

# User manual for the administration panel

## Administrator role





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administrator role

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## 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>

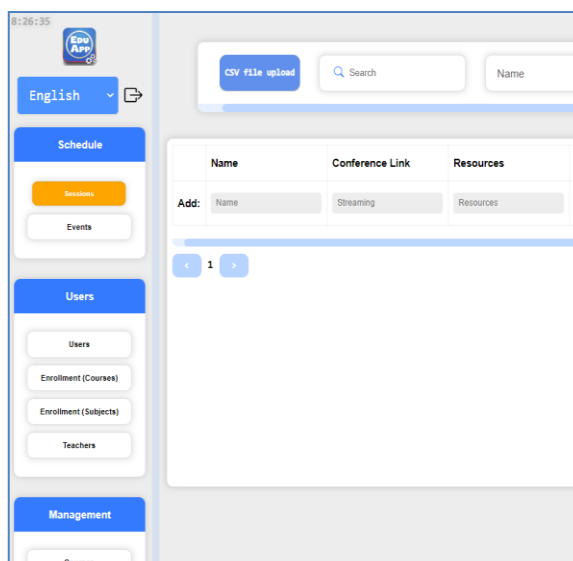
### 2.2. Login to the application.

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.

1



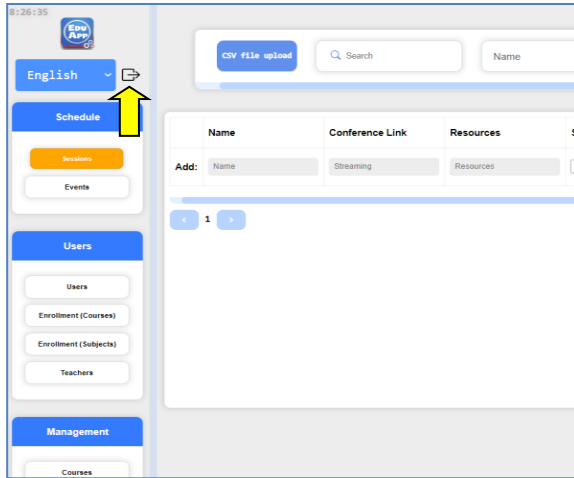
2



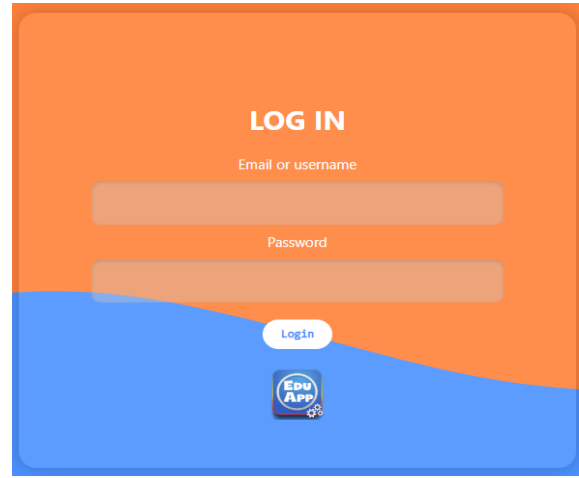
### 2.3. Logout from the application.

To logout the user:

1



2



### 3 General description of the home webpage.

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

Labels and descriptions for the application interface elements:

- Exit the application:** Points to the 'Edu APP' logo in the top left.
- Language selector:** Points to the 'English' dropdown menu.
- Create, query, delete and update of Sessions and Events:** Points to the 'Schedule' section with 'Sessions' and 'Events' buttons.
- Create, query, delete and update of Users:** Points to the 'Users' section with 'Users', 'Enrollment (Courses)', 'Enrollment (Subjects)', and 'Teachers' buttons.
- Assignment of students to the subjects they are enrolled in:** Points to the 'Enrollment (Courses)' button.
- Assignment of Teachers to the subjects they teach:** Points to the 'Enrollment (Subjects)' button.
- Create, query, delete and update of Subjects:** Points to the 'Management' section with 'Courses', 'Subjects', and 'Resources' buttons.
- Create, query, delete and edition of Resources:** Points to the 'Resources' button.
- Create, query, delete and update of Chats:** Points to the 'Chat Settings' section with 'Chat' and 'Participants' buttons.
- Create, read, delete and edition of Chat's participants:** Points to the 'Participants' button.
- Create, query, delete and edition of Roles and Permissions:** Points to the 'Settings' section with 'Institution' and 'User Permissions' buttons.
- Search Panel:** Points to the top search bar area.
- Csv files import:** Points to the 'CSV file upload' button.
- Search patterns:** Points to the search input field.
- Search field:** Points to the 'Name' dropdown menu.
- Ascending or descending order:** Points to the 'Order Filter by: Ascending' dropdown.
- Search by extra-field:** Points to the search icon button.
- Page indicator and paging buttons to display the different pages of the list of records:** Points to the pagination controls below the table.
- Block of records with a list of records according to the option selected in the application options bar:** Points to the table of records.

Name	Conference Link	Resources	Subjects	It is repeated	Start date	End date
Add: Name	Streaming	Resources	Choose subject	<input type="checkbox"/>	dd/mm/yyyy	dd/mm/yyyy

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

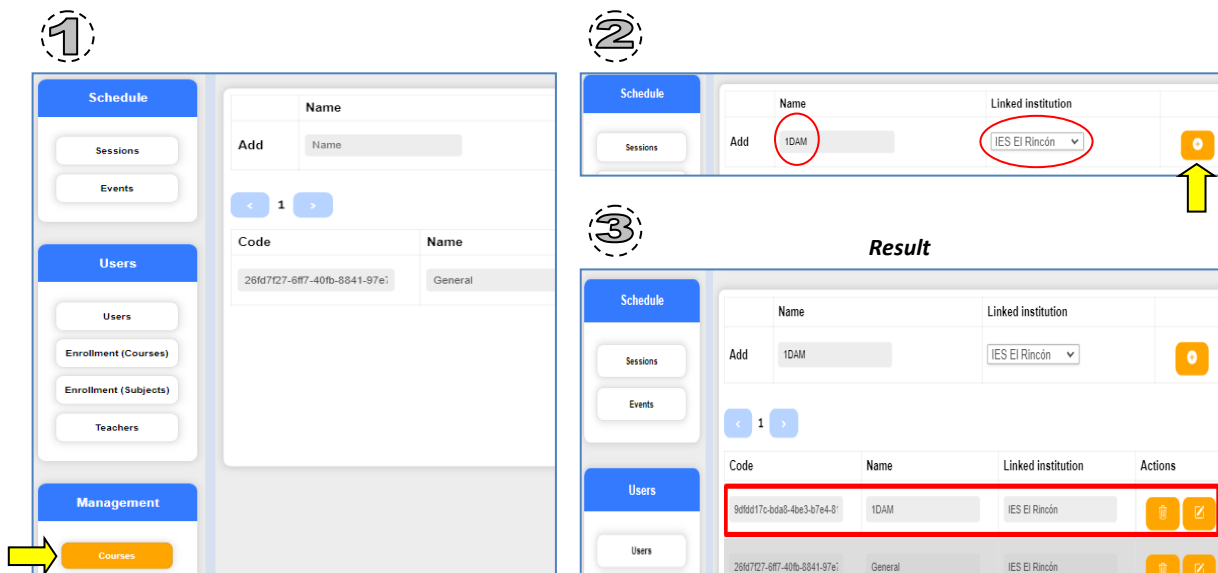
To get the application up and running in a school year, we have to start creating elements, and the recommended order is as follows:

- 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.:

Code	Name	Linked institution	Actions
9dfdd17c-bda8-4be3-b7e4-81	1DAM	IES El Rincón	 

Delete \_\_\_\_\_ Update

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**

Code	Subject Code	ExternalID	Name	Description	Color	Linked course	Linked chat
87c9f95d6-185e-4f19-af54-9	SSF	12345678	Sistemas Informáticos	Introducción a los sistemas	Blue	1DAM	No chat selected

6.2. Subjects update and deletion.

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

Code	Subject Code	ExternalID	Name	Description	Color	Linked course	Linked chat	Actions
87c9f95d6-185e-4f19-af54-9	SSF	12345678	Sistemas Informáticos	Introducción a los sistemas	Blue	1DAM	No chat selected	 

Delete ————— Edit

**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).**

**1**

This field is the one that will appear as a title in the session, both in the Home screen and in the calendar.

Link to the video-conference (ie: Google Meet)

Link to the educational platform (ie: moodle)

If the session is repeated periodically throughout the school year:  
 0 → every week  
 1 → every 2 weeks  
 2 → every 3 weeks

To date: dd/mm/yyyy  
 From time: --:--  
 To time: --:--  
 Weekdays: MON TUE WEN THU FRI SAT SUN  
 Repeat every 1 week.

**2**

**3**

**Result**

Code	Name	Start date	End date	Conference Link	Resources	Chat	Subjects
7cb7af53	SSF	08/04/2023 20:00	08/04/2023 21:00	https://www.googlemeet...	https://www.moodle.com/...		Sistemas Informáticos

**7.2. Sessions update and deletion.**

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

Code	Name	Start date	End date	Conference Link	Resources	Chat	Subjects	Actions
7cb7af53	SSF	08/04/2023 20:00	08/04/2023 21:00	https://www.googlemeet...	https://www.moodle.com/...		Sistemas Informáticos	

Delete

Update



### 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:

Import of individual sessions

Import of recurring sessions periodically

Example of a simple upload file

	A	B	C	D	E	F
1	Name	Start date	End date	Conference link	Resources link	External ID
2	RDE	2023-04-06T12:00	2023-04-06T13:00	www.googlemeet.es	www.moodle.es	12345678

Example of a batch upload file

	A	B	C	D	E	F	G	Days of the week (false=0, true=1)						
	Name	Start date	End date	Conference link	Resources Link	External ID	Week repeat number	Mon	Tues	Wed	Thur	Fri	Sat	Sun
3	RDE	2023-02-06T12:00	2023-03-14T13:00	www.googlemeet.es	www.moodle.es	12345678		0	0	1	0	1	0	0

Example of a batch upload file:

- 0 → every week
- 1 → every 2 weeks
- 2 → every 3 weeks
- ...

## 8 Users

### 8.1. Creation of users.

Creation of users with a teacher profile:

1

2

3

**Result**

User Id	Name	Email	User Role	Last Connection
79790b99	eduapp_system	eduapp_system@eduapp.o	eduapp-admin	2023-04-08T19:26:14
c616e76b	profesor	profesor@eduapp.org	eduapp-teacher	2023-04-08T21:45:22

Creation of a user with a student profile:

**1**

**2**

Email	Password	User Role
Add: alumno@eduapp.org	----	eduapp-student

**3**

**Result**

User Id	Name	Email	User Role	Last Connection
a5354b19	alumno	alumno@eduapp.org	eduapp-student	2023-04-08T22:03:50

### 8.2. Users update and deletion.

User Id	Name	Email	User Role	Last Connection	Actions
a5354b19	alumno	alumno@eduapp.org	eduapp-student	2023-04-08T22:03:50	

Delete ———  
Edit

### 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.

**1**

User Id	Name	Email	User Role	Last Connection	Actions
c616e76b	profesor	profesor@eduapp.org	eduapp-teacher	2023-04-08T21:45:32	

Extra fields

**2**

Custom fields

Age  +

Number  +

Close

**3**

Custom fields

Age  +

Name  +

Close

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

**1**

**2**

User	Subject to teach
Add: profesor	Sistemas Informáticos

**3**

**Result**

Teacher Name	Subject Name
profesor	Sistemas Informáticos

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

**1**

**2**

User	Subject
Add: alumno@eduapp.org	Sistemas Informáticos

**3**

**Result**

User	Subject
alumno@eduapp.org	Sistemas Informáticos

### 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.

**1**

User Id	Name	Email	User Role	Last Connection	Actions	
<input checked="" type="checkbox"/>	a5354b19	alumno	alumno@eduapp.org	eduapp-student	2023-04-08T22:03:50	
<input type="checkbox"/>	79790b99	eduapp_system	eduapp_system@eduapp.org	eduapp-admin	2023-04-08T21:34:55	
<input checked="" type="checkbox"/>	c616e76b	profesor	profesor@eduapp.org	eduapp-teacher	2023-04-08T21:45:32	

**2**

Notify users

Text message:

Yes No

## 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.

1

Title	Description	Start date	End date	Is Global	Subjects	Is event notification
Add: Charla soft skills	Introducción a la importancia	09/04/2023 01:22	09/04/2023 02:22	<input type="checkbox"/>	Sistemas Informáticos	<input type="checkbox"/>

Check if the event is for all users (is Global). Otherwise, select the subject for which this event is organized

Tips and tricks option. If we want to create a tip for every user to appear the first time they login to the user app, we have to check this option

2

#### Result

Code	Title	Description	Author	Start date	End date	Is Global	Subjects	Is event notification
e5c1ff2c	Charla soft skills	Introducción a la importanci	eduapp_system@eduapp.o	10/04/2023 10:00	10/04/2023 11:00	<input type="checkbox"/>	Sistemas Informátic	<input type="checkbox"/>

### 9.2. Events update and deletion.

Code	Title	Description	Author	Start date	End date	Is Global	Subjects	Is event notification	Actions
e5c1ff2c	Charla soft skills	Introducción a la importanci	eduapp_system@eduapp.o	10/04/2023 10:00	10/04/2023 11:00	<input type="checkbox"/>	Sistemas Informátic	<input type="checkbox"/>	<input type="button" value="Delete"/> <input type="button" value="Update"/>

Delete Update

### 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.

The screenshot shows the 'Edu App' interface with a 'LOAD' button labeled 'Ninguno archivo selec.' and a form with fields for 'Title' and 'Description'.

Import of individual sessions

Example of file

	A	B	C	D	E	F	G
	Title	Description	Start	To	Is Global	Is event notification	External ID
1	Título 1	Event 1 description	2023-04-10 12:00	2023-04-10 13:00	0	0	12345678
2	Título 2	Event 2 description	2023-04-11 12:00	2023-04-10 13:00	1	0	12123535

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.

1

2

Upload resource file

3

Code	Name	Description	Author	Subjects
f08bb68e	Rutas	Rutas absolutas y relativas.	eduapp_system@eduapp.o	Sistemas Informatic

10.2. Resources deletion.

Code	Name	Description	Author	Subjects	Actions
f08bb68e	Rutas	Rutas absolutas y relativas.	eduapp_system@eduapp.o	Sistemas Informatic	

Delete

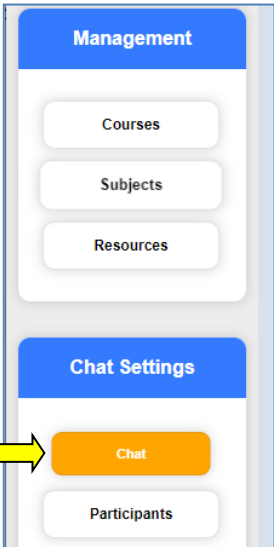
11 Chats.

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.

1



2

Name	Group	Add
Add: Chat1	<input checked="" type="checkbox"/>	

Direct or group chat  
(only 2 participants or more)

3

Result

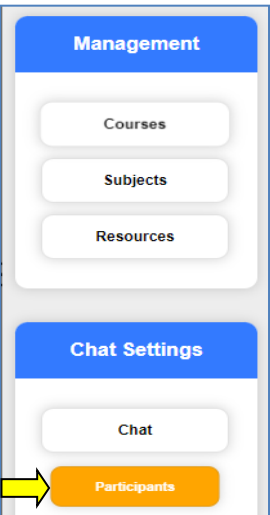
Code	Name	Group	Actions
176587ae-5800-4148-be8b-α	Chat1	<input checked="" type="checkbox"/>	

Delete Update

11.2. Chat participants.

You can add or remove users participating in a chat.

1



2

User	Chat	Admin	Add
Add: profesor	Chat1	<input checked="" type="checkbox"/>	

This participant can be added as a chat administrator or not.

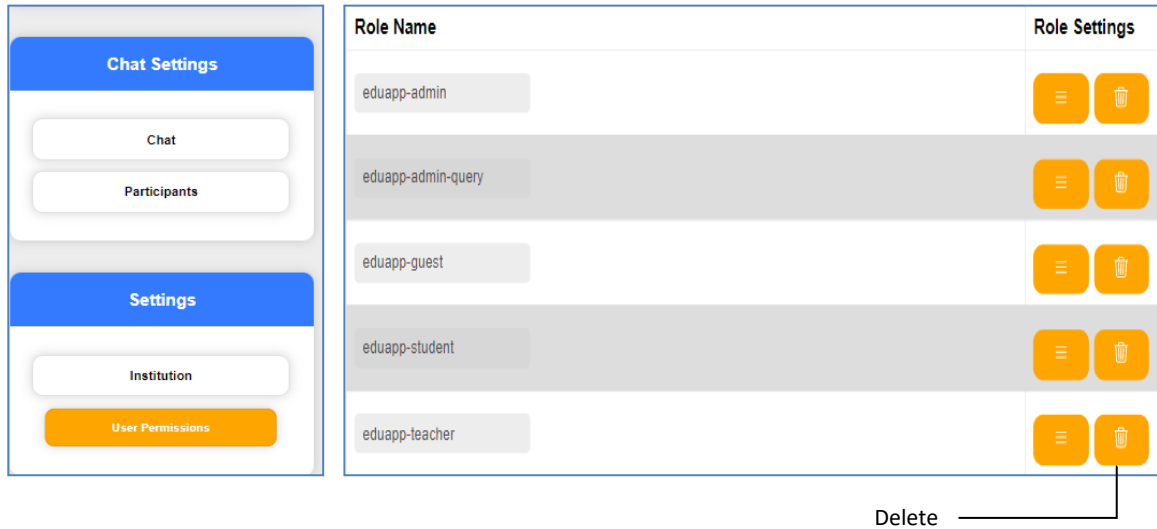
3

Email	Chat name	Admin	Actions
profesor@eduapp.org	Chat1	<input checked="" type="checkbox"/>	

Deletion

12 Roles and permissions.

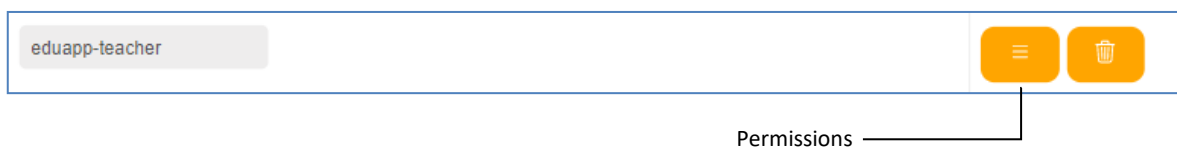
The user roles with which the user application can be accessed are defined within the application itself.



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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subjects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Session chats	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Events	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Users	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JTI Matchlist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chat Participants	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chat messages	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
App Views	<input checked="" type="checkbox"/> (Calendar)	<input checked="" type="checkbox"/> (Resources)	<input checked="" type="checkbox"/> (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**

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