Administrator Manual

Contents

About the Administrator manual

In the following documentation, you can learn what modifications you can carry out as *Administrator* on the Karlifi Learning Platform.

Using Google Chrome

The following documentation about the functioning of the Karlifi Learning Platform contains various instructions. All instructions as well as all screenshots that you will see refer to the usage of the Karlifi Learning Platform via the browser Google Chrome. Hence, **the recommended browser for users who are new to the Karlifi Learning Platform is Google Chrome** because the entirety of the documentation is based on the user interface of Google Chrome. Naturally, the Karlifi Learning Platform can be accessed via other browsers, too; such as Mozilla Firefox, Microsoft Edge, Internet Explorer, etc.

Further information

The Karlifi Learning Platform is a Learning Management System based on Moodle. If you come across any problems or if you want to do any tasks that are not described within this documentation, please consult the official Moodle Documentation Website under https://docs.moodle.org/35/en/Main_page.

Here you can find information on:

- Managing your course
- Adding activities
- Managing your site
- Mobile app features
- What's new

Log in to Karlifi Learning Platform

Before you begin

- Make sure you have your login data available.
- Your login data consists of your assigned username and password.

Procedure

1. Go to http://karlifi.org/login/index.php.

Figure 1: Log in

2. Type your username and password into the corresponding text fields.

3. Click on **Log in**.

Results
You are logged in to Karlifi Learning Platform. You will automatically be directed to your personal Dashboard.
Related tasks

Log out of Karlifi Learning Platform

Before you begin

• Make sure you are logged on to the Karlifi Learning Platform.

Procedure

1. In the top right corner of the page, click on your username.
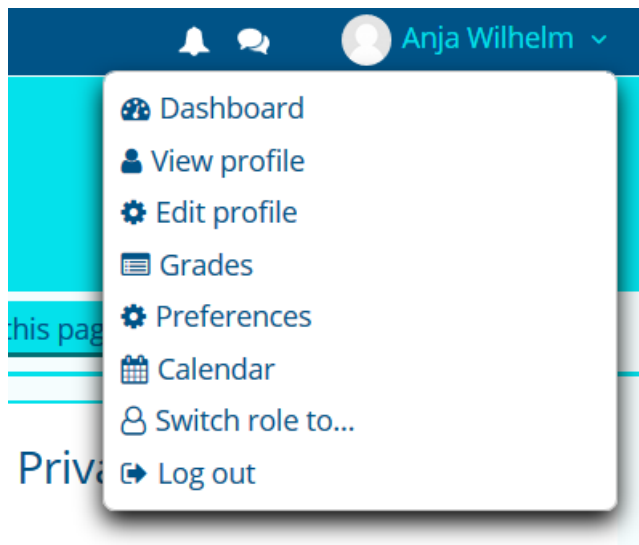   A drop-down menu appears:

Figure 2: User menu

2. At the bottom of the drop-down menu, click on **Log out**.

Results
You are logged out of the Karlifi Learning Platform.
Related tasks
Log in to Karlifi Learning Platform on page 3

About the Home page

Here, you will learn how the Home page of the Karlifi Learning Platform is structured.

Areas

There are 5 different areas on the Home page:

- the header area
- the slider area
- the main area
- the blocks area
- the footer area

The Header Area

On the top right corner of the header area, there is the **user menu** where you can find various symbols:

- The bell symbol shows whether you have any new notifications. By clicking on it, you will see an overview of the latest notifications.
- The speech bubble symbol shows whether you have new messages. By clicking on it, you see an overview of your latest messages.
- By clicking on the profile picture and your name next to it, a drop-down list box appears offering many options, such as:

Dashboard	go to the dashboard
View profile	access your user details

Edit profile	edit your user details
Grades	view your grades and courses
Preferences	change certain settings of your account, such as : • forum settings • calendar settings • notification settings
Calendar	access and view the calendar and relevant events
Log out	log off your account

On the left side, under the logos of Pwani University and Karlsruhe University, you can see the **navigation bar** that consists of 4 tabs:

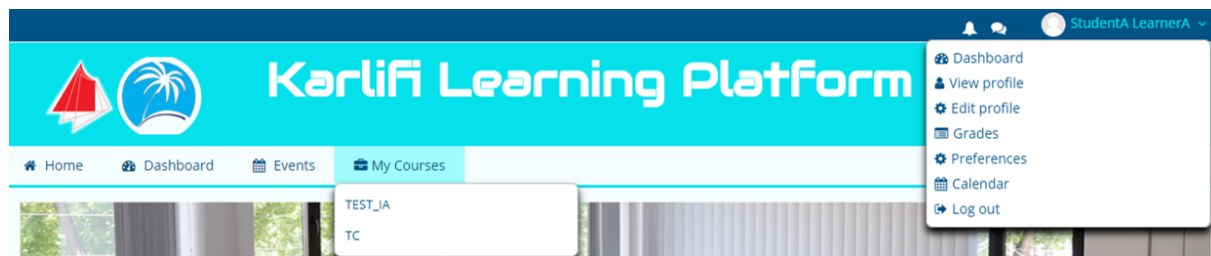| Home	go to the Home page
Dashboard	go to the dashboard
Events	access the calendar and view, edit and create events
My Courses	view the short name of the courses on which you are enrolled access the course and course material

Figure 3: The Header of The Karlifi Learning Platform

On the right side of the navigation bar, there are two other tabs:

• By clicking on **Hide blocks**, the **Quick Guides** and **Navigation** block disappear, giving thus more space to course tiles. You can make the blocks become visible again by clicking on **Show blocks** which is at the exact same spot where the tab **Hide blocks** was.
• By clicking on **Full screen**, the user interface of the Karlifi Learning Platform spreads across your entire monitor. You can return to the standard view by clicking on **Standard view** which is at the exact same spot where the tab **Full screen** was.
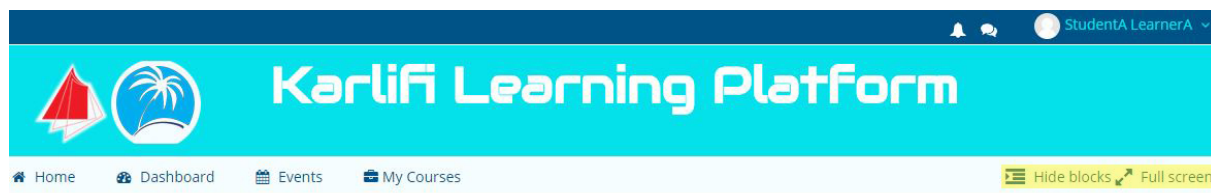

Figure 4: "Hide blocks" and "Full screen" are highlighted in yellow.

The Slider Area

In the slider area, you can see informative images of Pwani University, of Karlsruhe University and of the Baden-Württemberg Stiftung.

The Main Area

In the main area, you can see the different courses depicted as tiles. By clicking on a tile, you enter a course. Depending on whether or not you are enrolled on that course, you can see the course details and materials. At the bottom of the main area, there is a search box with which you can search for courses by their names.

The Blocks Area

On the Home page, the blocks area consists of two blocks:

Block	Activity
Quick Guides	access the quick guides on how to use the Karlifi Learning Platform depending on your role
Navigation	navigate to courses or functions

The Footer Area

In the footer area, you can find the copyright as well as the contact details of the persons and institutions responsible for the Karlifi Learning Platform.

Related concepts

About the dashboard on page 7
Here, you will learn how the dashboard of the Karlifi Learning Platform is structured.

About the dashboard

Here, you will learn how the dashboard of the Karlifi Learning Platform is structured.

Areas

There are 4 different areas on the Dashboard page:

- the header area
- the main area
- the blocks area
- the footer area

The Header Area

On the top right corner of the header area, there is the **user menu** where you can find various symbols:

- The bell symbol shows whether you have any new notifications. By clicking on it, you will see an overview of the latest notifications.
- The speech bubble symbol shows whether you have new messages. By clicking on it, you see an overview of your latest messages.
- By clicking on the profile picture and your name next to it, a drop-down list box appears offering many options, such as:

Dashboard	go to the dashboard

View profile	access your user details
Edit profile	edit your user details
Grades	view your grades and courses
Preferences	change certain settings of your account, such as : • forum settings • calendar settings • notification settings
Calendar	access and view the calendar and relevant events
Log out	log off your account

On the left side, under the logos of Pwani University and Karlsruhe University, you can see the **navigation bar** that consists of 4 tabs:

Home	go to the Home page
Dashboard	go to the dashboard
Events	access the calendar and view, edit and create events
My Courses	view the short name of the courses on which you are enrolled access the course and course material

Figure 5: The Header of The Karlifi Learning Platform

On the right side of the navigation bar, there are two other tabs:

• By clicking on **Hide blocks**, the **Quick Guides** and **Navigation** block disappear, giving thus more space to course tiles. You can make the blocks become visible again by clicking on **Show blocks** which is at the exact same spot where the tab **Hide blocks** was.

• By clicking on **Full screen**, the user interface of the Karlifi Learning Platform spreads across your entire monitor. You can return to the standard view by clicking on **Standard view** which is at the exact same spot where the tab **Full screen** was.

Figure 6: "Hide blocks" and "Full screen" are highlighted in yellow.

The Main Area

In the main area, you have an overview of your courses.

By clicking on the tab **Timeline** and then on the button **Sort by dates**, you can see an overview of all upcoming activities in their chronological order. By clicking on the button **Sort by courses** you can additionally see the courses to which the upcoming activities belong.

By clicking on the tab **Courses** and then on the button **In progress**, you can see an overview of all the courses on which you are currently enrolled and which you have not completed, yet. By clicking on the button **Future**, you can see courses on which you are enrolled although they will start at some time in the future. By clicking on the button **Past**, you will see courses on which you were enrolled in the past and courses that are already finished.

The Blocks Area

On the Dashboard page, the blocks area consists of 6 blocks:

Block	Activity
Private files	view and access your files and quickly manage your files
Quick Guides	access the quick guides on how to use the Karlifi Learning Platform depending on your role
Online users	see which other users are online right now at the same time with you, in case you wish to contact them
Calendar	view special dates, deadlines and events access the calendar, edit events or delete existing ones
Upcoming events	view upcoming events and access your calendar
Navigation	navigate to courses or functions

The Footer Area

In the footer area, you can find the copyright as well as the contact details of the persons and institutions responsible for the Karlifi Learning Platform.

Related concepts

About the Home page on page 5
Here, you will learn how the Home page of the Karlifi Learning Platform is structured.

Edit profile

Any user of the Karlifi Learning Platform has a user profile, which can be edited to display personal information or to hide certain information.

Before you begin

• Make sure you are logged in with your personal user account.

Procedure

1. In the top right corner of the page, click on your username.
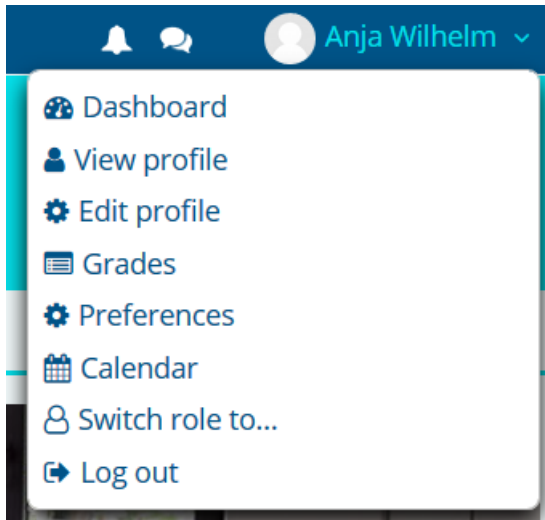A drop-down menu appears:

Figure 7: User menu

2. Click on **Edit profile**.
An editing site for all the information in your profile opens. It is seperated into the sections:

• General
• User picture
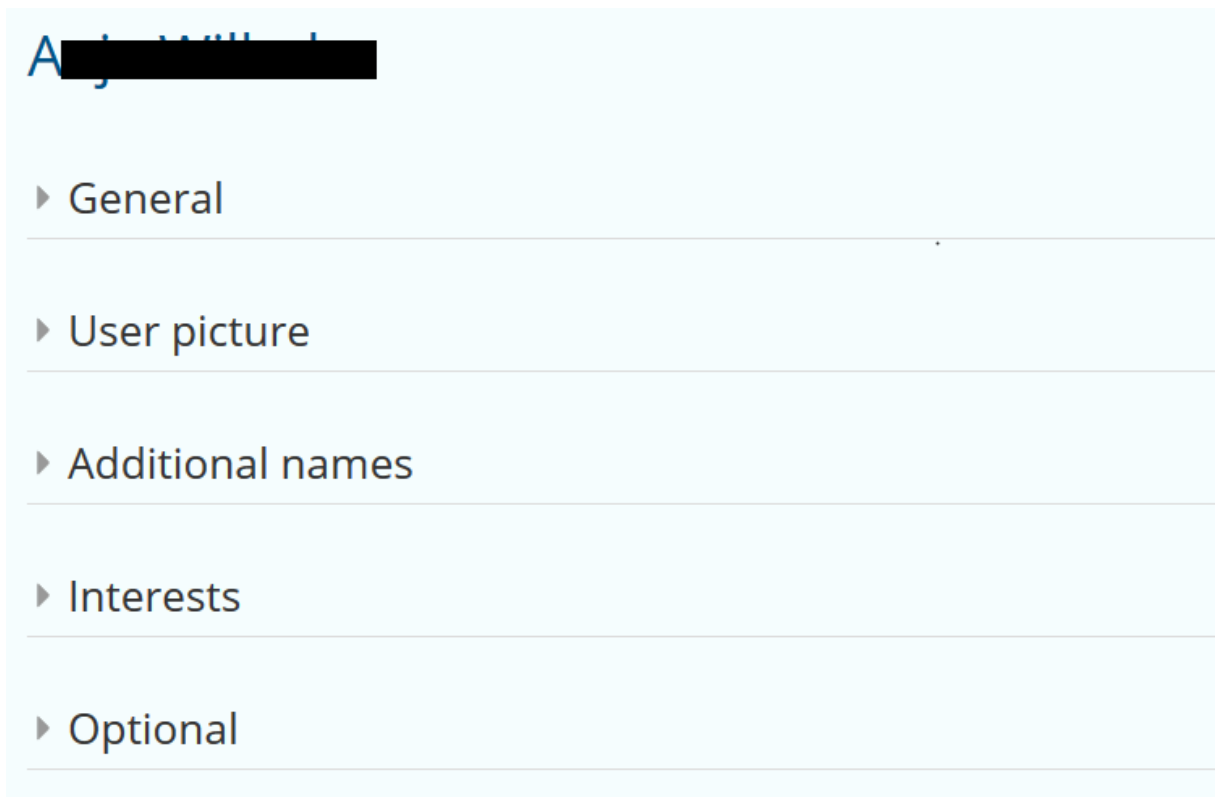• Additional names
• Interests
• Optional

Figure 8: Your profile information

3. Click on the section of information you want to edit.
   The section opens and displays all the possible information about your person you can edit.

4. Click into the text box, text editor or on the drop-down menu to change the content of your information.

   The drop-down menus provide a fixed list of information you can choose from. The text boxes allow you to create any content you want.

5. 📝 **Note:**

   Fields marked with a red star are required to be filled in. You will not be able to save changes to your profile as long as those fields are empty.
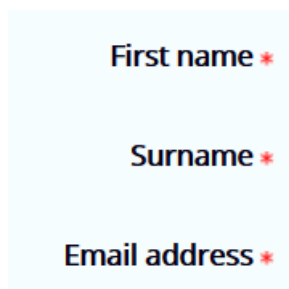

Figure 9: Required fields

At the bottom of the page, click on **Update profile** to save changes to your profile.

Results
The changes to your profile have been saved and are now displayed in your user profile.

Install a theme plugin

Before you begin

- Make sure you are logged in as *Administrator*.
- Make sure you have the plugin downloaded and saved as a zip file.

Procedure

1. In the **Administration** block, click on: **Site administration > Plugins > Install plugins**.
   You will see the Plugin Installer page.
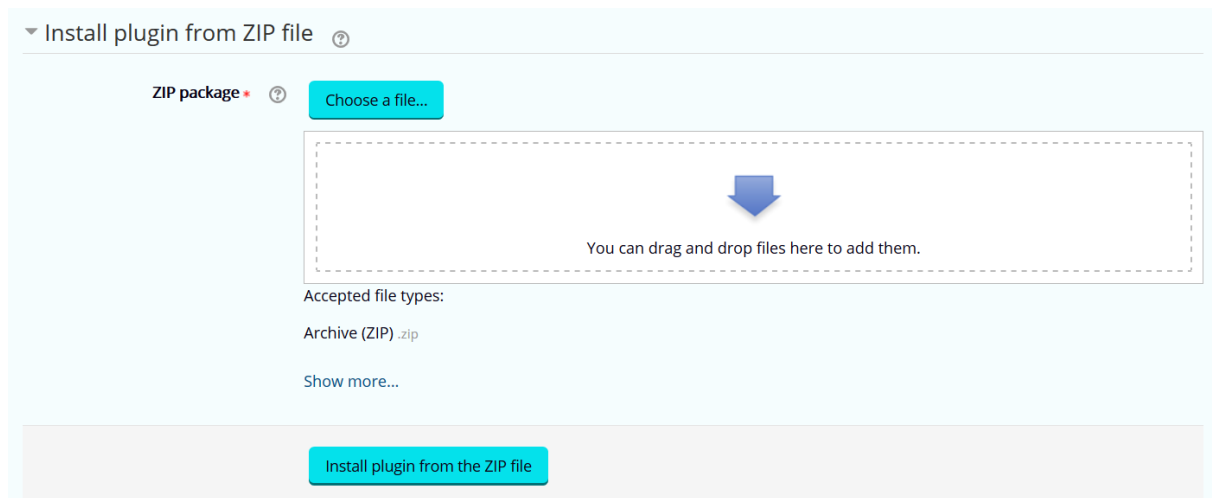2. In the **Install plugin from ZIP file** section, click on: **Choose a file...**.

Figure 10: Choose a file...

The file picker window will open:

Figure 11: File picker window

3. Click on the button next to **Attachment** to select the zip.file of the plugin.
4. Click on **Upload this file**.

Results
The system will upload the plugin automatically. After you saved all of your changes, the theme plugin can be found under **Site administration > Appearance > Themes > Theme selector**.

Change the logo

Before you begin

- Make sure you are logged in as *Administrator*.
- Make sure you have saved the new logo as an image file in the **JPG** or **PNG** format and in the size **200px X 80px**.

About this task
Occasionally, institutions, such as universities or foundations, change their logos. If the logos of Pwani University or Karlsruhe University change, the new logo should be inserted on the Karlifi Learning Platform as to keep it up to date.

Procedure

1. In the **Administration** block, click on: **Site administration > Appearance > Themes > Adaptable > Header**.
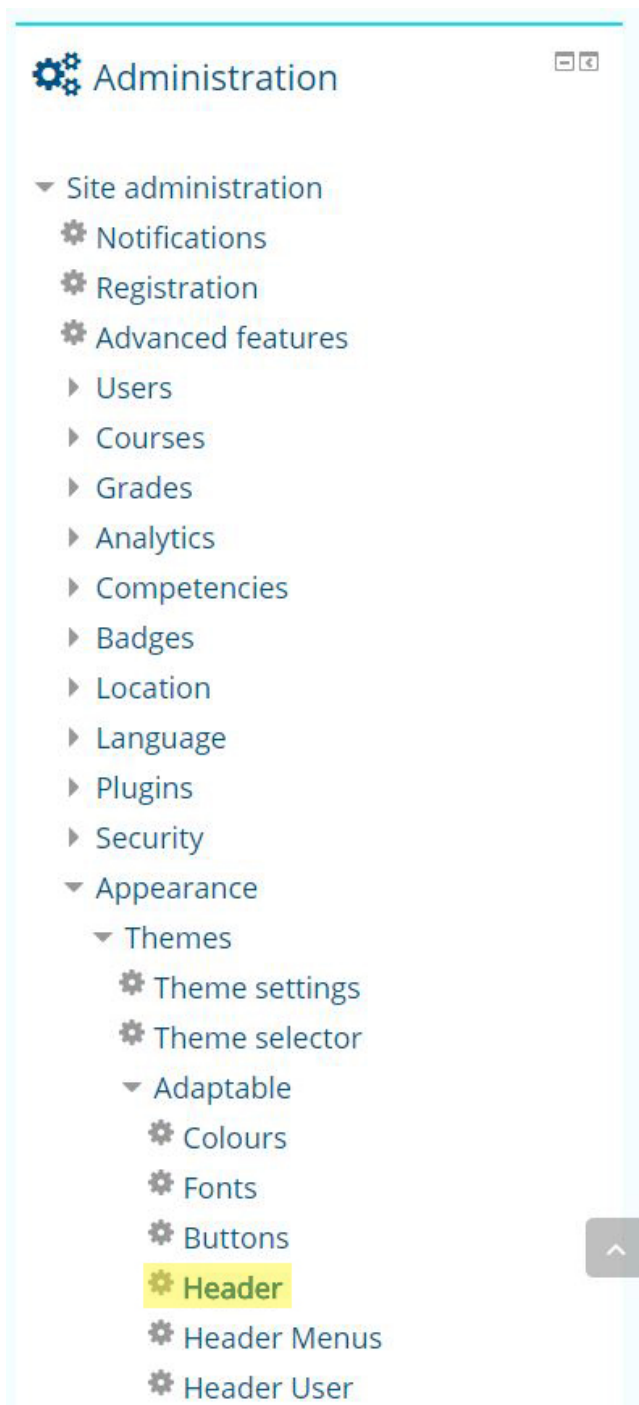
Figure 12: Click on "Header".

You will see a new page on which you can edit the header settings.

2. Scroll down to the **Logo** section.

Figure 13: The logo section highlighted in yellow

3. Click on the file of the logo that is already there.
You will see a window in which you can edit the file.
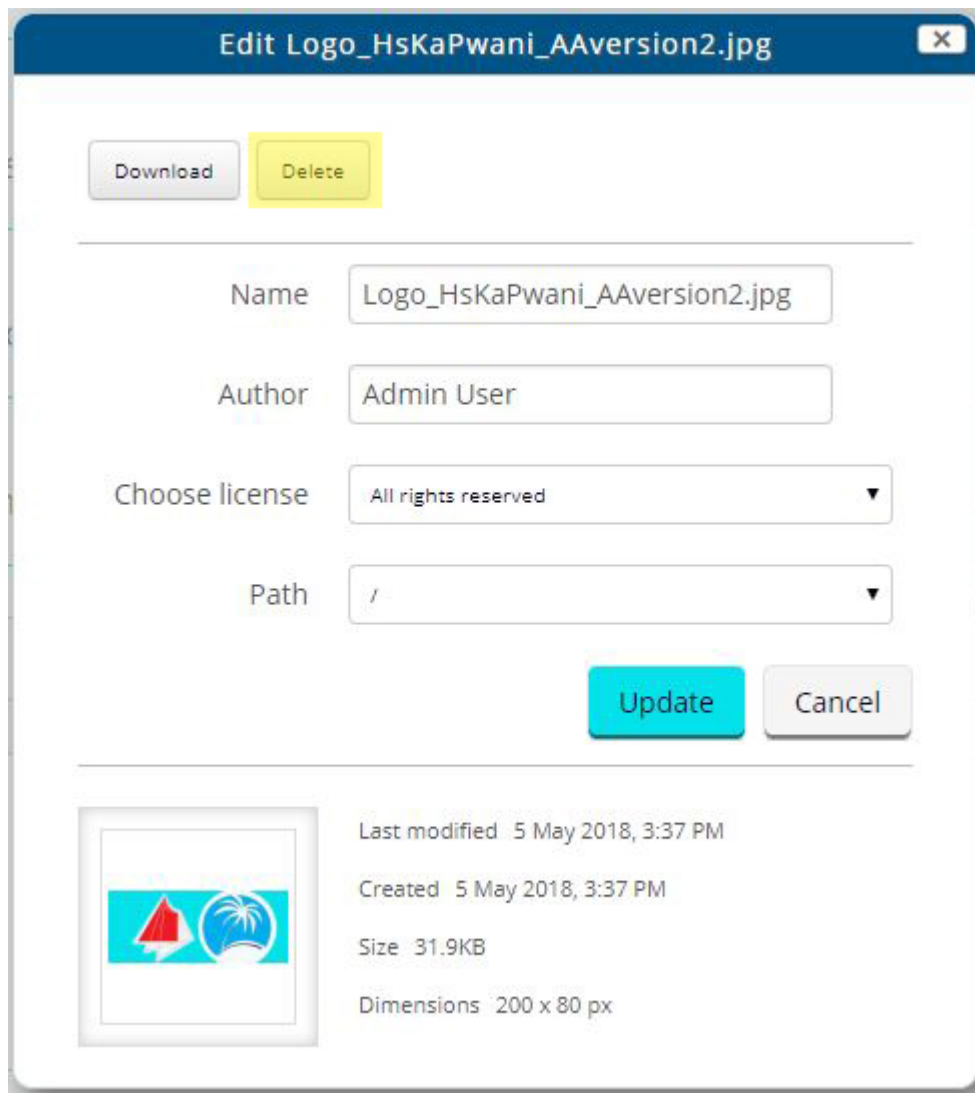
4. Click on the button **Delete**.

Figure 14: Click on "Delete".

You will see a pop-up box that will ask you whether you want to delete the file.

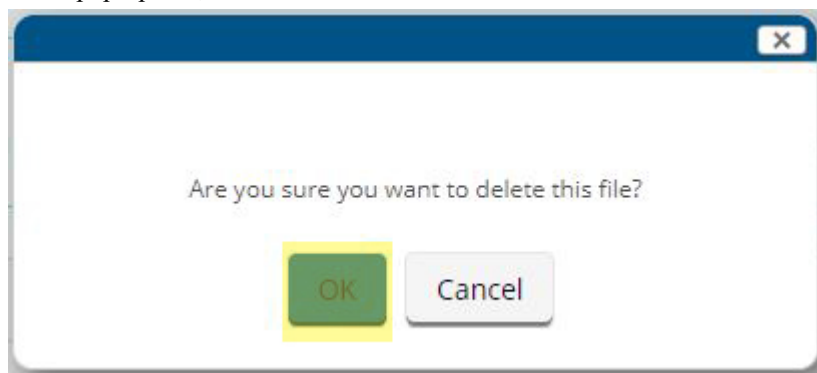5. In the pop-up box, click on the button **OK**.

Figure 15: Click on "OK".
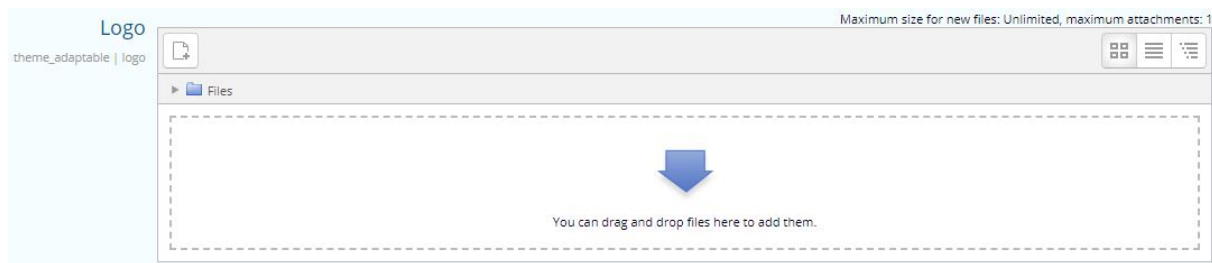
The file field will be empty.

Figure 16: You will see no files in the file field.

6. Open the folder in which you have saved the image file of the new logo.

7. Drag and drop the file onto the empty **File** field.
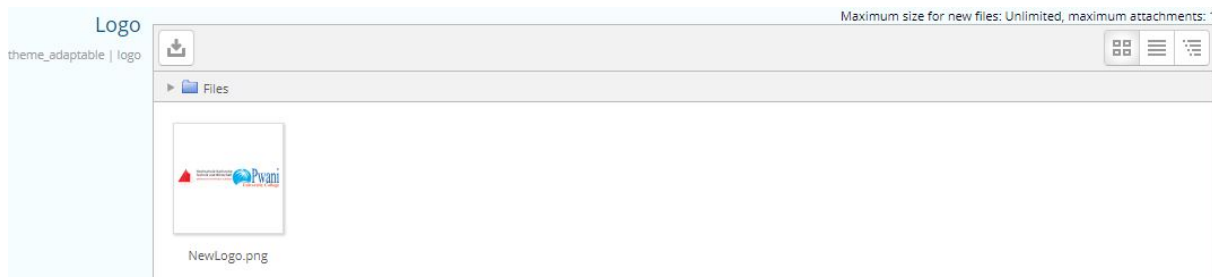   You will see your file in the file field.

Figure 17: The new file is in the field.

8. Scroll to the end of the page.

9. Click on the button **Save changes**.

Results

You will see the new logo on the top left corner of the Karlifi Learning Platform.

About the frontpage slider

Here, you will learn how to configure the frontpage slider on the Karlifi Learning Platform.
Related tasks

Disable frontpage slider

Before you begin

• Make sure you are logged in as *Administrator*.

Procedure

1. In the **Administration** block, click on: **Site administration > Appearance > Themes > Adaptable > Frontpage Slider**.
   You will see a configuration page for the Frontpage Slider.

2. In the top section of the configuration page, uncheck the **Enable Slider** checkbox.

Figure 18: Enable Slider checkbox

3. At the bottom of the configuration page, click on **Save changes**.

Results

The Frontpage Slider is disabled on the Frontpage of the Karlifi Learning Platform.

Related concepts

About the frontpage slider on page 17

Here, you will learn how to configure the frontpage slider on the Karlifi Learning Platform.

Related tasks

Enable frontpage slider on page 18

Set number of frontpage slider pictures on page 19

Add frontpage slider picture on page 19

Delete frontpage slider picture on page 20

Enable frontpage slider

Before you begin

- Make sure you are logged in as *Administrator*.

Procedure

1. In the **Administration** block, click on: **Site administration > Appearance > Themes > Adaptable > Frontpage Slider**.
   You will see a configuration page for the Frontpage Slider.

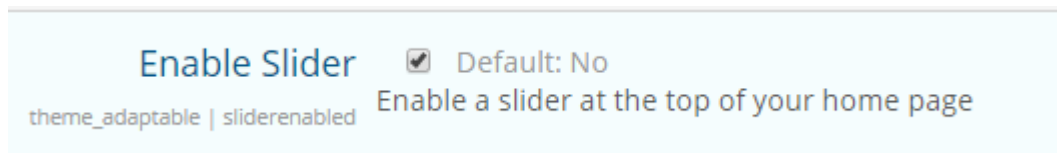2. In the top section of the configuration page, check the **Enable Slider** checkbox.
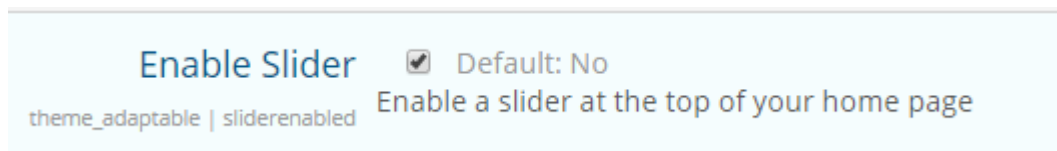
Figure 19: Enable Slider checkbox

3. At the bottom of the configuration page, click on **Save changes**.

Results

The Frontpage Slider is enabled on the Frontpage of the Karlifi Learning Platform.

Related concepts

About the frontpage slider on page 17

Here, you will learn how to configure the frontpage slider on the Karlifi Learning Platform.

Related tasks

Disable frontpage slider on page 17

Set number of frontpage slider pictures on page 19

Add frontpage slider picture on page 19

Delete frontpage slider picture on page 20

Set number of frontpage slider pictures

Before you begin

- Make sure you are logged in as *Administrator*.

Procedure

1. In the **Administration** block, click on: **Site administration > Appearance > Themes > Adaptable > Frontpage Slider**.
    You will see a configuration page for the Frontpage Slider.

2. Choose the number of slider pictures you want to use on the frontpage by selecting the according number in the **Slider Count** drop-down list box.
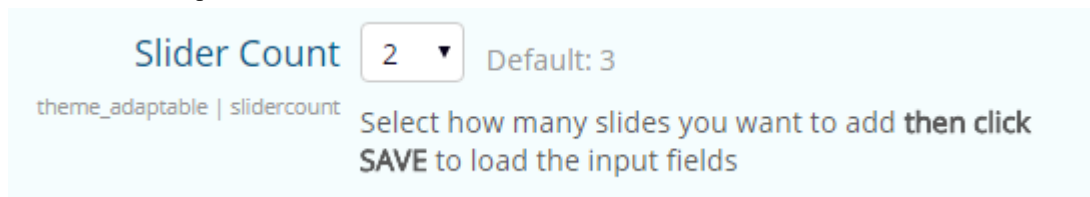

Figure 20: Set number of slider pictures

3. At the bottom of the configuration page, click on **Save changes**.

Results

The number of possible slider pictures has been set to the value you selected.

Related concepts

About the frontpage slider on page 17
Here, you will learn how to configure the frontpage slider on the Karlifi Learning Platform.

Related tasks

Disable frontpage slider on page 17
Enable frontpage slider on page 18
Add frontpage slider picture on page 19
Delete frontpage slider picture on page 20

Add frontpage slider picture

Before you begin

- Make sure you are logged in as *Administrator*.
- Make sure you have saved the picture file you want to upload onto your drive.

Procedure

1. In the **Administration** block, click on: **Site administration > Appearance > Themes > Adaptable > Frontpage Slider**.
    You will see a configuration page for the Frontpage Slider.

2. 📑   **Note:**

    Please be aware that the recommended size of your picture is 1600px x 400px or higher to optimize the display of your frontpage slider pictures.

    In the section **Slider Picture**, drag and drop your picture file into the drag and drop area marked by the blue arrow.

Figure 21: Add a picture file

You will see the following information about your picture file in the drop down section:

- Name
- Last modified
- Size
- Type

3. At the bottom of the configuration page, click on **Save changes**.

Results

Your chosen picture is displayed in the Frontpage Slider on **Home** page of the Karlifi Learning Platform.

Related concepts

About the frontpage slider on page 17

Here, you will learn how to configure the frontpage slider on the Karlifi Learning Platform.

Related tasks

Disable frontpage slider on page 17

Enable frontpage slider on page 18
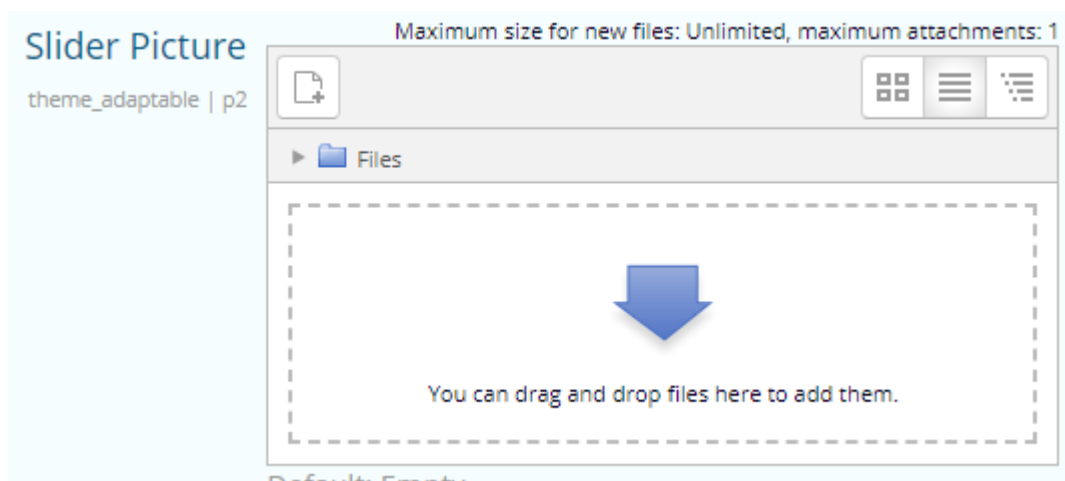
Set number of frontpage slider pictures on page 19

Delete frontpage slider picture on page 20

Delete frontpage slider picture

Before you begin

- Make sure you are logged in as *Administrator*.

Procedure

1. In the **Administration** block, click on: **Site administration > Appearance > Themes > Adaptable > Frontpage Slider**.
   You will see a configuration page for the Frontpage Slider.

2. In the section **Slider Picture**, click on the picture file you want to delete.
   You will see a **Edit** window:

Figure 22: Edit window

3. 📝 **Note:**

   Please be aware that the picture cannot be restored after deletion. To save a picture file for later usage, make sure to download the file before deleting it.

   At the top of the **Edit** window, click on **Delete**.

Results

Your chosen picture is no longer displayed in the Frontpage Slider on the Karlifi Learning Platform. Your chosen picture is no longer listed in the **Slider Picture** section of the configuration page.

Related concepts

About the frontpage slider on page 17
Here, you will learn how to configure the frontpage slider on the Karlifi Learning Platform.

Related tasks

Disable frontpage slider on page 17
Enable frontpage slider on page 18
Set number of frontpage slider pictures on page 19
Add frontpage slider picture on page 19

Set content of footer

Before you begin

- Make sure you are logged in as *Administrator*.

About this task

The content of the Footer is to be used to display contact information of Karlsruhe University of Applied Sciences, Pwani University and Baden-Württemberg Stiftung gGmbH.

Procedure

1. In the **Administration** block, click on: **Site administration > Appearance > Themes > Adaptable > Footer**. You will see a configuration page for the Footer.

2. Scroll down to the **Footer Content Sections** to edit the content of the Footer.
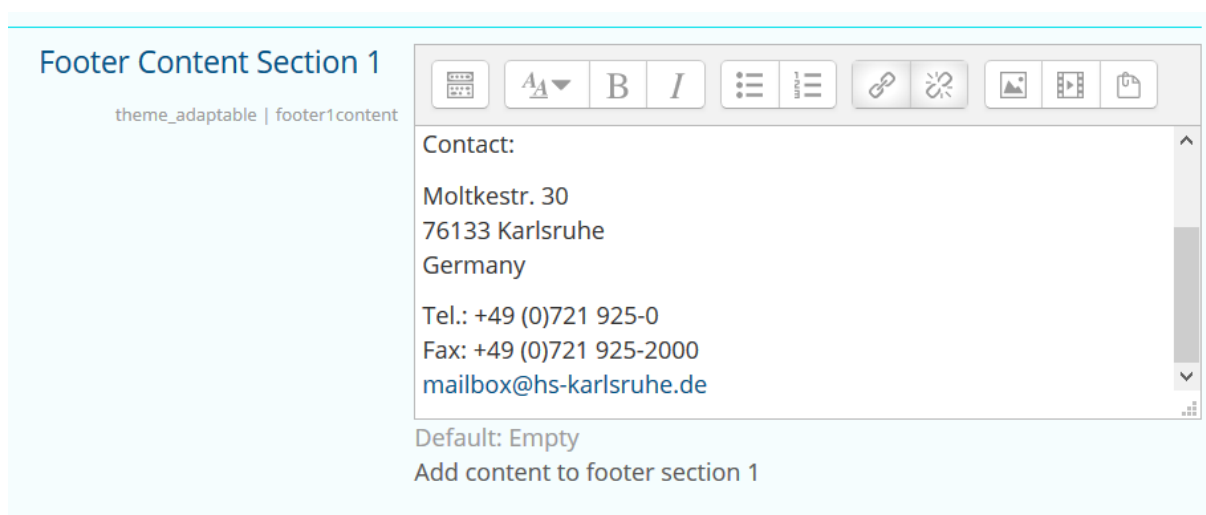
Figure 23: Footer content section 1

3. Edit the content of the three footer sections directly in the displayed text editor.

4. Click on **Save changes**.

Results

The edited content is displayed in the Footer throughout the entire Karlifi Learning Platform.

Set content of footer footnote

Before you begin

- Make sure you are logged in as *Administrator*.

About this task

The content of the Footer footnote is to be used to display copyright information.

Procedure

1. In the **Administration** block, click on: **Site administration > Appearance > Themes > Adaptable > Footer**. You will see a configuration page for the Footer.

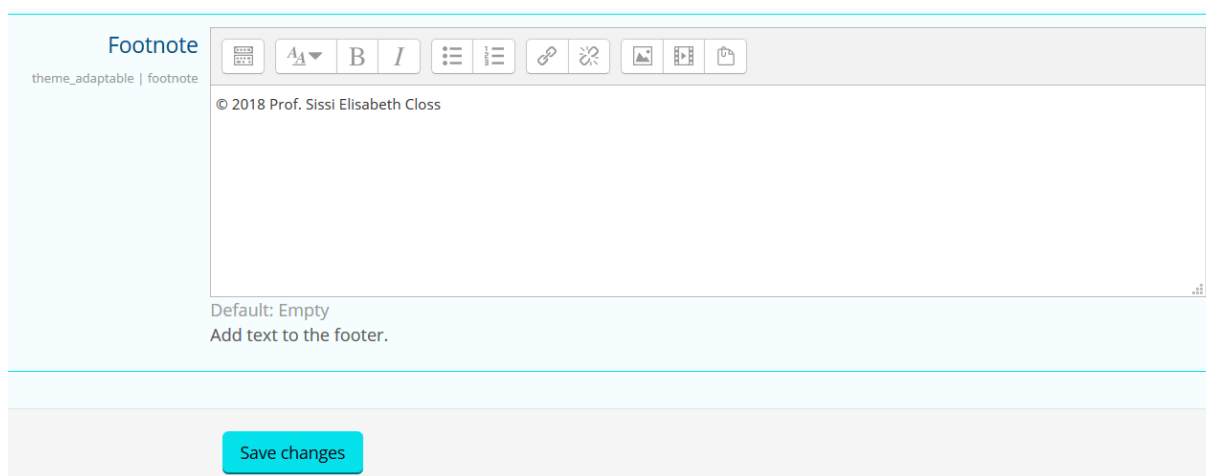2. Scroll down to the **Footnote** section to edit the content of the Footer.

Footnote
theme_adaptable | footnote

© 2018 Prof. Sissi Elisabeth Closs

Default: Empty
Add text to the footer.

Save changes

Figure 24: Footnote section

3. 📝 **Note:**

   Make sure that the displayed information state the copyright claim by the domain owner of the site. The content of the footnote should only be edited if the intellectual property rights of Karlifi.org have changed.

   Edit the content of the footnote directly in the displayed text editor.

4. Click on **Save changes**.

Results

The edited content is displayed in the Footer footnote throughout the entire Karlifi Learning Platform.

Related tasks

Set content of footer footnote on page 22

About the glossary

Here, you will learn some useful terms about the documentation of the Karlifi Learning Platform.

Activities

An activity is a general name for a group of features in a moodle course. Usually an activity is something that a student will do that interacts with other students and or the teacher.

In **Edit** mode, a Teacher or Manager can add activities via the button **Add an activity or resource**. Activities appear as a single link with an icon in front of it that represents the type of activity.

Administrator

Administrators have permission to do anything on the Karlifi Learning Platform. The role itself cannot be edited.

📝 **Note:**

   The primary administrator (created when the site was created) cannot be removed from the administrator role.

The Administrator is the only user with the ability to perform configurations on the Karlifi Learning Platform. Managing courses and users can be handled by using the Manager role. Best-practice of the moodle system suggests that the Administrator should only be used for configurating tasks.

Authenticated user

The role of Authenticated User is automatically assigned to any user logged into the Karlifi Learning Platform. A user will have additional roles according to where they are on the Karlifi Learning Platform, such as Student in a course.

By default, Authenticated Users have permission to edit their own profile, send messages, blog and do other things outside of courses.

Courses

Courses are the spaces on the Karlifi Learning Platform where Teachers or Managers can add learning materials and activities for students. Courses can only be created by Managers. Teachers can then add the content and re-organise them according to their own needs.

Courses can either be grouped into course categories created by the Manager, or will be grouped into an existing category by default if no category is chosen.

Enrolment

The process of adding users to courses is called Enrolment.

This is different from adding users to the site, which is known as Authentication.

There are various methods of enrolling students into courses, once they have logged into the Karlifi Learning Platform:

• Enrol students manually to a course
• Students enrol themselves to a course

Enrolment key

An enrolment key is one method of restricting enrolment to a smaller group.

If this method is used, you can only enrol to a course with the enrolment key.

Group

On the course level you can assign a user to one (or more) group(s). In a course you can assign a context (activity) to a group. When members of the group leave the course, they lose their identity with the group.

Grouping

Groupings are a collection of groups. If you had 10 groups, you could combine or mix and match the smaller groups into 2 or more groupings. You can assign a grouping to a context like an assignment.

Guest

The Karlifi Learning Platform has a built-in Guest account. Visitors can log in as Guests using the button **Login as a guest** on the login screen and enter any courses which allow Guest Access without being required to enrol.

Guests always have read-only access. They cannot post in forums, edit pages, participate in a chat, take quizzes and assignments or receive any scores or grades.

The Guest feature can be used when you want to let colleagues look around your work or to let students see a course before they have to decide to enrol.

Manager role

The Manager role enables users to create, access and modify courses. It also enables users to create new users, as well as perform certain administrative tasks related to courses, users and grade settings.

The Manager role is similar to the Administrator. Unlike the Administrator, the Manager role can be edited. Best-practice suggests that Administrators should use a Manager role and not an Administrator account to manage course and user related tasks.

Resources

A resource is an item that a Teacher or Manager can add to a course to support learning, such as a file or link. The Karlifi Learning Platform supports a range of resource types which can be added to courses. In edit mode, a Teacher or Manager can add resources via the button **Add an activity or resource**. Resources appear as a single link with an icon in front of it that represents the type of resource.

Student role

The Student role enables users to participate in course activities and view resources but not to alter them or see the class gradebook. They can see their own grades if the Teacher has allowed this.

When a Student first joins the Karlifi Learning Platform, they see all available courses. Once they have enrolled into at least one course, they then only see their own courses in the section **My Courses**.

Administrators, Managers and Teachers determine how a Student enrolls, and what they can do or see in a Karlifi Learning Platform site. These permissions can vary from each course or with any activity.

Teacher role

The Teacher role enables users to do almost anything within a course, including adding or changing the activities and grading students.

Teachers can only teach in the courses they have been enrolled in.

Unenrolment

The process of removing users from courses is called unenrolment.