

## Instructions for the integration of you team in the PLATON e-portfolio

The PLATON e-portfolio intends to be a collaborative work between the members of the PLATON team of each school. This e-portfolio is located in a collaborative platform that allows for each member to visit the portfolios of other schools and teachers of the PLATON community and see what others are doing, as well as participate in a common discussion between all national and international PLATON teachers.

Each school team should create a school portfolio. Alternatively, if you prefer, you can choose to create individual teacher's portfolios, which should be integrated inside the space attributed to your school's e-portfolio.

So, to have access to the PLATON e-portfolio platform, please follow the following steps:

1. Choose the email contact that will be associated to the e-portfolio. It can be one contact of the PLATON representative of the school with which all members of the team access the e-portfolio, or each member can have its own login.
2. Access the following link: <https://graasp.eu/signup>
3. Create your login inserting the name, email contact and a password of your choice.

**Attention:** in case you have decided to create individual logins, please do it using your own name. If you have decided to create a common team login, use your school's name.

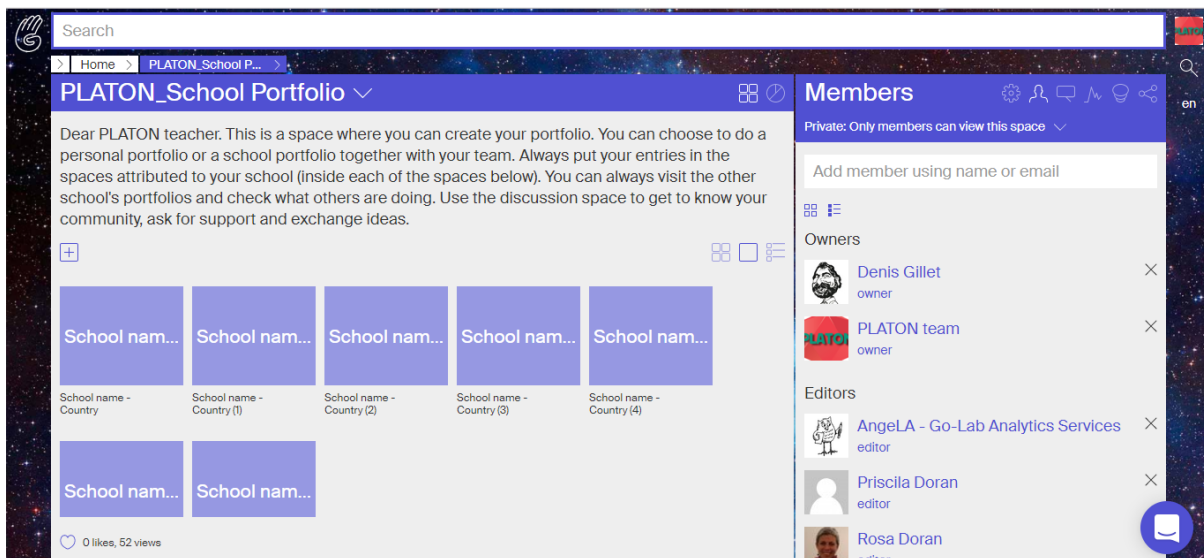
4. When you finish your registration, you will receive an e-mail to confirm it.
5. Confirm your registration and send an e-mail to your national coordinator with the data of your registration to be given access to the e-portfolio.

If you have created a common e-mail for the team, send an e-mail with the school name and the e-mail contact to which it is associated in the Graasp platform. In case you have opted to create individual logins, please send the full list of names with respective associated e-mail contacts, informing, as well, the name of the school to which they belong.

## How to work with the e-portfolio

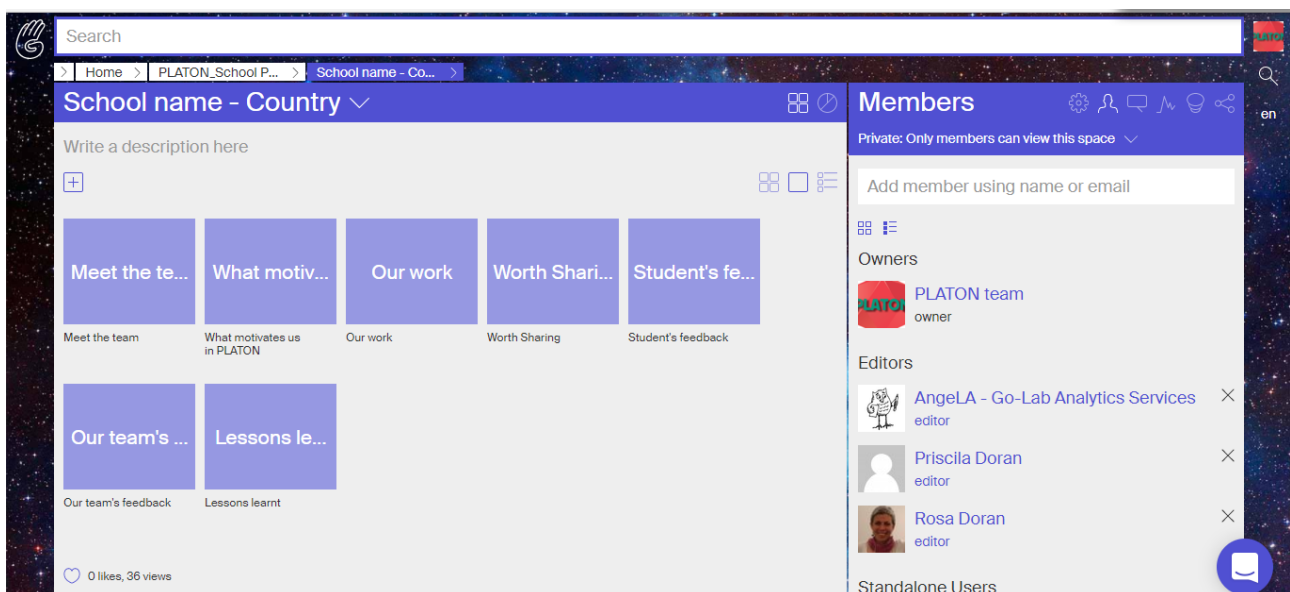
The PLATON e-portfolio aims at being a place for communication between the PLATON team of each school and the project coordinators. It is through this e-portfolio that the work done during the implementation of the project will be registered. This is also where each team can leave their feedback necessary to the refinement and enrichment of the methodology created on the framework of the project. By the end of the project, a compilation of the PLATON teacher's work on the different countries will be made in the form of a "roadmap". In this roadmap we would like to include the best moments of each school, as well as the inspiring work and good practices that we will gather through the e-portfolios.

Once you access the PLATON e-portfolio in the Graasp platform, you will find the following scenario:



When you access the platform, each square on which now you can read “school name” will already have the name of the different schools associated to the project.

You will then search for the square with your school’s name and click on it. The following scenario will appear:



Each square is a space that accommodates different topics regarding which you can fill in your portfolio. If you click in the button [+] above the squares, you will be able to create your own spaces and be creative in a totally free and welcomed way.

You can also follow our suggestion (which advantage lies in the conformity between the e-portfolios of the different schools). As such, we suggest the following already created spaces:

Meet the team - This space was created for each member of the team to present itself. You can add pictures, quotes, or a simple sentence. Your creativity is welcome.

What motivates us in PLATON - Write here what motivates you in PLATON, what does it mean to you, how do you think it is contributing to your school's development and/or identity.

Our work - This is where you can add pictures, scans, texts, whatever record you have of the work you have been doing throughout the implementation of the project in your school. Please identify the date, the class and the name of the teacher in each input.

Worth sharing - Add here any ideas, experiences, videos, pictures, relevant to your work and/or to the project. Think that other teachers from your country or other countries can visit this space, if you allow it, looking for good ideas to implement in their practice.

Students' feedback - You can add here memorable quotes and pictures that you gathered during the implementation of the project. Alternatively, if you wish, you can create an individual portfolio with your students and add it here, either in the form of pictures, scans or you can create a space for your students clicking in the [+] below. If you decide to do so, each student must create a Graasp account and an e-mail should be sent to your national PLATON coordinator with all the names and e-mail contacts of the students to be given access to this platform.

Our team's feedback - Write here any recommendations and suggestions, as a team or individually, that you might have regarding PLATON methodology and resources. You are a pilot teacher for our project and this means that you are the first to test and implement it. Your opinion is very valuable and will help us to refine and improve our work.

Lessons Learnt - From your work during the implementation what is it that stands out? What would you want to see in our final project compilation of work (roadmap)? Write here your reflections.

If for some reason you are unable to use the Graasp platform or you prefer to create your e-portfolio in another place or format (for e.g. PowerPoint, Blog or Word), you can do it freely, given that by the end of the implementation you upload it to the platform or send it to your national coordinator.

Remember however, that if you choose to do so, you will not benefit from the collaborative space of the PLATON community and won't be able to share your work with your colleagues at a national and international level.

If you can't reach your national coordinator, contact us through: [platon@nuclio.pt](mailto:platon@nuclio.pt)

We wish you a good work,

The PLATON team