Administrator's Manual

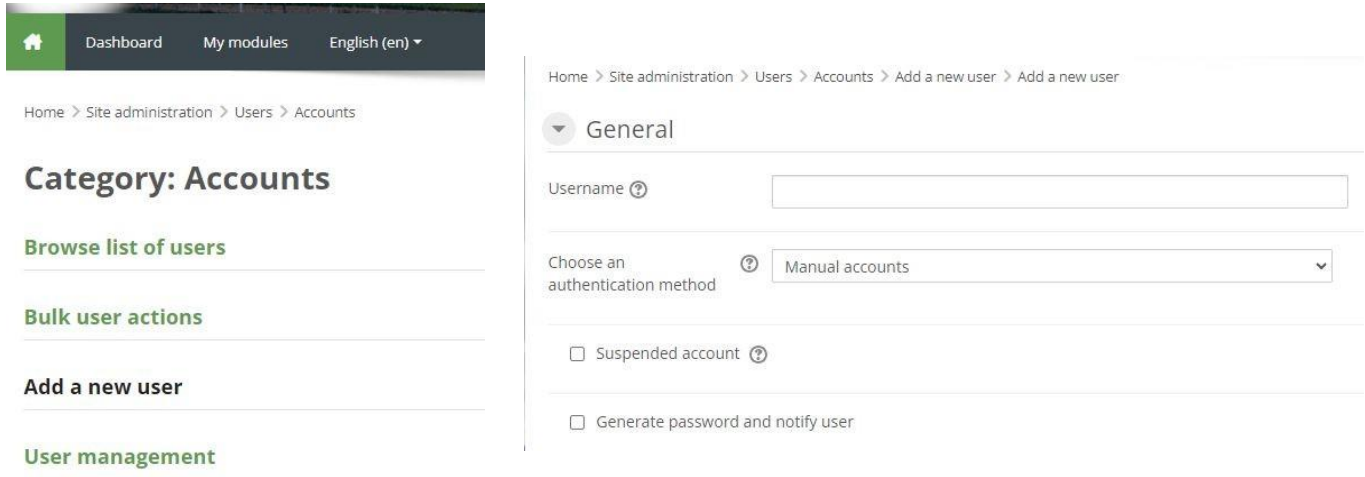TANGO circular ERASMUS · PROJECT

Content

ADDING STUDENTS

To add a student to the Moodle platform go to **Site administration → Users → Accounts → Add a new user**

Fill in the user's details and click «Create user»

ADDING USERS WITH CSV

If we want to import multiple users, we need to create a csv file.

🔶 To create a csv file we open excel and format it as follows:

|	A	B	C	D	E	F	G	H	I
1	username	password	email	firstname	lastname	course1	role1	cohort1	group1
2	demo@wideservices.gr	1234	demo@wideservices.gr	Demo	student	NEXUS	student	gt-foitites	gr nexus students
3	demo1@wideservices.gr	1234	demo1@wideservices.gr	Demo	student	NEXUS	student	gt-foitites	gr nexus students
4	demo2@wideservices.gr	1234	demo2@wideservices.gr	Demo	student	NEXUS	student	gt-foitites	gr nexus students
5	demo3@wideservices.gr	1234	demo3@wideservices.gr	Demo	student	NEXUS	student	gt-foitites	gr nexus students
6	demo4@wideservices.gr	1234	demo4@wideservices.gr	Demo	student	NEXUS	student	gt-foitites	gr nexus students

🔶 The fields that must be present are username, password, firstname, lastname, email. Each row beyond the first represents the details of a user. GENERALLY there should be NO spaces

🔶 within the cells e.g. of username , email etc. i.e. the name "GIORGOS" OR "GIORGOS "with a blank at the beginning or end will not be allowed when uploading the csv file. An error will

occur. Only in course we are allowed to have a blank if the course title is made like this. That is, if the course is called URBAN
BENCHMARKING then that's how we will write it in csv.

- We save the excel e.g. users.xlsx
- We make a copy of excel to avoid making changes to the original e.g. we save as and change the name to usersCopy.xlsx
- We open the copy and click Save as -> Other formats -> In the new window we select the CSV format (comma delimited) and save it.
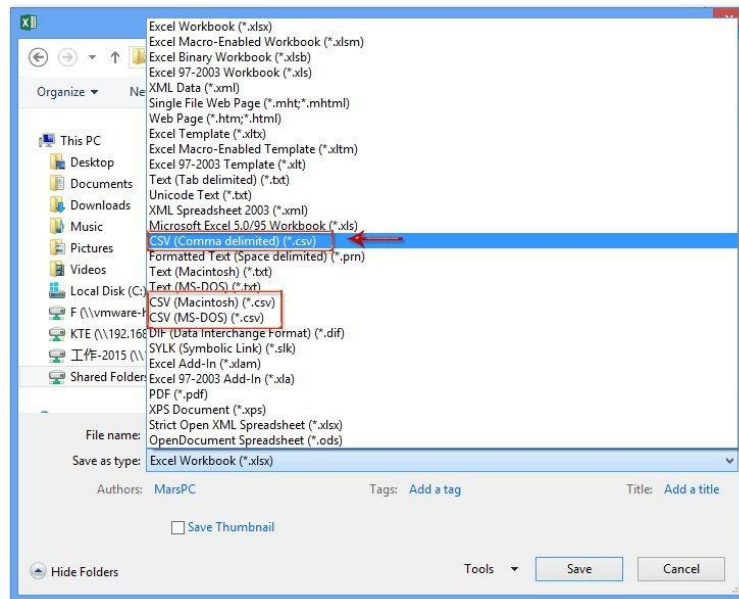
- The copy that is now csv we edit with **Notepad++**
- We click on **Convert to UTF-8** and save it.
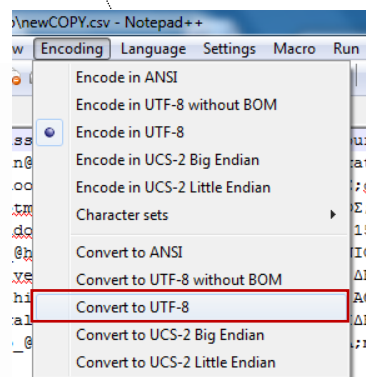
- Before we upload it we check if there is any empty row to delete it.

- Our file is ready. On the Moodle platform, we go **Site administration →   Users → Accounts → Upload users**

🎓 With drag n drop we pass the csv file and upload it.

🎓 As csv delimiter we choose the delimiter we see inside notepad ++. If there is a space between the words we select \t and click Upload users.

In the next window we see if moodle has read the users correctly and select import the users. Otherwise we go and correct the csv and try again. We can choose whether we want to refresh the existing users or import new ones or both. If we don't want to change the users' password (because we have already included it in the file) then we select Field required in file.

If we are renewing users in the Existing user details field click Override with file.

Upload users preview

CSV line	username	firstname	lastn
2	student1	Student	One
3	student2	Student	Two
4	student3	Student	Thre

▼ Settings

Upload type	Add new only, skip existing users ▾
New user password	Create password if needed and send via email ▾
Standardise usernames	Yes ▾
Select for bulk user actions	No ▾

▼ Default values

Show more...

Email visibility ⓘ	Visible to course participants ▾
Forum auto-subscribe	Yes: when I post, subscribe me to that forum discussion ▾
City/town	
ID number	
Institution	
Department	

[Upload users] [Cancel]

When we're done we click Upload users.

VIEW USERS

To view the list of students go to **Site administration → Users → Accounts → Browse list of users**

And a page appears with the available users.

▼ Users
   ▼ Accounts
      ⚙ **Browse list of users**
      ⚙ Bulk user actions
      ⚙ Add a new user
      ⚙ User management
      ⚙ User default preferences
      ⚙ User profile fields
      ⚙ Cohorts
      ⚙ Upload users
      ⚙ Upload user pictures

CHANGING USER PASSWORDS

On the list of students (**Site administration → Users → Accounts → Browse list of users),** select the icon of the user who will change the password from the edit menu.In the New password field we fill in the new password and at the bottom of the page we click **Update profile.**

## COURSE CREATION/EDITING

To create a lesson, go to **Site administration -> Courses -> Manage courses and categories.**

On the page that appears there are two columns. The left column contains the categories that exist on the platform and the right column contains the courses that each category includes.

When you want to add a new course, select from the left the category where the course will be located and click **Create new course.**
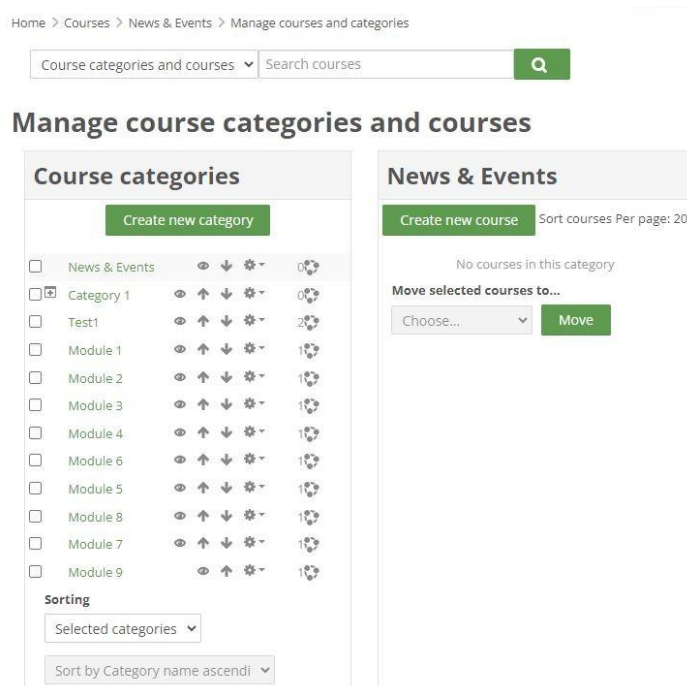
The form with the basic settings of the course is displayed immediately. In this form, fill in the course full name, the course short name, confirm that it is in the
correct category and select the start and end date of the course. If we do not want to set an end date, we disable the corresponding box. Optionally, we can add a description of the course or upload a photo.

(Note: The required fields have the ! icon next to them and must be filled in.)

Optionally, in the course summary you can add a summary of the course that will appear in the course catalogue or from the course image you can upload a photo.

You can even make additional adjustments to the format and appearance of the lesson (e.g. how the lesson activities will be displayed, a theme), tracking the completion of the lesson, whether to use groups and how the separation will be done, whether to change the names of the roles used in the lesson - without affecting their permissions), or whether to use tags.
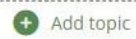
Finally, click Save and display to access the new lesson.

ADDING MATERIAL IN COURSES

On the course page we select **Enable editing** located at the top. With this option we can edit and add any activity or resource to the course.

More specifically, we go to the section we want to add it to and select **Add activity/resource.**

⊕ Add an activity or resource

⊕ Add topic

Immediately a pop-up window appears showing all the available options (activities-resources).
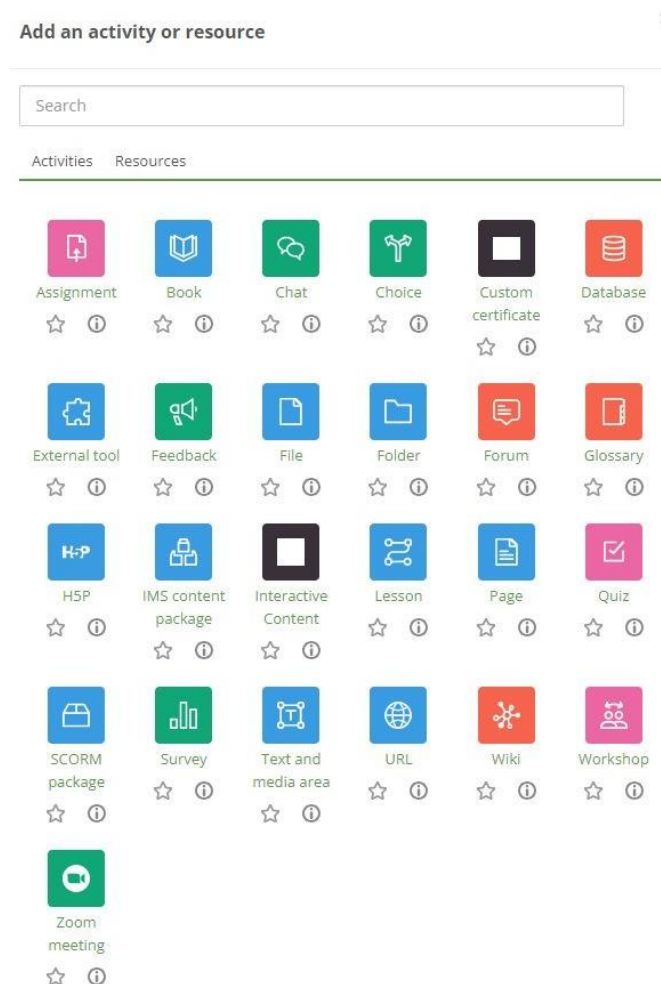
Once we select the activity we want, we go straight to the creation

the activity. There we add the training material, define the settings (How to add the training material, how to set up the activity, etc.)

will be displayed, how it will be completed, whether there will be a limitation and much more) and

finally we save it.

In more detail:

- ✓ **External Tool**: This tool allows students to interact with learning resources and activities on other websites.
- ✓ **Scorm Package** This tool allows SCORM or AICC packages to be loaded as a zip file and add them to a course.
- ✓ **Wiki:**This tool allows participants to add and edit a collection of web pages.
- ✓ **Glossary:** This tool allows participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information.
- ✓ **Lesson:** This tool displays content in an interesting and flexible way.
- ✓ **Choice**: This tool allows a teacher to give a question and offer a choice of possible answers
- ✓ **Assignment**: This tool allows the teacher to give students assignments, collect work, grades and feedback
- ✓ **Workshop**: this tool allows to collect, evaluate work from other students
- ✓ **Database**: this tool allows participants to create, maintain and search a collection of records
- ✓ **Quiz**: this tool allows the teacher to create quizzes consisting of questions of various types, including multiple choice, matching, short answer and arithmetic.
- ✓ **Research**: With this tool a teacher can collect data from their students that will help them learn about their class and reflect on their teaching.
- ✓ **Forum***:* This tool helps to have group discussions on the platform
- ✓ **Chat:** This tool allows participants to communicate with real-time messages
- ✓ **Feedback activity:** The feedback activity allows you to create and conduct surveys to collect feedback. It is ideal for course and teacher evaluations as it allows you to create your own ungraded questions.

Questionnaire: This activity again allows you to create and conduct surveys to collect feedback. It is ideal for course and teacher evaluations as it allows you to create your own ungraded questions.
- ✓ **Book**: This tool allows a teacher to create a book
- ✓ **IMS content package**: this tool allows these content packages to be uploaded as a zip file and added to a cours
- ✓ **Page**: This tool allows the teacher to create a web page
- ✓ **URL***:* This tool allows the teacher to publish a web link
- ✓ **File**: This tool allows a teacher to publish a file.
- ✓ **Label**: This tool allows to insert text and multimedia between resources and activities on the course page

To allow a user to access a course, select the course and click on the Enrolled Users button:

Then the list of users who have already enrolled for a course is presented.

Select the "Enrol users" button on the bottom right
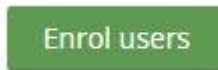
You will see the following list of available users that can be added to the
Lesson.
We select from Select users the users we want to add and save them
by pressing the Enrol users button.