User Manual

This document contains the user manual of the Responsive e-Learning Platform. It provided a detailed guide on how to use the website.

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Purpose of this document

This document is a generic document for use by interns and managers (Admin) at Responsive Digital Agency. It provides guidance intended to assist the intern and manager on how to use the software.

General guide

Login

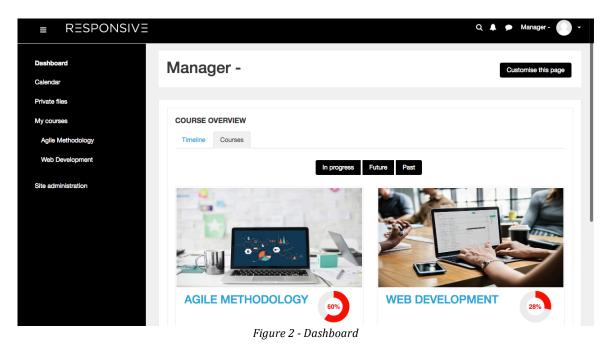
To log in you must have received login details from the manager. You can fill in these details on the log in page (See Figure 1). Only the username and password is needed to login.

Responsive eLearning
Username Password Password Cookies must be enabled in your browser ? Log In

Figure 1 – Log in page

Dashboard

Each intern has their own dashboard, which shows all the courses they enrolled to. On the left of Figure 2 there is a navigation bar that can be opened and closed with the 3-line icon (See top left of Figure 2). You can easily navigate to your dashboard by clicking on the Responsive logo.



Profile

You may access your profile from the user menu at the top right corner on the dashboard page (See **Error! Reference source not found.**). Navigate to your name on the top right of the home page. (1) Click the down arrow to open up the menu (2) Click profile – this will display menus relating to your information, courses and reports. (3) You may also edit your profile here (See Figure 3).

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Dashboard Calendar	Manager - Dashboard / Profile	Reset page to default Customise this page
Private files My courses		
Aglie Methodology Web Development Site administration	User details Edit profile Email address admin@iocalhost Country Australia City/town Somewhere	Reports Today's logs All logs Outline report Complete report Browser sessions Grades overview Grade
	Course details Course profiles Agile Methodology Web Development Figure 3 - Profile	Login activity First access to site Monday, 14 July 2014, 10:54 pm (4 years 114 days) Last access to site Monday, 5 November 2018, 2:44 pm (25 secs) Last IP address Decomposition

Notifications & Messenger

This site will alert you to new messages you may have from the manager or other interns. You can also receive notifications about assignment due dates and assignments that have been graded (See bell icon in the top right of Figure 4).

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		Messages New message 🗸	0
Dashboard Calendar	Manager -	No messages	stomise this page
Private files			
My courses	COURSE OVERVIEW		
Agile Methodology	Timeline Courses		
Web Development	In progr		
Site administration	AGILE METHODOLOGY	See all WEB DEVELOPMENT	28%

Figure 4 – Dashboard with messages expanded

You can message people from Messages in the user menu. (1) Click on the message (speech bubble icon) in the top right of Figure 4. (2) Click on "New Message". (3) You can select a contact and type a message. (4) Click "Send"

Courses

The courses that the intern is enrolled for are located on their dashboard (See **Error! Reference source not found.**). You may enter any course by clicking on it.

Admin Guide

Add Intern

The manager may add an intern by (1) navigating to "Site administration" in the navigation bar on the left (See Figure 5). (2) Select the "Users" tab. (3) Select "Add a new user". On this page the manager may enter information about the student including their log in details, which will be sent the intern via email.

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Dashboard Calendar Private files	Responsive eLearning Dashboard / Site administration / Search	Blocks editing on
My courses		
Agile Methodology	Your site is not yet registered. (2) Register your site	
Web Development		
Site administration	Site administration	
	Site administration Users Courses Grades Plugins Appearance Server	r Reports Development
	Users	
	Accounts Browse list of users Bulk user actions Add a new user User default preferences User profile fields Cohorts Figure 5 - Add user	

Course Setup

Course setup is where the manager can add learning material for the interns. A manager can have multiple courses and enroll multiple interns.

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Dashboard Calendar Private files	Responsive e	-					Blocks editing on
My courses Aglie Methodology Web Development Site administration	Your site is not yet registered.		Sear	ch			
	Site administration Users Courses	Courses Grades Manage courses and Add a category Restore course Course default settin Course request Upload courses	-	Appearance	Server	Reports	Development

Figure 6 - Site administration

Add or edit a course

(1) Click on "Site administration" in the navigation bar on the left (See Figure 6). (2) Select the "Courses" tab. (3) Select "Manage courses and categories". On this page the manager is able to add and edit courses.

Enroll intern for a course

(1) Select the course you would like to enroll the intern from the list in the navigation bar on the left (See Figure 6). (2) Select "Participants" in the navigation bar on the left (See Figure 7). (3) Click on the gear in the right corner of the participant's block and (4) select "Enroll users". On this page the admin may (5) enroll interns by selecting the intern they would like to enroll.

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Aglie Methodology Participants Competencies	Agile Methodology Deshboard / My courses / Agile Methodology / Participants	
Grades	Participants	¢ -
Dashboard	My courses Agile Methodology \$	Lerrolled users
Calendar	Current role All participants \$	Enrolment methods
Private files	All participants: 3	Manual enrolments
My courses	All A B C D E F G H I J K L M O P Q R S T U V W X Y Surname All A B C D E F G H I J K L M O P Q R S T U V W X Y Surname All A B C D E F G H I J K L M O P Q R S T U V W X Y	
Agile Methodology	Select User picture First name / Surname Email address City/town Country	Permissions
	Manager - admin@localhost Somewhere Australia	Check permissions
Web Development	Zoe Amansure zoe.jims@gmail.com Cape Town South A	frica 🛃 Other users
Site administration	Steve Lambert stevelambert311@gmail.com Cape Town South A	frica Never
	Select all Oeselect all 🕢 With selected users Choose	\$

Figure 7 – Participants

Grades

Every course has its own Grade book, which can record grades from assignments. (1) Select "Grades" in the navigation bar on the left (See Figure 8). On this page the manager is able to view the grades of all interns for a specific course.

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Aglie Methodology Participants Competencies	Agile Methodology: View: Preferences: Grader report Dashboard / My courses / Agile Methodology / Grade administration / Grader report Turn editing on					
Grades	One day was and					
Dashboard	Grader report All participants: 3	3/3		Grader report	\$	
Calendar			G H I J K L M N O G H I J K L M N O			
Private files				Agile Methodology +		
My courses	Surname A First name		Email address	$\bar{\mathcal{X}}$ Course total \diamondsuit		
Agile Methodology	Manager -	⊞ 🖋	admin@localhost	0.00	1	
Web Development	Zoe Amansure	⊞ 🖋	zoe.jims@gmail.com	78.00		
Site administration	Steve Lambert	⊞ 🖋	stevelambert311@gmail.com	85.60		
			Overall average	54.53		

Figure 8 – Grades

The manager may also view the grades of a specific student by (1) navigating to "Site administration" in the navigation bar on the left (See Figure 8). (2) Select the "Users" tab. (3) Select "Browse list of users", the manager is able to select an intern from the list of users displayed. Once on the profile of the intern the manager can (4) navigate to "Grades overview". On this page the manager can view all the courses the intern is enrolled in and their average scores.

Student Guide

Assignments

You can access assignments once a course is entered. Assignments may be in the form of multiple choices, true or false, matching and uploading content.

To access an assignment (1) select an assignment in the course outline (See Figure 9). You will then be given instructions on what to do for a specific assignment. To start the assignment (2) select "Attempt quiz now". When the assignment is completed and ready to be submitted (3) select "Submit all and finish".

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Web Development Participants Competencies	Web Development Dashboard / My courses / Web Development	0 -
Grades		Your progress 🧿
Dashboard Calendar Private files	Intro to Web Development	8
My courses Aglie Methodology	Getting Started With HTML	ы
Web Development Site administration	Cownload Getting Started With HTML T52.9KB PDF document	53
	Introduction to CSS	

To upload an assignment (1) select assignment from the course outline (See Figure 9). (2) Select the "Submissions" tab, on this page you may upload you desired files.

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Web Development	Dashuudiu / Wy Wurses / Yieu Develupinent / Test / Assignment	
Participants	Description Submission Edit Submission view	
Competencies	▼ Submission	
Grades	Comments	
Dashboard		
Calendar	Any file Choose a file Maximum size for new files: 20MB	
Private files		
My courses	•	
Web Development	You can drag and drop files here to add them.	
	Submit Cancel	
	VPL	
	vi L	
	Figure 10 - Submission	

(3) Click on "Choose a file" (See Figure 10) (4) of the left had side of the pop up (See Figure 11) select "Upload a file" (5) click on "Choose file", navigate to the desired file (6) double click on the desired file and (7) Select "Upload this file". Once you've completed uploading the files (8) click on "Submit" (See Figure 10).

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Web Development	File picker	courses / yee development / rest / Association	×				
Web Development Participants Competencies Grades Dashboard Calendar Private files My courses Web Development	 m Recent files ▲ Upload a file ▲ URL downloader m Private files ♦ Wikimedia 	Attachment Choose File No file chosen Save as Author Kate Smith Choose license All rights reserved \$					
		Upload this file				VPL	

Figure 11 - Upload pop up

To type an assignment online (1) select assignment from the course outline (See Figure 9). (2) Select the "Edit" tab; you will be prompted to create a new file. (3)

Type the new file name in the space provided (See Figure 12). (4) Click "OK" and start typing your document.

■ RESPONSIVE		Q 🌲 🗩 Kate Smith 🌔 🗸
Web Development Participants Competencies	Web Development Dashboard / My courses / Web Development / Test / Assignment	
Grades Dashboard Calendar	Description Submission Edit Submission view Create a new file × ₩ file name ×	▼ Description
Private files My courses Web Development	OK Cancel	Description Based on the readings, design a basic Web page with the specifics features mentioned below. Your Web page must contain NO hyperlinks to only other page on or off- site. This includes inline images that are links to other pages. It must also not contain any stylesheets, Java, ActiveX, or Javascript. Your Web page must contain at least but not limited to: e a specified title to be based.

Figure 12 – Edit

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