

2023

Administrator's Manual

microVET

Περιεχόμενα

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ADDING STUDENTS

To add a student to the Moodle platform go to **Site administration** → **Users** → **Accounts** → **Add a new user**

Page Admin Search

General **Users** Courses Grades Plugins Appearance Server Reports Development

Users

Accounts

Browse list of users
Bulk user actions
Add a new user
User management
User default preferences
User profile fields
Cohorts
Upload users
Upload user pictures

Permissions

User policies
Site administrators
Define roles
Assign system roles
Check system permissions
Capability overview
Assign user roles to cohort
Unsupported role assignments


Privacy and policies

Privacy settings
Policy settings
Data requests
Data registry
Data deletion
Plugin privacy registry


Fill in the user's details and click «Create user»


ADDING USERS WITH CSV

If we want to import multiple users, we need to create a csv file.

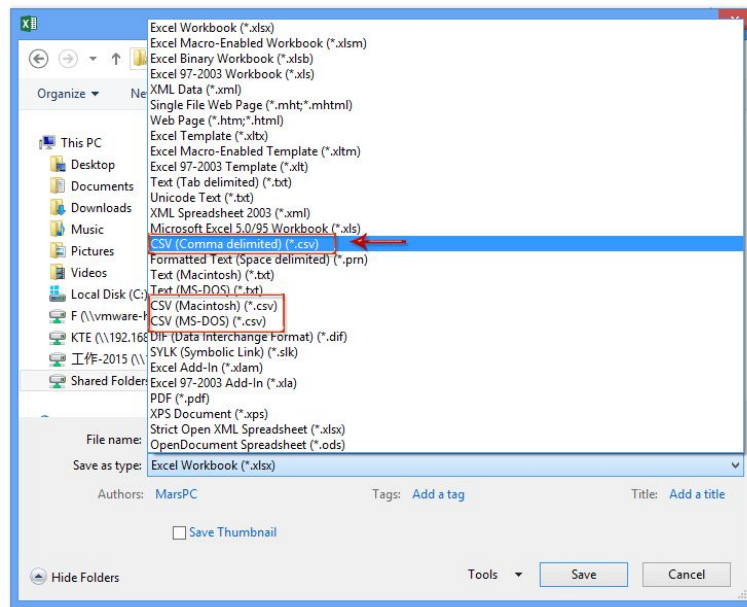
 To create a csv file we open excel and format it as follows:

	A	B	C	D	E	F	G	H	I
1	username	password	email	firstname	lastname	course1	role1	cohort1	group1
2	demo@	1234	demo@	Demo	student	NEXUS	student	gt-foitites	gr nexus students
3	demo1@	1234	demo1@	Demo	student	NEXUS	student	gt-foitites	gr nexus students
4	demo2@	1234	demo2@	Demo	student	NEXUS	student	gt-foitites	gr nexus students
5	demo3@	1234	demo3@	Demo	student	NEXUS	student	gt-foitites	gr nexus students
6	demo4@	1234	demo4@	Demo	student	NEXUS	student	gt-foitites	gr nexus students

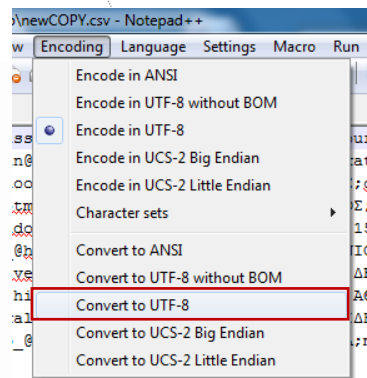
 The fields that must be present are username, password, firstname, lastname, email. Each row beyond the first represents the details of a user. GENERALLY there should be NO spaces

 within the cells e.g. of username , email etc. i.e. the name "GIORGOS" OR "GIORGOS "with a blank at the beginning or end will not be allowed when uploading the csv file. An error will occur. Only in course we are allowed to have a blank if the course title is made like this. That is, if the course is called URBAN BENCHMARKING then that's how we will write it in csv.

- 👤 We save the excel e.g. users.xlsx
- 👤 We make a copy of excel to avoid making changes to the original e.g. we save as and change the name to usersCopy.xlsx
- 👤 We open the copy and click Save as -> Other formats -> In the new window we select the CSV format (comma delimited) and save it.



- 👤 The copy that is now csv we edit with **Notepad++**
- 👤 We click on **Convert to UTF-8** and save it.



- 👤 Before we upload it we check if there is any empty row to delete it.
- 👤 Our file is ready. On the Moodle platform, we go **Site administration** → **Users** → **Accounts** → **Upload users**


Page Admin Search


General **Users** Courses Grades Plugins Appearance Server Reports Development

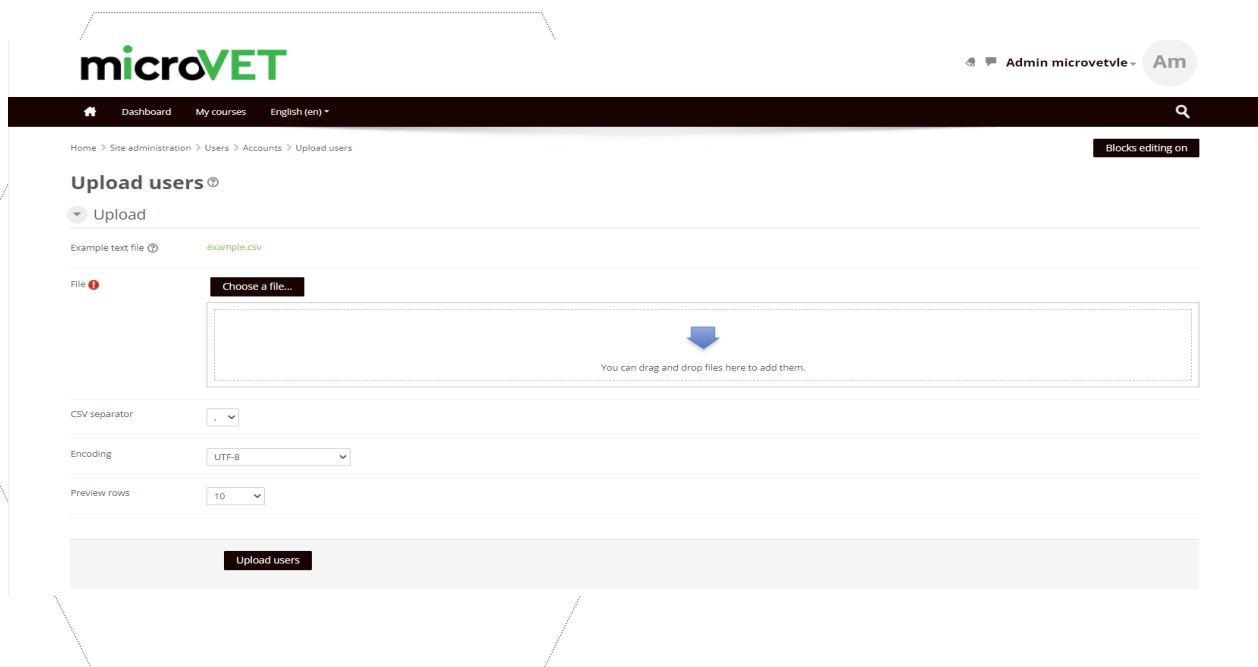
Users

Accounts

[Browse list of users](#)
[Bulk user actions](#)
[Add a new user](#)
[User management](#)
[User default preferences](#)
[User profile fields](#)
[Cohorts](#)
[Upload users](#)
[Upload user pictures](#)

 With drag n drop we pass the csv file and upload it.

 As csv delimiter we choose the delimiter we see inside notepad ++. If there is a space between the words we select \t and click Upload users.



In the next window we see if moodle has read the users correctly and select import the users. Otherwise we go and correct the csv and try again. We can choose whether we want to refresh the existing users or import new ones or both. If we don't want to change the users' password (because we have already included it in the file) then we select Field required in file.

If we are renewing users in the Existing user details field click Override with file.

Settings

Upload type

New user password

Standardise usernames

Select for bulk user actions

Default values

[Show more...](#)

Email display

Forum auto-subscribe

City/town

ID number

Institution

Department

When we're done we click [Upload users](#).

VIEW USERS

To view the list of students go to **Site administration** → **Users** → **Accounts**
 → **Browse list of users**

Home > Site administration > Search

Page Admin Search

General **Users** Courses Grades Plugins Appearance Server Reports Development

Users

Accounts

- Browse list of users
- Bulk user actions
- Add a new user
- User management
- User default preferences
- User profile fields
- Cohorts
- Upload users
- Upload user pictures

Permissions

- User policies
- Site administrators
- Define roles
- Assign system roles
- Check system permissions
- Capability overview
- Assign user roles to cohort
- Unsupported role assignments

And a page appears with the available users.

25 Users

▼ New filter

User full name

Show more...

Add filter

First name / Surname	Email address	City/town	Country	Last access	Edit
Admin microvetvie				49 secs	⚙️
Ani				9 days 2 hours	✕ 👁 ⚙️
Christina				2 days 1 hour	✕ 👁 ⚙️
demo demo				16 days 4 hours	✕ 👁 ⚙️
Emiliano				6 days 1 hour	✕ 👁 ⚙️

CHANGING USER PASSWORDS

- 👤 On the list of students (**Site administration** → **Users** → **Accounts** → **Browse list of users**), select the icon of the user who will change the password from the edit menu. In the New password field we fill in the new password and at the bottom of the page we click **Update profile**.

New password ?

Click to enter text  

COURSE CREATION/EDITING

To create a lesson, go to **Site administration** -> **Courses** -> **Manage courses and categories**.

Page Admin Search

General Users **Courses** Grades Plugins Appearance Server Reports Development

Courses

- Manage courses and categories
- Course custom fields
- Add a category
- Add a new course
- Restore course
- Course default settings
- Download course content
- Course request
- Pending requests
- Upload courses

Activity chooser

- Activity chooser settings
- Recommended activities

Backups

- General backup defaults
- General import defaults
- Automated backup setup
- General restore defaults
- Asynchronous backup/restore

On the page that appears there are two columns. The left column contains the categories that exist on the platform and the right column contains the courses that each category includes.

When you want to add a new course, select from the left the category where the course will be located and click **Create new course**.

Manage course categories and courses

Course categories

Create new category

Microvet

Sorting

Selected categories

Sort by Category name ascending

Sort by Course full name ascending

Sort

Move selected categories to

Choose... Move

Microvet

Create new course

Sort courses Per page: 20

<input type="checkbox"/>	a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Parental engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Personal Data Protection: Rules, Policies and the Impact in Postal Sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Systems thinkings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	TEST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Industry 4.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Course 2 Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Course 1 Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing all 8 courses

Move selected courses to...

Choose... Move

The form with the basic settings of the course is displayed immediately. In this form, fill in the course full name, the course short name, confirm that it is in the correct category and select the start and end date of the course. If we do not want to set an end date, we disable the corresponding box. Optionally, we can add a description of the course or upload a photo.

(Note: The required fields have the ! icon next to them and must be filled in.)

Edit course settings

General

Course full name ! ?	<input type="text" value="Parental engagement"/>
Course short name ! ?	<input type="text" value="Parental engagement"/>
Course category ! ?	<input type="text" value="Microvet"/> <input type="text" value="Search"/>
Course visibility ?	<input type="text" value="Show"/>
Course start date ?	<input type="text" value="3"/> <input type="text" value="April"/> <input type="text" value="2023"/> <input type="text" value="00"/> <input type="text" value="00"/> <input type="text" value="📅"/>
Course end date ?	<input type="text" value="1"/> <input type="text" value="April"/> <input type="text" value="2024"/> <input type="text" value="00"/> <input type="text" value="00"/> <input type="text" value="📅"/> <input checked="" type="checkbox"/> Enable
Course ID number ?	<input type="text"/>

Optionally, in the course summary you can add a summary of the course that will appear in the course catalogue or from the course image you can upload a photo.

You can even make additional adjustments to the format and appearance of the lesson (e.g. how the lesson activities will be displayed, a theme), tracking the completion of the lesson, whether to use groups and how the separation will be done, whether to change the names of the roles used in the lesson - without affecting their permissions), or whether to use tags.

Finally, click Save and display to access the new lesson.

ADDING MATERIAL IN COURSES

On the course page we select **Enable editing** located at the top. With this option we can edit and add any activity or resource to the course.

Turn editing on



FORUM Announcements

BOOK test

LESSON lesson name

FORUM fr

QUIZ q

+ Add an activity or resource

+ Add topic

Topic 1

+ Add an activity or resource

+ Add topic

Immediately a pop-up window appears showing all the available options (activities-resources).

Add an activity or resource

Search

All Activities Resources

Assignment Book Chat Choice Database External tool

Feedback File Folder Forum Glossary H5P

IMS content package Lesson Page Quiz SCORM package Survey

Text and media area URL Wiki Workshop

Once we select the activity we want, we go straight to the creation

the activity. There we add the training material, define the settings (How to add the training material, how to set up the activity, etc.)

will be displayed, how it will be completed, whether there will be a limitation and much more) and finally we save it.

In more detail:

- ✓ External Tool: This tool allows students to interact with learning resources and activities on other websites.
- ✓ Scorm Package This tool allows SCORM or AICC packages to be loaded as a zip file and add them to a course.
- ✓ **Wiki:** This tool allows participants to add and edit a collection of web pages.
- ✓ Glossary: This tool allows participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information.
- ✓ Lesson: This tool displays content in an interesting and flexible way.
- ✓ Choice: This tool allows a teacher to give a question and offer a choice of possible answers
- ✓ Assignment: This tool allows the teacher to give students assignments, collect work, grades and feedback
- ✓ Workshop: this tool allows to collect, evaluate work from other students
- ✓ Database: this tool allows participants to create, maintain and search a collection of records
- ✓ Quiz: this tool allows the teacher to create quizzes consisting of questions of various types, including multiple choice, matching, short answer and arithmetic.
- ✓ Research: With this tool a teacher can collect data from their students that will help them learn about their class and reflect on their teaching.
- ✓ **Forum:** This tool helps to have group discussions on the platform
- ✓ **Chat:** This tool allows participants to communicate with real-time messages
- ✓ **Feedback activity:** The feedback activity allows you to create and conduct surveys to collect feedback. It is ideal for course and teacher evaluations as it allows you to create your own ungraded questions.
- Questionnaire:** This activity again allows you to create and conduct surveys to collect feedback. It is ideal for course and teacher evaluations as it allows you to create your own ungraded questions.
- ✓ Book: This tool allows a teacher to create a book
- ✓ IMS content package: this tool allows these content packages to be uploaded as a zip file and added to a course
- ✓ Page: This tool allows the teacher to create a web page
- ✓ **URL:** This tool allows the teacher to publish a web link
- ✓ File: This tool allows a teacher to publish a file.
- ✓ Label: This tool allows to insert text and multimedia between resources and activities on the course page

COURSE RIGHTS

To allow a user to access a course, select the course and click on the Enrolled Users button:

Parental engagement

View **Edit** **Enrolled users** **Delete** **Hide** **Backup** **Restore**

Full name Parental engagement
Short name Parental engagement
ID number
Category Microvet
Groupings 0
Groups 0
Role assignments Teacher: 1
Enrolment methods Manual enrolments
Format Topics format
Sections Learning journal
From involvement to engagement
Topic 2
Parents you haven't yet reached
Engaging other family members
Self-awareness
Modules used Forum
Assignment
Page
Quiz
URL

Then the list of users who have already enrolled for a course is presented.

Parental engagement

Enrolled users **Enrol users**

Enrolled users

Match Any Select

+ Add condition **Clear filters** **Apply filters**

1 participants found

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	HJ [REDACTED]	[REDACTED]	Teacher, Course creator	No groups	4 days 6 hours	Active

Select the "Enrol users" button on the bottom right

Enrol users

You will see the following list of available users that can be added to the Lesson.

We select from Select users the users we want to add and save them by pressing the Enrol users button.

Enrol users ×

Enrolment options

Select users No selection

Assign role Student

[Show more...](#)

Cancel Enrol users