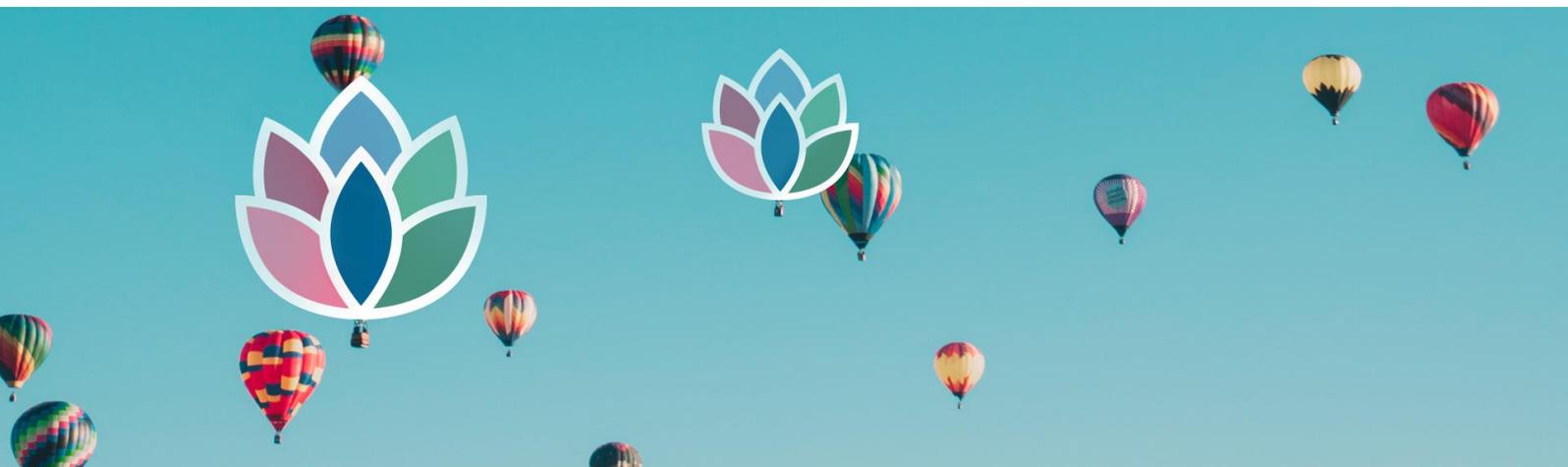




# Manual of O3 online tool: basic guidelines to use and navigate TaMPADA digital tool

October  
2020



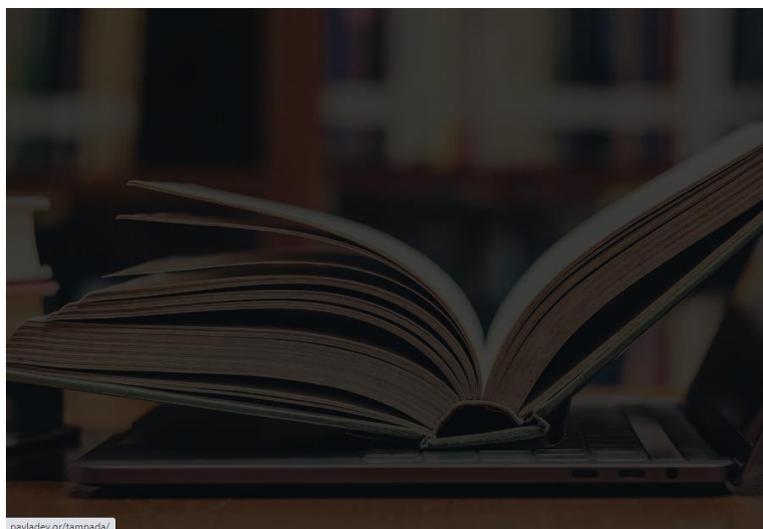
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## REGISTRATION PROCESS

1. Register as an educational centre



**tampada**  
**TaMPADA Evaluation Tool**  
Lifelong & lifewide progress of adult learners

Centre Name

Country

Address  Number

Postal Code  Region

City  Phone

Email

Password

Retype Password

I agree to the terms

2. Enter educational centre's information

**tampada** GR / EN / FR / SWE / SI

Dashboard

**Educational Center**

Teachers

Students

Reports

**Educational Center**

Name: Education Center

Region: Athens

Country: Greece

City: Metamorfossi

Address: Riga Feralou

Number: 23

Phone: 2152151230

Postal Code: 14452

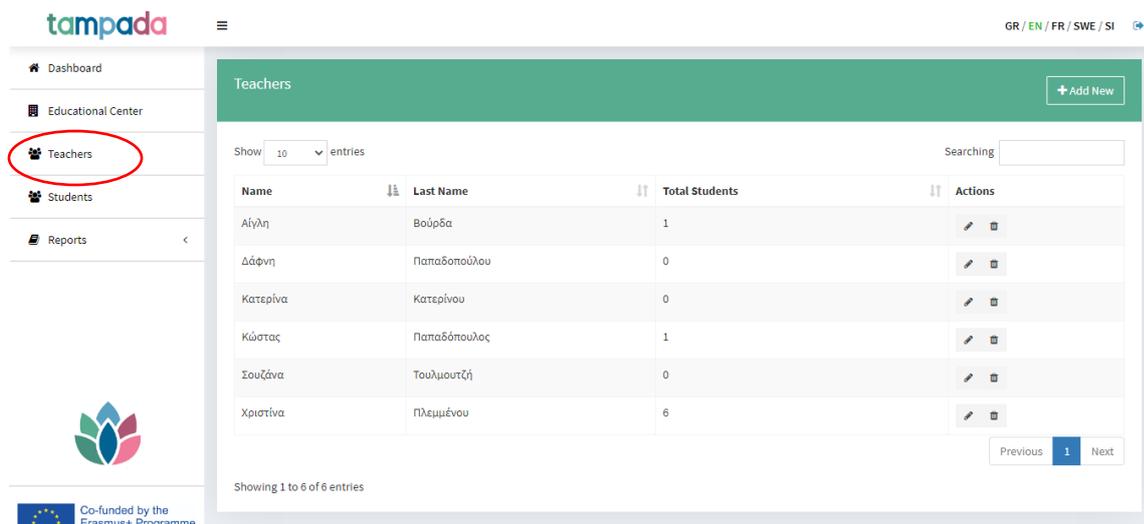
Email: toulountzi@exelia.gr

Basic Contacts [+Add New](#)

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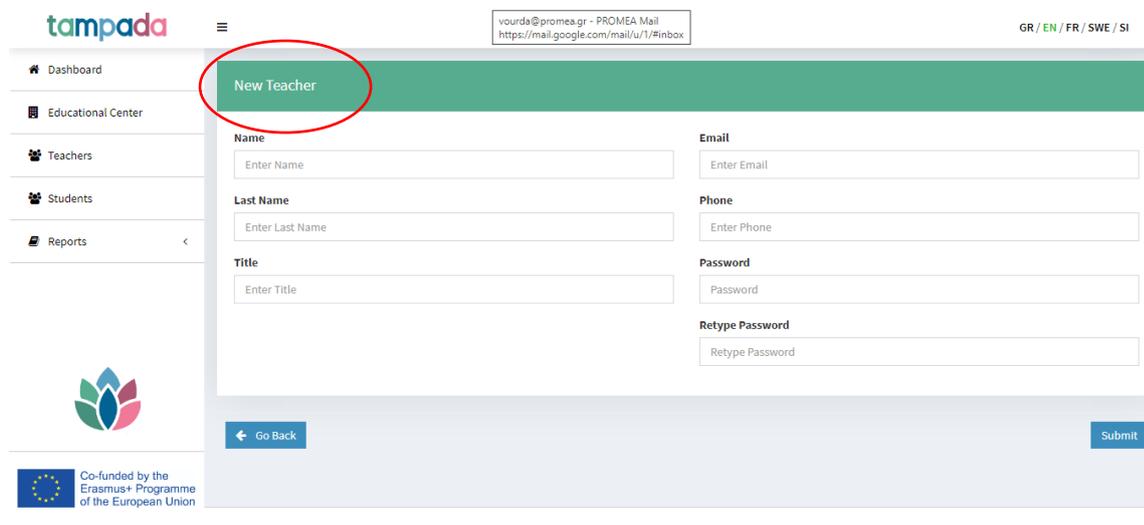
3. Go to teachers' page and enter teachers' info.



The screenshot shows the Tampada interface with the 'Teachers' menu item circled in red. The main content area displays a table of teachers with columns for Name, Last Name, Total Students, and Actions. A '+ Add New' button is visible in the top right corner of the table area.

Name	Last Name	Total Students	Actions
Αίγλη	Βούρδα	1	 
Δάφνη	Παπαδοπούλου	0	 
Κατερίνα	Κατερίνου	0	 
Κώστας	Παπαδόπουλος	1	 
Σουζάνα	Τουλιμουτζί	0	 
Χριστίνα	Πλεμμένου	6	 

4. Add new teacher's info, but keep safe the email address and password. Submit.



The screenshot shows the 'New Teacher' form in the Tampada interface. The 'New Teacher' menu item is circled in red. The form contains input fields for Name, Last Name, Title, Email, Phone, Password, and Retype Password. A 'Go Back' button is on the left and a 'Submit' button is on the right.



5. Sign out of the tool, re- enter application and log in as teacher using email address and password previously created.



6. Go to “students” and add new students. Fill in section A and B.





7. When you finish with new entry of student, go to “actions” and click on the pencil.

The screenshot shows the Tampada interface with a sidebar on the left containing 'Dashboard', 'Profile', 'Students', and 'Reports'. The main content area is titled 'Students' and includes a '+ Add New' button, a search bar, and a table with columns: Id, Full Name, Address, Phone, and Actions. A single entry is shown with Id 44, Full Name Tampada, Address flat 1, and Phone 2105555555. The pencil icon in the Actions column is circled in red. Below the table, it says 'Showing 1 to 1 of 1 entries'.

## REVIEWS

8. Go to reviews section and choose the green button “new review”.

The screenshot shows the Tampada interface with the 'Reviews' section selected in the sidebar. The main content area is titled 'Tampada' and has tabs for 'Section A', 'Section B', 'Reviews', and 'Reports'. A green 'New Review' button is circled in red. Below the tabs, there is a search bar and a table with columns: Course Code, Course Name, Phase, and Actions. The table is currently empty, displaying 'No data available' and '0 entries'. A 'Go Back' button is located at the bottom left of the main content area.





9. Here you can enter data from the questionnaire that the student had previously completed with the teacher at the educational centre. First, choose phase - "initial assessment", mid course, etc., then choose which questions the student choose to answer for - each of the 4 fundamental categories.

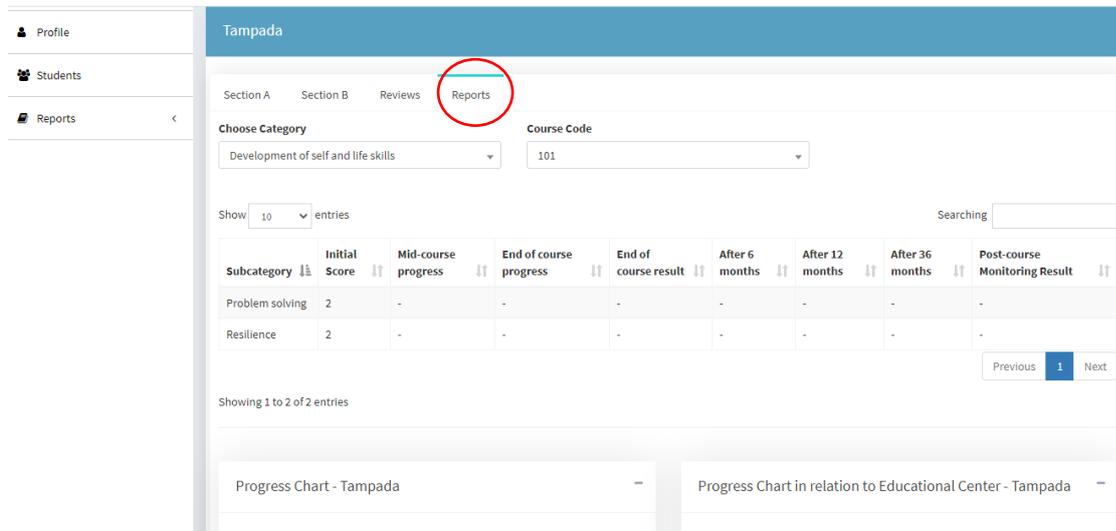
The screenshot shows a modal dialog box titled "Choose Phase" and "Choose Questions" overlaid on the Tampada interface. The "Choose Phase" section has a dropdown menu with "Choose Phase" selected. The "Choose Questions" section has four dropdown menus: "Development of self and life skills", "Health and wellbeing", "Employability, employment and learning", and "Social, community and citizenship". A "Continue" button is at the bottom right of the dialog. The background interface shows a sidebar with "Dashboard", "Profile", "Students", and "Reports", and a main area with "Section A" and "Section B" tabs.

10. At this stage you can enter the course code used by the educational centre, the course name that student is attending and finally submit answers for both section answers provided by the student.

The screenshot shows the "Review (Tampada) - Initial Assessment Form" page. The page has a sidebar with "Dashboard", "Profile", "Students", and "Reports". The main content area has a header "Review (Tampada) - Initial Assessment Form" and a sub-header "< Return to Student's Card". Below the header, there are four input fields: "Course Code" (with "Enter Course Code" placeholder), "Course Name" (with "Enter Course Name" placeholder), "Student" (with "Tampada" value), and "Date" (with "08/10/2020" value). The "Course Code" and "Course Name" fields are circled in red. Below the input fields, there are two sections: "Section A: Outcomes Indicator" and "Section B: Personal goals". Section A has a sub-section "Resilience" with four radio button options: "1. When something goes wrong, I can't move on", "2. When something goes wrong I try to move on", "3. I can overcome setbacks", and "4. I am really good at bouncing back". Section B has a sub-section "Problem solving" with four radio button options: "1. I always struggle to solve problems", "2. I can problem solve with others", "3. I can problem solve in certain situations", and "4. I am good at solving most problems".

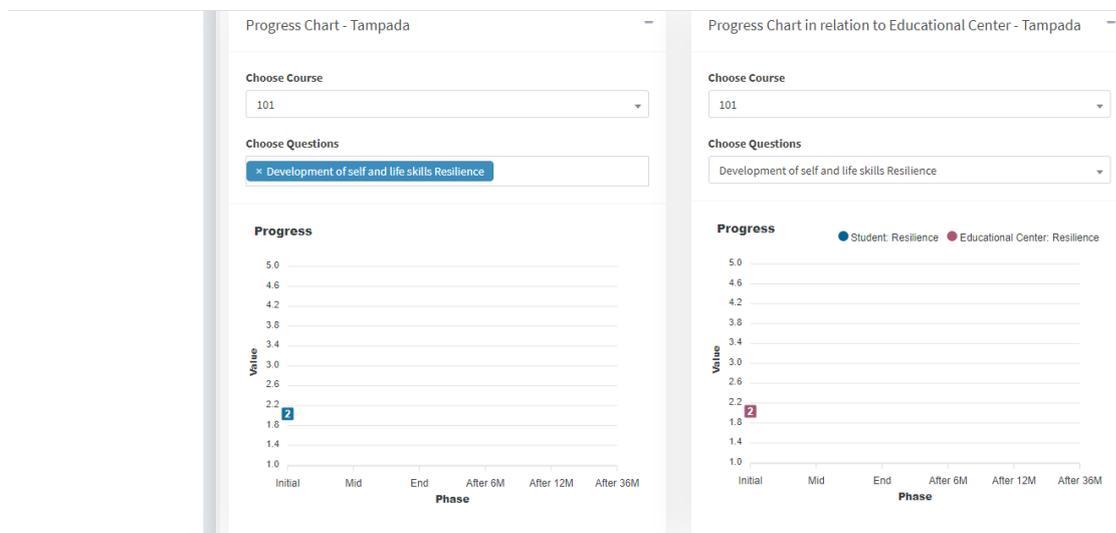


11. Go to reports and check how the student is reporting through the course of time (initial assessment, mid-course, end of course, etc.) for each chosen category.



The screenshot shows the 'Reports' section of the Tampada system. The 'Reports' tab is highlighted with a red circle. Below the navigation tabs, there are dropdown menus for 'Choose Category' (set to 'Development of self and life skills') and 'Course Code' (set to '101'). A table displays progress data for two subcategories: 'Problem solving' and 'Resilience'. The table has columns for 'Initial Score', 'Mid-course progress', 'End of course progress', 'End of course result', 'After 6 months', 'After 12 months', 'After 36 months', and 'Post-course Monitoring Result'. The 'Resilience' row shows an initial score of 2 and dashes for subsequent phases. Below the table are two progress charts: 'Progress Chart - Tampada' and 'Progress Chart in relation to Educational Center - Tampada'.

Subcategory	Initial Score	Mid-course progress	End of course progress	End of course result	After 6 months	After 12 months	After 36 months	Post-course Monitoring Result
Problem solving	2	-	-	-	-	-	-	-
Resilience	2	-	-	-	-	-	-	-



At the left side of the picture you can see how the student is progressing through phases per chosen category and per course.

At the right side of the picture you can see how the student is progressing through phases in relation to the total progress of the educational centre.

Example of final report of a student:



- Dashboard
- Profile
- Students
- Reports

Dimitra Chouliara

Section A
Section B
Reviews
Reports

Choose Category

Course Code

Show  entries Searching

Subcategory	Initial Score	Mid-course progress	End of course progress	End of course result	After 6 months	After 12 months	After 36 months	Post-course Monitoring Result
Levels of concentration	1	1	3	Significant Progress	5	5	5	Improvement
Problem solving	1	3	3	Significant Progress	4	5	5	Improvement
Resilience	1	2	3	Significant Progress	5	5	5	Improvement

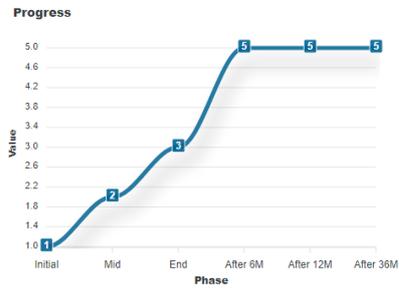
Previous 1 Next

Showing 1 to 3 of 3 entries

Progress Chart - Dimitra Chouliara

Choose Course

Choose Questions

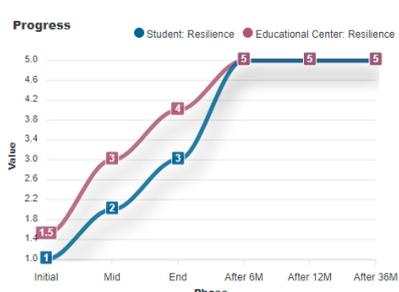


Phase	Value
Initial	1.0
Mid	2.0
End	3.0
After 6M	5.0
After 12M	5.0
After 36M	5.0

Progress Chart in relation to Educational Center - Dimitra Chouliara

Choose Course

Choose Questions



Phase	Student Resilience	Educational Center Resilience
Initial	1.0	1.5
Mid	2.0	3.0
End	3.0	4.0
After 6M	5.0	5.0
After 12M	5.0	5.0
After 36M	5.0	5.0

## REPORTS

12. The final stage is the reporting a) on students' population of an educational centre level in total and per fundamental category and b) on students' statistics on a national /international level.

a) At the picture below you can see 5 options of reports. The first 4 concern level of progress for each student per category and per chosen question. The 5<sup>th</sup> concerns the score (%) for the total educational centre.





tampada GR / EN / FR / SWE / SI

- Dashboard
- Profile
- Students
- Reports
  - Educational Center Reports
  - Students' statistics

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Students' report for category: Development of self and life skills +

Students' report for category: Health and wellbeing +

Students' report for category: Employability, employment and learning +

Students' report for category: Social, community and citizenship +

Educational center's statistics for all students +

The picture below shows level of progress per student for each phase per fundamental category and per chosen question.

Students' report for category: Development of self and life skills -

Choose question  
Resilience

Show 10 entries Searching

Name	Initial Score	Mid-course progress	End of course progress	End of course result	After 6 months	After 12 months	After 36 months	Post-course Monitoring Result
Dimitra Choullara	1	2	3	Significant Progress	5	5	5	Improvement
Tampada	2	-	-	-	-	-	-	-
Xristina Plemmenou	2	4	5	Very significant Progress	-	-	-	-
ΑΓΓΑΙΑ ΒΟΥΠΑ	-	-	1	-	-	-	-	-

Showing 1 to 4 of 4 entries

The picture below shows how the total sum of students from the educational centre scores (%) at each level of progress per each question and per each fundamental category .

Educational center's statistics for all students -

Choose category  
Development of self and life skills

Show 10 entries Searching

Question	Number of students	Regression	No progress	Small Progress	Significant Progress	Very significant Progress	Excellent Progress
Levels of concentration	1	-	-	-	100%	-	-
Problem solving	2	-	-	50%	50%	-	-
Resilience	2	-	-	-	50%	50%	-
Self-management	1	-	-	100%	-	-	-

Showing 1 to 4 of 4 entries

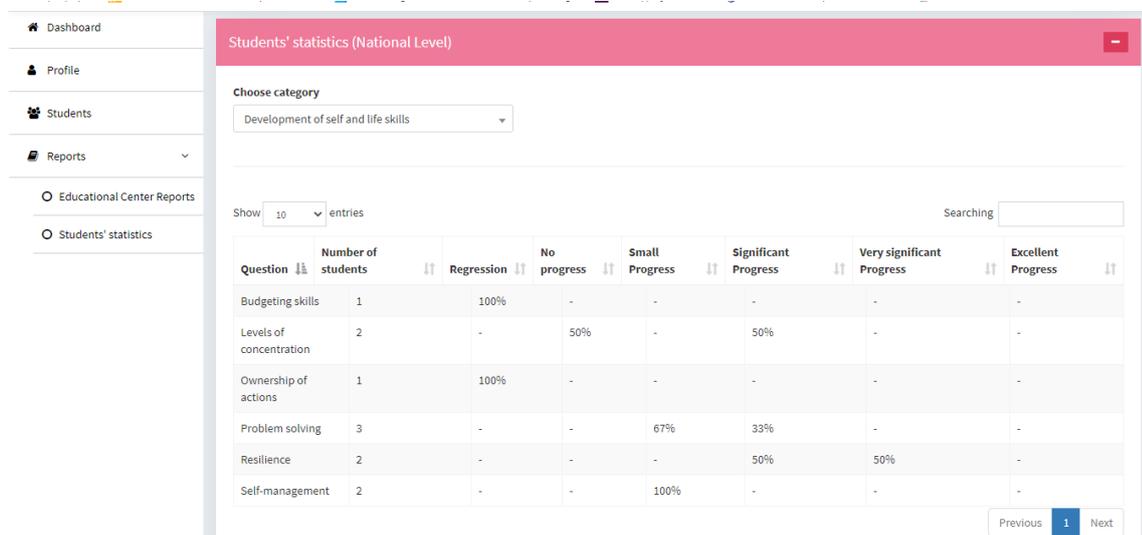


b) Here we have 2 options of students' statistics: on a national and/or international level.



The screenshot shows the Tampada dashboard with a sidebar menu on the left containing: Dashboard, Profile, Students, Reports (with a dropdown arrow), Educational Center Reports, and Students' statistics. The main content area has two pink buttons: 'Students' statistics (National Level)' and 'Students' statistics (World Level)', each with a red '+' icon. At the bottom left, there is a logo for the Erasmus+ Programme of the European Union.

At the picture below you can see for the total of students on a national level their score (%) in progress per fundamental category and per chosen question.



The screenshot shows the 'Students' statistics (National Level) report. It includes a 'Choose category' dropdown menu set to 'Development of self and life skills'. Below the menu, there is a 'Show 10 entries' option and a search bar. The main data is presented in a table with the following columns: Question, Number of students, Regression, No progress, Small Progress, Significant Progress, Very significant Progress, and Excellent Progress. The table contains 7 rows of data.

Question	Number of students	Regression	No progress	Small Progress	Significant Progress	Very significant Progress	Excellent Progress
Budgeting skills	1	100%	-	-	-	-	-
Levels of concentration	2	-	50%	-	50%	-	-
Ownership of actions	1	100%	-	-	-	-	-
Problem solving	3	-	-	67%	33%	-	-
Resilience	2	-	-	-	50%	50%	-
Self-management	2	-	-	100%	-	-	-

At the bottom right of the table, there are navigation buttons: 'Previous', '1', and 'Next'.



At the final picture you can see same as above but on an international level.

Students' statistics (National Level) +

Students' statistics (World Level) -

Choose category

Development of self and life skills

Show 10 entries Searching

Question	Number of students	Regression	No progress	Small Progress	Significant Progress	Very significant Progress	Excellent Progress
Budgeting skills	1	100%	-	-	-	-	-
Levels of concentration	2	-	50%	-	50%	-	-
Ownership of actions	1	100%	-	-	-	-	-
Problem solving	3	-	-	67%	33%	-	-
Resilience	2	-	-	-	50%	50%	-
Self-management	2	-	-	100%	-	-	-



