

e-me Digital Educational Platform (v3.0)

Short User Guide



Version 2.4



Ταχύρρυθμη επιμόρφωση
εκπαιδευτικών στην
εξ αποστάσεως εκπαίδευση



HELLENIC REPUBLIC
Ministry of Education and Religious Affairs



Operational Programme
Human Resources Development,
Education and Lifelong Learning
Co-financed by Greece and the European Union



Training material for e-me

If you don't know anything about e-me, please start with our handout:

“Let's start with e-me: Step by step guide for teachers”

(suitable for those educators who know nothing of e-me or those who wish to find out the basics of “**how to do what**” with e-me in just 10 pages)

Available in: Greek & English

You can, also, follow e-me familiarization scenario, available at the booklet:

“Our digital class in e-me! A familiarization scenario in e-me in 12 steps”

The booklet is structured in small chunks with **references for further study** corresponding equivalent chapters of the “*Short User Manual of e-me Digital Educational Platform*”, related **videos**, and **Tasks/ Familiarization exercises** for each section.

Available in: Greek

e-me Short User Guide

This is the **main recommended e-me training Guide for you to familiarize with e-me**, and it includes its philosophy, and all of its functions and capacities.

It briefly covers all core elements and e-me apps, while each unit includes references to selected, relevant videos.

Available in: Greek & English

e-me Extended User Manual & Pedagogical Guide

It aims those who wish to know in depth all e-me services and tools and discover ways of implementing them either in the classroom or in distance learning. Each e-me app includes the following units:

- * **What is** the app about?
- * **How** can I use the app?
- * **How do I use** the app? (detailed instructions for use)
- * Sample **user scenario**
- * Related **video-tutorials** created by the team of e-me or by other educators
- * **Good practices**, with authentic scenarios from leveraging the tools to a classroom setting

(easy to reach online in html format [here](#) for easy navigation via all sections)

Available in: Greek

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1. e-me at a glance

What is e-me?

e-me Digital Education Platform (<https://e-me.edu.gr>) is a modern, social and extendable digital platform, an integrated, secure digital environment for learning, collaboration, communication and networking for all members of the K-12 community.

It is offered by the Greek Ministry of Education & Religions Affairs (MoE) and its goal is to become the digital working and collaboration space for all students and teachers.

| | | |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
|  | Digital Educational Platform (official version, access via Greek School Network (GSN) @sch.gr) | e-me https://e-me.edu.gr |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------|

The e-me environment is modern and friendly, and it simulates the look and feel of modern smart devices (tablets and mobile phones), while at the same time it is secure, allowing access only to certified users (teachers and students) via their GSN accounts @sch.gr .

e-me provides each member with a safe personal digital workspace to:

- communicate,
- cooperate and collaborate,
- socially connect with other members of the school community,
- set up public or private regulated collaborative learning-spaces,
- organize, store and exchange files,










along with a suite of digital tools (apps) to:

- create and share learning resources,
- develop and monitor assignments,
- create personal e-portfolios,
- present/display their work and results to the outside world, and
- facilitate everyday activities.



What tools does e-me provide?

In short, e-me includes the following tools and applications:

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|  | <p>Profile Customize your personal profile (digital identity).</p> |
|  | <p>Settings Personalize your working space (organize apps in folders, choose theme, background image etc.).</p> |
|  | <p>Contacts Build a social network of pupils and teachers.</p> |
|  | <p>Hives Create collaboration spaces (hives) for teachers and pupils. A “hive” is the main working space in e-me. A hive is either public or private. It may represent a class or a school or a team of pupils or teachers, who work on a project. Each hive has its own members, a “wall” for members to communicate, shared and personal files for its members, a blog, task assignments and many more apps.</p> |
|  | <p>e-me assignments A space for teachers to create and assign tasks to students, receive submitted answers and provide feedback.</p> |
|  | <p>e-me blogs A space to create and edit blogs. It allows you to create collaborative hive blogs.</p> |
|  | <p>e-me content A tool to easily create interactive learning objects or digital educational resources in general (quizzes, interactive videos, timelines, memory games etc.).</p> |
|  | <p>Files (e-me files) Store and share files on the cloud. Optionally synchronize the files with your computer or portable digital device. 2GB of personal storage per pupil/teacher is provided, with further expand capacity.</p> |
|  | <p>e-portfolio Digital portfolio app for pupils and teachers. It allows you to organize, store and document representative assignments or files and display them in your public profile.</p> |

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| | <p>my Photodentro Connection with Photodentro Repositories that allows pupils and teachers to select learning objects and create their personal repository of educational content.</p> |
| | <p>e-me bookmarks Create bookmarks of favourite webpages.</p> |
| | <p>e-me Notes Notebook. Create, organize and share notes with contacts and hives.</p> |
| | <p>Communication (e-me connect) Asynchronous communication via text messages. Real time (synchronous) communication via audio calls and videos, as well as text messages.</p> |
| | <p>Calendar Calendar app for task organization.</p> |
| | <p>Dictionaries:</p> <ul style="list-style-type: none"> • Sign Language Dictionary (by ILSP) • ELeFyS: Greek Illustrated Science Dictionary for School (by teachers) |
| | <p>Hive apps:</p> <ul style="list-style-type: none"> • "Classroom Plan" • "Poll" |
| | <p>e-me store Repository of apps. e-me provides two "e-me stores":</p> <ul style="list-style-type: none"> • e-me store for apps hosted on e-me's main working space and • e-me hive store for apps that are connected/related to hives. |

e-me is extendable via apps and micro-apps proposed by the educational community through open call processes.

e-me is fully functional via any web browser, and accessible by any computer (desktop or laptop) and by any mobile device as long as a web browser that supports HTML5 is being used to connect to the web.

Which version of e-me should I use?

e-me is available in two editions, each of which is installed in a different environment and serves different purposes:

- **official edition of e-me** (<https://e-me.edu.gr>): the main, official edition of e-me. Access of pupils and teachers is permitted only via accounts on the Greek School Network (GSN), thus ensuring participation only for certified users.
- **e-me for all (4all)** (<https://4all.e-me.edu.gr>): "e-me for all" is free and open to all, students, teachers, researchers, trainers, students, staff or other stakeholders. Access is given through user registration. It has the same functionality as the official e-me, but does not provide the same level of security (since its users are not certified).

How do I get started with e-me? Where can I find training material?

e-me is accessible at e-me.edu.gr. No registration is required to enter the (official) e-me. Select "Login" and type your account credentials on Green School Network (GSN).

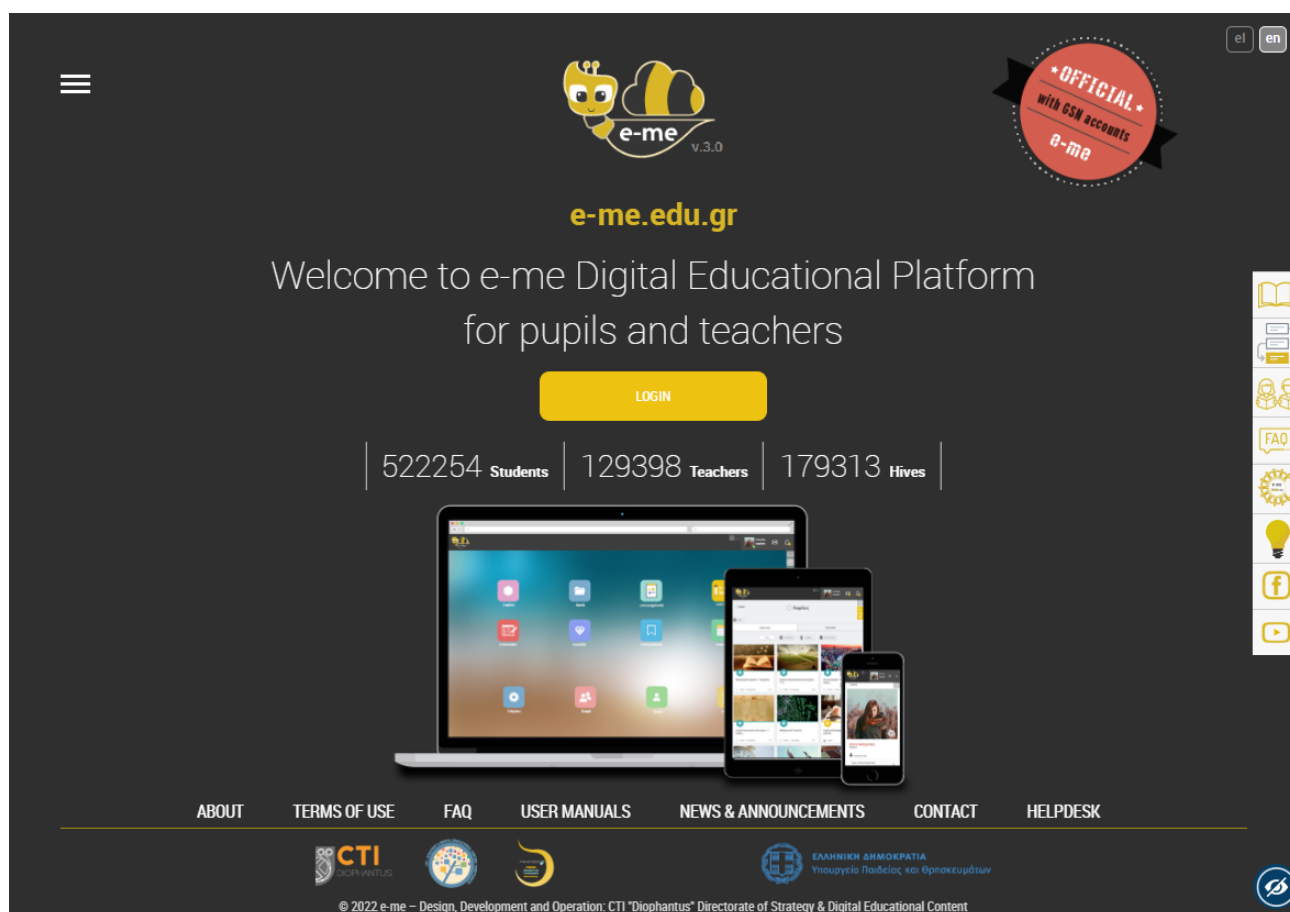










Figure 1: Login page of e-me "e-me.edu.gr"

On the e-me login page, on the right menu, you can find all the e-me user manuals and pedagogical guides available, along with video tutorials, presentations, frequently asked questions (FAQ) and information for requesting help and contacting e-me support via social networks. In specific, you can find:

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|  | <p>Help Go to the e-me help page: https://e-me.edu.gr/el/help This page looks like an infographic and includes all training material for e-me with immediate access to it.</p> |
|  | <p>User Guides for teachers</p> <p>It includes the following Guides:</p> <ul style="list-style-type: none"> • Let's start with e-me: Step by step guide for teachers • Extended User Manual & Pedagogical Guide of e-me • e-me Short User Guide (current Guide) • Familiarization Scenario "Our digital class in e-me! A familiarization scenario for e-me in just 12 steps". • Online Extended User Manual & Pedagogical Guide of e-me, in html format (user guide / online manual) |
|  | <p>User guides for pupils</p> <p>It includes the following guides:</p> <ul style="list-style-type: none"> • Let's start with e-me: Step by step guides for pupils • 10 rules for student hives |
|  | <p>Frequently Asked Questions (FAQ), which are constantly updated.</p> |
|  | <p>Website «e-me FROM ALL» (https://dschool.edu.gr/emefromall/)</p> <p>A website offering a wide collection of training videos developed for e-me by the e-me educational community and beyond, along with webinars, course tutorials and presentations.</p> |
|  | <p>Website "openspecs" (https://openspecs.e-me.edu.gr/)</p> <p>An open call to the educational community so as to collect ideas and suggestions.</p> |
|  | <p>Channel of e-me in YouTube</p> <p>It includes all (official) videos demonstrating main functionality of e-me</p> <ul style="list-style-type: none"> • e-me - at a glance • e-me - Login • e-me - Home • e-me - Settings • e-me - User Profile Pupil • e-me - User Profile Teacher • e-me - Contacts • e-me - Files • e-me - Hives #1 (what is a Hive) • e-me - Hives #2 (create- use a Hive) • e-me - e-me content app |
|  | <p>Page of e-me on the Facebook: https://www.facebook.com/eme.edu.gr/</p> |

Additionally, you can find:

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|  | <p>Videotaped e-me presentations at conferences & webinars</p> <ul style="list-style-type: none">• Digital Educational platform e-me and its use in school distance education (ELOER2020 4/12/2020)• Digital Educational platform e-me: From initial design, to supporting asynchronous remote learning (64th Webinar ΠΕ86 PEKES) <p>More e-me presentations: https://dschool.edu.gr/dschool2-project/promotion/presentations/</p> <p>Publications https://dschool.edu.gr/dschool2-project/promotion/publications/</p> <p>First publication for e-me: <i>Megalou Elina, Koutoumanos Anastasios, Tsilivigos Yiannis, Kaklamanis Christos (2015). <u>Introducing «e-me», the Hellenic Digital Educational Platform for Pupils and Teachers</u>. In Proceedings of EDULEARN15, the 7th International Conference on Education and New Learning Technologies. Barcelona, Spain, 6-8 July, 2015. ISBN: 978-84-606-8243-1 / ISSN: 2340-1117</i></p> <p><i>Megalou, E., Tsilivigos, Y., Kaklamanis, C., Politi, A., (2022). <u>The evolution of e-me Digital Educational Platform and experiences from its nation-wide use in schools during Covid-19 pandemic</u>. In Proceedings of EDULEARN22: 14th International Conference on Education and New Learning Technologies, Palma de Mallorca, Spain, 4-6 July, 2022. ISBN: 978-84-09-42484-9 / ISSN: 2340-1117 (pp. 6619-6628), doi: 10.21125/edulearn.2022. Publisher: IATED. https://library.iated.org/view/MEGALOU2022EVO. Also available at: https://dschool.edu.gr/wp-content/uploads/2022/07/MEGALOU2022EVO.pdf</i></p> |
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What is e-me's approach and its basic design principles?

e-me pedagogical approach and basic design principles are:

User-centered platform

A key design approach of e-me is to **focus on people** i.e. pupils and teachers, rather than on classroom and classroom-related activities. As learning occurs anytime and everywhere within formal, non-formal, or informal settings, the platform should provide a personal workspace for pupils and teachers to support all their daily activities (e.g. communication and collaboration with peers for extracurricular activities, daily life self-organization, or activities for teachers' personal or professional development). This promotes development of 21st century skills and leads to self-regulated, individual knowledge management and socially-constructed learning.

Pupils first

e-me is primarily aimed at pupils. Offering a **modern and intuitive user interface** and providing a familiar user experience was thus important to attract pupils, leading e-me to adopt the look and feel of smart devices.

Equal participation of pupils and teachers

e-me was designed to operate as a **democratic platform**, encouraging pupils to actively participate and have a responsible role in all activities and opportunities offered by the platform, **on an equal footing with teachers**. This includes creating their own workspace and inviting their classmates to participate, just the same way teachers create their own classrooms.



Figure 2: e-me design principles: equal pupil- teacher relationship

Smooth transition to the "digital world"

A design principle of e-me was to support **smooth transition to the "digital world"**, using real-world metaphors simulating the real world in the digital world. Towards this end, e-me aimed at first **supporting and upgrading** what is already happening in schools involving pupils and teachers. In general, in their daily life pupils and teachers:

- **communicate,**
- **collaborate:** create teams, work in groups or conduct projects,
- **gather, exchange/share and use educational materials,**
- **assign and implement tasks and assignments,**
- **present** their work

White “canvas” & gradual familiarization of users (“e-me: it grows with me”)

User familiarity with a digital educational platform depends on many factors and an audience with an “average” level of familiarity cannot be taken for granted. For this reason, e-me has chosen the “white canvas” approach, which is also successfully implemented on mobile devices: the primary e-me user interface displays a minimum number of basic apps and functions, that later permits users, as they gradually get more experienced, to easily install additional apps, based on their own needs and preferences (motto: “e-me: it grows with me”).

Sustainability – Extending functionality model

Rather than developing a closed integrated platform, e-me was designed as an open framework that enables third-party integration of tools and apps and encourages the educational community as well as the software market to contribute with apps that extend its functionality.

Emphasis on developing soft skills

The pedagogical design of e-me lays emphasis on the development of **soft skills**, such as collaboration and communication, as well as on the cultivation and formation of attitudes and perceptions. In this context, e-me was designed so as to provide pupils, within a safe and secure environment, with features such as:

- development of **skills of creativity, leadership, extroversion**, etc., which can be achieved while giving pupils the chance to create, manage and edit collaboration workspaces (hives).
- **social skills** such as, “how to behave in the digital world”, which can be achieved while giving pupils the chance to shape and manage their “digital self”.
- skills for **evaluating** and understanding situations and **security** issues related with **social networks**, which can be achieved while giving pupils the chance to create contacts and their own social network of classmates and friends (i.e. reflect on “who to accept”, “what to look at”, “what to watch out for”, etc.)
- **communication** skills (i.e. how to perform written communication in the digital world, how to comment on other users’ opinion) while using the Wall and text messages
- **collaboration** skills (i.e. how to share my own content, etc.), while participating in collaborative hives, creating collaborative blogs, collaborative documents, while sharing files and content etc.

Let's get to know e-me Homepage

The main workspace in e-me

The main workspace of the e-me platform resembles the environment of mobile devices. It includes all the pre-installed applications (apps) of the platform along with any apps you may have installed yourselves from the “e-me store” (app repository). Apps are displayed as icons, in a grid layout.

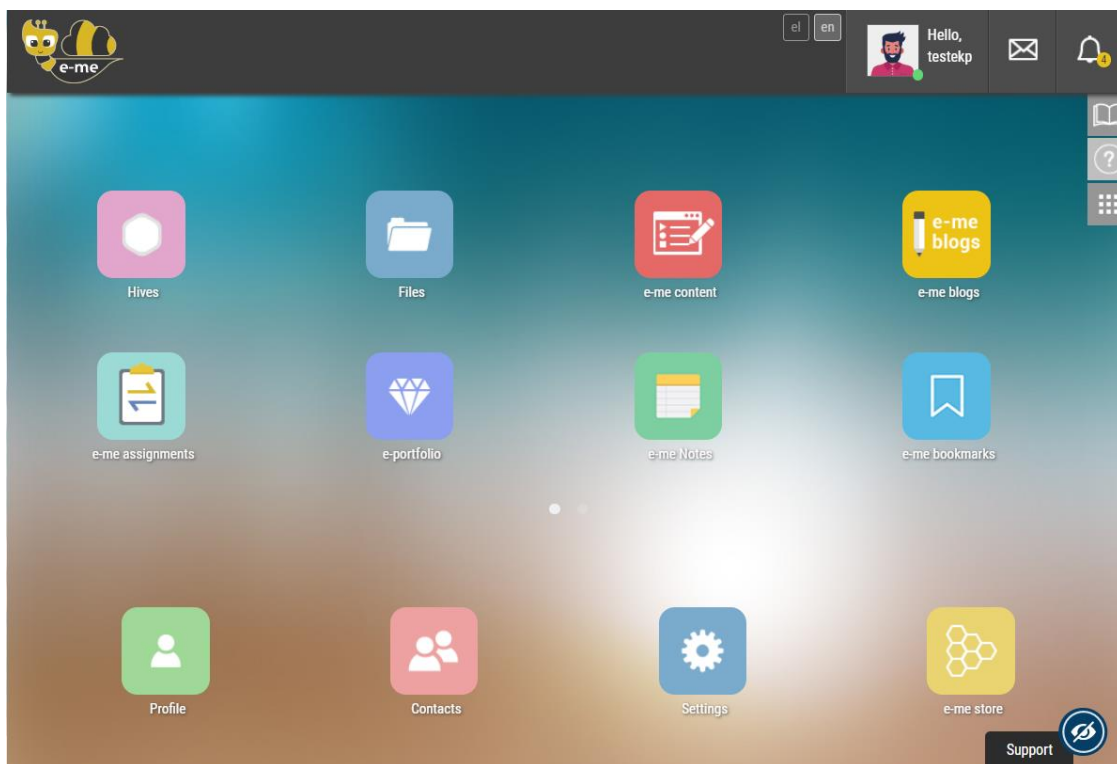








Figure 3: Main workspace of e-me (e-me home)

In the main workspace of e-me you will find the following:

All pre-installed applications:

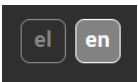
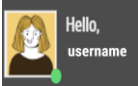


| | | | |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|  Hives |  Files |  e-me assignments (assign tasks) |  e-me content (create content) |
|  e-me blogs |  e-me portfolio (digital portfolio) | | |

All main apps:




| | | | |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
|  Profile |  Contacts |  Settings |  e-me store (app repository) |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|


The rest of the available apps can be found in “e-me store”, from where they can be easily installed (by clicking on “Install”).

At the top of the screen (header) you will also find the following:

| | |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Language Icons for switching navigation language in e-me |
|  | The username and image you have selected in your profile. By clicking this icon, a drop-down menu with additional choices unfolds (Online or Offline status, Profile, Settings, Help, About e-me, Logout) |
|  | Messages |
|  | Automated notifications of e-me |

Finally, on the right of the screen (side menu) you will find the following:

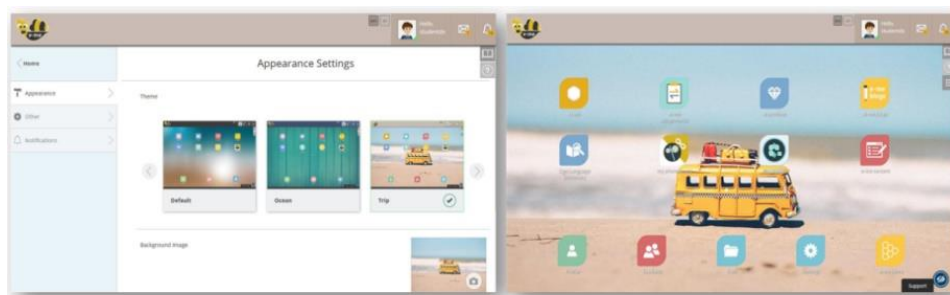
| | |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
|  | Help (Redirect to Help page of e-me: https://e-me.edu.gr/en/help/) |
|  | User Guide (Redirect to the Online, html edition of the Extended User Guide & Pedagogical Guide of e-me) |
|  | Edit (Rearrange position of app icons in e-me) |

| | |
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|  | Relevant videos: 01. e-me - Login (in Greek) 02. e-me - Home (in Greek) |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

e-me settings: How can I personalize my homepage?



In e-me you can personalize your workspace, by selecting a theme and a background image or by rearranging the position of the apps.



The image shows two screenshots. The left one is the 'Appearance Settings' window, which has tabs for 'Theme' and 'Background Image'. Under 'Theme', there are three options: 'Default', 'Green', and 'Trip'. Under 'Background Image', there is one option showing a yellow bus. The right screenshot shows the e-me homepage with various app icons on a background image of a yellow bus on a beach. A yellow 'Edit' button is visible in the bottom right corner of the homepage.

Ability to personalize theme of your homepage

selection of theme and of background image

Rearranging position of apps
Organizing apps in folders



Relevant video:
[03. e-me - Settings \(in Greek\)](#)

e-me profile: My identity in the digital world



Each e-me member has a **digital identity**. But what does a "digital identity" or, better say, an "identity in the digital world" of e-me stand for? And how can pupils manage it?

e-me is a social platform and each member has a **public profile** that includes visible information of him/her to other e-me members. In specific, this public information of each member includes (Figure 4):

- the full name and the status (either of a pupil or of a teacher)
- a selected image (or better an avatar), a description and a motto filled in by each member

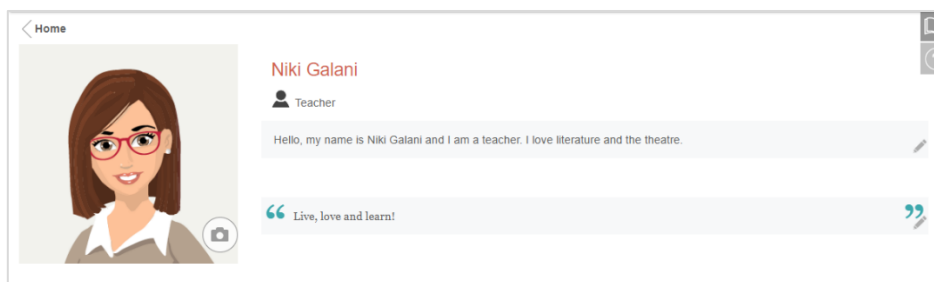


Figure 4: e-me profile: Public profile

In addition, each member can **choose** to display on their public profile the following:

- **hives** that s/he follows or in which s/he participates,
- selected content from his/ her **digital portfolio (e-portfolio)**.

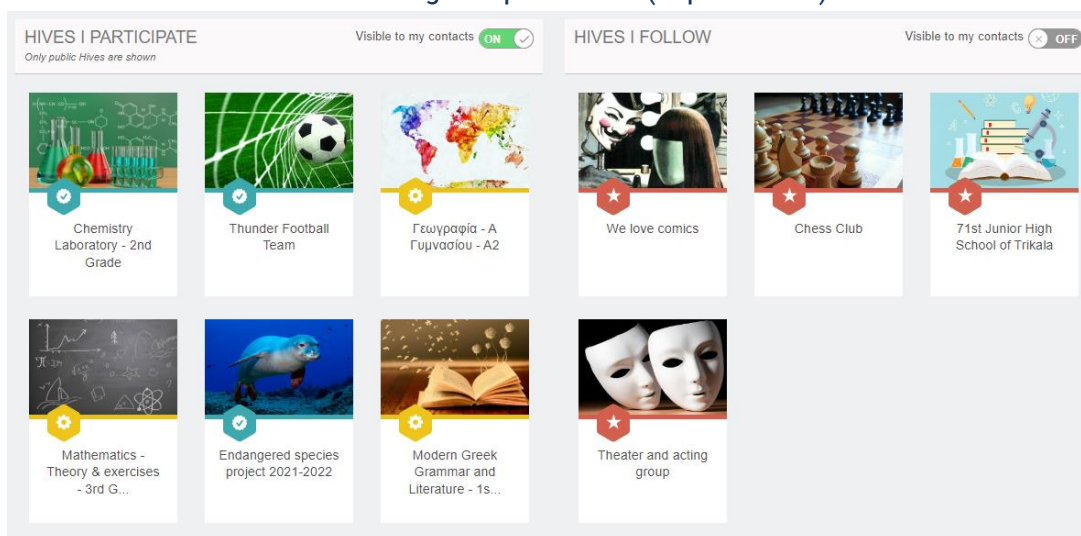


Figure 5: e-me profile: Choices made for public profile

Each member's identity in the digital world is much more than just an image or a motto on his/ her public profile. It is the way s/he communicates, interacts, comments, and writes to other users. This is an important concept, new to most pupils and to most people overall.



Relevant videos:

[04A. e-me – User Profile Pupil \(in Greek\)](#)

[04B. e-me – User Profile Teacher \(in Greek\)](#)

e-me contacts: Create your social network of pupils and teachers



e-me is a social educational platform. Each pupil or teacher can create his/her own network of **contacts** to communicate easily and directly with them (via instant messages, audio calls or video calls).

- To add members to your contacts you should send a contact request or accept a contact request.

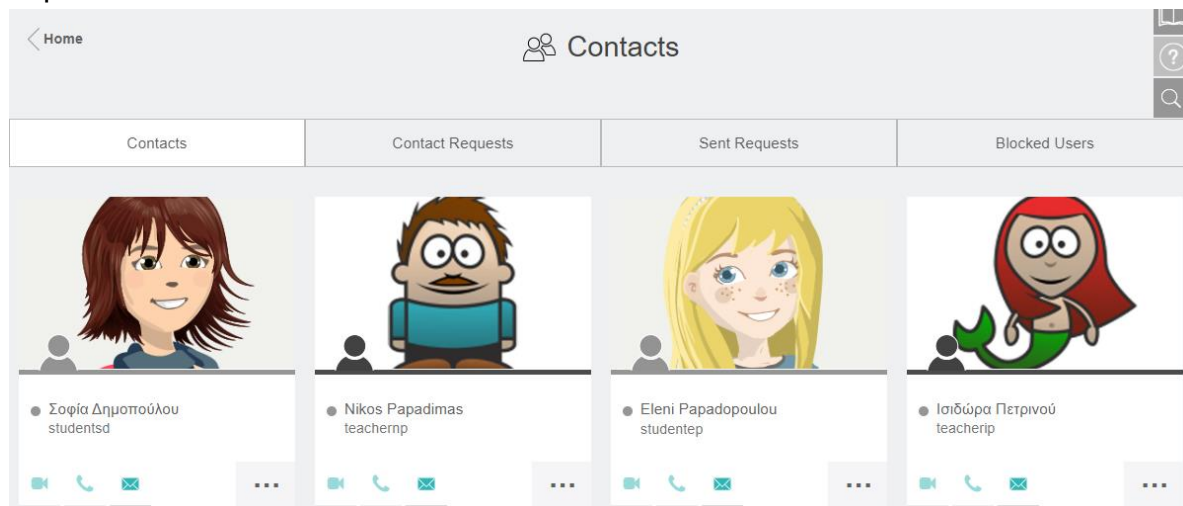


Figure 6: e-me contacts: send, accept, or reject contact requests, communicate with contacts

Each e-me member can add in his/her contacts any other e-me member s/he wishes, whether a teacher, or a pupil, from any school.



Relevant video:
[05. e-me - Contacts](#) (in Greek)

e-me communication: Messages, audio calls and video calls



e-me allows you to communicate directly with other members of the platform as long as they are included in your contacts.

Communication among members can take place in three ways:

- **Text messages**
- **Audio calls** (with members in your contact list, as long as they are active/logged in)
- **Video calls** (with members in your contact list, as long as they are active/logged in)

e-me supports “one-to-many” communication for text messages, and “one-to-one” communication for audio and video calls.

App repository: e-me store



One important element of e-me is the ability given to users to install apps from the “e-me Store”, the application repository of e-me, and thus, extend its functionality.

- To navigate across available apps, visit the e-me store, which is regularly updated with new apps.
- By selecting the icon of the app store, available at your homepage, you can view all apps, choose the one among the non-installed ones you wish to install, or view those already installed.
- By clicking on "Install" or "Uninstall" buttons under each app, you can perform the corresponding actions, which result in either adding or removing this app on your home page.

The screenshot shows the 'APPLICATIONS' page in the e-me store. At the top left is a 'Home' link with a back arrow. At the top right are icons for a book and a question mark. A search bar is centered below the title. Below the search bar are three filter buttons: 'All', 'Installed', and 'Not Installed'. The main area contains 15 app cards arranged in three rows of five. Each card has an icon, a title, a description, and a button. The buttons are either green with a checkmark ('Install') or red with an 'X' ('Uninstall').

| App Name | Description | Status |
|--------------------------|--------------------------------------------------------------------------------------------------------------|-----------|
| RSS Feed | App for subscribing and viewing news feeds from websites and/or blogs | Uninstall |
| Calendar | App for creating and sharing calendar(s) for work planning and scheduling | Uninstall |
| GSN blogs | App for connecting e-me to the "Educational Communities and Blogs" service of the Greek School Network | Uninstall |
| GSN mail | App for connecting e-me to the "E-mail" service of the Greek School Network | Uninstall |
| my photodentro | App for creating a personal repository of open educational resources (drawn from "Photodentro" repositories) | Uninstall |
| e-me content | Tool for developing interactive learning objects or digital educational resources in general | Uninstall |
| e-me Notes | App for creating, organizing and sharing notes with contacts and hives | Uninstall |
| e-books | e-books: Greek Interactive Textbooks | Install |
| GSN meetings | App for connecting e-me to the "Teleconference" service of the Greek School Network | Uninstall |
| Photodentro LOR | Photodentro LOR: Greek National Learning Object Repository for primary and secondary education | Install |
| Sign Language Dictionary | App for searching and displaying words and expressions in Greek Sign Language | Install |
| ELeFyS | Greek Illustrated Science Dictionary for School | Uninstall |
| e-me bookmarks | App for creating and editing bookmarks for favourite websites | Install |

Figure 7: e-me store: App repository

Hive: The main working and collaboration space in e-me

What is a hive and what does it represent?



A hive is the main **working and collaboration space** among pupils and teachers in e-me. A hive represents a group of people and provides a space for them to communicate, collaborate, exchange files, assign tasks, etc.

A hive usually represents an **entire grade** or a **class** for a particular course. Nevertheless, a hive may also represent a small group of pupils who conduct a project and need a private collaboration space, or it may represent a large group of pupils who wish to carry out an **extracurricular activity**, such as a play, or a group of teachers who collaborate on something temporary, such as a school celebration.

A hive can, also, represent an **entire school**, enabling thus all school pupils and teachers to be notified for issues that relate to the whole school.

It could even represent a group of pupils and teachers from **different classes** who are commonly interested in a topic and wish to discuss it in public.

And just because real-world collaboration is not limited to the school unit or the classroom setting, a hive may be created to facilitate collaboration among classes of **different schools**, each one located in different cities, who have yet decided to engage in common action.

Which are the “core” elements of a hive?

As a (co) workspace, each hive has:

- a **Leader**: the creator of the hive who has the role of the administrator of the hive. The Hive Leader can appoint assistants as co-managers of the hive.

And the following four (4) elements:

- (a) **members**, who are either invited by the leader of the hive or ask to participate. Following the social network paradigm, membership in hives requires consent from both parties;
- (b) **workspace (working environment)**:
 - **hive workspace**, configured by the Hive Leader. Configuring the hive workspace means changing hives' theme, hive's background, hive's thumbnail, etc.
 - **space for file storage (hive files)**: Each hive has a shared folder for all members to exchange files, along with space for their personal files.
- (c) **communication channels**. This includes the following:
 - **in-hive communication channel (Wall)**. The Wall is the main communication channel among members of a hive. The wall is open to all members of the hive, i.e. each member can read and write on the hive wall.
 - **channel for displaying work outside e-me (blog)**. Each hive provides its members with a collaborative blog (hive e-me blogs), which is a channel for members of

this hive to display their work to the world (i.e. outside the environment of e-me). For public hives, this blog is pre-installed.

- (d) **collaboration apps**: these are tools, which have been installed in the hive's workspace from the 'e-me hive store' by the Hive Leader, and thus, are available for all hive members.

What hive should I create? A private or a public hive?

A hive can be either **private** or **public**. The private hive offers a private collaboration space only to its members, whereas the public hive is a public discussion space, an open community.

A **private** hive means that:

- The hive does not appear in search results in e-me
- Its *Wall* is private (reading/ posting available only to members of the hive)

A **public** hive means that:

- The hive appears in the search results in e-me.
- Its *Wall* can be set to be either public (i.e., open to e-me users, who are not members of the hive so as just to "read posts") or private. The administrator is allowed to switch the wall from public to private at a later stage.
- The hive may have "followers". No approval from the Hive Admin is required for accepting followers.
- It offers a pre-installed collaborative hive blog, where all members have the right to create posts.

The wall of a public hive can be switched later and be made private. A **private hive**, however, cannot be later switched to a public one (to prevent making public all discussions among its members or any other content shared while members considered their hive space private).

How do I create a hive?

To create a new hive:

- Click on the *Hives* app on e-me homepage and then click on «**New**» (up on the right).
- Select whether to create a **Private** or a **Public** hive (see "What hive should I create? A Private or a Public?")
- In the new page, fill in all necessary fields for the hive and in particular fill in the following information (Figure 7):
 - **Title**: Give a representative name of your hive.
 - **Hive image** (thumbnail): Select among one of the available images or upload one of your own.
 - **Background / Background position**: Select one of the available images or upload one of your own.
 - Specify whether to allow receiving or not **participation requests** for your hive.
 - **URL Slug**: Give a representative name for your hive in *Latin characters* without any spaces. This will be used as the last part of the URL, i.e., after the last backslash, for

both your hive's URL and your hive blog's URL, so it must be unique. It will be also used in the file name for your hive's files.

- **Description:** Brief description of the hive.
 - **Tags:** Key-words so as to easily locate your hive.
- Finally, click on **Save**. Your hive is ready.

The screenshot shows the 'Edit Private Hive' interface. At the top, there is a 'Hive home' link and a trash icon. The main heading is 'Edit Private Hive'. Below this, there is a section for 'Choose or upload background' with a camera icon and a 'Repeat' dropdown menu. The background image is a silhouette of a person's head surrounded by various icons representing STEM and robotics. Below the background selection, there is a toggle for 'Allow participation requests' set to 'OFF'. The form fields are: 'Title *' with a help icon, containing 'STEM & Robotics'; 'URL slug *' with a help icon, containing 'Stem-Robotics-club'; 'Description *' with a help icon, containing 'This is our collaboration space for our school STEM & Robotics Project.' and a character count of 'Remaining 429 characters'; and 'Tags *' with a help icon, containing three tags: 'stem', 'robotics', and 'school club'. At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 8: e-me hives: Create new hive

You can easily edit, any time you like, all of the above fields -apart from the slug- by clicking on the edit icon (pencil) at the top right of the hive page.

Who is responsible for the hive?

S/he who creates the hive is “responsible” for the hive. The Hive **Leader** invites members, accepts participation requests, configures the hive page, manages content and hive apps, acts as moderator in discussions and generally holds control and responsibility of the hive.

The Hive **Leader** is an important role that can be taken on by **both teachers and pupils**. There is also a role for an assistant who has advanced moderation and content management rights.

How can I invite members to participate in the hive?

The Hive Leader can invite e-me members (i.e., "registered" users) to participate as hive members. S/he can do this by inviting:

- individuals from his/ her **contact list** or,
- individuals for whom s/he **knows their username** or whom s/he locates by **targeted search** or,
- **members from another hive** where s/he is administrator (e.g., a hive from one of his/ her previous classes),

To invite members to participate in your hive:

- On the hive workspace, click on **Members** icon and go to the members page.

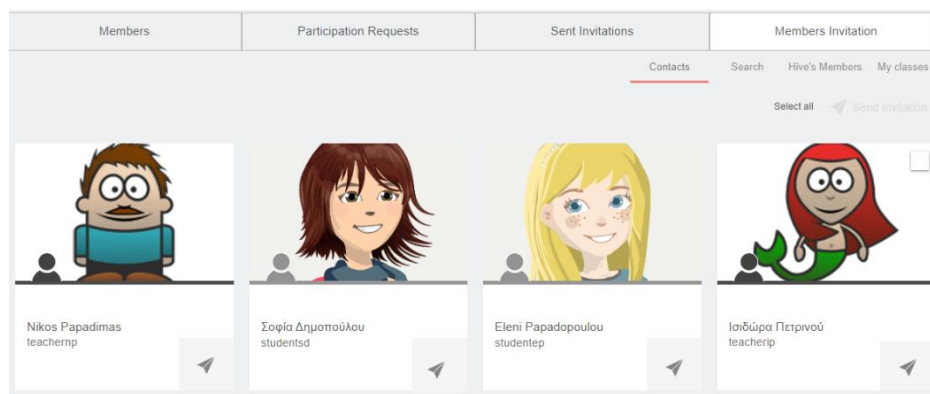


Figure 9: e-me hives: Inviting members (from contacts)

- Select **Members Invitation** and then choose one of the following:
 - **Contacts**, to invite members from your contacts.
 - **Search**, to look for members, via the search tool and then invite them.
 - **Hive's Members**, to invite members from an existing hive of yours.

Note: no matter how members are invited to participate in the hives, it is mandatory for them to accept the participation request.

Can pupils also create their own hives?

In e-me, hives can also be created by pupils. Pupils are able to do so, as an aspect of the equal teacher-pupils relationship concept that permeates the design of e-me. Pupils have the role of the Hive Leader and can invite members, set rules, lead discussions, and even invite teachers to participate as members.

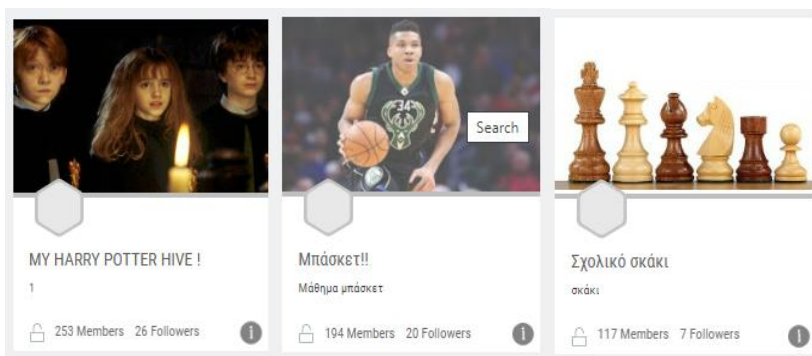


Figure 10: e-me hives: Hives created by pupils

What is the Wall in a hive and how can I use it?

The Wall is the main communication channel among all members of a hive. It is a shared space, for discussions, questions, comments, feedback. It is open and visible to all members of the hive.

The Wall includes posts and comments. This includes content created and published by the members of a hive using affordances of the integrated word processor. Files of any type (i.e., images, audio, video, presentations, hyperlinks and other multimedia content, learning objects from PHOTODENTRO, e-me content interactive tasks, and more) can be easily integrated in the Wall posts. Hive members can search for posts on the Wall using keywords.

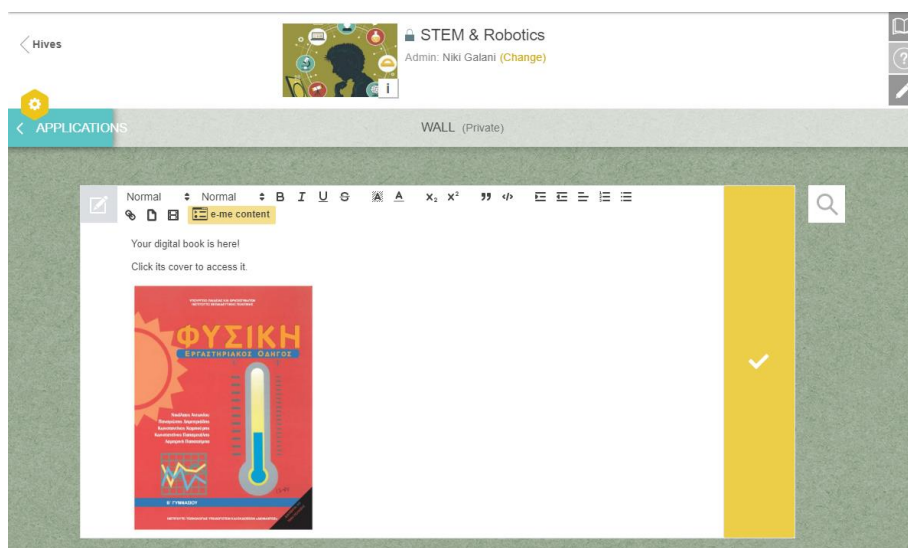


Figure 11: e-me hives: the Wall

Each time there is a new post or a new comment on the hive Wall, all members of the hive receive a notification in the bell on the top right of e-me homepage.

The Hive Leader additionally receives notifications via e-mail (at the e-mail address they used to register to the platform). However, s/he can disable receiving notifications via e-mail, through e-me settings app.

How can I use the Wall?

The Wall is open to all members of a hive, i.e., each member participating in the hive can read whatever posted on its wall and write on it. For a hive member to write a message (either post or comment) on the wall, s/he has to use the available word editor, which provides, among other, the following features:

- text formatting (bold, italics, underline, headings, text alignment),
- insert link and link title,
- insert “e-me content” learning object,
- import video (from YouTube και Vimeo – if video permissions allow it), copying and pasting the link (URL) into the appropriate field.

Public hives can have the **Wall** open to all e-me members, even those who do not participate in the hive. In private hives walls are kept closed, i.e. accessible only to hive members.

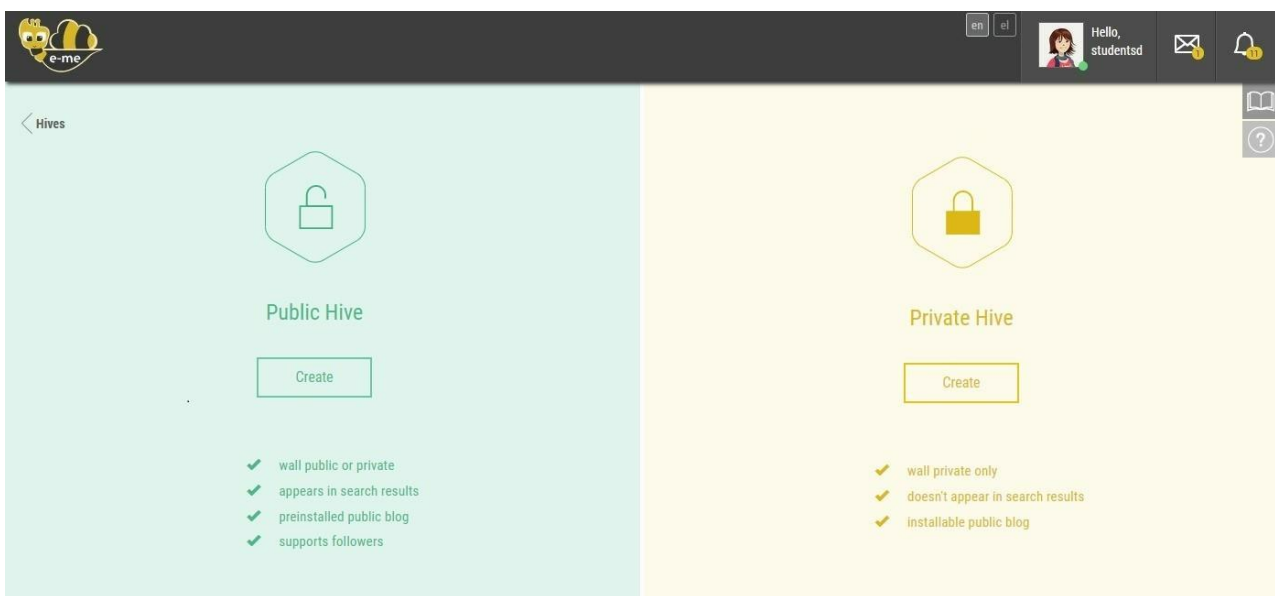
The **Wall** can be used for teaching purposes as:

- a space for organizing, registering and presenting the flow of learning activities,
- a space for sharing course material,
- a space for assigning tasks, informing users of tasks assigned and providing feedback,
- a space for pupils to express opinion and exchange views.

How can public hives become Open Educational Communities of Practice?

According to the design of the e-me platform, a **private hive** implements the concept of a **closed working group** (e.g. a course in the classroom taking place behind a closed door), while **public hives**, on the other hand, implement the concept of **Open Learning Communities**.

A **public hive** in e-me can function as public gathering spaces for members with similar interests. It is searchable, it has a **public Wall** and a **shared file folder** for its members. There is no need of inviting members. Members can request join the community. This means that the creator (**Leader**) does not need to know the members in advance. All that is required is for the Leader to accept participation requests submitted by members.

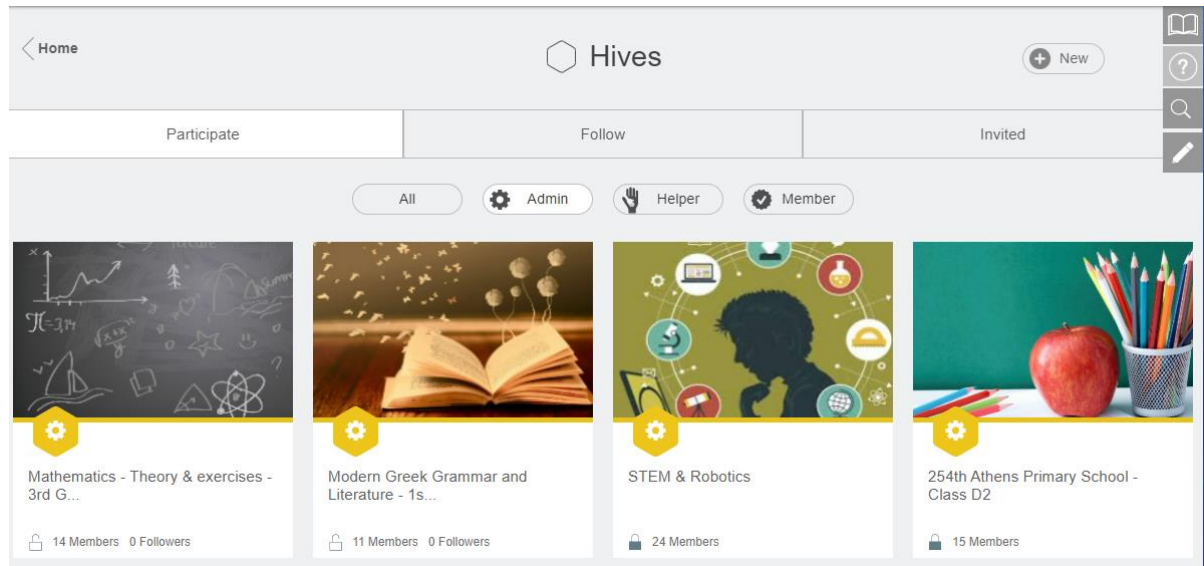



The screenshot shows the e-me platform interface with two options for creating a hive. The 'Public Hive' option is highlighted in light green and includes a 'Create' button and a list of features: 'wall public or private', 'appears in search results', 'preinstalled public blog', and 'supports followers'. The 'Private Hive' option is highlighted in light yellow and includes a 'Create' button and a list of features: 'wall private only', 'doesn't appear in search results', and 'installable public blog'. Below the screenshot, two text boxes provide context: 'Public hives implement the concept of Open Educational Communities of learning.' and 'A private hive implements the concept of a closed working group.'

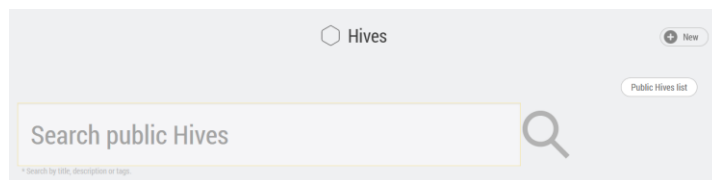
Figure 12: e-me hives: Public and Private hive

Where can I find public hives in e-me?

- Click on "Hives" app at the homepage in e-me.



- Use the search tool  that you can find at the right menu bar.



- You can search for a public hive by typing keywords, or you can check the Public Hives list and sort them by popularity (number of members).

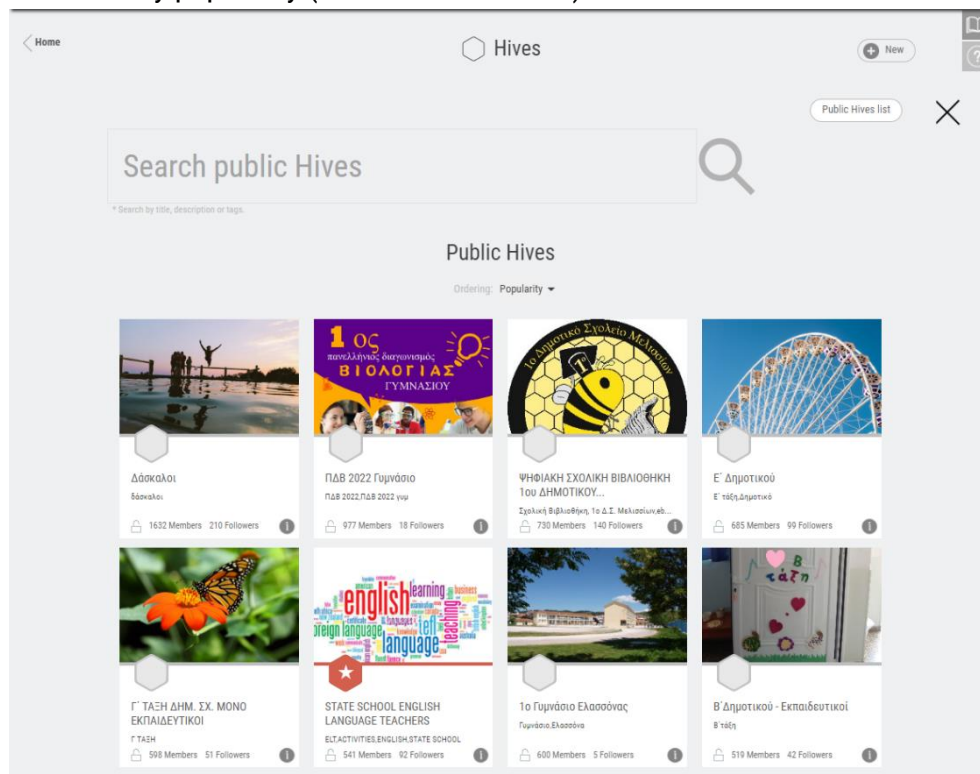


Figure 13: e-me hives: Public hives

e-me hive store: How can I “install” collaborative apps in a hive?

In addition to the e-me store that hosts all main apps located in your homepage in e-me, there is also the e-me hive store, which hosts all collaborative apps operating inside the hives. To install the apps, you are simply required to visit the respective e-me store and click on them.

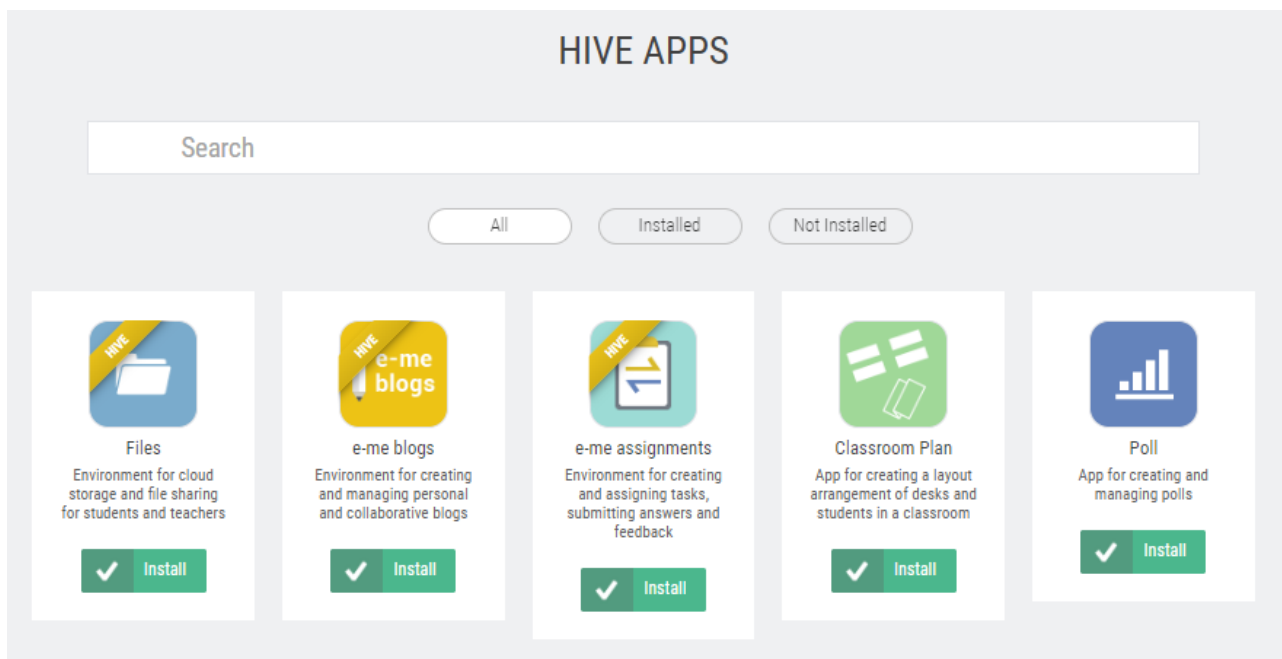




Figure 14: e-me hive store: Collaborative hive apps

Relevant videos for the hive and the Wall

| | |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Relevant videos:</p> <ul style="list-style-type: none">07A. e-me - Hives #1 (what is a Hive) (in Greek)07B. e-me - Hives #2 (create – use a Hive) (in Greek) |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Relevant videos from the educational community for the Wall in e-me:

| | |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none">E me wall (in Greek)E-ME WALL AND POSTS (in Greek)e-me new affordance how to upload files on the hive wall (in Greek) |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

e-me assignments: Create and assign tasks

What is "e-me assignments" app?



"e-me assignments" is an e-me app for teachers to create, organize and assign tasks to pupils, for pupils to submit their answers, and for teachers to submit feedback, evaluation and progress comments while overall monitoring progress of tasks assigned.

It is available in two editions: **teacher edition** and **pupil edition** (this is the only e-me app that differentiates between teachers and pupils).

What can I do with "e-me assignments" app?

As a **teacher**, you can use "e-me assignments" app to:

- **Create new "assignments"**. An assignment can include text, images, audio, video, hyperlinks, attached files, and more.
- **Save and organize your assignments in the Assignments library** of the app.
- **Assign tasks to pupils of a class**, either the same task to all pupils and/or a different version of this task to each pupil, supporting this way **differentiated** teaching.
- **Set a submission date (deadline)** for pupils to submit answers.
- **Receive and review answers from pupils**.
- **Submit "feedback"** for each task, i.e. evaluation, progress comments and improvement tips.

Pupils have the chance to:

- **Receive assignments**.
- **Create answers to assignments and submit them**. Answers may include text, images, audio, video, hyperlinks, attached files, and more.
- **Receive feedback** (evaluation, progress comments, etc.)

How can I create an assignment?

- For all users with "teacher" role, "e-me assignments" app is pre-installed in their e-me homepage.
- Click on the "e-me assignments" app on your homepage in e-me and select the icon "New Assignment". Alternatively, select "New assignment" from the left side menu.

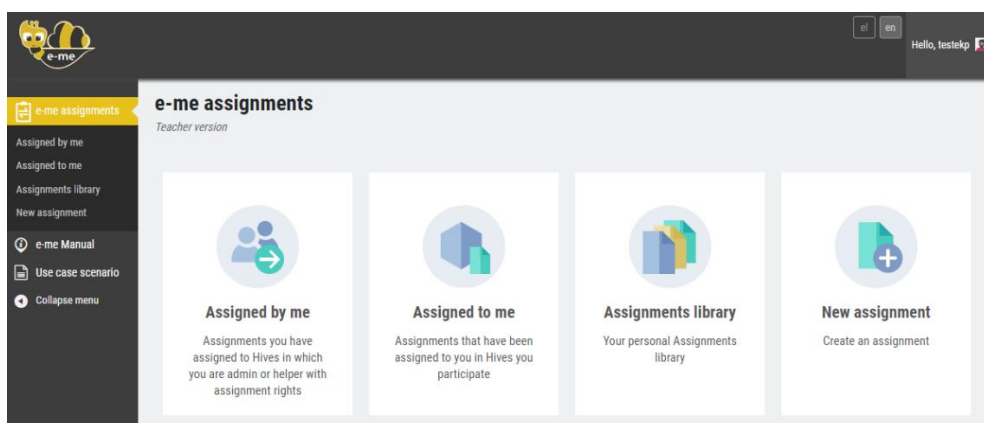


Figure 15: e-me assignments: Landing page of the app

- Provide a **Title** for the new assignment
The title will make it easier for your pupils to understand the learning occasion for assigning this task, but it will also help you locate your assignment afterwards.
- **Describe** your assignment and **enrich** it, if you want, with multimedia content, interactive learning objects, hyperlinks, etc.

In the "Description" of the assignment explain the learning activity the pupils are asked to do. You can add content pupils are asked to study, give them instructions on how to submit their answer or guide them on how to study in order to submit their answer.

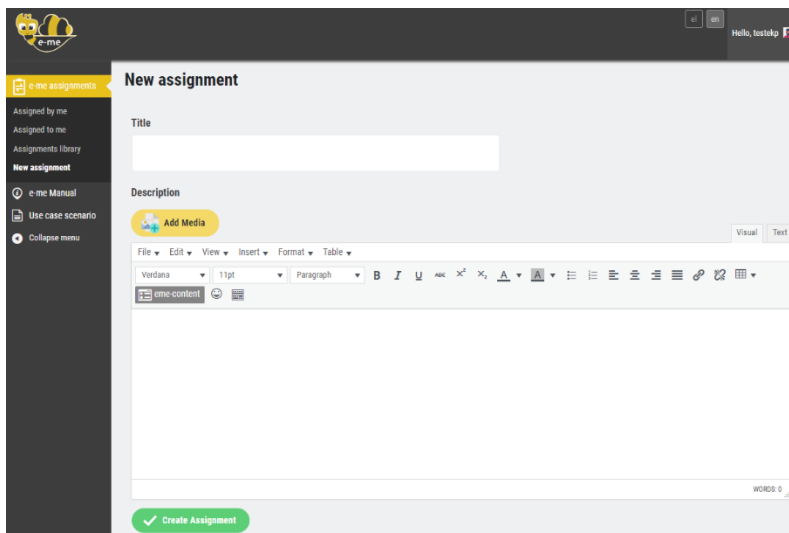


Figure 16: e-me assignments: New assignment

You can enrich the content of an assignment description with multimedia, such as images, video, audio, documents, etc., which you have gathered in the **Media Library** of the “e-me assignments” app.

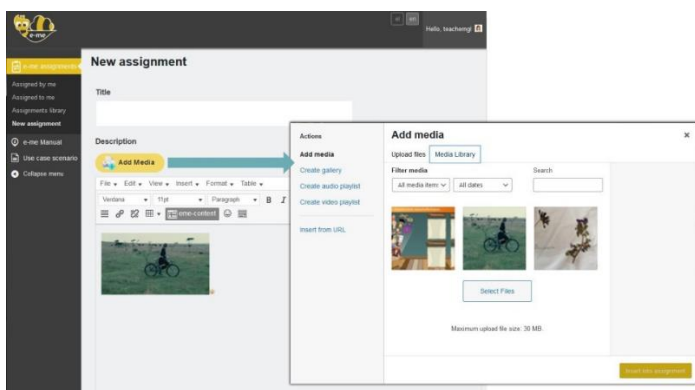


Figure 17: e-me assignments: Media library

You can attach **files** from your computer, insert **emojis icons (smileys)**, insert **hyperlinks** or learning objects from online repositories or elsewhere or import **interactive objects you have created with e-me content tool** (see How can I embed and use e-me content interactive objects?)

- Once you finish writing the assignment, select “Create Assignment” to save your assignment in the **Assignments library**.

How can I store and organize my assignments?

Your "Assignments library" includes all the assignments you have created in the "e-me assignments" app. Using the Assignments library, you can:

- Open and view your assignments (Choose: [View](#))
- Assign an assignment to one or more of your hives, and further choose to assign it to all hive members or just a few pupils (Choose: [Assign](#))
- Edit an existing assignment and modify it the way you like (Choose: [Edit](#)).
- Make a copy of your assignment, if you want to modify it and use it in with another class (hive) or in any other learning setting (Choose: [Copy](#))

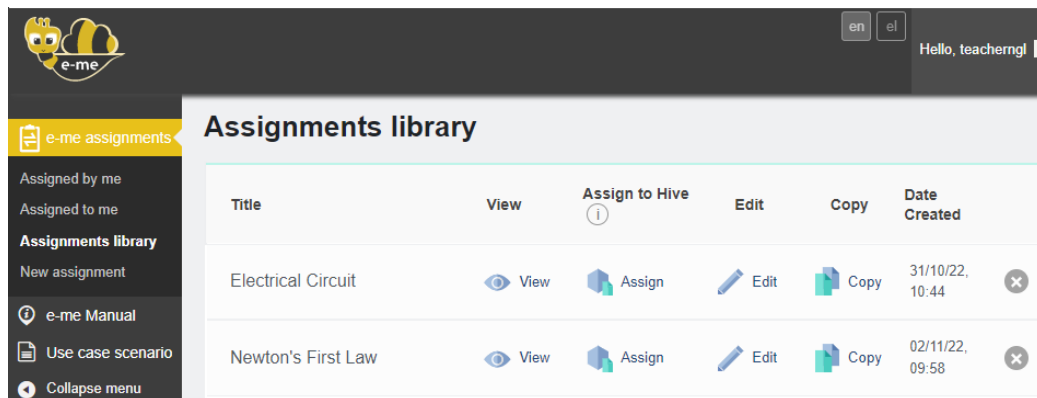


Figure 18: e-me assignments: Assignments library

How can I assign an assignment?

You can assign assignments to one, to more or to all members of a hive of which you are the [Leader](#), from your [Assignments Library](#).

Pre-work to do: To assign tasks to the hives you want, it is necessary for the "e-me assignments" hive app to be already installed. Go to the app store of the specific hive and click on "install" (this option is available only to the Hive Leader).

- From the assignments list, click "[Assign](#)" next to the specific assignment you wish to assign.

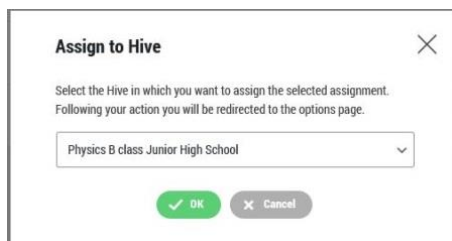


Figure 19: e-me assignments: Assign an assignment to pupils

- Select from the list of hives the one to which (i.e. the members of which) you want to assign the assignment. For the hive to appear in the list, first you must have insured that:
 - you are the [Leader](#) of the hive,
 - the hive has members,
 - the "e-me assignments" hive app is installed in the hive.

- In the "Assignment Options" page, select the hive members to whom you want to assign the assignment. You can also optionally set submission date (time range) within which answers will be accepted.

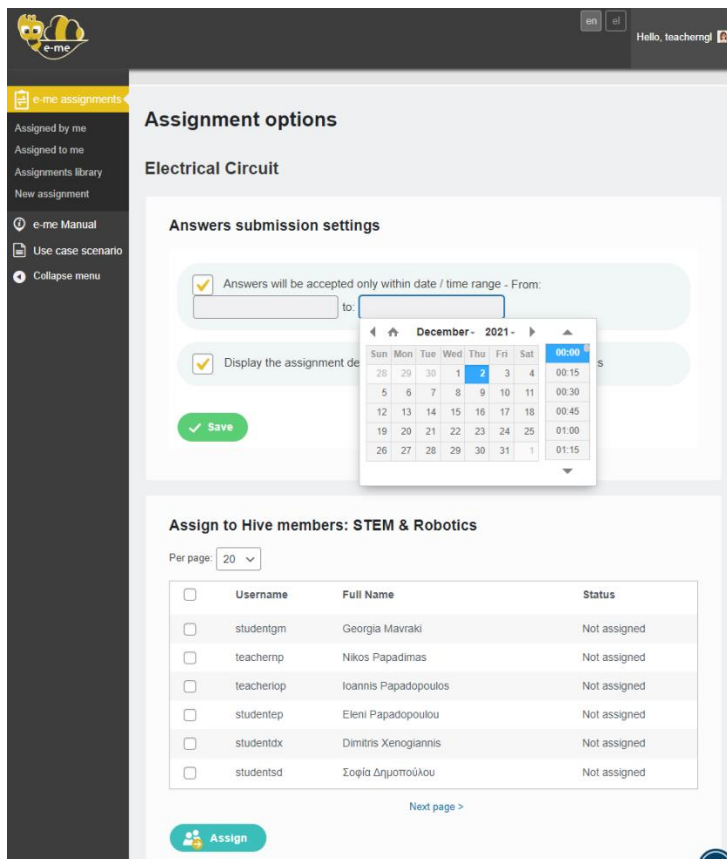


Figure 20: e-me assignments: Assignments options

How can I check assignments I have assigned;

You can check assignments you have assigned in two ways:

(1) In short, by checking the “e-me assignments” app at your homepage

Select option "Assigned by me" to check the assignments you have assigned to hive members. In this page you can view the assignment you have assigned, check its title and the time range within which answers are accepted to be submitted.

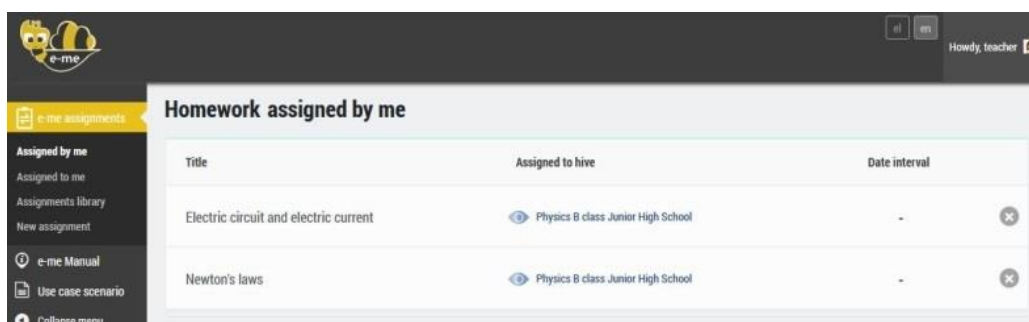


Figure 21: e-me assignments: Assignments by me

(2) In detail, from each hive, by checking the “e-me assignments” hive app.

Check the "e-me assignments" hive app, where, as the Hive Leader, you can see the list of all assignments assigned by you to members of this hive (Figure 22).

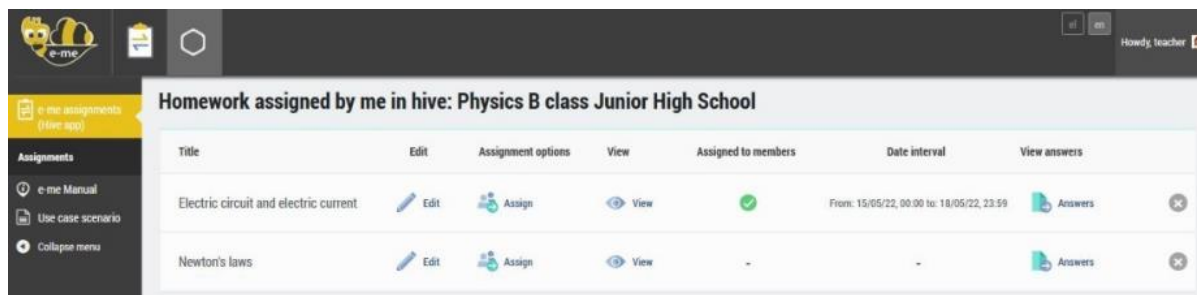


Figure 22: e-me assignments app of the hive: Homework assigned by me in hive

How can pupils check assignments assigned to them?

At their homepage in e-me, pupils can find "e-me assignments" app being pre-installed, i.e. version for pupils. By clicking on the app, pupils can check the complete list of all the tasks assigned to them, in various hives in which they participate. For instance, if they participate in a different hive for each class, they will overall check the list of all assignments per hive/ class, grouped in just one page.

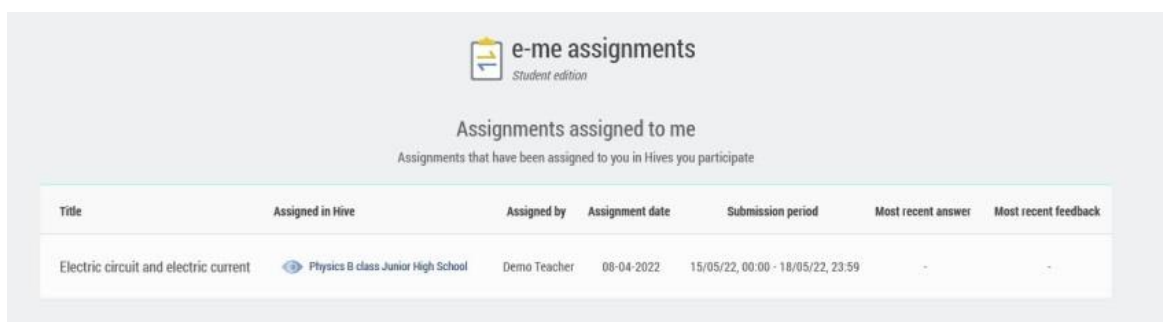



Figure 23: e-me assignments, version for pupils: List of assignments

How can pupils submit an answer to an assignment?

Once they open the assignment pupils select "Submit Answer". Upon submission of the answer, the Hive Leader automatically receives a relevant notification.

How can I submit feedback to an assignment?

By checking the "e-me assignments" hive app you can see all assignments and submitted answers for each hive member and provide feedback.

| | |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Relevant videos from the educational community for “e-me assignments”:</p> <ul style="list-style-type: none">How can I assign assignments in e me (in Greek)E me assignments, useful tips (in Greek)How can I assign in e-me assignments tasks created with e-me content (in Greek) |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

e-me portfolio: Digital portfolio

What is e-portfolio app in e-me



e-portfolio, or else, someone's personal digital portfolio of skills, is a flexible and easy-to-use version of a printed portfolio. It is a personal digital archive of e-me members' achievements or artefacts that best support their self-presentation.

The basic concept of e-me's e-portfolio is that every pupil or teacher has the chance to **collect**, **select**, **organize** and **maintain**, year-by-year, whatever they consider important, such as **representative work**, **achievements** and more, and decide whether or not to display or present them to others.

Pupils are called to **document** their choice and to **reflect on** why they chose this particular work to present, what is important to them and what is not (e.g. "*I chose this particular task for my portfolio because through this work I understood how important it is collaborate with peers*").

In the e-me portfolio folders pupils can upload any kind of content, documents or hyperlinks related to the selected work. They can choose to organize content per class or topic or choose any other classification.

The screenshot displays the 'E-PORTFOLIO' interface. At the top, there is a 'Home' button and a diamond icon. Below the header, a folder icon labeled 'STEM Projects' is visible. The main content area features a project titled 'Newton Law 1'. To the left of the project details is a 'STEM' logo with various scientific icons. The project details include a 'Description / Choice Justification' section with a paragraph of text, and a metadata section with fields for 'Academic Year', 'Tags', 'Post Date', 'Creation Date', and 'Visible to'. Below the project details is a 'FILES' section containing three file icons: 'Experiment Presentation.pptx', 'experiment process.docx', and 'experiment results.docx'.

| Field | Value |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description / Choice Justification: | Newton's first law of motion (Law of Inertia) states that objects at rest tend to stay at rest, and objects in motion tend to stay in motion at the same speed and in the same direction unless acted upon by an outside force. I tried this simple experiment to test Newton's first law of motion. It helped me get a good idea of what the Law Of Inertia is all about and how applied force, frictional force, and the force of gravity affect objects |
| Academic Year: | 2021 - 2022 |
| Tags: | experiment, Newton Laws, Science |
| Post Date: | 31/10/2022 |
| Creation Date: | 13/10/2021 |
| Visible to: | No one |

Figure 24: e-portfolio of e-me: Selection and documentation of digital achievements

How can it be used pedagogically (learning benefits)?

The process of a creator (pupil or teacher) selecting among his/her representative digital achievements is the outcome of **reflection** on the entire learning path s/he followed that particular school year. It is a complex and multi-layered process that involves all achievements of the creator, his/ her **thoughts** that evolved into **actions**, the **ideas** that were finally implemented, the **experience** s/he gathered and the **knowledge** s/he acquired.

In this sense, the e-portfolio app promotes a metacognitive process, where the creator becomes aware of how his/her way of thinking and of the way s/he processes knowledge so that s/he eventually strengthens his/her self-image, especially in problem-solving situations where s/he is called to take a leading role, to highlight the strong points and identify any weaknesses.

Therefore, e-portfolio in e-me turns into a pedagogical tool for selecting, documenting, organizing, maintaining, and displaying one's work.

Aside use by pupils, the e-portfolio app can be used by teachers as a reflection tool.

How can I create my e-portfolio?

Your collection of digital achievements can be organized into **folders** (and/or **subfolders**) that contain your entire representative work (folders' "**content**").

- Click on the "e-portfolio" app at your homepage in e-me to go to the landing page of the app (Figure 25).

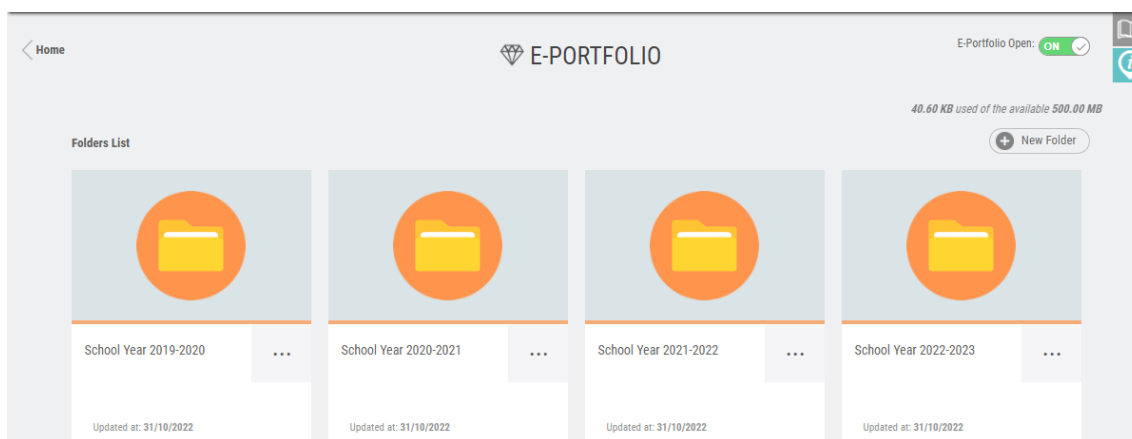
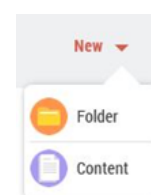


Figure 25: e-portfolio in e-me

- Select "New Folder" and provide a **title** and a brief **description** for the folder. The e-portfolio in e-me supports a hierarchical structure of folders and subfolders, so that you organize selected content of yours.
- Folders at the first (top) level usually refer to the school year or school subject (course), but you can follow a different folder classification model or hierarchy for your folders.



- If you wish to create a second level of folders (folder/subfolder), select “New” and then “Folder”.
- Select “Content” to create the e-portfolio content. On the content tab (Figure 27), upload the files that comprise the work you have chosen to include in your e-portfolio and complete the fields requested so as to describe and document your choice of selection.

In your documentation you can mention among other things (or, respectively, ask of your classmates to mention it) the selection criteria, the knowledge you gained during this achievement path, the reasons that make you believe this particular digital work highlights your abilities and best showcases your skills, etc.

Any attached files added to the "content" may include text, images, audio files, video, hyperlinks, etc.

The screenshot shows the 'New Content' form in the E-Portfolio app. The form is titled 'E-PORTFOLIO' and 'New Content'. It includes a 'STEM Projects' folder icon and a 'STEM' logo. The form fields are as follows:

- Title ***: Newton Law 1 (Remaining 138 characters)
- Description / Choice Justification ***: Newton's first law of motion (Law of Inertia) states that objects at rest tend to stay at rest, and objects in motion tend to stay in motion at the same speed and in the same direction unless acted upon by an outside force. I tried this simple experiment to test Newton's first law of motion. It will help you and your students get a good idea of what the Law Of Inertia is all about and how applied force, frictional force, and the force of gravity affect objects. (Remaining 34 characters)
- Academic Year**: 2021 - 2022
- FILES**: Drag or choose files. Two files are uploaded: 'experiment results.docx' (11.8 KB) and 'Experiment Presentation.pptx' (32.2 KB).
- LINKS**: Fill in the desired uris (full url i.e. http://, https://, etc.)
- Tags**: experiment, Newton Laws, Science. Fill in relative tags (up to 20 characters).
- Visible to**: No one
- Creation Date**: 13/10/2021

At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 26: e-portfolio in e-me: Content description / documentation tab

- Once you have finished with your folder description, select "Save".

NOTE: Each file attached to the e-portfolio app in e-me cannot exceed 4MB in size. Each e-me member can upload to his/her e-portfolio up to 200 files, the total size of which cannot exceed 500MB.

e-me content: Create interactive learning objects

What is “e-me content” app?



The "e-me content" app is an open tool for creating interactive learning objects and digital educational resources, in general. It is based on the H5P open source tool.

It supports about forty (40) content types of educational resources, such as interactive videos, matching exercises, interactive presentations, multiple choice questions, quizzes, memory games and much more.

What can I do with “e-me content” app?

By using the "e-me content" app you can easily create your own interactive learning objects. You can save them to your e-me space (as .h5p files) so as to use them in assignments or in other apps.

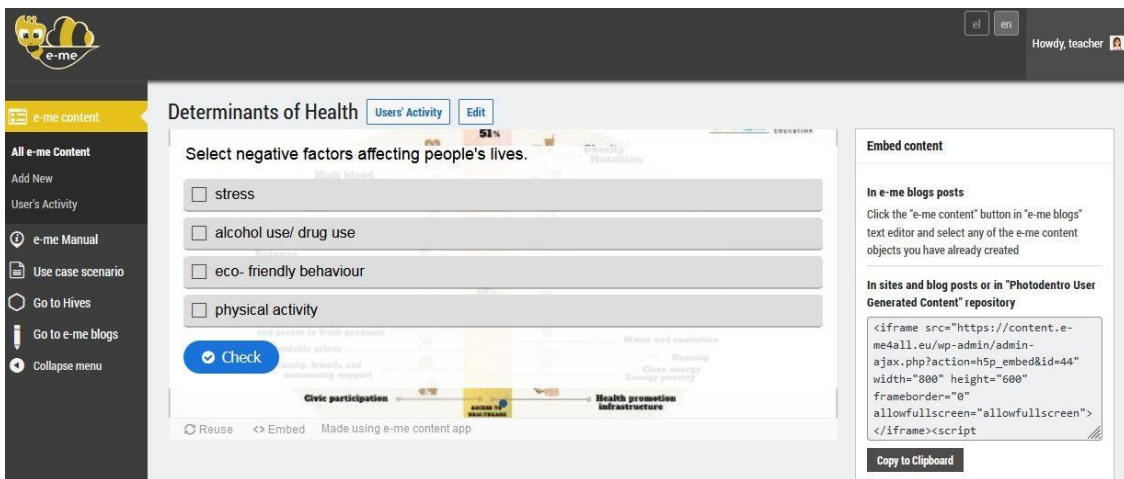


Figure 27: e-me content: Create new object with “e-me content”

You can also download learning objects (.h5p files) created by others, save them to your own e-me content learning object library (All e-me Content) and reuse them as they are or adapt them to your needs.

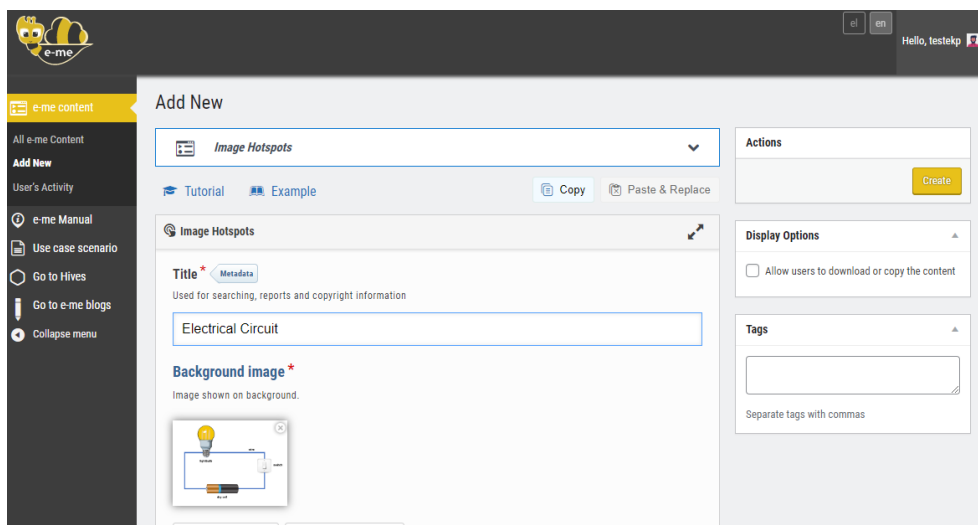


Figure 28: Upload e-me content object and edit (.h5p file)

How can I create a new e-me content learning object?

- Click on "e-me content" app at the homepage in e-me.
- Check the tab "Add New" from where you are landed, and select the content type you wish to create.
- Fill in all the fields in the form to create the object. Fields differ according to the content type of the learning object.
- Click on "Create: to complete the process.

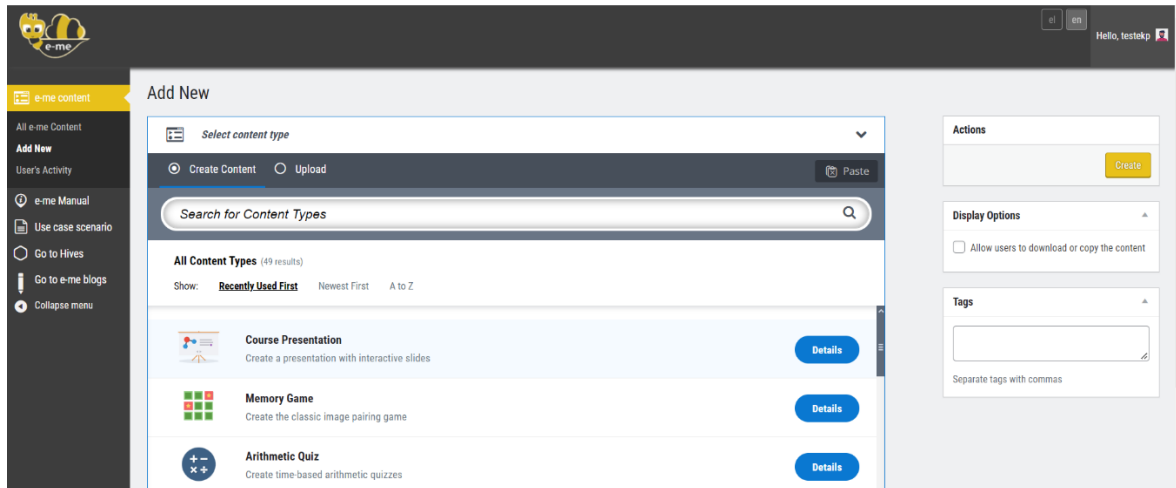
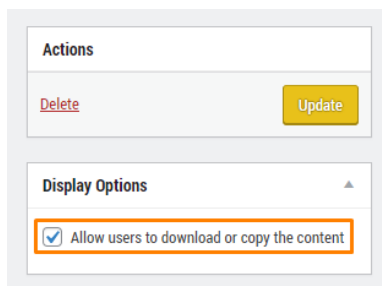


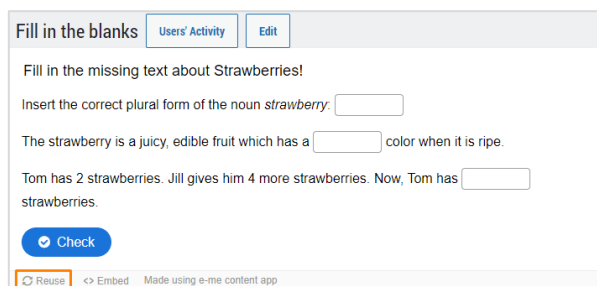
Figure 29: e-me content: Create new object – Select content type

How can I download an e-me content learning object to my device?

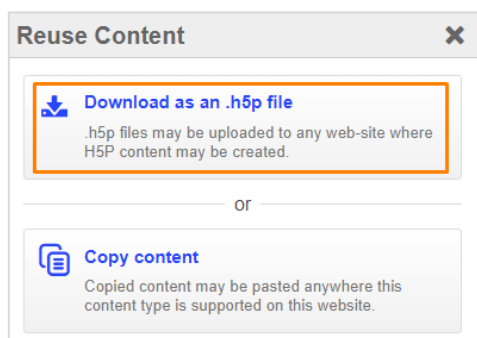
- Click on "e-me content" app at the homepage in e-me.
- Check the tab "All e-me content"
- Select "Edit" next to the object you want to download.
- Tick "Allow users to download or copy the content" in the Display Options.



- Click on "Update" to save the change.
- In View mode select "Reuse" at the bottom of your object



- Select “Download as an .h5p file” to download the object to your device.



How can I embed and use e-me content interactive objects?

You can use e-me content objects by integrating them into e-me tools and apps, so as to share them with other e-me members, or you can use them in task assignments. In specific, e-me content objects can be imported:

- On your hive **Wall**, to share the objects with all hive members.
How? Select the "e-me content" button you will find in the text editor of any post on the hive Wall. From the list of all e-me content items gathered in your e-me content library, select the object you wish to import in the post.
- On assignments you create with the "**e-me assignments**" app.
How? Copy the embed code you'll find on your learning object's view page, then go to the 'new assignment', select from the text editor menu the options 'Insert' - 'Media' - 'Embed', paste the embed code in the field, and click OK.

Alternatively: Select the 'e-me content' button you will find in the text editor menu of any 'new assignment', or for any answer or feedback you wish to submit. From the list of all e-me content items gathered in your e-me content library, select the object you wish to import.

Additionally, e-me content objects can be embedded:

- In **e-me blogs**: Embed e-me content objects in your personal blog or a hive's blog, so that you make the objects public and share them with everyone, even outside the e-me environment.
- In other **websites or blog posts**, outside the e-me environment.

How can I check which of my pupils have completed an e-me content task?

- From the left side menu of the "e-me content" app, select "**All e-me content**" to see the list of all the objects you have created yourself or, generally see all those objects for which you have editing rights.
- For the object of your interest, select "**Users' Activity**" to check:
 - which of your pupils have completed the task(s) of the object,
 - maximum score they reached,
 - other elements, such as time they started and finished the task, and overall time spent.

A necessary condition so as for pupils' Activity to be recorded is for them to be logged in to e-me while interacting with the e-me content object.

| User | Score | Maximum Score | Opened | Finished | Time spent |
|------|-------|---------------|----------------------|----------------------|------------|
| | 15 | 45 | May 9, 2022 11:23 am | May 9, 2022 11:30 am | 6:57 |
| | 9 | 45 | May 8, 2022 7:20 pm | May 8, 2022 7:27 pm | 7:19 |


Figure 30: e-me content: Users' Activity


What types of e-me content can I use for my learning objects?

You can create objects based on the following types of learning resources:

1. Interactive Video
2. Course Presentation
3. Multiple Choice
4. Timeline
5. Dictation
6. Quiz (Question Set)
7. Fill in the Blanks
8. Memory Game
9. Find the Words
10. Audio Recorder
11. Drag the Words
12. Column
13. Drag and Drop
14. Find the Hotspot
15. Find Multiple Hotspots
16. Essay
17. Dialog Cards
18. Flashcards
19. Image Hotspots
20. Documentation Tool
21. Accordion
22. Agamoto (Image Blender)
23. Arithmetic Quiz
24. Audio
25. Chart
26. Collage
27. Mark the Words
28. Guess the Answer
29. Image Slider
30. Iframe Embedder
31. Image Sequencing
32. Image Juxtaposition
33. Image Pairing
34. KewAr Code
35. Image Choice
36. Sort the Paragraphs
37. Crossword
38. Advent Calendar (beta)

Relevant videos for "e-me content"

| | |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  | <p>Relevant video: 08. e-me - e-me content app (in Greek)</p> |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

| | |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Relevant videos from the educational community for the e-me content: How to create tasks and content in e-me (in Greek) How to download e-me content tasks and use them in my hive (in Greek) How to assign in e-me assignments e-me content tasks (in Greek)</p> |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Files (e-me files): Store, organize, share files

What is “Files” in e-me?



“Files” app is e-me's service for **uploading** and **storing** files, **organizing** files into folders, **sharing** files and folders with other e-me members or with entire hives, and **collaborating**. It is based on NextCloud open source software.

What can I do with “Files” app in e-me?

Each e-me member has their own **personal e-me storage space** for uploading and storing their files. In specific, 2GB of space is provided to each teacher, and pupil. Their files are stored in the “cloud”, so that users can access them anywhere.

Using the “Files” app you can **upload** and **save** files of any format (presentations, exercises, images, audio, etc.), in your personal space in e-me, **organize** your content in folders, so that they are easy to manage, **share** one or more of your files or folders to other e-me members, etc.

Apart from each member’s personal files in e-me, each hive offers- once it has been created- a **shared folder** for all of its members. This folder concerns a **collaborative file space**, where any hive member can upload material, which all other hive members can see and edit.

Use the shared folder of the hive as follows:

- **Upload** content of your courses, so that it is available to all pupils of the hive-class, without the need for any further action.
- Create **folders** to organize your content (course presentations, exercises, images, audio, etc.)
- **Assign tasks** to your pupils by uploading to the shared folder of your hive the file with the description and instructions of the task, along with any other content. Inform your pupils about it by posting on your hive wall.

If you want, create **subfolders for your pupils’ tasks / submitted answers** in the shared folder of your hive, so that they can upload submitted work there. You can also set submission deadlines by specifying the time range within which the subfolder will be open to accept answers.

- Create **collaborative documents** in which all pupils will have joint editing rights to modify a text file.
- **Synchronize** (optionally) the shared folder with your local computer, so that you keep a locally **synchronized copy of this folder**. In this way you will be able to add, for example, additional content in your local folders on your computer, which all members of your hive will be able to receive without any further action (see below: *How can I synchronize my files with my local computer?*)

How can I check my files or my folders?

Click on the “Files” app, at your homepage in e-me. Using the app you have access to all your files and folders. You can, also, see files and folders that you **have shared** (shared with others) or are shared with you.

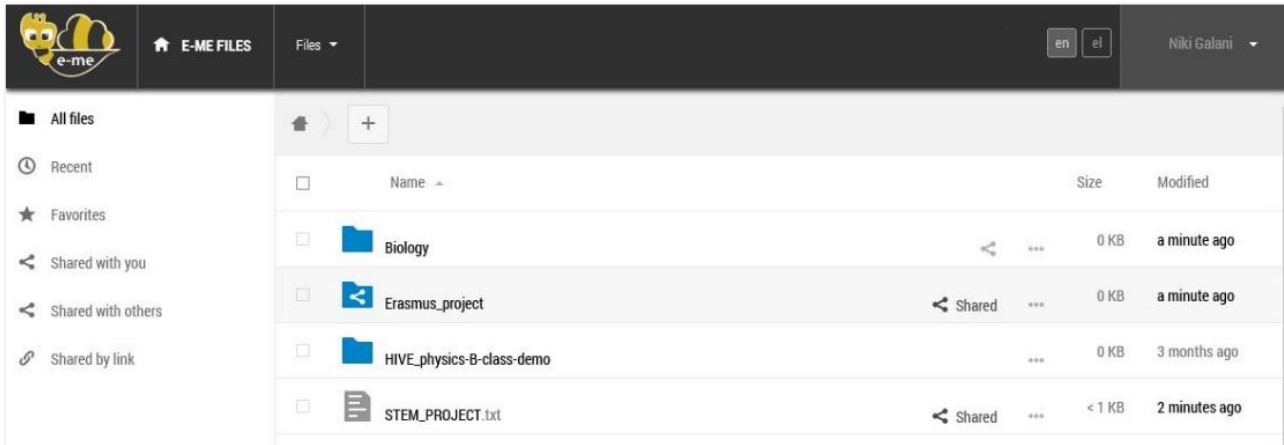


Figure 31: e-me Files

Besides your **personal files**, in your “Files” you will find a **folder for each hive** you have created (i.e. for those hives you have previously installed “Hive Files” app). The file folder of each hive has a name of the following format:

- HIVE_hive url

Inside the files app of each hive, you will find its shared folder, where all its members have access. The shared folder has a name of the following format:

- HIVE_hive url_shared

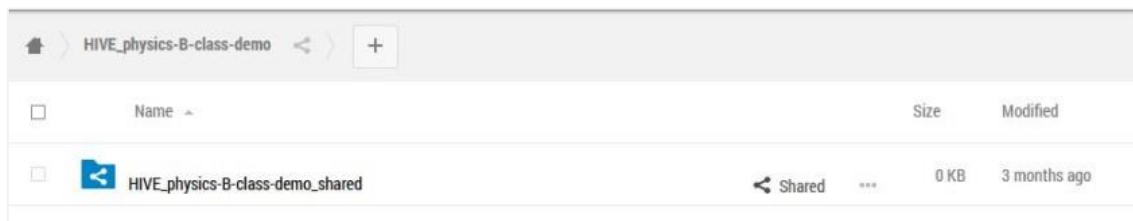


Figure 32: e-me Files: Shared folder of the hive

How can I upload files in my personal space in e-me?

To upload files to your e-me **personal file space**, simply drag-n-drop the file from your computer into the app.

Alternatively, select the + icon from the top menu of the app and then “**Upload file**”.

Select “**New Folder**” if you want to create a new folder.

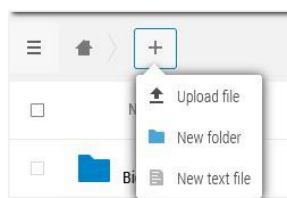


Figure 33: e-me Files: Upload a file or create folder

How can I share files or folders with other members in e-me?

The options so as to share a file or a folder are available by either clicking on the share icon or choosing the three dots and then the 'Details' option.

To share a file or folder with one or more e-me members or an entire hive:

- type in the search box at least 3 characters of either the e-me member(s) or the hive's name.
- Then select which of the sharing permissions you want to grant. For example, you can enable changes or deletion.

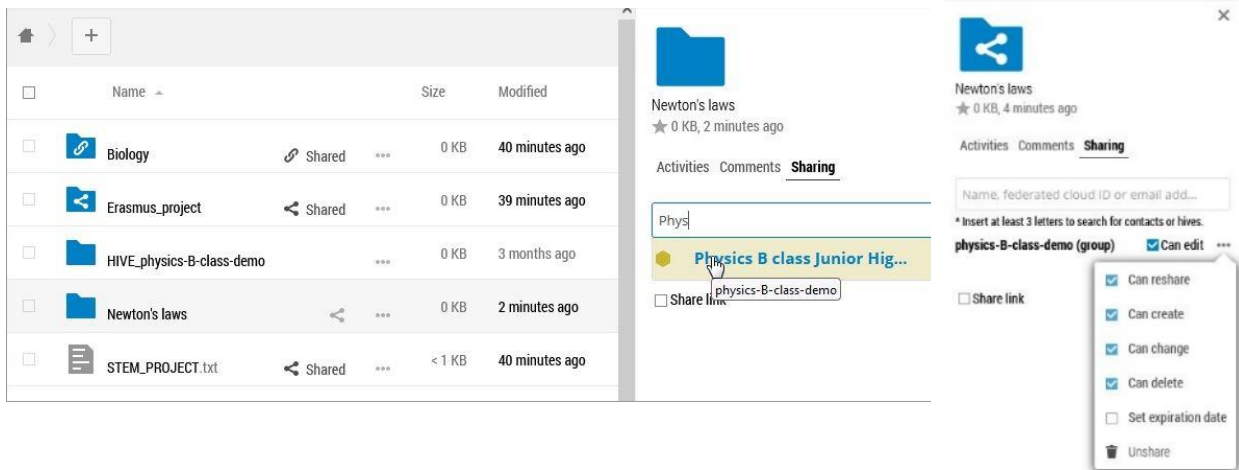


Figure 34: e-me Files: Share files or folders

How can I share a link of a file or a folder of my files?

- Select "Share link" if you just want to share the link to a file or folder.

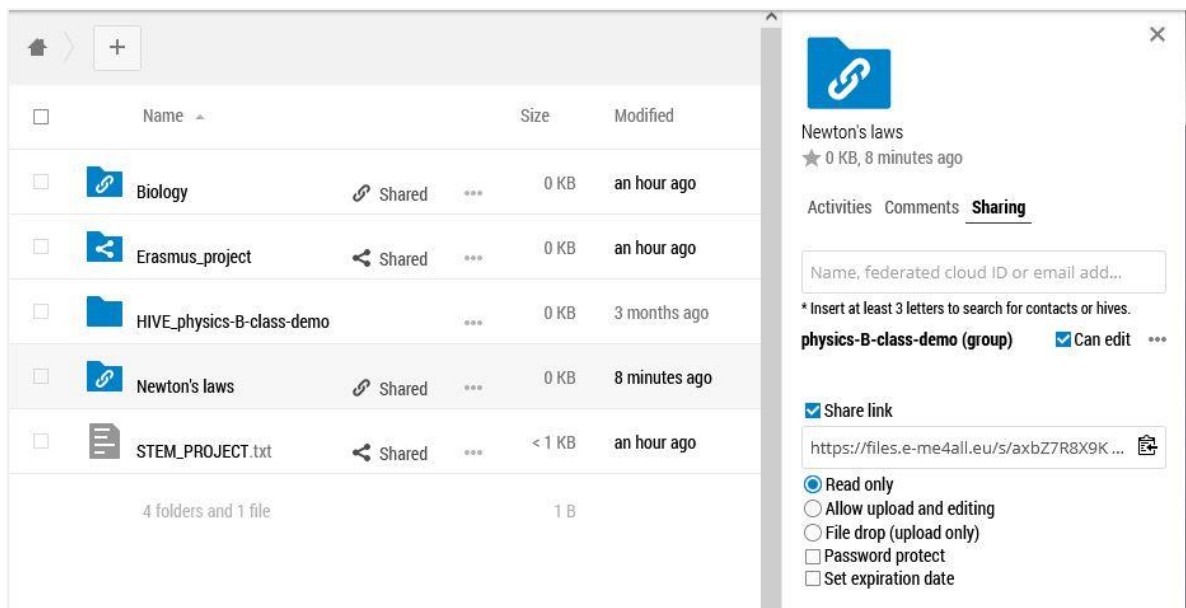


Figure 35: e-me Files: Share a link

How can I synchronize my files with my local computer?

To synchronize your files with your local computer, all you need to do is to install the sync file app, i.e. the local client of the app.

- By clicking on the "INSTALLATION OF SYNC FILE APPS" option, located at the bottom left of the page, a window will pop up with installation instructions.
- After installing the appropriate app (depending on the device) and when prompted, enter the information provided so as to sign in to the local app and proceed to synchronizing your files.

HOW TO INSTALL SYNC FILE APPS

Step 1

Select and install the compatible app version:

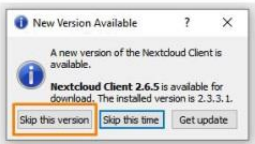
Desktop app
Windows

Desktop app
OS X

Desktop app
Linux

Step 2

Skip updating:



Step 3

After installation or when asked enter the following data to connect:

| | |
|----------------|----------------------------------------|
| Server Address | <code>https://files.e-me4all.eu</code> |
| Username | <code>teacher</code> |
| Password | <code>kV6mw0Xvd0av</code> |

Figure 36: Installation of sync file apps instructions

| | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  | <p>Relevant video for "Files"</p> <p>06. e-me - Files (in Greek)</p> |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|

e-me blogs

What is the "e-me blogs" app?



"e-me blogs" is e-me's app for creating and managing **blogs**. It is a powerful content creation and management tool. It is based on Wordpress open source environment.

Blogs are **open and public** to everyone, even to those who are not e-me members. Blogs are the tool that e-me provides to pupils, teachers and schools to **promote and highlight their work, outside the e-me environment**. They can, thus, act as an open environment for the exchange of ideas, good practices, sharing and co-building of new knowledge.

"e-me blogs" are available in two forms: "**personal blog**" (e-me user blog) and "**hive blog**" (collaborative hive blog).

- The "**personal blog**" is a pupil's or teacher's personal blog. The blog can be edited only by its creator. A personal blog is usually used as a tool to highlight its creator's thoughts, opinions, ideas and achievements.
The "personal blog" is pre-installed and available at each member's homepage in e-me.
- The "**hive blog**" is the collaborative blog of all members of a hive. Authors of this blog are all of members of this hive. It is a tool for them to highlight the work of the entire hive. Pupils and teachers have the same rights and can equally have the role of administrator or editor/writer in the blog of a hive.

In a **public hive**, the "hive blog" is pre-installed.

To have access to the "hive blog" of a **private hive**, the administrator of the hive needs to install the "hive e-me blogs" app from the hive's store.

A blog is made up of various entries in the form of **posts**. Posts are organized and sorted chronologically and by topic and indexed to **pages**.

The content of a post consists of multimodal text, i.e., written text enriched with audio, images, videos and multimedia content. Links from external sources are often added to a blog, while content is relevant to topics that concern the particular blog.

How can I create my personal blog in e-me?

- Click on "e-me blogs" app at your homepage in e-me to go to the app's landing page.
- Select "**Create blogs**" from the top menu to create your personal blog or blog for each hive of yours.

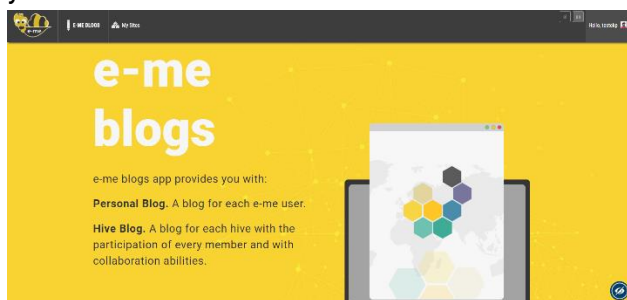


Figure 37: e-me blogs: Landing page of the app

- Customize your blog, the way you like, using the Dashboard.

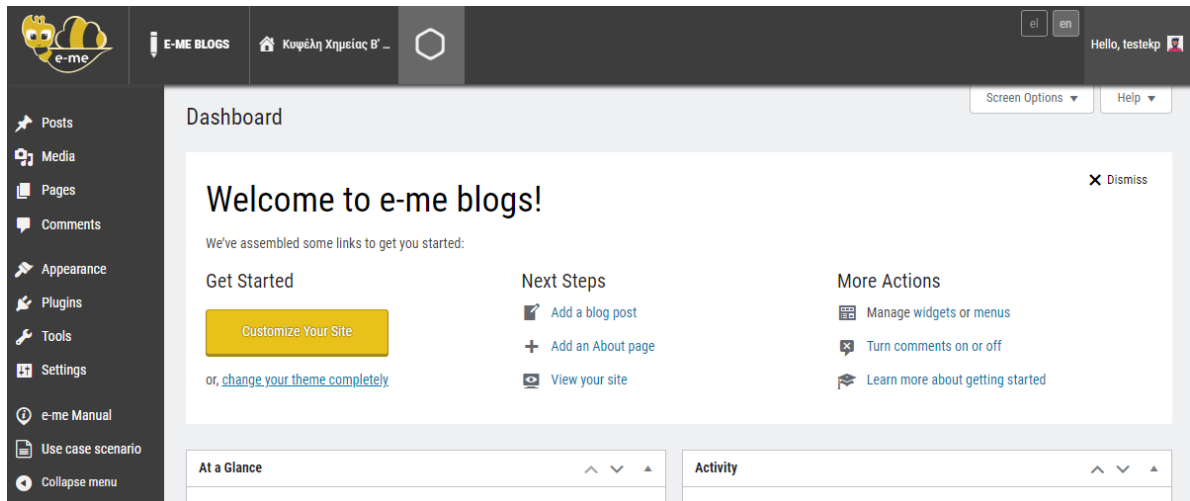


Figure 38: e-me blogs: Dashboard

For instance, you can decide on the "appearance" you like most for your blog by selecting one of the available themes.

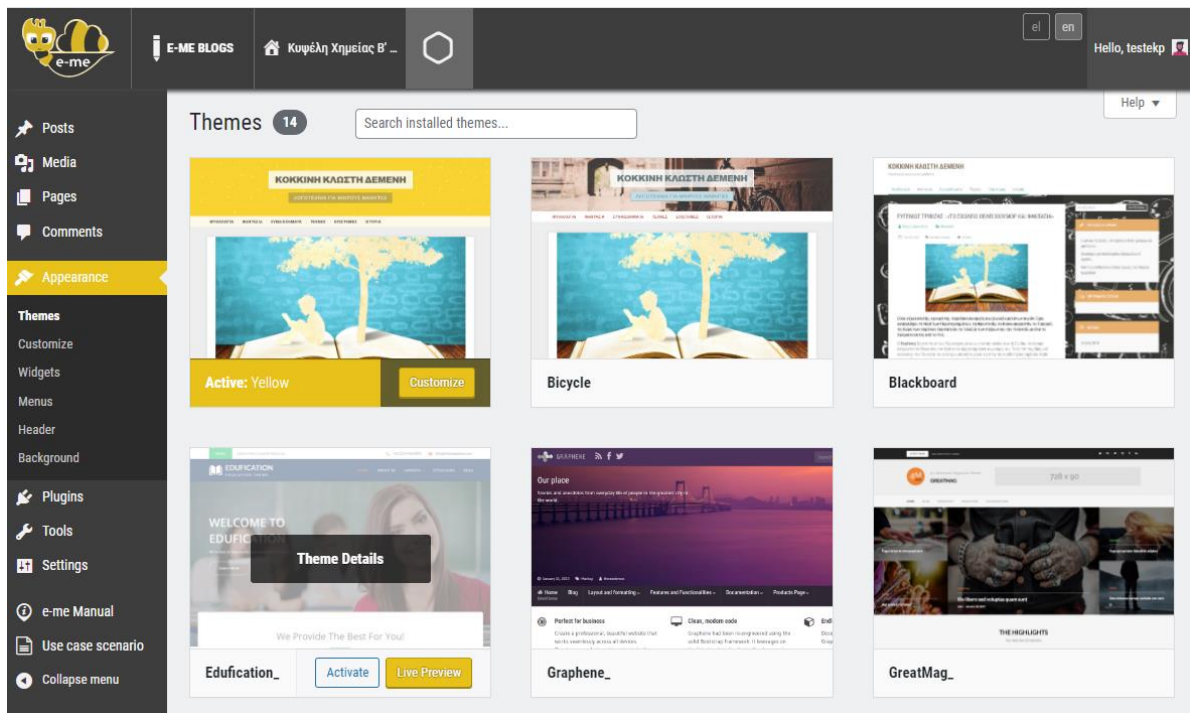


Figure 39: e-me blogs: Choose appearance for your blog

- Click on "Activate & Publish" to save your choices and publish the blog.

When you are done with the display options, start creating posts.

- To create a new post, choose "posts" and then "Add New Post".

e-me Notes

What is the “e-me Notes” app?



e-me Notes is a digital **notebook**, i.e., an app for creating, organizing and sharing notes. It is based on NextCloud #Notes app software/technology. It is available in the e-me store.

What can I do with “e-me Notes” app?

With “e-me Notes” you can:

- **create** notes to record ideas, important events, information, keep reminders, etc.,
- **group** and **organize** your notes into categories,
- **share** your notes with your contacts or your hives in e-me,
- **co-edit** with other e-me members a note that you shared with each other.

How can I create a new note?

To create a new **note**:

- Click on the “e-me Notes” app, from your homepage in e-me.
NOTE: If “e-me Notes” app is not installed in your homepage, you can install it from the **e-me store**.
- Select “**New note**” and type the text you want in the right panel (Figure 40).
Your note is automatically saved in e-me’s “Files” app, in a folder named “Notes”. The text you type first in the note will be the filename of the note.

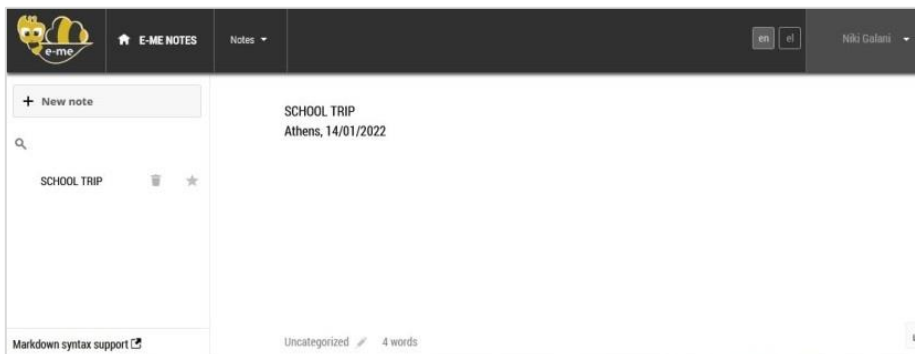



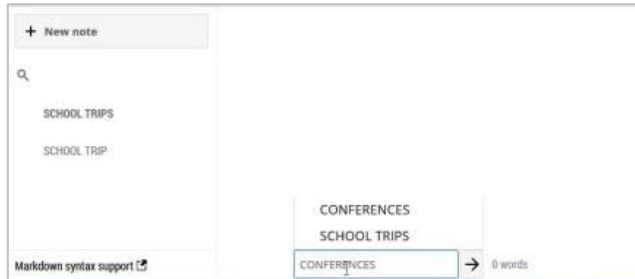
Figure 40: e-me Notes: Create a new note.

To edit a note, select “**Markdown syntax support**” in the bottom left menu and follow the instructions given there.

How can I organize my notes in categories?

To create categories, click on the field **Uncategorized**  at the bottom of a note page:

- type the name of the category you want to create and select the arrow to save the category or
- choose one of the categories you have created,



Εικόνα 41: e-me Notes: Organize notes in categories

For each “category”, a separate sub-folder is created in the folder “Notes”, in “Files” where all notes of this category are stored.

How can I edit my Notes?


You can edit a note in two ways:

1. From “e-me Notes” app: Select the note from the list on the left and edit the note in the right panel.
2. From “Files” app:
 - Select the folder “Notes”.
 - Locate the note you want to edit either in the main folder or the sub-folder (named after the category).
 - Open the file and select “Edit” on the right top menu.



How can I share Notes?

To share a note and/or an entire folder/subfolder with your contacts or members of hives you participate in:

- Select the folder “Notes” from “Files” app in e-me.
- Locate the note or the subfolder you want to share and click on share  icon.

You may, if you like, give your contacts and/ or members of the hive (you share the note with) the chance to edit the note. You may, also, share your notes via link.

NOTE: in order to be able to share notes with members of hives where you participate, the administrator(s) of these hives should have installed the Hive Files app in advance.

e-me bookmarks

What is the “e-me bookmarks” app?



“e-me bookmarks” is an app for creating and managing bookmarks to favourite web pages or websites within the e-me environment. It is based on NextCloud#Bookmarks app software/technology. It is available in the e-me store.

What can I do with “e-me bookmarks” app?

With "e-me bookmarks" app you can:


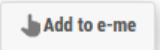
- create, collect and store in e-me bookmarks (URLs) for favourite or frequently visited websites, so that you can easily navigate them whenever you want,
- organize your bookmarks by adding description and tags for easy search,
- sort your bookmarks alphabetically, or by those most visited, recently added or latest modified.

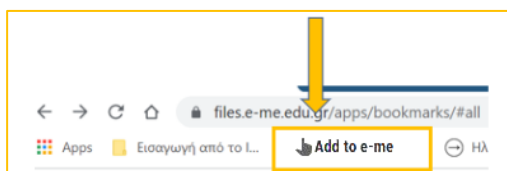
You can also:

- export the list of all your bookmarks to an html format file,
- import a list of bookmarks shared with you by other e-me members.

Pre-work: Insert a bookmark in your browser (done once only)

It is required you "pin" a button for "e-me bookmarks" on the bookmark bar of the browser you use. To do so, follow the steps:

- Click on the browser you usually use.
- Display your Bookmarks bar (if not visible already). Remember that *the bookmarks bar is at the top, below the search bar*.
- From your browser, go to <https://e-me4all.eu/> and log in to e-me.
- From your homepage in e-me, click on “e-me bookmarks” app, after having previously installed the app from “e-me store”.
- Click on  Settings at the bottom, left menu of “e-me bookmarks” app.
- Find the “Add to e-me”  button. Click on it and drag and drop it to the bookmarks bar (the one that you made visible). Once you drop it, the button will appear in the bookmarks bar.



How can I create/ add bookmarks?

To create a bookmark:

- Locate and click on the website you are interested in.
- Click on "Add to e-me" button from the browser's bookmarks bar.
- Once you do so, you will automatically go to the description tab of the bookmark in the "e-me bookmarks" app, where you will see the name of the website and its link being displayed. If you like, add a "Description" and one or more "Tags" for the bookmark you have just created.
- Click on «Save».

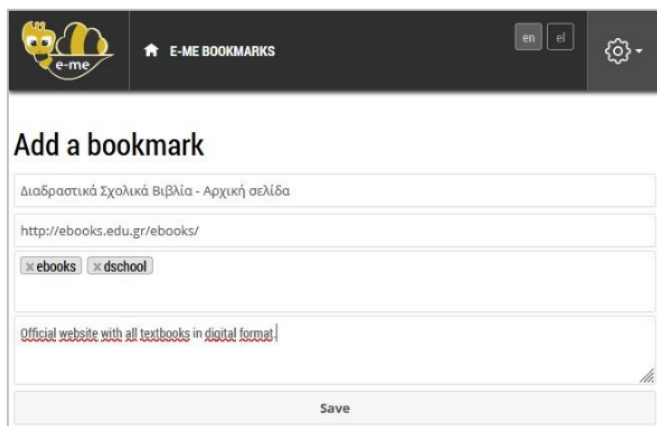




Figure 42: e-me bookmarks: Add a bookmark

Alternatively: From “e-me bookmarks” app:

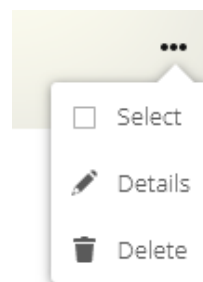
- Copy the link (url) of the website you are interested in.
- From “e-me bookmarks” landing page click on “Add a bookmark”  and paste the link (url).
- Click ‘enter’, so that the bookmark to the website of your choice is created.

How can I navigate my bookmarks?

- From the menu on the left, click on “All bookmarks” . Your bookmarks appear as **thumbnail icons** on the landing page of the “e-me bookmarks” app.
- By selecting the bookmark, you land to the website you wish.

How can I organize or edit my bookmarks?

- From the landing page of the “e-me bookmarks” app, click on the three dots next to the bookmark.
- Select “Details”, to edit the tab of your bookmark.
- Select “Delete”, if you want to delete the bookmark.



Calendar (e-me Calendar)

What is the “Calendar” e-me app?



Calendar is an app for creating calendar(s) in e-me, for organizing, and planning tasks. It enables e-me members to create their own calendars, store them in e-me, and share them with their contacts or hive members. It is based on NextCloud#Calendar software/technology.

What can I do with “Calendar” app?

Using “Calendar” app you can:

- create your own calendars, so as to schedule your tasks on a daily, weekly or monthly basis and/or note important events,
- share each of your calendars with your contacts or hive members.

You can, also:

- set details for the events you register, such as description, duration and event reminder time;
- view your calendars by day, week or month,
- organize your calendars by selecting colour taxonomy for easier search,
- download your calendars locally to your computer, in an .ics format file, if you wish to edit them via another app (e.g. Outlook).
- Import into your calendars other ones created by e-me members or calendars in iCal file format from external sources (e.g. theme calendars).

How can I use “Calendar” app of e-me?

How can I create a calendar?

- Click on the “Calendar” app from your homepage in e-me.
The app provides a pre-registered calendar titled "Personal" that stands as an example for you so that you can easily enter personal events.

NOTE: If “Calendar” app is not installed in your homepage in e-me, go to “e-me store”, select the app and click on “Install”. This needs to be done only once.

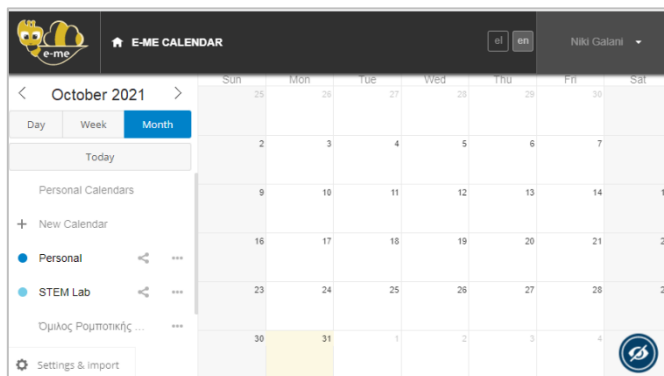


Figure 43: e-me Calendar: Create New Calendar

- Create “New Calendar” from the left menu (see Figure 43).
- In the “Name” field that appears, type the name of the new calendar and then click the button.
- Your new calendar is ready and appears on the list marked by colour indication (dot).

How can I log events in the calendar?

In the “Calendar” app, each scheduled activity or event is referred to as an “event”. To enter an event in a calendar, do the following:

- Select the time, day or month you want to schedule or create an event, by clicking on the corresponding field that appears on the right of the app, once you click inside the event (you wish to create).

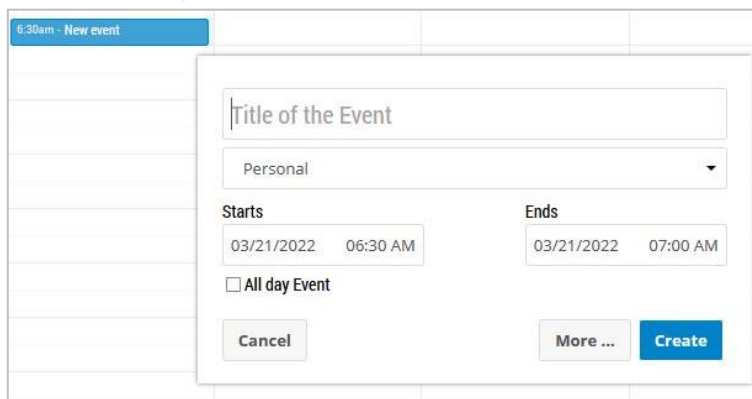



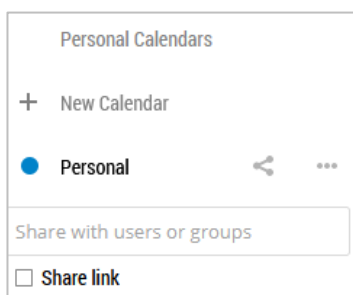
Figure 44: e-me Calendar: Add new event

- In the field that appears (see Figure 44) type the **Title of the event**.
- Choose from the list the **Calendar** in which you wish to create an event.
- If it’s about an **All-day** event, you can click on the respective field.
- Fill in, if you like, the date and time the event **starts or ends**.
- Click on the “**Create**” button, so as to create the event.

How can I share calendars with members and non- members of e-me?



To share a calendar with e-me members, being either your contacts or hive members:

- click on the share  icon next to the calendar you wish to share,
- type the username of the contact or the name of the hive.



If you wish your contacts or hive members to be able to edit events in the calendar, click on “**edit**”.

To share a calendar with non- members of e-me:

- click on the share  icon next to the calendar you wish to share and select “Share link”,
- select the envelope  icon “Public access” and type the email of the recipient,
- then click on “Send”.


How can I import calendars created by other members or by external sources?

In order to import calendars created by other e-me members:

- Select the drop-up menu “Settings & import” on the left sidebar of the “Calendar” app.
- Click on “Import calendar”.
- Choose the file of the calendar you wish to import.

If the calendar includes scheduled events from another country, you can select “Timezone”, and then your own country, so that the registered events adjust to your country's time zone.

To import an iCal file format calendar from external sources:

- Go to a website that offers iCal calendars (e.g. theme calendars), locate the calendar you want and copy its link,
- Go to the “Calendar” e-me app and select “New Subscription”, then paste the link.
- Click on  to complete the process.

Hive's apps

e-me provides e-me users with additional tools and apps, which are available in the “e-me hives store” of the platform.

Classroom Plan

What is the “Classroom plan” e-me app?



“Classroom Plan” app simulates the way a classroom looks like in terms of the arrangement of desks and positioning of pupils.

The app finds its purpose only within a **hive**, where there are members, i.e. pupils. It is, thus, an app that operates only in Hives.

How can I use the classroom plan?

- Choose one of the available desk distribution layouts in your classroom plan and adjust it accordingly.

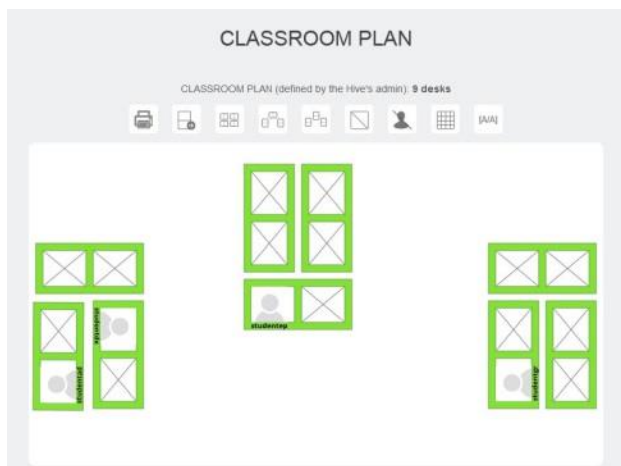


Figure 45: e-me Classroom Plan

- “Insert” your pupils (hive members) and then, their position on the desks.

Only the Hive Leader can create a classroom plan and edit it, while hive members can only view it. The Leader can create a different plan for each hive, add a different colour, print the classroom plan, etc.



e-me Digital Educational Platform (v3.0) Short User Guide, Version 2.4

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