

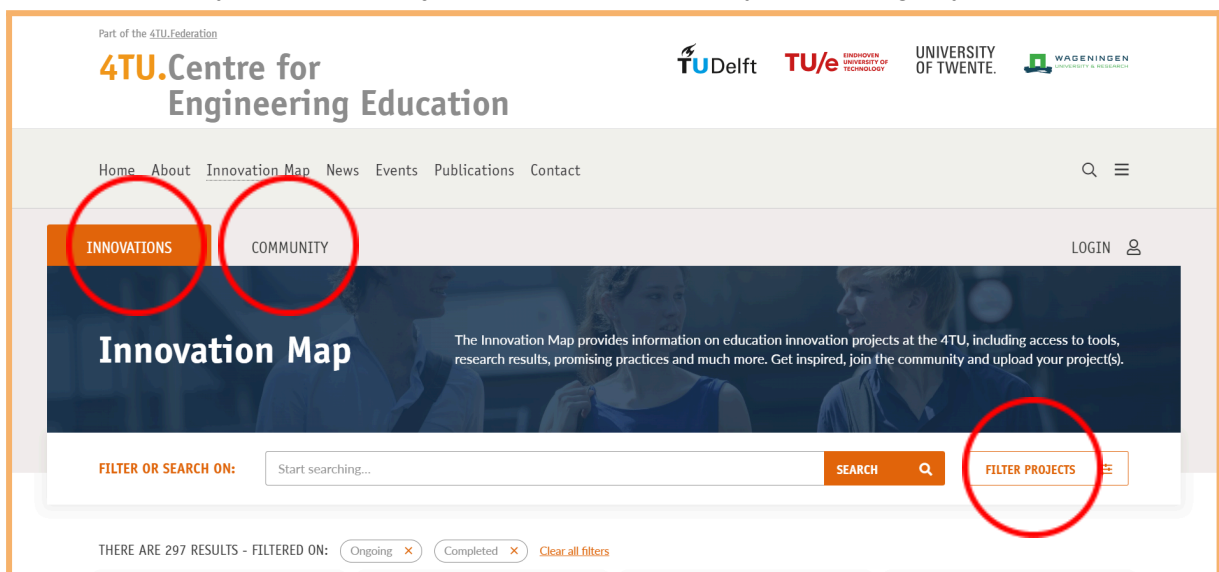
# Innovation Map Tutorial

## What is the innovation map?

The Innovation Map provides information on education innovation projects at the 4TU, including access to tools, research results, promising practices and much more. This is the page to find your colleagues, their email addresses, and the projects they work with.

## Innovation map elements

The innovation map consists of two elements, “innovations” and “community”. In the innovations tab, you can find projects while the community tab is a registry of people.



## Innovations

In the innovations tab, you can search for different projects, however it is also possible to search for projects by peoples last name. This is useful for when you are searching for projects posted by a certain person. It is also possible to filter projects by theme, project type, level, education type, and university.

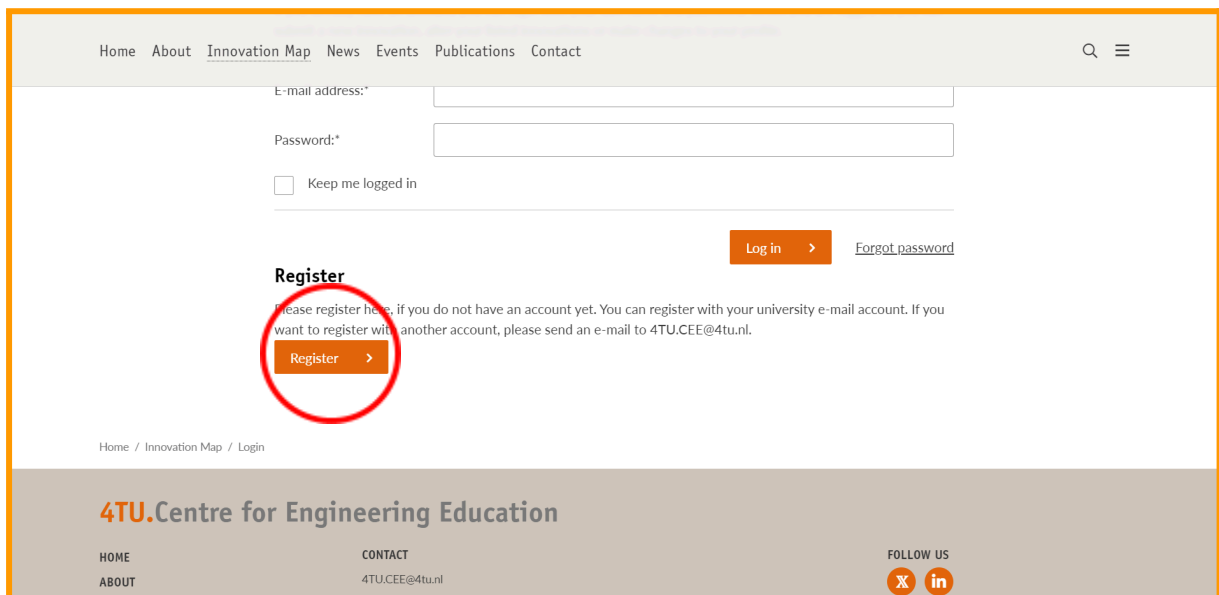
## Community

In the community tab, it's possible to search for people that have an account in the innovation map. The tab is sorted alphabetically by last name. It's possible to filter by university. You can then find their email address and possibly their phone number if the person has added it to their profile. By clicking on their profile, you can view the project(s) that they are or have been a part of.

Make yourself and your work visible by creating your own account and adding projects!

# Registering your account

To create an account, you should press the “Login” button in the top right. Scroll down to find the “register button”



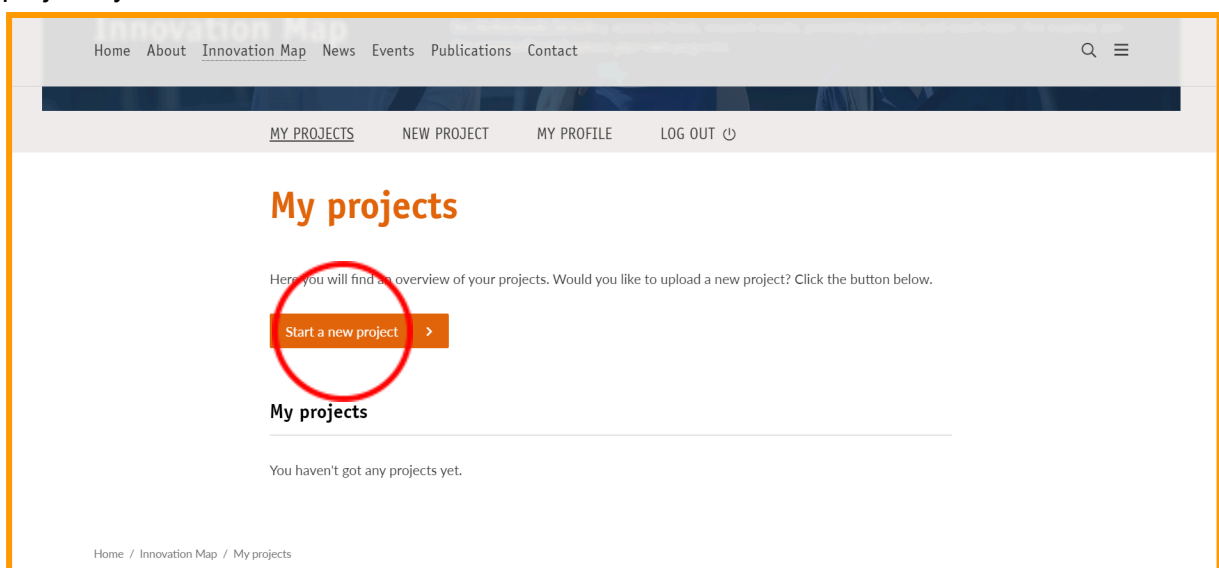
The screenshot shows the registration page of the 4TU website. At the top, there is a navigation menu with links for Home, About, Innovation Map, News, Events, Publications, and Contact. Below the menu are input fields for 'E-mail address:\*' and 'Password:\*', along with a checkbox for 'Keep me logged in'. There are 'Log in >' and 'Forgot password' buttons. A 'Register' button is circled in red. Below the registration form, there is a footer with '4TU.Centre for Engineering Education', navigation links for HOME and ABOUT, contact information (CONTACT, 4TU.CEE@4tu.nl), and social media icons for X and LinkedIn.

Fill in your details and upload a picture if you like. The fields with an asterisk \* are mandatory to fill in. Create a strong password, preferably one you have not used before. You might be asked to confirm your account in your email. Make sure to also check the spam folder.

**Congratulations, you now have your own Innovation map account!**

# Creating a project

When you have your new account, you will have access to tabs “MY PROJECTS” and “NEW PROJECT”. In “MY PROJECTS”, you will have an overview of your made projects or projects you have been added to.

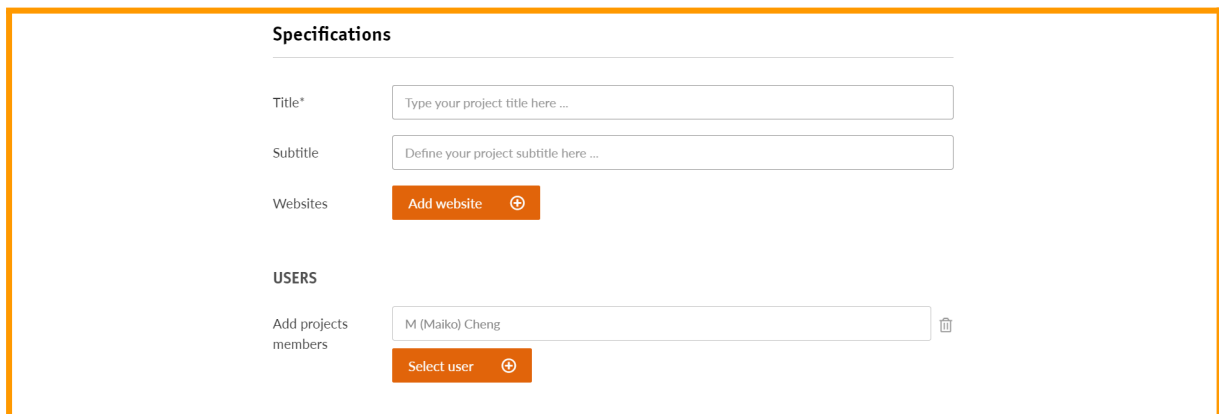


The screenshot shows the 'My projects' page of the 4TU website. At the top, there is a navigation menu with links for Home, About, Innovation Map, News, Events, Publications, and Contact. Below the menu are tabs for MY PROJECTS, NEW PROJECT, MY PROFILE, and LOG OUT. The 'MY PROJECTS' tab is selected. The main content area has a heading 'My projects' and a sub-heading 'My projects'. Below the sub-heading is a button 'Start a new project >' circled in red. The text below the button says 'You haven't got any projects yet.' At the bottom, there is a footer with 'Home / Innovation Map / My projects'.

Now, let's create your first project. Press "Start a new project". We'll go over the entire structure of the project.

## Specifications

Start off by filling in the title, and ensure the title is not too long. If you want you can add a subtitle or a website that is relevant to your project or where more information can be found.



The screenshot shows a form titled "Specifications" with the following fields and controls:

- Title\***: A text input field with the placeholder "Type your project title here ...".
- Subtitle**: A text input field with the placeholder "Define your project subtitle here ...".
- Websites**: A section with an orange button labeled "Add website" and a plus icon.
- USERS**: A section with a text input field containing "M (Maiko) Cheng" and a trash icon, and an orange button labeled "Select user" with a plus icon.

## Users

Here, you can add all project members. Note that you can only add users that have an account on the innovation map. If some of your colleagues, collaborators or promoters do not have an account, make sure to send them this tutorial. It is important to note that all responsible people should be added to the innovation map but one person should be mainly responsible for contact. This person should be mentioned in the **project introduction and background information** but more about that later.

## Related projects

If you have any projects that are related to your project on the innovation map, add them here.

## Filters

In the filters tab, there are 7 different filter types. The filters with square boxes can have multiple checks, while for the filters with circular checkboxes it's only possible to choose one. Let's go over them one by one.

**Theme:** You must choose a theme that is relevant to your project. Note that these themes may be outdated as themes change over time. Feel free to send an email to [4tu.cee@4tu.nl](mailto:4tu.cee@4tu.nl) if you feel that your project is not represented in the themes.

**Level:** You can choose a level that is relevant to your project; choose between course level, curriculum level and above curriculum level, meaning that it encompasses more than the curriculum level.

**Status:** You must choose a status which your project is in. Is it ongoing, completed or archived? Note that only ongoing and completed projects can be highlighted. It is possible to change the status of a project after it has been published.

**Project type:** You can choose the type of your project.

**Education type:** You can choose the education type of your project.

**University:** You must choose which university is relevant to your project.

**Free tags:** Free tags are "invisible" tags that are used to optimize the search results. You can freely use tags to increase findability. Don't go overboard with these tags, use at most 5.

The screenshot shows a 'Filters' section with the following categories and options:

- THEME\***
  - Interdisciplinary education
  - ICT enhanced engineering education
  - Dealing with diversity
  - Teaching Excellence
  - Ethical and responsible engineering education
  - Entrepreneurial Learning
  - Challenge based learning
  - Digital Literacy
  - Learning Analytics
  - Sustainability and responsible engineering education
- LEVEL**
  - Course Level
  - Curriculum Level
  - Above curriculum
- PROJECT TYPE**
  - Evidence Based
  - Article (research paper)
  - Workshop
  - Tool
  - Including practical outcome
  - Informative without practical outcome
- EDUCATION TYPE**
  - BSc
  - MSc
  - PhD
- UNIVERSITY\***
  - TU/e
  - TUD
  - UT
  - WUR

## Files

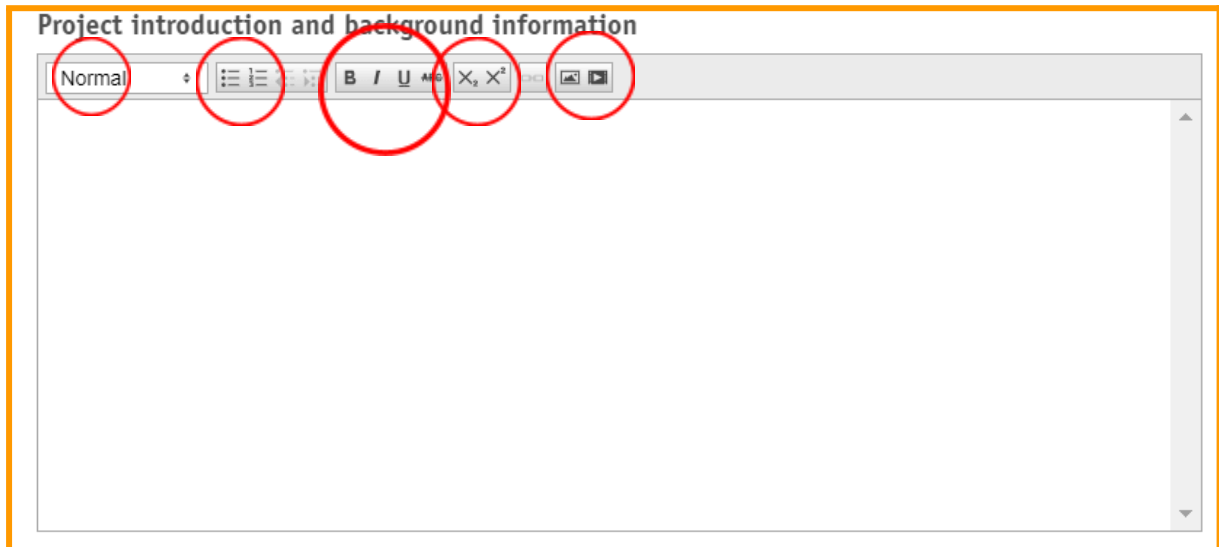
The screenshot shows the 'Files' section with two tabs: 'IMAGES' and 'DOCUMENTS'. Under the 'IMAGES' tab, there is a text input field containing 'No file chosen', a 'Select file' button, and an 'Add image' button with a plus icon. Under the 'DOCUMENTS' tab, there is an 'Add document' button with a plus icon. The 'Add image' and 'Add document' buttons are circled in red.

**Images:** It's a good idea to add an image to your project. This image will also be shown on the front of your project and on the homescreen of the innovation map. The formatting should preferably be in 16:9 format. If you're not sure what that means or how you should do that, feel free to scroll down to the "Image" section. Make sure you do not upload copyrighted images! You can have a look at <https://www.freepik.com/>, <https://www.freeimages.com/>, <https://unsplash.com/>, or more!

**Documents:** If you prefer to upload a document, you can do so in the documents tab. This can be basically anything but you should strive to upload relevant documents only such as a PDF version of your paper, long appendices, etc. ... Ensure that the title of the document is relevant and encompasses your project in a short sentence.

## Text

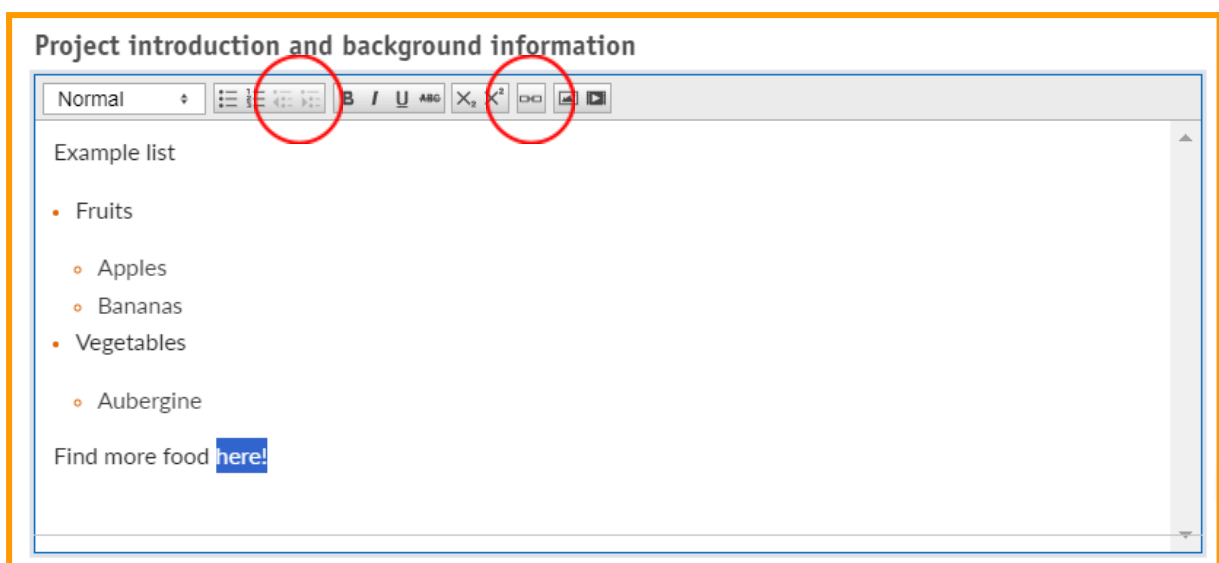
The main text of your document follows a structure. This structure is the same for every project. In all parts of the texts, you can use different buttons.



The first circle allows you to create headings and body text, the second circle allows you to create (un)ordered lists, the third allows you to do basic text formatting such as bold, italic, underline and strikethrough. The fourth button allows you to use sub- and superscripts and the fifth allows you to attach images or videos.

As you might notice, there are two “unactivated” buttons. These buttons activate as soon as you type text. The first one allows you to do indentation, like you can see in the example below with the list of fruits and vegetables and a sublist of different fruits.

The second inactive button allows you to create hyperlinks. Select the part that you want to make a hyperlink and press the button. Now fill in the link and you’re all set!



**Abstract:** Write the abstract of your project here. Note that this will only be shown on the frontpage of your project. Keep it relatively short and relevant to the project.

**Project introduction and background information:** In the project introduction and background information you **should mention who the main representative** of the project is such that this person can answer enquiries about your project.

**Objective and expected outcomes:** This section is similar to the paper or project proposal and should contain scientifically relevant information.

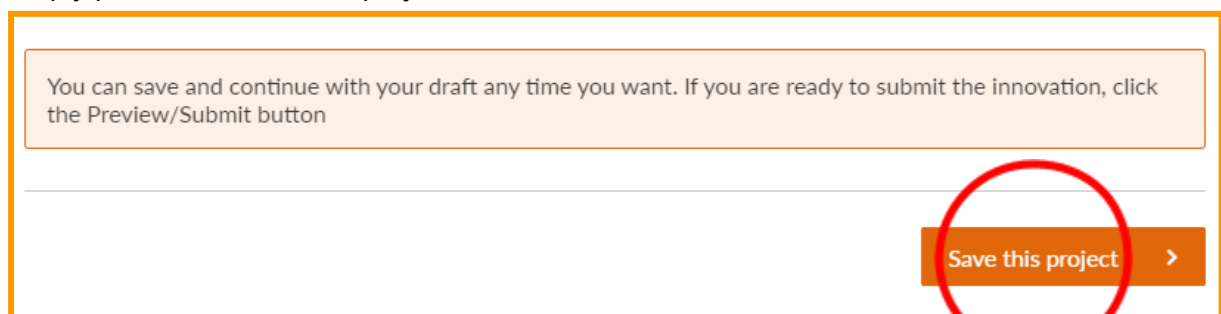
**Results and learnings:** This section is similar to the paper or project proposal and should contain scientifically relevant information. It's okay to notify the reader that there are no results yet.

**Recommendations:** This section is similar to the paper or project proposal and should contain scientifically relevant information. It's okay to notify the reader that there are no recommendations yet.

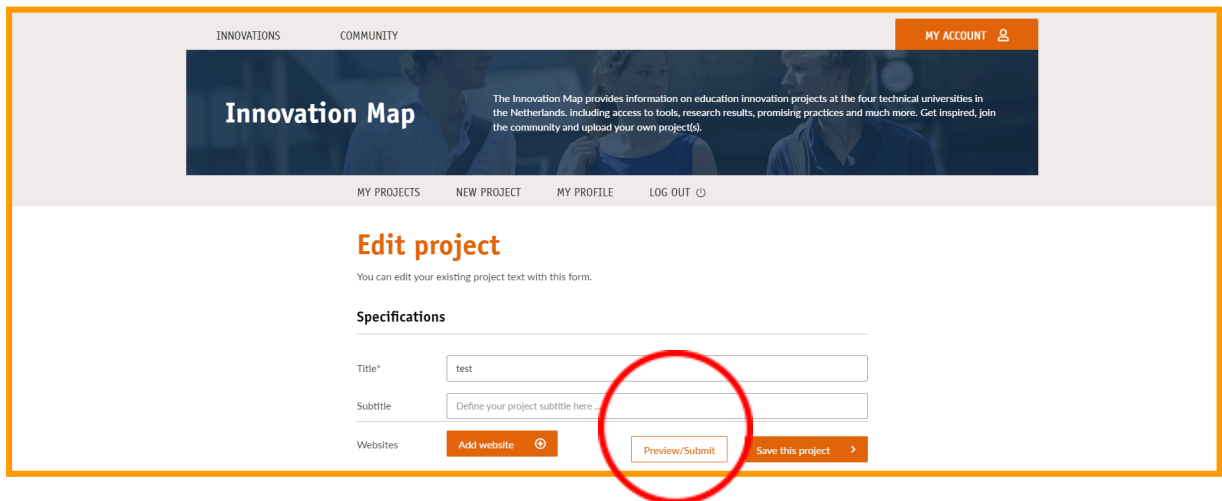
**Practical outcomes:** This section is similar to the paper or project proposal and should contain scientifically relevant information. It's okay to notify the reader that there are no outcomes yet.

## Saving the project and uploading it

The first next step is to submit the project. Once you're happy with how everything looks, simply press the "Save this project" button.

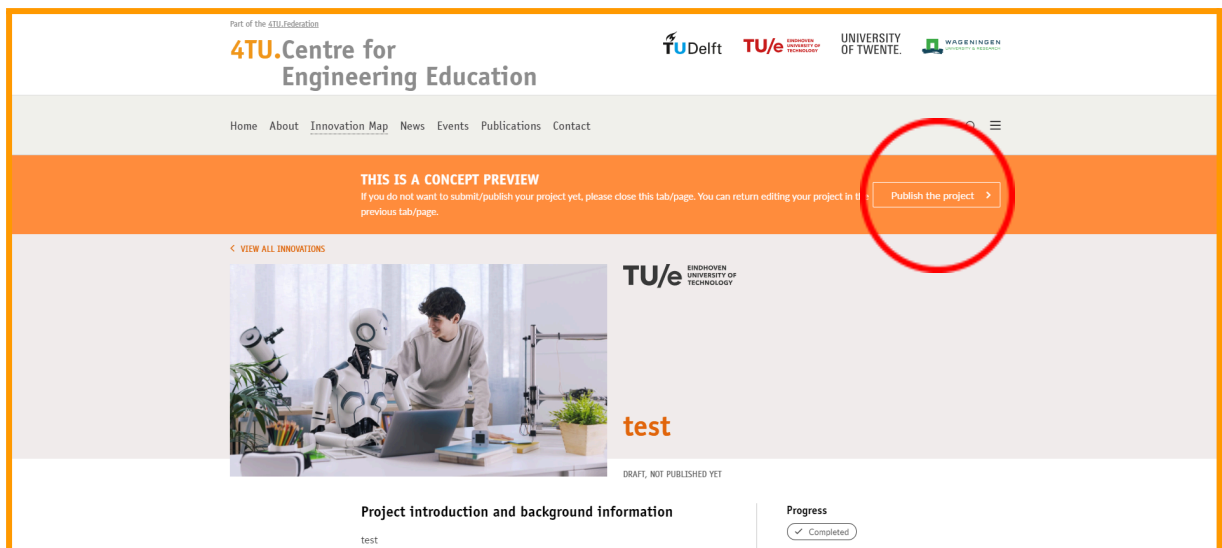


You now have saved the project and get the possibility to do some final edits if preferred. The next step is to press the “Preview/Submit” button.



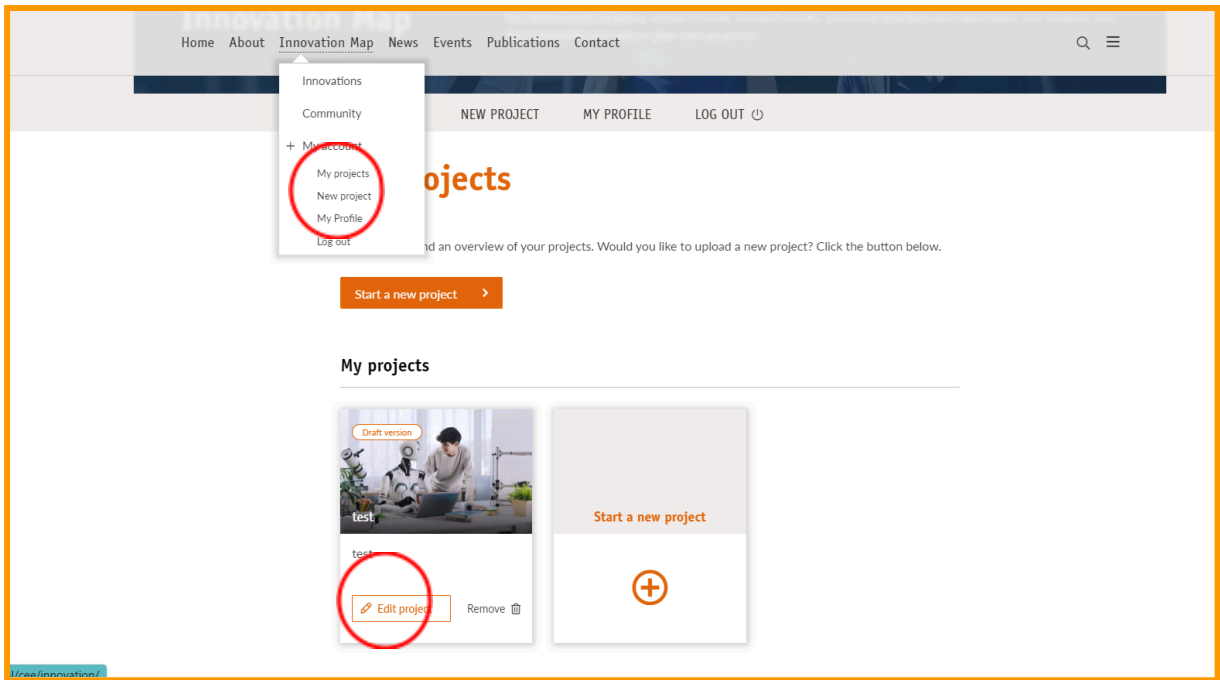
The screenshot shows the 'Edit project' interface. At the top, there are navigation links for 'INNOVATIONS', 'COMMUNITY', and 'MY ACCOUNT'. Below this is a header for 'Innovation Map' with a brief description. The main content area is titled 'Edit project' and includes a subtitle 'You can edit your existing project text with this form.' Underneath, there's a 'Specifications' section with input fields for 'Title\*' (containing 'test'), 'Subtitle' (with placeholder text), and 'Websites'. At the bottom of the form, there are three buttons: 'Add website' with a plus icon, 'Preview/Submit' (circled in red), and 'Save this project' with a right arrow icon.

You now have a good overview of how the project will look. Are you comfortable with everything? Go ahead and press the “Publish this project” button and you have successfully uploaded your project to the innovation map! **Congratulations!**



The screenshot displays the project preview page. The top navigation bar includes the 4TU logo and logos for TU Delft, TU/e, University of Twente, and Wageningen. Below the navigation is a menu with 'Home', 'About', 'Innovation Map', 'News', 'Events', 'Publications', and 'Contact'. A prominent orange banner reads 'THIS IS A CONCEPT PREVIEW' with a warning and a 'Publish the project' button (circled in red). The main content area features a photo of a person working with a robot, the TU/e logo, the title 'test', and the status 'DRAFT, NOT PUBLISHED YET'. At the bottom, there's a 'Project introduction and background information' section with the text 'test' and a 'Progress' indicator showing 'Completed'.

You can now go to “Your Projects” by clicking the “Innovation Map” buttons. You can see your projects here and still make some edits if you prefer.



## Images

Images on the innovation map should be formatted to a 16:9 ratio, as this ensures that the full screen of your image is shown and no information is lost. Let's get started. First of all, choose an image you would like to use, make one yourself or find some **NON COPYRIGHT** image on the web. You can use <https://www.freepik.com/> to find some decent images.

Now, navigate to <https://imagy.app/change-image-to-16x9-aspect-ratio/> and upload your image. Your screen will look like this:



**Options**

**Rotate**

Rotate Right

Rotate Left

Shape:

Rectangle

**Width / Height**

Define by:

Aspect Ratio Width/Height in px

Choose Ratio:

16:9

Download

Zoom In Reset Zoom/Position Zoom Out

Don't touch any of the buttons except for the frame you have in the middle. Use the corner sliders to crop the image to the preferred size and press download.

Congratulations! You now have a perfect image for your project!