

# An administrator's manual to LearnLoop

## **Table of contents**

Introduction.....	2
How to create/edit a course.....	2
How to accept/not accept a user.....	5
How to add entries to the course calendar .....	6
How to edit course members .....	8
How to view course activity .....	9

# Introduction

How to create the different modules in a course is already explained in the user manual since the users can create all the modules if you have given them these rights. (See Nr6, *How to create/edit a course*)

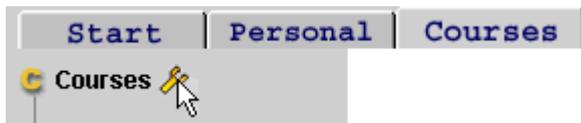
There are two types of administrators, the head administrator and the course administrator. The head administrator can create new courses and he may set any of the course members as a course administrator.

The course administrator cannot create new courses but s/he can edit her/his own course, for example change the information about the course, change the user rights or set other users as course administrators.

## How to create/edit a course

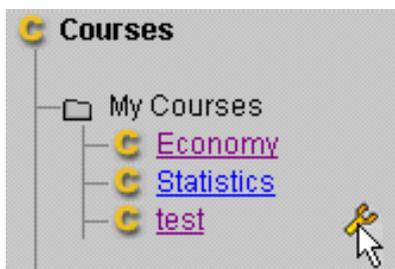
### Create a new course

1. Click on the **edit/add-tool following “Courses”** to create a new course. You can only see this edit/add icon if you are a head administrator.

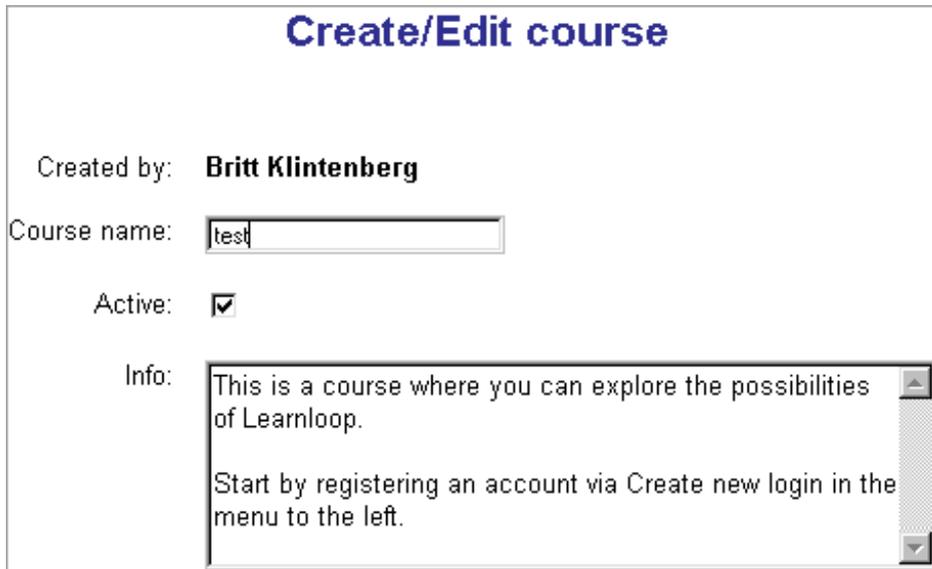


### Edit a course

1. Click on the **edit/add-tool following the name of the course** to edit a course. You can only see this edit/add icon if you are an administrator.



The same page will appear both when you create and edit a course. The four following images belong to this “create/edit course” page.



**Create/Edit course**

Created by: **Britt Klintonberg**

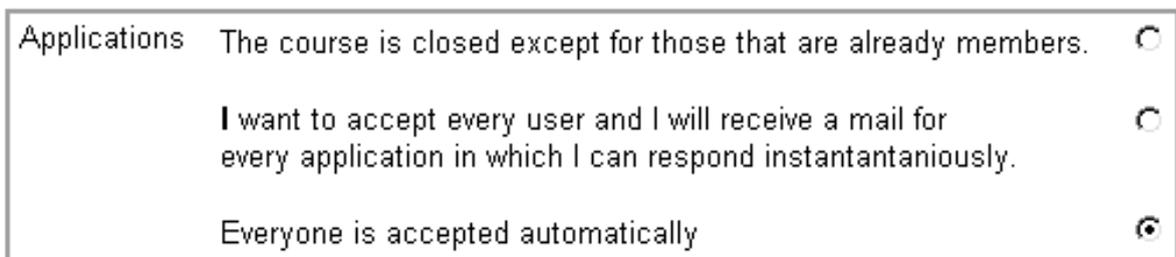
Course name:

Active:

Info: 

This is a course where you can explore the possibilities of Learnloop.  
  
Start by registering an account via Create new login in the menu to the left.

2. **Type/edit the name of the course** in the “Course name” field.
3. **Check/uncheck the box following “Active”** to change course status. You cannot delete a course but you can inactivate it. To reactivate it you just check this alternative.
4. **Type/edit the information on the course** in the “info” box. This information will be displayed on the course’s introductory page. All users, not only the accepted course members, can read this.



Applications

The course is closed except for those that are already members.

I want to accept every user and I will receive a mail for every application in which I can respond instantaneously.

Everyone is accepted automatically

5. Click on any of the radio buttons to **choose if and how new users should be accepted** to the course.  
If you choose to accept every user you will receive an email for every application. (See *How to accept/not accept a new user*). If there is a course administrator s/he will receive these emails, otherwise the applications will be sent to the head administrator.

6. **Set the user rights** (what every user may create) by checking the appropriate checkboxes. You may check as many boxes as you like.

User rights:(Everyone)	
<input checked="" type="checkbox"/>	Folder
<input type="checkbox"/>	Cases
<input type="checkbox"/>	Groups
<input checked="" type="checkbox"/>	Forum
<input type="checkbox"/>	Peer review
<input type="checkbox"/>	Quiz
<input checked="" type="checkbox"/>	Resources
<input checked="" type="checkbox"/>	Threaded Forum
<input checked="" type="checkbox"/>	Webmail

This is the last section of the “create/edit course” page.

**Courseadministrators**

Administrators	Other users
	-
	Anderson Thomas
	Andersson Alma
	Andreasson Sture
	Andreasson Sture
	Anka Kalle
	Asketun Erik
	Börjesson Henrik
	Green Martin
	Gren Jonny
	Hering Jürgen
	Jansson Sverker
	Johansson Johan
	Johnson Peter

Create    Reset

In the field to the left you can see the name/s of the actual course administrator/s and in the field to the right you can see the names of other users.

7. Click on a **name** of a user if you want her/him to become a course administrator.

8. Click on **the arrows** pointing to the left. Her/his name will move to the left field.

Do the opposite way to remove a course administrator.

9. Click “**Create**”.

## How to accept/not accept a user

To have the possibility to accept/not accept users, you must have chosen this alternative when you created/edited the course. (See Nr 5, *How to create/edit a course*)

You will then receive an email from every user that applies for your course. This email may look like this.

**Subject: Request to join test**

**Date:** Tue, 28 Dec 1999 09:36:33 +0100

**From:** [LearnLoop@learnloop.org](mailto:LearnLoop@learnloop.org)

**To:** [britt](#)

A user has applied to join your course (test)

Username: Peter Johnson

eMail: <mailto:peterjjj@hotmail.com>

Just click on the appropriate link below to respond to this request.

To Grant Permission:

<http://quiz.informatik.gu.se/test/courses/mailresponse.php?courses=21&users=13>

To Refuse Permission:

<http://quiz.informatik.gu.se/test/courses/mailresponse.php?courses=21&users=13>

1. **Click on one of the links, *To Grant Permission* or *To Refuse Permission*.** A reply will automatically be sent telling if the permission is granted or not.

If you would like to write a personal message to the person that applied for your course you click on the link "*mailto...*"

# How to add entries to the course calendar

Each user has a personal calendar but also a calendar for each course of which s/he is a member. Only the administrators can edit a course calendar.

1. Click on **the day's date** where you want to add an entry.

This box will appear.

Close

Add appointment to 1999-09-29

Add to: Personal Calendar

StartTime: Personal Calendar

Length: Testakurs

Title: ebook

Text: IS/IT plan.



2. Click on **the arrow** to see the calendars you may add entries to. (= Your personal calendar and the calendars of the courses of which you are an administrator)

3. Choose **the appropriate calendar** by clicking on it.

Add to: Testakurs

StartTime: 14:00

Length: 2hr

Title: Workshop

Text: Welcome to test how this program works. See you in D442

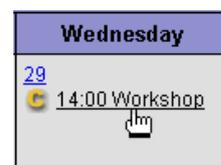
Save Clear

4. Click on the arrows and **set start time and length** by clicking on the appropriate time/length.

5. **Type a title** and eventually a text to explain the title.

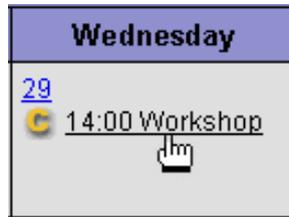
6. Click **“Save”**.

In the calendar you, as well as the course participants, will see the start time and the text that you typed in the title box. If you click on the entry you will see the text that you typed in the textbox and the length chosen.



# How to edit/delete an entry in the course calendar

1. Click on the **entry** you would like to edit/delete.



This box will appear.



## Edit

2. Click on the **Edit** button.

A dialogue box will appear.

3. Make the **changes**.
4. Click "**Update**".

## Delete

2. Click on the **Delete** button.

## How to edit course members

1. Click on “**Administration**” at the end of the course menu. This administration link is just visible to the administrators. (You can also click on “**Course members**” in the course menu.)
2. Click “**Edit course members**”

A page like this will appear.

**Edit course members**

Course created by: **Britt Klintenberg**

Members		Other users
Andersson_Alma_()	<<	Anderson_Thomas_(to)
Green_Martin_()		Anka_Kalle_(hallå)
Johnson_Peter_()		Asketun_Erik_(erik)
Klintenberg_Britt_()	>>	Ljungblad_Charlotte_(s97g)
Åsberg_Per_()		Magnusson_Jan_(jamg)
		Palamarz_Martin_(martin)

Update

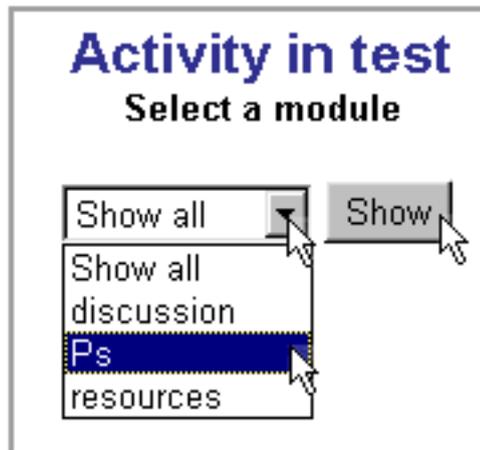
In the field to the left you see the actual course members and in the field to the right you can see other users.

3. Click on the **name/s** of the course member/s that you want to include/exclude.
4. Click on **the arrows** pointing to the left to include users to the course, and click on the arrows pointing to the right to exclude members from the course.
5. Click “**Update**”.

## How to view course activity

1. Click on “**Administration**” at the end of the course menu. This administration link is just visible to the administrators.
2. Click on “**View course activity**”.

This box will appear.



3. Click on **the arrow** following “show all” to see the modules created in the course.
4. Click on **the module** you want to view or click “**show all**” to view the activity in all the modules.
5. Click “**Show**”.

The activity of the modules chosen will be displayed like this.

Modulename	Stat	By user (Current week: 51 )
Ps	<b>Active users(login): 3</b> <b>Total nr of logins: 6</b> <b>Nr of Posting users: 3</b> <b>Total nr of postings: 10</b>	<b>Alma Andersson</b>
		<b>Week</b> <b>logins(2)</b> <b>postings(4)</b>
		51                    2                    4
		<b>Martin Green</b>
		<b>Week</b> <b>logins(2)</b> <b>postings(3)</b>
		51                    2                    3
		<b>Britt Klintonberg</b>
		<b>Week</b> <b>logins(2)</b> <b>postings(3)</b>
		51                    2                    3

To the left you can see the name of the module. In the middle the number of users, logins and postings are presented. To the right you can see the names of the users, when they have logged in and how many logins and postings each user has made.