



User Guide

PREVIEW LEARNING HUB

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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.

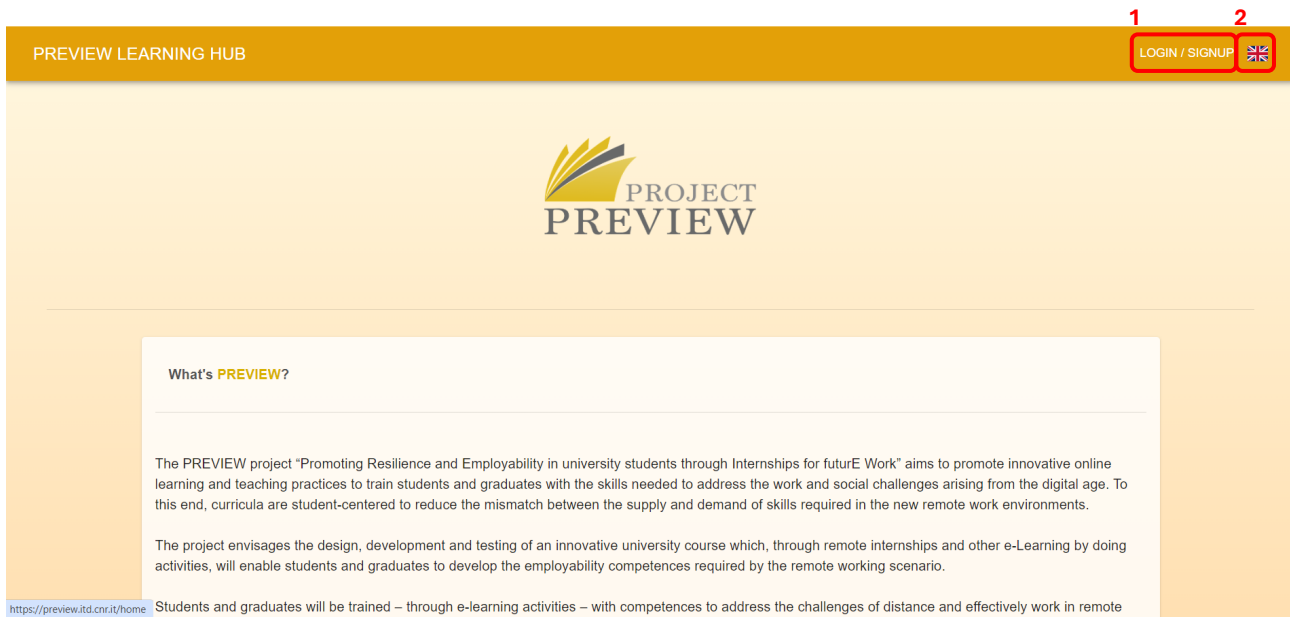
STUDENT

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.

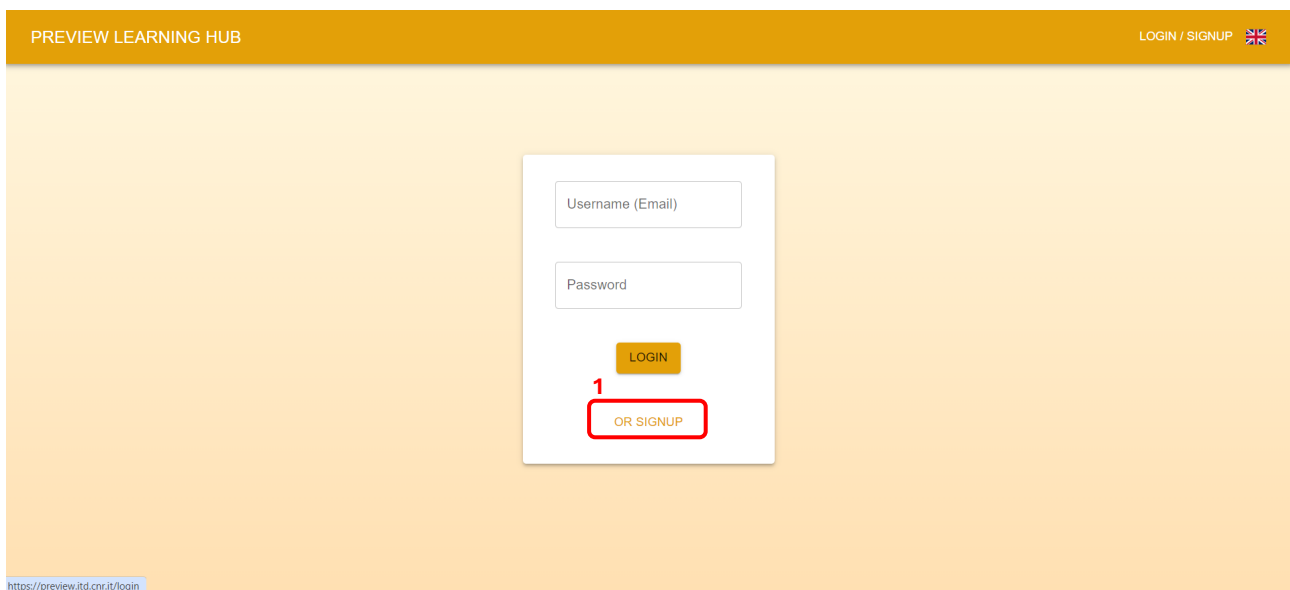
To **Login/Signup**, click on **1**.

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, clic 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

1
PRIVACY POLICY ☒

SIGN UP

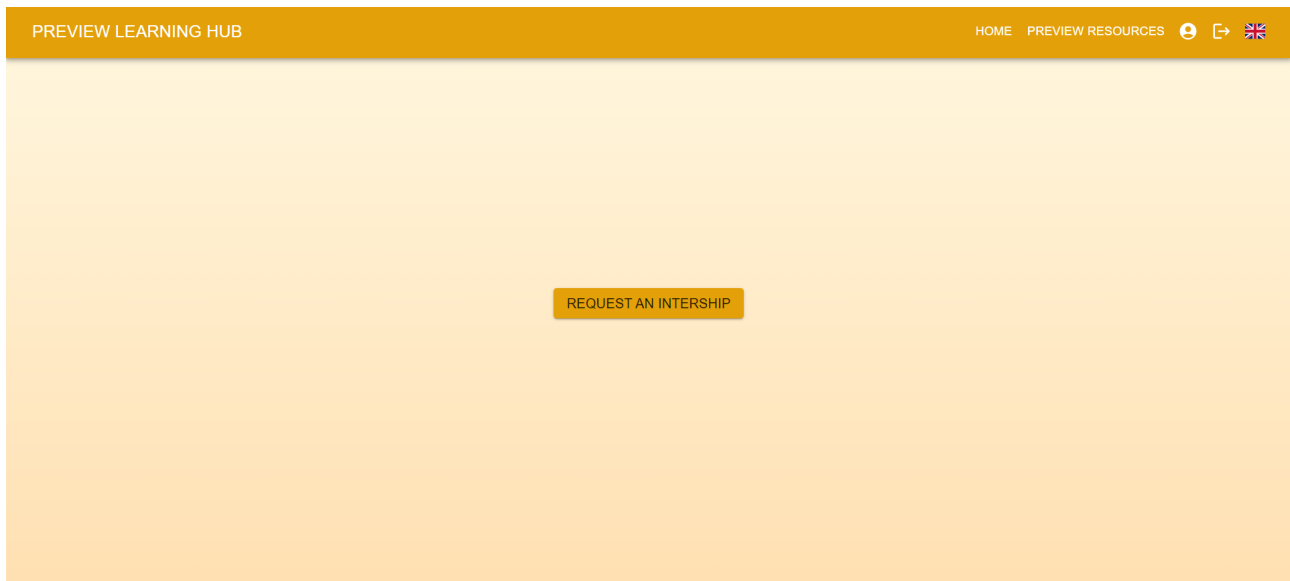
Once the procedure is completed, you will receive an email with a confirmation link. Open it on your browser/mail app and click on it to **activate** your account.

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.

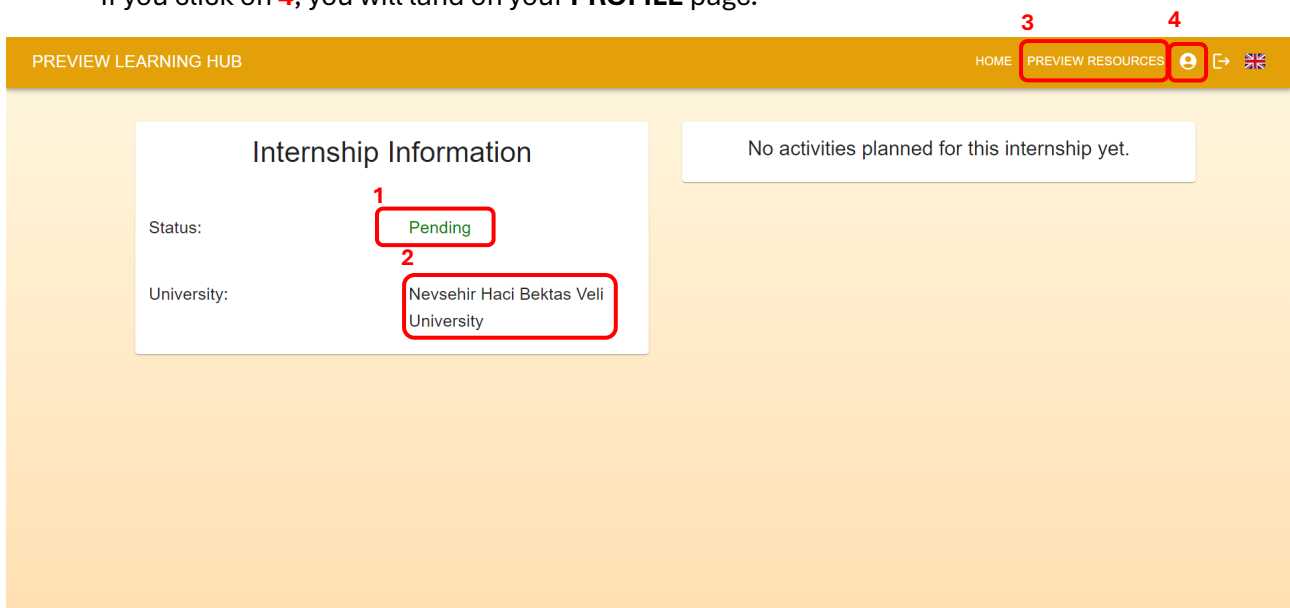


After that, the page in front of you should look like the one below.

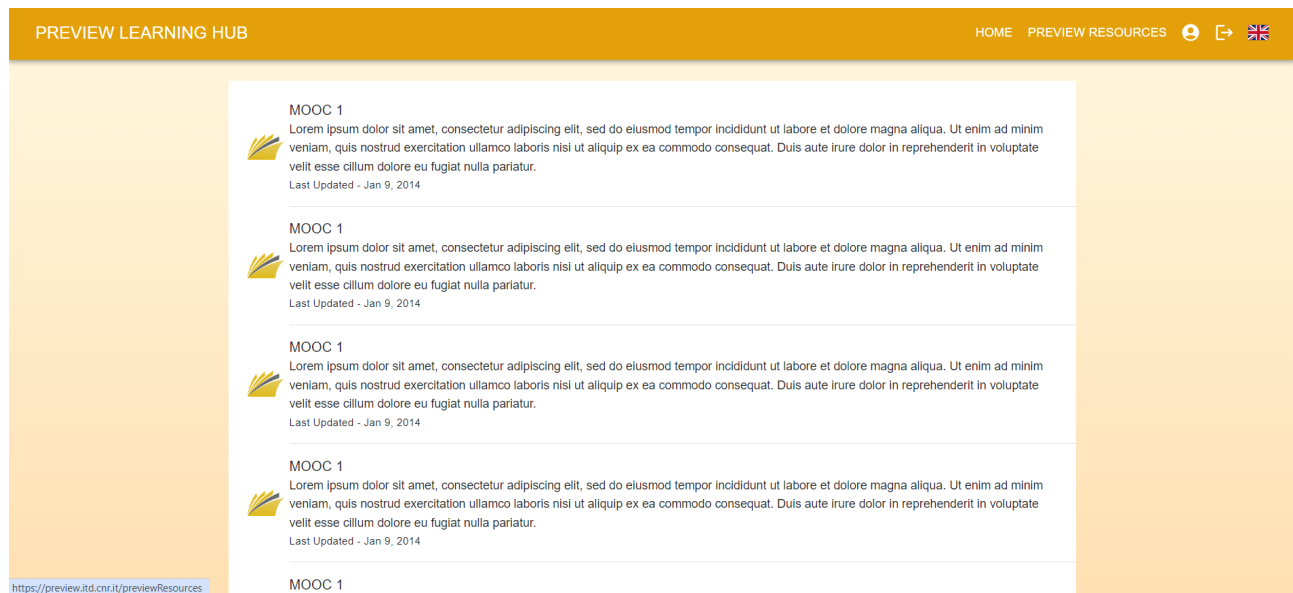
Under **Internship Information** you can check the **status** of your internship (1), and your **university** (2). Other information will be available once the internship starts.

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.

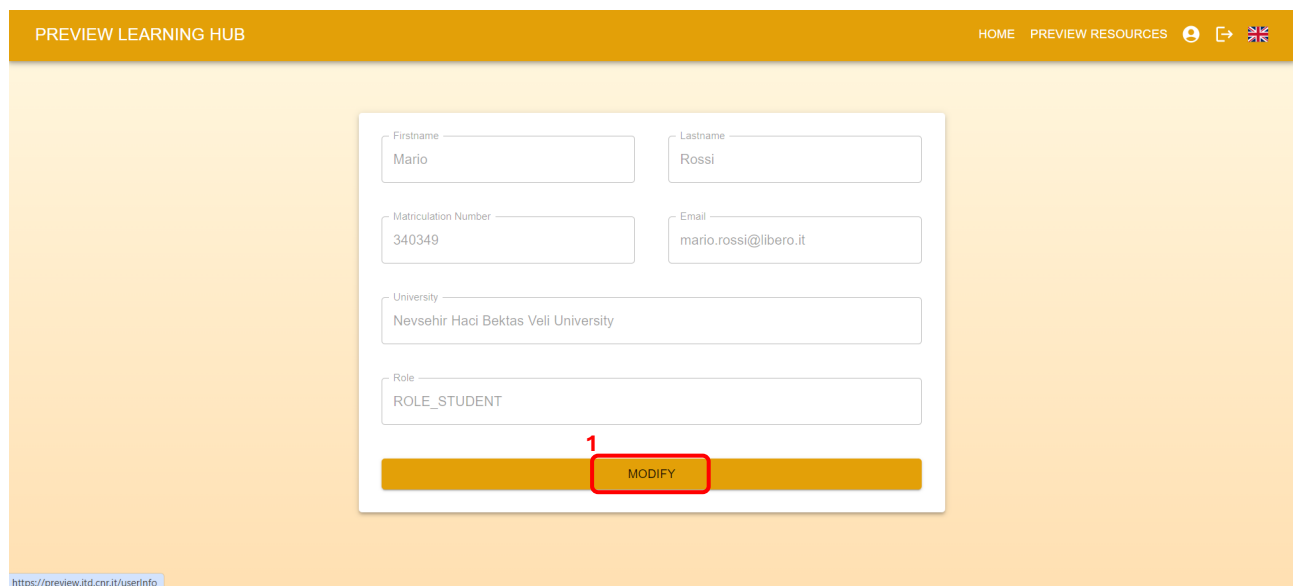


In the **PREVIEW RESOURCES** page, you will find learning resources provided for the project.



The screenshot shows the 'PREVIEW LEARNING HUB' page. The header is orange with 'PREVIEW LEARNING HUB' on the left and 'HOME PREVIEW RESOURCES' with icons on the right. The main content area has a light orange background and contains a list of four identical entries, each titled 'MOOC 1'. Each entry includes a small icon of a book, a paragraph of Lorem Ipsum text, and a 'Last Updated - Jan 9, 2014' timestamp. A URL bar at the bottom left shows 'https://preview.itd.cnr.it/previewResources'.

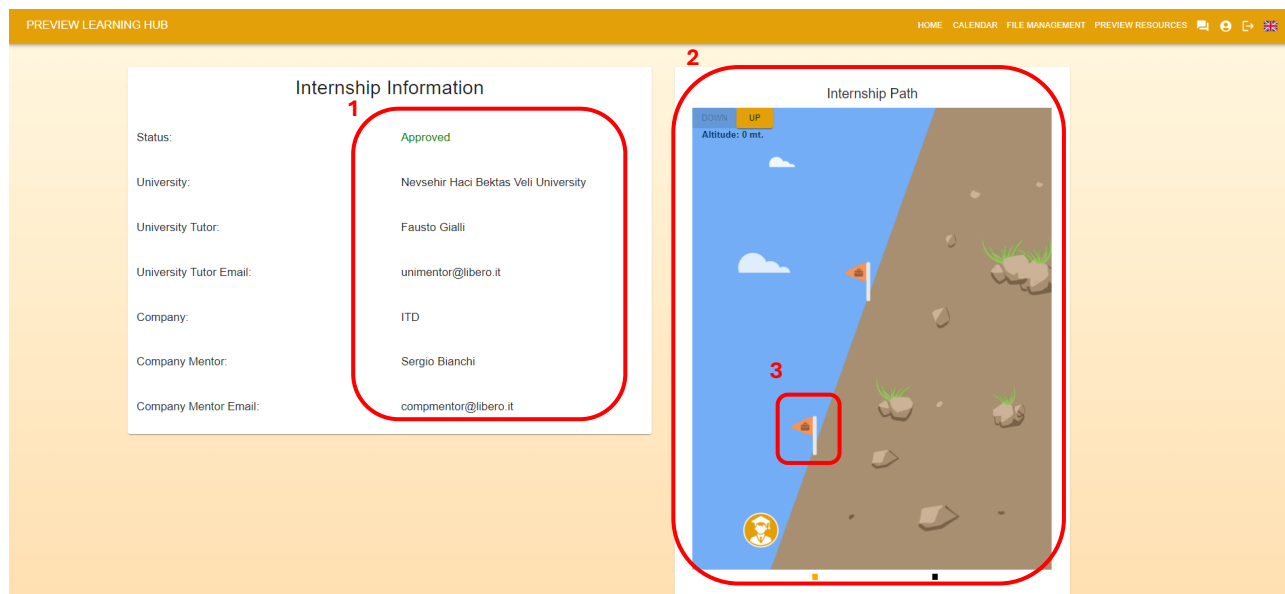
In the **PROFILE** page you can edit your information, click on **MODIFY (1)**, fix your data and then **SAVE**.



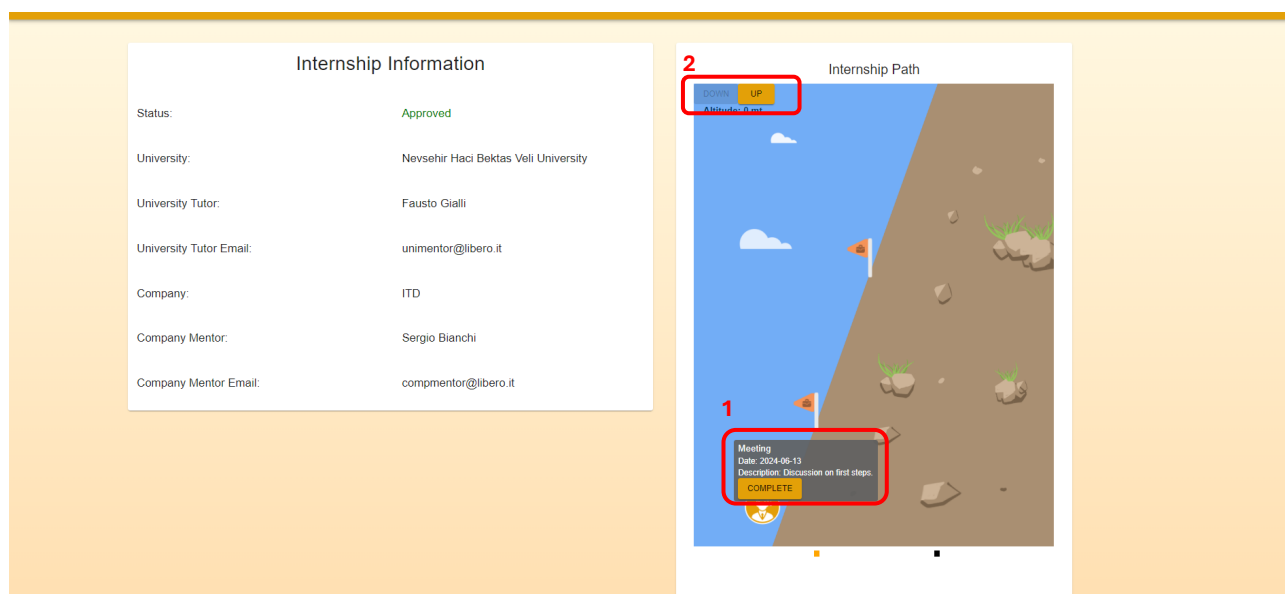
The screenshot shows the 'PREVIEW LEARNING HUB' page with a user profile form. The header is orange with 'PREVIEW LEARNING HUB' on the left and 'HOME PREVIEW RESOURCES' with icons on the right. The form is white and contains the following fields: 'Firstname' (Mario), 'Lastname' (Rossi), 'Matriculation Number' (340349), 'Email' (mario.rossi@libero.it), 'University' (Nevsehir Haci Bektas Veli University), and 'Role' (ROLE_STUDENT). Below the form is a large orange button labeled 'MODIFY', which is highlighted with a red box and a red '1' above it. A URL bar at the bottom left shows '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.

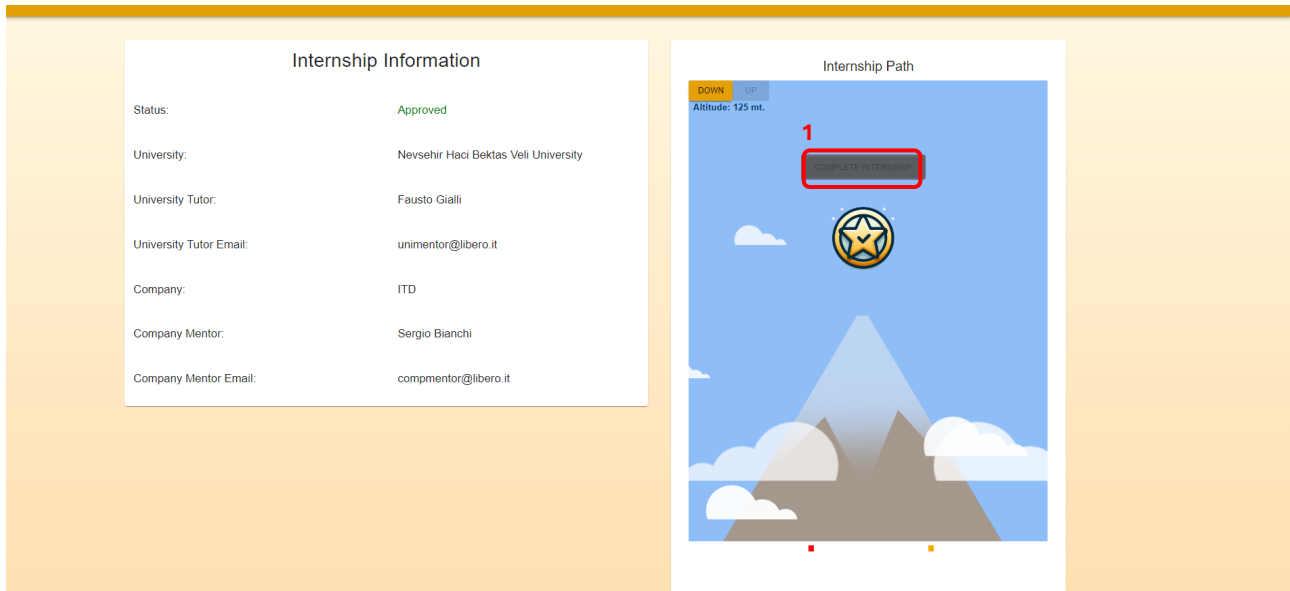


You can **only** interact with the next flag that stands in your path. By clicking it you can access to more information regarding the specific **activity** or **meeting** (1), and you can click on **COMPLETE** if you successfully completed that activity. You can **navigate** through the mountain by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

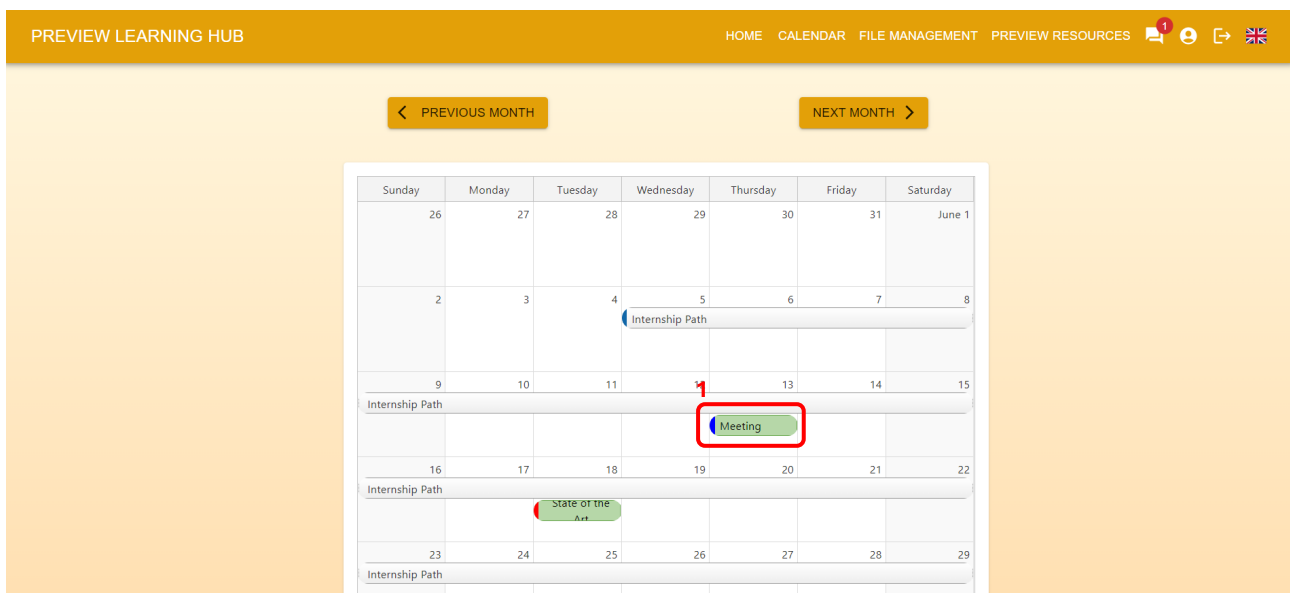


If you keep going up you will eventually reach the top of the mountain, just as shown in the next picture.

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.

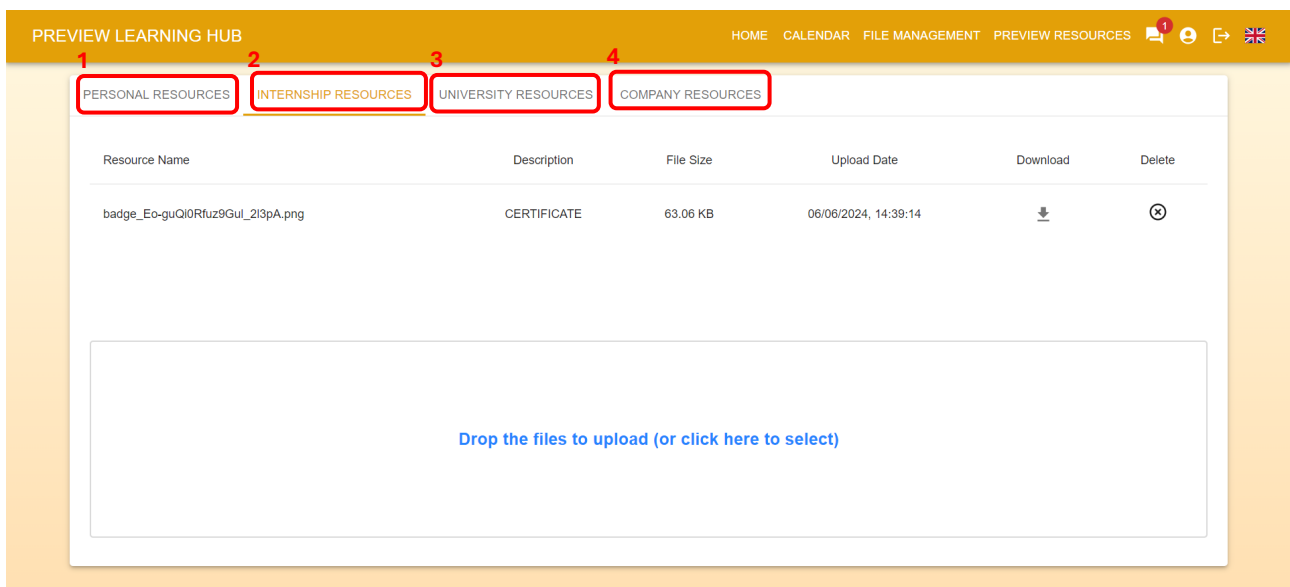


If you click on **CALENDAR** from the *Navigator Bar* at the top of the page, you will find a non-gamified version of your **meetings** and **activities** list. By clicking on one of them you can access more information about that specific event (1).

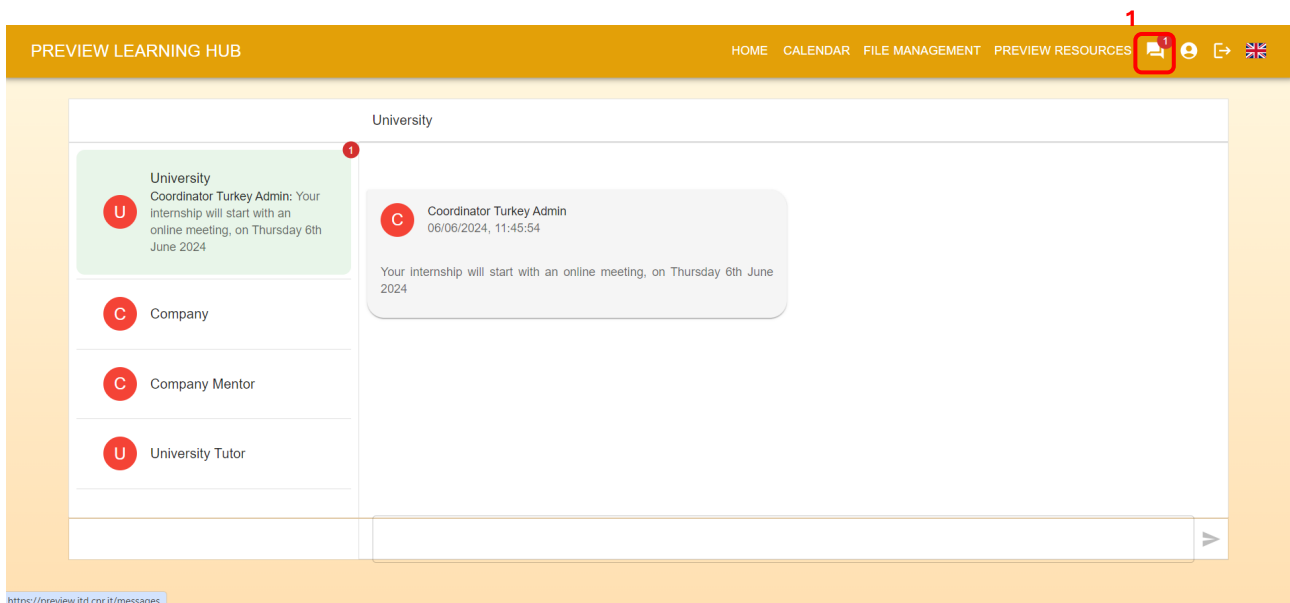


If you click on **FILE MANAGEMENT** from the *Navigator Bar* at the top of the page, you will find a page that looks like the image below.

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.



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 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

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 ISSUE	2 MANAGE
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's a navigation bar with 'ADMIN BOARD', 'CALENDAR', 'FILE MANAGEMENT', and 'PREVIEW RESOURCES'. Below this, a form displays student information: 'Student' (Mario Rossi), 'Student's email' (mario.rossi@libero.it), 'Internship's State' (PENDING), and 'Request Date' (06/06/2024). There are fields for 'Start Date' and 'End Date' (MM/DD/YYYY). Below these are dropdown menus for 'Company' and 'University Mentor', each with a corresponding 'NEW COMPANY' or 'NEW MENTOR' button. At the bottom, there 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.

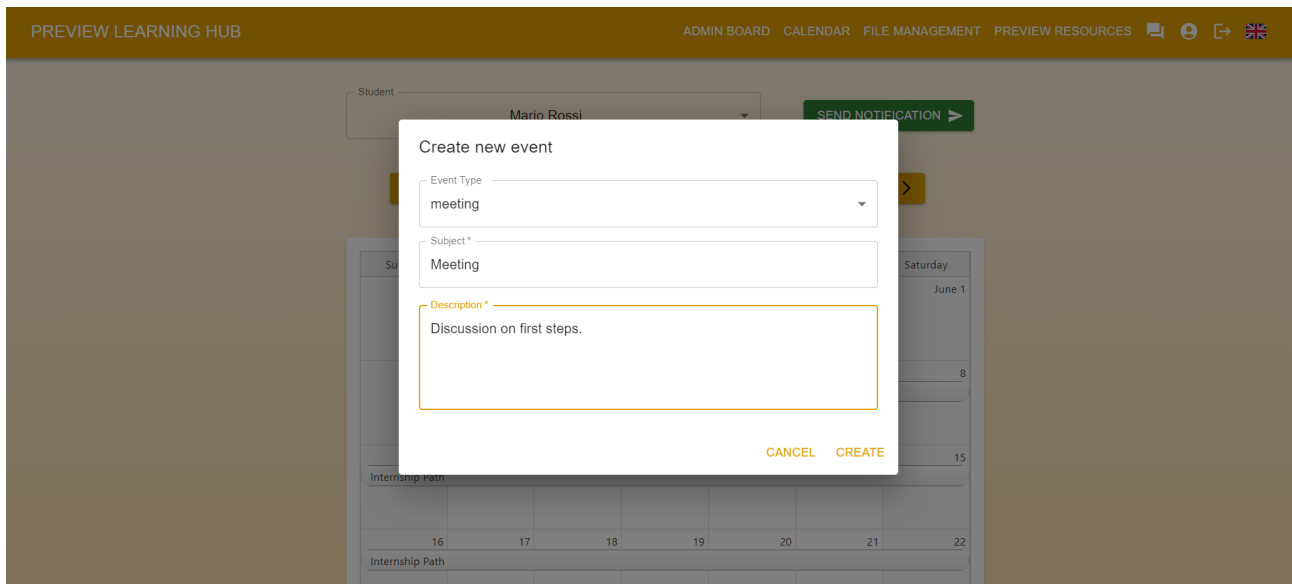
You can choose an enrolled **student** from the list (1) to see his/her calendar. If you click on an empty space inside the calendar you will create an event (2).

The screenshot shows the 'PREVIEW LEARNING HUB' interface with the 'CALENDAR' tab selected. At the top, there's a navigation bar with 'ADMIN BOARD', 'CALENDAR', 'FILE MANAGEMENT', and 'PREVIEW RESOURCES'. Below this, a student selection dropdown (1) shows 'Mario Rossi'. To the right is a 'SEND NOTIFICATION' button. Below the dropdown are 'PREVIOUS MONTH' and 'NEXT MONTH' buttons. The main area is a calendar grid. The grid shows dates from 26 to 22. A red box (2) highlights an empty space in the calendar grid, indicating where to click to create an event. The grid also shows 'Internship Path' for some dates.

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

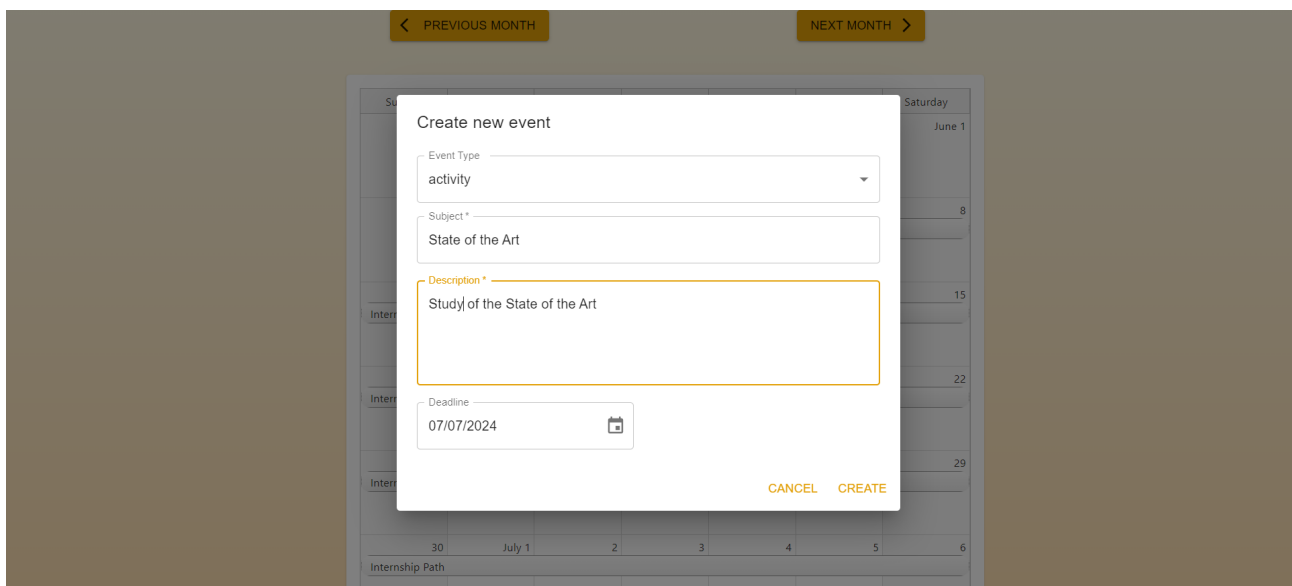
Choose if the event is a **meeting** or an **activity**.

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



The screenshot shows a web application interface with a top navigation bar containing 'PREVIEW LEARNING HUB', 'ADMIN BOARD', 'CALENDAR', 'FILE MANAGEMENT', and 'PREVIEW RESOURCES'. Below the navigation bar, a modal titled 'Create new event' is displayed. The modal contains the following fields: 'Event Type' (a dropdown menu with 'meeting' selected), 'Subject *' (a text input field with 'Meeting' entered), and 'Description *' (a text area with 'Discussion on first steps.' entered). At the bottom right of the modal are two buttons: 'CANCEL' and 'CREATE'. The background shows a calendar view for the month of June.

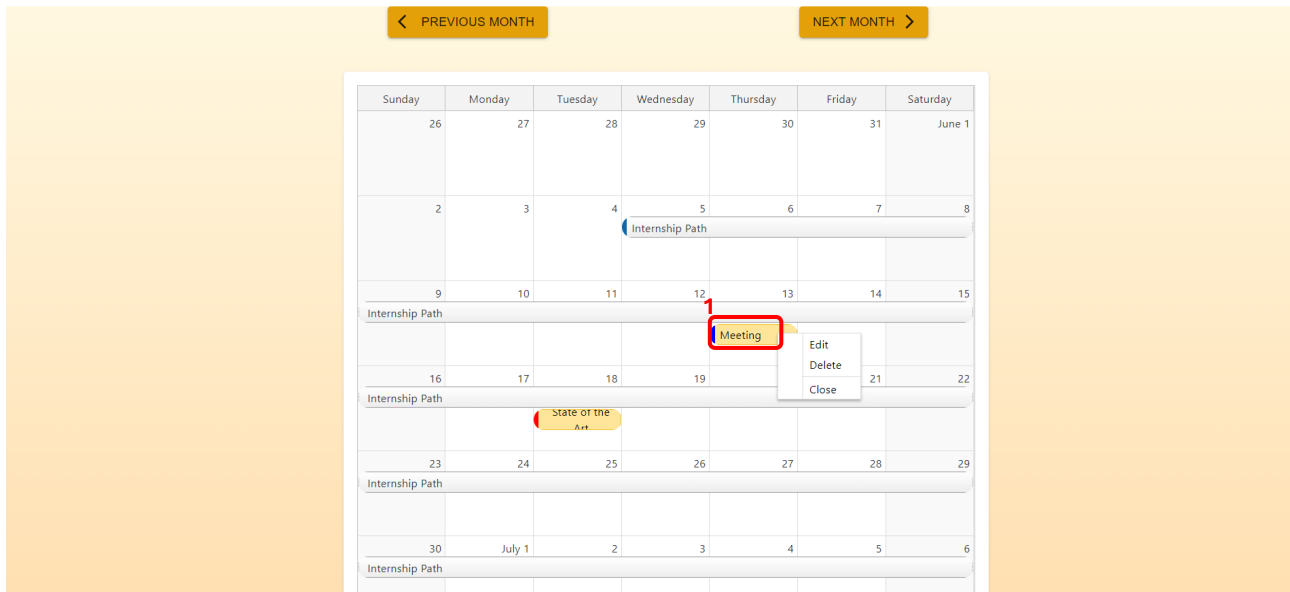
If the event is an **activity**, you will also have to set a **deadline** for that activity.



The screenshot shows the same web application interface, but the 'Create new event' modal is now configured for an activity. The 'Event Type' dropdown is set to 'activity'. The 'Subject *' field contains 'State of the Art'. The 'Description *' text area contains 'Study of the State of the Art'. A new 'Deadline' field has been added at the bottom of the modal, showing the date '07/07/2024' next to a calendar icon. The 'CANCEL' and 'CREATE' buttons remain at the bottom right. The background calendar view shows the month of July.

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.



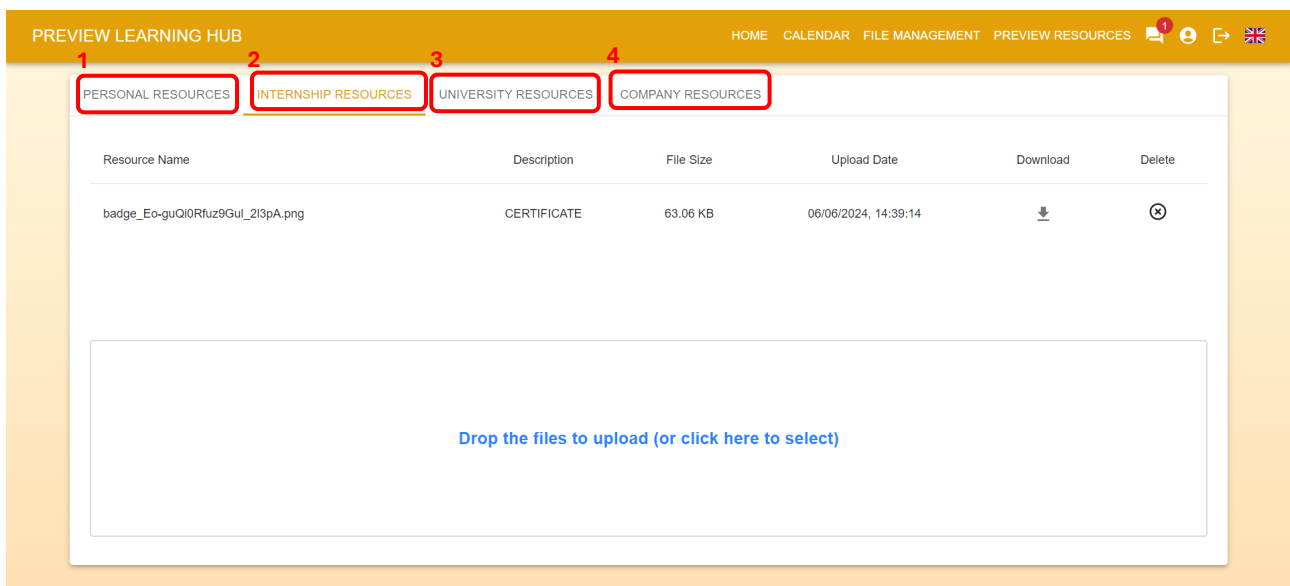
If you click on **FILE MANAGEMENT** from the *Navigator Bar* at the top of the page, you will find a page that looks like the image below.

In **PERSONAL RESOURCES** (1), you can upload and download personal files, only available to you.

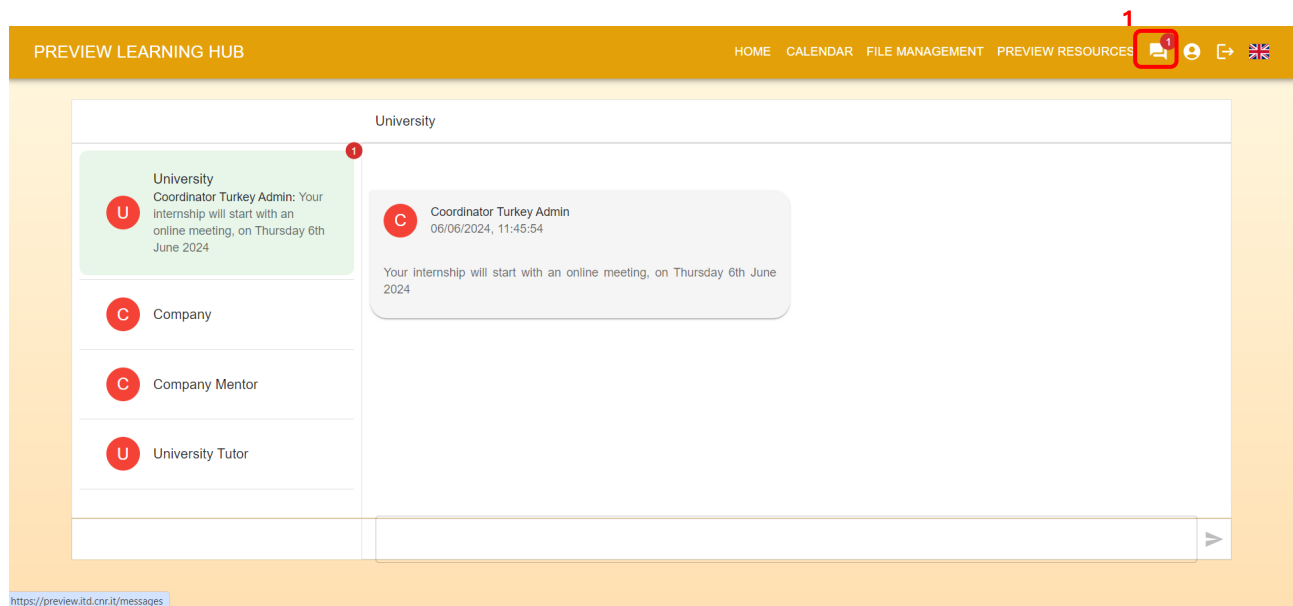
In **INTERNSHIP RESOURCES** (2), you can select a **student** from the list and see/add/delete resources that are related to his/her **internship**.

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

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

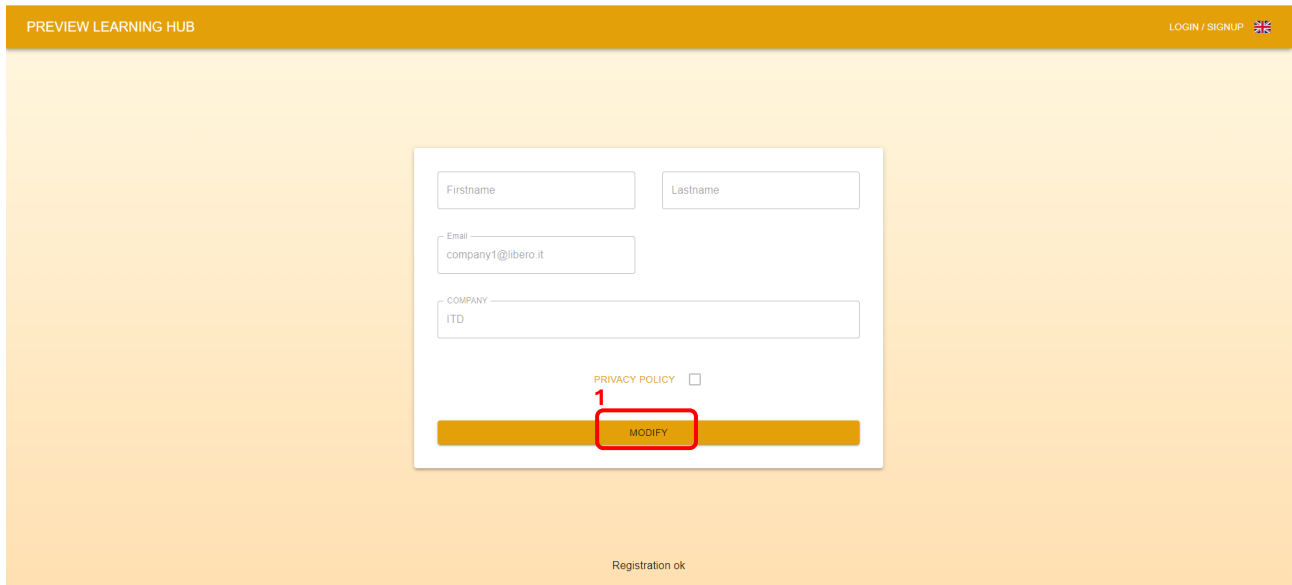


If you click on the **CHAT icon** from the *Navigator Bar* at the top of the page (1), you will access to the **INSTANT MESSAGING** functionality, through which you can select a **student** from the list and talk to all of the actors involved in his/her **internship**.



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**.



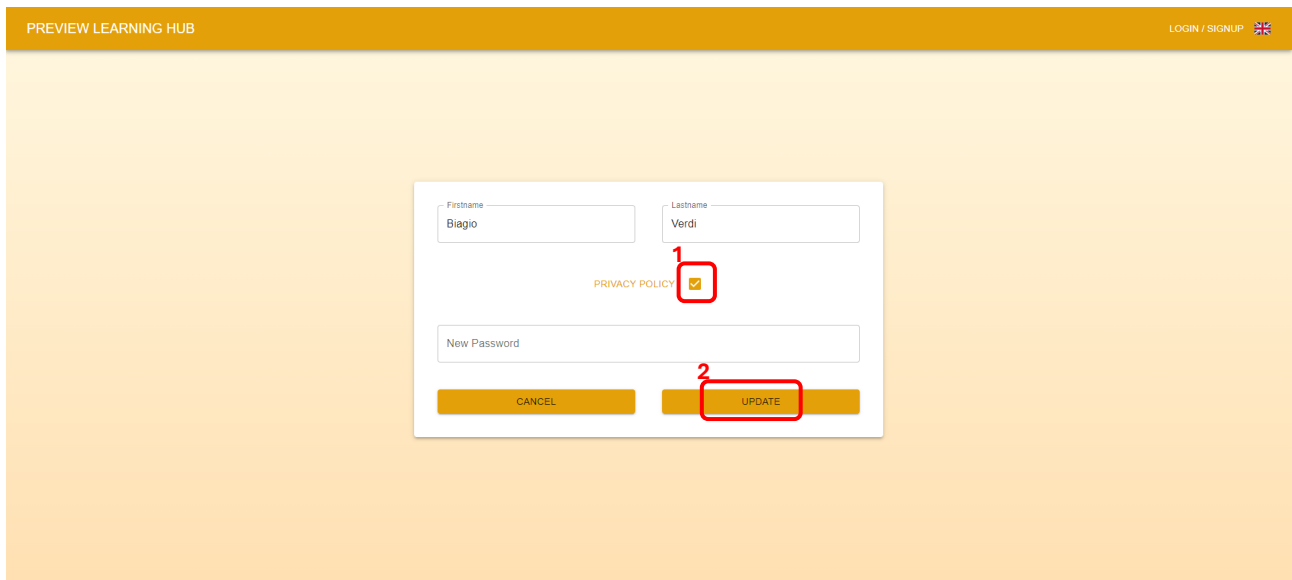
PREVIEW LEARNING HUB LOGIN / SIGNUP

Registration form fields:

- Firstname
- Lastname
- Email: company1@libero.it
- COMPANY: ITD
- PRIVACY POLICY ☐
- 1** (points to the checkbox)
- MODIFY button

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

Update profile form fields:

- Firstname: Biagio
- Lastname: Verdi
- PRIVACY POLICY ☒
- 1** (points to the checkbox)
- New Password
- CANCEL button
- 2** (points to the UPDATE button)

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

Firstname: Biagio

Lastname: Verdi

Matriculation Number: Not defined

Email: company1@libero.it

Company: ITD

Role: ROLE_COMPANY_COORDINATOR

1 MODIFY

2

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.

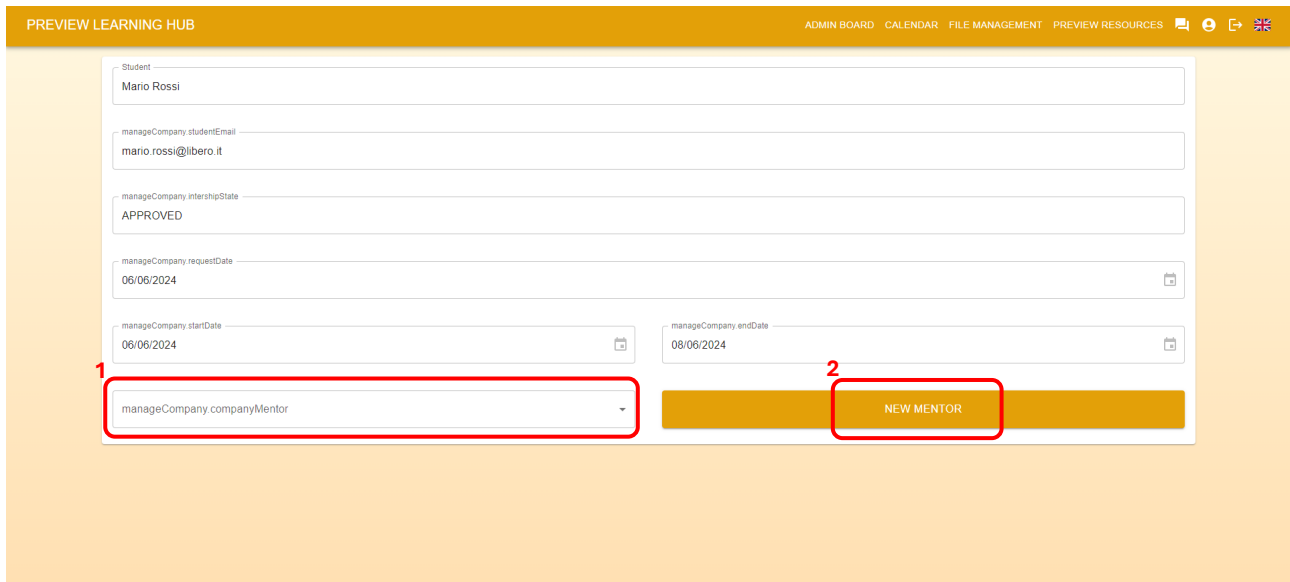
PREVIEW LEARNING HUB

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

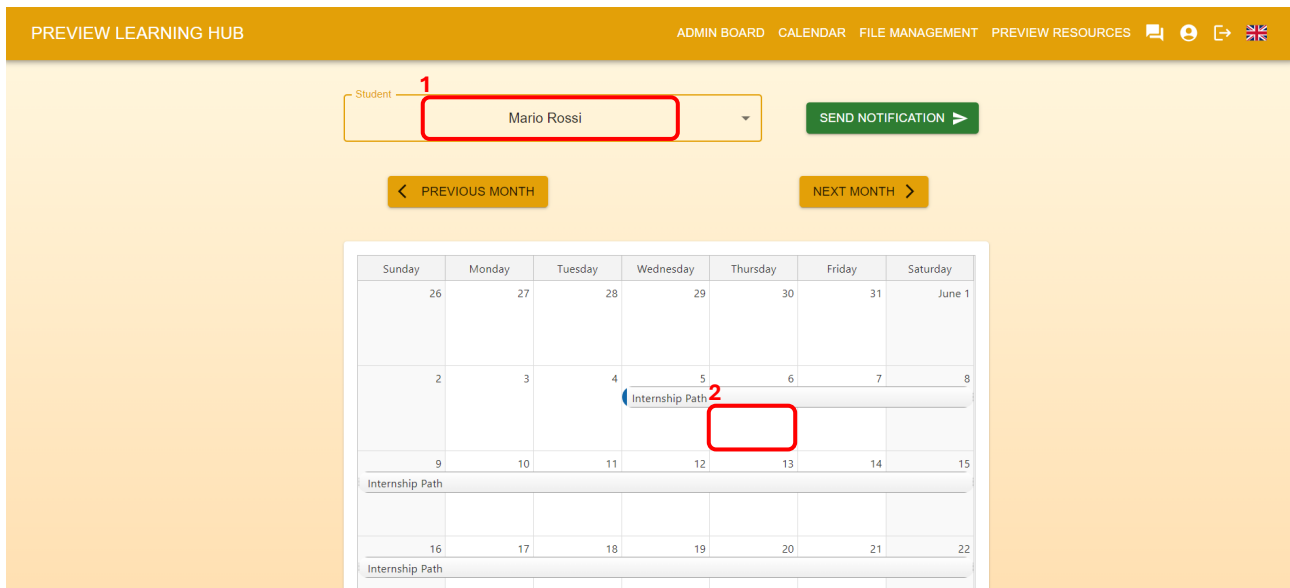
manageCompany.startDate
06/06/2024

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

Student 1 Mario Rossi

SEND NOTIFICATION ►

< PREVIOUS MONTH

NEXT MONTH >

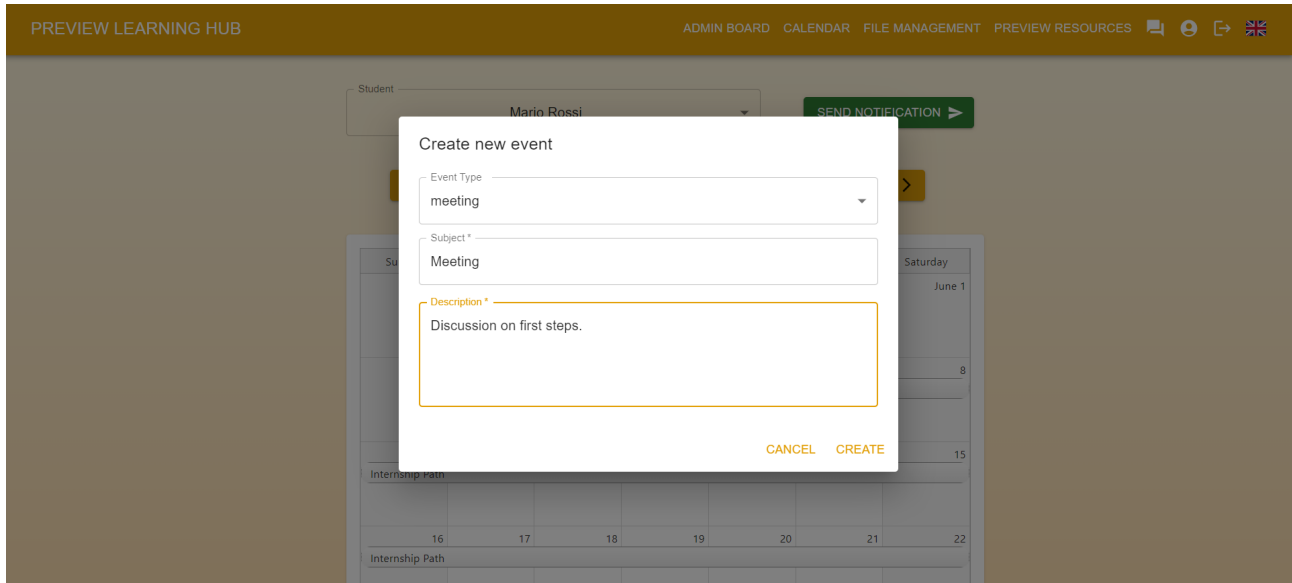
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	June 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

2

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

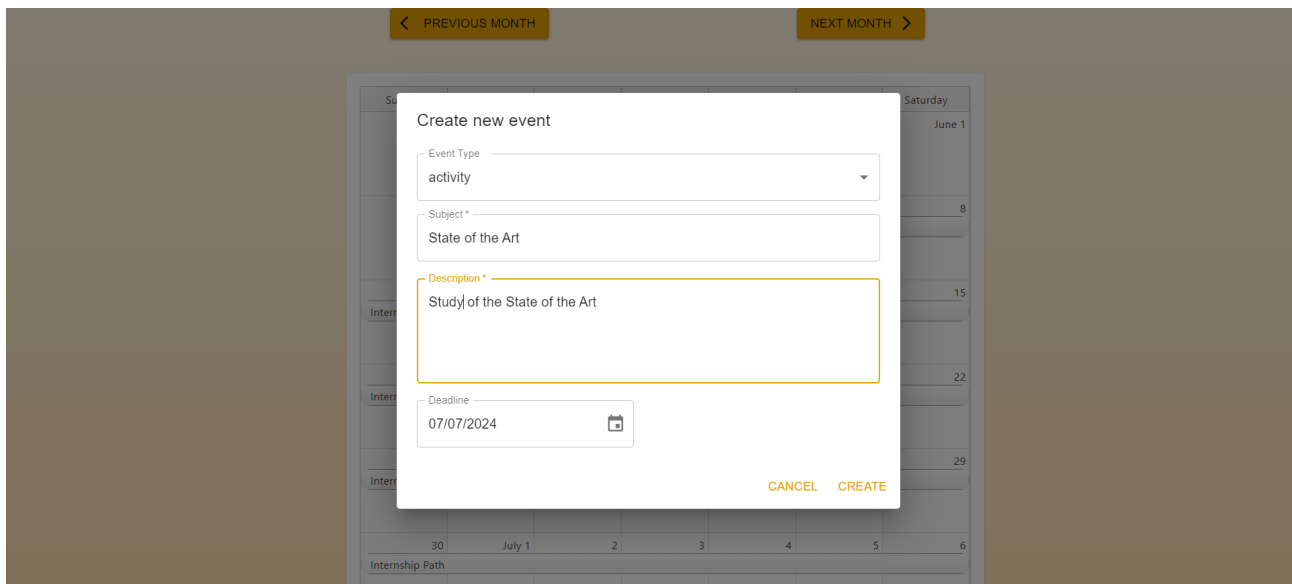
Choose if the event is a **meeting** or an **activity**.

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



The screenshot shows a web application interface with a top navigation bar containing 'PREVIEW LEARNING HUB', 'ADMIN BOARD', 'CALENDAR', 'FILE MANAGEMENT', and 'PREVIEW RESOURCES'. Below the navigation bar, a modal titled 'Create new event' is displayed. The modal contains the following fields: 'Event Type' (a dropdown menu with 'meeting' selected), 'Subject *' (a text input field containing 'Meeting'), and 'Description *' (a text area containing 'Discussion on first steps.'). At the bottom right of the modal are two buttons: 'CANCEL' and 'CREATE'. The background shows a calendar interface with a student name 'Mario Rossi' and a 'SEND NOTIFICATION' button.

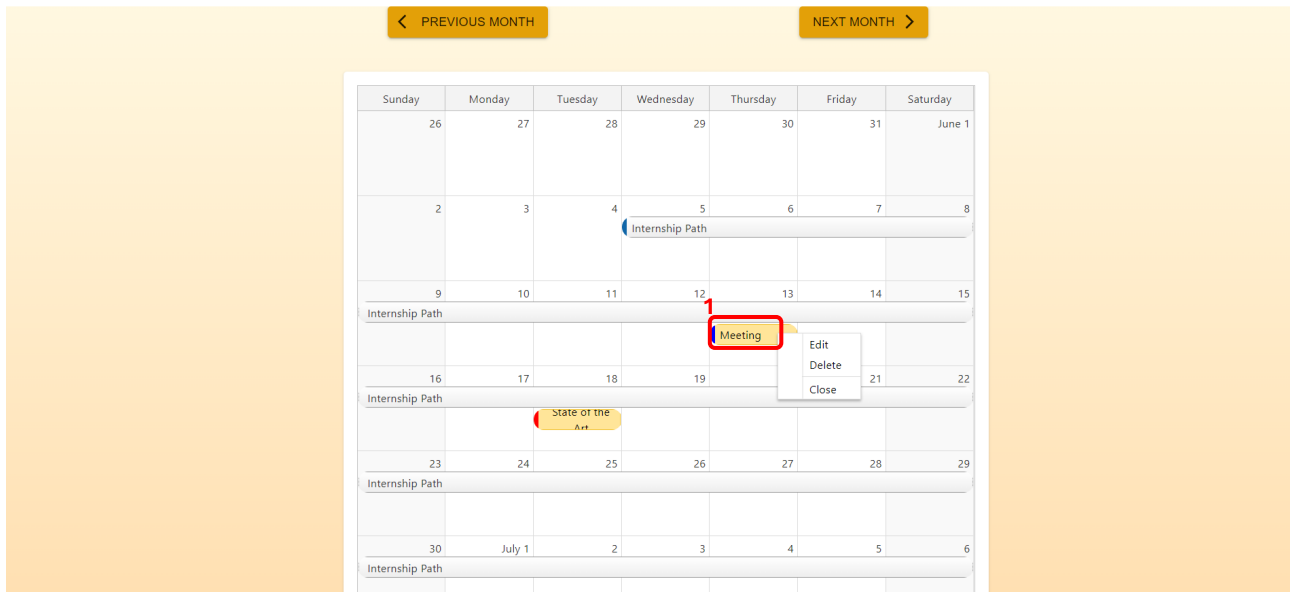
If the event is an **activity**, you will also have to set a **deadline** for that activity.



The screenshot shows the same web application interface, but the 'Create new event' modal is now configured for an activity. The 'Event Type' dropdown is set to 'activity'. The 'Subject *' field contains 'State of the Art'. The 'Description *' text area contains 'Study of the State of the Art'. A new 'Deadline' field has been added at the bottom of the modal, showing the date '07/07/2024' with a calendar icon. The 'CANCEL' and 'CREATE' buttons remain at the bottom right. The background calendar shows dates for June and July.

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.



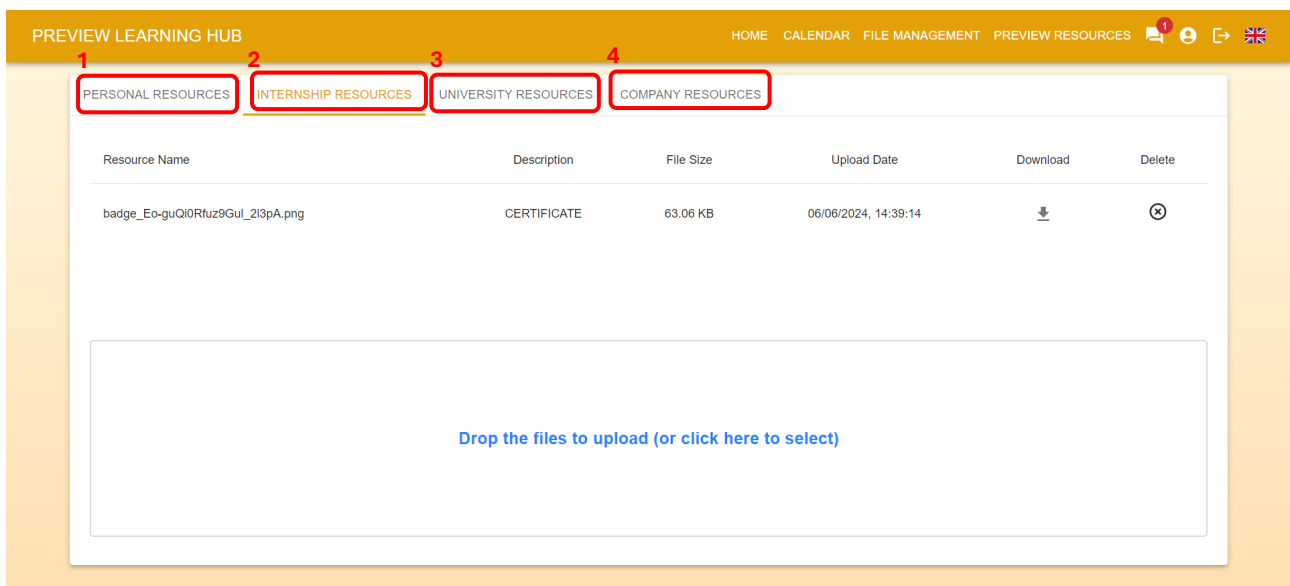
If you click on **FILE MANAGEMENT** from the *Navigator Bar* at the top of the page, you will find a page that looks like the image below.

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**.

The screenshot displays the 'PREVIEW LEARNING HUB' interface. At the top, a navigation bar includes links for HOME, CALENDAR, FILE MANAGEMENT, and PREVIEW RESOURCES. A red box labeled '1' highlights the chat icon in the top right corner of the navigation bar. Below the navigation bar, the main content area is titled 'University'. On the left side, there is a list of contacts with circular icons: 'U' for University, 'C' for Company, and 'U' for University Tutor. The first contact, 'University', is selected and highlighted in green. The chat window on the right shows a message from 'Coordinator Turkey Admin' dated '06/06/2024, 11:45:54'. The message text reads: 'Your internship will start with an online meeting, on Thursday 6th June 2024'. At the bottom of the chat window, there is a text input field and a send button (a right-pointing arrow).

PREVIEW LEARNING HUB

HOME CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

University

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

Company

Company Mentor

University Tutor

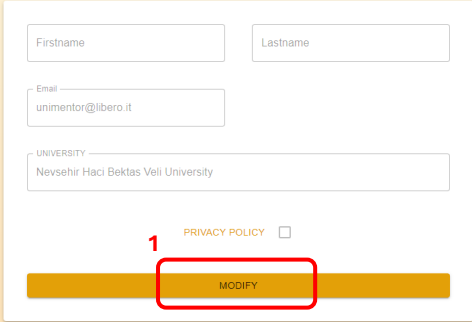
Coordinator Turkey Admin
06/06/2024, 11:45:54

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

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

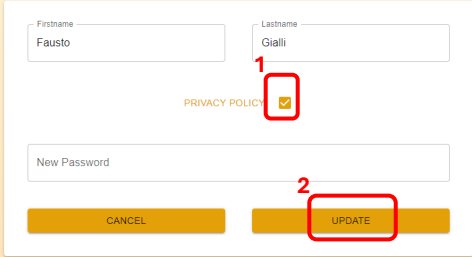
UNIVERSITY TUTOR

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**.



A registration form on a light orange background. The form contains fields for Firstname, Lastname, Email (pre-filled with 'unimentor@libero.it'), and UNIVERSITY (pre-filled with 'Nevsehir Haci Bektas Veli University'). Below these fields is a 'PRIVACY POLICY' checkbox, which is marked with a red '1'. At the bottom of the form is a yellow button labeled 'MODIFY', which is circled in red. Below the form, the text 'Registration ok' is displayed.

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.



A registration form on a light orange background, similar to the one above. The form contains fields for Firstname (pre-filled with 'Fausto'), Lastname (pre-filled with 'Gialli'), and a 'New Password' field. The 'PRIVACY POLICY' checkbox is checked and marked with a red '1'. At the bottom of the form are two yellow buttons: 'CANCEL' and 'UPDATE'. The 'UPDATE' button is circled in red and marked with a red '2'. Below the form, the text 'Registration ok' is displayed.

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

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

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
16	17	18	19	20	21	22

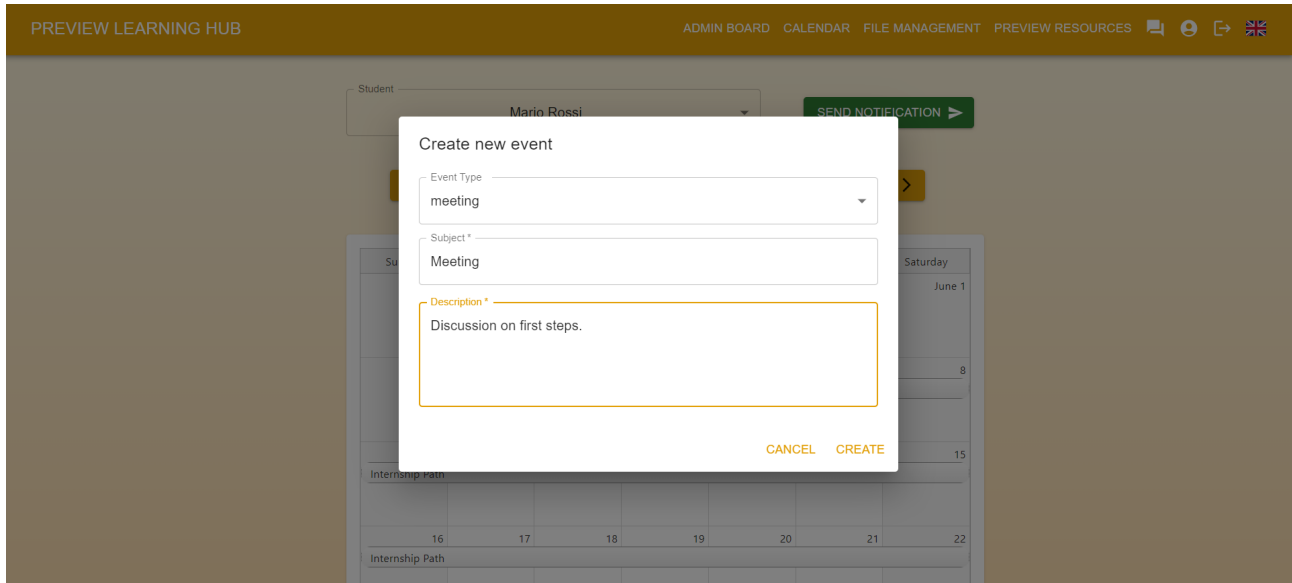
2

Internship Path

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

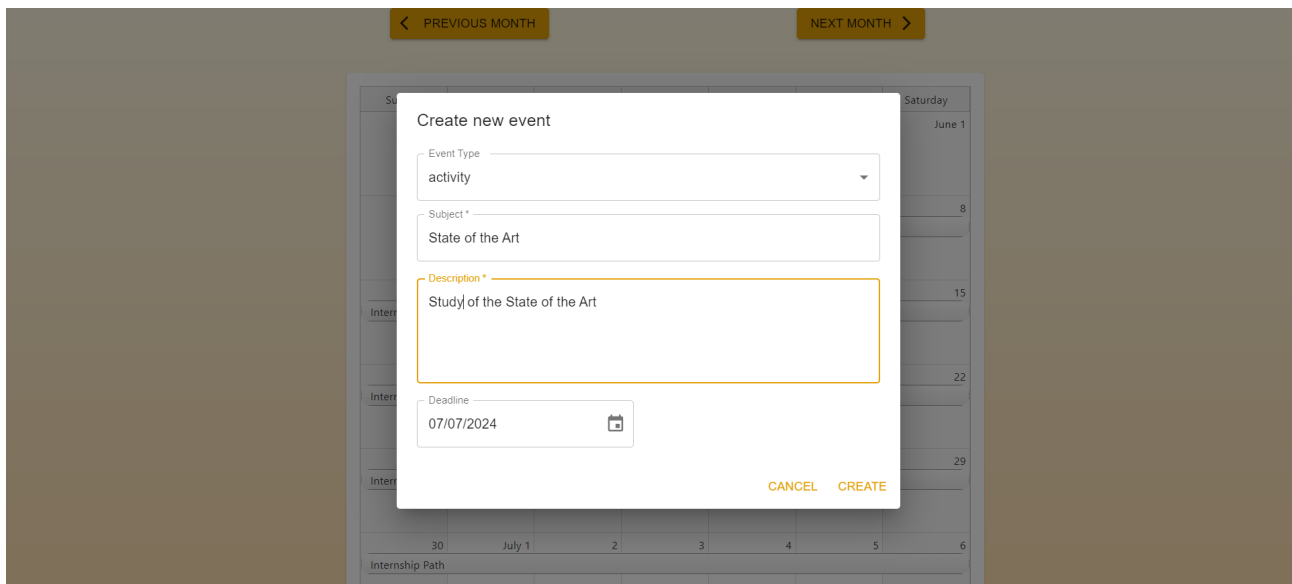
Choose if the event is a **meeting** or an **activity**.

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



The screenshot shows a web application interface with a top navigation bar containing 'PREVIEW LEARNING HUB', 'ADMIN BOARD', 'CALENDAR', 'FILE MANAGEMENT', and 'PREVIEW RESOURCES'. Below the navigation bar, a modal titled 'Create new event' is displayed. The modal contains the following fields: 'Event Type' (a dropdown menu with 'meeting' selected), 'Subject *' (a text input field containing 'Meeting'), and 'Description *' (a text area containing 'Discussion on first steps.'). At the bottom right of the modal are two buttons: 'CANCEL' and 'CREATE'. The background shows a calendar interface with a student name 'Mario Rossi' and a 'SEND NOTIFICATION' button.

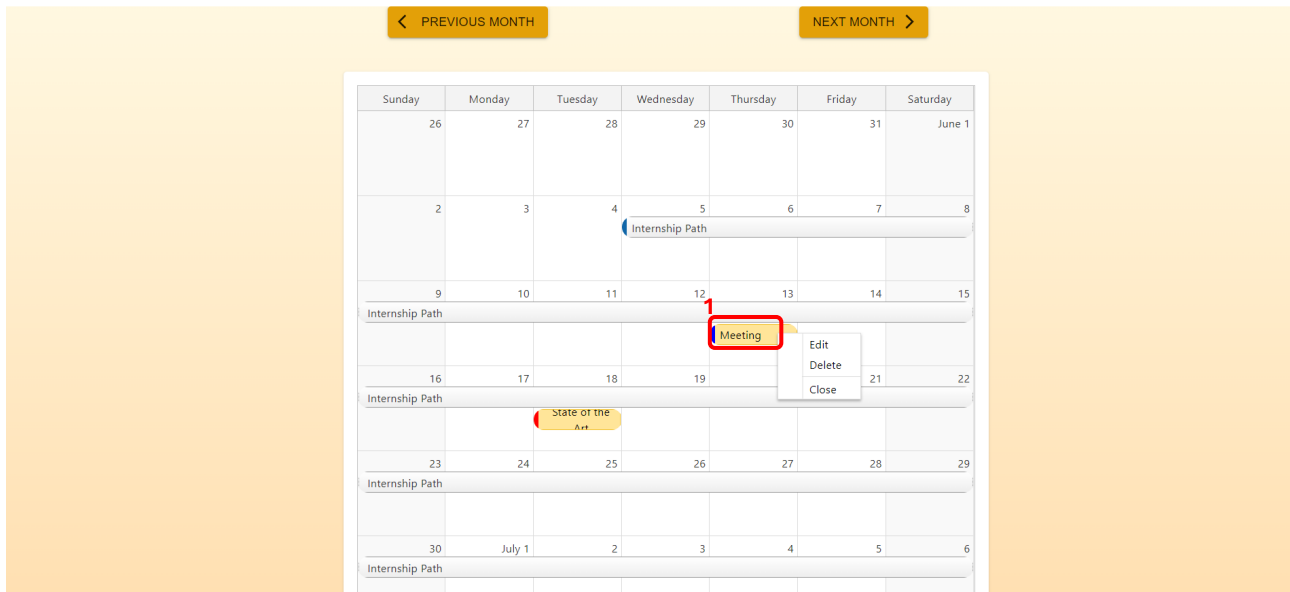
If the event is an **activity**, you will also have to set a **deadline** for that activity.



The screenshot shows the same web application interface, but the 'Create new event' modal is now configured for an activity. The 'Event Type' dropdown is set to 'activity'. The 'Subject *' field contains 'State of the Art'. The 'Description *' text area contains 'Study of the State of the Art'. A new 'Deadline' field has been added at the bottom of the modal, showing the date '07/07/2024' with a calendar icon. The 'CANCEL' and 'CREATE' buttons remain at the bottom right. The background calendar shows dates for June and July.

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.



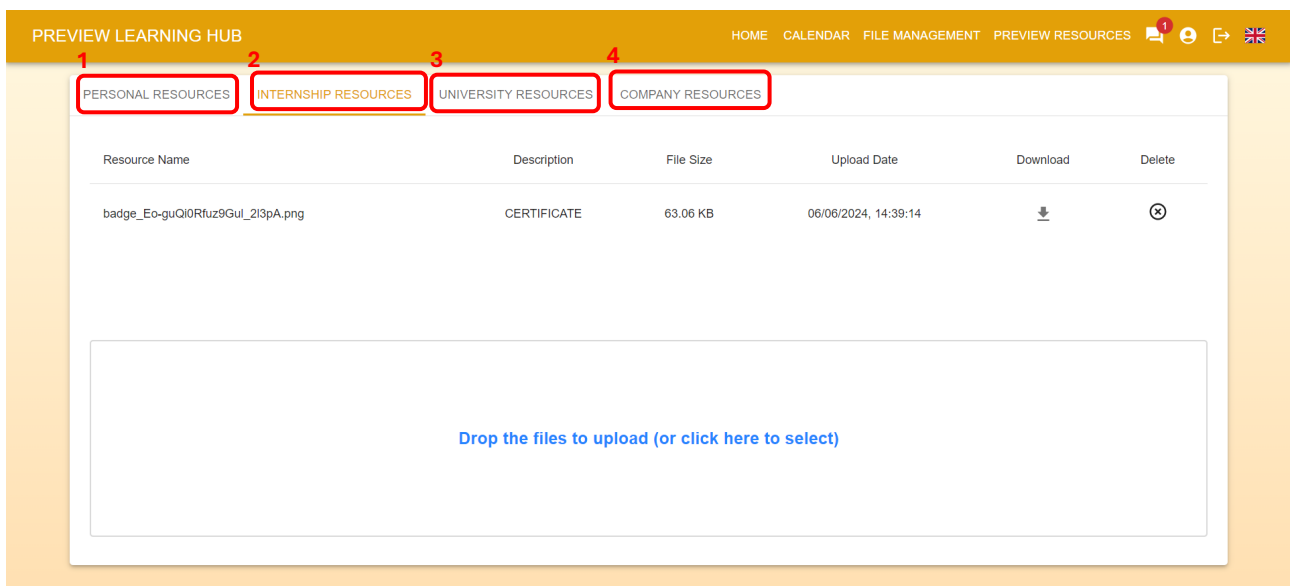
If you click on **FILE MANAGEMENT** from the *Navigator Bar* at the top of the page, you will find a page that looks like the image below.

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**.

The screenshot displays the 'PREVIEW LEARNING HUB' interface. At the top, a yellow navigation bar contains the text 'PREVIEW LEARNING HUB' on the left and a series of links: 'HOME', 'CALENDAR', 'FILE MANAGEMENT', and 'PREVIEW RESOURCES' on the right. A red square with the number '1' highlights the 'CHAT' icon, which is a speech bubble with a red dot, located to the right of the 'PREVIEW RESOURCES' link. Below the navigation bar, the main content area is titled 'University'. On the left side of this area, there is a vertical list of contact cards. The first card is green and labeled 'U' (University), containing the text: 'Coordinator Turkey Admin: Your Internship will start with an online meeting, on Thursday 6th June 2024'. Below it are three white cards labeled 'C' (Company): 'Company', 'Company Mentor', and 'University Tutor'. On the right side of the 'University' section, there is a chat window. The header of this window is 'University'. The first message is from 'Coordinator Turkey Admin' (labeled 'C') and says: 'Your internship will start with an online meeting, on Thursday 6th June 2024'. At the bottom of the chat window is a text input field with a send button (a right-pointing arrow) on the right.

PREVIEW LEARNING HUB

HOME CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

1

University

U
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

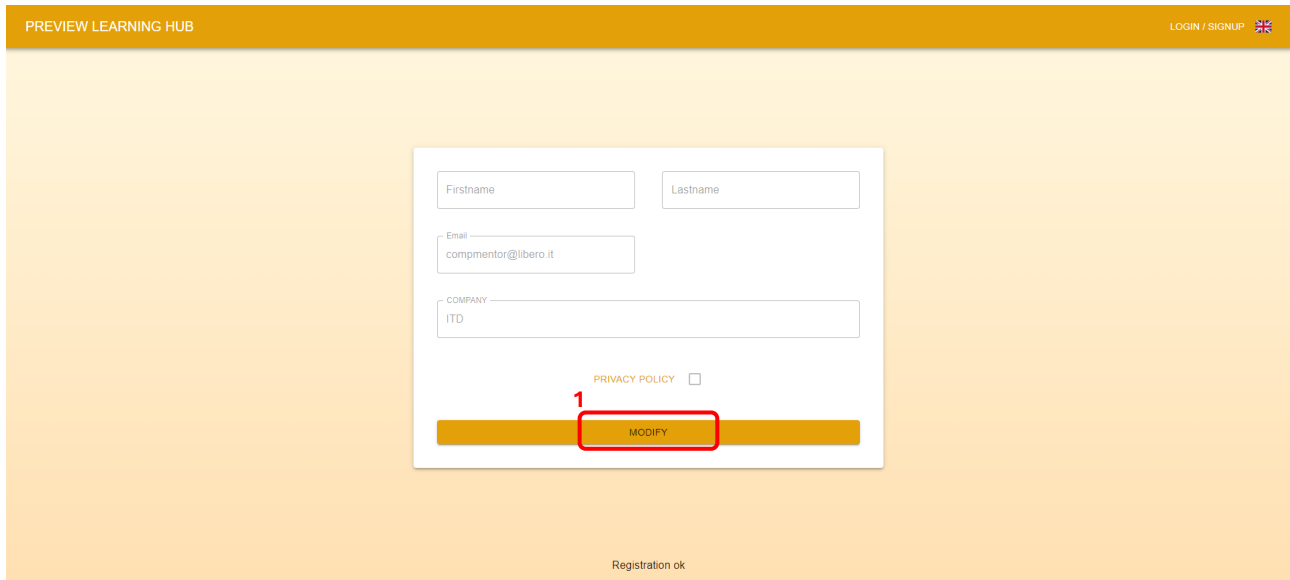
Your internship will start with an online meeting, on Thursday 6th June 2024

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

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

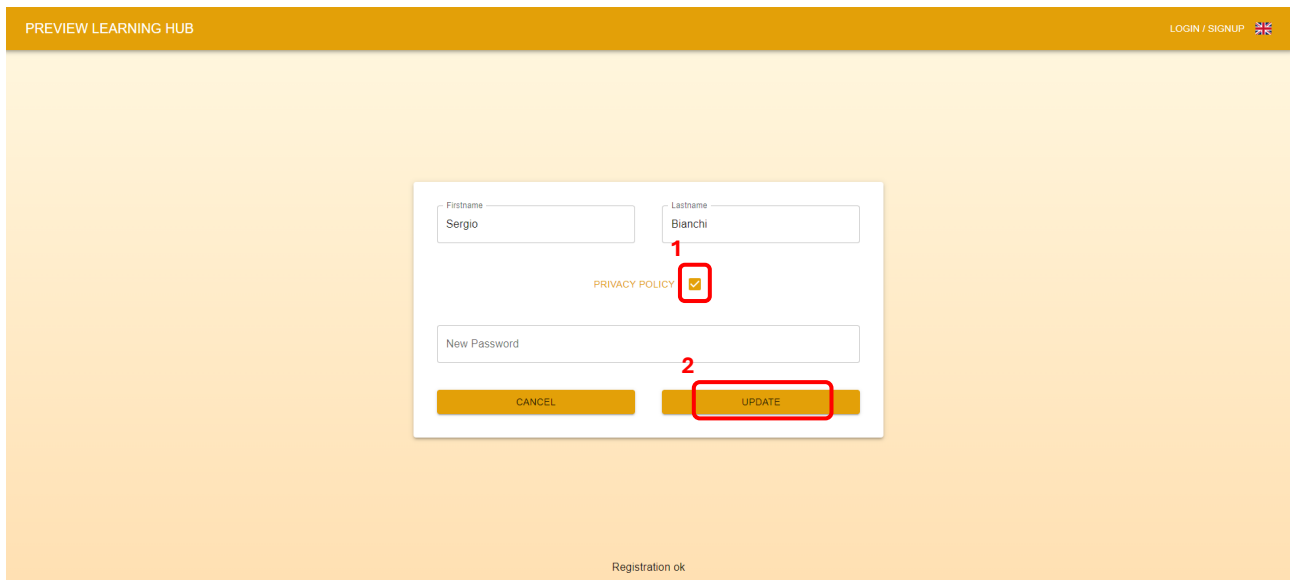
Registration form fields:

- Firstname: []
- Lastname: []
- Email: compmentor@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

Update form fields:

- Firstname: Sergio
- Lastname: Bianchi
- PRIVACY POLICY ☒ **1**
- New Password: []
- CANCEL **2** 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**.

PREVIEW LEARNING HUB

CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

2

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

1

Student Mario Rossi

SEND NOTIFICATION

PREVIOUS MONTH NEXT MONTH

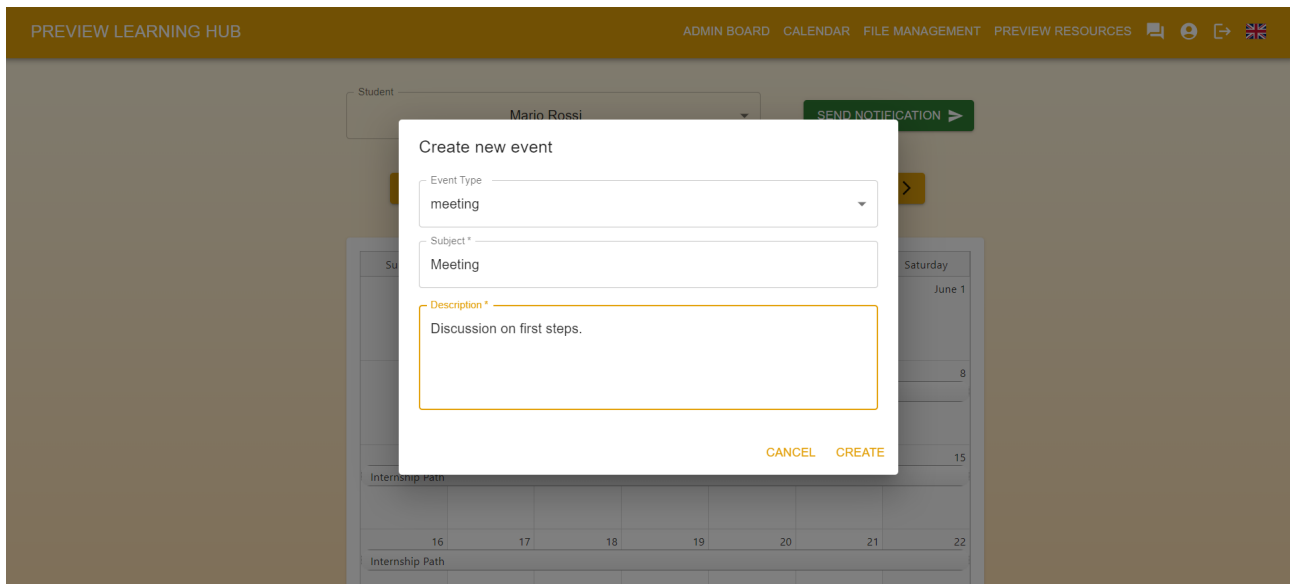
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	June 1
2	3	4	5 Internship Path	6	7	8
9	10	11	12	13	14	15
Internship Path						
16	17	18	19	20	21	22
Internship Path						

2

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

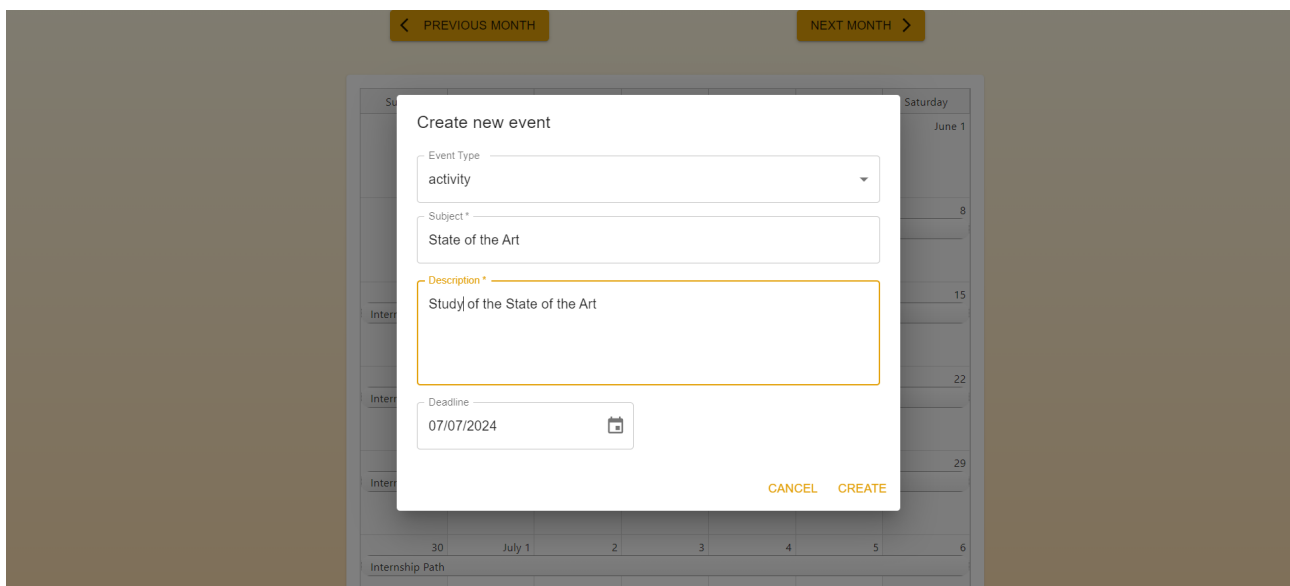
Choose if the event is a **meeting** or an **activity**.

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



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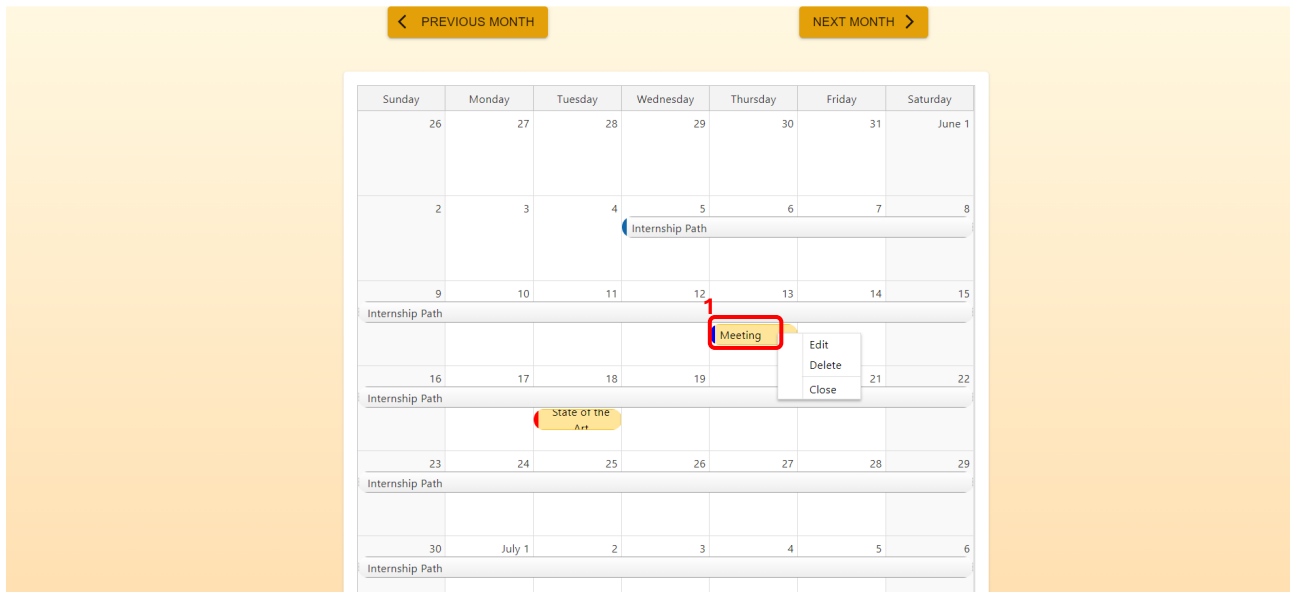
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Once back to the **CALENDAR** page, you can right click on an event (1) to edit or delete it.

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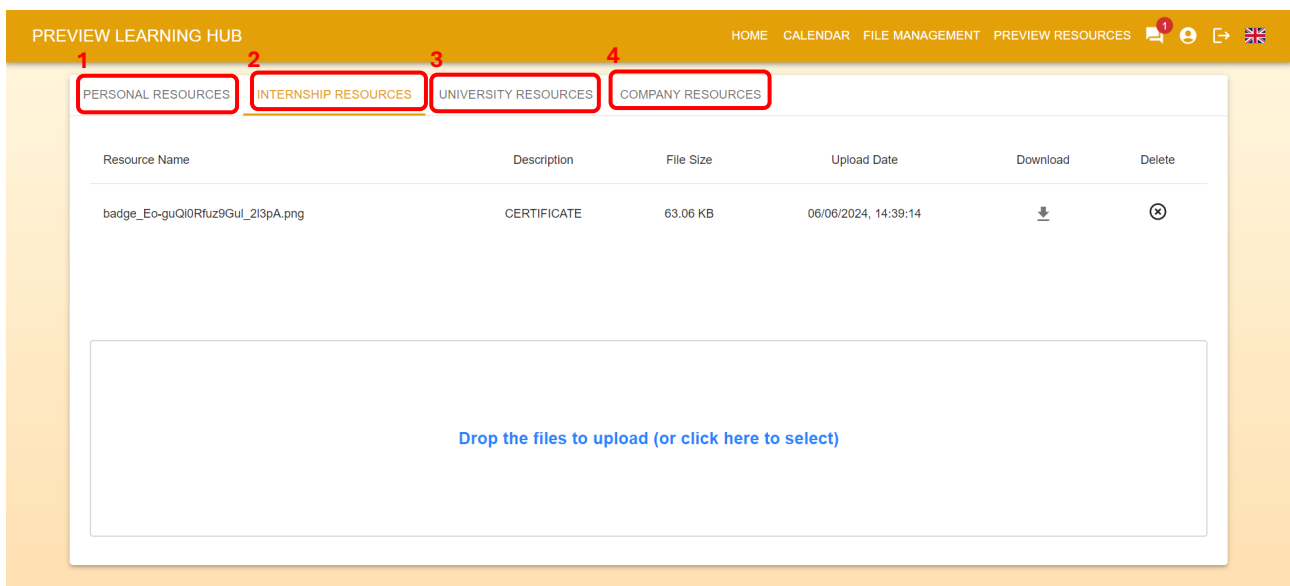
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PREVIEW LEARNING HUB

HOME CALENDAR FILE MANAGEMENT PREVIEW RESOURCES

1

University

U
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>