



Let's Care Hub: training manual

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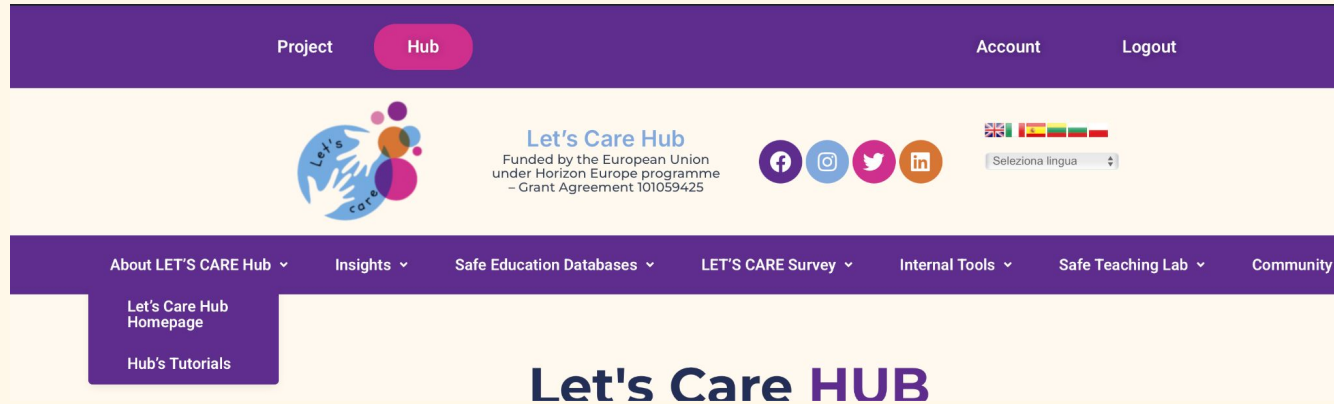


Overview



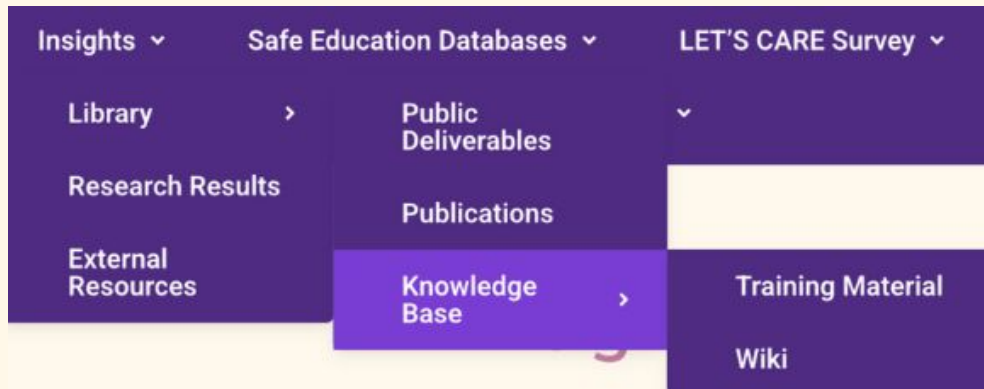
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Section 1: About LET'S CARE Hub



This section has two parts. The Let's Care Hub Homepage introduces the Hub's purpose and main features, while the Hub Tutorials section contains step-by-step instructional materials designed to help users make the most of the Hub. It includes manuals, guides, and videos demonstrating how to perform specific tasks, such as uploading posts, editing content, accessing resources, and participating in community discussions.

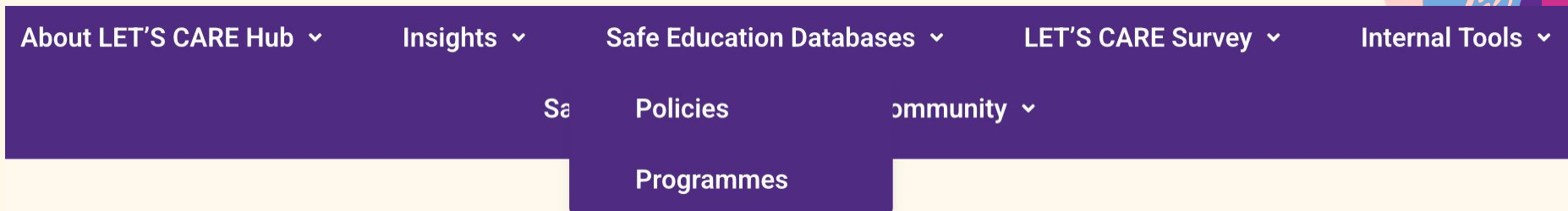
Section 2: Insights



The “Insights” section of the Let’s Care Hub provides users with access to knowledge, research findings, and practical resources that support safe, inclusive, and caring school environments. It consists of three submenus:

- **Library:** the Library contains public deliverables, research reports, publications, and a curated knowledge base. It serves as a central repository for educational materials, guidelines, and case studies that can support schools in implementing safe and inclusive practices.
- **Research Results:** presents the outcomes of studies and analyses conducted within the Let’s Care project. For example, it includes results from initiatives such as the Photovoice method used to engage NEET youth across multiple European countries.
- **External Resources:** provides links to relevant educational programs, policies, and initiatives outside the Hub. This includes materials like videos available in different languages.

Section 3: Safe Education Database



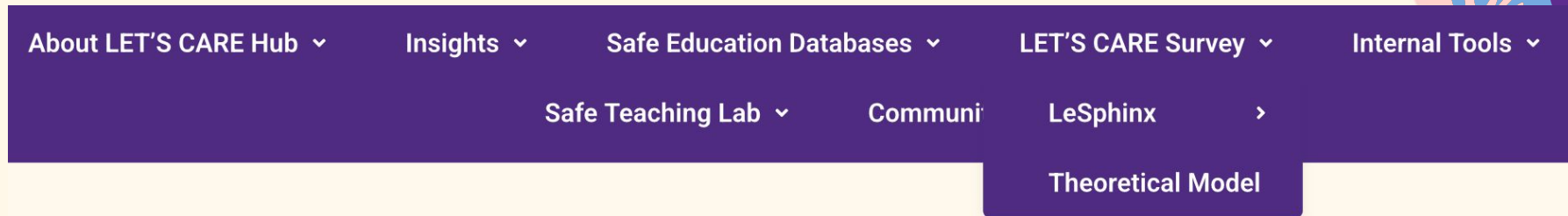
The 'Safe Education Database' section comprises a meticulously curated collection of policies, initiatives, and programs aimed at promoting secure educational environments.

It consists of two submenus:

1. **Policy Database:** the Policy Database allows users to browse through a list of policies that fall under the Let's Care initiative. These policies are meticulously designed to address the multiple aspects of student security, from individual to political levels. The policies automatically highlighted on the page are the selected ones. The entire database is accessible by clicking on the button. In the one on the left, users can find an analysis of national strategies against early school leaving. In the one on the right, users can find an analysis of policies against early school leaving in the six Let's Care countries (Spain, Portugal, Bulgaria, Lithuania, Italy, and Poland).
2. **Programme Database:** the Safe Education Programme database aims to identify and describe significant European projects focused on enhancing safety in education and addressing issues like school underachievement, disengagement, and early dropout.



Section 4: Let's Care Survey

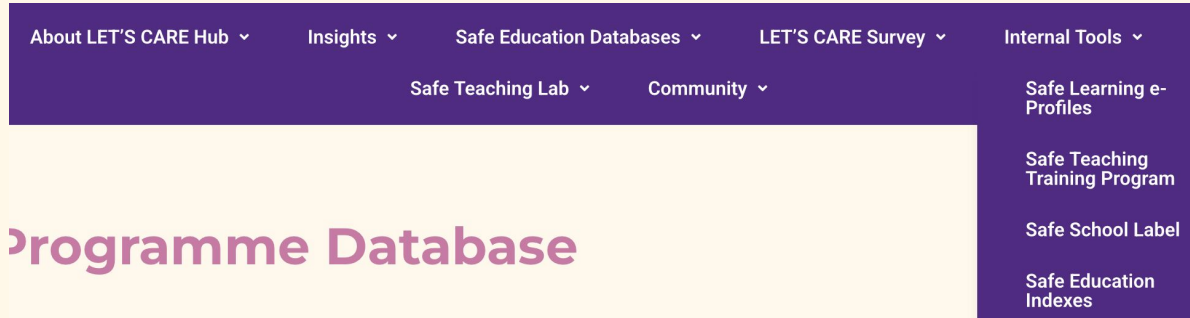


The Let's Care Survey section provides access to the project's quantitative data collection tools. It consists of two submenus:

- **Le Sphinx:** the section will contain the link for accessing the survey designed to gather structured information from key stakeholders in the school environment: students (divided into Young Children and Old Children), teachers, and headmasters.
- **Theoretical model:** a co-created framework designed to understand and address the different factors that influence students' educational inclusion and well-being.



Section 5: Internal Tools



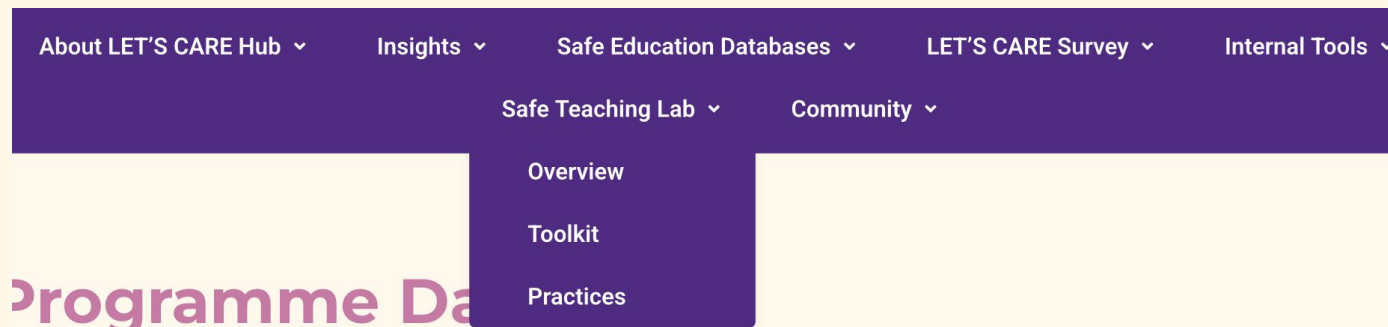
This section provides educators, school leaders, and professionals with practical, evidence-based instruments to support student well-being, equity, and academic success.

It is composed by four submenus:

- **Safe Learning e-Profiles:** compile key information regarding the student learning pathway collected by the teaching staff as well as the student themselves.
- **Safe Teaching Training Program:** a training program for teachers, composed of training material, such as documents, video/clips, gamified exercises and assessment tools tailored in different training modalities.
- **Safe School Label:** the label is result of the definition of safe school characteristics and is based on a safe school (self)evaluation system, organised in dimensions and indicators, and performed at different school levels.
- **Safe Education Indexes:** composed by two indexes: a screening index that indicates the need to take preventive measures to minimize the risk of underachievement and early dropout, with special attention to vulnerable populations and a screening index that indicates the need to take preventive measures to minimize the impact of socio-emotional insecurity in learning underachievement and disengagement for individual students and groups.



Section 6: Safe Teaching Lab

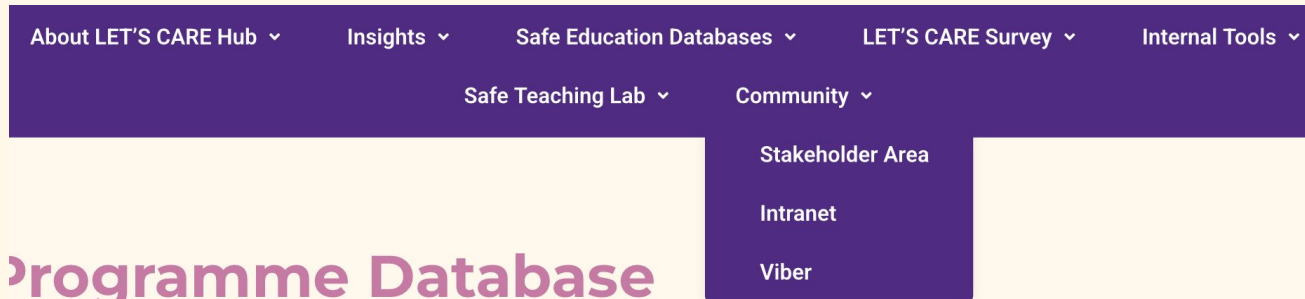


The “Safe Teaching Lab” is an experimental area created for the rigorous testing and iterative enhancement of cutting-edge pedagogical techniques. This section comprises three distinct subcategories:

- **Overview:** introduces the Safe Teaching Lab and its purpose;
- **Toolkit:** provides all the practical materials teachers need to implement the Safe Teaching approach. It contains videos and downloadable resources.
- **Practices:** a repository that contains practices from teachers across Europe.



Section 7: Community



Programme Database

The “Community” section promotes interdisciplinary collaboration, encouraging dialogue and the exchange of knowledge among experts and researchers. This section contains three separate subcategories:

- **Stakeholder Areas:** this section is to increase the interaction, collaboration, and co-creation with and among the Let’s Care Stakeholders (i.e., teachers). In this area, teachers can exchange and share knowledge and expertise as well as documents relevant to the successful implementation of the Let’s Care approach in their classes.
- **Intranet:** restricted, members-only space within the Hub that allows project partners and authorized users to collaborate on internal activities.
- **Viber:** this subsection guides users to a page where they can access various Let’s Care Hub Community groups on Viber.





First steps



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Register and Login (1)



Project

Hub

Login

Register



Let's Care Hub

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Seleziona lingua

About LET'S CARE Hub ▾

Insights ▾

Safe Education Databases ▾

LET'S CARE Survey ▾

Internal Tools ▾

Safe Teaching Lab ▾


Community ▾

Go to the Log-in section



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Register and Login (2)



Let's Care Hub

Age Verification

Day	Month	Year
<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>

Given that the platform has been designed for people over the age of 18, the first step is to enter the date of birth, and confirm by clicking “Submit”



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Register and Login (3)




Login

Username or E-mail

Password

 Operazione completata!


[Privacy](#) • [Condizioni](#)

Login

Register

[Forgot your password?](#)

The next step depends on whether you want to login or Register. If you want to Log in, enter your username or email address in the corresponding input fields, and confirm by clicking “Login”





Register and Login (4)



Login

Username or E-mail

Password

 Operazione completata!  [Privacy](#) · [Condizioni](#)

[Forgot your password?](#)

Registration

Username

E-mail Address

Password

Confirm Password

Stakeholder Settings

☐ I am a Stakeholder

Evaluator Settings

☐ I am a School Evaluator

Show privacy policy

☐ Please confirm that you agree to our privacy policy

To register as a new user, select the “Register” button, and then enter your username, e-mail address, and password, and accept the privacy policy.



Register and Login (5)



Stakeholder Settings

☒ I am a Stakeholder

Country ?

The country you come from

Institution ?

The name of your institution

Phone number ?

Your phone number

Evaluator Settings

☒ I am a School Evaluator

Evaluator Institution

[Show privacy policy](#)

☐ Please confirm that you agree to our privacy policy

Register

Login

It is possible to register as a stakeholder or as an evaluator. Registration as a stakeholder requires you to fill in the Country, Institution and Phone number fields. If users click “I am a School Evaluator” box, the list of institutions appears, and the user can select their own



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Register and Login (6)



Edit Profile Account

Email*

shahin.manafi92@gmail.com

First Name

Last Name

Stakeholder Status

☐ I am a Stakeholder

Profile Picture

Scegli file: nessun file selezionato

Maximum file size: 30 MB

Interested Communities

- ☐ Community for Pedagogy
- ☐ Community for Environment
- ☐ Robotic and Coding Community
- ☐ Schools and Families Communication Community
- ☐ Internal School Relationships Community
- ☐ Community focused on learning process
- ☐ Community on Vulnerable groups

Confirm

Entering the register button, you will be directed to a second form to complete your profile. This include your first name, last name, profile picture, and the communities your are interested in, which will later be displayed under the “Community” tab. Click “Confirm” to save. Your user is now registered.





Upload a Post



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Upload a Post (1)



Policy Database

Welcome to our curated list of policies that fall under the “Let’s Care” initiative. These policies are meticulously selected for addressing the aspects of student security, from individual to political levels. Browse the website to see the policies!

More than 60 policies from 11 countries have been examined to detect the top ten most comprehensive (considering what ESL policies’ dimensions have been prioritized, what vulnerable groups are considered, and what systemic levels stand out).

The whole Database is available by clicking on the following links. In the first one, the user can find the analysis of the national strategies against early school leaving of Austria, Bulgaria, Belgium (Flemish Community), Hungary, Malta, and Romania. In the second one, the user can find the analysis of the policies against early school leaving of the six Let’s Care countries (Spain, Portugal, Bulgaria, Lithuania, Italy, and Poland)

[Analysis of strategies against early school leaving](#)

[Analysis of policies against school leaving](#)

[Add new Policy Post](#)

Search

Educational level

- ☐ Safe Education
- ☐ Safe Learning
- ☐ Safe Schools
- ☐ Safe Teaching

Country

- ☐ Austria
- ☐ Bulgaria

Policies

National Recovery and Resilience Plan 2021-2026. Mission 4, Component 1: Investment 1.4. “Extraordinary intervention to reduce territorial disparities in cycles I and II high school.



The investment 1.4. mentioned above is linked with dropout b...

The process of uploading a post remain consistent across various types (Events, Programs, Policies, Library, Wiki, etc.). The only variation lies in the input fields specific to each post type. Let's see, for example, how to upload a new Policy post.

First, you have to log in with your account. Then, go to the policy database. Then, you have to click to “Add new Policy Post” button.



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Upload a Post (2)



Account Information	Add Library Post	Add Wiki Post	Add Policy Post	Add Programme Post	Add Institution Post	Add News Post	Add Event Post
---------------------	------------------	---------------	------------------------	--------------------	----------------------	---------------	----------------

Policy Title

Confirm Title

Please fill out this field.

Country

Territorial Level

Policy Description

Link to Policy text

Policy body of reference

You will be directed to a form. We have the flexibility to easily switch to another post type from this view. You have to fill out the fields according to the provided data. Once the entries are completed, we can publish the post by clicking on “Publish Post”





Edit a Post



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Edit a post (1)





Add new Policy Post


Search...

Educational level
☐ Safe Education
☐ Safe Learning
☐ Safe Schools
☐ Safe Teaching

Country
☐ Austria
☐ Bulgaria

Policies





National Recovery and Resilience Plan 2021-2026. Mission 4, Component 1: Investment 1.4. "Extraordinary intervention to reduce territorial disparities in cycles I and II high school."

The investment 1.4. mentioned above is linked with dropout b...

The process of editing a post remains consistent across various types (Events, Programs, Policies, Library, Wiki, etc). The only variation lies in the input field specific to each post type. To edit a post you need an account with the necessary permissions. To edit a post, find the specific post and click on the "Edit" button.



Edit a post (2)



This action will redirect to the editing form. You can make the necessary changes to the fields. Once you have completed the edits you can save the changes by clicking on “Update Post”.

Policy Title

National Recovery and Resilience Plan 2021-2026. Mission 4, Component 1: Investment 1.4. "Extraordinary intervention to reduce territorial disparities in cycles I and I

Confirm Title

National Recovery and Resilience Plan 2021-2026. Mission 4, Component 1: Investment 1.4. "Extraordinary intervention to reduce territorial disparities in cycles I and I

Country

Italy

Territorial Level

National

Policy Description

The investment 1.4. mentioned above is linked with dropout because among its objectives it mentions the development of a strategy to fight against early school leaving. The specific actions that this investment supports have been developed and identified in different documents (linked below).

Link to Policy text

<https://m.flcgil.it/leggi-normative/documenti/note-ministeriali/nota-109799-del-30-dicembre-2022-pnrr-missione-4-istruzione-e-ricerca-istruzioni-operative.flc>

Below kinds of reference

Vulnerable Population

Yes (disadvantaged socioeconomic environments, migrant backgrounds, and special educational needs).

Pillar

☐ Safe Education

☒ Safe Learning

☐ Safe Schools

☐ Safe Teaching

Attachment

No Attachment

Update Post

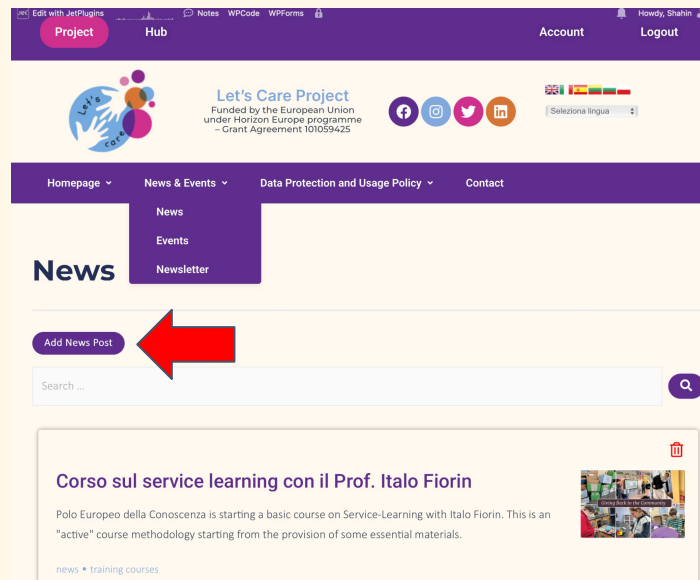


Upload a News Post



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Upload a news post (1)



First, you need an account with the necessary permissions. Go to Project -> News & Events -> News and click on “Add News Post” button.



This action will redirect to a form. You have to fill out the fields according to the provided data. Begin by entering the title of the news. Excerpt: enter the text that will appear under the headline in the news preview. Then add the text of the news. You can format it by aligning, bolding, adding headings, and more.

Upload a news post (2)



Thumbnail

nessun file selezionato

Maximum file size: 30 MB

News Taxonomy

- ☐ Conference
- ☐ Media
- ☐ News
- ☐ Pedagogy
- ☐ Safe Education
- ☐ Safe Learning
- ☐ Safe School
- ☐ Safe Teaching

Thumbnail: select an appropriate image to represent the post.

Taxonomies: choose the relevant taxonomies that best categorise your news post.

Clicking on the “Publish Post” button, the post will be published.



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Upload an Event



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Upload an event (1)



First, you need an account with the necessary permissions. Go to Project -> News & Events -> Events -> “Add new Event Post” button.



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Upload an event (2)

Event Title

Confirm Title

Please fill out this field.

Thumbnail


Scegli file nessun file selezionato
Maximum file size: 30 MB

Date

Start

End

Location

Working Language 

This action redirect to a form where the respective fields must be filled in.



Upload an event (3)

Organizer Name

Registration on HUB / Registration with external link

☐

Organizer E-Mail

IMPORTANT: This email will be used for event registration!

Event Taxonomy

☐ Community

☐ Let's Care

☐ Meeting

☐ Online

☐ Presentation

Publish Post

If you prefer to use the Let's Care Hub built-in registration process, disable the switch, and enter the organiser's email address. The organizer will receive an email with registration details for each participant. If you opt for your own registration solution, enable the switch, and provide the link to your registration form.

Finally, select the relevant taxonomies to categorise your event post.

You can then publish the post by clicking on "Publish Post".



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Upload a Library Entry




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Upload a Library Entry (1)



[Project](#) [Hub](#)



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[About LET'S CARE Hub](#) [Insights](#) [Safe Education Databases](#)

[Library](#)
[Research Results](#)
[External Resources](#)

[Public Deliverables](#)
[Publications](#)
[Knowledge Base](#)

Library

Welcome to the “Library” – a specialized repository for “Let’s Care”. Here, you can deliverables, PDFs, and other essential resources integral to our initiative. “Let’s Care” student security challenges across various dimensions, from individual experience library to familiarize yourself with our comprehensive efforts in promoting Safe Learning Education.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#)

Add new Library Post

Go to Insights -> Library -> Public deliverable and then select the “Add new Library Post” button.



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Upload a Library Entry (2)



Library Title

Confirm Title

Please fill out this field.

Summary

Categories

- ☐ Other
- ☐ Public deliverables
- ☐ Publications
- ☐ Training material



Publish Post

You will be redirected to a form. Complete the Library entry fields using the provided data.

1. Enter the title of the content in the library;
2. Confirm the title;
3. Provide a concise summary that captures the essence of the library content;
4. Categories: select the relevant taxonomies to appropriately categorise the library entry;
5. +: upload documents by clicking the plus icon to add a new document. Then select the document for upload;
6. Publish the post by clicking on the respective button.



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Upload a Wiki Post

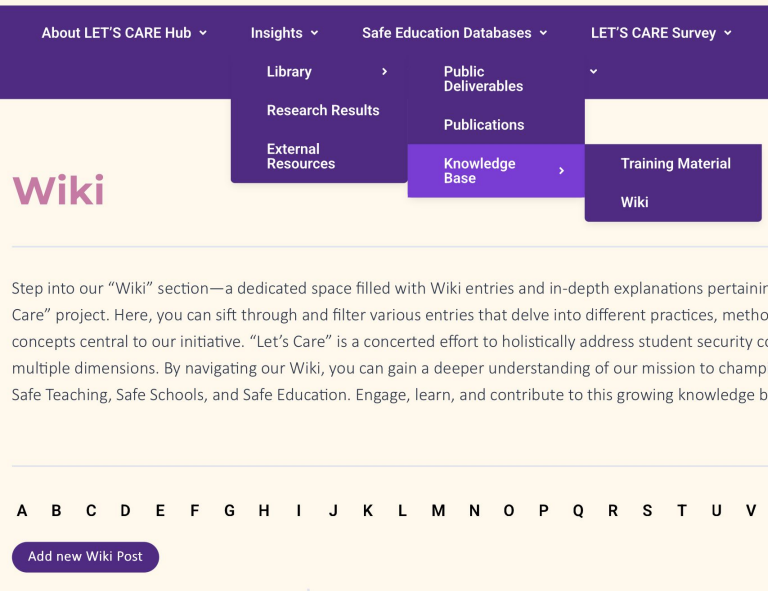


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Upload a Wiki Post (1)



Go to Insights -> Library -> Knowledge Base -> Wiki and then click on “Add new Wiki Post” button.



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Please fill out this field.

You will be directed to a form. Write the title, confirm it, compose the content of the Wiki using the Description field, select in the “Categories” the relevant taxonomies to categorise your wiki entry, if necessary, add new source, embed additional information within the description. Optionally, you can include a link to an external video and provide the source. Click on the “Publish Post” button to publish the post.



Interact on Viber



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Interact on Viber (1)



About LET'S CARE Hub ▾

Insights ▾

Safe Education Databases ▾

LET'S CARE

Safe Teaching Lab ▾

Community ▾

Stakeholder Area

Intranet

Viber

Join the Let's Care Community

Go to Community -> Viber section



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Interact on Viber (2)



Join the Let's Care Communities on viber platform



Interact With Us On Viber

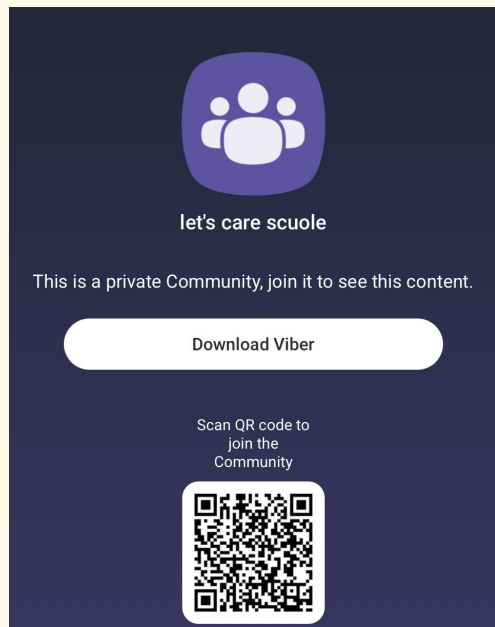
Join Let's Care Community

Click on “Join Let’s Care Community”



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Interact on Viber (3)



Download Viber and scan QR code to join the Community. This is the procedure for accessing the main community.



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Interact on Viber (4)



More Communities to join

To participate in a community, please update your profile by navigating to "My Account" and selecting the communities you are interested in.


Students Pedagogy	Learning Environment	Robotic & Coding	Schools & Families	Internal School	Learning Process	Vulnerable groups
-------------------	----------------------	------------------	--------------------	-----------------	------------------	-------------------

Community for Pedagogy

A space of discussion with material about the students needs, their rights , and how to improve the learning motivations and competencies

Community for Pedagogy on student's needs


A space of discussion with material about the students needs, their rights , and how to improve the learning motivations and competencies



Pedagogy Community

Join Pedagogy Community

...or Scan The QR Code



The other communities are presented along with a brief description under the 'More Communities to join' section. Click on Join the Community button or scan the QR code to join the community.



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Interact on Viber (5)



Navigation bar: About LET'S CARE Hub ▾ Insights ▾ Safe Education Databases ▾ LET'S CARE Survey ▾ Internal Tools ▾

Sub-navigation: Safe Teaching Lab ▾ Community ▾

Account Informatic

Add Library Post

Add Wiki Post

Add Policy Post

Add Program Post

Add Institution Post

Add News Post

Add Event Post

Edit Profile

Username

Email*
mvsh@fhv.at

First Name
Shahin

Last Name
Manafi Varkiani

Stakeholder Status
☐ I am a Stakeholder

Profile Picture

Interested Communities

- ☒ Community for Pedagogy
- ☒ Community for Environment
- ☒ Robotic and Coding Community
- ☒ Schools and Families Communication Community
- ☒ Internal School Relationships Community
- ☒ Community focused on learning process
- ☒ Community on Vulnerable groups

Scegli file: nessun file selezionato
Maximum file size: 30 MB

Confirm

Clicking on “Account”, “Edit profile” you can select interest groups, which will appear in the ‘More Communities to join’ section



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