

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.

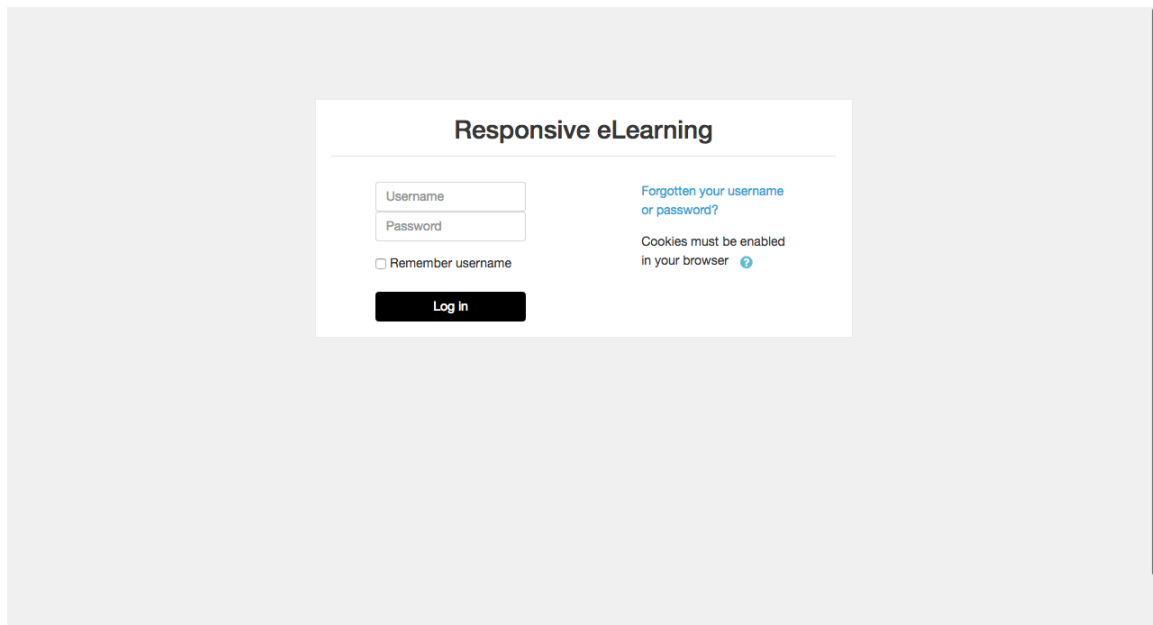


Figure 1 – Log in page

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.

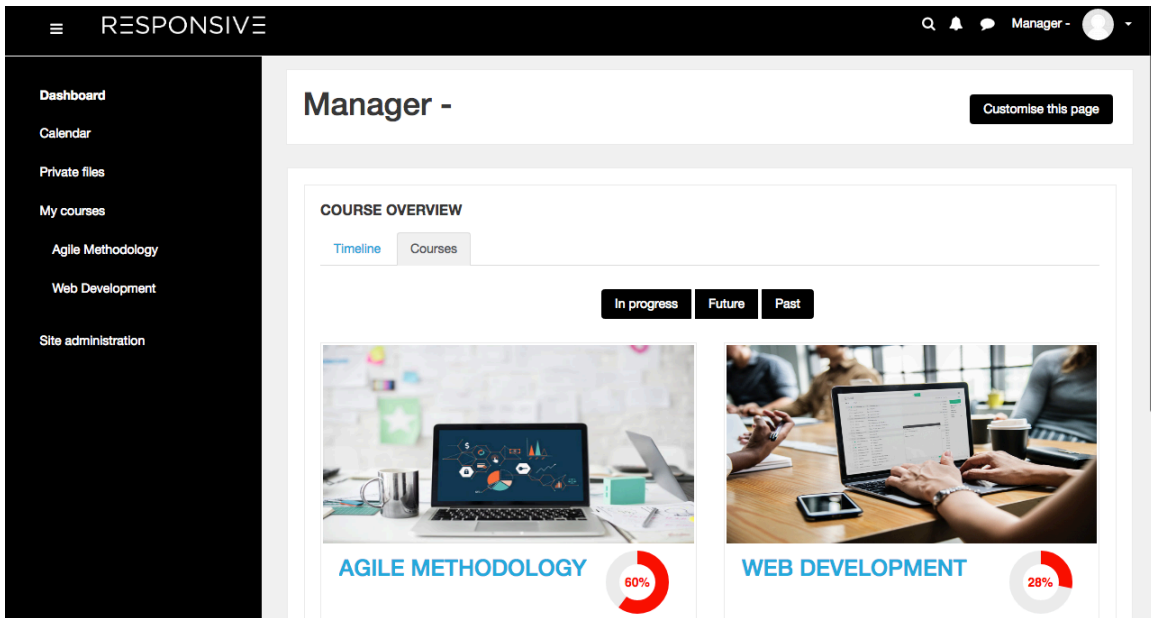


Figure 2 - Dashboard

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).

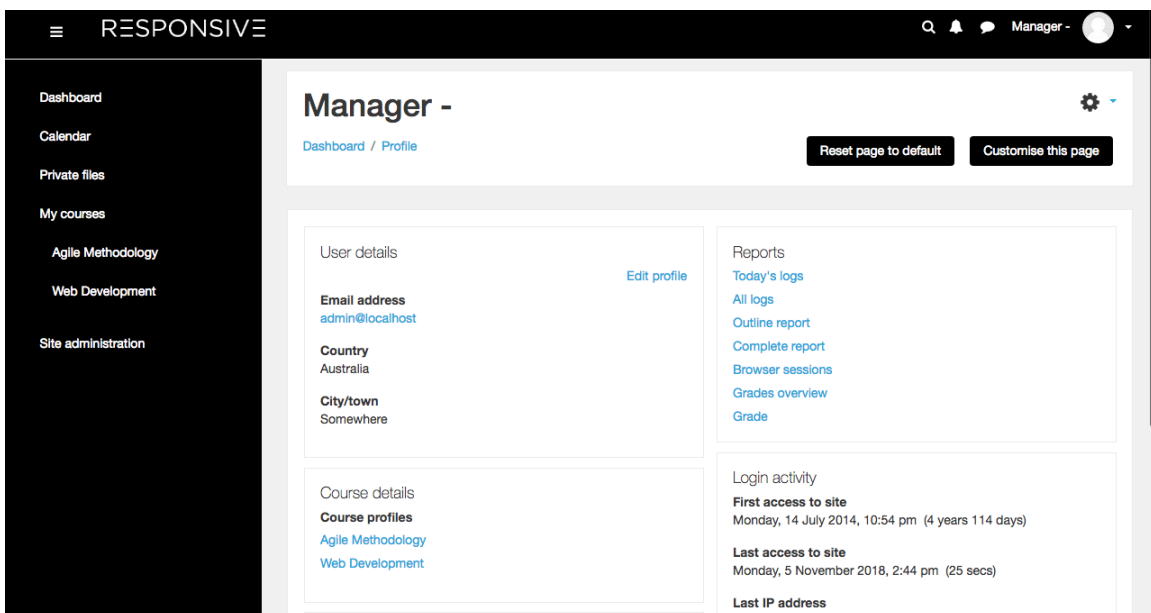


Figure 3 - Profile

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).

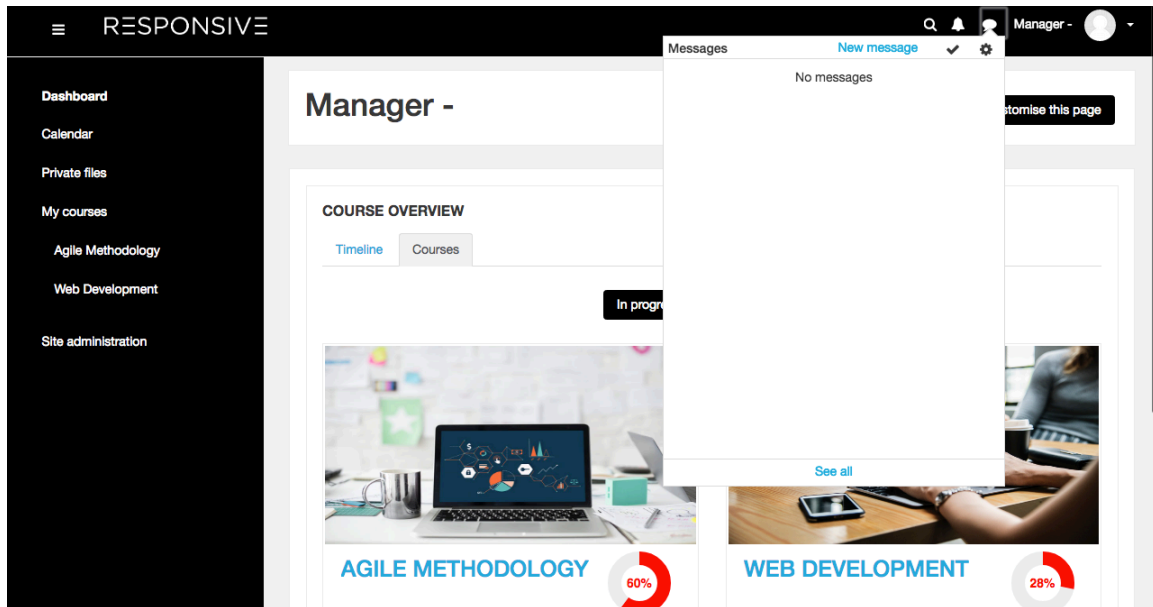


Figure 4 – Dashboard with messages expanded

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.

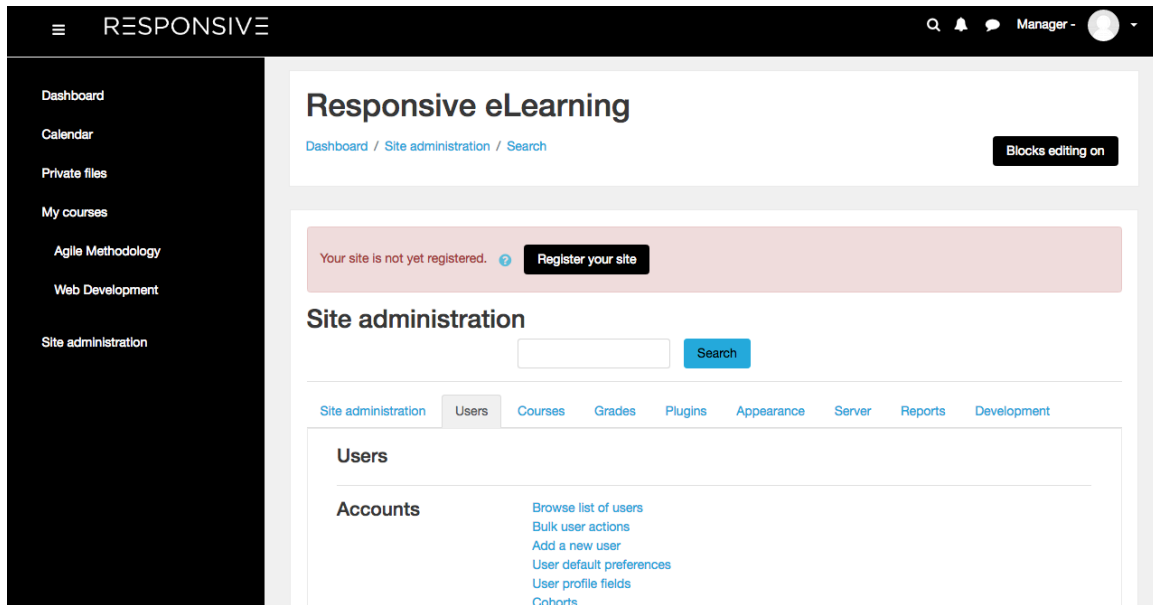


Figure 5 - Add user

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.

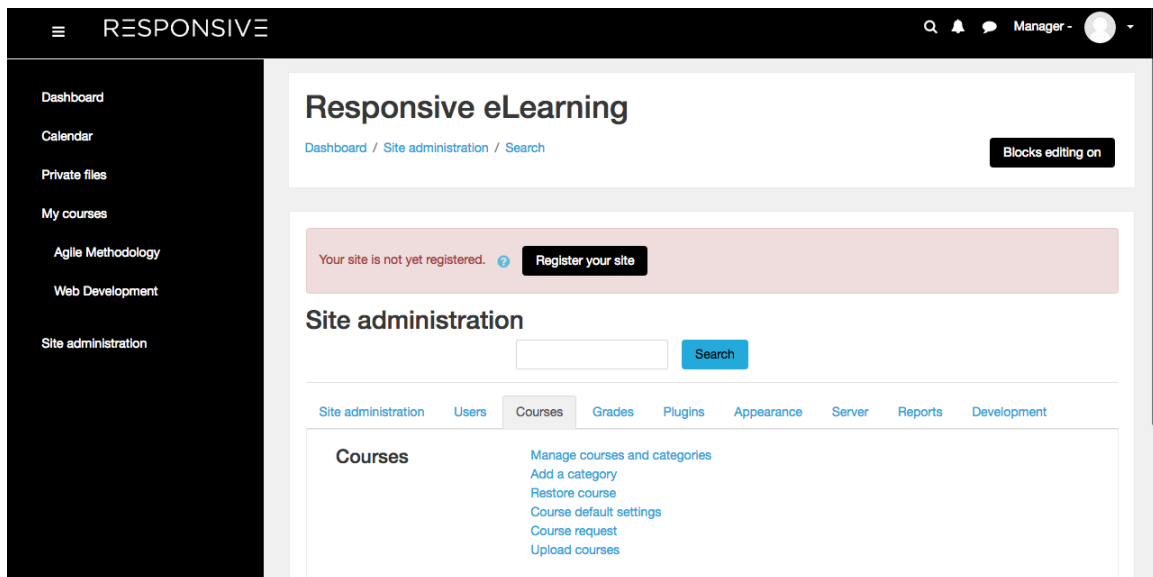


Figure 6 - Site administration

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.

Agile Methodology
Dashboard / My courses / Agile Methodology / Participants

Participants

My courses: Agile Methodology
Current role: All participants

All participants: 3

Select	User picture	First name / Surname	Email address	City/town	Country
<input type="checkbox"/>		Manager -	admin@localhost	Somewhere	Australia
<input type="checkbox"/>		Zoe Amansure	zoe.jims@gmail.com	Cape Town	South Africa
<input type="checkbox"/>		Steve Lambert	stev Lambert311@gmail.com	Cape Town	South Africa

Buttons: Select all, Deselect 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.

Agile Methodology: View: Preferences: Grader report
Dashboard / My courses / Agile Methodology / Grade administration / Grader report

Turn editing on

Grader report
All participants: 3/3

Surname	First name	Email address	Course total
Manager -		admin@localhost	0.00
Zoe Amansure		zoe.jims@gmail.com	78.00
Steve Lambert		stev Lambert311@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”.

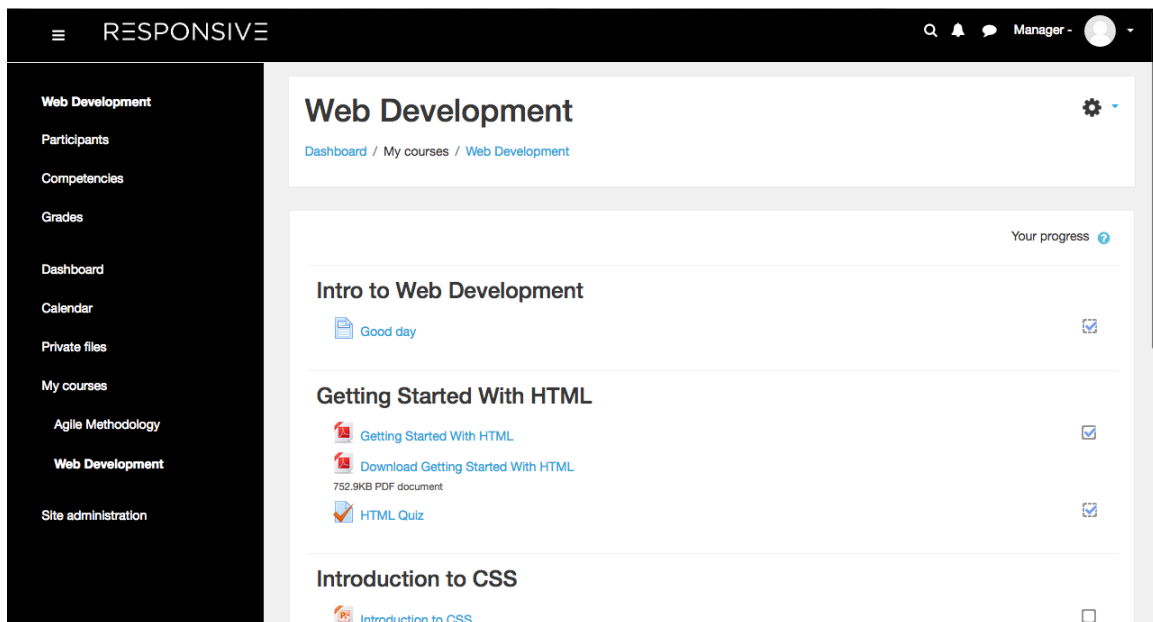


Figure 9 - Course outline

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.

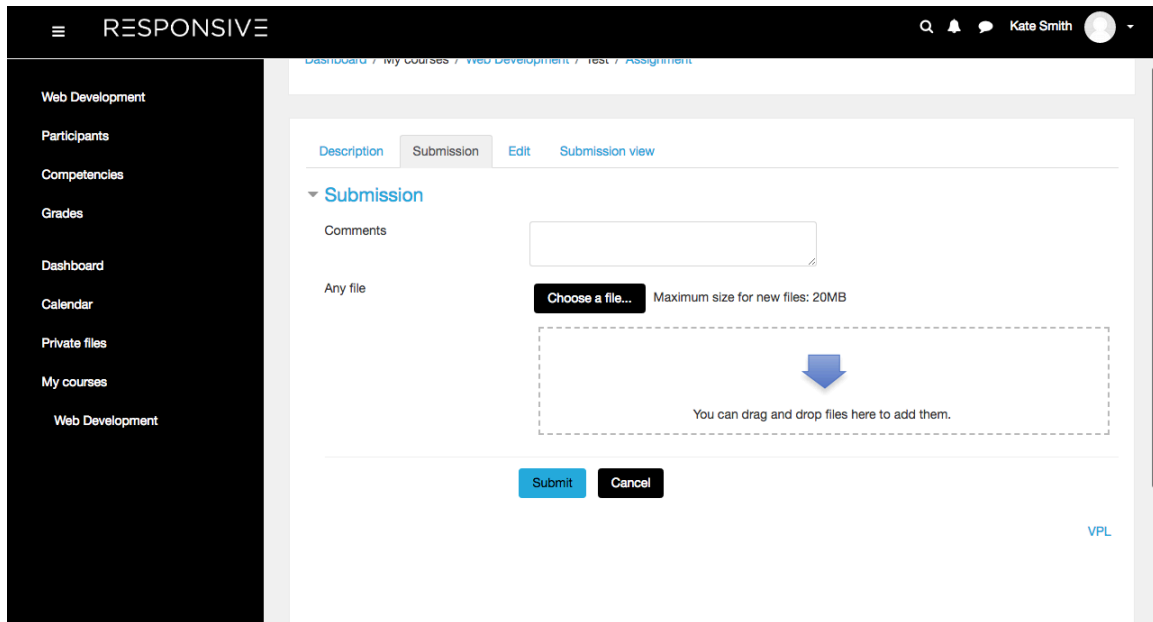


Figure 10 - Submission

(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).

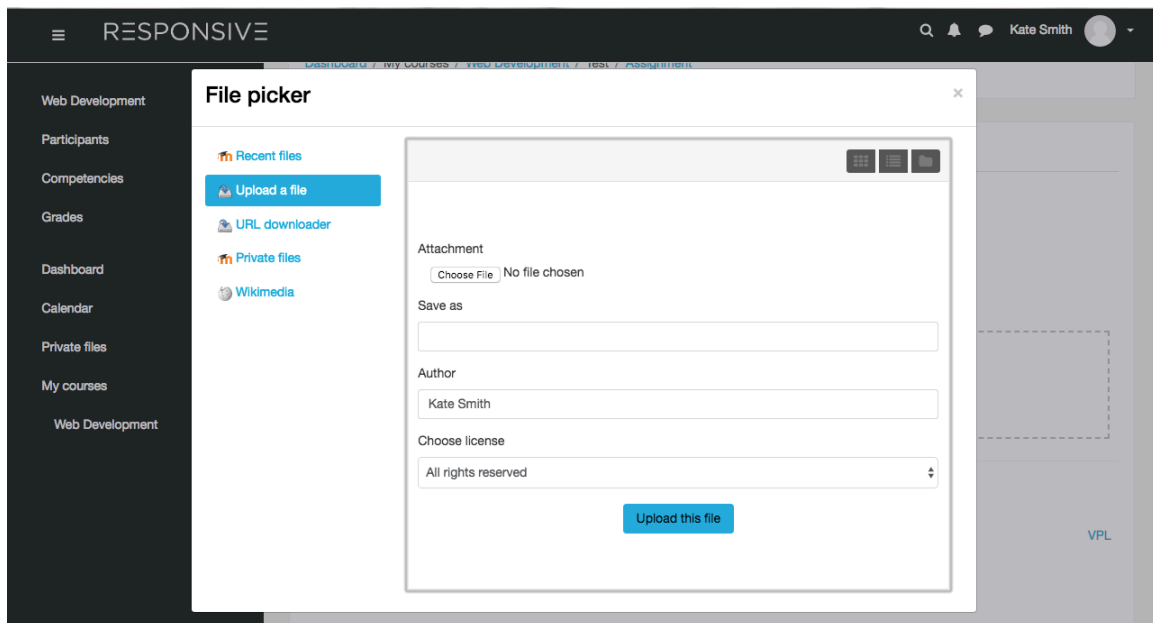


Figure 11 - Upload pop up

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.

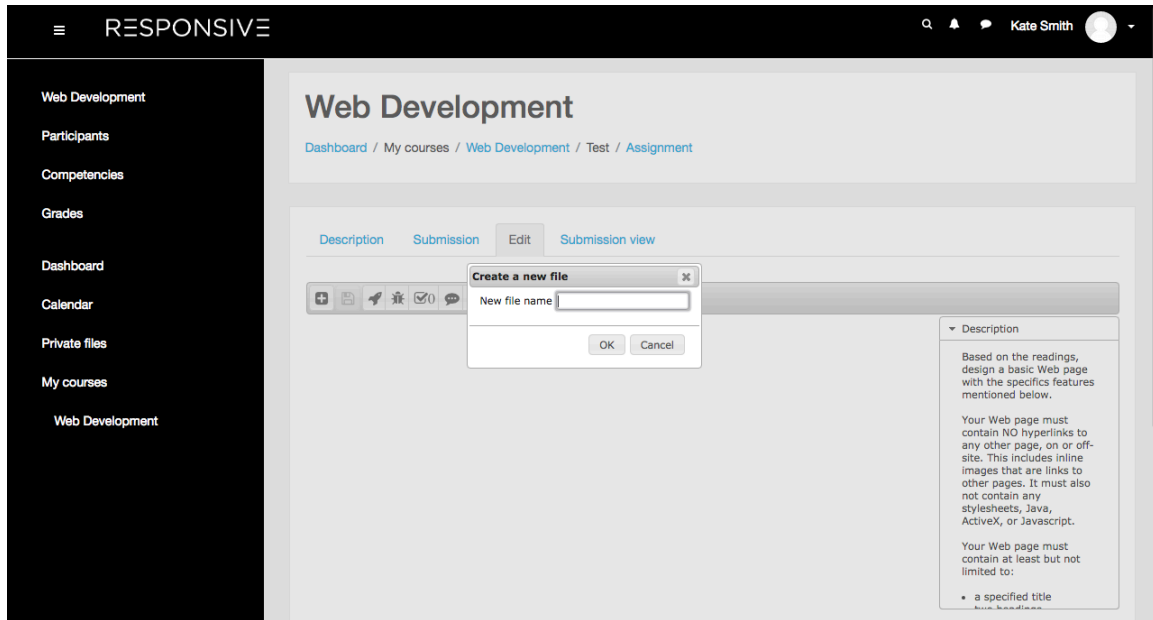


Figure 12 – Edit

-The end-