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D4.4. Creation of the Digital Interaction Platform



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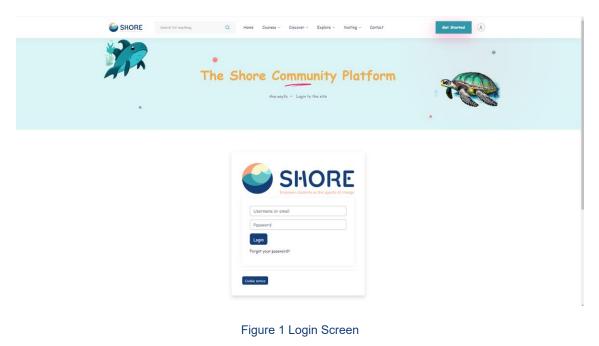


1. Navigating The SHORE Community Platform

The SHORE Community Platform, developed under the SHORE Project, fosters robust communication and collaboration among schools, students, and the community. It serves as a central hub for educational management, projects, and sustainable development goals.

1.1. Creating an Account and Logging In

Applicants can create an account and sign up by using this link: https://shoreedu.com/



Upon logging into the system, users are presented with a customizable webpage based on their authorizations.

1.2. User Interface Introduction

The first page you see when you log in to the platform is the homepage. This page gives you access to customized content related to the Shore Community Platform. The menus on our platform allow users to easily navigate between different pages. In the top menu bar, you can quickly access the main categories (e.g. Home, Courses, Explore, Search). Additional sections such as 'Settings' and 'Profile' offer more detailed navigation options, allowing users to customize their experience and explore the platform's diverse content, including voting sessions, games, a footprint calculator, courses, a guide for teachers, twinning groups, a directory of blue schools, EU missions, and a gallery.





1.2.1. Home Page

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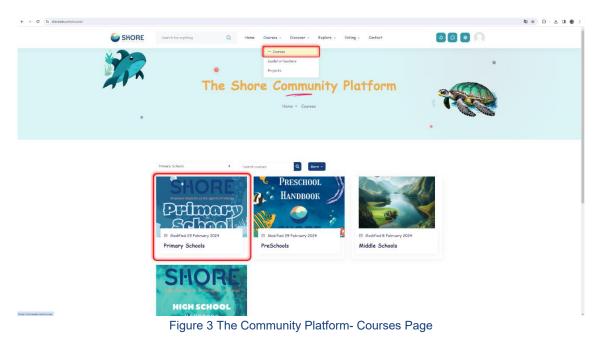
Figure 2 The Community Platform- Home Page

The homepage offers a gateway to various features and resources, allowing users to select and view courses through the top menu bar, find guides for teachers, and explore projects and twinning groups.

1.2.2. Courses- Courses Page

A course in The Shore Community Platform is an area on the site where teachers can add learning materials for students.

A category is a list of related courses. For example in the Primary Schools category you can have courses on Chapter - 1, Chapter - 2 and Chapter - 3.







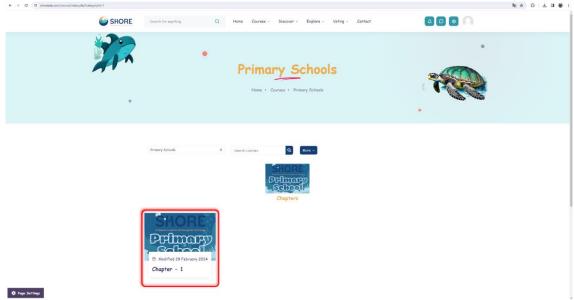


Figure 4 The Community Platform- Courses Page- You Can Show SubCategory

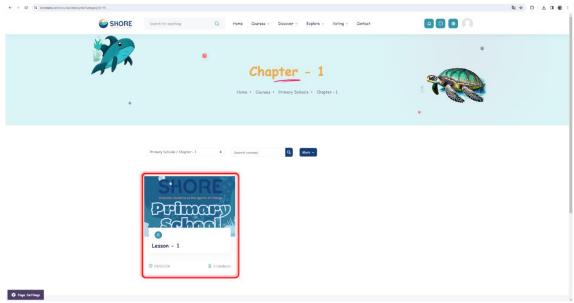


Figure 5 The Community Platform- Courses Page- You Can Show Courses





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Figure 6 The Community Platform- Courses Page- You Can Show Courses Detail

You can upload activities related to the course from this section. You can make the resources you create public or keep them private for your school.

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Figure 7 Edit the Course Activity- Add an Activity or Resource





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Bulk edit /		v Topic 5 4							+ Add a block

Figure 8 Edit the Course Activity- Choose the File Type to Upload

1.2.3. Courses- Guide for Teachers Page

This section provides teachers with valuable insights and resources regarding ocean literacy.

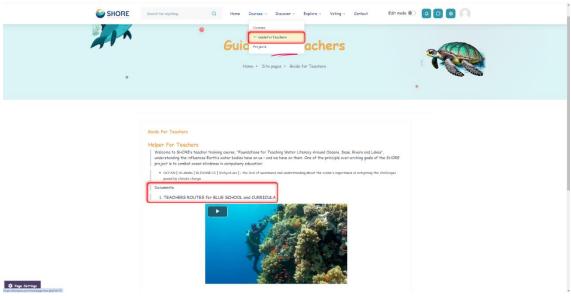


Figure 9 The Community Platform- Guide For Teachers Page- You Can Show Guide Detail







Figure 10 The Community Platform- Guide For Teachers Page- You Can Show Teachers Routes Detail

1.2.4. Courses- Projects

Shore Community Platform- Project offers a project development environment for staff working in participating schools in Europe. This platform aims to communicate, collaborate, develop projects, share and be part of the most exciting learning community in Europe. It also promotes international and regional cooperation through the sharing of experiences addressing sustainability in the ocean and the protection of marine ecosystems.

In this context, it enables you to participate in various activities supported to expand the European Blue Schools Network and establish twinning partnerships between schools.

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Figure 11 The Community Platform- Projects Page-You Can Show the Project and Reply





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		Send project post notifications with no editing-time delay	

Figure 12 The Community Platform- Projects Page- You Can Show the Projects on The Platform

1.2.5. Courses- Twining Page

The Twinning Page facilitates project development and collaboration among staff members from participating schools across Europe, promoting communication and shared learning experiences.

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Figure 13 The Community Platform- Courses- Click on Twinning Button





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Figure 14 The Community Platform- Twinning Page-You Can Show the Shore Groups on The Platform

Note: The permission to submit projects for voting and to reject them belongs to users with the roles "Director of Shore Project" and "Country Hub". Users in these roles are permitted to access all projects. The "Director of Shore Project" can enable all projects to be publicly visible by the end of the 3 open call periods and will upload the final documents of the projects by the school authorities to the "voting Session" page for the voting sessions.

1.2.6. Discover Page

The "Discover" section offers fun and educational activities for users to experience. The online international activities in this section are created using gamification techniques. Gamification encourages users to participate more actively in the activities and makes the learning process more enjoyable. These activities address key topics related to ocean literacy, while at the same time enriching users' experiences and increasing their level of knowledge. Through interactive games, users discover the importance of the oceans, while also learning about nature protection and the importance of marine ecosystems. In this way, the "Discover" section makes the learning process more enjoyable for users, increasing their awareness of the oceans and contributing to their awareness of sustainability.

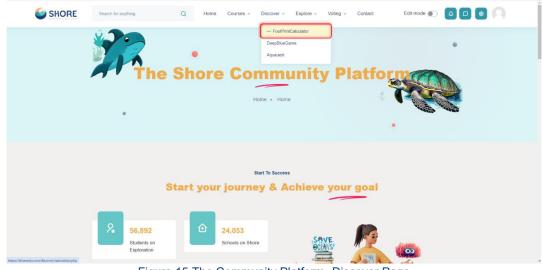


Figure 15 The Community Platform- Discover Page



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From the discover section that is also located on the top menu tab you are able to access the Footprint calculator along with the games within the platform.

1.2.7. Discover - Footprint Calculator Page

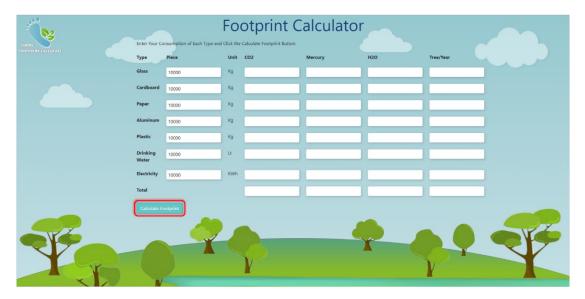


Figure 16 The Community Platform- Discover Page- You Can Calculate Footprint

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Figure 17 The Community Platform- Discover Page- You Can View Result

1.2.8. Discover - DeepBlue Knowledge Challenge Page

"DeepBlue Knowledge Challenge," is a major knowledge competition that brings together hundreds of students from 5 different regions (Baltic Sea, Mediterranean Sea, Black Sea, Danube River, Rhine River) to train the ocean literates of the future. SHORE is a global initiative focusing on sustainable ocean life and ecosystems.





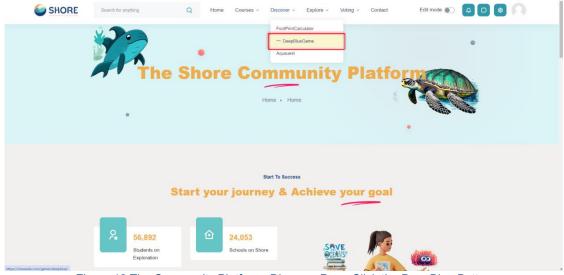


Figure 18 The Community Platform- Discover Page-Click the DeepBlue Button



Figure 19 The Community Platform- Discover- The Deepblue Knowledge Challenge Game- Click The How To Play Button and Learn How to Play

1.2.9. Discover - Aquaquest Guardians of the Waterworld Game Page

"AquaQuest Guardians of the Water World" is a fun game that aims to raise awareness among students about the protection of oceans and a sustainable future. In the game, hundreds of students come together to reduce their water footprint by collecting aluminum, cardboard, plastic, paper, and glass materials from our seas and rivers. Additionally, the game helps decrease our mercury and carbon footprints, and calculates the number of trees saved annually.



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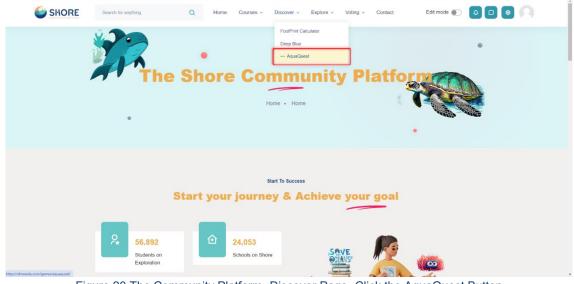


Figure 20 The Community Platform- Discover Page- Click the AquaQuest Button



Figure 21 The Community Platform- Discover- Aquaquest Guardians of the Waterworld Game - Click The How To Play Button and Learn How to Play

1.2.10. Explore Page

SHORE Community Platform is a community platform focused on ocean conservation and sustainability. It aims to raise awareness about the protection of marine ecosystems and the oceans, while promoting cooperation and knowledge sharing between schools. Blue School is a partner that aims to raise awareness among schools about the importance and protection of blue ecosystems. EU Mission supports and raises awareness about the European Union's efforts to achieve its goals in various areas.

The "Explore" section provides more detailed information about the aims, activities and achievements of these organizations. Through this section, users have the opportunity to learn about these important projects, while also participating in events and interacting with the community. In this way, users have a more in-depth learning experience and develop a more informed behavior towards the conservation and sustainability of marine ecosystems.





The section provides access to events, photos, blog posts and frequently asked questions about the SHORE Community Platform. This section gives users the opportunity to learn more about SHORE Community Platform and key partners such as Blue School and EU Mission.

Explore- Blue Schools

SHORE aims to strengthen the presence of European Blue schools by providing support and resources to schools interested in joining the European Blue Schools Network. This initiative, led by the European Ocean Coalition (EU4Ocean), aims to promote ocean literacy in educational settings. You can learn more about "**Blue Schools**" through this section.

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Figure 22 The Community Platform- Explore Page- Click the Blue Schools

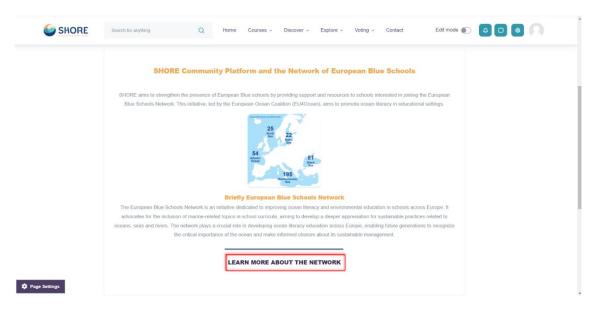


Figure 23 The Community Platform- Explore Page- You Can Learn About the EU Blue Schools and Click the Learn More About Button





Explore- EU Mission

The SHORE project, funded by Horizon Europe, is committed to increasing ocean literacy and invites schools to embark on a journey to achieve the objectives of the EU Mission "Restore our Oceans and Waters" by 2030. You can learn more about "**EU Mission**" through this section.

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Figure 24 The Community Platform- Explore Page- You Can Learn About the EU Mission and Click the Learn More About the Button

Explore- Gallery Page

In the gallery section you can see various event photos related to the Shore project and find more images to learn more about the Shore project.

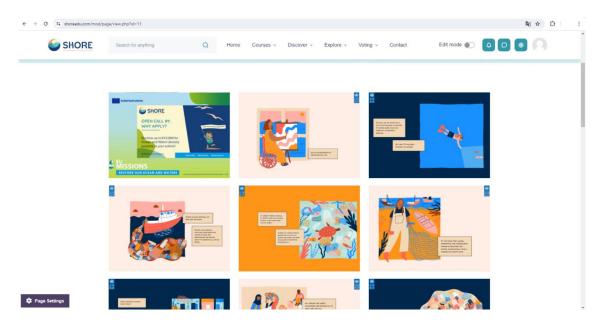


Figure 25 The Community Platform- Explore Page- You Can View the Photo About Shore Activities





Explore- Frequently Asked Questions Page

The Frequently Asked Questions section consists of two parts.

- 1. About The Shore Community Platform: Here you can find questions and answers about various aspects of The Shore Community Platform. For example:
 - "What will the platform offer us?"
 - > "Who will be able to access the platform?"
 - > "What are the Benefits of a Virtual Learning Environment?"
 - > "How will public voting and audience building take place?" and their answers.
- 2. Other Questions (Others): This section includes more technical or specialized questions. For example:
 - "How Do I Reset My Account Password?"
 - "How do I update my contact information on the platform?" are included in this section.

The purpose of the questions and answers in these two sections is to enable users to access the information they need quickly and effectively.

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	Frequently Asked Questions
🗘 Paga Settings	The Shore Community Platform The Shore Community Platform The platform provide us? What will the platform provide us? The platform will provide educational materials for students, teachers, and schools to increase ocean and water literacy. These materials will include basic knowledge on ocean and water topics and will be suitable for primary and secondary school levels.

Figure 26 The Community Platform- Explore Page- You Can View the FAQ About the Shore Community Platform

Explore- Blog Page

In the blog section, you can learn and share information on marine ecosystem conservation, sustainability, maritime culture and much more. You can get to know the mysterious world of the oceans more closely with the articles and experience shares written by Country Hubs and Shore Partners. These articles contain the observations, experiences and knowledge of maritime experts. In this way, you will develop an in-depth understanding of various topics related to the oceans, while at the same time gaining interesting insights into maritime culture. The blog section of the SHORE Community Platform is a meeting point for a community full of love for the sea and a resource for anyone who wants to discover the richness of the maritime world.





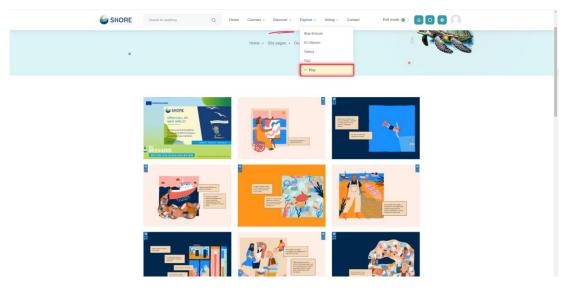


Figure 27 The Community Platform- Explore Page- Click the Blog

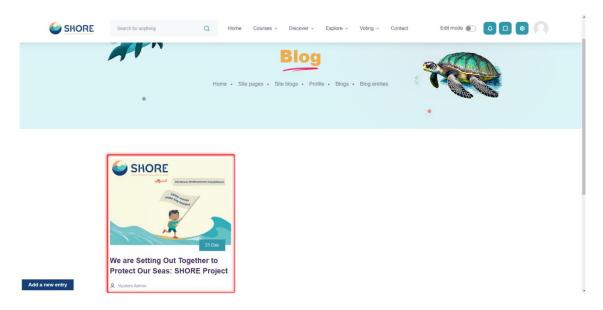


Figure 28 The Community Platform- Explore Page- You Can View the Blog

1.2.11. Voting Page

Voting Session Management:

- Adding Final Versions of Projects: The final versions of the developed projects are added to the "Project" section. This indicates that the projects are complete and ready for presentation.
- Approval Process: The final versions of the projects are approved by authorities such as "Shore Project Director" or "Country Hubs". This ensures that the quality and relevance of the projects are checked.
- Addition to Voting Sessions: Approved projects are downloaded from the system and added to the "Voting Sessions" section. In this way, guest users can view and vote on the projects. They can also comment on the projects.





• Voting Session Results: After the voting session is completed, a result report can be obtained through the system.

This process ensures that projects are effectively managed, approved and voted on, thus creating a transparent evaluation process among participants.

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Document Section of the Project





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Figure 31 Voting- Click on Session 1

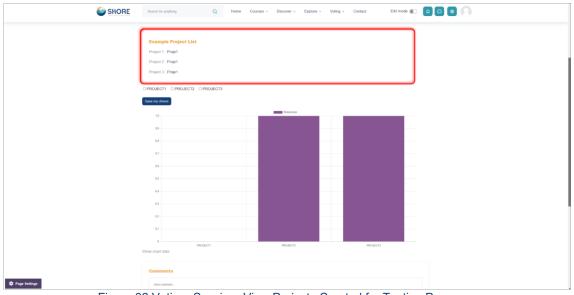


Figure 32 Voting- Session- View Projects Created for Testing Purposes





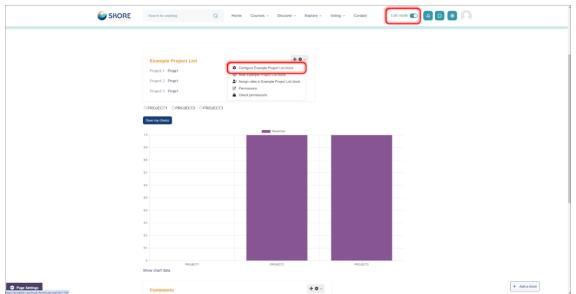


Figure 33 Voting- Session- Activate Edit Mode to Add a New Project and Click on Configure Example Project List Block

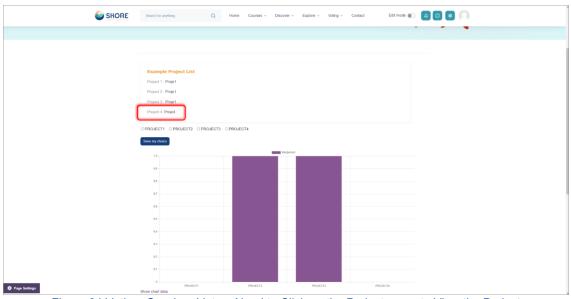


Figure 34 Voting- Session- Voters Need to Click on the Project name to View the Project





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Figure 35 Voting- Session- Project is Displayed for Review

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Figure 36 Voting- Session- The Project Result Report can be Downloaded in Excel Format





1.2.12. Contact Page

Users can contact the platform administrators and follow social media accounts via forms provided on the Contact Page.

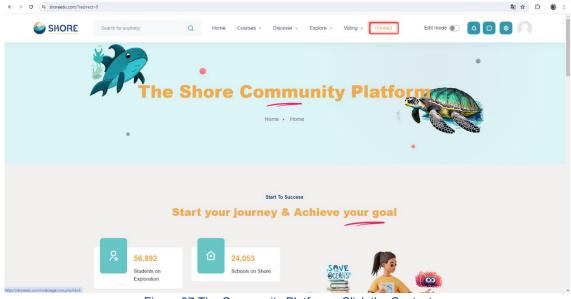


Figure 37 The Community Platform- Click the Contact

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Figure 38 The Community Platform- Contact Page- You Can Follow Us on Social Media





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	Your Message				
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🌣 Page Settings		Contact	Now	,	•

Figure 39 The Community Platform- Contact Page- You Can Contact Us Via Form

1.2.13. Notifications Pop-up Window

A convenient pop-up window feature keeps you updated with the latest notifications.

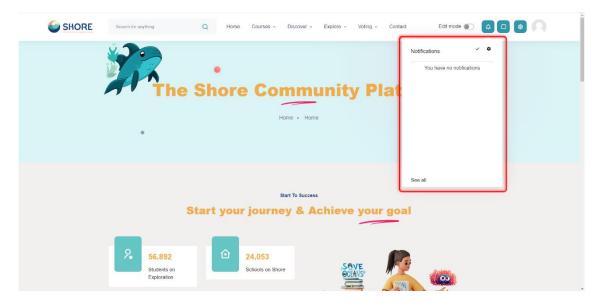


Figure 40 The Community Platform-Notifications Button- You Can View the Notifications that You Have





1.2.14. Contact Pop-up Window

You can connect with other users in the same group through the Contact Pop-up window.

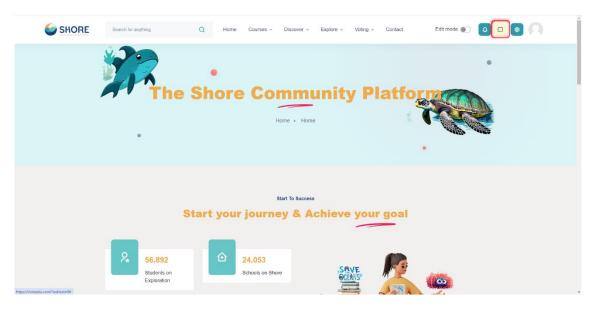


Figure 41 The Community Platform-Click the Contact Button

You can connect with other users within the same group, send private messages, and manage contact settings efficiently through this window.

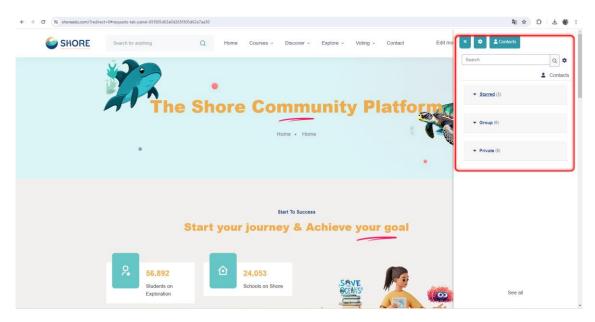


Figure 42 The Community Platform-You Can Contact Other Users in the Same Group





1.3. User Management Procedures

Management of accounts and permissions is possible in the User operations menu.

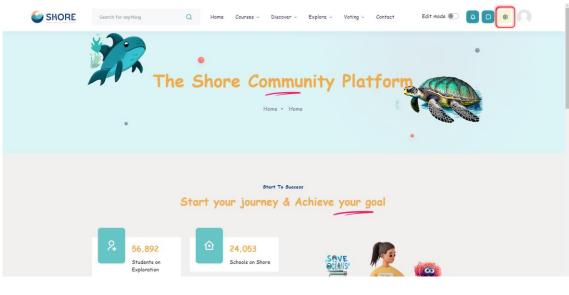


Figure 43 Setting

1.3.1. Users Setting

Management of accounts and permissions is facilitated through the User Operations menu, providing administrators with control over user accounts, courses, server settings, reporting, and user roles.

	Search for anything	Q Home Courses ~	Discover ~ Explore ~	Voting ~ Contact	
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R Grades	General Users Courses	Grades Reports			
Private files	Your site is not yet registered.	Please notify your administrator. 😮			
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	Permissions	Assign system roles Check system permission	ns		
	6		DF	111	

Figure 44 Setting- User Section





User- Accounts- Browse List of Users

An administrator can browse and search the list of all user accounts in Settings > Users > Accounts > Browse list of users.

Administrators can search for a particular user, using their name or email address as the search term, and then edit their profile. Editing a user's profile is a way to reset the user's passwords when they are unable to log in.

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 Profile Grades Celender Private files Reports 	General Users Caurses Grades Reports 75 Users New filter Show more Username control	1 2 3 »		
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Figure 45 Setting- Users- Accounts- Click on Browse List of Users

You can search for users, using particular criteria or Filters. These criteria can be configured to display data as per the following limits:

- contains
- doesn't contain
- is equal to
- starts with
- ends with
- is empty

For example, if you wished to search for all users with Student in their First Name or Last Name you would enter 'Student' in the Full name filter and select the 'contains' limit.

After applying a Filter to a user search, click the Add Filter button to run the user search.

User- Accounts- Add a New User

You have two options for adding users.

Option I: An administrator can Add a New User in Settings > Users > Accounts > Add a New User

Option II: An administrator can Add a New User in Settings > Users > Accounts > Browse list of users > Add a New Use





SHORE	Search for anything	Q Home Courses ~ Discover ~	Explore - Voting - Contact	
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R+ Log out	Accounts	Bulk user actions Add a new user Cohorts		
	Permissions	Assign system roles Check system permissions		
	6	SHOR	200	

Figure 46 Setting- Users- Accounts- Click on Add a New Users

	Search for anything Q Home Courses - Discover - Explore - Voting - Contact	
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🗶 Grades 😇 Calendar	General Users Courses Grades Reports	
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Preferences	Additional names	
	€ Interests	
	Optional	
	School	
	Region	
	Create user Concel	

Figure 47 Setting- Users- Accounts- Add New User Screen

In the General section, once the username is entered, it cannot be changed. Please make sure that the information you provide is correct.

Add your user details, using the icon ⁽²⁾ for extra help.

If you want their new account details emailed to them, click **Generate password and notify** user.

- In the school information, enter Education, SchoolName, and Company Name if it is not a school.
- In the Education section, one of the PreSchool, Primary School, Middle School, Secondary School options must be selected for students. For other users, there is an "Official" option. Finally, the school to which the users are registered is selected.





Users- Accounts- Bulk User Actions

•

The bulk user actions feature in Administration > Users > Accounts > Bulk user actions enables administrators to select users by creating a filter and then perform any of the following actions:

- Confirm user accounts created through Email-based self-registration which are not yet confirmed by the user
- Send a message
- Delete user accounts
- Display a list of users on a page
 - Download user data in text, ODS or Excel file format
- Force users to change their passwords
- Add users to a cohort

	Search for anything	Q Home Courses ~ Discover ~ E	xplore - Voting - Contact	
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🗢 Calendar	General Users Courses	,		
 Private files Reports 	Your site is not yet registered. Users	Please notify your administrator. 🥑		
 Preferences R* Log out 	Accounts	Browse list of users Bulk user actions Add a new user Cohorts		
	Permissions	Assign system roles Check system permissions		
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Figure 48 Setting- Users- Accounts- Click the Bulk User Actions

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R Grades	General Users Courses Grades Plugins Appearance	e Server Reports Development
Calondar		Search Q
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Preferences	Usemame	contains :
Switch role to		Add filter
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	With selected users	Add al Remon all Choose t (s)

Figure 49 Setting- Users- Accounts- Bulk User Actions Page



Funded by the European Union



Users- Accounts- Cohorts

Cohorts are site-wide or course category-wide groups. The purpose of cohorts is to enable all members of the cohort to be easily enrolled in a course. This can be done using Cohort sync, which, as the name suggests, synchronises cohort membership with course enrolment. Alternatively, a cohort can be manually enrolled in a course.

Cohorts can be created by site administrators and other users with appropriate permissions.

Access Administration > Users > Accounts > Cohorts

	Search for anything Q	Home Courses ~ Discover ~ Ex	olore v Voting v Contact	
🗜 Profile	Site administration Home / Site administration / Search			
 Grades Calendar 	General Users Courses Grad	les Reports		
Private files	Your site is not yet registered. Please n	otify your administrator. 😮		
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Preferences	Accounts	Browse list of users		
A+ Log out		Bulk user actions Add a new user Cohorts		
	Permissions	Assign system roles Check system permissions		
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Figure 50 Setting- Users- Accounts- Click the Cohorts

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				u for water and ocean liter	зсу		
https://shoreedu.com/cohort/index.php?contextid=1&	showall=1		f	9 0 in			

Figure 51 Setting- Users- Accounts- Cohorts- You Can View the System Cohorts, All Cohorts, Add New Cohort and Upload Cohort

1.3.2. User- Permission

A role is a collection of permissions defined for the whole system that you can assign to specific users in specific contexts. The combination of roles and context define a specific user's ability to do something on any page.





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Private files	Your site is not yet registered. P	lease notify your administrator. g			
🞯 Reports	Users				
Preferences Log out	Accounts	Browse list of users Bulk user actions Add a new user Cohorts			
	Permissions	Assign system roles Check system permissions			
	C			2 ⁷¹ 1	

Figure 52 User Section Page

Users- Permission- Define Roles

Managing overall role capabilities can be done by an administrator using Administration > Site administration > Users > Permissions > Define roles. This is the place to add custom roles or modify existing roles. The "Manage roles" tab, allows the system administrator to edit any one of over 350 different capabilities associated with any role. The "Allow role assignments", "Allow role overrides" and "Allow role switches" contain a matrix which give the ability for a specific role to work with other specific roles.

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Reports	Users		
Log out	Accounts	Browse list of users Bulk user actions Add a new user Cohorts Uplood users	
	Permissions	Define roles Assign system roles Check system permissions Capability overview Assign user roles to cohort	

Figure 53 Users- Permission- Click on Define Roles

The 'Manage roles' tab contains a list of roles on your site. The edit column contains icons for editing, deleting roles and copying roles, and for moving them up or down in the list.



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SHORE	Search for anything	Q Home Courses - Discover - Explore - Voting - Contact		
	Home / Site administration / User			
Profile	General Users Courses Gr	ades Reports		
Grades Calendar	Manage roles Allow role assignmen	ts Allow role overrides Allow role switches Allow role to view		
Private files	Role 🕑	Description	Short name	Edit
Reports	Manager	Managers can access courses and modify them, but usually do not participate in them.	manager	↓ ✿ 亩
Preferences	Course creator	Course creators can create new courses.	coursecreator	↑↓¢≣
Log out	Teacher	Teachers can do anything within a course, including changing the activities and grading students.	editingteacher	↑↓¢ 🖻
	Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	teacher	↑↓‡≣
	Student	Students generally have fewer privileges within a course.	student	↑↓¢≣
	Guest	Guests have minimal privileges and usually can not enter text anywhere.	guest	↑↓‡
	Authenticated user	All logged in users.	user	↑ ↓ ‡
	Authenticated user on site home	All logged-in users in the site home course.	frontpage	↑↓¢ 前
	CountryHub		countryhub	^ ↓ ≎ 🖻
	Director of Shore Project	Director of Shore Project	director	↑ ‡ 🖻
oreedu.com/admin/roles/manage.php#	Add a new role			

Figure 54 Users- Permissions- Define Roles- Manage Roles List- Roles Change of Location

Users- Permissions- Assign System Roles

To assign a role in the system context, go to Site administration > Users > Permissions > 'Assign system roles'.

Any roles assigned here apply across the whole site. It makes sense therefore that only roles that need this functionality can be assigned here. The Director of Shore Project role and Country Hub role are examples of two such roles. Assigning student here would result in their being able to study in every single course on the site, which is not usually what is desired.

	Search for anything Q	Home Courses - Discover	~ Explore ~ Voting ~	Contact	
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🞗 Grades	General Users Courses Grades	Reports			
🗇 Private files	Your site is not yet registered. Please not	ify your administrator. 🕥			
Reports	Users				
Preferences	Accounts	Browse list of users			
& Switch role to	Accounts	Bulk user actions Add a new user			
C Log out		Cohorts Upload users			
	Permissions	Define roles Assign system roles Check system permissions Capability overview Assign user roles to cohort			

Figure 55 Users- Permissions- Click on Assign system roles



SHORE - Grant Agreement N° 101112815



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🚦 Profile	The Shore Community Plat Home / Site administration / Use	r form rs / Permissions / Assign system role:	s				
A Grades	General Users Courses G	rades Reports					
 Calendar Private files 	Assign roles in System®						
Reports	Warning: Any roles you assign from	this page will apply to users throughout	the entire system, including the si	te home o	and all courses.		×
Proferences	Please choose a role to	assign					
Switch role to		Role	Description	Users	with role	_	
E Log out		CountryHub		2	test adam country hub		
		Manager		0		-	
		Course creator		0			
		Student		1	zinkywinky ky		
					***_		

Figure 56 Users- Permissions- Assign System Roles Select Role

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Private filesReports	country hub (ozdemiroycecansu@gmail.com)	add addf (mahurut Jiker, 596)gm add aaddradf (mahurut Jiker, 29 Afgin Yusuf Qetinkwa (driancet alg eren (olgeren@gmail.com) stinkywick (e) (anautonak Borney Student for (a) (e) (enautonak Borney Student for (a) (e) (enautonak Borney	hmut.ulker.95@gmail.com) nya (afsincetinkaya@gmail.com) gmail.com) akocok@macgodex.com)
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	Search Clear Search options >	Search	Clear
	Assign another role CountryHub (2) •		

Figure 57 Users- Permissions- Assign System Roles- Role in System- You Can Edit the Users- Click the Add Button to add a user

Users- Permissions- Assign System Roles

The check permissions feature provides a method to view all roles both in the current context and higher contexts and capabilities for a selected user based on their role assignments.

An administrator can check system permissions in Site administration > Users > Permissions > Check system permissions.





SHORE	Search for anything Q Home Courses ~ Discover ~ Explore ~ Voting ~ Contact
🚦 Profile	Site administration Home / Site administration / Search
S Grades	General Users Courses Grades Reports
 Private files Reports 	Your site is not yet registered. Please notify your administrator. 😦
Preferences	Users Browse list of users
Switch role to	Bulk user actions Add a new user Cohorts Upload users
	Permissions Define roles Assign system roles Check system permissions Capability overview Assign user roles to cohort
	Figure 58 Users- Permissions- Click on Check System Permissions

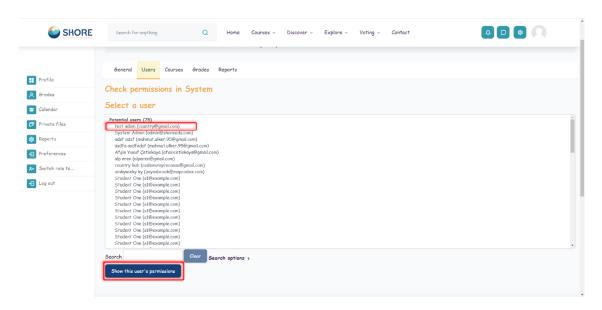


Figure 59 Users- Permissions- Check System Permissions- Choose a User and Click on Show this User's Permissions





	Search for anything Q	fome Courses ~	Discover	~	~ Explore ~	~ Explore ~ Voting ~	- Explore - Voting - Contact	 Explore - Voting - Contact
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A Grades	 Authenticated user in System 							
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Users- Permissions- Capability overview

An administrator can generate a capability overview report in Site administration > Users > Permissions > Capability overview.

The report allows the administrator to select a capability and one or more roles. The report will show the role and its permission level for that capability. And if that capability was overridden for the role, where in the site.

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🞗 Grades	General Users Courses Grades Re	ports		
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Reports	Users			
 Preferences Switch role to Log out 	Accounts	Browse list of users Bulk user actions Add a new user Zahorts Upload users		
		Define roles Assign system roles Capability overview Assign user roles to cohort		

Figure 61 Users- Permissions- Check System Permissions- Capability Overview





c	The Shore Community Platform Home / Site administration / Users / Permissions / Cap	ability overview	
	General Users Courses Grades Reports		
las	Report settings	s that capability has in the definition of every role (or a selection of roles), and everywhere in the site whe	ten that conclusion association
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ch role to		outh/voeth2innerogelinkeidigens: Manaje own linked login accounts block/accesservisiwiaddiinstance: Add an accessibility review block block/accesservisienview: View the accessibility review	If you want to choose, Clickt the "Shift Button" and "Mark" with the help of
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Figure 62 Users- Permissions- Check System Permissions- Capability Overview- Select Capability or Roles

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Figure 63 Users- Permissions- Check System Permissions- Capability Overview- Select Capability and View Permission in System

1.4. Courses and Categories Management Procedures

The Manage Courses and Categories section includes many functions:

- Category Creation: With this feature, users can create categories based on the topics or content they want. For example, they can create categories under general headings such as "Preschools", "Primary Schools", etc.
- Subcategory Creation: Users can create sub-categories based on the main category. This helps them organize the content better and helps users access the information they want more easily.





- Create Category Specific Courses: Under each category, courses can be created that focus on related topics. For example, under the "Primary School" category, courses such as "Plastic Pollution", "Water Scarcity" can be created.
- Editing Course Topics: Once the course is created, users can edit the course content. This includes functions such as adjusting the order of courses, adding or editing content.

This section allows users to manage and edit training content so that they organize the content offered on the platform more effectively.

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ttp://breedu.com/admin/sarch.che#linkcourse	- SHORE Funded by

Figure 64 Setting- Courses- Click on Manage Courses and Categories

Courses and Categories Management Procedures- Add Category Adding categories:

- Go to Administration > Site administration > Courses > Create new category
- Complete the details required and click 'Create category.'





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		Sort by Course full name a	ascending o			
		Sort				
	Move selected categories to	Choose	¢ Move			

Figure 65 Setting- Courses- Manage Courses and Categories- Click on Create New Category

Courses and Categories Management Procedures- Edit or Move a Category

Editing or moving a category:

- You can edit the details of a course category by clicking the actions icon next to its • name in Administration>Site administration>Courses>Manage courses and categories. and selecting 'Edit'.
- You can move categories up or down by clicking the up/down arrow next to the • category you wish to move. You can bulk move categories by checking the box to the left of their name and then by selecting from the dropdown 'Move selected categories to'

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	Move selected Choos	e	ve -		

Figure 66 Setting- Courses- New Category Setting

Courses and Categories Management Procedures- Add Sub-Categories Adding sub-categories

Sometimes it might be useful to have a sub-category of a course. For example, you • might have a category "Preschools" and wish to have sub-categories "Chapter-1", "Chapter-2" and " Chapter-3".





 You can make one category a subcategory of another by checking the box to the left of its name and then by selecting from the drop down menu 'Move selected categories to' You can create a new, empty sub-category by clicking the actions icon next to its name in Administration>Site administration>Courses>Manage courses and categories. and selecting 'Create new subcategory.'

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Figure 67 Setting- Courses- New Category Setting- Add a New Category and Click the Create Category

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	Sort by Course full name ascen	ding ¢		

Figure 68 Setting- Courses- New Category Setting- Check the New Subcategory

Courses and Categories Management Procedures- Assign users a role in a course category Assigning users a role in a course category

- Do this if you want someone to be able to have access to all the courses in a single category and manage them, but do not want them to have access to any of Site administration tools.
- From Site administration > Manage courses and categories click the dropdown icon next to the chosen category and then click Permissions. From the dropdown on the next





Notes: A category-level manager is so only for the assigned category: to manage more than one category, you will need to assign them that role in each category separately. Category-level managers also manage any sub-categories beneath the category they are assigned, including create new subcategories and move courses.

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Figure 69 Setting Courses- New Category Setting- Click the Permissions and Set Category-Specific Permissions

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			Director of Chore Drainet

Figure 70 Setting- Courses- New Category Setting- Permissions- You Can Permission or Prohibited Roles in This Section- Click on Plus Button

Courses and Categories Management Procedures- Create a new course **Create a new empty course;**

- You can create a new, empty course in Administration>Site administration> Courses> Manage courses and categories. and selecting 'Add a New Courses.'
- From Parent category, choose Top if you want a main category, not a sub-category of another category.
- Add your course details

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- Click Save and display
- Click Proceed to course content to add your teaching materials.

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Figure 71 Setting- Courses- Add a Course to a New Category- Check the Subcategory and Click on Create New Course

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Figure 72 Setting- Courses- Add a Course to a New Category- Required Information Entries are Made and Other Preferences can be Set Optionally





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Figure 73 Setting Courses- View the Added Courses in the Right Menu and Click the New Course

Courses and Categories Management Procedures- Add course content Add course content

- Log in as an administrator or teacher and go into your course
- Toggle Edit mode top right To add files such as documents or presentations, drag and drop from your desktop To add other activities, click the link Add an activity or resource wherever you want to add it:

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Choose an item and double click to add it.

Figure 74 Edit the Course Activity- Add an Activity or Resource





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Figure 75 Edit the Course Activity- Choose the File Type to Upload

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DUK COR	+ Add an activity or resource	

Figure 76 Edit the Course Activity- View the Generated File on the Course Screen







Figure 77 Edit the Course Activity- Click on the File and Open in a New Window

Courses and Categories Management Procedures- Add Teachers and Students Add Teachers and Students

Note: Before you can add teachers and students, they must first have an account on the platform.

Teachers and students are given their roles within each course, not for the whole site.

- Log in with your administrator account.
- Go to the course where you want to add teachers and students.
- Click Participants
- Click Enrol users
- From the dropdowns, select the users you want and the role you want to give them:





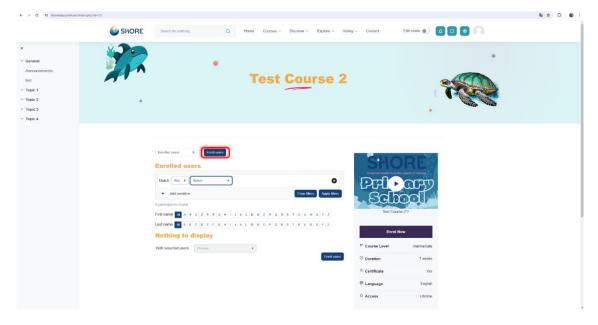


Figure 78 Adding Participants to a Course- Click on Enrol Users

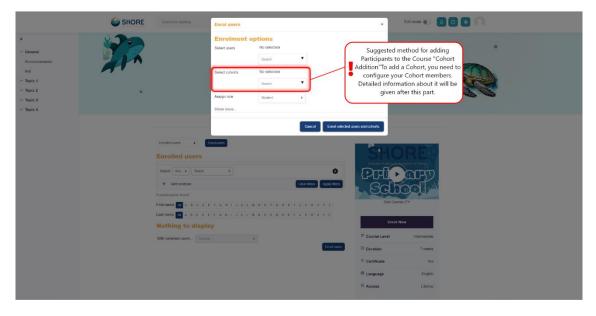


Figure 79 Adding Participants to a Course- Select Cohorts

Note: Using a cohort, you can add and remove users from a course category. Users will be automatically added to or removed from courses in this group. Instead of adding individual users, it is necessary to add participants to courses using a cohort. If you use "Select Users" instead of "Select Cohorts", the users you add may not be able to view the courses due to the parent category permission.





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Figure 80 Adding Participants to a Course-Show the Selected Cohort and Click on the Enroll Selected Users and Cohort Button

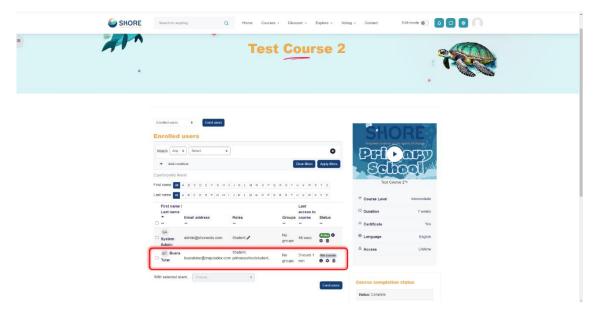


Figure 81 Adding Participants to a Course-Show the Participants





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Figure 82 Lessons Viewed by the Test User Added Through the Cohort

1.5. Reporting

Report builder feature allows administrators to create and share custom reports.

Creating Custom Report:

• Go to Administration > Site administration > Reports > Custom Report > New Report

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Figure 83 Site Administration- Reports- Click on Custom reports





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Figure 84 Reports- Custom Report- Click on New report

Creating Report on Number of Courses Created:

- Go to Administration > Site administration > Reports > Custom Report > New Report
- Click New report, give it a name and select your source (see above).
- Click Save. Depending on your source, you will be presented with columns relevant to the data you want. For example, clicking 'courses' will then show categories, course short and full names and ID number.
- Remove any columns you don't want and add columns which you do want.
- Change the options for Conditions, Filters, Sorting and Card view as required.
- Preview your report by clicking the Preview button top right.

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Figure 85 Reporting- Number of courses created report- New report, Give it a Name and Select Your Source- Click on Courses





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Figure 86 Reporting- Number of courses created report- New report- Click Save and View the Created Report and Click on Report Pencil Icon

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Figure 87 Reporting- Number of courses created report- New report- You can Remove any columns you don't want and add columns which you do want and You can Change the Options for Conditions, Filters, Sorting and Card view as required.





Annex section

Annex 1: User Guide









D4.4. Creation of the Digital Interaction Platform and User Guide

Date of delivery - 05/04/2024

Ayçe Cansu ÖZDEMİR

Zaynab COOK

Rksoft Information Technologies Inc.



Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Commission. Neither the European Union nor the granting authority can be held responsible for them



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Dissemination level	PU (Public)	





List of acronyms

Acronym	Full name
EC	European Commission
WP	Work Package





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Background about the SHORE Project

SHORE strives to increase ocean literacy by engaging students and teachers to implement the Mission Ocean's objectives through activities and collaborative projects in schools.

Within this project, the project partners will craft trainings and educational materials in line with blue curricula for schools located in the Baltic Sea, Black Sea, Mediterranean Sea, Danube River, and Rhine River. Participating schools will secure grants to support the implementation of their blue projects. The most outstanding school project will be awarded "Ocean Ambassador of the Year".

Beyond awarding grants, SHORE serves as a comprehensive resource hub and a bridge between researchers, local stakeholders, and schools in the regional areas.

Executive summary

This document is a deliverable of the SHORE Project, funded under the European Union's Horizon Europe research and innovation programme under the grant agreement No 101112815.

The aim of this document is to assist you in your use of "The Shore Community Platform" developed within the Shore project. The platform includes all materials related to the Blue curriculum, school projects, footprint calculator and various games related to current Ocean and water issues. The digital platform will also be used to track school projects, voting sessions and interactions between schools and the community. This document is therefore a User Guide which will guide you to use the application.

• Introduction:

This section describes the app's purpose, functions and target group. It will help users get a general idea about the app and understand what to expect before they start using it.

• User Interface Introduction:

A detailed introduction of the user interface will help users to effectively navigate the interface and explore the functionalities offered by the app. This section describes the components of the user interface and how they interact.

• Authentication and Authorization:

This section explains how users authenticate themselves to gain access to the application. It allows users to log in securely with a username and password.

• Main Functions and Use Scenarios:

This section explains step by step the main functions of the app, usage scenarios and how users will perform specific tasks. For example, creating a course, adding projects and creating classes.





• Settings and Profile Management:

Describes how users can configure their account settings, update profile information and set preferences. This section allows users to manage their accounts and personalize the app.

• Usage Tips and Advanced Usage:

This section describes tips, shortcuts and advanced usage methods to help users use the app more efficiently and effectively. This can enhance the user experience and help users to fully explore the app's potential.

Non-technical summary

This document is created to help users obtain information about "The Shore Community Platform" and use it correctly. It contains information on how to use the platform, its basic functions, features, instructions for use and other important information. The user guide is an important resource to ensure more efficient and safe use of the product.

- This guide explains what the application is and what kind of functions it offers.
- It gives an overview of the user interface, menus, buttons, forms and other elements.
- It explains how users can register and log in to the app. This section generally includes topics such as creating a username and password, login screen, resetting forgotten passwords, etc.
- It explains the basic functions of the application step by step. For example, steps to create a course or steps to add a project.
- It explains how users can edit their profile information, change their account settings and configure their preferences.





1. User Guide

1.1. SHORE Community Platform- User Roles

User roles enable users on the platform to perform certain functions and each role has certain permissions. These permissions are organized in a hierarchical structure, meaning that the authorization levels of the roles are relative to each other.

User roles and permissions are critical to ensure the security and efficiency of the platform. Associating the right permissions with the right user roles ensures that the platform works properly and prevents unnecessary access.

Therefore, the permissions under each user role needs to be carefully managed and set. This improves both the security and user experience of the platform and helps to prevent unwanted situations.

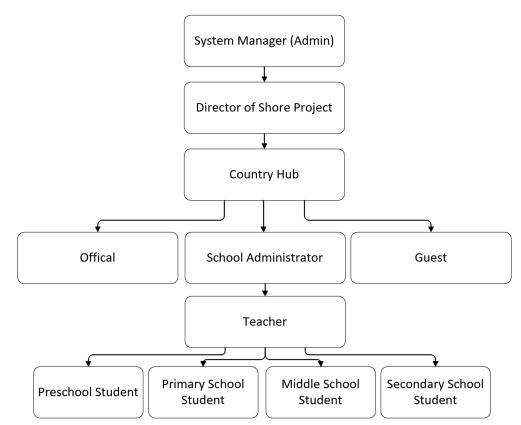


Figure 1 11 User Role Schemes Defined in the Platform





1.2.System Login Procedures

To log in to the system, go to **<u>shoreedu.com</u>** web address. The login screen will appear.

🥌 SHORE	Search for anything Q Home Courses - Discover - Explore - Vecting - Contact	Get Started
	• The Shore Community Platform Are serife + Legis to the site	•
	<form></form>	

Username: exp. <u>Admin</u>
 Password: <Your Password

SHORE	Construction Q Have Carees - Decore - Explore - Varting - Centert	At Stored
	SRORE Creater tablets at the special at the tablet desired Creater First your passion?	

Figure 3 Login Screen- Fill in the Username and Password

After logging into the system, you will be presented with a web page that you can view in accordance with your authorizations.

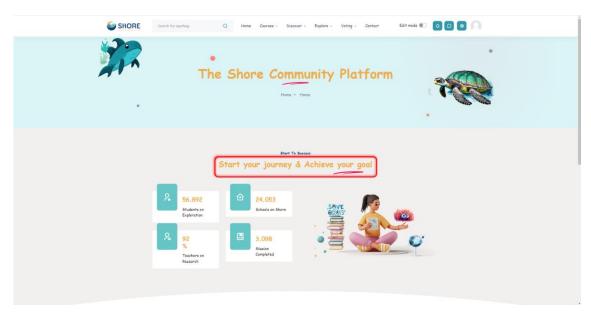




1.3.User Interface Introduction

The user interface of our education platform has been carefully designed to provide users with the best educational experience. The first page you see when you log in to the platform is the homepage. This page gives you access to customized content related to the Shore Community Platform.

The menus on our platform allow users to easily navigate between different pages. In the top menu bar, you can quickly access the main categories (e.g. Home, Courses, Explore, Search). "Sections such as 'Settings' and 'Profile' offer more detailed navigation options and allow users to customize their personal settings and preferences. This makes it easier to explore the vast content the platform has to offer and personalize your experience.



1.3.1. Home Page

Figure 4 The Community Platform- Home Page- View Achieve Our Goal





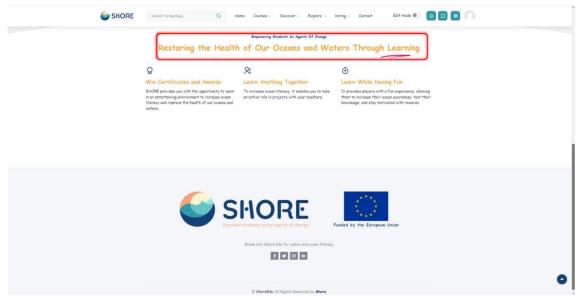


Figure 5 The Community Platform- Home Page- View Platform Provide for You

1.3.2. Courses Page- Courses

A course in The Shore Community Platform is an area on the site where teachers can add learning materials for students.

€ → Ø (12 shoreedu.com/course/		10 ± 0 € 1
SHORI	General for anything Q. Herne Courses - Discover - Explore - Voting - Centect Q. Q. 🔕 💽	İ
	- Corer Definitions Prices The Shore Community Platform Here + Corres	
	Years Image: Constrained and the second and the se	

Figure 6 The Community Platform- Courses Page- You Can Show Category





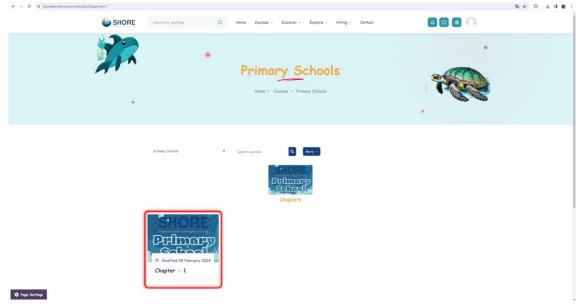


Figure 7 The Community Platform- Courses Page- You Can Show SubCategory

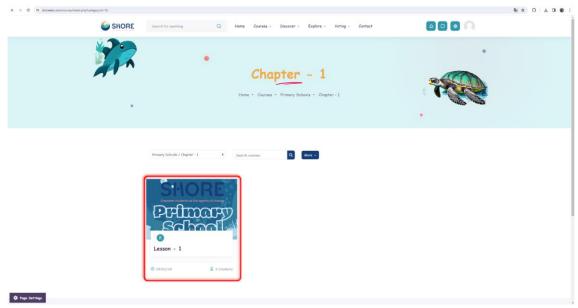


Figure 8 The Community Platform- Courses Page- You Can Show Courses





	SHORE	Search for anything	Q Home	Courses ~	Discover ~	Explore ~	Voting ~	Contact	Edit mode 🌒	4 🛛 🔹	0	
×												
 General Primary Schools Handbo 												
 Topic 1 	1							CIA	DDE	, e		
~ Topic 2		✓ General				Collapse a	4	Empower study 5 a	-to-spents of change			
~ Торіс 3 ~ Торіс 4		Primary Schools Handbook				Mark as done.	4	PPI	LAIRY			
Topic 5								Scl		N		
		~ Topic 1					1					
		✓ Topic 2						Enro	Now			
		✓ Topic 3						Course Level	Intermediate			
							G	Duration	7 weeks			
		 Topic 4 						Certificate	Yes			
		~ Topic 5						Language	English			
								Access	Lifetime			
							Co	urse completion	status			
							You	ane currently not relation in this cou	being tracked by rse			
							Vie	w course report				
Coptions												

Figure 9 The Community Platform- Courses Page- You Can Show Courses Detail

1.3.3. Courses- Guide for Teachers

This section provides teachers with valuable insights and resources regarding ocean literacy.

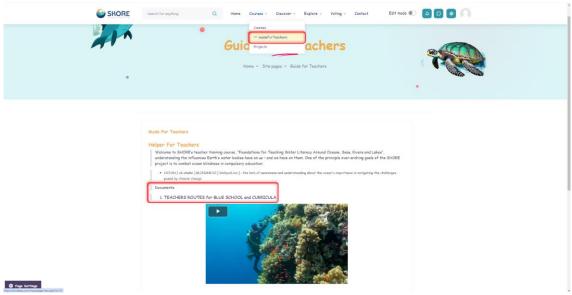


Figure 10 The Community Platform- Guide For Teachers Page- You Can Show Guide Detail







Figure 11 The Community Platform- Guide For Teachers Page- You Can Show Teachers Routes Detail

1.3.4. Courses- Projects

Shore Community Platform- Project offers a project development environment for staff working in participating schools in Europe. This platform aims to communicate, collaborate, develop projects, share and be part of the most exciting learning community in Europe. It also promotes international and regional cooperation through the sharing of experiences addressing sustainability in the ocean and the protection of marine ecosystems.

In this context, it enables you to participate in various activities supported to expand the European Blue Schools Network and establish twinning partnerships between schools.

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Figure 12 The Community Platform- Projects Page- You Can Show the Projects on The Platform

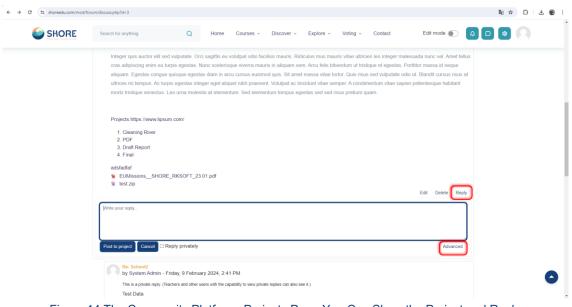


SHORE - Grant Agreement N° 101112815



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Figure 13 The Community Platform- Projects Page- You Can Show the Project Detail









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Figure 15 The Community Platform- Projects Page- You Can Show the Project and Advanced Reply

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Figure 16 The Community Platform- Projects Page- You Can Show the Project and Edit the Project





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Figure 17 The Community Platform- Projects Page- You Can Show the Project and Edit the Display Period

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Figure 18 The Community Platform- Projects Page- You Can Show the Project and Check the Project

1.3.5. Courses- Twinning Page

Shore Community Platform- Twinning offers a project development environment for staff working in participating schools in Europe. This platform aims to communicate, collaborate, develop projects, share and be part of the most exciting learning community in Europe. It also promotes international and regional cooperation through the sharing of experiences addressing sustainability in the ocean and the protection of marine ecosystems.

In this context, it enables you to participate in various activities supported to expand the European Blue Schools Network and establish twinning partnerships between schools. The platform offers easy access to these activities by grouping them to enable twinnings to develop projects. In this way, educators, principals and similar school staff can effectively collaborate and develop projects.





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Figure 19 The Community Platform- Courses- Click on Twinning Button

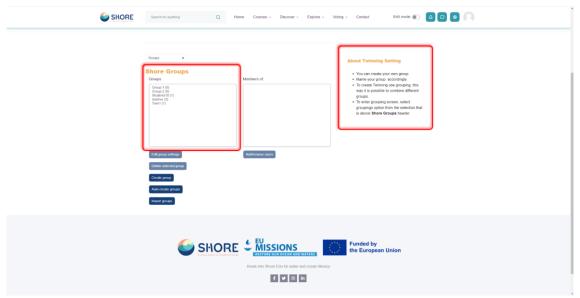


Figure 20 The Community Platform- Twinning Page-You Can Show the Shore Groups on The Platform





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Figure 21 The Community Platform- Twinning Page-You Can Show the Shore Groups on The Platform

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Figure 22 Community Platform - Twinning Page - Creating a Group for Twining - Fill in the Required Information and Click Save Changes





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Figure 23 Community Platform - Twinning Page - Creating a Group for Twining - View the New Group and Click on Add Remove Users

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Figure 24 Community Platform - Twinning Page - Creating a Group for Twining - Adding Users with Add Button





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Figure 25 Community Platform - Twinning Page - Creating a Group for Twining - Added Groups Can Be Edited and Deleted

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Figure 26 Community Platform - Twinning Page - Project Page- Checking Group Members to Add a Common Project





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Figure 27 Community Platform - Twinning Page - Project Page- Login to the Account of One of the Group 1 Users and Click on the Add New Project Button from the Project Section

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Figure 28 Community Platform - Twinning Page - Project Page- In The Pop-Up Window, After Entering The Subject Information, Click The Advanced Button





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Figure 29 Figure 28 Community Platform - Twinning Page - Project Page-On The Project Add Screen, You Can Add Your Files Related To The Project And Select the Group

<u>Note:</u> School authorities have to attach the final version of their project in this section. The final version is added to the voting sessions by the "Director of Shore Project" and "Country Hub" officials to be included in the voting.

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Figure 30 Community Platform - Twinning Page - Project Page- Group Member's Project Screen





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Figure 31 Community Platform - Twinning Page - Project Page- Non-Group Member's Project Screen

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Figure 32 Community Platform - Twinning Page - Project Page-Users with Director of Shore Project and Country Hub Roles have the Permission to Access All Projects

<u>Note:</u> The permission to submit projects for voting and to reject them belongs to users with the roles "Director of Shore Project" and "Country Hub". Users in these roles are permitted to access all projects. The "Director of Shore Project" can enable all projects to be publicly visible by the end of the 3 open call periods and will upload the final documents of the projects by the school authorities to the "voting Session" page for the voting sessions.





1.3.6. Discover Page

The "Discover" section offers fun and educational activities for users to experience. The online international activities in this section are created using gamification techniques. Gamification encourages users to participate more actively in the activities and makes the learning process more enjoyable. These activities address key topics related to ocean literacy, while at the same time enriching users' experiences and increasing their level of knowledge. Through interactive games, users discover the importance of the oceans, while also learning about nature protection and the importance of marine ecosystems. In this way, the "Discover" section makes the learning process more enjoyable for users, increasing their awareness of the oceans and contributing to their awareness of sustainability.

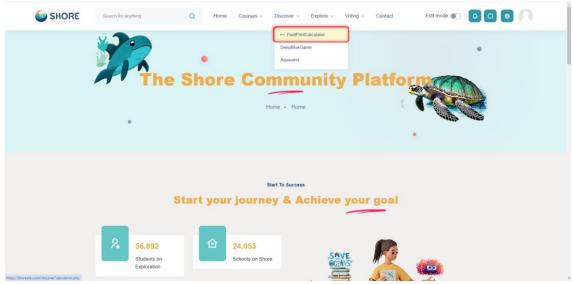
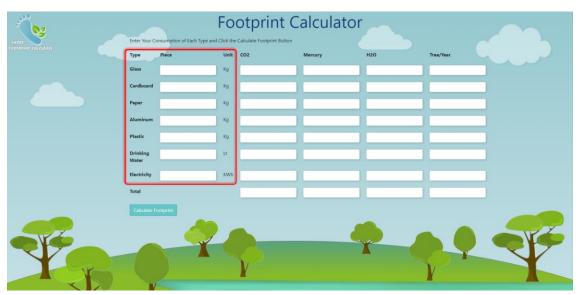


Figure 33 The Community Platform- Discover Page- Clickt the Footprint Calculator Button



1.3.7. Discover - Footprint Calculator Page

Figure 34 The Community Platform- Discover Page- You Can Fill the Piece



Funded by the European Union



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Figure 35 The Community Platform- Discover Page- You Can Calculate Footprint

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Figure 36 The Community Platform- Discover Page- You Can View Result

1.3.8. Discover - DeepBlue Knowledge Challenge Page

"DeepBlue Knowledge Challenge," is a major knowledge competition that brings together hundreds of students from 5 different regions (Baltic Sea, Mediterranean Sea, Black Sea, Danube River, Rhine River) to train the ocean literates of the future. SHORE is a global initiative focusing on sustainable ocean life and ecosystems.





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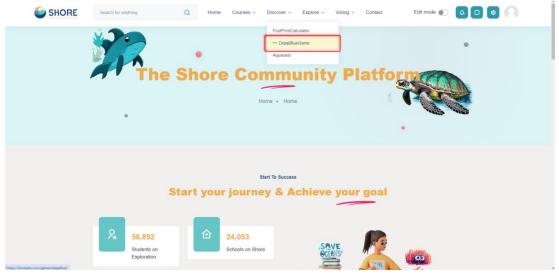


Figure 37 The Community Platform- Discover Page-Click the DeepBlue Button



Figure 38 The Community Platform- Discover Page- Click the DeepBlueChallenge for Original Size







Figure 39 The Community Platform- Discover Page-Click the How to Play Button



Figure 40 The Community Platform- Discover Page- You Can Learn How to Play Through the Tutorial





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1.3.9. Discover - AquaQuest Guardians of the Water World Page

"AquaQuest Guardians of the Water World" is a fun game that aims to raise awareness among students about the protection of oceans and a sustainable future. In the game, hundreds of students come together to reduce their water footprint by collecting aluminum, cardboard, plastic, paper, and glass materials from our seas and rivers. Additionally, the game helps decrease our mercury and carbon footprints, and calculates the number of trees saved annually.

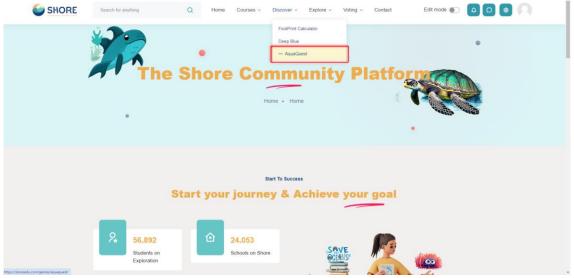


Figure 41 The Community Platform- Discover Page- Click the AquaQuest Button



Figure 42 The Community Platform- Discover Page- Click the AquaQuest for Original Size







Figure 43 The Community Platform- Discover Page-Click the How to Play Button



Figure 44 The Community Platform- Discover Page-You Can Learn How to Play Through the Tutorial

1.3.10. Explore Page

The "Explore" section provides access to events, photos, blog posts and frequently asked questions about the SHORE Community Platform. This section gives users the opportunity to learn more about SHORE Community Platform and key partners such as Blue School and EU Mission.

SHORE Community Platform is a community platform focused on ocean conservation and sustainability. It aims to raise awareness about the protection of marine ecosystems and the oceans, while promoting cooperation and knowledge sharing between schools. Blue School is a partner that aims to raise awareness among schools about the importance and protection of blue ecosystems. EU Mission supports and raises awareness about the European Union's efforts to achieve its goals in various areas.





The "Explore" section provides more detailed information about the aims, activities and achievements of these organizations. Through this section, users have the opportunity to learn about these important projects, while also participating in events and interacting with the community. In this way, users have a more in-depth learning experience and develop a more informed behavior towards the conservation and sustainability of marine ecosystems.

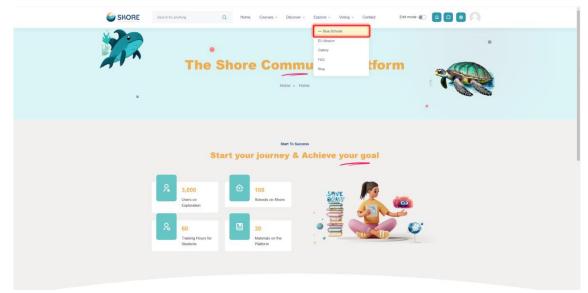


Figure 45 The Community Platform- Explore Page- Click the Blue Schools

1.3.11. Explore- Blue Schools Page

SHORE aims to strengthen the presence of European Blue schools by providing support and resources to schools interested in joining the European Blue Schools Network. This initiative, led by the European Ocean Coalition (EU4Ocean), aims to promote ocean literacy in educational settings. You can learn more about **"Blue Schools"** through this section.

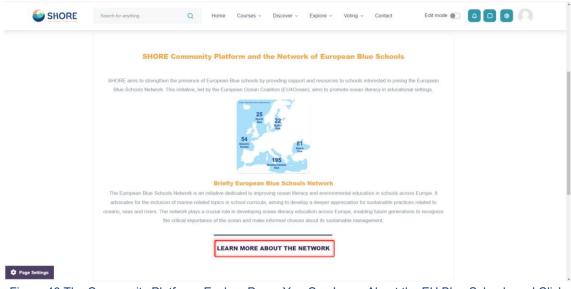


Figure 46 The Community Platform- Explore Page- You Can Learn About the EU Blue Schools and Click the Learn More About the Button





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Figure 47 The Community Platform- Explore Page- You Can Learn About the Network of European Blue Schools

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Figure 48 The Community Platform- Explore Page- Click the Shore 123- Find The Blue Button







Figure 49 The Community Platform- Explore Page- You Can Learn About the Shore 123- Find The Blue

1.3.12. Explore- EU Mission Page

The SHORE project, funded by Horizon Europe, is committed to increasing ocean literacy and invites schools to embark on a journey to achieve the objectives of the EU Mission "Restore our Oceans and Waters" by 2030. You can learn more about "EU Mission" through this section.



Figure 50 The Community Platform- Explore Page- Click the EU Mission





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	LEARN MORE ABOUT THE EU MISSION

Page Settings

Figure 51 The Community Platform- Explore Page- You Can Learn About the EU Mission and Click the Learn More About the Button

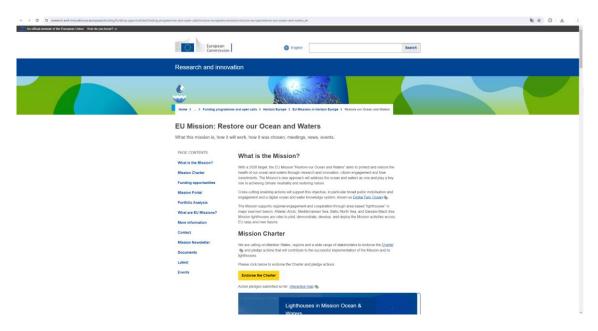


Figure 52 The Community Platform- Explore Page- You Can Learn About the EU Mission Restore our Ocean and Waters





1.3.13. Explore- Gallery Page

In the gallery section you can see various event photos related to the Shore project and find more images to learn more about the Shore project.



Figure 53 The Community Platform- Explore Page- Click the Gallery

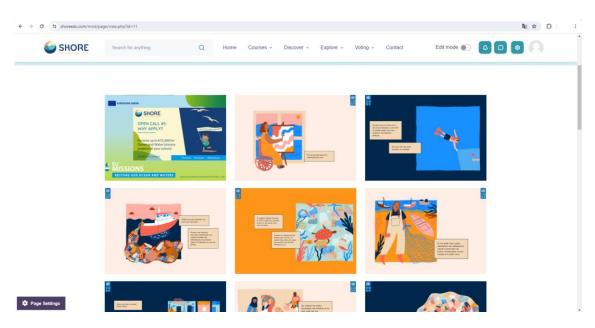


Figure 54 The Community Platform- Explore Page- You Can View the Photo About Shore Activities





1.3.14. Explore- Frequently Asked Questions

The Frequently Asked Questions section consists of two parts.

- 1. About The Shore Community Platform: Here you can find questions and answers about various aspects of The Shore Community Platform. For example:
 - > "What will the platform offer us?"
 - > "Who will be able to access the platform?"
 - > "What are the Benefits of a Virtual Learning Environment?"
 - > "How will public voting and audience building take place?" and their answers.
- 2. Other Questions (Others): This section includes more technical or specialized questions. For example:
 - "How Do I Reset My Account Password?"
 - "How do I update my contact information on the platform?" are included in this section.

The purpose of the questions and answers in these two sections is to enable users to access the information they need quickly and effectively.

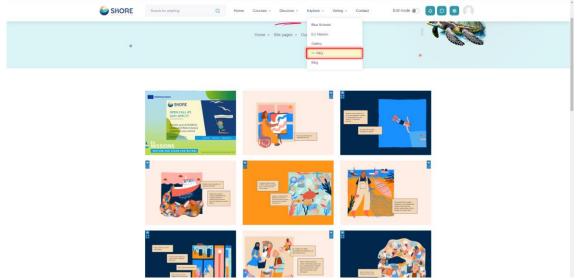


Figure 55 The Community Platform- Explore Page- Click the FAQ





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Figure 56 The Community Platform- Explore Page- You Can View the FAQ About the Shore Community Platform

1.3.15. Explore- Blog Page

In the blog section, you can learn and share information on marine ecosystem conservation, sustainability, maritime culture and much more. You can get to know the mysterious world of the oceans more closely with the articles and experience shares written by Country Hubs and Shore Partners. These articles contain the observations, experiences and knowledge of maritime experts. In this way, you will develop an in-depth understanding of various topics related to the oceans, while at the same time gaining interesting insights into maritime culture. The blog section of the SHORE Community Platform is a meeting point for a community full of love for the sea and a resource for anyone who wants to discover the richness of the maritime world.

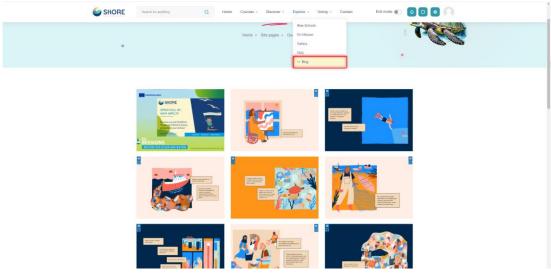


Figure 57 The Community Platform- Explore Page- Click the Blog







Figure 58 The Community Platform- Explore Page- You Can View the Blog

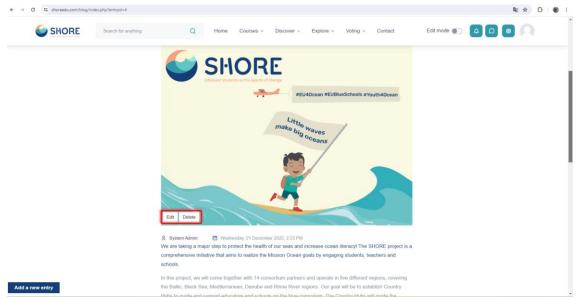


Figure 59 The Community Platform- Explore Page- You Can Edit or Delete Blog





Entry title	We are Setting Out Together to Protect Our Seas: SHORE Project
Blog entry body	● ↓ A + B / Ⅲ Ⅲ Ⅲ Ⅲ Ⅲ Ⅲ ◎ ⊗ ⊗ ◎ ₩ ● ₩ ● ₩ ● ₩ ● ₩ ● ₩ ● ₩ ● ₩ ● ₩ ● ₩
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	They will also accorde and support community events such as exhibitions, workshops, framma semanars and meet-up lates to raise anatometes of scene litence, among the community. Our areast will award acads to ¹⁰⁰ schools over three scene cell a periods to answer maximum support to blue projects.
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Figure 60 The Community Platform- Explore Page- You Can Edit and Save Changes

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Figure 61 The Community Platform- Explore Page-You Can Comment on Blog and Add a New Entry





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	Save changes Cancel				

Figure 62 The Community Platform- Explore Page- You Can Use the Tools to Add a Blog

1.3.16. Voting Page

Voting Session Management:

• Adding Final Versions of Projects: The final versions of the developed projects are added to the "Project" section. This indicates that the projects are complete and ready for presentation.

• Approval Process: The final versions of the projects are approved by authorities such as "Shore Project Director" or "Country Hubs". This ensures that the quality and relevance of the projects are checked.

• Addition to Voting Sessions: Approved projects are downloaded from the system and added to the "Voting Sessions" section. In this way, guest users can view and vote on the projects. They can also comment on the projects.

• Voting Session Results: After the voting session is completed, a result report can be obtained through the system.

This process ensures that projects are effectively managed, approved and voted on, thus creating a transparent evaluation process among participants.





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Figure 63 Course- Project Page- Click on Approved Project

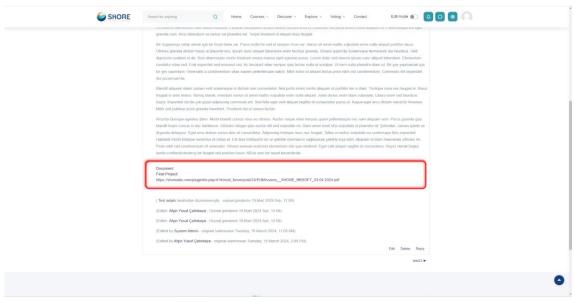


Figure 64 Courses- Project Page- Download the Final Version of the Project Added by Schools from the Document Section of the Project



SHORE – Grant Agreement N° 101112815



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Figure 65 Courses- Project Page- View the Downloaded Document

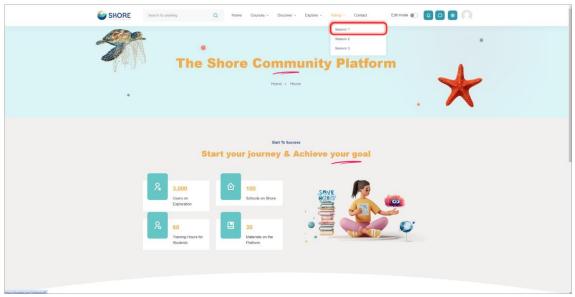


Figure 66 Voting- Click on Session 1





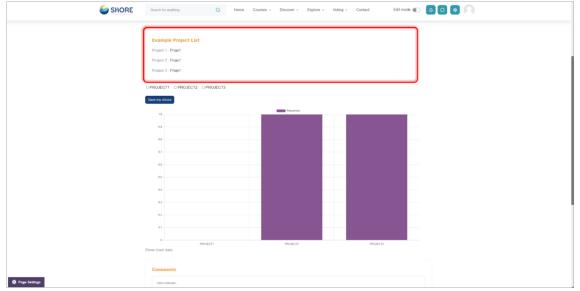


Figure 67 Voting- Session- View Projects Created for Testing Purposes

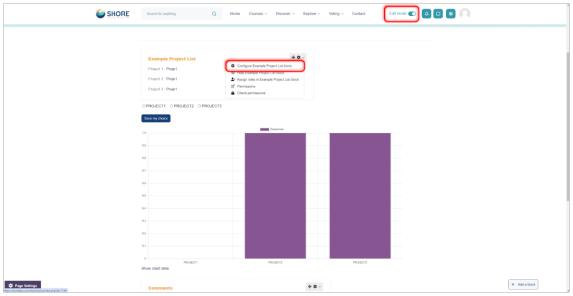


Figure 68 Voting- Session- Activate Edit Mode to Add a New Project and Click on Configure Example Project List Block





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Figure 69 Voting- Session- Add the Project and Click on the Link

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Figure 70 Voting- Session- Browse Your Files and Attach the Downloaded Project File





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Figure 71 Voting- Session- After Creating the Project Connection, Click the Save Changes Button

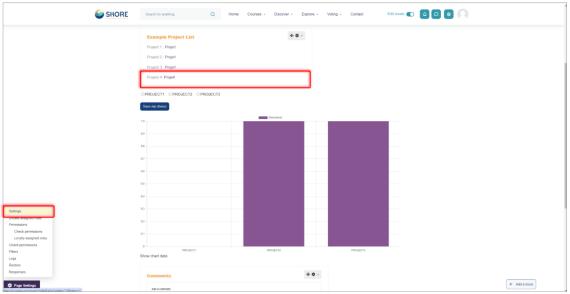


Figure 72 Voting- Session- After Adding a Project, Click the Settings Button to Include the Project in the Voting Options





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Figure 73 Voting- Session- Set Options and Avability Dates

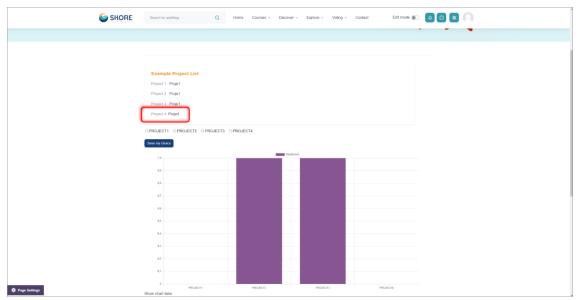


Figure 74 Voting- Session- Voters need to click on the Project name to View the Project





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Figure 75 Voting- Session- Project is displayed for review.

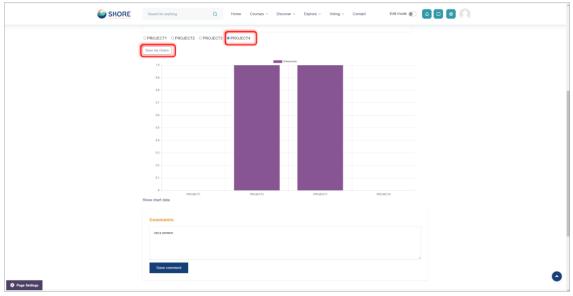


Figure 76 Voting- Session- After the review, the preferred project is voted for and Click on Save my Choice





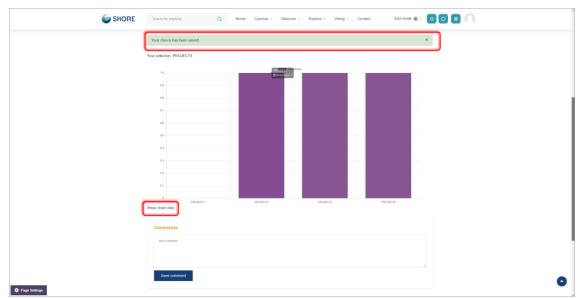


Figure 77 Voting- Session- Election Results are Displayed and Click on Show chart Data to View Percentages

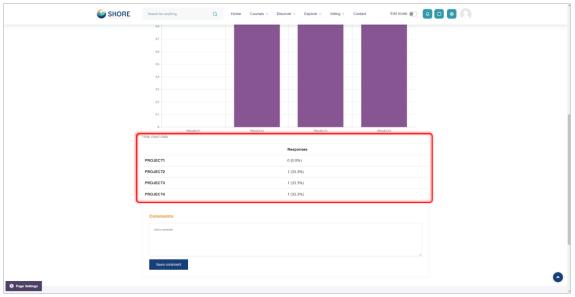


Figure 78 Voting- Session- Project Selection Percentages are Displayed





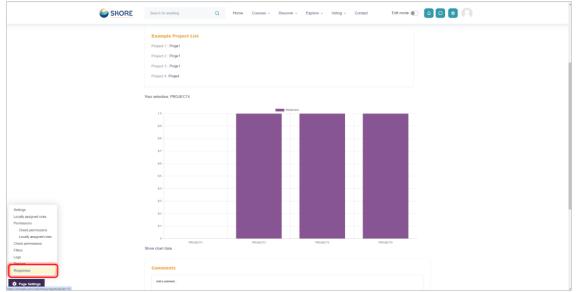


Figure 79 Voting- Session- Click on the Responses button in the Page Setting section to view the Project Final Report

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Figure 80 Voting- Session- The Project Result Report can be downloaded in Excel Format





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1.3.17. Contact Page

Users can contact the platform administrators and follow social media accounts via forms provided on the Contact Page.

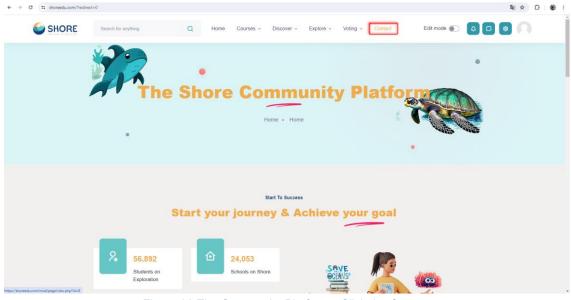


Figure 82 The Community Platform- Click the Contact





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Figure 83 The Community Platform- Contact Page- You Can Follow Us on Social Media

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Figure 84 The Community Platform- Contact Page- You Can Contact Us Via Form

1.3.18. Notifications Pop-up Window

A convenient pop-up window feature keeps you updated with the latest notifications.





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Figure 85 The Community Platform-Notifications Button- You Can View the Notifications that You Have

1.3.19. Contact Pop-up Window

You can connect with other users in the same group through the Contact Pop-up window.

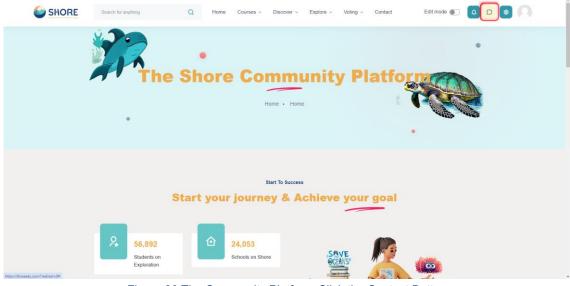


Figure 86 The Community Platform-Click the Contact Button

You can connect with other users within the same group, send private messages, and manage contact settings efficiently through this window.





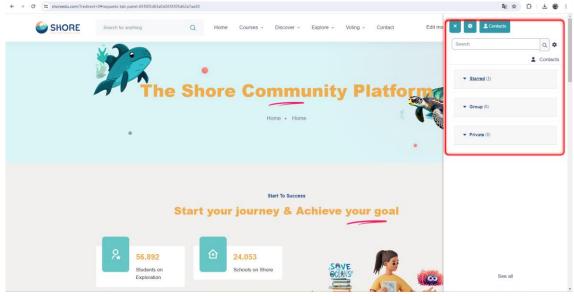
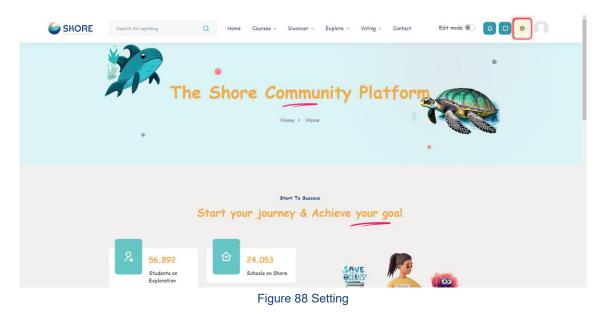


Figure 87 The Community Platform-You Can Contact Other Users in the Same Group

1.4.User Management Procedures

Management of accounts and permissions is possible in the User operations menu.







1.4.1. Users Setting

Management of accounts and permissions is facilitated through the User Operations menu, providing administrators with control over user accounts, courses, server settings, reporting, and user roles.

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Figure 89 Setting- User Section

1.4.2. User- Accounts- Browse List of Users

An administrator can browse and search the list of all user accounts in Settings > Users > Accounts > Browse list of users.

Administrators can search for a particular user, using their name or email address as the search term, and then edit their profile. Editing a user's profile is a way to reset the user's passwords when they are unable to log in.

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	Permissions	Assign system roles Check system permissions		
		CHUDI	114	
			- Click on Browse List o	f Users



Funded by the European Union



You can search for users, using particular criteria or Filters. These criteria can be configured to display data as per the following limits:

- contains
- doesn't contain
- is equal to
- starts with
- ends with
- is empty

For example, if you wished to search for all users with "Student" in their First Name or Last Name you would enter 'Student' in the Full name filter and select the 'contains' limit.

After applying a Filter to a user search, click the Add Filter button to run the user search.

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Figure 91 Setting- Users- Accounts- Click on Browse List of Users- Click the Add Filter button

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	Student Two				Never	â © ¢

Figure 92 Setting- Users- Accounts- Click on Browse List of Users- Click the Add Filter Button to Run the User Search





1.4.3. User- Accounts- Add a New User

You have two options for adding users.

Option I: An administrator can Add a New User in Settings > Users > Accounts > Add a New User

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	Permissions Assign system roles Check system permissions
	Figure 93 Setting- Users- Accounts- Click on Add a New Users- Option I

Option II: An administrator can Add a New User in Settings > Users > Accounts > Browse list of users > Add a New Use

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	Student Three							Never	a © ‡
	Student One							Never	ā © \$
	Student Two							Never	ā © \$
	Student Three							Never	a © ‡
	Student One							Never	a © ‡
	Student Two							Never	ā © \$
	Student Three							Never	ā © ¢
	Student One							Never	* ©
						1 2 3	*		
	Add a new user								

Figure 94 Setting- Users- Accounts- Click on Add a New Users- Option II





When adding a user, the General, School and Region sections are required. Please make sure that the information you provide is correct.

SHORE	Search for anything Q Home Courses ~ Discover ~ Explore ~ Voting ~ Contact	
Profile	The Share Community Platform Home / Site administration / Users / Accounts / Add a new user	
🞗 Grades	General Users Courses Grades Reports	
Private files	General	Expand all
Reports	OUser picture	
Preferences	-	
R+ Log out	Additional names	
	Interests	
	Optional	
	School	
	Region	
	Create user Cancel	

Figure 95 Setting- Users- Accounts- Add New User Screen- Required Sections

In the General section, once the username is entered, it cannot be changed. Please make sure that the information you provide is correct.

Add your user details, using the icon ⁽²⁾ for extra help.

If you want their new account details emailed to them, click **Generate password and notify user.**

SHORE	Search for anything	a	Home Courses Discover - Explore Voting Contact	
	Home / Site administration / Users /		its / Add a new user	
Profile	General Users Courses Grade	es Re	ports	1
A Grades			Expand a	i.
😂 Calendar	General			
Private files	Username	0		1
Reports	Choose an authentication method	0	Menual accounts •	
Preferences			Suspended account 💿	
Re Log out	New password	0	Generate password and notify user. The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as as *,-, or # Gick to enter text © Force password change ●	
	First name	0		
	Last name	0		
	Email address	0].

Figure 96 Setting- Users- Accounts- Add New User Screen- Part One General





SHORE	Search for anything Q Home Courses - Discover - Explore - Voting - Contact Edit mode)
	Image files to be optimised, such as badges of jpe jpg jpg png
Profile	Picture description
R Grades	School
😇 Calendar	Education Choose
Private files	SchoolName •
Reports	Company
Preferences	Company
A+ Switch role to	2 Region
E Log out	Create user Cancel
	Required
	SHORE MISSIONS TESTOREOUS OCCANANIONATERS Break into Shore Edu for water and ocean literacy

Figure 97 Setting- Users- Accounts- Add New User Screen- Part Two School

In the school information, enter Education, SchoolName, and Company Name if it is not a school.

In the Education section, one of the **PreSchool**, **Primary School**, **Middle School**, **Secondary School** options must be selected for students. For other users, there is an **"Official"** option. Finally, the school to which the users are registered is selected.

SHORE	Search for anything	Home Courses - Discover - Explore	- Voting - Contact	
	Optional			
	School			
Profile	Education	Choose +		
A Grades	SchoolName	Choose		
📚 Calendar	School value	PrimarySchool MiddleSchool	•	
🗇 Private files	Region	SecondarySchool		
(1) Reports		Greate user Cancel		
Preferences	Required			
R+ Log out	• Required			
	6	SHORE Empower students as the agents of change	Funded by the European Union	
		Break into Shore Edu for water and ocean lit	eracy	
		f 🎔 🞯 in		
Figure 98 Set	ting- Users- Account	s- Add New User Screen-	Part Two School- Choo	ose the Education or

Offical





SHORE	Search for anything Q	Home Courses - Discover - Explore - Voting - Contact	
	Optional		
	School		
Profile	Education	Choose	
Grades			
Calendar	SchoolName	Choose •	
Private files	Region	Maria-Ward-dymrasium Augsburg Circolo diratico Nettuno ISIS del Rosso	
Reports		Istituto comprensivo ISA2 Istituto comprensivo Cremona 1	
Preferences	Required	A picoli possi S1 Louis, Colonna Compus 115 NormaD	
2 Log out	6	Lices Inguistics Thirm Alpi Liss A. Vespeci LFS.S.A. Marco Pilo LFS.E.O.A. Marco Pilo LFS. Conduction L.C. Berbaro Ritzo Regno Mundi Lices Scientifics Lessendo Da Vinci Lices Scientifics Lessendo Da Vinci Lices Scientifics Conducci Lices Ligner	
		mpower students as the agents of change Funded by the European Union	
		Break into Shore Edu for water and ocean literacy	

Figure 99 Setting- Users- Accounts- Add New User Screen- Part Two School- Choose the School

	Search for anything Q Home Courses - Discover - Exp	plore Voting Contact
	Optional	
	School	
Profile Orades	Region	
😂 Calendar	🗆 Black Sea	
Private files	🗆 Baltic Sea	
Reports	Danube River	
Preferences	Rhine River	
8+ Log out	Create user Cancel	
	Required	
	SHORE Empower students as the agents of change	Funded by the European Union

Figure 100 Setting- Users- Accounts- Add New User Screen- Part Three Region





SHORE	Search for anything	Q Home Courses - Discover - Explore - Voting - Contact	
	Interests		
Profile	Optional		
R Grades	School		
😇 Calendar	Education	Official =	
Private files	SchoolName	YTU •	
Reports	Region		
Preferences		Mediterranean Sea	
R+ Log out		Black Sea	
		🗆 Baltic Sea	
		Danube River	
		C Rhine River	
		Create user Cancel	
	8 Required		
			٥
			•

Figure 101 Setting- Users- Accounts- Add New User Screen- When the Information Entries Are Completed , Click on Create User

O 1 shoreedu.com/adm	nin/user.php?sort=firstname&dir=ASC&perpage=30&page=0					\$8 ☆ Ď O (
SHORE	Search for anything Q	Home Courses ~	Discover - Explo	re ~ Voting ~	Contact	
	New filter		_			
	Show more					
Profile	Username	contains ¢				
Grades						
Calendar		Add filter				
Private files	First name / Last name	c	ïty/town	Country	Last access	Edit
Reports	adsf adsf				5 days	(ii)@ \$
	Afşin Yusuf Çetinkaya				2 hours 48 mins	₫ © ‡
Preferences	alp eren				7 days	\$ ©
Log out	asdfa asdfadsf				Never	i © 🕈
	Busra Test				2 days 22 hours	i 💿 🌣
	country hub				2 days 22 hours	ā © ‡
	mhm lkr				Never	a © a
	michela tagliaferri				Never	ā © \$
	Student One				7 days	i 💿 🌣
	Student Two				Never	a © ¢
	Student Three				Never	ā (0) \$
	Student One				Never	i © ‡
	Student Two				Never	a (0) \$
	Student Three				Never	ā © 🌣
	Student One				Never	ñ © \$

Figure 102 Setting- Users- Accounts- Click on Browse List of Users-User Delete- Click on Trash

SHORE	Search for anything Q Home Courses - Discover - Explore - Voting - Contact	
rofile	The Shore Community Platform Home / Site administration / Users / Accounts / Browse list of users	
rades	General Users Courses Grades Reports	
alendar rivate files	Delete user	
eports		
references	Confirm	
og out	Are you absolutely sure you want to completely delete the user 'adst' adst', including their enrolments, activity and other user data?	
	Cancel balete	

Figure 103 Setting- Users- Accounts- Click on Browse List of Users-User Delete- Delete Confirmation Screen



Funded by the European Union



	Search for anything C	Home Courses ~ Discover ~ Expl	lore - Voting - Contac	t 🗘 🖸 🔘	0
 Profile Ørades Calendar Private files Reports 	75 Users New filter Show more Username	contains a Add filter	× 3 ×		
Preferences	First name / Last name	City/town	Country Last	t access Edit	
A+ Log out	adsf adsf		5 da	ays 1 hour 💼 🐼 🗭	
	Afşin Yusuf Çetinkaya		2 hc	ours 52 mins 📋 💿 🌣	
	alp eren		7 da	ays 📋 💿 🌣	
	asdfa asdfadsf		Nev	rer 🗎 💿 🌣	
	Busra Test		2 da	ays 23 hours 💼 💿 🌣	
	country hub		2 da	ays 22 hours 📋 💿 🌣	
	michela tagliaferri		Nev	rer 📋 💿 🌣	
	Student One		7 da	ays 📋 🗇 🌣	
	Student Two		Nev	rer 📋 🗇 🌣	
	Student Three		Nev	rer 🔒 💿 🌣	
	Student One		Nev	rer 📋 💿 🌣	
	Student Two		Nev	rer 📋 💿 🌣	
	Student Three		Nev	rer 📋 💿 🌣	

Figure 104 Setting- Users- Accounts- Click on Browse List of Users - You Can Make Your Users Active or Inactive Through The Eye Button

SHORE	Search for anything	Q Home Course	es - Discover - E	explore - Voting -	Contact	
	New filter					
	Show more					
Profile	Username	contains •				
Grades						
Calendar		Add filter				
rivate files	First name* / Last name		City/town	Country	Last access	Edit
leports	adsf adsf				5 days 1 hour	ê © ‡
references	Afşin Yusuf Çetinkaya				2 hours 53 mins	ā © ‡
rener ences	alp eren				7 days	ē © \$
og out	asdfa asdfadsf				Never	† © ‡
	Busra Test				2 days 23 hours	i © 🌣
	country hub				2 days 22 hours	ê © ‡
	michela tagliaferri				Never	ē © 🌣
	Student One				7 days	ā 📀
	Student Two				Never	ē © ‡
	Student Three				Never	i © 💠
	Student One				Never	â © 🌣
	Student Two				Never	ê © ‡
	Student Three				Never	\$ ©
	Student One				Never	\$ © \$
	Student Two				Never	î © ⊅

Figure 105 Setting- Users- Accounts- Click on Browse List of Users - Click the Setting Button to Update User Information





	Search for anything Q Home Courses - Discover - Explore - Voting - Contact O D 🚳 💭	
😫 Profile	Student One Home / Users / Student One / Preferences / User account / Edit profile	
A Grades	Student One	
Calendar	2) General	Expand all
® Reports	OUser picture	
Preferences	Additional names	
R+ Log out	1 Interests	
	(2) Optional	
	2 School	
	() Region	
	Update profile Gancel Required	

Figure 106 Setting- Users- Accounts- Click on Browse List of Users - In the Window That Opens, Click the Update Profile Button After the Information Entries

1.4.4. Users- Accounts- Bulk User Actions

The bulk user actions feature in Administration > Users > Accounts > Bulk user actions enables administrators to select users by creating a filter and then perform any of the following actions:

- Confirm user accounts created through Email-based self-registration which are not yet confirmed by the user
- Send a message
- Delete user accounts
- Display a list of users on a page
- Download user data in text, ODS or Excel file format
- Force users to change their passwords
- Add users to a cohort

SHORE	Search for anything Q	Home Courses - Discover - E	ixplore - Voting - Contact	
Profile	Site administration Home / Site administration / Search			
Grades	General Users Courses Grade	s Reports		
Calendar Irivate files	Your site is not yet registered. Please no	tify your administrator. 🕥		
eports	Users			
ineferences .og out	Accounts	Browse list of users Bulk user actions Add a new user Cohorts		
	Permissions	Assign system roles Check system permissions		
		SHORF	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	



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If you know them, choose your users from the available list or else click 'Show more' to reveal more filter options.

- Users can be filtered according to full name, surname, first name, email address, city/town, country, confirmed, first access, last access, last login, username, authentication.
- If you have set a custom profile field, this is available too from the "Profile" dropdown box

	SHORE Search for anything	Q Home Courses - Discover - Explore - Voting - Contact Edit mode 🐑 🙆 🖸 🥘 💭	
Profile	The Shore Community Platform Home / Site administration / Users / Accounts / Bulk user ac	50%	
A Grades	General Users Courses Grades Plugins App	earance Server Reports Development	
 Calendar Private files 			Search Q
Reports	New filter		
Preferences	Show more Username	costains e	
R Switch role to		Add litter	
Cog out	Users in list		
	Users in fisc	All uses (D) An to determine An to address Antto addres Antto address Antto address Antto a	
	Selected user list	Add tal Ramove at	
	With selected users	Cxxxx. 1 Co	

Figure 108 Setting- Users- Accounts- Click the Bulk User Actions- Click 'Show More' to Reveal More Filter Options

	SHORE Search for anything	Q. Home Courses - Discover - Explore - Vicing - Contact Edit mode 🐑 🤷 🖸 🔕
Profie	New filter	Beach Q
R Grades	Show less User full name	contains a
 Calendar Private files 	Last name	contains 8
Reports	First name	contains 8
Preferences	Email address	contains a
Re Switch role to	Cityllown	contains •
-	Country	is any value a Adjournation a
	Confirmed	any value #
	Suspended account	any value #
	User profile fields	any feld e contains e
	Course role	any find Batic San Back San Orenew
	Enrolled in any course	Corpany Enderline Education Mediterament Sea
	System role	Roon New School New .
	Cohort ID	is equal to a
	First access	is after 20 e March a 2024 e 🗮 🗆 Enable
		is before 28 € March € 2024 € 🗮 🗆 Enable
	Last access	is after 20 s March s 2024 s B Dable

Figure 109 Setting- Users- Accounts- Click the Bulk User Actions- If you have set a custom profile field, you can access them from the "Profile" dropdown box





	Search for anything Q	Home Courses - Discover - Explore - Voting - Contact	
🚦 Profile	New filter	Reports	
 Grades Calendar Private files 	Show more Username	contains 0 Replace filters Add filter	
 Reports Preferences Log out 	Active filters	Username contains "student" Remove selected Remove all filters	
	Users in list Users	All fiftered (51/75) No users selected Student One Student One	

Figure 110 Setting- Users- Accounts- Click the Bulk User Actions- After Entering the Conditions, Click the Add Filter Button

SHORE	Search for anything	Q Home Courses - Discover - Explore - Voting - Contact	
		Remove selected Remove all filters	
🚦 Profile	Users in list		
Grades	Users	 All filtered (51/75) No users selected Student One 	
😂 Calendar		Student One Student One Student One	
Private files		Student One Student One Student One	
(8) Reports		Student One Student One	
Preferences		Student One Student One Student One	
R+ Log out		Student One Student One fractione Access	
	Selected user list	Add to selection Remove from selection Add all Remove all	
	With selected users	Choose 0 Go	

Figure 111 Setting- Users- Accounts- Click the Bulk User Actions- Select in the box on the left those users you require and move them to the box on the right





SHORE	Search for anything	Q	Home Courses ~	Discover - Explore	✓ Voting ✓	Contact	
	Active filters		Username contains "				
Profile			_				
A Grades			Remove selected	Remove all filters			
Calendar	Users in list						
🔊 Private files	Users	0	All filtered (51/75)	All selected (51/75)			
Reports			Student One Student One	Student One Student One			
• Preferences			Student One Student One	Student One Student One			
& + Log out			Student One Student One Student One Student One	Student One Student One Student One Student One			
			Student One Student One Student One Student One	Student One Student One Student One Student One			
			Chulant One	Children One			
	Selected user list	0	Add to selection	Remove from selection			
			Add all Remove	a all			
	With selected users		Choose	: 60			

Figure 112 Setting- Users- Accounts- Click the Bulk User Actions- Check the All Selected

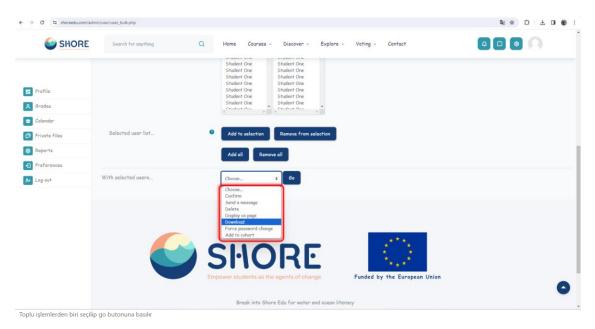


Figure 113 Setting- Users- Accounts- Click the Bulk User Actions- From the dropdown box With selected users, choose the action you wish to perform and then click Go- Dowlond for Example





SHORE	Search for anything Q Home Courses - Discover - Explore - Veting - Contact
Profile Fordes Grades Galendar CP Private files Reports Preferences Log out	The Shore Community Platform Home / Site administration / Users / Accounts / Bulk user actions General Users Courses Grades Report users es Grades Course separated values (csr) Download Course for dubes (csr) Course separated values (csr) Users Course separated values (csr) Users Course separated values (csr) Uters Course separated values (csr)
	Shore Edu for water and occan literacy Break into Shore Edu for water and occan literacy Image: Shore Edu for water and occan literacy

Figure 114 Users- Accounts- Click the Bulk User Actions- From the dropdown box With selected users, choose the action you wish to perform and then click Go- Dowlond for Example - Select Dowload Format in the dropdown box

(≣ Menu 💩 ☆ Users.pdf x + Crasts ① 🖽 😗 - □	×
SHORE	Search for anything Q Home Courses All tools Edit Convert Find text or tools Q 🖺 🤅	9 2
		С П
ofile	The Shore Community Platform Home / Site administration / Users / Accounts / Bulk user act	0
ades	General Users Courses Grades Reports	
endar	Download 20 make 1 make 0	
vate files	State State <th< td=""><td></td></th<>	
ports	Export users as Pointable document normal (glot) Export users (glot) Export (glot	
ferences	journel journel <t< td=""><td></td></t<>	
g out	41 statisti 110ec Statisti Dee 0 0 0 0 0 0 0	
	Joint Method Joint Method<	
	Shit and one 0	
	SPIC 50 stades/10 ⁴ CH Stades/10 ⁴ CH 0 </td <td></td>	
	Empower students as: 33 added 1/dex Studen One 0 0 0 0 0 0	6
	56 statistic 1/0ex States Ore 0 0 0 0 0	^
	Break into 5	č
		D,
		Q
		Q

Figure 115 Users- Accounts- Click the Bulk User Actions- Downloaded User List is Displayed





SHORE	Search for anything	Home Courses - Discover - Explore - Voting - Contact	
Profile Grades Calandar Private files Reports		Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One Student Three Student One	
Preferences	Selected user list	Add to selection Remove from selection Add all Remove all	
	With selected users	Chose	

Figure 116 Setting- Users- Accounts- Click the Bulk User Actions- From the dropdown box With selected users, choose the action you wish to perform and then click Go- Confirm for Example

	Confirm	
Profile	Are you absolutely sure you want to confirm Student One.	
	Student One, Student One, Student One, Student One,	
Grades	Student One, Student One, Student One, Student One,	
Calendar	Student One, Student One, Student One, Student One,	
	Student One, Student One, Student One, Student One,	
Private files	Student Three, Student Three, Student Three, Student	
Reports	Three, Student Three, Student Three, Student Three,	
	Student Three, Student Three, Student Three, Student Three, Student Three, Student Three, Student Three,	
Preferences	Student Three, Student Three, Student Two, Student	
Log out	Two, Student Two, Student Two, Student Two, Student	
	Two, Student Two, Student Two, Student Two, Student	
	Two, Student Two, Student Two, Student Two, Student	
	Two, Student Two, Student Two, Student Two, Test	
	Sistudent ?	
	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	
	No Yes	

Figure 117 Setting- Users- Accounts- Click the Bulk User Actions- From the dropdown box With selected users, choose the action you wish to perform and then click Go Confirm Confirmation Screen

1.4.5. Users- Accounts- Cohorts

Cohorts are site-wide or course category-wide groups. The purpose of cohorts is to enable all members of the cohort to be easily enrolled in a course. This can be done using Cohort sync, which, as the name suggests, synchronises cohort membership with course enrolment. Alternatively, a cohort can be manually enrolled in a course.

Cohorts can be created by site administrators and other users with appropriate permissions.

Access Administration > Users > Accounts > Cohorts





SHORE	Search for anything	Q Home	Courses ~ D	iscover - Explore	ε ~ Voting ~	Contact	
Profile	Site administration Home / Site administration	/ Search					
R Grades	General Users Course	s Grades Reports					
🗇 Private files	Your site is not yet registered	d. Please notify your adm	inistrator. 😦				
Reports	Users						
 Preferences Log out 	Accounts	Bulk u	e list of users user actions new user ts				
	Permissions		n system roles : system permissions				
	6	SI		ᄀᄃ		e***	

Figure 118 Setting- Users- Accounts- Click the Cohorts

	Search for anything	Q	Home Courses ~	Discover ~ Explore ~	Voting ~ Contact		
	The Shore Com General Users Co	munity Platf Purses Grades Re					
	System cohorts All co	horts Add new cohe	ort Upload cohorts			Filters	
	Name 🔺 Teachers 🖋	Cohort ID	Description	Cohort size	Source Created manually	¢ ~	
		S	5HOI	RE			
		Empor	wer students as the age	ents of change	Funded by the European Union		
				u for water and ocean lite	racy		
https://shoreedu.com/cohort/index.php?contextid=1	8showall=1		f	🎔 💿 in			

Figure 119 Setting- Users- Accounts- Cohorts- You Can View the System Cohorts





Search for anything	Q Home Courses	 Discover - Explore - 	Voting ~ Contact	
0			•	- 485° 485
The Shore Commu				
General Users Courses	s Grades Reports			
System cohorts All cohorts	s Add new cohort Upload coho	rts		
				Tilters
	ohort ID Description	Cohort size	Source Created manually	
				정한 Hide 후 Edin 한 Delete 잘 Assign
	SHC	DRE		

Figure 120 Setting- Users- Accounts- Cohorts- Click on Setting Button and Click the Edit button in the dropdown box- You Can Edit the Cohorts

6	SHORE Search for anything Q Home Courses - Discover	Explore - Volting - Contact
irofile Grades Calendar Irivate files	General Users Courses Grades Reports Cohort 'Teachers' members Removing users from a cohort may result in unenvolling of users from multiple courses which includ Current users	ss deleting of user settings, grades, group membership and other user information from affected courses. * Potential users
Reports Preferences Log out	Current user (10) 111 ((2)Coumple.com) 121 ((2)Coumple.com) 131 (2)Coumple.com) 144 ((4)Coumple.com) 145 ((2)Coumple.com) 145 ((2)Coumple.com) 147 ((2)Coumple.com) 147 ((2)Coumple.com) 147 ((2)Coumple.com) 147 ((2)Coumple.com) 147 ((2)Coumple.com)	Add A
	Search options > Beck to cohorts	Search Char

Figure 121 Setting- Users- Accounts- Cohorts- Click on Setting Button and Click the Assign button in the dropdown box- You Can Edit the Cohorts





IORE	Search for anything	Q Ho	me Courses ~	Discover ~ Ex	plore ~ Voting ~	Contact	l	40
						•		
	General Users Cou							
	All cohorts System cohorts All coh	Add new cohort	Upload cohorts					
	Category	Name *	Cohort ID	Description	Cohort size	Source	V Filters	
				Description	Cohort size	Source Created manually	▼ Filters	
	Category	Name 🔺	Cohort ID	Description				
	Category PreSchools	Name * 1stGrade Ø	Cohort ID	Description	51	Created manually	¢ ~	
	Category PreSchools Primary Schools	Name A IstGrade & 2ndGrade &	Cohort ID 2 / 3 /	Description	51 50	Created manually Created manually	¢ ~	



SHORE		Q Hom les Grades Report		olore ~ Voting ~ Contact	
	All cohorts System cohorts All cohor	Add new cohort	Upload cohorts		
	Category	Name 🔺	Cohort ID Description	Cohort Name	▼ Filters
	PreSchools Primary Schools	1st6rade 🖋 2nd6rade 🖋	2 # 3 #	52 Does not contain \$	
	Middle Schools Secondary Schools	3rd6rade 🖋 4th6rade 🖋	40	16 Cohort ID Us any value +	
	System	Teachers 🖋	1 /	10 Is any value Contains Does not contain	
	6		IORE	Is equal to stort suit Starts with Is empty Received a store empty Received a store to second	
		Empower	students as the agents of change Break into Shore Edu for water and occ	Funded by the European U	nion

Figure 123 Setting- Users- Accounts- Cohorts- You Can View the All Cohorts - You Can Filter Cohorts According to The Criteria You Need.





SHORE	Search for mything Q. Home Courses - Discover - Explore - Voting - Contact	
Profile	General Users Courses Grades Reports Add new cohort	
A Grades	System cohorts All cohorts Add new cohort Upload cohorts	
Calendar	Name O	
Private files	Context 0 (x System)	
Reports	Search	
Preferences	Cohort ID	
Log out	🛛 Visible 💿	
	Description 1 A* B Z III II II II 0 0 0 0 0 11	

Figure 124 Setting- Users- Accounts- Cohorts- You Can Add New Cohort

Click the Add button. Note that in the dropdown you can choose between making your cohort available throughout the site **"system"** or in a named course category.

Cohorts are visible to teachers by default but unchecking the **'Visible'** link will mean they are not available for teachers to use in their courses.

6	SHORE Search for anything	Q Home Courses - Discover - Explore - Voting - Contact
	Add new cohort System cohorts All cohorts Add new cohort	Upload cohorts
Profile	Name	tet
8 Grades	Context	× System
 Calendar Private files 		Search
Reports	Cohort ID	
Preferences		🛛 Visible 🔍
♣ Log out	Description	
		test
	Twinning	
	Twinning	None 0
		Seve changes Concel

Figure 125 Setting- Users- Accounts- Cohorts- Add New Cohort- Complete the Details and Save the Changes.





SHORE	Search for anything	Q	Home Courses ~	Discover ~ Explore ~	Voting ~ Contact	
						•
4			-	n · Users · Accounts	Platform	1
						•
	The Shore Co	ommunity Platf	orm			
	General Users	Courses Grades R	eports			
	System cohorts Al	S Il cohorts Add new coh	ort Upload cohorts			
						Tilters
	Nome *	Cohort ID	Description	Cohort size	Source	
		1/		10	Created manually	o ~
	Teachers 🖋	17			or curred managing	

Figure 126 Setting- Users- Accounts- Cohorts- Add New Cohort- Follow the Assign Link Opposite the Cohort Name in the List of Available Cohorts and Select Potential Users from the List Then Click the Add Button.

Key point: Cohorts can be created with a csv file upload to the system or to a named category from *Setting > Users > Accounts > Cohorts > Upload cohorts*.

Here is an outline of the process:

- Create cohort file for uploading (CSV text file with a 'name' column and the name of each new cohort on a new line)
- > Go to Setting > Users > Accounts > Cohorts > Upload cohorts'
- Add file to upload
- Upload cohort preview review settings and check for any errors. If errors are reported with the file, correct as needed.
- > Upload cohorts click "Upload cohorts"
- > Upload cohorts results shows how many cohorts were created
- > Upload cohorts results click "Continue"
- Returns to Upload users screen



SHORE - Grant Agreement N° 101112815



SHORE	Search for anything Q Home Courses ~ Discover ~ Explore ~ Voting ~ Contact
	General Users Courses Grades Reports
E Profile	Upload cohortso
R Grades	System cohorts All cohorts Add new cohort Uplaad cohorts
Calendar	♥Upload a file
Private files	File Choose a file Maximum size for new files: 64 MB
(8) Reports	
Preferences	(4)
R+ Log aut	You con drog and drop files here to add them.
	CSV separator O , o
	Encoding O UTF-8 e
	Default context System a
	Preview Cancel

Figure 127 Setting- Users- Accounts- Cohorts- Upload Cohorts

	Search for anything	Q Home Courses ~	Discover ~ Explore ~	Voting ~ Contact	
E Profile	file. The fe	hay be uploaded via text ormat of the file should be	cohorts		
 A Grades Calendar Private files Reports Preferences 	Vpload cohorts System cohorts All co Oppload a file	line of the file contains one record record is a series of data separated selected separated as technicing the format of the the file and selecting the format of the red fieldname is name plan, decorpionformat, vibile, is category, category, al.			
Re Log out	File		kimum size for new files: 64 MB	s Jucan drag and drop files here to add the	em.
	CSV separator Encoding	• , • • UTF-8	¢		
	Default context	System	•		
		Preview Cancel			

Figure 128 Setting- Users- Accounts- Cohorts- Upload Cohorts- For More Information on the CSV File Format, Please Click on the "?"





SHORE	Search for anything Q	Home Courses - Discover - Explore - Voting - Contact	
🚦 Profile	The Shore Community Platform Home / Site administration / Users / A	counts / Cohorts / Upload cohorts	
🔉 Grades	General Users Courses Grades	Reports	
Private files	Upload cohorts System cohorts All cohorts Add new	cohart Upload cohorts	
Reports	♥Upload a file		
Preferences		Choose a file Maximum size for new files: 64 MB	
& Log out	rue	Code & Ville Maximum size for new files of AB	add them.
	CSV separator	θ , •	
	Encoding	♥ UTF-8 +	
	Default context	System •	
		Preview Cancel	



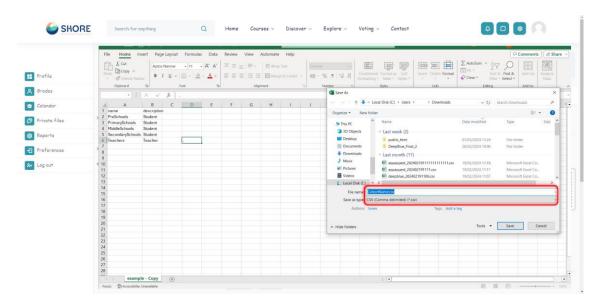


Figure 130 Setting- Users- Accounts- Cohorts- Upload Cohorts- Select the File you are sure that the file format is CSV





SHOI	Search for anythi			Discover ~ Explore ~	Voting ~ Contact	Edit mode 🌑	
	Column(s) , will be ignored	l.			×		
Profile	name		description	Context	Status)	
8 Grades	1 PreSchools		Student	System			
😇 Calendar	2 PrimarySchools		Student	System			
Private files	3 MiddleSchools		Student	System			
Reports	4 SecondarySchoo	s	Student	System			
Preferences	5 Teachers		Teacher	System			
8+ Switch role to	Upload a file)	
C Log out	File	Choose a file.					
			CohortName.csv - You can	drag and drop files here to	add them.		
	CSV separator	Θ, •					
	Encoding	UTF-8	٠				
	Default context	System	۰				
		Upload cohort	ts Preview Cancel				

Figure 131 Setting- Users- Accounts- Cohorts- Upload Cohorts- Check Uploaded Cohorts And Click on Upload Cohorts

1.4.6. Users- Account- Upload User

There are many options for uploading information (fields associated with a user) with this method: from enrolling users in multiple courses with course specific roles to updating user information in the User profile to deleting users from the site.

Users can be created with a csv file upload to the system or to a named category from *Setting* > *Users* > *Accounts* >*Upload Users*.

Here is an outline of the process:

- Create users file for uploading (CSV text file)
- Go to Setting > Users > Accounts > Upload Users
- > Add file to upload
- Upload users preview review settings and check for any errors. If errors are reported with the file, correct as needed.
- Upload userss click "Upload users"
- > Upload userss results shows how many users were created
- Upload users results click "Continue"
- Returns to Upload users screen





\leftrightarrow \rightarrow C \ddagger shoreedu.com/adm	nin/tool/uploaduser/index.php 🔤 🚖 🖬 🖨 Gizi mod 🔅	X Calibri • 11 • = = = : Genel • E Kop Yanetze : • • • • • • • • • • • • • • • • • •	ullu Biçimlendirme - 🐻 🏘 🕗 🗛
SHORE	··· =	Yapıtır Yapıtır Pano G YazıTipi G Hizalana G San G	Io Olarak Biçimlendir * Hücreler Düzenleme Create PDF Create PDF and cre Stiller * and Share via Outlook Stiller Adobe Acrobat *
	The Shore Community Platform Home / Site administration / Users / Accounts / Upload users	A4 \mathbf{v} : $\mathbf{x} \neq \mathbf{f}_{\mathbf{x}}$ student3,Student,Three,s3@example is the student3 student3.	
Profile	General Users Courses Grades Reports	A B C D 1 username,firstname,lastname,email 2 student1,Student1,One,SL@example.com 3 student2,Student1,Vox,SL@example.com	E F G H I J K
Grades	Upload userso Vpload	3 student_student_two_st_example.com 4 student3,student,Three,s3@example.com 5 6	
 Calendar Private files 	Example • example.csv text file	7 8 9 10 11	
Reports	File O Choose a file Maximum size for new files: 64 MB	12 13 14 15	
Preferences & Log out	٩	16 17 18	
	You can drag and drop files here to add them.	19 20 21	
	CSV separator , e	22 23 24 25	
	Encoding UTF-8 •	26 27 28	
	Preview rows 10 ¢	29 30 31	
	Upload users	32 33 34 35	
	Required	36 27 ←) example ④	

Figure 132 Setting- Users- Accounts- Upload Users- Click on example.csv to Access an Example File

	SHORE Search for anything	Q Home Courses - Discover - Explore - Voting - Contact Edit mode 💽 🧕 🖸 🔕
Profile	The Shore Community Platform Home / Site administration / Users / Accounts / Upload users	
A Grades	General Users Courses Grades Reports	
 Calendar Private files 	Upload userso	
Reports	Example text file	example cov
Preferences	Fito	Choose a No. Maxmum size for new files: 2 MB
Switch role to		(*)
		You can drag and drop files here to add them.
	CSV separator	, a
	Encoding	UTF-4 e
	Preview rows	10 a
	Required	Lijkkel oven
	6	SHORE SUISSIONS
		Testing and the second se
		f v a bio

Figure 133 Setting- Users- Accounts- Upload Users- For More Information on the CSV File Format, Please Click on the "?" and Click on Choose File





General Verr Courses Grades Reports I Profile Grades Galendar Calendar Private files Preforences Jog out CSV separator Encoding Preview rows
Required

Figure 134 Setting- Users- Accounts- Upload Users- Choose File- Click on Upload a File

Profile	General Users C	Courses Grades Repor	rts			
	Upload userso	File picker		-	×	
Grades	Upload	To Content bank		C 4:		×
Calendar	Example text file	th Server files		\leftrightarrow \rightarrow \checkmark \checkmark \checkmark Individenter \rightarrow	~ c	
Private files	File	th Recent files	Attachment	Düzenle • Yeni klasör		••••
Reports	rue	a Upload a file	Dosya Seç Dosya seçilmedi			1
Preferences		m Private files	Save as	Masauna e a,		
Log out				Masaŭstŭ / example		
			Author	Besimler		
	CSV separator			🚱 Mazilder #	PDF	
			Afşin Yusuf Çetinkaya	Videolar PDF		×
	Encoding		Choose licence 💿	Courses_docum Users (1)	Users SHORE	questions
	Preview rows		Licence not specified	Dosya adi: example		✓ Tüm Dosyalar ✓
			The second second second second second second second second second second second second second second second s			Aç İptəl

Figure 135 Setting- Users- Accounts- Upload Users- Select the File you are sure that the file format is CSV





	Search for anything Q Home Courses - Discover - Explore - Voting - Contact	
🚦 Profile	The Shore Community Platform Home / Site administration / Users / Accounts / Upload users	
A Grades	General Users Courses Grades Reports	
😇 Calendar		
🗭 Private files	Upload users	
Reports	Example text file example.csv	
Preferences		
R+ Log out	File October a file Maximum size for new files: 64 MB	
	CSV separator , e	
	Encoding UTT-8 *	
	Preview rows 10 •	
	Upload users	
	A second seco	

Figure 136 Setting- Users- Accounts- Upload Users- After Uploading the File, Click the Upload Users Button

	Upload user	rs preview					
	CSV line	username	firstname	lastname	email	Status	
Profile	2	student1	Student	One	s1@example.com	Duplicate address	
Grades	3	student2	Student	Two	s2@example.com	Duplicate address	
Calendar	4	student3	Student	Three	s3@example.com	Duplicate address	
Reports Preferences Log out	Settings Upload type New user passv Prevent email a Standardise us	vord iddress duplicates	Add new only, skip existin Create password if neede Yes • Yes •				Expand
	Select for bulk Default School Region		No				

Figure 137 Setting- Users- Accounts- Upload Users- Check Uploaded Cohorts And Make Required Settings for Users



SHORE - Grant Agreement N° 101112815



	Search for anything Q	Home Courses – Discover – Explore – Voting – Contact				
	Settings					
	Upload type	Add new only, skip existing users				
Profile	New user password	Create password if needed and send via email \$				
A Grades	Barriel and a data set of the bar					
😂 Calendar	Prevent email address duplicates	Yes ¢				
Private files	Standardise usernames	Yes \$				
Reports	Select for bulk user actions	No *				
Preferences						
8+ Log out	Default values					
	School					
	Region					
	Upload users Cancel					

Figure 138 Setting- Users- Accounts- Upload Users- Click on Upload Users

1.4.7. User- Permission

A role is a collection of permissions defined for the whole system that you can assign to specific users in specific contexts. The combination of roles and context define a specific user's ability to do something on any page.

SHORE	Search for anything	Q Home Courses ~ Discover	~ Explore ~ Voting ~ Co	ntact Edit mode 💽 🛕 🖸	
	Th	e Shore Comm		orm	
	9. 56,892	Start your journey &	Achieve your goo		
	Students on Exploration	Schools on Shore Figure 139 Se	etting Page		





SHORE	Search for anything	Q Home Course	ts v Discover v	Explore ~	Voting ~	Contact	
😫 Profile	Site administration Home / Site administration	/ Search					
ØradesCalendar	General Users Cours	s Grades Reports					
Private files	Your site is not yet registere	d. Please notify your administrator.	0				
(1) Reports	Users						
 Preferances A+ Log out 	Accounts	Browse list of u Bulk user action Add a new user Cohorts					
	Permissions	Assign system n Check system p					
		CII	וסר	_		****	
			40 User S		Page		

1.4.8. Users- Permission- Define Roles

Managing overall role capabilities can be done by an administrator using *Administration > Site administration > Users > Permissions > Define roles*. This is the place to add custom roles or modify existing roles. The "Manage roles" tab, allows the system administrator to edit any one of over 350 different capabilities associated with any role. The "Allow role assignments", "Allow role overrides" and "Allow role switches" contain a matrix which give the ability for a specific role to work with other specific roles.

SHORE	Search for anything Q	Home Courses - Disce	iver ~ Explore ~	Voting ~ C	Sontact	
FT Profile	Site administration Home / Site administration / Search					
📯 Grades	General Users Courses Grade:	Reports				
Private files	Your site is not yet registered. Please not	ify your administrator. 📀				
Reports	Users					
C Preferences	Accounts	Browse list of users Bulk user actions Add a new user Cohorts Upload users				
	Permissions	Define roles Assign system roles Check system permissions Capability overview Assign user roles to cohort				

Figure 141 Users- Permission- Click on Define Roles

The 'Manage roles' tab contains a list of roles on your site. The edit column contains icons for editing, deleting roles and copying roles, and for moving them up or down in the list.



SHORE - Grant Agreement N° 101112815



SHORE	Search for anything	Q Home Courses - Discover - Explore - Voting - Contact		
	Home / Site administration / User			
Profile	General Users Courses Gr	ades Reports		
Grades	Manage roles Allow role assignmen	ts Allow role overrides Allow role switches Allow role to view		
Calendar Private files	Role 💿	Description	Short name Edit	
Reports	Manager	Managers can access courses and modify them, but usually do not participate in them.	manager 🥠 🌣	Ô
Preferences	Course creator	Course creators can create new courses.	coursecreator \Upsilon 🕹 🌣	> @
Log out	Teacher	Teachers can do anything within a course, including changing the activities and grading students.	editingteacher 🗅 🛧 🌣	× 8
	Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	teacher ↑↓¢	¢ 🖻
	Student	Students generally have fewer privileges within a course.	student $\uparrow \downarrow $$$	× 0
	Guest	Guests have minimal privileges and usually can not enter text anywhere.	guest ↑↓¢	2
	Authenticated user	All logged in users.	user ↑↓¢	2
	Authenticated user on site home	All logged-in users in the site home course.	frontpage 🕆 🧼 🌣	¢ 🖻
	CountryHub		countryhub 🚺 🛧 🖈	• =
	Director of Shore Project	Director of Shore Project	director ↑ 🌣	Ô
horeedu.com/admin/roles/manage.php#	Add a new role			

Figure 142 Users- Permissions- Define Roles- Manage Roles List- Roles Change of Location

SHORE	Search for anything	Q Home Courses - Discover - Explore - Voting - Contact		
Profile	General Users Courses 6	Grades Reports		
Grades	Manage roles Allow role assignme	ents Allow role overrides Allow role switches Allow role to view		
S Calendar	Role 🕥	Description	Short name	Edit
Private files	Director of Shore Project	Director of Shore Project	director	↓ \$ @
Reports	CountryHub		countryhub	↑↓‡茴
9 Preferences	Manager	Managers can access courses and modify them, but usually do not participate in them.	manager	↑↓‡
R+ Log out	Teacher	Teachers can do anything within a course, including changing the activities and grading students.	editingteacher	↑↓‡茴
	Course creator	Course creators can create new courses.	coursecreator	↑↓\$茴
	Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	teacher	↑↓‡ 箇
	Student	Students generally have fewer privileges within a course.	student	↑↓‡₫
	Guest	Guests have minimal privileges and usually can not enter text anywhere.	guest	↑↓‡
	Authenticated user	All logged in users.	user	↑↓⊅
	Authenticated user on site home	All logged-in users in the site home course.	frontpage	↑ ♥ 🗃
	Add a new role			

Figure 143 Users- Permissions- Define Roles- Manage Roles- Edit a Role

To edit a role:

- Go to Administration > Site administration > Users > Permissions > Define roles.
- Click the edit icon opposite the role you want to edit. For example "Director of Shore Project".
- On the editing role page, change permissions as required for each capability.
- Scroll to the bottom of the page and click the "Save changes" button.





	Search for anything Q	Home Courses - Discover - Explore - Voting - Contact
 Profile Ørades Colendar Private files Reports Preferences Log out 	Manage roles Allow role assignments All Editing role 'Director of Shore Save changes Cancel Short name • Custom full name • Custom description •	low role overrides Allow role switches Allow role to view e Project * • director Director of Share Project
	Rele archetype	None System System Course Category Course Activity module Block

Figure 144 Users- Permissions- Define Roles- Manage Roles- Setting

SHORE	Search for anything Q	Home Courses - Discover - Explore - Voting - Contact	
	Custom description 💿	Director of Shore Project	
Profile			
R Grades			
Calendar			
Private files			
Reports	Role archetype 📀	None +	
Preferences	Context types where this role may be assigned	None ARCHETYPE: Manager	
80 Log out	Allow role assignments	ARCHETYRE: Course creator ARCHETYRE: Teacher (editing) ARCHETYRE: Teacher (editing) ARCHETYRE: Course ARCHETYRE: Course ARCHETYRE: Authenticated user ARCHETYRE: Authenticated user	
		Non-citize tables trappet Country-tile Monger Teacher Counse creater Non-citize teacher Studient Guest Authentricated user on site home	
	Allow role overrides	Director of Share Project Country-Hub Manager	

Figure 145. Users- Permissions- Define Roles- Manage Roles- Role Archetype





	Context types where this role may be assigned	System		
	1	☑ User ☑ Category		
Profile		Course Activity module		
Grades		Block		
Calendar	Allow role assignments	Director of Shore Project CountryHub	If you want to choose, Clickt the "Shift Button" and	
Private files		Manager Teacher Course creator	"Mark" with the help of mouse	
Reports		Non-editing teacher Student		
Preferences		Guest Authenticated user		
Log out		Authenticated user on site home		
	Allow role overrides	Director of Shore Project		
		CountryHub Manager		
		Teacher		
		Course creator Non-editing teacher		
		Student		
		Guest		
		Authenticated user		
		Authenticated user on site home		
	Allow role switches	Director of Shore Project		
		CountryHub		
		Manager		
		Teacher		

Figure 146 Users- Permission- Define Roles- Manage Roles- Change the "Allow role assignments", "Allow role overrides" and "Allow role switches"

SHORE	Search for anything Q Home	Courses v Discover v Explore v Voting v Contact	
	Hide advanced		
Destile	Filter		
Profile			
Grades	Clear		
Calendar	Capability	Permission 😡 Risks	
Patronia Cilea	Block: Admin bookmarks		
Private files	Add a new admin bookmarks block to Dashboard	0 0 0 0	
Reports	block/admin_bookmarks:myaddinstance	Notset Allow Prevent Prohibit	
Preferences	Block: Latest badges	0 0 0 •	
rierererere	Add a new Latest badges block to Dashboard block/badges=myaddinstance	Not set Allow Prevent Prohibit	
+ Log out	Block: Calendar		
	Add a new calendar block to Dashboard	0 0 0 .	
	block/calendar_month:myaddinstance	Not set Allow Prevent Prohibit	
	Block: Upcoming events		
	Add a new upcoming events block to Dashboard block/calendar_upcoming:myaddinstance	Not set Allow Prevent Prohibit	
	Block: Comments		
	Add a new comments block to Dashboard	0 0 0 •	
	block/comments:myaddinstance	Not set Allow Prevent Prohibit	
	Block: Courses		
	Add a new courses block to Dashboard block/course_listmyaddinstance	Not set Allow Prevent Prohibit	
	Block: [Edly] About Area		
	Add a new [Edly] About Area block block/edly_about_areannyaddintance	Not set Allow Prevent Prohibit	

Figure 147 Users- Permission- Define Roles- Manage Roles- Change permissions as required for each capability



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Add a new administration block biod/verting-solutionsce. Net of Preser Problet I Profile Add a new main manu Net of Preser Problet I Grades Add a new main manu block biod/verting-mainusdiatemence Net of Preser Problet I Grades Add a new solid activities block biod/verting-mainusdiatemence Net of Preser Problet I Grades Add a new solid activities block biod/verting-mainusdiatemence Net of Preser Problet I Profile Add a new solid activities block biod/verting-mainusdiatemence Net of Preser Problet I Profile Add a new flickr block biod/verting-mainusdiatemence Net of Preser Problet I Preferences Add a new You Tube block biod/ving-waintemence Net of Preser Problet I I lig out Best I I Best I I I Biolow/ving-waintemence I I I I lig out Best I I I Biolow/ving-waintemence I I I I Biolow/ving-waintemence I I I I I lig out Best I I	SHORE	Search for anything	Q	Home	Courses ~	Discove	er v	Explo	~ • •	Voting ~	Contact	
Profile Add a new main menu block bencketer, menu menu block bencketer, menu menu block bencketer, menu menu block bencketer, menu menu block bencketer, menu blocker, menu block bencketer, menu blocketer, menu block be										A	1	
Profile biody/ets_upon_manuadatamence Nature Nature Nature Nature Nature Nature 2 Grades Block: Social activities block block/rescali_schintinesadimentance Nature Nature Nature Nature 2 Privates files Block: Flock Block: Flock Nature Nature Nature Nature 3 Privates files Block: Flock Block: Flock Nature Nature Nature Nature 3 Proferences Block: YouTube Block: YouTube Nature Nature Nature Nature 3 Log out Block: YouTube Block: YouTube Nature Nature Nature Nature 4 Log out Block: YouTube Nature Nature Nature Nature Nature 5 Log out Block: YouTube Nature Nature Nature Nature Nature 6 Log out Block: Toge Nature Nature Nature Nature Nature Nature 6 Log out Block: Toge Nature Nature Nature Nature Nature Nature Nature 7 Urew block Nature Nature Nature Nature Nature Nature Nature Nature 8 Log ou		Block: Main menu										
I ordada Add a new social activities block biok/secial, estivities br>biok/secial, file									A	1		
Add new social activities black 0	Grades	Block: Social activities										
Private files: Add a new file/ch block block block/bg.file/readdentrace Net set:	Calendar								• Prehibit		I.	
Add a new file/block Add a new file/block Natest Allow Powert Prahit I Beports Block: YouTube I Block: YouTube Natest Allow Powert Prahit I Jog out Block: Tags I Add a new YouTube Slock Natest Allow Powert Prahit I Block: Tags I I Block: Tags I I Block: Tags I I Block: Tags I I Block: Tags Natest Allow Prevent Prahit I Block: Tags Natest Allow Prevent Prahit I View block settings Natest Allow Prevent Prahit I Were block settings Natest Allow Prevent Prahit I Mange blocks on a page Natest Allow Prevent Prahit I	And and the second	Block: Flicks										
Bigeris Biock: YouTube Preference: Add a new YouTube block Jog out Add a new YouTube block Biock: YouTube Not set at the Prevent Prehabit Add a new YouTube block Not set at the Prevent Prehabit Add a new YouTube Biock: Tags Add a new YouTube Not set at the Prevent Prehabit Biock: Tags Not set at the Prevent Prehabit Biock: Settings Not set at the Prevent Prehabit View block is settings Not set at the Prevent Prehabit View block is not apage Not set at the Prevent Prehabit	Private tiles								Deshihit		i.	
block/tog_vportubuiddimetration batt and batt and block and block Bock: Tag Bock: Tag Bock Bock Block/tog-unddimetration block and more tags block block and more tags block Image block Block Block Block Image block and more tags block Image block View block settings block and more tags block and more tags block and more tags block and more tags block and more tags block and more tags block and more tags block and more tags block and more tags block and more tags block and more tags	Reports					THUT SET	, and a	rician	(Turnor)			
Add oner togs block. Net set Net set Item Prevent Prehibit Item Prevent Prehibit Block Block Net set Net set Item Prevent Prehibit Item Prevent Prehibit Edit ablock's settings Net set Net set Item Prevent Prehibit Item Prevent Prehibit View block Net set Net set Net set Item Prevent Prehibit Mange: blocks on a page Net set Net set Item Prevent Prehibit	Preferences						 Allow 			A	1	
bitsc/regreationstruce Not set Allow Prevent Prehibit I Biock Edit Edit o block's settings modik/biock-edit Wiley block modik/biock-edit Wiley block modik/biock-edit Manage blocks on a page	Log out	Block: Tags										
Edit a block's settings modific/bick-wat Manage blocks on a page									• Prehibit		1	
moddle/blockeds1 Net allow Prevent Prohibit 1 View block moddle/blockeiden Manage blocks on a page O		Block										
modik/blocksiew Net set Allow Prevent Prohibit Manage blocks on a page O O O								• Prevent			1	
							Allow					
								• Prevent			Ē	
		Back to the list of all roles										

Figure 148 Users- Permission- Define Roles- Manage Roles- Click the Save Changes

SHORE	Search for anything	Q Home Courses - Discover - Explore - Voting - Contact		
	General Users Courses G	rades Reports		
Profile	Manage roles Allow role assignme	nts Allow role overrides Allow role switches Allow role to view		
Grades				-
Calendar	Role 💿	Description	Short name	Edit
Private files	Director of Shore Project	Director of Shore Project	director	↓ ♥ ■
Reports	CountryHub		countryhub	↑↓¢₫
Preferences	Manager	Managers can access courses and modify them, but usually do not participate in them.	manager	↑↓‡
.og out	Teacher	Teachers can do anything within a course, including changing the activities and grading students.	editingteacher	↑↓\$ 亩
	Course creator	Course creators can create new courses.	coursecreator	↑↓\$ 箇
	Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	teacher	↑↓¢亩
	Student	Students generally have fewer privileges within a course.	student	↑↓\$ 箇
	Guest	Guests have minimal privileges and usually can not enter text anywhere.	guest	↑↓⊅
	Authenticated user	All logged in users.	user	↑↓⊅
	Authenticated user on site home	All logged-in users in the site home course.	frontpage	↑ ¢ 8
	Add a new role			

Figure 149 Users- Permissions- Define Roles- Manage Roles- Click on Add New Roles

To create a custom role:

- Go to Administration > Site administration > Users > Permissions > Define roles.
- Click the "Add a new role" button.
- If desired, select an existing role or upload a preset, otherwise click the continue button.
- Give the role a Short name e.g. 'Parent'.
- You must provide a full name for all custom roles.
- Give the role a description (optional).
- Select an appropriate role archetype.

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- Select the contexts where the role may be assigned e.g. 'User' for Parent role.
- Set permissions as required.
- Scroll to the top or bottom of the page and click the "Create this role" button.

SHORE	Search for anything	Q Home Courses ~	Discover ~ Explore ~	Voting ~ Contact	
🚦 Profile	The Shore Community Pla Home / Site administration / Us	ers / Permissions / Define roles / ,	Adding a new role		
📯 Grades	General Users Courses	Grades Reports			
🧭 Private files	Adding a new role• Defaults				
 Reports Preferences 	Use role or archetype	No role Other			
& Log out	Use role preset	No role Bole Director of Shore Pro Country/No Manager Teacher Course creator Student Authenticated user Authenticated user ARCHETYPE: Manage ARCHETYPE: Course ARCHETYPE: Teacher ARCHETYPE: Teacher ARCHETYPE: Teacher ARCHETYPE: Teacher ARCHETYPE: Studen	site home reator (editing) ((non-editing)		

Figure 150 Users- Permissions- Define Roles- Manage Roles- Add New Roles- Add Choose Role Schema

SHORE	Search for anything Q Home	Courses v Discover v Explore v Vi	oting – Contact	
to Profile	The Shore Community Platform Home / Site administration / Users / Permissions / Def	ne roles / Adding a new role		
 Grades Calendar Private files 	General Users Courses Grodes Reports Adding a new role Defaults			
 Reports Preferences Log out 	Use role or archetype No role Use role preset Choose e	file		\$
		You can	a drag and drop files here to add them.	
	Continue	Cancel		

Figure 151 Users- Permission- Define Roles- Manage Roles- Add New Roles- Add Choose Role and Click the Continue





SHORE	Search for anything	Q Hor	e Courses ~	Discover ~	Explore ~	Voting ~	Contact	
ET Profile	The Shore Community Platf Home / Site administration / Users		/ Define roles / ,	Adding a new role	1			
🔎 Grades 🗢 Calendar	General Users Courses Gra	des Reports						
🤿 Private files	Manage roles Allow role assignment	s Allow role	overrides Allo	w role switches	Allow role to	view		
(8) Reports	Adding a new role							
Preferences	Create this role Cancel							
R+ Log out	Short name	• tes						
	Custom full name	• tes	delete					
	Custom description	0						
	Role archetype	e AR	HETYPE: Guest		٠			

Figure 152 Users- Permissions- Define Roles- Manage Roles- Add New Roles- Give the role a Short name, Custom Full Name, the Role a Description (optional) and Select an Appropriate Role Archetype

A role archetype

- Is a hard-coded template for a role
- Is used during upgrades when adding defaults for new capabilities no archetype = no new capabilities during upgrade
- Is used during when resetting a role to determine the defaults no archetype = reset removes all capabilities

There is no need to set a role archetype for custom roles used for overrides or if the site admin wants to specify new capabilities manually after upgrading.

The archetypes (which relate directly to the built-in roles) are:

- Manager
- Course creator
- Teacher (editing)
- Teacher (non-editing)
- Student
- Guest
- Authenticated user
- Authenticated user on frontpage





SHORE	Search for anything	Q Home Courses ~ Discover ~ Explore ~ Voting ~	Contact
 Profile Grades Calendar 	Allow role assignments	Director of Shore Project Country/Ado Romagor Counse Creator Non-editing teacher Student Guiest Authenticated user Authenticated user	
Private files Reports Preferences Log out	Allow role overrides	Country/Hab Branger Texhen Course creator Non-aditing teacher Strudent Guest Authenticated user Authenticated user Authenticated user on site home This new role	*
	Allow role switches	Country-Hab Manager Teacher Course creator Non-adiring teacher Shukent Guess Authenticated user Authenticated user on site home This new role	
	Allow role to view	Director of Share Project Country+lab Manager	0

Figure 153 Users- Permission- Define Roles- Manage Role- Add New Roles- Choose the "Allow role assignments", "Allow role overrides", "Allow role switches" and "Allow role to view"

Allow role assignments

The "Allow role assignments" tab allows (or does not allow) a specific role to be able to assign specific roles to a user.

> Allow role overrides

The "Allow role overrides" tab allows (or does not allow) a specific role to be able to override specific roles for a user.

Allow role switches

The "Allow role switches" tab allows (or does not allow) a specific role to be able to temporarily change their role to another specific role.

Allow role to view

This setting allows the administrator to decide which roles users can see, search and filter by, according to their existing role.





SHORE	Search for anything Q Ho	me Courses ~ Discov	er v	Explo	re∽ Vo	oting - Cont	act	
Profile	Hide advanced							
Grades	Clear							
Calendar	Capability	Permiss	ion 🕤		Ris	sks)	
	Block: Admin bookmarks							
Private files	Add a new admin bookmarks block to Dashboard block/admin_bookmarks:myaddinstance	Not set	O Allow	O Prevent	O Prohibit			
Reports	Block: Latest badges							
Preferences	Add a new Latest badges block to Dashboard block/bodges:myaddinstance	Not set	O Allow	O Prevent	O Prohibit	0		
Log out	Block: Calendar							
	Add a new calendar block to Dashboard block/colendar_manthimyaddinstance	Not set	O Allow	O Prevent	O Prohibit			
	Block: Upcoming events							
	Add a new upcoming events block to Dashboard block/colendar_upcoming:myaddinstance	Not set	O Allow	O Prevent) Prohibit			
	Block: Comments							
	Add a new comments block to Dashboard block/comments:myaddinstance	• Not set	O Allow	O Prevent) Prohibit			
	Block: Courses							
	Add a new courses block to Dashboard block/course_listmyaddinstance	• Not set	O Allow	O Prevent	O Prohibit			
	Block: [Edly] About Area							
	Add a new [Edly] About Area block block/edly_ebout_oreanwoddinstance	Not set	O Allow	O) Prohibit			

Figure 154 Users- Permission- Define Roles- Manage Role- Add New Roles- Set Permissions as Required

	Block: Social activities	the det time treated transit	
	Add a new social activities block block/social_activities:addinstance	O O O Allow Prevent Prohibit	
Profile	Block: Flickn		
Grades	Add a new flickr block block/tog_flickr:addinstance	O O O Not set Allow Prevent Prohibit	
Calendar	Block: YouTube		
Private files	Add a new YouTube block block/tag_youtube-addimetance	O O O A I Not set Allow Prevent Prohibit	
Reports	Block: Tags		
Preferences	Add a new tags block block/tags-addinstance	O O O A ! Not set Allow Prevent Prohibit	
	Block		
Log out	Edit a block's settings moodle/block-edit	O O O Not set Allow Prevent Prohibit	
	View block moodle/block-view	O O Not set Allow Prevent Prohibit	
	Manage blocks on a page moodie/site:manageblocks	O O O Allow Prevent Prohibit	
	Create this role Cancel		
	Back to the list of all roles		

Figure 155 Users- Permission- Define Roles- Manage Role- Add New Roles- Set Permissions as Required and Click on Create This Role





SHORE	Search for anything Q	Home Courses ~	Discover - Explore	~ Voting ~	Contact	
Profile	Viewing the definition of role Edit Reset Export List all r					
R Grades	Short name 🛛 🔍	test_delete				
Calendar	Custom full name 🛛 💿	test_delete				
🗇 Private files	Custom description (9					
(1) Reports	Role archetype 📀	ARCHETYPE: Guest				
Prefarences Log out	Context types where this role may be assigned	System User Category Course Activity module Block				
	Allow role assignments	Student, Guest				
	Allow role overrides	Student, Guest				
	Allow role switches	Student, Guest				
	Allow role to view	None				
			Filter			

Figure 156 Users- Permission- Define Roles- Manage Role- Add New Roles-Role Preview The Roles and Click on List All Roles

	Role 😡	Description	Short name	Edi	it .		
	Director of Shore Project	Director of Shore Project	director	4	1 8	> 6	8
Profile	CountryHub		countryhub	Ť	¥	٥	Ô
Grades	Manager	Managers can access courses and modify them, but usually do not participate in them.	manager	Ŷ	¥	٥	Ô
Calendar	Teacher	Teachers can do anything within a course, including changing the activities and grading students.	editingteacher	Ŷ	¥	¢	Ô
Private files	Course creator	Course creators can create new courses.	coursecreator	Ŷ	¥	٥	Ô
Reports	Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	teacher	Ť	¥	٥	8
Preferences	Student	Students generally have fewer privileges within a course.	student	Ť	¥	٥	Ø
Log out	Guest	Guests have minimal privileges and usually can not enter text anywhere.	guest	Ŷ	¥	٥	
	Authenticated user	All logged in users.	user	Ŷ	¥	٥	
	Authenticated user on site home	All logged-in users in the site home course.	frontpage	Ŷ	¥	٥	Ô
	test delete		test	Ŷ	Ŷ	٥	Ô
	test_delete		test_delete	Ŷ	4	> 6	8
	Add a new role						

Figure 157 Users- Permission- Define Roles- Manage Role- Add New Roles- Check The Roles List





	General Users Cour										
Profile	Manage roles Allow role	assignments Allow r	role overrides	Allow role	switches	Allow role t	o view				
Grades	For each role in the left colum	nn, select which roles th	nat they can ass	ign to other	s.						
Calendar		Director of Shore Project	CountryHub	Manager	Teacher	Course creator	Non-editing teacher	Student	Guest	Authenticated user	Authenticated user on sit home
Private files	Director of Shore Project		8	8			8				
Reports	CountryHub	0			2	2				•	0
Preferences	Manager			2		8	8	2			
Log out	Teacher	0	0	0	0	0				0	-
	Course creator										
	Non-editing teacher	0	0		0	0	0			0	Ū.
	Student										
	Guest	D			0	0		0		0	Ċ.
	Authenticated user										
	Authenticated user on site home	0	0		D		0			0	0

Figure 158 Users- Permission- Define Roles- Allow Role Assignments

SHORE	Search for anything	Q H	lome Course	s∽ Dis	cover ~	Explore \checkmark	Voting ~ Conta	ct		4	
	Manage roles Allow role	assignments Allow r	ole overrides	Allow role	switches	Allow role to	view				
Profile	For each role in the left colur Users must also have either t										
GradesCalendar		Director of Shore Project	CountryHub			Course	Non-editing teacher	Student	Guest	Authenticated user	Authenticated user on site home
Private files	Director of Shore Project					8	8				8
Reports	CountryHub					•					
Preferences	Manager						•				
Log out	Teacher	0					•				
	Course creator										
	Non-editing teacher	0								0	
	Student										
	Guest	0								0	0
	Authenticated user										
	Authenticated user on site home		0								
	Save changes										

Figure 159 Users- Permission- Define Roles- Allow Role Overrides





	Manage roles Allow role	assignments Allow r	role overrides	Allow role	switches	Allow role to	view				
Profile	For each role in the left colur Users must also have the cape			o.							
Grades	osers must uso nave me cap	Director of Shore	chi oles.			Course	Non-editing			Authenticated	Authenticated user on sit
Calendar		Project	CountryHub	Manager	Teacher	creator	teacher	Student	Guest	user	home
Private files	Director of Shore Project										
Reports	CountryHub	0				•				0	
Preferences	Manager										
Switch role to	Teacher										
Log out	Course creator										
	Non-editing teacher	0					0			0	
	Student										
	Guest						0			0	
	Authenticated user										
	Authenticated user on site home						0				



SHORE	Search for anything	Q H	lome Course	ıs ∨ Dis	cover ~	Explore \checkmark	Voting ~ Conto	ict		4	
	General Users Cour	rses Grades Repo	rts								
	Manage roles Allow role	assignments Allow r	ole overrides	Allow role	switches	Allow role to	view				
Profile	For each role in the left colur	nn calact which value th	at they can view	u caanah an	d filton hu						
Grades	For each role in the left cold		at they can vier	v, search an	u Tiller by.						
Calendar		Director of Shore Project	CountryHub	Manager	Teacher	Course creator	Non-editing teacher	Student	Guest	Authenticated user	Authenticated user on site home
Private files	Director of Shore Project		8			•	8				
Reports	CountryHub	0				•	•			0	0
Preferences	Manager										
Switch role to	Teacher	0		0		•				0	
Log out	Course creator					8	8				
	Non-editing teacher										
	Student										
	Guest	0		0						0	0
	Authenticated user										
	Authenticated user on site home	0		0						0	0

Figure 161 Users- Permission- Define Roles- Allow Role to View

1.4.9. Users- Permissions- Assign System Roles

To assign a role in the system context, go to Site administration > Users > Permissions > 'Assign system roles'.

Any roles assigned here apply across the whole site. It makes sense therefore that only roles that need this functionality can be assigned here. The Director of Shore Project role and Country Hub role are examples of two such roles. Assigning student here would result in their being able to study in every single course on the site, which is not usually what is desired.





SHORE	Search for anything	Q Home Courses ~	Discover - Explore -	Voting - Contact	
🚦 Profile	Site administration Home / Site administration /	Search			
A Grades	General Users Courses	Grades Reports			
Private files	Your site is not yet registered.	Please notify your administrator. 💿			
(1) Reports	Home / Site administration / Search				
Preferences	Accounts	Browen list of upon			
Switch role to	Accounts	Bulk user actions			
Lag out		Cohorts			
	Permissions	Assign system roles Check system permissio Capability overview			

Figure 162 Users- Permissions- Click on Assign system roles

SHORE	Search for anything	Q Home Courses ~ D	iscover - Explore - Votin	ng ~	Contact	
😫 Profile	The Shore Community Plat Home / Site administration / Use	<mark>tform</mark> rs / Permissions / Assign system roles				
& Grades	General Users Courses G	irades Reports				
😇 Calendar						
Private files	Assign roles in System®		to control control to to the star of			
Reports		this page will apply to users throughout t	ne entire system, including the sit	e nome a	nd all courses.	×
Preferences	Please choose a role to	assign				
Switch role to		Role	Description	Users v	with role	_
• Log out		CountryHub		2	test adam	
					country hub	
		Manager		0	country hub	
		Manager Course creator		0	country hub	1
		-			country hub zinkywinky ky	
		Course creator		0		
		Course creator		0]
		Course creator		0		
		Course creator		0]





	Search for anything Q Home Courses ~ D	iscover ~ Explore ~ Voting ~ Contact	
🔢 Profile	Assign role 'CountryHub' in System® Warning: Any roles you assign from this page will apply to users throughout t	he entire system, including the site home and all courses.	x
& Grades	Existing users	Potential users	
Calendar	Existing users (2) test adam (country@gmail.com) country hub (ozdemirayceconsu@gmail.com)	Potential users (73) System Admin (admin@shor adsf adsf (mahnut.uiker.95	
Private files	country nub (ozaemiraycecunsa@gmain.com)	asdfa asdfadsf (mahmut.ulk Afşin Yusuf Çetinkaya (afsi	er.95@gmail.com)
🔞 Reports		alp eren (alperen@gmail.com	n)
Preferences		Student One (st@example.c Student One (st@example.c	com)
Switch role to		Remove Student One (s1@example.c Student One (s1@example.c Student One (s1@example.c Student One (s1@example.c	com)
C Log out		Student One (14@wumple. Student One (14@wumple.	com) com) com) com) com) com)
	Search Clear	Search	Clear
	Assign another role CountryHub (2) •		

Figure 164 Users- Permissions- Assign System Roles- Role in System- You Can Edit the Users- Click the Add Button to add a user

	Assign role 'CountryHub' in System®	
	Warning: Any roles you assign from this page will apply to users through	hout the entire system, including the site home and all courses.
Profile	Existing users	Potential users
Grades Calendar Private files Reports Preferences Switch role to Log out	Existing users (6) Test adam (country@gmail.com) contry bit andenmay consume gmail.com) Studient Ore (188-sample.com) Studient Ore (188-sample.com) Studient Ore (188-sample.com)	✓ Add Potential users (69) System Admin (admin8bnreadu.com) oudr daf (mihmut Jaker 59@gmal.com) Adfin Vaurif (trikney (fancetinkey@gmal.com) dip eren (aperen@gmal.com) dip eren (aperen@gmal.com) Student One (16@example.com) Student One (16@example.com)
	Search Glean	Search
	Search options >	

Figure 165 Users- Permissions- Assign System Roles- Role in System- You Can Edit the Users- Click the Remove Button to remove a user





SHORE	Search for anything Q Home Courses ~ D	Discover v Explore v Voting v Contact
	Assign role 'CountryHub' in System®	
Profile	Warning: Any roles you assign from this page will apply to users throughout	the entire system, including the site home and all courses.
Grades	Existing users	Potential users
Calendar	Existing users (2) test adam (country@gmail.com) country hub (ozderwirayceconsu@gmail.com)	Afgin Yusuf Çetinikog (afsincetinikoyolègmail.com) alp eren (alperenêgmail.com) zinkoyiniyê ya (zaynabcackéhmapodes.com) Student One (sl@example.com)
Private files Reports		Student One (16)@example.com) Student One (16)@example.com) Student One (16)@example.com) Student One (16)@example.com) Student One (16)@example.com)
Preferences Switch role to		Student One (de)example.com) Student One (de)example.com) Student One (de)example.com) Student One (de)example.com)
Log out		Student One (st@example.com) Student One (st@example.com) Student One (st@example.com) Student One (st@example.com) Student One (st@example.com) Student One (st@example.com) student One (st@example.com) u s (onbmut.after 99@vmai.com)
	Search Clear	Search
	Assign another role CountryHub (2) +	

Figure 166 Users- Permissions- Assign System Roles- Role in System- Check the Users List

SHORE	Search for anything	Q Home	Courses ~ I	Discover - Ex	kplore ~ N	Voting ~ Conta	ct	4 0	
	Assign role 'CountryH	ub' in System	•						
	Warning: Any roles you assign fr	om this page will apply t	o users throughout	the entire system	n, including th	e site home and all	courses.		
rofile	Existing users					Potential u	sers		
Frades	Existing users (2)						users matching 'student' (50))	_
Calendar	test adam (country@gmail.com) country hub (ozdemiraycecansu@g	mail.com)				Student	t One (s1@example.com) t One (s1@example.com)		
rivate files						Student	t One (s1@example.com) t One (s1@example.com)		
eports					◄ Add	Student	t One (s1@example.com) t One (s1@example.com)		
references				_		Student	t One (s1@example.com) t One (s1@example.com)		
Switch role to				-		Student	t One (s1@example.com) t One (s1@example.com)		
					Remove 🕨		t One (s1@example.com) t One (s1@example.com)		
.og out							t One (s1@example.com) t One (s1@example.com)		
						Student	One (s1@example.com)		
							t One (s1@example.com) t One (s1@example.com)		
						Student	Three (s3@example.com)		
	Search	Clear				Search st	t Three (s3@example.com) tudent	lear	
	Search options >								
	Assign another role CountryHub (2								

Figure 167 Users- Permissions- Assign System Roles- Role in System- You Can Filter Users





SHORE	Search for anything Q Home Cours	ses - Discover - Explore - Voting -	~ Contact	
	Assign role 'CountryHub' in System®			
	Warning: Any roles you assign from this page will apply to users t	nroughout the entire system, including the site h	iome and all courses.	×
Profile	Existing users		Potential users	
& Grades	Existing users (2)		Potential users (73)	
😂 Calendar	test adam (country@gmail.com) country hub (ozdemiraycecansu@gmail.com)		System Admin (admin@shoreedu.com) adsf adsf (mahmut.ulker.95@gmail.com)	
Private files	and the second		asdfa asdfadsf (mahmut.ulker.95@gmail.co Afgin Yusuf Çetinkaya (afsincetinkaya@gma	
Reports		▲ Add	alp eren (alperen@gmail.com) zinkywinky ky (zaynabcook@mapcodex.com)	
Preferences			Student One (sl@example.com) Student One (sl@example.com)	
R+ Switch role to		Remove >	Student One (sl@example.com) Student One (sl@example.com)	
E Log out		Kanove >	Student One (st@example.com) Student One (st@example.com) Student One (st@example.com) Student One (st@example.com) Student One (st@example.com) Student One (st@example.com) Student One (st@example.com)	
			Student One (s1@example.com)	-
	Search Countrytable (2) Manager (0) Search options - Course creator (0) Student (1) Student (1)		Search	I
	Assign another role CountryHub (2) =			

Figure 168 Users- Permissions- Assign System Roles- Role in System- Click on Assign Another Role and You Can Select Another User from the Dropdown Box

1.4.10. Users- Permissions- Assign System Roles

SHORE	Search for anything	Q Home Courses ~ Discover	Explore - Voting - Contact	
Profile	Site administration Home / Site administration / Sea	rch		
Grades Calendar	General Users Courses G	rades Reports		
Private files	Your site is not yet registered. Pleas	e notify your administrator. 📀		
Reports	Users			
Preferences Switch role to Log out	Accounts	Browse list of users Bulk user actions Add a new user Cohorts Upload users		
	Permissions	Define roles Assign system roles Check system permissions Capability overview Assign user roles to cohort		

Figure 169 Users- Permissions- Click on Check System Permissions





The check permissions feature provides a method to view all roles both in the current context and higher contexts and capabilities for a selected user based on their role assignments.

An administrator can check system permissions in Site administration > Users > Permissions > Check system permissions.

	Search for anything Q Home Courses Viscover Voting Contact	
 Profile Grades Calendar 	General Users Courses Grades Reports Check permissions in System Select a user	
Private files Reports Preferences So Switch role to Log out	Pretraid user (25) Tot date (carbr@ymal.com) soft off (notring/Burnetakacm) off off (notring (strainged)carbacacm) aff off (notring (strainged)carbacacm) dip errn (operre@ymal.com) commtry his (operre@ymal.com) indeperrid (graverbeck@magcodex.com) Student Ow (cl@camaple.com) Student Ow (cl@camaple.com)	
	Student One (El@example.com) Student One (El@example.com)	v

Figure 170 Users- Permissions- Check System Permissions- Choose a User and Click on Show this User's Permissions

SHORE	Search for anything Q	Home Courses ~ Disco	ver ~ Explore ~	Voting - Contact	4 D	4
	Check permissions in System					
file	Roles for user test adam • CountryHub in System • Authenticated user in System					
alendar	Permissions for user test adam					
ate files		Filter	Clear			
orts	Capability	Allowe	4			
ences	Block: Admin bookmarks Add a new admin bookmarks block to Dashboard block/admin_bookmarks:myaddinstance	No				
le to	Block: Latest badges Add a new Latest badges block to Dashboard	No				
÷	block/badges:myaddinstance Block: Calendar					
	Add a new calendar block to Dashboard block/calendar_monthimyaddinstance	No				
	Block: Upcoming events Add a new upcoming events block to Dashboard	No				
	block/calendar_upcoming:myaddinstance Block: Comments					
	Add a new comments block to Dashboard block/comments:myaddinstance	No				
	Block: Courses					
	Add a new courses block to Dashboard block/course_list:myaddinstance	No				
	Block: [Edly] About Area					
	Add a new [Edly] About Area block block/edly_about_area:myaddinstance	No				
	Disale FEALS About Assa Esta					

Figure 171 Users- Permissions- Check System Permissions- Check Permissions in System





1.4.11. Users- Permissions- Capability overview

	Search for anything Q Home Courses - Discover - Explore - Voting - Contact Q O O
👪 Profile	Site administration Home / Site administration / Search
A GradesCalendar	General Users Courses Grades Reports
Private files	Your site is not yet registered. Please notify your administrator. 💿
Reports	Users
 Proferences Switch role to Log out 	Accounts Browse list of usens Bulk user actions Add a new user Cohorts Uplood usens
	Permissions Define roles Assign system roles Check system permissions Capability overview Assign user roles to cohort

Figure 172 Users- Permissions- Check System Permissions- Capability Overview

An administrator can generate a capability overview report in Site administration > Users > Permissions > Capability overview.

The report allows the administrator to select a capability and one or more roles. The report will show the role and its permission level for that capability. And if that capability was overridden for the role, where in the site.

	Home / Site administration / Users / Permissions /	Copability overview	
	General Users Courses Grades Reports		
	Report settings		
les		sion that capability has in the definition of every role (or a selection of roles), and everywhere in the site	where that copability is overridden.
nces	Capability	atto/htipuddienbed. Add embedded i+59 atto/recordritcrecordiadau. Record aabo directly into the text editor	
ele to		atto/recordintcinecondvideo. Record video directly into the text editor auth/oauth2managelinkedlogins: Manage own lieked login accounts	Choose The Capability If you want to choose, Clickt the "Shift
e.		block/accessreview.oddentence: Add an accessibility review block block/accessreview.ivew: View the accessibility review block/activitymodelecaddiwintence: Add a new activities block	Button"and "Mark" with the help of
		block/activity_modules/addies/addies/addie.http://dd/a.new/activity_reaults/block/ block/activity_results/addiestance: Add/a new activity reaults/block block/activit_bookmarks/addiestance: Add/a new activity reaults/block	mouse
		block/admin_bookmarks:myaddinistance: Add a new admin bookmarks block to Dashboard	
		Search	
	Roles	All Director of Shore Project	
		Control of assert Project CountryHub Manager	
		Teacher Course creator	
		Non-editing teacher Student	
		Guest Authenticated user	
	Filter results	Show differences only	
		Get the overview	

Figure 173 Users- Permissions- Check System Permissions- Capability Overview-Select Capability or Roles

It is possible to select more than one capability with more than one role and have an overview of all.





	SHORE Search for anything	Q Home Courses - Discover - Explore - Voting - Contact O D 💿
E Profile	The Share Community Platform Home / Site administration / Usere / Permissions / Capability	narview
Grades	General Users Courses Grades Reports	
Colendar		
🕫 Private files	Report settings	
Arperta Prefaronase Settah rais te Log ort	ran report waxes, for portugue opposity, who permason rate of	phility has in the definition of every relie (or a substitue of reliev.) and everywhere in the site where that capability is everydate. produce protocological fields Na Baye Sey or Sey of the Sey o
	Pilter results	Anthenicated and the second and the
		missions- Check System Permissions- Capability Overview

Select Capability and Get the Overview

G Shoreedu.com/ac	Imin/tool/capability/index.php	制文 D 达 0
	Shore Search for anything	Q. Home Courses - Discover - Explore - Voting - Contact 🧕 🖸 💿
	General Users Courses Grades Reports	
Profile	Report settings	
Grades		at capability has in the definition of every role (or a selection of roles), and everywhere in the site where that capability is overridden.
Colendar	Capability:	groaeexpri/i/isspanian x4.5 groae export grodeexpri/i/issien: Use Excel grode export
Private files		gradexport/milipublish XML grade export gradexport/milivies: Use XML grade export
Reports		gradeimpert/conview. Emport gradea from GSV gradeimpert/interview. Emport gradea from spreadwart gradeimpert/intelpublich-Relide inter gradea trans. 2000.
Proferences		großemport/imitives: Empiret großes from X&L. großersport/großersies: Weie großer report
Switch role to		grodereport/historysniew. View grode history grodereport/outcomes/view. View outcomes report
Log out		Search
	Roles	Aft Doctor of Dance Project ContryNeBs Biogene Conter service The adding toology Dance and the adding toology Dispect Service Authenticated are:
	Filter results	⊖Show differences only
		Oat the overview
	Permissions in System	And Names Descent Descent Descent

Figure 175 Users- Permissions- Check System Permissions- Capability Overview- Select Capability and View Permission in System





	SHORE Search for anything	Q Hama Courses - Discover - Explore - Voting - Centuct 0 0 0
	General Users Courses Grades Reports	
🚦 Profila	Report settings	
A Grades	This report shows, for a particular capability, what permission that	capability has in the definition of every role (or a selection of roles), and everywhere in the site where that capability is overridden.
Celendar	Capability:	gesleinpart/linet.nieu: Engant geslei franz gesellenet. gesleinpart/niet.plain: Achiel minor ynder fran XXI. gesleinpart/niet.plain: Achiel minor XXI.
Reports		groader spectral manual m
Preferences		großersport/laationessieur/week vetwoetenes report großersport/laatieur/week/week vetwoetene report großersport/laatieur/week/week/week/week/week/week/week/wee
& Switch role to		grubar per / stagetene non i non assign non grubar per y transporter i lange transport energy expert grubar per y transport i lange transport i lange et al lange et al lange et al lange et al lange et al lange et and fantis means the numer, test in some , desenante,
🕣 Log out		Search
	Roles	Control for the hyper and the
	Filter results	Show differences only
		Get the securitar
	Permissions in System	
	Manual Annual Annual Annual Annual Annual Annual Annual Annual Annual Annual Annual Annual Annual Annual Annual	and and a set of the s

Figure 176 Users- Permissions- Check System Permissions- Capability Overview- Select Roles and Get the Overview

		Search for anything	٩	Home	Courses ~	Discover ~	Explore ~	Voting ~	Contact		
 Profile Ørades 			gradeimport/cav- gradeimport/kmi gradeimport/xmi gradereport/grac gradereport/frist gradereport/frist gradereport/oute Search	ctiview: Impor publish: Publis view: Import o leriview: View aryoview: View	rt grades from s h import grades grades from XMI grader report grade history	preadsheet from XML					
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Figure 177 Users- Permissions- Check System Permissions- Capability Overview- Select Capability and Roles- View Permission in System

Permissions for two or more roles may be more easily compared by ticking the 'Show differences only' checkbox.





1.5.Courses and Categories Management Procedures

The Manage Courses and Categories section includes many functions:

- Category Creation: With this feature, users can create categories based on the topics or content they want. For example, they can create categories under general headings such as "Preschools", "Primary Schools", etc.
- Subcategory Creation: Users can create sub-categories based on the main category. This helps them organize the content better and helps users access the information they want more easily.
- Create Category Specific Courses: Under each category, courses can be created that focus on related topics. For example, under the "Primary School" category, courses such as "Plastic Pollution", "Water Scarcity" can be created.
- Editing Course Topics: Once the course is created, users can edit the course content. This includes functions such as adjusting the order of courses, adding or editing content.

This section allows users to manage and edit training content so that they organize the content offered on the platform more effectively.

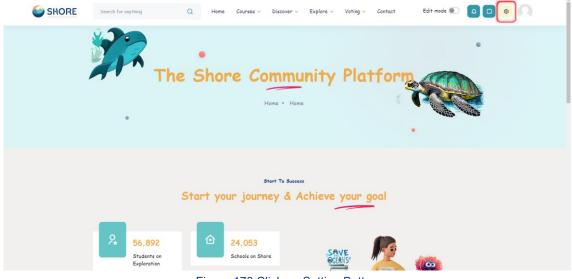


Figure 178 Click on Setting Button





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1.5.1. Courses and Categories Management Procedures- Add Category

Adding categories:

- Go to Administration > Site administration > Courses > Create new category
- Complete the details required and click 'Create category.'
- Alternatively, you can go to *Administration>Site administration>Courses>Manage courses and categories* and click the link 'Create new category'.
- If you are on the category page (or you only have Manager rights at a Course Category level), click the 'Manage courses' button at the top-right of the page and then click the link 'Create new category'.

	Course categories and cou	ses Search courses	٩				
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	Sorting	Selected categories					
		Sort by Category name asce	ending ¢				
		Sort by Course full name as	cending ¢				
		Sort					
	Move selected categories to	Choose		Move			

Figure 180 Setting- Courses- Manage Courses and Categories- Click on Create New Category





	Search for anything	Home Courses - Discover - Explore - Voting - Contact Edit mode 🐑 🛕 📴 🔘 💭
Profile Profile Grades Calendar Or Private files Reports Prefrences Switch role to Co Log out	Cettegory Settings More - Add new category Parent category Category name Category ID number Description	• You mad supply a value here No selection search • • • • • • • • • • • • • • • • •
		Create category Cancel

Figure 181 Setting- Courses- Add New Category- You Must Supply Info About the Parent Category

	Search for anything Q Home Courses - Discover - Explore - Voting - Contact Edit mode 💽 0 💿 🕥
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	Create category Cancel

Figure 182 Setting- Courses- Add New Category-Click on Image Button- You Should Select the Image for Better Category View





Category Settings More -	SHORE	Search for anything Q Home Courses - Discover - Explore - Voting - Contact Edit mode D D D O
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Figure 183 Setting- Courses- Add New Category- You Can Access Browse Repositories

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		Create category Cancel	pload this file		i			

Figure 184 Setting- Courses- Add New Category- You Can Add the Photo



SHORE - Grant Agreement N° 101112815



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		Create category Cancel
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Figure 185 Setting- Courses- Add New Category- You Must Describe This Image and Save Image

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Private files	Category name Test Catego	ry
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Preferences	Description	
R+ Switch role to		
€ Log out		Primary School

Figure 186 Setting- Courses- Complete the Details Required and Click on 'Create category'

1.5.2. Courses and Categories Management Procedures- Edit or Move a Category

Editing or moving a category:

- You can edit the details of a course category by clicking the actions icon next to its name in *Administration>Site administration>Courses>Manage courses and categories.* and selecting 'Edit'.
- You can move categories up or down by clicking the up/down arrow next to the category you wish to move. You can bulk move categories by checking the box to the left of their name and then by selecting from the dropdown 'Move selected categories to'





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Private files	+ Primary Schools		® ↑ ↓ ✿ -	02	courses to	Choose	Move
Reports							
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Figure 187 Setting- Courses- New Category Setting- Click the View Button to View the New Category

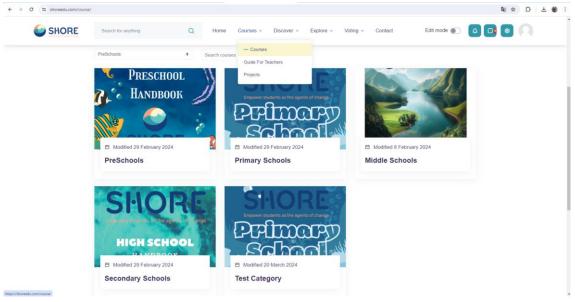


Figure 188 Setting- Courses- Check the New Category- You Can View the New Category





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	Move selected categories to	Choose	🖌 Content bank	ve						

Figure 189 Setting -Courses- New Category Setting- Click the Edit Button to Edit the New Category

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♀ Grades★ Calendar	Parent category
Private files Reports	Category name
Preferences Switch role to	
Cog out	Pulmary School
	Save changes Cancel

Figure 190 Setting- Courses- New Category Setting- Edit Category Settings





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	Sort by (Category n Delete Permissi Course full Course full Filters Restore f Connent	course	ve			

Figure 191 Setting- Courses- New Category Setting- Click the Crate New Subcategory Button

1.5.3. Courses and Categories Management Procedures- Add Sub-Categories

Adding sub-categories

- Sometimes it might be useful to have a sub-category of a course. For example, you might have a category "Preschools" and wish to have sub-categories "Chapter-1", "Chapter-2" and " Chapter-3".
- You can make one category a subcategory of another by checking the box to the left of its name and then by selecting from the drop down menu 'Move selected categories to' You can create a new, empty sub-category by clicking the actions icon next to its name in Administration>Site administration>Courses>Manage courses and categories. and selecting 'Create new subcategory.'

	Add new category		
Profile	Parent category	× Test (Search	est Category to which the subcategory is linked
Grades Calendar	Category name	Chapter-	pter-Test
Private files	Category ID number	0	
Reports	Description		
Preferences		•	
Switch role to			
Log out			
		Create	Cancel
	Required		

Figure 192 Setting- Courses- New Category Setting- Add a New Category and Click the Create Category





	Manage course categories	and courses	
ile	Course categories		Chapter- Test
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out	- Test Category	© ↑ ‡ ~ 0/2	
	Chapter- Test	© 🌣 ~ 02	
	Sorting Selected categories \$		
	Sort by Category name ascen	nding ¢	

Figure 193 Setting- Courses- New Category Setting- Check the New Subcategory

1.5.4. Courses and Categories Management Procedures- Assign users a role in a course category

Assigning users a role in a course category

- Do this if you want someone to be able to have access to all the courses in a single category and manage them, but do not want them to have access to any of Site administration tools.
- From Site administration > Manage courses and categories click the dropdown icon next to the chosen category and then click Permissions. From the next dropdown menu

Notes:

- A category-level manager is so only for the assigned category: to manage more than one category, you will need to assign them that role in each category separately
- Category-level managers also manage any sub-categories beneath the category they are assigned, including create new subcategories and move courses
- They can create courses in the their assigned categories
- A category-level manager will not have as many capabilities as a site-level manager, since certain capabilities can only be applied in the system context i.e. via a system rolescreen select Assign roles.





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Figure 194 Setting Courses- New Category Setting- Click the Permissions and Set Category-Specific Permissions

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A Grades	Category Settings More ~		
Calendar			
Private files	Permissions \$		
Reports	Permissions in Category:	Test Category	
Preferences	Advanced role override Choose	•	
Switch role to	Filter		
E Log out	Capability	Risks Roles with permission	Prohibited
	Category		
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	View course category and courses within it moodle/category.viewcourselist	Official primaryschoolstudent 🗃 Authenticated user 🗃 Guest 🗂 Director of Shore Proje	ect +
	See hidden categories moodle/category.viewhiddencategories	CountryHub Official Course creator 🗃 Manager 🗃 Director of Shore Project	+
	Add and remove cohort members moodle/cohort.assign	Manager 💼 Director of Shore Project	+
	Create, delete and move cohorts moodle/cohort.manage	Manager Director of Shore Project	+
	Manage competency frameworks moodle/competency:competencymanage	Manager 🛅 +	Director of Shore Project +

Figure 195 Setting- Courses- New Category Setting- Permissions- You Can Permission or Prohibited Roles in This Section- Click on Plus Button





SHORE	Search for anything Q Hon	ne Courses - Discover - Explore - Voting - Contact Edit mode	• • • •
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Grades	Category Settings More -	Select a role to be added to the list of allowed roles in context "Category", capability "Manage categories"	
C Private files	Permissions ¢	categories .	
Reports	Permissions in Category: Test	Manager Course creator Teacher	
Preferences	Advanced role override Choose	Non-editing teacher Student Guest	
Switch role to	Filter	Authenticated user	
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Figure 196 Setting- Courses- New Category Setting- Permissions- You Can Select the Role to Permisson or Prohibit

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g out	○ - Test Calegory	
	Chapter-Test	
	Sorting Selected categories •	
	Sort by Category name ascending	
	Sort by Course full name ascending •	

Figure 197 Setting Courses- Add a Course to a New Category- Click on the Relevant Subcategory

1.5.5. Courses and Categories Management Procedures- Create a new course

Create a new empty course

Log in with your administrator account

- You can create a new, empty course in Administration>Site administration> Courses> Manage courses and categories. and selecting 'Add a New Courses.'
- From Parent category, choose Top if you want a main category, not a sub-category of another category.
- Add your course details
- Click Save and display

Funded by the European Union

• Click Proceed to course content to add your teaching materials.



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g out	— Test Category			
	Chapter- Test	© 🌣 ~ 1/2		
	Sorting Selected catego	ries 🕈		
	Sort by Category	y name ascending \$		

Figure 198 Setting- Courses- Add a Course to a New Category- Check the Subcategory and Click on Create New Course

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Grades	Course full name	00														
Calendar	Course short name	0 0														
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	Course end date	0	23 :	March	٠	2025 🛊	00 0	00 0	⊞ ∎ E	nable						
	Course ID number	0														
	Description															
	Course summary	0	1	A+ B	7	IE 18 1	a a	@ 8	0		0					

Figure 199 Setting- Courses- Add a Course to a New Category- Add Your Course Details





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	Course ID number	•	
	Description		
	Course summary	● 1 A* B Z ⅢⅢⅢ Ø Ø ◎ ♀ 9 ● ■	

Figure 200 Setting- Courses- Add a Course to a New Category- Required Information Entries are Made and Other Preferences can be Set Optionally

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Figure 201 Setting- Courses- Add a Course to a New Category- After Filling in The Information, Click on the Save and Display Button.





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	Sorting	Selected categories #					
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		Sot					
	Move selected categories to	Choose	8				

Figure 202 Setting Courses- View the Added Courses in the Right Menu and Click the New Course

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Figure 203 Setting Courses- Display Course Detail Information and Click on View Button





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		Topic 1Topic 2			
		 Topic 3 Topic 4 			
Options					

Figure 204 You must activate edit mode on the course screen you are forwarded to edit the course activity

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_		Add topic		
Options Bulk edit		Add an activity or resource		+ Add a block

Figure 205 Edit the Course Activity- Click on Add a Block





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Figure 206 Edit the Course Activity- Add a Course Enrolment Custom

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	+ Add an activity or resource Lifetime	
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	× Topic 3 ≠ i	
	+ Add an activity or resource	
	Add topic	
tions	× Topic 4 /	
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Figure 207 Edit the Course Activity- View the Course Enrolment Custom and Click on Setting Button





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Figure 208 Edit the Course Activity- Click the Course Enrolment Custom Block

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Figure 209 Edit the Course Activity- Edit Course Enrollment Custom Block

1.5.6. Courses and Categories Management Procedures- Add course content

Add course content

- Log in as an administrator or teacher and go into your course
- Toggle Edit mode top right
- To add files such as documents or presentations, drag and drop from your desktop
- To add other activities, click the link Add an activity or resource wherever you want to add it:
- Choose an item and double click to add it.

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Figure 210 Edit the Course Activity- Add an Activity or Resource

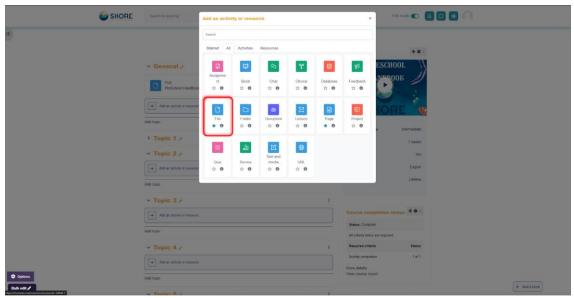


Figure 211 Edit the Course Activity- Choose the File Type to Upload





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Figure 212 Edit the Course Activity- Click the File Button

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Figure 213 Edit the Course Activity- Delete the File





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	Show more	Competencies".
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Figure 214 Edit the Course Activity- Apperance and Other Settings

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Figure 215 Edit the Course Activity- Notification System





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Buik ear	+ Add an activity or resource	

Figure 216 Edit the Course Activity- View the Generated File on the Course Screen



Figure 217 Edit the Course Activity- Click on the File and Open in a New Window





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Coptions	Topic 3 / 1	Status: Complete
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Figure 218 Edit the Course Activity- Click on 3 points to update the created file

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Figure 220 After Editing the Course General Settings, Go to the Participant Section

1.5.7. Courses and Categories Management Procedures- Add Teachers and Students

Add Teachers and Students

Note: Before you can add teachers and students, they must first have an account on the platform.

Teachers and students are given their roles within each course, not for the whole site.

- Log in with your administrator account.
- Go to the course where you want to add teachers and students.
- Click Participants
- Click Enrol users
- From the dropdowns, select the users you want and the role you want to give them:





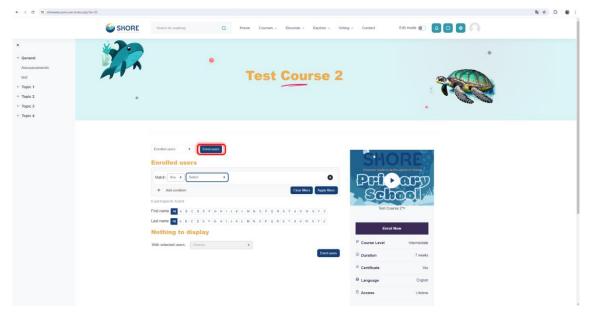


Figure 221 Adding Participants to a Course- Click on Enrol Users

Note: Using a cohort, you can add and remove users from a course category. Users will be automatically added to or removed from courses in this group. Instead of adding individual users, it is necessary to add participants to courses using a cohort. If you use "Select Users" instead of "Select Cohorts", the users you add may not be able to view the courses due to the parent category permission.

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Figure 222 Adding Participants to a Course- Select Cohorts





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Figure 223 Adding Participants to a Course-Select Cohort of Your Own Students

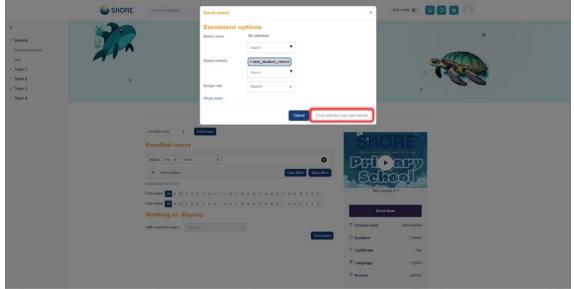


Figure 224 Adding Participants to a Course-Show the Selected Cohort and Click on the Enroll Selected Users and Cohort Button





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Figure 225 Adding Participants to a Course-Show the Participants

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Figure 226 Lessons Viewed by the Test User Added Through the Cohort





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	Permissions	Define roles Assign system roles Onex system permissions Calgolity overhinker Assign user roles to cohort
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Figure 227 Add Cohorts- Setting- Users- Click on Cohorts

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Figure 228 Add Cohorts- View System Cohorts and Click on Add New Cohort Button





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Figure 229 Add Cohorts- Fill in the Required Information and Click on Save Changes

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Figure 230 Cohort- Assign User- Click the Setting Button and Assign User to the Cohort





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Figure 231 Cohort- Assign User- Add a User to The Relevant Cohort, Select the User in the Right Menu and Click Add

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Figure 232 Cohc		er- Prom				School Ca	ategory Cohorts	





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Figure 233 Adding Users to Existing School Category Cohorts - The Same Student Can Be Added to Multiple Cohorts

1.5.8. Courses and Categories Management Procedures- Add an Activity or Resourse Add Quiz

1.6.Reporting

Report builder feature allows administrators to create and share custom reports.

Creating Custom Report:

• Go to Administration > Site administration > Reports > Custom Report > New Report

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Figure 234 Site Administration



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Figure 235 Site Administration- Reports- Click on Custom reports

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				the European Union	

Figure 236 Reports- Custom Report- Click on New report

1.6.1. Reporting- Number of courses created report

Creating Report on Number of Courses Created:

- Go to Administration > Site administration > Reports > Custom Report > New Report
- Click New report, give it a name and select your source (see above).
- Click Save. Depending on your source, you will be presented with columns relevant to the data you want. For example, clicking **'courses'** will then show categories, course short and full names and ID number.
- Remove any columns you don't want and add columns which you do want.
- Change the options for Conditions, Filters, Sorting and Card view as required.
- Preview your report by clicking the Preview button top right.





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Figure 237 Reporting- Number of courses created report- New report, Give it a Name and Select Your Source- Click on Courses

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Custom reports	Report source			
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Figure 238 Reporting- Number of courses created report- New report- Click Save and View the Created Report and Click on Report Pencil Icon





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	Chapter- Test	Course2	Test Course 2	Test Category / Chapter- Test	Saturday, 23 March 2024, 12:00 AM	 View all subcategories
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Figure 239 Reporting- Number of courses created report- New report- You can Remove any columns you don't want and add columns which you do want and You can Change the Options for Conditions, Filters, Sorting and Card view as required.

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Chapter- Test	Course3 You can download yo	ur report in	Test Category / Chapter- Test	Saturday, 23 March 2024, 12:00 AM	
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Chapter-1	Lesson-1	Lesson-1	PreSchools / Chapter-1	Friday, 1 March 2024, 12:00 AM	
Download table data as Comma separate Microsoft Barol HTM: sale Javascript Open OpenDocument Portatle Docume	d values (CAV)				

Figure 240 Reporting- Number of Courses Created Report- New Report- Preview your Report by Clicking the Preview Button Top Right and Dowload Your Report





1.6.2. Reporting- User Report

Creating Report on Number of Users:

- Go to Administration > Site administration > Reports > Custom Report > New Report
- Click New report, give it a name and select your source (see above).
- Click Save. Depending on your source, you will be presented with columns relevant to the data you want. For example, clicking **'users'** will then show education, schoolname and regions and full name.
- Remove any columns you don't want and add columns which you do want.
- Change the options for Conditions, Filters, Sorting and Card view as required.
- Preview your report by clicking the Preview button top right.

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Log not	Number of courses created 🖋	Courses	Wednesda Vers	Bay 27 March 2024, 1 29 PM	Cansu OZDEMR	0 -
		G s				

Figure 241 Reporting- User Report- New report- Give it a Name and Select Your Source- Click on Users





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	Shore Community Platform	Custom reports				
	ral Users Reports					
ties Cust	Report added.					New
ices Name	heport added.	Report source	Time created +	Time modified	Modified by	
User 🖊		Users	Thursday, 28 March 2024, 8:19 AM	Thursday, 28 March 2024, 6:19 AM	Gansu OZDEMIR	
Number	of courses created 🖋	Courses	Wednesday, 27 March 2024, 1:29 PM	Wednesday, 27 March 2024, 1:29 PM	Carisu OZDEMIR	
test_2		Course participants	Tuesday, 5 March 2024, 12 38 PM	Tuesday, 6 March 2024, 12 38 PM	Adgin Yusuf Çetirikaya	
		🧉 s	HORE É EVISSIONS EXECUTER EXERCISE AND A CONTRACT OF A CON			
			O ShoreEdu All Rights Reserved by Shore - Legal Dis	claimer:		

Figure 242 Reporting- User Report- New report- Click Save and View the Created Report and Click on Report Pencil Icon

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Audience Schedul		an move the column ing.	by	You can delete the by clicking.	e column	You can view the report here.		
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phone +	Anais Loudieres	anaisioudieres	a.loudieres@euronovia.eu	France	None	No	Is any value	
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ame +	Maeva Voltz	maevavoltz	m.voltz@euronovia.eu	France	None	No	Card view O	
	Mahmut ÜLKER	mahmut	mahmut ulker 95@gmail.com		SCOALA GIMNAZIALĂ NR. 29 "MIHAI VITE/	AZU" CONSTANTA Yes		

Figure 243 Reporting- User Report- New report- You Can Remove Any Columns You Don't Want and Add Columns Which You Do Want





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lser A	1	Full name /	× + USER - USERNAME Username /	* USER - EMAIL ADDRESS Email address /	Country /	USER - SCHOOLNAME SchoolName /	* * USER - MEDITERRAMEAN SEA * Mediterranean Sea /	Select a condition	
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il name with picture +		alp eren	alperen	alperen@gmail.com		YTU	No	MoodeNet profile ID Time created	
ul name with picture		Anais Loudieres	anaisloudieres	a loudieres@euronovia.eu	France	None	No	Select user Authentication	- 1
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nai address +		Ayce Cansu OZDEMIR	ayce	ozdemiraycecansu@gmail.com	Turkey	None	Yes	<u> </u>	_
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ountry +		Busra Tutar	busna	busratutar@mapcodex.com	Turkey	YTU	Yes		
scription +		Cansu OZDEMIR	cansu	ayceozdeme@mapcodex.com	Turkey	None	Ves	Sorting O	~
st name - phonetic +		Chris Gary	christoary	chrisgarvkuwi@shore.org.tr	Austria	None	No	Card view O	~
st name - phonetic +		Caril Dworsky	cyrildaorsky	cyrildworskykuw@shore.org.tr	Austria	None	No		
dde name 🛛 +		Elf Özgür	elfozgur	elfazgurtudav@shore.org.tr	Turkey	Nane	No		
ternate name +		Elmaz Unay	elmazunay	elifnaz unay@yildizteknopark.com.tr	Turkey	YTU	No		
number +		Joana soares	joanasoares	joana soares@crowdhelx.com	Ireland	None	No		
ditution +									
partment +		Joanna Makocka	joannamakocka	joanna@f8s.com	Poland	None	No		
ione +		Karoine Iber	karolineiber	karolineiberkuw@shore.org.tr	Austria	None	No		
		László Farkas	lasziofarkas	farkas laszlo@vik bme hu	Hungary	None	No		

Figure 244 Reporting- User Report- New report- You Can Change the Options For Conditions, Filters, Sorting and Card View as Required- Add the Mediterranean Sea Region as a Condition

Audience Schedules	Access							
n Q						0, Preview	Conditions	^
ser ^	USER - FULL NAME Full name /	* * USER - USERNAME Username /	+ USER - EMAIL ADDRESS Email address /	* * USER-COUNTRY *	USER-SCHOOLNAME SchoolName /	* + USER - MEDITERRANEAN SEA * Moditorranean Sea /	Select a condition	
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I name with picture	Anais Loudieres	anaisloudienes	a loudieres@euronovia.eu	France	None	No	Is any value a	
d link	Andreea Ionașcu	andreea	andreealonascumarenostrum@shore.org.tr	Romania	None	No	USER - SUSPENDED	10
erpicture +	Angelica Paiu	angelicaparu	angelicapaiumarenostrum@shore.org.tr	Romania	None	No	NO B	
st name +	asdfa asdfadsf	assdasd	mahmut ulker 95@gmail.com		COLEGIUL NATIONAL "KEMAL ATATURK" MEDGIDIA	Yes		_
st name +	Ayaka Amaha Öztürk	ayakaamahaceturk	amahaozturkayaka@shore.org.tr	Turkey	None	No	+ USER - MEDITERRANEAN SI	A P
nail address +	Ayce Cansu OZDEMIR	ayce	ozdemiraycecansu@gmail.com	Turkey	None	Yes	Is any value •	
yłowa +	Busra Test	busra_test	buma@edu.tr		Primary School no. 40 Gdynia	No	No. Kal	
ulty +	Busra Tutar	busra	busratutar@mapcodex.com	Turkey	YTU	Yes		_
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st name - phonetic +	Chris Gary	chrisgary	chrisgarykuw@shote.org.tr	Austria	None	No		
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Attution +	Joana soares	joanasoares	joana soares@crowdhelix.com					
gartment +	Joanna Makocka	joannamakocka	joanna@16s.com	Poland	None	No		
one +	Karoine Iber	karolineiber	karoline/berkuw@shore.org.tr	Austria	None	No		
bile phone +	László Farkas	laszlofarkas	farkas laszlo@vk bme hu	Hungary	None	No		

Figure 245 Reporting- User Report- New report- Add the Mediterranean Sea Region as a Condition and In the Dropdown Box, ,Select "**YES**" as the Value





9						Q. Provision	Conditions 0	
er ^	UDER - FULL NAME Full name /	* + USER+USERNAME Username /	* * USER - EMALADORESS Email address /	× + USER+COUNTRY	× ◆ USER+SCHOOLNAME SchoolName /	* * USER - MEDITERRANEAN SEA * Mediterranean Sea /	Select a condition	
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name with link +	Afşin Yusuf Çetinkaya	afsincetinkaya	afsincetinkaya@gmail.com		YTU	Yes	Is any value a	
name with picture +	asitta asictadist	aasdasd	mahmut uker 95@gmail.com		COLEGIUL NAȚIONAL "KEMALATATURK" MEDGIDIA	Yes	+ USER - EMAILADORESS	
name with picture	Ayce Cansu OZDEMIR	ayce	ozdemiraycecansu@gmail.com	Turkey	None	Yes	is any value a	
link	Busra Tutar	busra	busratutan@mapcodex.com	Turkey	NTU	Yes	USER - SUSPENDED	
r picture +	Cansu OZDEMIR	cansu	ayceozóemin@mapcodex.com	Turkey	None	Yes	NO #	
t name +	Mahmut ÜLKER	mahmut	mahmut.uker 95@gmail.com		ŞCOALA GIMNAZIALÂ NR. 29 "MIHAI VITEAZU" CONSTANȚA	Yes		
tnane +	test adam	testadam	country@gmail.com		YTU	Yes	USER - NEDITERRANEAN SEA	
al address +	Test Teacher	test_teacher	ozdemiraycecansu@gmail.com		YTU	Yes	Yes #	
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Figure 246 Reporting- User Report- New report- Add the Mediterranean Sea Region as a Condition- Click Apply Button and View your New Report





