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Creating more inclusive and supportive WBL environments

# INSTRUCTIONAL WEB APP

## MANUAL

Developed by Innoquality Systems Ltd.  
together with the B.COMP partnership.

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# Introduction



The B.COMP Instructional Web App is an app that is targeted primarily at VET Teachers and In-Company Trainers to create more inclusive and supportive work-based learning environments for low-skilled learners by training work-readiness skills through Transformative Learning.

This app is web-based, which means that it can be used on any mobile device as well as on laptops or desktop computers through the web browser. This manual will show you images of the App when used through a laptop.

This manual is dedicated to educators wanting to use the app for their educational activities. It will briefly explain the main functionalities of the app. We have aimed to make its use as intuitive as possible.

We very much hope that the B.COMP Instructional Web App will help you foster more inclusive and supportive work-based learning environments for your learners.

## Using the App



## Sign-up/register

First, you need to register and create a profile. The system will ask you to provide the following information:

- First name
- Last name
- Email
- Password (2x)
- Organisation (name, city and country)

After you have given this information, you will receive an email. Next, click on the confirmation link in the email.

Congratulations, you have successfully created a user profile!

*Note: It is possible that the confirmation link might go into your SPAM folder. We recommend checking after registration.*

## User profiles

The app is designed in a way that it has two types of user profiles:

- a) VET Teachers and In-company Trainers.
- b) Adult learners

The main user of the app is the VET Teacher or In-company Trainer. The app enables this group to create student profiles, user groups and to manage entries by students.

Learners do not have to register or sign up to the app. They can simply access the app and the activities through the access links (QR-code or URL-link) that are created by the VET Teachers/ In-Company Trainers. Please see instructions below.

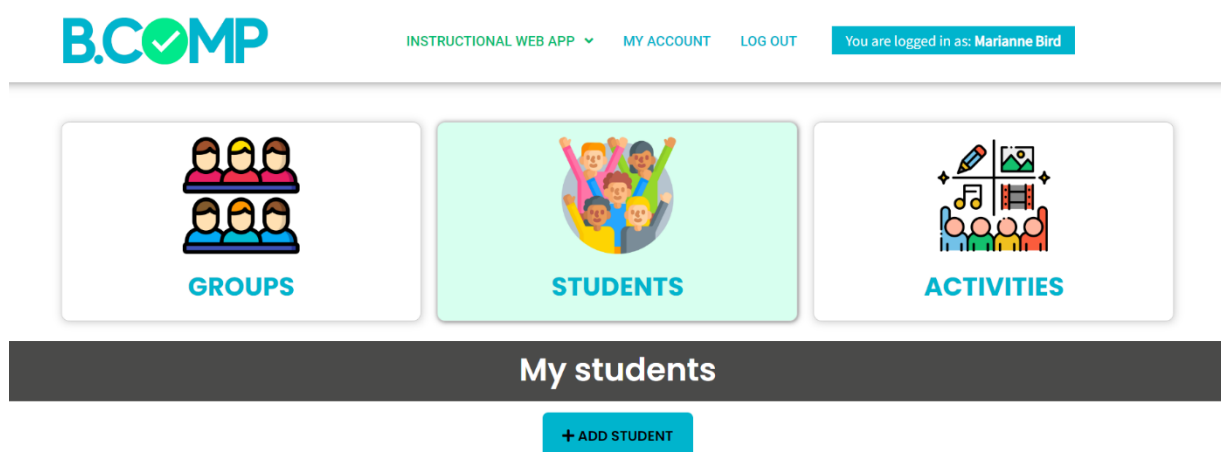
## Main functionalities

The app has three main areas within the functionalities of creation and administration:

- Groups
- Students
- Activities

## Student profiles

### Creating student profiles



VET Teachers/ In-Company Trainers must create profiles for the participants they will be working with. Click on the “**Add student**” icon and a form will ask you to introduce their first and last name (see below). Additionally, there is the possibility to include an observation, which can be a note about the participant.

The screenshot shows the 'Add student' form overlaying the dashboard. The form has a title 'Add student' in blue. It contains three input fields: 'First name:', 'Last name:', and 'Observations:'. The 'Observations' field has a small icon of a notepad and pencil. Below the input fields is a blue 'Submit' button. At the bottom right of the form is a grey 'Close' button. The background of the dashboard is visible behind the form, showing the B.COMP logo, navigation links, and the 'GROUPS' and 'ACTIVITIES' sections.

Confirm the creation by submitting the form and closing it.

GROUPS STUDENTS ACTIVITIES

### My students

+ ADD STUDENT

Show 10 items per page Search

First name	Last name	Observations	Assigned groups	Actions
Kiki	Murphy			<a href="#">EDIT STUDENT</a> <a href="#">VIEW THE STUDENT'S ACCESS CODE</a> <a href="#">RENEW THE STUDENT ACCESS CODE</a> <a href="#">DELETE STUDENT</a>

First name Last name Observations Assigned groups Actions

Showing page 1 of 1 Previous 1 Next

After adding a student, their details will be listed as in the picture above. All student profiles can be edited by clicking on the icon on the left of the student's name and choosing "**edit student**".

## Groups

### Creating groups profiles

Creating groups works identically to creating student profiles. Name the group however you like and add a description that helps you to distinguish the different groups.

The screenshot displays the B.COMP Instructional Web App interface. At the top, the B.COMP logo is on the left, and navigation links for 'INSTRUCTIONAL WEB APP', 'MY ACCOUNT', and 'LOG OUT' are in the center. A user status bar on the right indicates 'You are logged in as: Marianne Bird'. Below the navigation bar, there are three main sections: 'GROUPS' (represented by an icon of six people), 'STUDENTS' (represented by an icon of five people), and 'ACTIVITIES' (represented by an icon of a group with various symbols). A dark grey bar labeled 'My groups' is positioned below these sections, with a '+ ADD NEW GROUP' button. The 'Add new group' modal is open, showing a form with 'Group name:' and 'Description:' fields, a 'Submit' button, and a 'Close' button. The background is dimmed to show the 'GROUPS' and 'ACTIVITIES' sections.

After clicking 'submit,' the group will appear and you will be provided with the following options:

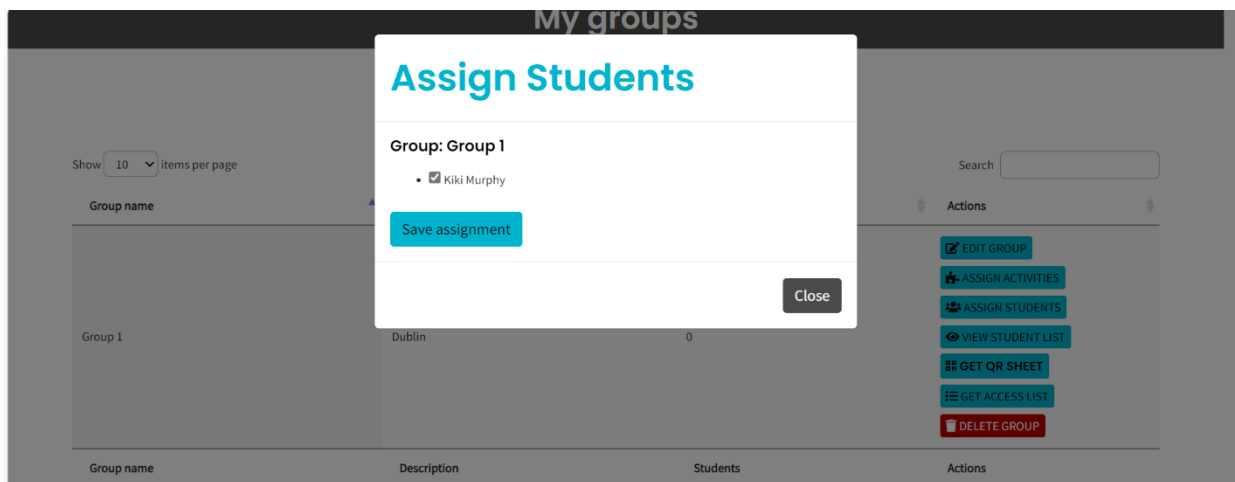
- **Edit group:** to change group settings
- **Assign activities:** allocate tasks to groups  
*Note: activities can only be assigned to groups and not to individuals*
- **Assign students:** adding students to a certain group
- **View** student list



- **Get QR sheet** (explained below)
- **Get access list** (explained below)
- **Review** group activity
- **Delete** group

My groups			
+ ADD NEW GROUP			
Show 10 items per page	Search		
Group name	Description	Students	Actions
Group 1	Dublin	0	<a href="#">EDIT GROUP</a> <a href="#">ASSIGN ACTIVITIES</a> <a href="#">ASSIGN STUDENTS</a> <a href="#">VIEW STUDENT LIST</a> <a href="#">GET QR SHEET</a> <a href="#">GET ACCESS LIST</a> <a href="#">DELETE GROUP</a>
Group name	Description	Students	Actions

To assign a student to a group, click on the third tab down on the right, ‘**assign students,**’ and click on the box next to the student’s name.



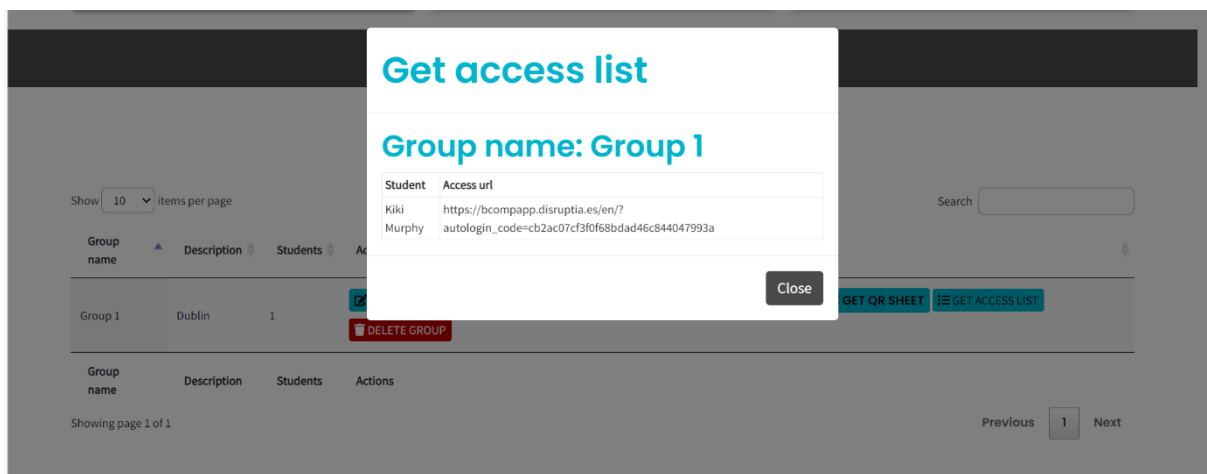
If you click on Students, you will see in the list of students that this student has been added to the group.

## Enabling students to use the app

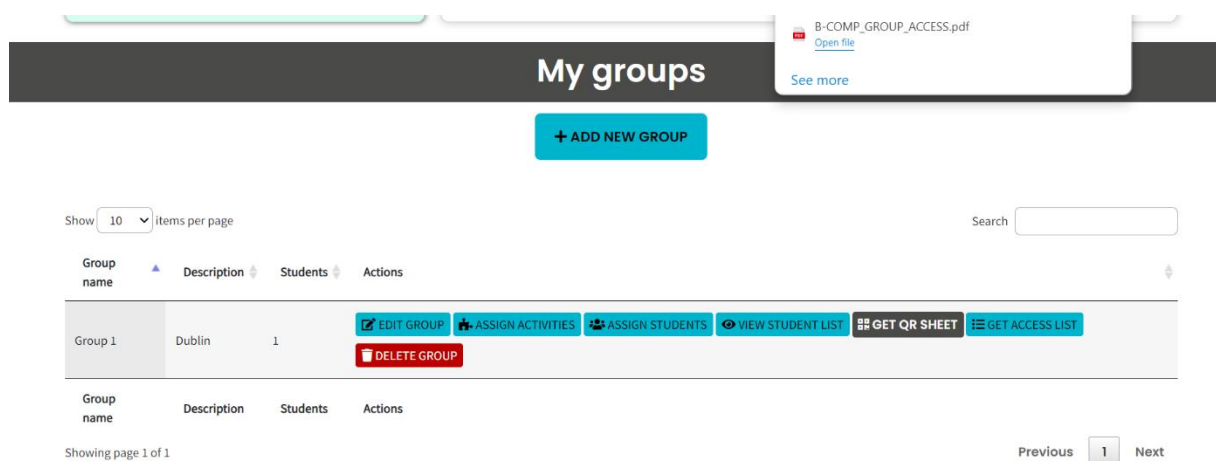
The app is programmed in a way that adult educators create the students' profiles and then share the access information. There are two ways in which students can access their profile:

**Option A:** By clicking on “**Get access list**”, the system creates a list with the access-links for each user who is part of that particular group.

It is recommended that educators send the weblink to students by email, message, etc. Students can then use this link to access their profile from their phone or laptop, etc.



**Option B:** Educators can click on “**Get QR sheet**”. A PDF-file with a QR-code (and weblink) for each user profile of this group is created. This document can be printed out and handed to the students.





### Group: Group 1

Teacher: Marianne Bird

Kiki Murphy

[https://bcompapp.disruptia.es/en/?autologin\\_code=cb2ac07cf3f0f68bdad46c844047993a](https://bcompapp.disruptia.es/en/?autologin_code=cb2ac07cf3f0f68bdad46c844047993a)

Access codes can also be created / looked up individually for each student. Click on “**students**” and on the icon to the left of the student there is the option to view or even renew the student access code.

GROUPS

STUDENTS

ACTIVITIES

## My students


+ ADD STUDENT

Show  items per page
 Search

First name	Last name	Observations	Assigned groups	Actions
Kiki	Murphy		Group 1	<a href="#">EDIT STUDENT</a> <a href="#">VIEW THE STUDENT'S ACCESS CODE</a> <a href="#">RENEW THE STUDENT ACCESS CODE</a> <a href="#">DELETE STUDENT</a>
First name	Last name	Observations	Assigned groups	Actions

Showing page 1 of 1

Previous
1
Next



GROUPS


View the student's access code

Student: Kiki Murphy

Access url:  
[https://bcompapp.disruptia.es/en/?autologin\\_code=cb2ac07cf3f0f68bdad46c844047993a](https://bcompapp.disruptia.es/en/?autologin_code=cb2ac07cf3f0f68bdad46c844047993a)

Click on the url to copy the access link


Access qr-code



Show 10 items per page

First name	Last name	Observations
Kiki	Murphy	

Showing page 1 of 1



ACTIVITIES

Search

VIEW THE STUDENT ACCESS CODE DELETE STUDENT

Previous 1 Next

Close

## Student panel

The student panel is how learners engage with the app (see student's view below). Students will access the app through the QR-Code or weblink provided by the educator. They will be sent directly to their individual profile through their mobile web browser.

Students can see their pending, as well as their completed activities, and can perform the tasks allocated to them.

Step 1: The learner enters the QR-code or weblink. It will lead to this page:

**B.COMP** MY ACTIVITIES LOG OUT You are logged in as: Kiki Murphy

## My activities

### Pending activities

Capital Cities

### Completed activities

You have no completed activities

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**B.COMP**

Step 2: The learner clicks on the pending activity, and the activity appears on the screen:

**B.COMP** MY ACTIVITIES LOG OUT You are logged in as: Kiki Murphy

## Capital Cities

← BACK TO MY ACTIVITIES

Fill in the missing words

1. [ ] is the capital city of England.
2. The capital city of Spain is [ ].
3. [ ] is the capital city of Ireland.

Check

Step 3: The learner does the activity and receives immediate feedback:

## Capital Cities

[← BACK TO MY ACTIVITIES](#)

Fill in the missing words

1. London ✓ is the capital city of England.
2. The capital city of Spain is Madrid ✓.
3. Dublin ✓ is the capital city of Ireland.

Well done!



Step 4: The learner's profile shows that the activity is completed:

## My activities

### Pending activities

You have no pending activities

### Completed activities

Capital Cities



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## Activities

### Activity creation and assignment

As an educator you can create activities and assign them to student groups. We will begin by looking at how to create activities.

### Activity creation

These are the types of activities that can be created:

- **Drag text** - Create text-based drag and drop activities.
- **Mark the words** - Create activities where beneficiaries highlight words.
- **Drag and drop** - Create drag and drop activities with images.
- **Image pairing** - Drag and drop image matching game.
- **True/False questions** - Create True/False questions.
- **Single Choice Set** - Create questions with one correct answer.
- **Multiple choice** - Create flexible multiple-choice questions.
- **Summary** - Create activities with a list of statements.
- **Question set (Quiz)** – Create a list of questions freely combining previous types (true/false, single choice, multiple choice)

## Activity forms and samples

The following table provides a screenshot of the forms to create these activities (left column) and the view of a sample activity on a mobile device (right column).

Form for creating the activity	View of sample activity on a mobile device
<p><b>Drag the words</b></p> <p>Drag the Words ▾ <span>Copy</span> <span>Paste &amp; Replace</span></p> <p>Drag the Words</p> <p>Title * <small>Metadata</small> Used for searching, reports and copyright information</p> <p>Media</p> <p><b>Task description *</b> Describe how the user should solve the task.</p> <p>Drag the words into the correct boxes</p> <p><b>Text *</b> <span>Show instructions</span></p> <p>*Oslo* is the capital of Norway, *Stockholm* is the capital of Sweden and *Copenhagen* is the capital of Denmark. All cities are located in the *Scandinavian:Northern Part of Europe* peninsula.</p> <p>Overall Feedback</p> <p>Define custom feedback for any score range Click the "Add range" button to add as many ranges as you need. Example: 0-20% Bad score, 21-91% Average Score, 91-100% Great Score!</p>	<p>Of which countries are Berlin, Washington, Beijing, Canberra and Brasilia the capitals?</p> <p>_____ is the capital of Brazil.</p> <p>_____ is the capital of the US.</p> <p>_____ is the capital of Germany.</p> <p>_____ is the capital of China.</p> <p>_____ is the capital of Australia.</p> <p>Beijing   Brasilia   Canberra   Berlin</p> <p>Washington</p>



## Drag and drop

### Step 1 – Title and images

Drag and Drop ▾ Copy Paste & Replace

Drag and Drop

Title \* Metadata  
Used for searching, reports and copyright information

**Step 1** Settings **Step 2** Task

**Background image**  
Optional. Select an image to use as background for your drag and drop task.

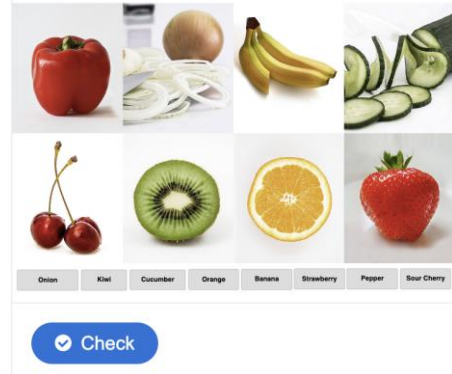
+ Add

**Task size \***  
Specify how large (in px) the play area should be.

x

Next Step Task >

### Example Content - Drag and Drop



### Step 2 – Task description

Drag and Drop ▾ Copy Paste & Replace

Drag and Drop

Title \* Metadata  
Used for searching, reports and copyright information

**Step 1** Settings **Step 2** Task

**Task \***

🔍 T 🖼️ 📋

Start by placing drop zones.  
Place draggable elements and mark the appropriate drop zones.  
Edit drop zones and mark correct answers.

### Mark the words

Mark the Words

Copy Paste & Replace

Mark the Words

Title \*

Metadata

Used for searching, reports and copyright information

Media

Task description \*

Describe how the user should solve the task.

Click on all the verbs in the text that follows.

Textfield \*

Show instructions

This is an answer: \*answer\*.

Click the various types of berries mentioned in the text below!

Bilberries, also known as blueberries are edible, nearly black berries found in nutrient-poor soils.

Cloudberries are edible orange berries similar to raspberries or blackberries found in alpine and arctic tundra.

Redcurrants are red translucent berries with a diameter of 8–10 mm, and are closely related to blackcurrants.

Check

### Fill in the blanks

Fill in the Blanks

Copy Paste & Replace

Fill in the Blanks

Title \*

Metadata

Used for searching, reports and copyright information

Media

Task description \*

A guide telling the user how to answer this task.

Fill in the missing words

Text blocks \*

Line of text

Show instructions

Oslo is the capital of \*Norway\*.

ADD TEXT BLOCK



Insert the missing words in this text about berries found in Norwegian forests and mountainous regions.

Bilberries (*Vaccinium myrtillus*), also known as  berries are edible, nearly black berries found in nutrient-poor soils.

berries (*Rubus chamaemorus*) are edible orange berries similar to raspberries or blackberries found in alpine and arctic tundra.

Redcurrant (*Ribes rubrum*) are red translucent berries with a diameter of 8–10 mm, and are closely related to its black colored relative  currant.

### Image pairing

Image Pair

Copy Paste & Replace

Image Pair

Title \*

Metadata

Used for searching, reports and copyright information

Task Description \*

A guide telling the user how to solve this task.

Drag images from the left to match them with corresponding images on the right

Cards \*

1. Card

2. Card

+ ADD CARD

Image \*

+ Add

Alternative text for Image \*

Describe what can be seen in the photo. The text is read by text-to-speech tools needed by visually impaired users.

Matching Image



An optional image to match against instead of using two cards with the same image.



+ Add


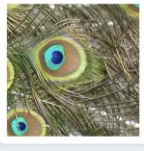
Alternative text for Matching Image



Describe what can be seen in the photo. The text is read by text-to-speech tools needed by visually impaired users.

Drag images from the left to match them with corresponding images on the right

### Multiple Choice

Multiple Choice
Copy
Paste & Replace

Multiple Choice

Title \*
Metadata
Used for searching, reports and copyright information

Media


Question \*

Available options \*

Option
Text \*
Correct
Tips and feedback

Option
Text \*
Correct
Tips and feedback

ADD OPTION



What color does the blackcurrant berry actually have?

☐ Very dark purple

☐ Black

☐ Blue

## Summary

Summary Copy Paste & Replace

**Summary**

**Title \*** Metadata  
Used for searching, reports and copyright information

**Introduction text \***  
Will be displayed above the summary task.

Choose the correct statement.

**Summary \*** Textual Default

**Set of statements**

List of statements for the summary - the first statement is correct. \*

**Statement**

**Statement**

**Add statement**

**Tip**

**ADD STATEMENTS**

Choose the correct statement. i

✓ Progress: 0/2

Blueberries are non-edible, elongated berries.

Blueberries are non-edible, round berries.

Blueberries are edible, round berries.

## True/False Question/Statement

True/False Question Copy Paste & Replace

**True/False Question**

**Title \*** Metadata  
Used for searching, reports and copyright information

**Media**

**Question \***

**Correct answer \***

☒ True ☐ False

**Behavioural settings**

**Text overrides and translations**

**Actions**

**Create**



Oslo is the capital of Norway.

☐ Yes☐ No

✓ Check

### Single Choice Set – several single choice questions in a row

Single Choice Set

Copy Paste & Replace

Single Choice Set

Title \*

Metadata

Used for searching, reports and copyright information

List of questions \*

Textual Default

Question & alternatives

Question \*

Alternatives - first alternative is the correct one. \*

Alternative

Alternative

Add answer

Question & alternatives

Question \*

Goji berries are also known as ...

Catberries

Wolfberries

Bearberries

### Question set (Quiz)- combine several questions

Question Set
Copy
Paste & Replace

Question Set

Title \*
Metadata

Used for searching, reports and copyright information

Quiz introduction

Background image

An optional background image for the Question set.

+ Add

Progress indicator \*

Question set progress indicator style.

Dots

Pass percentage \*

Percentage of Total score required for passing the quiz.

50

Questions \*

Textual
Default


1. Loading...
+ ADD QUESTION

Question type \*

Library for this question.

-

Copy
Paste



Which of the berries listed below are berries you can pick in the wild?

☐ Raspberry
☐ Blueberry
☐ Strawberry
☐ Cocktail cherry
☐ Halle Berry
☐ Cloudberry

Check
>

○ ○ ○

## Additional settings

The forms displayed in the section above show the most important information required to create an activity. There are two main additional settings for each activity:

- Feedback the users get when applying the activities and
- the behavioral settings

Some activities contain further settings which can be adjusted. They are explained in the activity settings in the app.

### a) Feedback

The system allows you to adjust the grading of the results for each answer. This may be especially useful if you use a question set (quiz) with several questions.

Overall Feedback

Define custom feedback for any score range

Click the "Add range" button to add as many ranges as you need. Example: 0-20% Bad score, 21-91% Average Score, 91-100% Great Score!

Score Range *	Feedback for defined score range
0 % - 33 %	poor result
34 % - 66 %	average result
67 % - 100 %	excellent result

ADD RANGE
Distribute Evenly

## b) Behavioural settings

It is possible to

- a) enable or disable the option of retrying and activity or
- b) show/don't show the solution or
- c) provide instant feedback.

Behavioural settings.

☒ Enable "Retry"
☒ Enable "Show Solution" button
☐ Instant feedback

*Note: Please ignore the "Text overrides and translations" section.*



## Activity Assignment

Educators can assign activities to groups by clicking on “**Groups**” and then, “**assign activities.**”

My groups

+ ADD NEW GROUP

Show 10 items per page Search

Group name	Description	Students	Actions
Group 1	Dublin	1	<a href="#">EDIT GROUP</a> <a href="#">ASSIGN ACTIVITIES</a> <a href="#">ASSIGN STUDENTS</a> <a href="#">VIEW STUDENT LIST</a> <a href="#">GET QR SHEET</a> <a href="#">GET ACCESS LIST</a> <a href="#">DELETE GROUP</a>

Next, click the box next to the activity to be assigned and press ‘**Save assignment.**’

Assign activities

Group: Group 1

- ☐ Capital Cities
- ☒ Countries and cities

Save assignment Close


Show 10 items per page Search

Group name	Description	Students	Actions
Group 1	Dublin	1	<a href="#">EDIT GROUP</a> <a href="#">ASSIGN ACTIVITIES</a> <a href="#">ASSIGN STUDENTS</a> <a href="#">VIEW STUDENT LIST</a> <a href="#">GET QR SHEET</a> <a href="#">GET ACCESS LIST</a> <a href="#">DELETE GROUP</a>


Students can then access the activity or activities assigned through the QR-code or weblink, as described previously.

## Activity tracking


The activity results can be seen by the educator in the activities section by clicking on “Results” of the activity of choice.



**GROUPS**



**STUDENTS**



**ACTIVITIES**

**ACTIVITIES**


All Activities ADD NEW

Search


Title	Content type	Author	Tags	Last modified ▾	ID	Results	Edit
Countries and cities	Multiple Choice	Marianne Bird	—	50 mins ago	33	<a href="#">Results</a>	<a href="#">Edit</a>
Capital Cities	Fill in the Blanks	Marianne Bird	—	59 mins ago	32	<a href="#">Results</a>	<a href="#">Edit</a>

Show desktop


The results can be seen below:



**GROUPS**



**STUDENTS**



**ACTIVITIES**

**ACTIVITIES**

< GO BACK

Results for "Capital Cities"

VIEW
EDIT

Search

User	Score	Maximum Score	Opened	Finished ▾	Time spent
Kiki Murphy	3	3	14 de February de 2024 15:53	14 de February de 2024 15:53	0:19

Please note: For the purpose of this Manual only one student profile was created, and 2 activities designed, so the screenshots show how the app will look with this number of student profiles and activities.