



## Online Tool for ASPnet (OTA)

# A Hands-on Tutorial for ASPnet Members

UNESCO  
Education Sector  
Division for Peace and Sustainable Development  
**Unit for the UNESCO Associated Schools Network (ASPnet)**

**March 2019**

## About OTA

The Online Tool for the UNESCO Associated Schools Network (ASPnet), called “**OTA**”, is designed for all the actors of the network in order to modernize the membership management and to make networking and collaboration easier and more efficient.

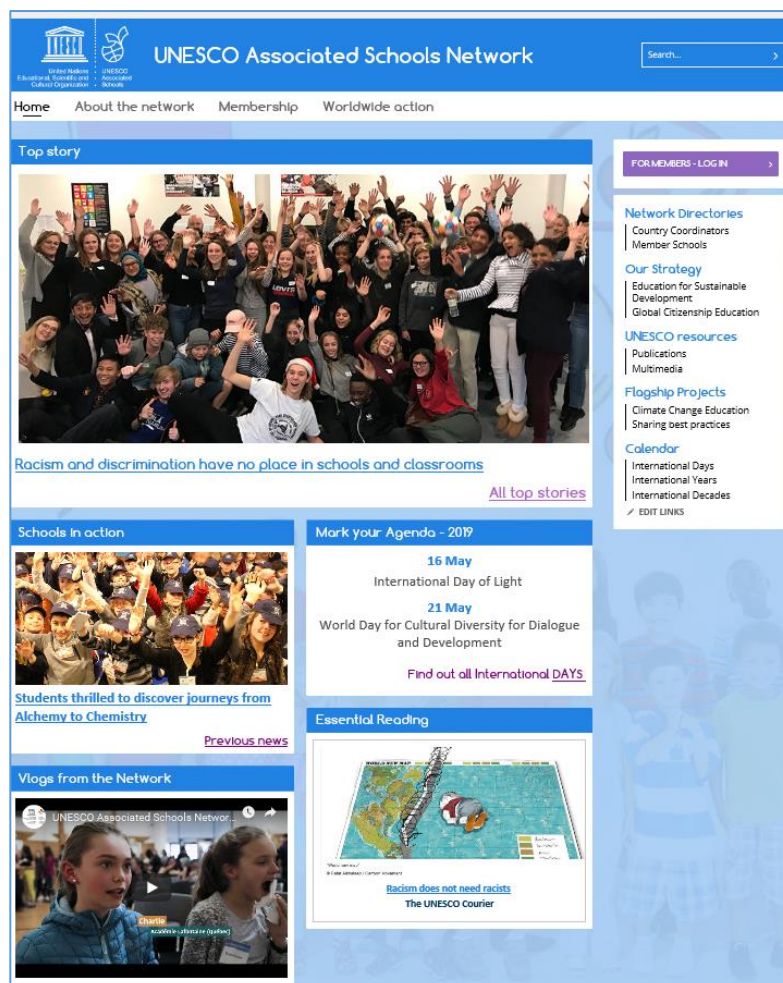
**OTA** aims to connect all members to interact, share and learn from each other. It also shows to your National Coordinator as well as UNESCO what your school plans and achieves so that they can make your activities visible. UNESCO draws on members' contributions in the OTA collaborative space to select examples in order to reinforce the visibility of ASPnet in the world.

**This hands-on tutorial is intended for all UNESCO ASPnet member schools and institutions.**

## STEP 1 WHERE TO BEGIN

- Go to <https://aspnet.unesco.org>
- Select your language: English, French or Spanish on top of the page
- Learn about ASPnet and its priorities.

**Stay abreast** about what is happening in UNESCO and **be informed** through stories about members and access to selected resources, teaching guides and classroom materials.



## STEP 2 LOGIN

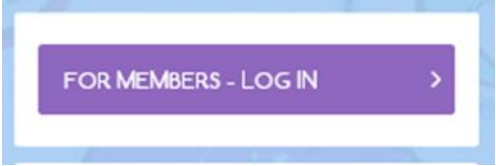
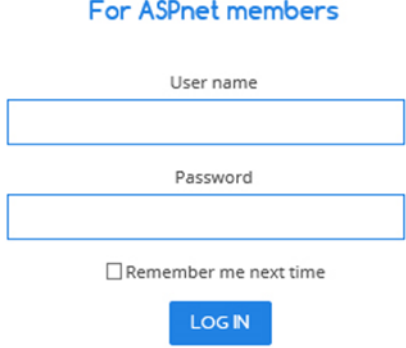
OTA has a **protected and secure** space, reserved only for ASPnet members and National Coordinators. It is accessible to you as an **authenticated member**, with an **accurate and valid email address**. All newly admitted members will receive shortly after their certification a message from the official UNESCO email address ([aspnet@unesco.org](mailto:aspnet@unesco.org)) with their connection information: a **user name** and a **password**.

**\*Make sure you note and store your user name and your password in a safe place!\***

Please

- **check** that your email address is **correct** in the [OTA Online Directory](#), and alert your National Coordinator if it is necessary to modify it;
- **add** [aspnet@unesco.org](mailto:aspnet@unesco.org) to a "safe sender" list in your **email client** (e.g. Outlook, Gmail, Yahoo, AOL, etc.) to prevent that UNESCO's emails end up in your **junk/spam** folder. If you need help, you can do a quick web search: "How to add a sender to my Safe Senders list in (email client name)".

If you are a member and did not receive your log-in information, please contact UNESCO at [aspnet@unesco.org](mailto:aspnet@unesco.org) to ask for it, **indicating clearly your identity and the exact name and address of your school**.

<p>➤ <b>Login</b></p> <p>You have received via email a <b>unique and permanent User name</b> with a <b>Password</b> to login into your private account.</p>	
<p>➤ <b>Authentication</b></p> <p>To access OTA, you need to enter the official <b>User name</b> and the <b>Password</b> you have received from <a href="mailto:aspnet@unesco.org">aspnet@unesco.org</a></p>	

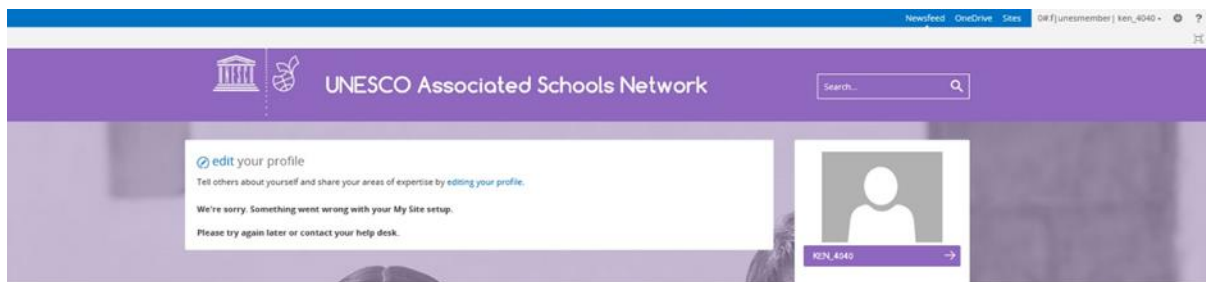
### ➤ Forgot Password

In case you have forgotten your **Password**, you can retrieve it through the login page (<https://aspnet.unesco.org/en-us/Pages/Login.aspx>).

Enter and submit your User Name **or** your Email address, you will then receive an email message from [aspnet@unesco.org](mailto:aspnet@unesco.org) delivering you a new Password.

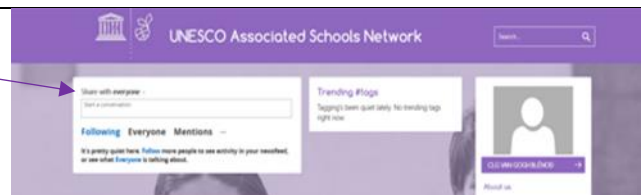
## STEP 3 INTRODUCE YOUR SCHOOL

- ✓ Once you are logged in, you arrive in your private space where you can present your school to the whole ASPnet community.



### ➤ Edit your profile

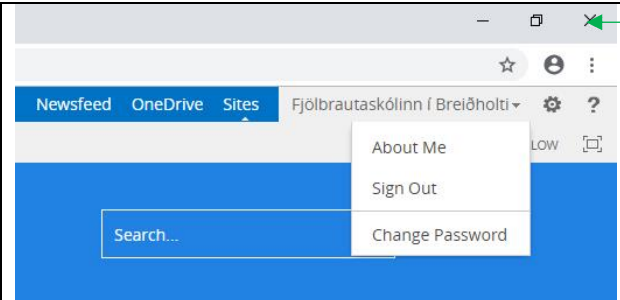
Talk about your school, its history, its activities and add a picture of your school building



### ➤ Publishing your school profile

- When completing your profile, you can select who can see your information
- Choose “Everyone” of course to let other members learn about you

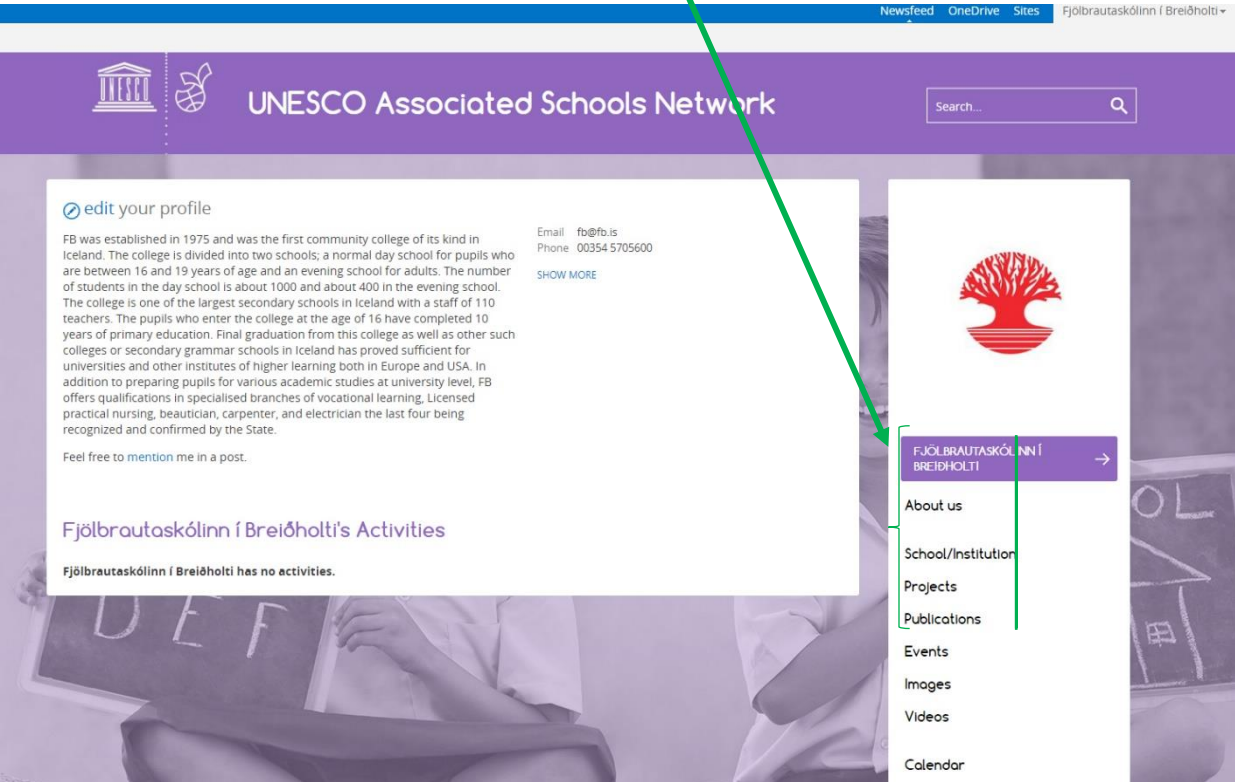
- Click on **ABOUT ME** tab at the top right to get back to your private space



➤ **About me**

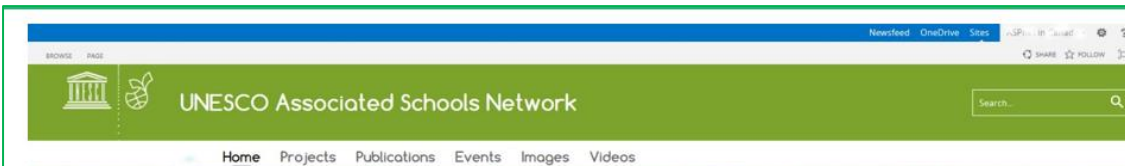
Once logged in for the first time or at any moment, you scroll down the menu located on the **tab at the top right** of the page and select **About me** to enter your school's site

- From your private space, you click on **any item** on the **vertical navigation on the right**
- You will be redirected to the **collaborative space**.

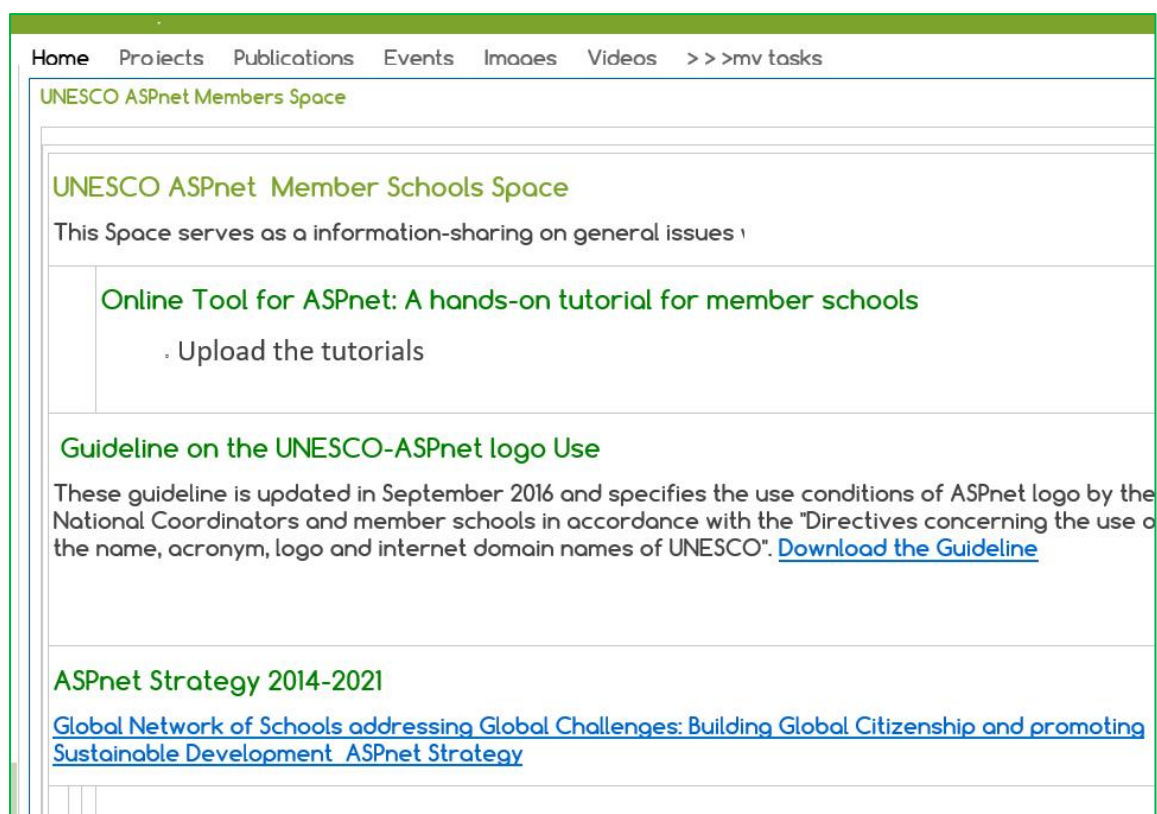


## STEP 4 FIND OUT WHAT IS HAPPENING

Click on **HOME** to “land” in a common collaborative space reserved for you and other members, where the UNESCO ASPnet International Coordination Team will regularly post relevant information and documents for you.







## STEP 5 SHARE & COLLABORATE

Within the **collaboration space**, you can upload projects, publications, events, images and videos and make your work visible to others! For each type of content, a specific form is available and all the fields are mandatory and need to be correctly completed. It is important to give as much detail as possible; e.g. for projects and events, please indicate the themes, countries, schools and partners who are participating.

The themes and keywords are essential to nurture the search function. Only if you complete the relevant fields, other ASPnet members will find your information in search results.



The image displays four screenshots of the ASPnet Online Tool interface, each showing a different form for adding content:

- Projects:** A form with a 'Project' tab, a 'Title \*' field, a 'Description' text area, and an 'Expected deliverables and achievements' field.
- Publications:** A form with a 'PUBLICATION' tab, a 'Title \*' field, and a 'Description' text area.
- Events:** A form with an 'EVENT' tab, a 'Title \*' field, a 'Description' text area with a rich text editor toolbar, and a 'Location' field.
- Videos:** A screenshot of the 'Videos' section showing a file upload dialog. The dialog has a 'Choose File' button, a 'No file chosen' message, a 'Destination Folder' field, and 'OK' and 'CANCEL' buttons. The background shows a grid of video thumbnails.

**Please ensure that all the fields are completed correctly**


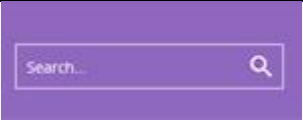

## STEP 6 SEARCH AND FIND

The Online Tool for ASPnet has a dedicated **search engine** function that includes basic and advanced search to help you refine your results.

This search applies to the public website, private profile and the collaborative space. It helps you find members in your and other countries which work on the same topics as you or have inspiring projects which you may want to adapt.

You could contact other members and collaborate, send an email or set up a teachers' or student videoconference to enquire about their activities, or identify a partner institution to visit during a school trip.

Depending on where you are, you can make your search query on any of these three entries:

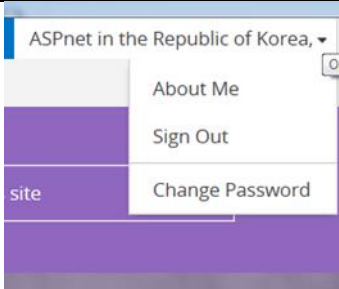
Public website	Private profile	Collaborative space
		

The search box is permanently located on all the pages from where you can type words or phrases in order to pull up a list of results.

After running the query, you can view a first set of results. If necessary, use the refiners on the right column to narrow down the results list so that you retrieve the most relevant information to your research question. Filter types are the following:

- Themes
- Keywords
- Countries
- Educational Level

## STEP 7 SIGN OUT

	When leaving your computer, the Sign out is a common security practice preventing unauthorized users from tampering with your OTA access.
-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------

**The Online Tool for ASPnet is yours.**

<https://aspnet.unesco.org>

**Let us connect and work together!**

Follow ASPnet members around the globe

 <https://twitter.com/aspnetunesco>

 <https://www.facebook.com/UnescoAspnet/>