

STEM ALLIANCE - PROFESSIONALS GO BACK TO SCHOOL TOOL - USER GUIDE



In case you are encountering difficulties with the tool, please send an email to stemalliance@eun.org for assistance.

Table of Contents

Welcome	2
Step 1 – STEM Alliance portal account.....	2
Only first time.....	2
Step 2 – STEM Alliance portal profile	3
Only first time.....	3
Step 3 – Back To School Activity Profile.....	5
Only first time.....	5
Step 4 – Look for or invite a school/company.....	6
Search Tab features	6
Suggestions.....	7
Step 5 – Manage contact request.....	8
My activities tab features	8
Suggestions.....	9
Step 6 – Manage Your activities.....	10
My activities tab features	10
Disclaimer.....	13

WELCOME

This is the user guide for the tool of the **STEM Alliance initiative Professionals Go Back to School**. If you wish to know more about the initiative, please, read [here](#).

A summary version of this guide is also available in the tab **Help** of the tool.

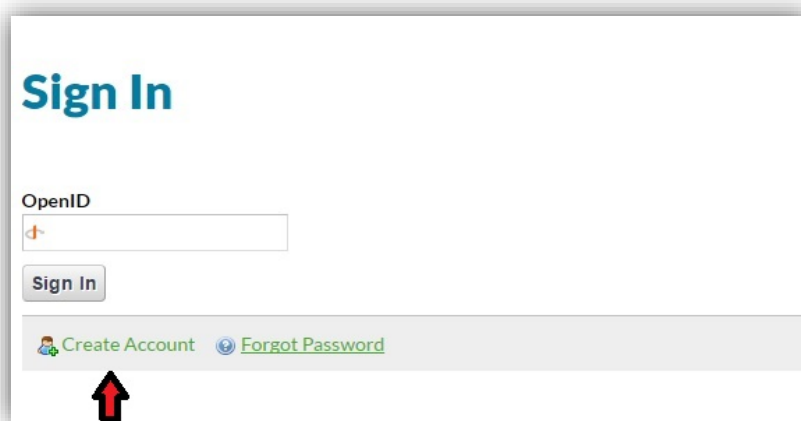
STEP 1 - STEM ALLIANCE PORTAL ACCOUNT

Only first time

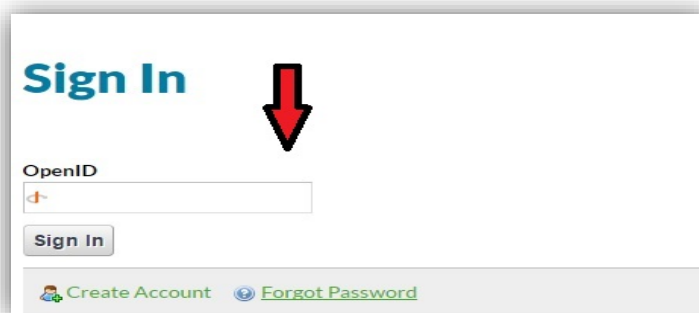
To use the Back to School initiative tool you need to create an account for the STEM Alliance portal (OpenID account). Before starting, please, read, the **Disclaimer** at the end of this guide.

If you already have a STEM Alliance portal profile, you can start with **Step 2**.

1. Go to the STEM Alliance portal here www.stemalliance.eu/login
2. Click on *Create an account*



3. Fill in the form following the instructions in the page to create a new account - *Note: keep note of your username and password*
4. Once you have created the account, you will receive a confirmation email
5. Log in the portal in the page above, using the full OpenID - *Example* <https://yourname.id.europeanschoolnet.org>



STEP 2 - STEM ALLIANCE PORTAL PROFILE

Only first time

Once you log in the portal, you need to fill in your profile in the STEM Alliance profile to access the tools.

If you already have a STEM Alliance portal profile and you have filled this information, you can skip to **Point 4** (edit **Role** and **Subjects**).

Email address

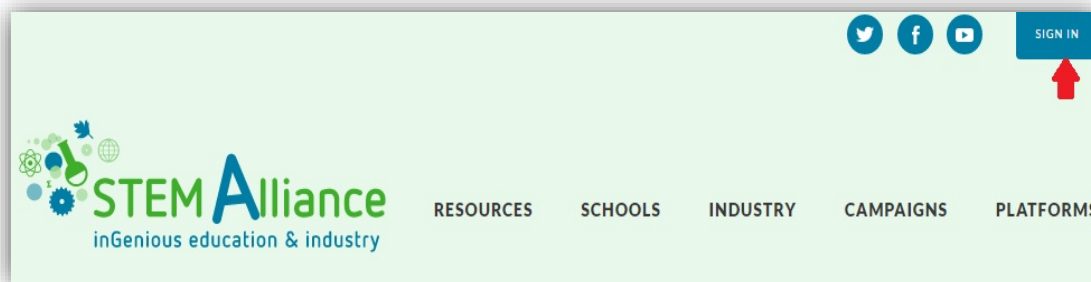
A valid email address is mandatory for the use of the tool. This email will be used in your activities and requests to other user of the system.

My Organisations

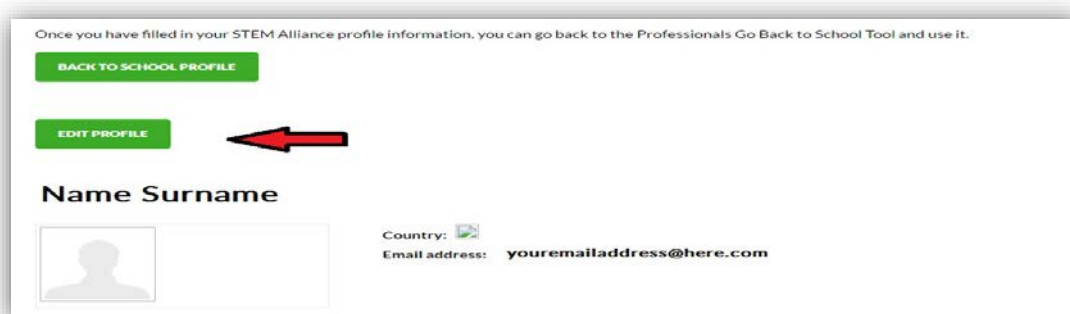
Adding an organisation, role and subjects is also mandatory to use the tool.

Please, notice that this is your main profile or the STEM Alliance portal profile. Additional information will be required when you complete your Back to School initiative profile.

1. Access you STEM Profile clicking on your **username** on the top right of the page or at this link www.stemalliance.eu/profile



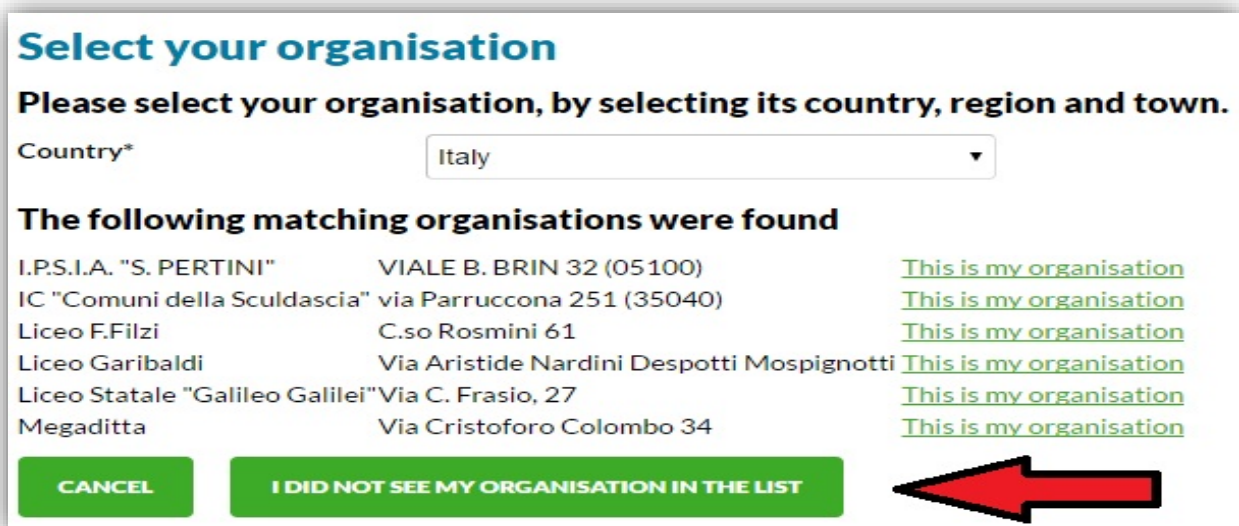
2. To check your personal information, in the tab **About Yourself**
 - o click on **Edit Profile**
 - o then click on **Edit** next your name in the first tab
 - o After editing any information, click on **Submit**



- To add **Organisation**, in the tab **My Organisations***



- o Select the country of your organisation and check carefully the existing list of organisations
- o If you see your organisation in the list, please, click on the button *This is my organisation* next to it. This way all the information will be linked automatically.
- o If your organisation is not in the list, click on *I did not see my organisation in the list*, and complete all the information in the form **About your organisation** and **About what you do**, to create a new organisation.



Select your organisation

Please select your organisation, by selecting its country, region and town.

Country*

The following matching organisations were found

I.P.S.I.A. "S. PERTINI"	VIALE B. BRIN 32 (05100)	This is my organisation
IC "Comuni della Sculdascia"	via Parruccona 251 (35040)	This is my organisation
Liceo F.Filzi	C.so Rosmini 61	This is my organisation
Liceo Garibaldi	Via Aristide Nardini Despotti Mospignotti	This is my organisation
Liceo Statale "Galileo Galilei"	Via C. Frasio, 27	This is my organisation
Megaditta	Via Cristoforo Colombo 34	This is my organisation

- After adding **Organisation**, to add or check and edit **Role** and **Subjects**, in the tab **My Organisations** - Note: check and (re)submit **Role** and **Subjects** is a mandatory step to proceed
 - o click on *Edit* next to **Role**
 - o select your **Role** in your organisation from the list
 - o select **Subjects** relevant to your role and work
 - o click on *Submit*

Important note

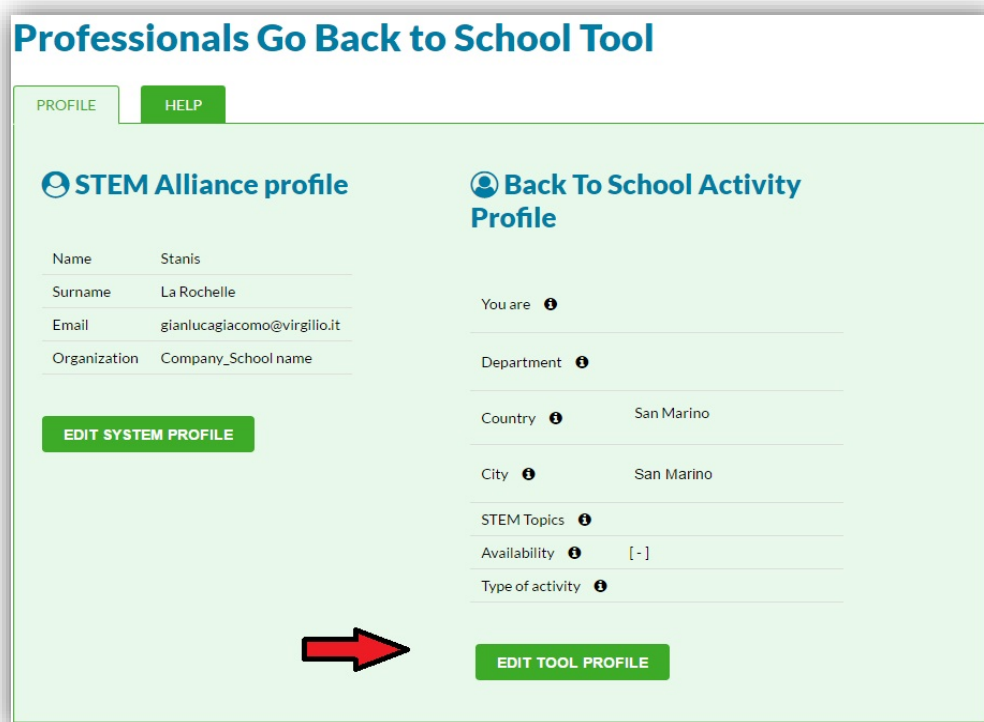
When adding an organisation, please, make sure that your school or company is not in the list of organisations already registered in the STEM Alliance portal. An organisation is registered in the country of its central office and not by country or regional office. In case of uncertainty, please, contact your representative to check which organisation you should add to your profile.

STEP 3 - BACK TO SCHOOL ACTIVITY PROFILE

Only first time

Once you log in and your STEM Alliance profile is filled and correct (**Email, Organisation, Role and Subjects**), you can start using the tool.

Once you access the tool, in the **Tab Profile**, you will see the summary information of your **STEM Alliance Profile** (on the left) and your **Back To School Activity Profile** empty, on the right.



The screenshot shows the 'Professionals Go Back to School Tool' interface. It has two tabs: 'PROFILE' and 'HELP'. The 'PROFILE' tab is active and contains two main sections:

- STEM Alliance profile:** A table with fields: Name (Stanis), Surname (La Rochelle), Email (gianlucagiacomov@virgilio.it), and Organization (Company_School name). Below the table is a green button labeled 'EDIT SYSTEM PROFILE'.
- Back To School Activity Profile:** A form with fields: You are (with an info icon), Department (with an info icon), Country (San Marino), City (San Marino), STEM Topics (with an info icon), Availability ([-]), and Type of activity (with an info icon). Below the form is a green button labeled 'EDIT TOOL PROFILE'.

A red arrow points from the 'EDIT SYSTEM PROFILE' button to the 'EDIT TOOL PROFILE' button.

1. Access the tool here www.stemalliance.eu/pgbs_tool
2. Click on *Edit tool profile* button
3. Edit all fields of your **Back To School Activity Profile**, considering the activities you would like to organise within the initiative
4. Click on *Save*
5. You can edit this information at any time, clicking again on the *Edit tool profile* button.

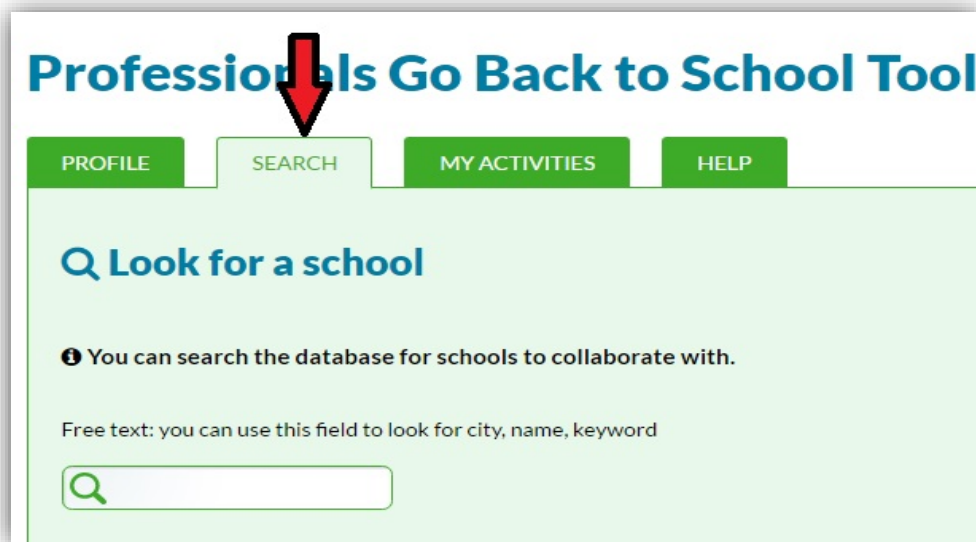
STEP 4 - LOOK FOR OR INVITE A SCHOOL/COMPANY

Now you can use the tool.

Search Tab features

In this tab, you can search for schools/companies to collaborate with and you can invitation to join.

In the Tab **Look for**, you can look for school (if you are company) or for a company (if you are a school) to collaborate with.




- Enter a free text to search and/or select the desired options in the menus - **Country**, **STEM Topics**, **Type of activity** (length), **Age of students**, **Availability period**
- Click on **Search**
- If you click on **Search** without using any free text search or filter, you will see all users in the database
- In the **Search results**, you can see each user information clicking on **View Details**
- If you wish to send a user a contact request (to start collaborating), click on **Send request**, enter a personal message in the pop up window and then click on **Send Request**
- If you are already connected with an user, its **Status** will display the state of yours/theirs request

Suggestions

- Select at least *Country* and *STEM Topics*
- If there are no results, try to reset the filters and widen the search.
 - select a wider area
 - add more STEM topics
 - select a wider range for period
- If there are too many results, try to reset the filters and narrow the search.
 - select a smaller area
 - remove some topics
 - select a smaller range for period
- To make sure you find a suitable partner among the teachers or STEM professionals, click on “Search” to apply your research criteria and find the best partner for you.
Note: the choice of a partner is very important for the success of the Professionals Go Back to School visit. Reliability, commitment and flexibility are the key factors. Before starting an activity, partners must agree on an overall visit plan that is feasible for both the teacher and the STEM Professional from a company.


In the Tab **Invite a school or a professional**, you can send a standard invitation to school or a professional to join the initiative.

 **Invite a school or a professional**

i You can invite a school or company to join the Professional Going Back to School initiative. They will receive a standard invitation with information about the initiative and how to register.

INVITE A SCHOOL

INVITE A COMPANY



- Click on [Invite a school](#) or [Invite a company](#)
- Enter Name, Surname and email of the contact person for the school or company
- Click on [Invite](#)

The invited contact will receive the standard invitation email below.

Dear [name],

[your name] invites you to connect and participate in the STEM Professionals Go Back to School initiative.

The STEM Professionals Go Back to School scheme is a STEM Alliance programme to engage company professionals (technicians, scientists, engineers, researchers or Employment and recruiting managers) to visit schools and participate in collaborative activities for one hour to half a day or more. The aim is

to close the gap between industry and education sectors, raise pupils and teachers' awareness on STEM careers, and promote STEM jobs.

To take part and start your schools/business collaboration with [your name], go the initiative page www.stemalliance.eu/pgbs and to register your profile to the tool.

Should you need any information or support, please:

- check the User guide in the initiative page www.stemalliance.eu/pgbs
- or contact us at [stemalliance \(at\) eun.org](mailto:stemalliance@eun.org)

Please provide us feedback through the evaluation form available on www.stemalliance.eu/pgbs

To share your experience with other STEM teachers and STEM professionals on social media, use the #PGB2S and reach out to STEM Alliance accounts. Facebook: [@StemAllianceEU](https://www.facebook.com/StemAllianceEU) / Twitter: [@stemalliance_eu](https://twitter.com/stemalliance_eu)

Kind regards,

The STEM Alliance team at European Schoolnet

European Schoolnet
Rue de Trèves 61
1040 Brussels - Belgium
<http://www.eun.org>
+32 (0)2 790 75 75
[stemalliance \(at\) eun.org](mailto:stemalliance@eun.org)

STEP 5 - MANAGE CONTACT REQUEST

My activities tab features

In this tab, you can manage your requests (accept, decline, view details of requests and responses).

For each request sent or received, you can see a summary of all contacts, including the pending requests.

Contact request

- To display the information of a user who sent you a request or to whom you sent a request, click on [View Request](#)

- To accept or decline a pending approval request, click on *Accept* or *Decline*

Professionals Go Back to School Tool

PROFILE SEARCH MY ACTIVITIES HELP

In this section you can see your requests and activities.

Contact requests

Name	Organization	Request date	Period	Request status	Actions
	Liceo Garibaldi	Mar 22, 2017 10:24:54 AM	[2017-03-09 - 2017-03-10]	Sent [Waiting for acceptance]	Hide Request

Description:

Period: [2017-03-09 - 2017-03-10]

Sender name: Stanis La Rochelle

Sender email:

Countries: Belgium

City: Brussels


STEM topics: educational sciences, physiology

Receiver name:

Receiver email:

Request date: Mar 22, 2017 10:24:54 AM

Request status: Sent [Waiting for acceptance]



Suggestions

- Please, add a personal message in the text box before sending the request, providing the user with a description of your work, the objectives of the collaboration you propose, specific availabilities (if any), link to materials you may want to share etc. More details will make it easier for the other user to assess your request.
- Please remember that one message is sufficient, more messages can be considered SPAM. Do not forget to check if the user would be available for the same period of time you indicated. If the user is not available and you are looking for a partner, it is not relevant to invite him/her for a school visit.
- Send only messages that are relevant to the Professionals Go Back to School activity.
- Please remember not to add messages with advertisement of events/competitions/fairs, etc. unless relevant for the context.
- Do not forget that you can also invite other schools or professionals to access the tool: click on “Invite a school or a professional”, they will receive an invitation with information about the initiative and the link to register.

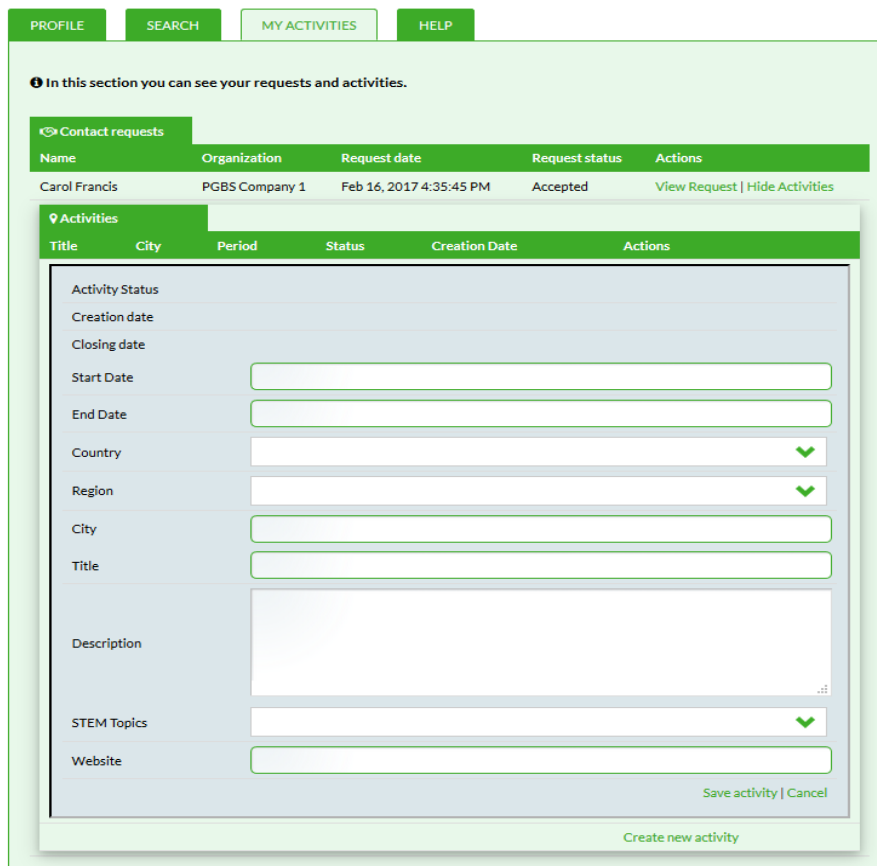
STEP 6 - MANAGE YOUR ACTIVITIES

My activities tab features

In this tab, you can manage the activities you organised in collaboration with a school or a company within the Back to School initiative.

For each request sent or received, you can see a summary of all contacts, including the pending requests.

- To display the list of **Activities** organised in collaboration with each contact click on [List Activities](#). Submitting an activity is a process that can start after the partners have discussed key elements of the project. Please remember that even if the activity is agreed by both partners, only one of them is in charge of filling the form
- If you are interested in one teacher or STEM professional, you can express your potential interest by proposing him/her an activity.
- To add an activity you plan to organise in collaboration with that contact, click on [Create new activity](#) - *Note: when you create an activity, it is added to the campaign map (public page). Please, make sure that the details are complete and correct. Once you create a new activity, the other part will receive a notification and will have to accept or refuse it.*



MY ACTIVITIES

In this section you can see your requests and activities.

Contact requests

Name	Organization	Request date	Request status	Actions
Carol Francis	PGBS Company 1	Feb 16, 2017 4:35:45 PM	Accepted	View Request Hide Activities

Activities

Title	City	Period	Status	Creation Date	Actions
<p>Activity Status</p> <p>Creation date</p> <p>Closing date</p> <p>Start Date <input type="text"/></p> <p>End Date <input type="text"/></p> <p>Country <input type="text" value="▼"/></p> <p>Region <input type="text" value="▼"/></p> <p>City <input type="text"/></p> <p>Title <input type="text"/></p> <p>Description <input type="text"/></p> <p>STEM Topics <input type="text" value="▼"/></p> <p>Website <input type="text"/></p> <p>Save activity Cancel</p> <p>Create new activity</p>					

- Before creating an activity, the two partners should agree on the key elements of the activity, namely, the visit of the STEM professional to the school. They include:
 - The **title of the activity**: remember the title will appear on STEM Alliance PGB2S public map.
 - The **description**: include the main point of the agenda of the visit, the pedagogical values at the basis of the activity i.e. providing a context to the STEM concepts taught, awareness raising on STEM careers opportunities, developing team building skills and/or improving communication skills. Specify how the activity will contribute to STEM career attractiveness challenge, i.e. tackling gender stereotypes related to STEM careers, focussing on practical examples of what a STEM professional job looks like, etc.
 - The **STEM topic**: You can select multiple topics (energy, ICT, science...).
 - The **working language**: Specify in which language the activity will take place.
 - The **age of the pupils**: You can select an age range.
 - the **tools that will be used**:
 - The **working process**: The *STEM professional and the teacher* are encouraged to specify the collaborative aspect of the activity, the objectives agreed together. *The teacher* is expected to describe the preparatory steps in classes, the link with the curriculum, the scenario for the day of the visit and the follow-up steps.
 - The **expected results**: to ensure a meaningful visit and get the most of the collaboration between the teacher and the professional from STEM industry, it is recommended to define well the expected results related to the objectives of the activity.

Bear in mind all these elements will enable the STEM Alliance to provide a picture of the variety of STEM Professionals visits to school across Europe. It is also important to keep in mind a good description can inspire other participants' activities.

[PROFILE](#) | [SEARCH](#) | [MY ACTIVITIES](#) | [HELP](#)

ⓘ In this section you can see your requests and activities.

[Contact requests](#)

Name	Organization	Request date	Request status	Actions
Carol Francis	PGBS Company 1	Feb 16, 2017 4:35:45 PM	Accepted	View Request Hide Activities

[Activities](#)

Title	City	Period	Status	Creation Date	Actions
Activity 1 - STEM careers at school	Brussels	[Mar 10, 2017 - Mar 10, 2017]	Created	Feb 16, 2017 4:42:56 PM	Hide details Delete activity

Activity Status	Created
Creation date	16.02.2017 16:42:56
Closing date	16.02.2017 16:42:56
Start Date	10.03.2017
End Date	10.03.2017
Country	Belgium
Region	Communauté française
City	Brussels
Title	Activity 1 - STEM careers at school
Description	This activity is a collaboration between School 1 and Company 1. STEM experts will visit the school for 2 hours to carry out a workshop on STEM education.
STEM Topics	applied sciences career education
Website	www.school1.org/pgbs2017

[Edit activity](#) | [Delete activity](#)

[Create new activity](#)

- To display the details of an activity already registered and to edit them, click on [View details](#)
- Once an activity is registered, you can edit these details any time before you close it, clicking on [Editing activity](#) - Note: when you edit an activity, the activity information are updated in the public map
- To inform the coordinator of the initiative that an activity has been carried out successfully, click on [Close activity](#) - Note: when you close an activity, you will not be able to edit its details anymore. Before closing it, please, make sure that the details are complete and correct.
- In case a planned activity has not taken place, you can delete it from the system, clicking on [Delete activity](#)

DISCLAIMER

If you register to use this tool http://www.stemalliance.eu/pgbs_tool

- your **First name**, **Last name** and **Organisation name**, as recorded in your STEM Alliance profile (Profile tab), and the information of your Back To School Activity Profile (Profile tab) will be available and displayed for all users of the tool (Search database)
- your **Email address**, as recorded in your STEM Alliance profile, will be shared within the tool and by email with users you send a Contact request to or you accept a Contact request from
- The information of the Activities (My Activities tab) you add to the tool will be displayed publicly in the PGBS campaign map, any time you create a new activity or edit an existing activity (**Start Date**, **End Date**, **Country**, **Region**, **City**, **Title**, **Description**, **STEM Topics** and **Website**).