



Safe Future in Mobility HUB User's Manual

for the Community on the Open Schools for Open Societies portal

<https://www.schoolofthefuture.eu/en/community/safe-future-mobility-hub>



The Safe Future in Mobility Hub

A community of practice for Safe Future educators offering them collaboration opportunities, educational materials & tools.

Members of the Safe Future Hub gain access to:

- innovative best practices and courses across service and disciplinary boundaries
- clarify their ideas and beliefs and
- examine different ways of thinking about teaching and reflect on their own practice.



A few words about OSOS

OSOS provides a powerful framework for school leaders and teachers to engage, discuss and explore:

- how their schools need to evolve, transform and reinvent
- how schools will facilitate open, more effective and efficient co-design, co-creation, and use of educational content, tools and services
- how schools can become innovation incubators and accelerators



How to use this manual



This manual has been created to support OSOS portal's Users. Here you will find step-by-step instructions for OSOS portal's most common actions.



On **slide #4** you can find a list with the most common actions of OSOS portal. On this list you can click on any use case, and you will be transferred to the detailed guide for this use case.



On the first slide of each use case's guide, you will find Users' categories with corresponding rights and a description of the process. On the next slides you can find step-by-step instructions for use case's completion through screenshots.



On the right bottom corner of each slide, you will find a home icon. By selecting it you will be transferred to the list of common actions (**slide #4**)



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Click on the Safe Future logo at the bottom right corner of each page to return to the Index →



SAFE FUTURE
IN MOBILITY

Users:

- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers

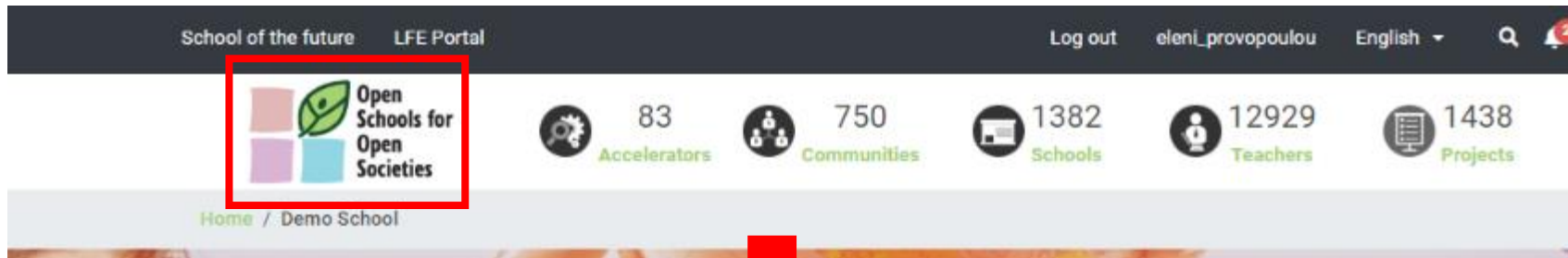
1. How to go to OSOS Portal Home Page



1. Go to OSOS Portal Home

Step by step

i. Independently of the page the User visits, after selecting the OSOS logo on the top of the page, the User will be transferred to OSOS Portal Home page.



1. Go to OSOS Portal Home

Step by step

ii. In case the User has been transferred to School of the Future Home page and wants to be transferred to OSOS Portal Home page, the User need to select “OSOS Portal” option



Users:

- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers
- ✓ Visitors

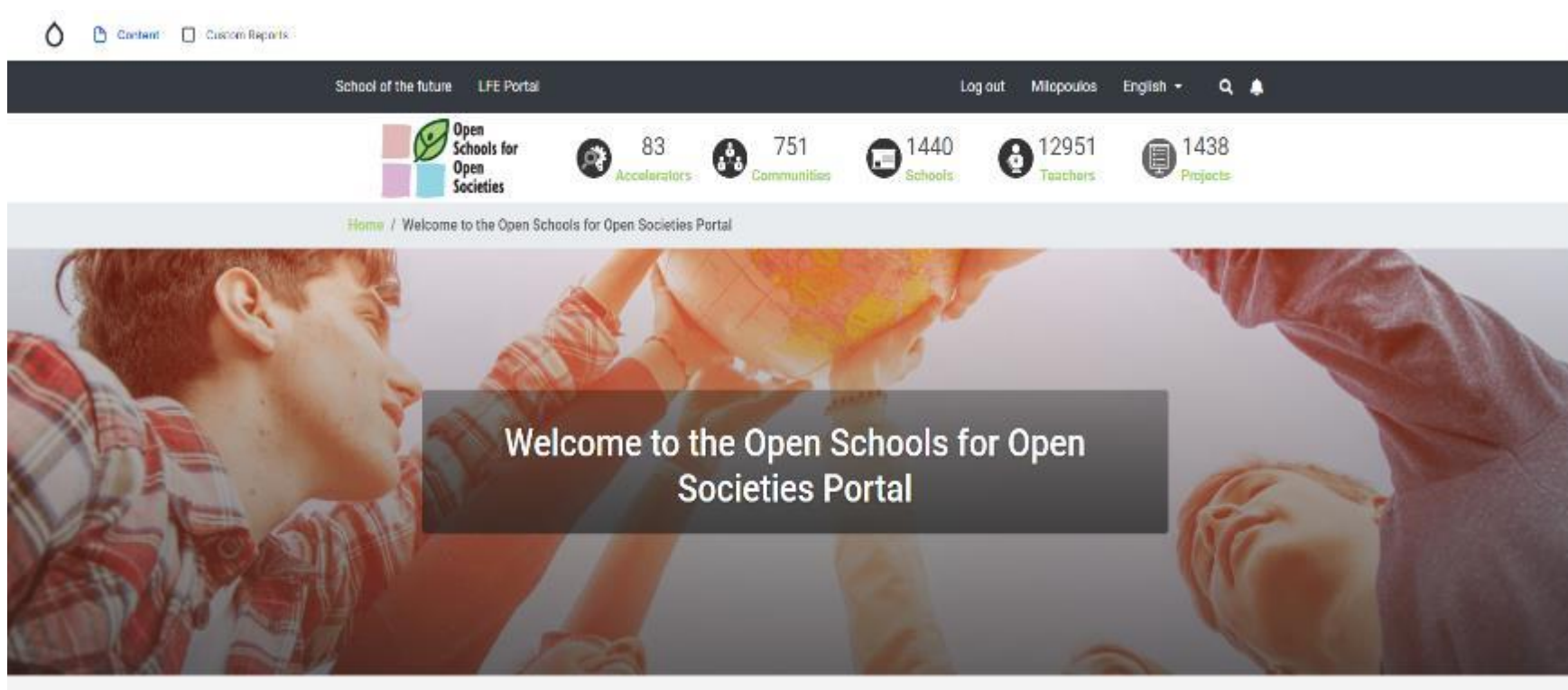
2. How to register to OSOS Portal



2. Register in OSOS portal

Step by step

1. Visit OSOS Platform ([Link](#))

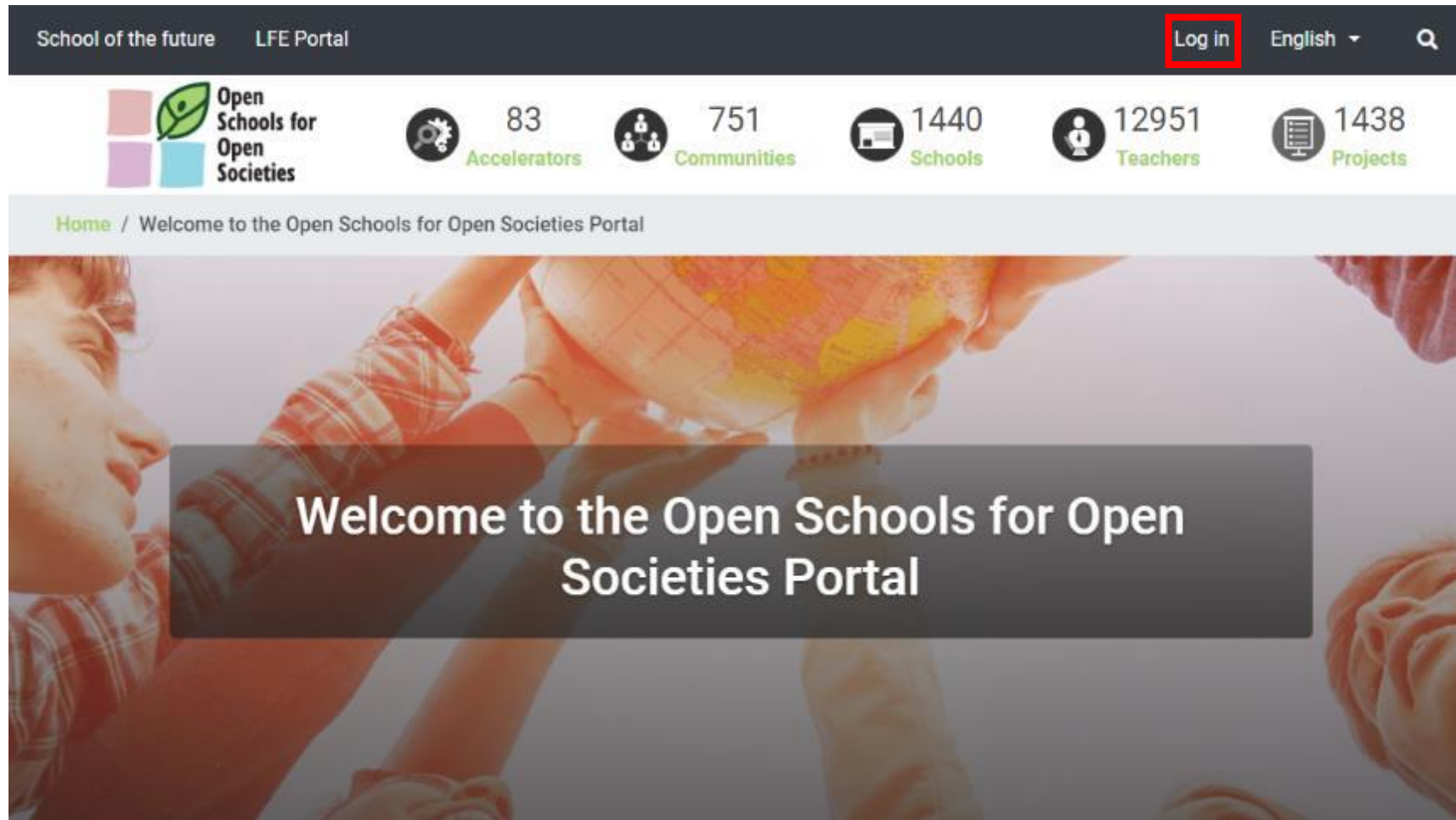


SAFE FUTURE
IN MOBILITY

2. Register in OSOS portal

Step by step

2. Choose “Log in” from the top MENU



The screenshot shows the top navigation bar of the OSOS portal. The 'Log in' button is highlighted with a red box, and a red arrow points to it from the right. Below the navigation bar, there is a statistics section with icons and numbers for Accelerators (83), Communities (751), Schools (1440), Teachers (12951), and Projects (1438). The main content area features a large image of children holding a globe, with a dark overlay containing the text 'Welcome to the Open Schools for Open Societies Portal'.

School of the future LFE Portal **Log in** English

Open Schools for Open Societies

83 Accelerators 751 Communities 1440 Schools 12951 Teachers 1438 Projects

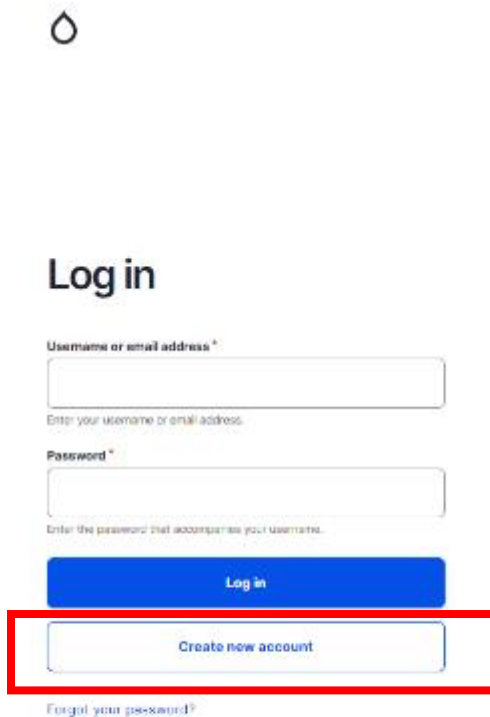
Home / Welcome to the Open Schools for Open Societies Portal

Welcome to the Open Schools for Open Societies Portal

2. Register in OSOS portal

Step by step

3. Choose “Create new account” on the bottom of the new page



Log in

Username or email address *

Enter your username or email address.

Password *

Enter the password that accompanies your username.

Log in

Create new account

Forgot your password?



2. Register in OSOS portal

Step by step

4. Complete all mandatory fields of the form

Create new account

Full name *

In this template you create your personal profile. Please fill in your full name. You will be able to create your school when your registration is approved.

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you want to receive a new password or want to receive (optional) news or notifications by email.

Username *

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underline (_), and the @-sign.

Password *

Provide a password for the new account in both fields.

^ User picture upload

Add a new file



An image representing your user account. One file only.



SAFE FUTURE
IN MOBILITY

2. Register in OSOS portal

[for teachers only]

5. In case you want to register as a Teacher, after selecting “Teacher” on role field, you need to choose your country and the School you belong to and Click on “Create new account”

Choose File: No file chosen

An image representing your user account.
One file only.
900x900px.
Allowed types: png, gif, jpg, jpeg.
Images need to be at least 1000x1000 pixels. Images larger than 1024x1024 pixels will be resized.

Information

Role *

Teacher

Country *

Greece (128)

School *

Demo School (2548)

I agree to receive information about other projects developed by Learning from the Extremes partners.

Permission to receive notifications

Privacy policy acceptance *

[Read the privacy policy here.](#)

Create new account



drop-down menu that will appear.

I agree to receive information about other projects developed by Learning from the Extremes partners.

Permission to receive notifications

Privacy policy acceptance *

[Read the privacy policy here.](#)

Create new account



2. Register in OSOS portal

Step by step

6. You will receive an email* from no-reply@schoolofthefuture.eu informing you that the request is being processed

*Please check your spam emails

Account details for *[the Username you choose]* at School of the future (pending admin approval)



School of the future <no-reply@schoolofthefuture.eu>

ηλεκτρονική

eleni_provopoulou,

Thank you for registering at School of the future. Your application for an account is currently pending approval. Once it has been approved, you will receive another email containing information about how to log in, set your password, and other details.

-- School of the future team



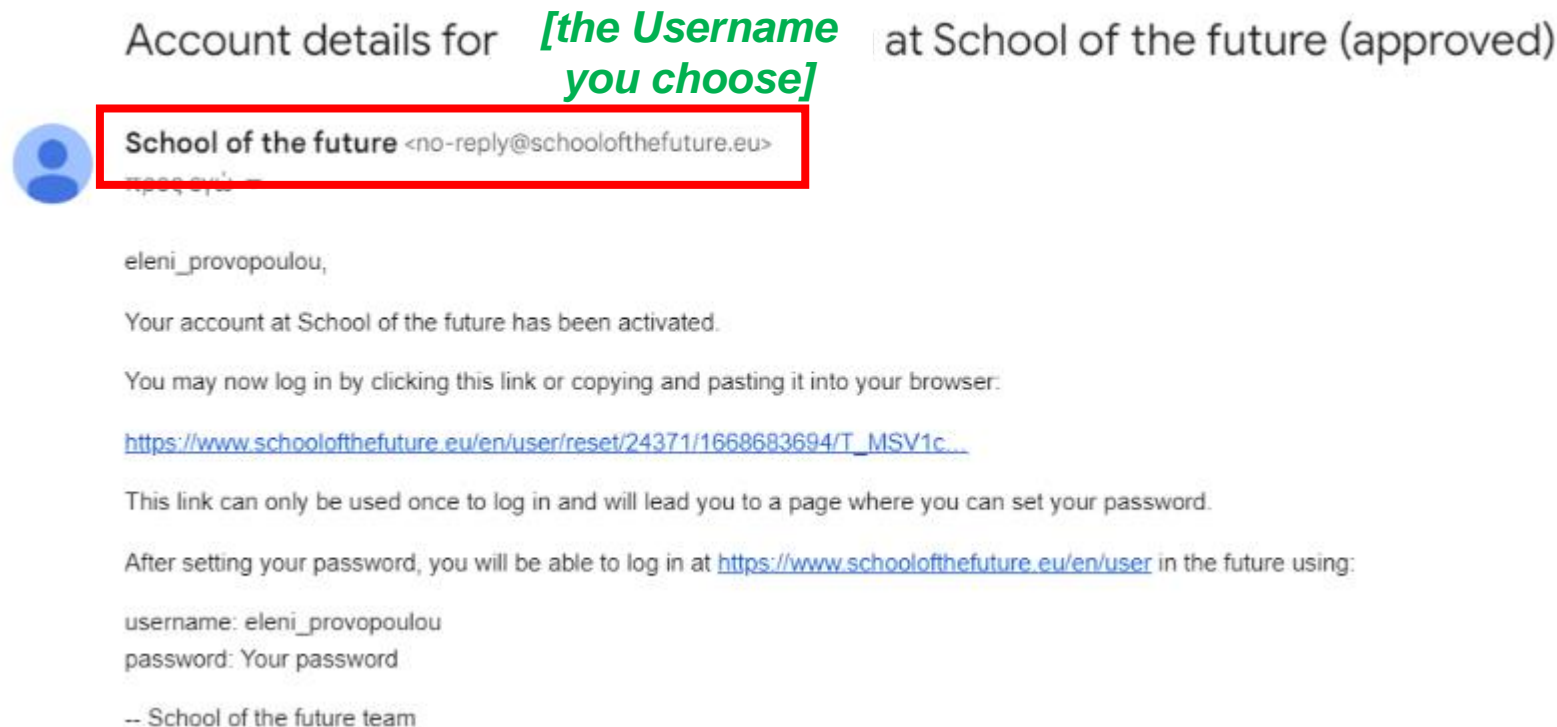
SAFE FUTURE
IN MOBILITY

2. Register in OSOS portal

Step by step

7. When the Administrator approves your request, you will receive a new account confirmation email and access OSOS

*Please check your spam emails



Users:

- ✓ National Coordinators
- ✓ School Managers

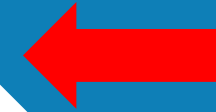
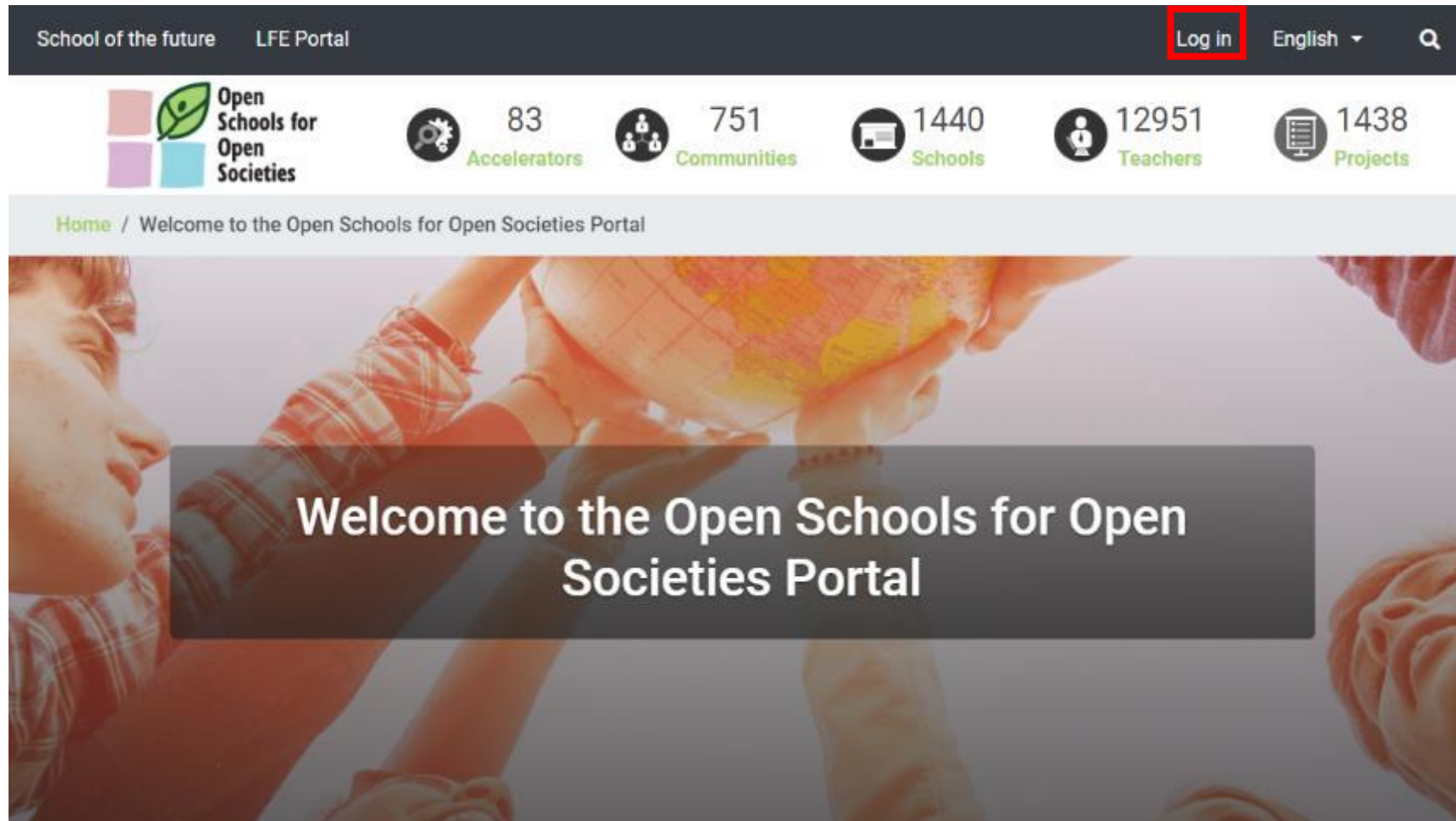
3. How to register a School



3. Register a School

Step by step

1. Visit OSOS Platform ([Link](#)) and “Log in” to your account



3. Register a School

Step by step

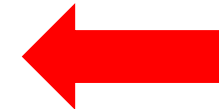
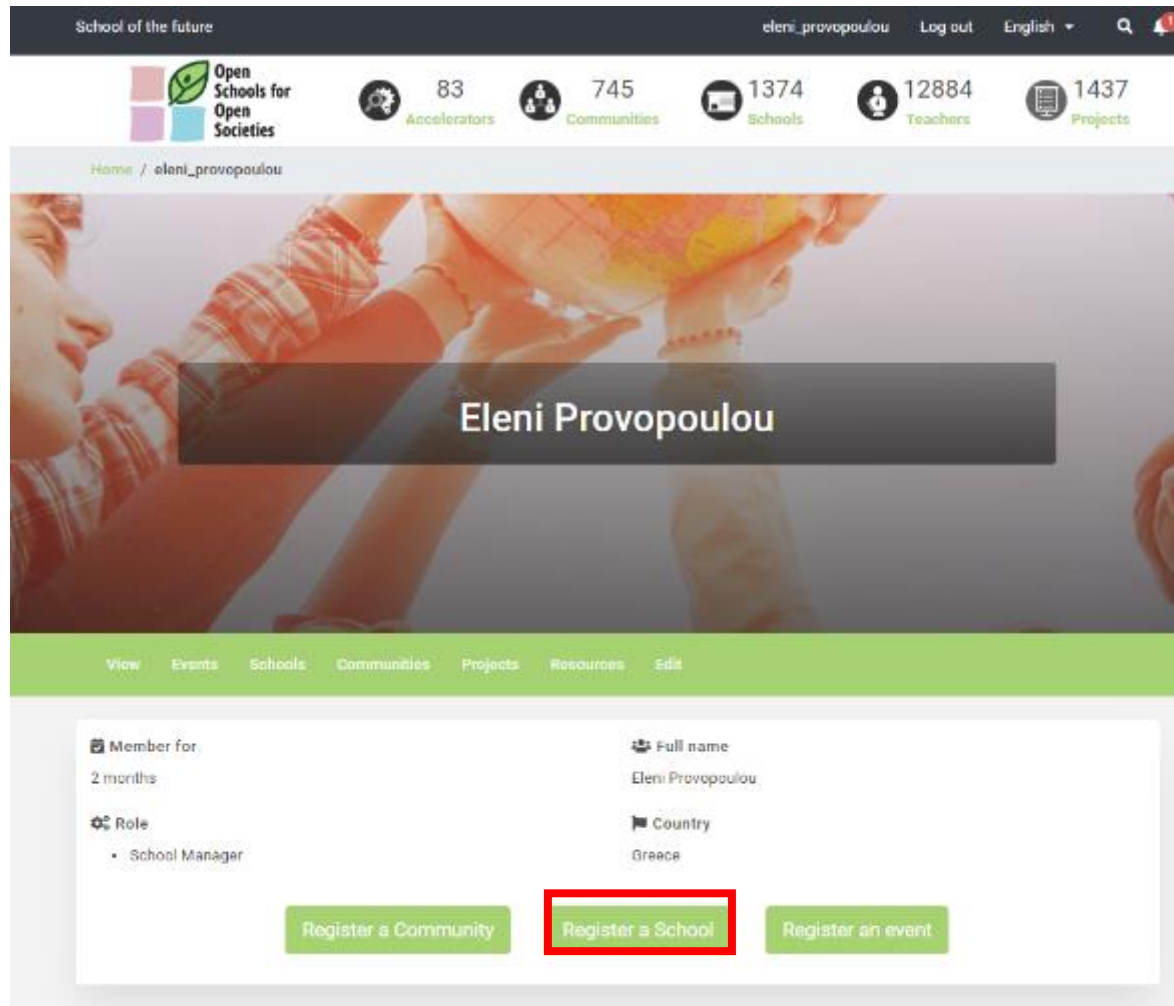
2. Click on your Username, once you are logged in



3. Register a School

Step by step

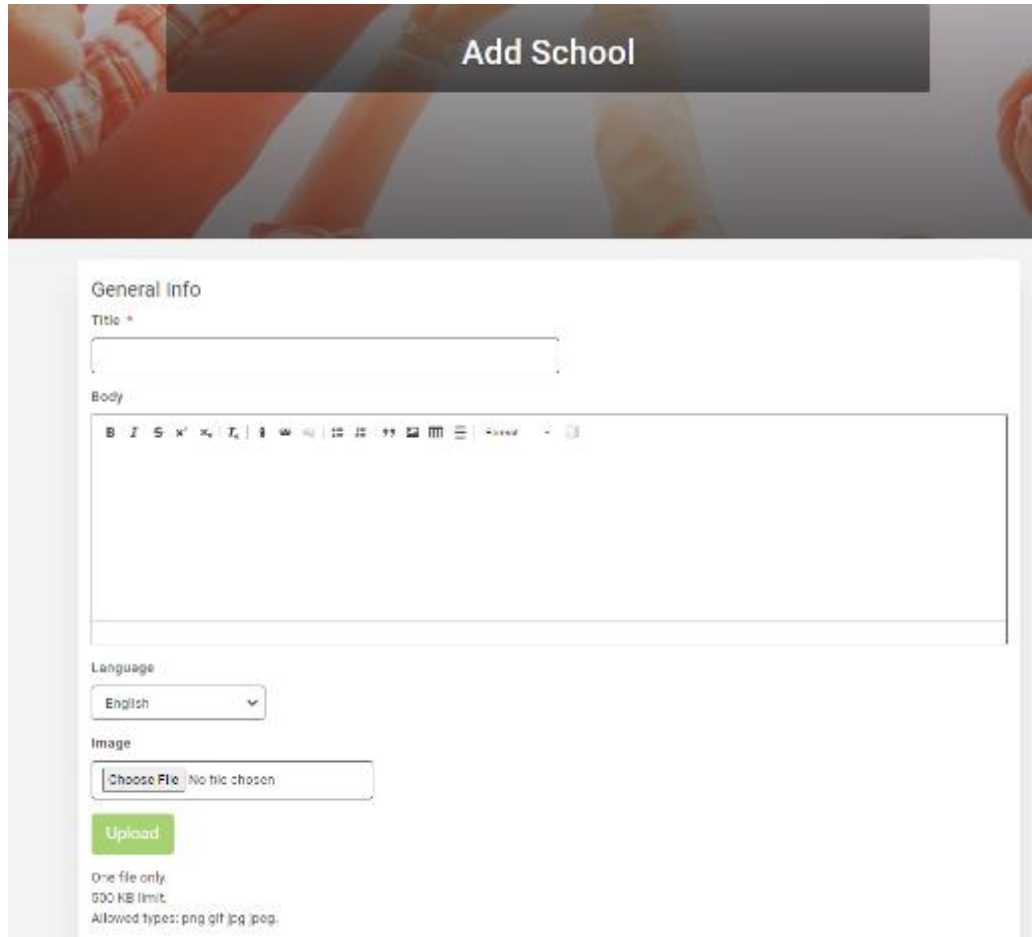
3. Your name will appear on the middle of the top page. Then you need to choose the “Register a School” button



3. Register a School

4. A new page about adding a new School will appear and the User has to complete all the necessary information about the new School on this form

Step by step



The screenshot shows a web form titled "Add School" with a red arrow pointing to it from the right. The form is divided into several sections:

- General info**
 - Title**: A text input field.
 - Body**: A rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, and image.
- Language**: A dropdown menu currently set to "English".
- Image**: A file upload section with a "Choose File" button, a "No file chosen" label, and a green "Upload" button.

Below the upload section, there is a note: "One file only. 500 KB limit. Allowed types: png gif jpeg".

3. Register a School

Step by step

5. In the middle of the form there is a field with title “EU Project”. After choosing OSOS, new fields will appear under EU project section. There the User has to check the field “Belongs to OSOS”

EU Project*

ISE

OSOS

SALL

EU Project*

ISE

OSOS

SALL

Openness level

- None -

Openness level of OSOS Schools

Belongs to LFE

3. Register a School

Step by step

6. Also, Users need to associate the new school with the **Safe Future Hub Community**, and any other Community the User prefers. Thus, on “Associated communities” choose “**Safe Future Hub**” from the drop-down box.

Associated communities

Safe Future Hub

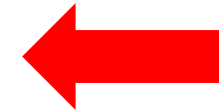
Add another item

Admin Section

Approved

Unpublishing the community will make it unavailable to you and all other users.

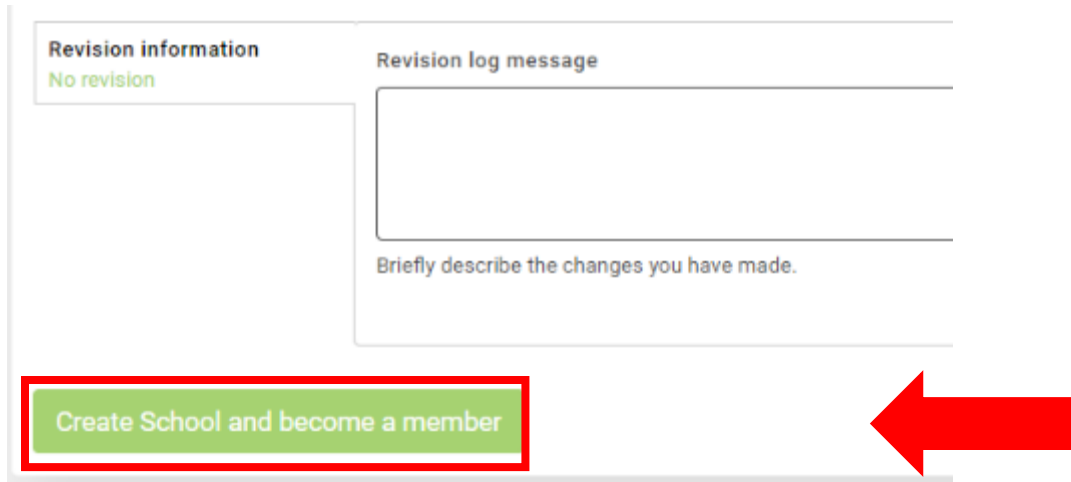
Published



3. Register a School

Step by step

7. Review the fields that have been completed and then choose “Create School and become a member”. Congratulations! You just created a new School



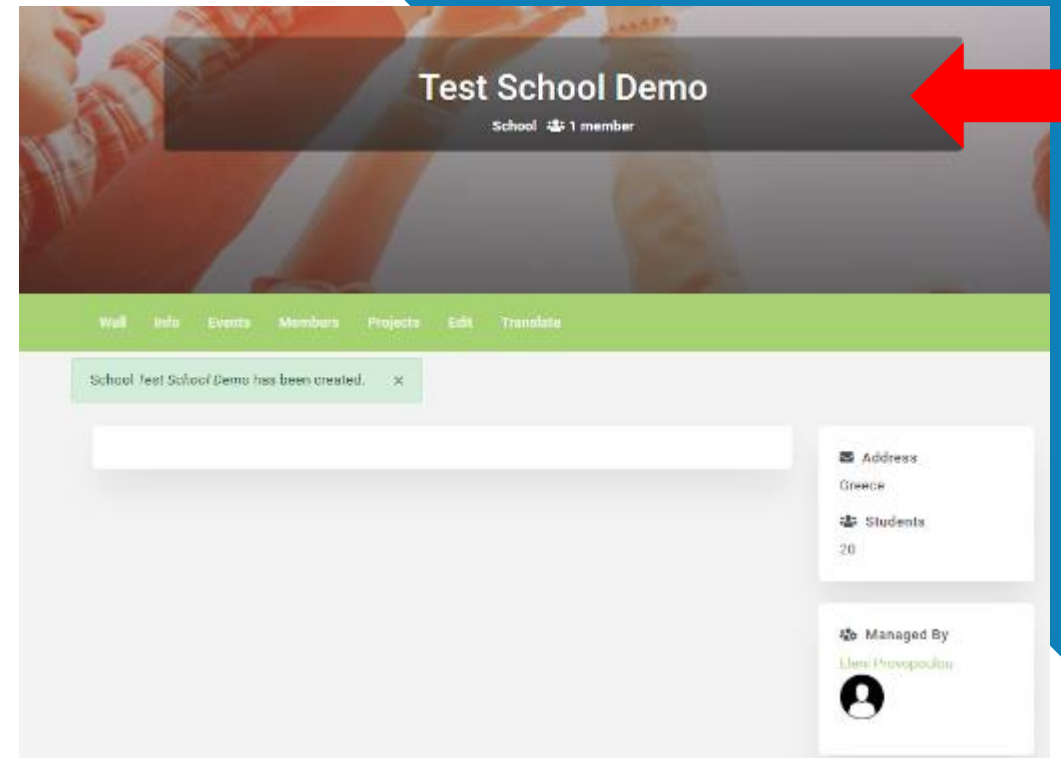
Revision information
No revision

Revision log message

Briefly describe the changes you have made.

Create School and become a member

A red arrow points to the "Create School and become a member" button.



Users:

- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers
- ✓ Visitors

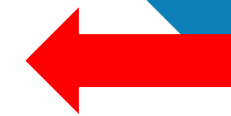
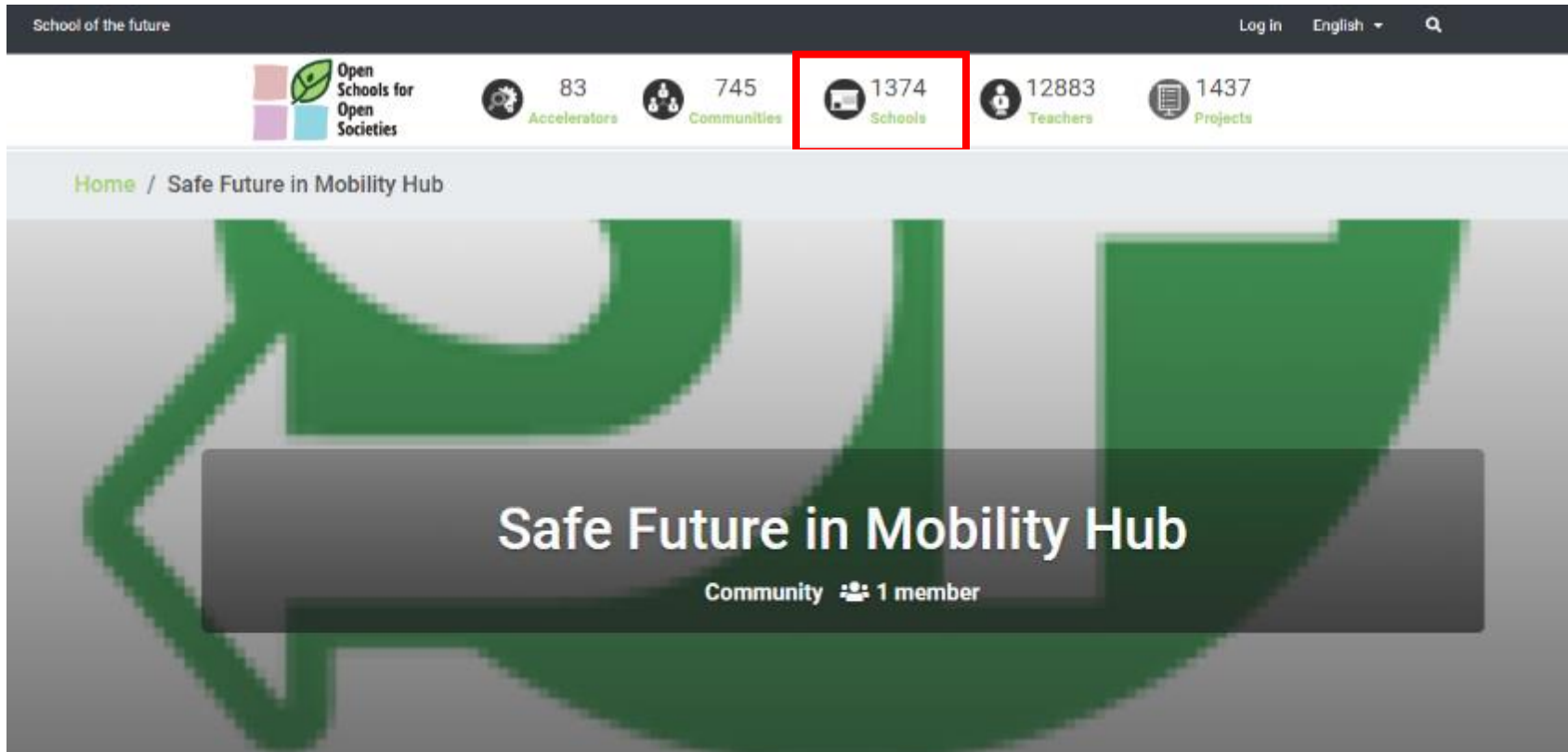
4. How to search for a School



4. Search for a School

1. Visit OSOS Platform ([Link](#)) and choose Schools (on the top of the webpage)

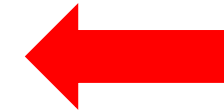
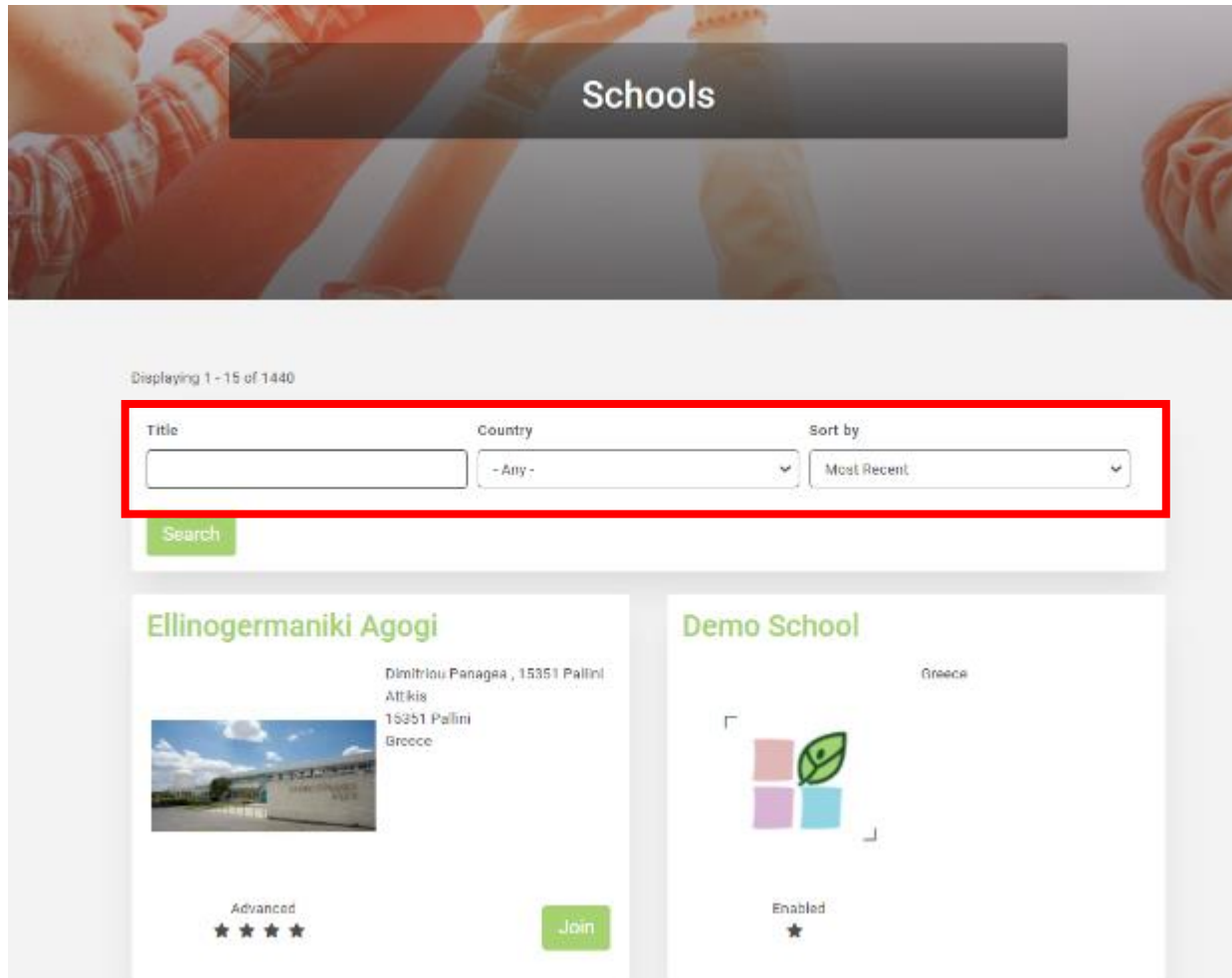
Step by step



4. Search for a School

Step by step

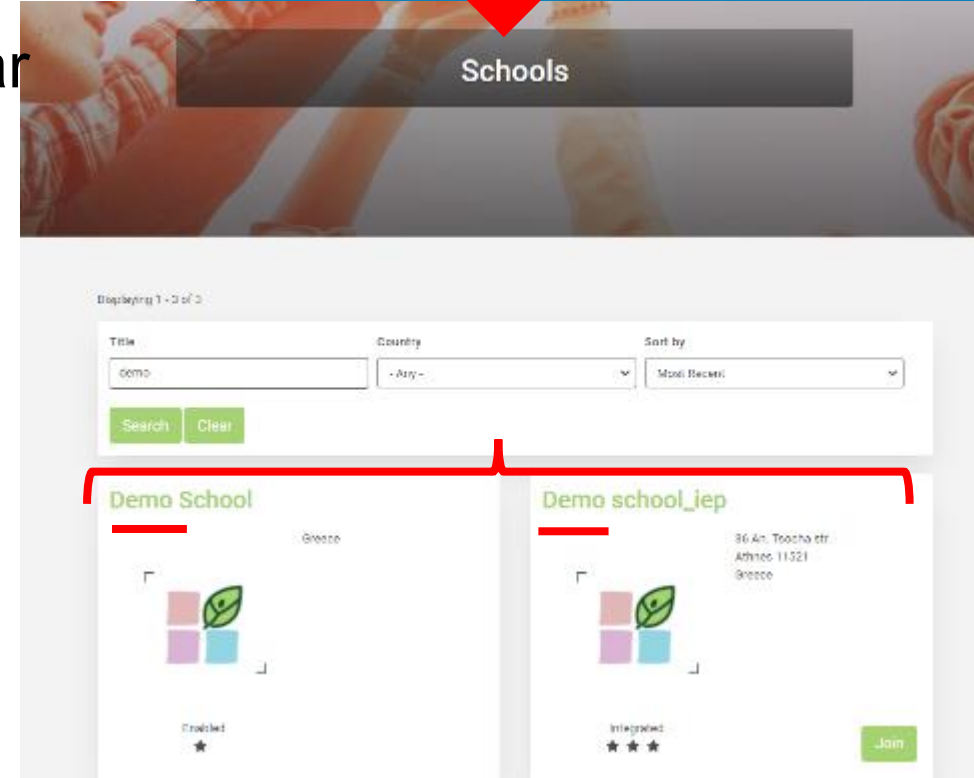
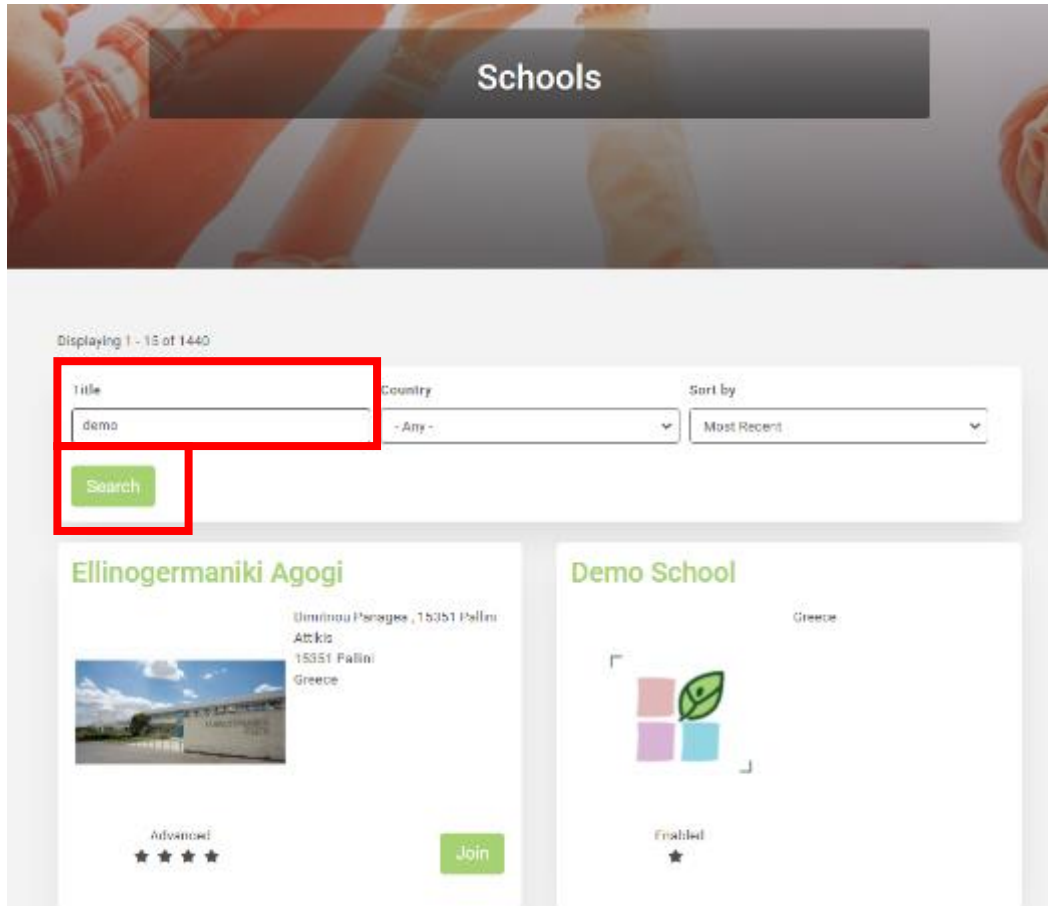
2. On the new page with the title “Schools”, you will find all the registered schools and use the 3 filters to find a specific school



4. Search for a School

3. For example if I want to find a School with the word “Demo”, I am adding the word “Demo” as a keyword on Title’s field and then choose Apply. Then all Schools with the word “Demo” included on their title will appear

Step by step



Users:

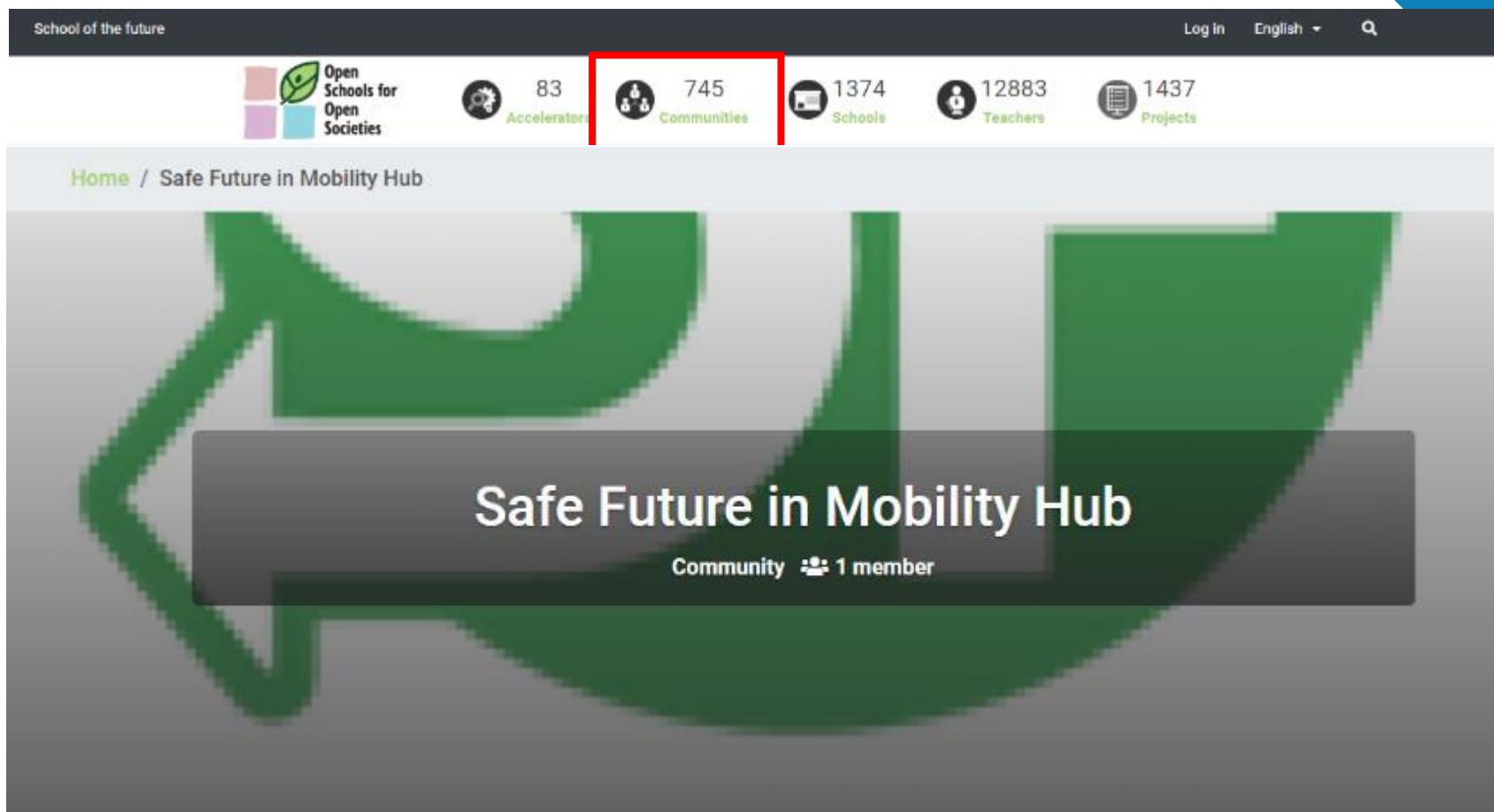
- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers
- ✓ Visitors

5. How to Search for a Community

5. Search for a Community

1. Visit OSOS Platform ([Link](#)) and choose Communities on the top of the portal

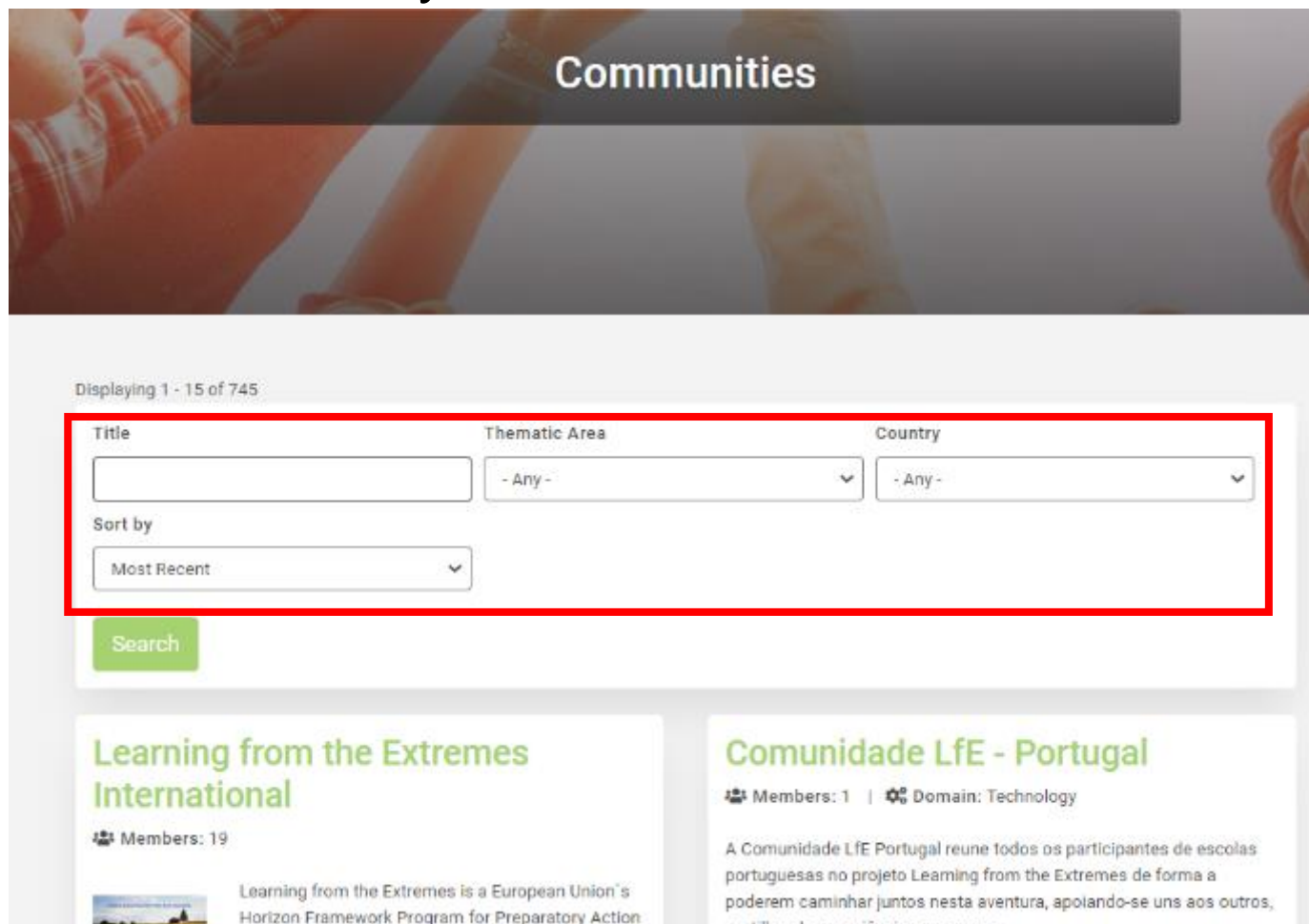
Step by step



5. Search for a Community

2. On the new page with the title “Communities”, you will find all the Communities and use the 4 filters to find a specific Community

Step by step



The screenshot shows the 'Communities' page interface. At the top, there is a header with the word 'Communities' in white text on a dark background. Below the header, the text 'Displaying 1 - 15 of 745' is visible. A red rectangular box highlights the search filters, which include three input fields: 'Title', 'Thematic Area' (with a dropdown menu showing '- Any -'), and 'Country' (with a dropdown menu showing '- Any -'). Below these is a 'Sort by' dropdown menu set to 'Most Recent'. A green 'Search' button is located below the filters. The main content area displays two community cards. The first card is for 'Learning from the Extremes International' with 19 members. The second card is for 'Comunidade LfE - Portugal' with 1 member and a domain of Technology. The text on the second card describes the community as a group of Portuguese schools participating in the Learning from the Extremes project.



5. Search for a Community

3. For example if I want to find a Community with the word “Demo”, I am adding the word “Demo” as a keyword on Title’s field and then choose Apply. Then all Communities with the word “Demo” included on their Title will appear

Step by step

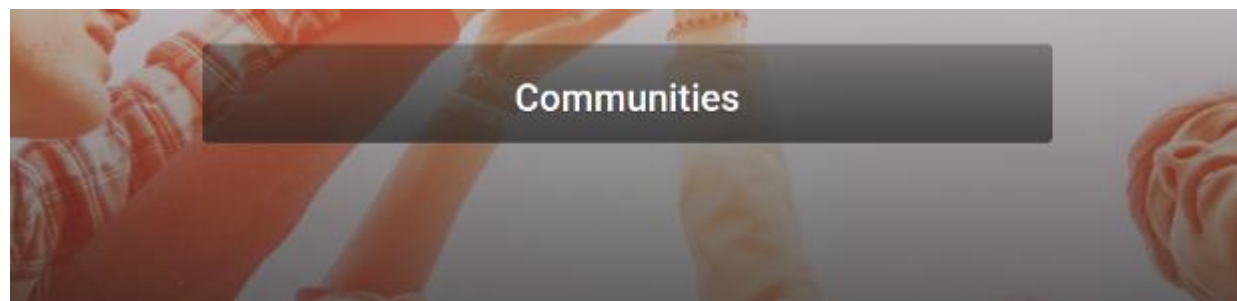
Displaying 1 - 11 of 11

Title: Demo | Thematic Area: - Any - | Country: - Any -

Sort by: Most Recent

Search Clear

- Demo Community**
Members: 1 | Domain: Foreign Language Learning
Icon: DEMO
- Democracy through Drama**
Members: 70 | Domain: Social Studies
Icon: Democracy through Drama logo
Description: This is the ODS community for the Democracy through Drama Erasmus project in education. The project seeks to address a range of issues essential for democratic classrooms and schools that are facilitated by competent teachers aiming to increase student civic engagement and democratic awareness and participation. It aims at enabling teachers (including teachers with little or no...
Join
- CREATIONS demonstrator_ PEER FORCE: peer learning with audience interaction**
Members: 5 | Domain: Science
Icon: CREATIONS logo
Description: This community is build around the demonstrator PEER FORCE: peer learning with audience interaction. The demonstrator illustrates an educational activity based on Creativity - enriched Inquiry Based Approach to STEM learning with special focus on peer learning and co-creation.
- CREATIONS Summer School demonstrator**
Members: 4
Description: This community is build around the CREATIONS Summer School In Mesini. The demonstrator hosted in this community serves as a global demonstrator for every summer school activity of the project. Link to official website of CREATIONS Summer school at Mesini: <http://mesini.es.gr/> You can find the summer school demonstrator here.



Displaying 1 - 15 of 746

Title: Demo | Thematic Area: - Any - | Country: - Any -

Sort by: Most Recent

Search

Learning from the Extremes International

Members: 19



Learning from the Extremes is a European Union's Horizon Framework Program for Preparatory Action - Increasing access to educational tools in areas and communities with low connectivity or access to technologies. The project addresses inequalities of access to digital education by enhancing inclusion and by reducing the digital gap suffered by school...

Demo Community

Members: 1 | Domain: Foreign Language Learning



Users:

- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers

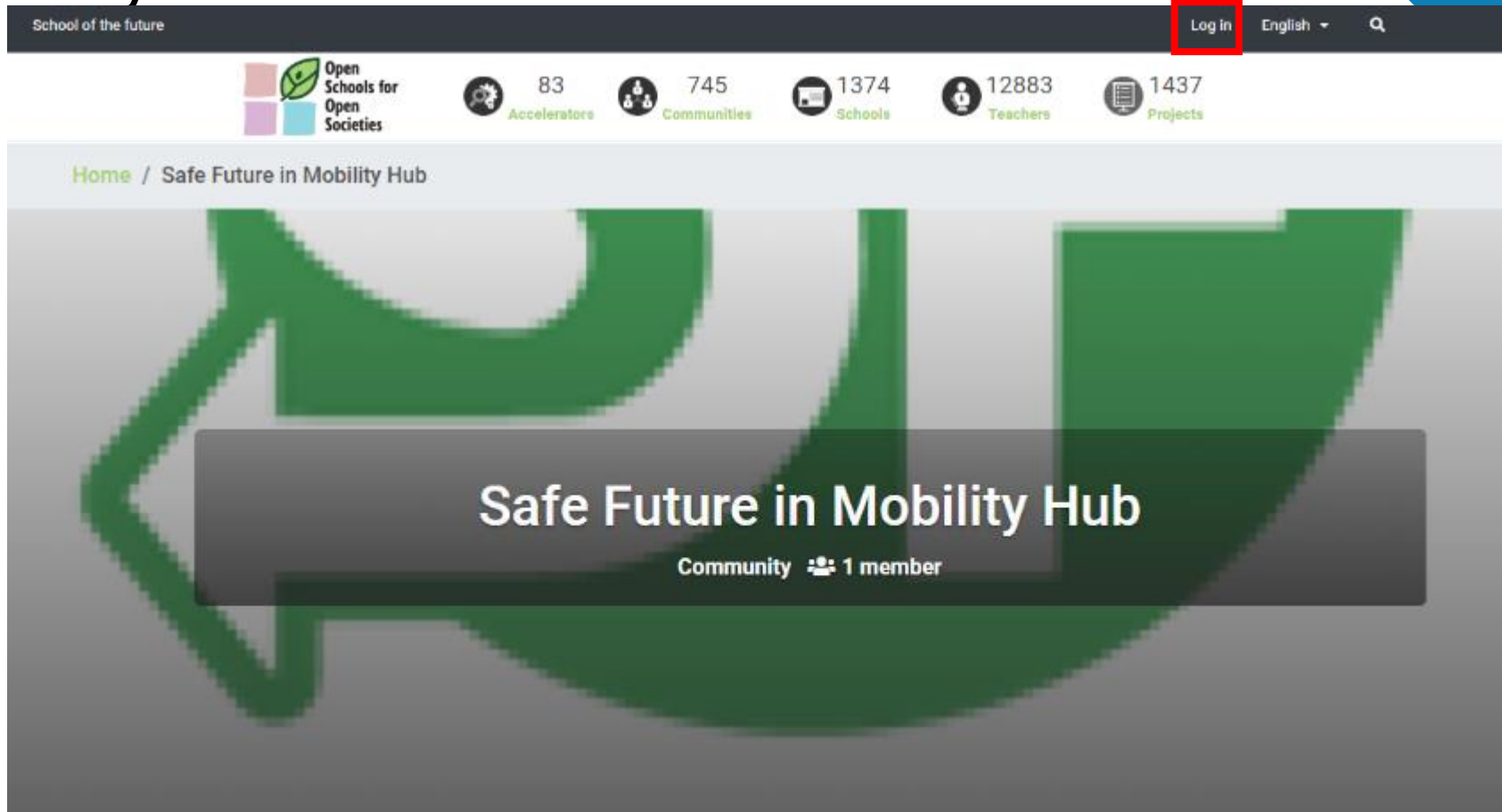
6. How to Add a Community



6. Add a Community

1. Visit OSOS Platform ([Link](#)) and “Log in” to your account

Step by step



School of the future

Log in English

Open Schools for Open Societies

83 Accelerators

745 Communities

1374 Schools

12883 Teachers

1437 Projects

Home / Safe Future in Mobility Hub

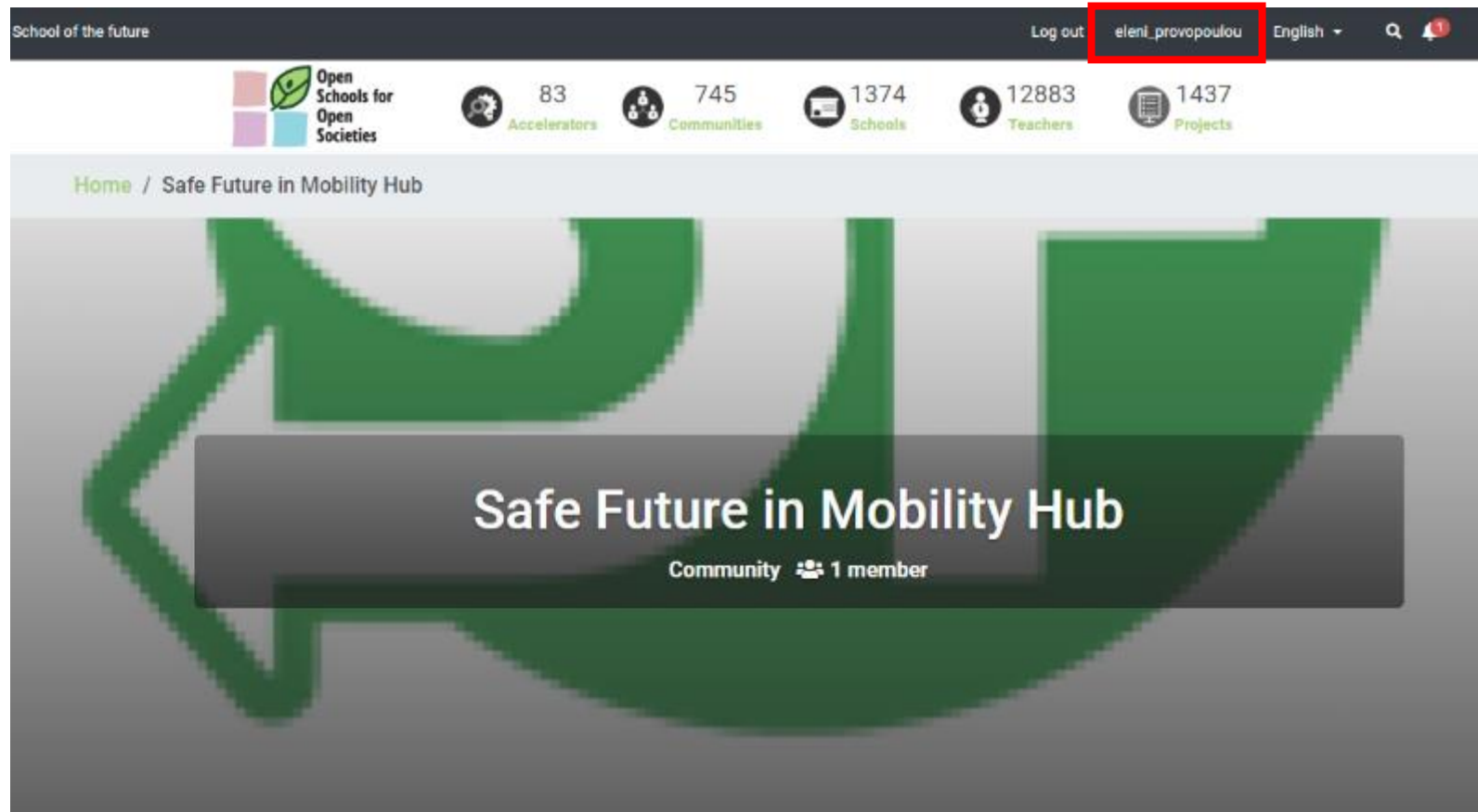
Safe Future in Mobility Hub

Community 1 member

6. Add a Community

Step by step

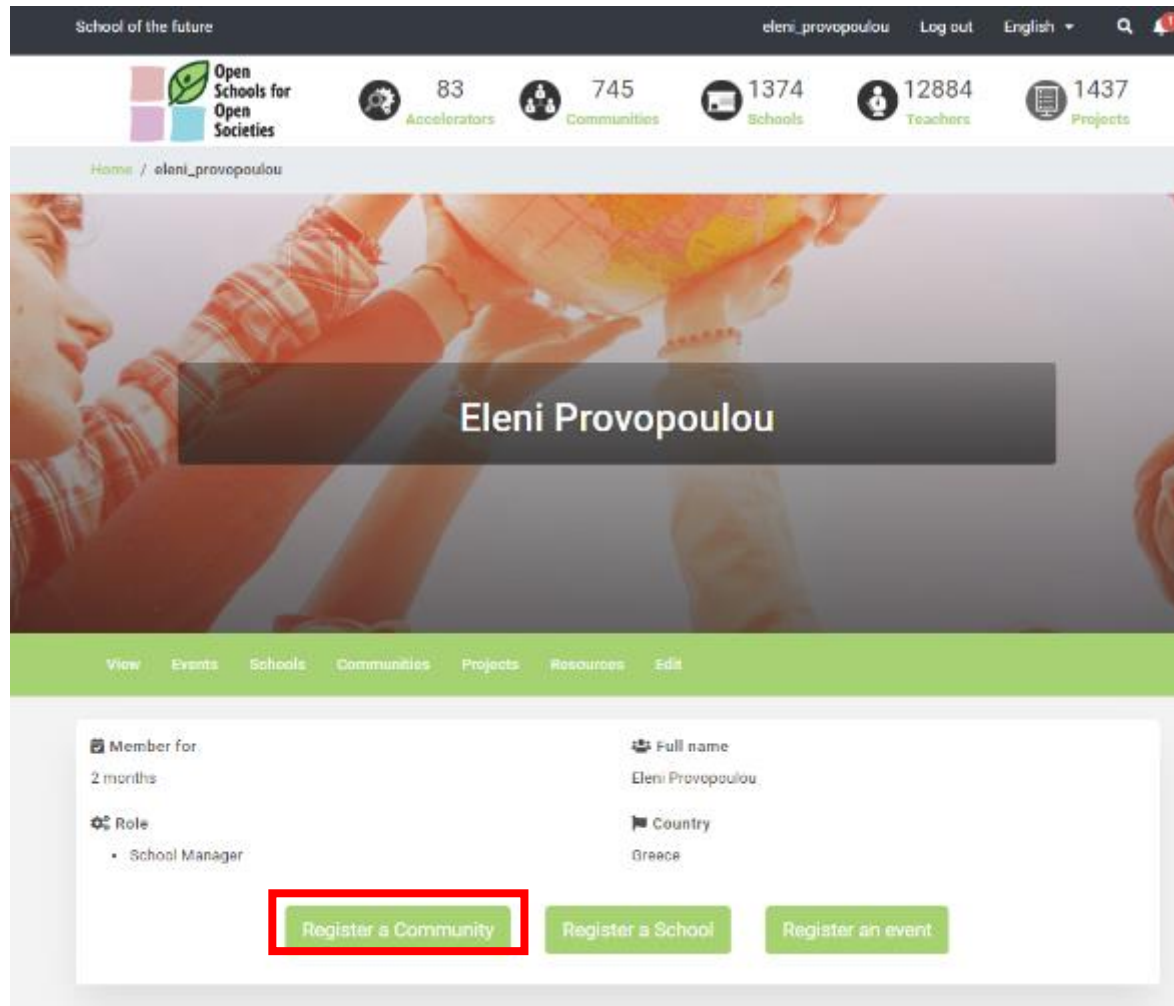
2. Click on your Username, once you are logged in



6. Add a Community

Step by step

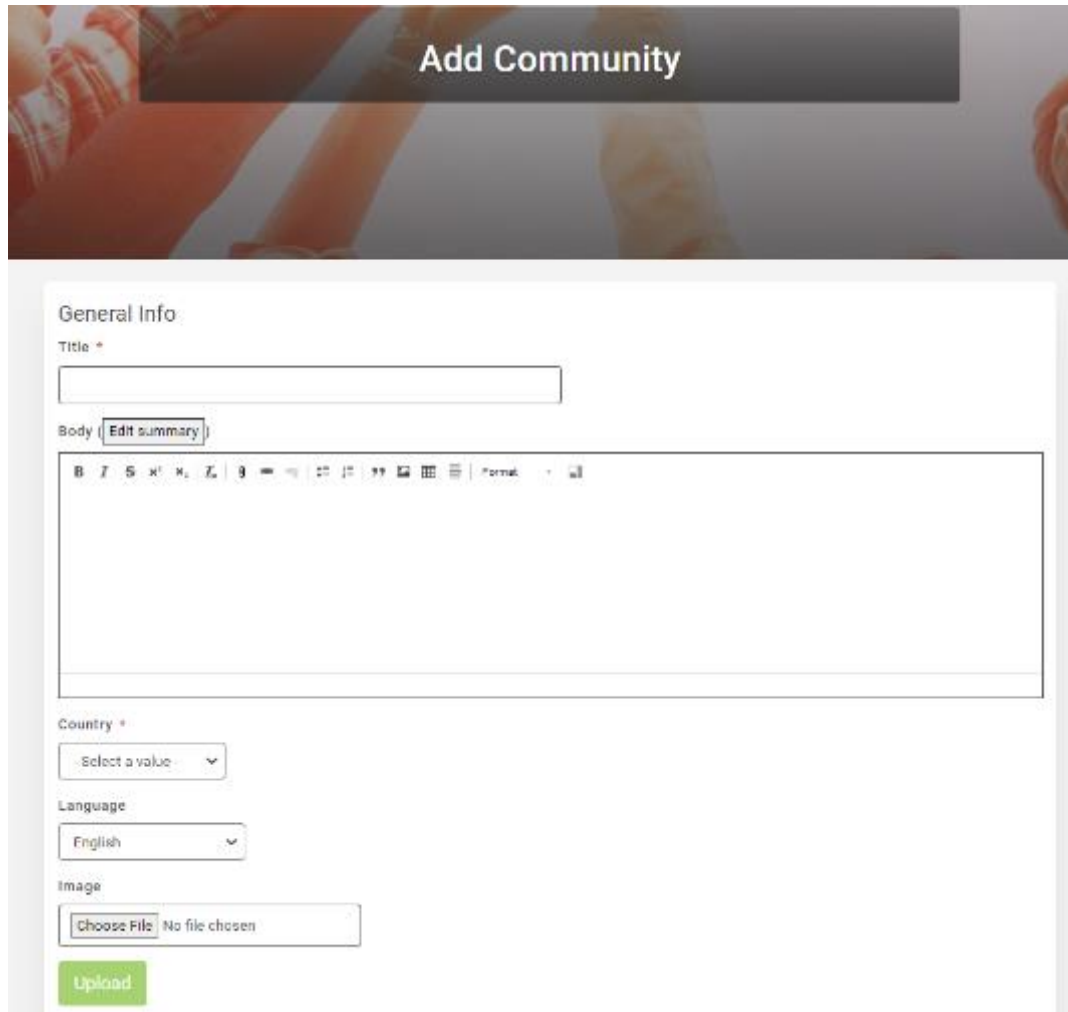
3. Your name will appear on the middle of the top page. Then you have to choose the “**Register a Community**” button



6. Add a Community

Step by step

4. Then, a new page about adding a new Community will appear and the User need to complete all the necessary information about the new Community on this form



The screenshot shows a web form titled "Add Community". The form is divided into sections: "General Info", "Country", "Language", and "Image".

- General Info:** Includes a "Title" field with an asterisk, a text input box, and a "Body" field with an "Edit summary" link and a rich text editor toolbar.
- Country:** A dropdown menu with "Select a value" as the current selection.
- Language:** A dropdown menu with "English" as the current selection.
- Image:** A "Choose File" button with "No file chosen" text and an "Upload" button.

A red arrow points to the "Title" input field.

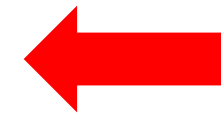


6. Add a Community

Step by step

5. On this step, Users need to associate the new Community with “**Safe Future Hub**” and any other Community the User prefers

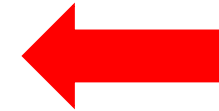
Relative Communities



6. Add a Community

Step by step

6. In the middle of the form there is a field with title “EU Project”. Where the User has to check the field “OSOS”. “Published” box should be checked too.



EU Project*

ISE

OSOS

SALL

Admin Section

Approved

Unpublishing the community will make it unavailable to you and all other users.

Published



6. Add a Community

Step by step

7. Review the fields that have been completed and then choose “Create Community and become a member”. Congratulations! You just created a new Community

Revision information
No revision

Revision log message

Briefly describe the changes you have made.

Create Community and become a member



Users:

- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers

7. How to Join a Community



7. Join a Community

Step by step

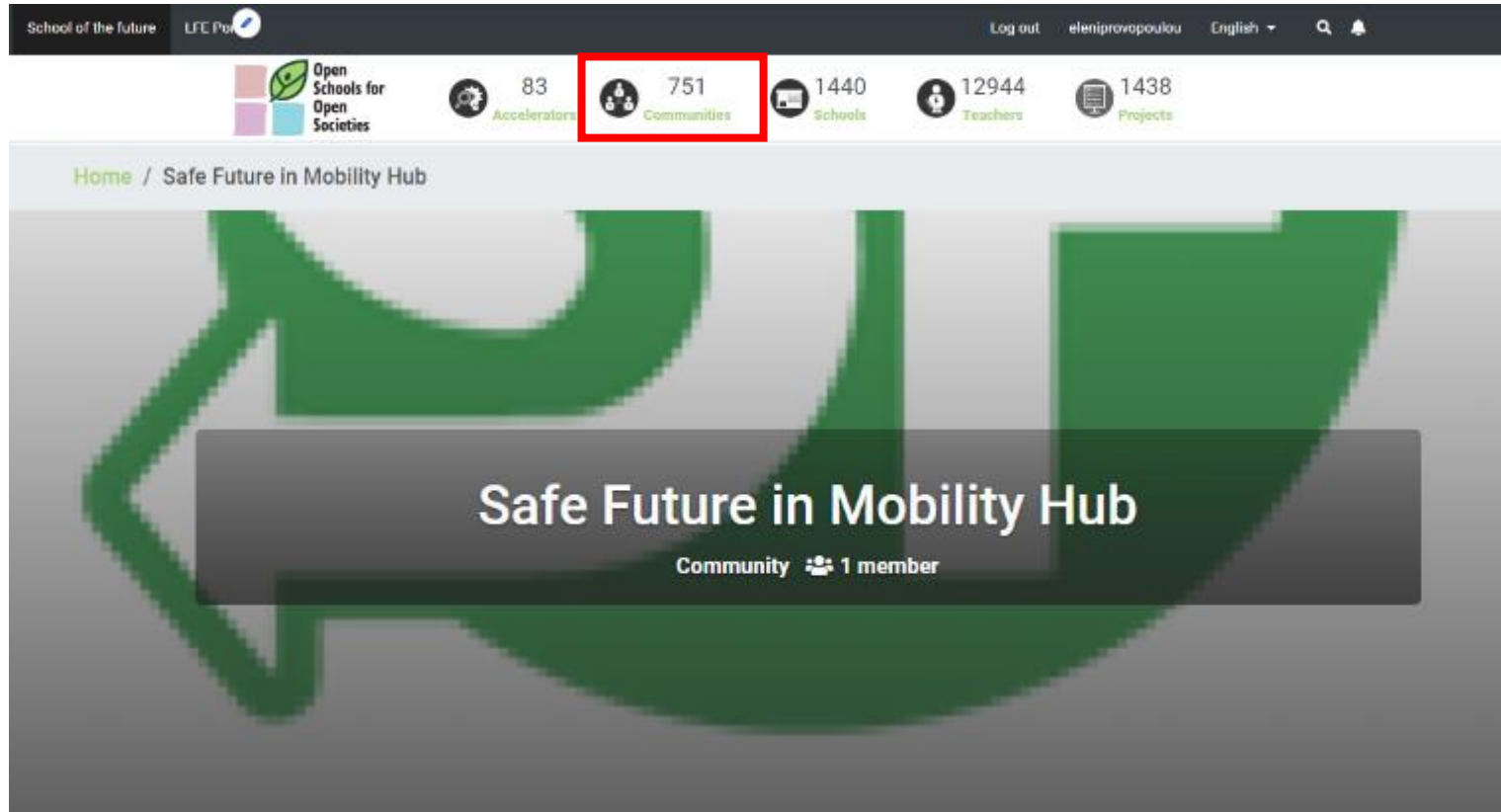
1. Visit OSOS Platform ([Link](#)) and “Log in” to your account



7. Join a Community

2. Choose Communities on the top of the portal

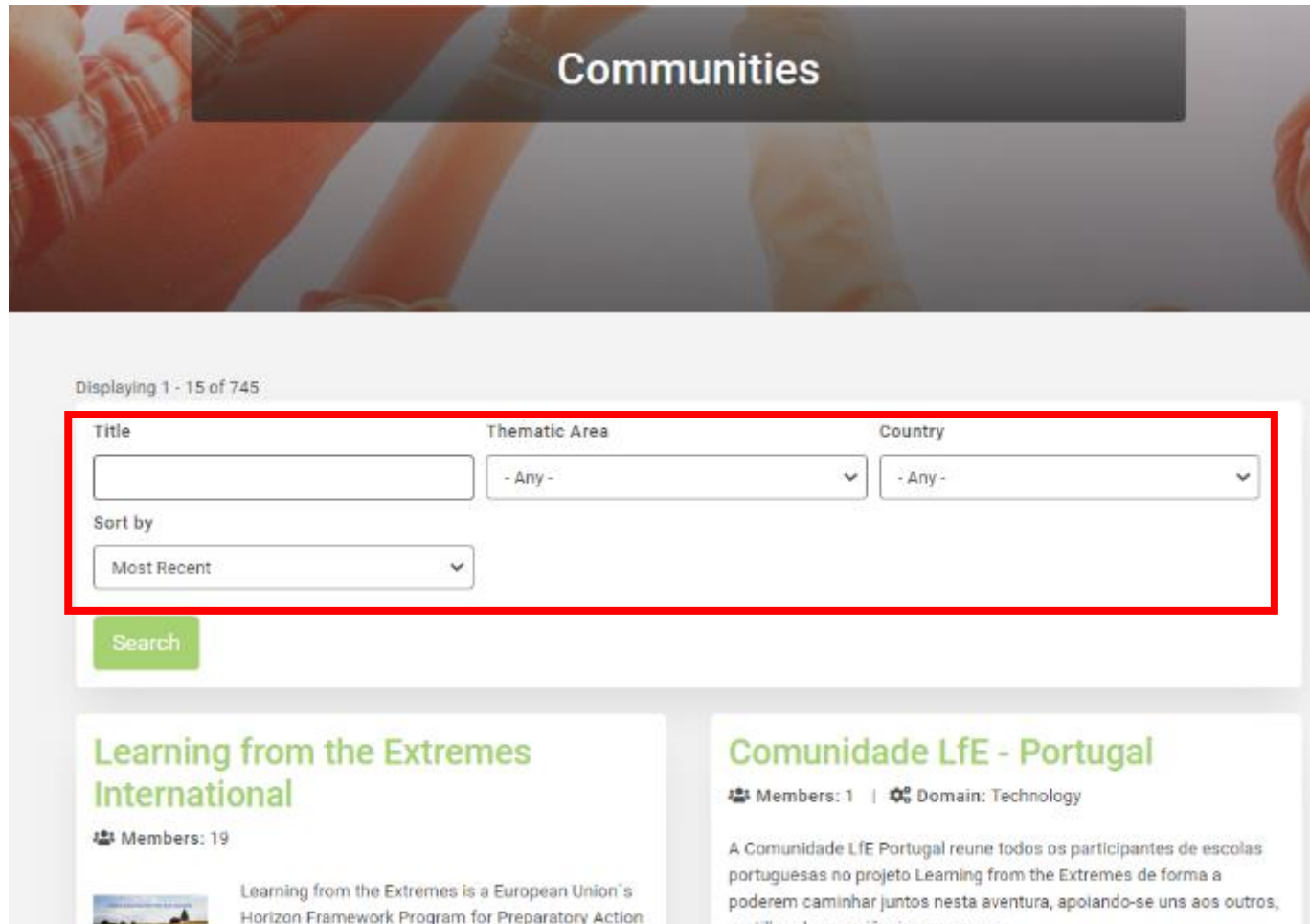
Step by step



7. Join a Community

3. On the new page with the title “Communities”, you will find all the Communities and use the 4 filters to find a specific Community

Step by step



The screenshot shows the 'Communities' page interface. At the top, there is a header with the word 'Communities' in white text on a dark background. Below the header, the text 'Displaying 1 - 15 of 745' is visible. A red rectangular box highlights a filter section containing four elements: a text input field for 'Title', a dropdown menu for 'Thematic Area' with '- Any -' selected, a dropdown menu for 'Country' with '- Any -' selected, and a dropdown menu for 'Sort by' with 'Most Recent' selected. Below the filter section is a green 'Search' button. The main content area displays two community cards. The first card is titled 'Learning from the Extremes International' and shows 'Members: 19'. The second card is titled 'Comunidade LfE - Portugal' and shows 'Members: 1' and 'Domain: Technology'. A red arrow points from the blue background on the right towards the filter section.

7. Join a Community

Step by step

4. For example to join the Community “Safe Future in Mobility”, I am adding the word “Mobility” as a keyword on Title’s field and then choose Search

Communities

Displaying 1 - 15 of 746

Title: SciCulture

Thematic Area: - Any -

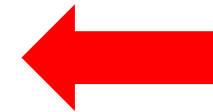
Country: - Any -

Sort by: Most Recent

Search

Learning from the Extremes International
Members: 19
Learning from the Extremes is a European Union's Horizon Framework Program for Preparatory Action - increasing access to educational tools in areas

Demo Community
Members: 1 | Domain: Foreign Language Learning
DEMO



7. Join a Community

Step by step

5. Then the Communities with the word “Safe Future” included on their Title will appear. (In our example, there is only one Community.) The User chooses the Community that he/she wants to join by clicking on the Title of the Community (text with the green font)


Displaying 1 - 1 of 1

Title	Thematic Area	Country
<input type="text" value="SciCulture"/>	<input type="text" value="- Any -"/>	<input type="text" value="- Any -"/>

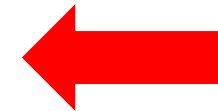
Sort by

SciCulture

Members: 2 | Domain: Science

 SciCulture

Bringing together social enterprise, scientific research, and the arts. What is SciCulture? The SciCulture project, funded by Erasmus+ embraces the unknown by bringing together science, art and entrepreneurship. We do this by incorporating transdisciplinary practice – or combining specific areas of knowledge into a new type of knowledge – with design thinking. Why is SciCulture important?



7. Join a Community

Step by step

6. The profile of the Community will appear. Then the User need to click on “Join” green button



7. Join a Community

Step by step

7. And confirm the participation in the Community by selecting the green button “Join group”.



7. Join a Community

8. The profile page of the Community will appear again but this time the green button on the right side will turn to “**Joined**”. Also, the User can double-check that belongs to this Community, by selecting the “Members” option of the green Menu in the middle of the page

Step by step



7. Join a Community

9. On this step User can see all members of this Community and check whether User's name has been included on the list. The green button on the right side of the page will have the title "Joined" as well

Step by step

The screenshot shows the 'Safe Future in Mobility Hub' community page. At the top, there is a header with the community name and 'Community 1 member'. Below this is a navigation bar with links for 'Wall', 'Info', 'Members', 'Resources', 'Projects', and 'Events'. A table lists the community members. The table has columns for 'Full name', 'Roles', 'Updated', 'Joined', and 'Operations'. The member 'Eleni Provopoulou' is highlighted with a red box, and her row is also highlighted. To the right of the table, there is a green button labeled 'Joined' with a dropdown arrow, which is also highlighted with a red box. Two red arrows point to these elements from the right side of the image.

Full name	Roles	Updated	Joined	Operations
Menelaos Sotiriou	• Manager	02/15/2022 - 12:37	02/15/2022 - 12:37	
Antónia Ribeiro	• <none>	02/21/2022 - 14:24	02/21/2022 - 14:24	
Eleni Provopoulou	• <none>	01/18/2023 - 12:46	01/18/2023 - 12:46	Edit member ▾

Users:

- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers

[Any enrolled User can leave a community]

8. How to leave a Community

8. Leave a Community

1. Visit OSOS Platform ([Link](#)) and “Log in” to your account

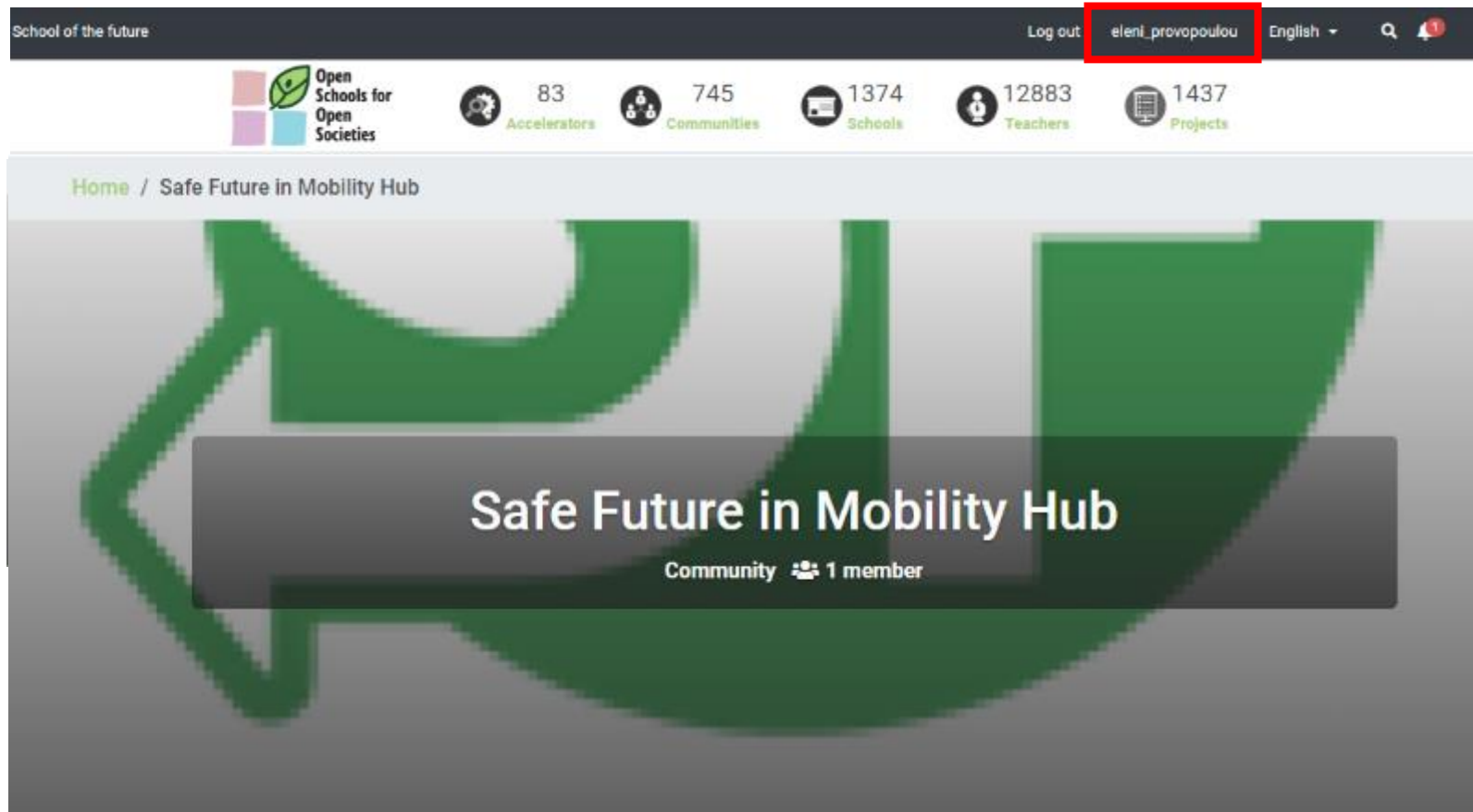
Step by step



8. Leave a Community

2. Click on your Username, once you are logged in

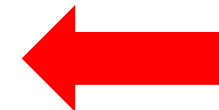
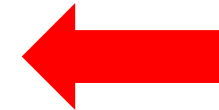
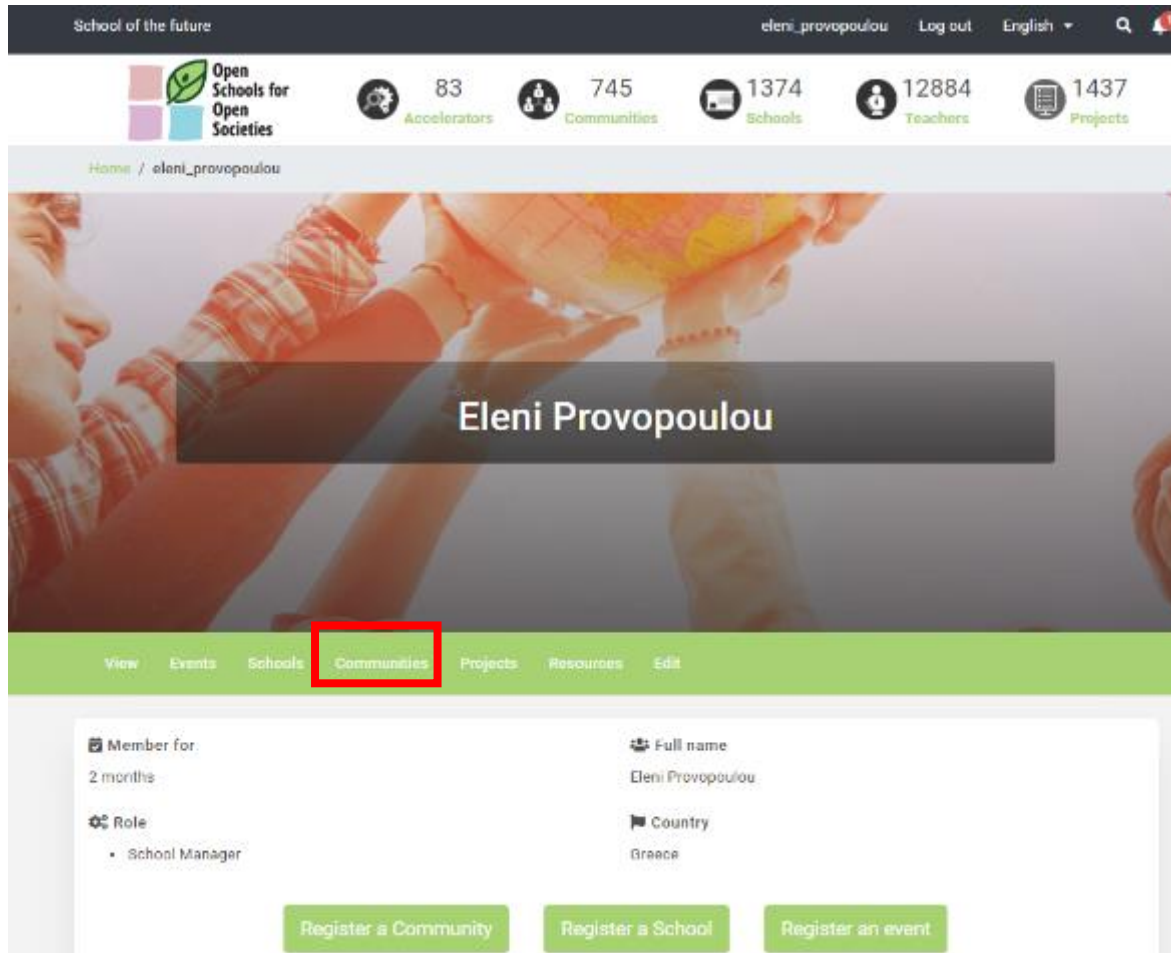
Step by step



8. Leave a Community

Step by step

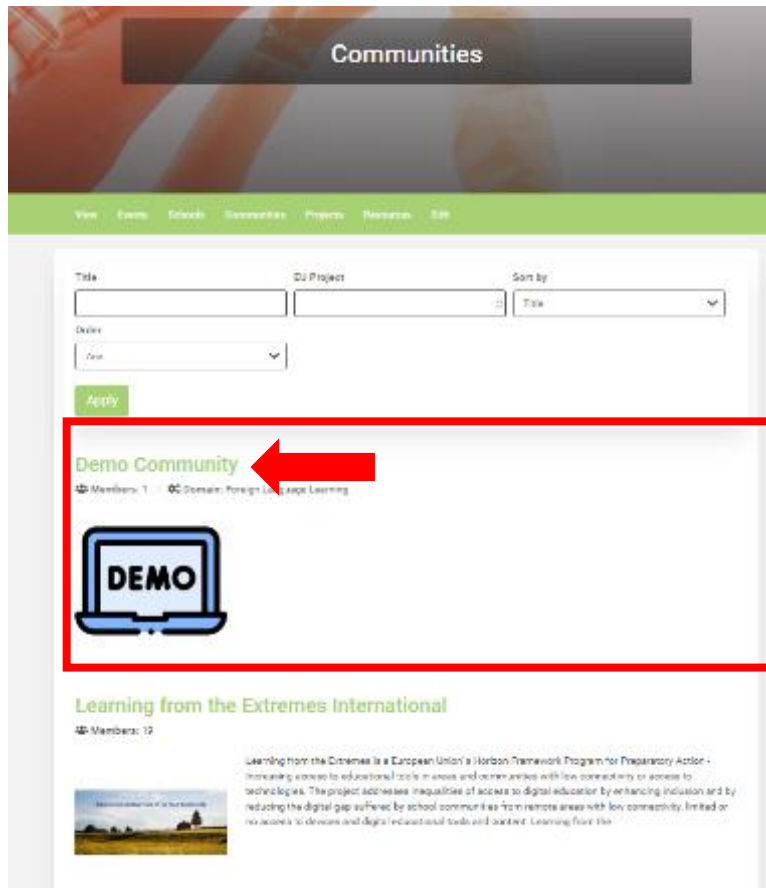
3. Your name will appear on the middle of the top page. Then you have to choose the “**Communities**” from the green Menu on the middle of the site



8. Leave a Community

4. On the new page with the title “Communities”, you will find all the Communities you have joined so far. Then, you choose the Community you want to leave. In our scenario, we want to leave “Demo Community”. Thus, we select this Community by click on the green title of the Community

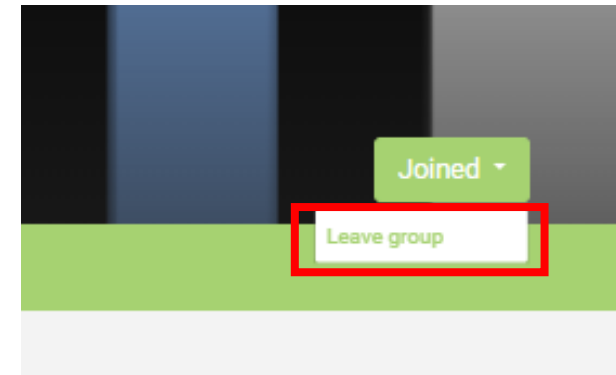
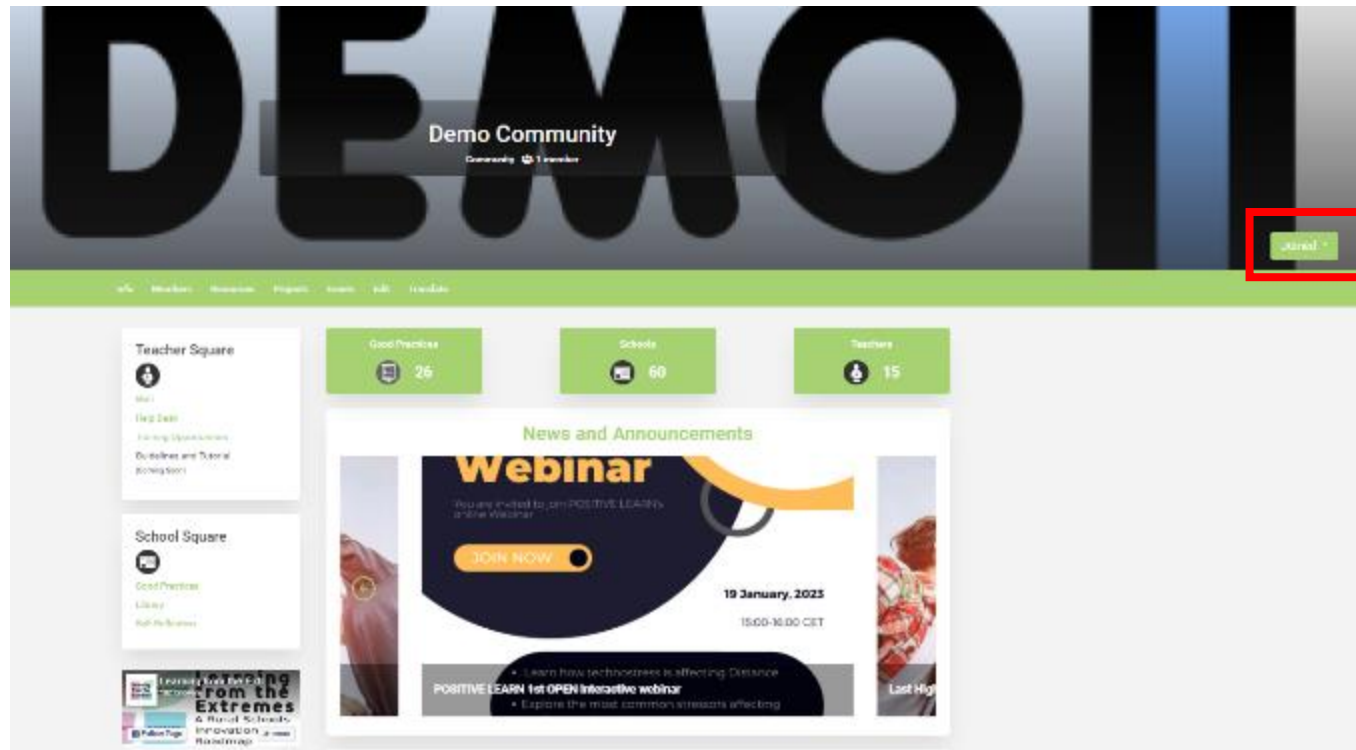
Step by step



8. Leave a Community

Step by step

5. Next, the profile of “Demo Community” will appear. On the green button on the right side of the webpage, we can see the status of my connection with this Community. Since it has the title “Joined”, the User is member of this Community. To leave the Community, the User need to click on the “Joined” button and then select “Leave group”



8. Leave a Community

Step by step

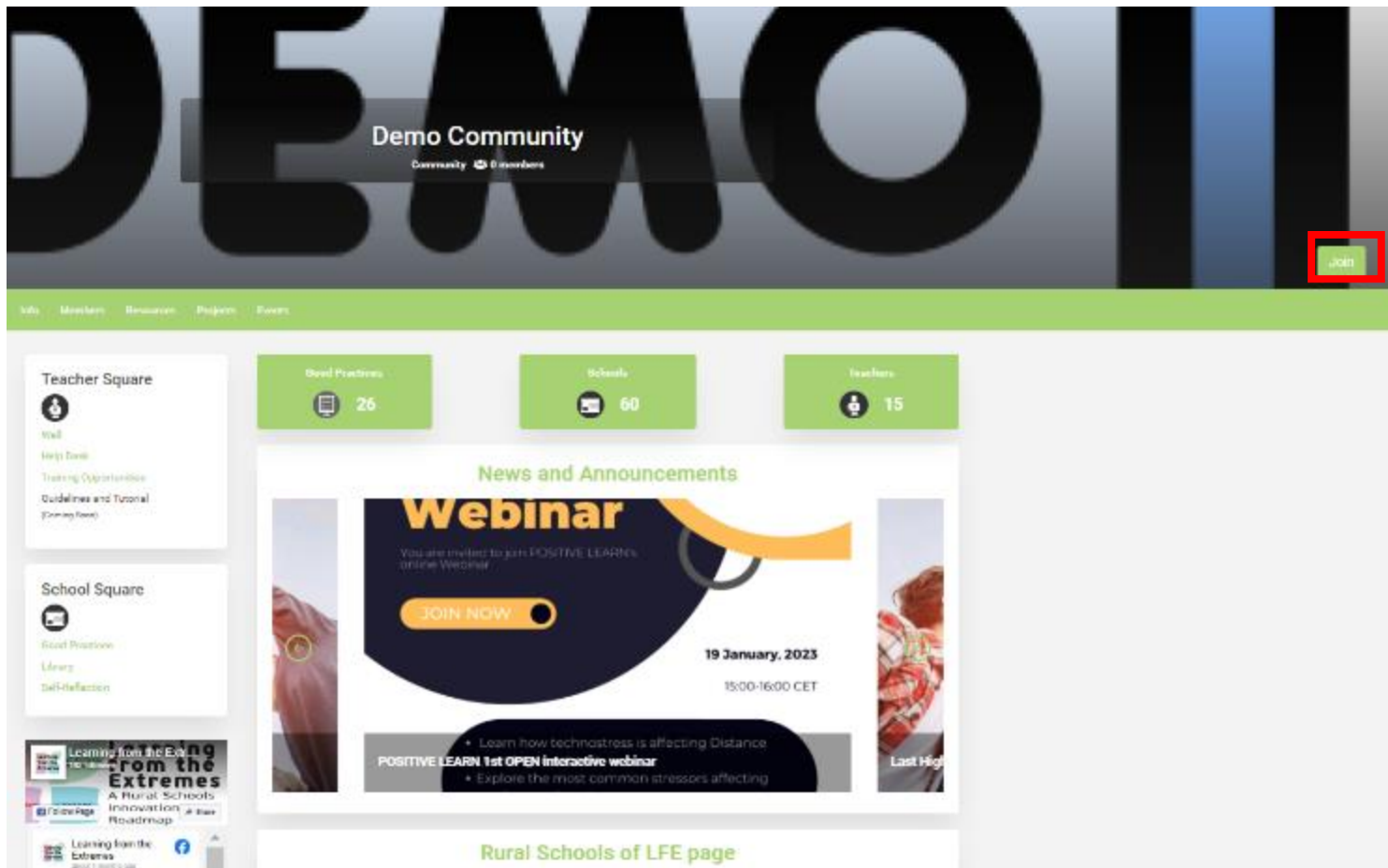
6. On the next page, the User need to confirm that wants to leave the group, by clicking on the green button “Leave group”



8. Leave a Community

7. After completing step 6, the profile of the Community will appear again, but this time the green button on the right side of the webpage will have the title “Join”, which means that the User successfully left the Community

Step by step



Users:

- ✓ School Managers
- ✓ Teachers

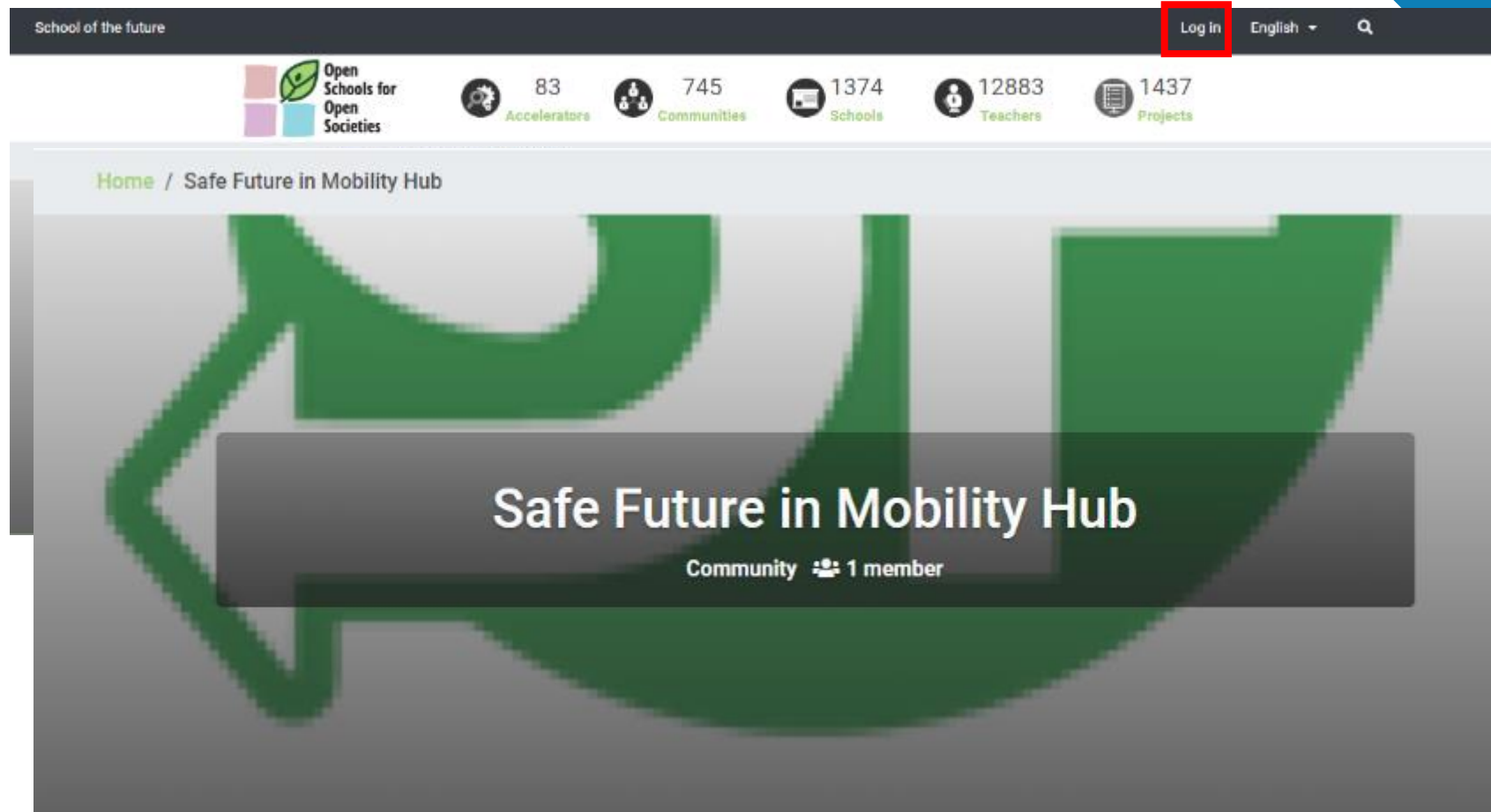
9. How to add a Project



9. Add a Project

1. Visit OSOS Platform ([Link](#)) and “Log in” to your account

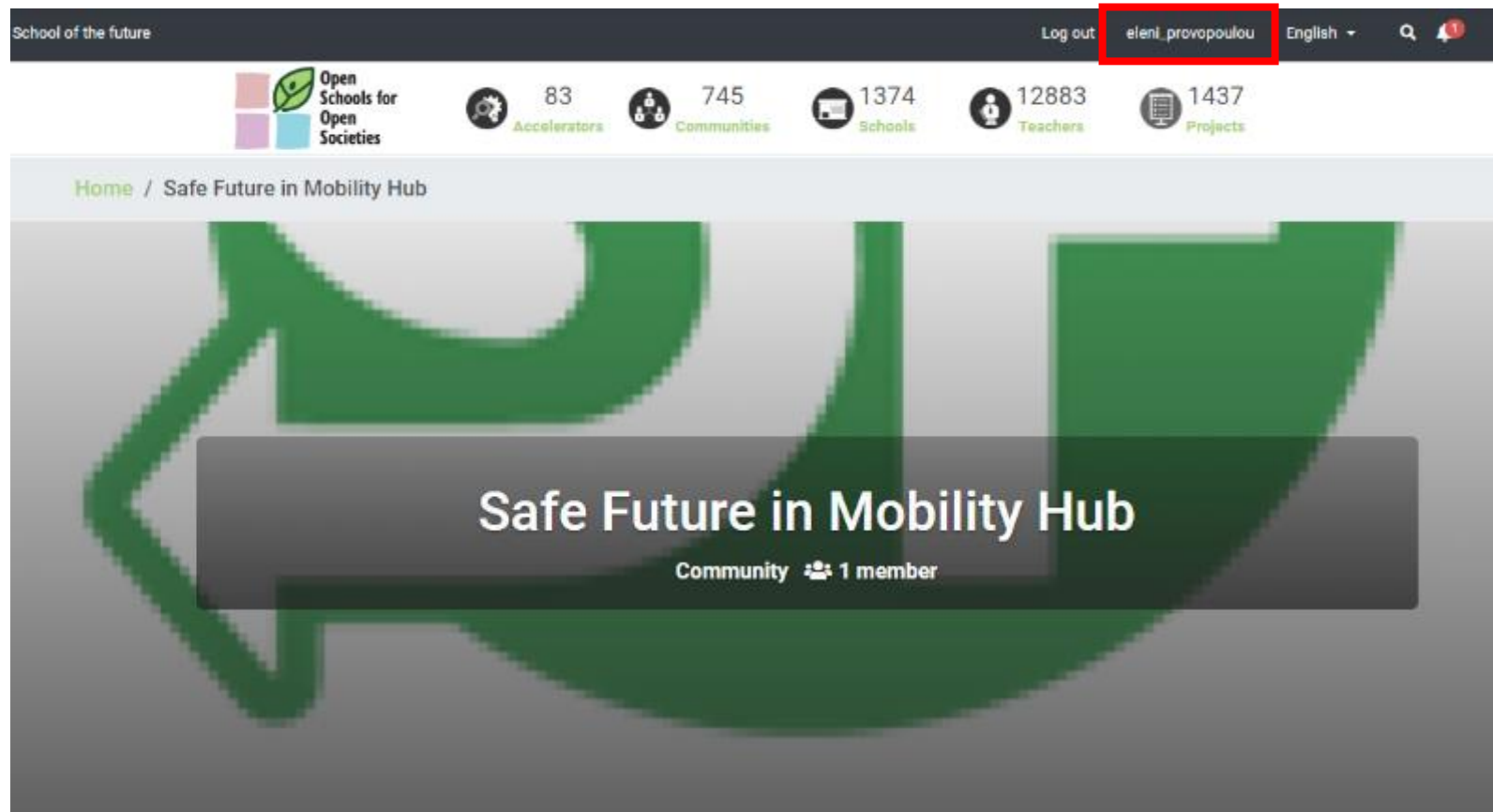
Step by step



9. Add a Project

Step by step

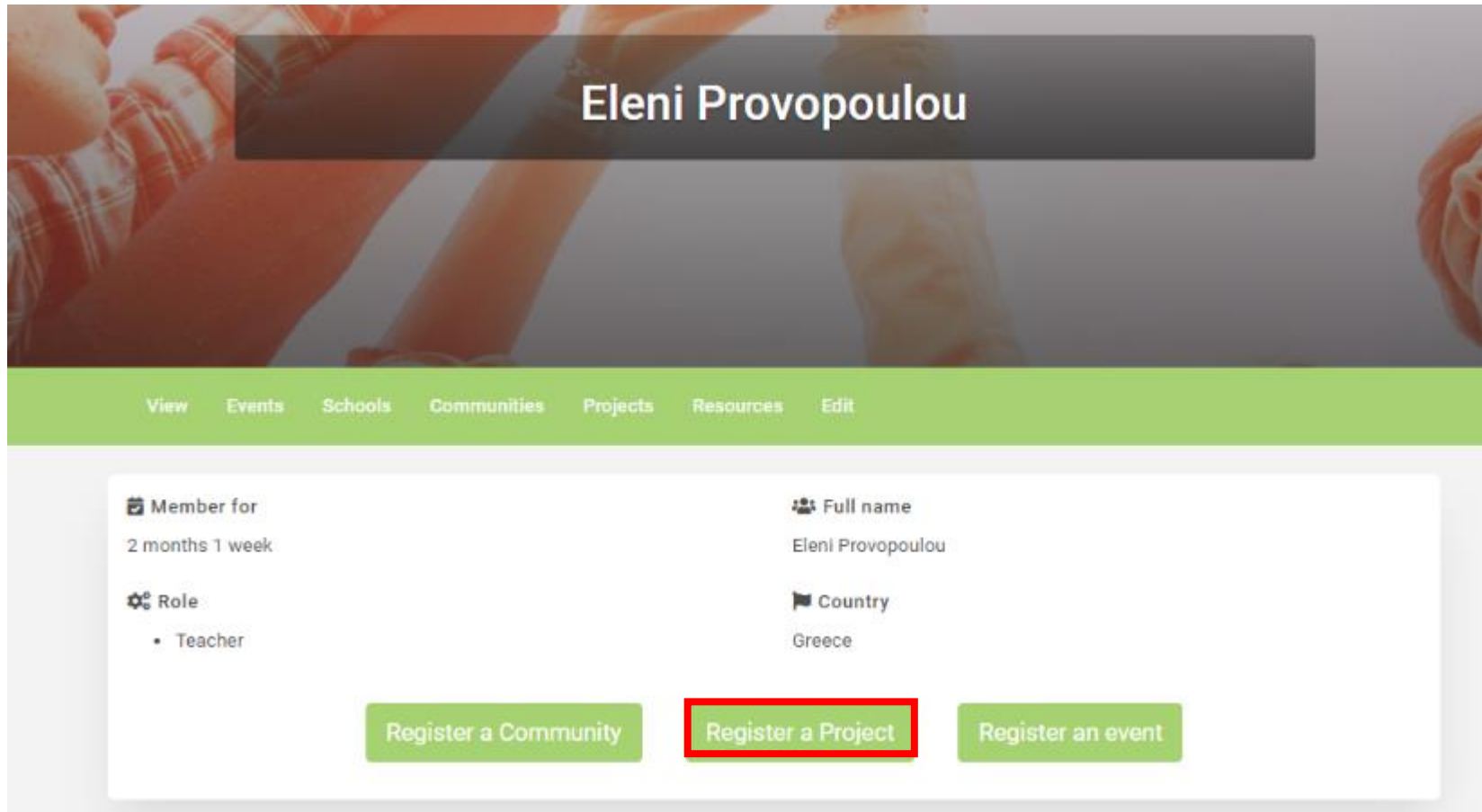
2. Click on your Username, once you are logged in



9. Add a Project

3. Your name will appear on the middle of the top page. Then you need to choose the “**Register a Project**” button

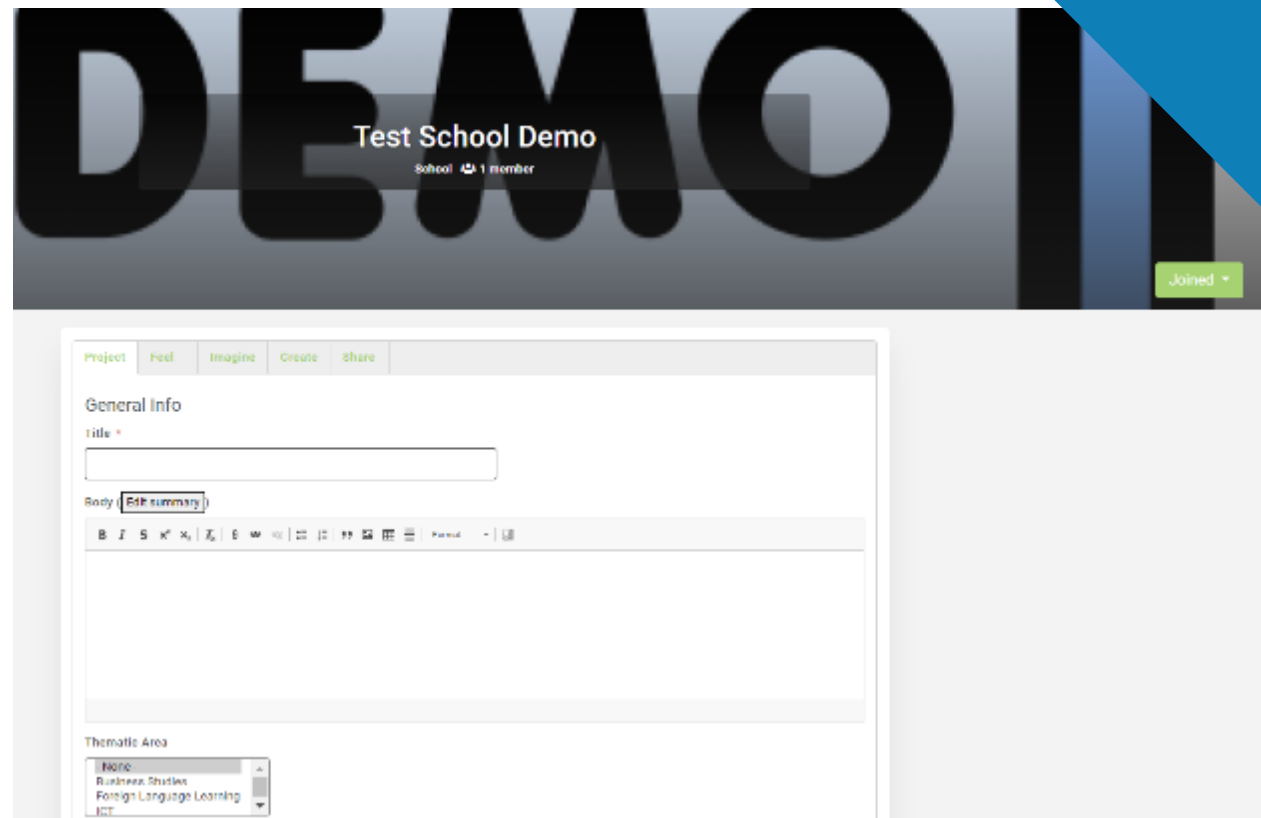
Step by step



9. Add a Project

Step by step

4. Next, a new page about choosing the School that implements the Project will appear. After choosing the school, a new page with New Project's form will appear, where User need to complete all the necessary information about the new Project



9. Add a Project

Step by step

5. Please note that Users must associate the new Project with “**Safe Future Hub**” and any other Community the User prefers.

Associated Communities

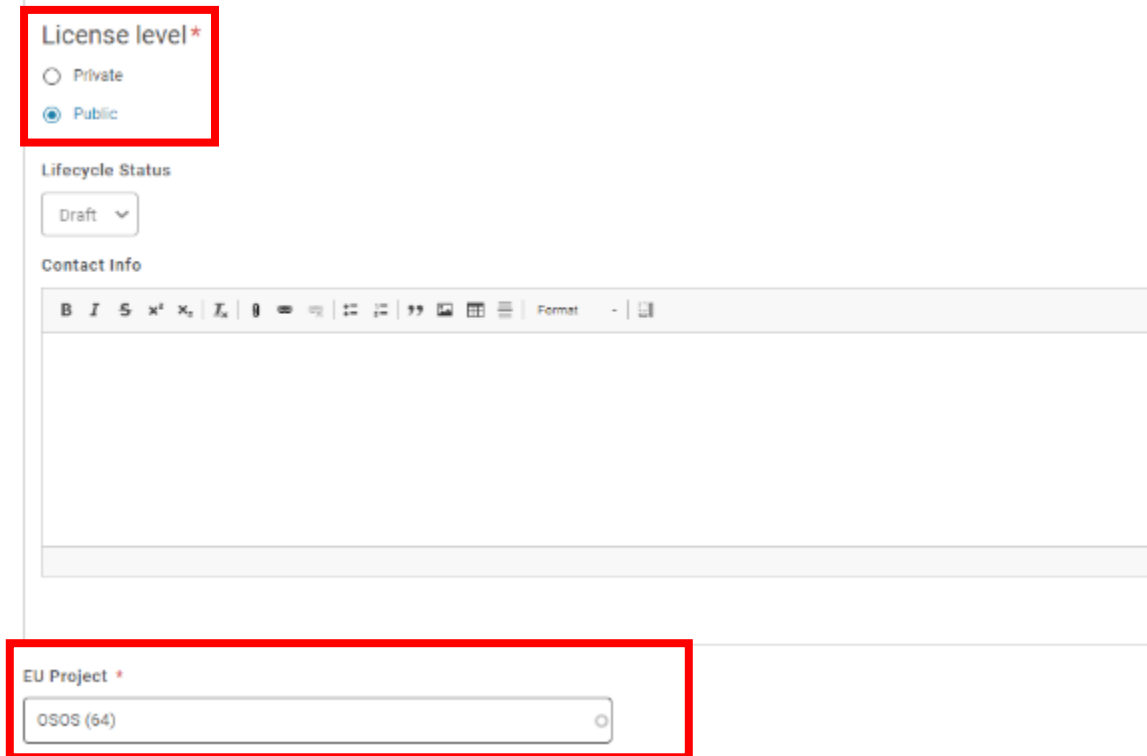
Safe Future Hub



9. Add a Project

Step by step

6. In the middle of the form there is a field with title “License level” where “Public” option should be selected. Then on “EU Project” field on the bottom of the form User should select “OSOS” from the drop-down menu.



The screenshot shows a web form with several sections. The 'License level*' section is highlighted with a red box and contains two radio buttons: 'Private' (unselected) and 'Public' (selected). Below it is the 'Lifecycle Status' section with a 'Draft' dropdown menu. The 'Contact Info' section contains a rich text editor with a toolbar. At the bottom, the 'EU Project *' section is highlighted with a red box and shows a dropdown menu with 'OSOS (64)' selected.



9. Add a Project

Step by step


7. Review the fields that have been completed and then choose “Save”. Congratulations! You just created a new Project

Revision information
No revision

Revision log message

Briefly describe the changes you have made.


Save



TEST Project Demo

View · Delete · Share · Close · Edit · Translate

Data Project: TEST Project Demo has been created.



Hosted by DSOS , contributed by slani_provopoulou on 27 January 2023

Learning Objectives

Updated on 27/01/2023


Link
/test/Project-Demo

Language English

Thematic Area
Business Studies

Age group
less than 6

Download



Users:

- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers
- ✓ Visitors

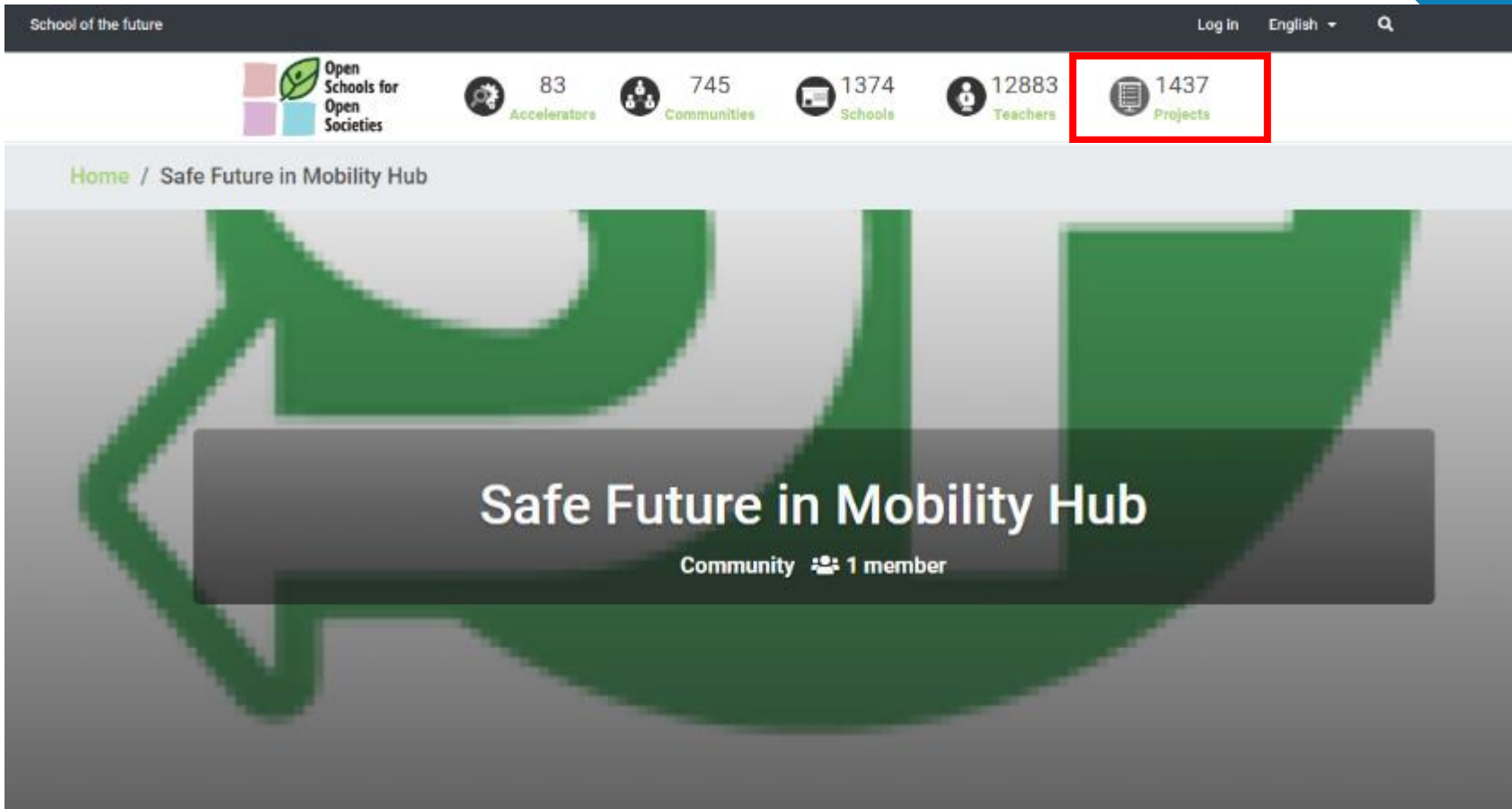
10. How to search for a Project



10. Search for a Project

1. Visit OSOS Platform ([Link](#)) and choose Projects

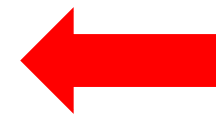
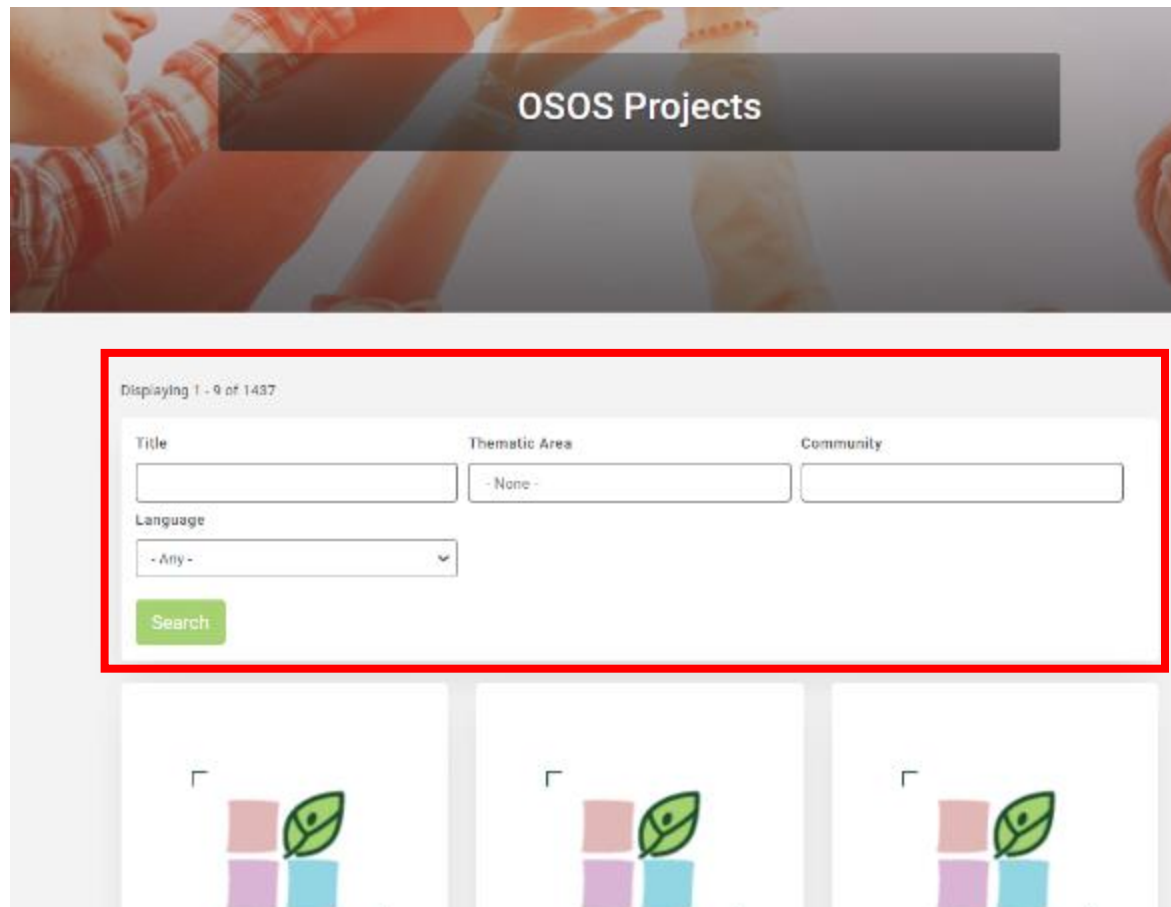
Step by step



10. Search for a Project

Step by step

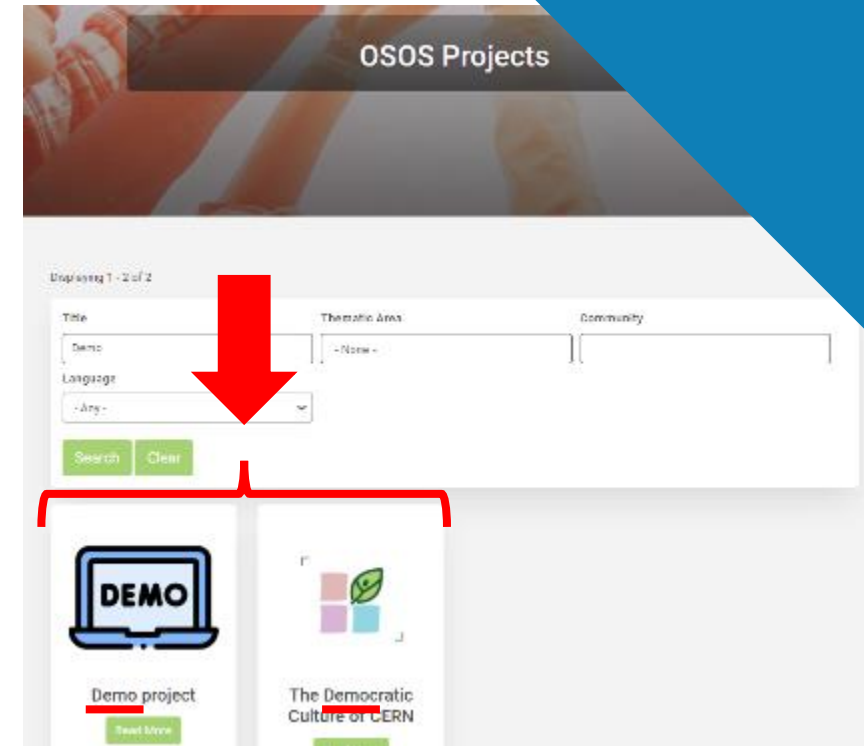
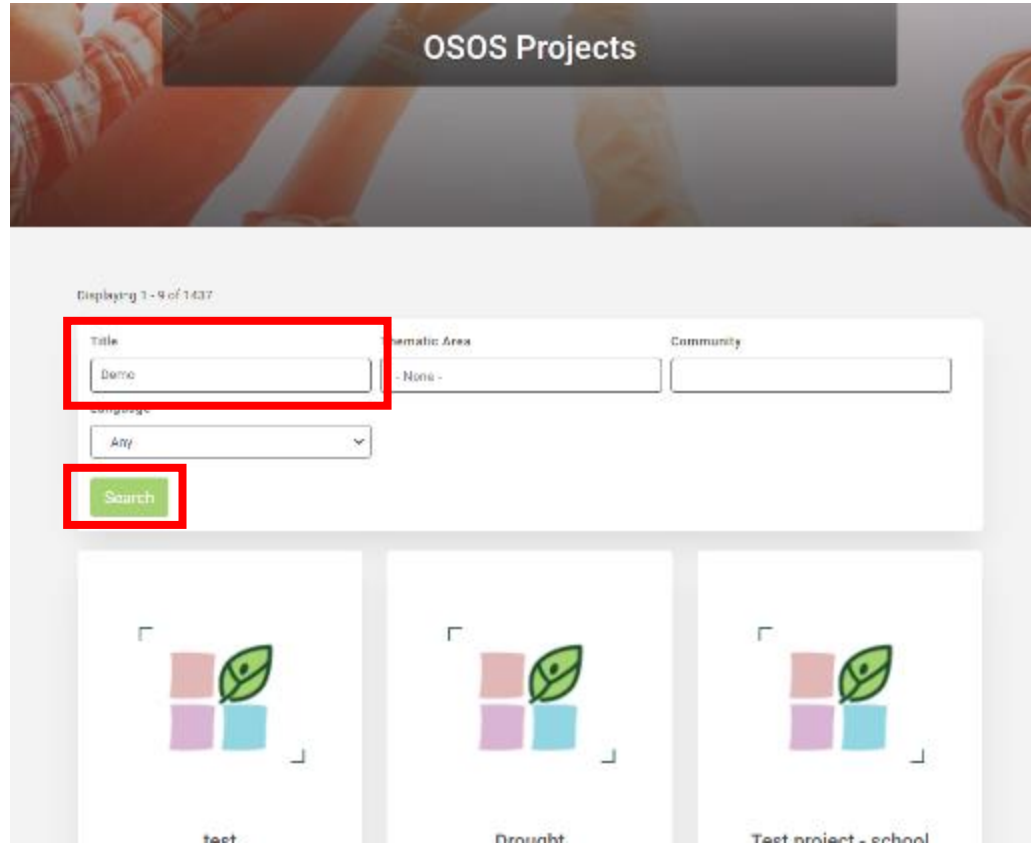
2. On the new page with the title “OSOS Projects”, you will find all the registered projects and use the 4 filters to find a specific project



10. Search for a Project

Step by step

3. For example if I want to find a Project with the word “Demo”, I am adding the word “Demo” as a keyword on Title’s field and then choose Search. Then all projects with the word “Demo” included on their Title will appear



Users:

- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers
- ✓ Visitors

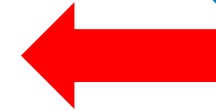
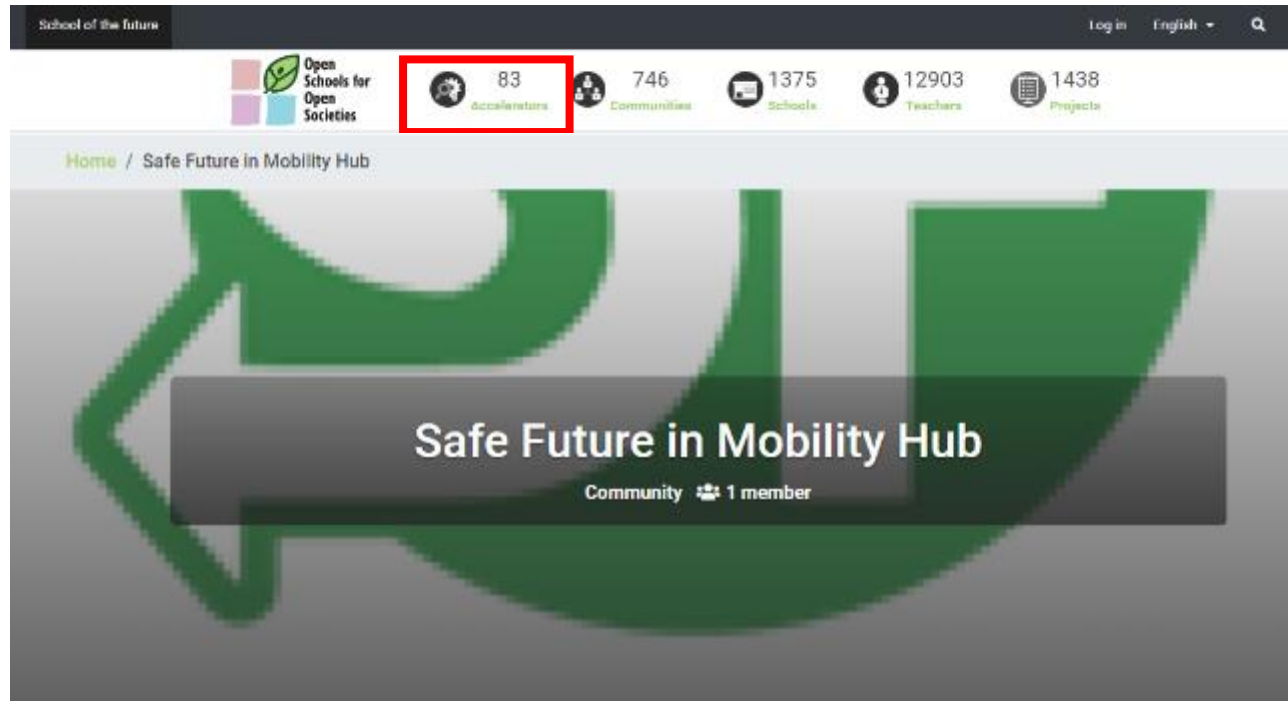
11. How to search for an Accelerator



11. Search for an Accelerator

Step by step

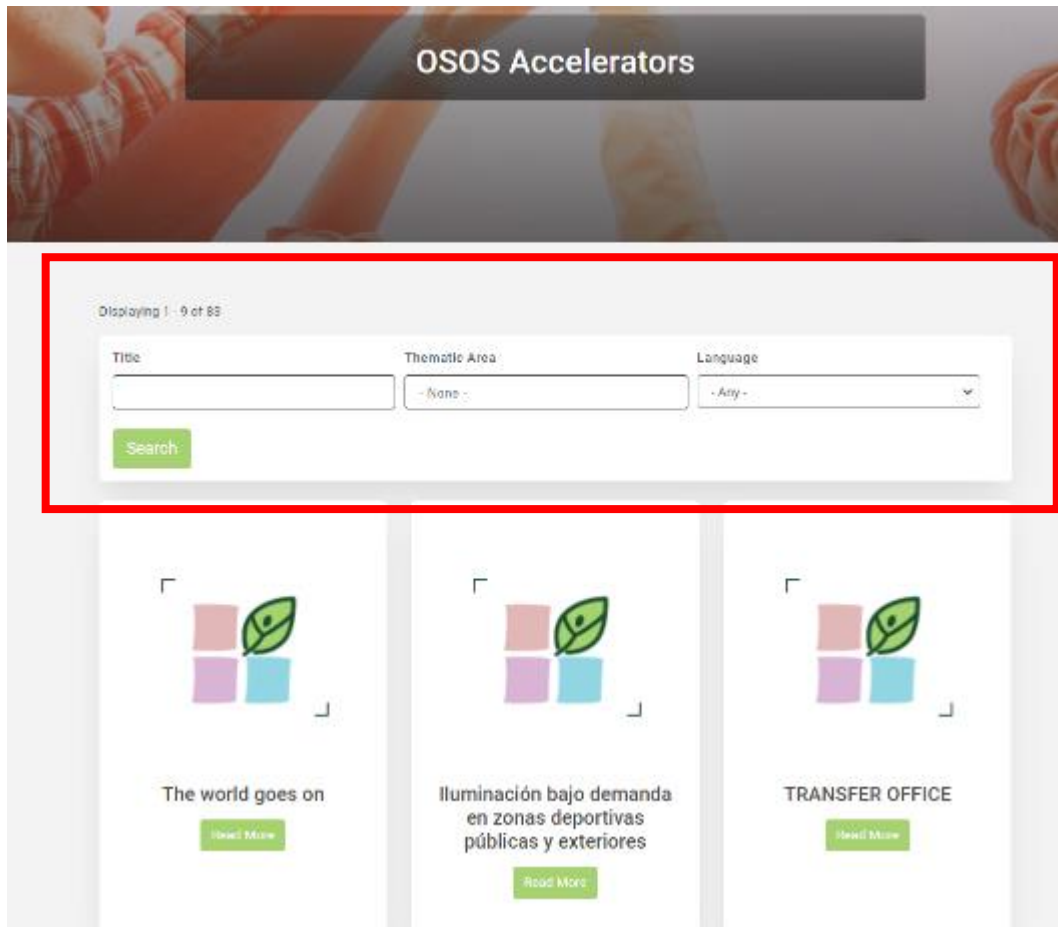
1. Visit OSOS Platform ([Link](#)) and choose Accelerators (on the top side of the site)



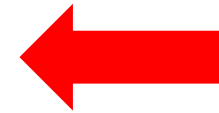
11. Search for an Accelerator

Step by step

2. On the new page with the title “OSOS Accelerators”, you will find all Accelerators and use the 3 filters to find a specific Accelerator



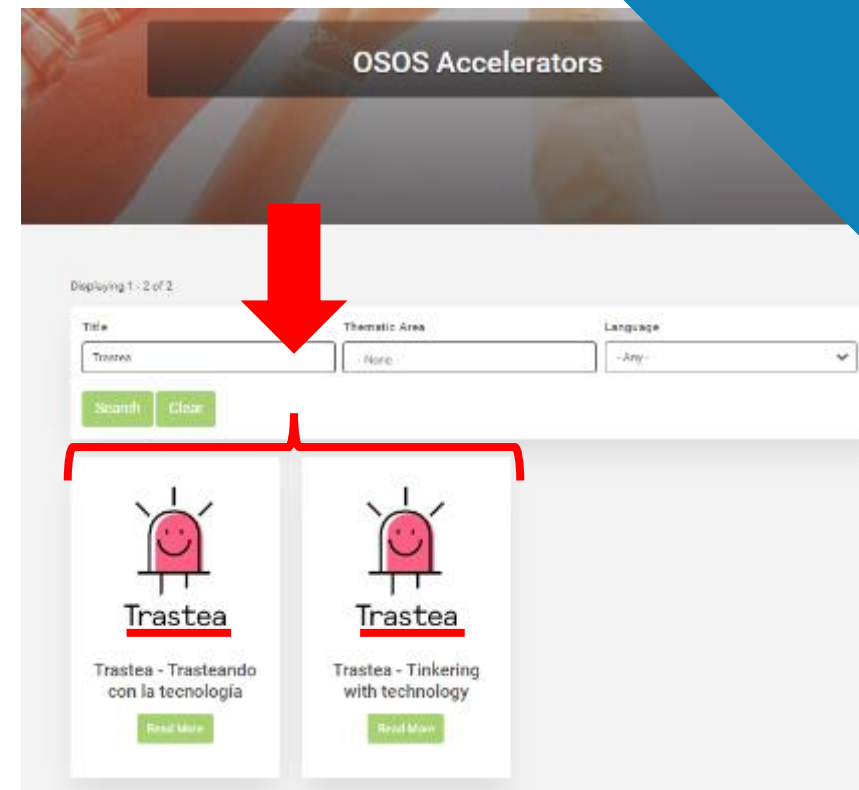
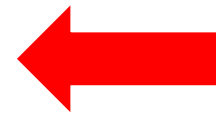
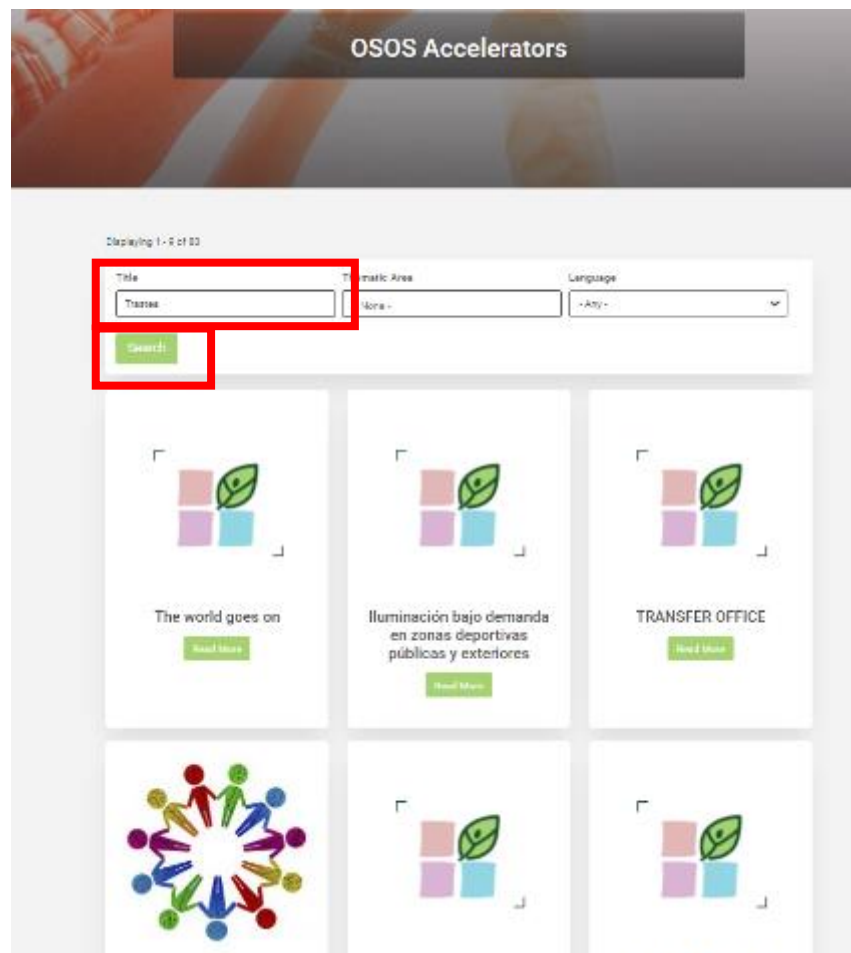
The screenshot shows the "OSOS Accelerators" website. At the top, there is a header with the text "OSOS Accelerators". Below the header, there is a search filter section highlighted with a red box. This section contains three input fields: "Title", "Thematic Area" (with a dropdown menu showing "- None -"), and "Language" (with a dropdown menu showing "- Any -"). A green "Search" button is located below the "Title" field. Below the search filter, there are three accelerator cards, each with a logo consisting of four colored squares (red, green, purple, blue) and a leaf icon. The first card is titled "The world goes on" and has a "Read More" button. The second card is titled "Iluminación bajo demanda en zonas deportivas públicas y exteriores" and has a "Read More" button. The third card is titled "TRANSFER OFFICE" and has a "Read More" button.



11. Search for an Accelerator

Step by step

3. For example if I want to find the Accelerator “Trastea”. I am entering the text “Trastea” under Title’s search box and then choose Search. Next, Accelerators with the word “Trastea” included on the Title will appear



Users:

- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers
- ✓ Visitors

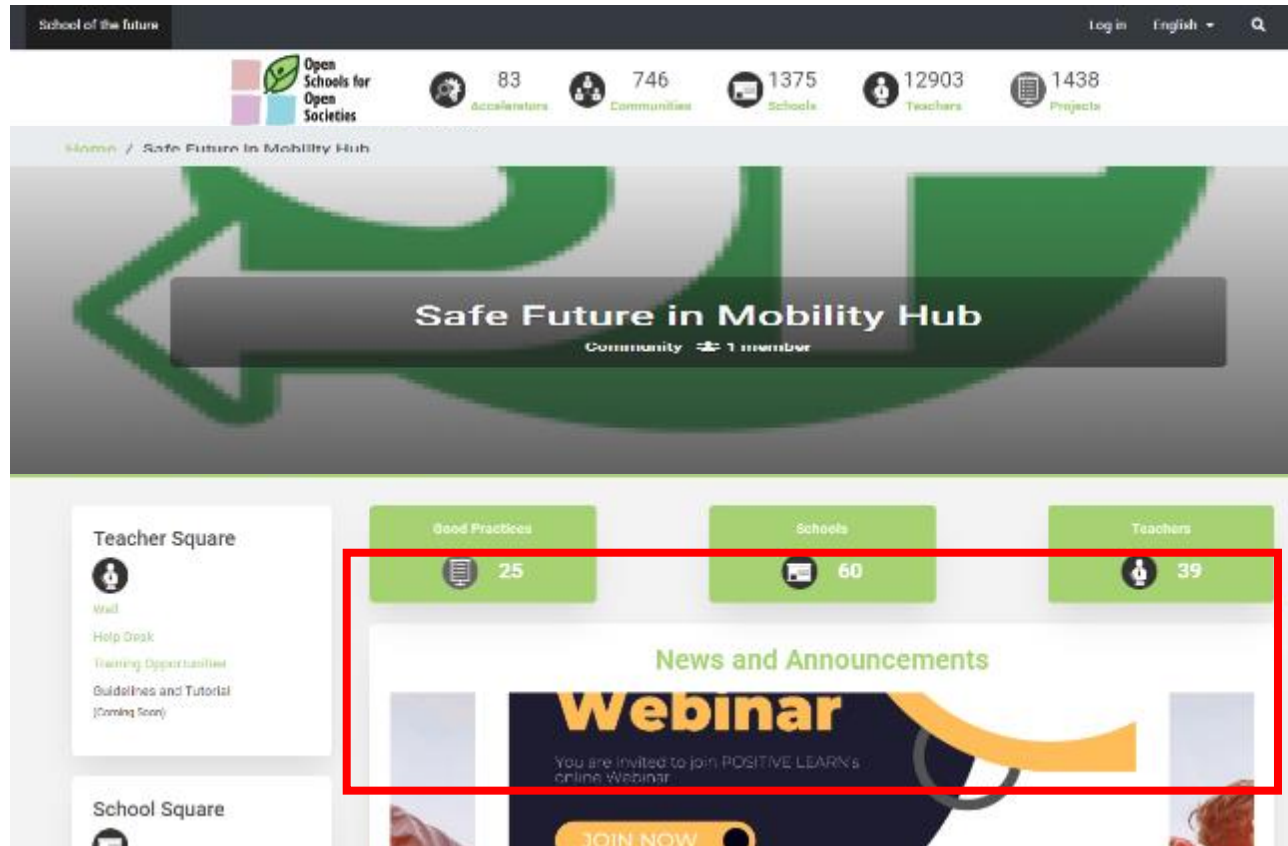
12. How to search for News and Announcements



12. Search for News

Step by step

1. Visit OSOS Platform ([Link](#)) and choose News (on middle of the site)



12. Search for News & Announcements

Step by step

2. On the new page with the title “OSOS- News and Announcements Page” you can find all News and Announcements. Here you can use the 3 filters to find a specific New or Announcement

LFE - News and Announcements Page

Add s(n) New/Announcement

Title

Sort by

Order

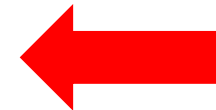
Search

European Education Policy Network Policy Recommendations 2022

Read More

Lfe Webinar: Meeting the needs of our schools through teacher professional developmen...

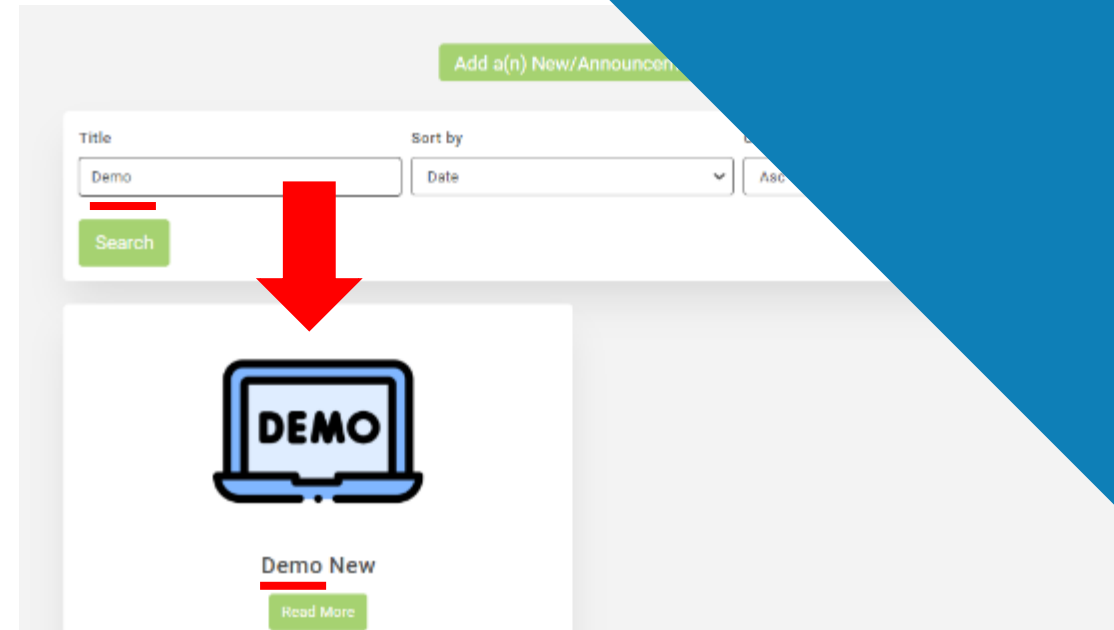
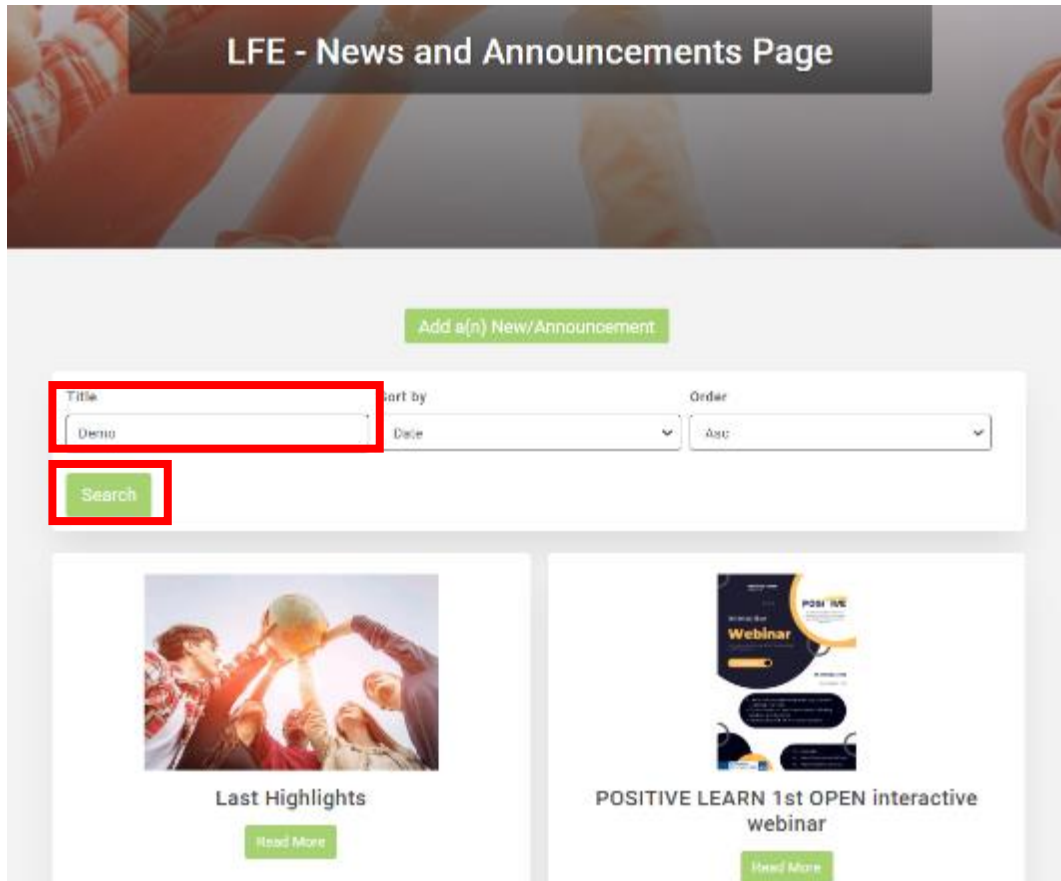
Read More



12. Search for News & Announcements

Step by step

3. For example if I want to find a New about “Demo”. I am entering the text “Demo” under Title’s search box and then choose Search. Then News with the word “Demo” included on the Title will appear



Users:

- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers
- ✓ Visitors

13. How to search for an event



15. Search for an Event

Step by step

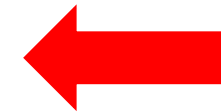
1. Visit OSOS Platform ([Link](#)) and choose Events

The screenshot shows the OSOS Platform interface. At the top, there is a navigation bar with 'School of the future', 'Log in', and 'English'. Below this is a header with the OSOS logo and statistics: 83 Accelerators, 745 Communities, 1374 Schools, 12883 Teachers, and 1437 Projects. The main content area features a large green graphic with the text 'Safe Future in Mobility Hub' and 'Community 1 member'. A navigation menu at the bottom of the main area includes 'Info', 'Members', 'Resources', 'Projects', and 'Events', with 'Events' highlighted by a red box. A red arrow points from the right towards the 'Events' box. Below the navigation menu, there are several widgets: 'Teacher Square' with links for Wall, Help Desk, and Training Opportunities; 'Good Practices' with 26 items; 'Schools' with 59 items; and 'Teachers' with 15 items. At the bottom, there is a section for 'News and Announcements'. The OSOS logo and 'SAFE FUTURE IN MOBILITY' text are visible in the bottom right corner.

15. Search for an Event

2. On the new page with the title “Learning from the Extremes International”, you will find all the available events. After selecting the title of the event, you can find more details about this event

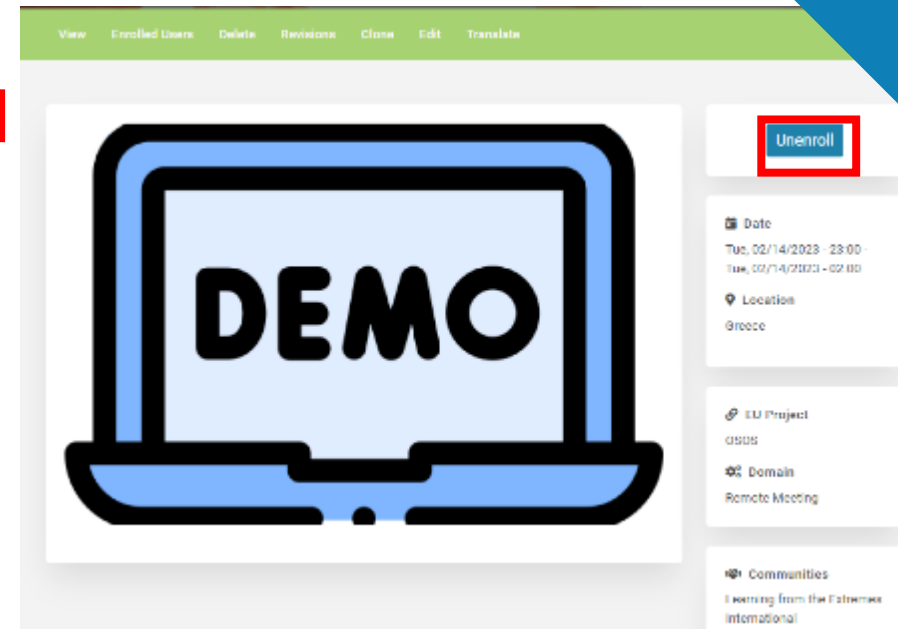
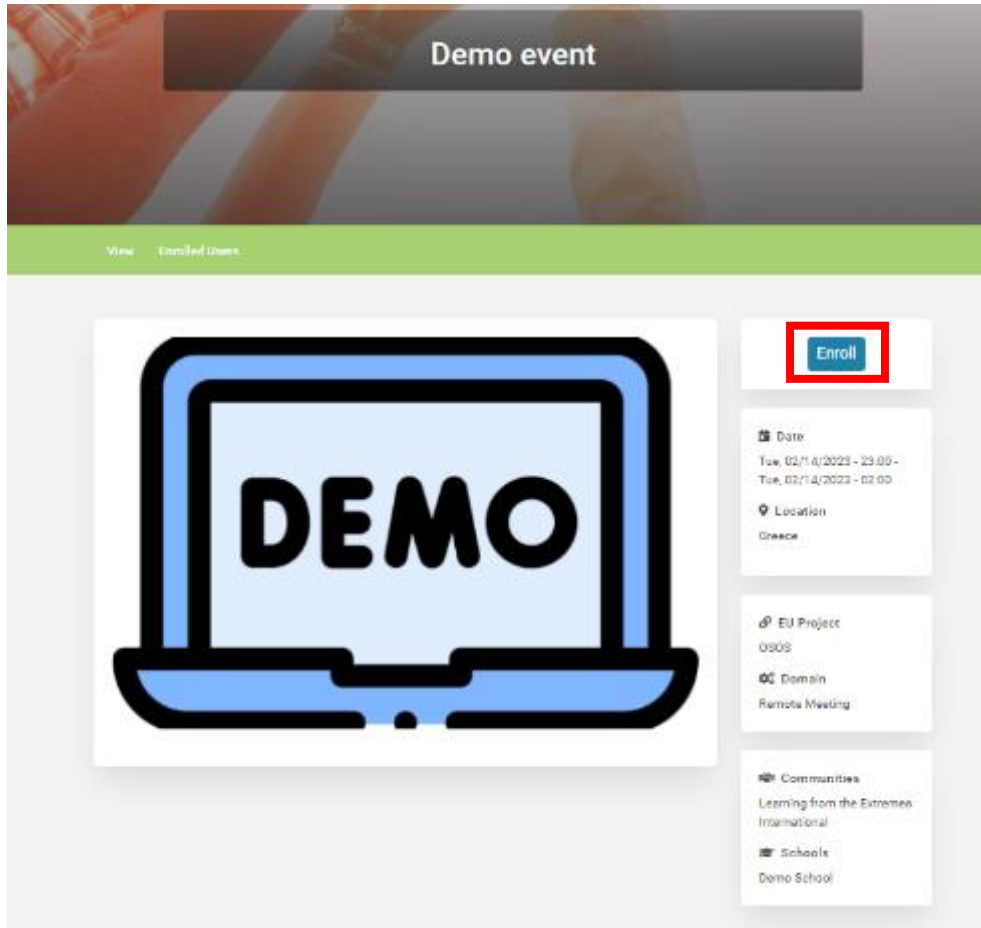
Step by step



15. Search for an Event

3. Here you will find useful information about the event. Moreover, on the right side of the page you can find the button “Enroll” which will turn to “Unenroll” after selection

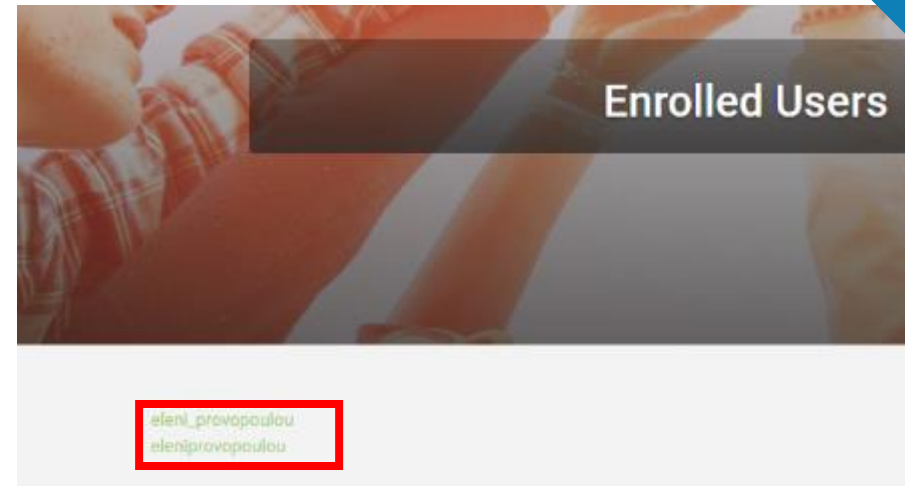
Step by step



15. Search for an Event

Step by step

4. You will also find the list with the “Enrolled Users” by selecting this option on the green menu



15. Search for an Event

5. In case you want to see all the events that you are already enrolled, you can visit your profile and after selecting events. Here, you can find the list with past and future events that you are enrolled

Step by step

School of the future | Log out: eleni_provopoulou | English

Open Schools for Open Societies

83 Accelerators | 747 Communities | 1376 Schools | 12906 Teachers | 1438 Projects

Home / eleni_provopoulou

Eleni Provopoulou

View: **Events** | Schools | Communities | Projects | Resources | Edit

Member for: 2 months 1 week | Full name: Eleni Provopoulou

Role: National Coordinator | Country: Greece

Register a Community | Register a School | Register an Accelerator | Register an event

Events

View: Events | Schools | Communities | Projects | Resources | Edit

Demo event

📅 Tue, 02/14/2028 - 08:00
Tue, 02/14/2028 - 09:00

📍 Greece

👤 Ibarra Moring

This is a demo event

Read More

Users:

- ✓ National Coordinators
- ✓ School Managers
- ✓ Teachers

14. How to add an Event



16. Add an Event

Step by step

1. Visit OSOS Platform ([Link](#)) and “Log in” to your account

School of the future

Log in English

Open Schools for Open Societies

83 Accelerators 745 Communities 1374 Schools 12883 Teachers 1437 Projects

Home / Learning from the Extremes International

Welcome to the Open Schools for Open Societies Portal

Info Members Resources Projects Events

Teacher Square

Wall Help Desk Training Opportunities

Good Practices 26

Schools 59

Teachers 15

News and Announcements

16. Add an Event

Step by step

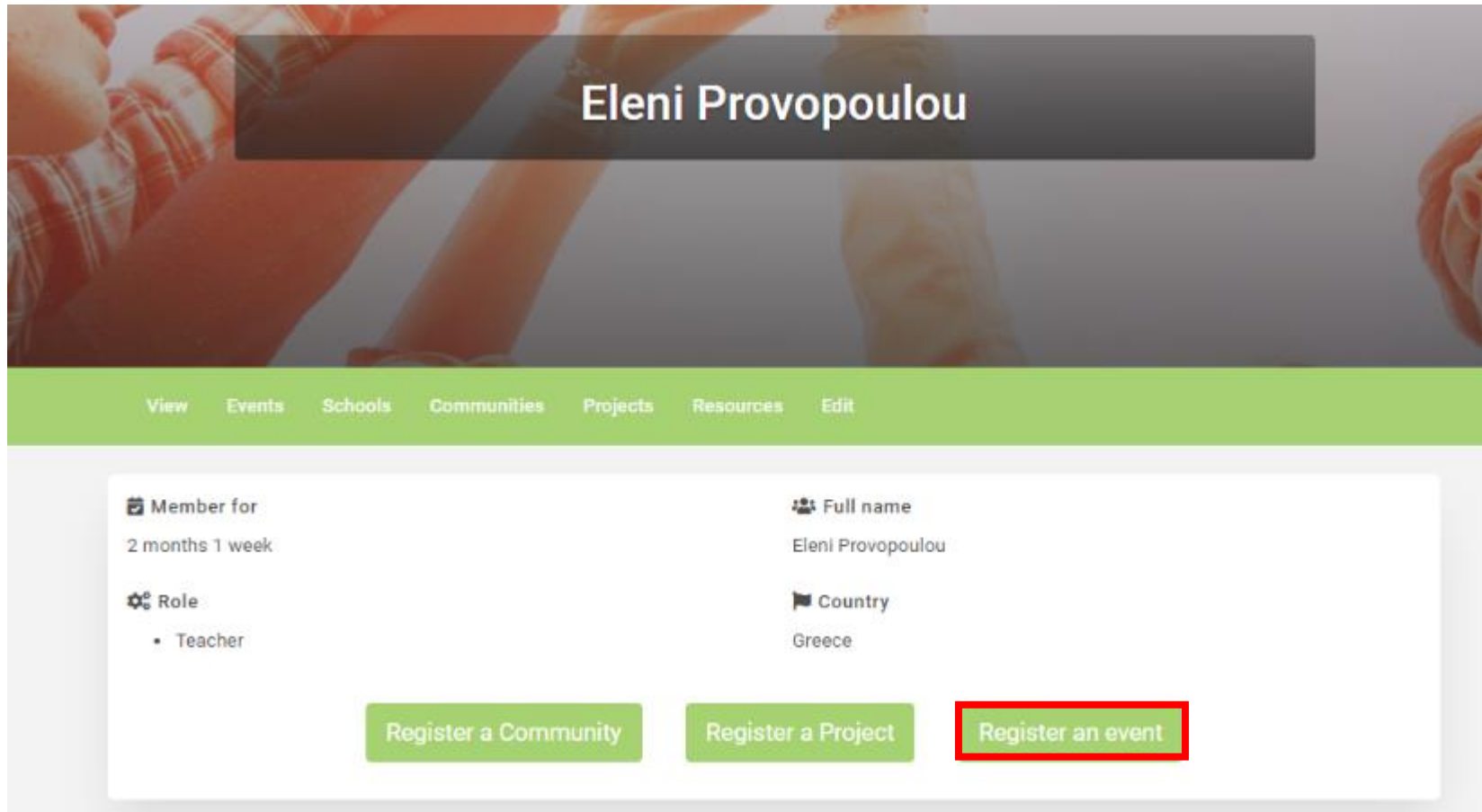
2. Click on your Username, once you are logged in

The screenshot shows the user profile page for Eleni Provopoulou. The top navigation bar includes the text "School of the future", a "Log out" link, the username "eleni_provopoulou" (highlighted with a red box), and a language dropdown set to "English". Below the navigation bar, there are statistics for various categories: Accelerators (83), Communities (745), Schools (1374), Teachers (12883), and Projects (1437). The main content area features a large image of a person looking at a globe, with the name "Eleni Provopoulou" overlaid in a dark box. At the bottom, there are several widget boxes: "Teacher Square" with a user icon, "Good Practices" with a document icon and the number 26, "Schools" with a school icon and the number 59, and "Teachers" with a person icon and the number 15.

16. Add an Event

Step by step

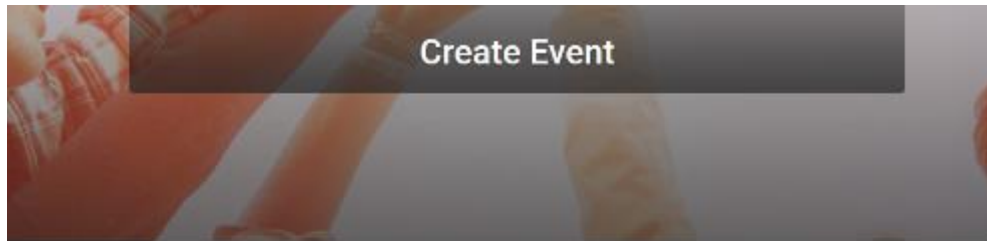
3. Your name will appear on the middle of the top page. Then you need to choose the “**Register an Event**” button



16. Add an Event

4. Next, a new page about proceeding with New Events' form completion will appear. The User need to associate the event with OSOS International Community and any other community needed. Moreover, the User can associate the Event with a School as well

Step by step



Title *

Language
English ▾
Event Image
Choose File No file chosen
Upload
One file only.
64 MB limit.
Allowed types: png gif jpg doc.
Event Type *
Select a value ▾
Event Start Date *
dd - yyyy

Associated Communities

Add another item

Associated Schools

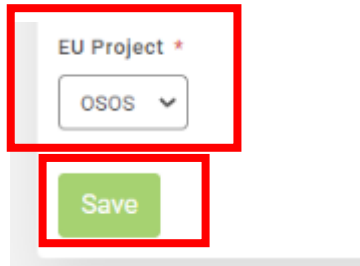
Add another item



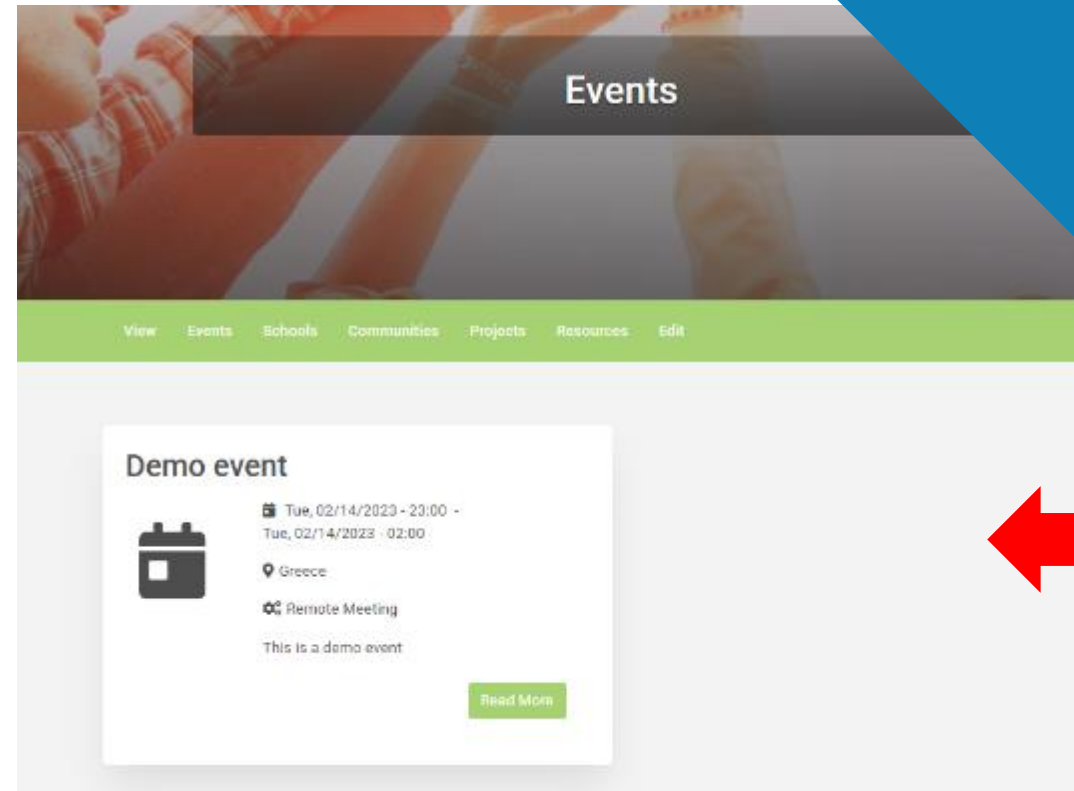
16. Add an Event

Step by step

5. On the field “EU Project” option “OSOS” should be selected and after choosing “Save”, your event will be created



A screenshot of a web form. The 'EU Project' dropdown menu is highlighted with a red box and contains the option 'OSOS'. Below it, the 'Save' button is also highlighted with a red box. A large red arrow points from the 'Save' button towards the right.



A screenshot of the 'Events' page. The page has a green navigation bar with links for 'View', 'Events', 'Schools', 'Communities', 'Projects', 'Resources', and 'Edit'. Below the navigation bar, there is a card for a 'Demo event'. The card displays a calendar icon, the date 'Tue, 02/14/2023 - 23:00 - Tue, 02/14/2023 - 02:00', the location 'Greece', the type 'Remote Meeting', and the description 'This is a demo event'. A 'Read More' button is located at the bottom right of the card. A large red arrow points from the right side of the card towards the left.



OSOS Contact Person: Nikos Zygouritsas - zygouritsas@ea.gr



SAFE FUTURE
IN MOBILITY