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Introduction

What is IDEA ToolBox?

IDEA ToolBox is a tool forum based on video cases. It is meant for teachers interested in entrepreneurship.

ToolBox consists of a number of digitalised entrepreneurship cases, covering different subject areas. It seeks to make use of the digital platform's opportunities to bring the entrepreneur into the classroom.

The cases are built in modules, each module consisting of a dilemma or theoretical point which can be treated when teaching.

What is this manual for?

This manual is a help for teachers who want to work with the possibilities in ToolBox. It introduces the contents of the platform and includes a visual guide on how to use the tools.

IDEA wants you to have a great time with ToolBox. If you have any questions or suggestions for the site, please contact:



Phone: +45 6550 1390

E-mail: kontakt@idea.sdu.dk

www.idea-ToolBox.dk

www.idea-denmark.dk



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Login

In order to access ToolBox you need a username and a password. In that way, we always know who has access to the case clips, and you can prevent your students from downloading material that you do not want them to see before class.

Click on “New user” if you need a username or a password.

A screenshot of the IDEA ToolBox login interface. At the top is the IDEA ToolBox logo. Below it is a brown header bar with the text 'Login til IDEA Toolbox'. The main login area is a white box with a brown border. It contains two input fields: 'Brugernavn' (Username) and 'Kodeord' (Password), both with red borders. Below these fields is a button labeled 'Log på systemet' (Log on to the system).

Part 1. Front page



The front page

On the front page you will see the four main entries for the platform's case library (see picture 1a). You can choose from four subject areas: the Humanities, social science, natural science and creative courses¹. The fact that a case is placed in a certain subject area means that it has been developed for teaching in this particular subject area. Read more about this in the second part of the user's manual.

¹ At present, "creative courses" is not accessible as the first cases in the category are still being developed.



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Besides searching for cases, you have the following options on the front page:

- Check out a random video clip (see picture 1b).
- User profile. See your profile and the history of the cases you have been working with (see picture 1c).
- Teacher's Corner: Exchange experiences and ideas with other teachers (see picture 1d).
- Search the site (see picture 1e).

Video clips

In "Video clips" you can see an example of the many video clips to be found on the portal. You get access to the video clip by starting the player (picture). You can go to the relevant case and read more about the course by clicking on "Go to course page".

User profile

In the user profile you have direct access to see and edit your user information or log out. Read more about this in the third part of the user's manual.

Teacher's Corner

In "Teacher's Corner" you can see the latest contributions in this forum of exchange of knowledge and experience. When a user has made a contribution in Teacher's Corner, it is shown in this space. Read more about this in the fourth part of the user's manual.

Search

Here you can search for specific video clips, users on the profile page, Teacher's Corner contributions or subject areas.

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Part 2. Course page

On the course page you can find video clips about all TollBox cases within the four subject areas: the Humanities, social science, natural science and creative courses.

2.1 Case search

Description: Case search is an overview of all cases in the chosen search entry.



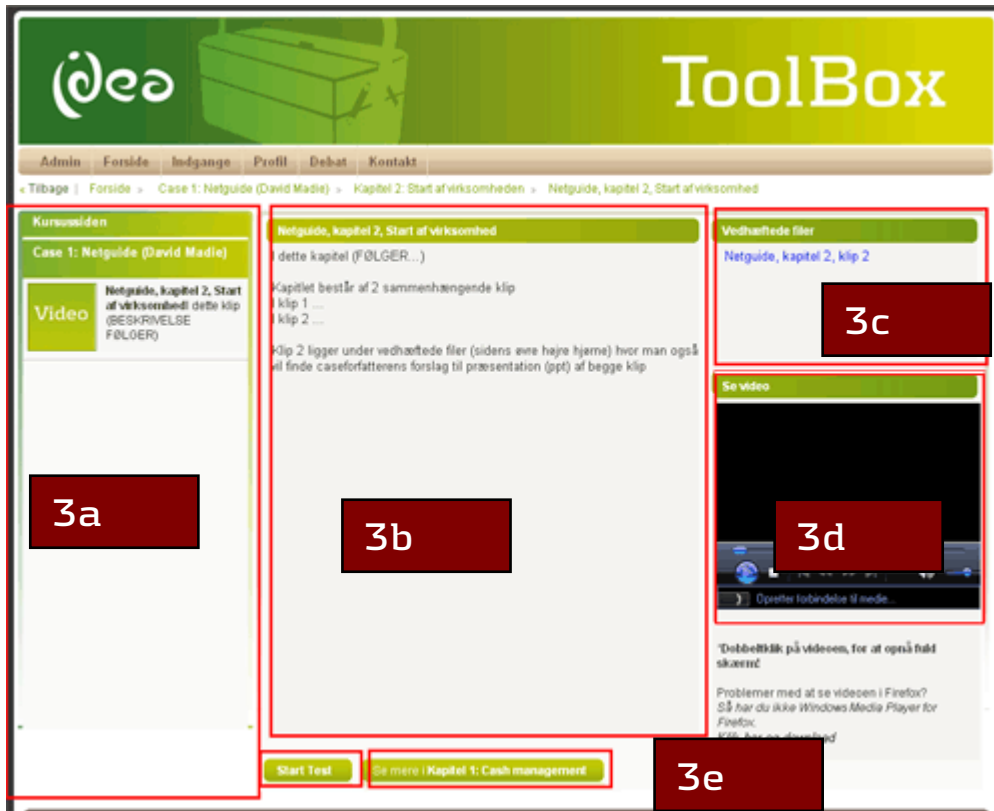
In the case search menu you can easily navigate between cases and their subject areas (see picture 2a) on the green bar, after which an overview of all subject areas in the chosen search category will show (see picture 2b).

Overview of a particular case

In the main window you have an overview of the chapters of the case with a short description of the contents of all the clips. You can go to the course by clicking the “Choose” button (see picture 2c).

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2.2 Video clips



The case menu (picture 3a)

In the left window you can change between different sub clips within the chosen chapter.

Case description (picture 3b)

The case description in the middle of the page contains an introduction to the video clip.

Attached files (picture 3c)

In the right window at the top you will find attached files if such exist for the chapter.

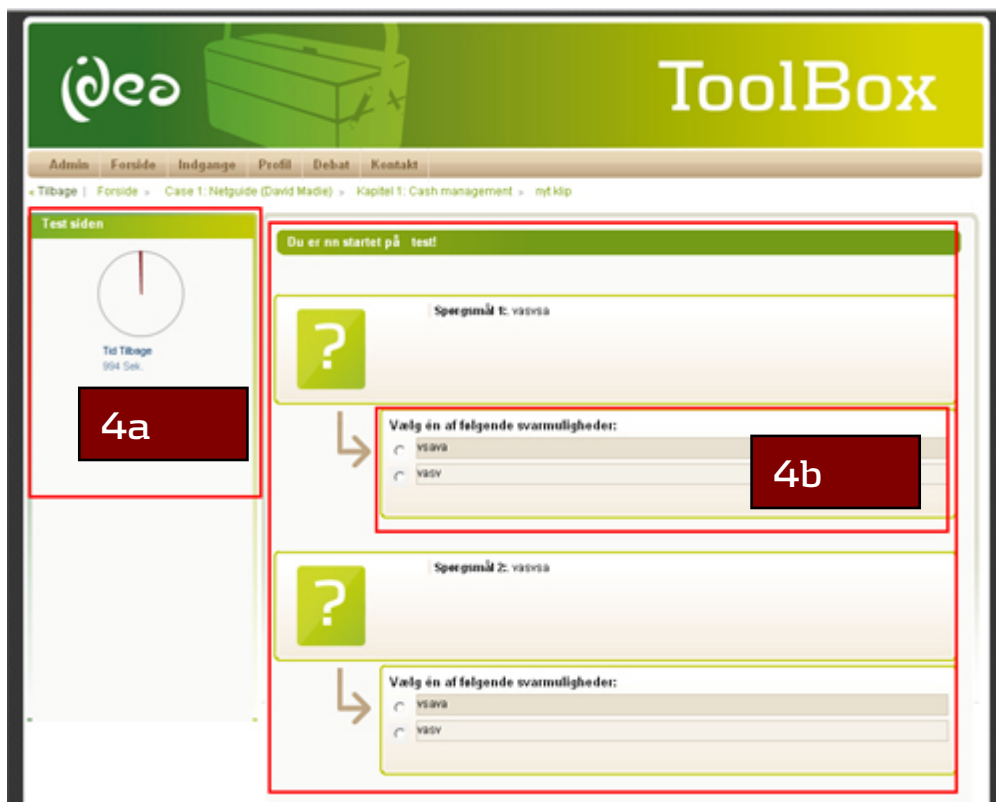
The video clip (picture 3d)

In the lower window to the right you will find the video clip which will be activated by clicking the “play” button. By right clicking on the video icon it is possible to download the video to your own computer.

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2.3 The test page

On all video clip pages you have access to make and send out a short test for the students. The test is based on a number of “multiple-choice” questions and has a built-in time code (see picture 3e in the figure above).



Clock (see picture 4a)

The clock is seen to the left on the test page and it shows how long time is left of the test. When the clock reaches 0 seconds, the test will automatically be finished.

Multiple-choice

A Multiple-choice is a questionnaire with an already existing column in which you can choose only one answer per question.

The Multiple-choice questionnaire shows all the questions and possible answers for the test. It is possible for you to show a percentage of passing in order for the student to see if he did the test in a satisfactory manner.



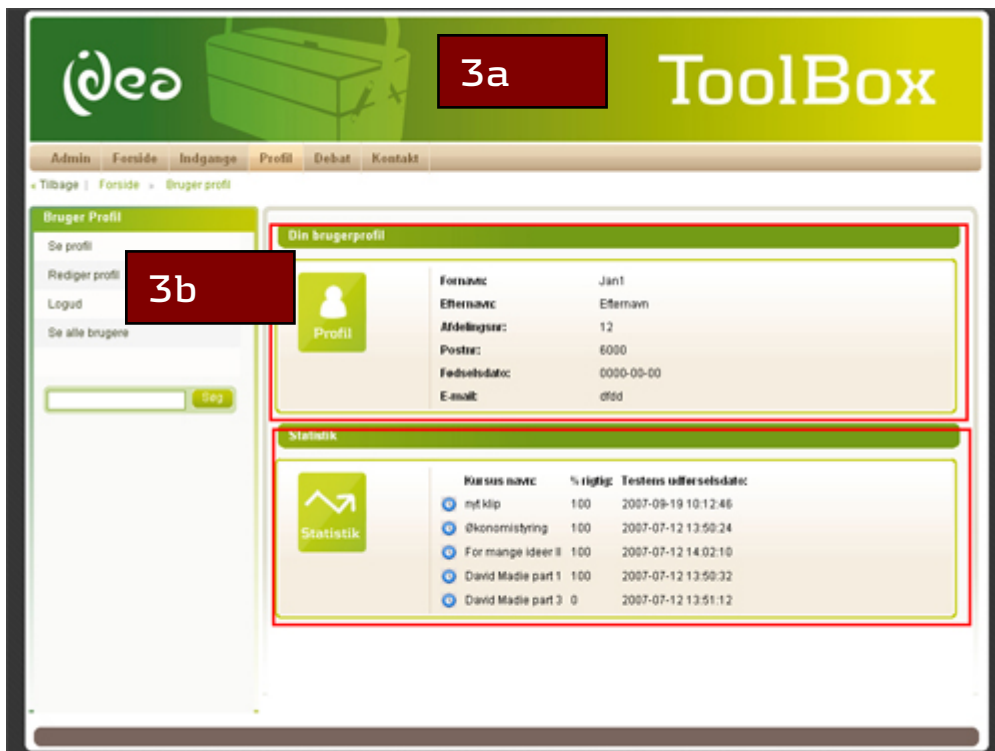
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The questions have a green question mark. Choose one of the possible answers in the space "Choose one of the following answers" (see picture 4b). When the student has answered all questions, he clicks on the button that says "Finish the test", after which you will access to the result.

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Part 3. User profile

The user profile shows your user information and an overview of the video clips you have already consulted (see picture 3a).



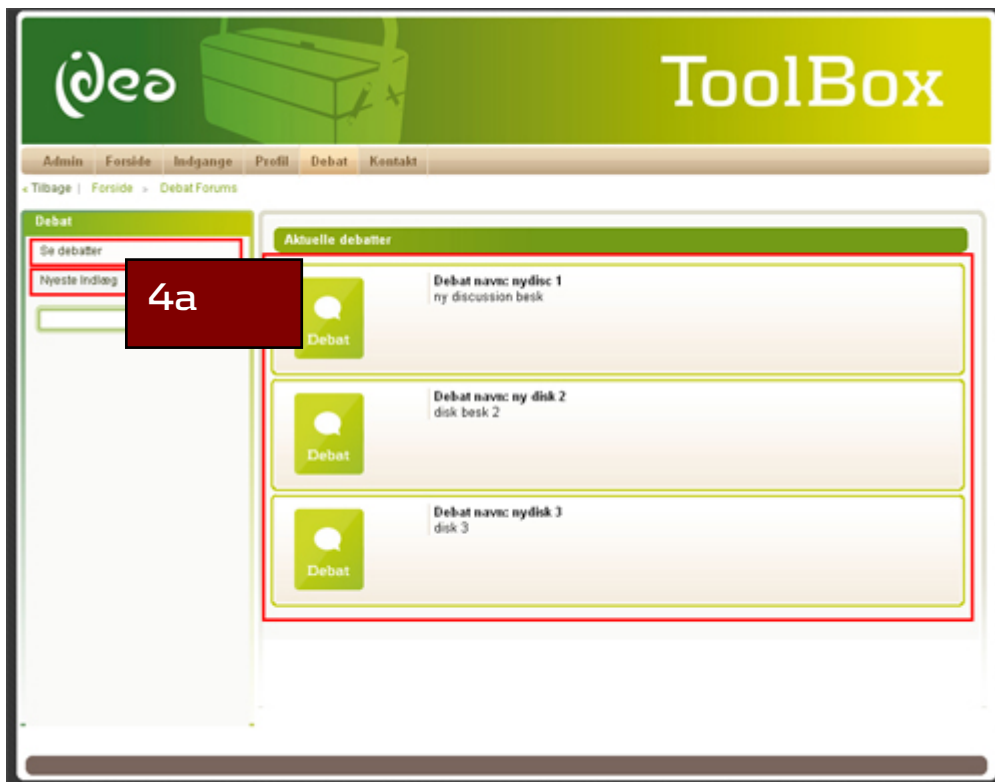
Here you can also edit your user information and password by clicking on “Edit profile” (see picture 3a).

You can also see other users at the portal by clicking “See all users”.

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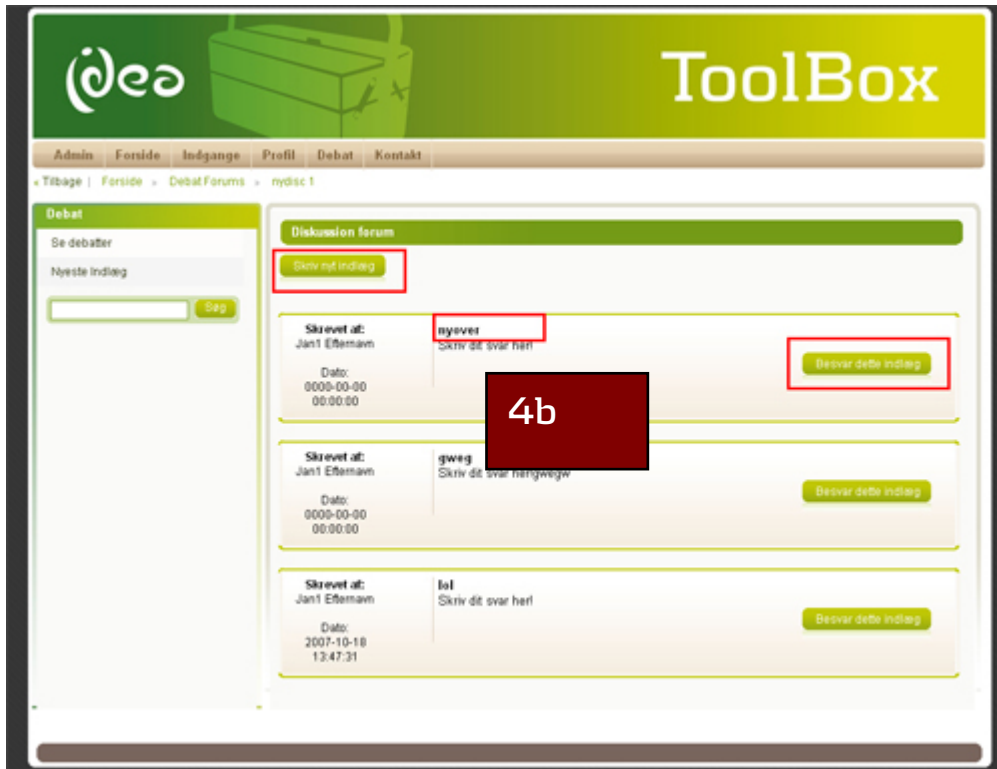
Part 4. Teacher's Corner

Teacher's Corner is a forum in which teachers can exchange information, experiences and new ideas. In order to see all Teacher's Corner contributions, click on "See debates" on the left menu bar. If you only want to see the latest contributions, click on "Latest contributions" (see picture 4a).



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See debates



Choose a discussion (see picture 4b)

In the middle of the page you will see a list of recent discussions. By clicking into the discussion, a list of recent contributions will show and you can choose to write a new contribution or respond to an existing contribution.

You can also choose to read and respond to a contribution by clicking on the headline of the contribution.