



LEARN EXPERIENCE SCIENCE TOGETHER ONLINE

TRAINING PLATFORM

Learn and Experience Science Together Online - LESTO project is an Erasmus+ Key Action 2 School Education Cooperation Partnerships Project funded by the Erasmus+ Programme. Lesto project aims to establish a platform where Hands-on Science Education Kits, and Teachers Guide will be available to provide a collaborative, online science experiment platform.



Co-funded by
the European Union



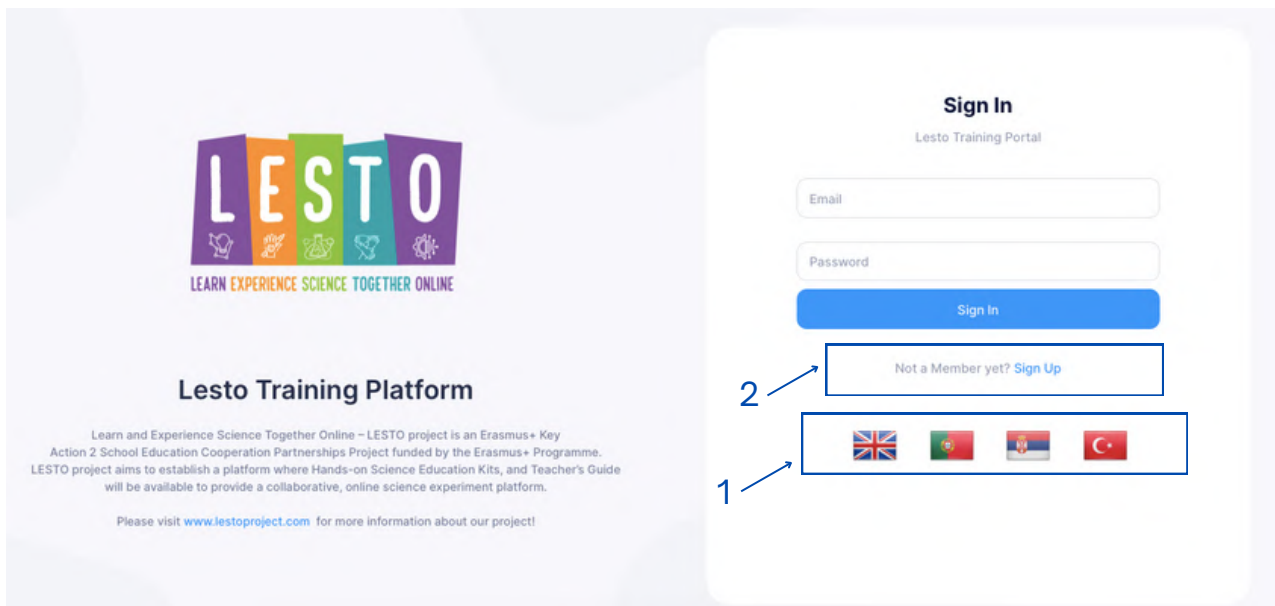
Dear Students and Teachers,

This user manual is designed to guide you in the effective use of the LESTO Training Portal. It contains step-by-step instructions and detailed explanations so that you can use the portal efficiently and get the most out of your learning experience.

You will find information on the basic functions of the portal, profile management, module tracking, interactive elements and many other features that will make the portal easier to use. In addition, visual elements have been added for a better understanding of each step.

By following each step, you can start using the portal efficiently.

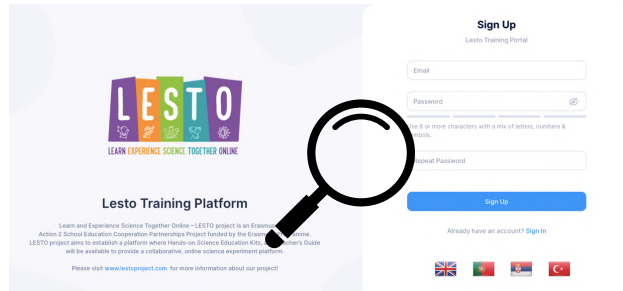
Have a great learning experience!



When you first log in to the portal, as shown in the image above;

- (1) You need to select the language from where you see it in the diagram.
- (2) After selecting the language, if you are not a member, you can start the registration process by clicking “Not a Member Yet-Sign up”

**You need a valid email address to create a membership. After completing this step, you can start using the platform.



Sign Up

Lesto Training Portal


3 →

4 →

5 → Use 8 or more characters with a mix of letters, numbers & symbols.

6 →

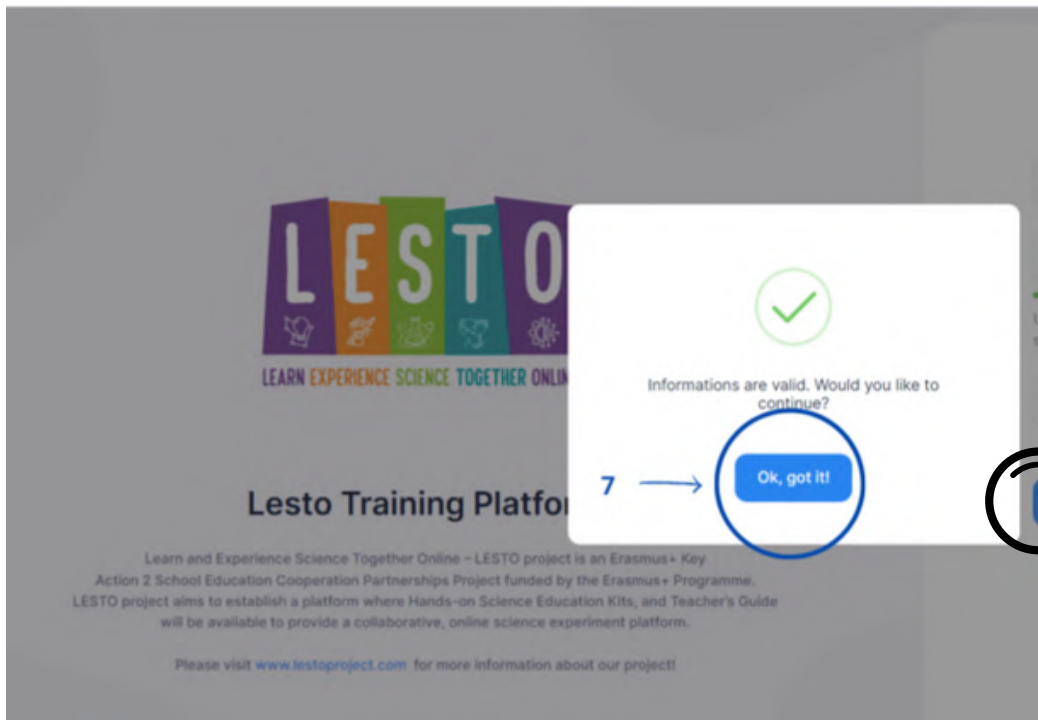
Already have an account? [Sign In](#)



You need to follow these steps to create your portal membership.

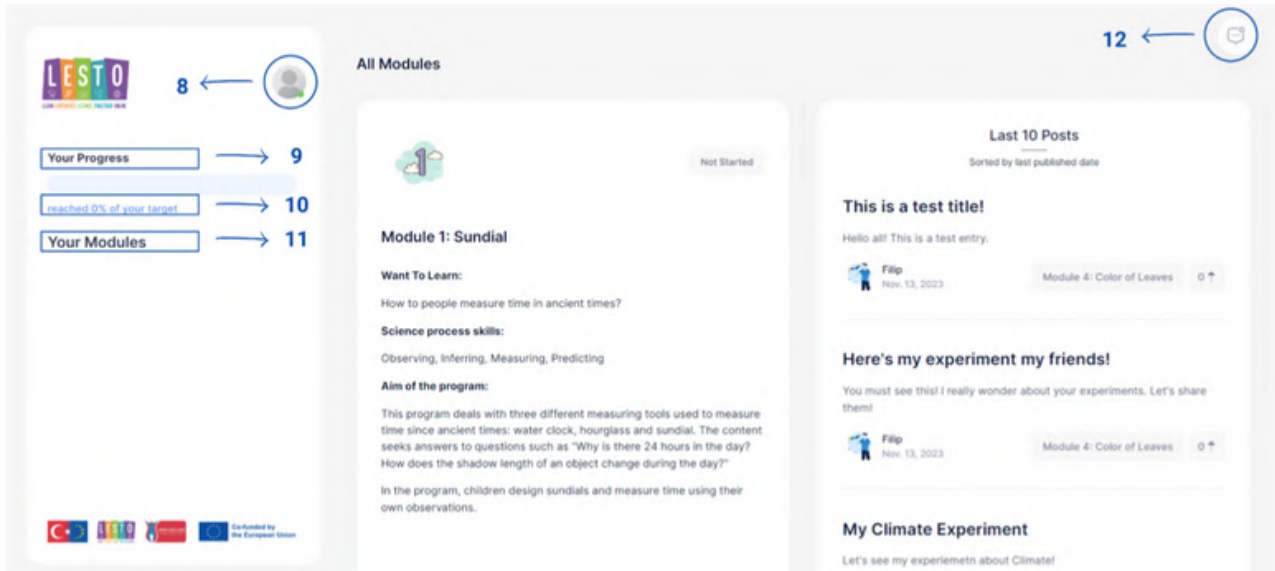
- (3) Enter your e-mail address.
- (4) Set the password you will use for portal login.
- (5) In this section, there is a statement explaining which criteria your password must meet. You will also see a token indicating the suitability of your password in step 4.
- (6) Verify the password you have set by typing it again.

Finally, click on the “Sign Up” button and your membership will be complete.



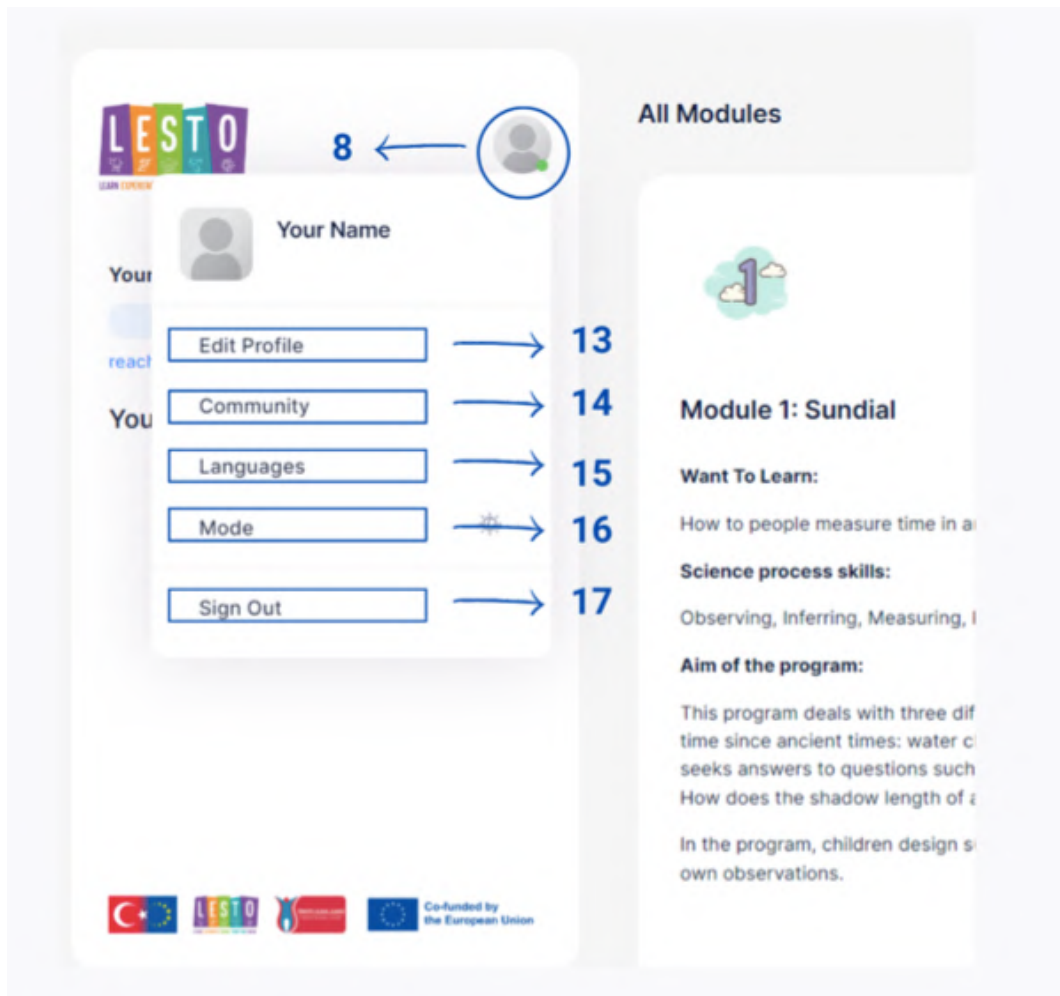
- (7) You can finalize the process by clicking on the “Ok, got it” button to complete your membership.

Once your membership is complete, you can access the portal. You can now start using the portal.



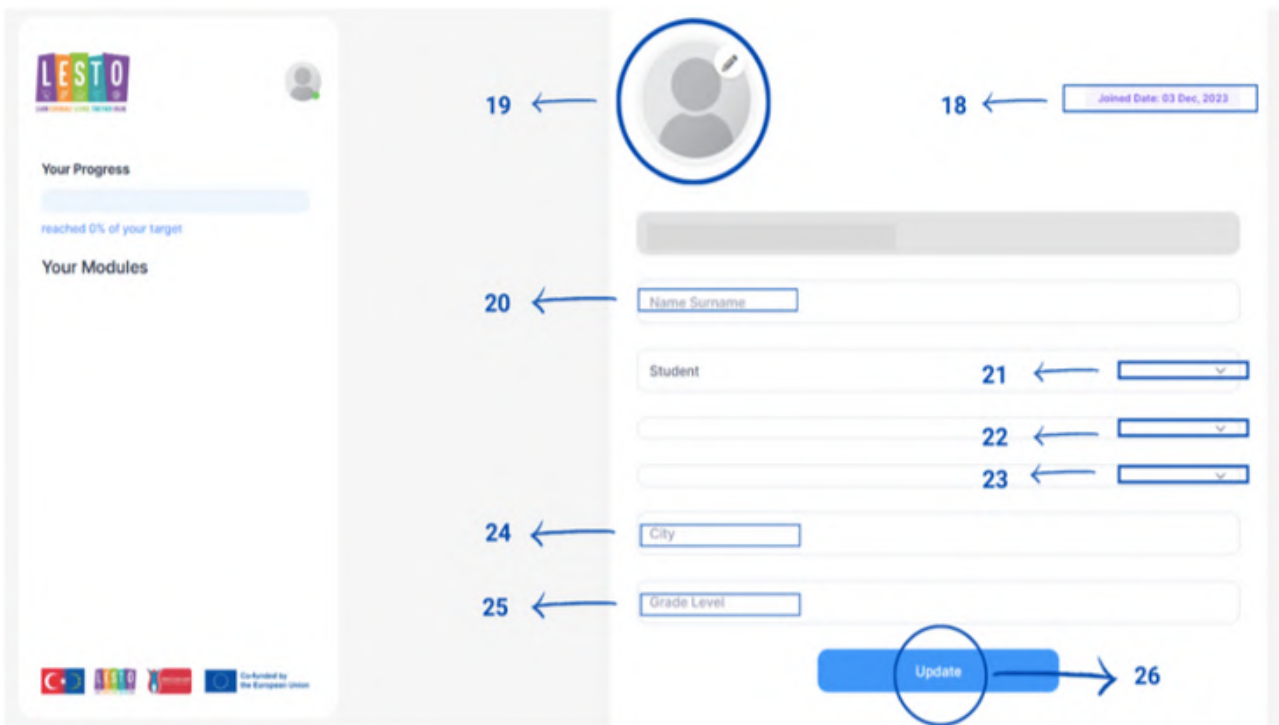
At the top left, in the section indicated by the number 8, you can see your profile and access other options. At the bottom of your profile you can access the following information:

- (9) Your progress: In this section you can see the progress you have made in your training.
- (10) What percentage of your goal you have completed: Here you can track how close you are to the goal you set.
- (11) Your logged-in modules: In this area you can see and track the modules you have logged in
- (12) When you click on this section, you will be able to see all the posts and you can also manage the posts you create.



If you hover your cursor over the diagram **number 8** that we have already seen, you can access the other tabs available to you.

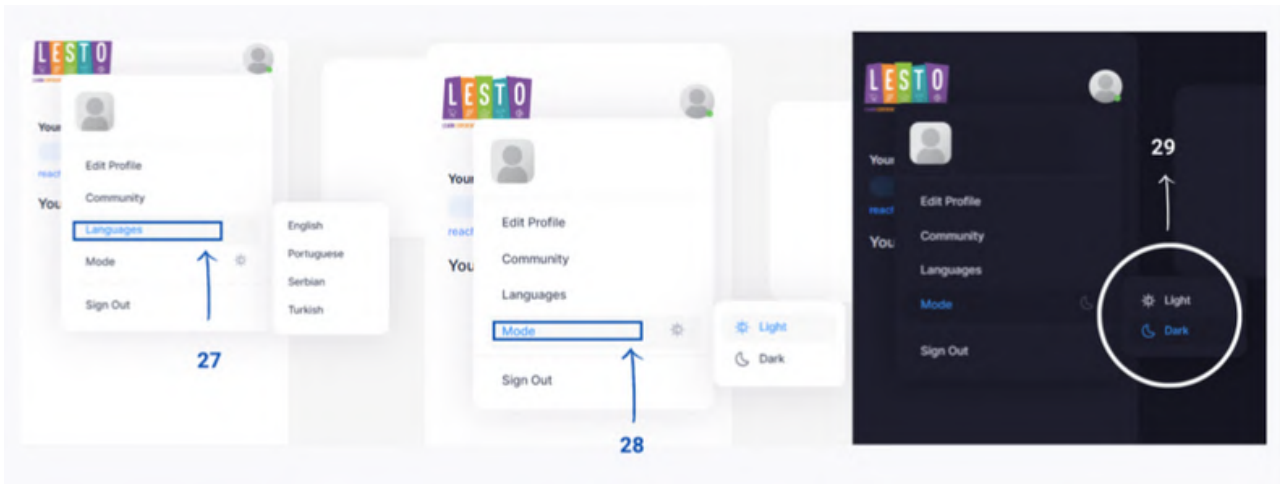
- (13) “Edit Profile”: In this section you can edit and personalize your profile.
- (14) “Community”: From this section you can join the community and see all posts.
- (15) “Language”: In this section you will see the different language options available to use the portal.
- (16) “Mode”: You can change the appearance of the portal as light or dark.
- (17) “Sign Out”: In the “Sign Out” section, you can close your profile on the portal.



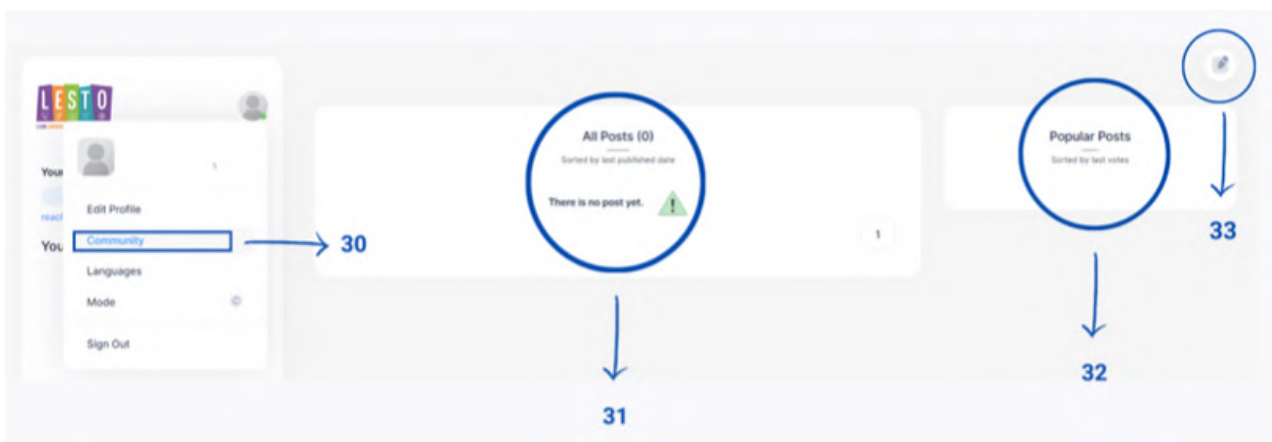
You can access this section from “Edit Profile” and there are tabs where you can customize your profile step by step:

- (18) Here you can see your membership date when you joined the platform.
- (19) You can add your profile photo by clicking on the edit sign.
- (20) Name and Surname: The section where you can add your first and last name.
- (21) User Type: When you click on the image, you can choose between options such as “Student” or “Educator”
- (22) Gender: When you click on this image, the “Select Gender” option will appear; here you can select your gender.
- (23) Country: By clicking on the image you can select the country you are in.
- (24) City: In this section you can manually type the city you are in.
- (25) Grade Level: You can add your grade or level in the “Grade Level” section.
- (26) Update your information: After filling in all this information, you can successfully update your profile by clicking the “Update” button.

When you want to edit your profile, you can update your information at any time by coming to the profile editing section.

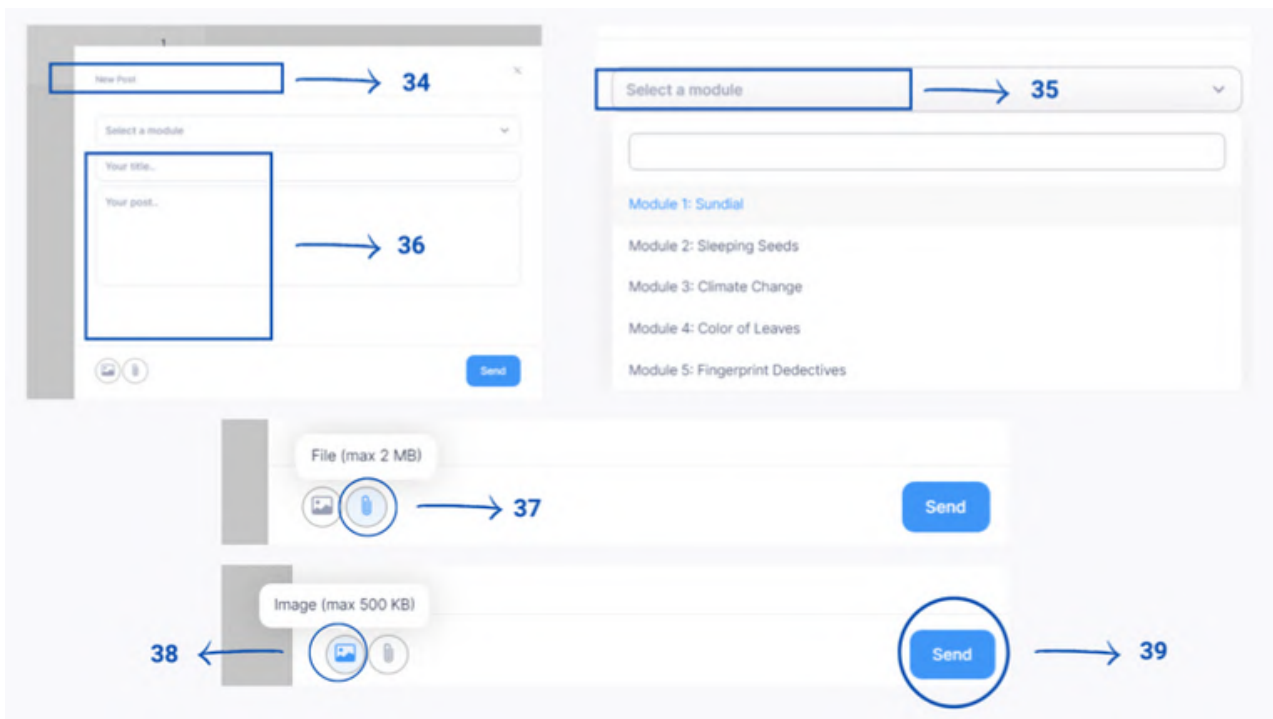


- (27) You can use the platform in one of these languages by selecting one of the “English-Portuguese-Serbian-Turkish” options in the “Languages” button.
- (28-29) You have the option to utilize the platform in either dark or light mode by choosing one of the “Dark” or “Light” modes available in the “Mode” section.

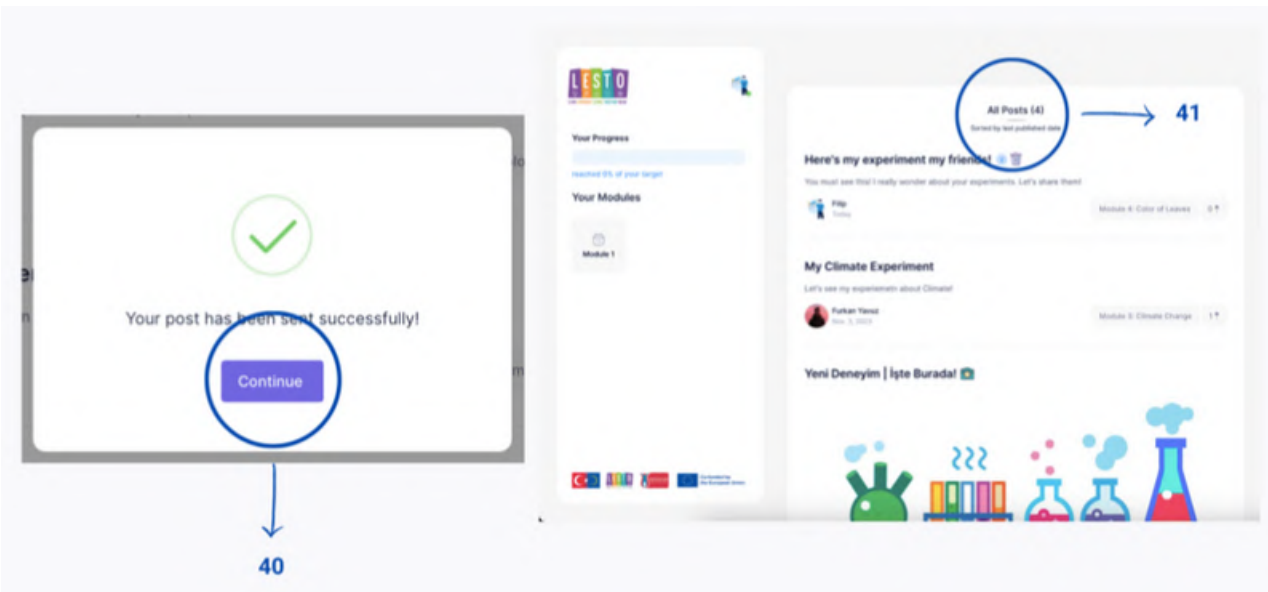


The Community section gives you the opportunity to create your own posts and explore content created by other members. In this section you can upload files and images, share your experiments and create different content.

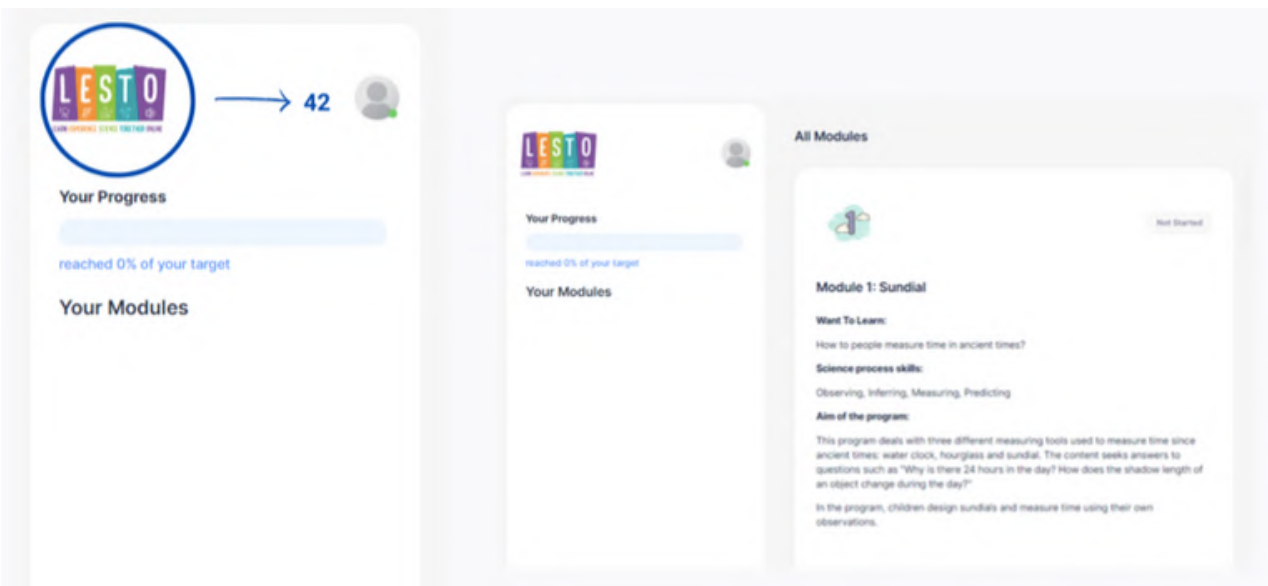
- (30) By going to the “Community” section, you can access the area where you can join the portal community.
- (31) In this area you can see all the posts that have been shared.
- (32) In this section, you’ll find a dedicated area showcasing popular posts.
- (33) Clicking on this section will take you to the area where you can create your own post.



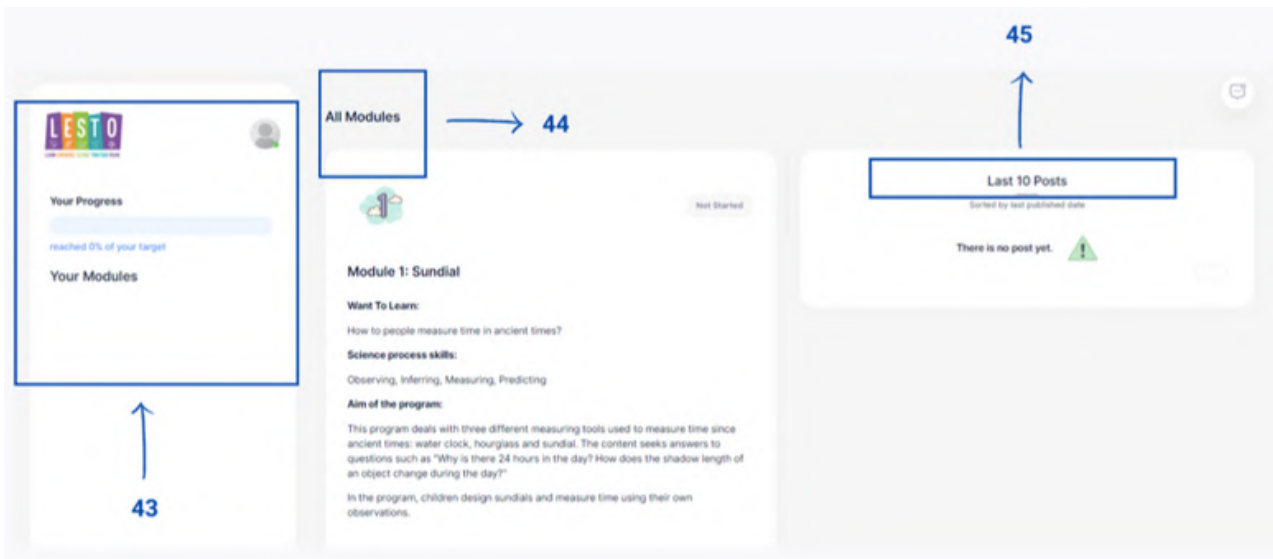
- (34) The first step to create a new post is the “New Post” section in the image. This section indicates that you are starting a new post.
- (35) Next, you will be asked to select a module from the “Select a Module” section. The module indicates which topic or section your post is about. After making a selection, you are expected to make a post about this module.
- (36) When creating your post for the module you have selected, you should fill in the “Your Title” and “Your Post” sections. The title should briefly describe the main topic of your post, while the post section should contain more detailed descriptions.
- (37) If you want to attach a file to the content of your post, you can use the “File Upload” section. However, please note that the file size should be maximum 2 MB.
- (38) You can also use the “Add Image” option to enrich your post. However, the size of the image should be maximum 500 KB.
- (39) After completing all these steps, you can publish your post on the platform by clicking the “Send” button.



- (40) After completing your post, you will have published your post by clicking the “Continue” button.
- (41) You can see your post in the “Homepage” and “Community” sections. If you need, you can use the edit button to edit or delete your post.



- (42) No matter which content you are in on the LESTO Training Portal, clicking on the **LESTO** logo in the top left corner will take you to the home page.



- (43) When you arrive at the homepage, you will see an arrangement of three sections. This section has the following tabs, as you saw in the previous steps:

- Profile Edit: Option to edit your personal information and preferences.
- Language: Option to change the language preference you are using.
- Your Progress: The section where you can track your training progress.
- Mode: Option to set the view mode of the platform.
- Community: The section where you can see posts about the community.
- Platform Logout: Option to log out of the platform.

- (44) The center section of the platform is an area where you can access all modules. From here you can access modules and content.
- (45) On the far left is a section where you can see your own posts and other users' posts. In this area you can browse the interactions within the community.



- (46) In the section with modules, you can see your start status for the module.
- (47) This section contains the name of the module and when you click on it you can log in to the module.
- (48) You can find detailed information about the module under the headings “Want to Learn”, “Science Process Skills”, “Aim of the Program”.

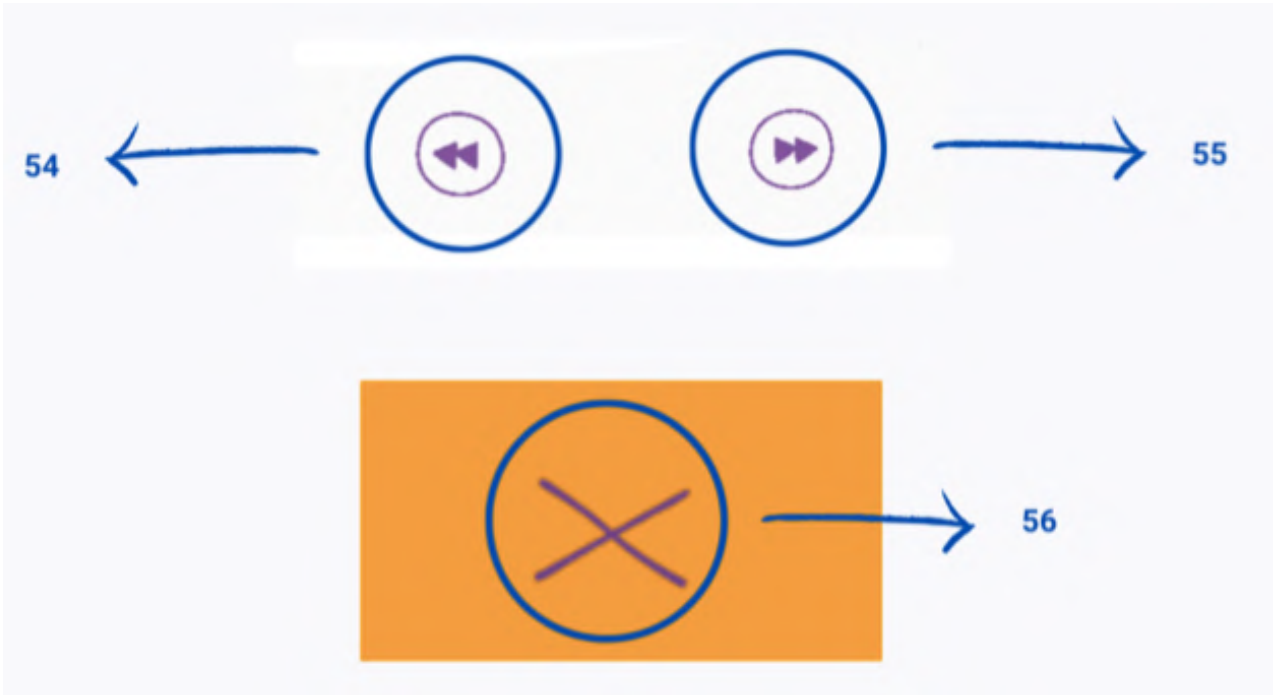
At the module login stage, the system will ask you if you want to start the module;

- (49) If you click “Ok, let’s start!”, you are ready to start the module.
- (50) If you click “No, maybe later”, the portal will redirect you back to the homepage.
- (51) After clicking on the “Ok, let’s start!” button, click on “Go to Module” to confirm if you are ready to start the module.



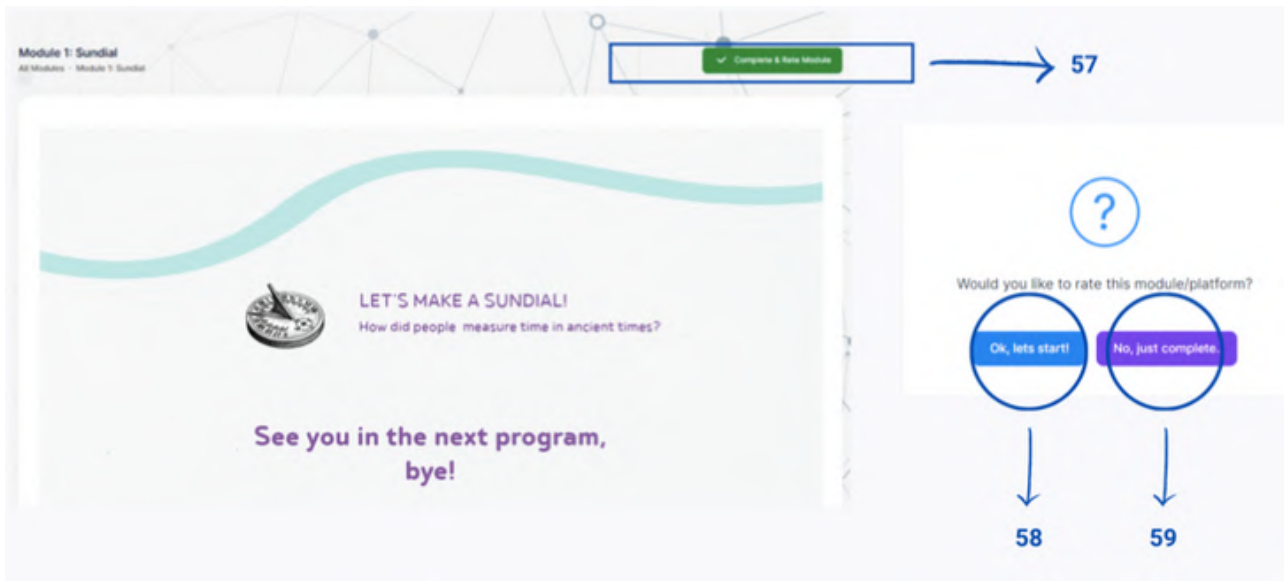
When you are inside the module you have selected, you will see the;

- (52) In the top left corner you will find the name of the module you have selected. This will help you quickly recognize and navigate the module you are in.
- (53) When you tap on the “play” button shown in the diagram, you can step into the module and navigate your way through the content.



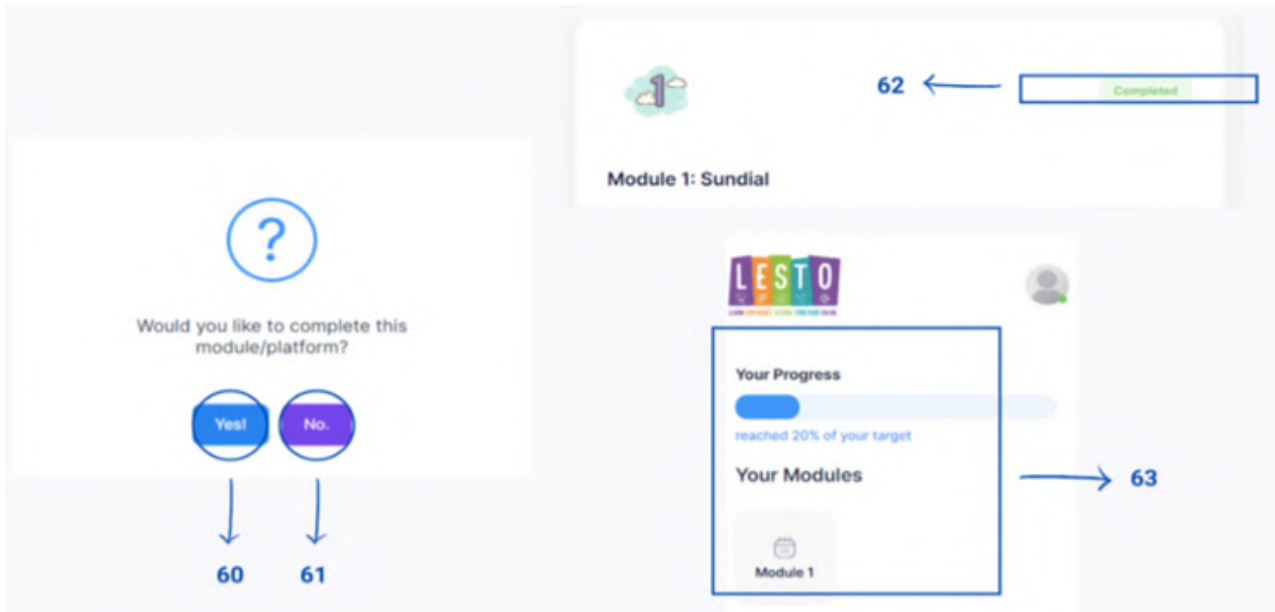
There are interactive sections in the modules you have entered;

- (54) There is an element that allows you to go back between module pages. This feature allows you to quickly return to earlier content.
- (55) There is also another item that allows you to move forward between module pages. This feature moves the content further forward within the module.
- (56) In interactive content, clicking on the animated sections opens new pages with details of the content. After reviewing this page, similar to the design shown in the diagram, you can continue the module by returning to the previous page when you click on the cross, where similar features may change in other modules.



The button in the upper right corner of the module;

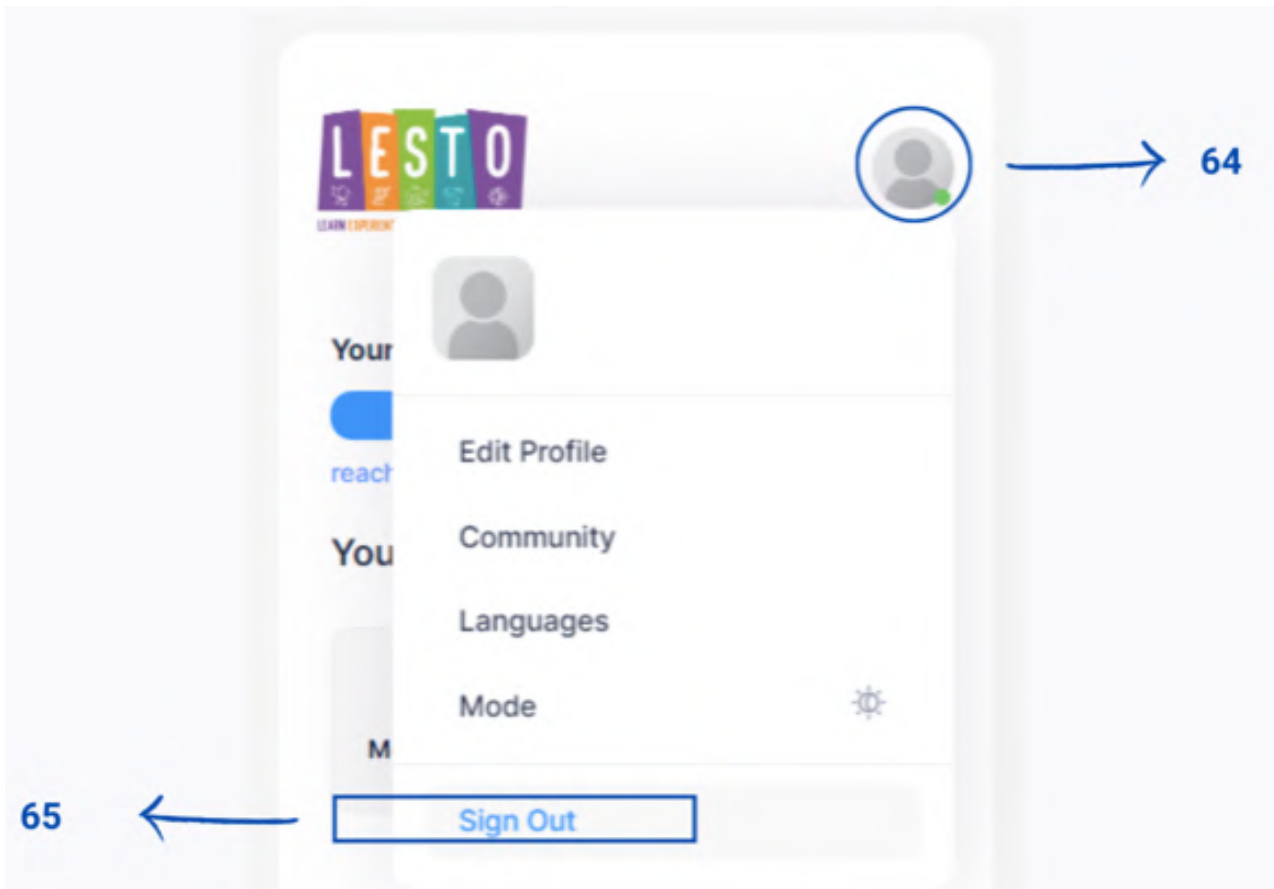
- (57) The “Complete & Rate Module” button is used to rate and complete the module. When you click on this button, you will see the completed module in your profile. At the same time, when you click on this button, a question panel will appear.
- (58) If you click on “Ok, let’s start!”, in the question panel, you will be directed to the assessment page. This option is used when you want to do the assessment immediately after completing the module.
- (59) If you click on “No, just complete”, you will only complete the module. This option is preferred when you want to finish the module but do not want to do the assessment.



If you click on the “no, just complete” button described in the previous step;

You will be asked if you want to complete this module.

- (60) If you select “Yes”, you have successfully completed the module.
- (61) If you select “No”, your module will appear as incomplete in the system.
- (62) When you have completed the module with the “Yes”; option, you will see an indicator of completion in the top right corner for each module.
- (63) You can also see the modules you have completed and your progress in the “Your Modules” section on the left side of the home page. In this section you can track your completed modules and monitor your progress.



- (64) When you want to log out of the LESTO Training Portal, you can open the options by placing your cursor on the section with your profile on the homepage.
- (65) By clicking on the “Sign Out” button from the options that open, you can log out of the portal.



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Please visit www.lestoproject.com for more information about our project.



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