



# MyMachine DreamsDrop Manual for Teachers for uploading Dream Machine ideas from your class.

## Uploading (multiple) drawings by multiple students

---

### Invent your dream machine

What is your dream machine? Could be anything: small, big, simple, complicated, for you to use by yourself, to use together with other people, to use inside, to use outside, to do stuff you don't like to do yourself, to do things you want to do more thanks to your dream machine, to do something completely new, to solve a specific problem in your house or school, club, city, country or a global issue. Anything goes, as long as you really, really want it.

### Drop the invented dream machine ideas on our world map

#### Step 1

Scan or take a picture (with your smartphone, for example) of the drawings.

#### Step 2:

Go to: <https://dreamsdrop.mymachine-global.org>

#### Step 3:

Click on "I'm a teacher".

- a) If you don't have an account yet, make one by filling out the fields, checking the box "I agree with the terms & conditions", and clicking "**Save and continue**".
- b) If you already have an account, click on "**Sign in!**"

#### Step 4:

Create your "class" by entering a "Group name" (for example, 2022\_Grade 2\_Class 1) and clicking on "Add".

#### ***Please beware:***

*the class you will now create will be located at the geographical address of the school you have filled out while making your account. This means that every drawing you will now be uploading will be found on the world map at the address of your school.*

*If you would like to add a different class of another school to a different geographical location, then scroll to the top and click "**View/Edit**" next to your profile information. Then you can change the name and geographical location of the school and click "**Save and go back**" (ps: no need to enter or re-enter your password).*



**Step 5:**

In the newly created (light blue) box with your class, click on “**Add A Student**”:  
*Mandatory fields are First Name, Age, Gender.*

Click on “**Add Dream Machine**”.

**Step 6:**

Add a Dream Machine for this student:

*Important notice: you can use your language! It does not have to be in English.*

*Mandatory fields are: Name of the Dream Machine, uploading a picture, What will it do? Why was it invented?*

Click on “**Save**”, and

- if you wish to add another dream machine for the same student, click “**Yes.**”
- if not, then click “**No**”.

**Step 7:**

Repeat Step 5 and Step 6 for every student in your class.

**Important Notice:**

Once the MyMachine administrator has approved the uploads (usually within 48 hours), you will receive a personalised diploma for each uploaded Dream Machine Idea. These are each separately sent by mail to you. Check also your spam folder as they might end up there.