



USER MANUAL | SEPTEMBER 2020

WELCOME TO CLANBEAT

USER MANUAL

Let's have a look through main functionalities and learn which button does what.

Also, please mark down the following link
<http://bit.ly/clanbeat-feedback>

Once you have gone through this material and start using Clanbeat app, but something needs extra clarity, feel free to add it to this form above.



PROFILE CREATION

- ✓ Fill in required fields.
- ✓ Add info or choose options and press NEXT.
- ✓ Everything you enter can be edited later also.
- ✓ Information you fill in can be seen only by your Class and your Teacher.

What is your name?

Trey
Tompkins

Title Mr

What is your birthday?

September 14, 2006
Edit birthday

What is your gender?

Your gender is not visible to others. We collect gender information to make Clanbeat as good as it possibly can.

Male Female

What languages do you speak?

Dzongkha
 English
 Esperanto
 Estonian
 Fwe

CANCEL OK

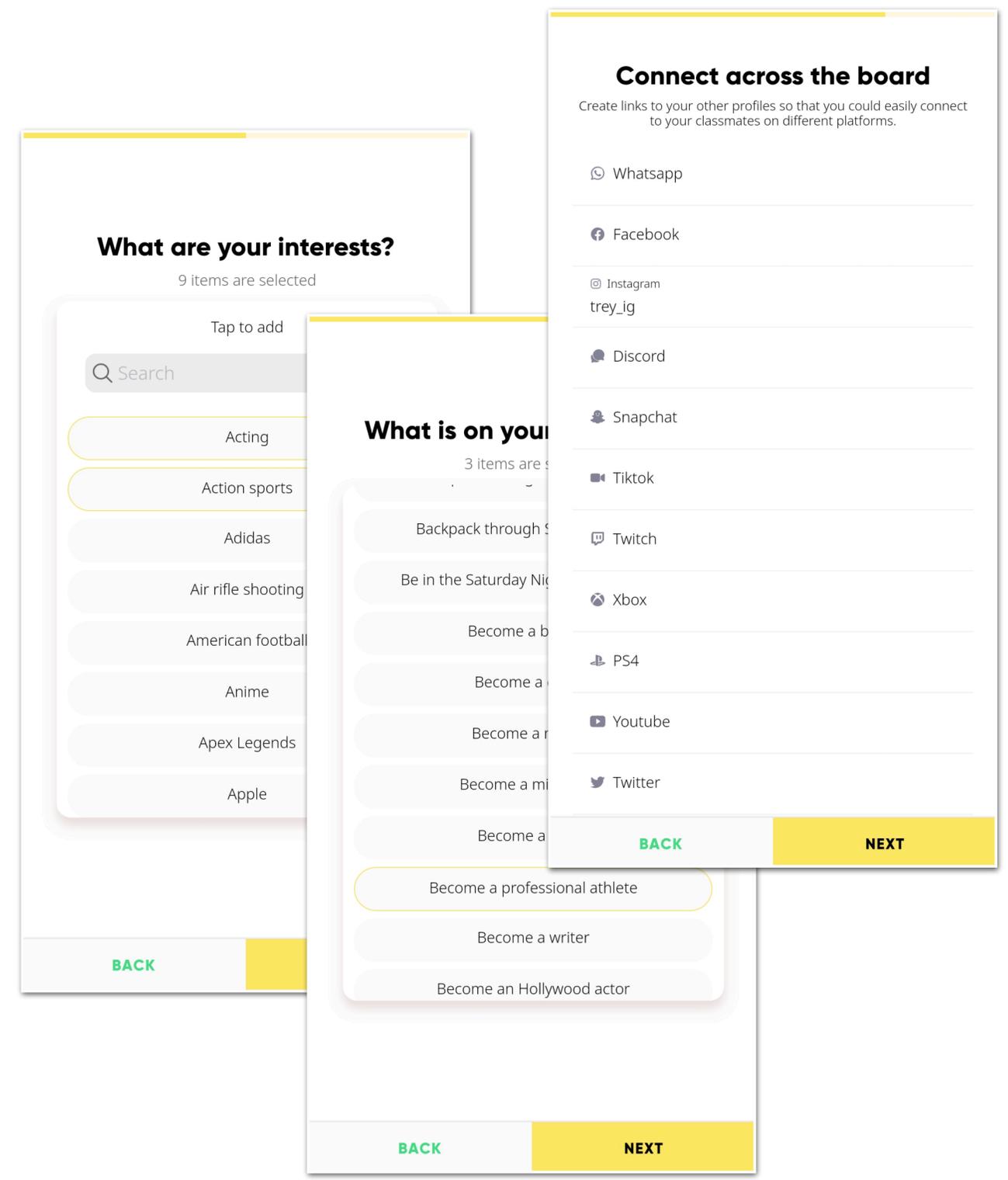
12 2008
13 2007
14 2006
15 2005
16 2004

Oct
Nov

NEXT BACK NEXT BACK NEXT

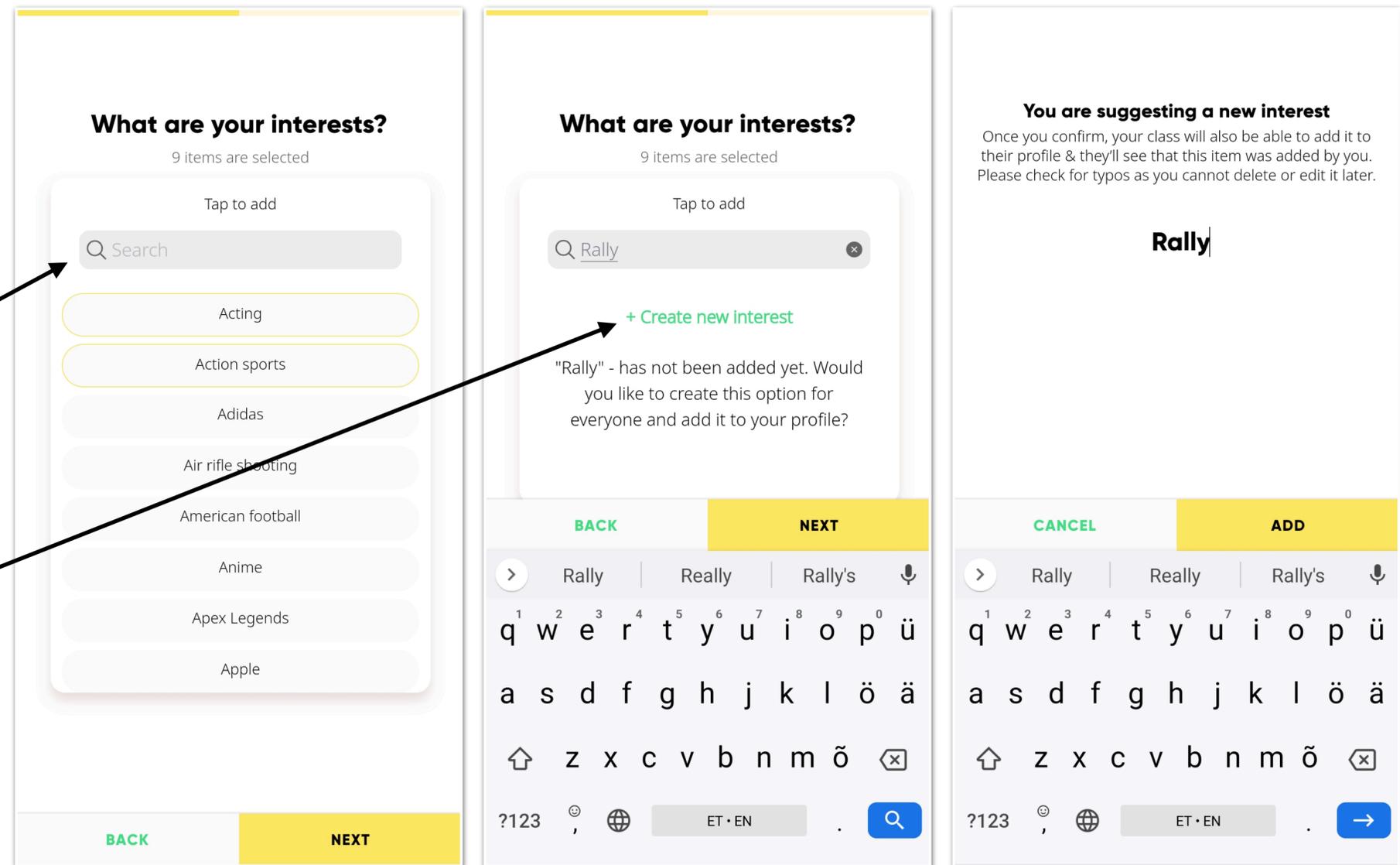
PROFILE INCLUDES ALSO INTERESTS, BUCKET LIST GOALS & CONTACTS

- ✓ Interests are your hobbies, areas you are actively curious or active in.
- ✓ Bucket list contains activities or goals that you dream of doing one day.
- ✓ Under contacts you can share links (or usernames) to other platforms you wish to share with your classmates.



MAKE CHOICE OR USE SEARCH

- ✓ Browse through existing choices and press the ones that you relate to, to add it to your profile.
- ✓ If you are looking for sth. specific, use the "Search" bar.
- ✓ If your interest is not in the list, then add it by pressing: + CREATE NEW INTEREST
- ✓ Same logic applies to *Bucket List*

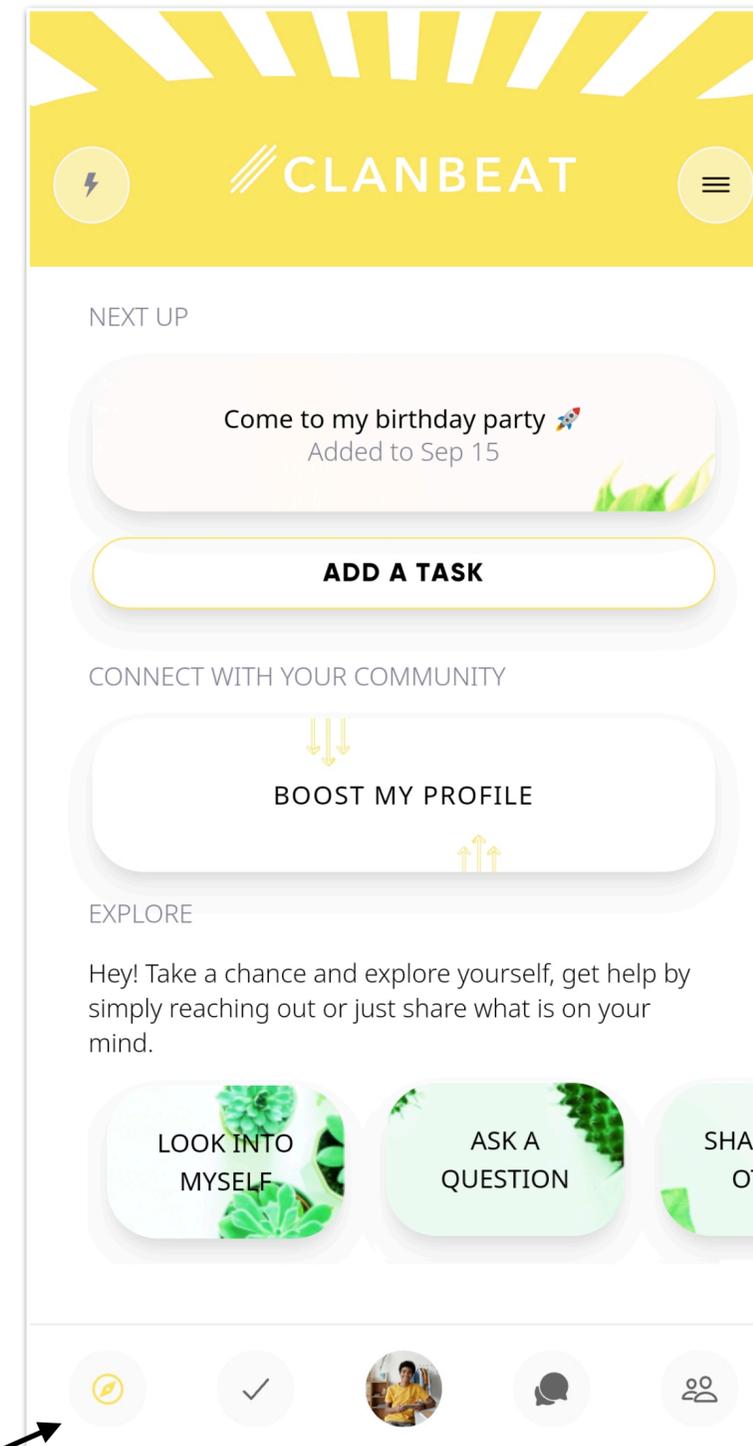


HOMEPAGE

Wow, your profile is filled and you can start using Clanbeat in full mode.

Homepage serves the purpose of making your life easier and reaching all relevant places in Clanbeat with an ease.

Before we go into what each button does - let's go over main views and what you can do there.



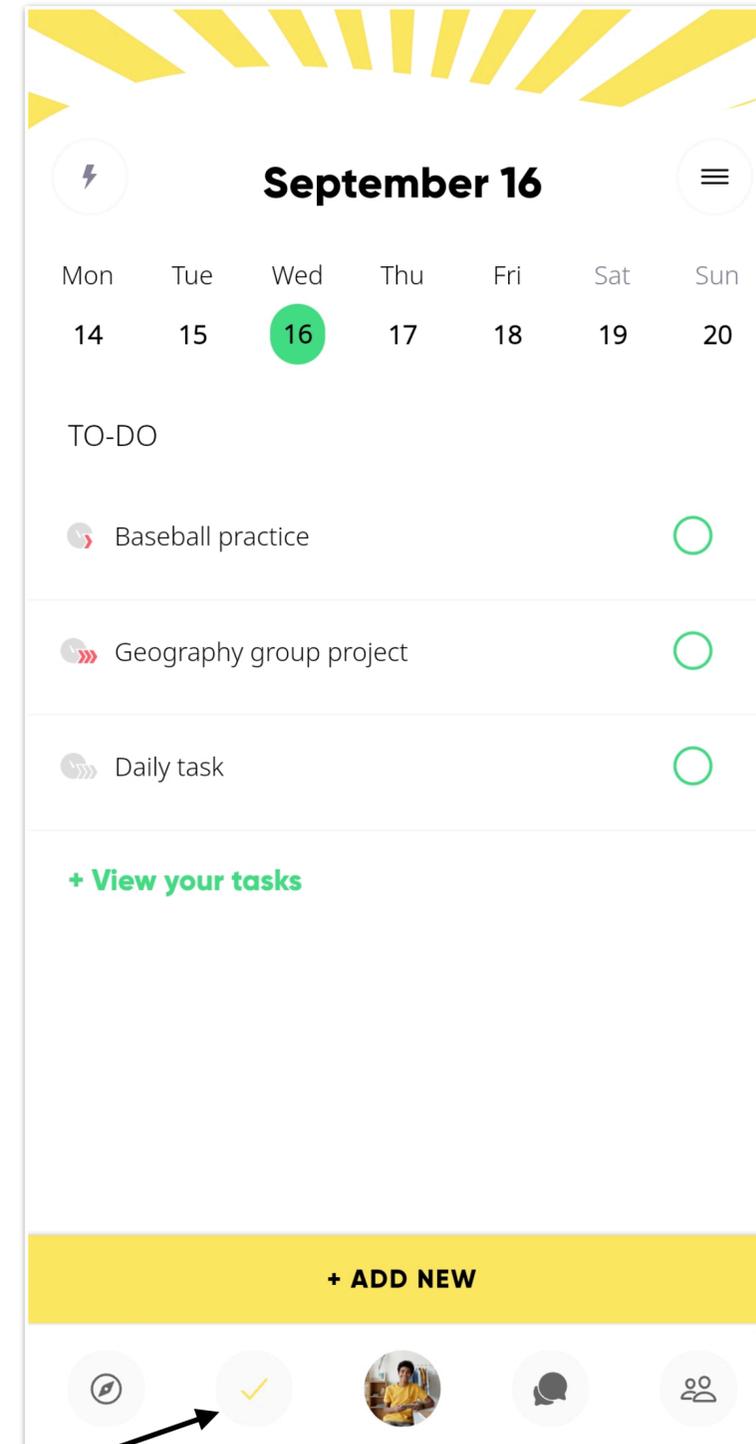
Here is homepage



PLANNER

Planner is your personal space, where you can mark down your goals, homework, hobbies and life events.

Adding your homework and other events makes it easy for you to practice timeplanning skills and be on top of your learning and life, so anything important would not slip your mind.



Planner is here



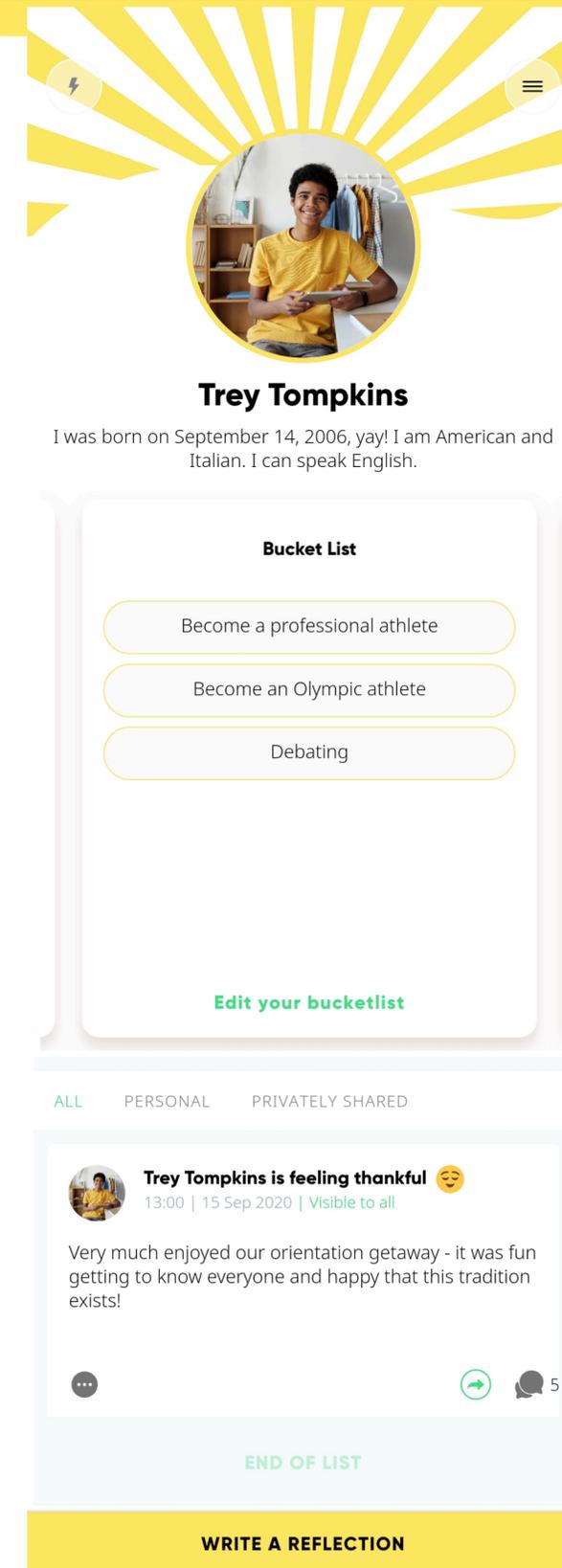
PROFILE

Here is your personal and public profile.

It contains all the information you added while creating it.

The main difference between public and private profile is the access to your private reflections underneath the page.

You can add personal reflections or notes, that anyone else will not see. If you wish, you can share them also with friends, teacher or classmates, but the choice is yours.



Personal profile is here



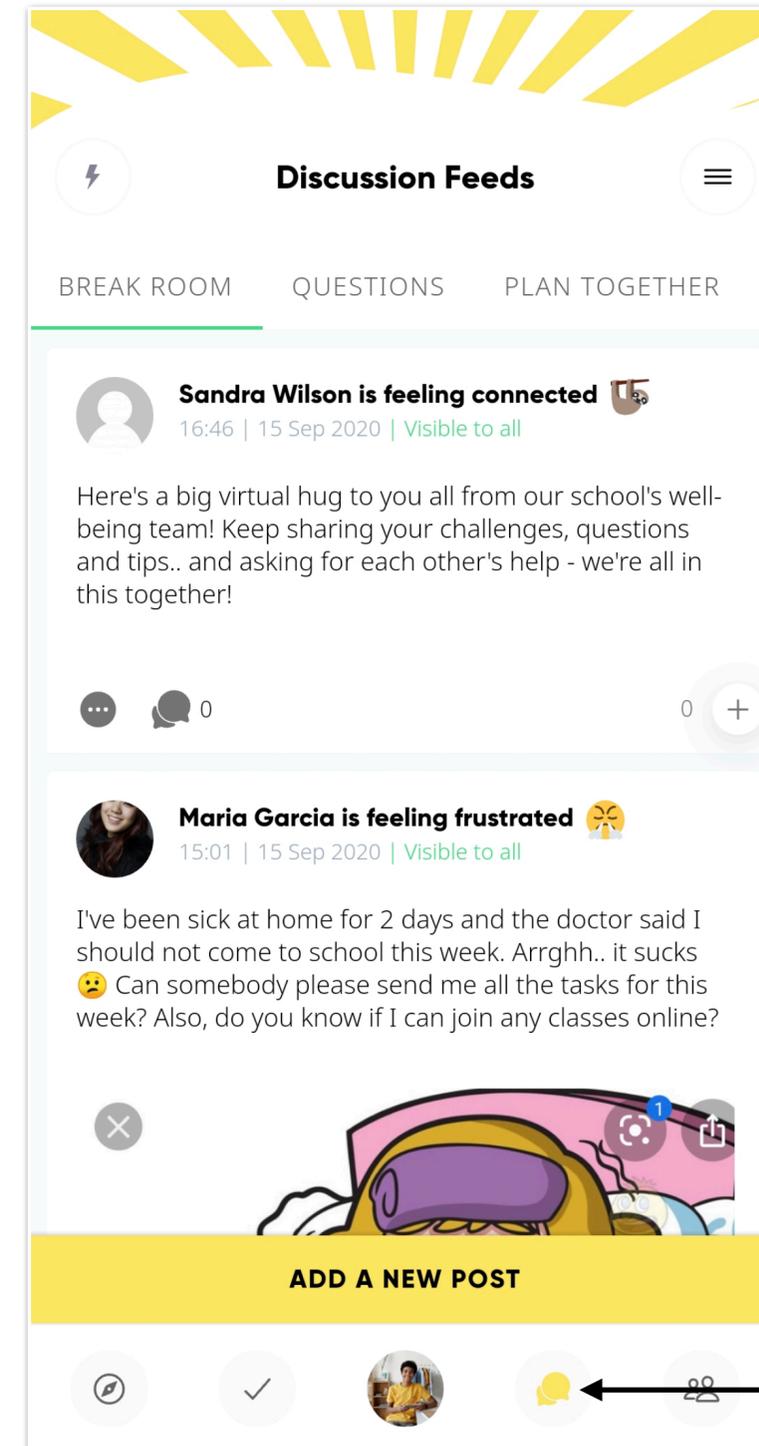
DISCUSSION FEEDS

Here you will see 4 types of posts and this is the place where you can communicate with classmates and/or teacher.

Here you can:

- 1) Share or view everyday insights or just information that needs to be shared (*Break room*),
- 2) Ask questions related to your homework or goals at hand (*Questions*),
- 3) View tasks that others have shared with you from their Planner, so you could grab them or contribute (*Plan together*),
- 4) View reflections added through personal profile that are shared with you (*Shared reflections*).

Anything shared in here by you is under your control who can see it!

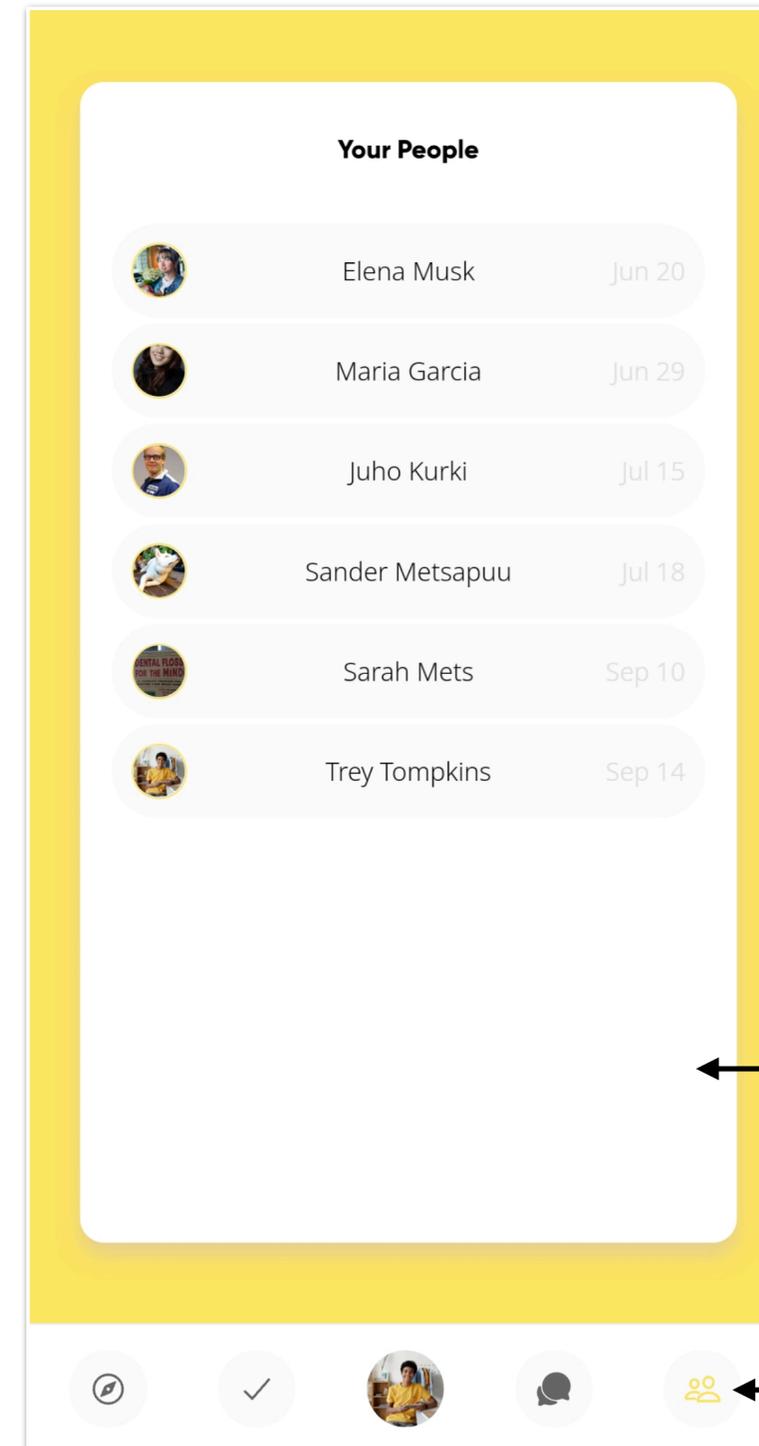


Discussion feeds are here

YOUR CLASS

Under your class view you can navigate through classmates public profiles and discover eachothers' interests and bucket list items.

Swiping through class view you can browse your classmates interests, bucket list goals and all the different languages you all can speak.



← Swipe right to see more

← Your class is here

HOW IS IT SO FAR?

Do you have a good overview what can be done here?

Could you explain in your own words how you and your class can use it?

If yes, then let's look closer each possibility here, so you could take the most of it for yourself.

No worries, if all details do not stick right away. The best is to jump in and start experimenting together!

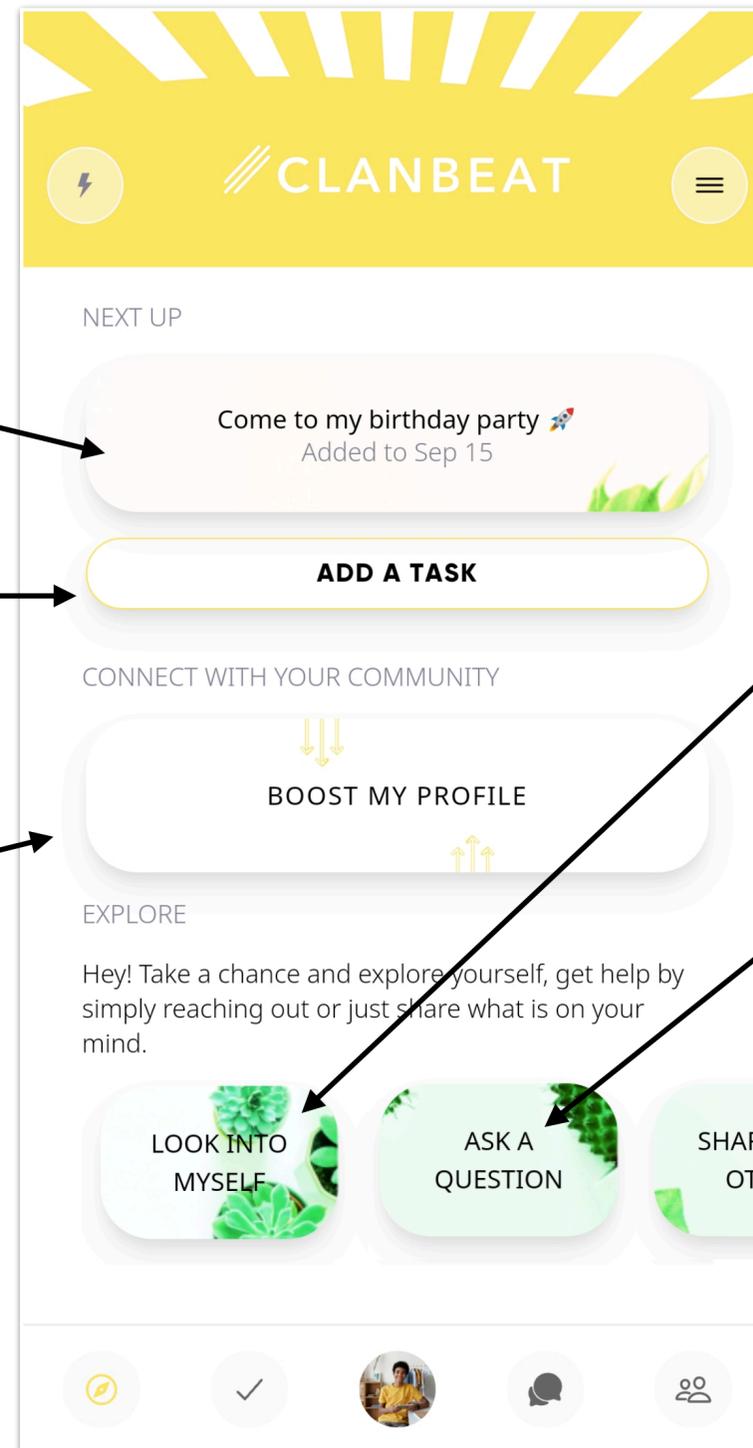


HOMEPAGE

Direct way to the first task on your planner right now. For better focus.

Add a task to your planner.

Went through your profile too quickly? Or just want to add something to it. Here is your chance.



Direct way to reflecting. Posting here is personal and private. If you wish, you can share it later with anyone you like from your group.

Direct way to ask questions once you are stuck or need to clarify something that is on your mind related to your homework or tasks at hand.

Direct way to everyday insights or just information that needs to be shared.

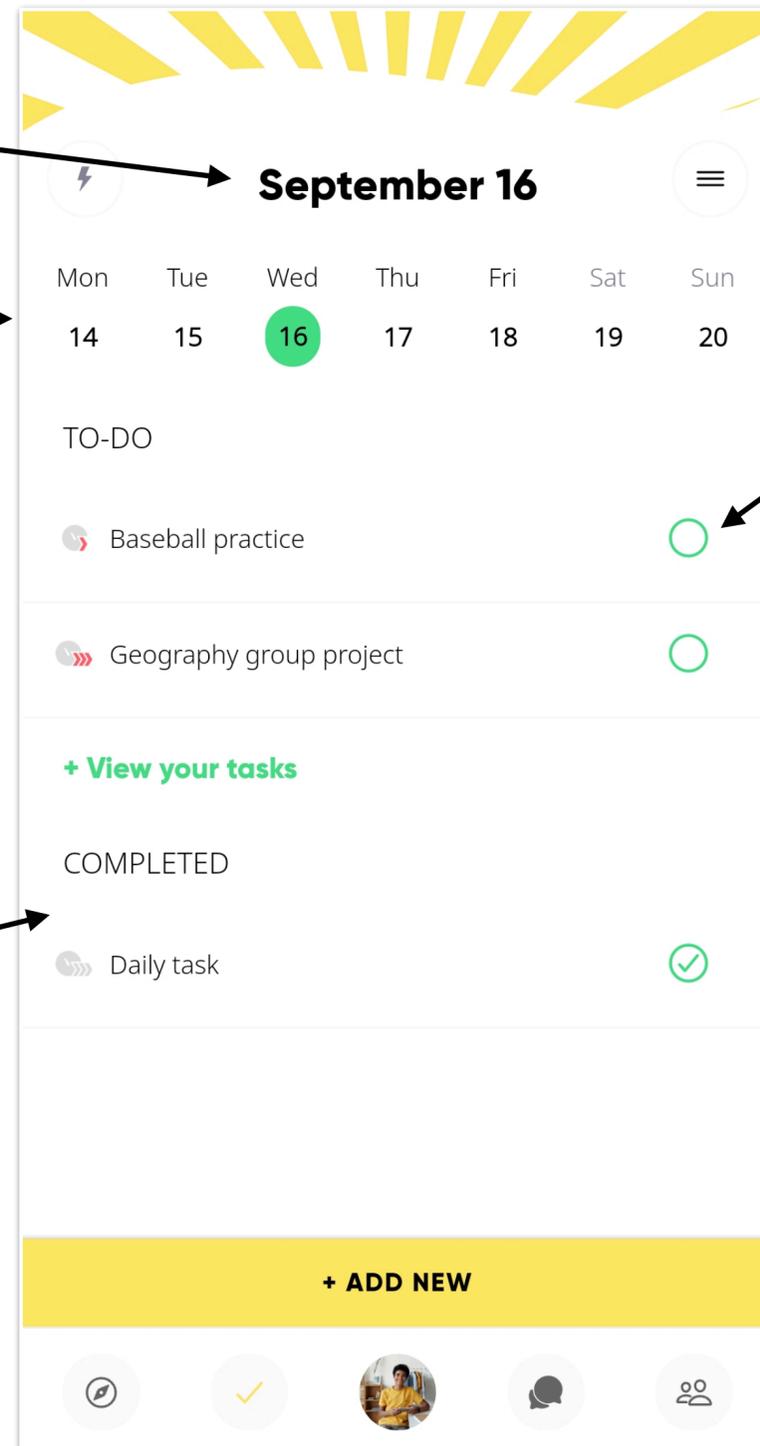
PLANNER

Chosen date

Choose date. Press on the date or swipe right.

See the tasks added for this day. Click on it to see more detailed view.

See all the tasks you have completed that day. Click on it to see more detailed view.



Click here, if you have completed it.

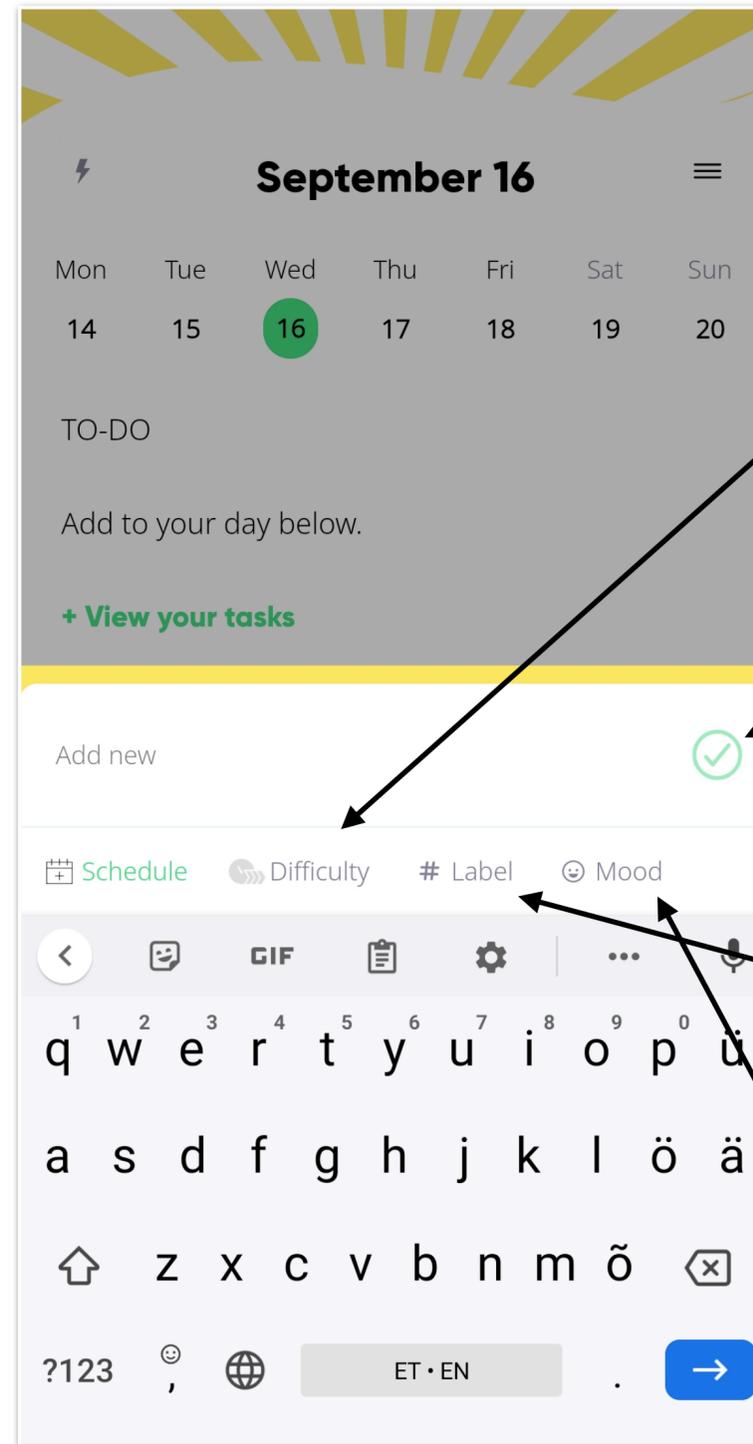
Click here to add a new task

ADDING NEW TASK

Write your task here

SCHEDULE allows you to add to your task:

- 1) Due date,
- 2) The day you will be working on it.
(NB: These two are not the same thing sometimes!)
- 3) Or a reminder.



Add DIFFICULTY to measure how Easy, Medium or Hard it is for you. Important to later have an overview of the tasks and also understand yourself better.

Click on this green button to save the task to your planner.

Pressing on LABEL, it allows you add hashtags to sort your tasks better. Like: #math, #science or #birthday.

MOOD allows you to add how you feel towards that particular task.

SINGLE TASK VIEW

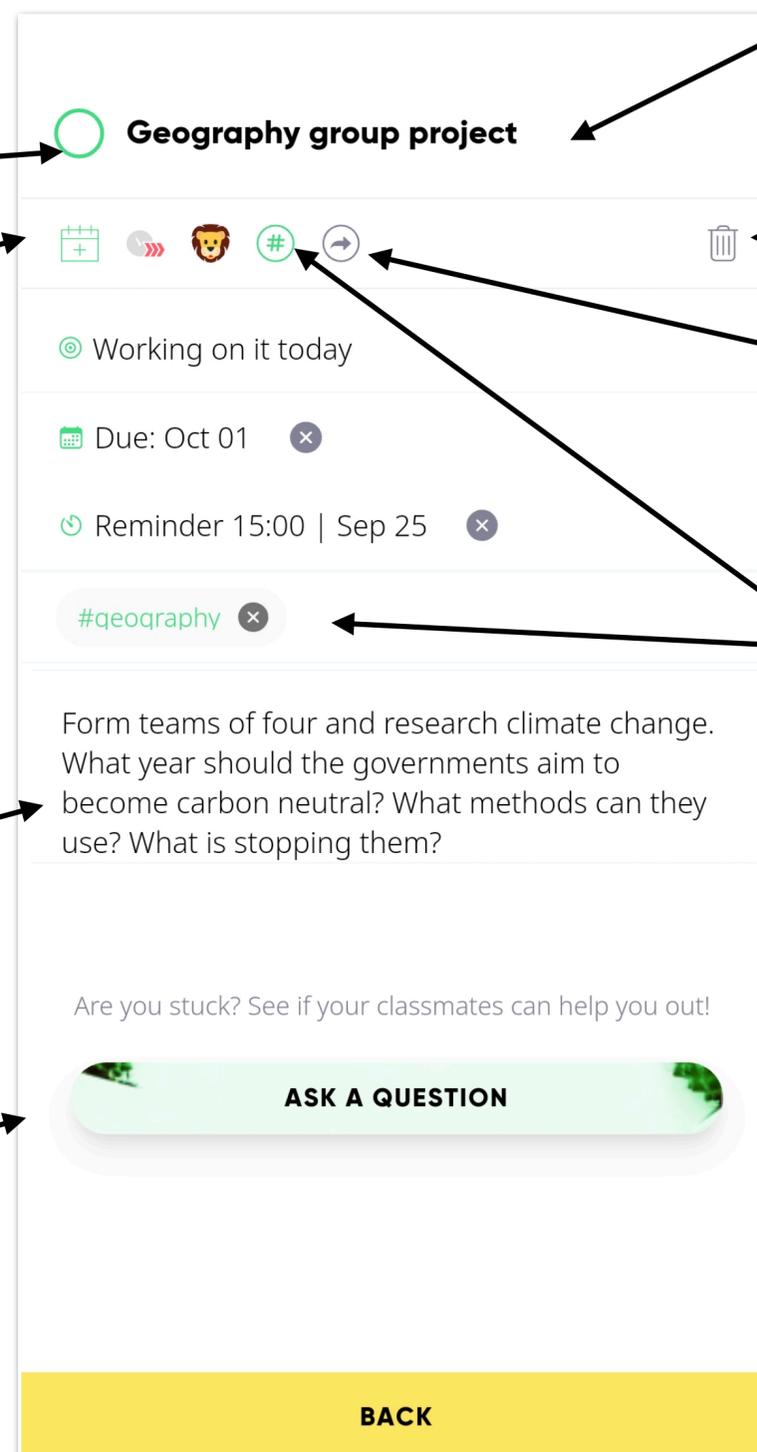
Click here, if you have completed it

SCHEDULE allows to add:

- 1) Due date,
- 2) The day you will be working on it (NB: These two are not the same thing sometimes!),
- 3) Or a reminder

Add notes. To change or delete - click on it.

You are stuck or need help? Or want to plan for groupwork and make a group dedicated to that task - click here. It reaches ""QUESTIONS" feed.



Name of the taks. Click on it, if you need to edit.

Click here to delete your task

Click here to share your task with others

Pressing on # allows you add hashtag labels to sort your tasks better. They will be later displayed here.

BACK always brings you back to previous page

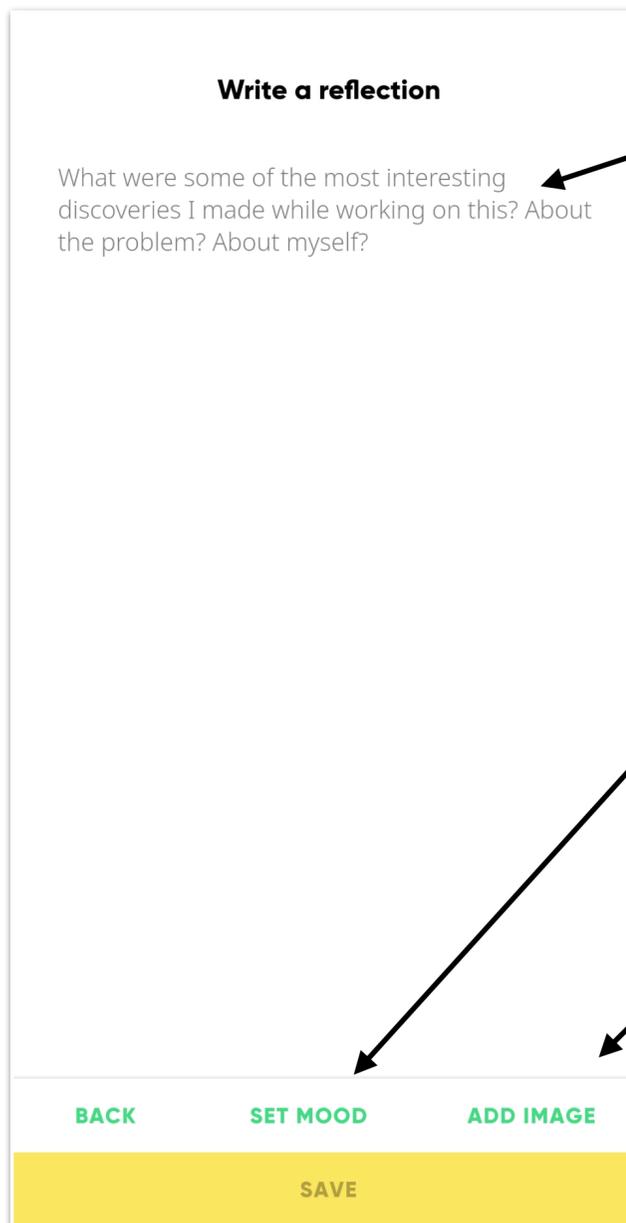
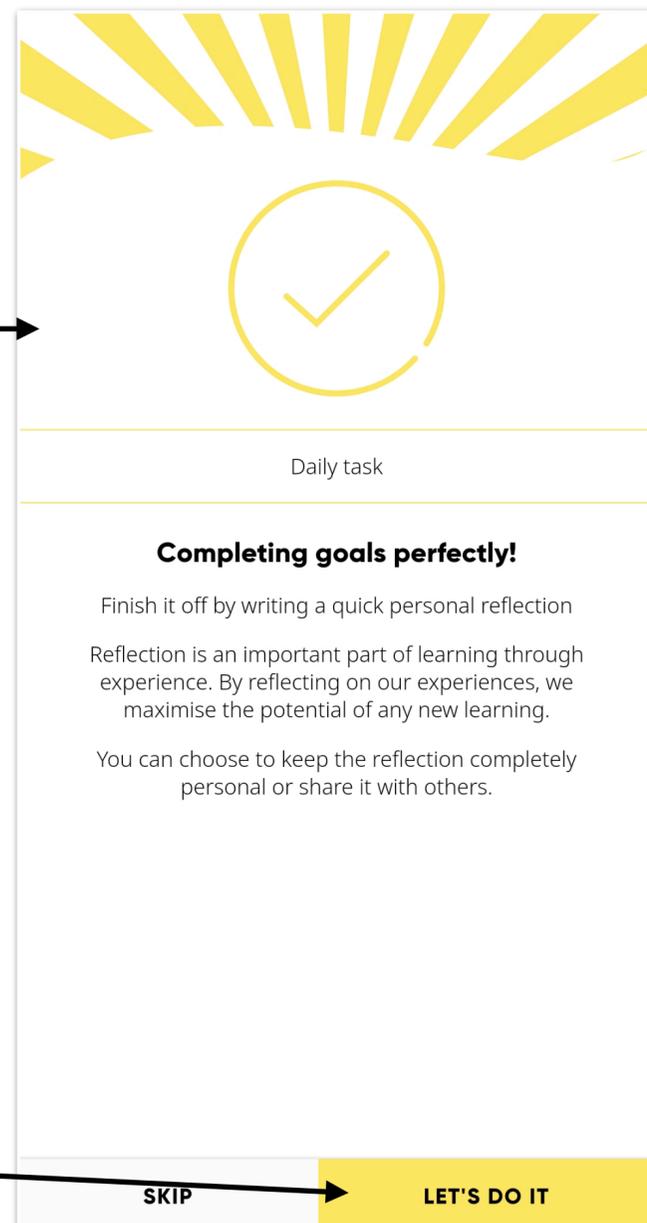
TASK REFLECTIONS

After completing a task it is beneficial to write a quick note how did it go, what did you learn, where you got stuck or why it was special to you.

It is very important for your personal growth to understand yourself and your learning better.

This is private reflection only to you, unless you wish to share it later with others.

To reflect press here



To reflect press here

You can add mood to your task

And a picture

If done, then press SAVE to save it to your private profile. You can also share it with others if you wish to do so.

PROFILE



Trey Tompkins

I was born on September 14, 2006, yay! I am American and Italian. I can speak English.

Bucket List

Become a professional athlete

Become an Olympic athlete

Debating

[Edit your bucketlist](#)

ALL PERSONAL PRIVATELY SHARED



Trey Tompkins is feeling thankful 😊

13:00 | 15 Sep 2020 | [Visible to all](#)

Very much enjoyed our orientation getaway - it was fun getting to know everyone and happy that this tradition exists!



5

END OF LIST

[WRITE A REFLECTION](#)



Profile picture and short intro



Swipe right and left to view Interests, Bucket list items and Contacts



Filter through your personal feed. This is visible only to you and this is your personal space.



Add more elements to your profile



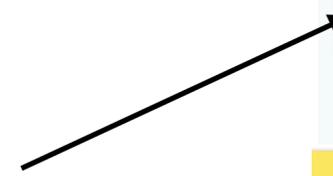
Click on **VISIBLE TO**, to see with whom you have shared this information with



Click here to share your reflection with others



Here you can edit or delete your post.



Click here to add a new reflection

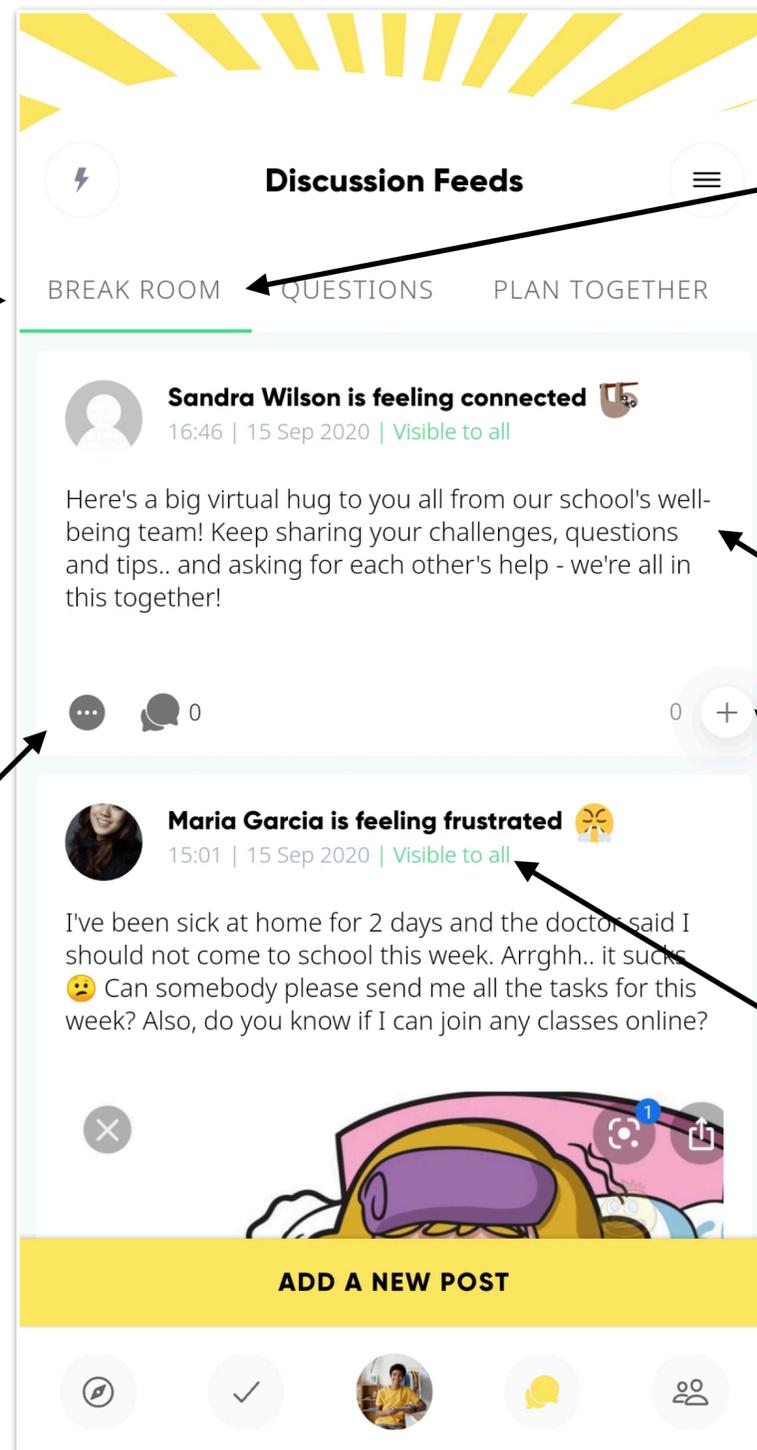


DISCUSSION FEEDS

Browse through different feeds

Scroll down to see more

Click here to edit or delete your post. If it is someone else's post, and you feel it is inappropriate or offensive - you can report on it here. No bullying allowed!



BREAK ROOM is for everyday insights or just information that needs to be shared

Click on post to see comments or add a reply comment yourself

React to post

Click on VISIBLE TO, to see who can see this post.

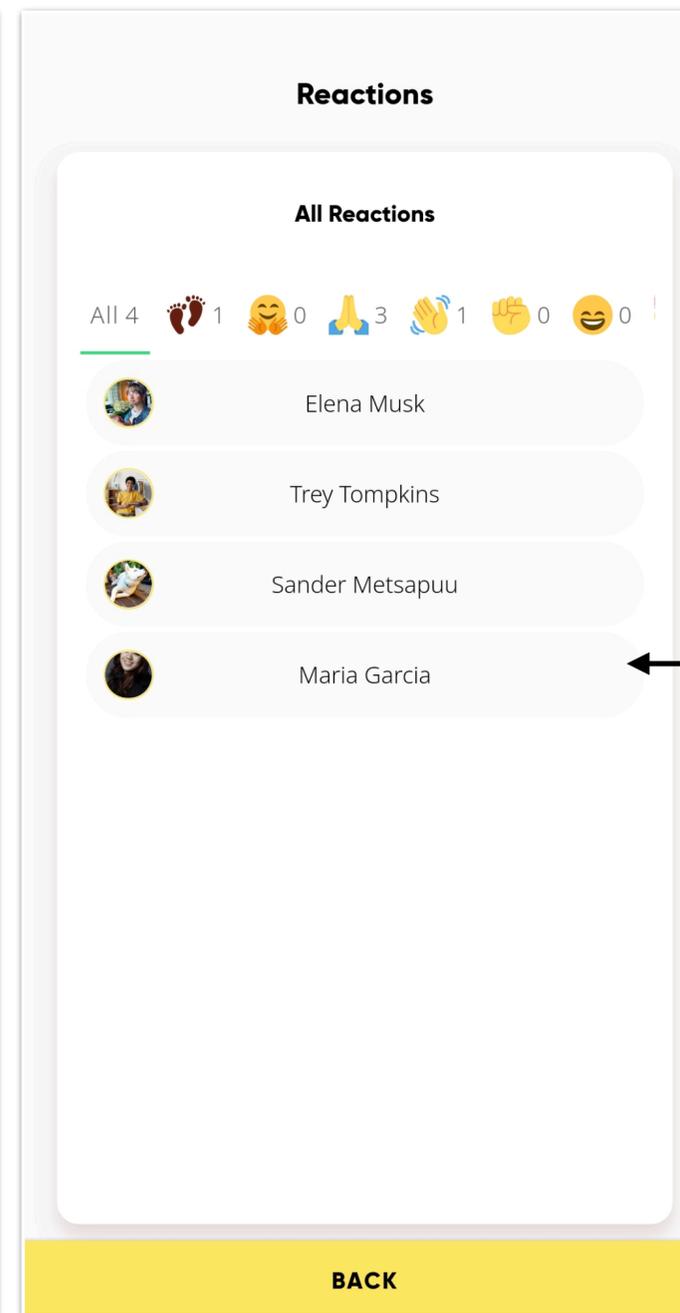
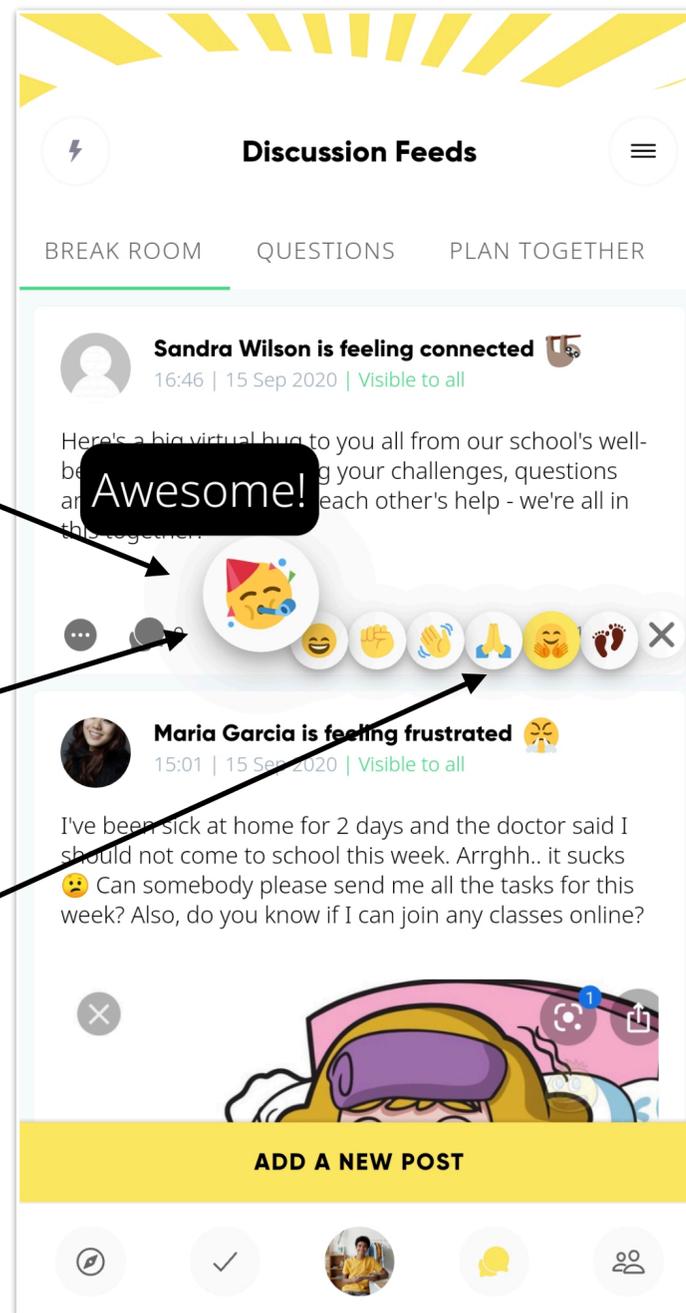
Click here to post your own insight to this feed

POST REACTIONS

Click on reaction, to select it.

Push down on reaction to see the meaning of each reaction.

You can add several reactions, if you like.

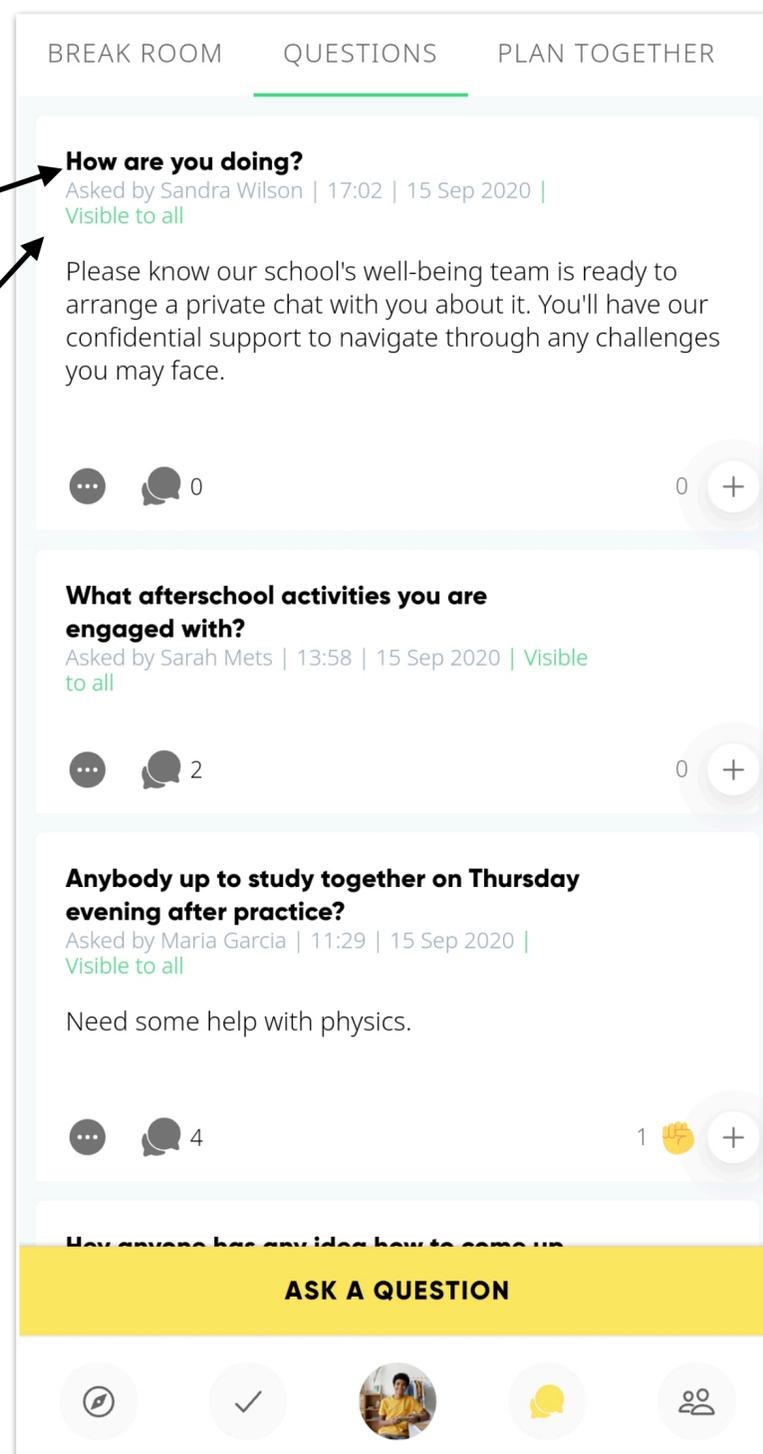


Once you click on post reactions already given, you can see who has reacted and what do the reactions mean.

QUESTIONS FEED

Focus on the question.

You can see who posted it and to whom it is visible to.

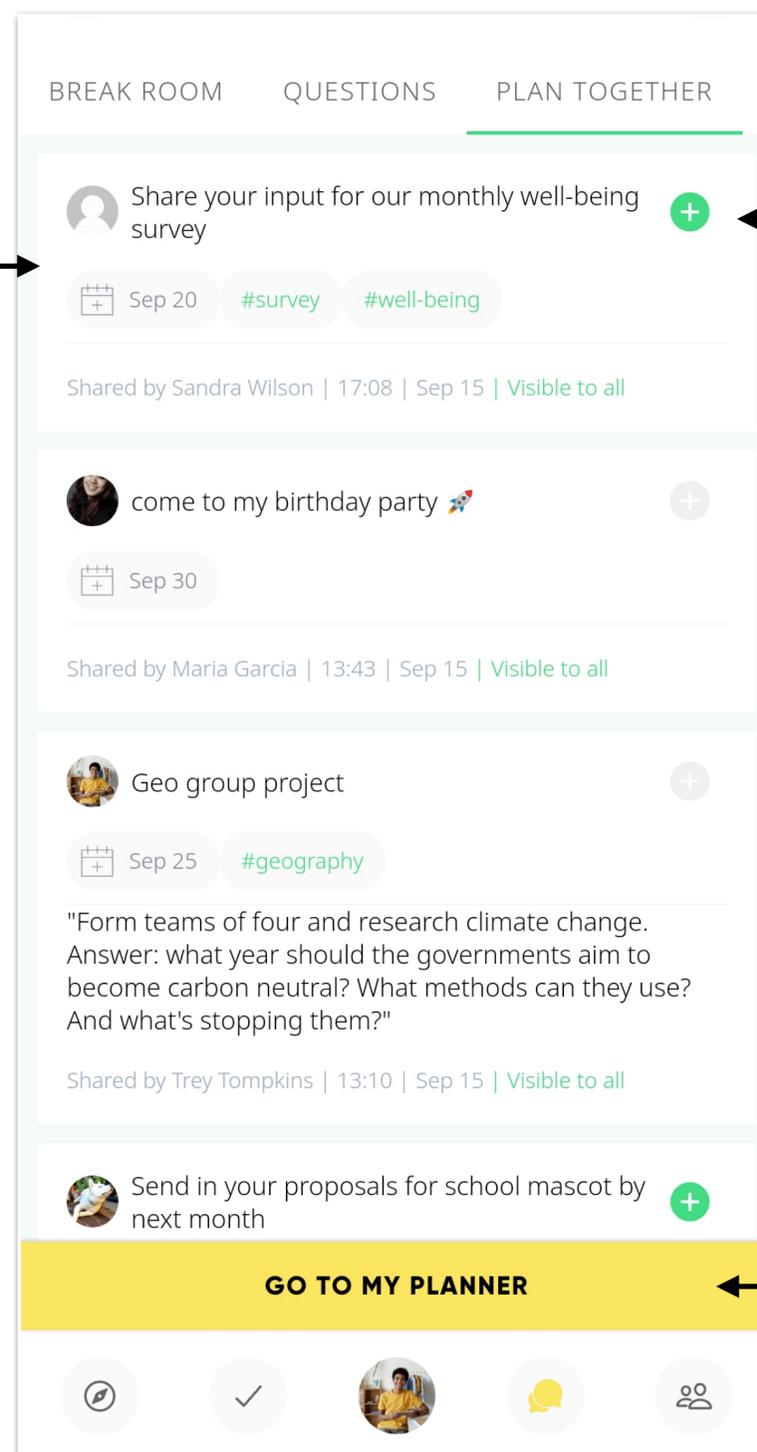


The one asking the question, can add description to the question to elaborate further.

Reacting, commenting and reporting works the same way as other feeds.

PLAN TOGETHER FEED

View shared tasks



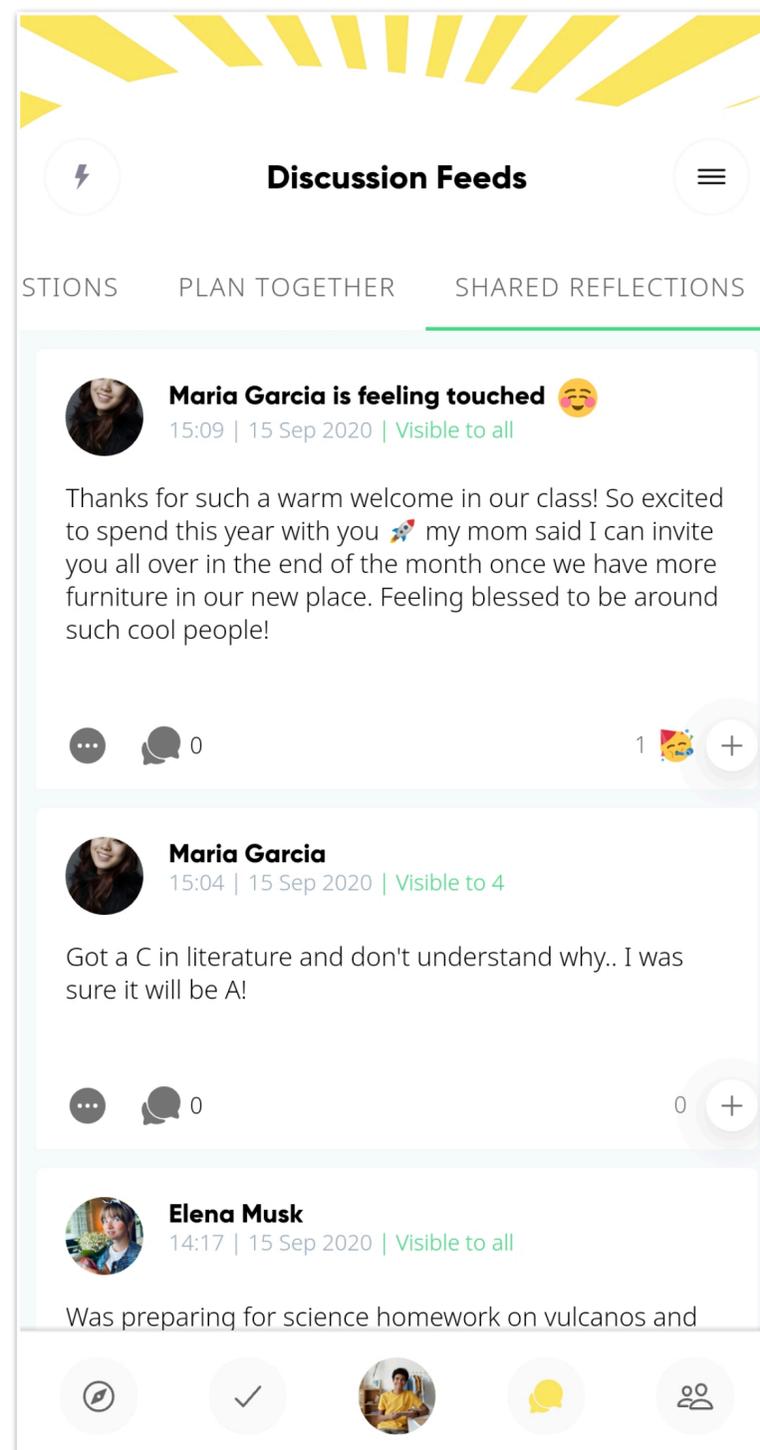
By clicking on this green button you can add it to your planner.

Direct way to your own planner, to see what tasks you already got.

SHARED REFLECTIONS FEED

This is the space for private reflections that have been shared with you.

For example, if you have shared a private reflection with your friend or a teacher, they can access it from here.

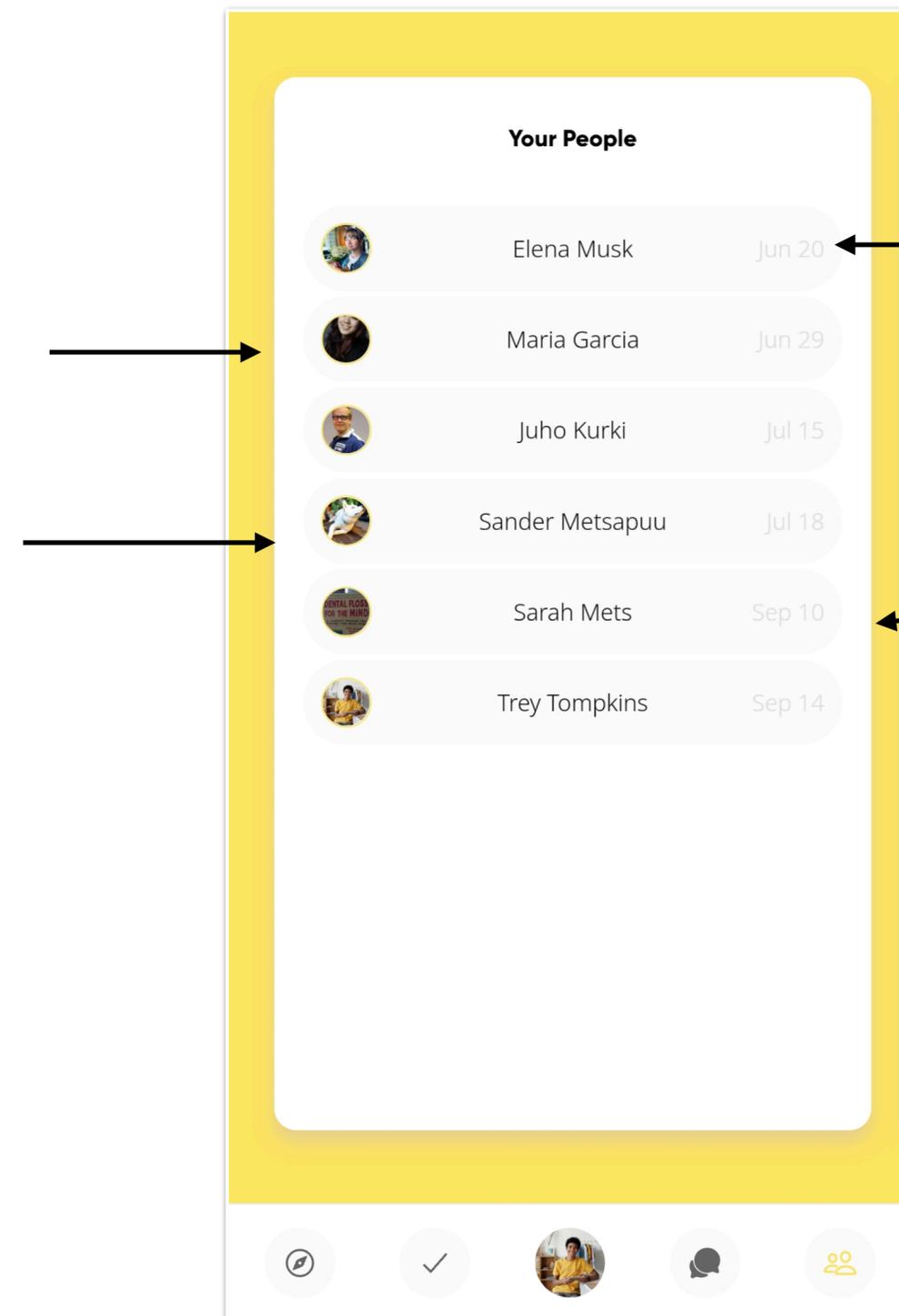


Other buttons work the same way as in other feeds.

CLASS VIEW

YOUR PEOPLE displays all your classmates and their birthdays in chronological order.

Click on it, to see their profile.



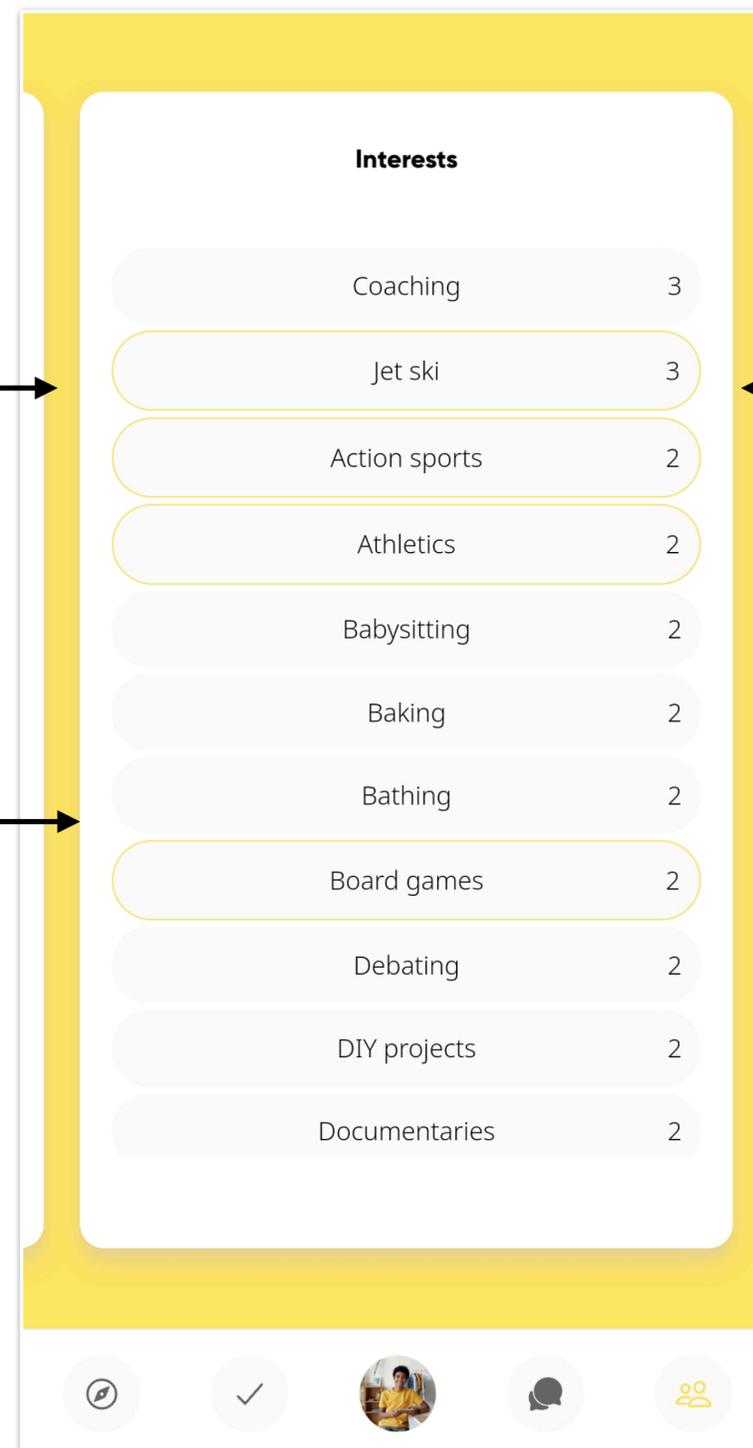
Classmate's birthday

Swipe left or right to navigate between different cards.

CLASS VIEW

INTERESTS displays all your classmates interests.

Click on it, to see who is interested in that topic or to add it to your profile also.

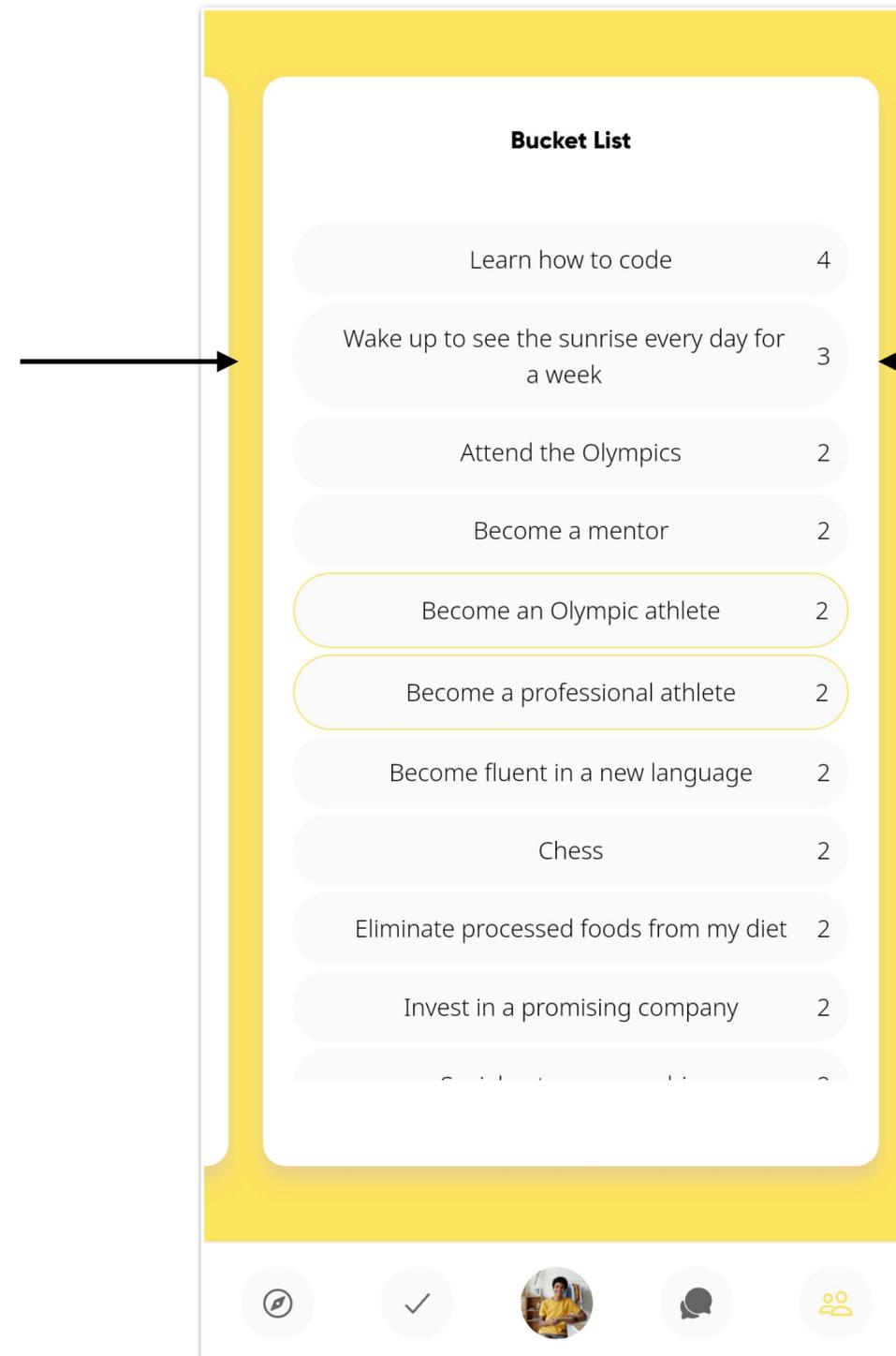


Your interests are having yellow borderline to see matches

Scroll down to see more

CLASS VIEW

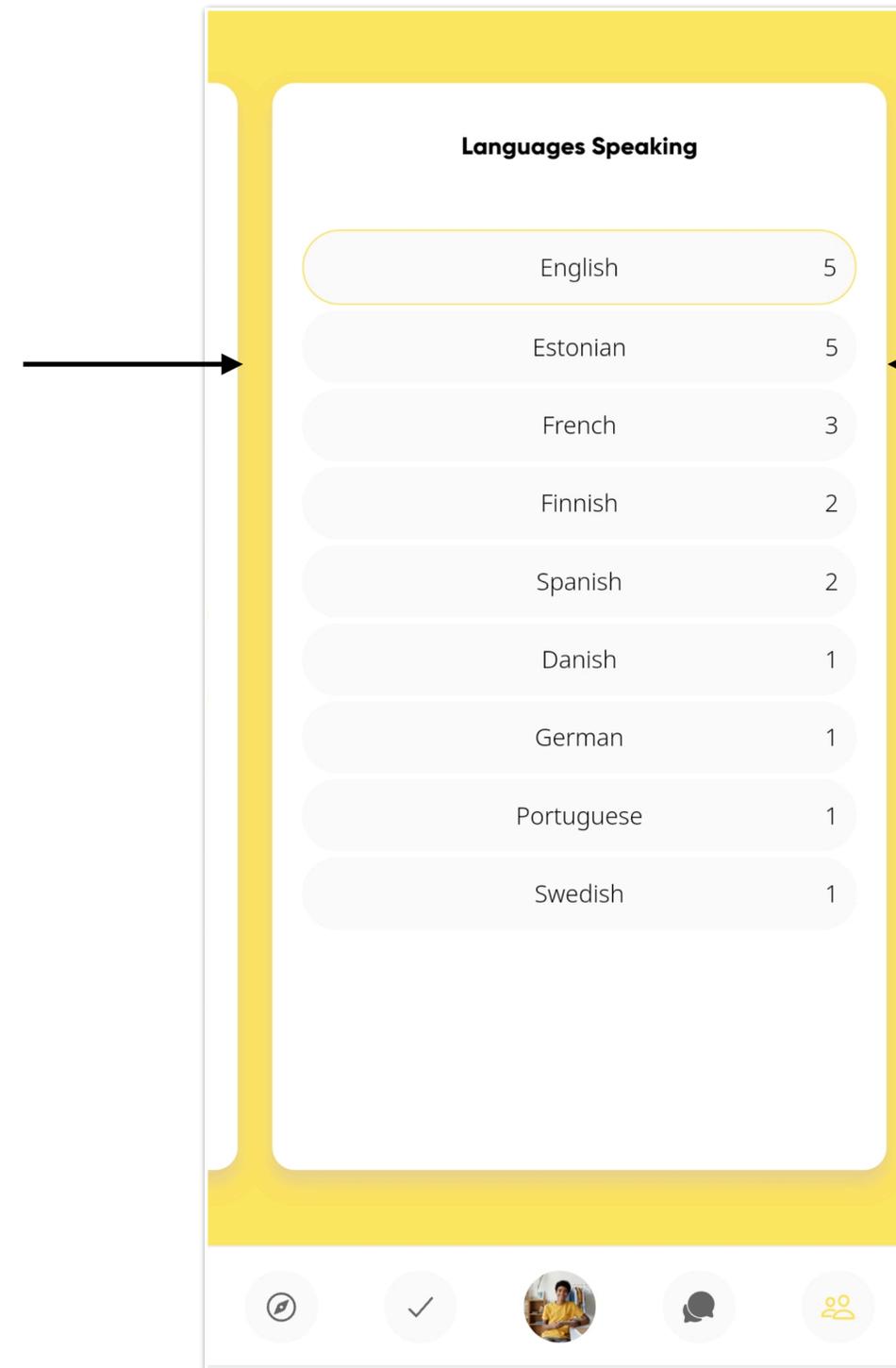
BUCKET LIST has all your dreams in one place.



Same functionality as in INTEREST card

CLASS VIEW

LANGUAGES has all the languages that your classmates speak.



Same functionality as in INTEREST card

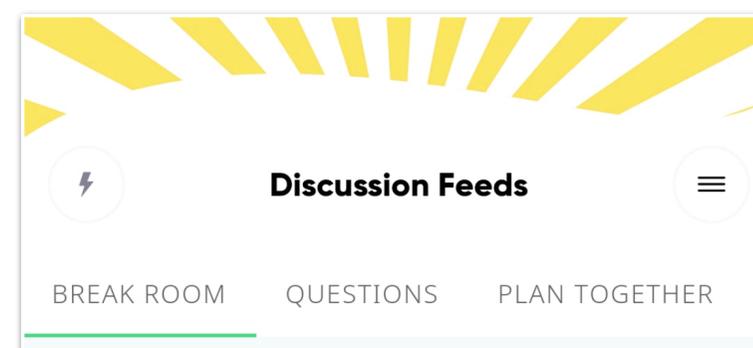
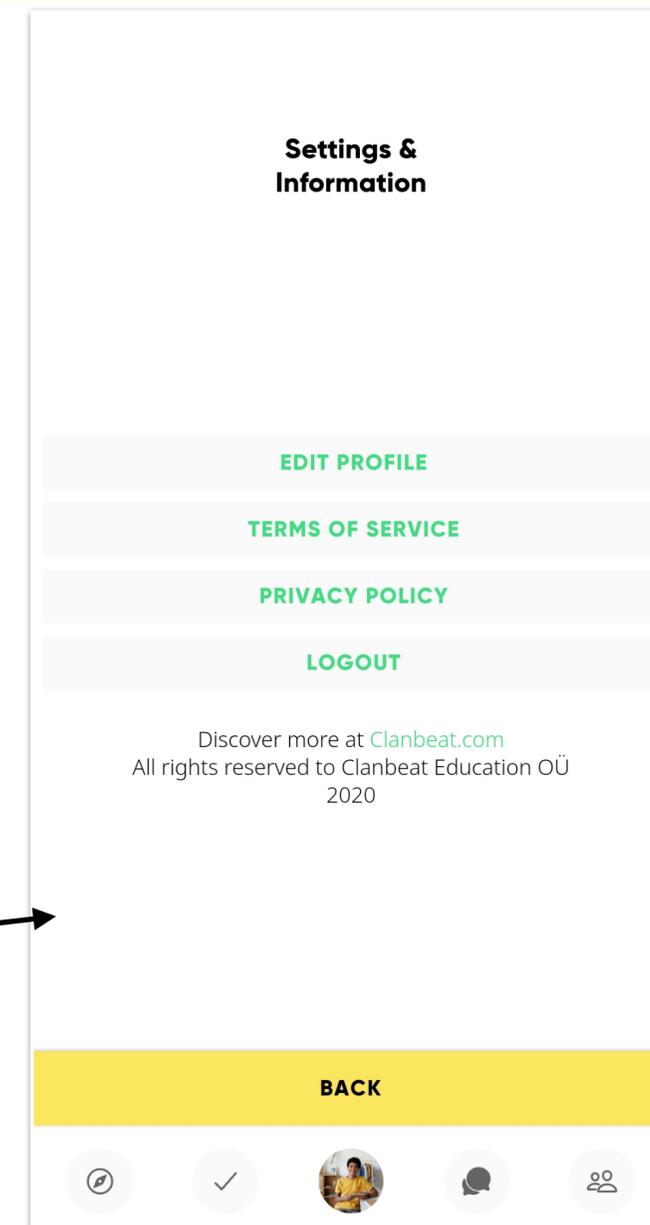
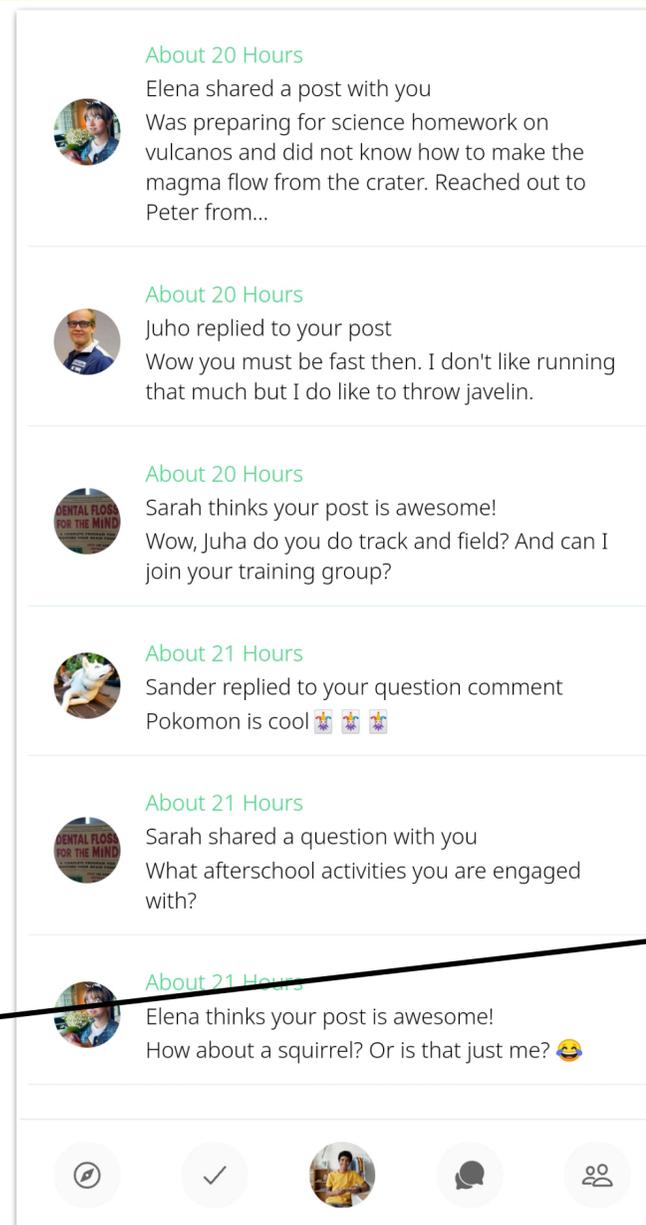
"WHAT ARE THOSE?"

"I noticed two buttons on top of homeview. What are those?"

Very nice that you noticed! These lead you to two extra views:

ACTIVITY FEED shows all the notifications from activities related to your posts or if someone shares sth. with you.

SETTINGS



THANK YOU AND ENJOY!

Hope that it becomes part of your everyday life and everything becomes clear once you start playing around with it.

Clanbeat team improves it every day and is very thankful for your feedback to make it the best place for you to drive your growth and wellbeing.

Please let your teacher know, once you have questions/suggestions or write directly to:

<http://bit.ly/clanbeat-feedback>

