Co-funded by
the European Union

User manual for the administration panel

Administrator role

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

User manual for the administration panel

administrator role

0 Indice.

1. Introduction 3
2. Access to the application 3
   2.1. How to Access to the administration panel 3
   2.2. Login to the application 3
   2.3. Logout from the application 4
3. General description of the home webpage 4
4. Process to be followed to implement the application in a school year 5
5. Courses 5
   5.1. Creation of courses 5
   5.2. Courses update and deletion 5
6. Subjects 6
   6.1. Subjects creation 6
   6.2. Subjects update and deletion 6
7. Sessions 7
   7.1. Creation of the teaching sessions of the subjects (timetable) 7
   7.2. Sessions update and deletion 7
   7.3. Import of sessions 8
8. Users 8
   8.1. Creation of users 8
   8.2. Users update and deletion 9
   8.3. Import of users 9
   8.4. Users' extra-fields 9
   8.5. Assignment of teachers to the subjects they teach 10
   8.6. Assignment of students to the subjects they are enrolled in 10
   8.7. Sending notifications to users 10
9. Events 11
   9.1. Creation of events 11
   9.2. Events update and deletion 11
   9.3. Import of events 11
10. Subject resources 12
   10.1. Creation of resources 12
   10.2. Resource deletion 12
11. Chats 13
   11.1. Creation of chats 13
   11.2. Chat participants 13
12. Roles and permissions 14
   12.1. Query of role permissions 14

1 Introducción.

The administration panel is where all the elements involved in the application will be created and supervised, as well as the operation of each one of them, in order to configure the application that students and teachers will use.

It will be used to create all the users with their corresponding roles, subjects and sessions, as well as to establish relationships between them that will involve the enrollment of users or the teaching of subjects.

The rest of the elements involved in the application, such as resources, chats, roles and permissions, can also be established and supervised here.

2 Access to the application

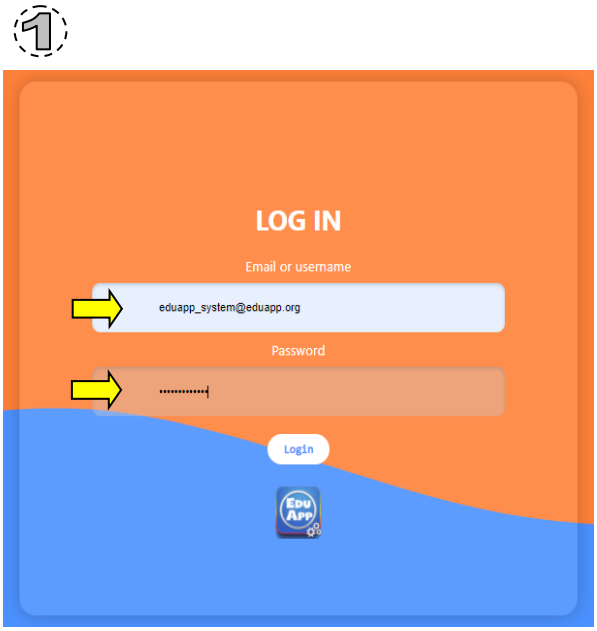
2.1. How to access to the administration panel.

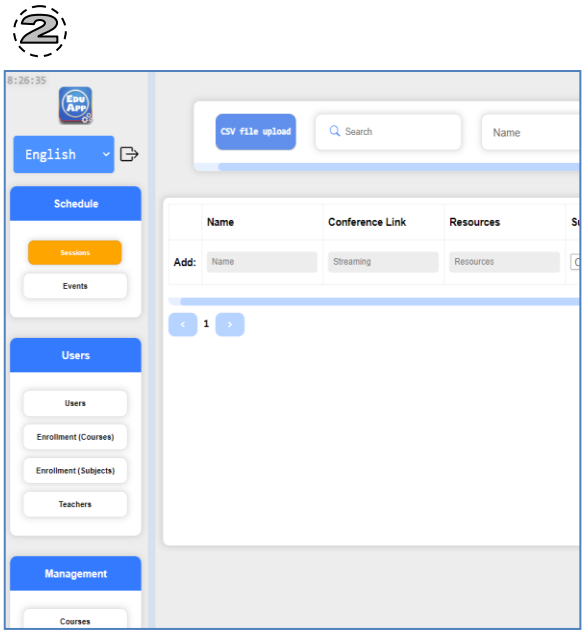
To access the administration panel you will need to have an internet connection and use a web browser to access the following web address:

https://eduapp-project.org:4010

2.2. Login to the application.

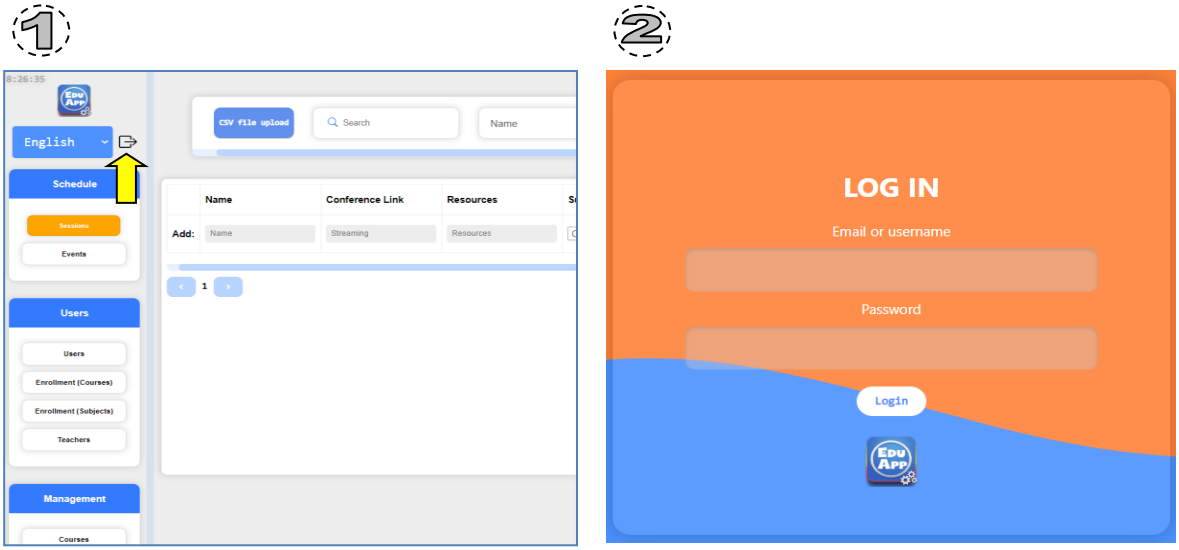
If this is the first time you access, you must use the unique user and password, which must have been provided to you by the IT specialist who implemented the application on the server.





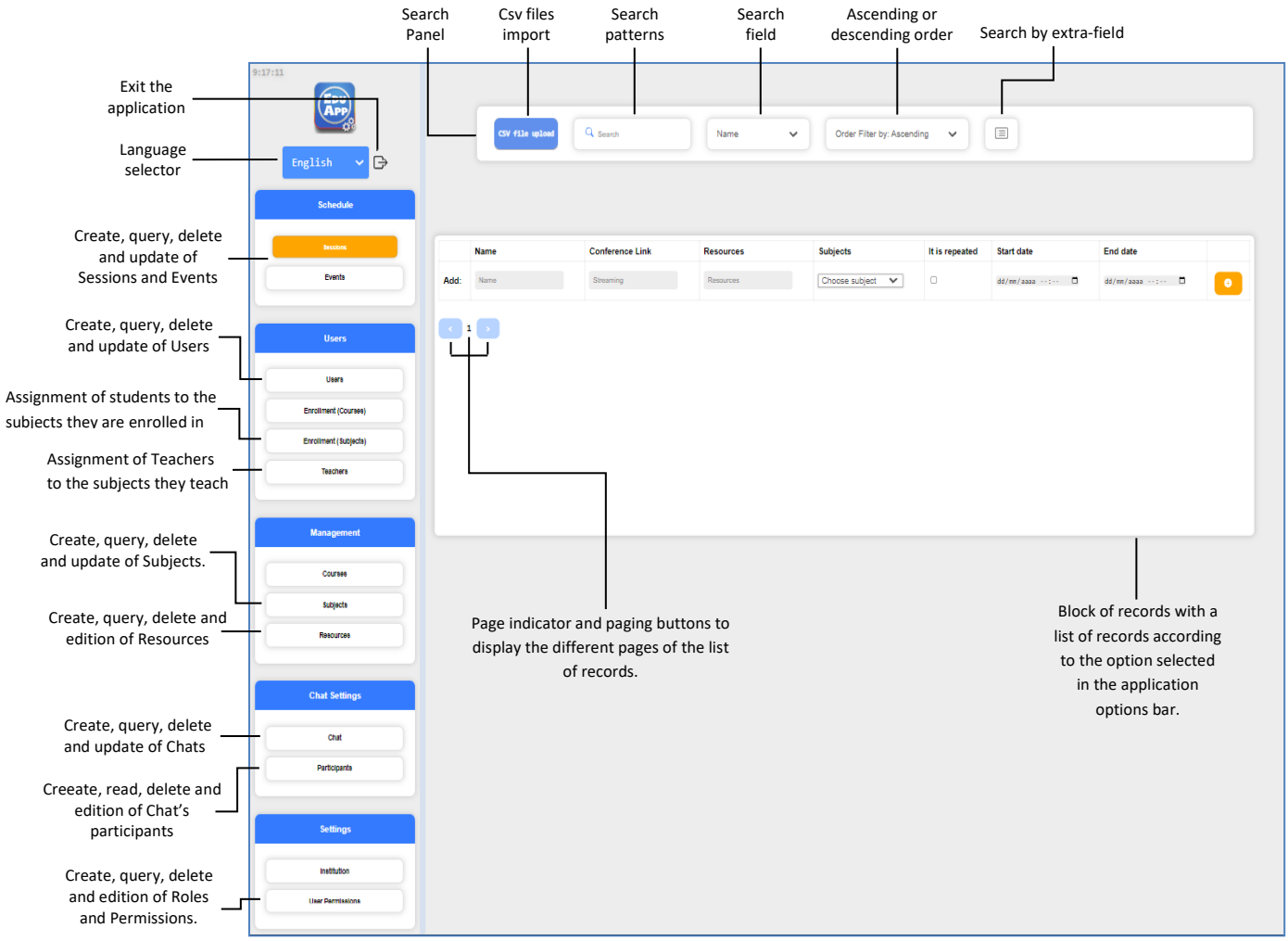
2.3. Logout from the application.

To logout the user:



3 General description of the home webpage.

Once we are inside the application, we find the following elements:



4 Process to be followed to implement the application in a school year.

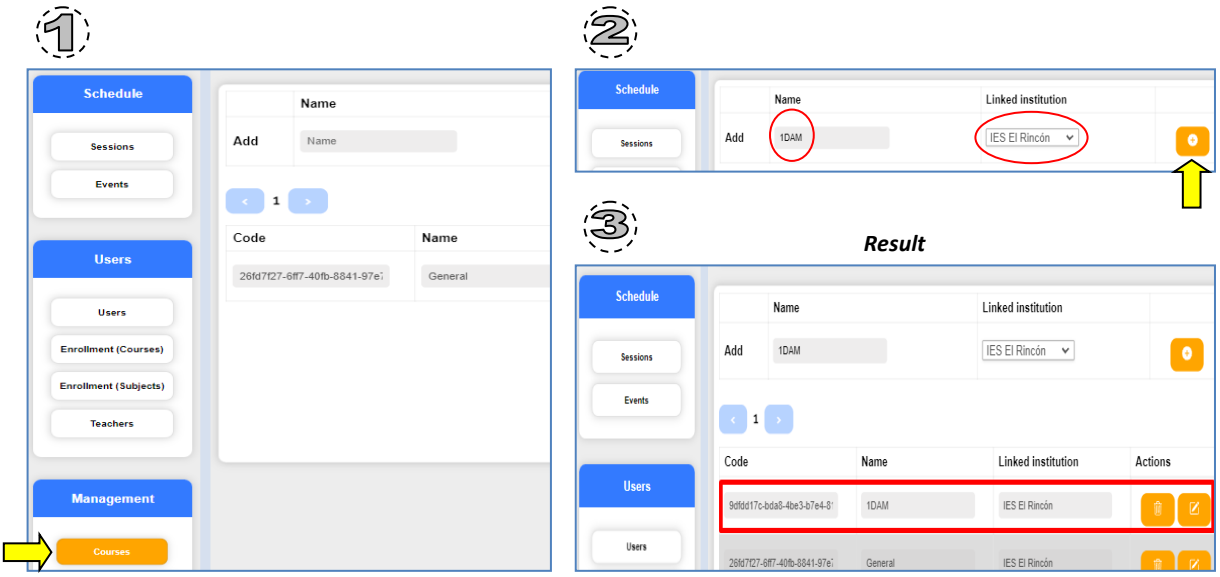
To get the application up and running in a school year, we have to start creating elements, and the recommended order is as follows:

1- Create courses in “Courses”
2- Create subjects in “Courses”
3- Create subject sessions in “Sessions”
4- Create teacher profile users in “Users”
5- Assign those teachers to the subjects they teach “Teachers”
6- Create student profile users in “Users”
7- Assign those students to the subjects they are enrolled in, in “Enrollment (Subjects)”

5 Courses.

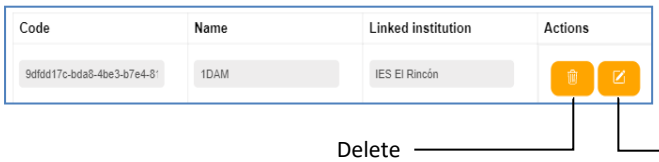
A course is a group of students who are taking a level of a degree. For example, 1st of Cross-Platform Application Development (1º DAM). There can be more than one group for the same level of the same degree. In this case it would be necessary to apply different names to differentiate them, for example: 1ºDAM-A and 1ºDAM-B.

5.1. Creation of courses.



5.2. Courses update and deletion.

An existing course can be modified and deleted, using the buttons provided.:

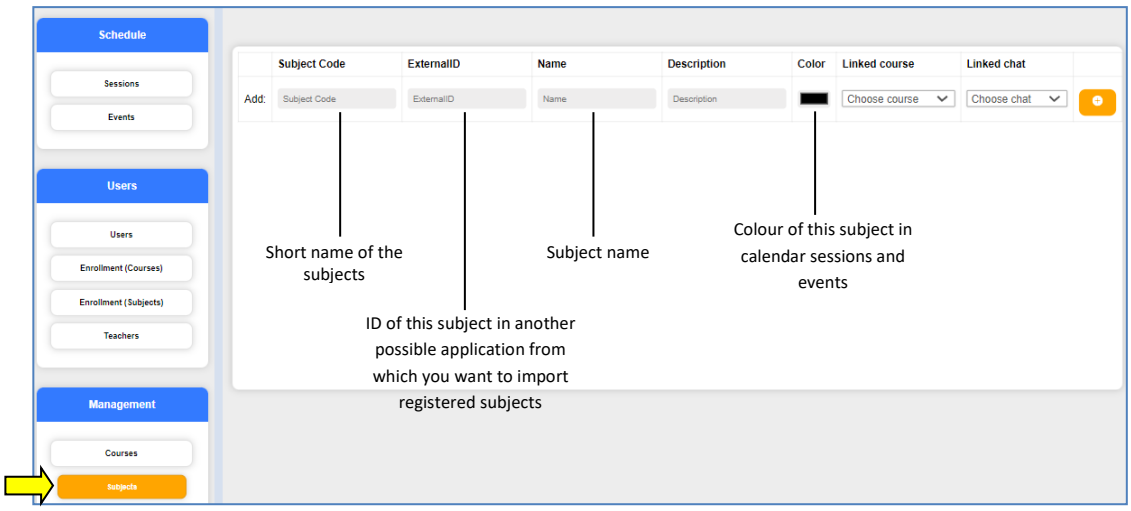


6 Subjects.

6.1. Creation of subjects.

Subjects are taught in all courses, which means that when a subject is created, it must be linked to the course in which it is taught.

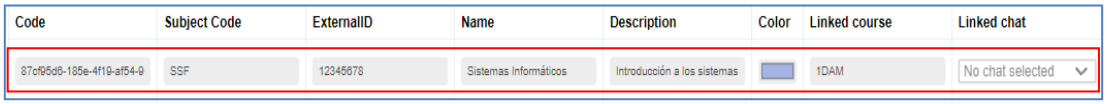
1



2

3

Result



6.2. Subjects update and deletion.

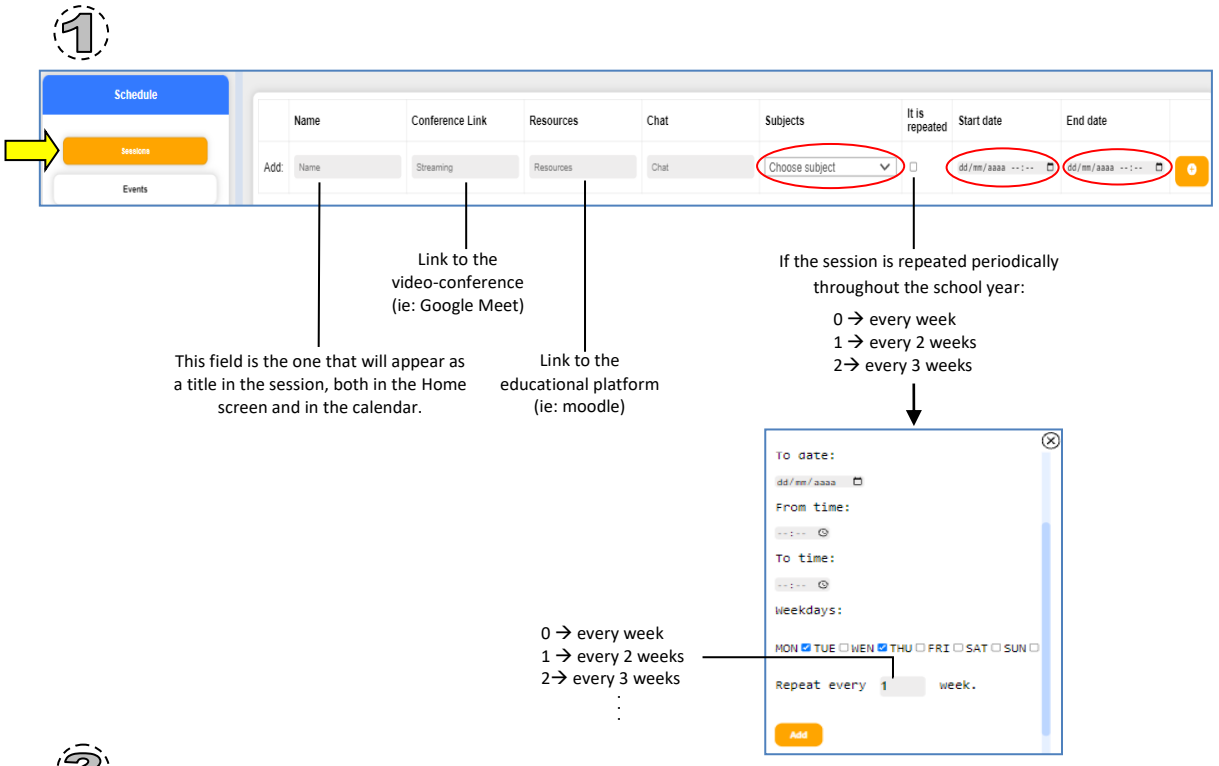
An existing subject can be modified and deleted, using the buttons provided:

7 Sessions.

In the sessions option, the schedules of the classes to be taught in each of the subjects included in a course will be defined. Therefore, a session will be linked to a subject, and must always have a start date and time and an end date and time associated with it.

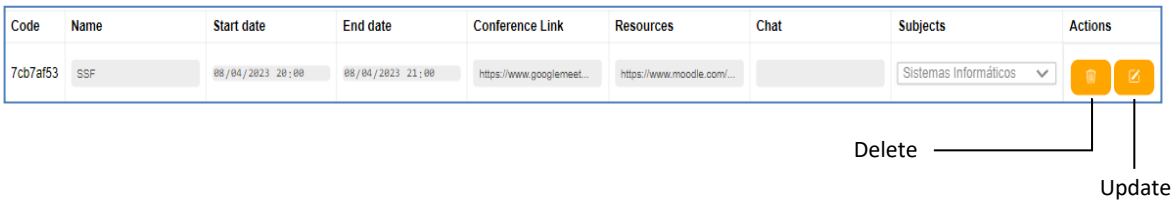
The sessions created will be reflected in the home screens of the users enrolled in the subjects taught in those sessions, as well as in the calendar of those users.

7.1. Creation of the teaching sessions of the subjects (timetables).



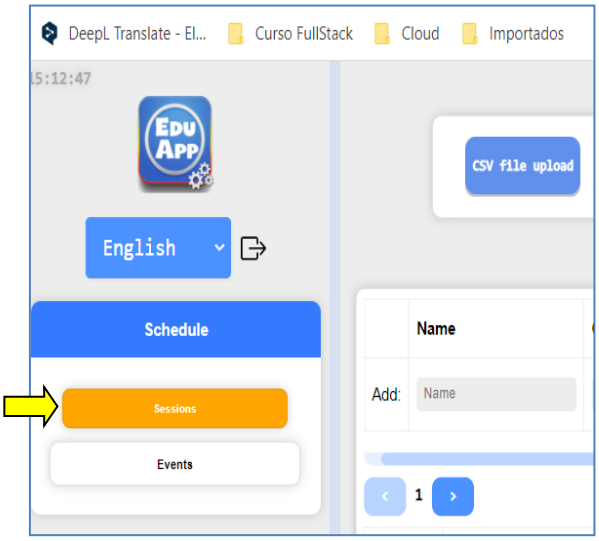
7.2. Sessions update and deletion.

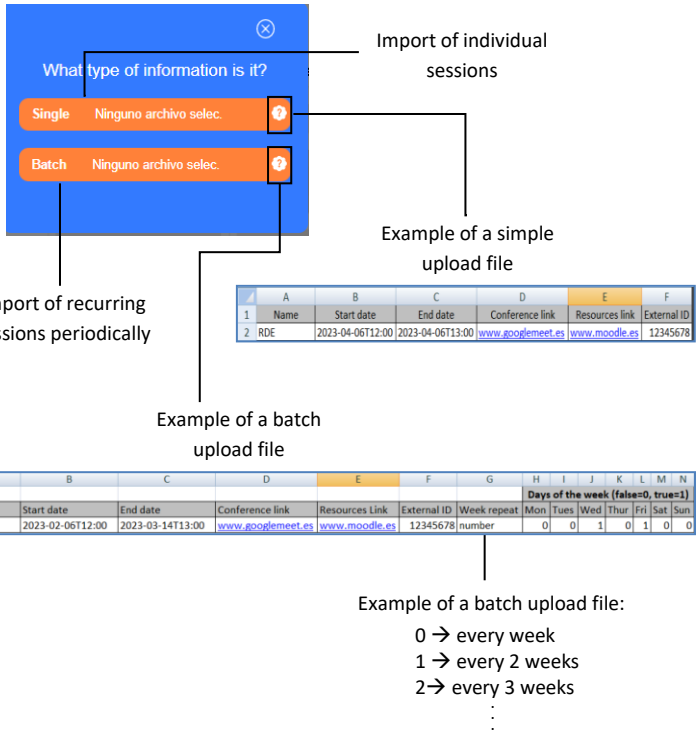
An existing session can be updated and deleted, using the buttons provided:



7.3. Import of sessions.

The creation of sessions can also be done by loading an external file. This can be achieved by importing sessions:



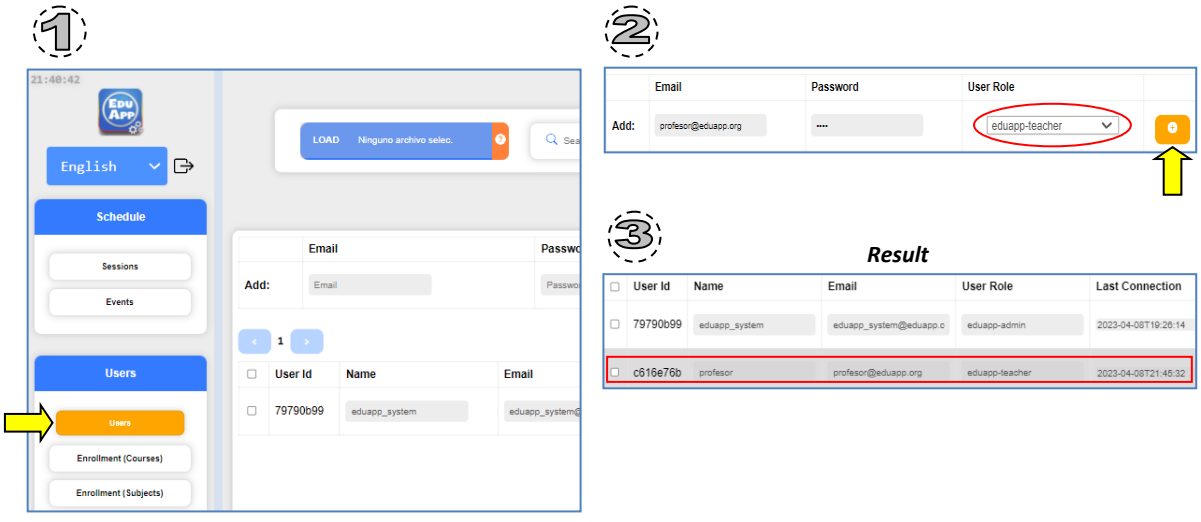


:

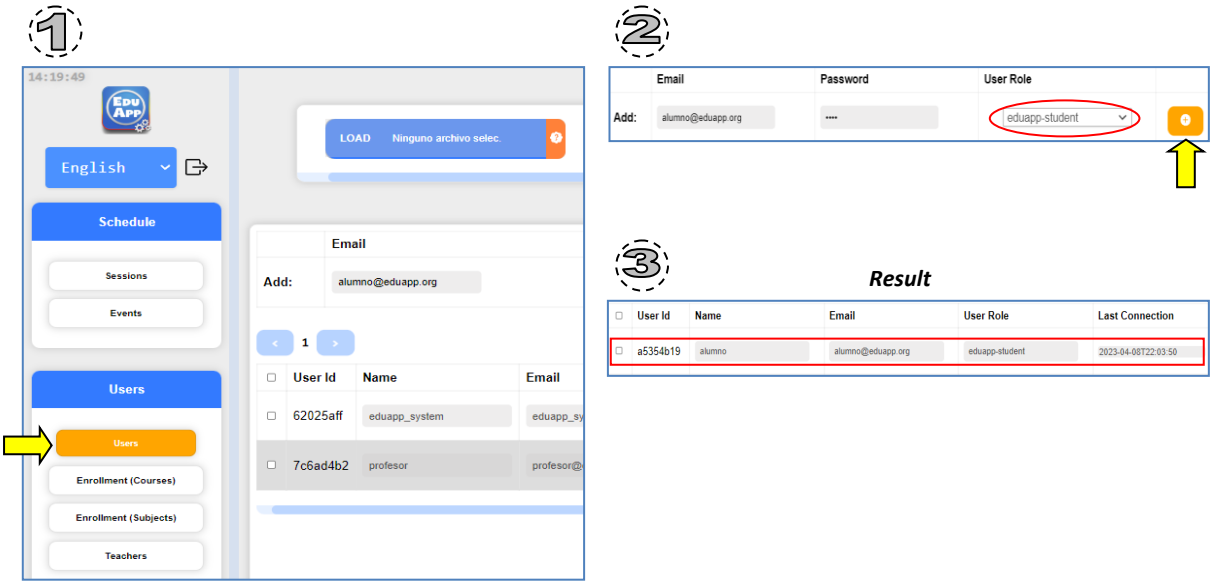
8 Users

8.1. Creation of users.

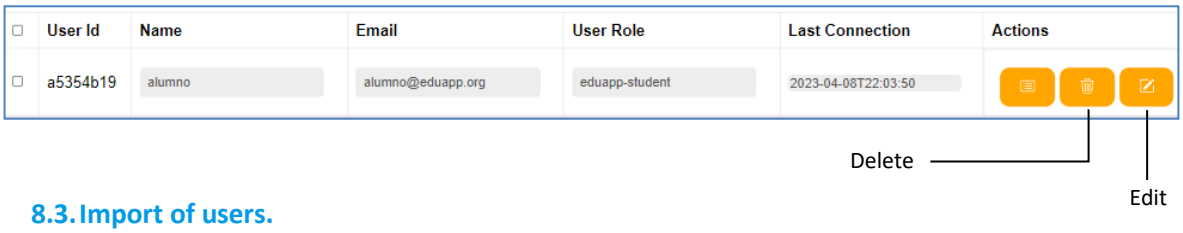
Creation of users with a teacher profile:



Creation of a user with a student profile:



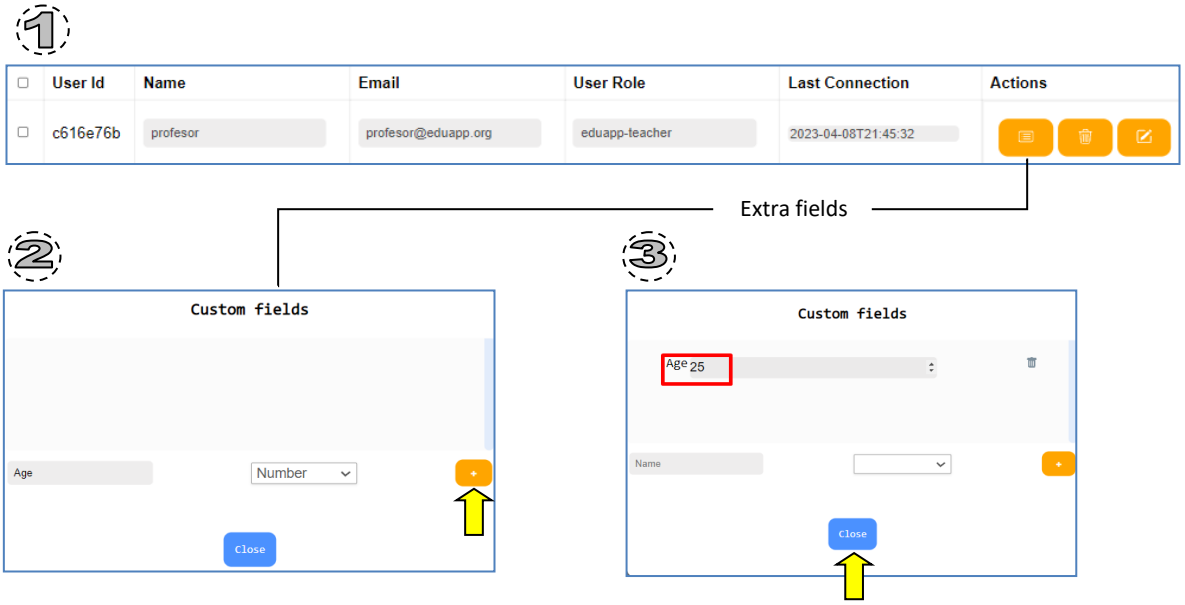
8.2. Users update and deletion.



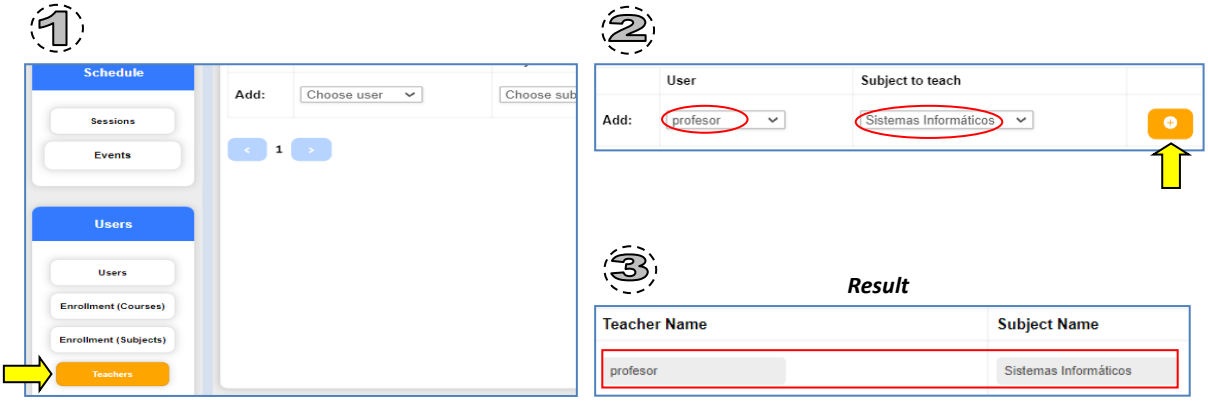
8.3. Import of users.

8.4. Users' extra-fields.

We can add extra fields to a user, having the possibility to choose their name, type and value to store. Extra fields are created for individual users, existing only for those specific users. In the search section, there is the possibility to search for an extra field.



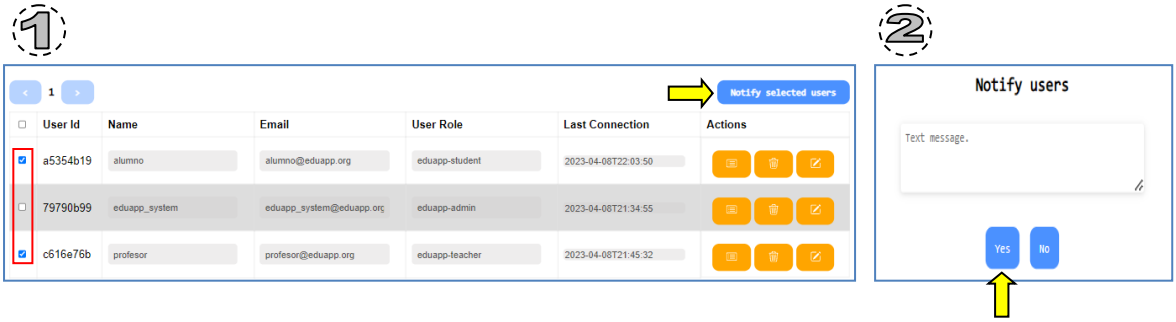
8.5. Assignment of the teachers to the subjects they teach.



8.6. Assignment of students to the subjects they are enrolled in.

8.7. Sending notifications to users.

To send notifications to one or more users, select them and go to the "Notify selected users" option: an extra field.

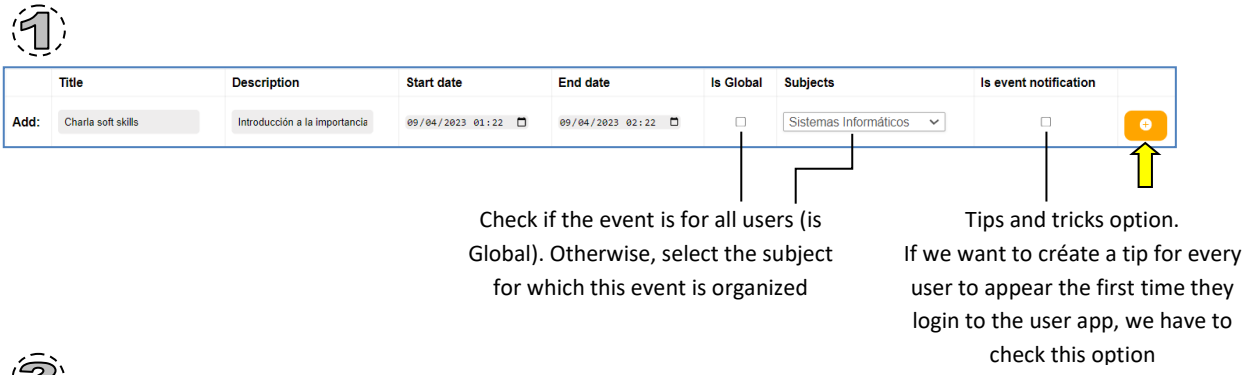


9 Events.

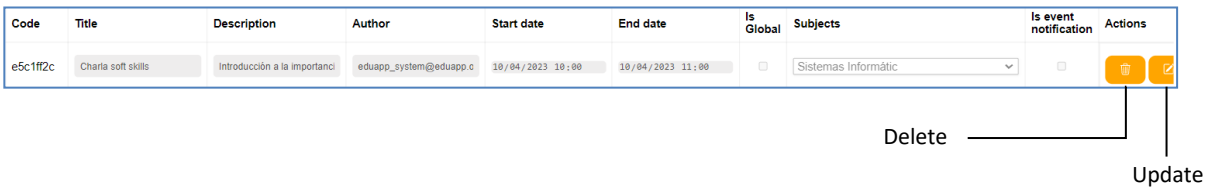
In addition to subject sessions, there may be special one-off events, such as a talk on a programming tool or soft skills. An event can be intended for any student or teacher in the school, or it can be organized for a group enrolled in a specific subject.

The events, as well as the sessions, will be reflected in the application in the users' accounts, but only in the calendar of the users affected by these events.

9.1. Creation of an event.

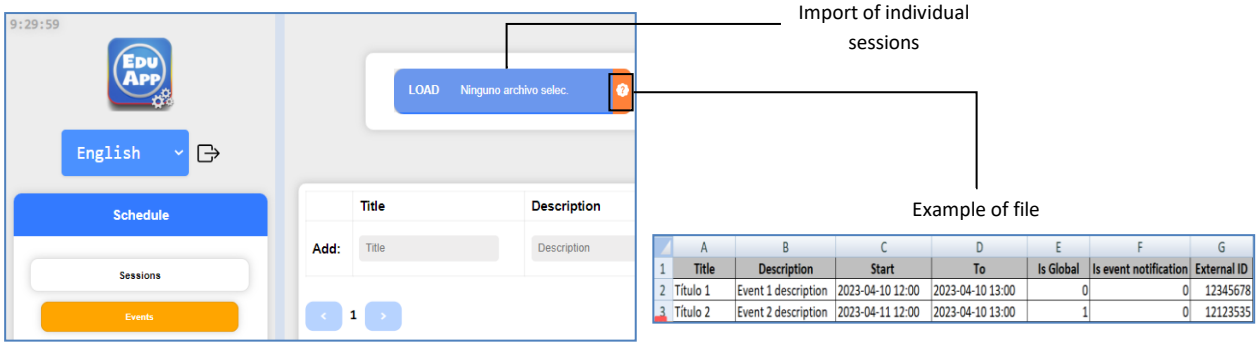


9.2. Events update and deletion.



9.3. Import of events.

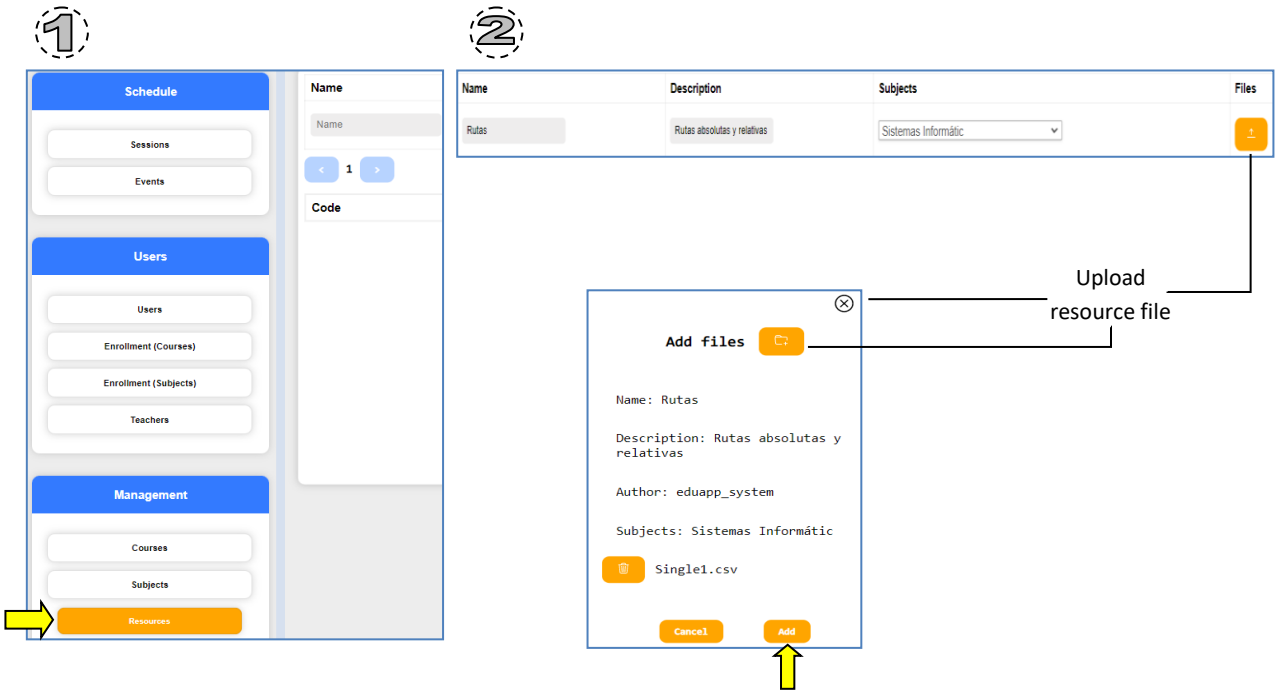
As in the sessions, the events also allow the loading by means of a file. And this is achieved with the import of events.



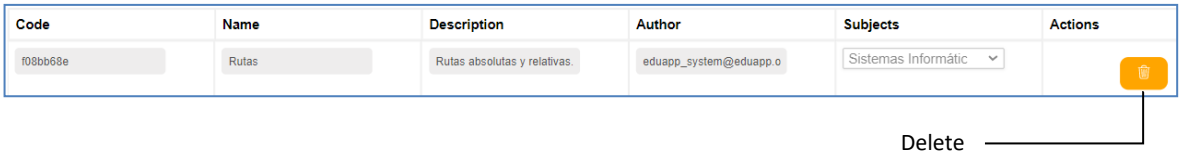
10 Resources of a subject.

As a general rule, resources are managed from the user application, although there is the possibility of creating, querying and deleting resources from the administration panel.

10.1. Creation of resources.



10.2. Resources deletion.

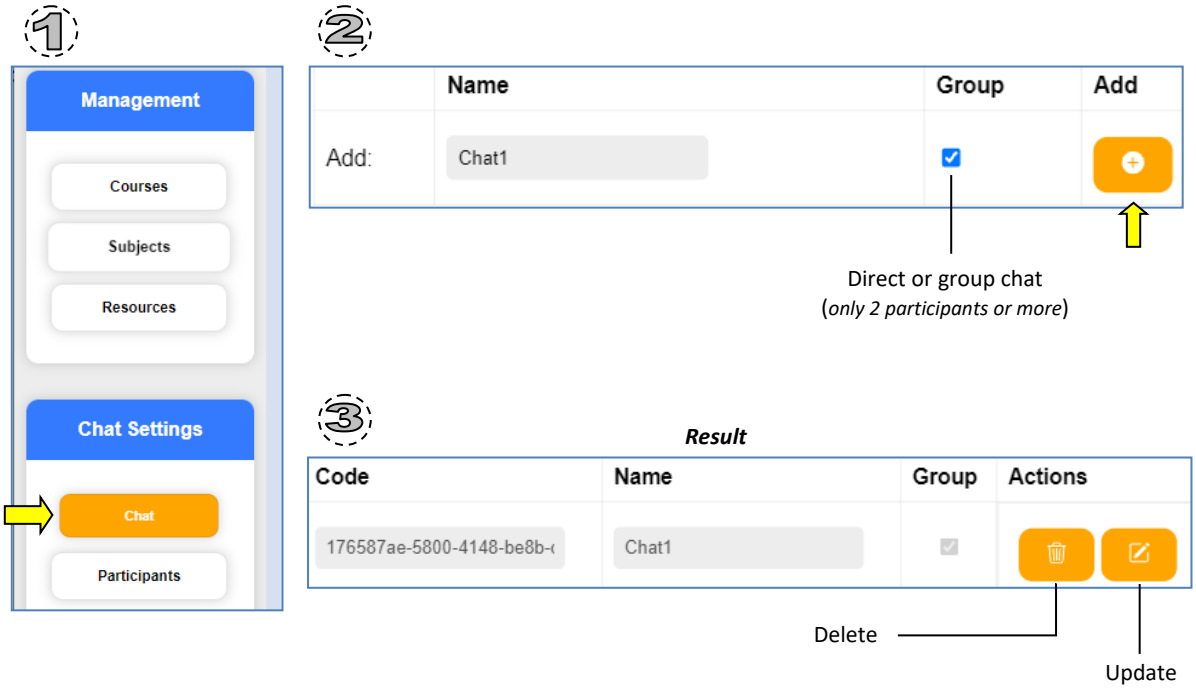


11 Chats.

Due to the way the application works, the management of the chats, as well as the management of the resources of a subject, will be a rarely used option in the administration panel. The reason for its existence is proportional to the possibility of solving special situations that may arise during the daily operation of the application in the school.

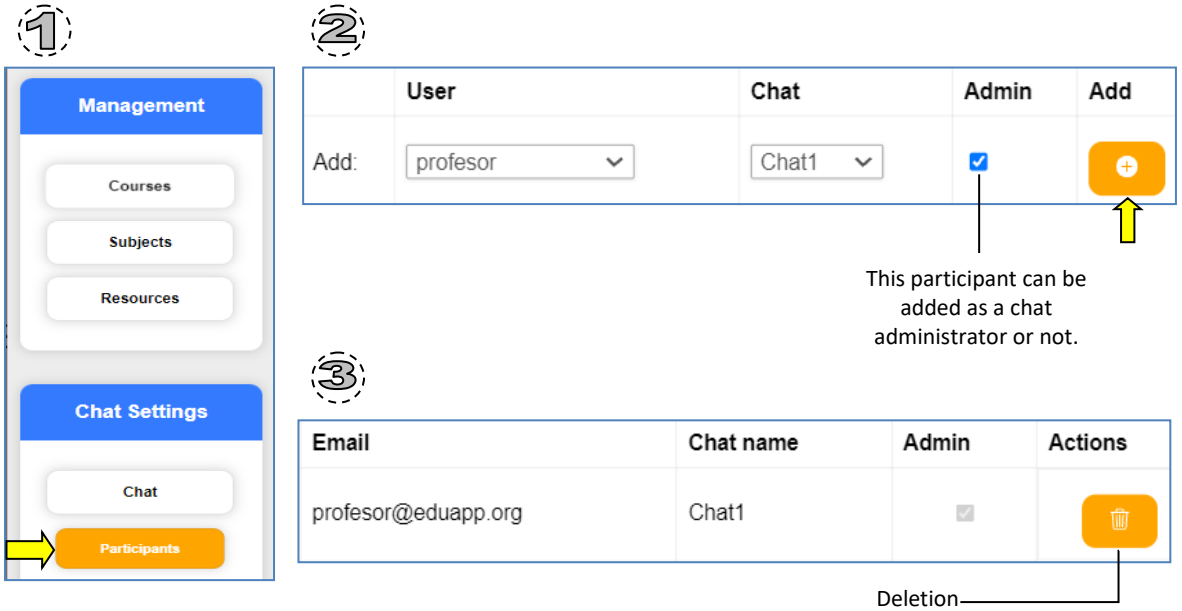
The creation of chats in this application is totally oriented to be created and managed from the user application. However, chats can be created and deleted, as well as participants can be added and removed, also from the administration panel.

11.1. Creation of chats.



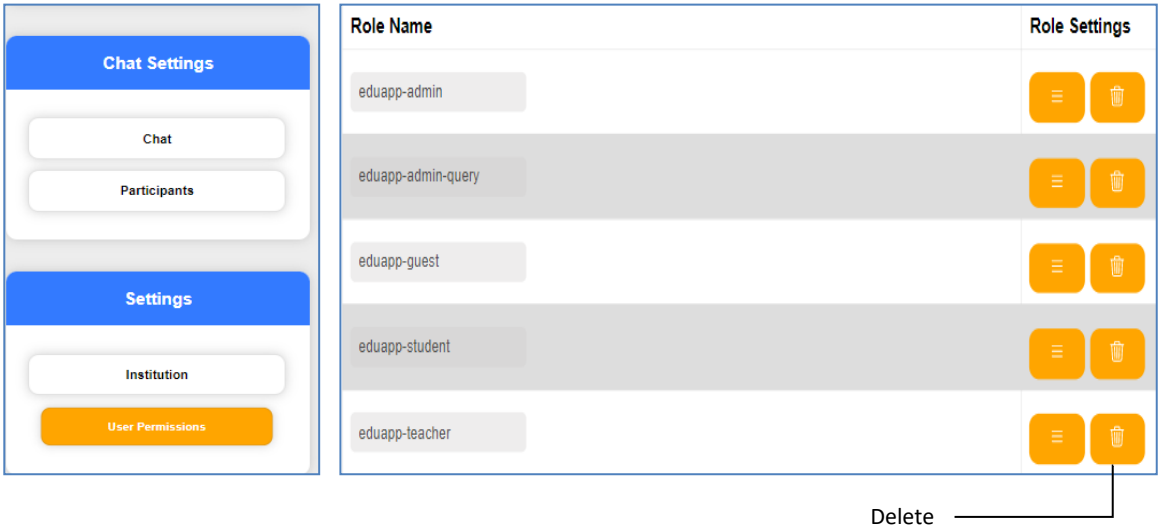
11.2. Chat participants.

You can add or remove users participating in a chat.



12 Roles and permissions.

The user roles with which the user application can be accessed are defined within the application itself.

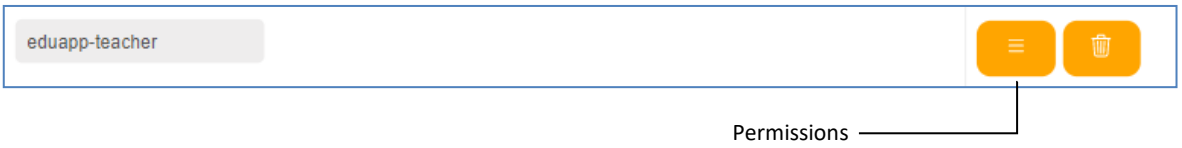


Of these roles, the ones in operation are as follows:

- **eduapp-admin**: the only role with which you can access the administration panel, where you have all possible permissions..
- **eduapp-student**: is the role with which the students of the school access the user application.
- **eduapp-teacher**: role with which the teachers of the school will access the user application. By default, in addition to all the permissions available to the student role, it has the following permissions:

  - Editing of Sessions you teach
  - Event creation and editing
  - Creating chats
  - Creating resources for subjects

12.1. Query of role permissions.



Permissions for eduapp-teacher	Read All	Query	View Self	Write	Update	Delete
Institution	☐	☐	☑	☐	☐	☐
Courses	☐	☐	☑	☐	☐	☐
Subjects	☐	☐	☑	☐	☐	☐
Resources	☐	☑	☑	☑	☑	☑
Sessions	☐	☐	☑	☑	☑	☑
Session chats	☐	☐	☑	☑	☑	☑
Events	☐	☐	☑	☑	☑	☑
Teachers	☐	☐	☑	☐	☐	☐
Users	☐	☐	☑	☐	☐	☐
Roles	☐	☐	☑	☐	☐	☐
Enrollment	☐	☐	☑	☐	☐	☐
JTI Matchlist	☐	☐	☑	☐	☐	☐
Chat	☐	☐	☑	☑	☑	☑
Chat Participants	☐	☐	☑	☑	☑	☑
Chat messages	☐	☐	☑	☑	☑	☑
App Views	☑ (Calendar)	☑ (Resources)	☑ (Chat)			

Of all these permits, we highlight the following::

- Chat: to grant or prohibit the possibility of creating chats in the user application.
- Sessions: to grant or deny the possibility of creating, deleting and modifying sessions.
- Events: to grant or deny the possibility of creating, deleting and modifying events.

10:30 AM
100%
EDU
APP
Co-funded by the
Erasmus+ Programme
of the European Union