e-me Digital Educational Platform (v3.0)
[European edition]

Short User Guide

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Training material for e-me

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

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

Available in: Greek, English, Portuguese, Polish

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

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

Available in: Greek

e-me Short User Guide

This is the **main recommended e-me training Guide for you to familiarize with e-me**.
It includes its philosophy, and all of its functions and capacities. It briefly covers all core elements and e-me apps, while each unit includes references to selected, relevant videos.

Available in: Greek, English

e-me Extended User Manual & Pedagogical Guide

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

For each e-me app, the guide includes the following units:

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

(easy to reach online in html format **here** for easy navigation via all sections)

Available in: Greek

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1. e-me at a glance

What is e-me?

e-me is a modern, social, collaborative, and extendable cloud-based digital educational platform for pupils and teachers, designed to support formal, non-formal, or informal learning experiences.

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

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

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

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

e-me is available in three installations (editions):

1) the Greek official edition of e-me (e-me.edu.gr), offered by the Ministry of Education to all pupils and teachers in primary and secondary education (access granted only to members of Greek School Network);
2) the open to everyone 'e-me for all' Greek edition (4all.e-me.edu.gr), aimed at all educators, learners, researchers, academics, and any other interested party through free registration; and
3) the multilingual **European edition** (e-me4all.eu), launched recently to support collaboration among schools, Universities, institutions, etc. at the European level.

This manual refers to the **multilingual European edition (installation) of e-me.**

e-me	e-me Digital Educational Platform (European edition)	e-me https://e-me4all.eu

What tools does e-me provide?

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

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

	e-portfolio Digital portfolio app for pupils and teachers. It allows you to organize, store and document representative assignments or files and display them in your public profile.
	e-me bookmarks Create bookmarks of favourite webpages.
	e-me Notes Notebook. Create, organize and share notes with contacts and hives.
	Communication (e-me connect) Asynchronous communication via text messages. Real time (synchronous) communication via audio calls and videos, as well as text messages.
	Calendar Calendar app for task organization.
	Hive apps: • "Classroom Plan" • "Poll"
	e-me store Repository of apps. e-me provides two "e-me stores": • e-me store for apps hosted on e-me's main working space and • e-me hive store for apps that are connected/related to hives.

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

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

2. How do I get started with e-me?

The **European edition of e-me** (e-me 4all, European Edition) is open and free to schools, teachers, pupils, university students, parents, academics, institutions and anyone interested in Europe.

It currently supports four languages (English, Greek, Portugal and Polish).

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

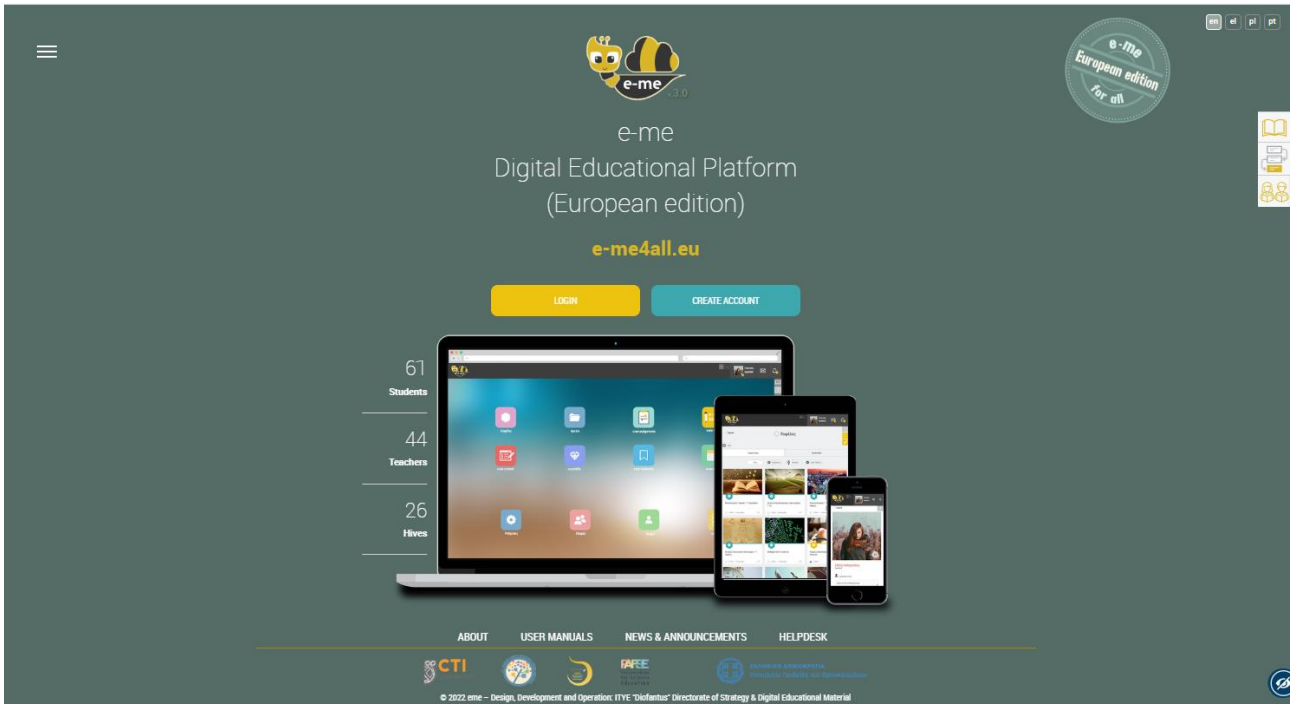
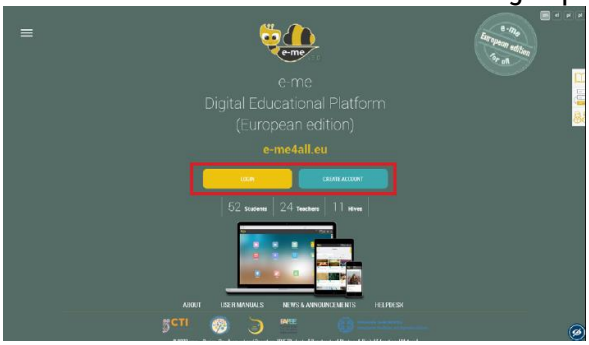


Figure 1: Login page of e-me “e-me4all.eu”

How can I create an account in e-me (European edition)?

To create an account in the e-me (European edition) and become a member:

- choose “CREATE ACCOUNT” from the log-in page.



- 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 or Student” in the status list.

- Get informed about the terms and conditions of the platform and declare it by ticking the relevant checkbox.

➢ Select "CREATE ACCOUNT"

➢ 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.

Where can I find training material for e-me?

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

In specific, you can find:

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Help

Go to the e-me help page: https://e-me4all.eu/en/help/

This page looks like an infographic and includes all training material for e-me with immediate access to it.

</td>
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User Guides for teachers

It includes the following Guides:

- Let's start with e-me: Step by step guide for teachers
  (Available in Greek, English, Portuguese and Polish)

- Familiarization Scenario "Our digital class in e-me! A familiarization scenario for e-me in just 12 steps".

</td>
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</table>

	(Available in Greek) • Short User Manual & Pedagogical Guide of Digital Educational Platform e-me (this Guide) *(Available in Greek and English)* • Extended User Manual & Pedagogical Guide of e-me *(Available in Greek)* • *Online* Extended User Manual & Pedagogical Guide of e-me, in *html format* *(Available in Greek)*
	User guides for pupils It includes the following Guides: • Let's start with e-me: Step by step guides for pupils *(Available in Greek)* • 10 rules for student hives *(Available in Greek)*
	Frequently Asked Questions (FAQ), which are constantly updated. *(in Greek)*
	Website «e-me FROM ALL» (https://dschool.edu.gr/emefromall/) *(in Greek)* A website offering a wide collection of training videos developed for e-me by the e-me educational community and beyond, along with webinars, course tutorials and presentations.
	Website "openspecs" (https://openspecs.e-me.edu.gr/) *(in Greek)* An open call to the educational community so as to collect ideas and suggestions.
	Channel of e-me in YouTube *(in Greek)* It includes all (official) videos demonstrating main functionality of e-me: • e-me – at a glance • e-me - Login • e-me - Home • e-me - Settings • e-me –User Profile Pupil • e-me – User Profile Teacher • e-me - Contacts • e-me - Files • e-me - Hives #1 (what is a Hive) • e-me - Hives #2 (create– use a Hive) • e-me - e-me content app
	Page of e-me on the Facebook: https://www.facebook.com/eme.edu.gr/

Additionally, you can find at dschool.edu.gr:

Publications for e-me (in *English*)

- *Megalou Elina, Tsilivigos Yiannis, Kaklamanis Christos, & Politi Angeliki (2022). **The evolution of e-me Digital Educational Platform and experiences from its nation-wide use in schools during Covid-19 pandemic.** In Proceedings of EDULEARN22: 14th International Conference on Education and New Learning Technologies, Palma de Mallorca, Spain, 4-6 July, 2022. ISBN: 978-84-09-42484-9 / ISSN: 2340-1117 (pp. 6619-6628), doi: 10.21125/edulearn.2022. Publisher: IATED. https://library.iated.org/view/MEGALOU2022EVO*

- *Megalou Elina, Koutoumanos Anastasios, Tsilivigos Yiannis, Kaklamanis Christos (2015). **Introducing «e-me», the Hellenic Digital Educational Platform for Pupils and Teachers.** In Proceedings of EDULEARN15, the 7th International Conference on Education and New Learning Technologies. Barcelona, Spain, 6-8 July, 2015. ISBN: 978-84-606-8243-1 / ISSN: 2340-1117*

Recorded e-me presentations at conferences & webinars (in *Greek*)

- Digital Educational platform e-me and its use in school distance education (ELOER2020 4/12/2020)
- Digital Educational platform e-me: From initial design, to supporting asynchronous remote learning (64th Webinar ΠΕ86 ΡΕΚΕS)

e-me presentations (ppsx) (in *English* and *Greek)*

- https://dschool.edu.gr/dschool2-project/promotion/presentations/

3. What is e-me's approach and its basic design principles?

e-me pedagogical approach and basic design principles are:

User-centered platform

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

Pupils first

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

Equal participation of pupils and teachers

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

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

Smooth transition to the "digital world"

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

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

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

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

Sustainability – Extending functionality model

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

Emphasis on developing soft skills

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

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

4. Let's get to know e-me Homepage

The main workspace in e-me

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

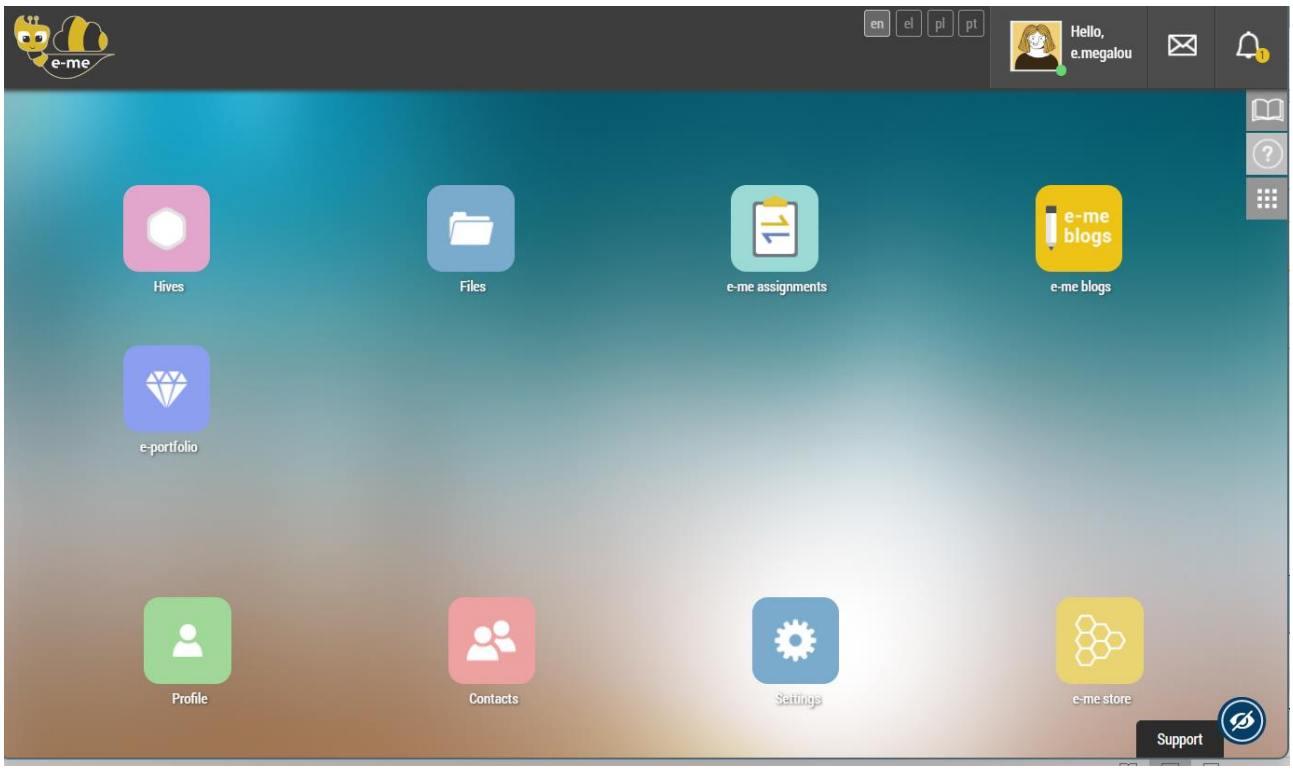


Figure 3: Main workspace of e-me (e-me home)

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

All pre-installed applications:

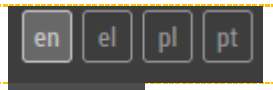
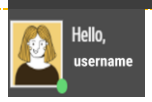
Hives	Files	e-me assignments (assign tasks)	e-me content (create content)
e-me blogs	e-me portfolio (digital portfolio)		

All main apps:

Profile	Contacts	Settings	e-me store (app repository)

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

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

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

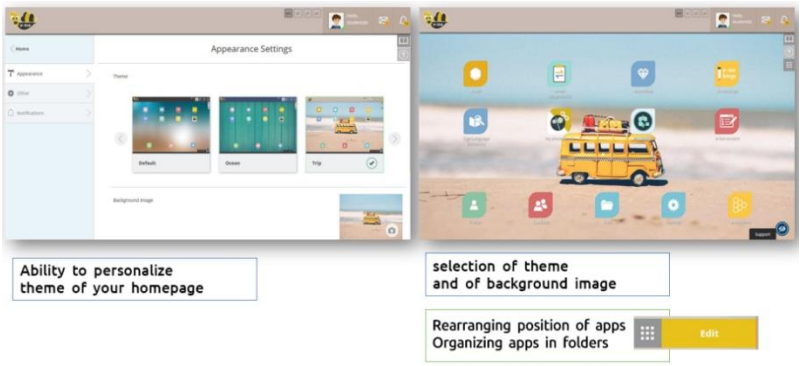
Finally, on the right of the screen (side menu) you will find the following:

	Help (Redirect to Help page of e-me: https://e-me4all.eu/en/help/)
	User Guide (Redirect to the Online, html edition of the Extended User Guide & Pedagogical Guide of e-me)
	Edit (Rearrange position of app icons in e-me)

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

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

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



	Relevant video: 03. e-me - Settings (in Greek)

e-me profile: My identity in the digital world

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

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

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

Figure 4: e-me profile: Public profile

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

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

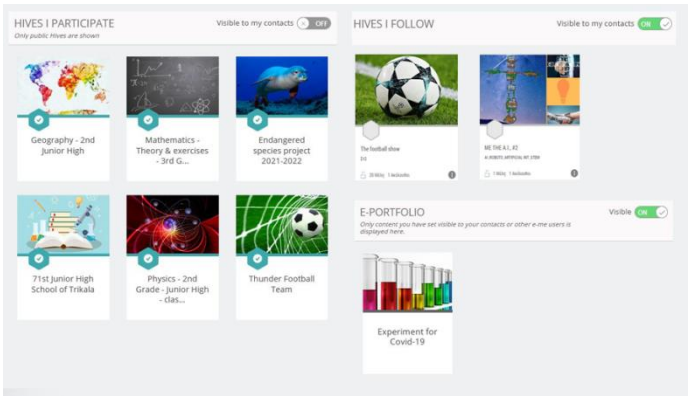


Figure 5: e-me profile: Choices made for public profile

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

	Relevant videos: 04A. e-me – User Profile Pupil (in Greek) 04B. e-me – User Profile Teacher (in Greek)

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

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

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

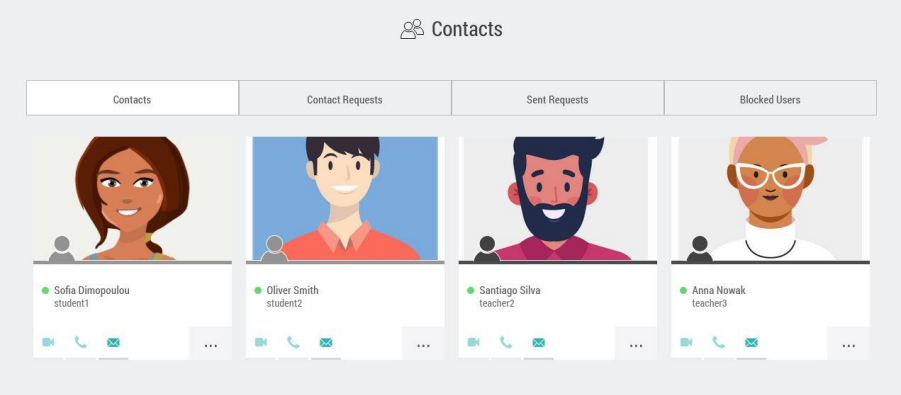


Figure 6: e-me contacts: send, accept, or reject contact requests, communicate with contacts

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

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

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

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

Communication among members can take place in three ways:

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

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

App repository: e-me store

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

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

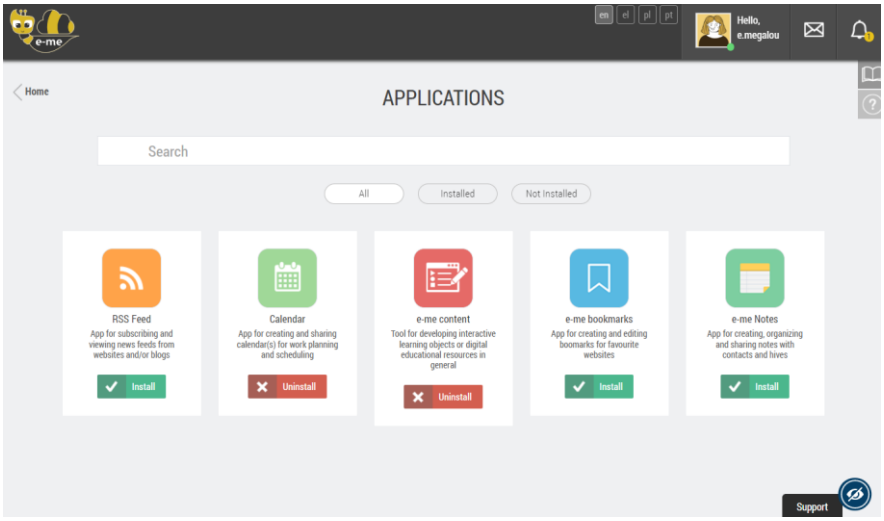


Figure 7: e-me store (European e-me): App repository

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

What is a hive and what does it represent?

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

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

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

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

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

Which are the "core" elements of a hive?

As a (co) workspace, each hive has:

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

And the following four (4) elements:

(a) members, who are either invited by the leader of the hive or ask to participate. Following the social network paradigm, membership in hives requires consent from both parties;
(b) workspace (working environment):
   - hive workspace, configured by the Hive Leader.
     Configuring the hive workspace means changing hives' theme, hive's background, hive's thumbnail, etc.
   - space for file storage (hive files): Each hive has a shared folder for all members to exchange files, along with space for their personal files.

(c) communication channels. This includes the following:
   - in-hive communication channel (Wall). The Wall is the main communication channel among members of a hive. The wall is open to all members of the hive, i.e. each member can read and write on the hive wall.
   - channel for displaying work outside e-me (blog). Each hive provides its members with a collaborative blog (hive e-me blogs), which is a channel for members of

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

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

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

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

A private hive means that:

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

A public hive means that:

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

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

How do I create a hive?

To create a new hive:

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

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

- Description: Brief description of the hive.
- Tags: Key-words so as to easily locate your hive.

➢ Finally, click on Save. Your hive is ready.

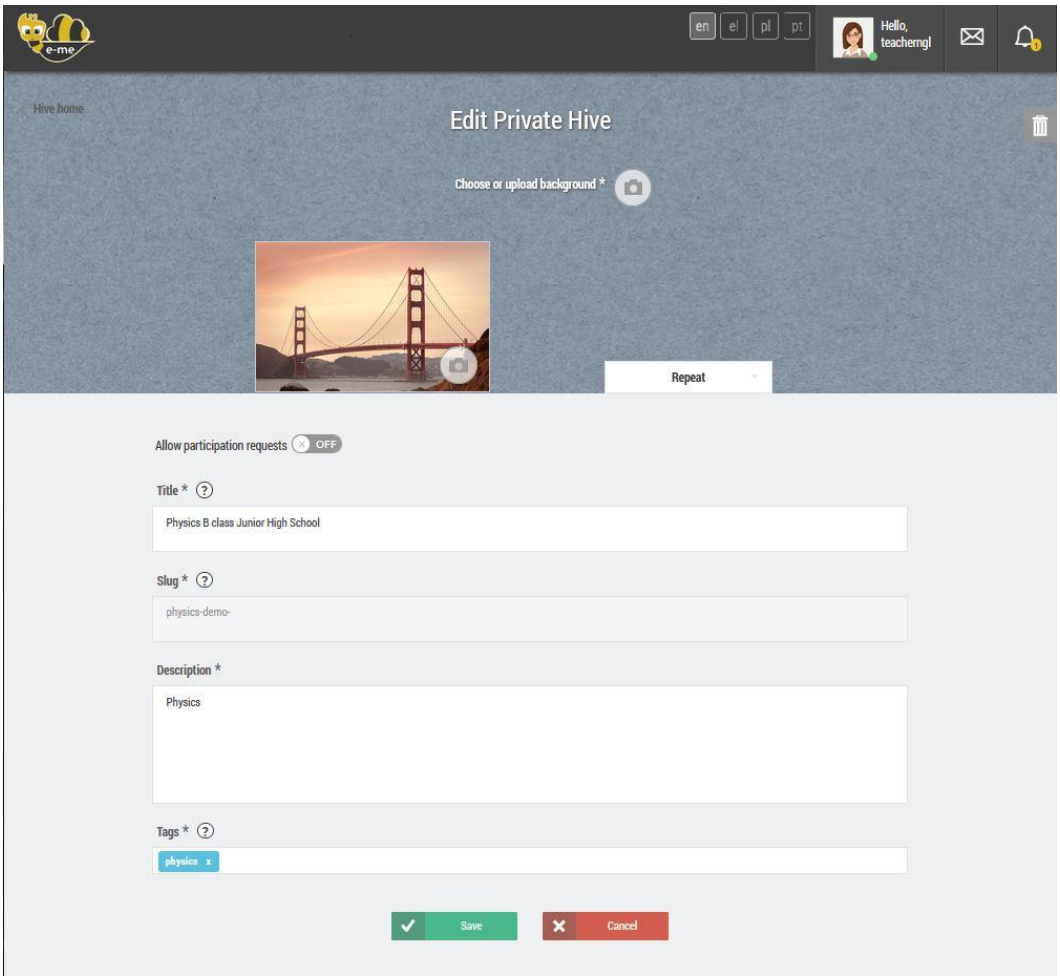


Figure 8: e-me hives: Create new hive

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

Who is responsible for the hive?

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

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

How can I invite members to participate in the hive?

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

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

To invite members to participate in your hive:

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

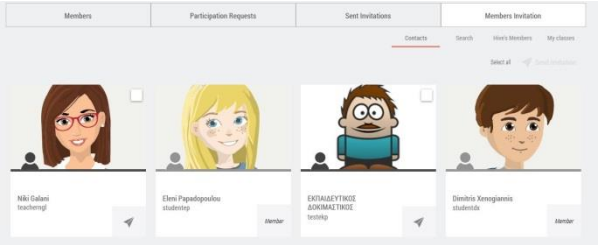


Figure 9: e-me hives: Inviting members (from contacts)

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

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

Can pupils also create their own hives?

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

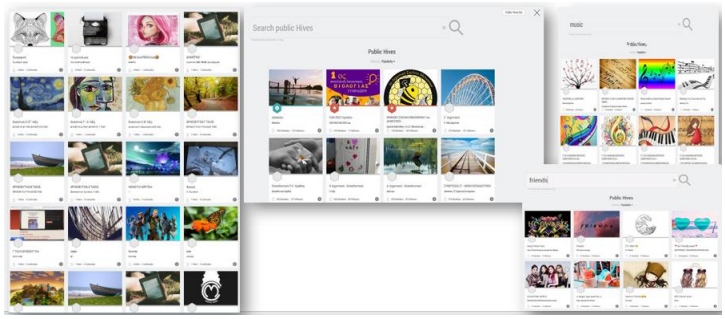


Figure 10: e-me hives: Hives created by pupils

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

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

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

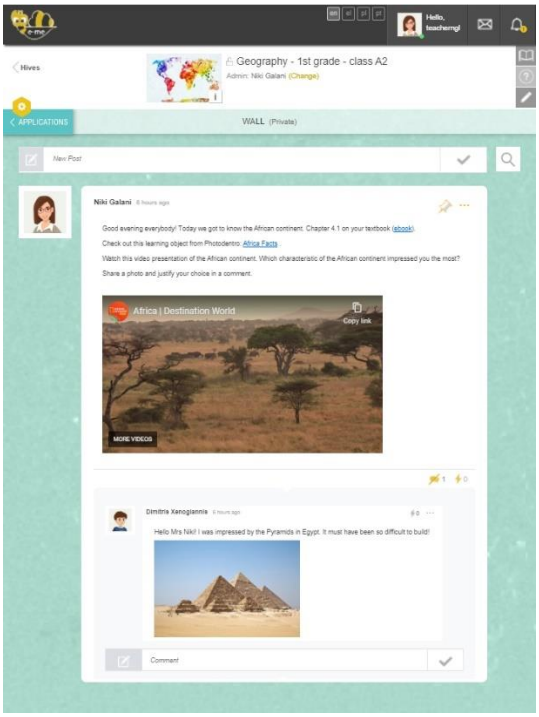


Figure 11: e-me hives: the Wall

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

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

How can I use the Wall?

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

- text formatting (bold, italics, underline, headings, text alignment),
- insert link and link title,

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

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

The Wall can be used for teaching purposes as:

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

How can public hives become Open Educational Communities of Practice?

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

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

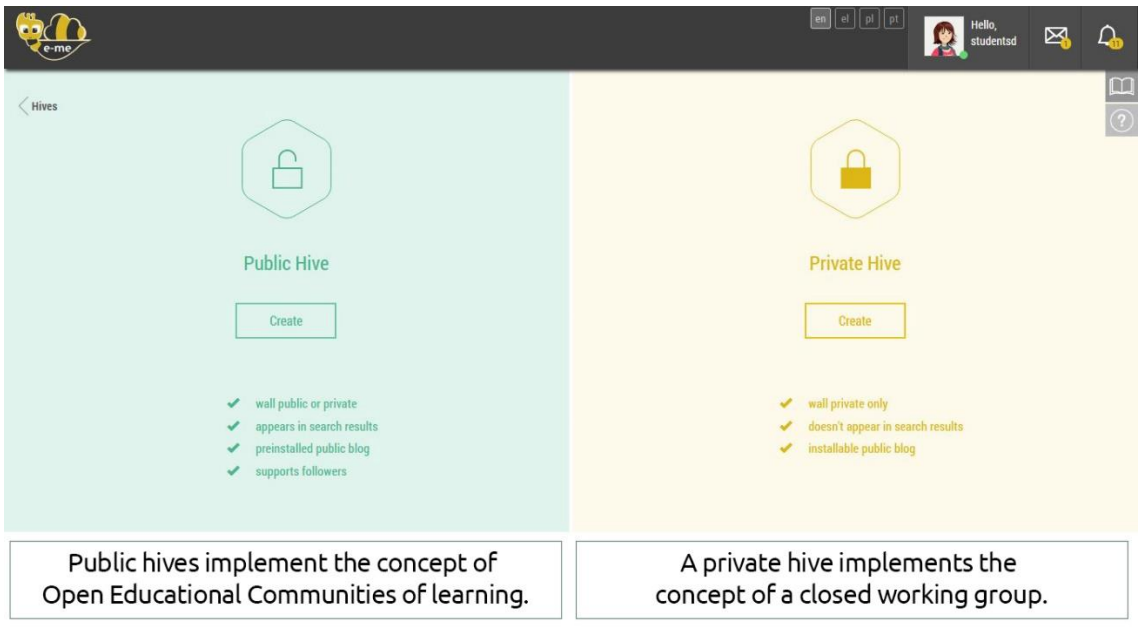
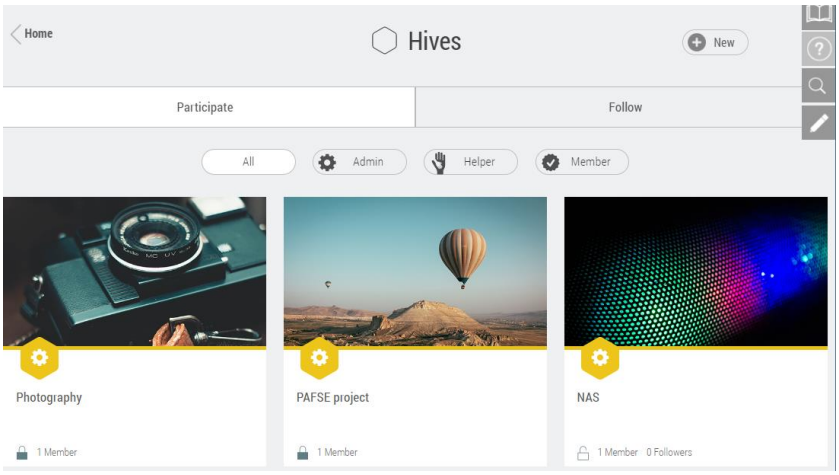


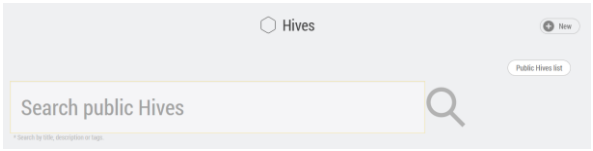
Figure 12: e-me hives: Public and Private hive

Where can I find public hives in e-me?

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



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



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

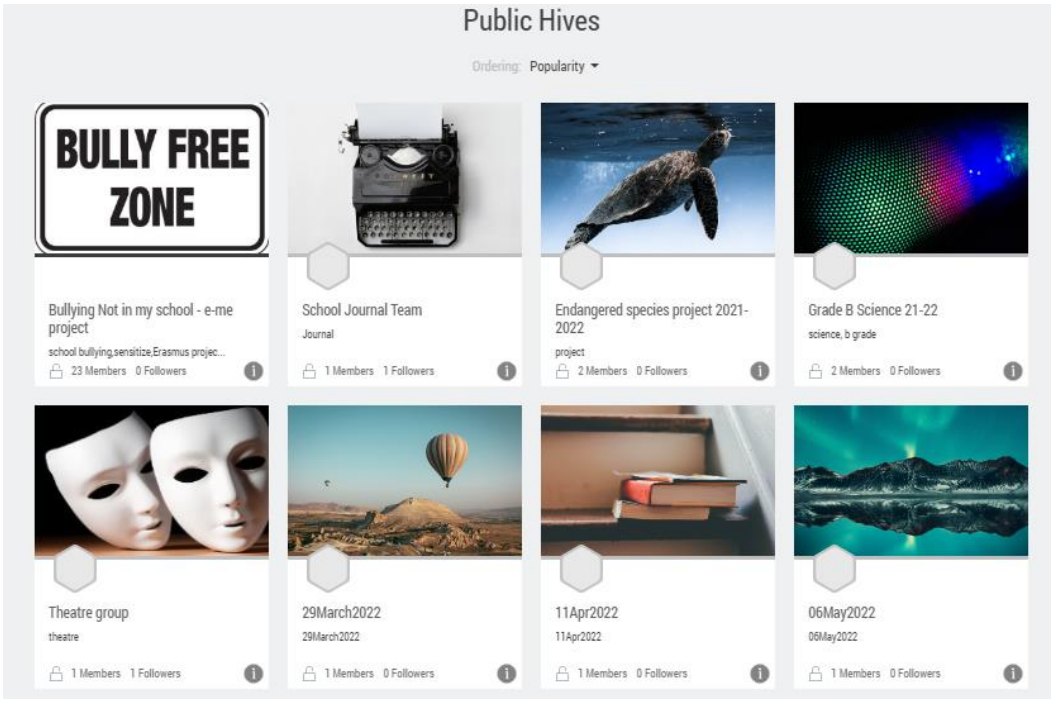


Figure 13: e-me hives: Public hives

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

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

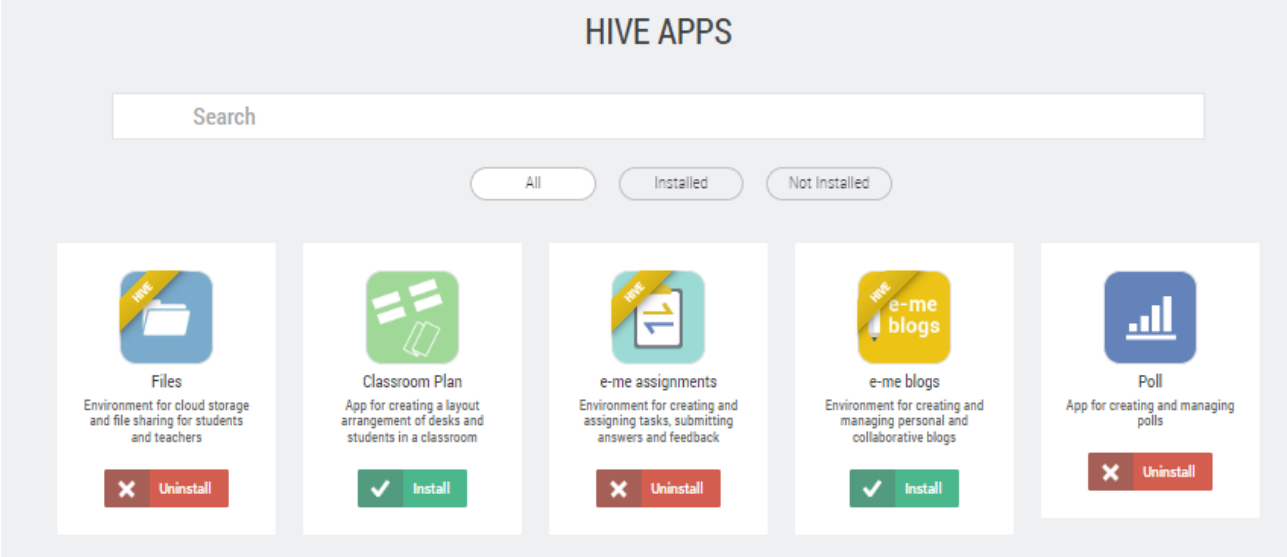


Figure 14: e-me hive store: Collaborative hive apps

Relevant videos for the hive and the Wall

	Relevant videos: 07A. e-me - Hives #1 (what is a Hive) (in Greek) 07B. e-me - Hives #2 (create – use a Hive) (in Greek)

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

	E me wall (in Greek) E-ME WALL AND POSTS (in Greek) e-me new affordance how to upload files on the hive wall (in Greek)

6. e-me assignments: Create and assign tasks

What is “e-me assignments” app?

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

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

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

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

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

Pupils have the chance to:

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

How can I create an assignment?

➢ For all users with “teacher” role, "e-me assignments" app is pre-installed in their e-me homepage.

➢ Click on the "e-me assignments" app on your homepage in e-me and select the icon "New Assignment". Alternatively, select "New assignment" from the left side menu.

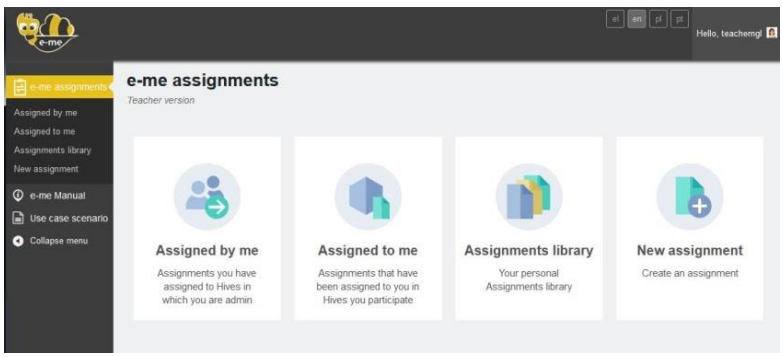


Figure 15: e-me assignments: Landing page of the app

➢ Provide a Title for the new assignment

The title will make it easier for your pupils to understand the learning occasion for assigning this task, but it will also help you locate your assignment afterwards.

- Describe your assignment and enrich it, if you want, with multimedia content, interactive learning objects, hyperlinks, etc.

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

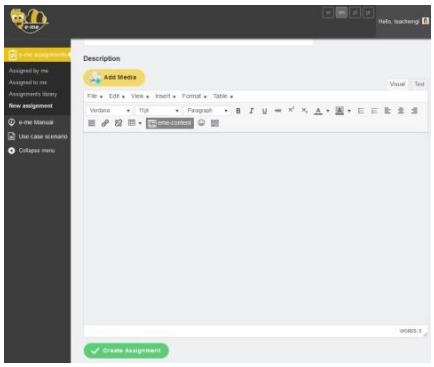


Figure 16: e-me assignments: New assignment

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

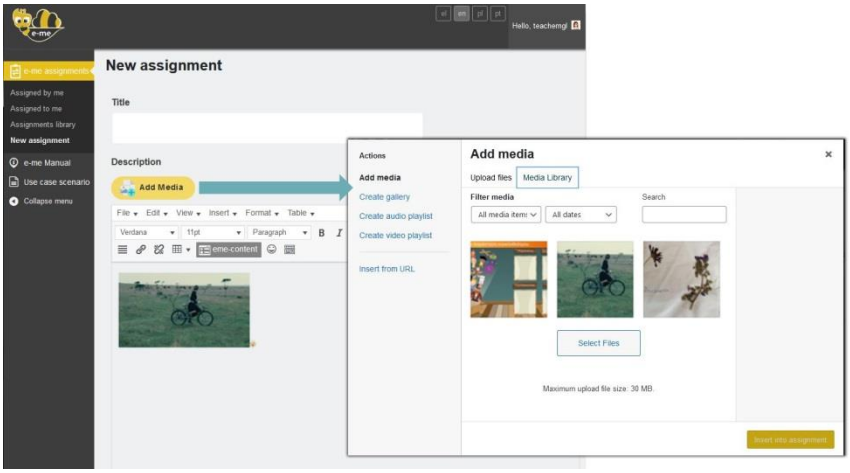


Figure 17: e-me assignments: Media library

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

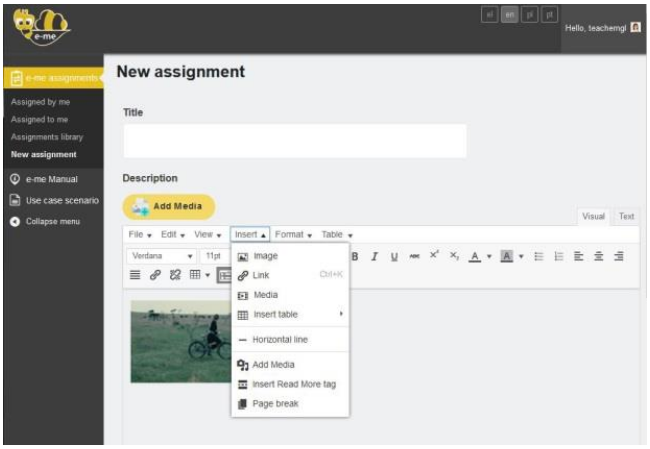


Figure 18: e-me assignments: Insert items and links to an assignment

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

How can I store and organize my assignments?

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

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

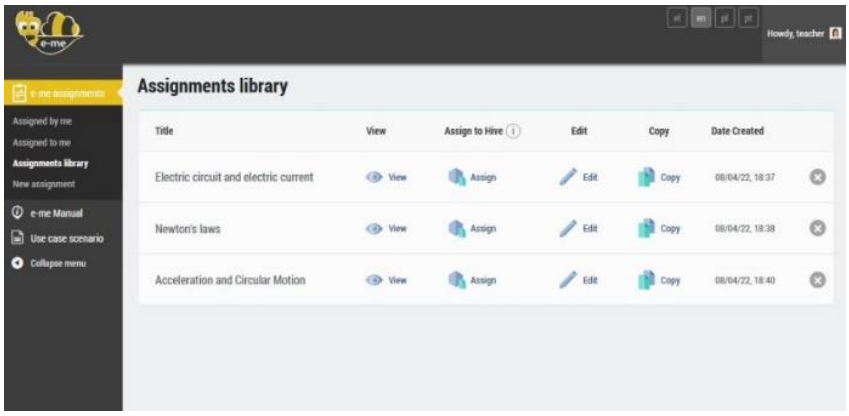


Figure 19: e-me assignments: Assignments library

How can I assign an assignment?

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

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

- From the assignments list, click "Assign" next to the specific assignment you wish to assign.

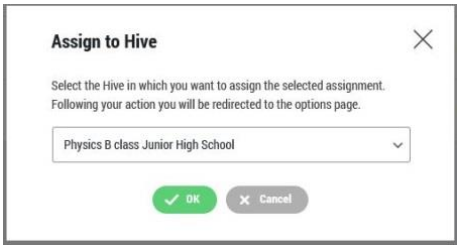


Figure 20: e-me assignments: Assign an assignment to pupils

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

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

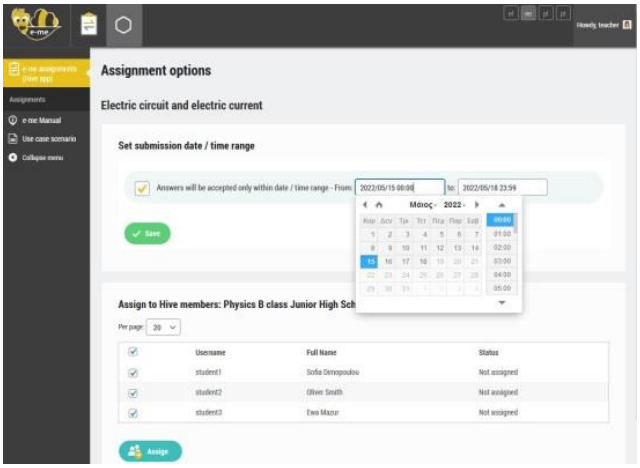


Figure 21: e-me assignments: Assignments options

How can I check assignments I have assigned;

You can check assignments you have assigned in two ways:

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

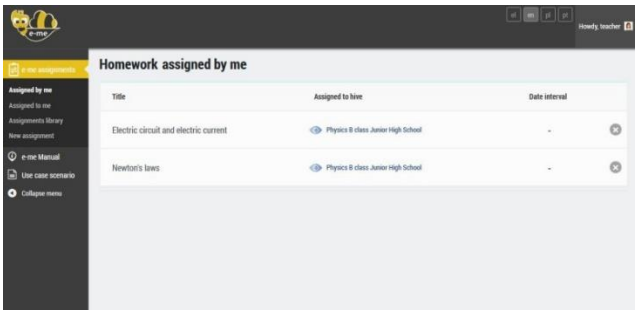


Figure 22: e-me assignments: Assignments by me

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

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

Check the "e-me assignments" hive app, where, as the Hive Leader, you can see the list of all assignments assigned by you to members of this hive (Figure 23).

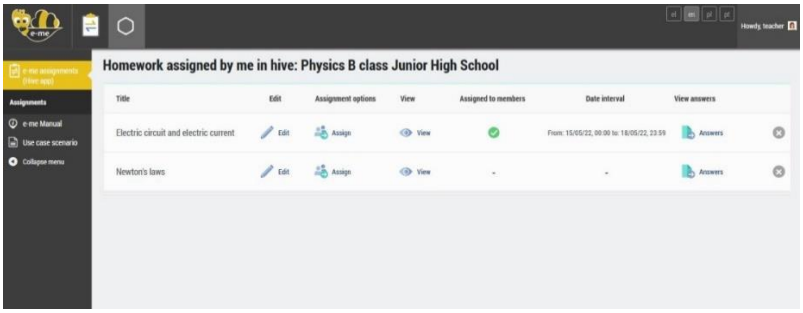


Figure 23: e-me assignments app of the hive: Homework assigned by me in hive

How can pupils check assignments assigned to them?

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

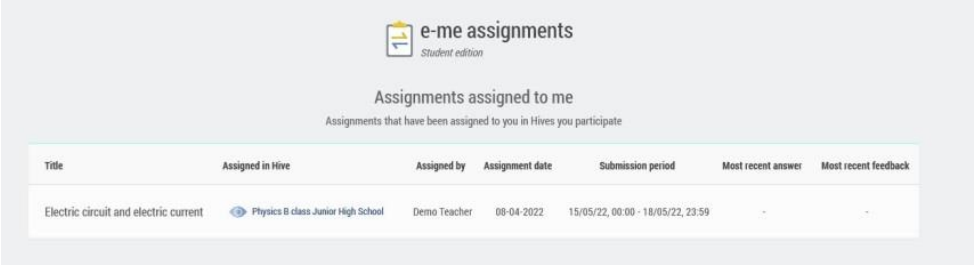


Figure 24: e-me assignments, version for pupils: List of assignments

How can pupils submit an answer to an assignment?

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

How can I submit feedback to an assignment?

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

	Relevant videos from the educational community for “e-me assignments”: How can I assign assignments in e me (in Greek) E me assignments, useful tips (in Greek) How can I assign in e-me assignments tasks created with e-me content (in Greek)

7. e-me portfolio: Digital portfolio

What is e-portfolio app in e-me

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

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

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

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

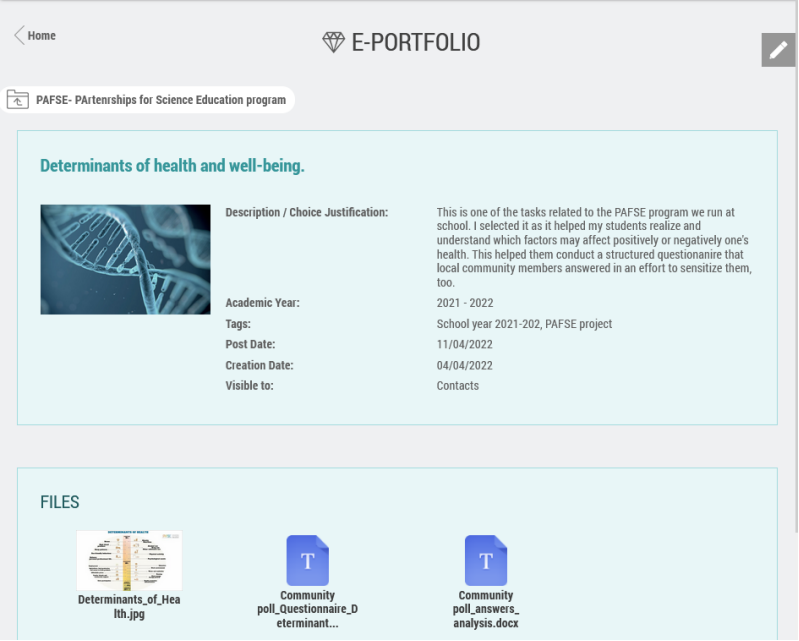


Figure 25: e-portfolio of e-me: Selection and documentation of digital achievements

How can it be used pedagogically (learning benefits)?

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

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

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

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

How can I create my e-portfolio?

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

- Click on the "e-portfolio" app at your homepage in e-me to go to the landing page of the app (Figure 26).

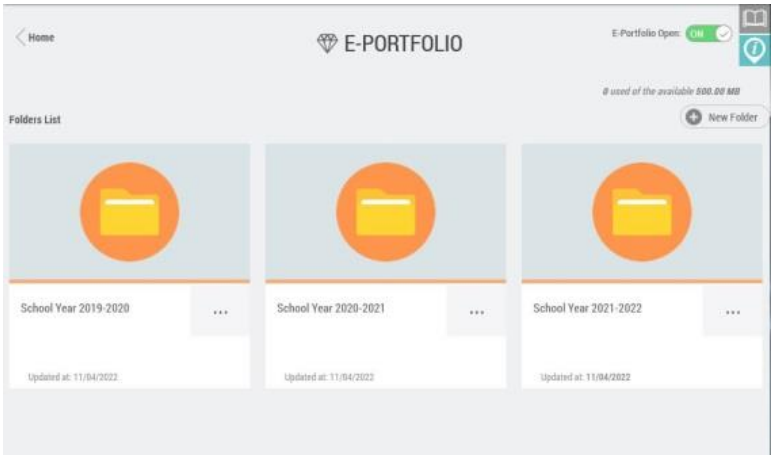
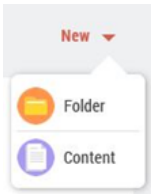


Figure 26: e-portfolio in e-me

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



- If you wish to create a second level of folders (folder/subfolder), select "New" and then "Folder".

- Select "Content" to create the e-portfolio content. On the content tab (Figure 27), upload the files that comprise the work you have chosen to include in your e-portfolio and complete the fields requested so as to describe and document your choice of selection.

  In your documentation you can mention among other things (or, respectively, ask of your classmates to mention it) the selection criteria, the knowledge you gained during this

achievement path, the reasons that make you believe this particular digital work highlights your abilities and best showcases your skills, etc.

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

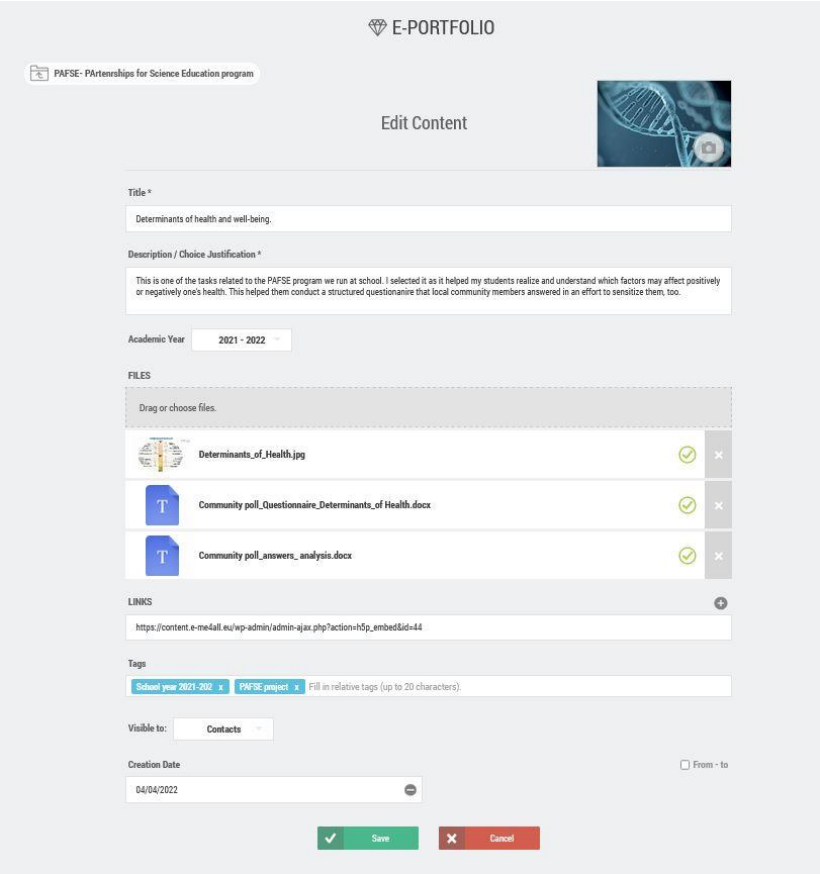


Figure 27: e-portfolio in e-me: Content description / documentation tab

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

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

8. e-me content: Create interactive learning objects

What is “e-me content” app?

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

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

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

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

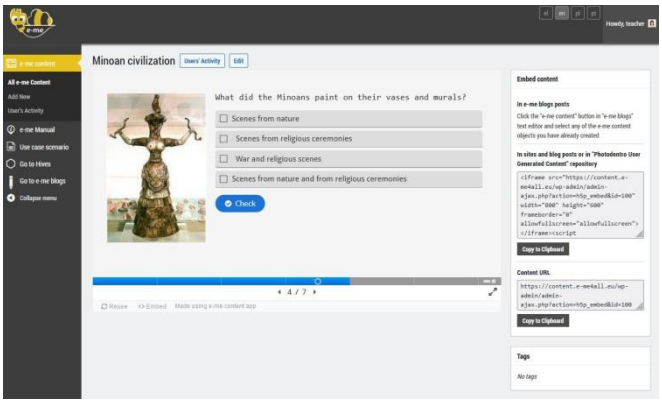


Figure 28: e-me content: Create new object with “e-me content”

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

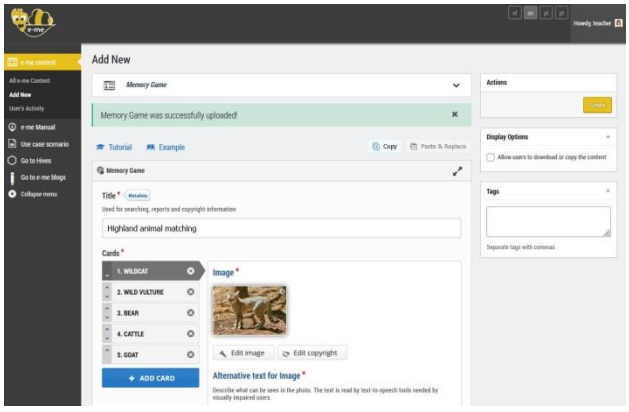


Figure 29: Upload e-me content object and edit (.h5p file)

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

- Click on "e-me content" app at the homepage in e-me.
- Check the tab “Add New” from where you are landed, and select the content type you wish to create.

- Fill in all the fields in the form to create the object. Fields differ according to the content type of the learning object.
- Click on “Create: to complete the process.

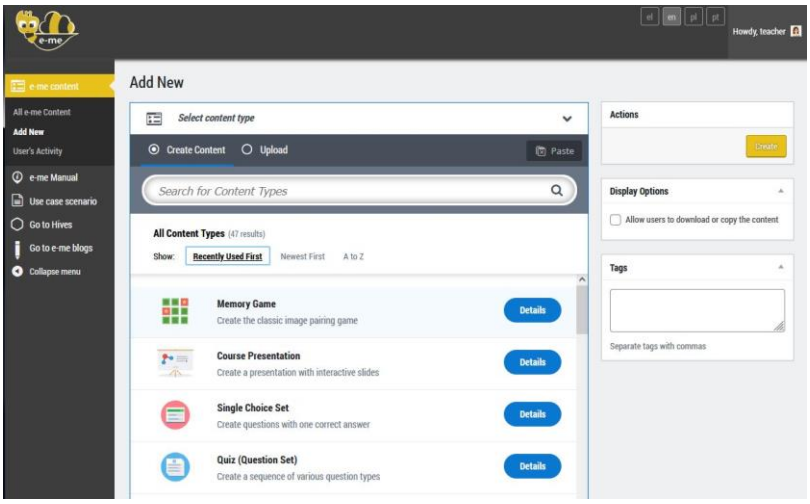
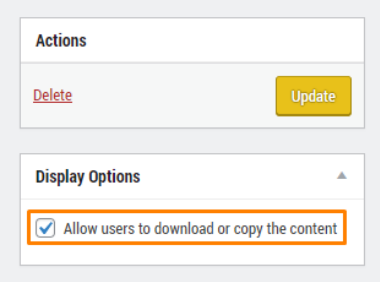


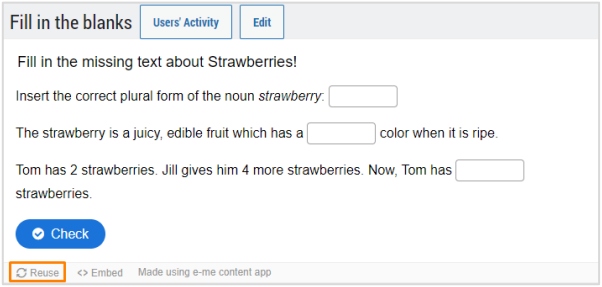
Figure 30: e-me content: Create new object – Select content type

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

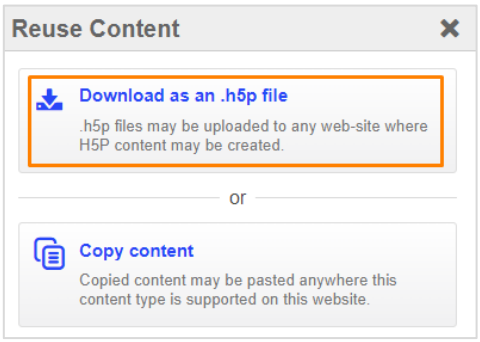
- Click on "e-me content" app at the homepage in e-me.
- Check the tab “All e-me content”
- Select “Edit” next to the object you want to download.
- Tick “Allow users to download or copy the content” in the Display Options.



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



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



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

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

- On your hive Wall, to share the objects with all hive members.
  How? Select the "e-me content" button you will find in the text editor of any post on the hive Wall. From the list of all e-me content items gathered in your e-me content library, select the object you wish to import in the post.

- On assignments you create with the "e-me assignments" app.
  How? Copy the embed code you'll find on your learning object's view page, then go to the 'new assignment', select from the text editor menu the options 'Insert' - 'Media' - 'Embed', paste the embed code in the field, and click OK.

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

Additionally, e-me content objects can be embedded:

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

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

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

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

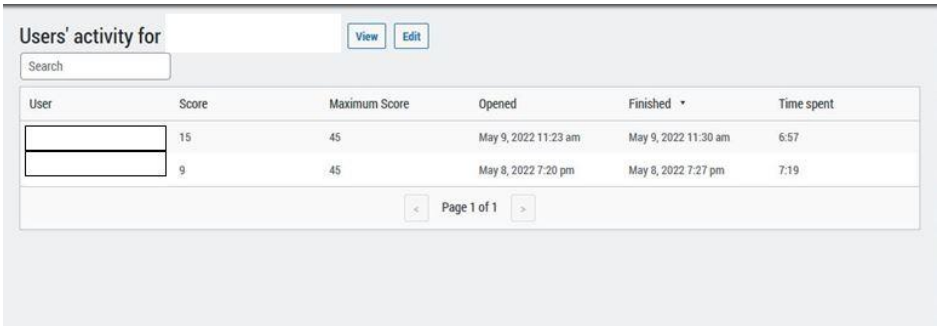


Figure 31: e-me content: Users' Activity

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

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

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

32. Image Juxtaposition
33. Image Pairing
34. KewAr Code
35. Image Choice
36. Sort the Paragraphs
37. Crossword
38. Advent Calendar (beta)

Relevant videos for “e-me content”

	Relevant video: 08. e-me - e-me content app (in Greek)

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

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

What is “Files” in e-me?

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

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

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

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

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

Use the shared folder of the hive as follows:

- Upload content of your courses, so that it is available to all pupils of the hive-class, without the need for any further action.
- Create folders to organize your content (course presentations, exercises, images, audio, etc.)
- Assign tasks to your pupils by uploading to the shared folder of your hive the file with the description and instructions of the task, along with any other content. Inform your pupils about it by posting on your hive wall.
  If you want, create subfolders for your pupils’ tasks / submitted answers in the shared folder of your hive, so that they can upload submitted work there. You can also set submission deadlines by specifying the time range within which the subfolder will be open to accept answers.
- Create collaborative documents in which all pupils will have joint editing rights to modify a text file.
- Synchronize (optionally) the shared folder with your local computer, so that you keep a locally synchronized copy of this folder. In this way you will be able to add, for example, additional content in your local folders on your computer, which all members of your hive will be able to receive without any further action (see below: *How can I synchronize my files with my local computer?How* can I synchronize my files with my local computer?

How can I check my files or my folders?

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

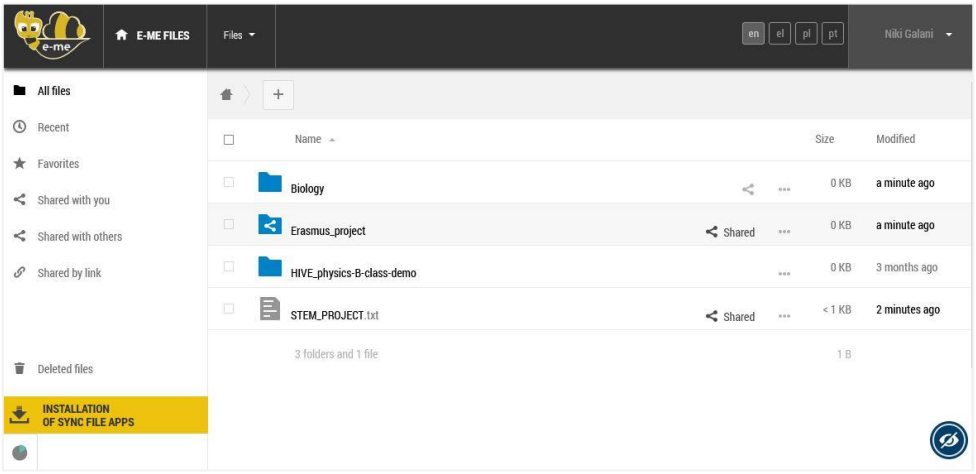


Figure 32: e-me Files

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

- HIVE_hive url

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

- HIVE_hive url_shared

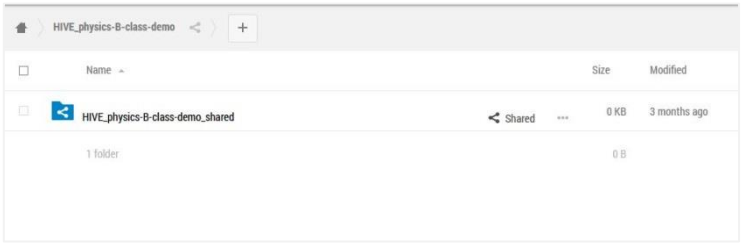


Figure 33: e-me Files: Shared folder of the hive

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

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

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

Select "New Folder" if you want to create a new folder.

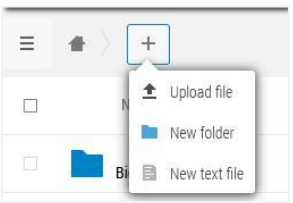


Figure 34: e-me Files: Upload a file or create folder

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

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

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

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

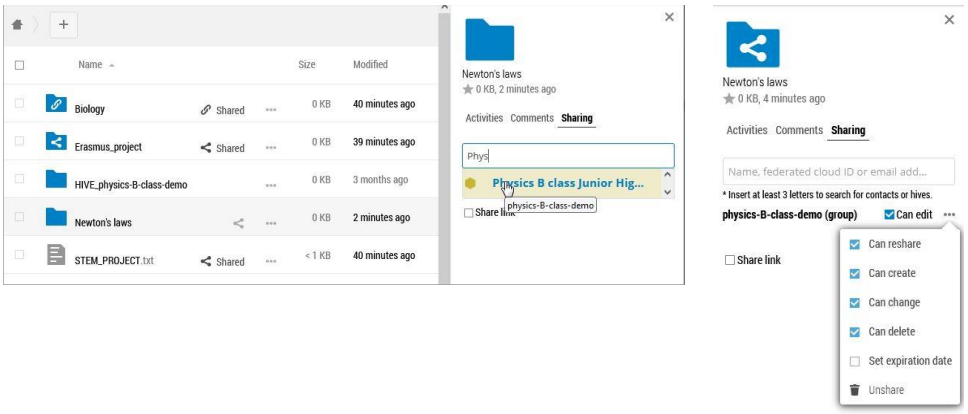


Figure 35: e-me Files: Share files or folders

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

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

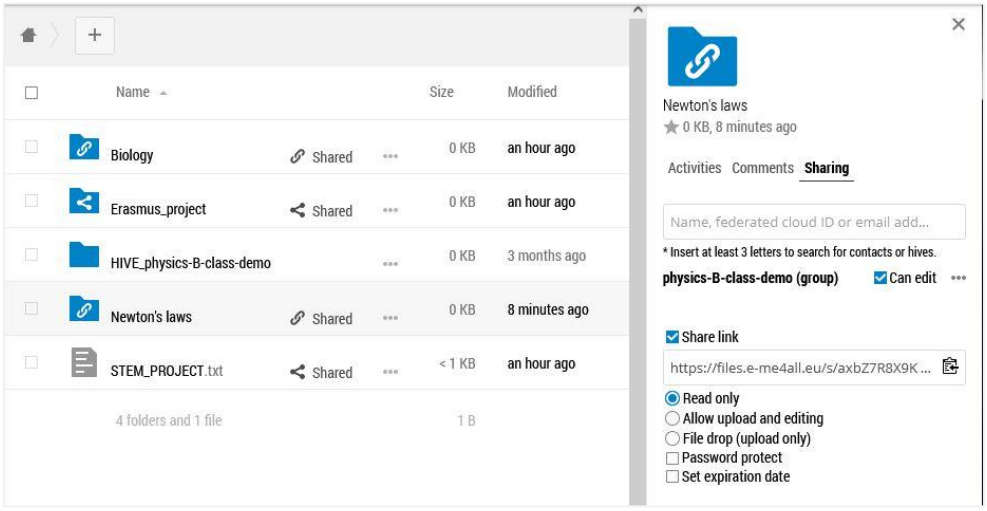


Figure 36: e-me Files: Share a link

How can I synchronize my files with my local computer?

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

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

Figure 37: Installation of sync file apps instructions

	Relevant video for “Files” 06. e-me - Files (in Greek)

10. e-me blogs

What is the “e-me blogs” app?

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

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

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

- The "personal blog" is a pupil’s or teacher’s personal blog. The blog can be edited only by its creator. A personal blog is usually used as a tool to highlight its creator’s thoughts, opinions, ideas and achievements.
  The "personal blog" is pre-installed and available at each member’s homepage in e-me.

- The "hive blog" is the collaborative blog of all members of a hive. Authors of this blog are all of members of this hive. It is a tool for them to highlight the work of the entire hive. Pupils and teachers have the same rights and can equally have the role of administrator or editor/writer in the blog of a hive.

  In a public hive, the "hive blog" is pre-installed.
  To have access to the “hive blog” of a private hive, the administrator of the hive needs to install the "hive e-me blogs" app from the hive's store.

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

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

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

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

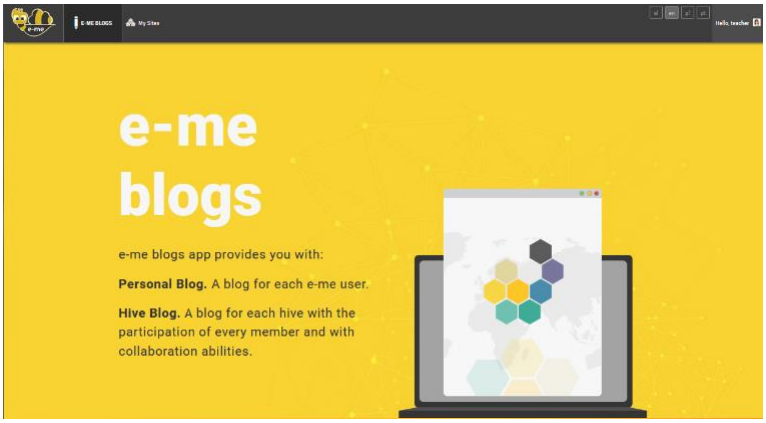


Figure 38: e-me blogs: Landing page of the app

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

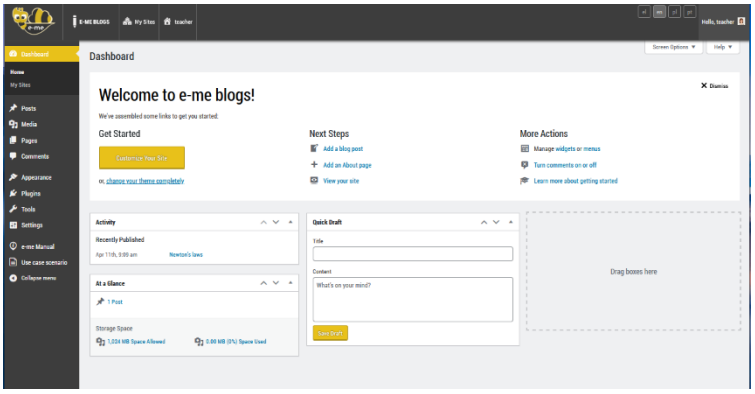


Figure 39: e-me blogs: Dashboard

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

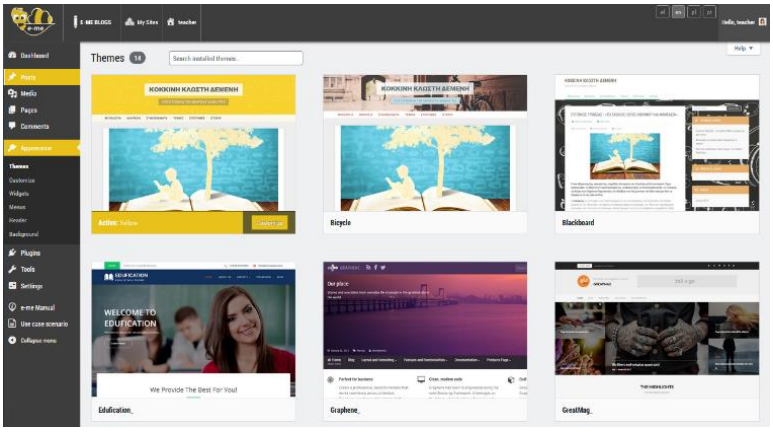


Figure 40: e-me blogs: Choose appearance for your blog

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

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

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

11. e-me Notes

What is the “e-me Notes” app?

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

What can I do with “e-me Notes” app?

With “e-me Notes” you can:

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

How can I create a new note?

To create a new note:

➢ Click on the “e-me Notes” app, from your homepage in e-me.
NOTE: If "e-me Notes" app is not installed in your homepage, you can install it from the e-me store.

➢ Select “New note” and type the text you want in the right panel (Figure 41).
Your note is automatically saved in e-me's “Files” app, in a folder named “Notes”. The text you type first in the note will be the filename of the note.

Figure 41: e-me Notes: Create a new note.

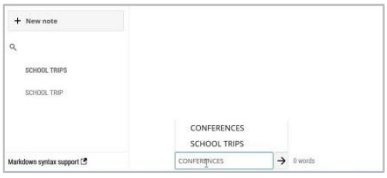
To edit a note, select "Markdown syntax support” in the bottom left menu and follow the instructions given there.

How can I organize my notes in categories?

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

➢ type the name of the category you want to create and select the arrow to save the category or

- choose one of the categories you have created,



Εικόνα 42: e-me Notes: Organize notes in categories

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

How can I edit my Notes?

You can edit a note in two ways:

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

How can I share Notes?

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

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

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

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

12. e-me bookmarks

What is the “e-me bookmarks” app?

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

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

With "e-me bookmarks" app you can:

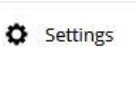
- create, collect and store in e-me bookmarks (URLs) for favourite or frequently visited websites, so that you can easily navigate them whenever you want,
- organize your bookmarks by adding description and tags for easy search,
- sort your bookmarks alphabetically, or by those most visited, recently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

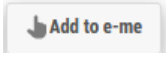
You can also:

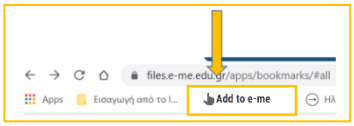
- export the list of all your bookmarks to an html format file,
- import a list of bookmarks shared with you by other e-me members.

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

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

- Click on the browser you usually use.
- Display your Bookmarks bar (if not visible already). Remember that *the bookmarks bar is at the top, below the search bar.*
- From your browser, go to https://e-me4all.eu/ and log in to e-me.
- From your homepage in e-me, click on “e-me bookmarks” app, after having previously installed the app from “e-me store”.
- Click on 

at the bottom, left menu of “e-me bookmarks” app.
- Find the “Add to e-me” 

button. Click on it and drag and drop it to the bookmarks bar (the one that you made visible). Once you drop it, the button will appear in the bookmarks bar. 

How can I create/ add bookmarks?

To create a bookmark:

- Locate and click on the website you are interested in.
- Click on "Add to e-me" button from the browser's bookmarks bar.

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

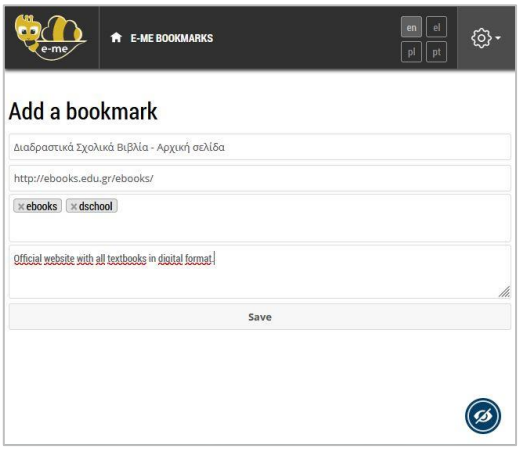


Figure 43: e-me bookmarks: Add a bookmark

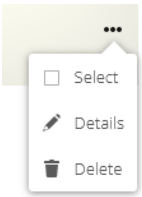
Alternatively: From “e-me bookmarks” app:

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

How can I navigate my bookmarks?

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

How can I organize or edit my bookmarks?



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

13. Calendar (e-me Calendar)

What is the “Calendar” e-me app?

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

What can I do with “Calendar” app?

Using “Calendar” app you can:

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

You can, also:

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

How can I use “Calendar” app of e-me?

How can I create a calendar?

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

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

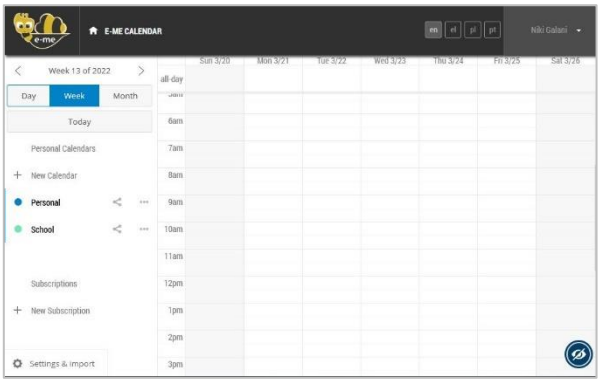


Figure 44: e-me Calendar: Create New Calendar

- Create “New Calendar” from the left menu (see Figure 44).
- In the “Name” field that appears, type the name of the new calendar and then click the ✓ button.
- Your new calendar is ready and appears on the list marked by colour indication (dot).

How can I log events in the calendar?

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

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

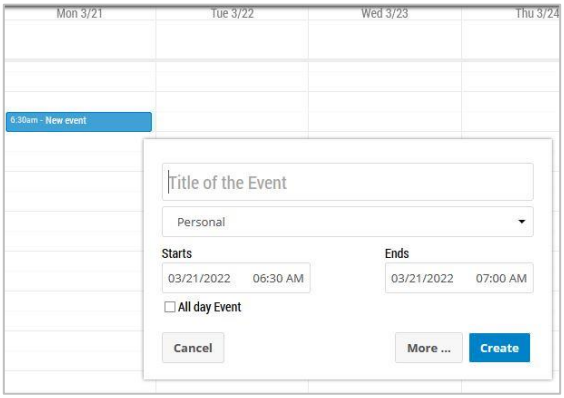


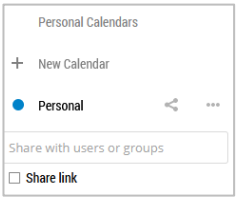
Figure 45: e-me Calendar: Add new event

- In the field that appears (see Figure 45) type the Title of the event.
- Choose from the list the Calendar in which you wish to create an event.
- If it’s about an All-day event, you can click on the respective field.
- Fill in, if you like, the date and time the event starts or ends.
- Click on the “Create” button, so as to create the event.

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

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

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



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

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

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

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

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

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

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

To import an iCal file format calendar from external sources:

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

14. Hive's apps

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

e-me Poll

What is the "Poll" e-me app?

"Poll" is an app of e-me for creating and conducting polls for a group, and in particular for members of a hive. The purpose of conducting a poll is usually to identify the opinion of pupils on a matter of interest.

The app operates only within a hive, where there are members (teachers and pupils). To install the app in your hive, go to "hive e-me Store", locate it and click "Install". Only the Administrator of a hive is eligible to create and edit a poll, while the members of this hive can take part in the poll.

How can I create a new poll?

- Click on "Poll" app and select "New".
- Fill in the question of the poll and its expiration date.
- Fill in the available answer options to your question. You can add additional potential answers.

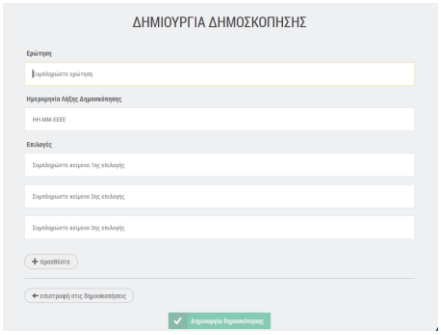


Figure 46: e-me Poll: Create a Poll

How can I participate in a new poll?

Once hive members enter the poll page, they are able to select one of the available answer options for the question asked.

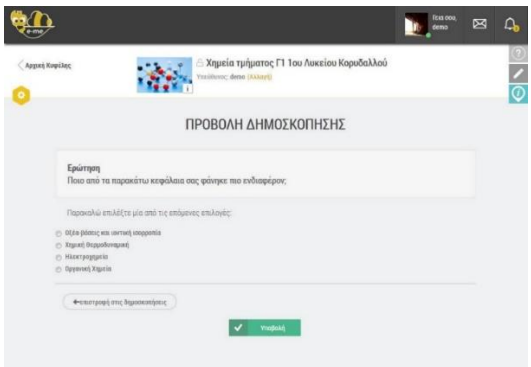


Figure 47: e-me Poll: view/ participate in a poll

Classroom Plan

What is the "Classroom plan" e-me app?

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

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

How can I use the classroom plan?

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

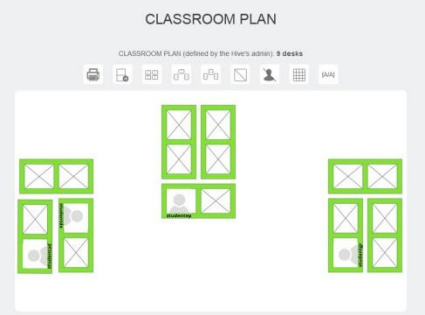


Figure 48: e-me Classroom Plan

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

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

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PAFSE project partners

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