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# VIRTUAL LEARNING ENVIRONMENT

## TUTORIAL 1. CREATING AND MANAGING USERS





## TUTORIAL 1. CREATING AND MANAGING USERS

The Virtual Learning Environment has been created using Gutenberg Edition Model. This is a modern editor that has a simple and complete interface, allowing the creation and modification of contents and the integration of multimedia content. It is based on a block system that facilitates the creation of new tools and contents



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## TUTORIAL 1. CREATING AND MANAGING USERS

### Contents

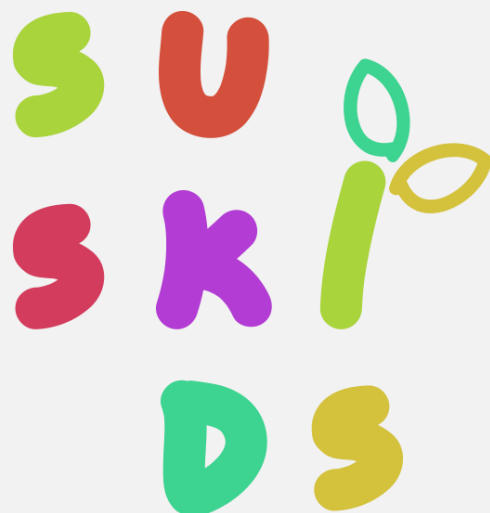
Section 1	Centres
Section 2	
Section 3	



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## SECTION 1. CENTRES



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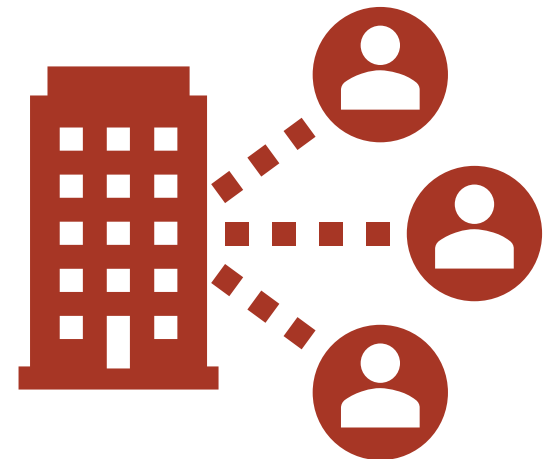


## TUTORIAL 1. CREATING AND MANAGING USERS

### 1. Centres in SUSKIDS VLE

In the VLE, users (tutors and students) can be grouped by centres. This is one of the fields we will see in the form to create or manage users.

Centres menu can be found in the dashboard, below the users.



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# TUTORIAL 1. CREATING AND MANAGING USERS

## 1. Centres in SUSKIDS VLE

The screenshot shows the SUSKIDS VLE interface. On the left sidebar, the 'Courses' menu item is highlighted with a green arrow. The main content area displays the 'centers' management page. At the top, there is a notification: 'SUSKIDS 5.5.3 is available! Please update now.' Below this, the 'centers' section has an 'Add New' button. The interface shows a list of centers with columns for Title, Author, Categories, Date, and ID. The list includes four entries, all marked as 'Private'.

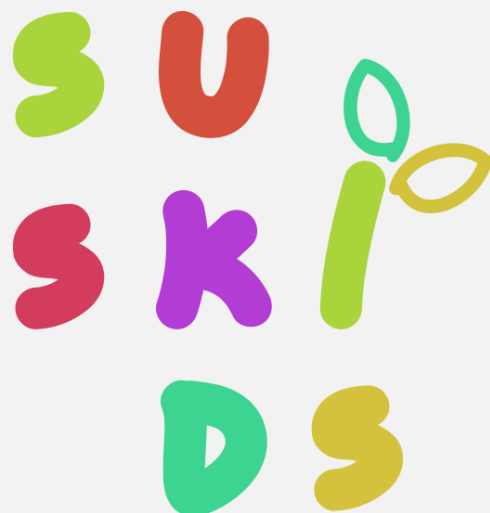
<input type="checkbox"/> Title	Author	Categories	Date	ID
<input type="checkbox"/> Instituto de Educación Secundaria Enrique Florez — Private	Test Tutor	—	Last Modified 2020/11/04	10115
<input type="checkbox"/> Instituto X — Private	Test Tutor	—	Last Modified 2020/11/05	10187
<input type="checkbox"/> María Corredentora de Madrid — Private	Test Skids Tutor	—	Last Modified 2020/11/01	10026
<input type="checkbox"/> Síndrome de Down de Burgos — Private	Test Skids Tutor	—	Last Modified 2020/11/01	10024



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# SECTION 1. TYPES OF USERS



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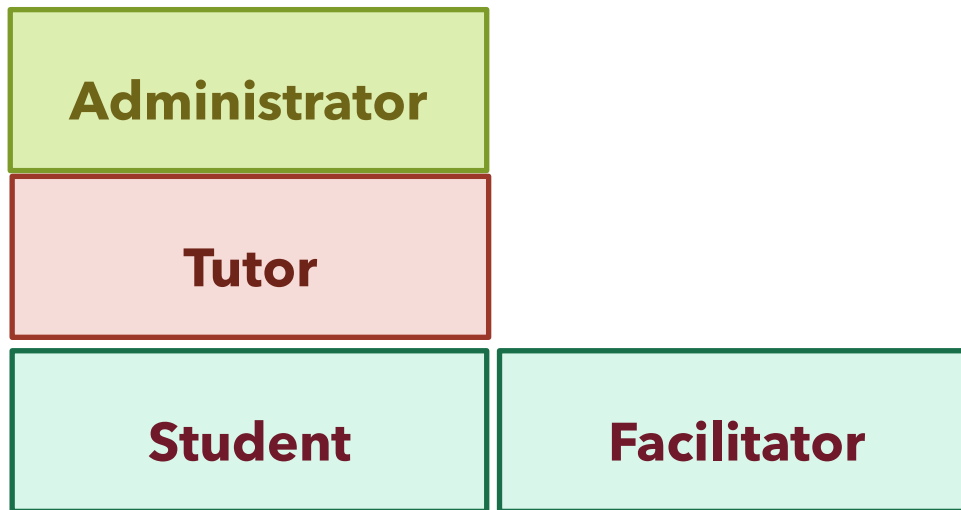
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## TUTORIAL 1. CREATING AND MANAGING USERS

# 1. Roles in SUSKIDS VLE

There are different types of **profiles or roles** in the SUSKIDS VLE:



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## TUTORIAL 1. CREATING AND MANAGING USERS

### 1. Roles in SUSKIDS VLE

#### Administrator



These users are able to create, read, update and delete courses, as well as the lessons and activities within the courses.

They can also manage the different types of users, changing their settings and roles in the platform.



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## TUTORIAL 1. CREATING AND MANAGING USERS

### 1. Roles in SUSKIDS VLE

#### Tutor or instructor



Is a person who teaches the course virtually, with access to the statistics of the course, the workflow of the students and the results of the activities.

Instructors can create courses, enrol students in the courses, and also reject the enrolments.



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## TUTORIAL 1. CREATING AND MANAGING USERS

### 1. Roles in SUSKIDS VLE

#### Students



The students can enrol in a course and go through the contents and activities. The platform keeps record on the progress and performance of students.



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## TUTORIAL 1. CREATING AND MANAGING USERS

### 1. Roles in SUSKIDS VLE

#### Facilitators



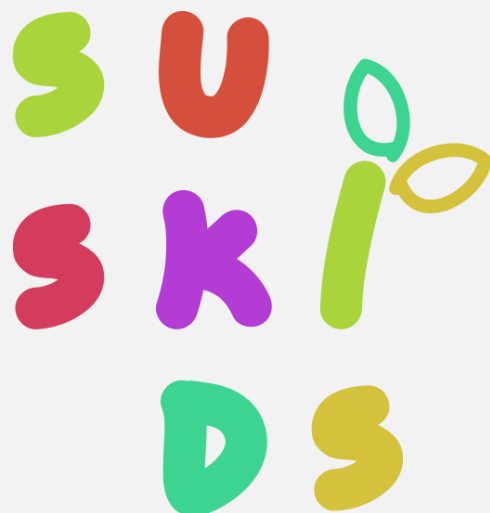
Facilitators are advanced students that have obtained a higher number of points in the activities and can access to extra features (messaging their peers to cheer them up with the lessons and activities in the course).



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## SECTION 3. CREATING USERS



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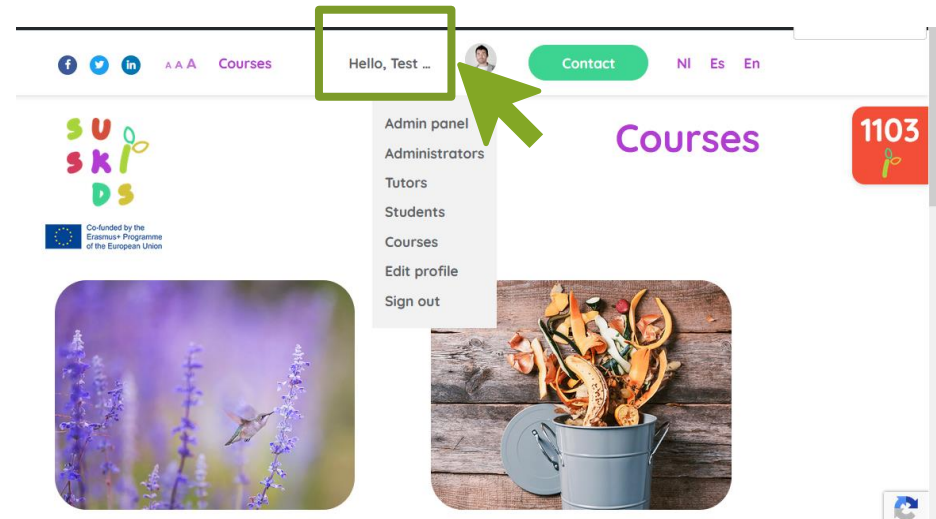
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## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 3. Creating a new user

To create a new user, one of the options is to bring the cursor to your name and a menu will be displayed. Select admin panel and go to the dashboard.





## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 3. Creating a new user

Once in the panel admin, in Users, select **Add user**. A form will appear to include the data, select a role and generate an initial password. Username and email are the only mandatory data.

The screenshot shows the SUSKIDS admin interface. The left sidebar contains a menu with items: All Users, Add New, Your Profile, Media, Courses, LifterLMS, Languages, SUSKIDS Translations, and Collapse menu. The 'Users' menu item is highlighted with a red box. A red arrow points from this box to the 'Add New User' button in the main content area. The 'Add New User' form includes fields for Username (required), Email (required), First Name, Last Name, Website, Password (with a 'Show password' button), Send User Notification (checked), Role (Subscriber), LifterLMS Profile, Billing Address 1, and Billing Address 2. A notification banner at the top right states 'SUSKIDS 5.5.1 is available! Please update now.'



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## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 3. Creating a new user

Each user can also be linked to a centre. Centres must be created in advance to appear in the dropdown menú.



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## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 3. Creating a new user

There is also an option that allows sending an email to the user to notify the account creation and allow them to generate their own password to access the platform

SUSKIDS 5.5.1 is available! [Please update now.](#)

### Add New User

No LifterLMS Payment Gateways are currently enabled. Students will only be able to enroll in courses or memi  
For starters you can configure manual payments on the [Checkout Settings tab](#). Be sure to check out all the ava

Create a brand new user and add them to this site.

Username (required)

Email (required)

First Name

Last Name

Website

Password  [Show password](#)

Send User Notification ☒ Send the new user an email about their account.

Role

### LifterLMS Profile

Billing Address 1

Billing Address 2



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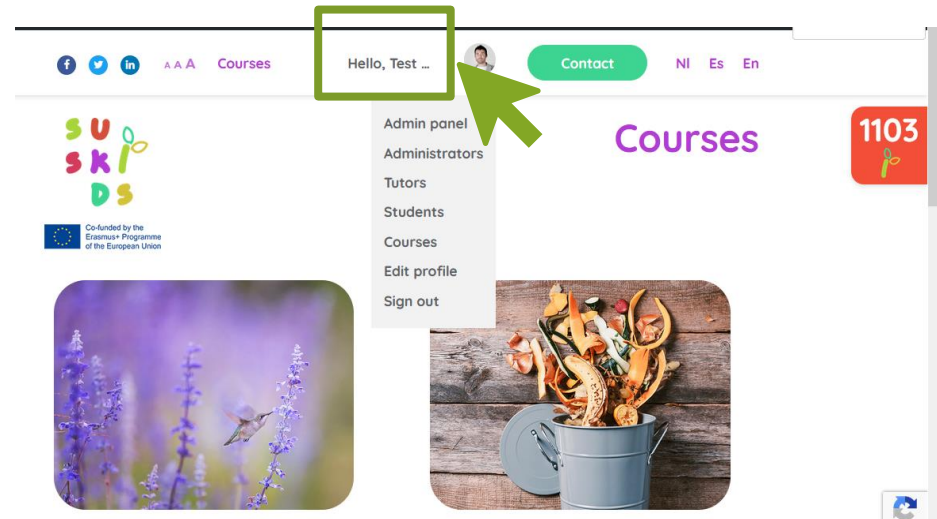
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## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 3. Creating a new user. Option 2

Another option is to select in the main menu which type of role you will create (administrator, tutor or student)



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## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 3. Creating a new user

Selecting tutor, you will see the existing tutors and a form to include the name, surname, eMail and password. You can also select the centre and upload a photo.

Push **add tutor** to finish.

The screenshot shows the 'Suskids tutors' management page. On the left, a list of existing tutors is shown: Consuelo Rodriguez, Cristina Arranz, Juan Moreno, Sara Gutiérrez, and Test Skids Tutor. Each name has a small house icon next to it. To the right of this list are icons for editing (pencil), deleting (X), and adding (plus) a tutor. The 'Add new tutor' form on the right includes fields for 'User name', 'User surname', 'User email', 'User password', and a 'Select' dropdown menu. Below the form is a 'User avatar' section with a placeholder image and the text 'Examinar... No se ha seleccionado ningún archivo.' To the right of the form is a red box with the number '1103'. At the bottom right, there is a green button labeled 'Add tutor'. Annotations with green arrows point to the 'Select photo for avatar' text, the 'Add tutor' button, and the 'Upload avatar' text.



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## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 3. Creating a new user

Selecting students you will see the existing students and a form to include the name, surname, eMail and password. You can also select the centre and upload a photo.

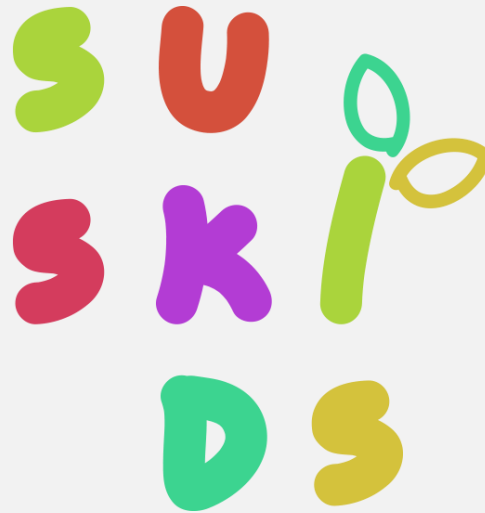
Push **add student** to finish.



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## SECTION 4. MANAGING USERS



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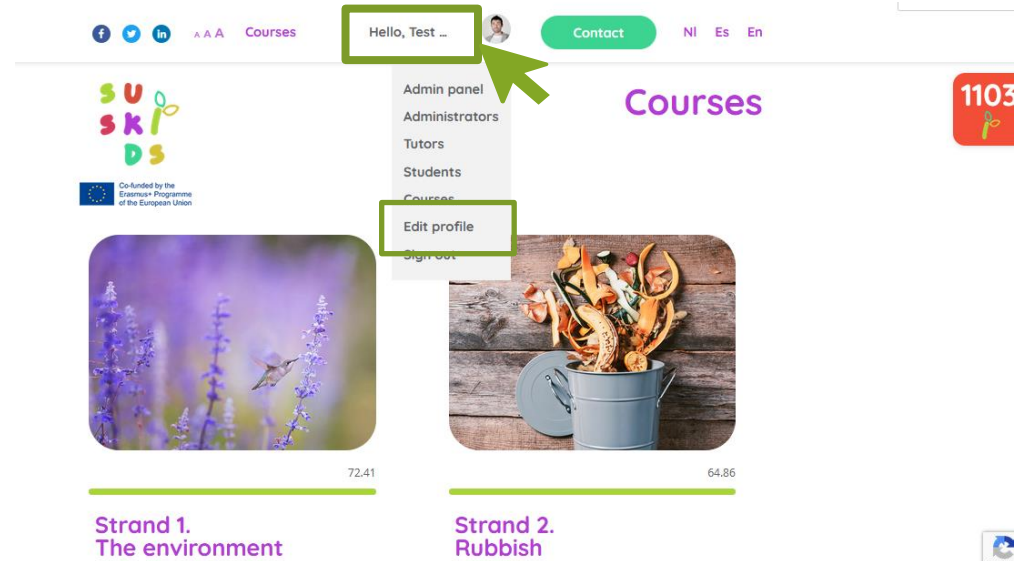
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## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 4. Managing users

In the main menu, you can edit your own profile selecting **edit profile**. You can change your data or password, or upload a new avatar.



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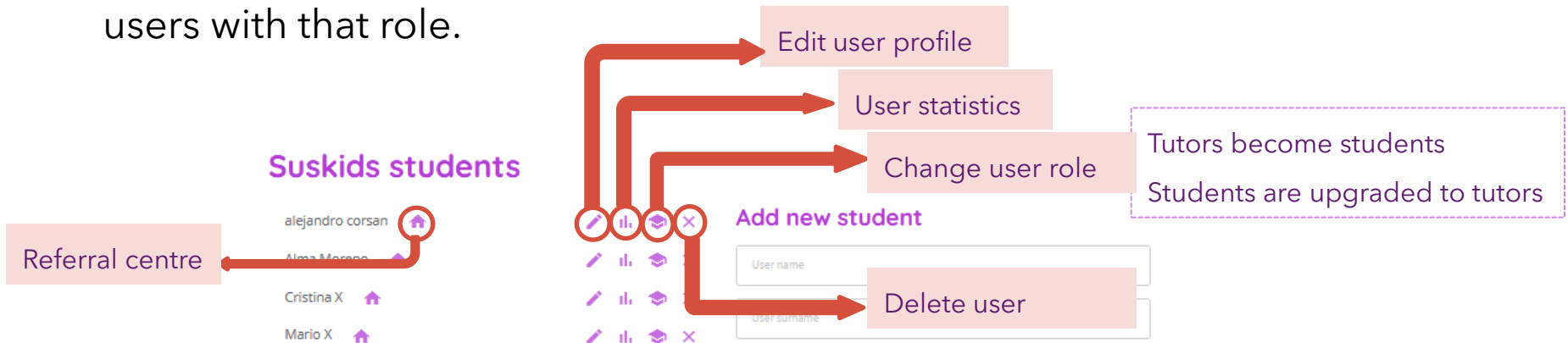
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## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 4. Managing users

In the main menu, selecting students, or tutors, we will see all the users with that role.





## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 4. Managing users

Users can also be managed from the admin panel.

From this panel, we select the users clicking the square on the left, and then the action to be done from the dropdown menus.

Pushing **Apply** makes the changes.

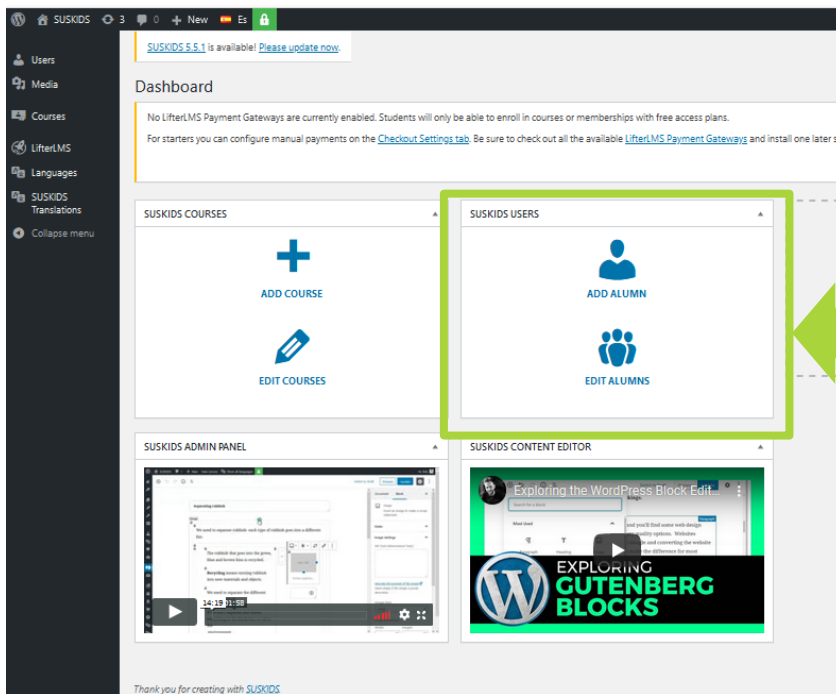
Username	Name	Email	Role	Posts	Last Login
<input type="checkbox"/>	[Redacted]	[Redacted]	Estudiante	0	Never
<input type="checkbox"/>	[Redacted]	[Redacted]	Estudiante	0	Never
<input type="checkbox"/>	[Redacted]	[Redacted]	Estudiante	0	Never
<input type="checkbox"/>	[Redacted]	[Redacted]	LMS Manager	0	19 de November, 2019 12:39:38 am
<input type="checkbox"/>	[Redacted]	[Redacted]	Instructor	0	17 de September, 2020 04:02:48 pm
<input type="checkbox"/>	[Redacted]	[Redacted]	Instructor	0	21 de September, 2020 03:17:44 pm





## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 4. Managing users



We can also access the Users menu directly from the dashboard, with the options of adding new students and editing the existing ones



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## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 4. Managing users

Once the user is created, from the administrator panel, we can also enrol him/her directly through the course editor panel, scrolling to the lower part where we will find the option. We only need to type the first letters in the “Enrol new students” cell.

Student Management

Manage Existing Enrollments

Any Status ▾ Search students by name or email...

ID	Name	Status	Enrollment Updated	Progress	Grade	Last Lesson	Enrollment Trigger
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	N/A	<a href="#">Consequences of pollution</a>	<a href="#">Admin: felix (#1)</a>
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	N/A	<a href="#">Consequences of pollution</a>	<a href="#">Admin: felix (#1)</a>
17	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	N/A	–	<a href="#">Admin: Test Tutor (#5)</a>
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	N/A	–	<a href="#">Admin: felix (#1)</a>

Enroll New Students

Select a student

Document

The student's access to the course can be removed clicking on the x on the right side corresponding to the user.



## TUTORIAL 1. CREATING AND MANAGING PROFILES

### 4. Managing users

The student's access to the course can be removed clicking on the x on the right side corresponding to the user.

Student Management

Manage Existing Enrollments

Any Status ▾ Search students by name or email...

ID	Name	Status	Enrollment Updated	Progress	Grade	Last Lesson	Enrollment Trigger	
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	N/A	<a href="#">Consequences of pollution</a>	<a href="#">Admin: felix (#1)</a>	X
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	N/A	<a href="#">Consequences of pollution</a>	<a href="#">Admin: felix (#1)</a>	X
17	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	N/A	-	<a href="#">Admin: Test Tutor (#5)</a>	X
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	N/A	-	<a href="#">Admin: felix (#1)</a>	X

Enroll New Students

Select a student

Document



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*Contact us in case you  
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Courses

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Contact

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# Courses



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*Thanks for your  
attention!*



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