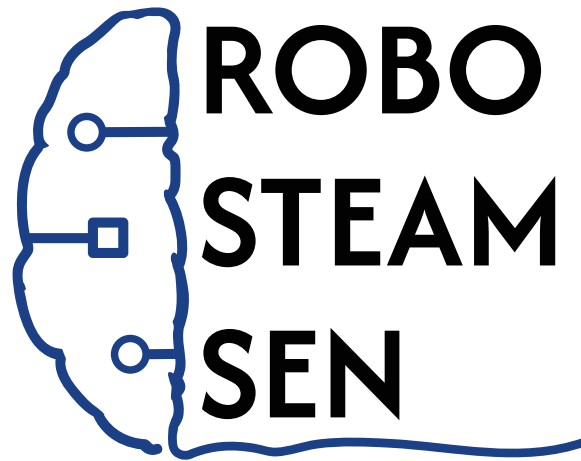


User Tutorial

Collaborative Space Course Tutorial



**Training SEN teachers to
use ROBOTICS for fostering
STEAM and develop
computational thinking**

Project No. 2023-1-ES01-KA220-SCH-000155379



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User Manual

How to Propose a New Resource in the RoboSTEAMSEN “Collaborative Space” Course

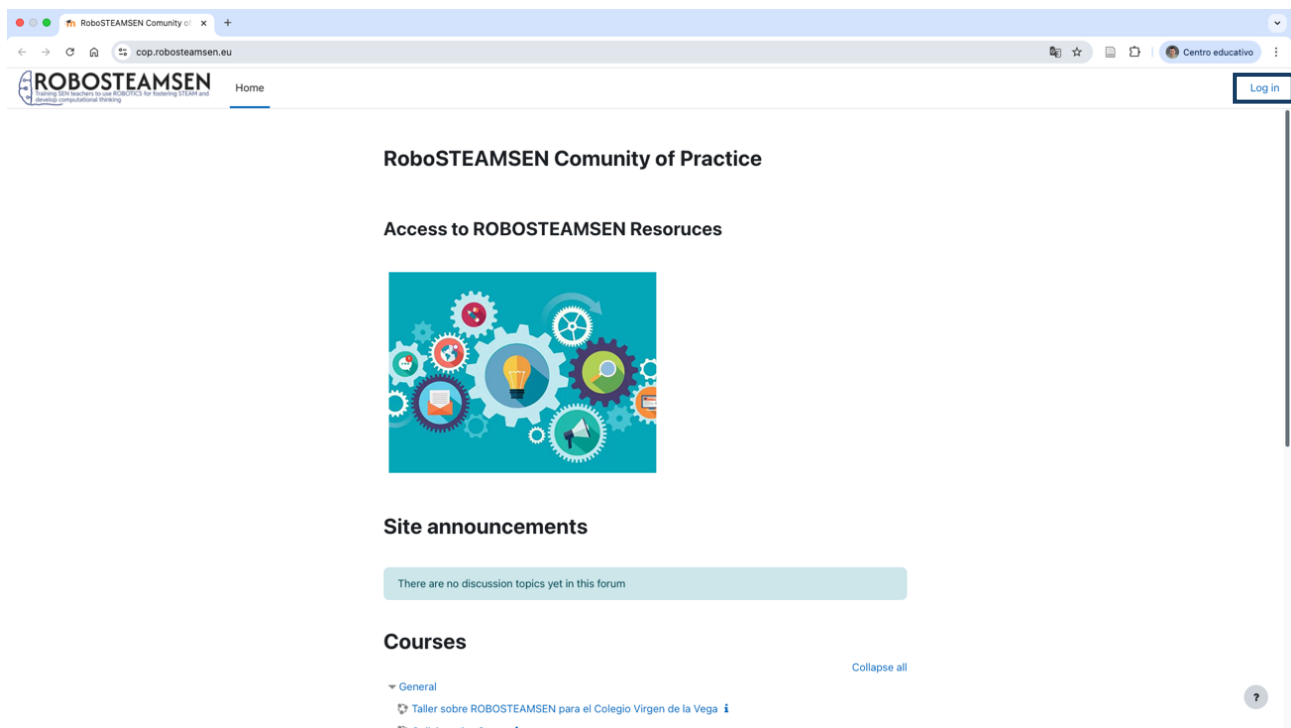
Introduction

The **Collaborative Space** is a dedicated section of the course designed to encourage the sharing of resources, useful links, and supplementary materials among participants.

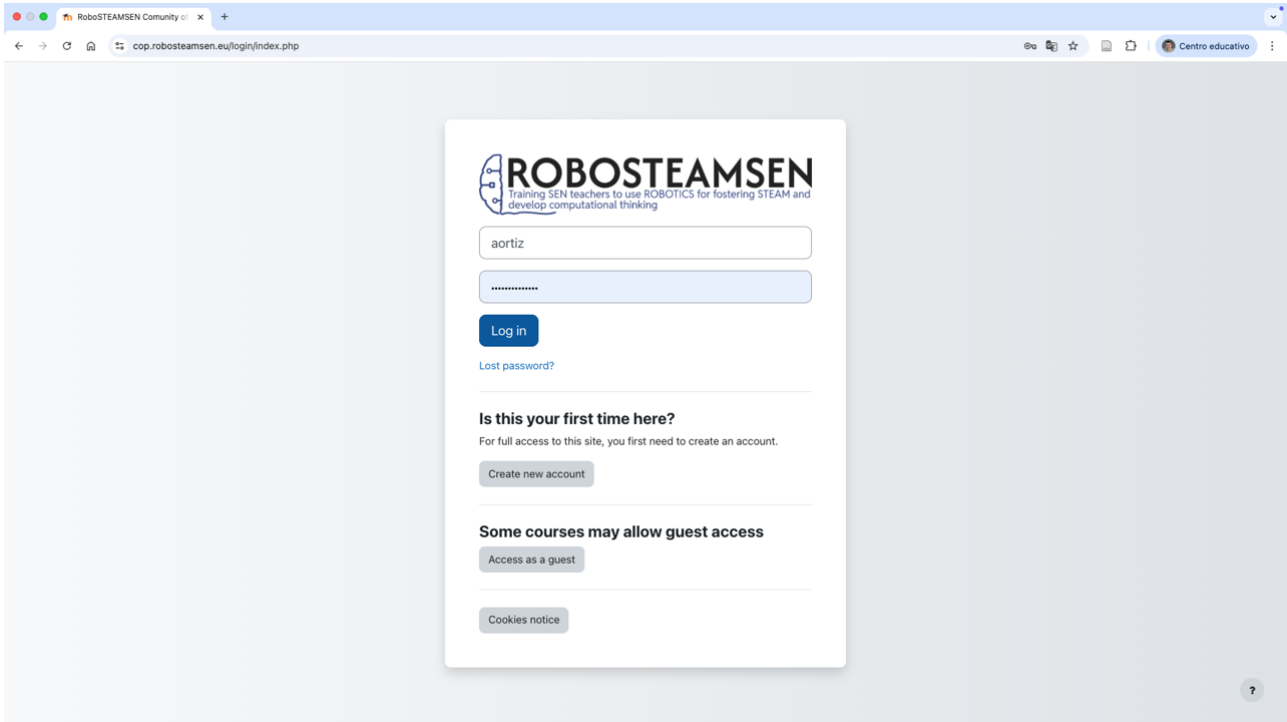
This manual provides a step-by-step guide to help you propose a new resource within the forum set up for this purpose.

Step-by-Step Instructions

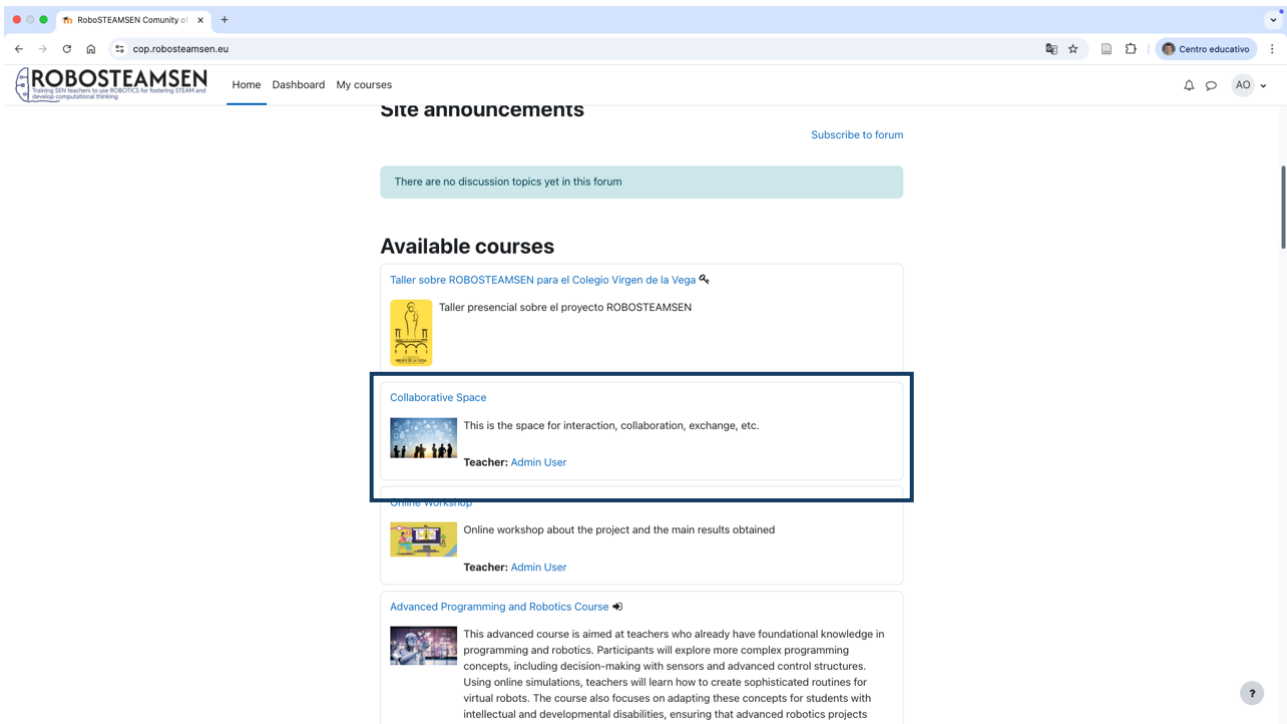
1. Log into the platform: Begin by logging into the platform using your usual credentials.



The screenshot shows a web browser window with the URL cop.robosteamsen.eu. The page header includes the RoboSTEAMSEN logo and a "Home" link. A "Log in" button is located in the top right corner. The main content area is titled "RoboSTEAMSEN Community of Practice" and "Access to ROBOSTEAMSEN Resources". Below this is a graphic with gears and a lightbulb. The "Site announcements" section contains a message: "There are no discussion topics yet in this forum". The "Courses" section is partially visible, showing a "General" category and a course titled "Taller sobre ROBOSTEAMSEN para el Colegio Virgen de la Vega".



2. Collaborative Space: Once logged in, go to your list of enrolled courses and select the course titled:

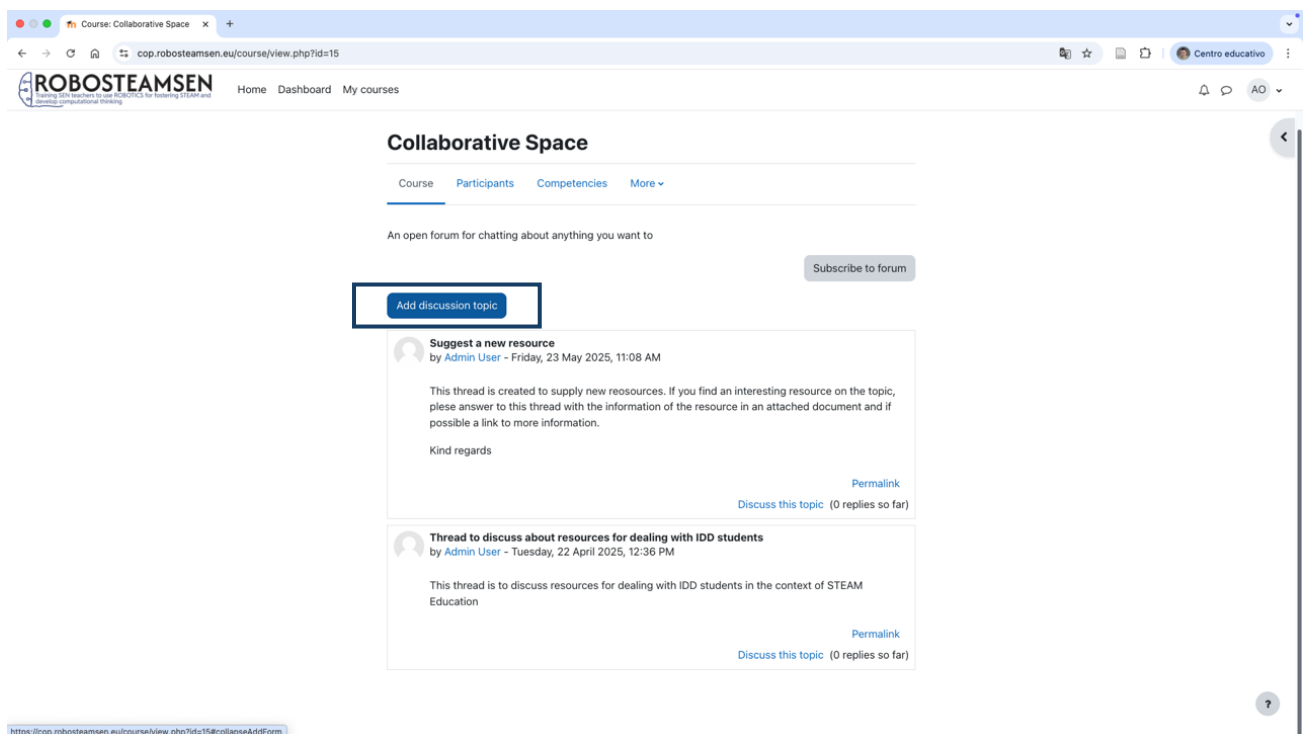


3. Add a new discussion topic: Inside the course, locate the section dedicated to forums.

Find the button titled:

Add a new discussion topic

This forum is specifically intended for participants to share new, relevant resources. Click on the button to add a new one.



4. Fill in the resource details: The form contains two main fields:

- **Subject**
 - Example: *“Practical Guide to Collaborative Design”*
- **Message**
 - Use this space to provide a brief description of the resource.

You may include:

- What the resource is
- Why you recommend it
- How it supports the course content

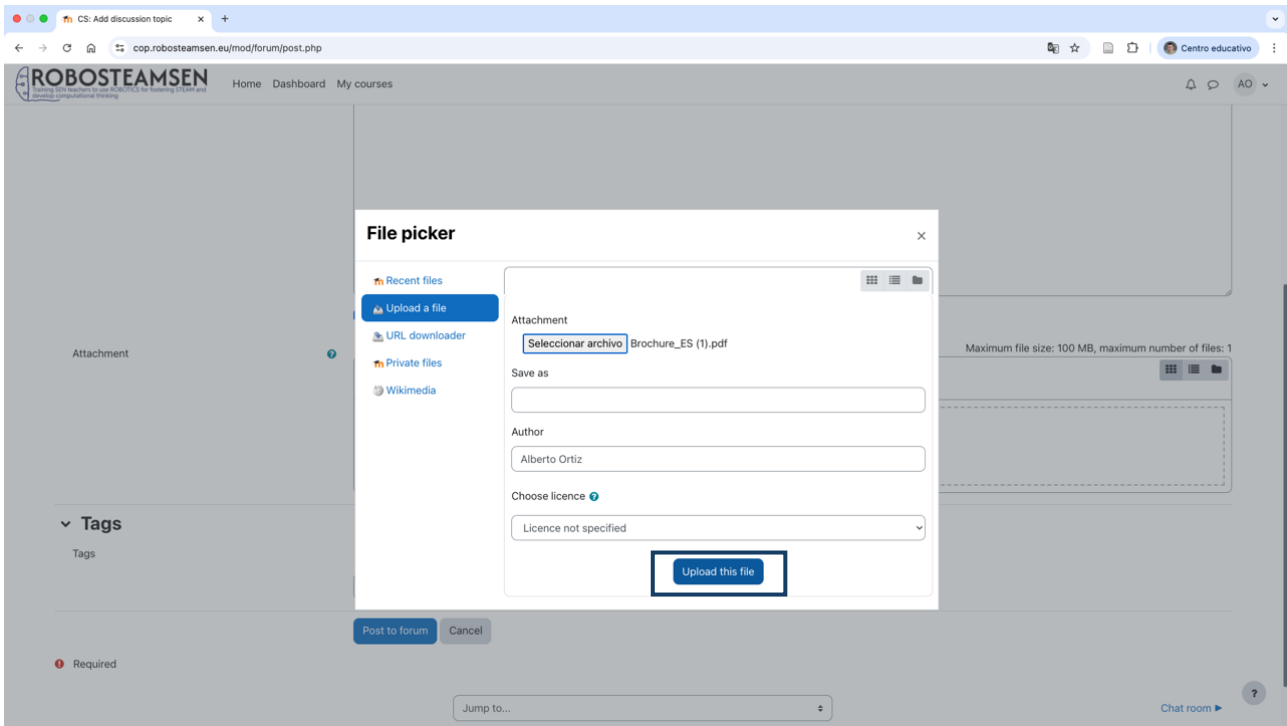
You can also paste a **URL link** to the resource here.

The screenshot shows a Moodle forum interface. At the top, there's a navigation bar with 'Course', 'Participants', 'Competencies', and 'More'. Below that, a message says 'An open forum for chatting about anything you want to' with a 'Subscribe to forum' button. A blue 'Add discussion topic' button is visible. The form fields are: 'Subject' with the value 'Trial Resource', and 'Message' with a rich text editor containing 'Trial description.' and 'URL: www.trialresource.com'. At the bottom of the form are buttons for 'Post to forum', 'Cancel', and 'Advanced'. Below the form, there's a 'Required' section with a 'Suggest a new resource' link and a timestamp 'by Admin User - Friday, 23 May 2025, 11:08 AM'.

5. (Optional) Attach a document: If your resource includes a file (such as a PDF, Word document, or presentation), you may upload it from your computer.

To do this:

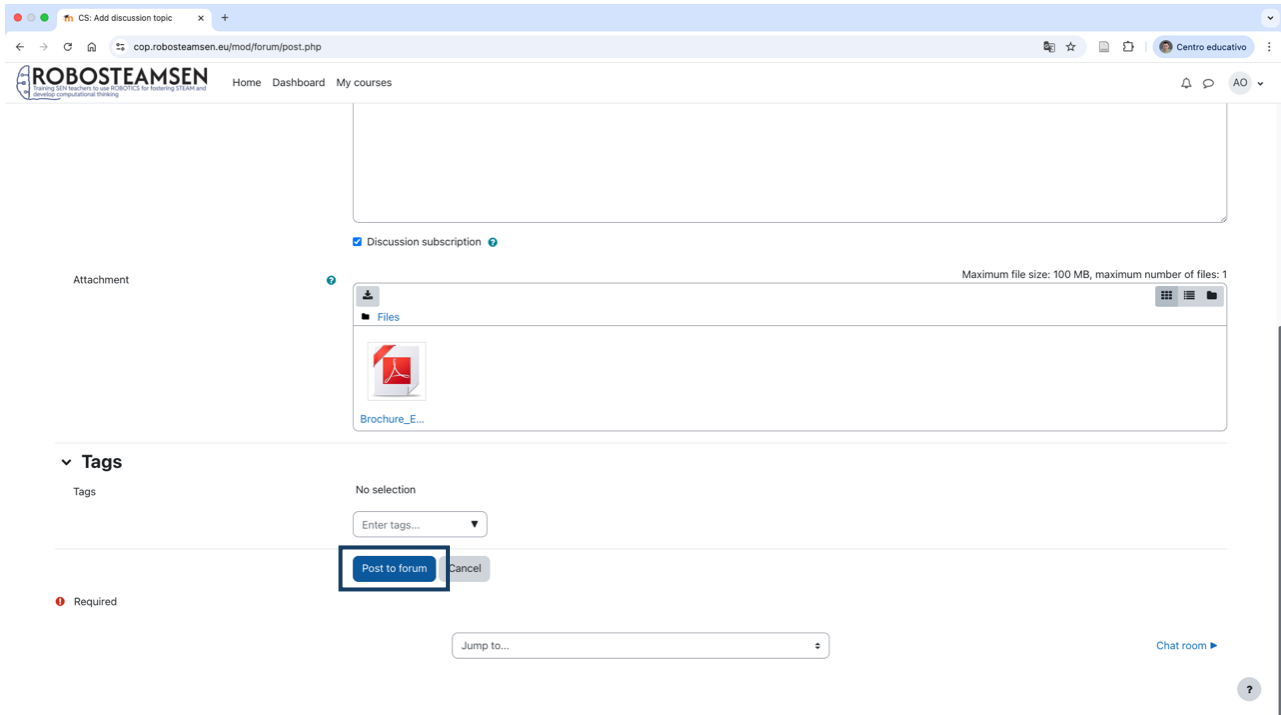
1. Click on **Advanced** at the bottom of the form.
2. Additional options will appear.
3. In the **Attachment** section, click **Add...** or **Choose file**.
4. Select the file from your device and upload it.



6. Publish your resource: Once all required fields are completed and the file is uploaded (if applicable), click:

Post to forum

Your contribution will be immediately published and available to all course participants.



7. And that's it!

Your resource is now publicly visible in the forum, along with other submissions. Other participants will be able to view, comment on, or download the material you shared.

Thank you for contributing

By sharing resources in the Collaborative Space, you not only support your own learning but also enrich the learning experience of your peers.

We encourage you to continue contributing ideas, tools, and relevant content to the **RoboSTEAMSEN** community.