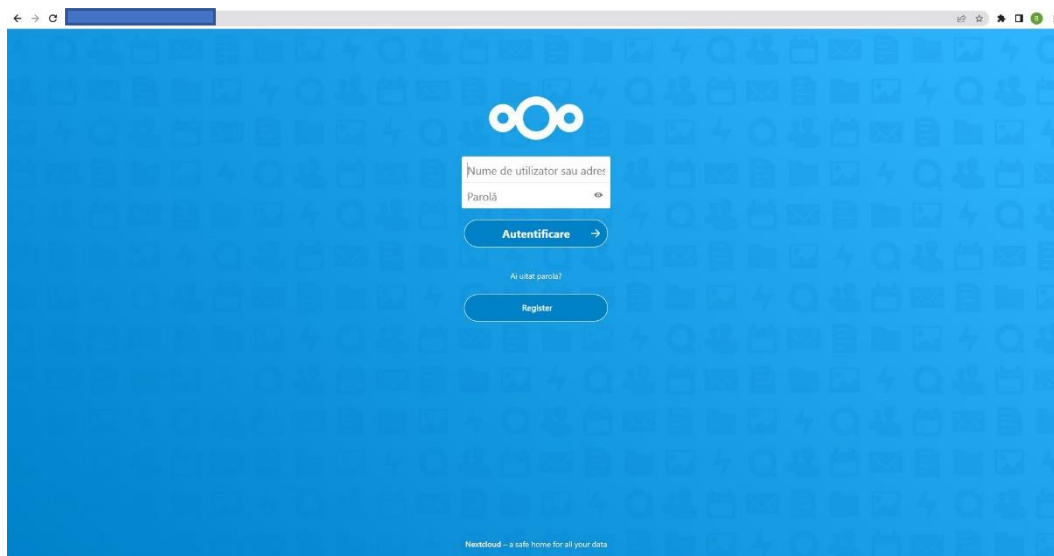




User`s Manual

Bluegrowth Digital Platform



About

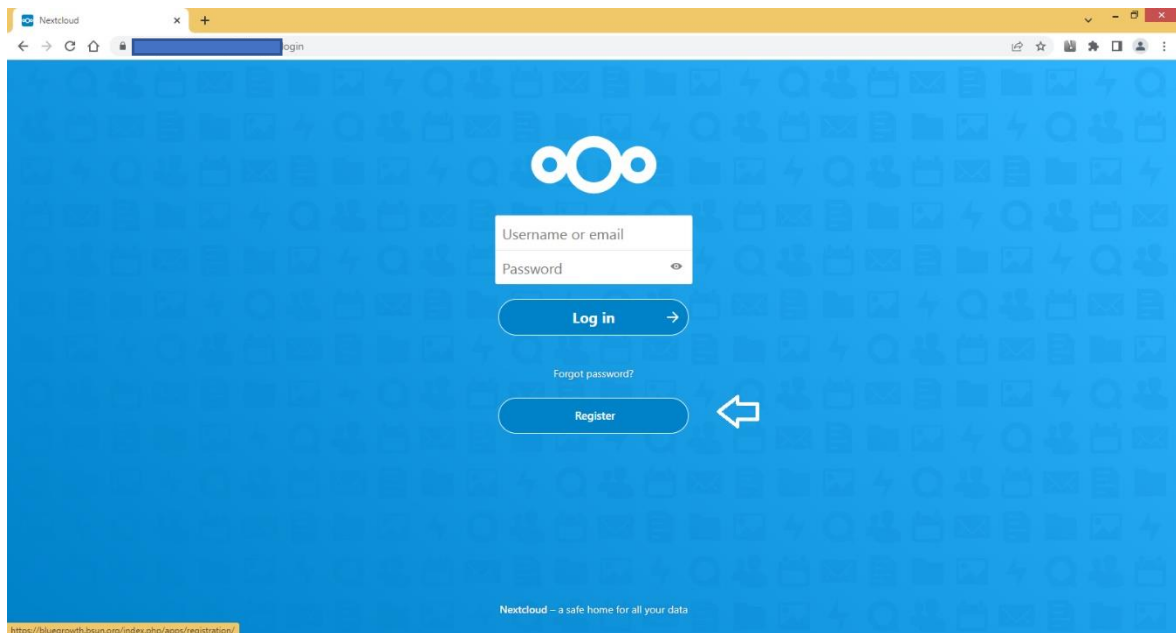
The Online Training Platform <https://bluegrowth.bsun.org/> has been developed by the Black Sea Universities Network and it integrates many functionalities based on Open Access software. The platform aims to facilitate the delivery of open online courses on topics related to the Black Sea SRIA Implementation Plan for a large variety of experts acting within some specialized organizations or as freelancers such as teachers, sailors, biologists and other specialists. This shall lead to the establishment of a Massive Open Online Course – MOOC on Blue Growth in the Black Sea Region.

The maintenance, upgrading and technical assistance services for the <https://bluegrowth.bsun.org/> platform will be done by the BSUN team staff, in order to assure the required features.

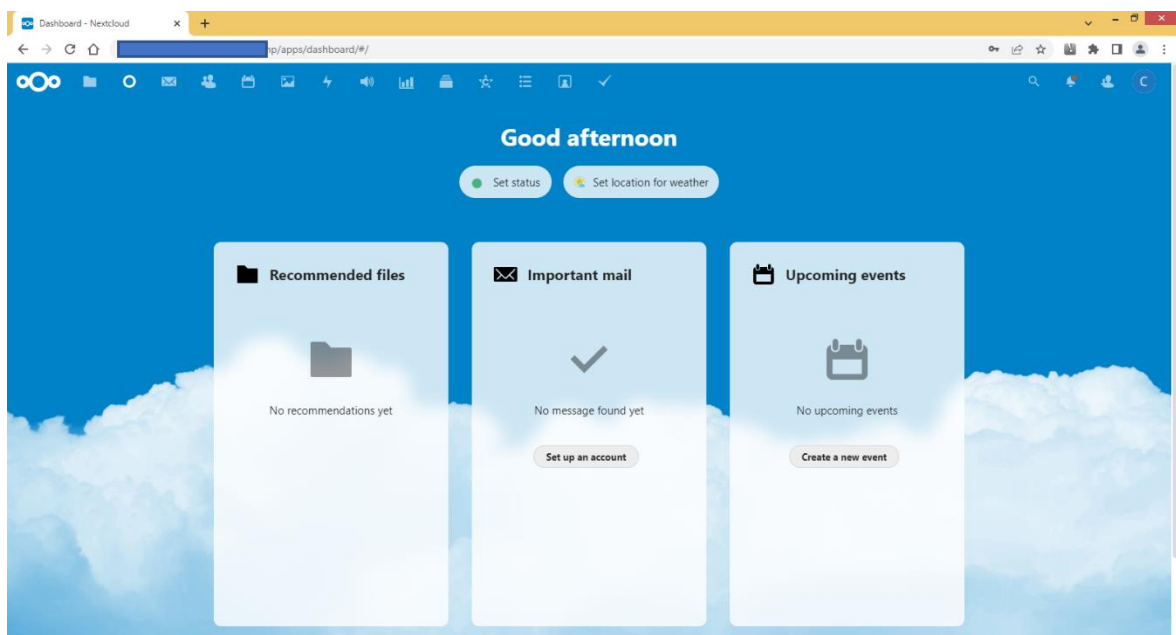
Register

To register on the platform you have to access <https://bluegrowth.bsun.org/> and press "Register".





On the next page you have to introduce your e-mail address. After this you have to introduce a username and a password. After registration, go back to login page and connect. It will show you the main page.



Start a conference

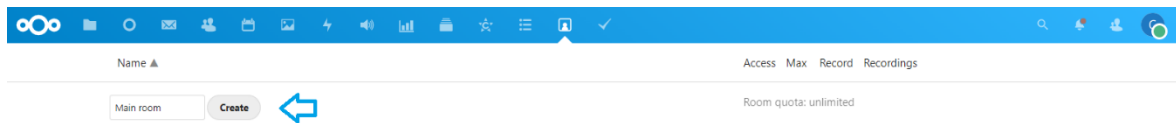
Click on the button "BBB" (BigBlueButton). You need to contact the administrator to assign you to group "BBB" so you can create new rooms.



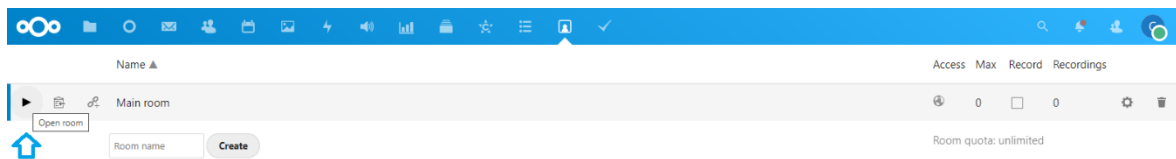
The Black Sea Connect Project - Coordination of marine and maritime research and innovation in the Black Sea has received funding from the European Union's Horizon 2020 as a Coordination and Support Action, under grant agreement No 860055.



On the next page, write a room name and click "Create". You can make 5 rooms in total.

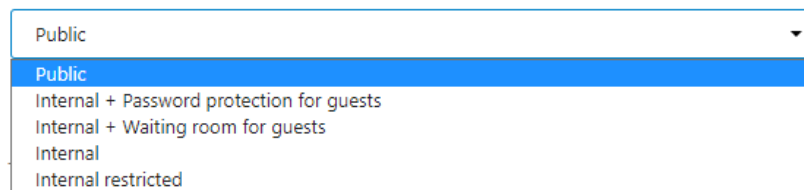


After that you will see a new row for your room with some buttons. On the left there are the following buttons: "Open room", "Copy to clipboard" (room link) and "Save as file" (room link). On the right side you can see if the access is public, you can set the max number of participants. Users with better privileges can record the sessions and see how many recordings are stored.

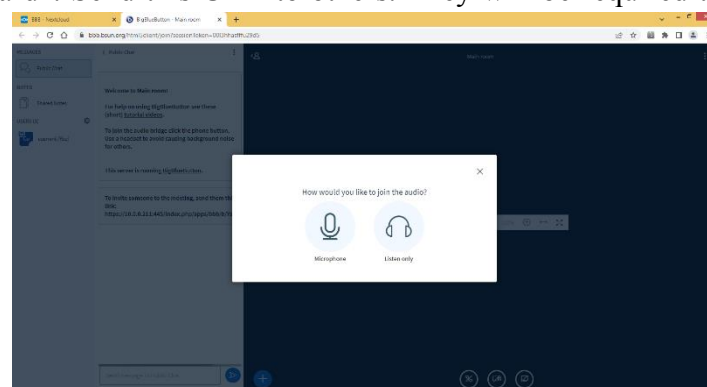


If you press on the settings icon, you can see other advanced settings. Where you can set the privacy of the room. There is also a QR code can also record the sessions.

Access



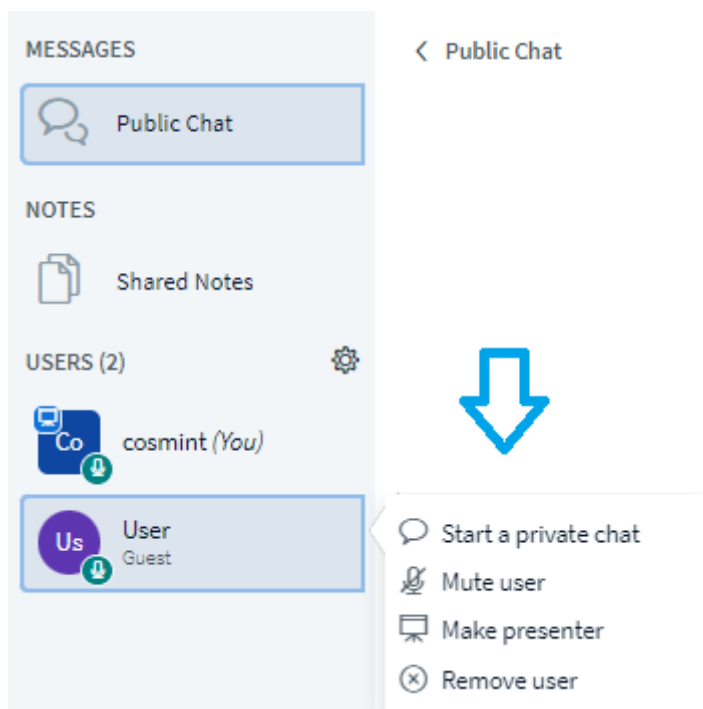
If you click on "Open room" it will open a new tab for the conference. Click on "Microphone", allow the browser to use your microphone and make a test to see if it works. To send invitations to others, copy the current URL or go to the previous tab and click "Copy to clipboard". Send this URL to others. They will be required to enter a Username before joining.



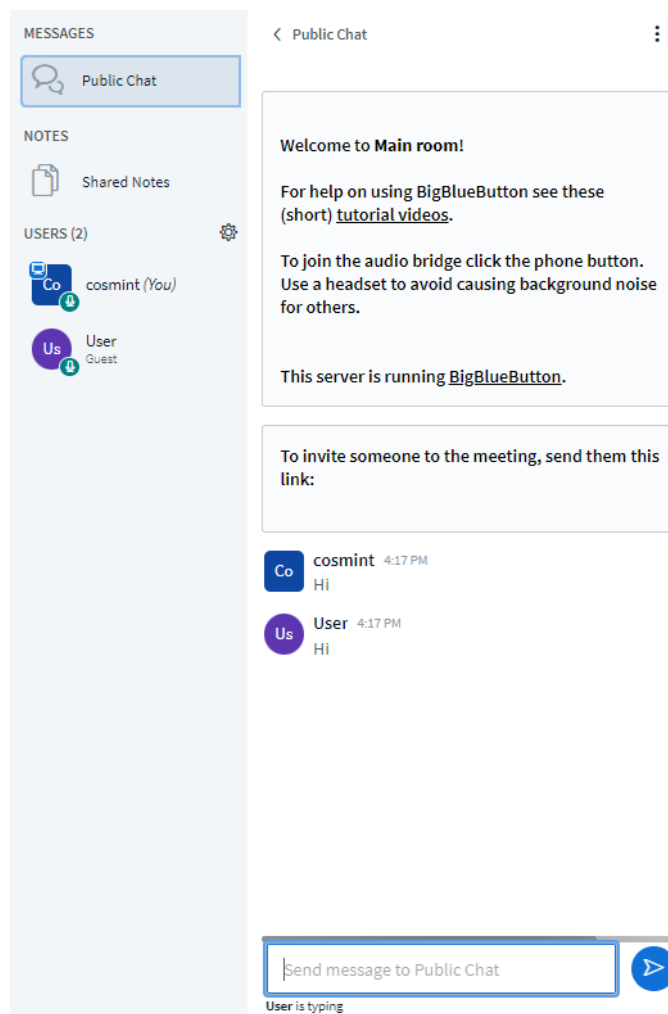
You can see the users on the left sidebar. Click on a username for other settings.



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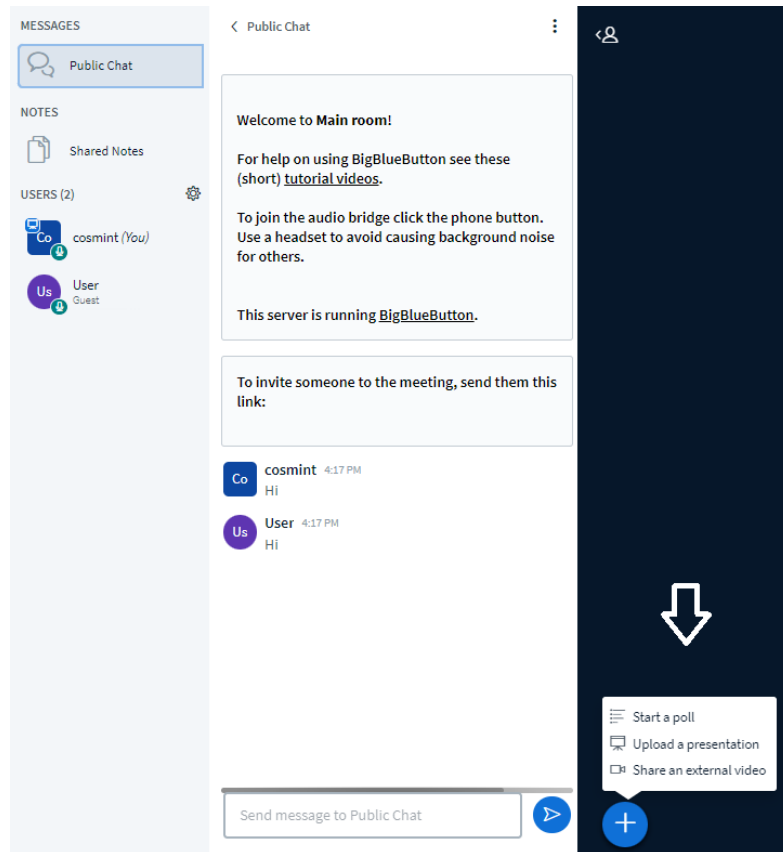


On the left side there is also the Public Chat.

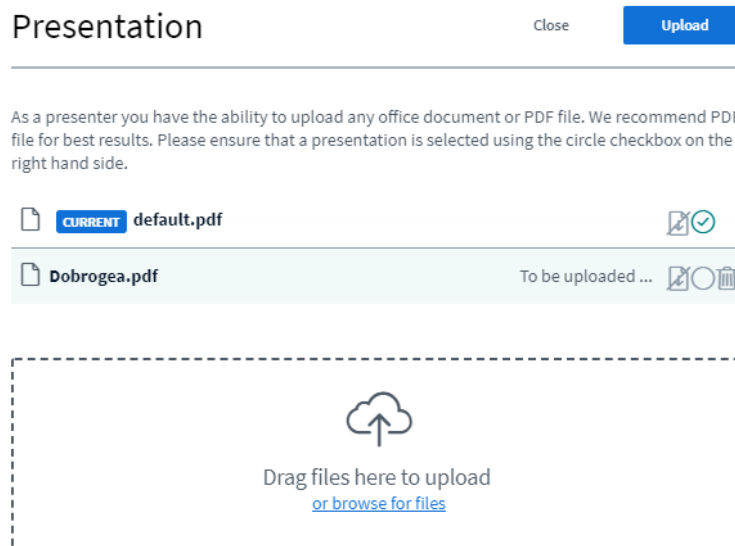


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On the bottom left, there is a + button. Click on it and choose to start a poll, upload a presentation or share an external video.



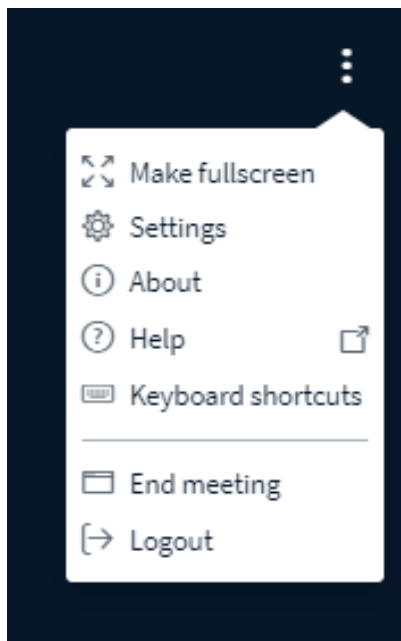
If you choose to upload a presentation it will appear the following page. Select or drag a file, wait until it's uploaded and then select the file you want to present, it should have a green mark and then click "Upload".



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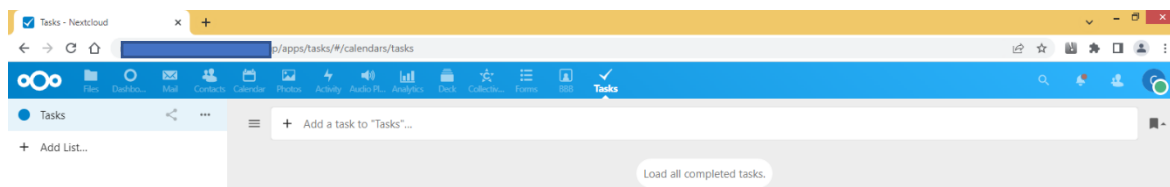
On the bottom middle there are the buttons "Mute", "Leave audio", "Share webcam", "Share your screen".

If you want to close the meeting click on the three dots on the top right and click "End meeting". You will be asked "Are you sure you want to end this meeting for everyone (all users will be disconnected)?"



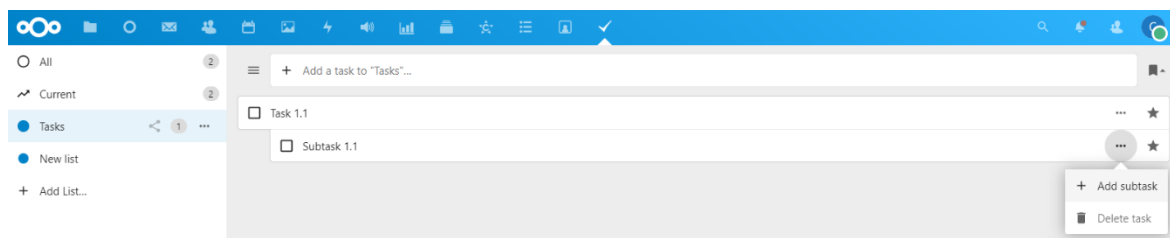
Make tasks

On the main navbar, click on "Tasks" and it will load the next page:



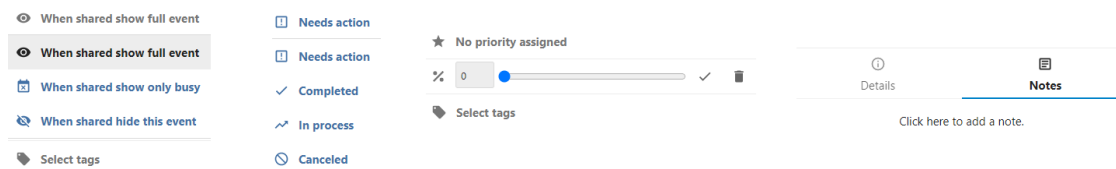
On the left side you can make new lists if you click on "Add List". After you select one list, you can add tasks to it. On the middle write a title for the task and press Enter and the layout will change:

You can see the new task which can also contain other subtasks.



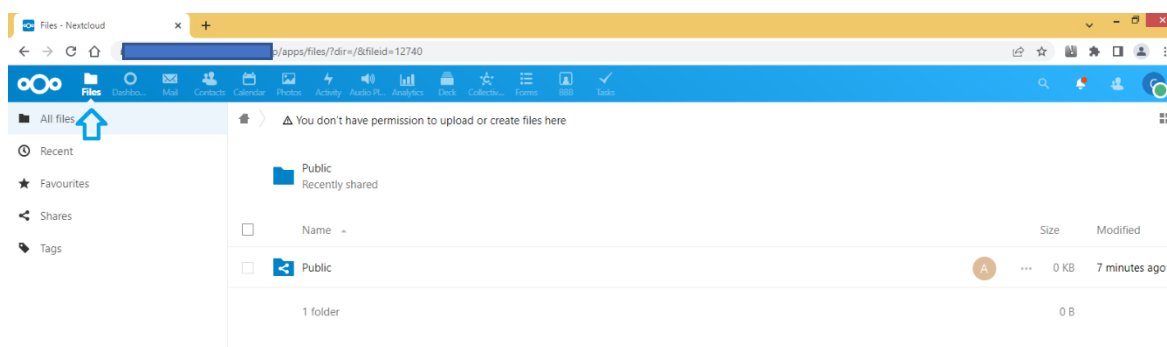
The Black Sea Connect Project - Coordination of marine and maritime research and innovation in the Black Sea has received funding from the European Union's Horizon 2020 as a Coordination and Support Action, under grant agreement No 860055.

If you click on a task, on right side it will show a sidebar with multiple settings like "Start date", "Due date", some privacy settings, completion status, priority level, tags and notes.

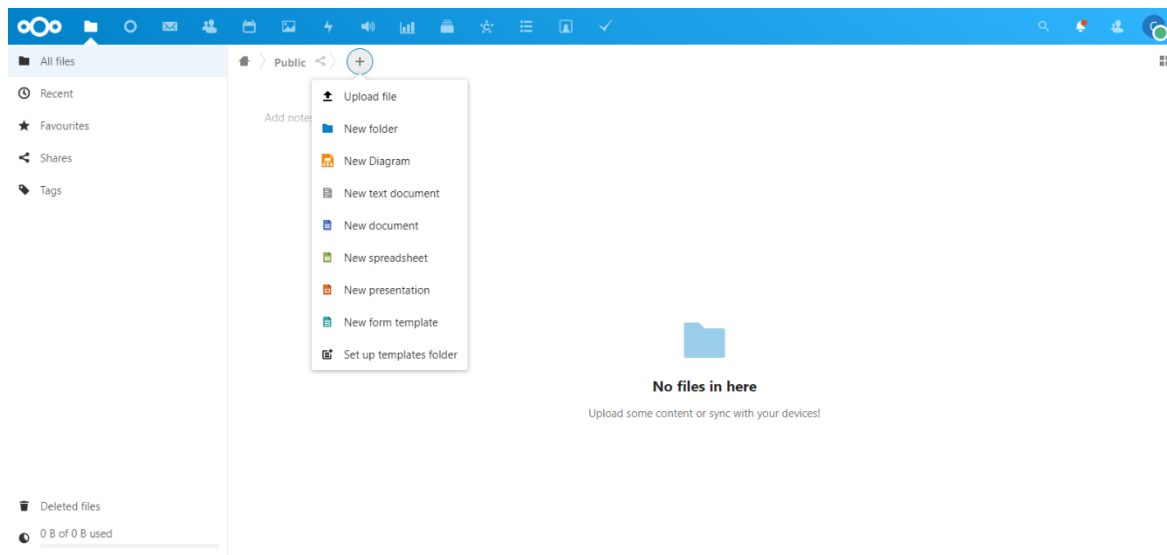


Work with files

If you click on top left on „Files”, it will show the next page. Here you can see the Public folder where you can add new documents. Click on the folder.

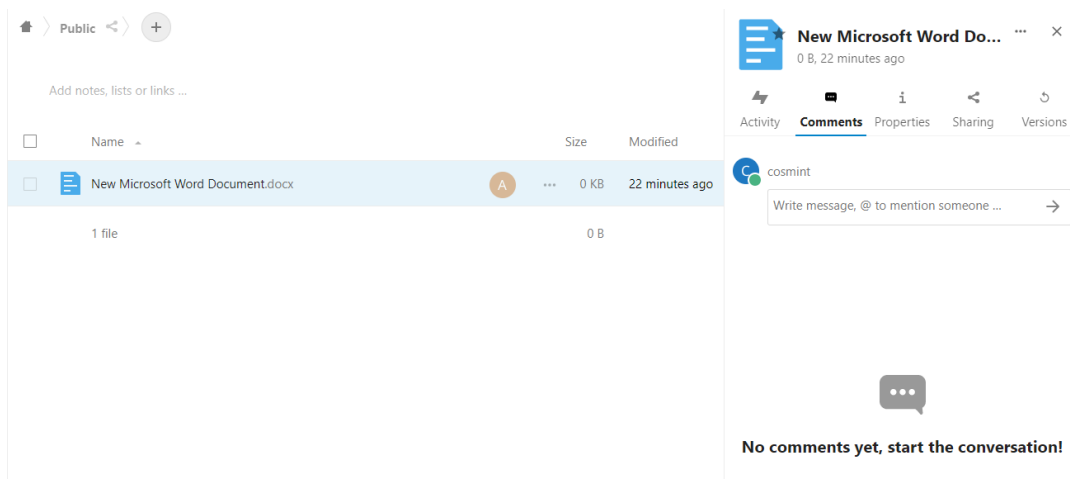


On the new page you can choose to upload a file from you computer or create a new one directly on the server. You can also drag and drop files.

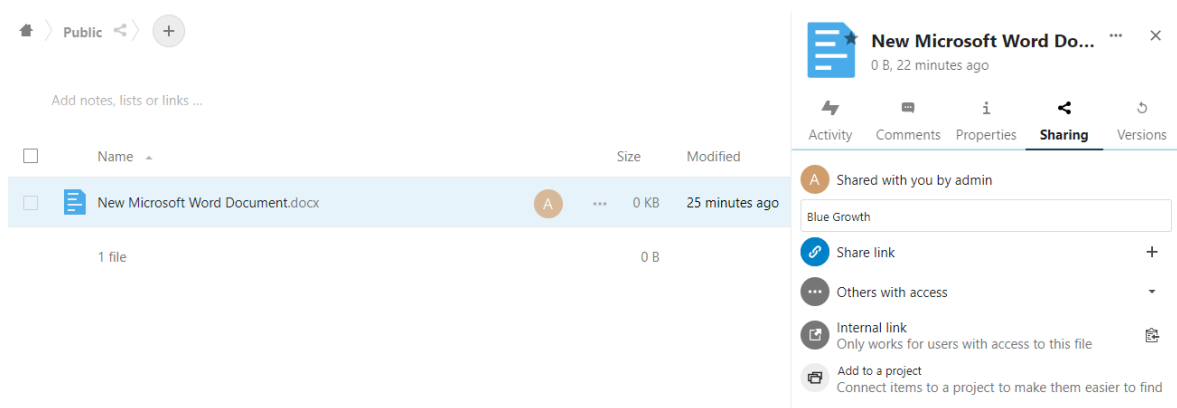


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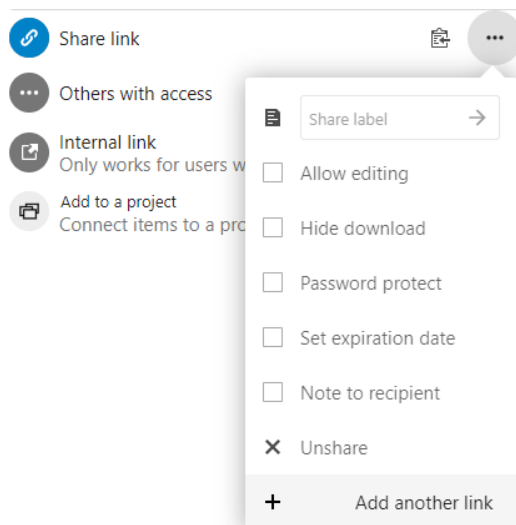
After you add a new file you can click on the three dots, then on „Details” you can see the activity on the file, you can add comments, or if you are in a private folder you can choose to share it with someone else.



You have to write a username or a group name whom you want to grant access.

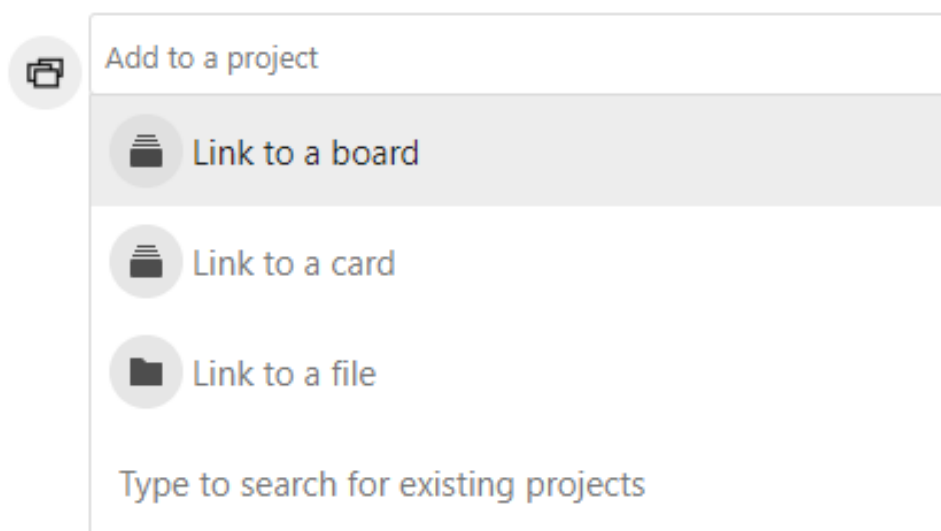


You can also generate a share link and set editing permission, password protection and expiration date.

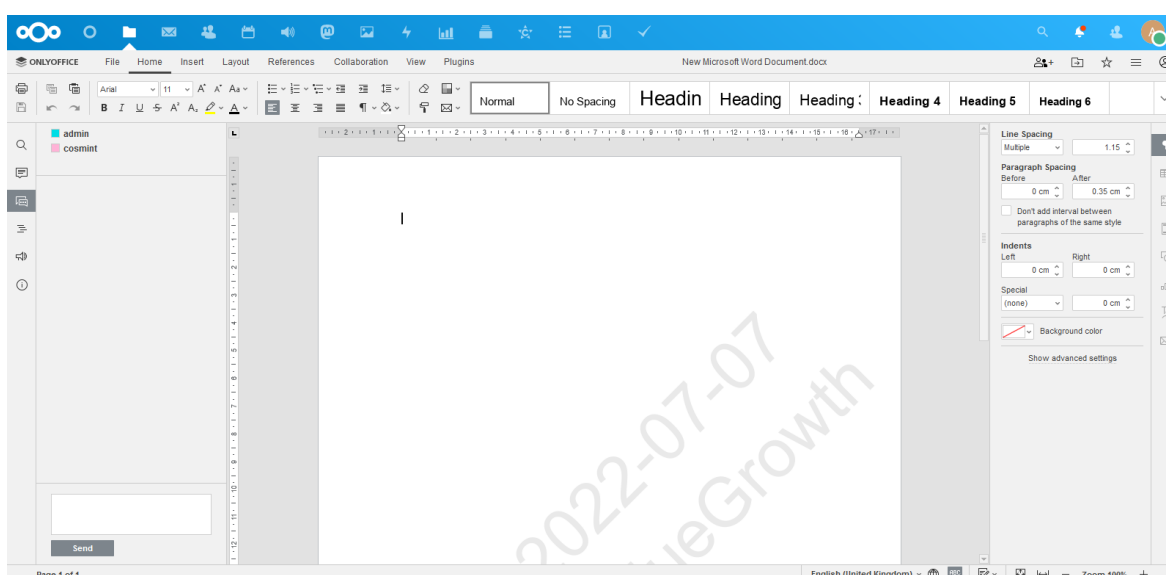


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If you click on „Add to a project” you can link the file to a board or a card through the „Deck” app.



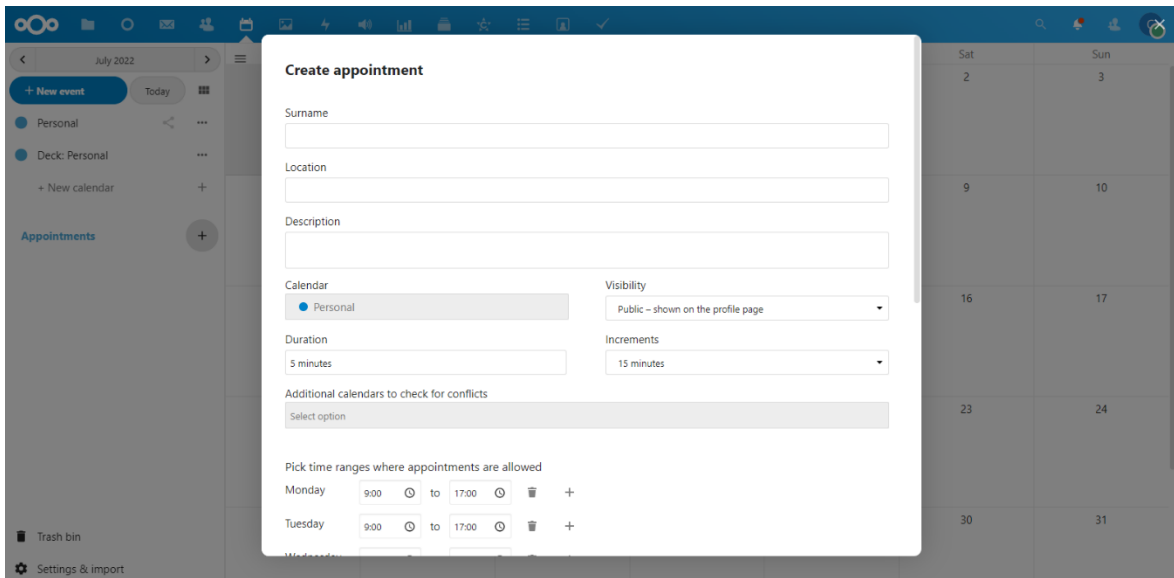
If you click the file it will open using the OnlyOffice Community server. You will see the following page. On the left side there is also a chat widget where you can discuss with other people who opened the file. This is a collaborative platform so you can work in the same time on the document. On the right side you can see who is editing the file.



Make appointments

Using the „Calendar” app, you can add events and appointments.





Platform Applications

Server: Nextcloud Hub II (23.0.5)

Analytics

- **Open source data** warehouse and reporting for Nextcloud
- **Connect data** from different sources in one place
- **Enable flexible reports** and enjoy seamless Nextcloud integration
- **Visualize and share anything**, from financial analysis to IoT logs

Features: Datasources (csv, spreadsheet, [API](#), imports, manual entry), 3rd party (GitHub Statistics, [website grabber](#) , [JSON](#)), [Register](#) external data sources from other apps, Storage (real-time or database), Advanced data loads with [scheduling](#), Visualization([combined charts](#), zoom, tables, filters), Functions (trend, dis-/aggregation), [Thresholds](#) for alerts and color coding, Integration (Files, Activity, Notifications, [Flow](#), Dashboard, Search), Sharing (user, groups, link).

BigBlueButton Integration

This app allows to create meetings with an external installation of [BigBlueButton](#).

- **Room setup** Create multiple room configurations with name, welcome messages.




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- **Share guest link** Share the room link with all your guests
- **Share moderator link** Invite moderators to the room
- **Share rooms** Share rooms with members, groups or circles
- **Custom presentation** Start a room with a selected presentation from your file browser
- **Manage recordings** View, share and delete recordings for your rooms
- **Restrictions** Restrict room creation to certain groups
- **Activities** Get an overview of your room activities

Calendar


 **Integration with other Nextcloud apps!** Currently Contacts - more to come.

 **WebCal Support!** Want to see your favorite team's matchdays in your calendar? No problem!

 **Attendees!** Invite people to your events

 **Free/Busy!** See when your attendees are available to meet

 **Reminders!** Get alarms for events inside your browser and via email

 **Search!** Find your events at ease

Tasks! See tasks with a due date directly in the calendar

Circles

Circles allows your users to create their own groups of users/colleagues/friends. Those groups of users (or 'circles') can then be used by any other app for sharing purpose (files, social feed, status update, messaging).

Different type of circles can be created:

➤ **A personal circle** is a list of users known only to the owner. This is the right option if you want to do recurrent sharing with the same group of people.

➤ **A public circle** is an open group visible to anyone willing to join. Your circle will be visible to everyone and everyone will be able to join the circle.

➤ **A closed circle** requires invitation or confirmation by an admin. This is the right circle if you are looking for privacy when sharing your files or ideas.

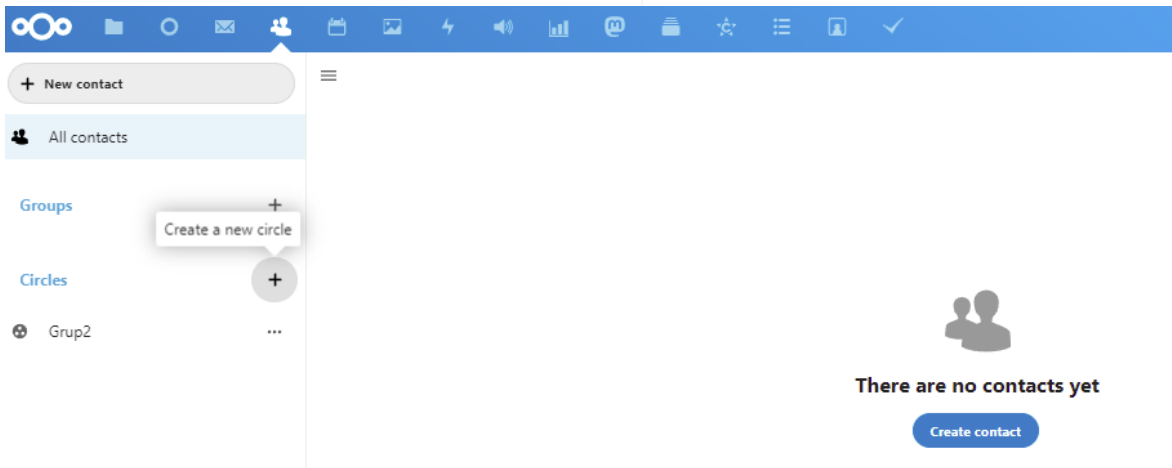
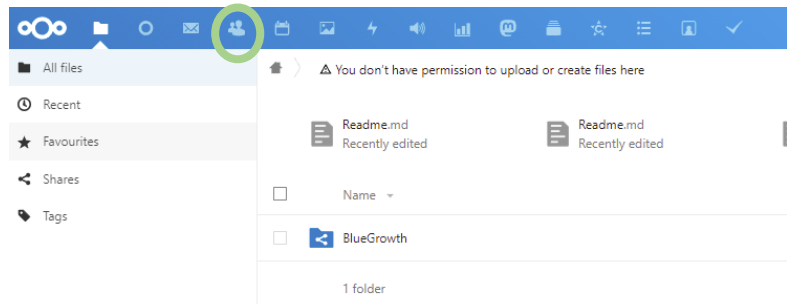
➤ **A Secret circle** is an open group that can be protected by a password. Users won't be able to find this Circle using Nextcloud search engine.

Examples:

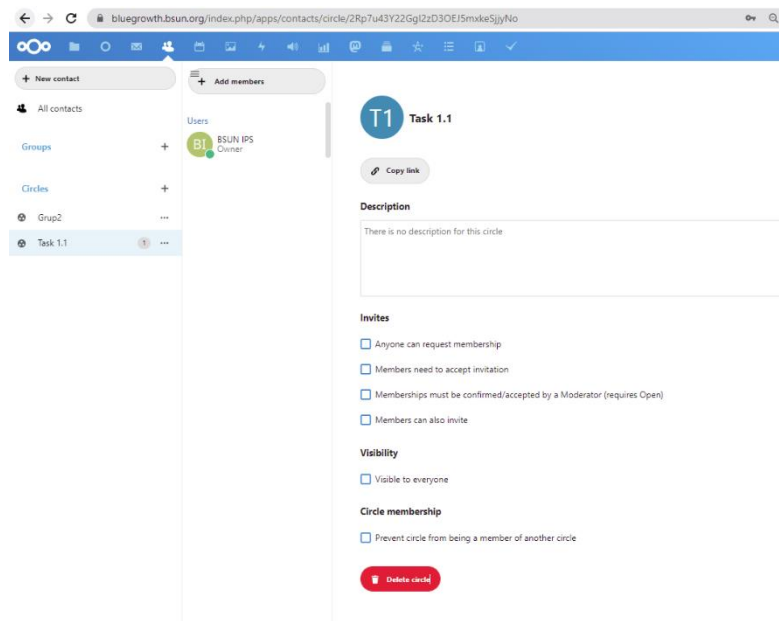


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In order to create a circle, the user shall access the button **Contacts** from the top of the page, as shown in the picture.



After the creation of the circle, the user can add members, modify its settings and copy the link for sharing access.





Collectives

Collectives is a Nextcloud App for activist and community projects to organize together. Come and gather in collectives to build shared knowledge.



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 **Collective and non-hierarchical workflow by heart:** Collectives are tied to a [Nextcloud Circle](#) and owned by the collective.

 **Collaborative page editing** like known from Etherpad thanks to the [Text app](#).

 **Well-known [Markdown](#) syntax** for page formatting.

Deck

Deck is a kanban style organization tool aimed at personal planning and project organization for teams integrated with Nextcloud.


-  Add your tasks to cards and put them in order
-  Write down additional notes in markdown
-  Assign labels for even better organization
-  Share with your team, friends or family
-  Attach files and embed them in your markdown description
-  Discuss with your team using comments
-  Keep track of changes in the activity stream
-  Get your project organized

Group folders

- Admin configured folders shared with everyone in a group.
- Folders can be configured from *Group folders* in the admin settings.
- After a folder is created, the admin can give access to the folder to one or more groups, control their write/sharing permissions and assign a quota for the folder.

Mail

 **Integration with other Nextcloud apps!** Currently Contacts, Calendar & Files – more to come.

 **Multiple mail accounts!** Personal and company account? No problem, and a nice unified inbox. Connect any IMAP account.



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🔒 **Send & receive encrypted mails!** Using the great [Mailvelope](#) browser extension.

🙈 **We're not reinventing the wheel!** Based on the great [Horde](#) libraries.

📧 **Want to host your own mail server?** We don't have to reimplement this as you could set up [Mail-in-a-Box!](#)

Moodle integration

Moodle is a free, online Learning Management system enabling educators to create their own private website filled with dynamic courses that extend learning, any time, anywhere.

Features: Communication tools, Student Collaboration, 24/7 Access, Online learning, Digital tools, Discussion board, Assessment Tools.

ONLYOFFICE

ONLYOFFICE connector allows you to view, edit and collaborate on text documents, spreadsheets and presentations within Nextcloud using ONLYOFFICE Docs. This will create a new Edit in ONLYOFFICE action within the document library for Office documents. This allows multiple users to co-author documents in real time from the familiar web interface and save the changes back to your file storage.

Tasks

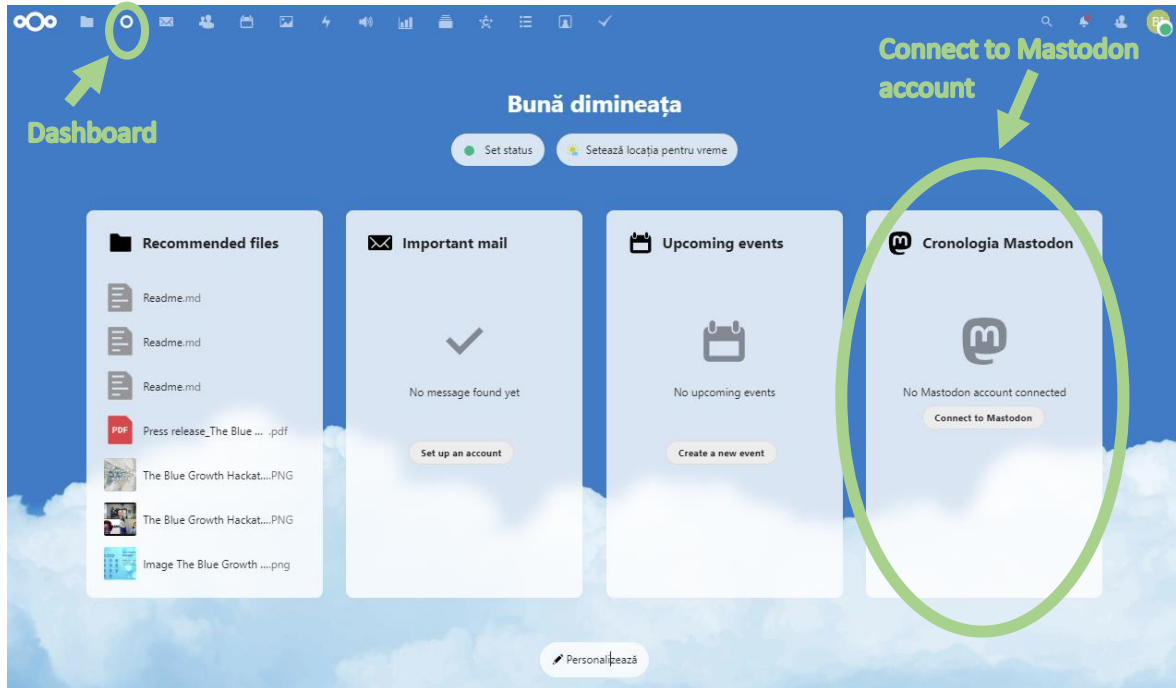
Once enabled, a new Tasks menu will appear in your Nextcloud apps menu. From there you can add and delete tasks, edit their title, description, start and due dates and mark them as important. Tasks can be shared between users. Tasks can be synchronized using CalDav (each task list is linked to an Nextcloud calendar, to sync it to your local client: Thunderbird, Evolution, KDE Kontact, iCal ... - just add the calendar as a remote calendar in your client). You can download your tasks as ICS files using the download button for each calendar.



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Mastodon Integration


In order to enable the Mastodon app, the users have to access the *Customize* button of the main and check the *Mastodon notifications*. Afterwards, by accessing the Dashboard of the platform, the Mastodon app shall appear.




After clicking the *Connect to Mastodon* button, the user will be redirected to a subpage for Integration with Mastodon. In the *Mastodon instance address* field, the user has to introduce the link that will be provided by BSUN IPS team in due time and click *Connect to Mastodon*.

Integration with Mastodon

Start the navigation link

 Mastodon instance address

Link provided by BSUN IPS team

 Connect to Mastodon

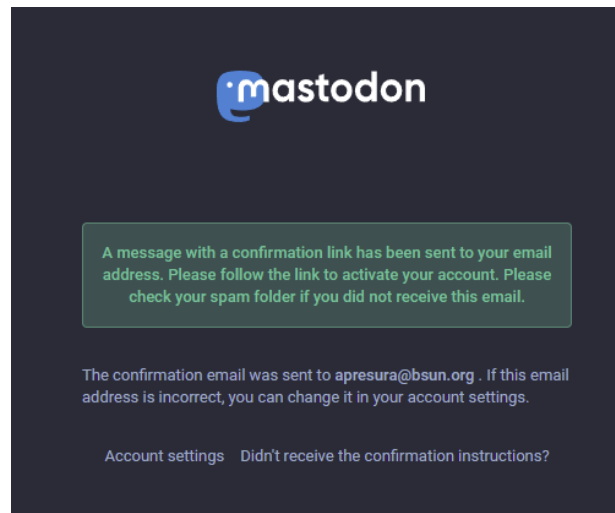


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The user will be able to access the *Registration* page, as shown in the pictures below.

The image displays two screenshots of the Mastodon web interface. The left screenshot shows the login page with the Mastodon logo at the top. Below the logo are two input fields: 'Email Address' and 'Password'. A blue button labeled 'LOG IN' is positioned below the password field. At the bottom, there are links for 'Registration', 'Have you forgotten the password?', and 'Didn't receive the confirmation instructions?'. The right screenshot shows the registration page. It features the Mastodon logo at the top. Below it are four input fields: 'Username *', 'Email address *', 'Password *', and 'Confirm password *'. The 'Username *' field has a note: 'Your username will be unique on social.oviobot.eu'. The 'Email address *' field has a note: 'You will receive a confirmation email'. The 'Password *' field has a note: 'Use at least 8 characters'. Below the 'Confirm password *' field is a checkbox with the text 'I agree to the server rules and terms of service'. A blue button labeled 'REGISTRATION' is at the bottom. At the very bottom, there are links for 'Log in' and 'Didn't receive the confirmation instructions?'.

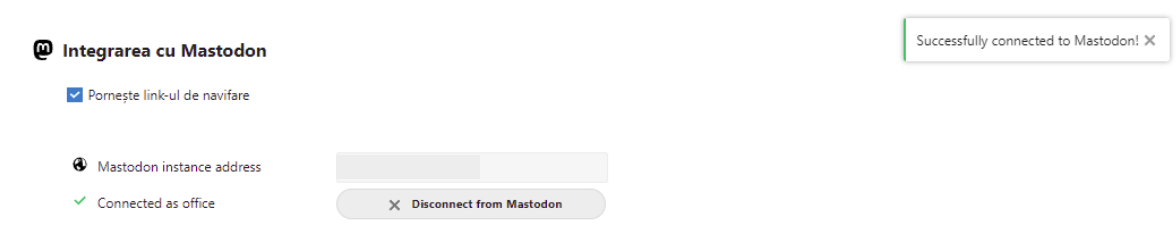
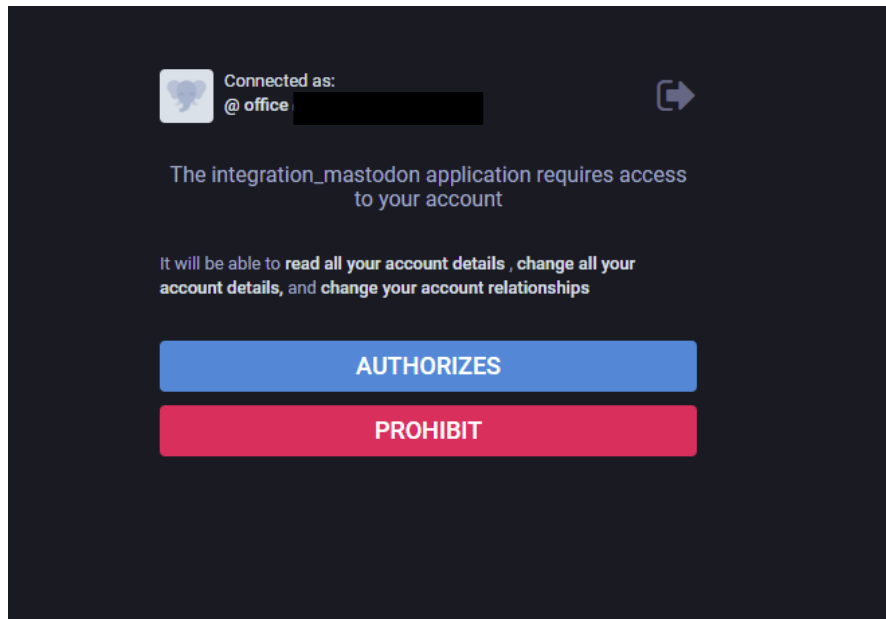
After registration, the user shall receive a confirmation link to the submitted email address.



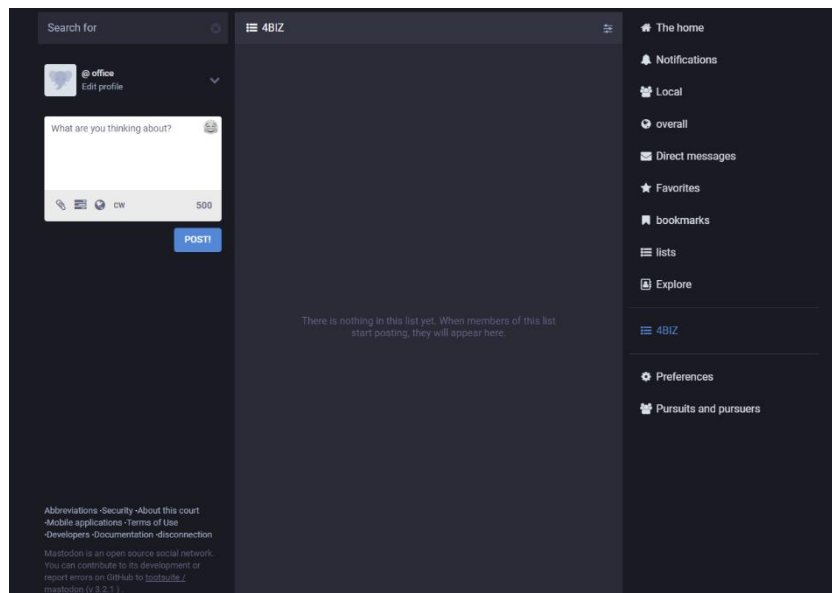
Afterwards, the user can access again the Dashboard of the <https://bluegrowth.bsun.org/> platform and connect to Mastodon account and



authorize the Integration with Mastodon. A message of confirmation of the successful integration will be displayed.



The menu of the Mastodon app will be displayed with its functionalities.



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Functionalities:

- Users can interact with users on their or any other server in the Fediverse using the ActivityPub standard.
- Mastodon Social Network allows users to post “Toots,” which are like Tweets on Twitter, that are messages including up to 500 text-based characters.
- Users can share messages publicly, privately to individual users, or privately within an instance or a group of instances.
- Users can also boost posts and send Direct Messages (DM) to other users.
- Each server or instance has a theme and can administrate its own rules, account privileges, and whether it needs to share messages to and from other servers.
- The public messages display on a global feed known as Timeline, and private messages are only shared on the timelines of the user’s followers.
- Users can also mark their accounts as completely private.
- Users can also add a content warning to hide spoilers, trigger warnings, and NSFW (not safe for work) content, and Mastodon then blurs it automatically. Your posts can also include polls and emojis.
- Mastodon Social Network features local and federated timelines in real-time. The local one shows only the messages from your instance while the federated one shows messages across all the participating servers.
- Your username is similar in formate to full email addresses. It looks like “@[Username]@[MastodonInstance.Domain]“

