



Creation of a EUropean e-platform of MENTORing and coaching for promoting migrant women in Science, Technology, Engineering and Mathematics

Virtual Hub User Guidelines



Outline

- Create an account
- Login
- Different roles
- User interface
- Settings
- Preferences
- Forum
- Next steps

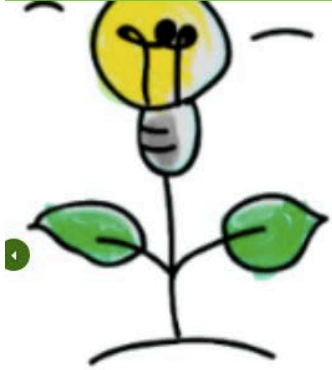
Create an account



You are not logged in. (Log In)

EU
MENTOR
STEM

English (en) ▾



STEM

EUMENTORSTEM:
Empowering migrant
woman through
mentoring

[Know More →](#)

- General Forum
- Mentors Forum

Available courses

To create a new account, press **Log in**

Login into your account

Username

Password

Username



Password



LOG IN

[Forgotten your username or password?](#)

Remember username

LOG IN AS A GUEST

Is this your first time here?

For full access to this site, you first need to create an account.

CREATE NEW ACCOUNT

Click on **CREATE NEW ACCOUNT**



New account

▾ Collapse all

▾ Choose your username and password

Username!
- Missing username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Password!
- Missing password

▾ More details

Email!
address

Email!
(again)

First name!

Surname!

City/town

Country

CREATE MY NEW ACCOUNT



CANCEL

An email is sent to verify your email address

Login

Login into your account

Username Password

Username  Password  LOG IN

[Forgotten your username or password?](#) Remember username

LOG IN AS A GUEST

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CREATE NEW ACCOUNT

Login into your account

Different roles

Roles defined for VirtualHUB

Different rights and permission depending on the role of every user.

– Manager

- the general administrator of the site, mainly from the technical point of view
- At least one from EDEM

– Course creator

- At least one per partner
- Many rights concerning course creation and users' administration

– Mentors (Teacher)

- Everyone who creates a lesson
- (S)he can manage the lesson created by her/himself

– Mentees (Student)

- Every user enrolled in a course

User Interface



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Available courses



EUMentoring Kit didattico per studentesse ispirato alla metodologia MentoringCircles™



Εγχειρίδιο εκπαιδευτών EUMentoring, εμπνευσμένο από τη μεθοδολογία των κύκλων συμβουλευτικής (Mentoring Circles™)



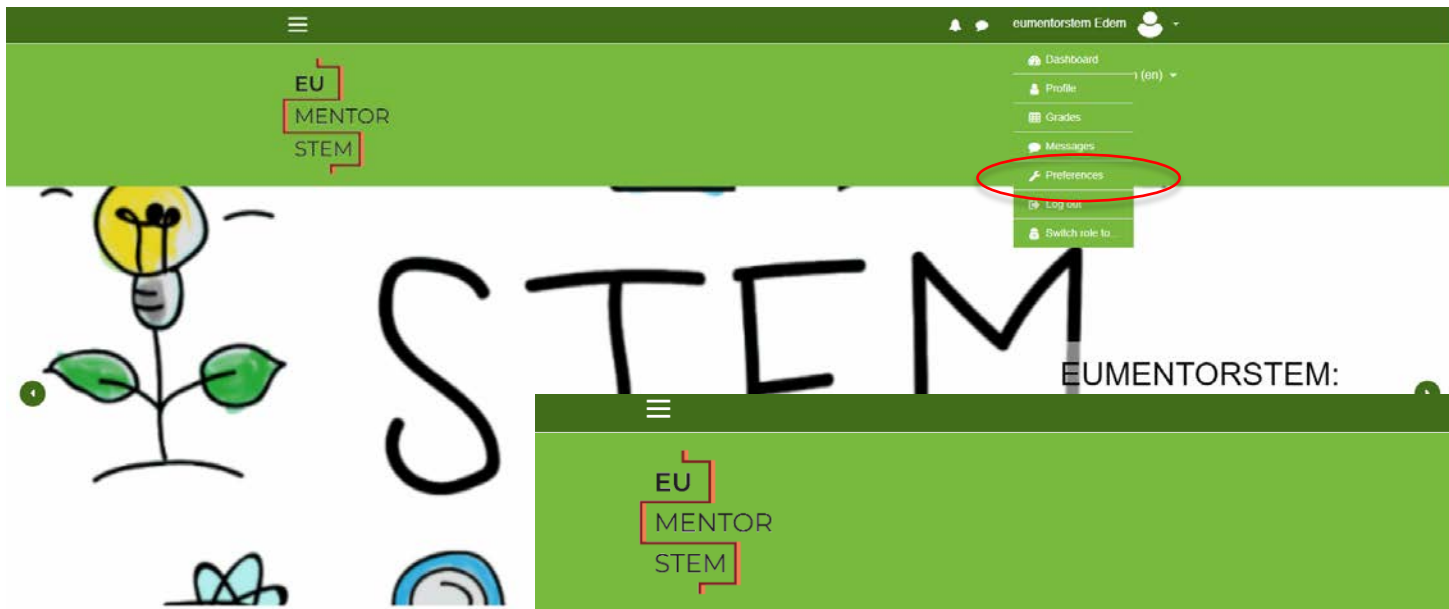
EUMentoring learner's kit inspired by the Mentoring Circles™ methodology



EUMentoring trainer's kit inspired by the Mentoring Circles™ methodology

Front page, when logged in

Preferences



*From the **Preferences** menu, you can set your preferences for your account (edit profile, set your preferred languages etc.*

A screenshot of the user preferences page for 'eumentorstem Edem'. The page has a white background and a green header. The header contains a user profile icon and the name 'eumentorstem Edem'. Below the header is a breadcrumb trail: 'Home / Dashboard / Preferences'. The main content area is titled 'Preferences' and is divided into three columns of settings boxes. The first column is 'User account' with options: Edit profile, Change password, Preferred language, Forum preferences, Editor preferences, Course preferences, Calendar preferences, Message preferences, and Notification preferences. The second column is 'Roles' with options: This user's role assignments, Permissions, and Check permissions. The third column is 'Badges' with options: Manage badges, Badge preferences, and Backpack settings. To the right of the 'Roles' and 'Badges' boxes is a fourth column titled 'Blogs' with options: Blog preferences, External blogs, and Register an external blog.

Forum



- General Forum
- Mentors Forum

Available courses

Font page-there are two types of forum

EUMentorSTEM

Home / Site pages / General Forum



SEARCH FORUMS

General Forum



ADD A NEW DISCUSSION TOPIC

Discussion	Started by	Replies	Last post
stgwr	 eumentorstem Edem	0	eumentorstem Edem Fri, 2 Feb 2018, 2:45 PM 

◀ Site announcements

Jump to... ▾

Mentors Forum ▶

You can add a new discussion topic in the General forum

EUMentorSTEM

Home / Site pages / General Forum / new forum / Edit

General Forum

Expand all

Your new discussion topic

Subject: new forum

Message: Just for test

Attachment: Discussion subscription

Maximum size for new files: 500KB, maximum attachments: 9

Files

You can drag and drop files here to add them.

Pinned

Display period

Tags

SAVE CHANGES CANCEL

There are required fields in this form.

Site announcements

Jump to...

Mentors Forum

Adding a new discussion topic:

EUMentorSTEM

Home / Site pages / General Forum



SEARCH FORUMS

Your post was successfully added.

You have 30 mins to edit it if you want to make any changes.

Betty Rouni will be notified of new posts in 'new forum' of 'General Forum'

General Forum

ADD A NEW DISCUSSION TOPIC

Discussion	Started by	Replies	Last post
new forum	Betty Rouni	0	Betty Rouni Mon, 10 Dec 2018, 1:40 AM
stgwr	eumentorstem Edem	0	eumentorstem Edem Fri, 2 Feb 2018, 2:45 PM

◀ Site announcements

Jump to... ▾

Mentors Forum ▶

The creator of every discussion topic is notified of the posts created in it

EUMentorSTEM

Home / Site pages / General Forum

SEARCH FORUMS

General Forum



ADD A NEW DISCUSSION TOPIC

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◀ Site announcements

Jump to...

Mentors Forum ▶

Once logged in (here the logged-in user is “eumentorstem Edem”) you can subscribe to a discussion topic by clicking on the open envelope

EUMentorSTEM

Home / Site pages / General Forum

SEARCH FORUMS

General Forum



ADD A NEW DISCUSSION TOPIC

Discussion	Started by	Replies	Last post
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◀ Site announcements ▼ Mentors Forum ▶

Now you have been subscribe to a discussion topic (envelope is closed)



EUMentorSTEM

Home / Site pages / General Forum / new forum

SEARCH FORUMS

General Forum new forum

Subscribe

stgwr

Display replies in nested ft | Move this discussion to ... | MOVE | PIN

new forum
by Betty Rouni - Monday, 10 December 2018, 1:40 AM
fdsfsd

Permalink | Edit | Delete | Reply

stgwr

Site announcements | Jump to...


Mentors Forum

You can reply to a post

EUMentorSTEM

Home / Site pages / General Forum / new forum / Reply

General Forum

 new forum
by Betty Rouni - Monday, 10 December 2018, 1:40 AM
fdsdfsd

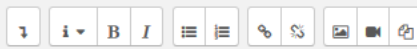
[Permalink](#) | [Edit](#) | [Delete](#)

▼ Collapse all


▼ Your reply

Subject





Message


just for test!


Attachment

Discussion subscription 

Maximum size for new files: Unlimited, maximum attachments: 9

Files


You can drag and drop files here to add them.

Replying to a post:

Next steps

- Teacher's kit
 - Translate and send to EDEM the teacher's kit
 - Create new pdf files for every chapter-follow the format of the English version.
 - Once uploaded, check if there is any issue, especially regarding the language.

Next steps

- Learner's kit
 - Translate and send to EDEM the learner's kit
 - Create new pdf files for every chapter-follow the format of the English version.
 - Once uploaded, check if there is any issue, especially regarding the language.

Next steps

- Create new accounts for your mentees (the “course creator” of every partner) or just tell every mentee to create her own account
- Send us an email with the list of mentees for every course, to enroll them.