

SLN COMMUNITY - MANUAL

- May 2021 -





StoryLogicNet Community – Collaborative Writing for Children's Multiliteracy Skills Utilising Multimodal Tools PROJ. Nº 2018-1-PT01-KA201-047325

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CONTENT

Introduction

User Profiles

Admin

Manager

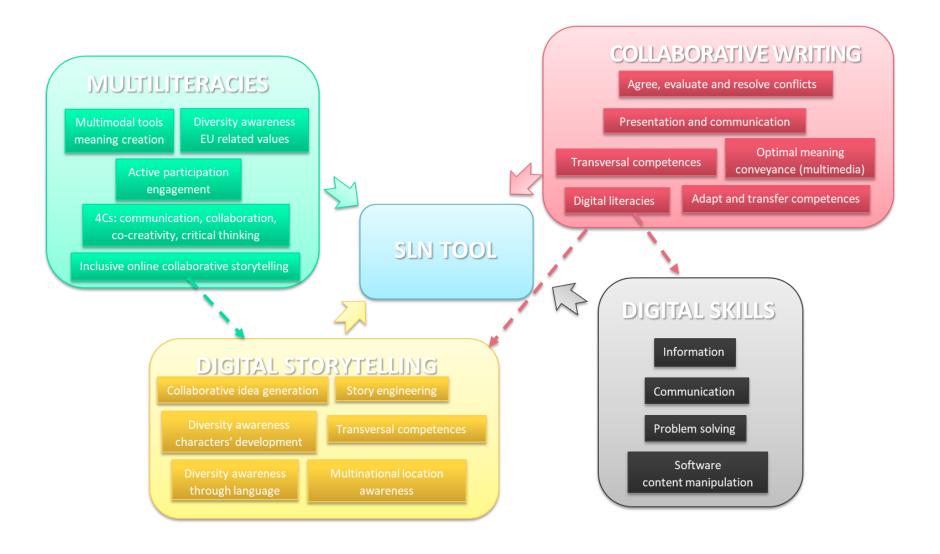
User

Final Notes



The **StoryLogicNet Community** is a web-based tool for children that can be used in formal, non-formal and informal contexts of learning, with the support of educators.

This tool allows children to create their own stories in a collaborative way, with their friends and class mates.



For detail information look up the document "Framework for the Key Multiliteracy Competences" available in the website www.storylogicnet.eu

USER PROFILES

- ACCESS & USE LEVELS -

The StoryLogicNet Community offers 3 levels of access and use.

You can either be an **Administrator**, a **Manager** or a **User**. With these different profiles come different roles and functionalities.

Administrator (Admin)

The Admin is the holder of the account and the one performing all the administrative tasks related to the use of the collaborative writing functionalities of the SLN Community.

In the context of a school, can typically be the IT coordinator.

Manager

The Manager is the one setting up the stories and assigning roles to each user in the story, as well as the responsible for validating the story progression.

In the context of a school, it is typically the Teacher.

Users

The Users are the participants in the development of the stories and are assigned, by the Manager, with different roles – writing, illustration, reviewing.

In the context of a school, the Users are the Pupils.

ADMIN

- ATTRIBUTES AND FUNCTIONALITIES-

Administrator (Admin)

- Sets up the account in the SLN Community (e.g. school account)
- Invites Managers (Teachers) to join
- Sets up groups (school classes and assigns them to specific managers)
- Creates stories (see this function in MANAGER)







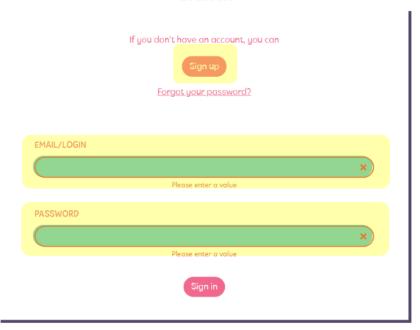








SIGN IN



If you don't have an account yet, click 'sign-up'. You will be taken to a new screen where you have to insert the account information.

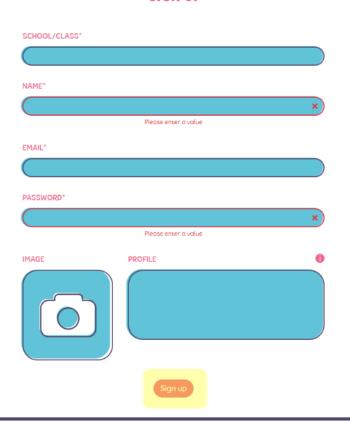
You may set an image by selecting or uploading your own











In this screen you will be asked to insert the account information. Note that your email can only be used for a profile in the SLN Community – you cannot use the same email to create a ADMIN profile and a MANAGER profile for instance.

Select or upload an image to your profile to be more easily identified.

After everything has been filled out, click the 'sign-up' button.

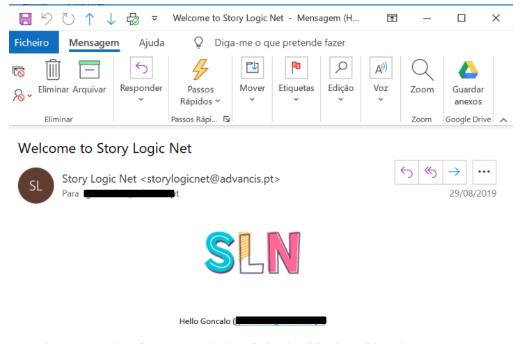






➤ Registration Successfully Done! Please check your email box to activate your account!

This is the screen you get after signing-up. You will receive an email to activate your account, so look in your inbox. If it is not there, search in the SPAM.



Welcome to Story Logic Net, for you can start using the application, please follow the next link to activate your account:

https://sln.advancis.pt//en/activate/g.meireles@advancis.pt/zrxb1jfh

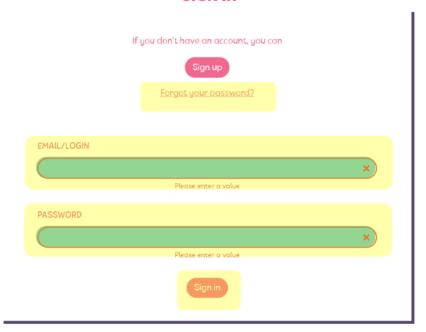
This is the email you will get when you sign-up.







SIGN IN



After your account has been activated, you may sign in. If you have an account and lost your password you may recover it just below the 'sign-up' button.







MY ACCOUNT



When entering the SLN Community with your log-in data, you will be shown your account information, which you may also access at any time in the MENU on the top right of the screen.

Your account information may be edited at any time by clicking the icon on the right of your basic information.

https://sln.advancis.pt/en/my-account







MY ACCOUNT - EDIT PROFILE

With the exception of your email and School name, the other information may be edited.

When you are done, don't forget to click on 'update' to save the changes.

ADV		
NAME*		
Anne		
EMAIL*		
g.meireles@adva	ncis.pt	
PASSWORD*		
Edit only if you want to o	hange your password	
IMAGE	PROFILE	0
	Bla bla bla bla	
	Update	









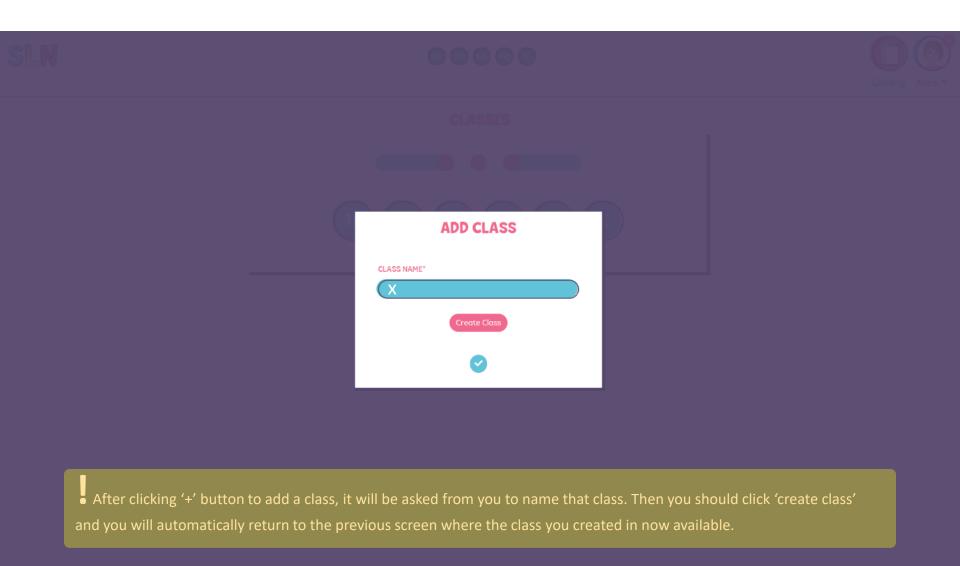
My Stories

CLASSES

1A A EXP R T Z

To insert classes/groups in your account (or school), you must go to the top right menu and click in 'classes'. This you direct you to this screen which will allow you not only to insert a class, but also search for classes (useful if you are running an account for a large school) and delete classes (one at the time or in bulk).

ttps://sln.advancis.pt/en/classes

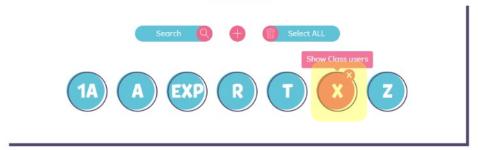








CLASSES



Now you may click your new class to add pupils

ttps://sln.advancis.pt/en/classes/X/27







CLASS X - USERS



Inside your class you may now add pupils by clicking the '+' symbol.



SLN



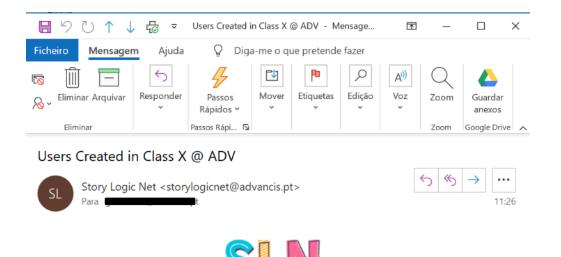
CLASS X - USERS

	ADD USE	RS	
CLASS: X			
NAME*	USERNAME*	PASSWORD*	
	ECØ13_		
	Create Users		
	•		

Now you may add one pupil at a time or add rows to create several pupils at the same time. You have to insert the pupils' name and a user name will be automatically provided with the school's prefix. The passwords will also be suggested automatically.



• After creating the users by clicking on the 'create users' button, you will receive an email with this information for your registers and to more easily give your pupils the log-in data for their new accounts.

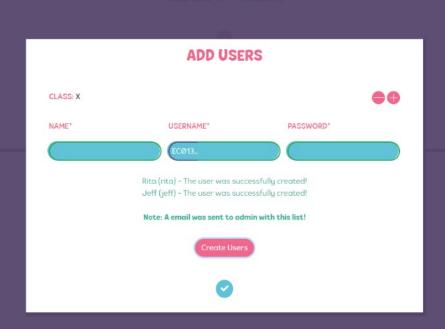


Hi, Anne you have successfully created the following users in class X at ADV school.

Rita (EC013_rita) - PASSWORD: RfpwSmVixJ Jeff (EC013_jeff) - PASSWORD: J5GSnUavhs

This is the email you will get when you create new users.

ELN 00000 C



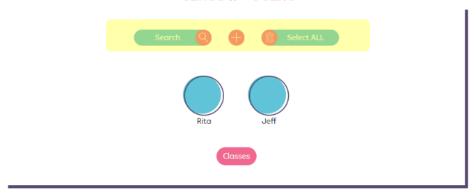
This is the message you will get on screen after creating the new users. You may create new users on this screen or return to your class by clicking in 'v' where your users will be displayed.







CLASS X - USERS



Here you can see your new class with the pupils you just added. You may search, add or delete pupils/users in this class, using the options in this screen.

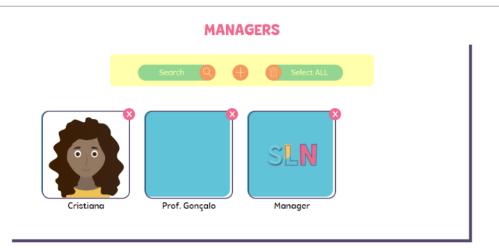








My Stories



To add Managers (or teachers) you have a similar procedure to adding pupils. Go to the top right MENU and click 'Managers'. This will display a screen where you may add, search and delete managers as you please. To add a new Manager just click on '+' symbol.



SLN



INVITE MANAGERS				
EMAIL*				
name@email.com				
INVITATION TEXT				
	Invite			

To add a Manager you must insert his or her email. You may also insert an invitation text, and then click 'invite'. This will prompt and email to the Manager that will then have to follow the steps to accept the invitation (see section ahead about Manager). You will be notified when the Manager accepts your invitation.





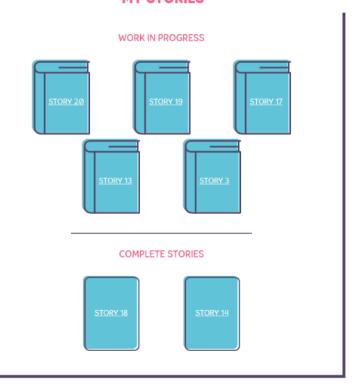




Library Anne

My Stories

MY STORIES

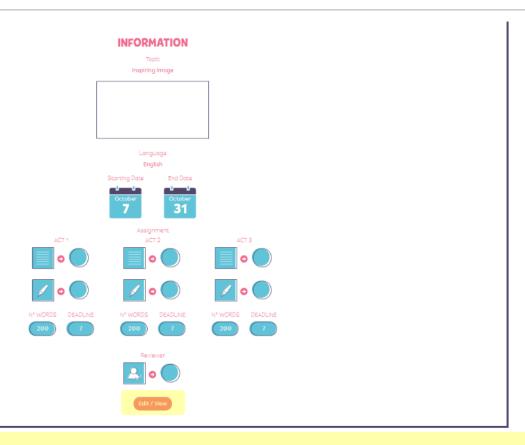


You may check on the stories that are complete or in progress on the top right MENU.

By clicking a story it will be displayed general information about that particular project.







This is the information displayed about each of the stories in MY STORIES. To view the contents of the story, you may click 'Edit/View' on the bottom.









MESSAGES

You haven't received any messages yet!

My Stories

Managers

Messages

You will get a warning if there are unread messages from Managers or the system. This warning appears above your image on the top of the page. You may then go to the message centre in the MENU. Once you read the message it will disappear from the unread messages sign

nttps://sln.advancis.pt/en/messages/list









The library is open to the general public. It will display stories publish by the SLN partnership after approval. Thus, this functionality is not yet available.





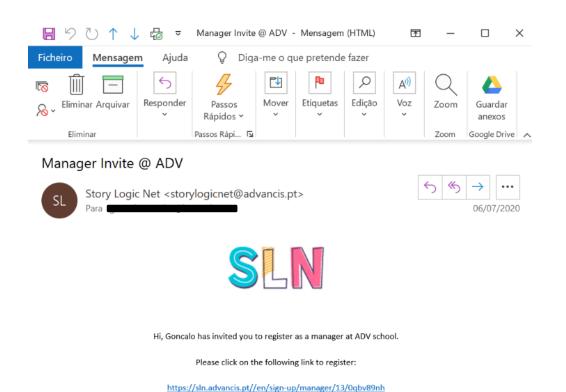
Admin may now also create stories. To have further details about creating stories, please see ahead the pages about creating stories as a MANAGER, as the procedures are identical.

MANAGER

- ATTRIBUTES AND FUNCTIONALITIES-

Manager

- Sets up stories
- Assigns roles to users within the stories
- Validates the story progression



The Manager has to receive an invitation from the ADMIN to join the School or group. The invitation provides you a link for completing your registration to the platform.







SIGN IN



After clicking the link on the email, you will be redirected to this page. Here you must insert your personal data and click 'sign-up' to create your account associated with the school or group that has invited you.













MY ACCOUNT - EDIT PROFILE

ADV		
NAME*		
Prof. Goncalo		v
EMAIL*		
goncalomeirele	@hotmail.com	
PASSWORD*		
(
Edit only if you want to	change your password	
IMAGE	PROFILE	0
63	Bla bla bla bla bla	
	Update	

In this screen you will be asked to insert the account information. Note that your email can only be used for a profile in the SLN Community you cannot use the same email to create a ADMIN profile and a MANAGER profile for instance.

Select or upload an image to your profile to be more easily identified. After everything has been

filled out, click the 'sign-up' button.



















New Story Library Prof. Gonçalo ▼

My Stories

MY ACCOUNT



Manager

SCHOOL/CLASS: ADV NAME: Prof. Gonçalo

PROFILE:



EMAIL: goncalomeireles@hotmail.com

When entering the SLN Community with your log-in data, you will be shown your account information, which you may also access at any time in the MENU on the top right of the screen.

Your account information may be edited at any time by clicking the icon on the right of your basic information.

https://sln.advancis.pt/#











MY ACCOUNT - EDIT PROFILE

With the exception of your email and School name, the other information may be edited. When you are done, don't forget to click on 'update' to

save the changes.

SCHOOL/CLASS* ADV		
NAME*		
Prof. Goncalo		~)
EMAIL*		
goncalomeireles	ahotmail.com	
PASSWORD*		
····		
Edit only if you want to	change your password	
IMAGE	PROFILE	0
67	Bla bla bla bla	
	Update	















Search Q +

New Story Library Prof. Gonçalo My Account

Classes

My Stories

Messages

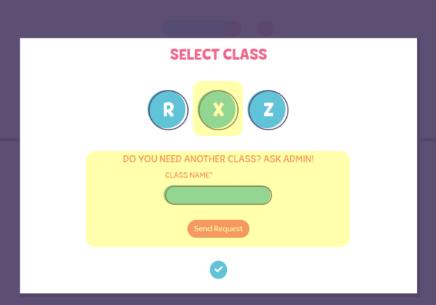
Sign off

In the MENU you can see what classes are assign to you and you may include more from the ones that the ADMIN created. For that click the '+' symbol.

You need to add classes to your domain whenever you want to involve pupils from that class in the stories you assign.

ttps://sln.advancis.pt/en/classes





To add class to your domain, just click in the available classes. If the class you want is not available is because the ADMIN has not created it and you have to request it before being able to add it. To request to add a classs from the ADMIN, we may use the functionality above by just inserting the name of the class and clicking 'send request'



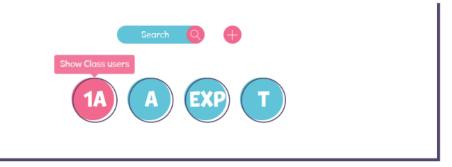








CLASSES



In the Classes tab you may access every class under your domain, revealing the pupils in each of them.

https://sln.advancis.pt/en/classes/1A/13



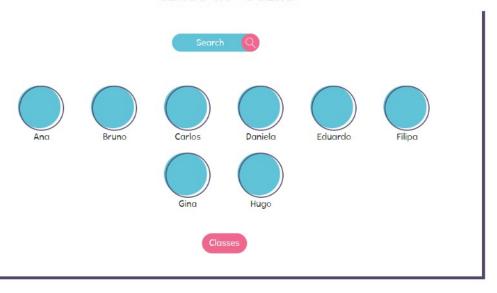








CLASS 1A - USERS



• This is the view you get when clicking one of your classes.











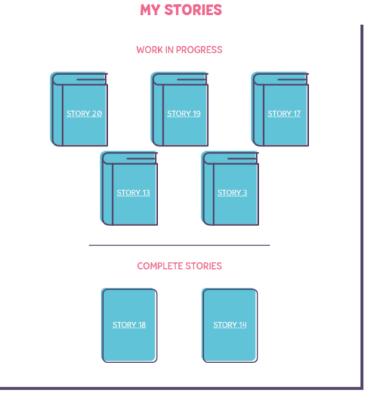




My Stories

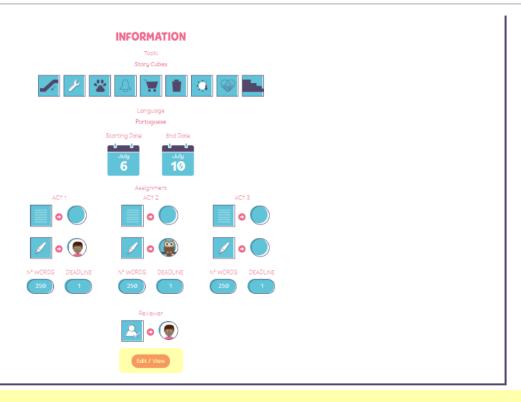
You may check on the stories that are complete or in progress on the top right MENU.

By clicking a story it will be displayed general information about that particular project.









This is the information displayed about each of the stories in MY STORIES. To view the contents of the story, you may click 'Edit/View' on the bottom.





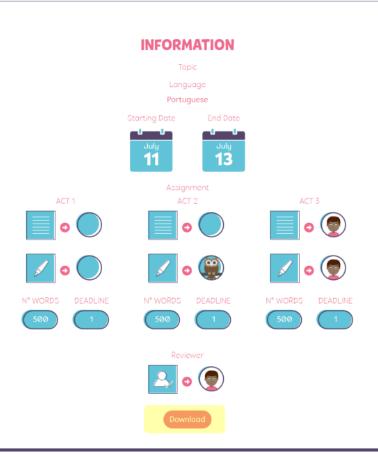








You may also click 'download' on the complete stories to get a PDF file with that full story.

















New Story Library Prof. Gonçalo ▼

MESSAGES

This story needs your validation to proceed

ACT 3 - Illustrator - (Story #20)

(2020-09-15 11:13:57)





This story needs your validation to proceed

ACT 3 - Writer - (Story #20)

(2020-09-15 11:09:44)





This story needs your validation to proceed

ACT 2 - Illustrator - (Story #20)

(2020-09-15 11:09:09)





This story needs your validation to proceed

ACT 2 - Writer - (Story #20)

(2020-09-15 10:52:06)





This story needs your validation to proceed

You will get a warning if

there are unread messages. This warning appears above

your image on the top of the

page. You may then go to the message centre in the MENU.

Once you read the message it

You can get messages about

will disappear from the

unread messages sign.

stories in progress and specific actions you are

required to perform.

My Stories

Messages

















To create new stories you must click on the 'new story' tab on the top of the page.







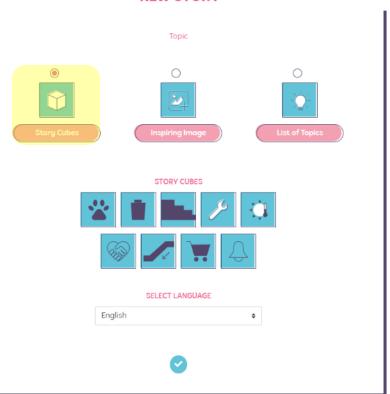






The first choice you have to make when setting up a new story is to choose the topic.

You may use story cubes – a random selection of images will show up on screen for the writers to use as elements that must be used on the story.







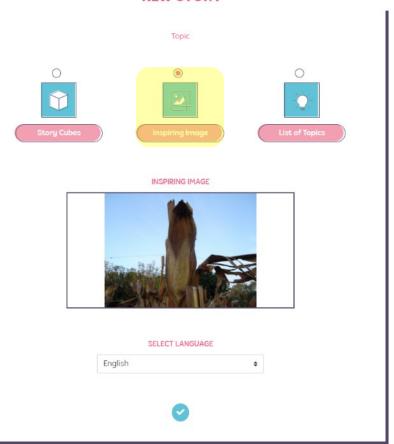








You may, instead, choose an inspiring image from the ones available.







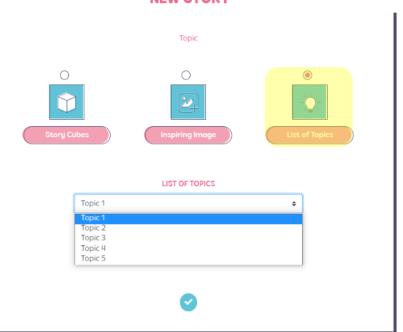


























←		S	September 202	0		→
Su	Мо	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

The next step is to define the starting date for the story. You may want o have it written over an extended period of time or just in a class's time.









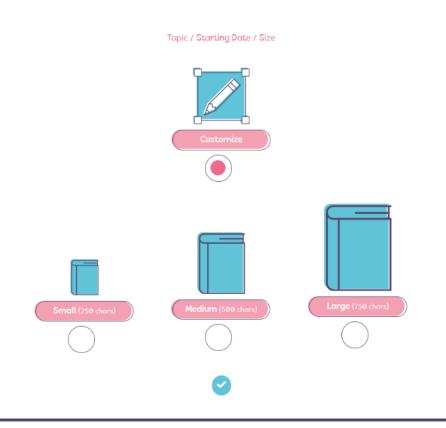












Next is the story's

length. You may choose from one of the preestablished lengths -SMALL, MEDIUM or LARGE – or costume the length to your needs.

These lengths refer to each of the story ACTS (3 in total) meaning that if you choose small you will have a maximum of 250 characters in each ACT or a total of 750 character for the whole story.







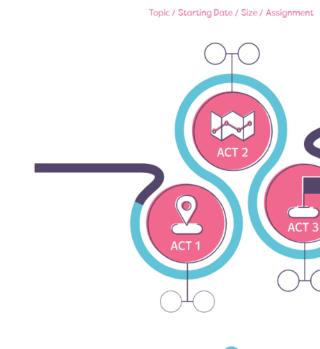


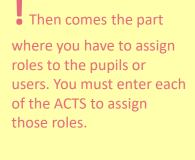














ACT 1 Drag and drop the users responsible for Writing and Illustrating. criatiana01 criatiana01 Filipe helena01 isabel01 joaozinho ricardo01 zezinho Murteira N° WORDS DEADLINE

Within each ACT, there is a writer and an illustrator. You may select different users to this roles or even assign both roles to the same person.

To assign, you must choose one of your classes to display its pupils and then drag and drop a pupils to the circle signifying writer or illustrator.

You must also define a deadline for them to accomplish their tasks and, if you have not selected a predefined length for the story in the previous section, you will have to establish how many words may be written in this ACT.







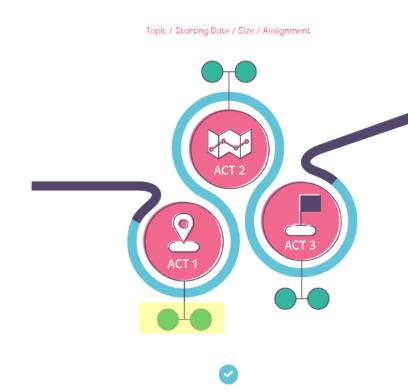












When you have assigned all the required roles (2 roles for each ACT), the circles become green and you can move

on to the next stage of setting up the story.















Now you must set a reviewer. The reviewer is someone with the responsibility of checking if the story, after been written, answers all the pre-establish requisites (e.g. the initial topic is respected, the story structure is present, etc.). You must click the review circle.





Once you click to select the reviewer, you have a similar process to the one you used to assigned the writer and illustration. Select the class, then a user and drag its image to the circle below the image representing the reviewer.













• After selecting the reviewer, the circle turns green and you can move on.







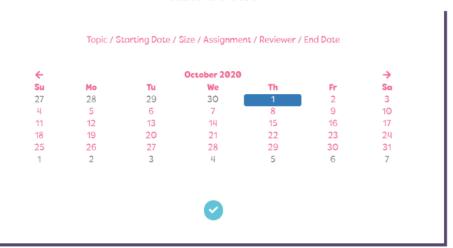












Finally you have to establish an end date for the story. This will consider the start date and the deadlines you established for each ACT, avoiding you provide a date that doesn't match your previous choices. Note that the actual duration of the creation process may be shorter (if users respond before deadlines) and even longer (if users, the reviewer or even you as responsible for validation of each ACT, take more time than expected)













✓ New Story Successfully Created!

This message will show after successfully setting up a story.

















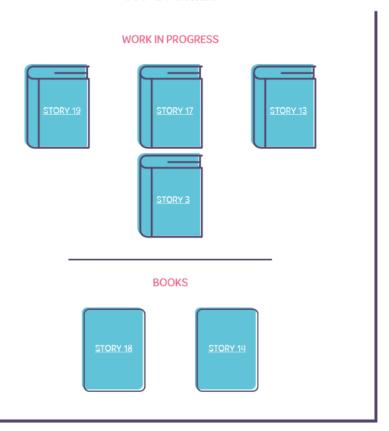


New Story Library Prof. Gonçalo ▼

My Stories

Sign off

MY STORIES



The new story will also appear on your Stories as work in progress.

https://sln.advancis.pt/en/story/list



In the story creation

process, you will be called

to validate each ACT. How

much you want to

intervene in the story

creation process is up to you. You may validate

regardless and discuss with the team the final results

of the process or you may

want to be more directive

along the process and provide feedback and

request changes as the

You will receive a message when you are required to

ACTS are completed.

act.















New Story Library Prof. Gonçalo ▼

MESSAGES

This story needs your validation to proceed ACT 1 - Illustrator - (Story #20)

(2020-09-10 11:01:19)





This story needs your validation to proceed

ACT 1 - Writer - (Story #20)

(2020-09-10 10:57:17)





This story needs your validation to proceed

ACT 2 - Writer - (Story #18)

(2020-09-02 11:30:56)



This story needs your validation to proceed

ACT 1 - Illustrator - (Story #18)

(2020-09-02 11:18:02)

8

This story needs your validation to proceed











New Story Library Prof. Gonçalo ▼

INFORMATION

Story Cubes



































































ACT 3









In such case – when you

have to validate – you may click on the message and

go directly to the story needing your attention.

overview of the story and the progress and then you have to click on 'edit/view'

You will first get an

to access the actual progress and respond to the validation request prompt by the users.

















COMPOSE

ACT 2 - WRITER







Once inside the story, you my review it and choose to validate it – in this case the story continues as planned and the next contributors is called to work on his/het part. Or you don't validate it, and a message is sent to the user asking for validation to make changes to his/her part.

Once upon a time...

Cras justo odio, dapibus ac facilisis in, egestas eget quam.



ED THAT YOU VALIDATE THIS ACT! **② ②**



















The library is open to the general public. It will display stories publish by the SLN partnership after approval. Thus, this functionality is not yet available.



USER- ATTRIBUTES AND FUNCTIONALITIES-

User

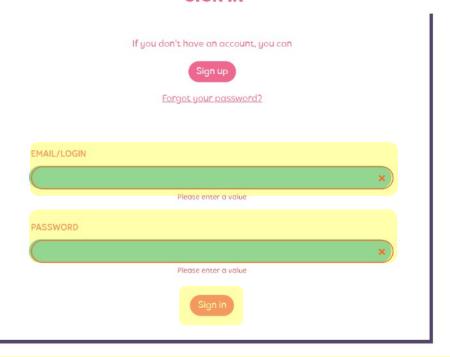
 Participate in the development of the stories – as writer, illustrator and/or reviewer







SIGN IN



For safety reasons, the user is not directly invited using email. Instead, the ADMIN has a record of the user's log-in information that may supply, in paper or otherwise, to each user, With that information he/she may sign in.











Library

My Account

My Stories
Messages

Sign o

MY ACCOUNT



When entering the SLN Community with your log-in data, you will be shown your account information, which you may also access at any time in the MENU on the top right of the screen.

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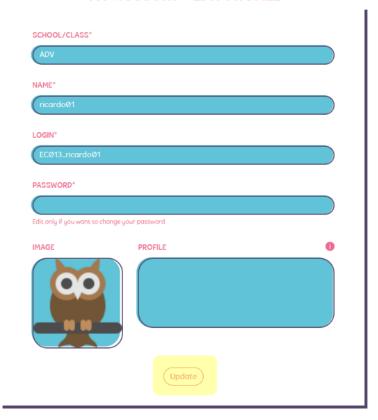




MY ACCOUNT - EDIT PROFILE

• With the exception of your email and School name, the other information may be edited.

When you are done, don't forget to click on 'update' to save the changes.











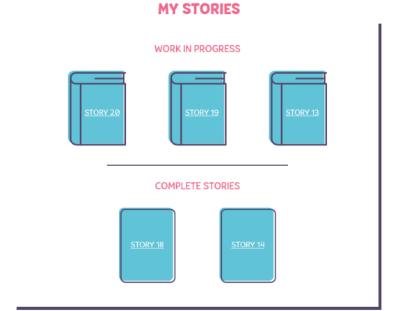
Library ricardo01

My Account

My Stories

Messages

Sign off



You may check on the stories you are involved in that are complete or in progress on the top right MENU.

By clicking a story it will be displayed general information about that particular project. In the case of open stories you may access the story to edit if it is your turn to make a contribution.

https://sln.advancis.pt/en/story/list









INFORMATION

Story Cubes

English

eptembe 10



ACT 2



ACT 1































ACT 3











'edit/view' to access the story and make your contributions in your turn.

By clicking a story you

get an overview of the and

you may click on















Libraru ricardo@1

My Stories

Messages

MESSAGES

Congratulations, you have been added to a new story!

ACT 1 - Writer - (Story #20)

(2020-09-10 10:55:53)





Congratulations, you have been added to a new story!

ACT 1 - Illustrator - (Story #20)

(2020-09-10 10:55:53)



Congratulations, you have been added to a new story!

ACT 2 - Writer - (Story #20)

(2020-09-10 10:55:53)



Congratulations, you have been added to a new story!

ACT 2 - Illustrator - (Story #20)

(2020-09-10 10:55:53)





Congratulations, you have been added to a new story!

specific actions you are required to perform.

You can get messages about

You will get a warning if

there are unread messages. This warning appears above

your image on the top of the

page. You may then go to the message centre in the MENU.

Once you read the message it

will disappear from the

unread messages sign.

stories in progress and

https://sln.advancis.pt/en/messages/list













In the story creation process, you will be called

You will receive a message when you are required to act.

to make contributions.

If you click on the message it will take you directly to the story you are required to address.

It's your turn!

Reviwer - (Story #18)

(2020-09-02 11:48:17)





It's your turn!

ACT 3 - Illustrator - (Story #18)

(2020-09-02 11:45:29)





It's your turn!

ACT 3 - Writer - (Story #18)

(2020-09-02 11:44:15)





Your act has been rejected, please edit and submit again to validation!

ACT 2 - Illustrator - (Story #18)

(2020-09-02 11:39:24)



lt's your turn!

ACT 2 - Illustrator - (Story #18)

(2020-09-02 11:31:58)



Opening the story will

provide first with an

You have to click on 'edit/view' to access the actual progress and respond to the request prompt by the other users

or by the manager.

overview.







INFORMATION

Story Cubes



English

eptembe 10









ACT 1

































Reviewer





















ACT 2 - WRITER



If it is your turn to write you may check the previous completed ACTS if existing so that you may make your contribution sensibly.

You may add text boxes, choose font types, the alignment of the text and its colour and size. You may drag and drop text boxes to place them where you like. You may also delete text-boxes entirely.

A counter will let you know how many words you are left with as you write. The limit is that established by the Manager when he/she set up the story.

When you are done editing, click the "v" on the bottom.

Once upon a time	
Cras justo odio, dapibus ac facilisis in, egestas eget quam.	-
gras Justo odio, dapitus at facilisis III, egestas eget quani.	巴



79 / 250

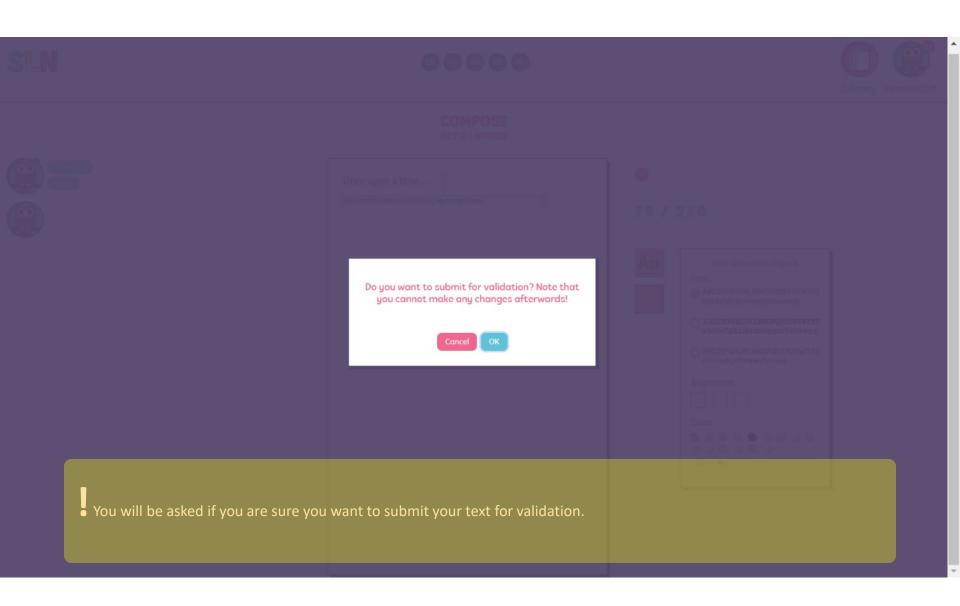
























ACT 2 - WRITER







Cras justo odio, dapibus ac facilisis in, egestas eget quam.



If you are waiting for the Manager to validate your contribution, you will get this message.









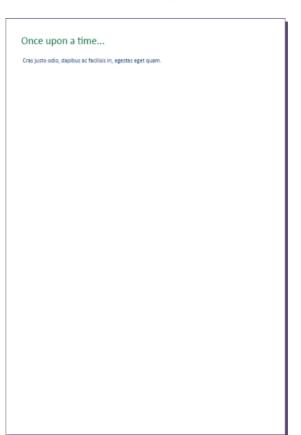






ACT 2 - ILLUSTRATOR







When it is your turn to illustrate you have some options at your disposal.

Note that the illustration is done on the same page of the text and you will be able to rearrange it to make the most of the graphical elements.

You may insert existing images or upload your own. You may even draw your page on paper, scan it and upload it.









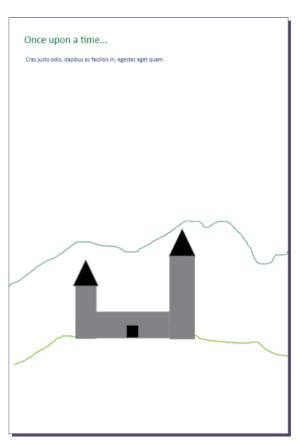
ACT 2 - ILLUSTRATOR



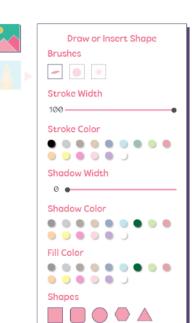


You may also insert shapes, choose its colour, border and shadow.

Or use brushes of different types and with different widths and colours to illustrate the story.







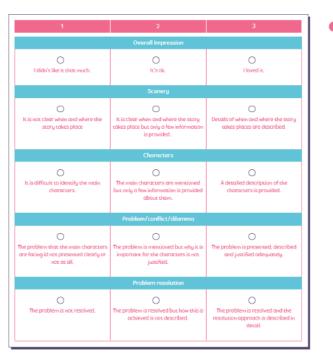












After ACT3 is completed and validated by the Manager, the final role is attributed to the reviewer, that will answer a questionnaire. When the review is also validated by the Manager, the story is complete.



FINAL NOTES

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■ The use of this tool can be flexible, specially in the context of face-to-face activities. The teachers may involve all contributors in all of the story's ACTS by creating a single group and have the pupils work in the same computer to create their story.