

## 2gather PLATFORM registration guidelines – FAQs

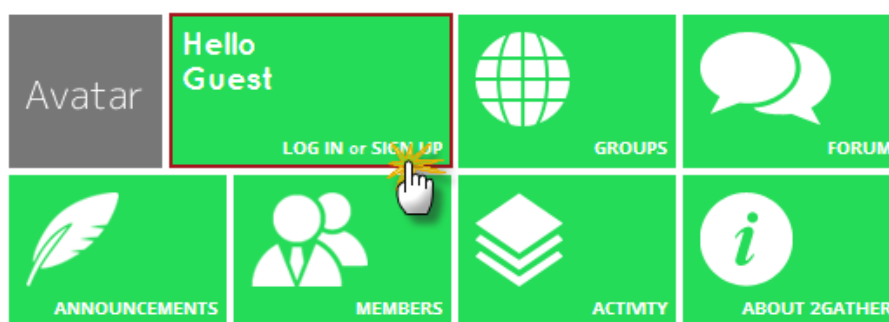


<http://rcel.enl.uoa.gr/togather/>

- **To enroll: follow steps 1-4.**
- **Have a look at the General and Group Announcements.**
- **Then join the forum.**

### 1. How can I sign up as a new member?

The best way is to go to the top right corner of the page with the green tiles. Click “Sign Up” on the “Hello Guest” tile.

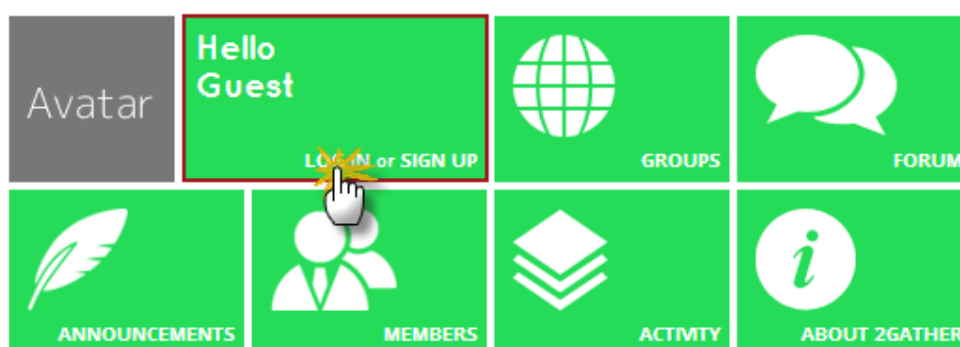


From there you should fill in the appropriate fields. Finally, click “Complete Sign Up”.

After you sign up, you will receive an activation email. Follow the instructions.

### 2. How can I log in?

Go to the top right corner of the page with the green tiles. Click “Log In” on the “Hello Guest” tile.

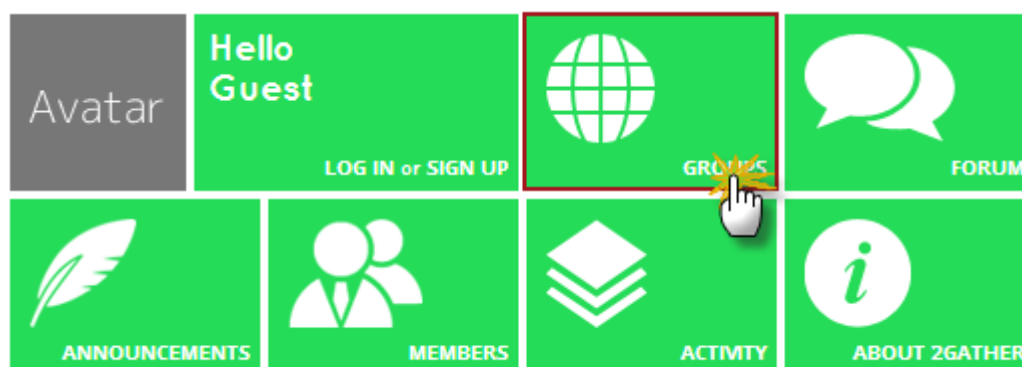


Or you can directly use the Log In box in the lower right corner of the page. Fill in your username and password and click “Log In”.

A dark grey rectangular box with the title 'Log In' in white. Below the title is the text 'Login to your account and check new messages.' in a smaller white font. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a green button with the text 'Log In' in white.

3. How can I join the appropriate ELTeachers Group?

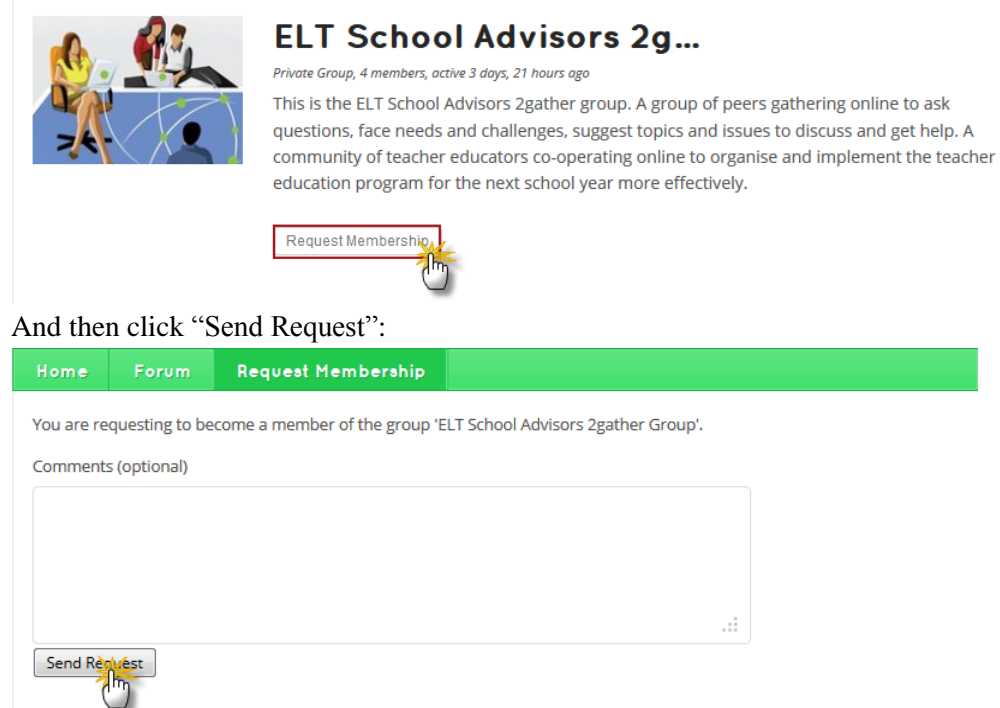
Go to the top right corner of the page with the green tiles. Click the “Groups” tile.



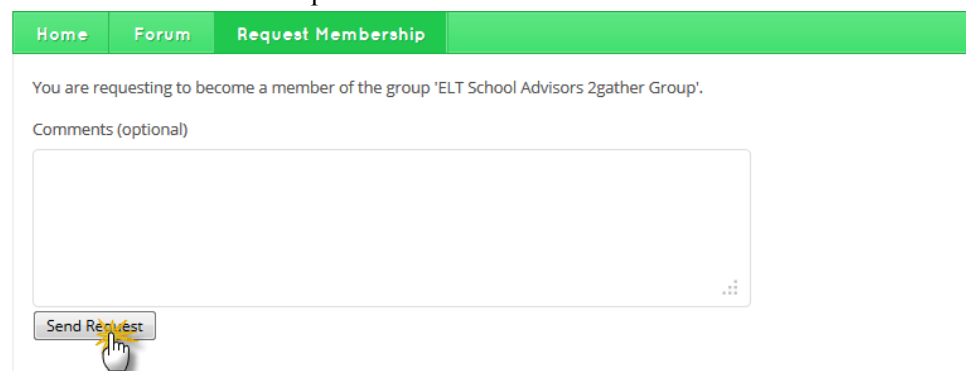
From there you will see a list of groups below. Click the appropriate ELTeachers Group.



Underneath the name of the group click “Request Membership”.

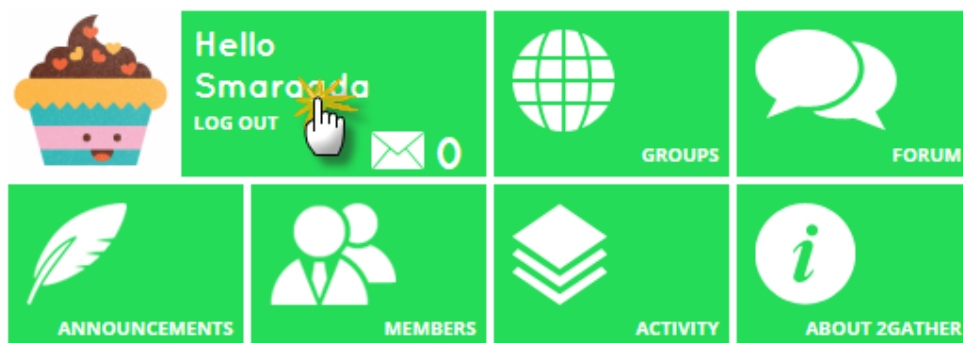


And then click “Send Request”:

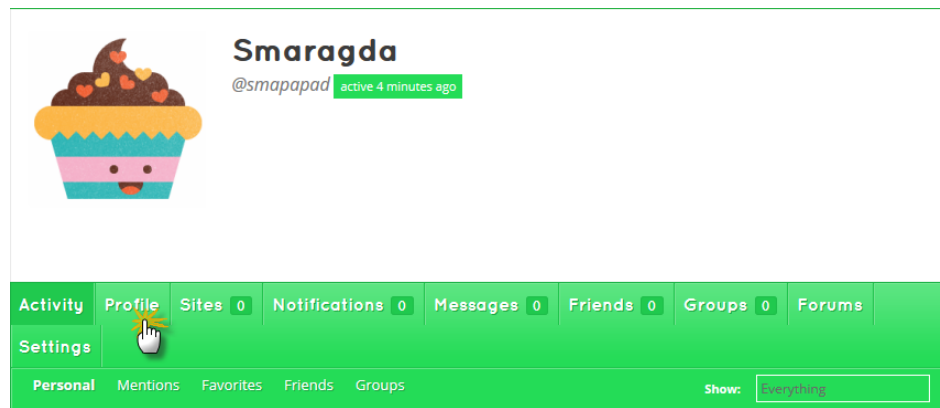


#### 4. How can I edit/update my profile/Avatar?

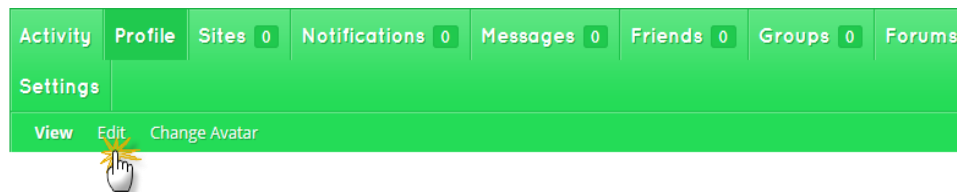
Go to the top right corner of the page where the green “HELLO” tile is. Click your username.



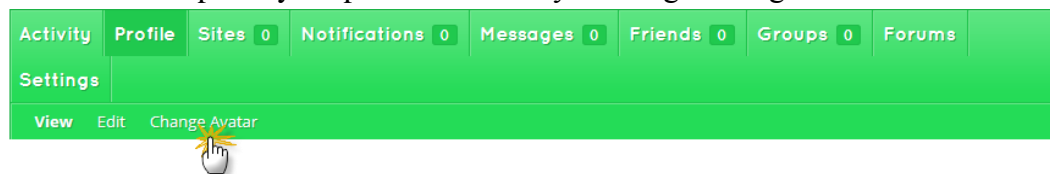
From the menu that appears underneath your username click “profile”.



Then click “Edit” to make the desired modifications.



You can also upload your picture/Avatar by clicking “Change Avatar”.



5. What is a general announcement? Who can write one?

It is an announcement that can be seen even by non-registered users. It can only be written by the site administrator.



6. What is a group announcement? Who is it read by?

It is an announcement that can only be seen by group-registered users. It can only be written by the group’s moderator.

# Initiation of the piloting phase of the ELT School Advisors 2gather Group.

GROUP ANNOUNCEMENTS

 dummy2

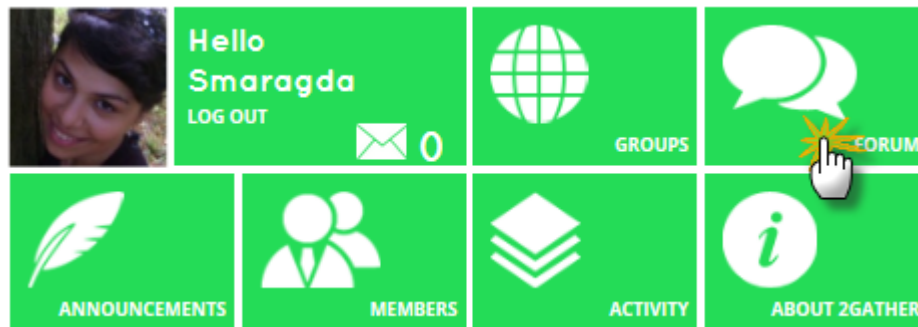
 April 24, 2014

 0


A group of peers gathering online to ask questions, face needs and challenges, suggest topics and issues to discuss and get help. A community of teacher educators co-operating online to organise and implement the teacher education program for the next school year more effectively. Enrolment deadline: Monday 5th May.

## 7. How can I join the forum discussion?

Go to the top right corner of the page with the green tiles. Click the “Forum” tile.



Click your group’s forum.

Forum			
FORUM	TOPICS	POSTS	FRESHNESS
General Forum	0	0	No Topics
Group Forums <a href="#">Click Here</a> Private: ELT School Advisors 2gather Group (0, 0)	2	2	 3 days, 23 hours ago Last post by Katerina

8. How can I respond to a forum topic?

When on your group's forum, click the topic you wish to respond to. Insert your answer and click "submit".

*Reply To: Initiating Topic*

VisualText

**B** *I* “ ” ABC

Path: p

You may use these HTML tags and attributes:

`<a href="" title="" rel="" target=""> <blockquote cite=""> <code> <pre> <em>  
<strong> <del datetime=""> <ul> <ol start=""> </li> <img src="" border="" alt=""  
height="" width="">`

Tags:

challenge, typical problem







☐ Notify me of follow-up replies via email



9. How can I initiate a forum topic?

From "Group Forums" go to "Create New Topic" and enter the title and content of your topic. Don't forget to insert a topic tag. Then click "Submit".

# Group Forums

FORUM	TOPICS	POSTS	FRESHNESS
<b>Private: ELT School Advisors 2gather Group</b> <i>This is the ELT School Advisors 2gather group. A group of peers gathering online to ask questions, face needs and challenges, suggest topics and issues to discuss and get help. A community of experts co-operating online to organise and implement the teacher education program for the new school year more effectively.</i>	0	0	No Topics
AUTHOR	TOPIC	POSTS	FRESHNESS
	 <b>Initiating Topic Ground Rules</b> <i>Started by Katerina April 24, 2014 at 9:55 am</i>	1	 3 days, 23 hours ago <i>Last post by Katerina</i>
	 <b>Initiating Topic</b> <i>Started by Katerina April 24, 2014 at 9:41 am</i>	1	 4 days ago <i>Last post by Katerina</i>

Viewing 2 topics - 1 through 2 (of 2 total)

## Create New Topic in "Group Forums"

Topic Title (Maximum Length: 80):

Visual Text

**B** *I*     

Path: p

You may use these HTML tags and attributes:

```
<a href="" id="" rel="" target=""> <blockquote class=""> <code> <pre> <strong> <del datetime=""> <sub> <ol start=""> <li> <img src="" border="" alt="" height="" width="">
```

Topic Tags:

☐ Notify me of follow-up replies via email

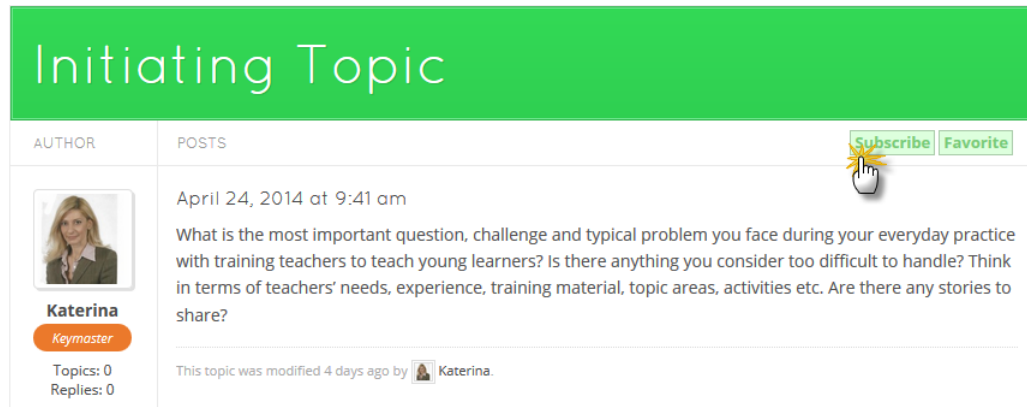


10. What is a topic tag?

It is a keyword associated with the content of your topic/response. It must be necessarily filled in every time you submit a topic/response for classification purposes.

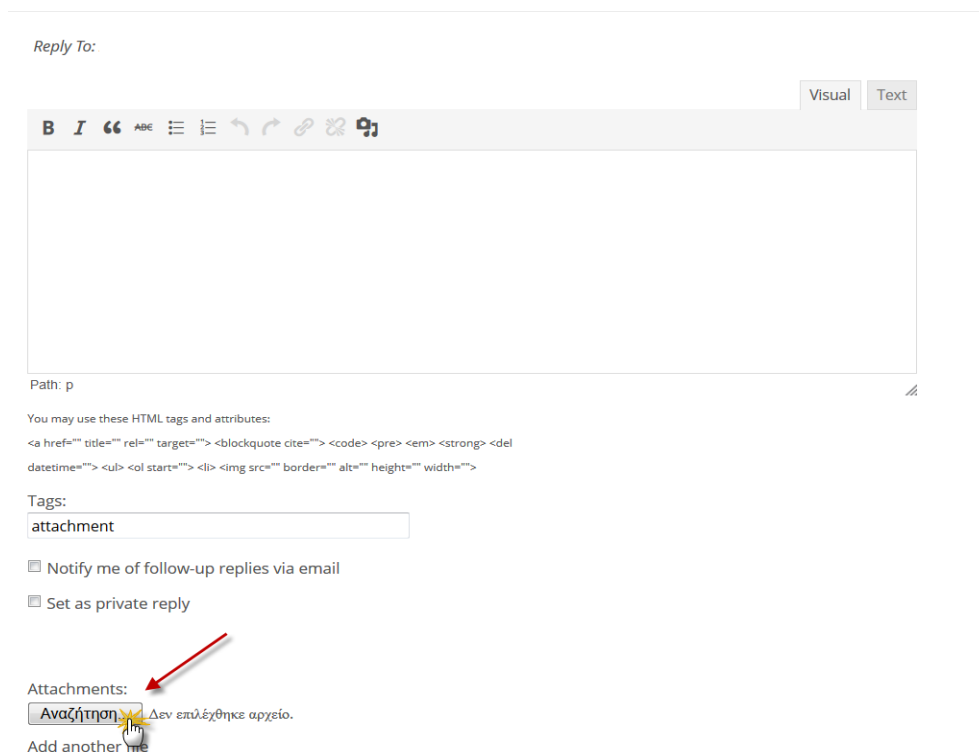
11. What does it mean to subscribe to a topic? How can I do it?

It means to be notified every time a new response is posted. Click the topic you wish to subscribe to and click the “subscribe” green button.



12. How can I attach a file/image/video to my posts/messages?

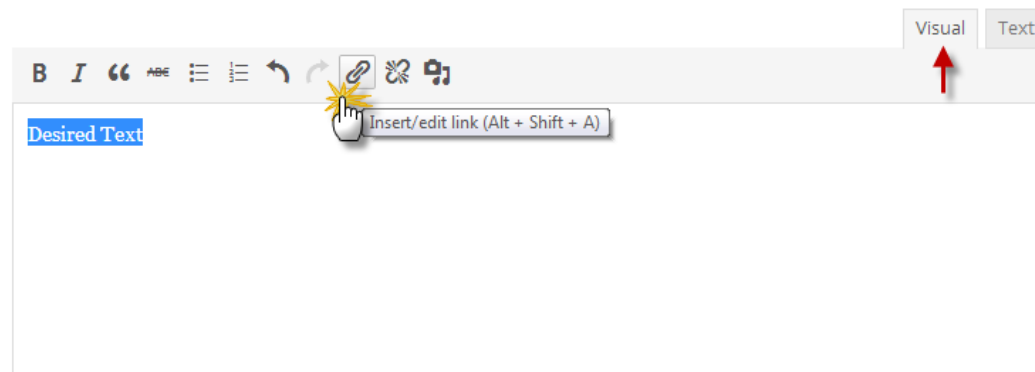
From “Group Forums” go to “Create New Topic” and enter the title and content of your topic. Below the text editor press the button “Αναζήτηση”. From the window that will pop up chose your file. Then click “Submit”.



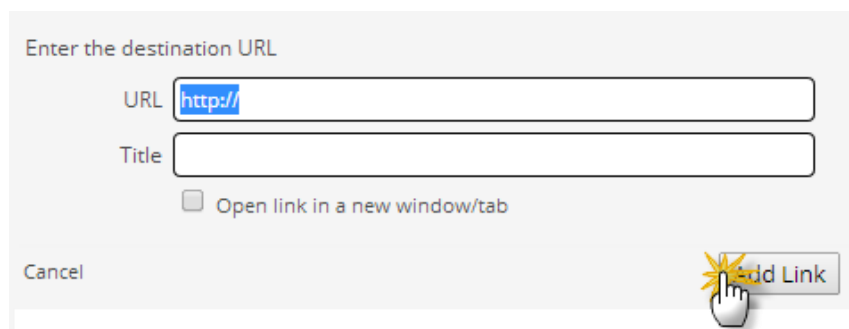


13. How can I create a link for my colleagues?

When writing a post, you have to select the desired text and click the link icon situated in the toolbar above the editor.



Enter the destination url and click “Add Link”.



14. What is the difference between a forum topic and a discussion thread?

A discussion thread is the conversation that results from the topic.

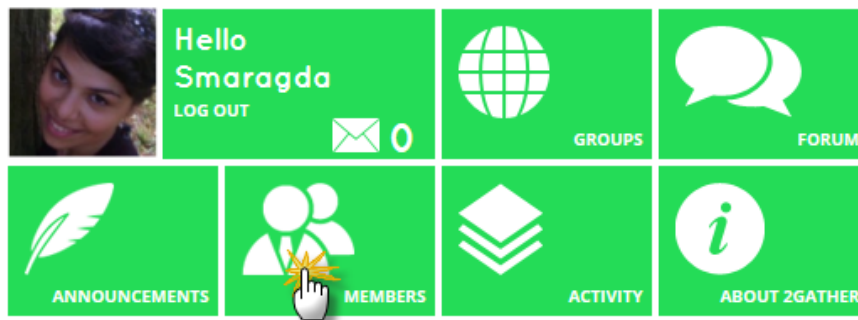
15. What is a pop-up notification?

It is an orange pop up message that appears in the bottom right corner every time there is something new to be notified of. You should just click it.

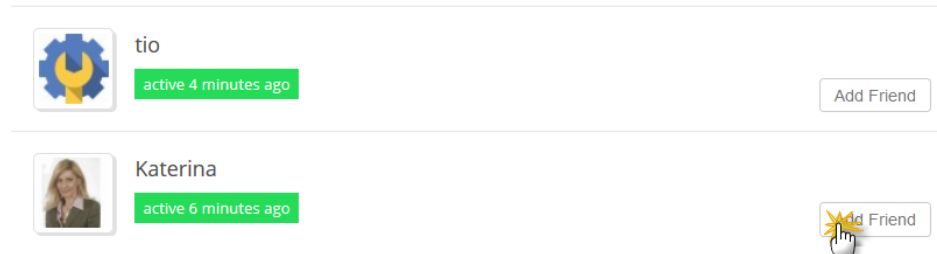


16. How can I make friends/friend requests?

Go to the top right corner of the page with the green tiles. Click the “Members” tile.



You will be presented with a list of members. Click the “Add Friend” button.




17. How can I accept/reject friend requests?

As soon as you log in, in the lower right corner of the page, you will see an orange pop-up notification.



Click on it and from there you will be presented with the user requesting your friendship. Just click the “accept” or “reject” buttons.


Members



**Katerina**  
 @kkourkouli active 1 minute ago

Activity Profile Sites 1 Notifications 1 Messages 0 Friends 0  
 Groups 1 Forums Settings

Friendships Requests




Smaragda  
 active 4 minutes ago

Accept Reject

Viewing member 1 to 1 (of 1 member)


18. How can I send a message?

Click the “Members” green tile. Select the member you wish to send a message.



Smaragda  
 active 1 minute ago

Cancel Friendship




tio  
 active 7 minutes ago

Add Friend

From there click the “Public Message” if you want it to be seen by everyone or the “Private Message” to be seen only by the selected member.

Members



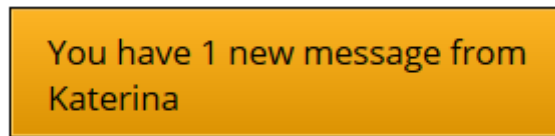
**Smaragda**  
 @smapapad active 2 minutes ago

Cancel Friendship
 

Public Message
 Private Message

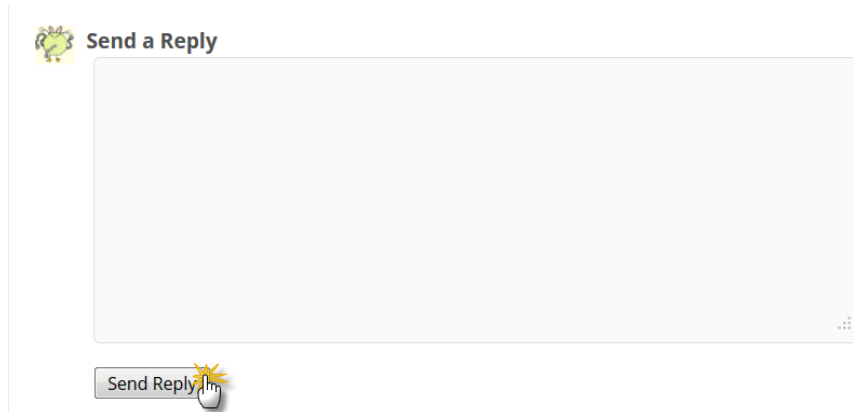
19. How can I read a message?

When you log in, click the orange pop up notification in the lower right corner.



20. How can I reply to a message?

After reading the message, type your text and click the reply button.



21. How can I keep/send a reflective journal?

When on your group's forum, click the topic that asks for your reflective journal. Then attach your document like you do in step 14. Then check the box that says "Set as private reply". Then click "submit".

Reply To:

A screenshot of a web form titled "Reply To:". The form includes a rich text editor with a toolbar containing icons for bold (B), italic (I), quote, bulleted list, numbered list, link, unlink, and insert. Below the editor is a large text area. Underneath the text area, there is a section for HTML tags and attributes, followed by a "Tags:" label and an input field. Below this is a checkbox labeled "Notify me of follow-up replies via email". The checkbox "Set as private reply" is checked and highlighted with a red rectangular box, with a red arrow pointing to it from the right. Below the checkboxes is an "Attachments:" section with a button labeled "Αναζήτηση..." and the text "Δεν επιλέχθηκε αρχείο." and "Add another file". At the bottom right of the form is a "Submit" button.

22. How can I log out?

Go to the top right corner of the page with the green tiles. Click the “Log Out” green tile.

