

CREATOR GUIDE

For platform use and content creation



A project supported by Erasmus+ program



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INTRODUCTION

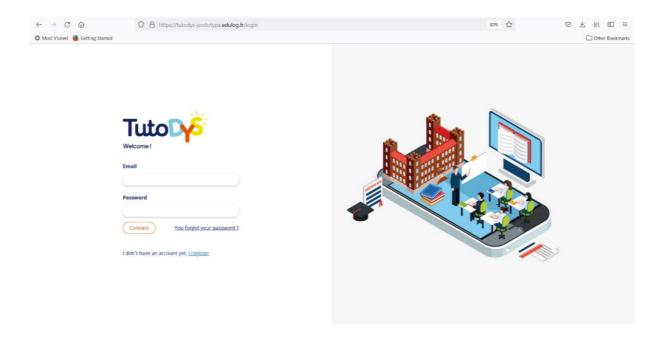
PLATFORM CONTENT

General presentation

Welcome to the Tutodys platform guide!

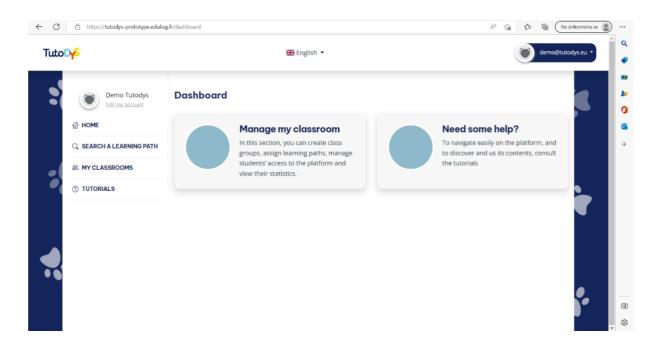
The TutoDys platform was developed in order to create educational activities dedicated to the support of basic skills development for children with specific learning disorders, aged 6 to 12 years. The platform contains various exercises in the domains of reading, writing, speaking, mathematics, science, history, geography and English, which were created on the basis of the prescribed curricula of the countries participating in the project (Belgium, Bulgaria, France, Croatia, Italy). You can find more about the project and platform below and in the guide for parents and experts (https://tutodys.eu/).

To access the platform, you need to log in with your email address and password. The password must contain at least six characters.

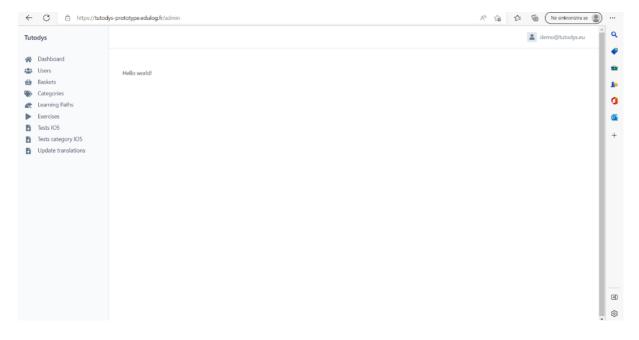




After accessing the platform, you can choose one of the five languages offered: English, Bulgarian, Croatian, French and Italian. The "Home" page offers options for editing your account, searching for learning paths, creating and managing a classroom, as well as tutorials that describe the use of the platform in a simple way.



From the Home page, by clicking on your e-mail address in the upper right corner, you can access to the part of the platform where you can create and edit your own exercises (by clicking on the "Go to admin" link).





The platform is easy to use, and detailed instructions on using all the possibilities and parts of the platform can be found below, or you can watch the short video tutorials available on the links in this guide and on the platform's Home page (tutorials).

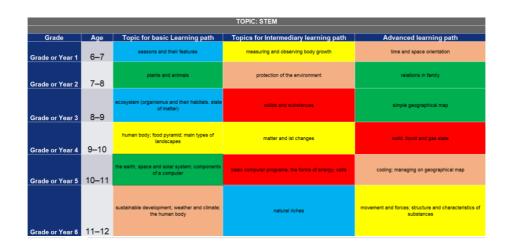
Exercises and learning paths

SUBJECTS, ORGANISATION AND LEVELS

The TutoDys platform contains exercises related to three main modules: Reading, Writing and Speaking, STEM module and General Knowledge module. The mentioned modules were chosen as fundamental and universal modules important for all other academic areas. Also, these modules are present in the school curricula of all countries participating in the project, that is, in all European countries.

Within each module there are several learning paths, so within the Reading, Writing and Speaking module there are three learning paths: learning paths on reading, writing and speaking. Within the STEM module there are learning paths on mathematics and science, and within the General Knowledge module there are history, geography and English language.

Each module contains 3 difficulties level of learning paths per each grade level (144 in total) consisting of approximately 10 to 15 exercises, for a total of over 2,000 exercises available on the platform. The pupils are offered a following learning path of a basic, intermediary or advanced level in each grade level (from 6 to 12 years, or from 1st to 6th grade of primary school). Within each module and learning paths, important topics have been selected that students of a certain age should master, and which are related to the prescribed curricula of the countries participating in the project. The picture contains topics from the science.

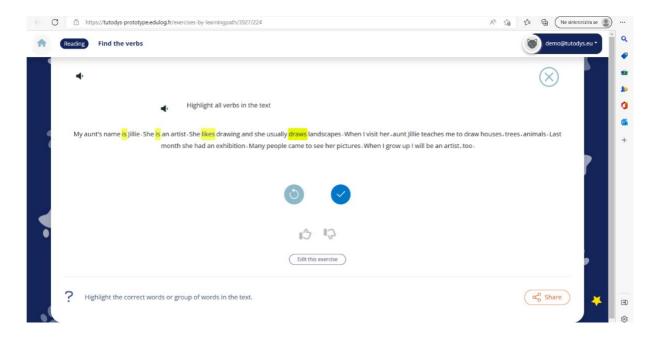




EXERCISES AND EXERCISE TYPES

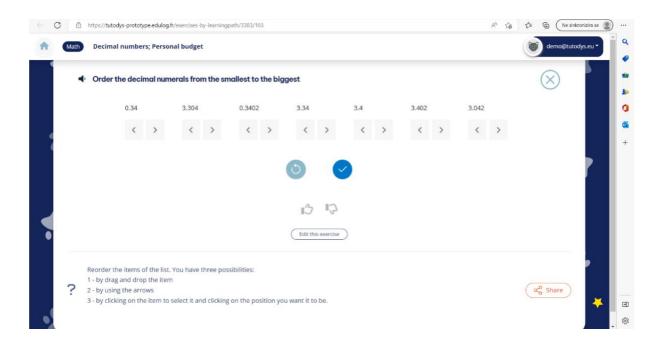
The TutoDys platform offers eight types of exercises, those are: Highlight, Reorder the list, Select to fill the blanks, Fill the blanks, Choose answers, Pairs, Sort in baskets and Repeat after me. The exercises are accompanied by pictures and audio recordings of instructions and/or answers where is necessary (eg. in exercises for the first or second grade) and are created in a way that they are interesting and accessible to students with specific learning disorders. For each exercise, in the lower left corner, there is also a description of how to solve it. In case of an incorrect answer, in most exercises, an explanation of the task is offered.

In **Highlight** type exercises, students should mark the part of the text (word or group of words) that refers to the exercise question.

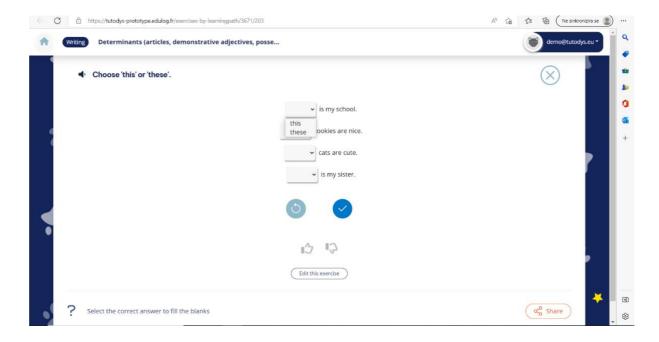




In the **Reorder the list** exercises, students should arrange the displayed pictures, text, numbers or words, etc. in order, to solve the task correctly.

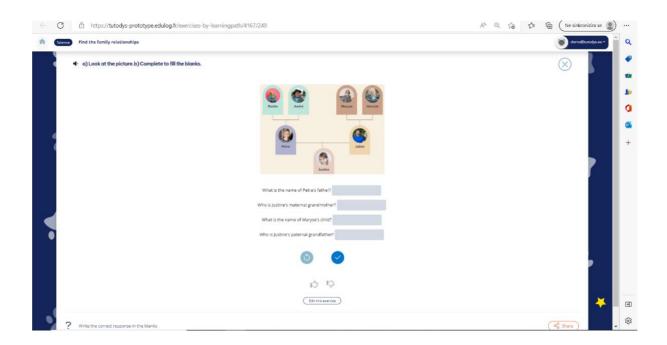


In exercises **Select to fill the blanks**, students are offered a part of a sentence or a statement, and they, by clicking, choose the correct missing part of the sentence or the correct answer to the statement.

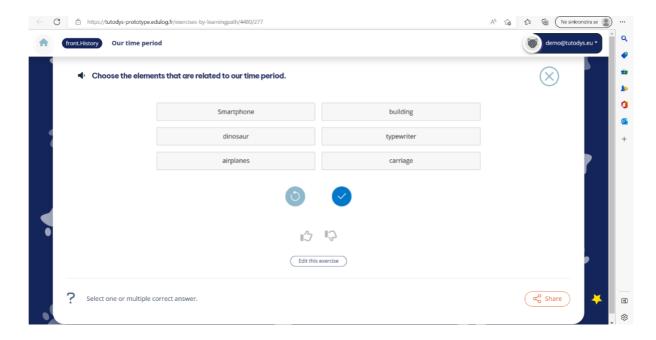




In **Fill the blanks** exercises, students write the correct answer themselves. The platform automatically recognizes only the correctly written answer. If there are several possible answers to a question or claim, the platform recognizes all possibilities.

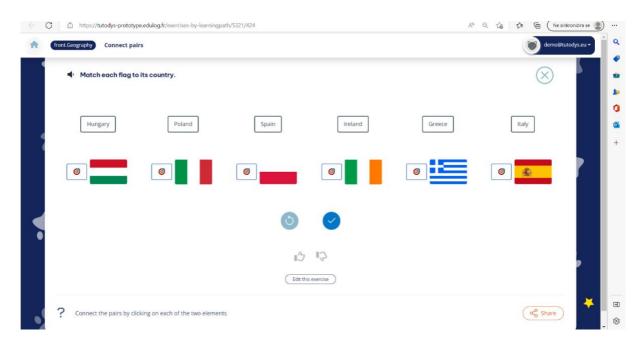


In **Choose answers** exercises, students choose one or more correct answers to the given question or task.

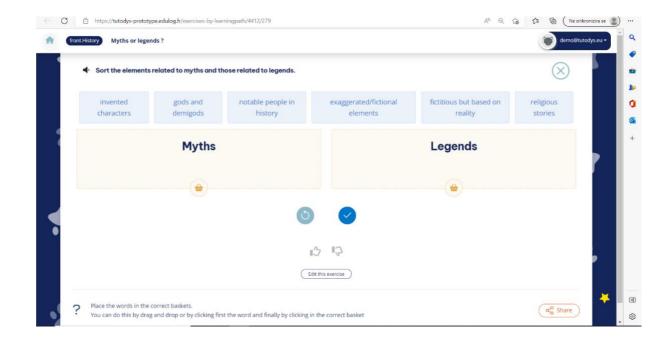




In **Pairs** exercises, students have to match appropriate pairs of words and/or pictures.

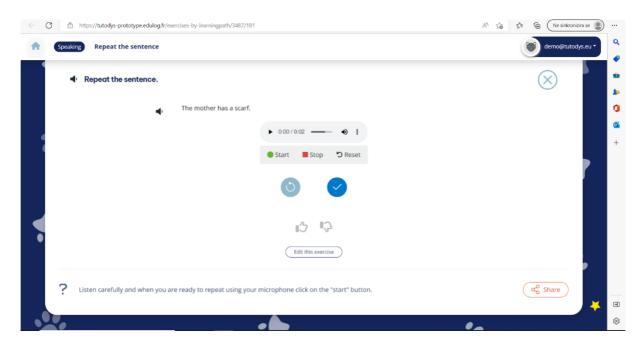


In **Sort in baskets** exercises, students are asked to sort terms, concepts or words into specific, predetermined categories.

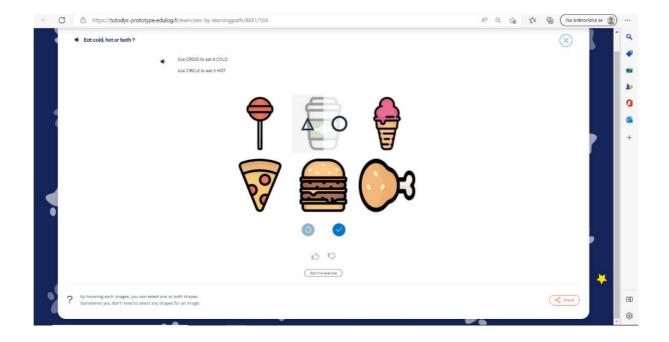




In the **Repeat after me** exercises, which occur only in the Speaking learning path, students should listen, read and repeat what they have heard and/or read. In doing so, it is advised to use only those browsers that enable voice playback and recording (eg Google Chrome).



A special type of exercises was created for the Entry test, that is, to assess whether the student needs additional support and practice in certain academic fields. These are exercises of the **Double tag** type, in which the student has to mark with one of the offered shapes (eg. circle and triangle) those pictures or objects that refer to a certain category.





LEARNING PATHS

Within each learning path, 10 to 15 exercises of a different type have been created for each age and difficulty level. The student can solve all or some exercises from one or more learning paths. In order for a student to access the exercises, an adult (teacher, specialist or parent) must log in to the platform, create a classroom or classroom group for one or more students and assign exercises. After that, the teacher, specialist or parent sends a link to the selected exercises to the student(s) via email. Only then can the student access the platform and exercises assigned to them by the teacher, specialist or a parent. Therefore, the teacher, specialist or parent decides which modules, learning paths and exercises the student will solve. In addition, the teacher, specialist or parent can change the learning paths, number and type of exercises assigned to each student.

A student can solve the same exercise several times, monitor their progress via the progress bar at the top of the page, skip certain exercises, and then return to them again, and teacher, specialist or parent can monitor the statistics of each student (how many times he repeated the exercise, success rate, last try, etc.).

See more about learning paths in the video (add link), and a detailed description of all steps during registration and creating classrooms and classroom groups, as well as choosing modules and learning paths, can be found below in this guide. At the end of the guide, there are also instructions on how you can modify existing exercises or create new ones for your needs and the needs of your students.



Orientation module

The great challenge for parents and students with specific learning disorders DYS is going through educational system without proper detection. Children who struggle at school are often a victim of stigmatizing stereotypes like being lazy or less intelligent when the truth is that with proper detection and later adaptation of learning material they can have as much achievement as rest of the class.

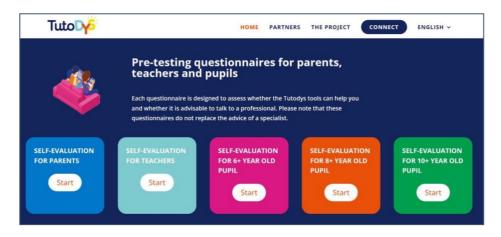
If your child, or a child you work with has already been assessed with a learning disorder, you can miss this module.

The module is composed of 2 questionnaires for the adults (teachers and parents depending who is registering on the platform), and a test for pupils with 30 questions/exercises for the 3 age categories.

In order to access the Orientation Module, go to the TUTODYS website at tutodys.eu



Scroll down the page and you will see all the components of the Orientation Module:





You are encouraged to fill the self-evaluation questionnaire for teachers or for parents depending on your position.

If you are a teacher, go answer all questions.



If you are a parent, go to:



Click



and answer all questions.

and

Teacher's questionnaire consists of 51 questions divided into five sections:

- Language and expression
- Schoolwork
- Writing Situations
- Reading
- Mathematics



For each question you have four options to choose between: Never; Sometimes; Often; Always

The blue bar above shows your progress throughout the questionnaire.

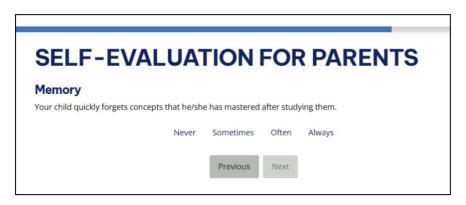




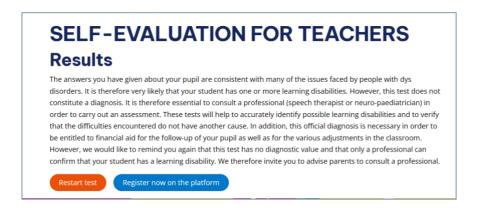
In Parent's questionnaire there are 60 questions divided into six sections:

- Language
- School Learning
- Memory
- Abilities
- Spatial and Temporal Location
- Social Behaviour

Parents also have four options to answer each of the questions (Never; Sometimes; Often; Always) and a blue bar, showing the progress.



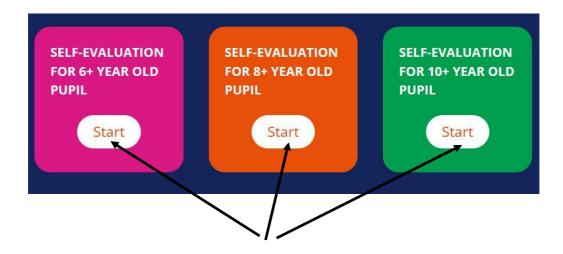
After you answer the respective questionnaire, the system will display the result, and give recommendations.



Now it is time to help the child to complete the Self-evaluation test.

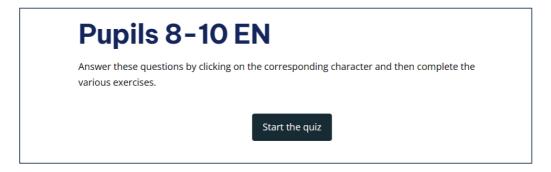


First you need to choose the age group your student or child falls in



Then click the respective **START** button.

In each case will open a specific section, that looks like this:



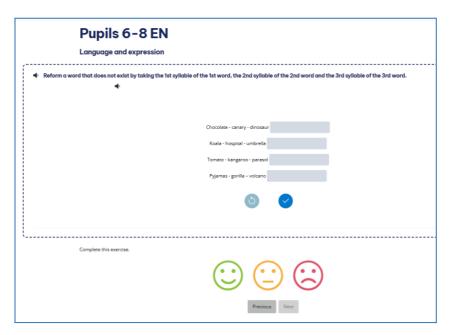
When the child is ready click Start the quiz.

The quiz consists of several questions, which the child answers clicking on one of the emoticons.





After answering the questions, there will be several exercises the child needs to complete.



After completing the pretesting tool, the system will display the result, and give recommendations.



You will be invited to register on the platform, where the child can do many different exercises, related to different school subjects, on variety of topics and three levels of difficulty.



PLATFORM USE

How to use the platform

IF YOU ARE A PARENT

As a parent, you can use some of the functionalities further developed in this guide to **follow your child's progress**.

You can assign your child with some exercises and even create your own.

You also have access to tutorials to guide you on the platform.

IF YOU ARE A TEACHER

As a teacher, you have the possibility **to create and manage one or several classrooms**. It enables you to add students, assign them with personalised exercises and to follow their progress.

Besides the ready-to-use exercises, the platform has also been developed **to create additional exercises**. As a teacher, you can create tailored exercises for your pupils.

The platform also provides you with tutorials in case you need any guidance.

You can find further information on these two functions in the following chapters.

IF YOU ARE A PROFESSIONAL

As a professional, you will find the same functionalities of a teacher's or a parent's, but it enables you to have a thorough follow-up of the pupil's progress.

You will be able to assign them with **existing exercises**, or you can create and develop **customised exercises to answer the needs** of the pupil.

Tutorials are also available on the platform to assist you and enables you to make the most out of this innovative tool.

ACCOUNT CREATION/REGISTRATION/PASSWORD LOSS

Creating an account on TutoDys is very intuitive and takes only couples of minutes.

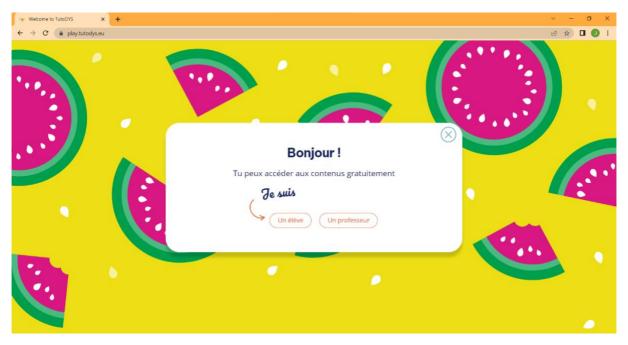
On the home page, click on the "connect" button. It will redirect you to the log in page.

For the first use, you will need to select "register".

You will be redirecting on a page that ask you whether you are a pupil or a teacher.



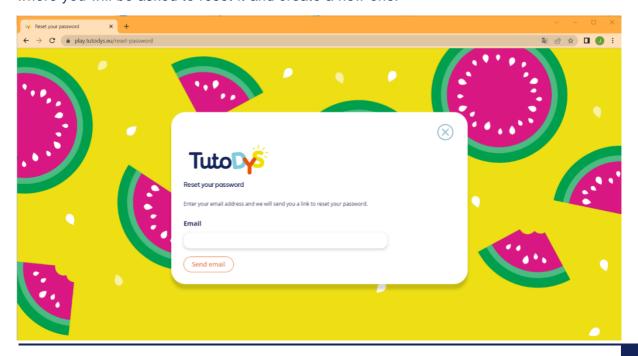
After **choosing "I'm a teacher"**, you will need to set up an account and generate a password (first name, family name, email address and a password required).



You will receive an email of confirmation before being able to log into your account.

If you lose or forget your password, no worries, you will be able to generate a new one.

Click on "I forgot my password" under the log in section. It will redirect you to a page where you will be asked to reset it and create a new one.





The dashboard

OVERVIEW (PRESENTATION OF ALL THE TABS)

Once you have logged in to the platform with your credentials, the dashboard will open. First of all, in the top center, you can choose the navigation language from English, French, Italian, Bulgarian, and Croatian.

The first immediate command the platform allows you to do is "**Create your first class**", you can do this either by clicking on the text itself or by clicking on the orange icon in the top right-hand corner "+ new".

Above the "+ new" icon you can find the tab with your e-mail address. By clicking on it a drop-down menu will appear. From there you can manage your account, your password, and your page, and log out.

On the left-hand side, you will find tabs to return to the Home page, search for a learning path, view and manage your classes, and view tutorials.

Finally, above these tabs, you can directly edit your account by clicking on "Edit my account".

The following image represents the dashboard and tabs of the platform.



EDIT MY ACCOUNT

To edit your account, you need to click on "Edit my account" at the top left. This opens a page where you can choose an avatar from six options, and enter your first and last name and your email address. Click 'Save' and all changes are recorded.



HOME

On "Home" you can find all your classes.

For each one, you have the number of students in it on the right, plus you have tabs to manage it, allow new pupils to enroll, and see the statistics.

SEARCH A LEARNING PATH

In this section, you can search for the learning paths. You can filter your search using the three drop-down menus you see related to **category** (Reading, Writing, Speaking, Math, Science, History, Geography, English), **age** (6-7, 7-8, 8-9, 9-10, 10-11, 11.12), and **level of difficulty** (basic, intermediary, advanced).

Once you have chosen your criteria, click on "**Search**", and a list of all available exercises belonging to your chosen category, age, and difficulty will appear.

You will see the name and type of exercise, next to it there is a "**Play**" button which you click on to open the exercise.

MY CLASSROOM

On 'My classroom' you can find all classes you created.

For each one, you have the number of students in it on the right, plus you have tabs to manage it, allow new pupils to enroll, and see the statistics.

If you choose to click on "Manage my classroom", you can read and edit the information about it ("Name, Description, Age of students").

If you click on "Add students", you can invite students to join your class, simply enter their email addresses, and optionally last and first names.

Finally, the third sub-tab of "Manage my classroom", allows you to add content to your classroom.

At the bottom, the light blue "Save" button allows you to register all changes.



TUTORIALS

Here you can find texts and videos explaining the functioning of the platform, section by section and step by step. They follow the structure of this guide. In particular, you will find further details about the project itself, the instructions on how to create a classroom, and how to modify a student course.

Classroom management

HOW TO CREATE A CLASSROOM

If you want to create a classroom, you need to click on "**My classrooms**" and then on the orange button "**+ new**".

Shortly, a new window opens and you can insert the title of the class, a description of it, and the age or grade of the students.

By selecting the blue button "Save", all data will be registered.

Afterwards, you can click on "Add students", right to "Infos", and click on the orange button "+ Add a student"; thereafter you can write down the email address of the students (or parent, if they do not have an email address) and their name and surname, in the spaces provided, and eventually click on "Save" to register the data.

For more info about how to create a classroom, you can check "How to create a classroom" video in the Tutorials tab on the TutoDys platform.

HOW TO ASSIGN A LEARNING PATH TO CLASSROOM

If you want to assign a learning path to a class, you need to go to "Manage my classroom". In the "Add content" section, you can choose exercises for the appropriate exercise path you would create for your class. Once you have filtered your search by category, age, and level of difficulty, you can give the exercise path a title and description and give an order and/or remove exercises you do not like from the proposed list. Remember to click "Save" to register your choices. You can add as many exercise paths as you like and delete them if you want.

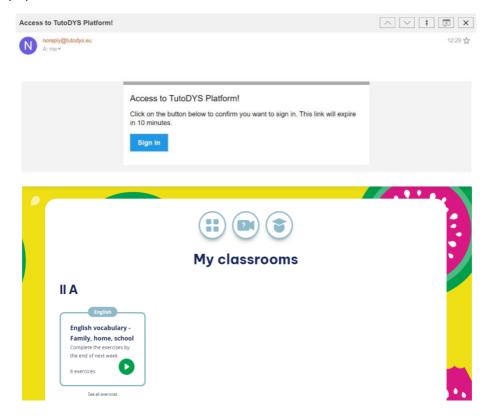
For more info about how to assign a learning path to classroom, you can check "How to assign a learning path to classroom" video in the Tutorials tab on the TutoDys platform.



HOW TO ADDRESS (STUDENTS) AND SHARE (OTHER USERS) THE LEARNING PATHS

To address and share the learning paths you need to enable access. In the "My classrooms" section, under the class you want to open, you can click the tab "Enable accesses". By doing so, you find the list of your students. You can either choose to send the invitation link to all students by clicking on the related button or send the link separately to each student, by clicking on "Send link" or "Copy the link" next to the student's name.

What the pupils see



For more info about how to address and share your learning paths, you can check "How to address and share your learning paths" video in the Tutorials tab on the TutoDys platform.



HOW TO MONITOR THE PROGRESS OF STUDENTS

If you want to know how your students cope with the exercises you have assigned, simply go to "My Classes", go to the class you want to monitor, and click on "see statistics". You can now see each student's experience with the exercises by right-clicking on "Stats". Once open, you can check when they did the "last try" and the number of "attempts" of each exercise in each path.

The following image represents how to monitor the progress of students



Content creation

GENERAL GUIDELINES FOR CREATING CONTENT FOR PUPILS WITH SLD

Creating content for DYS students

Students with learning disabilities may experience the world differently. It is therefore important to take this into account when preparing learning materials for both the classroom and homework if adaptations are not made by teachers. Adapting materials can have a positive impact on the learning experiences of students with dys.

However, it is essential to bear in mind that not all adaptations will work for every student, that some students will not need all the adaptations offered or that others will compensate for their difficulties with their own adaptations. The aim here is to provide general guidelines for adapting your teaching content to as many students as possible.



Adapting the layout

- Font: use sans serif fonts, for example, Arial or Verdana. You can also download the special Open dyslexic font and use sizes 12 to 14.
- Use 1.5 to 2 line spacing; this helps to limit confusion between lines.
- Do not print on white paper: it is easier to read when the background is light grey, beige or a pastel colour.
- Do not print on a glossy paper to avoid glare.
- Do not print on paper that is too thin so that the text does not show on the other side.
- Divide the text into short paragraphs with headings and subheadings.
- Surround important parts of the text with a frame.
- Justify the text to the left (not on both sides).
- Do not use italics and underlining, as they tend to make the text look "clumped". To emphasise part of the text, it is better to use bold.
- Put important information in boxes or present it in bullet points, remove unnecessary detail from manuals or copies.
- You can try using different coloured words (or lines) to attract the reader's attention and avoid confusing the different lines.
- Do not print on both sides of the page.
- Only use illustrations that help to understand and not for decoration.
- Use symbols for parts that need special attention.

Adapting instructions

- Simplify instructions with short sentences and simple words, avoid double meaning words.
- Divide complex instructions into sub-steps.
- Read the instruction aloud and check that the student has understood it correctly.
- Do not hesitate to ask the student to rephrase the instruction to check that they have understood it correctly.
- If the instruction contains several steps, leave several corresponding spaces for the answers.

Adapting learning

- Use slower speech and simple sentences. Dys students may need more time to process information, so use pauses in speech to give them time to grasp information correctly.

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- Incorporate concrete examples when learning new concepts to enable DYS students to visualise abstract concepts more tangibly.
- Use visual representations in lessons to facilitate and support understanding.
- Always multiply the sources of presentation of your theory: oral, pictures, videos, diagrams, music, etc.
- Build mind maps of the theory together and then distribute them to students so that they can refer to them when they feel the need.
- Reframe the concepts you want to teach in different ways.
- Incorporate different ways for students to demonstrate their knowledge of a topic. Use visual presentations, PowerPoint, poster boards and discussions to help students participate without feeling embarrassed or fearing failure.
- Use frequent reminders of what has been learned in the form of quizzes, flashcards, games, etc.
- Use evocation at the beginning of the lesson or homework to stimulate the student to remember the concepts seen previously.
- Give the objective of the lesson.
- Describe the main parts of the lesson beforehand and give this plan to the students.
- Make maximum use of manipulatives when possible (e.g. tracing letters in flour, constructing shapes, etc).
- Reduce the quantity and size of texts to be read.
- Use colour codes and be consistent. For example, to help them remember which family a given number belongs to, you can use a colour code. For example: green for the "thousand" family, orange for the "hundred" family and blue for the last two numbers.

While it is important to adapt all your content as much as possible, you should never forget to consider the student with a learning disability as a student with a disability, but also with strengths on which to base your teaching. It is therefore important to communicate, whenever possible, with the students' therapists (speech therapist, neuropsychologist, neuropediatrician) to find out exactly what form the disorder takes. These exchanges allow an essential exchange of information and the search for the best means to help the student.

HOW TO CREATE AN EXERCISE?

In order to create an exercise, you need to have a registration on the platform.

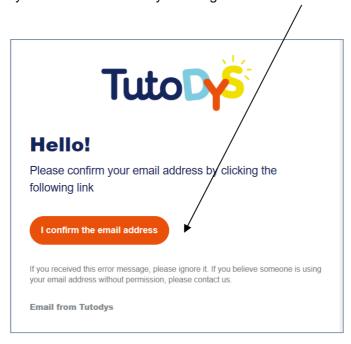


If you have already registered, log in with your email address and password.



If you don't have registration, please, click on "I register". Insert your name, surname, a valid email address, choose a password (minimum 6 characters) and repeat it. Then put a tick in the "I agree with Term of use of Tutodys", and then "Register".

You will receive an email (to the address you have registered with); open the message and confirm your email address by clicking the button.



Now go back to TutoDys platform and Log in with your email address and password.

You will see this window:







In order to start creating your own exercises, click in the button.

You need to accept the Terms of use, pressing the

l agree button.

On the left you will see three options:

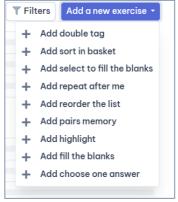


Click on "Exercises". The system will display a message: "No results found", as you haven't created any exercises so far.

In the upper right corner you will see a blue button arrow, which means there is a drop-down menu.

Add a new exercise with a small

Click on the arrow to see all types of exercises you can choose from:

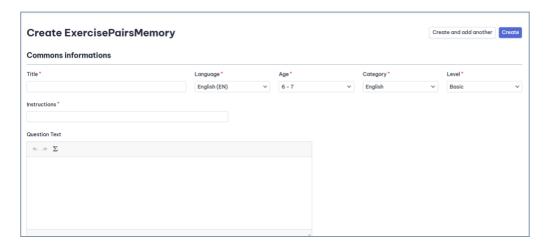


Each line of the drop-down menu is linked to an empty template you need to fill in in order to create an exercise.



Choose the type of the exercise and click on it.

The template looks like this (there might be some differences, depending on the type of exercise you have chosen, but the main fields are the same):



Start filling the fields (those, marked with a red star are mandatory.

You need to write a Title of your exercise; to choose (from the drop-down menu) the language (English, French, Bulgarian, Italian or Croatian), the age (from 6-7 to 11-12), the category (Reading, Writing, Speaking, Math, Science, Geography, History, and English), and level of difficulty (Basic, Intermediary or Advanced).

The next step is to write the instruction. Use short simple sentences, be precise and clear. We expect the pupils to be able to work independently, so the instructions should be easy to read and to understand.

Question text.

This filed can be left empty, if your exercise is not based on preliminary reading a text. If a pupil needs to read a text at first and then to complete the exercise, here is the place, where you need to insert the text.



You can choose the text to be hidden after the pupil presses the START button (and to complete the exercise without looking at the text any longer), or keep the text displayed on the screen while he/she is doing the exercise.



Another option is to limit the time the Question text is displayed on the screen (for some exercises it is very useful).

Another section in the Template is so called "Specific Information"



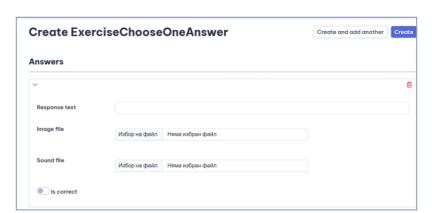
Under Creative Commons you can enter the link to the website where you have taken the image/sound file from. In case you use your own photos or sound recordings, you can leave this filed empty.

You need also to choose the way your exercise will be displayed – from the drop-down menu (options might differ from one to another type of exercise).

The last section you need to fill is "Answers" – here again the configuration depends on the type of the exercise you are creating.

	Answers
Click on the "Add a new item"	Empty + Add a new item

The section to be filled may look like this:





Or like this:

Create ExercisePairsMemory		Create and add another Creat	
Answers			
~			1
Response text1			
Image file1	Избор на файл	Няма избран файл	
Sound file1	Избор на файл	Няма избран файл	
Response text2			
Image file2	Избор на файл	Няма избран файл	
Sound file2	Избор на файл	Няма избран файл	

In any case, you have

to fill the answer. You click on "Add a new item" button as many times as many possible answers you want to include.

If the exercise is of the type "Choose one answer", then you need also to mark if the suggested answer is correct or not.

There is also an option to delete an answer (for any reason you don't want it to be displayed any more) – click on the small red trash icon \Box .

After you have filled all the fields in the Template, click on the blue button "Create" (upper right corner).



If you want to add more exercises, you can click on the white button "Create and add another".

You will be asked to save changes

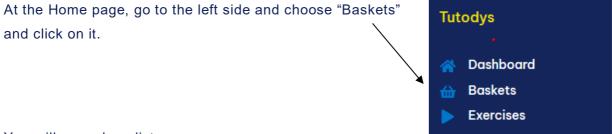


Or you can save changes and keep editing the exercise.

Now you already can see your exercise in the list.

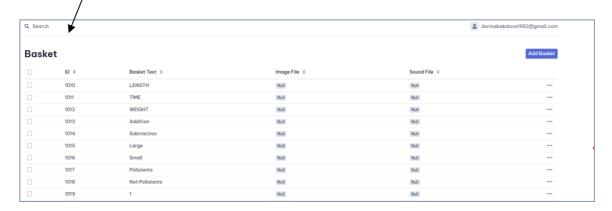


In case you choose to use "Sort in Baskets" template, don't forget that before creating the exercise you need to check if the basked with a name you need already exist.



You will see a long list

In the "Search" field type the name of the basket you would like to use in your exercise (it can be one key word) and press "Enter".



A list of all basket's names that contain your key word, appears on the screen, and you can choose the one that matches your idea.





If the desired basket exists, remember its ID number, go to "Exercises" (on the left side of the page) and follow the steps, described above.

If there is no basket with a name you need, then you have to create it.

Click on	the "Add Bask	tet button (upper rigni d	corner). $\overline{}$	_	
						_
Q China	×					darinabakalova1982@gmail.com
Basket						Add Basket
			No results f	ound.		

Fill the title for your basket and press the "Create" button.

Q. Search

Create Basket

Basket Text

Image File

Drag and drop a file here or click

Drag and drop a file here or click

Then go to "Exercises" (on the left side of the page) and follow the steps, described previously.

HOW TO INTEGRATE CONTENT (SOUND, IMAGE, ETC.)

The platform gives you an opportunity, when creating an exercise, to include/ add image and/ or sound files.

How to do it?

In the template you may have noticed (under the Question Text field) that there are two fields: Image File (on the left) and Sound File (on the right). These media files are to illustrate the text (if you think it is necessary and/or would be helpful).



Before integrating the media files in the exercise, you need to choose them, to have them in the appropriate format (jpg or png – for images; and mp3 – for sound files) and store them on your computer. Be sure that media files you are going to use are free for use, or made by yourself. Then drag and drop the file in the respective field.

Hide question text once exercise is started? How many time you want the questionText to be displayed (in milliseconds) Image File	Sound File	
Drag and drop a file here or click	© Drag and drop a file here or click	
Hide question text once exercise is started? How many time you want the questionText to be displayed (in milliseconds) Image File Sound File		
	MP3	





CONCLUSION

The TutoDys platform has been designed to be intuitive and easy-to-use. Its objective is to offer you with a variety of exercises, topics, and functionalities that you can easily mobilised to increase the pupil's learning.

The aim of the creator mode is to enable the user to enhance the affordances and functionalities proposed by TutoDys platform to answer the needs of the pupils and to fill the gaps you might have identified in the existing offer.

This guide is thought as a complement of the tutorials videos that you can find on the platform and that should give you all the keys to familiarise yourself with it.

Now, let's discover the platform and enjoy the various possibilities it provides you with!