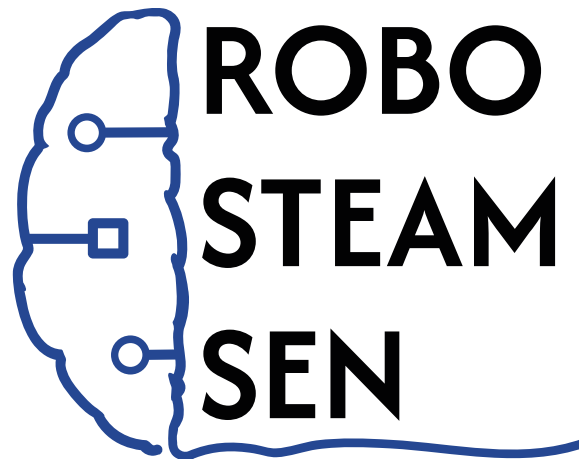


Community of Practice Manual – Home Tab



**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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1. Introduction

This manual explains how to navigate and utilize the **Home Tab** of the **RoboSTEAMsen Community of Practice** platform. The Home Tab acts as a dashboard, providing a centralized view of recent activity, announcements, quick access to major tools, and navigation to the rest of the platform's features. It is designed to help users—especially new members—quickly understand what's happening within the community and how to engage with its resources.

2. Accessing the Platform

To access the Community of Practice platform, use the following link:
<https://cop.robosteamsen.eu/>

Log in using your assigned credentials (if you don't have one, you should create an account first). Once logged in, you will be directed to the **Home Tab**, the central hub for updates and navigation.

3. Home Tab Overview

When you first log in, the Home Tab appears as shown in Figure 1.

The Home Tab presents key sections in a clean, organized layout, including:

- Navigation Menu
- Access to ROBOSTEAMSEN Resources (redirecting you to the projects website)
- Announcements/News Feed
- Available courses

Each of these sections is described below.

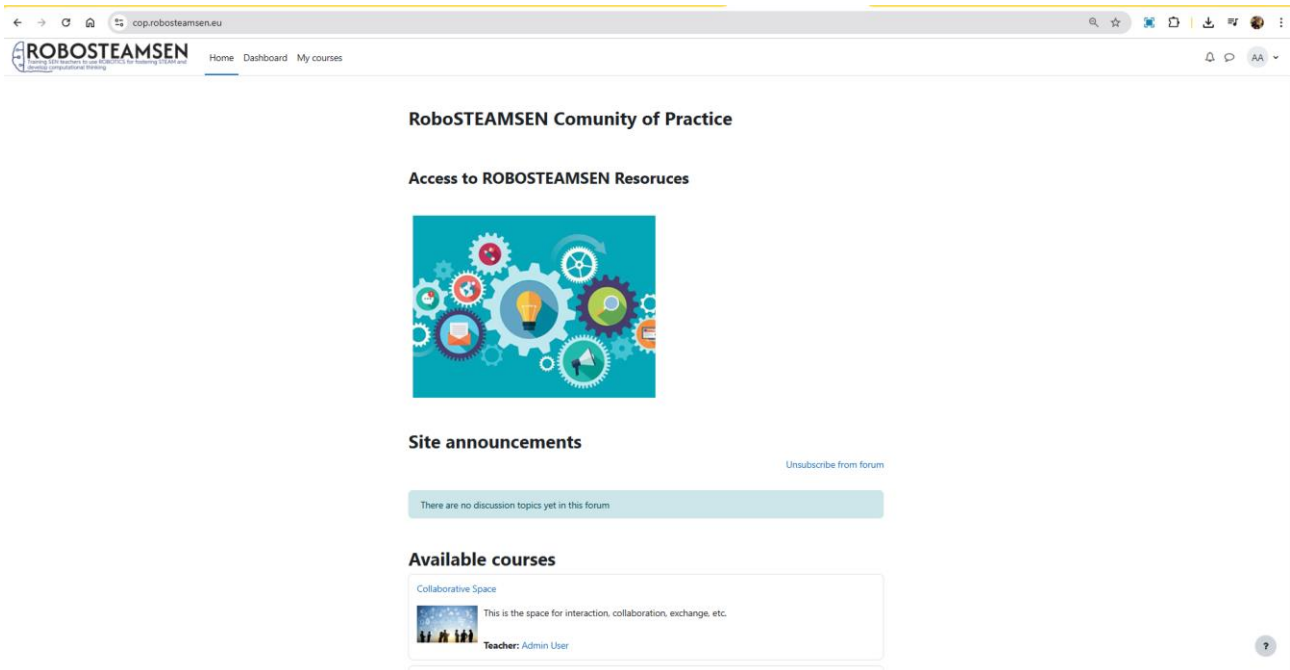


Figure 1. – Home Tab view

4. Key Features of the Home Tab

The Home Tab is divided into several sections for ease of access:

4.1 Platform Header and Navigation

At the top of the screen, you'll find the platform header with:

- The RoboSTEAMSEN Logo and slogan, left side, Figure 2
- Navigation links: Home, Dashboard, and My Courses, center buttons, Figure 2



RoboSTEAMSEN Community of Practice
Figure 2. – Navigation Header and User Menu

- Notification icons and profile dropdown on the right, Figure 3

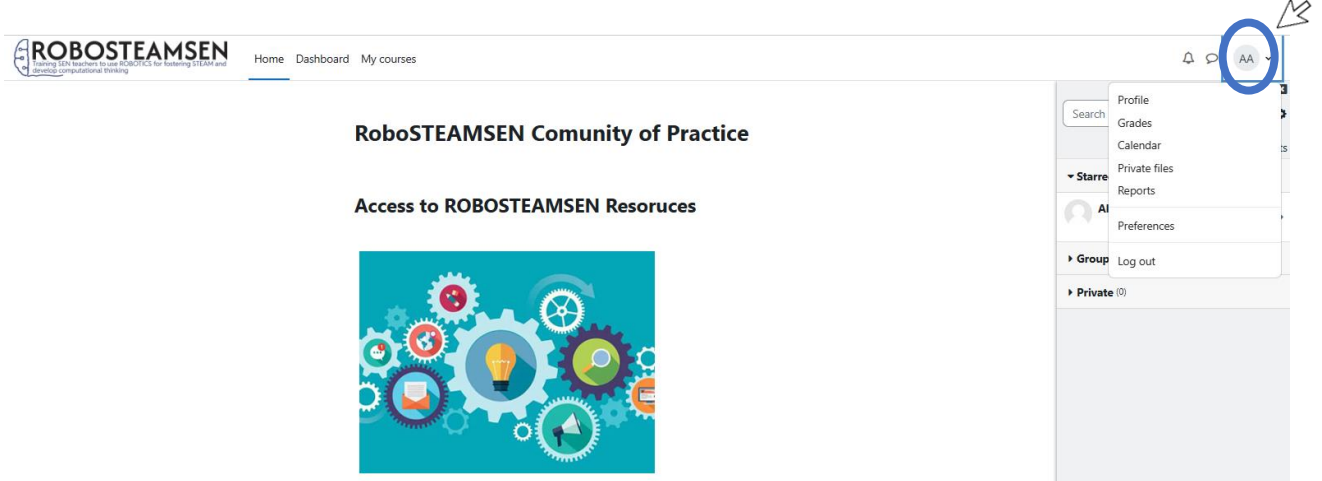
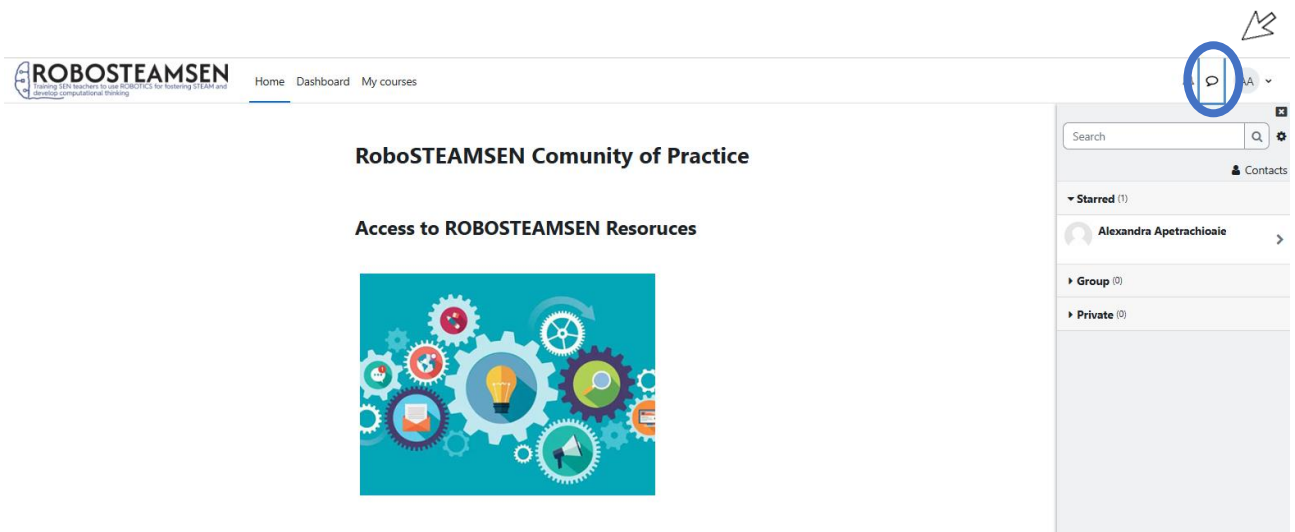
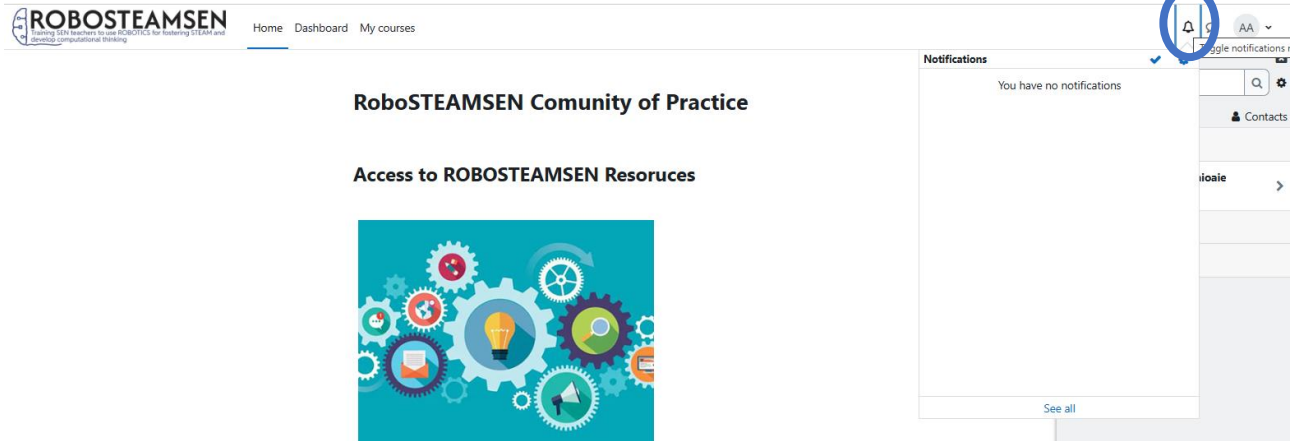


Figure 3. – Navigation Header - Notification icons and profile dropdown

These options remain visible across most pages and help users return to their dashboard or switch between enrolled courses.

4.2 Resource Access Section

Beneath the title “RoboSTEAMSEN Community of Practice”, there is a resource access panel featuring an image linked to the resource’s repository.

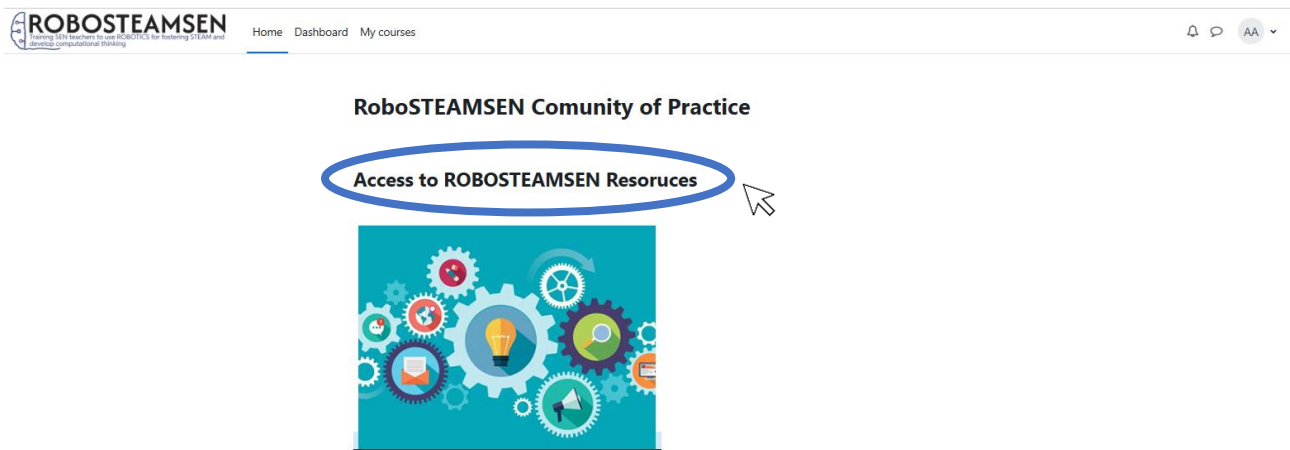


Figure 4. – Clickable Resource Access Banner

Clicking this image takes you to a curated collection of teaching materials, robotics guides, and activity templates tailored for SEN education in STEAM contexts.

4.3 Site Announcements

Below the resource area is the Site Announcements section.

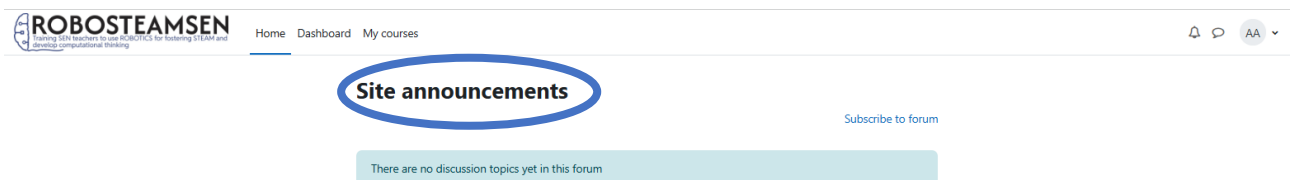


Figure 5. – Announcements Forum Panel

Administrators use this space to post updates and notifications.
You can subscribe/unsubscribe from announcements via the link on the right.

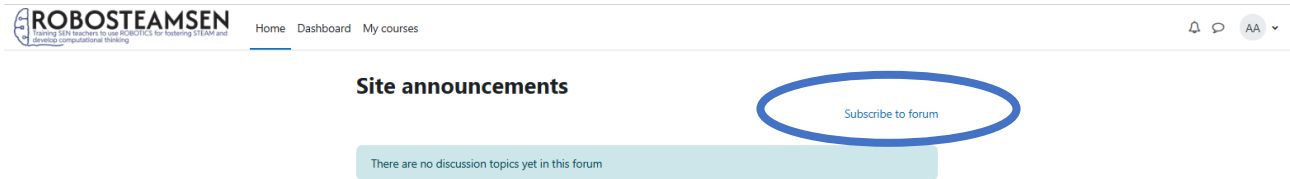


Figure 6. – Subscribe/unsubscribe to forum button

All users are automatically unsubscribed to receive updates via email unless they manually subscribe. This is the central place to check for changes, new resource releases, or event invitations. If empty, it shows “There are no discussion topics yet in this forum.” This section ensures all users are informed of key events or changes.

4.4 Available Courses

Courses appear below the announcement section, under “Available courses”. These are structured learning spaces where educators can engage with content, submit assignments, and interact with peers.

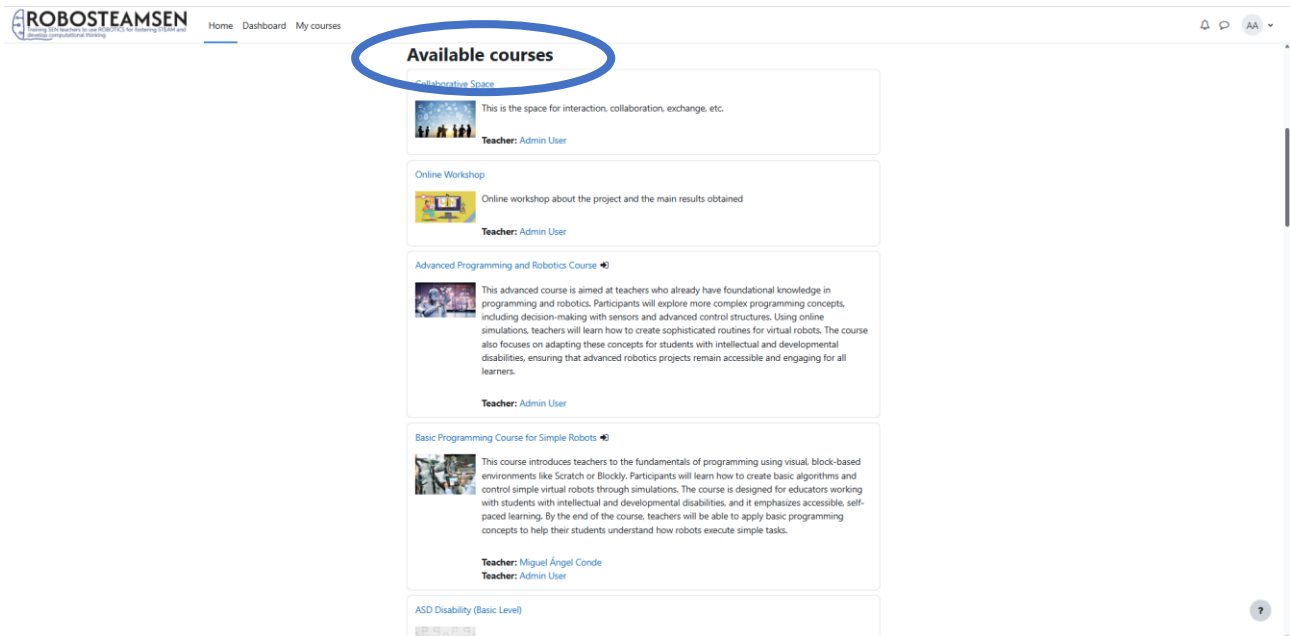



Figure 7. – Available courses

Each course includes, Figure 8:

- A course name (e.g., Advanced Programming and Robotics Course)
- A brief description and thumbnail image
- A link to enter the course, by clicking on the course name

[Advanced Programming and Robotics Course](#) ➔



This advanced course is aimed at teachers who already have foundational knowledge in programming and robotics. Participants will explore more complex programming concepts, including decision-making with sensors and advanced control structures. Using online simulations, teachers will learn how to create sophisticated routines for virtual robots. The course also focuses on adapting these concepts for students with intellectual and developmental disabilities, ensuring that advanced robotics projects remain accessible and engaging for all learners.

Teacher: [Admin User](#)

Figure 8. – Course description

This area dynamically updates as new content is published.

5. Additional Features

5.1 User Notifications

Located at the top-right of the screen:

 Bell icon – platform notifications

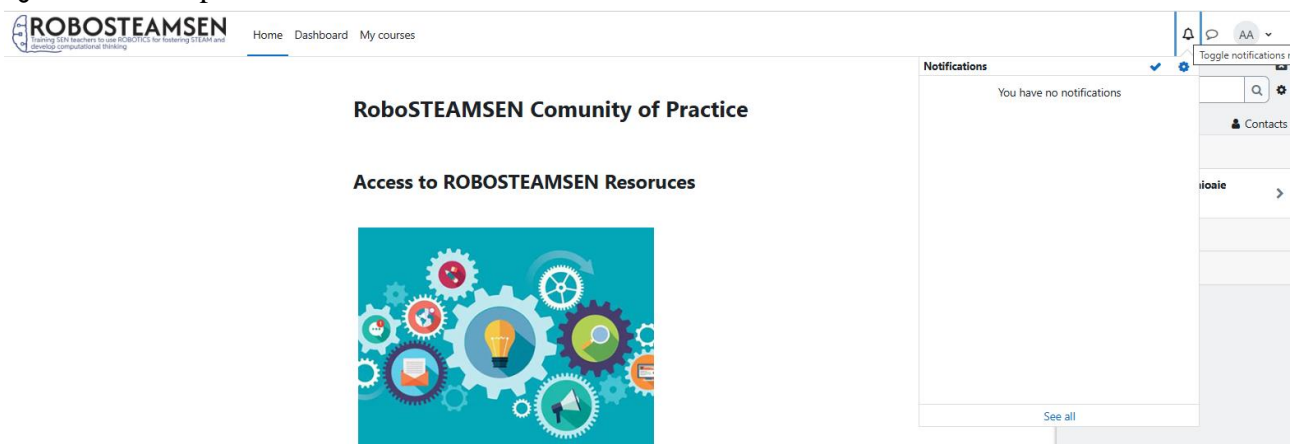


Figure 9. – Platform notifications

Every user can choose the notification preferences  , or to mark all the notifications as read .

Speech bubble – messaging center

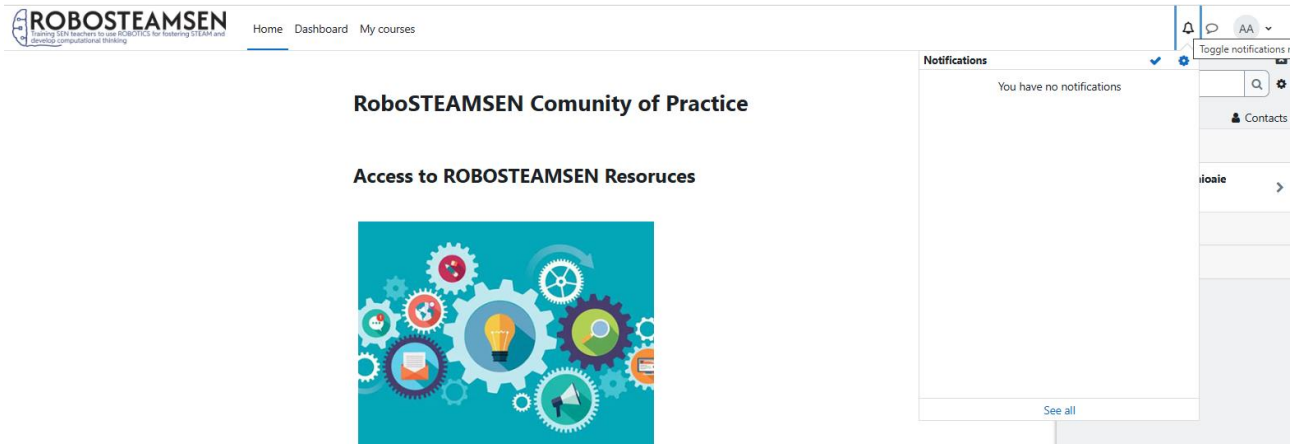


Figure 10. – Messaging center

In the Messaging Center the user can find the Contacts List, Settings, and Starred/Group/Private messages received.

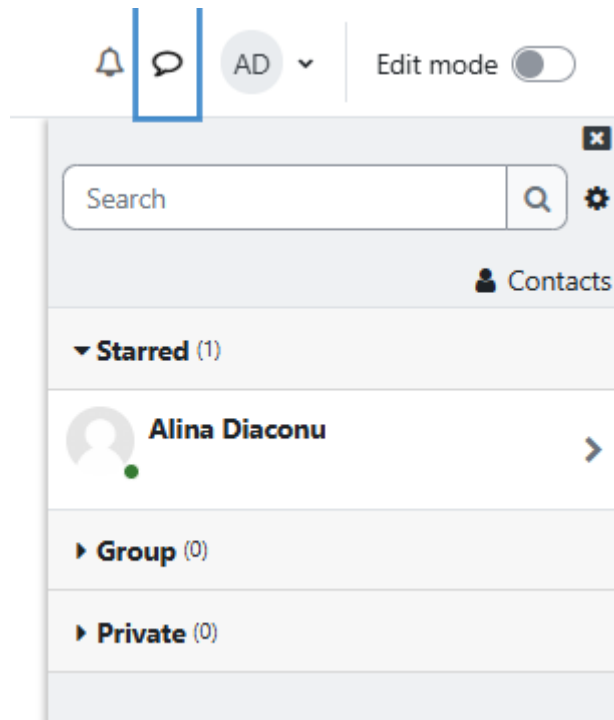


Figure 11. – Messaging center details

Profile initials – access account settings, preferences, and logout



Figure 12. – Profile

When clicking on the **Profile** section (Figure 13) it is important to mention that the user can access from here the: User details section ► Edit profile ► Privacy and policies ► Course details ► Reports ► Login activity ► The QR code for mobile app access.

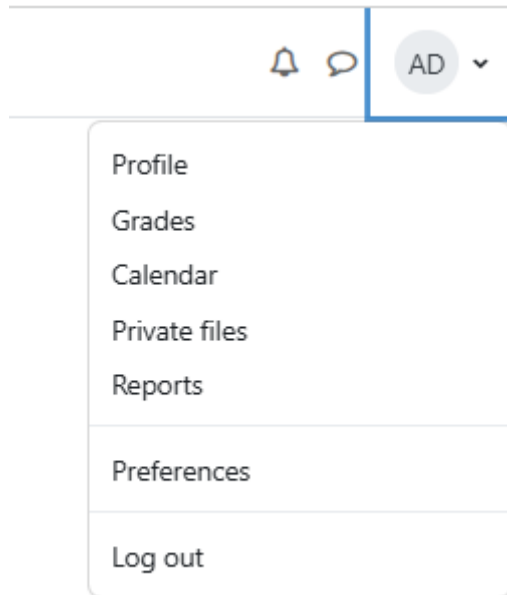


Figure 13. – Profile section in detail

When clicking on **Grades** the user can find the Courses grades, he followed.
 From **Calendar**, the user can access the calendar and add events.
 In **Private files**, the user can add files to his account.

The **Preferences** section allows users to customize their platform experience. Here, users can manage personal settings and communication preferences across three main categories:

- **User account:** Edit profile details, change password, set preferred language, manage notification and forum settings, and more.
- **Blogs:** Configure blog preferences, link external blogs, or register a new one.
- **Badges:** Manage digital badges, adjust badge display preferences, and connect to external backpack services.

This area is especially helpful for tailoring how you interact with the platform and how you receive updates or display your achievements.

The layout is clean and easy to navigate for users with diverse needs.

Resources and announcements are clearly labeled and centralized.

5.2 Help and Support Panel

At the bottom-right corner of the Home Tab interface, users will find a compact support and account tools panel, as shown in Figure 14. Click the “?” icon in the bottom-right corner to expand help features or request guidance from support.

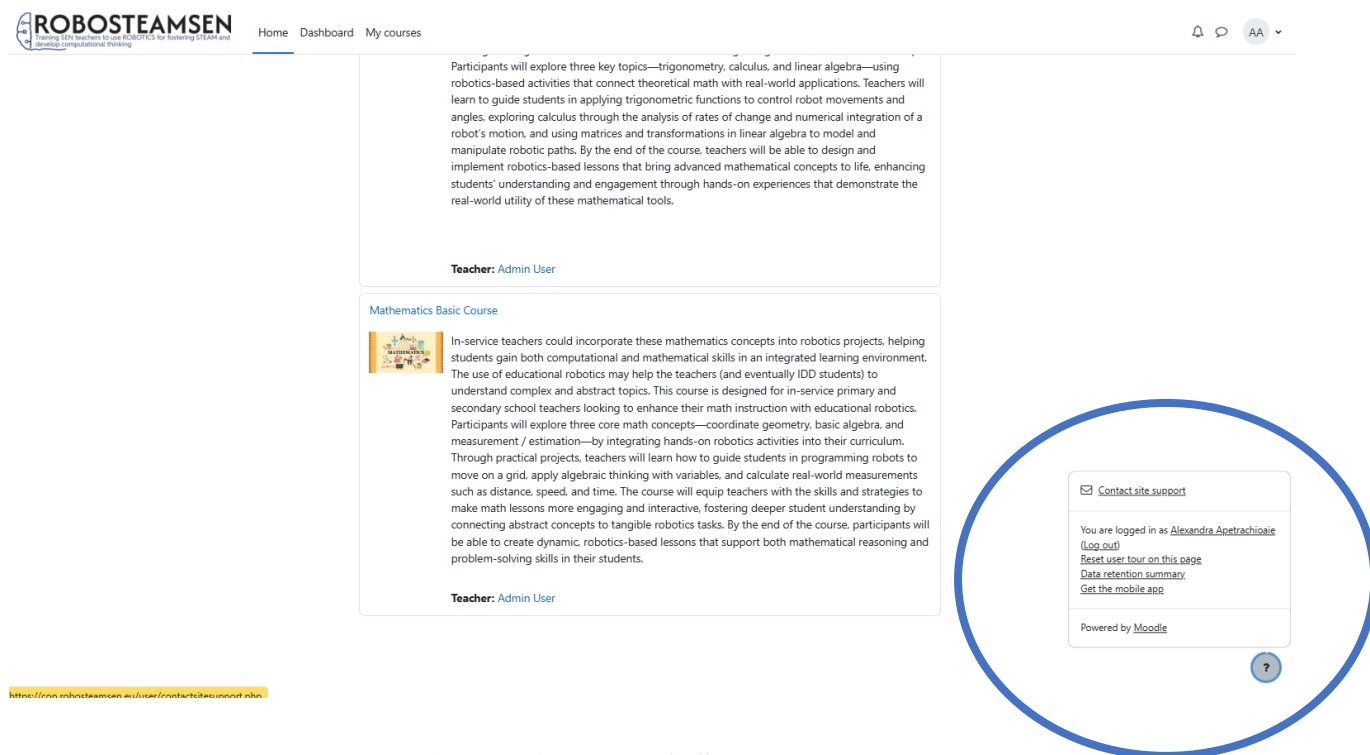


Figure 14. – Help & Support Panel

Panel features include:

- Contact Site Support: Link to message the administrator or report technical issues.
- User Login Info: Confirms the name of the logged-in user.
- Reset User Tour: If the platform provides a walkthrough for new users, this link restarts it.
- Data Retention Summary: Shows how personal data is stored.
- Get the Mobile App: Directs users to download the official Moodle app for mobile access.

6. Summary

The Home Tab of the RoboSTEAMSEN Community of Practice is your launchpad for all learning and collaboration activities. It brings together:

- Key tools (navigation, announcements, courses)
- Essential content (resources, discussion spaces)
- A simple structure designed for educators supporting SEN students with STEAM
- The platform is mobile-responsive and compatible with assistive tools.

The Home Tab is the starting point for engaging with the Community of Practice. Users are encouraged to check this page regularly for updates and announcements.