

## Guideline for Companies

### First Steps

1. First log in the virtual platform

## Virtual Internships

Home > Virtual Internships

### Companies

From this section it is possible to access to a database of profiles of companies interested in hosting virtual internships.



### Student

From this section it is possible to access to a database of students that are interested to carry out a virtual internship.



### Login

Log In

[Forgot your password?](#)

[Not a Member Yet?](#)

[Guideline for Registration \[PDF\]](#)

## Register

Sign Up

[Already registered? Login](#)

2. Once you have filled in a valid email address + password, you will receive an email containing an authentication link.

## Register

Thank you!

An email has been sent with an authentication link to your email address.

- Once you click on the authentication link, you will be directed to a web page confirming the activation of your account.

## Your account is now active!

Now you can login using this link: [Login](#)



- When you log in for the first time, you have to complete the profile of your company by clicking on the provided link.

## Virtual Internships - Company

Virtual Internships - Company > Hello [giordano.antonio84@gmail.com](#)! [Logout]

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[Home](#)  
[Complete the profile of the company](#)

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[Guideline \[PDF\]](#)

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Welcome to the Virtual Internship Platform of the WBL 2.0 Project!

You firstly need to complete the [profile of your company](#). Once the profile will be submitted, you will have the possibility to publish your internship offers.

The profile and the offers will be visible after the approval of the platform responsible.

- Complete the form with all the required information and click on “Update”.

## Virtual Internships - Company

Virtual Internships - Company > Update the profile > Hello [antonio@pixel-online.net](#) [Logout]

[Home](#)  
Complete the profile of the company

[Guideline \[PDF\]](#)

|  |   |                      |   |
|--|---|----------------------|---|
| Name of the Company *                                  | <input type="text"/>  | Name of the Manger * | <input type="text"/>                                  |
| Address *  | <input type="text"/>  | City *               | <input type="text"/>                                  |
| Select your country * <input type="button" value="▼"/> |   |                      |   |
| Telephone *  | <input type="text"/>  | Fax                  | <input type="text"/>                                  |
| Web site   | <input type="text"/>  | Email *              | <input type="text" value="antonio@pixel-online.net"/> |
| Facebook Page  | <input type="text"/>  | LinkedIn page        | <input type="text"/>                                  |
| Picture of the Company                                 | <input type="button" value="Select file"/> Nessun file selezionato<br><small>jpg, png, gif - max 1 mb</small> |                      |   |
|  |                           |                      |   |
| Number of Employee                                     | <input type="text"/>  |                      |   |
| Company Profile *                                      | <input type="text" value="Please describe the company: history, mission, activities, etc."/>                  |                      |   |
| Economic Sector  | <input type="text" value="Maximum 50 characters"/>  |                      |   |

6. You will now have to wait for the approval of the profile from the partner responsible for each country:
- Nicholas: Greece
  - Neringa: Lithuania
  - Dragana: Italy
  - United Kingdom: Lol
  - Spain: Sonsoles

- In order to validate a request from a company, representative of project partners should login the WBL project website (not the platform), click on Companies and enter the related section.

Virtual Internships - Companies

Home > Virtual Internships - Companies

2 Record

| Name of the company  | Active | Country | Sector               | Internships |  |
|----------------------|--------|---------|----------------------|-------------|--|
| Giordano costruzioni | No     | Italy   | still to be inserted | 0           | <a href="#">Edit</a><br><a href="#">Login as ...</a><br><a href="#">Delete</a> |
| Start                | No     | Italy   | still to be inserted | 0           | <a href="#">Edit</a><br><a href="#">Login as ...</a><br><a href="#">Delete</a> |

This is the list of companies offering virtual internship experience

- Once you click on the company, you will be asked to activate it.

## Virtual Internships - Companies

Home > Virtual Internships - Companies > Modify

Partners' Institution  
Pixel

E-mail Address  
[Redacted]

Password\* (min 8 chars.)  
[Redacted]

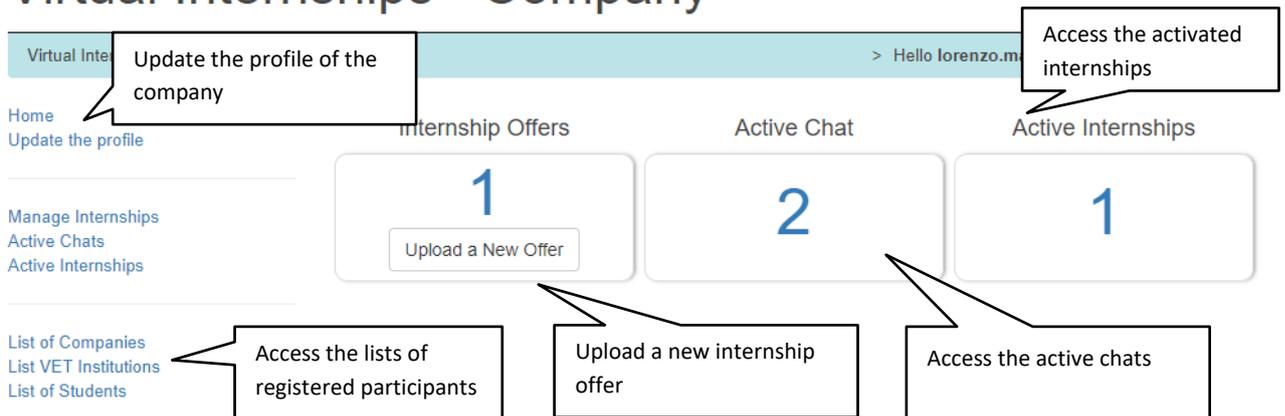
[Activate company](#)

[Save](#)

This is the list of companies offering virtual internship experience

9. Once the profile has been approved, the company' representative will have the opportunity to:
- update the company profile;
  - publish the internship offers;
  - wait for the students to make the contact with the company.

## Virtual Internships - Company



The screenshot shows the user interface for a company representative. The main navigation bar includes 'Virtual Internships - Company' and the user's name 'Hello lorenzo.m...'. Below this, there are three main sections: 'Internship Offers', 'Active Chat', and 'Active Internships'. Each section has a large number indicating the count: '1' for Internship Offers, '2' for Active Chat, and '1' for Active Internships. Callouts provide the following descriptions:

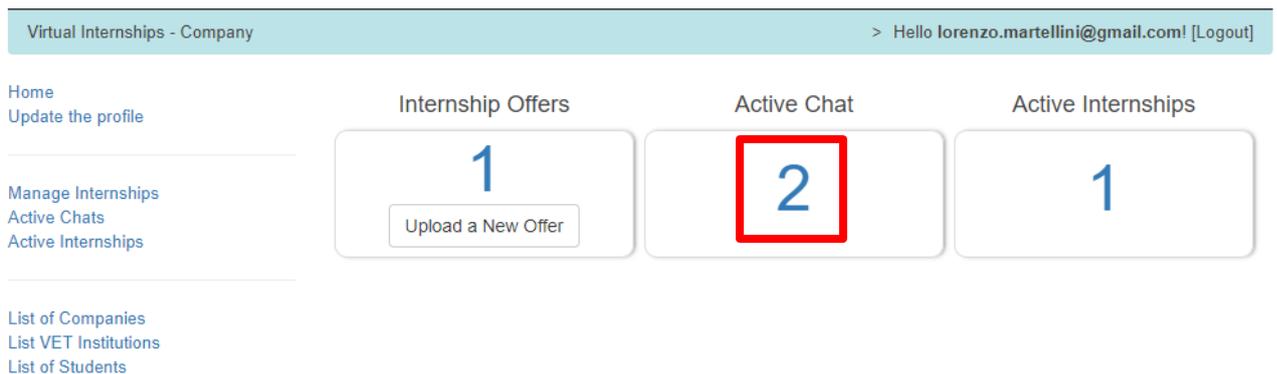
- Update the profile of the company:** Points to the 'Update the profile' link in the left sidebar.
- Access the activated internships:** Points to the 'Active Internships' section.
- Access the lists of registered participants:** Points to the 'List of Companies', 'List VET Institutions', and 'List of Students' links in the left sidebar.
- Upload a new internship offer:** Points to the 'Upload a New Offer' button in the 'Internship Offers' section.
- Access the active chats:** Points to the 'Active Chat' section.

## Contacts with Students

### 1. Chat

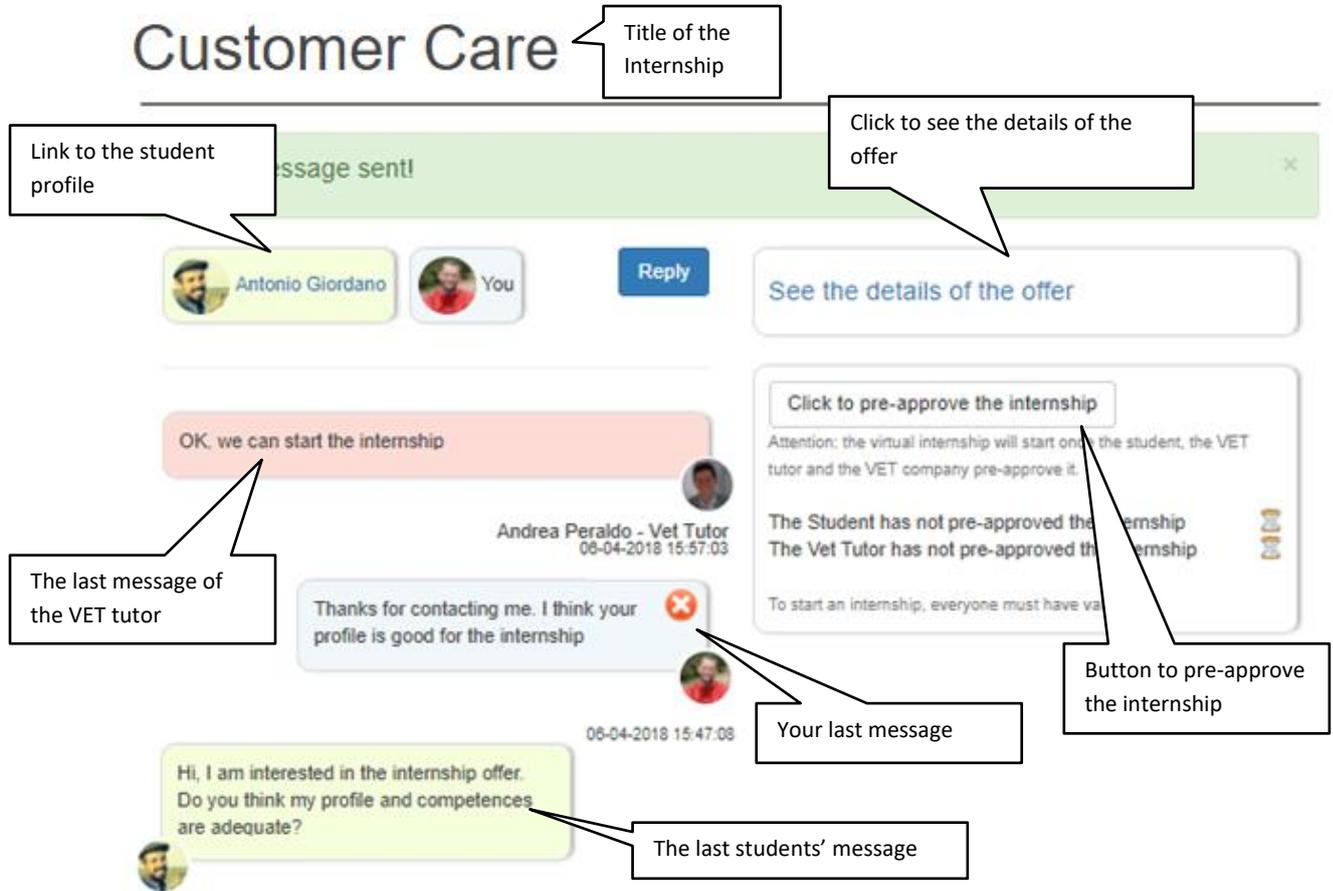
A student interested in one of your internship offers can send a message through the platform. The tutor of the internship will receive a notification via email and he/she will be able to access the chat from the home page as indicated in the image below.

## Virtual Internships - Company



This screenshot shows the same interface as above, but with the 'Active Chat' section highlighted with a red box. The 'Active Chat' section shows a count of '2', indicating that there are two active chats. The other sections remain the same: 'Internship Offers' with a count of '1' and 'Active Internships' with a count of '1'.

- By clicking on the link the tutor accesses the chat section and then, by choosing the internship, to the specific chat that has the following interface:



- With the support of the tutor of the VET institution, you should analyse with the student the following elements: the activity, the duration and the starting date of the virtual internship.
- Once the agreement is found, the internship should be formalised using the VET organization official documents
- Once the documents are ready the 2 tutors and the student should pre-approve the virtual internship by clicking on the button "Click to pre-approve the internship". When the internship is preapproved by the three of them the message "Everyone validated the internship!" appears and the internship starts.
- The tutor can access the internships' list from the "Active Internships" button on the left side menu

[Update the profile](#)  
[Active Chat](#)  
[Active Internships](#)

7. The tutor will find one line for each of the internships. The button “Activity Log” gives the tutor the access to the details of the internship

[Home](#)  
[Update the profile](#)

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[Manage Internships](#)  
[Active Chats](#)  
[Active Internships](#)

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[List of Companies](#)  
[List VET Institutions](#)  
[List of Students](#)

Internship active

**1 Record**

| Name          | Student          | Duration            |                              |
|---------------|------------------|---------------------|------------------------------|
| Customer Care | Antonio Giordano | still to be entered | <a href="#">Activity Log</a> |

8. By clicking on “Edit”, the tutor should indicate the length of the starting and ending date of the internship according to what was established with the VET tutor and the student before pre-approving the internship. The “View Chat” button allows the tutor to chat with the student and the VET tutor. The button “Insert new record” allows the tutor to add an activity for the student.

Internships: Customer Care  
 Student: Antonio Giordano  
 Period: 00-00-0000 / 00-00-0000 [Edit](#)

[View Chat](#) [Insert new record](#)

**0 Record**

| Activities | Date | Student Check | Final Comment Student | Company Check | Final Comment Company |
|------------|------|---------------|-----------------------|---------------|-----------------------|
|------------|------|---------------|-----------------------|---------------|-----------------------|

9. By clicking on “Insert new record”, the tutor gets to the following page where he/she can:
- Describe the activities to be carried out by the student
  - Indicate the starting and ending date of the activity
  - See when the student consider the activity completed
  - Read the final comment of the student (posted when the activity has been completed)
  - Post the your final comment to the activity
  - Confirm that the activity has been completed by the student

Internships: Customer Care

Student: Antonio Giordano

Period: 08-04-2018 / 12-04-2018

Activities

A line will be available for each activity assigned by the company tutor to the student

Insert here the description of the activity

From (DD-MM-YYYY)

To (DD-MM-YYYY)

Insert here the ending date

Insert here the starting date

Student Check

The student should check this box when the activity is completed

The student flag this when the activity is completed

Final Comment by the student

This is a free text field where the student can report his/her comment on the assigned activity

The student post here the final comment related to the activity

Company Check

The company tutor should check this box in order to confirm that the activity is completed

You flag this to confirm that the activity is completed

Final Comment by the company

This is a free text field where the student can report his/her comment on the assigned activity

You post here your final comment related to the activity

10. The register of the activities presents, for each activity, the following elements

| 1 Record | Activities  | Final Comment Student                          | Final Comment Company                                     |
|----------|---|--|---|
|          | From 08-04-2018<br>To 10-04-2018  | Description of the activity                    | Button to edit the activity and upload your final comment |
|          | The first activity is related to the analysis of the data of the market of the vehicle renting during the first 6 months of the year. I will send you the data on an xls files and you will have to analyse them in order to prepare a report on the quota for the different products | The student declares the activity completed.   | Not Completed   |
|          |   | The activity was interesting, but challenging! | <a href="#">Edit</a>                                      |
|          |   | Student's comment                              |   |

# Guideline for Students

## First Steps

### 1. First log in

If you are a student and you will to participate in the virtual internships, you need to be part of a VET Institution and your tutor should have assigned you with the role of student. Consequently you will receive an email message with your username and password. In fact, the insertion of a student on the virtual platform can be done uniquely by a VET institution. So, first of all the VET institution should login the virtual platform by choosing the correct field.

## Virtual Internships

[Home](#) > [Virtual Internships](#)

### Companies

From this section it is possible to access to a database of profiles of companies interested in hosting virtual internships.



### Student

From this section it is possible to access to a database of students that are interested to carry out a virtual internship.



## Login

[Forgot your password?](#)  
[Not a Member Yet?](#)

[Guideline for Registration \(PDF\)](#)

## Register

[Already registered? Login](#)



2. Once you have filled in a valid email address + password, you will receive an email containing an authentication link.

## Register

Thank you!  
An email has been sent with an authentication link to your email address.

3. Once you click on the authentication link, you will be directed to a web page confirming the activation of your account.

## Your account is now active!

Now you can login using this link: [Login](#)



4. When you log in for the first time, you have to complete the profile of your VET institution by clicking on the provided link.

## Virtual Internships - Vet Institution

Virtual Internships - Vet Institution > Hello [andrea@pixel-online.net!](#) [Logout]

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[Home](#)

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[Guideline \[PDF\]](#)

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[Complete the profile of the institution](#)

Welcome to the Virtual Internship Platform of the WBL 2.0 Project!

You firstly need to complete the [profile of your organisation](#). The profile will be then approved by the responsible of the Platform for your country.

Once the profile of the organisation is approved, you will have the possibility to upload the profiles of your tutors.

The profile of the organisation and of the Tutor will be visible after the approval of the responsible of the Platform for your country.

5. Complete the form with all the required information and click on "Update".

## Virtual Internships - Vet Institution

Virtual Internships - Vet Institution > Update the profile > Hello [andrea@pixel-online.net!](#) [Logout]

[Home](#)

[Guideline \[PDF\]](#)

[Complete the profile of the institution](#)

|  |                      |   |  |
|--|----------------------|---|--|
| Name of the institution *  | <input type="text"/> | Name of the Director *  | <input type="text"/>                                 |
| Address *  | <input type="text"/> | City *  | <input type="text"/>                                 |
| Select your country *  |                      |   |  |
| Telephone *  | <input type="text"/> | Fax   | <input type="text"/>                                 |
| Web site   | <input type="text"/> | Email *   | <input type="text" value="andrea@pixel-online.net"/> |
| Number of trainees   | <input type="text"/> |   |  |
| Picture of the institution<br><input type="button" value="Scogli file"/> Nessun file selezionato<br><small>Please enclose a jpg image of the school - jpg, png, gif - max 1 mb</small> |                      |  |  |

6. You will now have to wait for the approval of the profile from the partner responsible for each country:
- Nicholas: Greece
  - Neringa: Lithuania
  - Dragana: Italy
  - United Kingdom: Lol
  - Spain: Sonsoles

## Virtual Internships - Vet Institution

Virtual Internships - Vet Institution > Hello [andrea@pixel-online.net!](#) [Logout]

[Home](#)

[Guideline \[PDF\]](#)

[Update the profile](#)

Thanks for submitting the profile of your Vet Institution.

The profile will be visible after the approval of the platform responsible for your country.

In case your profile will not be activated in 2 working days, please contact the following email address: [antonio@pixel-online.net](mailto:antonio@pixel-online.net)



7. In order to validate a request from a company, representative of project partners should login the WBL project website (not the platform), click on VET institutions and enter the related section.

## Virtual Internships - VET Institutions

Home > Virtual Internships - VET Institutions

[Insert new VET Institution](#)



1 Record

| Name of the VET Institution    | Active | Country | Tutors | Students |  |
|--------------------------------|--------|---------|--------|----------|--|
| Scuola professionale "Gramsci" | No     | Italy   | 1      | 0        | <a href="#">Edit</a><br><a href="#">Login as ...</a><br><a href="#">Delete</a> |

This is the list of VET Institutions involved in the virtual platform

8. Once you click on the VET institution, you will be asked to activate it.

## Virtual Internships - VET Institution

Home > Virtual Internships - VET Institution > Modify



This is the list of VET Institutions involved in the virtual platform

Partners' Institution

E-mail Address

Password\* (min 8 chars.)

Activate VET Institution

[Save](#)

9. Once the VET institution profile has been approved, its representative will have the opportunity to:
  - update the VET institution profile;
  - manage VET tutors;
  - act as tutor.

## Virtual Internships - Vet Institution

Virtual Internships - Vet Institution > Hello [andrea@pixel-online.net](mailto:andrea@pixel-online.net)! [Logout]

---

[Home](#) You are now logged in as the person representing the VET Institution and from this page you can:

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[Guideline \[PDF\]](#) - Modify the profile of the Institution  
- Create the profile of the tutors of your institution

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[Update the profile](#)  
[Manage Tutors](#) If you want to act as a Tutor, please click on Act as a tutor.

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[List of VET Institutions](#)  
[List of Students](#)  
[List of Companies](#)

---

[Act as a Tutor](#)

10. If the choice is “act as tutor”, he/she will have to complete the profile.

## Virtual Internships - Tutor

Virtual Internships - Vet Tutor > Hello [andrea@pixel-online.net](mailto:andrea@pixel-online.net)! [Logout]

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[Home](#)  
[Update the profile](#)

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[Guideline \[PDF\]](#)

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[Manage Students](#)  
[Students' Chat](#)  
[Active Internships](#)

---

[List of VET Institutions](#)  
[List of Students](#)  
[List of Companies](#)

---

[Act as a VET Institution](#)

Welcome to the Virtual Internship Platform of the WBL 2.0 Project!

You firstly need to complete the [profile](#).

Once the profile of the organisation is completed, you will have the possibility to upload the profiles of your student.



11. Once the tutor profile is complete, the tutor will have the possibility to manage students.

## Virtual Internships - Tutor

Virtual Internships - Vet Tutor > Hello andrea@pixel-online.net! [Logout]

---

Home  
Update the profile

---

Guideline [PDF]

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Manage Students  
Students' Chat  
Active Internships

---

List of VET Institutions  
List of Students  
List of Companies

---

[Act as a VET Institution](#)

**Thank you!**  
Successfully updated account

You are now logged in as a tutor of your VET Institution and from this page you can:

- Modify your profile
- Create the accounts for your students
- Monitor the chat of your students

Students inserted

0

Add a New Student

Active Chats

0

Active Internships

0

12. By clicking on “Manage students”, tutors will have the opportunity to insert a new one.

## Virtual Internships - Vet Tutor

Virtual Internships - Vet Tutor > Students > Hello andrea@pixel-online.net! [Logout]

---

Home  
Update the profile

---

Guideline [PDF]

---

Manage Students  
Students' Chat  
Active Internships

---

List of VET Institutions  
List of Students  
List of Companies

---

[Act as a VET Institution](#)

Students

Insert new Student

0 Record

| Name | Email | City |
|------|-------|------|
|------|-------|------|

After completing this page, the student will receive an email containing a password to enter the platform as student.

## Add Students

1. Once logged in, your home page allows you to

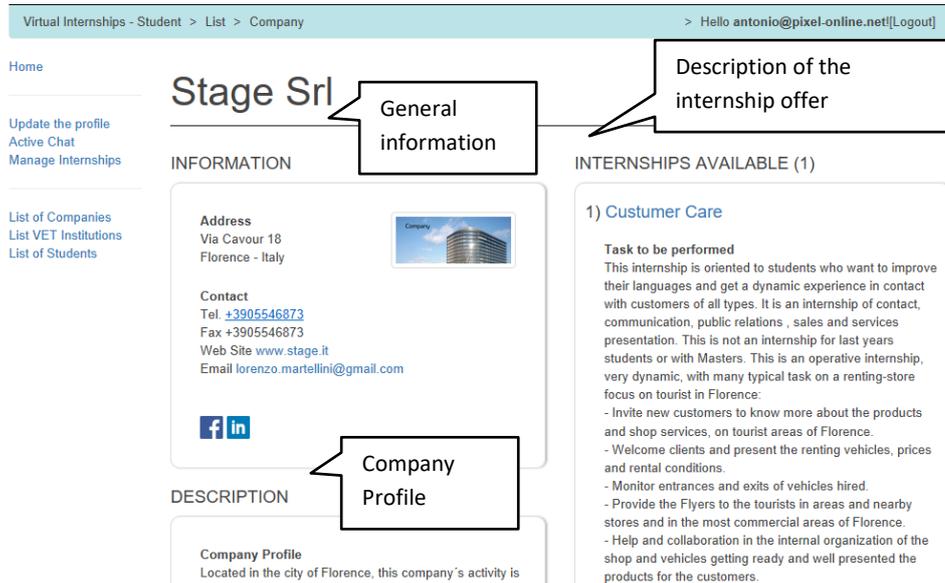
## Virtual Internships - Student



The screenshot shows the home page of the Virtual Internships - Student portal. The page has a header with the title and a user profile link. Below the header, there are three main sections: 'Available Companies', 'Active Chats', and 'Active Internships'. Each section has a large number '1' indicating the count. Callouts provide instructions: 'Update your profile' points to the 'Update the profile' link; 'Access your active chats' points to the 'Active Chats' section; 'Access the internships you activated' points to the 'Active Internships' section; 'Look for available Internships published by the participating companies' points to the 'Available Companies' section; and 'Access the list of registered participants' points to the 'List of Companies' link.

2. You can now start looking for internships by clicking on the number of "Available Companies"
3. For each company you have the following information

## Virtual Internships - Student



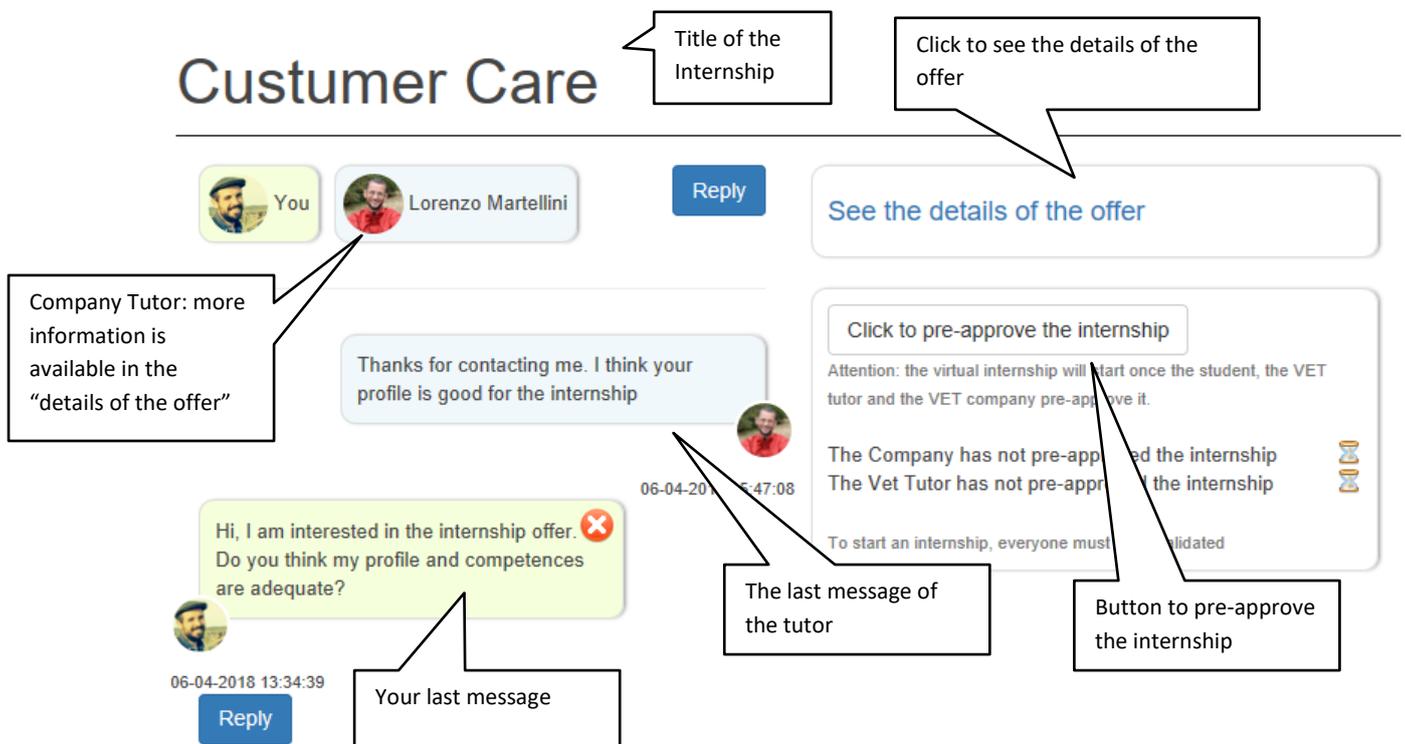
The screenshot shows the company page for 'Stage Srl'. The page has a header with the title and a user profile link. Below the header, there are two main sections: 'INFORMATION' and 'INTERNSHIPS AVAILABLE (1)'. The 'INFORMATION' section contains contact details, a company profile, and social media links. The 'INTERNSHIPS AVAILABLE (1)' section contains a list of internships, with the first one being '1) Customer Care'. Callouts provide instructions: 'General information' points to the 'INFORMATION' section; 'Description of the internship offer' points to the 'INTERNSHIPS AVAILABLE (1)' section; and 'Company Profile' points to the 'Company Profile' link.

4. If you are interested in the internship, you can contact the company tutor using the chat available at the bottom of the description of the internship. Once you click on the "Send" button, both the company and the tutor of your institution will be informed by email.

Are you interested in this internship?  
 Contact the tutor of the company using the box available below.

Send

- By clicking on the link you get access to the chat section and then, by choosing the internship, to the specific chat



**Customer Care**

Title of the Internship

Click to see the details of the offer

You Lorenzo Martellini Reply

See the details of the offer

Company Tutor: more information is available in the "details of the offer"

Thanks for contacting me. I think your profile is good for the internship

06-04-2018 15:47:08

Click to pre-approve the internship

Attention: the virtual internship will start once the student, the VET tutor and the VET company pre-approve it.

The Company has not pre-approved the internship  
 The Vet Tutor has not pre-approved the internship

To start an internship, everyone must be validated

The last message of the tutor

Button to pre-approve the internship

Hi, I am interested in the internship offer. Do you think my profile and competences are adequate?

06-04-2018 13:34:39

Your last message

- With the support of the tutor of your institution, you should analyse with the company tutor the activity, the duration and the starting date of the virtual internship
- Once the agreement is found, the internship should be formalised using the VET organization official documents
- Once the documents are ready the 2 tutors and the student should pre-approve the internship by clicking on the button "Click to pre-approve the internship". When the internship is preapproved by the three of them the message "Everyone validated the internship!" appears and the internship starts.
- You can access the internship list from the "Active Internships" button on the left side menu or from your home page

10. You will find one line for each of the internships. The button “Activity Log” give you the access to the details of the internship

Internship active

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1 Record

| Name          | Company   | Duration                      |                              |
|---------------|-----------|-------------------------------|------------------------------|
| Customer Care | Stage Srl | From 08-04-2018 To 12-04-2018 | <a href="#">Activity Log</a> |

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11. The company tutor add a line for each activity and you can discuss its implementation using the chat

1 Record

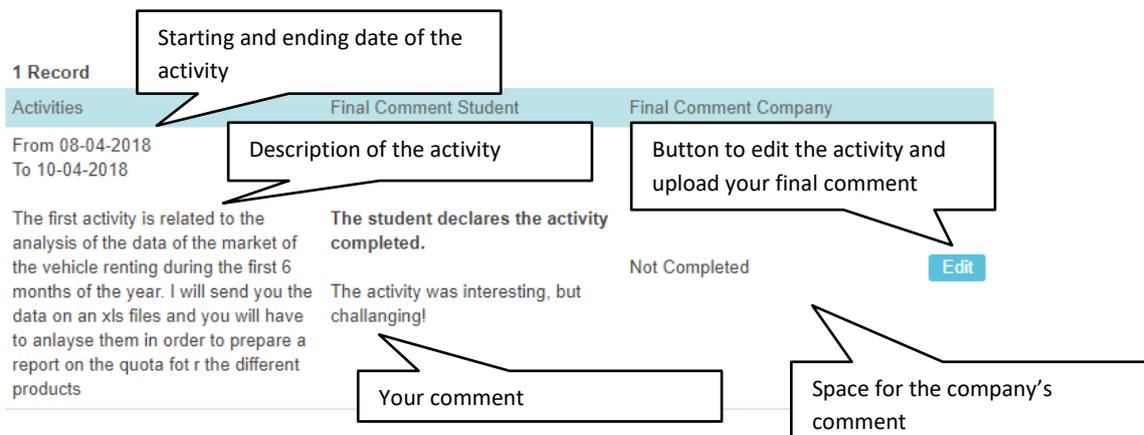
| Activities  | Final Comment Student | Final Comment Company |                      |
|---|-----------------------|-----------------------|----------------------|
| <p>From 08-04-2018<br/>To 10-04-2018</p> <p>The first activity is related to the analysis of the data of the market of the vehicle renting during the first 6 months of the year. I will send you the data on an xls files and you will have to analyse them in order to prepare a report on the quota for the different products</p> | Not Completed         | Not Completed         | <a href="#">Edit</a> |

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12. Once you complete the activity, you should:

- click on the Edit button
- flag that the activity is completed
- post your final comment and pass to the following activity until the end of the period of the internship

13. The register of the activities presents, for each activity, the following elements



The diagram shows the activity register interface with callouts pointing to various elements:

- Starting and ending date of the activity:** Points to the date range "From 08-04-2018 To 10-04-2018".
- Description of the activity:** Points to the text describing the first activity.
- Button to edit the activity and upload your final comment:** Points to the "Edit" button.
- Your comment:** Points to the student's comment: "The student declares the activity completed. The activity was interesting, but challenging!".
- Space for the company's comment:** Points to the area for the company's comment, which currently shows "Not Completed".