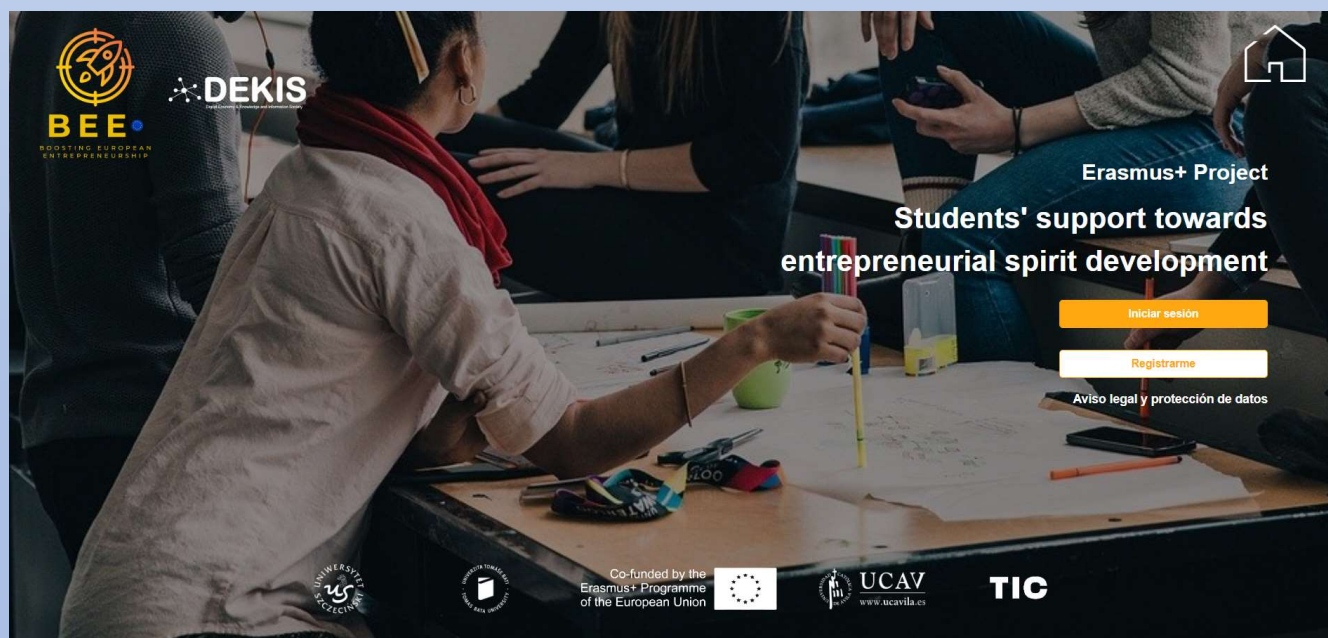




WEB APPLICATION USER'S MANUAL

<https://thebeeproject.eu/>

(Beta Version 0.0)



English version



STUDENTS' SUPPORT

towards entrepreneurial spirit development

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UCAV
www.ucavila.es



TIC

Índex

1.- Choose Language

2.- Teachers part

2.1.- New teacher registration

2.2.- My classes I

2.3.- New class

2.4.- New center

2.5.- My classes II

2.6.- Phase 1: All your students I

Phase 1: All your students II 2.8.

Phase 1: All your students III 2.9.

Phase 1: All your students IV 2.10.

2.10.- Phase 2: Rubrics I

2.11.- Phase 2: Rubrics II

2.12.- Phase 3: Final Phase I

2.13.- Phase 3: Final Phase II (Sending email)

3.- Students part

3.1.- New student registration

3.2.- Registering class

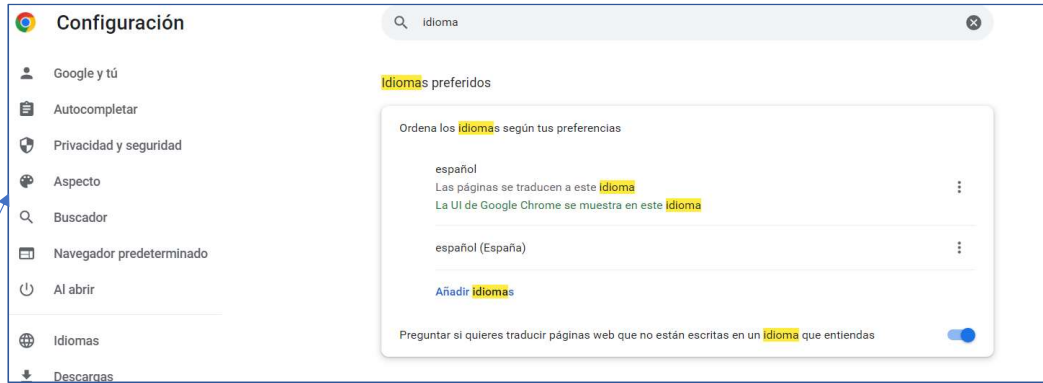
3.3.- Student test

1.- Choose language

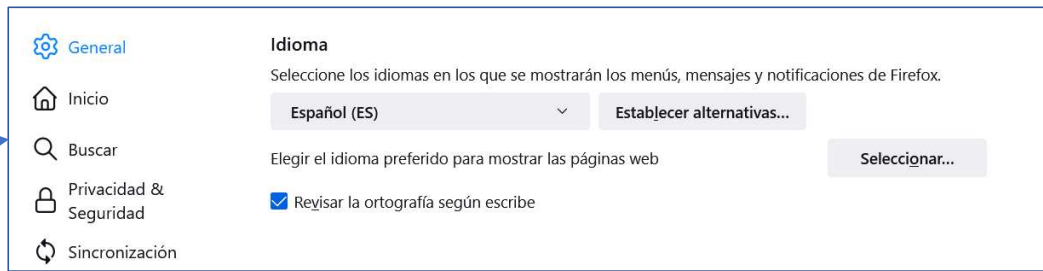
The application is ready to be used in different languages (English, Spanish, Czech and Polish). For this purpose, the application detects the language in which the browser is configured. If the browser is not in any of these languages, the application will be displayed in English.

Normally a user has the browser configured in his language. If this is not the case, or if you want to change it, you must access the language configuration menu of your browser.

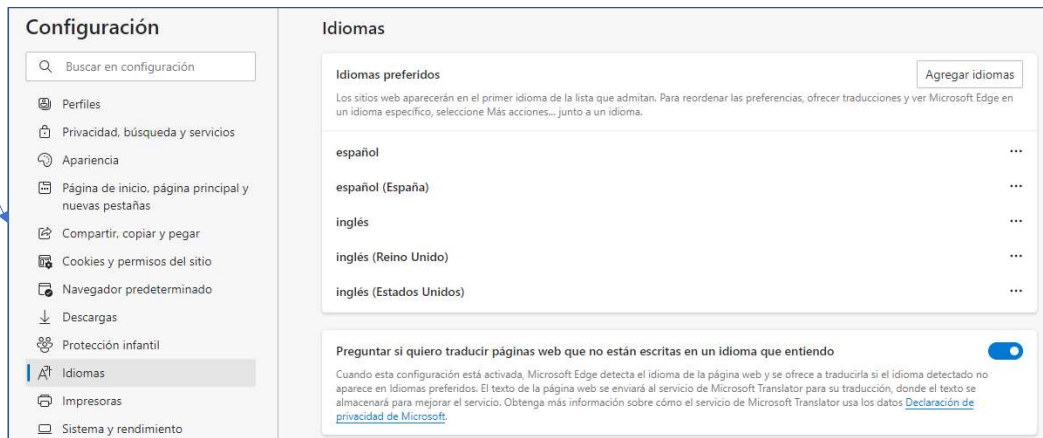
Google Chrome



Mozilla Firefox



Microsoft Edge



2.1.- New teacher registration

Nuevo Profesor

Tipo de usuario: Profesor Alumno

Nombre*

Apellidos*

Email*

Centro*
Seleccione un centro **Nuevo centro**

Usuario*

Contraseña*

Confirma contraseña*

Código de validación* **Obtener código de validación**

Guardar * Campos requeridos

The user type is selected.

It is important to enter a valid email address. In it, you will receive the code that will allow you to validate your registration..

If the desired center is not in the list, it can be created by clicking on "New center".

Nuevo centro

Tipo*:

Nombre*:

Siglas*:

Ciudad*:

Región*:

País*:

Guardar * Campos requeridos

Note: the "Save" button is only shown to the teacher once he/she has accepted the terms and conditions of the website.

It is important to remember the "User" name. It is the one used to access the application together with the password. It is a unique identifier, so if it exists in the system, you will be required to modify it.

Once you have filled in the data, click on "Obtain validation code". An alphanumeric code will be sent to the indicated email, which must be entered in the corresponding box within 3 minutes for it to be valid. In this same email the user will be sent the data protection contract corresponding to the use of the application.

2.2.- My classes I

When a teacher logs in he/she will access to my classes screen.

Initially, the teacher is assigned only to the center indicated in the registration.

However, you can register new centers by clicking on "New center".

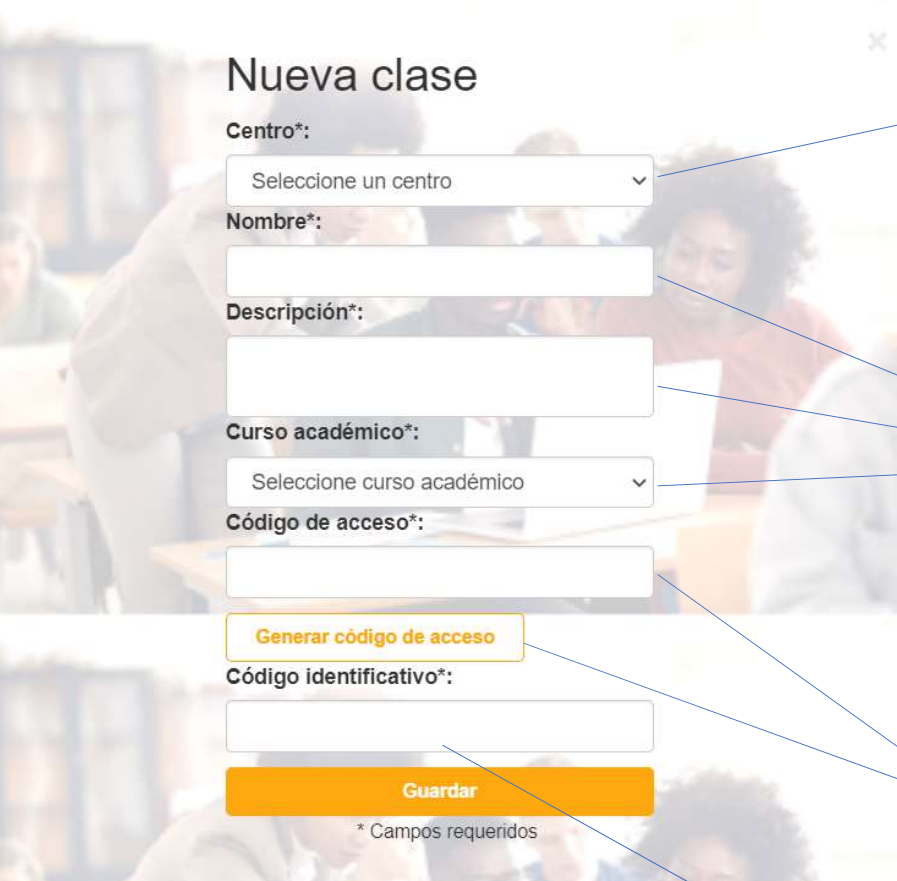


Initially, the teacher will not have any classes created.

You can create new classes by clicking on "New class".

2.3.- New class

To create a new class, click on "New class" in the "My classes" section.



Nueva clase

Centro*:
Selecione un centro

Nombre*:

Descripción*:

Curso académico*:
Selecione curso académico

Código de acceso*:

Generar código de acceso

Código identificativo*:

Guardar

* Campos requeridos

You must select the center to which you want to associate the class. Important! This dropdown only shows the centers with which the teacher is associated. If the teacher wants to create a class for a different center, he/she must first associate to it as shown in section 2.4.

The data for the class name, a brief description of the class and the academic year are entered. Important! The system will not allow you to create classes associated with the same center in which the pair of values "class name" and "academic year" coincide.

The "Access code" is the code that teachers must provide to their students to have access to their classes. Each class must have a different code. This code is generated by clicking on "Generate access code". The code can be consulted by the teacher whenever he/she wants in the "My classes" section.

This code must be entered manually by the teacher and serves to have a reference to the class.
Example: UCAV0001_2223

2.4.- New center

If a professor teaches at different centers, he/she may have different associated centers.



By clicking on "New center" in the "My classes" section, you can associate your user to a new center.

Nuevo centro

Centro*

Seleccione un centro

Nuevo centro

Guardar * Campos requeridos

Nuevo centro

Centro*

Seleccione un centro

- Seleccione un centro
- Universidad Católica de Ávila
- Univerzita Tomáše Bati
- Uniwersytet Szczecinski
- Technology Innovation Centre Ltd
- Universidad de las Américas

Nuevo centro

* Campos requeridos

If the plant to which you want to associate is not yet in the system, you can create a new plant.

Nuevo centro

Tipo*:

Nombre*:

Siglas*:

Ciudad*:

Región*:

País*:

Guardar * Campos requeridos

2.5.- My classes II

When the teacher has created classes, they are displayed in a list, organized by centers.

Clicking on this icon displays the access code or password. This code is the one that must be provided to the student in order to have access to the class in question. It is important to note that no student will be able to register in the application if he/she does not have at least one of these codes.

Clave de acceso: ISCDWNHY

OK

Mis clases

UCAV - Universidad Católica de Ávila - Ávila (España)

Class Name	Description	Academic Year	Edit	Access
Clase1Profesor1	Clase1Profesor1	2022-2023	Editar	Acceder
Clase2Profesor1	Clase2Profesor1	2022-2023	Editar	Acceder
Clase3Profesor1	Clase3Profesor1	2022-2023	Editar	Acceder

Class name

Description

Academic Year

The "Edit" button allows you to modify general parameters of the class.


Access to the class. This button will display the initial screen of the class.





















2. 6.- Phase 1: All your students I



The initial test is active from the moment the class is created, but the student will only see the final test after the indicated date. This date is editable by the teacher and only by changing it in the calendar it is saved.

In this first screen the students are in phase 1. There are all the students registered in this class. This first phase consists of two tests. An "Initial test" at the beginning of the teaching period and a "Final test" at the end of the teaching period.

Todos tus alumnos: Clase1Profesor1

Fecha activación del test final: 20/09/2022 

Alumno	Test inicial	Test final	Progreso	Fase 2	
 Alumno1 Alumno1	 Not visualized	 Undone	 25% completed	<input type="checkbox"/>	
 Alumno2 Alumno2	 Visualized	 Undone	 50% completed	<input type="checkbox"/>	
 Alumno4 Alumno4	 Visualized	 Not visualized	 75% completed	<input checked="" type="checkbox"/>	
 Alumno5 Alumno5	 Visualized	 Visualized	 100% completed	<input checked="" type="checkbox"/>	

2.7.- Phase 1: All your students II

In the details of each student, you can see the status of each of the tests. The following cases exist:

Visualized: made by the student and viewed by the teacher.

Not visualized: made by the student but not seen by the teacher.

Undone: not done by the student.

Alumno	Test inicial	Test final	Progreso	Fase 2	
Alumno1 Alumno1	Not visualized	Undone	25% completed	<input type="checkbox"/>	
Alumno2 Alumno2	Visualized	Undone	50% completed	<input type="checkbox"/>	
Alumno4 Alumno4	Visualized	Not visualized	75% completed	<input checked="" type="checkbox"/>	
Alumno5 Alumno5	Visualized	Visualized	100% completed	<input checked="" type="checkbox"/>	
Alumno111 Alumno111	Undone	Undone	0% completed	<input type="checkbox"/>	

Depending on the status of each test, the progress of this phase 1 is shown.

0%: the student has not taken either of the two tests. 25%: the student has taken only the first test, but the teacher has not displayed it.

50%: the student has taken only the first test and the teacher has visualized it.

75%: the student has taken both the first and the second test, but the teacher has only visualized the first one.

100%: the student has taken both tests and the teacher has visualized them.

2.8.- Phase 1: All your students III

The teacher can access his students' tests and see their answers, as long as the student has taken the test.

Student	Progress	Visualized	Undone	Checkbox	Trash
Alumno2 Alumno2	50% completed	Visualized	Undone	<input type="checkbox"/>	Trash
Alumno4 Alumno4	75% completed	Visualized	Not visualized	<input checked="" type="checkbox"/>	Trash
Alumno5 Alumno5	100% completed	Visualized	Visualized	<input checked="" type="checkbox"/>	Trash

By clicking on one of the initial tests, the teacher will be able to see the student's answers.

By clicking on one of the final tests, the teacher will be able to see the student's answers compared to the answers of the initial test. The numerical scores show a series of arrows indicating the change during the process.

Cuestionario: Alumno5 Alumno5

Preguntas iniciales	COMPLETADO	Preguntas finales	COMPLETADO
En una escala de 1 a 10, ¿cuál es el camino profesional que te gustaría seguir cuando termines los estudios? (1 = en total desacuerdo, 10 = totalmente de acuerdo).		En una escala de 1 a 10, ¿cuál es el camino profesional que te gustaría seguir cuando termines los estudios? (1 = en total desacuerdo, 10 = totalmente de acuerdo).	
1. Empleado en una pequeña empresa	2	1. Empleado en una pequeña empresa	9 ↑
2. Empleado en una gran empresa	2	2. Empleado en una gran empresa	9 ↑
3. Empleado público	2	3. Empleado público	8 ↑
4. Emprendedor, trabajador por cuenta propia	2	4. Emprendedor, trabajador por cuenta propia	8 ↑
5. Sucesor en un negocio familiar	3	5. Sucesor en un negocio familiar	8 ↑
6. Empleado en una institución académica	2	6. Empleado en una institución académica	9 ↑
7. Empleado en una empresa del tercer sector	2	7. Empleado en una empresa del tercer sector	8 ↑
8. ¿Cómo de probable es que te conviertas en emprendedor? (1-10, Poco probable-Muy probable)	2	8. ¿Cómo de probable es que te conviertas en emprendedor? (1-10, Poco probable-Muy probable)	9 ↑

2.9.- Phase 1: All your students IV

Students can be deleted in phase 1. This action involves sending an email to the deleted student, in which a brief explanation of the reason for the deletion can be given.

Esta seguro que desea eliminar el alumno: Alumno1 Alumno1?

¿Por qué desea eliminar al alumno?:

OK Cancelar

The screenshot displays a list of five students in a table-like format. Each row represents a student and includes a profile icon, name, status icons, progress bar, a checkbox, and a delete icon. The background shows a blurred image of students in a classroom.

Student Name	Status 1	Status 2	Progress	Checkbox	Delete Icon
Alumno2 Alumno2	Visualized	Undone	50% completed	<input type="checkbox"/>	🗑️
Alumno4 Alumno4	Visualized	Not visualized	75% completed	<input checked="" type="checkbox"/>	🗑️
Alumno5 Alumno5	Visualized	Visualized	100% completed	<input checked="" type="checkbox"/>	🗑️
Alumno111 Alumno111	Undone	Undone	0% completed	<input type="checkbox"/>	🗑️
Alumno112 Alumno112	Undone	Undone	0% completed	<input type="checkbox"/>	🗑️

To move students to phase 2 it is only necessary to check the desired "check" and click on "next". Please, Note: a student cannot move to phase 2 without having at least the initial test completed.

2.10.- Phase 2: Rubrics I

In phase 2 the teacher can evaluate the student following a series of pre-established rubrics.

By clicking on "summary and scoring" you can see the scoring system for each of the headings.

Alumnos en fase 2: Clase1Profesor11

ALUMNO

Alumno115 Alumno115

RÚBRICAS & PUNTOS

- Rúbricas 1: Papel en el equipo
- Rúbricas 2: Identificación de la idea de negocio
- Rúbricas 3: Configuración del modelo de negocio
- Rúbricas 4: Presentación del modelo de negocio
- Rúbricas 5: Requisitos legales para iniciar un negocio
- Rúbricas 6: PMV (producto mínimo viable)
- Rúbricas 7: Cliente/usuario
- Rúbricas 8: Validación y estudio de mercado
- Rúbricas 9: Valor para el cliente
- Rúbricas 10: Distribución - cómo se entregará y venderá
- Rúbricas 11: Plan de comunicación
- Rúbricas 12: Página web (u otro canal de comunicación similar)
- Rúbricas 13: Visión
- Rúbricas 14: Fijación de precios, cálculo de costes, elaboración de presupuestos
- Rúbricas 15: Flujo de caja
- Rúbricas 16: Fuentes de financiación
- Rúbricas 17: Presentación final de un plan de negocio completo
- Rúbricas 18: Trabajo continuo en los módulos individuales; nivel de actividad y participación de los estudiantes
- Rúbricas 19: Cumplimiento de las tareas individuales asignadas para el plan de empresa
- Rúbricas 20: Rúbrica no definida (pendiente)

FASE 3

Resumen y puntuación

0

2.12.- Phase 3: Final Phase I

The teacher should move the students chosen to carry out an entrepreneurship project to phase 3.

The teacher can add comments to be emailed to the student.

The teacher can download the student data from this phase 3 in csv. This csv can be opened with Microsoft Excel and saved in any other spreadsheet format.

Alumnos en fase 3: Clase1Profesor11

ALUMNO
Alumno115 Alumno115

RESUMEN DE NOTAS

- Primer cuest.
- Último cuest.
- Papel en el equipo
- Identificación de la idea de negocio
- Configuración del modelo de negocio
- Presentación del modelo de negocio
- Requisitos legales para iniciar un negocio
- FMV (producto mínimo viable)
- Cliente/usuario
- Validación y estudio de mercado
- Valor para el cliente
- Distribución - cómo se entregará y venderá
- Plan de comunicación
- Página web (u otro canal de comunicación similar)
- Visión
- Fijación de precios, cálculo de costes, elaboración de presupuestos
- Flujo de caja
- Fuentes de financiación
- Presentación final de un plan de negocio completo
- Trabajo continuo en los módulos individuales, nivel de actividad y participación de los estudiantes
- Cumplimiento de las tareas individuales asignadas para el plan de empresa
- Rúbrica no definida (pendiente)

COMENTARIOS

COMPLETADO
COMPLETADO

Estos comentarios serán enviados al estudiante:
¡Enhorabuena! Has pasado a la siguiente.

Estos comentarios son privados. No se enviarán al alumno:
El alumno está muy interesado en temas de emprendimiento.

NOTAS FINALES
Excellent (A)

Save icon

The teacher can see the summary of the student's activities during the whole process.

The teacher can add private comments (only the teacher will see them).

The teacher can add a final grade to evaluate the whole process.

It is necessary to click on "Save" for the changes to take effect.

2.12.- Phase 3: Final Phase II (Sending of email)

Alumnos en fase 3: Clase1Profesor11

ALUMNO	RESUMEN DE NOTAS	COMENTARIOS	NOTAS FINALES
Alumno115	<ul style="list-style-type: none">Primer cuast.Último cuast.Papel en el equipoIdentificación de la idea de negocioConfiguración del modelo de negocioPresentación del modelo de negocioRequisitos legales para iniciar un negocioPMV (producto mínimo viable)Cliente/usuarioValidación y estudio de mercadoValor para el clienteDistribución - cómo se entregará y venderáPlan de comunicaciónPágina web (u otro canal de comunicación similar)VisiónFijación de precios, cálculo de costes, elaboración de presupuestosFlujo de cajaFuentes de financiaciónPresentación final de un plan de negocio completoTrabajo continuo en los módulos individuales, nivel de actividad y participación de los estudiantesCumplimiento de las tareas individuales asignadas para el plan de empresaRúbrica no definida (pendiente)	<p>COMENTARIOS</p> <p>Estos comentarios serán enviados al estudiante:</p> <p>¡Enhorabuena! Has pasado a la siguiente.</p> <p>Estos comentarios son privados. No se enviarán al alumno:</p> <p>El alumno está muy interesado en temas de emprendimiento.</p>	Excellent (A)

By clicking on the student's name an email can be sent to the student with a summary of all the data of this phase 3.

Se va a enviar un email al alumnos con los datos de la fase 3.

OK

Cancel

Clicking ok will send the student a congratulatory email that also contains the grades of their rubrics, the desired comments (to be included in the text box indicated) and the final grade of the process.

Pressing "Cancel" or "Close" will abort the process and the email will not be sent.

3.1.- New student registration

To register a student must complete all the fields in the following form.

Nuevo alumno

Tipo de usuario: Profesor Alumno

Nombre* Apellidos*

Usuario* Email*

Clave de acceso* ¿Cuántos años tienes?*

Región/País* Tamaño de tu población*

Nivel de educación* Área de conocimiento*


Contraseña* Confirma contraseña*

I've read and accept [the terms and conditions](#)

It is important to remember the "User" name. It is the one used to access the application together with the password. It is a unique identifier, so if it exists in the system, you will be required to modify it.

The student must enter a valid email address where he/she will receive the data protection document concerning the use of the application.

It is a prerequisite for registration as a student to be at least 18 years old.

IMPORTANT! In order for a student to be able to register, he/she must have a password or access code. This code must have been provided by the teacher. The teacher can see the code of the corresponding class by clicking: 

Clicking on "terms and conditions" will display a popup showing the data protection policy for the use of the application. Once accepted, the "Save" button is enabled, allowing the student to complete his/her registration.

- You agree not to make fraudulent use of the application, not to distribute your passwords to third parties and, in short, to use it appropriately.

- You agree to use an appropriate language in dealing with the registrants and throughout the evaluation process.

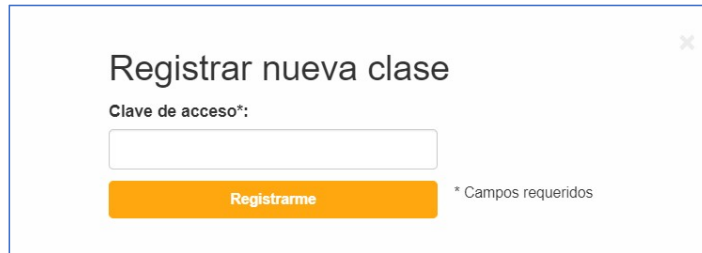
If you complete the registration process, you also accept the privacy policy.

OK

Cancel

3.2.- Registering class

Once registered, a student will see a screen with the class data associated with the access code used in the registration (code provided by the teacher).

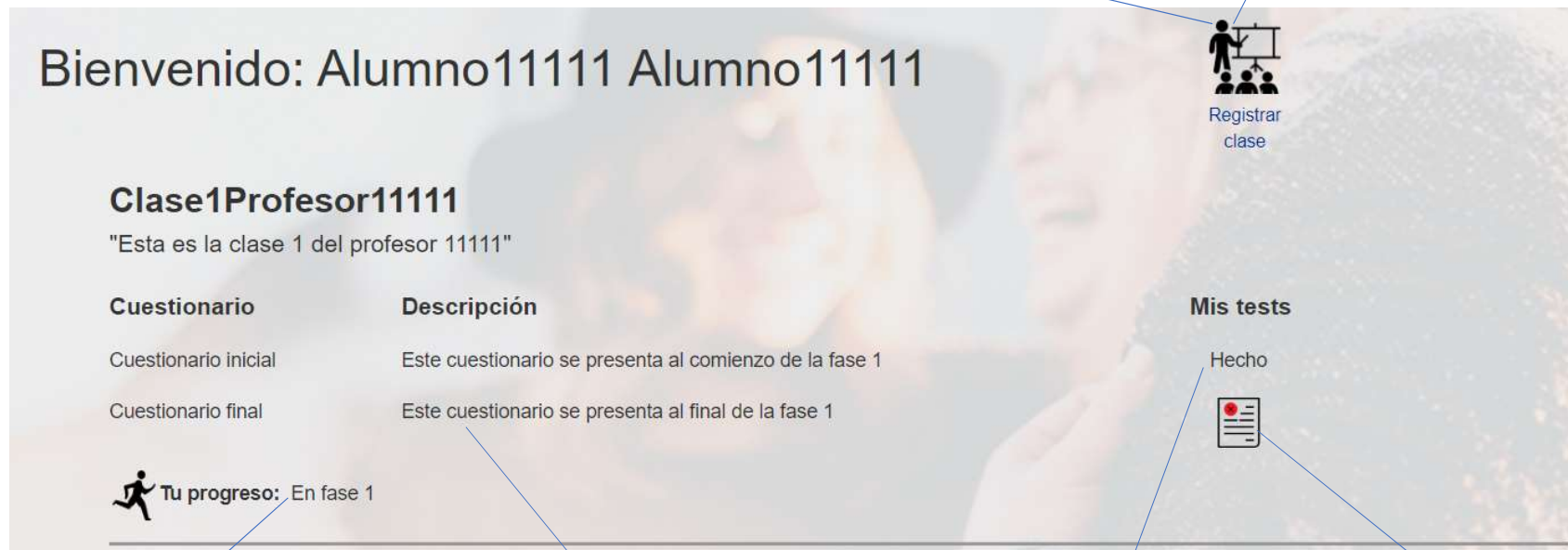


Registrar nueva clase

Clave de acceso*:

Regístrame * Campos requeridos

When a student has a new code to register for a class, he/she can do so through "Register class". If the code is valid, the class will appear in the list on this same screen.



Bienvenido: Alumno11111 Alumno11111

Registrar clase

Clase1Profesor11111
"Esta es la clase 1 del profesor 11111"

Cuestionario	Descripción
Cuestionario inicial	Este cuestionario se presenta al comienzo de la fase 1
Cuestionario final	Este cuestionario se presenta al final de la fase 1

Mis tests

Hecho

Tu progreso: En fase 1

The student can visualize the phase he/she is in.

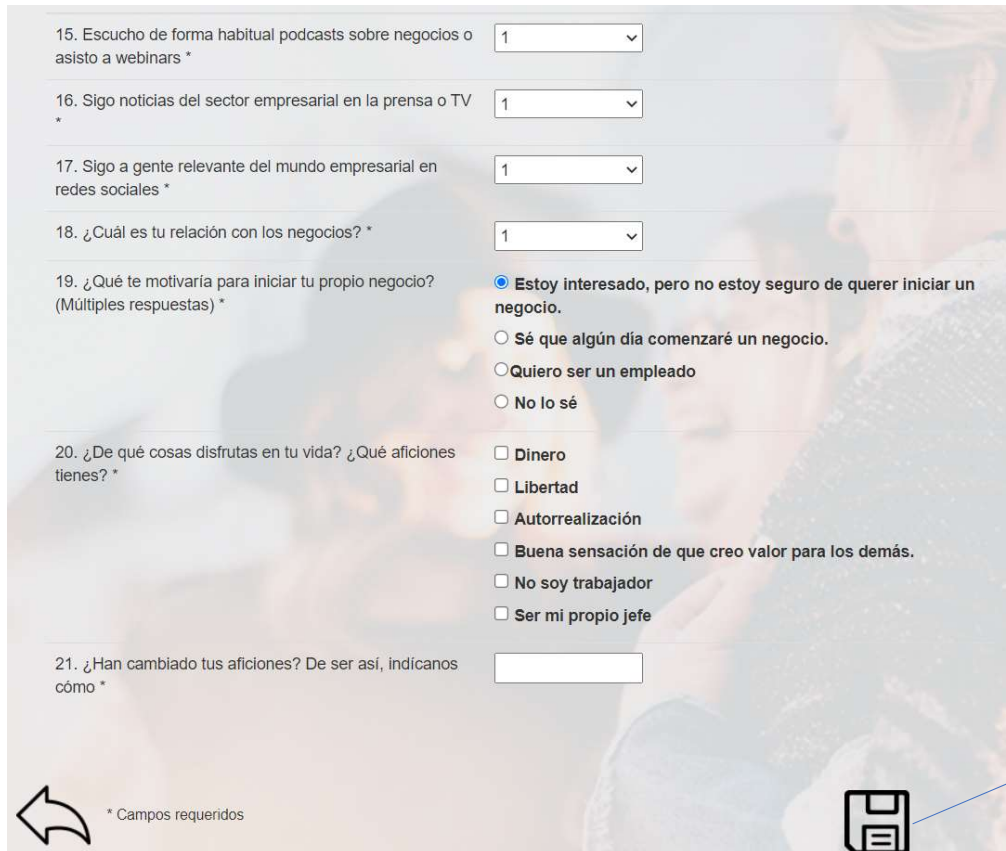
When a student does not see the final quiz, it is because the activation date has not arrived. This date is editable by the teacher in the "All your students" screen.

If the student has taken the test it is marked with "Done".

If the student has not taken the test, he/she can do so by clicking on the icon.

3.3.- Student test

The student will have to answer a series of questions, at the beginning and end of phase 1, to see how he/she is progressing.



15. Escucho de forma habitual podcasts sobre negocios o asisto a webinars *

16. Sigo noticias del sector empresarial en la prensa o TV *

17. Sigo a gente relevante del mundo empresarial en redes sociales *

18. ¿Cuál es tu relación con los negocios? *

19. ¿Qué te motivaría para iniciar tu propio negocio? (Múltiples respuestas) *

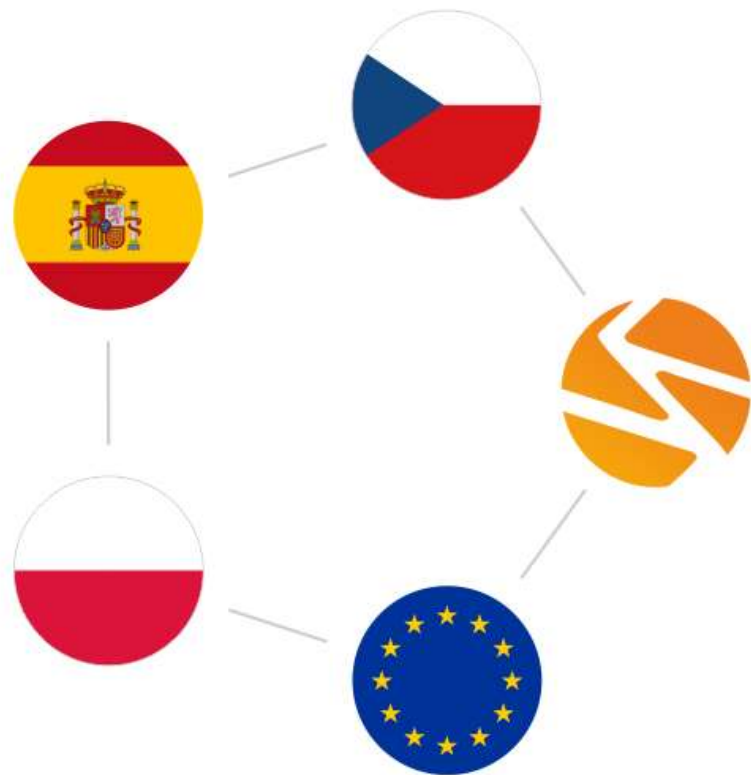
20. ¿De qué cosas disfrutas en tu vida? ¿Qué aficiones tienes? *

21. ¿Han cambiado tus aficiones? De ser así, indícanos cómo *

* Campos requeridos

Save

Once all the fields have been filled in, the student must click on "Save". When the system saves your answers you will be returned to your initial screen with the list of classes and the test marked as "Done".



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