



D6.3

**iTEC environments' manual:
The People & Events
Directory**

version 2

June 2013



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1 The iTEC People & Events Directory

1.1 Purpose and scope

The purpose of the iTEC People & Events directory is to provide teachers with a directory of:

- people who can contribute to the realization of iTEC learning stories and activities
- events around which learning story implementation and learning activities may be organized.

The People & Events directory deals with information gathered about those two types of resource: *people* and *events*. Information about those two resource types is recorded in and can be retrieved from the People & Events directory.

The People & Events directory relates to and can at a later stage be accessed from within the framework of the iTEC composer, which is described in a separate section of D6.3.

1.2 Key concepts and relations

In order to understand the role and functionality of the People & Events directory, you need to understand the concept of resources and the different types we have in the iTEC project.

Within the pedagogical framework we have the concept of *learning activities*. Learning activities are the activities that teachers and learners perform as part of the teaching and learning processes. Examples of activities are, for instance, setting up topics for group work, gathering information or data about an issue, analyzing those data by means of specific tools, getting input from external experts etc.

Learning activities are typically based on or supported by *resources* of different kinds. In iTEC we focus on two somewhat different groups of resources. One group contains resources such as content, people, and events. The common denominator of this group is the fact that they all provide some kind of input to the learning process and activities. Content resources provide straightforward information input to the learners and the learning process. In the same way experts may provide information, but they also add further input elements to the learning process in terms of for instance discussions. Events may provide information of various kinds, but like experts they may also provide a different kind of input in terms of, for instance, a broader framing context for the learning process.

The other group of resources contains all the tools and services that may be used to support learning activities in various ways apart from providing input of the above-mentioned kinds. In this group we find a wide range of technical tools that may be integrated into or used to support the activities. These resources are described and handled in the composer.

As the name implies, the People & Events directory is concerned only with these two types of resources.

2 People

At the time of writing the iTEC People & Events directory can be accessed in a beta version here: <http://ariadne.cs.kuleuven.be/itec-directory/main/searchPerson.html>. Things like being able to login are still under construction, and currently there are only few people registered – this is because of authentication and authorization (including privacy issues) must be resolved before entering personal data. You can create new users in the directory as well as search and edit existing user information.

Please notice that in order to create or search user information you need to have *Contributor* chosen in the top menu:

iTEC Directory^{BETA} List New Contributor

Contributor
Event

Found 41 result(s)

These Contributors

are of the selected category	
author	1
counsellor	2
expert	17
learner	3
manager	4
other	5
parent	1
teacher	17

know all of the selected languages

live in the selected country

are expert in all of the selected subjects

can be contacted through all of the selected channels

Pasi Kurttila
Pedagogical coordinator in Finland in iTEC-project
More · Edit · Know · Trust

Kath Bradley
To be completed
More · Edit · Know · Trust

Maureen Haldane
Leads WP5 of the iTEC project
More · Edit · Know · Trust

giovanni nulli
to be completed

2.1 Add a new user to the directory

In connection with people you register information about a number of different things such as first and last name, email address, role, gender, expertise areas and levels, languages and contact channels. In the right-hand side of the screen, you can provide these information about a given person:


Erro! Utilize o separador Base para aplicar Overskrift 1 ao texto que pretende que apareça aqui. Erro! Utilize o separador Base para aplicar Overskrift 1 ao texto que pretende que apareça aqui.

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iTEC Directory^{BETA} List New Contributor Not logged in

General

Fields marked with * are mandatory

First Name*  User ID

Last Name*

Email Address* Birthday

May want to charge some costs: Yes No Unknown

Gender: Male Female

Organisational roles:

- administration manager
- advertising and public relations manager
- careers adviser
- comenius assistant
- multimedia designer
- museum curator
- policy and planning manager
- pre-school teacher

You can scroll down the list or you can use the menu of ‘tabs’ on the left-hand side for quick access to certain categories of information. In the menu you can move around the various tabs and thus enter information in any order you like. The information you add in a given tab will be there when you return to the tab whether you click the *Save* button or not before moving to a different tab.

2.1.1 The General tab

Some of the information is mandatory. This is the case with central items of information on the *General* tab (see picture above):

You have to provide a first name, a last name and an e-mail address. You may, but need not provide information on:

- Birthday
- May want to charge some costs
- Gender
- Organisational roles
- Role in iTEC
- Language
- Description of how you can contribute to learning activities
- Personal website
- Tags

Nor do you need to provide an image.

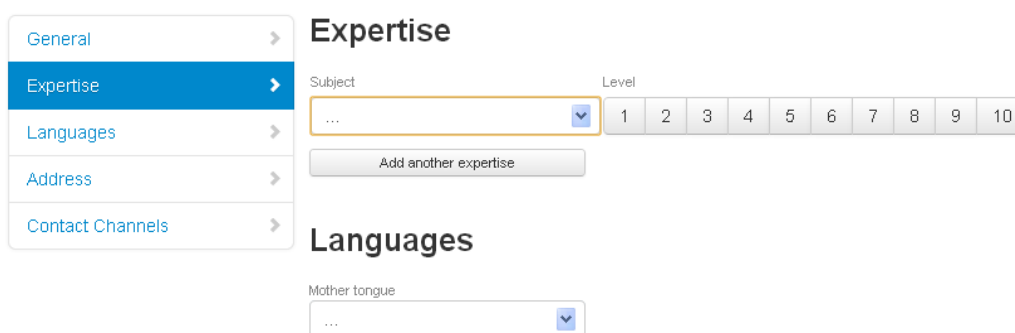
When you click the *Save* button, the information provided is stored in the directory for further editing. When you click on *Publish* the information is stored and

made available to teachers or others who search the directory for people to involve in a given learning story (however, as mentioned earlier, login is under construction so *Save* and *Publish* currently mean the same):

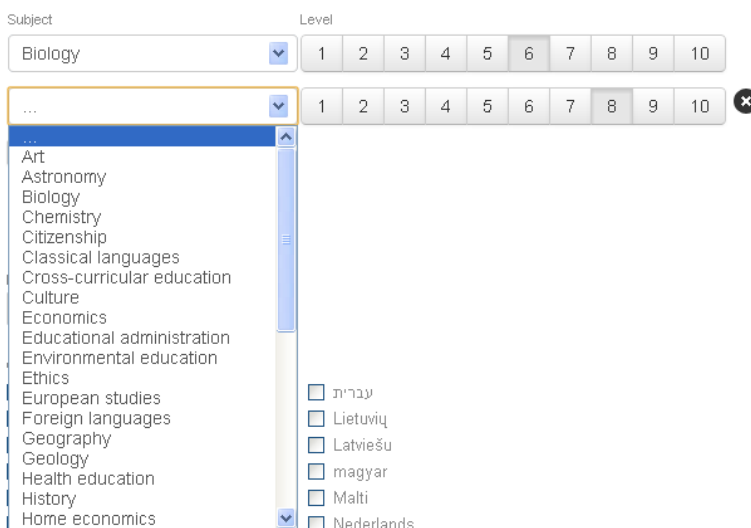


2.1.2 The Expertise tab

When you access the *Expertise* tab, you can add, edit and delete expertise areas. If you want to add a new expertise, you simply click the *Subject* box. This will show a drop-down box with a list of possible expertise areas to choose from. To the right are a set of level buttons to indicate the level of expertise (10 meaning you *really* are an expert):

The image shows the 'Expertise' tab interface. On the left is a sidebar with menu items: 'General', 'Expertise' (highlighted in blue), 'Languages', 'Address', and 'Contact Channels'. The main content area is titled 'Expertise' and contains a 'Subject' dropdown menu with a blue arrow, followed by a row of level buttons numbered 1 through 10. Below this is a button labeled 'Add another expertise'. The section below is titled 'Languages' and contains a 'Mother tongue' dropdown menu with a blue arrow.

If you want to add a new expertise, you simply click the *Add another Expertise* button. This will add a new empty expertise area and a new set of level buttons:

The image shows the 'Expertise' tab interface with a new expertise area. The 'Subject' dropdown is set to 'Biology'. Below it, a new 'Subject' dropdown is open, showing a list of subjects: Art, Astronomy, Biology, Chemistry, Citizenship, Classical languages, Cross-curricular education, Culture, Economics, Educational administration, Environmental education, Ethics, European studies, Foreign languages, Geography, Geology, Health education, History, and Home economics. To the right of this dropdown is a row of level buttons numbered 1 through 10. A black circle with a white 'x' is visible to the right of the level buttons, indicating a delete function. Below the level buttons, there are checkboxes for various languages: עברית, Lietuvių, Latviešu, magyar, Malti, and Nederlands.

If you want to delete an area of expertise, you simply click the icon (black circle with white x) that becomes visible to the right of the levels when you move the mouse over a given expertise (see picture above). If you want to save it immediately, click the *Save* button.

2.1.3 The Languages tab

This tab is quite self-explanatory. You indicate your mother tongue and check the languages that you are familiar with:

Languages

Mother tongue
Dansk

Other languages

<input type="checkbox"/> български	<input type="checkbox"/> עברית
<input type="checkbox"/> català	<input type="checkbox"/> Lietuvių
<input type="checkbox"/> čeština	<input type="checkbox"/> Latviešu
<input type="checkbox"/> Dansk	<input type="checkbox"/> magyar
<input checked="" type="checkbox"/> Deutsch	<input type="checkbox"/> Malti
<input type="checkbox"/> Ελληνικά	<input type="checkbox"/> Nederlands
<input checked="" type="checkbox"/> English	<input type="checkbox"/> norsk
<input type="checkbox"/> español	<input type="checkbox"/> polski
<input type="checkbox"/> Eesti	<input type="checkbox"/> portugês
<input type="checkbox"/> suomi	<input type="checkbox"/> română
<input checked="" type="checkbox"/> français	<input type="checkbox"/> русский язык
<input type="checkbox"/> Gàeilge	<input checked="" type="checkbox"/> Slovenščina
<input type="checkbox"/> hrvatski	<input type="checkbox"/> Slovenščina
<input type="checkbox"/> Հայերեն	<input type="checkbox"/> svenska
<input type="checkbox"/> Íslenska	<input type="checkbox"/> Türkçe
<input type="checkbox"/> italiano	<input type="checkbox"/> українська мова

2.1.4 The Address tab

Here you can enter street name, zip code, city name and country:

Address

Street

Zip

City

Country

If you wish to delete information provided here, you simply delete the text entry of the field in question and then click *Save*.

2.1.5 The Contact Channels tab

The Contact Channels tab allows you to provide different channels by means of which a teacher or class may contact you. The possible channels are categorized as follows: ICT channel, telephone and email:

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Contact Channels

ICT Channel Connection string (e.g. skype name)

... [v]

Add another ICT channel Such as skype, facebook, twitter

Telephone Phone Number

... [v]

Add another phone number

Additional email addresses

[]

Add another email address

To add a channel, simply click the appropriate button. This will give you access to a drop-down box with a set of options. With *Internet Channel*, for instance, you get the following options:

ICT Channel

... [v]

Facebook

Twitter

LinkedIn

AIM

Jabber

MSN

Skype

YM

Select Skype or one of the other channels and add the appropriate identification such as Skype name in the text box next to the drop-down box.

In connection with the phone, you can select one of the following categories: Home, Work, Mobile, Fax, or Other.

The *Add Email Address* simply provides you with a text entry field where you can enter your email address.

With all the channels you can click *Add another ...* if you e.g. can be contacted through both Facebook and Skype.

2.2 Search

When you access the people search page of the directory (*List* in top menu), you get a list of people, and a set of filter categories:

Erro! Utilize o separador Base para aplicar Overskrift 1 ao texto que pretende que apareça aqui. Erro! Utilize o separador Base para aplicar Overskrift 1 ao texto que pretende que apareça aqui.

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ITEC Directory^{BETA} List New Contributor ~ Not logged in Search

Found 41 result(s)

These Contributors

are of the selected category

author	1
counsellor	2
expert	17
learner	3
manager	4
other	5
parent	1
teacher	17

know all of the selected languages

live in the selected country

are expert in all of the selected subjects

can be contacted through all of the selected channels

Pasi Kurttila
fi Pedagogical coordinator in Finland in ITEC-project
[More](#) · [Edit](#) · [Know](#) · [Trust](#)

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To be completed
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If you wish, you may select people directly from the list. There are, however, a number of possible search mechanisms.

2.2.1 Direct name search

If you want to find a specific person whose name you already know, you may simply enter his/her name in the search field at the top right of the page and hit the enter button.

If the person is found, you get the name, a short text about the person and maybe the possibility to choose the text in another language or visit a website of this person. If you click *More* you can see more details. You can edit the details by clicking *Edit*. *Know* and *Trust* are under construction. On the left side you can see a list of filters that applies to that particular person:

These Contributors

are of the selected category

expert	1
teacher	1

know all of the selected languages

Frans Van Assche
I'm working on this great project called ITEC
en nl
scholar.google.com/citations?user=DSeHaHQAAAAAJ&hl=en
[More](#) · [Edit](#) · [Know](#) · [Trust](#)

2.2.2 Filter-based search

You may also use the various filters on the search page to locate people (left-hand side). The filters are:

- Are of the selected category (author, counselor, expert ...)
- Know all of the selected languages
- Live in the selected country
- Are expert in all of the selected subjects

- Can be contacted through all of the selected channels

If for instance you want to find who has indicated a given area of expertise, you can start by selecting this. If you select the filter *language and literature*, for instance, the directory presents the people who have registered this area of expertise.

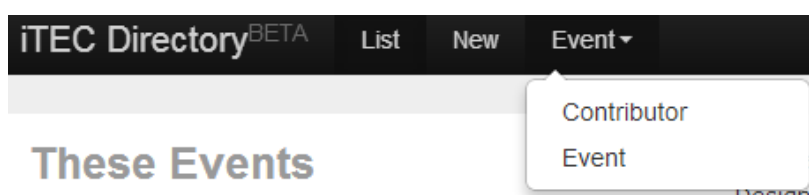
The screenshot shows a web interface with a sidebar of filters and a main area of contributor profiles. The filters on the left include: 'are of the selected category' (expert: 2, teacher: 1), 'know all of the selected languages', 'live in the selected country', 'are expert in all of the selected subjects' (cross-curricular education: 1, language and literature: active), and 'can be contacted through all of the selected channels'. The main area displays two profiles: 'Christian A. Gertsch' (Planning and coordinating work for the population of the iTec Directory of Events and Contributors (WP 9), with a URL and links for More, Edit, Know, and Trust) and 'Will Ellis' (Managing the ITEC project, with a URL and links for More, Edit, Know, and Trust). A pagination bar at the bottom shows '1' between left and right arrows.

You may now apply one of the other filters, for instance a given country or a given language. The number of people presented will naturally decrease the more filters are applied. Applying filters is one way of locating people one does not know beforehand based on their areas of expertise, languages spoken, country of residence, contact channel or category they belong to.

3 Events

Events are an interesting new kind of resource. Events can be lots of different things. However, in iTEC it was decided to focus on events that are of interest to teachers as part of their continuous professional development as well as Events that can contribute to learning stories and activities.

To add new events, edit or search for events you need to switch from *Contributor* to *Event* in the top menu:



3.1 Add a new event

In connection with events you register information in the same way that we saw in connection with people. First click *New* in the top menu. Then we have a set of tabbed entry forms covering different categories of information. In the right-hand side of the screen, you can see the categories of information that you can provide about a given event.

The list of categories functions as a tab menu located on the left-hand side of the screen. You may click any of these and move around the various tabs and enter information in any order you like. The information you add in a given tab will be there when you return to the tab whether you click the *Save* button or not before moving to a different tab:

Erro! Utilize o separador Base para aplicar Overskrift 1 ao texto que pretende que apareça aqui. Erro! Utilize o separador Base para aplicar Overskrift 1 ao texto que pretende que apareça aqui.

The screenshot shows the 'General' tab of the ITEC Directory BETA form. The form is titled 'General' and includes a note: 'Fields marked with * are mandatory'. The form contains the following fields and options:

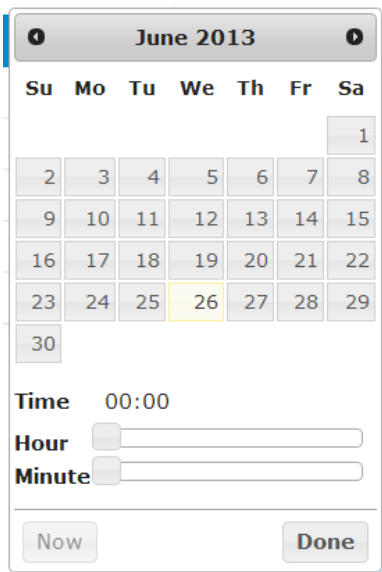
- Language:** A dropdown menu with a red asterisk indicating it is mandatory.
- Title:** A text input field with a red asterisk indicating it is mandatory. Below it is a button labeled 'Add another title'.
- Description:** A large text area with a red asterisk indicating it is mandatory. Below it is a button labeled 'Add another description'.
- Tags:** A text input field with the instruction '(Separate tags with a comma)'.
- Start date/time:** A date and time input field.
- End date/time:** A date and time input field.
- Website:** A text input field.
- Event type options:**
 - On-line or in-person event (checkbox)
 - Virtual online event (checkbox)
 - Live in-person event (checkbox)
 - Community event (checkbox)
 - Conference (checkbox)
 - Hot seat (checkbox)
 - In-service training (checkbox)
 - Meeting (checkbox)

At the bottom of the form, there are three buttons: 'Save', 'Publish', and 'Cancel'.

3.1.1 The General tab

As you can see from the screen dump above, events are registered with a title and a description (you also add what language is being used) and maybe tags. But events also need information about time and duration as well as information about the type of event. Finally events or the organizer of an event may also have a website reference.

Let's look first at the time fields: *Start date/time* and *End date/time*. When you click in one these two fields, you open a date and time picker control, see below:



This date picker behaves in much the same way that one is used to. In the top corners we have icons to go back and forth a month. Then we have sliders to select hour and minute. There is also a button to set the time to *Now*. Once you have selected the date and time of the event, simply click *Done* to close the picker control. The value of the date/time field is updated automatically whenever you select values in the picker control, whether you select *Done* or not. So be careful not to alter any values ‘by accident’.

Most of the other fields are simple text entry fields or drop-down boxes that require little additional explanation.

3.1.2 The Location tab

This is where you provide the name of the location, the location type (from a drop-down list) and the address.

3.1.3 The Languages tab

Here you can indicate the language(s) of the event. This is done by checking the relevant languages:

3.1.4 The Subject tab

In the *Subjects* tab you can indicate the subjects that the event covers or relates to. Again this is done simply by checking on or more of the categories listed:

- General >
- Location >
- Languages >
- Subjects >**
- Intended Audience >
- Recurrence >

Subjects

- | | |
|---|--|
| <input checked="" type="checkbox"/> Art | <input type="checkbox"/> Informatics/ICT |
| <input type="checkbox"/> Astronomy | <input type="checkbox"/> Language and literature |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Law |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Citizenship | <input type="checkbox"/> Media education |
| <input type="checkbox"/> Classical languages | <input type="checkbox"/> Music |
| <input type="checkbox"/> Cross-curricular education | <input type="checkbox"/> Natural sciences |
| <input type="checkbox"/> Culture | <input type="checkbox"/> Philosophy |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Physical education |
| <input type="checkbox"/> Educational administration | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Environmental education | <input type="checkbox"/> Politics |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Pre-school education |
| <input type="checkbox"/> European studies | <input type="checkbox"/> Primary education |
| <input type="checkbox"/> Foreign languages | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Geography | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Geology | <input type="checkbox"/> School-community relationship |
| <input type="checkbox"/> Health education | <input type="checkbox"/> Social sciences |
| <input type="checkbox"/> History | <input type="checkbox"/> Special (needs) education |
| <input type="checkbox"/> Home economics | <input type="checkbox"/> Technology |

3.1.5 The Intended Audience tab

Here you may enter information about the educational context and person category. Is the event e.g. intended for primary school learners?

3.1.6 The Recurrence tab

Finally you can enter if the event follows a recurrence pattern. *Yearly* is chosen in the example below, and you have to provide information on the date and the range of recurrence:

Recurrence

Recurrence pattern

None Daily Weekly Monthly **Yearly**

Every 1 January

The first Monday of January

Range of recurrence

Start:

No end date

End after: 10 occurrences

End by:

Once you have registered all relevant information about the event, you simply click the *Save* button (bottom left).

3.2 Search

When you click *List* in the top menu and access the event search page of the directory, you get a list of events and a set of filter categories:

The screenshot shows a search results page with a header indicating "Found 80 result(s)". On the left, there are filter categories under the heading "These Events":

- are of the selected kind
 - community event: 7
 - conference: 18
 - in-service training: 3
 - other: 25
 - school event: 5
 - seminar: 2
 - virtual meeting: 5
 - workshop: 13
- use all of the selected languages
- take place in the selected country
- are about all of the selected subjects
- happen in the selected place

On the right, there are three event listings:

- Dog painting - fictitious event**
Design Dalmatians from Labradors.
www://dogeatdog.com
More · Edit · Like
- ITEC international teacher training**
Teacher workshop on the design of innovative Learning Activities
http://itec.eun.org/web/guest/training
More · Edit · Like
- it evento**
it fictional event
More · Edit · Like

Below these, there is a section for "To be completed" with a language selector showing "en" and "hu" buttons, and the text "hu To be completed". Below this, there are "More · Edit · Like" links.

If you see the name of an event you are interested, you may select the event directly from the list. There are, however, a number of possible search mechanisms.

3.2.1 Direct event search

If you want to find a specific event the name of which you already know, or an event relating to a specific concept, you may simply enter the complete name, or just an individual word or phrase that is found in the name or the description field, in the search field at the top of the page and hit the enter button.

This will give us hits displaying the event name, the description, maybe a link to a related website and the possibility to see *More* about the event or *Edit* the event. *Like* is still under construction.

3.2.2 Filter-based search

You may also use the various filters on the search page to locate events (left-hand side). The filters are:

- Are of the selected kind (community event, conference ...)
- Use all of the selected languages
- Take place in the selected country
- Are about all of the selected subjects
- Happen in the selected place

If for instance you want to find an event that has some relevance to the subject *biology*, you may select *biology* as your first filter.

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If I select *biology* as my first filter, for instance, the directory presents fourteen events at the moment. I may now apply one of the other filters, for instance, a given country or a given language. If I select *German* under languages, only one result will show up:

Found 1 result(s)

These Events

- ▲ are of the selected kind
 - community event 1
 - virtual meeting 1
 - workshop 1
- ▲ use all of the selected languages
 - English 1
 - French 1
 - German active**
 - Slovak 1
- take place in the selected country
- ▲ are about all of the selected subjects
 - biology active**
 - cross-curricular education 1
 - environmental education 1
 - geography 1
 - geology 1
 - natural sciences 1
 - school-community relationship 1

de AlpenWoche, erneuerbare Alpen
de Zum ersten Mal in der Geschichte der Alpenkonvention findet die Konferenz der Mitgliedstaaten gleichzeitig mit der AlpenWoche statt. Dadurch, dass beide Veranstaltungen gleichzeitig 2012 in Poschiavo stattfinden, sendet die Schweizer Präsidentschaft ...
<http://www.alpweek.org/2012/>
[More](#) · [Edit](#) · [Like](#)

← 1 →

Applying filters is one way of locating events one does not know beforehand based on their subject area, country, languages, place or kind of event.