

its learning

AT THE HEART OF EDUCATION



Wroclaw University
of Economics and Business

System Administration -
Workshop 2

Philip Duffield
Daniel Nuttall
Educational Consultant

Agenda – System administration 2

1. Questions from previous session and review of concepts
2. Review of main functional areas: Courses, Dashboards and Projects
3. Hierarchy and benefits
 - Dashboards, Hierarchy Synchronisation in Courses, Communications / Messaging
4. Upload teacher accounts
5. Customise the branding and interface
6. Next workshop...

The typical (and default) user 'Site Profiles'

Profile	Who?	Responsibilities	Automated Provisioning?
System Administrator	System responsible, 2 nd level support, etc	<ul style="list-style-type: none"> • Ultimate control over the setup and look of the global site • Configure user Profiles and Policies • Shape itslearning to the needs of organisation • Trouble shoot user access issues • Monitor storage capacity and itslearning licenses used • Check usage reports • Receive Release Notes from itslearning and implement change management <ul style="list-style-type: none"> • Work with itslearning 2nd line Tech Support with faults, bugs and errors 	Not recommended / With caution
'Local' Administrator	Faculty administrators, leadership, 1st line support	<p>'Typical' responsibilities:</p> <ul style="list-style-type: none"> • Archive and/or delete courses within their Institute • Manually enroll 'guest' teachers or observers within courses • Create policies that affect users within their organization • Download assessment records for processing in a 3rd party system 	Yes, with Caution
Staff	Teacher, lecturers, professors, librarians	<ul style="list-style-type: none"> • Facilitate courses • Build and collaborate on courses and shared resources 	Yes
Student	Students within the school	<ul style="list-style-type: none"> • Participate in courses, complete assignments, tests, collaborate on group work • Use the virtual classroom to enhance and demonstrate their learning 	YES
Guest	Compliance? Quality Assurance? Guest Lecturer?	<ul style="list-style-type: none"> • Review Participant and Facilitator involvement and interaction to ensure it is compliant with expectations. 	Typically manually provisioned or from alternative source than SIS

Profiles: Site Setup

- Do you want to use the recommended default profiles, or do you want to add in additional?

The main benefit here is when searching for users

- Adding users to a course
- Finding users to send a message to

“I want to send a message to All “Guest Lecturers” profile users in Teacher Training.

Search for user

First name	<input type="text"/>	Last name	<input type="text"/>
Course	Find course	Hierarchy	Find hierarchy
<input type="text" value="All courses"/>	▼	<input type="text" value="All hierarchies"/>	▼
Search for			
<input type="checkbox"/> System Administrator	<input type="checkbox"/> Administrator	<input checked="" type="checkbox"/> Staff	
<input type="checkbox"/> Teaching Assistant	<input checked="" type="checkbox"/> Student	<input type="checkbox"/> Guest	
<input type="button" value="Search"/>	<input type="button" value="Cancel"/>	Help	

Groups – “Hierarchy”



Group Bulletin Board (‘Dashboard’)

Limit Administration to specific Institutions

Send a message to an entire Group

Automated course creation, and participant enrolment

Custom configurations for users within Institutions

SITE Level

Organisation Level

Group

Login details of System Administrators of itslearning LMS

Wroclow University

<https://uew.itslearning.com/>

Żeneta Jaworska
Marek Wąsowicz

University of Pannonia

<https://uni-pannon.itslearning.com/>

Gabor Kohlrusz
Tünde Vajda

University of West Attica

<https://uniwa.itslearning.com/>

Konstantinos Milioris

Provisioning a User/Account

- Account allows you to log-in and participate.
 1. Create single user in the interface,
 2. upload via a CSV,
 3. integration with a student information system
 4. self-registration
- Concept of 'Synchronisation Key' ("SyncKey") – THE unique identifier for a person. Must be unique in itslearning and source system (student number, staff number, etc).

Provisioning a User/Account

- Minimum set of data required to provision via integration:
 - First name
 - Last name
 - InstitutionRoleType
- Recommended additional:
 - Username, e-mail address, Synchronisation Key , Courses that they participate in

Recommendation / Decision Points:

Username (for native authentication) – easy to remember for user
Synchronisation Key – the unique id for the user

User Profiles – Terminology Review

“Site Profile”:

All users in itslearning will have one Site Profile.
This determines how the user behaves across the site.
Often known as a system role
A ‘Policy’ can be used to adjust the settings of a Site Profile.

“Course Profile”:

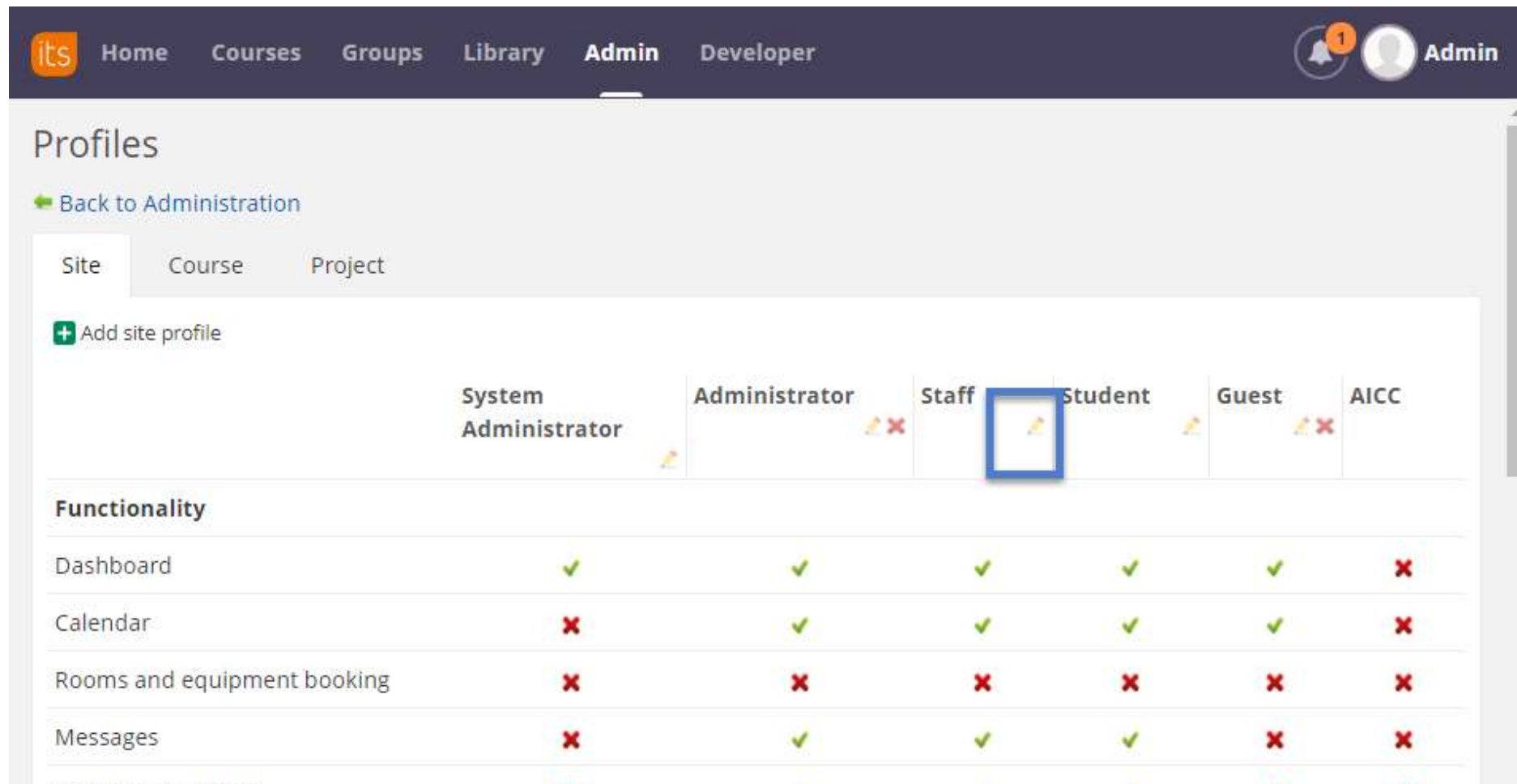
Determines what a user can do within a specific course.
The university can create and customise a number of Course Profiles.
Allows a user to be a teacher in one course and a student in another.

Edit Site Profiles

Use the 'Pencil' icon to edit a profile.

The changes will affect ALL users with that profile immediately.

Use with extreme caution.



The screenshot shows the ITS Learning Admin interface. The top navigation bar includes 'its', 'Home', 'Courses', 'Groups', 'Library', 'Admin', and 'Developer'. The user is logged in as 'Admin'. The main content area is titled 'Profiles' and has a 'Back to Administration' link. Below this are tabs for 'Site', 'Course', and 'Project'. A '+ Add site profile' button is visible. The main table lists profiles: System Administrator, Administrator, Staff, Student, Guest, and AICC. Each profile has a pencil icon for editing. The 'Staff' profile's edit icon is highlighted with a blue box. Below the profile list is a 'Functionality' table showing access permissions for various features.

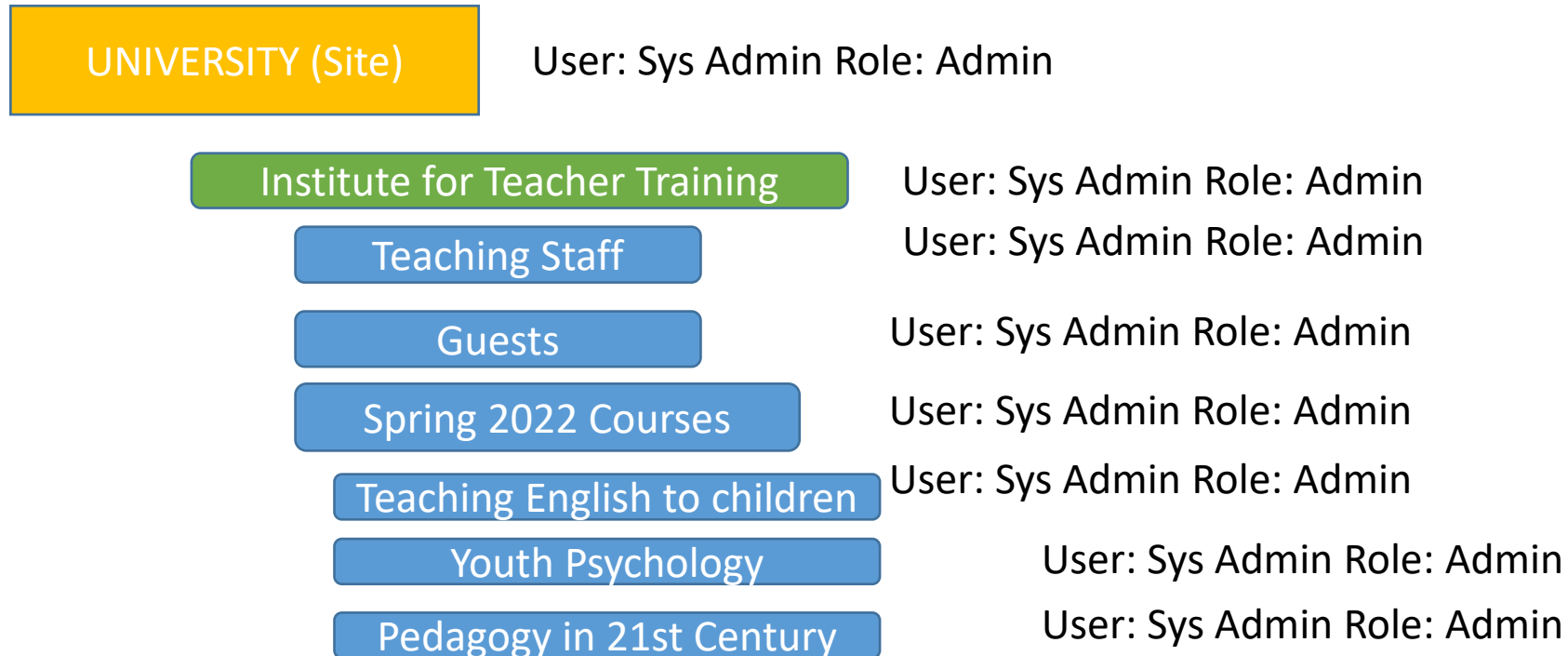
	System Administrator	Administrator	Staff	Student	Guest	AICC
Functionality						
Dashboard	✓	✓	✓	✓	✓	✗
Calendar	✗	✓	✓	✓	✓	✗
Rooms and equipment booking	✗	✗	✗	✗	✗	✗
Messages	✗	✓	✓	✓	✗	✗

Additional Reading

- [Profile settings and explanations](#)
- [Creating and using policies effectively](#)
- [Course rights / course profiles](#)

Groups – and Group Membership

Admin privileges are 'Top Down'



SITE Level

Organisation Level

Group

Groups and Membership – An institute administrator

UNIVERSITY (Site)

User: Admin Role: Teacher

Institute for Teacher Training

User: Administrator

Role: Admin

Admin privileges are 'Top Down'

Teaching Staff

User: Administrator

Role: Admin

Guests

User: Administrator

Role: Admin

Spring 2022 Courses

User: Administrator

Role: Admin

Teaching English to children

User: Administrator

Role: Admin

Youth Psychology

User: Administrator

Role: Admin

Pedagogy in 21st Century

User: Administrator

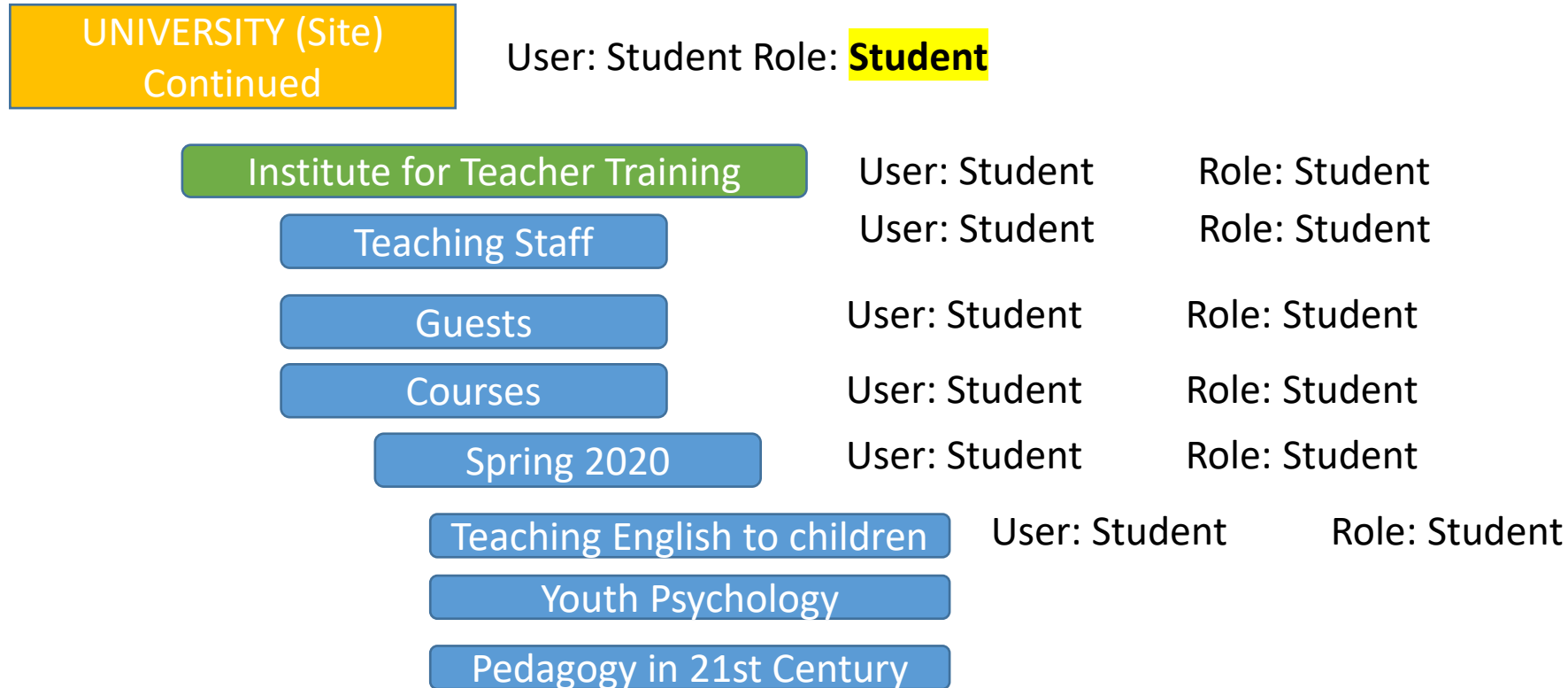
Role: Admin

SITE Level

Organisation Level

Group

Groups and Membership – A student’s membership



SITE Level

Organisation Level

Group

Administrative Rights in a Group

Administrators role in a group can give:

- Administrate courses within their institution
- Manually provision accounts only within a specific institution (or lower in hierarchy)
- Message a 'group' quickly, for example all Students and Teachers taking Autumn 2020 Pedagogical Bachelor.
- Make a 3rd party app or integration available only to a specific institute.

Teachers:

- Could be allowed to 'self enroll' in courses, but only within their institution.
- Make a 'Pedagogy Institute' group for all teachers. As teachers join the University, they are automatically brought into the correct group.

Terminology review

Site Profile:

All users in itslearning will have a Site Profile. This determines how the user behaves across the site. A 'Policy' can adjust the settings of a Site Profile.

Course Profile:

Determines what a user can do within a specific course. SDU can create an unlimited number of Course Profiles.

Hierarchy Role:

For every membership to a group, a user will have a Hierarchy Role. Hierarchy roles are fixed: Administrator, Teacher, Student and Guest. Hierarchy roles determine

Hierarchy / Hierarchy Groups / Organisations / Site:

Groupings that make for easy communication, finding users and enrolling users into courses.

Follow-up Actions

- ✓ Start to prepare the data you will need on Students and their course enrolments
- ✓ Configure the branding of your site
- ✓ Add content to the main dashboard