## Space Science Experience Website step by step user document

Please, feel free to send all your questions regarding these instructions (doubts or technical issues) to **david.cabezas@esa.int** 

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## 1. How to enter in the Space Science Experience section

Go to the CESAR website clicking next link: <u>http://cesar.esa.int</u>

You can choose your language at the top-right of the website



You have two ways to go into the Space Science Experience section:

**Option 1**. Through the CESAR home website you can see a big icon with the name "**Space Science Experience**", you can click on this link to access the section.

SCIENCE EDUCA	TION WITH CESAR
Space Science Experience         A complete experience at ESAC	Feacher Training         Space science course at ESAC

Option 2. Click on "For Educators" link in the top menu



In "For Educators" section you can click on "Space Science Experience" link to see the introduction of this experience and the online access.



## 2. Through the Space Experience section

Now you are in the Space Science Experience section



Please read carefully the "**Introduction**" of the Space Science Experience. If you want to join this experience and make a Science Case in our facilities at ESAC, click on the registration link in **Online Access** (see image).

DO YOU WANT TO JOIN US? ONLINE ACCESS	
Click here to register or access this Experience	
Need instructions?	
PDF	
Download english instructions	
INTRODUCTION	

## 3. Space Science Experience registration

Now you are in the Space Science Experience access and you have two options, login or register.



#### HOW CAN I GET AN ACCOUNT?

If you don't have an account and is your **first visit** to this section you have to register. Click on the registration link (see image below).



<u>1° Fill **all the data** in the form</u>, we need the School data because the school needs to know that you will join this experience. Please use real data because we have to accept the registration.

	Ac	cess to CESAR	
Register in the Sp	pace Science Experience to access to all our sp	ecial tools and experiences.	
		Registration form School data	
	* School name 🕚		
	* School complete address 🕚		
	* Province 🕄	[Choose] V	
	* Director Name 🚯		
	* School Contact Name 💷		
	* School Contact Phone 💷		
	* School Contact E-Mail 💷		
	* School type 🕙	[Choose] <b>v</b>	
		Teacher data	
	* Teacher Name 🕚		
	* Teacher Surname 💷		
	* Teacher E-Mail 💷		
	* Teacher Phone 💷		
	* Grade Information 🕄		
	Se	end registration information	
	* Mandatory		

#### Notes:

- The school's e-mail and the teacher's e-mail have to be different.
- In grade information write the group or groups interested in the experience.
- Move the mouse over the information icon (3) to know more about the field.

#### 2° Send the form

Send the form and you will see the message "**Registration completed**" (see next image)

	Registration completed	
	Access to CESAR	
Registration correctly! If you writ days.	te real data we will approve your registration and you will receive an e-mail with th	e user and password during next
Register more teachers in the sam	ne school:	
Register another teacher in the sar	me school	
<u></u>		

<u> $3^{\circ}$  You can add more teachers</u> from the same school (as an option) that want to join the experience. They can make the registration later but this option is quicker.

<u>4° Wait for the e-mail confirmation</u>, now we have all the data we need, CESAR team **will accept your registration only if all the data is real**, so wait between 24-48 hours to be accepted (labor day).

## 4. Space Science Experience login

When we accept your registration you will receive an e-mail with the login, the password, and some instructions to connect.



You can enter into the CESAR website and login in the Space Science Experience

#### Use your login and password to connect to the Space Science Experience

Note: The direct link is http://cesar.esa.int/index.php?Section=User Access

52	Acces	ss to CESAR
	* User (3) * Password (3)	Access form       [teacherlogin]          Login
Forgot account? REGISTER IN THE SPACE SCIEN	ICE EXPERIEN	NCE
	You	ır first time here?
Enter here to	fill the registration	form to access the Space Science Experience

1° Write login and password 2° Click "Login"

If everything is correct you will be directed into the Teachers internal section.

Access to CESAR Edit this section
SPACE SCIENCE EXPERIENCE IN ESAC
CESAR Team offers a "Space Science Experience", an unique experience for students that come to ESAC every Wednesday and Thursday.
ENTER THIS EXPERIENCE
NEED HELP?
CONTACT US IF YOU NEED HELP
STUDENTS WORK EXPERIENCE IN ESAC - 4º ESO + EMPRESA
At the European Space Agency (ESA) we promote the development of new technologies in Europe to better understand our planet Earth, our Solar System and the Universe we are living in. To accomplish this ambitious goal Europe needs young people to dedicate their careers to science, technology and other Space related professions.
In the framework of the 4ESO+empresa the European Space Astronomy Centre (ESAC) offers 25 students from school of the Madrid Region the possibility to join scientist and engineers during three days to get an insight into their daily work:
ENTER HERE TO REGISTER YOUR STUDENTS
TEACHERS TRAINING WORKSHOP
Contact with CTIF Madrid to join this teachers training experience
See last training course in European Space Astronomy Center (ESAC/ESA)
TALK WITH AN ASTRONOMER

On the top of this website you will see the access to the different experiences, your name, a logout link and special notifications.

C	Go to home Teach	ers Access. Hello I	3 (Logout)		Space Science	Experience	
2			2000-2004 G		Search		
121	News	Lectures News	For Educators	Events	Observatories	Multimedia	Contact
esaR	Communications	Science at ESAC	Science Experience	Special events	Infrastructure	Images & Videos	Contact us

If you want to reserve a day for a Space Science Experience at ESAC, follow the next chapter.

#### DID YOU FORGOT YOUR PASSWORD ACCOUNT ?

If you lose the password and the e-mail with the password, you can remember it by clicking in **"Forgot account?**"

	Access to CESAR
Forgot account?	Access form       * User ③       * Password ③       Login
	Forgotten your password?
	Write the e-mail of your account: E-Mail: Send e-mail confirmation * * You will receive an e-mail with a key to reset your password

Write your e-mail account to send an e-mail confirmation, then follow the instructions, you will receive a new password for your account.

## 5. Book a day and session in ESAC Space Science Experience

When you are connected with your teacher's account you can book one day in the Space Science Experience. First go into the Space Science Experience:



When you enter for the first time, you can see only one option, "Send a new request". Click on this link to book an ESAC visit day (for the CESAR Science Experience).



#### You will see the next form:

Space Science rxperience
If you want to join the Space Science Experience with CESAR in ESAC installation please follow the next instructions:
1. WHAT MAIN LANGUAGE DO YOU WANT FOR THE EXPERIENCE?
We have the possibility to make the experience in english or spanish, please choose the best option to your students. Does not influence when choosing the school, we need this information to prepare the visit and the documentation in the selected language.
2. CHOOSE YOUR CLASS AGE
If there are different ages please write it in the motivational text. [Years]
3. WRITE THE GRADE
Very important to select your request Example: 5º Primaria
4. CHOOSE THE SPACE SCIENCE ACTIVITY
See all activities in other website [Choose Science Activity]
5. RESERVE DATE IN THE CALENDAR AND THE SESSION
The limit of each session is 55 students. If you manage a bigger group choose two sessions in different hours the same day. Maximum 55 students each session
[Select the date and hour]
Iremos ofreciendo nuevos días de visita conforme se vayan cerrando las mismas. Por favor asegúrese de elegir un día en el que su clase tenga disponibilidad, para no ser penalizados si lo cancelasen una vez aceptada. La aceptación puede tardar desde una semana hasta varios meses (sobre todo con el cambio de año). Si por no recibir respuesta ya han decidido realizar otra actividad en ese día, por favor anule su solicitud de reserva para no ser penalizado para próximas visitas.
6. WRITE A MOTIVATIONAL TEXT
(Example: the kids are very interesting, is the topic of this year, etc.)
7. WRITE THE NUMBER OF STUDENTS OF THE VISIT
We want to reach the maximun of students we can (55 students), write the number of the students during the visit. Knowing that the maximum is 55 students we will evaluate positively if the number that visits us is close to 55 students
If you write a number of students and during the visit is too different we will evaluate the school negatively when the visit is finish.
8. WAIT FOR CONFIRMATION

Send this proposal and wait for the confirmation, if there are more than one proposal CESAR committee will decide the school proposal.

Send proposal

#### HOW CAN I SEND A REQUEST?

Sending a new request is very simple, you have to fill the form in and send it. In the form you will see the following fields:

1. Choose the experience language.



2. Choose the age of the class interested in the experience.

```
[Years]
[Years]
07-08 years
              H
08-09 years
              SE
09-10 years
              ITI
10-11 years
11-12 years
12-13 years
              []
13-14 years
14-15 years
              1 (
15-16 years
             10
16-17 years
17-18 years
              E
```

- 3. Write the grade.
- 4. Choose the Space Science Activity (you can see the different cases in the Space Science Experience introduction).

[Choose Science Activity]
[ Choose Science Activity ]
Constellations (recommended age 8 to 11)
Mars landing (recommended age 14 to 15)
Mission to the Moon (recommended age 7 to 8)
Motion of a coronal mass ejection (recommended age 14 to 15)
Stellar composition (recommended age 16 to 17)
Study of stars temperature through color (recommended age 7 to 10)
Study through the electromagnetic spectrum (recommended age 14 to 14)
Sun Rotation (recommended age 12 to 13)
The Hertzsprung Russel Diagram (recommended age 16 to 17)
The Mass of Jupiter (recommended age 17 to 18)
Topography with Sentinel (recommended age 10 to 12)

5. Reserve date and session in the calendar. **The maximum per session is 55 students**, if you have more students please try to select another session in the same day sending a new request.



#### 6. Write a motivational text.

- 7. Write the number of students of the visit.
- 8. Send the form and wait for approval.

#### 8. WAIT FOR CONFIRMATION



#### Message before final sending

You are going to send a proposal to visit us, you will not be able to make changes to your proposal. Do you want to continue?





#### Tips and notes:

- There are too many schools who want to join us so please choose a day without requests to have more possibilities to be accepted.

Selection criteria if there are too many schools:

- New schools have priority. -
- The first requests we receive have priority (date-hour order).
- The motivational text can change the priorities so please send request if you and your class is very interested.
- All the school and teachers have an internal evaluation, we will evaluate the experience and we will consider it for the next requests. Bad or not completed experiences can be essential for acceptation.

#### WHEN I WILL RECEIVE THE SESSION APPROVAL?

You have to wait for 1 week after you send your request approval, the time we leave to accept more requests. During this time you can see all your request in the same section (see image below).

JR PROPOSALS					
nave some proposals waiti	ng answer or acce	pted			
Date	Hour	Status	Activity name	Info	Action
13 March 2019	09:45	Pending	Constellations	8	Waiting Delete
D A NEW REQUEST					
can try to recorve more tha	n one session bu	t vou can only be accer	oted in one session if there ar	e too many schoo	ols requests:

#### **REQUEST ACCEPTED OR REJECTED?**

You can receive two kinds of e-mails:

1. Request accepted e-mail. If we accept your request you will receive an approval email with the session data and you can continue to next chapter.

ESA Space Experience. Proposal approved, prepare your visit 📃 🛛 Recibidos 🗴
🔔 no-reply@esa.int
Your proposal has been approved
Now you can prepare your visit to ESAC, follow the instructions for the visit in the Science Space Experience Zone.
You have to complete all the steps to be able to come to ESAC.
Visit data: Date: 2017-01-18 11:30:00
Science Activity: The Colour of the Stars
School: Collegio
Teacher (visit responsable):
E Mail Sugar an analysis

E-Mail if your request is approved

Date	Hour	Status	Activity name	Info	Action
26 February 2018	09:45	Accepted	The Mass of Jupiter	8	Complete the Experience

2. Request rejected e-mail. If we accept a request other than yours, you will receive a request rejection email. This is normal because we receive plenty of requests and we only have two days per week. In this case you can wait for the next open session days, you will receive an e-mail for that.

Date	Hour	Status	Activity name	Info	Action
08 October 2018	09:45	Rejected	Topography with Sentinel	Θ	-

# 6. To be done before the experience in ESAC (before the day of the visit)

If you receive an e-mail with the "Request accepted" you can now prepare the visit.

#### HOW CAN I PREPARE THE VISIT?

Login into the Space Science Experience. You will see your request accepted and you can continue preparing the visit experience.

Click on "Complete the Experience".

			Space Science Experience		<b>A</b>
OUR PROPOSAI	LS				
ou have some propo Date	osals waitir Hour	ng answer or acce Status	Activity name	Info	Action

Once you are in the accepted day, you will have to complete these steps before the visit (see image below).

3	Space Science Exp	erience	Â
	Prepare your visit the 09 November 2 Activity: Study of stars temperatur		
You have a day asigned	to visit ESAC and have a Space Science Experience with us, can visit us if you <b>complete everything on</b>		ne next instructions, you only
1. VIDEOS TO SEE	BEFORE THE VISIT 🗶		
Enter the video section Do you see the recommen We will ask the children abo 2. SELECT HOUR		EXPERT 🗶	
Before the visit we make a l	ittle videoconference to talk about the visit, please choose the b Connection	est hour for you: Date	Hour
* Skype test session (only Note: To make the test yo			
* Skype final session (wit	th students):	Monday 02 November 2020	[Select one hour] 🔻
* You skype account (to r	nake the connection):		
Please write yout telepho can´t do that date write h	one for better contact and some comment if you want (if yo ere)	u	
Send			
3. TEACHER AND	STUDENT LIST 🗶		
Write the list in the next text	box, please write the DNI of the teachers and only name and su	irname of the students.	
Number of students: Number of teachers:			
Number of classes in this	session		
List of teachers and stude	ents List example: Profesores: Paco Garcia - DNI 12345675		

Send ¡IMPORTANT! This list is for ESAC Securi	Estudiantes: Carlos Gutierrez Alvaro Sanchez 	
4. FIVE QUESTIONS TO THI	E EXPERT 🗶	
Write 5 questions to be solved by the ESA Question 1 Question 2 Question 3 Question 4 Question 5 Send 5. OPTIONAL: UPLOAD ONL	expert during the visit	
*If you upload the authorizations you will get Download this photography authorization		
1º Upload the students photography authoriz	zation in PDF or ZIP file:	
Authorizations file:	Seleccionar archivo Ningún archivo seleccionado	
Authorization comments about the file:	Send	
2º Take all the authorizations in paper the da	ay of the visit.	
READY FOR THE ESA EXPE	RIENCE? NO 🗶	
Please complete everything the week before	the visit. After the visit you must complete the last information and feedback about the activity.	

#### <u>Steps:</u>

**1. Watch some videos.** Around two weeks before the visit you will have to show the videos about ESA and the Scientific Case to the students.

1. VIDEOS TO SEE BEFORE THE VISIT
Enter the video section
Do you see the recommended videos? 📃 Send
We will ask the children about the videos.

When you finish the videos please check the question "Do you see the recommended videos?" and send it to us.



#### Note:

The ESA experts will ask about the videos to the students.

**2. Set skype session.** Two weeks before the visit we also need to know when do you want to make the streaming with an ESA Expert.

The Friday before the visit is for Skype testing and the Monday is for the real connection but this depends on the school. Choose the best hour to the class connection between 10:00 and 12:00.

efore the visit we make a little videoconference to talk about the visit, please choose the bes	t hour for you:	
Connection	Date	Hour
* Skype test session (only with teacher): Note: To make the test you can call "cesarprogramme@gmail.com" during any morning	g, if we are available we can test i	t before
* Skype final session (with students):	Monday 02 November 2020	[Select one hour] •
<sup>t</sup> You skype account (to make the connection):		10:00
		10:30 11:00
Please write yout telephone for better contact and some comment if you want (if you		11:30

#### When you choose the hour we will receive a notification to reserve that hour in the calendar.

efore the visit we make a little videoconference to talk about the visit, please choose the bes	st nour for you:	
Connection	Date	Hour
* Skype test session (only with teacher): Note: To make the test you can call "cesarprogramme@gmail.com" during any morning	-	
Skype final session (with students):	Monday 02 November 2020	11:00
You skype account (to make the connection):	askypeaccount	
Please write yout telephone for better contact and some comment if you want (if you	91777777777777777777777777777777777777	

3. **Send the teachers and students list**. Write the exact number of students, the number of teachers and write the list with the students' and teachers' names and last names (teachers with ID number)

### 3. TEACHER AND STUDENT LIST 🗸

Write the list in the next textbox, please write the DNI of the teachers and only name and surname of the students.

Number of students:	53
Number of teachers:	3
Number of classes in this session	2
List of teachers and students	List example:
Profesores:	Profesores:
Paco Garcia - DNI 123456789A	Paco Garcia - DNI 123456789A
Laura Gonzalez - DNI 12346888A	Laura Gonzalez - DNI 12346888A
Estudiantes:	Estudiantes:
Carlos Gutierrez	Carlos Gutierrez
Alvaro Sanchez	Alvaro Sanchez
	***
Send	

¡IMPORTANT! This list is for ESAC Security and allow the access to the installations, please send real data.

4. **Send five questions to the expert**. This field is <u>mandatory</u>, send 5 questions to ask about the ESA, the videos that you have seen, the scientific case, etc.

	UESTIONS TO THE EXPERT 🗡	
•	solved by the ESA expert during the visit	
Question 1		
Question 2		
Question 3		
Question 4		
Question 5		
Send		

5. **Upload the photography authorization**. You have to come to ESAC with all students photography authorization. We strongly recommend to send us the scanned authorizations before your visit (this option is better for us).

Download the authorization and send it to the students parents.

5. OPTIONAL: UPLOAD ONI	LINE THE PHOTOGRAPHY AUTHORIZATION 🗶			
*If you upload the authorizations you will ge	et more points for next visits			
Download this photography authorization form, you have two options:				
1º Upload the students photography authorization in PDF or ZIP file:				
Authorizations file:	Seleccionar archivo Ningún archivo seleccionado			
Authorization comments about the file:	Authorization comments about the file:			
	Send			

Finishing all the steps we will check the information and approve your visit.

#### READY FOR THE VISIT EXPERIENCE? YES ✓

You are ready for the visit. After the visit you must complete the last information and feedback about the activity.

With everything ready is the time to wait for the experience at ESAC. If you have any question please submit it through the Contact section: <u>http://cesar.esa.int/?Section=Contact</u>

#### WHEN I KNOW EXACTLY THAT I AM READY FOR THE VISIT?

After completing all the steps our team will confirm your data and accept it. **You will receive an e-mail** to remember you that everything is ready.

If something is not ready you will receive different automatic e-mails to remember you everything.

₹.	Space Science Experience
YOUR VISIT IS READY, PL	EASE CONNECT HERE AFTER THE VISIT TO SEND YOUR FEEDBACK AND GET SPACE SCIENCE EXPERIENCE POINTS
	Date of the visit: 09 November 2020 at 11:30:00
1. VIDEOS TO SEE B	efore the visit 🗸
Enter the video section We will ask the children about th 2. SELECT HOUR FO	ne videos. DR SKYPE STREAMING WITH AN ESA EXPERT ✓
Skype test session (only with te Note: To make the test you can Skype final session (with studer 3. TEACHER AND S	call "cesarprogramme@gmail.com" during any morning, if we are available we can test it before 0000-00-00 00:00:00 (s): 2020-11-02 11:00:00
Number of students: 53 Number of teachers: 3 Nümero de clases 2 Final list: Profesores:	

If you go into your session, you will see all the data

## 7. To be done after the experience in ESAC (after the day of the visit)

After your experience at ESAC, you have to complete the last steps to finish your experience. You will receive an e-mail to complete the final steps.

**1° Complete the quality survey**. Complete the survey with your comments, we need this to improve the experience.

200									
24								Sp	pace Science Experience
YC	U HAV	E FIN	ISHE	D YO	DUR	EXF	PERI	ENC	E IN ESAC, PLEASE COMPLETE THE NEXT STEPS TO COMPLETE THE EXPERIENCE
Thanks for your	visit, pl	ease c	ompl	ete ti	he ne	ext d	lata t	to fin	ish your Space Science Experience.
Date of the visit: Activity:: Study of							color		
1. WE NEE	D YC	UR	FEI	EDI	BAG	СК	. Q1	UAI	LITY SURVEY 🗶
Complete the n	ext for	m to e	valua	ate y	ourv	visit	and	limp	prove it for the next time
	1	2	3	4	5	6	7	8	parecido la visita? 9 10
Poco interesan	te 🔘	۲					0		Muy interesante
Les parece que Si No, debería No, debería	de ser de ser	más c más l	orta arga						
<ul> <li>Si</li> <li>No, debería</li> <li>No, debería</li> <li>¿Creen que el contra de la contra contra de la contra de la contra de la contra de la contra de</li></ul>	de ser de ser ontenie	más c más l	orta arga <b>decu</b>	ıa a l	la ed	ad d	le lo:	s par	ticipantes?
○ Si ○ No, debería ○ No, debería ¿Creen que el co	de ser de ser ontenie 2	más c más l <b>lo se a</b> 3	orta arga <b>decu</b> 4	uaal 5	la ed	ad d	le lo: 8	s par 9	ticipantes?
<ul> <li>Si</li> <li>No, debería</li> <li>No, debería</li> <li>¿Creen que el construcción</li> <li>In absoluto</li> </ul>	de ser de ser ontenie 2 0	más c más l lo se a 3 ()	orta arga decu 4	aal 5 ◯	la edi 6	ad d	le lo: 8	s par 9 ()	ticipantes? 10
Si No, debería Creen que el co En absoluto Cuál es su valo 1	de ser de ser ontenie 2 oraciór 2 3	más c más l lo se a 3 O sobre 4	orta arga decu 4 o la pr 5	ıaal 5 ⊙ rese: 6	laed 6 0 ntaci 7	ión i 8	le lo: 8 © inici 9	s par 9 () al y 1 10	ticipantes? 10 © Ferfectamente las respuestas a las preguntas?
<ul> <li>Si</li> <li>No, debería</li> <li>No, debería</li> <li>¿Creen que el co</li> <li>I</li> <li>En absoluto</li> <li>¿Cuál es su valo</li> </ul>	de ser de ser ontenie 2 oraciór 2 3	más c más l lo se a 3 O sobre 4	orta arga decu 4 o la pr 5	ıaal 5 ⊙ rese: 6	laed 6 0 ntaci 7	ión i 8	le lo: 8 © inici 9	s par 9 () al y 1 10	ticipantes? 10 © Ferfectamente las respuestas a las preguntas?
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Si No, debería (Creen que el or En absoluto (Cuál es su valo Pésima (Cuál es su valo (Cuál es su valo (Cuál es su valo 1	de ser de ser ontenio 2 3 oraciór 2 3 oraciór 2 3	más c más l lo se a 3 sobre 4 5 sobre 4	orta arga decu 4 la pi 5 la vi 5	aal 5 ⊙ 6 ⊙ 6 6	la edi 6 0 ntaci 7 0 guia 7	ión i 8 0 ada j 8	le lo: 8 9 9 9 9 9 9 9	spar 9 0 10 10 as in 10	ticipantes? 10  or Perfectamente  as respuestas a las preguntas? Excelente stalaciones?
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#### 2° Send your group abstract. Please send all the abstracts to finish the experience.



#### Note:

- We will evaluate all the abstracts, the best abstracts will receive the Space Science Experience Award here in ESAC.
- Complete all the steps to positive evaluation and your next school experiences.