

Debates Online Platform

A guide for teachers



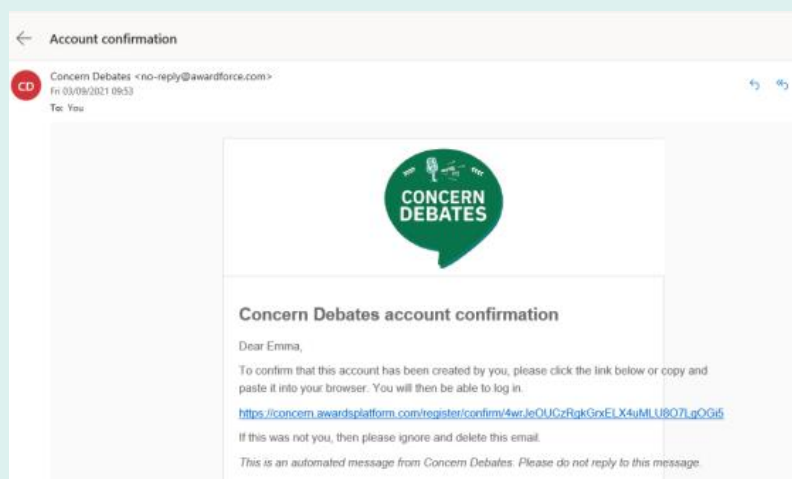
Registration

Before using the platform, all schools must register with their email address and create a password. Please do take note of this password, although there is a 'Forgot your password' function as a back-up. You only have to do this once. We would recommend you save or bookmark the address.

1. Go to: <https://debates.concern.net/>

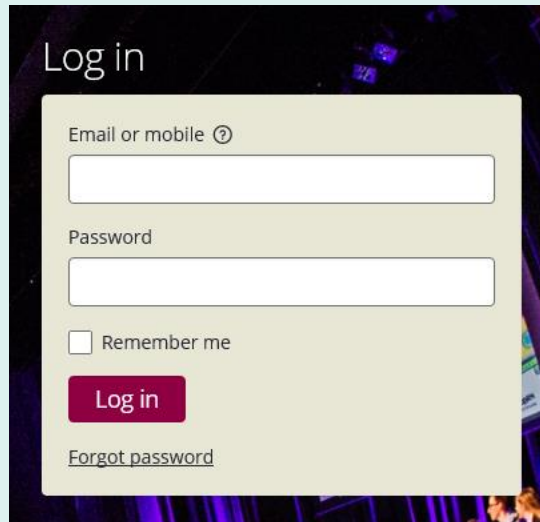
A screenshot of the Concern Debates website's registration page. The page has a dark background with a large image of a crowd at a debate event. In the center, there is a white registration form. The 'Register' heading is circled in red. The form includes fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. There is also a checkbox for 'I have read and agree to the privacy policy, cookie policy and terms of service'. To the right of the registration form is a 'Log in' section with fields for 'Email or mobile' and 'Password', and a 'Log in' button. A green banner at the top of the form says 'CONCERN DEBATES' and 'MAKE IT!'. A green box on the left side of the form says 'Your Concern Debates journey starts here! Register an account. Welcome to the 2021 Concern Debates! For any questions, please contact debates@concern.net'.

2. Under 'Register' enter the fields as listed: First Name, Last Name, Email, Password, Confirm Password and tick the box below (having viewed the policies outlined in the links).
3. Click the purple Register button.
4. You will then be sent an email for verification:



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5. Click on the link to confirm your registration.
6. This will take you back to the Debates Platform homepage where you can now log in with your email and newly created password.

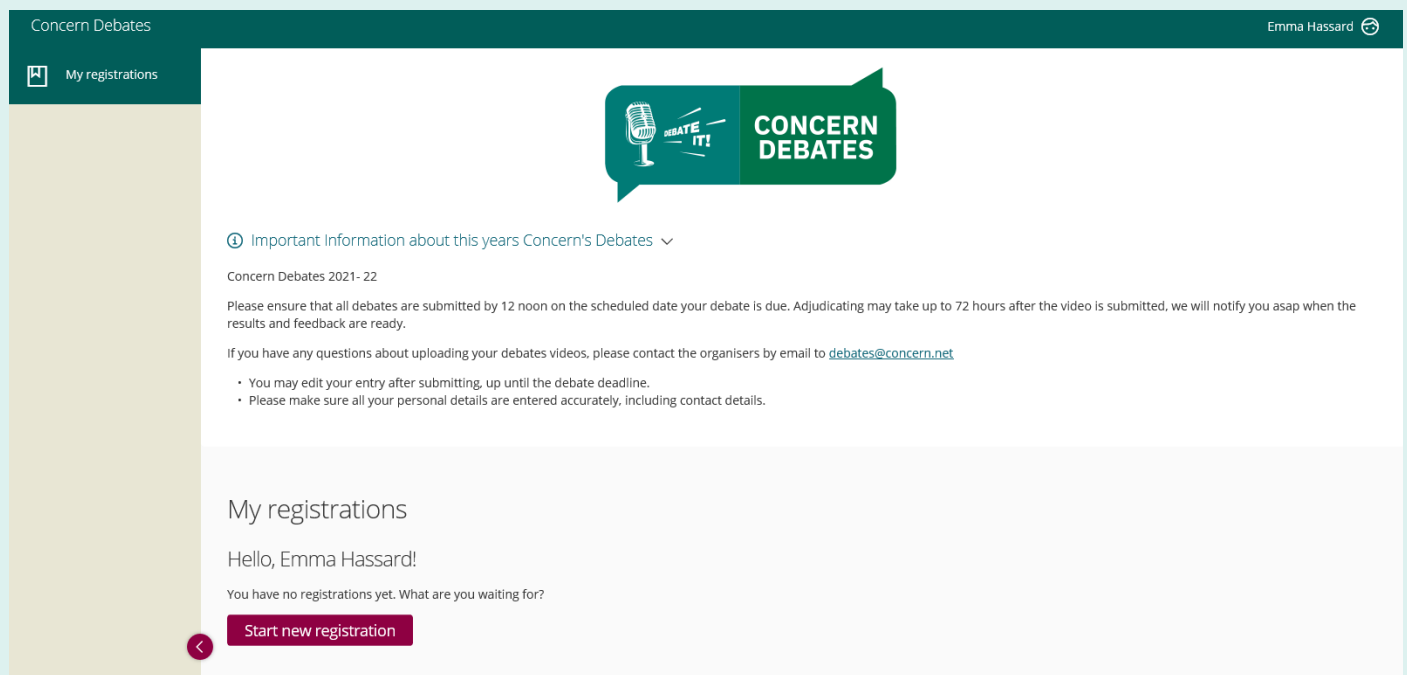


You can see the 'Forgot password' option at the bottom of the log in section, if you need it

Registration on the Concern Debates platform is now complete!

Creating your school account within the Debates Platform

1. Once logged in, you will be taken to the homepage and see 'My registrations'. Beneath this, click on the purple button 'Start new registration'.



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2. Enter your details under the 'Start here' tab: Category is already inputted, now input your School name.

The screenshot shows the 'Start here' tab of the 'My registrations → Start Registration' page. The header includes 'Concern Debates' and the user's name 'Emma Hassard'. A sidebar on the left has a 'My registrations' link. The main content area has a sub-header 'My registrations → Start Registration' and a note: 'All questions must be answered, unless marked optional.' Below this are two tabs: 'Start here' (active) and 'School Information'. The 'Start here' tab contains a 'Category' dropdown menu with 'Concern Debates' selected, a 'School name' text input field, and two buttons: 'Save + next' and 'Cancel'. A footer note says 'Please select a category and registration name.'

3. Once the School name is entered, click the purple button 'Save+next'.
4. This will take you to the next tab 'School information'.

The screenshot shows the 'School Information' tab of the 'My registrations → Start Registration' page. The header includes 'Emma Hassard'. The main content area has a sub-header 'My registrations → Start Registration' and a note: 'All questions must be answered, unless marked optional.' Below this are two tabs: 'Start here' and 'School Information' (active). The 'School Information' tab contains three text input fields: 'Roll No. (if applicable)', 'Debates Mentor Name', and 'Email address'. To the right of the 'Roll No.' field is a note: 'For ROI schools only. NI schools can write in 'n/a''. At the bottom are four buttons: 'Save + next', 'Save + close', 'Preview', and 'Submit registration'. A back arrow is visible in the bottom left corner.

5. Enter your school details:
 - Roll No. – for NI schools enter n/a
 - Debates mentor name
 - Email address
6. Once all details are inputted, click on the purple 'Submit registration' button at the bottom.
7. This will take you to a page saying 'Thanks for submitting your registration'.

Your school account registration on the Concern Debates platform is now complete!

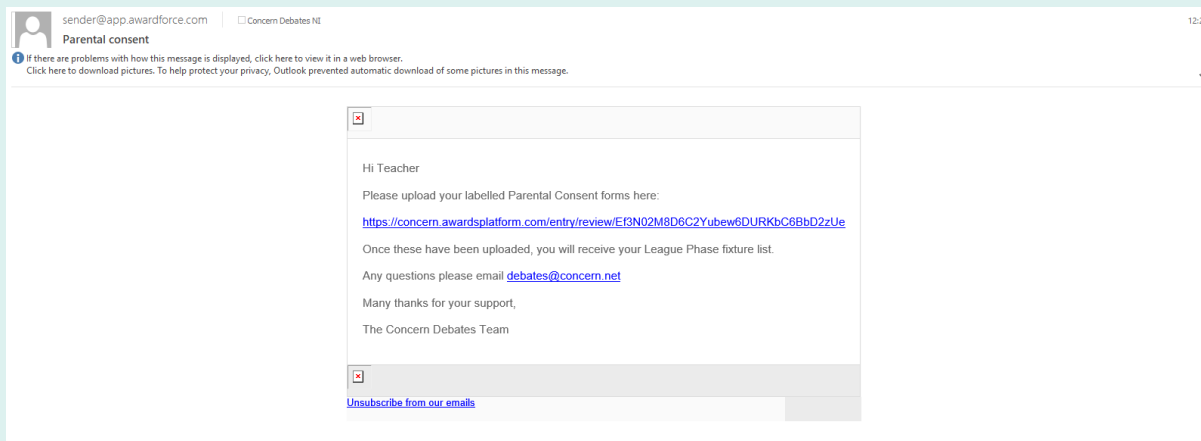


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Submitting Parental Consent forms onto the Debates Platform

1. Having registered on The Concern Debates Platform, you will receive an email prompting you to submit your Parental Consent Forms.



2. Click on the link within the email. This will take you the Parental Consent form section of The Concern Debates Platform.

3. Enter the following information:

- **Teacher name**
- **Parental Consent form list**- Click 'Select File' to upload a list of your students for whom you have received parental consent forms. *This is optional, not required*
- **Student 1** - Click 'Select File' to attach the consent form. Scroll down for Student 2 and so on.

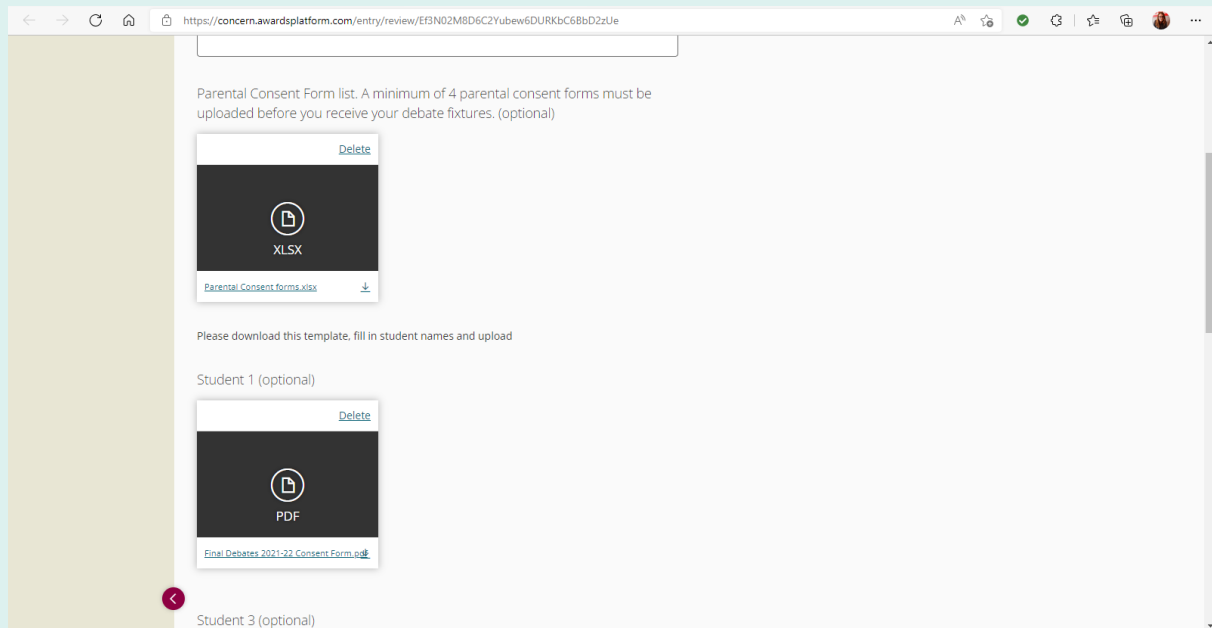
Please note we require a minimum of four consent forms before the debates programme starts or you will not be able to participate in the programme.



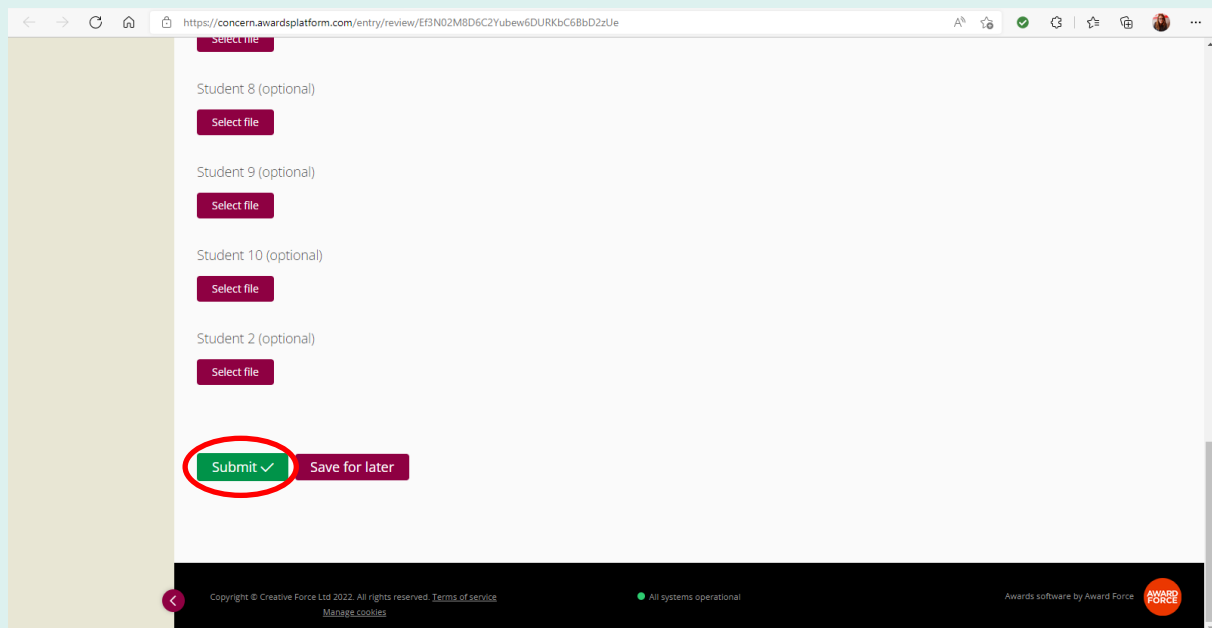
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4. Once uploaded you will see the black icons as below.



5. Scroll down and click the green 'Submit' button.



***If you do not click 'Submit' then we may not receive the uploaded forms.**

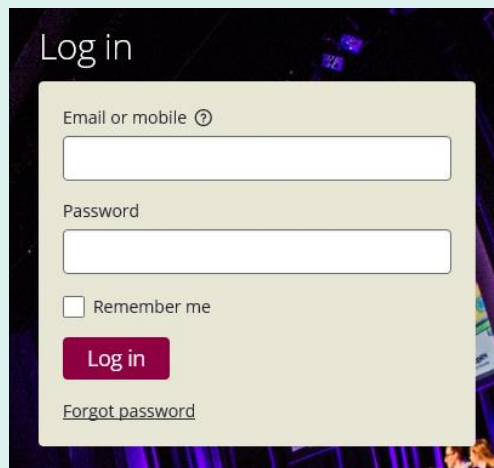
Your Parental Consent forms have now been submitted onto the Concern Debates Platform!



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Uploading a debate video onto the Debates Platform

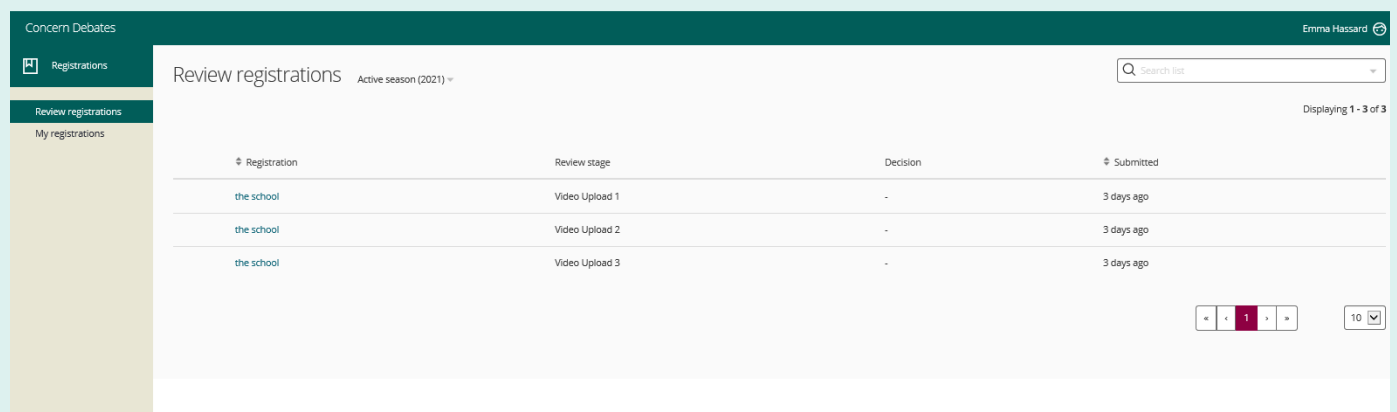
1. Go to: <https://debates.concern.net/>
2. Log in to your account.



The screenshot shows a 'Log in' form with the following fields and elements:

- Email or mobile** (with a help icon) input field.
- Password** input field.
- ☐ **Remember me** checkbox.
- Log in** button.
- [Forgot password](#) link.

3. Once you log in, click on 'Review Registrations' at the left hand side.

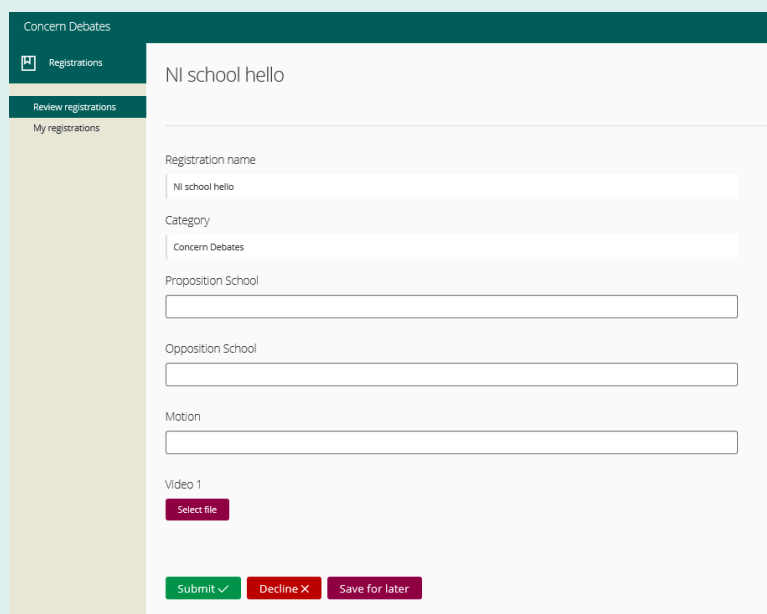


The screenshot shows the 'Review registrations' page with a sidebar on the left containing 'Registrations', 'Review registrations', and 'My registrations'. The main content area has a search bar and a table of registrations.

Registration	Review stage	Decision	Submitted
the school	Video Upload 1	-	3 days ago
the school	Video Upload 2	-	3 days ago
the school	Video Upload 3	-	3 days ago

At the bottom right of the table, there are pagination controls showing '1' of 3 items and a dropdown menu set to '10'.

4. Select Video Upload 1 (2/3).
5. Enter the debate details: Proposition, Opposition and Motion.



The screenshot shows the 'Review registrations' page with the details for 'Video Upload 1' selected. The form includes the following fields:

- Registration name**: NI school hello
- Category**: Concern Debates
- Proposition School**: (empty input field)
- Opposition School**: (empty input field)
- Motion**: (empty input field)
- Video 1**: (empty input field)
- Select file** button.
- Submit** button (green).
- Decline** button (red).
- Save for later** button (purple).

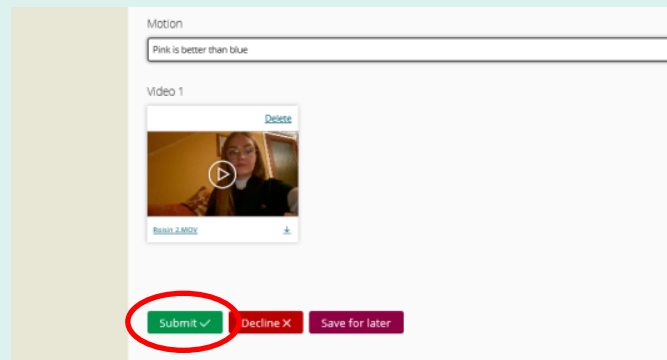


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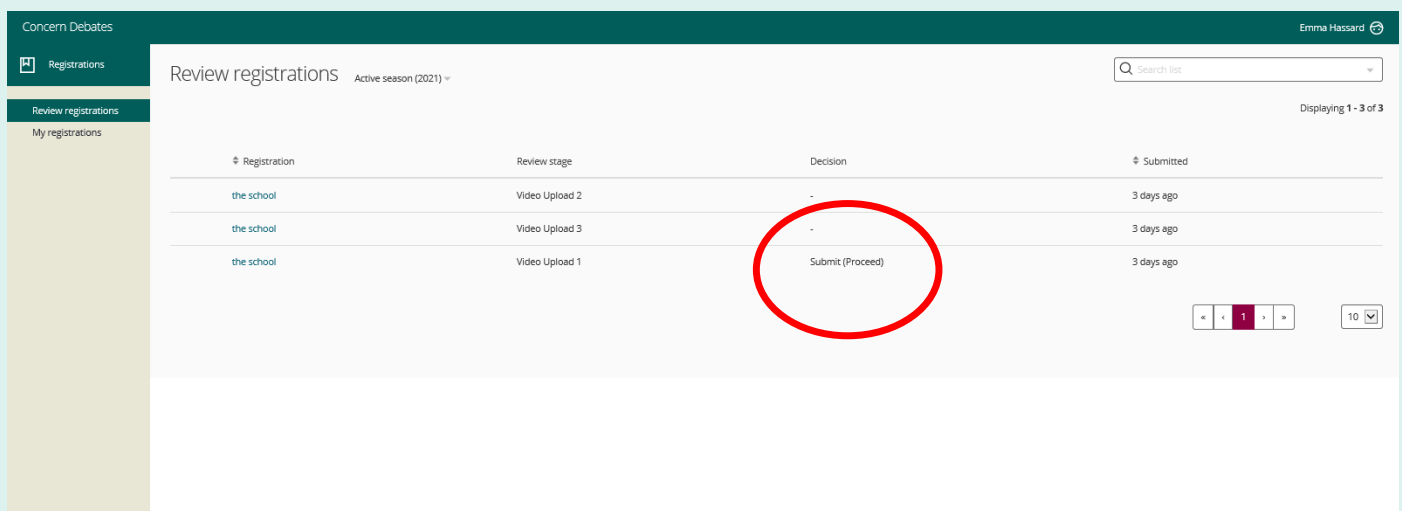
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6. Click on the Video 1 (2/3) purple button 'Select File'. Select the debates recording file - you will see it uploading and then 'Transcoding.'
7. Once the video is uploaded, you will see it as below. Please Click the green SUBMIT button.

***If you do not click submit, the videos will not be received by the debates team.**



8. You will see in 'Review registrations' the video is listed as 'Submit'.



This means the video has been received by the debates team and will now be shared securely by the allocated adjudicator.

You have now uploaded a debate video to the Concern Debates platform!

Once the adjudication process is complete, the Concern Debates team will then contact you by email within one week with the result and feedback. Please do not delete your copy of the video until you have received your feedback in case of any technical difficulties. The videos will be automatically deleted on your behalf.