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seeing the
invisible



USER MANUAL "SEEING THE INVISIBLE"



seeing the
invisible



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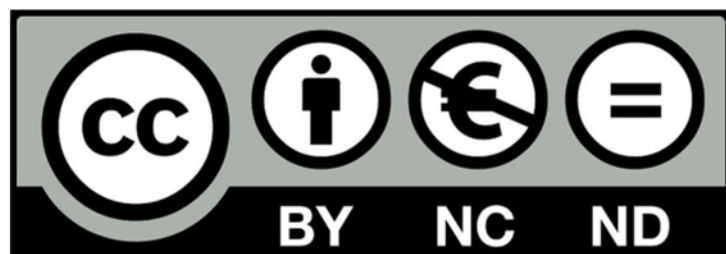
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INTRODUCTION

This manual refers to the mobile and tablet software for Android and IOS “SEEING THE INVISIBLE”. This application, developed within the framework of the Erasmus Plus Project “Seeing the invisible: inclusive digitalization of low vision students in school education”, allows teachers to teach their classes directly through their students' devices and in a format completely adapted to people with low vision.

The app is aimed at primary and secondary teachers. It is a very useful tool when they must implement blended or distance modalities. Also for reinforcement teachers who must support the training of students with low vision who live at a great distance. It also serves to generate a support network among teachers who will be able to share their adapted documents and exchange experiences. It can also be used in the classroom itself, facilitating fully adapted face-to-face learning. All this through a systematic, simple and guided process that allows the teacher to:



1

Design and generate the didactic units of their subject and the sessions that compose it, in a virtual and guided format that provides guidelines and models to follow.

2

Generate virtual classrooms, to which you can invite your students or those you decide to convene, where the generated sessions will appear automatically, being able to teach them synchronously or asynchronously.

3

This tool integrates an advisory service so that teachers with students with low vision can turn to experts to support them and answer their questions.

It is not an e-learning platform, nor a website, nor a resource or support material, but an educational tool that allows adding resources provided by ICT to the digitalization of teaching adapted to low vision.

The app consists of a public area, accessible to anyone who downloads it, without the need to create an account and log in; and a user's area, accessible only through log-in. Each of said areas has multiple pages, as detailed in the present manual.

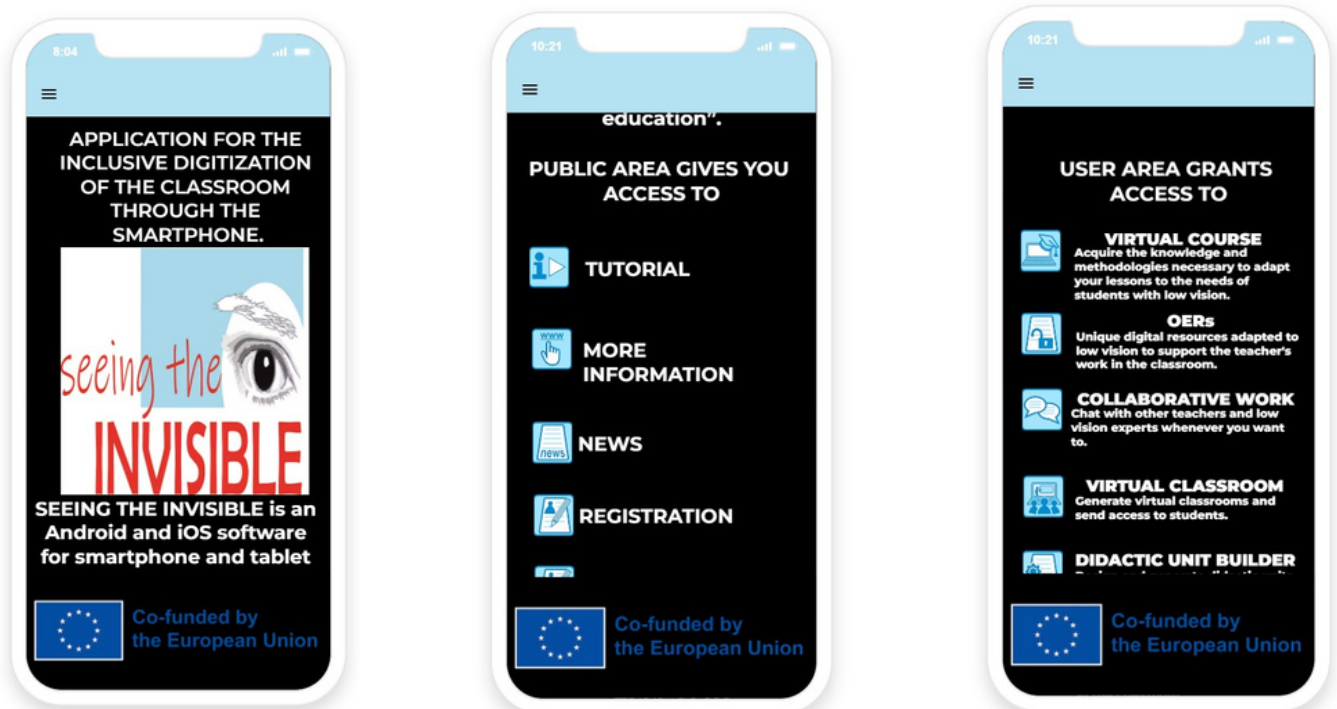
1.PUBLIC AREA

The sections described in this paragraph are accessible and visible to anyone who has downloaded and installed the app on their device, regardless of whether they have an active profile or not.

1.1 Home

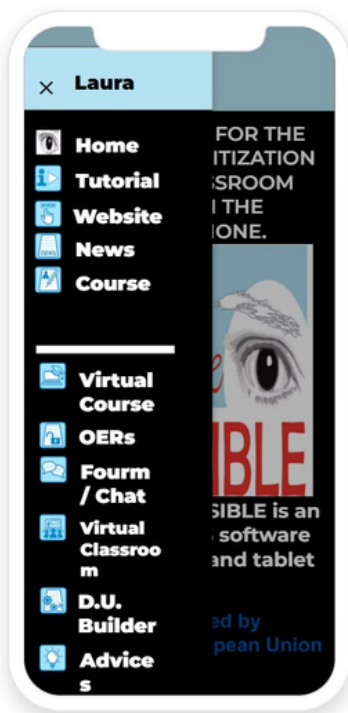
This is the page that shows up when you open the application on your device, whether you are logged in or not. It provides a general description of the project and of each section of the app itself. In order to access each section you can either tap on its description here or in the side menu that opens by tapping on the icon top left of each page.

Note that the links to the sections that require being logged in to be accessed are not working in the home page for non-logged users, and not shown at all in the side menu.



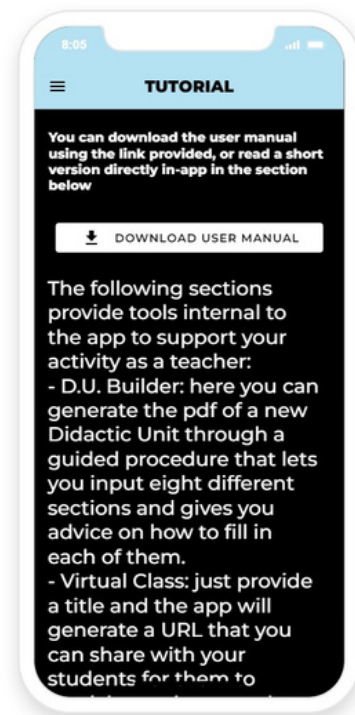
1.2 Menu

The side menu is the main interface through which the user can access all the sections of the app, including the user's area (limited to logged-in users); it also allows log-in and logout. The main menu is accessible from all pages of the app, by clicking on the icon at the top left (three horizontal lines on top of each other). See the following paragraphs of the present guide for details. All the menu items above the white line in the menu are accessible to all users, including non-register users.



1.3 Tutorial

From this section you have access to this user manual, in which we explain step by step how to use the application, as well as all the tools it offers.



1.4 Website

This section links to the official website of the Erasmus plus project. An easily accessible space for school heads, students, and teachers to access all results of the project for free, to communicate with low vision experts, and learn more about our project and the Erasmus Plus Programme.

1.5 News

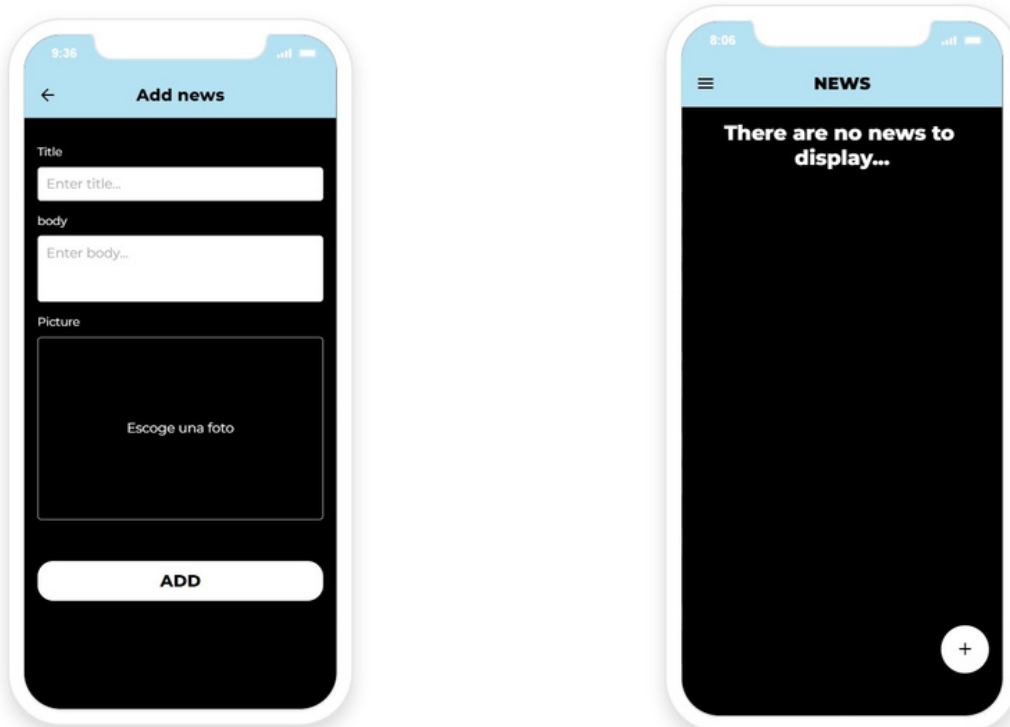
In this section users, both logged and not, can read pieces of news, relevant to the teaching world, that have been added by the project's administrators or by other users.

The page shows a list of titles: by clicking on one, the user opens a separate page with all the details about that piece of news: besides the title, the full text as well as a representative picture.

Logged-in users see a round button with a "+" symbol at the right bottom of this section's page: by tapping on it they can add their own pieces of news, for which they need to insert a title, a body and upload a picture if they wish so:

this piece of news will be from there on visible to all users (including themselves) in the list in the section's page.

If a user wishes to delete or modify a piece of news, they have to contact the project's administrators.



1.6 Course

This section links to the Virtual course for teachers: Inclusive digitalization in school education, developed within the framework of the Erasmus Plus Project “Seeing the invisible: inclusive digitalization of low vision students in school education”.

This is an e-learning course intended to complement the training of primary and secondary school teachers through an innovative methodology, to integrate students with low vision caused by Albinism or Aniridia.

This course provides teachers with the knowledge and methodologies necessary to adapt their classes to the needs of students with low vision in order to achieve inclusion in the classroom.



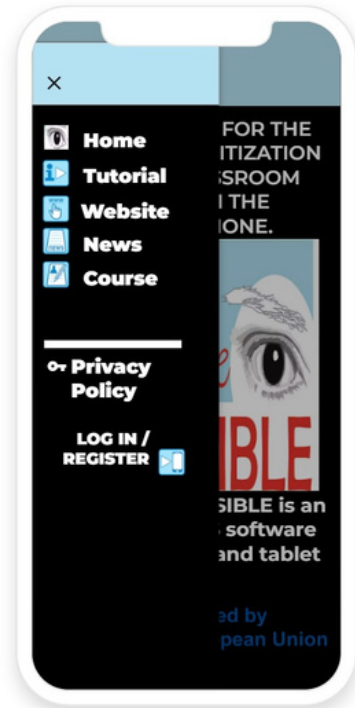
2. REGISTRATION AND LOGIN

2.1 Register to the app

If you are a new user and want to create an account, open the side menu by clicking on the top left icon in the home page (or any other page that is freely accessible), tap on “login / register”, then on “don’t have an account yet?”.

In order to create an account, you only need to input a valid email address, a username and a password.

Upon registration, you will be automatically logged in.



2.2 Login

In order to log in, open the side menu by clicking on the top left icon in the home page, tap on “login / register”, then enter the email address that you used to register (note: not the username) and the password, then tap on “log in”.

Upon logging in, you will be redirected to the homepage.

You will know that you have successfully logged into the app because your username will appear at the top of the side menu, and the links to the sections of the user’s area will appear in the side menu.

3. USER`S AREA

This section is accessible to all registered users in the application. From here, teachers have the opportunity to:

Design and generate the didactic units of your subject.

Generate virtual classrooms to teach classes in an accessible and inclusive way for students with low vision.

Access an advisory service for teachers with students with low vision.

Access resources generated within the framework of this Erasmus Plus project such as: a virtual course for teachers with students with low vision and open educational resources (applications created for educational support in the classroom of students with low vision in primary and secondary school).



3.1 Virtual course

This section links to the Virtual course for teachers: Inclusive digitalization in school education, developed within the framework of the Erasmus Plus Project “Seeing the invisible: inclusive digitalization of low vision students in school education”.

This is an e-learning course intended to complement the training of primary and secondary school teachers through an innovative methodology, to integrate students with low vision caused by Albinism or Aniridia. This course provides teachers with the knowledge and methodologies necessary to adapt their classes to the needs of students with low vision in order to achieve inclusion in the classroom.



3.2 OERs

A page dedicated to useful Open Educational Resources adapted to the low vision of students with albinism and aniridia. These resources have been developed within the framework of the Erasmus Plus Project “Seeing the invisible: inclusive digitalization of low vision students in school education”.

These OER have a flexible format to be able to work online through computer, tablet or mobile. They develop solutions to very problematic issues for students with low vision in subjects such as mathematics, in which the complete perception of formulas presents serious complications. These resources encourage participation in equity of all students, eliminating gaps and favoring inclusion.

3.3 Forum/ Chat

When opening this section, you will find a navigation bar at the bottom of the screen, that allows you to switch between the two sub-sections.



Note: Upon accessing the section, the one that is highlighted first is the forum.

3.3.1 Forum

In this section users can participate in the community by creating new threads or posting/commenting on existing ones (including the ones that they have created themselves).

When the section opens, you will find a list of all the existing open threads in the community, listed by most recently commented.



3.3.1.1 Creating a thread

To create a new thread, tap on the “+” button at the bottom right of the screen: you will be prompted to choose a title for the thread. Once you have done so, tap on “create and publish” (Note: it doesn’t work if you left the title empty): the thread will be created and you will be redirected to its dedicated page where you can proceed with posting the first comment

3.3.1.2 Posting a new comment

From the main forum section, scroll the list of titles and tap on the one that you are interested in reading and/or commenting about: this will open the dedicated page, where all posts relative to that thread are listed, from the less recent to the most recent at the bottom. For each post, the author and date of the post are also shown.

In order to post a new comment, simply tap on the “+” button at the bottom right, input a text and tap on “post”.

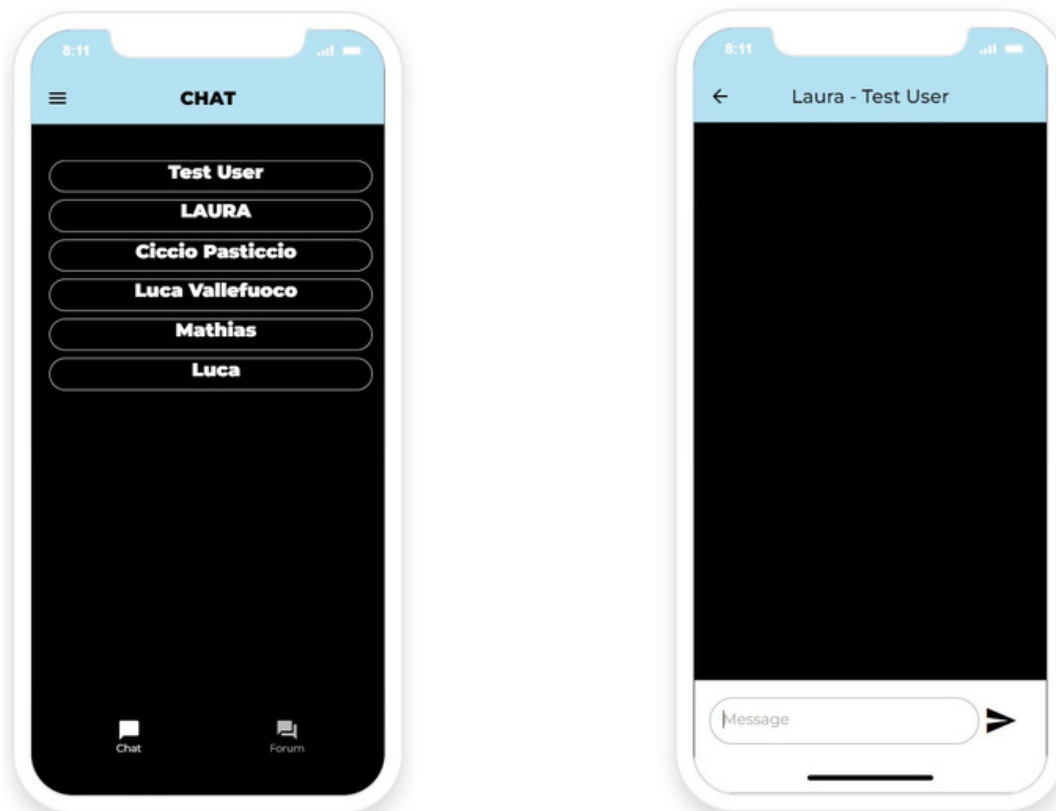


3.3.2 Chat

To access the chat section, use the bottom navigation bar in the forum section: here you will find a list of all the other registered users of the application. If you already have an ongoing conversation with a specific user, their name will appear at the top of the list, based on the most recent message sent or received.

To start or continue a conversation with a user, simply tap on their name to open the screen dedicated to that conversation: here you will find all the previous (if any) messages exchanged between you and the user, from the oldest to the most recent one (scroll up and down in case the whole conversation doesn't fit in the screen).

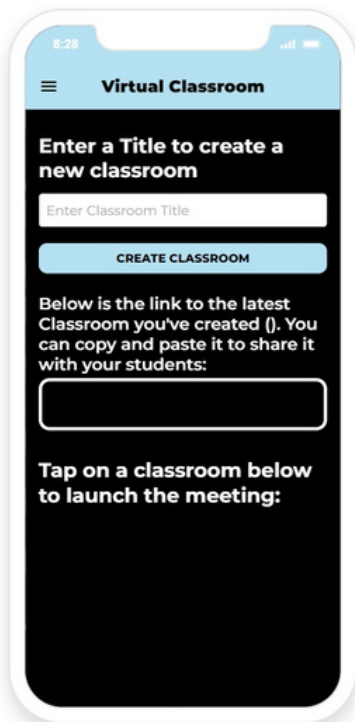
To send a new message, just type it in the dedicated box at the bottom and tap on the arrow to its right. Note that a message can be longer than a single line, if needed.



3.4 Virtual Classroom

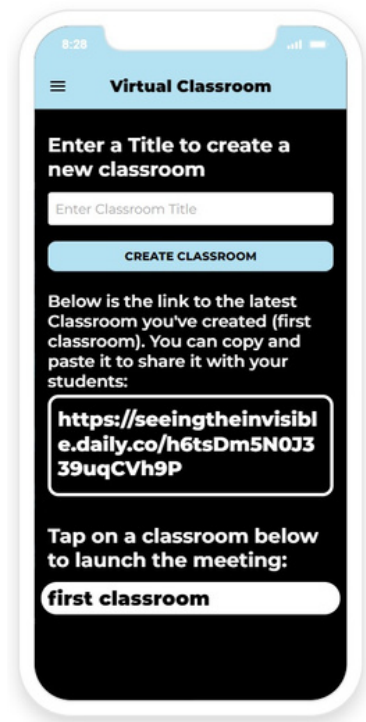
In this section you are given the tools to create and manage classes via a video call system embedded in the app.

In the main screen, you can create new classes, retrieve the core information about the last one you have created, or launch any of the previous ones.



3.4.1 Creating a classroom

To create a new classroom, type a title in the box at the top of the page and tap on “create classroom”. As soon as you do so, the system creates a unique link for the newly created class, which is shown in the highlighted box immediately below. You can copy and paste this link in order to share it with your students via your preferred tool or application.



3.4.2 Inviting students

For your students to participate in a class, all they need is the URL that you share with them. They can then access the video call through any web browser without the need to create accounts or profiles of any sort.



You can retrieve the URL to share with them either in the Virtual Classroom section page, as illustrated in the previous paragraph, or from the page dedicated to the individual class, as illustrated in the paragraph below.

3.4.3 Starting class

At the bottom of the Virtual Class screen you find listed all the classes that you have created so far: simply tap on one to open its dedicated screen. Here you find: the link to this class, to share with your students if you haven't done so yet; the video call window; an avatar representing a teacher, that you can use to get advice while running the class.

To start the class, just tap on "join" and allow the app to use your device's camera and microphone. For your students, joining does not require permission or being admitted from a waiting room.

In the video call window you find a list of participants and a chat to exchange written messages with them. You can mute your microphone or close your camera at any time, if you so wish.

At the bottom of the screen, the avatar of a teacher will always be visible (to you only: students won't see it) while the class takes place: tap on it anytime you feel like you need advice on how to run the class. Use the left and right arrows to browse through the available pieces of advice.

Note that these are the same that you can access through the "Advices" section of the app (see paragraph 3.6), to prepare yourself while not running a class.

3.4.4 Closing a class

To leave a video call, use the red “leave” button at the bottom right of the window. When you do so, you don’t leave the app’s page but you are still able to navigate the app from where you left.

There is no actual closing of a class: the link remains active indefinitely even after you (the host) and / or all other participants have left. This means that you can use the same link multiple times if needed. It also means that if you left a room by mistake you can get back in (you’ll have to use the back arrow of the app, then tap on the room from the list again) and find all the other participants still there.



3.5 Didactic Unit builder

This section allows you to build a personalized Didactic Unit and to generate and download it in the form of a pdf file. When opening the section, you will find listed all the D.U.s that you have already created through the app, listed by creation date: by tapping on any of them you will prompt the download of the respective pdf to your device.

Note: if the creation of a D.U. has been aborted, it will not appear in this list and it will not be possible to recover the information in it.

At the bottom of the page, a simple form prompts you to input the title of a new D.U. that you want to create: when tapping on the “+” button next to the form, the D.U. is created and you move to the next part where, divided into eight steps, you are guided to input the appropriate content for each of the sections that make up the D.U.

For each of the eight sections, you are given a general outline of what should be included, and in most sections you can access additional tips by clicking on the avatar of the teacher that appears at the bottom of the page.

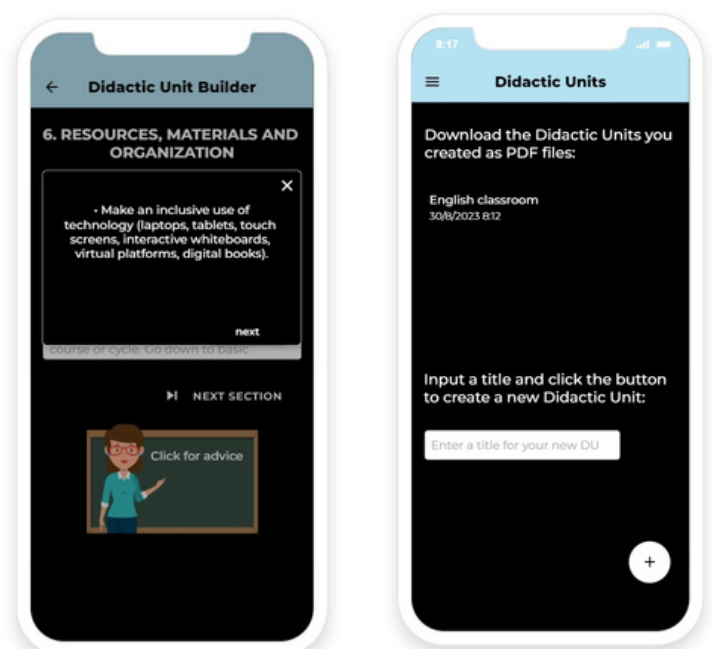
Note: once you start typing your own content, the outline disappears.

Once you are done typing, click on “next section” to save the content of the current one.

Using the navigation arrow at the top left, you can move back and forth through the eight sections, in case you change your mind about the content that you have included in some of them. Be aware that if you navigate back from the first section, you get back to the main Didactic Unit builder page and lose the content of the D.U. that you were creating.

Once you get to the eighth section, instead of the “next section” button you will find a “generate pdf” button, that will save the whole D.U. into a pdf file, which will immediately open on your device for you to download and save.

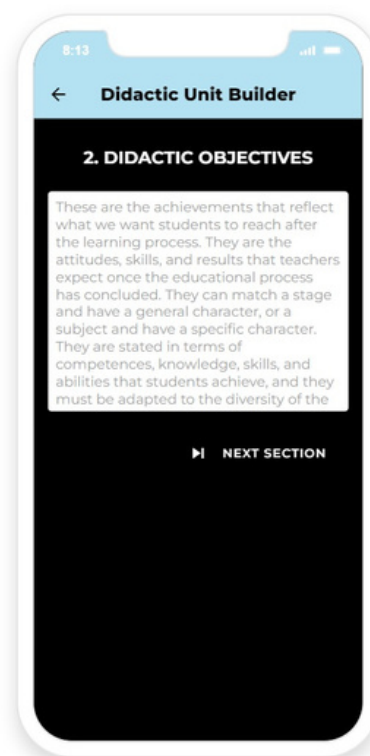
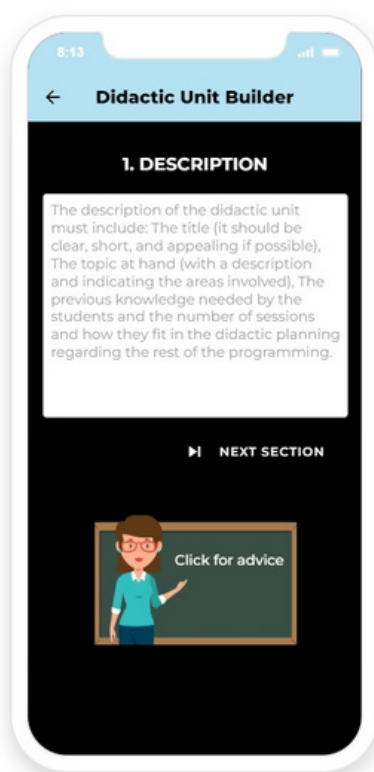
The generated D.U. will from now on appear in the list of your generated D.U.s, for future access, and you will be taken back to the main Didactic Unit builder page.



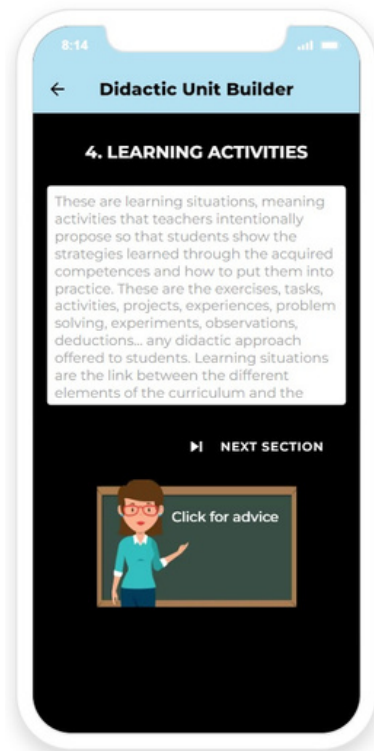
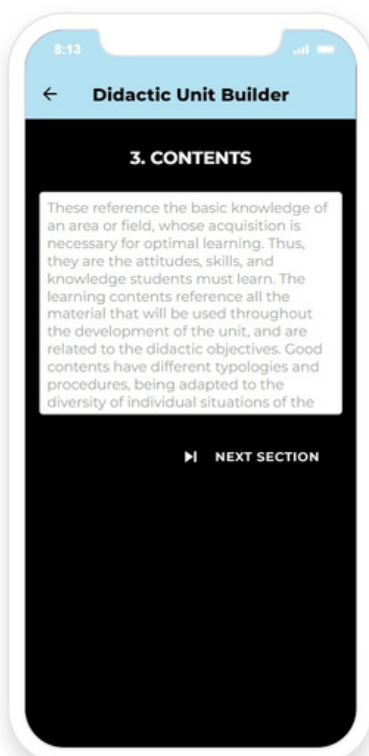
3.5.1 Sections

1.Description: it includes the title (we recommend it to be clear, brief, and appealing) and the topic to be addressed (describing it and indicating the areas involved), the previous knowledge required by the student, the number of sessions, and how they fit in the didactic planning in regards to the rest of the programming.

2.Didactic objectives: these are the achievements that reflect what we want students to reach after the learning process. They are the attitudes, skills, and results that teachers expect to appear once the educational process has concluded. They can match a learning stage and have a general character, or a learning subject and have a specific character. They are formulated in terms of competences, knowledge, skills, and abilities that students achieve. They must be adapted to the diversity of the students so that everyone can achieve them in one way or another. They will include cross-sectional issues.



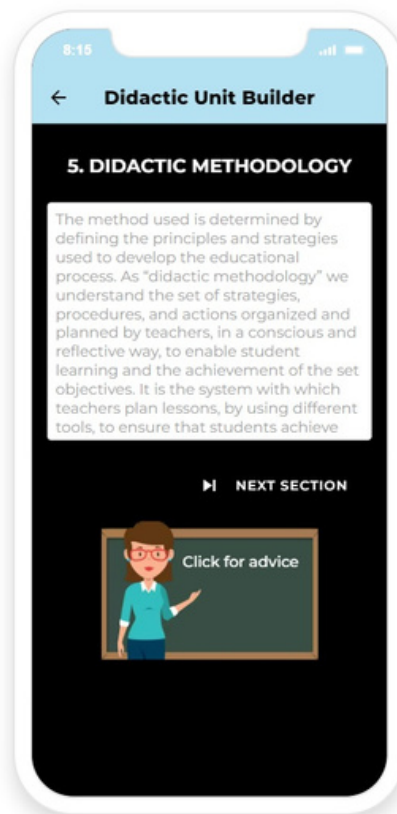
3.Contents: they refer to the basic knowledge of an area or field whose acquisition is necessary for optimal learning, meaning to the attitudes, skills, and knowledge necessary for a student to learn. This basic knowledge is distributed throughout the educational stage and will be sequenced into the educational units of each level. We advise distributing this knowledge in blocks of contents. The learning contents include all the material that will be used throughout the development of the unit and will be related to the didactic objectives. Good contents should have different typologies and procedures, be adapted to the diversity of the individual situations of the students, and try to interrelate the contents of different areas.



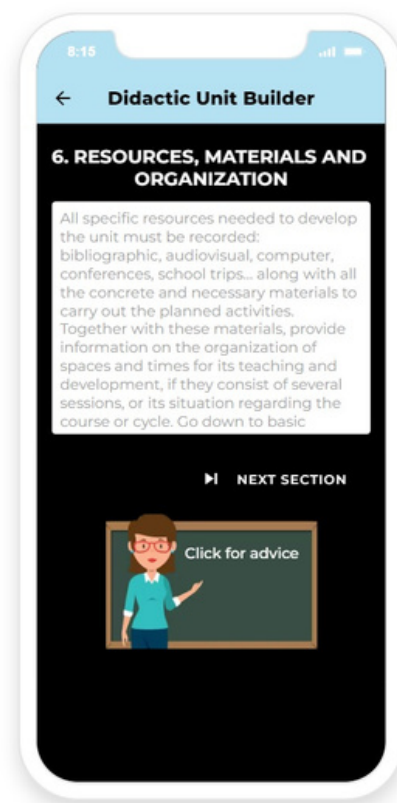
4.Learning sequence: these are learning situations (activities) that teachers intentionally propose so that students show the strategies learned and how to put them into practice through the acquired competences. They are the exercises, tasks, activities, projects, experiences, problem solving, experiments, observations, deductions, and any didactic approach offered to the students. Learning situations are the link between the different elements of the curriculum and the subsequent evaluation of the students.

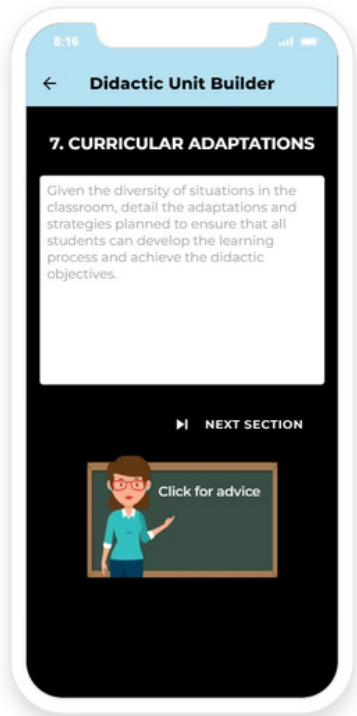
The activities are planned by establishing a sequence interrelating them into a learning chain. It is important for them to be properly related to each other, and not just a mere succession. This sequence of learning must consider the diverse educational needs in the classroom.

5. Didactic methodology: the method used will be determined defining the principles and strategies used to develop the educational process. In the educational regulations in force in Spain, the didactic methodology is defined as a set of strategies, procedures and actions organized and planned by teachers, in a conscious and reflective way, to enable student learning and the achievement of the objectives set. Thus, the didactic methodology is the system with which teachers plan their lessons, using different tools, to ensure that students achieve the objectives and competences defined for each educational level. It is essential that any and all secondary school teachers know the different methods that exist to teach and ensure that students learn and enjoy.

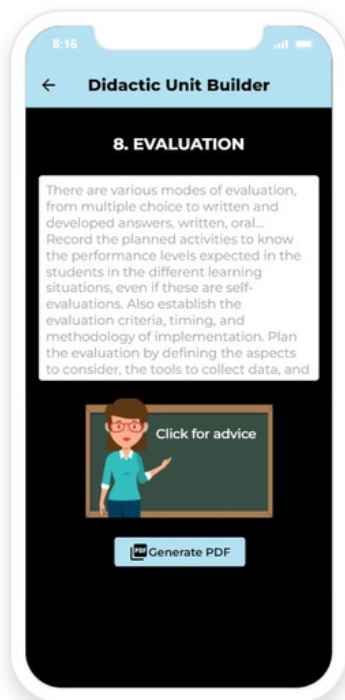


6. Resources, materials and organization: the specific resources needed to develop the unit must be properly recorded, including those bibliographical, audiovisual, and technological resources, conferences, school trips, etc. All the concrete and necessary materials to carry out the planned activities must also be detailed. Also, and along with the materials, information will be provided on the organization of spaces and times for its teaching and development, if it consists of several sessions, or its situation regarding the course or cycle. This will extend to basic descriptive levels, such as the arrangement of tables, organization of groups, the use of spaces, and how to use materials and resources.





7. Curricular adaptations: given the diversity of situations in the classroom, the adaptations and strategies planned to ensure that all students can carry out the learning process and achieve the didactic objectives will be detailed.

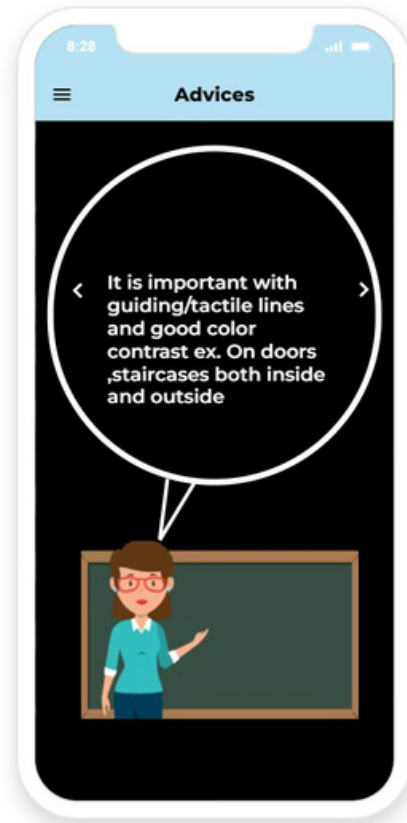


8. Evaluation: there are several modes of evaluation, from multiple choice questions to text answers, written, oral... All planned activities must be recorded to know the performance levels expected in the students in the different learning situations, even if they are self-evaluated. The evaluation criteria, timing, and methodology of their implementation will also be established. The evaluation should be planned by defining the aspects to consider, the tools to collect the data, and its subsequent analysis.

3.6 Advices

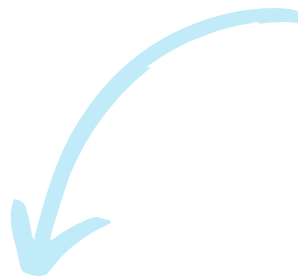
This page includes a number of useful pieces of advice, presented by the avatar of a teacher and dedicated to how to adapt your teaching to account for the presence of one or more low-vision students in your classroom.

You can easily browse through the advices using the left and right arrows at the edges of the bubble in which the advices themselves are included.



3.7 Help Desk

This section directly opens an external link to the Advisory Service for Teachers, a service for teachers of students with low vision where they can consult their doubts or receive the help of experts in the field of rare diseases.



Name

Nombre Apellidos

Email *

Type of organization

- Organization for people with low vision
- Educational center
- Other

Your position in the organization

- Member
- Head
- Teacher
- Student

Country

Your query

Enviar

4. EDITING YOUR PROFILE

4.1 Changing password

The only element that you can edit in your profile is the password.

Open the side menu and tap on your username: a dedicated page will open, where you can input a new password, then tap on “update password”. Allow for a few minutes for the system to update, in case logging in with the newly changed password doesn’t work immediately.

In case you want to change your username, you’ll have to create a new account: note that by doing so you will lose access to the already-created Virtual Classrooms and Didactic Units.



4.2 Deleting your profile

To delete your profile, open the side menu and tap on your username: a dedicated page will open, at the bottom of which you find a button saying “delete my profile”: tap on it and your profile will be deleted, and you will be redirected to the home page. Note that there is no second asking before the profile gets deleted.

4.3 Logging out

In order to log out, open the side menu by clicking on the top left icon in any page, then tap on “log out”. Upon logging out, you will be redirected to the home page.



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