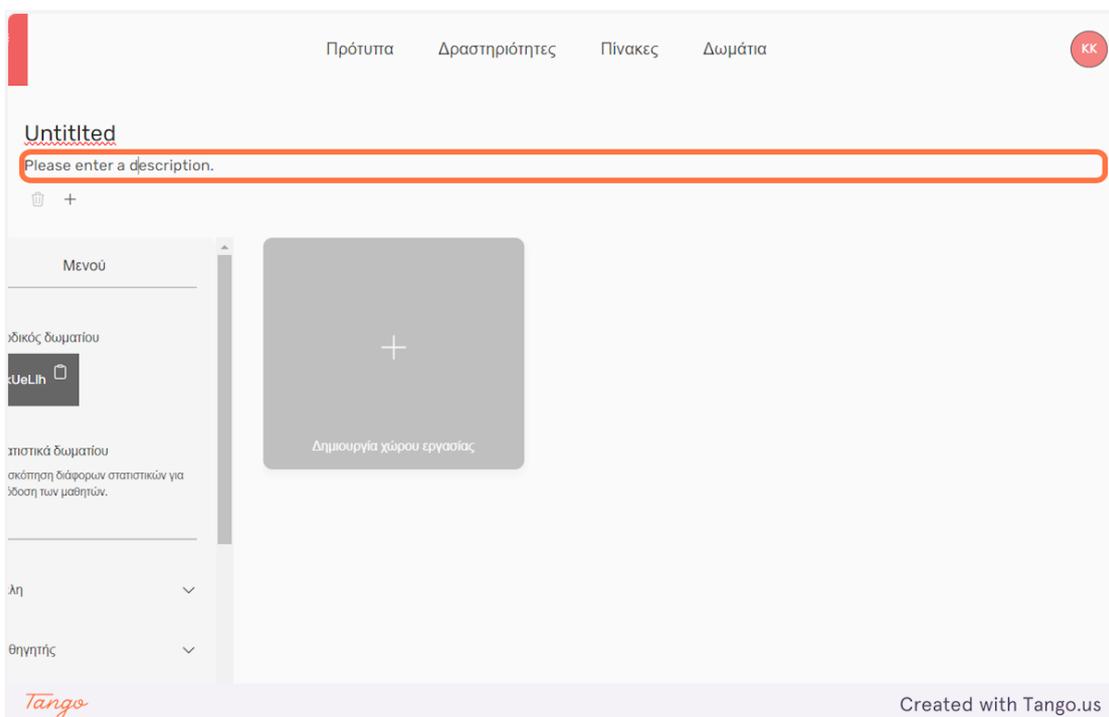
6. You can edit the name of the room by clicking on the "Untitled" text.



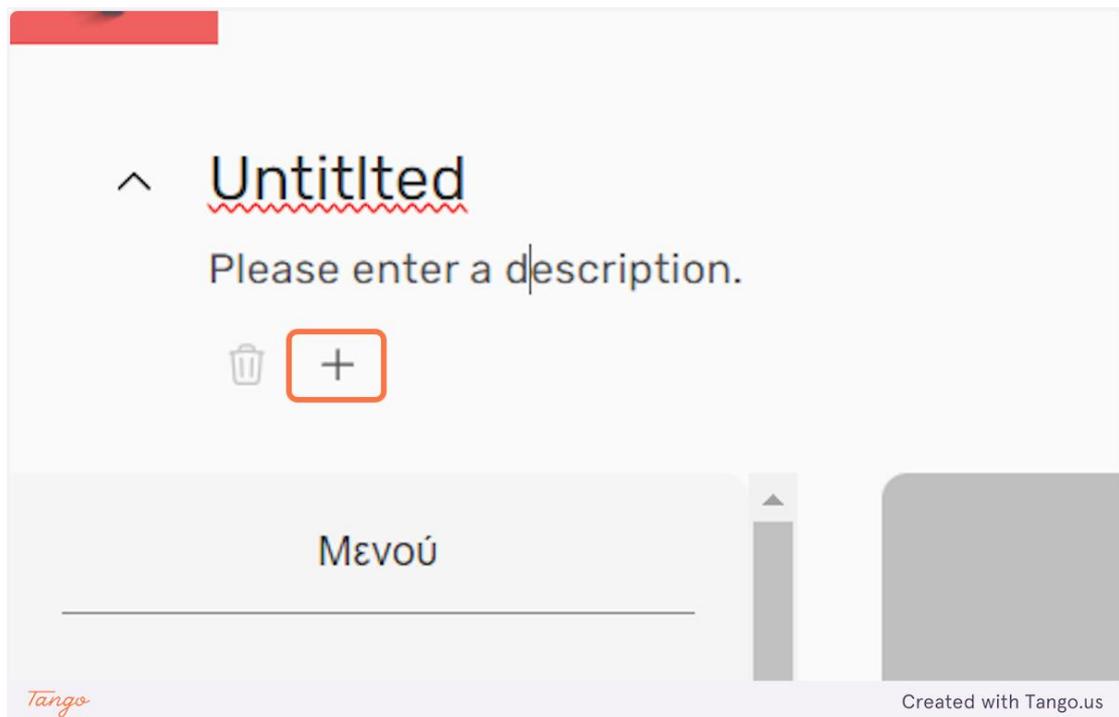
7. Click on the "Arrow" button next to the room name, to further edit the room details.



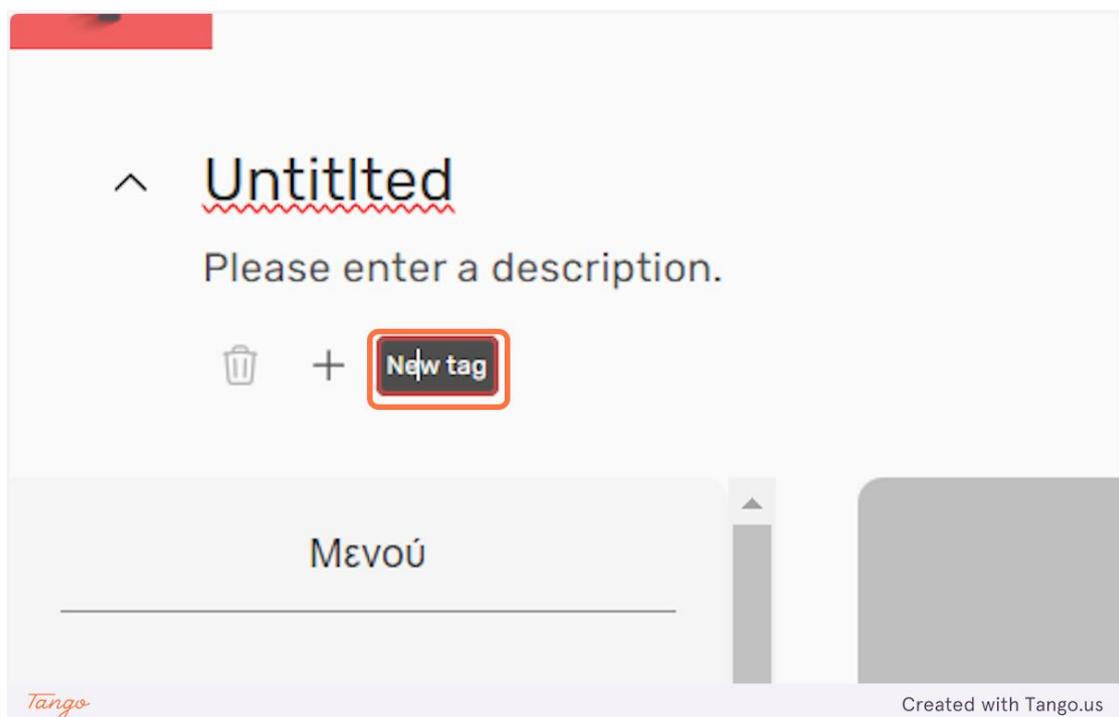
8. You can edit the room description here.



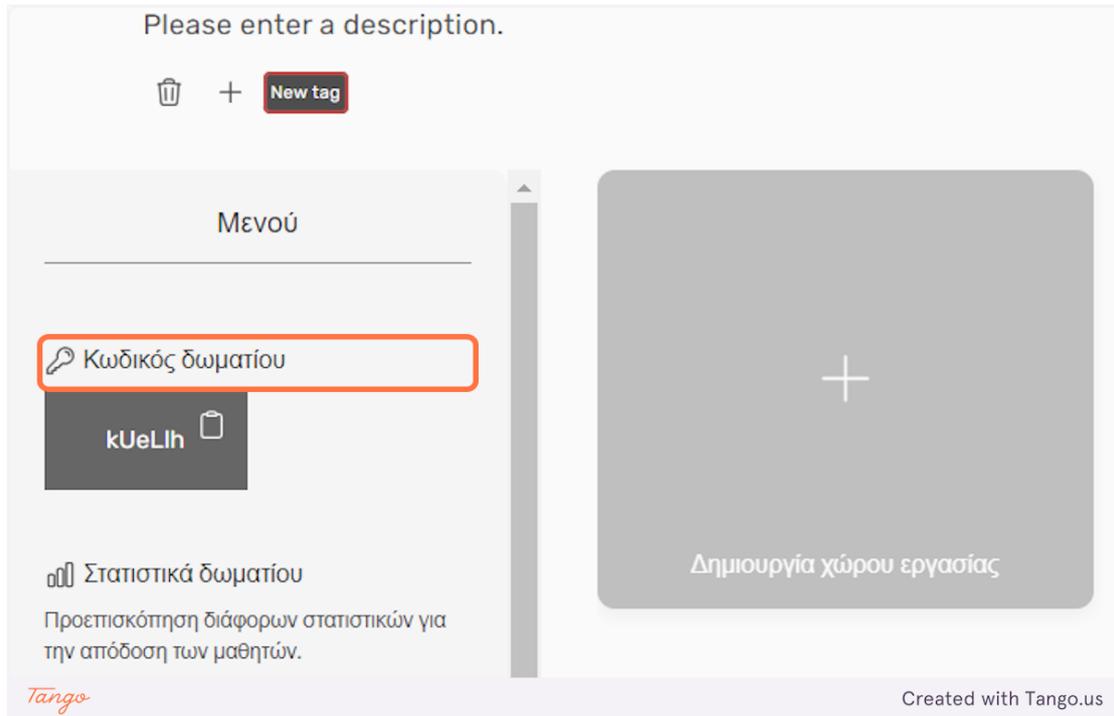
9. Press the "+" button to add tags to the room.



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



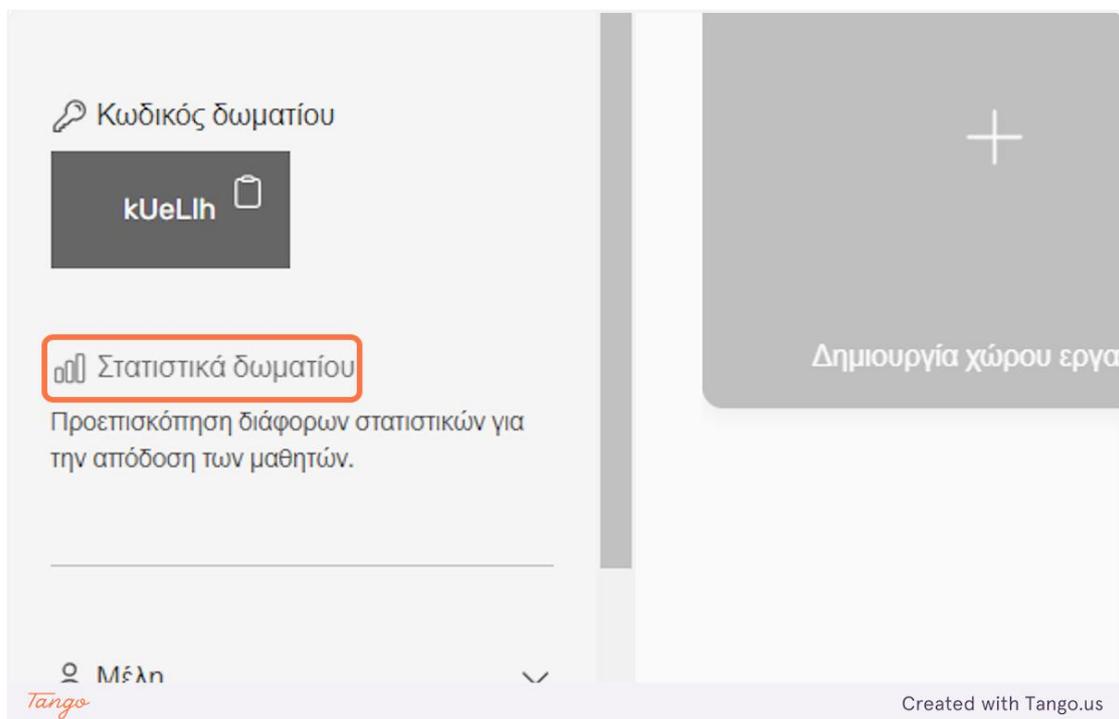
11. Each room has its own unique code. Share your room code with your student to have access to it.



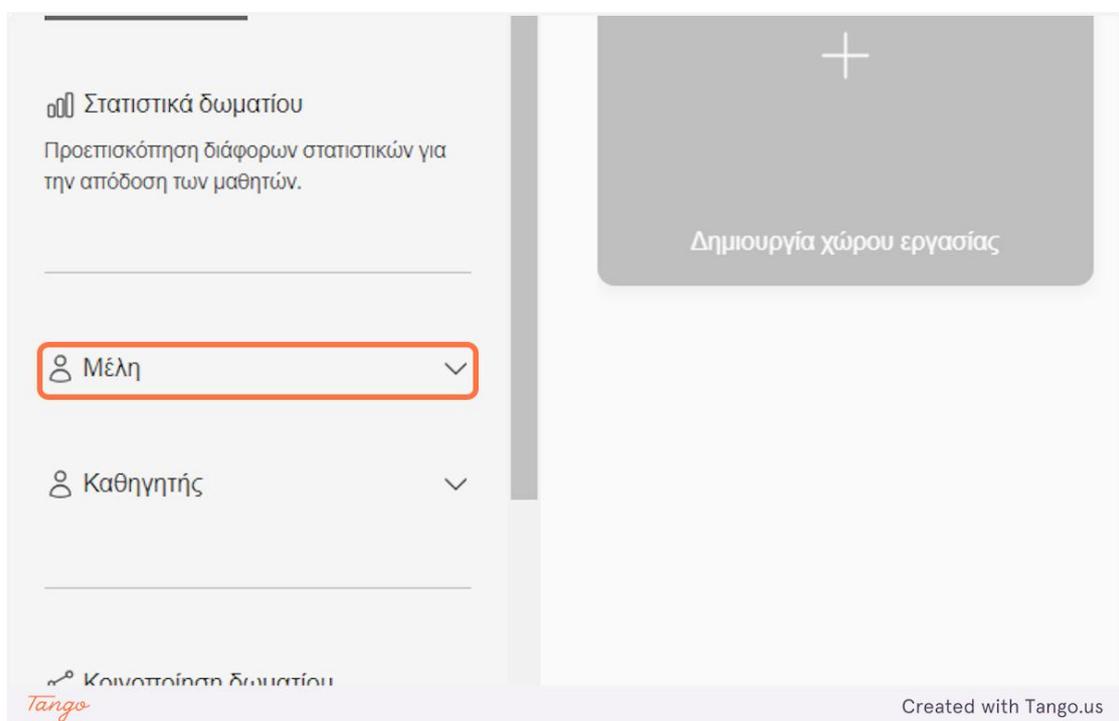
12. Click on the room code to copy it to your clipboard.



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.

την αποδοση των μαθητων.

Μέλη

Δεν υπάρχουν ακόμα μέλη

Καθηγητής

Κοινοποίηση δωματίου

Κοινοποιήστε τη διαχείριση του δωματίου με έναν άλλον καθηγητή.

Δημιουργία χώρου εργασίας

Tango Created with Tango.us

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

KostasTeacherAcc

Κοινοποίηση δωματίου

Κοινοποιήστε τη διαχείριση του δωματίου με έναν άλλον καθηγητή.

Κοινοποίηση

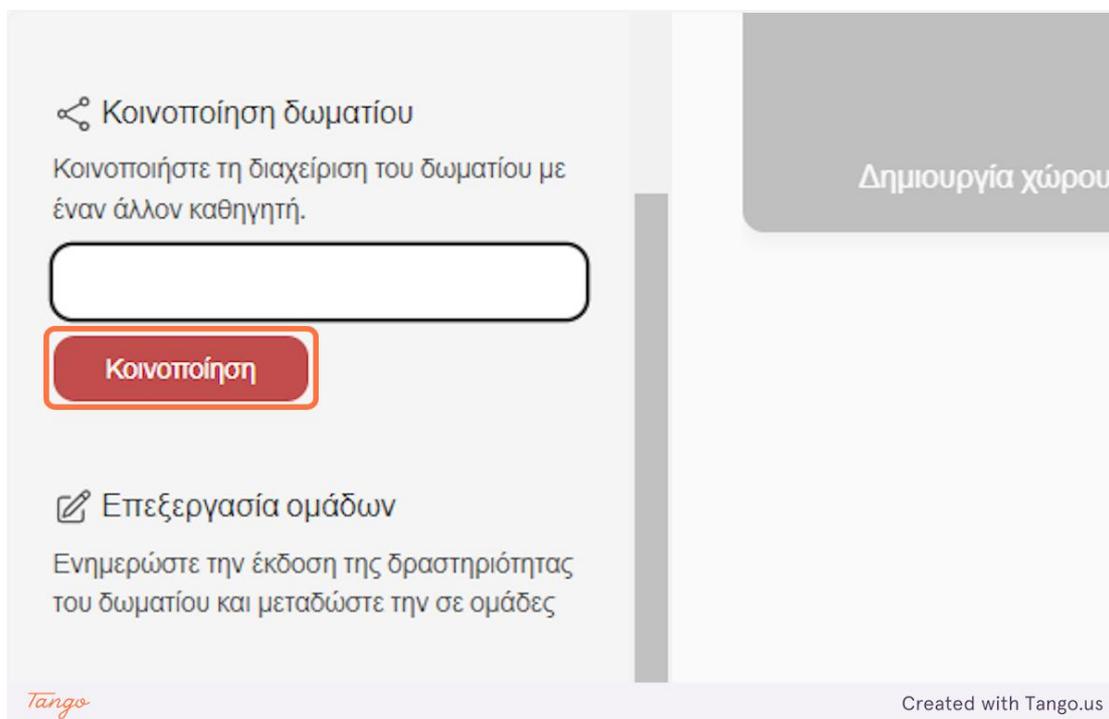
Επεξεργασία ομάδων

Ενημερώστε την έκδοση της δραστηριότητας του δωματίου και μεταδώστε την σε ομάδες

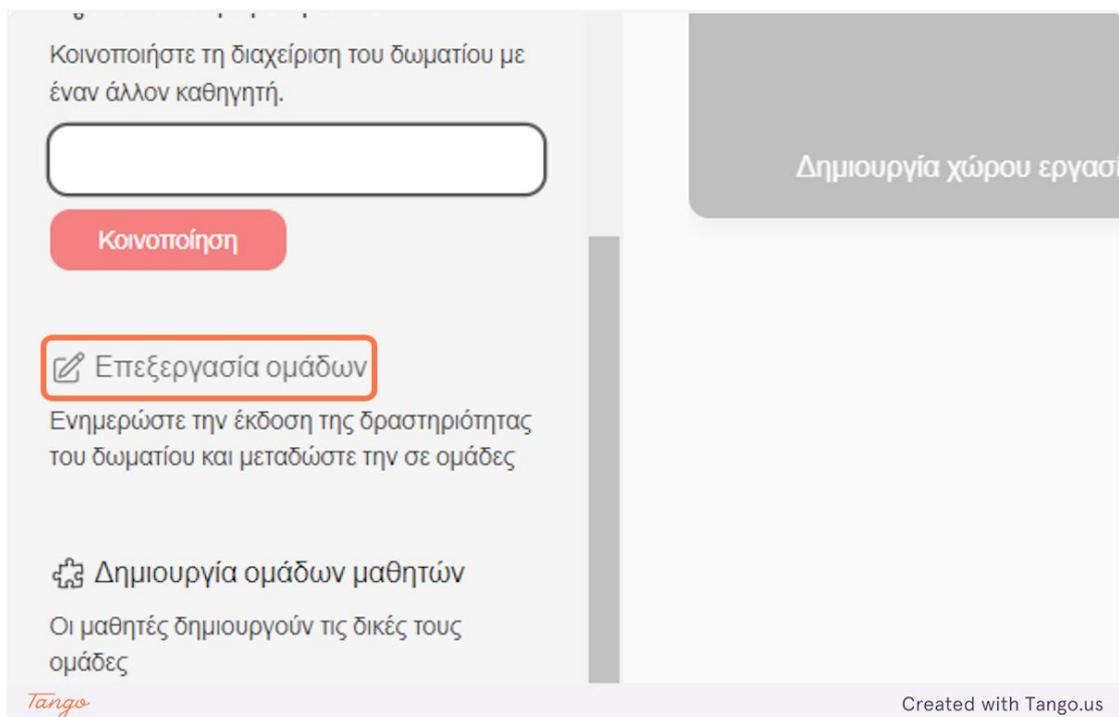
Δημιουργία χώρου εργασίας

Tango Created with Tango.us

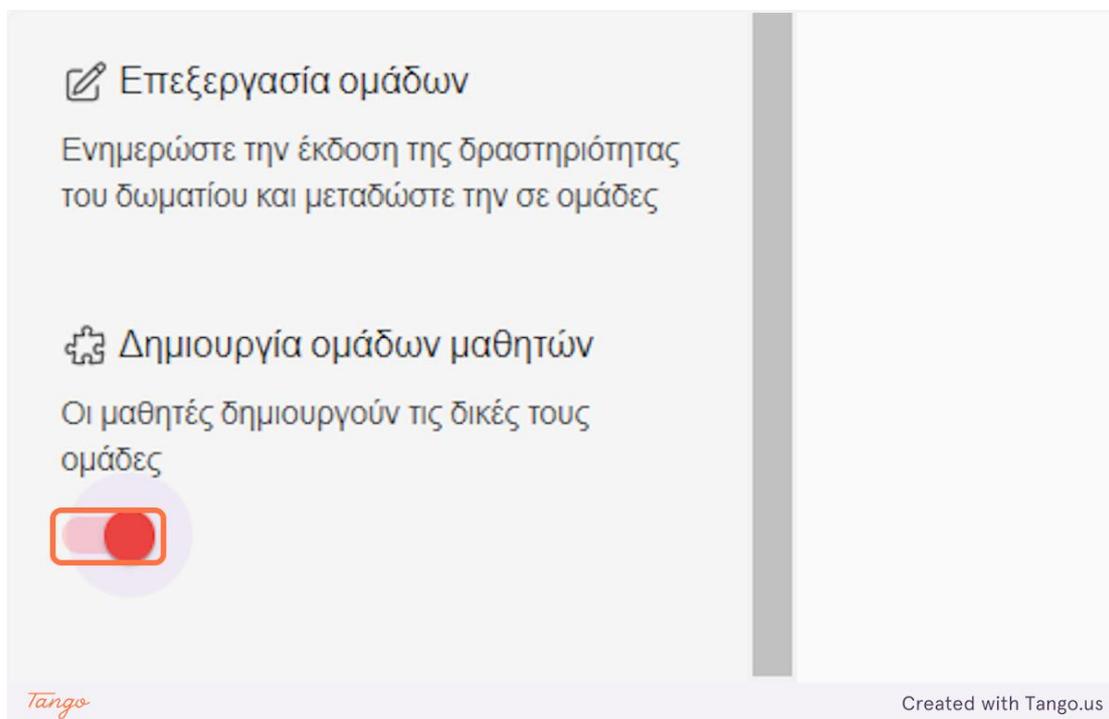
17. Fill the username of the teacher you want to share the room with, in the input field and click on "Κοινοποίηση" to give them access to the room.



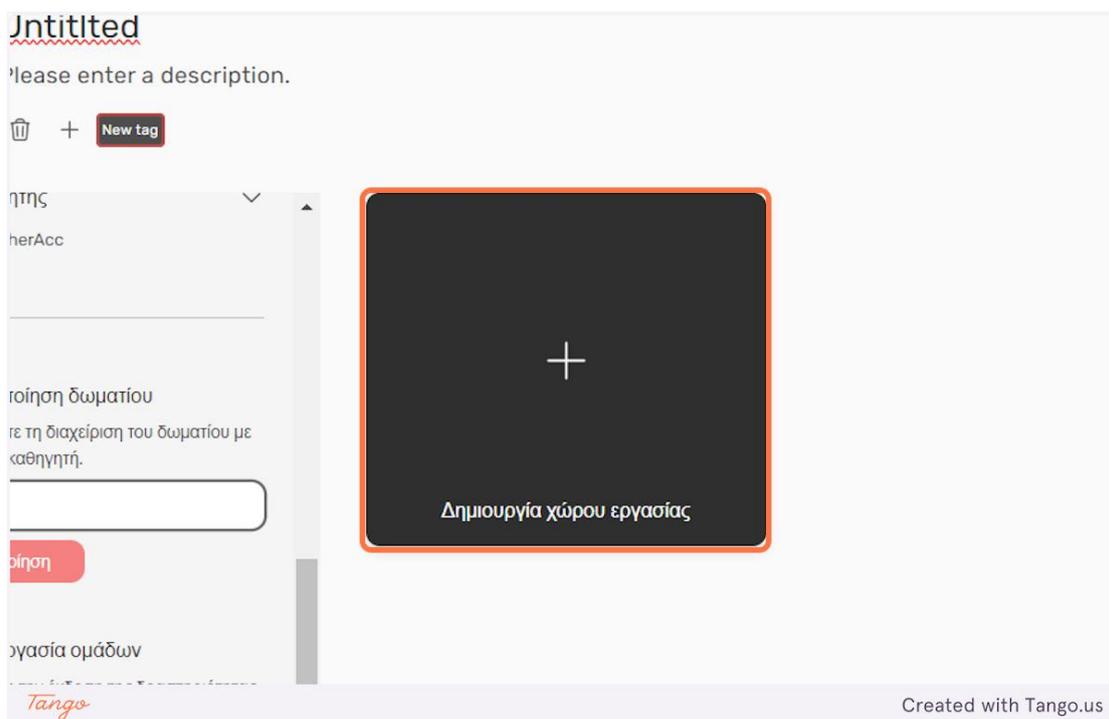
18. Click on "Επεξεργασία ομάδων" to edit the room activity and broadcast the change to all teams. Keep in mind that any changes will reset all workspaces.



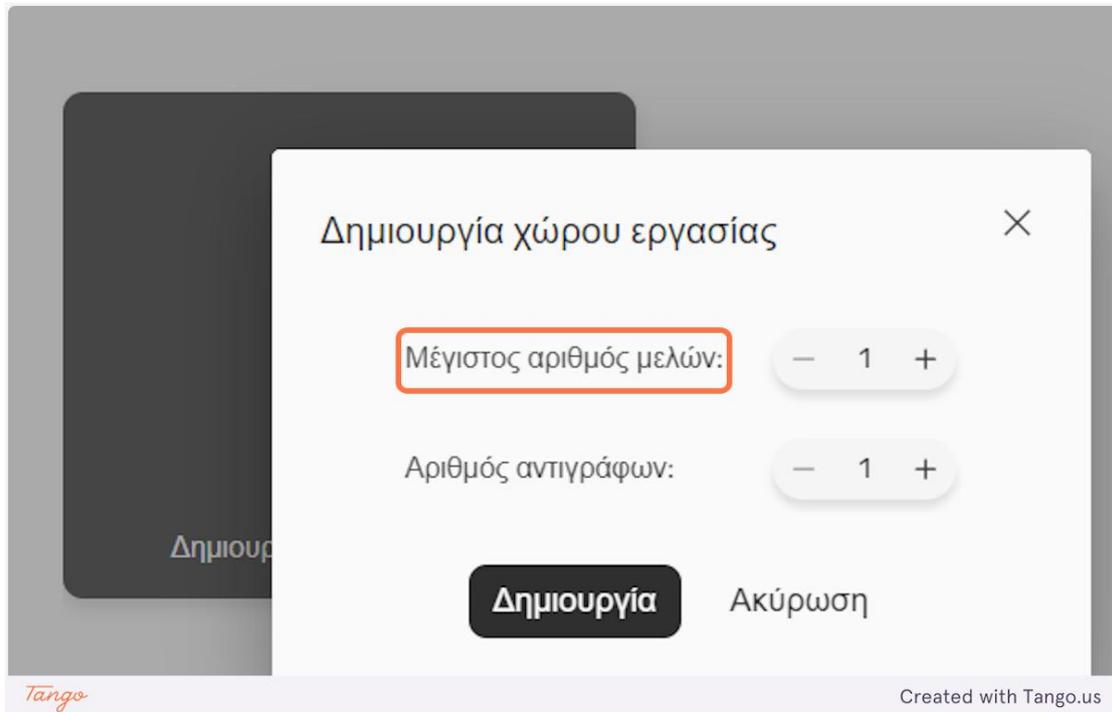
19. You can let the students create their own teams, or the teachers managing the room can create the teams themselves. Click on the toggle to switch between the different team creation methods.



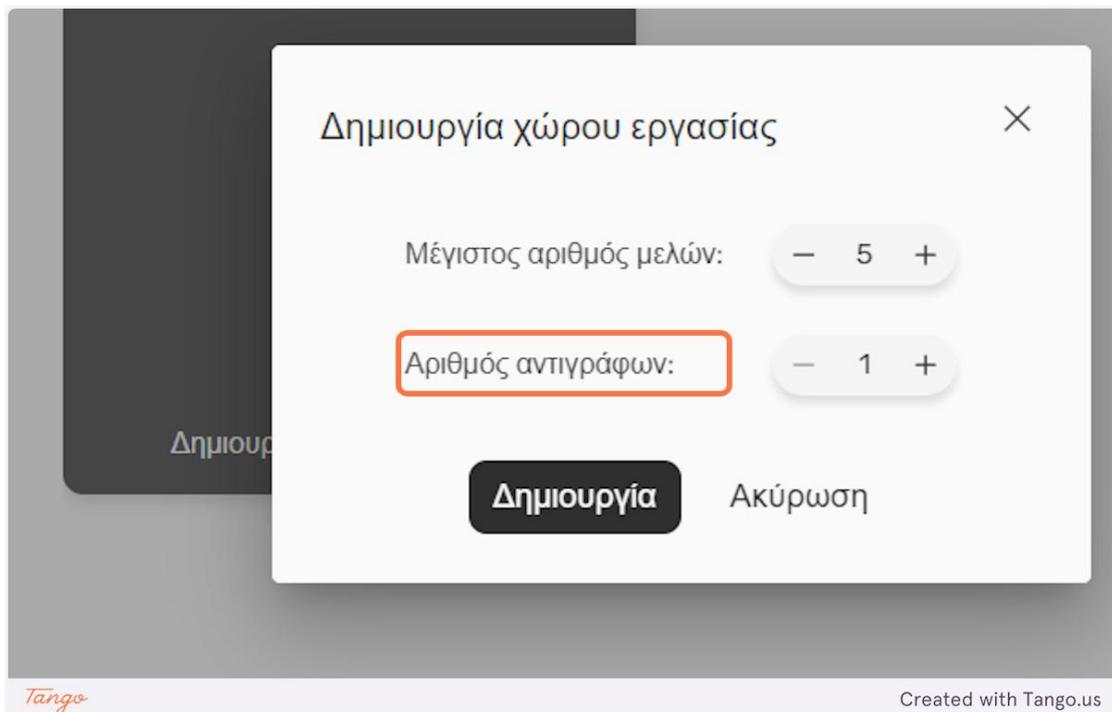
20. In the case you want to create teams by yourselves, "Click on "Δημιουργία χώρου εργασίας" to create new teams.



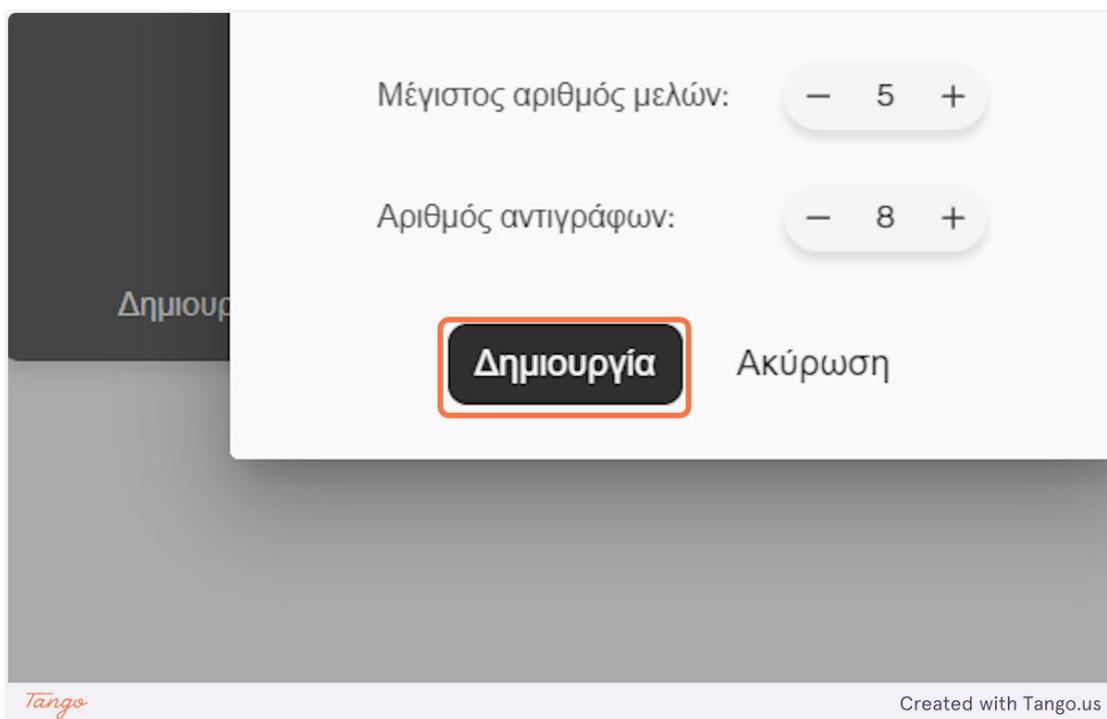
21. You can adjust the maximum number of students within a team by pressing the "+" and "-" buttons.



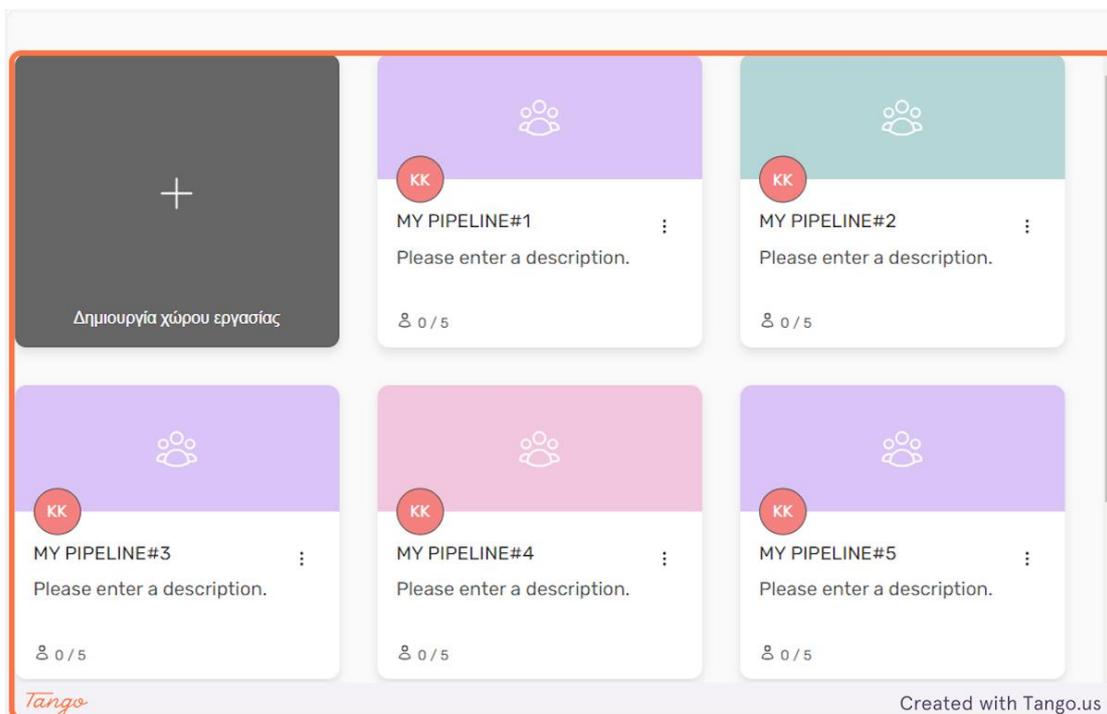
22. You can adjust the number of teams that will be created by pressing the "+" and "-" buttons.



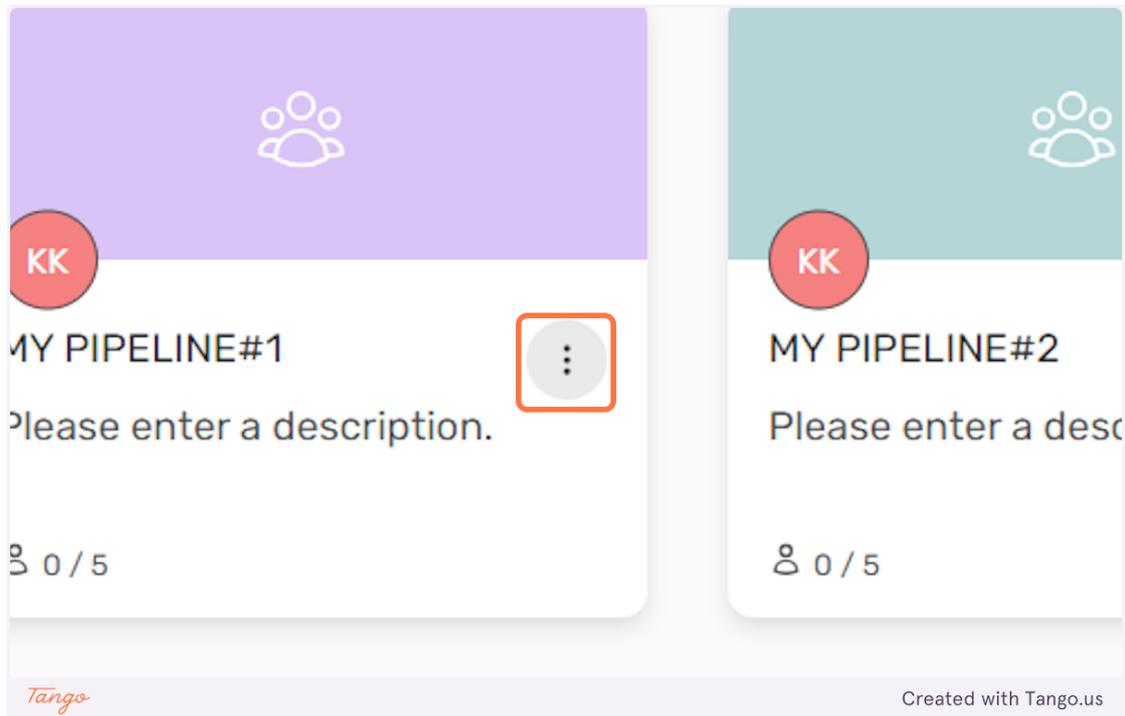
23. Click on "Δημιουργία" to create the teams or press "Ακύρωση" to go back.



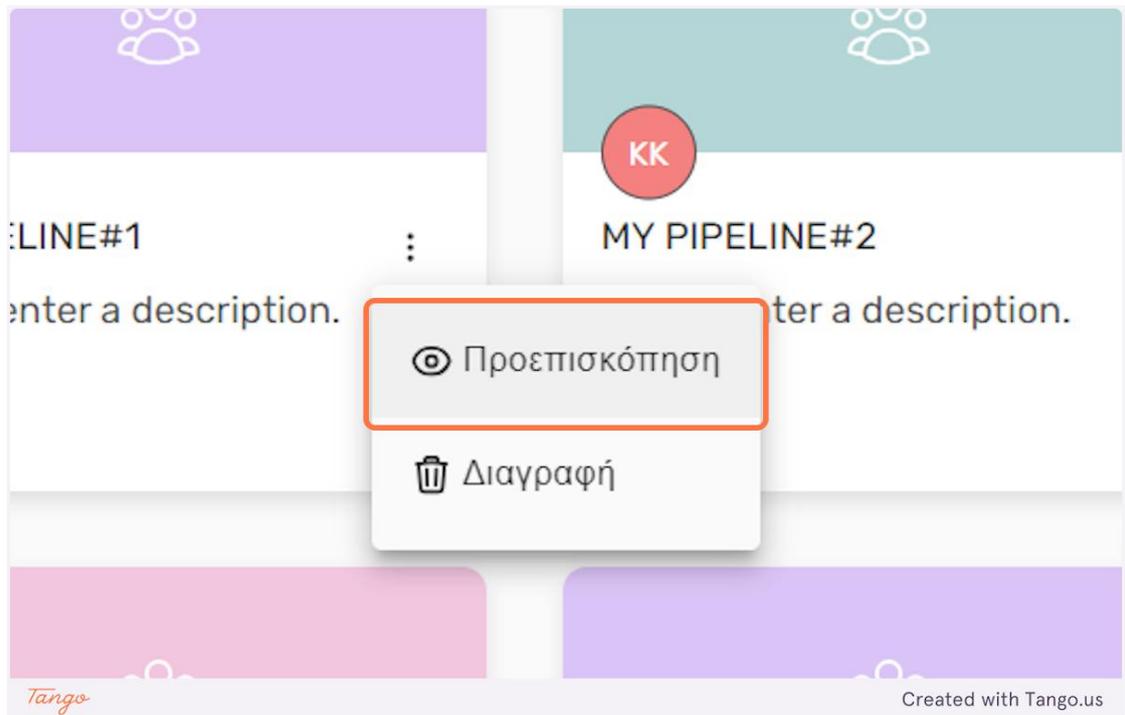
24. Here we have all the newly created teams. Each team is represented by a "team card".



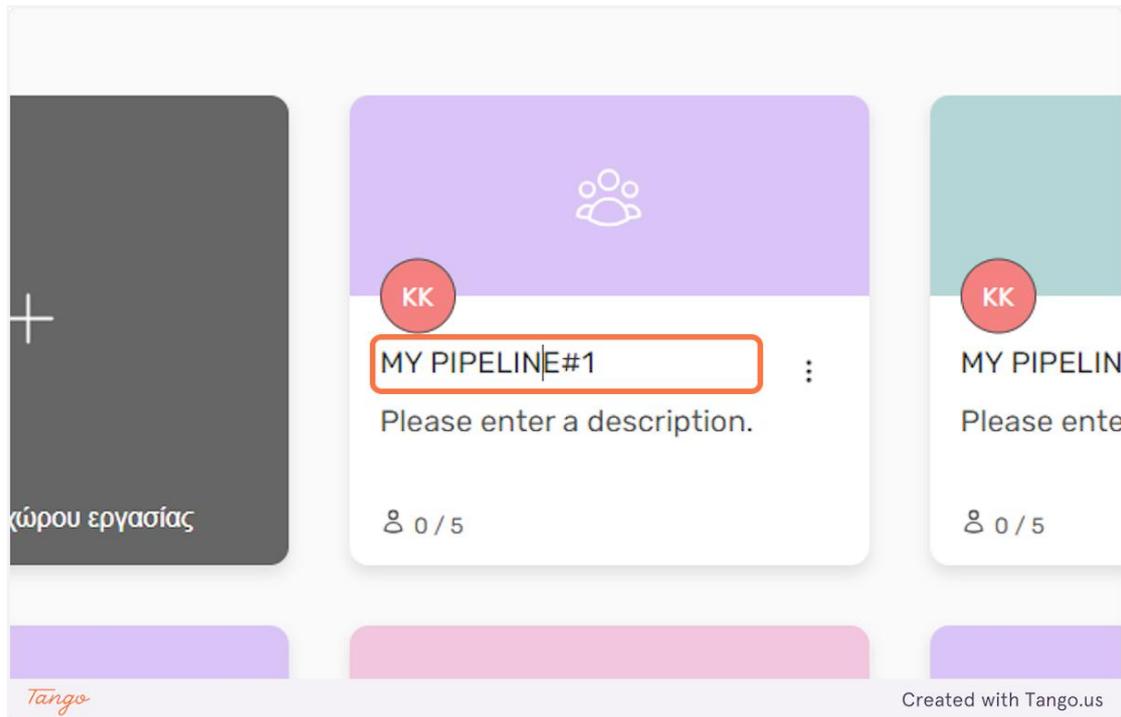
25. Click on the "dots" icon on a team card to access some extra options about the selected team.



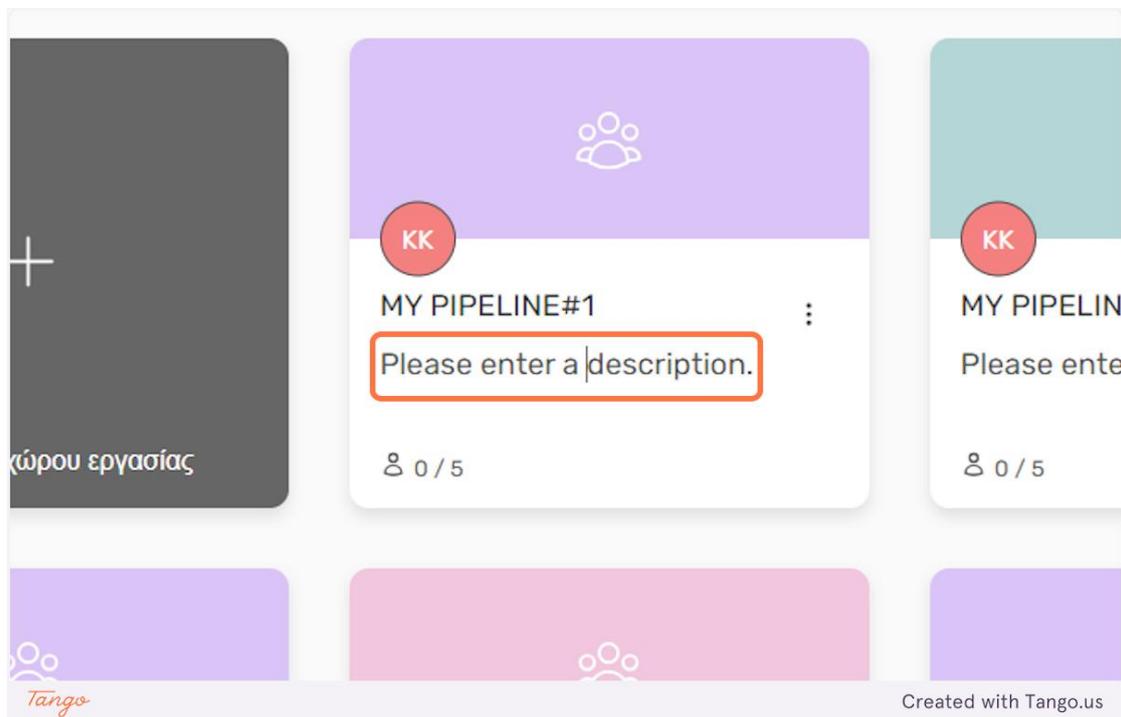
26. Click on "Προεπισκόπηση" to preview the progress of the selected team or you can click on "Διαγραφή" to delete the selected team.



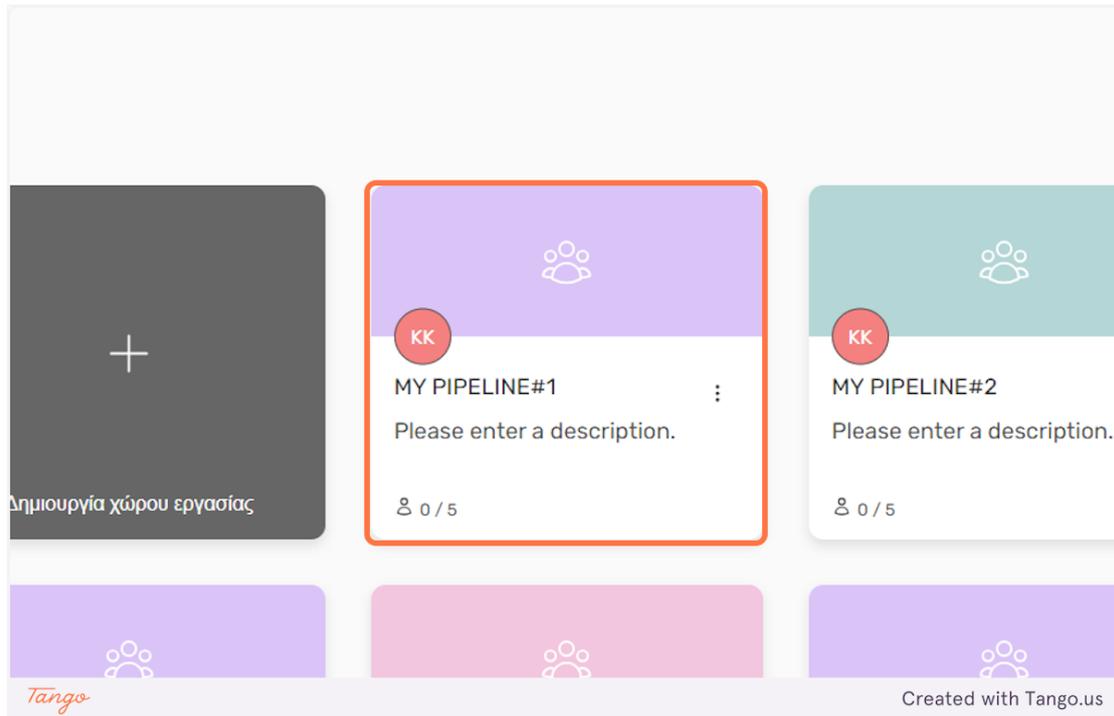
27. You can edit the name of each team by clicking on it.



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

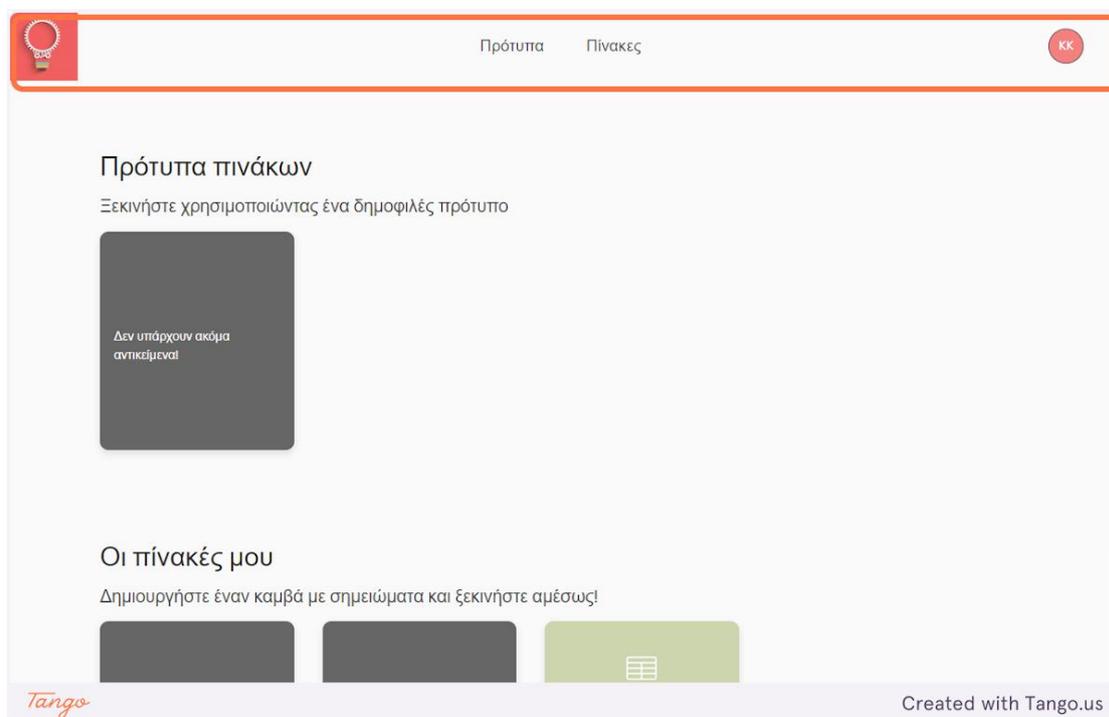


29. At the bottom left of a team card you can see how many members have joined that team.

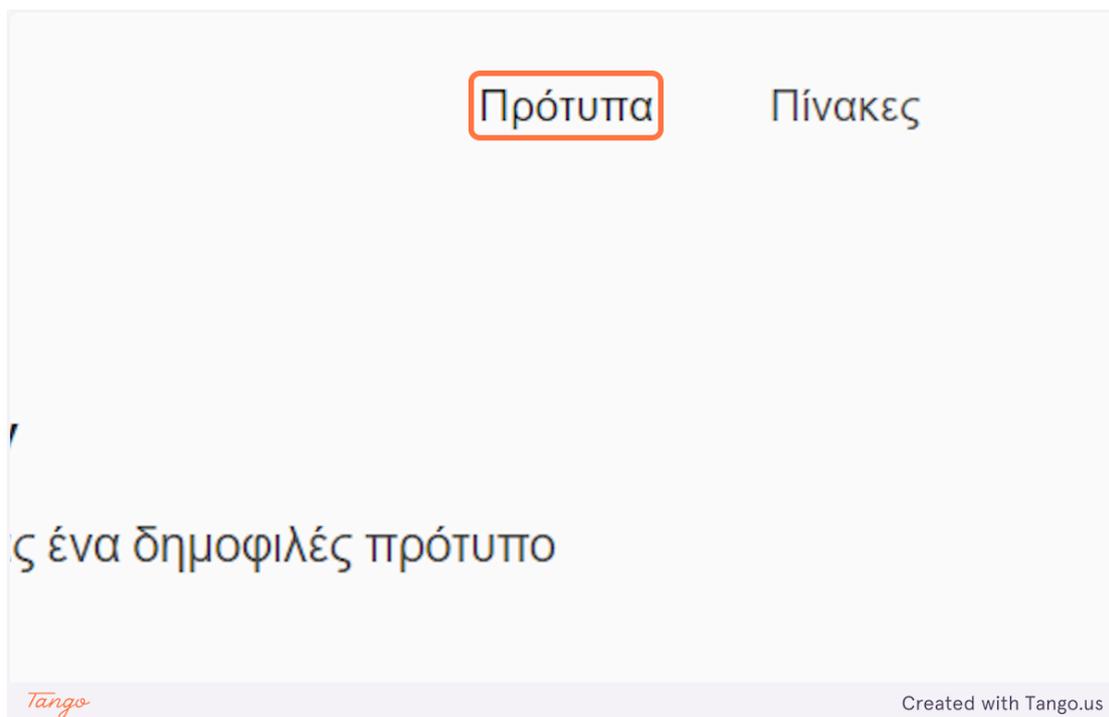


Professionals: Creating and joining a board

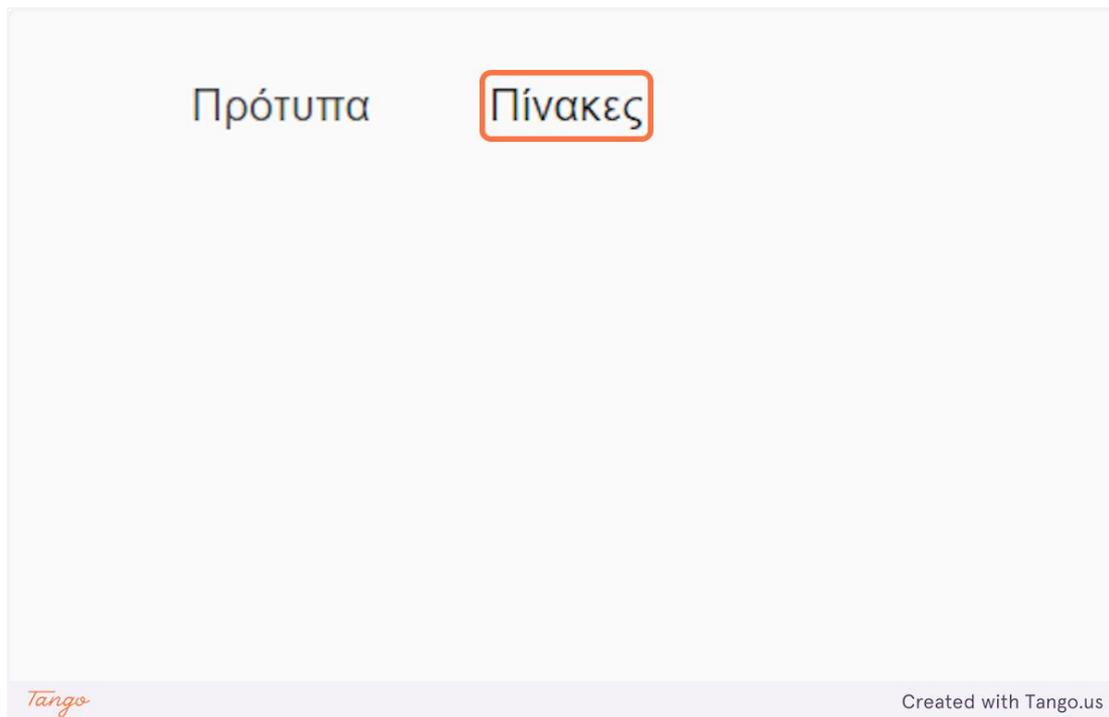
1. Professional accounts have access only to the board functions of the platform.



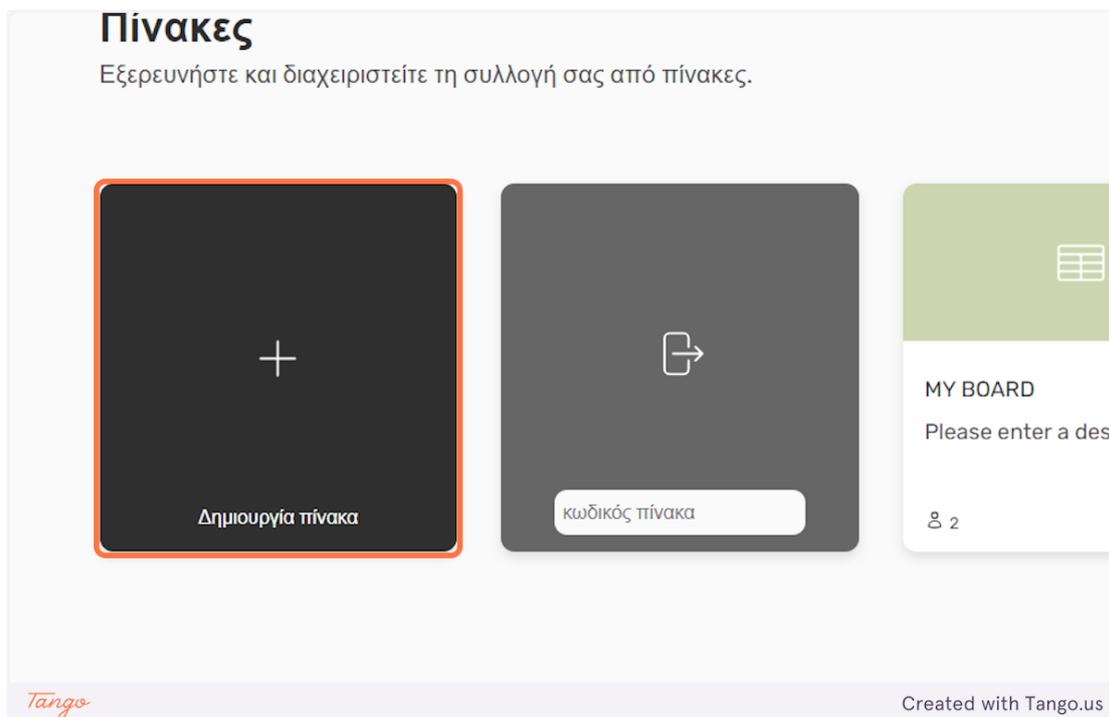
2. Click on "Πρότυπα" to view all available board templates.



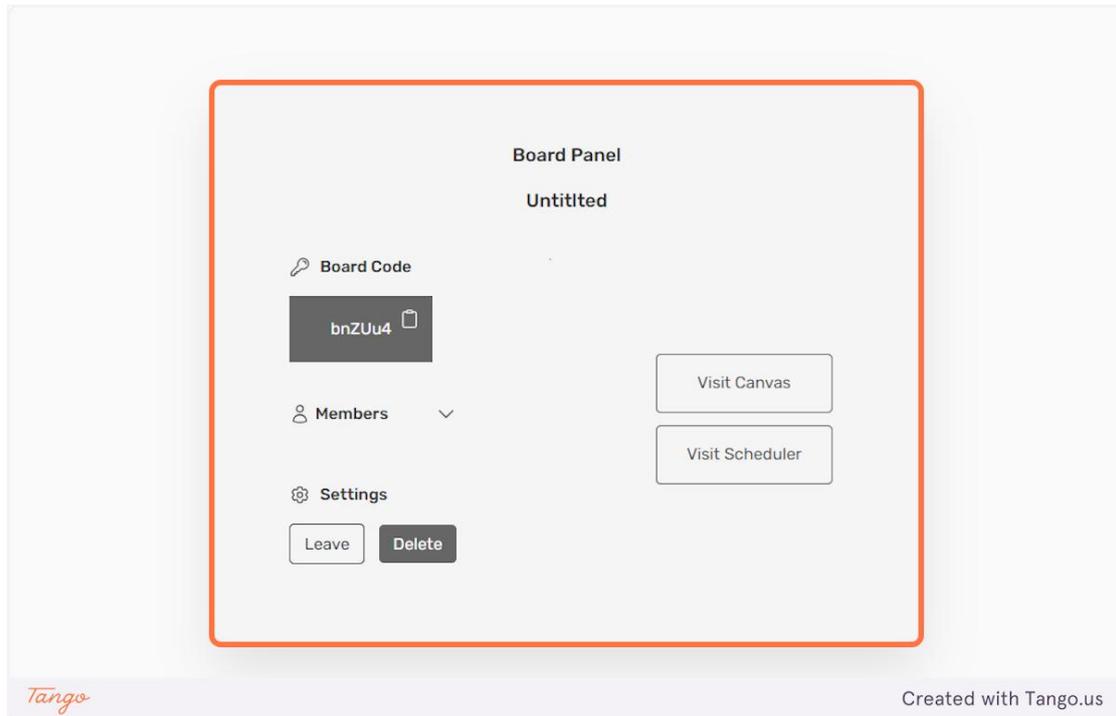
3. Click on "Πίνακες" to view the boards you are a member of.



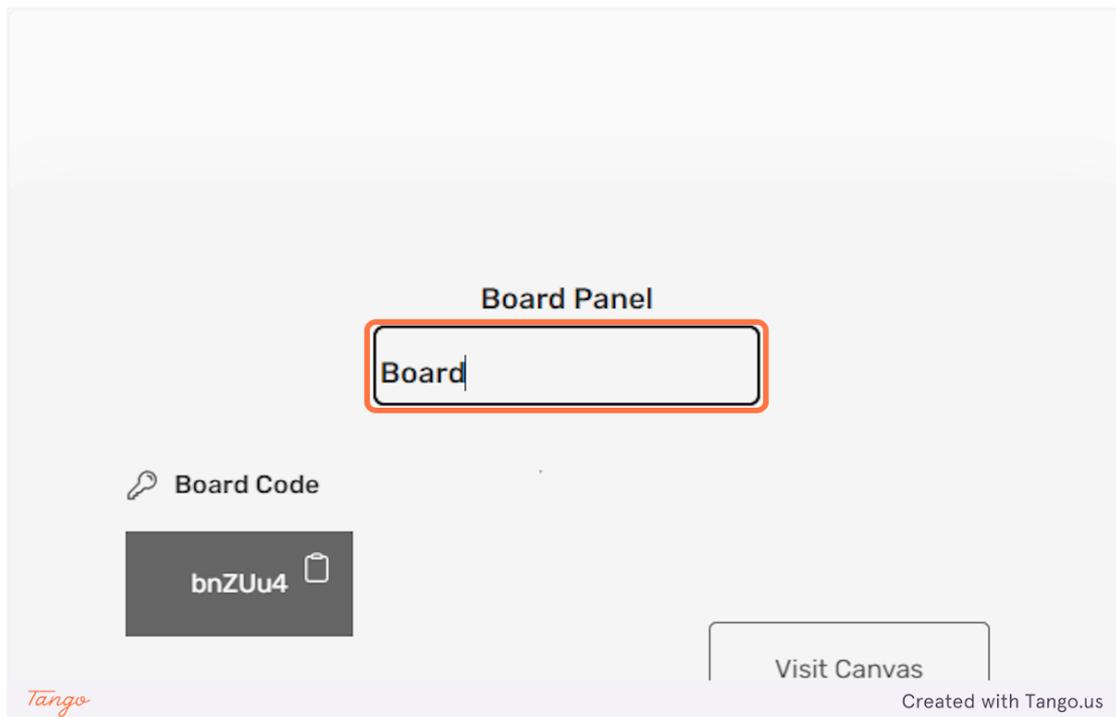
4. Click on "Δημιουργία πίνακα" to create a new board.



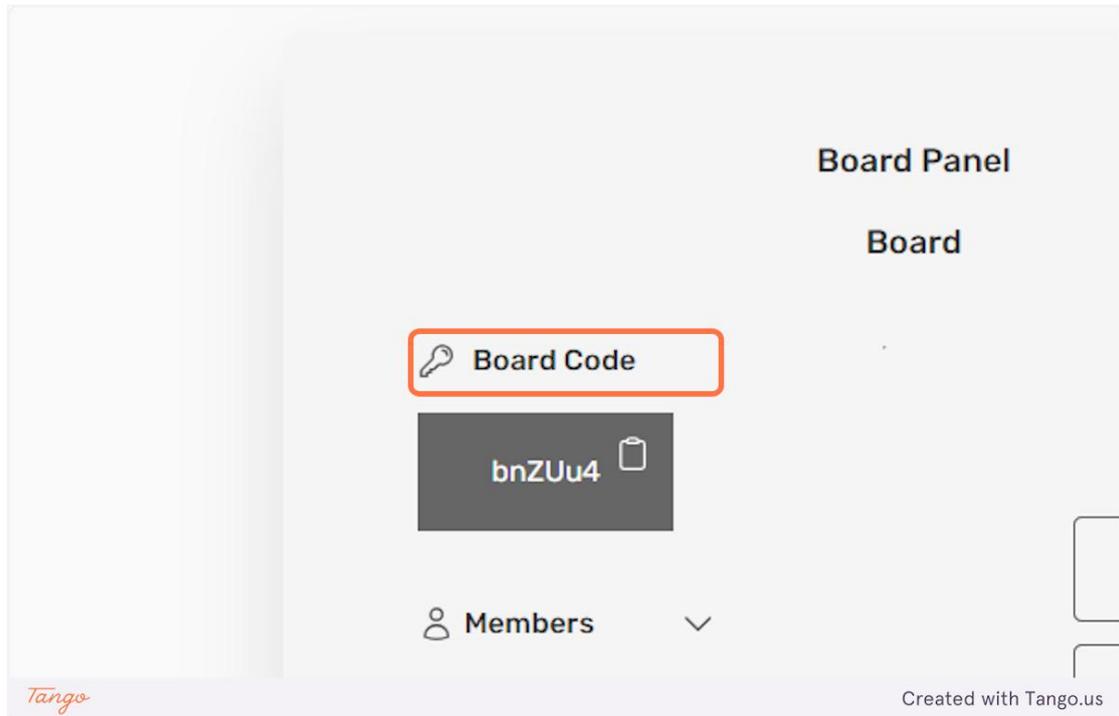
5. Here is the newly created board. A professional board consists of a Board Canvas and a Scheduler.



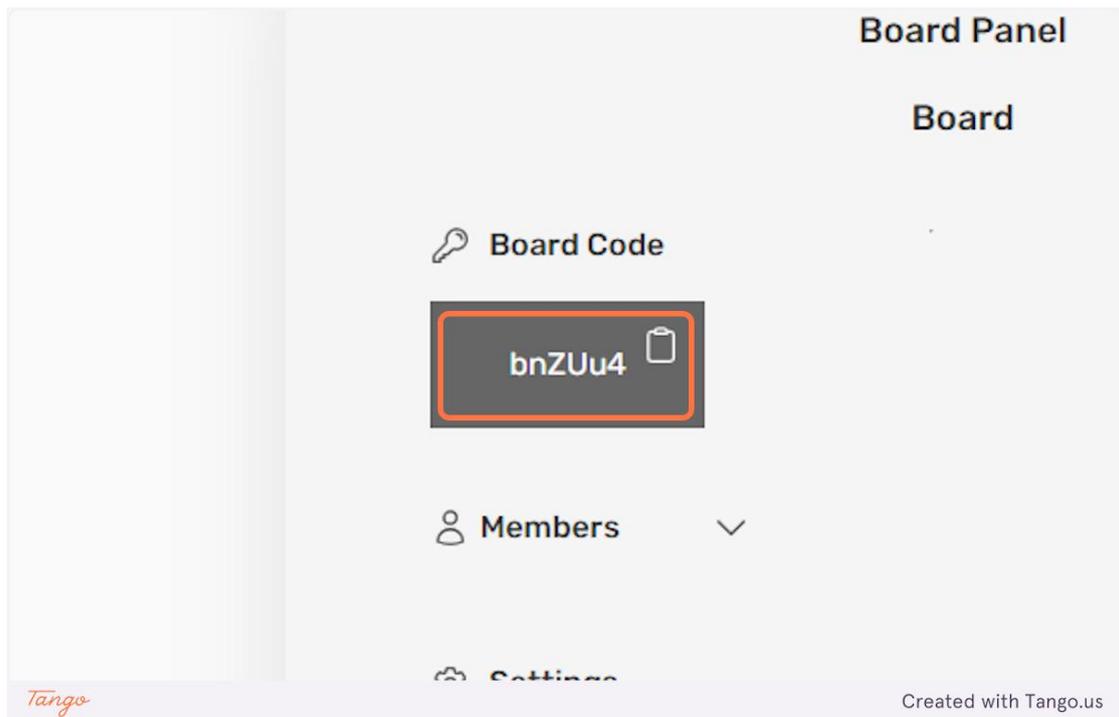
6. You can change the name of your board by editing the text below the "Board Panel" text.



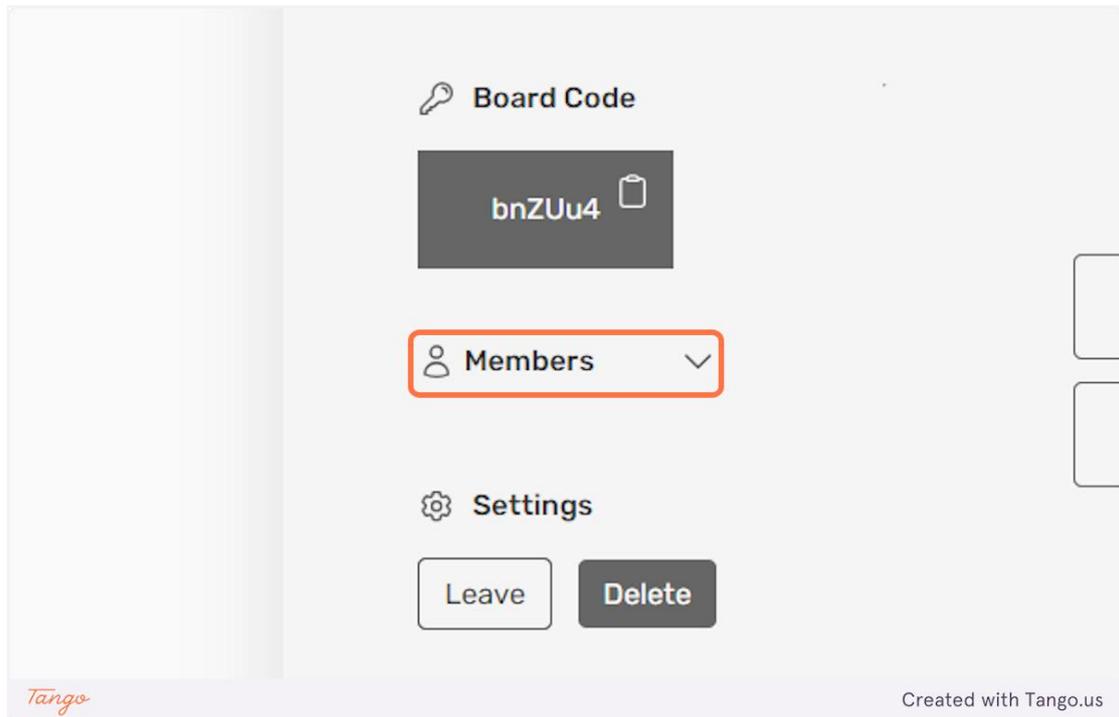
7. Each board has a unique code. For other people to join a board you need to share this code with them.



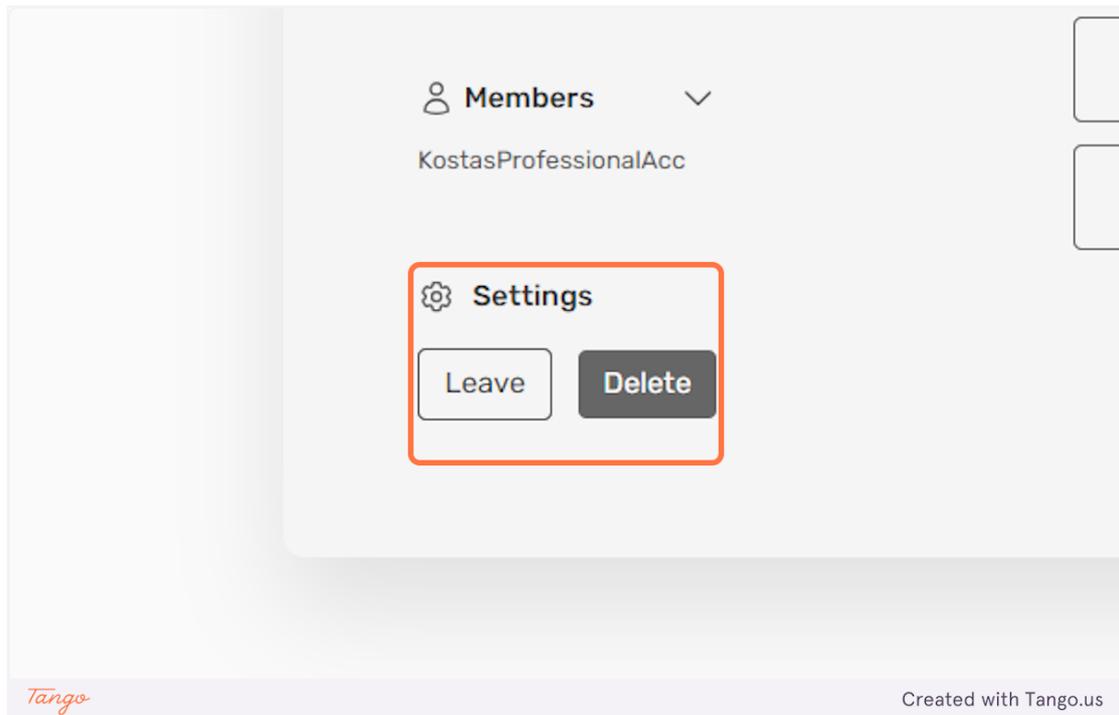
8. You can click on the board code to copy it to your clipboard, to share it easier.



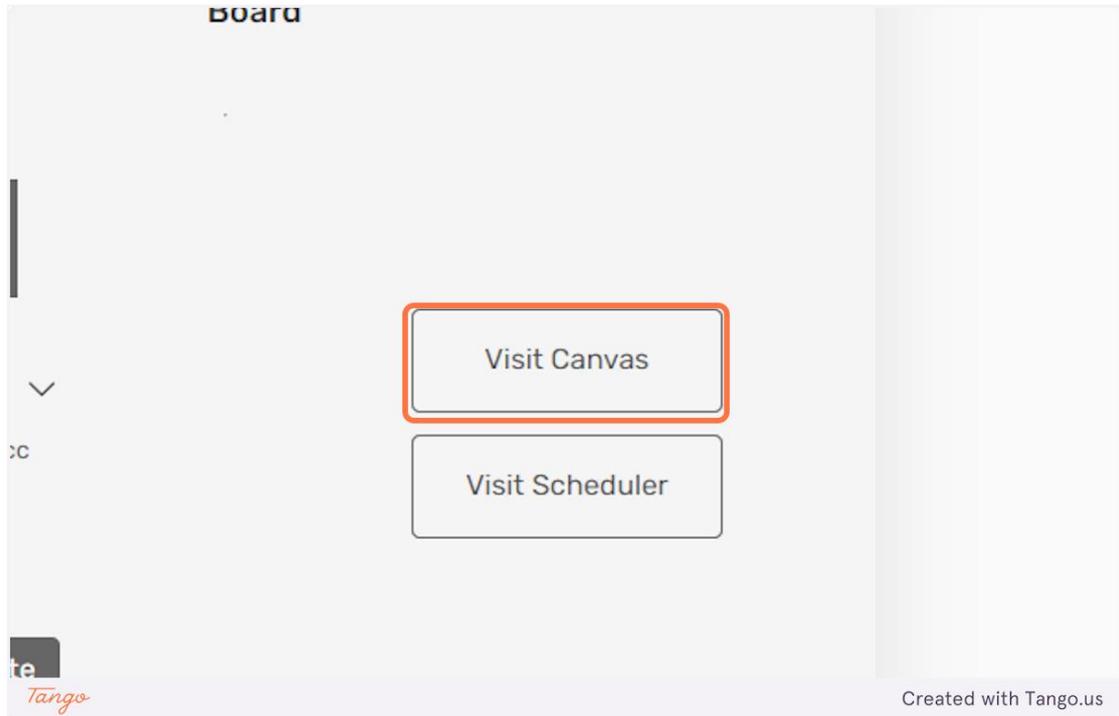
9. Click on "Members" to see who else is a member of the board.



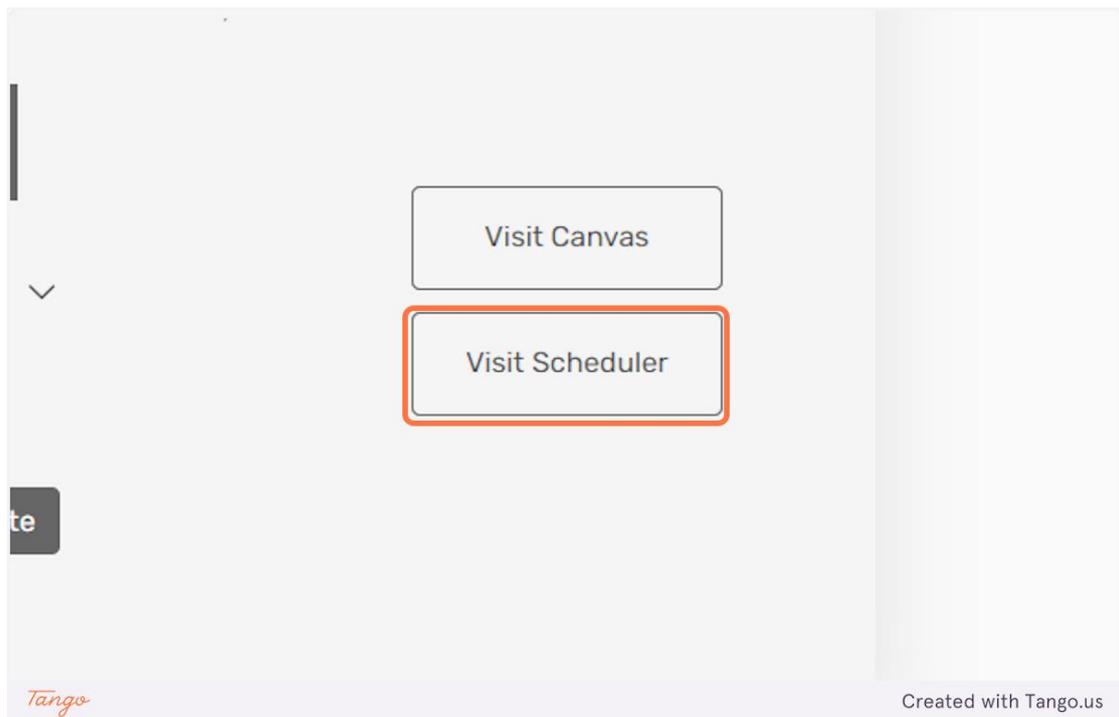
10. Under the "Settings" section you can press the "Leave" button to leave the board and the "Delete" button to delete the board. If you are the creator of a board the option to leave the board won't be available.



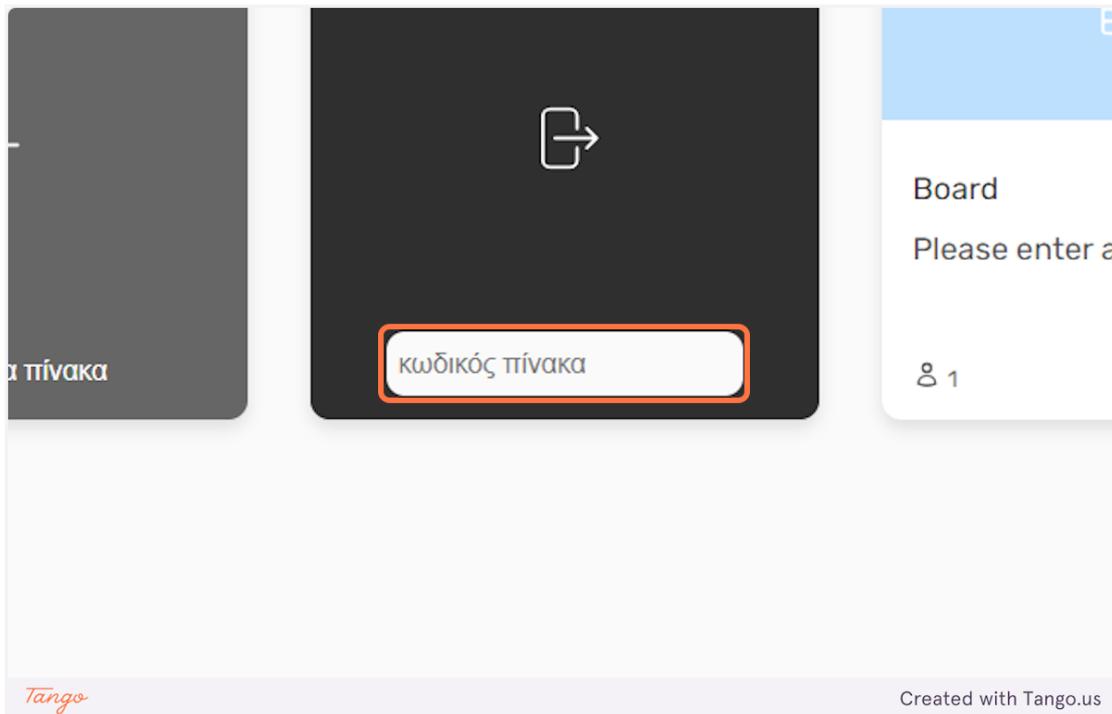
11. Click on "Visit Canvas", to visit the associated Board Canvas for this Board.



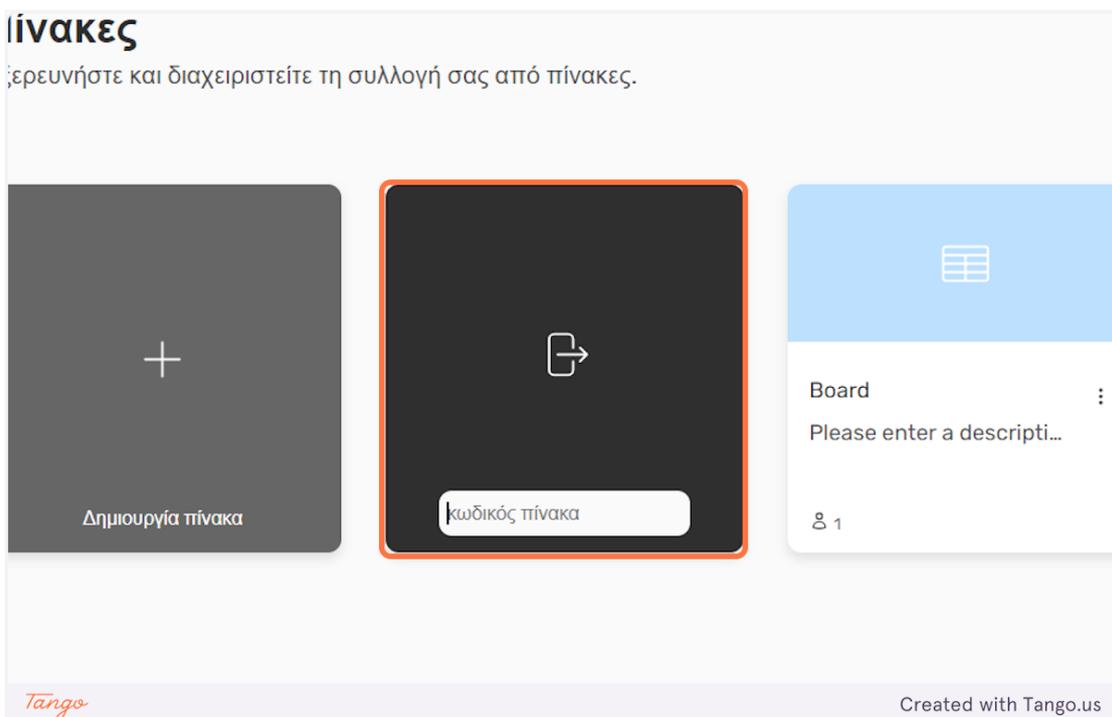
12. Click on "Visit Scheduler", to visit the associated Scheduler for this Board.



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.

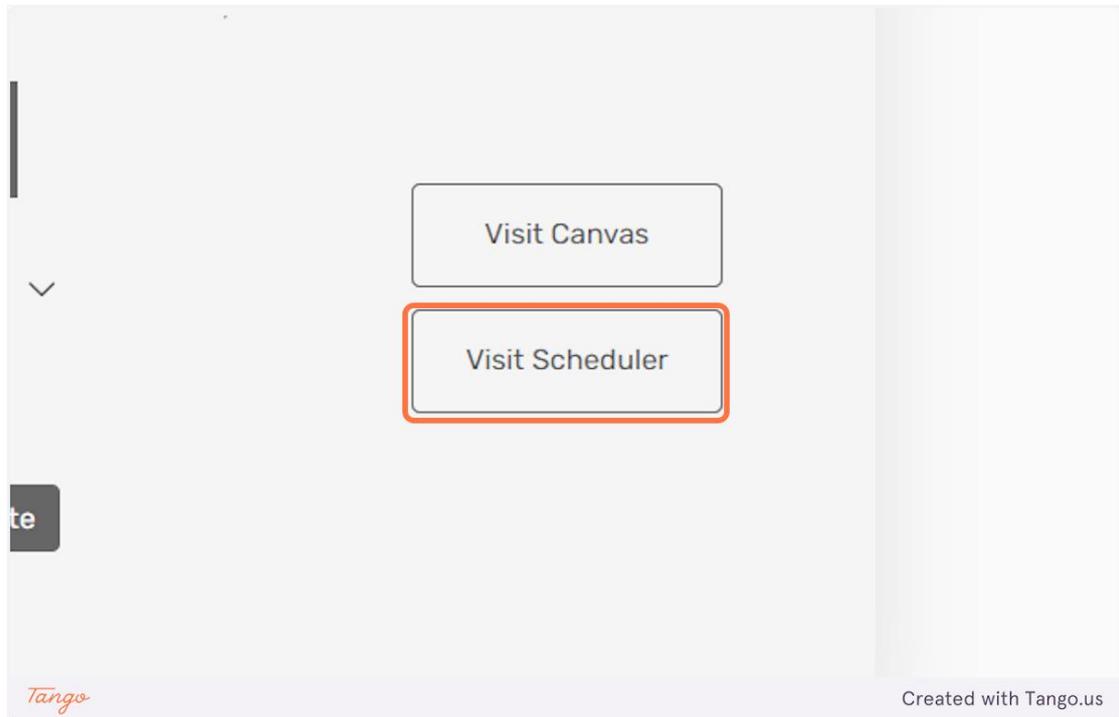


14. Then click on the "Enter Board" button to join the board.

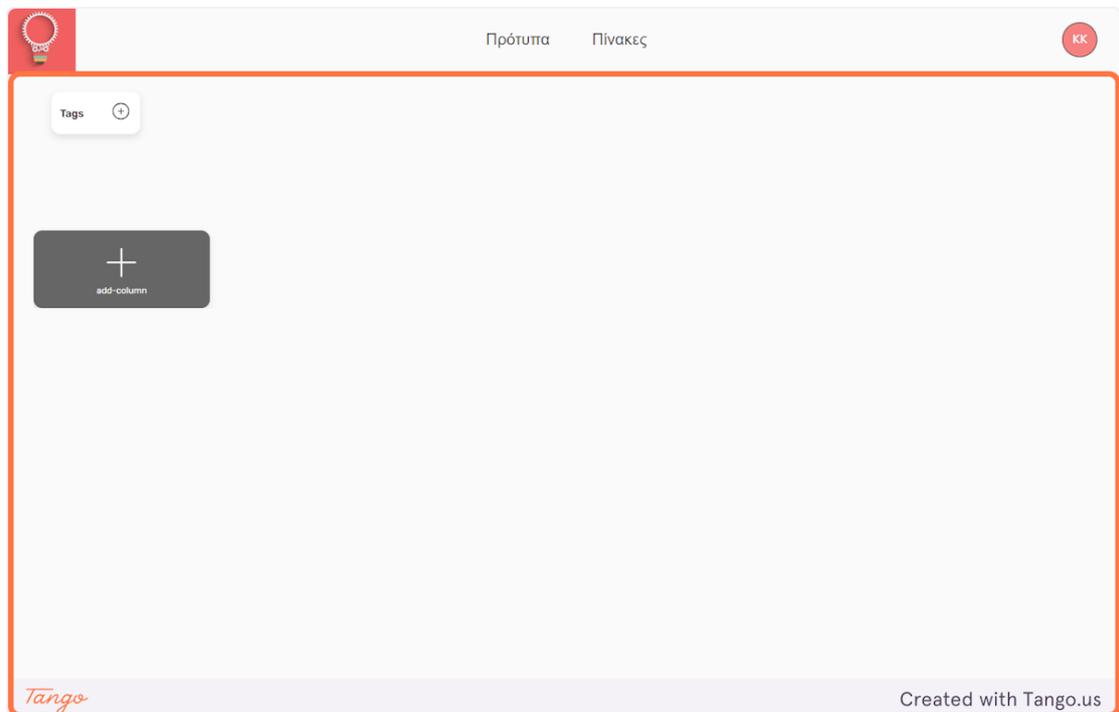


Professionals: Using the scheduler

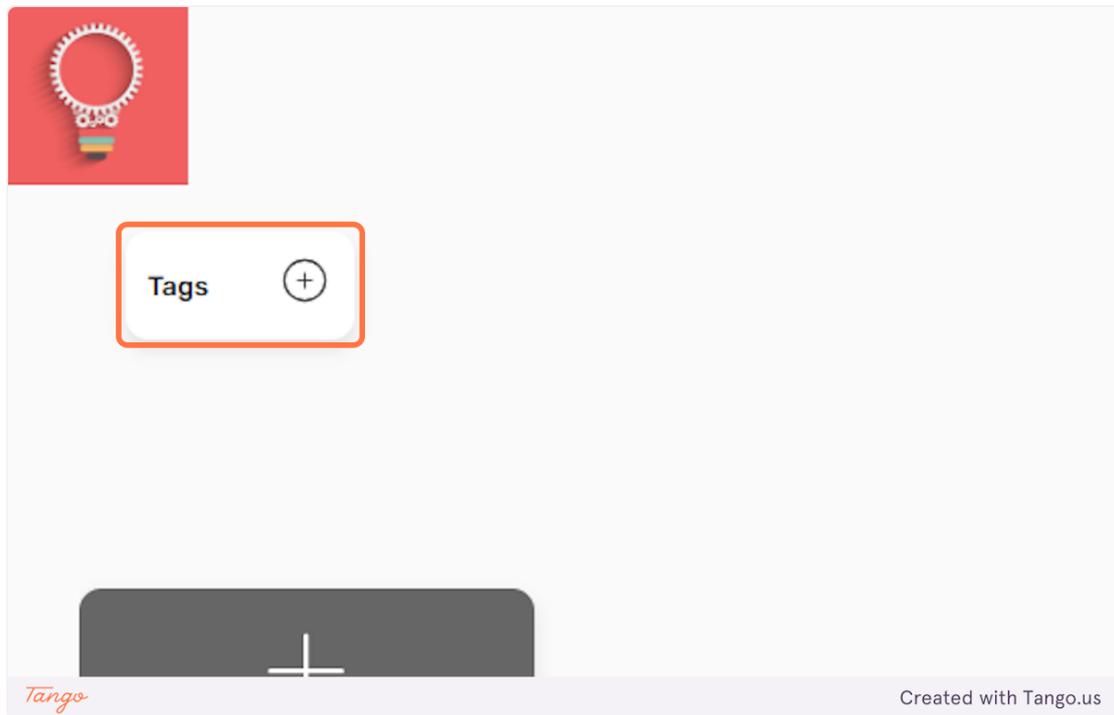
1. Click on "Visit Scheduler" once you have selected a board.



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



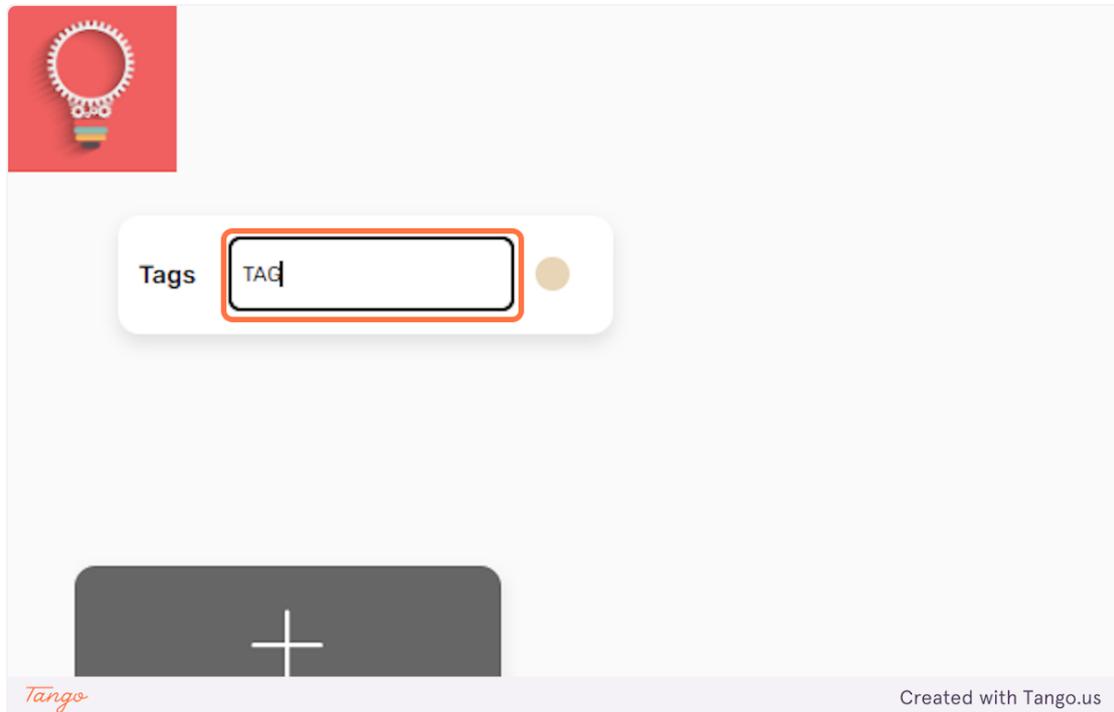
3. Click on the “+” icon to create a new tag.



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.



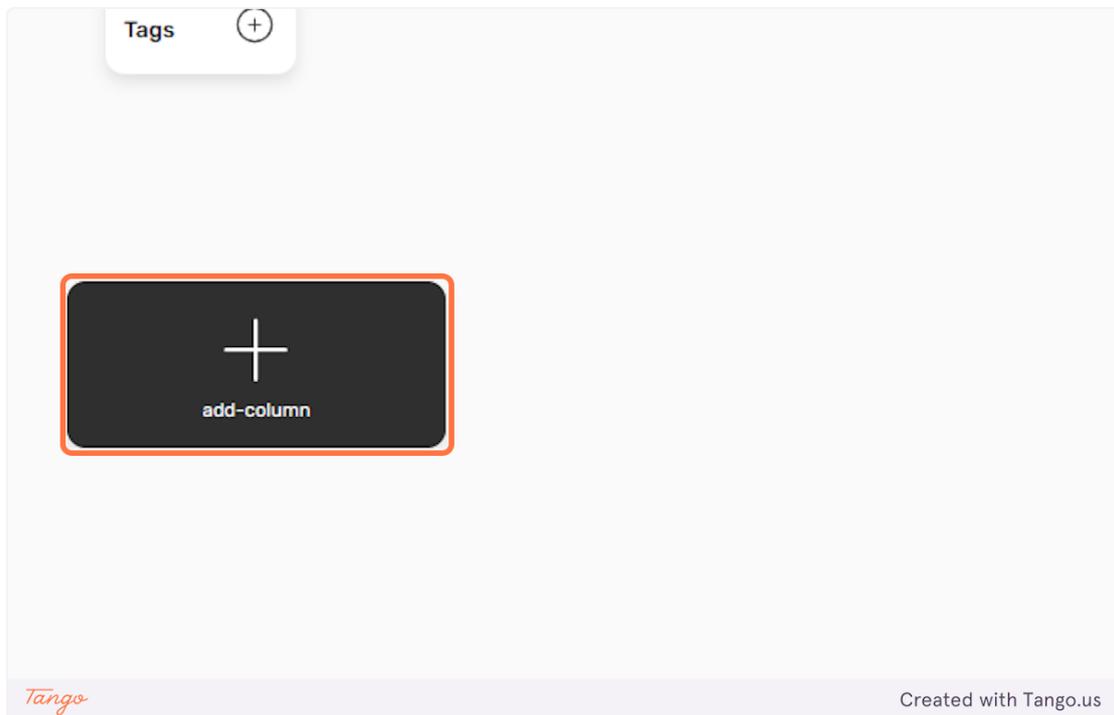
5. Once you have finished customizing your tag, press "Enter" to create it.



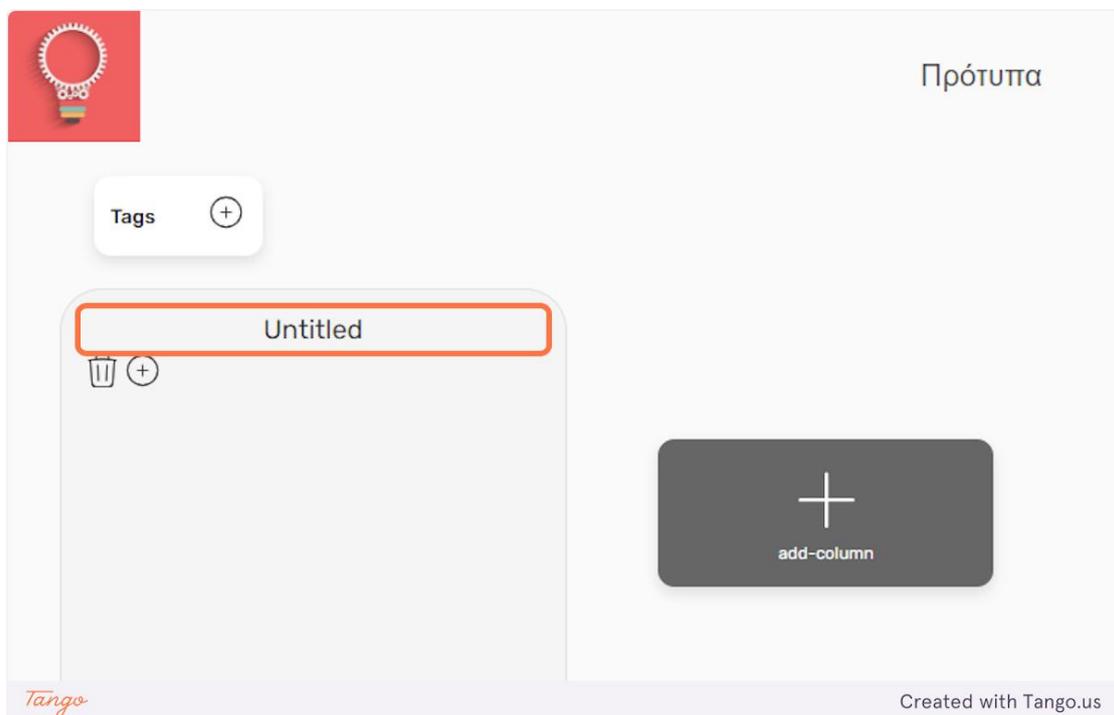
6. Your tags will be displayed in the "Tags" section of the screen. Click on the "trashcan" icon, next to a tag's name to delete it.



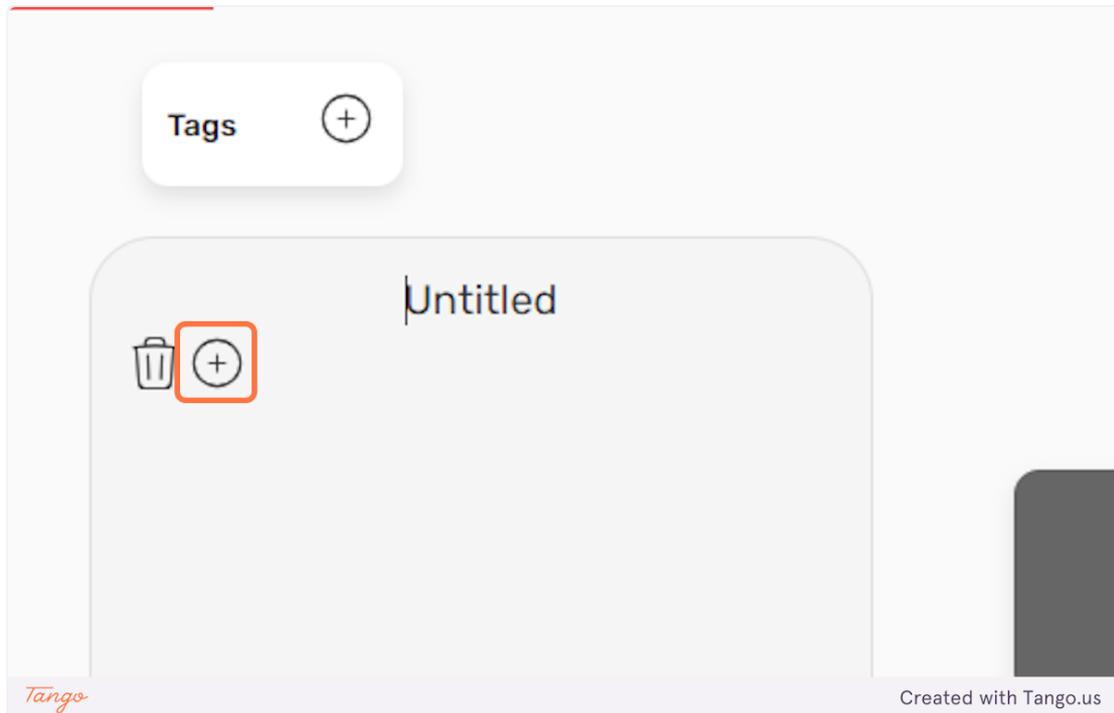
7. Click on "add-column" to create a new list.



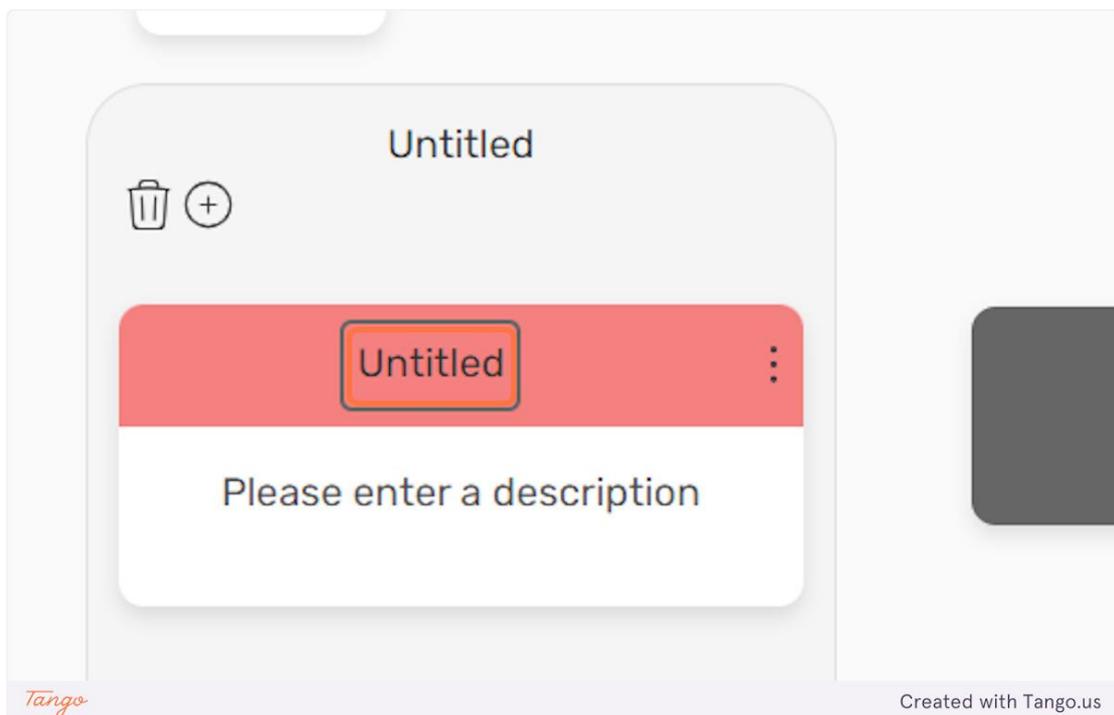
8. You can edit the name of the list by clicking on it.



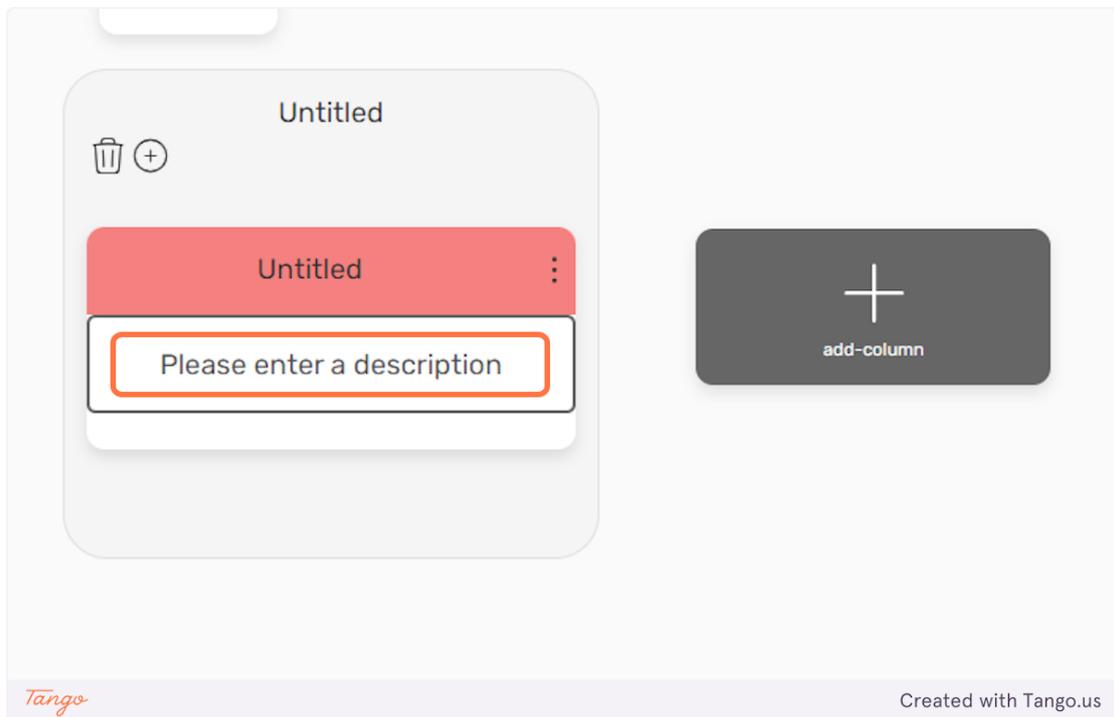
9. Click on the "+" icon to create a new task.



10. You can edit the name on the newly created task, by clicking on it.



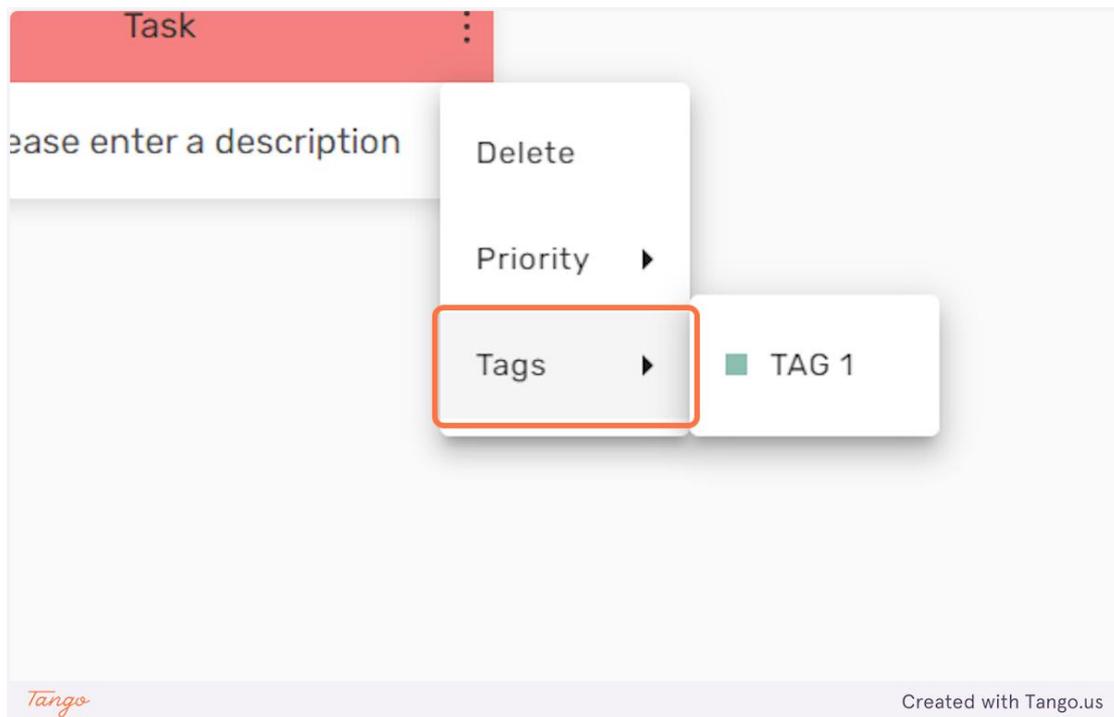
11. You can edit the description on the newly created task, by clicking on it.



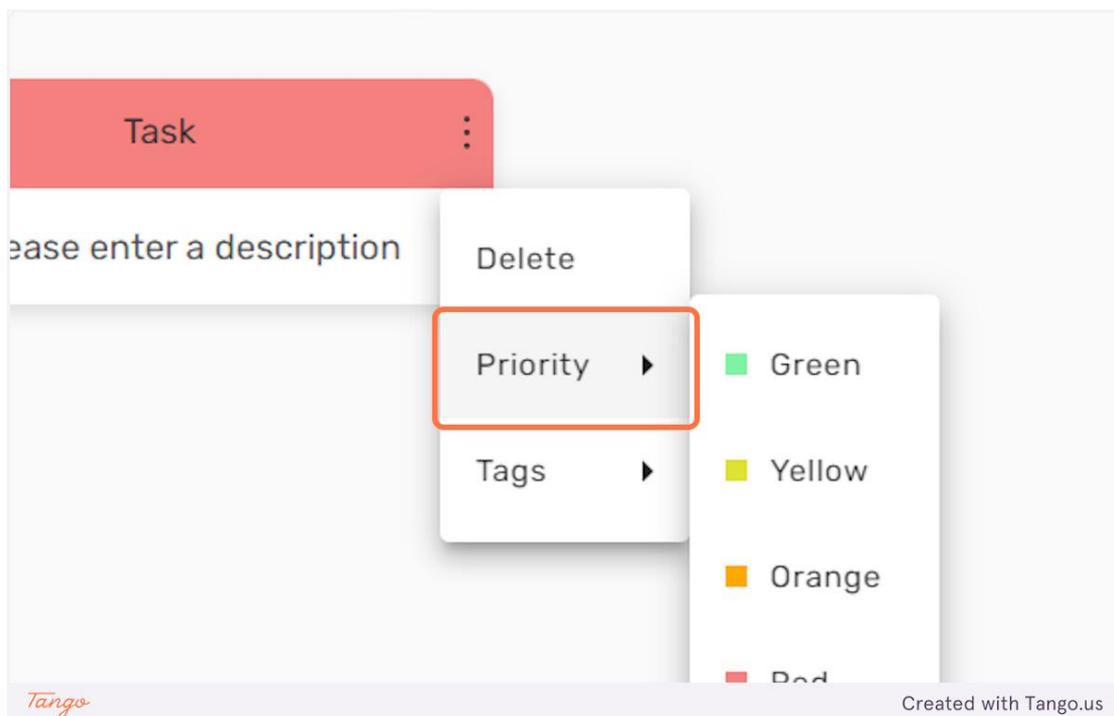
12. Click on the “dots” icon to customize your task further.



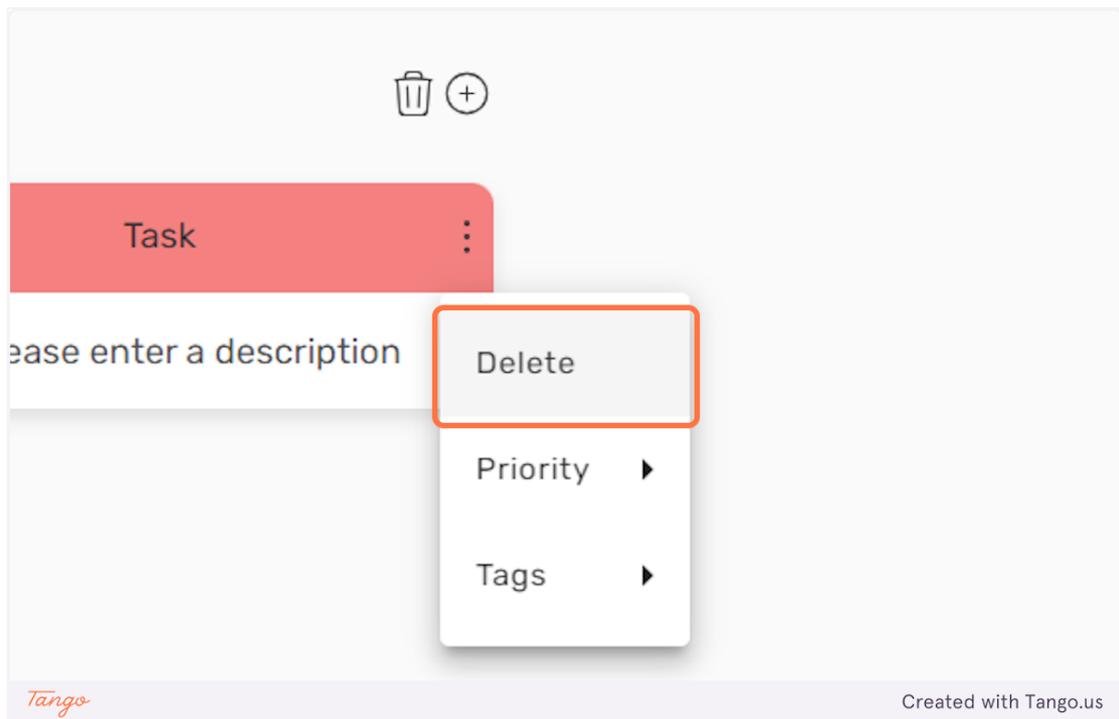
13. Click on "Tags" to assign one of your tags to this specific task.



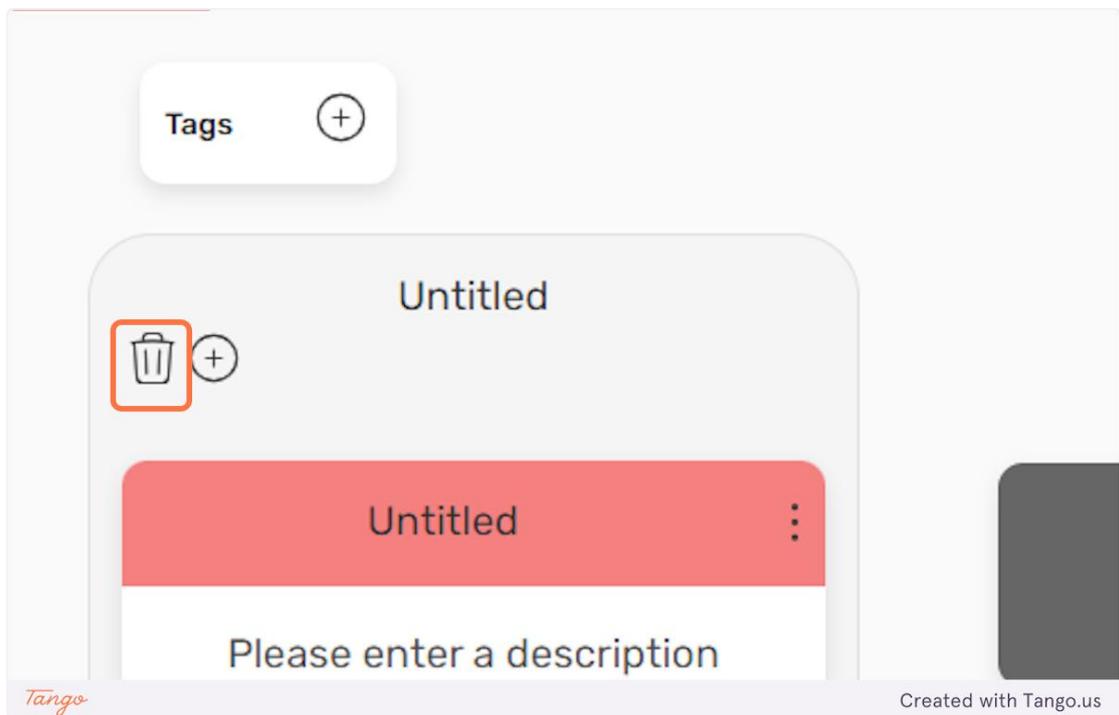
14. Click on "Priority" to color code your task based on how urgent it is.



15. Click on "Delete" to delete the task.

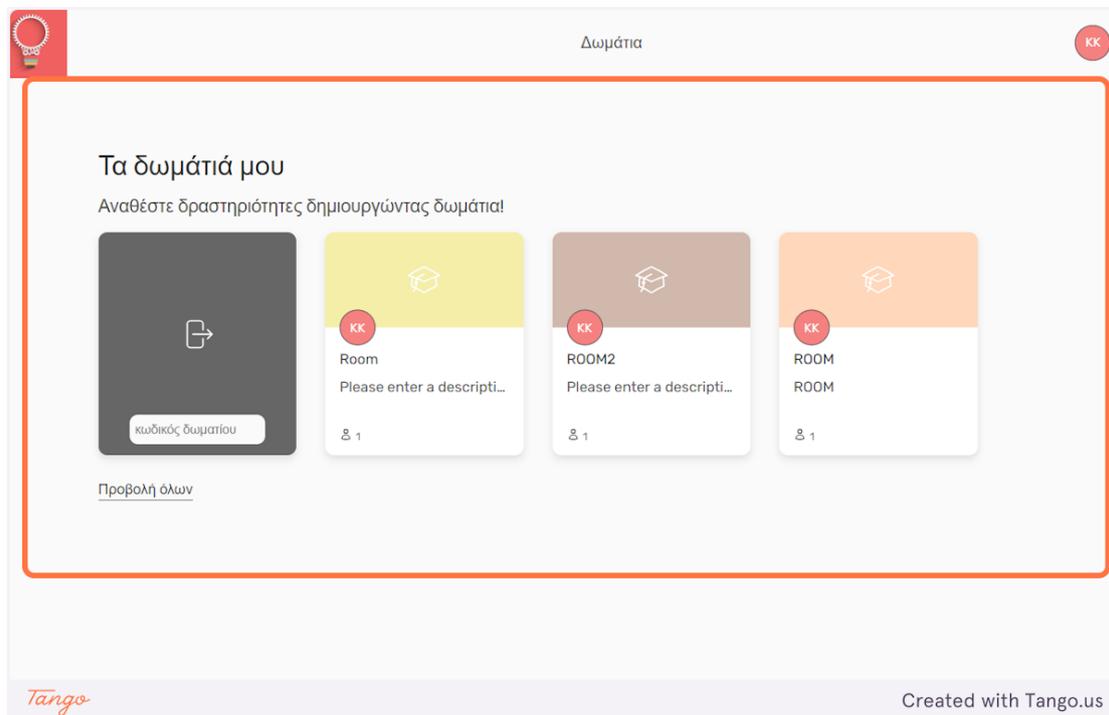


16. Click on the "trashcan" icon next to a list to delete it.

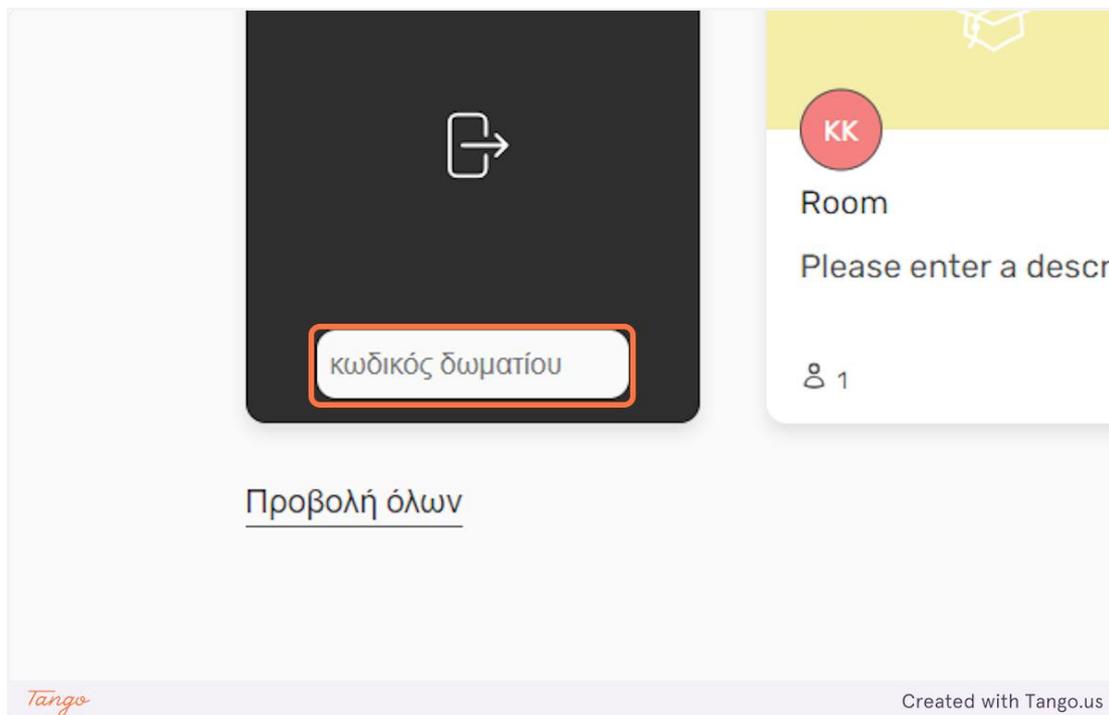


Students: Using the platform

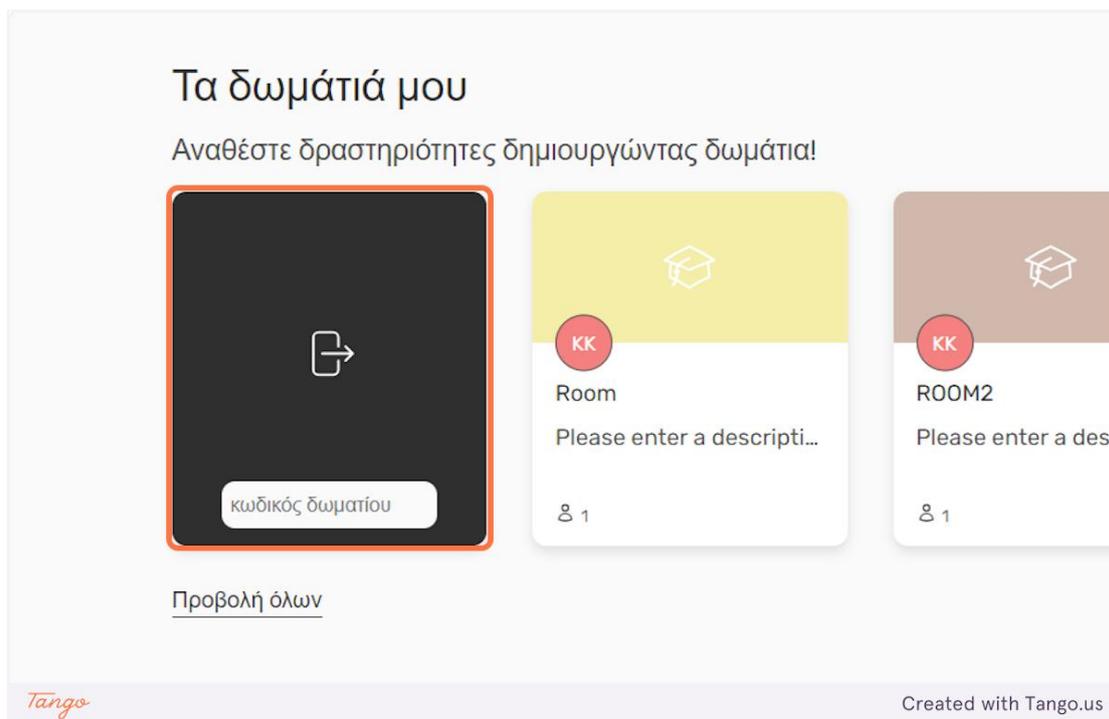
1. As a student you can only see the rooms you are a member of.



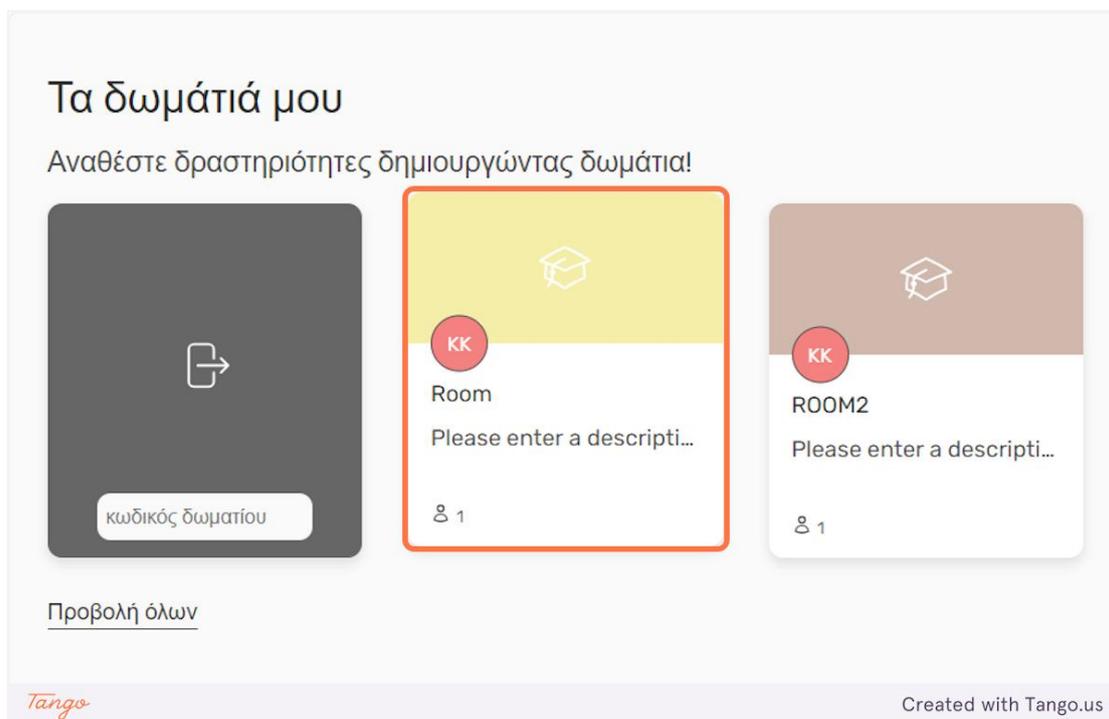
2. In order to join a new room you need to enter the room code, provided by the teacher, in the input field called "κωδικός δωματίου".



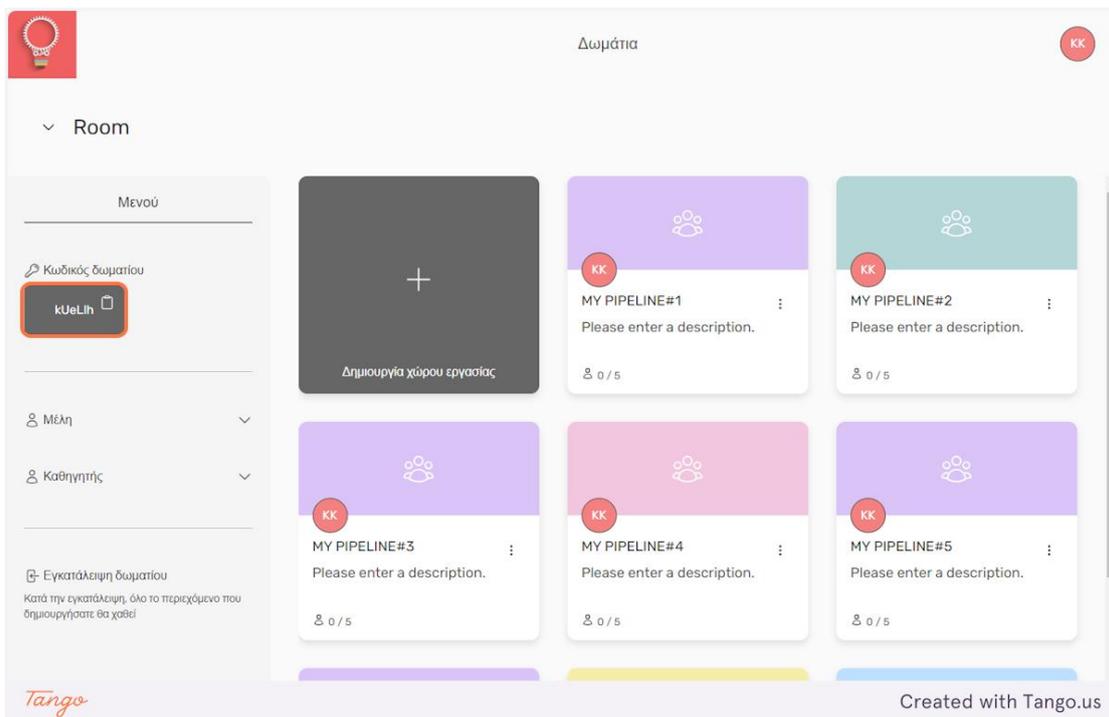
3. After you have entered the room code click on the "join room" card to join the room.



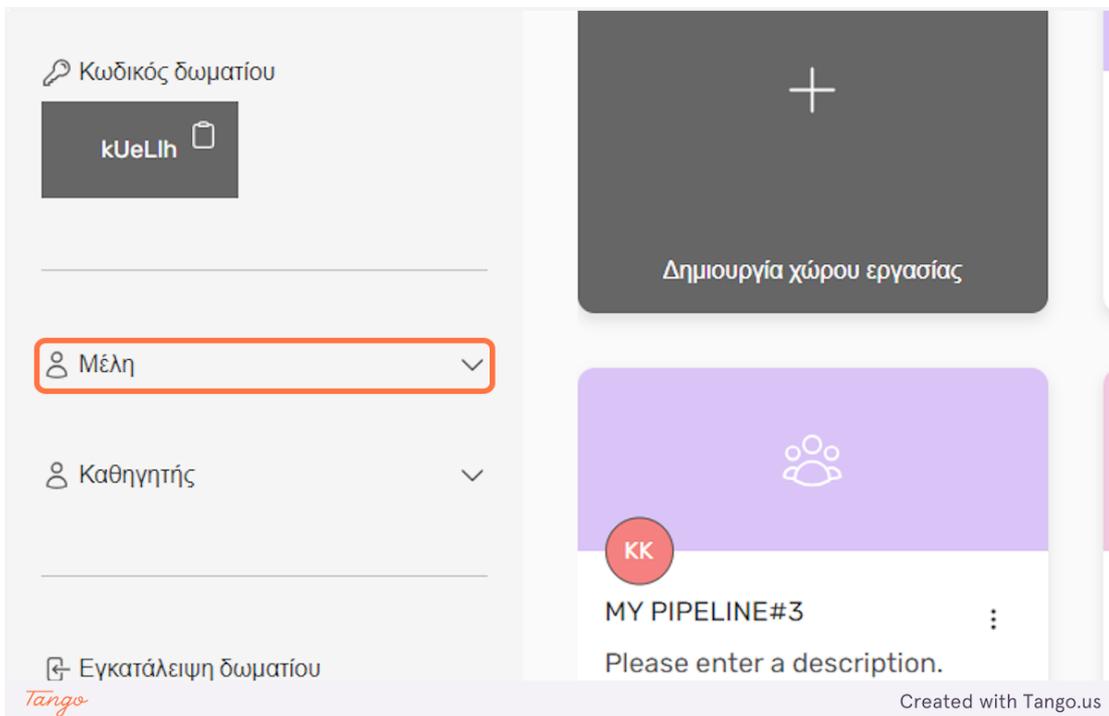
4. You can enter a room you are already part of, by clicking on it.



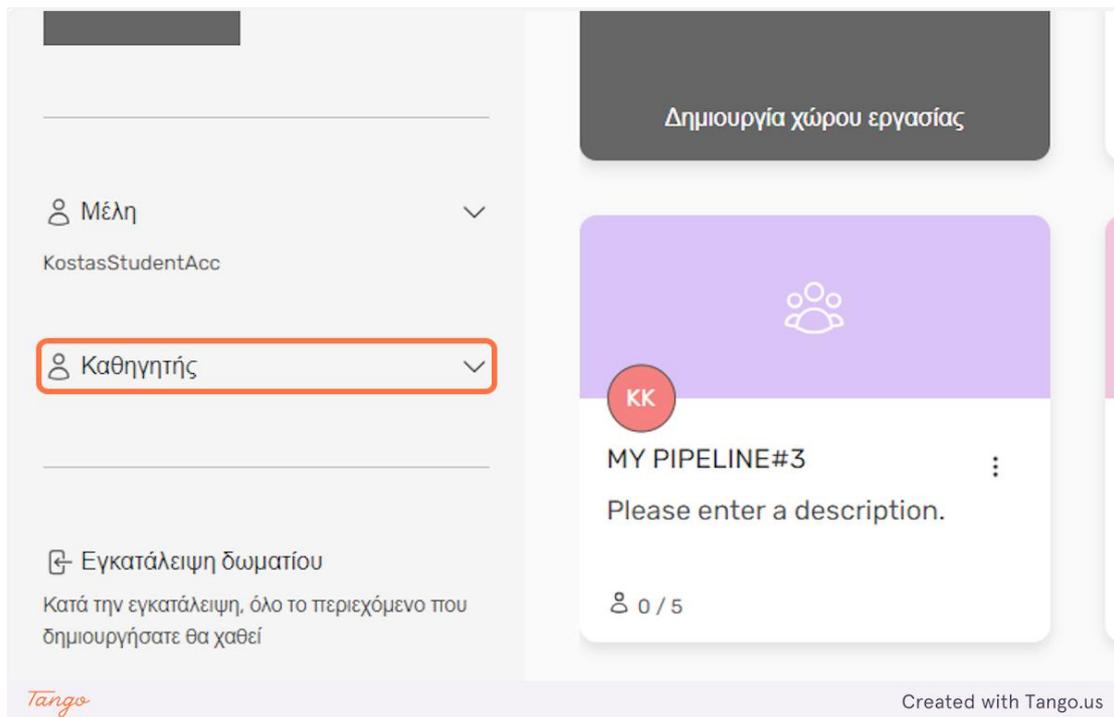
5. Click on the room code to copy it to your clipboard, so you can share it with others.



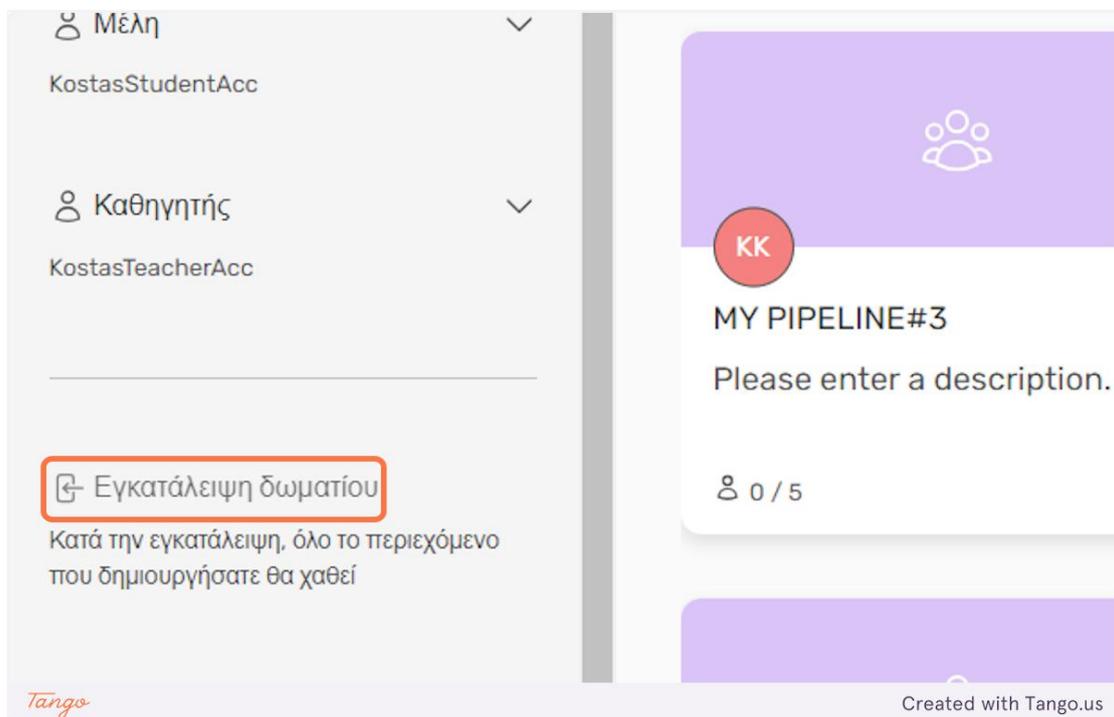
6. Click on "Μέλη" to see the students that have joined the room.



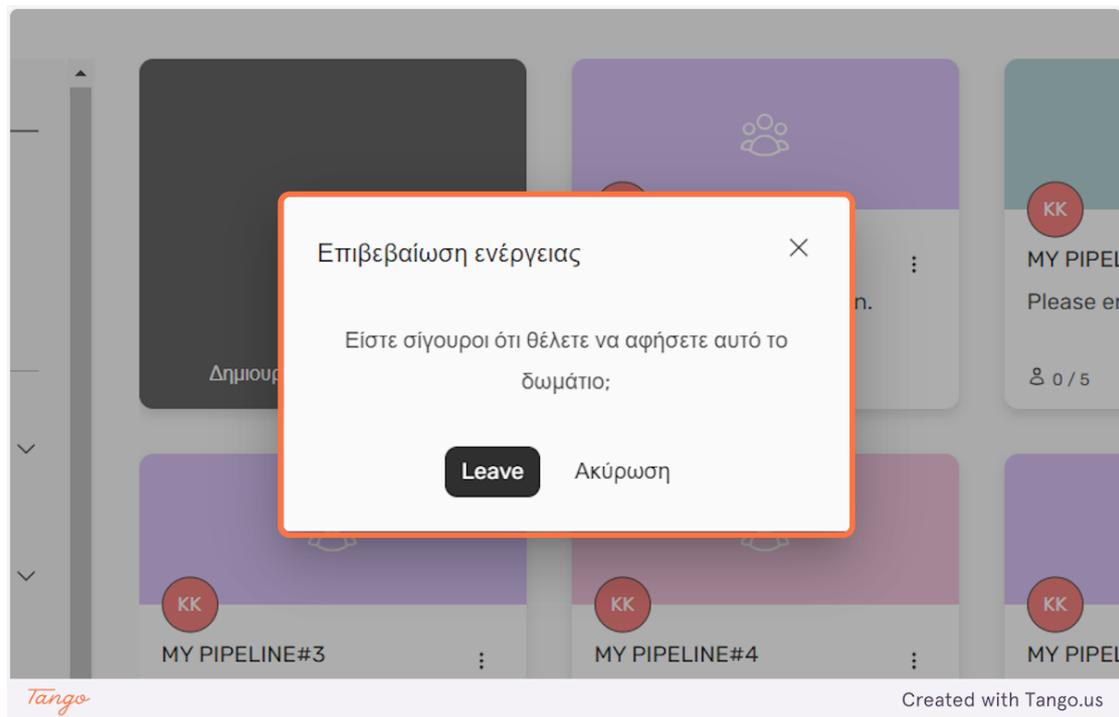
7. Click on "Καθηγητής" to see the teachers managing the room.



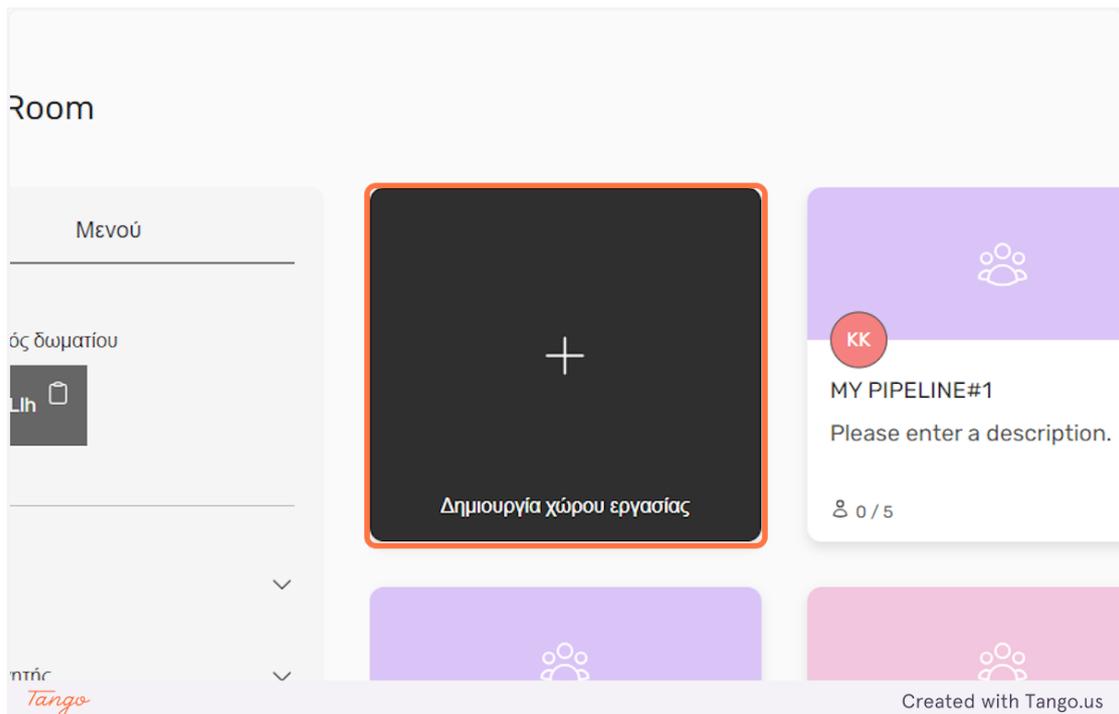
8. Click on "Εγκατάλειψη δωματίου" to leave the room.



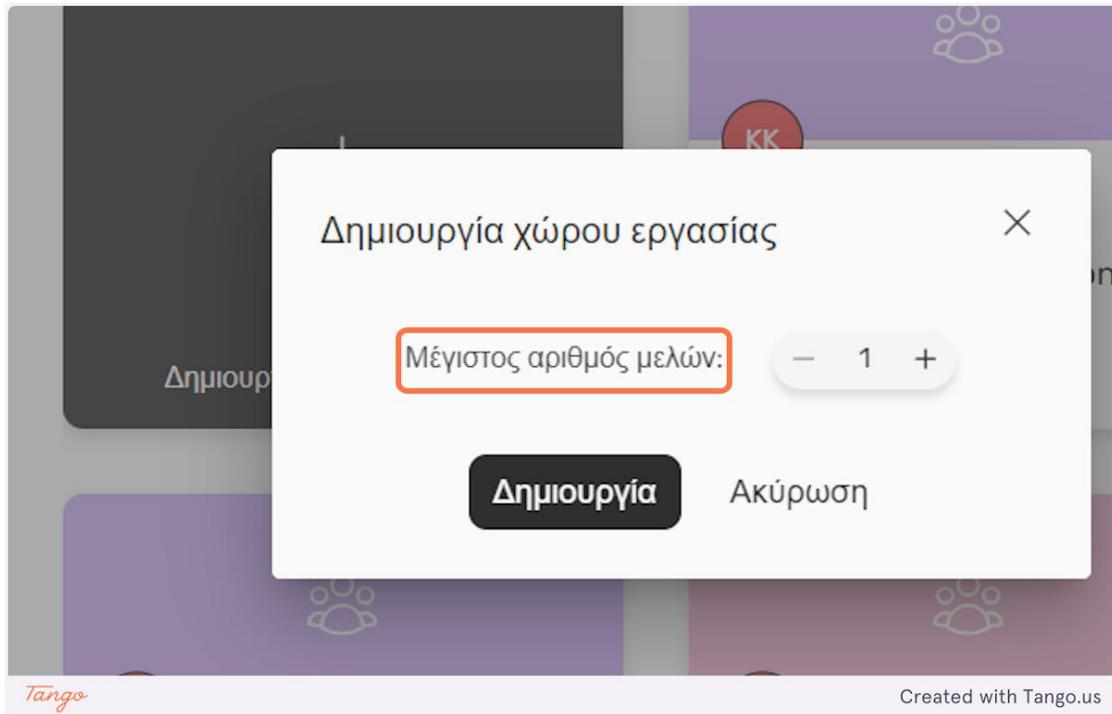
9. A pop-up will ask you to confirm your action.



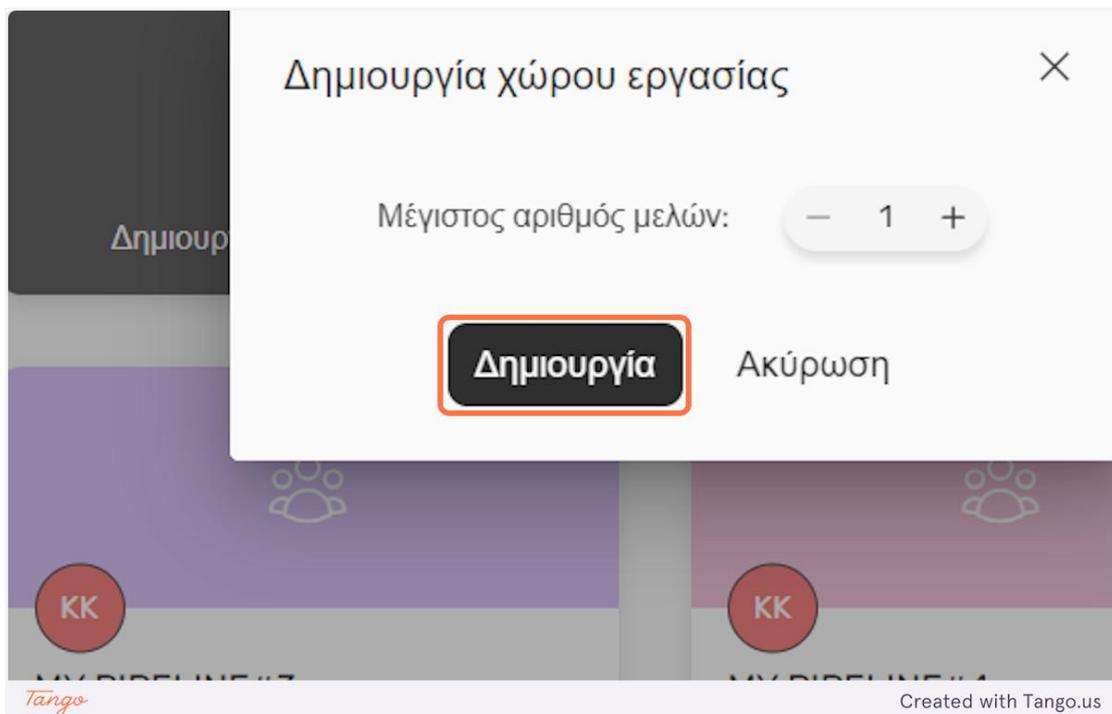
10. Click on "Δημιουργία χώρου εργασίας" to create your own team, if the teachers managing the room are allowing it. If they are not, that option will be grayed out.



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



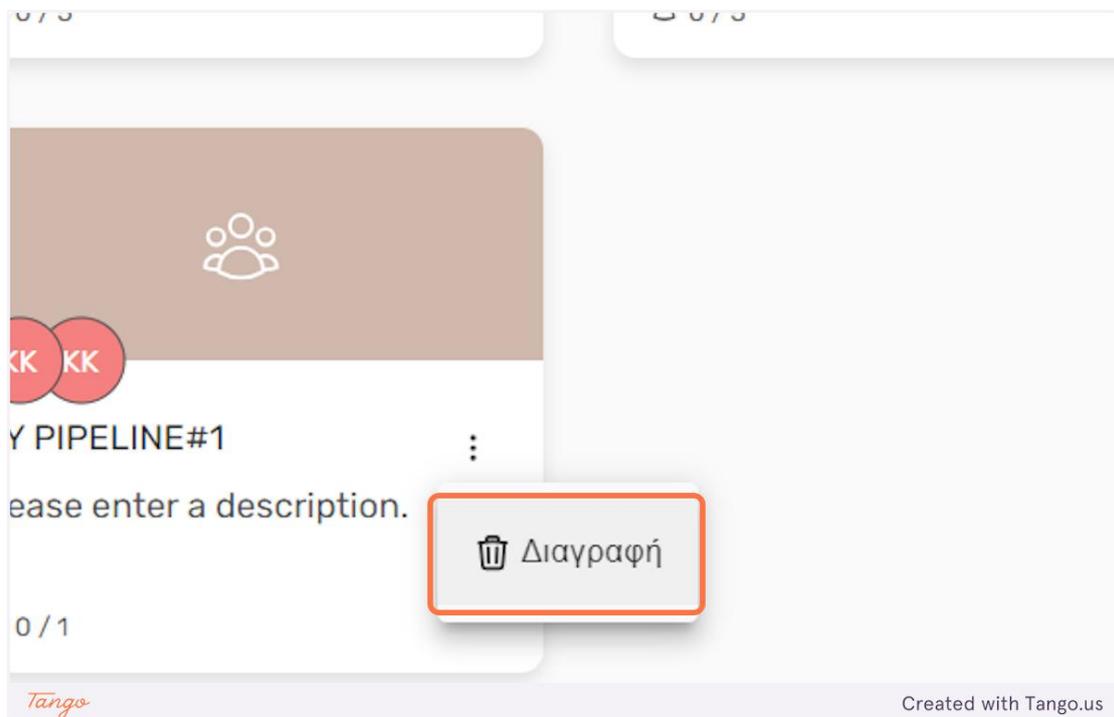
12. Click on "Δημιουργία" to create the team or click on "Ακύρωση" to go back.



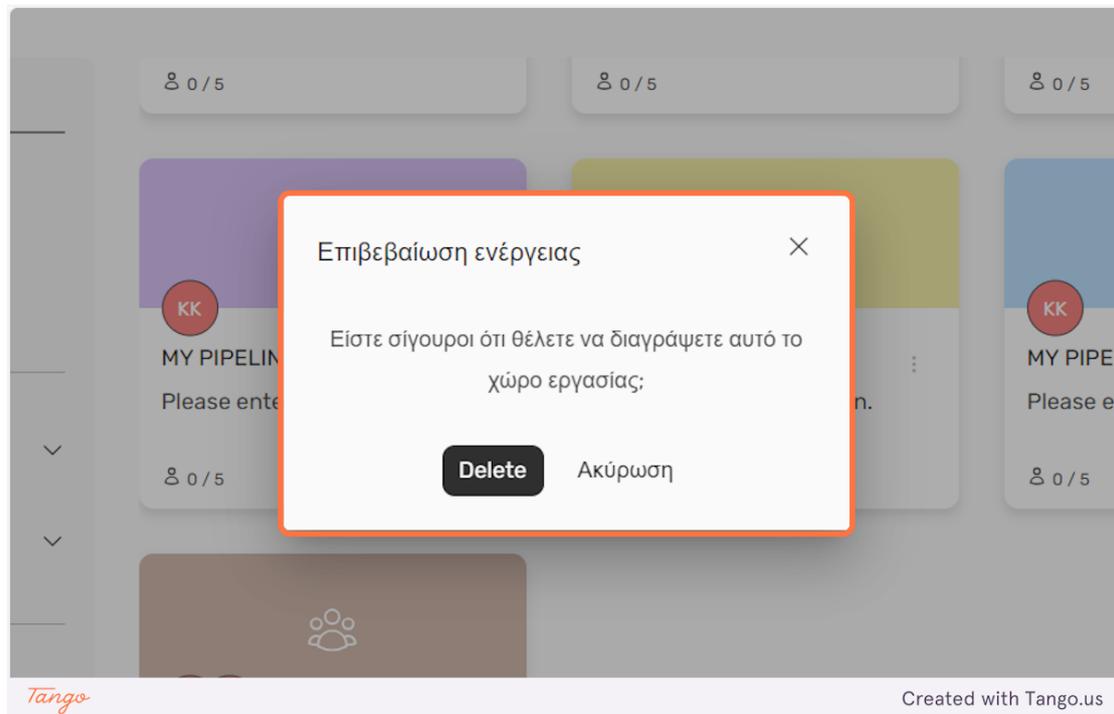
13. Click on the "dots" icon to have some options about your team.



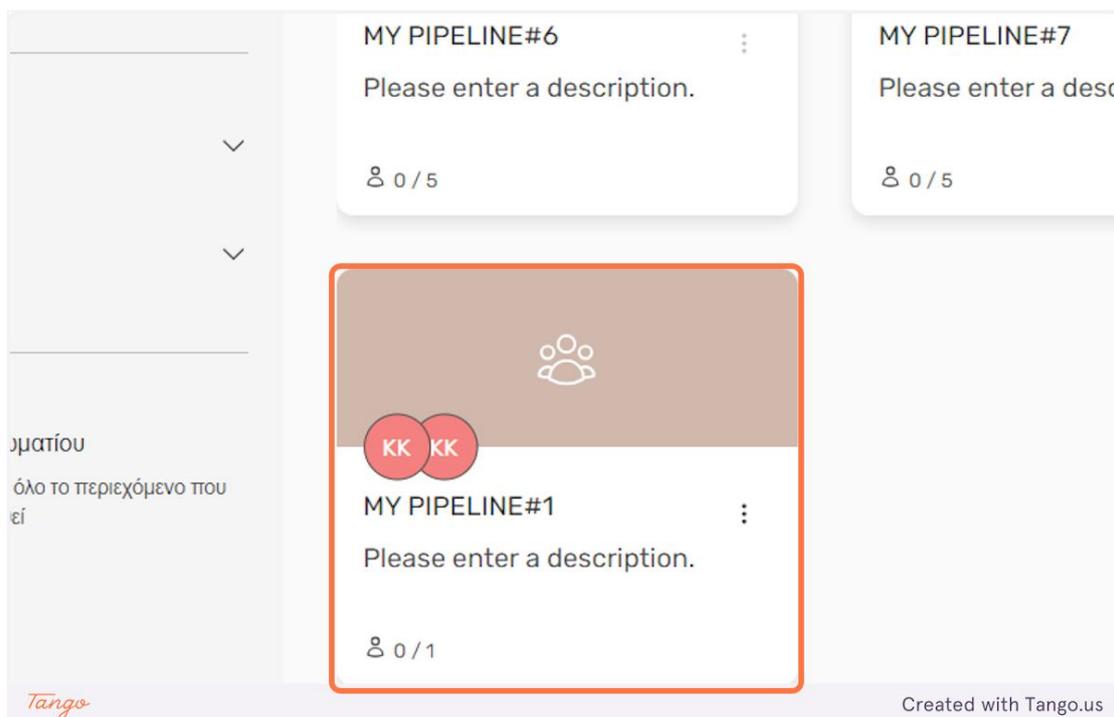
14. Click on "Διαγραφή" to delete the team.



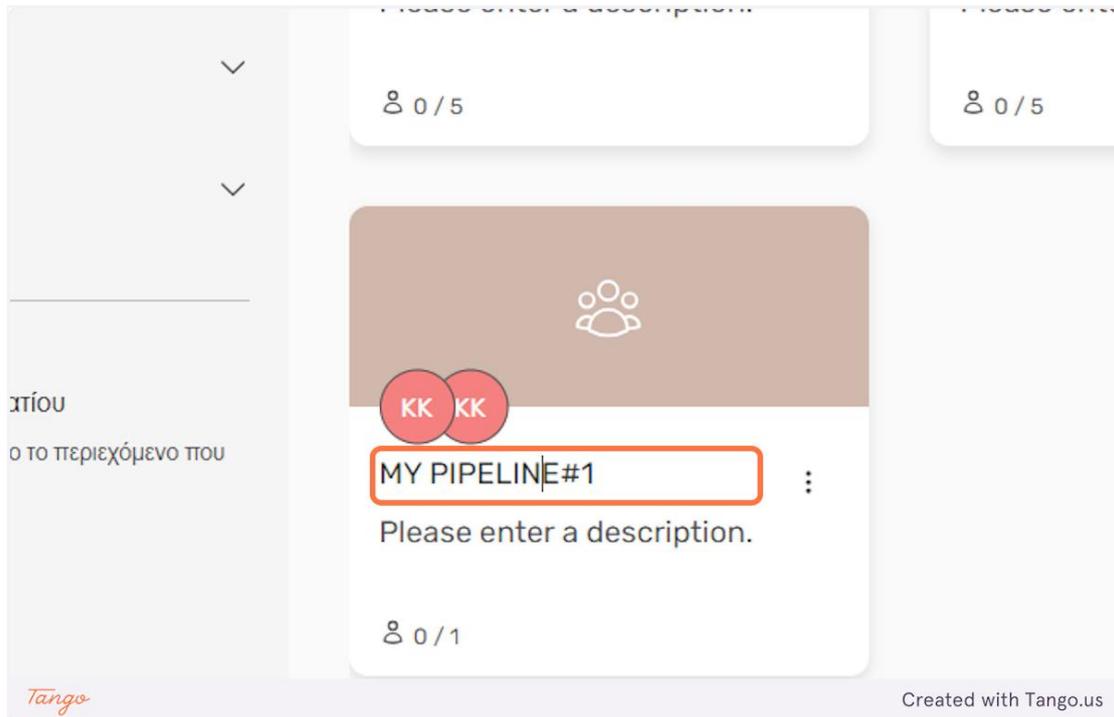
15. A pop-up window will come up, asking you to confirm the deletion action.



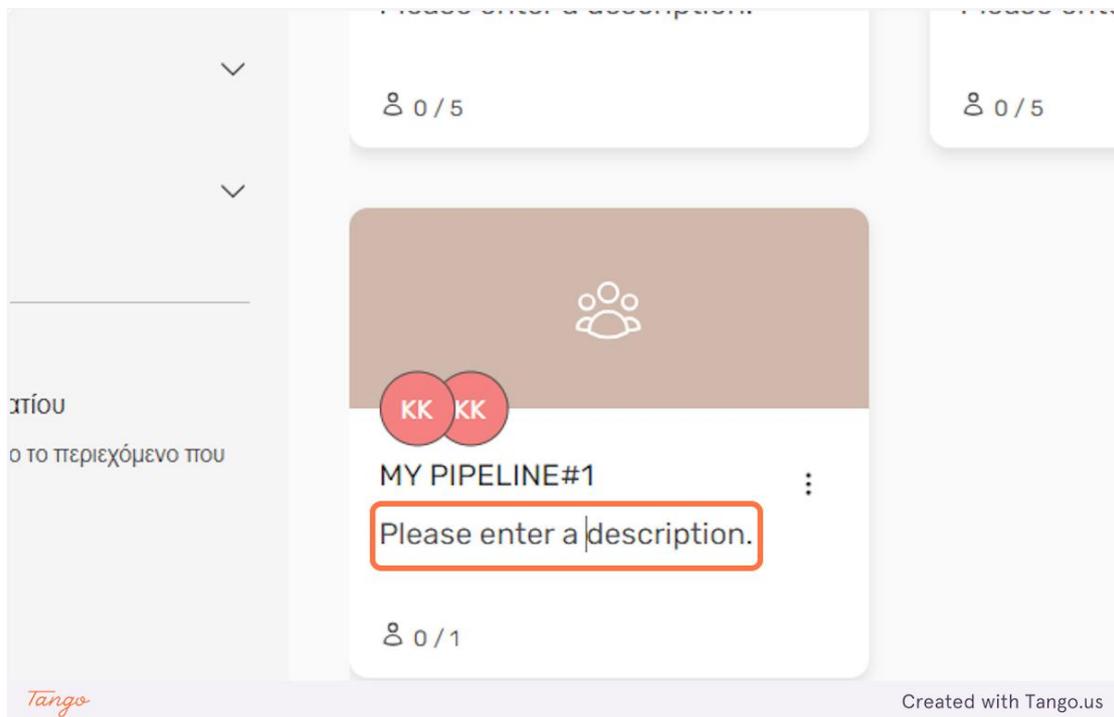
16. Click on your team card to enter the activity.



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.



Teachers and Students: Using chat.

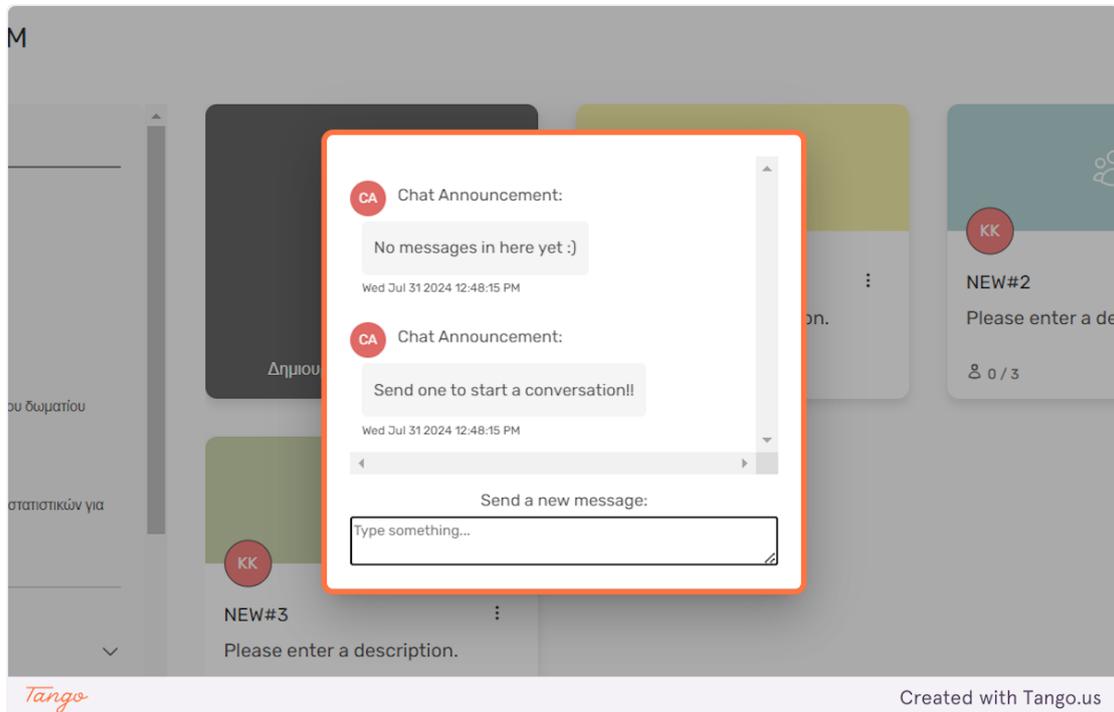
1. There is a chat functionality that allows teachers and students to communicate with each other. The chat is available in two places within the platform. The first is the room page.



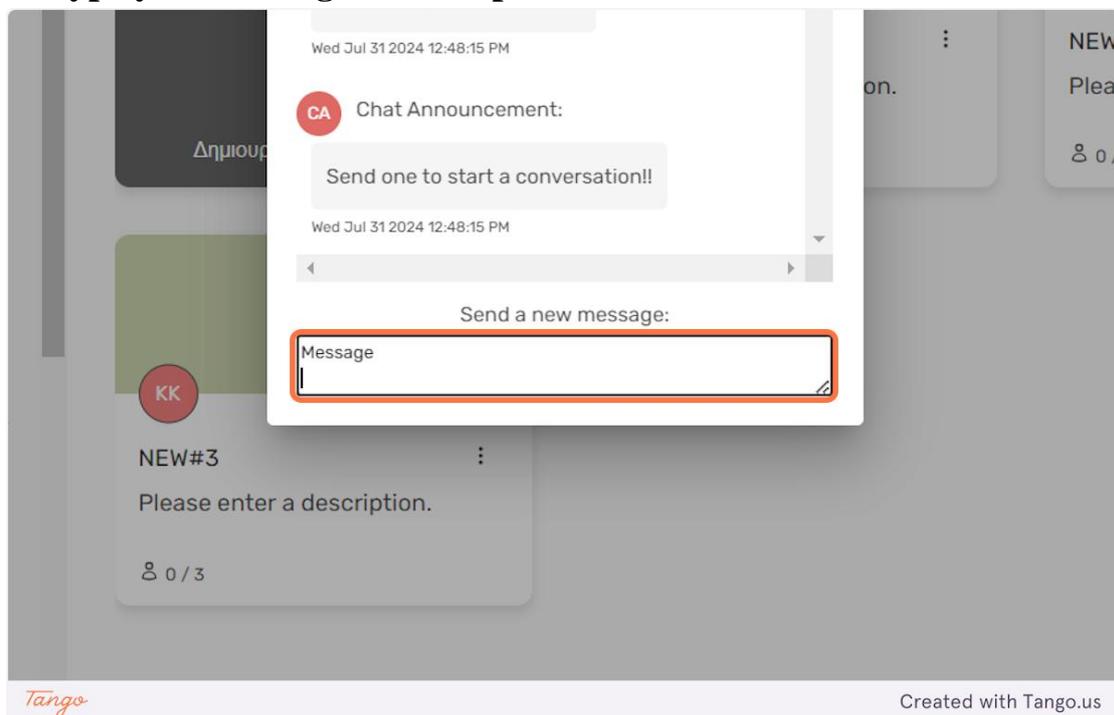
2. Click on “Μηνύματα” to open the chat window.



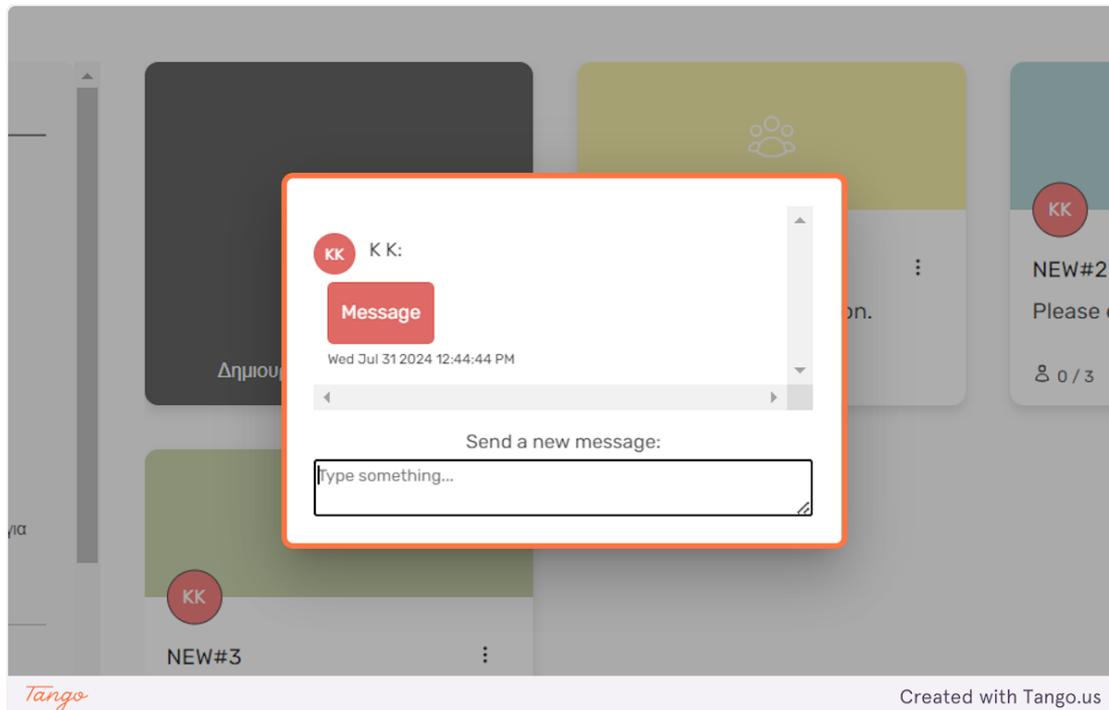
3. This chat is shared between all members of the room and the teacher.



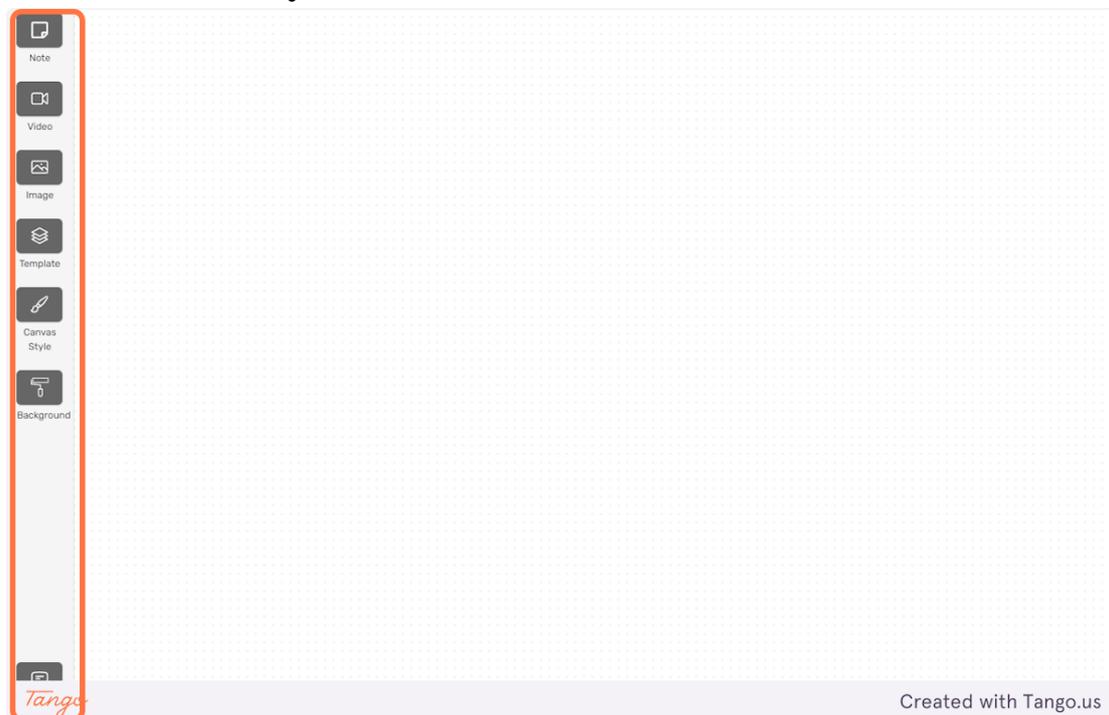
4. Type your message in the input field.



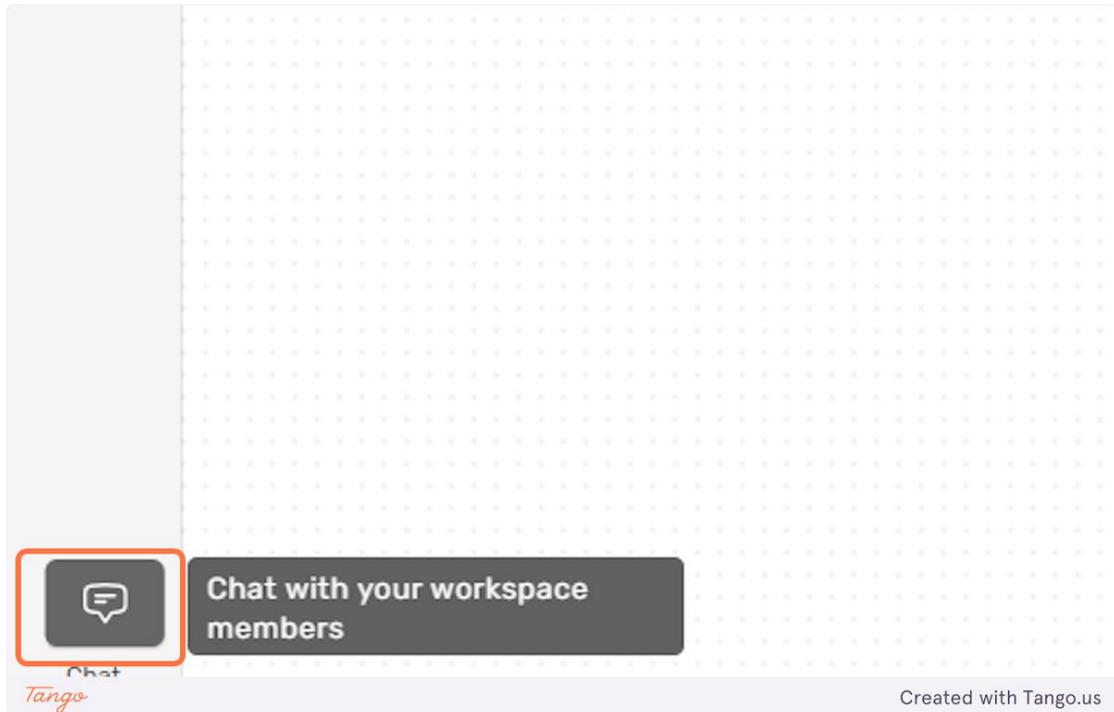
5. Click “Enter” to send the message.



6. The second place the chat is available is inside a canvas stage. This chat is shared only between the members of a team and the teacher.



7. Click on the “Chat” icon to open the chat window.



8. The chat interface is the same as the one within the room page.

