

WEB APPLICATION USER'S MANUAL

English version



BEE ●

BOOSTING EUROPEAN
ENTREPRENEURSHIP

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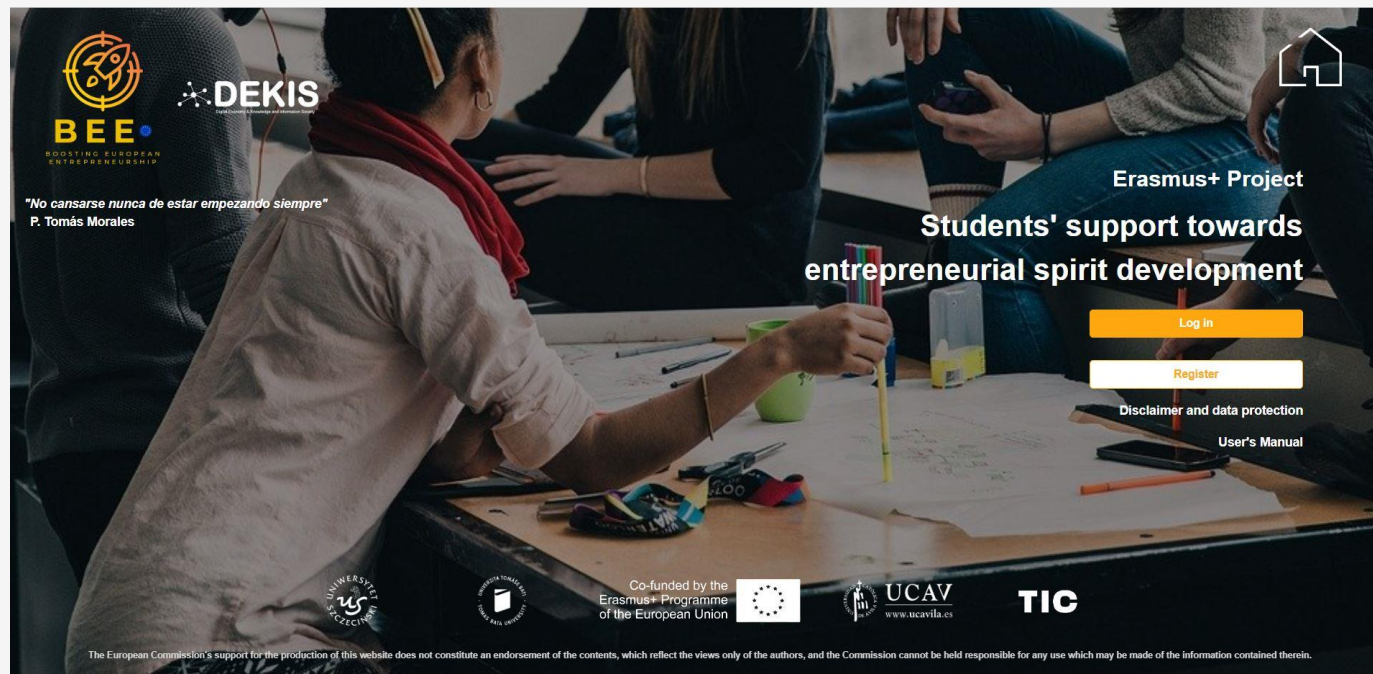
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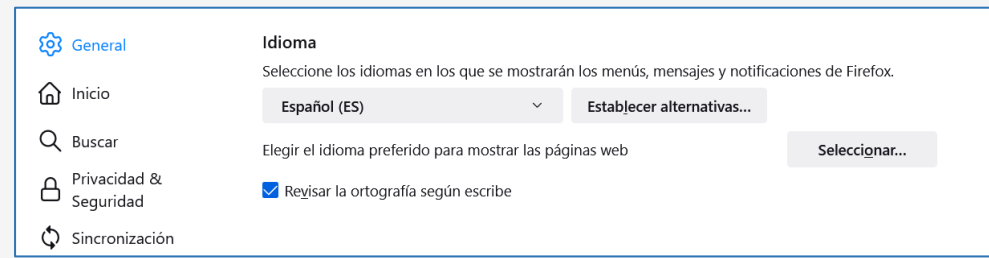
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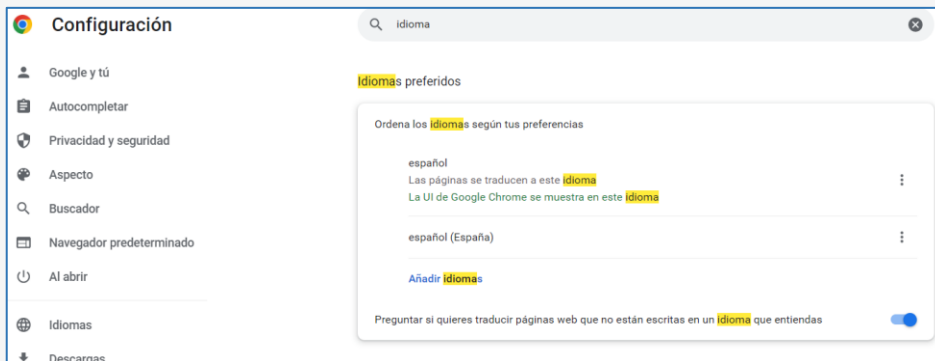
1. Choose language

The application is ready to be used in different languages (English, Spanish, Czech and Polish). For this purpose, the application detects the language in which the browser is configured. If the browser is not in any of these languages, the application will be displayed in English.

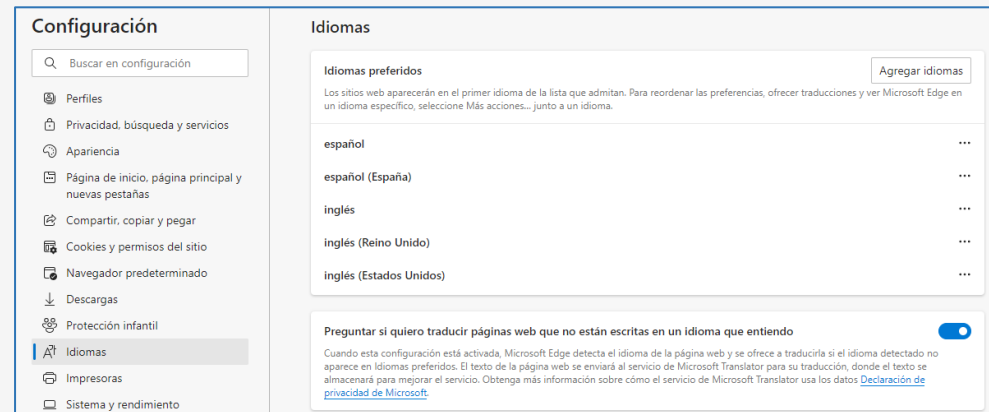
 Normally a user has **the browser** configured in his language. If this is not the case, or if you want to change it, you must access the language configuration menu of your browser.



Mozilla Firefox



Google Chrome



Microsoft Edge



2.1. New teacher registration

The user type is selected.

It is important to enter a valid email address. In it, you will receive the code that will allow you to validate your registration.

It is important to remember the "User" name. It is the one used to access the application together with the password. It is a unique identifier, so if it exists in the system, you will be required to modify it.



Note: the "Save" button is only shown to the teacher once he/she has accepted the terms and conditions of the website.

New teacher

User type: Teacher Student

Name*

Last Name*

E-mail*

Centre* **New Centre**

User*

Password*

Confirm password*

Validation Code* **Receive the Validation Code**

I've read and accept [the terms and conditions](#)

If the desired center is not in the list, it can be created by clicking on "**New center**".

New Centre

Type (University, College, School...):

Name*:

Acronym*:

City*:

Region*:

Country*:

Save * Required fields

Once you have filled in the data, click on "**Obtain validation code**". An alphanumeric code will be sent to the indicated email, which must be entered in the corresponding box within 3 minutes for it to be valid. In this same email the user will be sent the data protection contract corresponding to the use of the application.



2.2. My classes I

When a teacher logs in he/she will access to my classes screen.

Initially, the teacher is assigned only to the center indicated in the registration.

However, you can register new centers by clicking on "**New center**".



You can create new classes by clicking on "**New class**".

Initially, the teacher will not have any classes created.



2.3. New class

To create a new class, click on "**New class**" in the "**My classes**" section.



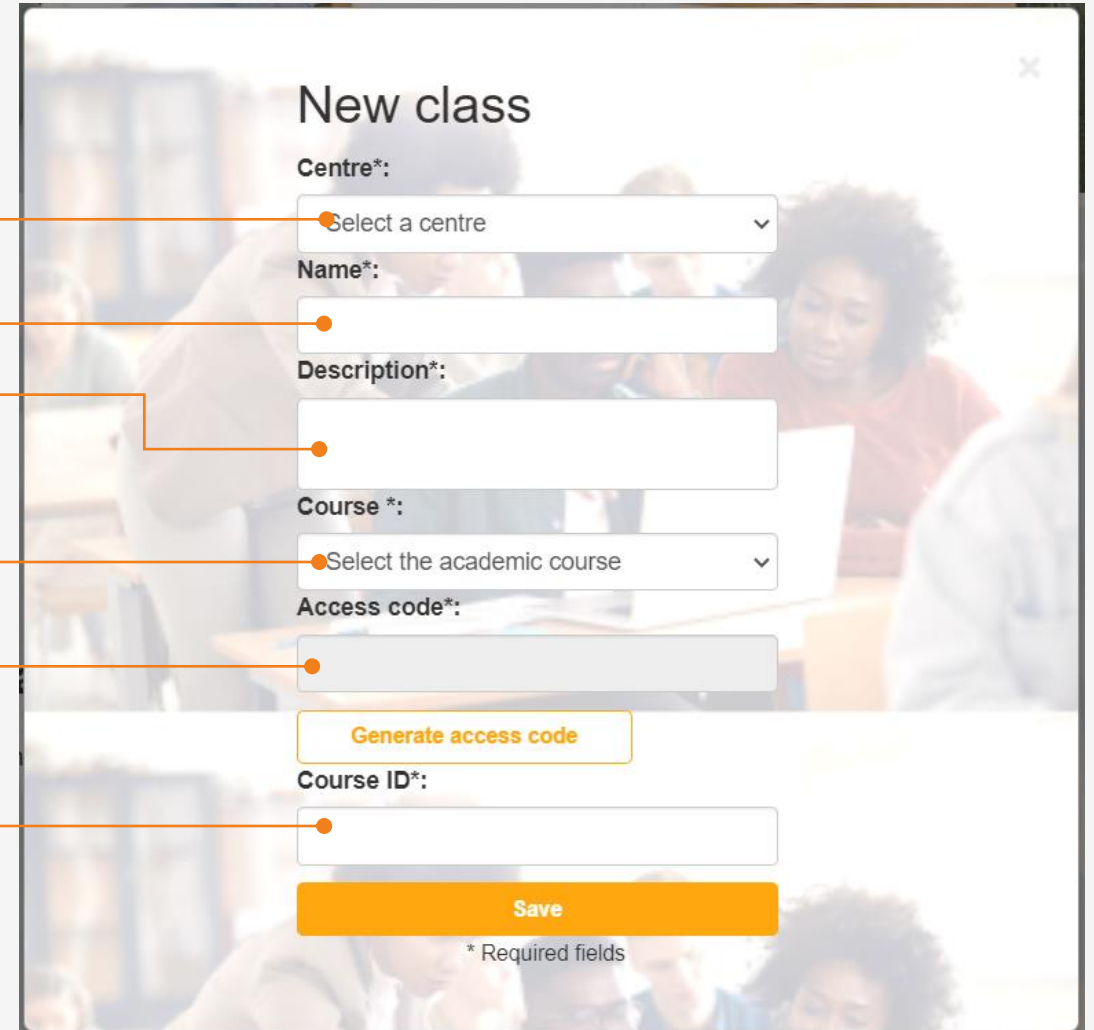
You must select the center to which you want to associate the class. **Important!** This dropdown only shows the centers with which the teacher is associated. If the teacher wants to create a class for a different center, he/she must first associate to it as shown in section 2.4.

The data for the class name, a brief description of the class and the academic year are entered. **Important!** The system will not allow you to create classes associated with the same center in which the pair of values "**class name**" and "**academic year**" coincide.

The "**Access code**" is the code that teachers must provide to their students to have access to their classes. Each class must have a different code. This code is generated by clicking on "**Generate access code**". The code can be consulted by the teacher whenever he/she wants in the "**My classes**" section.



Note: This code must be entered manually by the teacher and serves to have a reference to the class. Example: UCAV0001_2223.

A screenshot of a web form titled "New class" with a close button in the top right. The form contains several fields: "Centre*" is a dropdown menu with "Select a centre" and a downward arrow; "Name*" is a text input field; "Description*" is a text input field; "Course*" is a dropdown menu with "Select the academic course" and a downward arrow; "Access code*" is a text input field with a "Generate access code" button below it; "Course ID*" is a text input field. At the bottom, there is a large orange "Save" button and a note "* Required fields". Orange lines connect the text in the surrounding paragraphs to the corresponding fields in the form.

2.4. New center

If a professor teaches at different centers, he/she may have different associated centers.

By clicking on **"New center"** in the **"My classes"** section, you can associate your user to a new center.

A screenshot of the "New Centre" form. The "Centre*" dropdown menu is closed, showing "Select a centre". There is a "New Centre" button and a "Save" button. A note says "* Required fields".A screenshot of the "New Centre" form. The "Centre*" dropdown menu is open, showing a list of centers: "Select a centre", "Universidad Católica de Ávila", "Univerzita Tomáše Bati", "Uniwersytet Szczeciński", "Technology Innovation Centre Ltd", and "Universidad de las Américas". There is a "New Centre" button and a "Save" button. A note says "* Required fields".

If the plant to which you want to associate is not yet in the system, you can create a new plant.

A screenshot of the "New Centre" form. The "Type (University, College, School...)*:" field is selected. Below it are input fields for "Name*", "Acronym*", "City:", "Region*", and "Country*". There is a "Save" button and a note saying "* Required fields".

2.5. My classes II

When the teacher has created classes, they are displayed in a list, organized by centers.

Clicking on this icon displays the access code or password. This code is the one that must be provided to the student in order to have access to the class in question. It is important to note that no student will be able to register in the application if he/she does not have at least one of these codes.

The screenshot shows the 'My Classes' section of an application. At the top, there is a title 'My Classes' and two icons: 'New Centre' (a building icon) and 'New class' (a person at a whiteboard icon). Below this is a list of classes. The first class is 'UCAV - Universidad Católica de Ávila - Ávila (España)'. Underneath the center name, there is a class entry: 'Trial Class 1 - 2023-2024' with a description 'This is a Trial Class'. To the right of the class name is a lock icon. At the bottom right of the class entry are two icons: 'Edit' (a notepad icon) and 'Access' (a smartphone icon). A dialog box is overlaid on the top right, showing 'Access code: SMJXHNIR' and an 'OK' button.

Class name

Description

Academic Year

The "**Edit**" button allows you to modify general parameters of the class.

Access to the class. This button will display the initial screen of the class.



2.6. Phase 1: All your students I

In this first screen the students are in phase 1. There are all the students registered in this class. This first phase consists of two tests. An **"Initial test"** at the beginning of the teaching period and a **"Final test"** at the end of the teaching period.

The initial test is active from the moment the class is created, but the student will only see the final test after the indicated date. This date is editable by the teacher and only by changing it in the calendar it is saved.

The screenshot displays a table of student progress for 'Trial Class 1'. The table has columns for 'Student', 'Initial test', 'Final test', 'Progress', and 'Stage 2'. The 'Activation Date Final Test' is set to 01/01/2024. The progress bars are color-coded: red for 25% completed, orange for 50% completed, yellow for 75% completed, and green for 100% completed. The 'Final test' column shows 'Not visualized' or 'Visualized' status, and the 'Stage 2' column shows a checkbox and a trash icon.

Student	Initial test	Final test	Progress	Stage 2
Alumno1 Alumno1	Not visualized	Undone	25% completed	<input type="checkbox"/>
Alumno2 Alumno2	Visualized	Undone	50% completed	<input type="checkbox"/>
Alumno4 Alumno4	Visualized	Not visualized	75% completed	<input checked="" type="checkbox"/>
Alumno5 Alumno5	Visualized	Visualized	100% completed	<input checked="" type="checkbox"/>




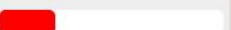



















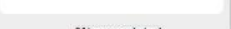

2.7. Phase 1: All your students II

In the details of each student, you can see the status of each of the tests. The following cases exist:

Visualized:
made by the student and viewed
by the teacher.

Not visualized:
made by the student but not
seen by the teacher.

Undone:
not done by the student.

Student	Initial test	Final test	Progress	Stage 2
 Alumno1 Alumno1	 Not visualized	 Undone	 25% completed	<input type="checkbox"/> 
 Alumno2 Alumno2	 Visualized	 Undone	 50% completed	<input type="checkbox"/> 
 Alumno4 Alumno4	 Visualized	 Not visualized	 75% completed	<input checked="" type="checkbox"/> 
 Alumno5 Alumno5	 Visualized	 Visualized	 100% completed	<input checked="" type="checkbox"/> 
 Alumno111 Alumno111	 Undone	 Undone	 0% completed	<input type="checkbox"/> 

Depending on the status of each test, the progress of this phase 1 is shown.

- 0%: the student has not taken either of the two tests.
- 25%: the student has taken only the first test, but the teacher has not displayed it.
- 50%: the student has taken only the first test and the teacher has visualized it.
- 75%: the student has taken both the first and the second test, but the teacher has only visualized the first one.
- 100%: the student has taken both tests and the teacher has visualized them.



2.8. Phase 1: All your students III

The teacher can access his students' tests and see their answers, as long as the student has taken the test.

By clicking on one of the initial tests, the teacher will be able to see the student's answers.

Student	Initial Test Status	Final Test Status
Alumno2 Alumno2	Visualized	Undone
Alumno4 Alumno4	Visualized	Not visualized
Alumno5 Alumno5	Visualized	Visualized

By clicking on one of the final tests, the teacher will be able to see the student's answers compared to the answers of the initial test. The numerical scores show a series of arrows indicating the change during the process.

Questionnaire: Student 1

Start questions	COMPLETED	Final questions	COMPLETED
On a scale of 0 to 10, what is the career path you would like to take when you finish your studies? (1 = strongly disagree, 10 = strongly agree).		On a scale of 0 to 10, what is the career path you would like to take when you finish your studies? (1 = strongly disagree, 10 = strongly agree).	
1. Employee in a small company.	5	1. Employee in a small company.	7
2. Employee in a large company.	6	2. Employee in a large company.	10
3. Public employee (civil servant).	5	3. Public employee (civil servant).	6
4. Entrepreneur, self-employed.	1	4. Entrepreneur, self-employed.	8
5. Successor in a family business.	6	5. Successor in a family business.	6
6. Employee in an academic institution.	1	6. Employee in an academic institution.	10
7. Employee in a third sector organisation.	2	7. Employee in a third sector organisation.	6
8. How likely do you think you would be to become an entrepreneur? Likert scale 1-10 (Not at all - Very much)	10	8. How likely do you think you would be to become an entrepreneur? Likert scale 1-10 (Not at all - Very much)	8
9. Have you ever done business before?	Yes	9. If you haven't run a business before, are you willing to start an own business now?	Yes



2.9. Phase 1: All your students IV

Students can be deleted in phase 1. This action involves sending an email to the deleted student, in which a brief explanation of the reason for the deletion can be given.

To move students to phase 2 it is only necessary to check the desired "**check**" and click on "**next**".

The screenshot displays a student management interface with a list of students and a confirmation dialog. The list includes the following students:

Student ID	Visualized	Undone	Progress	Check	Delete
Alumno2 Alumno2	Visualized	Undone	50% completed		
Alumno4 Alumno4	Visualized	Not visualized	75% completed	<input checked="" type="checkbox"/>	
Alumno5 Alumno5	Visualized	Visualized	100% completed	<input type="checkbox"/>	
Alumno111 Alumno111	Undone	Undone	0% completed	<input type="checkbox"/>	
Alumno112 Alumno112	Undone	Undone	0% completed	<input type="checkbox"/>	

The confirmation dialog asks: "Are you sure you want to delete the student? Student 1?". It includes a "Student Removal Reason:" text area and "OK" and "Cancel" buttons. An orange arrow points from the trash icon of the selected student (Alumno4) to the dialog.



Please, Note: a student cannot move to phase 2 without having at least the initial test completed.



2.10. Phase 2: Rubrics I

In phase 2 the teacher can evaluate the student following a series of pre-established rubrics.

By clicking on "**summary and scoring**" you can see the scoring system for each of the headings.

The screenshot shows a web interface for evaluating students. The title is "Students in stage 2: Trial Class 1". On the left, under "STUDENT", there is a profile for "Student 1". The main area is titled "RUBRICS & POINTS" and lists 20 rubric items, each with a corresponding empty box for scoring. The items are:

- Rubrics 1: Role in the team
- Rubrics 2: Identified business idea
- Rubrics 3: Business model setup
- Rubrics 4: Business model presentation
- Rubrics 5: Legislative requirements for starting a business
- Rubrics 6: MVP (minimum viable product)
- Rubrics 7: Customer/user
- Rubrics 8: Validation and market research
- Rubrics 9: Unique Value Proposition
- Rubrics 10: Distribution - how you will deliver and sell
- Rubrics 11: Communication plan
- Rubrics 12: Website (or another similar communication channel)
- Rubrics 13: Vision
- Rubrics 14: Price setting, costing, budgeting
- Rubrics 15: Cash-flow
- Rubrics 16: Funding sources
- Rubrics 17: Final presentation of a full business plan
- Rubrics 18: Continuous work on individual modules, level of activity and student involvement
- Rubrics 19: Fulfillment of individual tasks assigned for the business plan
- Rubrics 20: A shift in the business project implementation

On the right side, there is a vertical column of 20 empty boxes for scoring, with a "0" at the bottom. Above this column is a "Summary and points" icon. The interface also includes a "STAGE 3" label, a back arrow, a save icon, and a refresh icon.



2.11. Phase 2: Rubrics II

Students in stage 2: Trial Class 1

STUDENT

STUDENT 1

RUBRICS & POINTS

- Rubrics 1: Role in the team
- Rubrics 2: Identified business idea
- Rubrics 3: Business model setup
- Rubrics 4: Business model presentation
- Rubrics 5: Legislative requirements for starting a business
- Rubrics 6: MVP (minimum viable product)
- Rubrics 7: Customer/user
- Rubrics 8: Validation and market research
- Rubrics 9: Unique Value Proposition
- Rubrics 10: Distribution - how you will deliver and sell
- Rubrics 11: Communication plan
- Rubrics 12: Website (or another similar communication channel)
- Rubrics 13: Vision
- Rubrics 14: Price setting, costing, budgeting
- Rubrics 15: Cash-flow
- Rubrics 16: Funding sources
- Rubrics 17: Final presentation of a full business plan
- Rubrics 18: Continuous work on individual modules, level of activity and student involvement
- Rubrics 19: Fulfilment of individual tasks assigned for the business plan
- Rubrics 20: A shift in the business project implementation

STAGE 3

Summary and points

1

2

17

Calculator icon

Save icon

Back icon

The mode for moving a student to phase 3 is the same as for moving to phase 2.

Once all the scores have been entered, by clicking on the calculator icon, the system will calculate the sum of all the headings.



Important! Once the marks have been entered and the sum has been calculated, click on the save icon for the system to accept the changes.



2.12. Phase 3: Final Phase I

The teacher should move the students chosen to carry out an entrepreneurship project to phase 3.

The teacher can add comments to be emailed to the student.

The teacher can download the student data from this phase 3 in **CSV**. This csv can be opened with Microsoft Excel and saved in any other spreadsheet format.

Students in stage 3: Trial Class 1

STUDENT
Student 1

SUMMARY MARKS

- First Quest.
- Last Quest.
- Role in the team
- Identified business idea
- Business model setup
- Business model presentation
- Legislative requirements for starting a business
- MVP (minimum viable product)
- Customer/user
- Validation and market research
- Unique Value Proposition
- Distribution - how you will deliver and sell
- Communication plan
- Website (or another similar communication channel)
- Vaion
- Price setting, costing, budgeting
- Cash-flow
- Funding sources
- Final presentation of a full business plan
- Continuous work on individual modules, level of activity and student involvement.
- Fulfillment of individual tasks assigned for the business plan
- A shift in the business project implementation

COMMENTS

COMPLETED
COMPLETED

These comments will be sent to the student:

These comments are private. They will not be sent to the student:

FINAL MARKS

Select mark

Save

The teacher can see the summary of the student's activities during the whole process.

The teacher can add private comments (only the teacher will see them).

The teacher can add a final grade to evaluate the whole process.

It is necessary to click on **"Save"** for the changes to take effect.



2.13. Phase 3: Final Phase II (Sending of email)

By clicking on the student's name an email can be sent to the student with a summary of all the data of this phase 3.

Students in stage 3: Trial Class 1

STUDENT: Student 1

SUMMARY MARKS

- First Quest
- Last Quest
- Role in the team
- Identified business idea
- Business model setup
- Business model presentation
- Legislative requirements for starting a business
- MVP (minimum viable product)
- Customer/user
- Validation and market research
- Unique Value Proposition
- Distribution - how you will deliver and sell
- Communication plan
- Website (or another similar communication channel)
- Vision
- Price setting, costing, budgeting
- Cash-flow
- Funding sources
- Final presentation of a full business plan
- Continuous work on individual modules, level of activity and student involvement
- Fulfillment of individual tasks assigned for the business plan
- A shift in the business project implementation

COMPLETED: COMPLETED

COMMENTS

These comments will be sent to the student:

These comments are private. They will not be sent to the student:

FINAL MARKS: Select mark

Clicking ok will send the student a congratulatory email that also contains the grades of their rubrics, the desired comments (to be included in the text box indicated) and the final grade of the process.

An e-mail will be sent to the student with the information from stage 3. Do you really want it?

OK Cancel

Pressing "**Cancel**" or "**Close**" will abort the process and the email will not be sent.





3.1. New student registration

It is important to remember the "User" name. It is the one used to access the application together with the password. It is a unique identifier, so if it exists in the system, you will be required to modify it.

The student must enter a valid email address where he/she will receive the data protection document concerning the use of the application.

It is a prerequisite for registration as a student to be at least 18 years old.

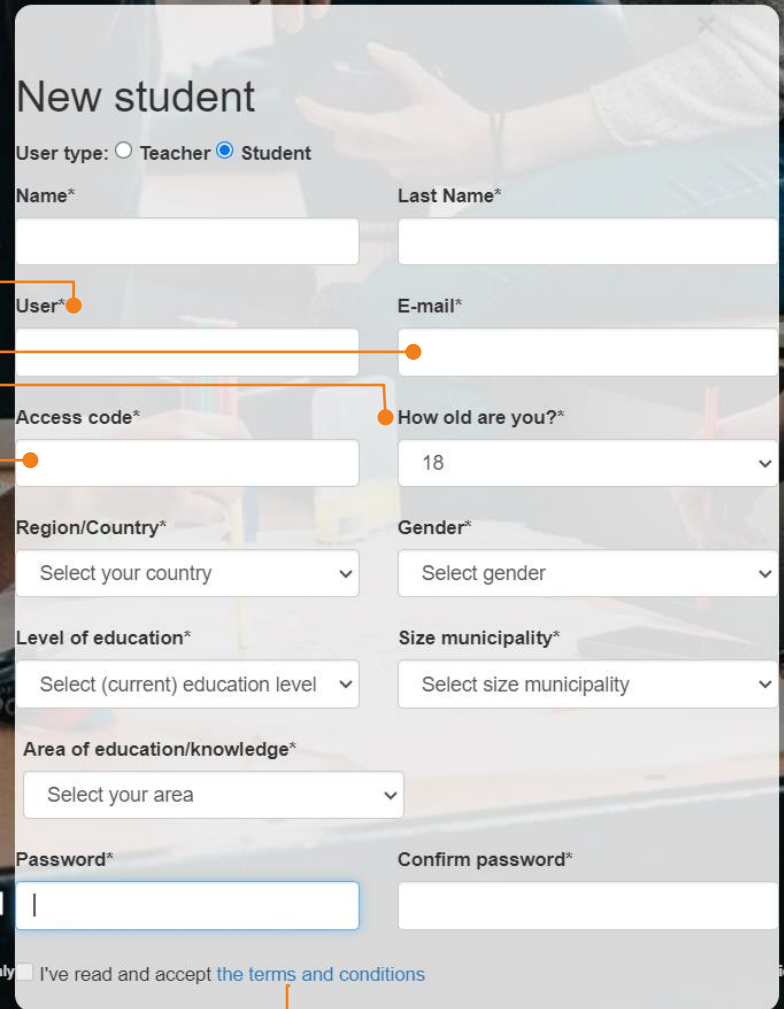
 **IMPORTANT!** In order for a student to be able to register, he/she must have a password or access code. This code must have been provided by the teacher. The teacher can see the code of the corresponding class by clicking: 

Clicking on "terms and conditions" will display a popup showing the data protection policy for the use of the application. Once accepted, the "Save" button is enabled, allowing the student to complete his/her registration.

ACCEPTANCE AND TERMS AND CONDITIONS

If you complete the registration process by clicking on accept, you accept the terms and conditions of use of the web tool.

- Your personal data will be collected (first name, last name, alias, email, age, region or country, size (inhabitants) of place of residence, IP, and your area of expertise). All this, to proceed and validate your registration.



New student

User type: Teacher Student

Name* Last Name*

User* E-mail*

Access code* How old are you?*

Region/Country* Gender*

Level of education* Size municipality*

Area of education/knowledge*

Password* Confirm password*

I've read and accept [the terms and conditions](#)

3.2. Registering class

Once registered, a student will see a screen with the class data associated with the access code used in the registration (code provided by the teacher).

When a student has a new code to register for a class, he/she can do so through "**Register class**". If the code is valid, the class will appear in the list on this same screen.

The image shows two parts of the user interface. On the left is a 'Register a new class' form with an 'Access code*' input field and a 'Register' button. On the right is a student's dashboard titled 'Welcome: Student 1'. The dashboard features a 'Trial Class 1' section with a description, a table of questionnaires, and a 'My Test' section with a progress indicator and a test icon. Orange lines connect text annotations to specific elements in both screenshots.

Register a new class

Access code*:

Register * Required fields

Welcome: Student 1

Trial Class 1
"This is a Trial Class "

Questionnaire	Description
First Questionnaire	This questionnaire is presented at the beginning of Stage 1

My Test

Your progress: In stage 1

The student can visualize the phase he/she is in.

When a student does not see the final quiz, it is because the activation date has not arrived. This date is editable by the teacher in the "**All your students**" screen.

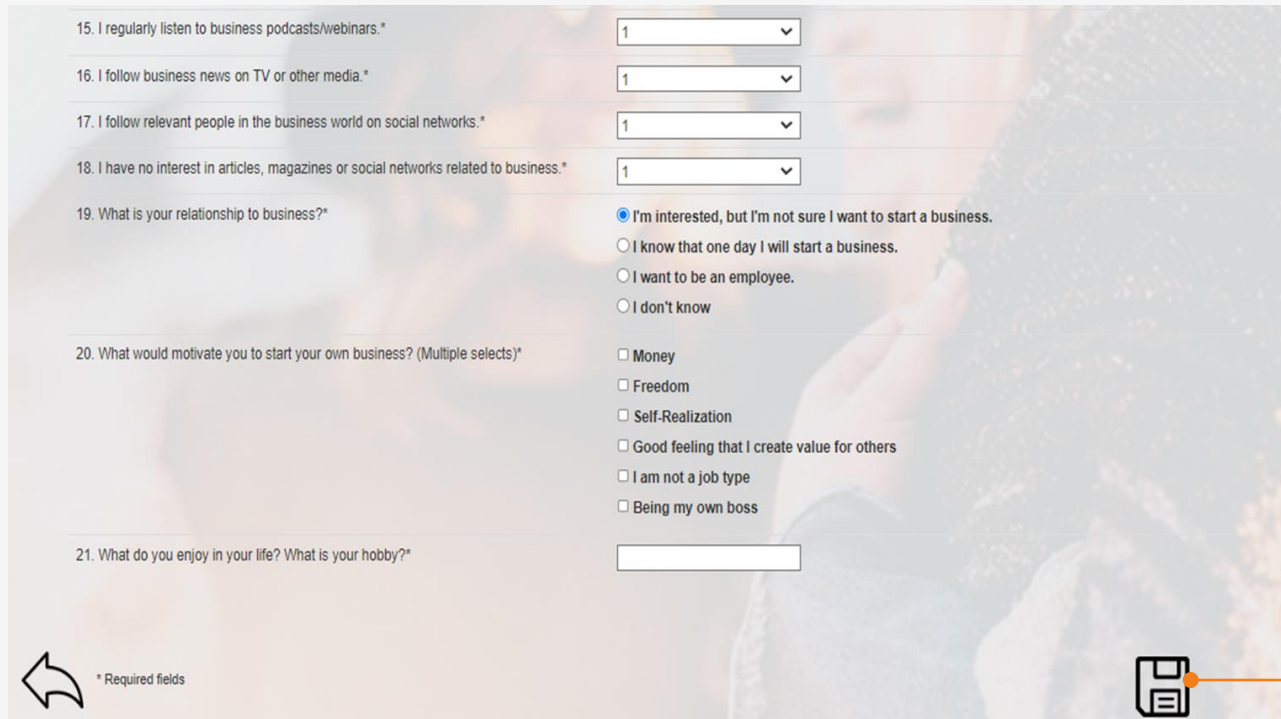
If the student has taken the test it is marked with "**Done**".

If the student has not taken the test, he/she can do so by clicking on the icon.



3.3. Student test

The student will have to answer a series of questions, at the beginning and end of phase 1, to see how he/she is progressing.



15. I regularly listen to business podcasts/webinars.*

16. I follow business news on TV or other media.*

17. I follow relevant people in the business world on social networks.*

18. I have no interest in articles, magazines or social networks related to business.*

19. What is your relationship to business?*


- I'm interested, but I'm not sure I want to start a business.
- I know that one day I will start a business.
- I want to be an employee.
- I don't know

20. What would motivate you to start your own business? (Multiple selects)*

- Money
- Freedom
- Self-Realization
- Good feeling that I create value for others
- I am not a job type
- Being my own boss

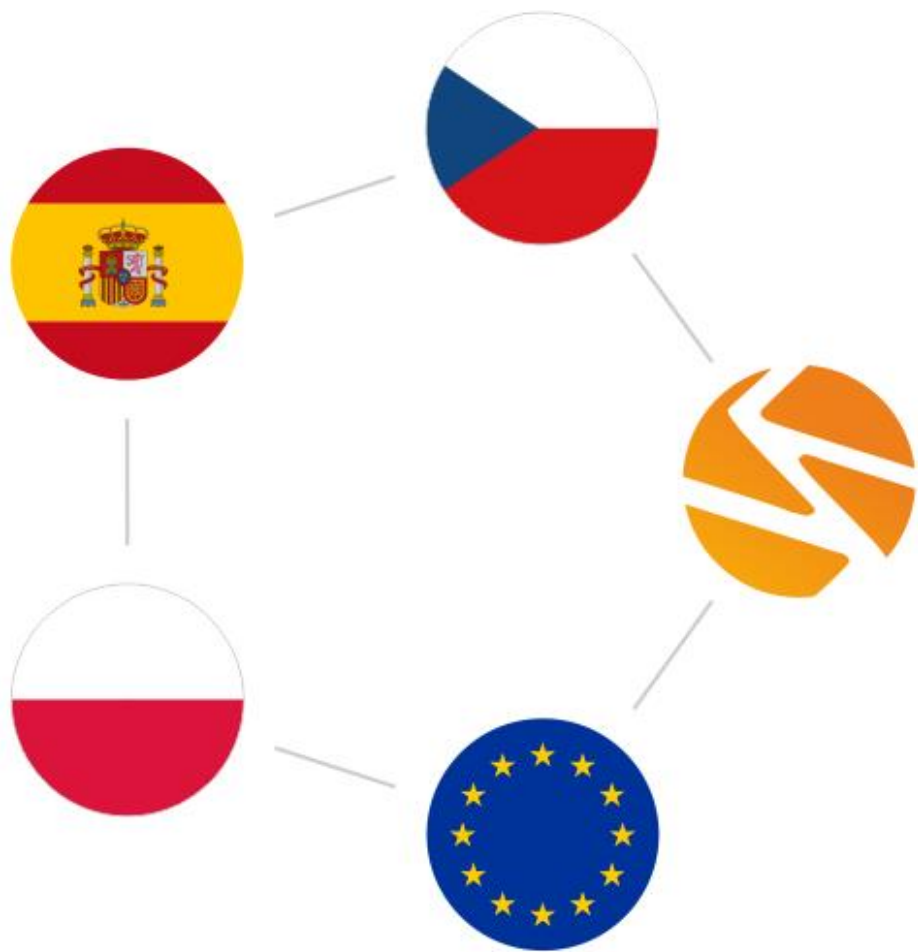
21. What do you enjoy in your life? What is your hobby?*

* Required fields



Once all the fields have been filled in, the student must click on "Save". When the system saves your answers you will be returned to your initial screen with the list of classes and the test marked as "Done".





STUDENTS' SUPPORT

towards entrepreneurial spirit development