



the Learning Network
on Sustainability



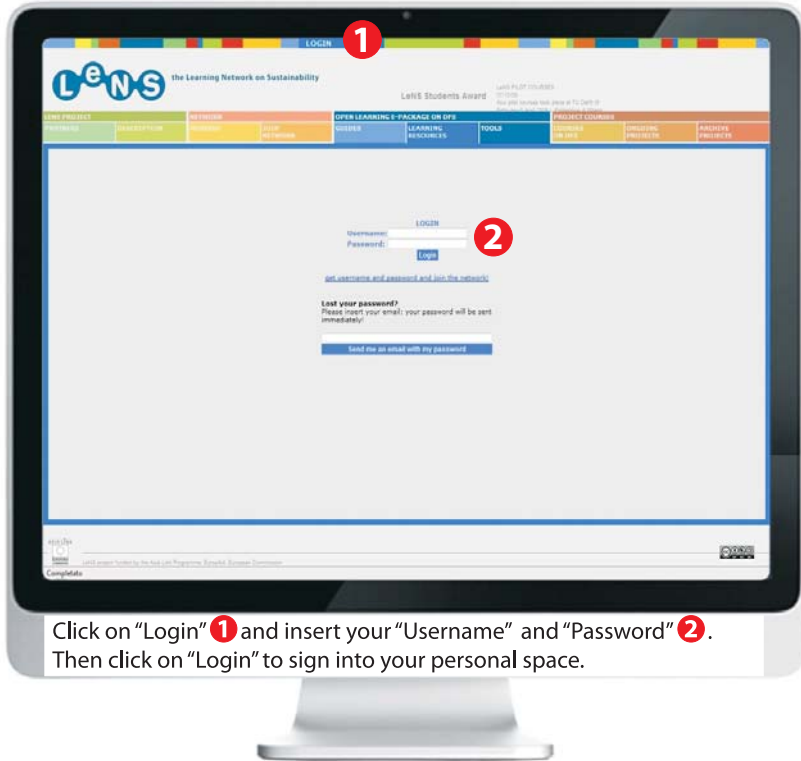
Project Quick Guide for Students

PROJECT QUICK GUIDE FOR STUDENTS

A guide for uploading and sharing work on the Learning Network for Sustainability

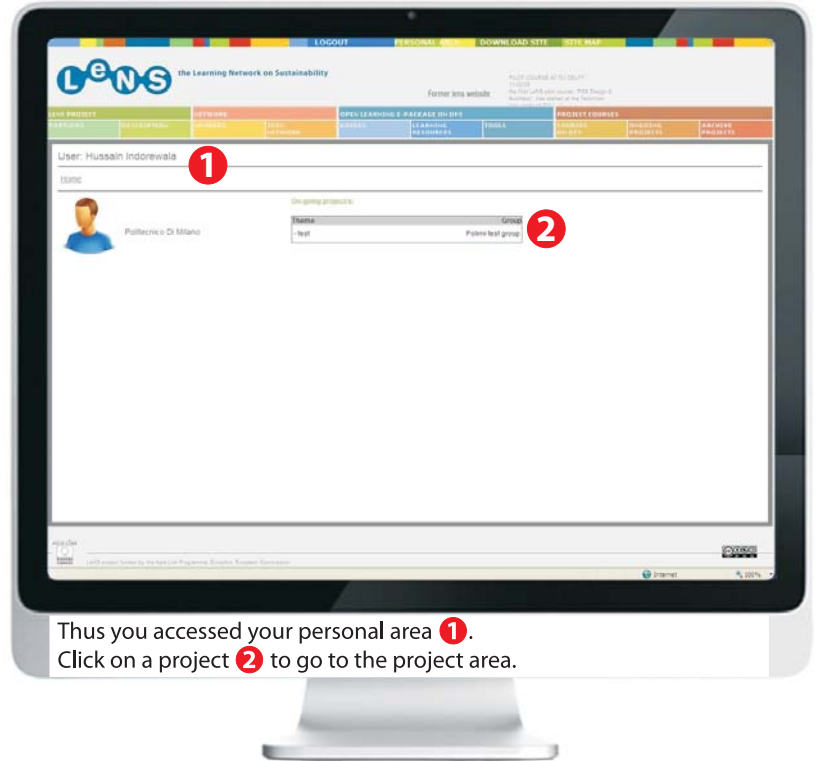
LeNS portal is an on-line tool for sharing information, particularly designed for training processes about multilateral and transcultural co-design and co-education. The portal is accessible to everybody, it's possible to surf each page without password and username, but only users (students and teachers), qualified by the system administrator, can put contents on-line.

SIGNING IN



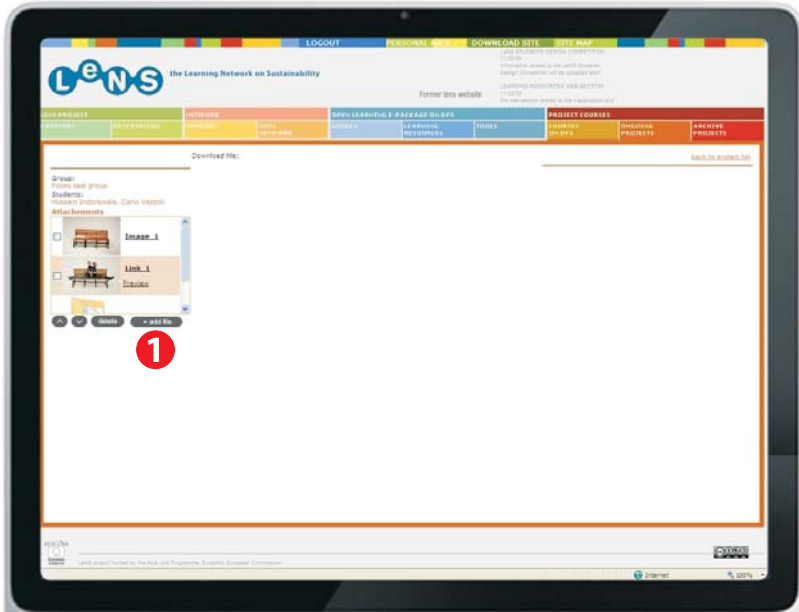
Click on "Login" ① and insert your "Username" and "Password" ②.
Then click on "Login" to sign into your personal space.

ACCESSING PERSONAL AREA



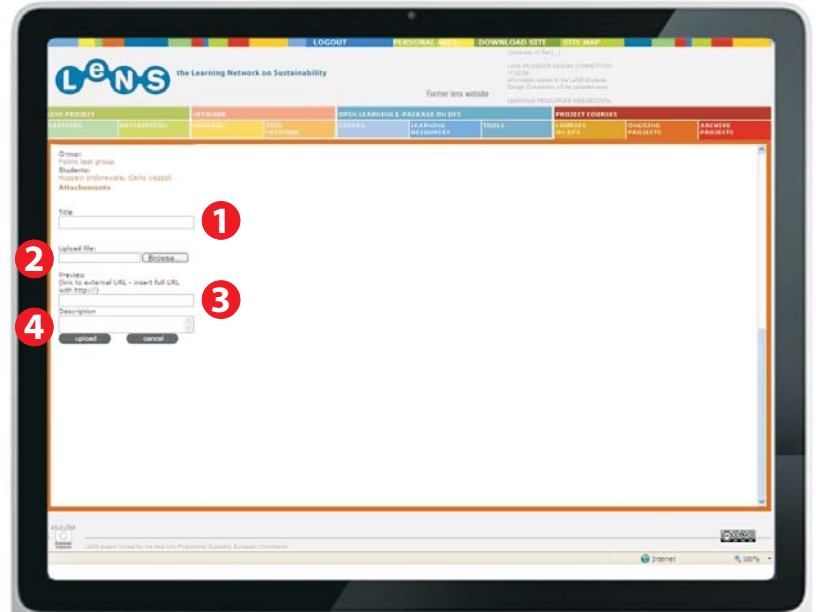
Thus you accessed your personal area ①.
Click on a project ② to go to the project area.

VIEWING YOUR PROJECT AREA



In your project area you can upload different kinds of file and view your work. To upload a file, click on "+ add file" **1**.

UPLOADING YOUR WORK



To upload your work, write a title **1** and browse to select a file to upload **2**. If you want, you can also add an external web link **3** and a brief file description **4**.

EDITING YOUR WORK

The screenshot shows the LENS website interface. The top navigation bar includes 'LOGOUT', 'PERSONAL PROFILE', 'DOWNLOAD SITE', and 'SITE MAP'. The main header features the LENS logo and the text 'the Learning Network on Sustainability'. Below the header is a navigation menu with categories like 'MY PROJECT', 'NETWORK', 'OPEN LEARNING & PRACTICES ON OPS', and 'PROJECT COURSES'. The main content area displays a group page for 'Polimi test group' with a central image of a wooden bench. On the left, there is a sidebar with 'Attachments' and a file named 'Image_1'. Below the image, there are two red circles with numbers: '1' is positioned over the 'delete' button, and '2' is positioned over the 'edit' button.

To edit your work, use the buttons to change the position or delete the file **1**. If you want to change title or description, click "edit" **2**.

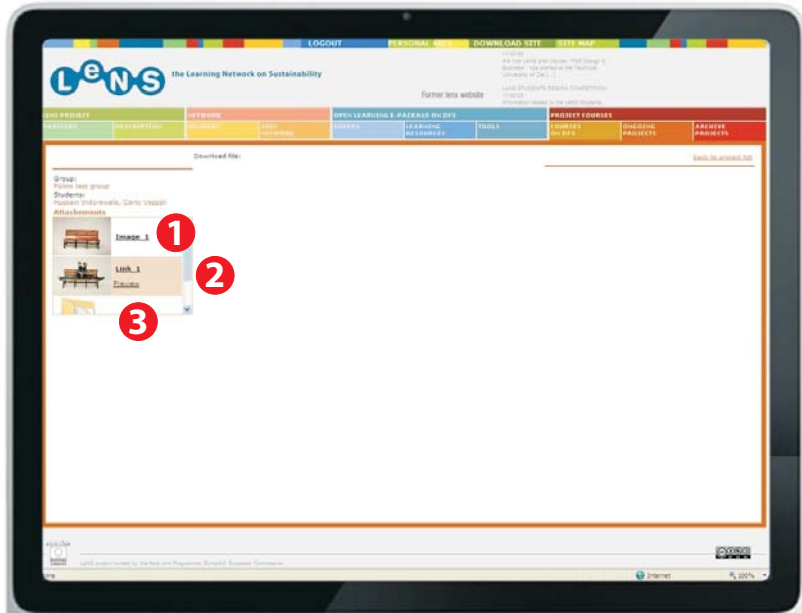
VIEWING OTHER GROUPS 1/2

The screenshot shows the LENS website interface with a table of groups. The top navigation bar and header are the same as in the previous image. The main content area is titled 'Selected languages' and contains a table with columns: 'STUDENT/GROUP', 'TEACHER', 'COURSE', 'UNIVERSITY', 'YEAR', 'COUNTRY', and 'THEME'. A red circle with the number '1' is placed over the 'Polimi test group' row. Another red circle with the number '2' is placed over the 'Ongoing projects' link in the top navigation menu.

STUDENT/GROUP	TEACHER	COURSE	UNIVERSITY	YEAR	COUNTRY	THEME
TestGRP	Paolo Sala	Test	Test	2009	it	Test
Polimi test group	Carlo Vezzoli	System Design for Sustainability	Politecnico di Milano	2008	Italy	test
TUD_01	DfS Team	PSS Design and Business	TU Delft	2009	Netherlands	Mobility
TUD_02	DfS Team	PSS Design and Business	TU Delft	2009	Netherlands	Mobility
TUD_03	DfS Team	PSS Design and Business	TU Delft	2009	Netherlands	Mobility
TUD_04	DfS Team	PSS Design and Business	TU Delft	2009	Netherlands	Mobility
TUD_05	DfS Team	PSS Design and Business	TU Delft	2009	Netherlands	Mobility
TUD_06	DfS Team	PSS Design and Business	TU Delft	2009	Netherlands	Mobility
TUD_07	DfS Team	PSS Design and Business	TU Delft	2009	Netherlands	Mobility
TUD_08	DfS Team	PSS Design and Business	TU Delft	2009	Netherlands	Mobility
TUD_09	DfS Team	PSS Design and Business	TU Delft	2009	Netherlands	Mobility
TUD_10	DfS Team	PSS Design and Business	TU Delft	2009	Netherlands	Mobility
TUD_11	DfS Team	PSS Design and Business	TU Delft	2009	Netherlands	Mobility

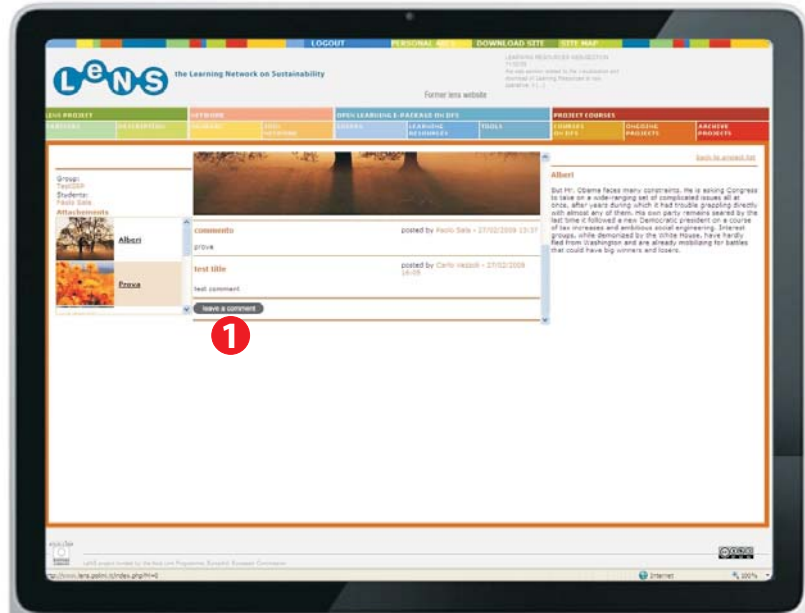
Clicking on a group's name **1** will take you into the group page. By clicking on "Ongoing projects" **2** you can view other groups.

VIEWING OTHER GROUPS 2/2



You can click an image to view it **1**, click on "Preview" to open a web link **2** and click on a non-image file (such as .ppt, .pdf, ...) to download it **3**.

COMMENTING OTHER GROUPS



If you want to comment the work of other groups, you can click on "leave a comment" **1**.