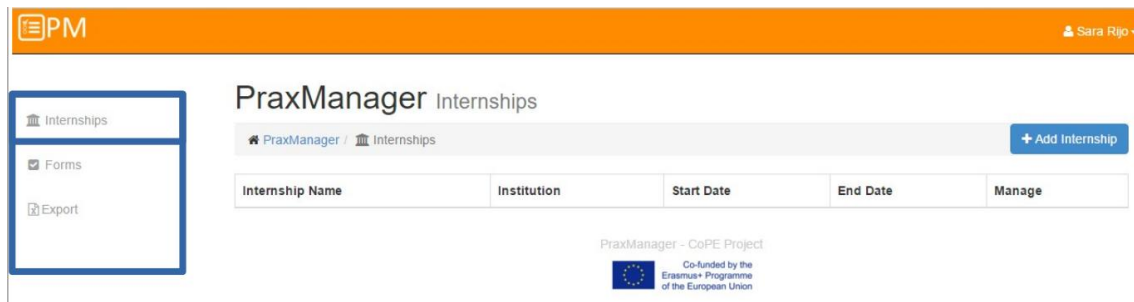
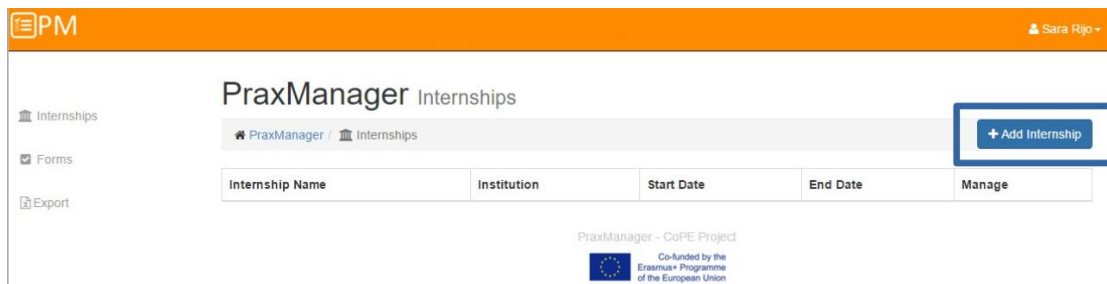


Internships



The first time you log in to Prax-Manager, the main screen with three different options on the left section appears. The first one is Internship where teachers can introduce information about the practices of the students.

To add a new mobility or practice, the teacher has to click on the button "Add Internship" located on the top right.



Once he clicks on the add Internships button, a form is open and the following fields will have to be written:

The screenshot shows the 'PraxManager Add Internship' form. It has a sidebar on the left with 'Internships', 'Forms', and 'Export' options. The main area contains several input fields: 'Internship Name (required)', 'Institution (required)', 'Start date (required)', 'End Date (required)', 'Measure presence in (required)' (with a dropdown menu), and 'Description'. There are also labels for 'Name of the institution of the internship', 'End day of the internship', and 'How many days has the student to complete the forms'. A 'Location' field is at the bottom. At the bottom left, there are 'Next' and 'Cancel' buttons. At the bottom center, there is a logo for 'PraxManager - CoPE Project' and a note 'Co-funded by the Erasmus+ Programme of the European Union'.

Internship Name - The name of this field should describe the practice to be performed by the students.

Internships

Start date – This field describe when the students should begin the practice in the company.

End Date - This field describe when the students should finish the practice in the company.

Measure presence in - when teacher click on the drop down, two options appear:

- Days - The time interval will be summarized in days.
- Hours and minutes - The time interval will be summarized in hours and minutes.

Description - A short description of the main features of the internship

Institution - Name of the institution of the internship

A student can change his answer for - When teacher click on the drop down, three options appear:

- Last 3 days - the student has 3 days to complete the forms
- Last 7 days - the student has 7 days to complete the forms
- Last 30 days - the student has 30 days to complete the forms

Location – The place where the internship is going to be done.

Warning: All fields with the “(required)” label need be completed in order to save the form.

The action can be cancelled by clicking “Cancel” button returning to the home screen of Prax-manager section.

If action is not cancelled, when teacher have filled in the entire field in the form, he must click on the button below “Next” to finish completing the mobility information.



In the following view, appear the various components that could be added to the mobility.

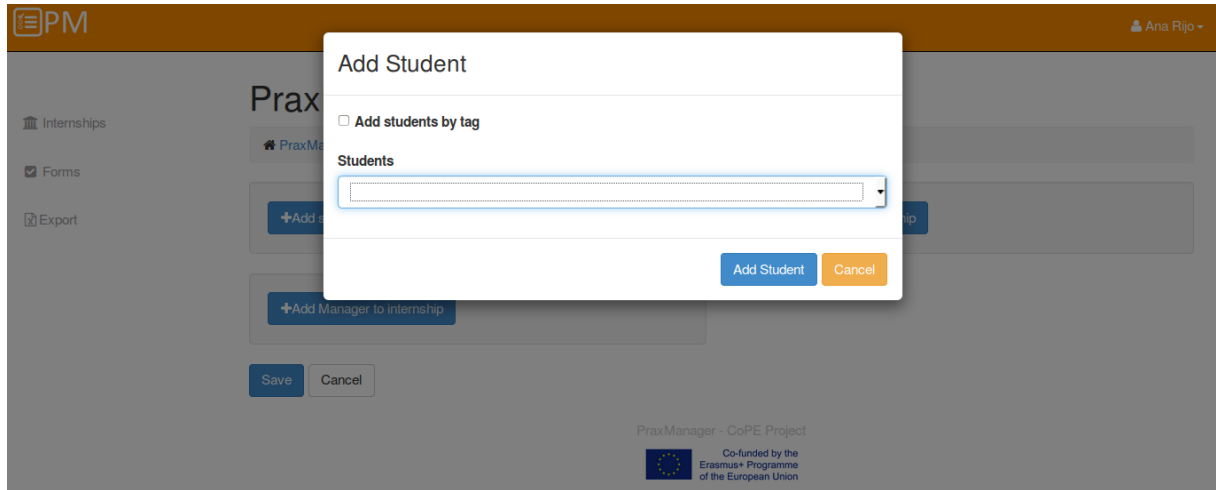
- Add students to internship
- Add Manager to internship
- Add forms to internship

A screenshot of the PraxManager web application. The header is orange with the 'PM' logo and the user name 'Ana Rijo'. The main content area is titled 'PraxManager Add Internship'. On the left, there is a sidebar with 'Internships' (selected), 'Forms', and 'Export'. The main area contains three buttons: '+Add students to internship', '+Add forms to internship', and '+Add Manager to internship'. At the bottom, there are 'Save' and 'Cancel' buttons. The footer includes the 'PraxManager - CoPE Project' logo and the European Union flag with the text 'Co-funded by the Erasmus+ Programme of the European Union'.

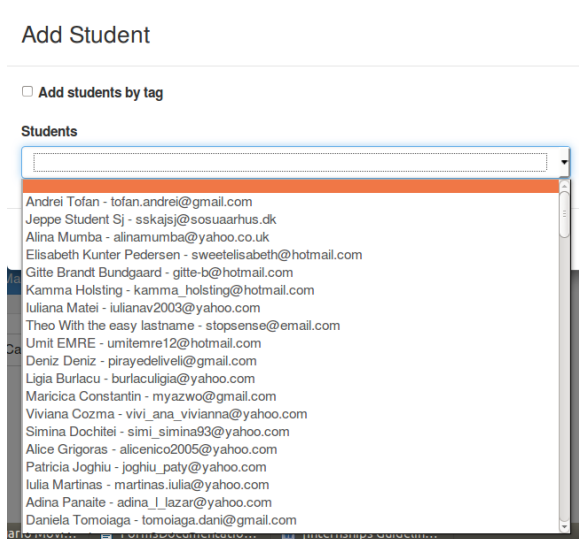
Internships

Now we will describe in detail each one of them.

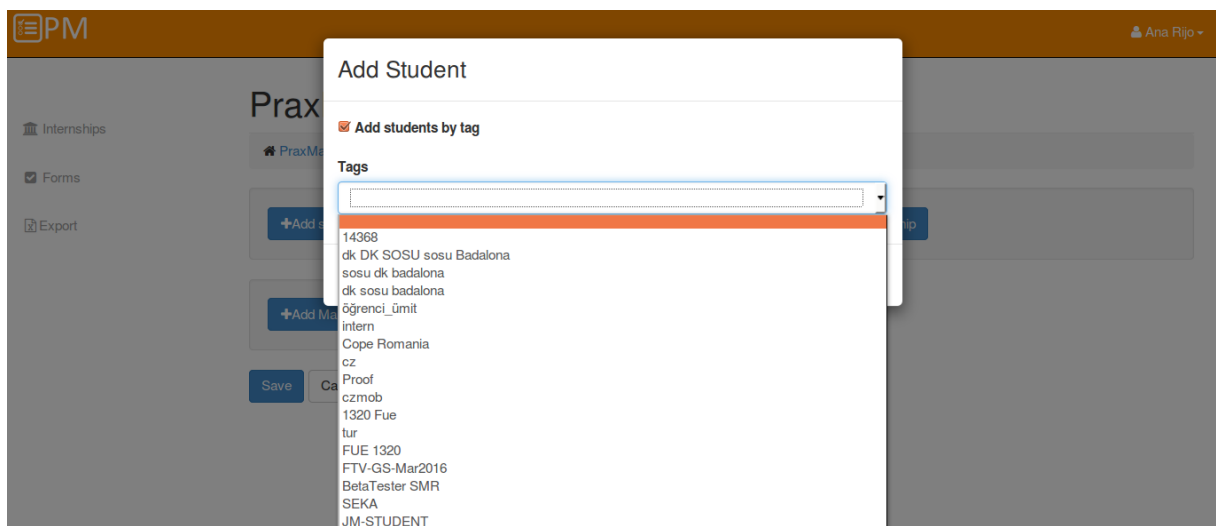
Add students to internship button – the teacher can add students to the practice created, individually, by clicking on the drop down



And choosing the students that appear

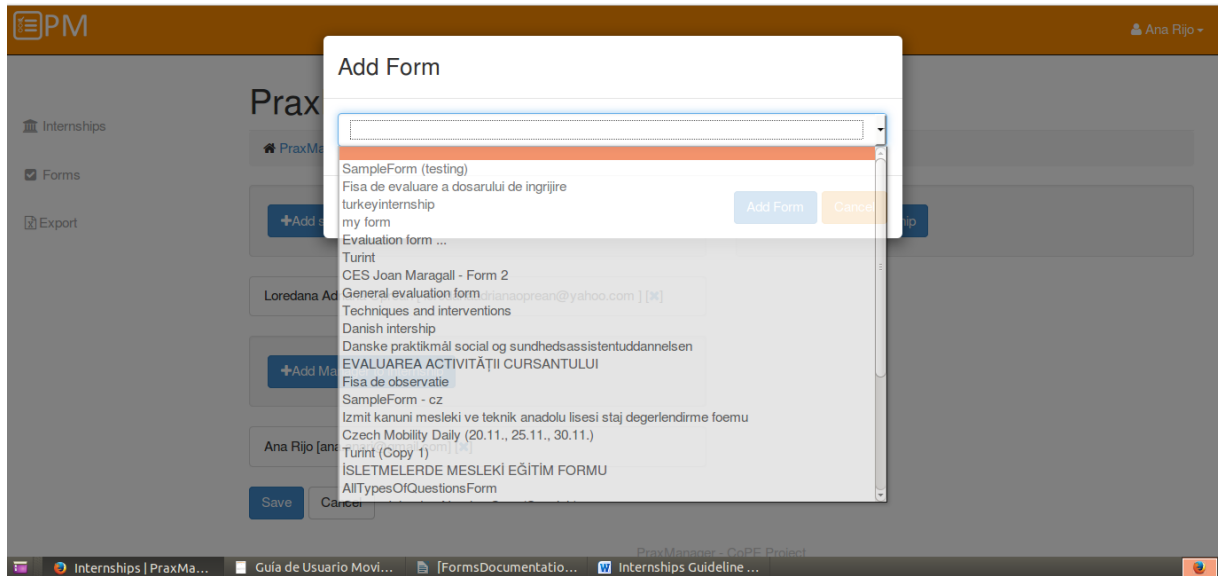


Or collectively, by marking "Add students by tag" where you can select a group of students, previously registered, and grouped by a tag.

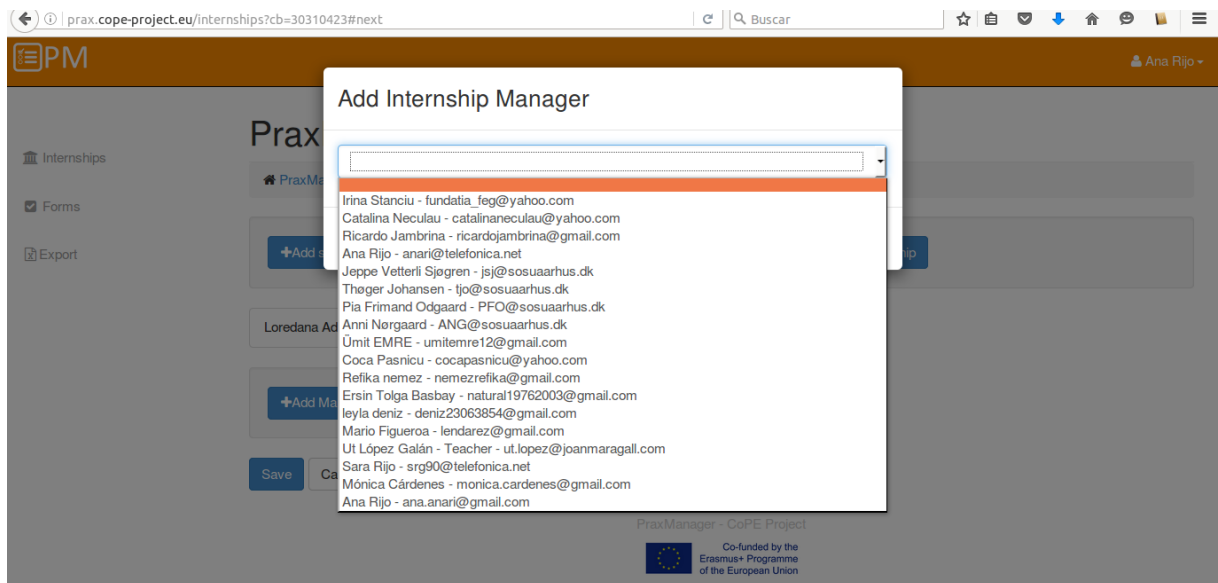


Internships

Add forms to Internship button –Clicking on the drop down add form, it would be possible to choose between different previously created forms.



Add Manager to Internship button – Here should be chosen the tutor of the students in the internship created.



Internships

When the three options have been completed, the Internship will be created by clicking in the Save button.

The screenshot shows the 'PraxManager Add Internship' interface. It features a sidebar with 'Internships', 'Forms', and 'Export' options. The main area contains three sections for adding related items: 'Add students to internship' (with a text input for 'Loredana Adriana Oprean'), 'Add forms to internship' (with a text input for 'Techniques and interventions [general]'), and 'Add Manager to internship' (with a text input for 'Ana Rijo'). At the bottom are 'Save' and 'Cancel' buttons.

From that time the Internship is saved and the teacher could manage it by clicking on the drop down Manage option, where appear five options to choose:

- Manage Internship
- View as student
- Edit
- Archive
- Delete

The screenshot shows the 'PraxManager Internships' list. It contains a table with one entry: 'K122_TK 2016' at 'CASANA' from '2016-03-20' to '2016-04-06'. A 'Manage' dropdown menu is open for this entry, showing options: 'Manage Internship', 'View as student', 'Edit', 'Archive', and 'Delete'. Below the table, there is a logo for the 'PraxManager - CoPE Project' and a note that it is 'Co-funded by the Erasmus+ Programme of the European Union'.

Manage Internship - Entering this option it would be possible to have three new possibilities:

- Submitted Form
- Student Presence
- Send Notifications

Internships

Submitted Form – Here the forms are sent to the student

The screenshot shows the PraxManager web application. The top navigation bar is orange with the PM logo and the user name 'Ana Rijo'. The left sidebar contains links for 'Internships', 'Forms', and 'Export'. The main content area is titled 'PraxManager Internship Students (K122_TK 2016)' and shows a table of students. A dropdown menu is open for the 'Manage' column of the first student, showing options: 'Submitted Forms', 'Student Presence', and 'Send Notification' (which is checked).

Name	Email	Tag	Manage
ERICA BETANCORT	comotukieras_87@hotmail.com	FTV-GS-Mar2016	Manage Student▼
SONIA SALDAÑA	soniasalagui@gmail.com	FTV-GS-Mar2016	Manage Student▼
MARIA GONZALEZ	mery.vgl18@gmail.com	FTV-GS-Mar2016	Manage Student▼
Ana Rijo	ana.anari@gmail.com	Teacher_Tester	Manage Student▼

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Student Presence - Teacher controls the student attendance to the enterprise

The screenshot shows the 'PraxManager Sample Internship' interface. It displays a calendar for August 2015. The current day is Thursday, August 13th, 2015. The calendar shows a grid of dates from Monday to Sunday. The 13th is highlighted in yellow, indicating the current day. Below the calendar, there is a section titled 'Forms for Thursday, August 13th 2015'.

Send Notifications - Choosing this option the teacher can send emails to students.

The screenshot shows the PraxManager web application with a 'Student Notification' modal dialog open. The dialog has a title bar 'Student Notification' and a message input field with the placeholder text 'Type your message here'. There are 'Send' and 'Close' buttons at the bottom right of the dialog. The background shows the same student list as the previous screenshot, but it is dimmed.

Internships

View as student - Here teacher will have the same view as the student.

The screenshot shows the PraxManager interface for the K122_TK 2016 Internship. At the top, there's a navigation bar with the PraxManager logo and the user's name, Ana Rijo. Below this, the title "PraxManager K122_TK 2016 Internship" is displayed. A breadcrumb trail shows the path: PraxManager / K122_TK 2016 Internship / Sunday, March 20th 2016 - Thursday, April 7th 2016. Two buttons are visible: "Checkin Current Day" and "Internship Summary". The current day is indicated as "Sunday, March 20th 2016". A calendar for March 2016 is shown, with the 20th highlighted. Below the calendar, there's a table of forms for Sunday, March 20th 2016. The table has columns for Form Name, Number of Questions, Required, Status, and Submit. One form is listed: "Techniques and interventions" with 29 questions, required, and status "Not completed". A "Submit" button is next to it. Below the table, there's a section for "Internship review forms" with a message: "The internship has not completed yet".

There are two buttons:

- **Checking Current Day** - It shows the activities that the student has done this day.
- **Internship Summary** - It shows a summary of all practices that the student has done during the Internship.

This screenshot is similar to the one above, showing the PraxManager interface for the K122_TK 2016 Internship. The navigation bar and title are the same. The breadcrumb trail is also the same. The buttons "Checkin Current Day" and "Internship Summary" are present. The current day is "Sunday, March 20th 2016". The calendar for March 2016 is shown, with the 20th highlighted. Below the calendar, there's a table of forms for Sunday, March 20th 2016. The table has columns for Form Name, Number of Questions, Required, Status, and Submit. One form is listed: "Techniques and interventions" with 29 questions, required, and status "Not completed". A "Submit" button is next to it. Below the table, there's a section for "Internship review forms" with a message: "The internship has not completed yet".

The screenshot shows the PraxManager Internships interface. At the top, there's a navigation bar with the PraxManager logo and the user's name, Ana Rijo. Below this, the title "PraxManager Internships" is displayed. A breadcrumb trail shows the path: PraxManager / Internships. A button "Add Internship" is visible. Below the breadcrumb trail, there's a table of internships. The table has columns for Internship Name, Institution, Start Date, End Date, and Manage. One internship is listed: "K122_TK 2016" with institution "CASANA", start date "2016-03-20", and end date "2016-04-06". A "Manage" button is next to it. A dropdown menu is open for the "Manage" button, showing options: "Manage Internship", "View as student", "Edit", "Archive", and "Delete". Below the table, there's a section for "PraxManager - CoPE Project" with a logo and text: "Co-funded by the Erasmus+ Programme of the European Union".

Edit – This option is to change any item of previously introduced.

Archive - when all the changes have done and the practice is over this option will keep it permanently saved.

Delete - Teacher chooses this option to eliminate permanently the Internship.