

User Guide – Tensile STEAM Digital LAB

This guide outlines the current functionalities of the Tensile Platform and provides basic instructions. It reflects all recent developments and upgrades made to the site.

1. Accessing the Platform

The platform can be accessed at:

<https://platform.ka2tensile.eu>

Login / Signup

Users can log in or register from the left-hand sidebar.

New users should select **Sign Up** to begin the registration process.

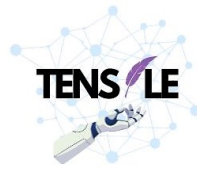
2. Registration and Onboarding

Step 1 – Create an Account

- Click **Sign Up** in the sidebar.
- Provide a valid **email address** and **password**.
- Confirm your registration through the verification email sent to your inbox.

Step 2 – Email Verification

After clicking the verification link in the email, the system will confirm your identity and redirect you to the password setup page.



Step 3 – Set Password

Enter and save your new password.

Once saved, you will automatically be redirected to the onboarding page titled
“Complete Your Account Setup.”

Step 4 – Select Your Role

At this stage, you will be asked how you intend to use the platform. You can choose
between two roles:

- **Teacher**
- **Institution Manager**

If You Register as a Teacher

- You will be prompted to **select your Institution** by typing its name.
- If your Institution already exists in the database, select it from the dropdown list.
- If your Institution is **not yet registered**, an Institution Manager must first create the Institution profile.

If You Register as an Institution Manager

- You will have the ability to **create a new Institution profile**.
This can be done via:
 - The notification link after registration: *Next step: please Create your Institution group, or*
 - The **My Institution** link under **My Inventory**.
- As an Institution Manager, you can:
 - Add members directly to your Institution (if your teachers registered for instance without selecting the institution).
 - Manage your Institution’s profile details.

- Review and approve content submitted by Teachers within your Institution under the **Content Revision** section of **My Inventory**.

3. My Inventory – User Dashboard

Once logged in, users see the **My Inventory** panel, which includes:

- **My Account** – Update personal user info.
- **My Institution** - The institutional profile + members
- **Add Content** – Submit new items under:
 - AI Tools
 - Lesson Plans
 - Poetry
 - Use Cases
- **My Contents** – View and manage content created by the user.
- **My Revisions** – View and track submitted content under admin/editor review.
- **My Bookmarks** – Access saved content.
- **Log Out** – Sign out of the profile.

InstitutionManager-Only Features

- **My Institution** – Extended access to settings
- **Content Revision** – Access the moderation panel to approve or return drafts.

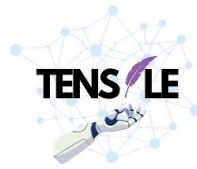
4. Catalogue View

All public content types can be browsed in the **Catalogue**, which features multi-faceted filters. This allows users to efficiently explore entries by type, category, or tag.

5. Poetry and Use Cases Database

A dedicated poetry view is available at: <https://platform.ka2tensile.eu/poetry-database>

Features:



- Displays all uploaded poetry content in table format
- Includes attached downloadable files (if any)
- Filterable with the same faceted criteria as the general catalogue

A dedicated use case view is available at:

<https://platform.ka2tensile.eu/use-case-page>

Features:

- Displays all uploaded **Use Case** content in a structured table format
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6. Content Moderation – Revision Workflow

Whenever a registered user submits content, it enters a **Draft** state.

For Institution Managers

- Access the moderation dashboard under **Content Revision**
- You can approve, edit, or send drafts back for revision

For Registered Users

- Track your submission statuses under **My Revisions** link
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7. Search Indexing

The platform uses automatic indexing via cron runs. This ensures that all new content becomes searchable without any manual reindexing.

8. Community Forum

A live forum is available under the **Community** tab. It offers a space for:

- User discussions
 - Feedback exchange
 - Thematic conversations tied to ongoing projects
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