

UNIT 3. FREEDCAMP. PRACTICAL GUIDE

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Practical presentation of the basic functions of Freedcamp

IMONED

consortium Klaudia Miśkowicz ARID Association



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Unit 3. Freedcamp. Practical guide

Using Freedcamp facilitates teamwork. The platform is easy and intuitive but needs time to be learned by the users. Below you can find "step-by-step" explanations on how to use Freedcamp.

3.1. Registration, creating a project/class

To start working with Freedcamp, you should register on <u>www.freedcamp.com</u>. Your name and the name of the project are needed (for example, you can call the project "History lessons, class 1A").

After the registration, you will see the dashboard with your project/s.

Choose Project 🐱			000		🚖 Upgrade 📿			
Iola Motivation gets ye	ou going; Inspiration	keeps you going.			New Project	✓ I I Manage System I ↓		
My Work Y	⊘0 ∰0	Important Updates		000 P	Projects Y	Custom Order 🐱		
⊘ Tasks	0	⊘ Assigned To Me			Klasa 1a			
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🛗 Calendar events	0	@ Mentioned						
No upcoming Events		You don't have any mentions						
		🖉 Created						
		You don't have any updates in	items created by you					
Full Recap		No	tifications		View Projects Board			
Weekly Overview		Previous Week	Next Week 🕥			Ŧ		
Sun 27 Mo	on 28	Tue 1 W	ed 2	Thu 3	Fri 4	Sat 5		

If you want to create another project, just click on the green button "New Project" and follow the instructions.

After creating a project you can add users (students). You need to insert their email addresses (students need to have email addresses).

You can also click on the blue button "Manage System" on the dashboard (see above), to manage the general issues of your projects. You can invite participants, decide which tools are needed (option off/on – see below).

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Groups & Projects Global Users	Global Teams Global Modules		Add Group O New Project
General Projects	General Projects	Project Project Group Apps	Project Group Users
 History lessons, Class 3B Klasa 1a 	History lessons, Class 3B >	1 1 0	Add Or Invite Users Invite Global Team
	Available Project Applications	Project Users	Project Teams Create New Team
	⊘ Tasks under the contract of	Discussions	Team Player *** Pro User Organizer *** Admin Observer *** Read-Only Guest ***
	Milestones	• Time	Contributor *** User
	Files	in Calendar a	

3.2. Main functions

Clicking on the button "Choose Project" in the upper left corner you can go to the main panel of the project/class.

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		Y Filter 🖪 👬 🖳					0		P	Add List	Add Task	Φ¢	
 ≎								There doesn't seem to be any Tasks Create Your First Task					

On the left side, there are a few buttons that facilitate navigation through the project. These are:



Tasks – you can set the task to the whole group or particular person/s.



Discussions – here you can communicate with your students.



Milestones – it allows you and your students to determine priorities and set deadlines.

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Calendar – you can write all the important dates here.

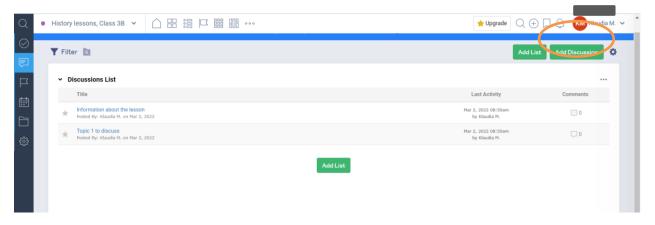


Files – here you can put all the documents, ppt presentations, pictures, movies, etc. You can create folders to make categories.



Manage Project – this button takes you to the general panel of the project.

Creating discussion topics is also possible on Freedcamp. You just need to click on the button "Add Discussion" and write the title.



Freedcamp is an easy and intuitive tool. For sure, it will facilitate your remote lessons.

Please, note: when creating the discussion you should add the recipients of the message. Otherwise, no one will see the message. You can choose the whole group or particular people.

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References

www.freedcamp.com

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