



Project Acronym: **GreenNET**
Grant Agreement number: **527891**
Project Title: **Environmental Education through
Technology**

SCHOOL PORTAL GENERATOR MANUAL

This project has been funded with the support of Lifelong Learning program of the European Union. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

1 ABOUT THE SCHOOL PORTAL GENERATOR

The School Portal Generator is an easy way to set up a green Open Educational Resources (OERs) site for your school or educational community. As a solution it can serve two kinds of educational communities:

- Schools, educational communities, organisations or associations that do not have online presence so far. The Portal Generator offers to these groups a simple way to create a tailored to their needs space, in order to present their mission and activities, offer the educational material they choose to their audience and connect to social media.
- Schools, educational communities, organisations or associations that already have an established online presence and need to incorporate green OER for their audiences. With very simple steps and with no intervention/alteration of their website they can enhance it with an addition of a search space for green OER from the GLN collections.



Figure 1.1: Accessing the School Portal Generator through the GreenNET website

1.1 Green OER Social Portal application procedure

In order to create your School Portal, please visit <http://spg.latramis.com/welcome>

1. The first step to create your School Portal is to submit your application. Scroll down and find the space you see in Fig. 2.1. Press “Submit Application for your School Portal”



Figure 1.2 Apply for an Online Social Portal

- Continue with completing the submission form with the correct information required. All fields are mandatory so information needs to be provided.

IF YOU ARE A SCHOOL PRINCIPAL PLEASE COMPLETE THE FOLLOWING FORM TO REQUEST YOUR SCHOOL PORTAL.

IF YOU ARE A TEACHER YOU CAN PROPOSE THE SCHOOL PORTAL GENERATOR TO YOUR PRINCIPAL.

SCHOOL NAME: * <input type="text"/> <i>Type your school name e.g. Ellinogermaniki Primary School.</i>	PRINCIPAL NAME: * <input type="text"/> <i>Please provide your full name.</i>
DOMAIN NAME: * <input type="text"/> .spg.latraxis.com	EMAIL ADDRESS: * <input type="text"/> <i>Please provide a valid email address. The details of the school portal will be sent to this email.</i>
CITY: * <input type="text"/> <i>Type your city</i>	CONFIRM EMAIL ADDRESS: * <input type="text"/>
COUNTRY: * <input type="text" value="Greece"/> <i>Select your country</i>	<p>* All fields are required to proceed</p>

Figure 1.3 How to complete your Online Social Portal Submission Form

- Further on, the form gives the opportunity to select collections and appearance template before submitting your application. Regarding the collections, the submission page offers you a basic choice among four collections which further on can be expanded to many more collections.

SELECT COLLECTIONS FOR YOUR SCHOOL'S PORTAL:

- Open Discovery Space
- Green OER
- Cosmos
- Open Science Resources

SELECT THE LOOK FOR YOUR SCHOOL'S PORTAL:




- Bootstrap 
BOOTSTRAP BUSINESS
RESPONSIVE DRUPAL THEME
- Garland 
- Bartik 

Figure 1.4 Configure Collections and Appearance

4. Fill in the purpose of your micro-site and press Create your Portal.

PURPOSE: *

Type the main purpose of your school portal

CREATE YOUR PORTAL

Figure 1.5 Describe your Portal's Purpose

1.2 Your credentials and registration procedure

1. As soon as you submit your application you will receive a confirmation e-mail.

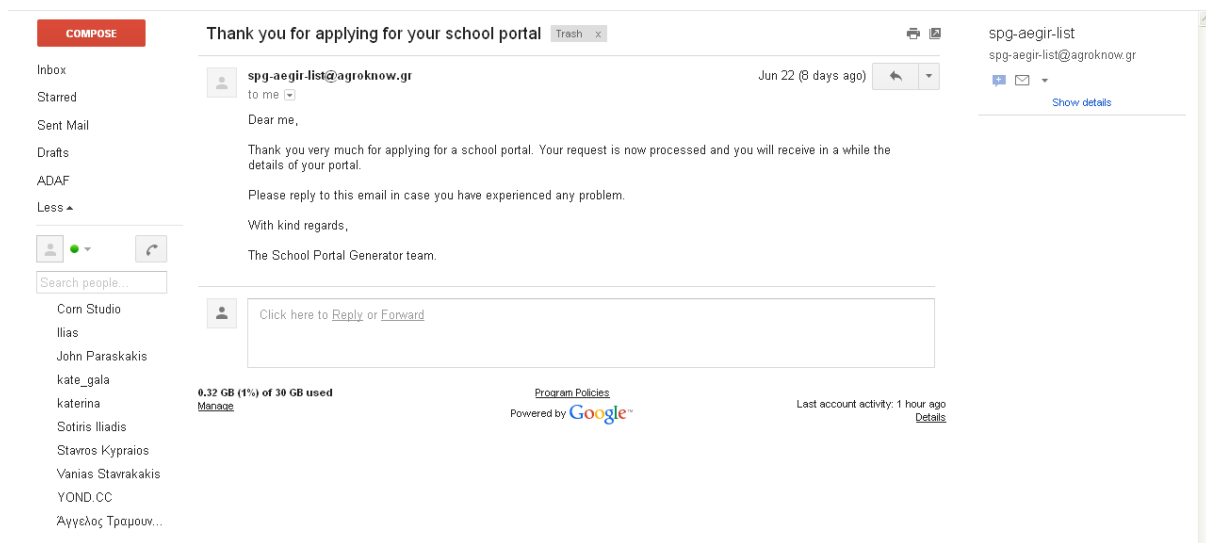


Figure 1.6 Confirmation e-mail

2. Following the confirmation you will receive a second e-mail with:
 - a) The link to your portal
 - b) An one - time login link where you will reset your password and pick one of your choice

katerinagalani,

Thank you for registering at School Portal Generator. You may now log in to <http://spg.latramis.com/user> using the following username and password:

username: katerinagalani
password: CJXfThYArT

You may also log in by clicking on this link or copying and pasting it in your browser:

<http://spg.latramis.com/user/reset/41/1423069024/45698100bbadbb539bc5829dc6e8ccff>

This is a one-time login, so it can be used only once.

After logging in, you will be redirected to <http://spg.latramis.com/user/41/edit> so you can change your password.

-- School Portal Generator team

Figure 1.7 Receive your Portal's credentials

3. Login the one-time link and reset your password.

Home / User account

User account

[Create new account](#) [Log in](#) [Request new password](#)

Username *

admin

Enter your GreeNET username.

Password *

Enter the password that accompanies your username.

LOG IN

Figure 1.8 Login to your Portal and configure it

You are now ready to visit your new School Portal, log in with your new password and configure it.

2 PORTAL CONFIGURATION

This is an on-going phase of your portal. It is editable and further customisable any time in order to always keep it up-to date with your developments; manually and easily without any external help.

You are now logged in you portal and in front of the administration dashboards. Let's see how you can customise the collections of Green Open Educational Resources and filters of your portal's discovery space.

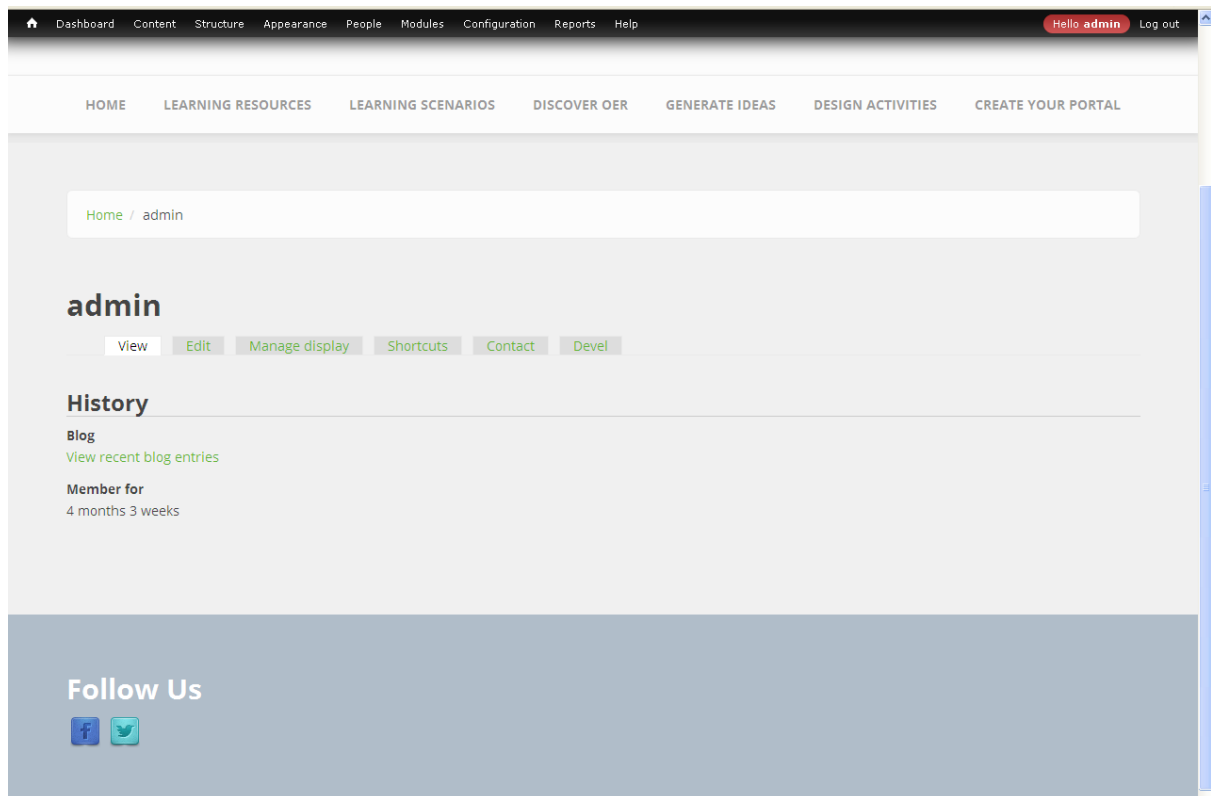


Figure 2.1 View of login administration dashboard

1. First you go up to the dashboard. Go to Configuration and then from AK Configuration to AK search settings.

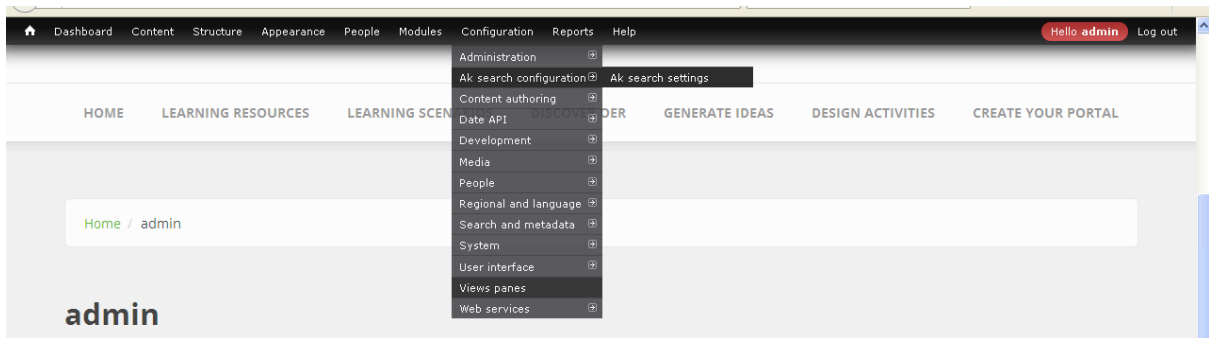


Figure 2.2 How to find the AK search module

These settings offer two types of choice over the content that make the OERs search more effective for the end users.

- a) It offers the option to select the collections that the portal administrator wishes to expose. Choosing your collections offers further freedom over the quality of the resources as you are able to choose the content providers that you consider to be trusted sources.
- b) It offers the option to choose among filters/facets that filter information according to their metadata. Therefore, it further enhances the effectiveness of the search as the end user is able to trace faster the resources that fit their exact needs.

Pressing the AK search settings a long list of all the collections the School Portal Generator offers will appear.

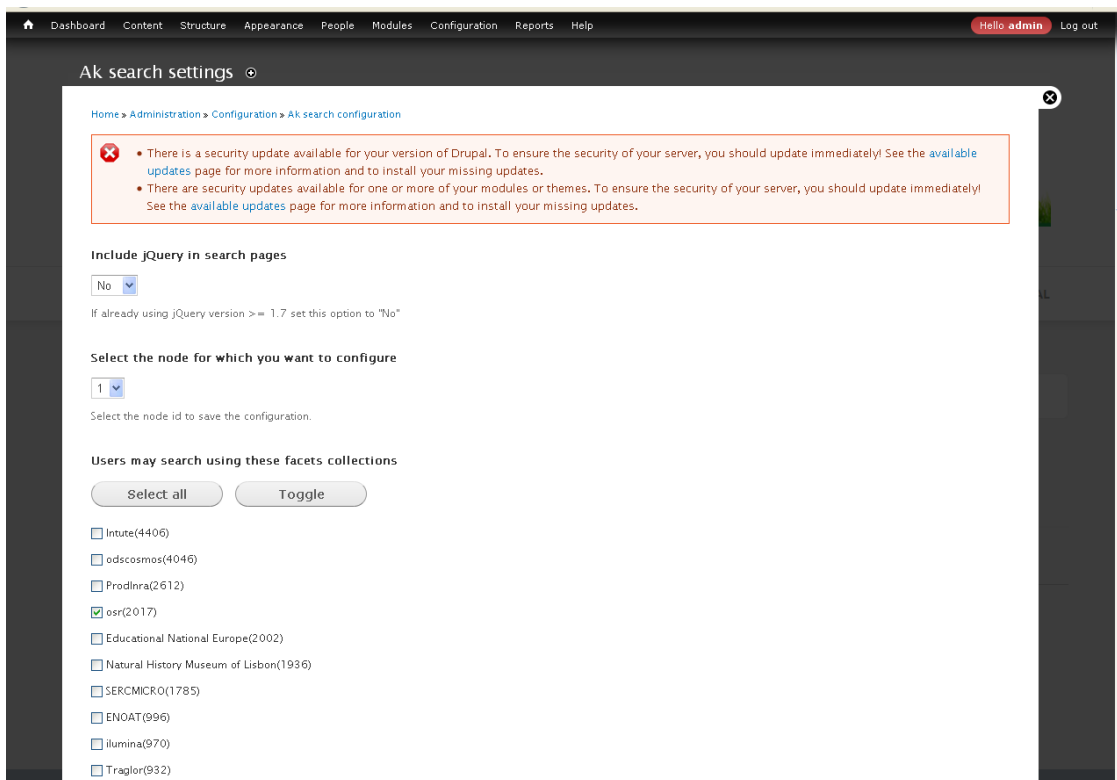


Figure 2.3 Select your OER Collections

- Choose the collections you are interested in and scroll down to set up the search filters of your discovery space. As you can see there, the pre-set filter is only by language. On top of that, you have the option to select filters by collection, context, resource type and end user role.

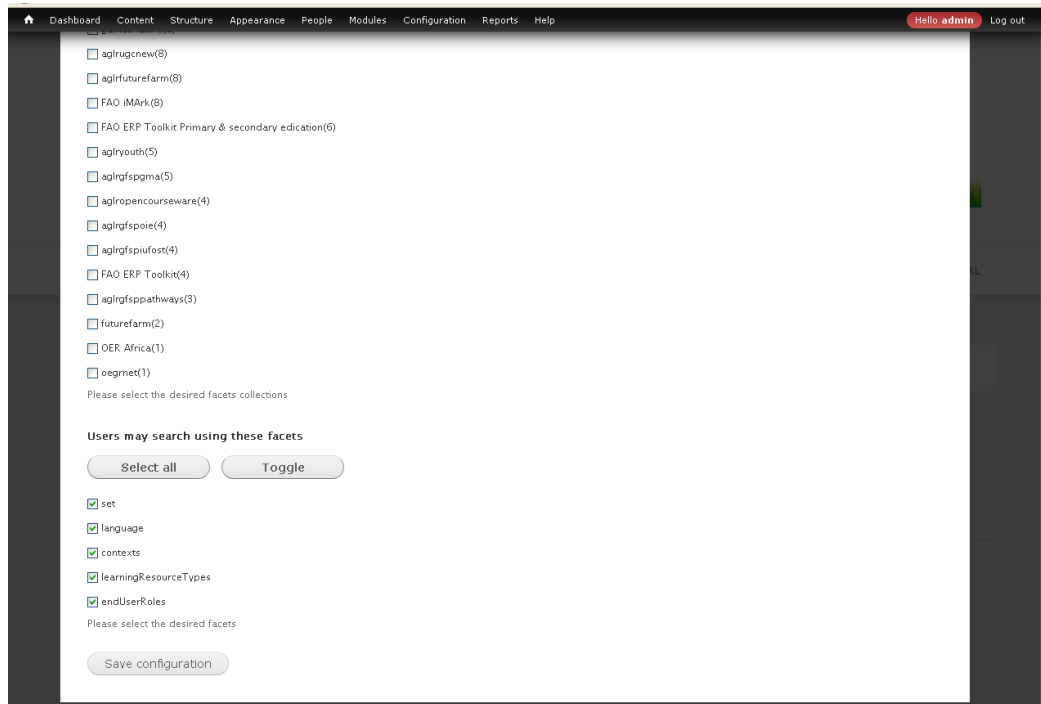


Figure 2.4 Select your Search Filters

- Once you are done with you choices, click on Save.
- You are ready to log-out and see how it looks for your visitors.

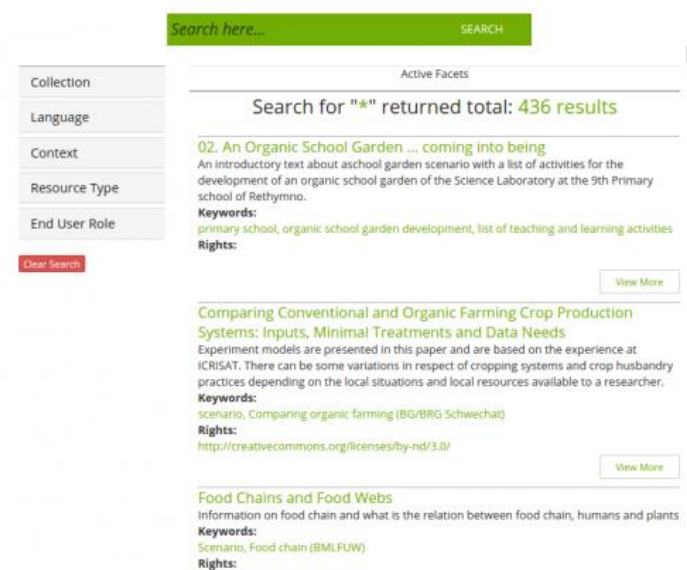


Figure 2.5 The end-user interface, searching with the AK Search Settings