



# TUTORIAL WEB APP - ENGLISH

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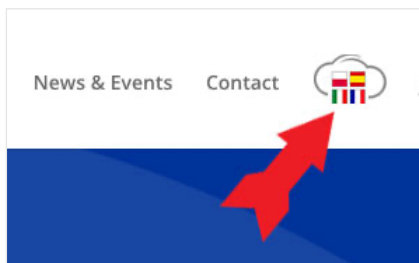
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## ACCESS TO THE WEB APP

### MODE 1: Access via site.

Connect to the home page of the website [www.moecproject.eu](http://www.moecproject.eu) , then click on the appropriate menu item



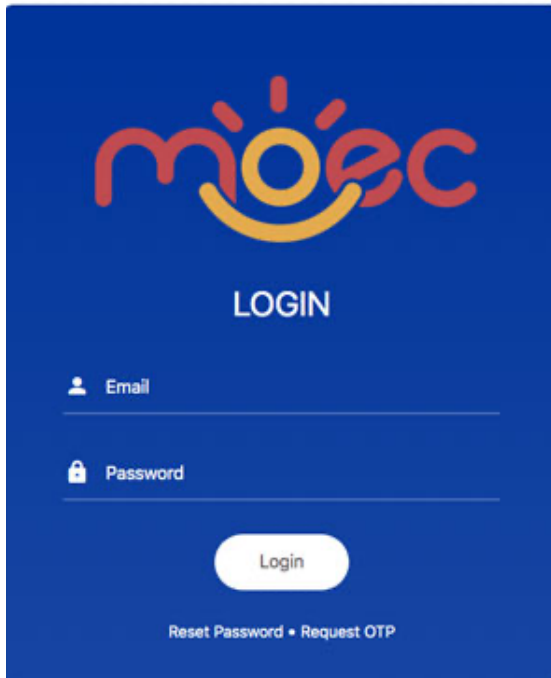
### MODE 2: Access via URL.

Connect directly to the web app <https://app.moecproject.eu>

Access the back-end of the Web App by entering the credentials that have been provided to you by the administrator.

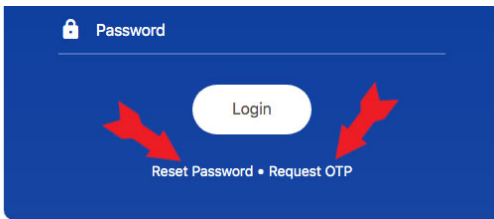
Email (username): \_\_\_\_\_

Password: \_\_\_\_\_

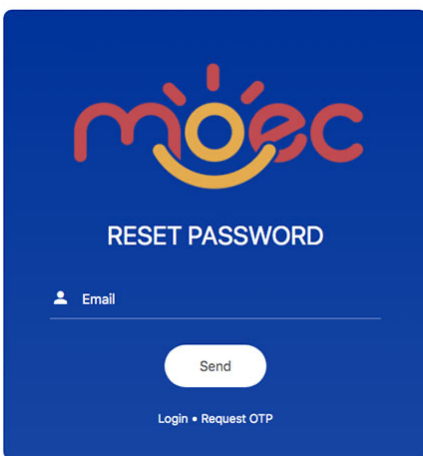




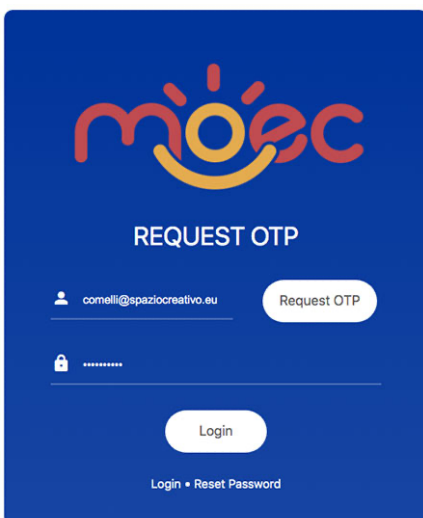
If you have forgotten your credentials, you can access the Web App in the following 2 ways: Reset Password or Request OTP



**Reset Password:** Reset Password: you can reset your password (for security reasons or because you have forgotten it). You are prompted to enter the registration email associated with your account. The regeneration procedure will be sent to this address.



**Request OTP:** you can log in without a password but with an OTP code. It's a disposable password made up of an alphanumeric code that's automatically generated by the system and sent to your email. On the generation page (see image on the side) you are asked to enter the registration email associated with your account. By clicking on Request OTP at this address, you will be sent the OTP code to be entered in the field where the padlock is. Log in with Login.





## PRIVACY MANAGEMENT

The compilation of the observational forms isn't done directly by the student but through the evaluation of the teachers, this does not allow the Student to accept any Privacy Policy by marking a flag. The Student's parents will eventually be given a paper form. All those who access the Web App portal can view the Privacy Policy and Cookies Policy, using the appropriate links shown:

1. On the login page under the login form.
2. On all pages of the Webb App, in the dark area of the footer next to the year of Copyright.
3. At the bottom of the page of the observational cards.

## GENERAL CONSIDERATION

### USER PROFILES

By logging in with the access credentials received, you'll enter the Web App Dashboard and you will find a different work environment, based on the role you are associated with:

- Admin
- University
- School
- Teacher
- Student (not used according to the current working scheme but present and already operational).

The more the role is of a "high" profile, the more functions are provided, including the management of the underlying roles. This tutorial doesn't include the explanation of the Admin role, as it leaves the logic of operational use of the App. The Admin uses and manages functions suitable for the general configuration.

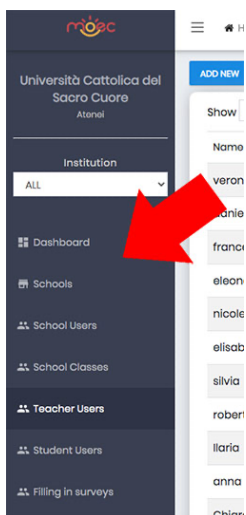


## LAYOUT RESPONSIVE

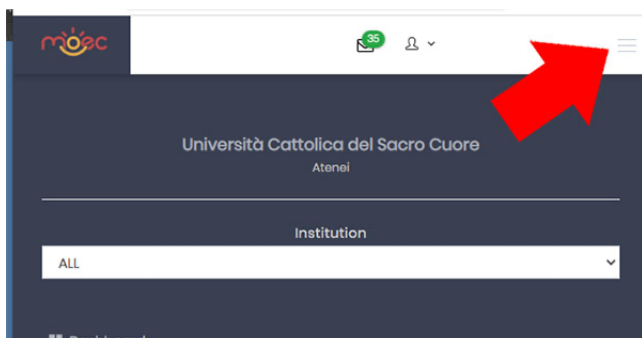
The web app was created with a responsive layout, a technique that allows the pages of a website to graphically self-adapt to the device on which they are displayed, in order to provide a unique and tailored experience for all types of monitors and device. This makes the web app visible and easily navigable even from devices such as smartphones and tablets.

The graphic redistribution of the areas is intuitive, the only differences to underline and which deserve to be explained are the management of the left sidebar (the one with all the commands) and the structure of the list pages (list of schools, teachers, surveys, etc ... ).

In devices where there is sufficient space for viewing the sidebar, all the various commands appear visible on the left: See the following image:



In devices where the viewing space is not sufficient (for example low resolution monitors, tablets and smartphones) the sidebar is hidden and replaced by the typical icon for mobile, called "hamburger", that once clicked opens the hidden commands. See the following picture.



In devices where there's sufficient space to show all the columns of a list page, the view is direct. Everything is immediately visible. For each row you see the data and icons for the various actions. See the following image



Home > Teacher Users

ADD NEW

Show 25 entries

Name	Surname	Email	Roles	Status	Actions
veronica	monguzzi	veronica.monguzzi@icpiola.edu.it	Insegnanti	ACTIVE	
daniela	pozzoli	daniela.pozzoli@icpiola.edu.it	Insegnanti	ACTIVE	
francesca	calabrò	francesca.calabro@icpiola.edu.it	Insegnanti	ACTIVE	
eleonora	castelnovo	eleonora.castelnovo@icfalbor.it	Insegnanti	ACTIVE	
nicoletta	citterio	nicoletta.citterio@icpiola.edu.it	Insegnanti	ACTIVE	
elisabetta	pizzi	elisabetta.pizzi@icpiola.edu.it	Insegnanti	ACTIVE	
silvia	balzarotti	silvia.balzarotti@icpiola.edu.it	Insegnanti	ACTIVE	
roberta	castiglioni	roberta.castiglioni@icpiola.edu.it	Insegnanti	ACTIVE	

Instead on devices where the display space isn't sufficient (for example low resolution monitors, tablets and smartphones) part of the data columns and the one with all the icons for the various actions are hidden. A green icon with a "+" appears in front of each line. See the following image.

ADD NEW

Show 25 entries

Search:

Name	Surname	Email
veronica	monguzzi	veronica.monguzzi@icpiola.edu.it
daniela	pozzoli	daniela.pozzoli@icpiola.edu.it
francesca	calabrò	francesca.calabro@icpiola.edu.it
eleonora	castelnovo	eleonora.castelnovo@icfalbor.it

By clicking on the green icon with the + (see previous image), the hidden data and icons for actions are displayed. See the following picture

Search:

Name	Surname	Email
veronica	monguzzi	veronica.monguzzi@icpiola.edu.it
Roles Insegnanti		
Status ACTIVE		
Actions		
daniela	pozzoli	daniela.pozzoli@icpiola.edu.it

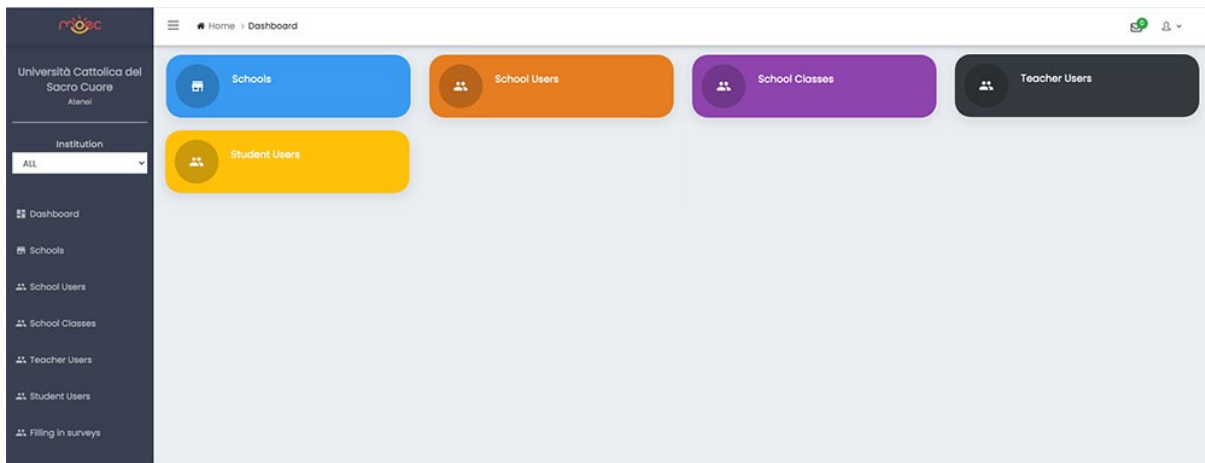


## UNIVERSITY PROFILE

The University profile allows you to create / manage all the underlying roles:

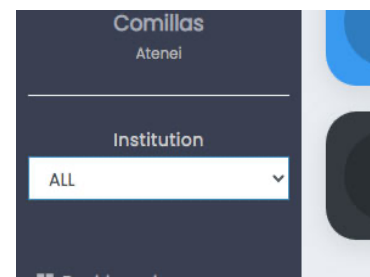
- Schools
- Classes
- Teachers
- Students

It's important to emphasize that the University user, if necessary, can enter the profiles of the underlying roles upstream in descending order. However, the operational flow is more correct if the University limits itself to creating only the Schools and possibly the Classes. The management of teachers and students makes more sense if it remains the responsibility of the institutes. Students can also be entered by Teachers. Instead, teachers are obliged to administer the observational forms (filling in surveys), as only they can evaluate the students and are the signatories of the evaluation document



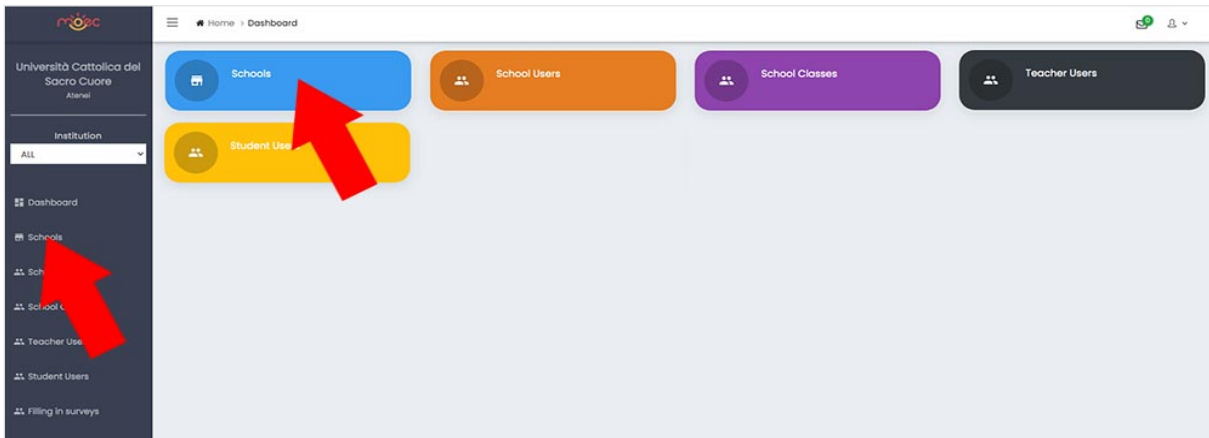
The operational phase can be managed through the "colored buttons" in the central part of the dashboard or from the left sidebar where all the possible functions are shown in an exhaustive manner (see previous image).

**Important:** The University user in the sidebar has the Institution selection screen (see image on the side) through which he can choose / filter the Institution: the University (for example to create other Users for the management of the University itself), the Schools associated with it or ALL. In this way you can filter for which Institution to apply the functions available on the Dashboard. This is explained better in the following pages.

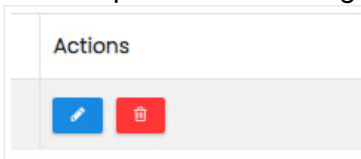


## CREATION OF THE SCHOOLS

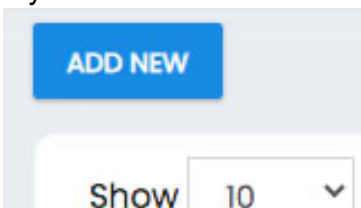
To access the Schools management page, where you can view the list of existing ones and / or create new ones, click on the blue Schools button or on the "Schools" menu item in the left sidebar:



On the page you access, you can see all the "daughter" Schools of your University (country). Each School in the list presents: a logo (if inserted), a name and 2 icons to start actions. The blue icon with the pencil is for editing and the red one with the trash is for eliminating.



If you click on the "ADD NEW" button you open the page for creating a new School.



In the window that opens you can enter the data relating to the school you are creating. If you modify an existing School you will find the same fields.





Logo

Name

Description

School Grades

Business Name

VAT

ID Card

School Code

Contact details can be entered after saving the structure.

SAVE

- Logo field: the entry is optional, if it is loaded it appears in the list of institutions in front of the name. You can upload an image from your computer. The accepted image formats are .jpg and .png.
- Name field: The name of the Institute. It is mandatory, it's what appears and identifies it in the Web App.
- School Grades: if you click on the form space, the list of expected school grades appears in the drop-down. It is necessary to click on each Grade provided to add it to the School you are creating. The labels of the chosen degrees are added in the space provided.
- Description: optional field.
- Business Name: is optional, it can be a reinforcement of the Name field. It does not appear in the areas of the App where the School is called up.
- VAT, ID Card and Institute Code are optional information fields.

Once you have filled in the fields on the School form you can save it by clicking on the "SAVE" button below. The screen returns to the list of Schools where the newly created one is also shown.

Show 25 entries

Search:

Logo	Name	Actions
	Università Cattolica del Sacro Cuore > IC Falcone Borsellino Offanengo (CR)	
	Università Cattolica del Sacro Cuore > IC "Gabrio Piola" Giussano (MB)	
	Università Cattolica del Sacro Cuore > CeDisMa	

Showing 1 to 3 of 3 entries

PREVIOUS 1 NEXT



The contact details to be associated with the School, which are not mandatory, can be entered after saving the structure. Once the School has been created, click on the Edit icon (blue icon with pencil), 2 new areas appear at the bottom of the page: Address and Contacts, if you click on the green icon with the + you can add the new information:

Address				
Description	Address	Municipality	Leading	Actions <span>+</span>

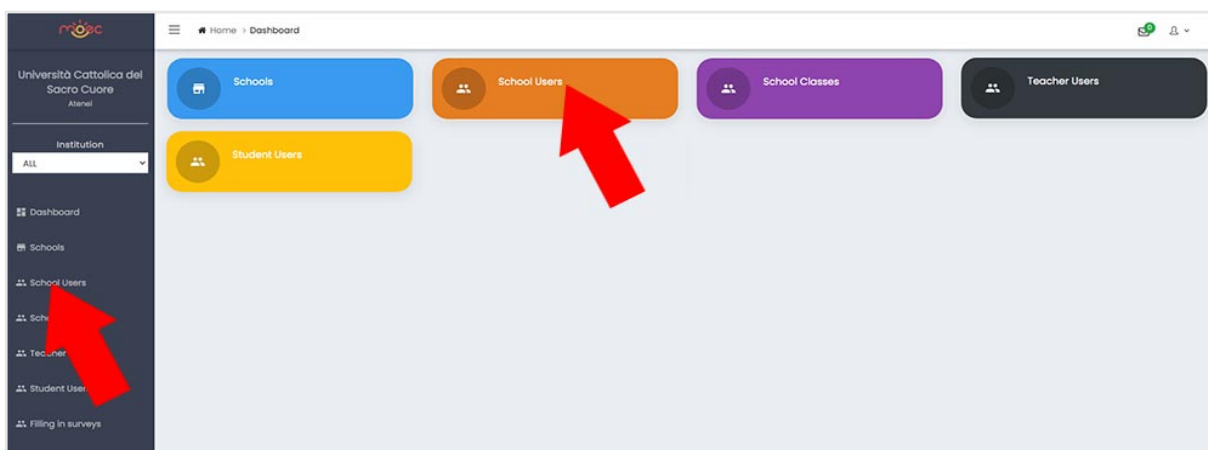
Contacts			
Address	Type	Contact	Actions <span>+</span>

- **New Address.** You can add one or more addresses. In the dedicated screen, when you choose the country, after having written the first 2 letters of the city, the possible solutions are proposed to you, choose the correct one.
- **New Contacts.** You can add one or more contacts. In the dedicated screen, choose the address (from those previously entered), the type of contact (email, telephone, etc ...) and enter the corresponding value. Multiple types of contacts require multiple entries (for example, one for email and one for phone).

## SCHOOL USERS CREATION

A School page (also valid for Universities and Classes) is not used for operational purposes if it doesn't have associated users who have the right to access it.

To access the Users page, where you can view the list of existing ones and / or create new ones, you must click on the orange School Users button or on the "School Users" menu item in the left sidebar:



If you have selected ALL in the Institution drop-down on the left sidebar, on the page you access you can see all "child" users of the University (country). If, on the other hand, you have selected the University in the drop-down list, you can see the other users (if any) that have the same rank as you and manage the same University user as you (if you are alone you do not see anything). If, on the other hand, you have selected a specific School, you will see all the users "associated" with that school. Each User in the list presents: Name, Surname, Email, Roles and Status. Plus 3 icons to start actions. Edit, delete and reset passwords. You can sort the rows in the list by clicking on the column names.



Name	Surname	Email	Roles	Status	Actions
IC Falcone Borsellino	Offanengo (CR)	icfalcone.offanengo@moeecproject.eu	Istituti	ACTIVE	<a href="#">✓</a> <a href="#">✗</a> <a href="#">RESET PASSWORD</a>
IC "Gabrio Piola"	Giussano (MB)	icpiola.giussano@moeecproject.eu	Istituti	ACTIVE	<a href="#">✓</a> <a href="#">✗</a> <a href="#">RESET PASSWORD</a>

Showing 1 to 3 of 3 entries

PREVIOUS 1 NEXT

If you click on the "Add New" button you open the page for creating a new User. The maximum degree that the University profile can create is the users associated with the Schools.

In the window that opens, you can enter the data relating to the User being created. The fields to fill in are different based on the value selected in the Institution drop-down on the left sidebar:

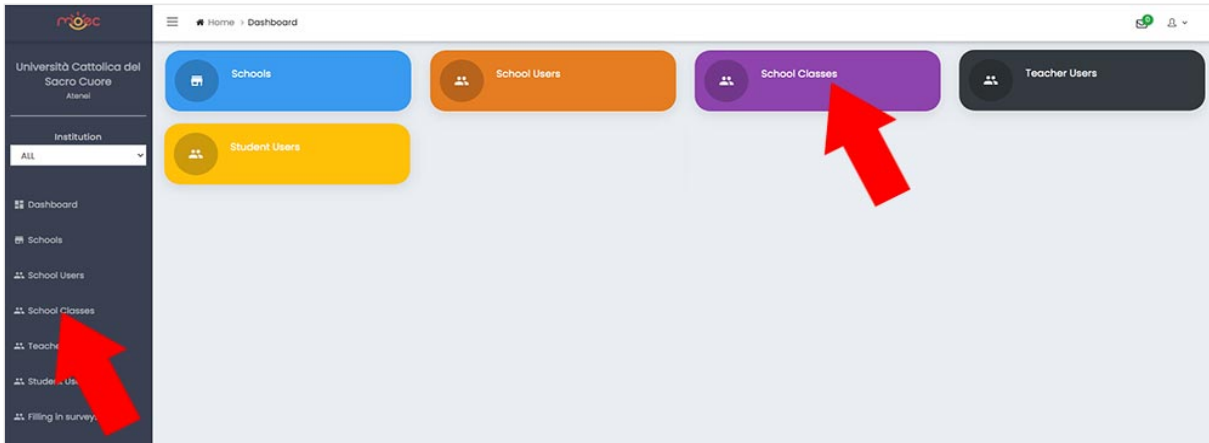
If you have selected ALL or the University (so you haven't chosen the School to associate):

- Name field: required.
- field Surname: required.
- field Email: It's a fundamental value because it is the user ID that the User must use to access his back-end.
- Password: required; It's a fundamental value because it is the password that the User must use to access his back-end (the blue GENERATE button allows you to automatically generate a password with a sufficiently high degree of protection. The password can be chosen at will but must be at least 10 characters long.
- Confirm password: you have to repeat the password, to check that it has been entered correctly.
- Send on e-mail. If you select Yes, you enable the password to be sent to the associated email.
- Active. To activate or deactivate the user.
- Limit Schools Views. It's the area where you associate the user you are creating with one or more Institutes (a user can be associated with several Schools).

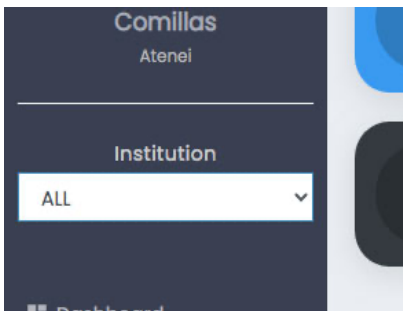
Instead if you have selected a specific School in the Institution drop-down, on the left sidebar, you have already chosen which school you want to associate the User with, so when you create the new User you will no longer find the LIMIT INSTITUTIONS VIEWS section.



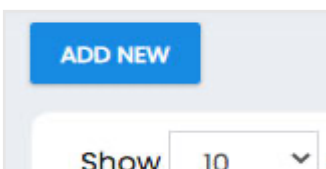
## SCHOOL CLASSES CREATION



On the page you access you can see all the "child" classes of the University (country) or those of a specific School, based on the selection made from the drop-down menu in the left sidebar.



As for the other tabs, to create a new Class you have to click on the button ADD NEW located at the top of the screen




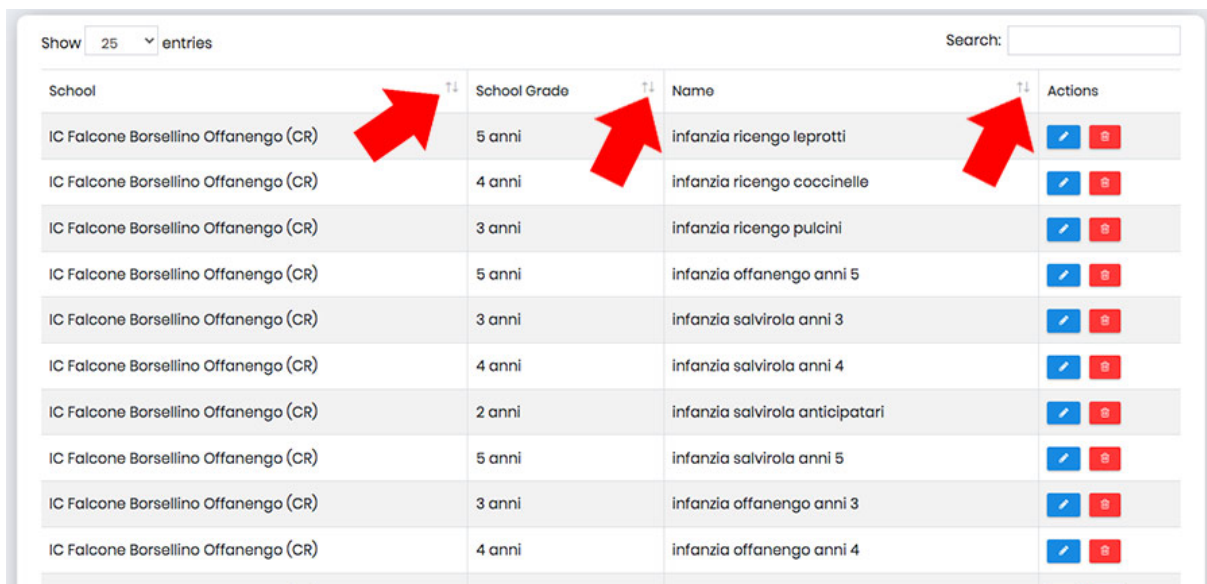
In the window that opens, enter the Class data:





















School	Description
<input type="text"/>	<input type="text"/>
School Grade	
<input type="text"/>	
Name	
<input type="text"/>	
<input type="button" value="SAVE"/>	0 / 255



- School field: it is mandatory; you have to choose which Institute the class must belong to.
- School Grade field: it is mandatory; you have to choose the grade of the class, among those previously enabled for the associated school.
- Name: the name with which the class is identified is mandatory.
- Description: optional.

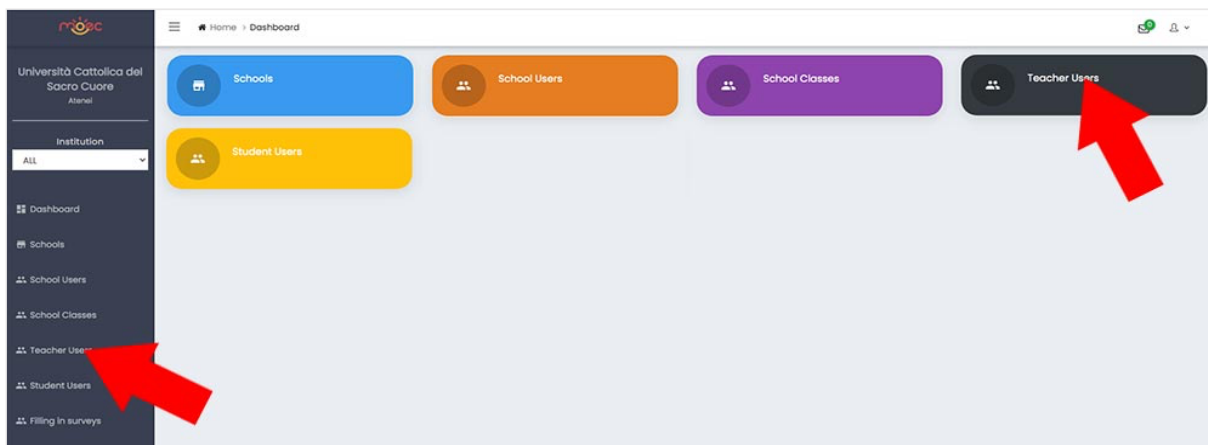
Attention! On the class list page, at the head of each column there is the  icon that allows you to sort the following rows in ascending order (1 click) or descending order (2 clicks).



School	School Grade	Name	Actions
IC Falcone Borsellino Offanengo (CR)	5 anni	infanzia ricengo leprotti	 
IC Falcone Borsellino Offanengo (CR)	4 anni	infanzia ricengo coccinelle	 
IC Falcone Borsellino Offanengo (CR)	3 anni	infanzia ricengo pulcini	 
IC Falcone Borsellino Offanengo (CR)	5 anni	infanzia offanengo anni 5	 
IC Falcone Borsellino Offanengo (CR)	3 anni	infanzia salvirola anni 3	 
IC Falcone Borsellino Offanengo (CR)	4 anni	infanzia salvirola anni 4	 
IC Falcone Borsellino Offanengo (CR)	2 anni	infanzia salvirola anticipatori	 
IC Falcone Borsellino Offanengo (CR)	5 anni	infanzia salvirola anni 5	 
IC Falcone Borsellino Offanengo (CR)	3 anni	infanzia offanengo anni 3	 
IC Falcone Borsellino Offanengo (CR)	4 anni	infanzia offanengo anni 4	 

## TEACHER USERS CREATION

A Class is not used for operational purposes if it doesn't have associated Teachers who have the power to manage its functions.





Based on the value selected in the drop-down menu in the left sidebar (ALL or a single school, exactly the same thing as for the classes), on the page you access you can see the list of Teachers managed by the entire University or those managed / associated with the single School.

Each Teacher on the list presents: Name, Surname, Email, Roles and Status. Plus 3 icons to start actions: Edit, delete and reset password.

Name	Surname	Email	Roles	Status	Actions
Maurilio	Cornelli	prova@mccadservice.com	Insegnanti	ACTIVE	
Insegnante	Italia	insegnante.italia@moecproject.eu	Insegnanti	ACTIVE	

Showing 1 to 2 of 2 entries

PREVIOUS 1 NEXT

If you have selected the ALL value in the drop-down menu on the left sidebar, on the page you access you see the list of teachers managed by the entire University, therefore the set of all teachers associated with all the Schools linked to the University.

When you click on the blue "ADD NEW" button, located on the left at the top of the page, you are asked to fill in the master data: Name, Surname, Email, Password, Confirm Password, Send on e-mail and Active (exactly as for the users associated with the Schools). The same procedure is also used for LIMIT INSTITUTIONS VIEWS, where you associate the user you are creating with one or more Institutes (a teacher can be associated with several Schools, although it's very rare). The same thing for Limit Schools Views, where you associate the user you are creating with one or more Institutes (a teacher can be associated with several Schools, although it's very rare).

As for the Users associated with the School, if instead you have selected a precise School in the Institution drop-down of the left sidebar you have already chosen which school you want to associate the Teacher with, so when you create the new User you will no longer find the Limit Schools Views section.

In the same teacher creation screen you must also fill in the "PERSONAL DATA" that allow you to add some teacher data:

- Genre.
- School Classes. Here you can see the classes to be associated with the Teacher. If you have selected the ALL value in the drop-down menu on the left sidebar, you will see the set of all the classes; instead if you have selected a specific School you will only be able to see the Classes of this School.

It's possible to associate more Classes for each single Teacher..

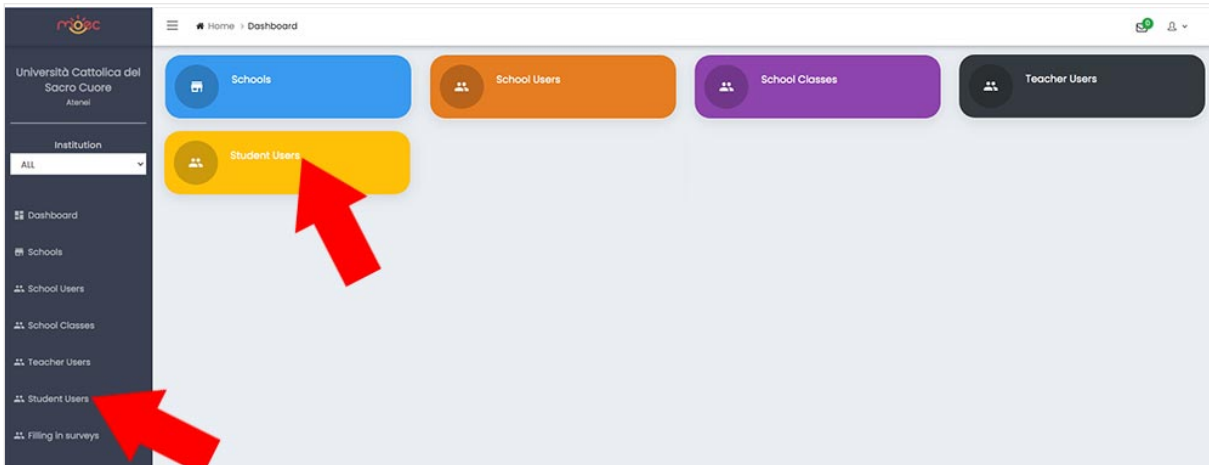
Name	Surname	Email	Password	
Confirm Password	Send on e-mail No	Active Yes	Limit Schools Views Seleziona un elemento.	
<b>Personal Data</b>				
Genre Male	School Classes Seleziona un elemento.			

## STUDENT USERS CREATION

A Class is useless for operational purposes if it has no associated Students, who are the users to whom the questionnaires are to be administered.



**Important:** the creation and management of students probably isn't up to the University but to the School user or the Teacher user, however the possibility of management is also left to the University.



### Import via CSV

It is possible to import the entire list of students via CSV file to facilitate data entry operations.

**Attention!** First you have to choose the School in the drop-down of the left sidebar, otherwise the system doesn't know where to import the students.




The operation of this procedure is explained in the appropriate tutorial at the end of the document

### Creating Students with Manual Procedure

It is possible to import the entire list of students using CSV files to facilitate data entry operations.

On the specific page, based on the selection from the drop-down menu in the left sidebar, you can see all student users "children" of the University (country) or of a specific School.

Each Student in the list presents: Name, Surname, Email, Password, Roles and Status. Plus 4 icons to start actions. Edit, Delete, Reset Password and Survey.

The Survey icon/button  allows you to access the history of all the completed Surveys referring to the student in question. This archive remains accessible even when the student passes into the status of "not Active" (for example for old students who have now left the school).



In the upper left part there is a filter that allows you to select the **subjects of a specific class** and those **active / inactive** (see image below).

The screenshot shows a user management interface. At the top left, there is a blue button labeled "+ ADD NEW". Below it, there are two dropdown menus: "School Class" and "Active" (set to "ALL"). A "Show 30 entries" dropdown and a "Search:" input field are also present. The main part of the interface is a table with columns: Name, Surname, Email, Roles, Status, and Actions. The table contains three rows of users: Stella Franco, Leonardo Giussani, and Mattia Fiorillo, all with the role "Allievi" and status "ACTIVE". Each row has a set of action buttons: a pencil icon, a red square icon, a "RESET PASSWORD" button, and a "SURVEYS" button.

### Creation of a new student

We analyze only the case in which you have chosen a specific School in the drop-down menu of the left sidebar, in case you have chosen ALL the same instructions apply but with the addition of the choice of the School in "Limit Institutions Views".

When you click on the blue "ADD NEW" button, located on the left at the top of the page, you are asked to fill in the student's personal data: Name, Surname, Email, Password, Confirm Password, Send on e-mail and Active (exactly as for the users associated with the Schools).

The screenshot shows a student creation form. It has several input fields: Name, Surname, Email, Password (with a "GENERATE" button), Confirm Password, Send on e-mail (a dropdown menu with "No" selected), and Active (a dropdown menu with "Yes" selected). Below these is a section titled "Personal Data" with fields for Genre (a dropdown menu with "Male" selected), Date of birth, Age, and School Class. A "SAVE" button is located at the bottom left of the form.



Unlike the other user roles seen so far, the e-mail and password field are not mandatory because it is not said that it is necessary to create an access area for students (or rather, for their parents).

The ability to create an authentication profile (with user and password) for students' parents, is a function already enabled but is not provided for the current needs.

In the same student creation screen you must also fill in the "**PERSONAL DATA**" that allow you to enter: gender, age and Class to be associated with the Student.

**These data are fundamental for the compilation of the Student's specific OBSERVATION SHEET.**



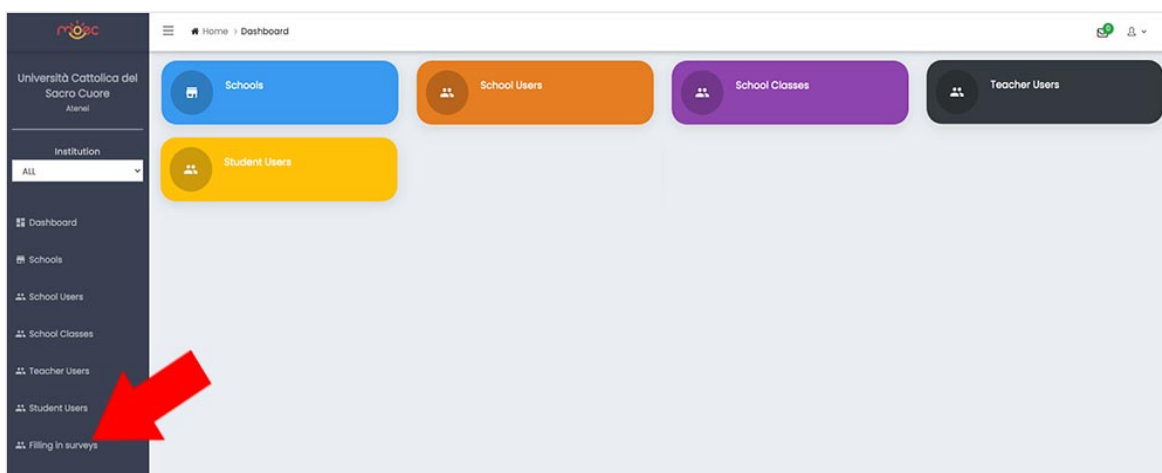
## THE SURVEYS

The OBSERVATION SHEETS are different between the different countries, in terms of number, content and structure. However the operating logic is the same as the variant in the evaluation calculation for the French card.

You can access to the specific area by clicking on **"Filling in surveyes"** from the left sidebar.

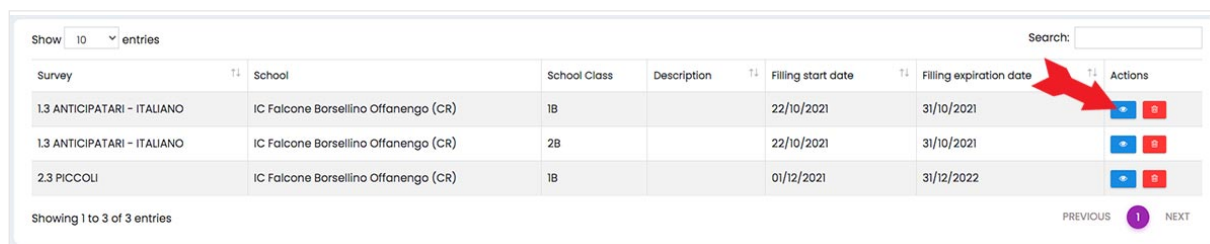
**Important:** the creation and administration of Filling in Surveys (observational sheet) is not up to the University but to the Teacher users. In any case the university still has the possibility to view and observe the card but he can't make any changes.







The University **has the possibility of eliminating the observation sheets, even if they have already been filled** in by the Teachers, while the Teachers can eliminate them only if the compilation has not been completed and sent. Before, the limitation was valid even if the compilation had already begun.



On the dedicated page Filling in surveyes, based on the selection of the drop-down menu in the left sidebar, see all the observation sheets associated with the "daughter" Classes of the University (nation) or of a specific School. The analysis is however identical.

As already mentioned, the University user can only view (or delete) the complete surveys or those administered to individual students.



Survey	School	School Class	Description	Filling start date	Filling expiration date	Actions
1.3 ANTICIPATARI - ITALIANO	IC Falcone Borsellino Offanengo (CR)	1B		22/10/2021	31/10/2021	 
1.3 ANTICIPATARI - ITALIANO	IC Falcone Borsellino Offanengo (CR)	2B		22/10/2021	31/10/2021	 
2.3 PICCOLI	IC Falcone Borsellino Offanengo (CR)	1B		01/12/2021	31/12/2022	 

If you click on the View icon (see top image, blue icon with the eye) of a Filling in survey access the page where the list of associated students appears.

At the top you see the summary data of the questionnaire and below the table with the list of Students and for each of them the condition of the compilation status: to fill, partially filled and filled (see lower image).



Survey MEZZANI	Filling start date 01/01/2022	Filling expiration date 26/01/2022	
Language it	School Class infanzia ricengo coccinelle	Student leonardo r, Elias P., Eva X, luc s	Description

Add new student to this survey

Student User

Student Users

Show 25 entries Search:

Name	T1	Surname	T1	Status	Actions
leonardo		r		PARTIALLY FILLED	<input type="checkbox"/> <input type="button" value="🗑"/>
Elias		P.		TO FILL	<input type="checkbox"/> <input type="button" value="🗑"/>

At the top left of the page, under the Survey summary data, there is the "Add new student to this survey" area through which you can add a new student to the specific Survey.

If you click on the Actions icon (see top image: the blue icon with the check mark) open the Student's observation card. The Ateneo user can also delete the administrations to individual students, even if already concluded (the red button with basket).

In the first part are listed the data of the Student, in the second the name of the Teacher who filled the observation form, in the third part the various areas of the card with the compilation of the individual Items and in the end the table with the overall values and general comments.

At the top of the page you will find the Print button that allows you to print (pdf or paper) the observation card. For details regarding printing go to the appropriate page of the manual.



## SCHOOL PROFILE

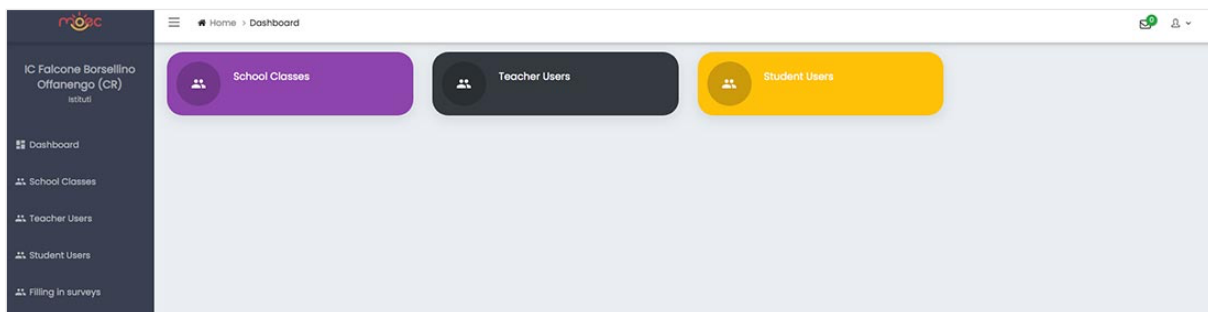
The University profile allows you to create / manage all the underlying roles:

- Classes
- Teachers
- Students

As anticipated in the instructions of the University User, the management of Teachers and Students makes more sense if it remains the responsibility of the Schools. Students can also be entered by Teachers.

**Instead, it is the compulsory competence of the teachers to administer the observational forms**, as only they can evaluate the students and are the signatories of the evaluation document..

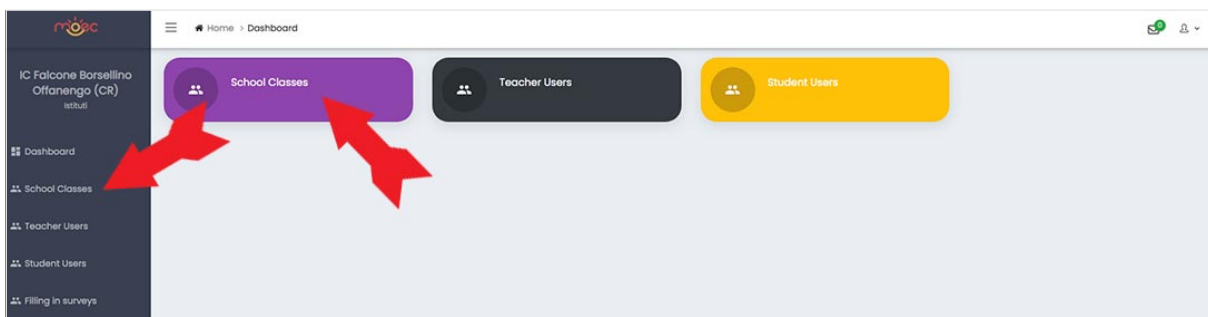
As you can see from the image below, the School Profile dashboard is simpler and shows less functions than the University one.



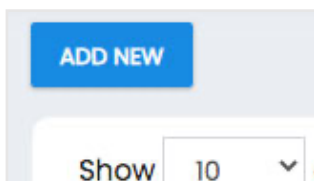
The observational sheets associated with the School were previously assigned by the University to which the School refers.

## SCHOOL CLASSES CREATION

To access the Classes page, click on the purple School Classes button or on the "School Classes" menu item in the left sidebar:




On the page you access, you can see all the "child" classes of the specific School you are associated with..



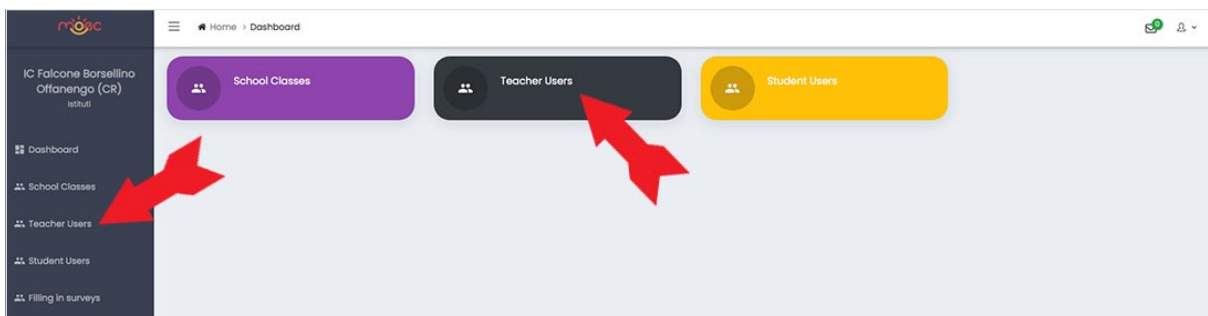
To create a new Class you have to click on the button ADD NEW located at the top of the screen.

In the window that opens, enter the data relating to the Class:

- School Grade field: it's mandatory; you have to choose the grade of the class, among those previously enabled by the University for your School.
- Name: it's mandatory; it's the name with which the class is identified.
- Description: it's optional.

On the Class list page, in addition to inserting new ones, you can change the order in which they appear (click on the names of the columns or the  icon to arrange the rows in ascending or descending order), edit the tabs, or delete them.







## TEACHER USERS CREATION



A Class is not used for operational purposes if it doesn't have associated Teachers who have the power to manage its functions.

On the page you access you can see the list of Teachers managed / associated with the single School.

Each Teacher on the list presents: Name, Surname, Email, Roles and Status. Plus 3 icons to start actions: edit, delete and reset password.

Name	Surname	Email	Roles	Status	Actions
Maurilio	Comelli	prova@mccadservice.com	Insegnanti	ACTIVE	  
Insegnante	Italia	insegnante.italia@moecproject.eu	Insegnanti	ACTIVE	  



When you click on the blue "ADD NEW" button, located on the left at the top of the page, you are asked to fill in the teacher's data: Name, Surname, Email, Password, Confirm Password, Send on e-mail and Active.

In the same teacher creation screen you must also fill in the "PERSONAL DATA" that allow you to enter some teacher data:

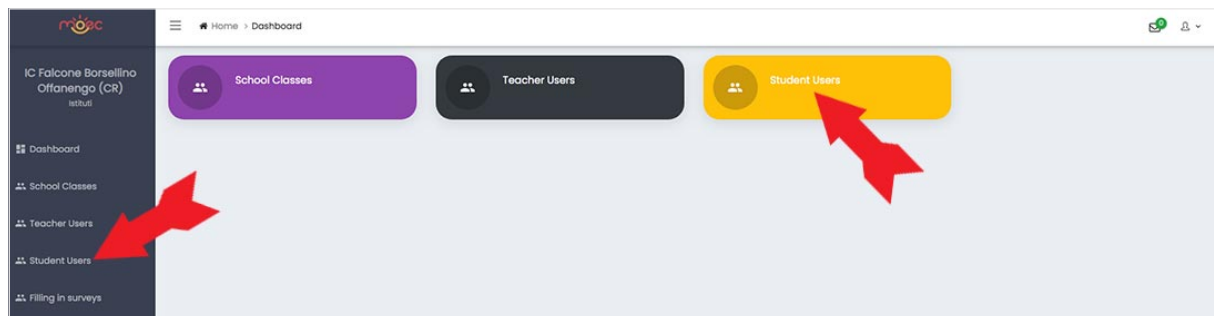
- Genre.
- School Classes. See the classes to associate with the Teacher.

It's possible to associate more Classes for each single Teacher.

## STUDENT USERS CREATION

A Class is useless for operational purposes if it has no associated Students, who are the users to whom the questionnaires are to be administered..

**Important:** the creation and management of students is the responsibility of the School user or the Teacher user.



## Import via CSV

It is possible to import the entire list of students via CSV file to facilitate data entry operations.



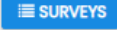
The operation of this procedure is explained in the appropriate tutorial at the end of the document



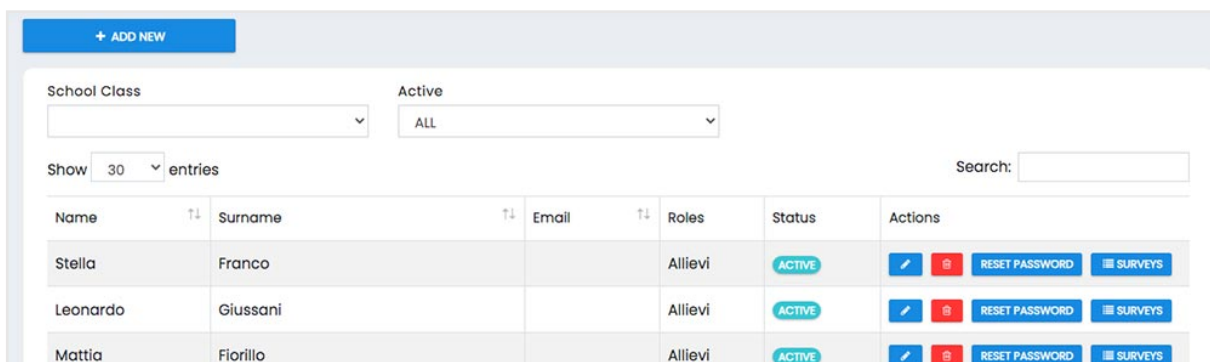
## Creating Students with Manual Procedure

Each Student in the list presents: Name, Surname, Email, Password, Roles and Status. Plus 4 icons to start actions: Edit, Delete, Reset Password and Survey.



The Survey icon/button  allows you to access the history of all the completed Surveys referring to the student in question. This archive remains accessible even when the student passes into the status of "not Active" (for example for old students who have now left the school)

In the upper left part of the student list page there is a filter that allows you to select the **subjects of a specific class** and those **active / inactive** (see image below).

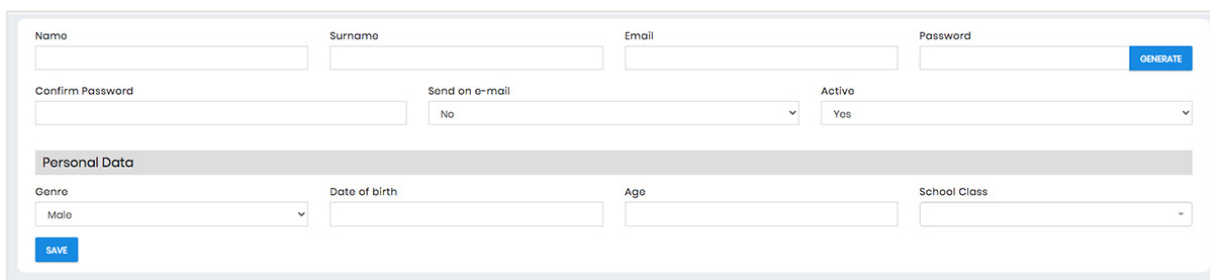


The screenshot shows a user interface for managing students. At the top left, there is a blue button labeled "+ ADD NEW". Below it, there are two dropdown menus: "School Class" and "Active" (set to "ALL"). To the right, there is a search bar. Below the filters, there is a table with columns: Name, Surname, Email, Roles, Status, and Actions. The table contains three rows of student data:

Name	Surname	Email	Roles	Status	Actions
Stella	Franco		Allievi	ACTIVE	
Leonardo	Giussani		Allievi	ACTIVE	
Mattia	Fiorillo		Allievi	ACTIVE	

## Creating a new student

When you click on the blue "ADD NEW" button, located on the left at the top of the page, you are asked to fill in the student's personal data: Name, Surname, Email, Password, Confirm Password, Send on e-mail and Active (exactly as for the users associated with the Schools).



The screenshot shows the "ADD NEW" form for creating a student. It includes fields for Name, Surname, Email, Password, Confirm Password, Send on e-mail (No/Yes), and Active (Yes/No). There is a "GENERATE" button next to the Password field. Below these fields is a section titled "Personal Data" with fields for Genre (Male), Date of birth, Age, and School Class. A "SAVE" button is located at the bottom left of the form.



Unlike the other user roles seen so far, the e-mail and password field are not mandatory because it is not said that it is necessary to create an access area for students (or rather for their parents).

The ability to create an authentication profile (with user and password) for students' parents, is a function already enabled but isn't provided for the current needs.



In the same student creation screen you must also fill in the "PERSONAL DATA" that allow you to add: gender, age and Class to be associated with the Student.

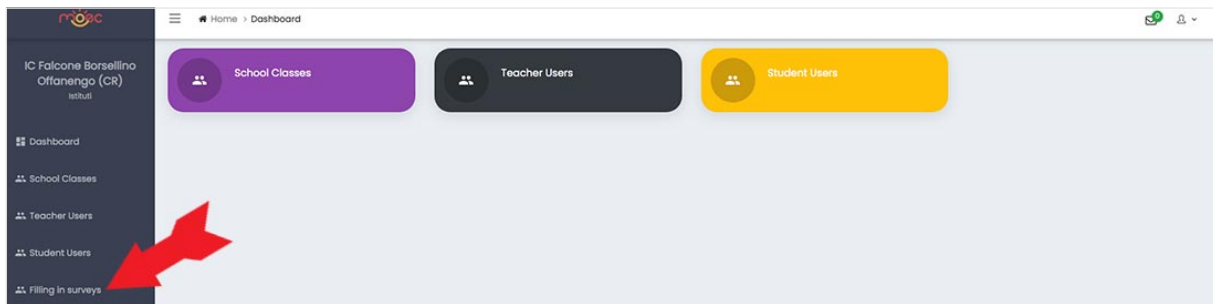
**These data are essential for the compilation of the student's specific OBSERVATION FORM.**

## THE SURVEYS







The OBSERVATION SHEETS are different between the different countries, in terms of number, content and structure. However the operating logic is the same as the variant in the evaluation calculation for the French card. You can access to the specific area by clicking on "Filling in surveys" from the left sidebar.

**Important:** the creation and administration of the Filling in Surveys (observational sheets) is not entirely up to the School user but to the Teacher user. In any case the School user still has the possibility to view and observe the card but he can't make any changes.

The School user, has the possibility to delete the observation cards even if already filled in by the Teachers, while the Teachers can delete them if the compilation has not been completed and sent. Before, the limitation was valid even if the compilation had already begun.



On the dedicated page Filling in surveys you see all the observation sheets associated with the "daughter" Classes of the specific School (see image below).

Survey	School	School Class	Description	Filling start date	Filling expiration date	Actions
1.3 ANTICIPATARI - ITALIANO	IC Falcone Borsellino Offanengo (CR)	1B		22/10/2021	31/10/2021	 
1.3 ANTICIPATARI - ITALIANO	IC Falcone Borsellino Offanengo (CR)	2B		22/10/2021	31/10/2021	 
2.3 PICCOLI	IC Falcone Borsellino Offanengo (CR)	1B		01/12/2021	31/12/2022	 

If you click on the View icon (see top image, blue icon with the eye) of a Filling in survey access the page where the list of associated students appears.

At the top you see the summary data of the questionnaire and below the table with the list of Students and for each of them the condition of the status of compilation: to fill, partially filled and filled (see image below).



Survey MEZZANI	Filling start date 01/01/2022	Filling expiration date 26/01/2022	
Language it	School Class infanzia ricengo coccinelle	Student leonardo r, Elias P., Eva x, luc s	Description

Add new student to this survey

Student User

Student Users

Show 25 entries Search:

Name	Surname	Status	Actions
leonardo	r	PARTIALLY FILLED	<input type="checkbox"/> <input type="button" value=""/>
Elias	P.	TO FILL	<input type="checkbox"/> <input type="button" value=""/>
Eva	x	TO FILL	<input type="checkbox"/> <input type="button" value=""/>
luc	s	TO FILL	<input type="checkbox"/> <input type="button" value=""/>

Showing 1 to 4 of 4 entries PREVIOUS 1 NEXT

At the top left of the page, under the Survey summary data, there is the "Add new student to this survey" area through which you can add a new student to the specific Survey.

If you click on the Actions icon (see top image, blue icon with the check mark) open the Student's observation card. The School user can also delete the administrations to individual students, even if already concluded (red button with basket).

In the first part the data of the Student are listed, in the second the name of the Teacher who filled in the observation form, in the third part the various areas of the card with the compilation of the individual Items and finally the table with the overall values and general comments.

At the top of the page you will find the Print button that allows you to print (pdf or paper) the observation card. For details regarding printing go to the appropriate page of the manual.





## TEACHER PROFILE

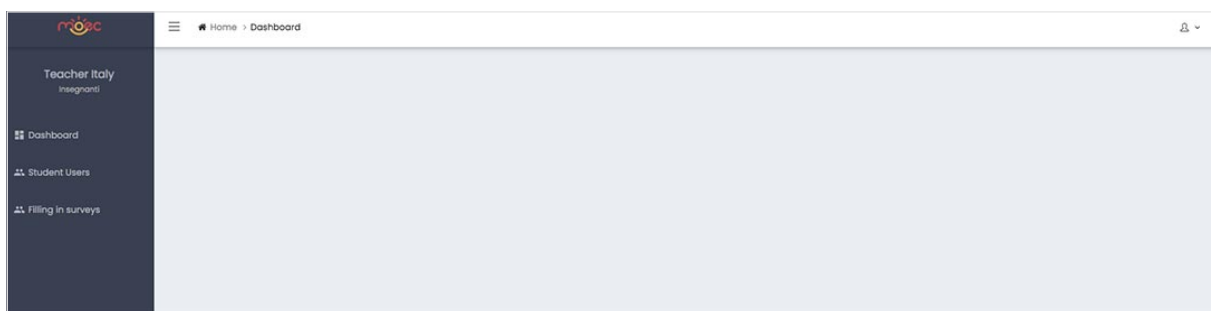
The University profile allows you to create / manage all the underlying roles:

- Students

As anticipated in the instructions of the University User, the management of Students makes more sense if it remains the responsibility of the Schools and Teachers.

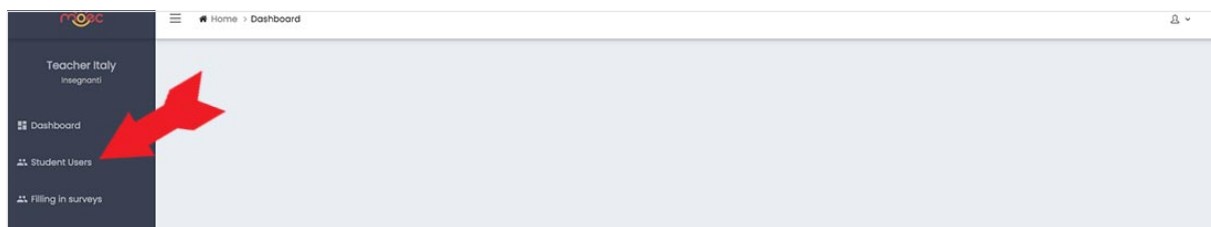
**Important: it is the mandatory competence of the Teachers to administer the observation cards**, as only they can evaluate the students and are the signatories of the evaluation document.

As you can see from the image below, the Teacher Profile dashboard is very simple and manages few functions.



The observational sheets associated with the School were previously assigned by the University to which the School refers.

## STUDENT USERS CREATION



If you click on the **DOWNLOAD TEMPLATE** button you will download the `Template-students.csv` file that you have to use as a template and fill it in with the data of all the students. After you have compiled it, you can upload it using the import procedure:




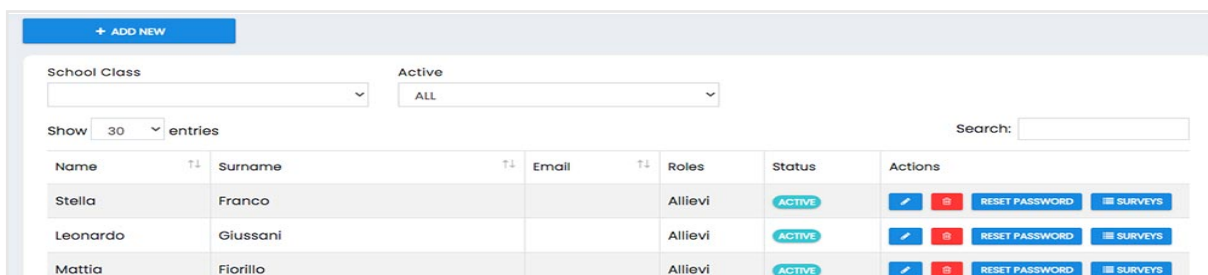
The operation of this procedure is explained in the appropriate tutorial at the end of the document



## Creation of the Student Manual

On the specific page you can see all Student users "children" of the specific Class you are associated with as a teacher. Each Student on the list presents: Name, Surname, Email, Roles and Status. Plus 4 icons to initiate actions: Edit, Delete, Reset Password and Survey.

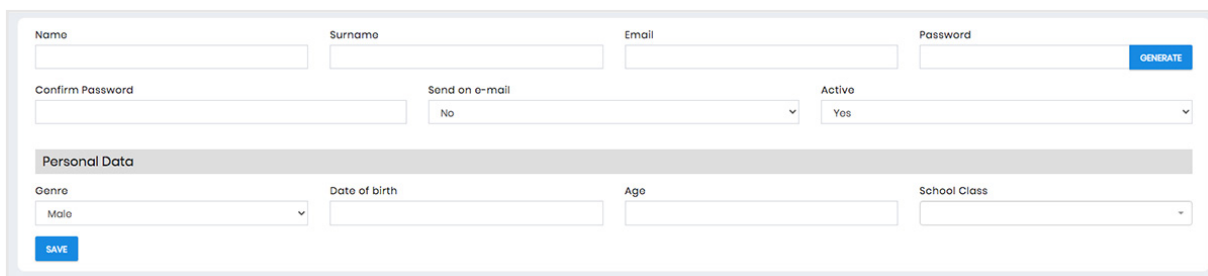
The Survey icon/button  allows you to access the history of all the completed Surveys referring to the student in question. This archive remains accessible even when the student passes into the status of "not Active" (for example for old students now out of school). In the upper left part of the student list page there is a filter that allows you to select the subjects of a specific class and those active / inactive (see image below).



The screenshot shows a user interface for managing students. At the top left is a blue button labeled '+ ADD NEW'. Below it are two dropdown menus: 'School Class' and 'Active' (set to 'ALL'). A 'Show' dropdown is set to '30' entries, and a search bar is on the right. The main area is a table with columns: Name, Surname, Email, Roles, Status, and Actions. Three students are listed: Stella Franco, Leonardo Giussani, and Mattia Fiorillo, all with the role 'Allievi' and status 'ACTIVE'. Each row has four action buttons: a pencil icon (Edit), a trash icon (Delete), a 'RESET PASSWORD' button, and a 'SURVEYS' button.

## Creation of a new student

When you click on the blue "ADD NEW" button, located on the left at the top of the page, you are asked to fill in the student's personal data: Name, Surname, Email, Password, Confirm Password, Send on e-mail and Active (exactly as for the users associated with the Schools).



The screenshot shows a form for creating a new student. It has fields for Name, Surname, Email, Password, Confirm Password, Send on e-mail (No/Yes), and Active (Yes/No). A 'GENERATE' button is next to the Password field. Below these is a section titled 'Personal Data' with fields for Genre (Male/Other), Date of birth, Age, and School Class. A 'SAVE' button is at the bottom left.



Unlike the other user roles seen so far, the e-mail and password field aren't mandatory because it isn't said that it's necessary to create an access area for students (or rather for their parents).

The ability to create an authentication profile (with user and password) for students' parents, is a function already enabled but is not provided for in current needs.

In the same student creation screen you must also fill the "**PERSONAL DATA**" that allow you to add: gender, age and Class to be associated with the Student. **These data are fundamental for the compilation of the Student's specific OBSERVATION SHEET.**

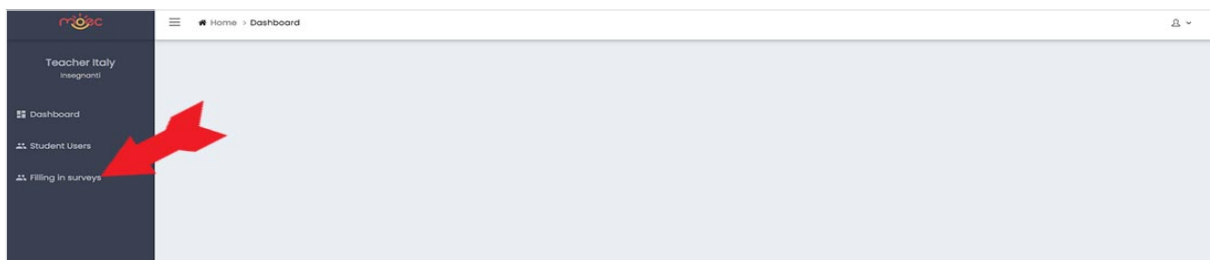


## CREATION AND ADMINISTRATION OF OBSERVATION SHEETS

The OBSERVATION SHEETS are different between the different countries, in terms of number, content and structure. However the operating logic is the same as the variant in the evaluation calculation for the French card. You can access to the specific area by clicking on "Filling in surveys" from the left sidebar.

**Important: the creation and administration of the Filling in Surveys (observational sheets) is absolutely up to the Teacher users.**

All other user profiles (higher) have the ability to view and observe the cards but can not perform any changes, but have the possibility to delete the observation cards even if already filled in by the Teachers.



On the dedicated page Filling in surveys you see all the observation cards associated with your Classes. Teachers can delete the observation cards only if they have not yet started the administration to the Students (see below). In case you need to delete an observation card, which you have already completed and sent, contact your reference school user.

Survey	School	School Class	Description	Filling start date	Filling expiration date	Actions
1.3 ANTICIPATARI - ITALIANO	IC Falcone Borsellino Offanengo (CR)	1B		22/10/2021	31/10/2021	<a href="#">+</a>
1.3 ANTICIPATARI - ITALIANO	IC Falcone Borsellino Offanengo (CR)	2B		22/10/2021	31/10/2021	<a href="#">+</a> <a href="#">-</a>
2.3 PICCOLI	IC Falcone Borsellino Offanengo (CR)	1B		01/12/2021	31/12/2022	<a href="#">+</a>

## ENABLING A QUESTIONNAIRE TO BE ADMINISTERED

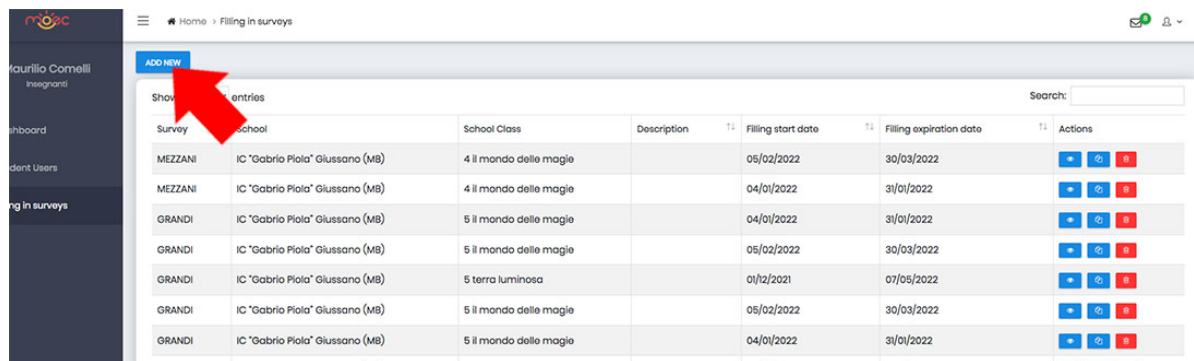


### IMPORTANT:

the observation cards should not be created and administered to individual students but to entire classes or to homogeneous groups of students.

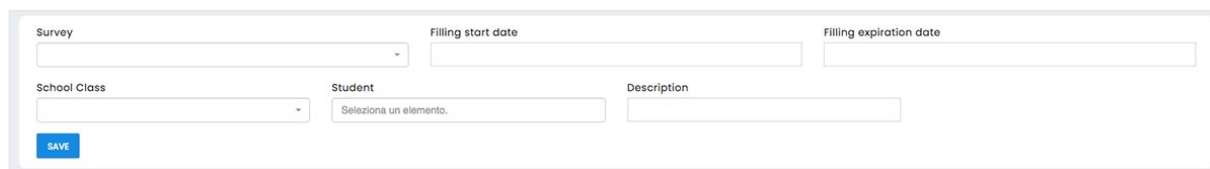
In the case of mixed classes, several observation cards must be created for the different ages.

If you click on the ADD NEW button (see image below, blue button at the top left)




Survey	School	School Class	Description	Filling start date	Filling expiration date	Actions
MEZZANI	IC "Gabrio Piola" Glussano (MB)	4 il mondo delle magie		05/02/2022	30/03/2022	[+] [🔍] [🗑️]
MEZZANI	IC "Gabrio Piola" Glussano (MB)	4 il mondo delle magie		04/01/2022	31/01/2022	[+] [🔍] [🗑️]
GRANDI	IC "Gabrio Piola" Glussano (MB)	5 il mondo delle magie		04/01/2022	31/01/2022	[+] [🔍] [🗑️]
GRANDI	IC "Gabrio Piola" Glussano (MB)	5 il mondo delle magie		05/02/2022	30/03/2022	[+] [🔍] [🗑️]
GRANDI	IC "Gabrio Piola" Glussano (MB)	5 terra luminosa		01/12/2021	07/05/2022	[+] [🔍] [🗑️]
GRANDI	IC "Gabrio Piola" Glussano (MB)	5 il mondo delle magie		05/02/2022	30/03/2022	[+] [🔍] [🗑️]
GRANDI	IC "Gabrio Piola" Glussano (MB)	5 il mondo delle magie		04/01/2022	31/01/2022	[+] [🔍] [🗑️]


open the page for the procedure of creating and assigning the Observation Card to one of your classes or only to some students belonging to your classes. (see image below)



Survey:  Filling start date:  Filling expiration date:

























School Class:  Student:  Description:

- From the Survey field, choose the questionnaire to be associated with the Class, among those enabled for your school.
-  **PLEASE NOTE:** this selection operation applies to Italy and Spain, which provide for different surveys depending on age. For France and Poland the Survey is unique but must still be selected.
- The start date. The insertion date is automatically recommended but you can change it.
- The end date. By this date the administration of the questionnaire must be completed.
- The class to which the survey should be associated with** or if you prefer individual students. As already explained above, the survey can be unique for the whole class or there may be several surveys for the same class (non-homogeneous groups of students).

 **Tip:** If most of the students in a class must be associated with the same Survey, it's better to associate the entire class and then eliminate from the list the subjects to whom a different survey must be administered (this applies to Italy and Spain)

When you save you will see the page with the list of students of the Class.















Survey	School	School Class	Description	Filling start date	Filling expiration date	Actions
MEZZANI	IC "Gabrio Piola" Giussano (MB)	4 il mondo delle magie		05/02/2022	30/03/2022	  
MEZZANI	IC "Gabrio Piola" Giussano (MB)	4 il mondo delle magie		04/01/2022	31/01/2022	  
GRANDI	IC "Gabrio Piola" Giussano (MB)	5 il mondo delle magie		04/01/2022	31/01/2022	  
GRANDI	IC "Gabrio Piola" Giussano (MB)	5 il mondo delle magie		05/02/2022	30/03/2022	  
GRANDI	IC "Gabrio Piola" Giussano (MB)	5 terra luminosa		01/12/2021	07/05/2022	  
GRANDI	IC "Gabrio Piola" Giussano (MB)	5 il mondo delle magie		05/02/2022	30/03/2022	  
GRANDI	IC "Gabrio Piola" Giussano (MB)	5 il mondo delle magie		04/01/2022	31/01/2022	  
GRANDI	IC "Gabrio Piola" Giussano (MB)	5 il mondo delle magie		29/03/2022	30/04/2022	  



**IMPORTANT:** Surveys can be managed (visible and compiled) by all teachers assigned to the same class. Compilation is a team effort. In the Survey the name of the teacher who created it's automatically reported, it shouldn't be changed without valid reason. Teachers can see and interact with all the questionnaires associated with their classes.

Surveys already sent can no longer be deleted by the teacher, to do so it's necessary to contact the Institute.

You can open the questionnaire page, to proceed with the administration to the students, by clicking on the View icon (blue icon with the eye) present for each questionnaire on the Filling in Surveys page (see image below)

Survey	School	School Class	Description	Filling start date	Filling expiration date	Actions
MEZZANI	IC "Gabrio Piola" Giussano (MB)	4 il mondo delle magie		05/02/2022	30/03/2022	  
MEZZANI	IC "Gabrio Piola" Giussano (MB)	4 il mondo delle magie		04/01/2022	31/01/2022	  
GRANDI	IC "Gabrio Piola" Giussano (MB)	5 il mondo delle magie		04/01/2022	31/01/2022	  
GRANDI	IC "Gabrio Piola" Giussano (MB)	5 il mondo delle magie		05/02/2022	30/03/2022	  

The page of the questionnaire to be administered to the Class presents in the upper part the summary of the characteristic data and in the lower one the table of the Students and for each of them you can see the condition of the state of compilation: **to fill, partially filled and filled.**



Survey: MEZZANI, Filling start date: 01/01/2022, Filling expiration date: 26/01/2022

Language: it, School Class: infanzia ricengo coccinelle, Student: leonardo r, Elias P., Eva x, luc s, Description:

Add new student to this survey

Student User: [dropdown] [ADD NEW]

Student Users

Show 25 entries Search: [input]

Name	Surname	Status	Actions
leonardo	r	PARTIALLY FILLED	[check] [delete]
Elias	P.	TO FILL	[check] [delete]
Eva	x	TO FILL	[check] [delete]
luc	s	TO FILL	[check] [delete]

Showing 1 to 4 of 4 entries PREVIOUS 1 NEXT

In the upper / left part of the page, under the summary data of the Survey, there is the "Add new student to this survey" area through which you can also add a new student of the class to the specific Survey. If you have entered all the students in a class, you can delete those who should not be given this survey by clicking on the red delete icon.

By clicking on the Actions icon, a blue rectangle with the check mark, present for each individual student to whom the Survey must be administered, access the observation card to be administered (see image below). The TeacherI user can delete the administrations to individual students only if not completed (red button with basket).

Survey: MEZZANI, Filling start date: 01/01/2022, Filling expiration date: 26/01/2022

Language: it, School Class: infanzia ricengo coccinelle, Student: leonardo r, Elias P., Eva x, luc s, Description:

Add new student to this survey

Student User: [dropdown] [ADD NEW]

Student Users

Show 25 entries Search: [input]

Name	Surname	Status	Actions
leonardo	r	PARTIALLY FILLED	[check] [delete]
Elias	P.	TO FILL	[check] [delete]

The Observation Card page consists of multiple sections.

The first part shows the data of the student to whom the card is submitted. The data is automatically retrieved by the system.

The second part shows your name, that is, the Teacher who created the observation card. Even the other Teachers who access the same survey (those enabled to the same students) can change the name of those who created it, but it is good to leave that of those who have the responsibility for administering the data.



The third part, which is the heart of the card, is composed of a series of Thematic Areas of observation and for each of them a series of Items that characterize it.

For example, for the Italian Schools there are 6 areas:

1. Reception and Insertion
2. Area of Autonomy
3. Motility
4. Communication
5. Interpersonal Relations and Emotional Aspects
6. Learning and application of the Consciences.

For each of them a series of Items are placed, whose answers are useful for assessing the degree of concern for the achievement of the competence of the specific area. The answers are attributed by clicking on the flag: **always, often, sometimes, never**.

**1. ACCOGLIENZA/INSERIMENTO**

INDICATORI TIPICI	NON RISPONDERE	SEMPRE	SPESSO	A VOLTE	MAI
1.1 Al mattino lascia la figura di riferimento con serenità attraverso l'aiuto dell'adulto	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Manifesta le emozioni base (gioia, tristezza, rabbia, paura)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Esplora l'ambiente della sezione	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Utilizza gli spazi-zona/angoli di gioco	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Si lascia coinvolgere nelle proposte di gioco dell'insegnante	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Segue le routine principali della vita scolastica	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GRADO DI PREOCCUPAZIONE PER IL RAGGIUNGIMENTO DELLA COMPETENZA

OSSERVAZIONI

Questa è una osservazione per la prima area

If the various Items are (by default) all enabled to contribute to the overall evaluation judgment of the Area (**green flag**). You can exclude them, at your discretion, by simply clicking on the "Do not respond" flag, which disabled **turns red**.

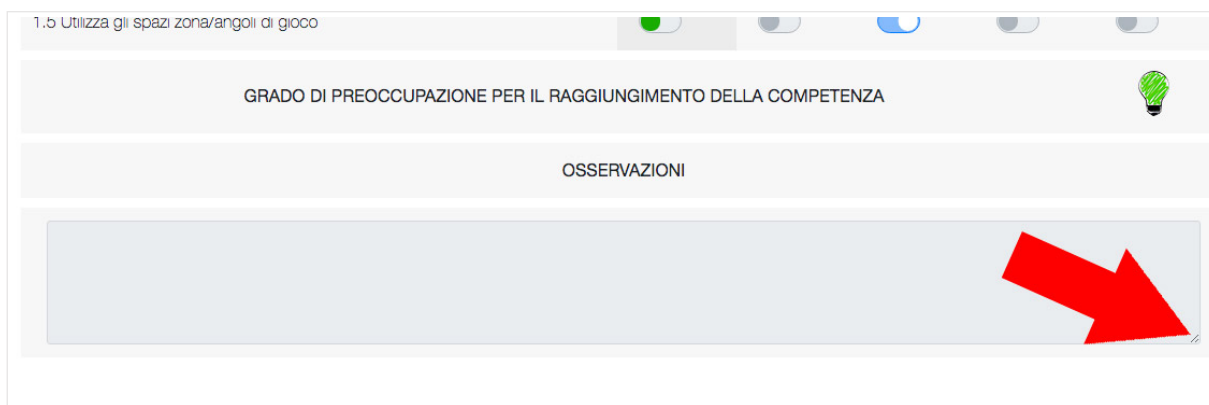


At the end of each Area, based on the judgment given to each single Item (except those excluded), a characteristic algorithm of the Web App automatically expresses a judgment on the degree of concern for the achievement of the specific area's competence: **green light bulb (normal)**, **yellow light bulb (observe carefully)**, **orange light bulb (worrying)**, **red light bulb (very worrying)**.

You can accompany the judgment given by the system with an optional descriptive evaluation, by writing in the Comments field.



**Attention!** The descriptive comments field (valid in all other parts where present) has no limits of characters to be inserted but in the printing phase (both paper and PDF) only what is actually visible is made visible. If you have to write long comments that are not completely in the prepared area you can increase it by clicking and dragging down the lower right corner (see image below).



**IMPORTANT:** The general judgment for each individual Area (colored bulb) can be forced by the Teacher. If you click on the colored bulb a pop-up window opens in which you can change the color and choose the most suitable one, independent of what the system proposes. See image below.

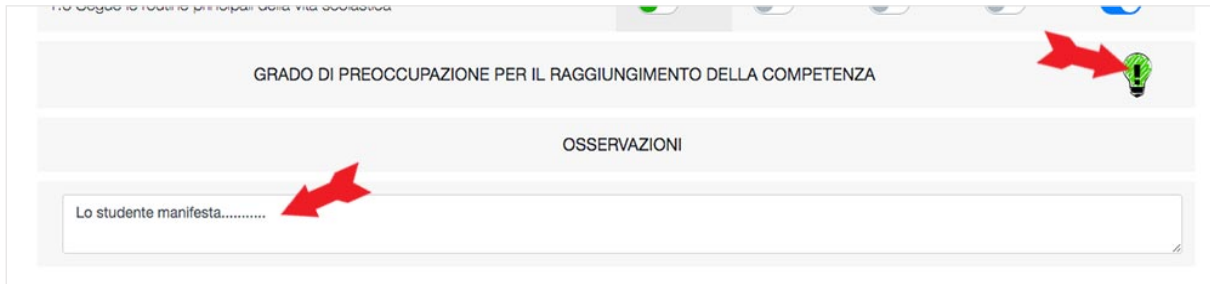


The **forcing operation** by the Teacher is recorded and highlighted by the system through 2 specific actions:

1. The light bulb indicating the new forced value is represented with the exclamation point (!) overlying on the icon (see next image). **Important: if one of the judgments to the single Items is changed, the forcing will be reset.**



- The Remarks field, which allows you to add a description, **becomes mandatory** in the presence of a forced value. This constraint serves to oblige you to justify the reason for the forcing, a fundamental operation for the purposes of research and evaluation of the correctness of the algorithm. If the observation field (usually optional) is not filled in, during the final saving procedure (Save and Send), the system will notify you.



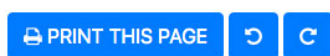
In the final part of the Observation Sheet, a summary table is proposed which lists all the Thematic Areas and for each of them the evaluation bulb (automatic or forced) and the observation (optional or mandatory). See next image.

VALUTAZIONE GLOBALE DELLE DIVERSE AREE DI SVILUPPO		
AREE DI SVILUPPO	OSSERVAZIONI	LIVELLO DI PREOCCUPAZIONE
1.ACCOGLIENZA/INSERIMENTO	Lo studente manifesta..... Obbligatoria	
2. AREA DELL'AUTONOMIA	facoltativa	
3. MOTRICITA'	facoltativa	
4.COMUNICAZIONE		
5. RELAZIONI INTERPERSONALI ED ASPETTI EMOTIVI		
6. APPRENDIMENTO E APPLICAZIONE DELLE CONOSCENZE		

During the compilation of the cards, the Web App system makes automatic saves so as not to lose in any way, even involuntarily, the data entry work. In fact, once you have started filling out the form, if you go back to the Filling in surveys page you will see that the questionnaire is in Partially Filed status (see next image).

Student Users					
Show 10 entries			Search:		
Name	T1	Surname	T1	Status	Actions
Studente		1		PARTIALLY FILLED	✓
Studente		2		TO FILL	✓
Studente		3		PARTIALLY FILLED	✓
Maurilio I		Comelli I		PARTIALLY FILLED	✓

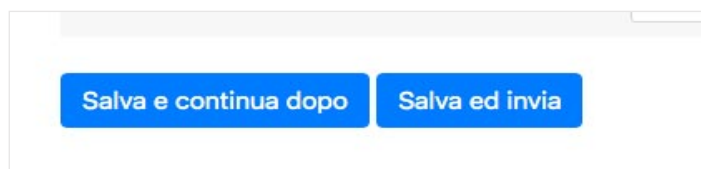
During the compilation of the cards, the Web App system provides 2 “undo” and “redo” commands that allow you to go back or go ahead with the changes made during the work session (see next image)



QUADERNO DELLE OSSERVAZIONI 5 ANNI (Grandi)

The buttons for the rescue operations are shown at the end of the observation sheet:

1. **Save and continue** button: has the same function as automatic saving.
2. **Save and send**: it is the definitive saving of the card, after this operation you can no longer modify the card. Before carrying out this operation, you must fill in all the items, excluding the disabled ones.



**IMPORTANT:**

the observation cards are different in number, areas and items between the various nations but for all the same compilation logic applies. The only significant difference is present in the French tab, in which there is no automatic evaluation by algorithm, but the judgments are completely free and at the discretion of the Teacher who manages the administration of the questionnaires.

## PRINTING OF SURVEYS

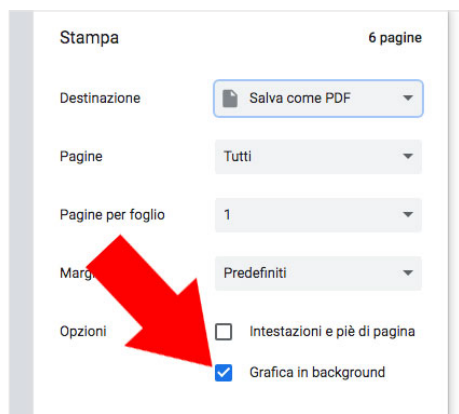
PRINT THIS PAGE

QUADERNO DELLE OSSERVAZIONI 4 ANNI (Mezzani)

At the top of the page you will find the blue PRINT THIS PAGE button that allows you to print (pdf or paper) the observation card.



**IMPORTANT! Printing a web page (because that's what it is) whether it's a paper or pdf version, requires that in the print settings the "Background graphics" flag must be selected, otherwise the colored bulbs and the evaluations of the individual items are not printed (see image below).**



Stampa 6 pagine

Destinazione Salva come PDF

Pagine Tutti

Pagine per foglio 1

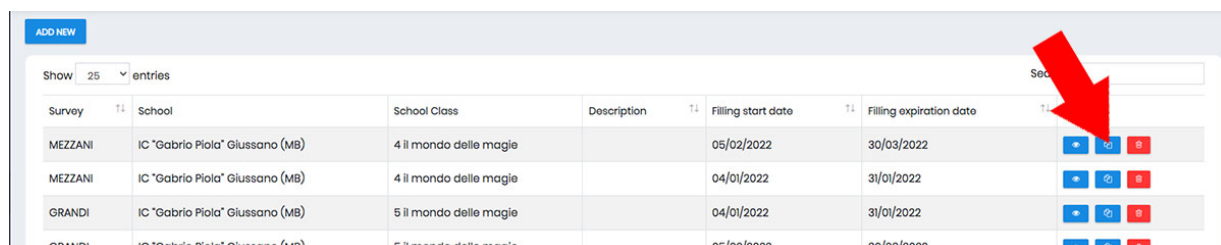
Margine Predefiniti

Opzioni  Intestazioni e piè di pagina  Grafica in background



## DUPLICATION OF SURVEYS



















To facilitate the process of managing and compiling surveys, it is possible to duplicate an existing one. For example, if you created the Survey of the first quarter for your class of students, you can easily duplicate it to administer that of the second quarter. To duplicate an existing Survey you need to click on the duplicate icon. See image below.



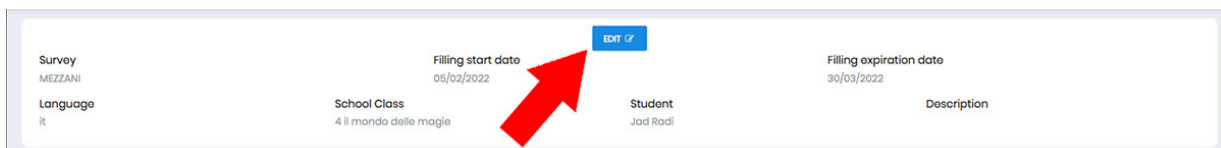
Survey	School	School Class	Description	Filling start date	Filling expiration date	Actions
MEZZANI	IC "Gabriola Piola" Giussano (MB)	4 il mondo delle magie		05/02/2022	30/03/2022	[Duplicate] [Refresh] [Delete]
MEZZANI	IC "Gabriola Piola" Giussano (MB)	4 il mondo delle magie		04/01/2022	31/01/2022	[Duplicate] [Refresh] [Delete]
GRANDI	IC "Gabriola Piola" Giussano (MB)	5 il mondo delle magie		04/01/2022	31/01/2022	[Duplicate] [Refresh] [Delete]
GRANDI	IC "Gabriola Piola" Giussano (MB)	5 il mondo delle magie		05/02/2022	30/03/2022	[Duplicate] [Refresh] [Delete]



The duplicate Survey looks exactly like the father: same name, same School, same Description, and same start and end date. To distinguish it from the original, the text is represented in uppercase white on a gray background. See image below.

Survey	School	School Class	Description	Filling start date	Filling expiration date	Actions
MEZZANI	IC "Gabrio Piola" Giussano (MB)	4 il mondo delle magie		05/02/2022	19/05/2022	  
MEZZANI	IC "Gabrio Piola" Giussano (MB)	4 il mondo delle magie		04/01/2022	31/01/2022	  
GRANDI	IC "Gabrio Piola" Giussano (MB)	5 il mondo delle magie	original	04/01/2022	31/01/2022	  
GRANDI	IC "Gabrio Piola" Giussano (MB)	5 il mondo delle magie		04/01/2022	31/05/2022	  
GRANDI	IC "Gabrio Piola" Giussano (MB)	5 il mondo delle magie		29/03/2022	18/05/2022	  
GRANDI	IC "GABRIO PIOLA" GIUSSANO (MB)	5 IL MONDO DELLE MAGIE		04/01/2022	31/01/2022	  

Once duplicated, the Survey must be opened and modified. First you need to edit the general data. Click on the blue Edit button (see image below)



By clicking on Edit you can change the start date, the end date and the description.

For the rest, the same students to whom the survey is administered are kept (the same as the original) and the compilation data are reset. Students can be added or deleted as for a normal Survey.

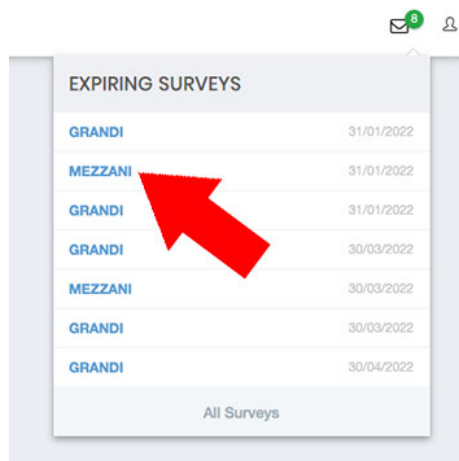


## ALERT DEADLINES

As you could see when a new Survey is created among the data to be entered there is also the "end date". This is the date by which the administration of the questionnaire must be completed. The Web App monitors the expiration dates and the notification system extracts the questionnaires already expired and those expiring in the 5 days following the current date, except those already completed and sent. Notifications are reported in the upper right part of the Webb App, by means of an animated green dot superimposed on an envelope. The green dot indicates the number of expired or expiring surveys.



Clicking on the notification icon opens the list of Surveys expired or about to expire (see next image). Each survey name in the list is a link to open it, a shortcut to access it and proceed to the conclusion of the compilation.



- Each Teacher Users user receives notifications of their Surveys.
- Each School Users user receives notifications of the Surveys associated with all their Teacher Users.
- Each University user receives notifications of the Surveys associated with all their Schools.



### IMPORTANT:

When a Survey has expired, that is, you have gone beyond the "end date" set during its creation, without it having been saved and sent, it is disabled for any possible modification of data. To proceed with the changes, the "end date" must first be changed and made active again.



## IMPORT STUDENTS

### INTRODUCTION.

The import of student data takes place through . CSV (Comma-Separated Values). The CSV file is nothing more than a text file, which uses commas to separate the data contained within the individual cells of a table.

For example, imagine that you want to represent the data in the following table in CSV format:

Nome	Cognome	Età
Mario	Rossi	20
Luigi	Bianchi	51
Clara	Esposito	18
Gennaro	Fumagalli	35

By separating the data contained in each line with a simple comma (,) you get the following equivalent CSV file:

*Name,Surname,Age*

*Mario,Rossi,20*

*Luigi,Bianchi,51*

*Clara,Esposito,18*

*Gennaro,Fumagalli,35*

The one seen above is the simplest example of generating a CSV file, but it often doesn't coincide with what is contained in many files that use this format. For example, it's very common to use double quotation marks (") or superscripts (^) to highlight the beginning and end of a string. The situation becomes even more complicated (**and this is our case**) if we think that, in some cases, the same separator (which, by definition, should always be represented by a comma) is sometimes replaced by other characters such as the semicolon (;).

As already seen in the general tutorial of the web app, a Clay Class is useless for operational purposes if it does not have associated Students, who are the users to whom the questionnaires must be administered.

**Important:** the creation and management of students presumably does not belong to the University but to the School user or to the Teacher user, however, the possibility of management is also left to the University.

### HOW CREATE A CSV FILE

Once you understand the structure of a CSV file, the creation is quite simple. In principle, in fact, you can take advantage of any text editor, including TextEdit if you are a MacOS user and even Windows Notepad (or Notepad). you only have to convert the table following the simple rules described above, and you will have quickly created a perfectly valid CSV file.



There are better performing solutions for generating this type of file. In fact, when a table is much larger (think hundreds or thousands of rows), you need to use suitable software.

The best software to create CSV files are those that allow you to manage data in tabular form: spreadsheet managers. All the major software of this type, including Microsoft Excel, LibreOffice Calc, OpenOffice Calc and even Google Sheets, actually support the export of a sheet (which, in fact, is nothing more than a table) in CSV format.

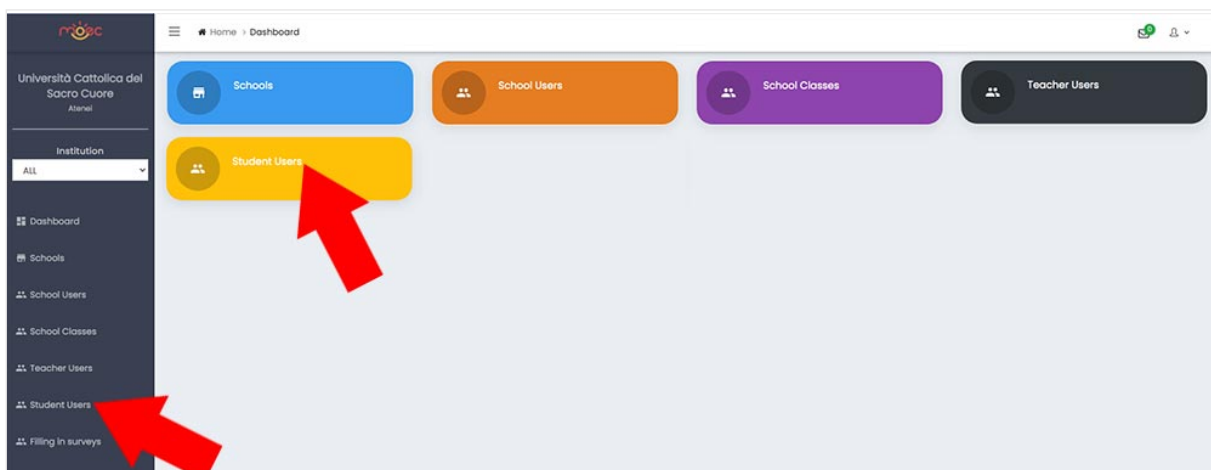


**In this tutorial we analyze the use of Excel.**

## STUDENT CREATION

As already seen in the general tutorial of the web app, a generated Class is useless for operational purposes if it does not have associated Students, who are the users to whom the questionnaires must be administered.

**Important:** the creation and management of students doesn't belong to the University but to the School user or to the Teacher user, however the possibility of management is also left to the University.



to all the different users It is possible to import the entire list of students using CSV files to simplify data entry operations.

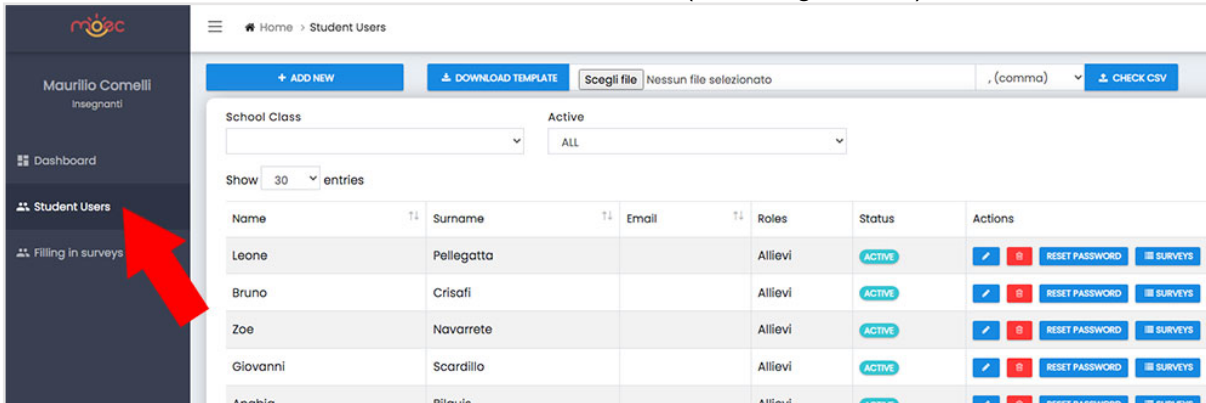
**Attention!** Only for University users, before performing the import operations it is necessary to choose in the left sidebar drop-down the School to which the class in which the students must be inserted belongs, otherwise the system does not know where to import them and therefore does not propose the import action.

For all other users the action is always enabled.

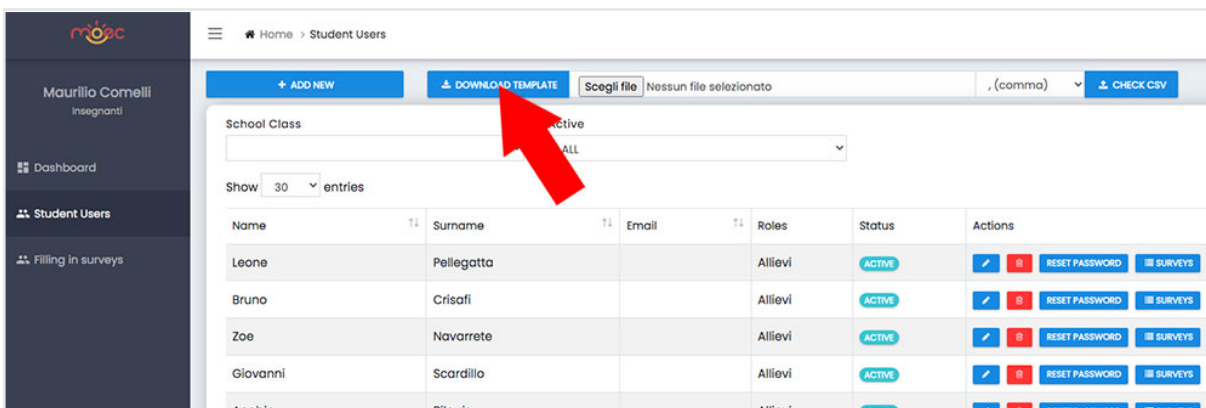
## DOWNLOAD FILE TEMPLATE CSV

We choose as a type of user, to show the operation of the import, that of the teacher. The procedure is the same for all different types of users.

Access the Student Users area from the left sidebar (see image below)



If you click on the blue button at the top (see next image) you download the basic TEMPLATE of the CSV file that you will use for importing students.



The downloaded file is called Template-students.csv in the Download area of your browser (Safari, Chrome, Firefox, Explorer, etc ...). you have to recover this file.

## USING EXCEL

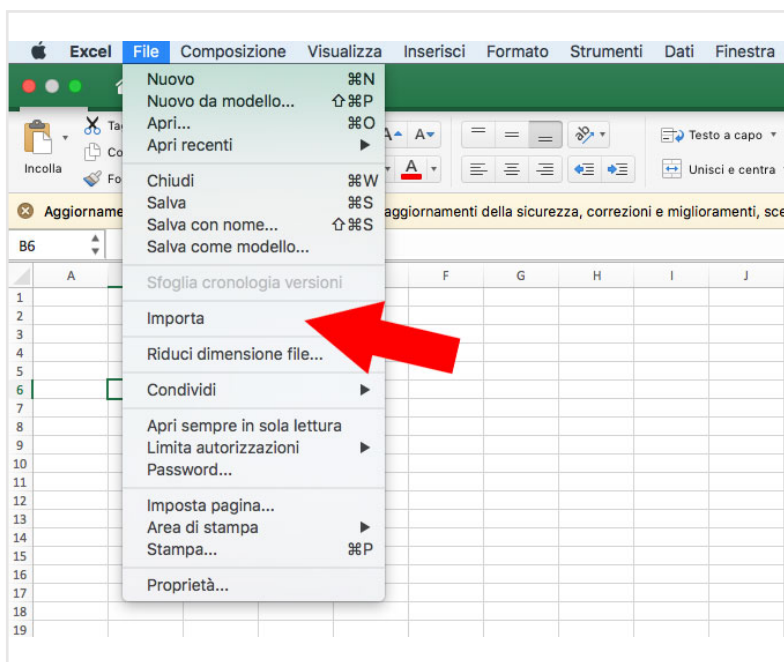
In this tutorial we see the procedure of compiling the CSV file using Excel (the most popular spreadsheet program) although with this software there are some problems (solvable) due to the fact that in the version installed on European operating systems (most Italian computers) problems due to the fact that in the version installed on European operating systems (most Italian computers) the separation of values does not take place with the comma but with the semicolon (;) Because the comma is used to indicate the decimals of numbers, this may create conflicts with the handling of values.

The systems of opening and compiling the CSV file are different, we will see just one.

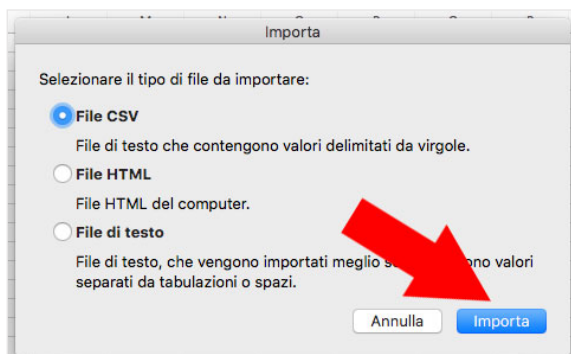
Open Excel and create a blank workbook.

From the main menu of Excel choose the item "Import"

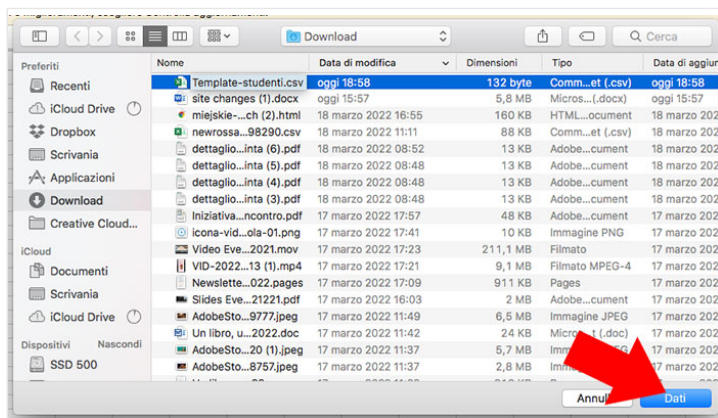




Si apre un popup che chiede di scegliere il formato del file che si sta per importare. Devi scegliere CSV (dovrebbe essere quello già selezionato di default). Clicca sul bottone Importa.

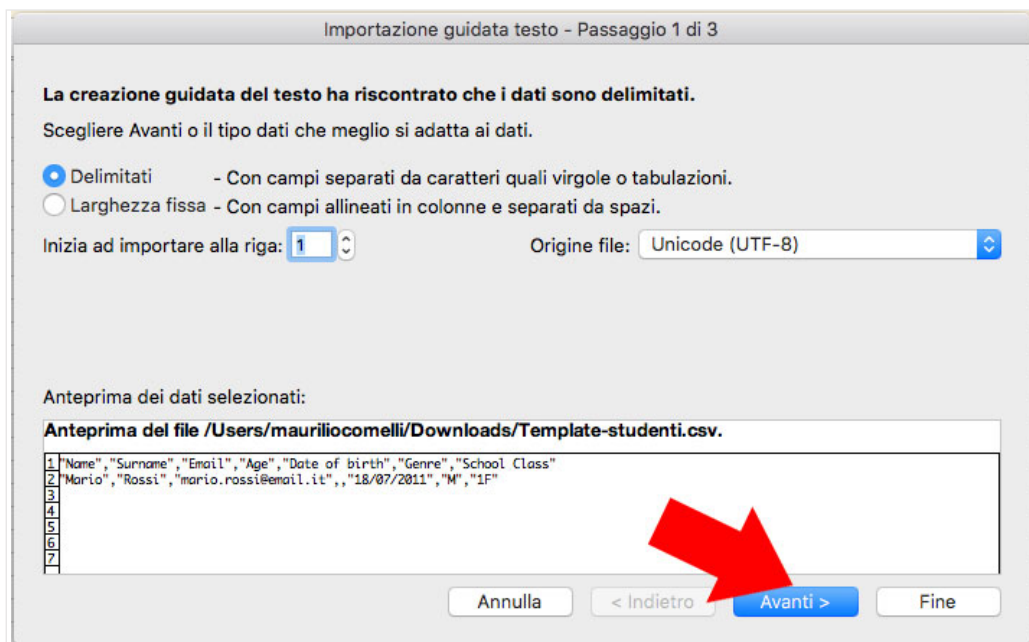


Go to select the Template-students file.csv previously downloaded (it should be in the download folder or where your browser saves the downloaded files) and click on the Data button (or the one that the version of your software offers you).

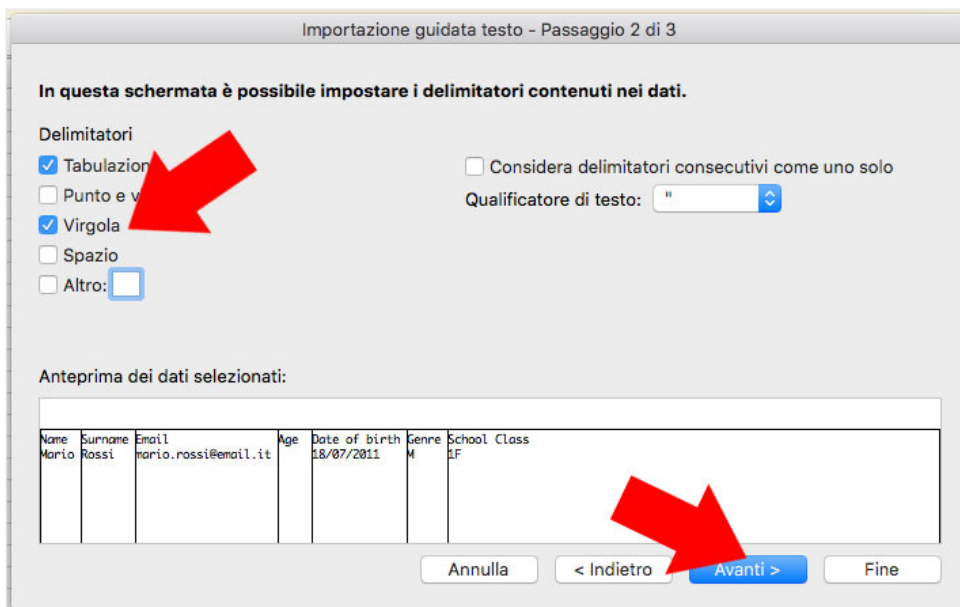




In the popup that is presented to you leave the "Delimited" flag selected and as file source for security you can choose Unicode (UTF -8). Then click "Next".



In the new popup that is presented to you among the Delimiters also select "Comma". Then click "Next".



In the next popup leave everything as it is and click "Done". Then on "OK"

Importazione guidata testo - Passaggio 3 di 3

In questa schermata è possibile selezionare ciascuna colonna e impostare il formato dei dati.

Formato dati per colonna

Generale  
 Testo  
 Data: GMA  
 Non importare colonna (salta)

Avanzate...

Anteprima dei dati selezionati:

Standard	Standard	Standard	Standard	Standard	Standard	Standard
Name	Surname	Email	Age	Date of birth	Genre	School Class
Mario	Rossi	mario.rossi@email.it		18/07/2011	M	1F

Annulla < Indietro Avanti > Fine

Importa dati

Indicare dove inserire i dati.

Nel foglio esistente: =\$B\$6  
 In un nuovo foglio di lavoro  
 Tabella pivot

Proprietà... Parametri... Annulla OK

At this point, the Excel file is ready to be compiled. The columns present are:

- Name, required
- Surname, required.
- Email, not required. Only if it is necessary to give access to the student's family.
- Age, non obbligatoria, viene calcolata in automatico dalla data di nascita.
- Date of birth, required, must be in the format dd/mm/yy. It is used for the calculation of the age entered in the Surveys.
- Genre, required, M for male and F for female.
- School class, required, put the class name correctly (the class must have been created first in the web app).

At this point, the Excel file is ready to be compiled.



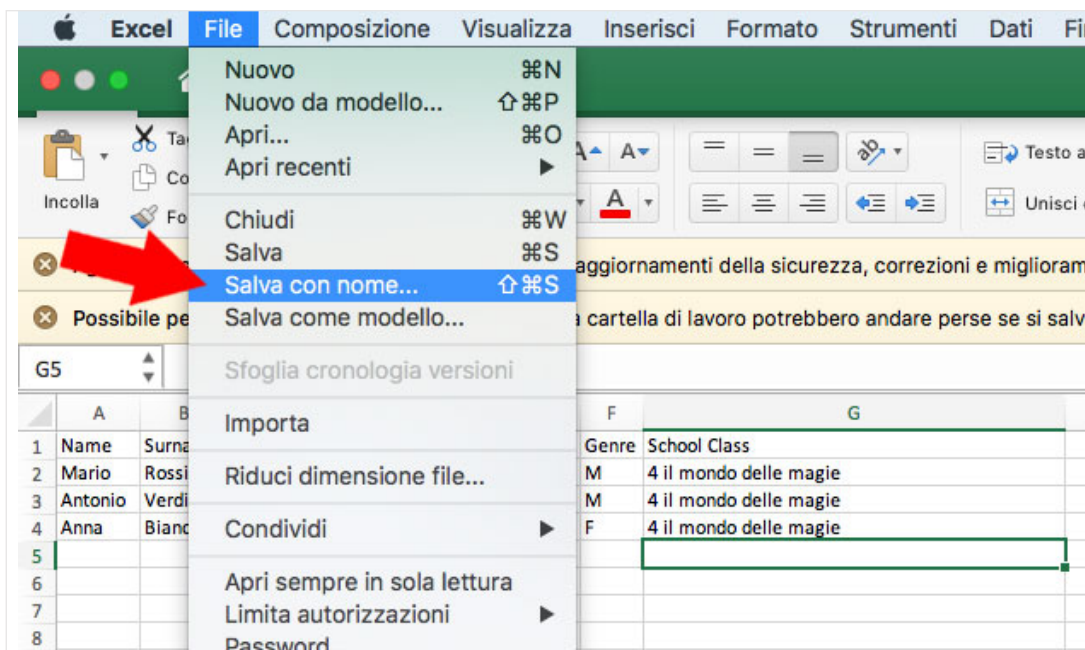
	A	B	C	D	E	F	G	H	I
1	Name	Surname	Email	Age	Date of birth	Genre	School Class		
2	Mario	Rossi	mario.rossi@email.it		18/07/11	M	1F		
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Now fill the file with student data.

Save this file and also use it for future imports (once the data has been changed) so as to avoid having to redo the creation procedure just seen.

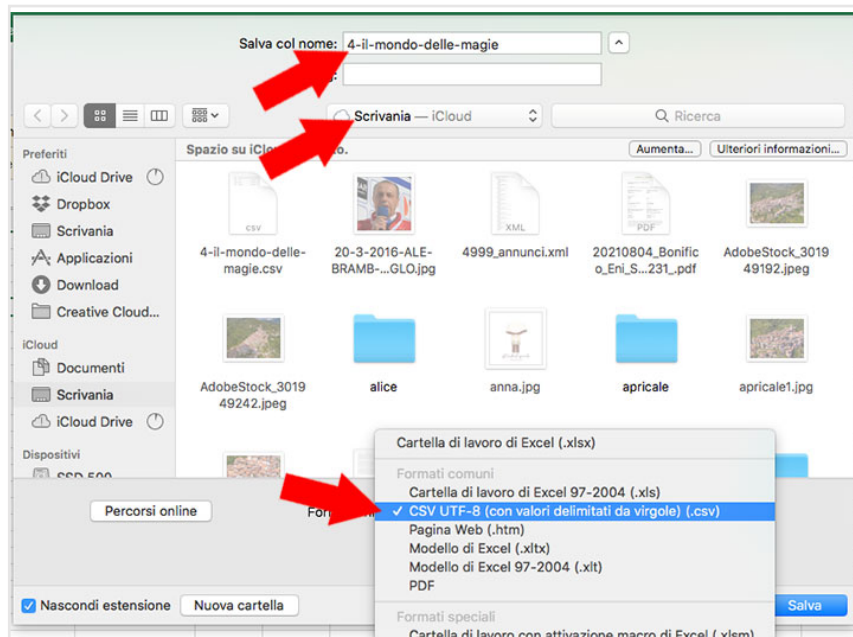
## CREATION OF THE CSV FILE

Once the Excel file has been compiled, you can proceed to create the CSV file, that's necessary for importing students. From the Excel main menu, choose "Save As".



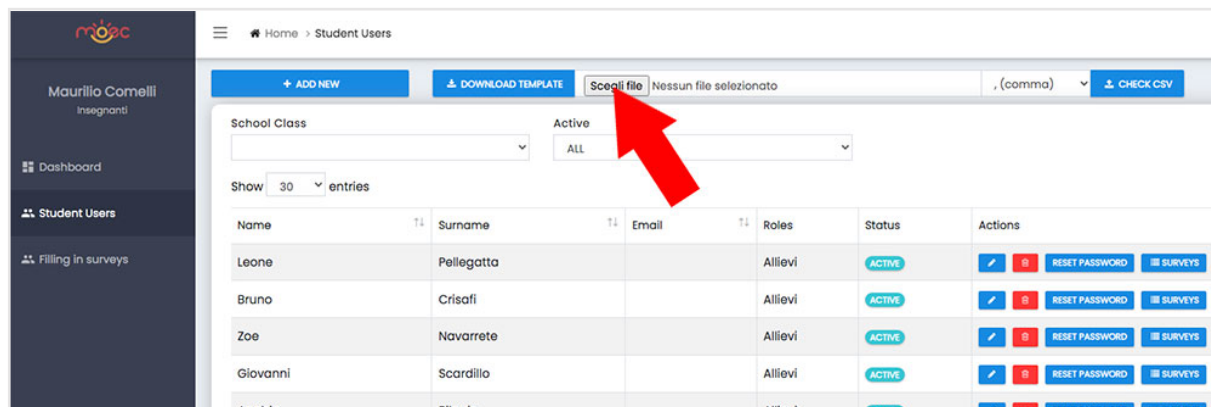


Type the name of the file you want most (in this case "4-the-world-of-magic"), choose the location where you want to save it and choose as the File Format "CSV UTF-8 (with comma-delimited values) (.csv)". Click Save.



## STUDENT IMPORT

Access the Student Users area from the left sidebar. Click on the button at the top Choose file (see next image). Search and select the CSV file previously created (in this case "4-the-world-of-magic.csv") and click Open.



Once the file has been uploaded, you will find its name written in the appropriate space. Now click on the blue CHECK CSV button to check if the uploaded file is eligible and correctly created.



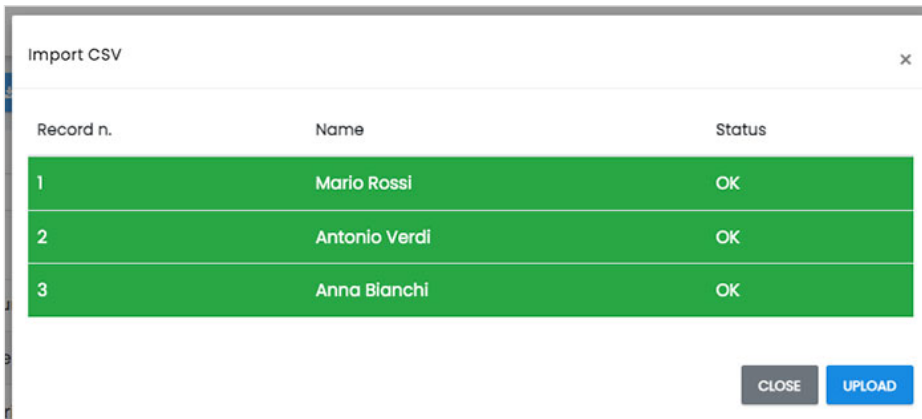
If the CSV file was created with Excel installed on the European operating system you will be notified of an error because the file was generated not with the comma as a separator value but with the semicolon (problem already explained in the previous points).



The problem is easily solved simply by selecting, before doing the CHECK CSV, the separator value of the semicolon ";" (semicolon)" in the appropriate curtain (see next image).



Now click on CHECK CSV. The verification is successful and you are notified that all values are eligible. If there are any errors, such as missing data or incorrectly entered values (eg date of birth, school name, etc ...) the verification of the file warns you of errors, with red color and with text warning.



After the verification popup, if everything is ok, click on the blue UPLOAD button and the students will be imported correctly (see image below).

