SALL
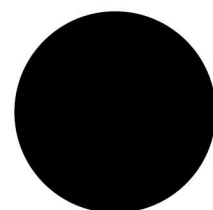
SALL Portal Functionalities

How to register in the SALL Portal

1. HOW TO

1.1. How to register in the Portal as a Teacher, School Manager, Societal Actor or Visitor.

During the registration process, you will be required to select 1 out of 3 distinct roles. The user can be registered as a Teacher, School Manager or Visitor.

The Teacher role is to create and implement educational material based on SALL methodology.

The School Manager role is allowed to register and manage his school in the Portal following the living lab methodology.

The Societal Actor role are stakeholders, social actors, or local actors or the community members who are actively involved in a specific SALL project.
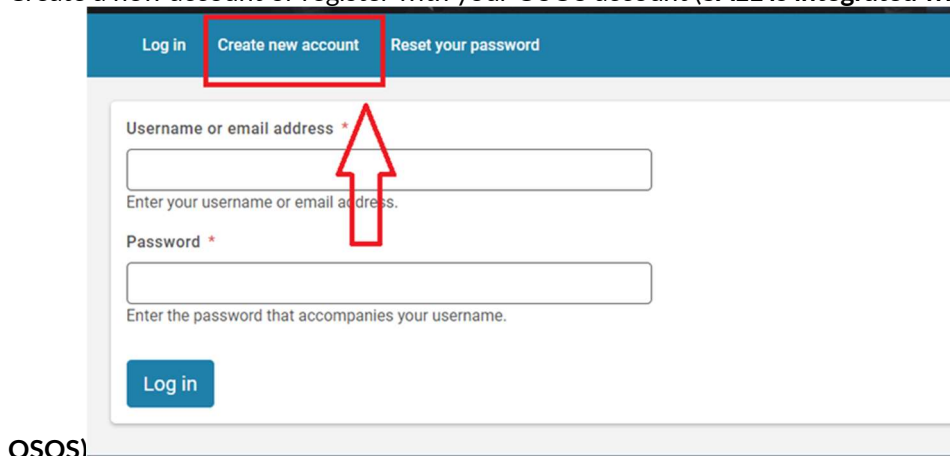
The Visitor role is ideal for the users that seek to explore the Portal and there is no need to acquire educational privileges.
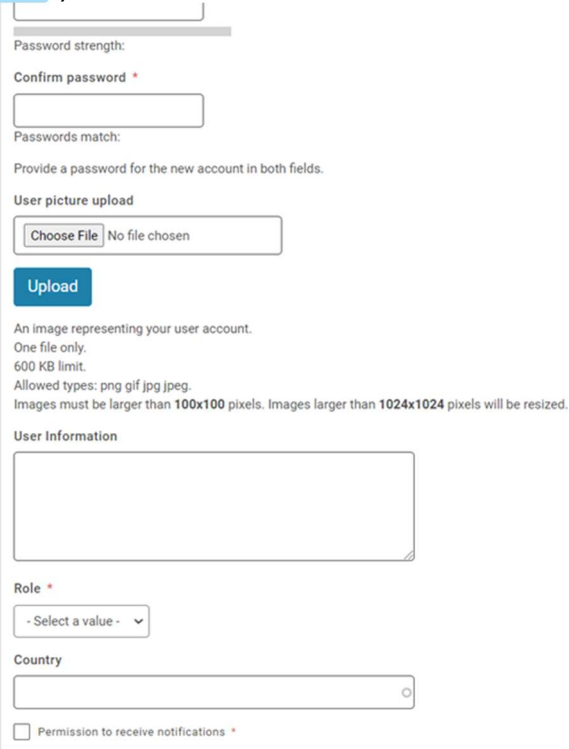
To login, please follow the steps below:

1. Initiate the registration process – Press the login button
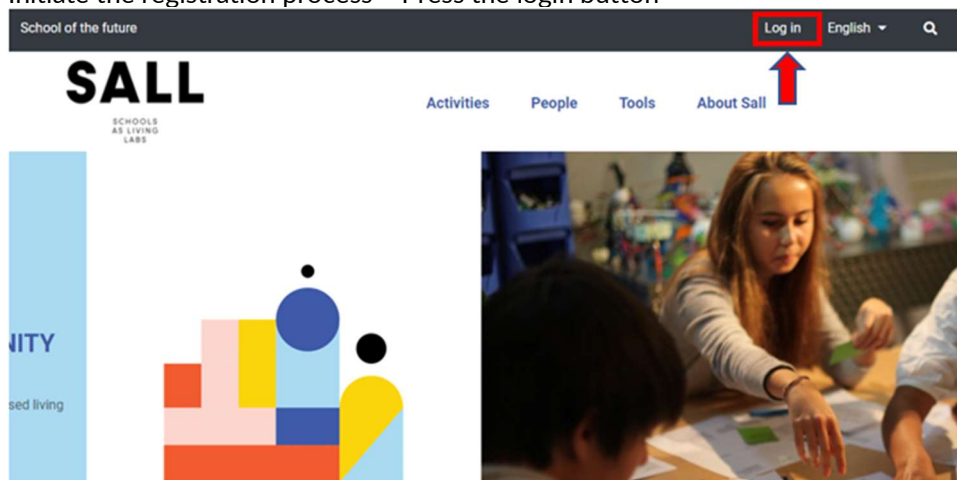
2. Create a new account or register with your OSOS account (**SALL is integrated with**

OSOS)

3. Fill in your user information – remember to select the correct user Role

Password strength:

Confirm password *

Passwords match:

Provide a password for the new account in both fields.

User picture upload

Choose File | No file chosen

Upload

An image representing your user account.
One file only.
600 KB limit.
Allowed types: png gif jpg jpeg.
Images must be larger than 100x100 pixels. Images larger than 1024x1024 pixels will be resized.

User Information

Role *

- Select a value -

Country

☐ Permission to receive notifications *

4. At the end of this process, the administrator verifies that you are a real user and provides access to the Portal.

*Note SALL is an EU RnD project, therefore you may be asked to provide to us (the administration) the permission to send you notifications. The notifications are ONLY for informative purposes (events, school competitions etc.) and for Portal procedures. The Portal will NEVER contact you for advertising purposes.

*Note This is not an automated process, and all users will be manually verified from the administrator in order to ensure the smooth functionality of the infrastructure. We would like to ask for your patience and understanding if you get not directly registered, especially during out of office hours or public holidays.

1.2. How to register a School in the Portal as a School Manager

The process for registering a school in the portal starts with the user that has the role of a School Manager. In order to complete the registration and administration of the school, it is important to connect the specific school with a teacher from the school that is responsible for the management of its profile – The school manager. The teacher is a registered user in the portal and as soon as he/she receives an invitation from the National Coordinator he/she also becomes a School Manager.

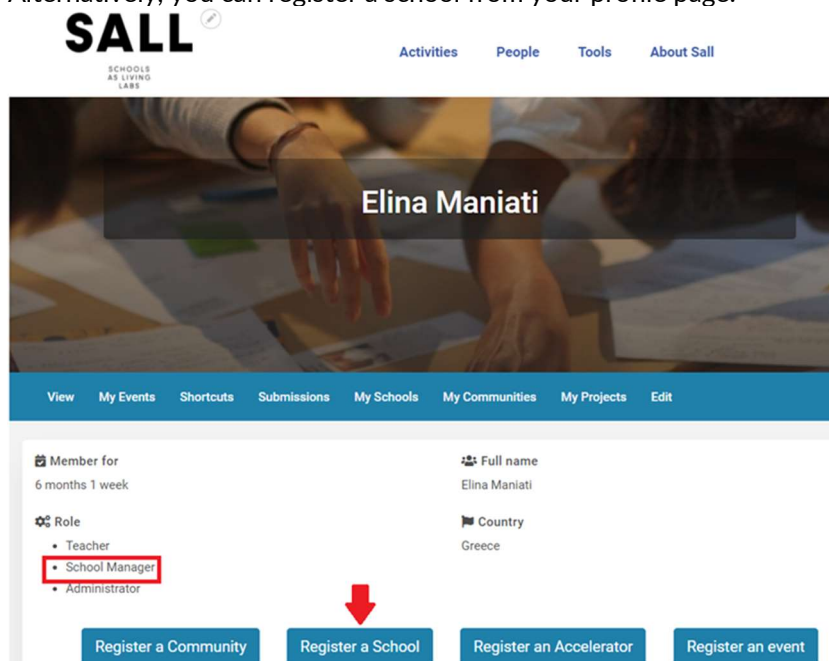**To register a School, please follow the steps below:**

1. Navigate to Schools tab from the top menu or from your personal profile page
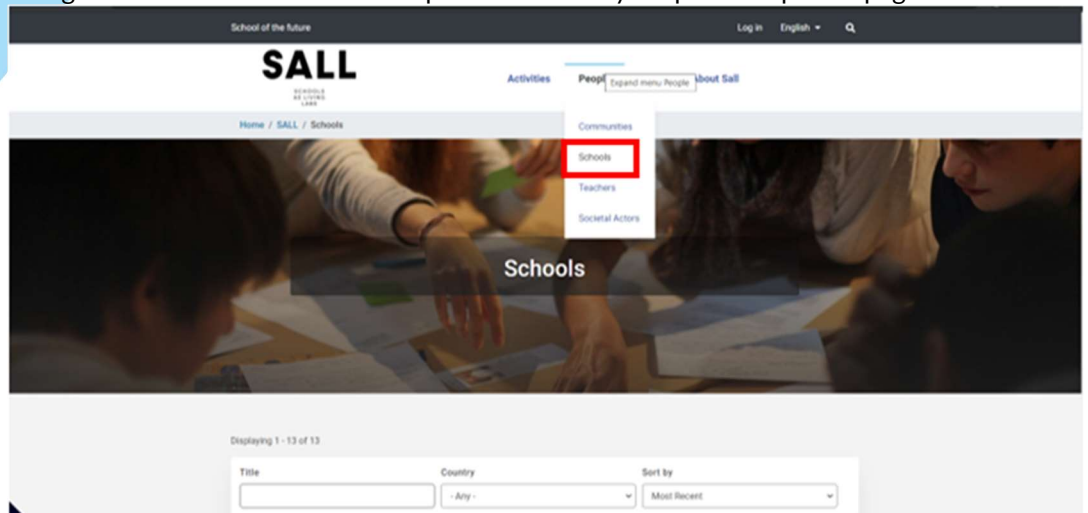
2. Press the "Register a School" button
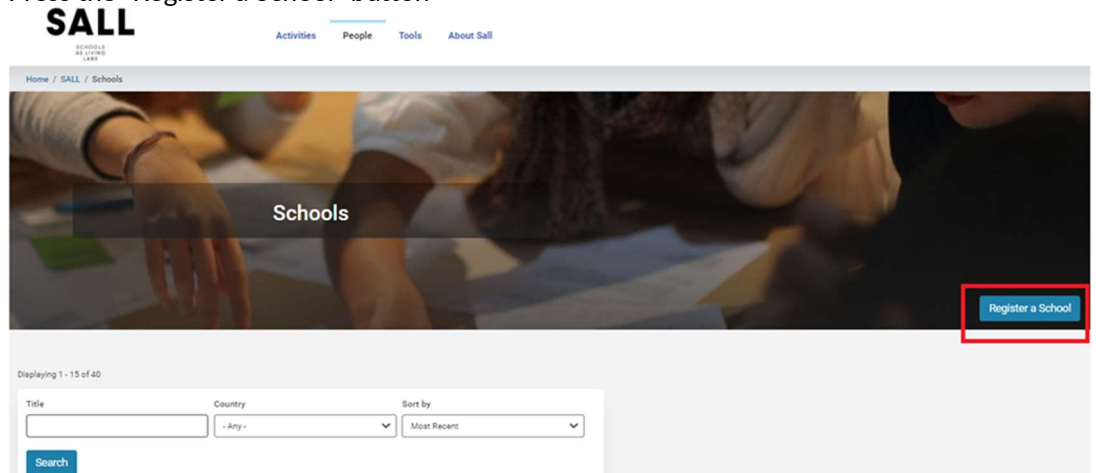
Alternatively, you can register a school from your profile page:

3. Fill in the information of the school – Remember to choose the project, if this is an OSOS or a SALL school (or both)


*Note If your school is already registered in OSOS, you don't have to follow this process. You can edit your school and tick the SALL box under the EU Project field. Please remember that if you choose this approach, you transfer the school and all the teachers under the school to SALL project.
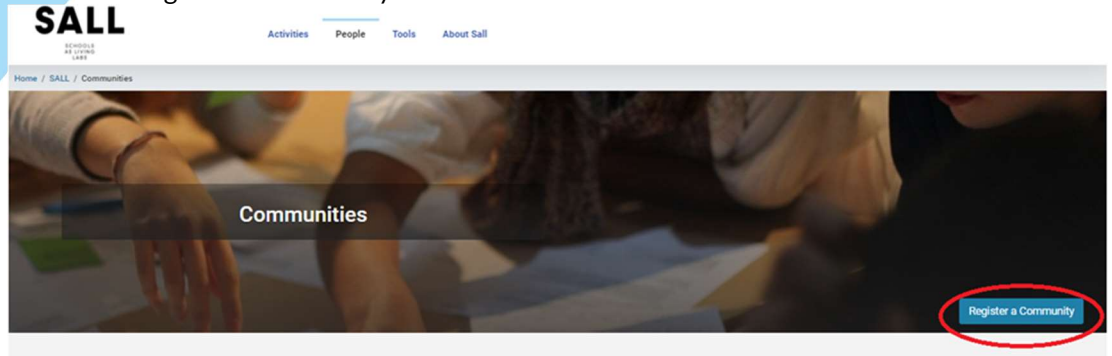
1.3. How to create a Community

You can create a community that it is Area-related (e.g., Greek Schools of SALL) and/or create a Community that it is Topic-related (e.g., Green Energy Community) and/or both.

To create a Community, please follow the steps below:

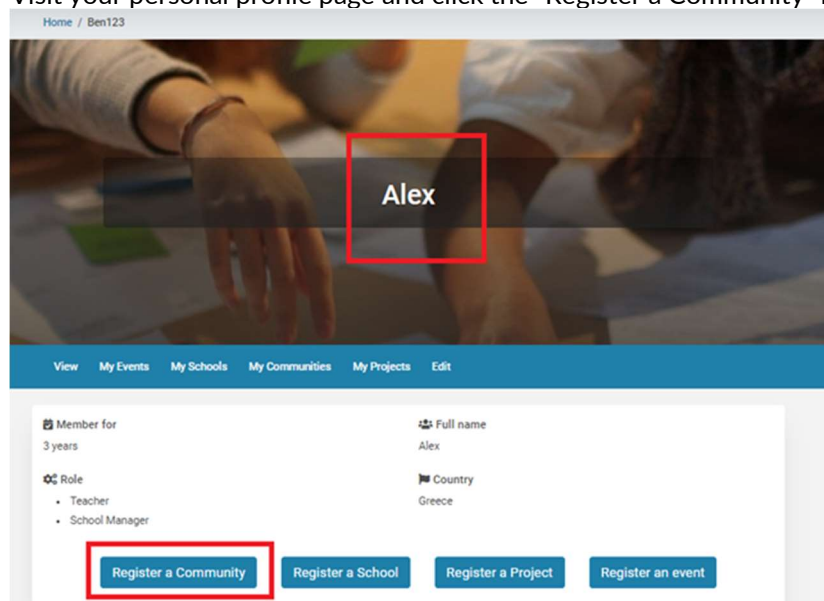1. Navigate to Communities tab from the top menu
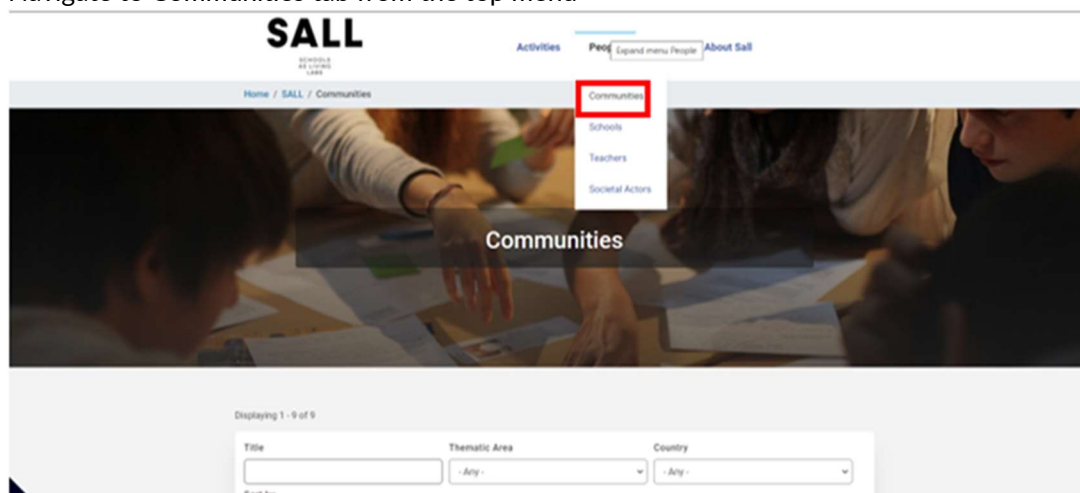
2. Press the "Register a Community" button

3. Add all the information related to your community
4. Finalize the Community

Alternatively, you can register a school from your profile page:
Visit your personal profile page and click the "Register a Community" button


1.4.   How to create a Project as a Teacher or School manager

Only school managers and assigned teachers linked to a specific school are eligible to create a project.
The school managers/teachers are authorized to create a draft project which will be then implemented
and finalized by the students. Moreover, the project is always linked with a school.
When the school manager/teacher creates a project, it is placed directly under his school.

To create a Project, please follow the steps below:
1. Login as a Teacher or a School Manager
2. Join as a Teacher to the specific school under which your want to create your project
(remember to tick the box "Join as a teacher of school and then "Join Group").
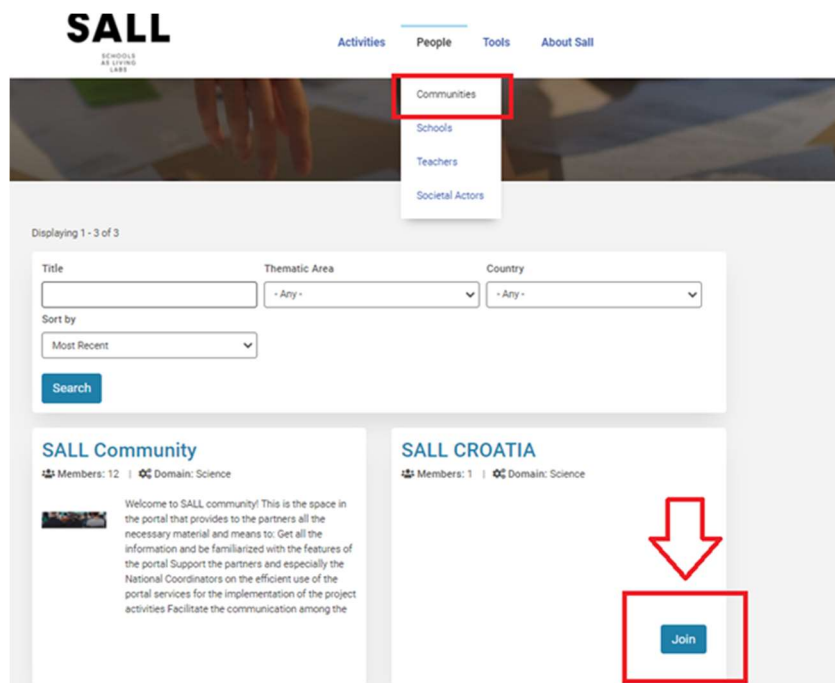3. Go to "My Schools" area.

4. .Create a project by pressing the "Add new content" button, as soon as you become a Teacher under this School.
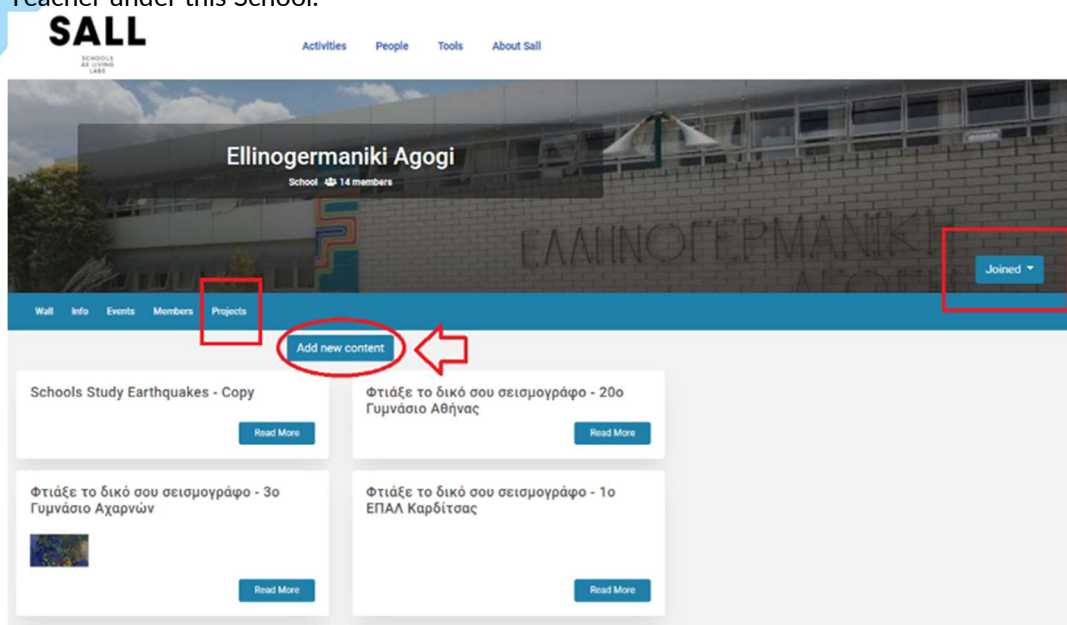
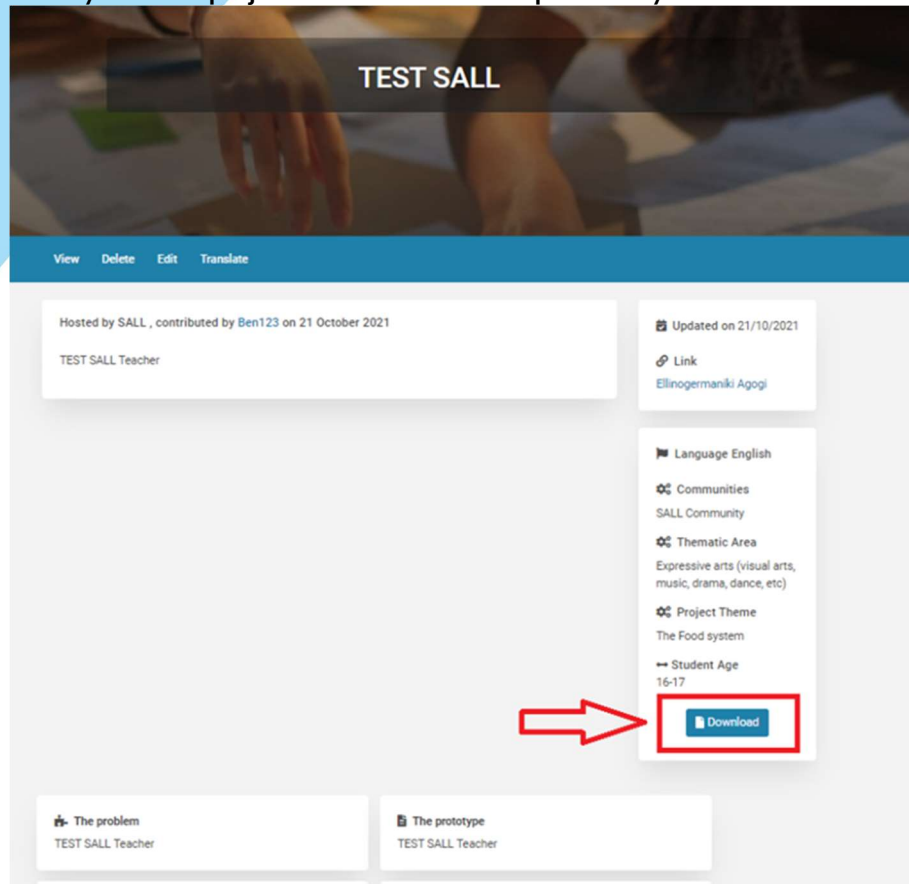5. Add all the information related to your project and save

1.5. How to join a Community

Go to the "Communities" tab, search for a specific community or find it by scrolling down the available Communities and click the "join" button.

1.6. How to share the project

Go to your draft project and download it as .pdf. Now you can share it.

2. European School's Map

The user may find any participating European Schools in the EU School's Map and directly visit their page.