

Teacher Quick Guide

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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>.

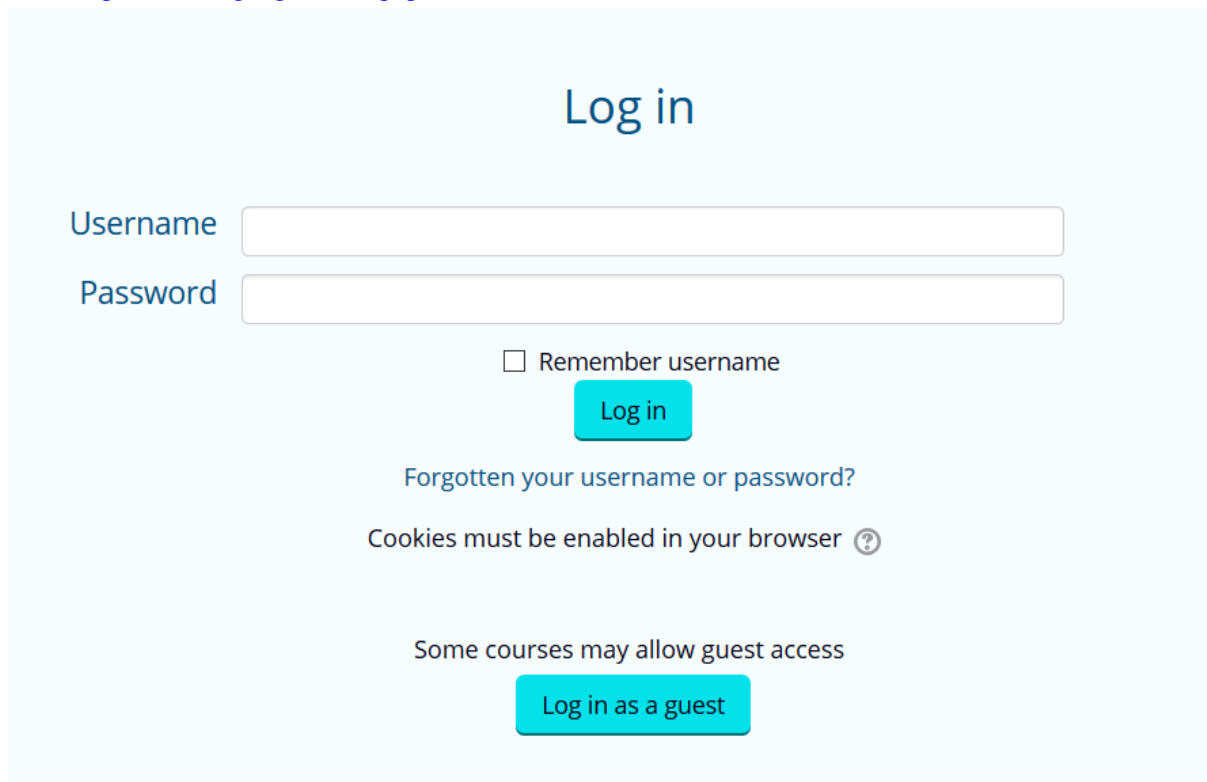
The screenshot shows the login page of the Karlifi Learning Platform. At the top, the text "Log in" is centered in a large, dark blue font. Below this, there are two input fields: "Username" and "Password", each with a light blue label to its left. The "Remember username" checkbox is located below the password field. A blue "Log in" button is positioned below the checkbox. Below the button, there are three links: "Forgotten your username or password?", "Cookies must be enabled in your browser" (with a question mark icon), and "Some courses may allow guest access". At the bottom, there is a blue "Log in as a guest" button.

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.

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:

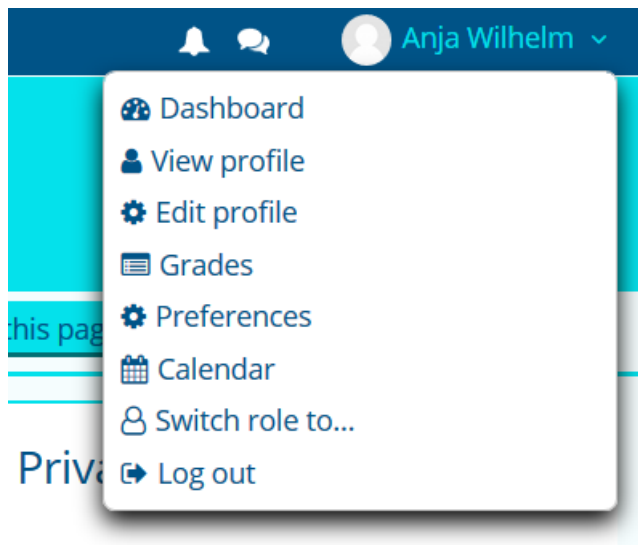


Figure 2: User menu

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

Results

You are logged out of the Karlifi Learning Platform.

Find a course

Before you begin

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

Procedure

- In the navigation bar above the header, click on **Home**.
You will see all courses.
- Scroll until you see the searchbox.

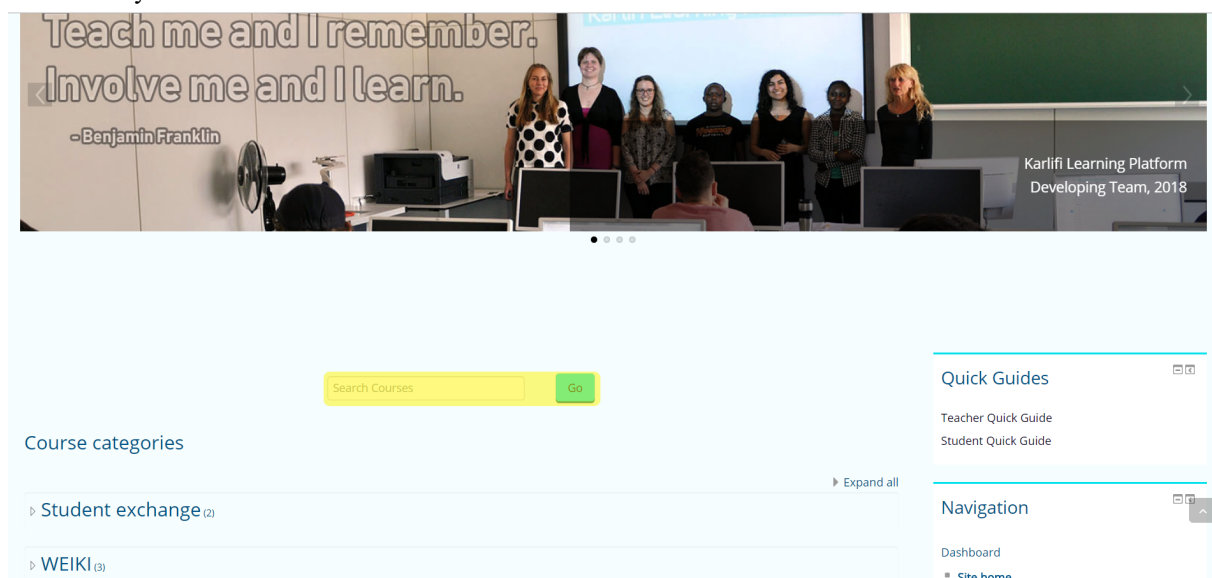


Figure 3: Searchbox

3. **Note:**

Please be aware that you have to enter the course name or course short name correctly. Otherwise you may not find the course you are looking for.

In the searchbox, enter the course name or the course short name.

4. Click on **Go**.

You will see the course in the list.

Results

You have successfully found a course on the Karlifi Learning Platform.

Edit the name of a topic, an activity or a resource

Before you begin

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

Procedure

1. Go to the page on which you can find the topic, activity or resource whose name you wish to edit.
2. At the top right corner of the page, click on **Turn editing on**.

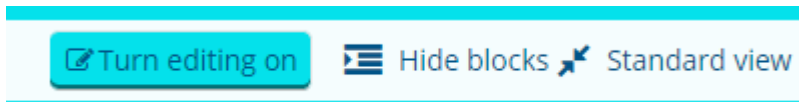


Figure 4: Turn editing mode on

You will see the page in editing mode.

3. Click on the pencil icon next to the name of the topic, activity or resource that you wish to change.



Figure 5: Edit name with pencil icon

You will see a text box for editing the name.

4. Edit the name as desired.

5. **Note:**

Please be aware that if you do not want to edit the name, you have to press **Esc** to cancel your action.

Press **Enter** when finished.

Results

You have changed the name of the topic, activity or resource.

Edit the content of a topic, an activity or a resource

Before you begin

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

Procedure

1. Go to the page on which you can find the topic, activity or resource whose content you wish to edit.
2. At the top right corner of the page, click on **Turn editing on**.

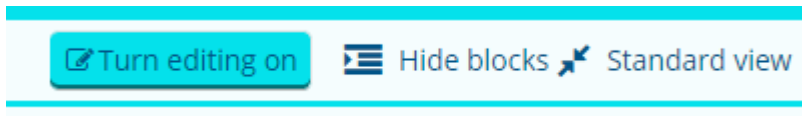


Figure 6: Turn editing mode on

You will see the page in editing mode.

3. On the right-hand side of the topic, activity or resource name in the topic block, click on **Edit**.

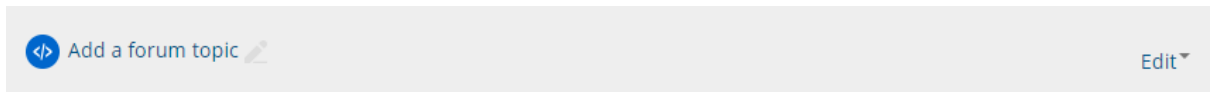


Figure 7: Open edit menu

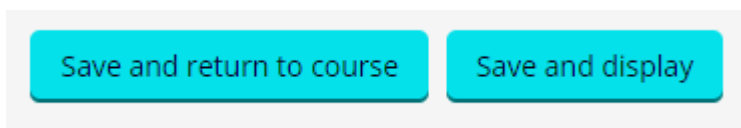
You will see a drop-down menu.

4. In the menu, click on **Edit topic** to edit a topic, or **Edit settings** to edit an activity or resource.
You will see the editing page of the topic, activity or resource.
5. Edit the content as desired.
6.  **Note:** Please be aware that if you do not want to edit the content, you have to click on **Cancel** at the bottom of the page.

To save the changes of the topic, activity or resource,

- either click on **Save and return to course**, which will lead you to the course page after saving,
- or **Save and display**, which will display the topic, activity or resource after having saved it

Figure 8: Save changes



Results

You have changed the content of the topic, activity or resource.

Add a file

Before you begin

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

Procedure

1. In the **Navigation** block on the right, click on **Courses**.
2. Click on the name of the course to which you want to add a file.
You will see the course page.
3. At the top right corner of the page, click on **Turn editing on**.

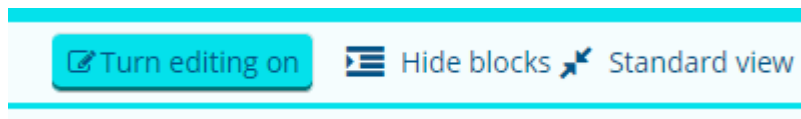


Figure 9: Turn editing mode on

You will see the course page in editing mode.

4. Click on **Add an activity or resource** at the bottom of the topic section to which you want to add a File.

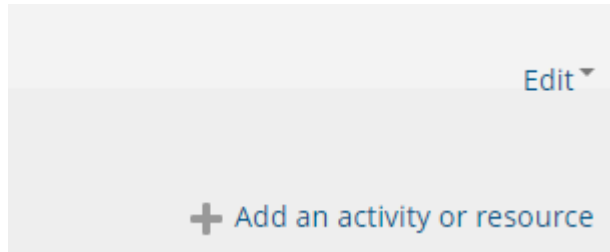


Figure 10: Add an activity or resource

You will see the **Add an activity or resource** window with a list of all available activities and resources.

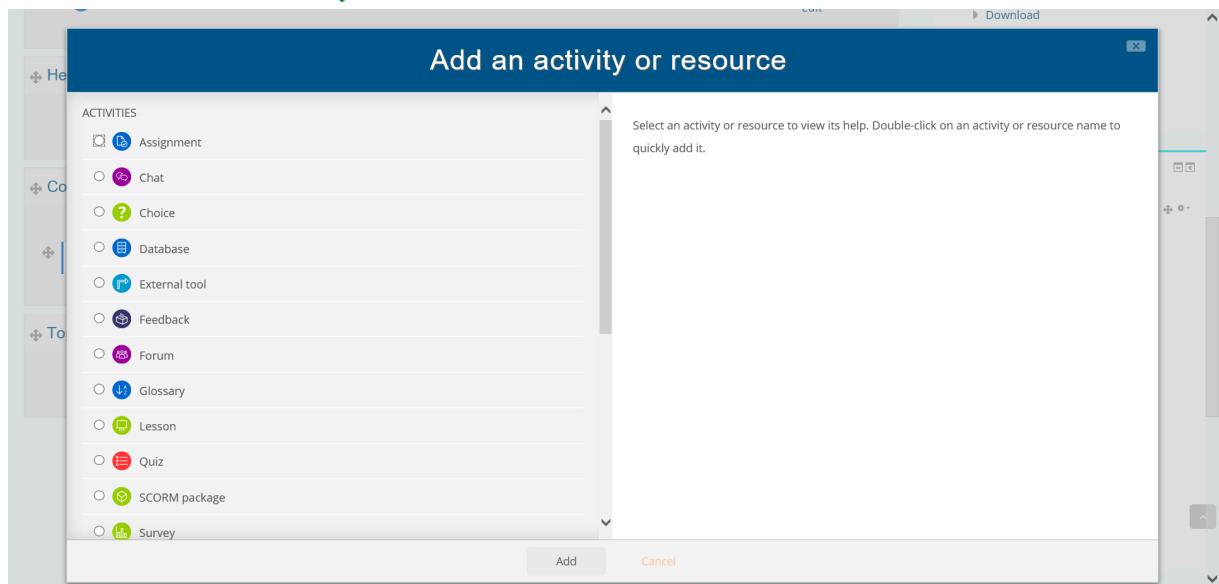


Figure 11: List of activities and resources

5. In the new window, scroll down to the section **Resources**.
6. Select the resource **File**
7. You can
 - either click on the button **Add**,
 - or double-click on **File**.

You will see the **Add a new File** page.

8. Fill in the required text boxes and options marked with an asterisk such as **Name**.
9. You may add a description.
If you want the description to be displayed on the course page, you have to tick the checkbox .
10.  **Note:**

Please be aware that you can upload just one file.

In the section **General**, click on the **Add file** icon next to **Select files**.

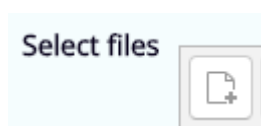


Figure 12: Add file icon

You will see a window for uploading your file.

11. Click on **Upload a file** in the left-hand side menu .
12. Click on **Choose file**.

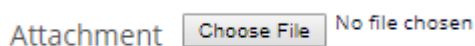


Figure 13: Choose file

You will see your explorer window.

13. Search and select your file in the explorer.
14. Click on **Open**.
You will see the window for uploading again.
15. Click on **Upload this file**.
16. Keep all default settings in the sections **Appearance**, **Common module settings**, **Restrict access**, **Tags and Competencies**.
17. To save the chat,
 - either click on **Save and return to course**, which will lead you to the course page after saving,
 - or **Save and display**, which will display the file after having saved it

Results

You have successfully added a file to a course.

Add a folder

Before you begin

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

Procedure

1. In the **Navigation** block on the right, click on **Courses**.
2. Click on the name of the course to which you want to add a folder.
You will see the course page.
3. At the top right corner of the page, click on **Turn editing on**.



Figure 14: Turn editing mode on

You will see the course page in editing mode.

4. Click on **Add an activity or resource** at the bottom of the topic section to which you want to add a folder.

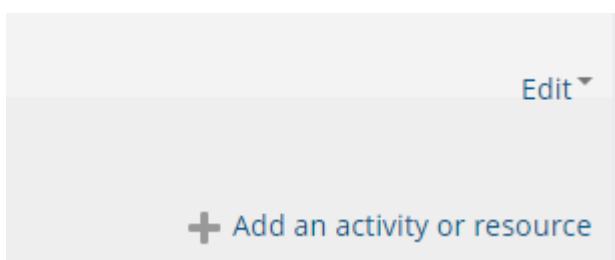


Figure 15: Add an activity or resource

You will see the **Add an activity or resource** window with a list of all available activities and resources.

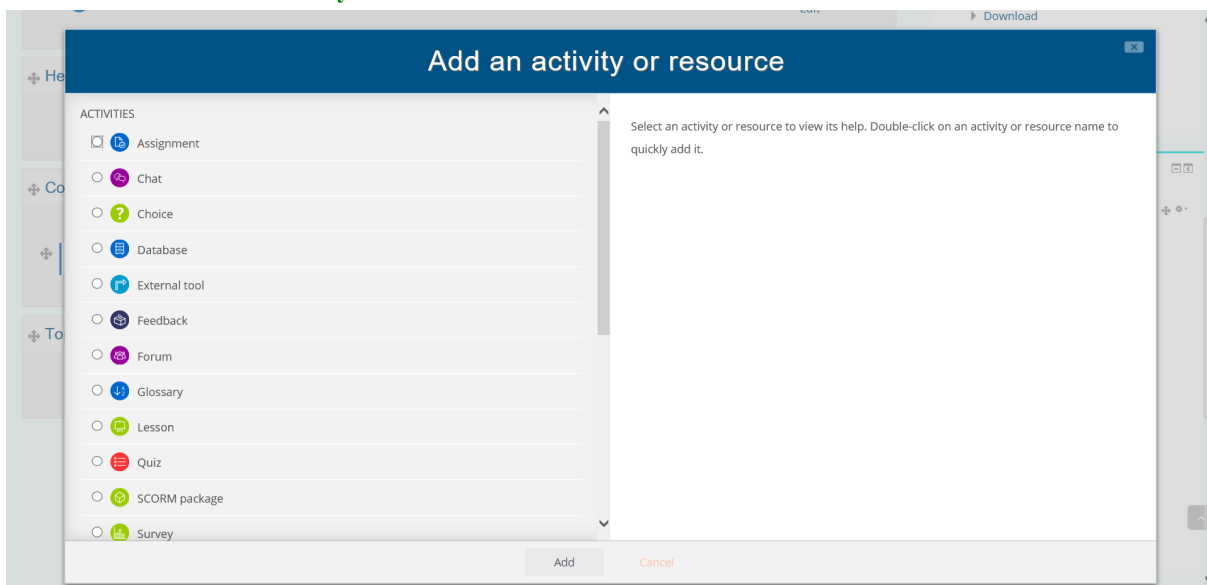


Figure 16: List of activities and resources

5. In the new window, scroll down to the section **Resources**.

6. Select the resource **Folder**

7. You can

- either click on the button **Add**,
- or double-click on **Folder**.

You will see the **Add a new Folder** page.

8. Fill in the required text boxes and options marked with an asterisk such as **Name**.

9. You may add a description.

If you want the description to be displayed on the course page, you have to tick the checkbox .

10. In the section **Content**, click on the **Add file** icon next to **Files**.

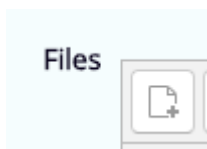


Figure 17: Add file icon

You will see a window for uploading your folder.

11. Click on **Search**.

You will see a window of your explorer.

12. Click on **Upload a file** in the left-hand side menu.

- Click on the **Choose file**.

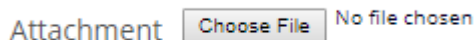


Figure 18: Choose file

You will see your explorer window.

- Click on **Open**.

You will see the window for uploading again.

- Click on **Upload this file**.

- Keep all default settings in the sections **Common module settings**, **Restrict access**, **Tags and Competencies**.

- To save the folder,

- either click on **Save and return to course**, which will lead you to the course page after saving,
- or **Save and display**, which will display the folder after having saved it

Results

You have successfully added a folder to a course.

Add a page

Before you begin

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

Procedure

- In the **Navigation** block on the right, click on **Courses**.
- Click on the name of the course to which you want to add a page.
You will see the course page.
- At the top right corner of the page, click on **Turn editing on**.

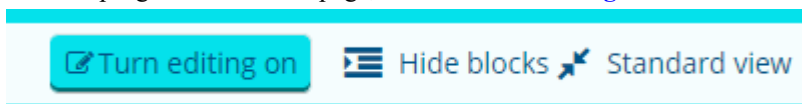


Figure 19: Turn editing mode on

You will see the course page in editing mode.

- Click on **Add an activity or resource** at the bottom of the topic section to which you want to add Page.

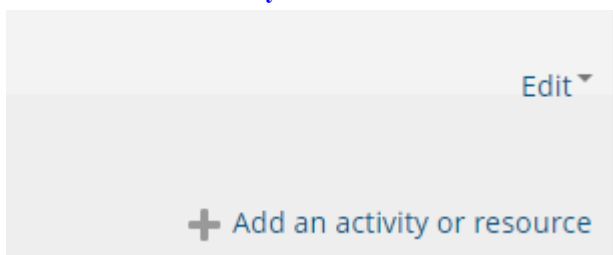


Figure 20: Add an activity or resource

You will see the **Add an activity or resource** window with a list of all available activities and resources.

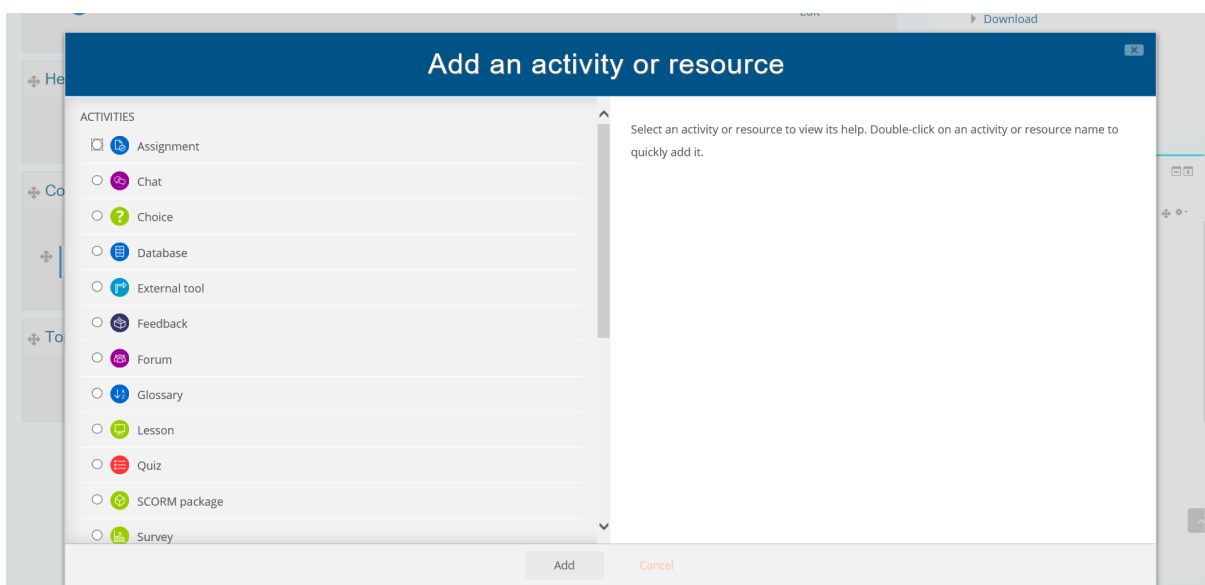


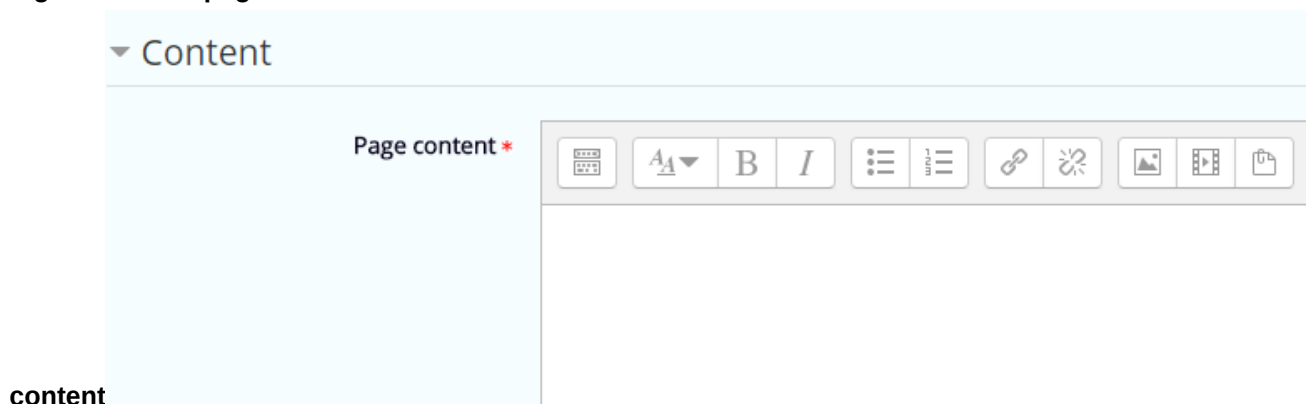
Figure 21: List of activities and resources

5. In the new window, scroll down to the section **Resources**.
6. Select the resource **Page**.
7. You can
 - either click on the button **Add**,
 - or double-click on **Page**.

You will see the **Add a new Page** page.

8. Fill in the required text boxes and options marked with an asterisk such as **Name** and **Page content**.
9. For the page content, you can insert links, pictures, videos and files in the text editor.

Figure 22: Add page



10. Keep all default settings in the sections **Appearance**, **Common module settings**, **Restrict access**, **Tags** and **Competencies**.
11. To save the page,
 - either click on **Save and return to course**, which will lead you to the course page after saving,
 - or **Save and display**, which will display the page after having saved it

Results

You have successfully added a page to a course.

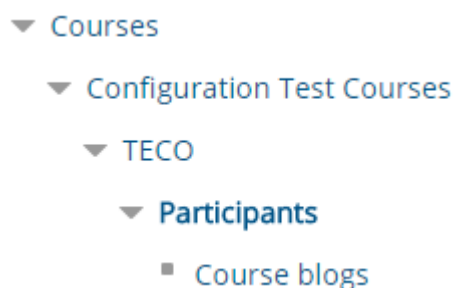
Enrol users manually

Before you begin

- Make sure you are logged in as *Teacher*.
- Make sure you know which users you want to *enrol* manually.

Procedure

1. In the **Navigation** block, click on **Courses**.
2. Select the course to which you want to enrol a user.
3. Click on **Participants**.



You will see the **Participants** page. If users have been enrolled before, a list of all course participants will be displayed here.

4. Click on **Enrol users**.

The screenshot shows the 'Participants' page interface. It includes a title 'Participants', a status 'No filters applied', and a search box labeled 'Search keyword or select filter'. On the right, there is a blue button labeled 'Enrol users'. Below the search box, there are two rows of filters: 'First name' and 'Surname', each with an 'All' button and a grid of letters A through Z. At the bottom, it says 'Nothing to display'.

A window will open where you can select users.

5.  **Note:** Please be aware that you can select several users one by one.

In the search box below **Select users**, type in the name of the user that you want to enrol.

Enrol users

Enrolment options

Select users No selection
Search ▼

Select cohorts No selection
Search ▼

Assign role Student ▼

Show more...

Enrol selected users and cohorts Cancel

You will see the user in a list below the search box.

6. Select the user.
7. At the bottom of the window, click on **Enrol selected users and cohorts**.

Results

You have manually enrolled the user(s) to the course.

Add a role to a member in a course

Before you begin

- Make sure you are logged in as *Teacher*.
- 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 ?

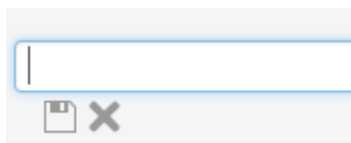
With selected users...

Choose...

Figure 23: 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 Teacher you can only assign the role Student to a member.
Type in the role that you want to assign to the member.
4. Click on the **save** icon.

Figure 24: 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.

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.