

# Admin Portal Overview

**The Admin Portal is used to create and maintain module content.**

Only Admin Users have access to the Admin Portal. The Admin user is the content owner and the learning material created by the admin user cannot be maintained by any other user. Keep your module content secure by not sharing your Admin user password with any other user. The Admin user password can be reset by entering your email address and selecting the Request new password link. A new password will be generated and sent to your email address.

The basic steps in creating learning material is to create a new module, add chapters to the module, add pages to the chapters and then to add content on each page.

**A typical Admin menu consist of the following pages:**

1. **Admin Home – Module Status Dashboard, Feedback and Overview**
2. **Communication – Create support tickets for Admin User support and e-mail correspondence to registered users.**
3. **User Maintenance – User Management and User Progress.**
4. **Module Maintenance – Create, maintain and Copy Modules**
5. **Release New Pages – Release new content pages to exisiting users.**
6. **List of your created modules – to maintain module content.**

Access to the User Portal is managed by the admin user on the User menu. There are two user types in the system, students and facilitators. Students are learners and facilitators may be lecturers, to facilitate learning. Students and lecturers can log into the User Portal to access the system. Once you have your module structure planned, you should create your modules and assign a facilitator to each programme. The facilitator user will have full access to the module content via the User Portal. You should also create a student user for yourself to test your module content to ensure that the module is ready to be released.

To add a new module select **Create New Module** from the Module Maintenance menu. Each module is added to the bottom of the menu and users will access the programme in the sequence they are created. You may change the sequence of modules by updating the sort order on the Module Status Dashboard from the Admin Home menu. Multiple modules can be grouped together to allow user access to multiple modules with one user account. To create Modules Groups select Maintain Module Groups from the Module Maintenance menu.

Module content can now be created for each module. The menu for each module extends as you create chapters and pages. Chapters belongs to a module and pages belongs to a chapter. Each page has a different type e.g. Content, Auto mark Question, Assessment Questions or Conclusion. The feedback from a Conclusion page can be viewed on the Admin Home page in the Feedback datatable.

While you are building your module, you can rename chapter and page names, move pages to different chapters and change the sequence of pages after they have been created.

When you have active users of the system, new chapters should be considered at the end of a module. It may also be advisable to create a module copy and extend the content in a new module for new users.

# Creating New Modules

Plan your module structure carefully to ensure that the learning material is sensible and that the knowledge gained by the learner is verified with questions. Although the system allows for changing chapter and page names and re-sequencing of chapters and pages, remember that you are building a module which will be accessed on-line by multiple users, each progressing at their own pace. Making changes to the module structure after publishing the programme may not be sensible.

## Creating a module consists of four steps:

- 1. Create a new module.**
- 2. Create chapters for the module.**
- 3. Create pages for the chapters.**
- 4. Add content and questions to the pages.**

## Create a new module

Select Create New Module from the Module Maintenance menu.

New modules will be inserted at the bottom of the menu. Modules can be grouped together in order for learners to access multiple modules with the same login account. The sequence in which users will work through the different modules will be determined by the sort order of the module which can be maintained on the Module Status Dashboard.

Selecting the module name on the menu will open 2 new menu options, Module Setup and Create New Page.

Select Module Setup to maintain module setup. On the module setup page, you can add module information and maintain the chapter and page structure of your module. When you use auto mark (multiple choice) questions, you will also use the module setup page to set the Pass Rate for each multiple choice test and set CPD Credits (if applicable).

You can now continue with creating chapters and chapter pages and come back to update the Module Setup later. Keep the Foreword, Description and Resources information boxes in mind. These three information boxes will display on the Information page of the User Portal. You therefore don't need to create an information chapter or page for each programme. This page may be removed from the user menu if you do not wish to use it.

# Create Chapters

You will find a Chapter list on the top right section of the Module Setup page. Follow these three steps to create a chapter:

1. **Create new chapters.**
2. **Set the chapter sequence number.**
3. **Set the Pending status for each chapter.**

To create a chapter, enter a chapter name for the chapter and select the blue Add button to add the chapter to the list. Chapters will be created with a sequence number of 0 and with the pending status off. You need to update the sequence number and set the Pending status for each chapter you create. The chapter sequence number determines the sequence in which the chapter will be displayed on the menu. **Chapter sequence numbers must be sequential and unique, the sequential progress mode rely on the sequence numbers.**

The Pending status may be used when you need to extend your module content after students have already started using the module. While there are no active student users, the Pending status can left as deactivated (default). Once you have published your module by giving student users access, you may use the Pending status for new chapters. Pending chapters are not included in the Release New Pages function.

In this scenario, It is advisable that new chapters will be added to the bottom of the list of chapters by setting an appropriate sequence number. Adding new chapters between existing chapters will require a re-sequencing of chapters which will affect the progress of existing users. Once a chapter has been released, the Pending status cannot be activated. Activated chapters will automatically be released when new student users are created. To release newly activated pages to existing students, you need to use the Release New Pages feature. Careful consideration should be given before releasing new chapters to existing students and it should preferably be done when student access has expired or in maintenance mode when students cannot log into the User Portal. Be mindful when you want to release new chapters since adding new chapters to the module after student users have already started using the module will recalculate their progress in the system.

Once you have created chapters, you can continue to create chapter pages. Before you continue, notice the Chapter Pages section on the bottom right of the Module Setup Page. Pages which you will create in the next step will be listed here. You can navigate back to the Module Setup page to change page names, update their sequence numbers and move pages to different chapters. **The same rules apply for chapter pages as for chapters, starting at 1, the sequence numbers must always be sequential and unique.** The system will create them in the correct order, but careful consideration should be given to existing student users if the sequence numbers of pages are changed or a page is moved to a different chapter.

# Create Pages

Use the Create New Page menu under each Module to create new pages. Follow these four steps to create each page:

- 1. Enter the Page Name.**
- 2. Select the Page Type.**
- 3. Select the chapter where the page should be created.**
- 4. Select the Create New Page Button.**

You can create multiple pages by repeating these steps. Each page will be inserted into the Module and will be visible on the menu under the relevant chapter.

You can add additional pages as you build the content, by navigating back to the Create New Page menu. The system will increment the page sequence number for each new page. Remember to navigate back to the Module Setup page to change the page sequence numbers if you add additional pages, ensuring that the sequence numbers are sequential. When you have created all your pages you are ready to add content and questions to the pages.

# Add Content and Questions

You have now completed the structure of your module. Select the relevant page on the menu under each chapter to add learning material. The behavior of each page type is different, you will either add text or upload media onto the different pages. Pages are divided into sections. One section is inserted at a time and different media types can be inserted in separate sections. For the auto mark questions, you need to enter the pass rate for each page by navigating back to the Module Setup page.

When you have added the content and questions to your pages, ensure that you have assigned a fascilitator for your module on the Module Status Dashboard.

When you have reviewed all your content and you are ready to publish your module, change the Module Status to Released on the Module Status Dashboard before you register users in the system.

# Module Release

Use the Module Status Dashboard on the Admin Home menu to maintain the status of your modules. Only modules with a Released status are visible on the User Portal. You can also Archive modules to remove them from user access if a module needs to be replaced with a different module.

The Module Status Dashboard provides a dashboard view of the number of user registrations per module and allows the Admin User to maintain the Module Settings by selecting the Edit button next to the module name.

## The following module settings can be maintained:

1. **Module Name**
2. **Module Sort Order – menu sequence**
3. **Course Type – Sequential or Full**
4. **Module Expiry Date**
5. **Module Status**
6. **Set the Fascilitator**

The Course Type determines if all the Module pages are accessible in any sequence (Full) or if the student needs to complete the first page in the module before moving onto the next page. In the Sequential mode (default) the system will open a new page on the menu for the student user as they complete the current page. Completed pages remains accessible to the user.

To Set a Fascilitator a user must be created for the module and this user must be set as a fascilitator on the Edit Users option of the User Maintenance menu. Navigate to the User Maintenance menu and select Register User and add a user. Once the user has been created, select Edit User and then the Edit button next to the new user. Select the Set as Fascilitator button at the bottom of the Edit Student Details form. The user is now set as a fascilitator. When you have done this, navigate back to the Module Status Dashboard, edit the module and select the fascilitator and then the Save button.

Once the module settings are correct you can continue to register new student users.

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