PRACTICAL TRAINING MODULE: USER MANUAL
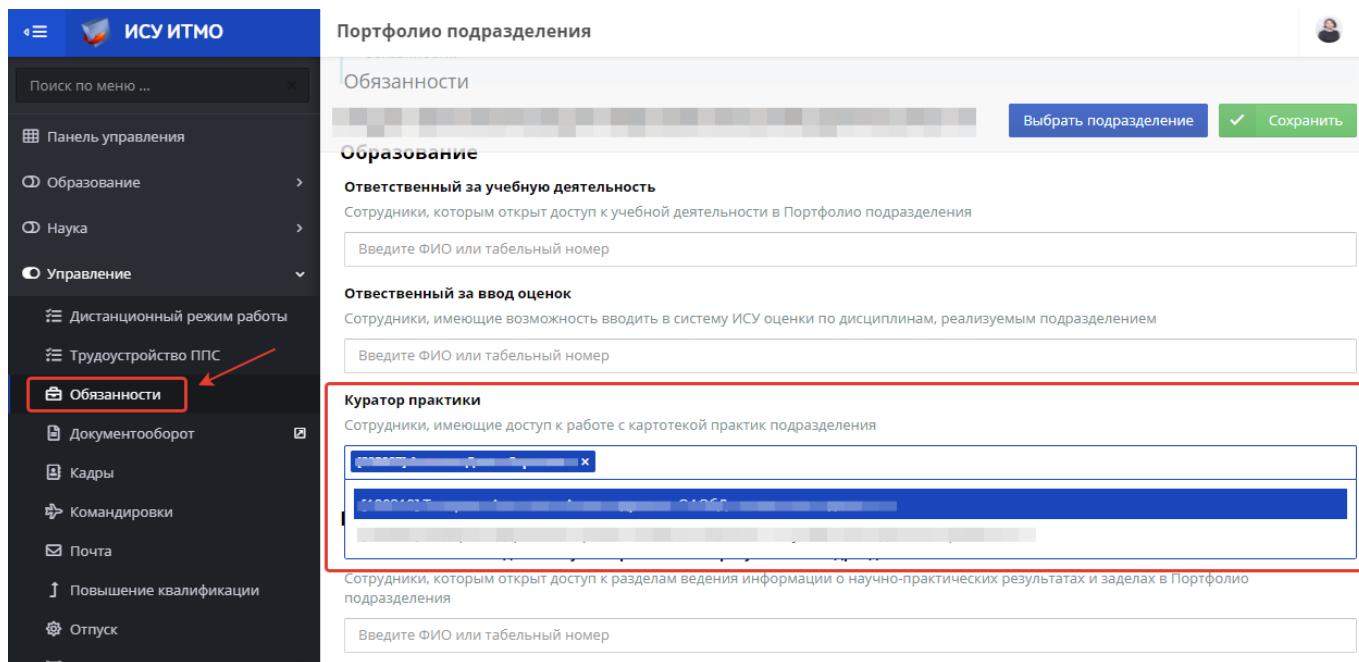**(for heads of faculties/institutes/clusters and practical training curators)**

This module allows users to fill in the basic information regarding practical training (the venue and the position that the student will hold there) and assign an ITMO-affiliated supervisor. In order to make these features available to the curator, heads of faculties/institutes/clusters must use the *Портфолио подразделения* (Department Portfolio) application in ISU to assign the corresponding responsibilities (see Pic. 1). The role of a curator can be assigned to an employee responsible for a student's practical training or the head of that student's educational program. **You can use your web browser's built-in translation plugin (or a similar add-on) to navigate the website.**


Pic. 1. Assigning the curator role

Once this has been done, the practical training module will be made available to the curator via the *Портфолио подразделения* (Department Portfolio) application. The module will provide access to a database of practical training plans associated with the structural unit. The database takes the form of cards containing basic information about each student.

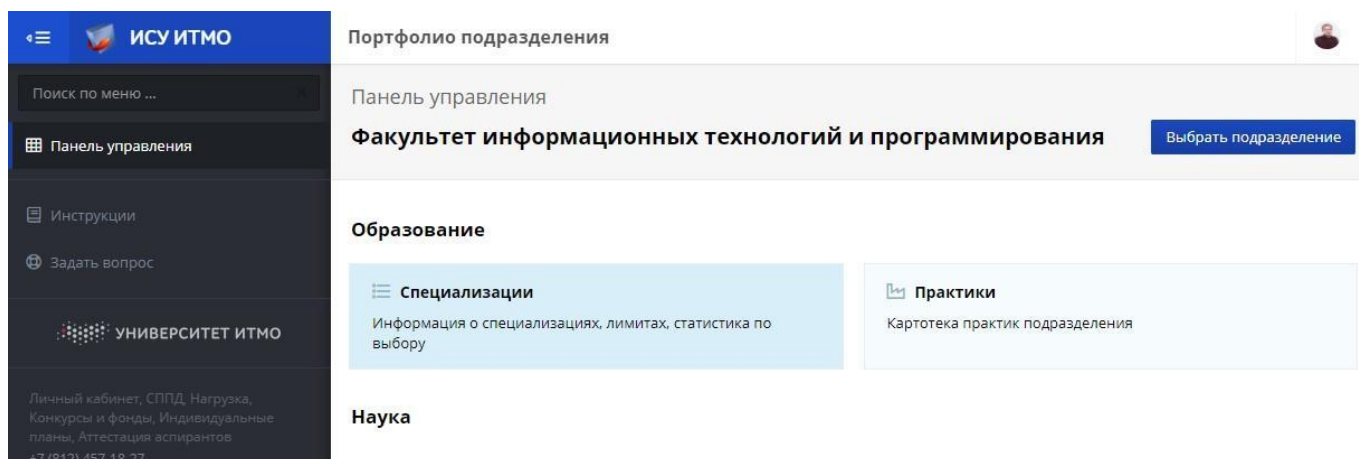# CREATING A PRACTICAL TRAINING CARD
(for curators)

1. **Choosing an educational program and semester**

In order to create a practical training card, open the *Портфолио подразделения* (Department Portfolio) application. The link to the application can be found in the left-hand menu on the ISU landing page (see Pic. 2).
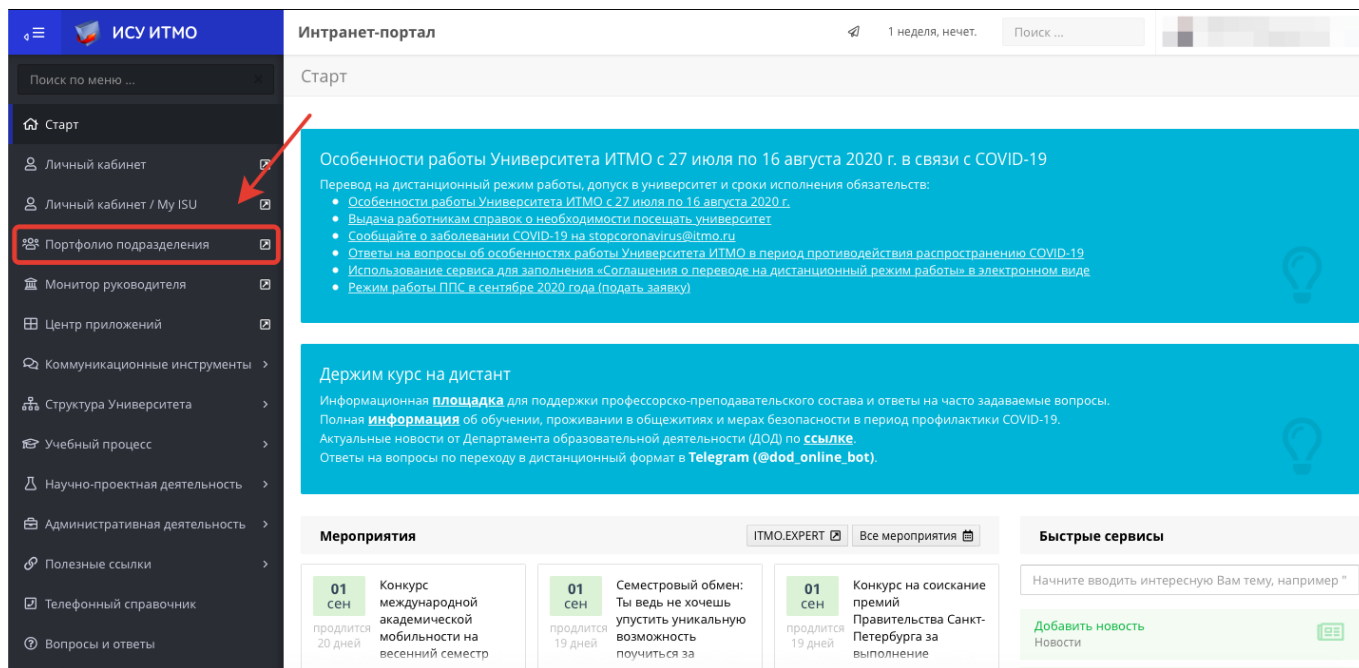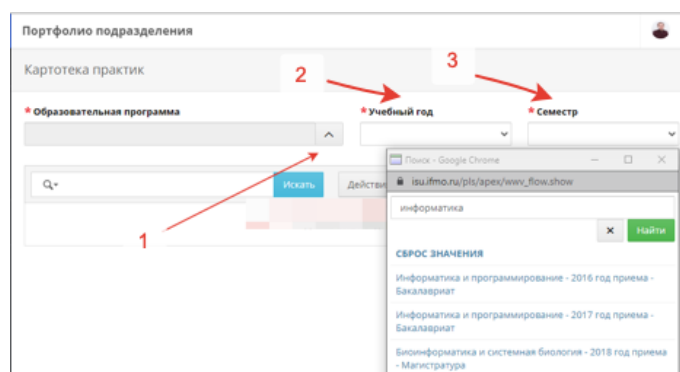
Pic. 2. The Department Portfolio application in ISU

Choose the practical training module from the control panel (see Pic. 3).
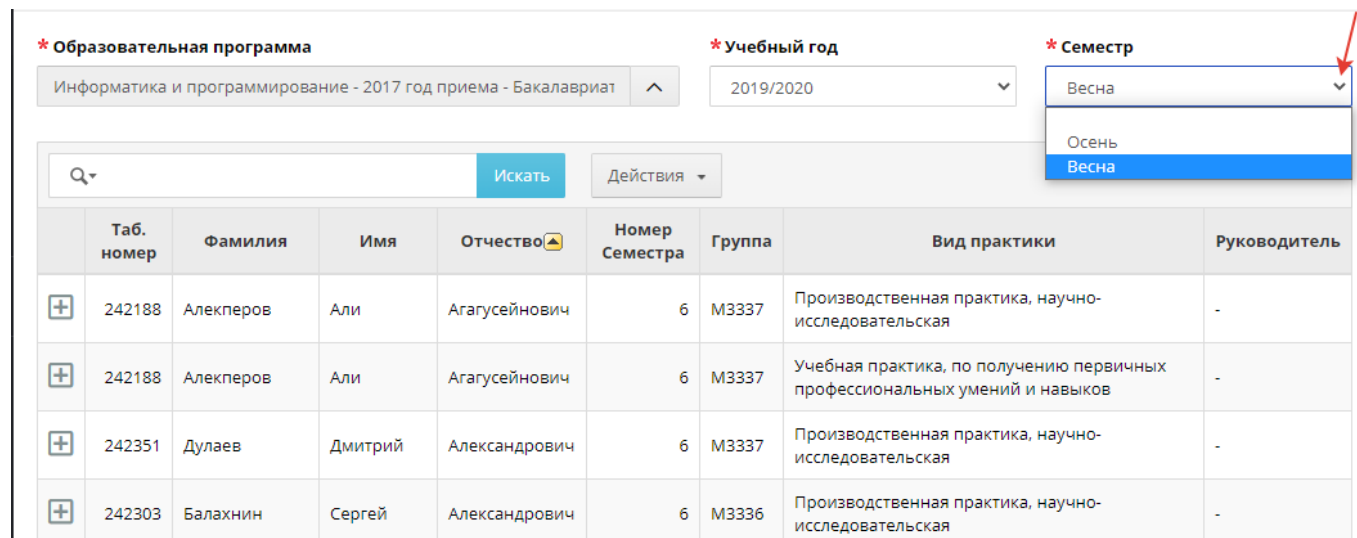

Pic. 3. Choosing the practical training module

Once there, you'll need to pick an educational program (*Образовательная программа*), academic year (*Учебный год*), and semester (*Семестр*) (see Pic. 4).

Pic. 4. Choosing a program (1), academic year (2), and semester (3)
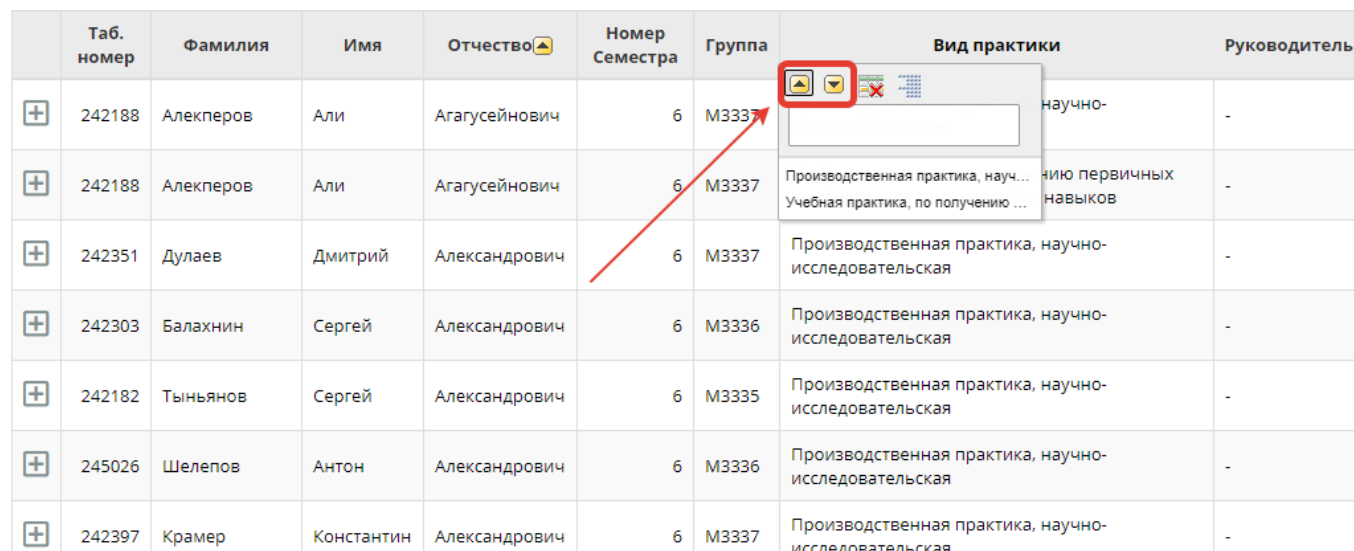
After this, you'll see a list of students enrolled in the chosen program who have practical training in the chosen time period (see Pic. 5).

Pic. 5. List of students

If a student's curriculum includes several types of practical training in a single semester, their information will be repeated the corresponding number of times, with different types of practical training displayed. The list can be sorted by any category (see Pic. 6).
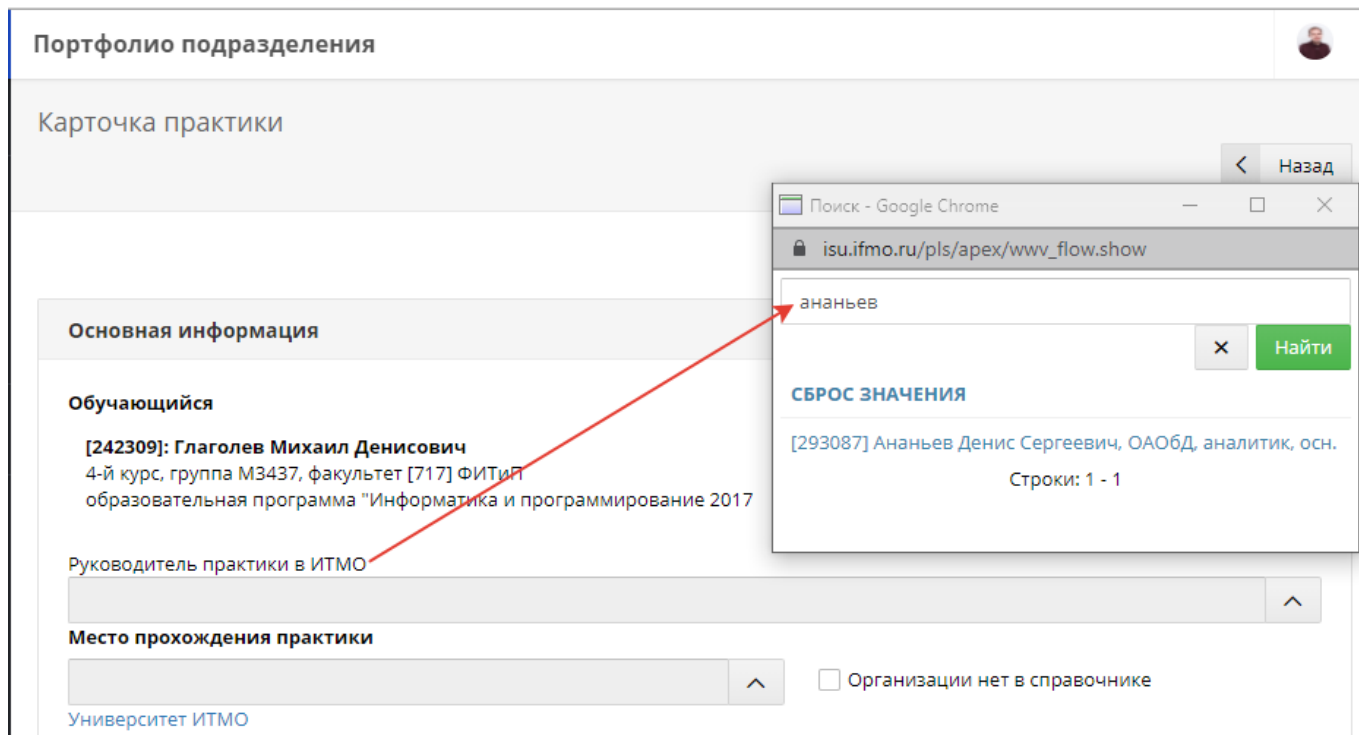

Pic. 6. Sorting the list

FILLING IN KEY INFORMATION
## (for practical training curators)

In order to create a practical training card, press the button next to a student's name. You will see a form where you must fill in the following fields:

- *Руководитель практики в ИТМО* (Head of practical training at ITMO): chosen from the list of ITMO staff (see Pic. 7);

Pic. 7. Choosing a head of practical training

- *Место прохождения практики* (Training venue):
  - If the practical training will take place at ITMO, choose *Университет ИТМО* (ITMO University) and then a structural unit (see Pic. 8);
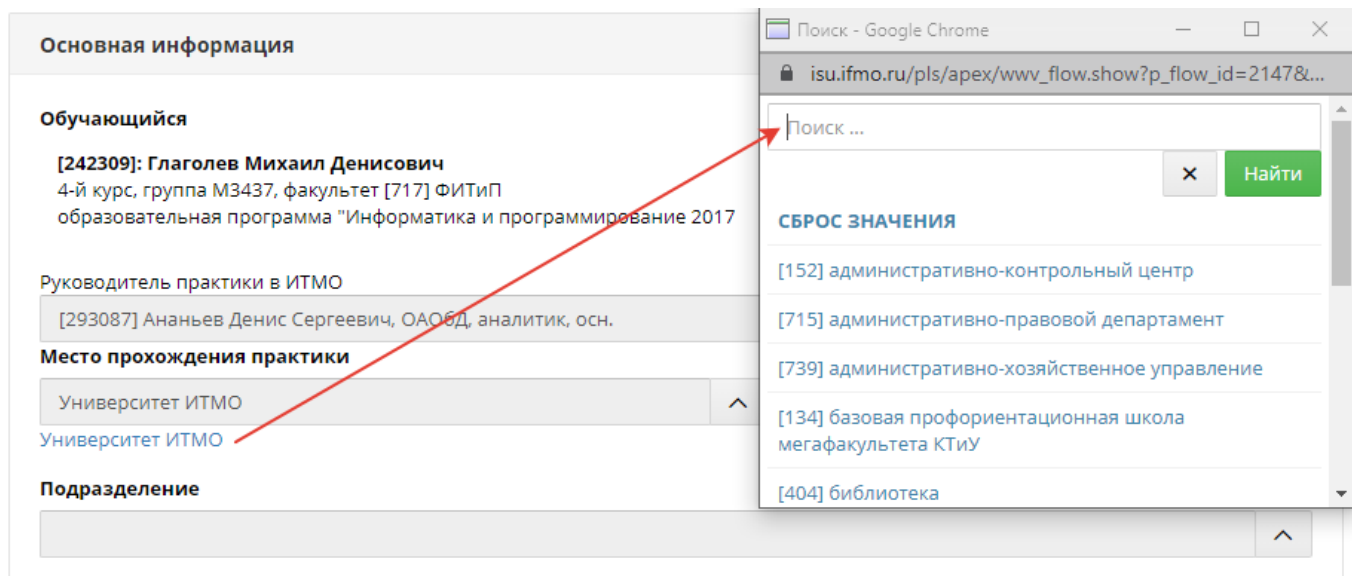
Pic. 8. Choosing a training venue (ITMO University)

  - If the practical training will take place at a third-party organization (company), you will need to find it on the suggested list. If the organization isn't in the database, you can add its information by ticking the box next to *Организации нет в справочнике* (Organization not on the list) (see Pic. 9);
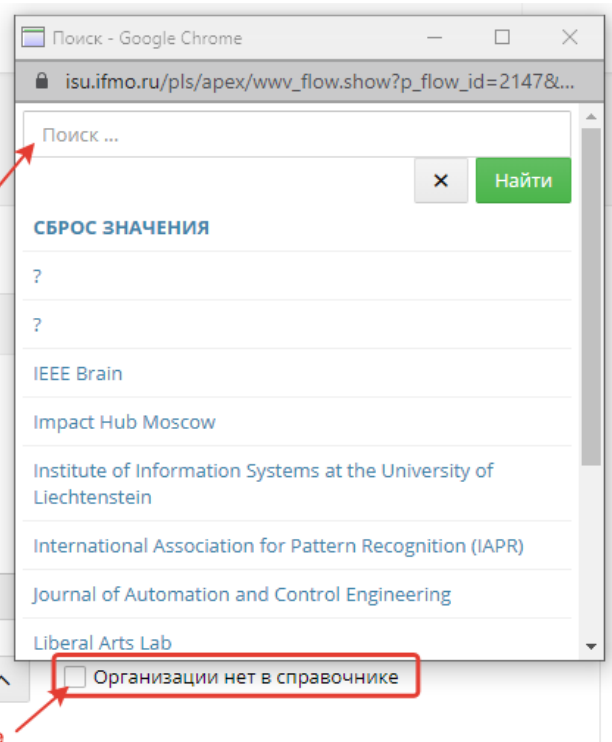
Pic. 9. Choosing a training venue (another organization)

- *Должность обучающегося по месту практики* (Student's position at training venue): by default, this value will be set to *Практикант* (Trainee). If needed, this can be changed;
- *Дата начала и дата окончания практики* (Start and end dates of practical training): must be entered according to the set curriculum. Choose the dates using the calendar pop-up (see Pic. 10).
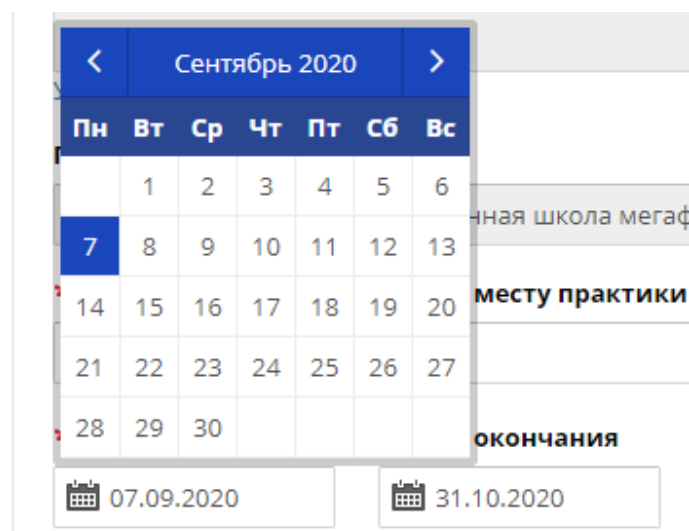
Pic. 10. Setting the start and end dates

Once all the fields have been filled in, click the *Создать* (Create) button.

After the card has been created, you will gain access to the following options:

- Copying: information from one student's training card can be copied to that of another student. To do that, click on *Копировать карточку практики* (Copy training card) (see Pic. 11).
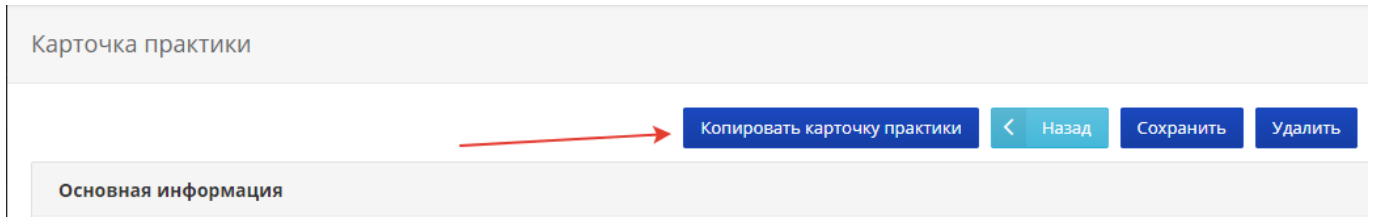
Pic. 11. Copying a card

In the pop-up window, choose the students to whose cards this information will be applied; you can also apply the information to all cards at once (see Pic. 12).
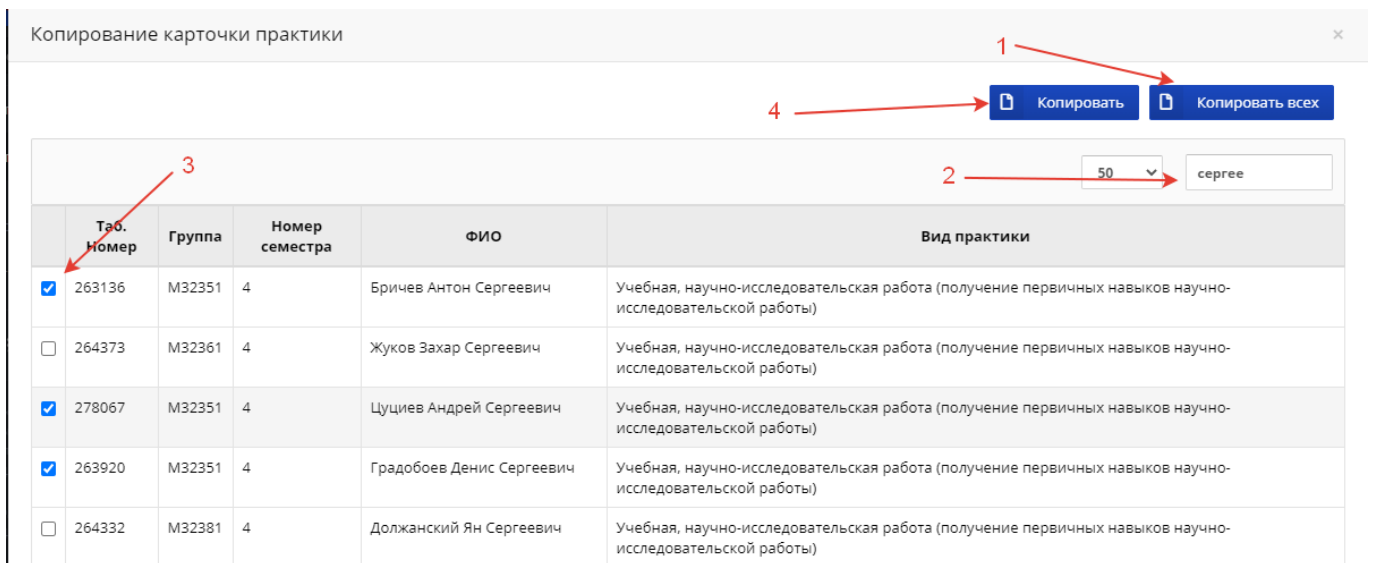

Pic. 12. Copying a card

- Editing a card: to do this, click on ✎ in the list of students (see Pic. 13).

Pic. 13. Editing a card