Manual of Co-MAP Platform

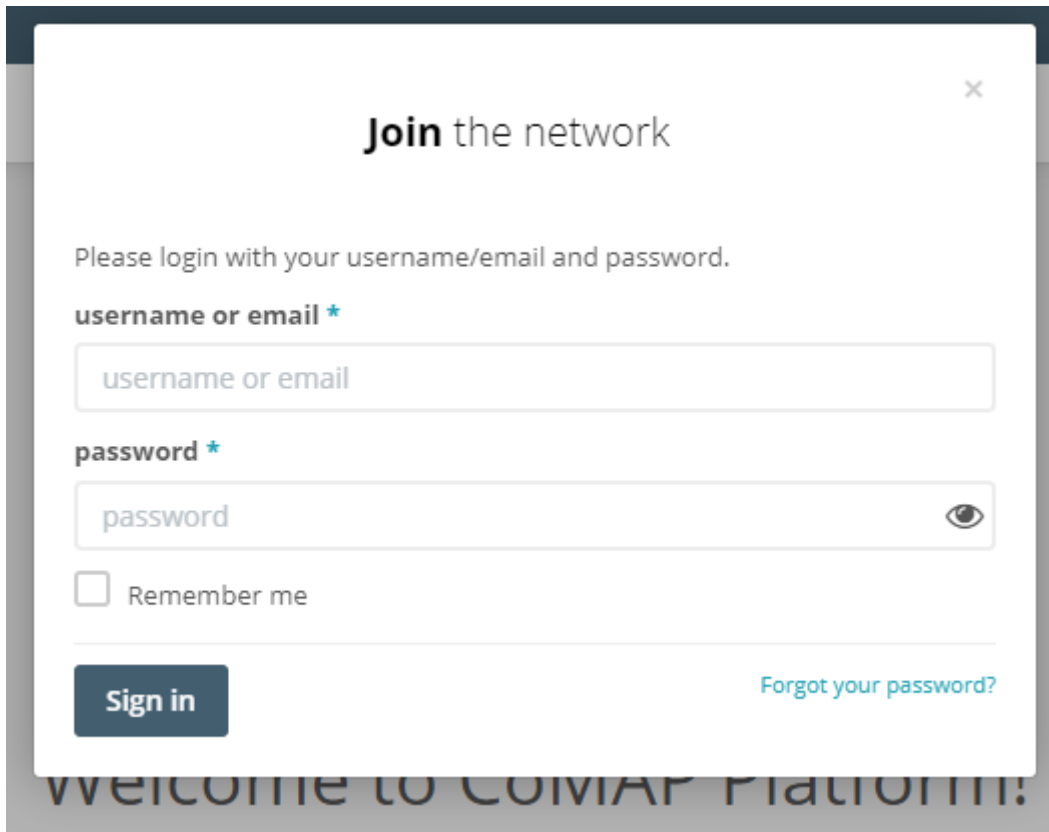## Table of contents

Introduction

This user manual is intended to help users to navigate through the CoMAP Platform and in particular in the "CONNECT" section and the respective Space. The other sections of the platform ("WELCOME", "EDUCATE" & "EXPLORE") are accessible by all users (registered and guests).

1. Users and accounts

1.1 User Login

User accounts have been produced by the Administrator of the platform and have been distributed to each partner.

The "CONNECT" section supports only registered users. Using one of the aforementioned accounts, a user can sign in and use the "CONNECT" section of the platform and the rest of the functionalities outlined in Section 4 of this manual.

Image 1.1: CoMAP sign in pop-up

Registered users can login by entering their credentials in the login pop-up. If the credentials are wrong, an appropriate error message shows up. If the user logs in to the CoMAP platform for the first time, they will be asked to change the predefined password, before proceeding to the platform.

Image 1.2: Password change page, when user logs in for the first time

After successfully changing the predefined password, the user is logged in the platform and sees the Welcome Page.

1.2 Account Recovery

Users have the option to regain access to their account in case they have forgotten their password, by clicking the "*forgot your password*?" link on the sign-in pop up. Users are asked to provide the email address they have indicated on their profile at the CoMap Platform and type in a CAPTCHA security code. An email containing instructions on how they can create a new password is sent to their email address. After successfully creating a new password, users can log in using their new credentials.

2. Basic User Functionalities

2.1 Connect

Once a user logs into the CoMAP Platform, he/she will see the welcome page and gain access to the full content of the platform.
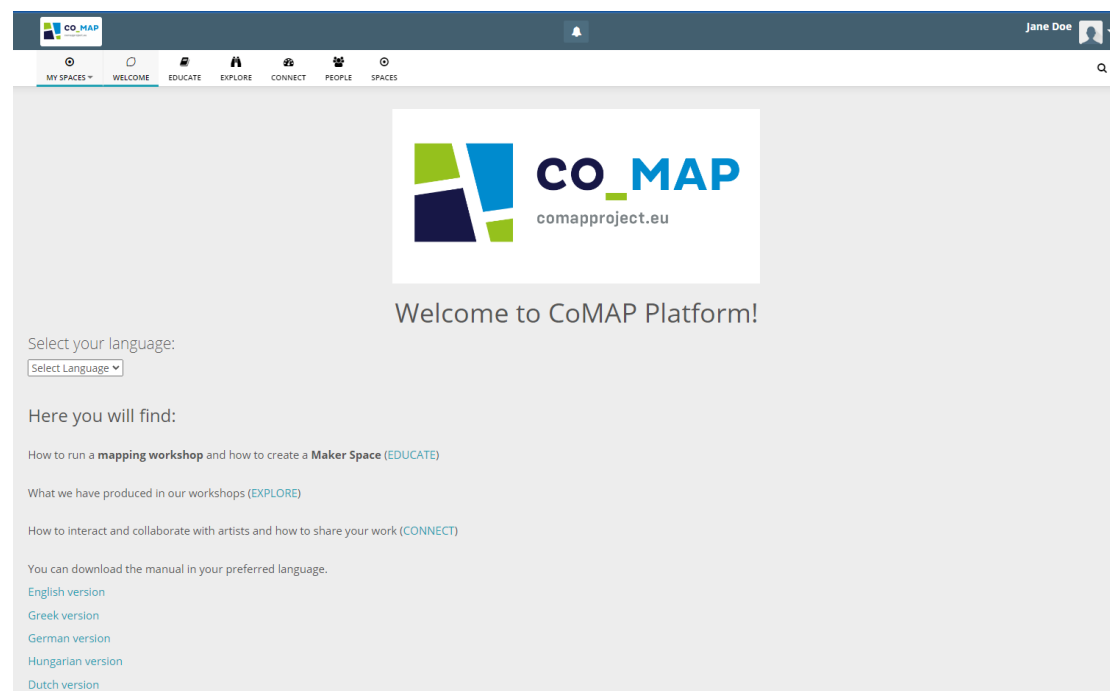

Image 2.1: Welcome page

They can access the "CONNECT" section by selecting the respective icon on the menu at the top of the platform.

A wall stream, that includes contents of spaces and other users' posts that the user is friends with and/or is following, is displayed in this section. The user can like and comment the other users' posts.
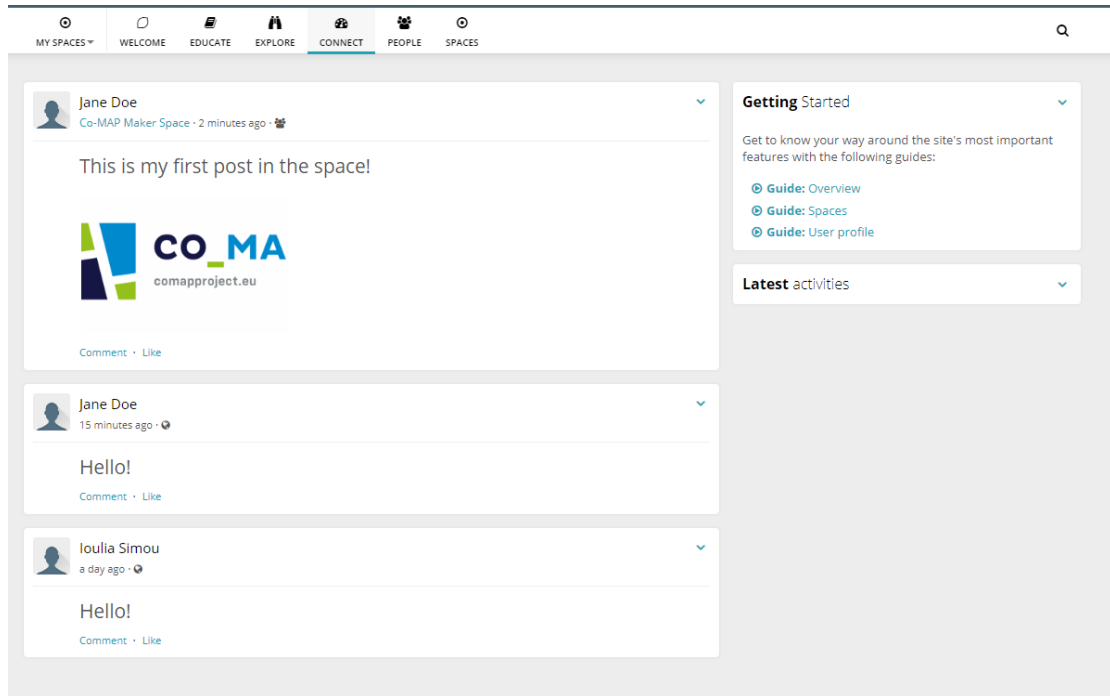
Image 2.2: CONNECT Section

On the top right corner of the platform, there is an arrow right next the user's photo. Once a user clicks this arrow, they will see the following drop-down menu.
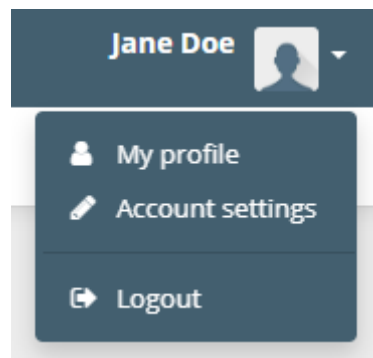

Image 2.3: Drop-Down Menu

2.2 My profile

By clicking the *My profile* button, the user goes to his profile stream. From there the user can edit his profile's settings, post his thoughts, photos and files. Also, on the profile stream, the user's followers are displayed as well as the users that he/she follows and the spaces the user is a member of.
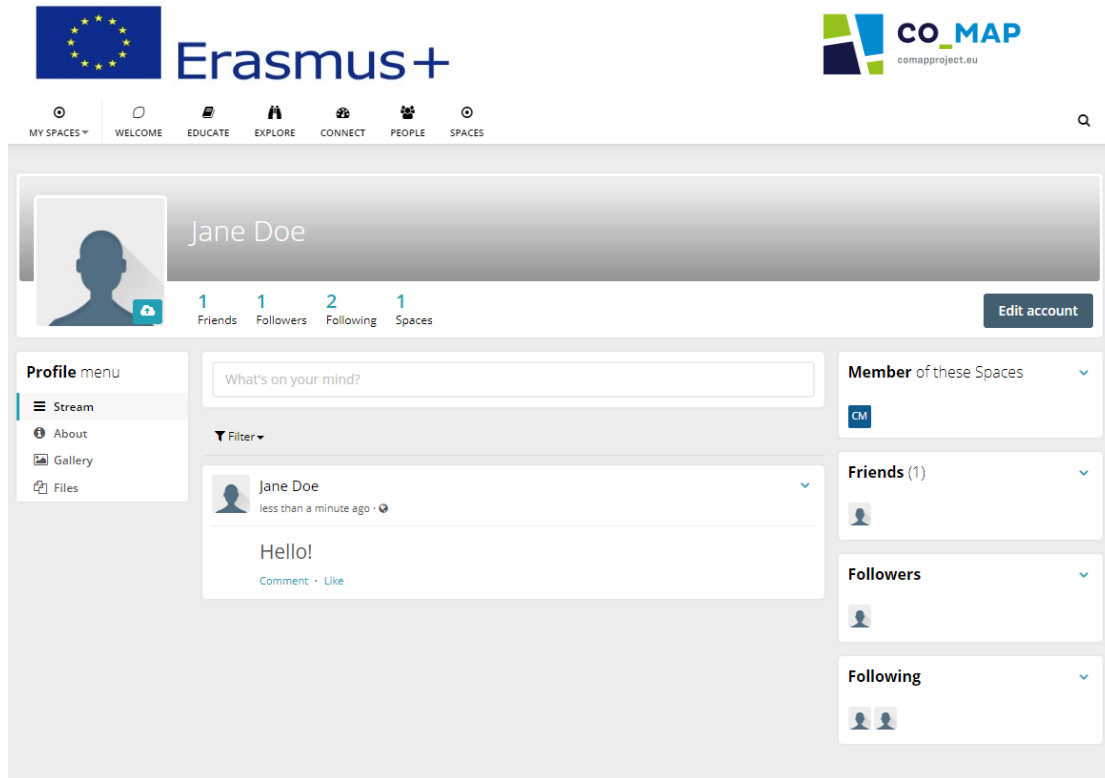
Image 2.4: User's profile

2.3 Account settings

By clicking the *Account settings* button, the user can edit his profile's settings as mentioned before.
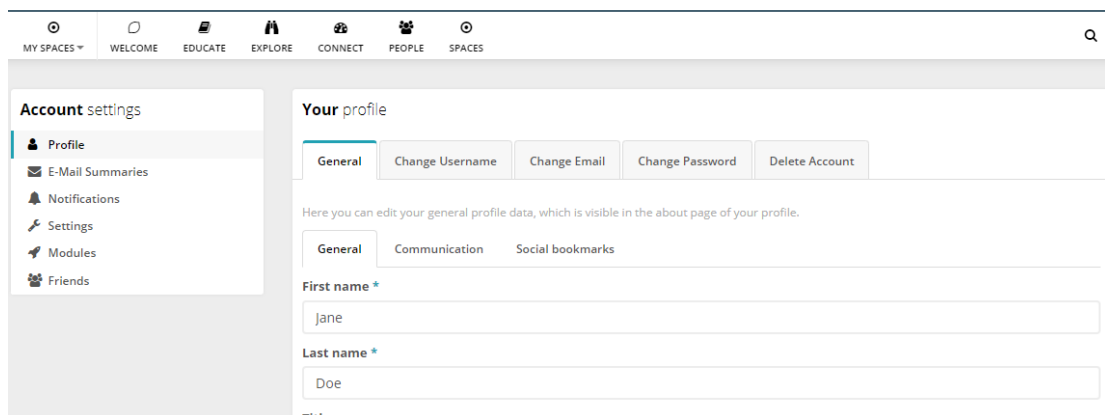

Image 2.5: Account Settings

By clicking the button "Profile" the user will see the above page. At the General settings the user can fill his personal information in order to customize the account. At the "Social bookmarks" tab, the user can add the URL of their social media profiles. If needed, the platform gives the user the ability to change the registered username, password, or email or even to delete the account.

Since the accounts have been manually created by the Administrator, the "Country" field on the user's account has been set by the Administrator and cannot be modified by the user.

By clicking the button "Notifications" the user can configure the desired targets for which he/she wants to receive notifications. Notifications are sent instantly to the user to inform him about newer activity on the platform linked to their account.

By clicking the button "Settings" the user can configure some basic settings, such as the tags that are displayed at his profile stream, the time zone, and the preferred language on the platform.
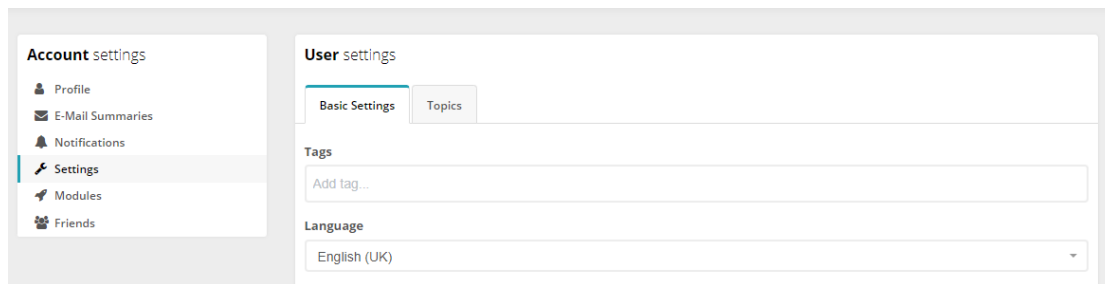

Image 2.6: Language Settings

Note: The Language setting only translates elements that are part of the platform, NOT comments and/or posts written by other users in their native language. To translate these types of comments/posts you have to choose from the language selection provided in the public sections of the platform, i.e. "WELCOME", "EDUCATE" and "EXPLORE" sections.

By clicking the button "Modules" the user sees the available at Profile level modules that have been enabled by the Administrator.

By clicking the button "Friends" the user sees a list of all of his friends and their full names.

The user can change any of the above settings at any time just by following the same process.

2.4 Logout

By clicking the *Logout* button, the user logs out the network and the next time he/she wants to use the CONNECT section, they must sign in again with their credentials. The user is redirected to the Welcome page and only has access to the public sections.
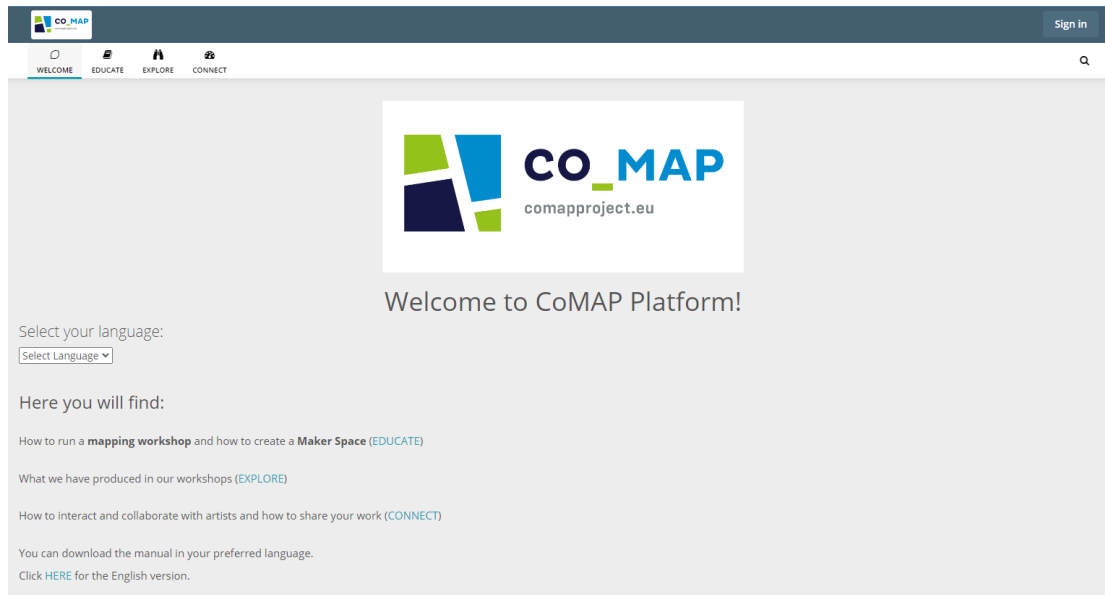

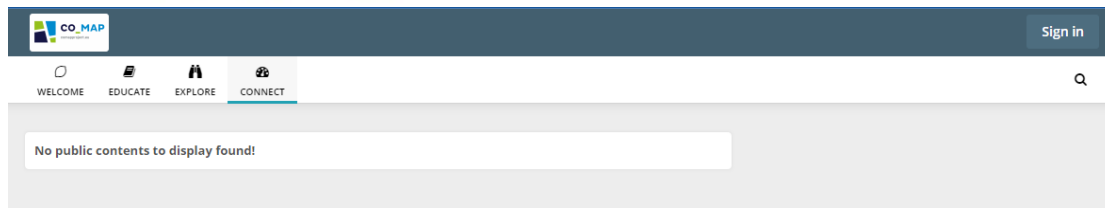*Image 2.7: Welcome page (guest access)*

Image 2.8: CONNECT section (guest access)

3. People

3.1 Groups

There are 4 main user groups in the CoMAP platform:

- Teachers
- Parents
- Artists
- Students

Each user account has been assigned to the respective group.

3.2 People section

Once the user has successfully login to the platform, they can access the People section of the platform where they can search for other users on the platform. Users can use other users' names to find them or use the available filters for User Group and Country.
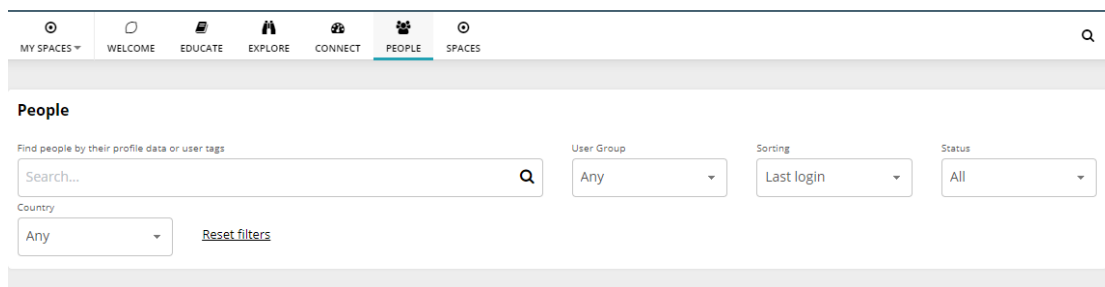

Image 3.1: People section

3.3 Befriending and/or following other users

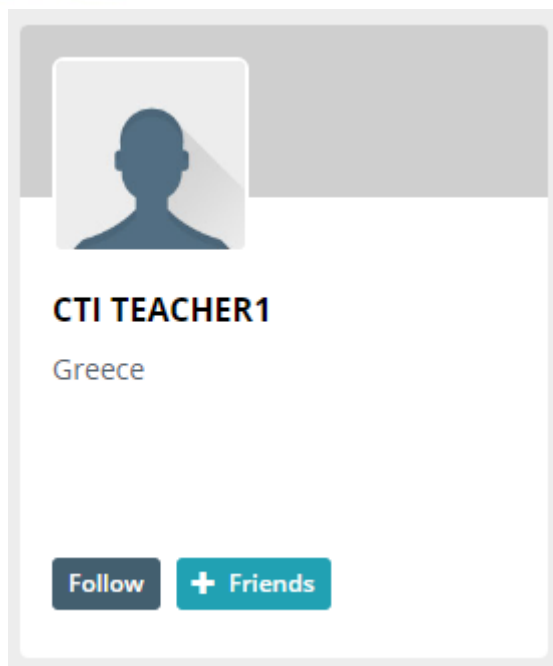Once a user finds the user account they searched for, they can Follow or Become friends with the other user.

Image 3.2: Following/Befriending a user (People section)

By clicking on the "Follow" button, the user instantly becomes a follower of the other user, thus their activity will appear on the user's "CONNECT" section.

By clicking on the "+ Friends" button, the user sends a friend request to the other user. To become friends on the platform, the other user has to accept the sent friend request.

The aforementioned buttons can also be found on another user's profile, which can be accessed by clicking on their name in the People section.
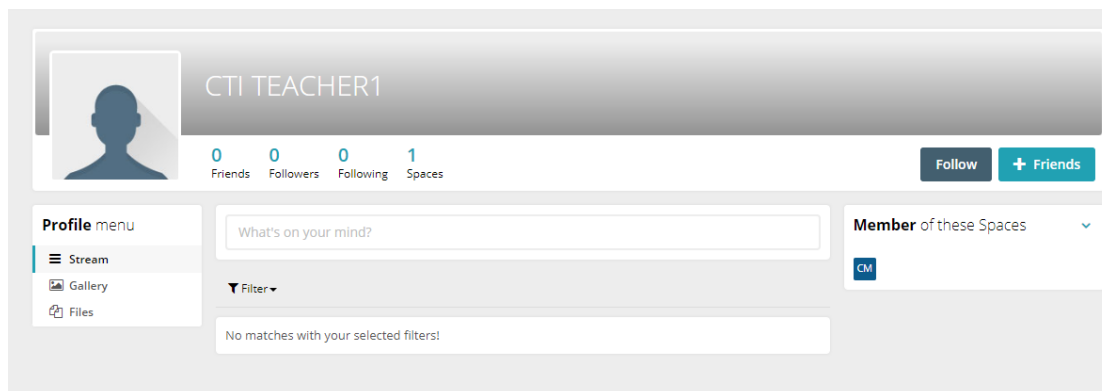

Image 3.3: Following/Befriending a user (User's profile)

4. Spaces

All users registered on the CoMAP platform are members of the one space of the platform, entitled "Co-MAP Maker Space". In the "Co-MAP Maker Space" space, users can express their thoughts, like the posts or the comics that other users have posted in the space, and also can comment on other users' posts.
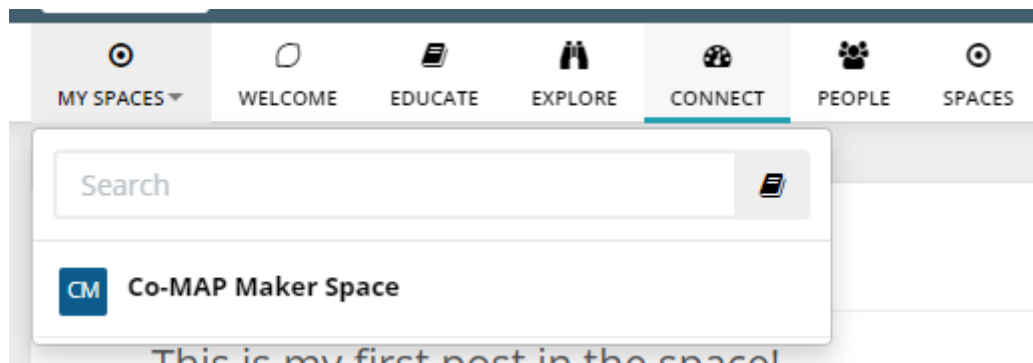
Image 4.1: Top menu

In the top menu, the button "SPACES" shows to the user all the available spaces on the platform (i.e. the only one available for the CoMAP platform) and the button "MY SPACES" shows a list of the spaces the user is a member of.

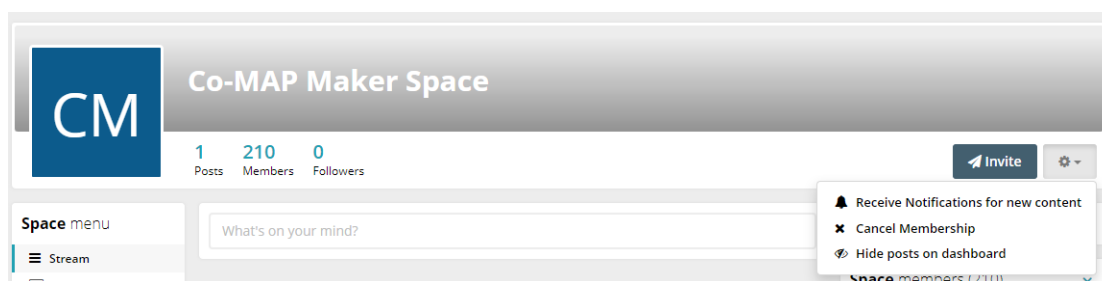If a user decides to cancel their membership in the space, they can join in again at any time.

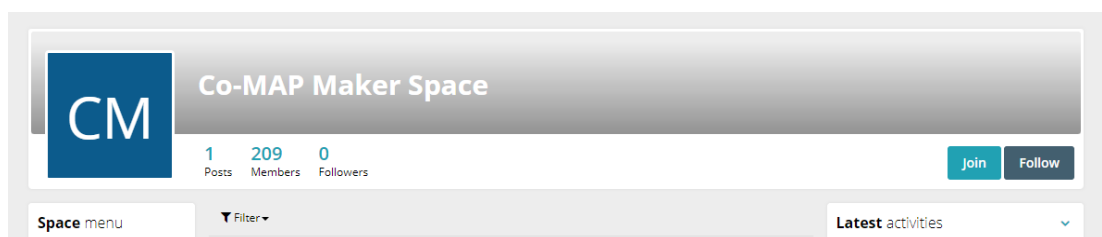*Image 4.2: Cancellation of membership*

Image 4.3: Joining the "Co-MAP Maker Space" space

5. Modules

The enabled modules for any registered user and in the "Co-MAP Maker Space" space can be found on the Profile menu or the Space menu on the left side of the page.
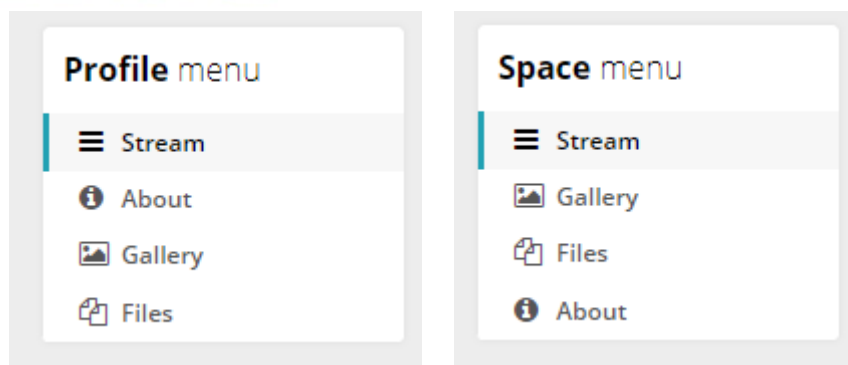
Image 5.1: Profile and Space menu

The modules Gallery and Files provide users with useful features and enable them to create different kinds of content.

5.1 Gallery

Each user can create galleries on their profile. To create a gallery the user must click the "Click here to add new gallery" button. Once the user clicks the button, the following form is displayed:
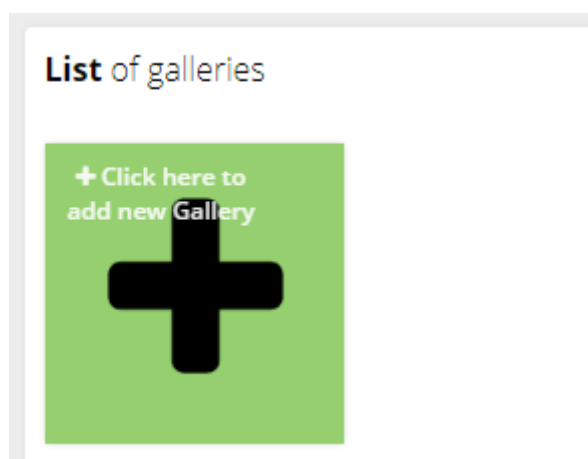

Image 5.2: New gallery button

Image 5.3: Adding a new gallery

The user must give a title to the gallery. Also, the user can add a description and decide the order of the photos.

When the user clicks "Save" the gallery has been created and the user can add images by clicking the "Click or drop files here" button.

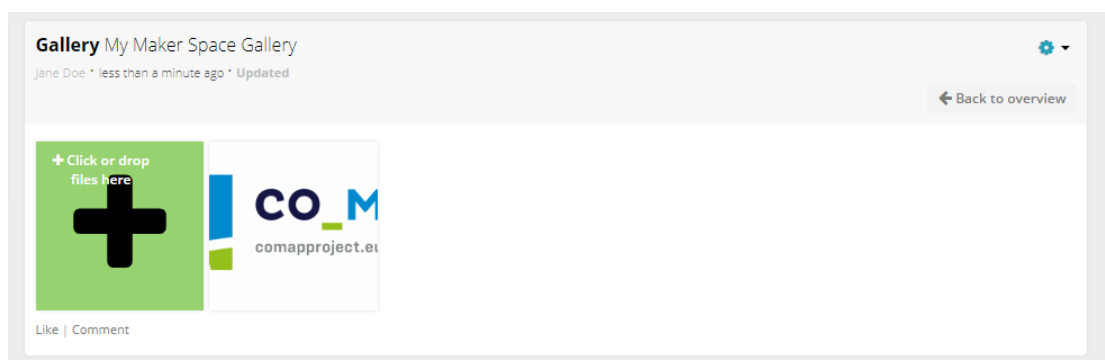The uploaded photos can be found in the created gallery.

Image 5.4: Adding images in the gallery

Other users can like and/or comment on the gallery content or the gallery itself. In the "Co-MAP Maker Space" space, users can interact (like and/or comment) with the already created Galleries and their content.

5.2 Files

Similar to the Gallery module, the Files modules provides users with the functionality of adding other types of files on their profiles or in the space.
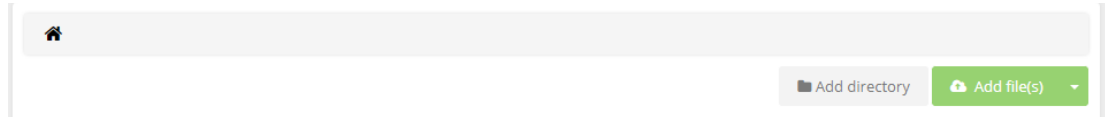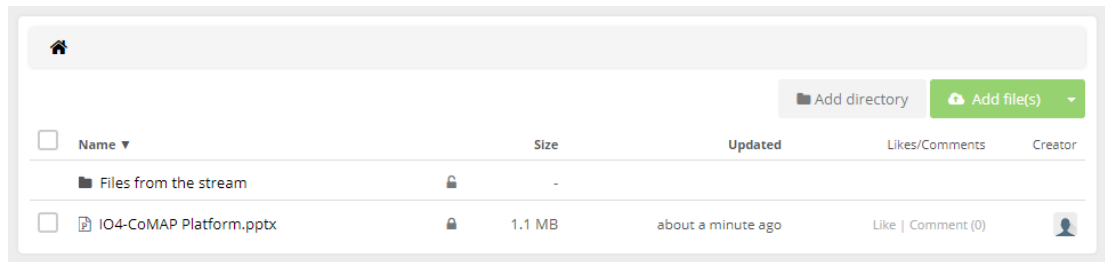

Image 5.5: Adding a new file

Image 5.6: A newly added file

Likewise, other users can comment and/or like the uploaded files.

5.3 Stream – Activity posts

When a gallery is created and/or a file is uploaded, respective activity posts appear in the activity stream of the user's profile or the space. The activity posts also appear in the CONNECT section stream of users that are members of the space or friends with/followers of the user.

A user can create a stream post by writing in the respective block, either on their profile or the space.
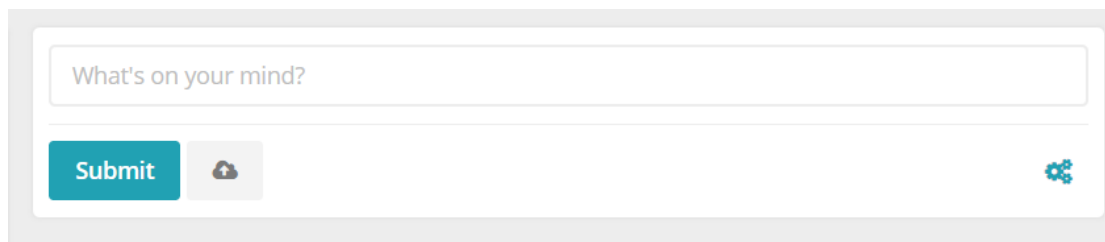

Image 5.7: Creating a stream post [1]

It is possible for a user to use emojis, or attach files, e.g., images or videos, to their post. **The maximum upload file size is 16MB. It is suggested that users attach on file per post, so as the rest of the users can like and/or comment on the respective post they wish.**
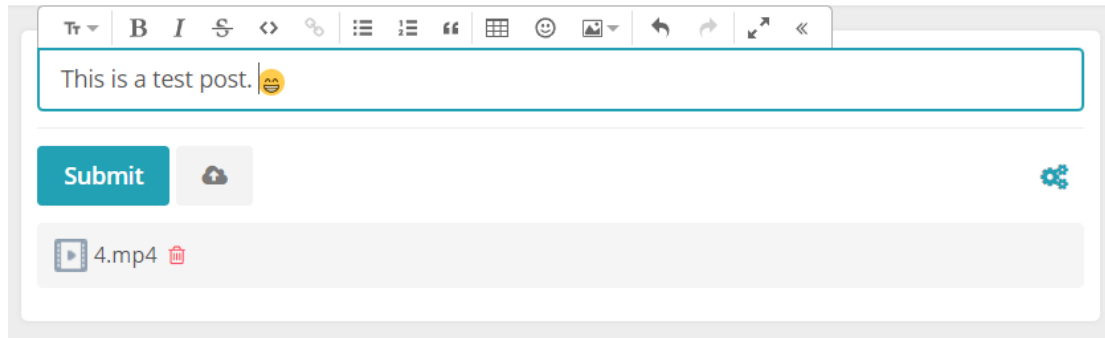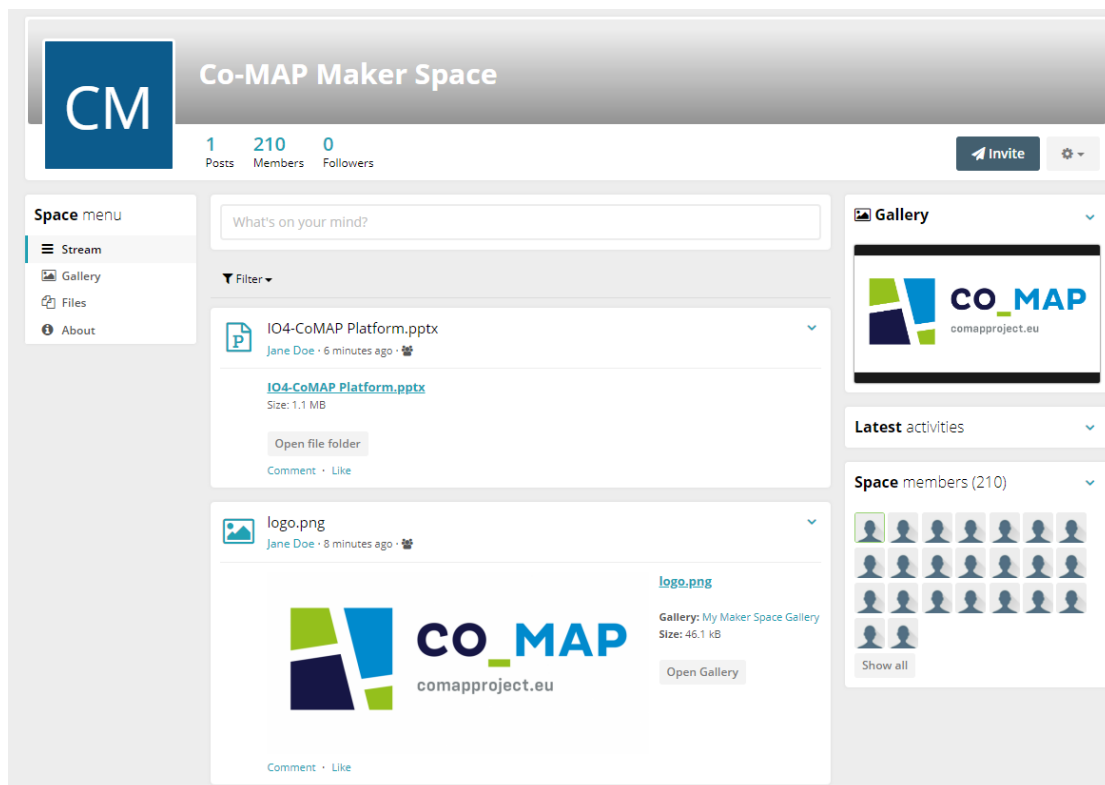
Image 5.8: Creating a stream post [2]

Image 5.9: Activity stream of the space

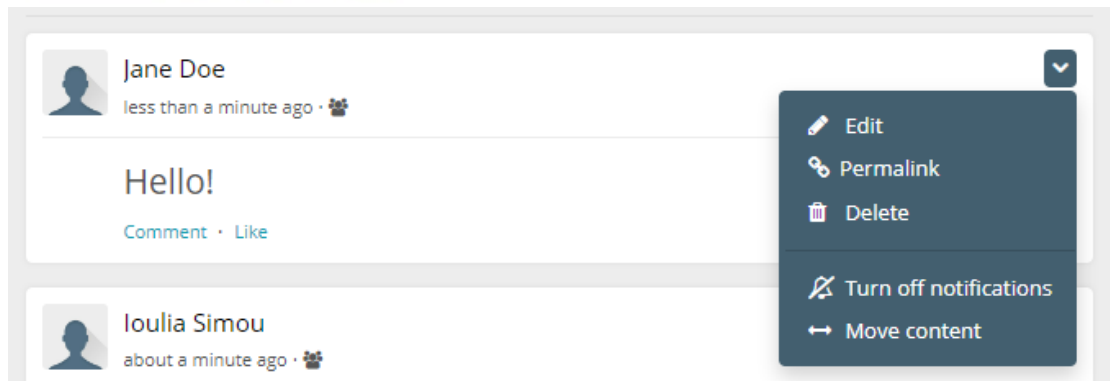The user can edit or delete any posts they have created by selecting the "Edit" or "Delete" options that appear by clicking on the arrow on the top right corner of their post.

Image 5.10: Editing – Deleting a post