LearnMate®
by **intelitek**▶▶

Administrator's Quick Start Guide

Catalog # 200070 Rev. E

LearnMate 7.3.2.7

intelitek▶▶®

Contents

![intelitek logo]

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 ▶ Edge: Most recent version ▶ Chrome: Most recent version ▶ Internet Explorer: Most recent version

2. Resetting Your Password

A. Accessing the Site

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

C 🏠 📄 www.learnmate.org
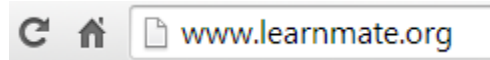
B. Logging in

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

1	In the Log in to the site page, Enter your username and password. **Note**: The username and password are case sensitive.	**intelitek▶▶** johnsteward •••••••••• ☑ Remember username
2	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.

1	From your profile picture's drop-down menu, select **Profile**. Your profile page is displayed.	🔔 💬 Intelitek Writer **itf** ▾ Dashboard · Profile · Grades
2	From the profile page's gear icon drop-down menu on the top-right side of the page, select **Change password.** Complete the fields on the Change password page and save your changes. **Note**: The username and password are case sensitive.	ʻefault Customise this page ⚙▾ Edit profile · Change password · Preferred language
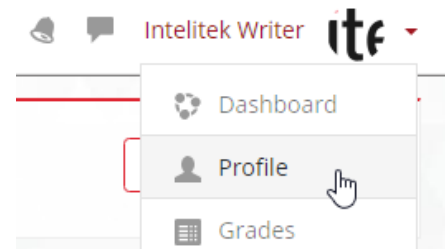
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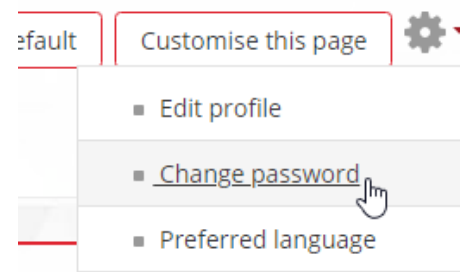
3. Installing Required Utilities

To prepare your computer for use with LearnMate, you must verify that your computer has the required utilities installed.

1	In the HELP FILES block, click **Utilities**. The Utilities page is displayed.	
2	Follow the instructions in the Utilities page to check for and - if necessary - install required utilities.	
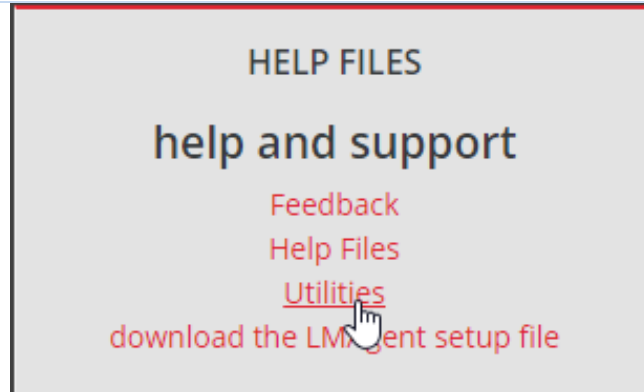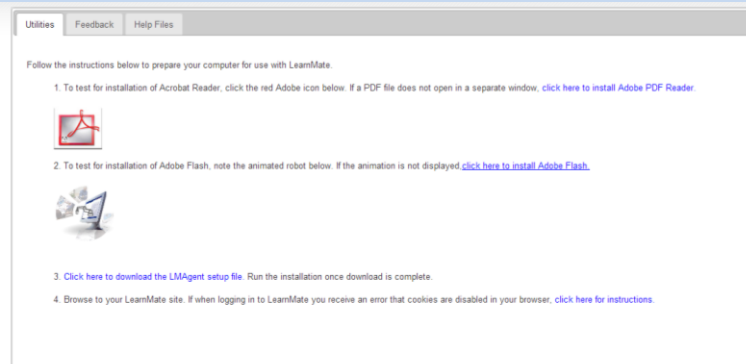
4. Adding and Entering Courses

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.	
2	In the left side menu, click **Site administration**.	
3	On the Site administration page, navigate to **Plugins** > **Repositories** > **Manage Repositories**. The Manage Repositories page is displayed.	
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.	

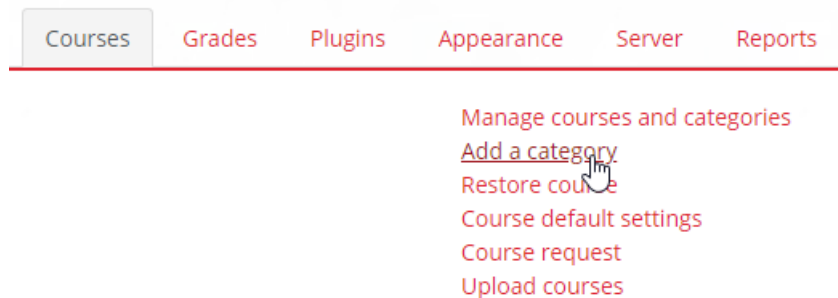|				
5	Enter the **Access key** and **Secret key** that you received from your supplier.	Access key	✳	
		Secret key	✳	
6	Click **Save**. The course repository is enabled.	**Save**		

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:
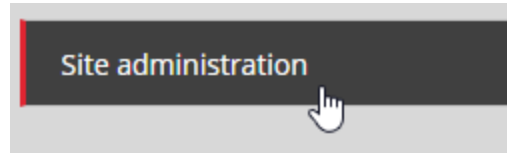
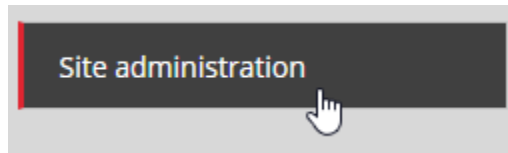|		
1	In the left side menu, click **Site administration**.	Site administration
2	In the Site administration page, navigate to **Courses** > **Add a category**. The Add new category page is displayed.	Courses Grades Plugins Appearance Server Reports Manage courses and categories Add a category Restore course Course default settings Course request Upload courses
3	Select the **Parent category** from any existing categories or leave the new course in the 'Top' category. Enter a name in the **Category name** field. Complete the other setting fields as required.	**Add new category** Parent category Top Category name New Courses
4	Click **Create category**. The category is added. You can manage and sort categories and courses in the now displayed Course and category management page.	Create category
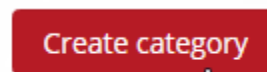
C. Installing a Course

Add courses to your site and organize them into the categories that you created. To add a course:

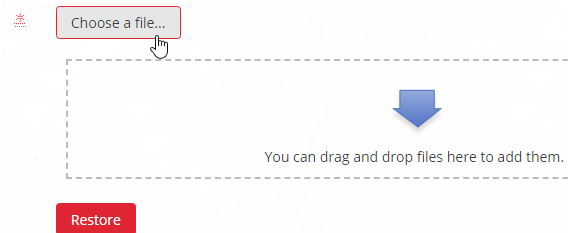| 1	In the left side menu, click **Site administration**.	Site administration
2	In the Site administration page, navigate to **Courses** > **Restore course**. The Restore course page is displayed.	Manage courses and categories Add a category Restore course Course default settings Course request Upload courses
3	Click **Choose a file...** and browse to the desired *.mbz file or drag the desired file into the drop area and then click **Restore**.	Choose a file... You can drag and drop files here to add them. Restore
4	Follow the steps on the Restore pages to restore the course. Modify the settings as necessary.	**1. Confirm** ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

D. Entering a Course

After creating courses, following the login process, a list of available courses or course categories is displayed on the Site home page. The Site home page is accessed from the left side menu.

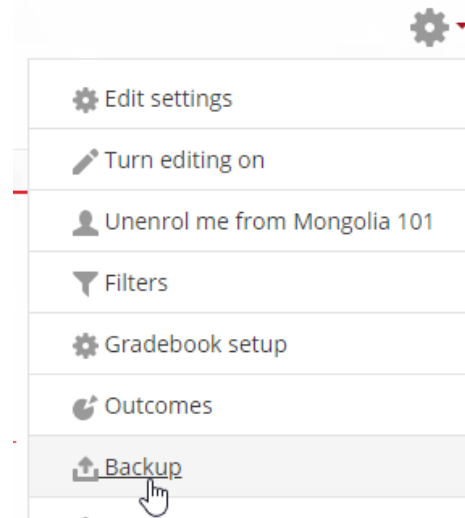|	
Click the course that you want to enter.	**Medieval Mongolian History** **Relive** the life of a horsemen of the Great Steppe in this unique course. **Explore** the beginnings of one of the World's greatest dynasties and the ...

E. Backing Up and Restoring Content

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

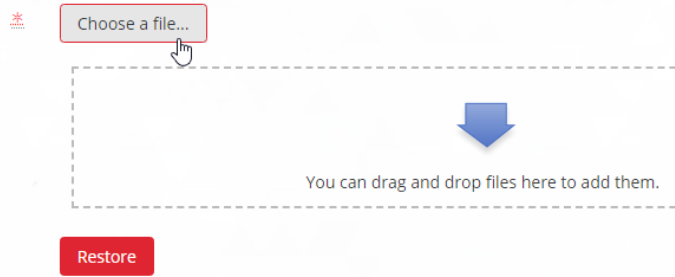|		
1	Enter the course that you want to back up. From the gear icon drop-down menu on the top-right, select **Backup**.	
2	Complete the steps of the Backup settings, entering the various options as necessary. A backup file (*.mbz file) is created. Download the file for future use.	**1. Initial settings** ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete
3	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. In the Site administration page, navigate to **Courses** > **Restore course**. The Restore course page is displayed.	Manage courses and categories Add a category Restore course Course default settings Course request Upload courses

4	Click **Choose a file…** and browse to the downloaded *.mbz file or drag the downloaded file into the drop area and then click **Restore**.	Choose a file… You can drag and drop files here to add them. Restore
5	Follow the steps on the Restore pages to restore the course. Modify the settings as necessary.	**1. Confirm** ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

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 (or Dashboard) and a course home page.

The Dashboard lists your courses.

Course pages show the content and schedule of a course.

To learn more about the basics of LearnMate, see the LearnMate Teacher's Quick Start Guide.

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.
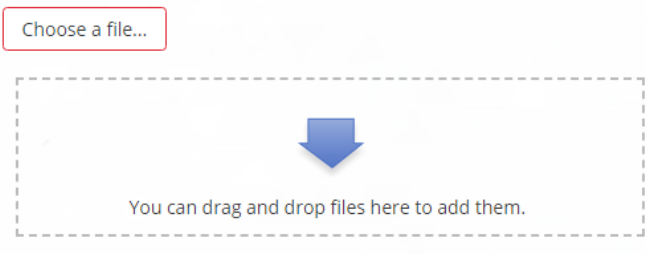
A. Adding and Deleting a User		
To add a user to the system:		
1	Navigate to **Site administration** > **Users** > **Accounts** > **Add a New User**. The Add a new user page is displayed.	Browse list of users Bulk user actions Add a new user User default preferences User profile fields Cohorts
2	Complete the required fields. Complete the voluntary fields as required.	▾ General Username ⑦ newuser
3	Click **Create user**.	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.	Edit ✕ ⊙ ⚙
	In addition, you can search or filter to find specific users using the filtering options.	contains ⬍ Add filter
	Explore other user account options on the Site administration page.	

B. Uploading Multiple Users

You can add multiple users to the site simultaneously.

|		
1	Navigate to **Site administration** > **Users** > **Accounts** > **Upload users**.	Browse list of users Bulk user actions Add a new user User default preferences User profile fields Cohorts Upload users Upload user pictures
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.	Choose a file... You can drag and drop files here to add them.
3	Click **Upload users**. The users are now in the system.	Upload users

C. Bulk User Actions

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

1	Navigate to **Site administration > Users > Accounts > Bulk user actions**.
2	Select the desired **users in list**, and then select an action to perform from the dropdown menu.
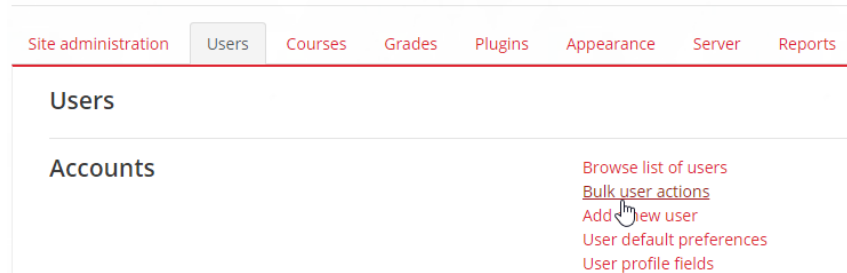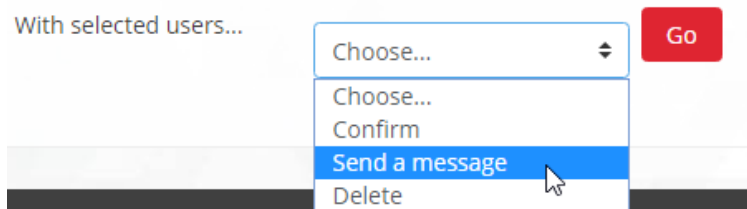
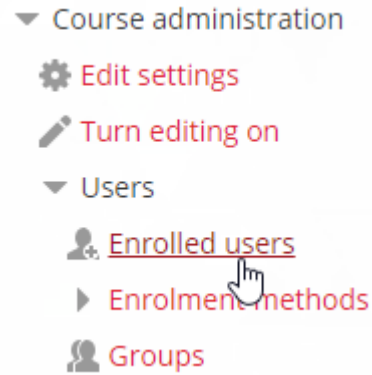## D. Enroling Users into a Course

You can enrol users into a course manually or you can provide them with an enrolment code. An enrolment 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 Teacher's Quick Start Guide.**

The default functionality of the self-enrolment method involves an email being sent with a link to complete self-enrolment. You can change the functionality so that they can enrol 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. Assigning Roles

By default, users are enroled 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 (see section 7,LearnMate Blocks), navigate to **Course administration** > **Users** > **Enrolled Users**. The Enrolled users page is displayed.	▼ Course administration ⚙ Edit settings ✏ Turn editing on ▼ Users 👤 Enrolled users ▶ Enrolment methods 👥 Groups
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.	**Assign roles** ✕ Manager Teacher Non-editing teacher Student
4	Remove any unwanted user roles by clicking the X icon next to that role.	Student ✖ Teacher ✖
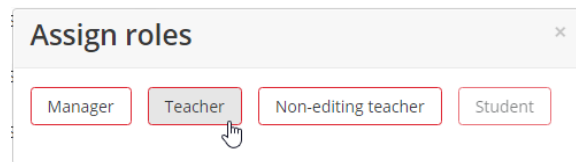
F. Types of Roles

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 or create activities.
Student	Students generally have fewer privileges within a course.
Guest	Guests have basic privileges within a course.

7.   LearnMate Blocks

LearnMate provides a wide range of blocks. As the system administrator, you decide which blocks are displayed on the Dashboard and Site home page. To perform certain operations within a course, such as user enrolment operations, you need to add the Administration block to that course's page.

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

8.   LearnMate Reports

LearnMate provides administrators and teachers with several different types of reports for analysis. Reports can be accessed from the Site administration page > Reports tab.

Report	Description
Comments	Summarizes comments made in the course.
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.

9. LearnMate Plugins

LearnMate 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.

A. Configuring a Plugin

Follow this procedure to configure a plugin.

1	Navigate to **Site administration** > **Plugins** > **Plugins overview**.	Plugins Appearance Server Plugins overview
2	Click **Settings** to change the settings of any a plugin. Click **Uninstall** to remove a plugin.	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	Navigate to **Site administration** > **Site administration tab** > **Language** > **Language settings**.	Language settings Language customisation Language packs
2	Change the settings as required, and then click **Save changes**.	Save changes

10.   Automated Course Backups

You can configure a schedule for automated course backups.

Try to schedule backups for when your server is typically not busy. You should always alert users with an announcement on the Dashboard page that if they log on during the backup hours they may notice a decrease in performance.

Configuring the Backup Schedule	
1	In the administration block, navigate to **Site administration** > **Courses** > **Backups** > **Automated backup setup**. The Automated backup setup page is displayed.
2	In the **Active** dropdown menu (the first drop-down menu on the page), set the status to **enabled**.
3	Select the day and time of day of the backup execution.
4	Complete the **Save to** field.
5	Adjust other fields as required.
6	Click **Save changes**. The backup schedule is configured.