Project

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Deliverable

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Authors (organisation)	Barbara Dierickx (PACKED vzw)
Contributors (organisation)	Sam Minelli (Meta)
Reviewers (organisation)	Maria Teresa Natale (ICCU), Eva Coudyzer (KMKG)

Revision History

Revision	Date	Author	Organisation	Description
V0.1	2014-04	Barbara Dierickx	PACKED vzw	First draft
V0.2	2014-04	Eva Coudyzer	KMKG	Internal review
V0.3	2014-04	Maria Teresa Natale	ICCU	Internal review
V1	2014-04	Barbara Diericxk	PACKED vzw	Final version

Table of Contents

1   EXECUTIVE SUMMARY

This concise document presents an overview of the available training materials for using MOVIO as a tool to create virtual exhibitions. As other components of the AthenaPlus creative tools are released, the available materials will be enlarged. This report starts with an overview of the training materials platforms and media (wiki and video), followed by the plans regarding national trainings and making the link with WP6.

The training actions that are set up will kick-off the practical start of the pilot trajectories, to be monitored in WP6. The feedbacks collected from the participants will allow for continuous update and development of both the actual training materials and the software tools in use.

2 TRAINING MATERIALS

2.1. Concept

The creative tools that are developed in WP5 will be released to the project consortium partners and outside stakeholders. A face-to-face training on the use of the tools will be organised in each project partner country, with the possibility of organising additional trainings jointly combined with future plenary project meetings. As it is impossible to guarantee that any interested user is present during such training event, it is necessary to make training materials available in a way that also allows for 'distant learning' of the tools' functionalities.

2.2. Wiki

Usually, a software tool comes with a manual. These manuals are often in written form, be it as a printed booklet, a downloadable PDF or a document on a disc. This is a convenient way of getting information about a tool, when it is the case of a finished product (e.g. a printer and its driver software).

In the AthenaPlus project however, the tools to be developed have two (and even more intermediate) release dates – one at M12 and one at the very end of the project in M30. As, based on the feedback mechanism and pilot actions, components of the tools will be continuously improved, elaborated or added, a closed, fixed manual document would not fit the needs. This is why we have opted to provide traditional manual information in a flexible, adaptive environment; a wiki.
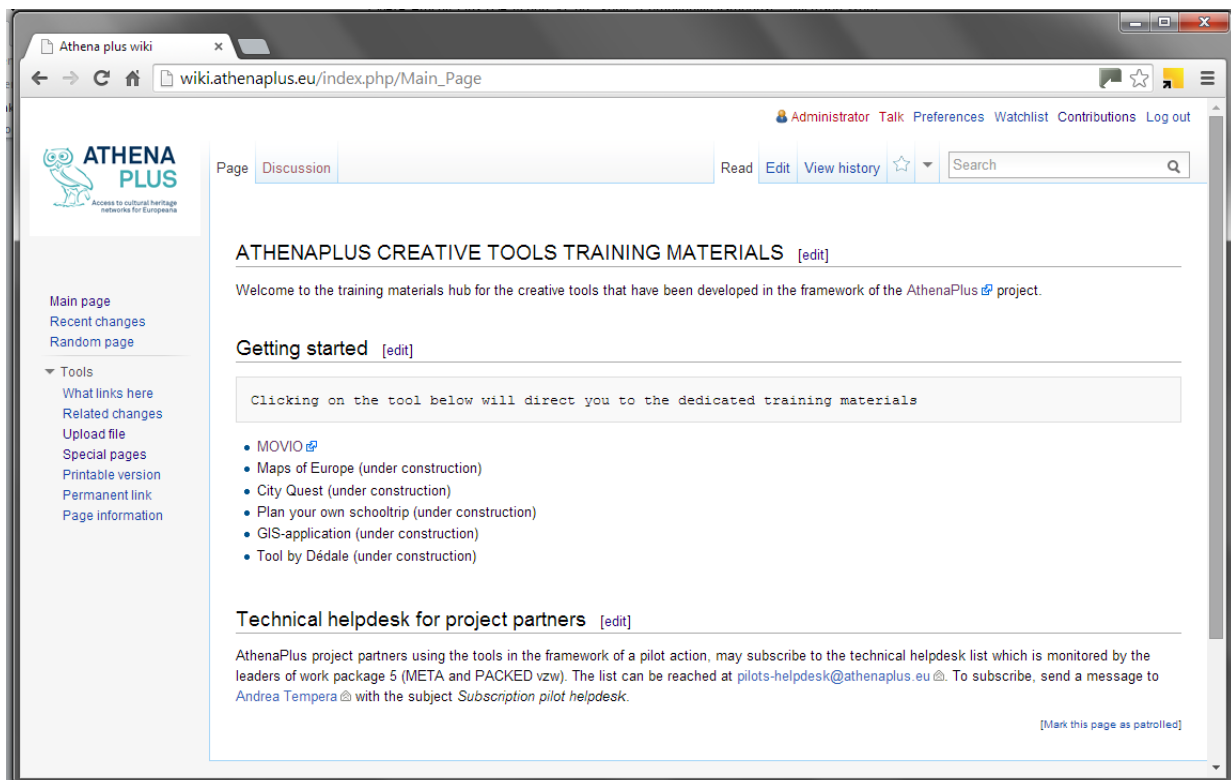

Figure 1: Screenshot of the Main page of the wiki containing the AthenaPlus Creative Tools Training Materials.

Access and hosting

The wiki is available at the following URL: http://wiki.athenaplus.eu/. It is publicly accessible and as of yet does not contain any private pages.

The wiki is currently hosted at the server of PACKED vzw, co-WP leader of WP5 and author of this deliverable. The decision to host it on this server was taken based on the fact that the server of ICCU, the project coordinator, war running on an outdated PHP-version. As soon as the ICCU server environment is updated, the wiki will move to the ICCU server and will be hosted there. It will eventually become linked or integrated with the project website athenaplus.eu.

Software

The software used is MediaWiki[1], a free software open source wiki package written in PHP, originally for use on Wikipedia. It is now also used by several other projects of the non-profit Wikimedia Foundation and by many other wikis. MediaWiki works with the most commonly known wiki-mark-up codes and symbols, which makes text writing/updating easy.

Lay-out

Currently the wiki has little to zero lay-out alterations. The only customisation made so far is the placement of the AthenaPlus project logo in the top left corner. We await the feedback from the first set of trainings before customising the lay-out and navigation. Suggested changes in the content and structure for better usability might otherwise affect the work already done. As the first round of trainings (see further) ends in June 2014, customisation of the wiki will take place during Summer 2014.

Users and role management

At present day, the wiki is publicly accessible. It is however possible to create dedicated private pages regarding a training, specific requests of a partner institution's pilot trajectory, or other. Access to such pages is granted based on an account with username and password. When the customization of the wiki (see above paragraph) takes place, a helpdesk-button will be made available on each wikipage. This button will direct the partner to the helpdesk where he/she can pose any question (see 2.5. Permanent helpdesk).

About and disclaimer information

The 'About' section[2] contains general information about the aims of the AthenaPlus project, the role of the wiki in the project and contact information of WP5 leaders and the project management.
The content has been made available under a Creative Commons Attribution Share Alike license (unless otherwise noted). In addition, the 'Disclaimer' section[3] states the following message:

> AthenaPlus is solely responsible for the content of this website. It does not represent the opinion of the European Community, and the European Community is not responsible for any use that might be made of data appearing therein.
> Due to the ongoing development of the tools, some content of this document may be updated such as images and procedures.

Version management

The continuing work on the creative tools consequently requires version management in the available training content. E.g. during this month, a user might work in a version of MOVIO 'V1.0'. Upon feedback and improvement, in two months a version 'V1.1' might be released – requiring different manual information, while the information for V1.0 should still be available to users of an older instance. In order to clarify which training information is applicable to the instance of MOVIO (or any other AthenaPlus creative tools) you're using, the version management box will clearly state to which versions the material – or part of it – belongs. This box will be implemented during the lay-out customisation phase.

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[1] Mediawiki tool page: http://www.mediawiki.org/wiki/MediaWiki
[2] Accessible at http://wiki.athenaplus.eu/index.php/Athena_plus_wiki:About
[3] Accessible at http://wiki.athenaplus.eu/index.php/Athena_plus_wiki:General_disclaimer

2.3. MOVIO manuals

One type of training materials available in wikiformat are the MOVIO manuals[4]. These manuals provide a written, step-by-step guidance on how to work with the different aspects of MOVIO as a tool for creating virtual exhibitions. The manuals contain text, screenshots and visual examples of action buttons.
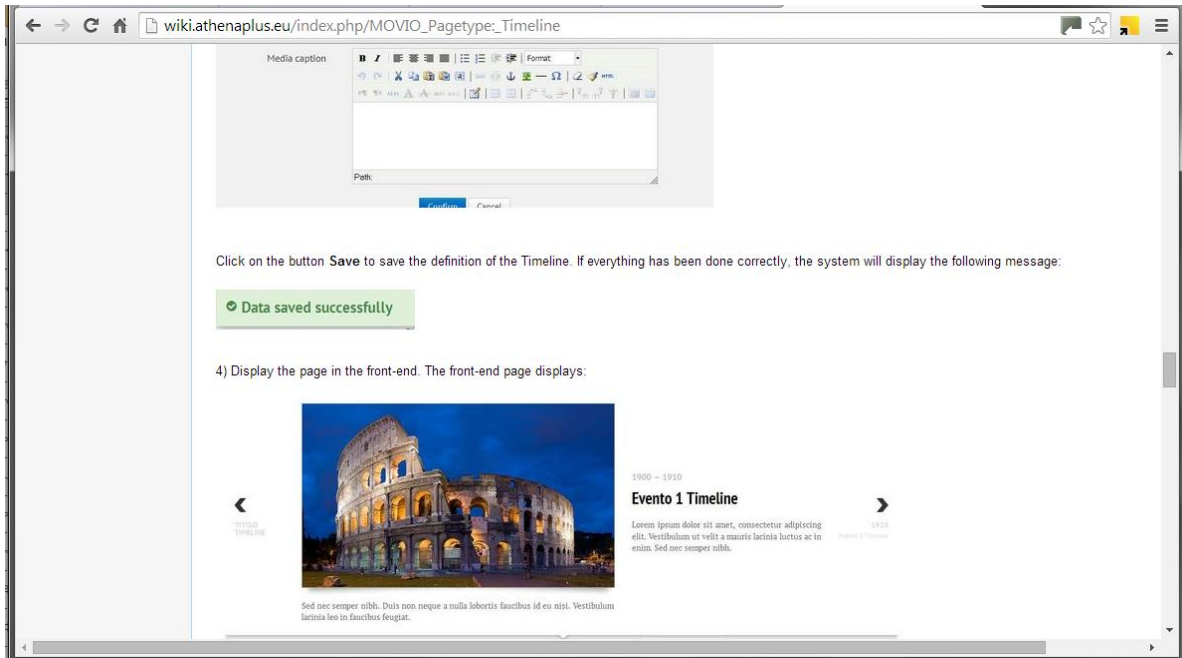

Figure 2: Screenshot of a part of the manual on the Page Type Timeline, where you see instruction text, examples of image buttons and an example of what the result would be in the front-end of the website.

The following MOVIO manuals are available:

1. **Introduction to the MOVIO back-end**
   This manual provides a brief overview of the general functionalities of the MOVIO back end.
2. **Customisation of MOVIO template**
   The default MOVIO template can be customised in terms of structure, font and colours.
3. **Multilingualism in various MOVIO components**
   In different aspects of the MOVIO tool, multilingualism is possible.
4. **Management of user and group roles**
   This module allows the management of personal data (name, surname, e-mail, etc.) and the credentials of users who may have access to the back end and front end of a MOVIO instance.
5. **The WYSIWYG text editor**
   WYSIWYG is an acronym that stands for 'What You See Is What You Get'. In MOVIO, a WYSIWYG editor allows you to edit the text content on web pages similarly to using a normal word processing application.
6. **The ontology builder**
   An alternative semantic way of structuring the information in MOVIO.
7. **The media archive**
   The Media Archive is the section in MOVIO where multimedia objects, used in e.g. a virtual exhibition, are managed within the system.

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[4] As time progresses, the manuals or appropriate other training materials for the other creative tools to be developed in WP5, will be added to the wiki.

8. The different MOVIO Page Types

Click to see the overview of the dedicated manuals for each MOVIO Page Type. A Page Type in MOVIO is the preset structure in which you add new content to construct an individual MOVIO page (e.g. Timeline, Photogallery, ...). The Page Type manuals are listed in alphabetical order.

The detailed list of manuals on each MOVIO Page Type (above section 8) is the following:

Page Type: Alias

The Alias Page Type allows creation of an Alias to the same page so that it is possible to publish, in the structure of the contents of Movio, in multiple nodes of the navigation tree.

Page Type: Cover

The Page Type Cover allows preparation of a page that can be used as a cover for the exhibition hosted in MOVIO.

Page Type: Digital Exhibition

In this tutorial we will examine the Page Type DigitalExhibition, then we will see how it should be filled out and what the final result published on the front end of the site will be. The Page Type DigitalExhibition allows a digital exhibition to be presented, inside MOVIO.

Page Type: Empty

The Page Type Empty allows creation of separator pages, such pages that have no content, but which only serve to organise the structure of MOVIO.

Page Type: Exhibition

In this tutorial we will examine the Exhibition page type, to see how to fill it in and what the final result published in the front end of the site will be. The Exhibition Page Type allows filing within MOVIO, a physical exhibition totally or partially connected respectively to the digital exhibition.

Page Type: Photo Gallery

This tutorial shows the Page Type Photo Gallery & Photo Gallery from Category, how to fill it out and what the final result will be in the front-end of the website

Pagetype: Google Map

In this tutorial we will explain the Googlemap Page Type, how to complete it in and what the final result published on the front end of the site will be.

Page Type: Homepage

The Home Page Page Type allows creation of a new page structured like the Homepage of MOVIO, in other words a page composed by a title, one or more sliders and one or more Boxes.

Page Type: Image Hotspot

The Imagehotspot Page Type allows association of sections of an image, some additional information or some links to other pages

Page Type: Login

The Login Page Type allows creation of a login page for registered users in the front-end.

Page Type: Lost password

The LostPassword Page Type allows creation of a page to recover the password for the registered users in the front-end.

Page Type: Page

The Page Type Page allows creation of a classic page for a website, a page that can be composed of a title, text, a sequence of images and a sequence of attachments. The Page Type Page is used every time and it is not necessary to create a page that falls within a particular type covered by the other Page Type.

Page Type: Registration

The Registration Page Type allows creation of a registration page for users to access the front-end of MOVIO.

Page Type: Search

The Search Page Type allows creation of a page to search on the site. The search is done on all text fields of all the pages of MOVIO.

Page Type: Sitemap

The Sitemap Page Type allows automatic creation of the page containing the content structure of MOVIO (the menu).

Page Type: Storyteller

In this tutorial we will examine the Page Type Storyteller, then we will see how it should be filled out and what the final result published on the front end of the site will be.

Page Type: Timeline

This Tutorial explains the Timeline Page Type, how to complete it and what the final result will be in the front-end of the website. The Timeline allows single events, together with multimedia contents like: text, images, videos etc, to be graphically displayed over a time line.

Page Type: User Details

The UserDetails Page Type allows the registered and authenticated user in the front end of MOVIO, to fill in/edit their own personal details.

Page Type: Video

The Video Page Type allows creation of pages containing videos.

According to which section you are browsing, the manuals have a different structure. For each Page Type manual, a practical example is also included. First the steps are presented in theory, and afterwards an example is described. In case a certain MOVIO feature (such as the Page Type Timeline) is actually created based on another open tool, a description of this tool is also given.

Figure 3: Screenshot of a part of the manual on the Page Type Timeline, where information over the source tool is also included.

The manuals are provided by META, the creator of MOVIO and co-lead of WP5. They are provided in written form and shared within WP5 with PACKED through a Dropbox document sharing folder. Each time they are updated as result of an addition or upgrade to (a part of) the tool, the altered manual text is transferred to the wiki version of the manual. The version management feature (see earlier) of the wiki allows clear information to the user of a certain MOVIO instance.

2.4. MOVIO video tutorials

Another type of training materials available through the wiki are the MOVIO video tutorials. In light of the planned national trainings, an example exhibition has been created in MOVIO, available at http://54.247.69.120/build/movio/movioTraining/en/1/home. This exhibition will be constantly evolving and should not be considered a final product, as live modification of it during training sessions will happen.
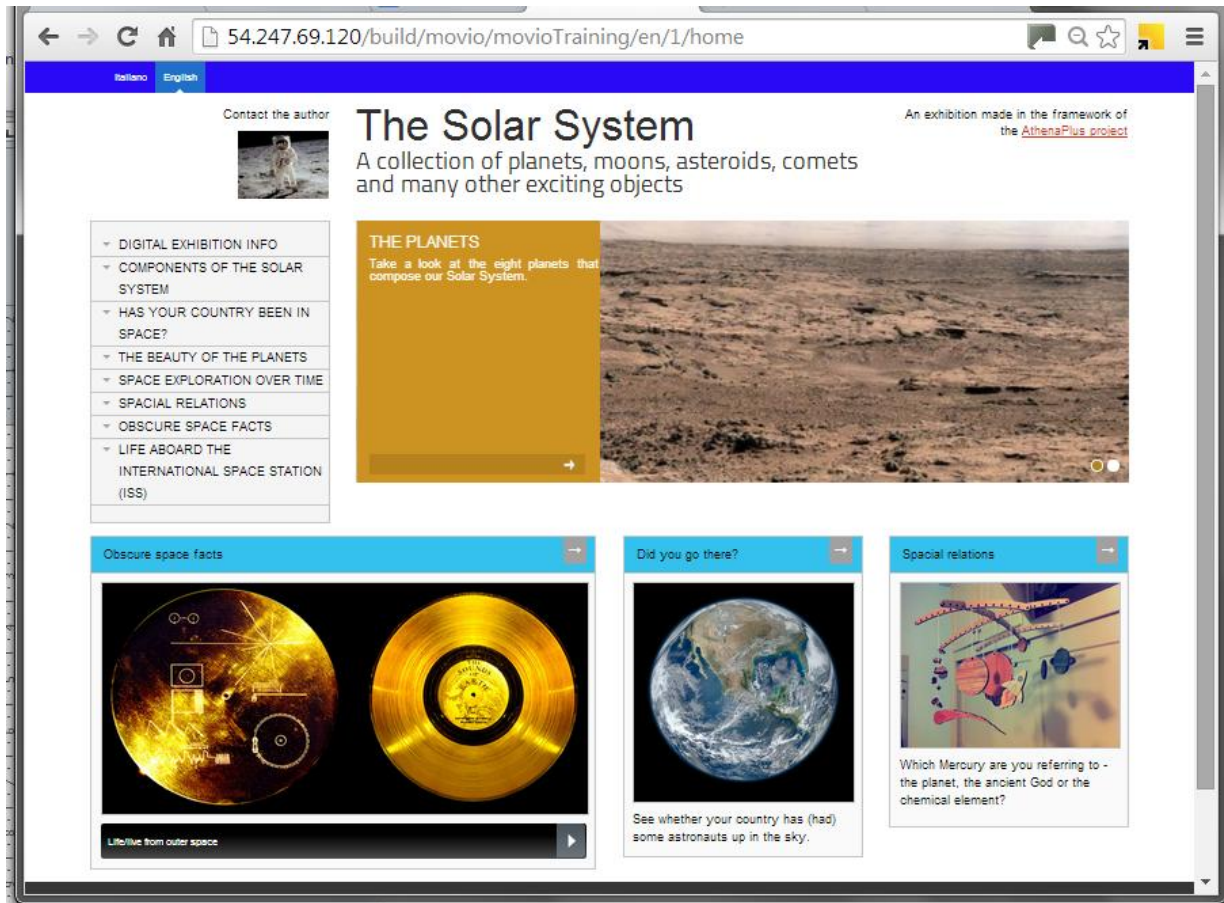
Figure 4: Screenshot of the example exhibition for training, using MOVIO.

The creation of this example exhibition has been captured on video, creating additional training materials. The videos provide moving images and an audio track in which the movements through the MOVIO software are described. Based on some early feedback and the continuing feedback during trainings, a series of Frequently Asked Questions is created on the wiki and answered with a video. Sometimes e.g. it is not easy to find a specific 'small' topic (such as changing a title somewhere) in the written manual. In such instance, a quick glance over a one-minute video immediately shows the user how he should navigate in the back-end of MOVIO in order to achieve the desired modification.

At the moment, the videos are listed in the FAQ section beneath the Manual pages as part of the MOVIO training materials:
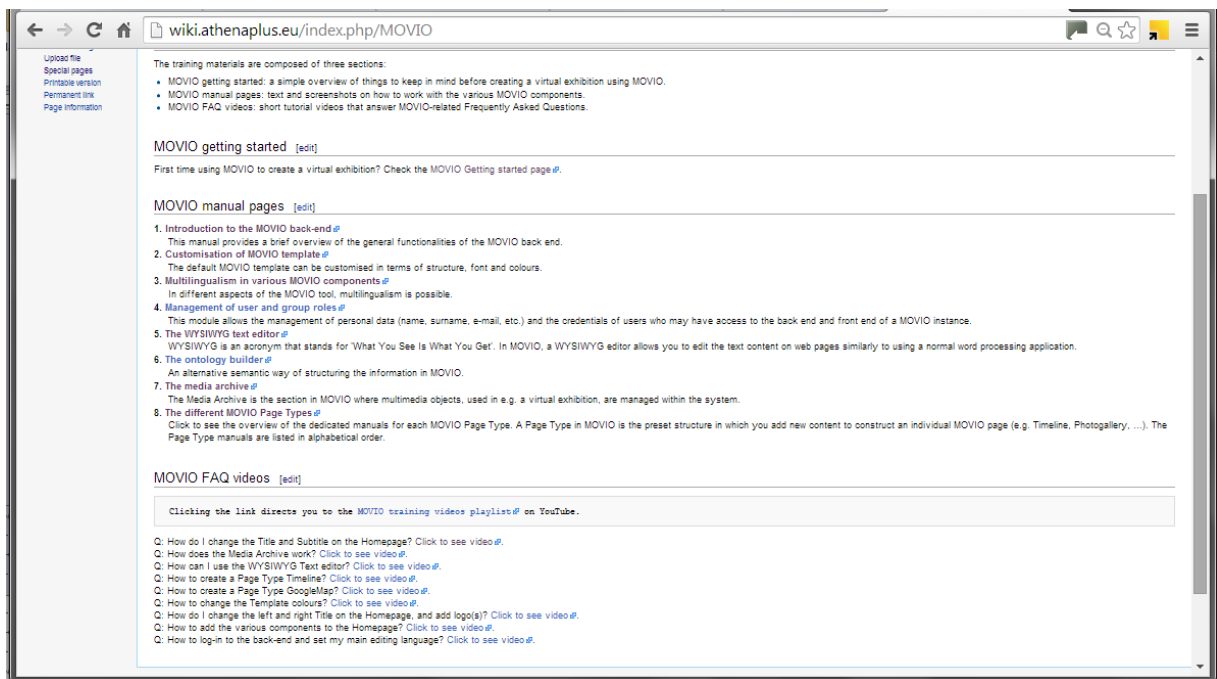
Figure 5: Screenshot of the wiki page containing links to all training materials.

The current video list describes these topics:

> Q: How do I change the Title and Subtitle on the Homepage? Click to see video.
> Q: How does the Media Archive work? Click to see video.
> Q: How can I use the WYSIWYG Text editor? Click to see video.
> Q: How to create a Page Type Timeline? Click to see video.
> Q: How to create a Page Type GoogleMap? Click to see video.
> Q: How to change the Template colours? Click to see video.
> Q: How do I change the left and right Title on the Homepage, and add logo(s)? Click to see video.
> Q: How to add the various components to the Homepage? Click to see video.
> Q: How to log-in to the back-end and set my main editing language? Click to see video.

Clicking the link directs you to the MOVIO training videos playlist on YouTube[5].

The trainings and first practical usage of the material[6] will point out:
- whether the videos need another way of presentation on the wiki hub (e.g. be integrated with the pertaining part of the manuals);
- what other topics are needed to be turned into a video;
- whether other forms of training material are also required.

2.5. Permanent helpdesk

In order to help users of the AthenaPlus creative tools, a mailinglist helpdesk has been set up. Any project partner involved in the pilots may register to it.[7] The mailinglist is answered by the work package leaders of WP5 and the technical team behind MOVIO. The purpose of the mailinglist is to assist in the event of technical issues or bugs in the software; problems that cannot be solved by going through e.g.

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[5] Available at http://www.youtube.com/playlist?list=PL2XsjAg21n-jf8NG2w_8iwYhm2NCJqikf
[6] See next paragraph on trainings. The first training will take place on May 7, 2014 in Stockholm.
[7] If interested parties or stakeholders from outside the consortium would be invted by partners to join a training session, they can also be registered to the mailinglist.

10

a manual. But also guidance on where to find information about a specific feature or component of MOVIO can be given through the list.

The list can be reached at pilots-helpdesk@athenaplus.eu. To subscribe, send a message to Andrea Tempera (andrea.tempera@beniculturali.it) with the subject *Subscription pilot helpdesk*.

2.6. Dissemination

The training materials, through the link of the wiki, will also be actively disseminated in and outside the project consortium.

A brochure on MOVIO is under preparation and will be ready for distribution in May 2014. The wiki will further be advertised on the project website and in the news section, through the Twitter channel, on the newly set up AthenaPlus Blog, and as a guest post on the Europeana Pro Blog, on the website managed by the Digital Exhibitions Working Group.

These actions will be coordinated by WP7 (Dissemination). Furthermore, the network of National Contact Points can assist in providing national website-announcements and other about the availability of the tool (and the other tools under development), plus their training material.

3 NATIONAL TRAININGS

3.1 Concept

In the Description of Work, it is written that *"[…] Trainings will be organised on the basis of a train-the-trainer concept, with additional sessions to be organised in particular partner countries (depending on needs for carrying out the pilot actions in WP6)."*

The trainings will be organised according to the development timeline of the various creative tools to be made available in the project. This means that, at the moment of issuing this deliverable, trainings will focus on the use of MOVIO as a tool for the creation of virtual exhibitions. Future trainings will (also) focus on creating use cases based on the available applications for tourism, education, GIS and digital storytelling.

The project partners may decide for themselves whether they opt for a train-the-trainer concept, or the presence of external interested parties. E.g. a museum could decide to host a training for 5 employees, who in turn can educate their other peers and/or external interested parties (in for example another national workshop, hosted by that museum), or they might opt to make it a broader event from the beginning. The first round of trainings will be given by PACKED vzw, with the assistance of ICCU in particular cases (as they have already organised successful national trainings in Italy).

Next to the national trainings, additional training opportunities will be hosted as part of the programme of the future planned plenary meetings.

3.2 Link with WP6 pilots and schedule

The first round of trainings will be focused on using MOVIO for the creation of virtual exhibitions. This is in line with the pilot actions of WP6 regarding this topic. The training then marks the practical kick-off of the pilot trajectory in each institution.

In the Description of Work, T6.3 mentions a list of pilot projects that have already been defined:
- virtual exhibitions (BAR, BNCRM, ICIMSS, ILS, LAM, PIM, RA, SAM)
- application for tourist routes (HMTC, ICCU)
- GIS applications (IPCHS)
- education (ICIMSS)

The first round of trainings has therefore been scheduled as follows:

DATE	PLACE	TUTOR	PARTNER	PILOT
May 7 2014	Stockholm, Sweden	Barbara Dierickx (PACKED vzw)	RA	Y
May 14 2014	Budapest, Hungary	Barbara Dierickx (PACKED vzw) Maria Teresa Natale (ICCU)	PIM	Y
May 20 2014	Torun, Poland	Barbara Dierickx (PACKED vzw) Maria Teresa Natale (ICCU)	ICIMSS	Y
May 22 2014	Vilnius, Lithuania	Barbara Dierickx (PACKED vzw)	LAM + SAM	Y
June 2 2014	Bucharest, Romania	Barbara Dierickx (PACKED vzw)	BAR	N
June 5 2014	Zagreb, Croatia	Barbara Dierickx (PACKED vzw)	MUO	N
June 16 2014	Rome, Italy	Maria Teresa Natale (ICCU)	ILS	Y

It should be noted that one Italian pilot partner (Biblioteca nazionale centrale di Roma 'Vittorio Emanuele II' (BNCRM) has already been given a national training by the Italian partner ICCU, prior to writing this deliverable. Trainings in Italy in the framework of the project took place on Marc 20 & 28, and April 17 2014.

3.3 Feedback and iteration

At the end of each training, feedback will be collected on the experience of the training, the tool used and general remarks.

The actual training
The training is also meant as a moment of reflection on its very own structure, the available training materials, the approach to it. We hope to receive improvements and suggestions by partners in order to also improve the trainings and the available training materials over the project's course. This entails an iterative process; e.g. if feedback on the first training indicates that an additional video on topic XYZ is needed, it is created it for the next training, and so forth.

See Addendum:
- **first page: report to fill concerning the training activity for WP1 reporting purposes**
- **second page: report for training attendees to anonymously fill at the end of a training (to be handed back to the trainer)**

The tool(s) used
A small Q&A on the actual status of the tool(s) presented and used will also take place. Based on a short practice, the training attendees might perhaps detect minor bugs or have suggestions for improving certain usability aspects. The combination of this (very) preliminary feedback and the feedback collected by WP6 in the framework of the pilot evaluation, will help WP5 in refining the tools and further enhancing the quality of the final release of the tools at M30.

See Addendum:
- **third page: report for training attendees to anonymously fill at the end of a training (to be handed back to the trainer)**

4 CONCLUSIONS

As the training materials have now been officially released, the practical implementation of the pilot trajectories by WP6 can be kicked off. The available training materials and planned face-to-face instruction moments will contribute to partners making optimal use of the creative tools that are offered in the framework of WP5. The feedback we aim to receive from pilot partners will not only improve the available materials but also the tools themselves. As the WP5 tools undergo an iterative development process, the feedback in terms of usability and technical possibilities will have a positive impact on the final revision and release of the tools, a project milestone for M30.

5   ADDENDUM

AthenaPlus
Training Workshop
Reporting form

GENERAL INFORMATION	
Training Workshop Title	
Date	
Country	
Location	
Organising WP/WPs	
Responsible Person/Persons	
Language of the workshop	
Goals of the workshop	

PARTICIPANTS	
Number of trainers	
Number of trainees	
Description of the trainees	

ASSESSMENT	
Describe the trainees' feedback (in term of general interest, understanding, usability of software, quality of documentation etc.)	
Describe the trainer feedback	
Other comments	
Make a final evaluation of the workshop (positive and negative aspects)	
How do you think that this workshop could be improved?	

ATTACHED DOCUMENTATION	
Agenda	
Slides	
Audios	
Videos	
Texts	
Photos	

The present report and the material produced must be sent to mariateresa.natale@gmail.com for publication on the project website.

Evaluation of the TRAINING

With respect to the contents treated, express the level of satisfaction:
(1 = not satisfied / 5 = very satisfied)

Overall degree of satisfaction	1	2	3	4	5
My expectations about this training were met	1	2	3	4	5
Enough time was foreseen for each topic in the training	1	2	3	4	5

What did you think about the level of difficulty of the training?

1 = very easy / 2 = just right / 3 = very difficult	1	2	3

Express your level of satisfaction with respect to trainer(s):
(1 = not satisfied / 5 = very satisfied)

Use of clear language	1	2	3	4	5
Capability to involve the audience	1	2	3	4	5

How do you rate the effectiveness of training ?
(1 = not effective / 5 = very effective)

I have understood how MOVIO works	1	2	3	4	5
I feel comfortable now, working with MOVIO on my own	1	2	3	4	5
I'm able to instruct others on the use of MOVIO	1	2	3	4	5

How do you rate the available training materials (wiki and video)?
(1 = not satisfied / 5 = very satisfied)

The available written manuals on the wiki	1	2	3	4	5
The available video tutorials on the wiki	1	2	3	4	5

Please provide here your suggestions, ideas for improvement, … on the training and on the training materials:

Evaluation of the MOVIO tool

How do you rate:
(1 = I like it / 5 = I do not like it)

The back-end interface	1	2	3	4	5
The front-end possibilities	1	2	3	4	5

Please clarify your answers or suggest improvements to back- and front end interface:

Have you encountered any bugs in MOVIO while working (briefly) with it? YES – NO
Please desribe them below.

Based on the training session and the overview of what MOVIO is capable of, what would you suggest in general terms of improvement? *(Note that a multilingual back-end will already be provided)*