



Promoting Resilience and Employability in uniVersity

PREVIEW

**ERASMUS + Call 2022 Round 1 KA2
KA220-HED - Cooperation partnerships in higher education**

3.4. PREVIEW User Guide



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Lead Author(s):	FABRIZIO LO PRESTI
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DARIO LA GUARDIA



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User Guide

PREVIEW LEARNING HUB



Introduction

Welcome to the Preview Learning Hub, your reference platform for remote internships. This website is designed to facilitate collaboration and learning between students, universities, and companies by providing an intuitive and interactive environment for managing remote internship experiences.

This user manual is divided into five main sections (student, university coordinator, company coordinator, university tutor, and company mentor), each of which is designed for a specific user and to guide you step by step through the Preview Learning Hub's functions and features. Each section is packed with explanatory images to help you easily understand how the platform works.

Inside the manual you will find the following information:

Registration and Access: how to create an account on Preview Learning Hub and how to access the platform. We will guide you through the registration process, with detailed screenshots illustrating each step.

Navigation and Interface: We will show you how to move around the site, explaining the different areas of the dashboard and how to access the main features. You will learn how to personalize your profile and use the settings to optimize your user experience.

Internship Management: Students, universities, and companies will find detailed instructions on how to create, track, and complete internship experiences. Communication between participants, assignment of tasks, and performance evaluation will be explained.

Learning resources and file management: You will also find a section with learning resources and a file management system, which will allow you to store and find all the documents you need for your internship.



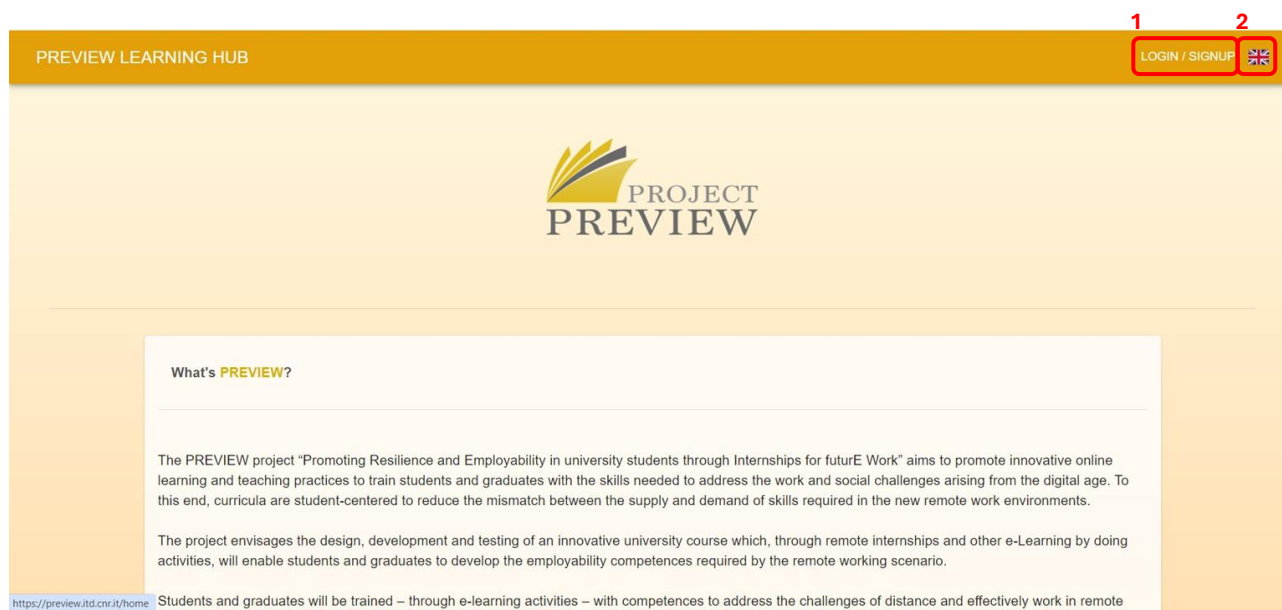
STUDENT

Once you land on the **PREVIEW LEARNING HUB** *Homepage*, you will see a page like the one in the picture below.

You will find a description of the project and the involved partners. To

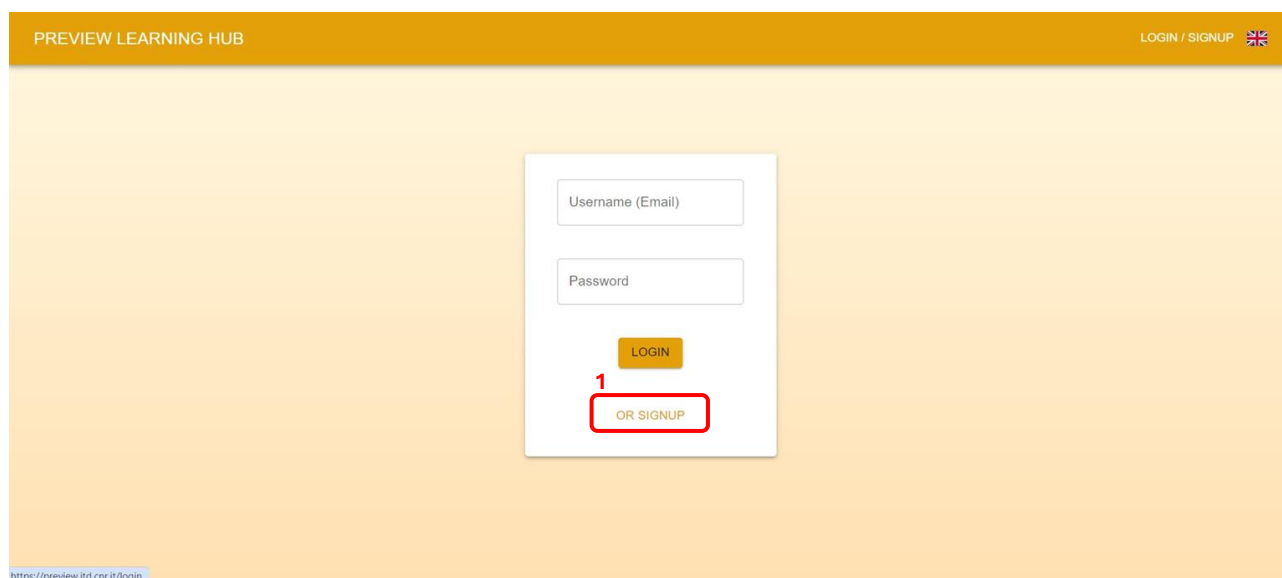
Login/Signup, click on **1**.

To **change Language**, click on **2**.



Once you click on **Login/Signup**, you can log in with your account.

If you need to **register** a new account, click on **1**.





Once landed on the **Signup** page:

Fill the form with your information.

Set a password.

Select your University from the list.

Read and accept the **Privacy Policy** by flagging **1**.

Click on the **SIGN UP** button.

PREVIEW LEARNING HUB LOGIN / SIGNUP 

Firstname
Mario

Lastname
Rossi

Student Identification Number
340349

Email
mario.rossi@libero.it

Password

University
Nevsehir Haci Bektas Veli University

PRIVACY POLICY ☒

SIGN UP

Once the procedure is completed, you will receive an email with a confirmation link. Open it on your browser/mail app and click on it to **activate** your account.

PREVIEW LEARNING HUB LOGIN / SIGNUP 

Procedure completed!

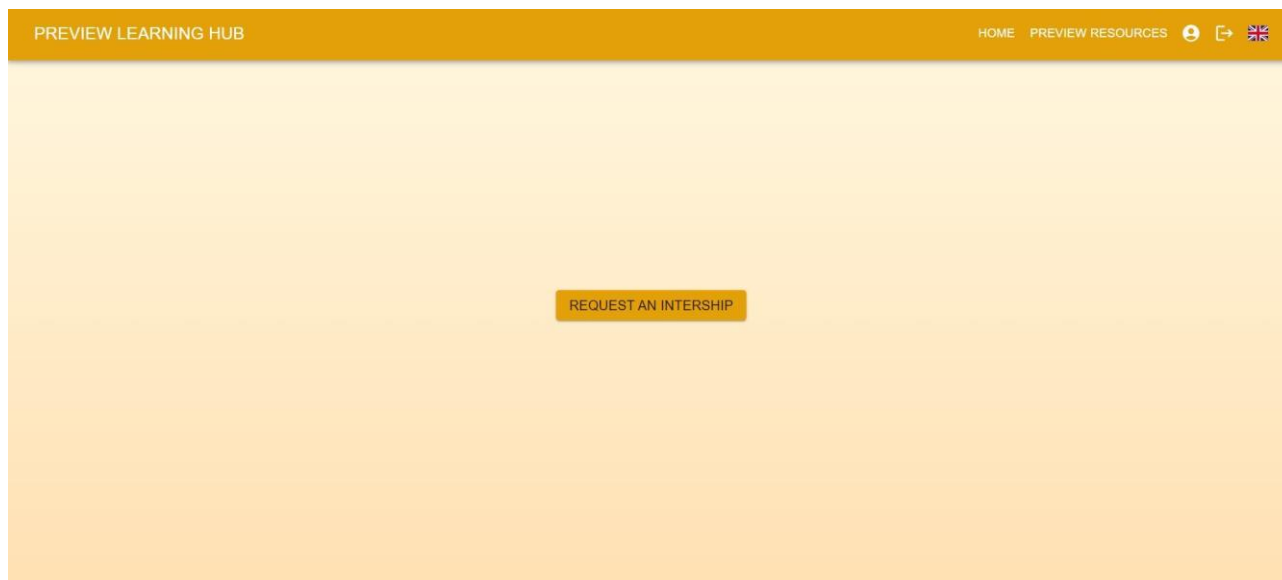
Check your email inbox to confirm the registration

[Go to Homepage](#)



Once you **log in** for the first time, you will see a page like the one below.

Tap on **REQUEST AN INTERNSHIP** to send the request to the coordinator.

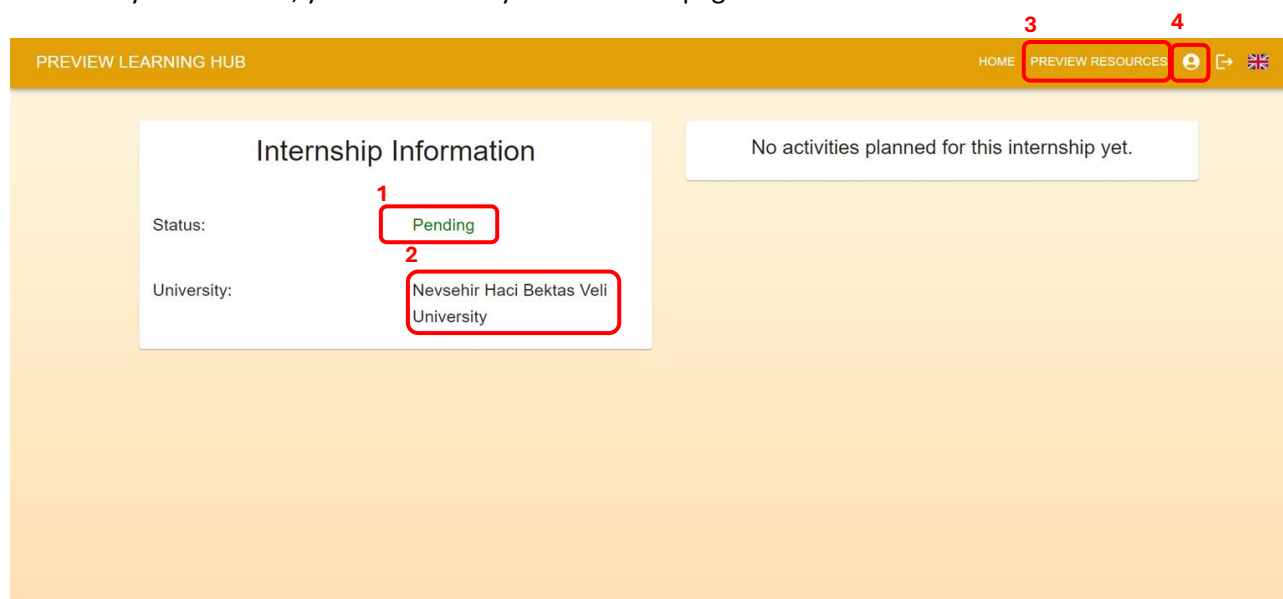


After that, the page in front of you should look like the one below.

Under **Internship Information** you can check the **status** of your internship (1), and your **university** (2). Other information will be available once the internship starts.

If you click on 3, you will land on the **PREVIEW RESOURCES** page.

If you click on 4, you will land on your **PROFILE** page.





In the **PREVIEW RESOURCES** page, you will find learning resources provided for the project.

PREVIEW LEARNING HUB

HOME PREVIEW RESOURCES

MOOC 1
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
Last Updated - Jan 9, 2014

MOOC 1
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
Last Updated - Jan 9, 2014

MOOC 1
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
Last Updated - Jan 9, 2014

MOOC 1
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.
Last Updated - Jan 9, 2014

MOOC 1

<https://preview.itd.cnr.it/preview/resources>

In the **PROFILE** page you can edit your information, click on **MODIFY (1)**, fix your data and then **SAVE**.

PREVIEW LEARNING HUB

HOME PREVIEW RESOURCES

Firstname
Mario

Lastname
Rossi

Matriculation Number
340349

Email
mario.rossi@libero.it

University
Nevsehir Haci Bektas Veli University

Role
ROLE_STUDENT

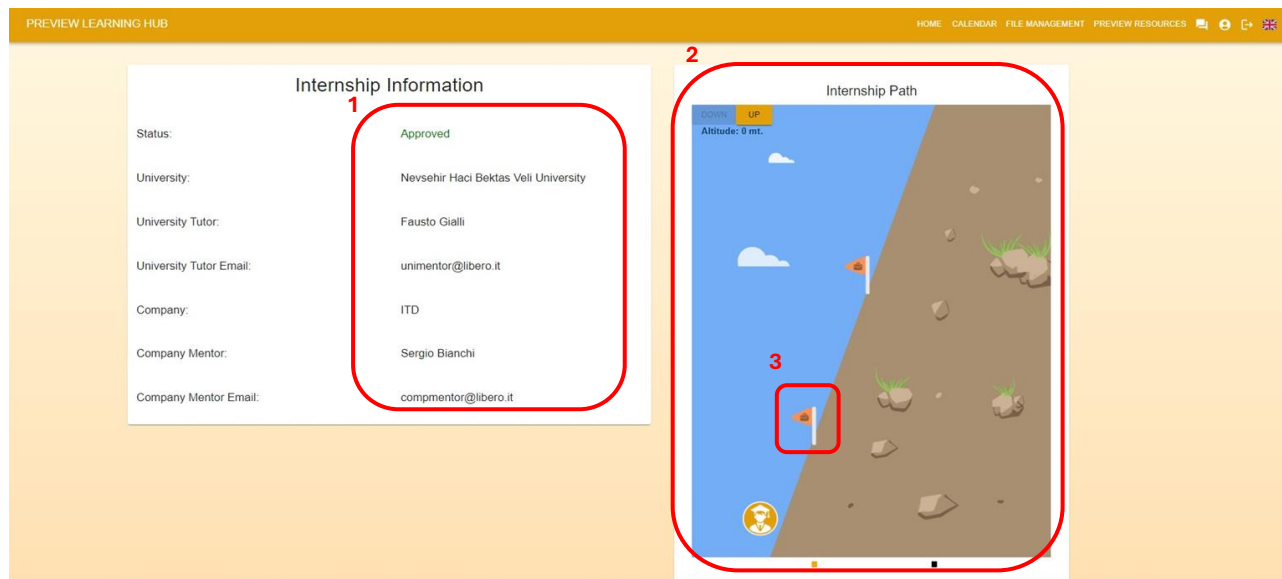
1
MODIFY

<https://preview.itd.cnr.it/userInfo>

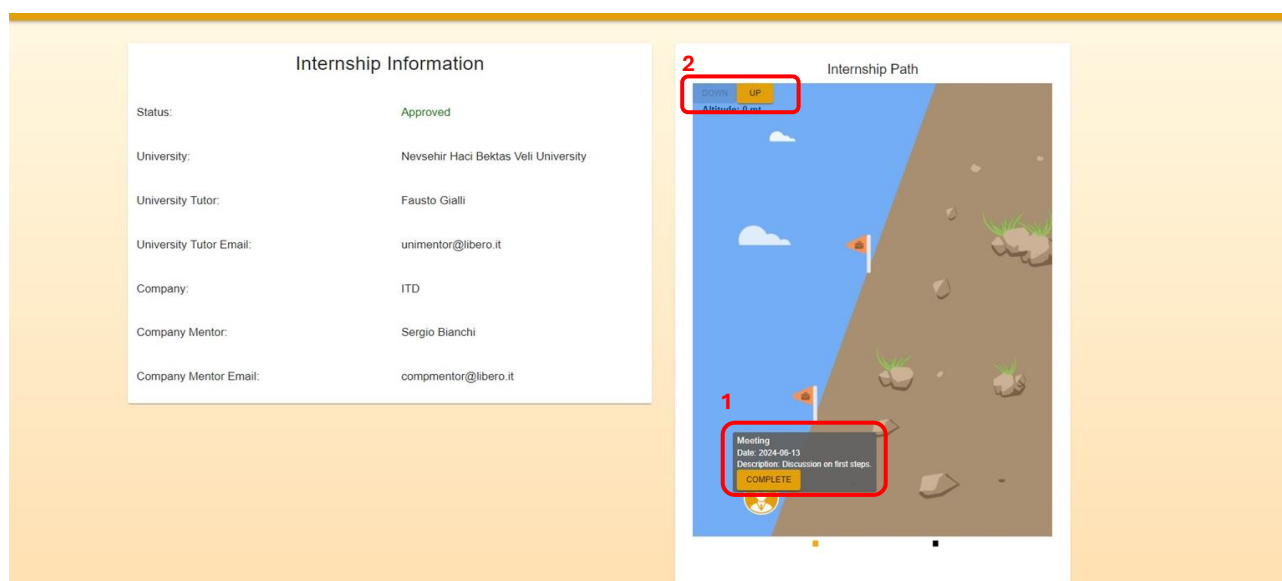


Once your internship is **approved**, your homepage should look like the one below.

Under **Internship Information**, you can see all the data regarding the people managing your internship (1). On the left side of the screen (2), you can find a gamified version of your internship path, represented by a **climb**. Each **flag** (3) represents an activity that you need to complete to finish your internship.



You can **only** interact with the next flag that stands in your path. By clicking it you can access to more information regarding the specific **activity** or **meeting** (1), and you can click on **COMPLETE** if you successfully completed that activity. You can **navigate** through the mountain by using the buttons in 2.





If you keep going up you will eventually reach the top of the mountain, just as shown in the next picture.

That's your **goal**! When you will complete all of the previous activities, which are issued by your *coordinator*, *tutors* and *mentors*, the button **COMPLETE INTERNSHIP (1)** will be interactable.

Internship Information

Status: **Approved**

University: Nevsehir Haci Bektas Veli University

University Tutor: Fausto Gialli

University Tutor Email: unimentor@libero.it

Company: ITD

Company Mentor: Sergio Bianchi

Company Mentor Email: compmentor@libero.it

Internship Path

DOWN US
Altitude: 125 mt.

1

If you click on **CALENDAR** from the *Navigator Bar* at the top of the page, you will find a non-gamified version of your **meetings** and **activities** list. By clicking on one of them you can access more information about that specific event (1).

PREVIEW LEARNING HUB

HOME CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

< PREVIOUS MONTH

NEXT MONTH >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	June 1
2	3	4	5	6	7	8
			Internship Path			
9	10	11	12	13	14	15
Internship Path			1	Meeting		
16	17	18	19	20	21	22
Internship Path		State of the Art				
23	24	25	26	27	28	29
Internship Path						



If you click on **FILE MANAGEMENT** from the *Navigator Bar* at the top of the page, you will find a page that looks like the image below.

In **PERSONAL RESOURCES** (1), you can upload and download personal files, only available to you. In **INTERNSHIP RESOURCES** (2), everyone involved in your **internship**, including you, can upload files. When you **COMPLETE THE INTERNSHIP**, the **COORDINATOR** will send you the *certificate of completion*, you will find this resource inside the **INTERNSHIP RESOURCES** panel. In **UNIVERSITY RESOURCES** (3), only people from the university can upload resources. In **COMPANY RESOURCES** (4), only people from the company can upload resources.

Resource Name	Description	File Size	Upload Date	Download	Delete
badge_Eo-guQl0Rfuz9Gul_2l3pA.png	CERTIFICATE	63.06 KB	06/06/2024, 14:39:14		

Drop the files to upload (or click here to select)

If you click on the **CHAT icon** from the *Navigator Bar* at the top of the page (1), you will access to the **INSTANT MESSAGING** functionality, through which you can talk to all of the actors involved in your **internship**.

University

University Coordinator Turkey Admin: Your internship will start with an online meeting, on Thursday 6th June 2024

Company

Company Mentor

University Tutor

Coordinator Turkey Admin
06/06/2024, 11:45:54
Your internship will start with an online meeting, on Thursday 6th June 2024

<https://preview.rd.cnr.it/messages>



UNIVERSITY COORDINATOR

When you **log in** as the **UNIVERSITY COORDINATOR**, also known as the **MANAGER**, you will land on a page with your personal information, which you can edit by clicking **1**. You can access this page again whenever you want by clicking **2**.

PREVIEW LEARNING HUB

ADMIN BOARD CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

2

1

Firstname
Coordinator Turkey

Lastname
Admin

Matriculation Number
Not defined

Email
manager@libero.it

Role
ROLE_UNIVERSITY_COORDINATOR

1

MODIFY

From the **ADMIN BOARD** (**1**), you can manage the **internship** of each student. You can click on the **MANAGE** button (**2**) to manage the internship of the chosen student. Whenever a student sent a request to **COMPLETE THE INTERNSHIP** you will confirm the completion inside the **MANAGE** panel (more info on the next image). After that, you can click on **ISSUE** (**3**) to send the *certificate of completion* to the student who managed to complete the internship.

PREVIEW LEARNING HUB

1

ADMIN BOARD CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

Student's Firstname	Student's Lastname	Student's University	Company	Student's Email	Internship's State	Request Date	Start Date	End Date	Certificate	Management
Student	TEST	Nevsehir Haci Bektas Veli University	ASE- NET	student@libero.it	Finished	29/05/2024, 18:19:52	29/05/2024, 00:00:00	29/06/2024, 00:00:00	Issued	MANAGE
Dario	La Guardia	Nevsehir Haci Bektas Veli University		dario.laguardia@gmail.com	Pending	31/05/2024, 09:55:22			3	2
prova	prova	Nevsehir Haci Bektas Veli University		prova@libero.it	Approved	04/06/2024, 15:16:36	04/06/2024, 00:00:00	30/06/2024, 00:00:00	ISSUE	MANAGE
Mario	Rossi	Nevsehir Haci Bektas Veli University		mario.rossi@libero.it	Pending	06/06/2024, 11:35:51			ISSUE	MANAGE

https://preview.itd.cnr.it/admin



Once inside the **MANAGEMENT PANEL**, you will need to add:

Start and End Date of Internship

Company (if new, you need the **Company name** and the **Company coordinator e-mail**)

University Mentor (if new, you need the **University Mentor e-mail**)

After adding the needed data, click on **APPROVE INTERNSHIP (1)**. This will effectively start the **internship** of the student and will also send a subscription e-mail to the **Company coordinator** and to the **University mentor**, so that they can sign up to the platform as well.

The screenshot shows the 'PREVIEW LEARNING HUB' interface. At the top, there is a navigation bar with links: ADMIN BOARD, CALENDAR, FILE MANAGEMENT, and PREVIEW RESOURCES. Below this, a form contains the following fields: Student (Mario Rossi), Student's email (mario.rossi@libero.it), Internship's State (PENDING), Request Date (06/06/2024), Start Date (MM/DD/YYYY), End Date (MM/DD/YYYY), Company (dropdown), and University Mentor (dropdown). To the right of the Company and University Mentor dropdowns are buttons labeled 'NEW COMPANY' and 'NEW MENTOR'. At the bottom of the form are three buttons: 'REJECT INTERSHIP' (red), 'APPROVE INTERNSHIP' (yellow, highlighted with a red box and a red number 1), and 'MARK AS COMPLETED' (green).

If you click on **CALENDAR** from the *Navigator Bar* at the top of the page, you will find a calendar panel.

You can choose an enrolled **student** from the list (1) to see his/her calendar. If you click on an empty space inside the calendar you will create an event (2).

The screenshot shows the 'PREVIEW LEARNING HUB' interface with the 'CALENDAR' tab selected. At the top, there is a navigation bar with links: ADMIN BOARD, CALENDAR, FILE MANAGEMENT, and PREVIEW RESOURCES. Below this, a student selection dropdown (1) shows 'Mario Rossi'. To the right of the dropdown is a 'SEND NOTIFICATION' button. Below the dropdown are two buttons: 'PREVIOUS MONTH' and 'NEXT MONTH'. The main area displays a calendar grid for the month of June. The grid shows dates from 26 to 22. On the 5th of June, there is an event labeled 'Internship Path' (2) which is highlighted with a red box. Below the calendar grid, there are two rows labeled 'Internship Path'.



When you create a new event, you will have to:

Choose if the event is a **meeting** or an **activity**.

Provide a **Subject** and a **Description** of the event.

PREVIEW LEARNING HUB

ADMIN BOARD CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

Student: Mario Rossi

SEND NOTIFICATION

Create new event

Event Type: meeting

Subject *: Meeting

Description *: Discussion on first steps.

CANCEL CREATE

If the event is an **activity**, you will also have to set a **deadline** for that activity.

PREVIOUS MONTH NEXT MONTH

Create new event

Event Type: activity

Subject *: State of the Art

Description *: Study of the State of the Art

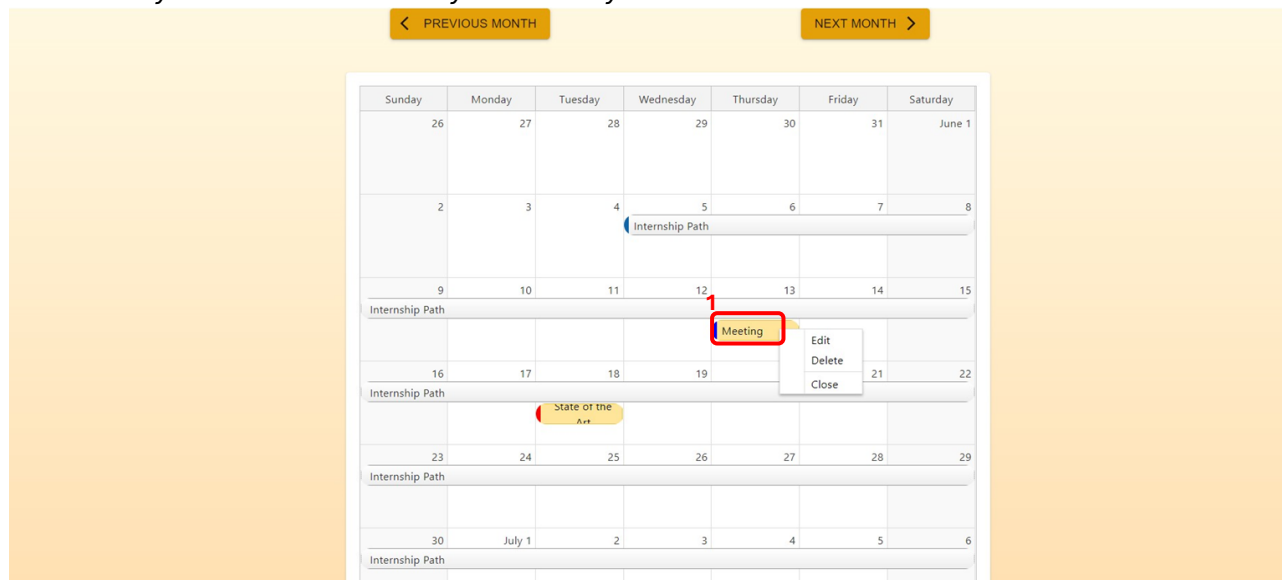
Deadline: 07/07/2024

CANCEL CREATE



Once back to the **CALENDAR** page, you can right click on an event (1) to edit or delete it.

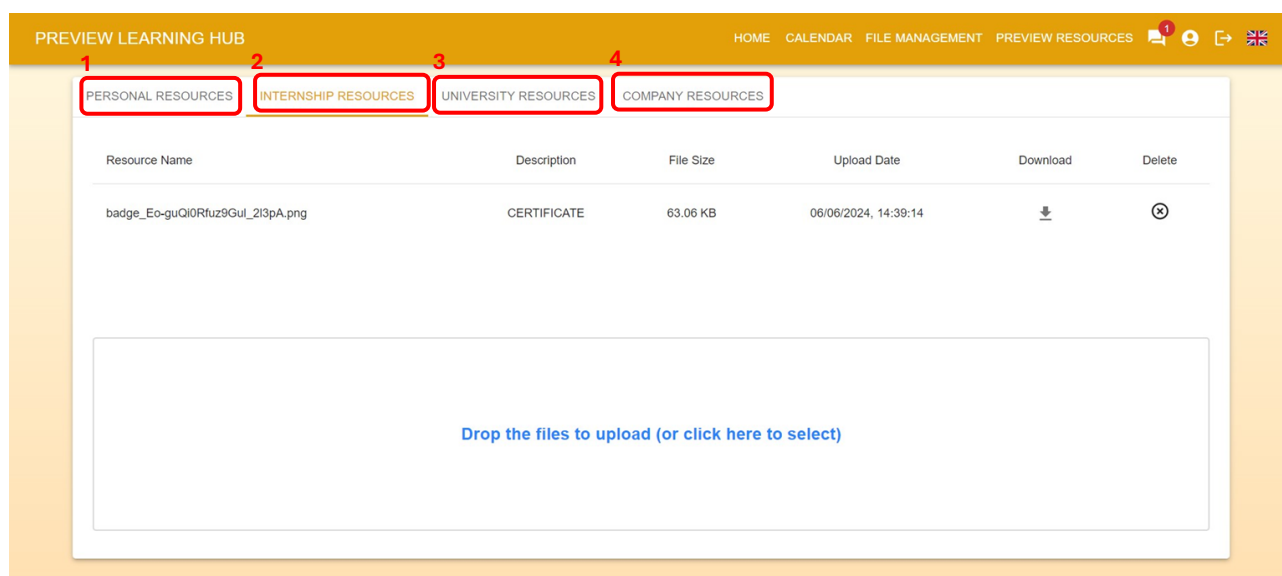
You can only edit/delete event that you created yourself.



If you click on **FILE MANAGEMENT** from the *Navigator Bar* at the top of the page, you will find a page that looks like the image below.

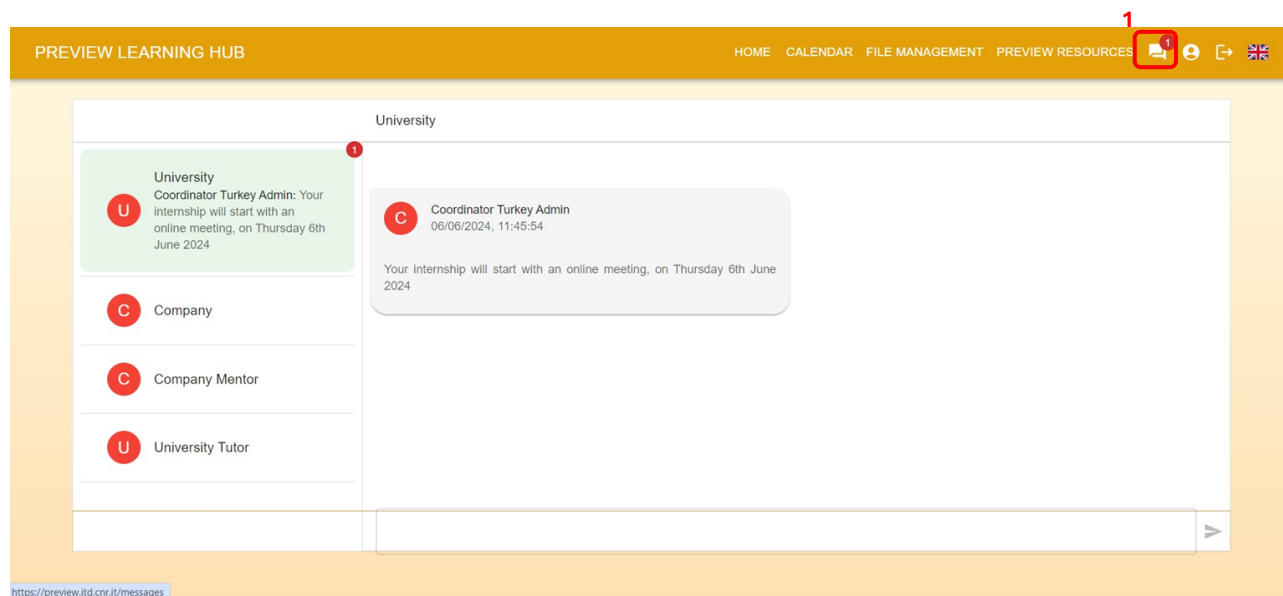
In **PERSONAL RESOURCES** (1), you can upload and download personal files, only available to you. In **INTERNSHIP RESOURCES** (2), you can select a **student** from the list and see/add/delete resources that are related to his/her **internship**.

In **UNIVERSITY RESOURCES** (3), only people from the university can upload resources. In **COMPANY RESOURCES** (4), only people from the company can upload resources.





If you click on the **CHAT** icon from the *Navigator Bar* at the top of the page (1), you will access to the **INSTANT MESSAGING** functionality, through which you can select a **student** from the list and talk to all of the actors involved in his/her **internship**.





COMPANY COORDINATOR

Once you receive the **invitation mail** from the **MANAGER**, click it to land on a page like the one below. You need to modify your information and setup a password. You can edit by clicking **1**.

PREVIEW LEARNING HUB

LOGIN / SIGNUP

Firstname Lastname

Email
company1@libero.it

COMPANY
ITD

PRIVACY POLICY ☐

1

MODIFY

Registration ok

Remember to accept the **privacy policy** by flagging **1**. You can then save your data by clicking **2**. From here on, you can **login** with your credentials, which are the **e-mail address** and the **password** you just created.

PREVIEW LEARNING HUB

LOGIN / SIGNUP

Firstname Lastname
Biagio Verdi

PRIVACY POLICY ☒

1

New Password

CANCEL **2** UPDATE



When you **log in** as the **COMPANY COORDINATOR**, you will land on a page with your personal information, which you can edit by clicking **1**. You can access this page again whenever you want by clicking **2**.

PREVIEW LEARNING HUB

ADMIN BOARD CALENDAR FILE MANAGEMENT PREVIEW RESOURCES **2**

1

Firstname
Biagio

Lastname
Verdi

Matriculation Number
Not defined

Email
company1@libero.it

Company
ITD

Role
ROLE_COMPANY_COORDINATOR

1 MODIFY

From the **ADMIN BOARD** (**1**), you can manage the **internship** of each student. You can click on the **MANAGE** button (**2**) to manage the internship of the chosen student.

PREVIEW LEARNING HUB

1 ADMIN BOARD CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

Student's Firstname	Student's Lastname	Student's University	Company	Student's Email	Internship's State	Request Date	Start Date	End Date	Management
Mario	Rossi	Nevsehir Haci Bektas Veli University	ITD	mario.rossi@libero.it	Approved	06/06/2024, 11:35:51	06/06/2024, 00:00:00	06/08/2024, 00:00:00	2 MANAGE

<https://preview.itd.cnr.it/admin>



Once you click on **MANAGE** you will land on the **MANAGE** panel of the selected student. Here, you will need to assign a **COMPANY MENTOR**. You can select an already present one from the list (1) or create a **NEW MENTOR** clicking 2. You will need to insert the mentor's **mail address**. Once you choose/create the mentor the operation will be automatically saved, you don't need to do anything else.

PREVIEW LEARNING HUB

ADMIN BOARD CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

Student: Mario Rossi

manageCompany.studentEmail: mario.rossi@libero.it

manageCompany.internshipState: APPROVED

manageCompany.requestDate: 06/06/2024

manageCompany.startDate: 06/06/2024

manageCompany.endDate: 08/06/2024

1 manageCompany.companyMentor

2 NEW MENTOR

If you click on **CALENDAR** from the *Navigator Bar* at the top of the page, you will find a calendar panel. You can choose an enrolled **student** from the list (1) to see his/her calendar. If you click on an empty space inside the calendar you will create an event (2).

PREVIEW LEARNING HUB

ADMIN BOARD CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

1 Student: Mario Rossi

SEND NOTIFICATION

PREVIOUS MONTH NEXT MONTH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	June 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
Internship Path						
16	17	18	19	20	21	22
Internship Path						

2



When you create a new event, you will have to:

Choose if the event is a **meeting** or an **activity**.

Provide a **Subject** and a **Description** of the event.

PREVIEW LEARNING HUB

ADMIN BOARD CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

Student: Mario Rossi

SEND NOTIFICATION >

Create new event

Event Type: meeting

Subject *: Meeting

Description *: Discussion on first steps.

CANCEL CREATE

If the event is an **activity**, you will also have to set a **deadline** for that activity.

< PREVIOUS MONTH

NEXT MONTH >

Create new event

Event Type: activity

Subject *: State of the Art

Description *: Study of the State of the Art

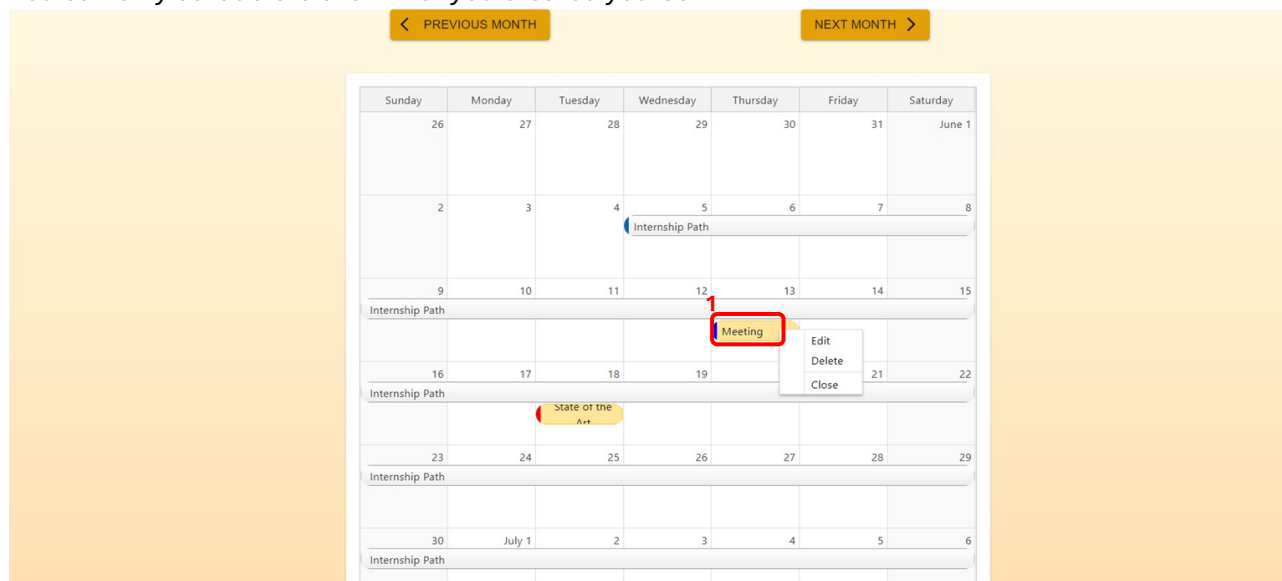
Deadline: 07/07/2024

CANCEL CREATE



Once back to the **CALENDAR** page, you can right click on an event (1) to edit or delete it.

You can only edit/delete event that you created yourself.



If you click on **FILE MANAGEMENT** from the *Navigator Bar* at the top of the page, you will find a page that looks like the image below.

In **PERSONAL RESOURCES** (1), you can upload and download personal files, only available to you. In **INTERNSHIP RESOURCES** (2), you can select a **student** from the list and see/add/delete resources that are related to his/her **internship**.

In **UNIVERSITY RESOURCES** (3), only people from the university can upload resources. In **COMPANY RESOURCES** (4), only people from the company can upload resources.



PREVIEW LEARNING HUB

HOME CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

1 2 3 4

PERSONAL RESOURCES INTERNSHIP RESOURCES UNIVERSITY RESOURCES COMPANY RESOURCES

Resource Name	Description	File Size	Upload Date	Download	Delete
badge_Eo-guQl0Rfuz9Gul_2l3pA.png	CERTIFICATE	63.06 KB	06/06/2024, 14:39:14		

Drop the files to upload (or click here to select)

If you click on the **CHAT** icon from the *Navigator Bar* at the top of the page (1), you will access to the **INSTANT MESSAGING** functionality, through which you can select a **student** from the list and talk to all of the actors involved in his/her **internship**.

PREVIEW LEARNING HUB

HOME CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

1

University

U University
Coordinator Turkey Admin: Your internship will start with an online meeting, on Thursday 6th June 2024

C Company

C Company Mentor

U University Tutor

C Coordinator Turkey Admin
06/06/2024, 11:45:54

Your internship will start with an online meeting, on Thursday 6th June 2024

<https://preview.itd.cnr.it/messages>



UNIVERSITY TUTOR

Once you receive the **invitation mail** from the **MANAGER**, click it to land on a page like the one below. You need to modify your information and setup a password. You can edit by clicking **1**.

The screenshot shows a registration form on a light orange background. The form has fields for 'Firstname', 'Lastname', 'Email' (with the value 'unimontor@libero.it'), and 'UNIVERSITY' (with the value 'Nevsehir Haci Bektas Veli University'). Below these fields is a 'PRIVACY POLICY' checkbox. A red box labeled '1' highlights the 'MODIFY' button at the bottom of the form. Below the form, the text 'Registration ok' is visible.

From here on, you can **login** with your credentials, which are the **e-mail address** and the **password**. Remember to accept the **privacy policy** by flagging **1**. You can then save your data by clicking **2**. you just created.

The screenshot shows the same registration form, but now it includes a 'New Password' field. The 'PRIVACY POLICY' checkbox is checked, and a red box labeled '1' highlights it. The 'UPDATE' button at the bottom right is highlighted with a red box and labeled '2'. The 'CANCEL' button is at the bottom left. Below the form, the text 'Registration ok' is visible.



When you **log in** as the **UNIVERSITY TUTOR**, you will land on a page with your personal information, which you can edit by clicking **1**. You can access this page again whenever you want by clicking **2**.

PREVIEW LEARNING HUB

CALENDAR FILE MANAGEMENT PREVIEW RESOURCES **2**

1

Firstname: Fausto

Lastname: Gialli

Matriculation Number: Not defined

Email: unimentor@libero.it

University: Nevsehir Haci Bektas Veli University

Role: ROLE_UNIVERSITY_TUTOR

1

MODIFY

If you click on **CALENDAR** from the *Navigator Bar* at the top of the page, you will find a calendar panel. You can choose an enrolled **student** from the list (**1**) to see his/her calendar. If you click on an empty space inside the calendar you will create an event (**2**).

PREVIEW LEARNING HUB

ADMIN BOARD CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

Student **1**

Mario Rossi

SEND NOTIFICATION >

< PREVIOUS MONTH

NEXT MONTH >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	June 1
2	3	4	5	6	7	8
Internship Path 2						
9	10	11	12	13	14	15
Internship Path						
16	17	18	19	20	21	22
Internship Path						



When you create a new event, you will have to:

Choose if the event is a **meeting** or an **activity**.

Provide a **Subject** and a **Description** of the event.

PREVIEW LEARNING HUB

ADMIN BOARD CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

Student: Mario Rossi

SEND NOTIFICATION

Create new event

Event Type: meeting

Subject *: Meeting

Description *: Discussion on first steps.

CANCEL CREATE

If the event is an **activity**, you will also have to set a **deadline** for that activity.

PREVIOUS MONTH NEXT MONTH

Create new event

Event Type: activity

Subject *: State of the Art

Description *: Study of the State of the Art

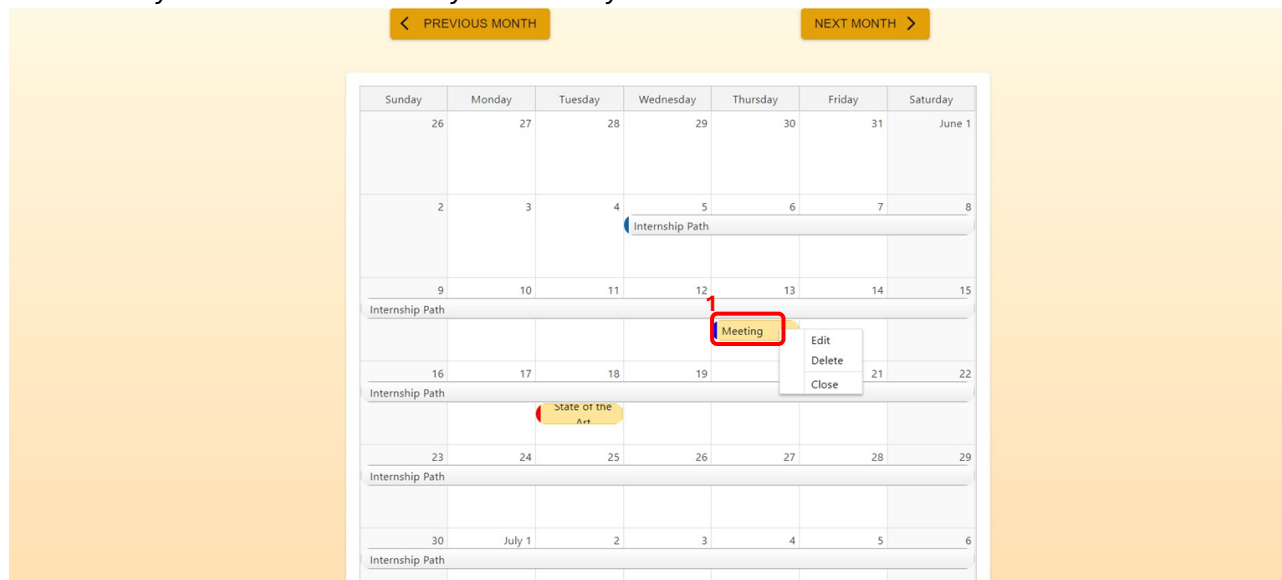
Deadline: 07/07/2024

CANCEL CREATE



Once back to the **CALENDAR** page, you can right click on an event (1) to edit or delete it.

You can only edit/delete event that you created yourself.



If you click on **FILE MANAGEMENT** from the *Navigator Bar* at the top of the page, you will find a page that looks like the image below.

In **PERSONAL RESOURCES** (1), you can upload and download personal files, only available to you. In **INTERNSHIP RESOURCES** (2), you can select a **student** from the list and see/add/delete resources that are related to his/her **internship**.

In **UNIVERSITY RESOURCES** (3), only people from the university can upload resources. In **COMPANY RESOURCES** (4), only people from the company can upload resources.



PREVIEW LEARNING HUB

HOME CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

1 2 3 4

PERSONAL RESOURCES INTERNSHIP RESOURCES UNIVERSITY RESOURCES COMPANY RESOURCES

Resource Name	Description	File Size	Upload Date	Download	Delete
badge_Eo-guQl0Rfuz9Gul_2l3pA.png	CERTIFICATE	63.06 KB	06/06/2024, 14:39:14		

Drop the files to upload (or click here to select)

If you click on the **CHAT** icon from the *Navigator Bar* at the top of the page (1), you will access to the **INSTANT MESSAGING** functionality, through which you can select a **student** from the list and talk to all of the actors involved in his/her **internship**.

PREVIEW LEARNING HUB

HOME CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

1

University

University
Coordinator Turkey Admin: Your internship will start with an online meeting, on Thursday 6th June 2024

Company

Company Mentor

University Tutor

Coordinator Turkey Admin
06/06/2024, 11:45:54

Your internship will start with an online meeting, on Thursday 6th June 2024

<https://preview.itd.cnr.it/messages>



COMPANY MENTOR

Once you receive the **invitation mail** from the **COMPANY COORDINATOR**, click it to land on a page like the one below.

You need to modify your information and setup a password. You can edit by clicking **1**.

PREVIEW LEARNING HUB

LOGIN / SIGNUP

Firstname Lastname

Email
compmentor@libero.it

COMPANY
ITD

PRIVACY POLICY ☐

1

MODIFY

Registration ok

From here on, you can **login** with your credentials, which are the **e-mail address** and the **password**. Remember to accept the **privacy policy** by flagging **1**. You can then save your data by clicking **2**. you just created.

PREVIEW LEARNING HUB

LOGIN / SIGNUP

Firstname Sergio Lastname Bianchi

PRIVACY POLICY ☒

New Password

1

2

CANCEL UPDATE

Registration ok



When you **log in** as the **COMPANY MENTOR**, you will land on a page with your personal information, which you can edit by clicking **1**. You can access this page again whenever you want by clicking **2**.

The screenshot shows the 'PREVIEW LEARNING HUB' header with navigation links: CALENDAR, FILE MANAGEMENT, PREVIEW RESOURCES, and a user profile icon (labeled 2). The profile form contains the following fields:

- Firstname: Sergio
- Lastname: Bianchi
- Matriculation Number: Not defined
- Email: compmentor@libero.it
- Company: ITD
- Role: ROLE_COMPANY_MENTOR

A red box labeled 1 highlights the 'MODIFY' button at the bottom of the form.

If you click on **CALENDAR** from the *Navigator Bar* at the top of the page, you will find a calendar panel.

You can choose an enrolled **student** from the list (1) to see his/her calendar. If you click on an empty space inside the calendar you will create an event (2).

The screenshot shows the 'PREVIEW LEARNING HUB' header with navigation links: ADMIN BOARD, CALENDAR, FILE MANAGEMENT, PREVIEW RESOURCES, and a user profile icon. The calendar panel includes a 'Student' dropdown menu (labeled 1) showing 'Mario Rossi' and a 'SEND NOTIFICATION' button. Navigation buttons for 'PREVIOUS MONTH' and 'NEXT MONTH' are also present. The calendar grid shows dates from June 1 to June 22. A red box labeled 2 highlights an empty space in the calendar grid, specifically on Wednesday, June 5th, which is labeled 'Internship Path'.



When you create a new event, you will have to:

Choose if the event is a **meeting** or an **activity**.

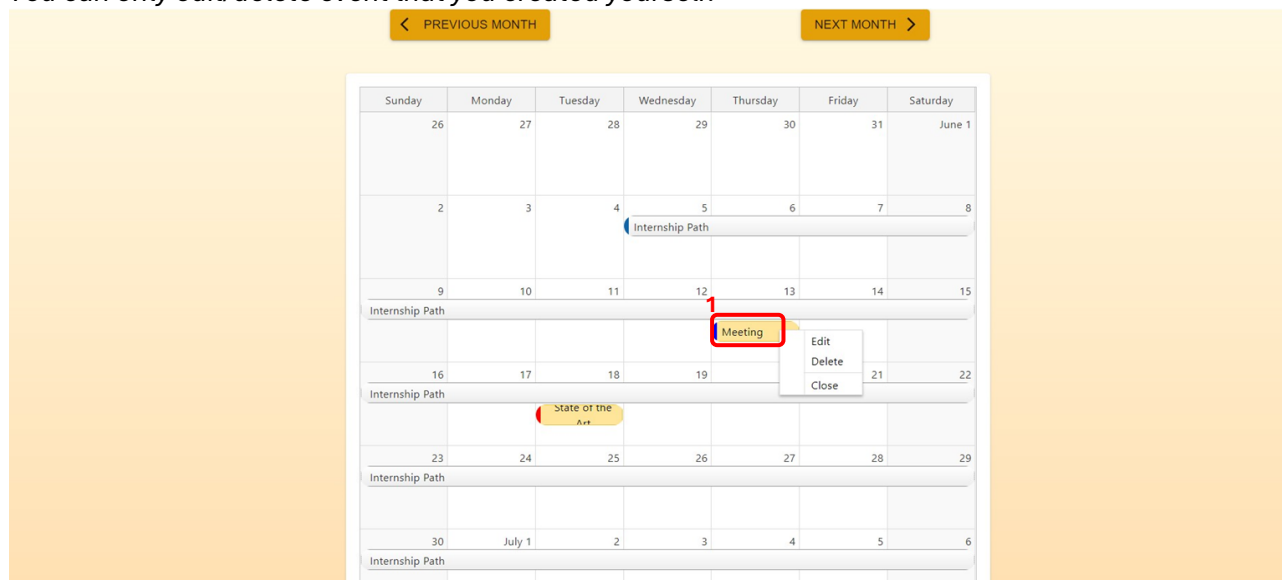
Provide a **Subject** and a **Description** of the event.

If the event is an **activity**, you will also have to set a **deadline** for that activity.



Once back to the **CALENDAR** page, you can right click on an event (1) to edit or delete it.

You can only edit/delete event that you created yourself.



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PREVIEW LEARNING HUB

HOME CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

1 2 3 4

PERSONAL RESOURCES INTERNSHIP RESOURCES UNIVERSITY RESOURCES COMPANY RESOURCES

Resource Name	Description	File Size	Upload Date	Download	Delete
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PREVIEW LEARNING HUB

HOME CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

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06/06/2024, 11:45:54

Your internship will start with an online meeting, on Thursday 6th June 2024

<https://preview.itd.cnr.it/messages>



VIDEO LESSONS

At the following link you can find a series of videos detailing the main features of PREVIEW LEARNING TEACHING HUB [link](#)