



the Learning Network
on Sustainability



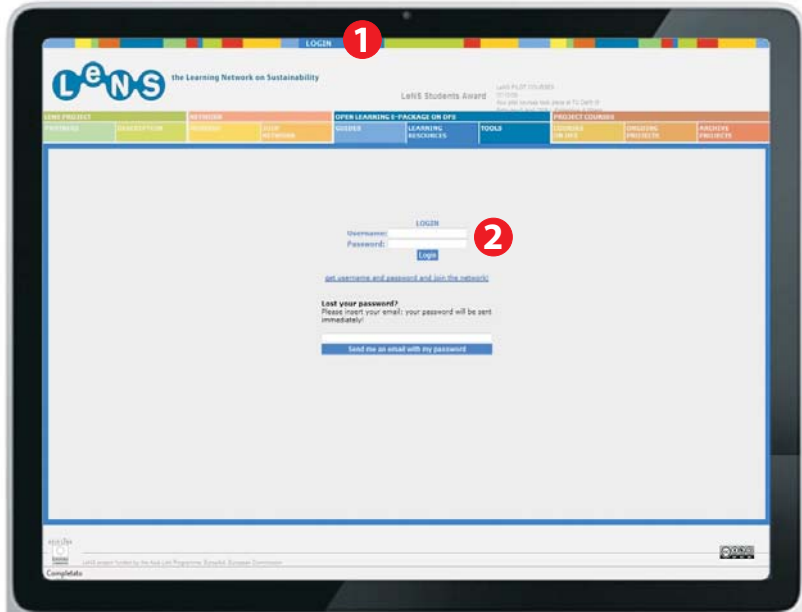
Project Quick Guide for Teachers

PROJECT QUICK GUIDE FOR TEACHERS

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

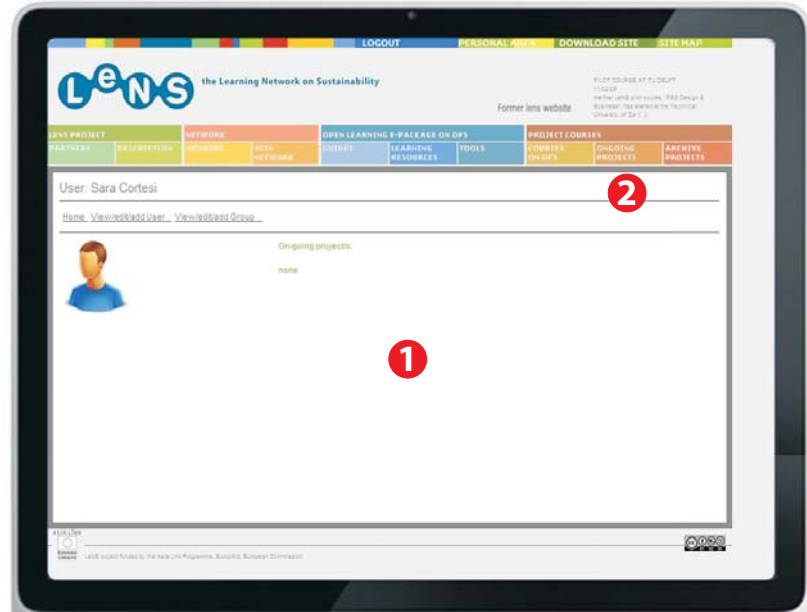
LeNS portal is an on-line tool for sharing information, particularly designed for training processes about multilateral and transcultural co-design and co-education. The portal is accessible to everybody, it's possible to surf each page without password and username, but only users (students and teachers), 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**.
Clicking on "On-going projects" **2**, you can view the different projects.

SELECTING GROUPS

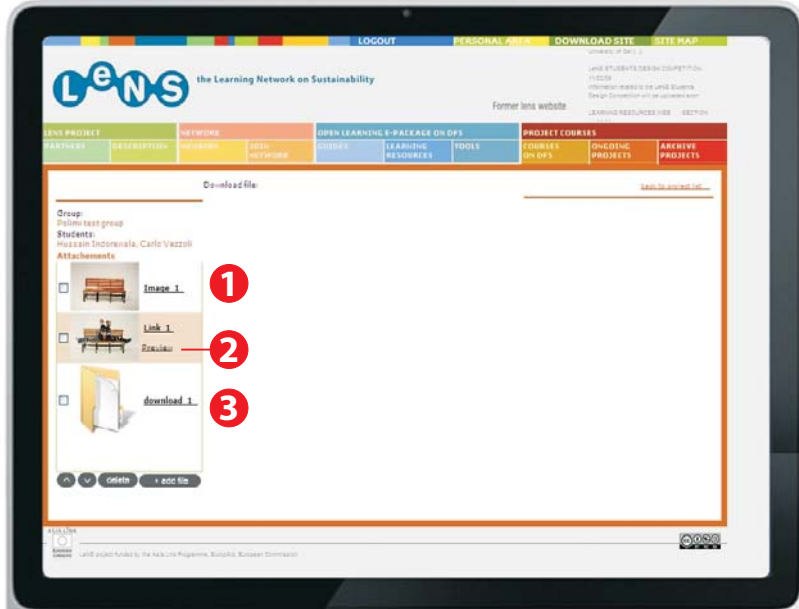


The screenshot shows the LENS website interface. At the top, there are navigation links: LOGOUT, PERSONAL PROFILE, DOWNLOAD SITE, and SITE MAP. Below the navigation is the LENS logo and the text "the Learning Network on Sustainability". A horizontal menu contains categories: LENS PROJECT, NETWORK, OPEN LEARNING E-BOOKS ON OPS, and PROJECT COURSES. The main content area displays a table of groups. A red circle with the number 1 highlights the "TestGRD" group name in the first row of the table.

STUDENT/GROUP	TEACHER	COURSE	UNIVERSITY	YEAR	COUNTRY	THEME
TestGRD	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.

VIEWING THE GROUP PAGE






The screenshot shows the LENS website interface for a specific group page. At the top, there are navigation links: LOGOUT, PERSONAL PROFILE, DOWNLOAD SITE, and SITE MAP. Below the navigation is the LENS logo and the text "the Learning Network on Sustainability". A horizontal menu contains categories: LENS PROJECT, NETWORK, OPEN LEARNING E-BOOKS ON OPS, and PROJECT COURSES. The main content area displays the group details for "Polimi test group" by Carlo Vezzoli. Under the "Attachments" section, there are three items: an image, a link, and a download file. Red circles with numbers 1, 2, and 3 highlight these items respectively.

Download file

Group: Polimi test group
Students: Politecnico di Milano, Carlo Vezzoli

Attachments

-  Image 1 **1**
-  Link 1 **2**
-  Download 1 **3**

In the group page you can see all the work uploaded by students of that group and comment on them: click on an image to view it **1**, click on "Preview" to open a web link **2**, click on a non-image file (such as .ppt, .pdf, ...) to download it **3**.

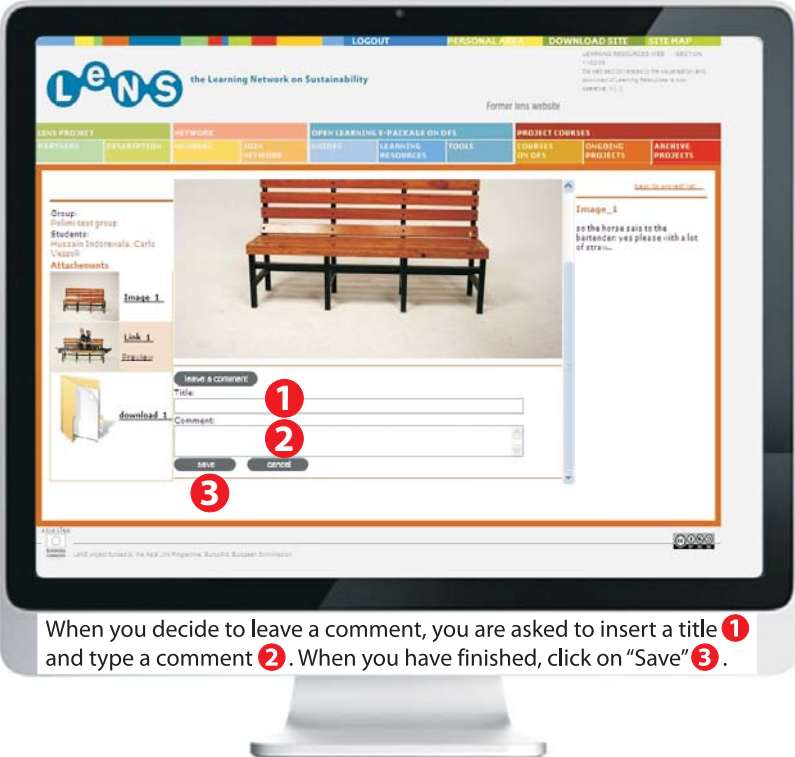
VIEWING AN IMAGE FILE

If you click to view an image, the file (.jpg, .gif, .bmp, ...) is displayed **1** and a description is provided **2**. If you want to comment, click on "leave a comment" **3**.

DOWNLOADING A NON-IMAGE FILE

If you selected to download a file, you have to click on the name of the file **1** to begin the download. To comment, click on "leave a comment" **2**.

COMMENTING



The screenshot shows the LENS (the Learning Network on Sustainability) website. The main content area displays a project titled "Image_1" with a large image of a wooden bench. To the left of the image, there are smaller thumbnails for "Image_1", "Link_1", and "download_1". Below the main image, there is a "leave a comment" form with the following fields and buttons:

- Title:** A text input field with a red circle containing the number 1 next to it.
- Comment:** A larger text input field with a red circle containing the number 2 next to it.
- Buttons:** "save" and "cancel" buttons, with a red circle containing the number 3 next to the "save" button.

At the bottom of the page, there is a footer with the text: "LENS project funded by the New York Programme, Swissair Business Commission".

When you decide to leave a comment, you are asked to insert a title **1** and type a comment **2**. When you have finished, click on "Save" **3**.