

How-To Guide

**for the Interactive e-Learning Platform for the
Eummena Prima**

Admins' Guide

Riyadh, Saudi Arabia: January 25 2022

Synopsis Guide for Administrators

How can I set up the front (home) page?

- Log in with your administrator account
- From the navigation bar click "Site administration"
- Scroll down to the front page section
- Click "Front page settings"

Front page

Front page settings

Mobile app

Mobile settings

Moodle app subscription

Mobile authentication

Mobile appearance

Mobile features

Front page setting in Administrative panel

- Fill the full name and short name of your site, and add a summary about your platform
- Decide which items will be shown to non-logged in and logged in users from the two drop downs
- Control the number of categories, courses and other sections to be displayed in the front page
- Click "Save changes"

How can I change the look of the platform?

Changing the look of the platform usually requires the consent of the executive and managing team as this might change or alter many things on the platform. Should you need to change the look of the platform you will:

- Login with you administrator account
- Click on the settings icon from the top right side of the page
- Click on "Site administration"

- Click on "Appearance" from the tabs menu

Site administration	Users	Courses	Grades	Plugins	<u>Appearance</u>	Server	Reports	Development
Appearance		Logos Course card colours Calendar Blog Navigation HTML settings Moodle Docs Default Dashboard page Default profile page Courses AJAX and Javascript Manage tags Additional HTML Templates User tours						
Themes		Theme settings Theme selector Boost Classic uniplay_female uniplay_male						

Appearance in Administrative interface

- Click on either the Appearance or Themes choices to alter according to what you need

How can I add courses to the platform?

- Log in with your administrator account
- From the navigation bar click "Site administration"
- Click on the "courses" tab
- Click "Add a new course" from the "Courses" section

Site administration

Users

Courses

Grades

Plugins

Appearance

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

Adding a course

- Add your course details
- Click "Save and display"

How can I add users to the platform?

- Log in with your administrator account
- From the navigation bar click "Site administration"
- Click on the "Users" tab
- Click "Add a new user" from the "Accounts" section

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](#)[Profile field based cohort membership](#)

- Add your user details
- If you want their new account details emailed to them, click "Generate password and notify user"
- Click "Create user"

How can I manage the files on the platform?

You can manage your files on the platform from "Plugins", "Server" and "Site administration" tabs. From "Plugins" tab:

- Log in with your administrator account
- From the navigation bar click "Site administration"
- Click on the "Plugins" tab
- Click "Managing repositories" from the "Repositories" section for information on allowing your users to use files from external sources in their courses

Reports

Manage reports

Repositories

Manage repositories

Common repository settings

Content bank

Embedded files

Private files

Recent files

Server files

Upload a file

URL downloader

Wikimedia

Managing files on the platform

- Click "Private files" from the "Repositories" section to upload and manage a set of files
- Click "Recent files" from the "Repositories" section to have a quick access to the most recently accessed files
- Click "Server files" from the "Repositories" section to access uploaded files in the courses

Manage repositories

Name	Active?	Order	Settings	Uninstall
Embedded files	Enabled and visible ▾	▼	Settings	Uninstall
Content bank	Enabled and visible ▾	^ ▼	Settings	Uninstall
Server files	Enabled and visible ▾	^ ▼	Settings	Uninstall

The platform Repositories

- Click "Upload a file" from the "Repositories" section, then set configuration to allow the users to upload files from external sources or from their computer device into your site

From "Server" tab:

Site administration	Users	Courses	Grades	Plugins	Appearance	Server	Reports	Development
Server		System paths Support contact Session handling HTTP Maintenance mode Cleanup Environment PHP info Performance Update notifications File types OAuth 2 services						
Tasks		Task processing Task log configuration Task logs Scheduled tasks Tasks running now						

Server settings in the platform Administration

- Log in with your administrator account
- From the navigation bar click "Site administration"
- Click on the "Server" tab
- Click "File types" from the "Server" section to view and edit the types of files allowed on your site

From "Site administration" tab:

Security

IP blocker

Site security settings

HTTP security

Notifications

Front page

Front page settings

- Log in with your administrator account
- From the navigation bar click "Site administration"
- Click on the "Site administration" tab
- Click "Site security settings" from the "Security" section to set the maximum file upload size

What are the default platform settings?

Location

Location settings

Language

Language settings

Language customisation

Language packs

An administrator can set default platform settings to control the site language, default timezone and country, password and other default settings in the platform.

- Set your default language in site administration > language > language settings
- Set your default timezone and country in site administration > location > location settings
- Adjust your minimum password if you need to in Site administration > Security > Site security settings > Password policy

FAQ for Administrators

How do I find the version of Moodle currently installed on my platform?

Site administration	Users	Courses	Grades	Plugins
<hr/>				
Notifications				
Registration				
Moodle services				
Feedback settings				
Advanced features				

Location of Moodle version installed

You can find the version of moodle which your site is using by:

- Log in with your administrator account
- From the navigation bar click "Site administration"
- Click on the "Site administration" tab
- Click on "Notifications"

How do I customise words and phrases used on my platform?

Location	Location settings
<hr/>	
Language	Language settings
	Language customisation
	Language packs
<hr/>	
Messaging	Messaging settings
	Notification settings
	Jabber
	Mobile

Language customisation in the platform

- Log in with your administrator account
- From the navigation bar click "Site administration"
- Click on the "Site administration" tab
- Scroll down to the "Language" section
- Click "Language customisation"
- Click on the language you wish to customise
- Click on "Open language pack for editing" button
- Find the string you wish to customise using the filter strings
- Type the string that needed to be changed in "Only strings containing" text box
- Click on "Show string" button
- Make your changes in the "local customisation" box
- Click "Save changes to the language pack"

After using the 'Login as' function, why am I logged out of the platform?

This is by design. After using the 'Login as' function, for security reasons you are automatically logged out of the platform when you return to your normal role. If you login again you will be redirected to the page that you were on previously.