

Assessment of Transversal Skills



D 2.4: ATS2020 User Support and Further Development of Tools

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Site to download:	ATS2020 repository; ATS2020 WP2 ePortfolio at https://mahara.ats2020.eu/view/view.php?id=468 ; partly also at ATS2020 resources portal at https://resources.ats2020.eu/



Disclaimer:

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Summary

This deliverable mainly depicts the user support via (publicly available) material given in ATS2020. The structure of the user support was given in Deliverable 2.1 (ATS2020 Functional Specification – see <https://mahara.ats2020.eu/view/view.php?id=182>) while Deliverable 2.3 (Tools Development – see <https://mahara.ats2020.eu/view/view.php?id=302>) does not only document the initial Tools Development but also shows the further development of tools and platforms for ATS2020.

The Deliverable 2.4 (was kept as an ePortfolio page on Mahara (<https://mahara.ats2020.eu/view/view.php?id=468>) since April 2016. Starting with the launch of the ATS2020 resources portal (<https://resources.ats2020.eu>), many of the guides were published there, as well, especially the ones on Office 365/OneNote Class Notebook, and the Mahara page focused on resources related to the use of Mahara.

Guides for the use of the piloting evaluation tool EIS were published via Mahara, as well. Some of them are also available via the ATS2020 resources portal.

The structure of user support on f2f level is laid out in D. 2.3.

Table of contents

Inhalt

1. Guides for tools in Mahara	4
2. Guides for Office 365/One Note Class Notebook.....	8
3. Guides for Pilot evaluation in ATS2020	12

1. Guides for tools in Mahara

Workshop-Page on Tools and Technology for ATS2020 (public page)

In the Framework of the ATS2020 Partner meeting in November 2015 in Krems, a train-the-trainer workshop was held. Part of it (Working Activity 4) was used as an introduction to the ePortfolio platform Mahara as well as to give an insight into the tools proposed for ATS2020. As development of tools was planned to be done collaboratively with partners, teachers and teacher trainers, the platform Mahara (at that time) was just used for training purposes and to get feedback from the participants on the suitability of the platform. The platform Office 365/OneNote Class notebook was presented at the workshop, as well. Workshop materials are collected in Mahara and can be visited at <https://mahara.ats2020.eu/view/view.php?id=149>

To collaborate with trainers, teachers and partners, the ATS2020 Trainer Online Forum was set up on Mahara, as well (today at <https://mahara.ats2020.eu/group/view.php?id=7>). Additionally, a Community of Practice (today at <https://mahara.ats2020.eu/group/view.php?id=4>) was set up in order to allow online pre- and post-phases for the whole workshop and in order to stimulate discussions between project participants.

The screenshot displays the Mahara ePortfolio platform interface. At the top, there's a navigation bar with the ATS2020 logo and a search bar. Below this, the main content area shows a presentation slide titled "Tools & Technology for Teaching & Assessment in ATS2020". The slide content includes the ATS2020 logo, the title, and a list of tools: "Office 365/OneNote Class notebook", "Mahara", and "Office 365/OneNote Class notebook". The slide also mentions "Prepared for presentation at Train-the-Trainer Workshop in Krems" and "15 November 2015". Below the slide, there's a section titled "2. Mahara Learning Environment" with a description of the environment and a list of resources. The bottom part of the screenshot shows a sidebar with a "New Dashboard" button and a "more overview for" link.

Groups in Mahara (restricted to users of ATS2020 Mahara)

With the decision of a range of project participants to use Mahara as an ePortfolio platform for working during the ATS2020 pilot, a new instance of Mahara was set up for ATS2020 at <https://mahara.ats2020.eu>.

As mentioned before, two groups ("Trainer Online Forum" and "Community of Practice") had been set up on the "old" Mahara (<http://mahara.eufolio.eu/>). The groups and the content related to them were moved to the new Mahara (<https://mahara.ats2020.eu>) in March 2016. The ATS 2020 Community of Practice has 46 members, the Trainer Online Forum counts 69 members. Additionally, a Group "Admin Support" (<https://mahara.ats2020.eu/group/members.php?id=6>) was founded in order to facilitate communication between the country coordinators of ATS2020 and the Mahara administrators (Gregor Pirker and Andrea Ghoneim, DUK). The Group "Admin Support" offers some Quick Guides to solve Frequent Problems, such as: "How can I change the E-Mail" (<https://mahara.ats2020.eu/view/view.php?id=1008>) or

As can be seen on the screenshot on the right side (Example taken from the most vivid group, the trainer online forum), the forum topics were almost exclusively opened by the administrators. However, a range of pages were shared with the group, and some members got actively involved in

Forums | ATS2020 Trainer Online Forum

[+ New topic](#) [Edit forum](#)

Forums / General discussion

As we can open up new topics within a forum, I think, we can confine

Please note that discussions from the [ATS2020 Trainer Online Forum](#) until March 2016) have not been transferred here. In case you miss to know, and she will find a way to make the discussions visible here.

TOPIC


-  [Mahara for ATS2020: use after the end of the project](#)
by Andrea Ghoneim
Dear teachers, trainers, friends,
-  [ATS2020 in "Media and Learning News"](#)
by Andrea Ghoneim
Dear trainers,
-  [Mahara Downtime for Upgrade \(25-27 July 2017\)](#)
by Andrea Ghoneim
Dear trainers,
-  [Mahara downtime/unstable service Tuesday \(20 June\) in the evening](#)
by Andrea Ghoneim
Dear users,
-  [Mahara downtime tonight \(Wed 3 May\)](#)
by Andrea Ghoneim
Dear ATS2020 trainers,
-  [ATS2020 trainer online meeting](#)
by Andrea Ghoneim

discussions, as can be seen from the screenshot below.

Pages shared with this group		
PAGES SHARED WITH THIS GROUP ▾	SHARED BY	MEMBERS INVOLVED
ATS2020 - Work with "MyLearning"	Andrea Ghoneim	
Profundizamos en el conocimiento del eportfolio	Milagros Trigo	
test Folder	testa	Gunda Tire (1) 1 comments
Group pages		
PAGES OWNED BY THIS GROUP ▾	MEMBERS INVOLVED	
ATS2020 trainer's webinar (31 March 2017)		
ATS2020 User Support - Guides for Tools (D. 2.4)		
Group homepage		
My favorite tools which support the model ATS2020	Andrea Ghoneim (3) Sarrantos Oikonomidis (2) Anne Rongas (1) Christakoudis Christos (1) Blanco Areas, Mª Almudena (1)	8 comments
Work with Students in a group	Andrea Ghoneim (2) Blanco Areas, Mª Almudena (1) Milagros Trigo (2) Christakoudis Christos (1)	6 comments

ATS2020 landing page (restricted to users of ATS2020 Mahara)

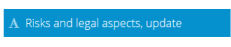
The ATS2020 landing page (at <https://mahara.ats2020.eu/view/view.php?id=176>) was created to give users orientation on the platform, to make them aware of risks and legal aspects of working with ePortfolio platforms like Mahara. It served furthermore to point at groups and further resources (like the ATS2020 resources portal) and to provide some project information as well as general information on work with ePortfolios. The page was visited 400 times since its creation on April 4, 2016.


ATS2020


Welcome to Mahara for ATS2020

by ATS2020 Edit this page

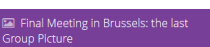
This is a section of Mahara for Trainers and Teachers - a so-called "institution". For some of you, this might be the first page you see when entering Mahara for ATS2020. Therefore, you can find links to some general information about ePortfolios and Assessment as well as on the project ATS2020 below. The page is also useful to see events (webinars, workshops, ...) of the project as soon as they come up. Please do also scroll down to read the text about risks and legal aspects of working with this (and other) platform(s). With using Mahara for ATS2020 you agree with the general [Terms and Conditions](#) and the [Privacy Statement](#) as well as obliging yourself to follow the information for protection of students' sensitive data from unintentional leakage.



A presentation on Risks and Legal Aspects of ATS2020 learning platform was added to the page "ATS2020 piloting. Registration issues" at the end of June 2016. Please make sure that your users are acquainted with these aspects (see more on it below, as well). Some piloting countries might also need informed consent sheets of the parents which are provided via Sharepoint.

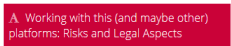


Dear users! We are glad to inform you that we will continue hosting this Mahara for you - even after the end of ATS2020. Please simply continue using Mahara with your schools and students. In case you have any questions, please contact your country coordinator or andrea.ghoneim@donau-univ.at



[ats2020groupPic.jpg](#)

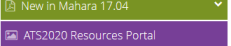
[Add comment](#) [Details](#)




Mahara is fun to use. However, each user (in whichever role) should be aware that using this platform means that s/he agrees to the terms and conditions. You are also obliged to follow the information below.

Important Information for Protection of Students' sensitive data from Unintentional Leakage


All ATS2020 documents that contain student personal data, assessment data and/or multimedia content such as personal photos are considered sensitive data and they must be protected from unintentional leakage. Such student sensitive data may be included in Student Portfolios




ATS2020 Resources Portal



20170310ATS2020resources.png



The partner meeting in Zagreb in Spring 2017 was a very active one - with a workshop on learning analytics, a school visit and much more. Get an impression of it via "ATS2020 in Zagreb: Our Twitter story".



ATS2020 User Support - Guides for Tools (public page)

The page “ATS2020 User Support - Guides for Tools (D. 2.4)” collects the core part of the ATS2020 user support material. The material consists of ePortfolio pages, webinar recordings, Slide-presentations (made available as pdf) and screencasts (mp4).

Most of the guidance material was created on the basis of user questions, assuming that there would be more users interested in the answers.

The following guides are available via the page “ATS2020 User support – Guides for Tools” at

<https://mahara.ats2020.eu/view/view.php?id=468>

- Mahara User Settings and First Steps: Created in October 2015
- Managing Institutions in Mahara. Webinar recording of January 2016 + slide presentation
- Work with groups in Mahara. Webinar recording of April 2016 + slide presentation
- Create and Share Pages: screencast of April 2016
- My Learning in Mahara. Links to ePortfolio page (<https://mahara.ats2020.eu/view/view.php?id=179>), ePortfolio Group page with screencast (<https://mahara.ats2020.eu/view/view.php?id=7274>) and displays further guidance material, created between November 2015 and April 2016

ATS2020

Search users

Collection: ATS2020: Technology and Tools for Assessment of Transversal Skills

Navigate to page: You are on page 5/5

ATS2020 User Support - Guides for Tools (D. 2.4)

by Andrea Ghomem

Edit this page Copy

This page is a collection of guides for tools for the ATS2020 pilot. It contains introductions to Mahara and Office 365/OneNote Class Notebook. Collected are further presentations (mainly slides and screencasts) on certain operations and/or tools within the mentioned Learning Platforms (mainly Mahara) and points to answers for frequently asked questions around Mahara and Office 365/OneNote Class Notebook as well as to further reading and information.

These guides for tools do also reflect the further development of tools and technology for ATS2020, as updates of the platforms incorporated changes done to suit the project ATS2020 (like a new dashboard for Mahara).

This ePortfolio page is mainly devoted to the technological side of tools, with a strong focus on the project's main platforms (Mahara and Office 365/OneNote Class Notebook). For scaffolding tools for assessment, as developed for ATS2020, please refer to the ATS2020 Resources Portal.

Workshop: How to choose an ePortfolio platform

At the ATS2020 Final Conference on 2 February 2016, the following workshop was held:

ePortfolio: Pedagogical Contexts and Choosing an ePortfolio Platform

Facilitators: Andrea Ghomem, Danube University Krems (Austria) and Nicolas Kanaris, Cyprus Pedagogical Institute (Cypriot)

Research in a variety of contexts supports the pedagogical potential of ePortfolios. This is supported through the ATS2020 Learning Model and this workshop will focus on two potential ePortfolio platforms: Mahara and Office 365/OneNote Class Notebook which were used by schools in the ATS2020 pilot implementation.

The material used at the workshop can be found in this collection, at the page [dedicated to "Tools and Affordances for Student-Centered Learning and Assessment"](#)

Working with Office 365 and OneNote Class Notebook

Below, you can find the presentation that was basis of the ATS2020 webinar held by Nicolas Kanaris on Office 365 and OneNote Class Notebook in February 2016. Below you can find the presentation for the webinar. The workspace can be entered by ATS2020 Partners via our [Sharepoint Site](#). External users and project partners alike can find guides for OneNote Class Notebook via the [ATS2020 Resources Portal](#).

Working with MS Office 365 and OneNote - the 1st webinar (02/2016)

OneNote Class Notebook as an ePortfolio

Created by Andrea Ghomem (ghomem) on 27 April 2016, 7:40 PM

Edita Rubisaala, ATS2020 partner and known personally to many of us from the ATS2020 trainers' workshop in Krems, contributed to the MS Office blogs with a post on "OneNote Class Notebook as an ePortfolio" (posted April 20, 2016). As her didactic settings for creating ePortfolios within OneNote Class Notebook are quite similar to the ones used in ePortfolio and ATS2020, her blogpost is almost a perfect guideline how work with Office 365/OneNote Class Notebook could look like for ATS2020 pilot classes. She illustrates her work with graphics - and thus makes everyone eager to start trying out her own teaching and learning experience with OneNote Class Notebook!

Add comment Details

Quick help: Change E-Mail-Address

Gregor shows you in the Group "Admin Support" how to change your primary E-Mail-Address in a few steps. Those of you who are Administrators of ATS2020-Institutions should BTW be members of this group as we will use it also for important informations on downtimes (rare, but sometimes necessary), bugs etc. Did we forget to add you? Please request membership or write to gregor.parker@donau-uni.at in order to be added.

Mahara QuickHelp: Lost Passwords

Mahara QuickHelp: Lost Passwords: The slides

Mahara: User Settings and First Steps

About the Screencast below

Screencasting is a good way to communicate instructions, like the ones for working with a program. I made a screencast on creating and sharing pages in Mahara with the free online tool "Screencast-o-Matic". You find the result below for download. If I published the result on YouTube, I could also embed the video in this page.

Introductory lesson for students on the use of Office 365 and the ATS2020 project

At the ATS2020 resources portal, a presentation and an instruction sheet give a suggestion on how to introduce students to the ATS2020 project and the Office 365 learning environment. The lesson aims at introducing students to the project and its key elements, to explain their role and general tasks, to introduce the Office 365 environment. This is done through tasks/activities based on the ATS2020 learning model (My learning journal, creating an ePortfolio).

The teacher can use the presentation as a tool for his/her lesson or use the ideas for a different approach using different tools (e.g. OneNote Class Notebook, worksheets etc.)

WA "ATS2020 Learning Environments"

The Working Activity (WA) "ATS2020 Learning environments" gives you a good insight into the ATS2020 tools and technology plan at the beginning of the project and a range of further links for working with both Office 365/OneNote Classbook and Mahara.

About the Screencast below

Screencasting is a good way to communicate instructions, like the ones for working with a program. I made a screencast on creating and sharing pages in Mahara with the free online tool "Screencast-o-Matic". You find the result below for download. If I published the result on YouTube, I could also embed the video in this page.

Screencast: Create and Share Pages

CreateSharePages.mp4 - Thursday, 21 April 2016 (27,38MB)

"My Learning" in Mahara

To work with the Mahara plugin "MyLearning" you can use

- a Workshop Activity from the Workshop in Krems, introducing you to the work with "My Learning" (11/2015, updated to give you the new look and feel of this Mahara environment - created by the CPJ team, updated by me)
- an instruction page (mainly for the handling with a presentation)
- an example for using "MyLearning" in the framework of a learning unit called HTML (created by Amela Sambolec Begonovic + Radovan Kranjc)

Webinar Recording "Managing Institutions in Mahara"

Webinar "Managing Institutions in Mahara" on Friday, 22 January 2016 (and "rehearsal" on 19 Jan): The Slides for the webinar are published below. The recording of the Webinar is available online here.

Manage Institutions in Mahara

Export ePortfolios from Mahara and import them to (another) Mahara

Recording of "Working with Groups in Mahara"

Funding

Co-funded by the Erasmus+ Programme of the European Union

erasmusPlus.jpg

Add comment Details

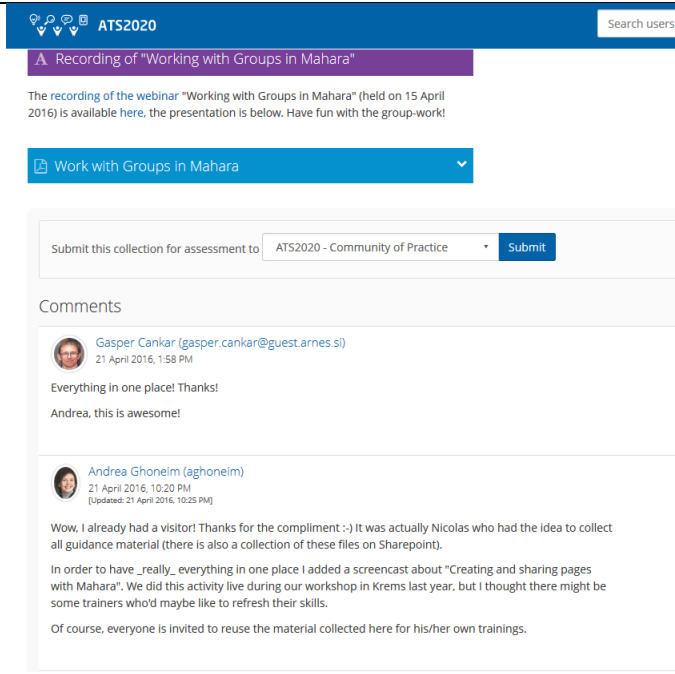
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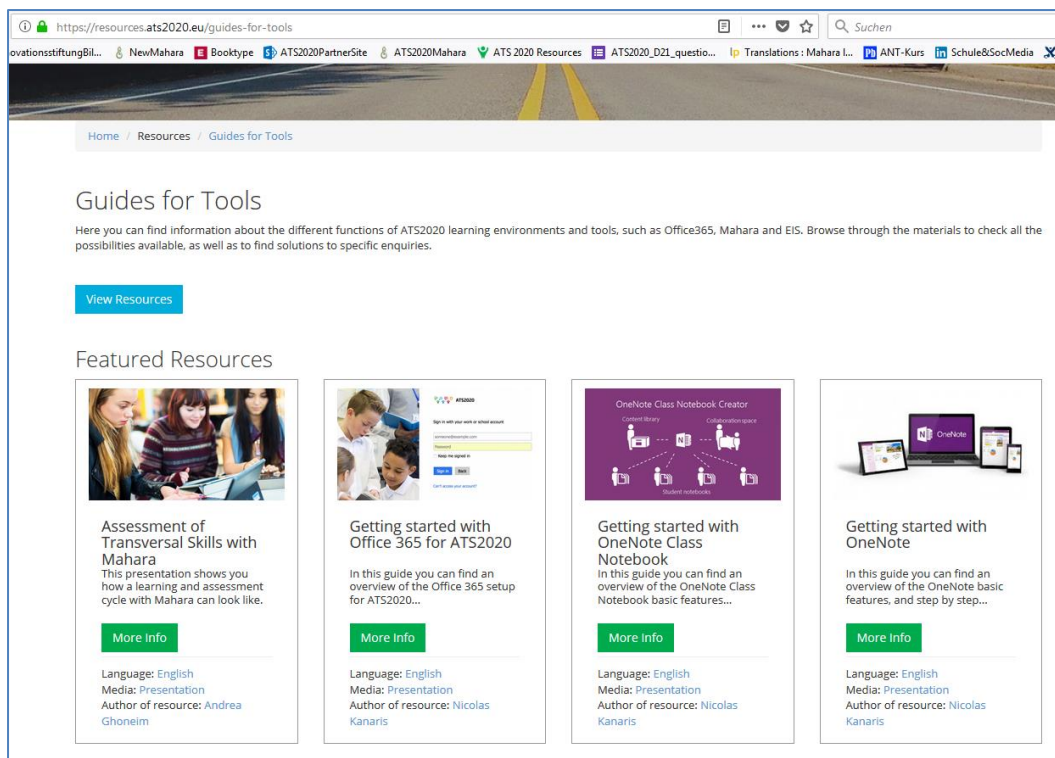
Permissions beyond the scope of this license may be available from Andrea Ghomem.

<ul style="list-style-type: none"> • Assessment in Mahara: Slide presentation, created in August 2016 • Quick Help: “How can I change the E-Mail” (link to https://mahara.ats2020.eu/view/view.php?id=1008) • Quick Help: Lost passwords: Slide presentation, created in September 2016 • New in Mahara 17.04. Created in July 2017 after a major upgrade of Mahara <p>The page contains further hints to the project’s other main learning environment: Office 365/OneNote Class Notebook. The page counted 4414 page visits from 21 April 2016 to 24 April 2018. As it is publicly available, it was most likely also used by Mahara users who were not actively involved in ATS2020.</p>	 <p>The screenshot shows the Mahara interface for the ATS2020 project. At the top, there's a blue header with the ATS2020 logo and a search bar. Below the header, a purple banner displays the title 'Recording of "Working with Groups in Mahara"'. A text block below the banner states: 'The recording of the webinar "Working with Groups in Mahara" (held on 15 April 2016) is available here, the presentation is below. Have fun with the group-work!'. A blue button labeled 'Work with Groups in Mahara' is visible. Below this, a form allows users to 'Submit this collection for assessment to' 'ATS2020 - Community of Practice' with a 'Submit' button. The 'Comments' section shows two entries: one from Gasper Cankar (21 April 2016, 1:58 PM) saying 'Everything in one place! Thanks! Andrea, this is awesome!' and another from Andrea Ghoneim (21 April 2016, 10:20 PM) replying with a compliment and a link to a screencast. The page ends with 4 more comments.</p>
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For the development

2. Guides for Office 365/One Note Class Notebook

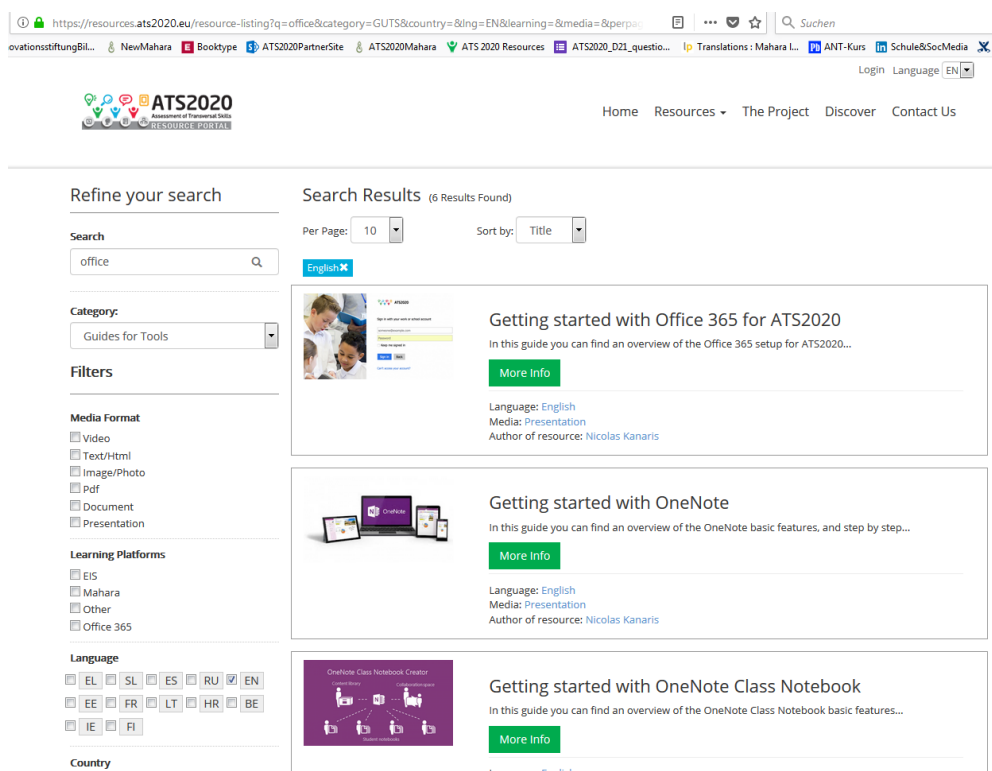
As mentioned above, the Mahara page “ATS2020 User Support – Guides for Tools” points at some resources for the use of Office 365/OneNote Class Notebook, as well. However, the main point for user support for OneNote Class Notebook was the ATS2020 resources portal, namely the section “Guides for Tools” at <https://resources.ats2020.eu/guides-for-tools>.



Screenshot: <https://resources.ats2020.eu/guides-for-tools>


The Guides features on the main page already show, that this repository of User Support Materials links to Mahara resources as well as to resources for the work with Office 365/OneNote Class Notebook.

The following Guides for Office 365/OneNote Class Notebook are available as result of a query “Office” in the Category “Guides for Tools” (filtered by resources in English)



https://resources.ats2020.eu/resource-listing?q=office&category=GUTS&country=&lng=EN&learning=&media=&perpage=10&sortby=title

Clear Filters




Getting started with Skype for Business

In this guide you can find an overview on Skype, and step by step tutorials on specific tasks when using Skype.

[More Info](#)

Language: English
Media: Presentation
Author of resource: Nicolas Kanaris




Getting started with Yammer

In this guide you can find an overview on Yammer, and step by step tutorials...

[More Info](#)

Language: English
Media: Presentation
Author of resource: Nicolas Kanaris



Introductory lesson for students on the use of Office 365 and the ATS2020 project

This presentation aims to give a suggestion on how to introduce students in the ATS2020 experimentation, through a lesson of two teaching periods.

[More Info](#)

Language: English
Media: Presentation
Author of resource: Anastasia Economou, Panayiota Hadjittofi and Maria Constantinou

Source of Screenshots: <https://resources.ats2020.eu/resource-listing?q=office&category=GUTS&country=&lng=EN&learning=&media=&perpage=10&sortby=title>

Each Guide displayed in the ATS2020 Resources Portal displays more detailed information if the user clicks on “More info”. Here is an example of the first guide in the list (“Getting Started with Office 365 at <https://resources.ats2020.eu/resource-details/GUTS/O365-get-started>):

Getting started with Office 365 for ATS2020



Category:

Guide for Tools

Published Date of resource:

28 Jul. 2016

Share to:



Description

In this guide you can find an overview of the Office 365 setup for ATS2020, contact information of the regional administrators for each country participating in the project, guidelines on user registration in accordance to EU legislation, and a walk around the ATS2020 Office 365 Portal.

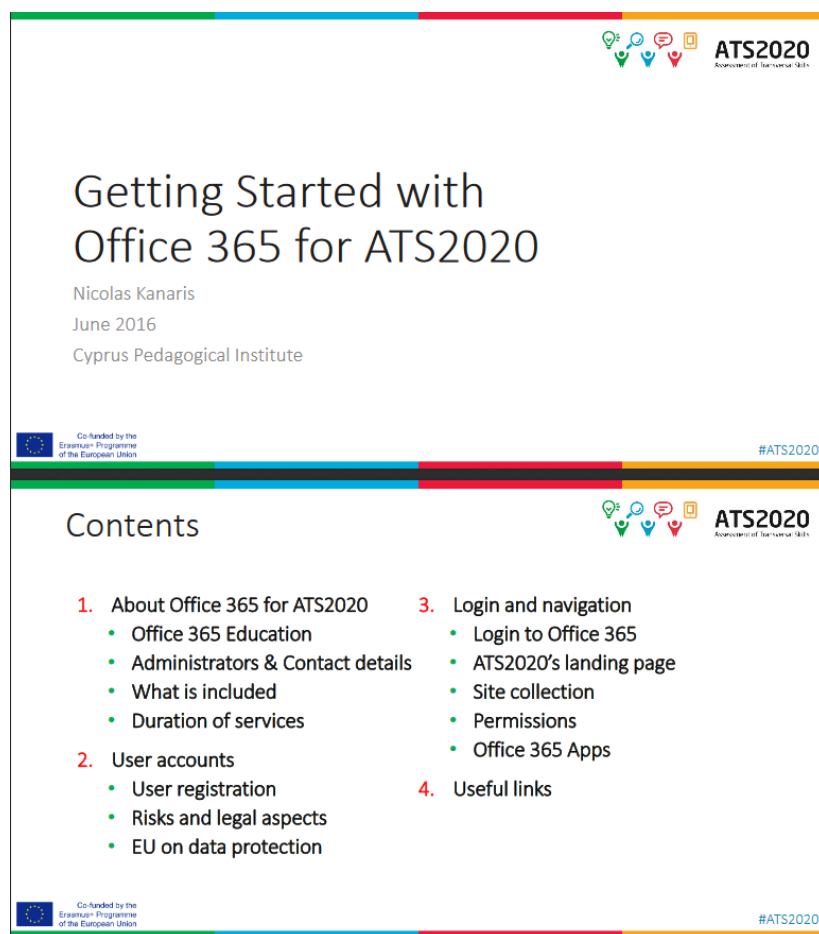
Table of contents:

1. About Office 365 for ATS2020
 - o Office 365 Education
 - o Administrators & Contact details
 - o What is included
2. User accounts
 - o User registration
 - o Risks and legal aspects
 - o EU on data protection
3. Login and navigation
 - o Login to Office 365
 - o ATS2020's landing page
 - o Site collection
 - o Permissions
 - o Office 365 Apps
4. Useful links

Files

File Name	Download Link
Get started with Office 365	Download

Upon clicking on the download link displayed in the screenshot above, a slide presentation can be downloaded from <https://resources.ats2020.eu/udata/contents/files/Resources/Guides-for-tools/ATS2020-O365-1-GetStarted.pdf>:

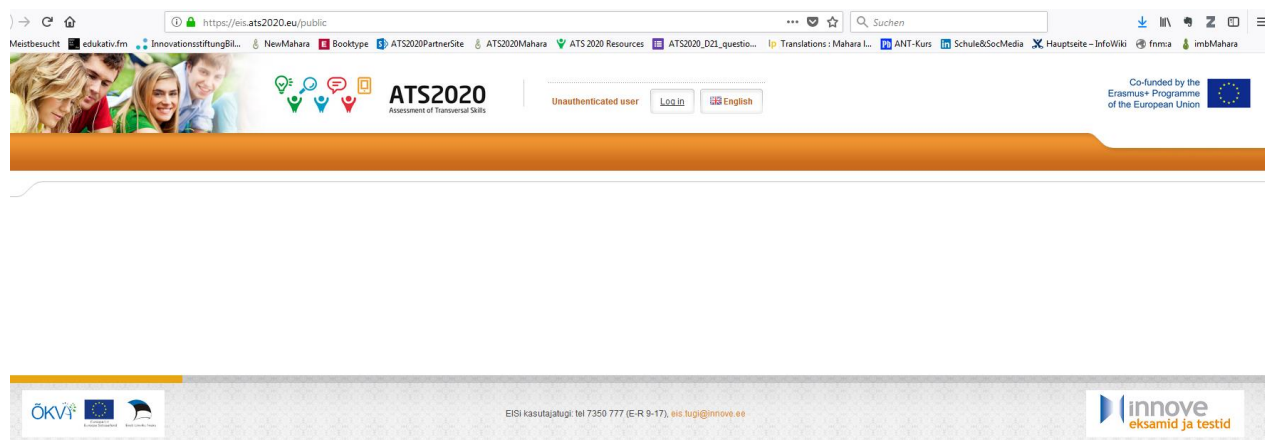


These are the further Guides for Office 365/One Note Class Notebook available via the resources portal:

- Getting started with OneNote: created in July 2016, more info at: <https://resources.ats2020.eu/resource-details/GUTS/guide-OneNote>
- Getting started with One Note Class Notebook: created in July 2016, more info at: <https://resources.ats2020.eu/resource-details/GUTS/guide-ClassNotebook>
- Getting Started with Skype for Business: created in July 2016, more info at: <https://resources.ats2020.eu/resource-details/GUTS/O365-skype>
- Getting Started with Yammer: created in July 2016, more info at: <https://resources.ats2020.eu/resource-details/GUTS/O365-Yammer>
- Introductory Lesson for the Use of Office 365 and the ATS2020 Project, created in November 2016, more info at: https://resources.ats2020.eu/resource-details/GUTS/intro_office

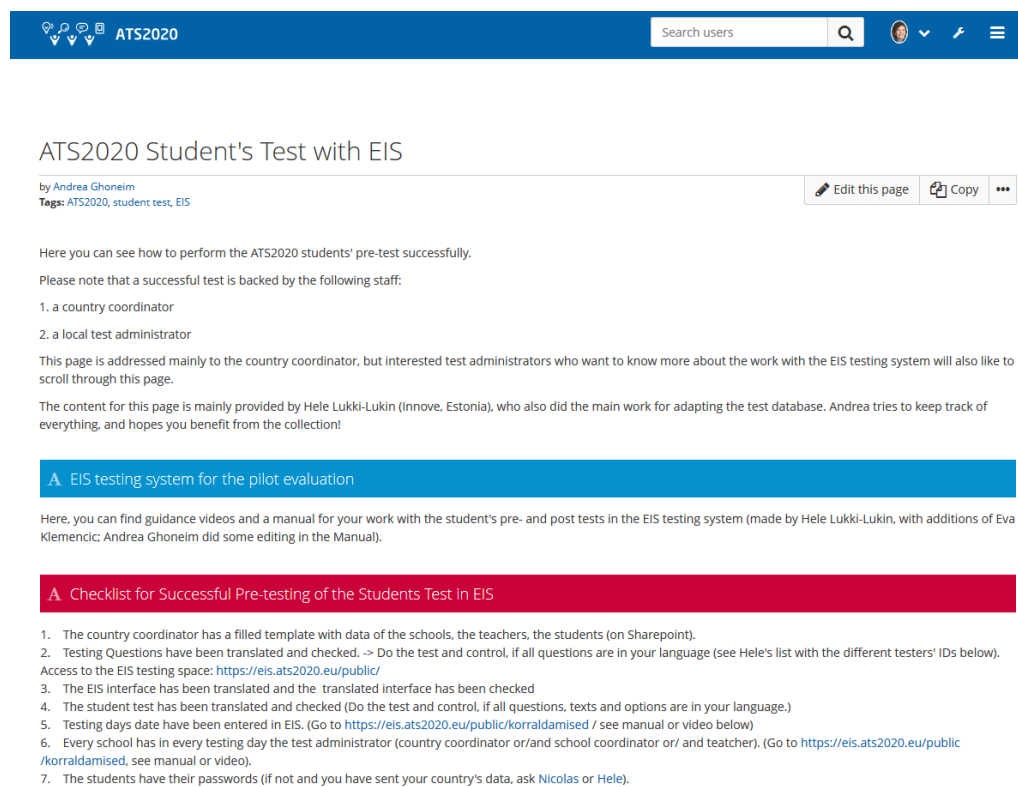
3. Technology support for the pilot evaluation in ATS2020




















The pilot evaluation was carried out with the Estonian Test Database/Item Bank EIS, adapted and set up for ATS2020 at <https://eis.ats2020.eu/public>



Screenshot: <https://eis.ats2020.eu/public>

As a basis for the registration of students and teachers for the test and the ATS2020 pilot, Excel sheets were created by Nicolas Kanaris (CPI) where the students' data were collected and coded. More information about the workflow and support scheme can be found at the Mahara page devoted to the work with the ATS2020 Students Test with EIS at <https://mahara.ats2020.eu/view/view.php?id=2775> (only for logged-in users). The following screenshots show the contents of the page:



 Information for teachers & students about the structure of the test + the questions (Prepared by Mitja Čepič Vogrinčič)	
 StT_Introduction_fin_JH.docx - Monday, 24 October 2016 [17.1KB]	
 ATS2020 Student's Test with EIS + Introduction Module. Video Instruction by Hele Lukki-Lukin	
 Welcome to EIS!.mp4 - Friday, 11 November 2016 [1.6MB]	
 Short Introduction for test administrators	
 StT_Administration_guide_short_v2.docx - Friday, 28 October 2016 [99.5KB]	
 Draft: ATS2020 Manual for EIS Test Administrators	
 ATS2020eisManualTestAdmins_v2_6.docx - Monday, 24 October 2016 [7.8MB]	
 Video Manual for EIS test admins V.2 (made by Hele Lukki-Lukin)	
 TAshortManual_v2.mp4 - Monday, 14 November 2016 [3MB]	
 Country Coordinator: Registering Students for the Test (made by Hele Lukki-Lukin)	
 ATS_st_RegistrationTest.mp4 - Monday, 12 September 2016 [1.5MB] Shows how the country coordinator selects students to participate in the test.	
 Test administration for the country coordinator: preparation for testing day (screencast by Hele Lukki-Lukin)	
 ATS administration of ST test.mp4 - Monday, 12 September 2016 [3MB]	
 EIS Scoring Guide (Word file)	
 ATS2020ScoringGuide_ver05.docx - Wednesday, 22 February 2017 [893.6KB]	
 EIS Scoring guide (video instruction by Hele Lukki-Lukin)	
 ATS2020ScoringGuide.MP4 - Monday, 13 February 2017 [2.5MB]	

Screenshots from: <https://mahara.ats2020.eu/view/view.php?id=2775>

For details on the contents of the user support material and the support and development aspects, please consult Deliverable 2.3.3 (Adaptation and Implementation of EIS), available via <https://mahara.ats2020.eu/view/view.php?id=302>.