

Seren Space User Guidance: Teachers

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1.1 Summary: What it does

Seren Space:

- makes sure everything relating to Seren is easily found in one place
- offers information that is relevant to learners' interests, based on year group, region and academic interest
- hosts an events and opportunities list and calendar where all Seren's activities will be clearly displayed
- features useful resources
- includes dedicated groups for hubs and school years

1.2 Summary: Five main areas

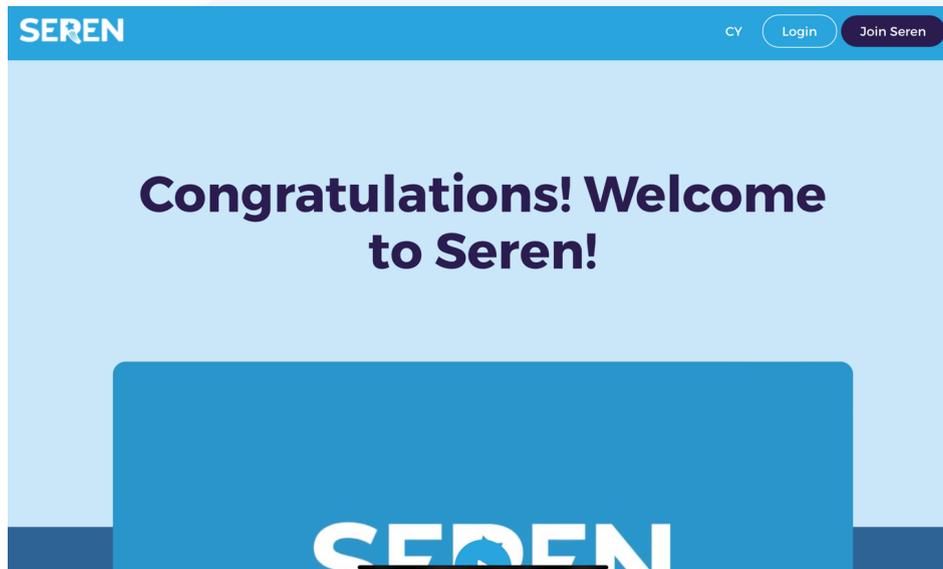
Seren Space is divided into five main areas which are listed on the menu on the left-hand side of the screen. They are summarised below:

1. Feed: Find posts from your groups, including updates on opportunities and events
2. Groups: Discover what's happening in your region and explore resources
3. Events and Opportunities: Explore all the opportunities Seren has to offer in one place
4. Summer Schools Directory: Learn about Seren's summer schools
5. Resources: Access a wealth of resources ranging from Seren events to wellbeing resources

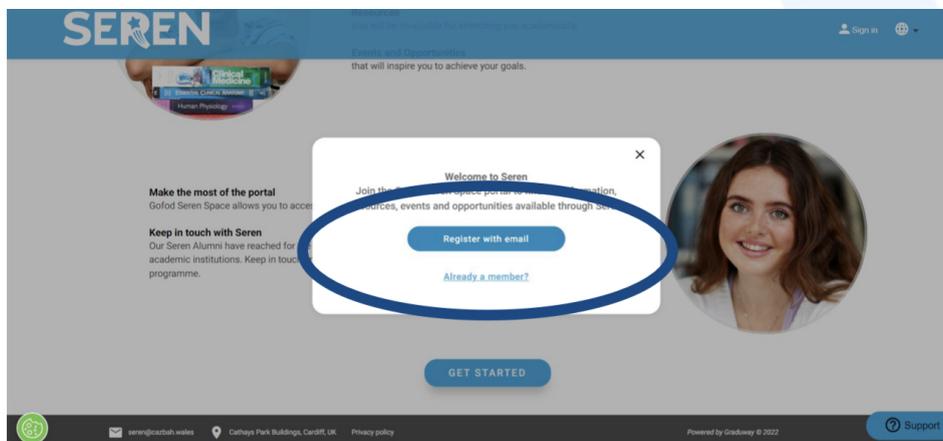
2.1 Registration: Signing up for the first time

You can access Seren Space using the following (Welsh & English) URLs:
gofodseren.cymru & serenspace.wales.

The landing page looks like this:



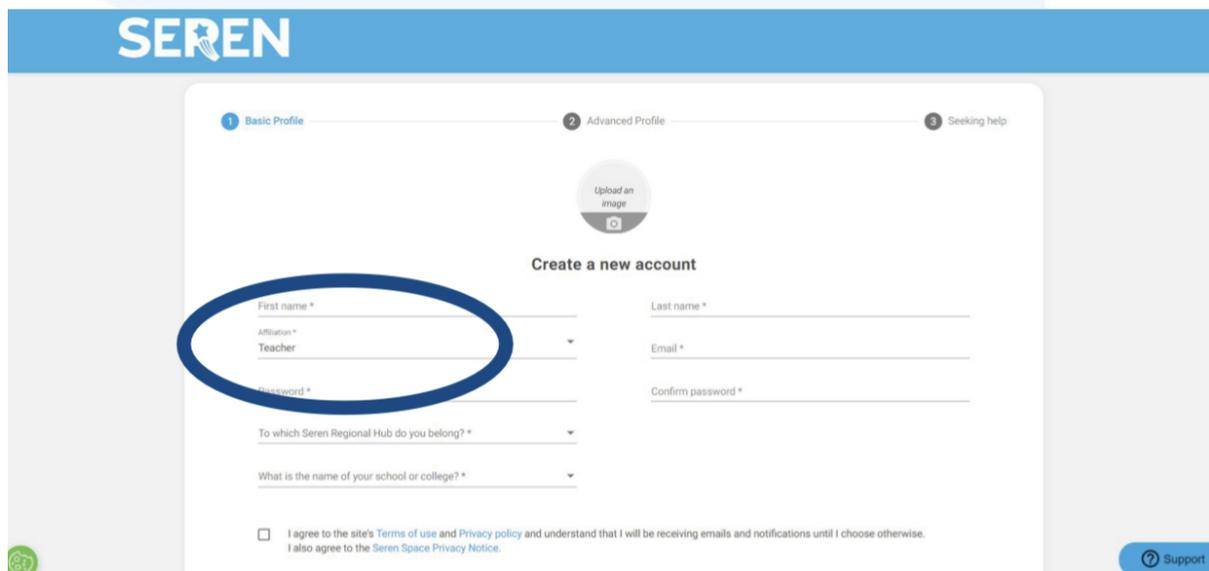
1. To register, click on the 'Join Seren' button on the landing page
2. You will then be asked to register with your email address. We recommend that you register with your Hwb address and provide a supplementary email address.



2.2 Registration: Creating a new account

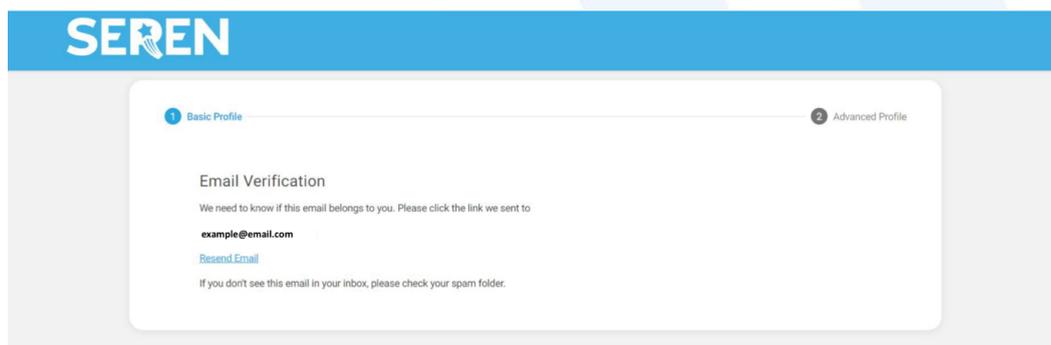
On the 'Create a New Account' page:

- A. Fill in your personal details (First Name, Last Name)
- B. Under 'Affiliation', select Teacher - this will trigger additional questions
- C. Provide your email address
- D. Choose a suitable password
- E. Answer the questions
- F. Agree to the Terms of Use & Privacy Notices



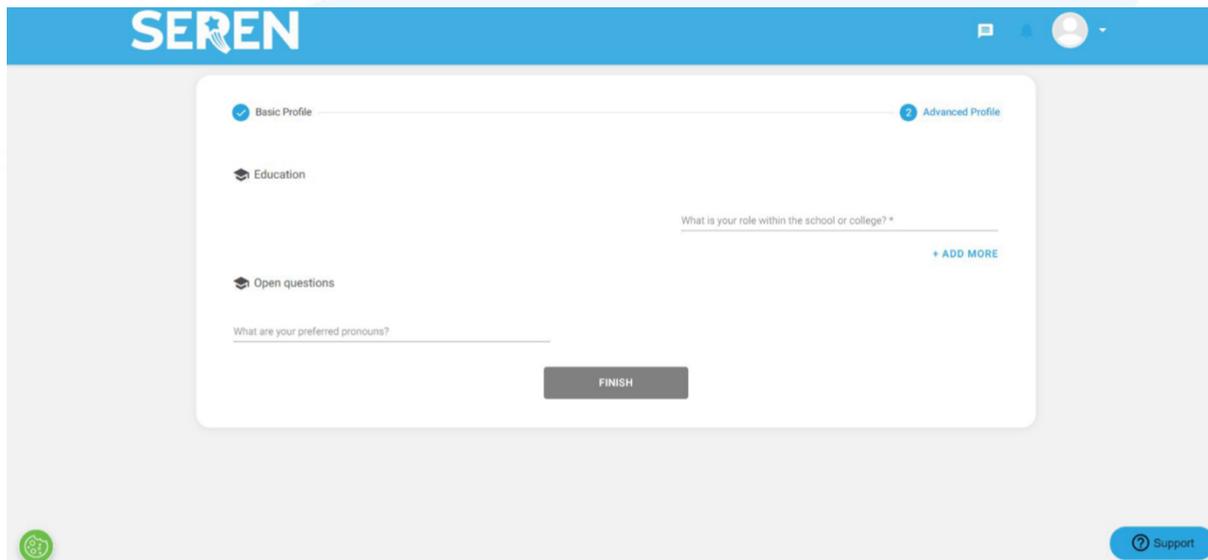
2.3 Registration: Verification

You will be asked to verify the email address provided
Click the link in your email inbox to verify the address. If you have not received the email, please check your junk mail.



2.4 Registration: Final questions

You will be asked a few additional questions before gaining access to the portal.

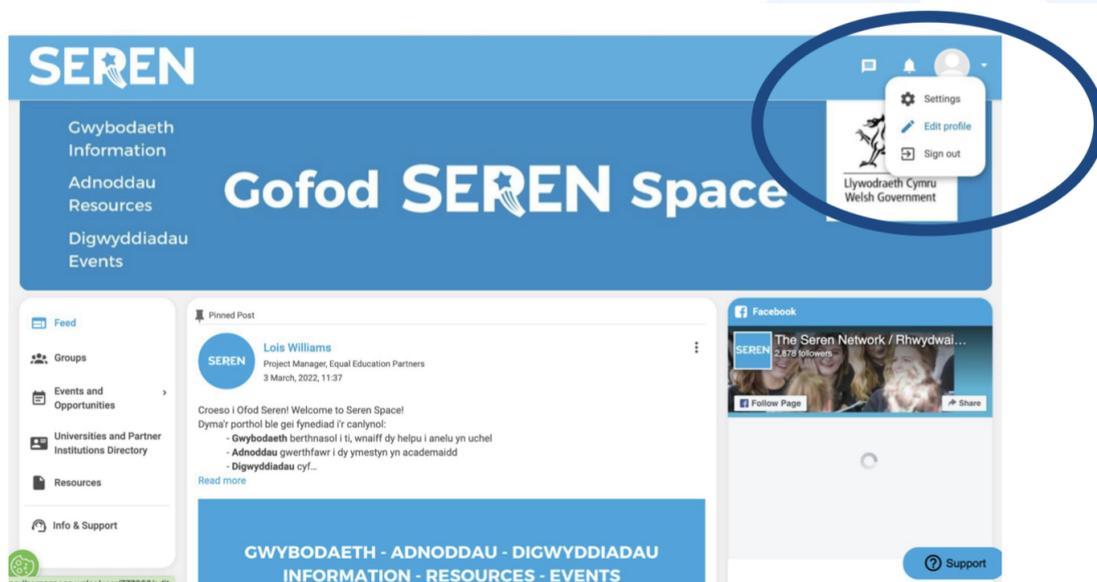


The screenshot shows the SEREN registration interface. At the top, there's a blue header with the SEREN logo and navigation icons. Below it, a white card contains two progress indicators: 'Basic Profile' (checked) and 'Advanced Profile' (2). The 'Advanced Profile' section includes an 'Education' field with a question 'What is your role within the school or college? *' and an '+ ADD MORE' link. Below that is an 'Open questions' section with the question 'What are your preferred pronouns?'. A 'FINISH' button is at the bottom of the card. In the bottom right corner of the page, there is a 'Support' button.

3.1 Profile: Editing your profile

Once you are signed in, you may want to edit your profile.

To view and edit your profile, click on the small icon at the top right-hand side of the page.



The screenshot shows the SEREN user profile page. The top navigation bar includes the SEREN logo, navigation icons, and a profile icon. A blue banner below the header contains the text 'Gofod SEREN Space' and 'Gwybodaeth Information', 'Adnoddau Resources', and 'Digwyddiadau Events'. A profile menu is open, showing options for 'Settings', 'Edit profile', and 'Sign out'. Below the banner, there's a 'Pinned Post' by Lois Williams, a 'Facebook' widget for 'The Seren Network / Rhwydwl...', and a footer with the text 'GWYBODAETH - ADNODDAU - DIGWYDDIADAU INFORMATION - RESOURCES - EVENTS'. A 'Support' button is in the bottom right corner.

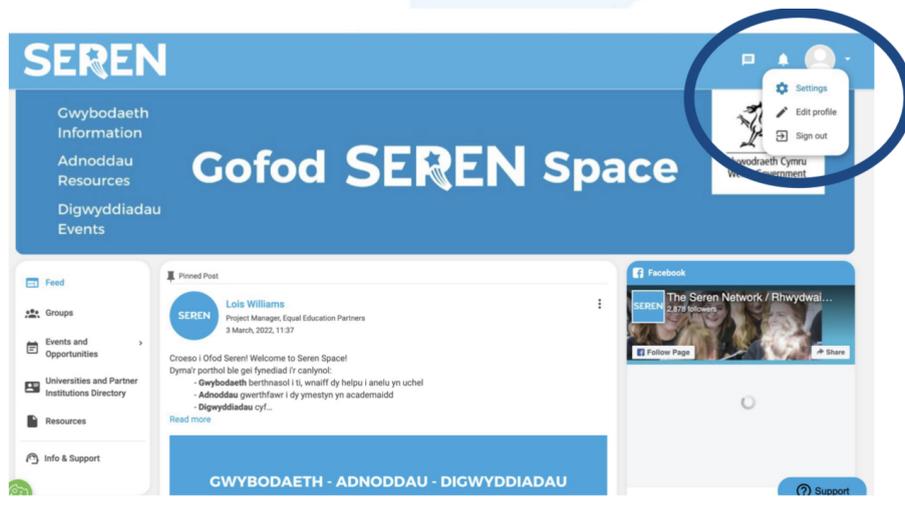
After making the desired changes, don't forget to click save at the bottom of the screen.



3.2 Profile: Profile settings

You might also want to change your Profile Settings. To access your profile settings, click the icon on the top right-hand side of your screen, and press the settings icon.

Here you can change your password, notification settings and change your preferred language from Welsh to English or vice versa.



4.1 Language settings: Overview

Seren Space is a fully bilingual site.

As shown in [3.1](#), you can change your preferred language for the site.

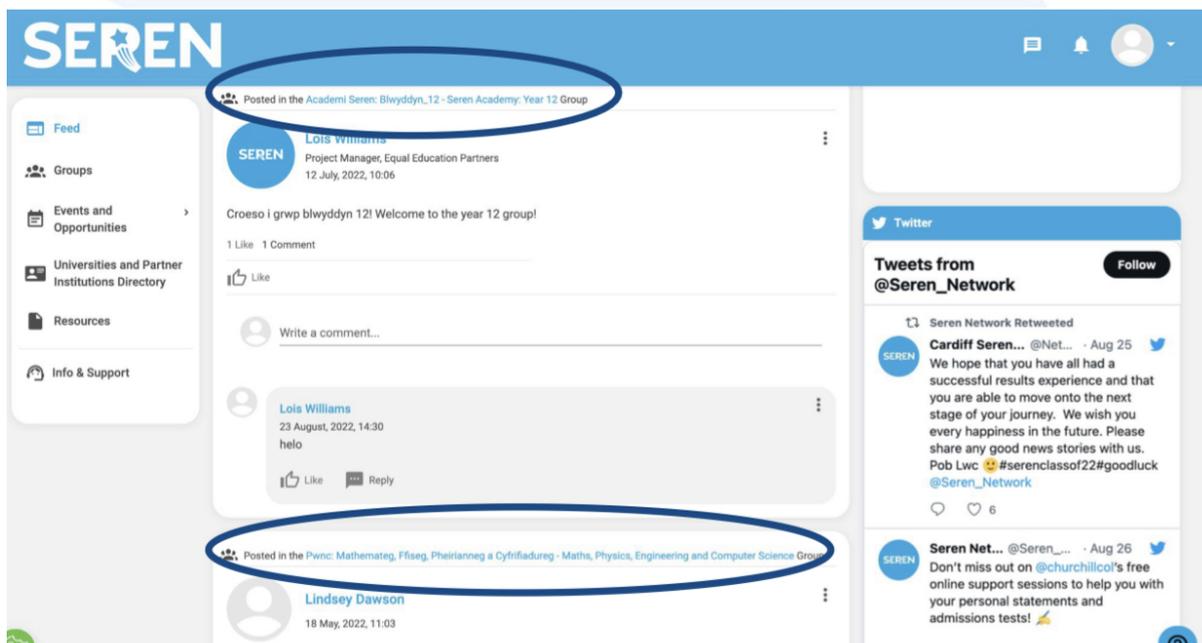
It is also possible to change preferred language settings prior to registration by clicking the globe icon on the top right of the screen before registering as illustrated below.



5.1 Feed: Overview

The Feed page will be automatically updated with content from the groups to which you subscribe so it will display relevant content from those groups and updates from events you are attending.

The Feed of a year 10 learner will look completely different to the content listed on the Feed of a year 12 learner, so each user will have visibility over what is relevant to them.



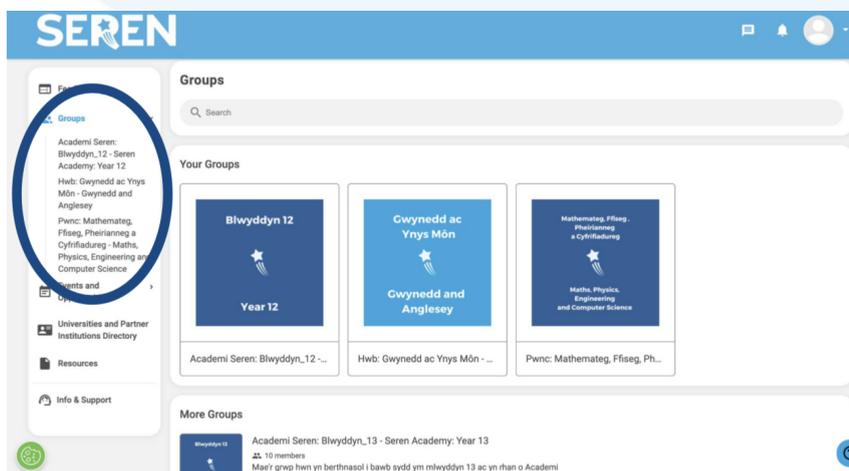
6.1 Groups: Overview

A useful feature for you is the Groups feature. Groups will be formed for:

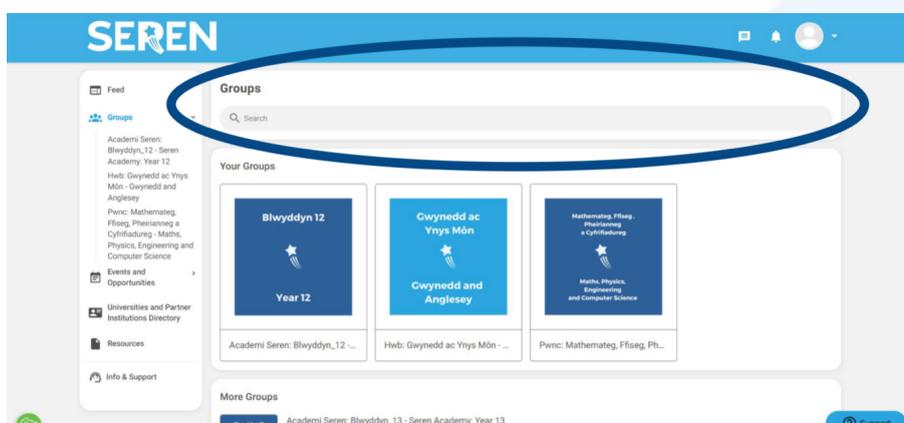
- each hub
- each school year

These groups will give you access to relevant information, resources and events.

Click on the 'Groups' icon on the left-hand side of the screen to view all groups. The groups to which you belong will be displayed.

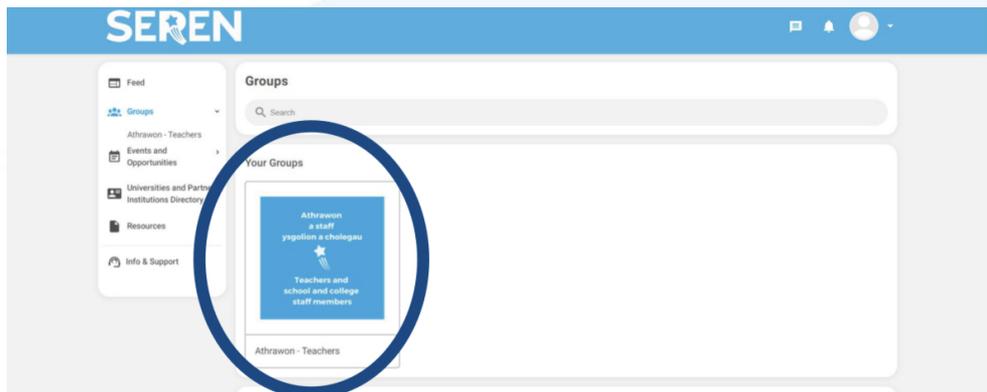


You can use the search bar to find a specific group or scroll to discover more of the groups listed.



6.2 Groups: Teachers' group

You will automatically join the Teachers' group at registration so there's no need for you to join manually.



There will be notices posted in the group sharing relevant information and opportunities for teachers to be involved in Seren activities.

6.3 Groups: Hub groups

All activity shared within the hub group will be private and will only be accessible to those who are also part of your hub.

You will automatically join your hub's group at registration so there's no need for you to join manually.

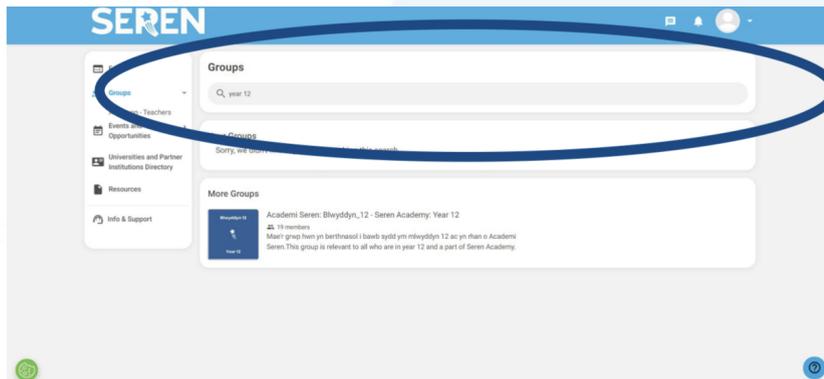
There will be notices posted in your group regarding relevant activities and you will receive communications regarding events & opportunities that are relevant to you.

6.4 Groups: Year groups

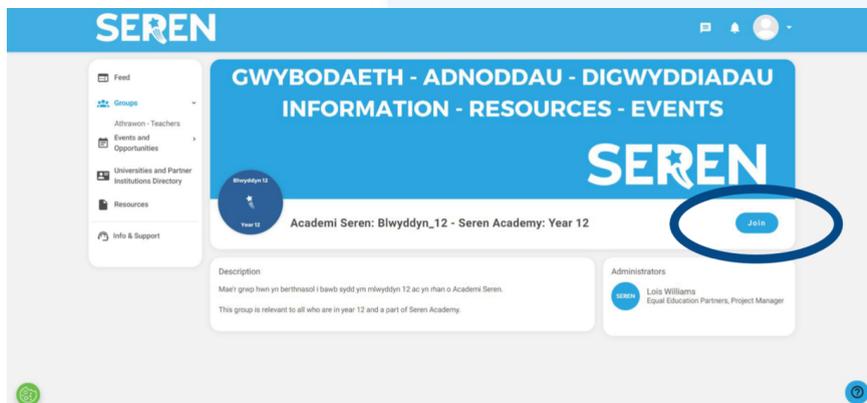
At registration, learners select their year group which automatically adds them to the group for their year. Within this 'Year Group', the Seren Team will share any group-specific information or events.

As a teacher, you may wish to join year groups to have visibility over what is on offer to learners. You will need to join year groups manually.

To manually join a year group, select the group from the list shown in the 'Groups' section, or search using the search bar at the top of the screen, as shown in [6.1](#).



Once you select the group, you can find the 'Join' button on the right side of your screen.

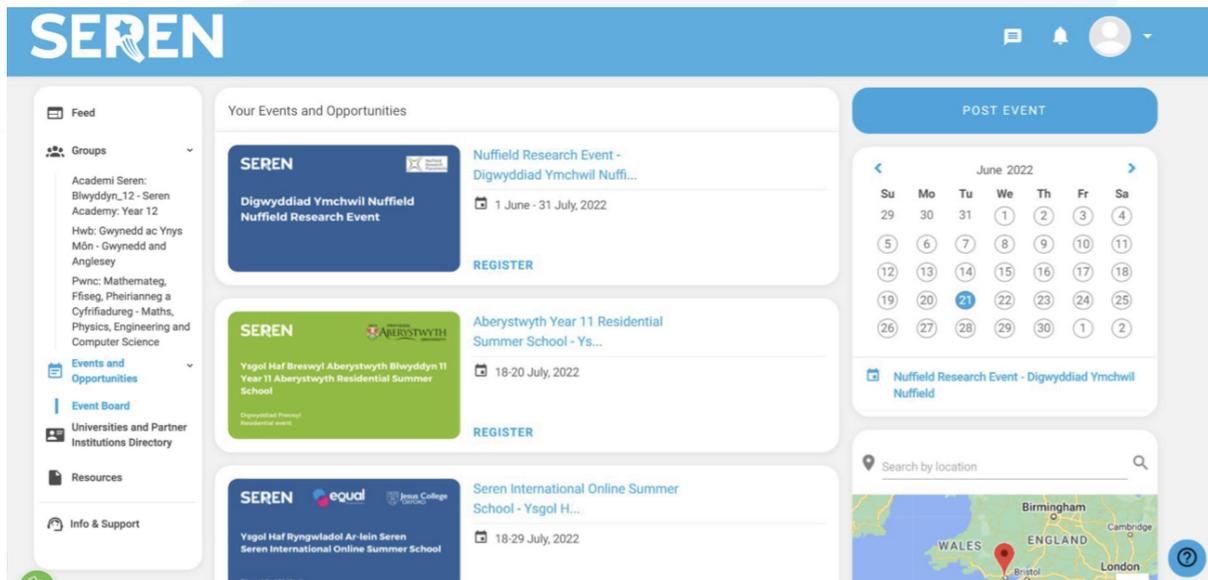


Your request to join the group will show as 'Pending' until an administrator approves your request.

Once your request to join the group has been approved you will be able to see all the content posted within the group, including events and opportunities.

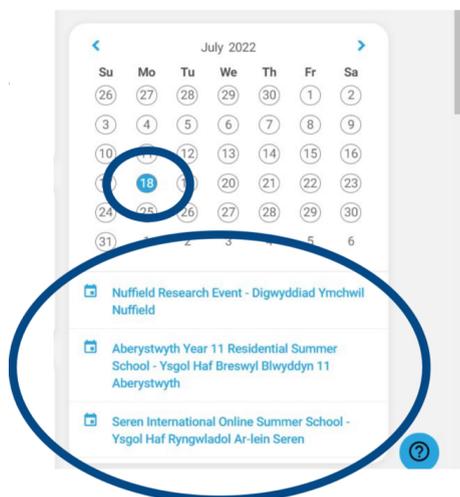
7.1 Events & Opportunities: Overview

All Seren events and opportunities will be clearly listed to learners on the 'Events & Opportunities' page.



7.2 Events & Opportunities: Calendar

The Events & Opportunities page also features a Calendar which you can find on the right-hand side of the page, where you are able to click on a date and it will list each event happening that day, e.g. 18th July 2022, as pictured.



7.3 Events & Opportunities: Registration & attendance

When events are created, learners will receive an invitation to the event via email. They will then be able to register for the event on Seren Space.

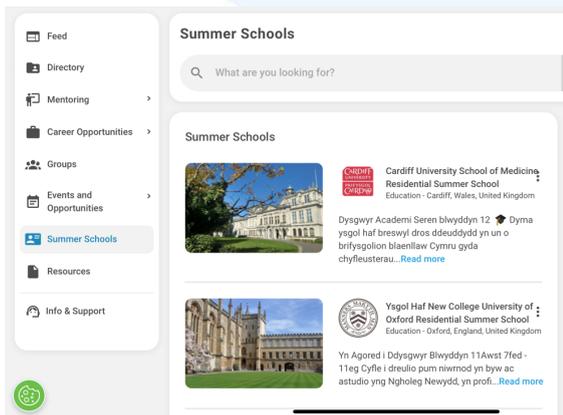
There will be registration links embedded to the event on Seren Space, therefore you can register to attend an event easily. For events created within your hub group, only members of your hub will have visibility over those events.

8.1 Summer Schools Directory: Overview

In the 'Summer Schools Directory' Seren promotes its summer schools. A page is dedicated to each summer school, with a description of the summer school and who it's relevant to.

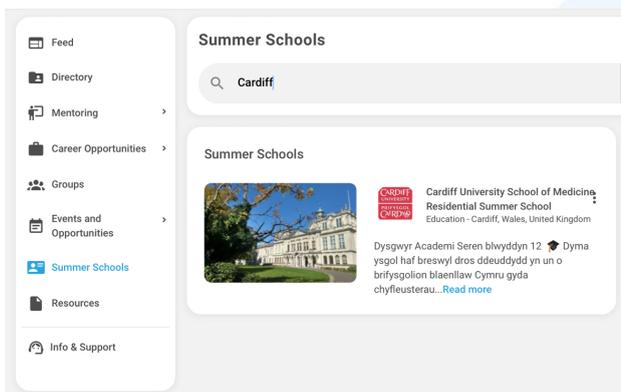
To access the Summer Schools Directory, click the icon on the left-hand side of your screen.

You will find a list of Seren's summer schools. To search for a specific summer school, type the name into the search bar or browse by scrolling down the screen.



8.2 Summer Schools Directory: Example

Click on a Summer Schools profile to explore. Where appropriate, we can include banners to promote Summer Schools.



9.1 Resources: Overview

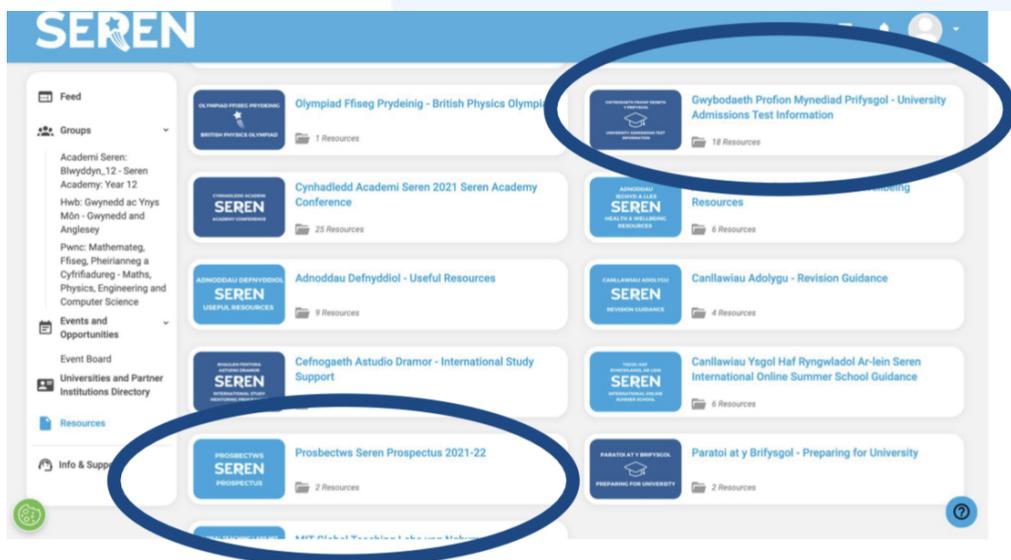
The resources section will provide you with:

- useful video content
- links to information on specific subjects, preparing for university and wellbeing resources
- on-demand content from Seren events e.g. summer schools

This will grow and evolve over time so keep an eye out for new resources!

9.2 Resources: Examples

Below are examples of the resources currently created. Resources are tailored to each year group. Folders tailored specifically to year 10 learners will not be visible to year 12 learners and vice versa, so it will all be kept relevant to the learner.



To open the Folders, click on them and you will access the various links and resources related to that topic.