LearnMate 7

Administrator's Quick Start Guide

November 2015 Rev B

Catalog # 200070

Contents

1. System Requirements

Before starting, check that you have everything you need to use LearnMate.

Hardware Requirements	▶ Disk space: 160MB free (minimum) plus as much as you need to store your materials. 5GB is a realistic minimum. ▶ Backups: at least the same space as above (at a remote location preferably) to keep backups of your site. ▶ Memory: 256MB (minimum), 1GB or more is strongly recommended.

Internet Browser	Mozilla Firefox: Most recent version Internet Explorer 9 or higher Chrome: Most recent version

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2. Resetting Your Password

A. Browsing to the Site

In your web browser, enter the Internet address you have been given.

 www.learnmate.org
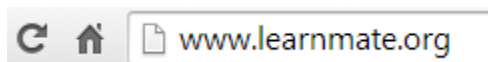
B. Logging in

Log in using the administrator level username and password that you were given.

1	At the top-right or bottom left corners of the screen, click **Log in**.	You are not logged in. (Log in)
2	In the Log in to the site page, enter your username and password.	Username admin Password ••••• ☐ Remember username
3	Click **Log in**.	Log in
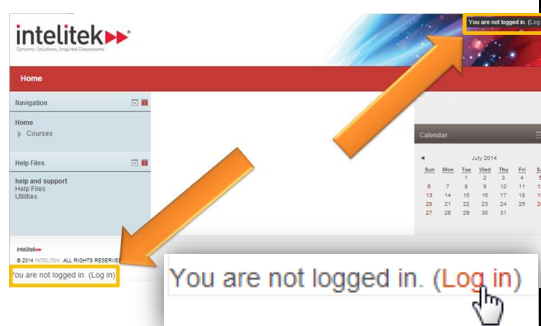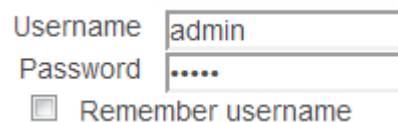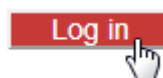
You are now logged into the site.

C. Changing your Password

At this point, change your password for security purposes. In the administration block, navigate to My profile settings > **Change password**. You may have to expand the Administration block (shown at right) if it is docked at the left of the screen.

Note: Usernames and passwords are case sensitive.

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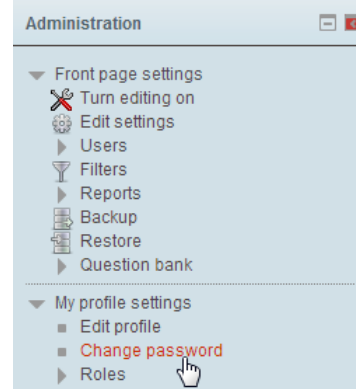
3.   Installing Required Utilities

To prepare your computer for use with LearnMate, you must verify that your computer has the required utilities installed.	
1	Log in to the site as described in **2. B. Logging in**.
2	In the help files block, click **Utilities**. The Utilities page is displayed. help and support Feedback Help Files Utilities download the LMAgent setup file
3	Follow the instructions in the Utilities page to check for, and if necessary install, required utilities.
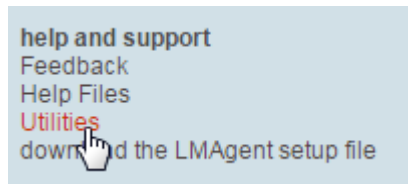
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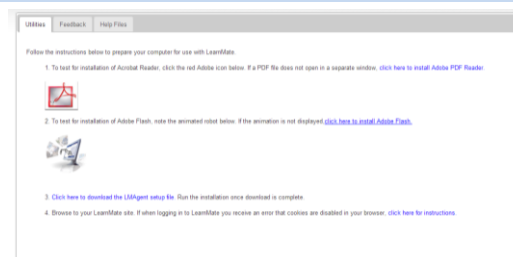
4. Adding and Entering Courses

A. Enabling the Course Repository		
In order to be able to install courses on your server, you must first enable the course repository. To enable the course repository:		
1	Log in to the LearnMate site.	Username: admin Password: ••••• ☐ Remember username Log in
2	In the Administration block of the Home page, click **Edit settings**.	Administration ▼ Front page settings ✖ Turn editing on ⚙ Edit settings ▶ Users ▼ Filters ▶ Reports
3	In the Administration block, navigate to Site Administration > Plugins > Repositories > **Manage Repositories**. The Manage Repositories page is displayed.	▼ Site administration ⚙ Notifications ⚙ Registration ⚙ Advanced features ▶ Users ▶ Courses ▶ Grades ▶ Badges ▶ Location ▶ Language ▶ Plugins Security ▶ Reports ▼ Repositories ⚙ Manage repositories ⚙ Common repository settings
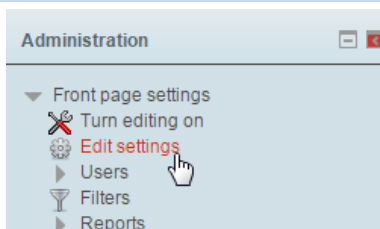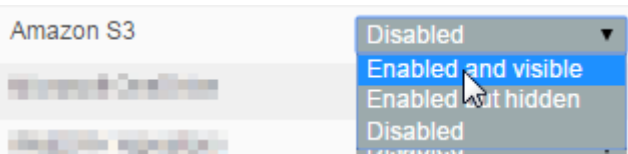
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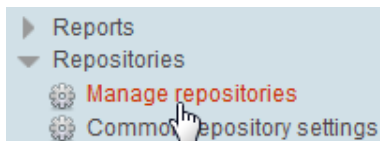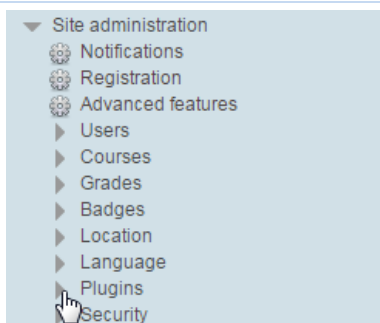
4	Change the setting for Amazon S3 to **Enabled and visible**. **Note**: This setting should only be enabled while you are installing courses. Once you have finished installing courses, return to the Manage Repositories page and change the setting for Amazon S3 back to Disabled.	
5	Enter the Access and Secret keys you received from your supplier.	
6	Click Save. The course repository is enabled.	
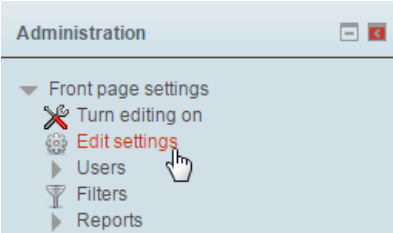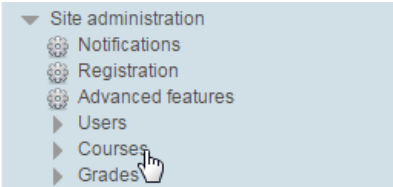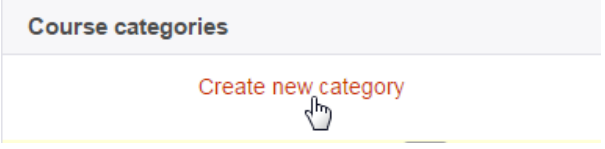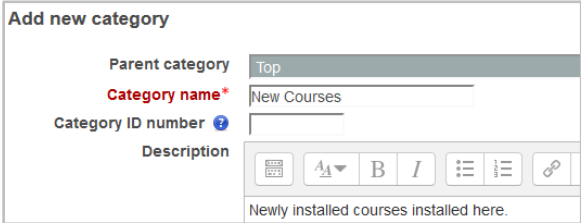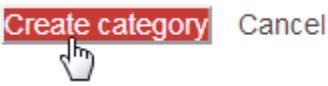
B. Creating a Course Category

As administrator, your privileges include adding courses to the site home page. First, however, you should create course categories into which you can later add courses. You can also rearrange courses between categories. To create a category:

1	In the Administration block of the Home page click **Edit settings**.	
2	In the Administration block, navigate to Site Administration > Courses > **Manage courses and categories**. The Course and category management page is displayed.	
3	Click **Create new category**.	
4	Enter a name in the Category name field. Complete the other setting fields as required.	
5	Click **Create category**. The category is added. You can manage and sort categories and courses in the now displayed Course and category management page.	

C. Installing a Course

Add courses to your site and organize them into the categories that you created. To add a course:
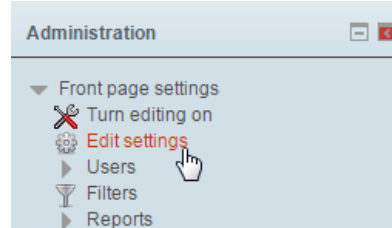
1	In the Administration block of the Home page, click **Edit settings**.	**Administration** — ⬛ ▼ Front page settings ⚒ Turn editing on ⚙ Edit settings ▶ Users ▽ Filters ▶ Reports
2	In the Navigation block, navigate to Site Administration > Courses > **Restore course**. The Restore course page is displayed.	▼ Site administration ⚙ Notifications ⚙ Registration ⚙ Advanced features ▶ Users ▶ Courses ▶ Grades ▼ Courses ⚙ Manage courses and categories ⚙ Add a category ⚙ Restore course ⚙ Course default settings ⚙ Course request
3	In the left pane, click **Amazon S3**.	**Import a backup file** Files [Choose a file...]
4	Click **Save changes**. The course is added to the site and can be seen on the home page, in the list of available courses. At this point, you are redirected to the Enrolled users page, and you may begin to enroll users into the course.	🌐 Wikimedia ⑤ Amazon S3
5	In the right pane, click **lmcontentstore.**	▶ 📁 Amazon S3 📁 lmcontentstore
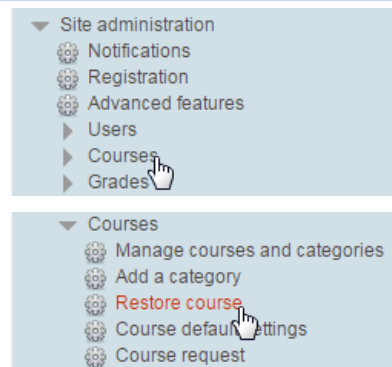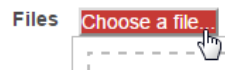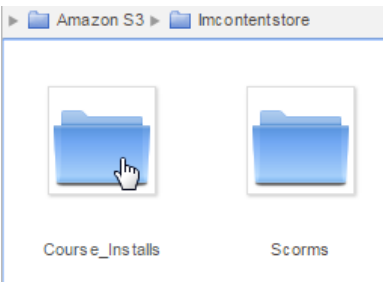
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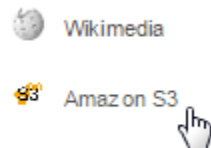
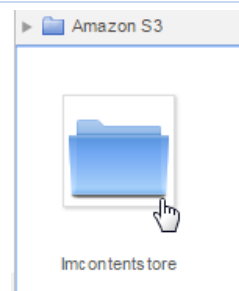| 6	Click **Course_Installs**.	
7	On the top-right of the File picker, click the middle icon.	
8	Locate the course that you want to install. You can click the Control and "F" keys simultaneously to display the browser's search box. Type in the box to search for a course.	
9	Click the ![icon] icon to the left of the course that you want to install. A popup window is displayed.	
10	Verify the name of the course and click **Select this file**. The course file is added to the Import a backup file area of the Restore course page.	
11	Click **Restore**.	
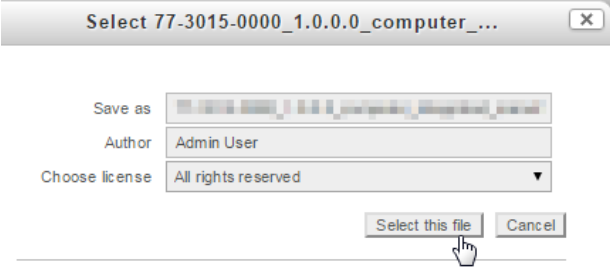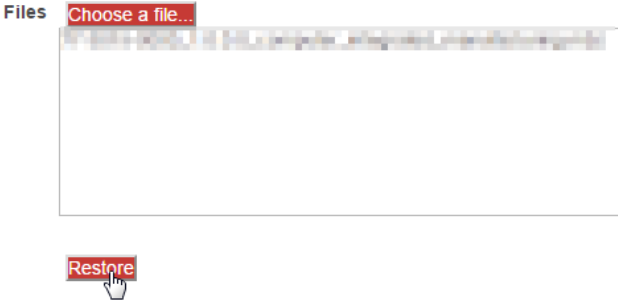
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12	At the bottom of the page that is displayed, click **Continue**.	
13	Select the category in which you want the course to be installed.	
14	Click **Continue**.	
15	At the bottom of each page that is displayed modify the settings if required and click the red button at the bottom-right of the page to continue. It is recommended that you do not change any of the settings. Wait until the restore process is complete. This may take several minutes or more depending on available server resources. A success message is displayed on completion.	
16	Click Continue. The course page is displayed.	
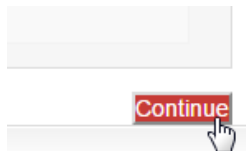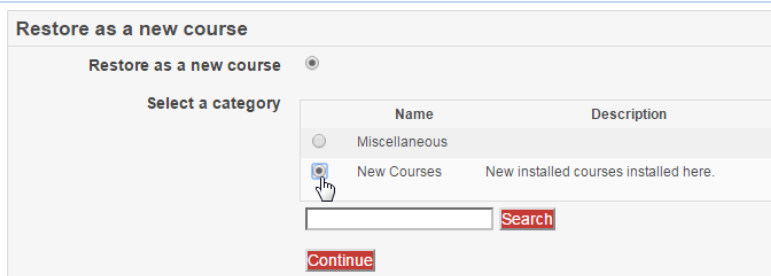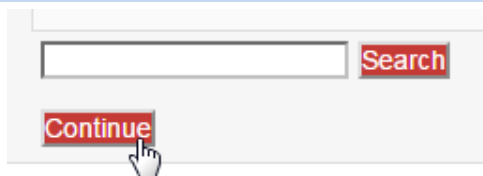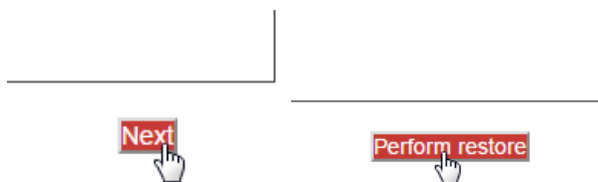
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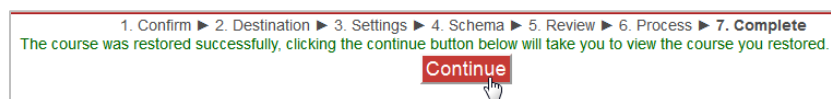
C. Entering a Course

After creating courses, following the login process, a list of available courses or course categories is displayed on the home page.

Click the course that you want to enter.	📖 **Zoology: Introduction to Animals 101**

D. Backing Up and Restoring Content

Keep course content backed up in the event that course content is accidentally deleted. The following procedures demonstrate how to back up and restore a course.

	Backup course materials using the Backup option in the administration block.	
1	In the course that you want to back up, in the Administration block, navigate to Course administration > **Backup**.	
2	Complete the steps of the Backup settings, entering the various options as necessary. A backup file is created.	

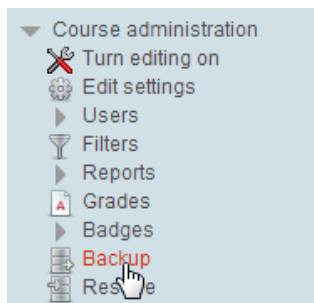|		
	Restore backed-up content with the Restore option. Also use this option to duplicate a course that you have already backed up. You can restore a course as a new course, overwrite an existing course, or add backed-up material to the existing course.	
1	On the home page, in the Administration block, navigate to Front page settings > **Restore**.	
2	Find the course that you want to restore. Click **Restore** next to that course. Alternatively, upload a backup file from your computer into the Import a backup file area.	
3	Review the details of the course on the following page, and then click **Continue** to confirm.	
4	Follow the rest of the steps of the restore process, completing various options as necessary.	
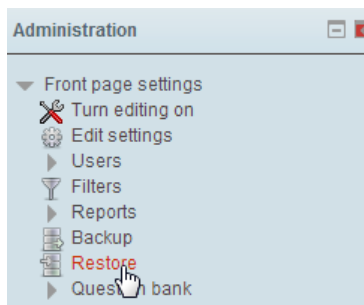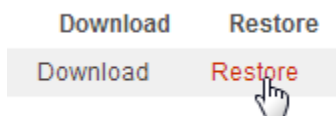
The course is restored.	Perform restore

5.   The LearnMate Interface

The LearnMate system consists of different types of pages with various clickable options on each page. Shown below, you can see two commonly encountered pages, the Home page and a course home page.

The home page lists all available courses.

Course pages show the content and schedule of a course.
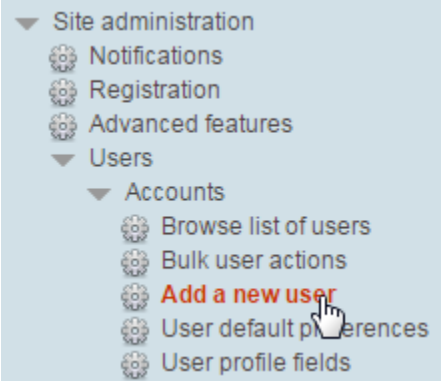
To learn more about the basics of LearnMate, see the LearnMate 7 Teacher's Quick Start Guide.

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6. Creating and Managing Users

As administrator, one of your main responsibilities is adding and managing users on the site. Once a user has access to the site it is then your responsibility to assign a role to that user, whether it be a teacher, student, or another role. The various roles have different permissions that come along with them.

A. Adding and Deleting a User	
To add a user to the system:	
1	In the Administration block, navigate to Site Administration > Users > Accounts > **Add a New User**. The Add a new user page is displayed.
2	Complete the required fields. Complete the voluntary fields as required.
3	Click **Create user**.
The new user account is displayed on the Browse list of users page. On this page, you can delete a user, suspend user actions, or edit a user's profile. In addition, you can search or filter to find specific users using the filtering options Explore other user account options in the Site administration block.	

![intelitek logo]

B. Uploading Multiple Users

You can add multiple users to the site simultaneously.

1	In the Administration block, navigate to Site administration > Users > Accounts > **Upload users**.	
2	Create a .csv file with the required user information. Drag the file into the upload area. For more information regarding the formatting of a .csv file, refer to the online help.	
3	Click **Upload users**. The users are now in the system.	
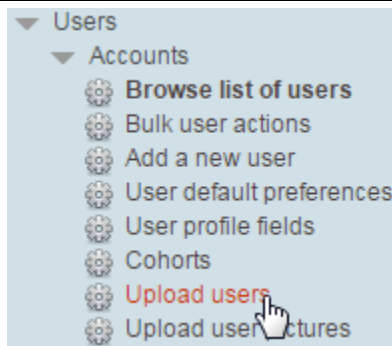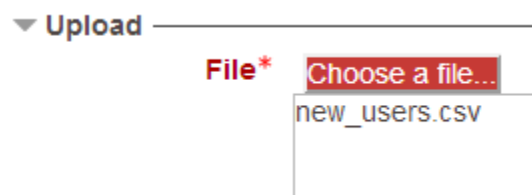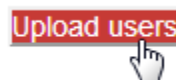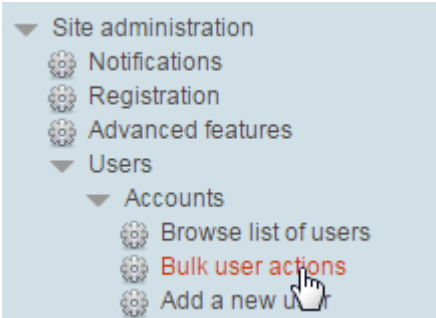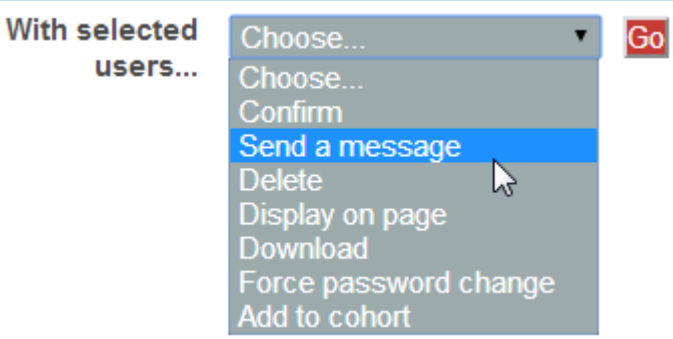
C. Bulk User Actions

As administrator, you can perform actions on multiple users simultaneously. For example, you can force multiple users to change their password.

1	In the Administration block, navigate to Users > Accounts > **Bulk user actions**.	
2	Select the desired users, then select an action to perform on all of the selected users with the dropdown menu.	
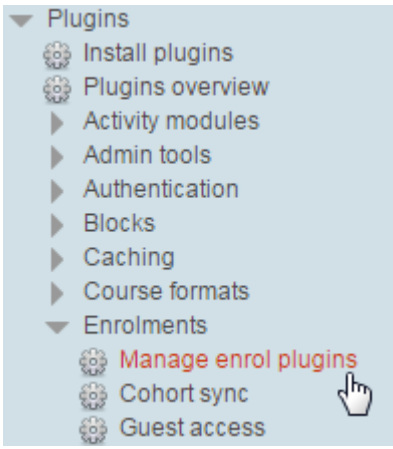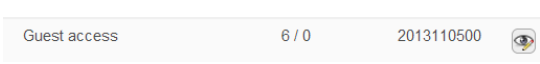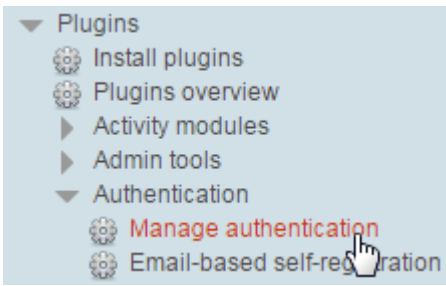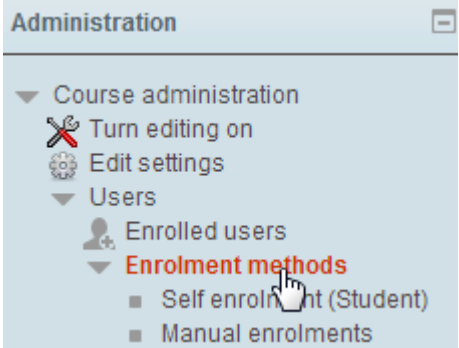
D. Enrolling Users into a Course

You can enroll users into a course manually or you can provide them with an enrolment code. An enrollment code is simply a password that students can use to self-enroll into the course. Teachers can also perform these enrolment actions. For more information about these enrolment methods, see the LearnMate 7 Teacher's Quick Start Guide.
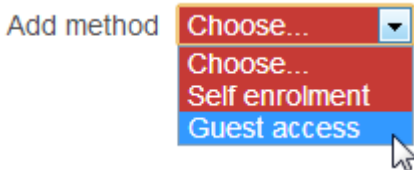
The default functionality of the self-enrollment method involves an email being sent with a link to complete self-enrollment. You can change the functionality so that they can enroll without an email being sent, using a password that they are given by enabling and configuring the password-based self-registration plugin in the Site administration | Plugins | Authentication | Manage authentication area.

E. Allowing Guest Access

You can allow guests to gain temporary access to a course. To allow guest access:

1	Navigate to Site Administration > Plugins > Enrolments > **Manage Enrol Plugins**.	
2	Ensure that Guest access is enabled. If it is disabled, click the [icon] icon to enable it.	
3	In the Administration block on the site home page, navigate to Site Administration > Plugins > Authentication > **Manage Authentication**.	
4	Scroll down the page. Ensure that the Guest login button dropdown menu is set to **Show**.	
5	Enter the course in which you want to allow guest access. In the Administration block, navigate to Course administration > Users > **Enrollment methods**.	

6	In the Add method dropdown menu, select **Guest access**.The Guest access bar is displayed	
7	In the Guest access bar, click the icon to enable guest access.	
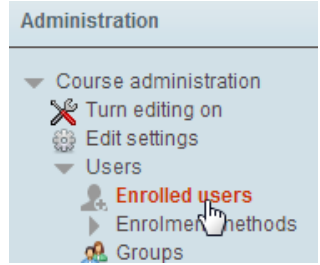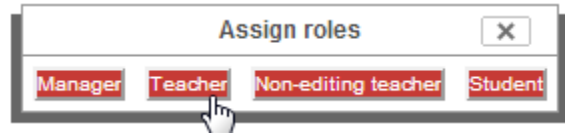
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E. Assigning Roles

Users are automatically enrolled into courses as students. However, you can assign other roles to those users. To assign a role to a user:

1	After entering a course, in the Administration block, navigate to Course administration > Users > **Enrolled Users**. The Enrolled users page is displayed.	
2	In the Roles column, click the icon for a user.	
3	Click the role that you want to assign. Teachers have more permissions than Non-editing teachers, but not as many as Managers. All have more permissions than students.	
4	Remove any unwanted user roles by clicking the icon next to that role.	

The user is now assigned the chosen role.

F. Types of Roles

This table summarizes the types of actions that each role can perform.

Role	Permissions
Manager	Managers can access courses and modify them. They usually do not participate in courses.
Teacher	Teachers can do anything within a course, including changing the activities and grading students.
Non-editing Teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.
Student	Students generally have fewer privileges within a course.
Guest	Guests have basic privileges within a course.

7.   LearnMate Blocks

LearnMate 7 provides a wide range of blocks. As the system administrator, you decide which blocks you see on each page. Block editing is typically performed on the Front Page and Course Pages by the administrator.

For more information about specific blocks and how to add them, see the LearnMate 7 Teacher's Quick Start Guide.

8.   LearnMate Tools

Apart from the Home and Course pages, LearnMate 7 includes additional places to help you manage student's learning. These tools include the messaging system, calendar, My Profile page, My Private Files page, and blogs. For more information about these topics, see the LearnMate 7 Teacher's Quick Start Guide.

9.   **LearnMate Reports**

LearnMate provides administrators and teachers with several different types of reports for analysis. Reports can be accessed from the Site Administration block.

Report	Description
Comments	Summarizes comments made in the course.
unActive Userss	Lists users who have been inactive.
Backups	Summarizes backups of courses.
Config Changes	Lists configuration changes made by the administrator.
Events List	Details events in the system.
Logs	Displays logs of individual users.
Live Logs	Displays live logs from the past hour.
Performance Overview	Lists issues which may affect performance of the site.
Question Instances	Lists all the contexts in the system where there are questions of a particular type.
Security Overview	List issues that have security implications on the site.
Event Monitoring Rules	Allows you to create and monitor rules for events.
Spam Cleaner	Allows you to search for users who are spammers and delete those users.

You can also use the Configurable Reports block to design a custom report.
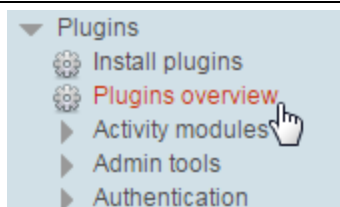
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10. LearnMate Plugins

LearnMate 7 has a number of plugins that can be enabled or disabled. As administrator, you may want to change the settings of certain plugins in order to optimize certain features of the site. Your teachers may also have various preferences for which plugins to enable. You can cater to their wishes as well.

A. Configuring a Plugin

Follow this procedure to configure a plugin.

1	In the Administration block, navigate to Site administration > Plugins > **Plugins overview**.	▼ Plugins ⚙ Install plugins ⚙ Plugins overview ▶ Activity modules ▶ Admin tools ▶ Authentication
2	Click **Settings** to change the settings of the plugin, or click **Uninstall** to remove it.	Settings Uninstall
3	Change any of the settings on the Settings page, and then click **Save changes**.	Save changes
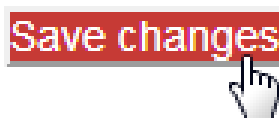
B. Changing the Language Settings

To change the language settings:

1	In the Administration block, navigate to Site administration > Language > **Language settings**.	▼ Language ⚙ Language settings ⚙ Language customisation ⚙ Language packs
2	Change the settings as required, and then click **Save changes**.	Save changes
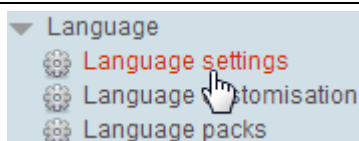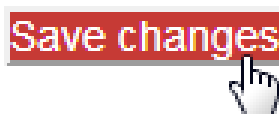
11.　Performing Backups

You can configure a schedule for automated course backups.

Try to schedule backups for when your server isn't usually busy. You should always alert users with an announcement on the first page that if they log on during the backup hours they may notice a decrease in performance.

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Configuring the Backup Schedule

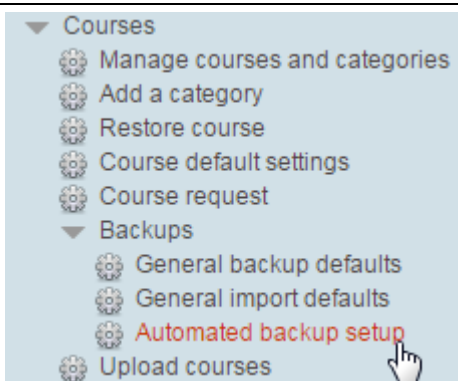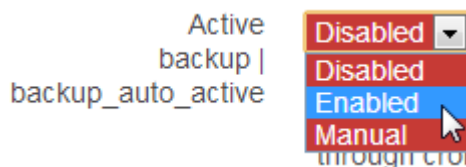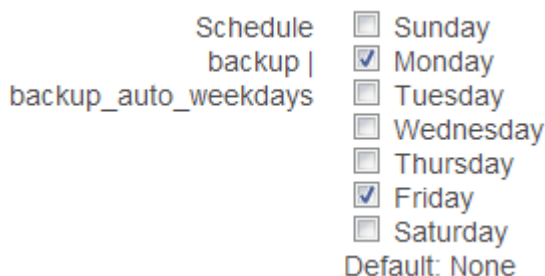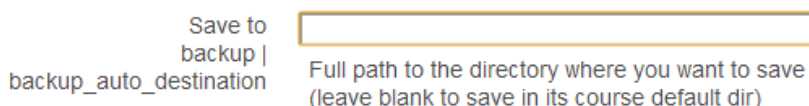|		
1	In the administration block, navigate to Site administration > Courses > Backups > **Automated backup setup**.	▼ Courses ⚙ Manage courses and categories ⚙ Add a category ⚙ Restore course ⚙ Course default settings ⚙ Course request ▼ Backups ⚙ General backup defaults ⚙ General import defaults ⚙ Automated backup setup ⚙ Upload courses
2	In the backup_auto_active dropdown menu, set the status to enabled.	Active backup | backup_auto_active Disabled ▾ Disabled Enabled Manual through cror
3	Select the day and time of day of the backup execution.	Schedule backup | backup_auto_weekdays ☐ Sunday ☑ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☑ Friday ☐ Saturday Default: None
4	Complete the **Save to** field.	Save to backup | backup_auto_destination Full path to the directory where you want to save (leave blank to save in its course default dir)
5	Adjust other fields as required.	
6	Click **Save changes**. The backup schedule is configured.	Save changes