

Student Manual



Introduction

This manual is intended for students participating in courses that apply collaborative learning and where students use the FROCOLE app. The student manual shows you how to

1. Install the FROCOLE app
2. Make a student account
3. Select courses where you are enrolled into
4. Judge fellow students
5. Judge the group as a whole
6. Use of the pedagogical agent

Further information about the FROCOLE app can be found at <http://frocole.ou.nl>.

When using the FROCOLE app, it is important to notice that this app assumes the following three roles:

1. Student. Students are the actual users of the FROCOLE app. They may use the app to regulate their learning through self-regulation, co-regulation, and group regulation. This manual is meant for students.
2. Tutor. The tutor is responsible for setting up groups for each course and assigning students to groups. Also, the tutor is responsible for setting up the feedback criteria and the pedagogical agent. The tutor can monitor each group's progress (not on an individual level). A separate manual for tutors is available on the FROCOLE website: <http://frocole.ou.nl>
3. FROCOLE manager. The FROCOLE manager is responsible for installing the FROCOLE server and initializing the FROCOLE databases. The latter means that the FROCOLE manager will set up courses and assign the tutors to these courses. A separate manual for FROCOLE managers is available from <https://frocole.github.io/>.

Installing the FROCOLE app on your mobile phone

The FROCOLE app is available for free from Google Play and App Store for respectively the Android and IOS version. You may use the QR codes below in Figure 1. Make sure that you have the latest version by regularly checking the Google Play Store and App Store.



Figure 1 left:
QR code for Google Play Store



Figure 1 right:
QR code for App Store

Making a student account.

When you open the FROCOLE app, the first thing you will see is an animated **opening screen** as shown in Figure 2.



Figure 2

At the bottom you see three icons for <login>, <account>, and <info> respectively. To make an account you have to press the account icon (<account>). The **create account screen** will appear (Figure 3 left).

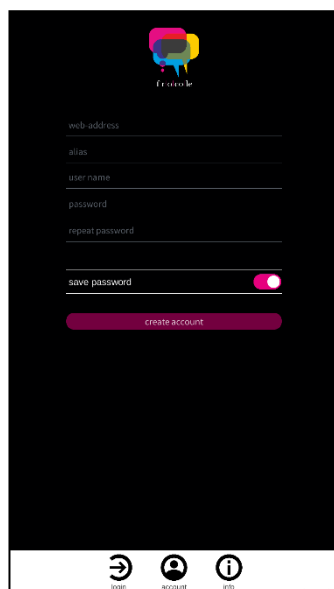


Figure 3 left

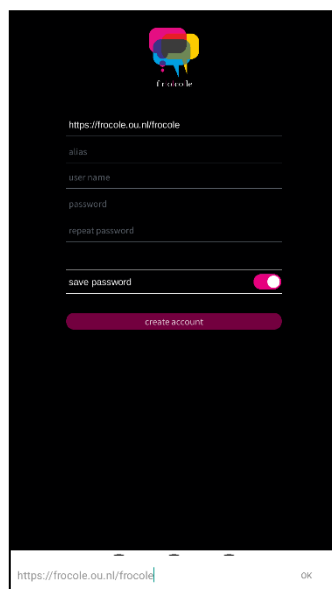


Figure 3 middle

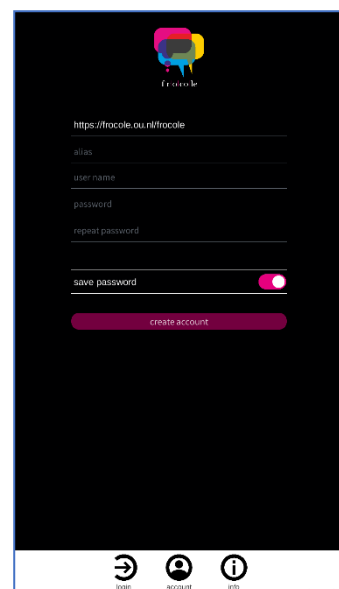


Figure 3 right

In this **create account screen**, you have to enter your login credentials:

1. First, you have to enter a valid web address of the FROCOLE server; press on the field with the greyed text 'web address'. You can enter the web address in the text entering part at the bottom of the screen (Figure 3 middle). Press <OK> after entering the web address. The

FROCOLE app will check whether communication with the FROCOLE server can be established. If so, no error message will appear and you can continue with entering other information (Figure 3 right).

Note that we entered the web address of the FROCOLE server that has been setup for distance students at the Open Universiteit of the Netherlands. In your case, you may ask your tutor which web address you should use.

2. The next thing you have to do is entering an alias, which is the name that will be used in the FROCOLE app so that other users will know who you are. We have entered as an example alias the name 'Murni,' which is also a real name (Figure 4 left).

3. You now have to enter your real name and a password in respective fields.

Note that it is of course possible not to use your real name.

Note further that the FROCOLE server does remember your password but it will use encryption technology that makes it virtually impossible to reconstruct your password. However, if you forget your password, it means that you will not be able to enter your courses any more. It will not be possible to retrieve your password because no personal data like your email address was requested upon registration. We have designed the FROCOLE system this way to meet the privacy requirements as formulated by the Open Universiteit of the Netherlands (in Dutch: <https://www.ou.nl/persoonsgegevens-disclaimer>). However, the 'save password' option – when opted in – will take care that the FROCOLE app will keep you logged in on your mobile phone as long as you do not log off.

4. When everything is entered correctly, the FROCOLE server will successfully create an account (Figure 4 right).

Note that when you create an account, you still have to log in for a first time – see Figure 4 right where you see the button <login> - before the 'save password' option becomes activated.

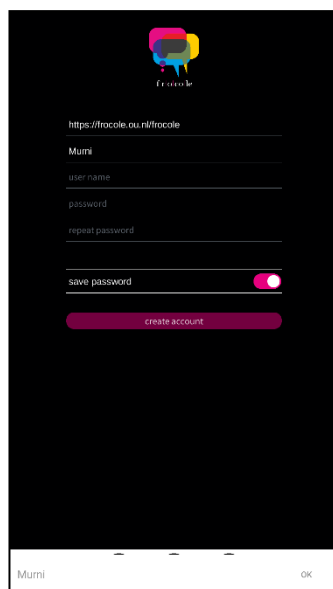


Figure 4 left

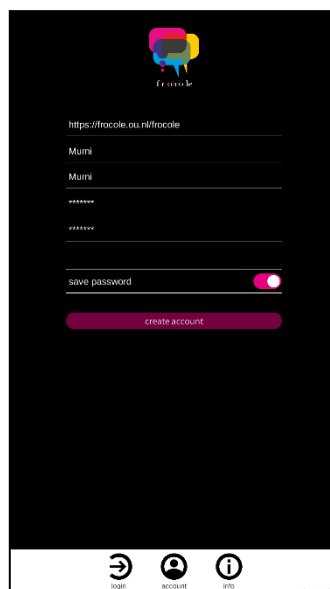


Figure 4 middle

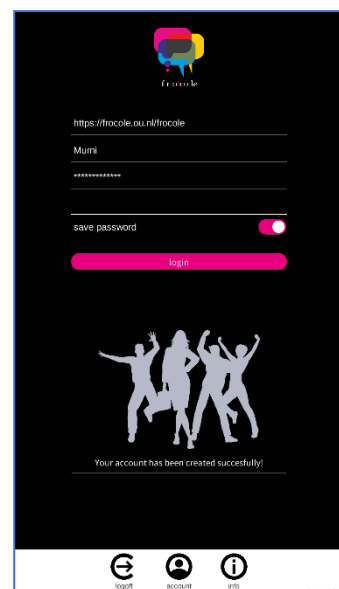


Figure 4 right

Log in into the FROCOLE app.

After you have made a student account, you can login into the FROCOLE app as a student.

1. Open the **login screen** by pressing on the login icon (<login>) at the bottom of the screen. The **login screen** will appear (Figure 5 left).

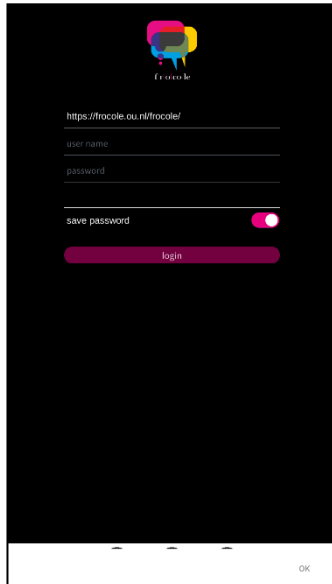


Figure 5 left

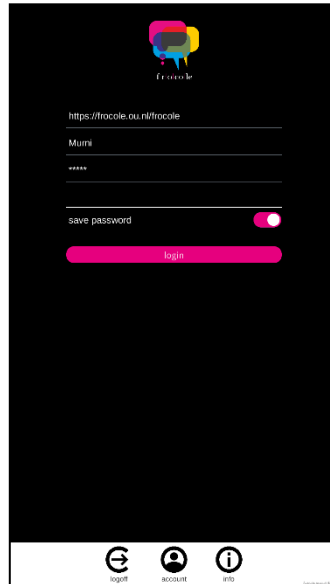


Figure 5 middle



Figure 5 right

2. Enter your name and password and then press <login> (Figure 5 middle). Some checking will be done if name and password are known by the FROCOLE server. If everything is ok, you will see the **overview screen of my courses** (Figure 5 right). Note that if it is the first time you log in the FROCOLE app, this overview is empty (as Figure 5 right is showing) and you have to select one or more courses from the list of courses for which you are enrolled into. We will show how to do this in the next section.

Preparing

As a student, you first have to determine the courses in the FROCOLE app for which you are enrolled.

1. First, you have to press the button <change> in the **overview screen of my courses** (Figure 6 left). A screen will appear which lists all the courses known to the FROCOLE system. Select those courses which you are enrolled into (Figure 6 middle). Note that if a course is not listed, you should ask your tutor whether he/she already has had the course entered in the FROCOLE system by the FROCOLE manager.

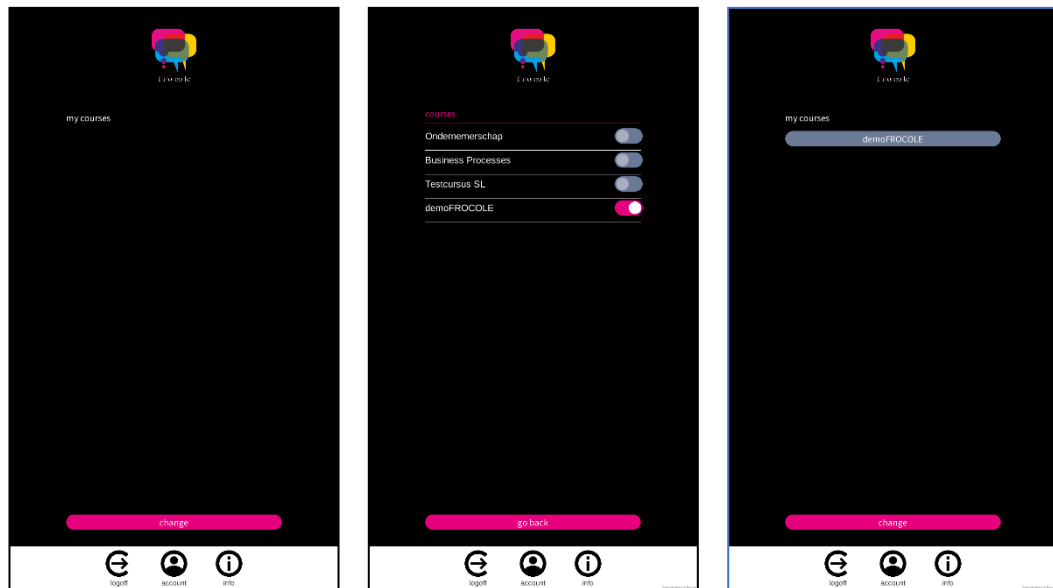


Figure 6 left

Figure 6 middle

Figure 6 right

2. After you have selected the courses – in our example, the only course we select is the course 'demoFROCOLE,' you have to press on the button <go back> to go back to the **overview screen of my courses** (Figure 6, right).
3. Once you have selected your courses, the **overview screen of my courses** shows these courses. As a student you can judge the performance of your group mates and of the group as a whole by giving feedback in the form of rating several performance indicators.

After you have selected the course, your tutor will have to assign you to a group. Once this is done, you will be able to give feedback.

Note that as long as the tutor does not assign you to a group, you will see the message in Figure 7 when pressing on the course name you selected:

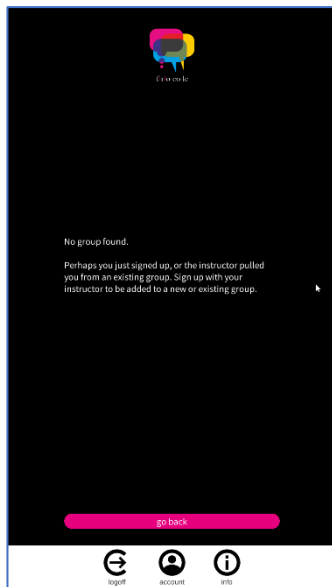


Figure 7

Giving feedback to an individual group mate or yourself

To give feedback to a group mate actually means that you rate your group mate's performance by scoring different indicators. Use the same procedure to rate yourself on the same indicators.

1. Press on the course you are enrolled into. You will see a screen where you can select whether you want to give feedback on the group as a whole or to give feedback on individual group mates or yourself (Figure 8 left).

In Figure 8 left you can also see the option 'I want to share my self-feedback.' If you opt for this option, it means that you can see the self-feedback of your group mates as well (and they can see your self-feedback) but only for those group mates who also have opted for this option.

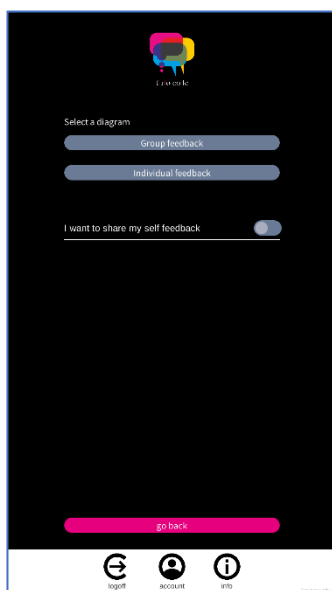


Figure 8 left

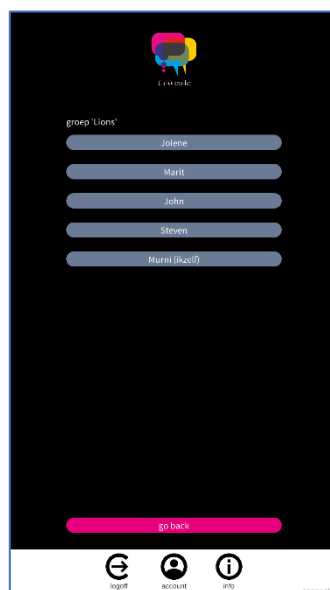


Figure 8 middle



Figure 8 right

- To give feedback on an individual group mate you can press the button that shows the name of a group mate. In our example, Marit was selected. As a result, the **individual performance feedback radar diagram** screen (IPF-RD) for Marit will appear (Figure 8 right). In this IPF-RD, there are five indicators to which you need to give feedback in the form of a score. The five indicators have the following labels: affinity, confidence, curiosity, enjoyment, trust, and engagement.

Note that the number of indicators may vary as well as their labels. The number of the indicators and labels are determined by the tutor.

The IPF-RD diagram further shows:

- A yellow opaque area. This area connects the average scores for all indicators given by all group mates on the performance of the selected group mate (i.e., Marit). The calculation of each average score includes your score but not the score of Marit because it is the self-feedback of Marit.
 - A magenta solid line. This line connects your scores on all indicators for the selected group mate (i.e., Marit). The line represents your feedback on Marit.
 - A cyan solid line. This line connects the scores on all indicators for the selected group mate (i.e., Marit). The line represents the self-feedback of Marit.
- Note that you can only see this line when both you and Marit have opted for the option 'I want to share my self-feedback.'

- In order to give feedback on a particular indicator, let's say trust (i.e., how trustworthy is the person in following the group agreements such as meeting deadlines), you have to press the trust dot in the radar diagram. This dot will change color from black to magenta (Figure 9 left). At the same time, in the grey area below the radar diagram, a slider will show up which gives you the possibility to give a score on that trust indicator (Figure 9 middle). The shape of the magenta line will change accordingly when you slide left or right. After you have done this, you can select another indicator, for example curiosity, and in the same way give a score (Figure 9 right). If all scores are given, you can press on the button <go back> to store the feedback scores.

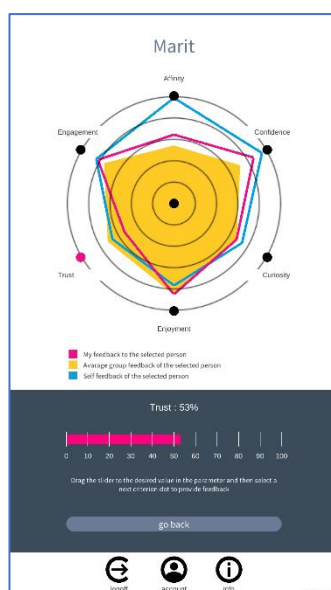


Figure 9 left

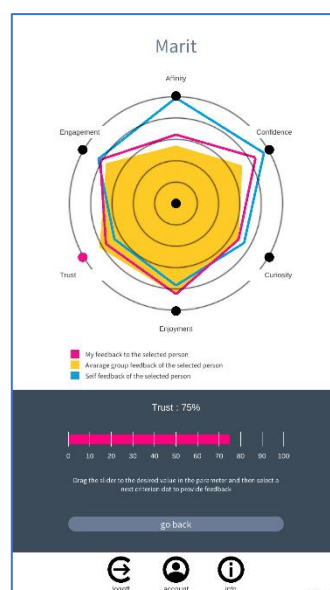


Figure 9 middle

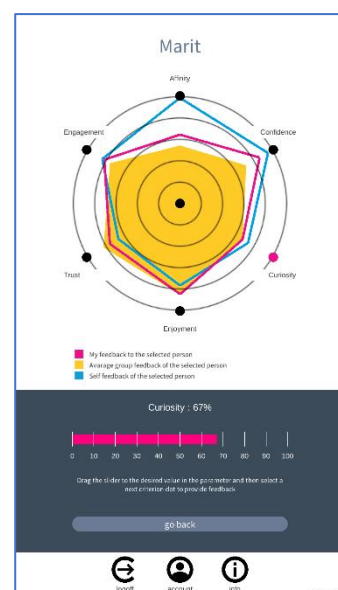


Figure 9 right

- You can also give self-feedback. The procedure is completely similar to giving feedback to a group mate.

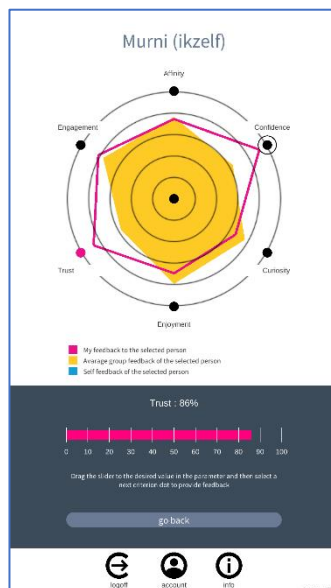


Figure 10 left

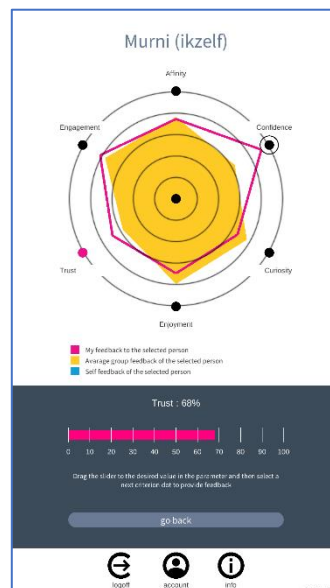


Figure 10 middle

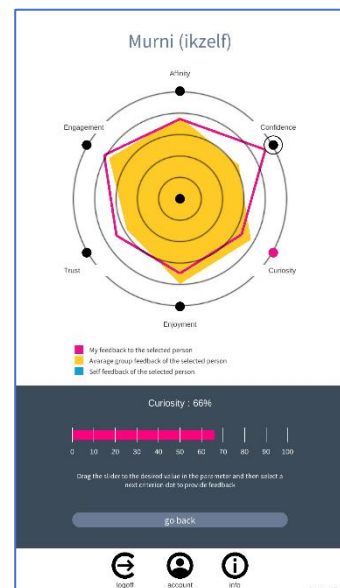
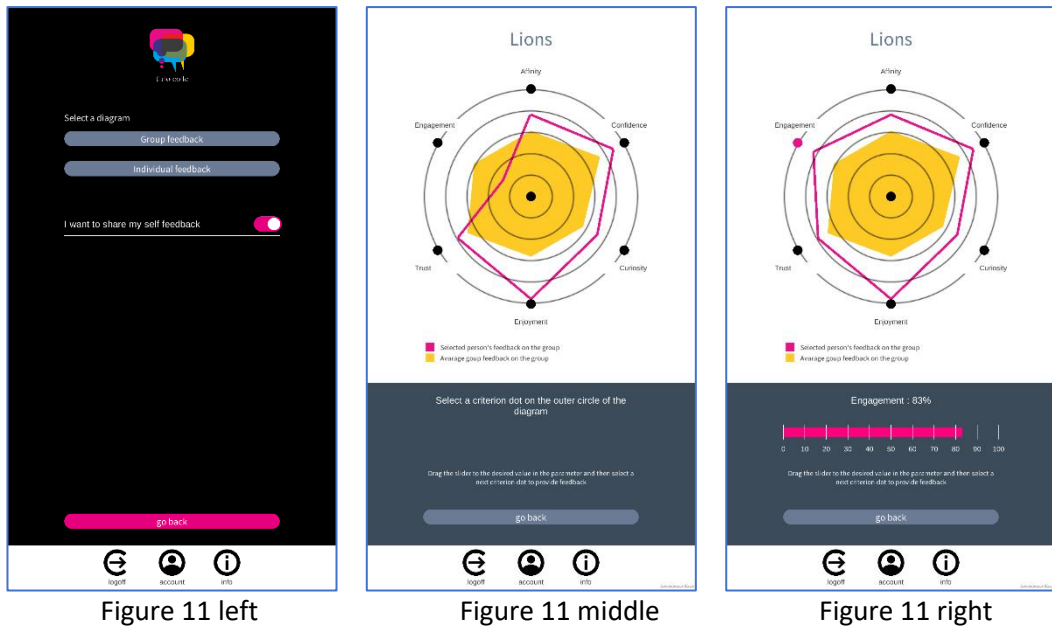


Figure 10 right

- If all the self-feedback is given, you have to press the button <go back> to store the feedback scores.

Giving feedback on the group as a whole

- In the screen where you can select whether you want to give individual feedback on a group mate or give feedback on the whole group as a whole (Figure 11 left) press on the button <Group feedback>.
- The procedure of giving feedback on the whole group is similar to that of giving feedback to a group mate or yourself. Rather than the IPF-RD a **group performance feedback radar diagram** (GPF-RD) will show up in the screen (Figure 11 middle). In our example, Murni is member of the group Lions; this name is shown on the top of the GPF-RD. You also see that in this GPF-RD the same five indicators as from the IPF-RD are shown (Figure 11 right). Note that the number of indicators may vary as well as their labels. The number of the indicators and labels are determined by the tutor. Number and labels may differ from those of the IPF-RD.



3. If all the feedback is given, you have to press on the button <go back> to store the feedback scores.

Reflection

In this version of the FROCOLE app, a pedagogical agent (PA) is integrated who will notify you when your tutor sets 1) a (new) deadline for giving feedback and 2) when the discrepancy between your self-feedback score and the average score of your group mates exceeds a certain threshold value.

When the tutor sets a (new) deadline, the next time you log in in the FROCOLE app you will see the pop-up screen shown in Figure 12 wherein the PA will notify you about the deadline. It is expected that you will give all your feedback before the deadline expires.

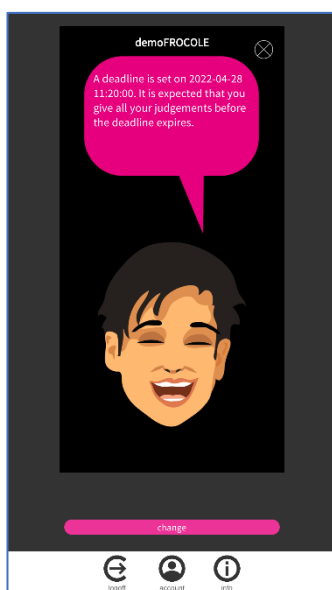


Figure 12

When the deadline expires, you will be notified by de PA if the threshold value for some indicator has exceeded. A pop-up screen like the one in Figure 13 will be shown. As can be seen in Figure 13, the notification is accompanied with an advice, for example, to have a meeting with your group mates to reflect on the discrepancy.

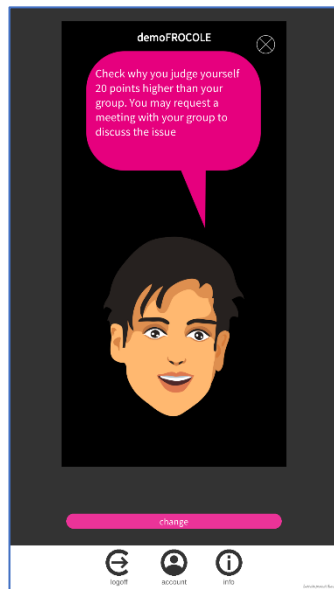


Figure 13