

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 \(ASPnet\)](https://aspnet.unesco.org/)

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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.

The screenshot shows the homepage of the UNESCO Associated Schools Network. The header features the UNESCO logo and the text 'UNESCO Associated Schools Network' with a search bar. Below the header is a navigation menu with 'Home', 'About the network', 'Membership', and 'Worldwide action'. The main content area is divided into several sections:

- Top story:** A large photo of a diverse group of students and teachers raising their hands. Below the photo is the headline 'Racism and discrimination have no place in schools and classrooms' and a link to 'All top stories'.
- Schools in action:** A smaller photo of students. Below it is the headline 'Students thrilled to discover journeys from Alchemy to Chemistry' and a link to 'Previous news'.
- Vlogs from the Network:** A video player showing two girls talking.
- Mark your Agenda - 2019:** A list of dates: '16 May International Day of Light' and '21 May World Day for Cultural Diversity for Dialogue and Development', with a link to 'Find out all International DAYS'.
- Essential Reading:** A graphic showing a map of the world with a red and white striped fish. Below it is the headline 'Racism does not need racists' and the source 'The UNESCO Courier'.
- FOR MEMBERS - LOGIN:** A purple button with a dropdown arrow.
- Network Directories:** Links for 'Country Coordinators' and 'Member Schools'.
- Our Strategy:** Links for 'Education for Sustainable Development' and 'Global Citizenship Education'.
- UNESCO resources:** Links for 'Publications' and 'Multimedia'.
- Flagship Projects:** Links for 'Climate Change Education' and 'Sharing best practices'.
- Calendar:** Links for 'International Days', 'International Years', and 'International Decades', with an 'EDIT LINKS' option.

STEP 2 LOGIN

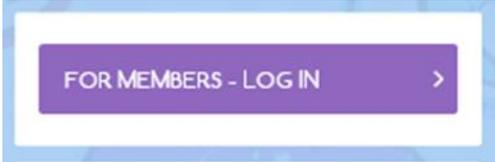
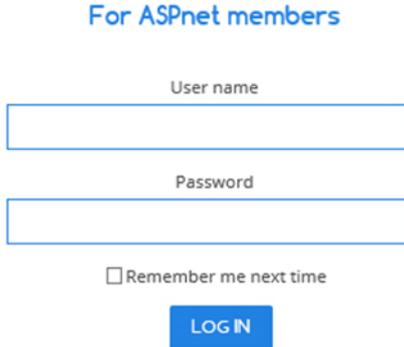
OTA has a **protected and secure** space, reserved only for ASPnet members and National Coordinators. It is accessible to you as an **authenticated member**, with an **accurate and valid email address**. All newly admitted members will receive shortly after their certification a message from the official UNESCO email address (aspnet@unesco.org) 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 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 to ask for it, **indicating clearly your identity and the exact name and address of your school**.

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

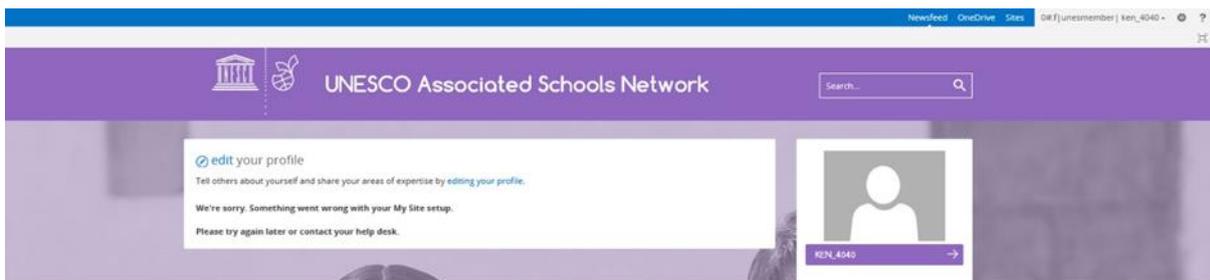
➤ Forgot Password

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 delivering you a new **Password**.

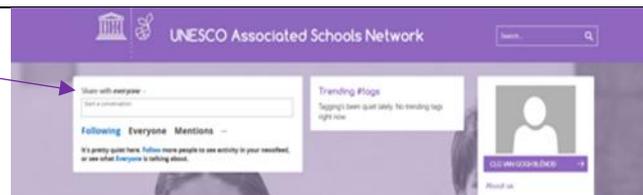
STEP 3 INTRODUCE YOUR SCHOOL

- ✓ 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

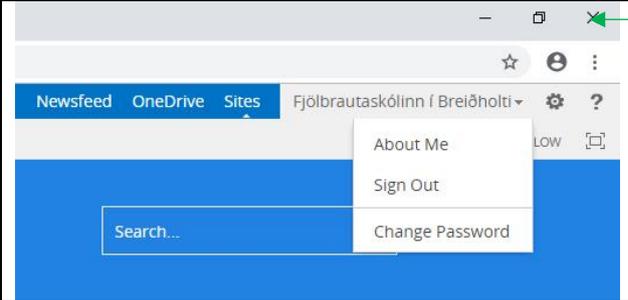
Talk about your school, its history, its activities and add a picture of your school building



➤ 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

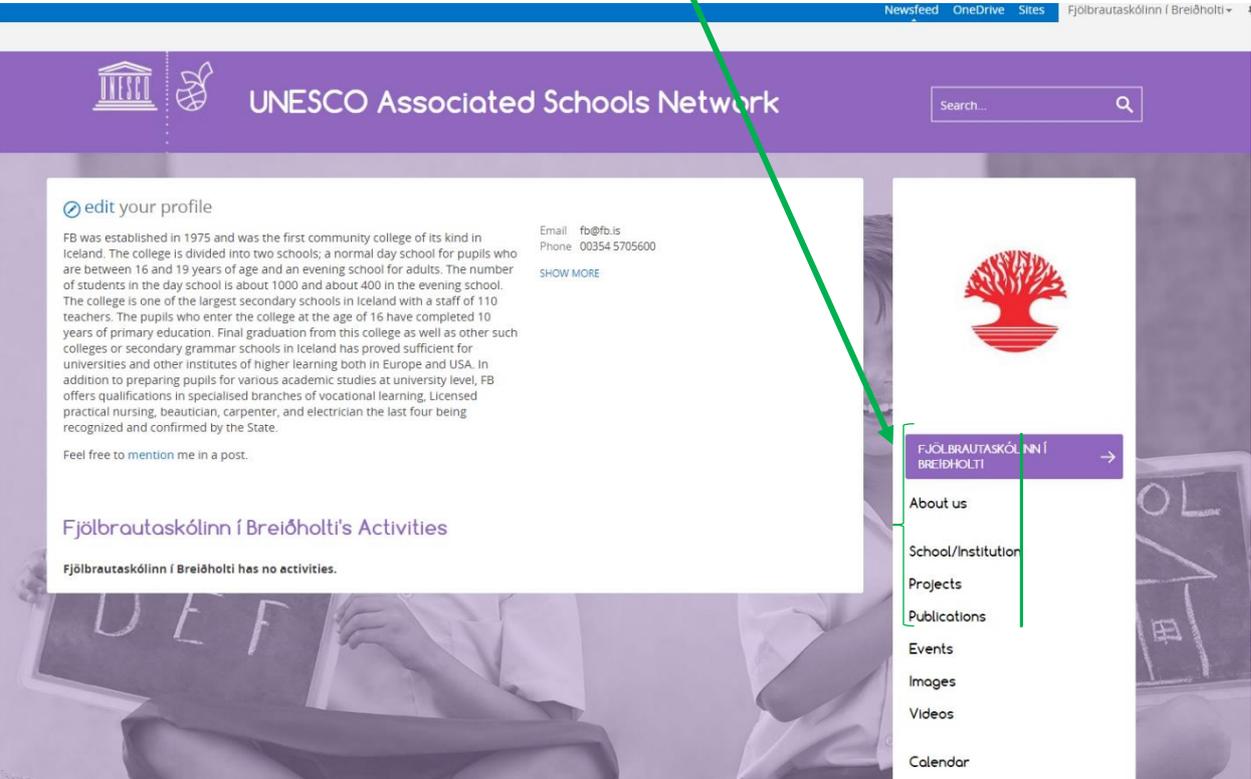
- Click on **ABOUT ME** tab at the top right to get back to your private space



➤ **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**.



UNESCO Associated Schools Network

edit your profile

FB was established in 1975 and was the first community college of its kind in Iceland. The college is divided into two schools; a normal day school for pupils who are between 16 and 19 years of age and an evening school for adults. The number of students in the day school is about 1000 and about 400 in the evening school. The college is one of the largest secondary schools in Iceland with a staff of 110 teachers. The pupils who enter the college at the age of 16 have completed 10 years of primary education. Final graduation from this college as well as other such colleges or secondary grammar schools in Iceland has proved sufficient for universities and other institutes of higher learning both in Europe and USA. In addition to preparing pupils for various academic studies at university level, FB offers qualifications in specialised branches of vocational learning. Licensed practical nursing, beautician, carpenter, and electrician the last four being recognized and confirmed by the State.

Feel free to mention me in a post.

Fjölbrautaskólinn í Breiðholti's Activities

Fjölbrautaskólinn í Breiðholti has no activities.

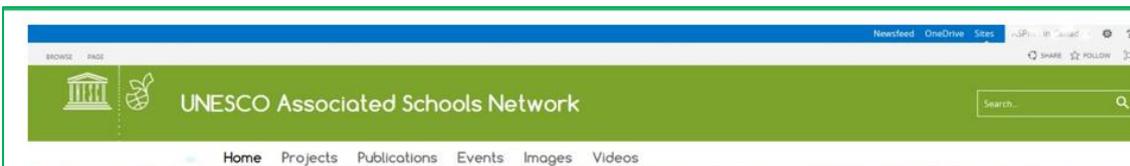
Email fb@fb.is
Phone 00354 5705600
SHOW MORE

FJÖLBRAUTASKÓLINN Í BREIÐHOLTI →

- About us
- School/Institution
- Projects
- Publications
- Events
- Images
- Videos
- Calendar

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.



UNESCO Associated Schools Network

Home Projects Publications Events Images Videos

Home Projects Publications Events Images Videos >>mv tasks

UNESCO ASPnet Members Space

UNESCO ASPnet Member Schools Space

This Space serves as a information-sharing on general issues 1

Online Tool for ASPnet: A hands-on tutorial for member schools

Upload the tutorials

Guideline on the UNESCO-ASPnet logo Use

These guideline is updated in September 2016 and specifies the use conditions of ASPnet logo by the National Coordinators and member schools in accordance with the "Directives concerning the use of the name, acronym, logo and internet domain names of UNESCO". [Download the Guideline](#)

ASPnet Strategy 2014-2021

[Global Network of Schools addressing Global Challenges: Building Global Citizenship and promoting Sustainable Development ASPnet Strategy](#)

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.

  UNESCO Associated Schools Project Network

Search this site

Home Projects Publications Events Images Videos

The image displays four screenshots of the ASPnet online tool interface, arranged in a 2x2 grid. Each screenshot shows a form for a different type of content:

- Projects:** A form with a 'Project' dropdown, a 'Title *' field, a 'Description' text area, and a field for 'Expected deliverables and achievements'.
- Publications:** A form with a 'PUBLICATION' dropdown, a 'Title *' field, and a 'Description' text area.
- Events:** A form with an 'EVENT' dropdown, a 'Title *' field, a 'Description' text area with a rich text editor toolbar, and a 'Location' field.
- Videos:** A screenshot of a file manager interface showing a grid of video thumbnails. An 'Add a document' dialog box is open, allowing users to choose a file or folder to upload. The dialog includes a 'Choose File' button, a 'Destination Folder' field, and 'OK' and 'CANCEL' buttons.

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/>