PraxManager Guideline

May 2016

Foreword

Welcome to PraxManager Guideline.

PraxManger is a free open-source software destined to facilitate the monitoring and the assessment of the practical training of students in VET, irrespective of their field of education.

It has been developed within the Erasmus+ Strategic Partnership entitled "CoPE - Communities of Practice in Education", project co-funded by the European Union.

The project ran between 2014 and 2016 and the partnership comprised 6 educational institutions, as follows: FEG - Fundatia Ecologica Green (Romania) - promoter and coordinator, SoSU Aarhus (Denmark), Kanuni Mesleki ve Teknik Anadolu Lisesi (Turkey), Stredni Zdravotnicka Skola A Vyssi Odborna Skola Zdravotnicka Ceske Budejovice (Czech Republic), Centro Integrado de Formacion Profesional "Majada Marcial" (Spain) and Ludus Sanctius SL (Spain).

PraxManager was developed, tested locally and transnationally and revised during the project lifetime.

PraxManger Guideline is a collection of three materials targeting all groups of interest: students, tutors (teachers/tutors supervising the practical training) and system administrators.

It is a step by step list of instructions accompanied by print screens on how to download and install PraxManger, how to add students, create internships, administer them, create forms, export data and print forms.

It is an easy to use and proficient tool which we hope you enjoy using.

CoPE project team

PraxManager Guideline

How it works?

This guideline has the humble task to document and explain the features available in PraxManager.

PraxManager allows teachers/tutors and schools to track the procedures performed by students while in practice in various places.

In the program you can work in the following areas:

- **Internships**
- **Forms**
- **Users**
- **Exports**

The program gives you the opportunity to manage internships, send questionnaires and tasks to students in practice, export and download forms and tasks, and be updated with the presence of the student in practice.

PraxManager for teachers (tutors)

After your school (IT administrator) enrolls you in PraxManager, you will receive an email with the username, password and a link where to login. If you lost your password you can use "Forgot password?" feature from the login page.

Internships

Internships (top left menu) is where teachers/tutors can create new internships, set dates, add forms and students, and also introduce vital information about the practice.

To add a new mobility or practice you click the button "Add Internship"
located on the top right.

After this a form opens and the following fields will have to be filled out:

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

Start Date – This field describes when the students should begin the internship in the practice institution.

End Date - This field describes when the students should finish the internship in the practice institution.

Measure presence in - when the teacher/tutor clicks 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 you 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 take place.

Warning: All fields with the "(required)" label needs be completed in order to save the form.

The action can be cancelled by clicking "Cancel" button returning to the home screen of PraxManager section.

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

Next Cancel

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

- Add students to internship
- Add Manager (tutor) to internship
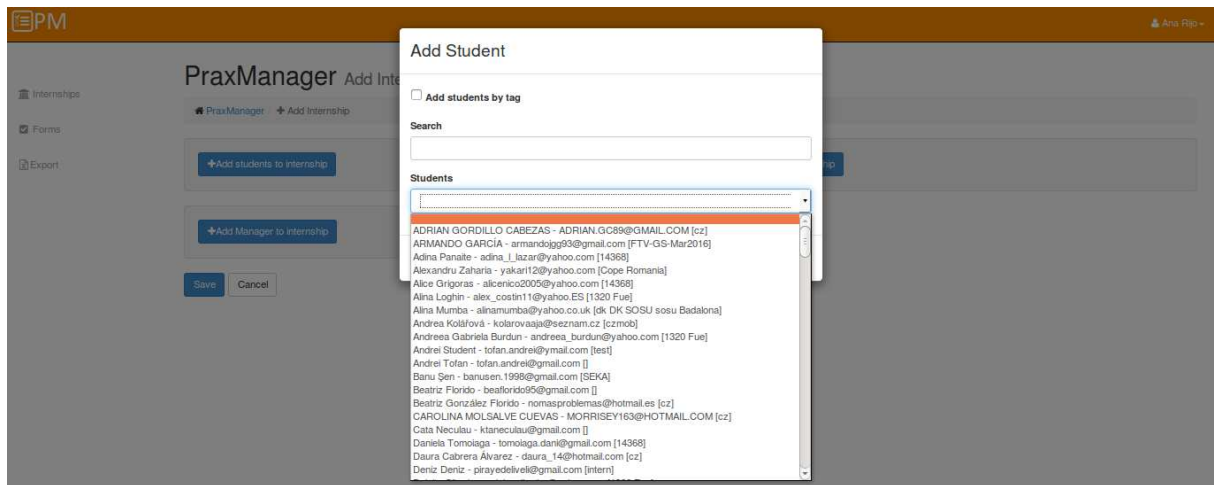- Add forms to internship
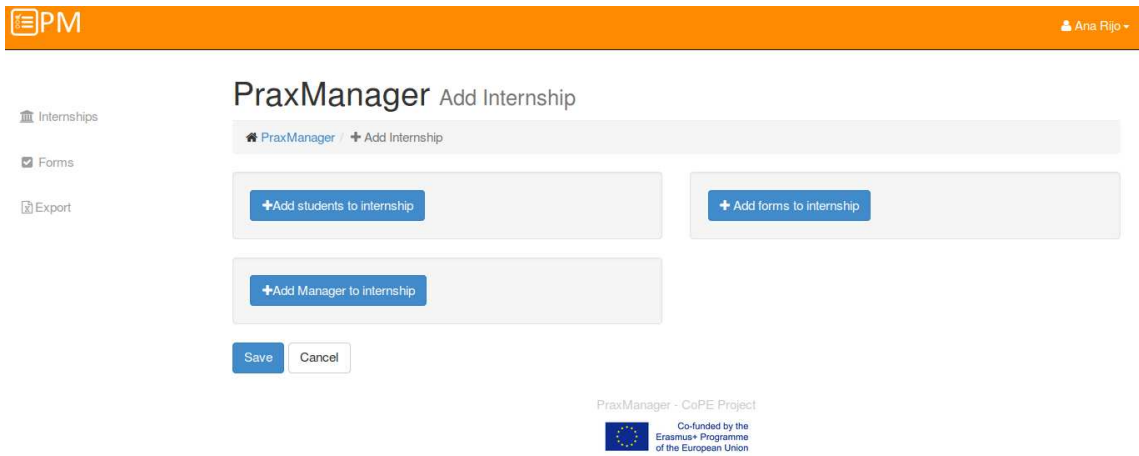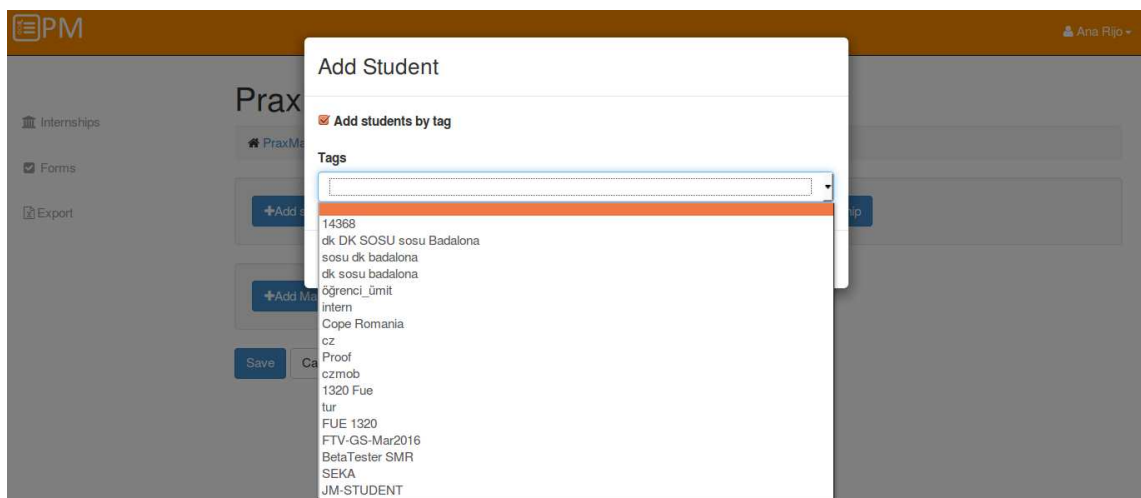
Now we will describe each one of them in detail.

Add students to internship button – you can add students to the practice created, individually, by clicking on the drop down
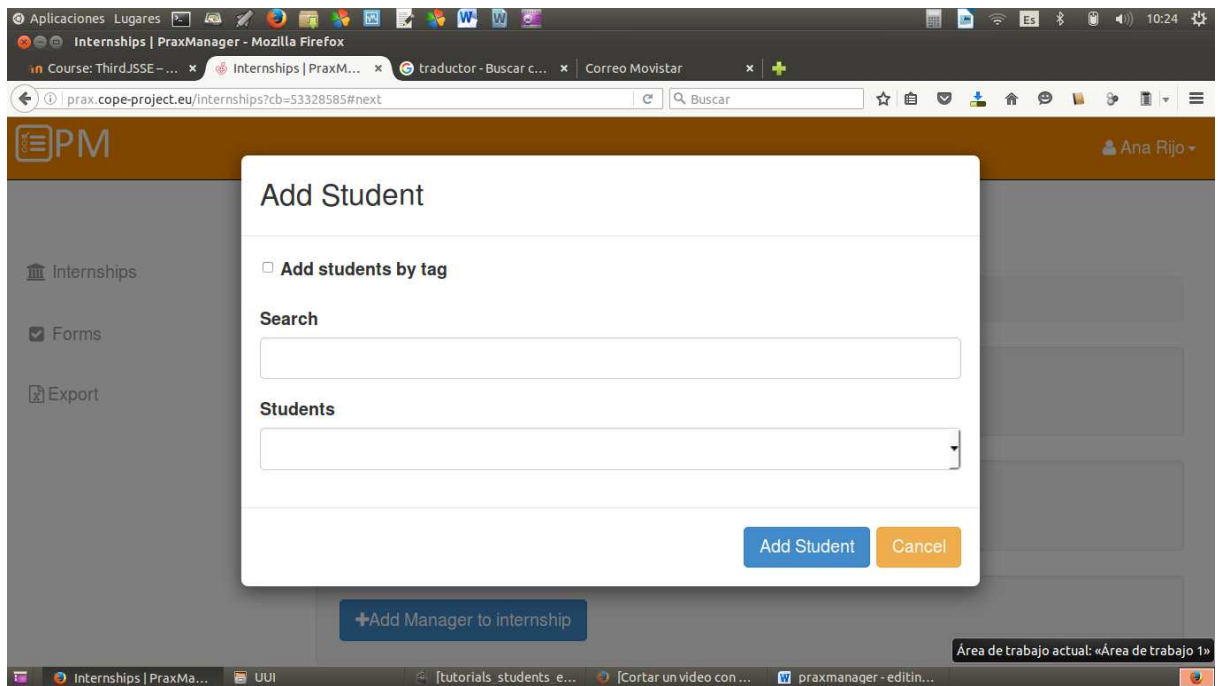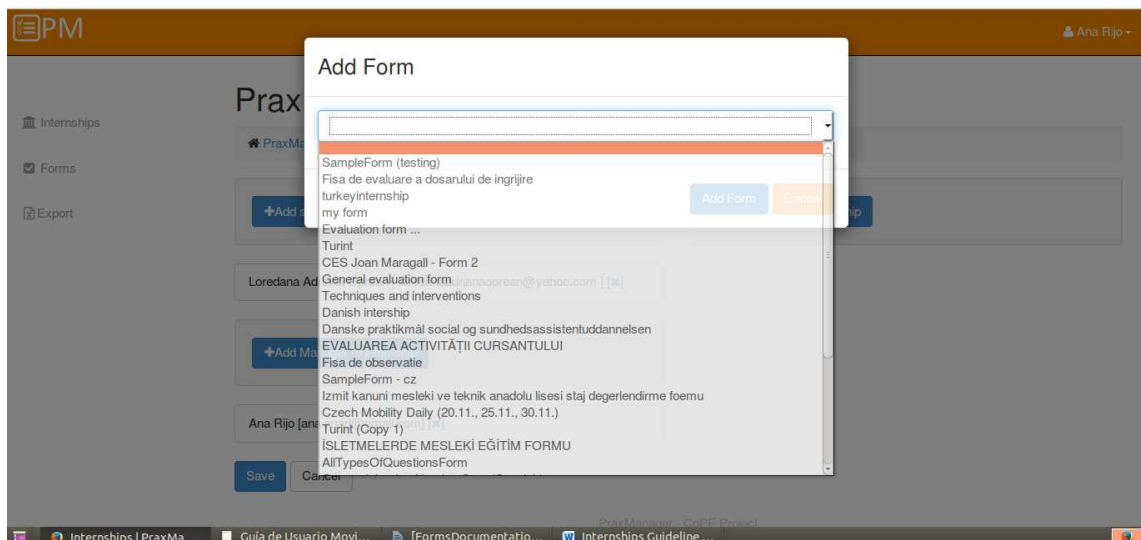
And choosing the students that appear

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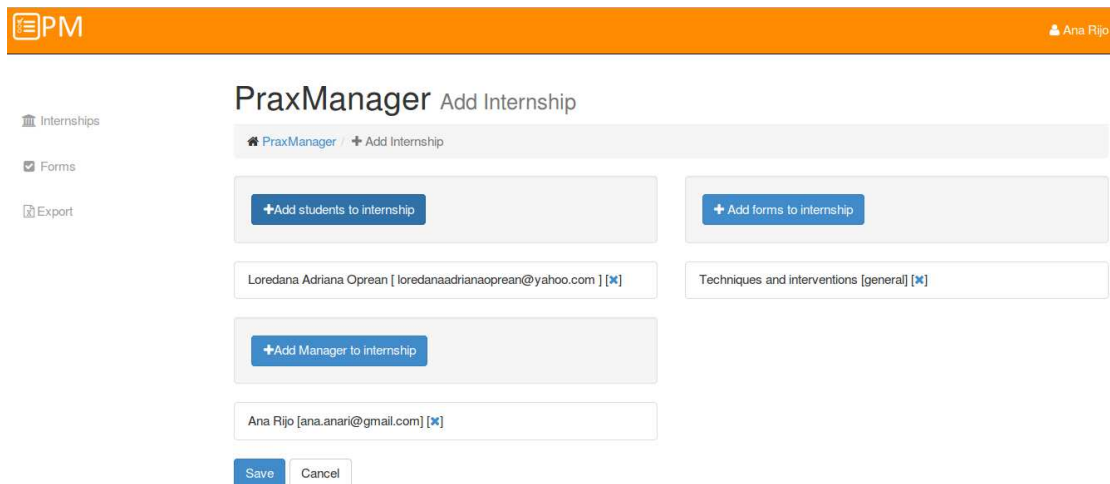

Add forms to Internship button – Clicking on the drop down add form, it would be possible to choose between different previously created forms.

Add Manager to Internship button – Here you can choose the tutor of the students in the internship created.
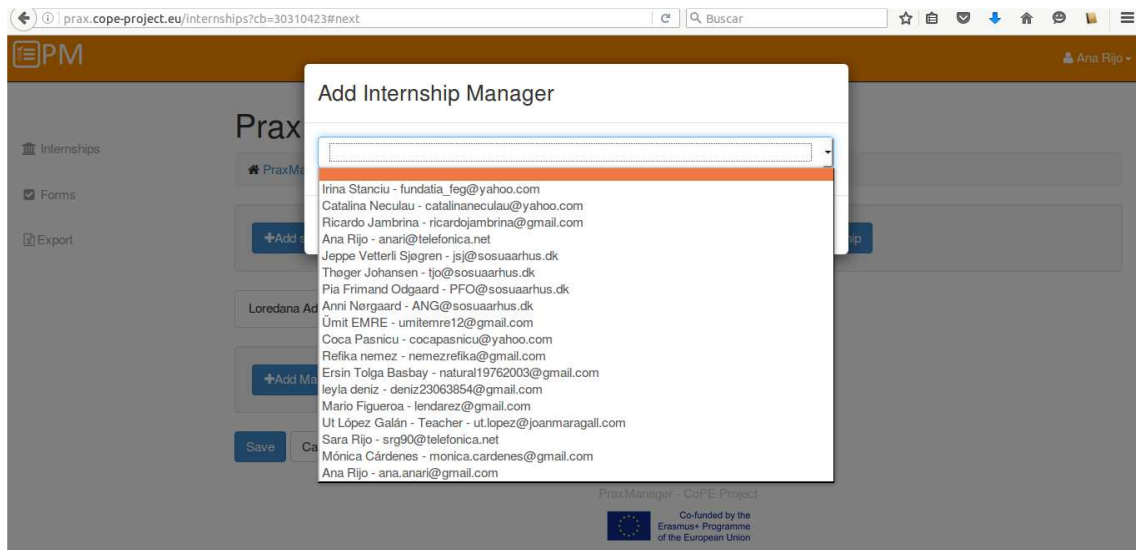
When the three options have been completed, the Internship will be created by clicking the Save button.

From that time the Internship is saved, and you can manage it by clicking on the drop down Manage option, where six options will appear to choose from:

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

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

- Submitted Form
- Student Presence
- Grades
- Send Notifications

Submitted Form –Here are the forms submitted by the student

Student Presence – you can check the student's attendance to the internship in the practice institution.

Send Notifications - Choosing this option you can send emails to students.
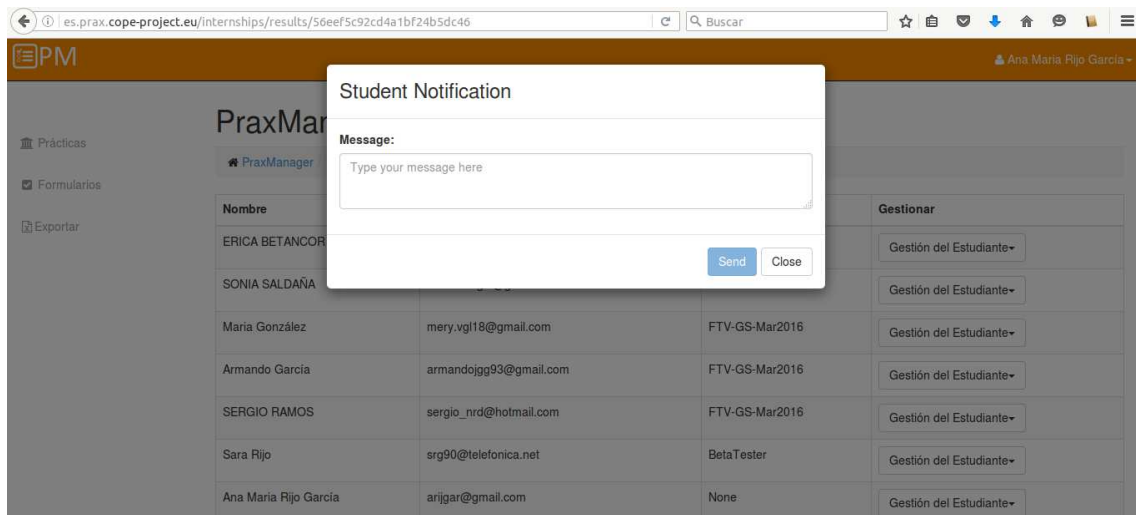
View as student - Here you will have the same view as the student.
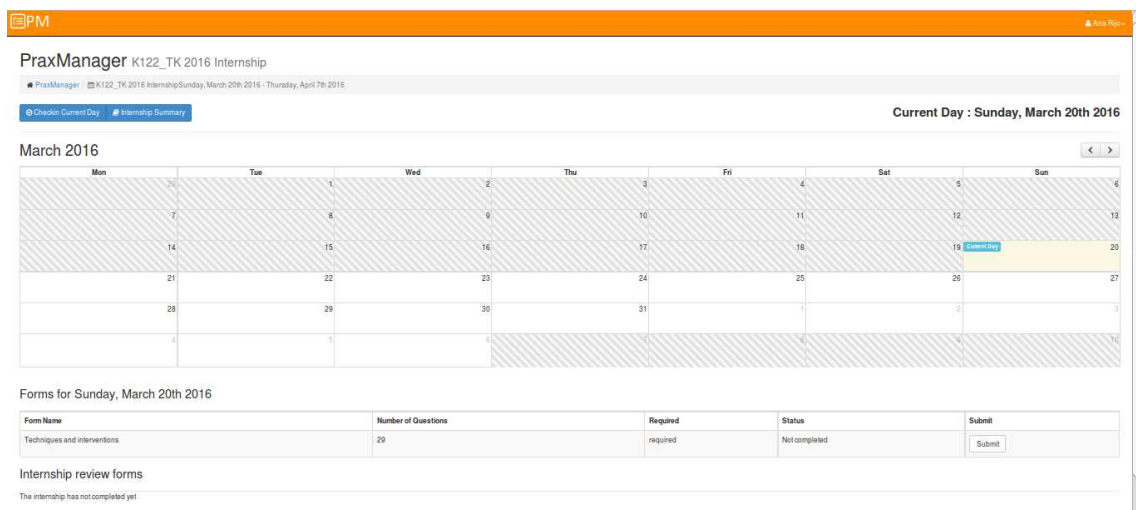
There are two buttons:

- 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.

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 - you choose this option to eliminate permanently the Internship.

prax.cope-project.eu says: ×

Are you sure you want to delete this internship ?

☐ Prevent this page from creating additional dialogs.

OK   Cancel

Forms

After you are invited as a teacher/tutor on PraxManager you need to create some form templates through which the students can submit their evaluation. A form is just a list of questions grouped by subject that the student needs to answer. A subject is just a way of grouping questions inside a form. For a subject you can also provide a description. Forms can be created by the teachers/tutors and can be completed by the students. After a form is submitted it can be reviewed by the teacher/tutor.
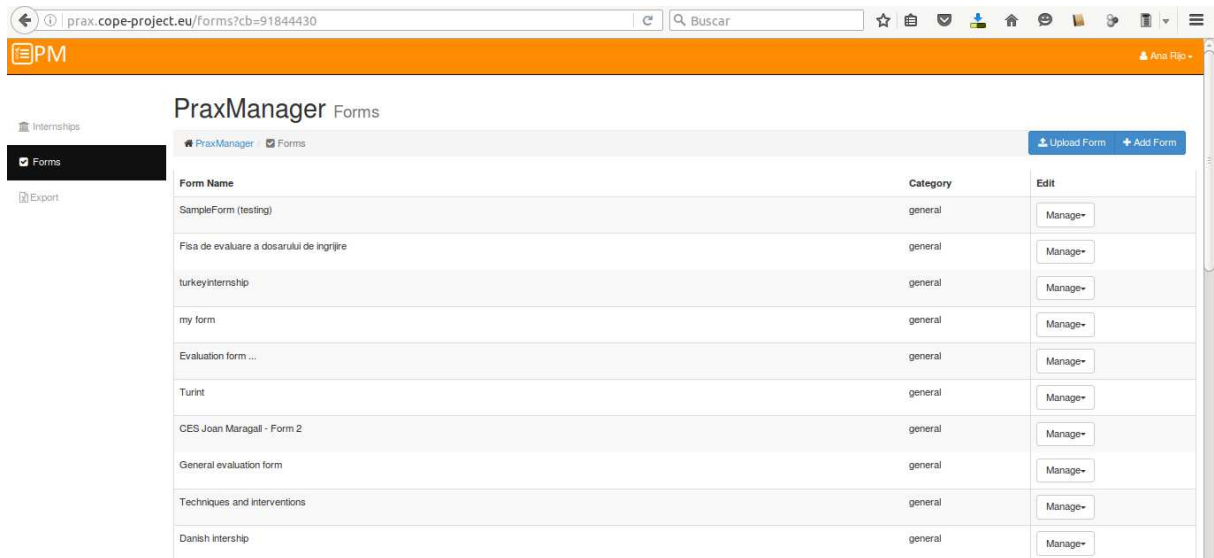
The question can be of the following types:
- True or False
- Yes or No
- Multiple choice with an single answer
- Multiple choice with multiple answers
- Short answer
- Video recording
- Audio recording
- Photo
- Document

True or False

This type of questions asks the student if a statement is true or false. The only answers available for this type of question are true and false.

Yes or No

This type of question asks the student if he agrees with a statement. The only answers available are: yes or no.

2. Do you think this is correct ?
○ Yes ○ No

Student Comment:

Explain your option here

Teacher Evaluation:
○ Yes ○ No

Teacher Comment:

Give feedback to the student here

Multiple choices with a single answer

For this type of question you can add multiple options from which the student can select only one. Be careful not to change the form options while it is used inside an internship. By changing the form while it is used in an internship you will cause discrepancies in the summary reporting.

3. Select an option:
○ Option A
○ Option B
○ Option C

Student Comment:

Explain your option here

Teacher Evaluation:
○ Option A
○ Option B
○ Option C

Teacher Comment:

Give feedback to the student here

Multiple choices with multiple answers

This type of question allows you to add multiple options from which the students can select one or many. Be careful not to change the form options while they are used inside an internship. By changing the form while it is used in an internship you will cause discrepancies in the summary reporting.

4. Select one or more options:
- ☐ Option A
- ☐ Option B
- ☐ Option C

Student Comment:

Explain your option here

Teacher Evaluation:
- ☐ Option A
- ☐ Option B
- ☐ Option C

Teacher Comment:

Give feedback to the student here

Short Answer

This type of question allows you to ask students for a short answer. There is no limit to the length of the answer.

5. What did you eat?

Video Recording

This type of question allows you to ask for a video file from students. The following file types are allowed: avi, mp4, ogg, webm, wmv, flv. Please open an issue if you encounter issues with the file video type. Before asking students to submit videos please make sure that they have a good internet connection. Also please make sure you have enough disk space and the web server is configured to accept large files (>200mb).

Audio Recording

This type of question allows you to ask for audio files from students. The following file types are allowed: mp3, mp4, ogg, webm, acc, 3gpp. Please open an issue if you encounter issues with the file audio type. Before asking students to submit videos please make sure that they have a good internet connection. Also please make sure you have enough disk space and the web server is configured to accept large files (>100mb).
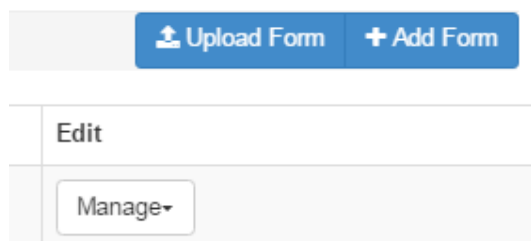
Photo

This type of question allows you to ask for photos from students. The following file types are allowed: gif, jpg, png, bmp, tiff.

Document

This type of question allows you to ask for documents to be uploaded from students.

Create new form

To create a new form login into PraxManager and go to the "Forms" section of the application and press Add Form button.

Once the add form page is open you have to fill in the following fields:

Name - The name of the form, this field should describe the form usage (e.g. Form First Year Students)

Category - The category is used to group forms designed for different groups of students. To change the categories available in the dropdown please ask your administrator.

Required for check-in:
- Optional - The students can check in without filling in this form
- Required - The students need to fill out this form before check in.

Completed By: This dropdown specifies who needs to provide feedback on this form.
- Student - Only students need to provide feedback on this form
- Student and Teacher /Tutor- This form needs to be completed by students and teachers/tutors.

This form needs to be filled:

This option specifies how many times the student needs to fill this form.
- Once - Only once during the internship
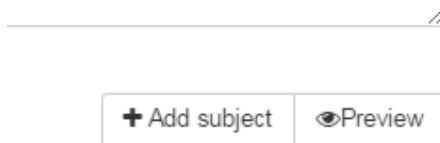- Day of the week - Select the day of the week on which the students can check in

Print Template - The template used for printing by students.

Description - More info about the form.

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

Add subject

A subject represents a group of questions. By default PraxManager creates a default subject called "General". In order to add a new subject presses the "Add Subject" button.

In the popup that has been opened you need to provide a name for the new subject and optionally a short description of the subject. When done press the "Save Subject" button.

Edit Subject

Name (required)

Description

Please provide feedback on the following questions.

Save Subject   Cancel

Edit subject

To edit a subject press the "Edit" button on the right of the subject name. Press "Save Subject" inside the modal to save the changes or cancel to keep the initial version.

+ Add Question   ☑ Edit   ✖ Delete

Delete subject

To delete a subject press the "Delete" button on the right of the subject name. After the confirmation the subject will be deleted.

+ Add Question   ☑ Edit   ✖ Delete

Add question

To add a new question in a subject press the "Add Question" button. Inside the popup select the question type and type the question or its type. For multiple choice questions press the "Add choice" button to add a new choice. Press "Save Question" to add the question to the subject.

Edit question

To edit a question press the "Manage" button on the row of the question and select "Edit" from the dropdown. To save the changes press the "Save Question" button.

+ Add subject   ◉ Preview

+ Add Question   ☑ Edit   ✖ Delete
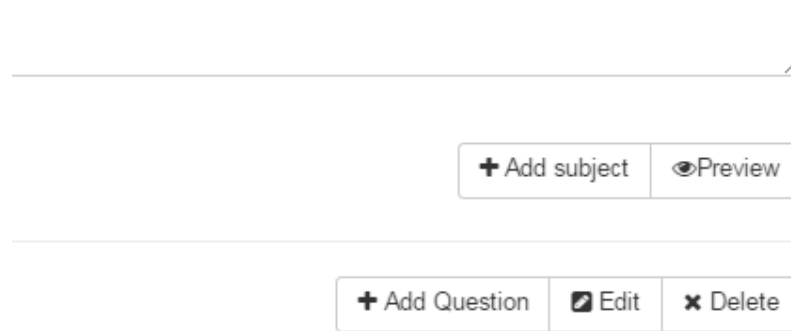
Type	Edit
True or false	Manage▾

☑ Edit
🗐 Duplicate
✖ Delete

PraxManager - CoPE Project

Delete question

To delete a question press the "Manage" button on the row of the question you like to delete and select "Delete". After the confirmation the question will be deleted.

Duplicate question

To duplicate a question press the "Manage" button on the row of the question you like to duplicate and select "Duplicate". After this action new question will appear in the interface with the name of the duplicate question concatenated with "(Copy)".

Preview questions

To preview the form press the "Preview" button from the right of the "Add subject" button.

To close the preview modal press the "Close" button.

Edit Form

After you create a form, you can change various settings for it. To edit an existing form go to the "Forms" section of the application and click the "Manage" button on the line of the form you want to edit and select "Edit". To save the changes press the "Save" button. To go back to the full list of forms click on "Cancel" button.

Delete form

Before you delete a form, make sure it isn't used in any internship. To delete an existing form click the "Manage" button on the line of the form you want to delete and select "Delete". After you confirm the action the form will be deleted.

Preview form

In order to preview an existing form, click the "Manage" button on the line of the form you will like to preview and select "Preview". To exit the preview mode click the "Close" button from the bottom of the modal.
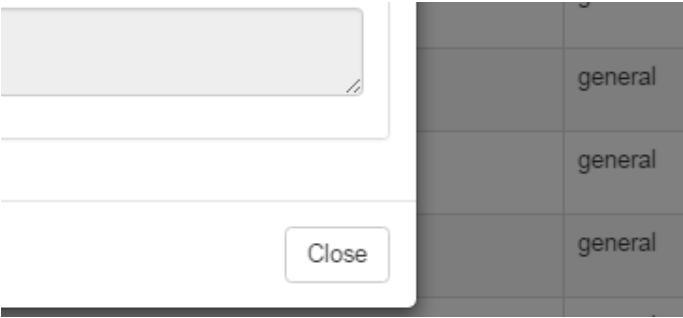
Duplicate form

Duplicate form allows you to quickly create a form based on an existing one. To duplicate an existing form, click the "Manage" button on the line of the form you will like to duplicate and select "Duplicate".

Download form

For each form you setup you can download a copy on your hard drive for later upload. To download a form click the "Manage" button on the line of the form you will like to download and select "Download".

Upload form

After you download a form you can upload it at a later date. To upload a form click "Upload Form" button that can be found at the top of the forms page. After the "Upload form" modal is open click the "Choose File" button, select the form file from your local computer and press "Upload Form".

Once the form is uploaded it will be listed with the existing forms.
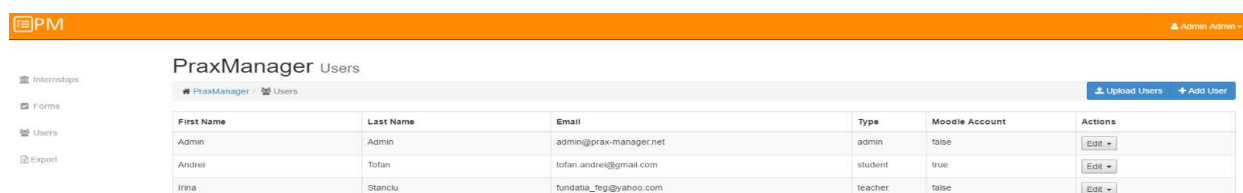
PraxManager for Administrators

Installation

For further development, please follow the instructions on how to install PraxManager which can be found in the install manifest file of the project: **https://github.com/cope-project/PraxManager/blob/master/INSTALL.md**

After installing PraxManager you can start adding users, create internships and forms.

Users

Add new user
If you want to add a new user you have two possibilities. You can use **Add user** button in upper right corner. When you press the button a dialog window appears.

Command	
First Name	User's first name.
Last Name	User's surname.
Email	User's e-mail address. After you create a new user account new password will be generated and sent to this e-mail address. E-mail address can't be changed later.
Type (required)	Choose user's role in PraxManager. There are two options: **Student** and **Teacher/Tutor**. Teachers/Tutors have access to create and manage Forms and Internships.
Tag	Tags can be added to users, these tags can then be used in managing Internships. You can easily assign multiple users to internship at once just by specifying tag. **Tags are separated by space.**

Upload multiple users

It is possible to upload multiple user accounts via file. Download this xls file and fill it. After that, use **"Upload users"** button in upper right corner.

Edit user

To edit an existing user account, simply click on **Edit** button in the Users table. From here, you will be able to change all attributes except user's email.

Send new password

There are a lot of situations where a user may need to reset their password. Typically, people either forget their password or experience some kind of security breach that may have disclosed their password. For most situations, you can reset their password using **"Send new password"** button.

Exports

To be able to export a file from the PraxManager Database to your computer or another media device, firstly you have to click on the Export Link in the bottom of the all tabs
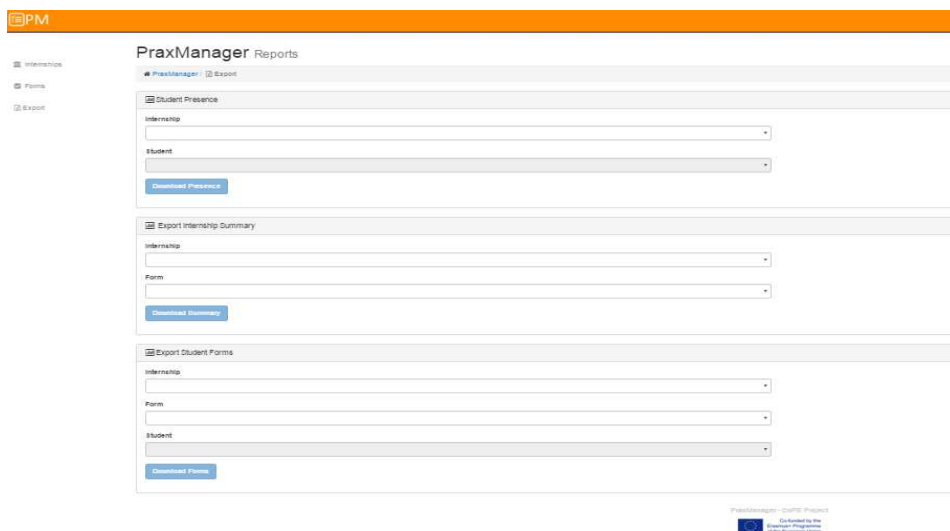
The Export process of The PraxManager System consists of simple steps as shown in pictures below.

You will see three main sections in the export tab of the PraxManager.

1.The Student Presence

The Student Presence section is to provide an opportunity to you to check the presence of a student, downloading the file in Microsoft Excel format.

2. The Export Internship Summary

The Export Internship Summary is to download and evaluate internship info and student answers in detail.

3. The Export Student Forms
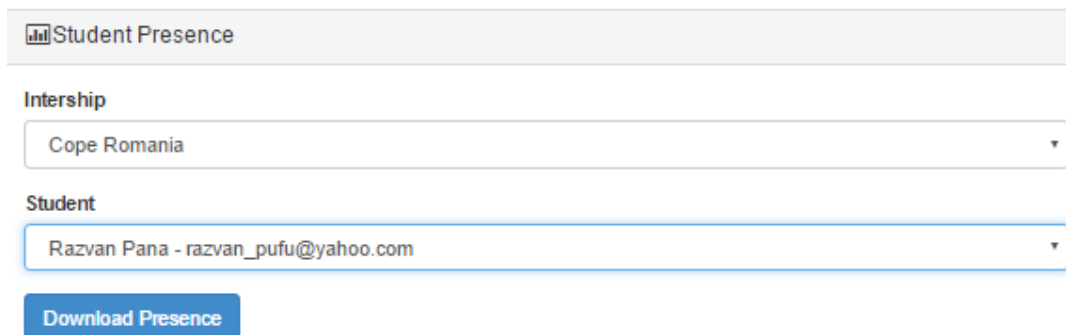
The Export Students Forms is a way to download all filled out forms of a student.

HOW TO DOWNLOAD THE STUDENT PRESENCE
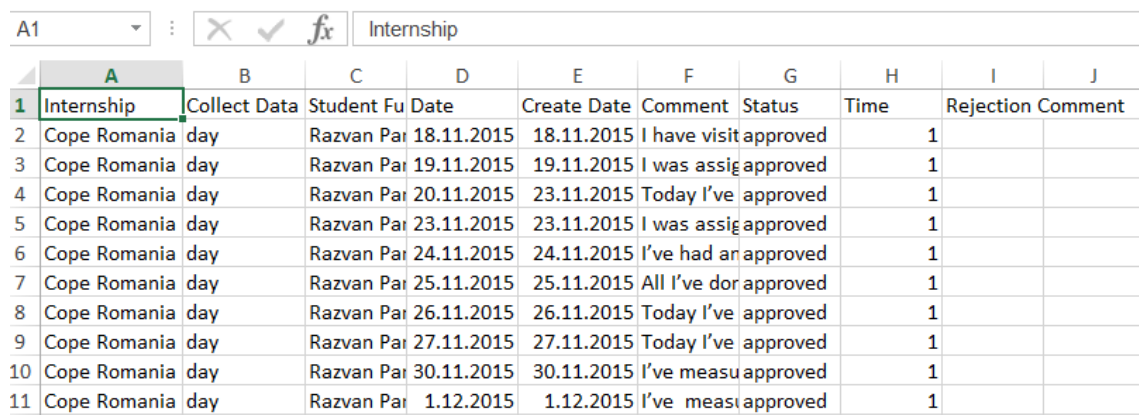
To be able to download a presence information sheet of a student in The MS Excel format, please do the steps below.

1. select any internship from the Internship ListBox.
2. select a student from the student listbox
3. click the Download Presence Button

 As shown in the Picture below,

The Result Screen is like the Picture below:

Attention: If you would see the signal '########' instead of the dates on the Date Column or would not be able to see completely the words in columns then you would be able to click the border line between two columns.

HOW TO DOWNLOAD THE EXPORT INTERNSHIP SUMMARY

The Result Screen is like the Picture below:

#. Internship	#. Form	#. Subject	#. Question / Task	I didn't do tl	By the tut	By me, und	By me alor	I didn't do
Cope Romania	Techniques and interventions	Techniques and interventions	Changing bedridden patient linen and clothes	41	5	1	0	0
			Collection of psysiologycal and pathological dejections	41	5	1	0	0
			Bedridden patient's toilet	39	8	0	0	0
			Observing the patient position in bed	0	6	1	40	0
			Changing the position of the bedridden patient	16	18	7	6	0
			Patient mobilization	14	18	9	6	0
			Patient transport	4	23	6	14	0
			Measuring, recording and grafichal representation of the vita	0	2	16	29	0

You can get some information from the Excel File that you would download

HOW TO DOWNLOAD THE EXPORT STUDENT FORMS

The Result Screen is like the Picture below:

You can get some information from the Excel File that you would download

PraxManager for students

After your school enrolls you in PraxManager, you will receive an email with the username, password and a link where to login. If you lost your password you can use "Forgot password?" feature from the login page.

My Internships
In the home page of PraxManager you can select the internship you are currently assigned to. The internships that are finished will disappear automatically after 30 days. In order to view the internship calendar, click on the name of the internship or on the "Expand" button.
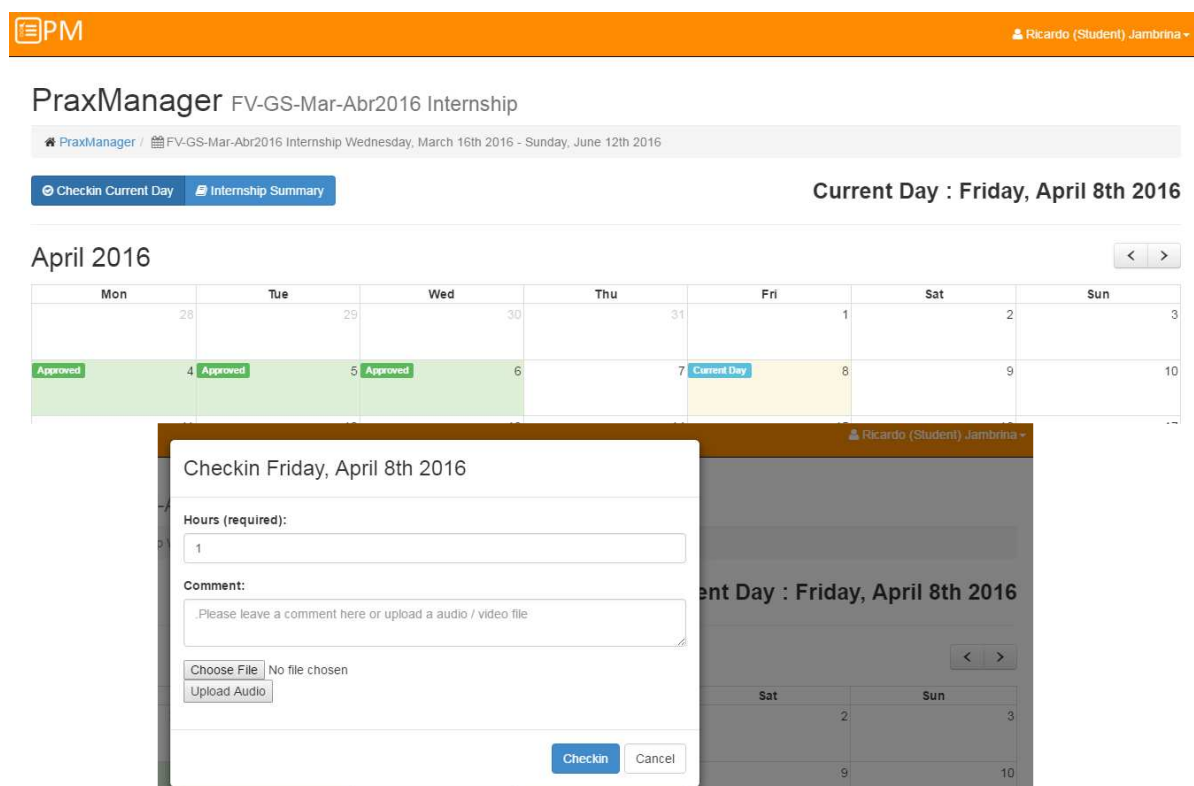
Internship Calendar
On the internship calendar section you can "check in" to let your teacher/tutor know that you have been present to the internship in the "Current day" selected in the calendar. To check in press the "Check In Current Day" button on the top left of the page.

Forms can be assigned to you to complete on some days of the internship or for the whole internship. Some forms can be required, and you will not be able to check without completing the form. To view the forms you need to completely checkout the section below the calendar and press the "Submit" button to complete the form. For all questions you need to provide an answer, else you will not be able to save the form.

Internship Summary

To view the summary of your internship, click on the "Internship Summary" button. On the internship summary page you can view the status of your check-ins and you can download your submitted forms.

Profile
To change the password or update your profile, go in the top right menu and select "Profile".

After the profile page is open, you can change the password by providing the current password and the new one. To change the password, press "Change Password" button.

Success in using PraxManager! Enjoy it!