

The Platform is build in order to manage the AMWAS Autumn School & Workshop, providing the users the documents used during the Workshop, the courses proposed during the School and their resources.

The two events will be separated into two sections in order to maintain the difference between the proposed materials and events; this led to the spotting of three different roles a user can assume, two linked to the Autumn School and one to the Workshop:

1. *Professor view*
2. *Student view*
3. *AMWAS Workshop view*

While during the Autumn School you will be or a Professor or a Student (but not both), you may be a participant of both School and Workshop; in this case, you can shift between the two sections by changing your role activity. For example, if you are a professor of the Autumn School (view 1) and you also participate to the workshop, you can switch between these two roles by clicking on the *Activity* area in the upper menu of the given view.

In **Professor view**, you can upload and manage the resources linked to the courses you teach as well as evaluate the exercises you assign to students. In order to upload a new resource you have to:

- a. select the course you want to link the resource to in the course list in the home page;
- b. choose the link *Resource Upload* in the *Selected Course* box;
- c. choose which type of resource you want to upload (the resource could be a file or a link) in the *Upload a Resource* box and fill the following form.

The exercises you want to assign to student are considered as course resources, so they must be uploaded with the above procedure with resource type equal to Exercise.

In order to manage the uploaded resources (modify or delete) you have to:

- a. select the course you want to link the resource to in the course list in the home page;
- b. choose the link *Resource Upload* in the *Selected Course* box;
- c. choose the resource you want to modify/delete from the lists *File Resources* or *Link Resources*.

In order to evaluate and download a students' exercise you have to:

- a. select the course you want to link the resource to in the course list in the home page;
- b. choose the link *Details* in the *Selected Course* box;
- c. choose the *Assignments* in the *Course* box;
- d. choose the exercise you want to see and select its file to download it or the link *Evaluate* to give it a mark.

ALL THESE PROCEDURES CAN BE PERFORMED ON ONE RESOURCE AT TIME, IF YOU HAVE TO UPLOAD/MANAGE/EVALUATE MORE THAN ONE DOCUMENT/LINK PLEASE DO AGAIN THE OPERATIONS.

In **Student View**, you can download the resources linked to the courses you attend as well as upload the reports and exercises assigned to you. In order to download course resources you have to:

- a. select the course you want to link the resource to in the course list in the home page;
- b. choose the link *Resources* in the *Course Details* box;
- c. choose the resource you want in the *File Resources* list and select its file to download it.

The exercises assign to you are considered as course resources with type equal to Exercise, so they must be downloaded with the above procedure.

In order to upload an exercise you have to:

- a. select the course you want to link the resource to in the course list in the home page;
- b. choose the link *Assignments* in the *Course Details* box and complete the form;

ALL THESE PROCEDURES CAN BE PERFORMED ON ONE RESOURCE AT TIME, IF YOU HAVE TO UPLOAD/DOWNLOAD MORE THAN ONE DOCUMENT/LINK PLEASE DO AGAIN THE OPERATIONS.

In **AMWAS Workshop view**, you can download the paper presented during the workshop. If you are also a Workshop speaker (as well as a participant), you will have also the possibility to upload the papers into the workshop repository.

In order to download papers you have to:

- a. select the resource you want in the *Workshop Resources* list in the Home Page;
- b. select its file to download it in the *Selected Resource* box (you will see also the paper's authors in the *Authors* box).

In order to upload a new paper you have to:

- a. select the link *Upload a Resource* in the *As Speaker you can...* box in the home page;
- b. complete the form;
- c. enter the data required for the authors; if the paper has more the one author select the *Add row* button in the form to add another row.

ALL THESE PROCEDURES CAN BE PERFORMED ON ONE RESOURCE AT TIME, IF YOU HAVE TO UPLOAD/DOWNLOAD MORE THAN ONE DOCUMENT PLEASE DO AGAIN THE OPERATIONS.

(1) Professor view

The view is divided into four main areas:

- Course Area (the first you enter after log-in),
- Personal Area and
- School Schedule.

The Course Area allows you to browse and manage the courses you teach in AMWAS Autumn School. The area is divided into five pages:

- *Teaching* (the first page you enter after login): here you find the list of courses you are teaching; select one to see its details;
- *Courses Home Page*: here you find the details of the courses and the links to the management pages;
- *Course Information*: here you find the list of the participant to this course, the course's professor (you!) and the "course's number" (number of students, teacher, resources and lectures);
- *Course Resources*: here you find the list of course's material (divided into Files and Links); you can also upload new materials by selecting the links into *Upload a Resource* box PLEASE UPLOAD HERE THE EXERCISE YOU WANT TO ASSIGN TO YOUR STUDENTS;
- *View Assignment*: here you find the list of reports and exercises done by the students (for the selected courses); you can also give a mark to each assignment by selecting the *Evaluate* link.

IN ORDER TO VISUALIZE CORRECTLY ALL OF THESE PAGES, YOU HAVE TO SELECT A COURSES IN THE MY COURSES LIST (*Teaching* PAGE).

The Personal Area allows you to manage your account and personal information. The area is divided into four pages:

- *My Account* (the first page you enter after login): here you find your account and contact information and modify them with the link *Modify* under the two boxes; you can also add you CV selecting the link *Curriculum* under the *My Contacts* box;
- *Modify My Account*: here you can modify your account information, such as password and e-mail, and your personal data, such as Education Web Page or Addresses;
- *Modify My Curriculum*: here you can modify the CV file (as well as filename or description)
- *Documents & Certificates*: here you find and download all the general documents and certificate, such as reimbursement forms or policies.

In the School Schedule, you can find the schedule of AMWAS Autumn School 2008.

(2) Student view

The view is divided into four main areas:

- Course Area (the first you enter after log-in),
- Personal Area and
- School Schedule.

The Course Area allows you to browse the courses you are attending in AMWAS Autumn School and download the associated resource. The area is divided into five pages:

- *My Courses* (the first page you enter after login): here you find the list of courses you are attending, select one to see its details; you can find also the last resources (file and link) that has been uploaded in the platform;
- *Courses Detail*: here you find the details of the courses and the links to the resources and to your assignments;
- *Course Information*: here you find the list of the participant to this course, the course's professor and the "course's number" (number of students, teacher, resources and lectures);
- *Course Resources*: here you find the list of course's material (divided into Files and Links); YOU WILL FIND HERE THE EXERCISES ASSIGNED FOR THE COURSES (if there is any);
- *Assignments*: here you find the list of your reports and exercises (for the selected courses); you can also upload a new report or modify the ones you have entered.

IN ORDER TO VISUALIZE CORRECTLY ALL OF THESE PAGES, YOU HAVE TO SELECT A COURSES IN THE MY COURSES LIST (*My Courses* PAGE).

The Personal Area allows you to manage your account and personal information. The area is divided into four pages:

- *My Account*: here you find your account and contact information and modify them with the link *Modify* under the two boxes; you can also add you CV selecting the link *Curriculum* under the *My Contacts* box. There is also the possibility to add new reports (such as the evaluation of the School) that are required by the Staff and not linked to a course;
- *Modify My Account*: here you can modify your account information, such as password and e-mail, and your personal data, such as Education Web Page or Addresses;
- *Modify My Curriculum*: here you can modify the CV file (as well as filename or description)
- *Documents & Certificates*: here you find and download all the general documents and certificate, such as reimbursement forms or policies.

In the School Schedule, you can find the schedule of AMWAS Autumn School 2008.

(3) AMWAS Workshop view

The view is divided into three main areas:

- AMWAS Workshop (the first you enter after log-in),
- Personal Area and
- Workshop Schedule

The AMWAS Workshop Area allows you to browse among the papers presented in the Workshop. The area is divided into three pages:

- *Home* (the first page you enter after login): here you find the list of resources uploaded into the platform and inherent in the workshop;
- *List of Resources*: here you find the list of resources uploaded into the platform and inherent in the workshop and their authors;
- *List of Authors*: here you find the list of the authors and their articles.

IF YOU ARE A WORKSHOP SPEAKER:

If you are also a speaker besides a workshop's participant, you will be able to enter your talk paper (or any other document) and define its authors. In this case the *AMWAS Workshop* Area will have a further page:

- *Upload/Edit Resource*: here you can enter the resource data and upload the file; the next creation/upload step will allow you to define document's authors

You can reach this page also by selecting the link *Upload a Resource* in the *As Speaker you can...* box (*Home* page).

The Personal Area allows you to manage your account and personal information. The area is divided into four pages:

- *My Account*: here you find your account and contact information and modify them with the link *Modify* under the two boxes; you can also add you CV selecting the link *Curriculum* under the *My Contacts* box. There is also the possibility to add new reports (such as the evaluation of the School) that are required by the Staff and not linked to a course;
- *Modify My Account*: here you can modify your account information, such as password and e-mail, and your personal data, such as Education Web Page or Addresses;
- *Modify My Curriculum*: here you can modify the CV file (as well as filename or description);
- *Documents & Certificates*: here you find and download all the general documents and certificate, such as reimbursement forms or policies.

In the Workshop Schedule, you can find the schedule of AMWAS Workshop 2008.