



Early Years Digital Portfolio

Third Project Partners Meeting

Braganca (IT)

4 – 5 September 2023



THIRD MEETING

Braganca (PT), 4 – 5 September 2023

AGENDA OF THE MEETING

MEETING VENUE: INSTITUTO POLITÉCNICO DE BRAGANÇA

CAMPUS DE SANTA APOLÓNIA, 5300-253 BRAGANÇA

Monday 4th September 2023

09:30 CET – Start of the Meeting

1	Welcome of Participants	Miguel Torga, IPB
2	Adoption of the Agenda	Pixel
3	Presentation of Work Packages	
3.1	WP2 - Handbook for Children Documentation and Assessment <ul style="list-style-type: none"> • <i>Presentation of the current situation (Pixel)</i> • <i>Presentation of the handbook (IPB and ULS)</i> • <i>Round table related to the handbook contents (All partners)</i> • <i>Planning of future activities (All partners)</i> 	All partners

11:00 - 11:20 Coffee Break

3.2	WP3 - Online Training Package: <ul style="list-style-type: none"> • <i>Presentation of the current situation (Pixel)</i> • <i>Presentation of the results of the training activity (IPB)</i> 	IPB, Pixel
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13:00 - 14:00 Lunch Break

3.2	WP3 - Online Training Package: <ul style="list-style-type: none"> • <i>Presentation of the:</i> <ul style="list-style-type: none"> ○ <i>Table of Contents (WP3.F)</i> ○ <i>Guidelines to develop the Training Package contents (WP3.G)</i> • <i>Partners' feedback on the table of contents</i> 	IPB, ULS, Pixel
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16:30 - 16:50 Coffee Break

3.3	WP4 - Digital Portfolio Management System <ul style="list-style-type: none"> ▪ <i>Definition of the dates for the meeting in Dublin (IE)</i> 	All partners
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17:30 CET – End of the Meeting





Tuesday 5 September 2023

09:30 CET – Start of the Meeting

	3.4	<p>WP5 – Valorisation:</p> <ul style="list-style-type: none"> • <i>Current situation on the dissemination activities carried out</i> • <i>Current situation on the activities for sustainability (associated partners and exchange links)</i> • <i>Round table on the partners’ activities for sustainability</i> • <i>Actions and Deadlines</i> 	All partners
	3.5	<p>WP1 – Management:</p> <ul style="list-style-type: none"> • <i>Analysis of the online narrative reports</i> • <i>Q&A on administrative reporting</i> 	Pixel (IT)

11:00 – 11:20 Coffee Break

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4	Any Other Business		All partners
5	Meeting Evaluation		All partners
6	Delivery of Certificates		IPB (PT)

13:00 CET – End of the Meeting



Co-funded by the European Union

EYdigiFOLIO
early years digital portfolio

EYDP

Early Years Digital Portfolio

Second Partners' Meeting
Braganca (PT)
4 – 5 September 2023

Project number
2022-1-PT01-KA220-SCH-000086979




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Co-funded by the European Union



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Context

The motivation that backs up the "Early Years Digital Portfolio" EYDP project is related to the challenge felt by early childhood educators and kindergarten teachers in performing appropriate **documentation and evaluation of the learning progresses in early childhood education** and in cooperating with the families on the matter.

Early childhood educators and kindergarten teachers do not feel sufficiently prepared and motivated to provide appropriate **visibility of the children's learning process** to be shared with their families.

Objectives

Create a **more effective and transparent communication pattern** among childhood education and care systems and families.

- Provide childhood educators and kindergarten teachers with:
 - **Pedagogical and methodological approaches** to improve their evaluation and documentation skills integrating children and families in the process.
 - **The skills to develop digital portfolios** to document and assess the children's learning and performance.
 - **A Digital Portfolio Management System (DPMS)** that will be made accessible through the EYDP project internet portal as a web-based application.



Target Groups



Kindergarten teachers



Early childhood educators



Kindergarten managerial staff



Results

1 Handbook for Children Documentation and Assessment

to support the professional development of childhood educators and kindergarten teachers

2 Online Training Package

for kindergarten teachers to use digital portfolios for children learning path assessment

3 Digital Portfolio Management System

to establishing a fruitful communication pattern with families regarding the cognitive achievements of children



WP2 - Handbook for Children Documentation and Assessment 10

1 – Planning of the activities



- IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) should create a **working group** involving in the contents creation:
 - The director or a representative of the managerial staff who will ensure that the handbook contents are recognised and accepted by the kindergarten
 - 5 Early childhood educators who will have an active role in supporting the experts of IPB, ULS and in adapting the pedagogic and methodological contents to the specific needs of educators

Template: WP2.L – Working Group involvement declaration

- IPB (PT) and ULS (IE) should create a **working group** involving 4 experts/lecturers/researchers in the contents creation

Template: WP2.L – Working Group involvement declaration

Partner	Declaration
IC Sestini (IT)	OK
CSSanta Clara (PT)	
AE Miguel Torga (PT)	
EuroEd (RO)	OK
IPB (PT)	OK
ULS (IE)	



WP2 - Handbook for Children Documentation and Assessment 11

1 – Planning of the activities

- Each partner should perform a **preliminary needs analysis** in the partner countries assessing how kindergarten teachers document and evaluate the children and what knowledge they have about pedagogical documentation.
 - Each partner should collect at least 50 questionnaires from kindergarten teachers and earlychildhood educators.

Template: WP2.A - Questionnaire

Partner	Questionnaires
Italy	
Ireland	
Portugal	
Romania	

WP2 - Handbook for Children Documentation and Assessment 12

2 – Needs analysis

- Each partner should produce a **national needs analysis report** covering 6 dimensions:
 - Sociodemographic characterization of the respondents
 - Conceptions about documentation and assessment
 - Documentation and assessment practices
 - Knowledge about pedagogical documentation and Portfolios;
 - Difficulties in the child documentation and assessment process
 - Needs in the child documentation and assessment process.



Templates: WP2.B - Table of Contents for national reports
WP2.C - Guidelines for the national report production

- Each partner should participate in the Partners' **Meeting in Florence** on: 6 – 7 March 2023

- IPB (PT) and ULS (IE) should produce a **transnational needs analysis report**

Partner	Needs Analysis National Report
Italy	OK
Ireland	OK
Portugal	OK
Romania	OK

All Partners Participated
Missing

WP2 - Handbook for Children Documentation and Assessment 13



3 – Creation of Handbook syllabus and structure

- IPB (PT) and ULS (IE) should propose the **handbook syllabus and structure**
 - Templates: WP2.D - Table of Contents for handbook
 - WP2.E - Guidelines for the handbook production
- Each partner should analyze and give feedback related to the handbook syllabus and structure
- IPB (PT) and ULS (IE) should produce the final version of the **handbook syllabus and structure**

Available

The handbook syllabus and structure has been presented and approved during the partners meeting in Florence.

Available



WP2 - Handbook for Children Documentation and Assessment 14

4 – Creation of Chapters contents

- IPB (PT) and ULS (IE) should propose the contents of the **5 chapters of the handbook**
 - Chapter 1: The concept of pedagogical documentation in childhood education
 - Chapter 2: Relationship between pedagogical documentation and children's learning
 - Chapter 3: Participatory Pedagogies in Childhood Education
 - Chapter 4: Holistic approach
 - Chapter 5: Ethical principles in pedagogical documentation
- IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) should contribute to the adaptation of the handbook contents to childhood education professionals

Chapters	Status
Introduction	
Chapter 1	OK
Chapter 2	OK
Chapter 3	OK
Chapter 4	OK
Chapter 5	OK

Country	National Contribution
Italy	OK
Ireland	OK
Portugal	OK
Romania	OK



WP2 - Handbook for Children Documentation and Assessment 15

5 - Finalization of the Handbook contents

- IPB (PT) and ULS (IE), on the documents and suggestions provided by the kindergartens, should produce the final version of the handbook
- IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) should translate the handbook in the national languages

Chapters	Status
Introduction	
Chapter 1	
Chapter 2	
Chapter 3	
Chapter 4	
Chapter 5	



Translations	Status
Italian	
Portuguese	
Romanian	

WP2 - Handbook for Children Documentation and Assessment 16

6 – Testing activities and evaluation


- IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) should involve 20 among kindergarten teachers and earlychildhood educators in the assessment of the handbook and produce a national evaluation report.
- Templates: *WP2.F – Evaluation Questionnaire*
WP2.G – Tool for questionnaire analysis
WP2.H – Guidelines for evaluation report
WP2.I – Target Group involvement declaration

WP2 - Handbook for Children Documentation and Assessment 17

Actions and Deadlines

Action	Deadline	Status
IPB (PT), Pixel (IT) Creation of the templates needed for carrying out the activities	30 November 2022	Completed
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Provide IPB with feedback on the questionnaire	19 December 2022	Completed
IPB (PT) Provide Pixel with the final version of the questionnaire	22 December 2022	Completed
Pixel Creation of the English online version of the questionnaire	22 December 2022	Completed
IPB (PT) Produce the template for the national report	16 January 2023	Completed
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Translation of the questionnaire in national language and collection of 50 filled-in questionnaires	31 January 2023	Completed



WP2 - Handbook for Children Documentation and Assessment 18

Actions and Deadlines

Action	Deadline	Status
IC Sestini (IT), EuroEd (RO), ULS (IE) Production of the national needs analysis reports	28 February 2023	Completed
IPB (PT), ULS (IE) Definition of the proposal of the table of contents for the handbook	28 February 2023	Completed
IPB (PT) Production of the national needs analysis report	16 March 2023	Completed
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Provide IPB and ULS with examples of National policy requirements and suggestions for participatory pedagogies	16 March 2023	Completed
IPB (PT) Send 4 needs analysis reports with the final layout	20 March 2023	Completed
IPB (PT), ULS (IE) Definition of the final version of the table of contents for the handbook	31 March 2023	Completed



Actions and Deadlines

Action	Deadline	Status
IPB (PT) Production of the transnational needs analysis reports	14 April 2023	
IPB (PT), ULS (IE) Definition of the draft version of the contents for the handbook	15 June 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Send feedback related to the contents of the handbook	30 June 2023	
IPB (PT), ULS (IE) Definition of the final version of the contents for the handbook	31 July 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Translation of the handbook in the national languages	30 September 2023	



Actions and Deadlines

Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) • Collect 20 evaluation questionnaires from the representatives of the target groups • Sending of the National Testing Report	31 December 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Send the declaration of the target groups involvement	31 December 2023	
Pixel (IT) Production of Transnational Testing Reports	31 January 2024	




WP3 - Online Training Package



WP3 - Online Training Package

Activities and Results

Activities	Results
1 - Planning the activities	Availability of: <ul style="list-style-type: none"> Calendar of activities Templates and tools 1 participant per partner in the transnational meeting
2 - Organization of the Training activity	<ul style="list-style-type: none"> Logic organization of the training activity in Romania Participation of at least 5 teachers per partner, but IPB and IPB Involvement of 3 experts by IPB in the training Availability of: <ul style="list-style-type: none"> List of Participants Reports on the training activity
3 - Definition of the online course syllabus and structure	Availability of the online course syllabus
4 - Creation of Module contents	Availability of the draft contents for 5 modules
5 - Revision, finalization and translation of module contents	Peer review of the 5 modules and availability of in English, Italian, Romanian and Portuguese of the online training package
6 - Testing activities	Testing of the handbook with 20 childhood educators and kindergarten teachers per country (40 for Portugal) <ul style="list-style-type: none"> Availability of 4 national evaluation reports Availability of 1 transnational evaluation report Availability of 1 target group involvement declaration per country



WP3 - Online Training Package

1 – Planning of the activities

- IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) should create a **working group** involving in the contents creation:
 - The director or a representative of the managerial staff who will ensure that the handbook contents are recognised and accepted by the kindergarten
 - 5 Early childhood educators who will have an active role in supporting the experts of IPB, ULS and in adapting the pedagogic and methodological contents to the specific needs of educators


Template: WP3.M - Working Group involvement declaration

- IPB (PT) and ULS (IE) should create a **working group** involving 4 experts/lecturers/researchers in the contents creation

Template: WP3.M - Target Group involvement declaration

- Each partner should participate in the Partners' Meeting in Bragança on:
 - 4 - 5 September 2023

Partner	Declaration
IC Sestini (IT)	
CSSanta Clara (PT)	
AE Miguel Torga (PT)	
EuroEd (RO)	
IPB (PT)	
ULS (IE)	



WP3 - Online Training Package


2 – Organisation of the Training activity

- Organisation in lasi (RO) of a training event:
Title: Pedagogical Documentation on Children's Learning: Creating Digital Portfolios
Trainers: 3 experts from IPB (PT)
Participants: 5 kindergarten teachers from IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)
Period: 3 - 7 July 2023 (training days)
Duration: 7 days (including 2 travelling days)
Certification: Europass Mobility

*Templates: WP3.A - TA Programme
WP3.B - TA List of Participants
WP3.C - TA Certificates
WP3.D - Europass Contents
WP3.E - TA Report
WP3.E2 - Description of the participants (5 lines each)*

Documents	
Register	OK
Certificates	
Programme	OK
Report	OK

Partner	Participants' Description	Europass
IC Sestini (IT)	OK	OK
CSSanta Clara (PT)	OK	
AE Miguel Torga (PT)	OK	
EuroEd (RO)		NA
IPB (PT)	OK	
ULS (IE)	OK	



WP3 - Online Training Package 25

3 – Definition of the online course syllabus and structure

- IPB (PT) and ULS (IE) should propose the **online training package syllabus and structure** divided into 5 modules:
 - Actors involved in the Pedagogical Documentation Process
 - Documenting Child Daily Action
 - The observation of children's action: instruments and processes
 - Practical aspects of documentation
 - Creating Portfolios in the Digital Portfolio Management System (DPMS)



Templates: WP3.F – Training Package table of contents

- Each partner should analyze and give feedback related to the online training package syllabus and structure.

- IPB (PT) and ULS (IE) should produce the final version of the **online training package syllabus and structure**

Draft version available

Feedback given during the meeting in Braganca



WP3 - Online Training Package 26

4 – Creation of modules contents

- IPB (PT) and ULS (IE) should propose the contents of the **5 modules of the training package**. Each module should include:
 - Introductory text
 - Multimedia material (videos, presentations, audiodfiles)
 - Bibliographic references
 - Case scenarios
 - Self-assessment evaluation test

Template: WP3.G – Guidelines to develop the Training Package contents



- IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) should contribute to the **adaptation of the training package contents** to childhood education professionals and kindergarten teachers

WP3 - Online Training Package 27

5 - Finalization and translation of modules



- IPB (PT) and ULS (IE), on the basis of the suggestions provided by the kindergartens, should produce the final version of the online training package
- IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) should translate the online training package into the national languages

WP3 - Online Training Package 28

6 – Testing activities and evaluation


- IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) should involve 20 among kindergarten teachers and earlychildhood educators in the assessment of the online training package and produce a national evaluation report.
- Templates: *WP2.H – Evaluation Questionnaire*
WP2.L – Tool for questionnaire analysis
WP2.L – Guidelines for evaluation report
WP2.M – Target Group involvement declaration

WP3 - Online Training Package 29

Actions and Deadlines



Action	Deadline	Status
IPB (PT) Definition for the training activity of the: • Programme • Contents for the Mobility Europass	16 April 2023	Completed
EuroEd (RO) Logistic organization of the training activity	3 – 7 July 2023	Completed
IPB (PT) Scientific delivery of the training activity	3 – 7 July 2023	Completed
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Participation in the training activity with 5 kindergarten teachers	3 – 7 July 2023	Completed
IPB (PT) Sending, for the training activity, of the: • Programme • List of Participants • Certificates • Report	31 July 2023	Certificates are missing




WP3 - Online Training Package 30

Actions and Deadlines


Action	Deadline	Status
IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Sending of the Europass certificates of the participants	31 July 2023	Missing
IPB (PT), Pixel (IT) Creation of the templates needed for carrying out the activities	30 June 2023	Completed
IPB (PT), ULS (IE) Define the draft version of the table of contents of the online training package	30 July 2023	Completed
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Provide IPB and ULS (IE) with feedback on the table of contents	15 September 2023	
IPB (PT), ULS (IE) Define the final version of the table of contents of the online training package	30 September 2023	
IPB (PT), ULS (IE) Each partner should produce the contents of the first 2 modules	30 November 2023	

WP3 - Online Training Package EYdigifOLLO 31

Actions and Deadlines

Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Provide IPB and ULS with feedback on the contents of the first 2 modules	15 December 2023	
IPB (PT), ULS (IE) IPB produces the contents for 2 modules ULS produces the contents for 1 module	31 January 2024	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Provide IPB and ULS with feedback on the contents of the last 3 modules	28 February 2024	
IPB (PT), ULS (IE) Production of the final version of the first 2 modules	31 March 2024	
IPB (PT), ULS (IE) Production of the final version of the last 3 modules	30 April 2024	



WP3 - Online Training Package EYdigifOLLO 32

Actions and Deadlines

Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Translation of the first 2 modules into the national languages	15 April 2024	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Translation of the last 3 modules into the national languages	30 June 2024	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Test of the online training package	30 October 2024	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) <ul style="list-style-type: none"> Collect 20 evaluation questionnaires from the representatives of the target groups Send the National Testing Report Send the declaration of the target groups involvement 	30 November 2024	
Pixel (IT) Production of Transnational Testing Reports	30 December 2024	



EYdigifOLLO


WP4 - Digital Portfolio Management System



WP4 - Digital Portfolio Management System EYigiFOLiO 34

Activities and Results

Activities	Results
1 – Planning	Availability of: <ul style="list-style-type: none">Calendar of activitiesTemplates and look
2 – Proposal, discussion and approval of the Digital Portfolio Management System (DPMS) technical structure	<ul style="list-style-type: none">1 participant per partner in the transnational meetingAvailability of the description of technical structure of the DPMS including 3 areas: managers, teachers, and families
3 – Creation of the Case studies materials	Availability of 10 case studies (2 per country, 4 for Portugal)
4 – Creation and debugging of the DPMS	Availability of the debugged section of the DPMS
5 – Uploading of the case studies on the DPMS	Availability on the DPMS of 5 exemplary case studies per country (10 for Portugal)
6 – Testing activities	Testing of the handbook with 20 childhood educators and kindergarten teachers per country (40 for Portugal) <ul style="list-style-type: none">Availability of 4 national evaluation reportsAvailability of 1 transnational evaluation reportAvailability of 1 target group involvement declaration per country





WP4 - Digital Portfolio Management System 35

1 – Planning of the activities

- IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) should create a **working group** involving in the contents creation:
 - The director or a representative of the managerial staff who will ensure that the handbook contents are recognised and accepted by the kindergarten
 - 5 Early childhood educators who will have an active role in supporting the experts of IPB, ULS and in adapting the pedagogic and methodological contents to the specific needs of educators

Template: WP4.F - Target Group involvement declaration
- IPB (PT) and ULS (IE) should create a **working group** involving 4 experts/lecturers/researchers in the contents creation

Template: WP4.F - Target Group involvement declaration





WP4 - Digital Portfolio Management System 36

2 – DPMS technical structure

- IPB (PT) and Pixel (IT) should produce the description of technical structure of the DPMS that should:
 - Foresee 4 different users typologies: managers, kindergarten teachers, children , parents
 - Allow educators and kindergarten teachers to store, organize and present the data of the children

Templates: WP4.A - Technical structure of the DPMS
- All partners should analyse and comment the technical structure of the DPMS
- All partners should participate in the Partners' **Meeting in Dublin** on:
???? October 2024
- IPB (PT) and Pixel (IT) should produce the final version of the description of technical structure of the DPMS



3 – Creation of the Case studies materials

- IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (E) should produce 5 exemplary case studies each documenting the progress of 5 children
Templates: WP4.B - Case study



4 – Creation and debugging of the DPMS

- IPB (PT) and Pixel (IT) should create the Digital Portfolio Management Structure (DPMS)
- IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) and ULS (E) should debug the DPMS
- IPB (PT) and Pixel (IT) should create the final version of the Digital Portfolio Management Structure (DPMS)



5 - Uploading of the case studies on the DPMS



- IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) and ULS (E) should upload the produced case studies on the DPMS
- IPB (PT) and Pixel (IT) should help the schools in the process



WP4 - Digital Portfolio Management System 40

6 – Testing activities and evaluation

- IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) should involve 20 among kindergarten teachers and earlychildhood educators in the assessment of the DPMS and produce a national evaluation report.
- Templates: *WP4.C – Evaluation Questionnaire*
WP4.D – Tool for questionnaire analysis
WP4.E – Guidelines for evaluation report
WP4.F – Target Group Involvement declaration

WP4 - Digital Portfolio Management System 41

Actions and Deadlines


Action	Deadline	Status
IPB (PT), Pixel (IT) Creation of the templates needed for carrying out the activities	30 July 2024	
IPB (PT), Pixel (IT) Define the draft version of the DPMS structure	30 September 2024	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO) Provide feedback on the DPMS structure	30 October 2024	
IPB (PT), Pixel (IT) Define the final version of the of the DPMS structure	30 November 2024	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Collect the material for 5 case scenarios per country (10 for Portugal)	28 February 2025	



WP4 - Digital Portfolio Management System 42

Actions and Deadlines

Action	Deadline	Status
IPB (PT), Pixel (IT) Create the DPMS	28 February 2025	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Upload the material of the case studies on the DPMS and provide feedback on the DPMS	30 April 2025	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) Test the DPMS with 20 kindergarten teachers per country (40 for Portugal)	30 September 2025	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE) <ul style="list-style-type: none"> • Collect 20 evaluation questionnaires from the representatives of the target groups • Sending of the National Testing Report • Send the declaration of the target groups involvement 	30 October 2025	
Pixel (IT) Production of Transnational Testing Reports	30 November 2025	



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WP1 – Project Management



WP1 – Project Management

Activities - Priorities




Inclusion Dimension:
Improving the outreach to people with fewer opportunities (disable people, rural areas, etc)



Digital Dimension:
Digital technologies in education





Environmental Dimension:
Memorandum of understanding

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WP1 – Project Management

Activities - Quality Assurance

- Pixel is the project internal Evaluator and produces the Quality Plan.
- The Quality Plan defines:
 - The procedures for the quality assessment
 - The quantitative and qualitative indicators for each WP
- The Portuguese NA assessment will be based on the quality of the products and the achievements on the indicators

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Activities – Online Meetings

- Participation in Online Partners' Meetings
 - December 2022 ✓
 - November 2025

Other online meetings will be agreed, if necessary, during the project lifetime



Activities - Reporting

▫ Narrative Report

- Objectives
- Activities carried
- Results achieved

Template: Activity to be carried out directly on the project website (<https://eydigifolio.ipb.pt/wip.php>)

Partner	WPs
IC Sestini (IT)	Not updated
CSSanta Clara (PT)	1 (TBR), 5 (TBR)
AE Miguel Torga (PT)	1, 2 (TBR), 5 (TBR)
EuroEd (RO)	1, 2, 5
IPB (PT)	Not updated
ULS (IE)	Not updated
Pixel (IT)	1, 2, 3, 5



Activities – Financial Reporting

▫ Financial and Administrative Management

Templates

- WP1.B - Guidelines for financial management
- WP1.C – Templates for financial management



WP1 – Project Management

Actions and Deadlines

Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Send feedback on the quality plan Send feedback on the Memorandum of Understanding	22 December 2022	Completed
All partners Carry out the narrative activity report on the web site	Progress report 1 November 2023 Final report 30 November 2025	
All partners Send the financial reports with supporting documents	Progress report 1 November 2023 Final report 30 November 2025	






WP5 – Valorization




WP5 – Valorization

Activities and Results


Activities	Results
1 – Definition of the Valorization Plan	Availability of the Communication and Valorisation Plan
2 – Creation and sharing of the Dissemination package	Availability of: <ul style="list-style-type: none"> Project logo Project brochure in all languages Templates for associated partners Dissemination and sustainability sections on the website Project summary
3 – Implementation of the dissemination and exploitation activities	<ul style="list-style-type: none"> Availability of the database of dissemination events filled in with at least 175 dissemination events Availability of 36 associated partners on the project website Availability of 42 links, articles and web articles on the website
4 – Organisation of the Multiplier events	Organization of 1 event per country (3 for Portugal) involving at least 40 participants among early childhood educators and kindergarten teachers, decision-makers, policymakers and experts.
5 – Assessment of the activities	Assessment of the dissemination events in the database
6 – Evaluation and Reporting	Availability of the Valorisation Report

WP5 – Valorization 52

1 – Definition of the Valorization Plan

- The **Valorization plan** refers to internal communication, the dissemination and exploitation activities and defines:
 - Objectives
 - Target Groups
 - Subjects in charge
 - Contents
 - Strategies
 - Activities
- **Communication and Valorization Plan available**



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WP5 – Valorization 53

2 - Dissemination package


- The **dissemination package** includes:
 - Project logo
 - Project brochure
 - Templates for associated partners
 - Dissemination and sustainability sections on the website
 - Project summary
- **Dissemination package available**

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EYoligifolio


WP5 – Valorization 54

3 – Dissemination and exploitation activities

- Each partner should carry out at least **36 dissemination events** (an average of 1 event per month). The events include:
 - Training seminars
 - Transnational Meetings
 - National Meetings
 - Article in newspapers
 - Articles in magazines
 - Conferences or Fairs
 - Newsletters
 - Articles on websites
 - Informative Mailings

Partner	Dissemination events
ULS (IE)	0
IC Sestini (IT)	7
Pixel (IT)	43
CSSanta Clara (PT)	9
AE Miguel Torga (PT)	9
IPB (PT)	1
EuroEd (RO)	12

Template: Activity to be carried out directly on the project website (<https://eyoligifolio.ipb.pt/dissemination.php>)





EYoligifolio

WPS – Valorization 55

3 – Dissemination and exploitation activities

- Each partner should involve in the project at least 6 **associated partners**.
Templates:
 - WPS.B – Associated Partner Letter
 - WPS.C – Associated Partner Form
- Each partner should produce at least 7 among **exchange links, articles or web articles** related to the project.
Templates:
 - WPS.D – Links
 - WPS.E – Articles

Partner	Assoc Partners	Links
ULS (IE)		
IC Sestini (IT)		1
CSSanta Clara (PT)		1
AE Miguel Torga (PT)		1
IPB (PT)		2
EuroEd (RO)		1



WPS – Valorization 56

4 – Organisation of the Multiplier events

- Organisation of **6 events** (1 per country, 3 for Portugal) involving at least **40 participants** in each event.
- The participants should be stakeholders representatives

Templates:

- WPS.F – Description
- WPS.G – Programme
- WPS.H – List of Participants






WPS – Valorization 57

5 – Assessment of the activities

- Each partner should upload on the project website the description and assessment of the carried out dissemination activities

The events should be uploaded on the database (WP5.A) available on the project website

WPS – Valorization 58

6 – Evaluation and Reporting



- Each partner should produce a **Sustainability Report**
 Templates:
 - WPS.I – Impact Report
 - WPS.L – Sustainability Report
- Pixel should produce the **Transnational Valorization and Sustainability Report**




WPS – Valorization 59

Actions and Deadlines

Action	Deadline	Status
IPB (PT) Development of project brochure	10 March 2023	Completed
All Partners Post of a link to the project portal on each one of the partners' organizations websites	31 March 2023	Completed
All Partners Translation of project brochure in the national language	15 March 2023	Completed
All Partners Upload at least 9 dissemination events	15 September 2023	
All Partners Organization of 1 dissemination event on the project every month and uploading the information on the project web site	30 November 2023 28 February, 30 May, August, November 2024 29 February, 30 May, August, November 2025	

WPS – Valorization 60

Actions and Deadlines

Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Involvement as associated partners of at least 3 organizations operating in the field of the project.	1 November 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Publication of at least 3 among exchange links, articles or web articles	1 November 2023	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Involvement as associated partners of at least 6 organizations operating in the field of the project.	15 November 2025	
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Publication of at least 7 among exchange links, articles or web articles	15 November 2025	





WPS – Valorization 61

Actions and Deadlines

Action	Deadline	Status
IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT) Sending of the document related to the organized Events with 40 participants	15 November 2025	
All Partners Sending of the Sustainability Report Sending of the Best Practice Dissemination Report	15 November 2025	
Pixel (IT) Production of the transnational Valorization report	30 November 2025	




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Thanks!

Any questions?



CALENDAR OF DEADLINES

WP1: Management

Deadline	Results	Partner	Template and Tools
Progress report 1 November 2023 Final report: 30 November 2025	Carry out the narrative activity report on the web site	All partners	WP1.B - Activity to be carried out directly on the project website at https://eydigifolio.ipb.pt/wip.php
Progress report 1 November 2023 Final report: 31 October 2025	Financial report	All partners	WP1.C - Guidelines for financial management WP1.D - Templates for financial management

WP2 – Handbook

Deadline	Results	Partner	Template and Tools
	Production of Transnational Needs Analysis Report.	IPB (PT)	
	Definition of the draft version of the contents for the handbook	IPB (PT), ULS (IE)	WP2.D – Table of Contents for Handbook WP2.E – Guidelines for the Handbook production
	Definition of the final version of the contents for the handbook	IPB (PT), ULS (IE)	WP2.D – Table of Contents for Handbook WP2.E – Guidelines for the Handbook production
	Translation of the handbook in the national language	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)	
31 December 2023	Send letter of involvement of target groups	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP1.A - Target Group involvement declaration
31 December 2023	Collect 20 evaluation questionnaires from the representatives of the target groups Sending of the National Testing Report	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP2.F – Evaluation Questionnaire WP2.G – Tool for questionnaire analysis WP2.H – Guidelines for evaluation report
31 January 2024	Production of transnational evaluation report	Pixel (IT)	WP2.H – Guidelines for evaluation report

WP3 - Online Training Package

Deadline	Results	Partner	Template and Tools
	Sending the certificates for the training activity.	IPB (PT)	WP3.C – TA Certificates
	Sending of the Europass certificates of the participants	IC Sestini (IT), CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP3.D – Europass Contents
31 July 2023	Define the draft version of the table of contents of the online training package	IPB (PT), ULS (IE)	WP3.F – Training Package table of contents
15 September 2023	Provide IPB and ULS (IE) with feedback on the table of contents	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)	WP3.F – Training Package table of contents
30 September 2023	Define the final version of the table of contents of the online training package	IPB (PT), ULS (IE)	WP3.F – Training Package table of contents
30 November 2023	Each partner should produce the contents related to 1 module	IPB (PT), ULS (IE)	WP3.G – Guidelines to develop the Training Package contents



15 December 2023	Provide IPB and ULS with feedback on the contents of the first 2 modules	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP3.G – Guidelines to develop the Training Package contents
31 January 2024	IPB produces the contents for 2 modules ULS produces the contents for 1 module	IPB (PT), ULS (IE)	WP3.G – Guidelines to develop the Training Package contents
28 February 2024	Provide IPB and ULS with feedback on the contents of the last 3 modules	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP3.G – Guidelines to develop the Training Package contents
31 March 2024	Production of the final version of the first 2 modules	IPB (PT), ULS (IE)	WP3.G – Guidelines to develop the Training Package contents
30 April 2024	Production of the final version of the last 3 modules	IPB (PT), ULS (IE)	WP3.G – Guidelines to develop the Training Package contents
15 April 2024	Translation of the first 2 modules into the national languages	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)	
30 June 2024	Translation of the last 3 modules into the national languages	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)	
30 October 2024	Test of the online training package	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)	
30 November 2024	Collect 20 evaluation questionnaires from the representatives of the target groups Sending of the National Testing Report Send the declaration of the target groups involvement	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP2.H – Evaluation Questionnaire WP2.I – Tool for questionnaire analysis WP2.L – Guidelines for evaluation report WP2.M – Target Group involvement declaration
30 December 2024	Production of Transnational Testing Reports	Pixel (IT)	

WP4 – Digital Portfolio Management System

Deadline	Results	Partner	Template and Tools
30 July 2024	Creation of the templates needed for carrying out the activities	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)	
30 September 2024	Define the draft version of the DPMS structure	IPB (PT), Pixel (IT)	WP4.A - Technical structure of the DPMS
30 October 2024	Provide feedback on the DPMS structure	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)	WP4.A - Technical structure of the DPMS
30 November 2024	Define the final version of the of the DPMS structure	IPB (PT), Pixel (IT)	WP4.A - Technical structure of the DPMS
28 February 2025	Collect the material for 5 case scenarios per country (10 for Portugal)	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP4.B - Case study
28 February 2025	Create the DPMS	IPB (PT), Pixel (IT)	
30 April 2025	Upload the material of the case studies on the DPMS and provide feedback on the DPMS	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP4.A - Technical structure of the DPMS
30 September 2025	Test the DPMS with 20 kindergartner teachers per country (40 for Portugal)	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP2.C – Evaluation Questionnaire WP2.D – Tool for questionnaire analysis WP2.E – Guidelines for evaluation report WP4.I - Target Group involvement declaration
30 October 2025	Collect 20 evaluation questionnaires from the representatives of the target groups Sending of the National Testing Report Send the declaration of the target groups involvement	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP4.C – Evaluation Questionnaire WP4.D – Tool for questionnaire analysis WP4.E – Guidelines for evaluation report WP4.F - Target Group involvement declaration
30 November 2025	Production of Transnational Testing Reports	Pixel (IT)	



WP5 – Valorization

Deadline	Results	Partner	Template and Tools
15 September 2023	Upload at least 9 dissemination events	All partners	Activity to be carried out directly on the project website at https://eydigifolio.ipb.pt/dissemination.php
30 November 2023	Organization of 1 dissemination event on the project every month and uploading the information on the project web site	All partners	
28 February, 30 May, August, November 2024			
28 February, 30 May, August, November 2025			
1 November 2023	Involvement as associated partners of at least 3 organization operating in the field of the project.	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.B - Associated Partner Letter WP5.C - Associated Partner Form
1 November 2023	Publication of at least 3 among exchange links, articles or web articles	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.D - Links WP5.E - Articles
15 November 2025	Involvement as associated partners of at least 6 organizations operating in the field of the project	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.B - Associated Partner Letter WP5.C - Associated Partner Form
15 November 2025	Publication of at least 7 among exchange links, articles or web articles	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.D - Links WP5.E - Articles
15 November 2025	Sending of the document related to the organized Events with 40 participants	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.F - Description WP5.G - Programme WP5.H - List of Participants
15 November 2025	Sending of the Sustainability Report and Best Practice Dissemination Report	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.I – Best Practice Dissemination Report WP5.L – Sustainability Report
30 November 2025	Production of the transnational valorisation report	Pixel (IT)	

WP3.F - Table of Contents

Introduction

The online training package has aim to provide practical training to kindergarten teachers so that they can acquire a clear vision of pedagogical documentation for children and the necessary motivation to use digital portfolios for children learning path assessment.

The package will be organized into 5 Modules:

Module	Responsible Partner
1 - Actors involved in the Pedagogical Documentation Process	ULS
2 - Documenting Child Daily Action	ULS
3 - The observation of children's action: instruments and processes	IPB
4 - Practical aspects of documentation	IPB
5 - Creating Portfolios in the Digital Portfolio Management System (DPMS)	IPB all partners

Work division

IPB and ULS will be responsible for the content's development

The schools will provide the necessary feedback on integrating children and families in the use of the digital Portfolio. They will also provide ideas about the Digital Portfolio Management System (DPMS) 's usability, ethical conditions, and structure. They also will give feedback about the Data Security and Privacy Considerations.



Module 1 – Actors involved in the Pedagogical Documentation Process

Module 1 lays the foundation for understanding the key actors involved in the pedagogical documentation process in early childhood education. It explores kindergarten educators' vital roles and tasks in identifying and sharing documentation. Additionally, it delves into the significance of involving children, their actions, and the learning opportunities they gain from participating in the documentation process. Furthermore, this module emphasizes the importance of family engagement and strategies for establishing effective and transparent cooperation with families. Lastly, it highlights the relevance of community involvement in the pedagogical documentation process.

1. Roles and Tasks of Kindergarten Educators

- 1.1 Understanding the Educator's Role as a Documenter
- 1.2 Identifying and Collecting Relevant Documentation
- 1.3 Analyzing and Interpreting Documentation for Curriculum Development

2. Involvement of Children

- 2.1 Empowering Children as Co-Creators of Documentation
- 2.2 Learning Opportunities through Active Involvement in Documentation
- 2.3 Fostering Children's Agency and Ownership in the Process

3. Implication of Families

- 3.1 The Importance of Family Engagement in Documentation
- 3.2 Strategies for Building Trust and Transparent Communication
- 3.3 Collaborative Partnerships: Involving Families in Decision-making

4. Community Relevance and Involvement

- 4.1 Understanding the Wider Community's Role in Documentation
- 4.2 Cultivating Community Partnerships for Enriched Learning Experiences
- 4.3 Celebrating Cultural Diversity and Local Context in Documentation



Module 2 – Documenting Child Daily Action

Module 2 delves into the practical strategies that enable kindergarten teachers to effectively connect data and techniques for documenting children's learning process. It explores the importance of daily action documentation in capturing authentic and meaningful experiences of young learners.

1. Practical Strategies for Daily Action Documentation

- 1.1 Observational Techniques: Methods for Unobtrusive Data Collection
- 1.2 Note-taking and Journaling: Capturing Momentous Learning Episodes
- 1.3 Real-time Documentation: Seizing Learning Opportunities on the Go

2. Creating Meaningful Learning Stories

- 2.1 Transforming Data into Narratives: Crafting Engaging Learning Stories
- 2.2 Reflective Documentation: Encouraging Thoughtful Analysis of Child Development
- 2.3 Incorporating Children's Voices: Letting Children Shape Their Narratives

3. Utilizing Technology for Documentation

- 3.1 Digital Tools for Documentation: Cameras, Tablets, and Audio Recording
- 3.2 Benefits and Challenges of Digital Documentation
- 3.3 Ensuring Privacy and Data Protection in Digital Documentation



Module 3 – The Observation of Children's Action: Instruments and Processes

Module 3 provides practical guidance on how educators should organize and manage the observation and documentation of children's progress. It emphasizes the significance of systematic observation and explores various instruments and processes for effective documentation.

1. Organizing Observations

- 1.1 Setting Observation Goals and Objectives
- 1.2 Time Sampling vs. Event Sampling: Choosing the Right Approach
- 1.3 The Role of Structured and Unstructured Observations
- 1.4 Documenting Learning moments

2. Documentation Instruments

- 2.1 Running Records: Capturing Real-time Behaviors and Actions
- 2.2 Checklists and Rubrics: Assessing Milestones and Development
- 2.3 Anecdotal Records: Recording Significant Moments and Milestones

3. Analyzing and Reflecting on Observations

- 3.1 Identifying Patterns and Themes in Observation Data
- 3.2 Reflective Practice: Enhancing Pedagogical Decision-making
- 3.3 Using Observation Data for Curriculum Planning and Individualized Support



Module 4 – Practical Aspects of Documentation

Module 4 offers practical examples and insights into the "how, when, and where" of documenting the learning process. It explores various methods of documentation, including videos, photographs, and other relevant documents. Existing tools and models will be analyzed to help educators make informed choices.

1. Methods of Documentation

1.1 Visual Documentation: Photography and Videography Techniques

1.2 Audio Recordings: Capturing Children's Voices and Conversations

1.3 Documentation Panels: Showcasing Children's Learning Journey

2. Integrating Documentation into Practice

2.1 Documentation as an Ongoing Process: Building a Culture of Documentation

2.2 Using Documentation to Inform Parent

2.3 Sharing Documentation with Children: Encouraging Reflection and Self-assessment

3. Analyzing and Using Documentation Data

3.1 Data Analysis: Identifying Learning Progress and Growth

3.2 Documentation for Individualized Learning Support

3.3 Engaging with Documentation to Enhance Curriculum Planning



Module 5 – Creating Portfolios in the Digital Portfolio Management System (DPMS)

Module 5 focuses on utilizing Digital Portfolio Management Systems (DPMS) to support the creation of children's portfolios. It explores the benefits of using technology for documentation and offers guidance on effectively managing and presenting children's portfolios.

1. Benefits of DPMS in Early Childhood Education

1.1 Streamlining Documentation Processes: From Data Collection to Portfolio Creation

1.2 Enhanced Parent Engagement: Sharing Portfolios Digitally

1.3 Data Security and Privacy Considerations

2. Creating Children's Portfolios

2.1 Selecting and Organizing Portfolio Content

2.2 Designing Engaging and Interactive Digital Portfolios

2.3 Encouraging Children's Participation in Portfolio Creation

3. Portfolio Review and Assessment

3.1 Using Portfolios for Continuous Assessment and Development Monitoring

3.2 Portfolio-Based Assessment vs. Traditional Assessment Methods

3.3 Involving Families in Portfolio Review and Feedback



IO3.G – GUIDELINES TO CREATE THE MODULE CONTENTS

IPB and ULS *should develop the modules of the Training Package and the schools should contribute as defined in the template “WP3.F - Table of Contents”.*

Each Module should include:

- Text outlining the main concepts
- Multimedia materials (e.g. Video / Presentations / Audio file) outlining the contents in an accessible and motivating way
- Bibliographic references to be used to in depth the main concepts
- Examples and case scenarios to further clarify the issue
- Test for self-evaluation.

Please see below.

Title of the Module

Introduction
<i>Please briefly summarize the contents of the module and present it with a 3/4 minutes video</i>

Please copy and paste the following 2 tables for each one of the learning unit.

Title of Learning Unit
<i>Please make sure the length of the text is around 400-500 words</i>

Bibliographic References and Online Resources
<p><i>For each chapter, please mention at least 10 among bibliographic references and online resources.</i></p> <p><i>The structure to be used for the <u>online resources</u> is the following</i></p> <p><i>Title of the resource (link)</i></p> <p><i>Description of the resource (around 20 - 30 words)</i></p> <p><i>Example</i></p> <p>Pedagogical Documentation: Why? When? Who? What? Where? How?</p> <p>https://tecribresearch.blog/2015/05/17/pedagogical-documentation-why-when-who-what-where-how/</p> <p>This article offers several definition related to the documentation process and defines several aspects related to it.</p> <p><i>The structure to be used for the <u>bibliographical reference</u> is the following:</i></p> <ul style="list-style-type: none"> • <i>Author (s) (Surname, n.) (year). Title of the article, Name of journal, Issue (volume), Pages, doi</i> • <i>Author(s). (year). Title of work (edition). Publisher, doi</i> <p>Example</p>



Geissdoerfer, M., Savaget, P., Bocken, N. M., & Hultink, E. J. (2017). The Circular Economy – A new sustainability paradigm? Journal of Cleaner Production, 143, 757–768. doi: <https://doi.org/10.1016/j.jclepro.2016.12.048>

Case Scenario

For each module, please produce a case scenario related to the contents.

Interactive test

For each module, please produce at least 10 questions.

<i>Text of the question</i>	
<i>Answer 1</i>	<i>Correct</i>
<i>Answer 2</i>	<i>Wrong</i>
<i>Answer 3</i>	<i>Wrong</i>
<i>Answer 4</i>	<i>Wrong</i>

Copy and paste the above table for the other questions.

Please consider that the answers will be shuffled by the system and therefore, it is not possible to include answers that refer to the number of the answers such as “Answer 1 and 3 are correct”, “All previous answers”, etc.

At the end of the questionnaire the user receives a feedback indicating the wrong and correct answers. For the wrong answer, the user is provided with the correct one.

