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VIRTUAL LEARNING ENVIRONMENT

TUTORIAL 1. CREATING AND MANAGING USERS

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TUTORIAL 1. CREATING AND MANAGING USERS

The Virtual Learning Environment has been created using Gutemberg 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

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SECTION 1. CENTRES

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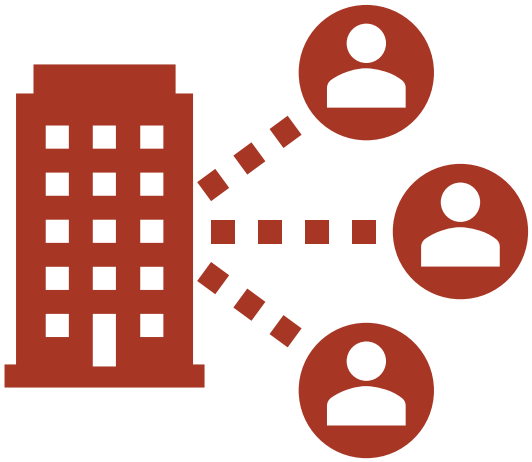
1. Centres in SUSKIDS VLE

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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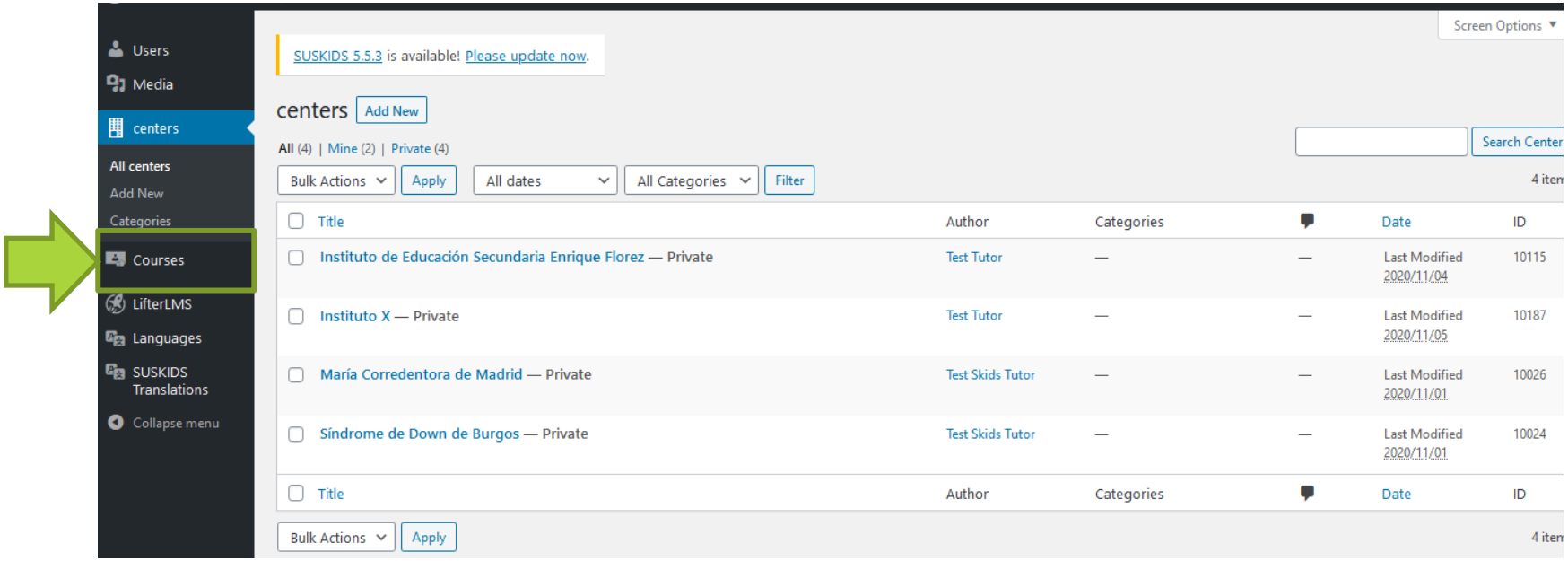
TUTORIAL 1. CREATING AND MANAGING USERS

1. Centres in SUSKIDS VLE



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SECTION 1. TYPES OF USERS

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1. Roles in SUSKIDS VLE

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

- **Administrator**
- **Tutor**
- **Student**
- **Facilitator**

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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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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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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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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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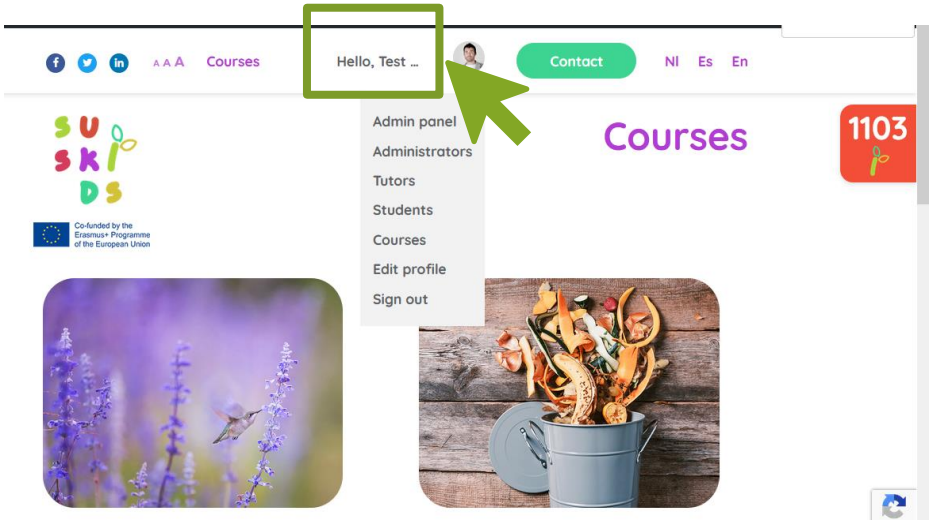
TUTORIAL 1. CREATING AND MANAGING PROFILES

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.



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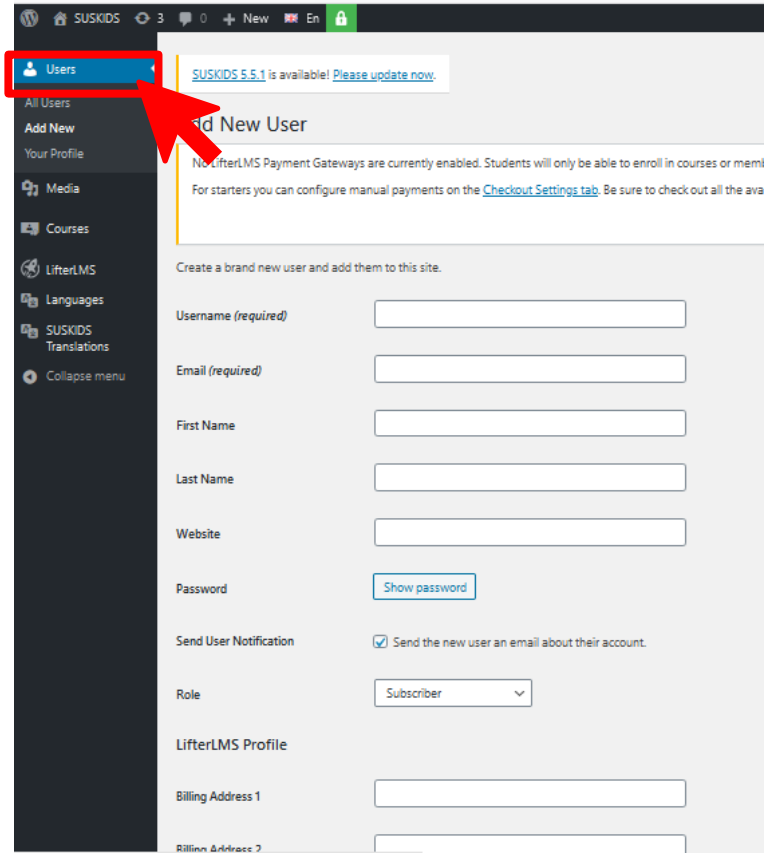
TUTORIAL 1. CREATING AND MANAGING PROFILES

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.



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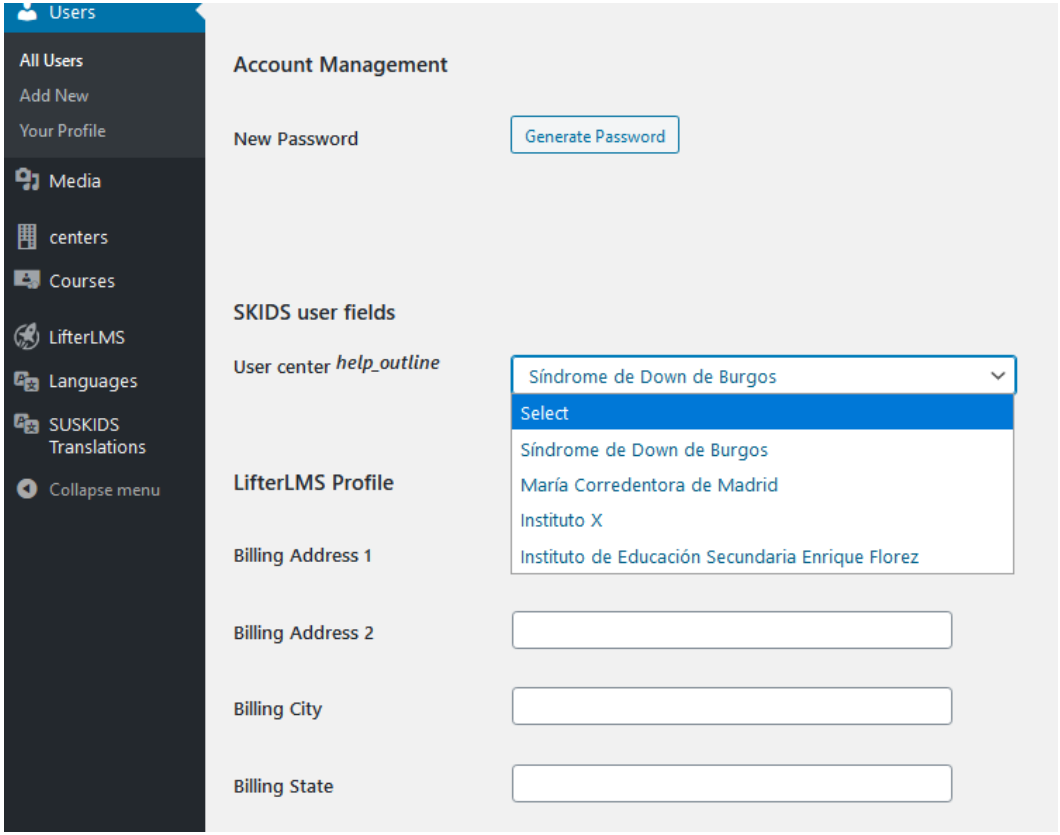
TUTORIAL 1. CREATING AND MANAGING PROFILES

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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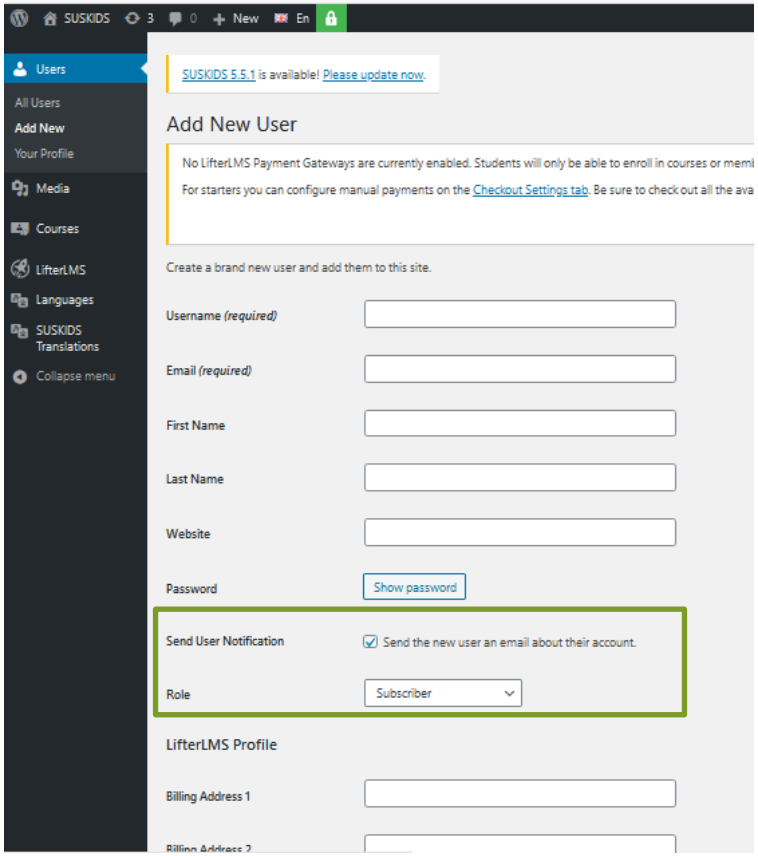
TUTORIAL 1. CREATING AND MANAGING PROFILES

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



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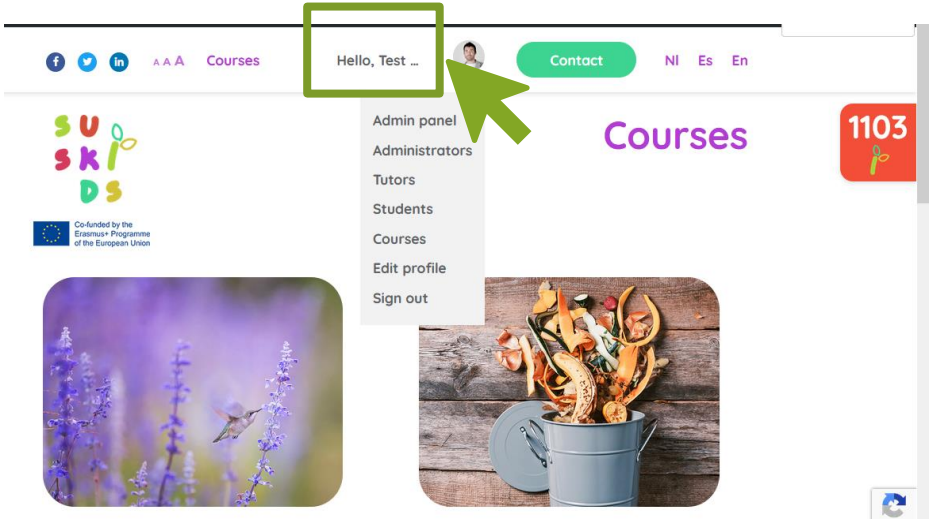
TUTORIAL 1. CREATING AND MANAGING PROFILES

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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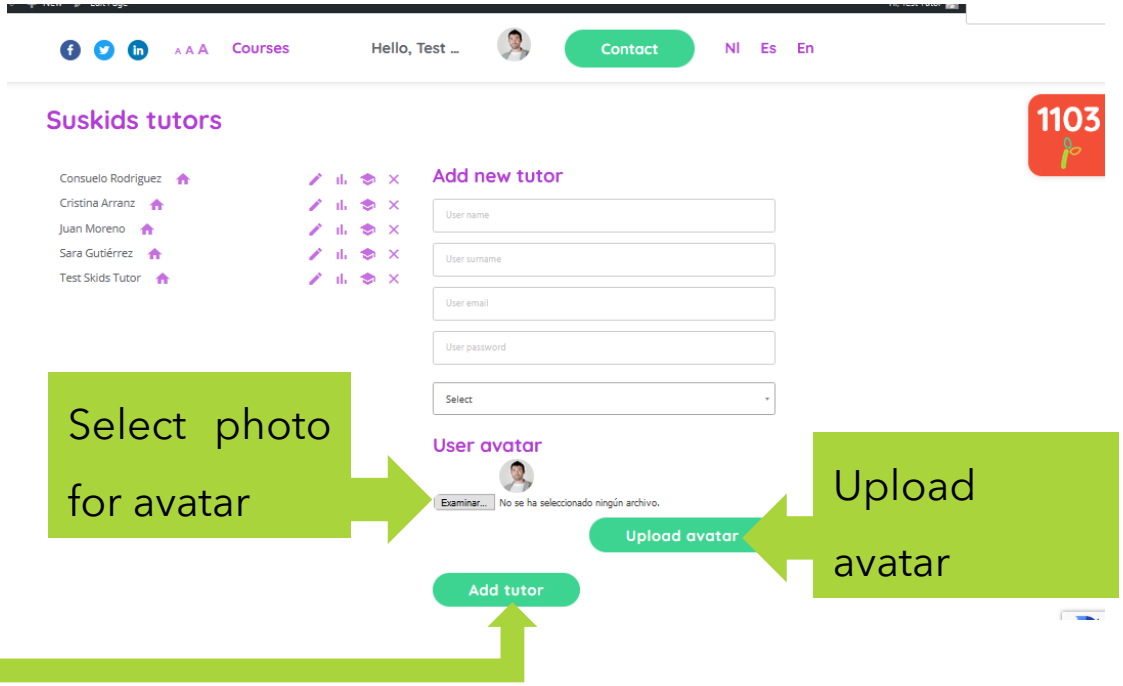
TUTORIAL 1. CREATING AND MANAGING PROFILES

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.



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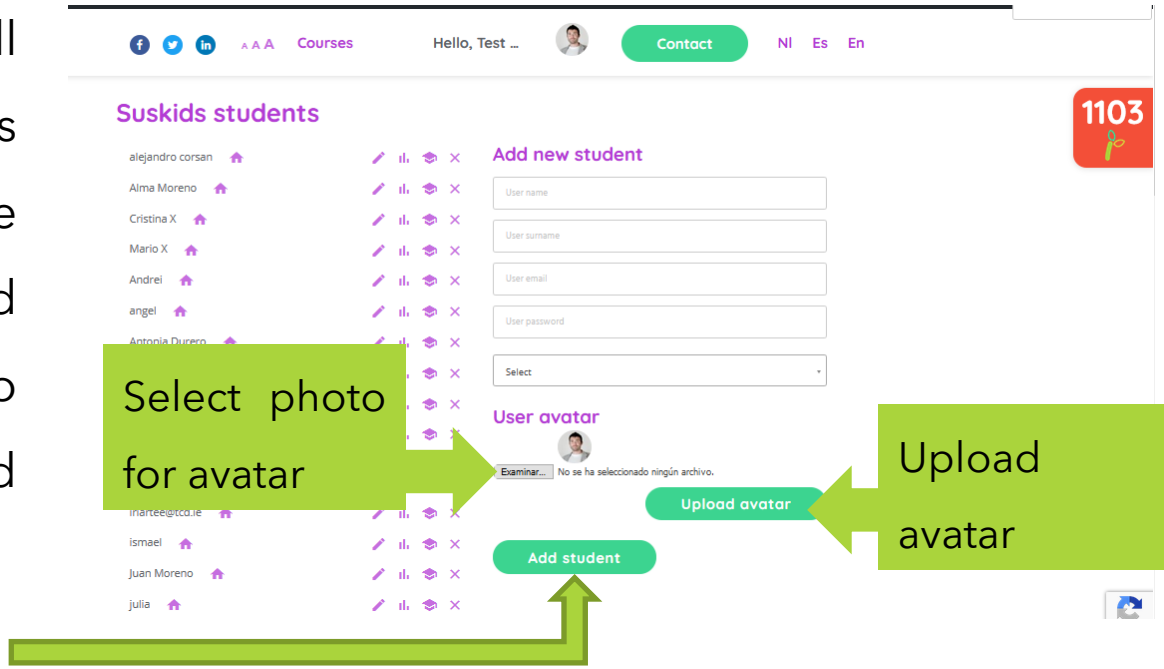
TUTORIAL 1. CREATING AND MANAGING PROFILES

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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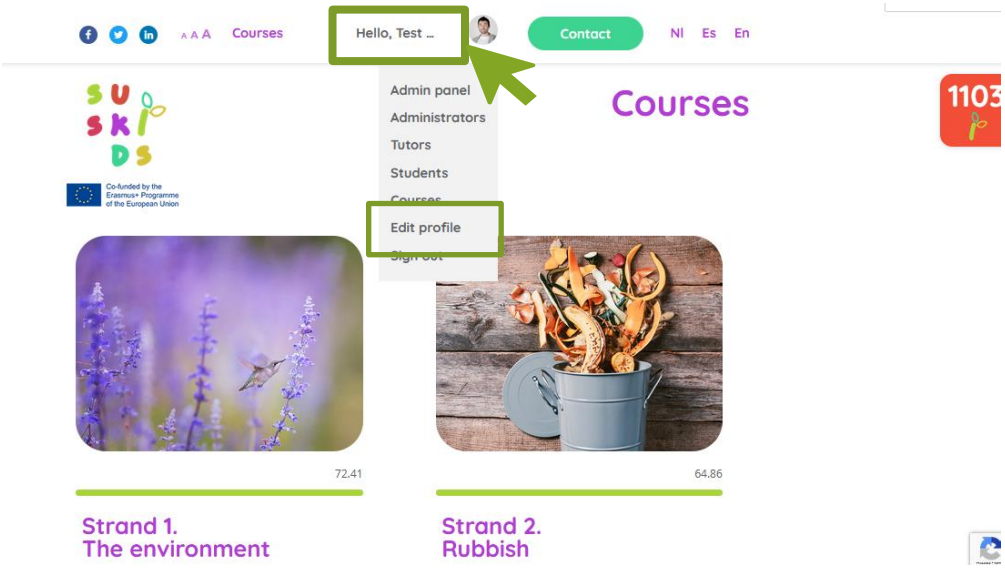
TUTORIAL 1. CREATING AND MANAGING PROFILES

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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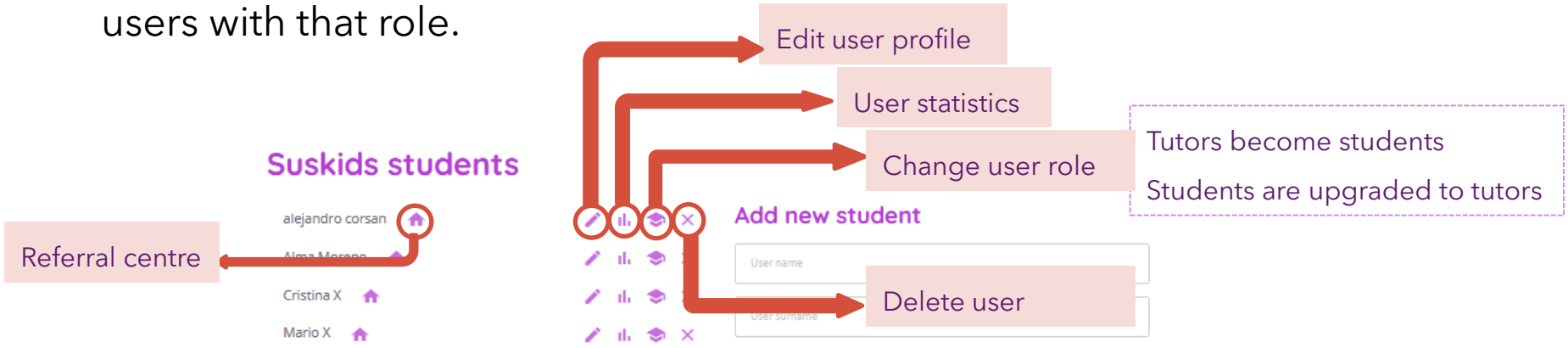
4. Managing users

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



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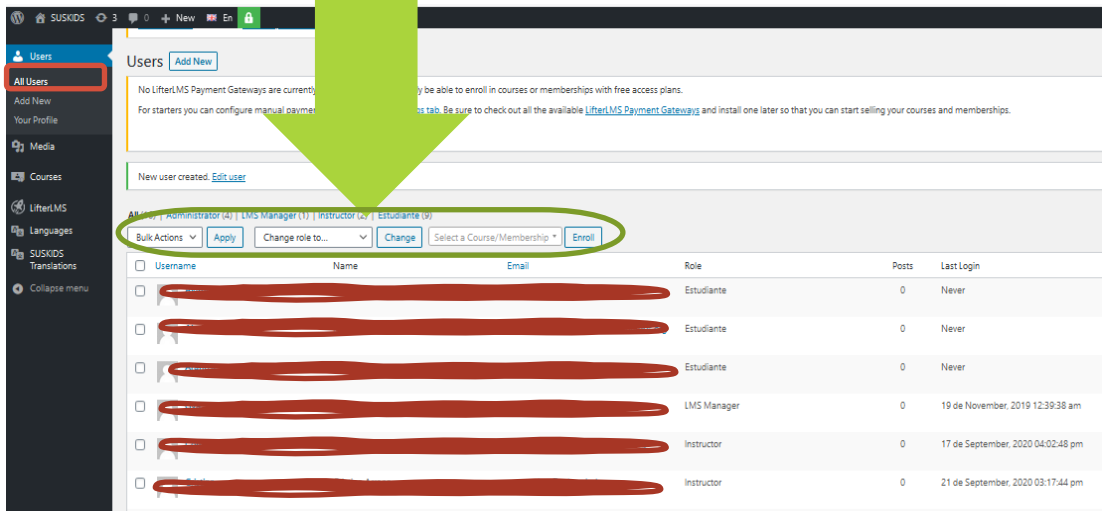
TUTORIAL 1. CREATING AND MANAGING PROFILES

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.



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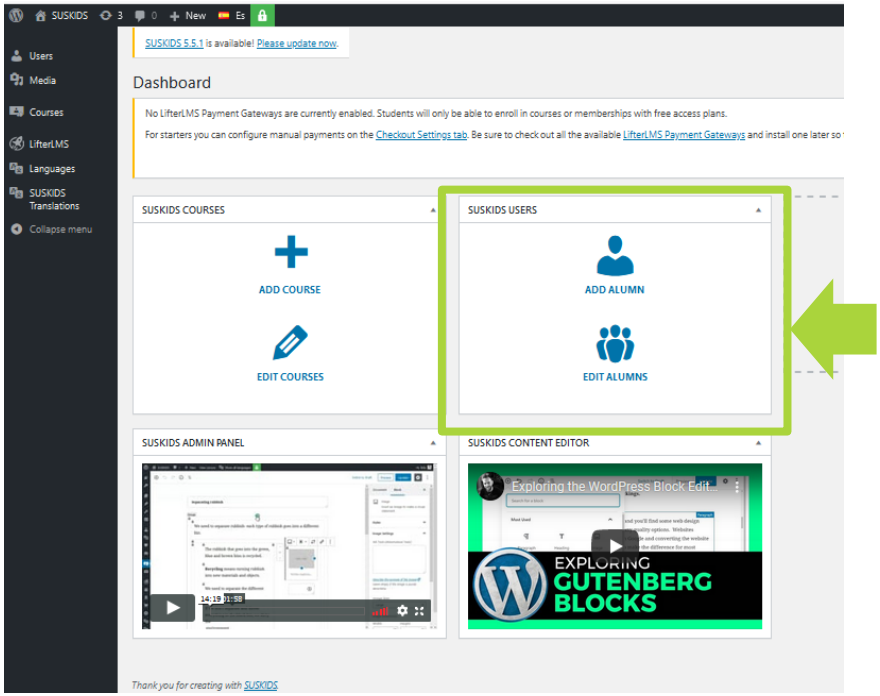
4. Managing users



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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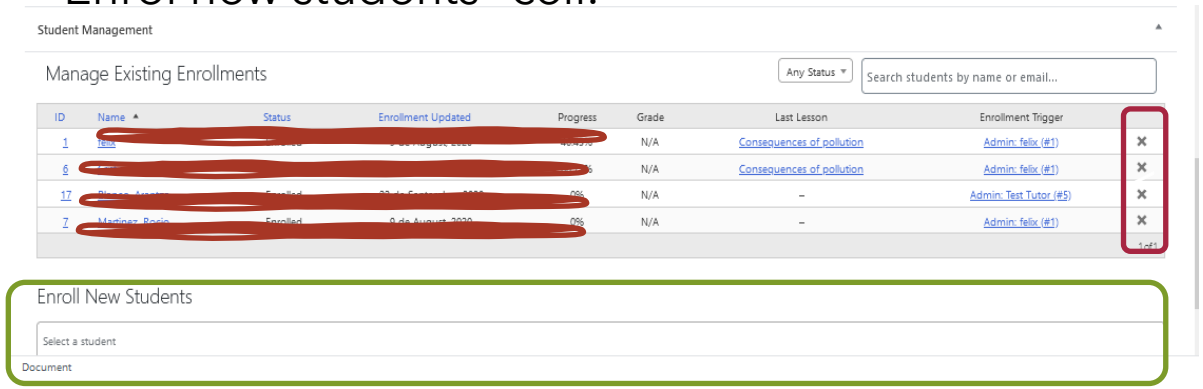
4. Managing users

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.



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

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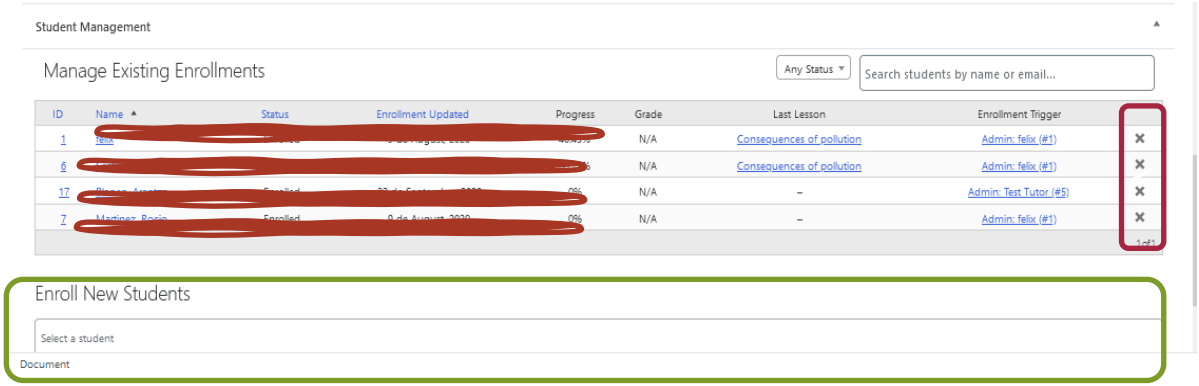
4. Managing users

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



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Contact us in case you have any question

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Thanks for your attention!

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