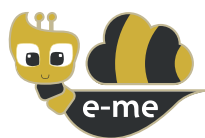


Let's start with e-me: Step by step guide for teachers

e-me Digital Educational Platform



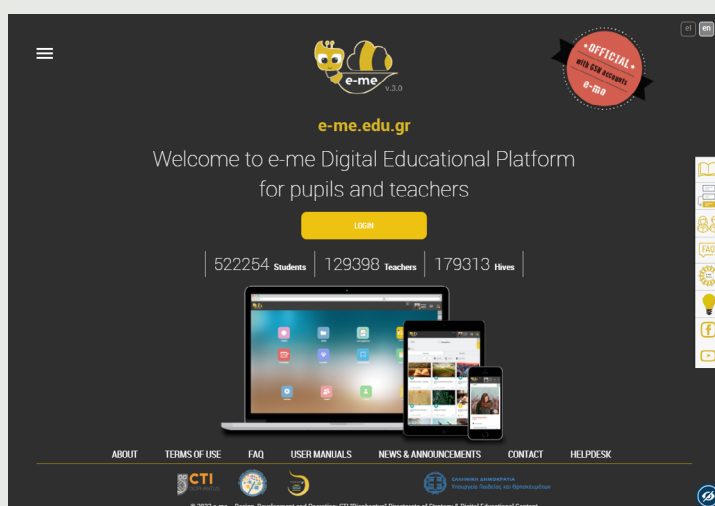
e-me Digital Educational Platform (e-me.edu.gr) is a modern, collaborative, social and extendable digital platform for pupils and teachers, designed to support formal, non-formal and informal learning experiences. It provides the K-12 community with a safe digital workspace and collaborative environment and is offered by the Greek Ministry of Education and Religious Affairs (MoE) as an asynchronous learning platform for Greek schools.

It is available at e-me.edu.gr

How can I log in to e-me?

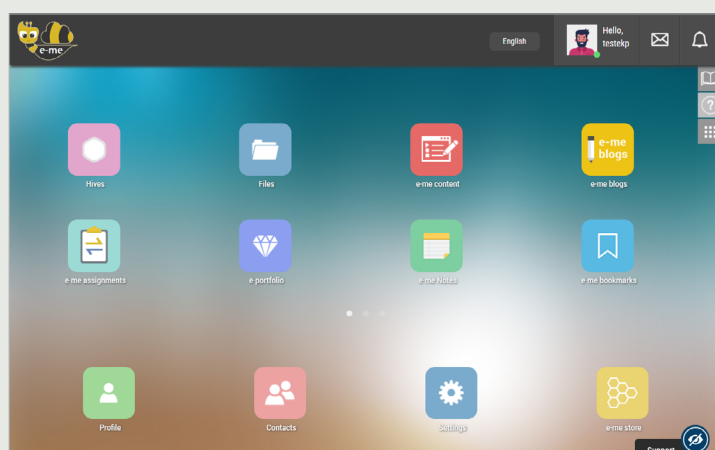
STEP 1

Open a web browser using any device (PC, tablet, mobile phone) connected to the Internet and type e-me.edu.gr to enter the log-in page of e-me.



STEP 2

Click on **“Login”** to enter the **homepage of e-me**. In the new tab, type the **username** and the **password** with which you are registered as a teacher in **the Greek School Network (GSN)**.



NOTICE

In case you do not have an account in the GSN or have forgotten your password, **visit** <https://register.sch.gr/teachers> and follow the instructions on how to register or reset your password.

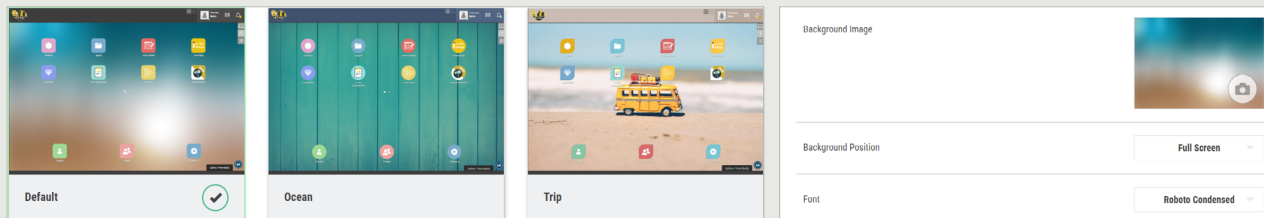
How can I personalize my homepage?

STEP 1

Click on the **“Settings”** icon.

STEP 2

Select theme, background image and/or font.



How can I customize my profile (my digital identity)?

STEP 1



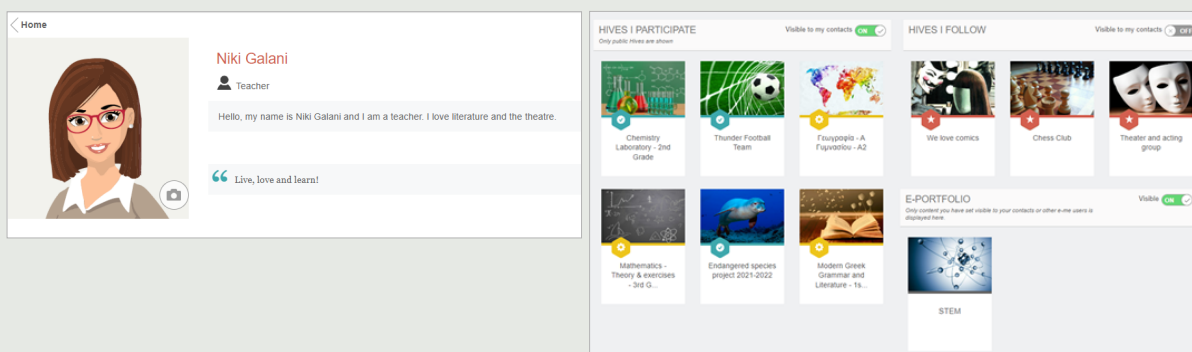
On your e-me homepage, click on the **“Profile”** icon. There you can see your name and surname, as well as your status.

STEP 2

Upload an image (or better pick an avatar), introduce yourself and write a motto that expresses you.

STEP 3

Decide, if you like, which elements will be visible in your public profile (a) public hives you follow or participate in, and (b) selected content from your e-me portfolio.



Where can I upload and organize my files in e-me?



Use the e-me **“Files”** app to **store** files, **organize** them into folders, and **share** them with other members. Just like every e-me member (teacher or pupil) your available space is **2GB**.

STEP 1

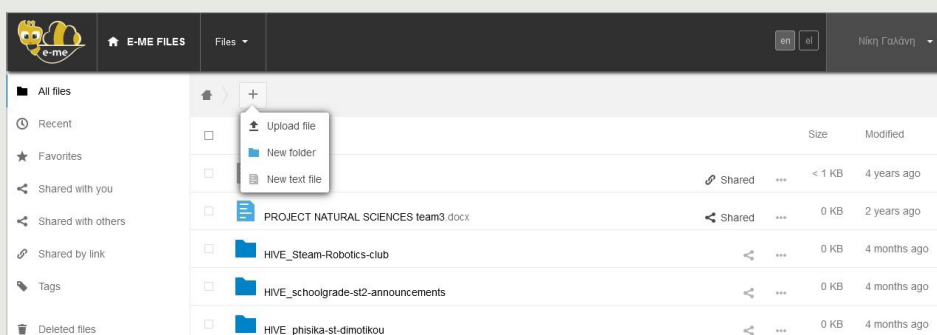
On your e-me homepage, click on the **“Files”** app.

STEP 2

Upload (or drag and drop) files of any format (text files, presentations, slides etc.).

STEP 3

If you wish, create folders to organize your material.



How can I add members to my contacts?

STEP 1



Click on the **“Contacts”** icon and then on the search icon .

STEP 2

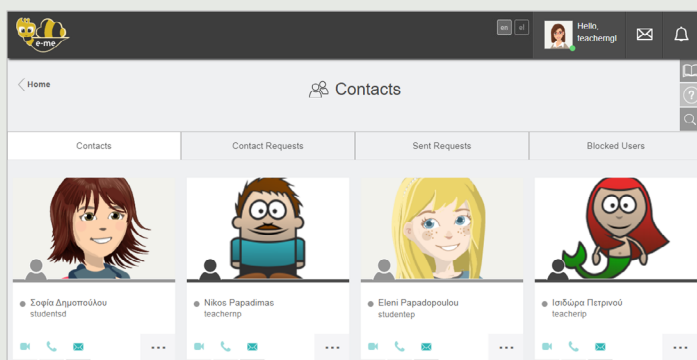
Type the username of the e-me user you wish to add in your “contacts” (if you know it) or their full name.

STEP 3

From the search results, select the person you are looking for. Then, send them a contact request by clicking on **“Contact Request”**.

STEP 4

The recipient of the request will receive a notification for the new contact request. To be added to your contacts, they should click on **“Accept”**.



NOTICE

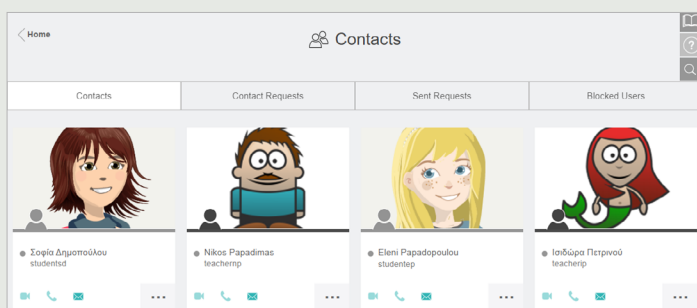
You can send a contact request to any member of the official e-me you wish, either a teacher or pupil, from any school.

How can I communicate with e-me members?

To communicate directly with pupils or teachers, aside from your digital class, they must be among your contacts.

STEP 1

Open the “Contacts” app and select the pupil or teacher you wish to communicate with.



STEP 2

Click on the relevant icon, to communicate with them via **video call, audio call or text message**.



How can I create my digital class (hive) in e-me?

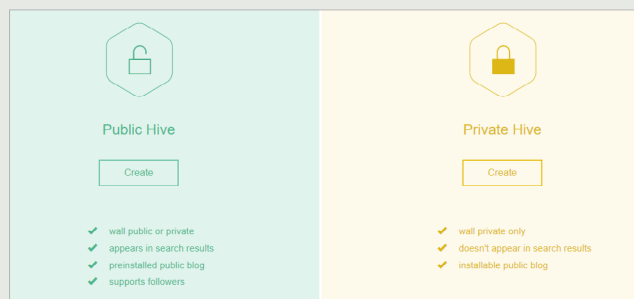
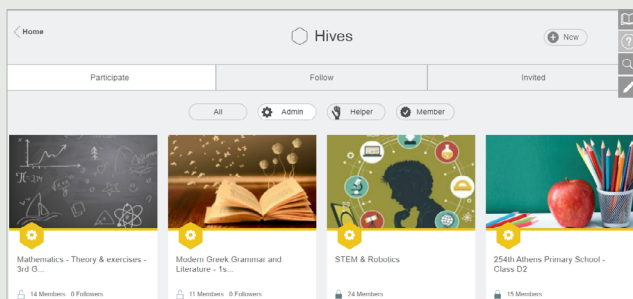
STEP 1



From your e-me homepage, click on the **"Hives"** icon. A hive is the main working and collaboration space in e-me.

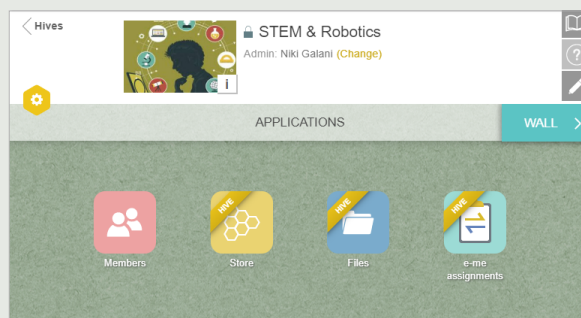
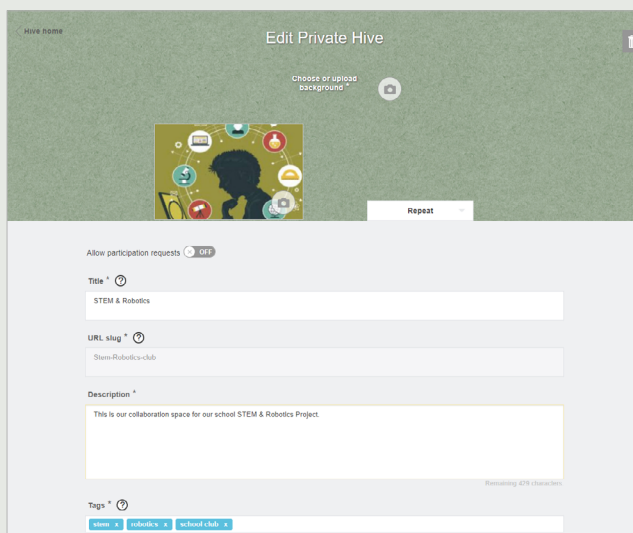
STEP 2

Create a new private hive, by clicking on **"New"** and then **"Private Hive"**.



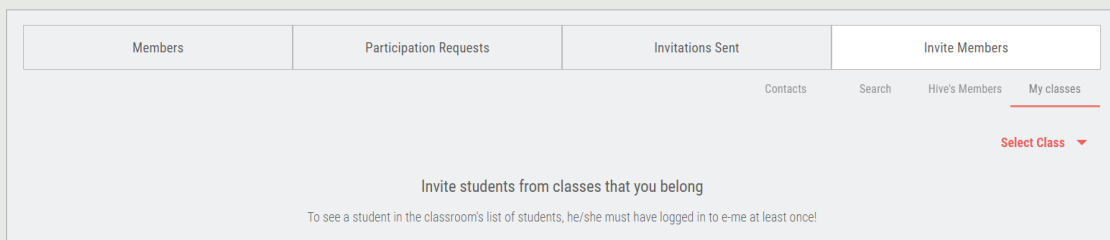
STEP 3

Fill in the information for your hive: image, description, background, tags, etc. and then, click on **Save**. Your hive has just been created.



STEP 4

Send invitations at once to all students of your class by clicking on the **"Invite Members"** icon from the hive homepage and then selecting **Members Invitation > My classes > Select Class > All members of my class**.



STEP 5

Invited students will find an invitation for the specific hive pending in their Notifications. After they accept it, they will become members of the hive (accepting participation requests is mandatory, because of the social nature of the platform).

After having added all the students of a class, the new hive represents your **digital class**. Create a different hive for each class you teach.

How can I invite members to participate in a hive?

STEP 1 On the hive's main page, click on the **"Invite Members"** icon and then on **Members Invitation**.

STEP 2 Select:

- **Contacts**, to invite anyone from your contacts
- **Search**, to look for members via the search tool.
- **Hive's Members**, to invite members from an existing hive of yours
- **My classes**, to invite one, more or all the students of a class of yours.

STEP 3 Send a participation request, by clicking on the icon

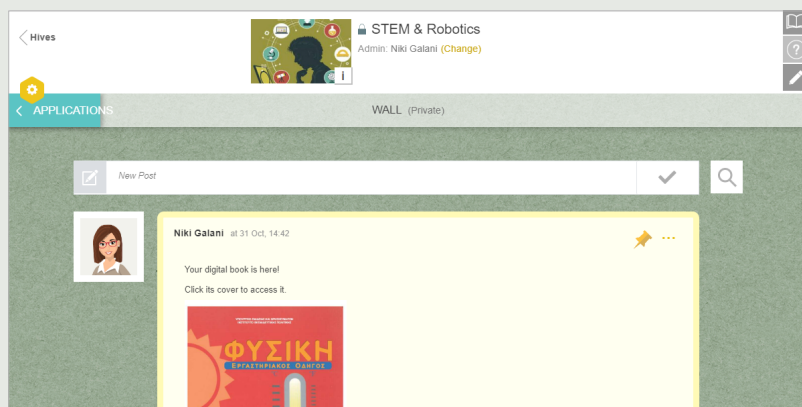
How can I contact all hive members (my digital class)?

The **"Wall"** is the main communication channel in e-me. It is open to all hive members and each member can write on it.

STEP 1 On your hive's main page, click on **"WALL"**.



STEP 2 Use the **"Wall"** of your hive to write and communicate with all pupils of your digital class, post announcements and/or share educational content.

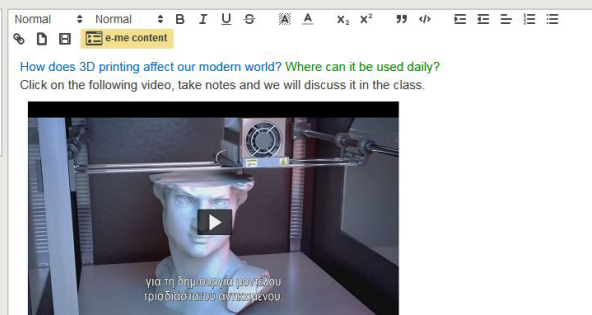
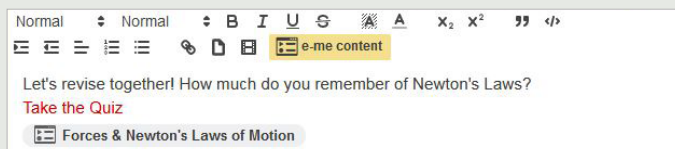


How can I send / share content with other hive members?

A. By posting on the hive Wall

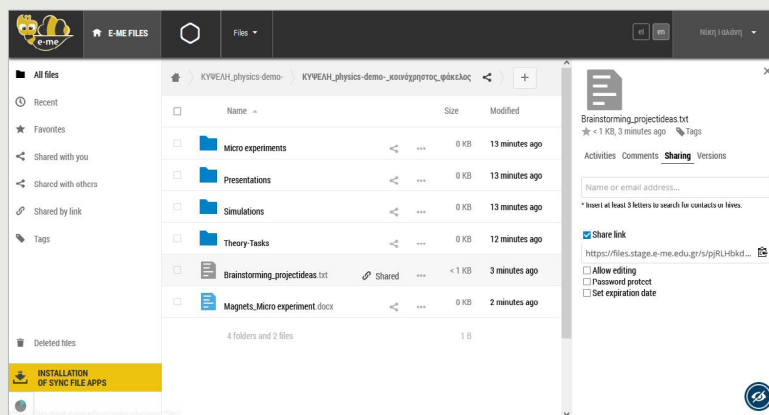
STEP 1 Create a post on the **Wall** of the hive.

STEP 2 Use the **text editor of the Wall** to write text or embed files of any format up to 4 MB (word, pdf, excel, powerpoint, scratch etc.), images, videos (from YouTube or Vimeo), learning objects from **“e-me content”** app, hyperlinks to external websites, learning objects from Photodentro, etc.



B. By uploading files to the shared folder of the hive

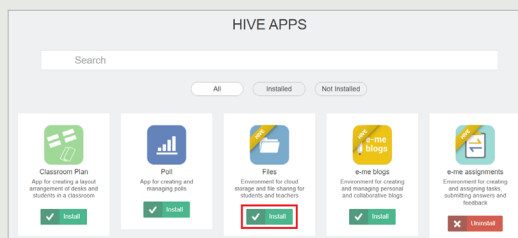
STEP 1 Click on the **“Files”** app of the hive. There you will find a ready-to-use **shared** folder, where all hive members have access to view and upload files.



STEP 2 **Upload (or drag and drop)** inside this folder course material of any format (such as text files, presentations, slides, etc.).

STEP 3 Inform hive members on the above, via the hive **Wall**. You can also **copy** and **paste** on the **Wall** the link to the files.

NOTICE To use the **Files** of the hive it is necessary -just the first time- to **“install”** the **Files app** in your hive: Click on the **“Store”** icon to view the available apps of the hive and then, click **“Install”** on the **“Files”** app.

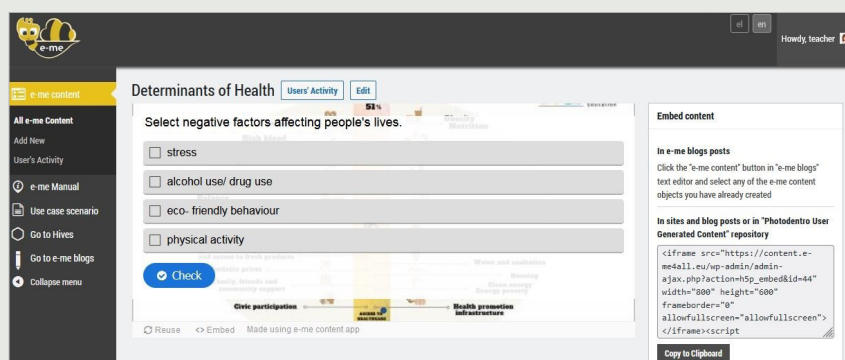
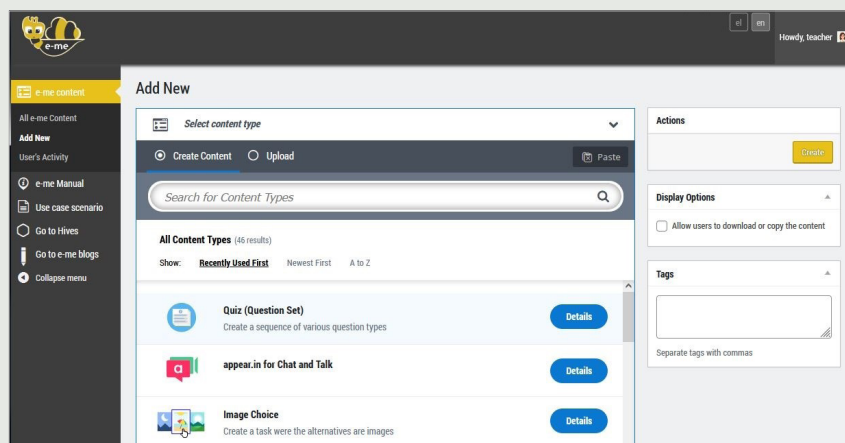


How can I create my own digital content? (e-me content)



Use the **“e-me content”** app to create your digital educational content, such as multiple-choice tasks, course presentations, interactive videos etc. (.h5p files).

STEP 1 Open the **“e-me content”** app on your homepage in e-me.



STEP 2 Select the **content type** you wish to create. There are about 45 different content types available.

STEP 3 Fill in the fields in the creation form of the selected object. The fields differ depending on the content type you have selected. Check the available instructions and videos for each content type.

STEP 4 Click on **“Create”**. Your learning object has been created. You can check it in the **“All e-me Content”** list.

STEP 5 **Use** and **share** the object via the hive Wall, the description of an assignment or in your e-me blog.

NOTICE You can easily upload in the app and reuse e-me content objects created by others.

How can I create and assign assignments? (e-me assignments)

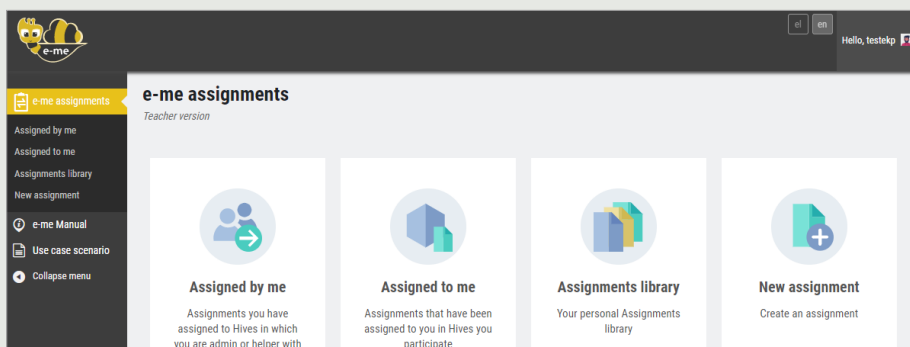


Use the “**e-me assignments**” app to create tasks, assign them to pupils, give feedback and monitor their progress.

How to create an assignment:

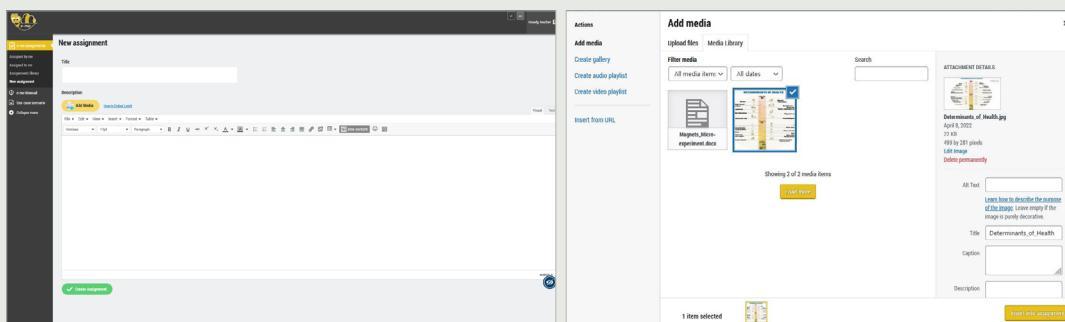
STEP 1

Open the “**e-me assignments**” app on your e-me homepage and click on the “**New assignment**” icon.



STEP 2

Fill in the **title** and description of the **assignment**.



STEP 3

If you wish, enrich the description with multimedia content (images, videos, audios, files etc.), which you have gathered in the **media library**, or add **files** including links to external sources.

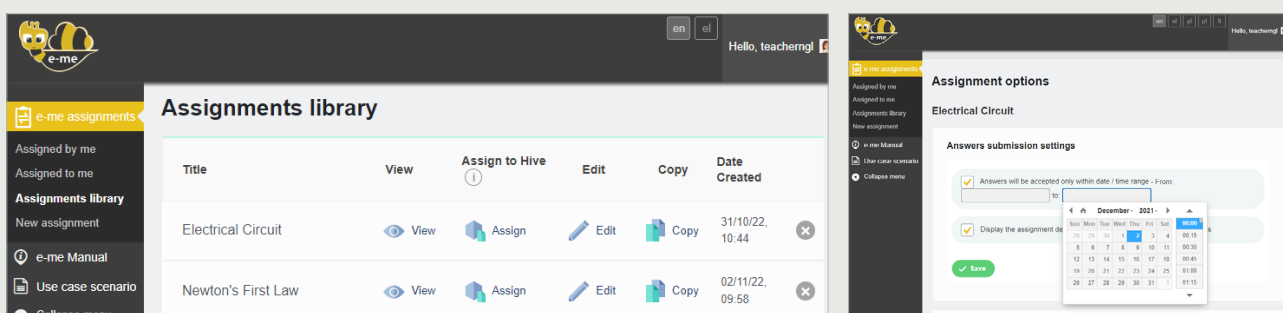
STEP 4

Click on “**Create Assignment**” to save the assignment at your **Assignments library**.

How to assign the assignment:

STEP 1

From your **assignment library** click on “**Assign**” for the particular assignment.



STEP 2

From your hive list select the hive to which you wish to assign the assignment or individual hive members. If you wish, set a **submission time range**.

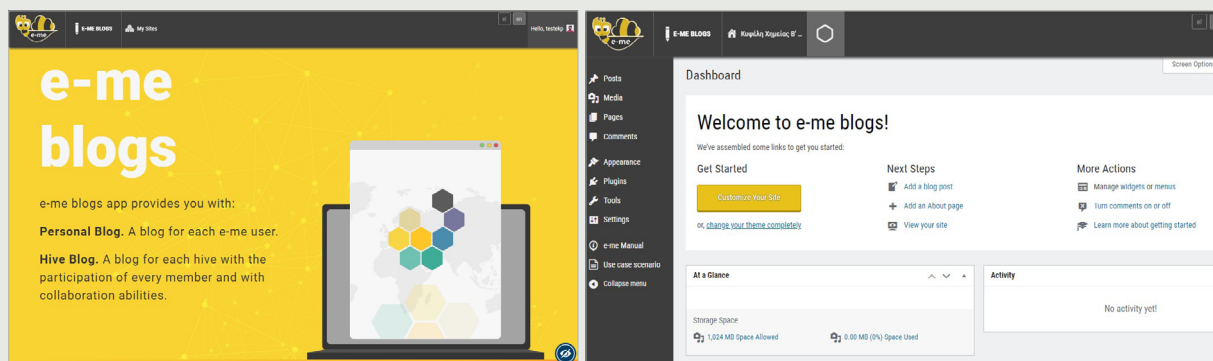
How can I present the work of my class outside of e-me? (e-me blogs)



Use the **e-me blogs** app to create a personal blog or a collaborative hive blog. Blogs are visible to everyone and are used to showcase and highlight the work of pupils, teachers and schools.

A. How to create a blog

STEP 1 Open the **“e-me blogs”** app on your e-me homepage and click on **“Create blogs”** to create your personal blog.



STEP 2 Select the preferable layout and theme of your blog from the **Dashboard**.

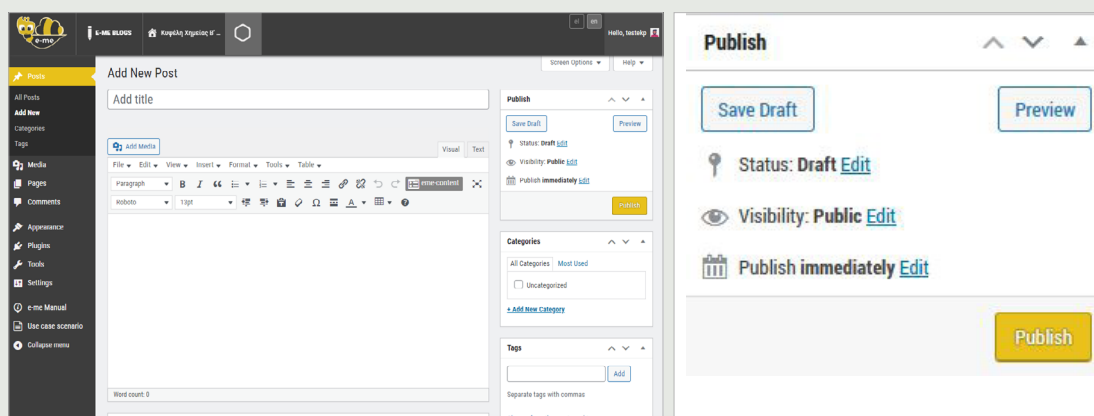
STEP 3 Click on **“Customize & Publish”** to save your preferences and publish the blog.

B. How to publish an article on the blog

STEP 1 On e-me blogs’ main page, click on **“My sites”**.

STEP 2 From the dashboard, select **“Posts > Add new”**.

STEP 3 Write the post (article) and edit it as you wish.



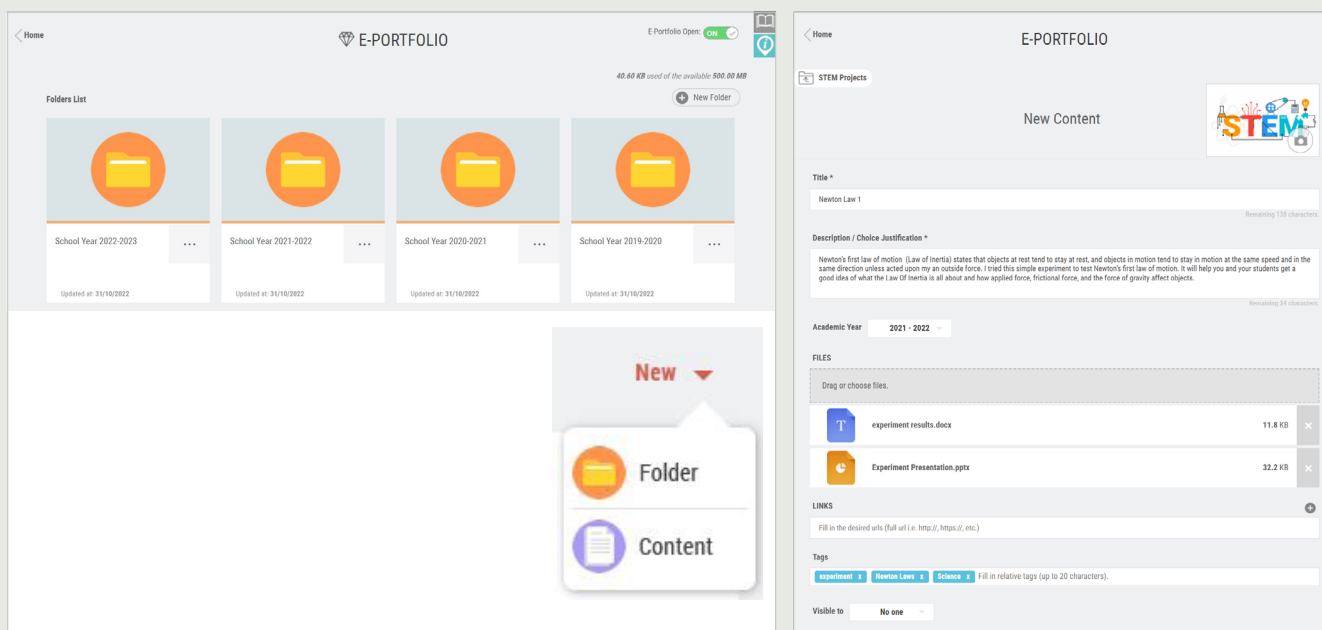
STEP 4 Select **Preview** to check the layout of the post and if it is satisfactory, click on **Publish**.

How can I create and use the digital portfolio? (e-portfolio)



Use the **“e-portfolio”** app to allow pupils to collect, document and maintain year-to-year selected achievements that best support their self-presentation.

STEP 1 Open the **“e-portfolio”** app on your e-me homepage.

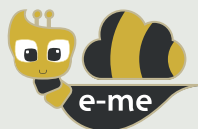


STEP 2 Select **“New Folder”**, add a title and a short description for this folder, save and click on it to open.

STEP 3 Select **“New > Content”**. Add the **Title** of the task you have chosen to include in the e-portfolio folder and **justify your choice**.

STEP 4 Upload (drag and drop) files for the selected task (text files, audio, video, hyperlinks, etc.).

STEP 5 Click on **“Save”**.



If you don't know anything about e-me, please start with our handout:

“Let's start with e-me: Step by step guide for teachers”

(suitable for those educators who know nothing of e-me or those who wish to find out the basics of “**how to do what**” with e-me in just 10 pages)

Available in: Greek and English

You can, also, follow the e-me familiarization scenario, available at the booklet:

“Our digital class in e-me! A familiarization scenario in e-me in 12 steps”

The booklet is structured in small chunks with references for further study corresponding equivalent chapters of the “*Short User Manual of e-me Digital Educational Platform*”, related videos, and **Tasks/Familiarization** exercises for each section

Available in: Greek

e-me Short User Guide

This is the **main recommended e-me training Guide** for you to familiarize with e-me, and it includes its philosophy, and all of its functions and capacities. It briefly covers all core elements and e-me apps, while each unit includes references to selected, relevant videos.

Available in: Greek and English

e-me Extended User Manual & Pedagogical Guide

It aims those who wish to know in depth all e-me services and tools and discover ways of implementing them either in the classroom or in distance learning. Each e-me app includes the following units:

- **What** is the app about?
- **How** can I use the app?
- **How do I use** the app? (detailed instructions for use)
- Sample **user scenario**
- Related **video-tutorials** created by the team of e-me or by other educators
- **Good practices**, with authentic scenarios from leveraging the tools to a classroom setting

(easy to reach online in html format [here](#) for easy navigation via all sections)

Available in: Greek