



USER MANUAL



VOICE TROUGH ART



Co-funded by the
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my
your
EUROPE

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INTRODUCTION

VOICE THROUGH ART

VOICE THROUGH ART is...

A space for young creators (both European-born and non-European) to share their creations and generate joint artistic ventures, learning from each other and establishing solidarity networks that allow them to achieve their inclusion.

Aims of the project

We want to promote a new digital culture, more supportive and committed to those who need it most, but also accessible to both users and young cultural entrepreneurs themselves, and especially to racialized and migrant youth. This initiative aims to promote a new young, dynamic and supportive cultural entrepreneurship that facilitates the social and labor inclusion of youth (both native and migrant).

To this end, 6 European entities working in cultural entrepreneurship, arts education and inclusion of migrants want to promote VOICE THROUGH ART. A platform that facilitates the dissemination of a new European culture and values especially for those who have more barriers, but also enables a social horizon facilitated by the accessibility and democratization of art through new technologies.

User's Guide

With this guide you will learn how to use the platform, from the most frequent doubts to how to use it step by step so that you can enjoy it to the fullest.

If you have any other questions, you can contact us at:

voicethroughart@fractalseducart.org

Frequently Asked Questions (FAQ)



When can I do the course?

The course is open, so you can do it whenever you want. At your own pace. However, our team of experts will accompany you during the first edition from February to June 2023.



Will I get certification?

Of course! You will get a certificate for each block of content you have finished (by completing all its activities).

If you complete the entire course, you will receive a YouthPass .Youthpass is a European recognition instrument to identify and document the learning outcomes acquired in Erasmus+ projects



Do I need to create a user?

We recommend creating a user account in order to use the gallery as a platform to showcase your projects, but it is not mandatory. In the user guide we explain how to access without registering.



Who is teaching the content?

Our team is made up of experts in the cultural field from different European countries. Artists, cultural managers, social educators, lawyers... We put our knowledge in your hands!



How do I get in touch with other young creators?

You can get in touch through the forum, where you can meet people from other countries (and maybe your own!) or through the gallery, where you can find the social network profiles of people whose projects are interesting to you.



Do you need assistance?

If you have any further questions or would like to talk to us personally, you can contact us directly at: voicethroughart@fractalseducart.org

Platform sections

Gallery

The gallery is a space for visibility of youth projects and creations. From the gallery you can access the profiles of other creators by clicking on the image. From their profile you will be able to access the networks they have shared in order to contact them personally.

To make your work visible in it, you have to upload the corresponding activity and give permission for it to be visible.

You can upload projects or works that you have done previously and are related to the content of the activity... we won't judge you ;)

About us_

In this section you can find information about the team that has developed the training, so you know you are in good hands! You also have our social networks if you want to

contact one of us individually and we will be happy to help you!

Forum

The forum is a space for communication and peer-to-peer learning. Here you can communicate with young people from other European countries, share your doubts about the course, initiate and share discussions about the activities they propose, and meet other young creators.

The Course

The course is an online training designed by a team of specialists. It is composed of pdf, videos and additional materials. It proposes a series of activities that you will have to submit in order to complete it.



Learn to express yourself through art

VOICE through Art is a tool for young people to be able to develop our projects from a more inclusive perspective.

It is made up of three main blocks that are divided into different themes. In the first block we will find a set of materials that will provide ideas and fundamental knowledge for the creation of entrepreneurial projects in the cultural sector, the second block we will share different tools from the artistic and technological field that will allow us to acquire knowledge in other ways, and the third block will

Contents

1. Mechanisms for youth cultural entrepreneurship

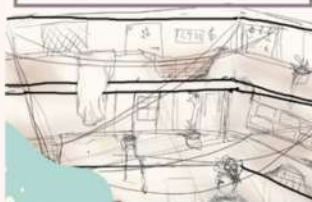
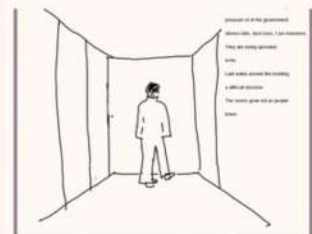
- 1.1. Work permits to work
- 1.2. How to set up a project: Enterprise, association and cooperatives
- 1.3. Art Innovation Projects and Cultural Entrepreneurship for Inclusion
- 1.4. Success experiences on youth art entrepreneurship
- 1.5. Need help! Answers for doubts

2. Using new technologies for digital artistic creation

3. Creative methods to create inclusive art

Join now

Visit the gallery



About us



We want to promote a new digital culture, more supportive and committed to those who most need it, but also accessible both for users and young cultural entrepreneurs themselves, and specially for racialized and migrant youth. This initiative aims to promote a new young, dynamic and supportive cultural entrepreneurship that facilitates the social and labor inclusion of youth (both local and migrant).

In order to achieve this, 6 European entities that work in cultural entrepreneurship, art education and the inclusion of migrants want to promote **VOICE THROUGH ART**: a space for young creators (both born in Europe and not) where they can share their creations and generate joint artistic entrepreneurship learning from each other and establishing networks of solidarity that allow them to achieve their inclusion.

This will be a platform that facilitates the dissemination of a new culture and European values especially for those who have the most barriers, but also enables a social horizon facilitated by accessibility and democratization of art through new technologies.

Partners



Fractals Educación
Artística
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Comunicación
Spain



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Know more

How to create a user

Access the platform without a user

Having a user on the platform is not mandatory.

You can access without logging in using the following credentials:

User: anonuser@fractalseducart.org
Password defaultpassword

Create a new user

Creating a user allows you to help you generate a professional profile, linking your social networks, sharing your works in the gallery and identifying your progress towards certification.

You can do this from the home page:

Reviews Forum Sign In

Join



Step 1 - Personal data

Enter your data and an e-mail address
Create a password.

Create an account

Enter your data to create your account in Voice Through Art

| | | |
|----------------------|----------------------|----------------------|
| Name | Last Name | |
| <input type="text"/> | <input type="text"/> | |
| Username | | |
| <input type="text"/> | | |
| Country | Age | Email address |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Gender | Write your gender | |
| <input type="text"/> | <input type="text"/> | |
| Password | Confirm password | |
| <input type="text"/> | <input type="text"/> | |

Step 2 - Reference entity

If you have been invited to participate by one of the project entities, indicate it here, otherwise specify "Social Networks".

How did you know about us?

Step 3 - Customize your profile

Once you have created your profile, log in and go to your user area.



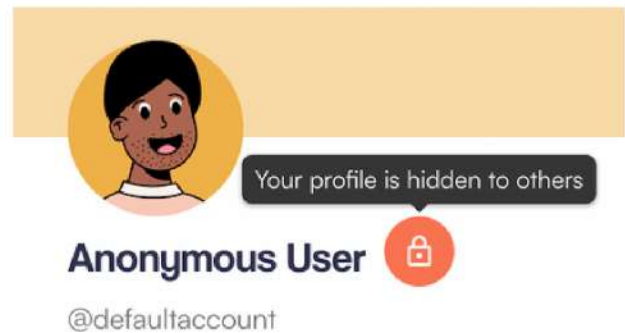
From [my profile](#) You can customize the information you want to be visible to the community of young female creators. You can change your profile picture and header picture, adding images of your work that represent you. Simply click on Edit my profile and upload the images. You can upload up to 1Mb photo!



We recommend that you only upload your own or royalty-free images to contribute to creating a free community!

You can change your privacy at any time from your profile, to appear or not to appear visible on the platform.

More information about your privacy on page 16



Add your social networks, information about your professional profile, interests, whatever you want! This way you can meet young creators with similar interests, get inspired or share projects.

A screenshot of the 'Edit profile' form. The form has a title 'Edit profile' and a section 'Public profile' with a toggle switch. Below this is a 'Bio' section with a text input field containing 'Hey there'. There is a 'Social Networks' section with four input fields: 'Twitter', 'Instagram' (containing 'voice.through.art'), 'Facebook', and 'Website'. At the bottom right are 'Cancel' and 'Save' buttons.

Remember that you are free to share the information you wish. From the organization we will ensure that it is a safe environment, and we ask for your cooperation to keep it that way.

Frequently Asked Questions (FAQ)



I can't remember my password

You can recover your password from the login by clicking on Forgot your password? **Reset it** It will most likely arrive in your **SPAM** folder.



I get an error and it won't let me log in


Make sure you have entered your data correctly, especially the password. If the problem persists, you can contact us at voicethroughart@fractalseducart.org



My profile is not visible

You can make your profile public or private at any time from Edit my profile. Make sure it is marked as public if you want to share your work with the rest of the community.

Public profile

 If you turn this option on, your profile will be visible to others and they will be able to view your public information.



3

Participate in the course

Access to the course

You can access the course from the start or from your User Zone. When you enter, you will see a screen with the evolution of your progress, in which you will see how much you have achieved in each block of the training.

A cultural revolution through youth entrepreneurship and inclusion.

Go to the course



Step 1 - Select a block.

Remember that the course content can be done at your own pace and in the order you wish. You can choose your own itinerary depending on your needs. For example, if you are a social worker, you may have already worked on the inclusion section and prefer to start by learning how to be an entrepreneur or how to use cultural and artistic methodologies in social environments.

The certificate will be issued once you have completed the entire block. And once you finish the course you will be able to obtain a Youthpass.

Blocks



1. Mechanisms for youth cultural entrepreneurship

0% completed

0/7



2. Using new technologies for digital artistic creation

0% completed

0/12



3. Creative methods to create inclusive art

0% completed

0/8

Step 2 - Doing the activities

Once the block is selected, we can do the activities, to do so. Select the topic you want to work on. For example, Work permits.

Contents

1. Work permits to work
2. How to set up a project: Enterprise, association and cooperatives
3. Art Innovation Projects and Cultural Entrepreneurship for Inclusion
4. Success experiences on youth art entrepreneurship



All the contents will be displayed. As you can see, they are available in Spanish and English.

You will find on the one hand, the educational material, and on the other hand, the description of the activity you have to do to complete that activity.

- 1.1. Work permits to work
- 1.1. Activity



When you click on the content, you will download a pdf in which you can find all the information on the subject. You will have to read it carefully.

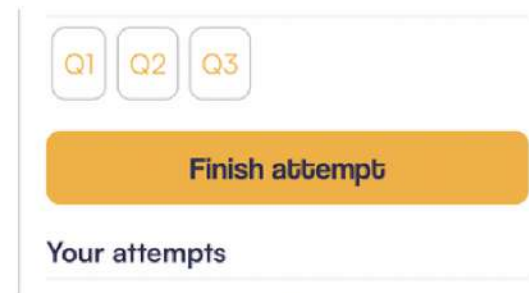
You can print it, but we recommend that you only do so if necessary, to help protect the environment.

Once you have studied the content. You can go on to do the activity.

There are different types. Some are quizzes, as in this case.



To solve the quiz, you will have to answer each question, and then click SUBMIT ATTEMPT. You will have up to 3 attempts to solve the quiz. You can refresh the page to try again.



You have 3 attempts left.

For other content, you may need to upload media such as a photo, a video or a podcast.

The maximum file size allowed is 250Mb. If your video takes up more space, link a youtube link to the video in the forum and upload a screenshot of the video. You can also try to compress it, using the H264 codec to render it, or uploading it with less resolution (720, 480...). For the images, upload them as JPEGs, you can upload more than one photo if the activitie demands it.

Evaluation activities

- Upload your work
Does art shape your city in an inclusive way? Upload your phx
- Upload your video or podcast
Upload a PODCAST or a VIDEO of an interview with a local ai space, link a youtube link to the video in the forum and upload

Step 3 - Share the results

When you have uploaded the content, you can share it in the gallery, and it will be visible to the community, but also to any external person accessing the platform. In this way our website is not only a training, but a platform for the dissemination of young and inclusive culture, to inspire many more people.



My Work



After that, it's a matter of time, motivation and desire that you continue to upload all the content.

Step 4 - Obtain the certificates.

When you have completed all the content of one of the blocks, a certificate will be generated from the web.

This certificate indicates the competencies you have developed in the course, and can be ideal for job applications.

When you have finished the entire course, we will be automatically notified. If in a week you haven't received the youthpass invitation, please send us an email indicating your full name and registered email address to

voicethroughart@fractaleducart.org.

Our team will verify that you have completed the training and will contact you to elaborate your YouthPass, a European recognition tool to identify and document the learning outcomes acquired in Erasmus+ projects.

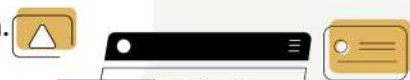
You can do this until June 2023, which is when this edition of the course ends.

Frequently Asked Questions (FAQ)



I cannot upload my content

Remember that you can only upload graphic content up to 250Mb if it is a video and 10 Mb if it is an image. You will need to reduce the weight of the files and upload them again.



Seriously, I can't upload my content!

If the problem persists, you can contact us at voicethroughart@fractalseducart.org and we will check if it is a technical problem, we will fix it as soon as possible.



I need a certificate but the first edition has finished

Write to us at voicethroughart@fractalseducart.org and we will issue you a certificate from the entity that includes the same information as the YouthPass.

Participate in the forum

Access the forum.

The forum is a space for communication and peer-to-peer learning. Here you can communicate with young people from other European countries, share your doubts about the course, initiate and share discussions about the activities they propose, and meet other young creators.

This forum is a space for free expression among equals. That means there is no mediation and we need your cooperation to keep it a safe space.

Hate speech is not allowed. No form of discrimination towards people based on their cultural background, gender, sexual orientation, relational model, abilities, etc. will be tolerated.

Doing so may result in automatic expulsion from the training.

Step 1 - Know its structure.

When accessing the forum the first thing you will see are the last threads added. However, on the right side you can see the following structure, which will help you to follow the thread of the conversations:

Categories

Announcements

1

Community Voice through art

3

Course Voice through art

11

Create thread

In Announcements you will find information about the course, in Community you will be able to meet young creators from other European countries who are also taking the course, and in Course Voice Through Art, the content of the training.

when you enter each of the threads, you will see categories so that all the information is organized at your fingertips.

A screenshot of a forum's category list. It is titled "Categories" and contains three items: "Hello! Who am I?" with a count of 2, "Languages" with a count of 1, and "Projects".

| Categories | Count |
|------------------|-------|
| Hello! Who am I? | 2 |
| Languages | 1 |
| Projects | |

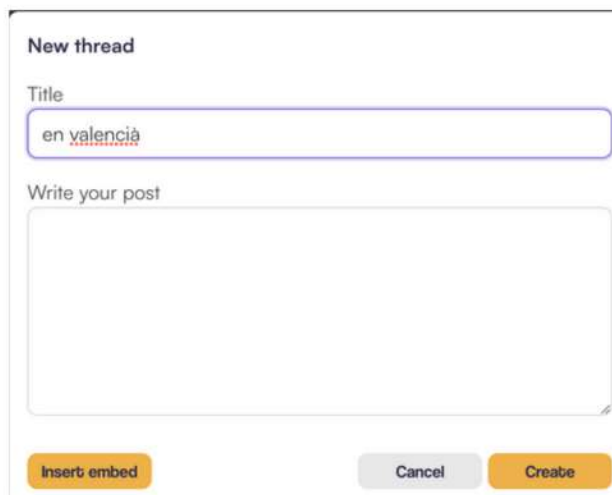
Step 2 - Post to the forum

When you want to post content, you have two ways to do it.

If for example you want to start a thread within languages, in Spanish, to find people from your city, you have to go to Community>Languages>Spanish and there create a new thread by clicking on CREATE A THREAD.



There you can write your content. Although the main thread is for example, Spanish, all national languages are welcome! Galician, Basque, Catalan... maybe the Canarian silbo is a bit more difficult in a forum but I think you understand me. Then you just have to wait for an answer.... What a thrill!

A form for creating a new thread. It has a title field with "en valencià" entered, a large text area for the post content, and buttons for "Insert embed", "Cancel", and "Create".

New thread

Title

en valencià

Write your post

Insert embed Cancel Create

Another option is to reply in the forum, to do so, you will have to go to one of the messages and click on REPLY.



There you will be able to answer, this way we will favor the understanding of everybody and we will be able to follow the message threads.

A form for replying to a message. It is titled "Replying to Fractals" and has a text area for the reply. At the bottom are buttons for "Insert embed", "Cancel", and "Post".

Replying to Fractals

Write a reply

Insert embed Cancel Post

That's all. It's as easy as that!

Remember that the magic of forums only works if people use them, so don't hesitate to take the opportunity and introduce yourself to the rest of the creators.

It can be a great opportunity to spread the word about your projects and even to meet organizations, contacts or friends!





Explore the gallery

Access to the gallery.

The gallery is a space for visibility of youth projects and creations. You can access it without being registered on the platform, so anyone who accesses the web can see your work and contact you with the networks that you make public, from anywhere in Europe!

From the gallery you can access the profiles of other creators by clicking on the name that appears under the image. From their profile you will be able to access the networks. If you click on the image, the description you have uploaded in the activity will also appear, describing your project or your work. You can add links if you need more information!

To make your work visible on it, you have to upload the corresponding activity from the course and give permission for it to be visible. You can upload projects or works that you have done previously and are related to the content of the activity... we won't judge you ;)

But it always has to be from within the training.

It is possible that the gallery material will be displayed in different spaces to give you more visibility and encourage people to use the platform, so if you don't want this to be done, you can not share your content in a visible way, you will still get your certificate.

Fractals Educación Artística (managing entity of the project) is committed not to use your work for profit and always respect your copyright. You can revoke your consent at any time,



NEED MORE HELP?

The team

Our team is composed by artists, project managers, youthworkers with a huge experience in developing projects in different countries all around the world.

We will monitor you through the forum, but if you need more personal communication, we will be willing to hear about you and answer any doubts or go deeper into the topics, share good practices with you.. Don't hesitate to ask us.

You can Contact us at:

voicethroughart@fractalseducart.org



Self Evaluation

If you want to go further and evaluate your learning and progress during the course, here is a self-evaluation tool that you should use at two points: at the beginning and at the end of the course. With it you will be able to contrast the level of acquisition of competencies that you have developed during your learning.

Listed below are a series of questions about you, your community, your relationships with people and your skills.

Please complete the questions in SECTION ONE before starting

For the questions in SECTION TWO, please mark the number on the right that best describes you.



Competences

Self evaluation survey



How to

Listed below are a series of questions about you, your community, your relationships with people and your skills.

These questions are designed to better understand our competencies and how they are developed.

Answer honestly before and after the training, to check your evolution.

Please complete the questions in SECTION ONE before starting

For the questions in SECTION TWO, please mark the number on the right that best describes you. Start SECTION THREE once you've finished.

Section one

Personal information

Which chapters are you into?

How many time do you want to dedicate to the course?

Do you think you still need more content?

About me

Are you part of an organization/enterprise?
If so, which is your role in it?

Which skills/competences do I want to develop the most?

Which are my expectatives with this training?

How am I going to apply this content in my everyday life?

Which are your needs when thinking of starting your own project?

Self empowerment

Which is the level of participation that you have in your community?

- ☐ 8. Projects are self promoted by us and supported by the community/institutions.
- ☐ 7. Projects are our initiative.
- ☐ 6. Projects are started by institutions but developed by us.
- ☐ 5. Community/institutions ask our opinion.
- ☐ 4. Community/institution inform us about projects.
- ☐ 3. We are invited to events where we are supposed to be listened.
- ☐ 2. We are invited to events.
- ☐ 1. We are manipulated.

Competences

Mechanisms for youth cultural entrepreneurship

Section two



| | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|--------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| I know which permits I need if i want to work abroad. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know what takes to start a project | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know how to take my ideas to implementation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know which legal form is better for my project/ideas | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know how to create my bussiness plan or a social canvas | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I recognize the value of cultural entrepreneurship and art innovation projects | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know funding opportunities to develop my ideas | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know what social and cultural entrepreneurship is | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know more than 2 creative industries | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I feel empowered to develop my own project | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I recognize what I need to improve in order to develop a project succesfully | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know who can I ask for help in case that I need it | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |



Competences

new technologies for digital creation



Section two

| | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| I know many free software tools I can use in my project | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I am familiarized with "art education" as a tool | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know many technologies and art languages for digital art | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I recognize the value of photography as a tool for reflection | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I recognize the value of audiovisuals as a tool for social tranformation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I have skills to apply creative design in my projects | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know how to generate cultural projects from a community point of view | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know how to create a collaborative network | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know how to implement social communication to disseminate my projects | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I feel empowered to develop my own project | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I recognize what I need to improve in order to develop a project succesfully | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know who can I ask for help in case that I need it | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |



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Competences

Creativity for an inclusive art



Section two

| | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|---------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| I am aware of my level of participation in my community | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know how to improve my participation in my community | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| i know how to start participatory processes such as participatory video | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I recognize the value of understanding my territory | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know how to find a space for developing my projects | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know how to set up a space physical or virtual | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I recognize the value of Non Formal Education (NFE) as instrument for inclusion | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know how to make cultural activities more inclusive | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I recognize the importance of a new culture for our reality | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I feel empowered to develop my own project | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I recognize what I need to improve in order to develop a project successfully | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| I know who can I ask for help in case that I need it | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |





Satisfaction

Improving the platform experience



How to

Thank you for having made it this far.

Beyond your experience in this project, we are delighted that there are young people like you trying to promote a new inclusive culture in Europe!

Now we need your help to improve the tool, please answer these questions with a short answer.

Personal information

Date of birth___/___/___

Gender _____

Level of Studies

Cultural Origin

Section three

About the training

What competencies have you developed.?

Have you acquired competences for jobs with better conditions?

Did you enjoy the process? In which level?

Was there a moment that you felt part of your community or active member of the group you work with?

Which personal barriers did you have to overcome in order to fulfill the training?

Would you recommend/share this content?

The platform

Was the platform accesible?

Was the language clear?

Did you have the ability to use the digital tools?

