

SLN COMMUNITY - MANUAL

- August 2020 -



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

Title: StoryLogicNet Community Manual **Project Activity:** O1.A6. Training of Trainers

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CONTENT

Introduction

User Profiles

Admin

Manager

User

Final Notes

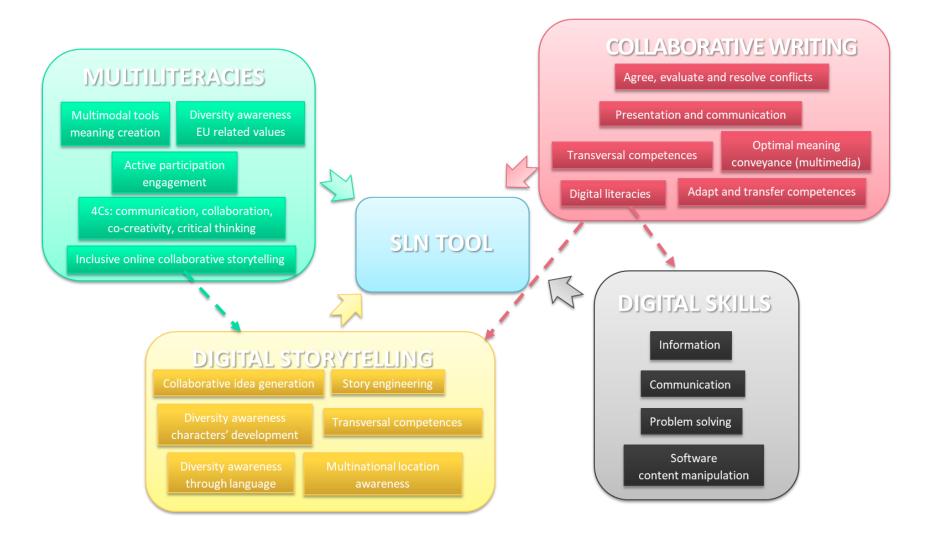


INTRODUCTION

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 <u>www.storylogicnet.eu</u>



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)





Click the Sign-in option on top right of the screen









SIGN IN

If you don't have an account, you can Sign up Forgot your password?
EMAIL/LOGIN
(×
Please enter a value
PASSWORD
×
Please enter a value
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.

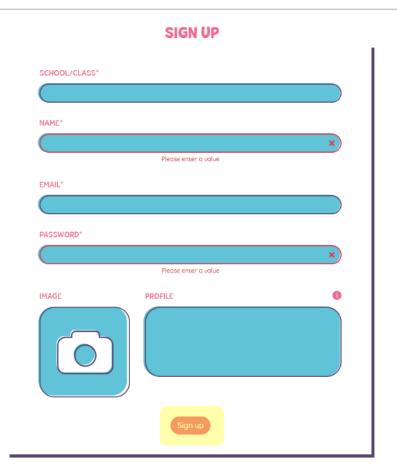


You may set an image by selecting or uploading your own



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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.









SIGN UP

✓ 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.



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Eliminar		Passos Rápi 🖬					Zoom	Google Drive	~

Welcome to Story Logic Net



Hello Goncalo (

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

If <u>(</u>	you don't have an account, you can	
	Sign up	
	Forgot your password?	
EMAIL/LOGIN		
		×
	Please enter a value	
PASSWORD		
		×
	Please enter a value	
	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		
	Admin SCHOOL/CLASS: ADV NAME: Anne EMAIL: g.meireles@advancis.pt	Ø	
PROFILE: Bia bia bia bia			

• 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



With the exception of your

email and School name, the other information may be

When you are done, don't forget to click on 'update' to

save the changes.

edited.

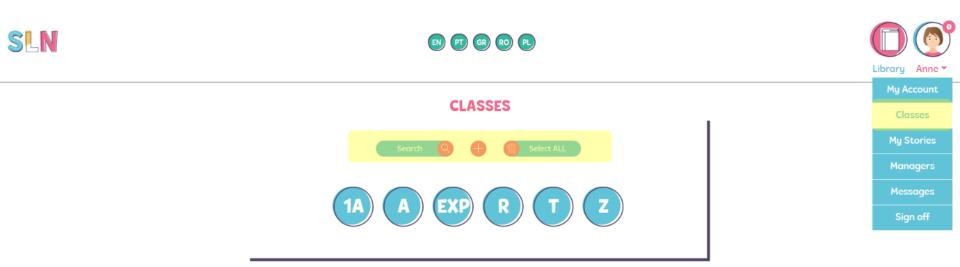




MY ACCOUNT - EDIT PROFILE

SCHOOL/CLASS*		
ADV		
NAME*		
Anne		
EMAIL*		
g.meireles@advancis.pt		
PASSWORD*		
Edit only if you want to change yo	ur password	
IMAGE	PROFILE	
	Bla bla bla bla	
	Update	

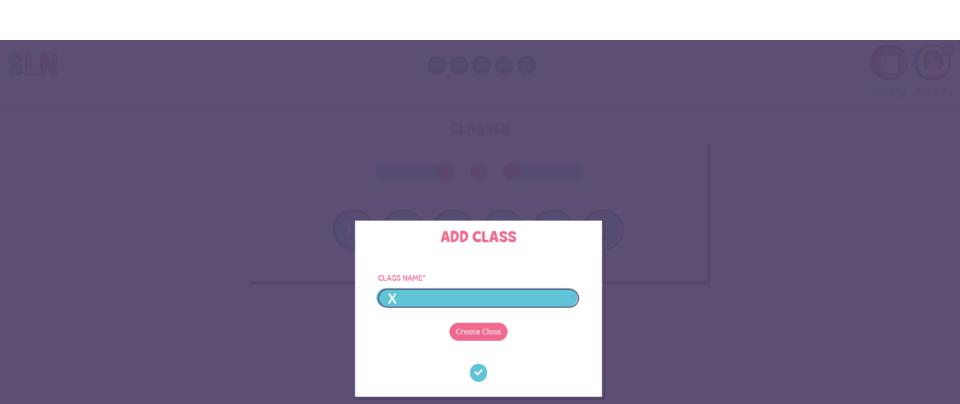




• To insert classes/groups in your account (or school), you must go to the top right menu and click in 'classes'. This you direct you to this screen which will allow you not only to insert a class, but also search for classes (useful if you are running an account for a large school) and delete classes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

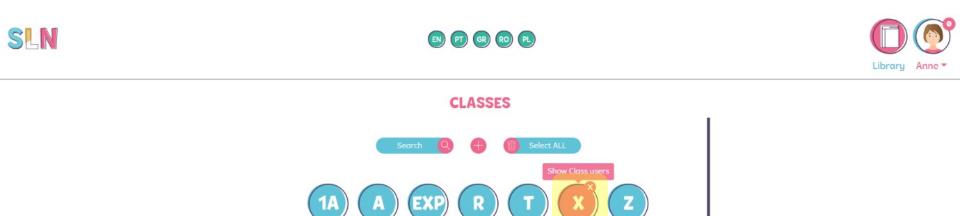
https://sln.advancis.pt/en/classes





• After clicking '+' button to add a class, it will be asked from you to name that class. Then you should click 'create class' and you will automatically return to the previous screen where the class you created in now available.





Now you may click your new class to add pupils

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





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



SLN





CLASS X - USERS

ADD USERS						
CLASS: X						
NAME*	USERNAME*	PASSWORD*				
	ECØ13_					
	EC013_	\square				
	EC013_	\supset				
	EC013_					
	Create Users					
	0					

• 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.



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∕⊗ ∽ ^{Eliminar} Arquivar	Responder ~	Passos Rápidos ~	Mover *	Etiquetas ~	Edição ~	Voz v	Zoom	Guardar anexos	
Eliminar		Passos Rápi 🖬					Zoom	Google Drive	^

Users Created in Class X @ ADV



Story Logic Net <storylogicnet@advancis.pt>
Para





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.





Rita (rita) - The user was successfully created! Jeff (jeff) - The user was successfully created! Note: A email was sent to admin with this list!

• 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.

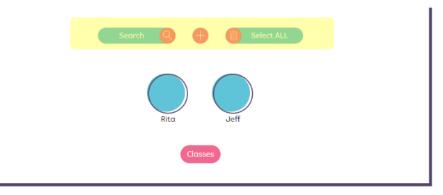






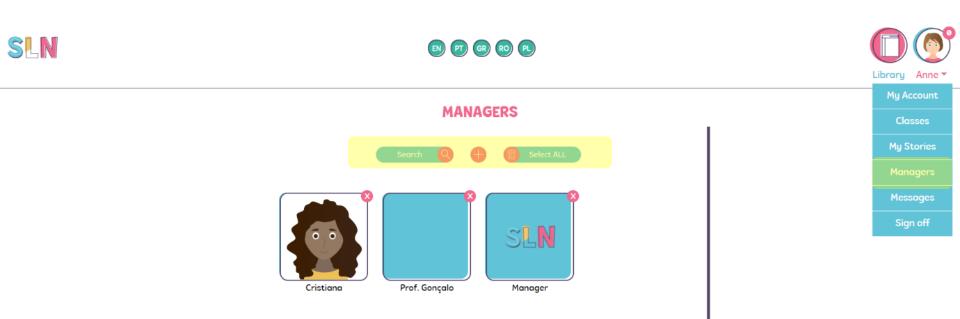


CLASS X - USERS



• 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.





• 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		Library Anne *
	INVITE MANAGERS	
	EMAIL* name@email.com	

• 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.

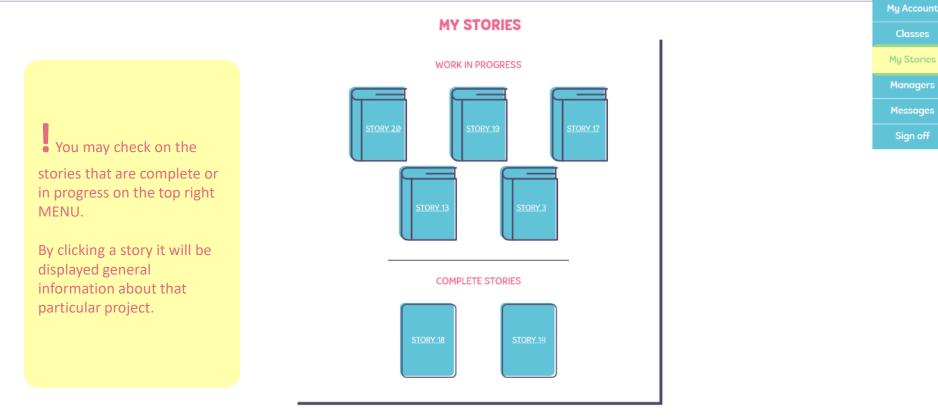
Invite









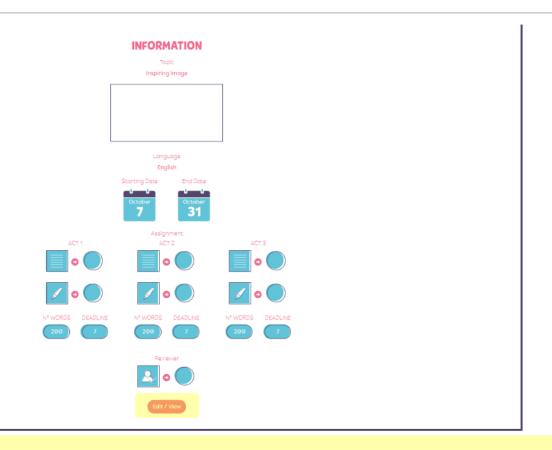


https://sln.advancis.pt/en/story/lis



SLN





• 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!

• 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/li



Library Anne
My Account
Classes
My Stories
Managers

Messages

Sign of



• 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.

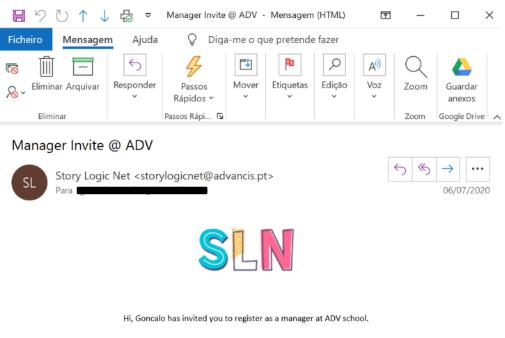


MANAGER - ATTRIBUTES AND FUNCTIONALITIES-

Manager

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





Please click on the following link to register:

https://sln.advancis.pt//en/sign-up/manager/13/0qbv89nh

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

	If you don't have an account, you can Sign up Forgot your password?	
EMAIL/LOGIN		
		×
	Please enter a value	
PASSWORD		
		×
	Please enter a value	
	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

SCHOOL/CLASS*		
ADV		
NAME*		
Prof. Goncalo		~
EMAIL*		
goncalomeireles@ho	tmail.com	
PASSWORD*		
(
Edit only if you want to chan	ge your password	
IMAGE	PROFILE	0
	Bia bia bia bia bia	
	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.

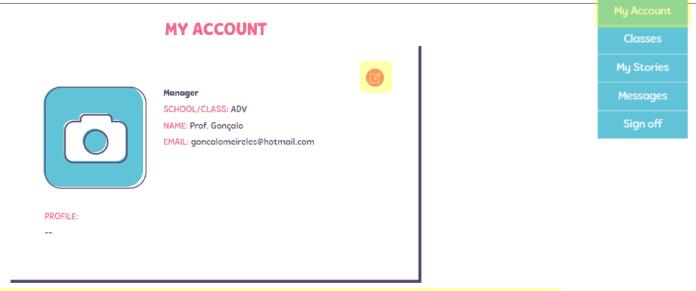
Select or upload an image to your profile to be more easily identified. After everything has been filled out, click the 'sign-up' button.











• 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/#



With the exception of your

email and School name, the other information may be

When you are done, don't forget to click on 'update' to

save the changes.

edited.

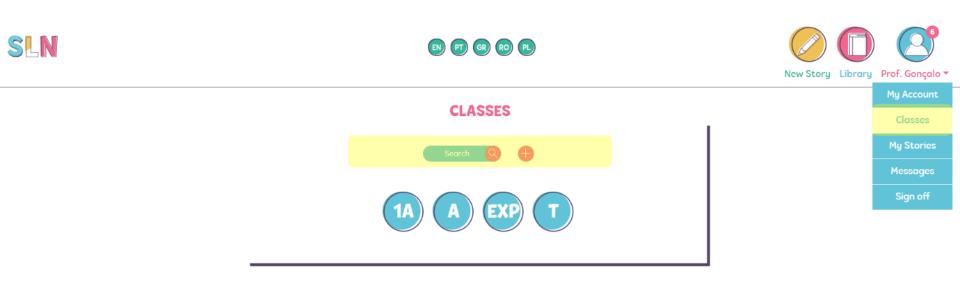




MY ACCOUNT - EDIT PROFILE

nail.com	
your password	
PROFILE	
Bla bla bla bla	
	PROFILE



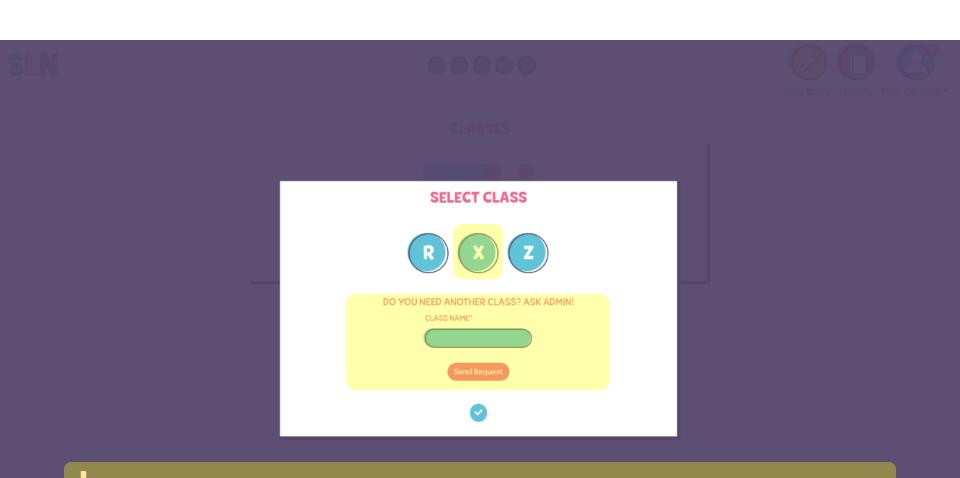


In the MENU you can see what classes are assign to you and you may include more from the ones that the ADMIN created. For that click the '+' symbol.

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'

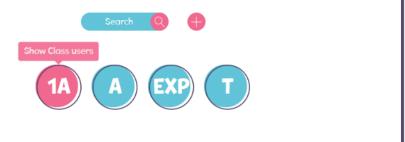








CLASSES



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

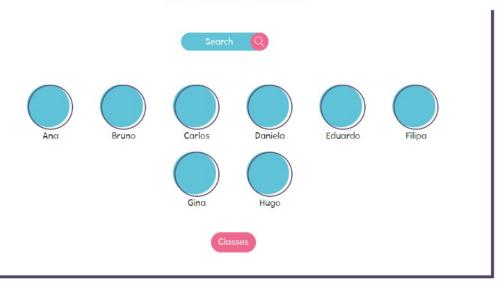








CLASS 1A - USERS



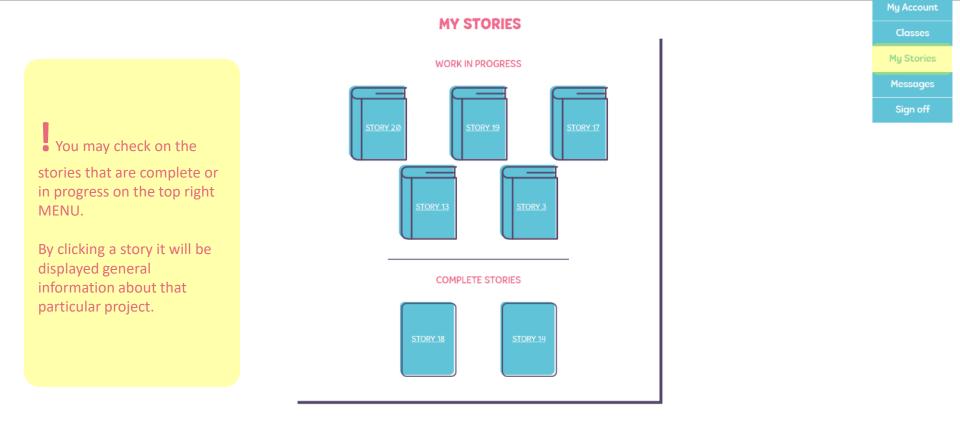
• This is the view you get when clicking one of your classes.









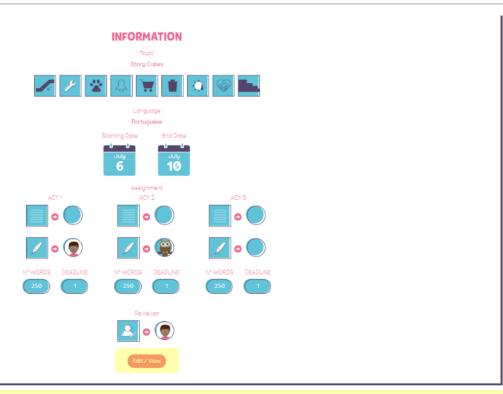


ttps://sln.advancis.pt/en/story/lis









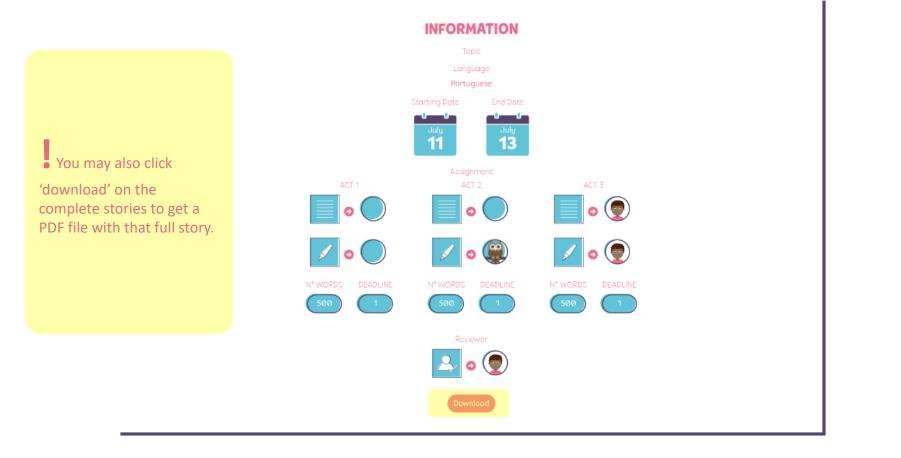
• This is the information displayed about each of the stories in MY STORIES. To view the contents of the story, you may click ' Edit/View' on the bottom.

















MESSAGES My Stories This story needs your validation to proceed ACT 3 - Illustrator - (Story #20) Messages (2020-09-15 11:13:57) You will get a warning if there are unread messages. This warning appears above This story needs your validation to proceed your image on the top of the ACT 3 - Writer - (Story #20) (2020-09-15 11:09:44) page. You may then go to the message centre in the MENU. **2** Once you read the message it will disappear from the This story needs your validation to proceed unread messages sign. ACT 2 - Illustrator - (Story #20) (2020-09-15 11:09:09) You can get messages about stories in progress and specific actions you are This story needs your validation to proceed required to perform. ACT 2 - Writer - (Story #20) (2020-09-1510:52:06) This story needs your validation to proceed





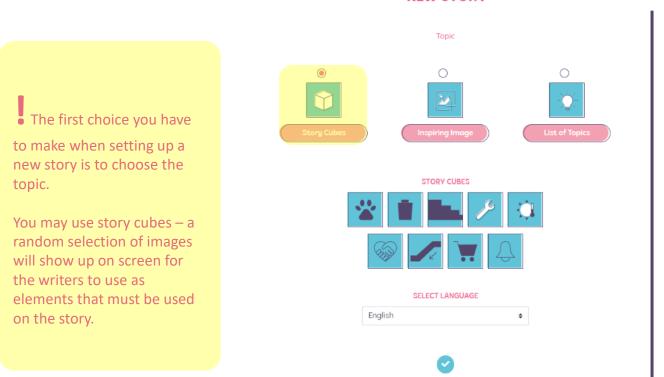
• To create new stories you must click on the 'new story' tab on the top of the page.











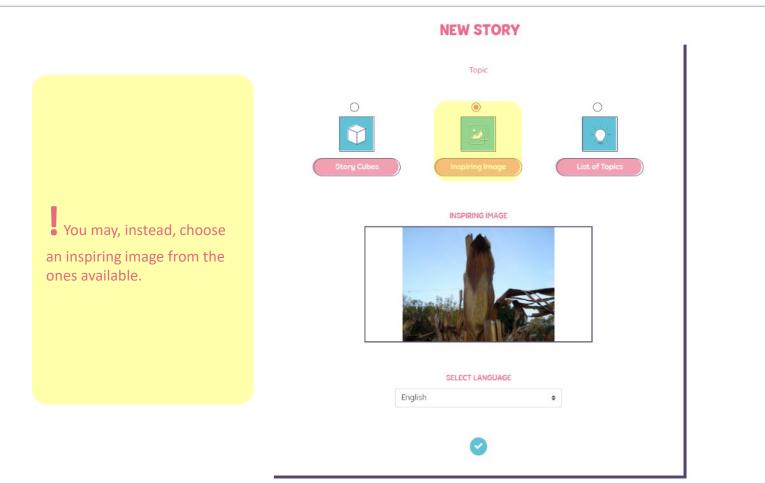
















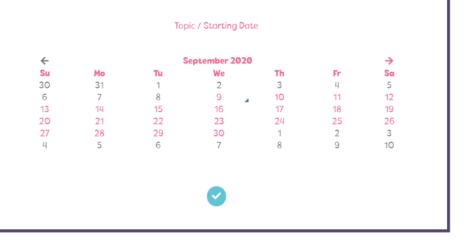




NEW STORY Topic \bigcirc Ο ۲ γ LIST OF TOPICS Or you may even choose a Topic 1 ¢ Topic 1 Topic 2 topic from an available list of Topic 3 topics. Topic 4 Topic 5







• 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.









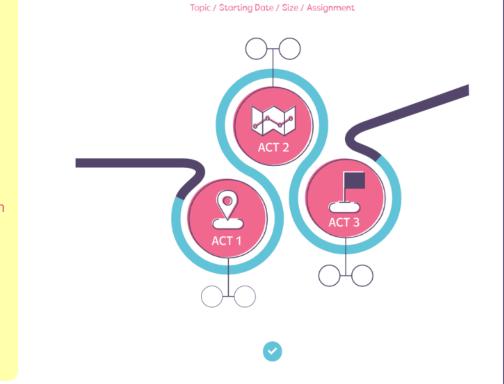
NEW STORY Topic / Starting Date / Size • Next is the story's length. You may choose from one of the preestablished lengths -SMALL, MEDIUM or LARGE - or costume the length to your needs. These lengths refer to each of the story ACTS (3 in total) meaning that if you choose small you will have a maximum of 250 characters in each ACT or a total of 750 character for the whole story.











<u>SLN</u> | 58

Then comes the part

where you have to assign roles to the pupils or users. You must enter each of the ACTS to assign those roles.

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ACT 1

Drag and drop the users responsible for Writing and Illustrating.



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.

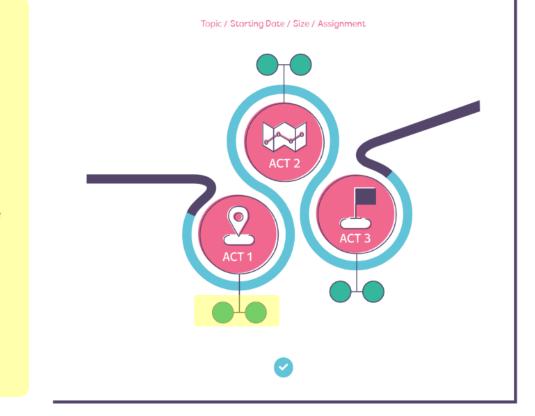
You must also define a deadline for them to accomplish their tasks and, if you have not selected a predefined length for the story in the previous section, you will have to establish how many words may be written in this ACT.











• When you have assigned all the required

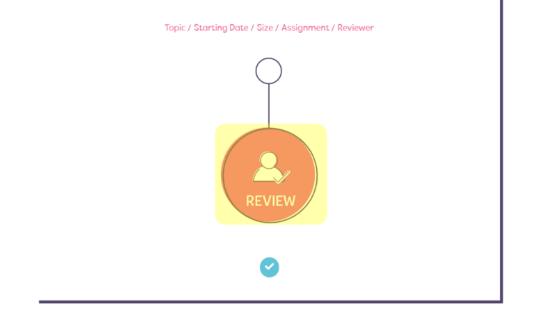
roles (2 roles for each ACT), the circles become green and you can move on to the next stage of setting up the story.









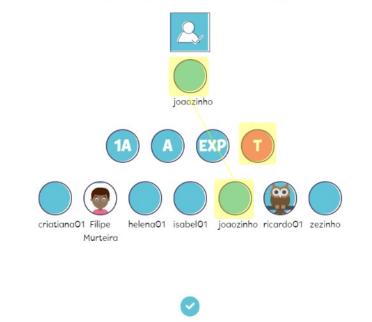


• Now you must set a reviewer. The reviewer is someone with the responsibility of checking if the story, after been written, answers all the pre-establish requisites (e.g. the initial topic is respected, the story structure is present, etc.). You must click the review circle.



REVIEWER

Drag and drop the user responsible for Revising.



• 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.









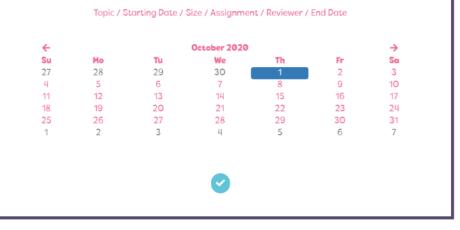


• After selecting the reviewer, the circle turns green and you can move on.









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!

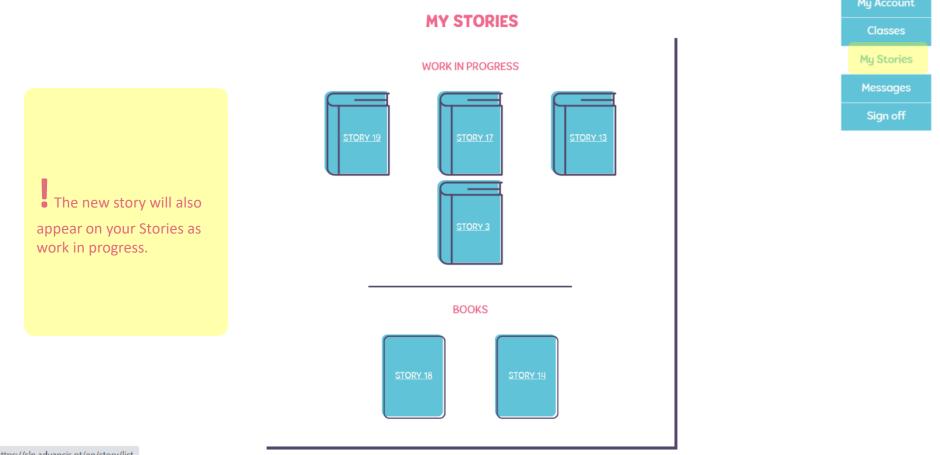
• This message will show after successfully setting up a story.









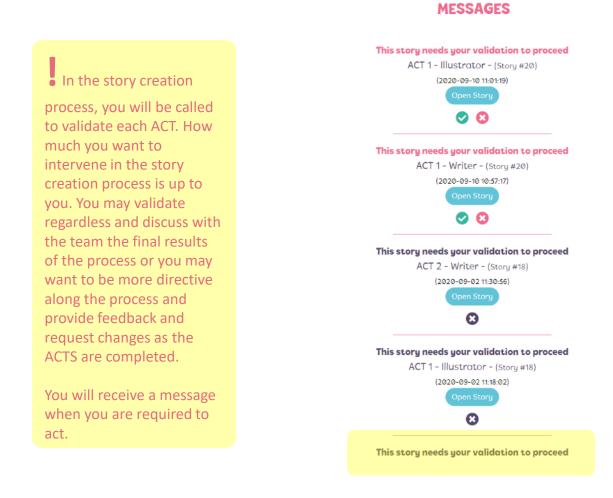




https://sln.advancis.pt/en/story/list















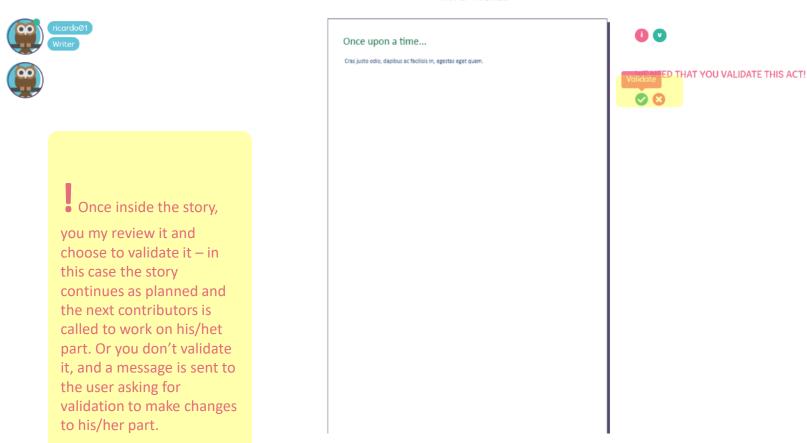
INFORMATION Story Cubes * Ċ1 In such case – when you English have to validate – you may click on the message and eptemb 10 go directly to the story needing your attention. Assignment ACT 1 ACT 2 ACT 3 You will first get an overview of the story and 0 O O the progress and then you have to click on 'edit/view' to access the actual progress and respond to the validation request prompt by the users. Edit / View













COMPOSE

ACT 2 - WRITER



• 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









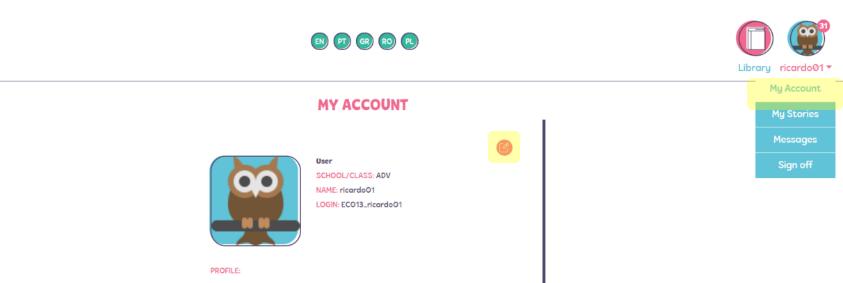
SIGN IN

	If you don't have an account, you can Sign up	
	Forgot your password?	
EMAIL/LOGIN		
	Please enter a value	×
PASSWORD		
	Please enter a value	×
	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.







• 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

ADV		
NAME*		
ricardo01		
EC013_ricardo01		
PASSWORD*		
Edit only if you want to	change your password	
IMAGE	PROFILE	
	Update	



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.



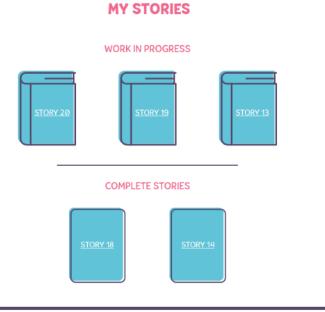




My Stories Messages

• 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.

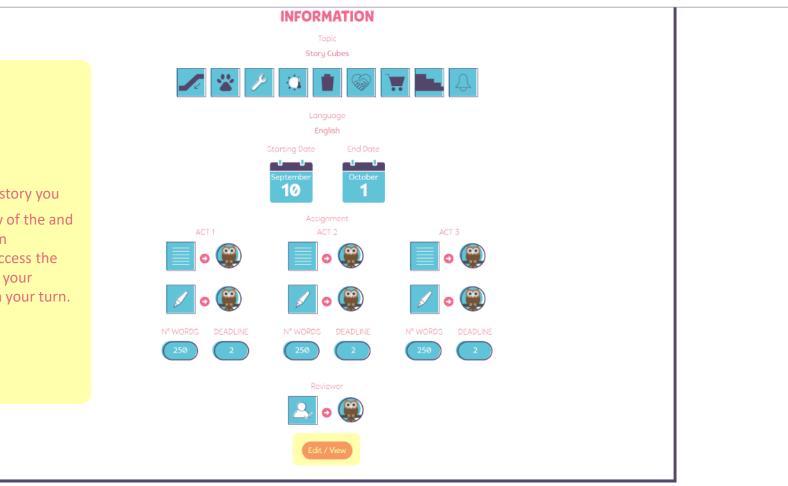


https://sln.advancis.pt/en/story/list

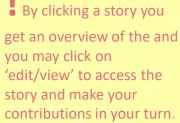








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MESSAGES My Stories Messages Congratulations, you have been added to a new story! ACT 1 - Writer - (Story #20) (2020-09-10 10:55:53) You will get a warning if there are unread messages. This warning appears above Congratulations, you have been added to a new story! your image on the top of the ACT 1 - Illustrator - (Story #20) (2020-09-10 10:55:53) page. You may then go to the message centre in the MENU. Once you read the message it will disappear from the Congratulations, you have been added to a new story! unread messages sign. ACT 2 - Writer - (Story #20) (2020-09-10 10:55:53) You can get messages about stories in progress and specific actions you are Congratulations, you have been added to a new story! required to perform. ACT 2 - Illustrator - (Story #20) (2020-09-10 10:55:53) 🖸 😢 Congratulations, you have been added to a new story!

<u>ՏԼN | 78</u>

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



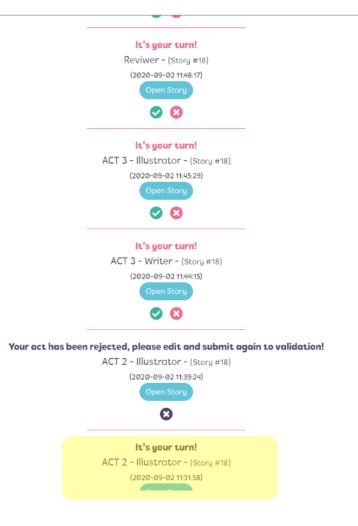




In the story creation process, you will be called to make contributions.

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

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











INFORMATION Story Cubes ξÛ. English Opening the story will October eptemb 10 provide first with an overview. Assignment ACT 1 ACT 2 ACT 3 You have to click on 00 **@**) 00 'edit/view' to access the 0 O 0 actual progress and respond to the request **@**) **(()** 80 0 0 0 prompt by the other users or by the manager. Reviewer









COMPOSE ACT 2 - WRITER



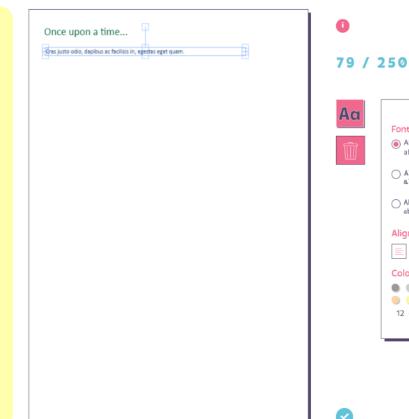
📲 it is your turn to write you may

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.

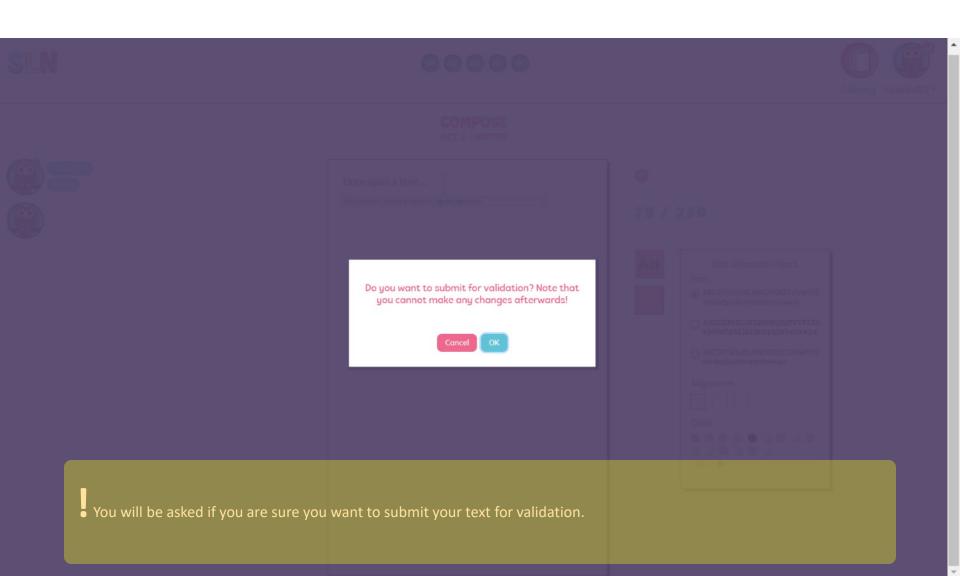
A counter will let you know how many words you are left with as you write. The limit is that established by the Manager when he/she set up the story.

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



















COMPOSE ACT 2 - WRITER

Once upon a time	
Cras justo odio, dapibus ac facilisis in, egestas eget quam.	

00

I.

A Please wait while everyone finishes validating!

If you are waiting for the Manager

to validate your contribution, you will get this message.

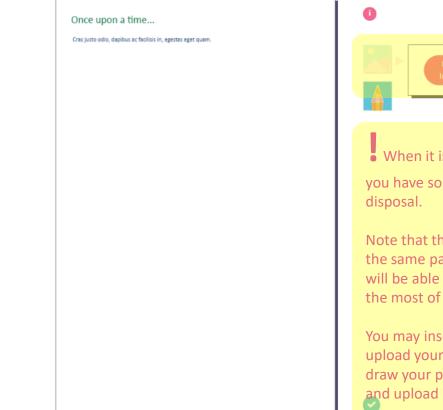














• When it is your turn to illustrate you have some options at your disposal.

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.

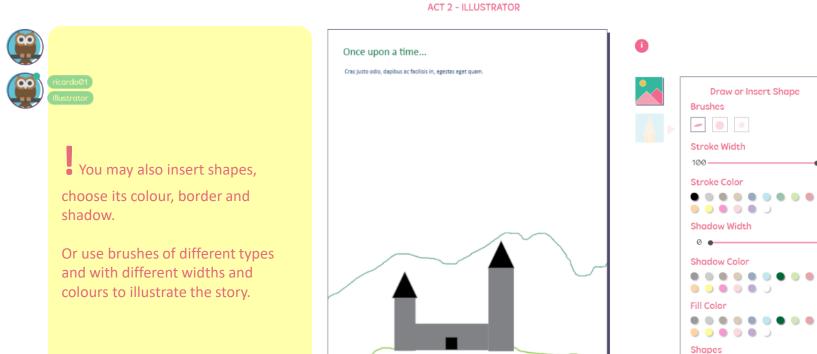














COMPOSE ACT 2 - ILLUSTRATOR





COMPOSE REVIEWER

0





1	2	3
	Overall Impression	
O I didn't like it that much.) It's ok	O Hoved it.
	Scenery	
C It is not clear when and where the story takes place	C It is clear when and where the stary takes place but only a few information is provided.	O Details of when and where the story takes places are described.
	Characters	
It is difficult to identify the main characters.	O The main characters are mentioned but only a few information is provided about them.	A detailed description of the characters is provided.
	Problem/conflict/dilemma	
he problem that the main characters are facing id not presented clearly or not at all.	O The problem is mentioned but why it is important for the characters is not justified.	O The problem is presented, described and justified adequately.
	Problem resolution	
O The problem is not resolved.	O The problem is resolved but how this is achieved is not described.	The problem is resolved and the resolution approach is described in detail.

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

 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.

