



Guidelines for the SFYouth project website

These guidelines are for any user of the SFYouth project website.

1. Introduction

The SFYouth project website provides information on the project, its aims, activities, products and events. The website can be also used as a community for the teachers who are involved in the project or want to get involved, where they can share their material, exchange ideas, discuss about their experiences etc.

Anyone interested in the project can find general information about SFYouth, and access resources to support global citizenship in lessons and outside, through the Youth Ambassadors programme, without having to create an account. However teachers who wish to join the developing EU wide network of global citizenship educators will need to register.

2. Users

The platform will be used by the partners, the teachers, the young people and anyone else interested (stakeholders, policy makers, researchers etc.) in Global Citizenship in Education or in the European projects in general.

3. Functionality

The website is divided in three different spaces:

- SFYouth partner organisations' space
- Teachers' space
- Youth space

The partners' space and the teachers' forum within the teachers' space requires users to create an account. The rest of the site is public.





4. Log in/Register

Only 2 groups need to create an account. First partners, and second teachers wishing to join the teachers' forum. An SFYouth partner organisation account is created by the administrator of the website. The administrator will provide to the partner their login information (username, password).

Teachers have their own space in the website that can share files and their opinions. Teachers can use this space without logging in, unless they want to use the Teachers' Forum. Then teachers can register using the website's registration form but need to be approved by the administrator.

The registration form includes mandatory fields such as Name, Username, Password and email. Once completed the teacher and the administrator approves the request, the teacher will be able to log in.










 REMEMBER ME
 [Forgot Login?](#)
[Sign up](#)

Join us!

Welcome to the Registration page. Please be advised that currently only teachers are allowed to register.

FIRST NAME	<input type="text"/>	★ 
LAST NAME	<input type="text"/>	★ 
USERNAME	<input type="text"/>	★ 
EMAIL	<input type="text"/>	★ 
PASSWORD	<input type="password"/>	★ 



5. Teachers' space

Teachers can access in the teachers' space resources to use in the classroom or with Youth Ambassador groups in the Resource Library. They will also have the opportunity to use the Teachers' Forum to share their learning – if they create an account. Here they will be able to collaborate and exchange ideas and material with teachers from all over Europe, as well as learn more about existing methods to promote youth participation through active global citizenship. Also, teachers can visit the Oxfam Edu platform through the SFYouth website, where they can connect the pupils from their country with pupils from other schools across Europe.

Teachers' space

Welcome to the teachers space, a place where teachers from all over Europe can collaborate and exchange ideas, material and best practices on engaging youth with relevant global issues for social action (or Youth Participation through Global Citizenship - YPGC).

Find here more information about existing methods to promote YPGC within your curriculum (for example through Future Workshops) and also outside through voluntary Youth Ambassador Groups. Also find resources for your pupils about 4 key global issues.

You can also find a [teachers discussion forum](#) to share learning. [Register](#) to create a login and join in!

The Oxfam Edu site

This is a social networking site setup to help connect pupils in Youth Ambassador groups across Europe. You will have to go to the site, create a login and then join the 'SFYOUTH' group. Here you can connect your pupils with pupils in other schools across Europe.

Note: You are communicating in Oxfam Edu on behalf of your pupils. It is not a space for pupils to login directly.



Teachers' Forum



Resources Library



OxfamEdu



Social Networking





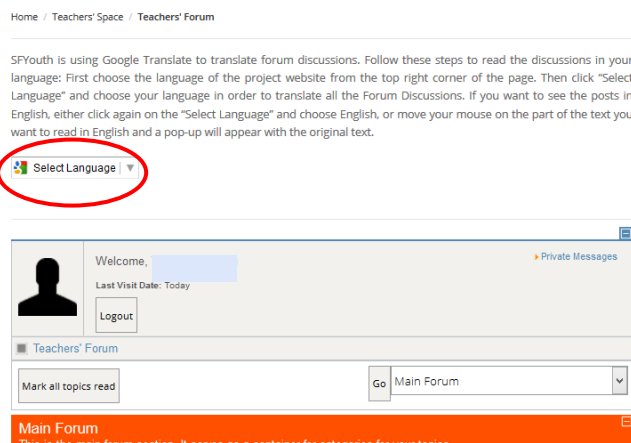
6. Teachers' forum

In the teachers' forum, teachers and partners are able to post their opinion or create topics for discussion. Once they have created a user name, they can log in and choose the category he/she is interested. Each category may contain several topics that the users may enter to view the comments. To reply to a topic, the topic must be selected and then click on the "Reply" button. Users can write their message in the "Message" box or/and upload attachments by clicking on the "Add File" button, selecting their file, and clicking on the "Open" button. Then they click on the "Submit" button to post their message.

The register users are able to create topics (but not categories) by clicking on the "New Topic" button. In the teachers' forum there are also tabs that can help the user navigate through the forum. The "Index" tab takes the user to the list of categories available, the "New Topic" tab allows you to create a new topic.

SCHOOLS for FUTURE YOUTH		Welcome, SFYouth Project		Private Messages	Announcements
Last Visit Date: Today		Logout			
Teachers' Forum					
Mark all topics read		Go Main Forum			
Main Forum					
This is the main forum section. It serves as a container for categories for your topics.					
	Italy Trip	2 Topics	10 Replies	Last Post: Additional Methodolo ... by sylvia stercinska 06 Mar 2015 12:04	
	Future Workshops	0 Topics	0 Replies	No Posts	
	Youth Ambassadors	1 Topics	1 Replies	Last Post: Get Global by Francesco Lucifoli 10 Feb 2015 18:34	
	Ideas	0 Topics	0 Replies	No Posts	
	(1 NEW) Toolkit	1 Topics	0 Replies	Last Post: What should go into ... by Richard King Yesterday 20:35	
	Resource Bank	0 Topics	0 Replies	No Posts	
	Other Methodologies for Sharing (Games)	0 Topics	0 Replies	No Posts	

SFYouth Forum is using Google Translate to translate forum discussions. Users can follow these steps to read the discussions in their language: First users have to choose the language of the project website from the top right corner of the page. Then they need to click “Select Language” and choose their language in order to translate all the Forum Discussions. If they want to see the posts in English, they either have to click again on “Select Language” and choose English, or move their mouse on the part of the text they want to read in English and a pop-up will appear with the original text.



Users can receive email notifications about the posts on the Forum, by selecting the category/categories that they are interested in and clicking on the “subscribe” button which can be found above the title of the category. Users can “unsubscribe” from the Forum at any time.



7. Youth space

Youth space is created for all the young people that are interested in the SFYouth project and would like to learn more about global social issues or take action as active and engaged global citizens. There are resources to help them understand some key global issues in the Resource Library. There are also resources to help them understand what a “Youth Ambassadors group” is, and how to set one up (with their teacher). In addition young people have the opportunity to visit the OxfamEdu platform through the project website, where they can post their actions as Youth Ambassadors and share with other Youth Ambassadors across Europe. However young people themselves cannot register to the site. Instead they can ask their teachers to register on the platform.

Youth Space

Welcome to the Youth Space!

This space gives young people like you resources to learn more about global social issues, and take action as active and engaged global citizens.

This could be through setting up a **Youth Ambassador group** (with a teacher or adult) or to learn more about key issues.

You can find out more information in the resource library.

The Oxfam Edu site

If you setup a youth ambassador group you can ask your teacher to register you on Oxfam Edu. Here you can speak to other for Youth Ambassador groups across Europe!

Your teacher will need to represent you in this space, so you need to ask them to register and login.



Youth Ambassadors



Resources Library



OxfamEdu



8. Partners' space

Partners' space can be accessible only by the partners. However, by creating an account, partners will have access not only in the partners' space, but also in the teachers' space and in every other space of the website. Partners' space is divided into 2 main sections. The first one is the "Resources Library", where partners will be able to upload and download project related material, and the second one is "Partners' Profile", where they can change their personal information.

Partners' Space

This space is for the project partners to share information about the project. You will need to be a partner to log in and access this.



9. Uploading material to the resource libraries

Only partners and registered teachers have the right to upload files to the website in the partners and teachers' Resource Libraries. To upload the files, the user may access the Upload form through the Resource Library menus. To upload a file the user must first choose the category (folder) he/she wishes to upload the file to. Afterwards he/she must choose the file to upload using the button "Browse". The user can complete the rest of the fields such as name of the file, description and then choose the "Upload" button.

UPLOAD

Upload File [Max Size: 4.91 MB]

Important! Before you choose file to upload first choose the destination category:

- Select Category -

Filename: No file selected.

File Title:

Description:

Characters written 0 and left for description 1000

Author:

Author's Email:

Author's Website:



10. Popular Tags

The popular tags section provides a list with text that has been labeled. For instance, when clicking to the tag “News”, it lists the news that have been previously labeled with that name.

POPULAR TAGS

CLIMATE CHANGE

FOOD

INEQUALITIES

NEWS