



DEEP IN WBL

Deepening WBL Impact & women empowerment

Project ID: 2018-1-ES01-KA202-050222

Co-funded by the
Erasmus+ Programme
of the European Union



USER GUIDE:

E-platform for experience exchange on WBL

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Table of Contents	
1.- HOW TO REGISTER	2
2.- HOW TO ACCESS	5
3.- PLATFORM NORMS	7
4.- HOW TO USE <ul style="list-style-type: none">- How to post a comment- How to reply to a post	8
5.- EDIT YOUR PROFILE	9

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1.- HOW TO REGISTER

In order to participate in the platform of exchange of experiences on WBL it is necessary to register.

STEPS:

- 1) Write an email to **proyectoseuropeos@camarazaragoza.com**

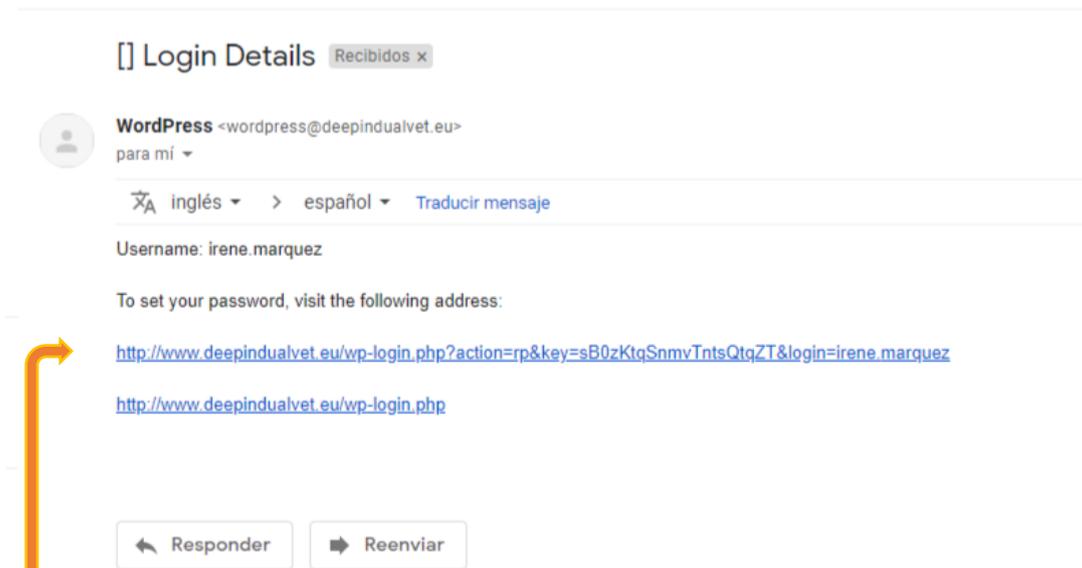
Subject: Deep in WBL electronic platform

Please, specify: Name, surname, registration email address

The technician from the Zaragoza Chamber of Commerce, the organization in charge of the management and coordination of the platform, will receive your request and will create a user for you.

- 2) You will receive an **email from WordPress to set your password**

- 3) **Click on the first link you find in the email**

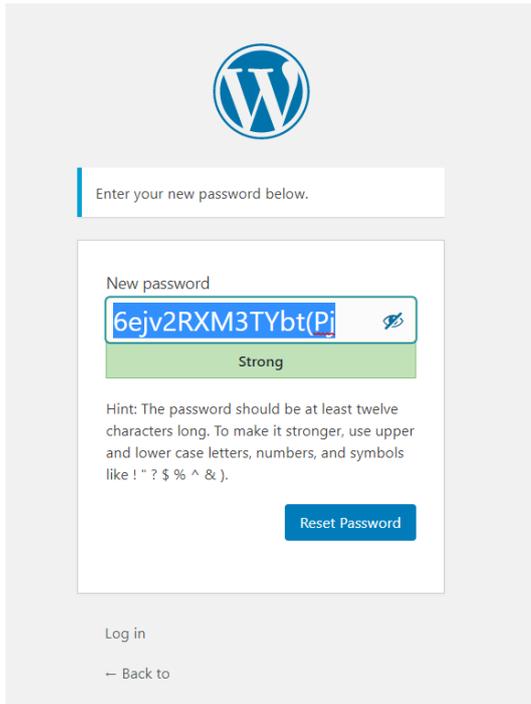


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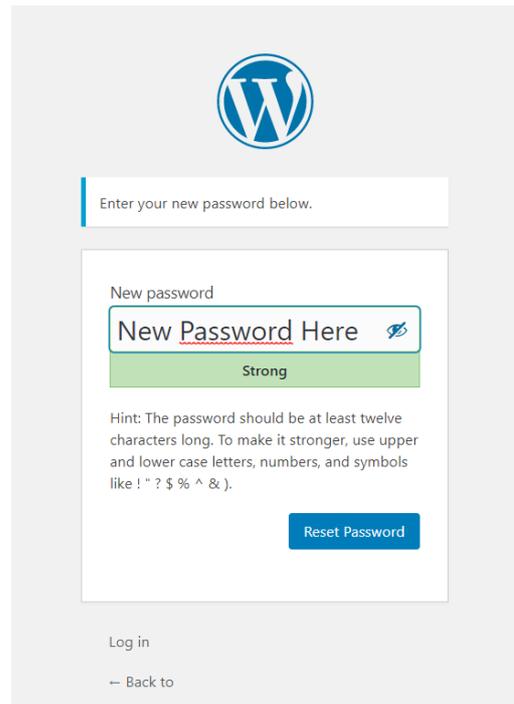


- 4) By default, **the program offers you a complex password**, however, you can **change it to make it easier to remember for you.**

Delete the password the program offers you and write there your personal password.

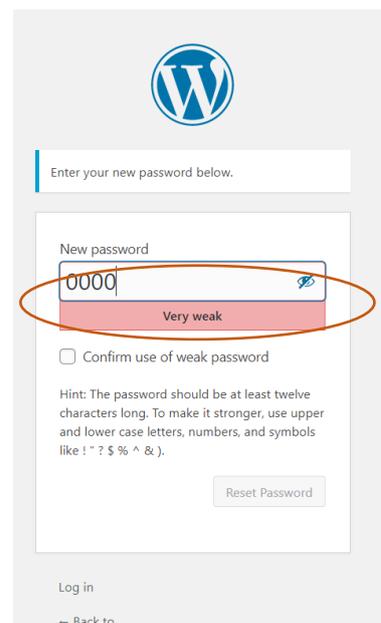


The screenshot shows the WordPress password reset interface. At the top is the WordPress logo. Below it is a text box with the instruction "Enter your new password below." The main form area has a "New password" label above a text input field containing "6ejv2RXM3TYbt(Pi". Below the input field is a green bar with the word "Strong". A hint below reads: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &)." At the bottom of the form is a blue "Reset Password" button. Below the form are links for "Log in" and "Back to".



This screenshot is identical to the previous one, but the text input field contains "New Password Here". The green bar below the input field still displays "Strong".

!! If your password is not safe enough, and it is considered weak or very weak, you must confirm that you want to use an unsafe password. Click on '**Confirm use of weak password**'



This screenshot shows the password reset interface with a "New password" input field containing "0000". Below the input field is a red bar with the text "Very weak". Below this bar is a checkbox labeled "Confirm use of weak password" which is currently unchecked. The same hint and "Reset Password" button are present. The "Log in" and "Back to" links are at the bottom.



5) To save the new password click on: **RESET PASSWORD**

Enter your new password below.

New password

RLKxOFS)(PC@wWtU

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

[Reset Password](#)

Log in

[← Back to](#)

6) Click on **LOG IN** with your username (the one established and sent to you by email) and your **new password**:

Your password has been reset. [Log in](#)

[← Back to](#)



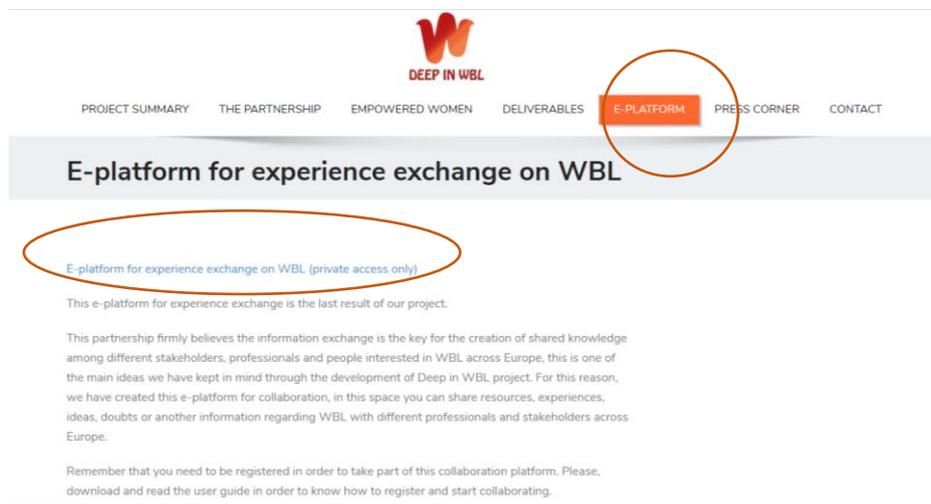
2.- HOW TO ACCESS

DIRECT ACCESS

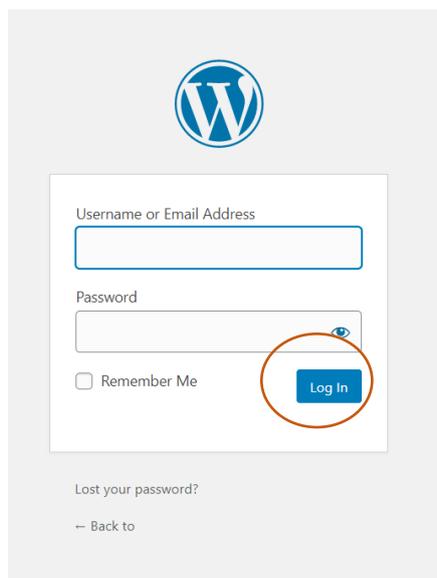
Access through the Project website: **deepindualvet.com**

In the main menu, click on **'E-platform'**

In this page, click on the **blue link to access**: E-platform for collaboration Exchange (Private Access only)



Introduce your email or username and your password, then, click on **LOG IN**.



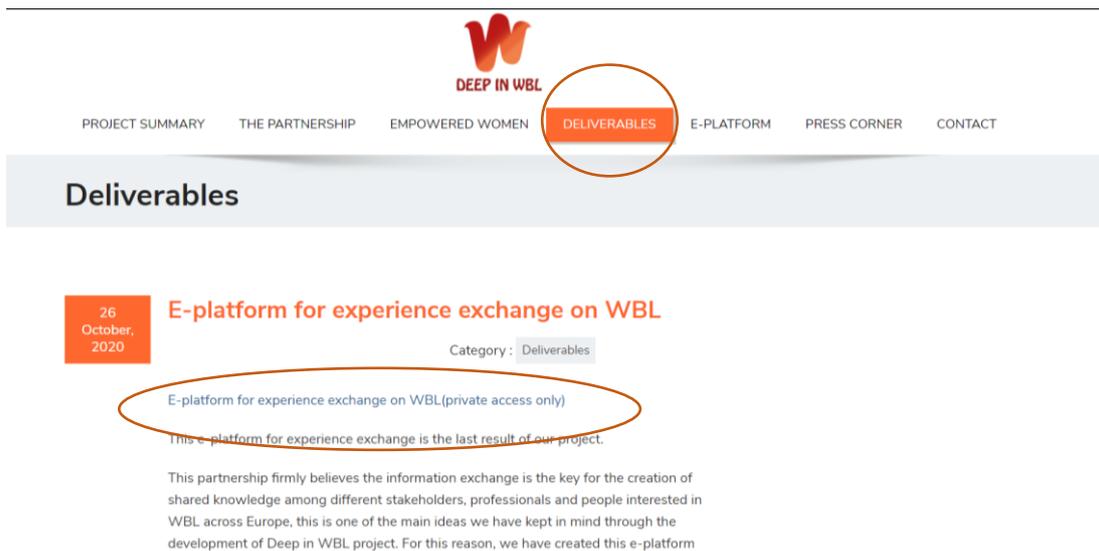


ACCESS THROUGH THE 'DELIVERABLES' PAGE

Access through the Project website: **deepindualvet.com**

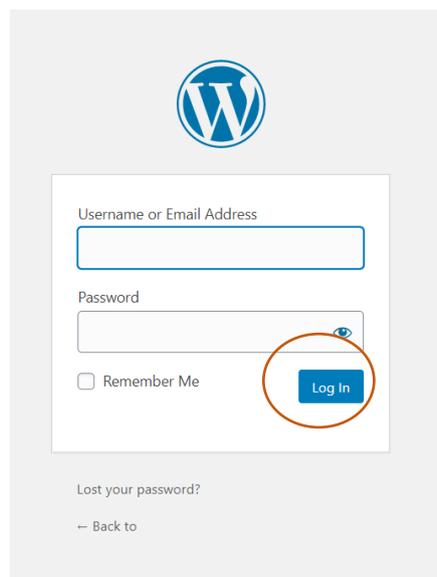
In the main menu, click on '**Deliverables**'

In this page, click on the **blue link to access**: E-platform for collaboration Exchange (Private Access only)



The screenshot shows the DEEP IN WBL website navigation menu with 'DELIVERABLES' highlighted. The main content area displays a card for 'E-platform for experience exchange on WBL' dated 26 October, 2020. The card includes a category label 'Deliverables' and a blue link to the e-platform, which is circled in orange. Below the link, there is a short paragraph of text.

Introduce your email or username and your password, then, click on **LOG IN**.



The screenshot shows a login form with the following elements: a circular logo at the top, a text input field for 'Username or Email Address', a text input field for 'Password' with a visibility toggle icon, a 'Remember Me' checkbox, and a blue 'Log In' button circled in orange. Below the form are links for 'Lost your password?' and 'Back to'.



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3.- PLATFORM NORMS

- ✓ In this area you can share ideas, contact partners for synergies and cooperation.
- ✓ Remember that all registered users can view the posted messages. Once you've posted, you cannot edit or remove a message.
- ✓ Be respectful of other users and of confidentiality of third parties.
- ✓ Do not post copyrighted material.
- ✓ Do not use this platform for commercial promotion.
- ✓ Compose concise messages strictly connected with the topic of this forum: Work Based Learning Systems
- ✓ If you are in doubt about a post, please contact the moderator before you submit it.
- ✓ Moderators reserve the right to shorten/edit/delete any content at any time if they feel it is inappropriate.
- ✓ The user is solely responsible for his/her opinion or the content he/she publishes, which does not necessarily have to coincide with the editorial line of The Project.
- ✓ The website reserves the right to delete the content generated in the platform without prior notice, according to these rules or if the moderator considers it appropriate
- ✓ The language of conversation must be English. However, if you want to share some information in one of the languages of the project you must indicate it at the beginning of the title with: [ES] [TR] [GR] [DE] [IT]...



4.- HOW TO USE

HOW TO LEAVE A COMMENT

- 1) Click “create new topic”
- 2) Fill in the boxes: “title topic” with the headline and “text” with your contributions.
- 3) SUBMIT to publish

Topic	Voices	Posts	Last Post
Example topic title 2 Started by: Roberto Abizanda	1	4	1 week ago Roberto Abizanda
Example topic title Started by: Roberto Abizanda	1	1	1 week, 4 days ago Roberto Abizanda

Viewing 2 topics - 1 through 2 (of 2 total)

→ Create New Topic in “Private: Forum”

→ Topic Title (Maximum Length: 80):

Example topic 3

B / LINK B-QUOTE BEE IMG UL OL LI CODE CLOSE TAGS

Example text 3 -
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Submit



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HOW TO REPLY TO A POST

1- Double click on the topic you want to read

Forum

Private: Forum

Viewing 3 topics - 1 through 3 (of 3 total)

Topic	Voices	Posts	Last Post
Example topic 3 Started by: María Marco	1	1	5 seconds ago María Marco
Example topic title 2 Started by: Roberto Abizanda	1	4	1 week ago Roberto Abizanda
Example topic title Started by: Roberto Abizanda	1	1	1 week, 4 days ago Roberto Abizanda

Click on the topic you want to open and read

Viewing 3 topics - 1 through 3 (of 3 total)

Create New Topic in "Private: Forum"

Topic Title (Maximum Length: 80):

B / [LINK](#) B-QUOTE ~~DEL~~ IMG UL OL LI CODE CLOSETAGS



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5.- EDIT YOUR PROFILE

You can edit your profile.

In the upper-right corner you have access to your profile.

The screenshot shows the DEEP IN WBL forum interface. In the top right corner, a user profile dropdown menu is visible for 'María Marco' (mmarco). The menu options are: 'Edit Profile' (circled in red), 'Log-Out', and a small user icon. The main forum content area shows a list of topics with columns for Topic, Voices, Posts, and Last Post.

Topic	Voices	Posts	Last Post
[ES] La Cámara de Zaragoza organiza las jornadas Crecer conSENTIDO FP Dual Started by: María Marco	2	2	3 days, 21 hours ago Elena Nasarre
[EN] Dual VET system project - IMPLEMENTATION MANUAL Started by: María Marco	1	1	4 days, 21 hours ago María Marco
Example topic 3	2	2	6 days, 18 hours ago

You can edit: the visual appearance, your name, your contact info...

The screenshot shows the 'Personal Options' settings page. It includes several sections with checkboxes and radio buttons:

- Visual Editor:** Disable the visual editor when writing
- Syntax Highlighting:** Disable syntax highlighting when editing code
- Admin Color Scheme:** Radio buttons for Default (selected), Light, Modern, Evergreen, Mint, Blue, Coffee, Ectoplasm, Midnight, Ocean, and Sunrise.
- Keyboard Shortcuts:** Enable keyboard shortcuts for comment moderation. [More information](#)
- Toolbar:** Show Toolbar when viewing site
- Language:** Site Default

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Name

Username	<input type="text" value="mmarco"/>	Usernames cannot be changed.
First Name	<input type="text" value="María"/>	
Last Name	<input type="text" value="Marco"/>	
Nickname (required)	<input type="text" value="mmarco"/>	
Display name publicly as	<input type="text" value="María Marco"/>	

Contact Info

Email (required)	<input type="text" value="mmarco@camarazaragoza.com"/>	If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.
Website	<input type="text"/>	
Youtube Profile URL	<input type="text"/>	
Twitter Profile URL	<input type="text"/>	
Facebook Profile URL	<input type="text"/>	
Linkedin Profile URL	<input type="text"/>	

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About Yourself

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

Account Management

New Password

[Generate Password](#)

Sessions

[Log Out Everywhere Else](#)

Did you lose your phone or leave your account logged in at a public computer? You can log out everywhere else, and stay logged in here.

[Update Profile](#)

To save the changes, click on **UPDATE PROFILE**