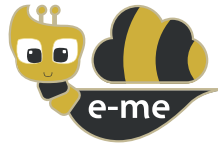


# Let's start with e-me: Step by step guide for teachers

e-me Digital Educational Platform  
(European edition)



**e-me** is a collaborative, social and extendable Digital Educational Platform, a digital working and collaboration space for pupils and teachers. This handbook is about the **European edition (installation) of e-me**, which was customized in the context of the PAFSE project (Partnerships For Science Education). The European edition of e-me is open and free to schools, teachers, pupils, university students, parents, academics, institutions and anyone interested in Europe. It supports four languages (English, Greek, Portugal and Polish).

It is available at <https://e-me4all.eu>

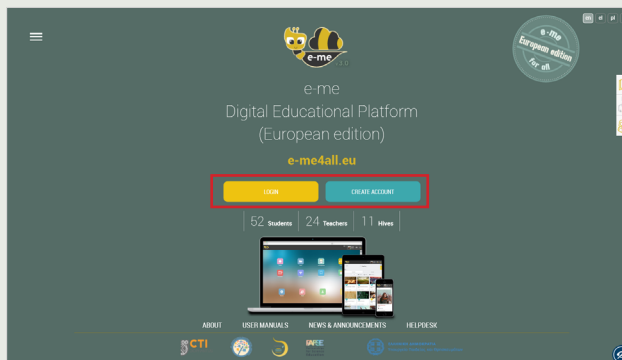
## How can I create an account in e-me?

### STEP 1

Open a web browser using any device (PC, tablet, mobile phone) connected to the Internet.

### STEP 2

In the address bar (URL) type **e-me4all.eu** to enter the log-in page of e-me. Choose **“CREATE ACCOUNT”**.



### STEP 3

In the new tab:

- ☐ Insert the **username** you would like to have in e-me, and set a **password**.
- ☐ Insert a valid **e-mail address**, your **name and your surname**.
- ☐ Choose **“Teacher”** in the status list.
- ☐ Get informed about the **terms and conditions** of the platform, and declare it by choosing the relevant box.

### STEP 4

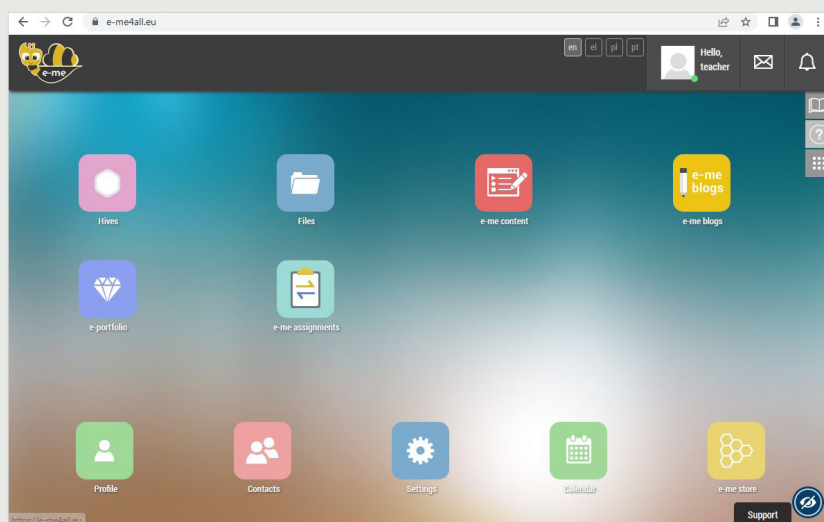
Choose **“CREATE ACCOUNT”**.

### STEP 5

**Activate** your account as follows: Check the email account you used when registering in e-me. Open the activation e-mail you received from e-me, and click on the link to activate your e-me account.

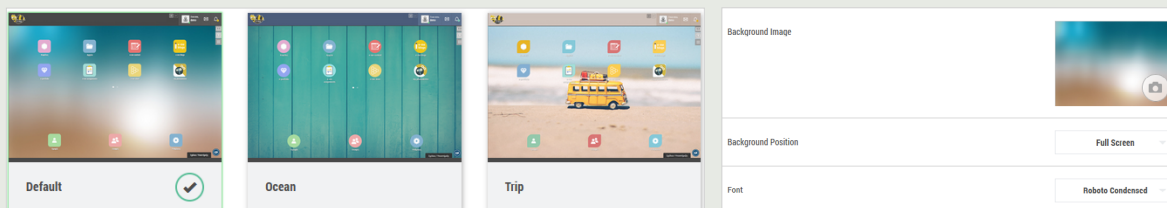
## How can I log in to e-me?

- STEP 1** Open a web browser using any device (PC, tablet, mobile phone) connected to the Internet and type **https://e-me4all.eu**.
- STEP 2** On the e-me login page (European edition) click on **“LOGIN”**.
- STEP 3** In the new tab, type the **username** and the **password** you chose when you registered.
- STEP 4** Click on **“LOGIN”** to enter the **homepage of e-me**.



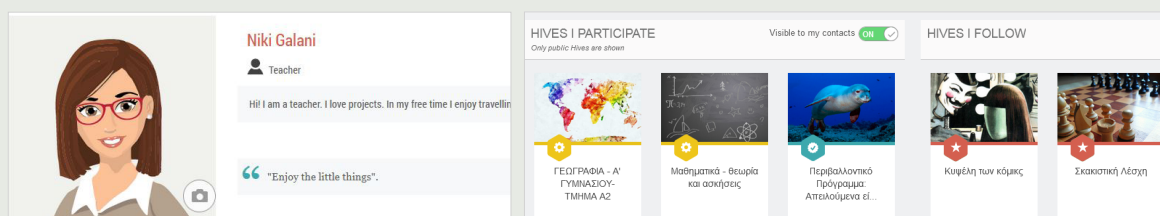
## How can I personalize my homepage?

- STEP 1** Click on the **“Settings”** icon
- STEP 2** Select theme, background image and/or font.



## How can I customize my profile (my digital identity)?

- STEP 1** Click on the **“Profile”** icon to check your **name**, **surname** and **status**, as already registered.
- STEP 2** Upload an image (or better choose an avatar), introduce yourself and write the motto that expresses you.
- STEP 3** Decide, if you like, which elements will be visible in your public profile (a) public hives you follow or participate in, and (b) selected content from your e-me portfolio.





## How can I add members to my contacts?

### STEP 1

Click on the **“Contacts”** icon and then, on the search icon

### STEP 2

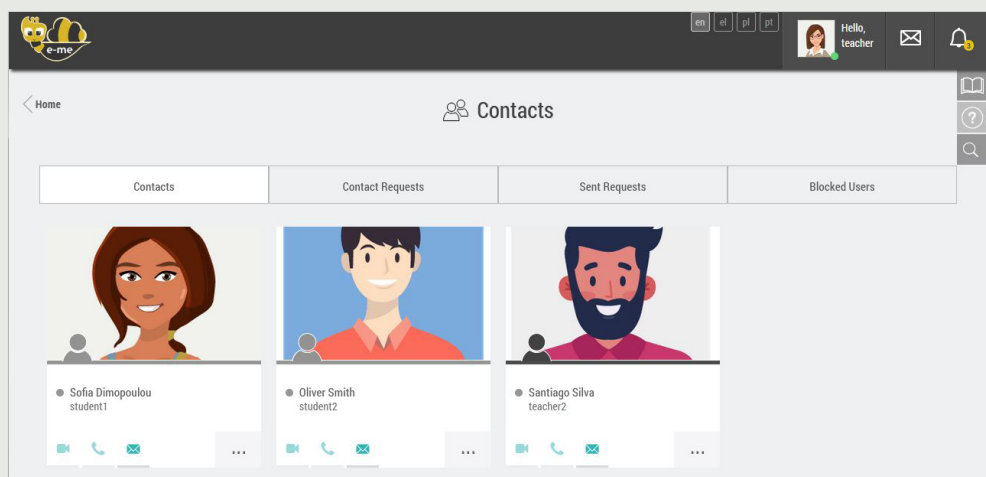
Type the **“username”** of the e-me user you would like to add in your **“contacts”** (if you know it) or his/ her full name.

### STEP 3

From the search results select the person you are looking for. Then, send a contact request by clicking on the **“Contact Request”** icon.

### STEP 4

The recipient of the request will receive a notification for the new contact request. To be added to your contacts, s/he should click on **Accept**.



**NOTICE:** You can send a contact request to any member (of the European edition) of e-me you wish, either a teacher or pupil, from any school or country.

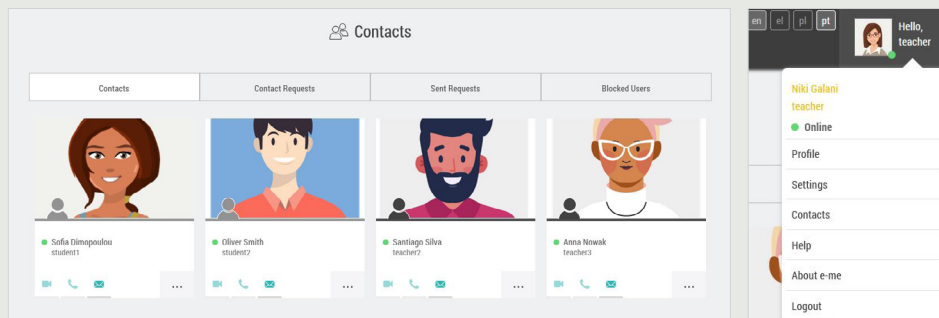


## How can I communicate with e-me members (European edition)?

To communicate directly with pupils or teachers, aside from your digital class, they have to be among your contacts. Additionally, these contacts need to be online (green dot) in e-me the moment you wish to communicate.

### STEP 1

Open the **“Contacts”** app and select the pupil or the teacher you wish to communicate with.



### STEP 2

Click on the relevant icon, to communicate with him/her via **video call**, **audio call** or **text message**.

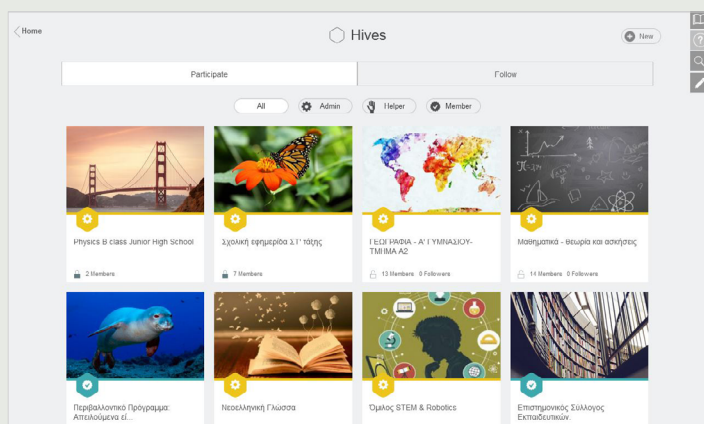




# How can I create a digital class or in general, a collaborative workspace (hive) in e-me?

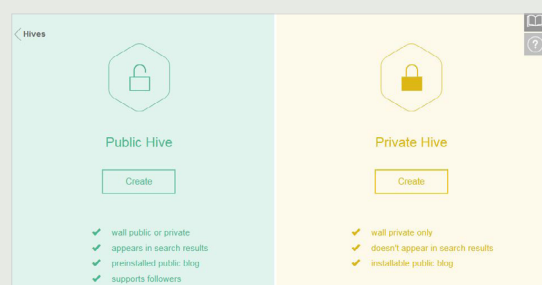
## STEP 1

At your homepage, click on the **"Hives"** icon. A hive is the main working and collaboration space in e-me.



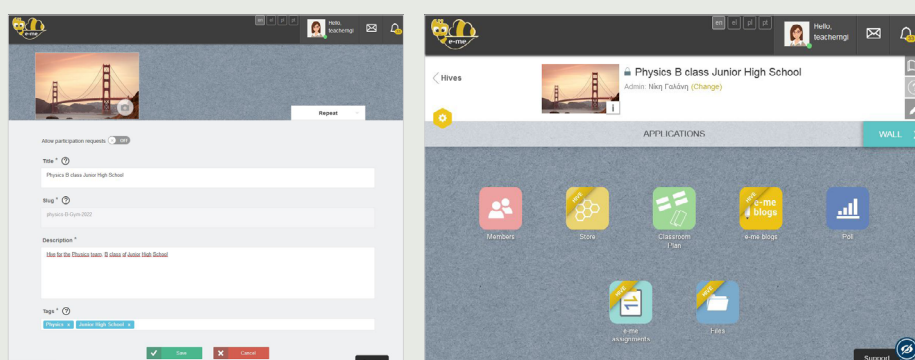
## STEP 2

Create a new private hive, by clicking on **"New"** and then **"Private Hive"**.



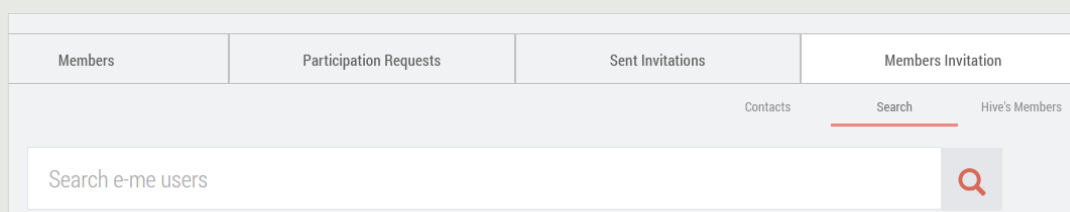
## STEP 3

Fill in the fields with information for your hive: image, description, background, tags, etc. and then, click on Save. Your hive is ready.



## STEP 4

Send **participation invitations to other e-me users** (European edition), by clicking on the **"Members"** icon on the hive's page and then, select **Members Invitation> Search** to search via user-name or full name users you wish to invite.



## STEP 5

Invited members will find an invitation for the specific hive pending in their Notifications. Once they accept it, they will become members of the hive (accepting participation requests is mandatory, because of the platform's social nature).



## How can I invite members to participate in a hive?

### STEP 1


On the main hive's page, click on the **"Members"** icon and then **Members Invitation**.

### STEP 2

Select:

- ☐ **Contacts**, to invite anyone from your contacts
- ☐ **Search**, to look for members, via the search tool.
- ☐ **Hive's Members**, to invite members from an existing hive of yours.

### STEP 3

Send a participation request, by clicking on the icon  .

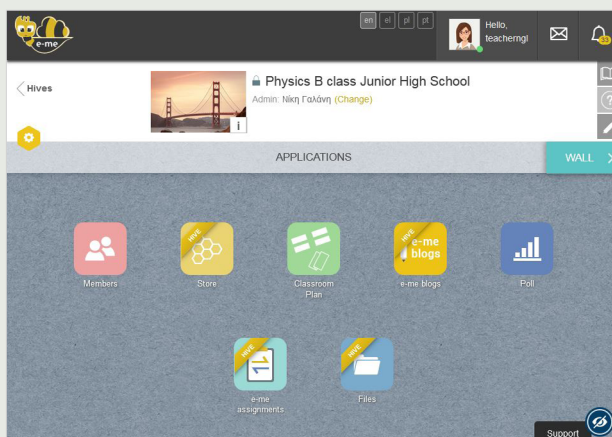


## How can I communicate with all of the members of my hive?

The **"Wall"** is the main communication channel in e-me. It is open to all members of a hive and each member can write on it.

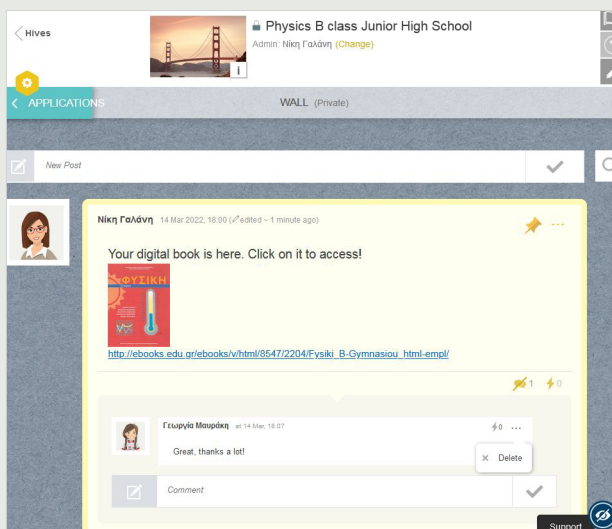
### STEP 1

On your hive's main page, click on **"WALL"**.



### STEP 2

Use the **"Wall"** of your hive, to write and communicate with all pupils of your digital class, post announcements and/ or share educational content.







## How can I send / share content with other hive members?

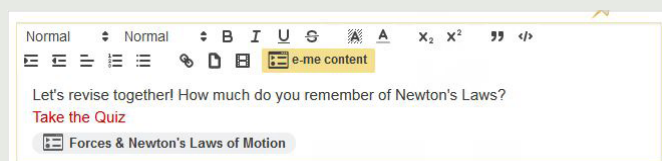
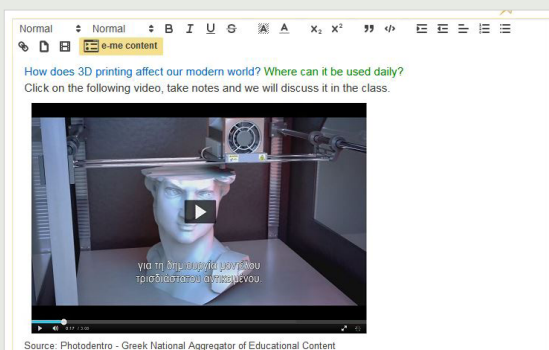
### A. By posting on the hive Wall

#### STEP 1

Create a post on the Wall of the hive.

#### STEP 2

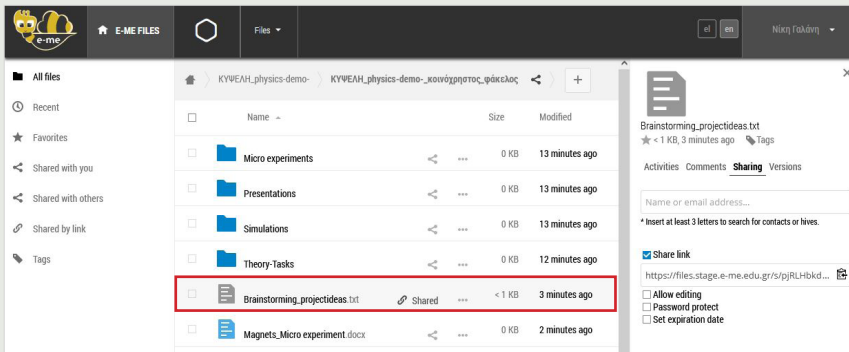
Use the **text editor of the Wall** to write text or embed files of any format up to 4 MB (word, pdf, excels, PowerPoint, scratch etc.), images, videos (from YouTube or Vimeo), learning objects from **“e-me content”** app, hyperlinks to external websites, learning objects from digital repositories, etc.



### B. By uploading files to the shared folder of the hive

#### STEP 1

Click on **“Files”** of the hive. There, you will find a ready-to-use **shared** folder, where all members of the hive have access to check and upload files.



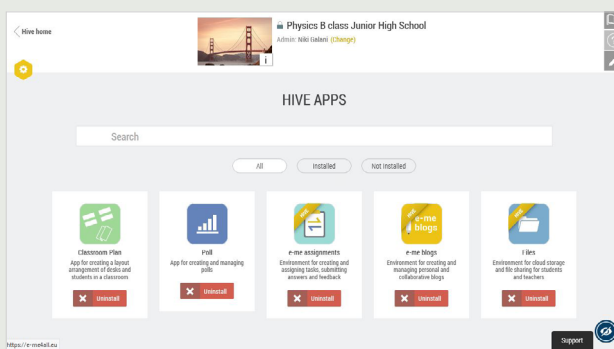
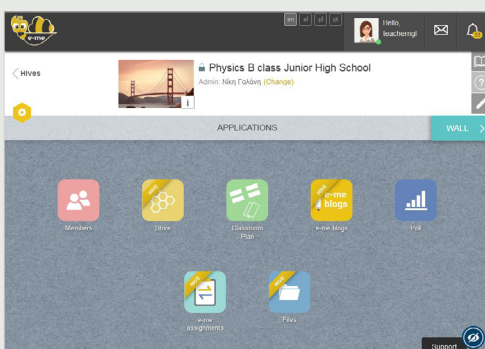
#### STEP 2

**Upload (or drag and drop)** inside this folder course material or any other content of any format (such as text files, presentations, slides, etc.).

#### STEP 3

Inform the members of the hive on the above, via the hive Wall.

**NOTICE:** To use the Files of the hive it is necessary- just the first time- to “install” the **Files** app in your hive: Click on the **“Store”** icon to check the available apps of the hive and then, click **«Install»** on **«Files»** app.



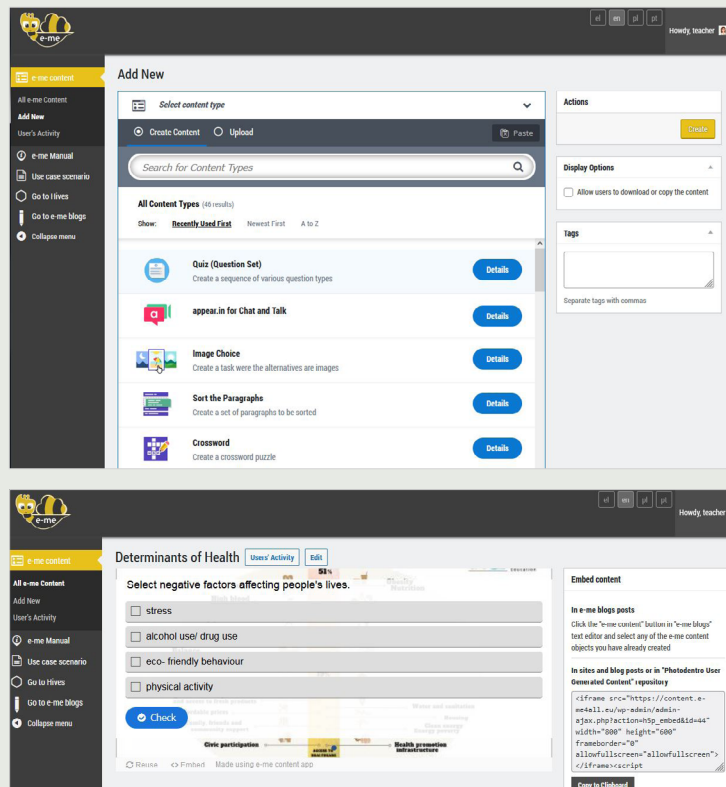


## How can I create my digital content? (e-me content)

Use the “**e-me content**” app to create your digital educational content, such as multiple-choice tasks, course presentations, interactive videos etc. (.h5p files).

### STEP 1

Open the “**e-me content**” app on your homepage in e-me.



### STEP 2

Select the **content type** you wish to create. There are about 45 diverse content types available.

### STEP 3

Fill in the fields in the creation form of the selected object. The fields differ depending on the content type you select. Check the available instructions and videos for each content type.

### STEP 4

Click on “**Create**”. The learning object you made is ready, you can check in the “**All e-me Content**” list.

### STEP 5

**Use** and **share** the object via the hive **Wall**, embed it in the description of an assignment you wish to assign, or even post it in your e-me blog.



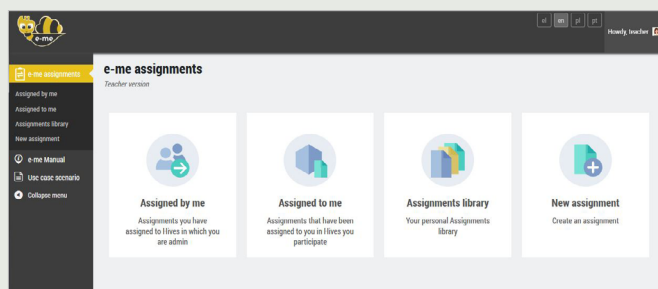
## How can I create and assign assignments? (e-me assignments)

Use the **“e-me assignments”** to create tasks, assign them to pupils, give feedback and monitor their progress.

### How to create an assignment:

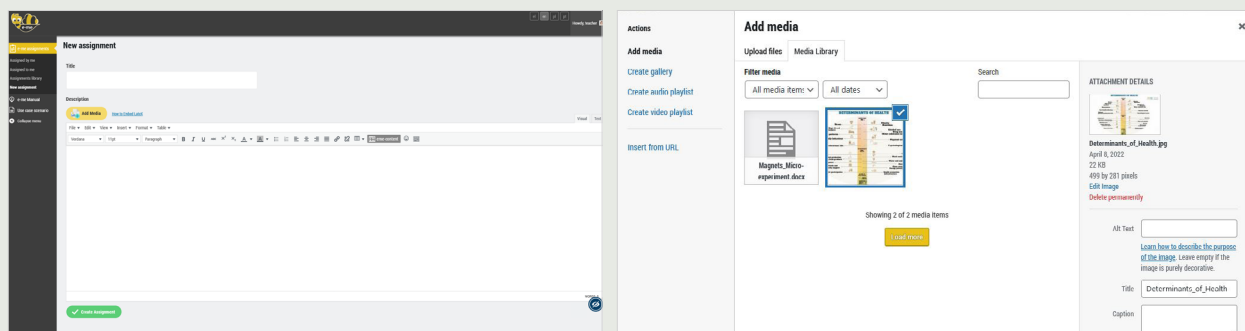
#### STEP 1

Open the **“e-me assignments”** app at your homepage in e-me, and click the **“New assignment”** icon.



#### STEP 2

Fill in the fields to add the title and description to the assignment.



#### STEP 3

Add to the description, if you like, multimedia content (images, videos, audios, files etc.), which you have gathered in the **media library** or add **files** including links to external sources.

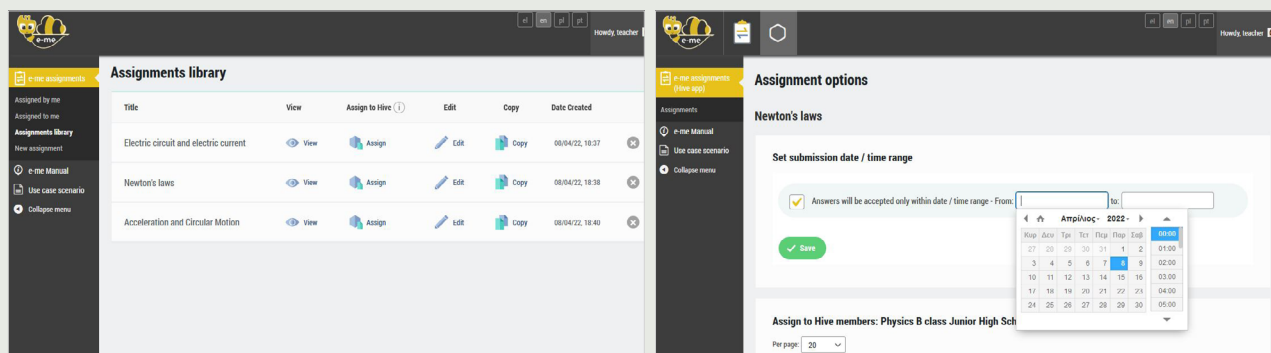
#### STEP 4

Click on **“Create Assignment”**, to save the assignment at your Assignments library.

### How to assign the assignment:

#### STEP 1

From your **Assignments** library click on **“Assign”** for the particular assignment.



#### STEP 2

From your hive list select the hive in which you wish to assign the assignment either to all of its members or to individual ones. If you wish, set a **submission date/ time range**.



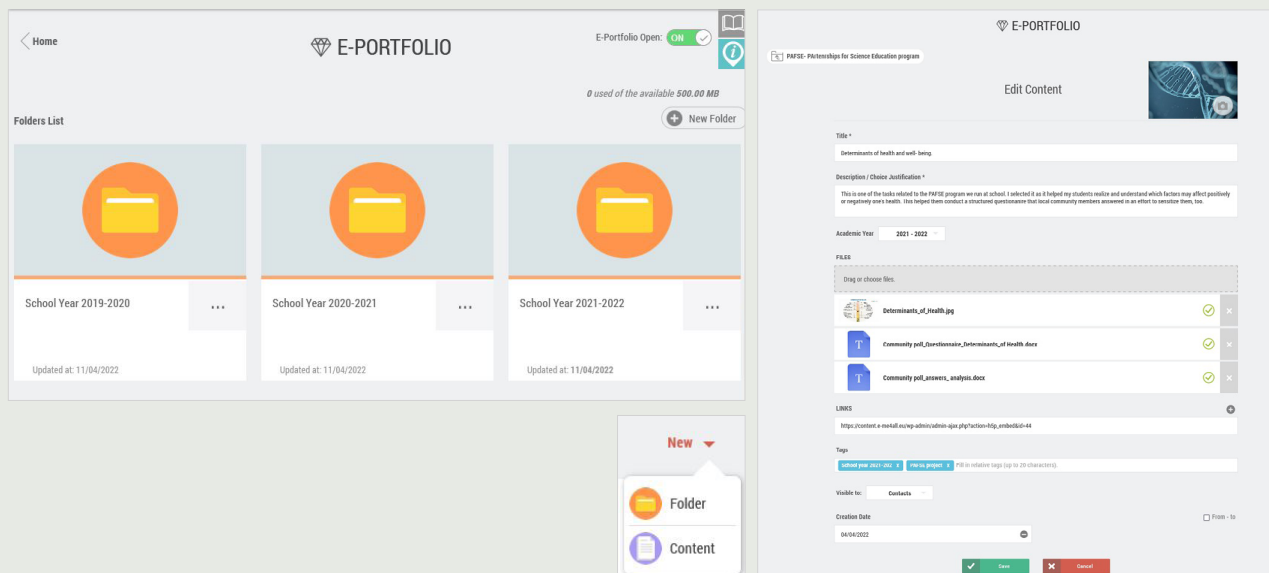


## How can I create and use the digital portfolio (e-portfolio)?

Use the **“e-portfolio”** app to allow pupils to collect, document and maintain year-to-year selected achievements that best support self-presentation.

### STEP 1

Open the **“e-portfolio”** app from your homepage in e-me.



### STEP 2

Choose **“New Folder”**, add a title and a short description for this folder, save and click on it to open.

### STEP 3

Choose **“New > Content”**. Add the **Title** of the task you chose to include in the e-portfolio folder, and **justify your choice**.

### STEP 4

Upload (drag and drop) files for the selected task (text files, audio, video, hyperlinks, etc.). Click on **“Save”**.



## Where can I upload and organize my digital content in e-me

Use the **“Files”** app of e-me to **store** files, **organize** them into folders, and **share** them with other members. Just like every e-me member (teacher or pupil) your available space is **2GB**.

### STEP 1

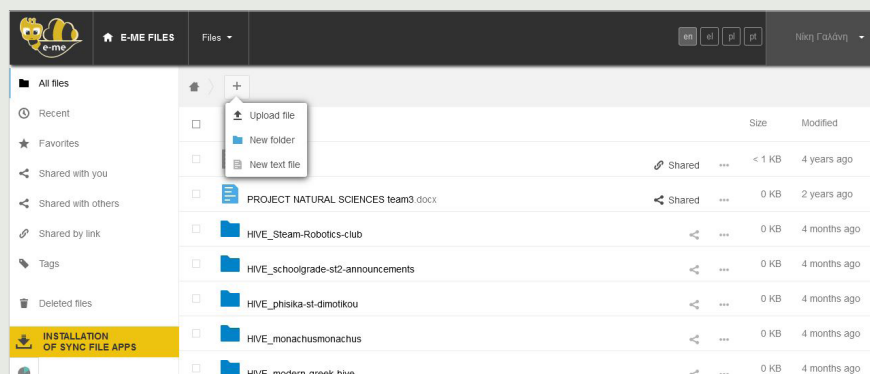
At your homepage click on the **“Files”** app.

### STEP 2

Upload (or drag and drop) files of any format (text files, presentations, slides etc.).

### STEP 3

If you like, create folders to organize your content.



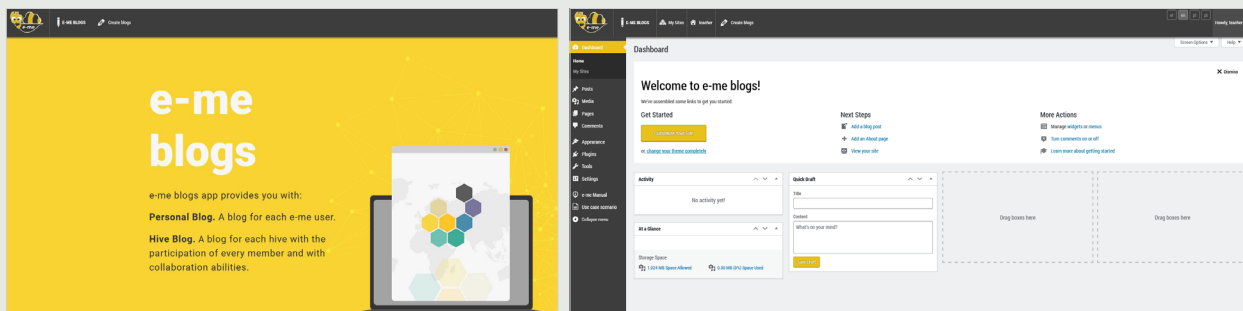
# How can I display classwork outside of e-me? (e-me blogs)

Use the **e-me blogs** app to create your personal or the collaborative blog of a hive. Blogs are public to all and used to showcase and highlight the work of pupils, teachers and schools.

## A. How to create a blog:

### STEP 1

Open the **“e-me blogs”** app on your homepage in e-me and choose **“Create blogs”** to create your blog.



### STEP 2

Decide on the layout and the theme of your blog, as you like, from the **Dashboard**.

### STEP 3

Click on **“Customize & Publish”** to save your choices and publish the blog.

## B. How to publish an article on the blog

### STEP 1

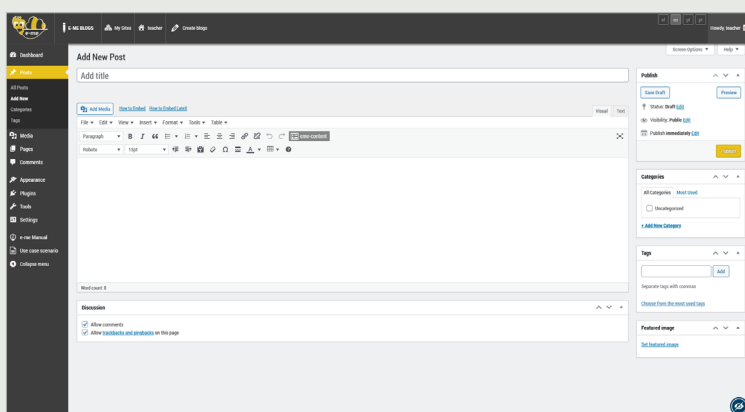
On e-me blogs’ main page choose **“My sites”** and visit the blog you created.

### STEP 2

From the dashboard choose **“Posts > Add new”**.

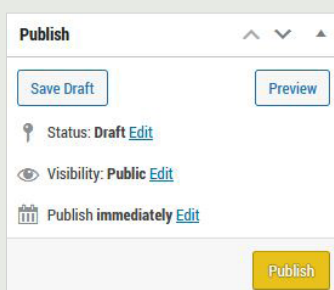
### STEP 3

Write the post (article) and edit it as you wish.



### STEP 4

Click on **Preview** to check the article’s layout and if this satisfies you, click on **Publish**.



# e-me Helpdesk



## Computer Technology Institute and Press “Diophantus” (CTI)

Strategy and Digital Educational Content Directorate

26-28 Mitropoleos Str., GR-10563, Athens, Greece

For any question concerning how to use e-me, or for any problem regarding e-me operation, please contact e-me Helpdesk as follows:

Send an email to [support@e-me4all.eu](mailto:support@e-me4all.eu) and, if not possible,

Contact e-me Helpdesk by calling the following phone number, during support hours/days: +30210 3350748 (Mon.-Fri., 10:00 - 15:00)

The current content was developed by the Computer Technology Institute and Press “Diophantus” (CTI) in the context of the projects “Digital School II” and T4E “Fast-track Training of Teachers in Distance Education” of the NSRF 2014-2022.



HELLENIC REPUBLIC  
Ministry of Education and Religious Affairs



For the European edition of e-me, the content was adjusted and translated into English, Portuguese and Polish in the context of PAFSE (Partnerships For Science Education) project (2021-2023), funded by the European Union Research and Innovation program, Horizon 2020 ( grant agreement No. 101006468).



This project has received funding from the European Union's Horizon 2020 research and innovation program under grant agreement No 101006468.



Universidade NOVA  
de Lisboa



Escola Nacional de  
Saúde Pública



Universidade do Minho  
Universidade do  
Minho



Instituto Superior de  
Engenharia de Lisboa



Computer Technology  
Institute and Press  
“Diophantus”



University of Ioannina



INESC TEC



Prevenção Rodoviária  
Portuguesa



University of Cyprus



Adam Mickiewicz  
University