

# **ENEPLAN**

Developing skills in the field of integrated energy planning  
in MED landscapes

## **Guidelines on how to use C-map Cloud<sup>1</sup>**

*[Version November 2016]*

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<sup>1</sup> Please note that the functionalities of C-map Cloud are being tested. As the project progresses, new versions of this document will be provided if necessary.

If you need any further information or clarification or you want to report any malfunctions, please e-mail to [federica.dipietrantonio@miema.org](mailto:federica.dipietrantonio@miema.org).



## Contents

0. Introduction.....	2
1. Working on the Web .....	2
1.1 Getting started: creating an account and accessing the ENEPLAN project folder.....	2
1.2 How to find and add a Cmapper .....	3
1.3 How to create and share a new resource .....	4
1.4 How to find shared resources .....	4
2. Working on Cmap Tools .....	5

## 0. Introduction

These guidelines illustrate how to share and work on concept maps through C-map Cloud, a free centralized web-based platform to access, store and share C-maps and related resources and materials.

The C-map Cloud can be a powerful didactic tool for the purposes of ENEPLAN project, since it:

- Allows the quick sharing of the C-maps
- Gives the possibility to introduce annotations and comments on the uploaded C-maps, triggering communication among teachers and students, and among students as well
- Allows users to work together on the same C-map, enhancing collaborative learning and knowledge sharing

The involvement of students in the use of the C-Map Cloud tool within ENEPLAN shall of course be preceded by one or more preparatory lessons on energy planning, concept mapping and the use of the C-map software.

The C-map Cloud hosts the web-based version of the CmapTools software. It can be used with three versions of C-mapTools: CmapTools (for Desktop), CmapTools for iPad and CmapTools in the Cloud.

## 1. Working on the Web

### 1.1 Getting started: creating an account and accessing the ENEPLAN project folder

A folder was created on C-map Cloud, dedicated to the ENEPLAN project, containing reference materials on the project, including the Case studies Report and the C-Map\_00.

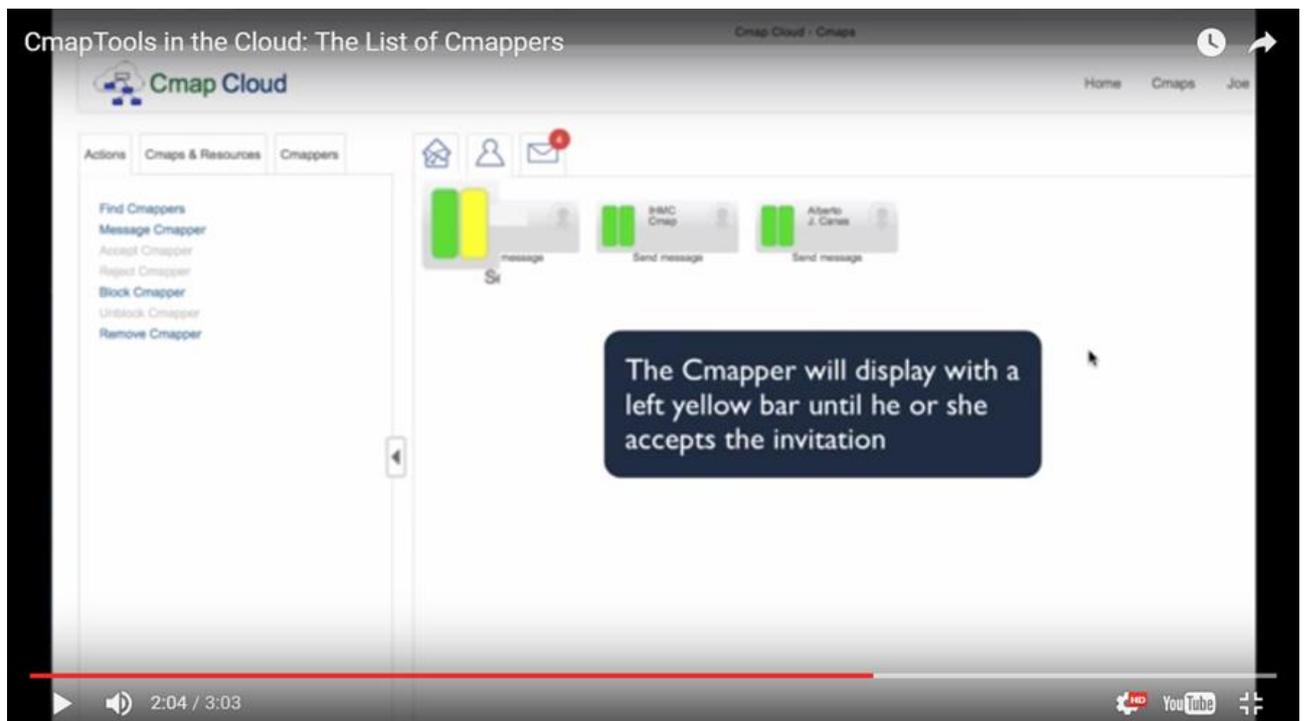
The first essential steps to access this folder and start working are the following:

1. Connect to <https://cmapcloud.ihmc.us/> and click on “Create an Account”.
2. Create your account and sign in. All teachers involved in the ENEPLAN project shall create their own account.
3. Click on “Start Building Your Cmaps” and you will be directed to your personal dashboard.
4. Send an e-mail message to [federica.dipietrantonio@miema.org](mailto:federica.dipietrantonio@miema.org) to communicate your username. You will receive an invitation to share the project folder.
5. Your personal dashboard shows a number of tabs. Under the Message tab (the one with the “envelope” logo) you will find the invitation to share the ENEPLAN folder. Accept the invitation in order to be able to access the folder.

## 1.2 How to find and add a Cmapper

In C-map Cloud, you can only share folders with other Cmappers – registered users that are in contact with you. In order to create your own group of Cmappers you have to:

1. Right-click under the Cmappers tab (the one with the “avatar” logo) and select “Find Cmappers”.
2. Search for the person you want to add and click on “Add as Cmapper”. Please note that, in order to be found on the Cloud, the person you are looking for has to be already registered. There is, however, the possibility to send an invitation to an e-mail address, though the procedure might be longer.
3. Now you should be able to see the person you have invited under the Cmappers tab, showing a yellow and a green band. When the Cmapper will have accepted your invitation, both bands will turn green, as in the screenshot below.



Students involved in the ENEPLAN activities shall be asked to create their own C-Map Cloud accounts, and to communicate them to their reference teacher - thus becoming part of the teacher’s Cmappers list.

### 1.3 How to create and share a new resource

In C-Map Cloud, each partner and/or teacher involved in the ENEPLAN project shall create its own sharing environment, that is, a folder (and also sub-folders) where to upload concept maps and other materials that are deemed useful to carry out the concept mapping experience. This folder and the materials it contains can be shared with students and other subjects.

The procedure is the following:

1. **To create new resources:** click the right mouse button under the Resources tab (the one with the “house” logo) and add a new folder. Open the folder and right-click, then click on “New web address” if you want to add a web link, or on “Upload resource” to upload a file.
2. **To share:** right-click on the folder you have created and select “Share”; click on “Add” in the new window and select the Cmapper from your Cmappers list. If the person you want to share the folder with is not in your Cmappers list, add his/her e-mail address. If the email address is of a Cmap Cloud registered user, an invitation to your Cmappers list is sent, together with the invitation to share the folder; if, on the contrary, the user is not registered in the Cmap Cloud, an e-mail is sent inviting him to register. Please note that sharing can be done at folder level only; single files cannot be shared.
3. **Check the permissions that you want to grant:** i) Viewing; ii) Viewing and Annotating; iii) Viewing, Annotating and Editing. If you select option iii), please remember that your fellow Cmappers will be able to upload, download, edit and delete resources (including C-maps) but not to modify the structure of the folder (i.e. adding or deleting folders). You can also modify the permissions assigned by right-clicking on the shared folder and by clicking on “Share”: in the dialogue box that will appear, find the Cmapper whose permissions you want to modify, and click on the “pencil” icon on the right to change permissions. Finally, click on “Update”.
4. **Please remember to invite MIEMA**, too, to share your folder (it is sufficient to grant a “Viewing” permission), so that all project activities on the Cloud can be monitored.

Now you are able to work independently with your students within the folder you created.

5. **Upload the main outputs of your educational activities** in the sub-folder dedicated to your organization within the ENEPLAN folder.

### 1.4 How to find shared resources

Under the Message tab (the one with the “envelope” logo) you will find the other Cmappers’ invitations. Accept their invitations in order to be able to access their C-maps and work on them.

Under the Resources tab (the one with the “house” logo) you will be able to see other Cmappers’ resources after they have shared them with you. You might need to click on “Refresh” before being able to see them.

## 2. Working on Cmap Tools

The Cmap Tools desktop application is more comfortable to work with if you want to create and modify a map, being at the same time connected to the Cloud.

Please note that, using CmapTools for the Desktop, two users can edit the same C-map real-time (synchronous collaboration) if both open the C-map and edit it. In this case, the first one to edit the C-map must approve collaboration requests from the other users.

Go to <http://cmap.ihmc.us/> and download Cmap Tools.

Click on the tab “Maps in the Cloud”. Here you should be able to see the resources you have shared via the web. You can now work on them according to the permissions granted.

### 1. How to find a folder on the Cloud:

- a. Right-click on your desktop under the “Maps in the Cloud” tab and choose “Search”.
- b. Type in the name of the folder you are looking for, better if within inverted commas. It is better to refine your search, by clicking on “Refine search”, then on “Select”, and choosing “Folders”; then press “OK” and click on “Search”.
- c. Once you have found your folder, double-click on it to open it.
- d. Now you can create a file and work on it.

### 2. How to add a folder in the Cloud:

- a. Right-click on your desktop under the “Maps in the Cloud” tab and choose “New->Folder”.
- b. Type in the name of the folder and, in the same window, click on “Authorisations”.
- c. In the new window, click on “Add user” and then “Browse”.
- d. Type in the name of the user you are looking for and press “Search”, select the user and press “OK”.
- e. Now choose the authorisations you want to grant to the user and press “OK”.
- f. Now you can see the new, shared folder on your Cmap Tools desktop and work on it.