

# FTM PLUGINS - Guida Rapida

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## Cos'è il Sistema FTM?

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Il sistema FTM (Fondazione Terzo Millennio) è un insieme di strumenti integrati in Moodle per:

- **Gestire gli studenti** del programma CPURC
  - **Tracciare le competenze professionali**
  - **Generare report** in formato Word
  - **Pianificare le attività** con il calendario
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## Chi Usa Cosa?

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Ruolo	Strumenti Principali
<b>Coach</b>	Dashboard Coach, Report Competenze, Calendario
<b>Segreteria</b>	Dashboard CPURC, Import CSV, Export Massivo, Gestione Settori

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## Accesso Rapido

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### Per i Coach

Cosa Vuoi Fare?	Dove Andare
Vedere i miei studenti	<b>Dashboard Coach</b>
Compilare un report	Dashboard → Studente → <b>Report</b>
Vedere il calendario	<b>FTM Scheduler</b>

Esportare report Word	Dashboard → Studente → <b>Export Word</b>
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## Per la Segreteria

Cosa Vuoi Fare?	Dove Andare
Vedere tutti gli studenti CPURC	<b>Dashboard CPURC</b>
Importare nuovi studenti	Dashboard CPURC → <b>Import CSV</b>
Assegnare coach agli studenti	Dashboard CPURC → Colonna <b>Coach</b>
Assegnare settori	Dashboard → Studente → Tab <b>Percorso</b>
Esportare tutti i report	Dashboard CPURC → <b>Export Word ZIP</b>
Esportare Excel	Dashboard CPURC → <b>Export Excel</b>

## Le 5 Pagine Principali

### 1. Dashboard Coach

The screenshot displays the 'Coach Dashboard' interface. At the top, there's a navigation bar with links for Home, Dashboard, Courses, and Events. Below this is a search bar and a 'Standard view' button.

The main area is titled 'Sezione del lavoro' (Work section) and contains the following elements:

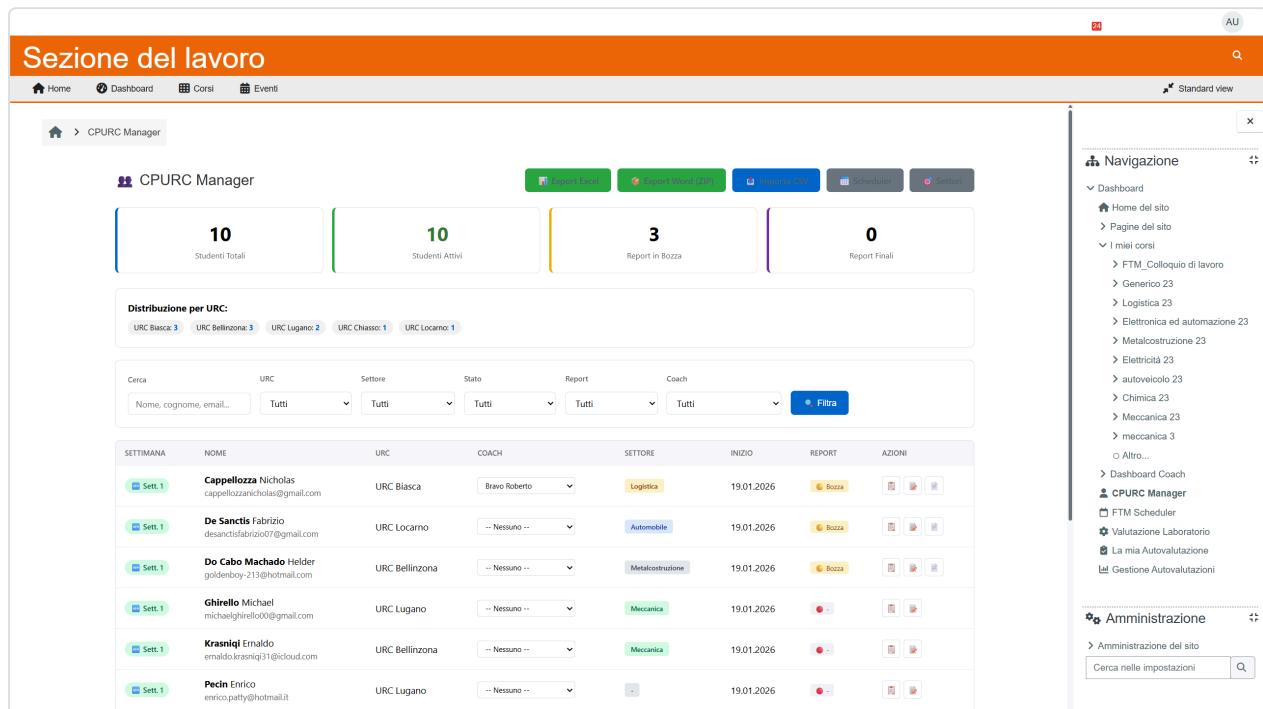
- My Students:** Shows 9 students assigned, a 55.5% media competence rate, 9/9 autoval. complete, 0/9 lab evaluated, and 5 fine 6 settimane.
- Advanced Filters:** Allows filtering by Course (All courses), Group Color (blue, green, orange, red, grey), Week (All weeks), and Status (All statuses).
- Student Cards:** Three cards show student details: Roberto Bravo (FINE 6 SETT. Sett. 6, ELETTRICITÀ, 99% Competenze, 5.9 Autoval, Lab -), [TEST] Studente Critico 30% (SOTTO SOGLIA Sett. 4, MECCANICA, 27% Competenze, 5.0 Autoval, Lab X), and [TEST] Studente Eccellente 95% (SOTTO SOGLIA Sett. 4, MECCANICA, 26% Competenze, 3.0 Autoval, Lab -). Each card includes a 'Quiz ✓' button.
- Navigation Sidebar:** On the right, it includes sections for 'Dashboard', 'My courses' (with links to various subjects like Logistica 23, Chimica 23, Mecanica 3, etc.), 'Coach Dashboard' (with links to 'My Students' and 'Competency Report'), 'Administration' (with links to 'Site administration' and 'Lab Evaluation'), and 'Gestione Autovalutazioni'.

**URL:** /local/coachmanager/coach\_dashboard\_v2.php

Mostra tutti gli studenti assegnati al coach con:

- Filtri per corso, gruppo, settimana
  - Timeline 6 settimane
  - Pulsante zoom per accessibilità (A-, A, A+, A++)
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## 2. Dashboard CPURC (Segreteria)



The screenshot shows the CPURC Manager dashboard with the following sections:

- Sezione del lavoro:** An orange header bar with navigation links: Home, Dashboard, Corsi, Eventi.
- CPURC Manager:** A title bar with icons for Home, Dashboard, Reports, CSV, Scheduler, and Settings.
- Statistics:** Four boxes showing counts: 10 Studenti Totali, 10 Studenti Attivi, 3 Report in Bozza, and 0 Report Finali.
- Distribuzione per URC:** A table showing the distribution of students by URC: URC Biasca: 3, URC Bellinzona: 3, URC Lugano: 2, URC Chiasso: 1, URC Locarno: 1.
- Search and Filter:** A search bar and a filter panel with dropdowns for Nome, cognome, email, URC, Settore, Stato, Report, and Coach.
- Student List:** A table listing students with columns: SETTIMANA, NOME, URC, COACH, SETTORE, INIZIO, REPORT, and AZIONI. The table includes rows for Cappellozza Nicholas, De Sanctis Fabrizio, Do Cabo Machado Helder, Ghirello Michael, Krasnijq Ermaldo, and Peclin Enrico, each with their respective URC, Coach (e.g., Bravo Roberto, Logistica, Automobile, Metalcostruzione, Meccanica), and report status (e.g., Bozza, Inizio).
- Navigation Sidebar:** A sidebar titled "Navigazione" containing links to various FTM modules like Dashboard, Corsi, Logistica, and Administrazione.
- Search Bar:** A bottom search bar for "Cerca nelle impostazioni".

**URL:** /local/ftm\_cpurc/index.php

Lista completa studenti CPURC con:

- Filtri: ricerca, URC, settore, stato report, coach
  - Colonna coach editabile
  - Export Excel e Word ZIP
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## 3. Scheda Studente

The screenshot shows a web-based application for managing student profiles. At the top, there's a navigation bar with links for Home, Dashboard, Corsi (Courses), and Eventi. Below the navigation is a header for 'Sezione del lavoro' (Work Section) with a search icon. The main content area displays a student profile for 'Tadic Antonio'. The profile includes tabs for Anagrafica (Personal Data), Percorso (Path), Assenze (Absences), and Stage. The Anagrafica tab is active, showing details like Name (Antonio Tadic), Date of Birth (04.03.1997), Nationality (Switzerland), and Address (Via Roccolo 9, Arbedo-Castione). Below the profile is a sidebar titled 'Navigazione' (Navigation) which lists various sections such as Dashboard, I miei corsi (My Courses), and Amministrazione (Administration). The sidebar also features a search bar.

**URL:** /local/ftm\_cpurc/student\_card.php?id=X

4 tab informativi:

- **Anagrafica:** dati personali, contatti
- **Percorso:** URC, coach, settori
- **Assenze:** riepilogo assenze
- **Stage:** dati azienda stage

## 4. Report Word

The screenshot shows the 'Rapporto Finale' (Final Report) page. At the top, there are buttons for 'Stampa' (Print), 'Salva' (Save), and 'Esporta Word' (Export to Word). The main content area is titled 'RAPPORTO FINALE' and describes it as a 'Provvedimento cantonale d'integrazione (PCI)'. It contains three sections: '1. Organizzatore' (Organizer), '2. Partecipante' (Participant), and '3. Partecipazione' (Participation). The 'Partecipante' section includes fields for name, date of birth, address, and occupation. The 'Partecipazione' section includes fields for start date, end date, and degree of participation. Below these is a table for 'Assenze (in giorni)' (Absences in days) with columns for Vacanze (Vacation), Malattia (Illness), Infortunio (Injury), Maternità (Maternity), Prot. civile (Civil Protection), Altro giust. (Other justified), Festivi (Festive), and Totale (Total). The sidebar on the right is titled 'Navigazione' (Navigation) and lists various categories like Dashboard, Home del sito, Pagine del sito, and I miei corsi (My courses). Another sidebar titled 'Amministrazione' (Administration) includes links for Amministrazione del sito and a search bar.

**URL:** /local/ftm\_cpurc/report.php?id=X

Compilazione report finale con:

- Sezioni narrative (comportamento, competenze, raccomandazioni)
- Salvataggio automatico bozza
- Generazione documento Word

## 5. Calendario FTM

The screenshot shows the FTM Scheduler interface. At the top, there's a navigation bar with links for Home, Dashboard, Courses, and Events. Below the navigation is a search bar and a standard view button. The main area is titled "Sezione del lavoro" and contains a summary of activity counts: 2 Gruppi Attivi, 10 Studenti in Percorso, 14 Attività Settimana, 1 Aule Utilizzate, and 1 Progetti Esterne. There are tabs for Calendario, Gruppi, Attività, Aule, Atelier, Presenze, and Segreteria. A legend indicates group colors: Marrone (Sett. 1), Giallo (Sett. 1), and Blu (Progetti Esterne). The calendar view shows activities for the week of KW04 (19-23 Gennaio 2026) from Monday to Friday. Activities include Test Entrata + Autovalutazione, BIT URAR, Atelier CVBD redazione, Newsletter + Redazione documento, and various remote sessions (REMOTO). The sidebar on the right includes sections for Navigation (Dashboard, Site pages, My courses, Coach Dashboard, CPURC Manager, Lab Evaluation, La mia Autovalutazione, Gestione Autovalutazioni), Administration (Site administration), and a standard view button.

**URL:** /local/ftm\_scheduler/index.php

Pianificazione attività con:

- Vista settimanale e mensile
- Gruppi colore (Giallo, Grigio, Rosso, Marrone, Viola)
- Gestione aule e atelier

## Icône e Simboli

Icona	Significato
	Studente nuovo (settimana 1-2)
	Studente in corso (settimana 3-4)
	Fine vicina (settimana 5-6)
	Prolungamento (settimana 7+)
	Report da compilare
	Report completato

	Esporta Word
	Esporta Excel

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## Settori Disponibili

Codice	Nome Completo	Colore Badge
AUTOMOBILE	Automobile	Blu
MECCANICA	Meccanica	Verde
LOGISTICA	Logistica	Giallo
ELETTRICITA	Elettricità	Rosso
AUTOMAZIONE	Automazione	Viola
METALCOSTRUZIONE	Metalcostruzione	Grigio
CHIMFARM	Chimico-Farmaceutico	Rosa

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## Hai Bisogno di Aiuto?

- **Manuale Coach:** [docs/manuali/coach/](#)
- **Manuale Segreteria:** [docs/manuali/segreteria/](#)
- **Problemi comuni:** [docs/manuali/99\\_TROUBLESHOOTING.md](#)

**Contatto supporto:** [inserire email/telefono]