



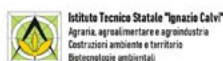
ALL  
INCLUSIVE  
SCHOOL



# SOCIAL BOOKS CREATOR



Co-funded by the  
Erasmus+ Programme  
of the European Union





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# 1. About Social Books Creator

## WHERE DOES SBC COME FROM?

Social Books Creator is a web app designed for the creation of **highly accessible digital resources**, which are called ***Social Books*** because of their **cooperative nature**.

Social Books Creator is the third output conceived by the partnership of the Erasmus+ project [All-Inclusive School](#), aimed at providing to European teachers and educators didactic tools inspired by an inclusive approach and methodologies.

The web app is available in all the languages of partner countries (Italian, German, Dutch, Romanian, Spanish) and English.

3 The idea of SBC is grounded in a vision of **teaching and learning as an intersubjective process**, in which the roles of who is teaching and who is learning are mixed up, in order to make every student active part and aware of his/her learning style. The pedagogical framework combines **cooperative learning practices** with **digital competences** in order to get more inclusive and significant learning results. This framework is highly responsive to the time of digital innovation and it refers to those learning theories focused on the use of web applications for teaching and learning purposes.

SBC allows **collaborative writing**, through the creation of a group of authors, a group that can be composed by a teacher (or more than one) and students; they can choose together the topic of their Social book and co-construct its contents, its layout, its length, and other typographical aspects.



## WHAT ARE THE GOALS OF SBC?

Social Books Creator is not a common text editor as its first appearance could make think. It is more properly an ebook editor, optimized for the production of **open digital resources** characterized by **high accessibility** both in terms of contents and user interface.

Contents are accessible if they fit defined typographical styles and layouts. Social Books **Editor** is designed to offer a unique layout composed by successive blocks: header, text, list, checklist, code, quote, raw Html, conceptual map, image. These blocks are identifiable by a coloured background and they can be freely combined and put in order to build a personalized digital textbook.

For the same reason, the formatting options of each block are reduced accordingly **usability parameters**.

Social Books Editor's user interface displays a primary colour which is green and uses Material Design as a visual language to guarantee a complete understanding of all interface elements.

Therefore UI is simple and essential, important actions are placed at the top of the page, elements are labelled by action verbs (abling a screen reader to interact with the interface).

## WHO CAN BENEFIT FROM USING SBC?

Social Books Creator is freely available for those teachers and educators who want to make the experience of a digital tool aimed at **promoting inclusion**.

Social Books Creator has been designed to be suitable for students with mild to moderate cognitive disabilities and other soft special educational needs<sup>1</sup>.

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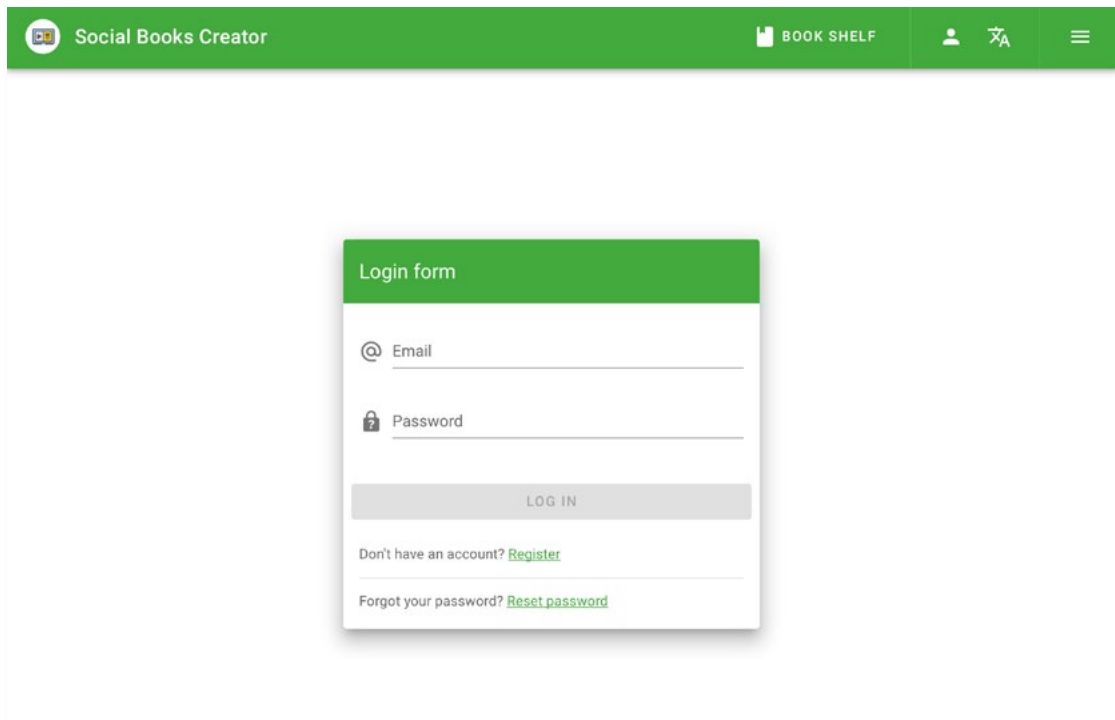
<sup>1</sup> See Target group description in [ALL-IN IDENTIKIT](#) at page 16.



But in force of its characteristics and in force of the principles of Universal Design for learning, Social Books Creator is adequate to be used with all students in the class, regardless of distinctions. The web app is a powerful guide for the organization of teaching and learning activities because it makes possible the **personalization of the interface** and the **integration of compensatory tools**. Moreover, the main utility of SBC regards the **process of creation** of a Social Book rather than the exclusive attention given to the disciplinary notions.

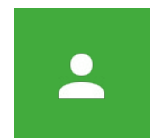
By this consideration, some already defined activities to be performed with Social Books Creator are described in the [ALL-IN TEACHER KIT](#), the second intellectual output of All-Inclusive School project.

## 2. Manage User Profile



To **access your user profile** you can follow two procedures:

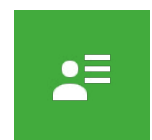
01. Once you have logged in to SBC, select the *Profile* icon located on the title bar at the top right of the screen; then tap *Profile*;
02. Once you have logged in to SBC select the *hamburger menu* button at the top right corner of the screen; then, on the left side of the screen, it displays a navigation bar where you can select *Personal info*.



*Profile*



*Hamburger menu*



*Personal Info*



### Within the *Personal info* section you can:

- **provide personal information** to complete the settings of your account. To edit your personal info section:
  - select the *Pencil* icon and it will be asked you to provide some **compulsory information** (the red ones) and some **optional information** (the grey ones). Also the information about the organization or the school you belong to is optional.
  - Then select *Save* to record your info.



*Pencil*

Your **name and surname** will be displayed both on the left top corner of the sidebar and in the groups section inside the group members' area (see **Groups section** in §3).

- If you want to get track or get back the data you've provided to the web app, you can download them selecting **Download your personal data** in the Security & Privacy area.
- Upload your **avatar** or decide to remove it. The image can be uploaded in three different ways:
  - from the local memory of your device;
  - using a public url;
  - by taking a picture with your webcam.
- Set your **preferences**:
  - by choosing your **default language** among English, Italian, Spanish, German, Romanian and Dutch;
  - by enabling or disabling **hints**;
  - by deciding if you want and how often you want to receive **emails and notifications**.



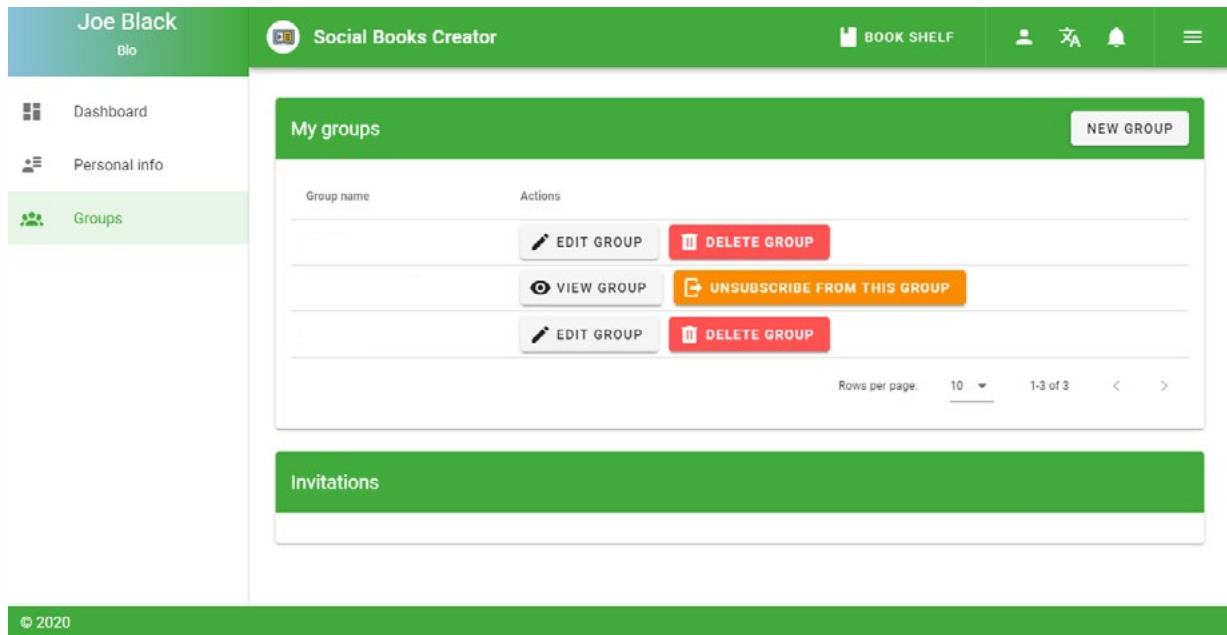
- Manage **your password** and change it if needed, after you have created it during the registration phase. Select *Change password* in the Security & Privacy area.



# 3. Manage Groups

Groups

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To access your groups section, you must log-in to your SBC account and select the *hamburger menu* button at the top right corner of the screen; then, on the left side of the screen, it displays a navigation bar where you can select *Groups*.



*Hamburger menu*

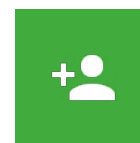


*Groups*



### Within the Groups section you can:

- **Create a new group**, by clicking the button *New Group* and following the guided procedure that appears after the click. It will be asked you:
  - to **pick a name** for the group;
  - to **invite other users** for the collaborative writing (it is possible only if you know user's email address);
  - to **share one or more of your books** with the members.



*New Group*



*Trash*

Finally select *Create a new group*.

Invited users can view the activities of the group and edit shared books.

Furthermore, you can skip the sharing books step and decide to do it later if you are the admin of a group you've created (See Manage a group in §3).

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- **Delete a group**, if you are the group admin, by selecting the *Trash* icon.
- **Manage a group**, after you have created one. This function is available only if you are **the group owner/creator** and it allows you:
  - to **invite** new collaborators (it is possible only if you know user's email address);
  - to **remove** others;
  - to accept or deny **pending invitations**;
  - to change **group name**;
  - to set up the **book settings** in the main editor (see **SBC work areas** in §5);



- to accept or deny **modification proposals** made by the group members, through the bottom area of the group page. (see **Request approval of selective changes** in §5 );
  - to **add one or more of your books** or **create a new** one from the scratch, by selecting *Add book* button. The book(s) will appear in the Books area of the group.
- If you're a **collaborator** of the group you can:
    - **unsubscribe** from the group;
    - **edit** the shared books (see **Save your Social Book** in §5).



*Add book*

Finally, here you find a **list of the shared group books**.



## 4. Manage Dashboard

(PAGE COMING SOON)

To access your *Dashboard*, you must log-in to your SBC account and select the *hamburger menu* button at the top right corner of the screen; then, on the left side of the screen, it displays a navigation bar where you can select *Dashboard*.



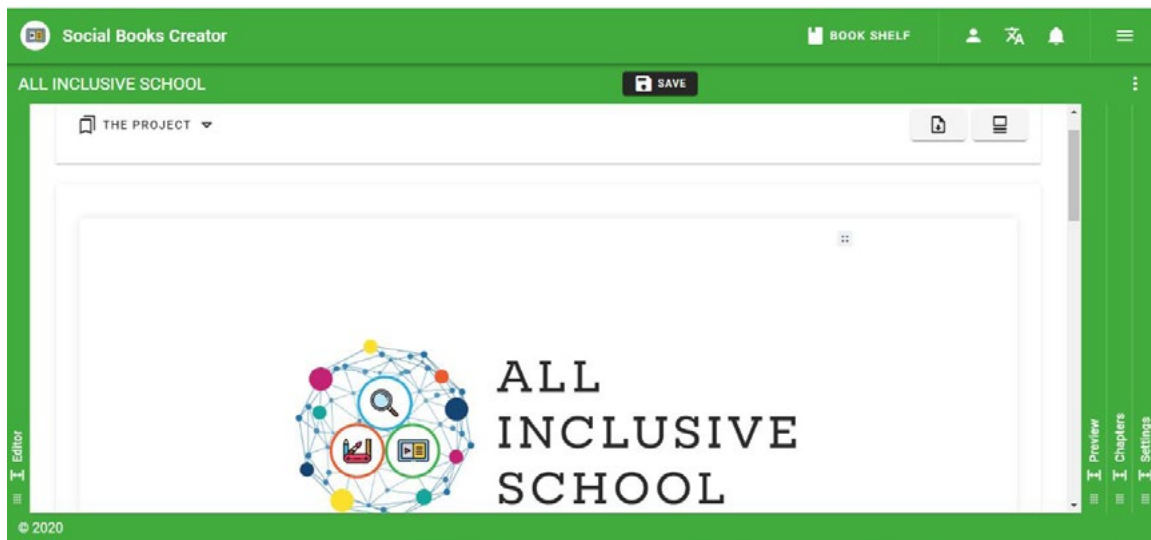
*Dashboard*

**Within the dashboard you can:**

- manage the **books** you have **created**,
- manage the books you're **following**,
- manage the books you're **editing** and your **groups** (for more info see the groups subsection).



## 5. Social Books Editor



Social Books Editor is the Social Books Creator (SBC) platform that allows you to create **Social Books**: digital books made thanks to the collaboration between multiple users registered with SBC. The Social Books are especially designed for educational activities, they can be useful tools to enable **collaborative and inclusive learning** among students, as well as to create personalized handbooks and didactic tools for teachers and educators.



## CREATE A SOCIAL BOOK

Once you have registered and logged in to SBC, to create a Social Book you have to:

- click on the *Create new book* button you can find on the right side in the home page of the editor;
- enter the **information requested**: book title, CC licence and an optional abstract. These elements can be changed at any time through the **Settings** area, until the Social Book is concluded and published;
- you can **start typing** your Social Book.



*Create new book*



*Add book*

It is possible to create a Social Book also by sharing it directly with a **Group** already existent. You can ask collaboration sharing a new book only if you are the **admin** of the Group. In this case you have to:

- click on the hamburger menu and go in the **Groups** section;
- Select the group you want to create the book with and click on the *Edit* button (pencil icon);
- click on the *Add Book* button;
- then click on the *Create new book* button and follow the next steps.

As member of the selected Group and new **collaborator**:

- you will be informed with a **notification** on your account and invited to collaborate on the new Social Book;
- you will have the possibility to **modify** the content of the Social Book and **request confirmation** of the changes made to the creator of the book through the Chapters area;
- your changes will be sent by notification to the author, who can confirm or decline the changes made by the people of the Group.



## SAVE YOUR SOCIAL BOOK

Once you have finished editing the Social Book you need to save your work by clicking on the *Save* button on the right of the Editor area.

In case you are co-working on a Social Book as a collaborator (so you are not the author who created the Social Book) you need to **request approval** of the changes made to the author, in order to be able to share them with all the collaborators.

By saving the changes in the Editor area, in fact, the changes will be visible only in your version of the Social Book. The request for confirmation of the changes can be sent from the **Chapters area**, in correspondence with the chapter in which the changes were made.



*Submit the changes*

### Request approval of selective changes:

- make your changes and save your version in the Editor;
- go to the **Chapters area**;
- click on the *Submit the changes* button corresponding to the chapter in which you made the changes;
- the author will receive a **notification** of the changes request, which he can view in the Groups area;
- the author has the possibility to **accept or reject** the requested changes;
- if the changes are approved, the updated version of the chapter will be **shared** with all the collaborators of the Social Book.



## SBC WORK AREAS

Social Books Editor is structured in 4 work areas: Editor, Preview, Chapters and Settings:

- in the **Editor** area you can insert the contents on the layout;
- in **Preview** you can view the pagination in browsable mode;
- the **Chapters** area allows you to create the structure of the book by inserting the chapters and the sub-chapters: you have the possibility to insert the index titles and, once selected, be referred to the corresponding pages of the Editor area;
- the **Settings** area allows to modify the general and the para-textual information of the book, such as the title, the authors, the co-writing Groups, the cover, the publishing settings and the abstract. It is also possible to modificate the formatting options available here: page orientation; page size; font, size and color of the texts.

## WORK IN THE EDITOR AREA

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As already illustrated in §1, the **Editor** interface was designed to be linear and intuitive: as soon as you enter the Editor work area, you can start writing the contents of the book.

Compared to many text editors, the layout is structured in **blocks**, functional to establish the formatting of the type of content inserted. The blocks consist of homogeneous sections by type of content, each type of block is distinguished by a color and it is interspersed with a **spacing** that precedes and follows it. According to the requirements, both colors and spacing can be deactivated through the button in the page toolbar, where is located the Save button.

In the main menu of the editor you can also move from one chapter to another and **download a .PDF** version of the Social Book.

Compared to a paper book, the layout of the Social Book in the Editor area is not divided into pages, except in the version that can be exported to .PDF for printing or online sharing.





Blocks' formatting and customization are not the main focus of SBC: as already argued in §1, the main purpose of the application is to create teaching tools with **accessible and inclusive layout and contents**, rather than the creation of an aesthetically elaborated manual. The attention to the different Learning disabilities and SEN has determined the choice of a more bounded text format, in order to favor readability and minimalism in the layout.



*Add*

## WRITE IN THE EDITOR AREA

These are the available text formatting options:

- by starting to write, the content will be paginated as if it were normal text, the single words can be formatted in **bold, italics** or **links** by highlighting them and selecting the desired icon;
- through the *Add* button you can select the other types of possible blocks and add **other types of content** to the layout: links, text, title, bulleted and numbered lists, check-lists, page boundaries, quotes, HTML code strings, conceptual maps and images;
- through the button on the right of each block you can **move** the block up and down through the pages, **change** formatting style of the block or **delete** it.

# 6. Social Books Cooperative Press



Social Books Cooperative Press is a repository of **open digital resources** created with Social Books Editor. At the same time, it is the first page you will see when you land on the app webpage.

What are open digital resources? They are educational resources (OERs), interactive ebooks, characterized by the presence of **different typology of digital contents**: videos, images, texts, put together to produce highly accessible study materials which have been created through the collaboration among teachers and students.

They can consist in a tailor-made lesson or an assigned homework or the result of a collaborative and creative storytelling.



What is required is that these resources must have been released with an open license in order to allow everyone to reuse and edit them. Then, during the publication of the Social Books the authors decide which **Creative Commons license** is most appropriate for their Social Books.

Social Books Cooperative Press is composed of 4 sequential sections reachable scrolling the page :

- The searching box area
- The last published Social Books
- The most read Social Books
- The authors' stories area

Within the SBCP page it will be possible to sign up to Social Books Editor. Then your amazing experience with Social Books Creator will totally start!



## 7. Accessibility<sup>1</sup>

As described in the introduction **Social Books Creator** is designed to be a web app that allows to create **accessible digital contents**. In developing SBC the accessibility has been also targeted by the side of the **user interface and experience**, in order to fit the learning needs of students with a **mild intellectual disability** and their teachers. Years of promotion and awareness initiatives for the scholastic inclusion of students with special educational needs have made clear how **what is necessary for one can be also useful for all the others**, as W3C claims.

With this philosophy on its back, SBC has reached the following **goals**:

- personalization of **contents**
- personalization of **user interface**
- availability of **compensatory tools** integrated into the web app
- promotion of **collaborative learning**

<sup>1</sup> <https://www.w3.org/TR/WD-WAI-PAGEAUTH/>  
<https://www.w3.org/TR/WD-WAI-PAGEAUTH/full-checklist>  
<https://www.w3.org/WAI/test-evaluate/preliminary/>



With the respect to the guidelines suggested by **Web accessibility initiative** of the W3C consortium, here follows an easy-to-read list of the precautions adopted to **guarantee accessibility standards**.



- Ensure that all the **information** conveyed **with color** is also available **without color**;
- Provide **text equivalents** for all the images and icons;
- Use foreground and background **color combinations** that provide sufficient **contrast** when viewed by someone with color deficits or when viewed on a black and white screen;
- Associate **labels** explicitly with their controls;
- Use **icons or graphics** (with a text equivalent) where they **facilitate comprehension of the page**;



- For pages that use style sheets or presentation markup, ensure that the contents of each page area **ordered and structured**;
- Use **style sheets** to control layout and presentation;
- Use relative rather than absolute units in markup language attribute values and style sheet property values;
- Use **metadata** to add **semantic information** to pages and sites;



- Until user agents provide the ability to stop the refresh, **do not** use periodically **auto-refreshing** pages;
- **Avoid** any blinking or updating of the screen that causes **flicker**;
- **Do not cause pop-ups** or other windows to appear and do not change the current window without informing the user;



- For data tables, identify headers for **rows** and **columns**;
- Offer **navigations bar** to highlight and give access to the navigation structure;
- Use a **clear** and consistent **navigation structure**;
- Provide a description of the general layout of the web app, the access features used, and how to use them (**handbook**).



## 8. Privacy and data protection

The **personal data** collected by the web app are the ones you have provided during the **registration phase** and after you have filled in the **Profile section**. Here a recap list:

- your name and surname
- your email address (compulsory to register to Social Books Creator)
- your address
- your avatar
- the school/organization you belong to or you are attending
- the selected language

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Other data concern the **preferences** expressed about **mailing** and **notifications** and the Id token of the **cloud messaging service**.

All these data are **downloadable** in the Security and privacy area of the Profile section; you can choose among three **types of file**: .json, .pdf, .csv.



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**Output Coordinator:**

Archilabò Società Cooperativa Sociale (IT)

**Partners:**

Irecoop Emilia-Romagna Soc. Coop. (IT)

Huerta Santa Ana S.Coop.And. (ES)

University College Leuven-Limburg (BE)

Istituto Tecnico Statale “Ignazio Calvi” (IT)

Landkreis Kassel (DE)

Inspectoratul Scolar Judetean Vaslui (RO)

Centrul Judetean De Resurse Si Asistenta Educationala Vaslui (RO)

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