



Administrators Handbook V1.0

Courses and Units

The first step to setting up courses and units should be to add a course. If you are not already on the courses page click [courses](#) from the top menu and then click [Add Course](#).

This opens a modal window allowing you to specify a course title, description, start, and end date for your course. After completing the fields click the [Save](#) button to close the modal. You should now see your new course in the listing on the courses screen along with the number of students and units for the course, which at this stage should both be zero.

Clicking on the course opens the management screen for that course. On this screen there are several options available but for now we will only discuss two of them.

1. Editing your course.

Clicking the [Edit Course](#) button opens a modal similar to the add course modal but here you have the opportunity to change the course name, description and date range. After making any changes clicking on [Save Changes](#) will apply the changes to the course, alternatively clicking [Close](#) will close the modal and disregard all changes.

2. Adding Units.

Each course can be split in to units making it easier to track a students progress. Some consideration should be given to the units added as each unit can, when linked to a student, contain information such as a grade, status, started and completion date. So although the heading Unit implies a full unit you may wish to split courses further in to units and assignments such as Unit1 Assignment 1 and Unit1 Assignment 2. You could, of course, include SMART targets under the units section along with anything else you may want to track on a course by course basis. To add a unit click the [Add Unit](#) button. This opens a modal where you can specify the title and description for the unit. Clicking [Save](#) will save your unit and [Close](#) will dismiss the modal without saving. Once saved your unit will appear in the unit list and can be edited, if required, by clicking the *edit* icon to the right of the unit.

Sessions

Sessions are used to create registers and timetables. Each session is linked to a course and contains the location, tutor, day and time of the session. To add a session click on the [Sessions](#) link on the top menu and then click [Add Session](#). This will open a modal where you can enter the details for the session you wish to create. First use the drop-down to select the course for the session then enter a location and tutor in the relevant inputs areas followed by selecting a day for the session using the Day drop-down. Finally enter a start and finish time in the fields provided using the format of 2 digits for the hours and 2 digits for the minutes in a 24 hour clock format. This will enable the database to calculate the duration of each session and calculate the Guided Learning Hours (GLH) for students added to the session which we will discuss later. Clicking [Save](#) will save your session which will now appear in your session list. Clicking [Close](#) will dismiss the modal without saving. If you need to edit a session this can be done by clicking on the [edit](#) icon to the right of each session in the session list. Your session list can be filtered by selecting either a course and or day from the filter option at the top of the session list and clicking [Go](#).

Adding Students.

To add students click the [Students](#) menu option at the top of the screen and then click the [Add Student](#) button. Due to the number of fields available for a student a new screen opens allowing you to enter the student details. Complete all of the fields you require making sure you complete all required fields marked by an *. When completed click the [Save Student](#) button to save the student and return to the students screen. Clicking the [Cancel](#) button returns you to the students screen disregarding your choices. Once you have entered all of your students the students screen will list them in pages of 25, if you have more students than this, you can navigate between pages using the pagination at the bottom of the list or alternatively you can filter the list using the surname search at the top of the page by entering a full or partial surname and clicking [Search](#).

Student Management

Clicking on a student from the list on the students screen takes you to the management screen for that student.

At the bottom of the screen you will see the details that you previously entered for the student. These details can be edited by clicking the [Edit](#) button. You can then click in each field to edit them as required. To save the changes click the [Save](#) button.

To add an image for the student click the image above the students name depicting either a male or female head. This opens a modal allowing you to browse and upload an image for that student. Images can be of type jpg, gif, png or bmp but must not contain any spaces within the filename. When uploaded your image is resized to suit the page.

The other section of the student management page is made up of 3 tabs which are covered below.

1.Courses/Units.

You add students to courses by clicking the [Add a Course](#) link. This opens a modal for you to select a course to add via the drop-down and select a start and planned end date after which you click the [Add Course](#) button to close the modal saving your choices. Clicking [Close](#) will close the modal and disregard your choices. Once you have completed adding the correct courses for the student they will all appear in your course list along with the options to set an actual end date, change the status, grade the course and view the units associated with the course. Clicking on [view](#) units will change the list to view the units for the selected course. Clicking [ADD](#) to the right of a unit will open a modal allowing you to select a start, planned end date and status for that unit. Finally click the [Add Unit](#) button to close the modal confirming your selections. Clicking [Close](#) closes the modal disregarding your choices and the unit is not added. Once a unit has been added you will have options to set the actual end date, change the status and grade the unit. Clicking the [Back](#) button returns you to the course listing. The [Course Report](#) button opens a pdf, in a separate window, showing the students progress in the courses they are enrolled in

2.Sessions.

After clicking the Sessions tab you can list all sessions for the courses the student is enrolled in. You begin by selecting a course from the drop-down box. This then lists the sessions available for that course along with an option to either [ADD](#) or [REMOVE](#) the student from each session. Clicking on the [Show Timetable](#) button opens a pdf, in a separate window, show the students timetable based on the sessions which have been added.

3.Reviews.

Clicking on the Review tab allows you to create a student review. Once created they are listed allowing you to open them as a pdf by clicking the [PDF](#) button. To create a review click the [New Review](#) link. This open a modal asking you to confirm the review date, clicking the [Create Review](#) button then begins the review process. On this screen you can enter any comments on the students progress since the last review and set targets for the student. You can enter as many targets as required by clicking [Add New Target](#). Each target can be given a target type of general, academic, attendance or behavioural, they can also be linked to an enrolment. Complete your review by adding the names of the people involved in the review process and setting a date for the next review. In order to save the review you must tick that the students agrees to the targets and then click [Save Review](#). You can also view the review before saving by clicking [View Review](#).

Registers and Course Stats.

Now you have set up courses, students and sessions you can take session registers and show course statistics. Click back on the [Courses](#) menu option at the top of the screen. You will notice that each course now displays the number of students enrolled and number of units. Click on a course to view the course management screen, You will see that you have buttons for [Add Register](#) and [View Session Registers](#) but they are disabled. When you select a session from the drop-down the [View Session Registers](#) will become active. Clicking this will open a pdf showing all of the registers for that session. To take a register you select a session from the drop-down and click in the text box to the right to show the date picker. After selecting a date the [Add Register](#) button becomes active. Clicking on the [Add Register](#) button opens a modal asking you to confirm the register or stating that a register

already exists and asking you if you would like to edit it. Creating a new register or editing an existing register brings up the same screen except for a new register has every student marked as present by default. You can use the drop-down to select the status for each student and you can enter a note if required. Should you mark a student as late you can enter the number of minutes missed and this will be reflected when calculating the GLH's. If any changes are made you should click the [Save Changes](#) button to commit your changes before clicking the [Finished](#) button which will return you to the course management screen.

Users

With the exception of Logout the final menu item at the top of the page is [Users](#). Clicking on [Users](#) displays a screen where your initial choice is just to [Add User](#). Clicking on [Add User](#) opens a modal where you can specify a username, password and user type for a new user. The username you supply will have an @ symbol and a number appended to it by default, this is to link the users you create to your administrator account and cannot be changed or omitted. The account types are [User](#) and [Guest](#). A user account would typically be selected for tutors as these account can be set to manage any courses you select and a guest account could be for management or funders as a guest can only view information on the courses you select.

Once you have created some users they will appear on the users page along with the option to edit them or manage their courses. Clicking on [Edit User](#) will open a modal allowing you to make changes to the user. After making changes clicking [Save Changes](#) will save your changes and close the modal window, clicking [Close](#) will close the modal window disregarding any changes made.

Clicking [Manage Courses](#) will display all of your available courses with a toggle button to the right where you can toggle the users access between [YES](#) and [NO](#). To return to your users list click the [Users](#) option from the top menu.

For a comprehensive list of what each user can achieve you should read the handbooks for both Users and Guests.