



EACEA Leonardo da Vinci Transfer of Innovation

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**FAMICO e-Platform**  
**User Manual for Counselors**

**Authors: Orhan Gökçöl, BAU, Turkey.**

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## Table of Contents

1.	<b>What's FAMICO?</b> .....	4
2.	<b>e-Platform Home</b> .....	6
3.	<b>e-Platform Contents and Exercises</b> .....	7
4.	<b>Getting Facilitator's Feedback</b> .....	10
5.	<b>Messages</b> .....	10
6.	<b>Settings</b> .....	12
7.	<b>Forum</b> .....	13

### **REQUIREMENTS:**

In order to use the **FAMICO e-Platform**, you will need the followings:

- 1- A valid username and password supplied by a **facilitator**,
- 2- A standard internet web browser (Firefox, IE 8.0/above, Google Chrome, Safari, or Opera) with JavaScript enabled on a laptop or desktop computer, (You can use iPad and Android touchpad devices, but there may be some inconsistencies on some pages. –not fully tested)
- 3- An Office suite such as Microsoft Office (2003 or later), OpenOffice.org (3.0 or later),
- 4- PDF Viewer,
- 5- Internet connection (Broadband connection is recommended for faster use)

## 1. What's FAMICO?

**FAMICO** aims at developing career counsellors' competences, while improving their skills in guiding parents to support children's vocational decision-making process. Ultimately, the project will result in:

- Three (3) TRAINING PROGRAMS in blended learning mode (including on-line Problem Based Learning sessions) "How to cooperate with parents in shaping vocational career of their children at a certain age" for school career counselors (each adopted to one age developmental group of children)
- A HANDBOOK for COUNSELLORS "How to cooperate with parents in shaping the vocational career of their children at a certain age"
- A PARENT GUIDEBOOK "How to help a child in making a vocational career decision" divided into three (3) sections, each adopted to one age developmental group of children
- An ePlatform for counsellors and parents as a repository of supportive materials and a space of knowledge exchange and peer education.

### **FAMICO Web Site**

It is accessible at <http://www.famico.eu>. The web site contains information about FAMICO project, current status of the project with latest news, dissemination and exploitation events. Web site is also a gateway for the **FAMICO e-Platform**.

**TIP: Use a standard web browser (Google Chrome, Mozilla Firefox, Internet Explorer, Opera ...) and make sure that JavaScript is enabled.**

Note that **famico.eu** e-Platform uses pop-up windows. Please pay attention to your browser messages and warnings while you are using cpsplus.eu. Your browser may block pop-up windows. You can add an exception for pop-up blockings when you first noticed that a window blocked.

**TIP: You can also add a pop-up blocking exception for [www.famico.eu](http://www.famico.eu) site using your browser's preferences.**

**TIP: FAMICO system is optimized for desktop computers. However, it is usable from tablets (iPad, Nexus, Galaxy Tab etc.), as well. Full functionality for tablet use has not fully tested. You may encounter incompatibilities on the tablet systems.**

In the following pages, you'll find information about how to use FAMICO e-Platform Tool **as a counselor**.

If you need assistance, you can contact your country administrator who is (as of November 2014) :  
**<your country admin's e-mail address and name/surname comes here>**

## LOGIN

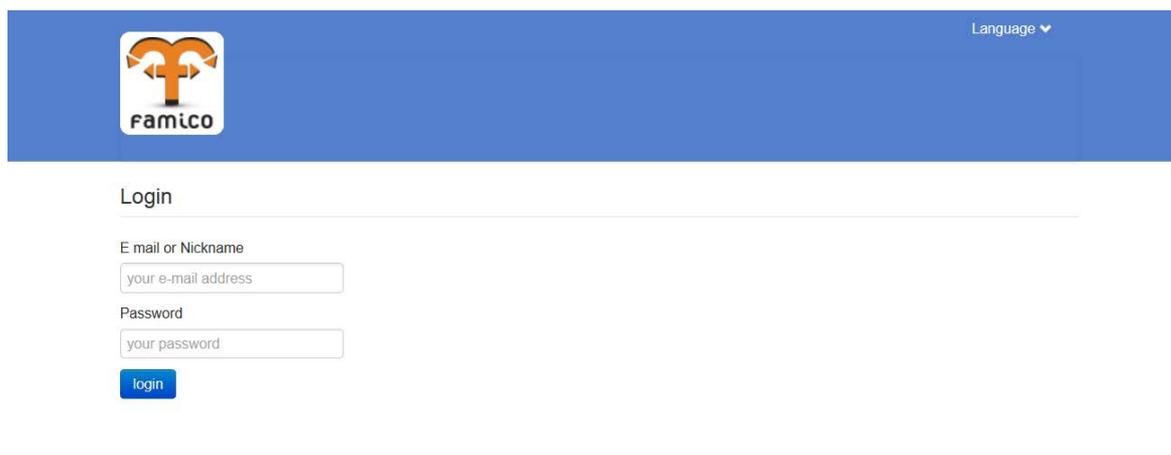
You need to have a valid username and password in order to use the system. You need a counselor account. Please contact your country representative. They are listed in [www.famico.eu](http://www.famico.eu) in "Contact" page.

From the main page of FAMICO Web site ([www.famico.eu](http://www.famico.eu)), click on the **e-Platform** link as shown below.



*FAMICO web site and e-Platform link*

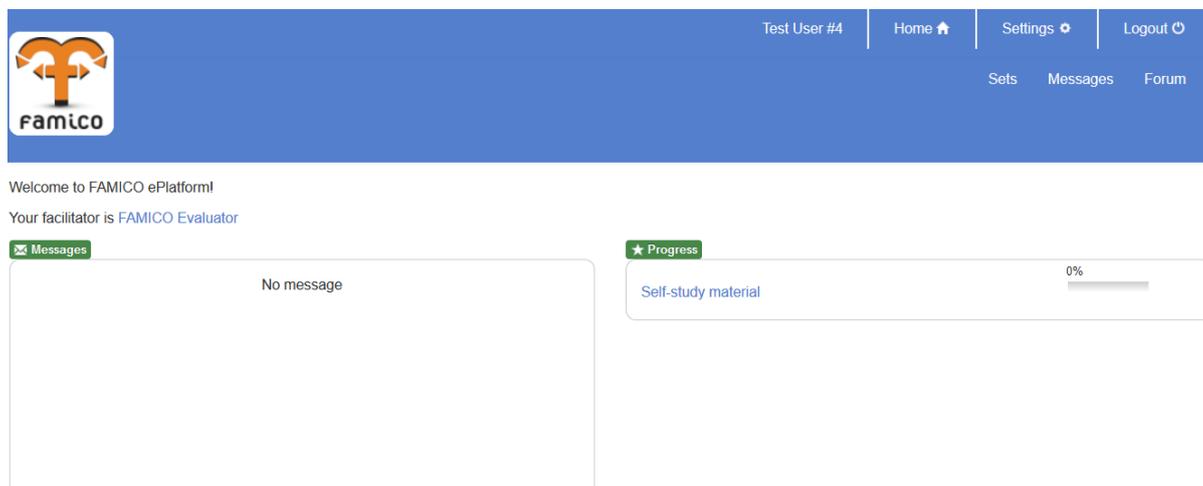
You will see e-Platform login window as shown below. You can change interface language by clicking on the associative language from the "Language" panel. FAMICO e-Platform supports the following languages: English, Polish, German, Turkish, Greek, and Slovenian. Enter your username and password in the **Login window**.




This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## 2. e-Platform Home

When a counselor is logging in for the first time, the system welcomes the user with a welcoming message. After that, the following screen is shown.



### Home Screen

This screen is the default home screen and you will return here whenever you click on the Home menu. Each counselor is guided by a facilitator and you see your facilitator's info on the "Info Panel". You'll be able to communicate with the facilitator as well as other counselors using collaboration tools: Message and Forum. The sections you see on this screen are as follows:

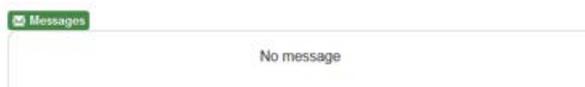
- Menu panel



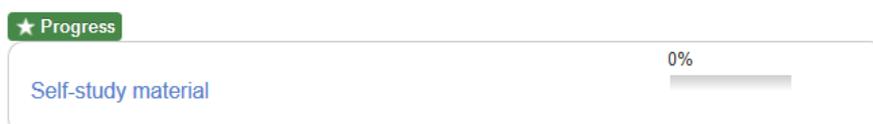
- Info panel

Welcome to FAMICO ePlatform!  
Your facilitator is [FAMICO Evaluator](#)

- Messages panel

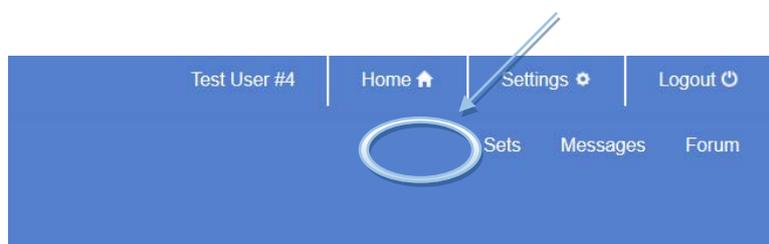


- e-Platform Content and Exercises Panel



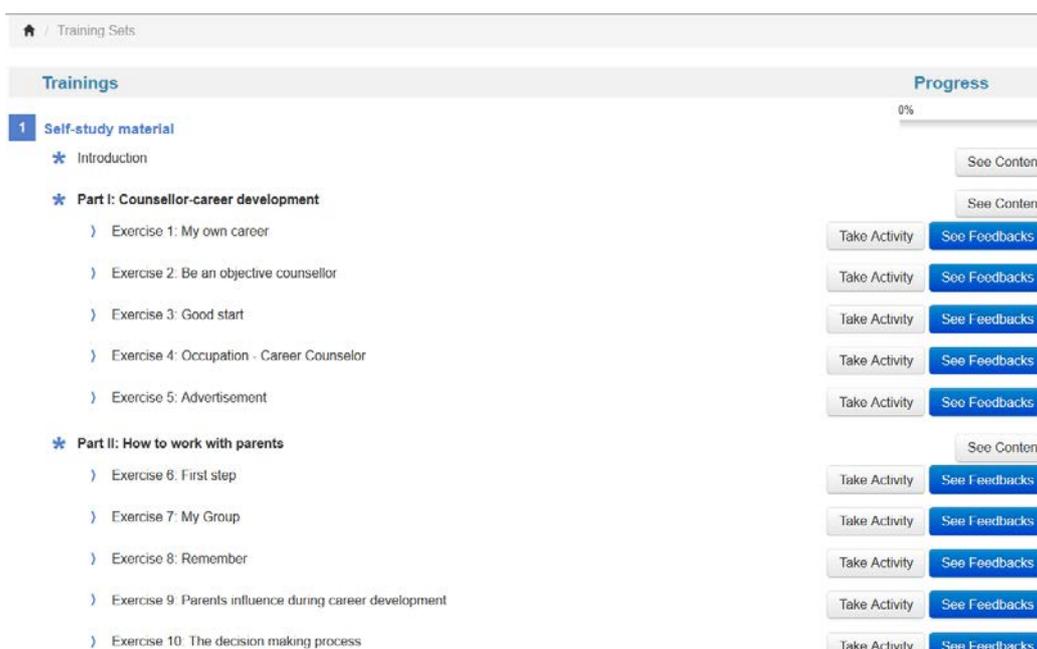
### 3. e-Platform Contents and Exercises

This is where all FAMICO e-learning activities and content are placed. When clicked on Sets tab, there may be seen the Training Sets that are assigned to the user. FAMICO trainings are organized under a directory-like structure. The platform is a living environment and there may be several sets. Currently there is one set as seen below:



*FAMICO Training Sets*

Click one of the training set shown in the area. A detailed list of exercises and (if any) e-learning materials will be seen as shown in the figure below. Exercises must be completed and then sent.



Training Sets

**Trainings** **Progress**

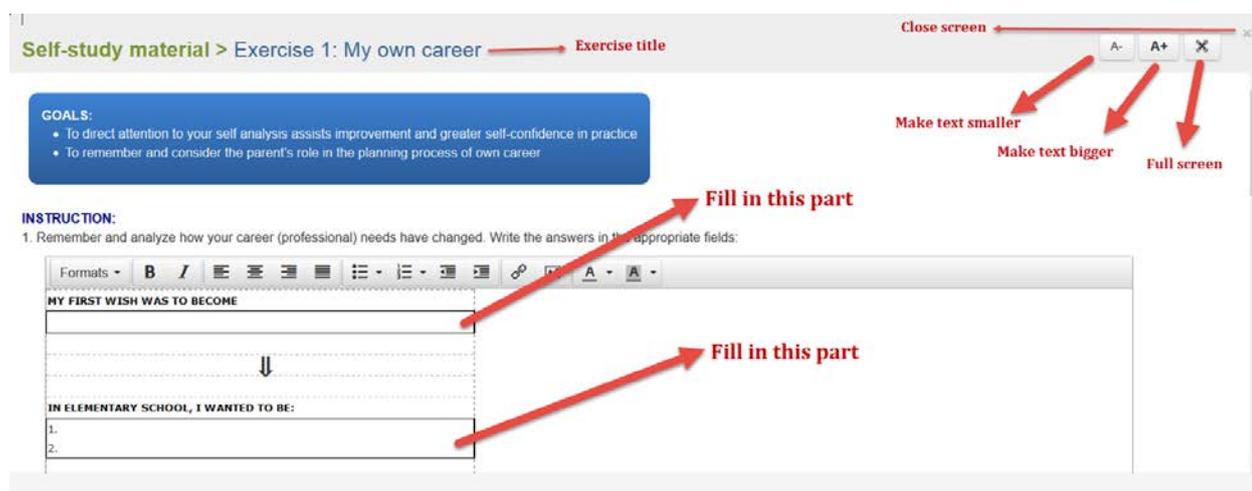
0%

**1 Self-study material**

- \* Introduction
  - See Content
- \* **Part I: Counsellor-career development**
  - Exercise 1: My own career
    - Take Activity
    - See Feedbacks
  - Exercise 2: Be an objective counsellor
    - Take Activity
    - See Feedbacks
  - Exercise 3: Good start
    - Take Activity
    - See Feedbacks
  - Exercise 4: Occupation - Career Counselor
    - Take Activity
    - See Feedbacks
  - Exercise 5: Advertisement
    - Take Activity
    - See Feedbacks
- \* **Part II: How to work with parents**
  - Exercise 6: First step
    - See Content
    - Take Activity
    - See Feedbacks
  - Exercise 7: My Group
    - Take Activity
    - See Feedbacks
  - Exercise 8: Remember
    - Take Activity
    - See Feedbacks
  - Exercise 9: Parents influence during career development
    - Take Activity
    - See Feedbacks
  - Exercise 10: The decision making process
    - Take Activity
    - See Feedbacks

*e-Platform learning contents and exercises*

In this page, by simply clicking on any of the exercises, for example “**Exercise 1: My own career**”, you will jump into the exercise. Exercises are composed of several tasks that you will complete online. You can save your partial answers and continue at a later time.



Self-study material > Exercise 1: My own career Close screen

**GOALS:**

- To direct attention to your self analysis assists improvement and greater self-confidence in practice
- To remember and consider the parent's role in the planning process of own career

**INSTRUCTION:**

1. Remember and analyze how your career (professional) needs have changed. Write the answers in the appropriate fields:

MY FIRST WISH WAS TO BECOME

↓

IN ELEMENTARY SCHOOL, I WANTED TO BE:

1.

2.

Make text smaller

Make text bigger

Full screen

Fill in this part

Fill in this part

*“Exercise 1” details (1)*

I'D LIKE TO BECOME:

table

2. How much and what kind of influence your parents had on your career decision?

Format painter

Fill in this part

Fill in this part

p

Save send

### "Exercise 1" details (2)

Some of the exercises may be lengthy and contain several parts to be filled in. Use vertical scroll bar and "full screen" feature if not all of the content is fitting the exercise area. You can partially answer an exercise and may decide to continue later. For this, click "Save" button. A message will appear as shown below.

2. How much and what kind of influence your parents had on your career decision?

Many

**a lot**

p » span » em » strong

Your answers saved. You can continue this activity at a later time.

Now, you can close exercise window and return home.

If you click on "Send" button, your answers will be sent to your facilitator and a message will appear as follow:

p

Congratulations. The facilitator will send you a short assessment about the exercise/activity.

**TIP: If you send an exercise by accident, send a message to your facilitator. Facilitators are able to “reset” an exercise. You can, then, re-take the same exercise.**

For the other exercises, follow the on-screen instructions. Some of the exercises may be designed differently like “multiple-choice exercise”, “questionnaire”, “uploading a file” etc

## 4. Getting Facilitator’s Feedback

In FAMICO e-Platform, each counselor is linked to a facilitator. Facilitator manage counselor actions and participate collaboration. Your facilitator is able to see your exercise progresses. You can send messages to the facilitator and the facilitator can send messages to you. In the facilitators give feedback for your achievements for each activity. You can see the feedbacks of your counselor by clicking on the “Feedback” button for each activity:



The screenshot shows a sidebar menu on the left with the following items:

- 1 Self-study material
  - \* Introduction
  - \* Part I: Counsellor-career development
    - ) Exercise 1: My own career
    - ) Exercise 2: Be an objective counsellor

On the right, a progress bar shows 19%. Below it are several buttons: "see\_activity" (checked), "See Content" (checked), "Take Activity", and "See Feedbacks" (highlighted with a green circle). There is also a "See Feedbacks" button with a dropdown arrow.

Below you see a feedback for Exercise 1. If there are more than one feedback, you’ll see each of them one another, arranged by date.



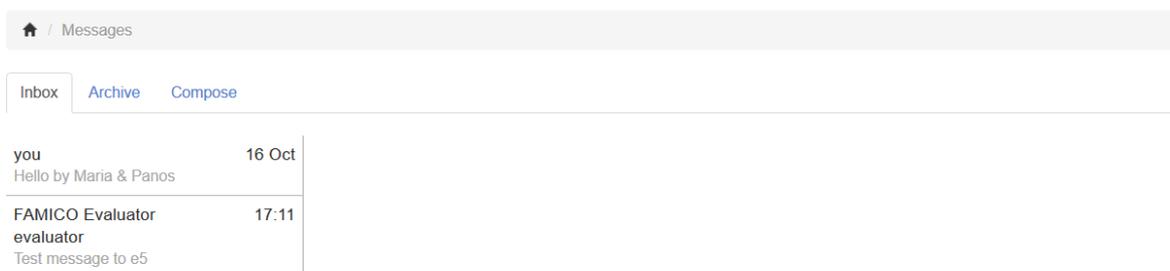
The screenshot shows a feedback message for "Exercise 1: My own career". The message is from an "evaluator" dated "14 Oct" and says "Good Job!!!! Congratulations." There are navigation buttons (A-, A+, X) in the top right corner of the message box.

## 5. Messages

Messages system lets you to communicate with your Facilitator. Under “Messages” tab, there are three parts: “Inbox”, “Archive” and “Compose”.

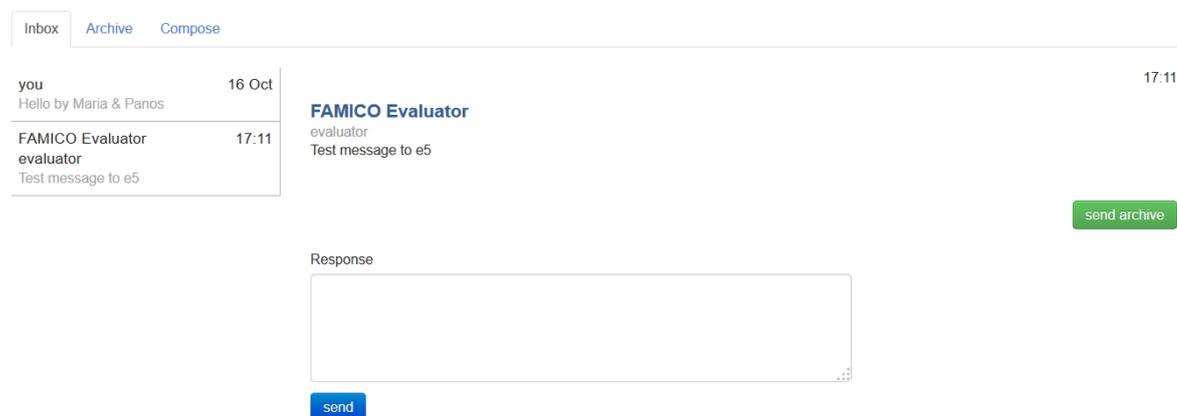
Messages serves for displaying Inbox and Composing Messages. In the **INBOX** tab, user can display the messages that are sent to themselves. Also, Inbox stores all of the users' incoming messages from their counselors.

Unread messages are highlighted and to read a message, you must click on its subject. While reading a message you can also send a reply or delete the message.



### *Messages Screen.*

When you click on a message, you'll see the message content. You can send the message to the **ARCHIVE** by clicking "Send Archive" button. Archived messages will not be listed in INBOX anymore. They can be reached from "Archive". If you want to send a reply to this message, you can write your reply into "Response" field and then click "Send" button.



In the **COMPOSE** tab, the users may send messages to their counselors by clicking the dropdown button that locates under **To:** part. After choosing who to send the mail, users can fill the text area. Lastly, by clicking **SEND** button, users send their messages successfully.

Inbox Archive Compose

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## New Message

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To

choose

choose  
FAMICO Evaluator | evaluator |

send

*Compose Screen.*

## 6. Settings

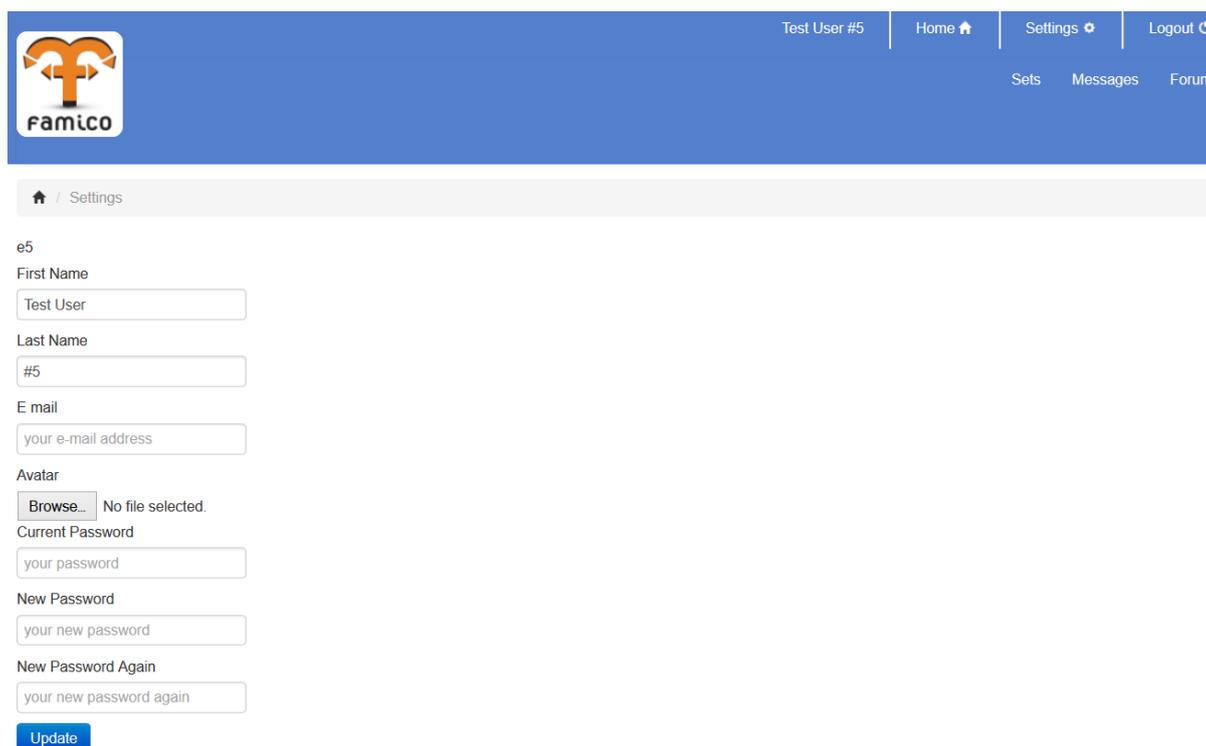
In the **Settings** tab, the users have the ability to change their personal settings with the help of this page. Simply, by typing into the corresponding fields and clicking on the **UPDATE** button, the freshly made changes can be saved. The fields that the user may can are First Name (Text), Last Name (Text), E-mail (Text), Avatar (click on the button below and choose your avatar), Current Password (Text, Numbers & Symbols), New Password (Text, Numbers & Symbols), and lastly Confirm New Password (Text, Numbers & Symbols).

**Update Info:** You can update your personal information (name, surname, email etc.) from here. Please update your personal info after your first login to the CPS system. Your name will appear on top of each screen.

**Update Photo:** You can update your photo. It is also important because your counselor will see it. Your photo will be seen on top of each screen in the main page, as well. Photographs can be in .jpg, .png or .gif format. Please limit the file size to less than 200 kilobytes.

**Change Password:** You can change your password here.

**TIP: Update your personal info upon logging in to the FAMICO e-Platform very first time. Correct your name, surname, e-mail and upload a photo for yourself. Change your password and do not tell your password to anyone else. If you forget your username or password, contact your facilitator.**



*Settings Screen.*

## 7. Forum

Forum is an environment where you can make discussion with other counselors. If you click on the “Forum” link from the “Menu” panel, you’ll see a list of subjects that you can share your ideas with the others.



Title	Last Writer	Last Update
Welcome to the Forum	en	2014-10-19 18:17:20
Demo Topic	e5	2014-10-17 16:27:49

*Forum*

Click on any subject you want to see. You will see the messages posted by others. You can read messages, post a new message or reply an existing message.

**famico**

Forum \ Demo Topic

### Demo Topic

#### Messages

	<p>2014-10-17 16:27:49</p> <p>Hello by Maria &amp; Panos e5   2014-10-16 12:25:20</p> <p><b>HELLO!:-)</b></p> <p>Quote</p>
	<p>2014-10-16 12:25:20</p> <p>Hello by Maria &amp; Panos</p> <p>Quote</p>
	<p>2014-10-16 12:14:18</p> <p>Hi Orhan, I'm already testing it</p> <p>Quote</p>
	<p>2014-10-14 14:17:27</p> <p>This is a test message to the forum!!! e5   2014-10-14 14:16:07</p> <p><b>A reply from me... Be careful!</b> This tool is <b>COOL</b></p> <p>Quote</p>
	<p>2014-10-14 14:16:07</p> <p>This is a test message to the forum!!!</p> <p>Quote</p>

You can send a new message to the forum using the message panel located at the end of the page

	<p>2014-10-14 14:16:07</p> <p>This is a test message to the forum!!!</p> <p>Quote</p>
---	---

Send Content

**B** / **I** [List Icons] [Link Icon] [Image Icon] [Color Picker] [Font Size]

p

Send

*Send a new message to the forum*

Or, you can reply an existing message by clicking on the “Quote” button of that message:

