

Manager Manual

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About the Manager manual

In the following documentation, you can learn what modifications you can carry out as *Manager* 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](#) on page 4

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:

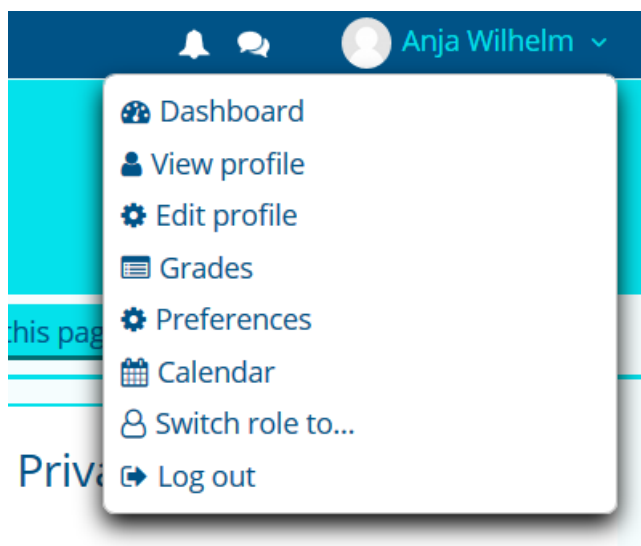


Figure 2: User menu

- 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

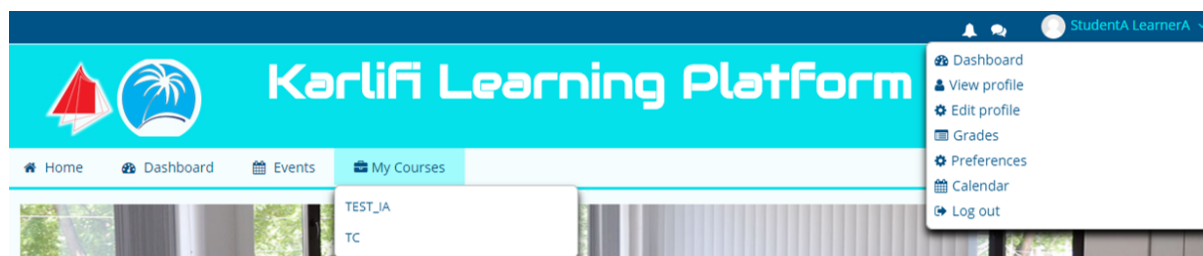


Figure 3: The Header of The Karlifi Learning Platform

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

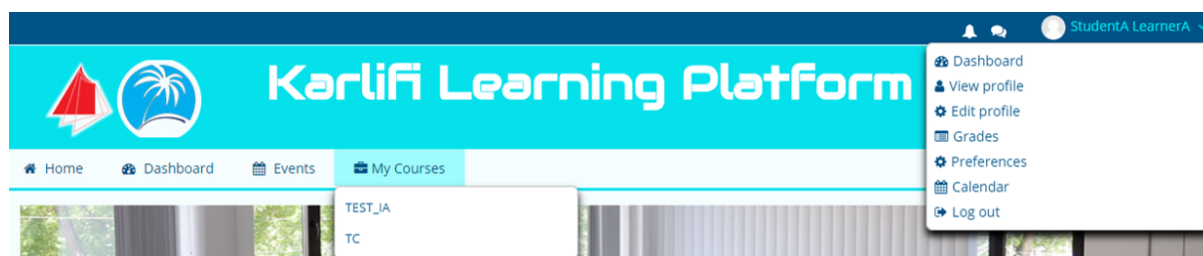


Figure 5: The Header of The Karlifi Learning Platform

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:

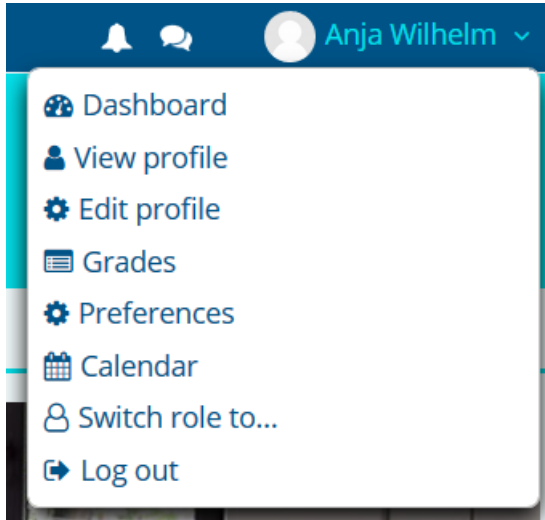


Figure 7: User menu

2. Click on **Edit profile**.

An editing site for all the information in your profile opens. It is separated into the sections:

- General
- User picture
- Additional names
- Interests
- Optional

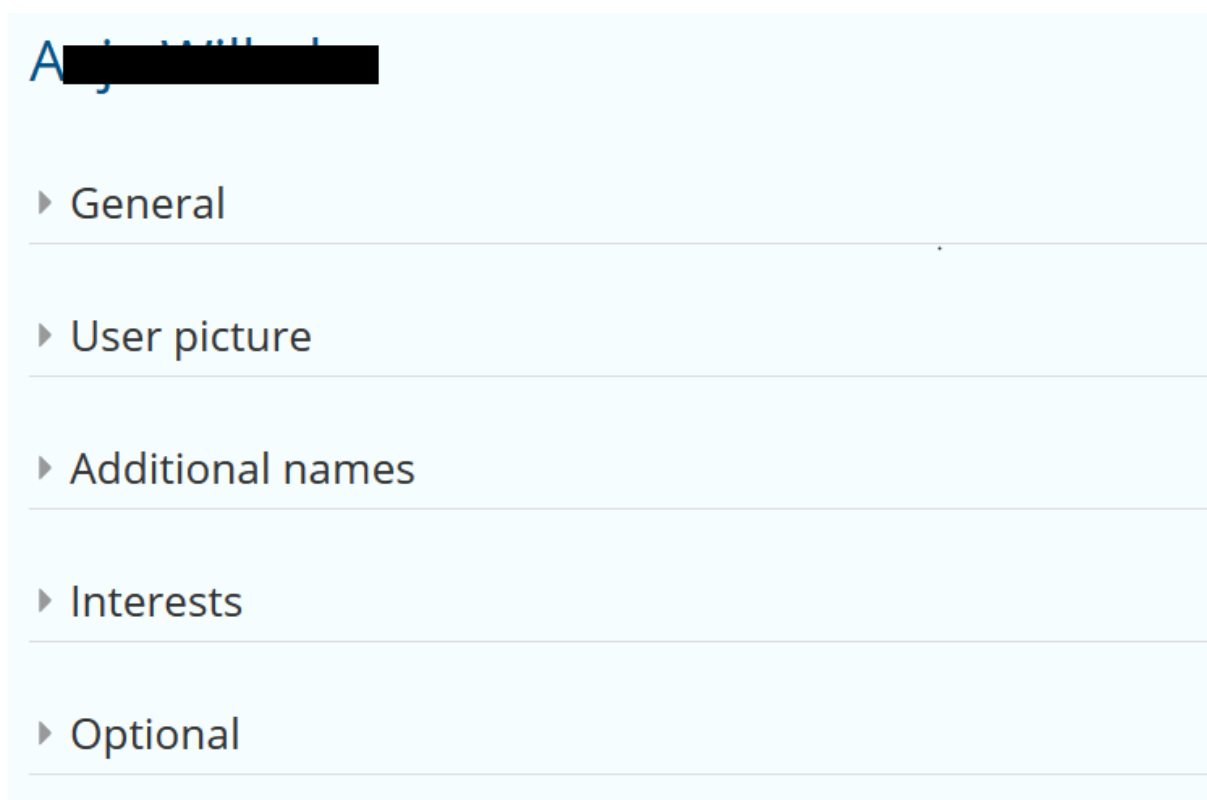


Figure 8: Your profile information

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.

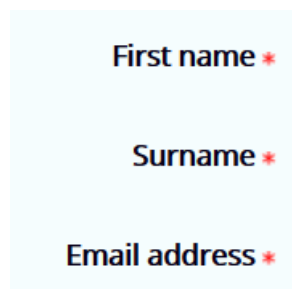


Figure 9: Required fields

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.

About adding users

Here, you will learn how to add users to the Karlifi Learning Platform.

There are two ways to create user accounts on the Karlifi Learning Platform:

- If you have few users who need to have access to the Karlifi Learning Platform, you can add them manually. For more information, read about how to *add a new user*.
- If you have lots of new users who need to have access to the Karlifi Learning Platform, such as an entire class, you can create user accounts by importing a CSV file. For more information, read about how to *create a CSV file* and *upload users*.

Related tasks

[Add a new user](#) on page 12

[Upload users](#) on page 14

Add a new user

Before you begin

- Make sure you are logged in as *Manager*.
- Make sure you have the first and last name as well as the email address of the user for whom you want to create a user account.

About this task

You can use this way to create user accounts if you have few users who need to have access to the Karlifi Learning Platform. If you have lots of users who need to get access at once, follow the steps in *Upload users*.

Procedure

1. In the **Administration** block, click on: [Site administration](#) > [Users](#) > [Accounts](#) > [Add a new user](#).

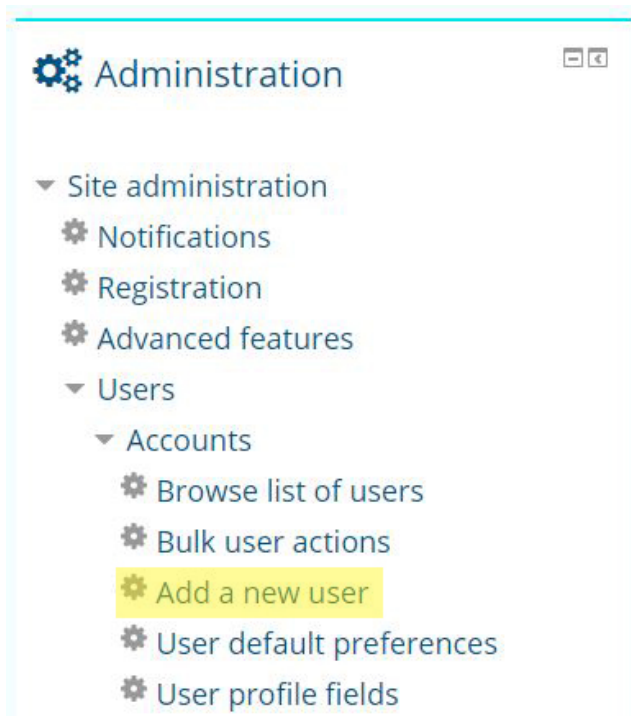


Figure 10: Click on "Add a new user".

You will see a form that you will need to fill in.

2. **Note:**

Please be aware that you will not be able to change the username after having clicked on the button **Create user** at the bottom of the page. The username you type in will be final. Therefore, check for any typing mistakes before clicking on the button **Create user**.

In the first text box, type in the **username** that you want to assign to the user.

3. In the following drop-down list box, select **Manual accounts**.
4. Invent a password in line with moodle's password policy and type it into the text box next to **New password**.
5. Put a tick or a check mark next to **Force password change**.
6. In the following three text boxes, type in the user's **First name**, **Surname** and **Email address**.
7. In the drop-down list box **Email display**, select a setting for the visibility of the user's email address.

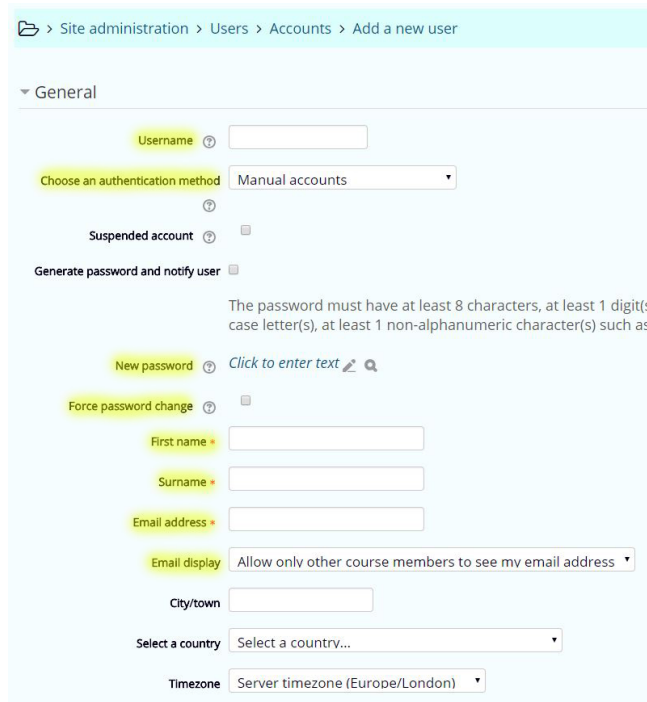


Figure 11: The necessary settings for creating a new user account

These were the main settings that are necessary in order to create a new user account on the Karlifi Learning Platform. Other settings, such as **City/town**, **Select a country**, **Timezone**, etc. are optional for you to fill in.

8. After having adjusted the settings, click on the button **Create user** at the bottom of the page.
9. Contact the user and give them their username and password so that they can log onto the Karlifi Learning Platform.

Results

The user can be found under: **Site administration > Users > Accounts > Browse list of users**.

Related concepts

[About adding users](#) on page 12

Here, you will learn how to add users to the Karlifi Learning Platform.

Related tasks

[Upload users](#) on page 14

Upload users

Before you begin

- Make sure you are logged in as *Manager*.
- Make sure you have a complete CSV file with all the necessary data of the users whose accounts you want to create.

About this task

You can use this way to create user accounts if you have lots of users who need to have access to the Karlifi Learning Platform. If you have few users who need to get access, follow the steps in *Add a new user*.

Procedure

1. In the **Administration** block, click on: [Site administration](#) > [Users](#) > [Accounts](#) > [Upload users](#).

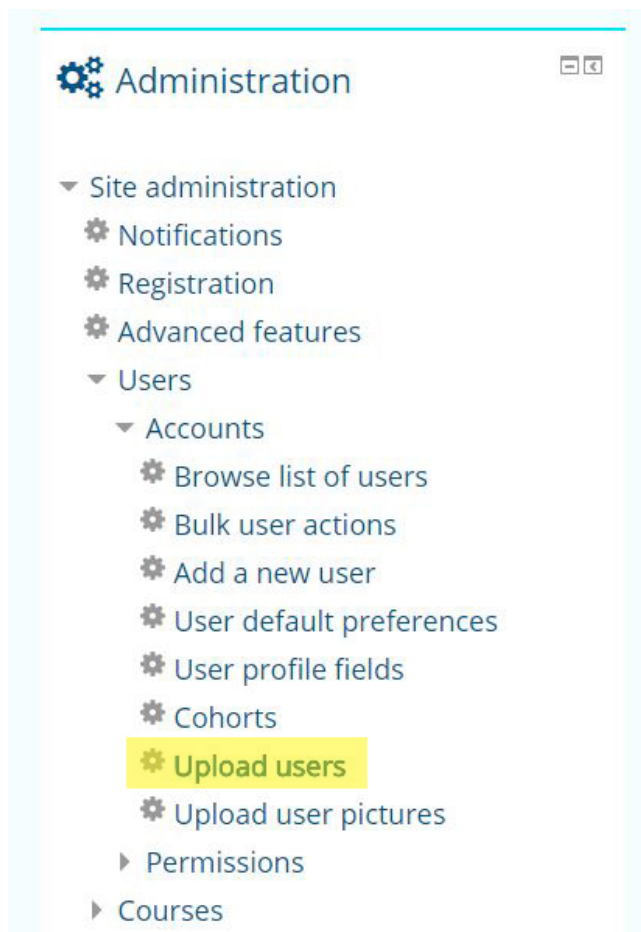


Figure 12: Click on "Upload users".

You will see a form that you will need to edit.

2. Open the folder in which you have saved your CSV file.
3. Click on your CSV file and drag and drop it onto the **File** field.

Figure 13: Drag and drop your CSV file onto the area highlighted in yellow.

You will see your CSV file in the area shown above.

4. In the drop-down list box next to **CSV delimiter**, select the respective option that is used in your CSV file.

Figure 14: Select the right CSV delimiter.

If you created your CSV file via Microsoft Excel, the right delimiter will probably be a semicolon (;) or a comma (,).

5. At the bottom of the form, click on the button **Upload users**.
You will see an **Upload users preview** in which the data of your CSV file will be shown.
6. In the **Settings** section, select **Add new and update existing users** in the drop-down list box next to **Upload type**.
7. In the drop-down list box next to **Existing user details**, select **Fill in missing from file and defaults**.
8. In the drop-down list box next to **Force password change**, select **All**.

Upload users preview

CSV line	username	firstname	lastname	email	city	password	course1	role1	course2	role2	course3	role3	Status
2	uno	Teaching	Guest	meow@gmail.com	Heidelberg	Changeme!1	TC2		TEST_IA	guest	TC	editingteacher	
3	dos	StudentA	LearnerA	woof@gmail.com	Karlsruhe	Changeme!2	TEST_IA		TC				
4	tres	StudentB	LearnerB	quak@gmail.com	Mannheim	Changeme!3	TC		CK				

▶ Expand all

▼ Settings

Upload type: Add new and update existing users ▼

New user password: Create password if needed and send via email ▼

Existing user details: Fill in missing from file and defaults ▼

Existing user password: No changes ▼

Force password change: All ▼

Allow renames: No ▼

Allow deletes: No ▼

Allow suspending and activating of accounts: Yes ▼

Standardise usernames: Yes ▼

Select for bulk user actions: No ▼

▶ Default values

Upload users
Cancel

Figure 15: Necessary changes in the "Settings" section highlighted in yellow

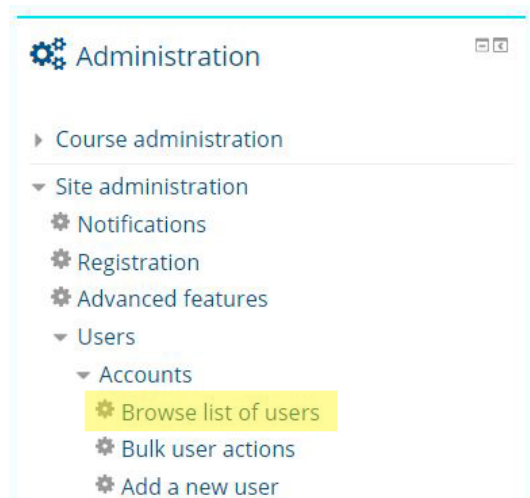
9. At the bottom of the form, click on the button **Upload users**.

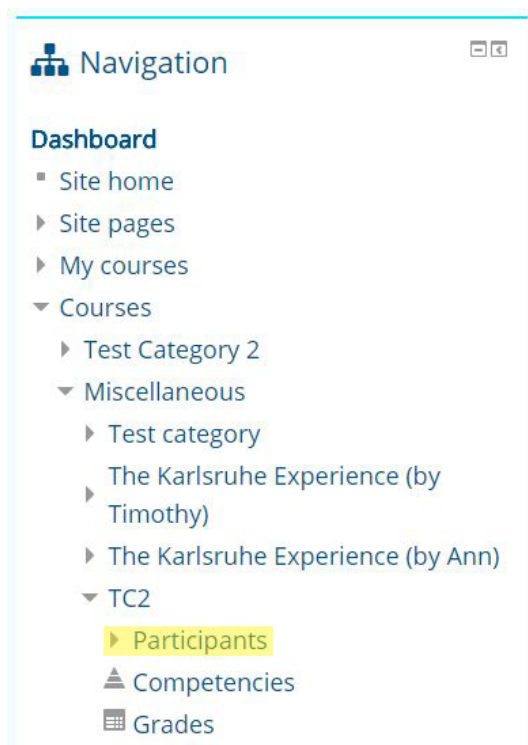
You will see an **Upload users result** table in which the freshly created user accounts will be shown together with relevant data, such as enrolments, roles, initial passwords, etc.

10. Inform the users about their log-in data in a way you prefer, for instance by email.

Results

The newly created user accounts can be found under: **Site administration > Users > Accounts > Browse list of users**. They can also be found in the **Participants'** list of the respective courses which you can find in the **Navigation** block under: **Courses > <the respective course category> > <the respective course> > Participants**.





Related concepts

[About adding users](#) on page 12

Here, you will learn how to add users to the Karlifi Learning Platform.

Related tasks

[Add a new user](#) on page 12

[Create a CSV file](#) on page 17

[Find the short name of a course](#) on page 18

[Find the short name of a role](#) on page 20

Create a CSV file

Before you begin

- Make sure you are logged in as *Manager*.
- Make sure you have all the necessary data of the users whose accounts you want to create. You will need to know their full names, email address, their place of residence and all the courses on which they need to be enrolled as well as the roles (e.g. student, teacher or manager).

About this task

In order to create many user accounts at once, you need to import a CSV file. In this topic, you will learn how to create such a CSV file.

Procedure

1. Open the programme **Microsoft Excel**.
2. Open an empty Microsoft Excel sheet.
3. In the first row, you will write the table header information into different columns. You will need columns for **username**, **first name**, **last name**, **email adress**, **city**, **password**, **course1** and **role1**.
Depending on the number of courses, you will need to add more columns for the course and the respective role.
4. Fill in each row with the data of a user.

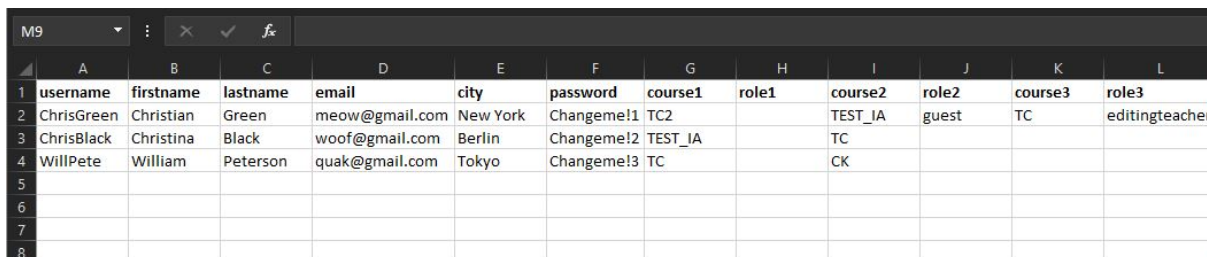
If you do not know which username the users want to use, you can just invent one for them.

Type in some standard password. Later on during the import of the CSV file, you will force a password change so that each user can invent their own passwords.

Type in the short name of the courses.

Type in the short name of the roles.

If the users should be enrolled as students, you can leave the roles' columns blank. Only complete the roles' columns if the role is anything else but student, e.g. if the user needs to have the role of a teacher.



	A	B	C	D	E	F	G	H	I	J	K	L
	username	firstname	lastname	email	city	password	course1	role1	course2	role2	course3	role3
2	ChrisGreen	Christian	Green	meow@gmail.com	New York	Changeme!1	TC2		TEST_IA	guest	TC	editingteacher
3	ChrisBlack	Christina	Black	woof@gmail.com	Berlin	Changeme!2	TEST_IA		TC			
4	WillPete	William	Peterson	quak@gmail.com	Tokyo	Changeme!3	TC		CK			
5												
6												
7												
8												

Figure 16: An example of how your excel table could look like

- After you have finished filling in the table, click on **File > Save as**.
- Click on **Browse** to determine the place where you wish your file to be saved.
You will see a new window.
- Click on the folder in which you wish to save your file.
- In the text field next to **File name**, type in your file's name.
- In the drop-down list box next to **Save as type**, select **CSV (Comma delimited) (*.csv)**
- At the bottom right corner of the window, click on **Save**.

Results

Your table is now saved in a folder of your own choosing and in the CSV format.

Related tasks

[Upload users](#) on page 14

[Find the short name of a course](#) on page 18

[Find the short name of a role](#) on page 20

Find the short name of a course

Before you begin

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

About this task

If you need to create a CSV file in order to import a list of user data into the Karlifi Learning Platform, you will need to enter the short name of a course.

Procedure

- In the header navigation bar on the top left corner of the Karlifi Learning Platform, click on **Home**.
Under the frontpage slider, you will see the courses depicted as tiles.
- You can
 - either, on the Home page, click on the course whose short name you wish to find out,
 - or, in the **Navigation** block on the right, click on: **Courses > <the respective course category> > <the respective course>**.

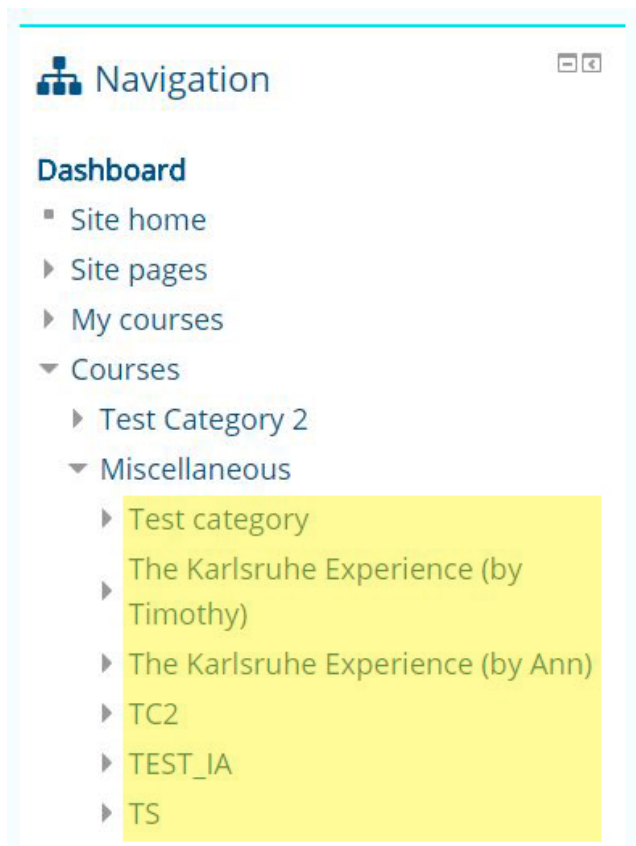


Figure 17: Click on the course whose short name you need.

3. In the **Administration** block on the right, click on: **Course administration > Edit settings**.

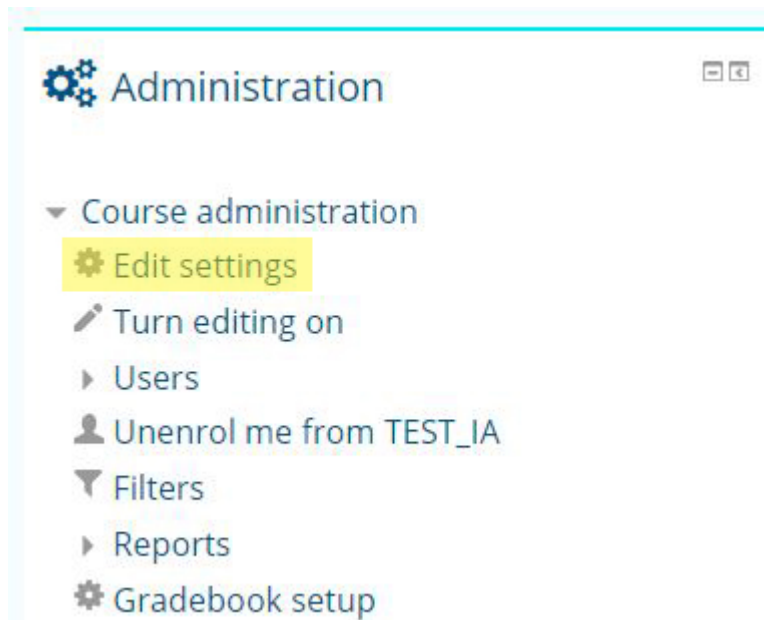


Figure 18: Click on "Edit settings".

You will see a form.

4. In the text field next to **Course short name**, you can see the short name of the course.

My courses > TEST_IA > Edit settings

Edit course settings

Expand all

General

Course full name ? Testing Information Architecture

Course short name ? TEST_IA

Course category ? Miscellaneous

Course visibility ? Show

Figure 19: The short name of a course highlighted in yellow

Results

You have found the short name of the course.

Related tasks

[Upload users](#) on page 14

[Create a CSV file](#) on page 17

[Find the short name of a role](#) on page 20

Find the short name of a role

Before you begin

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

About this task

If you need to create a CSV file in order to import a list of user data into the Karlifi Learning Platform, you will need to enter the short name of a role.

Procedure

- In the **Administration** block, click on: [Site administration](#) > [Users](#) > [Permissions](#) > [Define roles](#).

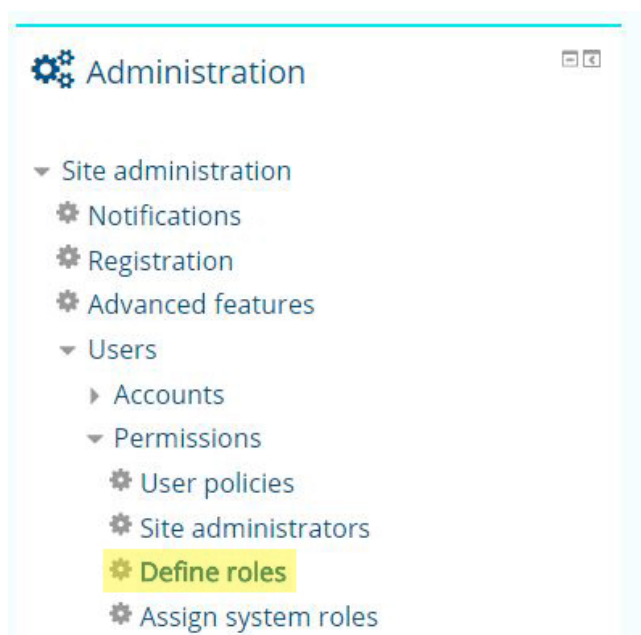


Figure 20: Click on "Define roles".

You will see a table with all the available roles on the Karlifi Learning Platform.

2. In the column **Short name**, you can find the short name of the respective roles.

Home > Site administration > Users > Permissions > Define roles				
Manage roles Allow role assignments Allow role overrides Allow role switches				
Role ⓘ	Description	Short name	Edit	
Manager	Managers can access course and modify them, they usually do not participate in courses.	manager	↓	✕
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	editingteacher	↑ ↓	✕
Student	Students generally have fewer privileges within a course.	student	↑ ↓	✕
Guest	Guests have minimal privileges and usually can not enter text anywhere.	guest	↑ ↓	✕
Authenticated user	All logged in users.	user	↑	✕

Figure 21: The short names of the roles highlighted in yellow

Results

You have found the short names of the roles.

Related tasks

[Upload users](#) on page 14

[Create a CSV file](#) on page 17

[Find the short name of a course](#) on page 18

About system roles

Here, you will learn how to assign system roles to users on the Karlifi Learning Platform.

Related concepts

[Overview of roles in Karlifi Learning Platform](#) on page 22

Related tasks

[Assign system roles](#) on page 22

[Remove system role permissions](#) on page 24

Overview of roles in Karlifi Learning Platform

The Karlifi Learning Platform provides three different roles to manage administrative tasks and the usage of the platform. These roles have different permissions in the context of the Karlifi Learning Platform. The role of *Guest* and *Authenticated* user are default roles and are not needed to manage tasks on the Karlifi Learning Platform.

🏠 > Site administration > Users > Permissions > Define roles			
Manage roles	Allow role assignments	Allow role overrides	Allow role switches
Role [?]	Description	Short name	Edit
Manager	Managers can access course and modify them, they usually do not participate in courses.	manager	↓ ⚙️ ✕
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	editingteacher	↑ ↓ ⚙️ ✕
Student	Students generally have fewer privileges within a course.	student	↑ ↓ ⚙️ ✕
Guest	Guests have minimal privileges and usually can not enter text anywhere.	guest	↑ ↓ ⚙️
Authenticated user	All logged in users.	user	↑ ⚙️

Figure 22: Overview of roles

- *Manager*
- *Teacher*
- *Student*
- *Guest*
- *Authenticated user*

Related concepts

[About system roles](#) on page 21

Here, you will learn how to assign system roles to users on the Karlifi Learning Platform.

Related tasks

[Assign system roles](#) on page 22

[Remove system role permissions](#) on page 24

Assign system roles

Before you begin

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

Procedure

1. In the **Administration** block, click on: [Site administration](#) > [Users](#) > [Permissions](#) > [Assign system roles](#).

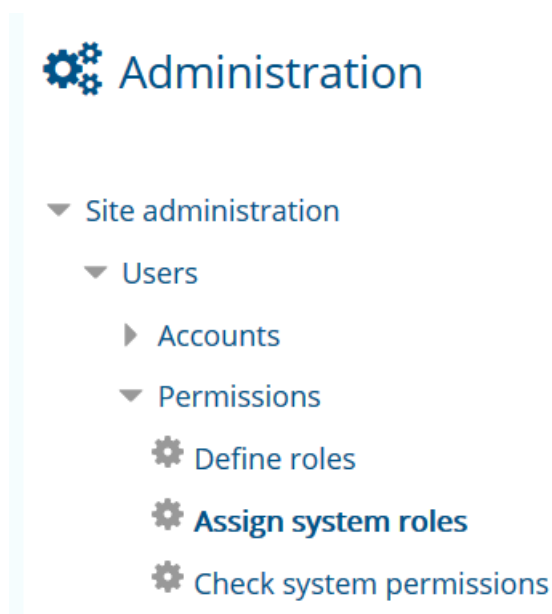


Figure 23: Assign system roles

You will see the [Assign roles in System](#) page:

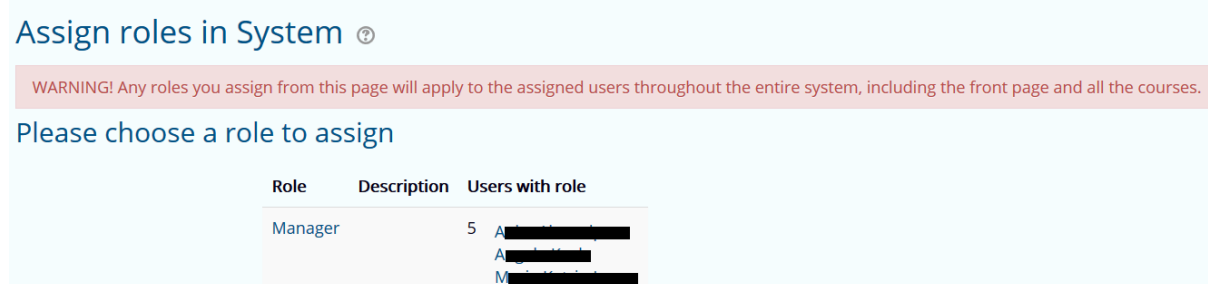


Figure 24: Assign roles in System page

- In the **Please choose a role to assign** section, click on the role you want to assign to a user (e.g. Manager).
An overview of the chosen role will be displayed:

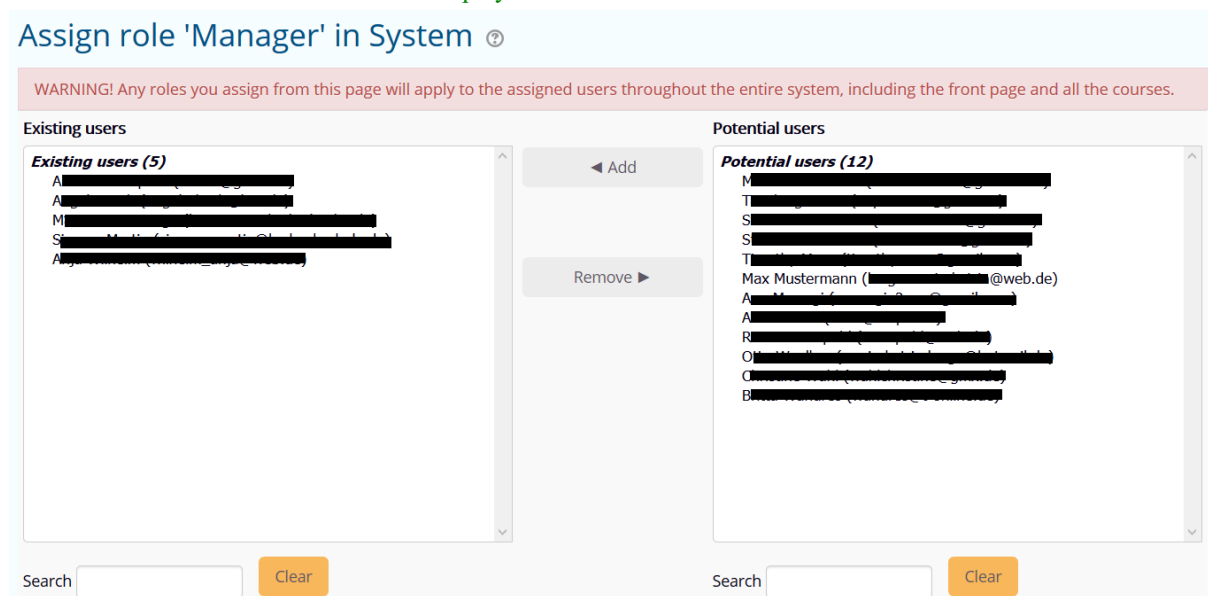


Figure 25: Assign chosen role (here: Manager) to a user

3. **Note:**

Any role you assign from this page will apply to the assigned users throughout the entire system, including the front page and all courses.

In the right column **Potential users**, click on the user you want to assign the role to.

The user is selected and **Add** is activated as a button.

4. Click on **Add**.

The user is now displayed in the left column **Existing users**.

Results

The user is now assigned to the chosen role throughout the entire Karlifi Learning Platform.

Related concepts

[About system roles](#) on page 21

Here, you will learn how to assign system roles to users on the Karlifi Learning Platform.

[Overview of roles in Karlifi Learning Platform](#) on page 22

Related tasks

[Remove system role permissions](#) on page 24

Remove system role permissions

Before you begin

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

Procedure

1. In the **Administration** block, click on: **Site administration > Users > Permissions > Assign system roles**.

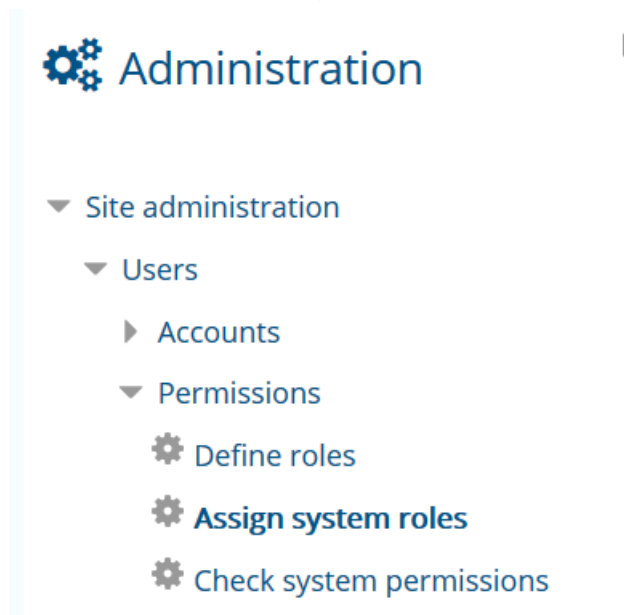


Figure 26: Assign system roles

You will see the [Assign roles in System](#) page:

Assign roles in System ?

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.

Please choose a role to assign

Role	Description	Users with role
Manager		5 A [redacted] A [redacted] M [redacted] M [redacted]

Figure 27: Assign roles in System page

- In the **Please choose a role to assign** section, click on the role from which you want to remove a user (e.g. Manager).

An overview of the chosen role will be displayed:

Assign role 'Manager' in System ?

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.

Existing users

Existing users (5)

- A [redacted]
- A [redacted]
- M [redacted]
- S [redacted]
- A [redacted]

Potential users

Potential users (12)

- M [redacted]
- T [redacted]
- S [redacted]
- S [redacted]
- T [redacted]
- Max Mustermann ([redacted]@web.de)
- A [redacted]
- A [redacted]
- R [redacted]
- O [redacted]
- O [redacted]
- B [redacted]

Search

Clear

Search

Clear

Figure 28: Assign chosen role (here: Manager) to a user

- In the left column, **Existing users**, click on the user you want to remove system permissions from.
The user is selected and **Remove** is activated as a button.
- Click on **Remove**.
The user is now displayed in the right column **Potential users**.

Results

The user is now no longer assigned with the chosen role throughout the entire Karlifi Learning Platform.

Related concepts

[About system roles](#) on page 21

Here, you will learn how to assign system roles to users on the Karlifi Learning Platform.

[Overview of roles in Karlifi Learning Platform](#) on page 22

Related tasks

[Assign system roles](#) on page 22

Add a role to a member in a course

Before you begin

- Make sure you are logged in as *Manager*.
- Make sure you are in the course in which you want to change a member's role.

Procedure

1. In the **Navigation** block, click on **Participants**.

Participants

No filters applied

Search keyword or select filter▼

Enrol users

Select	First name	Surname	Email address	Roles	Groups	Last access to course	Status
☐	Angela	Koch	angela-koch@live.de	Manager	No groups	20 hours 37 mins	Active
☐	Anita	Ahmadpour	thotra@gmx.net	Manager	No groups	Never	Active
☐	Anja	Wilhelm	wilhelm_anja@web.de	Manager	No groups	Never	Active
☐	Marie Katrin	Lange	lama1051@hs-karlsruhe.de	Manager	No groups	1 hour 17 mins	Active
☐	Otto	Waalkes	marie-katrin.lange@hotmail.de	Teacher	No groups	now	Active

Select all Deselect all

With selected users... Choose...

Figure 29: Overview of participants

2. In the column **Roles**, click on the pencil icon next to the role assigned to the member whose role you want to change.

You will see a text box.

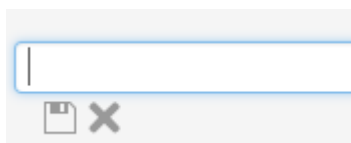
3. **Note:**

Please be aware that as Manager you can assign the roles Student and Teacher to a member.

Type in the role that you want to assign to the member.

4. Click on the **save** icon.

Figure 30: Save icon below text box



Results

The new role has been assigned to the course member. The member now holds the rights of the assigned role in the course.

Related tasks

[Remove a role from a member in a course](#) on page 27

Remove a role from a member in a course

Before you begin

- Make sure you are logged in as [Manager](#).
- Make sure you are in the course in which you want to change a member's role.

Procedure

1. In the **Navigation** block, click on [Participants](#).

Participants

No filters applied

Search keyword or select filter ▼

Enrol users

Select	First name	Surname	Email address	Roles	Groups	Last access to course	Status
☐	Angela Koch		angela-koch@live.de	Manager	No groups	20 hours 37 mins	Active
☐	Anita Ahmadpour		thotra@gmx.net	Manager	No groups	Never	Active
☐	Anja Wilhelm		wilhelm_anja@web.de	Manager	No groups	Never	Active
☐	Marie Katrin Lange		lama1051@hs-karlsruhe.de	Manager	No groups	1 hour 17 mins	Active
☐	Otto Waalkes		marie-katrin.lange@hotmail.de	Teacher	No groups	now	Active

Select all Deselect all ?

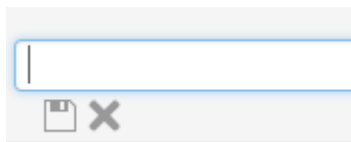
With selected users...

Choose... ▼

Figure 31: Overview of participants

2. In the column **Roles**, click on the pencil icon next to the role assigned to the member whose role you want to change.
You will see a text box.
3. Click on the **X** next to the role you want to remove.
4. Click on the save icon.

Figure 32: Save icon below text box



Results

The role has been removed from the course member.

Related tasks

[Add a role to a member in a course](#) on page 26

Add a category

Before you begin

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

Procedure

1. In the **Administration** block, click on **Site administration > Courses > Add a category**.

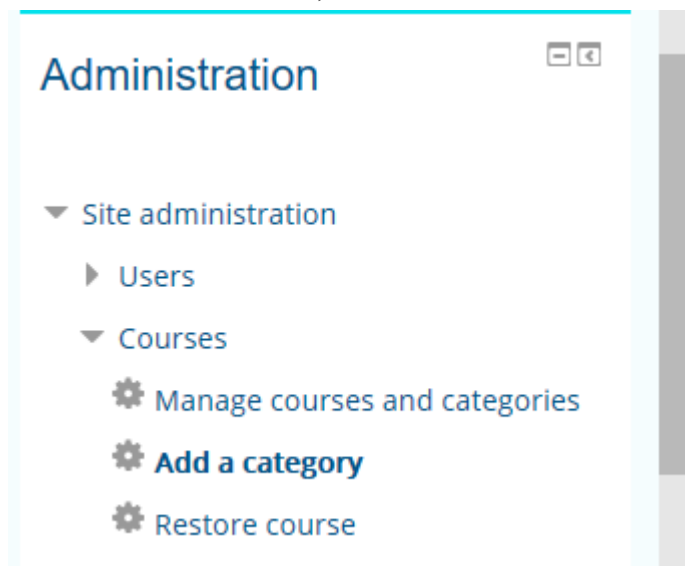


Figure 33: Add a category

You will see the **Add new category** page:

 A screenshot of the 'Add new category' page. The page has a title 'Add new category'. Below the title are four form fields: 'Parent category' (a dropdown menu with 'Top' selected), 'Category name *' (a required text field), 'Category ID number' (an optional text field with a help icon), and 'Description' (a rich text editor with a toolbar containing icons for text formatting, lists, links, and media).

Figure 34: Add new category page

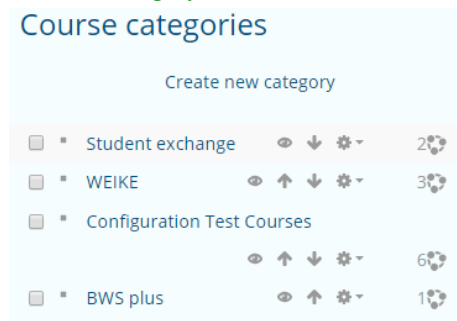
2.  **Note:**

By choosing a pre-existing category in the drop-down list box next to **Parent category**, you will create a subcategory for the chosen category rather than a completely new category.

In the form, choose the option **Top** in the drop-down list box next to **Parent category**.

3. Next to the required text field **Category name**, type a name that you want to assign to the category into the text field.
4. Optionally, you may add a **Category ID number** and **Description** for the category.
5. Click on the button **Create category**.

The new category has been added and will be displayed in the list of **Course categories**.



Results

You have added a new course category on the Karlfi Learning Platform. You can find, sort and edit it under **Site administration > Courses > Manage courses and categories**.

Remove a category

Before you begin

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

Procedure

1. In the **Administration** block, click on **Site administration > Courses > Manage courses and categories**.

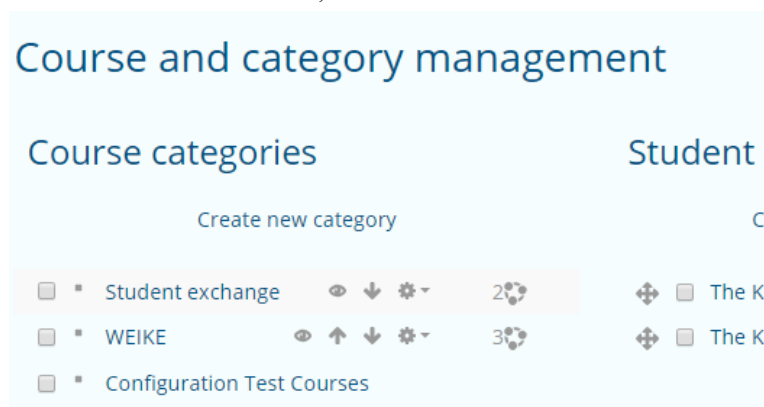
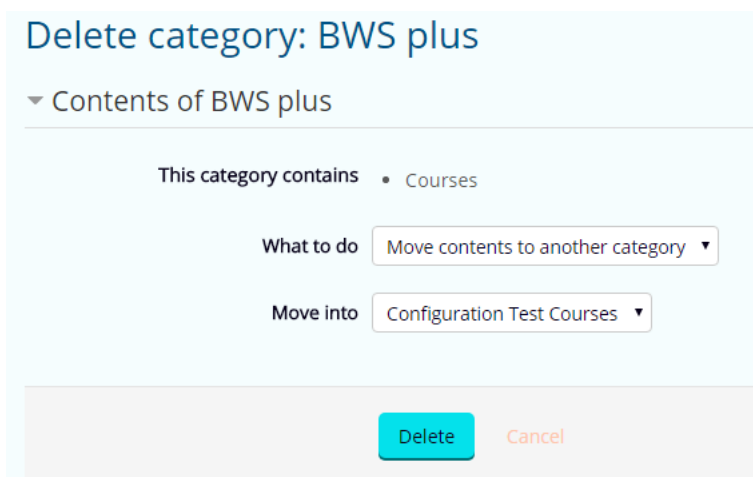


Figure 35: Course and category management

You will see the **Course and category management** page.

2. Click on the gear icon in the icon menu next to the category that you wish to remove.
A drop-down list box with the option to delete the category will appear:
3. Click on the option **Delete** next to the x icon.
A page will appear where you have to confirm that you wish to delete the category. If the category contains courses, you will have the option to move existing courses from this category to another.



The dialog box is titled "Delete category: BWS plus". Below the title is a section "Contents of BWS plus" which contains a list "This category contains" with one item, "Courses". Below this list are two dropdown menus: "What to do" with the selected option "Move contents to another category", and "Move into" with the selected option "Configuration Test Courses". At the bottom of the dialog are two buttons: "Delete" (in blue) and "Cancel" (in red).

Figure 36: Confirm deletion dialogue

4. Click on **Delete**
You will see a new dialog stating that the category has been deleted.
5. Click on **Continue**.
The category has been deleted and you will be redirected to the **Course and category management** page.

Results

You have successfully removed a category from the Karlifi Learning Platform.

About courses

Here, you will learn how to add courses to the Karlifi Learning Platform.

Related tasks

- [Create a course](#) on page 30
- [Enable manual enrolment](#) on page 32
- [Enable self enrolment](#) on page 33
- [Create an enrolment key](#) on page 34
- [Delete a course](#) on page 34

Create a course

Before you begin

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

Procedure

1. In the **Administration** block, click on: [Site administration](#) > [Courses](#) > [Manage courses and categories](#).

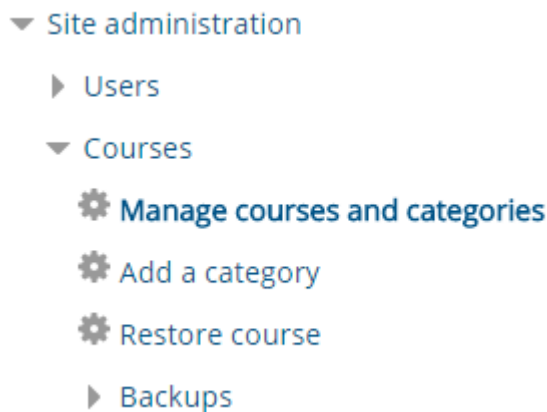


Figure 37: Go to Manage courses and categories

The **Course and category management** page will appear.

2. In the right column of the page, click on the button **Create new course**.



The **Add a new course** page will appear.

 A screenshot of the 'Add a new course' form. The form has a title 'Add a new course' and a section 'General'. Under 'General', there are four fields: 'Course full name' (with a red asterisk and a help icon), 'Course short name' (with a red asterisk and a help icon), 'Course category' (with a help icon and a dropdown menu showing 'BWS plus'), and 'Course visibility' (with a help icon and a dropdown menu showing 'Show').

Figure 38: Add a new course page

3. In the section **General**, type the name you have chosen for the course into the first text box **Course full name** of the form.
4. In the below text box **Course short name**, type in a short name that you want to assign to the course.
These were the main settings that are necessary in order to create a new course on the Karlifi Learning Platform. Other settings, such as **Course visibility**, **Course start date**, **Course end date**, as well as the forms and settings

in the sections **Description**, **Course format**, **Appearance**, **Files** and uploads etc. are optional for you to fill in or adjust.

5. After having adjusted the settings according to your needs, you can
 - either click on **Save and return to course**, which will lead you to **Course and category management** after saving,
 - or **Save and display**, which will display the course after having saved it

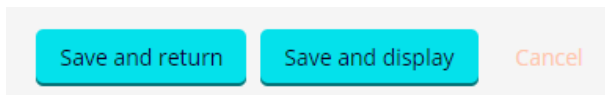


Figure 39: Save course

Results

You have created a new course on the Karlifi Learning Platform and can find it in the course list under: **Site administration > Courses > Manage courses and categories**. The course settings can be edited by clicking on the Edit symbol (gear icon).

Related concepts

[About courses](#) on page 30

Here, you will learn how to add courses to the Karlifi Learning Platform.

Related tasks

[Enable manual enrolment](#) on page 32

[Enable self enrolment](#) on page 33

[Create an enrolment key](#) on page 34

[Delete a course](#) on page 34

Enable manual enrolment

Before you begin

- Make sure you are logged in as *Manager*.
- Make sure the course for which you want to enable manual *enrolment* is opened.

Procedure

1. In the **Administration** block, click on **Course administration > Users > Enrolment methods**.
You will see the overview of the enrolment methods. In the column **Edit**, you will see the **eye** icon.

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	5	↓	✕ 👁 👤 ⚙
Guest access	0	↑ ↓	✕ ✂ ⚙
Self enrolment (Student)	1	↑	✕ 👁 ⚙

Add method

2. In the section **Manual enrolments**, make sure the **eye** icon is opened.
3. If the **eye** icon is not opened, click on the **eye** to enable manual Enrolment.

Results

Manual enrolment has been enabled for the course.

Related concepts

[About courses](#) on page 30

Here, you will learn how to add courses to the Karlifi Learning Platform.

Related tasks

[Create a course](#) on page 30

[Enable self enrolment](#) on page 33

[Create an enrolment key](#) on page 34

[Delete a course](#) on page 34

Enable self enrolment

Before you begin

- Make sure you are logged in as *Manager*.
- Make sure the course for which you want to enable self *enrolment* is opened.

Procedure

1. In the **Administration** block, click on **Course administration > Users > Enrolment methods**.
You will see the overview of the enrolment methods. In the column **Edit**, you will see the **eye** icon.

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	5	↓	✕ 👁 👤 ⚙
Guest access	0	↑ ↓	✕ ✂ ⚙
Self enrolment (Student)	1	↑	✕ 👁 ⚙

Add method

2. In the section **Self enrolment (Student)**, make sure the **eye** icon is opened.
3. If the **eye** icon is not opened, click on the **eye** to enable self enrolment.

Results

You have successfully enabled self enrolment for the course.

Related concepts

[About courses](#) on page 30

Here, you will learn how to add courses to the Karlifi Learning Platform.

Related tasks

[Create a course](#) on page 30

[Enable manual enrolment](#) on page 32

[Create an enrolment key](#) on page 34

[Delete a course](#) on page 34

Create an enrolment key

Before you begin

- Make sure you are logged in as *Manager*.
- In order to create an *enrolment key*, make sure that self enrolment is enabled.

Procedure

1. In the **Administration** block, click on **Course administration > Users > Enrolment methods > Self enrolment (Student)**.
You will see the overview of the self enrolment.
2. In the section **Self enrolment at Enrolment key**, click in the box.
3. Type in the enrolment key.
4.  **Note:** Please be aware that you can see only dots. If you want to see the characters of the enrolment key, click on the icon magnifier next to the enrolment key.

Press enter.

5. Click on **Save changes** to save the enrolment key.

Results

You have successfully created an enrolment key.

Related concepts

[About courses](#) on page 30

Here, you will learn how to add courses to the Karlifi Learning Platform.

Related tasks

[Create a course](#) on page 30

[Enable manual enrolment](#) on page 32

[Enable self enrolment](#) on page 33

[Delete a course](#) on page 34

Delete a course

Before you begin

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

Procedure

1. In the **Administration** block, click on: **Site administration > Courses > Manage courses and categories**.

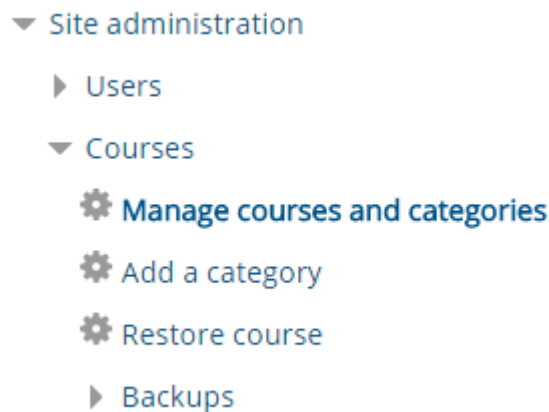


Figure 40: Go to Manage courses and categories

A list of courses will appear, depending on your category settings.

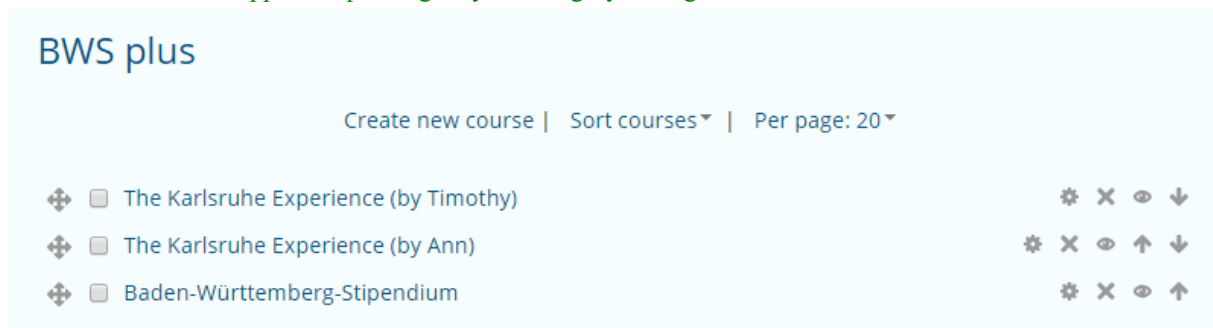


Figure 41: List of courses

2. **Note:**

If you cannot find the course at once, use the option [Search Courses](#) on the bottom of the page.

In the course list, look for the course that you want to delete.

3. In the icon bar displayed next to each course, click on the [x](#) icon belonging to the course's icon bar.
A dialogue will open in a new window, where you are asked to confirm the deletion.

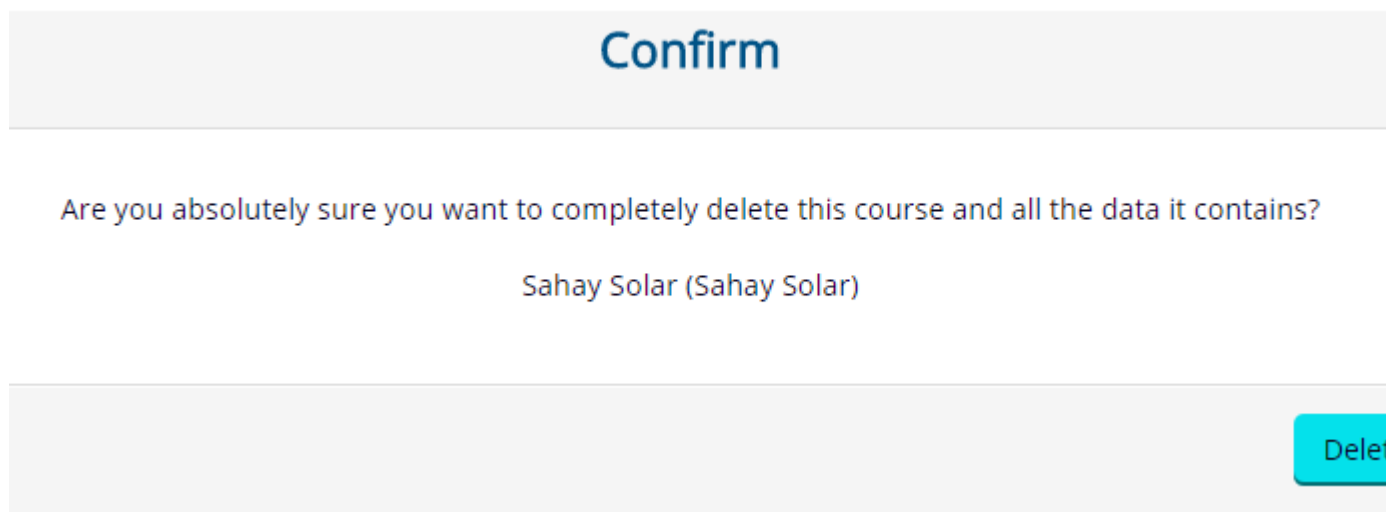


Figure 42: Confirm deletion dialog

4. Click on [Delete](#) to confirm the deletion.

Results

The course has been deleted from the Karlifi Learning Platform and may be restored under: [Site administration > Courses > Restore course](#) . A backup file is required to restore a course.

Related concepts

[About courses](#) on page 30

Here, you will learn how to add courses to the Karlifi Learning Platform.

Related tasks

[Create a course](#) on page 30

[Enable manual enrolment](#) on page 32

[Enable self enrolment](#) on page 33

[Create an enrolment key](#) on page 34

About blocks

Here, you will learn how to work with blocks on the Karlifi Learning Platform.

You can either:

- *add a new block*,
- *edit a block* that already exists and
- *delete a block* that you do not need anymore.

Related tasks

[Add a new block](#) on page 36

[Edit a block](#) on page 37

[Delete a block](#) on page 39

Add a new block

Before you begin

- Make sure you are logged in as [Manager](#).

Procedure

1. In the header navigation bar on the top left corner of the Karlifi Learning Platform, click on **Dashboard**.
You will see the dashboard page.
2. On the top right corner of the dashboard page, click on the button **Customise this page**.
Instead of the blue button, you will see two red buttons.
3. In the header navigation bar on the top left corner of the Karlifi Learning Platform, click on **Home**.
Blocks created on the Home page will be visible for all other users, too.
You will see the Home page.
4. Scroll down to the end of the page.
On the bottom right corner of the page, you will see the block **Add a block**.
5. In the drop-down list box **Add...**, click on the type of box you wish to add.

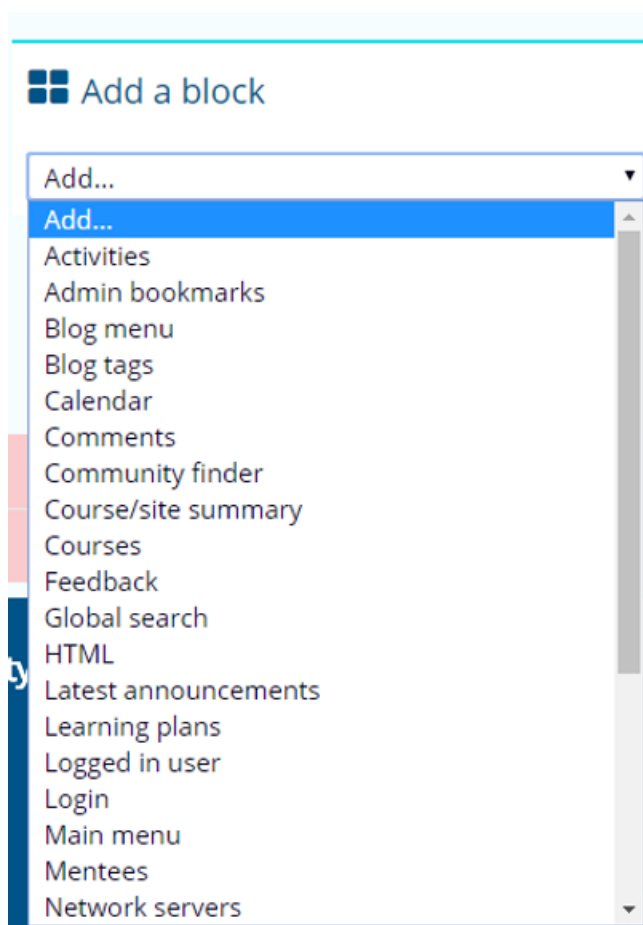


Figure 43: Add a block.

On the top right corner of the Home page, you will see the newly created block.

6. In the header navigation bar on the top left corner, click on **Dashboard**.
You will see the dashboard page.
7. On the top right corner of the dashboard page, click on the red button **Stop customising this page**.
Instead of the two red buttons, you will see the previous blue button **Customise this page**.

Results

You have created a new block that will be visible on the Home page.

Related concepts

[About blocks](#) on page 36

Here, you will learn how to work with blocks on the Karlifi Learning Platform.

Related tasks

[Edit a block](#) on page 37

[Delete a block](#) on page 39

Edit a block

Before you begin

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

Procedure

1. In the header navigation bar on the top left corner of the Karlifi Learning Platform, click on **Dashboard**.
You will see the dashboard page.
2. On the top right corner of the dashboard page, click on the button **Customise this page**.
Instead of the blue button, you will see two red buttons.
3. In the header navigation bar on the top left corner of the Karlifi Learning Platform, click on the page on which the block is that you wish to edit.
4. On the right side in the respective block, click on the cogwheel symbol.

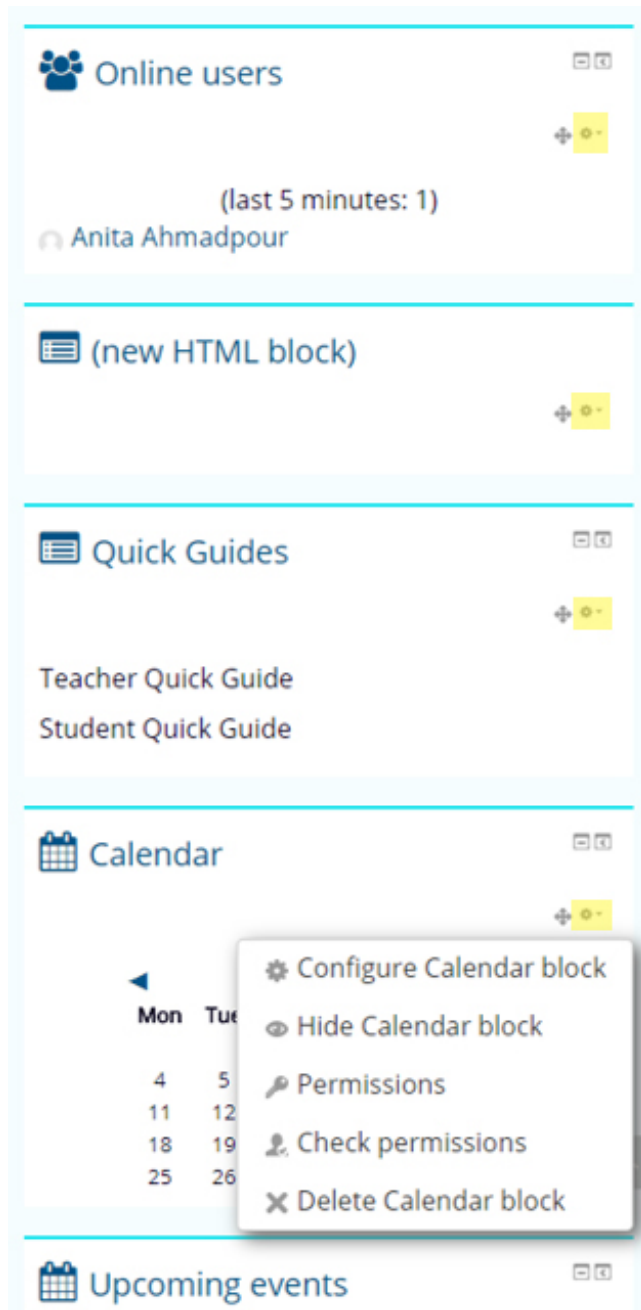


Figure 44: The cogwheel symbol highlighted in yellow

You will see a drop-down list box.

5. In the drop-down list box, select **Configure <name> block**.
You will see a form with which you can configure the block.

6. Depending on the type of block, you can edit the block settings (such as the title) as well as the block's appearance and visibility.
7. After you have finished editing the settings, click on the button **Save changes** at the bottom of the site.
You will see the block on the right side of the page.
8. In the header navigation bar on the top left corner, click on **Dashboard**.
You will see the dashboard page.
9. On the top right corner of the dashboard page, click on the red button **Stop customising this page**.
Instead of the two red buttons, you will see the previous blue button **Customise this page**.

Results

You have successfully edited a block.

Related concepts

[About blocks](#) on page 36

Here, you will learn how to work with blocks on the Karlifi Learning Platform.

Related tasks

[Add a new block](#) on page 36

[Delete a block](#) on page 39

Delete a block

Before you begin

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

Procedure

1. In the header navigation bar on the top left corner of the Karlifi Learning Platform, click on **Dashboard**.
You will see the dashboard page.
2. On the top right corner of the dashboard page, click on the button **Customise this page**.
Instead of the blue button, you will see two red buttons.
3. In the header navigation bar on the top left corner of the Karlifi Learning Platform, click on the page on which the block is that you wish to delete.
4. On the right side in the respective block, click on the cogwheel symbol.

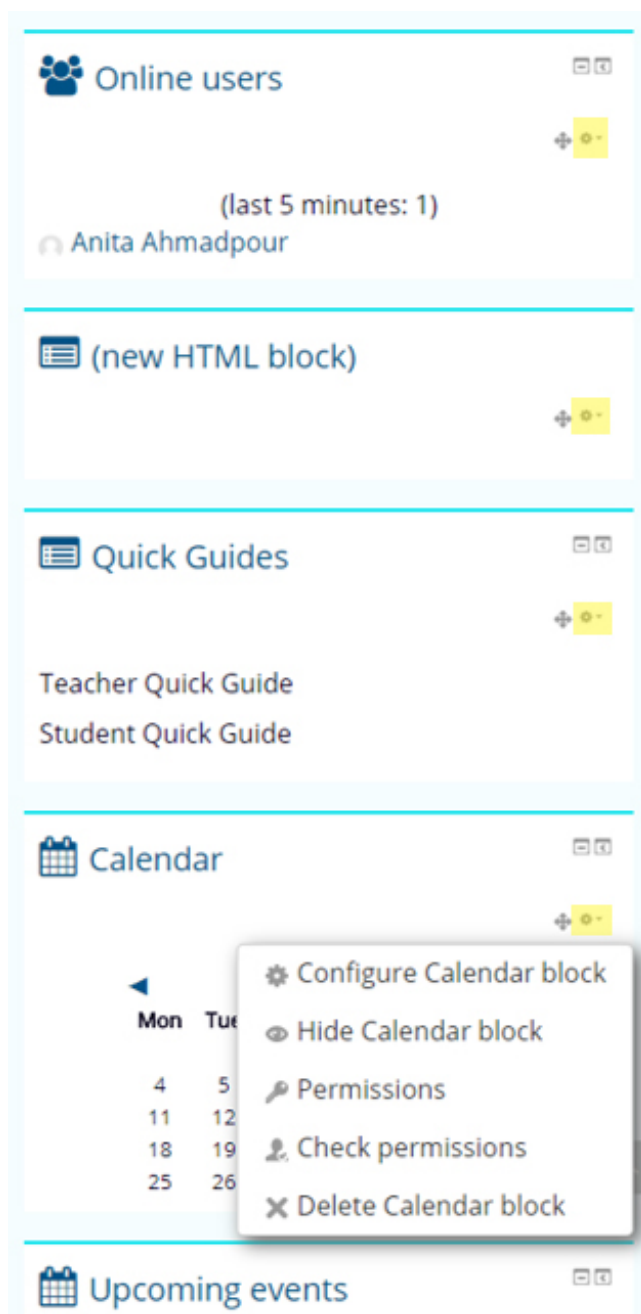


Figure 45: The cogwheel symbol highlighted in yellow

You will see a drop-down list box.

5. In the drop-down list box, select the **Delete <name> block**.

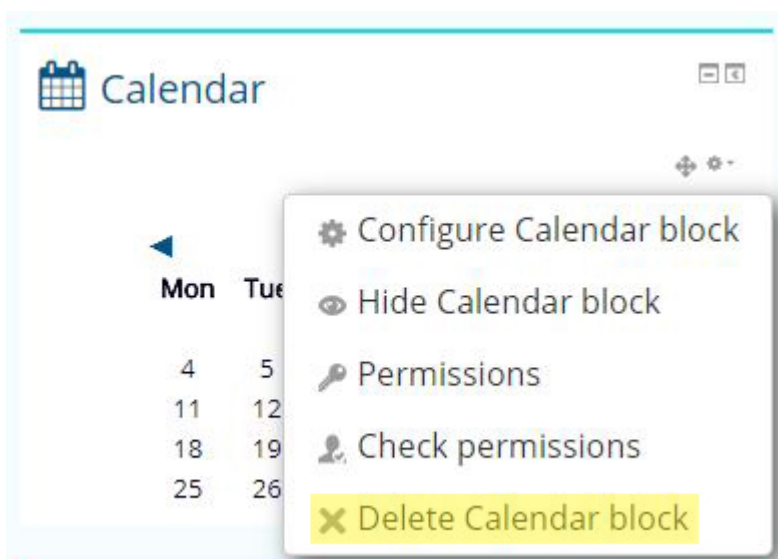


Figure 46: Click on "Delete block"

You will see that the system requires you to confirm the deletion of the block.

6. In the confirmation box, click on the button **Yes**.

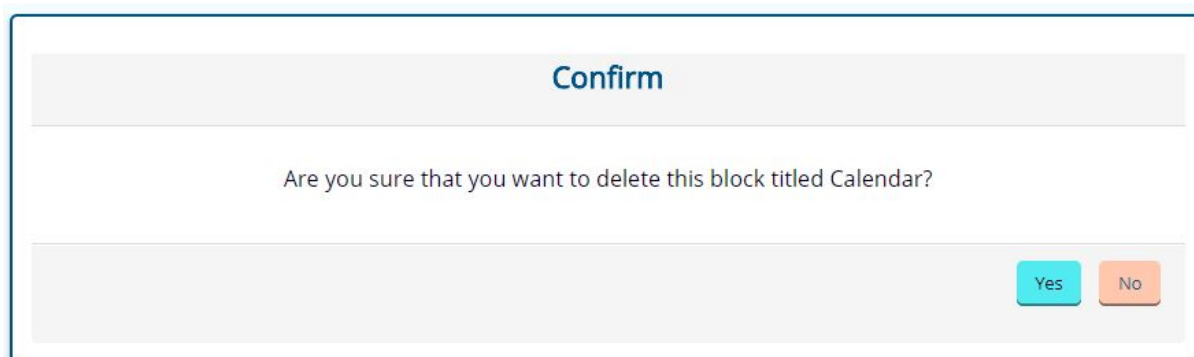


Figure 47: Click on "Yes".

You will see that the block has disappeared on the page.

7. In the header navigation bar on the top left corner, click on **Dashboard**.
You will see the dashboard page.
8. On the top right corner of the dashboard page, click on the red button **Stop customising this page**.
Instead of the two red buttons, you will see the previous blue button **Customise this page**.

Results

You have successfully deleted a block.

Related concepts

[About blocks](#) on page 36

Here, you will learn how to work with blocks on the Karlifi Learning Platform.

Related tasks

[Add a new block](#) on page 36

[Edit a block](#) on page 37

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 configuring 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.