



# Web Application Tutorial: Talented Europe

## Referees

This document explains the use of the web application [talentedeuropa.eu](https://talentedeuropa.eu) from the point of view of referees.

A referee is an academic figure in charge of assessing whether or not a certain student, who is registered on the Talented Europe platform, is talented.

## Registration

There are two ways in order to register a referee:

- 1) The referee can register himself/herself.
- 2) The educational institution where the referee works, send an invitation to one of the teachers, and he/she can register.

## Register of a referee

On the main page of the application, you will have to go to “Sign Up”. There will be four different options depending on the role who wants to register. You have to select the third icon represented by a kind of star:

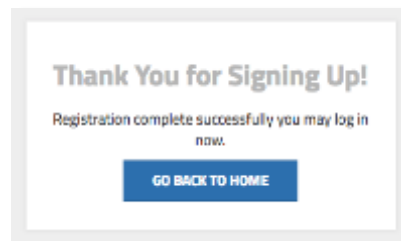
The screenshot shows a registration form titled "REGISTER". At the top, there is a section labeled "I am a:" with four icons: a person, a building, a star, and a group of people. The star icon is selected. Below this are several input fields: "Name" (containing "Michael"), "Surname" (containing "Feine"), "Email" (containing "zflyjqmi@cirmail.com"), "Password" (masked with "\*\*\*\*\*"), and "Confirm Password" (masked with "\*\*\*\*\*"). There is a "Institution" field containing "Institution test". At the bottom, there is a checkbox labeled "I agree with the terms of use" which is checked. Below the checkbox, it says "All fields are required" and a blue "SIGN UP" button.



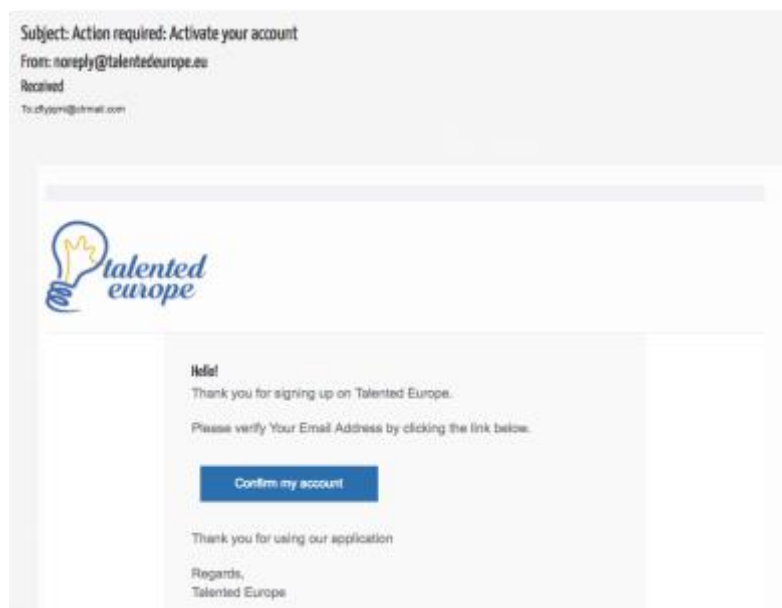
On this screen, you will have to fill in the required fields:

- Name
- Surname
- Email
- Password
- Confirm password
- Name of the educational institution

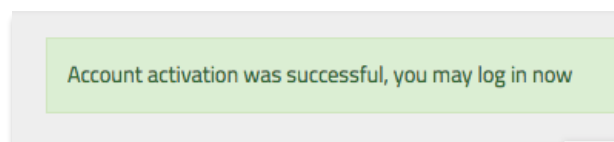
Once you hit the **SIGN-UP** button, a screen appears thanking for the signing up:



At this moment, an email was sent to the email of the already registered referee:



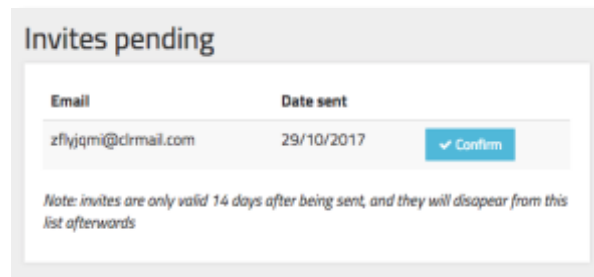
You will have just to click on **Confirm my account**, and the system will inform you:



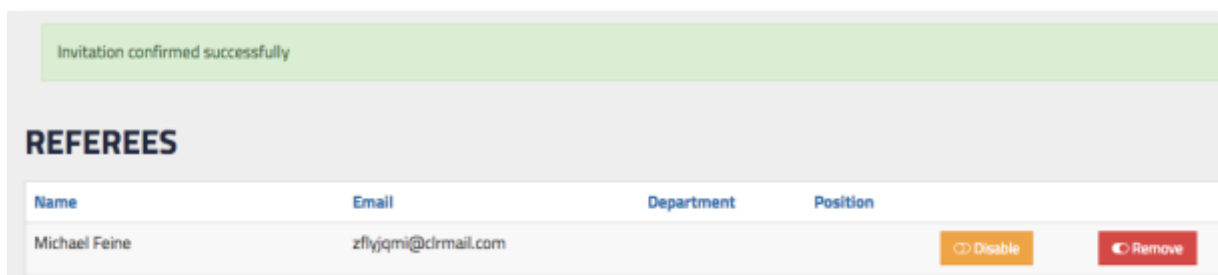
From this moment up, the referee can freely log into Talented Europe, but, from the side of the educational institution, they will have to confirm the pending registration.



If the educational institution log in to the platform, they will see the pending invitation:



Thus, they have to click on [Confirm](#) in order to accept the teacher as a new referee:



## Register of a referee (in case no institution exists)

At the moment of registering a referee, it may be possible that his/her educational institution has not already been registered on Talented Europe. In that case, the referee could not pick the institution from the sign-up dialog. But, also in that situation, it is also possible to register.

The referee should write the whole name of the institution and an e-mail address in order to notify the institution to sign up into Talented Europe, as a previous step before his/her registration:

### REGISTER

I am a:

Logan

Narnick

zelpdkcl@eemail.com

\*\*\*\*\*

\*\*\*\*\*

A new educational institution

**Can't find your institution, send them an invitation**

A new educational institution

zaaohqrn@boximail.com

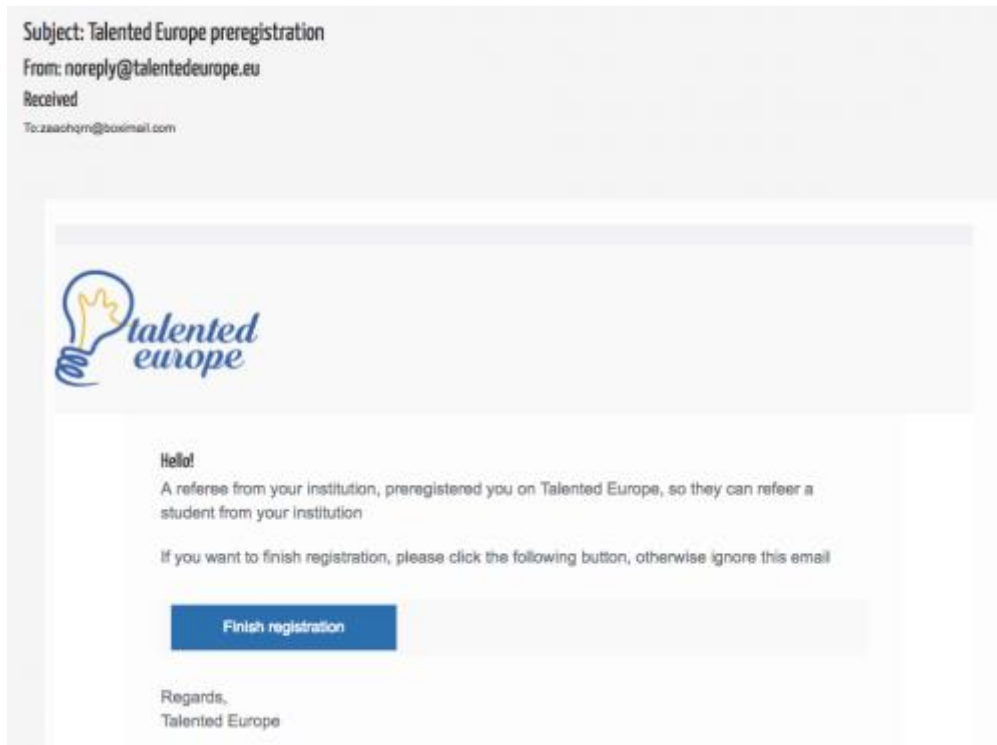
I agree with [the terms of use](#)

*All fields are required*

[SIGN UP](#)



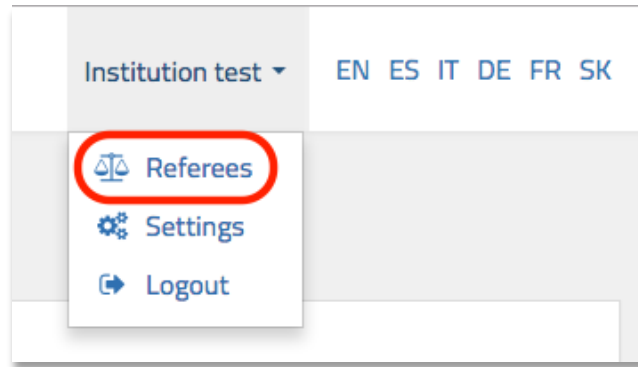
Now, the referee would click on [SIGN UP](#), and an email is sent to this institution:



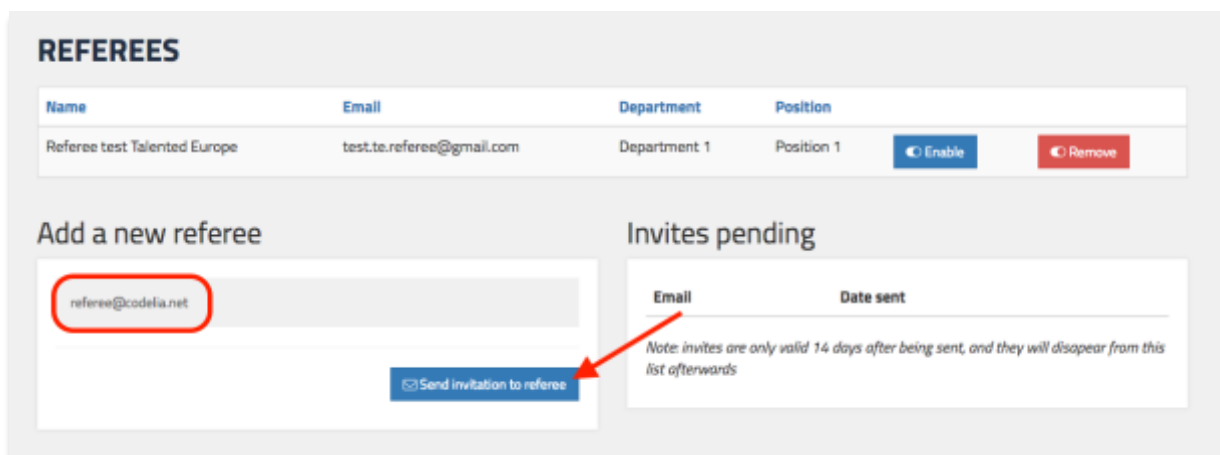
And clicking on Finish registration, a new form is shown in order to reset the password and finish the registration of the educational institution:

## Inviting a referee

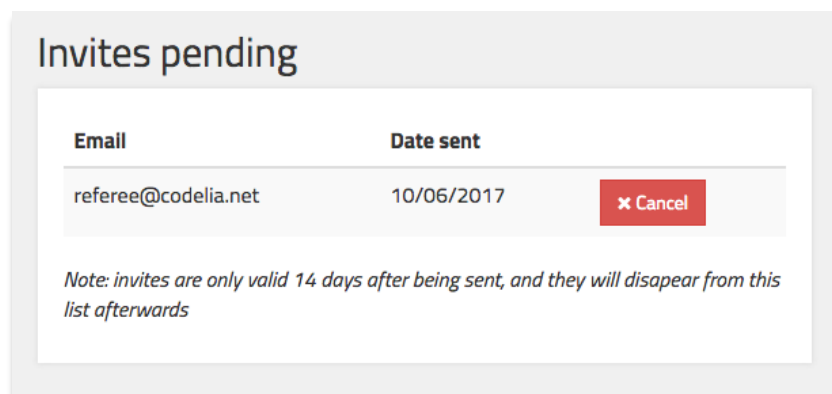
To show you how it functions, during this tutorial educational institution called "Institution test" will be used as an example. Once logged in as an institution, we can go to the [Referees](#) section:



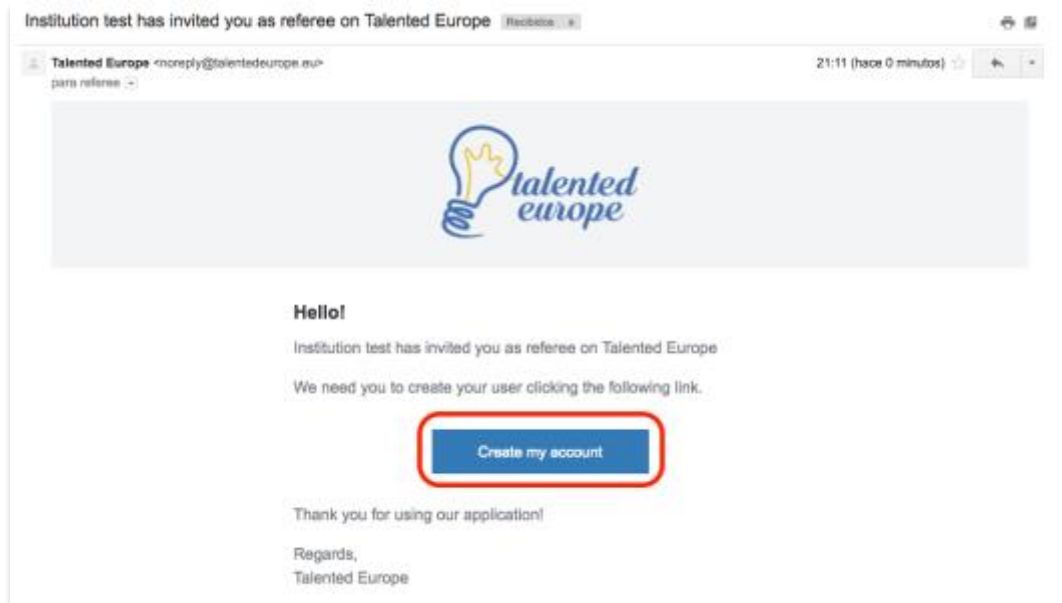
Once there, we go to [Add a new referee](#), enter your (referee's) email address and press the [Send invitation to referee](#) button:



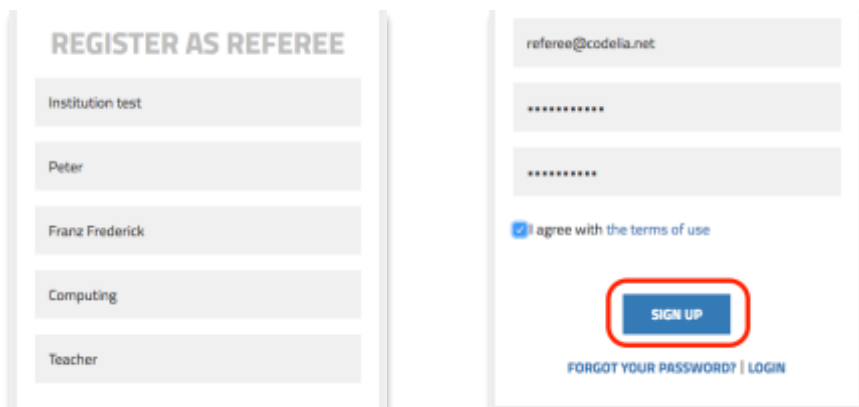
What follows is the message, at the bottom right corner, which was sent as an invitation to the referee:



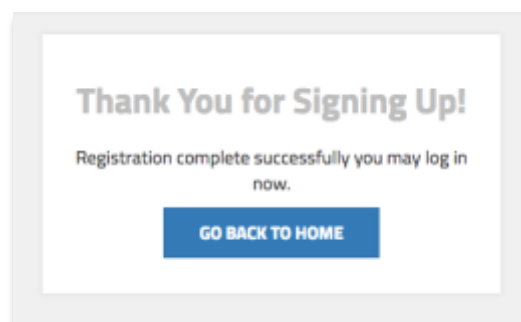
If you check your mail, you will see that you have received the invitation. Click on the [Create my account](#) button:



This will take you to the screen, where you have to complete your profile as a referee. Fill in all the required fields and press the [Register](#) button:



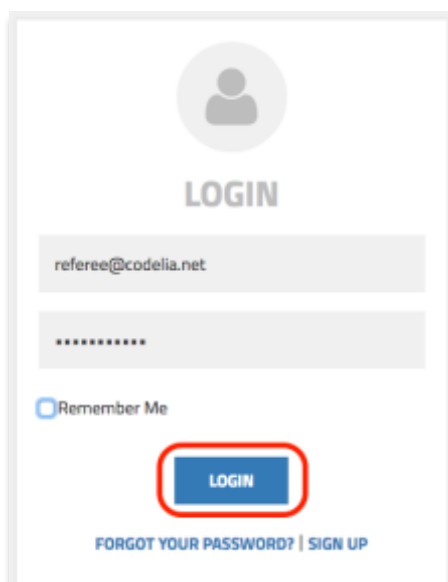
With this, the registration of the referee is concluded. As the final screen appears, click on the [Return to the main page](#) button:



From now on you will have an access the application by clicking on the [Login](#) button in the upper right corner:

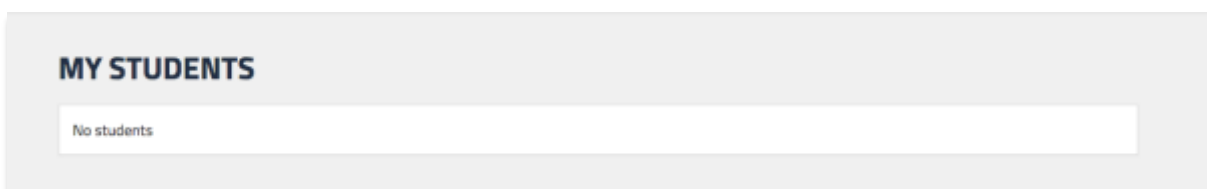


The login screen appears and you enter your email and password chosen during the registration, and press the [Login](#) button:



## Validation

The first time you enter the platform as a referee, you can see that you do not have any students assigned yet:



Thus, you wait for some validation requests.

For illustrative purposes, we are going to get a validation request from a fictitious student. The student in question will be "Student 2 Test Example". At some point in your configuration, the student will have to request a validation of his/her profile through the following screen:



Find your Academic Institution

Spain  Institution test

Choose referee

Peter Franz Frederick (Computing, Teacher)

[Refer request](#)

Once the student presses the [Request a referee](#) button, you will receive a notification via email (once a day) and also, you will have the pending application in your profile. If you enter with your referee credentials, you will be able to see the student's request and click on the name:

**MY STUDENTS**

Student	Date of request	Status
<a href="#">Student 2 Test Example</a>	25 seconds ago	<span>Pending</span>

Now you can see the student's whole profile and you have to check his/her personal skills, professional skills, studies, etc. At the end of the screen you will have an option to mark the student as [Refereed](#) or [Not Refereed](#), or in other words as talented or not talented:





### Student 2 Test Example

Electronic Engineering

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**i** About

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**Education:** Master's or equivalent at Electronic Engineering  
**Lives in:** Bonn, Germany | **Nationality:** Germany  
**Born on:** 01/05/1985  
**My talent:** Try to discover new things everyday

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*Refereeing pending*

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**Skills**

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Professional

database cad microcontroller python 3d  
java

Personal

Amiable Analytical Calm Confident  
Energetic Honest Independent Persevering  
Practical Reliable Responsible  
Team-workable

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**Studies**

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Engineering and/or Technology - University Of Germany  
Electronic Engineering | *Master's or equivalent*

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**Student validation**

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Please make sure you have reviewed the student profile carefully before validating it

This student is:  Valid  Invalid

Assuming that you click on Refer, there is a section where you can specify personal skills (up to 6) that you consider that the student has, and add comments about the student. See an example on the following screen:



**Student validation**

Please make sure you have reviewed the student profile carefully before validating it

This student is:  Valid  Invalid

**Personal skills (max. 6)**

Analytical  Calm  Honest  Independent  Practical  Responsible

- Personal skills -

**Comment (Required)**

He is ready to work in a real company with a great ability to afford new issues and solve them correctly.

Once this is done, click on the [Referral Completed](#) button and then click Yes in the dialog box that appears to confirm the status:

**Confirm refereeing**

Are you sure you want to finish refereeing this student?

When returning to the page of your students, you can see the status of the student whom you have validated:

Student 2 Test Example validation complete

**MY STUDENTS**

Student	Date of request	Status
Student 2 Test Example	4 minutes ago	<input checked="" type="button" value="Validated"/>