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SHORE

Empower students as the agents of change

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/

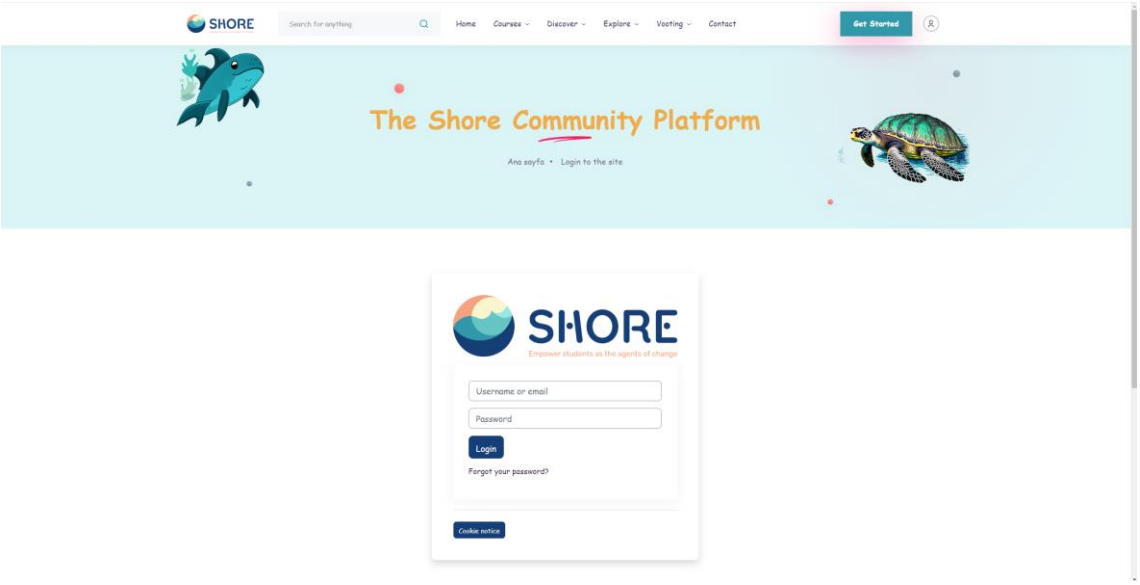

Figure 1 Login Screen

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

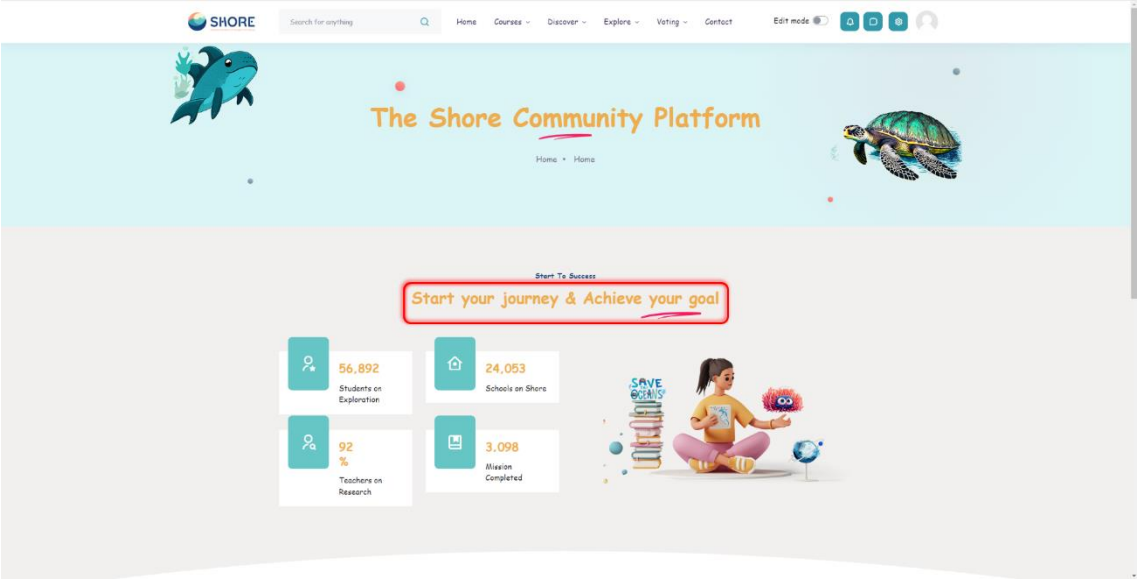

Figure 2 The Community Platform- Home Page

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.

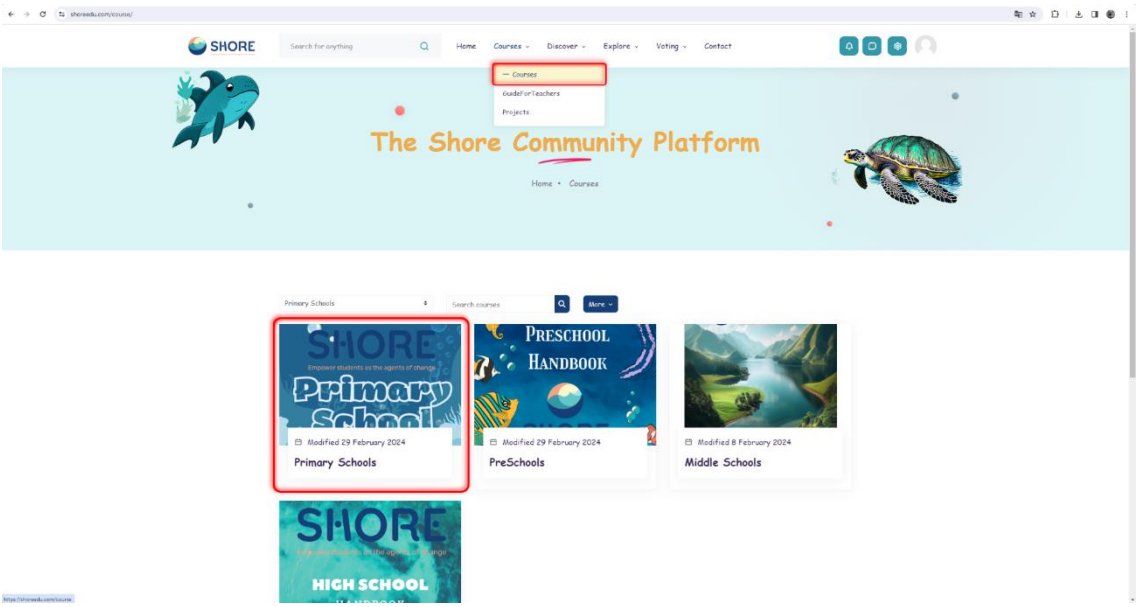

Figure 3 The Community Platform- Courses Page

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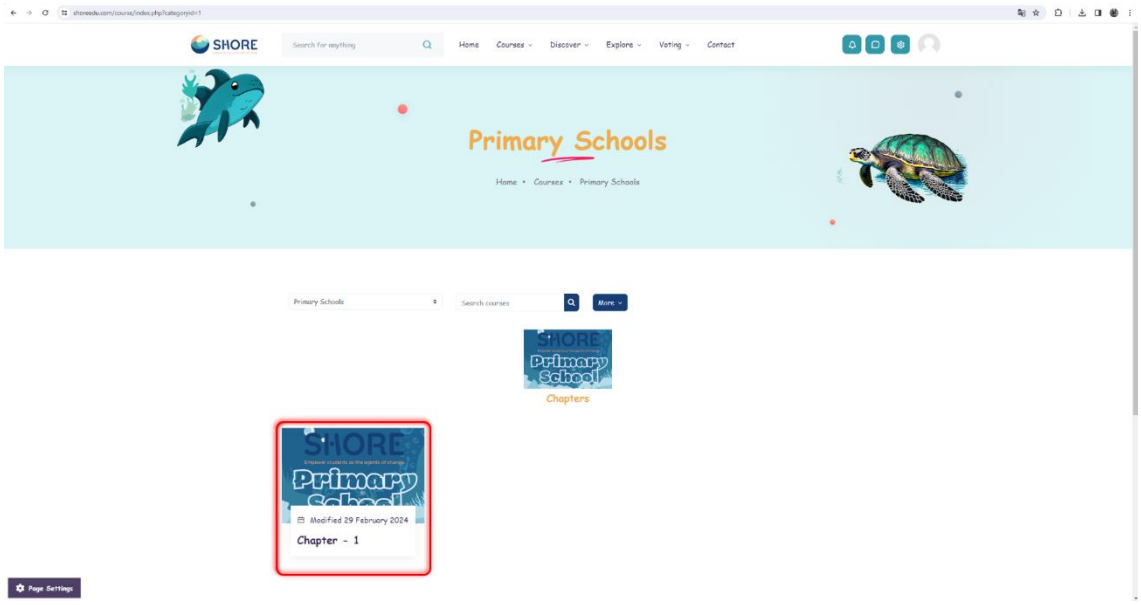

Figure 4 The Community Platform- Courses Page- You Can Show SubCategory

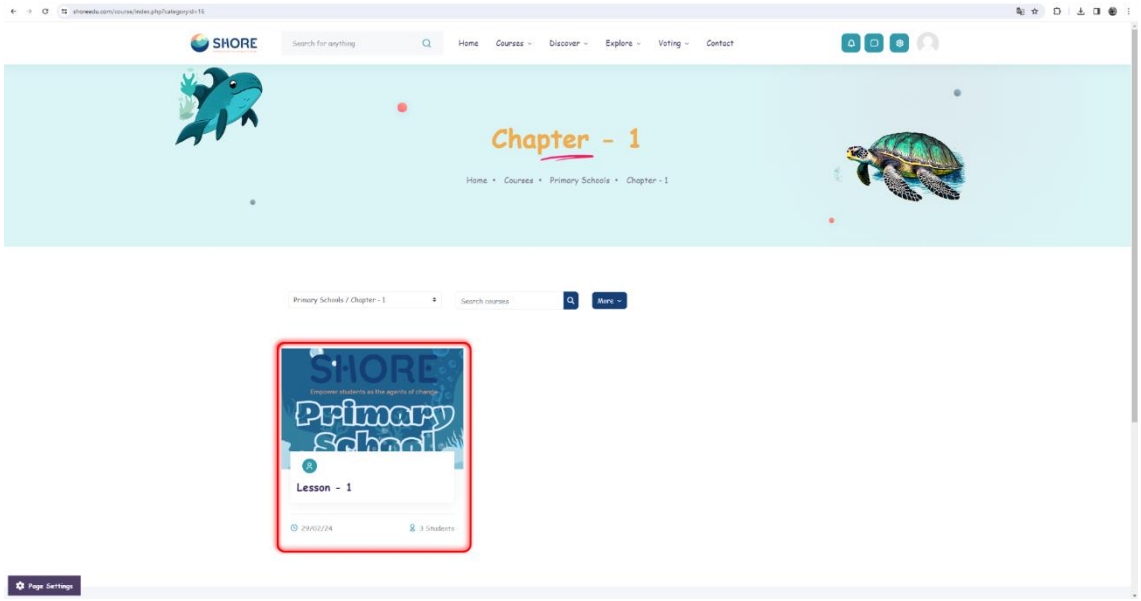

Figure 5 The Community Platform- Courses Page- You Can Show Courses

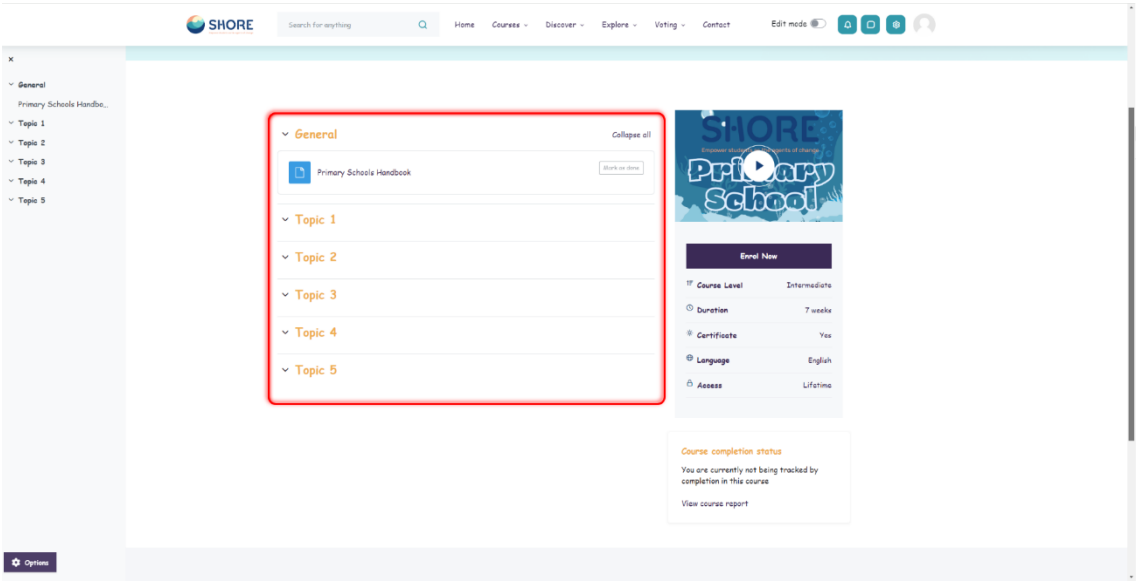

Figure 6 The Community Platform- Courses Page- You Can Show Courses Detail

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.

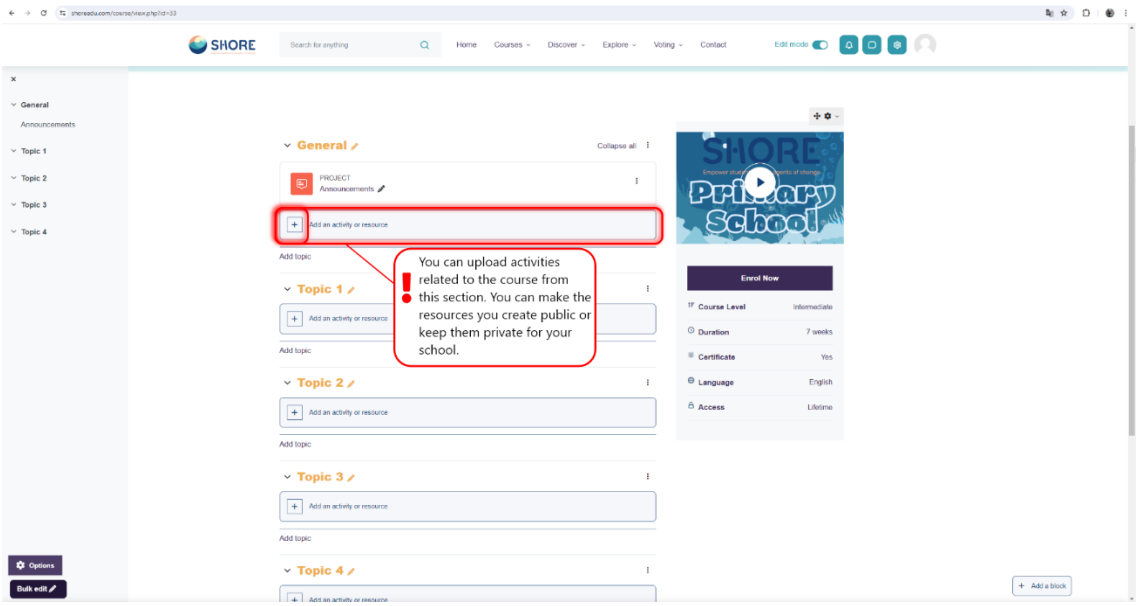

Figure 7 Edit the Course Activity- Add an Activity or Resource

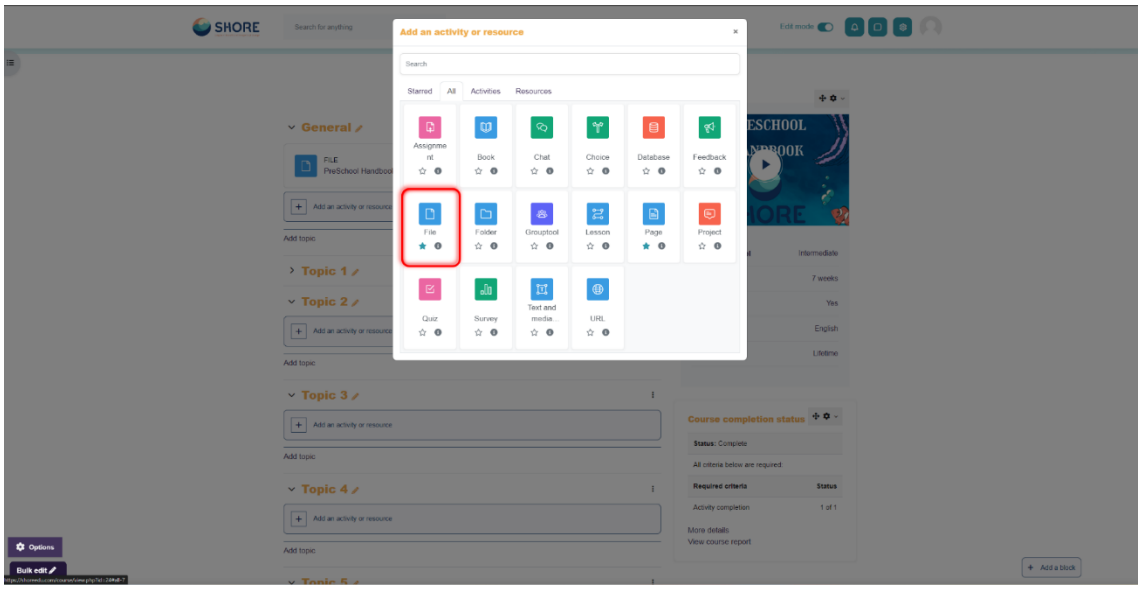

Figure 8 Edit the Course Activity- Choose the File Type to Upload

1.2.3. Courses- Guide for Teachers Page

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

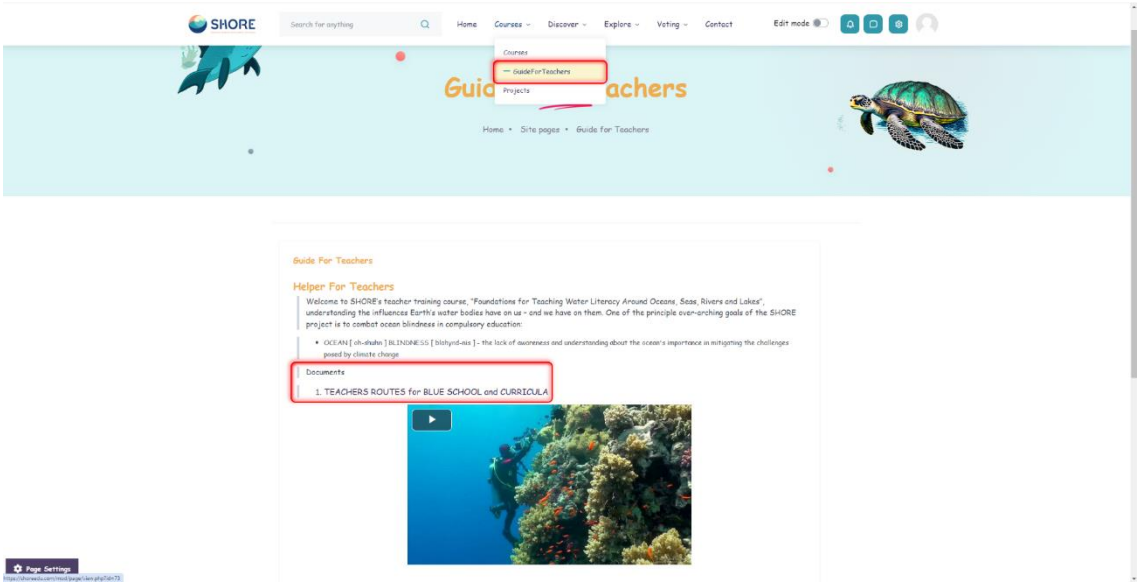

Figure 9 The Community Platform- Guide For Teachers Page- You Can Show Guide Detail

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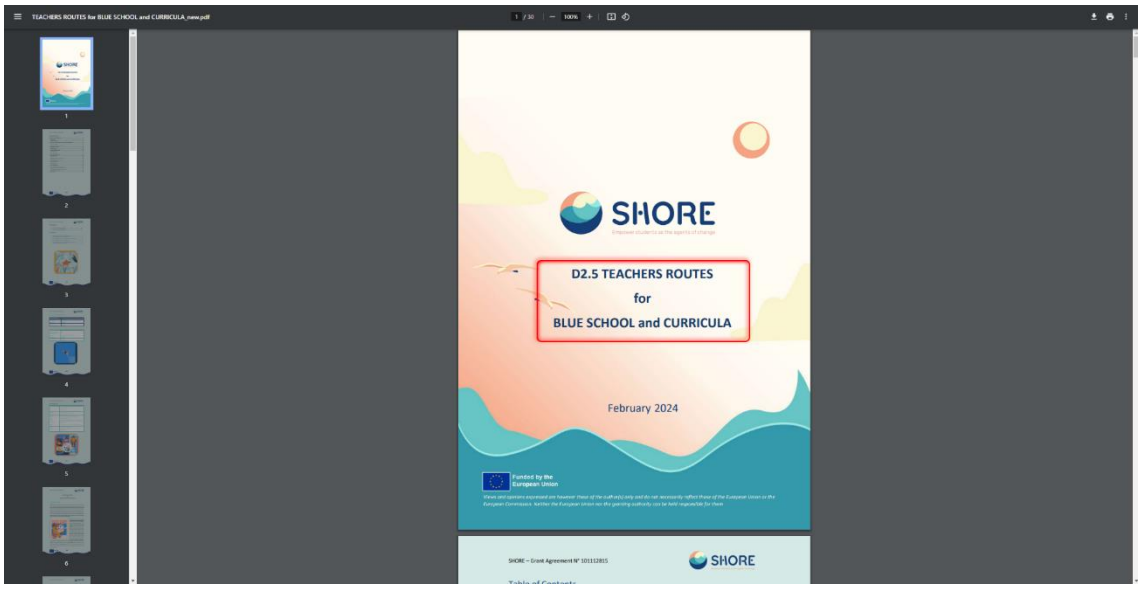

Figure 10 The Community Platform- Guide For Teachers Page- You Can Show Teachers Routes Detail

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.

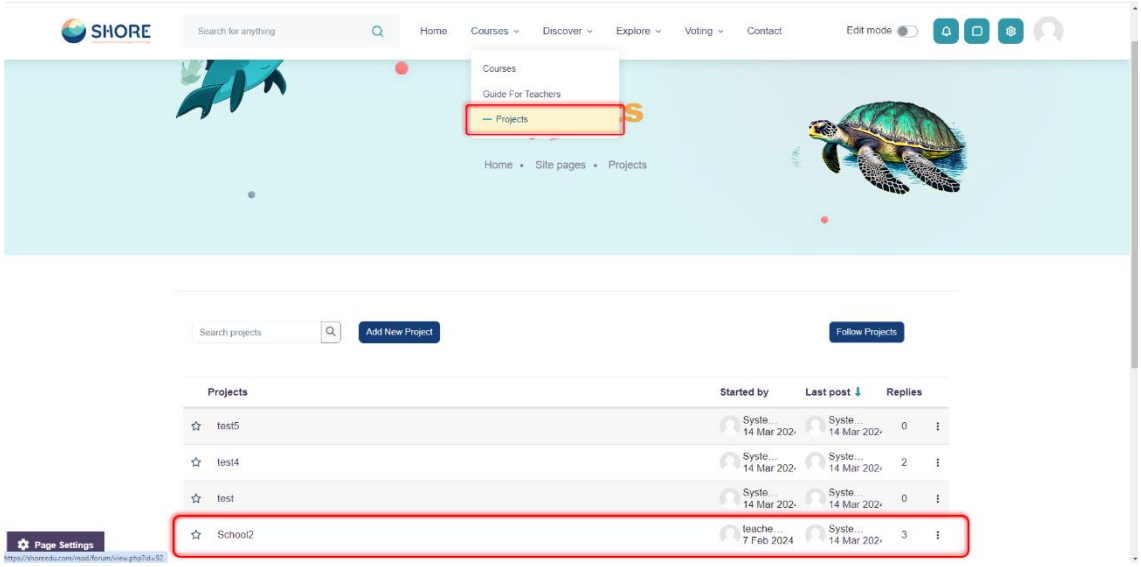

Figure 11 The Community Platform- Projects Page-You Can Show the Project and Reply

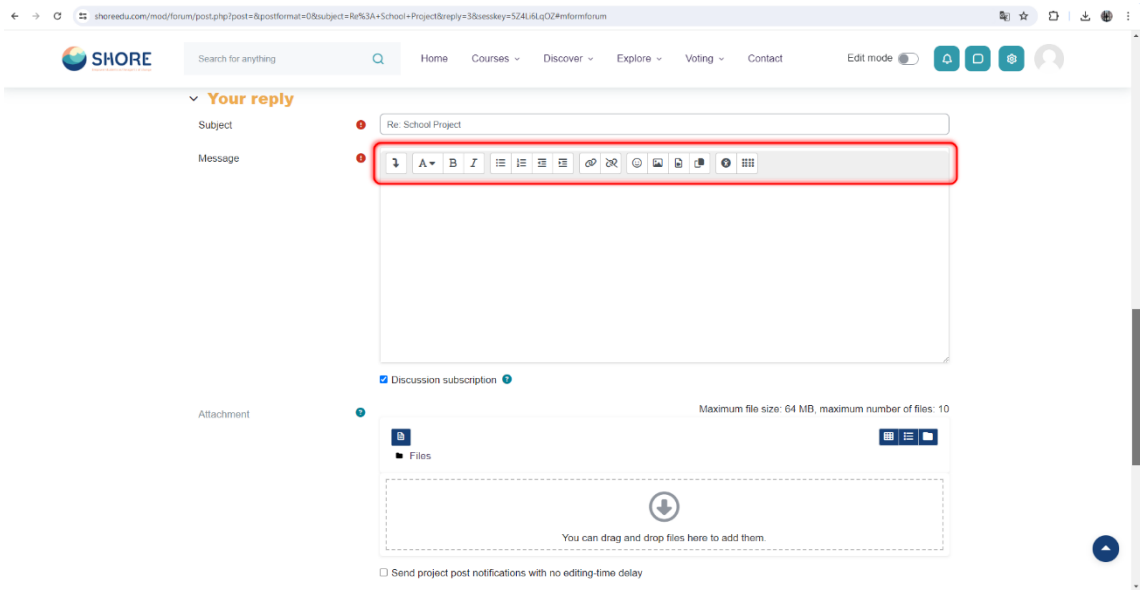

Figure 12 The Community Platform- Projects Page- You Can Show the Projects on The Platform

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.

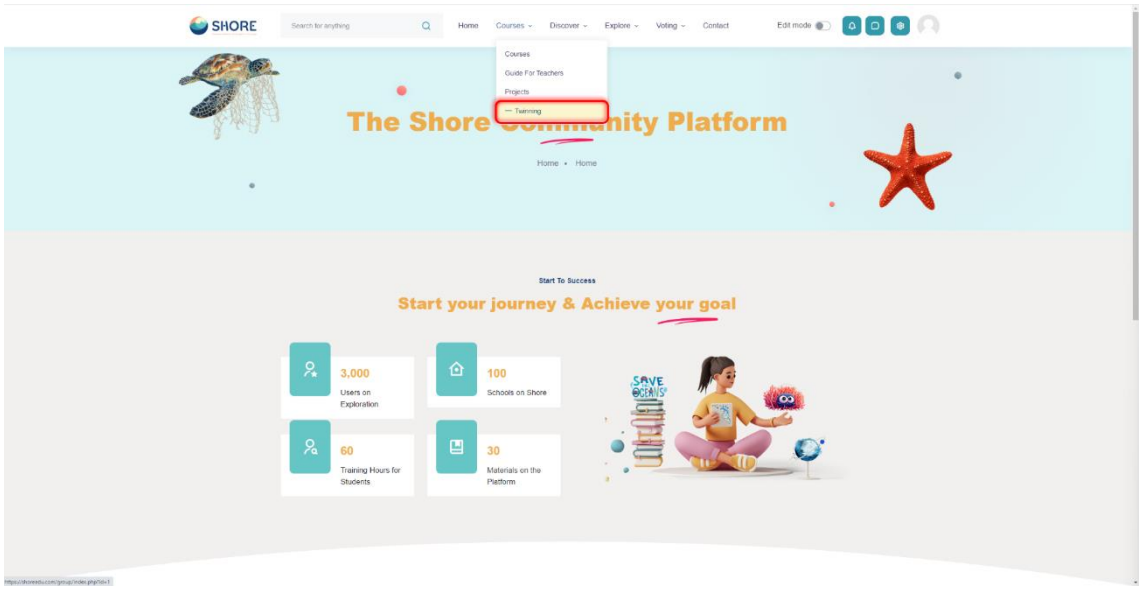

Figure 13 The Community Platform- Courses- Click on Twinning Button

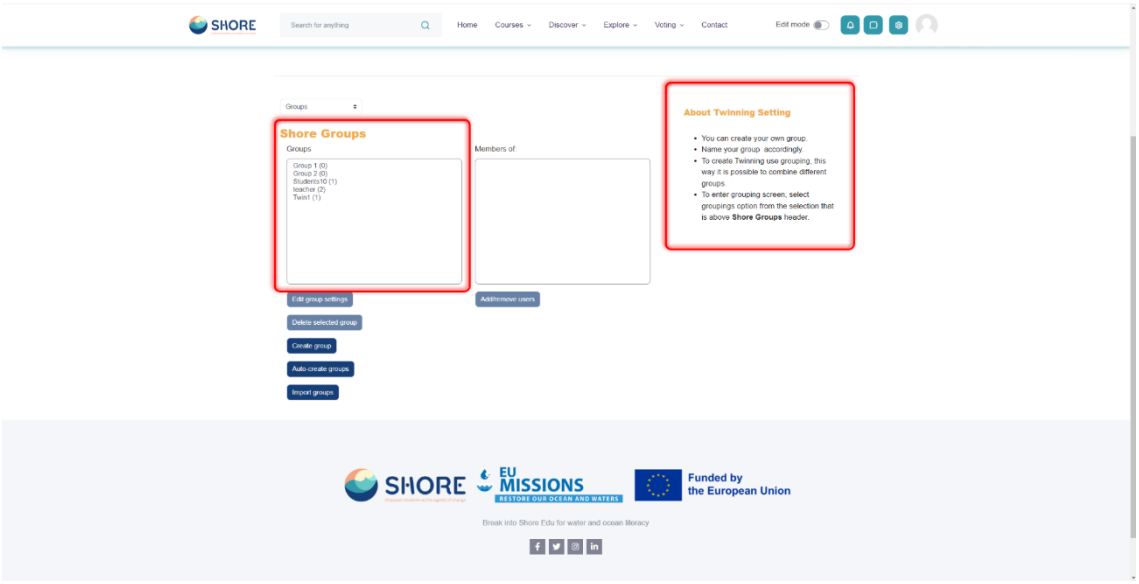

Figure 14 The Community Platform- Twinning Page-You Can Show the Shore Groups on The Platform

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.

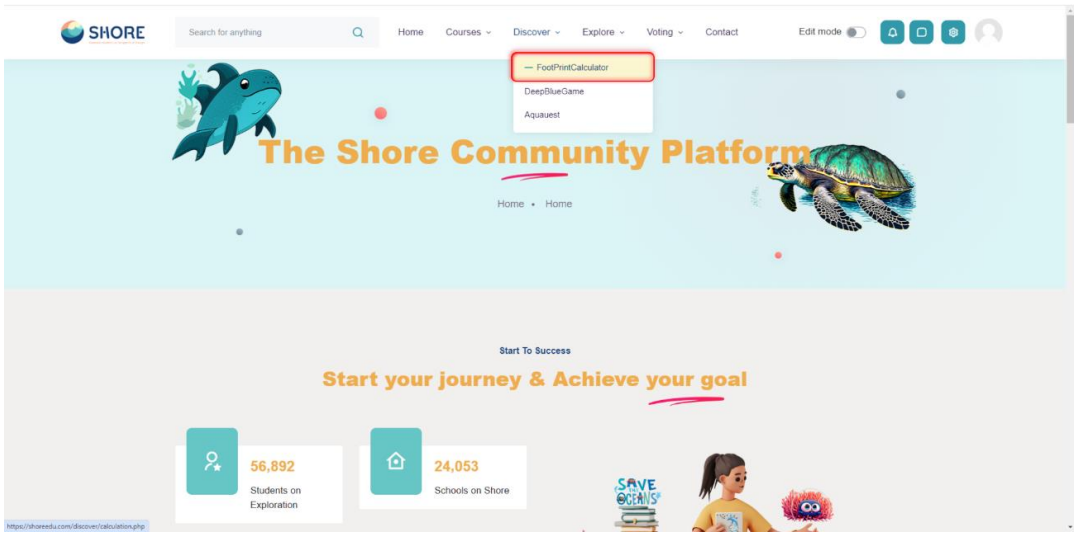

Figure 15 The Community Platform- Discover Page

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

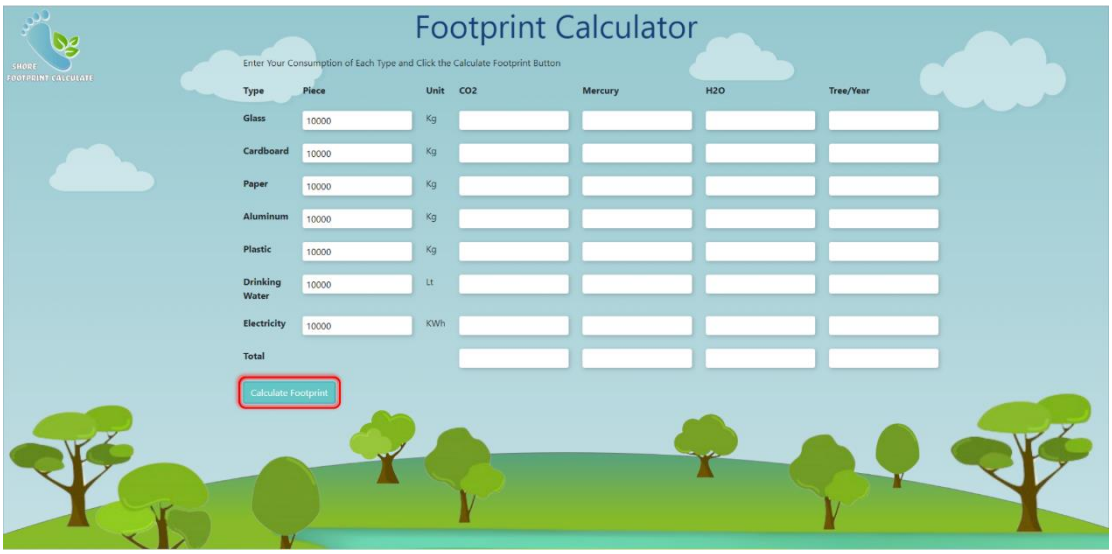

Figure 16 The Community Platform- Discover Page- You Can Calculate Footprint

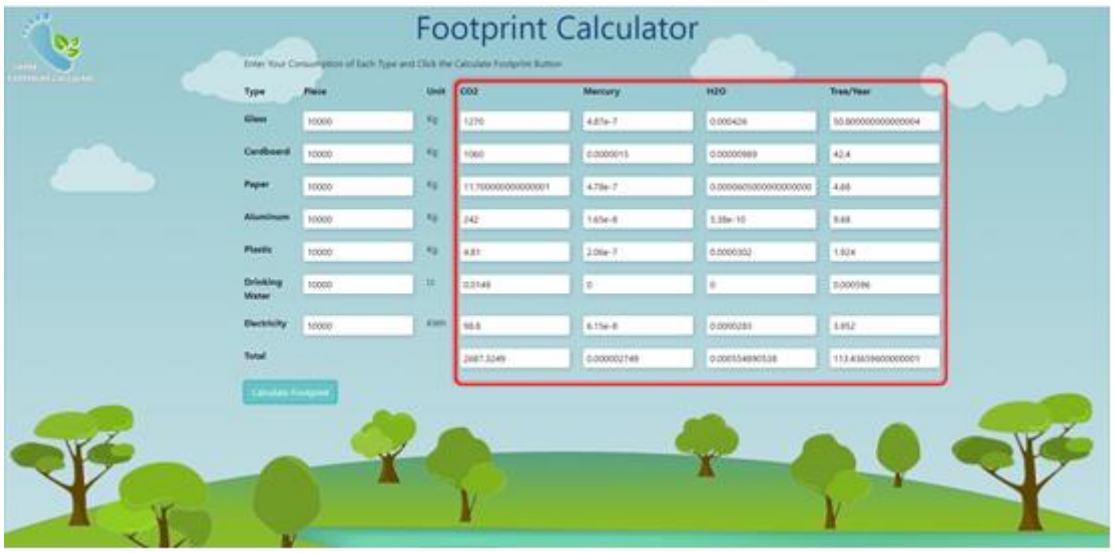

Figure 17 The Community Platform- Discover Page- You Can View Result

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.

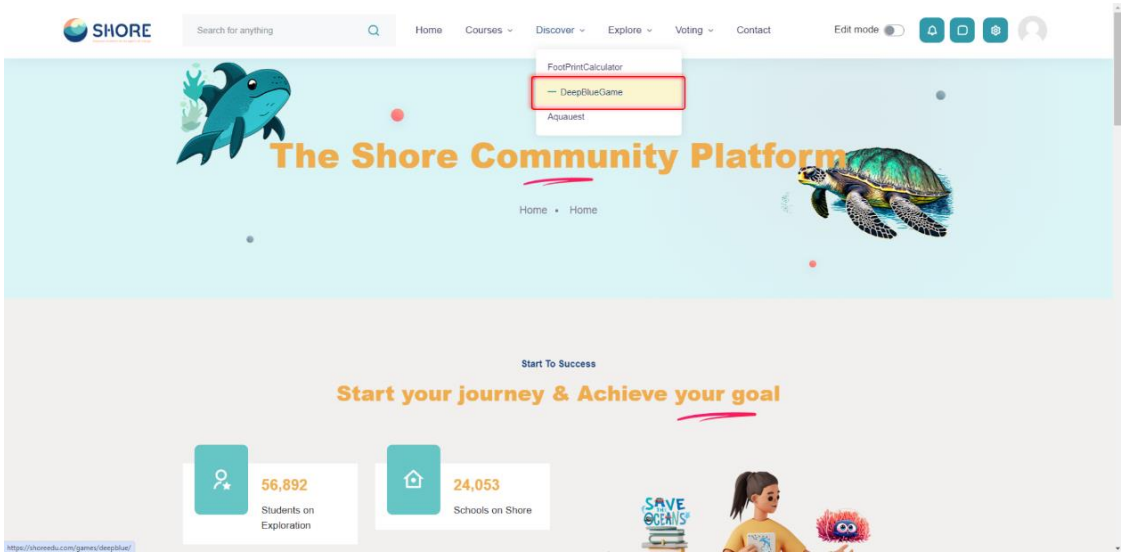

Figure 18 The Community Platform- Discover Page-Click the DeepBlue Button

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.

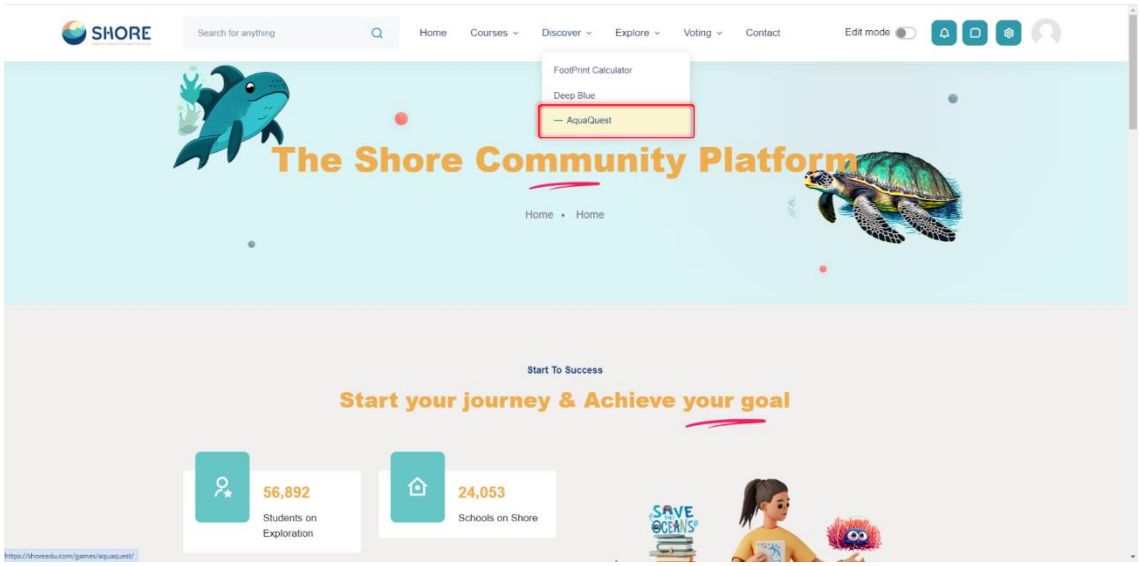

Figure 20 The Community Platform- Discover Page- Click the AquaQuest Button

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.

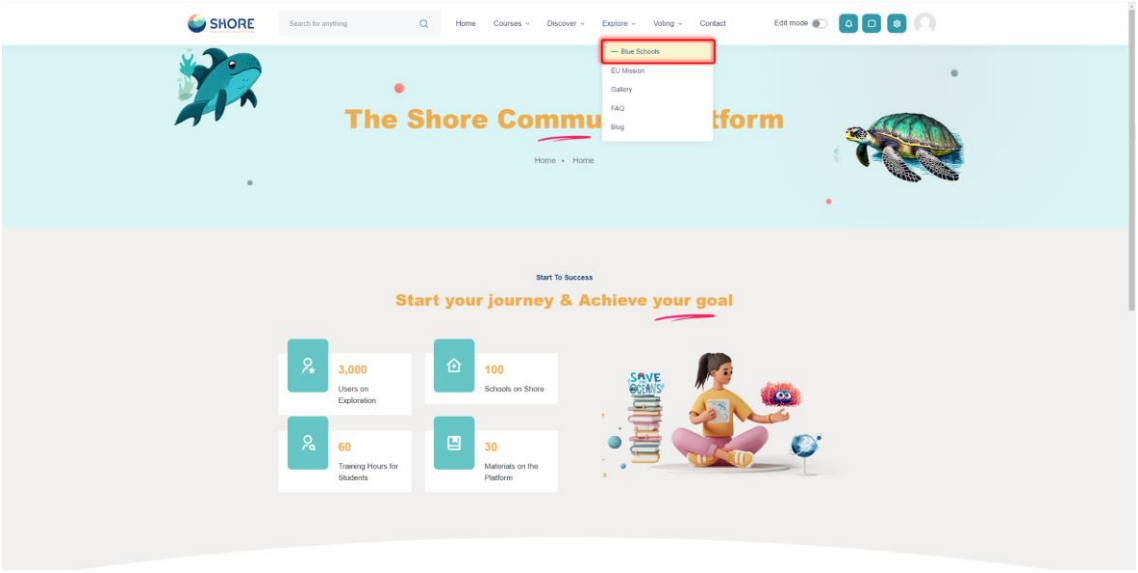

Figure 22 The Community Platform- Explore Page- Click the Blue Schools

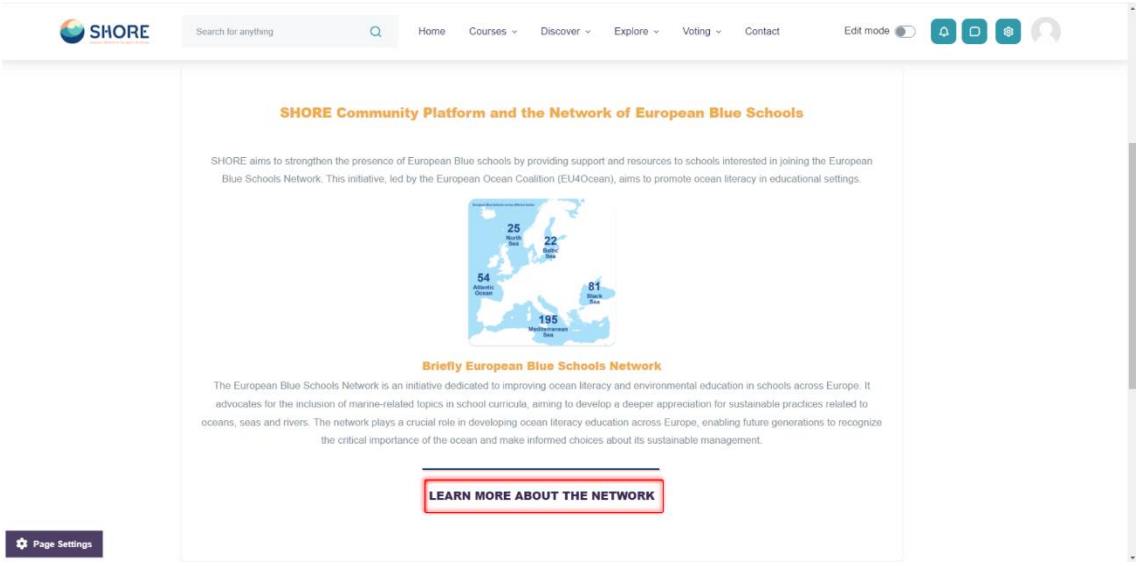

Figure 23 The Community Platform- Explore Page- You Can Learn About the EU Blue Schools and Click the Learn More About Button

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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.

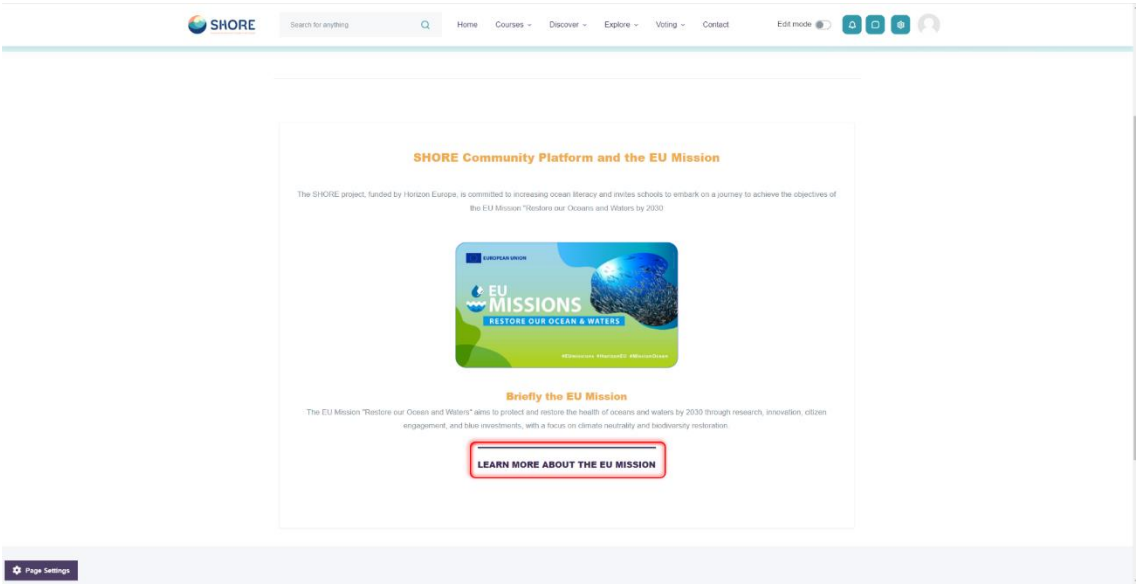

Figure 24 The Community Platform- Explore Page- You Can Learn About the EU Mission and Click the Learn More About the Button

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.

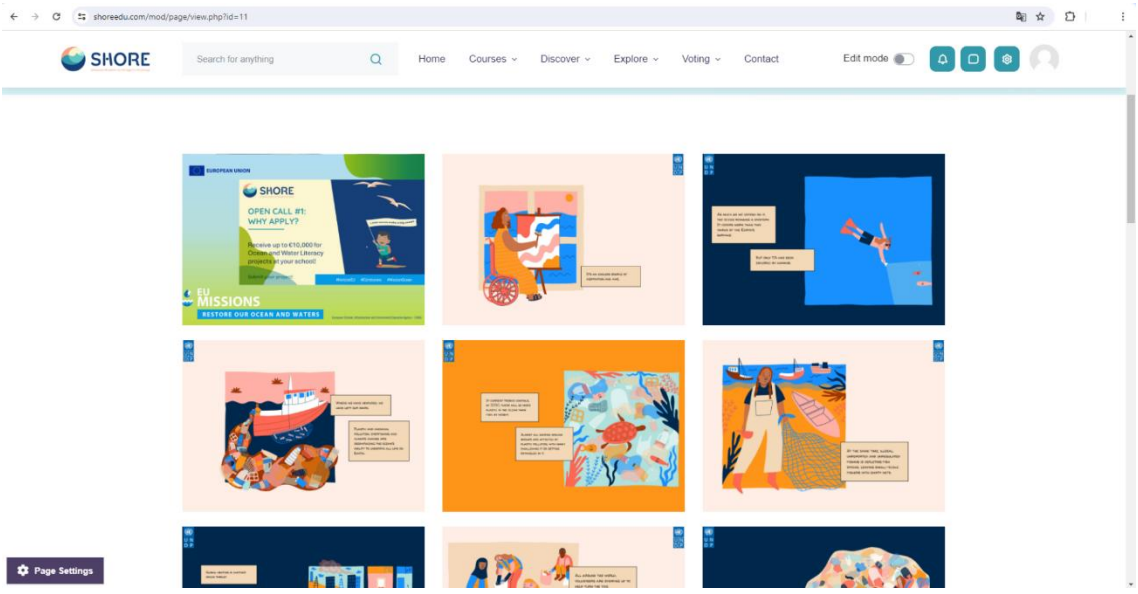

Figure 25 The Community Platform- Explore Page- You Can View the Photo About Shore Activities

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.

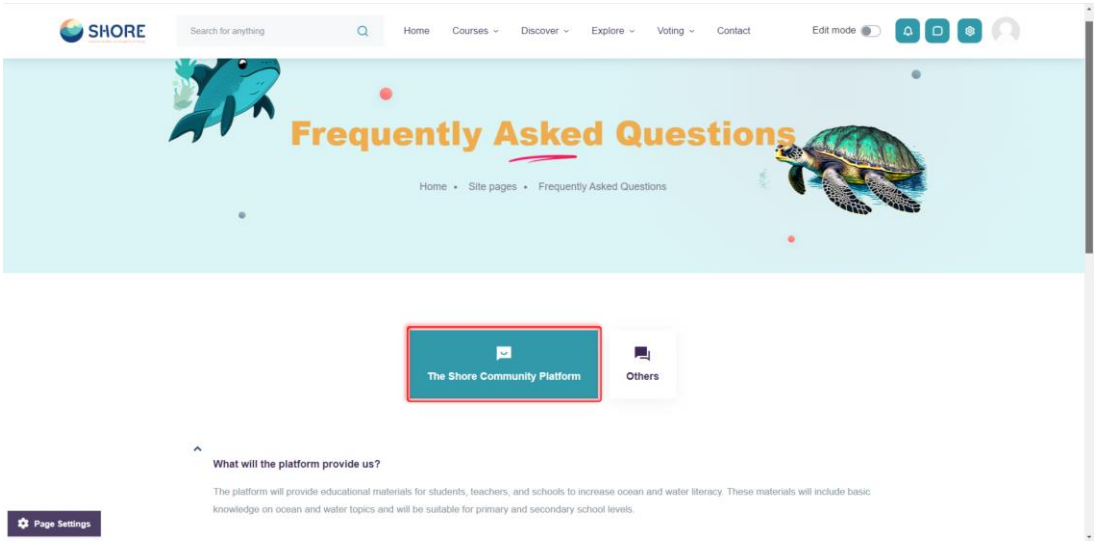

Figure 26 The Community Platform- Explore Page- You Can View the FAQ About the Shore Community Platform

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.

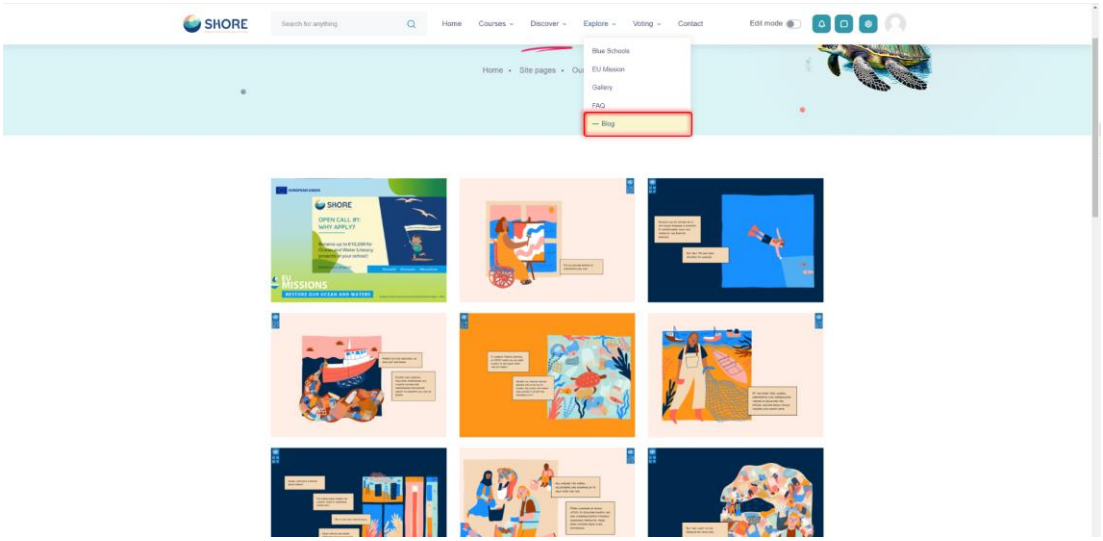

Figure 27 The Community Platform- Explore Page- Click the Blog

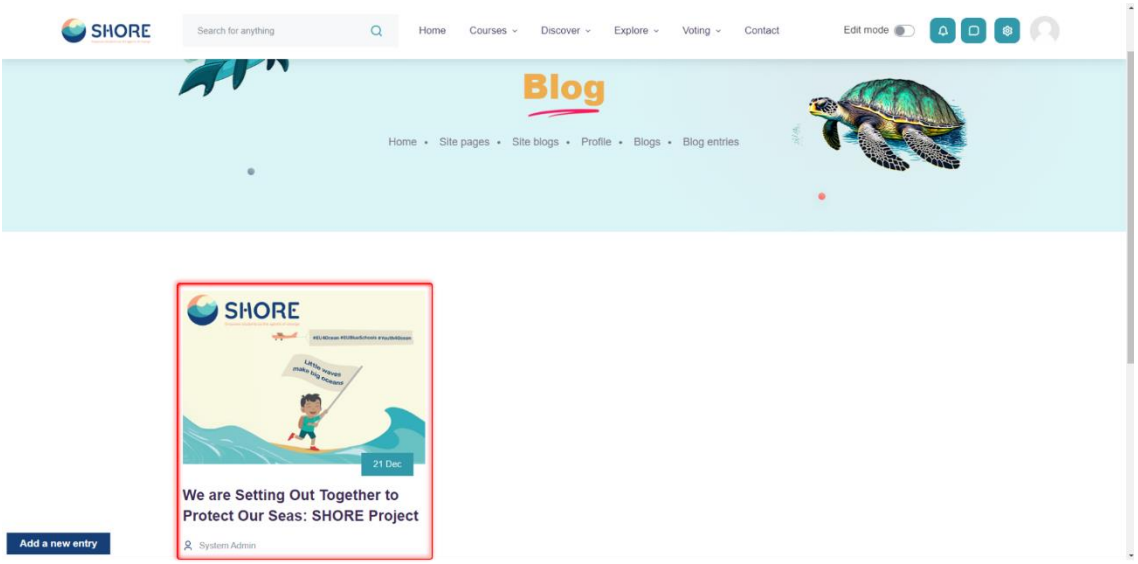

Figure 28 The Community Platform- Explore Page- You Can View the Blog

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.

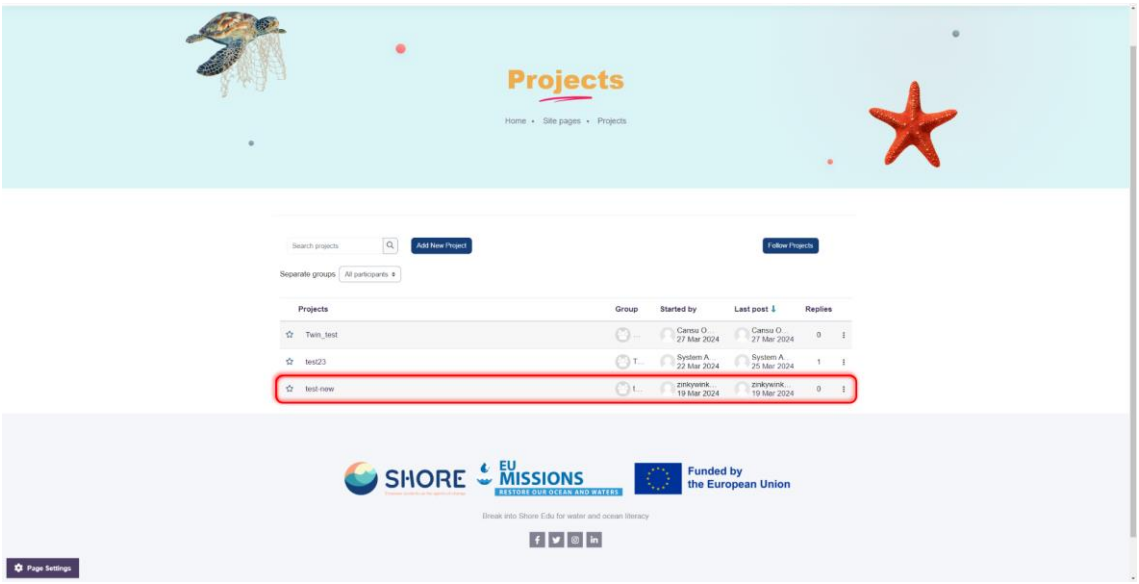

Figure 29 Course- Project Page- Click on Approved Project

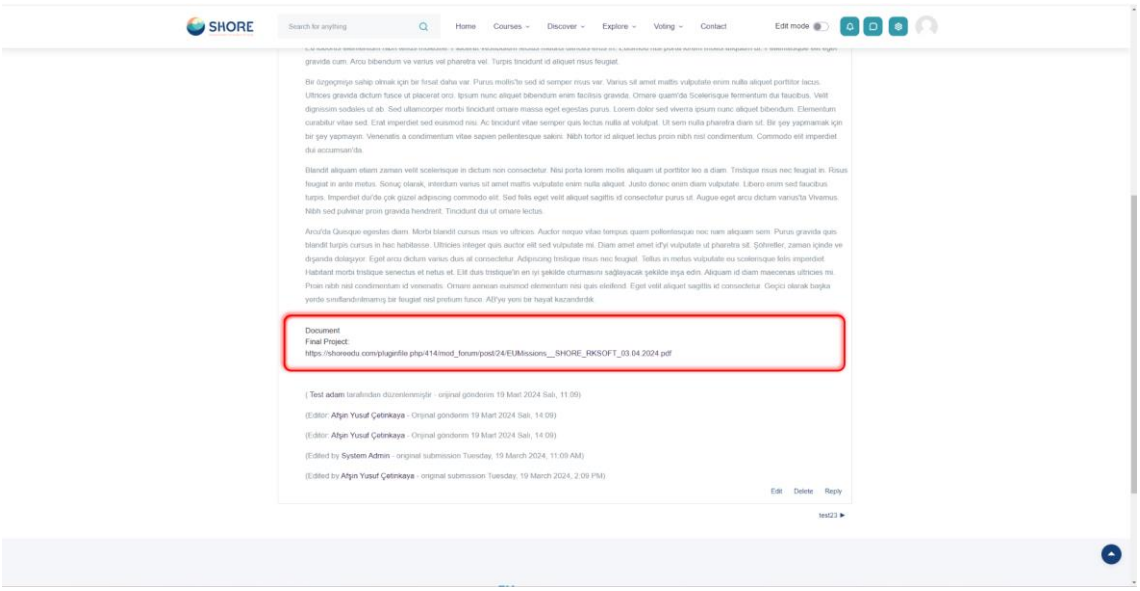

Figure 30 Courses- Project Page- Download the Final Version of the Project Added by Schools from the Document Section of the Project

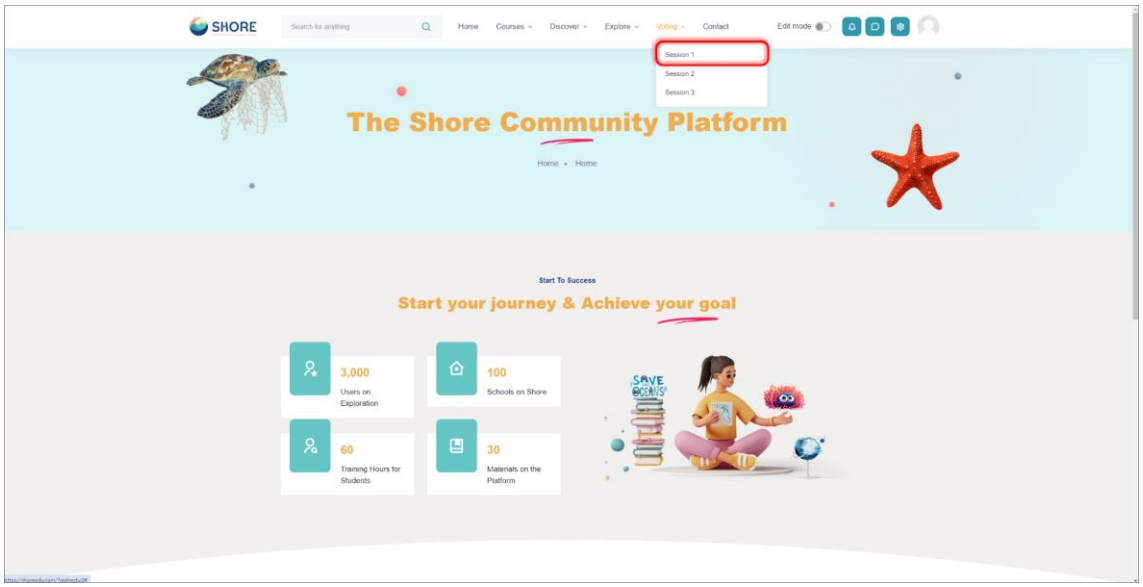

Figure 31 Voting- Click on Session 1

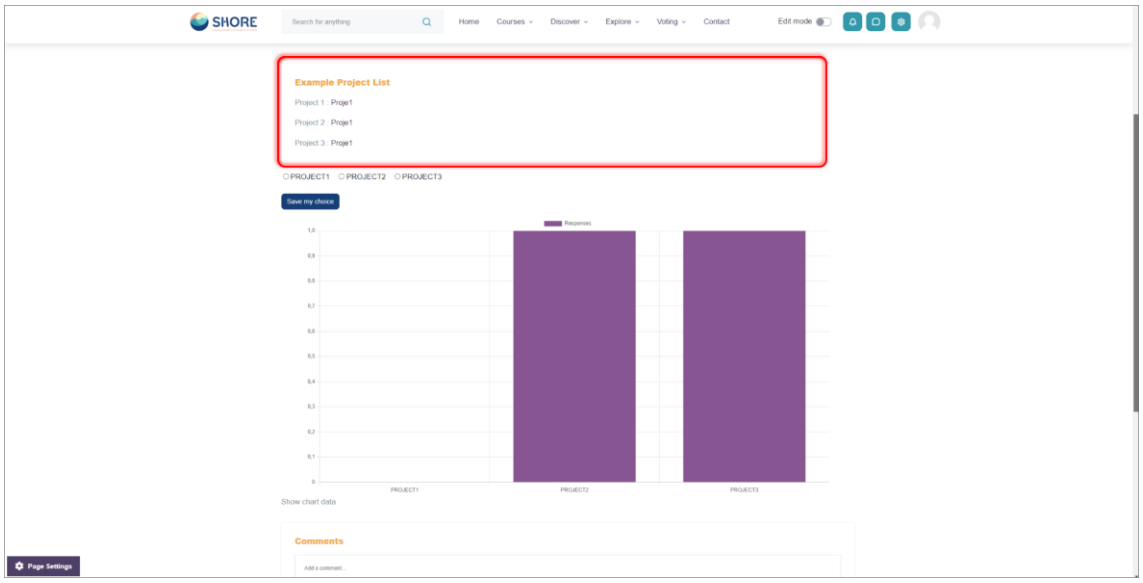

Figure 32 Voting- Session- View Projects Created for Testing Purposes

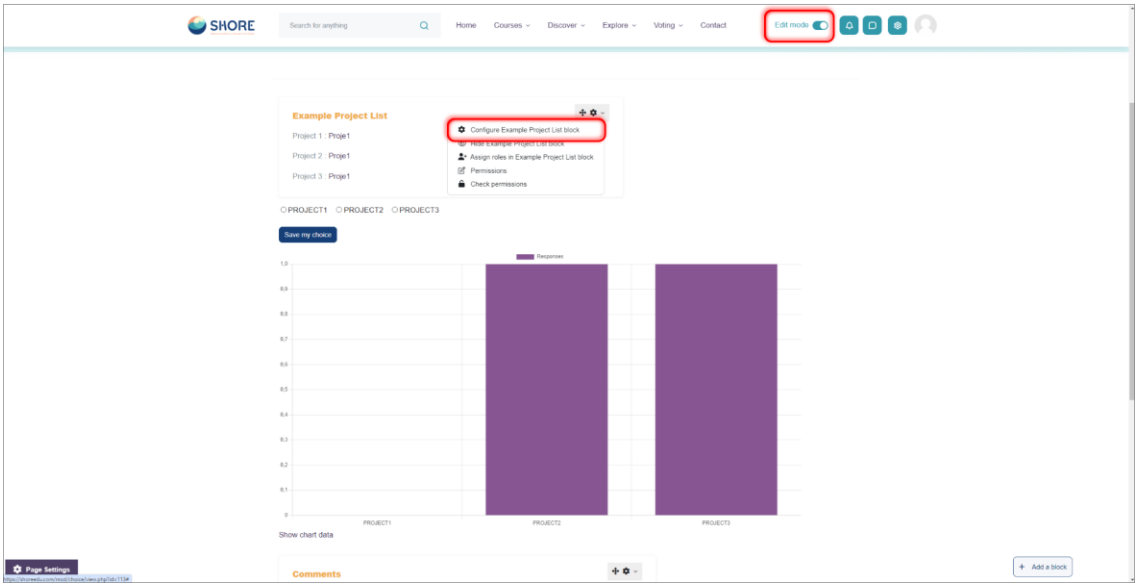

Figure 33 Voting- Session- Activate Edit Mode to Add a New Project and Click on Configure Example Project List Block

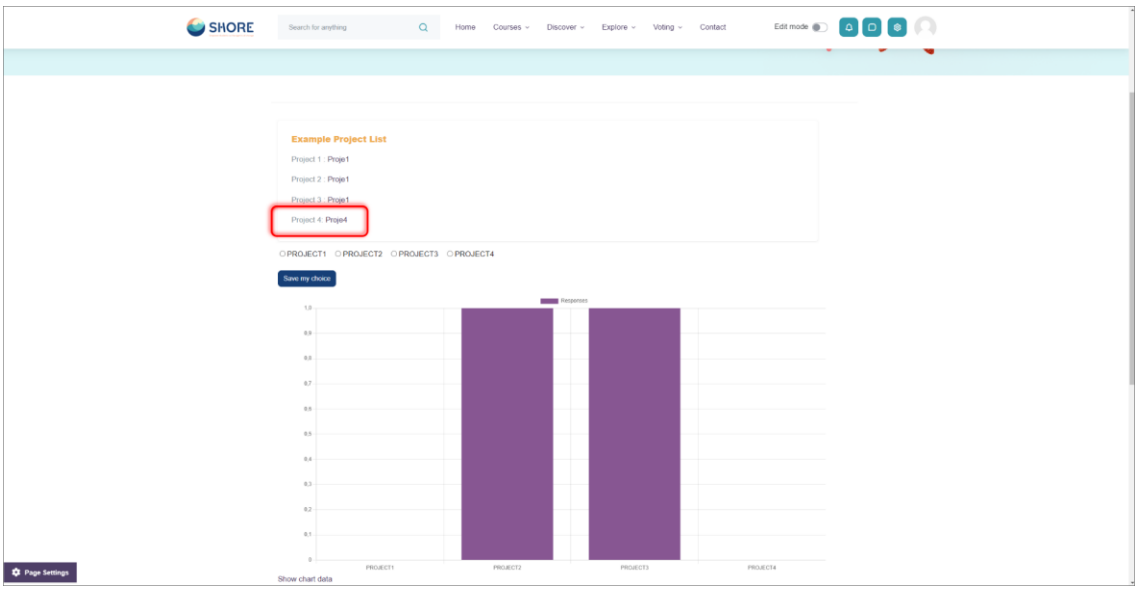

Figure 34 Voting- Session- Voters Need to Click on the Project name to View the Project

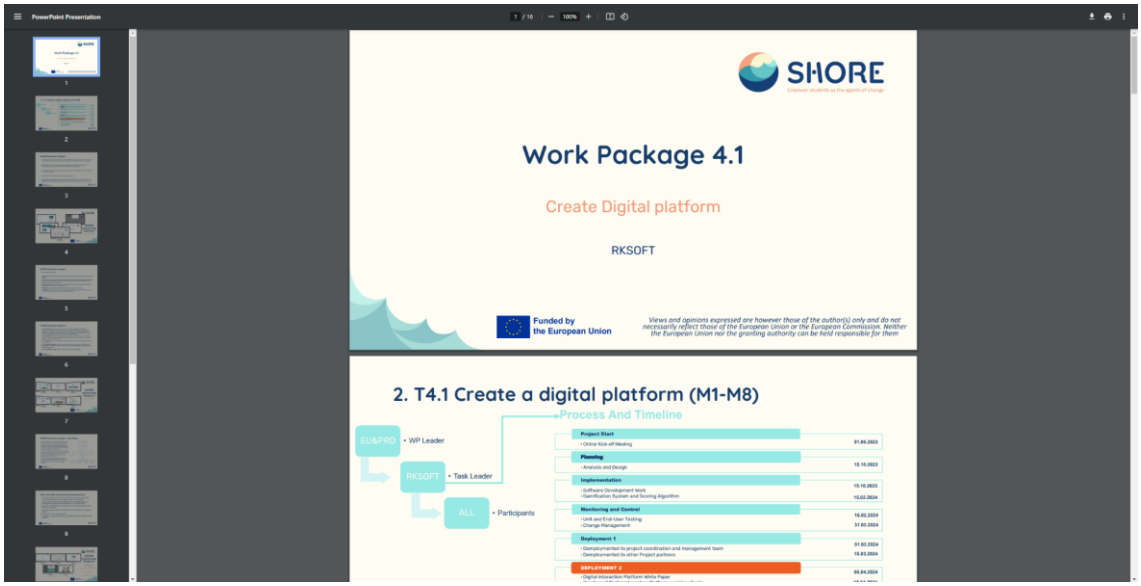

Figure 35 Voting- Session- Project is Displayed for Review

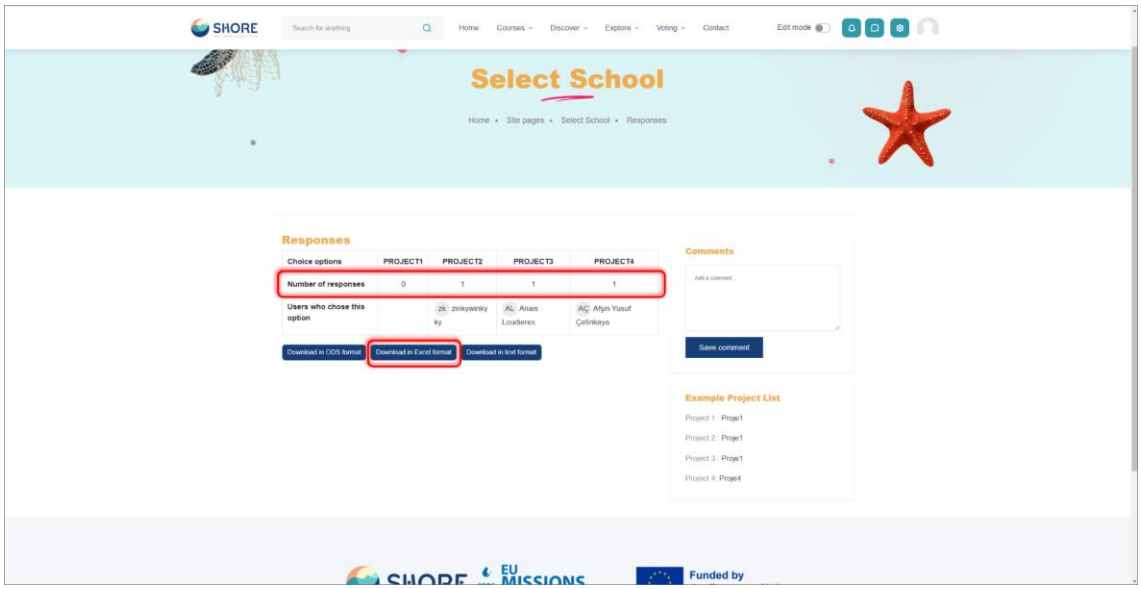

Figure 36 Voting- Session- The Project Result Report can be Downloaded in Excel Format

1.2.12. Contact Page

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

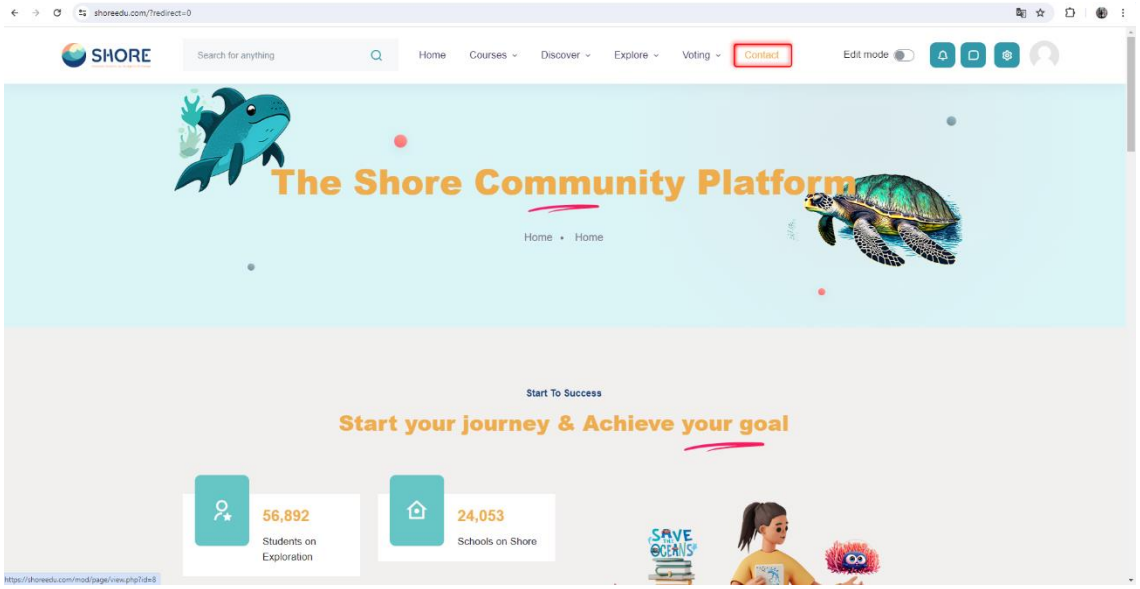

Figure 37 The Community Platform- Click the Contact

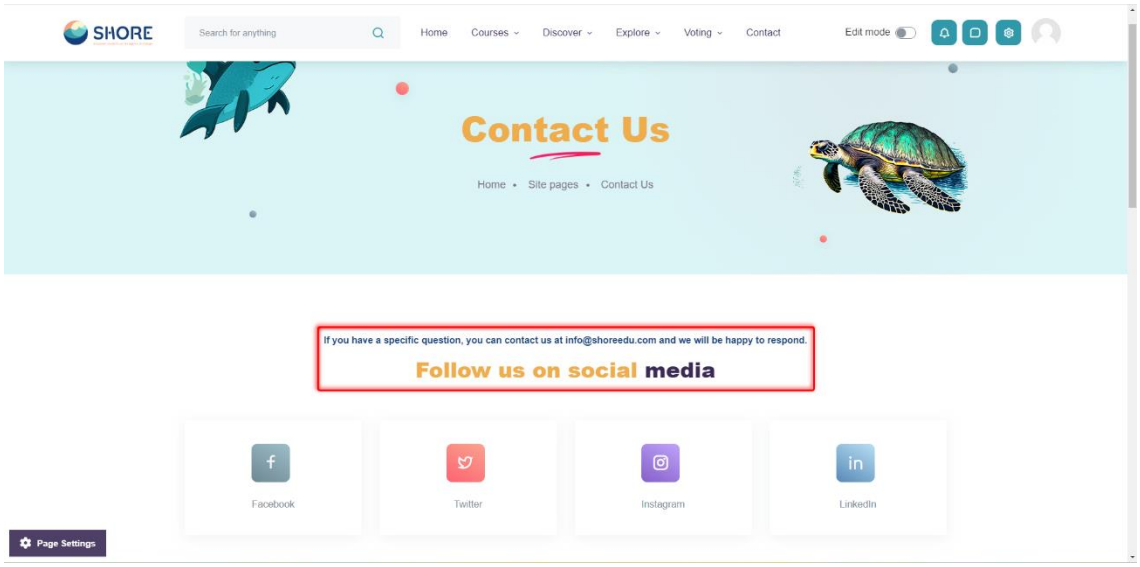

Figure 38 The Community Platform- Contact Page- You Can Follow Us on Social Media

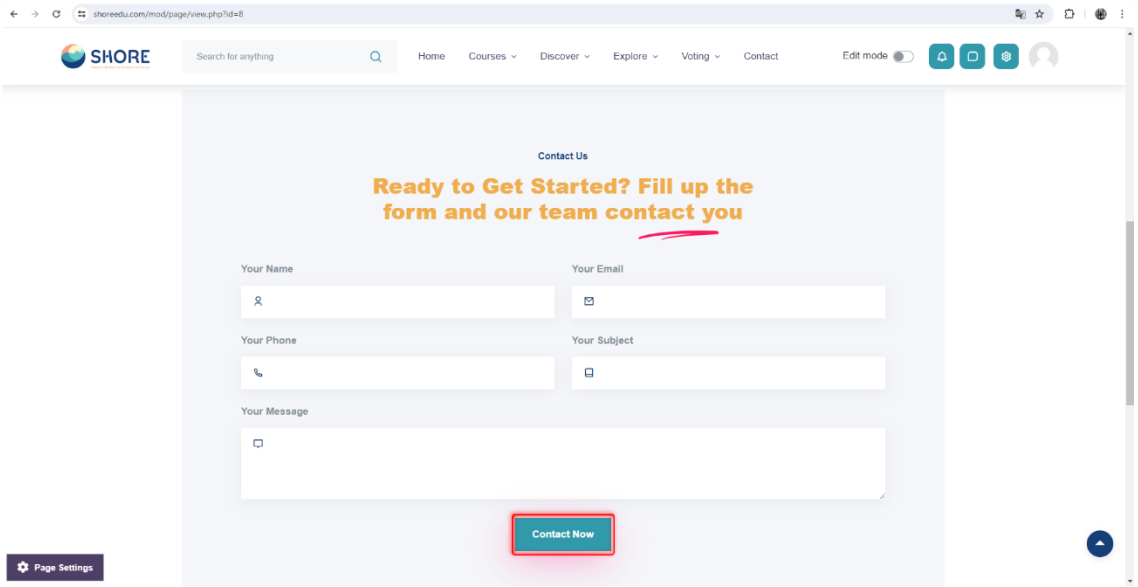

Figure 39 The Community Platform- Contact Page- You Can Contact Us Via Form

1.2.13. Notifications Pop-up Window

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

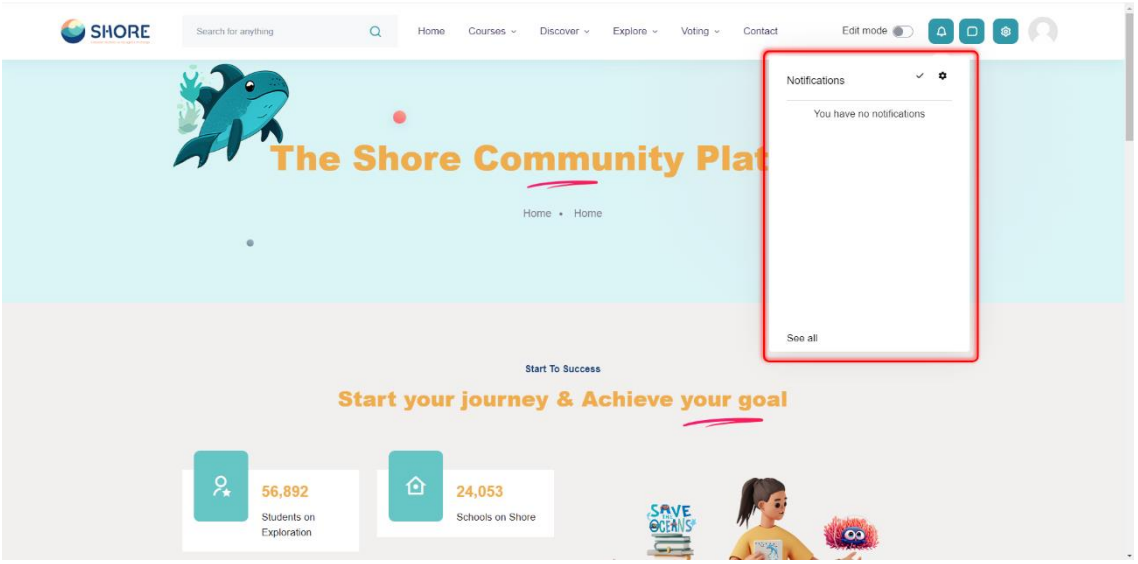

Figure 40 The Community Platform-Notifications Button- You Can View the Notifications that You Have

1.2.14. Contact Pop-up Window

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

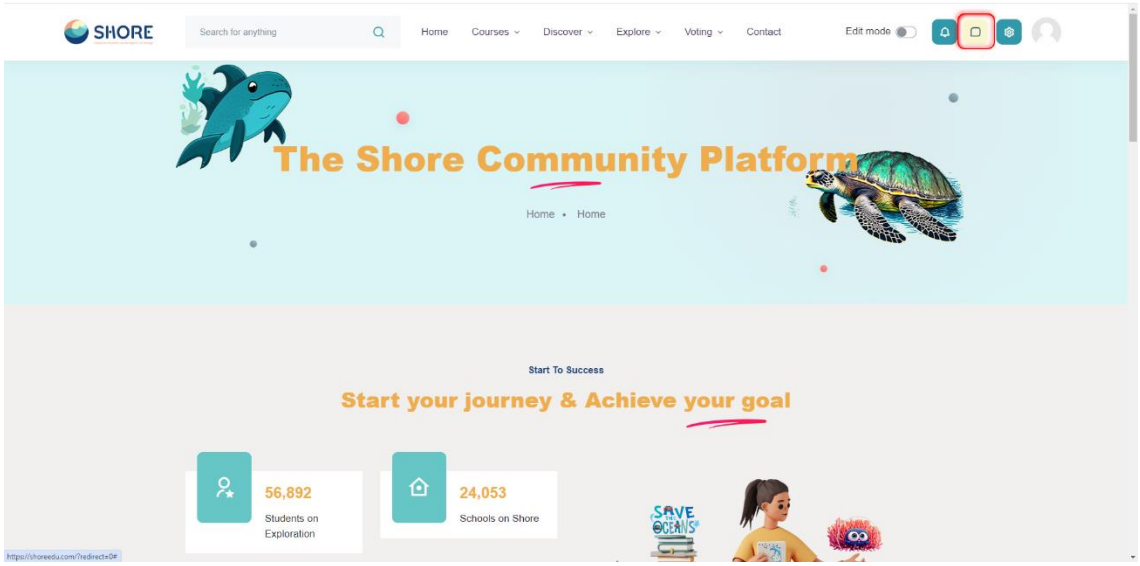

Figure 41 The Community Platform-Click the Contact Button

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

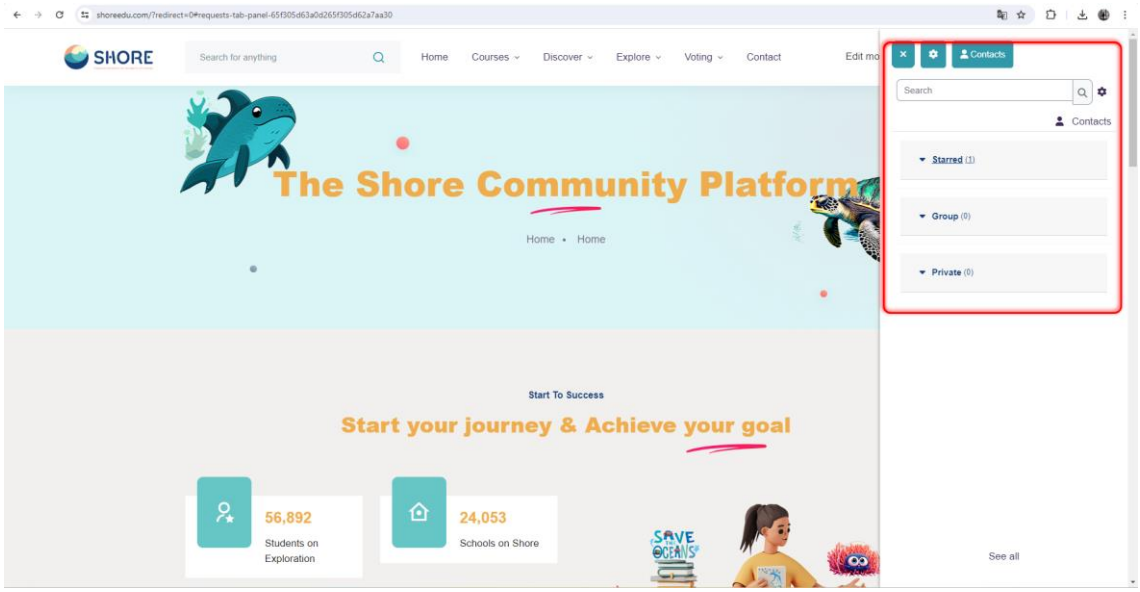

Figure 42 The Community Platform-You Can Contact Other Users in the Same Group

1.3. User Management Procedures

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

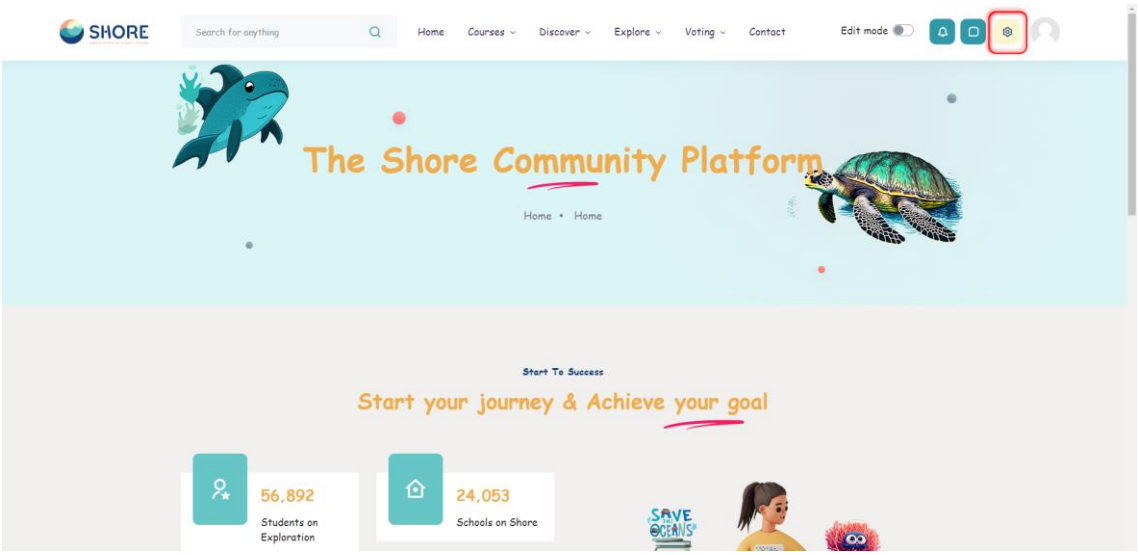

Figure 43 Setting

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.

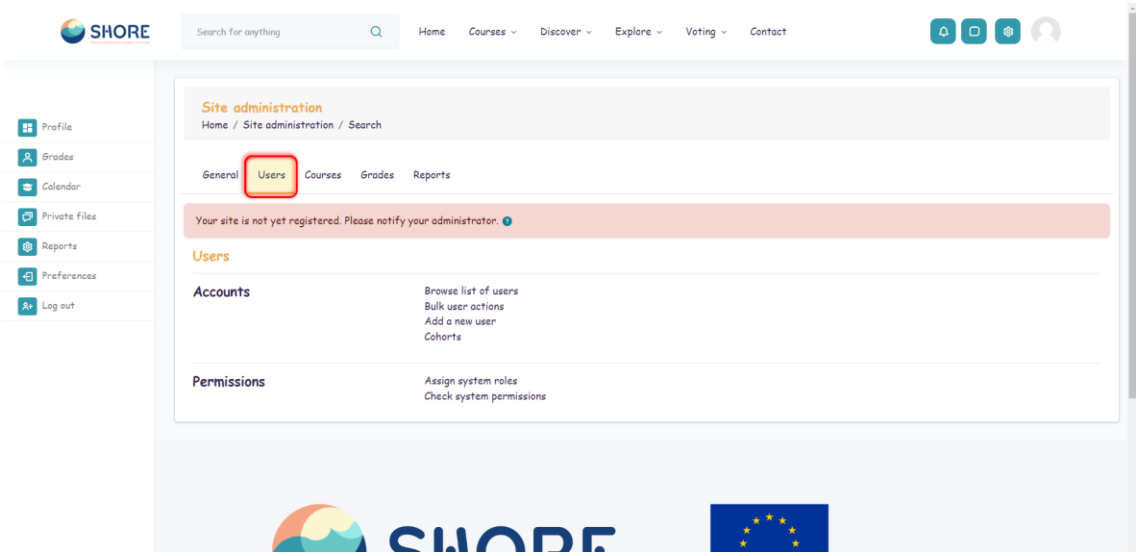

Figure 44 Setting- User Section

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.

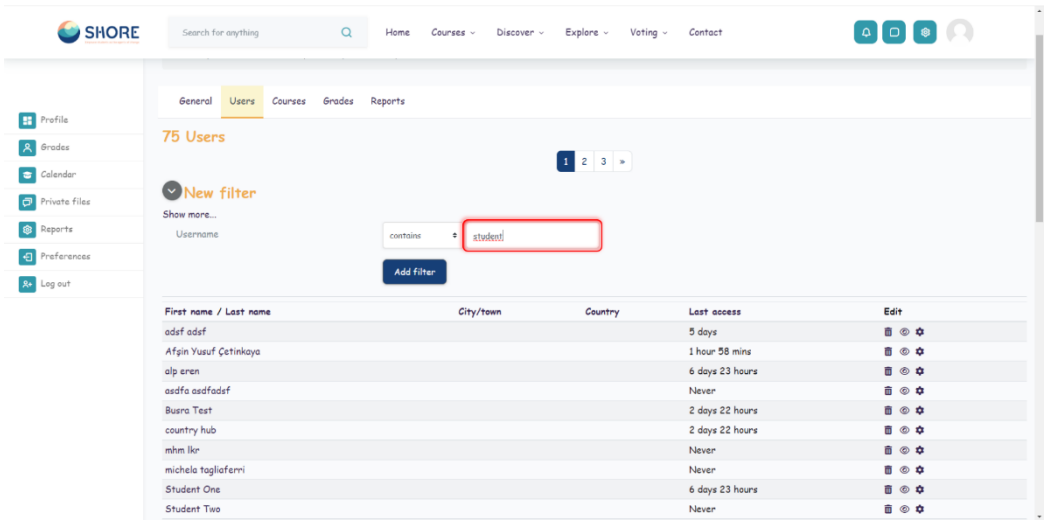

Figure 45 Setting- Users- Accounts- Click on Browse List of Users

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

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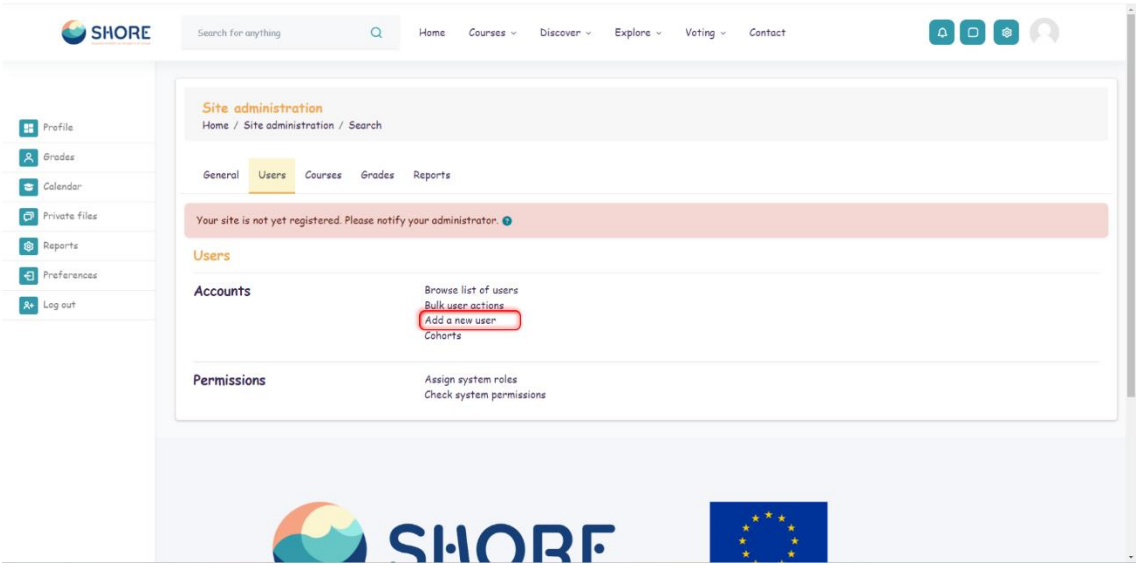

Figure 46 Setting- Users- Accounts- Click on Add a New Users

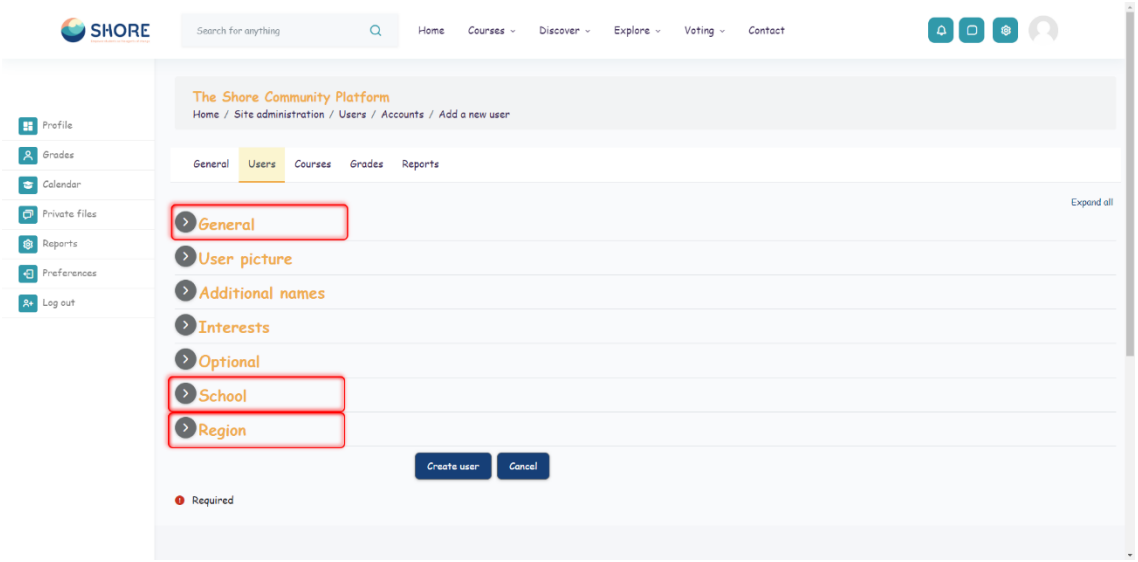

Figure 47 Setting- Users- Accounts- Add New User Screen

- 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 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

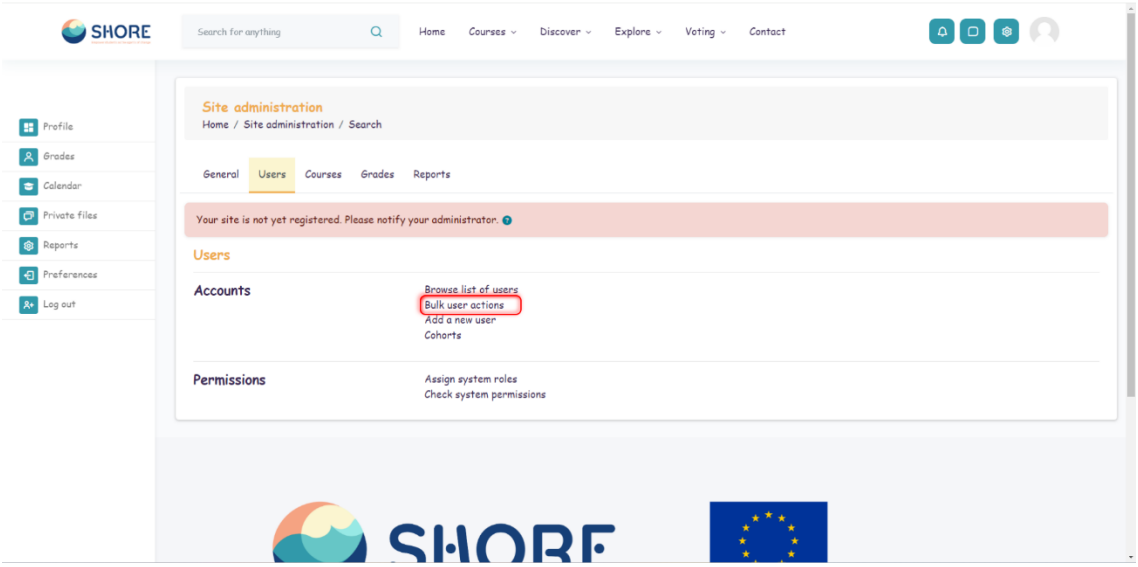

Figure 48 Setting- Users- Accounts- Click the Bulk User Actions

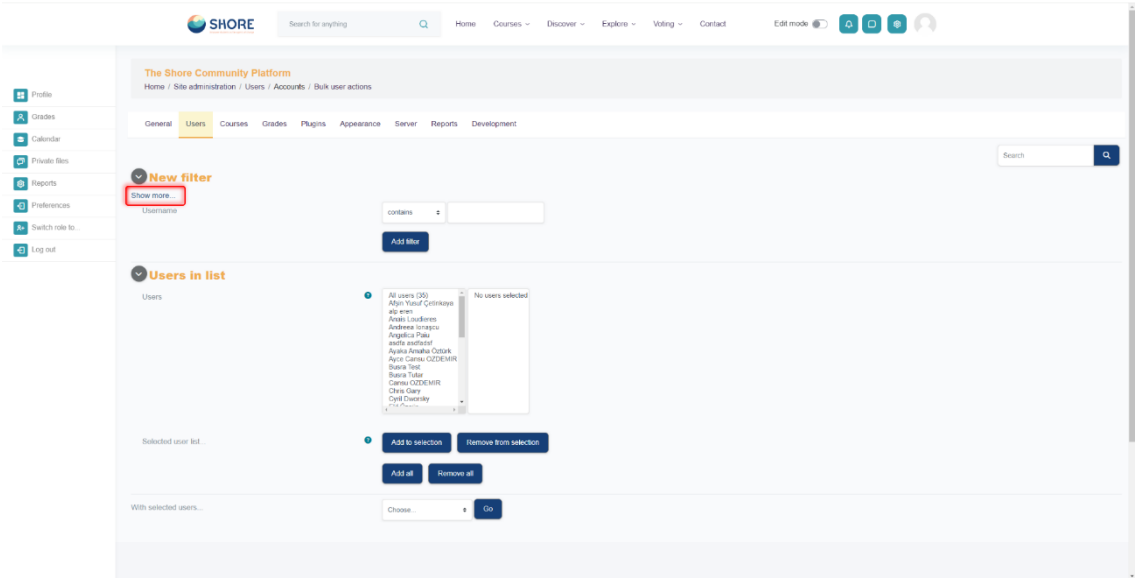

Figure 49 Setting- Users- Accounts- Bulk User Actions Page

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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

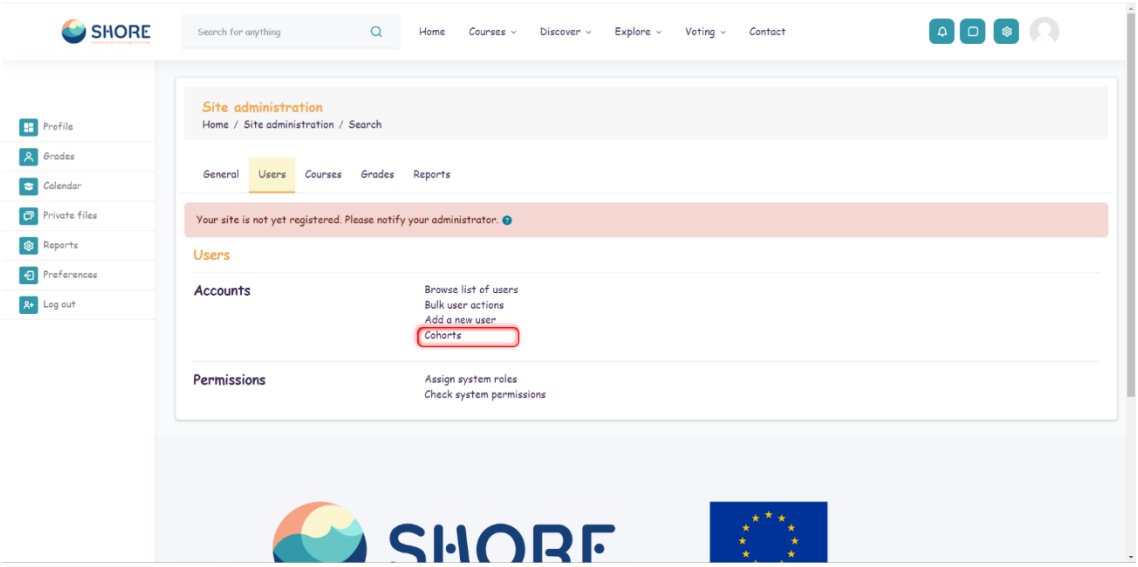

Figure 50 Setting- Users- Accounts- Click the Cohorts

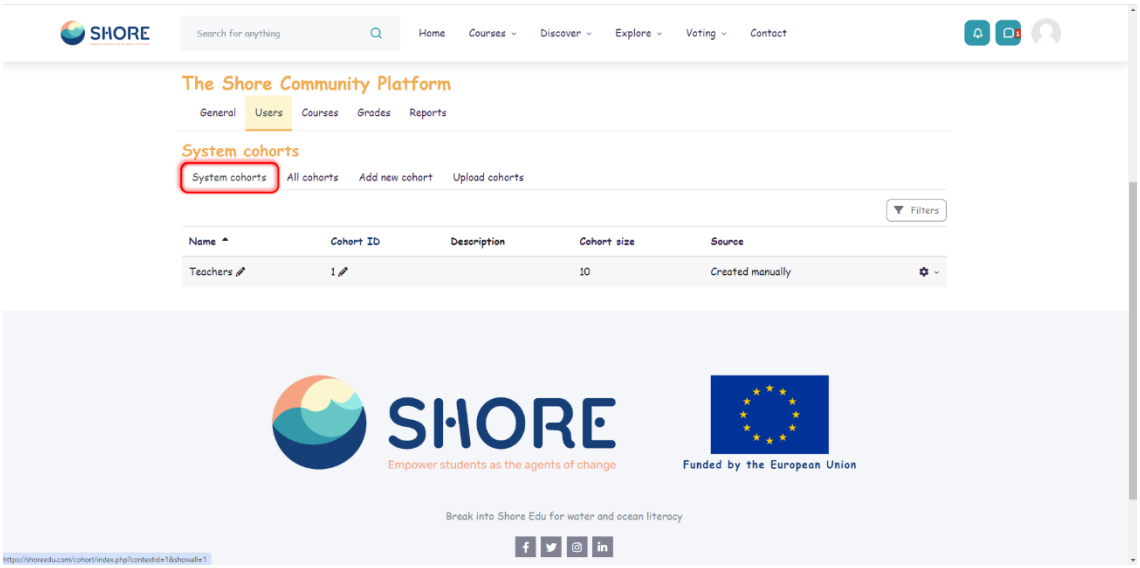

Figure 51 Setting- Users- Accounts- Cohorts- You Can View the System Cohorts, All Cohorts, Add New Cohort and Upload Cohort

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.

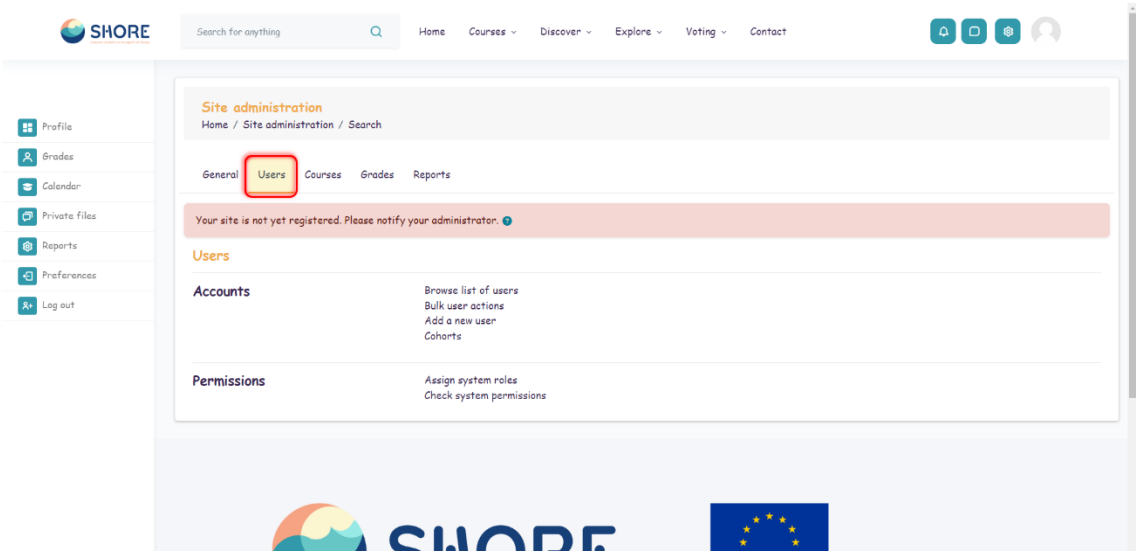

Figure 52 User Section Page

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.

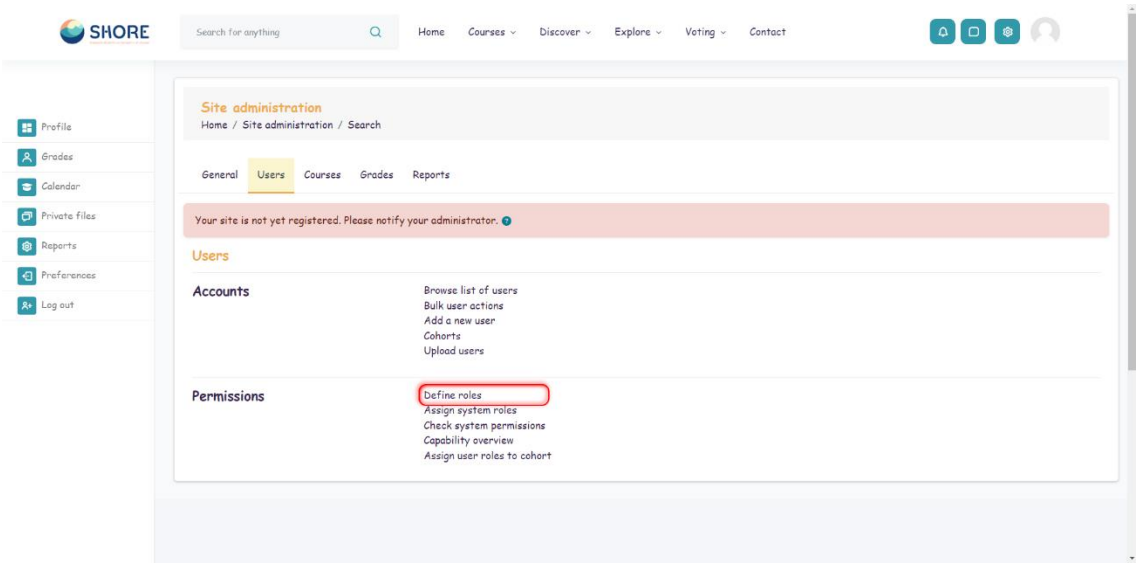

Figure 53 Users- Permission- Click on Define Roles

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.

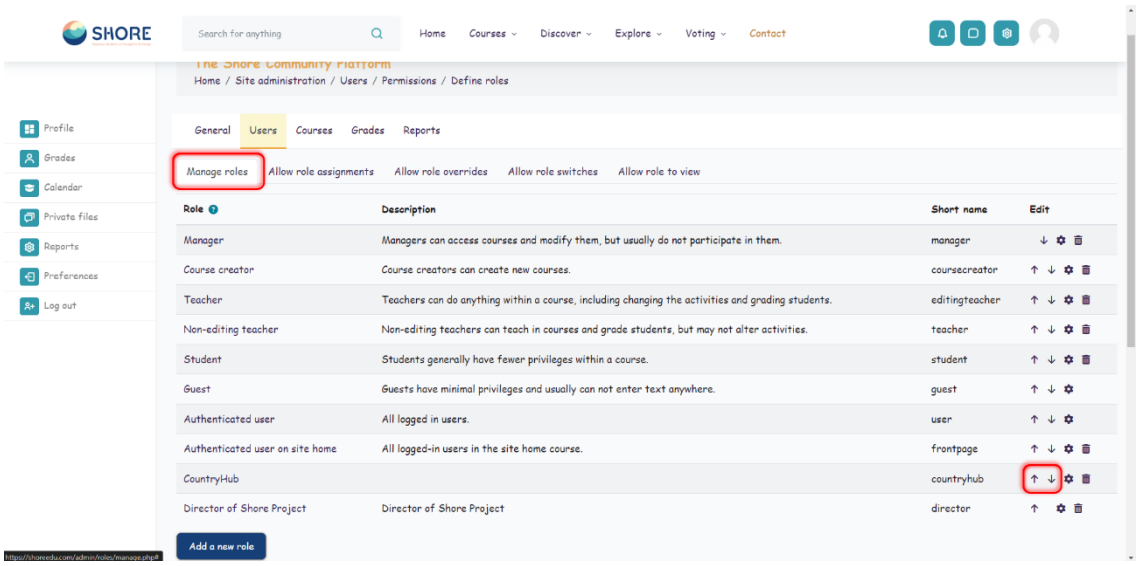

Figure 54 Users- Permissions- Define Roles- Manage Roles List- Roles Change of Location

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.

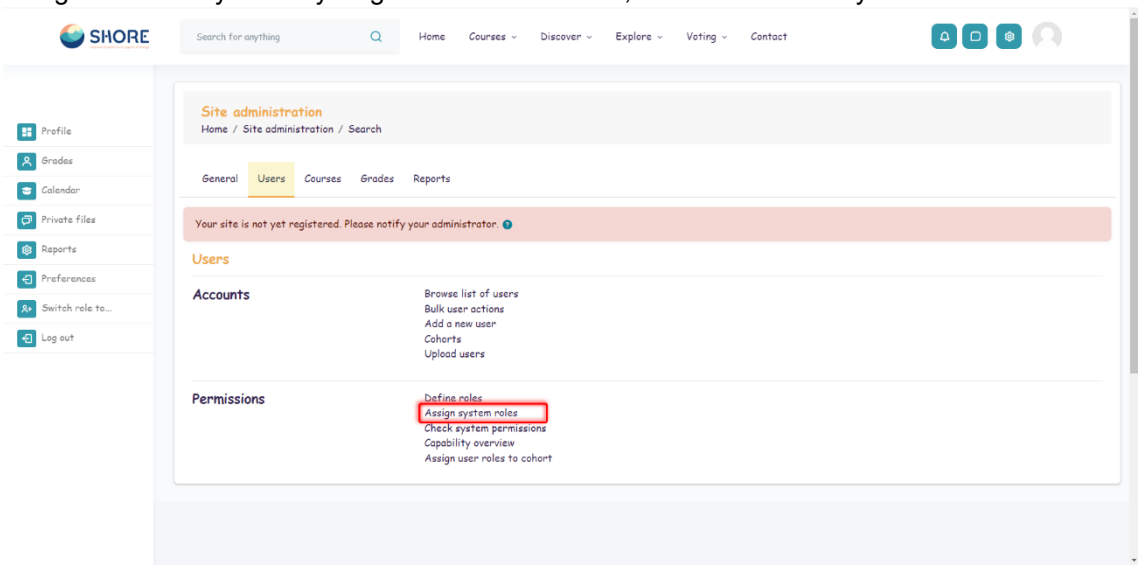

Figure 55 Users- Permissions- Click on Assign system roles

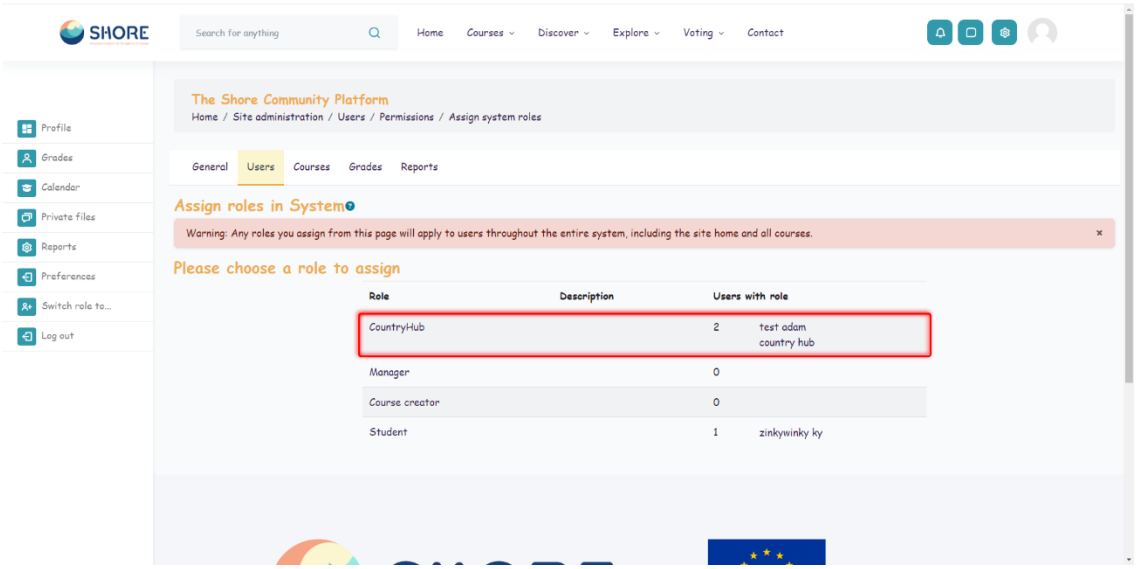

Figure 56 Users- Permissions- Assign System Roles Select Role

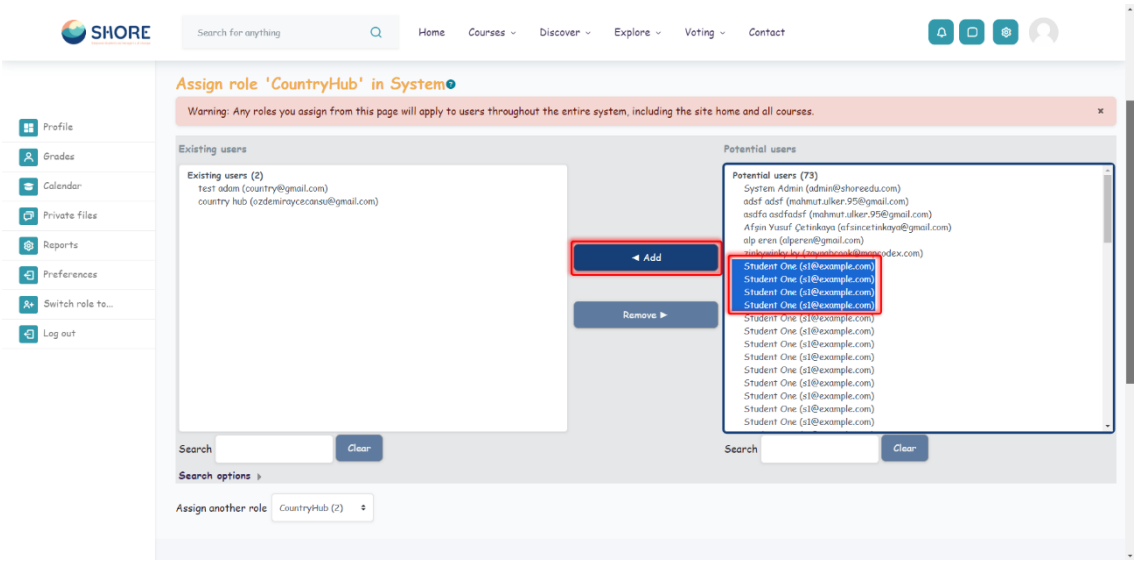

Figure 57 Users- Permissions- Assign System Roles- Role in System- You Can Edit the Users- Click the Add Button to add a user

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.

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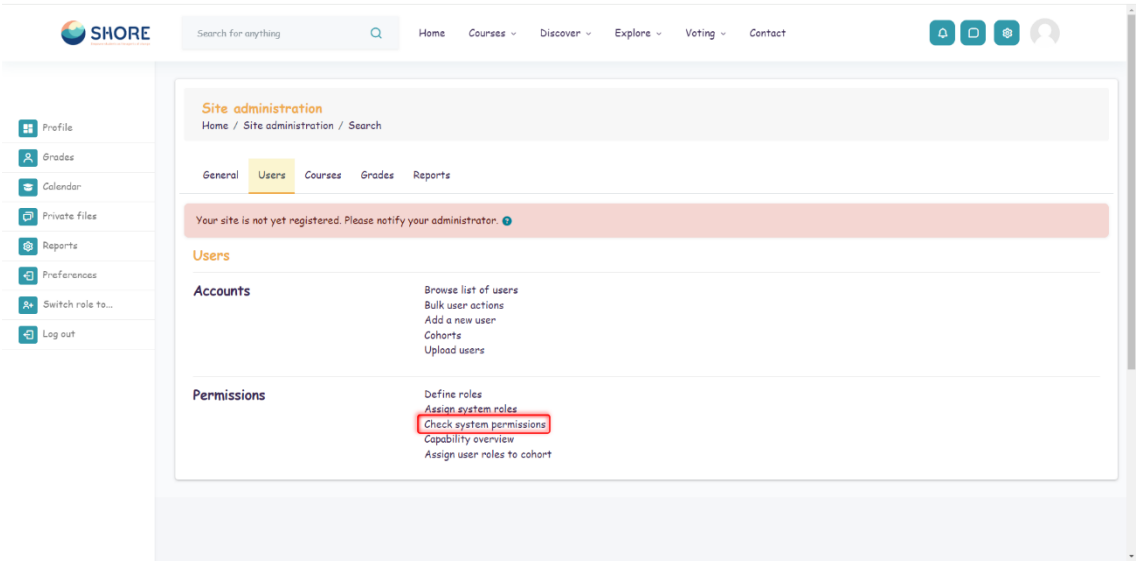

Figure 58 Users- Permissions- Click on Check System Permissions

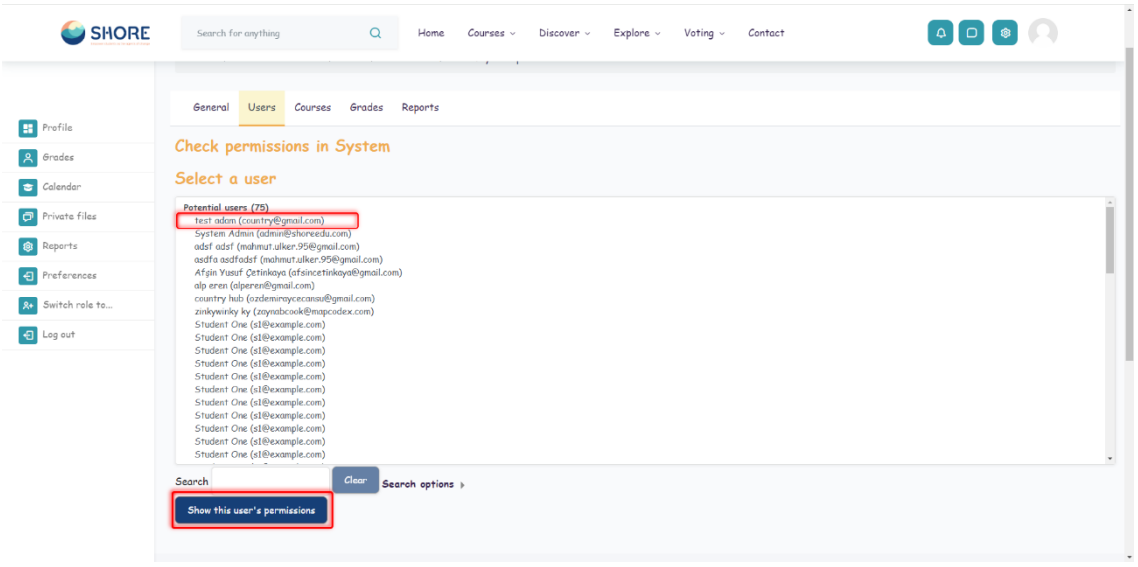

Figure 59 Users- Permissions- Check System Permissions- Choose a User and Click on Show this User's Permissions

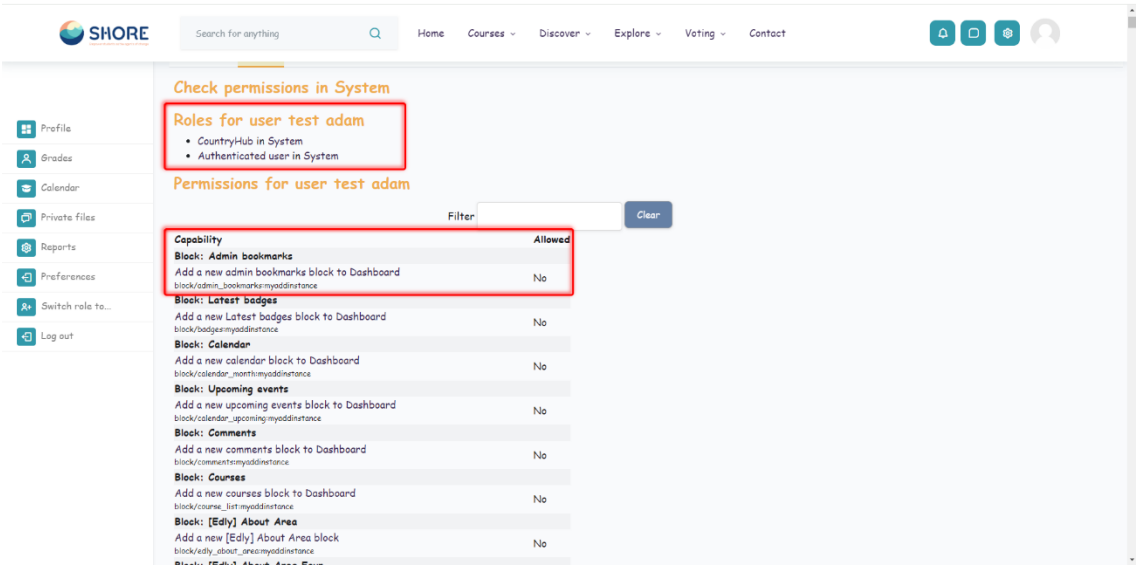

Figure 60 Users- Permissions- Check System Permissions- Check Permissions in System

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.

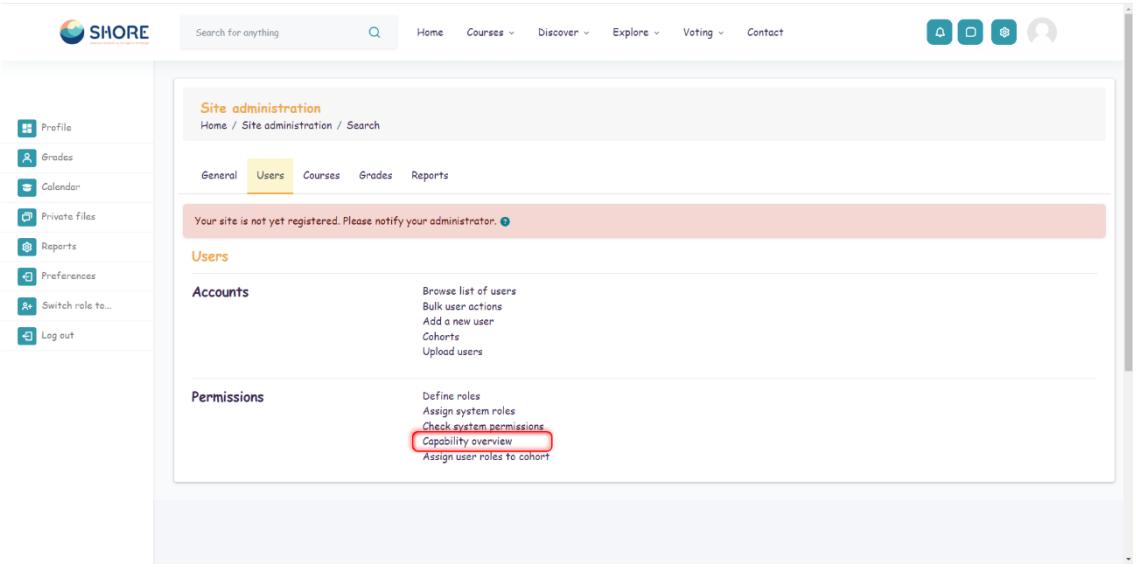

Figure 61 Users- Permissions- Check System Permissions- Capability Overview

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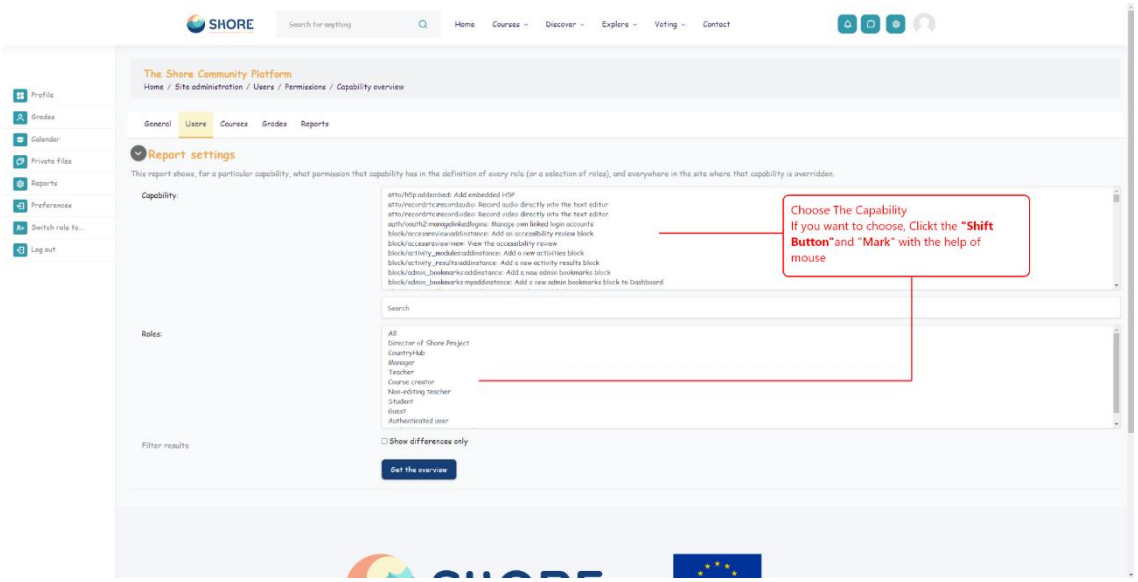

Figure 62 Users- Permissions- Check System Permissions- Capability Overview- Select Capability or Roles

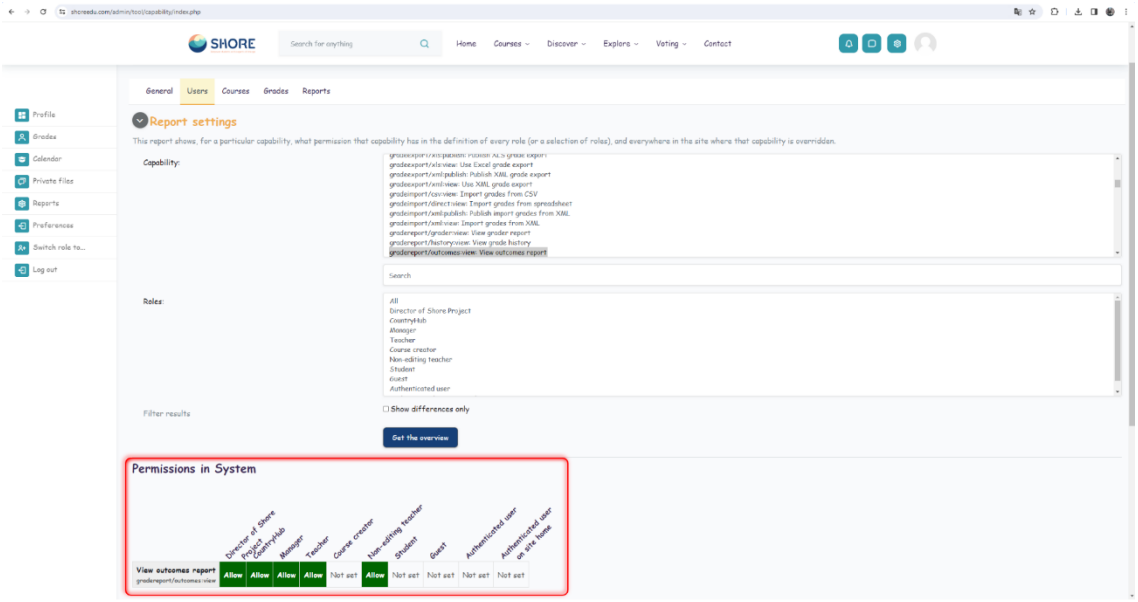

Figure 63 Users- Permissions- Check System Permissions- Capability Overview- Select Capability and View Permission in System

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.

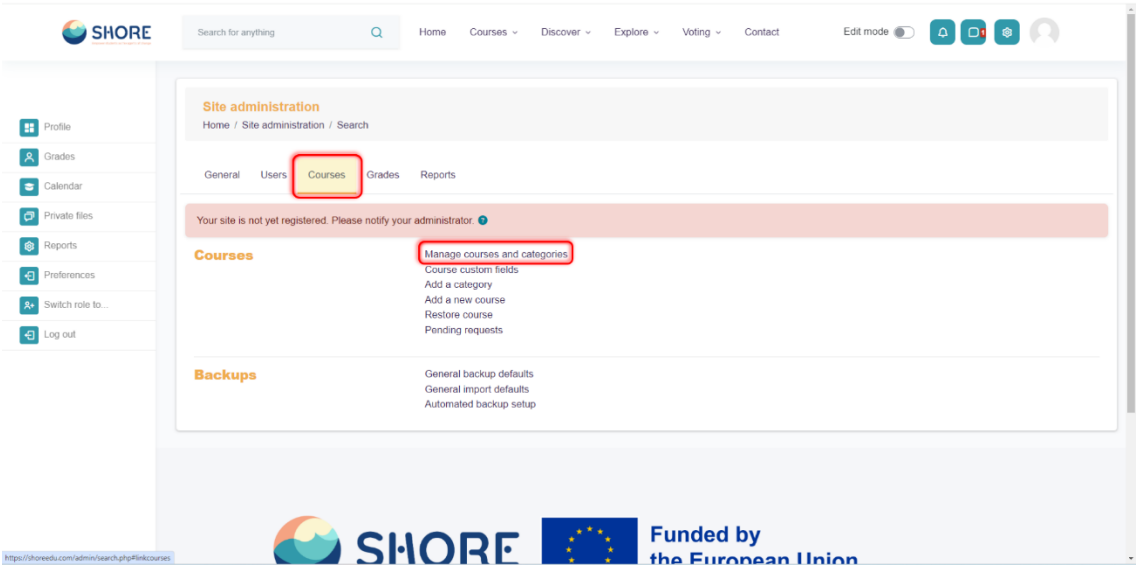

Figure 64 Setting- Courses- Click on Manage Courses and Categories

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.'

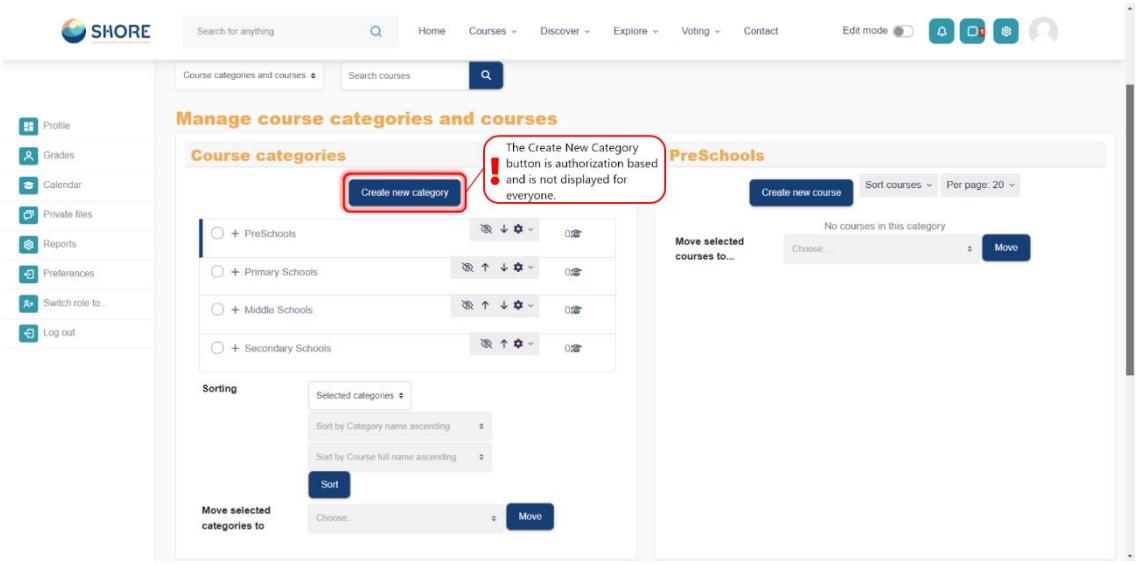

Figure 65 Setting- Courses- Manage Courses and Categories- Click on Create New Category

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'

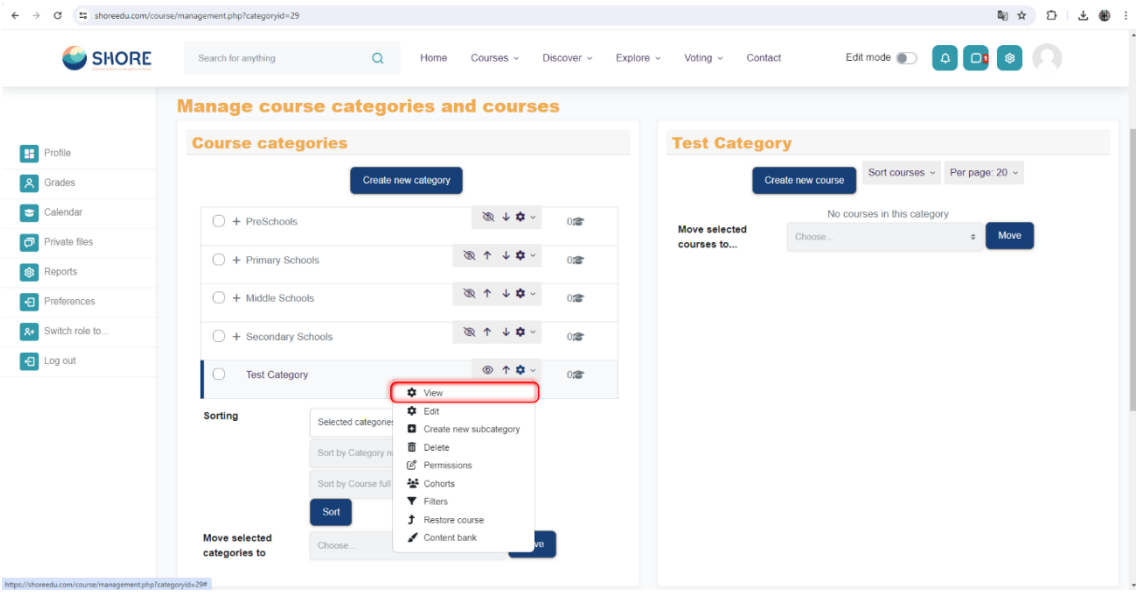

Figure 66 Setting- Courses- New Category Setting

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".

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- 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.'

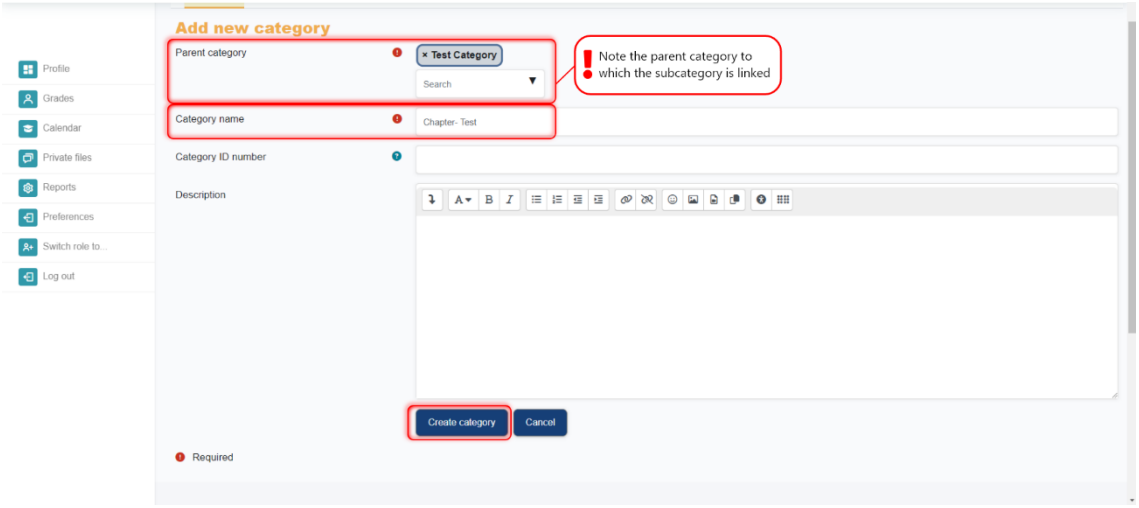

Figure 67 Setting- Courses- New Category Setting- Add a New Category and Click the Create Category

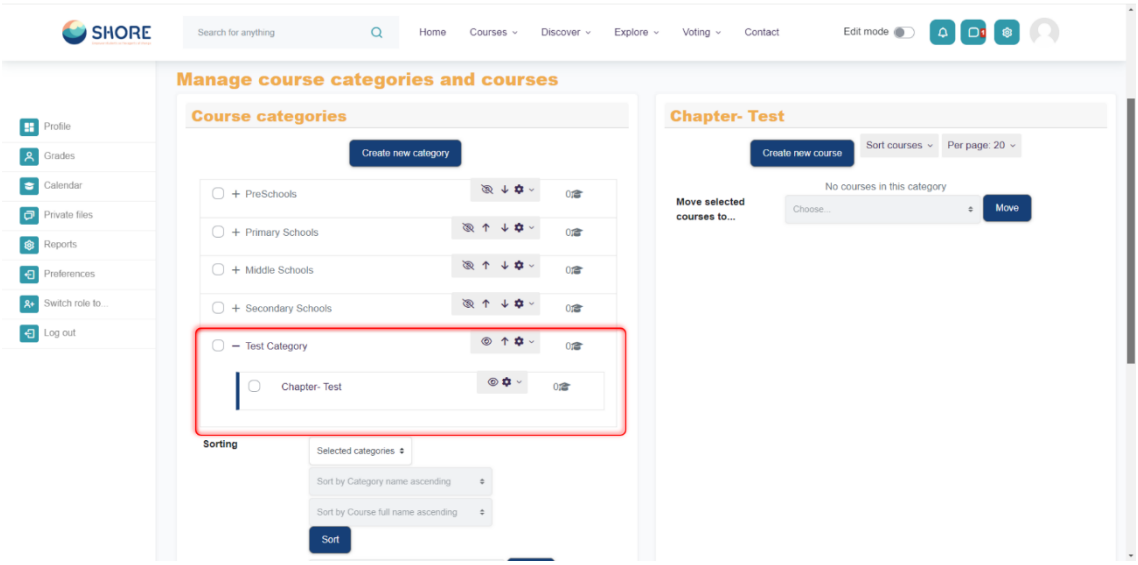

Figure 68 Setting- Courses- New Category Setting- Check the New Subcategory

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.

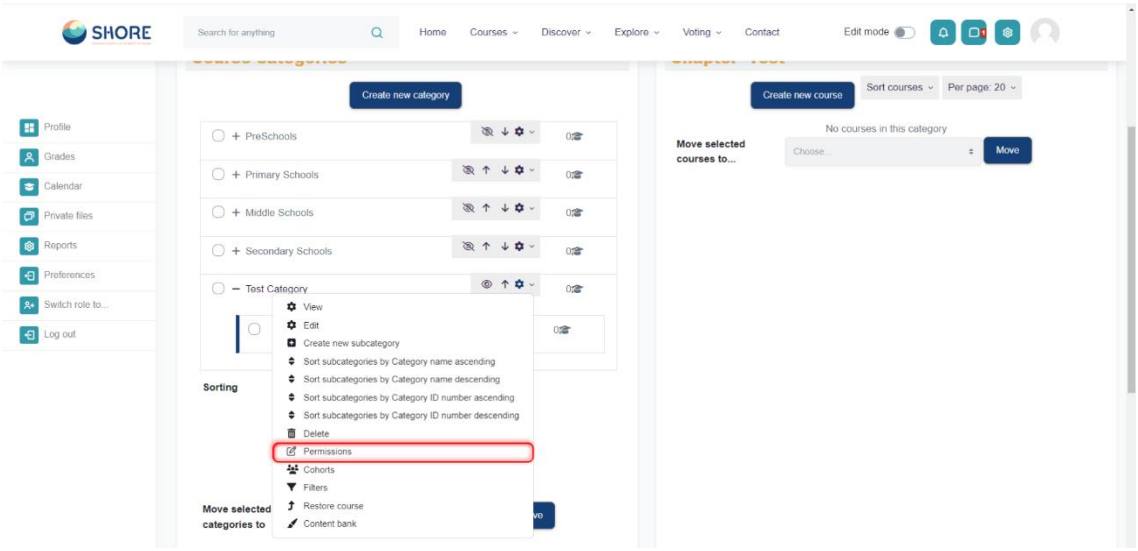

Figure 69 Setting Courses- New Category Setting- Click the Permissions and Set Category-Specific Permissions

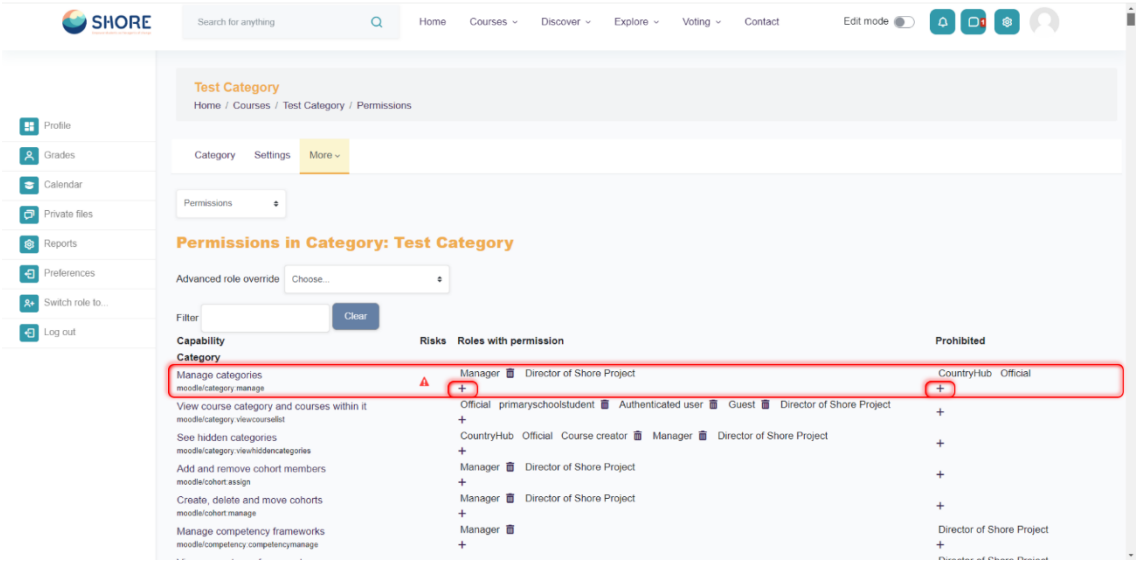

Figure 70 Setting- Courses- New Category Setting- Permissions- You Can Permission or Prohibited Roles in This Section- Click on Plus Button

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.

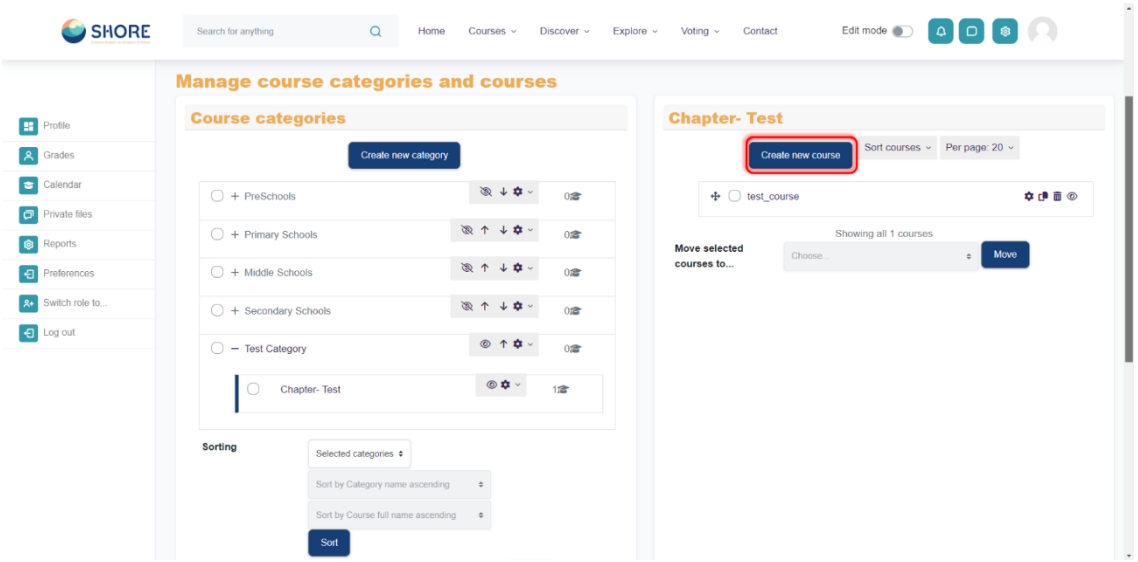

Figure 71 Setting- Courses- Add a Course to a New Category- Check the Subcategory and Click on Create New Course

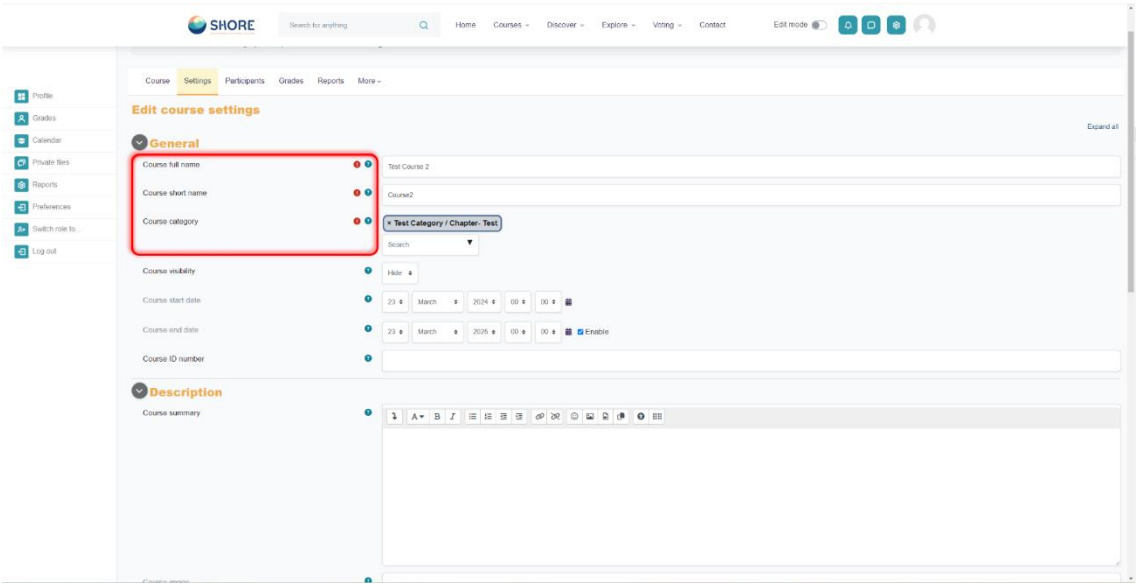

Figure 72 Setting- Courses- Add a Course to a New Category- Required Information Entries are Made and Other Preferences can be Set Optionally

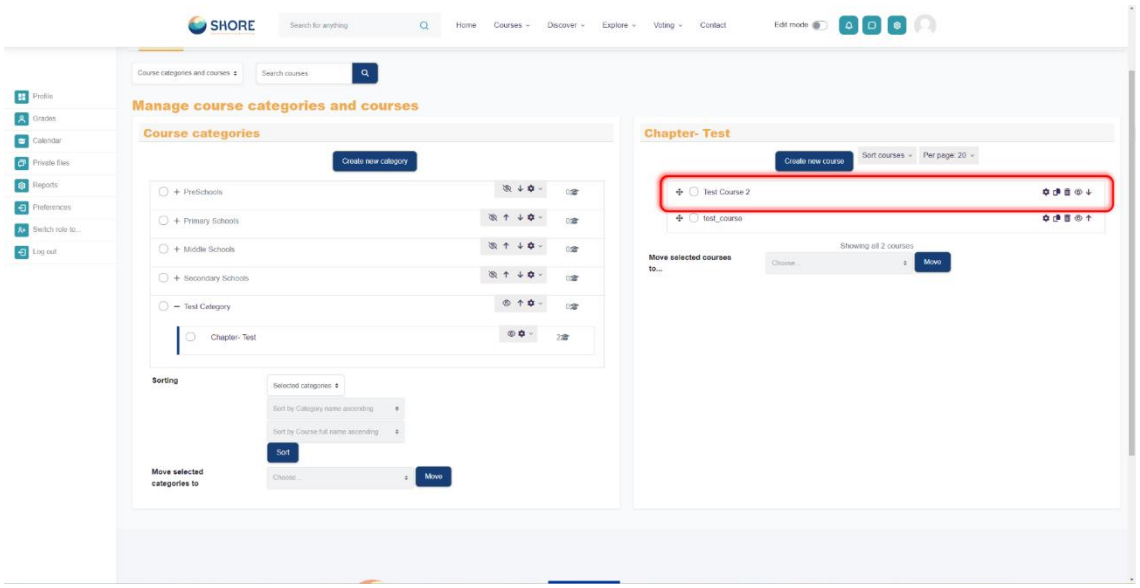

Figure 73 Setting Courses- View the Added Courses in the Right Menu and Click the New Course

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:
  Choose an item and double click to add it.

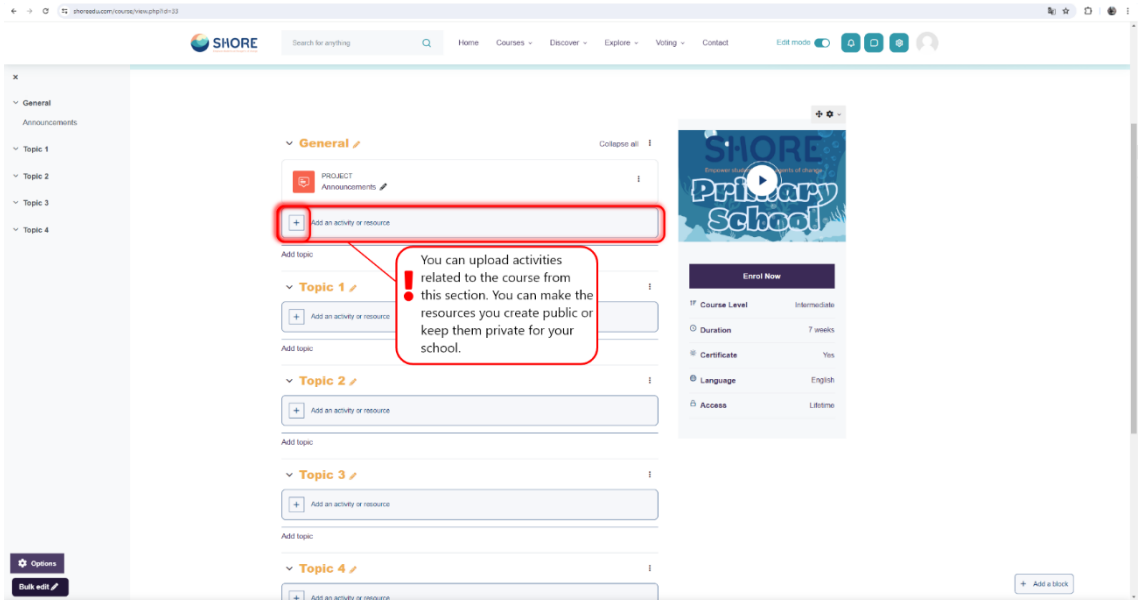

Figure 74 Edit the Course Activity- Add an Activity or Resource

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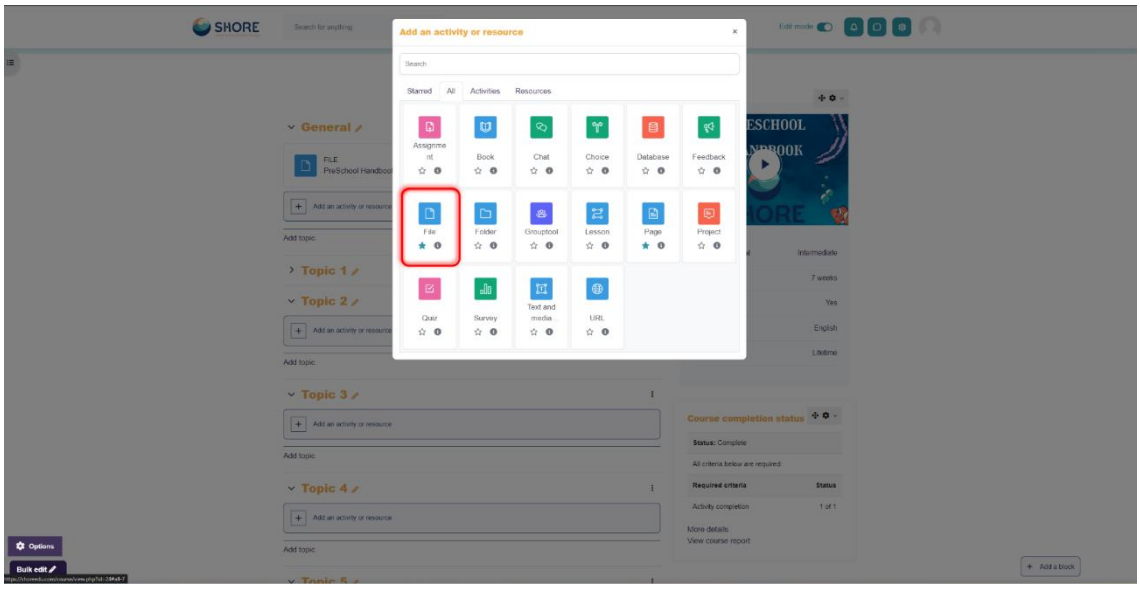

Figure 75 Edit the Course Activity- Choose the File Type to Upload

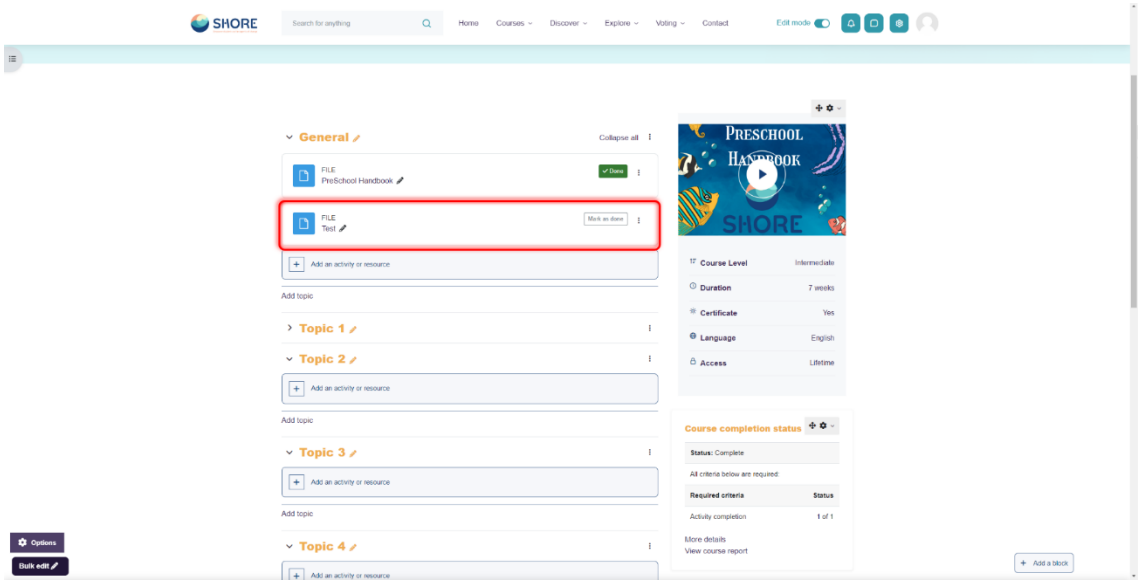

Figure 76 Edit the Course Activity- View the Generated File on the Course Screen

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:

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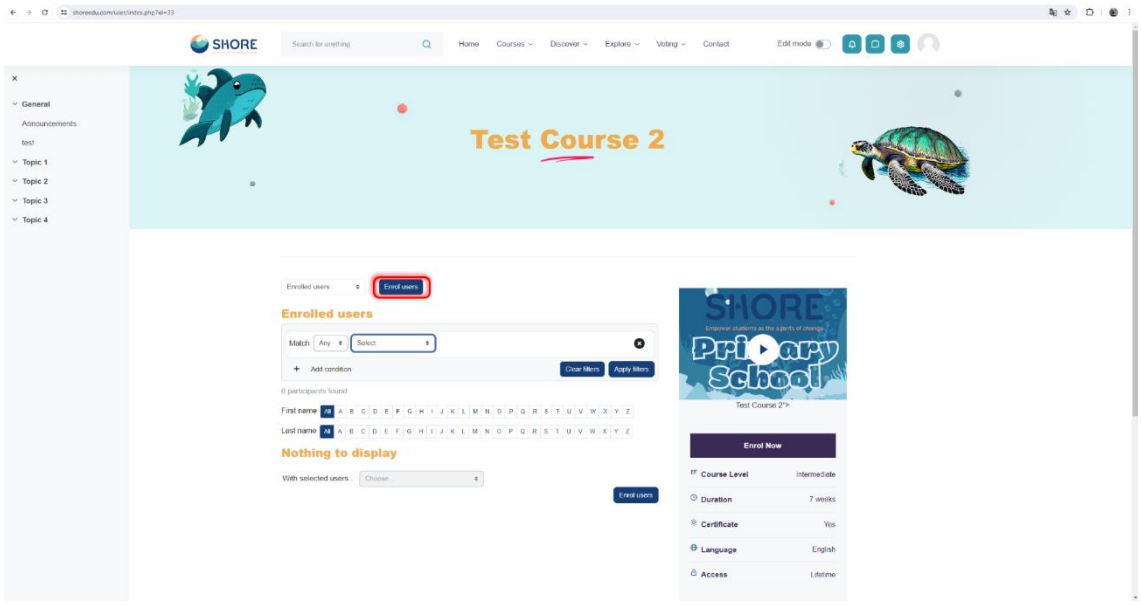

Figure 78 Adding Participants to a Course- Click on Enrol Users

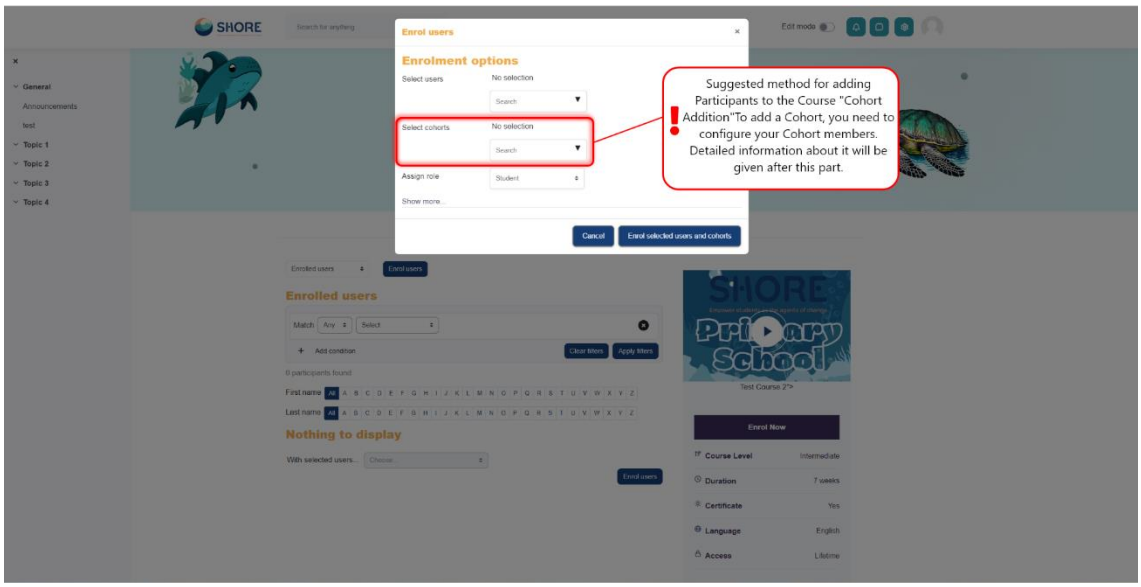

Figure 79 Adding Participants to a Course- Select Cohorts

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.

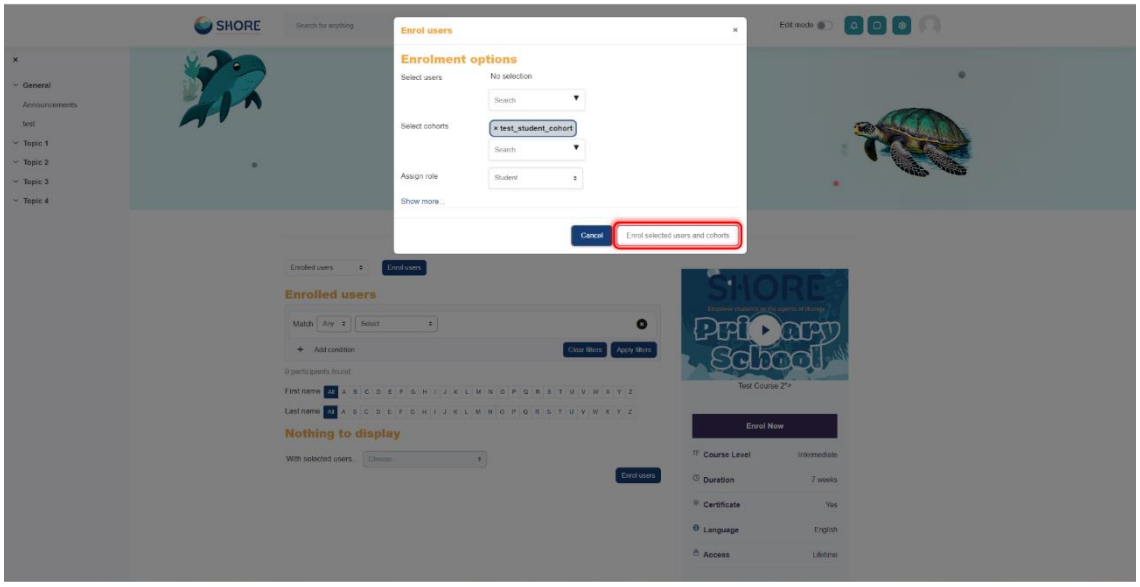

Figure 80 Adding Participants to a Course-Show the Selected Cohort and Click on the Enroll Selected Users and Cohort Button

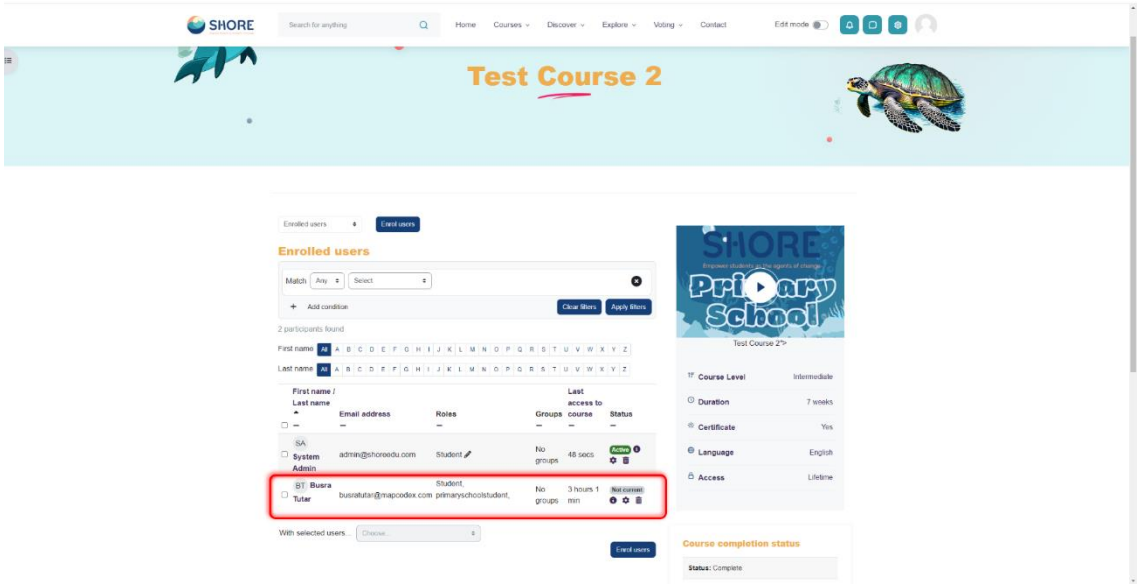

Figure 81 Adding Participants to a Course-Show the Participants

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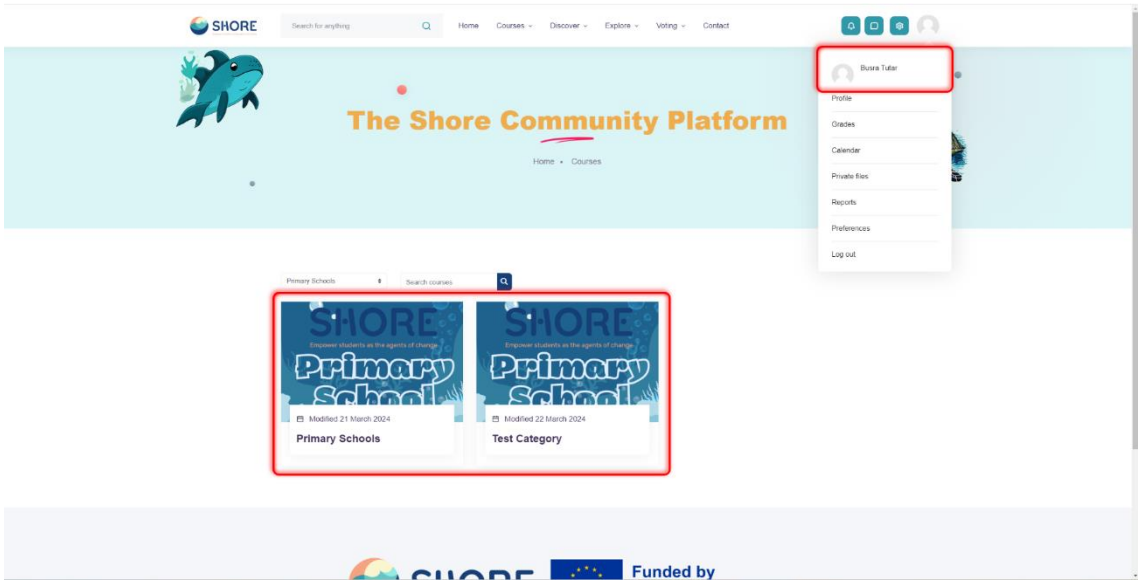

Figure 82 Lessons Viewed by the Test User Added Through the Cohort

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

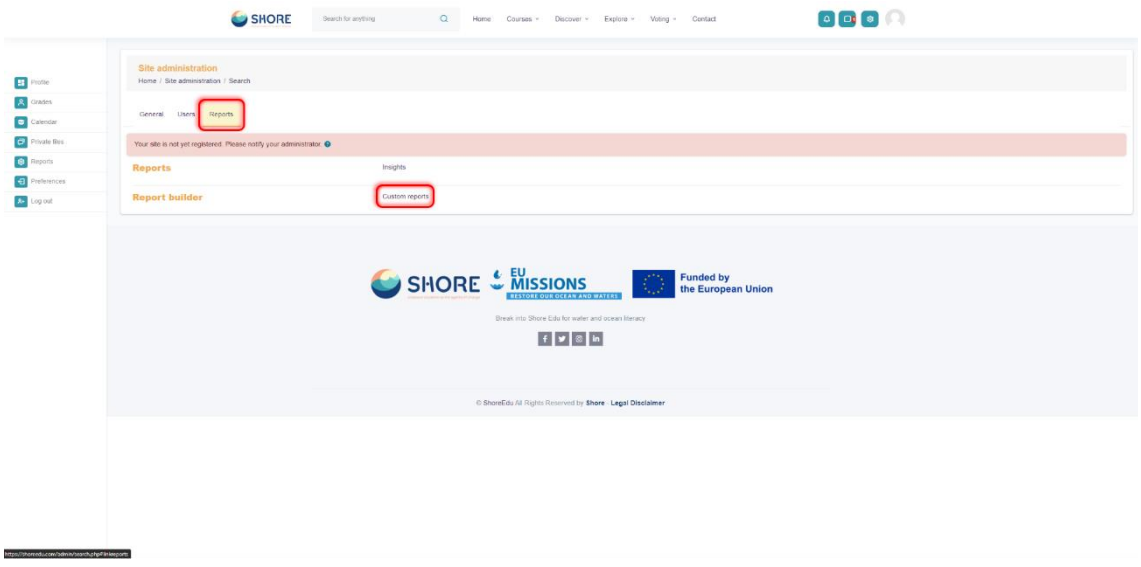

Figure 83 Site Administration- Reports- Click on Custom reports

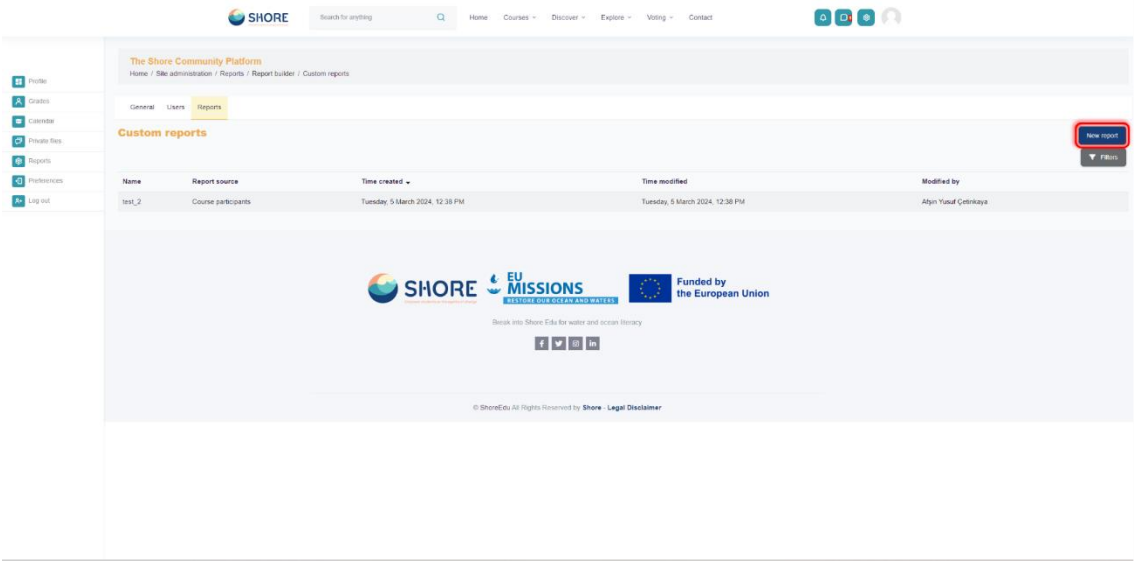

Figure 84 Reports- Custom Report- Click on New report

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.

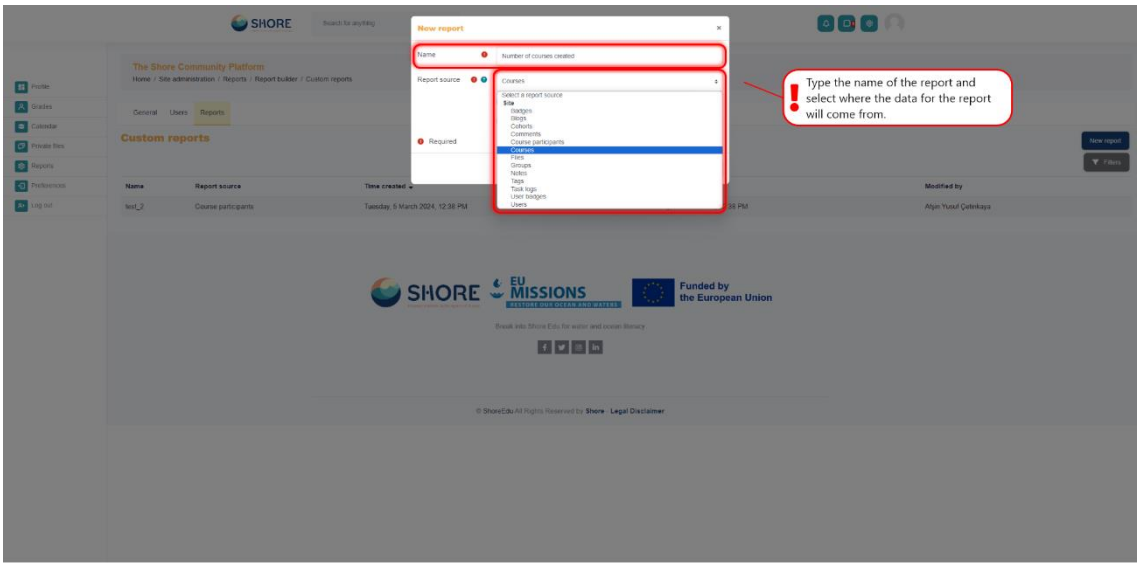

Figure 85 Reporting- Number of courses created report- New report, Give it a Name and Select Your Source- Click on Courses

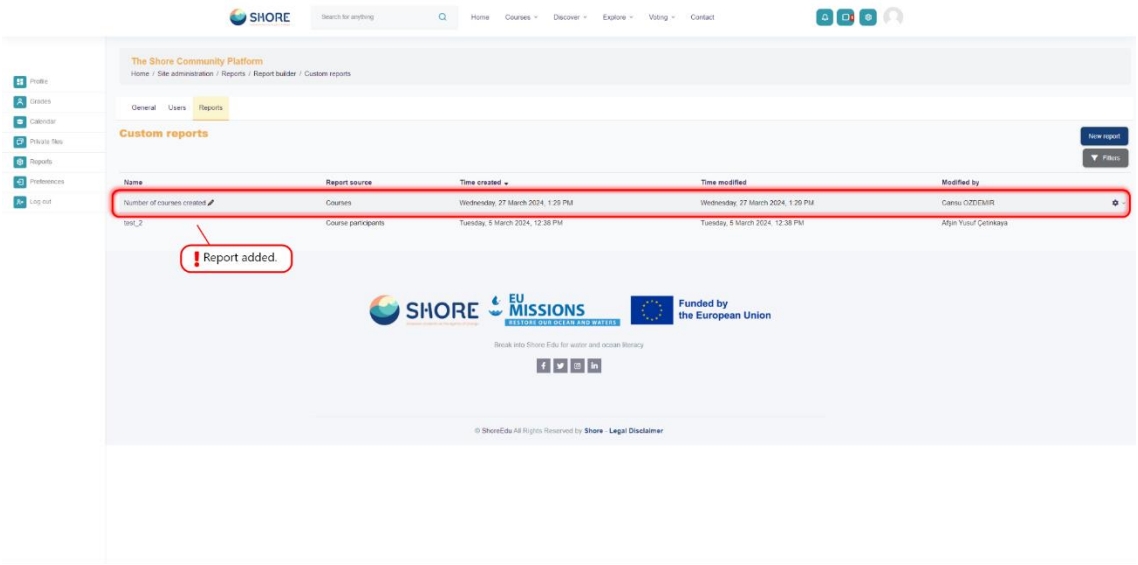

Figure 86 Reporting- Number of courses created report- New report- Click Save and View the Created Report and Click on Report Pencil Icon

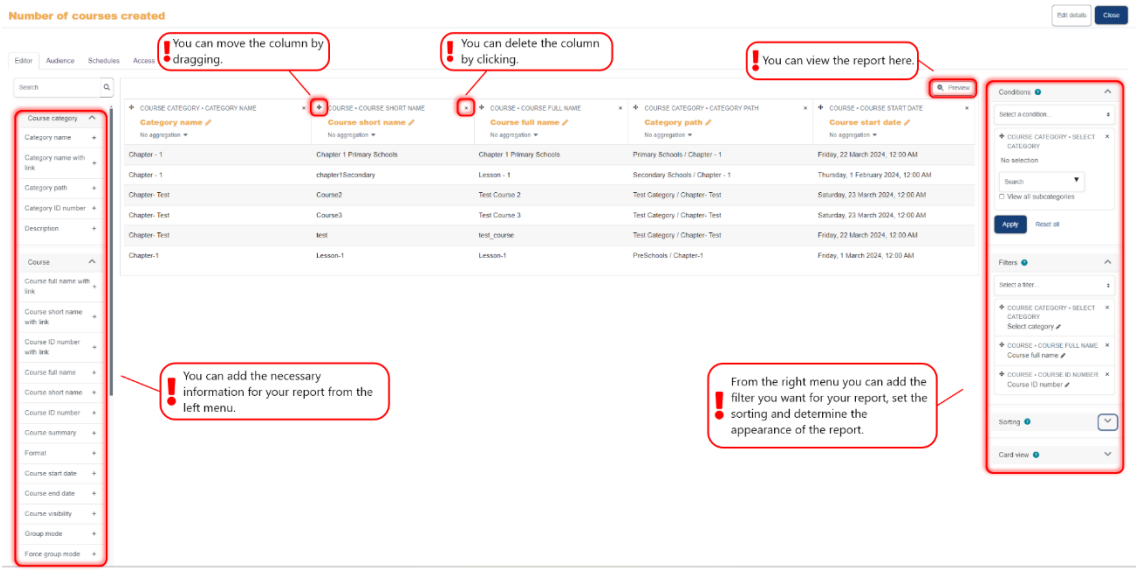

Figure 87 Reporting- Number of courses created report- New report- You can Remove any columns you don't want and add columns which you do want and You can Change the Options for Conditions, Filters, Sorting and Card view as required.

Annex section

Annex 1: User Guide

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SHORE

Empower students as the agents of change

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SHORE

Empower students as the agents of change

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.

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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.

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- **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.

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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.

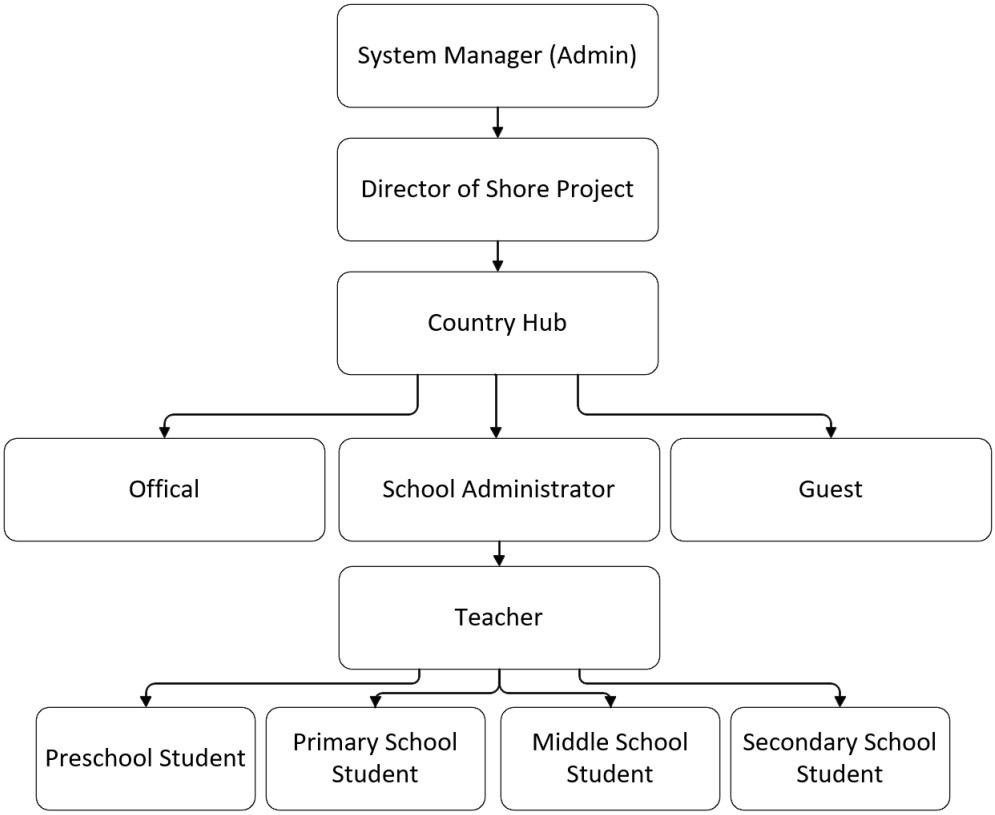

Figure 1 11 User Role Schemes Defined in the Platform

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1.2.System Login Procedures

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

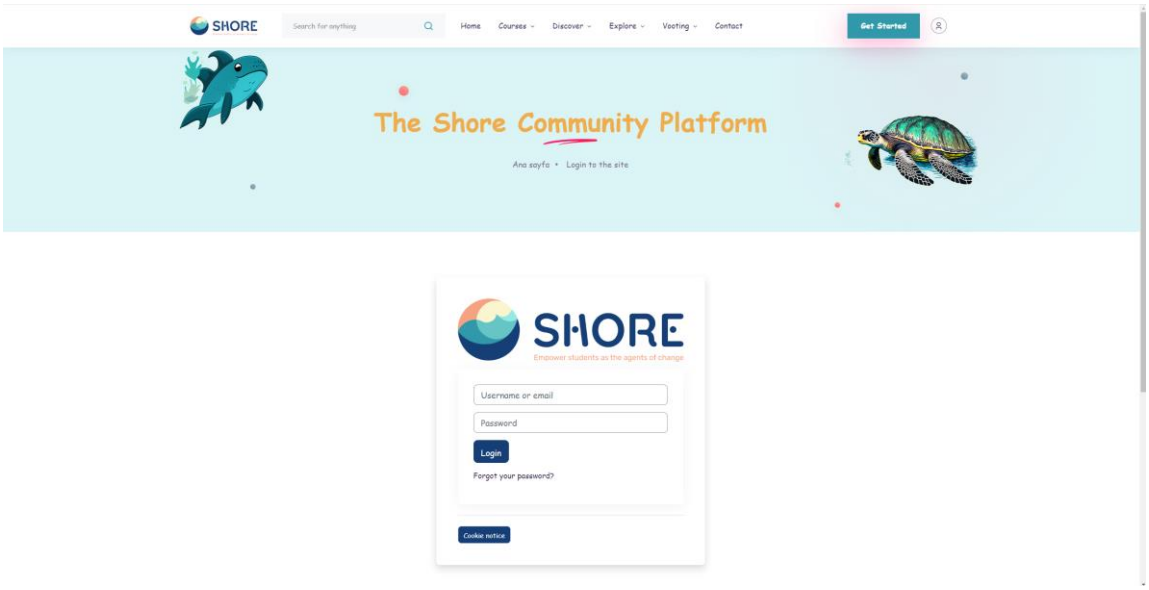

Figure 2 Login Screen

- **Username:** exp. Admin

  Password: <Your Password

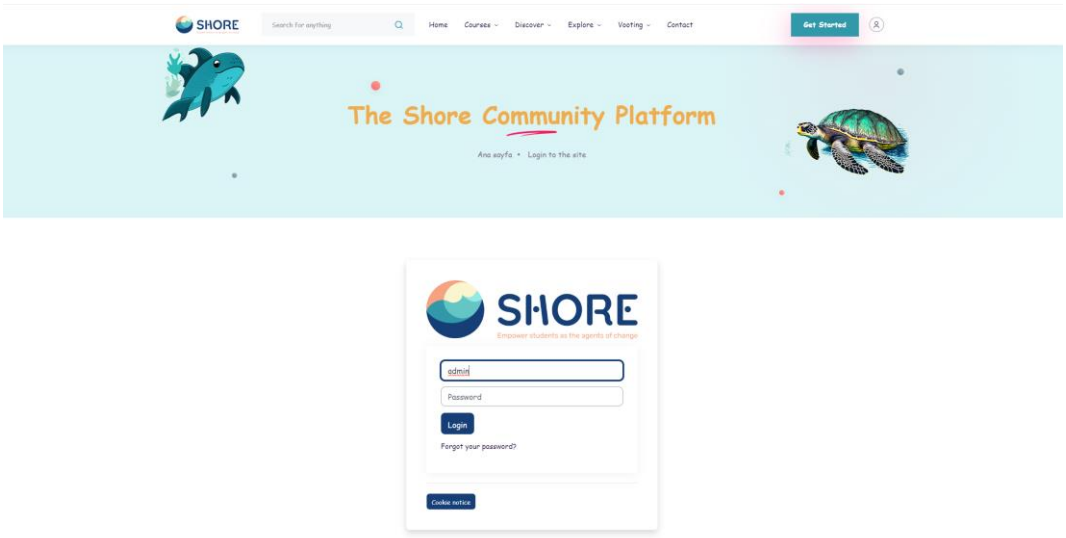

Figure 3 Login Screen- Fill in the Username and Password

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

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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

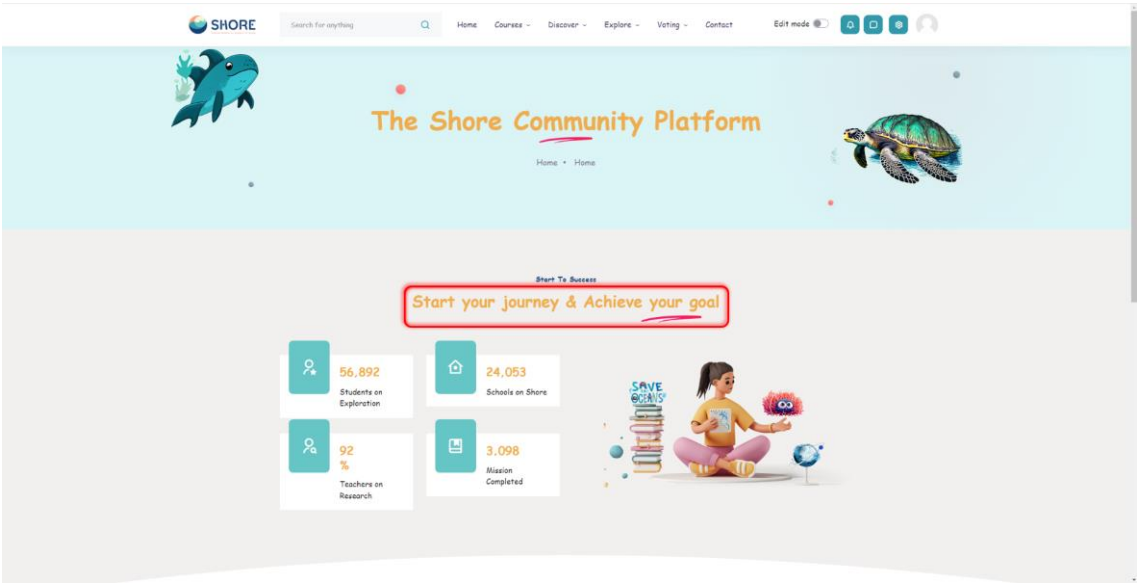

Figure 4 The Community Platform- Home Page- View Achieve Our Goal

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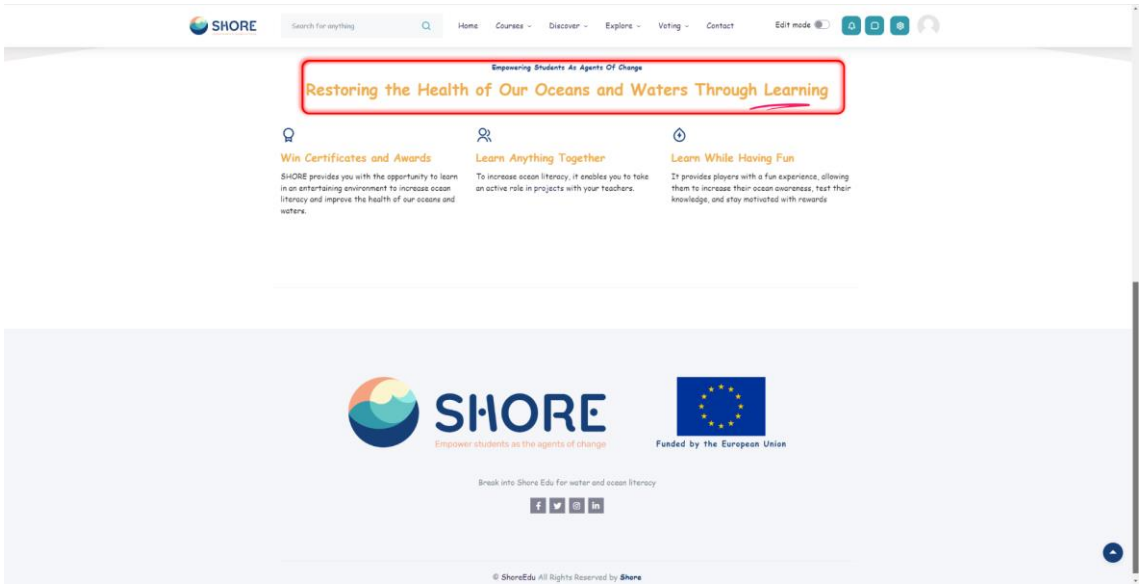

Figure 5 The Community Platform- Home Page- View Platform Provide for You

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.

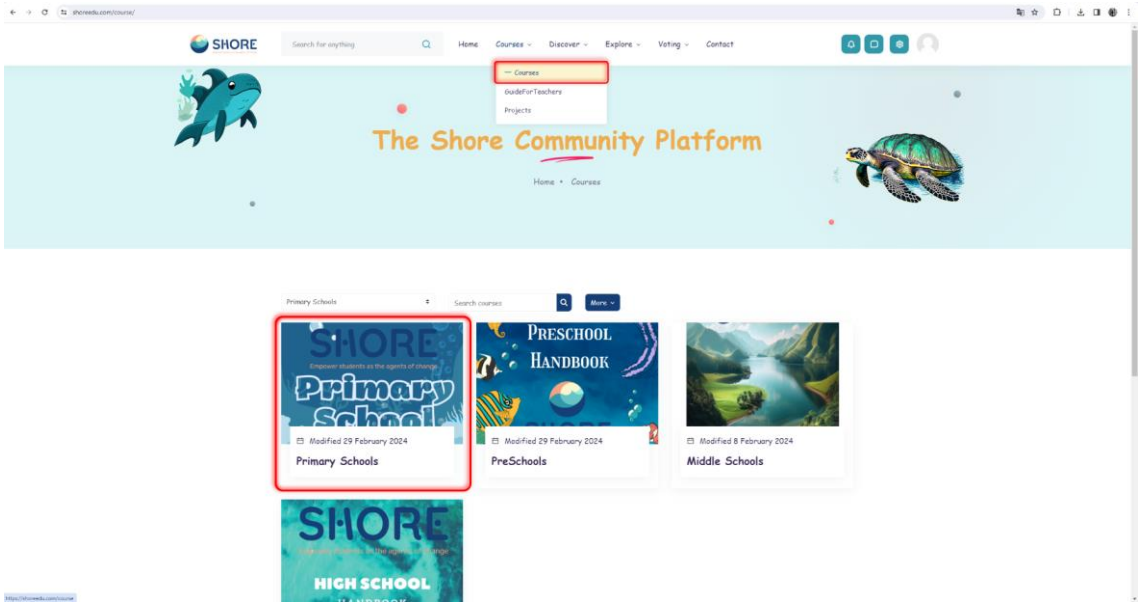

Figure 6 The Community Platform- Courses Page- You Can Show Category

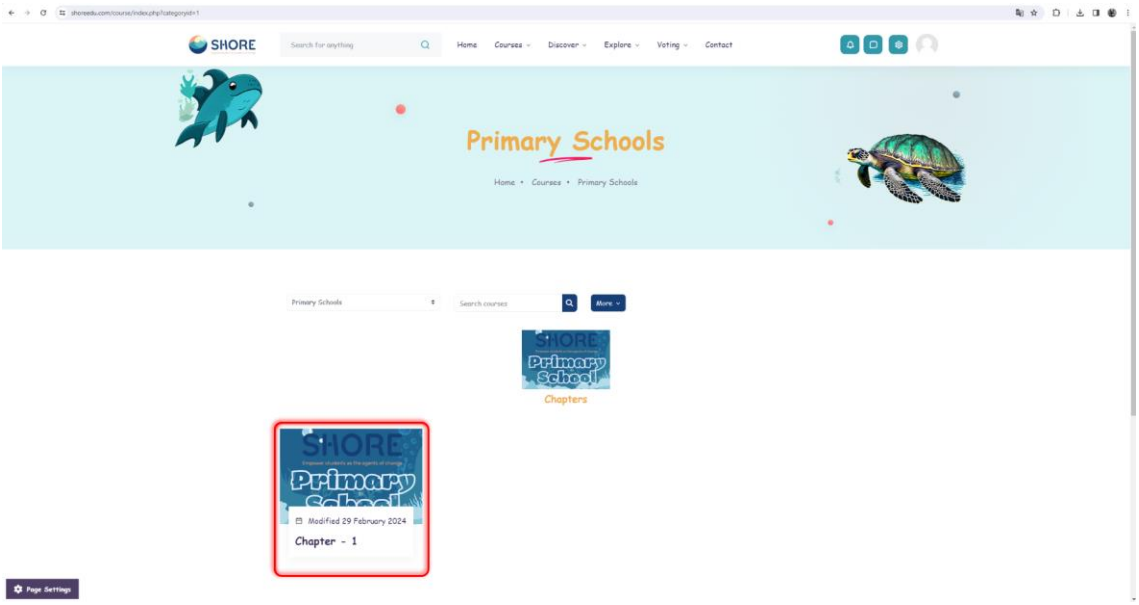

Figure 7 The Community Platform- Courses Page- You Can Show SubCategory

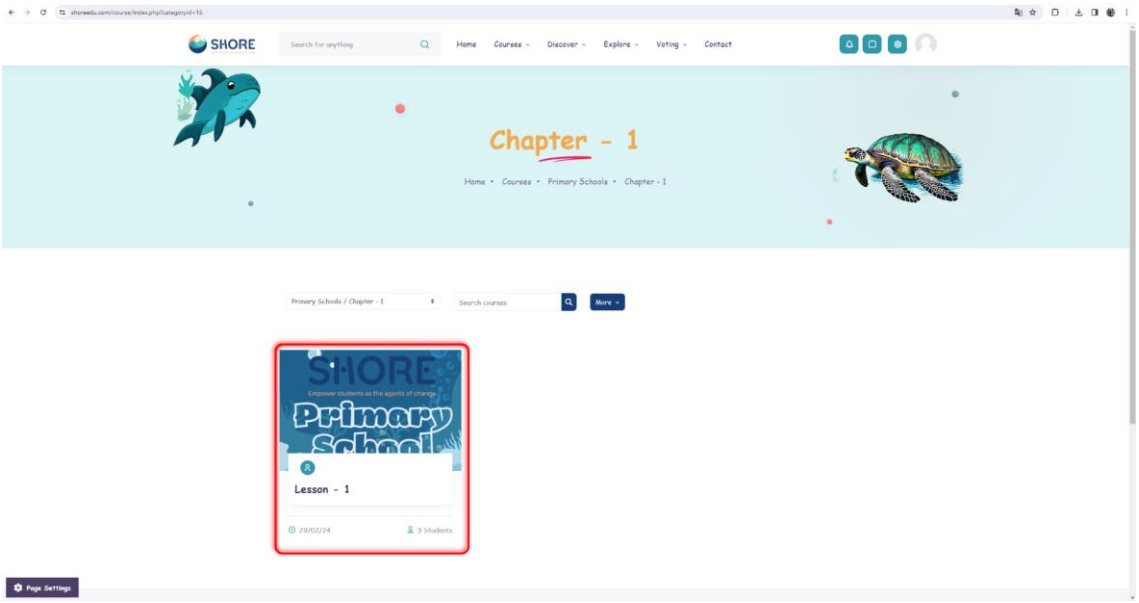

Figure 8 The Community Platform- Courses Page- You Can Show Courses

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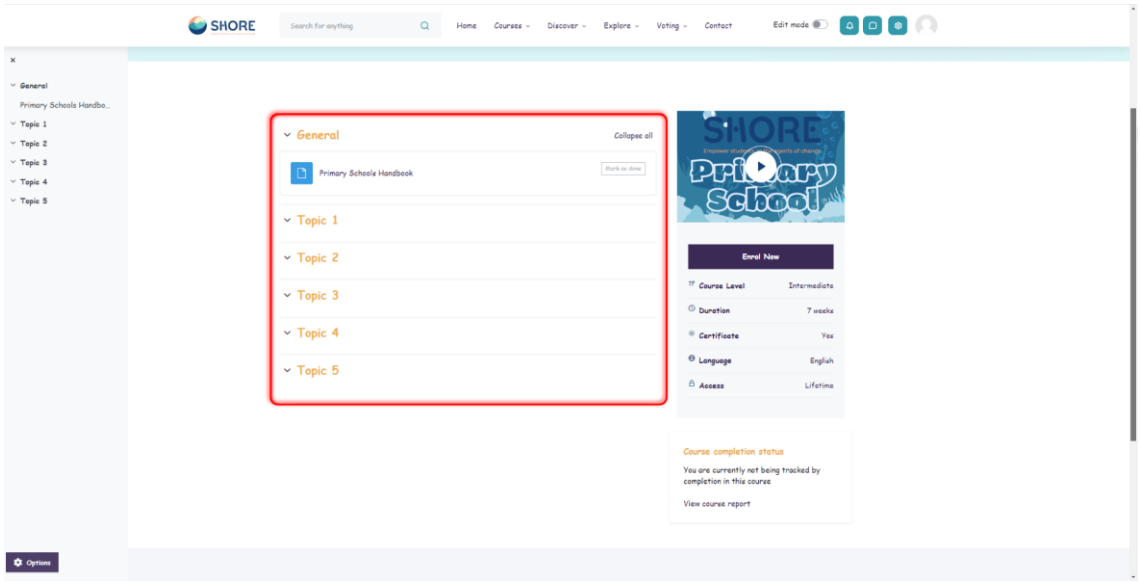

Figure 9 The Community Platform- Courses Page- You Can Show Courses Detail

1.3.3. Courses- Guide for Teachers

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

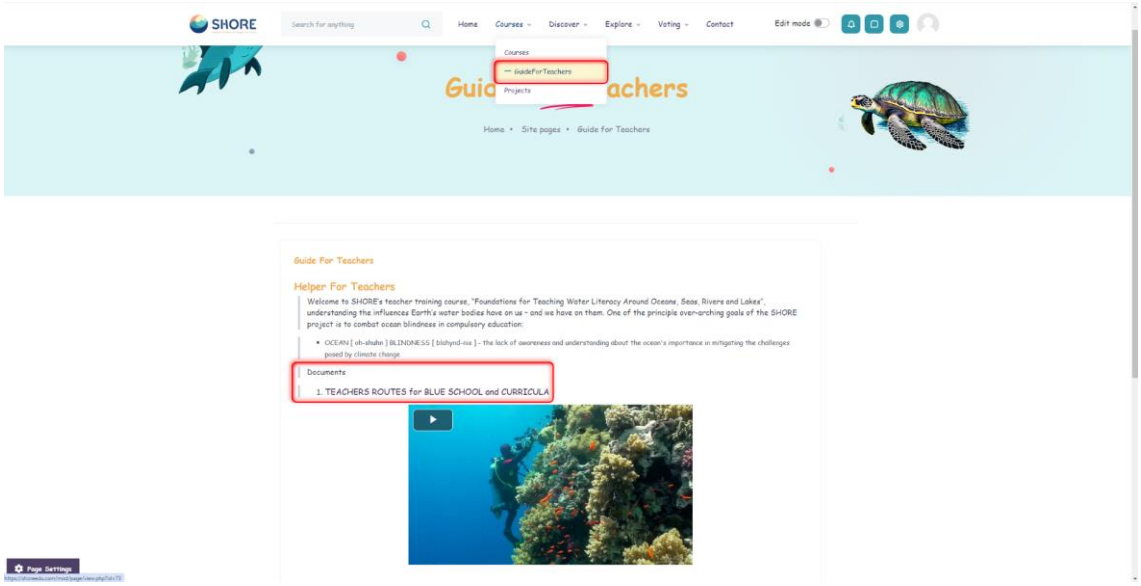

Figure 10 The Community Platform- Guide For Teachers Page- You Can Show Guide Detail

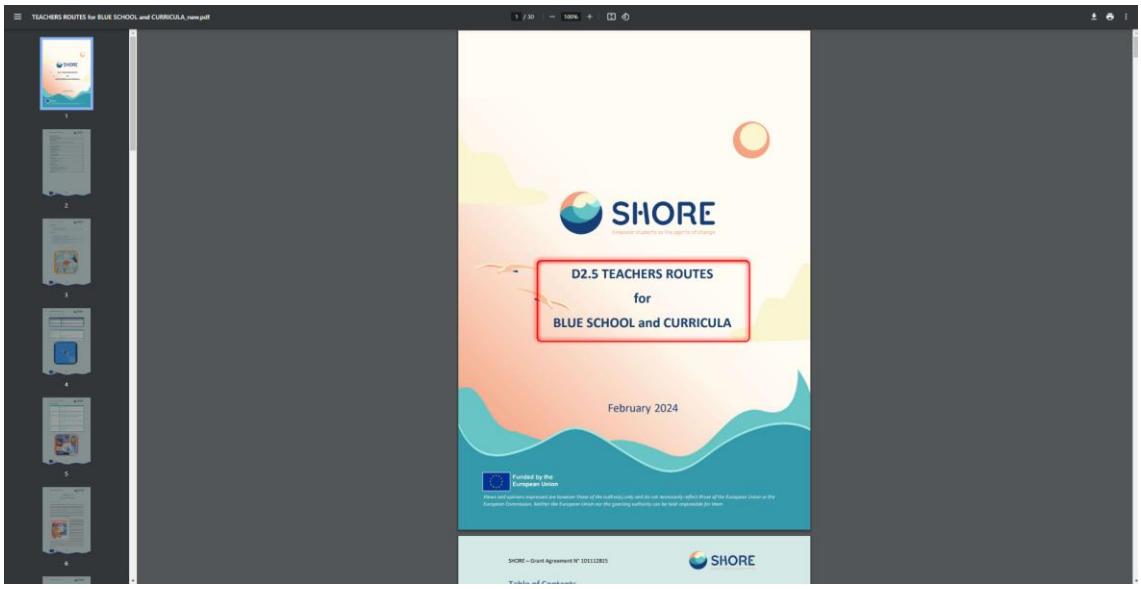

Figure 11 The Community Platform- Guide For Teachers Page- You Can Show Teachers Routes Detail

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.

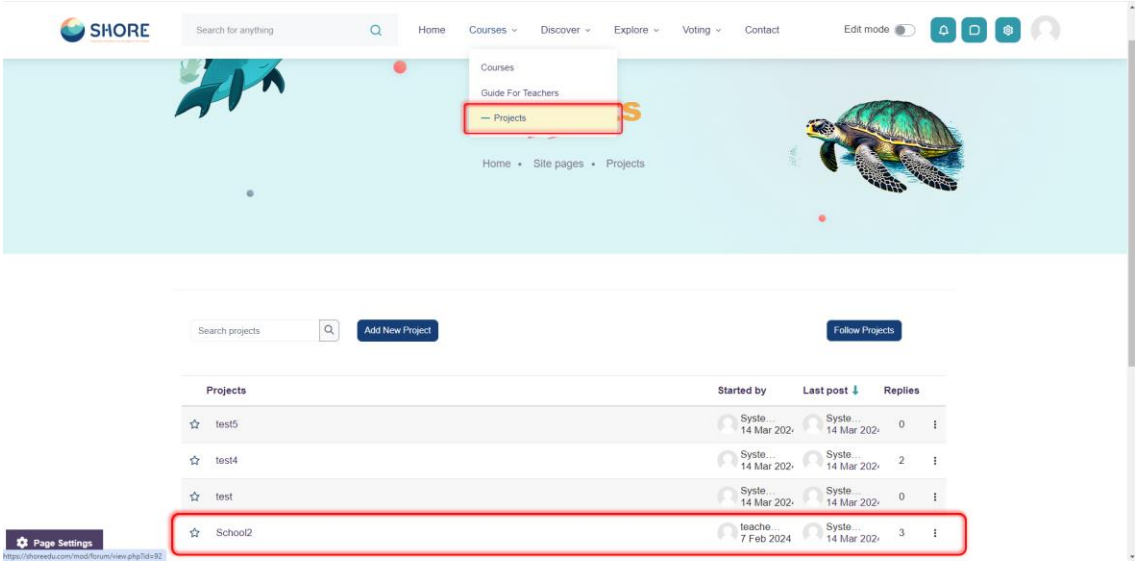

Figure 12 The Community Platform- Projects Page- You Can Show the Projects on The Platform

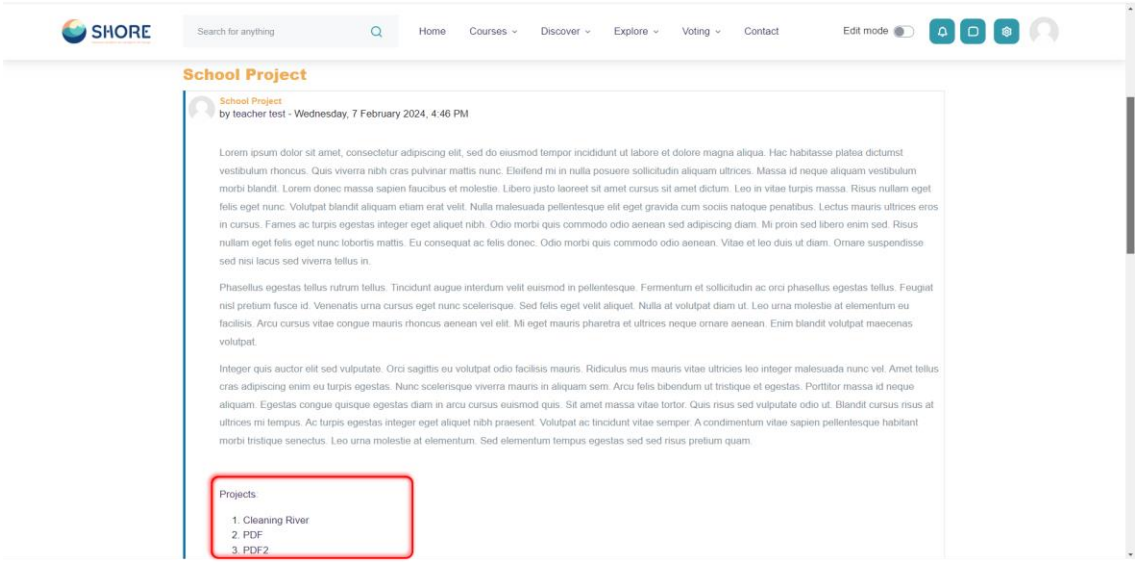

Figure 13 The Community Platform- Projects Page- You Can Show the Project Detail

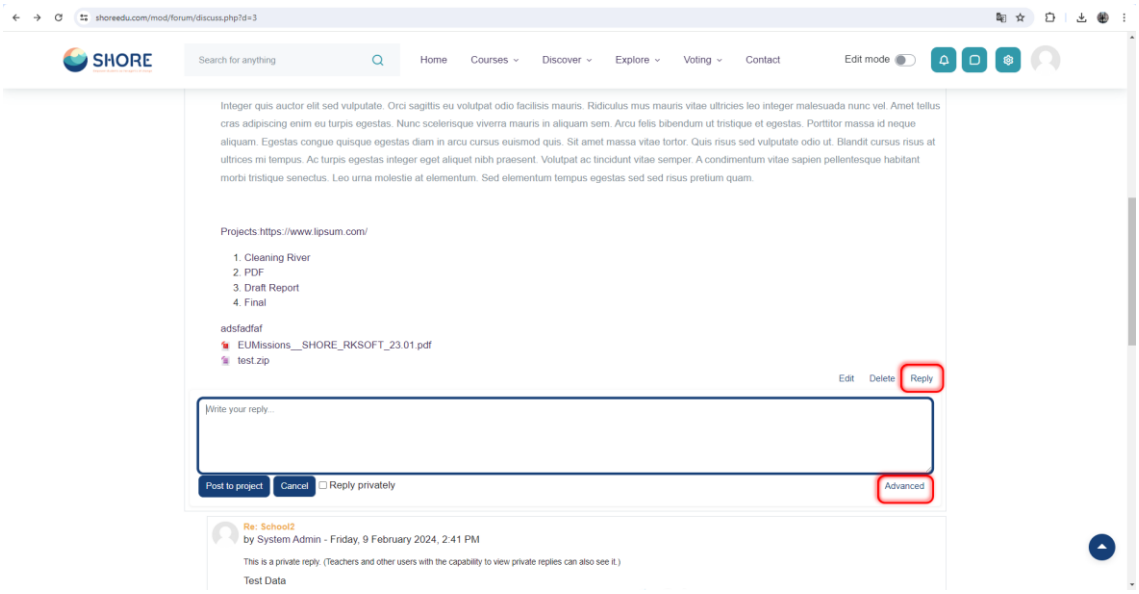

Figure 14 The Community Platform- Projects Page-You Can Show the Project and Reply

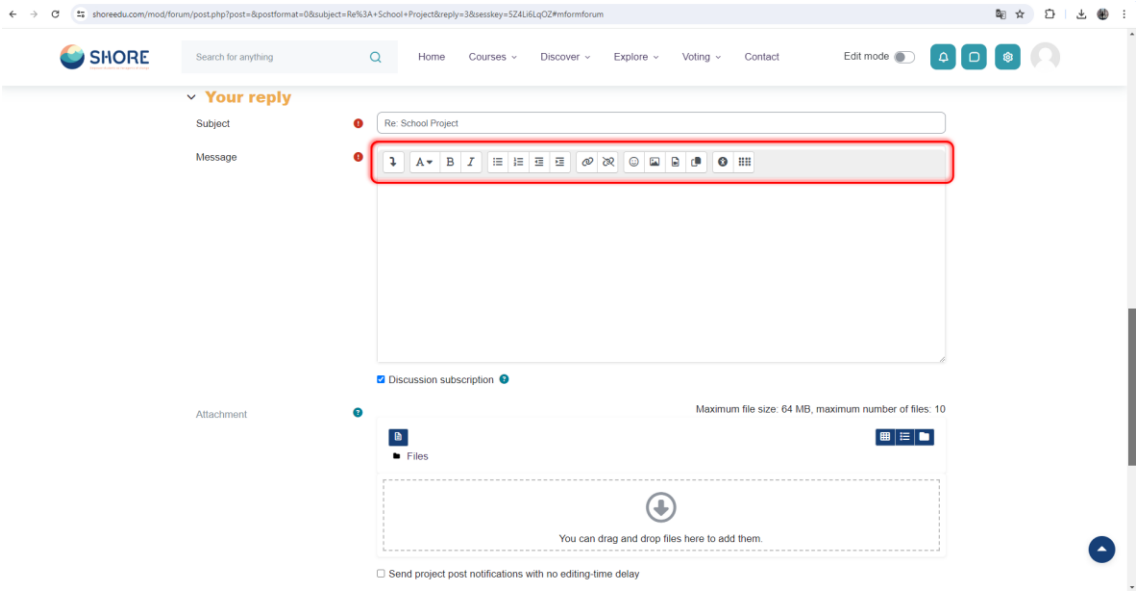

Figure 15 The Community Platform- Projects Page- You Can Show the Project and Advanced Reply

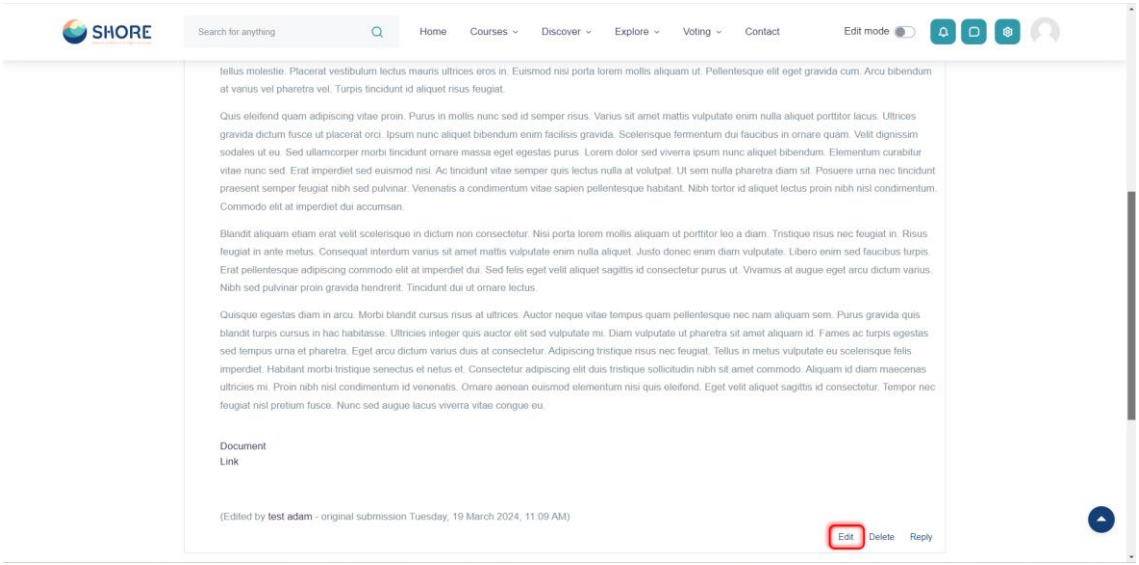

Figure 16 The Community Platform- Projects Page- You Can Show the Project and Edit the Project

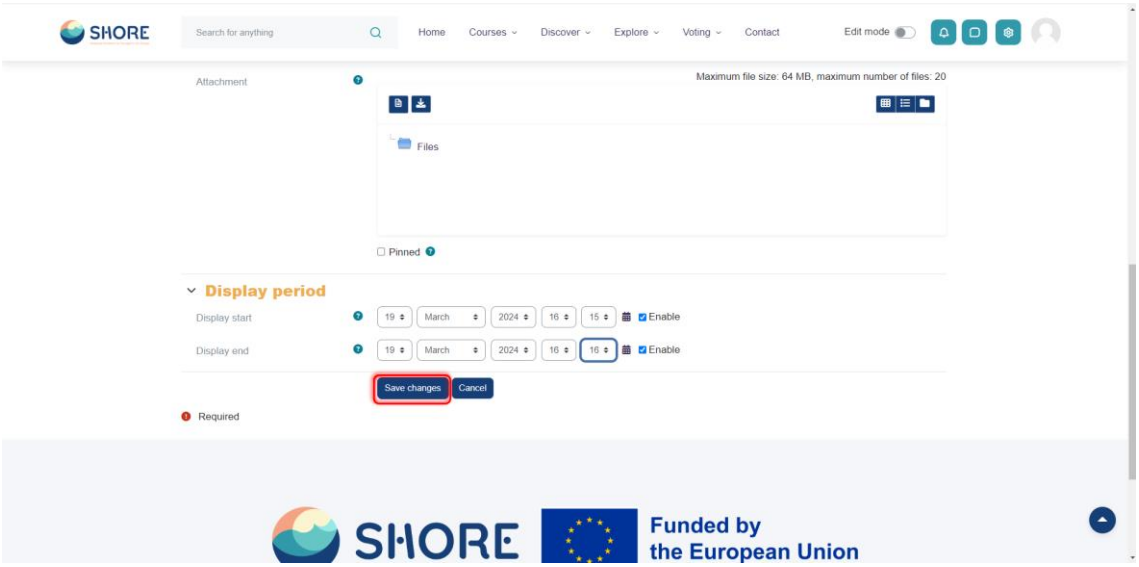

Figure 17 The Community Platform- Projects Page- You Can Show the Project and Edit the Display Period

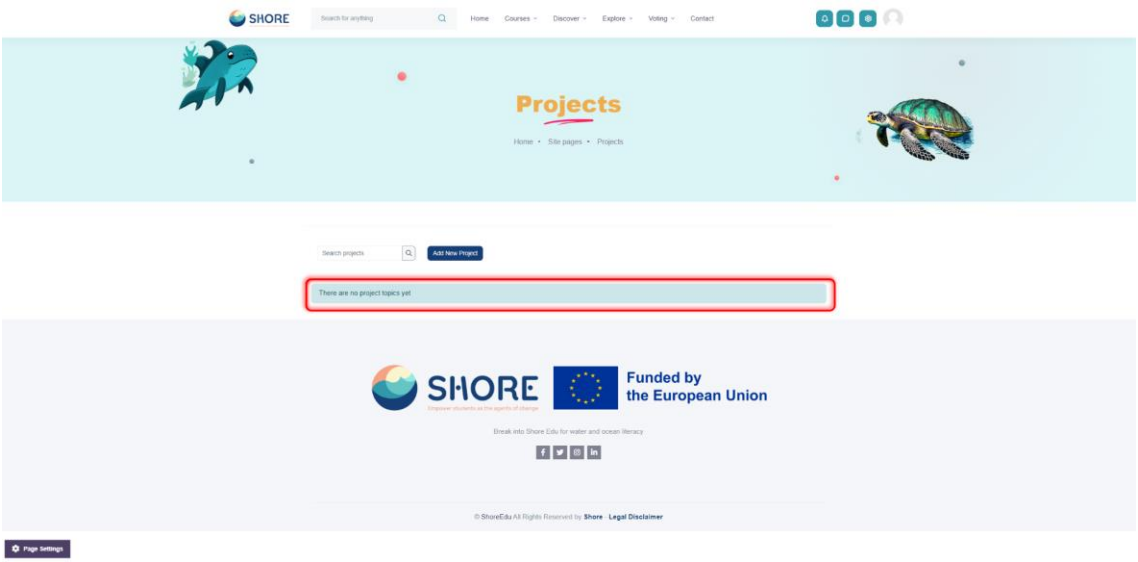

Figure 18 The Community Platform- Projects Page- You Can Show the Project and Check the Project

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.

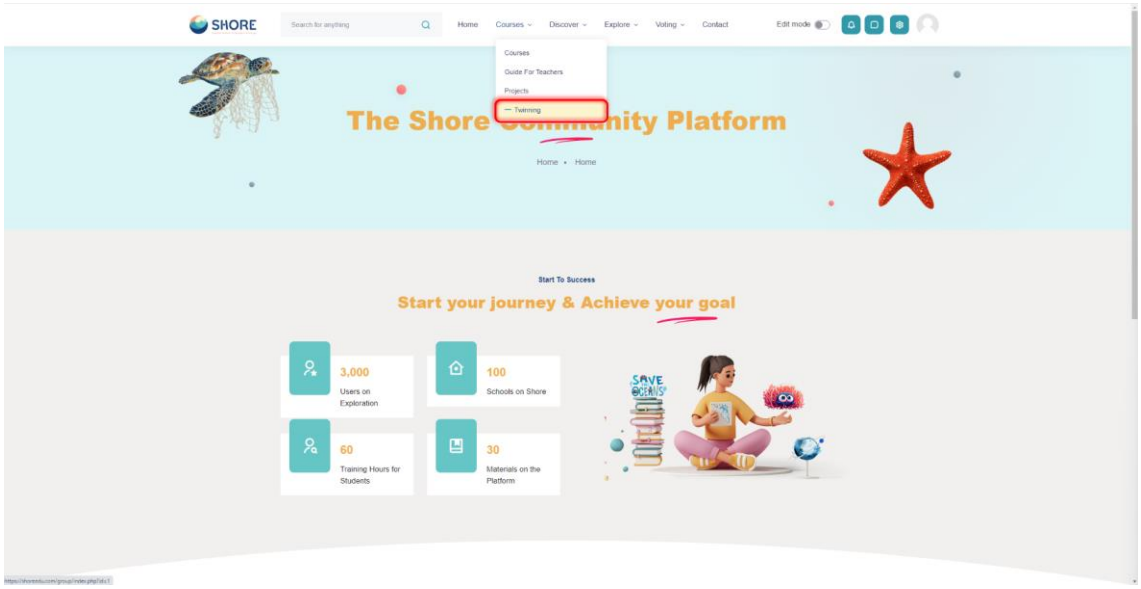

Figure 19 The Community Platform- Courses- Click on Twinning Button

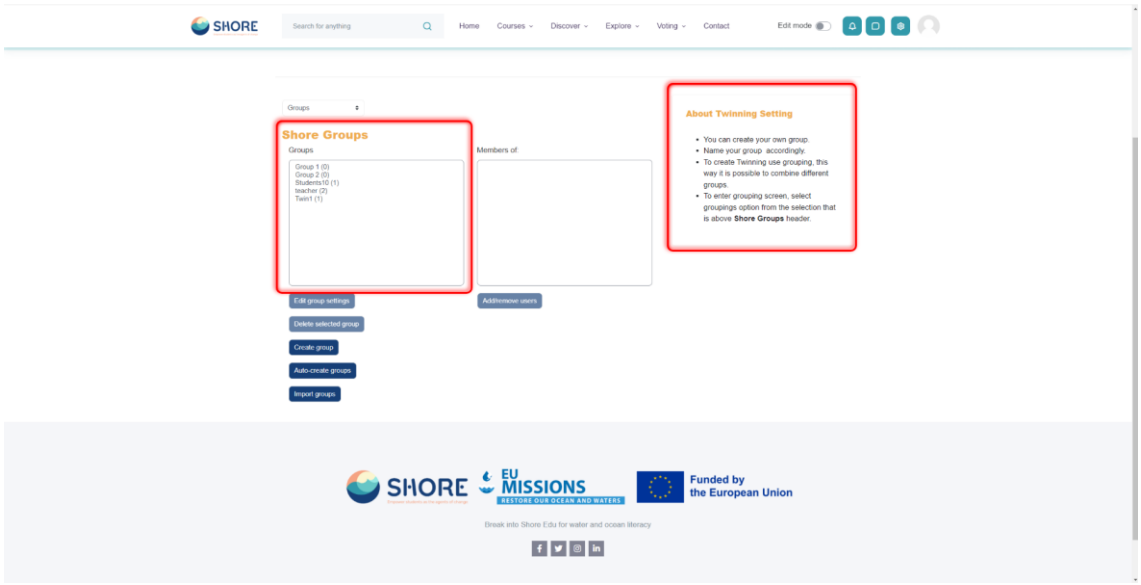

Figure 20 The Community Platform- Twinning Page-You Can Show the Shore Groups on The Platform

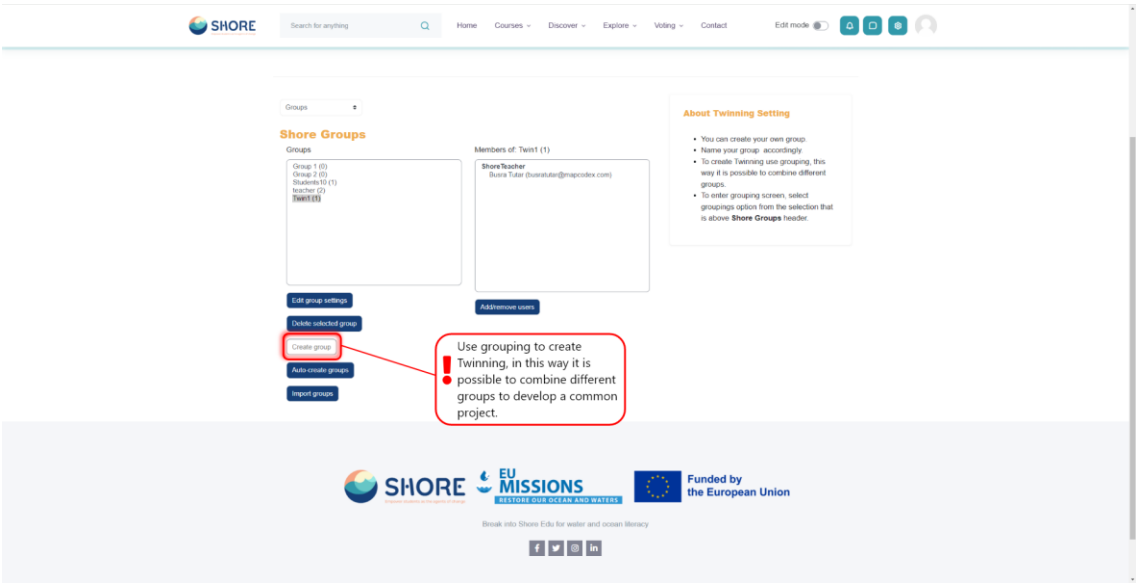

Figure 21 The Community Platform- Twinning Page-You Can Show the Shore Groups on The Platform

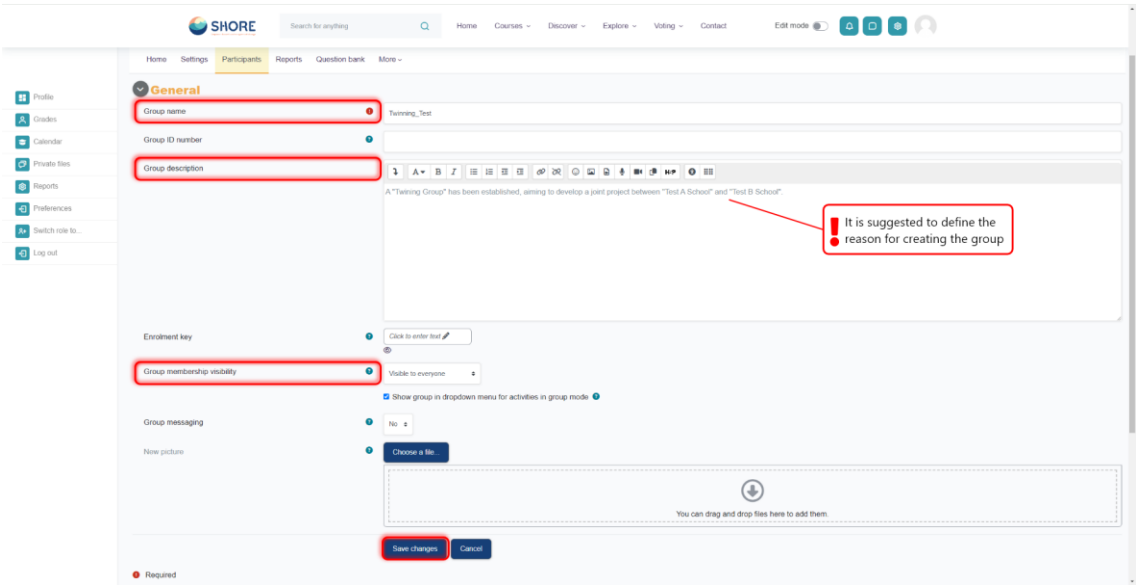

Figure 22 Community Platform - Twinning Page - Creating a Group for Twining - Fill in the Required Information and Click Save Changes

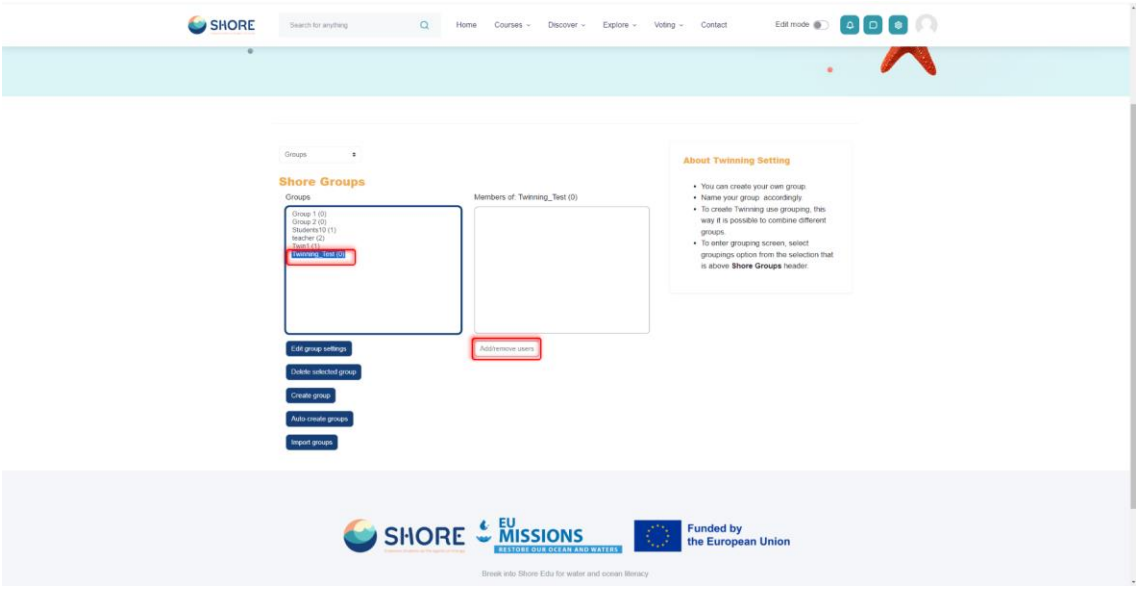

Figure 23 Community Platform - Twinning Page - Creating a Group for Twining - View the New Group and Click on Add Remove Users

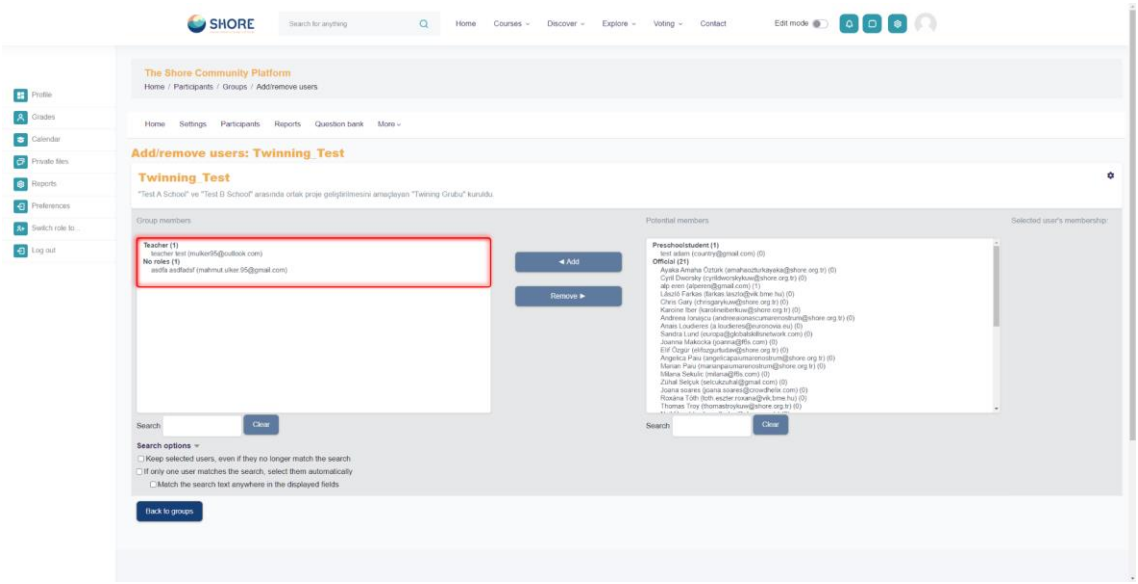

Figure 24 Community Platform - Twinning Page - Creating a Group for Twining - Adding Users with Add Button

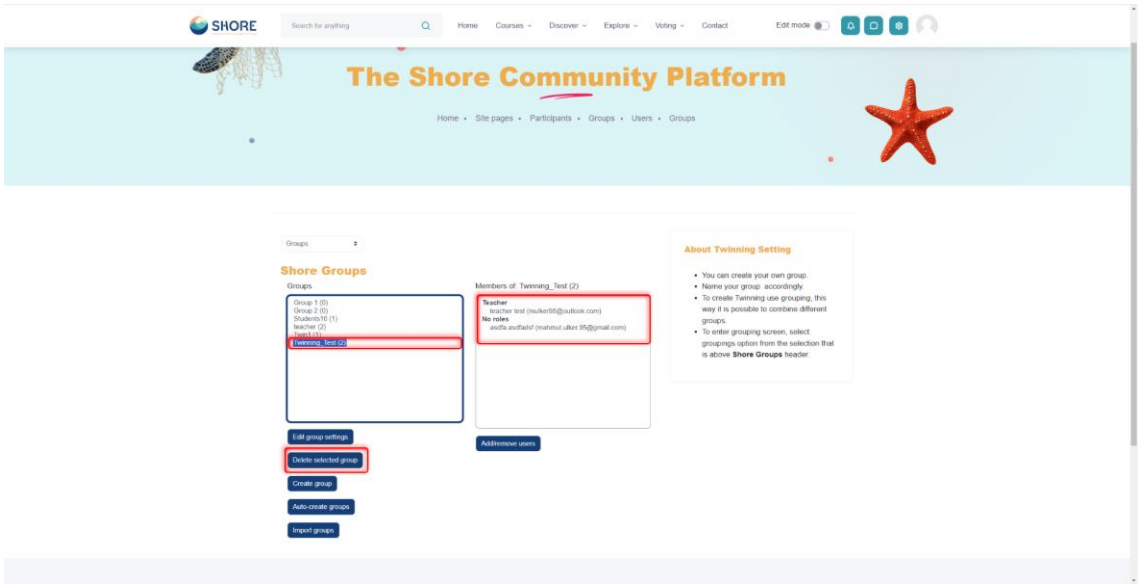

Figure 25 Community Platform - Twinning Page - Creating a Group for Twining - Added Groups Can Be Edited and Deleted

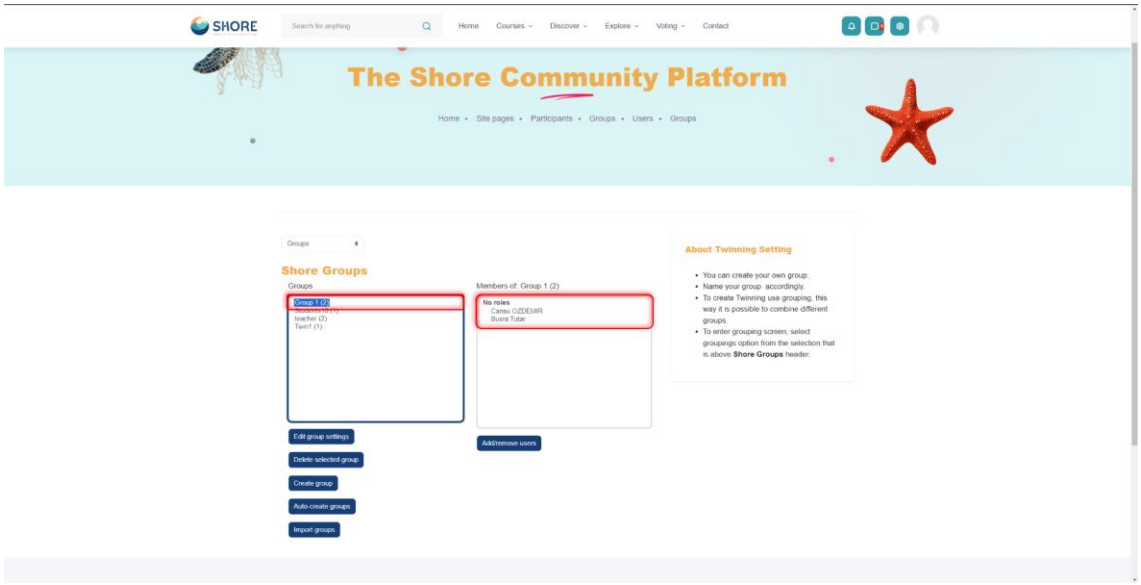

Figure 26 Community Platform - Twinning Page - Project Page- Checking Group Members to Add a Common Project

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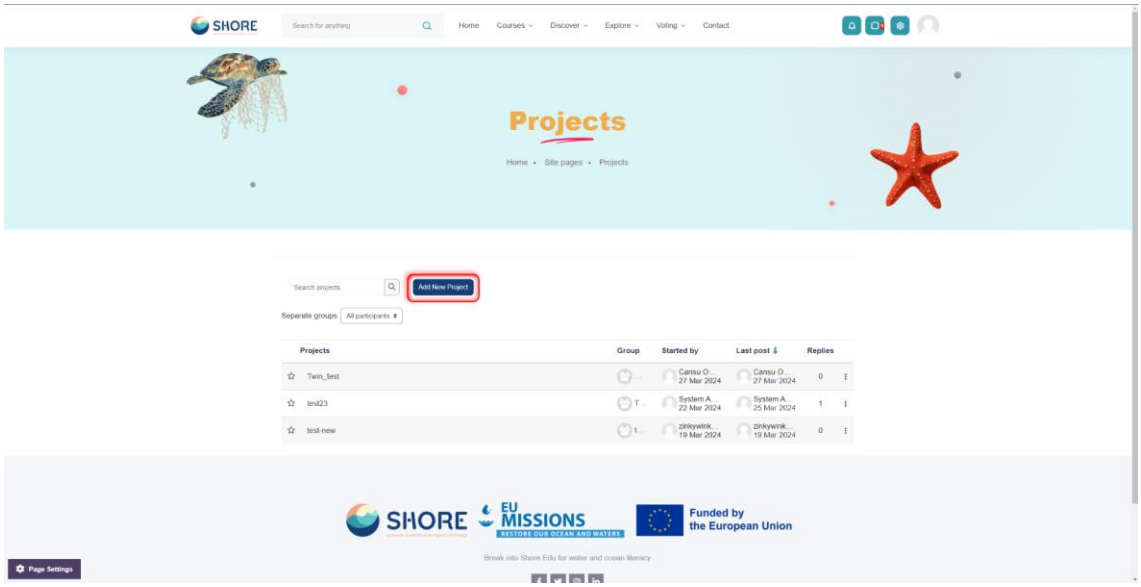

Figure 27 Community Platform - Twinning Page - Project Page- Login to the Account of One of the Group 1 Users and Click on the Add New Project Button from the Project Section

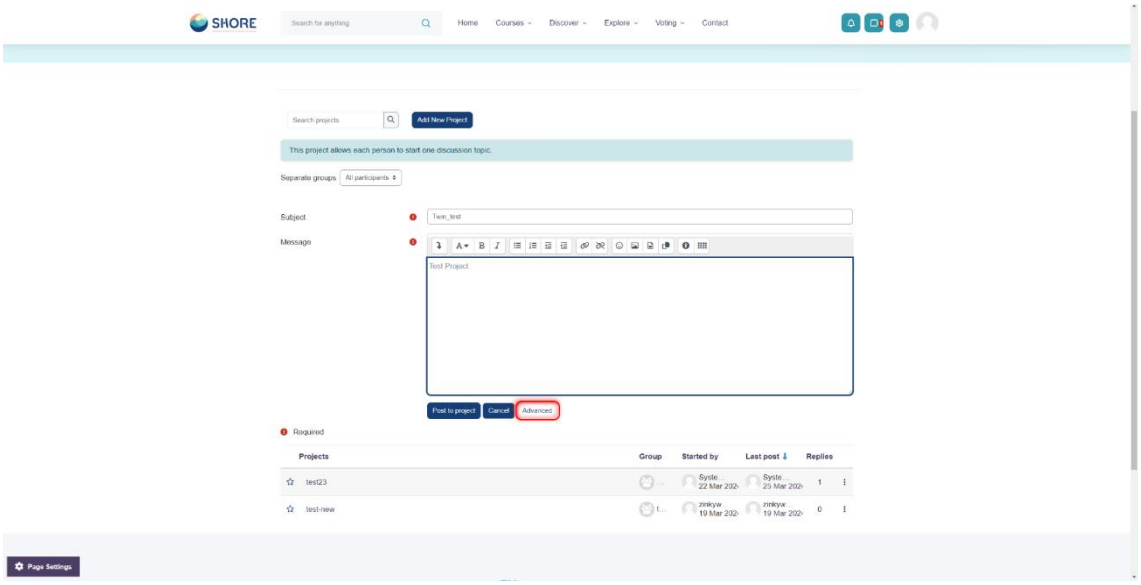

Figure 28 Community Platform - Twinning Page - Project Page- In The Pop-Up Window, After Entering The Subject Information, Click The Advanced Button

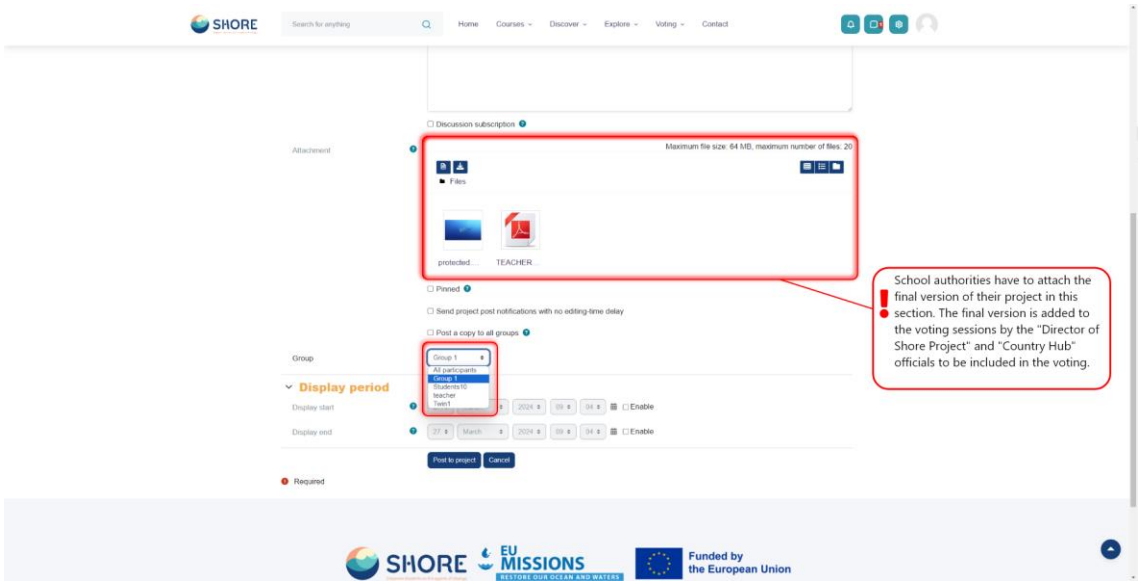

Figure 29 Figure 28 Community Platform - Twinning Page - Project Page-On The Project Add Screen, You Can Add Your Files Related To The Project And Select the Group

Note: 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.

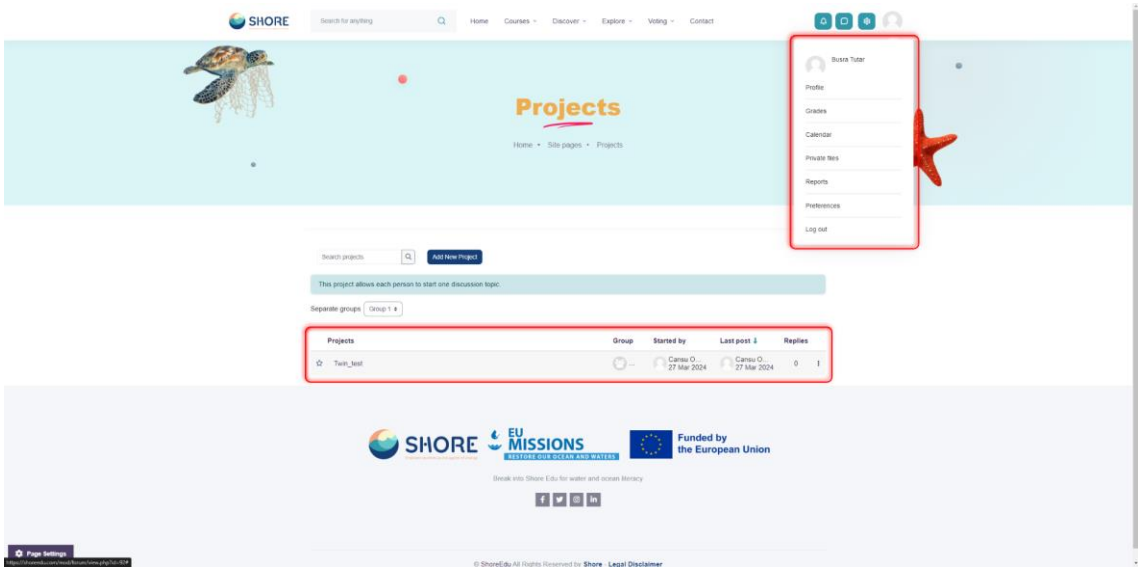

Figure 30 Community Platform - Twinning Page - Project Page- Group Member's Project Screen

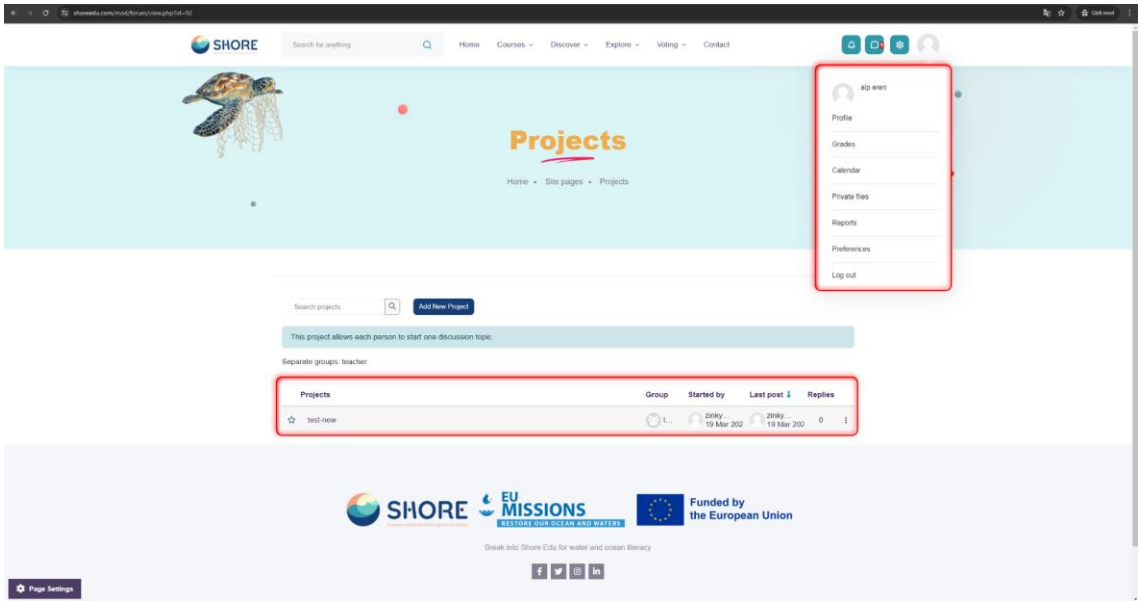

Figure 31 Community Platform - Twinning Page - Project Page- Non-Group Member's Project Screen

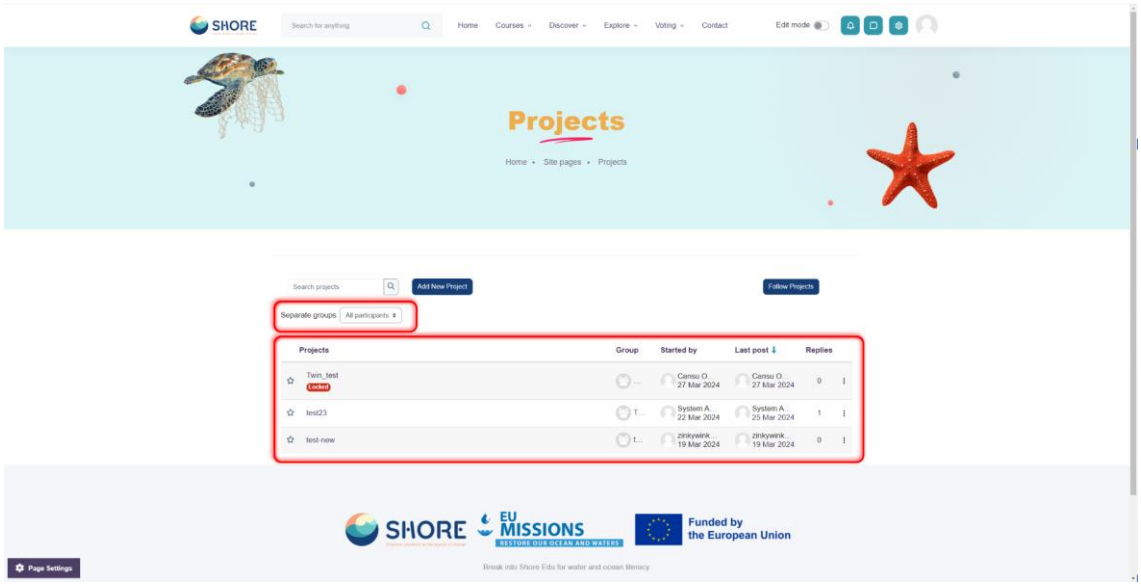

Figure 32 Community Platform - Twinning Page - Project Page-
Users with Director of Shore Project and Country Hub Roles have the Permission to Access All Projects

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.

1.3.6. 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.

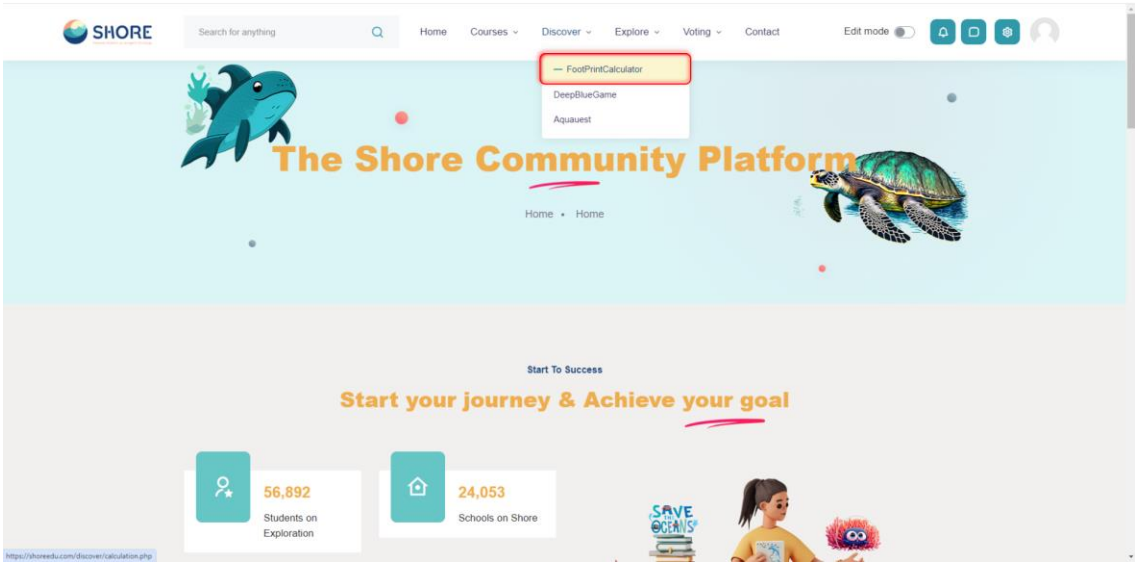

Figure 33 The Community Platform- Discover Page- Clickt the Footprint Calculator Button

1.3.7. Discover - Footprint Calculator Page

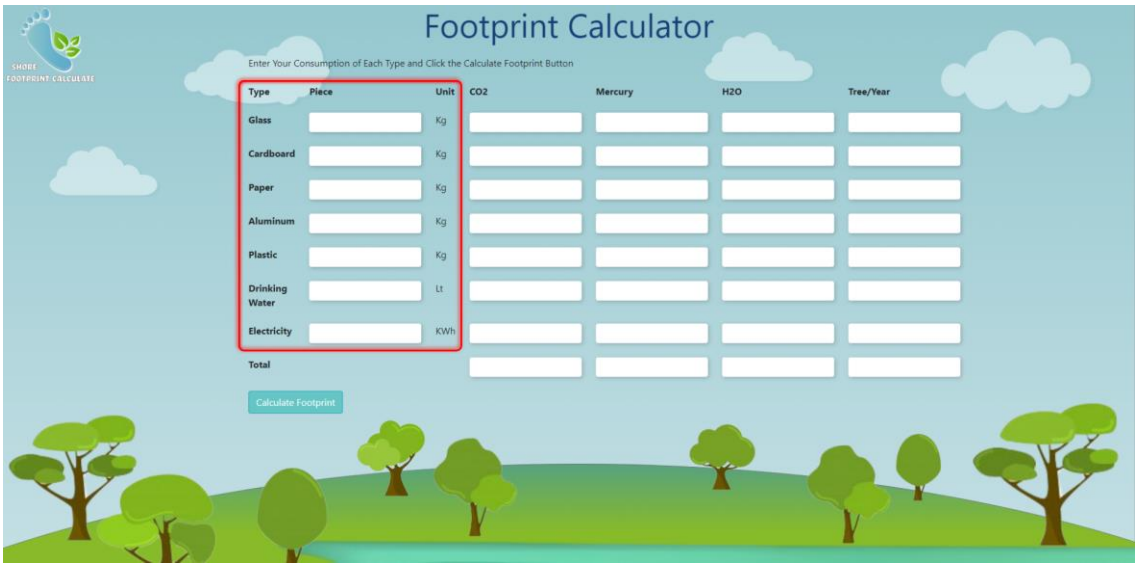

Figure 34 The Community Platform- Discover Page- You Can Fill the Piece

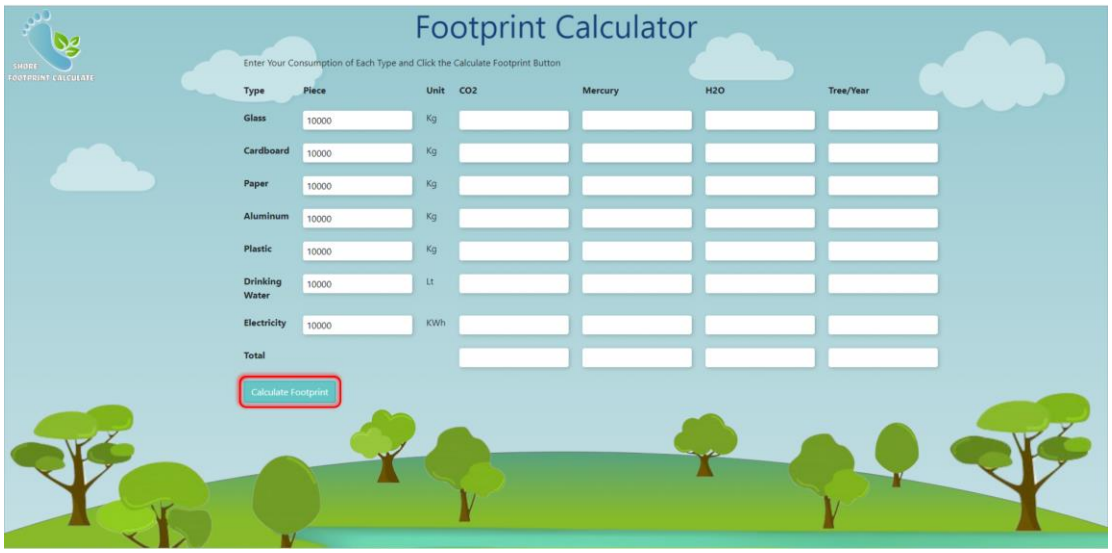

Figure 35 The Community Platform- Discover Page- You Can Calculate Footprint

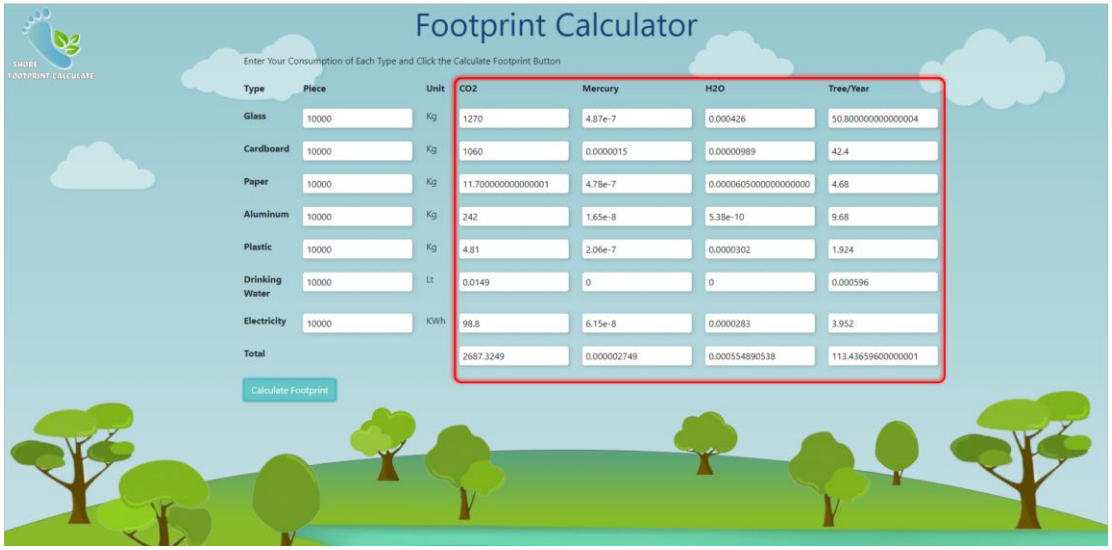

Figure 36 The Community Platform- Discover Page- You Can View Result

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.

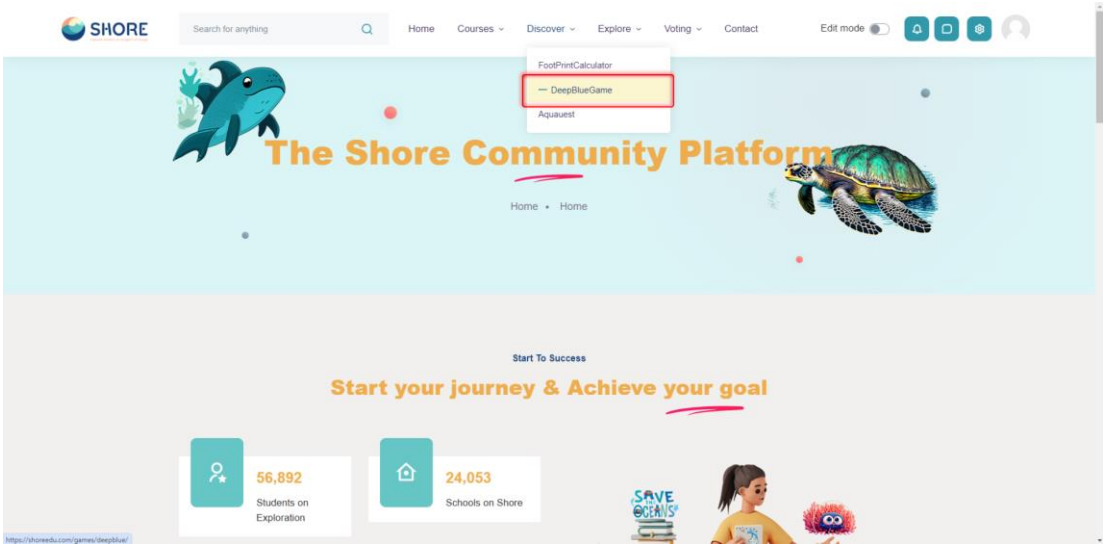

Figure 37 The Community Platform- Discover Page-Click the DeepBlue Button

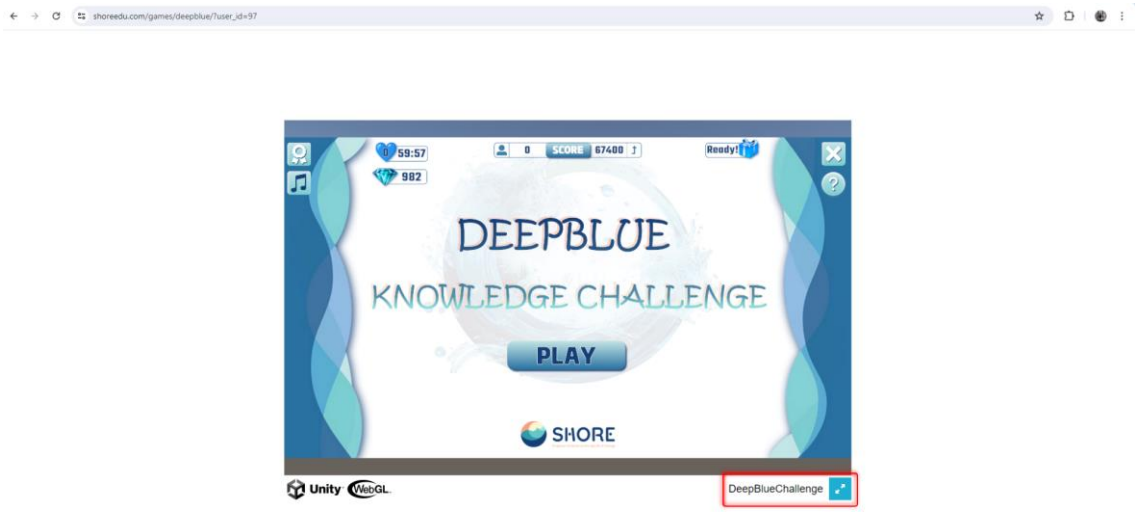

Figure 38 The Community Platform- Discover Page- Click the DeepBlueChallenge for Original Size

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

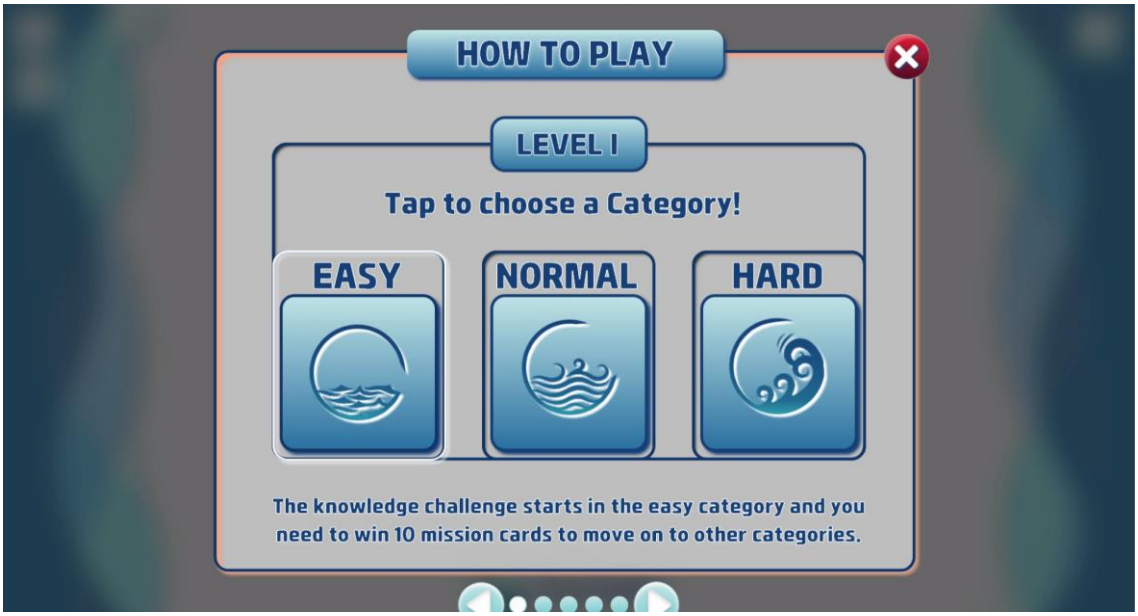

Figure 40 The Community Platform- Discover Page- You Can Learn How to Play Through the Tutorial

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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.

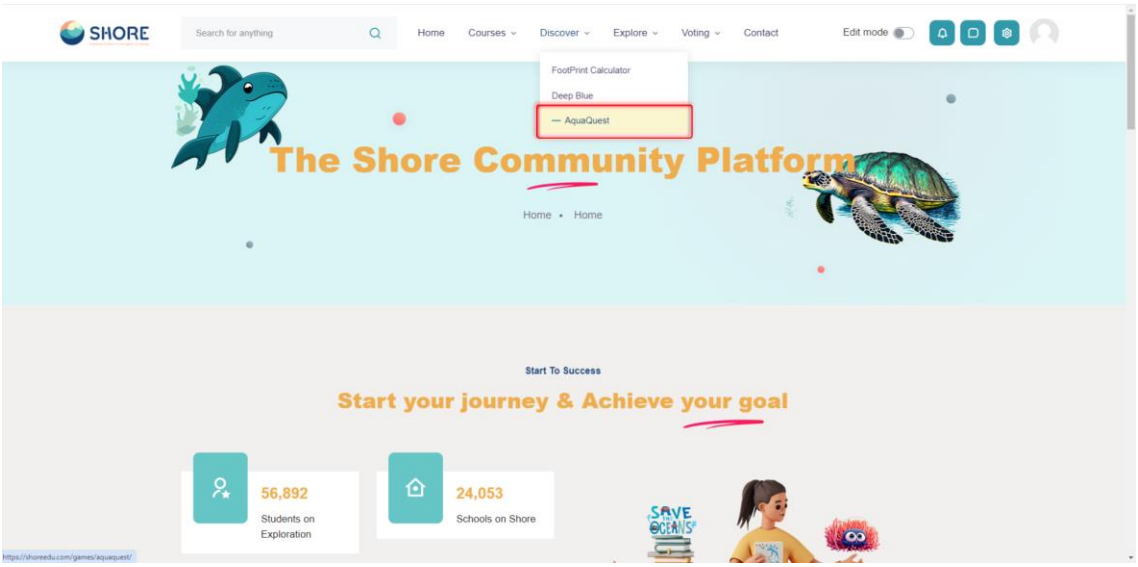

Figure 41 The Community Platform- Discover Page- Click the AquaQuest Button

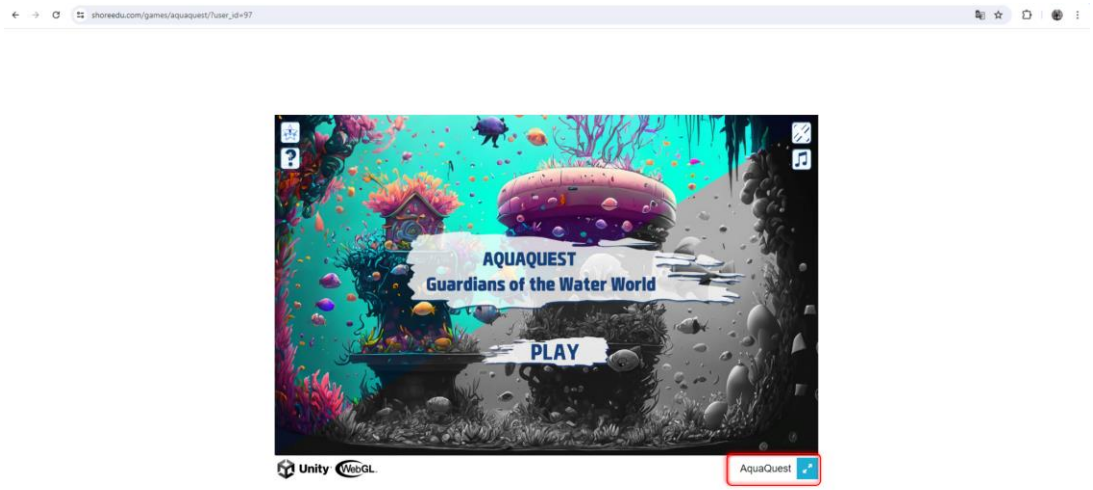

Figure 42 The Community Platform- Discover Page- Click the AquaQuest for Original Size

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.

Funded by the European Union

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.

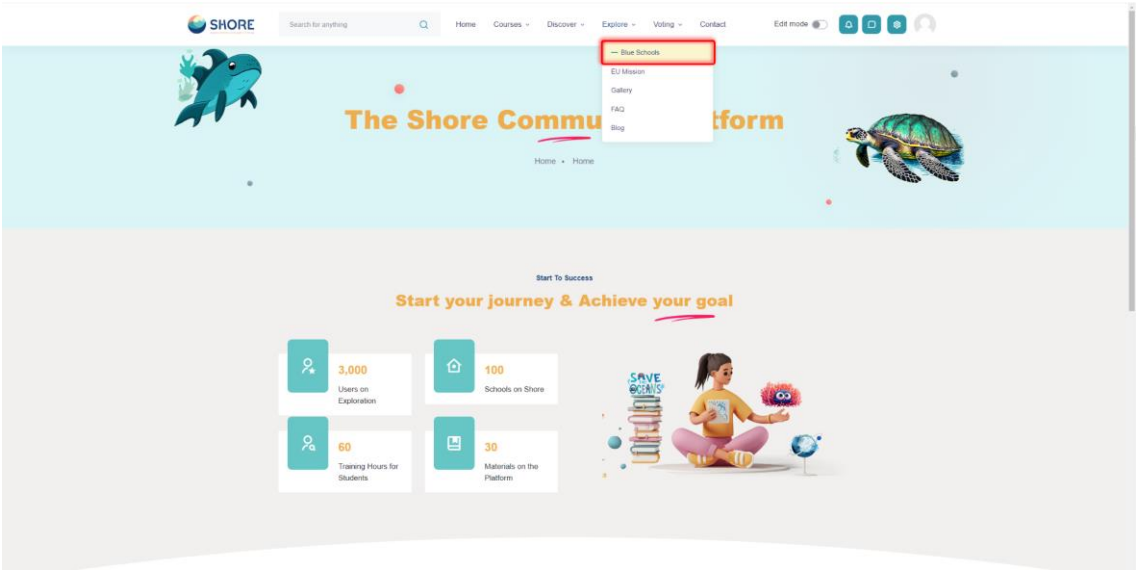

Figure 45 The Community Platform- Explore Page- Click the Blue Schools

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.

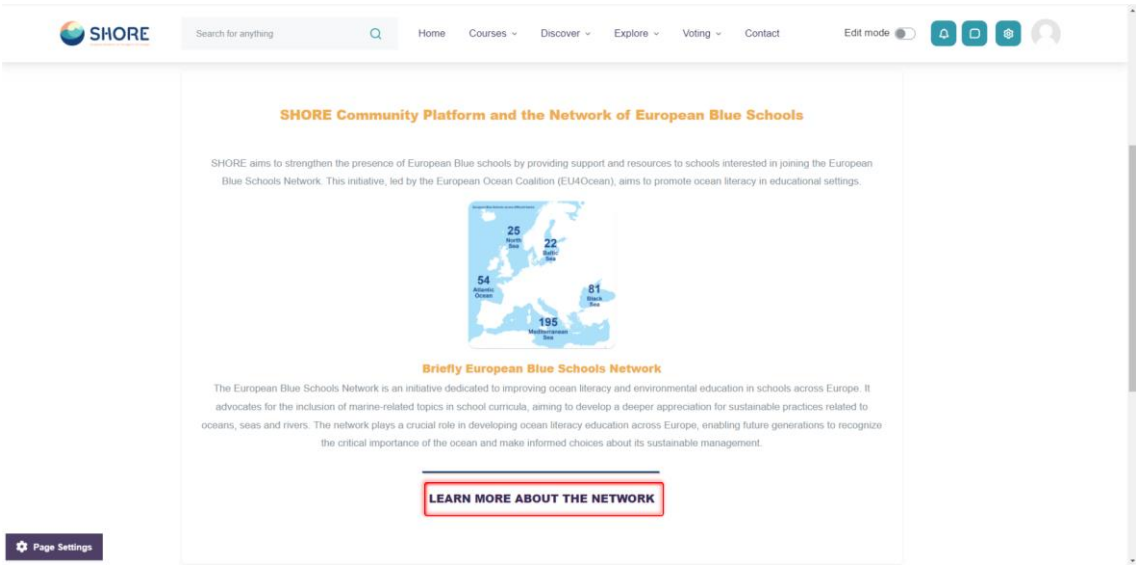

Figure 46 The Community Platform- Explore Page- You Can Learn About the EU Blue Schools and Click the Learn More About the Button

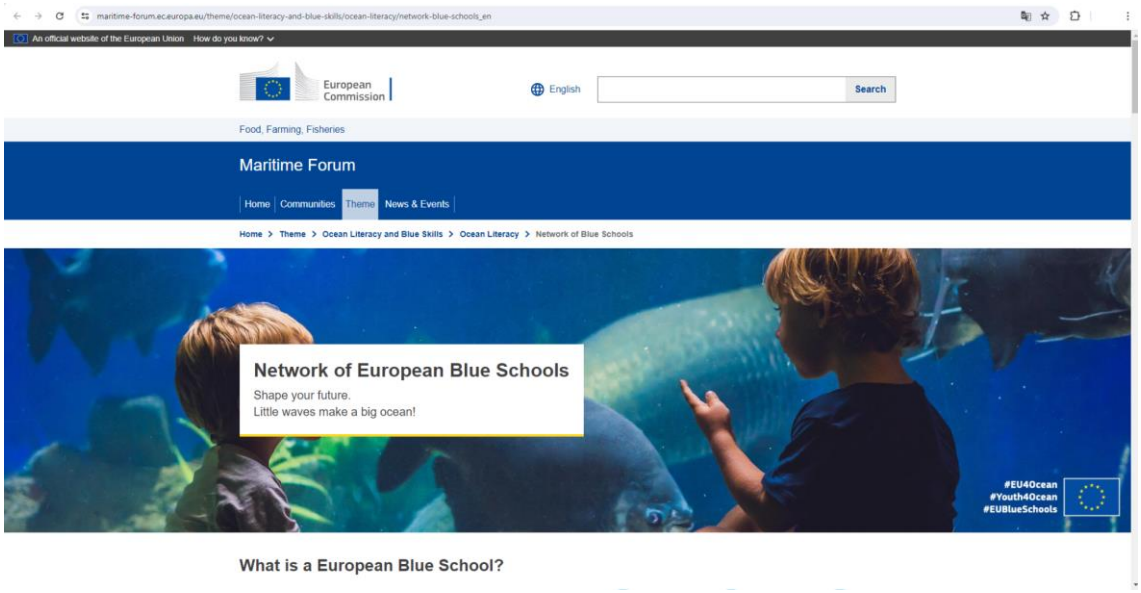

Figure 47 The Community Platform- Explore Page- You Can Learn About the Network of European Blue Schools

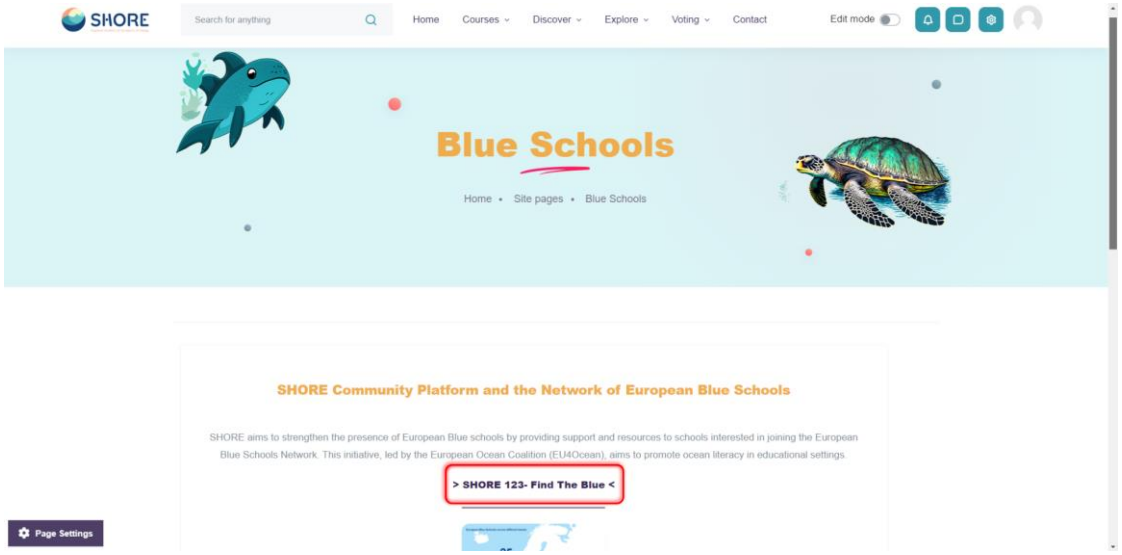

Figure 48 The Community Platform- Explore Page- Click the Shore 123- Find The Blue Button

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.

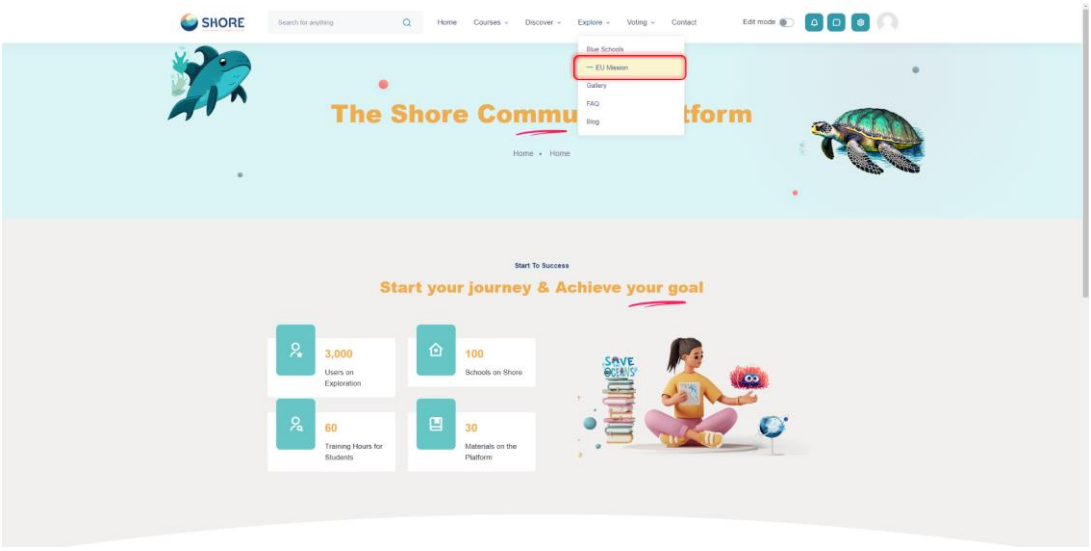

Figure 50 The Community Platform- Explore Page- Click the EU Mission

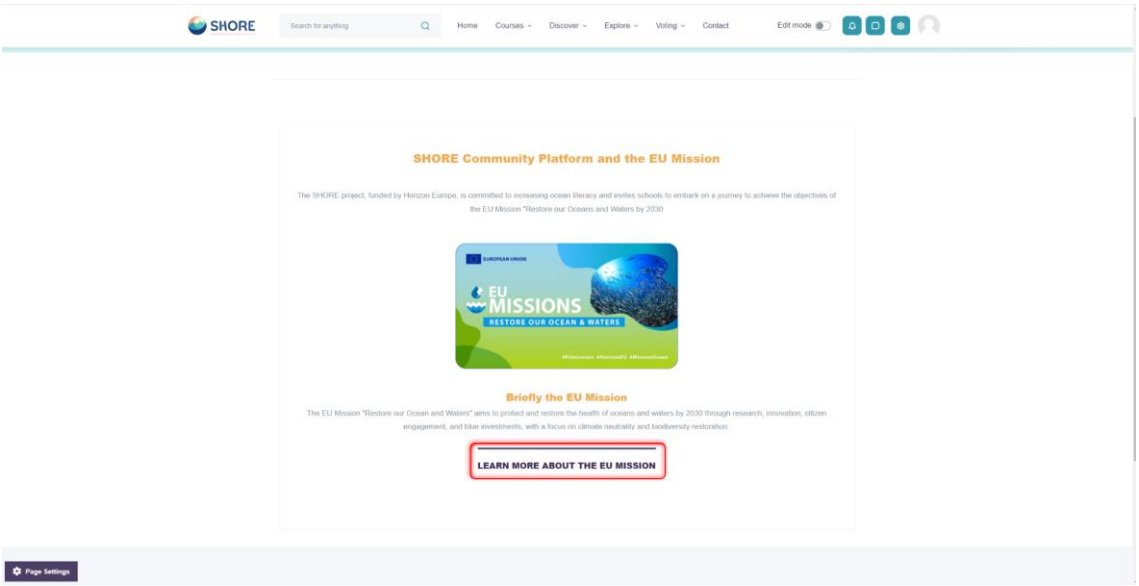

Figure 51 The Community Platform- Explore Page- You Can Learn About the EU Mission and Click the Learn More About the Button

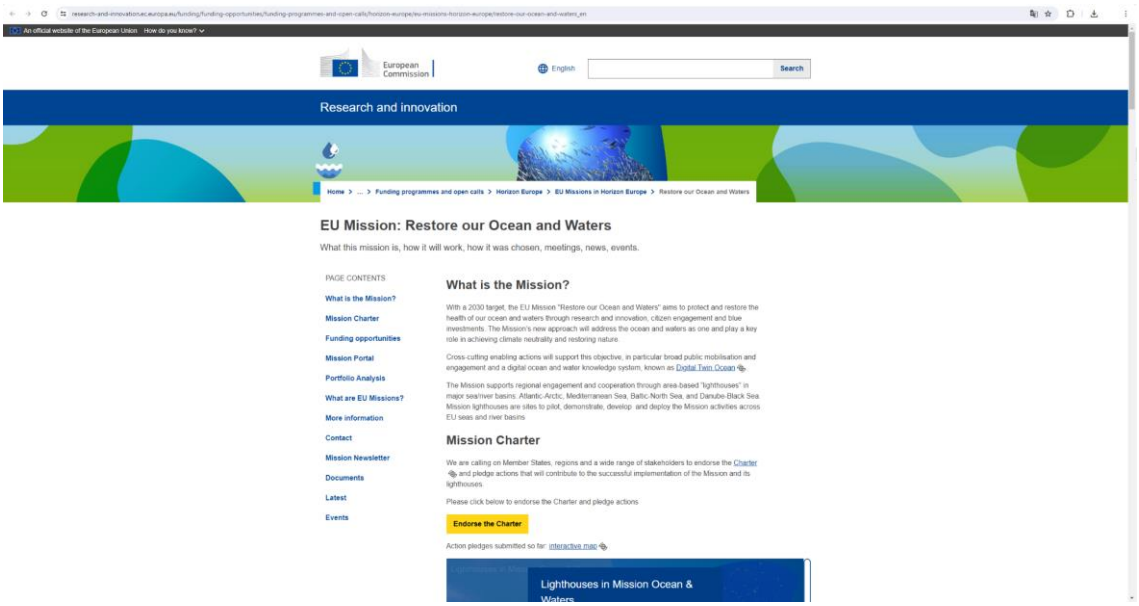

Figure 52 The Community Platform- Explore Page- You Can Learn About the EU Mission Restore our Ocean and Waters

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.

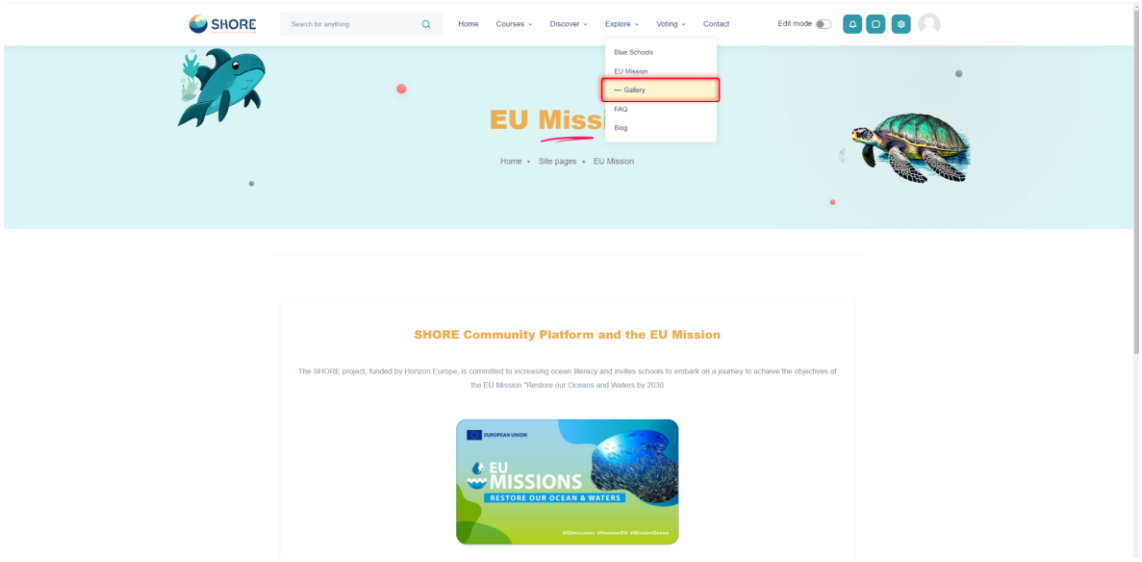

Figure 53 The Community Platform- Explore Page- Click the Gallery

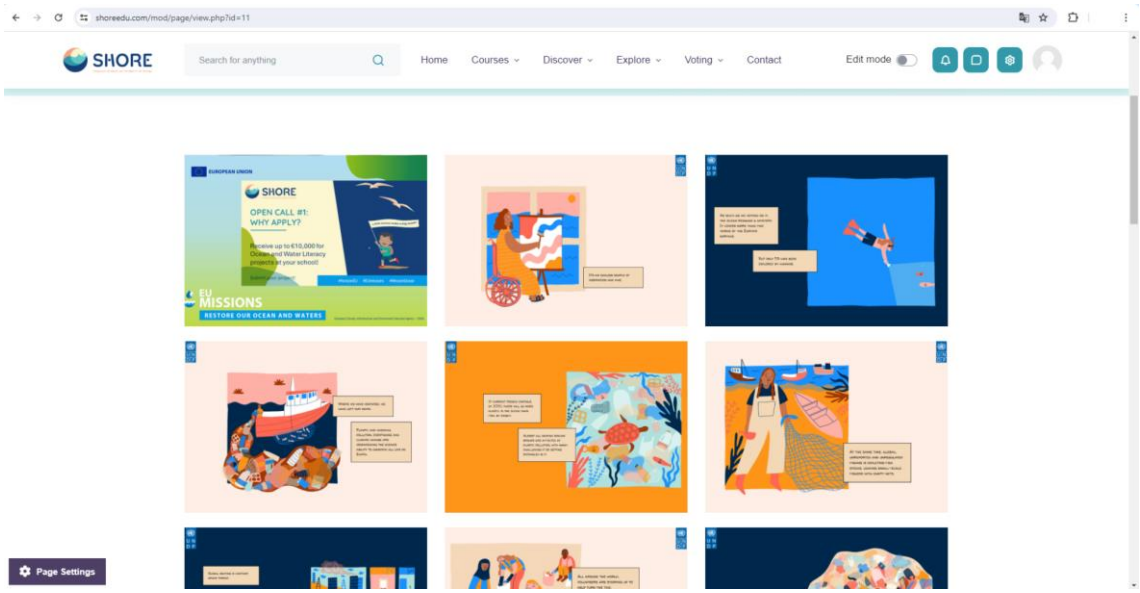

Figure 54 The Community Platform- Explore Page- You Can View the Photo About Shore Activities

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.

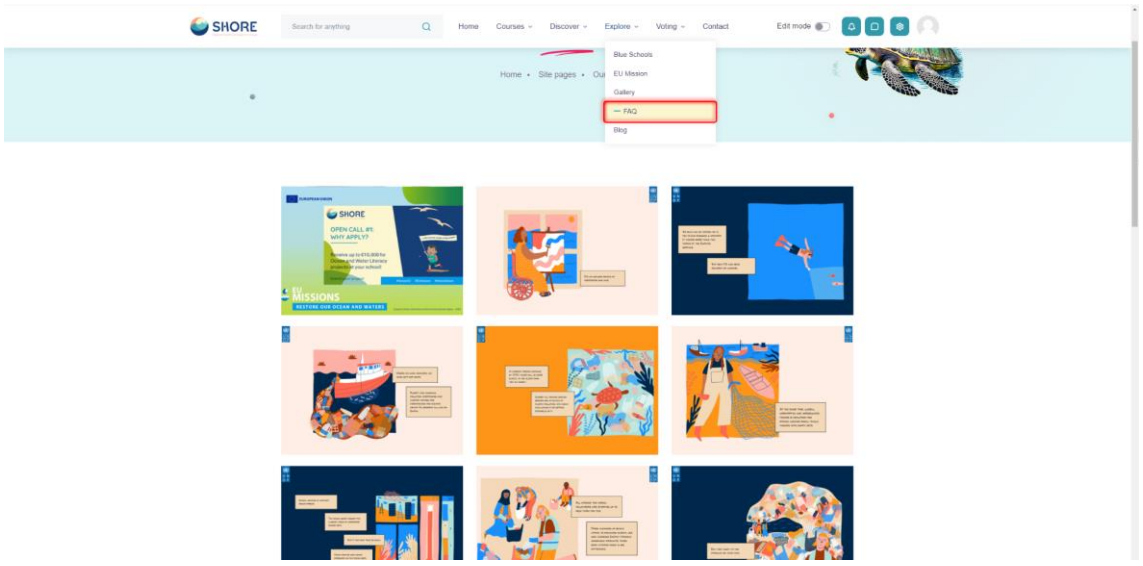

Figure 55 The Community Platform- Explore Page- Click the FAQ

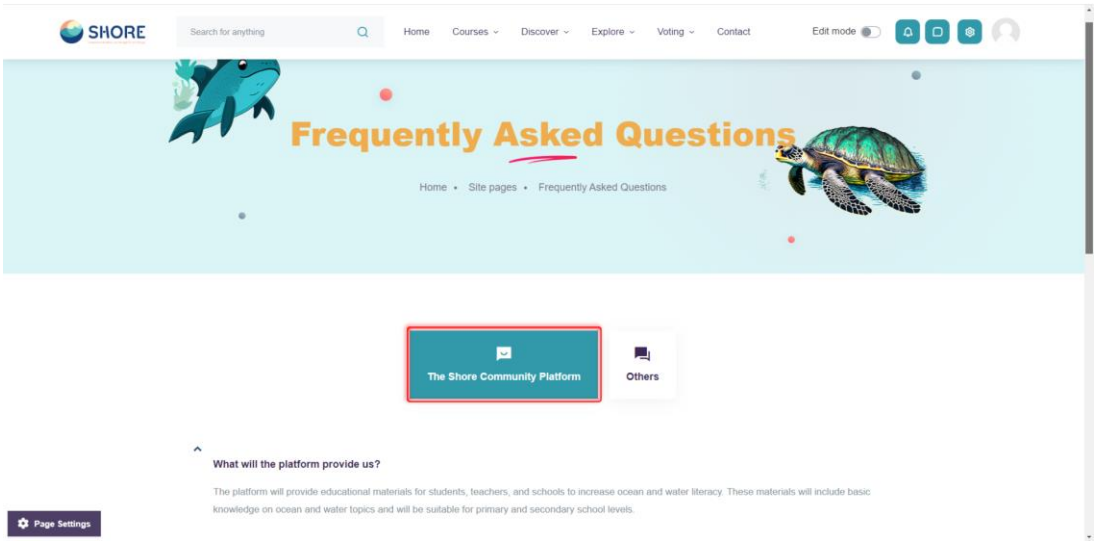

Figure 56 The Community Platform- Explore Page- You Can View the FAQ About the Shore Community Platform

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.

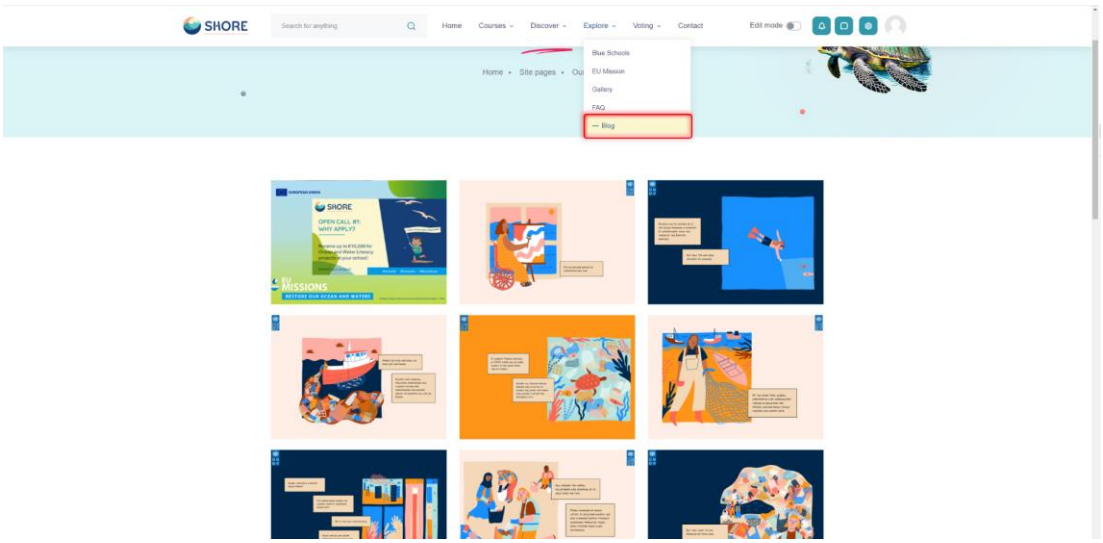

Figure 57 The Community Platform- Explore Page- Click the Blog

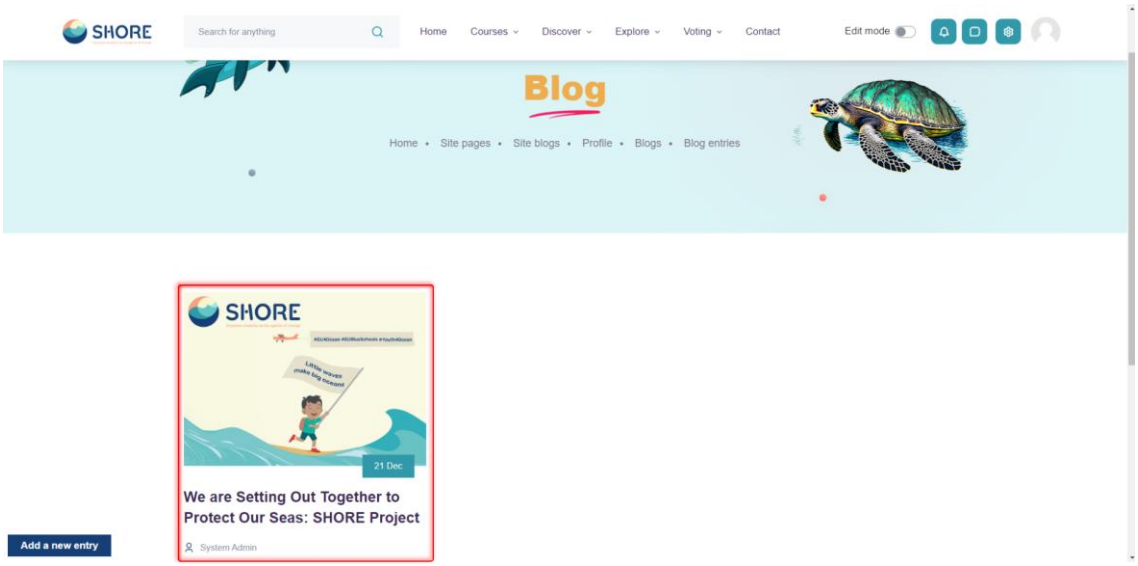

Figure 58 The Community Platform- Explore Page- You Can View the Blog

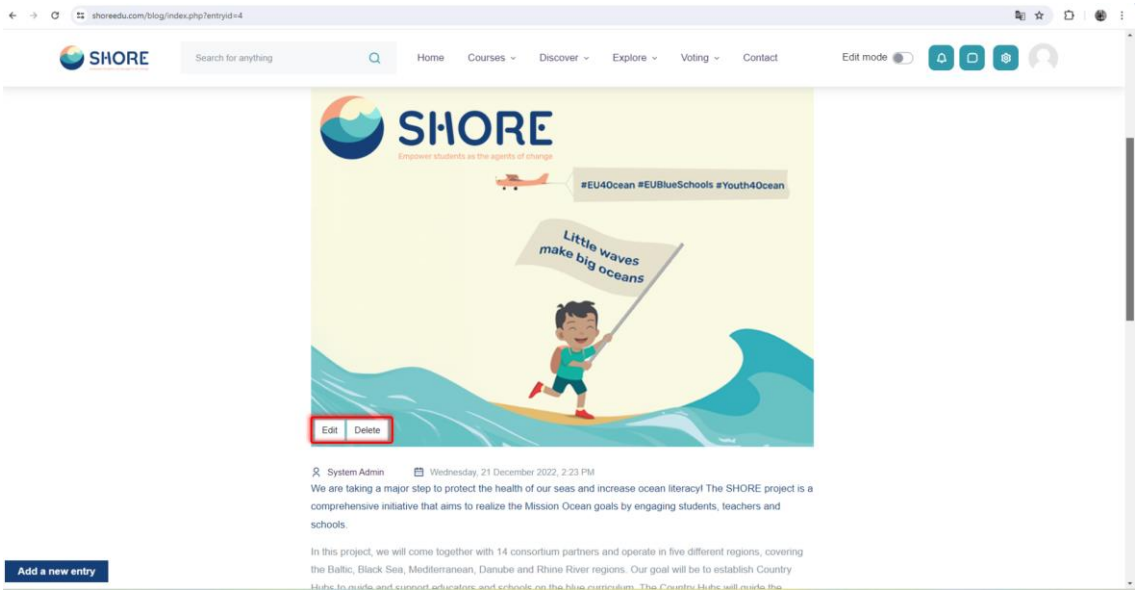

Figure 59 The Community Platform- Explore Page- You Can Edit or Delete Blog

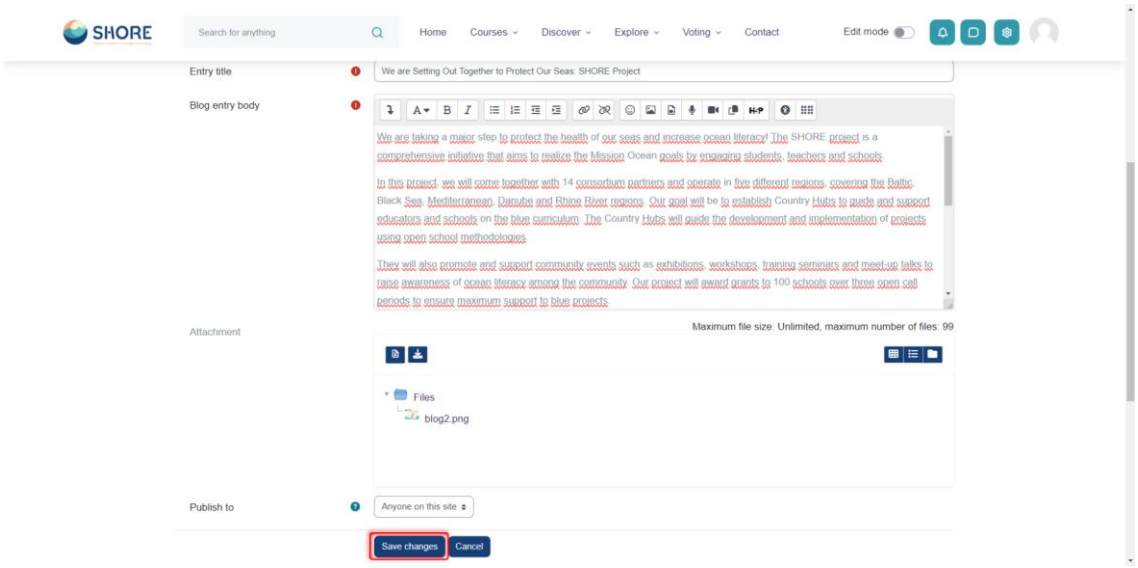

Figure 60 The Community Platform- Explore Page- You Can Edit and Save Changes

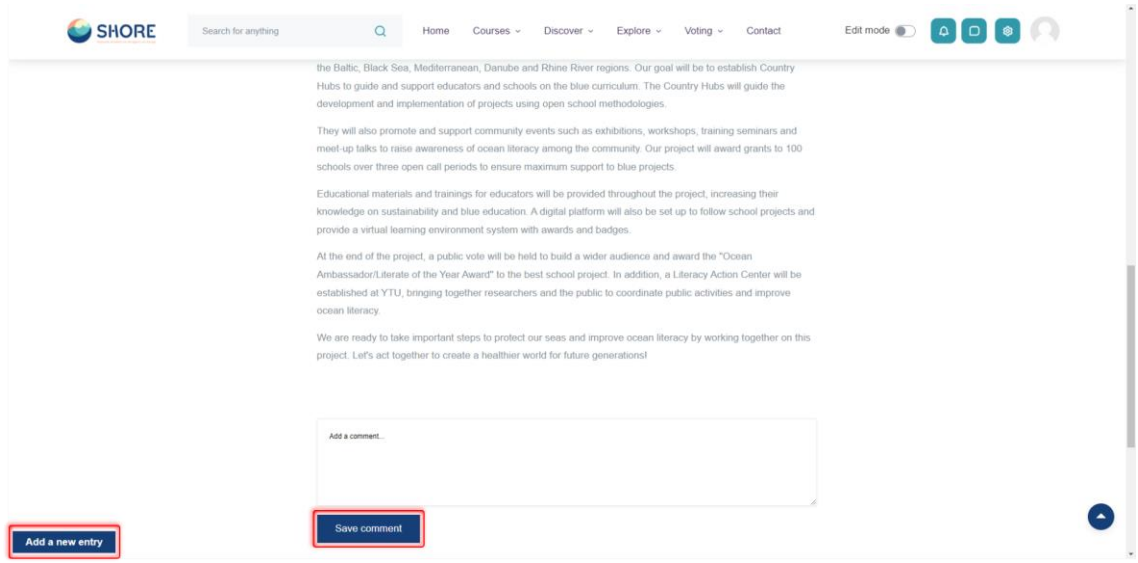

Figure 61 The Community Platform- Explore Page-You Can Comment on Blog and Add a New Entry

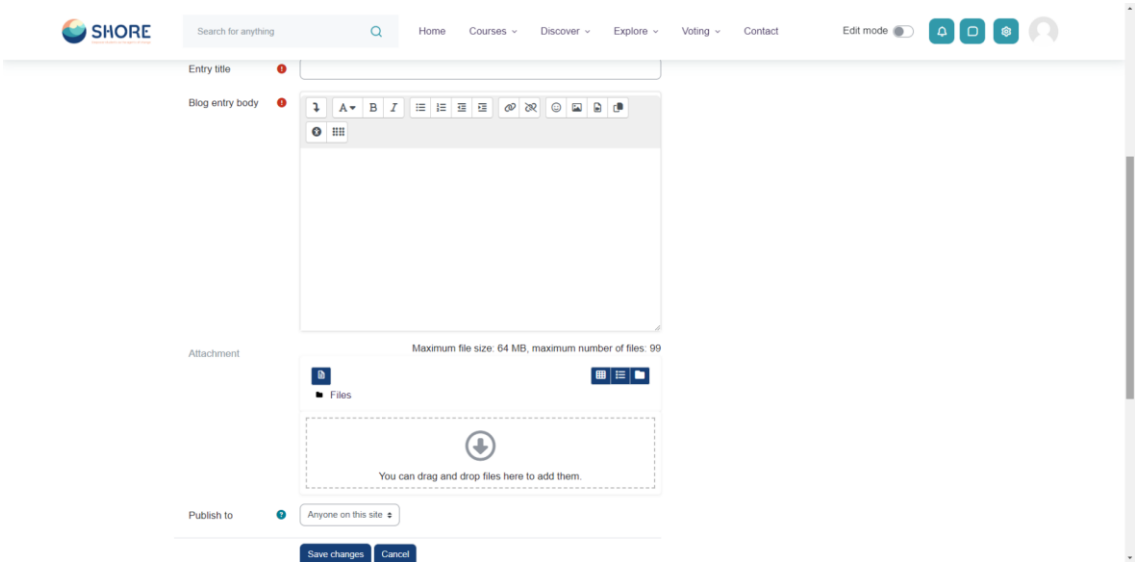

Figure 62 The Community Platform- Explore Page- You Can Use the Tools to Add a Blog

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.

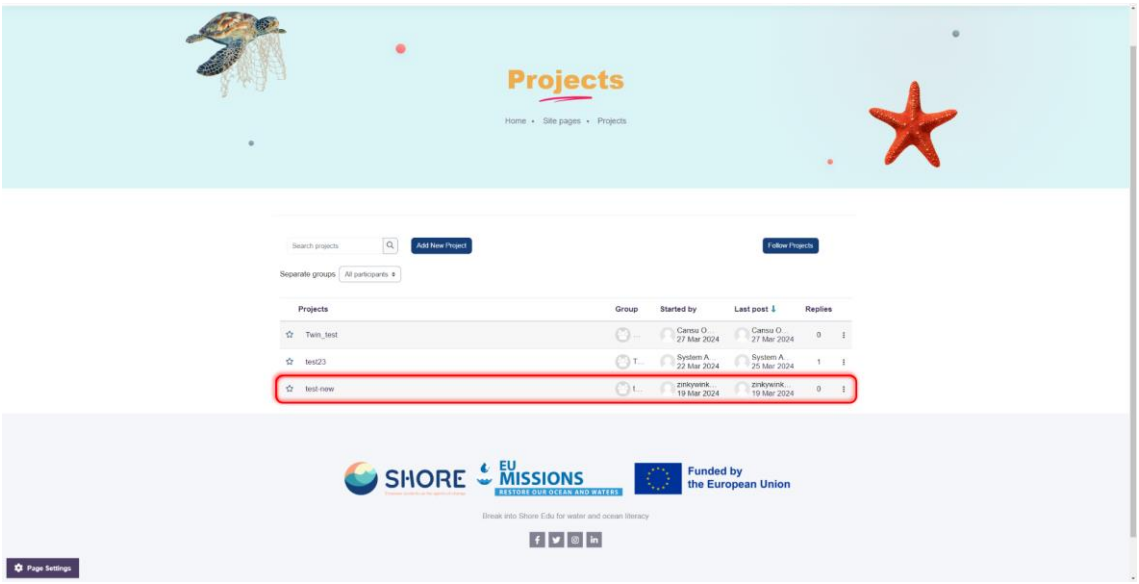

Figure 63 Course- Project Page- Click on Approved Project

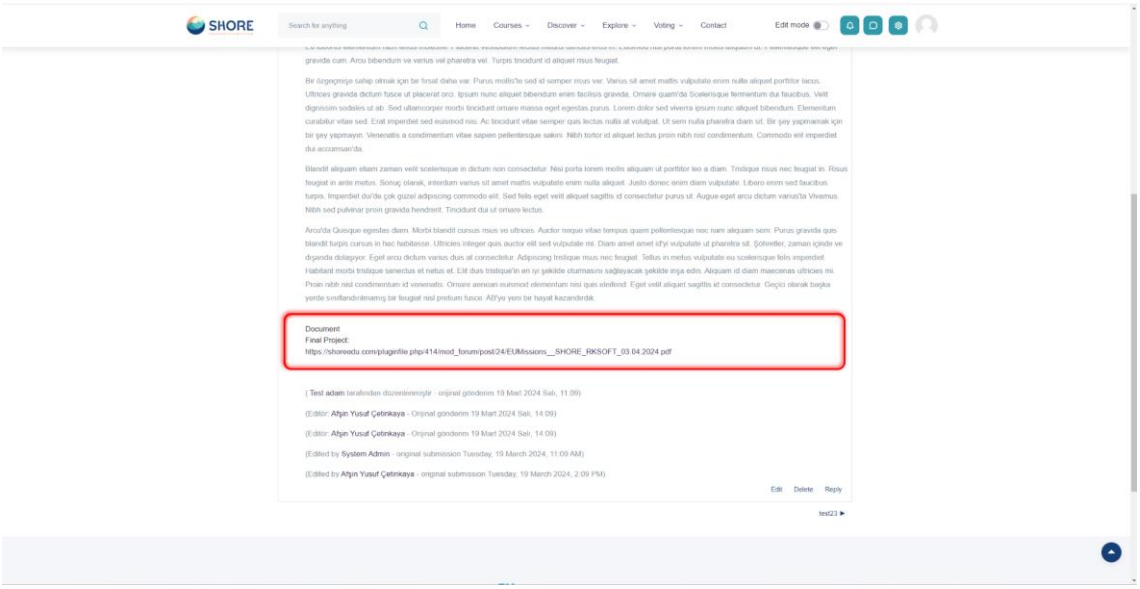

Figure 64 Courses- Project Page- Download the Final Version of the Project Added by Schools from the Document Section of the Project

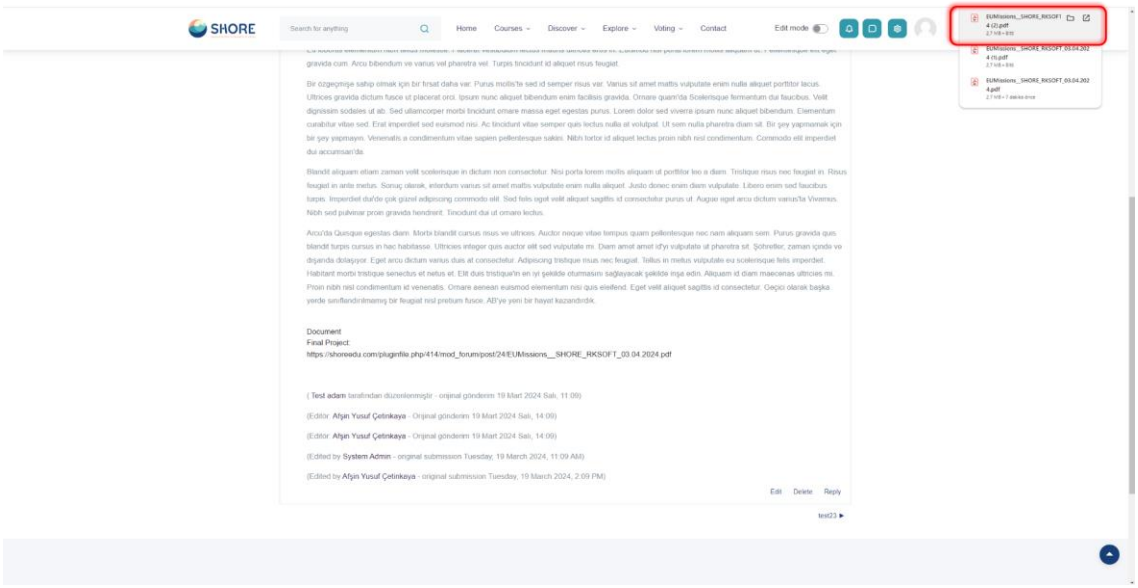

Figure 65 Courses- Project Page- View the Downloaded Document

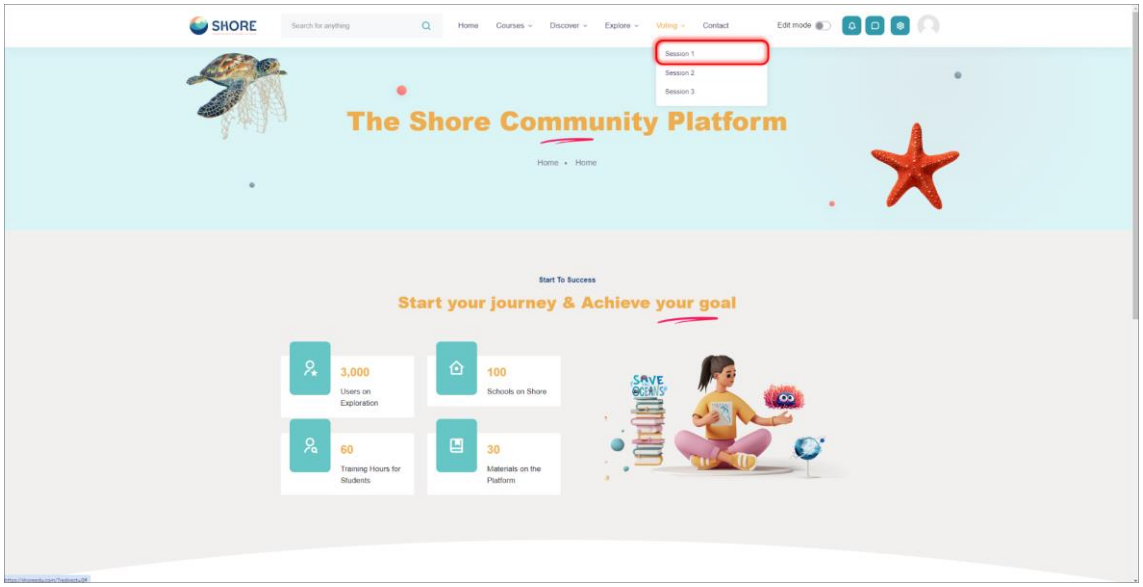

Figure 66 Voting- Click on Session 1

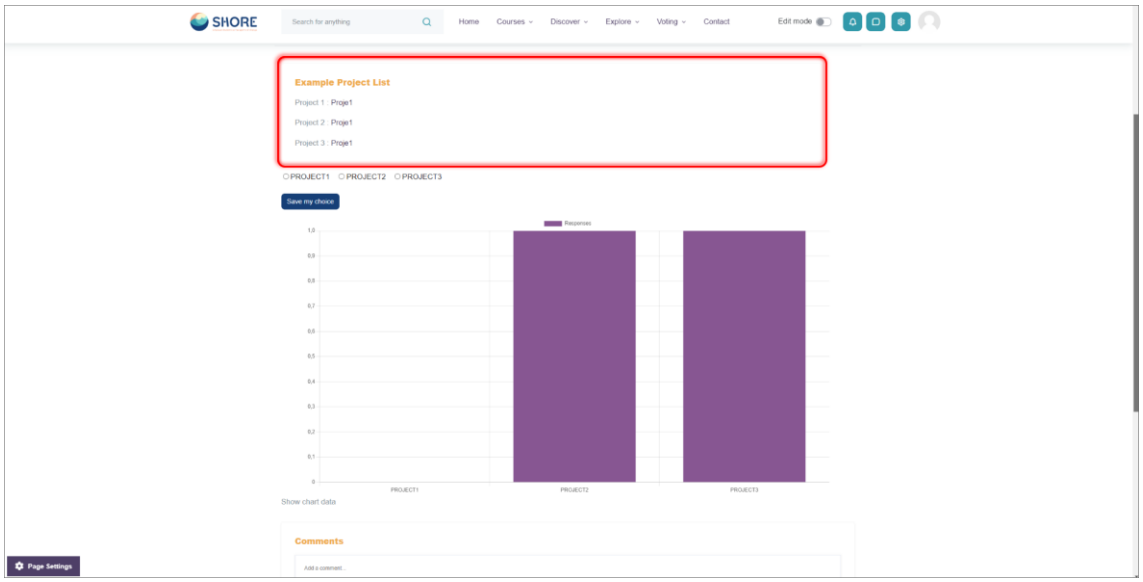

Figure 67 Voting- Session- View Projects Created for Testing Purposes

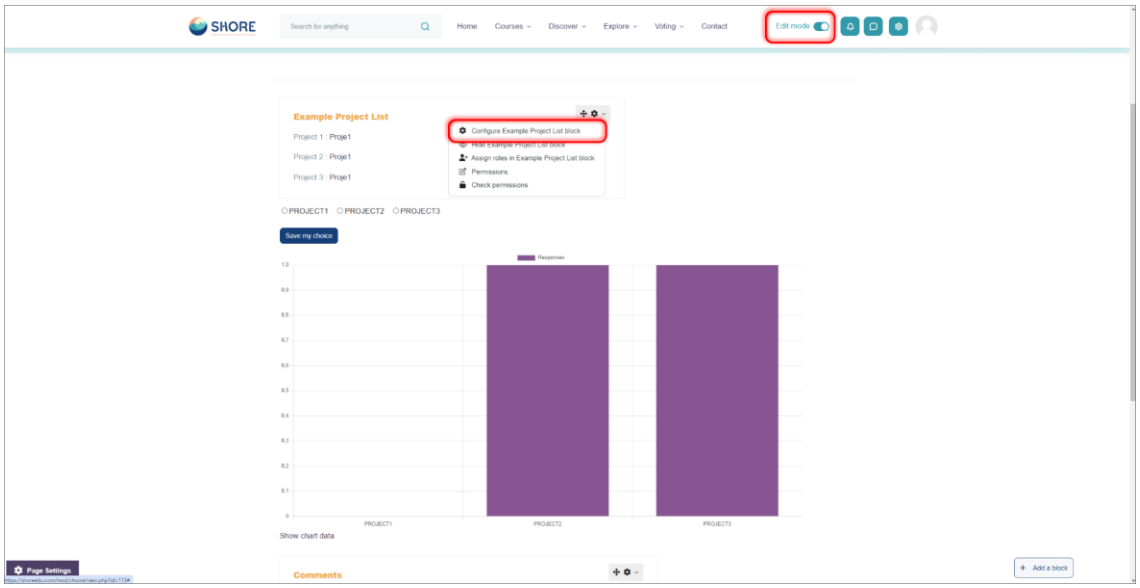

Figure 68 Voting- Session- Activate Edit Mode to Add a New Project and Click on Configure Example Project List Block

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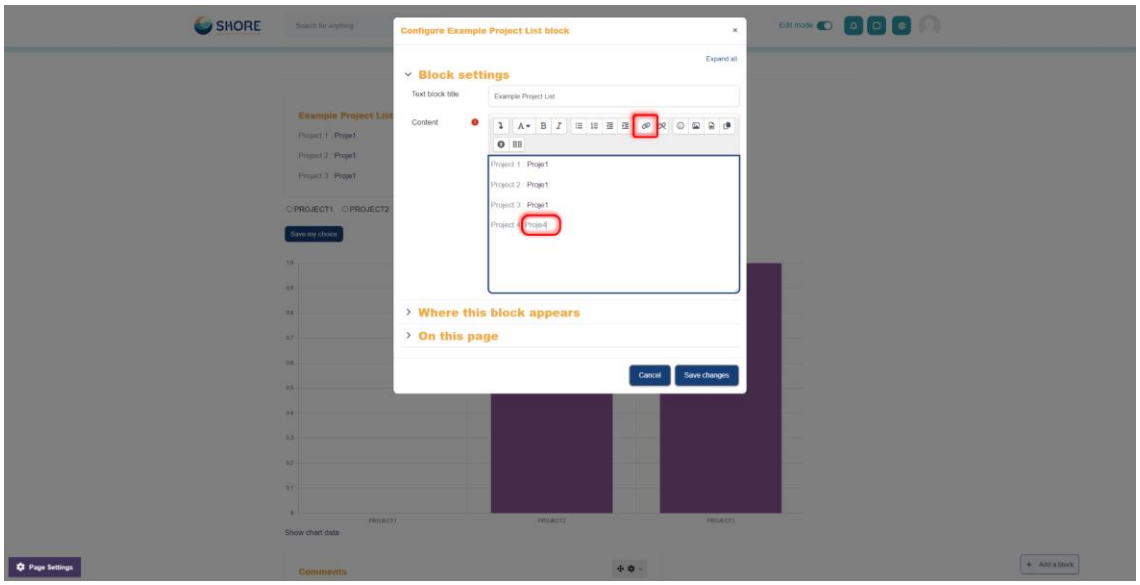

Figure 69 Voting- Session- Add the Project and Click on the Link

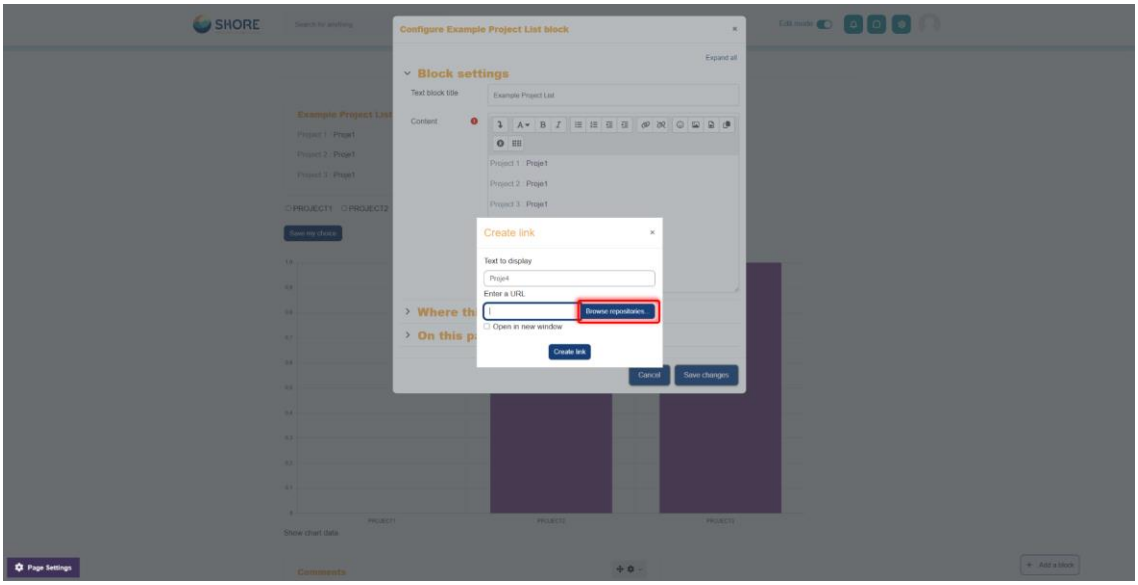

Figure 70 Voting- Session- Browse Your Files and Attach the Downloaded Project File

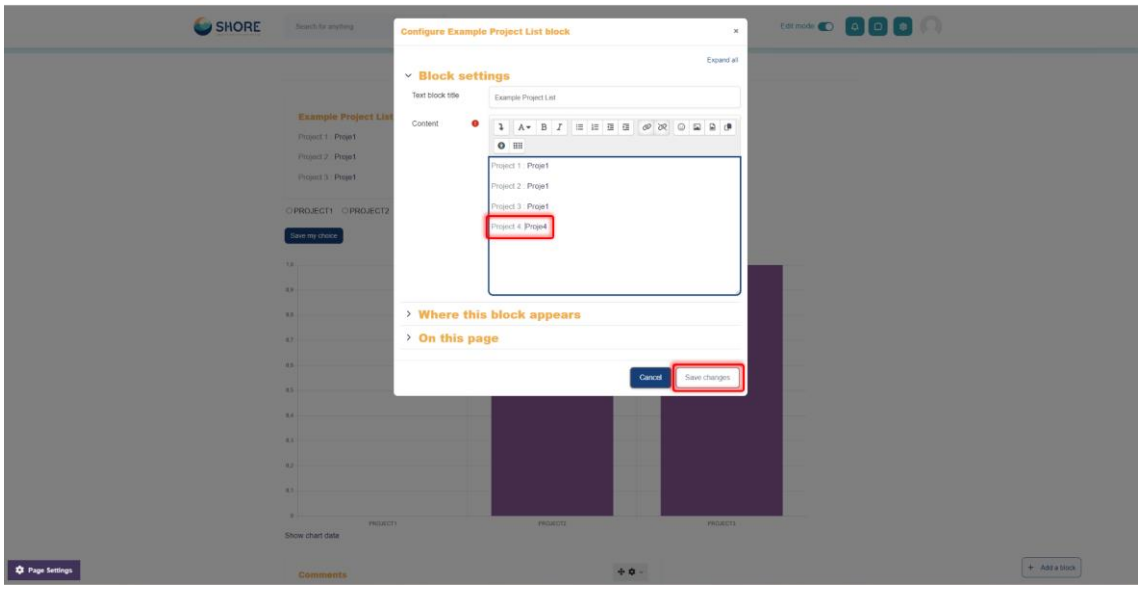

Figure 71 Voting- Session- After Creating the Project Connection, Click the Save Changes Button

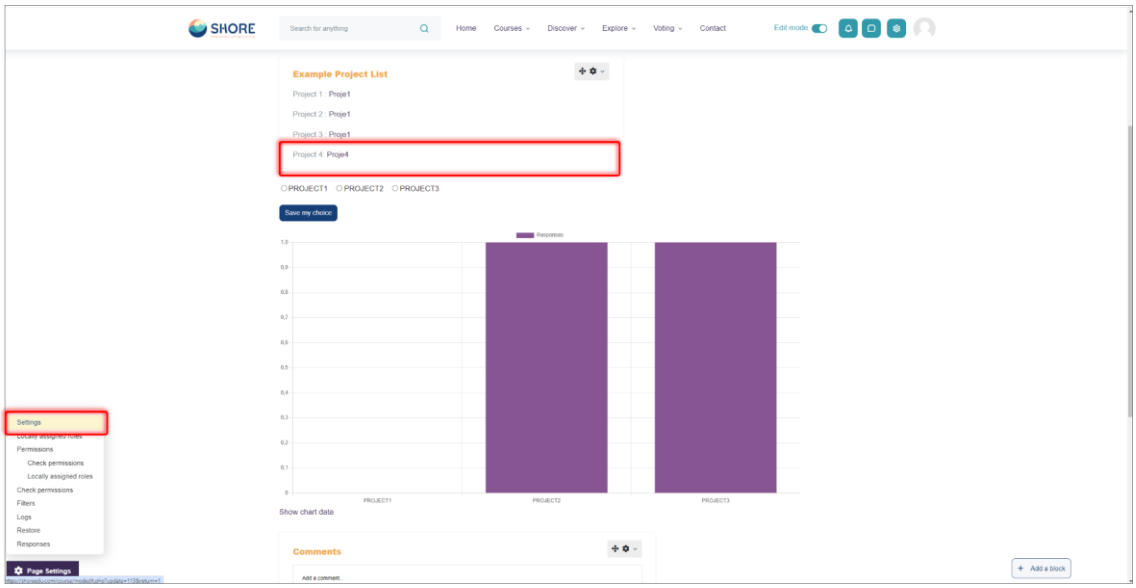

Figure 72 Voting- Session- After Adding a Project, Click the Settings Button to Include the Project in the Voting Options

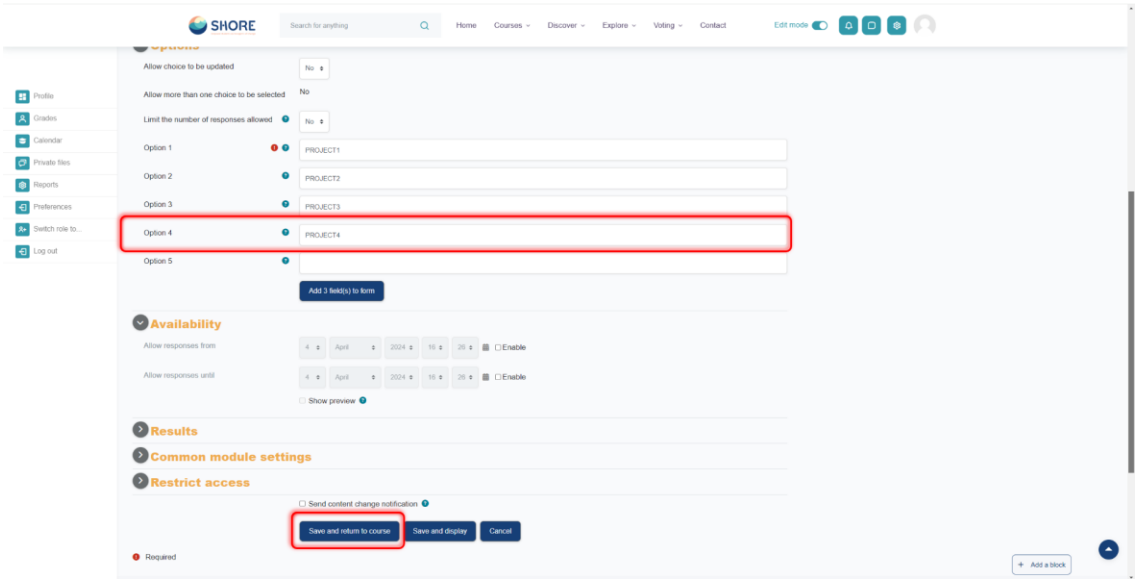

Figure 73 Voting- Session- Set Options and Avability Dates

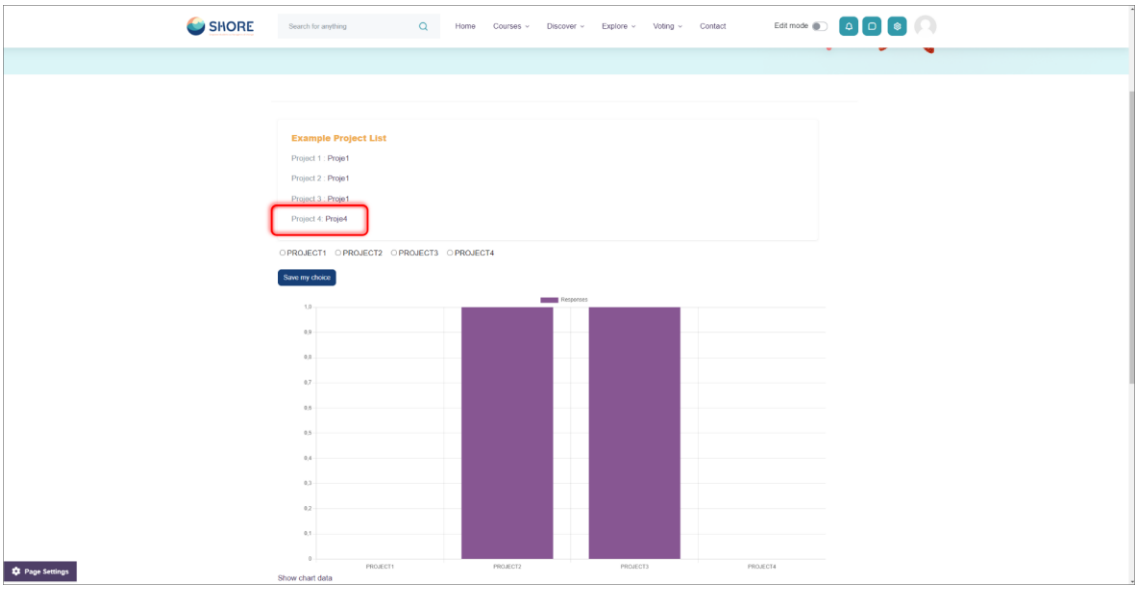

Figure 74 Voting- Session- Voters need to click on the Project name to View the Project

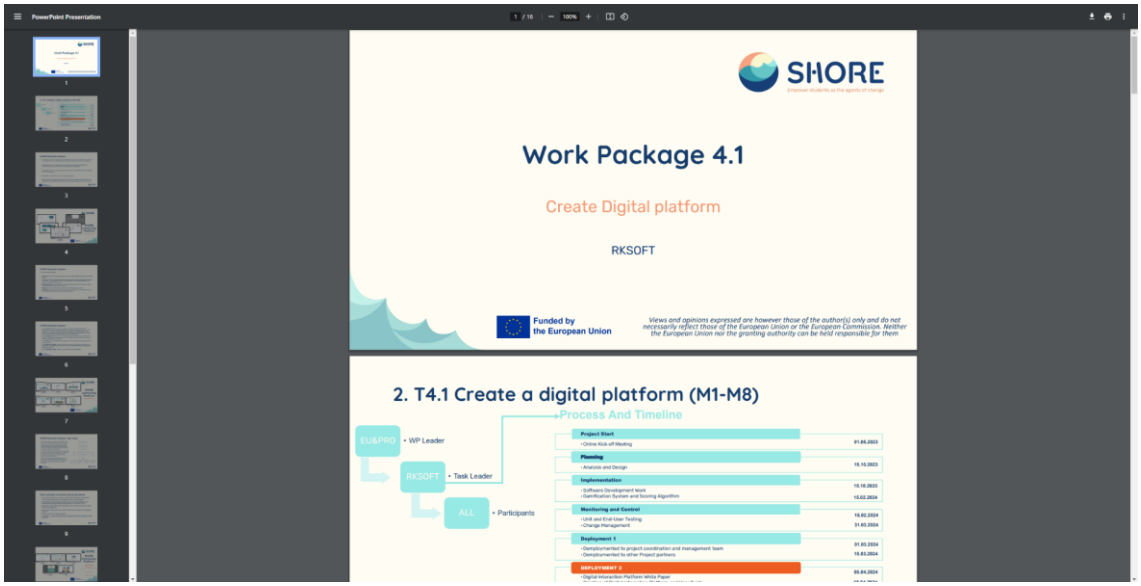

Figure 75 Voting- Session- Project is displayed for review.

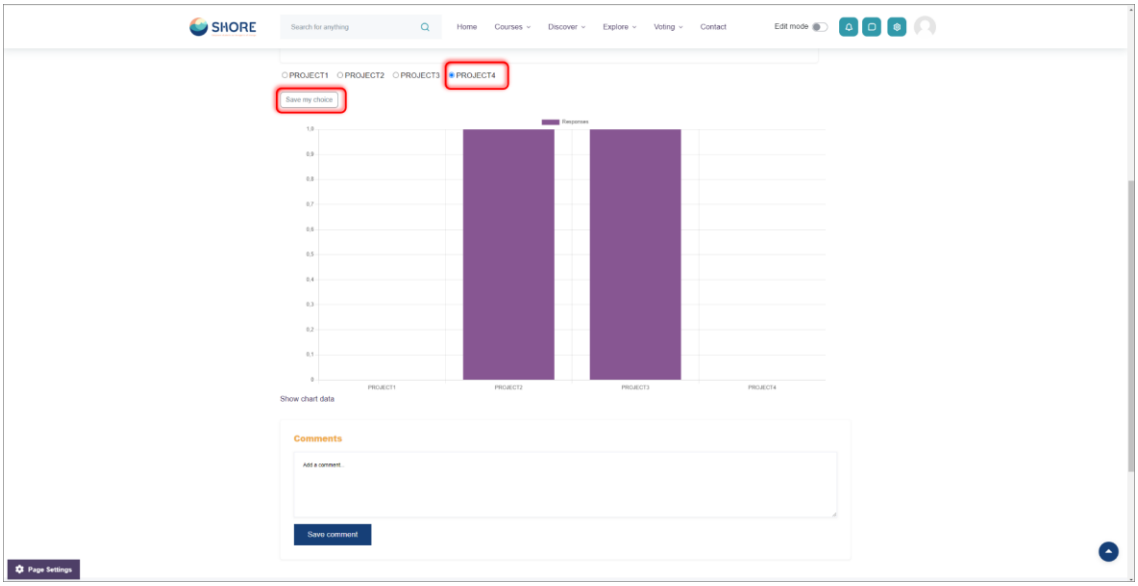

Figure 76 Voting- Session- After the review, the preferred project is voted for and Click on Save my Choice

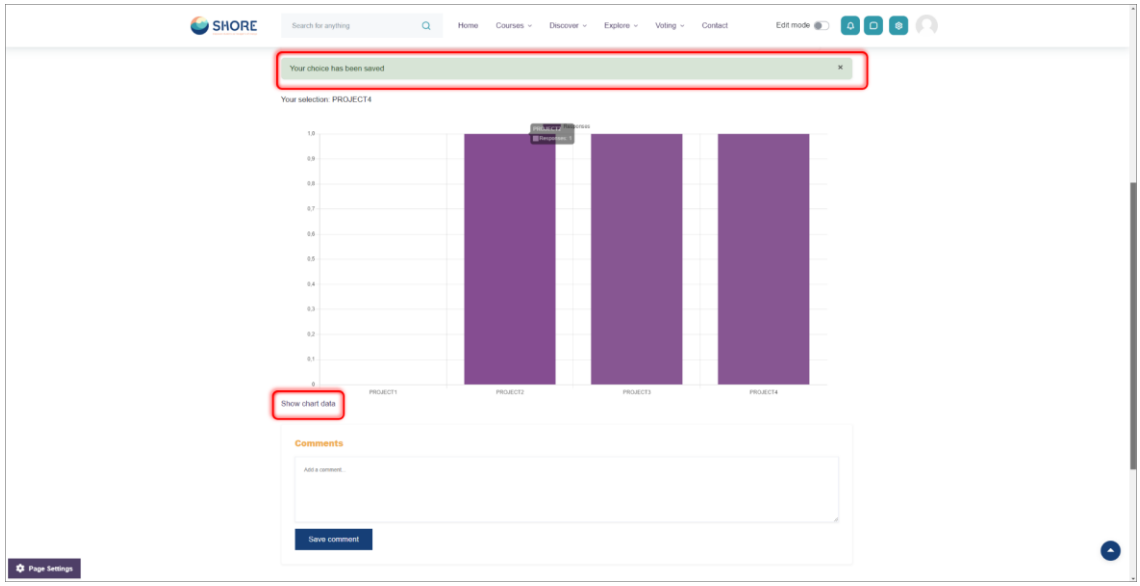

Figure 77 Voting- Session- Election Results are Displayed and Click on Show chart Data to View Percentages

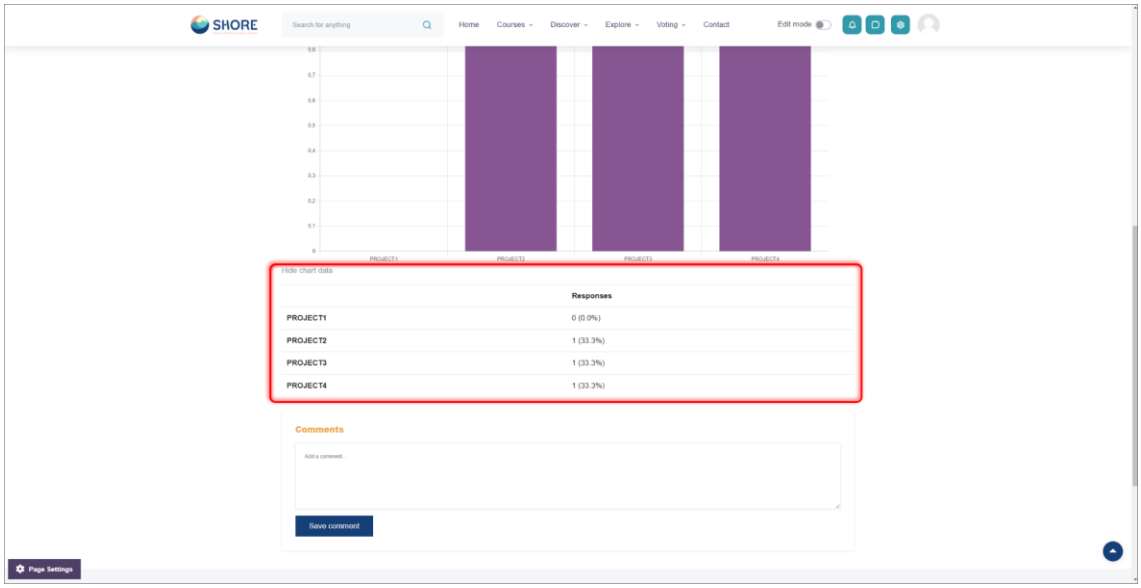

Figure 78 Voting- Session- Project Selection Percentages are Displayed

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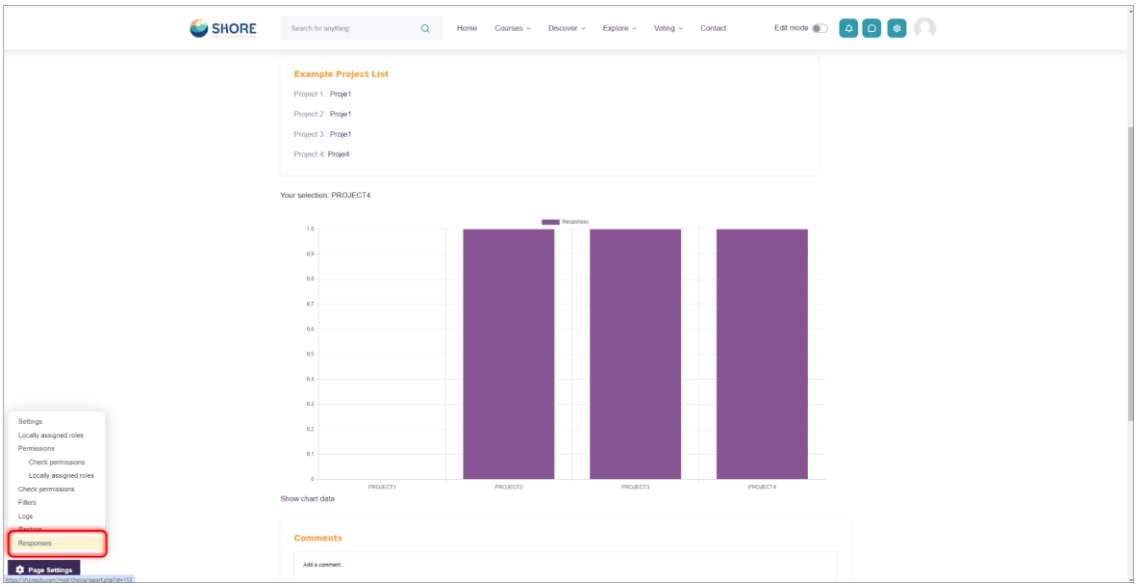

Figure 79 Voting- Session- Click on the Responses button in the Page Setting section to view the Project Final Report

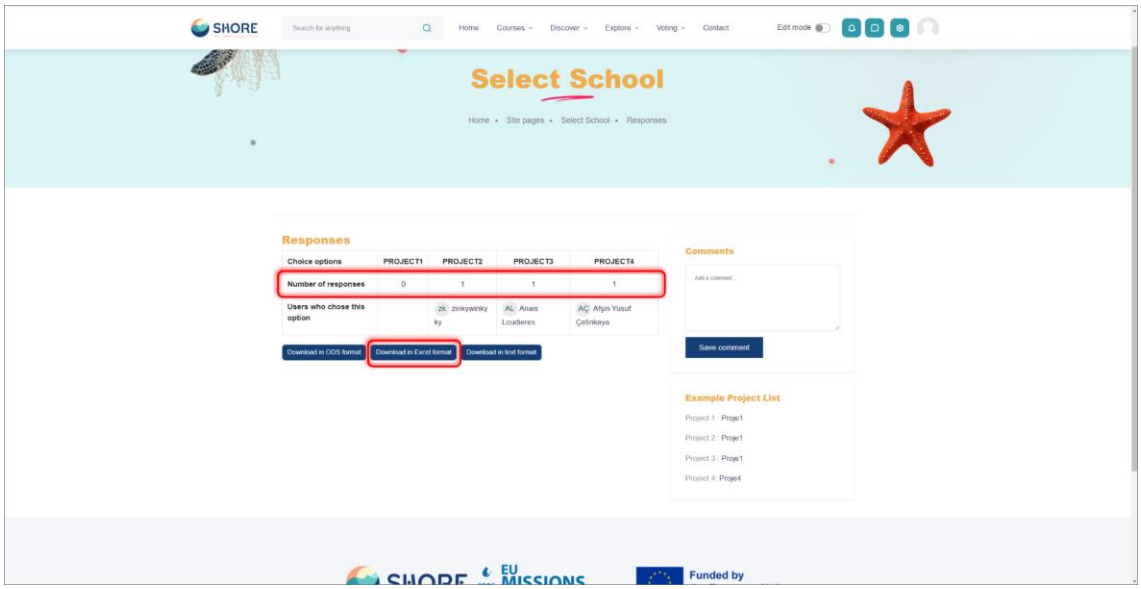

Figure 80 Voting- Session- The Project Result Report can be downloaded in Excel Format

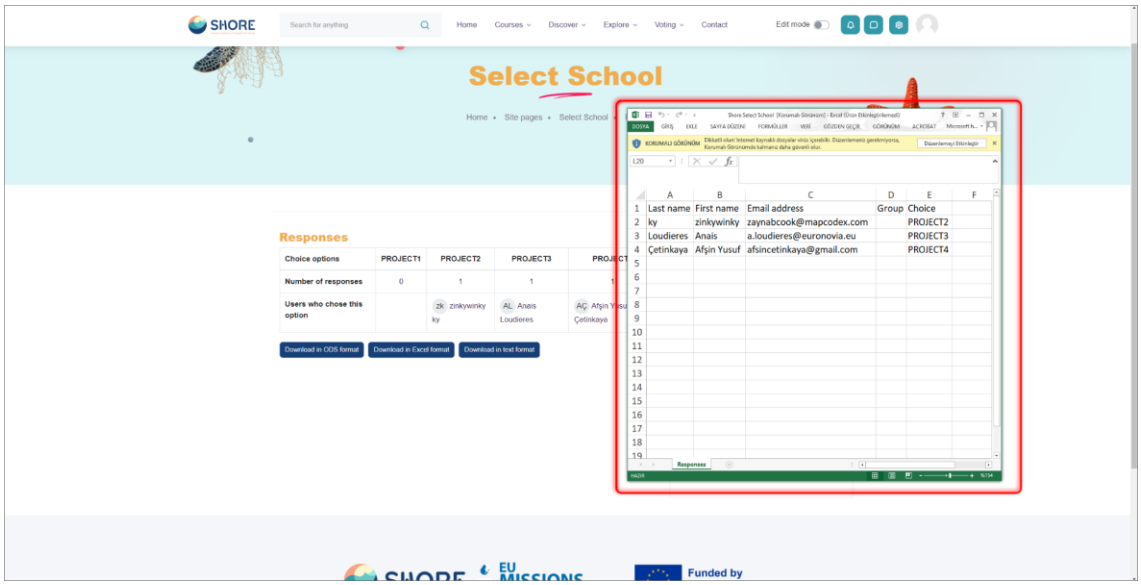

Figure 81 Voting- Session- The Downloaded Report is Displayed

1.3.17. Contact Page

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

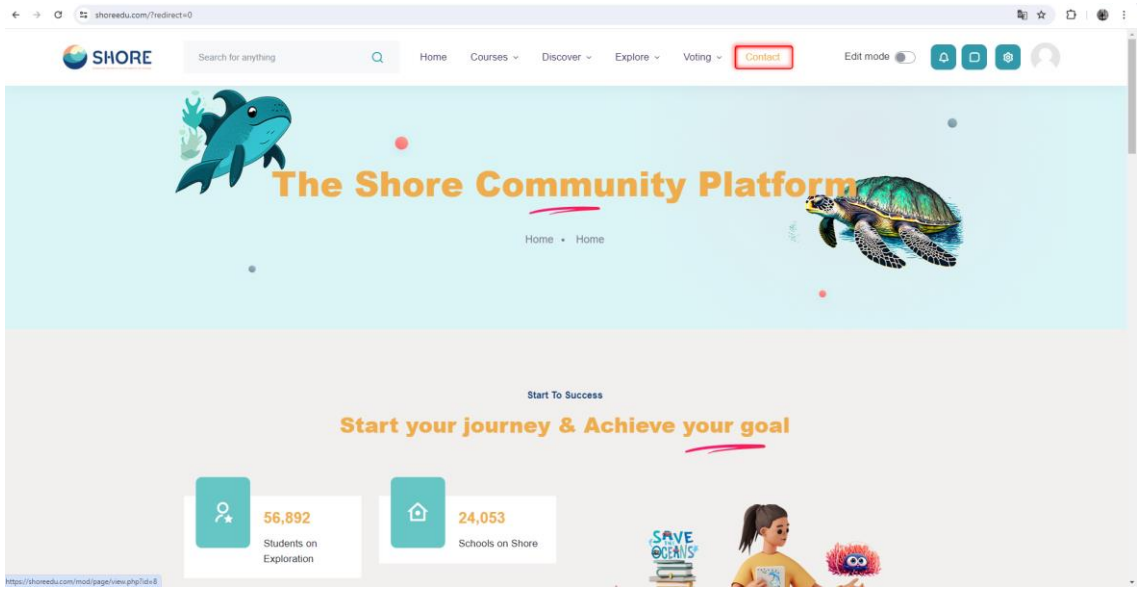

Figure 82 The Community Platform- Click the Contact

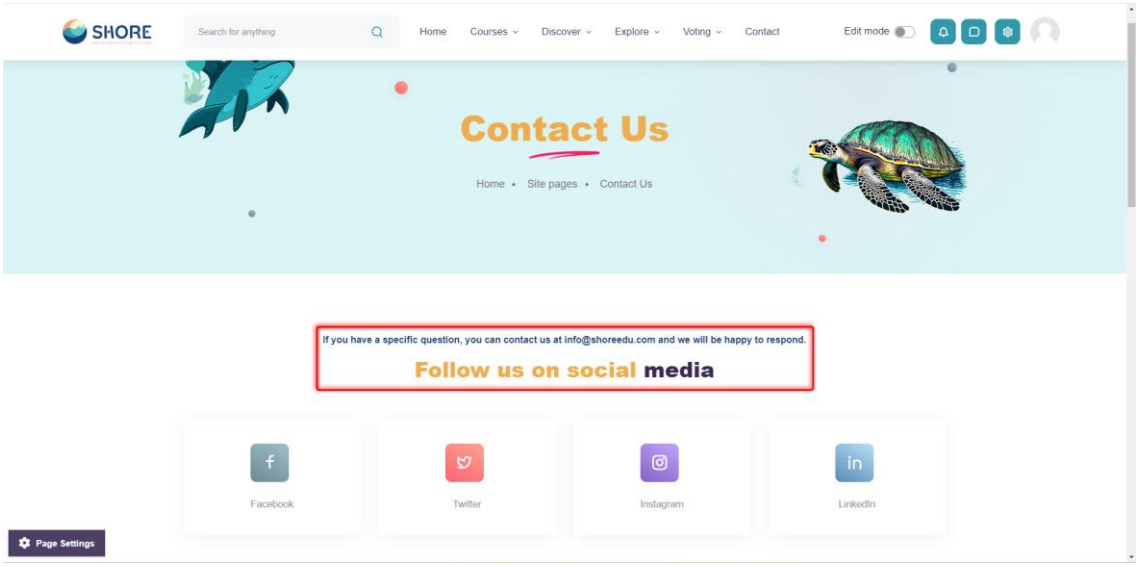

Figure 83 The Community Platform- Contact Page- You Can Follow Us on Social Media

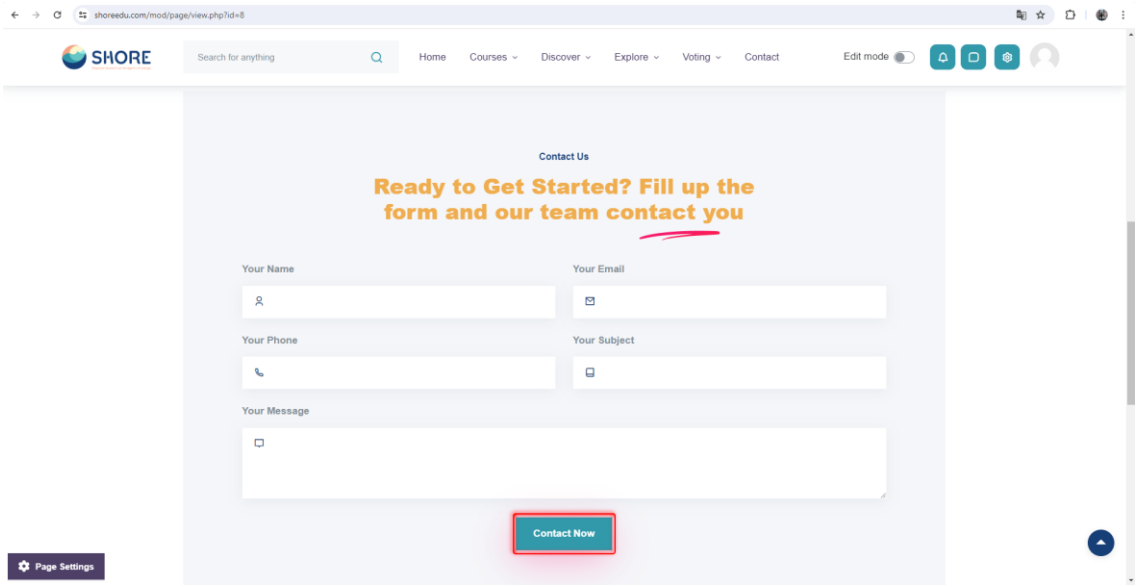

Figure 84 The Community Platform- Contact Page- You Can Contact Us Via Form

1.3.18. Notifications Pop-up Window

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

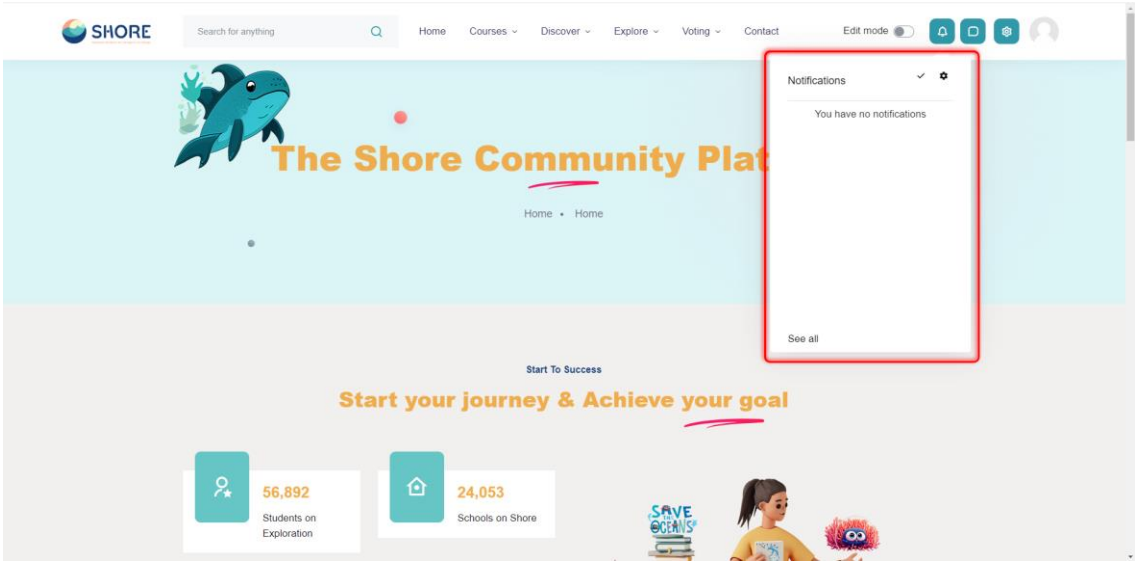

Figure 85 The Community Platform-Notifications Button- You Can View the Notifications that You Have

1.3.19. Contact Pop-up Window

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

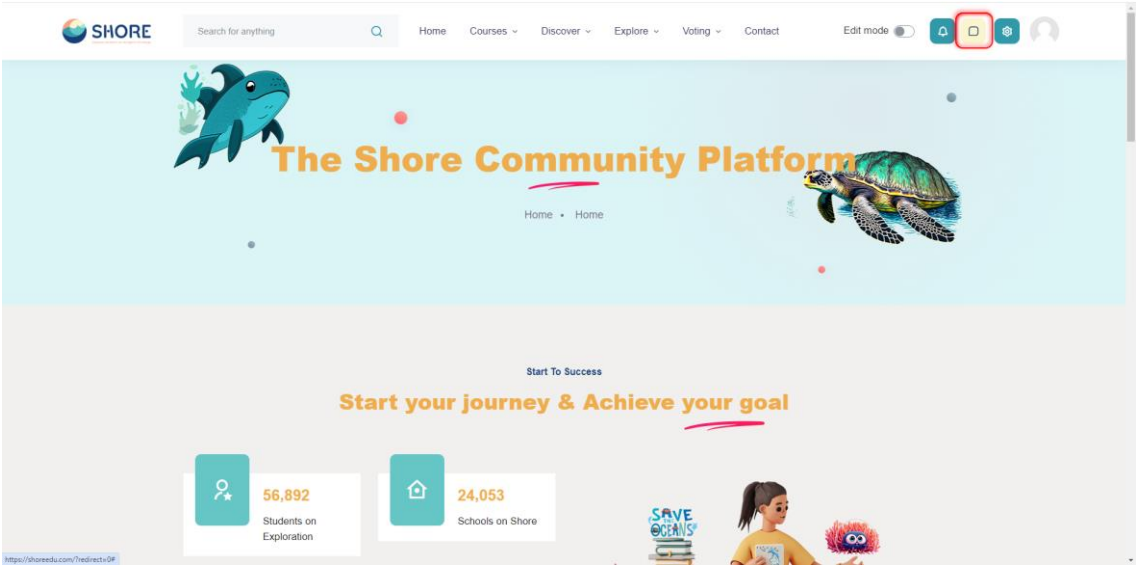

Figure 86 The Community Platform-Click the Contact Button

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

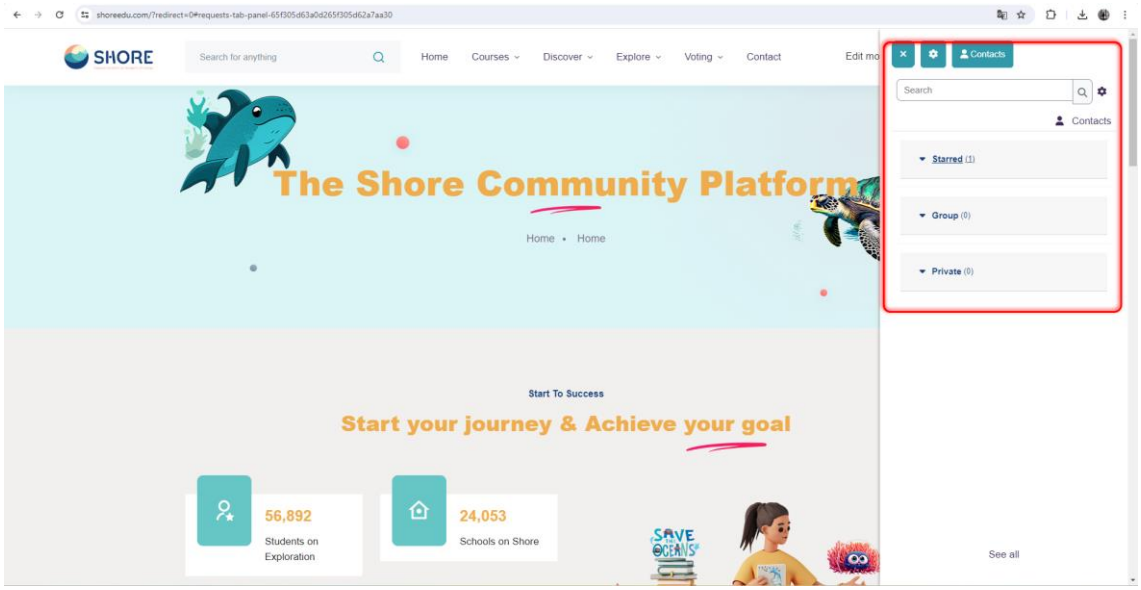

Figure 87 The Community Platform-You Can Contact Other Users in the Same Group

1.4.User Management Procedures

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

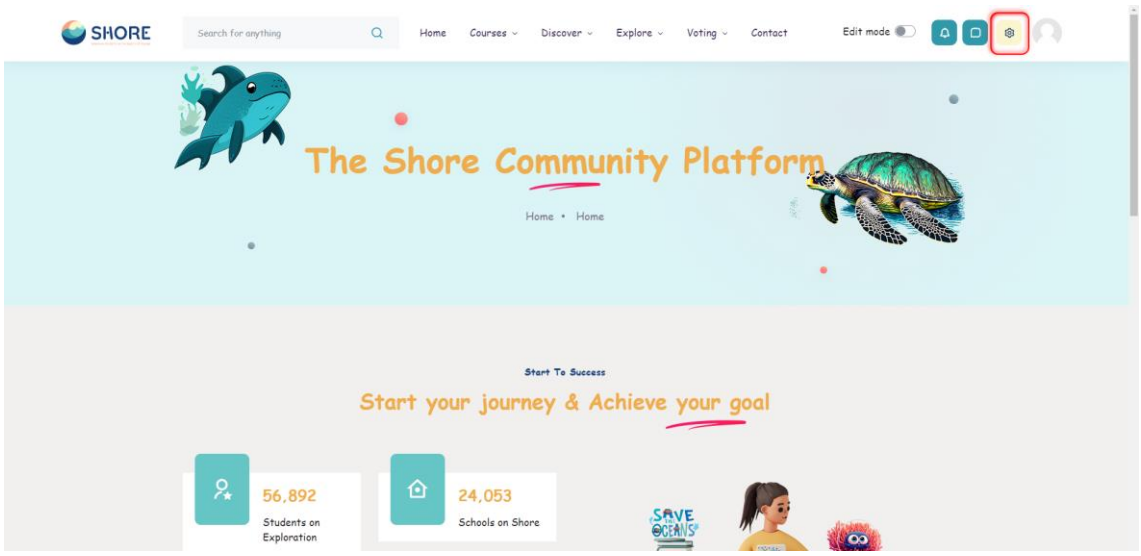

Figure 88 Setting

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.

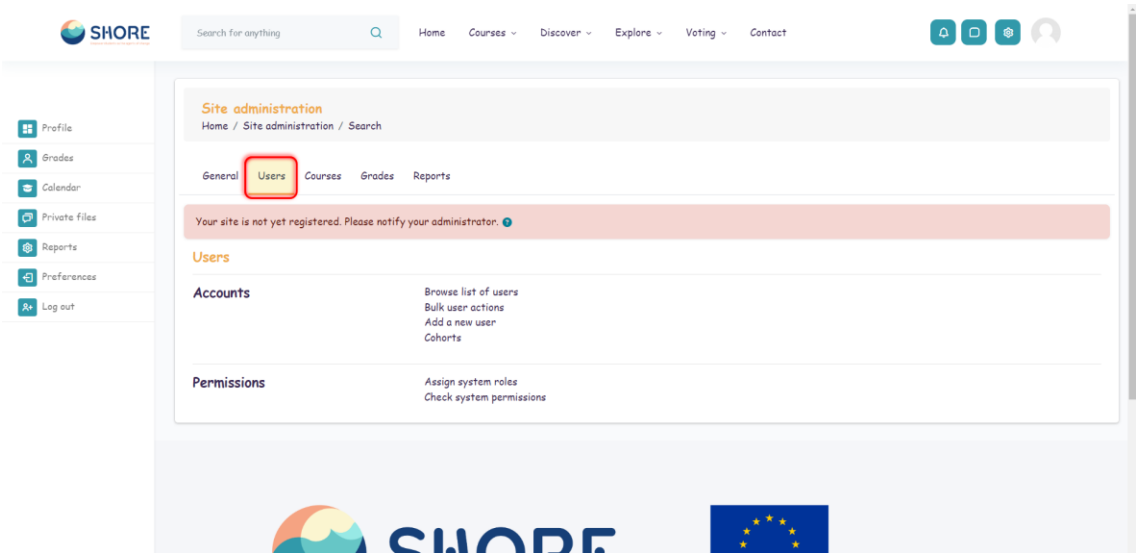

Figure 89 Setting- User Section

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.

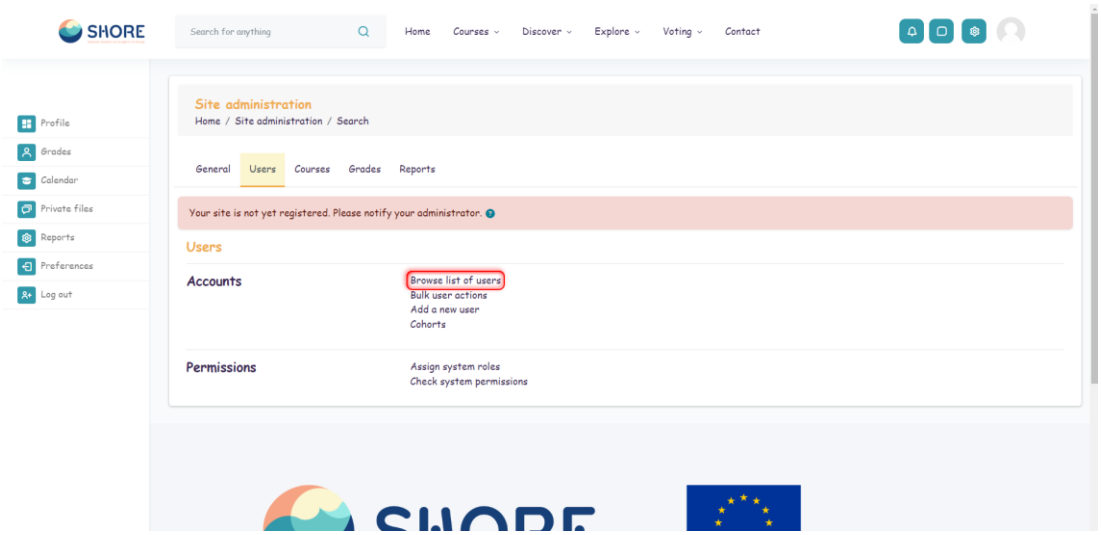

Figure 90 Setting- Users- Accounts- Click on Browse List of Users

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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.

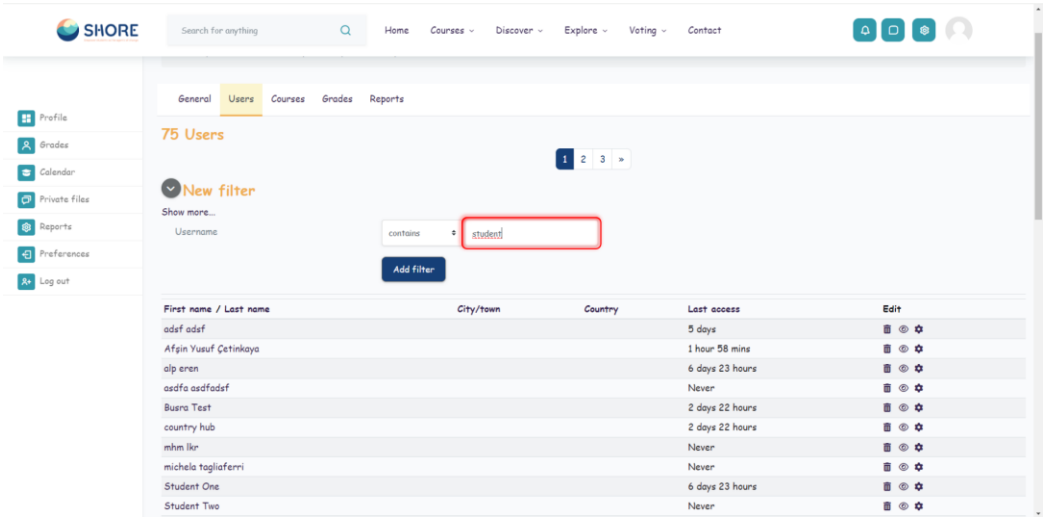

Figure 91 Setting- Users- Accounts- Click on Browse List of Users- Click the Add Filter button

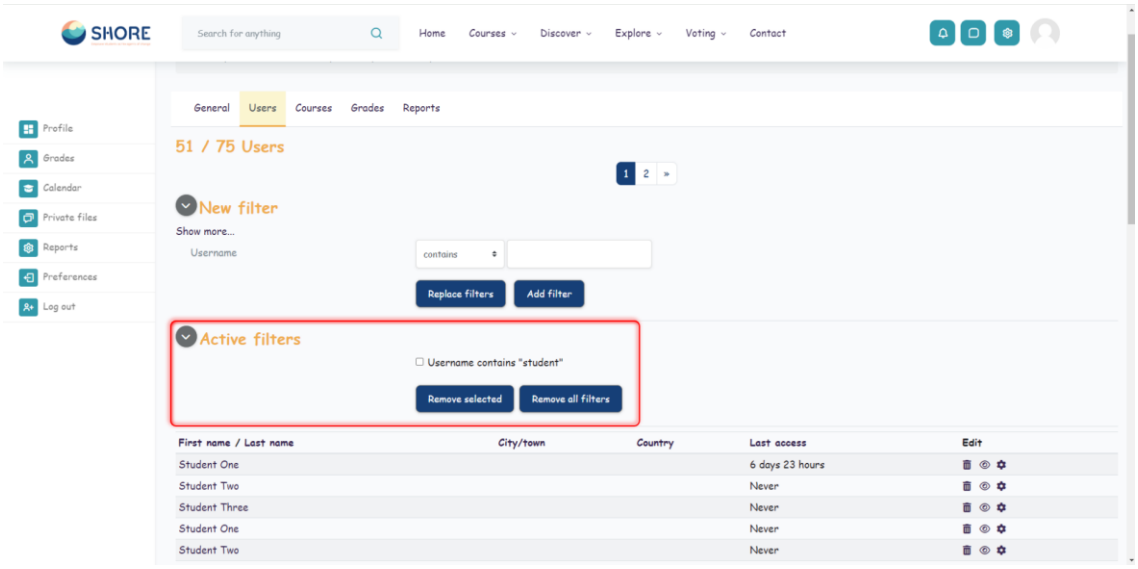

Figure 92 Setting- Users- Accounts- Click on Browse List of Users- Click the Add Filter Button to Run the User Search

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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

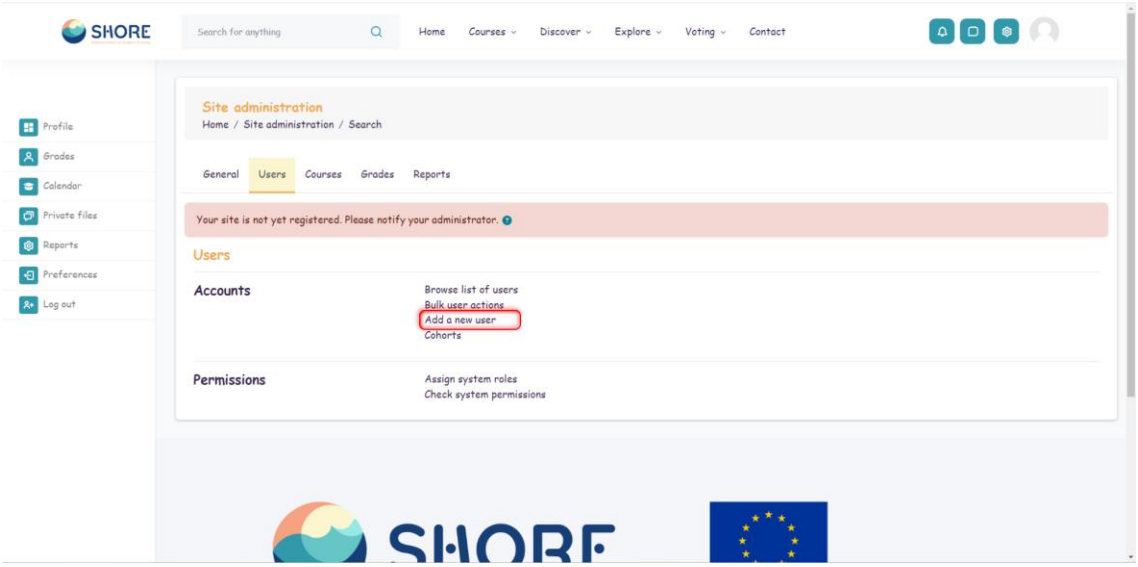

Figure 93 Setting- Users- Accounts- Click on Add a New Users- Option I

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

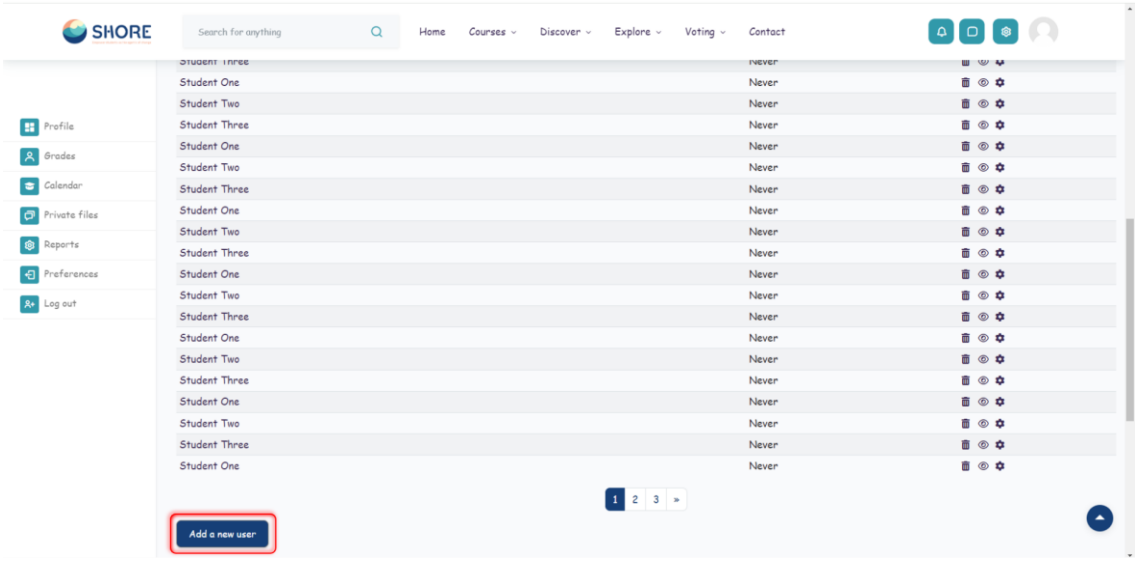

Figure 94 Setting- Users- Accounts- Click on Add a New Users- Option II

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

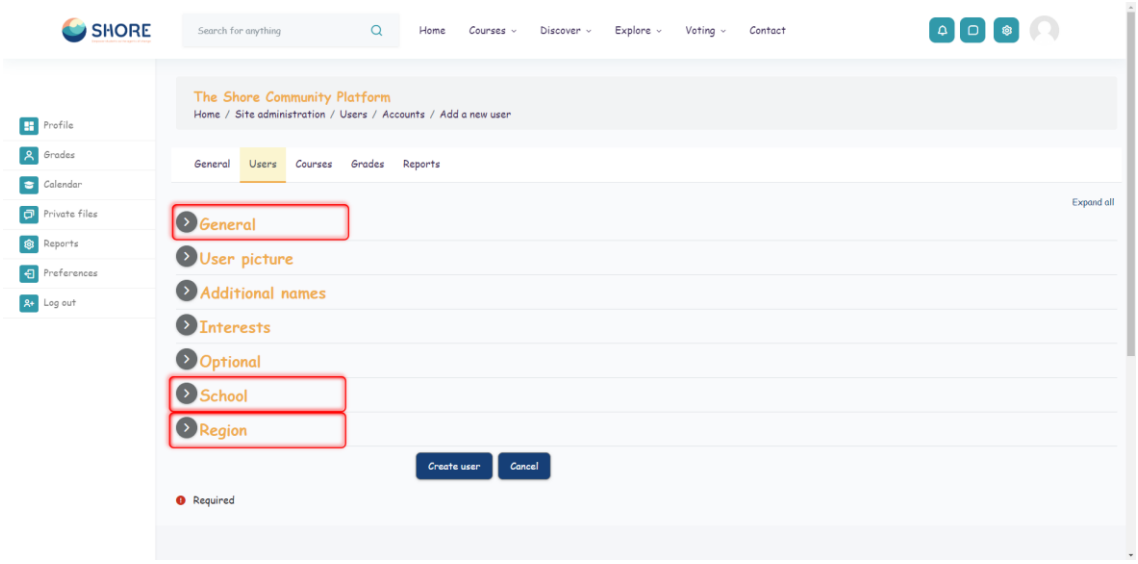

Figure 95 Setting- Users- Accounts- Add New User Screen- Required Sections

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 for extra help.

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

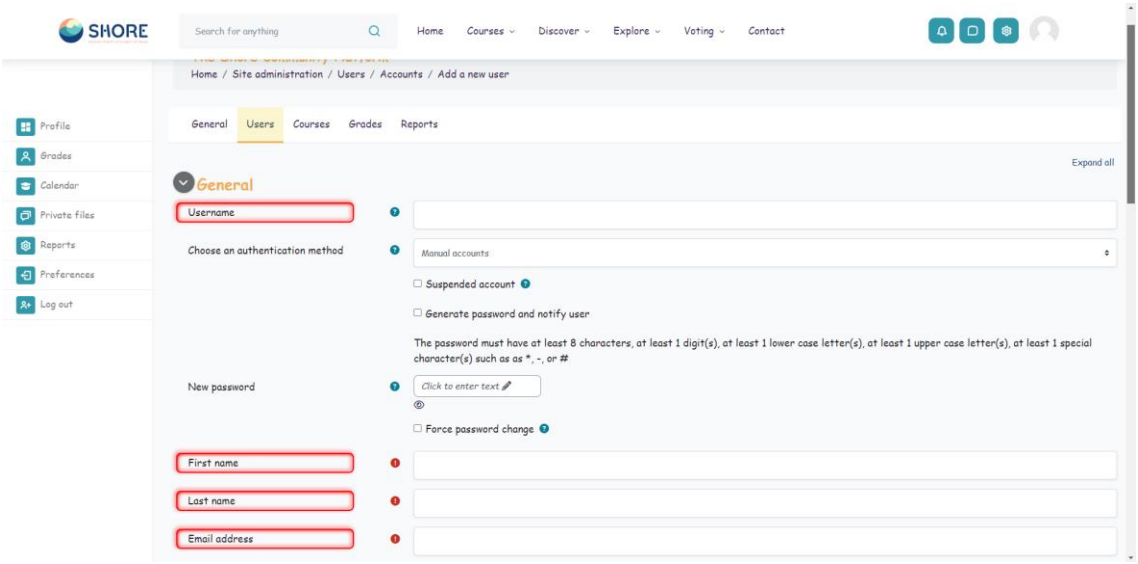

Figure 96 Setting- Users- Accounts- Add New User Screen- Part One General

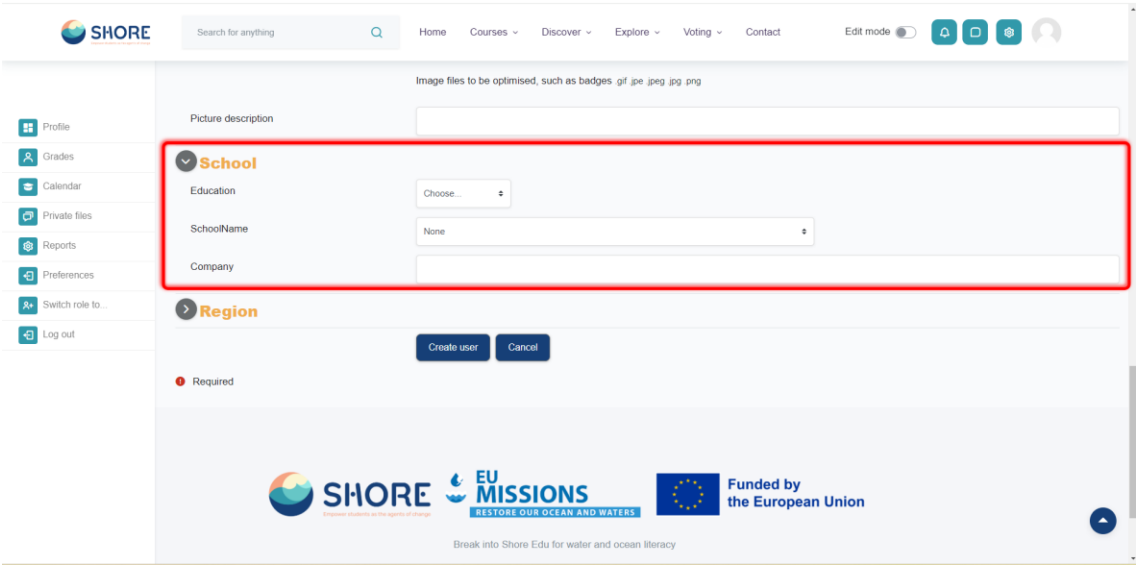

Figure 97 Setting- Users- Accounts- Add New User Screen- Part Two School

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.

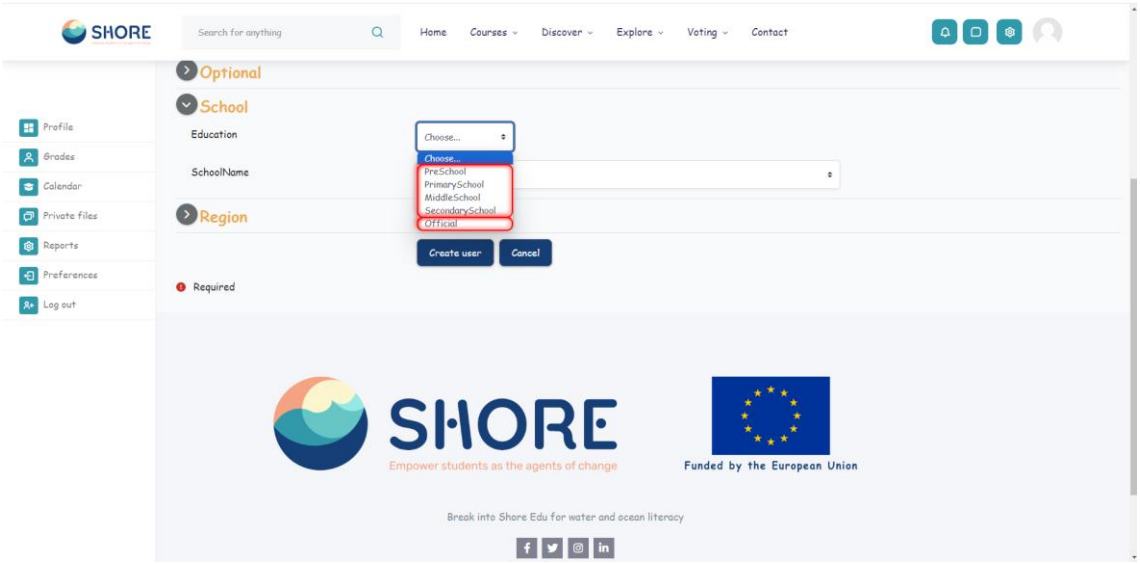

Figure 98 Setting- Users- Accounts- Add New User Screen- Part Two School- Choose the Education or Offical

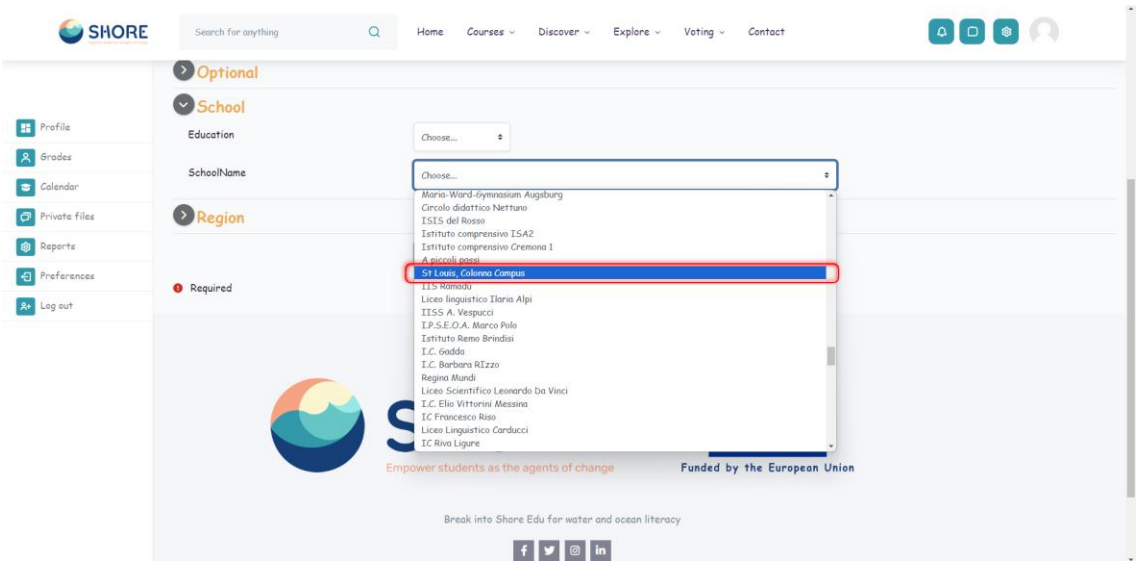

Figure 99 Setting- Users- Accounts- Add New User Screen- Part Two School- Choose the School

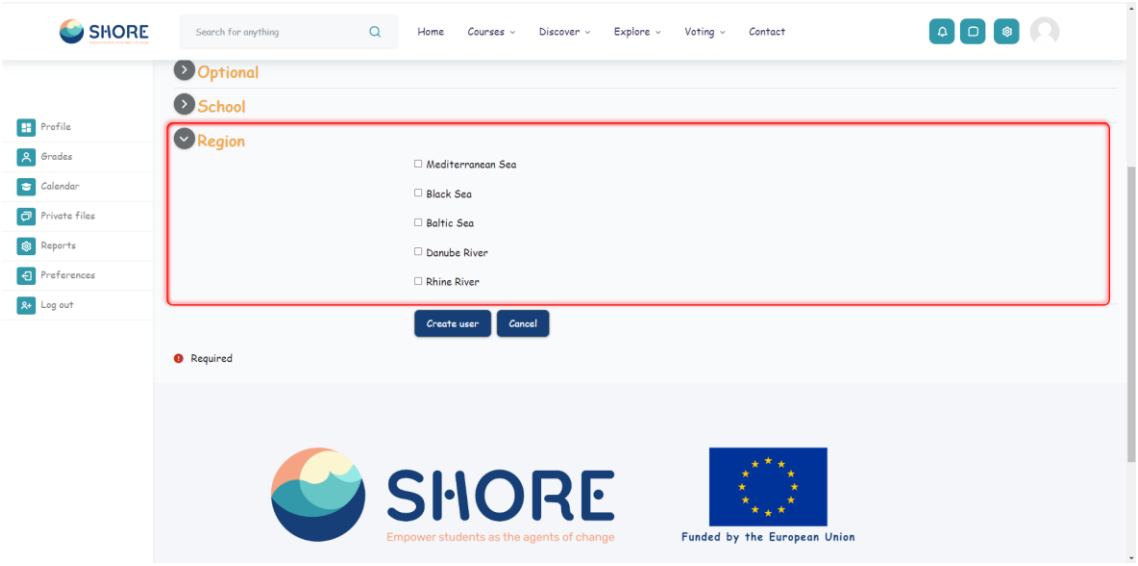

Figure 100 Setting- Users- Accounts- Add New User Screen- Part Three Region

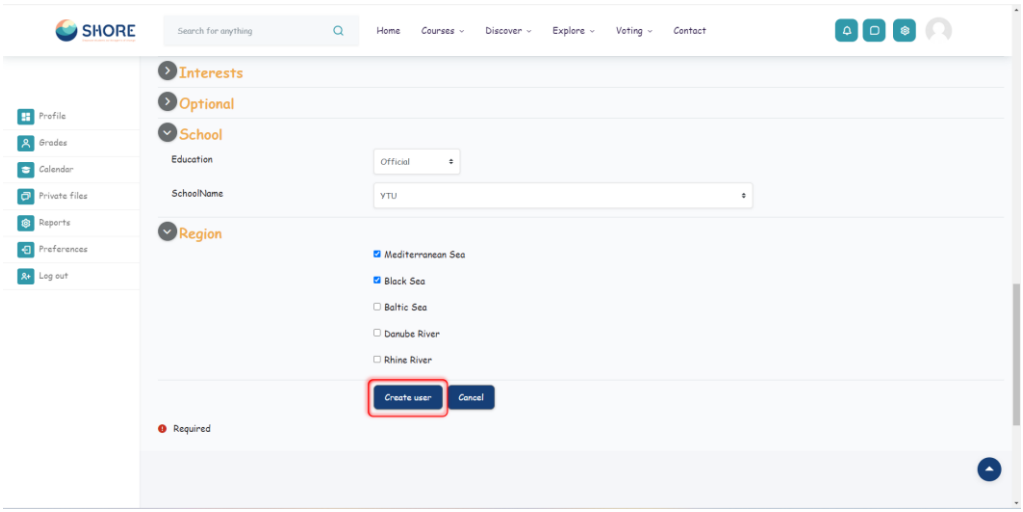

Figure 101 Setting- Users- Accounts- Add New User Screen- When the Information Entries Are Completed , Click on Create User

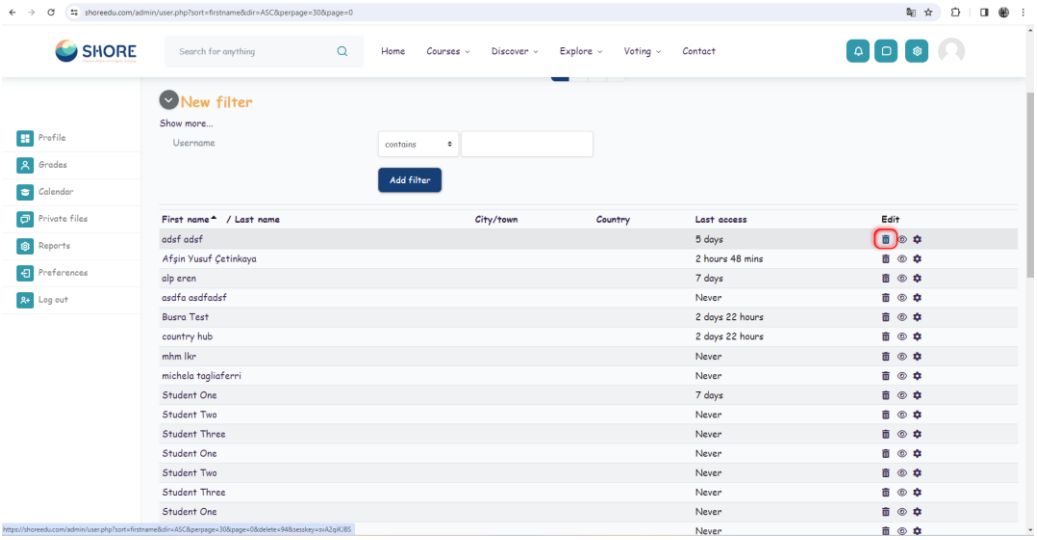

Figure 102 Setting- Users- Accounts- Click on Browse List of Users-User Delete- Click on Trash

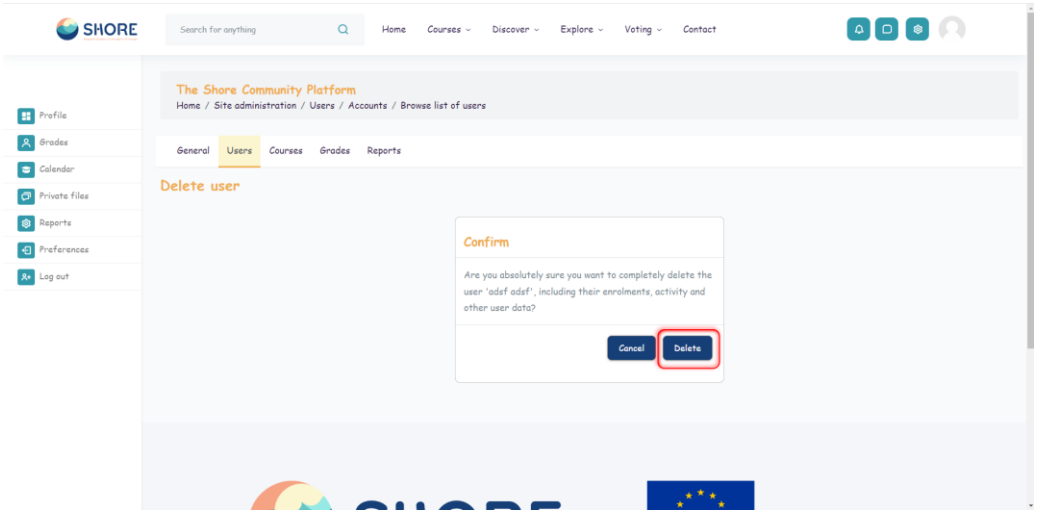

Figure 103 Setting- Users- Accounts- Click on Browse List of Users-User Delete- Delete Confirmation Screen

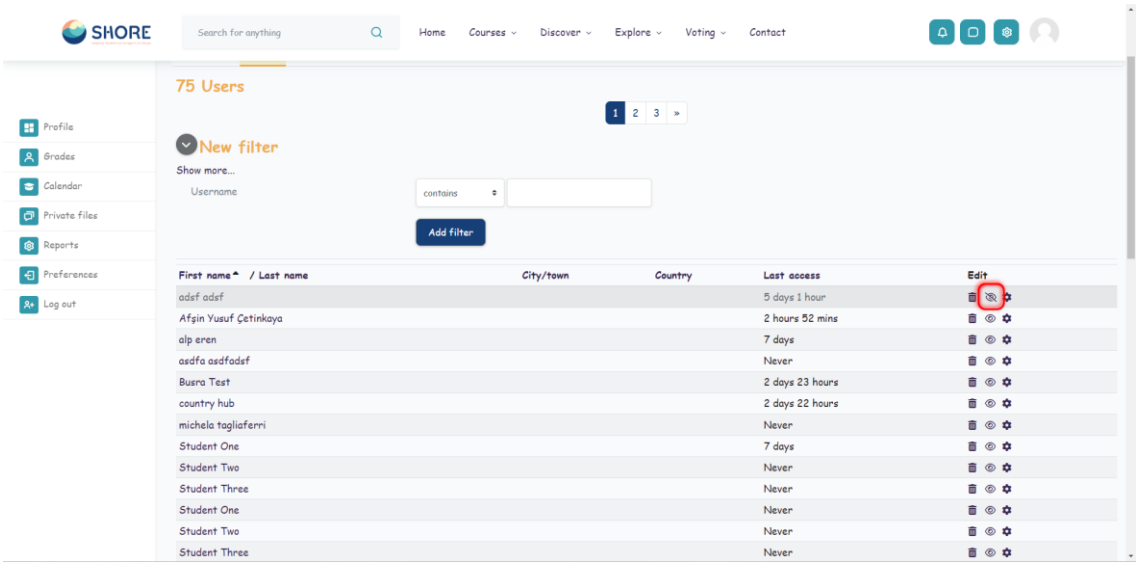

Figure 104 Setting- Users- Accounts- Click on Browse List of Users - You Can Make Your Users Active or Inactive Through The Eye Button

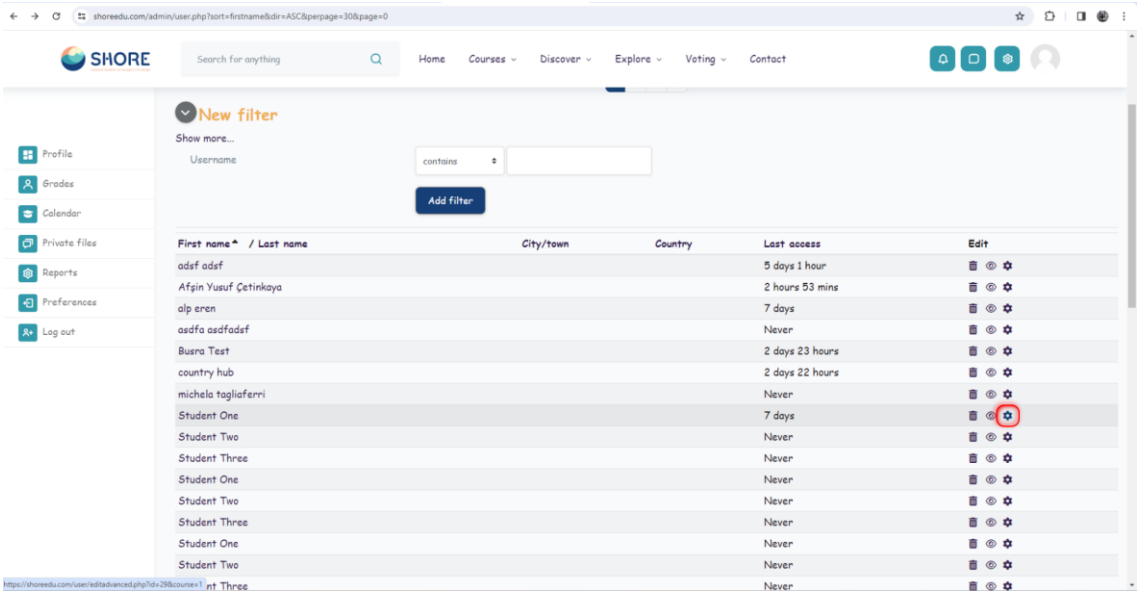

Figure 105 Setting- Users- Accounts- Click on Browse List of Users - Click the Setting Button to Update User Information

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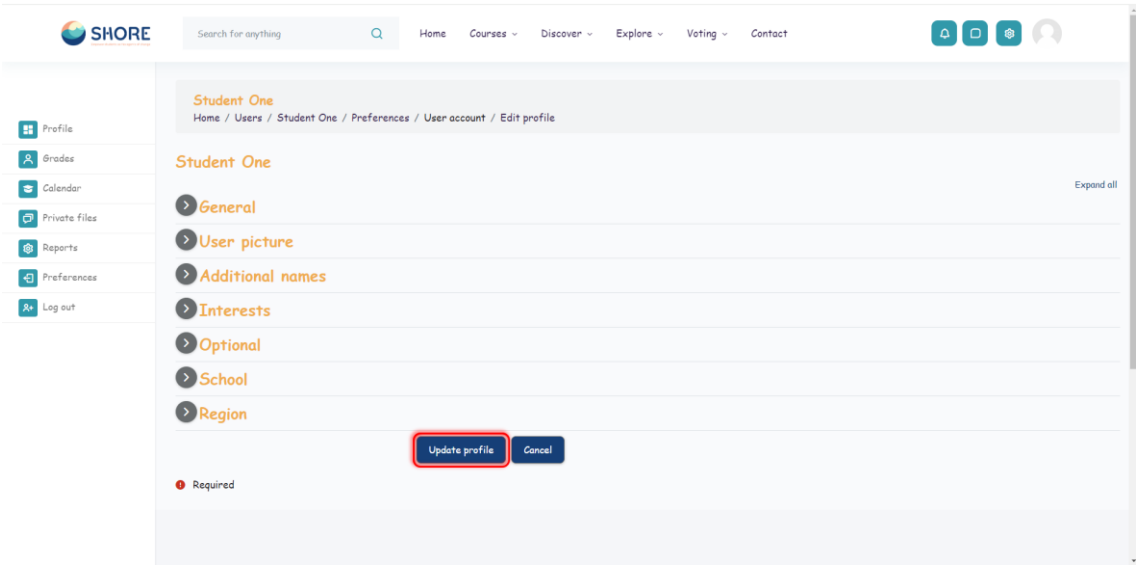

Figure 106 Setting- Users- Accounts- Click on Browse List of Users - In the Window That Opens, Click the Update Profile Button After the Information Entries

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

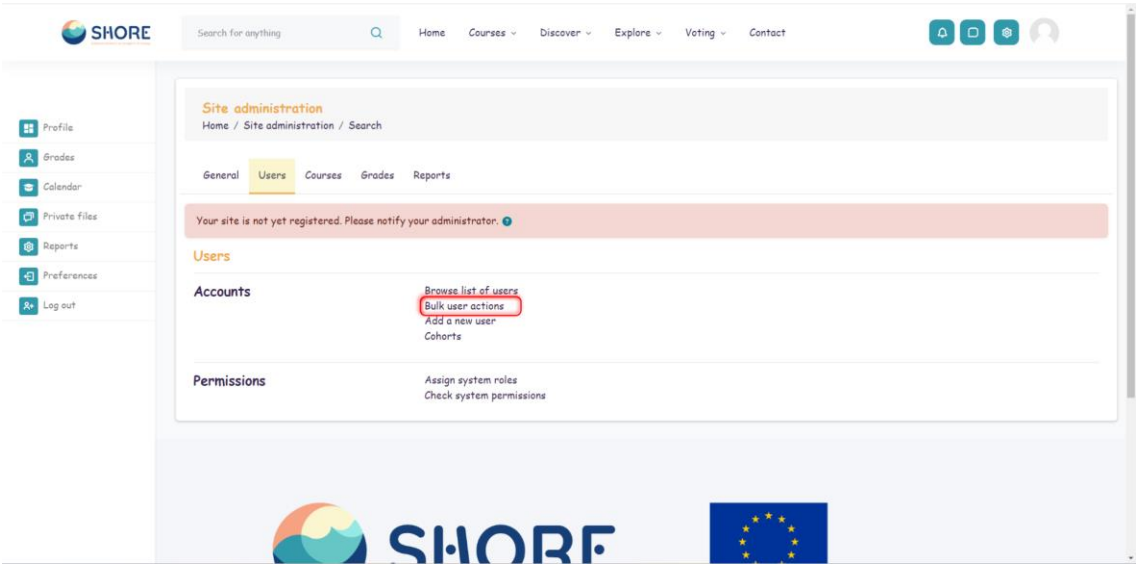

Figure 107 Setting- Users- Accounts- Click the Bulk User Actions

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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

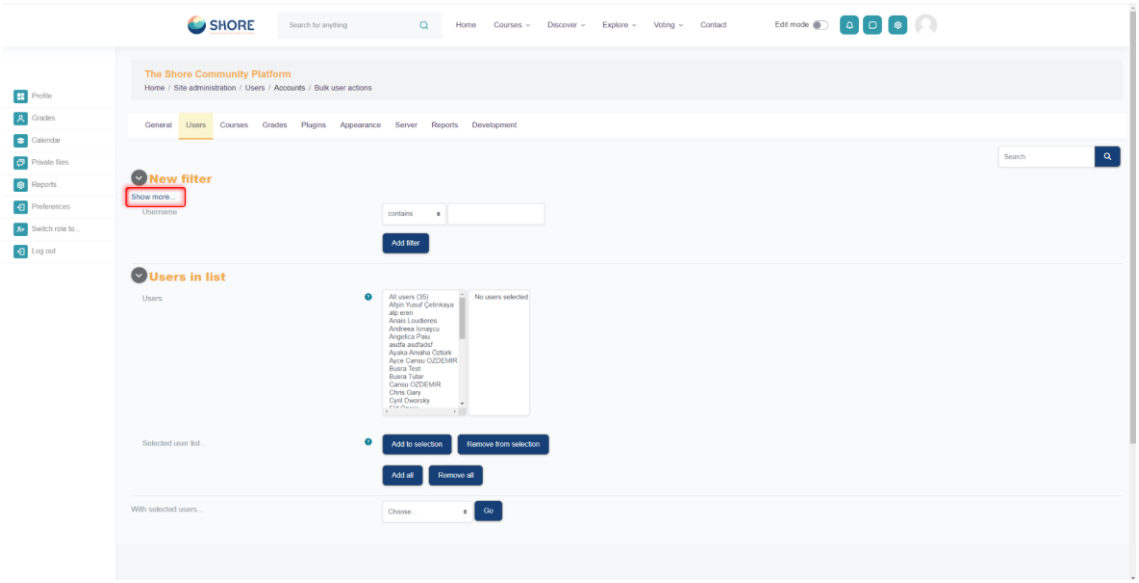

Figure 108 Setting- Users- Accounts- Click the Bulk User Actions- Click 'Show More' to Reveal More Filter Options

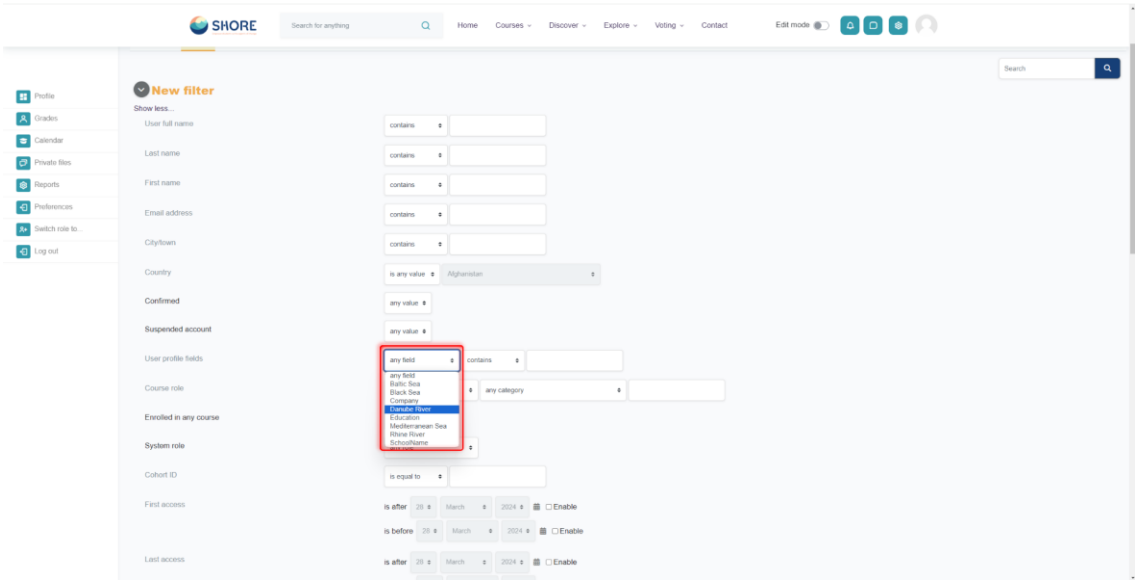

Figure 109 Setting- Users- Accounts- Click the Bulk User Actions- If you have set a custom profile field, you can access them from the "Profile" dropdown box

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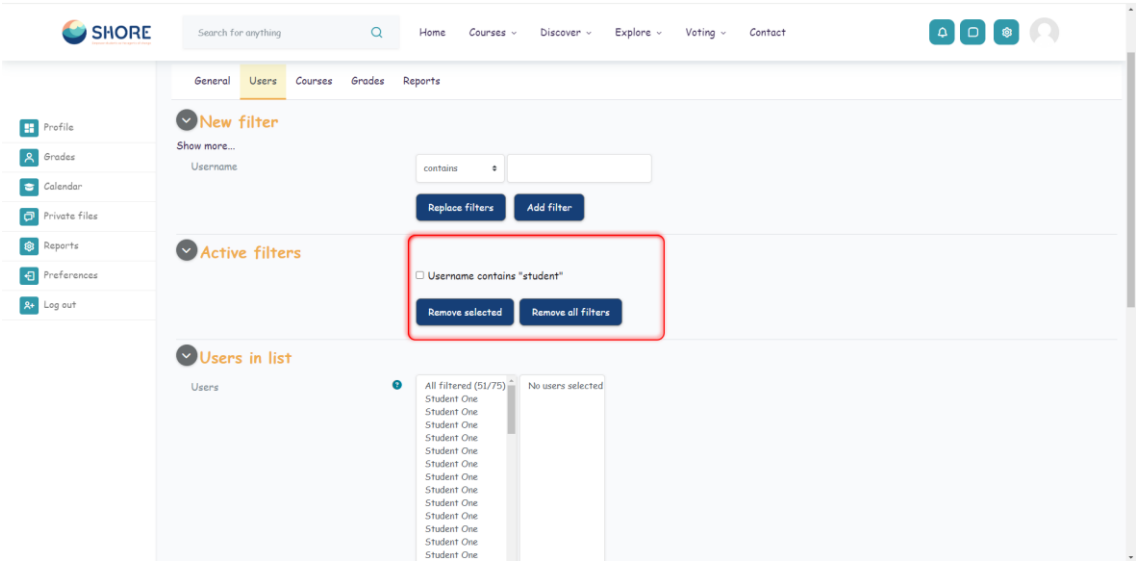

Figure 110 Setting- Users- Accounts- Click the Bulk User Actions- After Entering the Conditions, Click the Add Filter Button

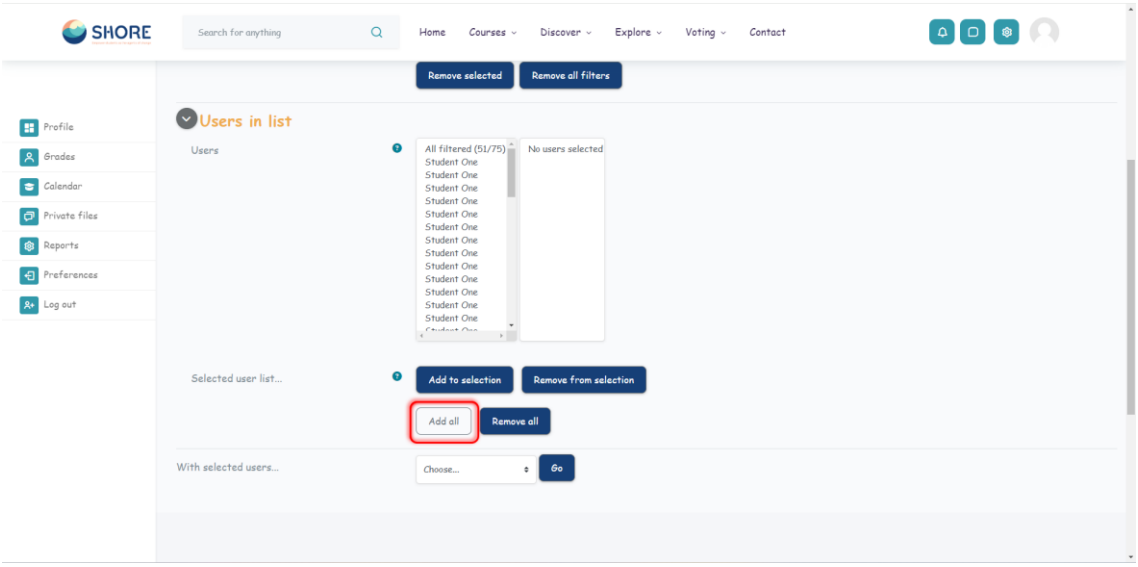

Figure 111 Setting- Users- Accounts- Click the Bulk User Actions- Select in the box on the left those users you require and move them to the box on the right

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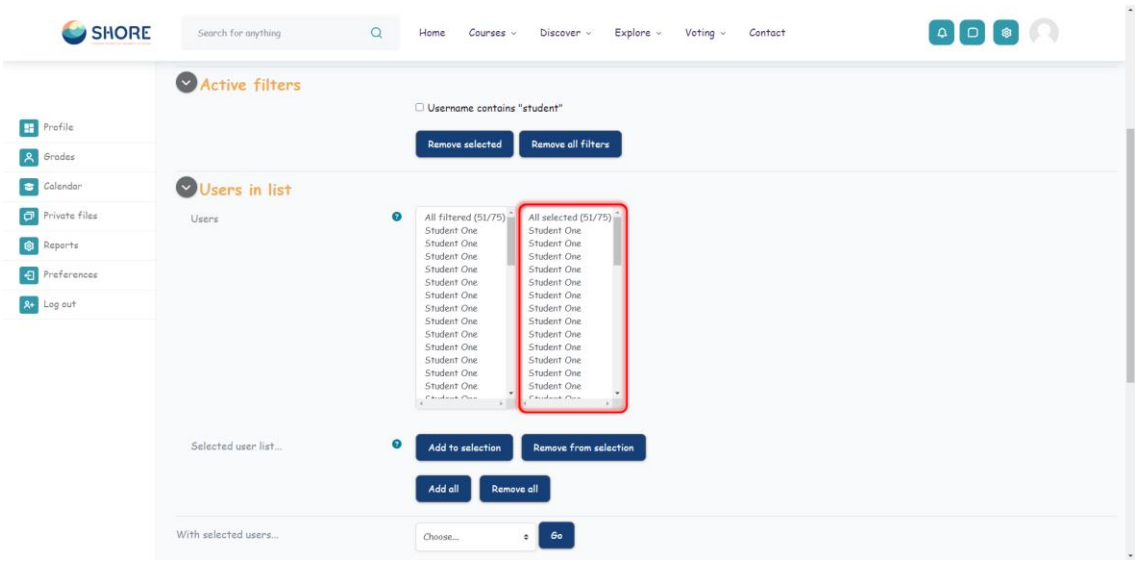
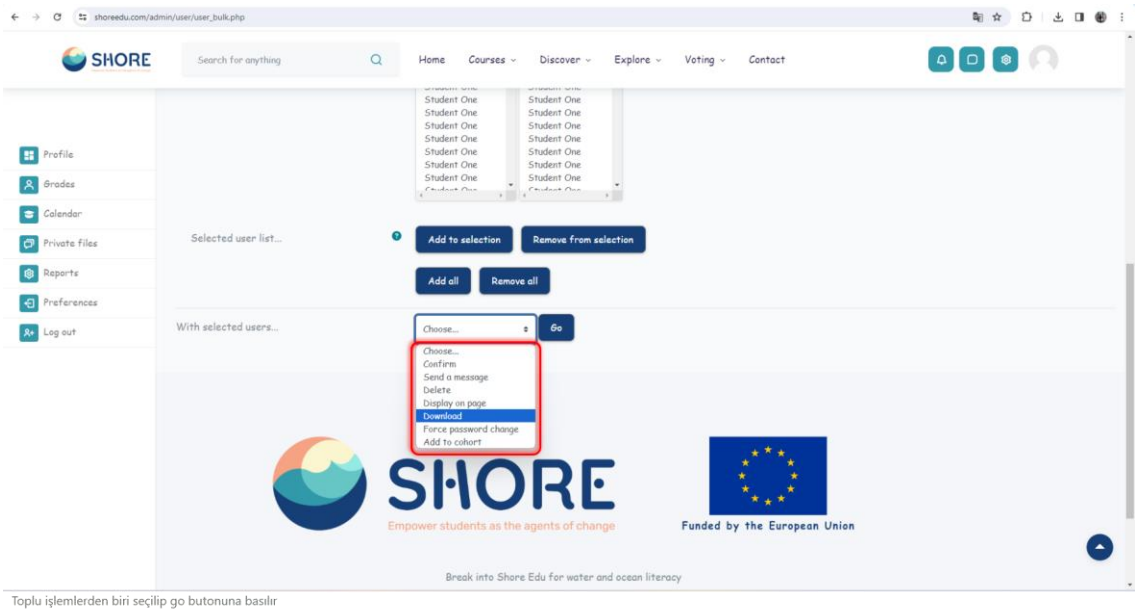


Figure 112 Setting- Users- Accounts- Click the Bulk User Actions- Check the All Selected



Toplu işlemlerden biri seçilip go butonuna basılır

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

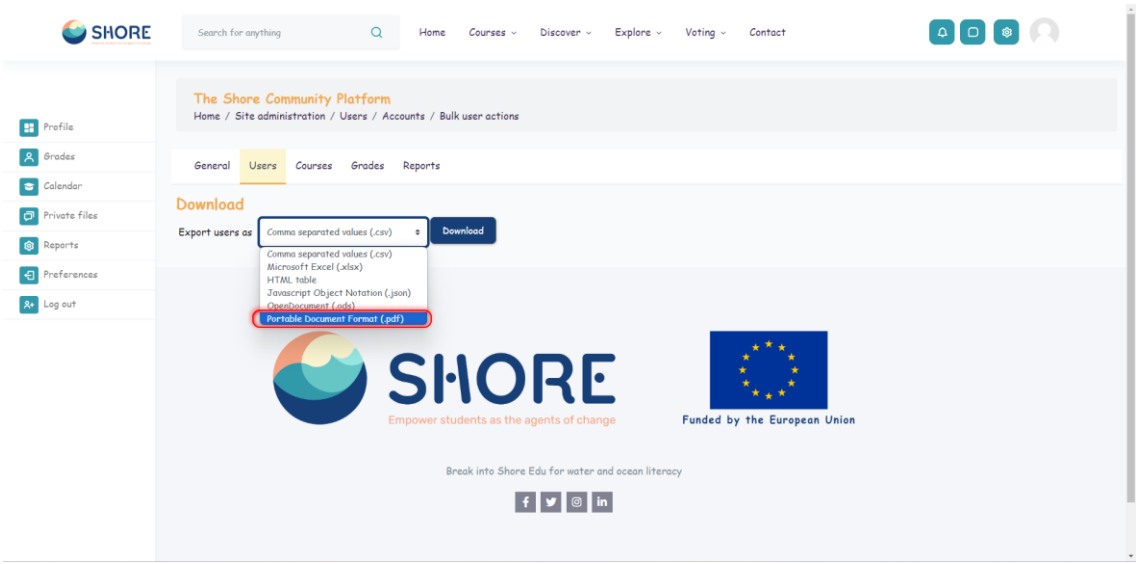


Figure 114 Users- Accounts- Click the Bulk User Actions- From the dropdown box With selected users, choose the action you wish to perform and then click Go- Dowlond for Example - Select Dowload Format in the dropdown box

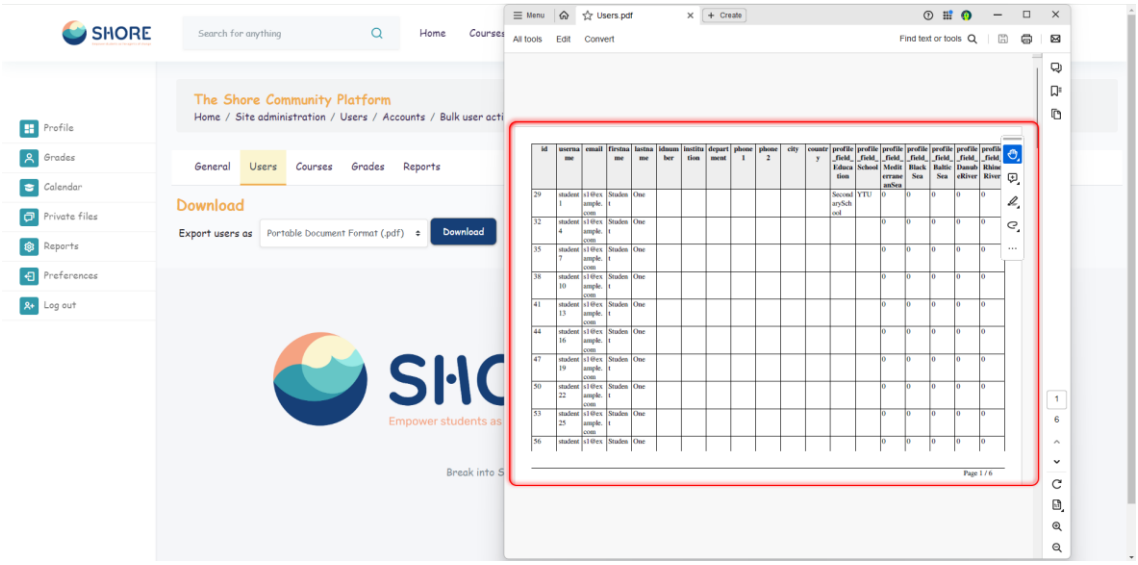


Figure 115 Users- Accounts- Click the Bulk User Actions- Downloaded User List is Displayed

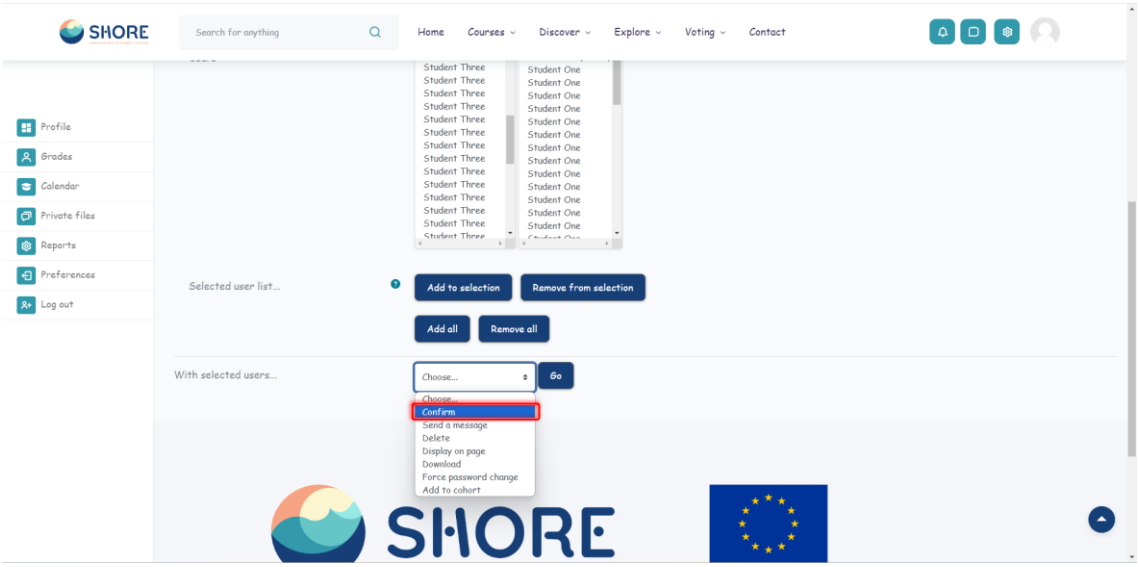


Figure 116 Setting- Users- Accounts- Click the Bulk User Actions- From the dropdown box With selected users, choose the action you wish to perform and then click Go- Confirm for Example

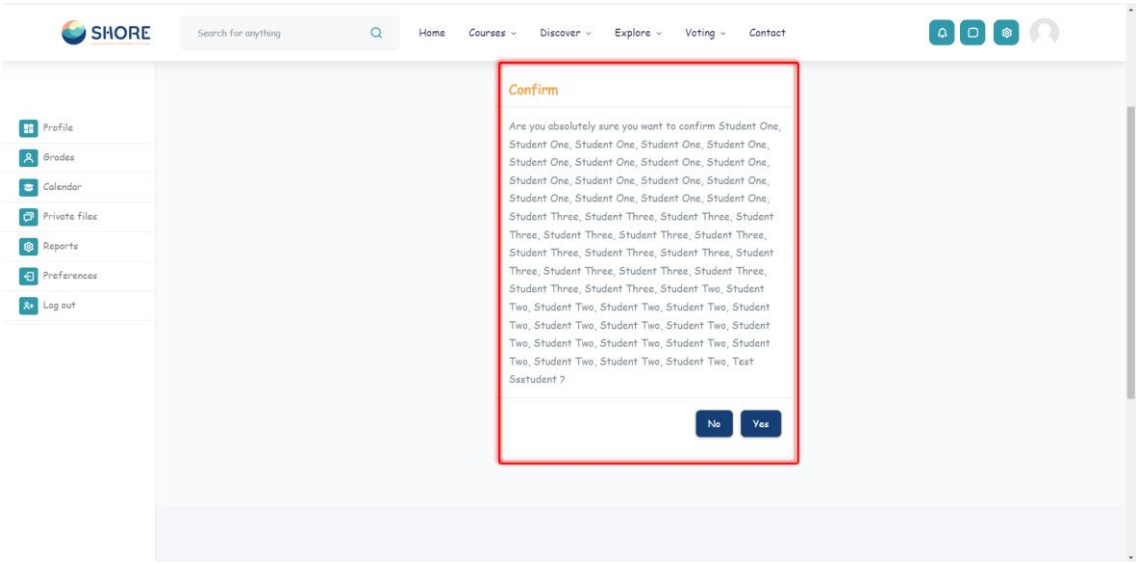


Figure 117 Setting- Users- Accounts- Click the Bulk User Actions- From the dropdown box With selected users, choose the action you wish to perform and then click Go Confirm Confirmation Screen

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

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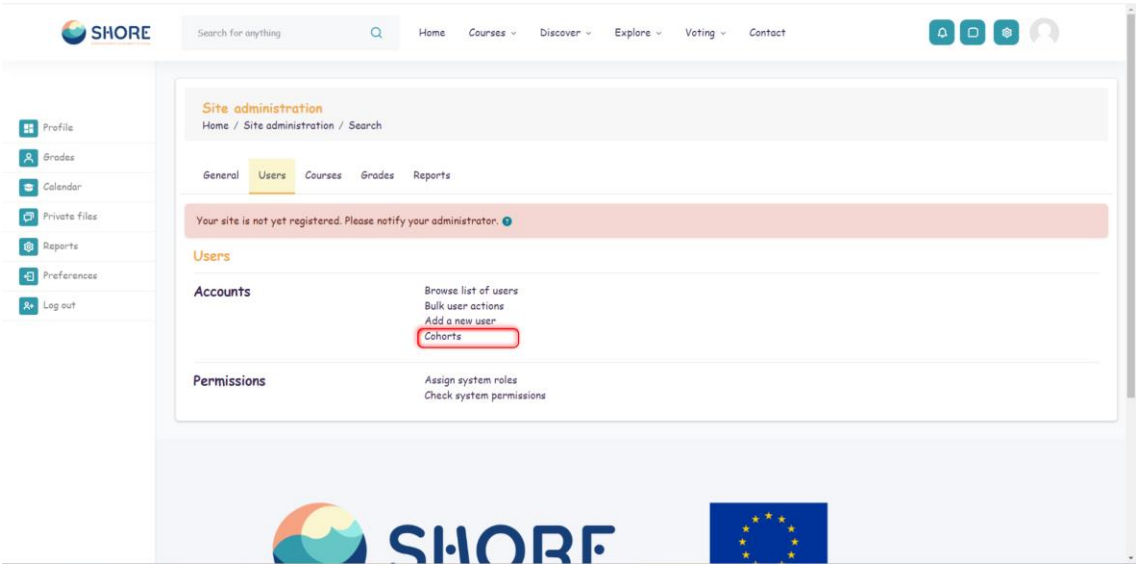

Figure 118 Setting- Users- Accounts- Click the Cohorts

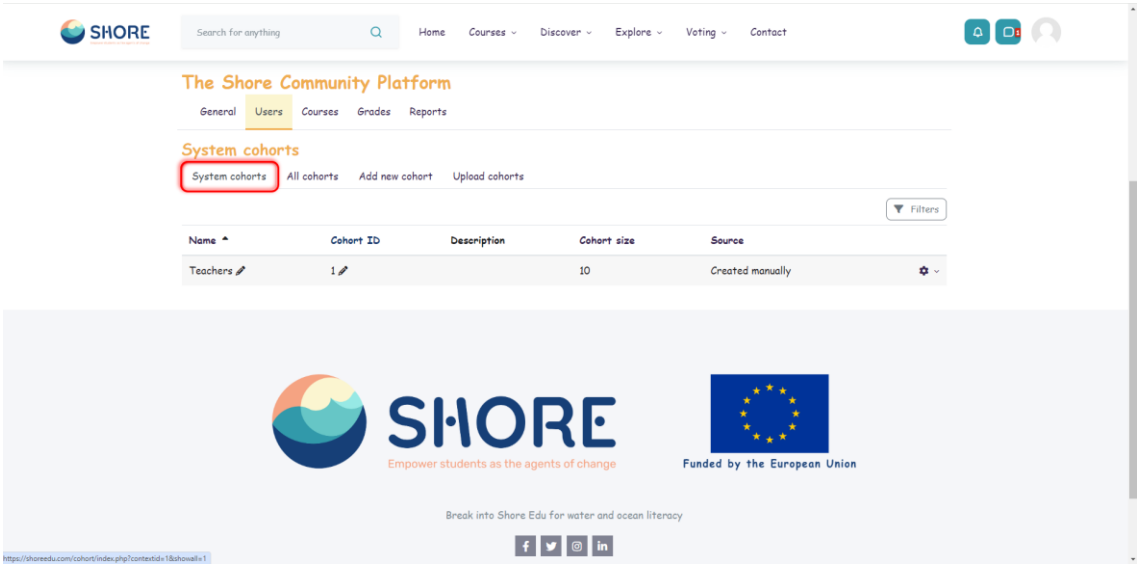

Figure 119 Setting- Users- Accounts- Cohorts- You Can View the System Cohorts

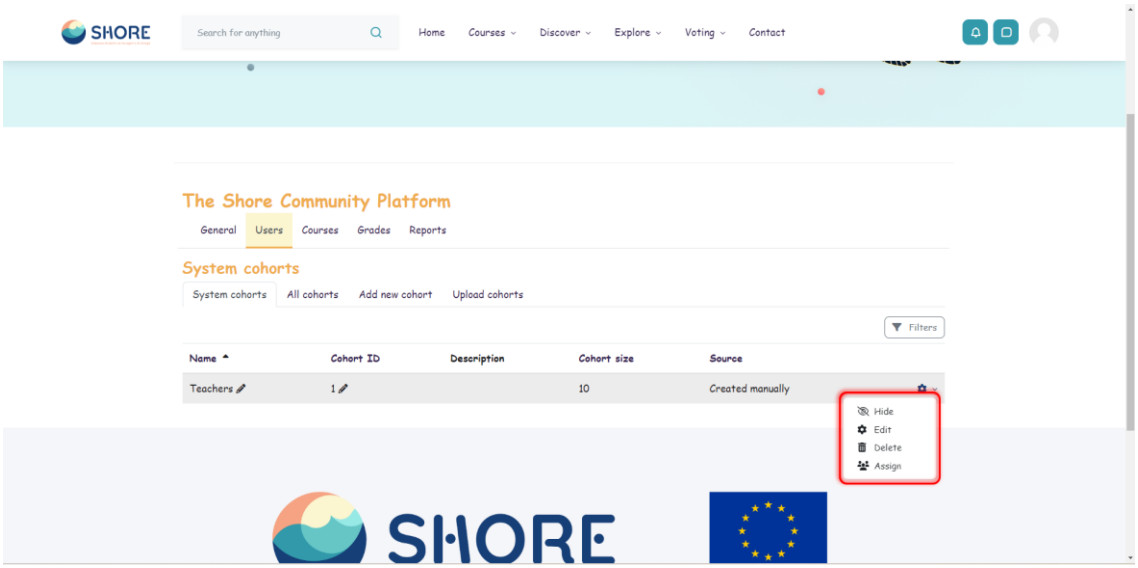

Figure 120 Setting- Users- Accounts- Cohorts- Click on Setting Button and Click the Edit button in the dropdown box- You Can Edit the Cohorts

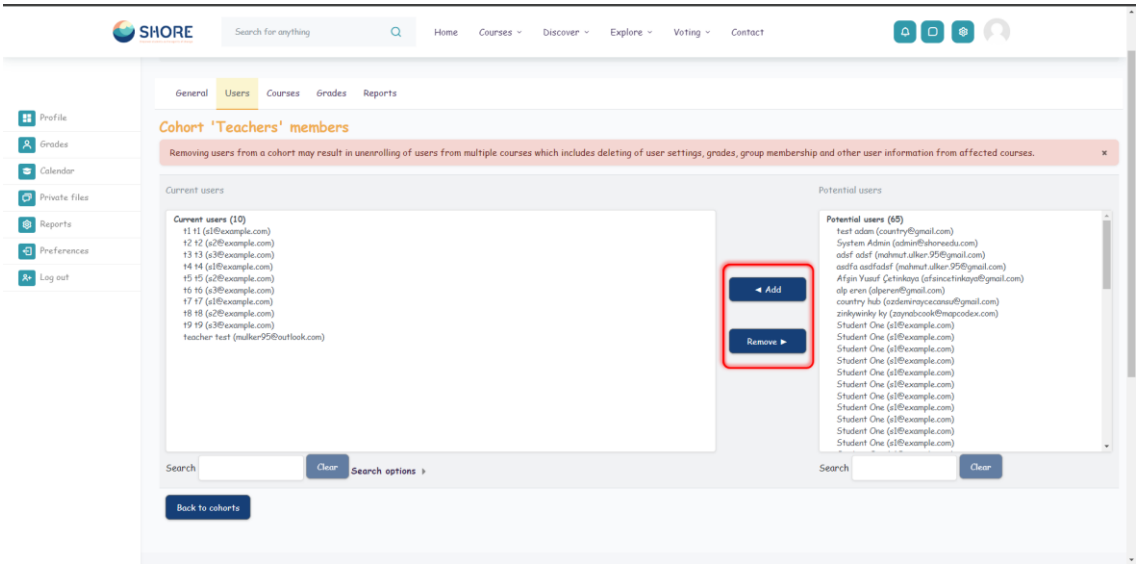

Figure 121 Setting- Users- Accounts- Cohorts- Click on Setting Button and Click the Assign button in the dropdown box- You Can Edit the Cohorts

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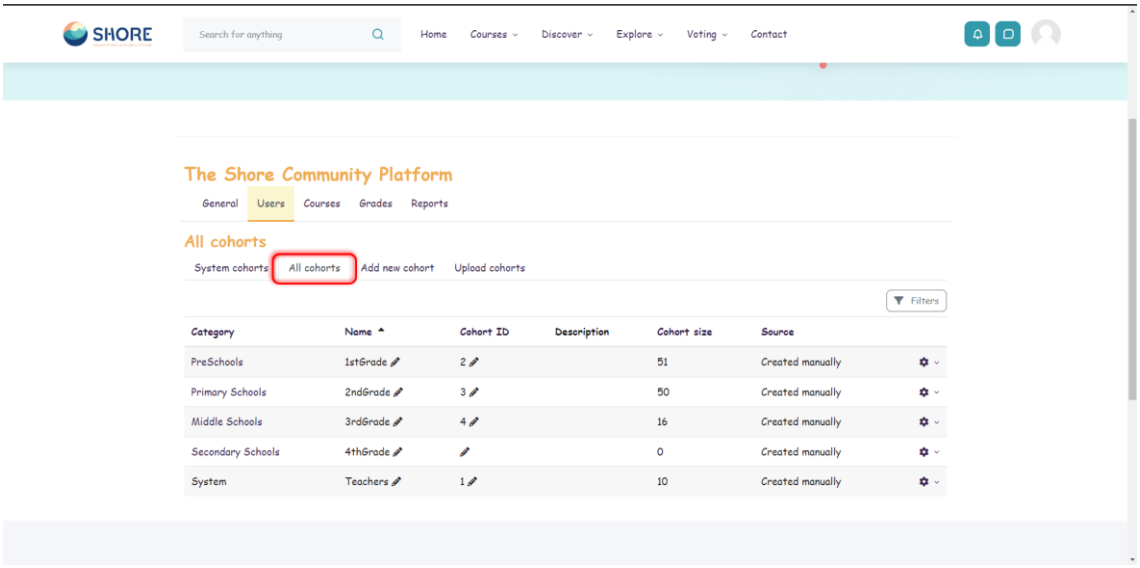

Figure 122 Setting- Users- Accounts- Cohorts- You Can View the All Cohorts

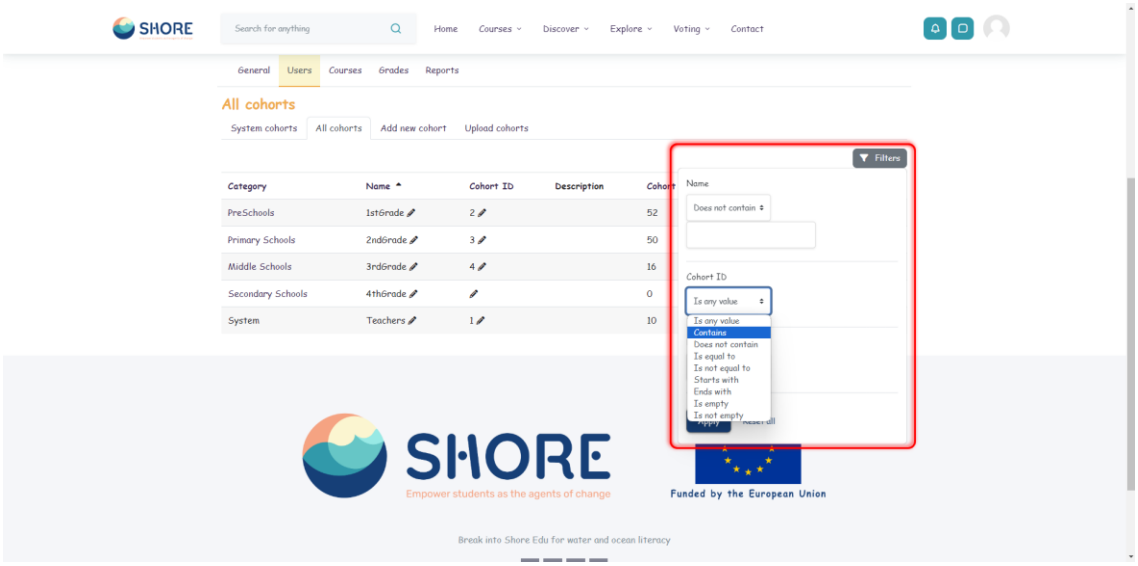

Figure 123 Setting- Users- Accounts- Cohorts- You Can View the All Cohorts - You Can Filter Cohorts According to The Criteria You Need.

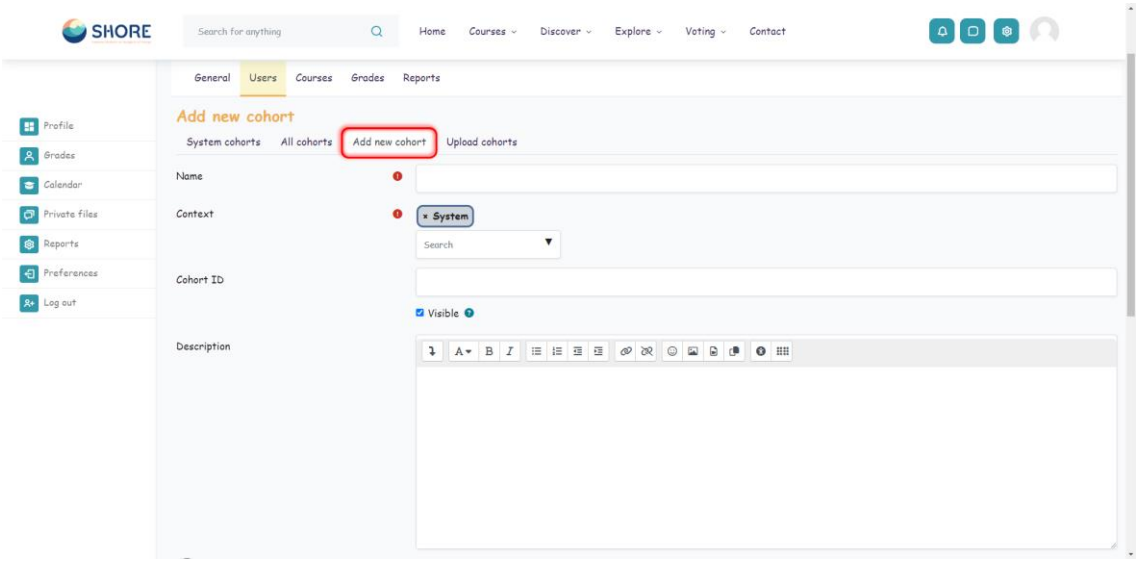

Figure 124 Setting- Users- Accounts- Cohorts- You Can Add New Cohort

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.

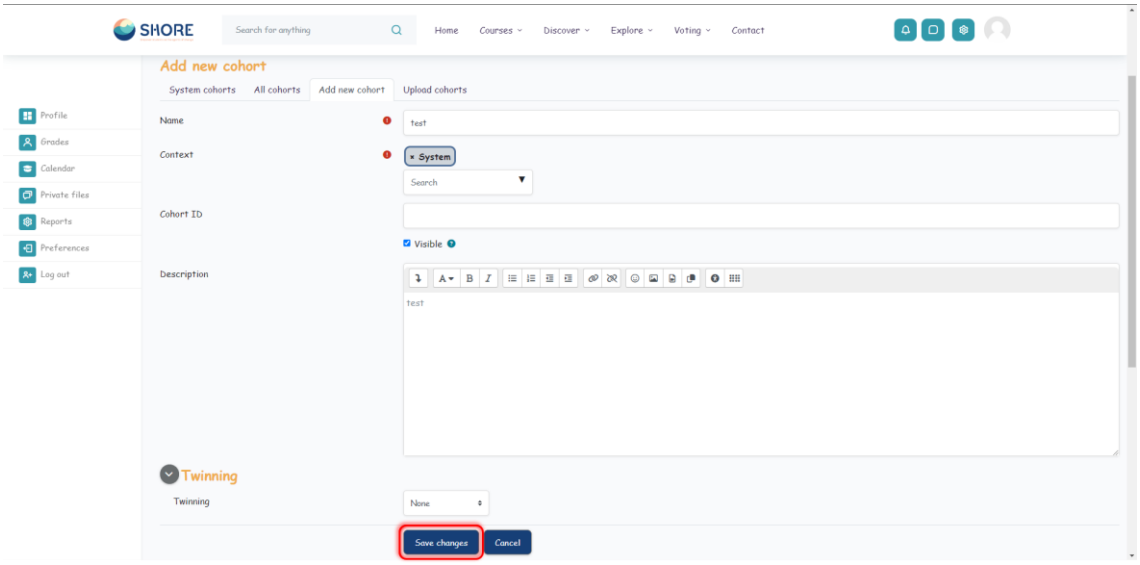

Figure 125 Setting- Users- Accounts- Cohorts- Add New Cohort- Complete the Details and Save the Changes.

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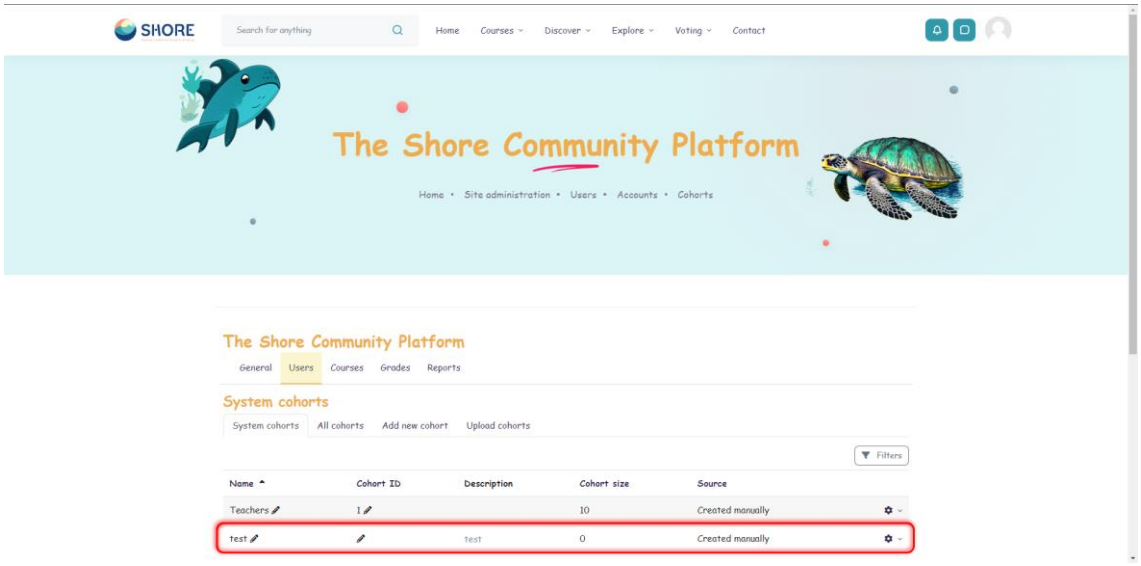

Figure 126 Setting- Users- Accounts- Cohorts- Add New Cohort- Follow the Assign Link Opposite the Cohort Name in the List of Available Cohorts and Select Potential Users from the List Then Click the Add Button.

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

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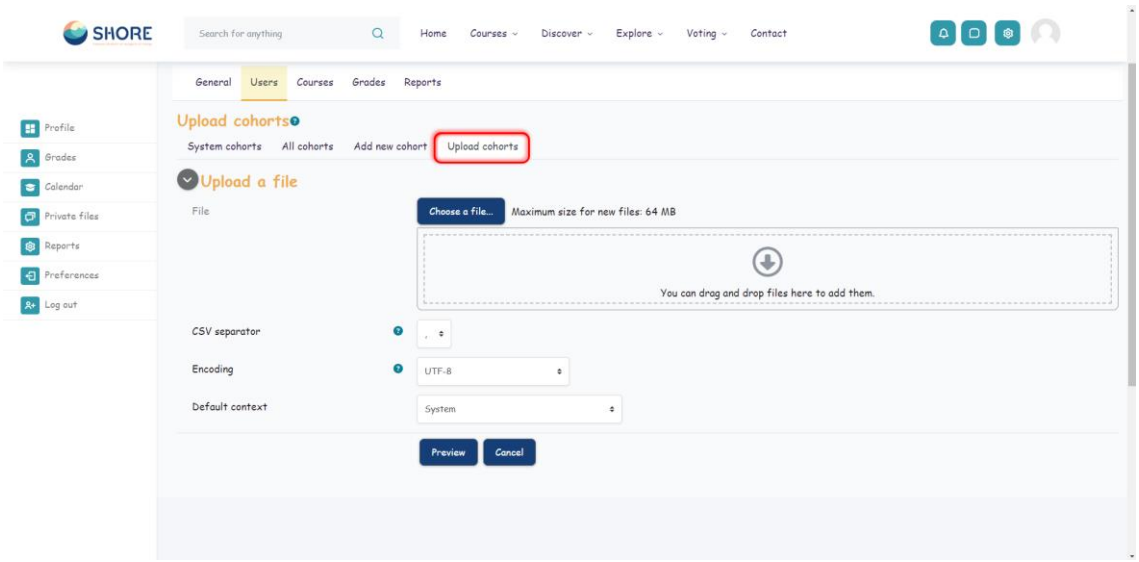

Figure 127 Setting- Users- Accounts- Cohorts- Upload Cohorts

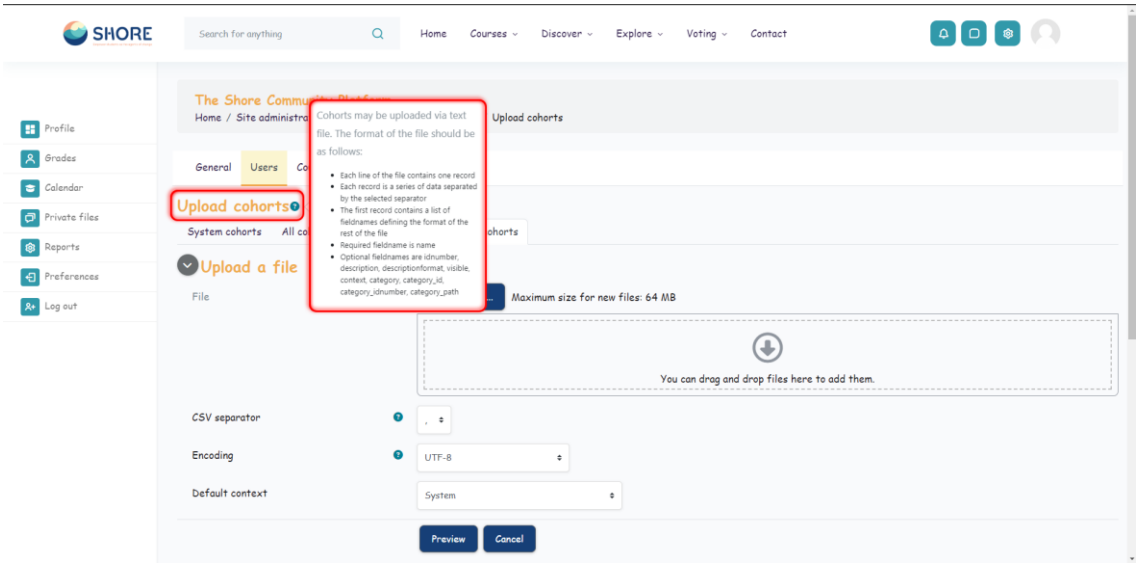

Figure 128 Setting- Users- Accounts- Cohorts- Upload Cohorts- For More Information on the CSV File Format, Please Click on the “?”

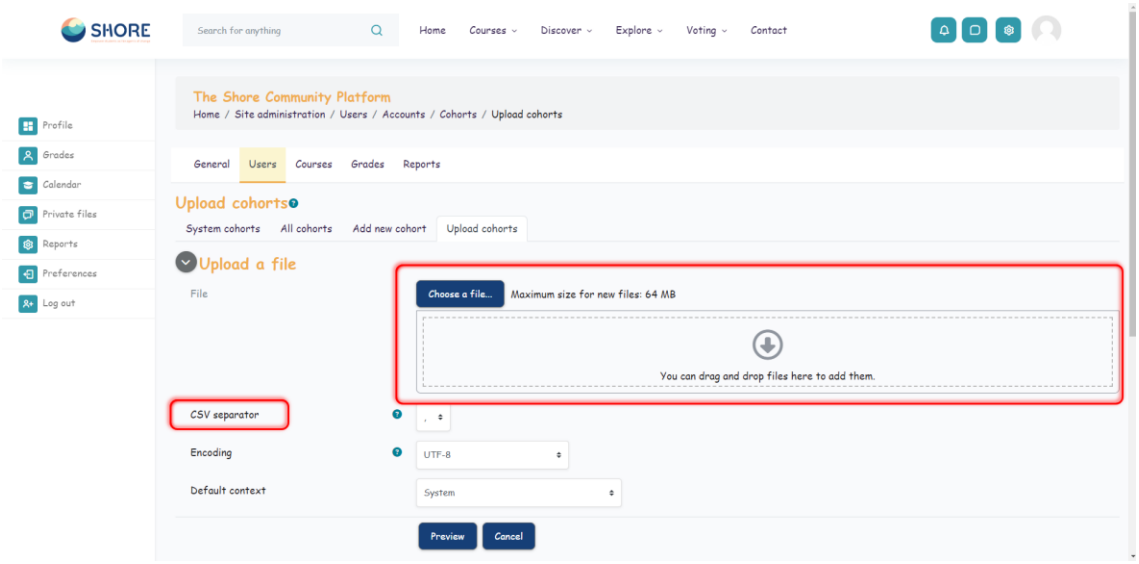

Figure 129 Setting- Users- Accounts- Cohorts- Upload Cohorts- Click on Choose a File

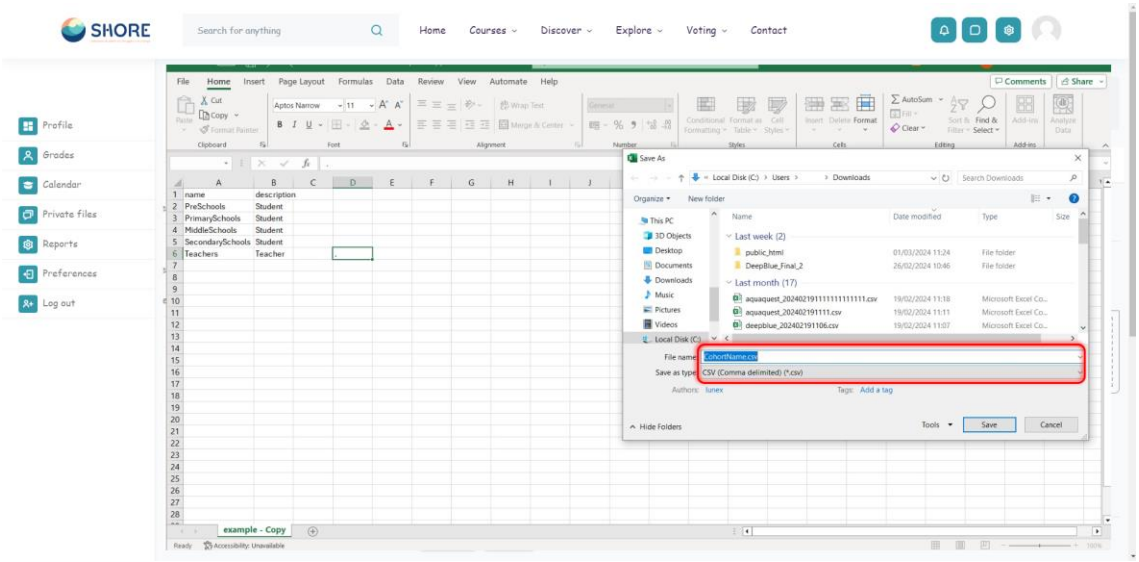

Figure 130 Setting- Users- Accounts- Cohorts- Upload Cohorts- Select the File you are sure that the file format is CSV

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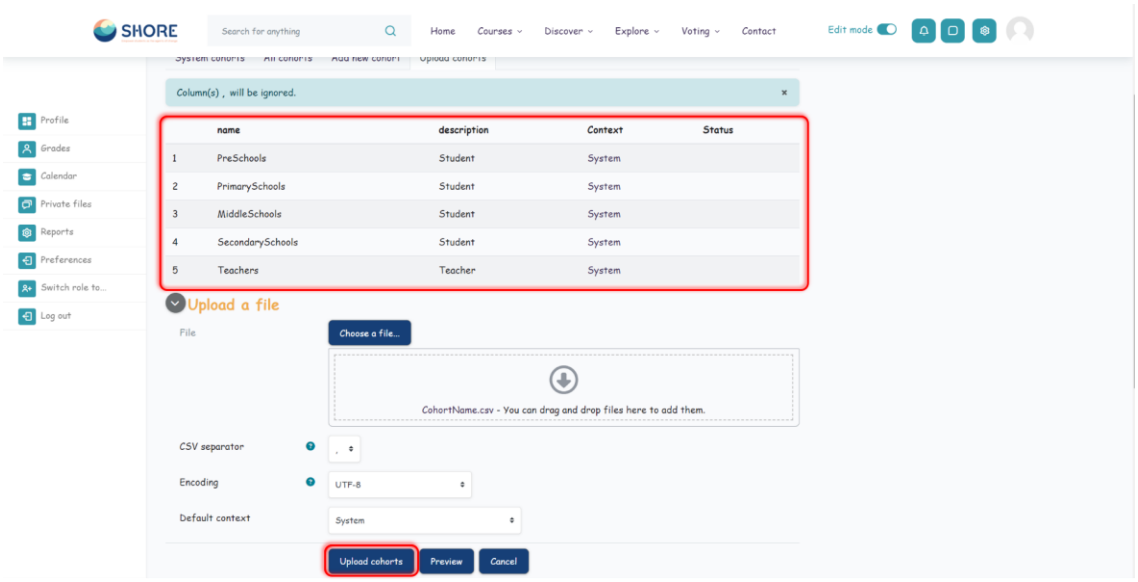

Figure 131 Setting- Users- Accounts- Cohorts- Upload Cohorts- Check Uploaded Cohorts And Click on Upload Cohorts

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

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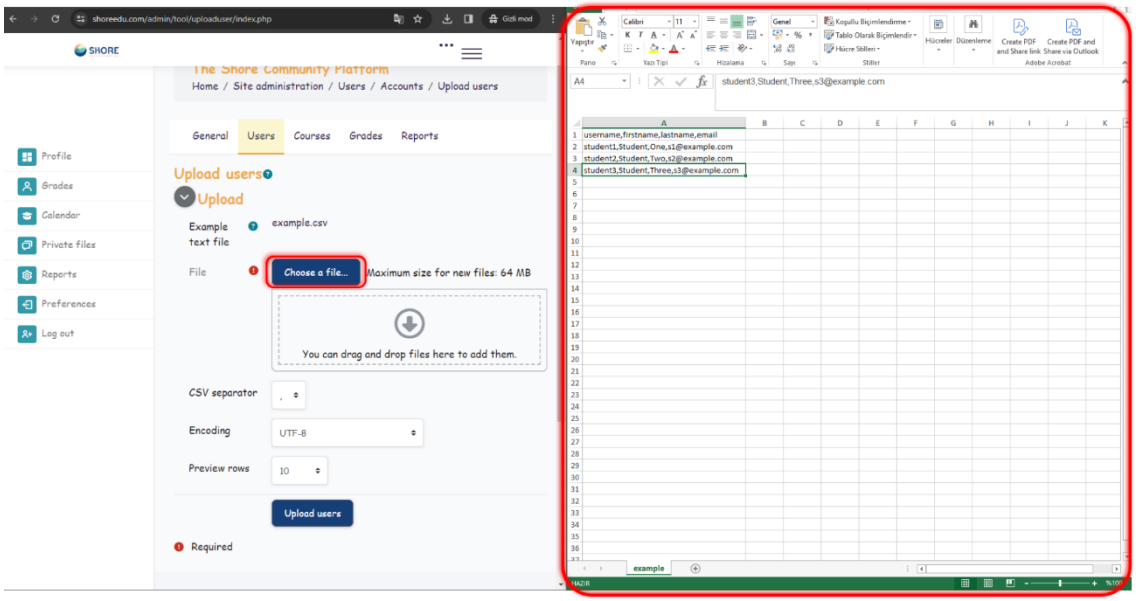

Figure 132 Setting- Users- Accounts- Upload Users- Click on example.csv to Access an Example File

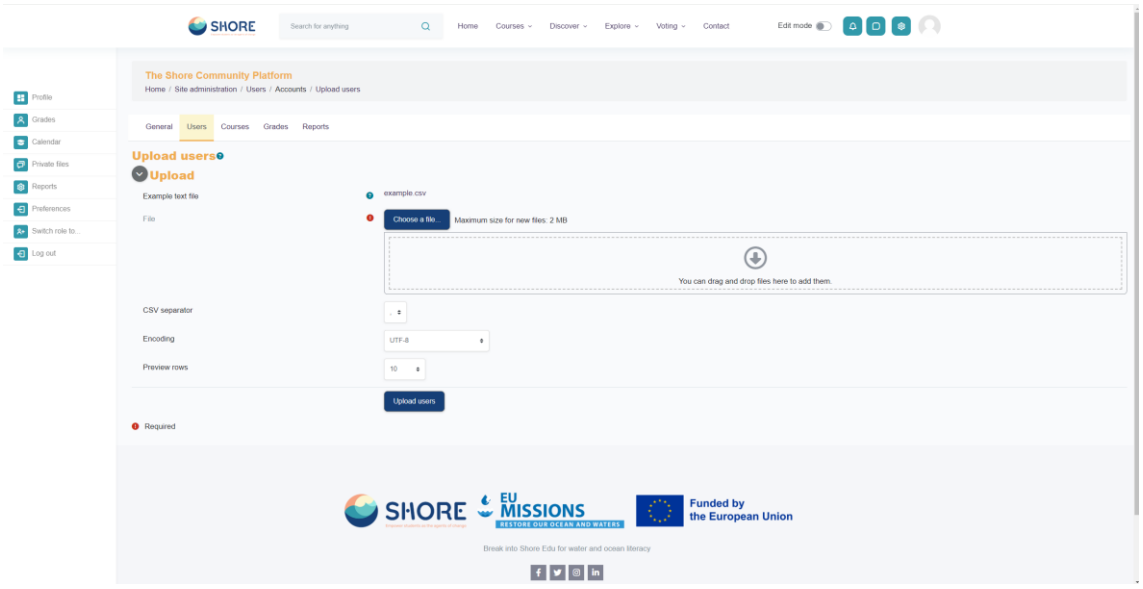

Figure 133 Setting- Users- Accounts- Upload Users- For More Information on the CSV File Format, Please Click on the "?" and Click on Choose File

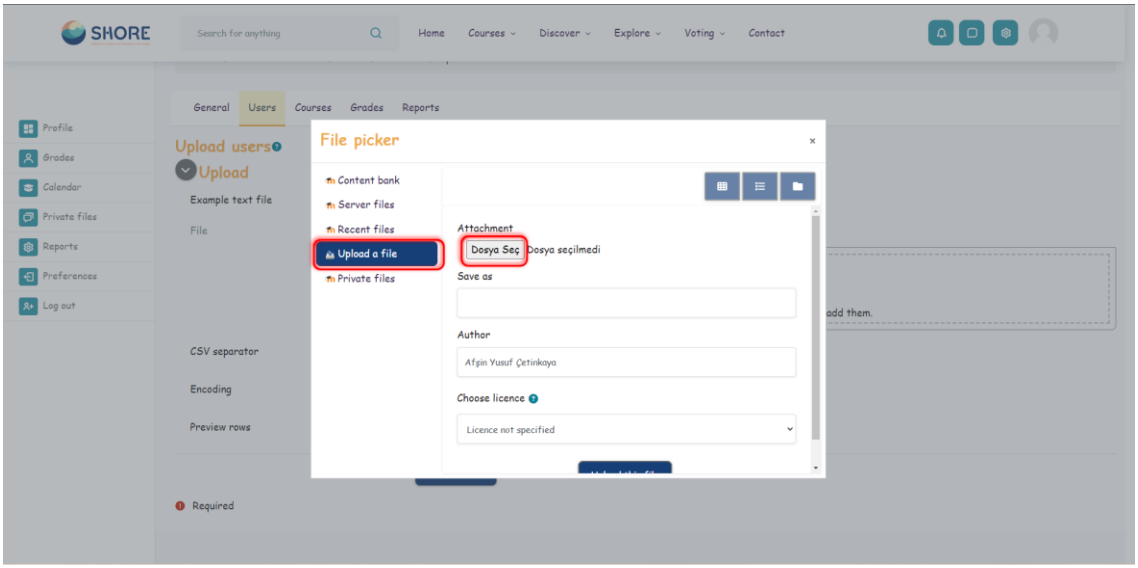

Figure 134 Setting- Users- Accounts- Upload Users- Choose File- Click on Upload a File

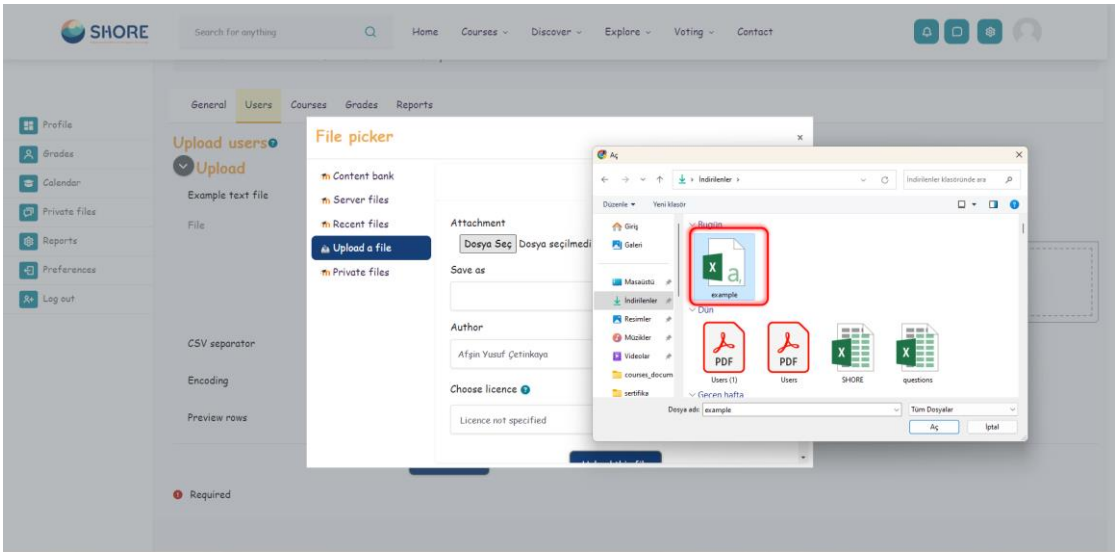

Figure 135 Setting- Users- Accounts- Upload Users- Select the File you are sure that the file format is CSV

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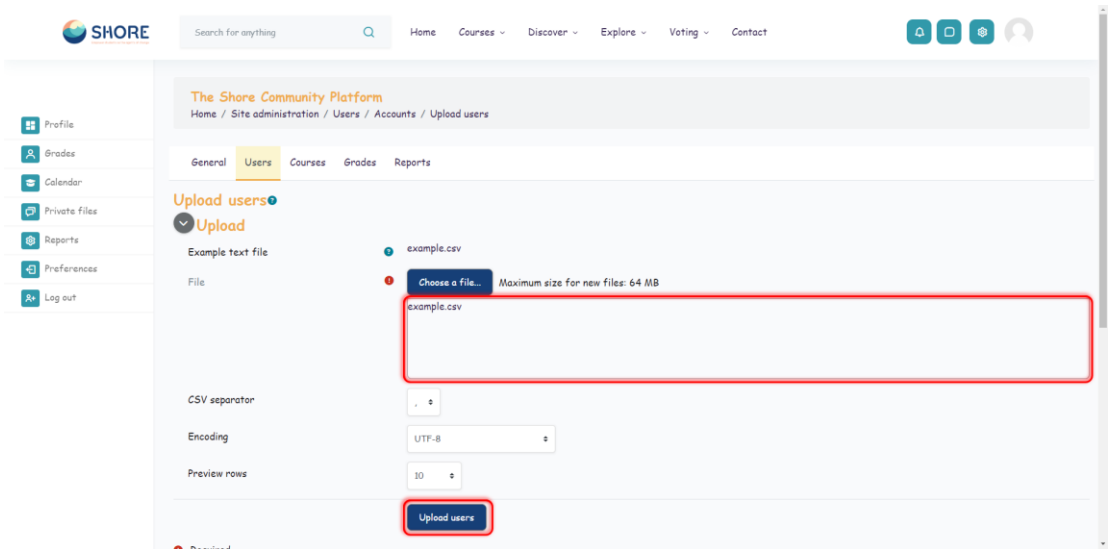

Figure 136 Setting- Users- Accounts- Upload Users- After Uploading the File, Click the Upload Users Button

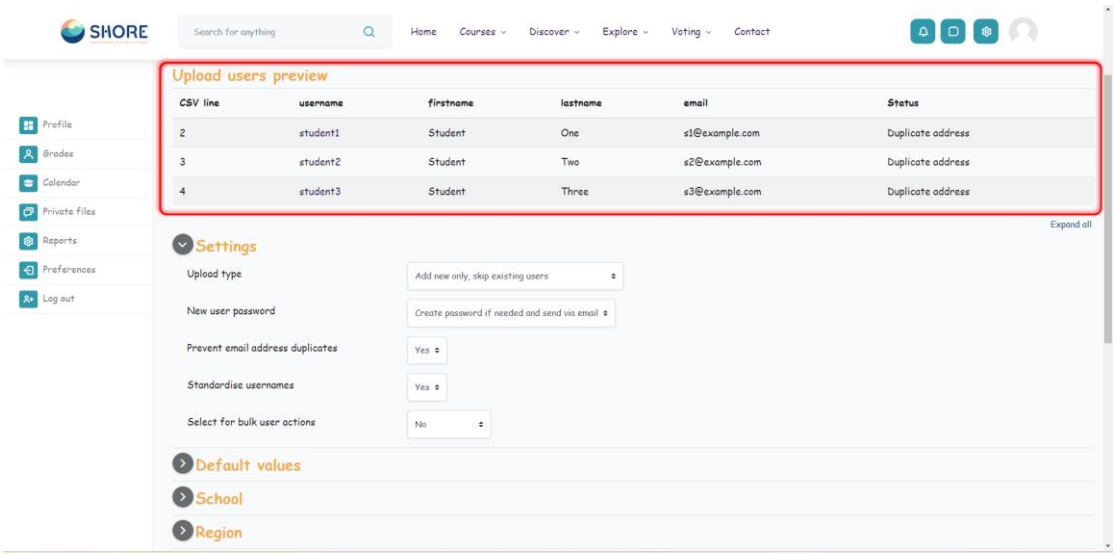

Figure 137 Setting- Users- Accounts- Upload Users- Check Uploaded Cohorts And Make Required Settings for Users

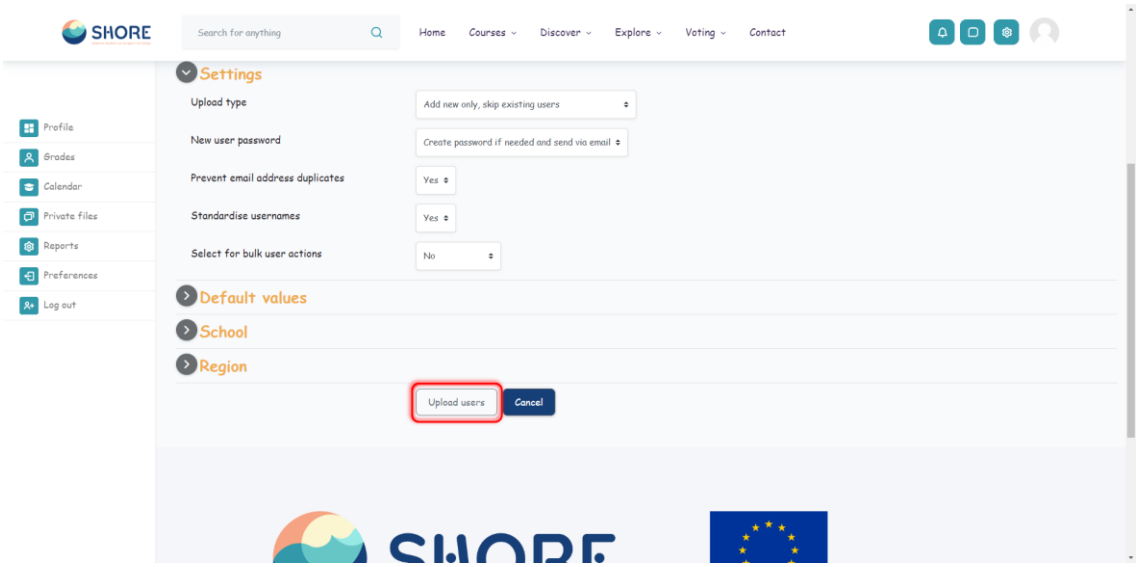

Figure 138 Setting- Users- Accounts- Upload Users- Click on Upload Users

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.

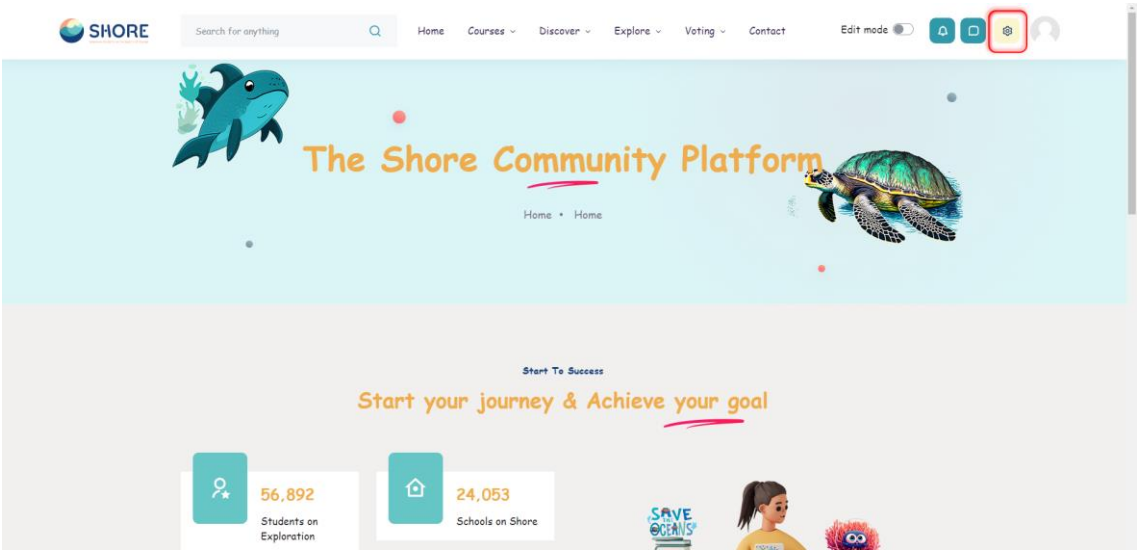

Figure 139 Setting Page

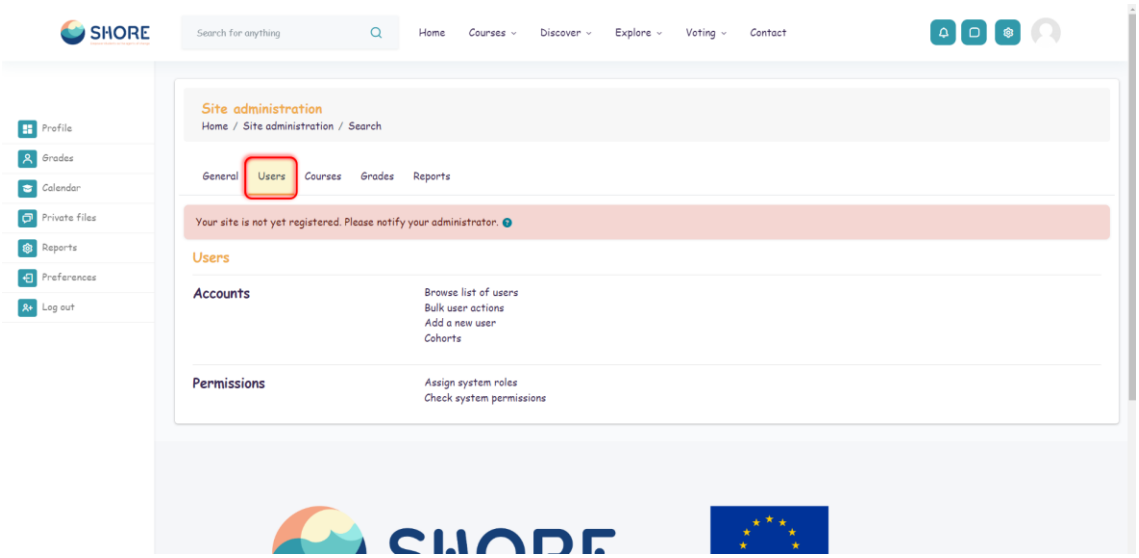

Figure 140 User Section Page

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.

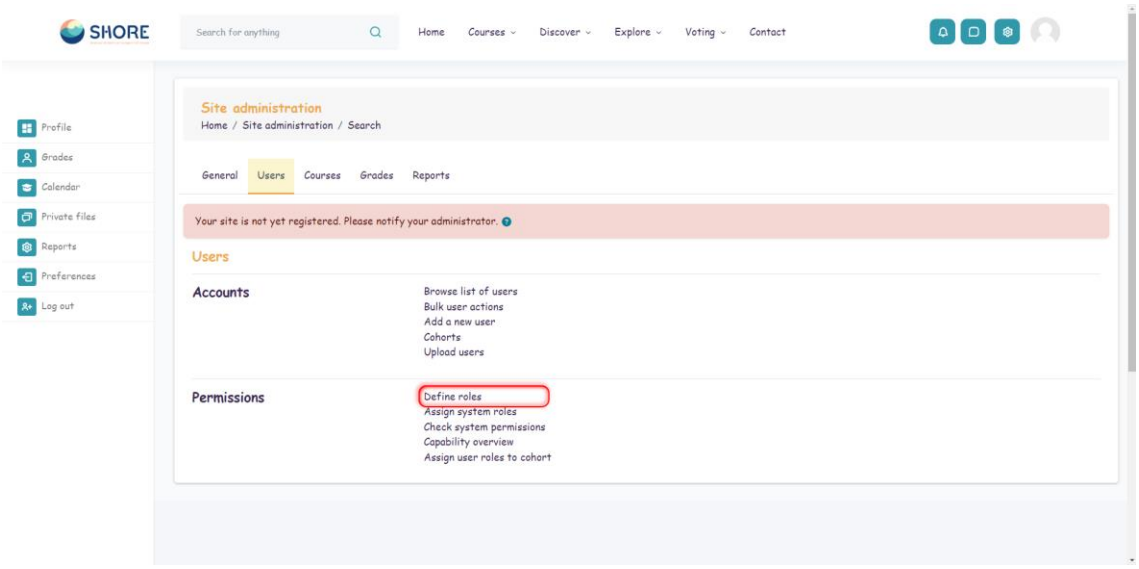

Figure 141 Users- Permission- Click on Define Roles

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.

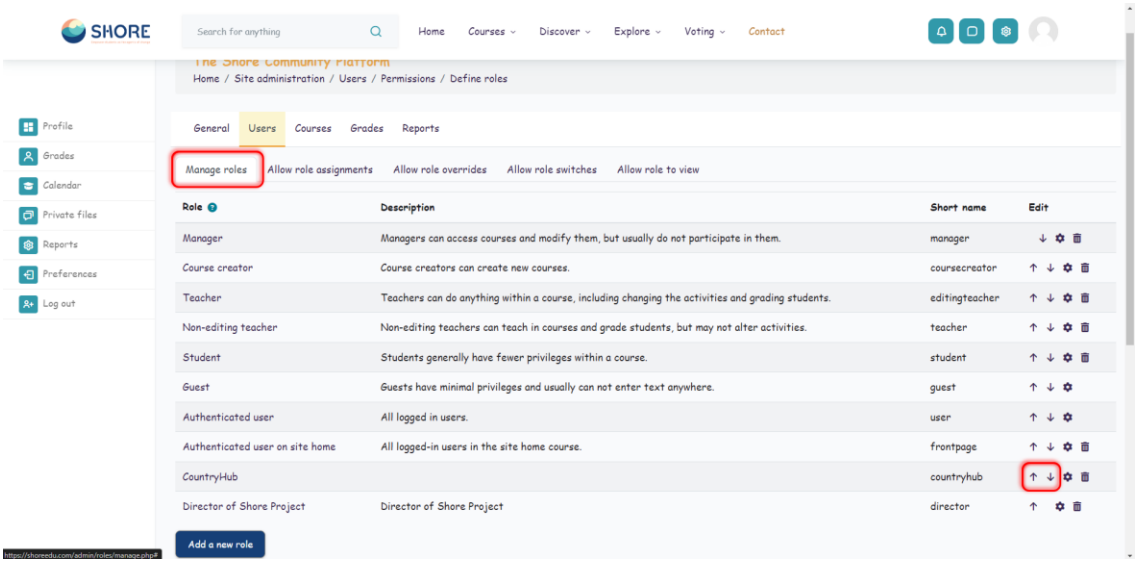

Figure 142 Users- Permissions- Define Roles- Manage Roles List- Roles Change of Location

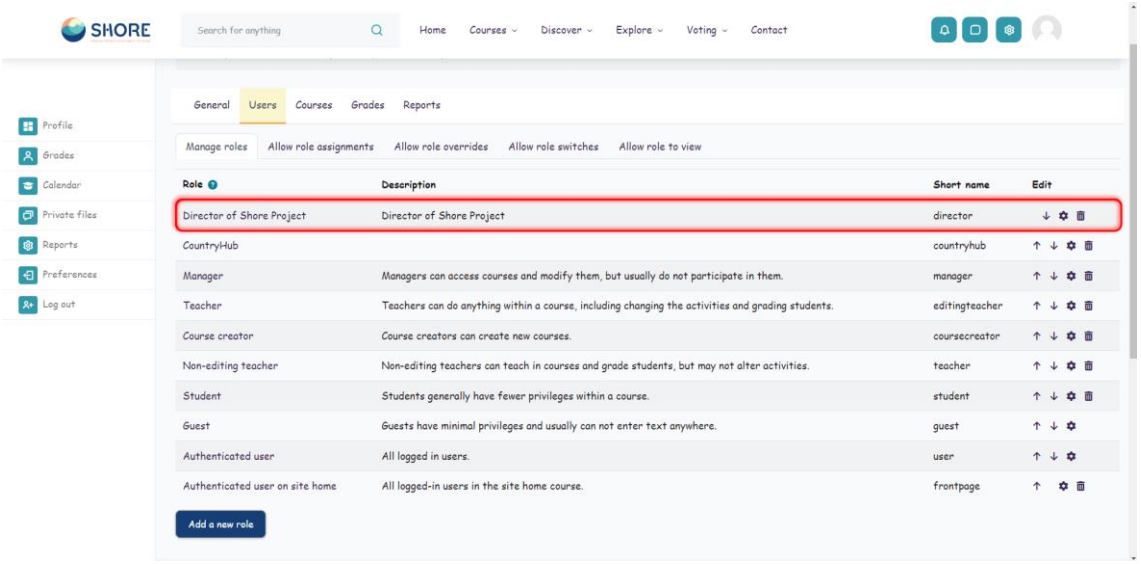

Figure 143 Users- Permissions- Define Roles- Manage Roles- Edit a Role

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.

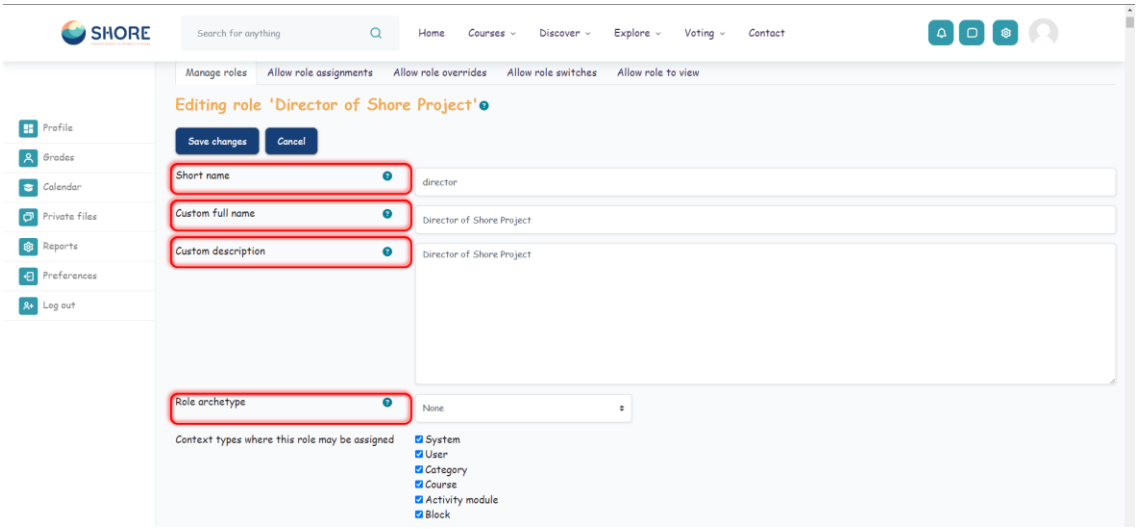

Figure 144 Users- Permissions- Define Roles- Manage Roles- Setting

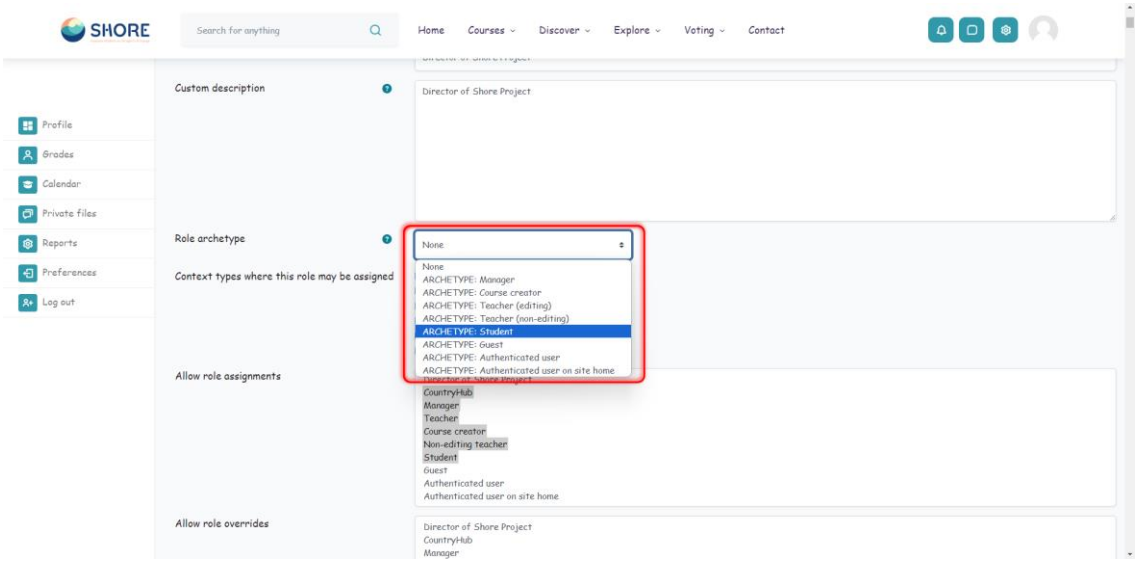

Figure 145. Users- Permissions- Define Roles- Manage Roles- Role Archetype

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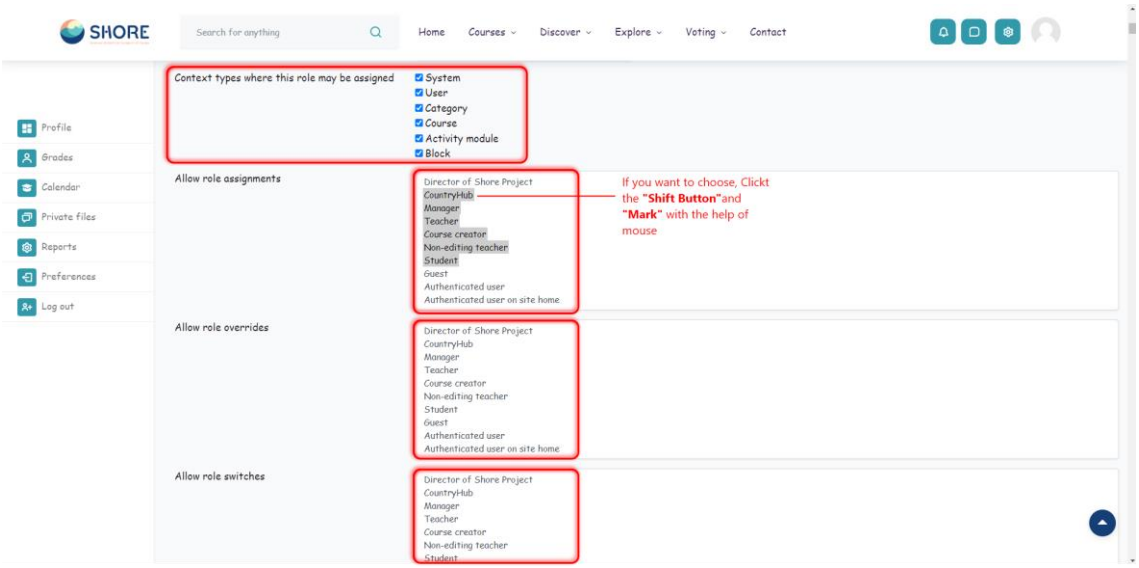

Figure 146 Users- Permission- Define Roles- Manage Roles- Change the "Allow role assignments", "Allow role overrides" and "Allow role switches"

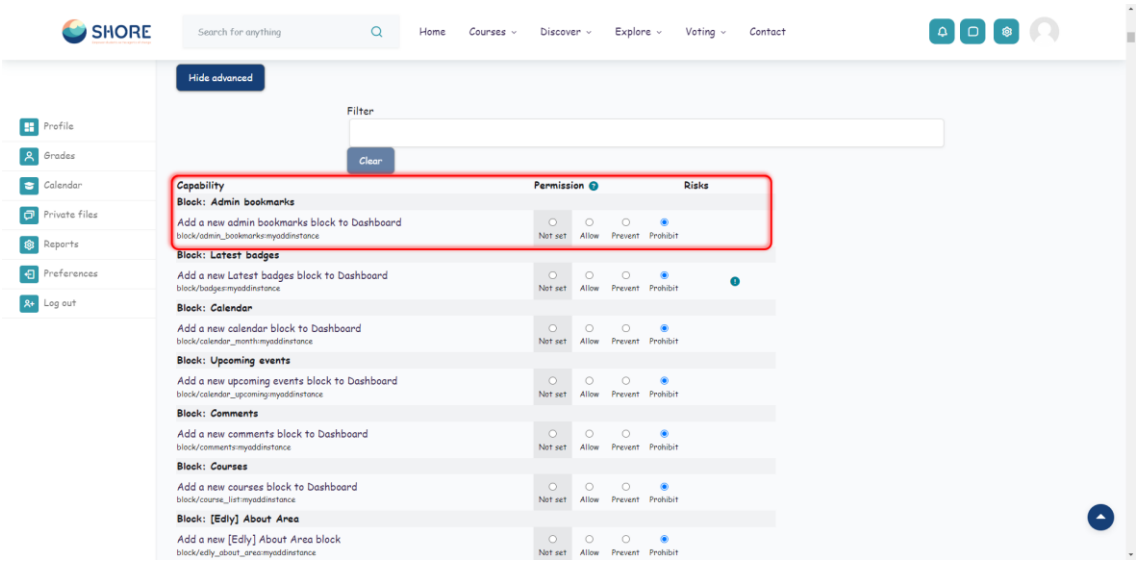

Figure 147 Users- Permission- Define Roles- Manage Roles- Change permissions as required for each capability

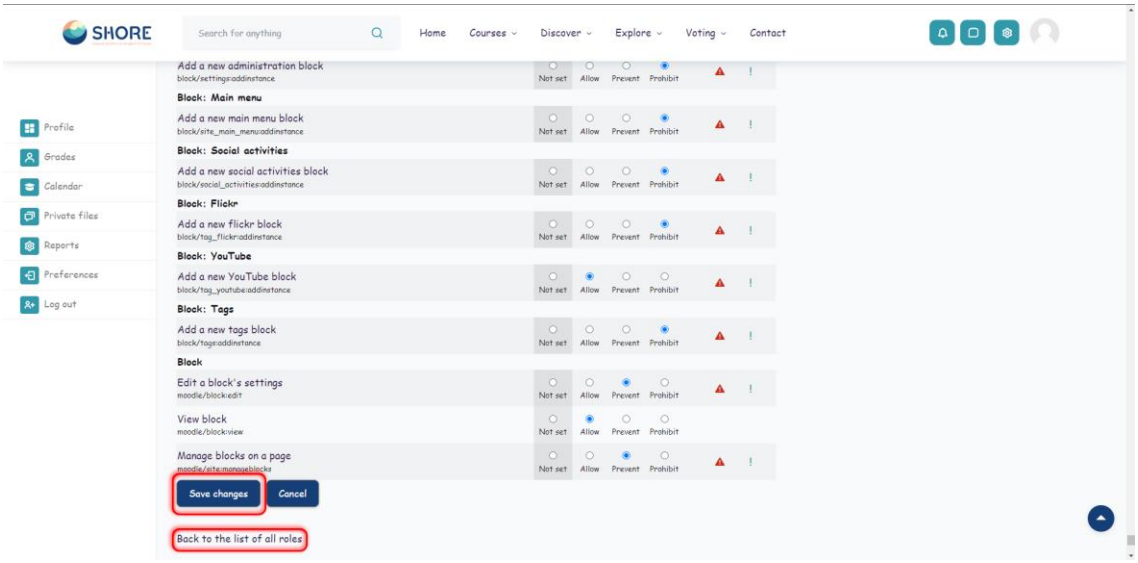

Figure 148 Users- Permission- Define Roles- Manage Roles- Click the Save Changes

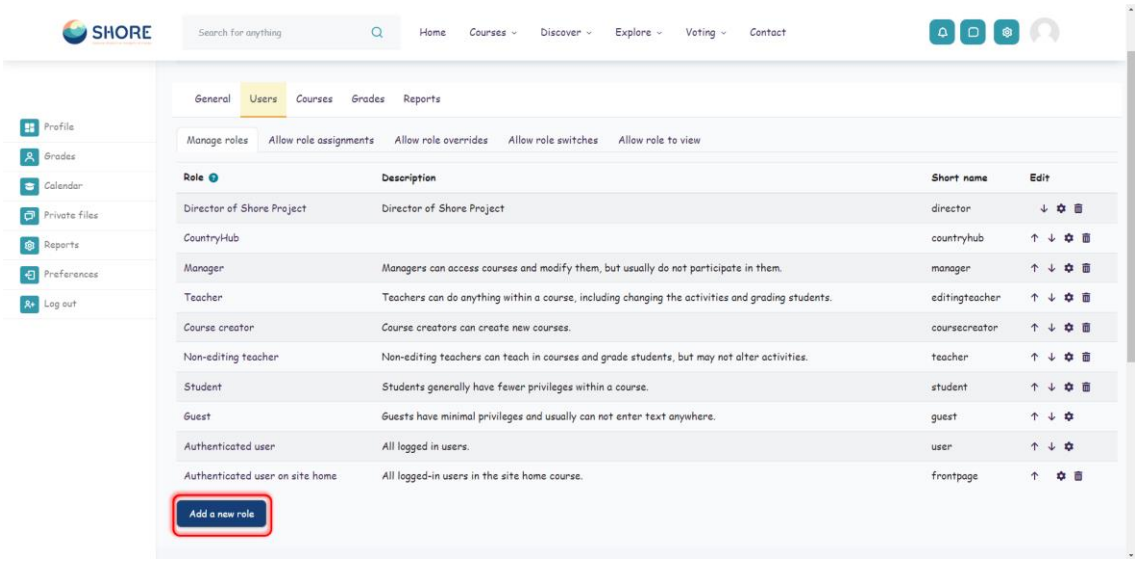

Figure 149 Users- Permissions- Define Roles- Manage Roles- Click on Add New Roles

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.

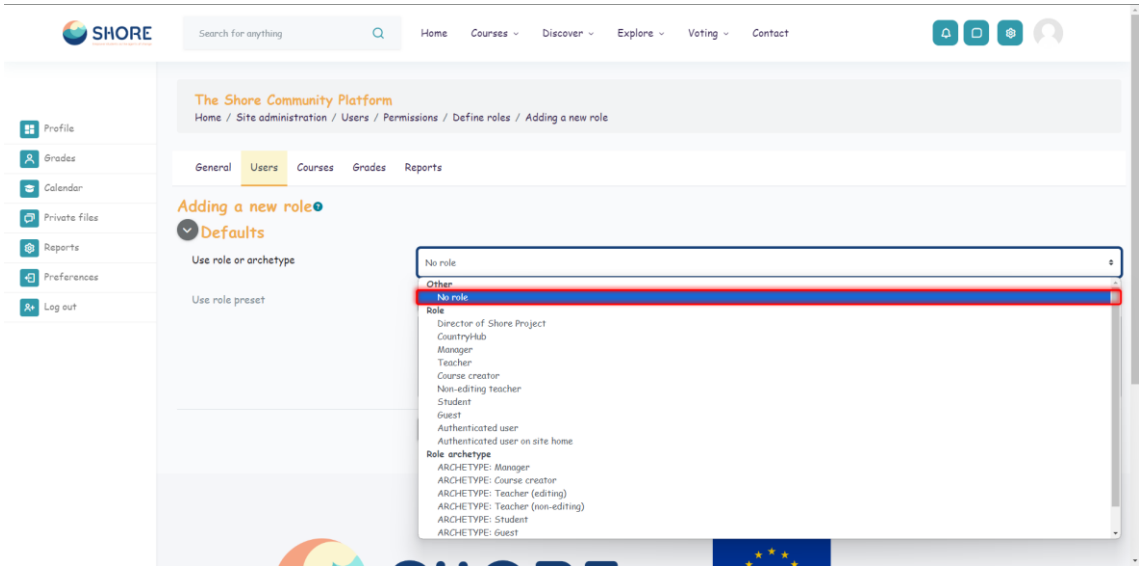

Figure 150 Users- Permissions- Define Roles- Manage Roles- Add New Roles- Add Choose Role Schema

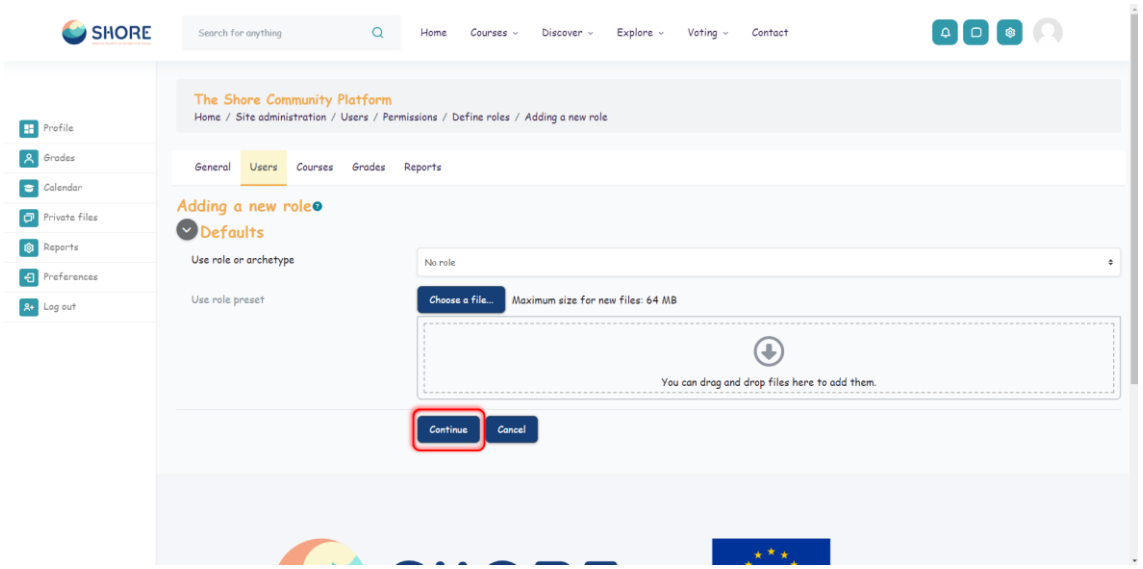

Figure 151 Users- Permission- Define Roles- Manage Roles- Add New Roles- Add Choose Role and Click the Continue

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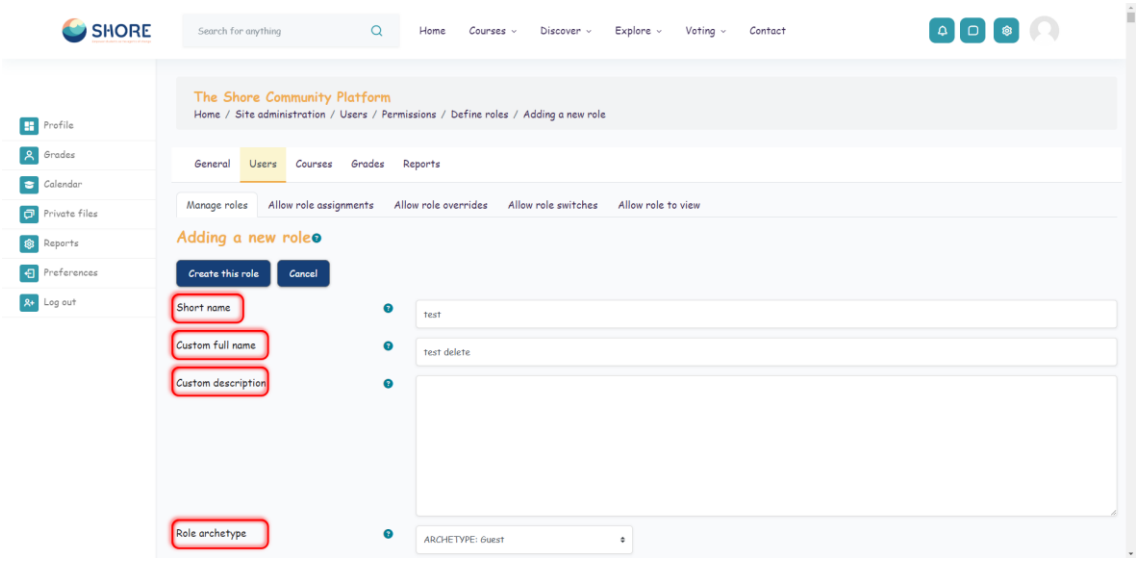

Figure 152 Users- Permissions- Define Roles- Manage Roles- Add New Roles- Give the role a Short name, Custom Full Name, the Role a Description (optional) and Select an Appropriate Role Archetype

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

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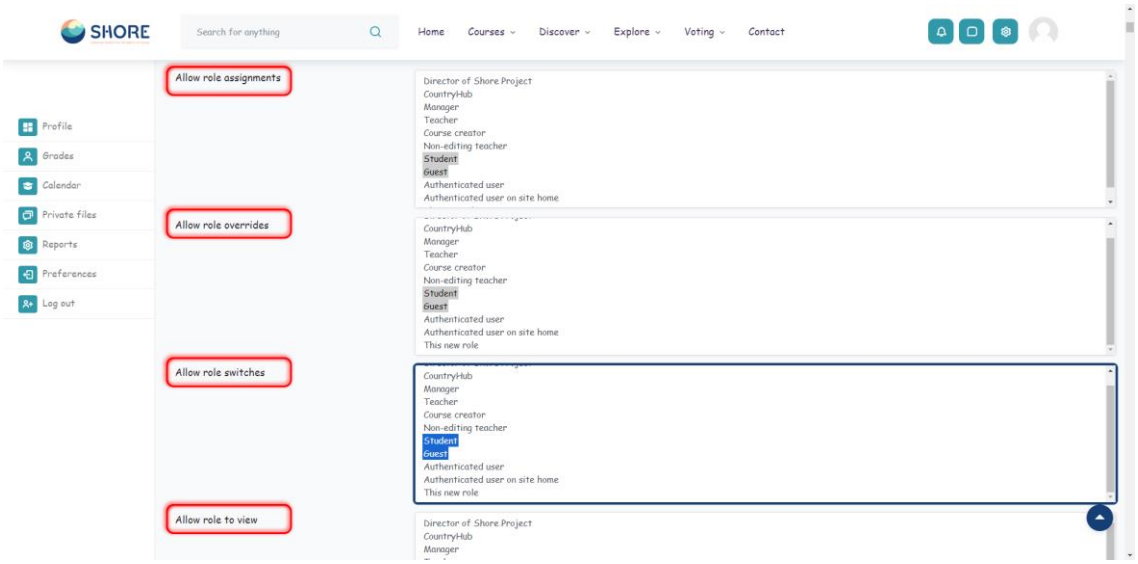

Figure 153 Users- Permission- Define Roles- Manage Role- Add New Roles- Choose the "Allow role assignments", "Allow role overrides", "Allow role switches" and "Allow role to view"

- 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.

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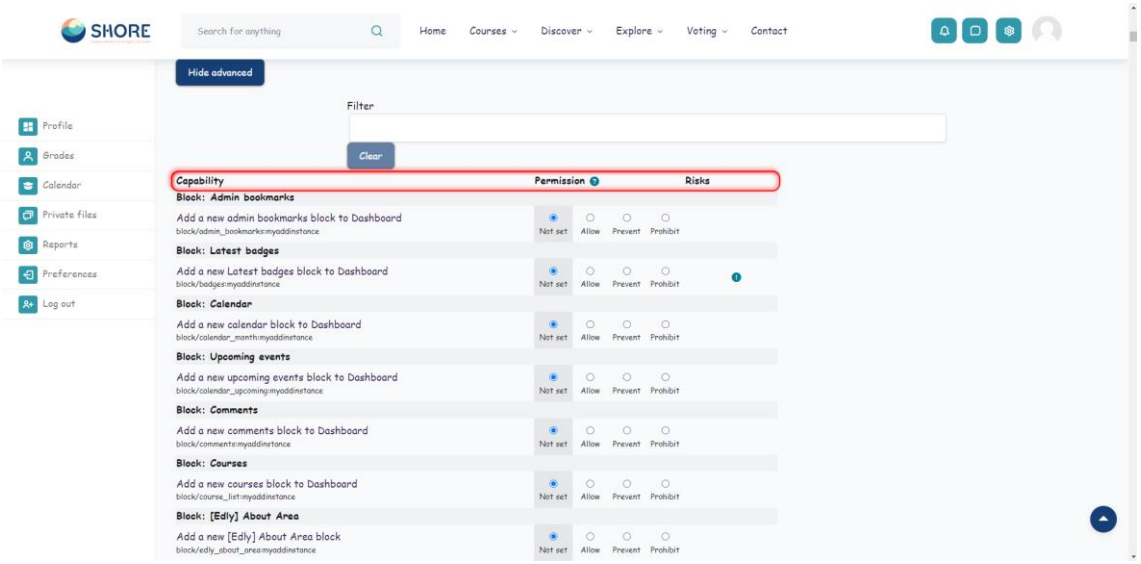

Figure 154 Users- Permission- Define Roles- Manage Role- Add New Roles- Set Permissions as Required

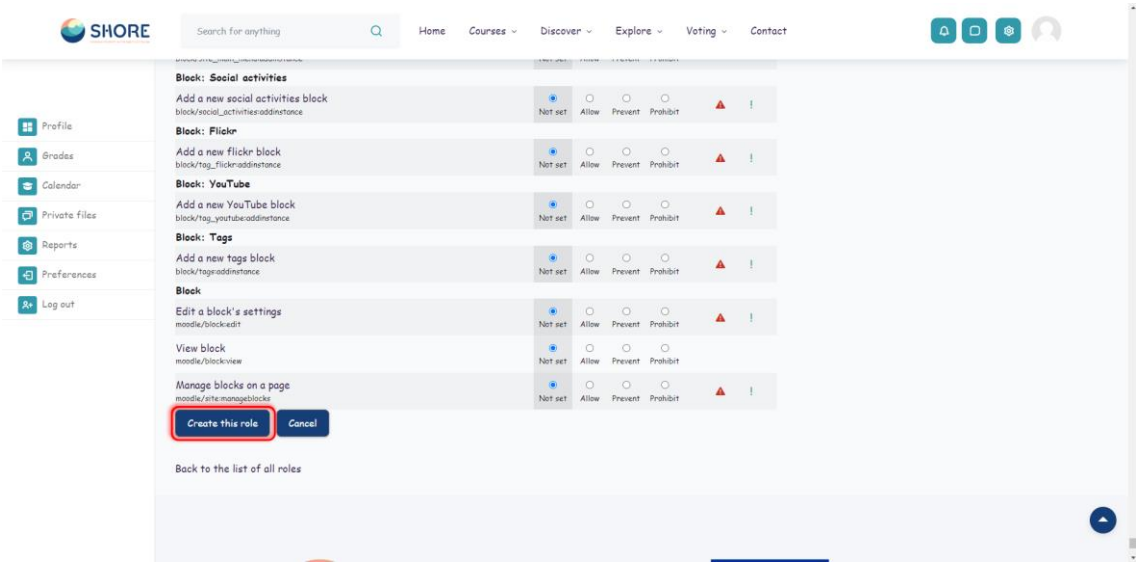

Figure 155 Users- Permission- Define Roles- Manage Role- Add New Roles- Set Permissions as Required and Click on Create This Role

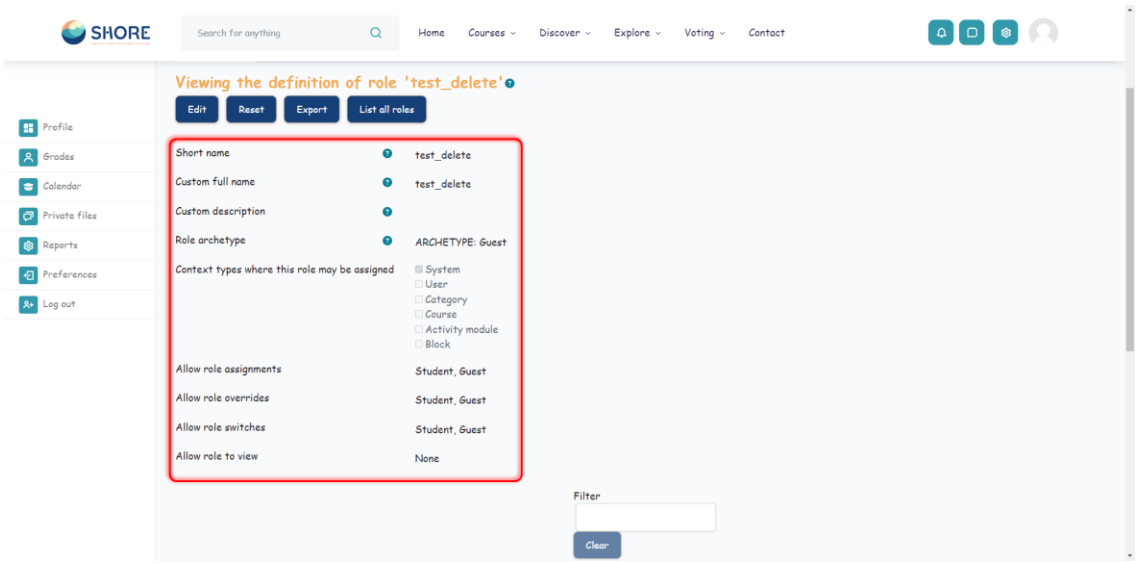

Figure 156 Users- Permission- Define Roles- Manage Role- Add New Roles-Role Preview The Roles and Click on List All Roles

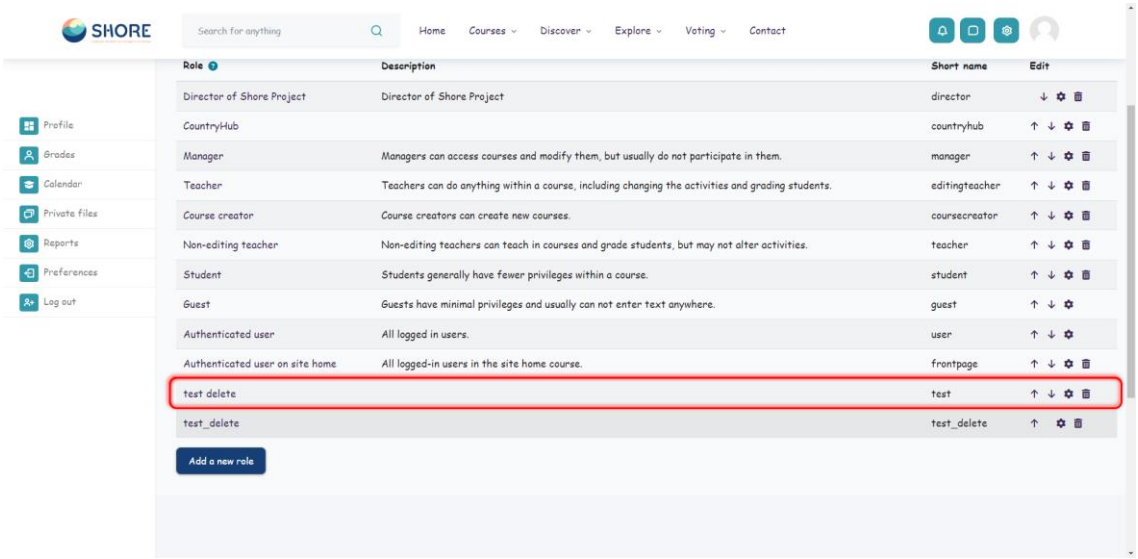

Figure 157 Users- Permission- Define Roles- Manage Role- Add New Roles- Check The Roles List

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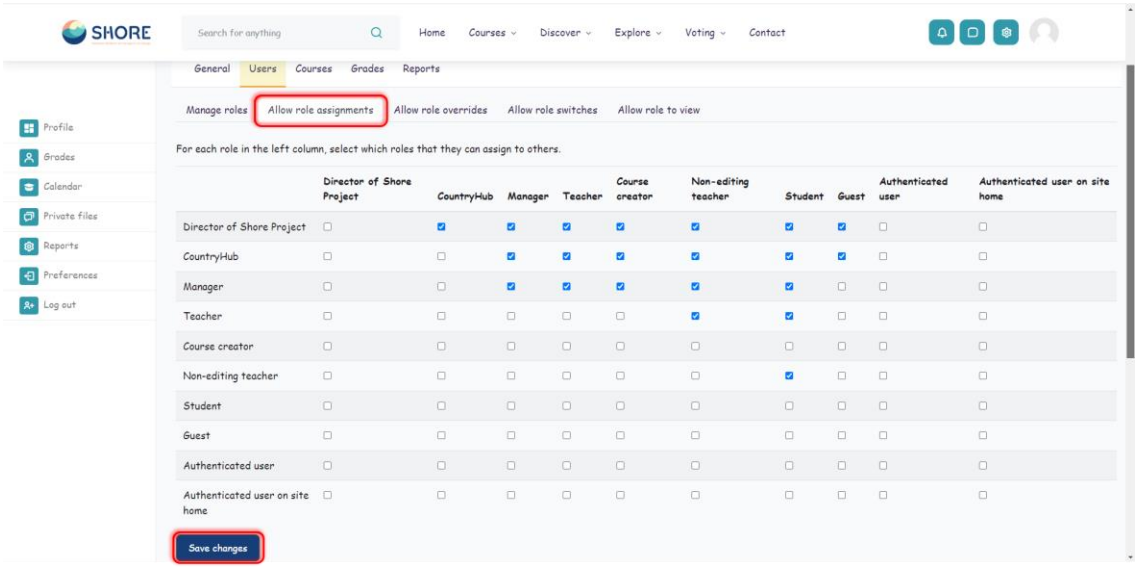

Figure 158 Users- Permission- Define Roles- Allow Role Assignments

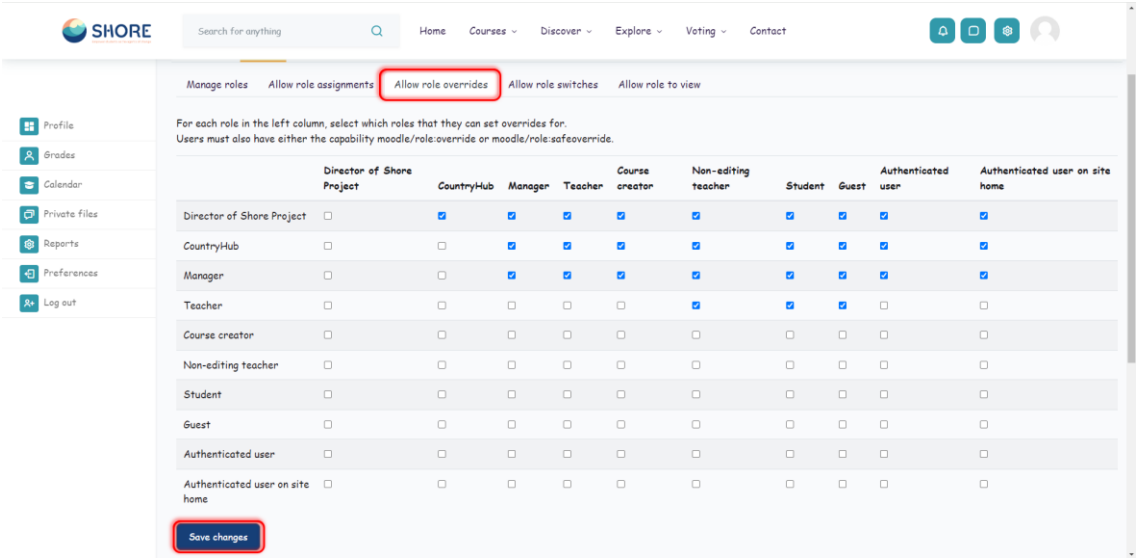

Figure 159 Users- Permission- Define Roles- Allow Role Overrides

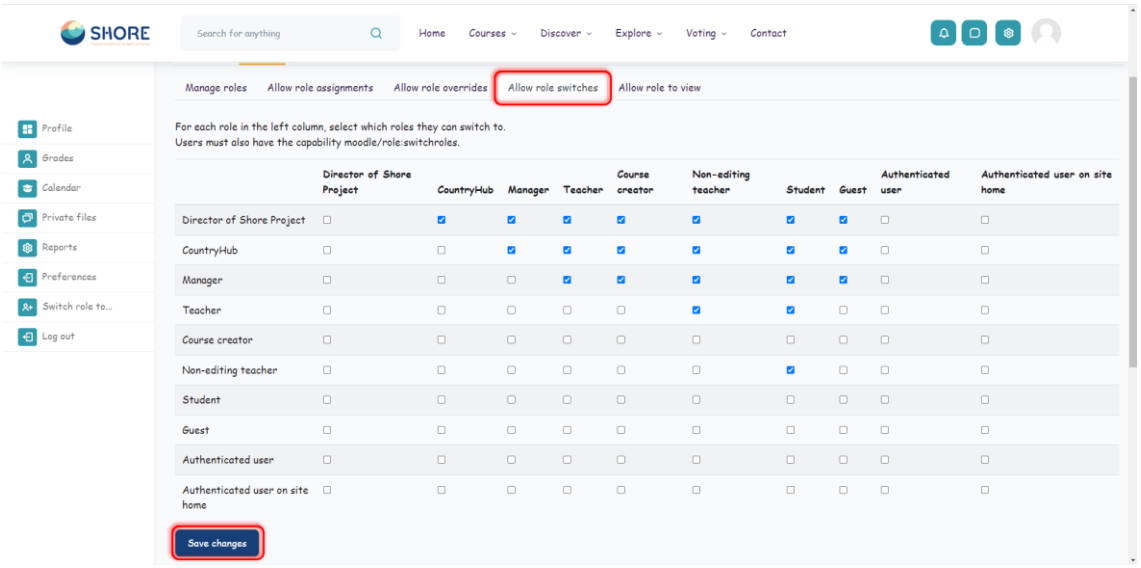

Figure 160 Users- Permission- Define Roles- Allow Role Switches

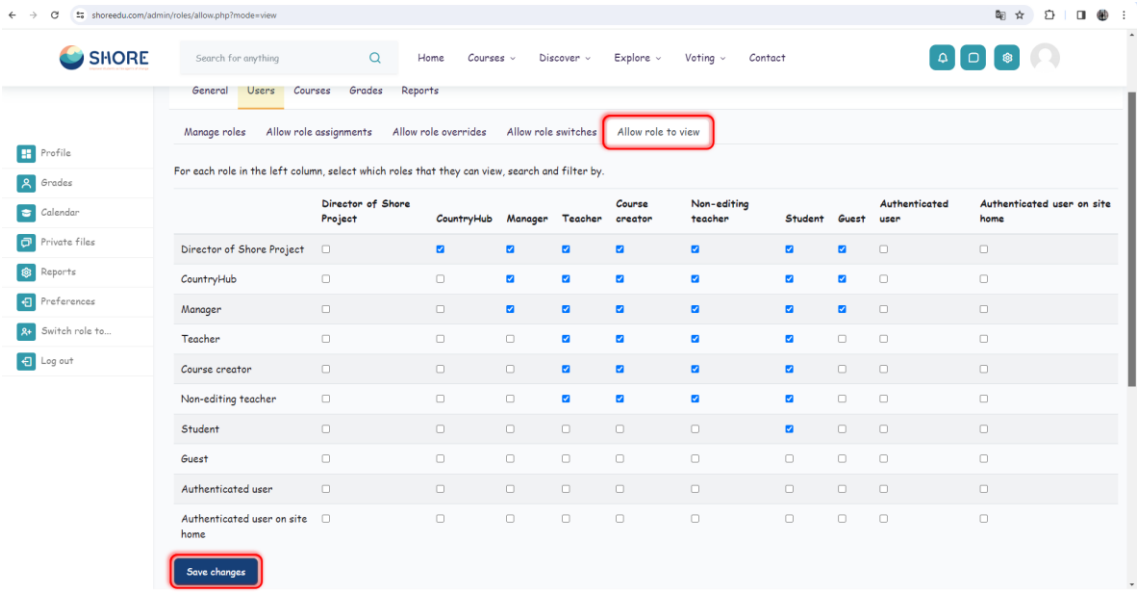

Figure 161 Users- Permission- Define Roles- Allow Role to View

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.

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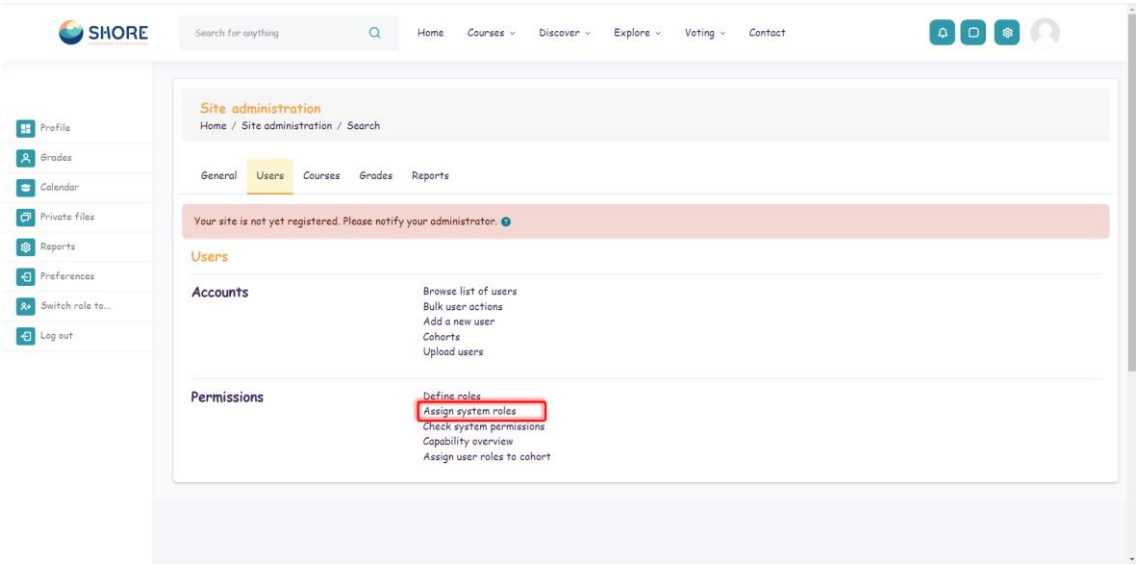

Figure 162 Users- Permissions- Click on Assign system roles

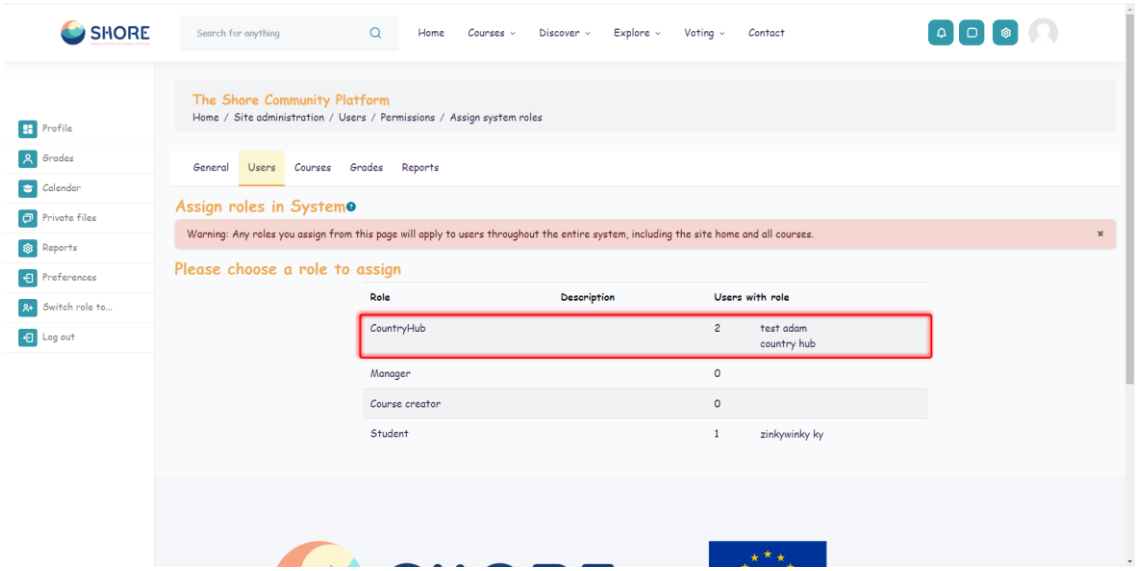

Figure 163 Users- Permissions- Assign System Roles Select Role

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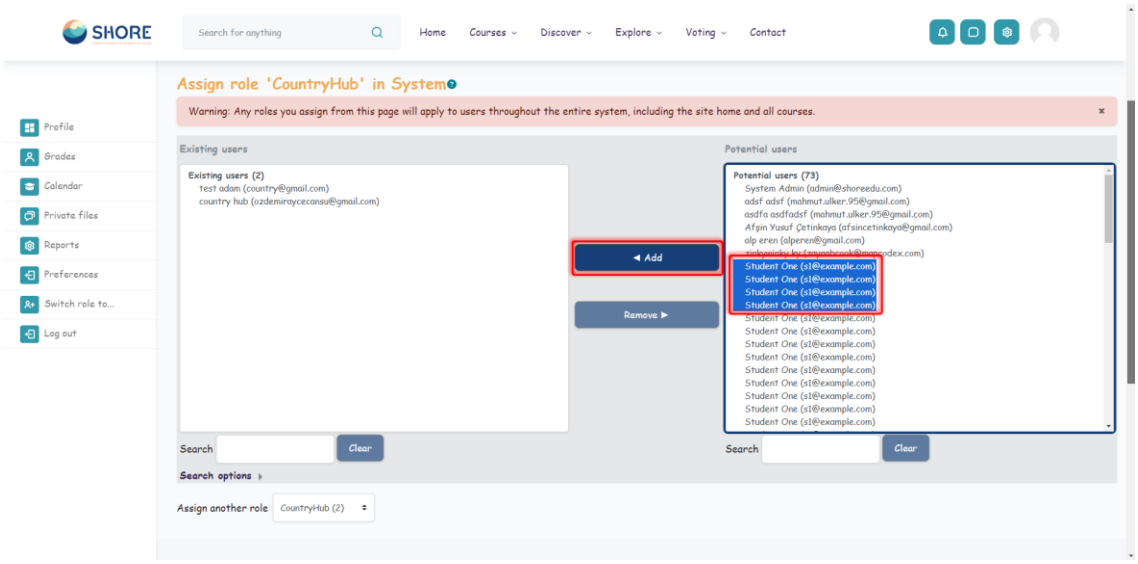

Figure 164 Users- Permissions- Assign System Roles- Role in System- You Can Edit the Users- Click the Add Button to add a user

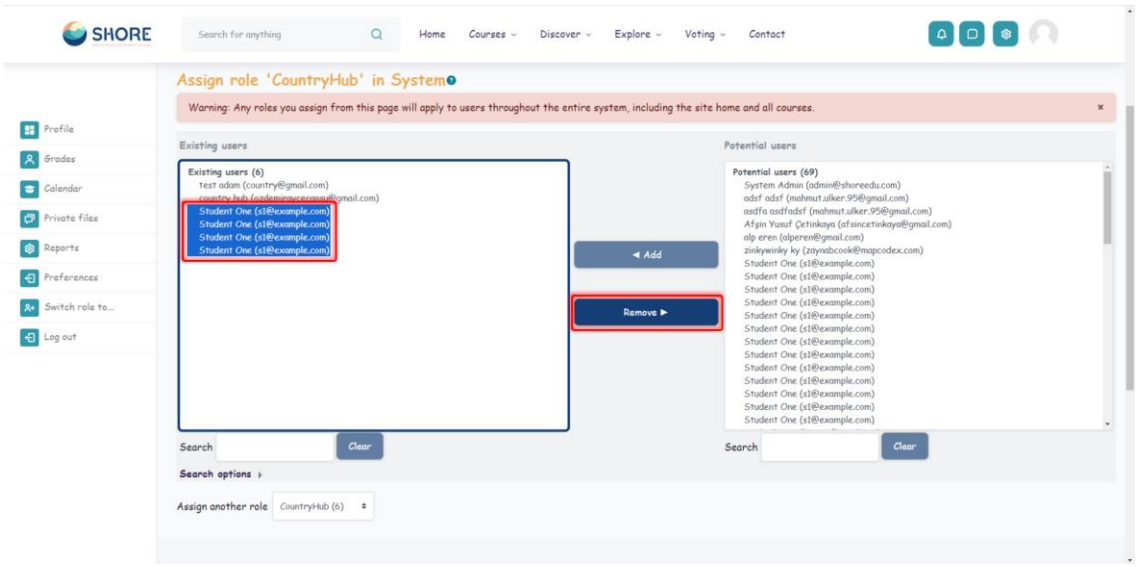

Figure 165 Users- Permissions- Assign System Roles- Role in System- You Can Edit the Users- Click the Remove Button to remove a user

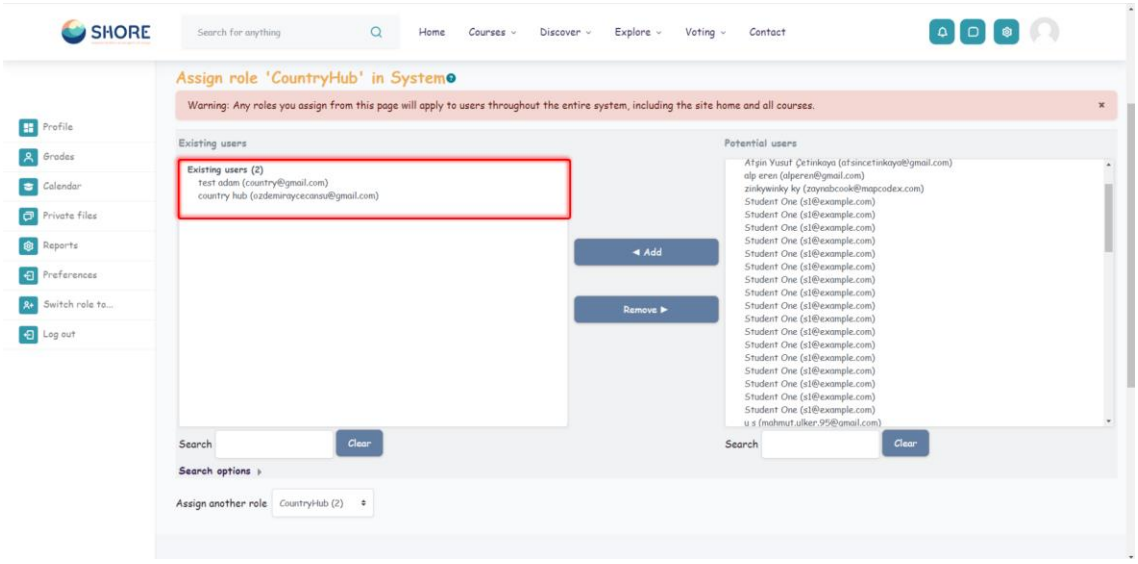

Figure 166 Users- Permissions- Assign System Roles- Role in System- Check the Users List

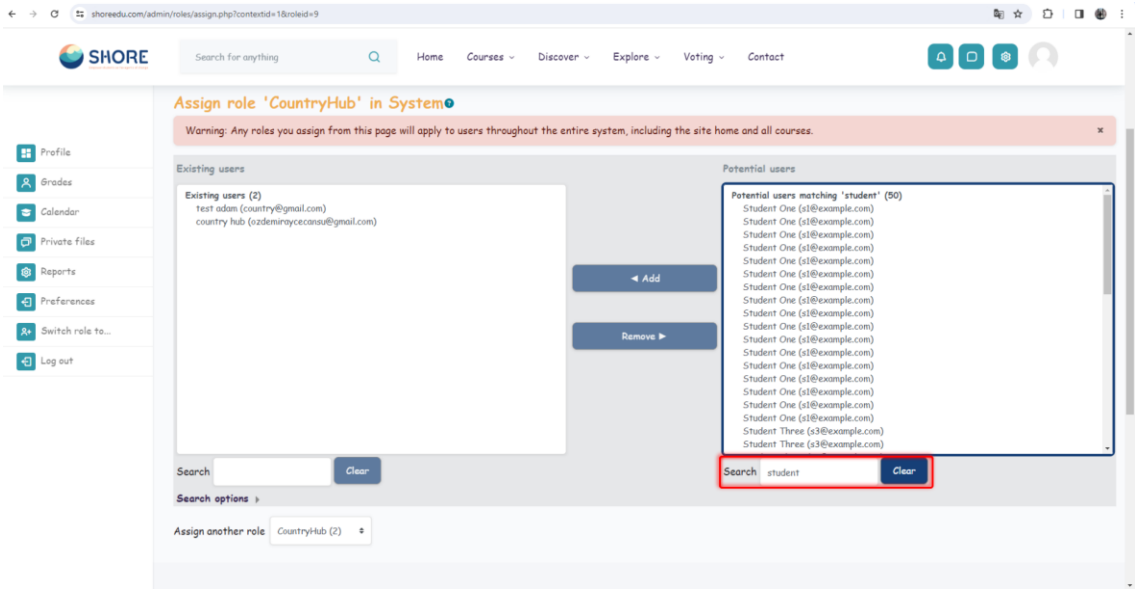

Figure 167 Users- Permissions- Assign System Roles- Role in System- You Can Filter Users

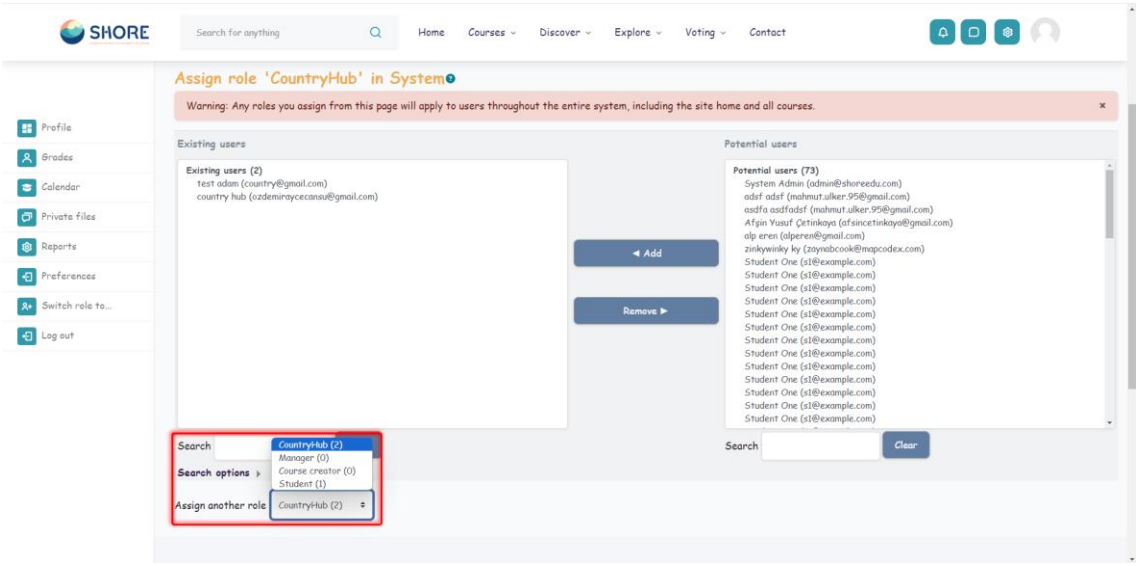

Figure 168 Users- Permissions- Assign System Roles- Role in System- Click on Assign Another Role and You Can Select Another User from the Dropdown Box

1.4.10. Users- Permissions- Assign System Roles

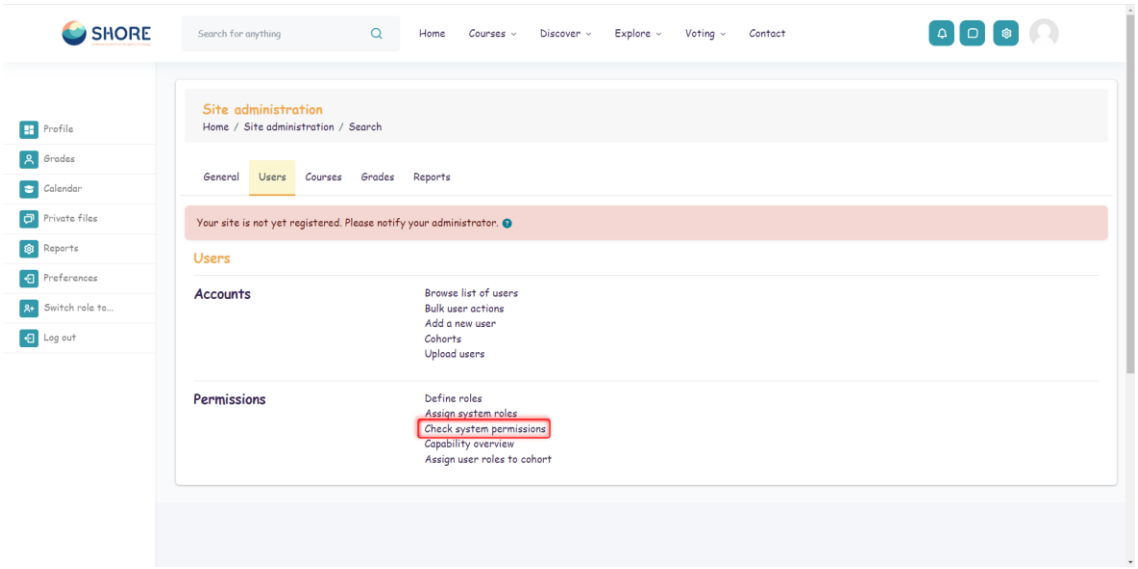

Figure 169 Users- Permissions- Click on Check System Permissions

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.

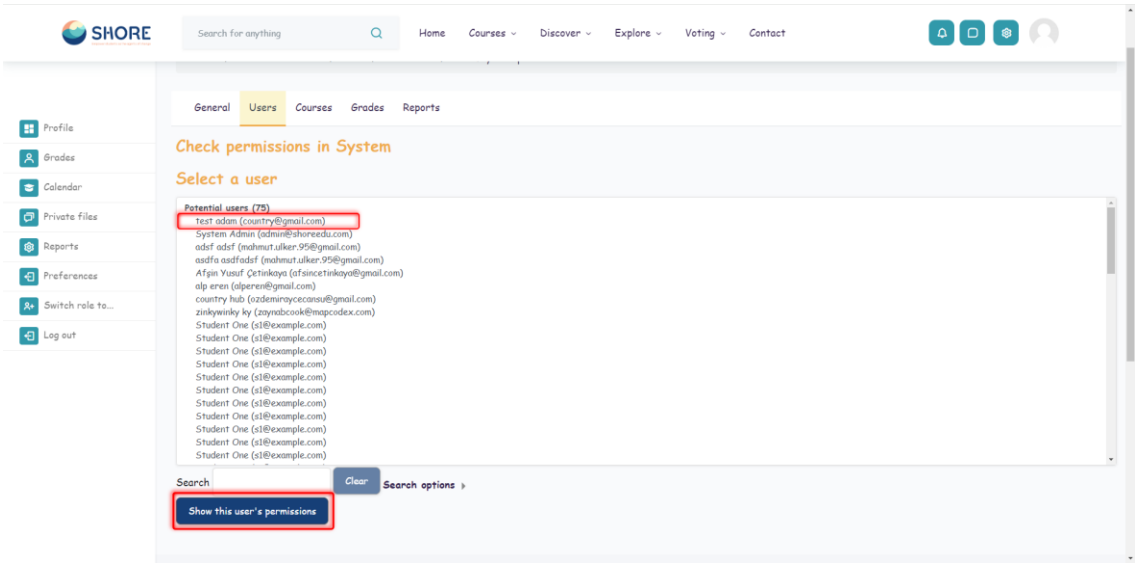

Figure 170 Users- Permissions- Check System Permissions- Choose a User and Click on Show this User's Permissions

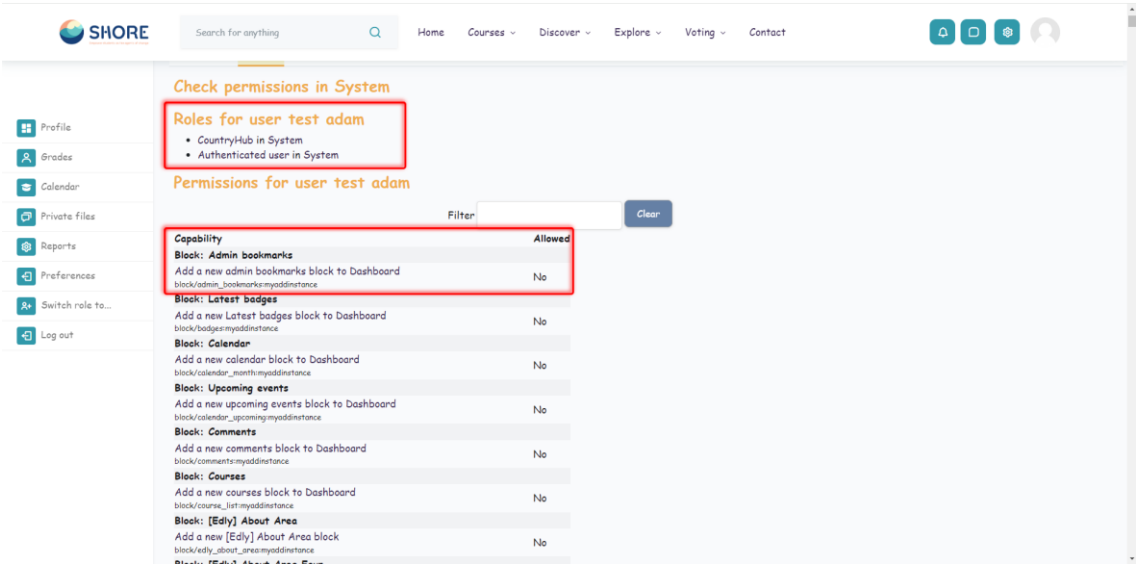

Figure 171 Users- Permissions- Check System Permissions- Check Permissions in System

1.4.11. Users- Permissions- Capability overview

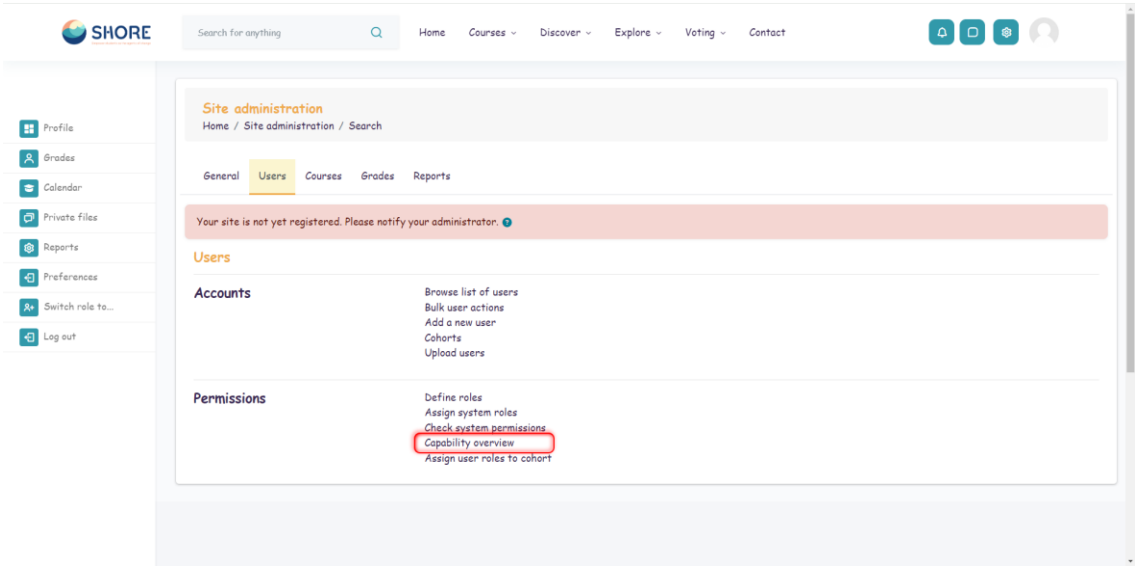

Figure 172 Users- Permissions- Check System Permissions- Capability Overview

- 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.

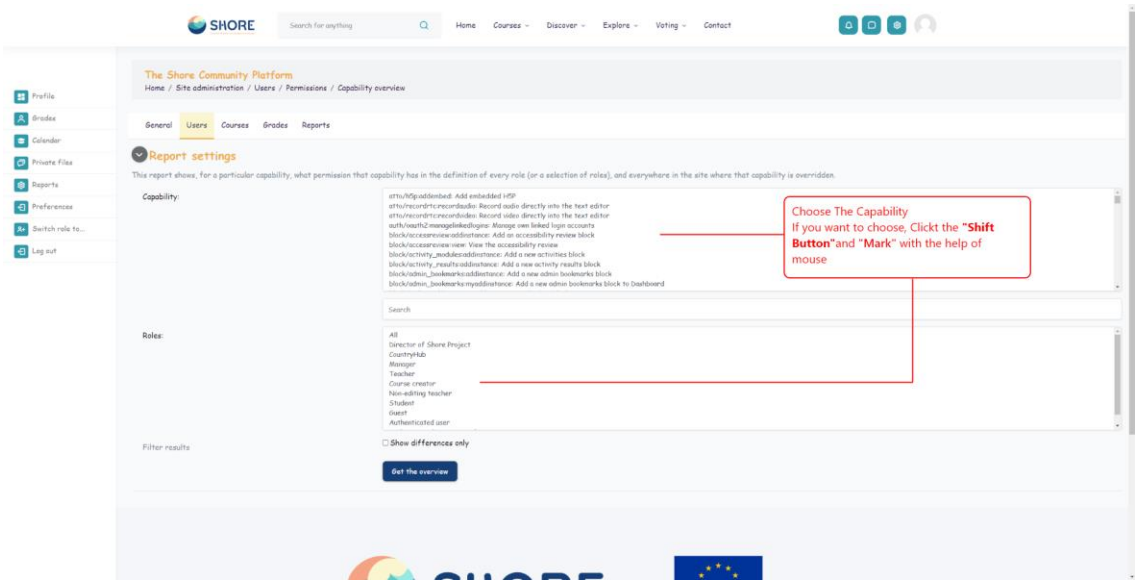

Figure 173 Users- Permissions- Check System Permissions- Capability Overview- Select Capability or Roles

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

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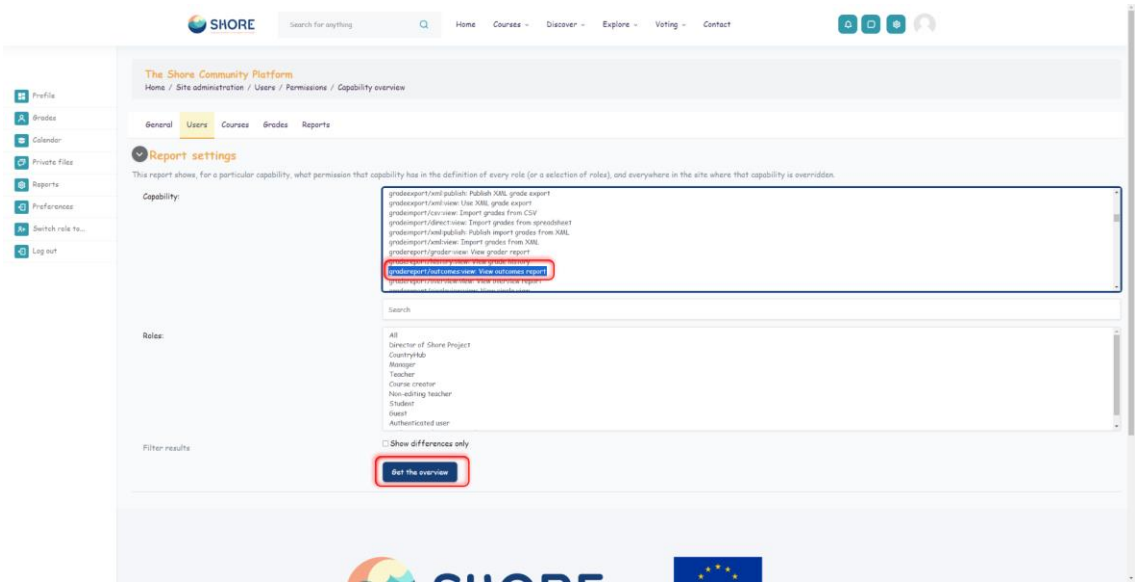

Figure 174 Users- Permissions- Check System Permissions- Capability Overview Select Capability and Get the Overview

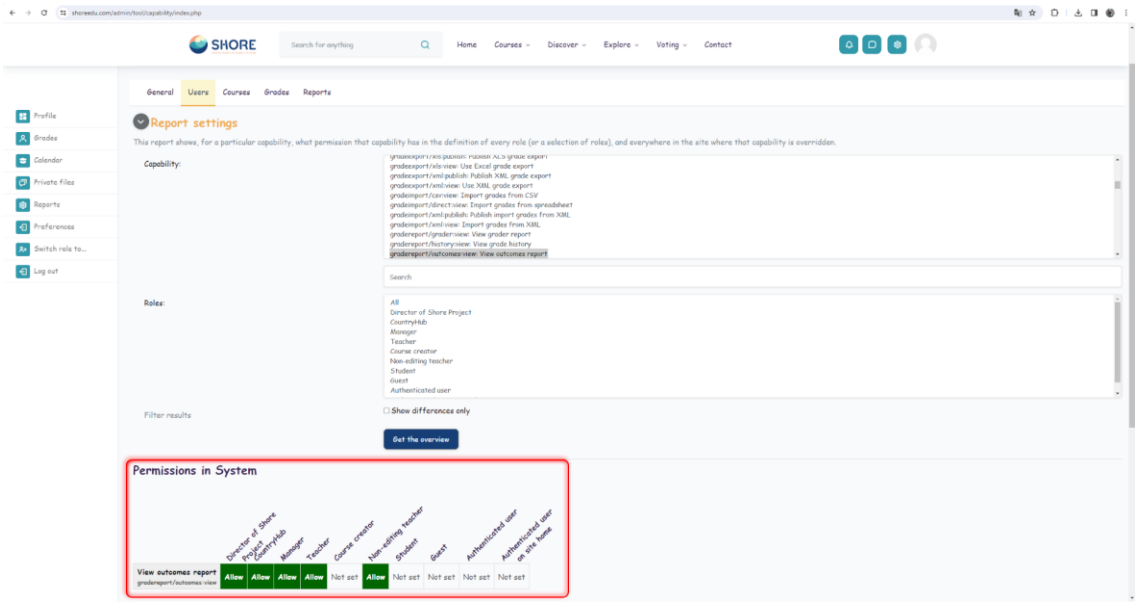

Figure 175 Users- Permissions- Check System Permissions- Capability Overview- Select Capability and View Permission in System

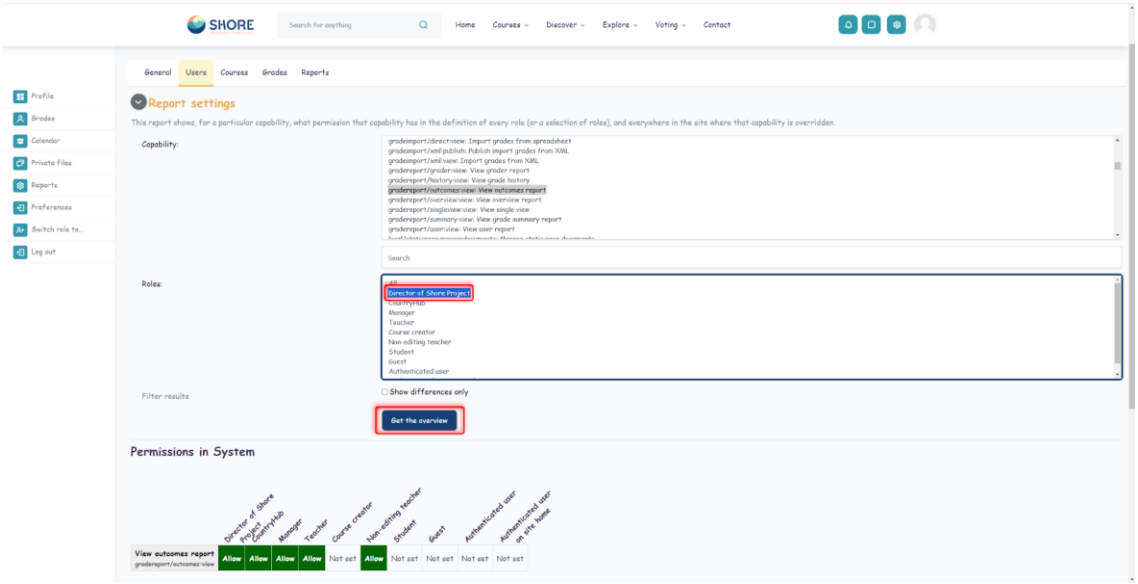

Figure 176 Users- Permissions- Check System Permissions- Capability Overview- Select Roles and Get the Overview

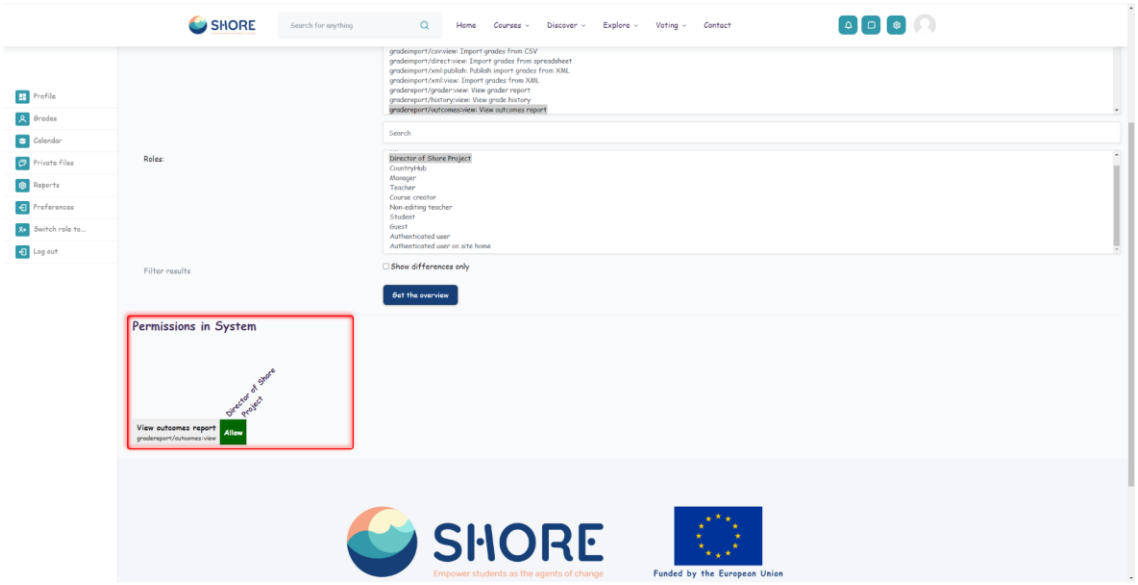

Figure 177 Users- Permissions- Check System Permissions- Capability Overview- Select Capability and Roles- View Permission in System

- 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.

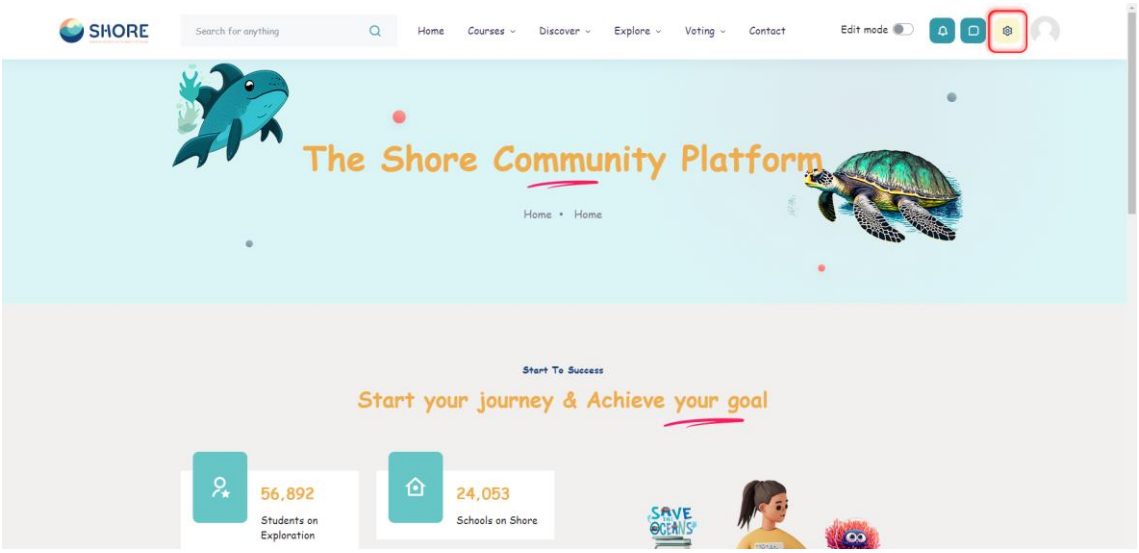

Figure 178 Click on Setting Button

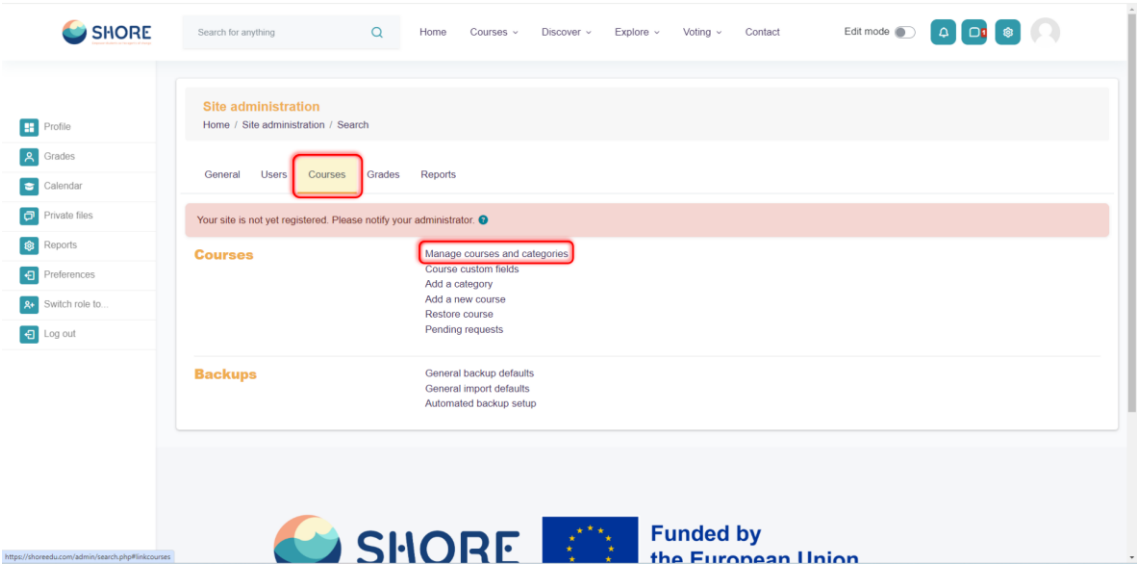

Figure 179 Setting- Courses- Click on Manage Courses and Categories

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'.

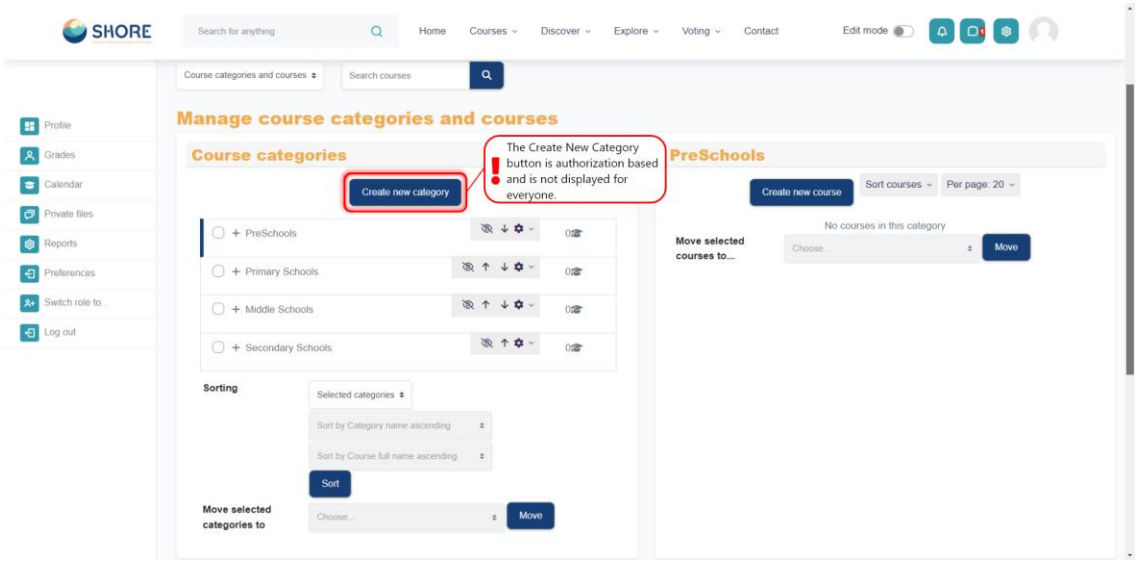

Figure 180 Setting- Courses- Manage Courses and Categories- Click on Create New Category

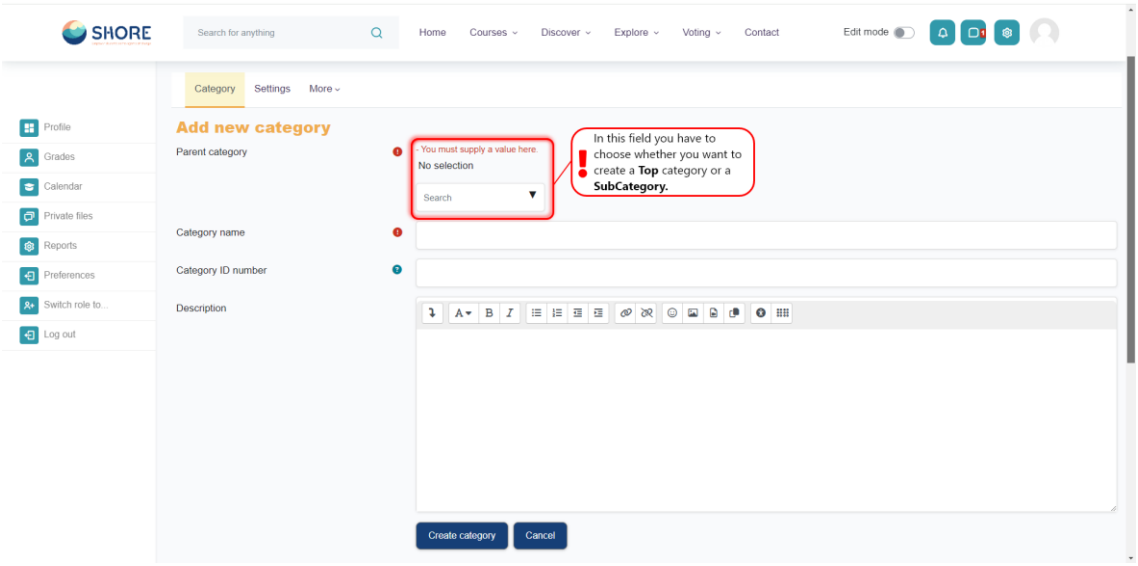

Figure 181 Setting- Courses- Add New Category- You Must Supply Info About the Parent Category

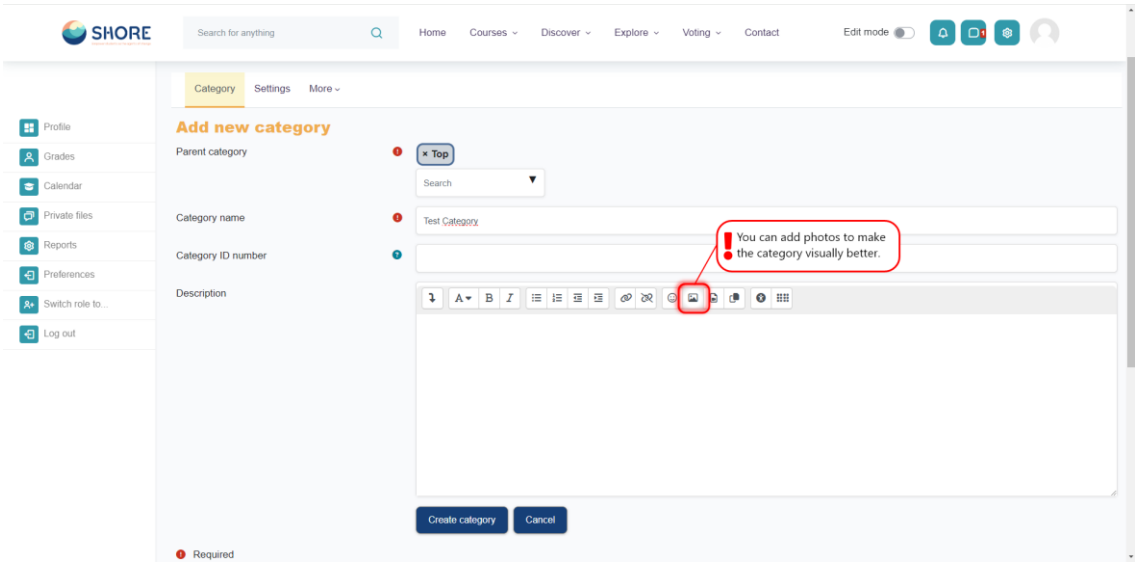

Figure 182 Setting- Courses- Add New Category-Click on Image Button- You Should Select the Image for Better Category View

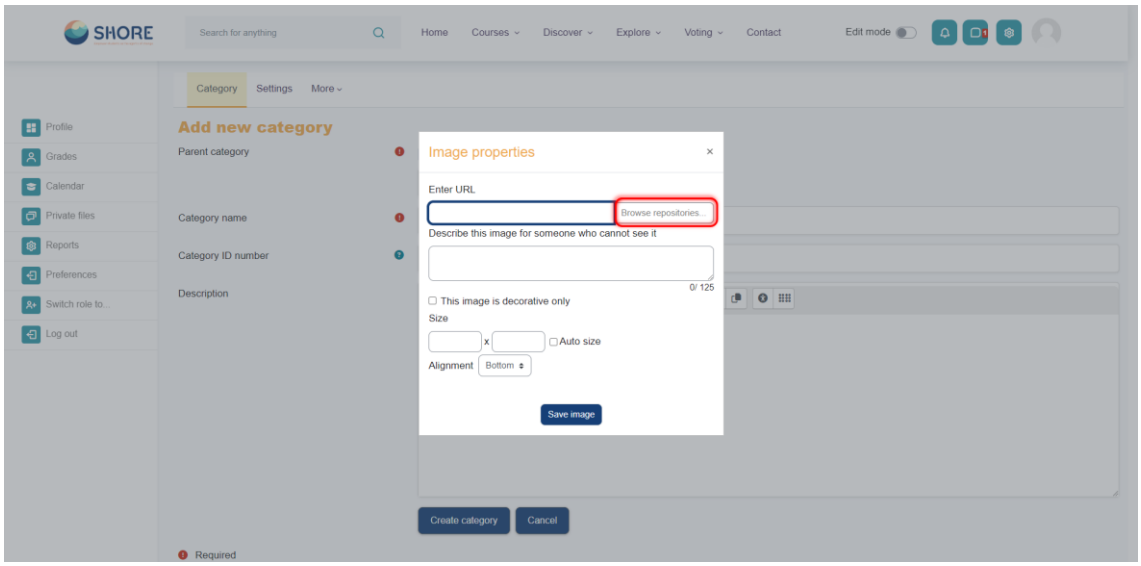

Figure 183 Setting- Courses- Add New Category- You Can Access Browse Repositories

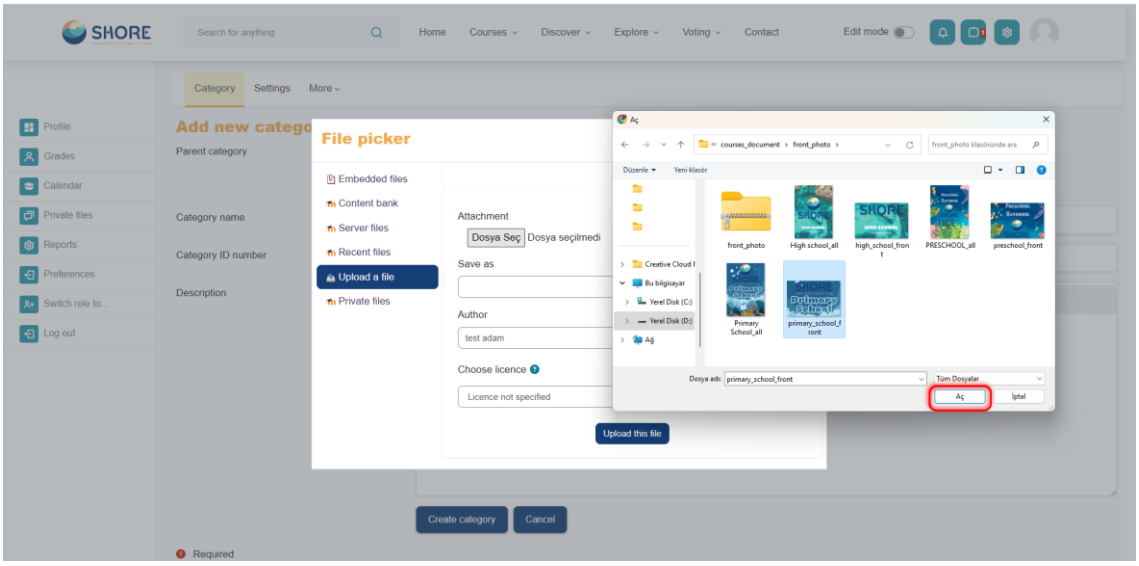

Figure 184 Setting- Courses- Add New Category- You Can Add the Photo

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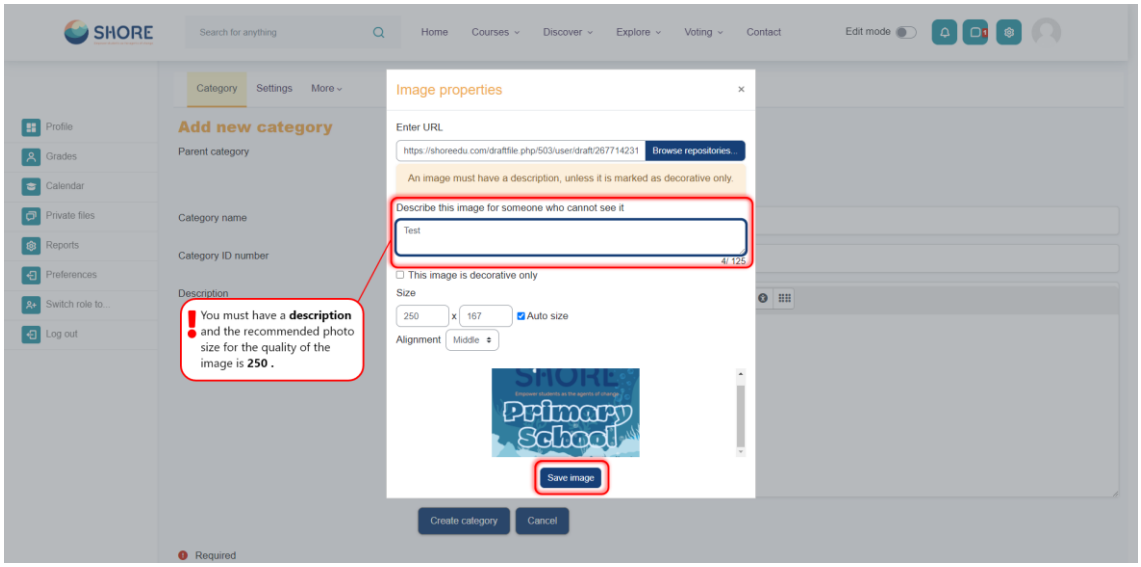

Figure 185 Setting- Courses- Add New Category- You Must Describe This Image and Save Image

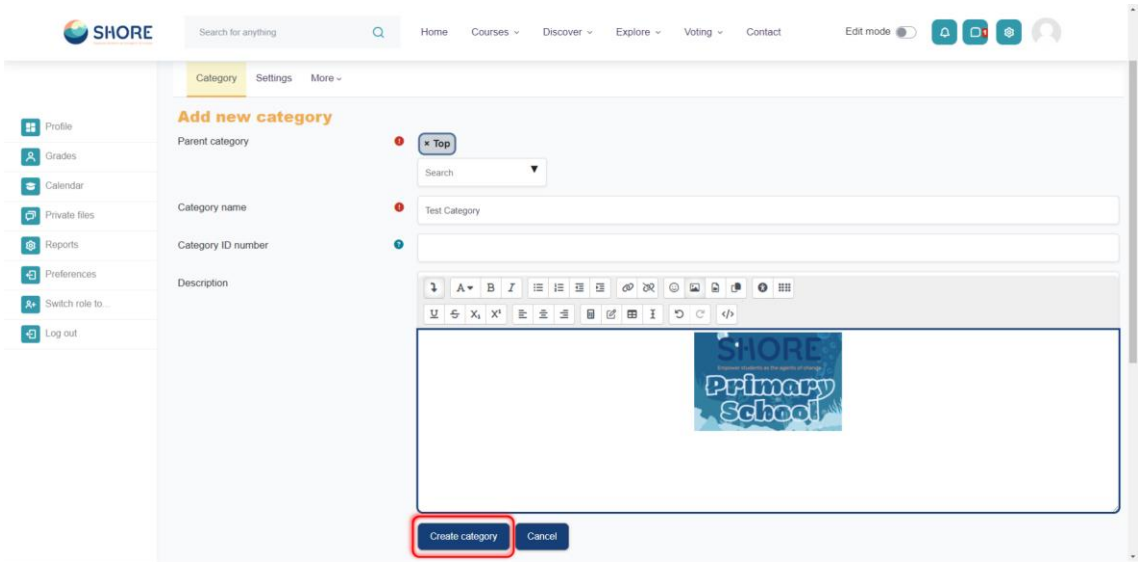

Figure 186 Setting- Courses- Complete the Details Required and Click on 'Create category'

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'

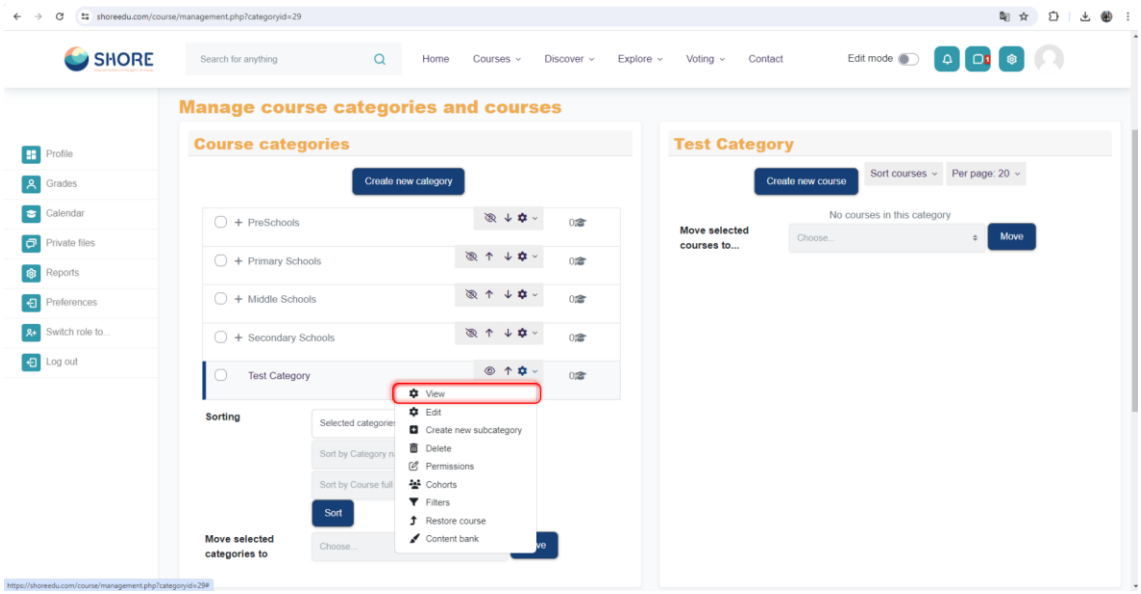

Figure 187 Setting- Courses- New Category Setting- Click the View Button to View the New Category

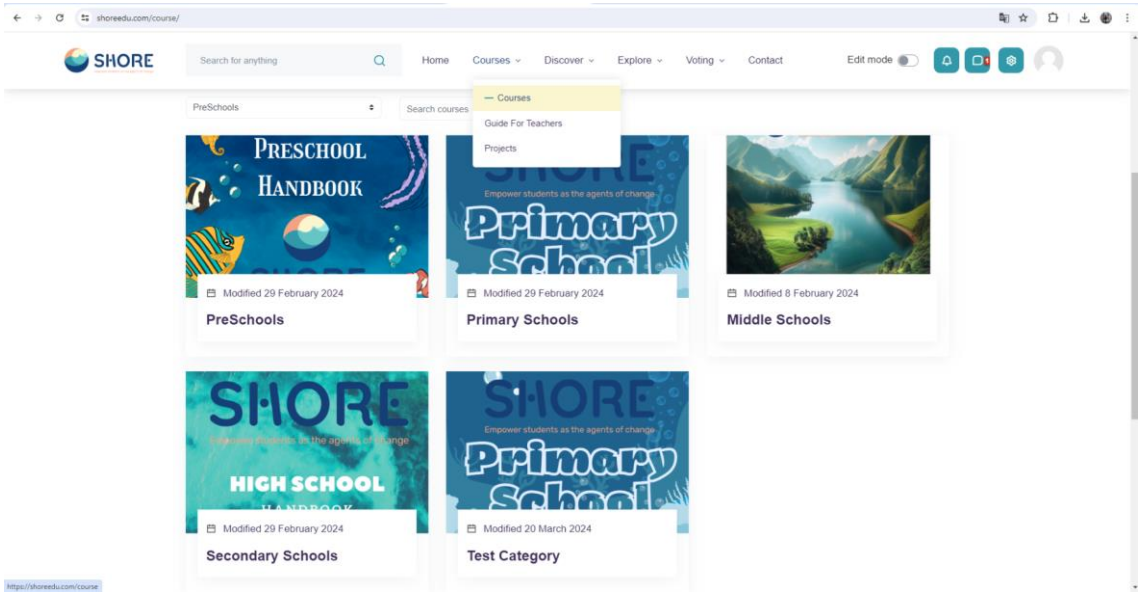

Figure 188 Setting- Courses- Check the New Category- You Can View the New Category

Funded by the European Union

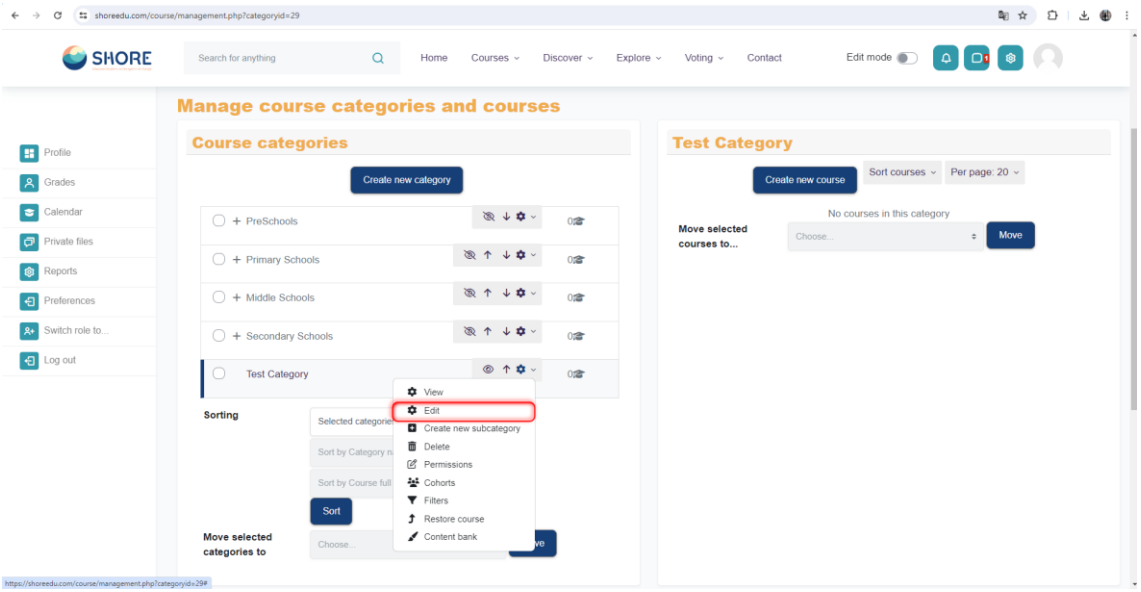

Figure 189 Setting -Courses- New Category Setting- Click the Edit Button to Edit the New Category

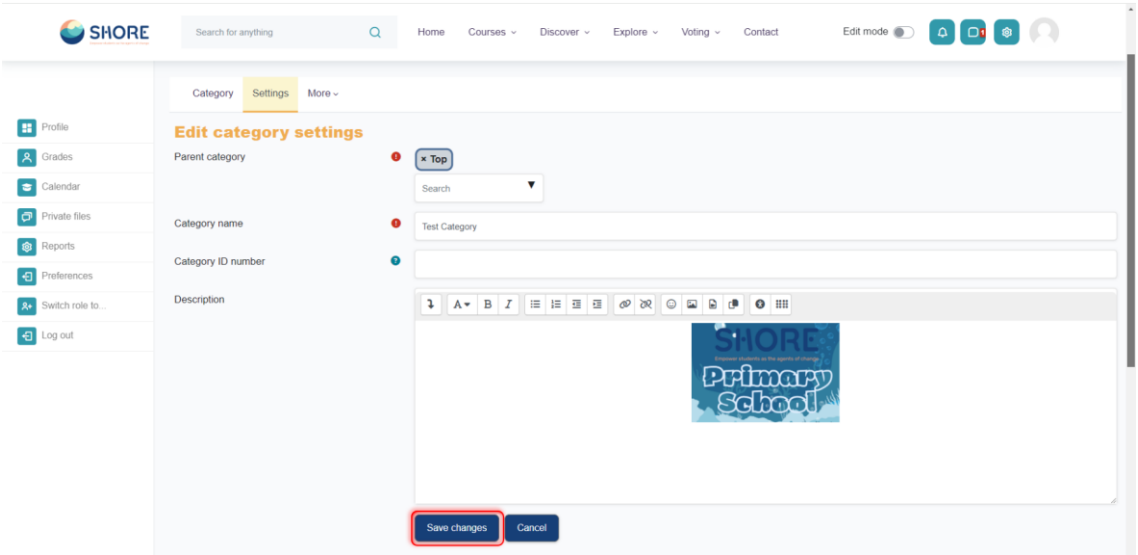

Figure 190 Setting- Courses- New Category Setting- Edit Category Settings

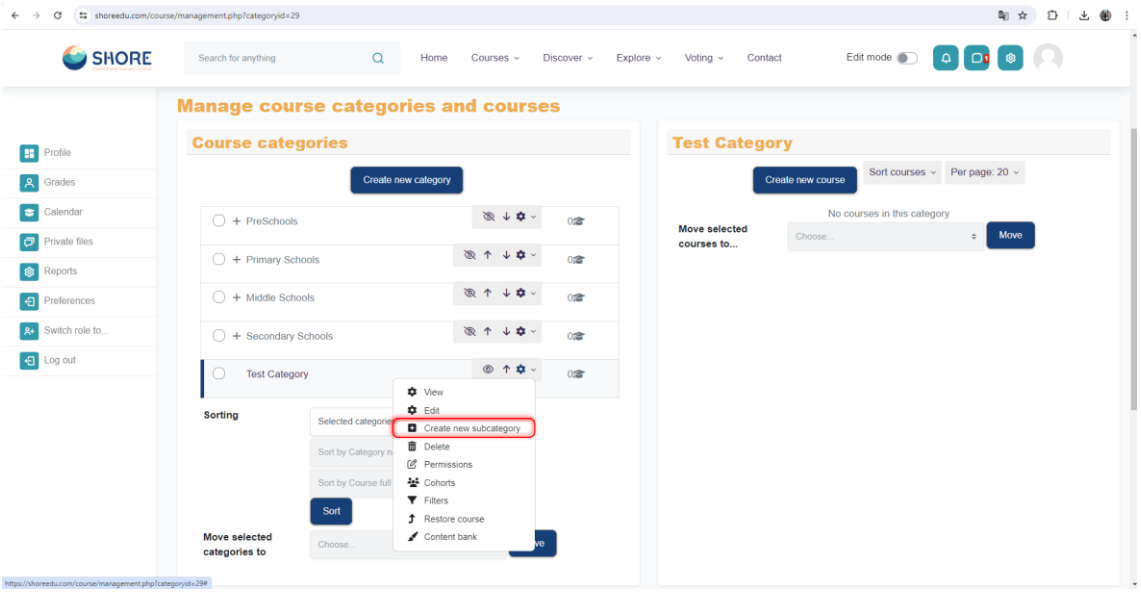

Figure 191 Setting- Courses- New Category Setting- Click the Crate New Subcategory Button

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.'

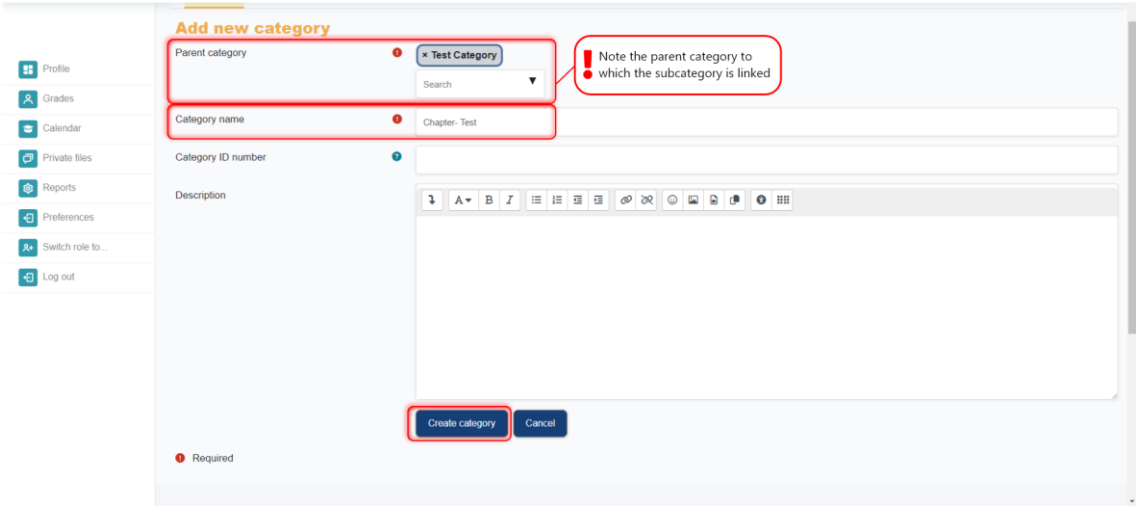

Figure 192 Setting- Courses- New Category Setting- Add a New Category and Click the Create Category

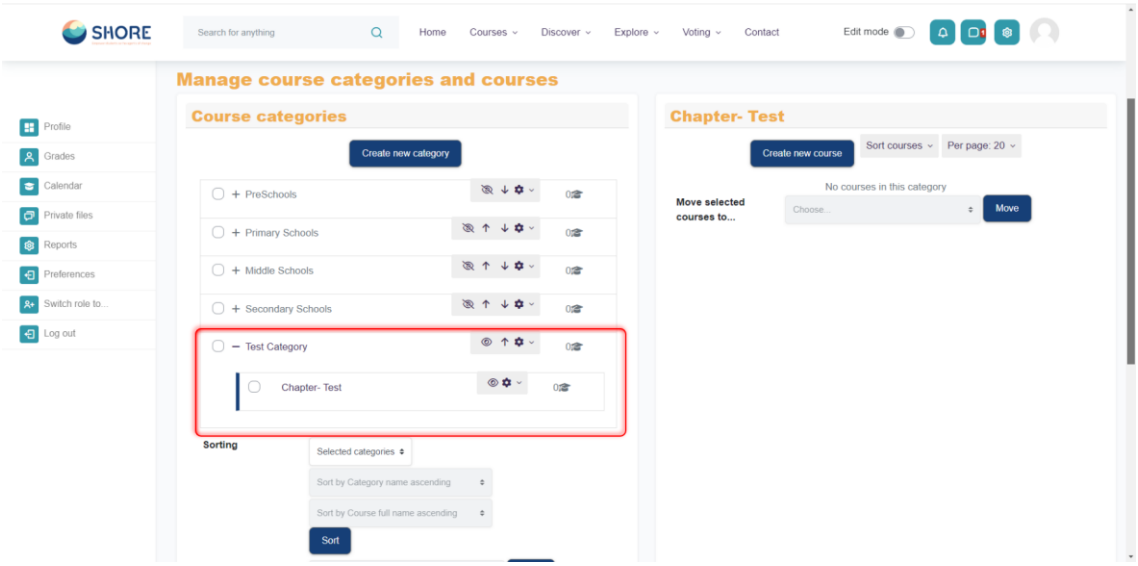

Figure 193 Setting- Courses- New Category Setting- Check the New Subcategory

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.

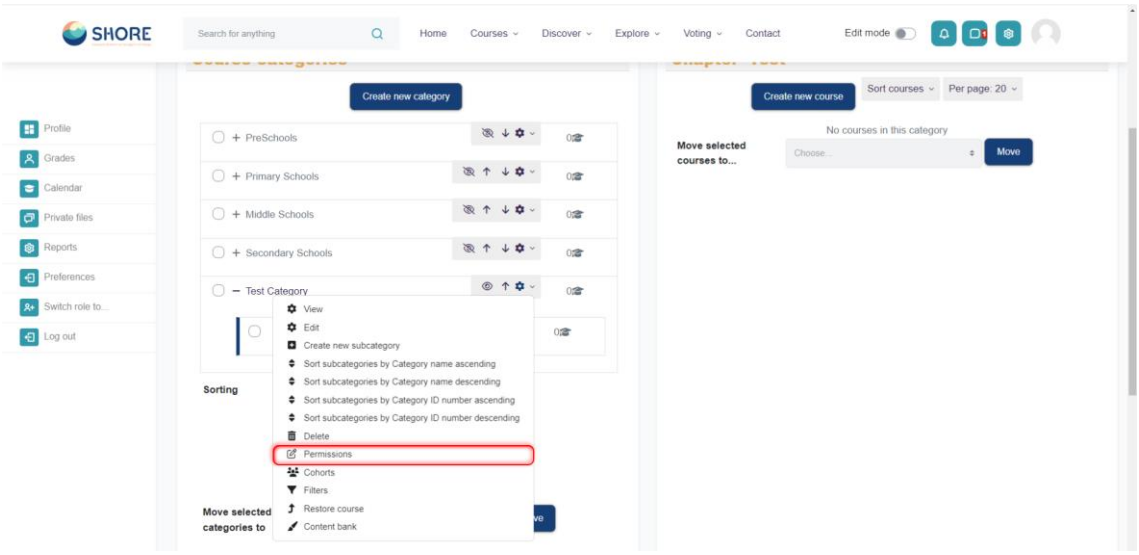

Figure 194 Setting Courses- New Category Setting- Click the Permissions and Set Category-Specific Permissions

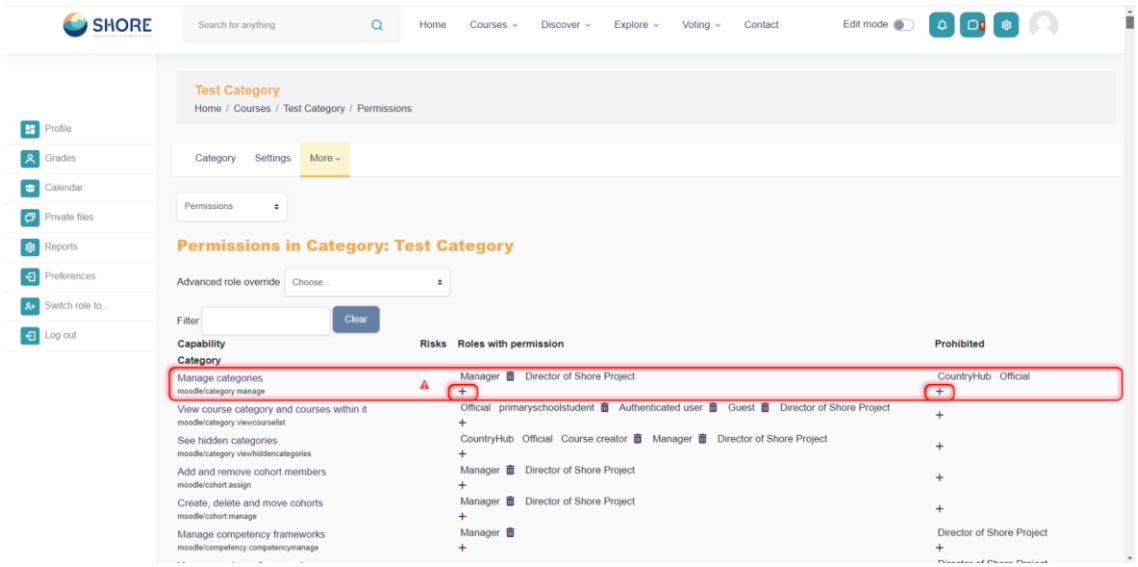

Figure 195 Setting- Courses- New Category Setting- Permissions- You Can Permission or Prohibited Roles in This Section- Click on Plus Button

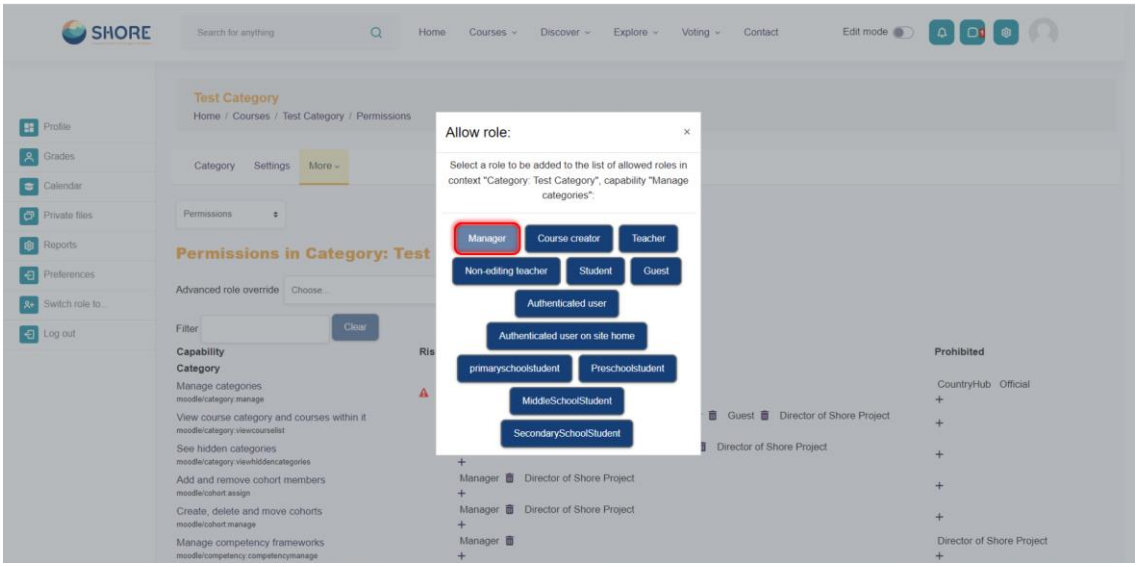

Figure 196 Setting- Courses- New Category Setting- Permissions- You Can Select the Role to Permisson or Prohibit

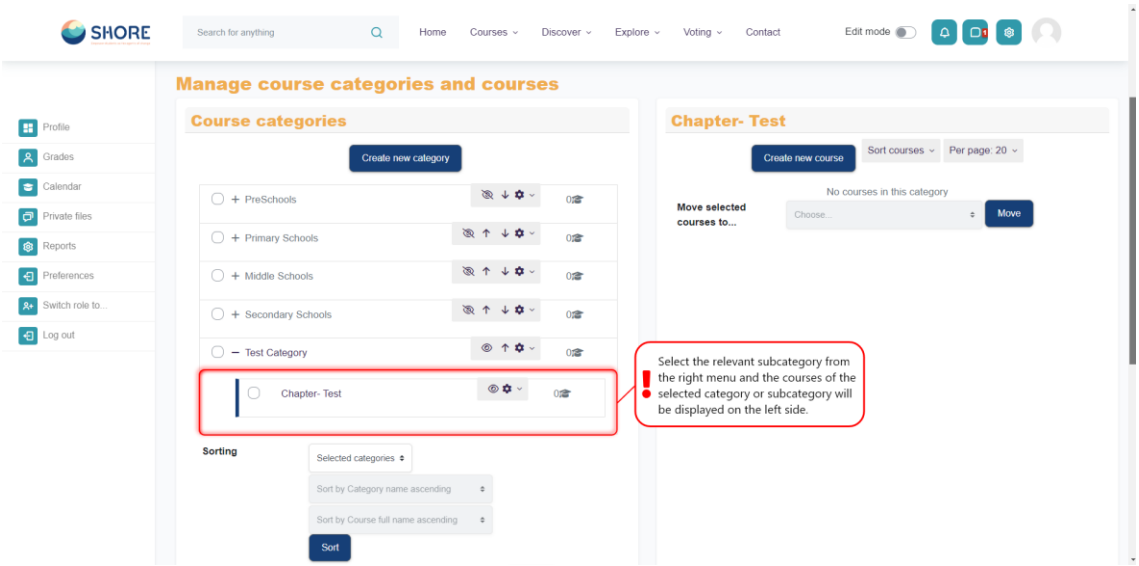

Figure 197 Setting Courses- Add a Course to a New Category- Click on the Relevant Subcategory

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

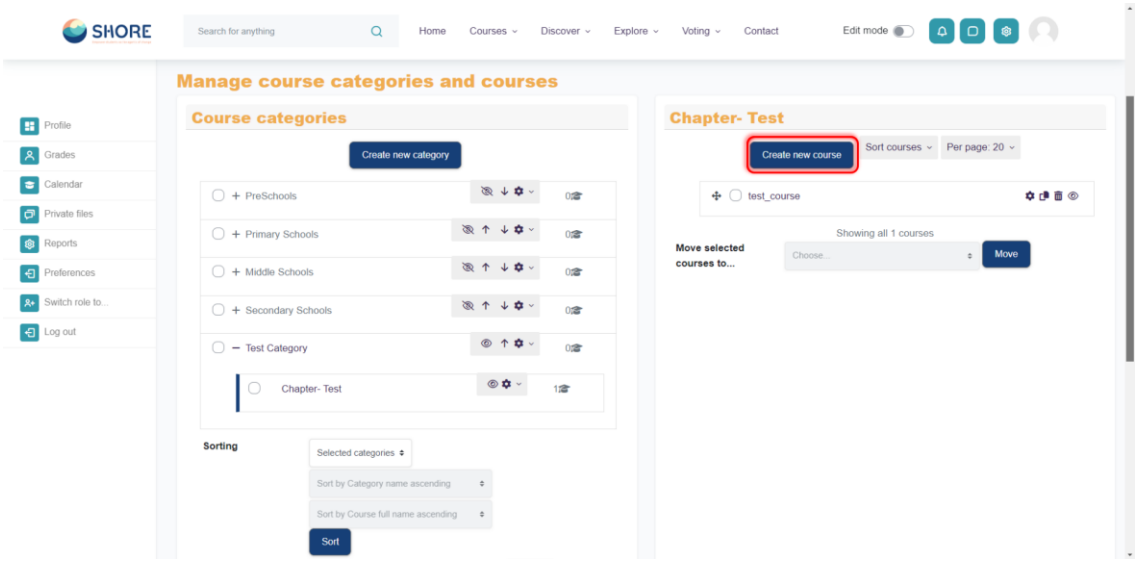

Figure 198 Setting- Courses- Add a Course to a New Category- Check the Subcategory and Click on Create New Course

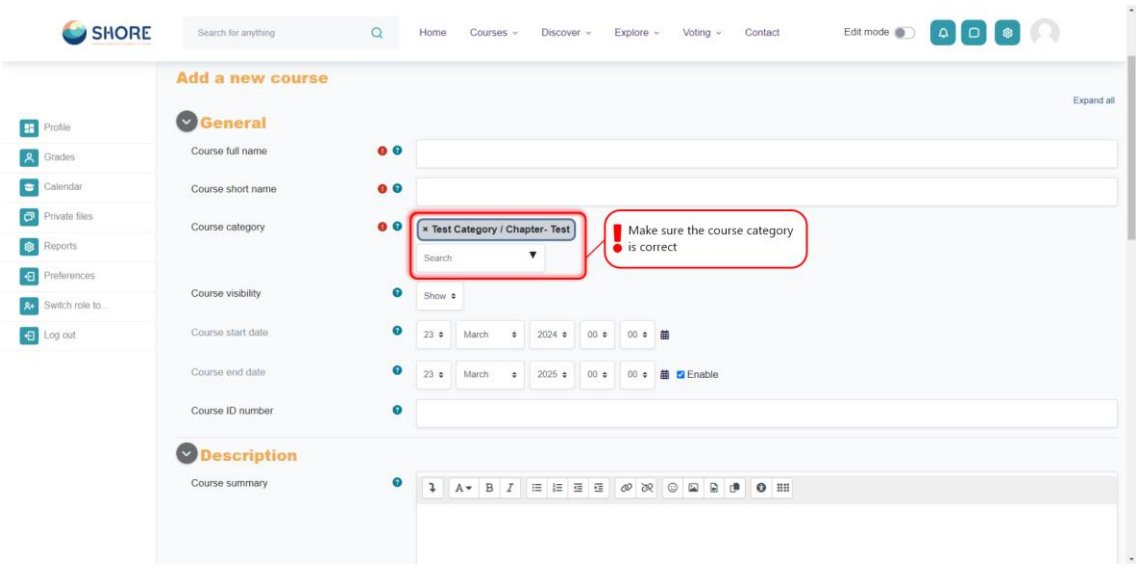

Figure 199 Setting- Courses- Add a Course to a New Category- Add Your Course Details

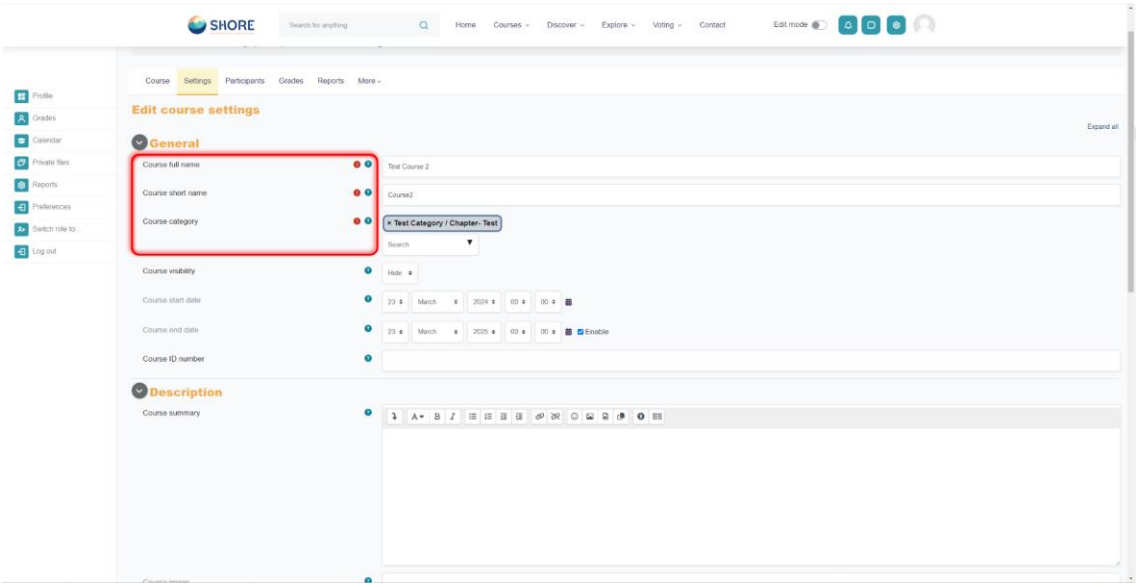

Figure 200 Setting- Courses- Add a Course to a New Category- Required Information Entries are Made and Other Preferences can be Set Optionally

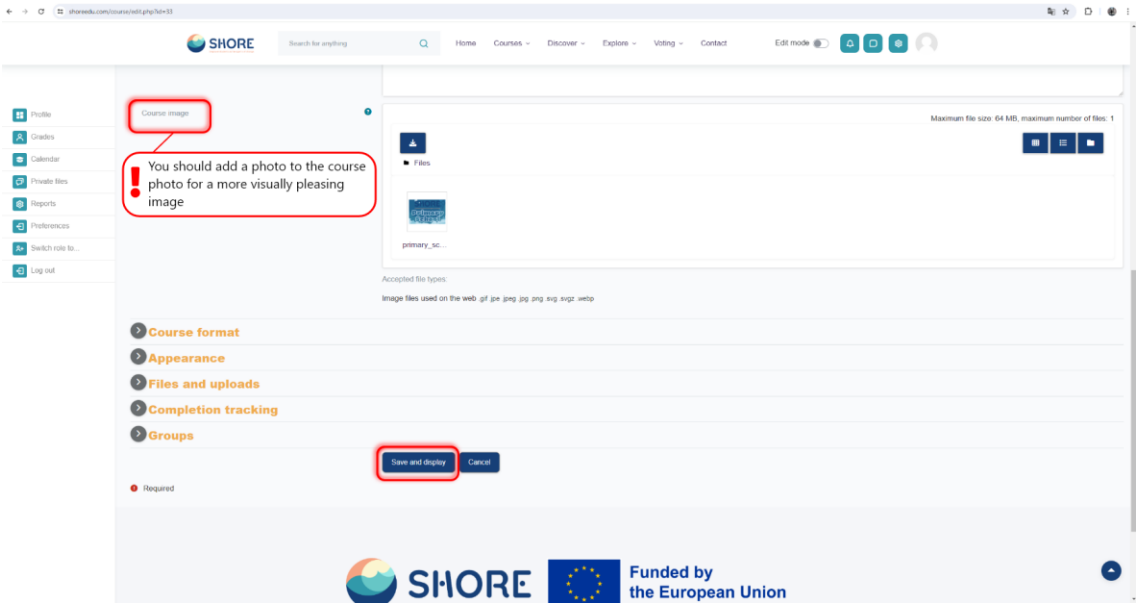

Figure 201 Setting- Courses- Add a Course to a New Category- After Filling in The Information, Click on the Save and Display Button.

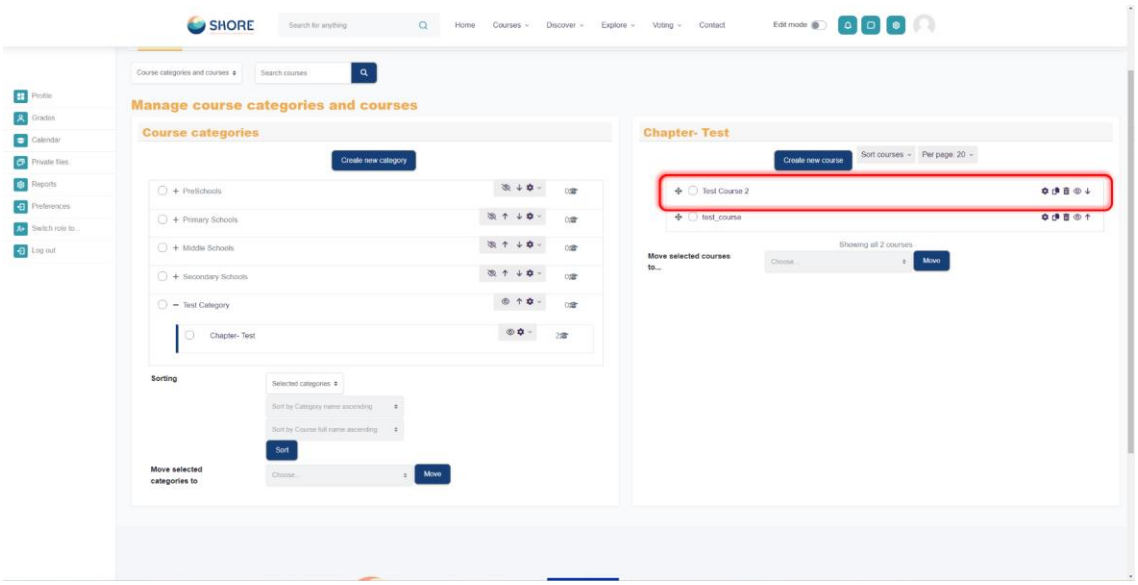

Figure 202 Setting Courses- View the Added Courses in the Right Menu and Click the New Course

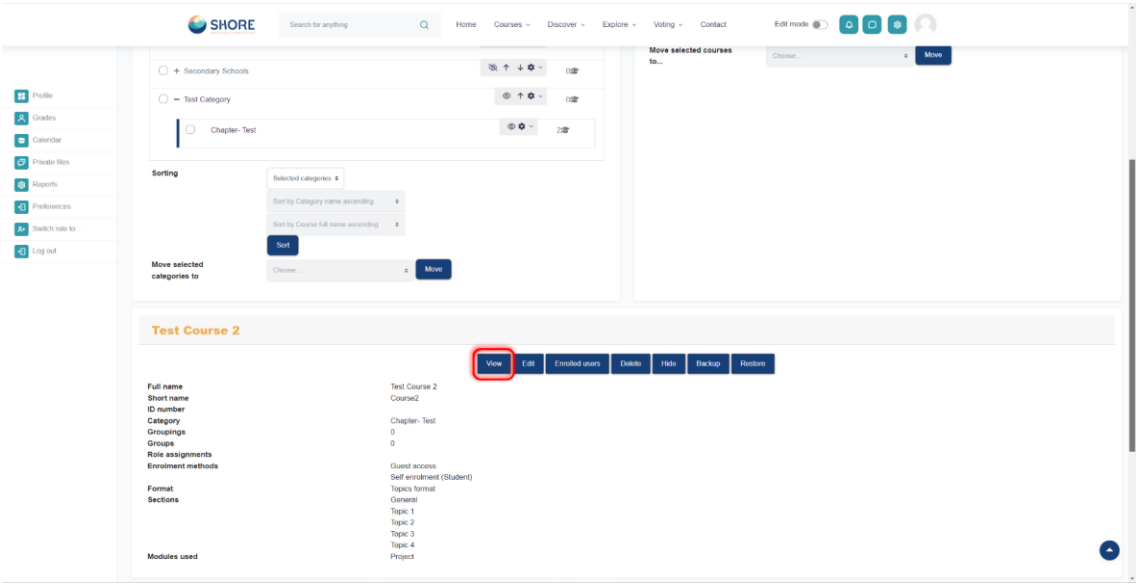

Figure 203 Setting Courses- Display Course Detail Information and Click on View Button

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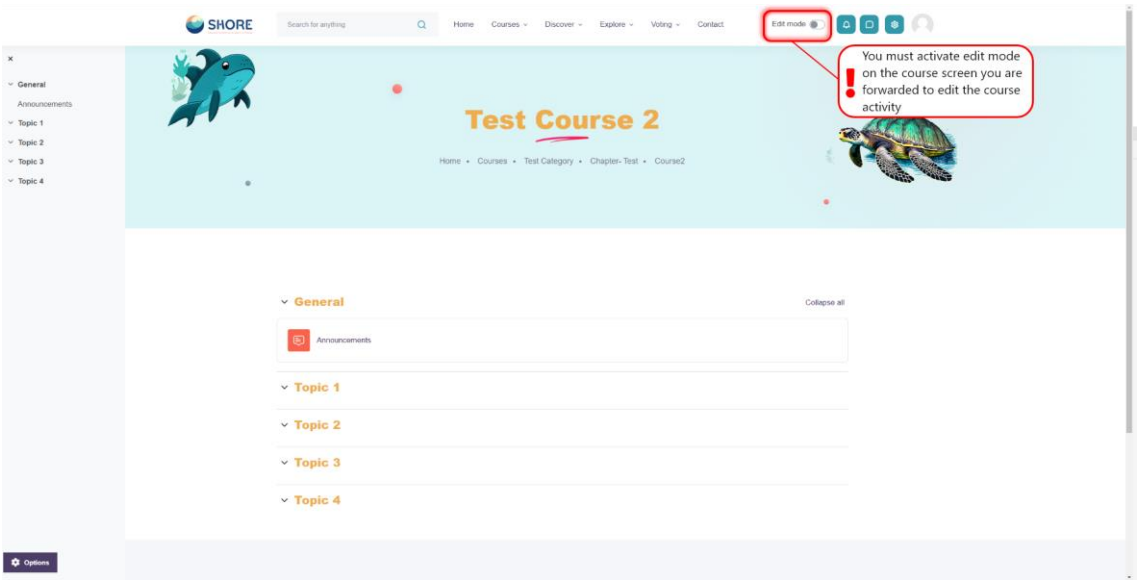

Figure 204 You must activate edit mode on the course screen you are forwarded to edit the course activity

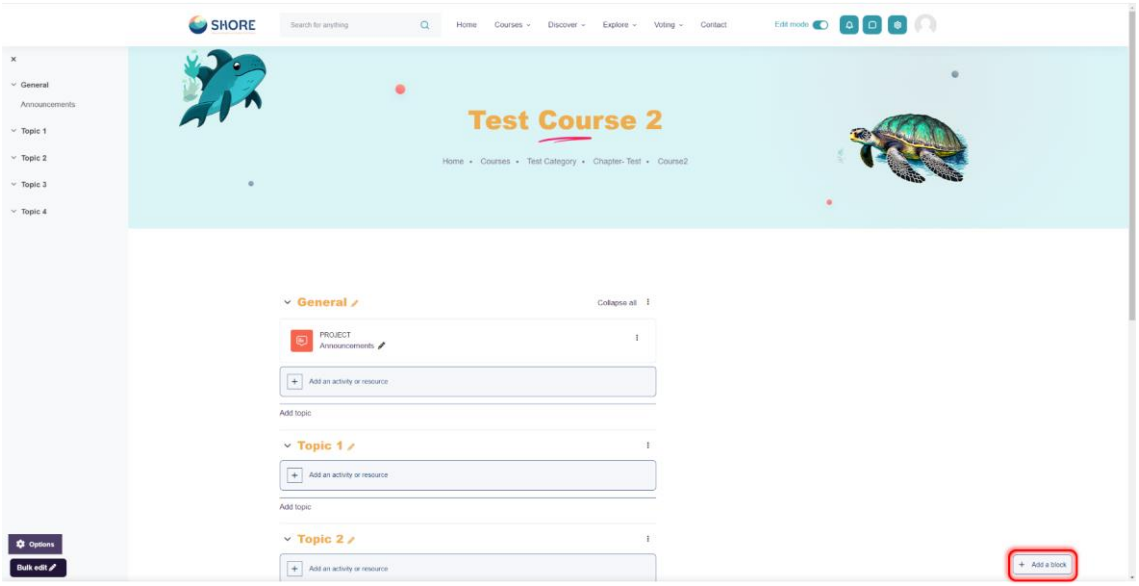

Figure 205 Edit the Course Activity- Click on Add a Block

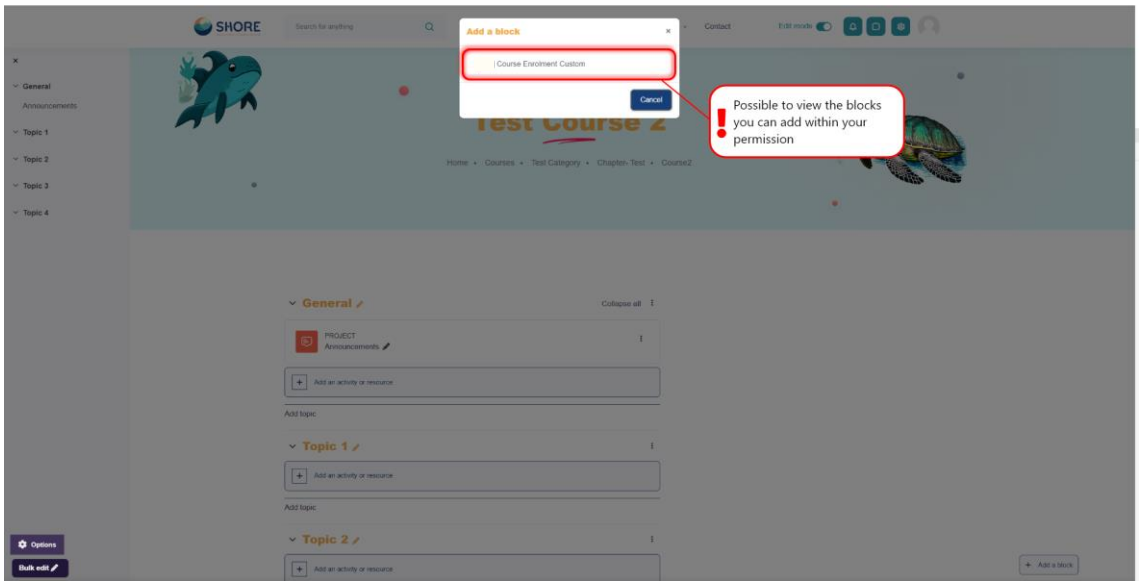

Figure 206 Edit the Course Activity- Add a Course Enrolment Custom

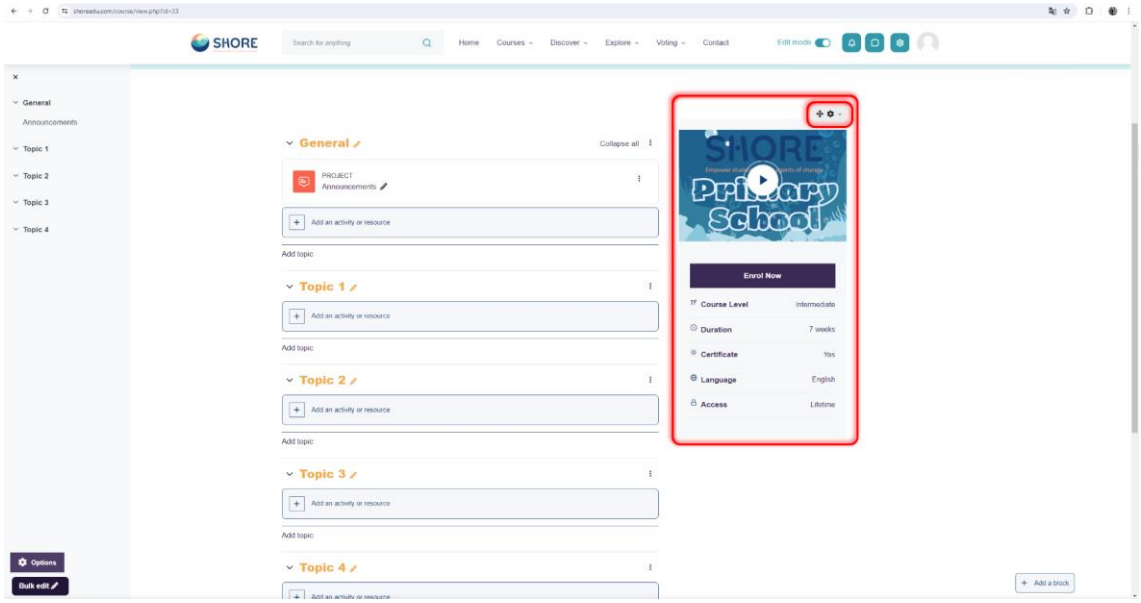

Figure 207 Edit the Course Activity- View the Course Enrolment Custom and Click on Setting Button

Funded by the European Union

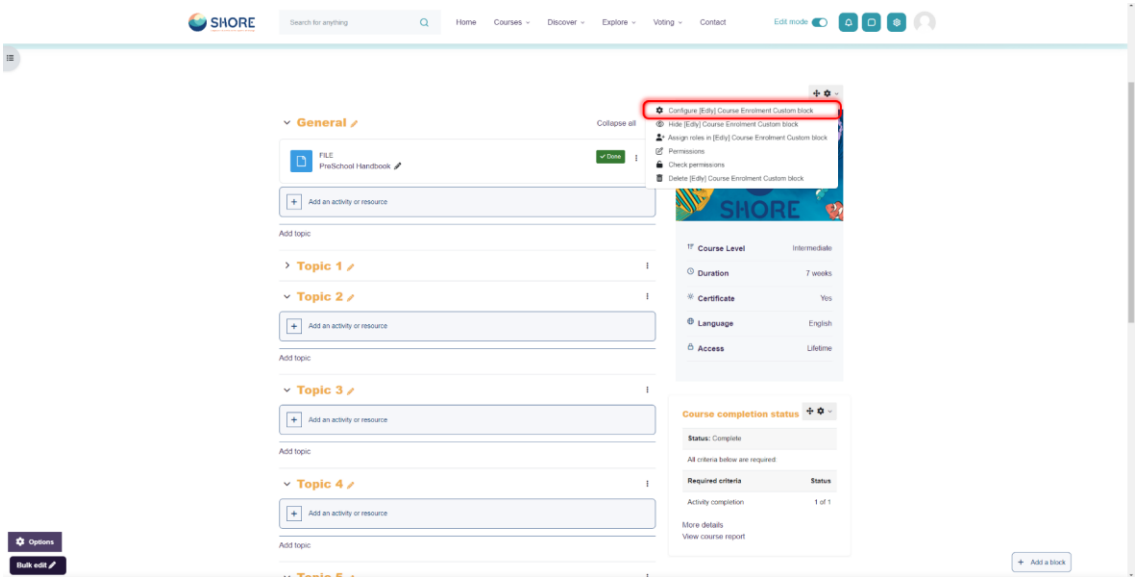

Figure 208 Edit the Course Activity- Click the Course Enrolment Custom Block

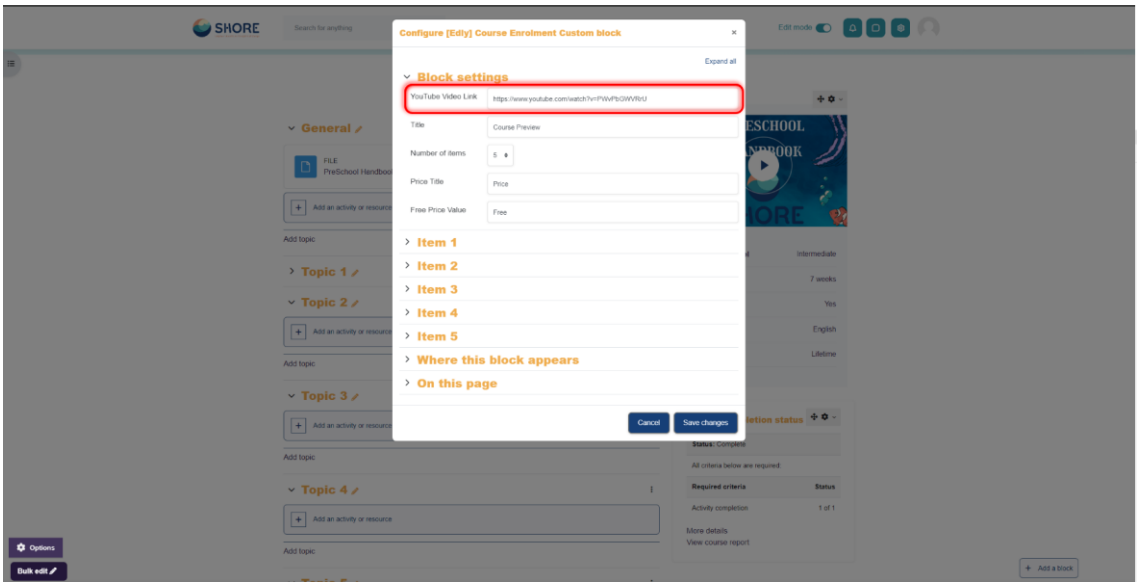

Figure 209 Edit the Course Activity- Edit Course Enrollment Custom Block

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.

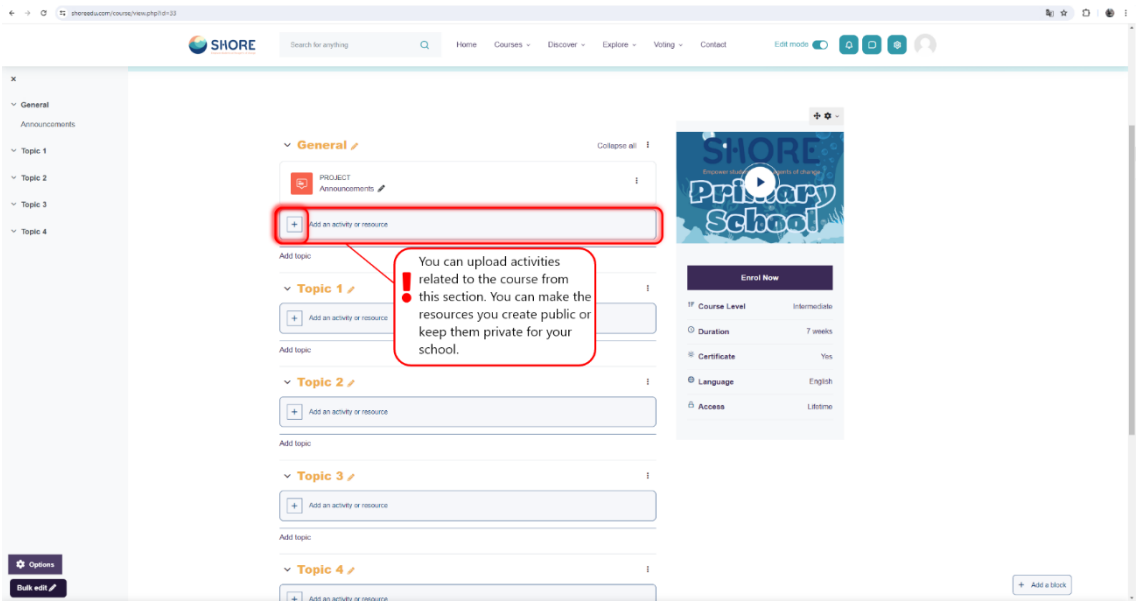

Figure 210 Edit the Course Activity- Add an Activity or Resource

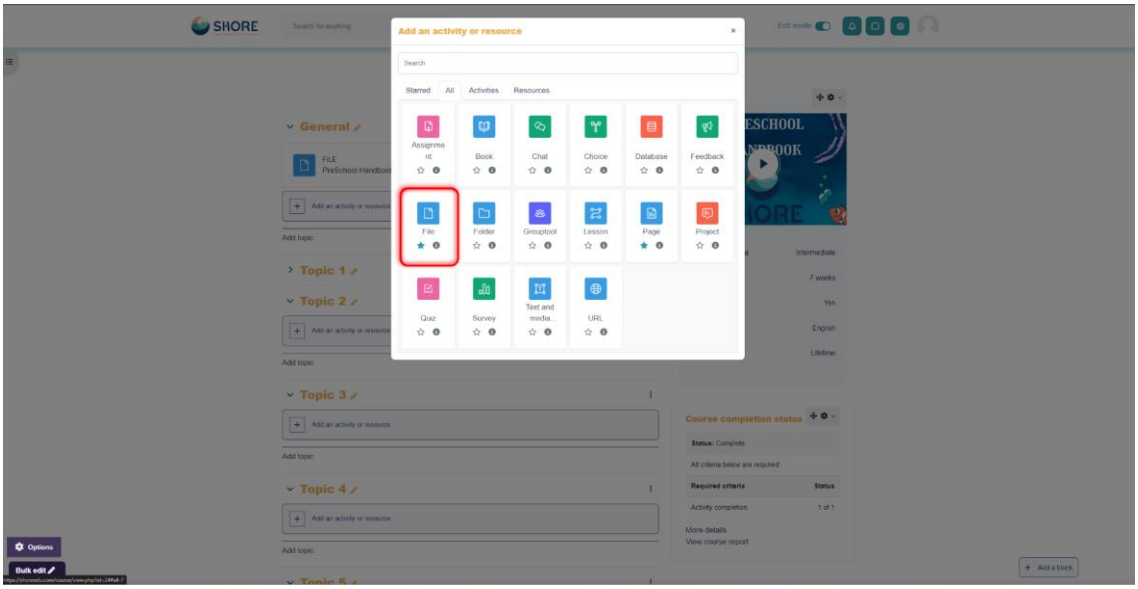

Figure 211 Edit the Course Activity- Choose the File Type to Upload

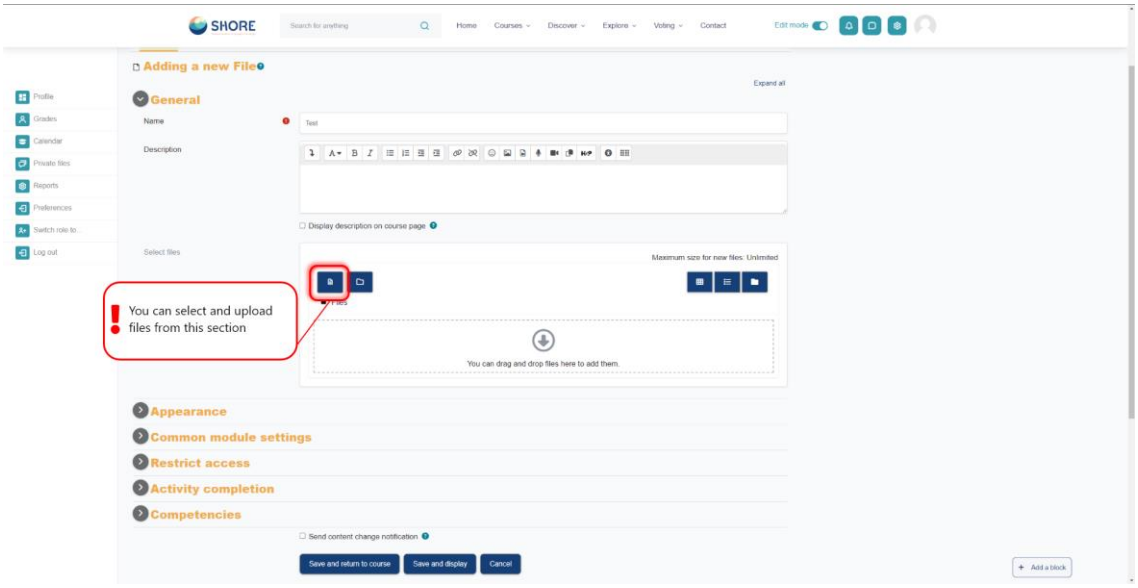

Figure 212 Edit the Course Activity- Click the File Button

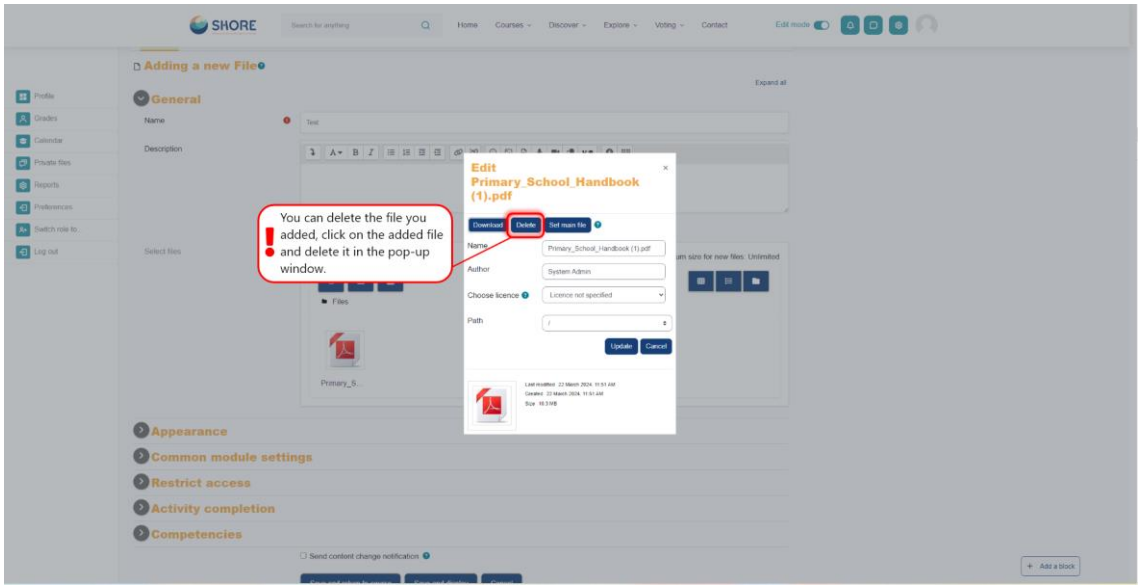

Figure 213 Edit the Course Activity- Delete the File

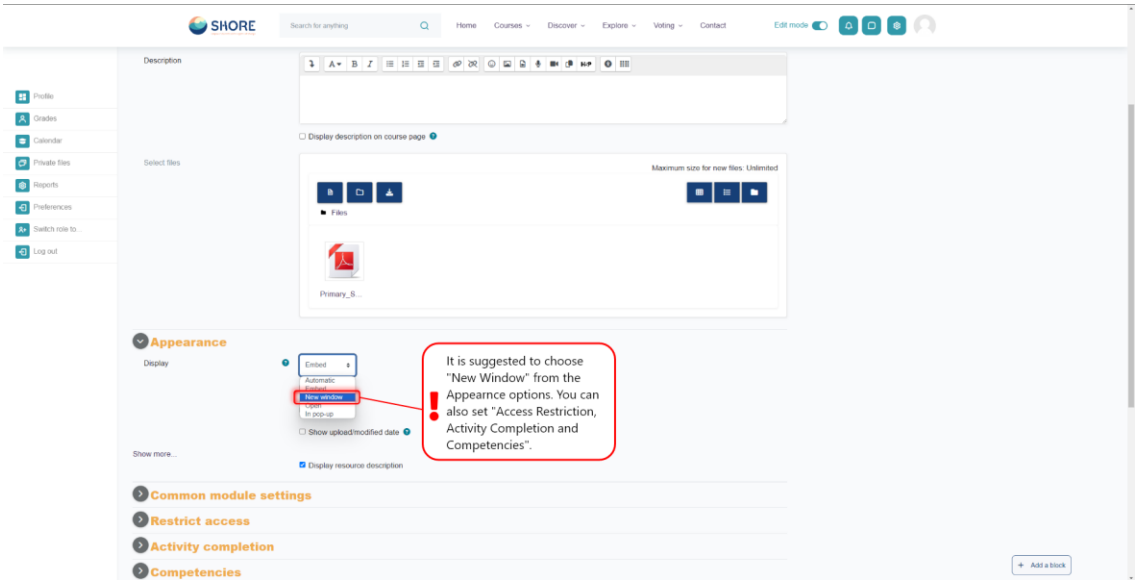

Figure 214 Edit the Course Activity- Apperance and Other Settings

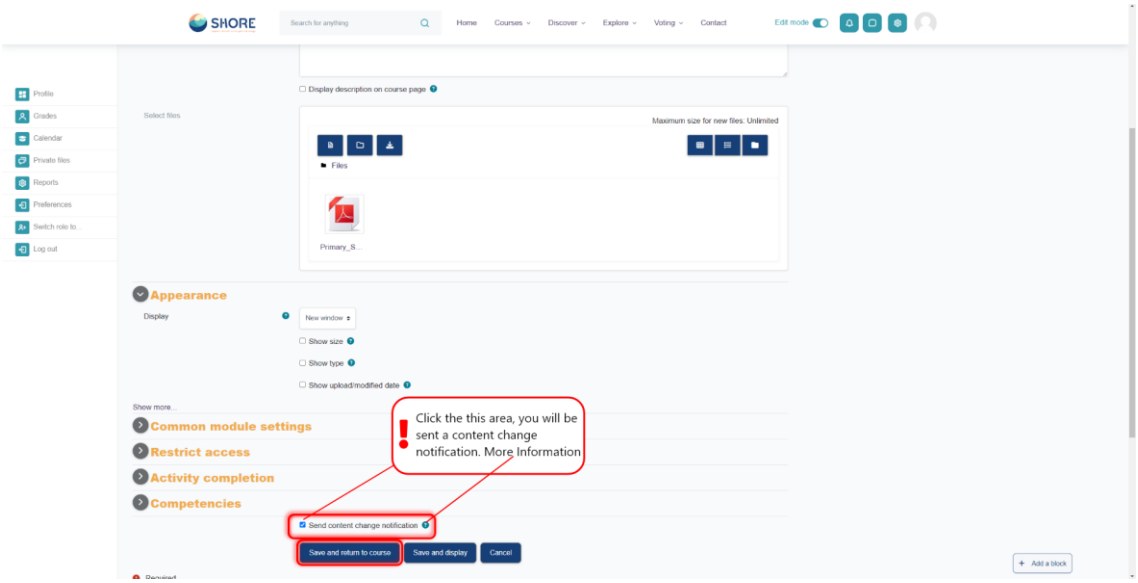

Figure 215 Edit the Course Activity- Notification System

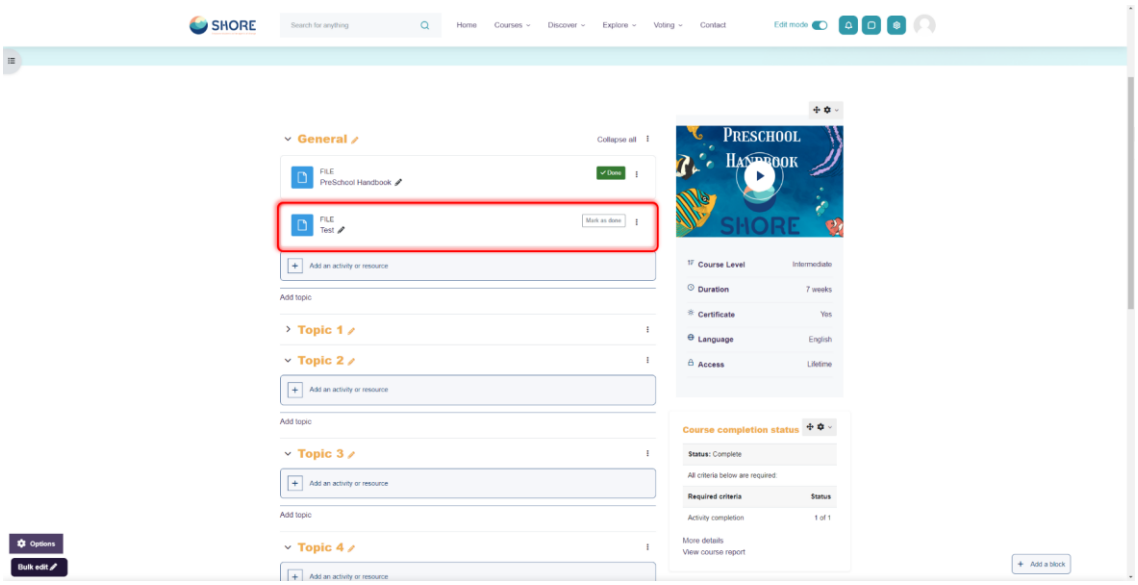

Figure 216 Edit the Course Activity- View the Generated File on the Course Screen

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

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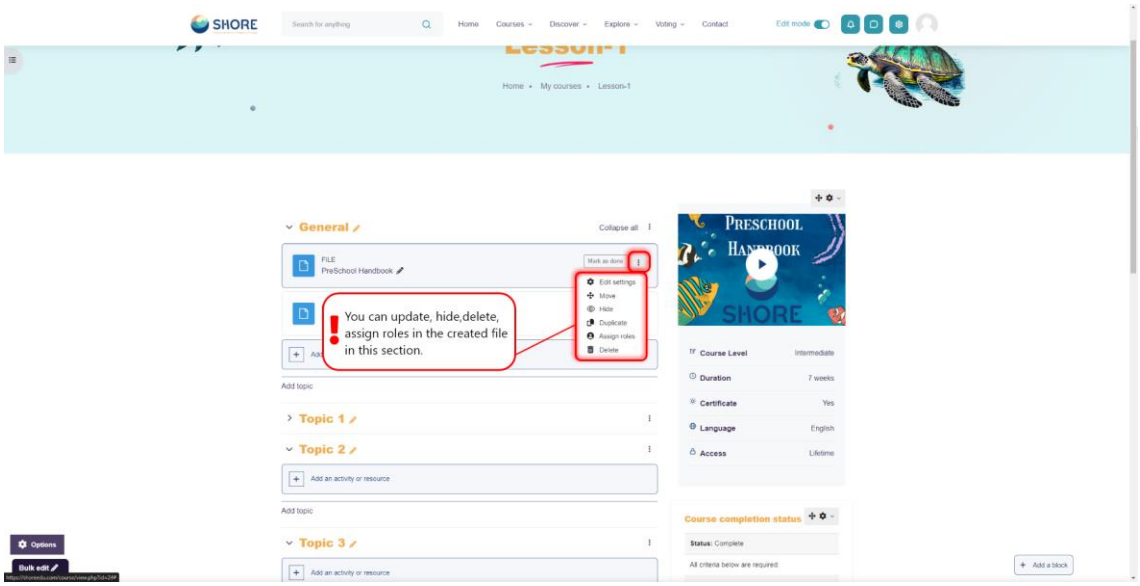

Figure 218 Edit the Course Activity- Click on 3 points to update the created file

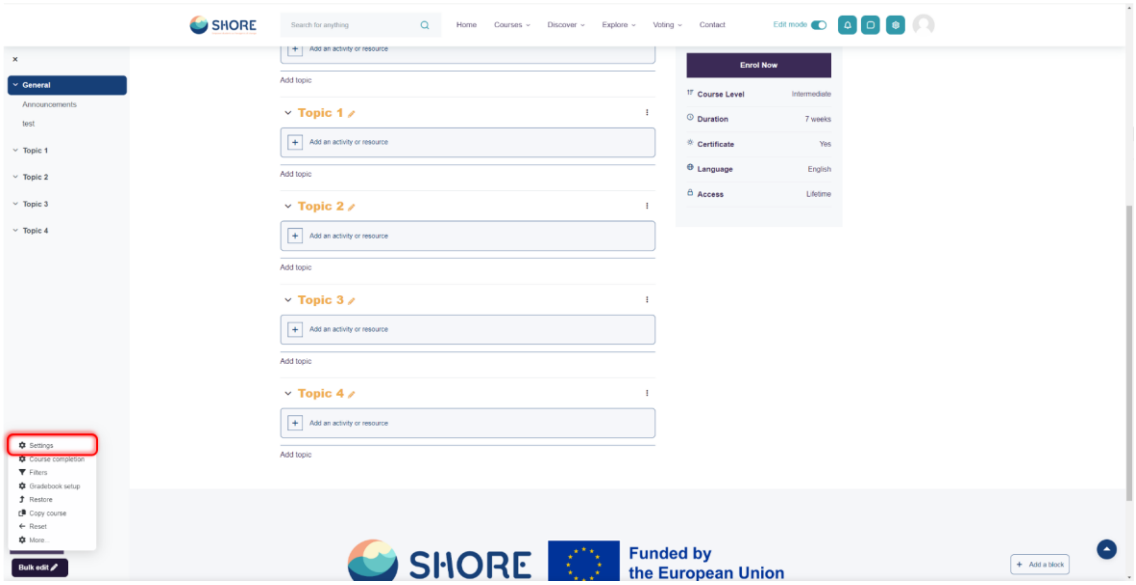

Figure 219 Select Settings from the Option Button for Course Settings

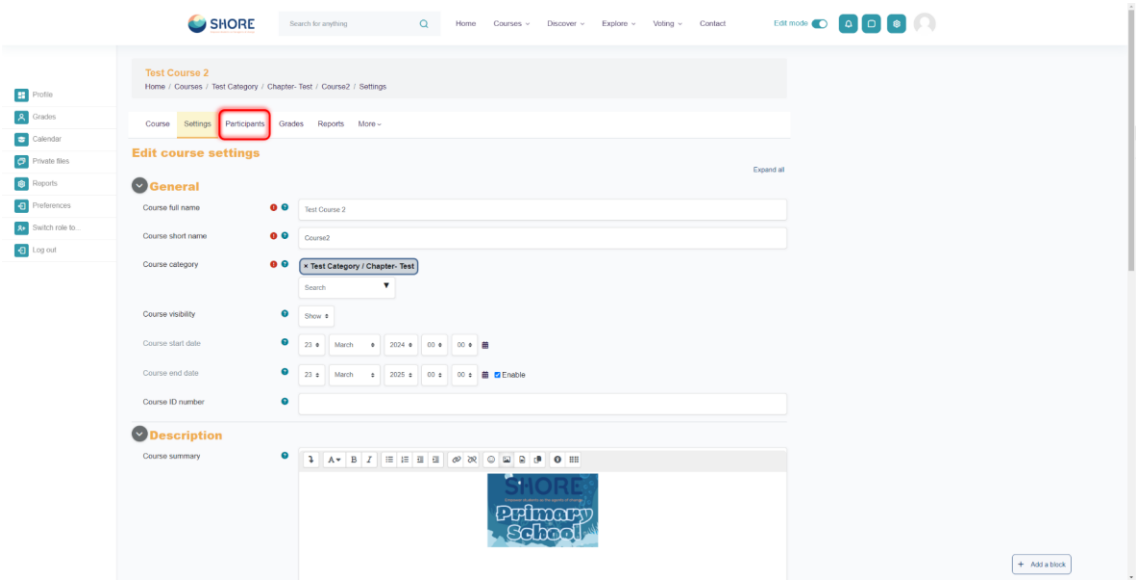

Figure 220 After Editing the Course General Settings, Go to the Participant Section

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:

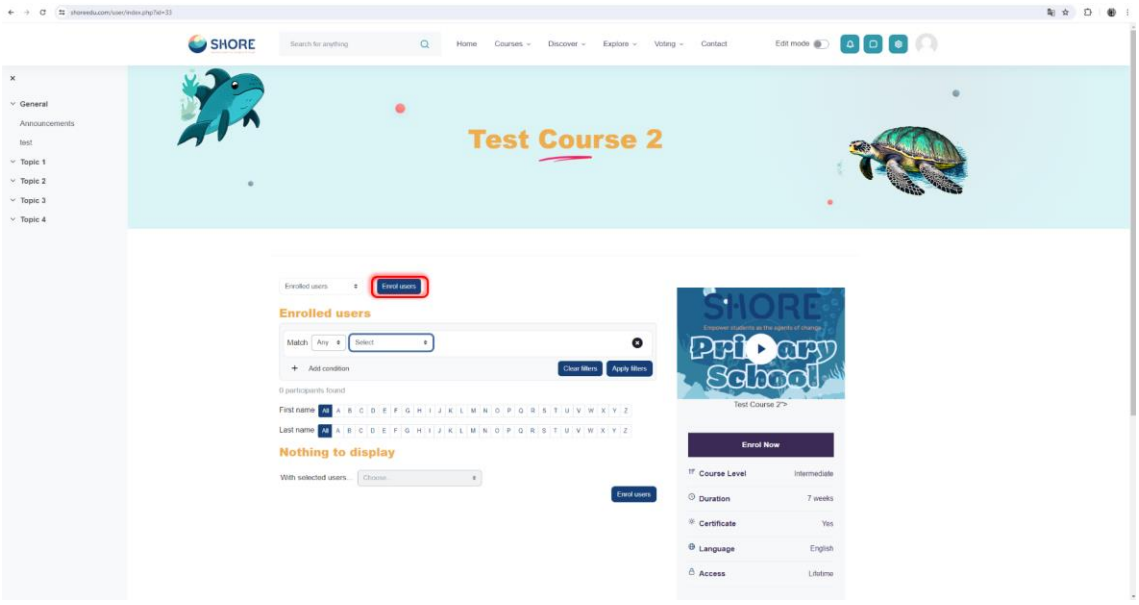

Figure 221 Adding Participants to a Course- Click on Enrol Users

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.

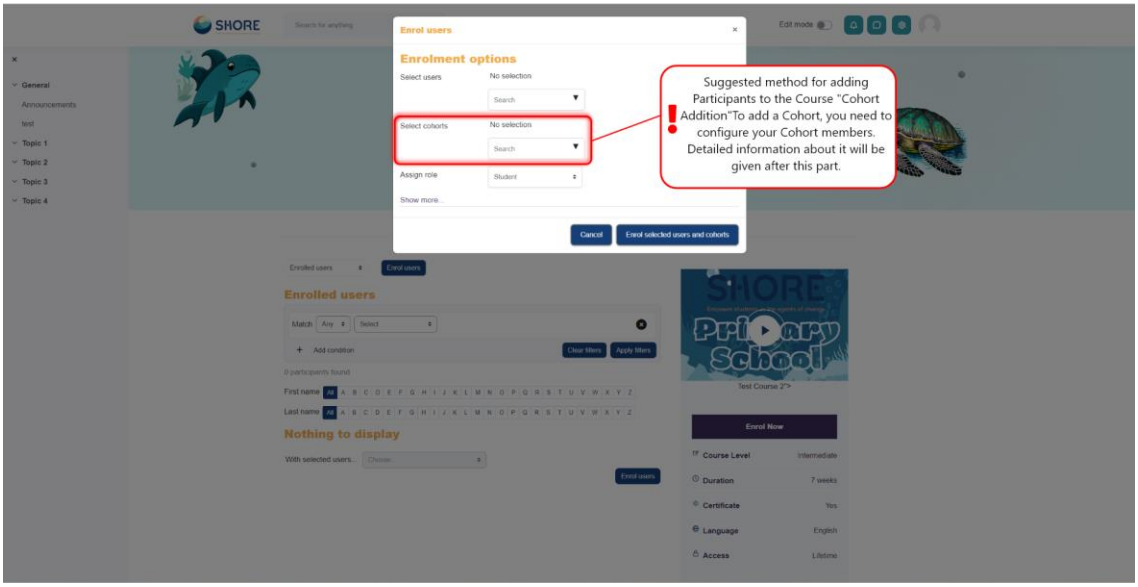

Figure 222 Adding Participants to a Course- Select Cohorts

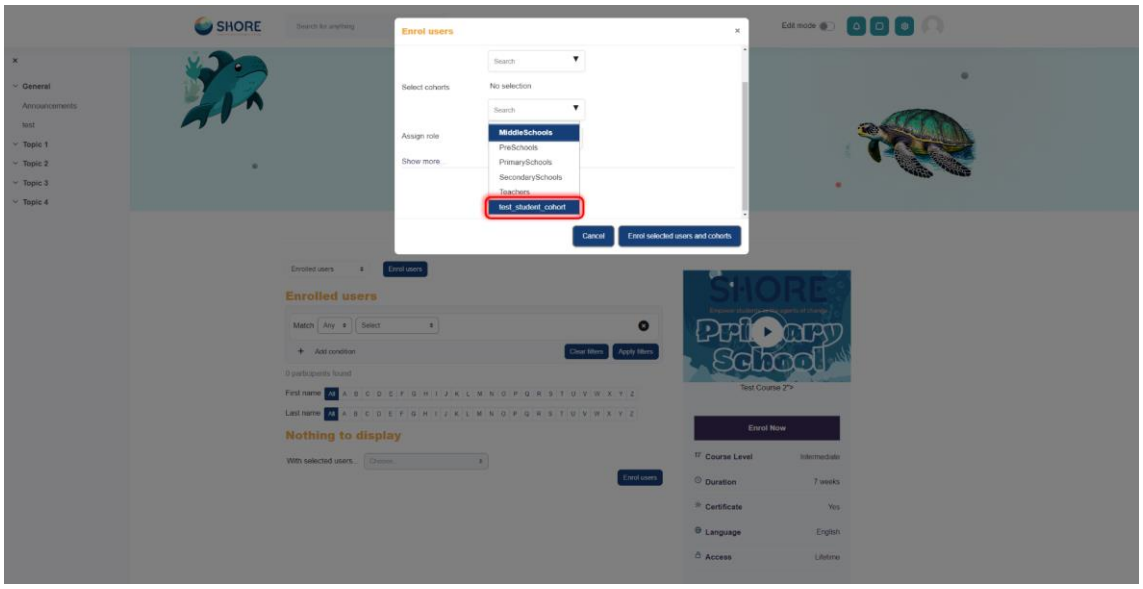

Figure 223 Adding Participants to a Course-Select Cohort of Your Own Students

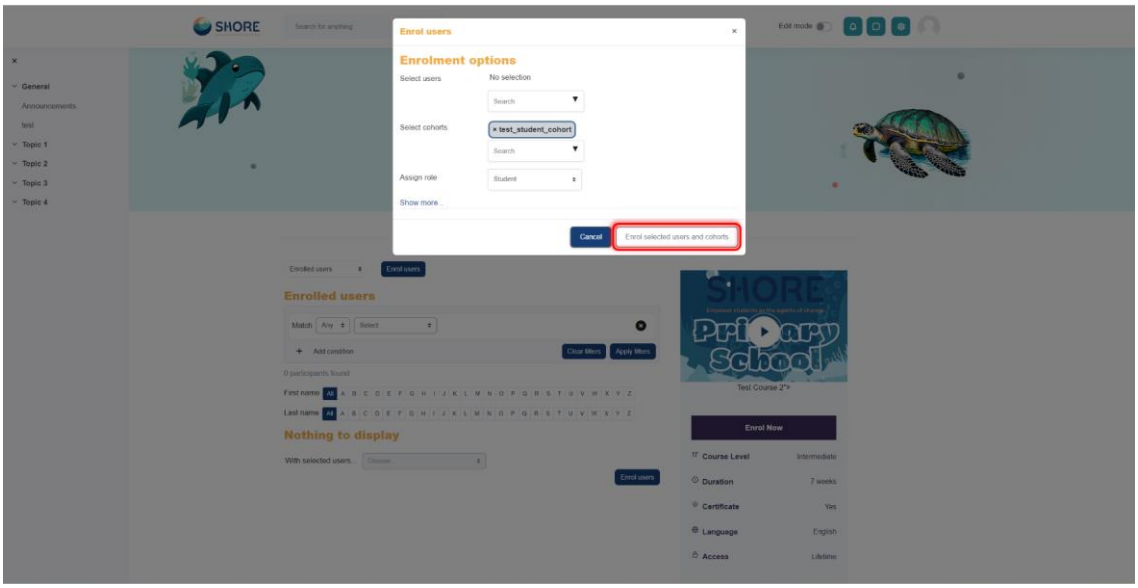

Figure 224 Adding Participants to a Course-Show the Selected Cohort and Click on the Enroll Selected Users and Cohort Button

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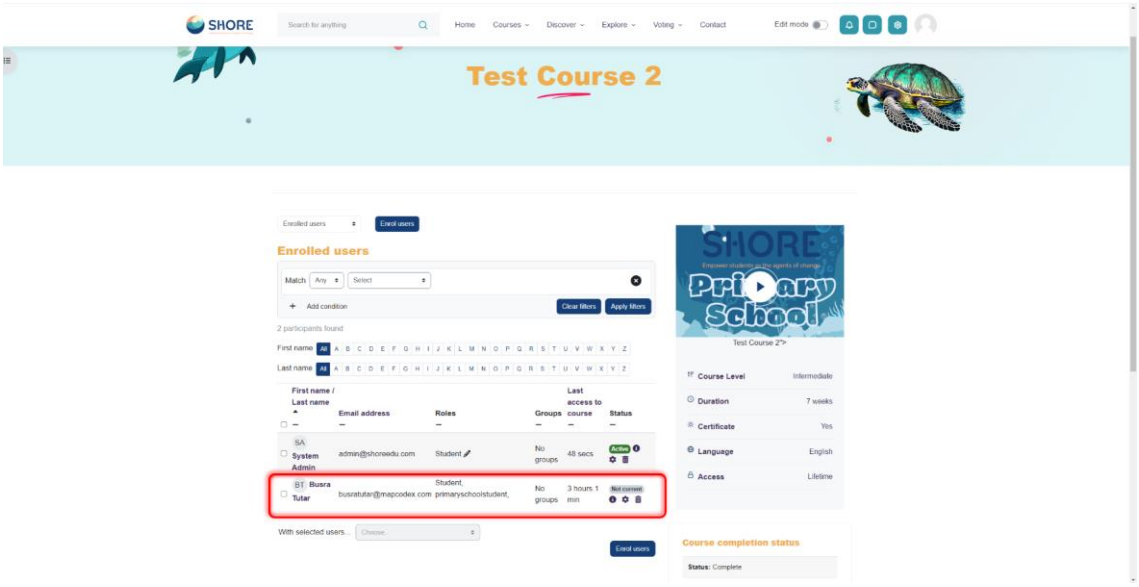

Figure 225 Adding Participants to a Course-Show the Participants

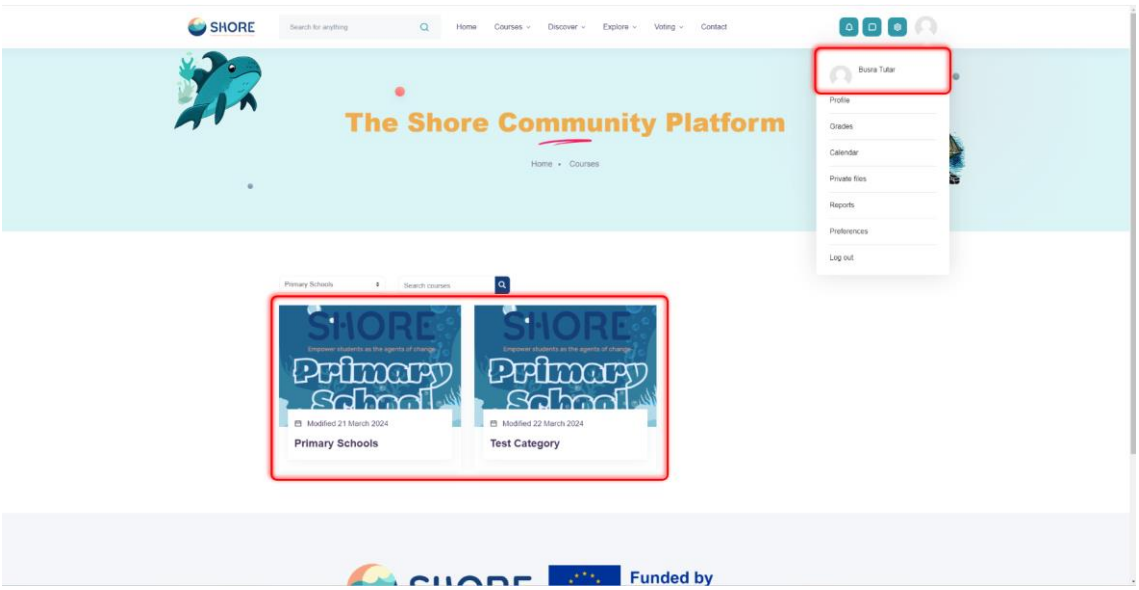

Figure 226 Lessons Viewed by the Test User Added Through the Cohort

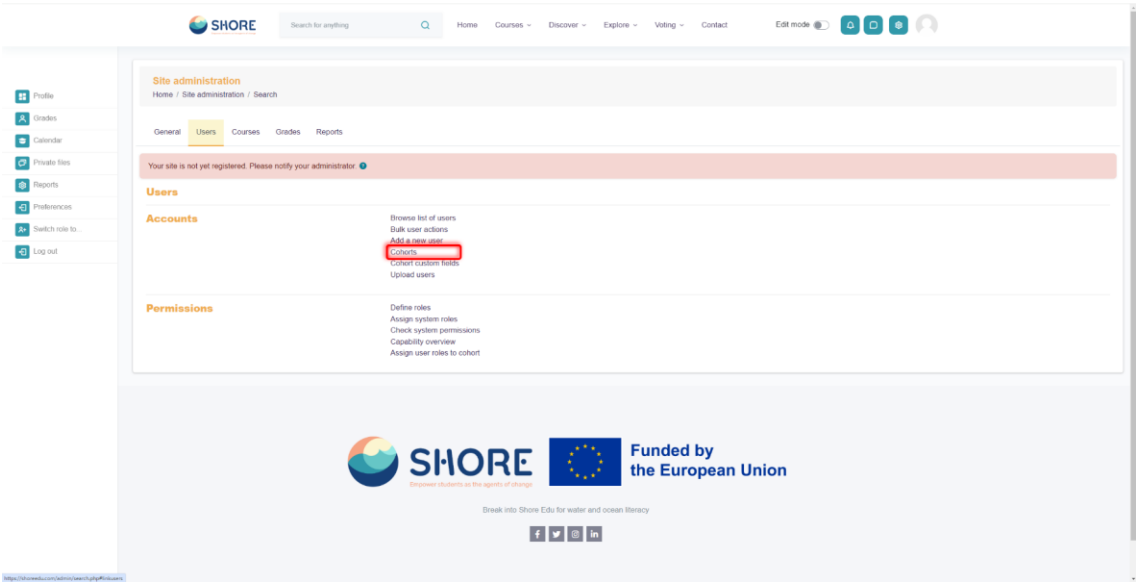

Figure 227 Add Cohorts- Setting- Users- Click on Cohorts

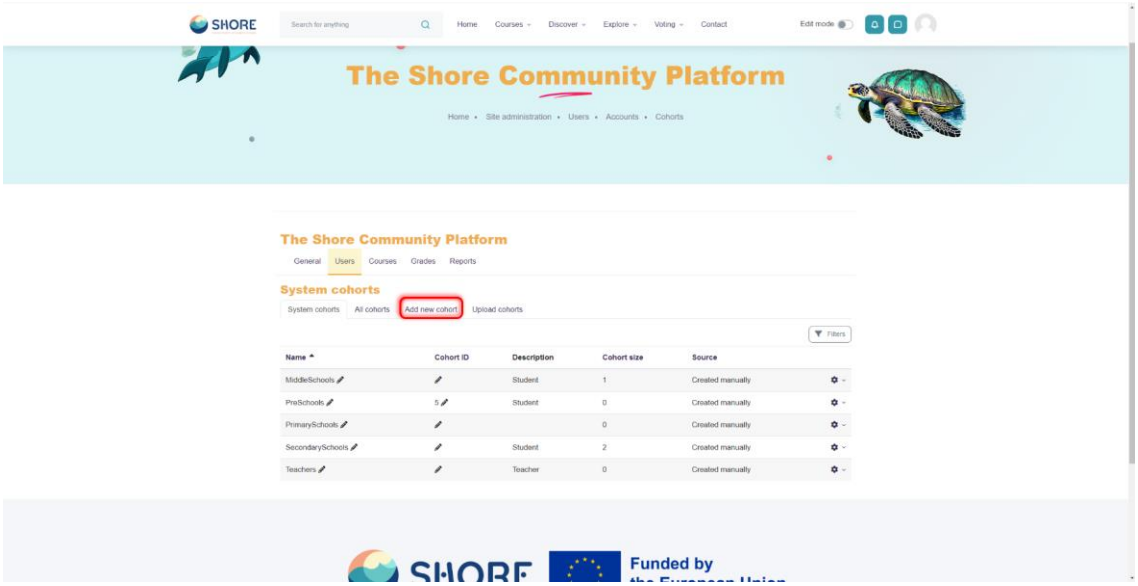

Figure 228 Add Cohorts- View System Cohorts and Click on Add New Cohort Button

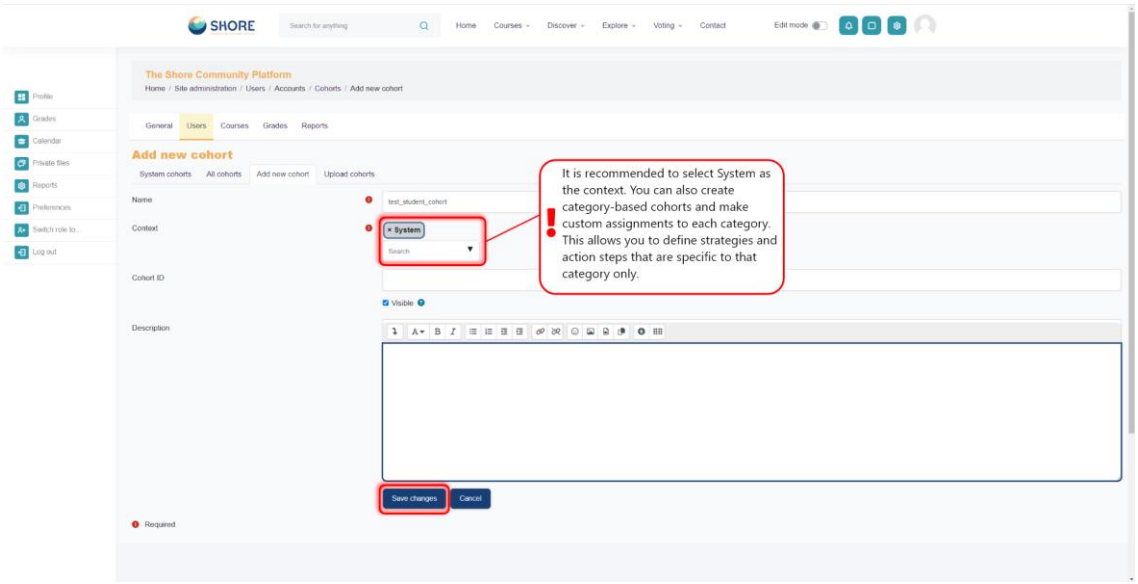

Figure 229 Add Cohorts- Fill in the Required Information and Click on Save Changes

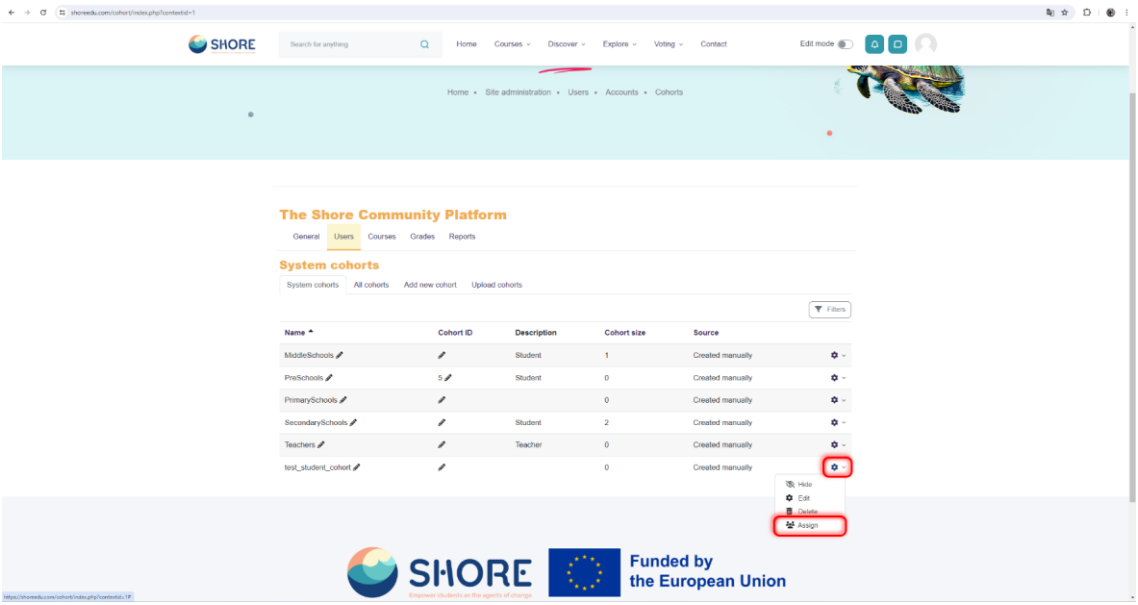

Figure 230 Cohort- Assign User- Click the Setting Button and Assign User to the Cohort

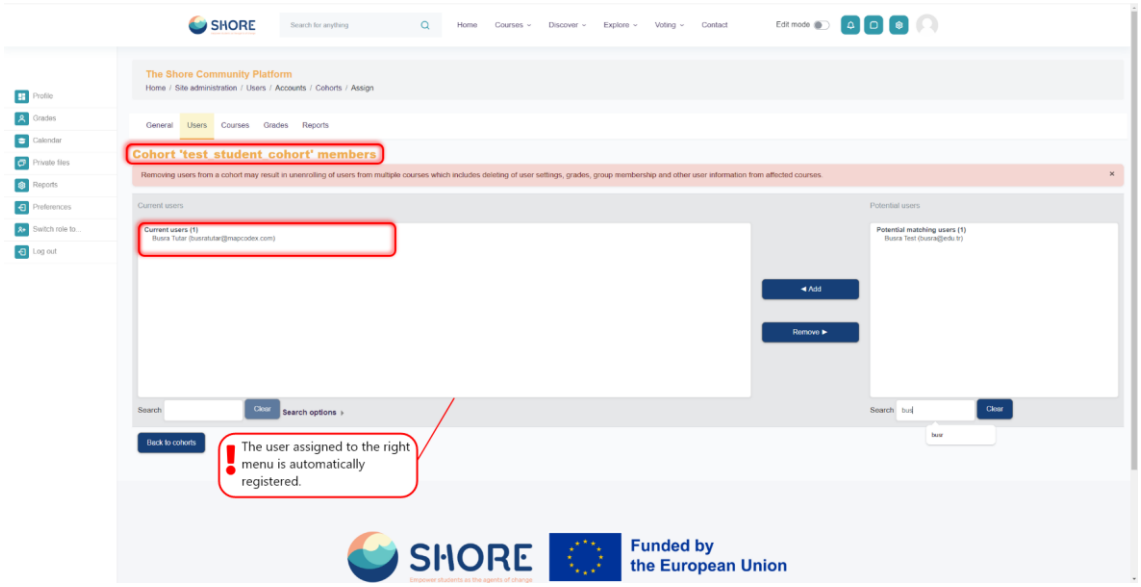

Figure 231 Cohort- Assign User- Add a User to The Relevant Cohort, Select the User in the Right Menu and Click Add

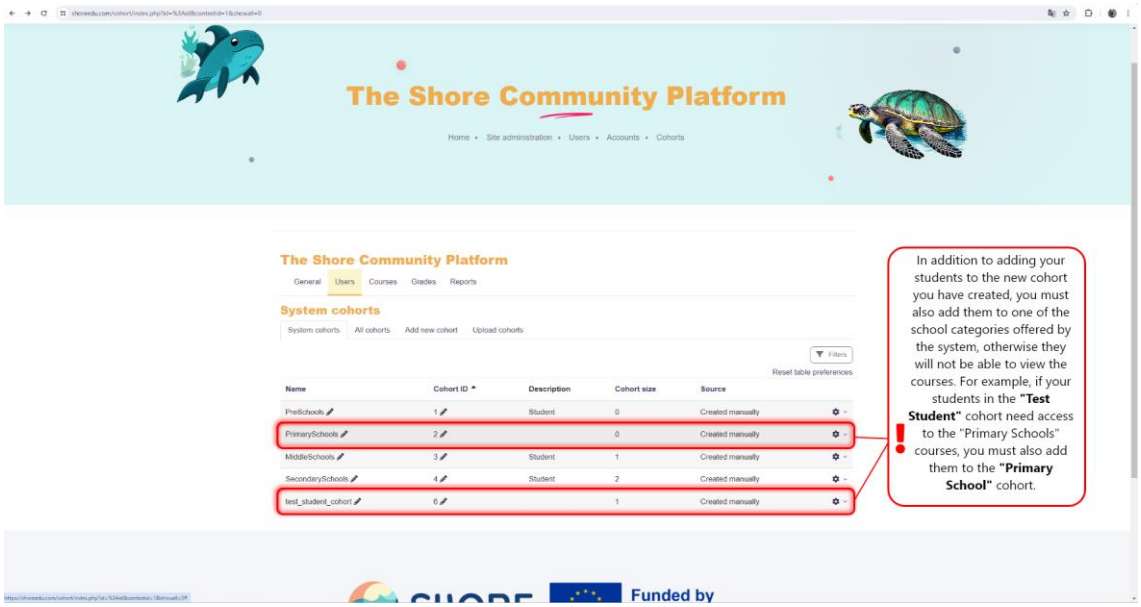

Figure 232 Cohort-Assign User- Prompt to Add Users to Existing School Category Cohorts

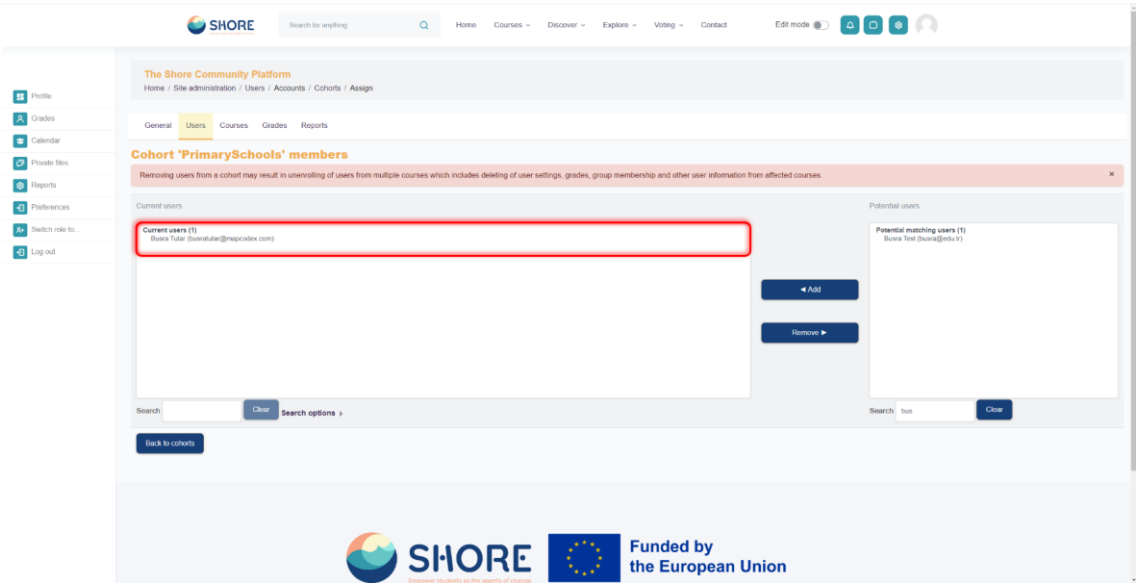

Figure 233 Adding Users to Existing School Category Cohorts - The Same Student Can Be Added to Multiple Cohorts

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

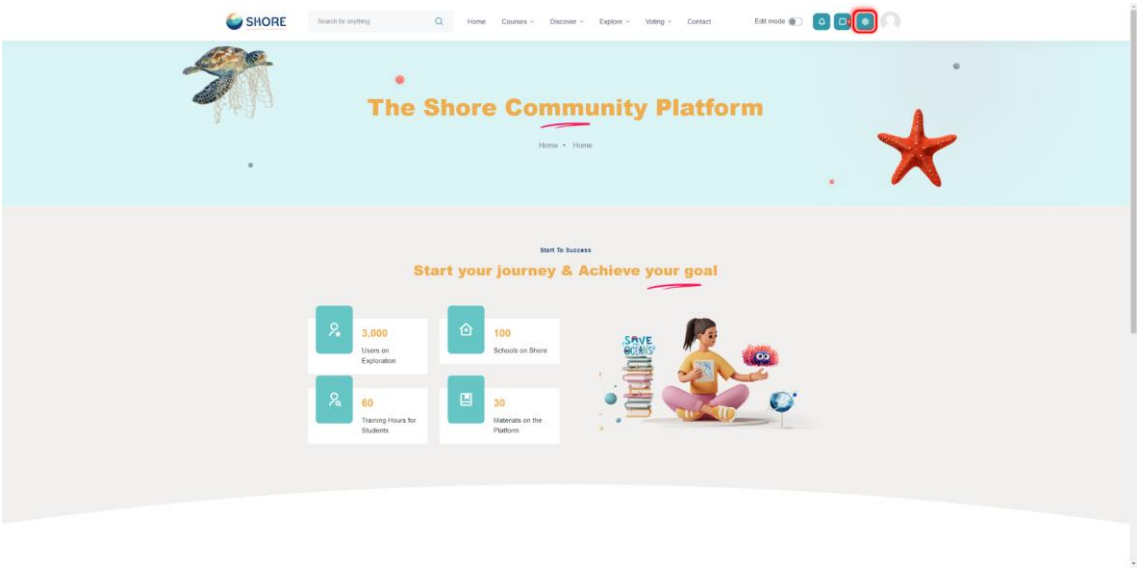

Figure 234 Site Administration

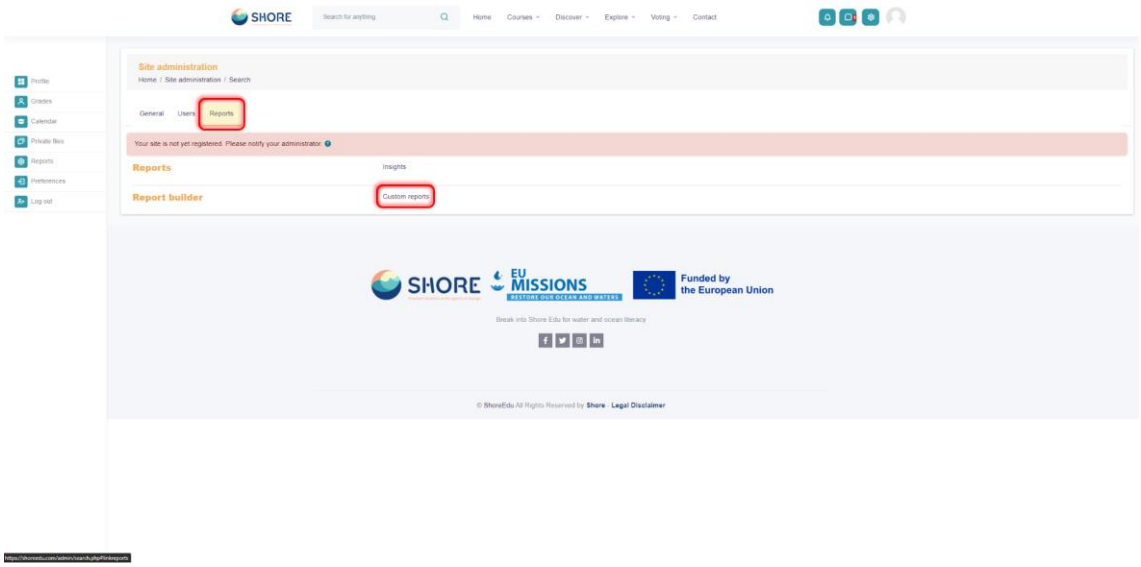

Figure 235 Site Administration- Reports- Click on Custom reports

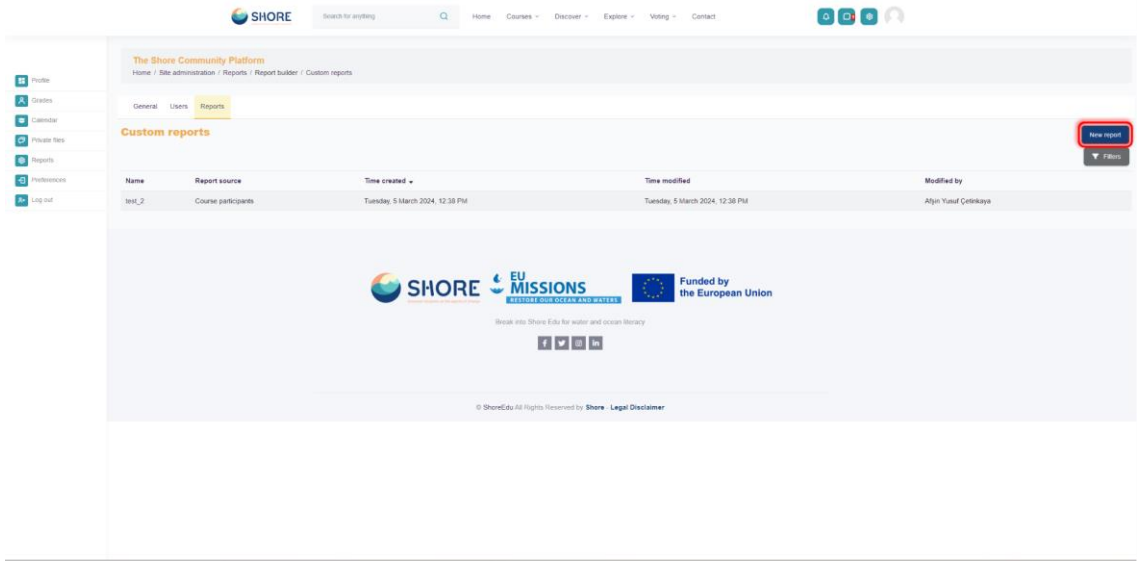

Figure 236 Reports- Custom Report- Click on New report

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.

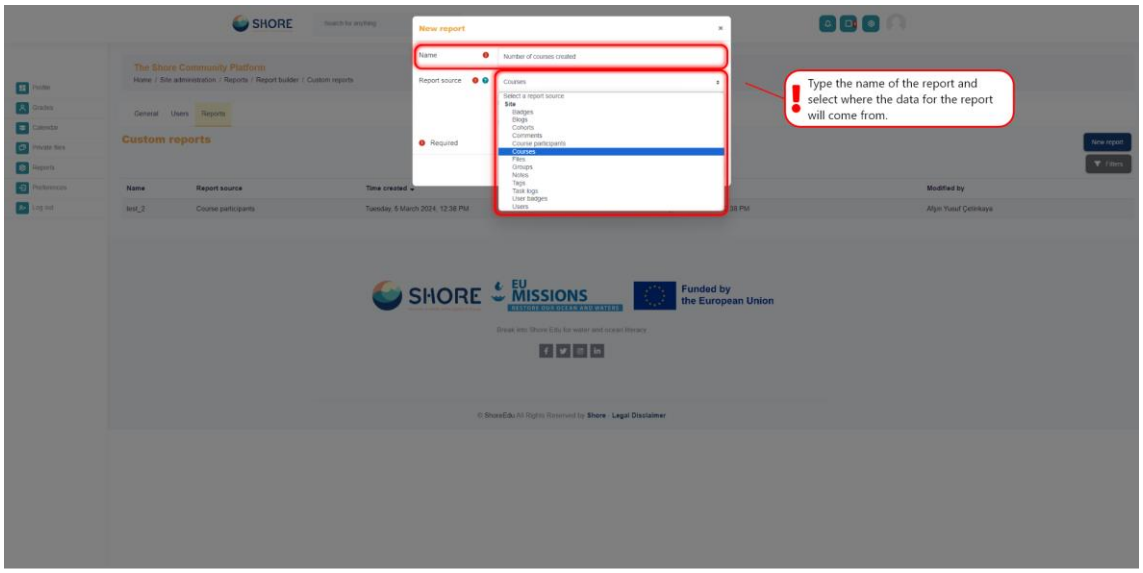

Figure 237 Reporting- Number of courses created report- New report, Give it a Name and Select Your Source- Click on Courses

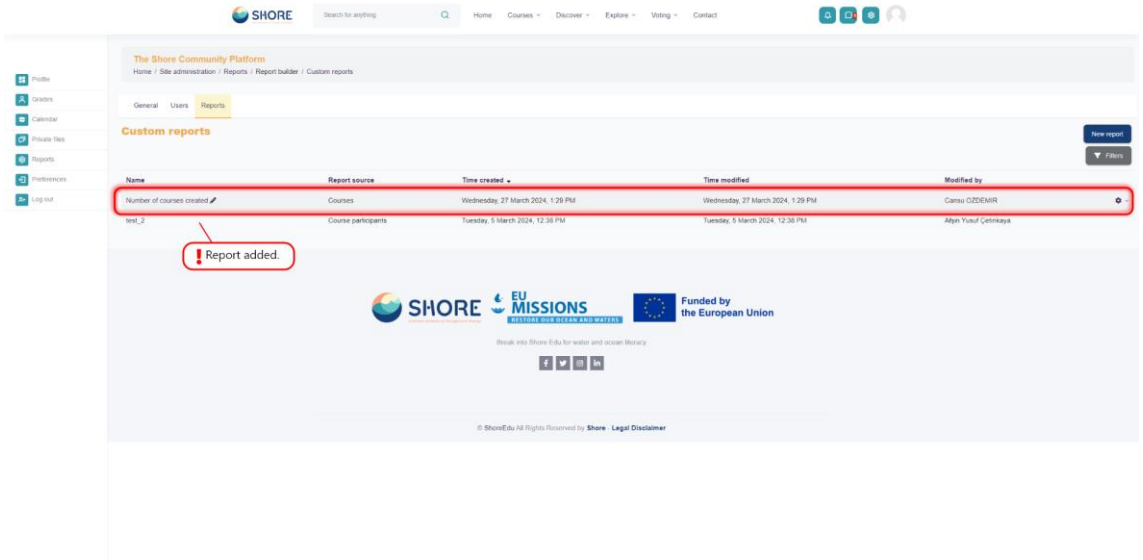

Figure 238 Reporting- Number of courses created report- New report- Click Save and View the Created Report and Click on Report Pencil Icon

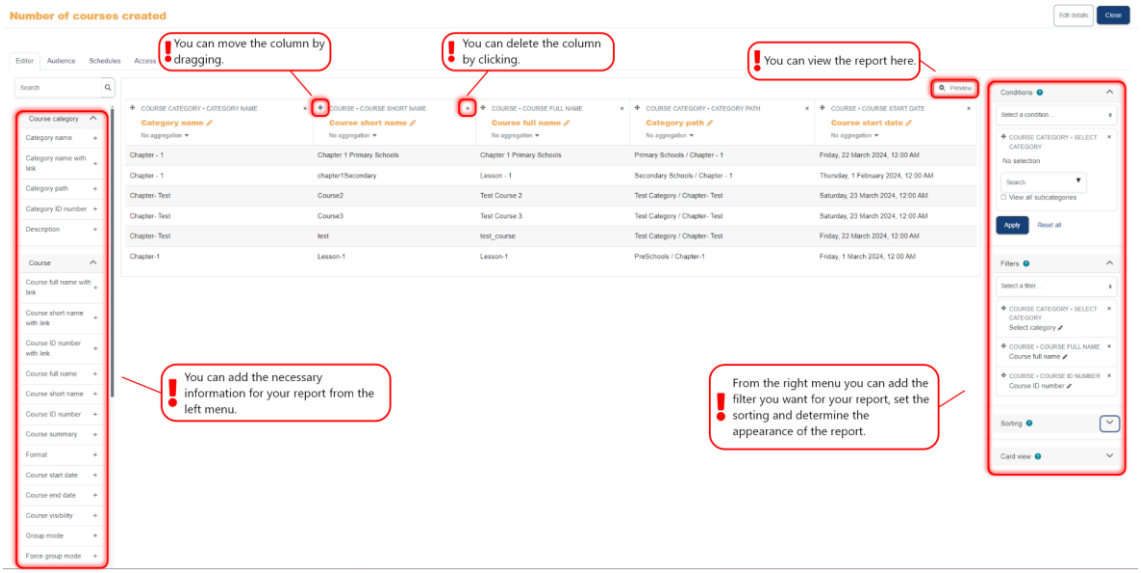

Figure 239 Reporting- Number of courses created report- New report- You can Remove any columns you don't want and add columns which you do want and You can Change the Options for Conditions, Filters, Sorting and Card view as required.

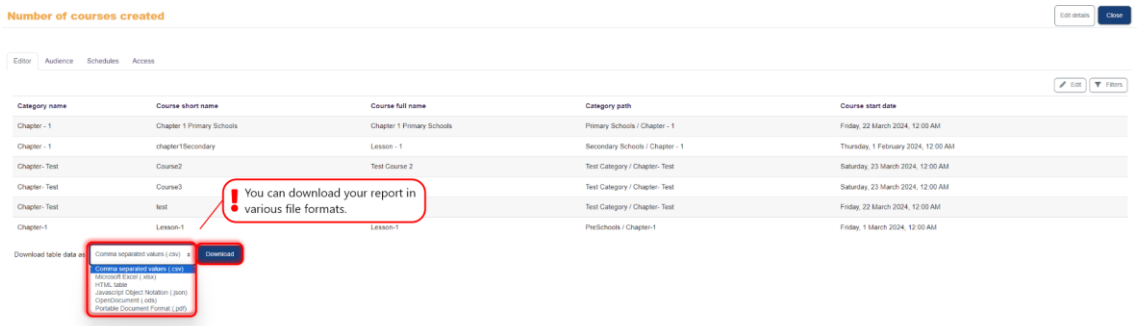

Figure 240 Reporting- Number of Courses Created Report- New Report- Preview your Report by Clicking the Preview Button Top Right and Dowload Your Report

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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.

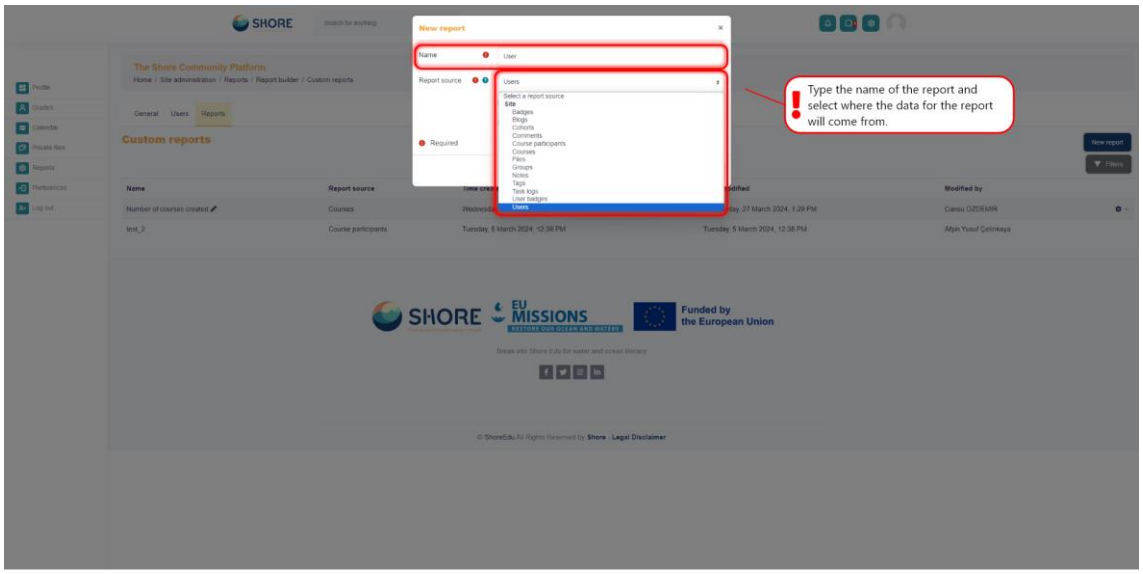

Figure 241 Reporting- User Report- New report- Give it a Name and Select Your Source- Click on Users

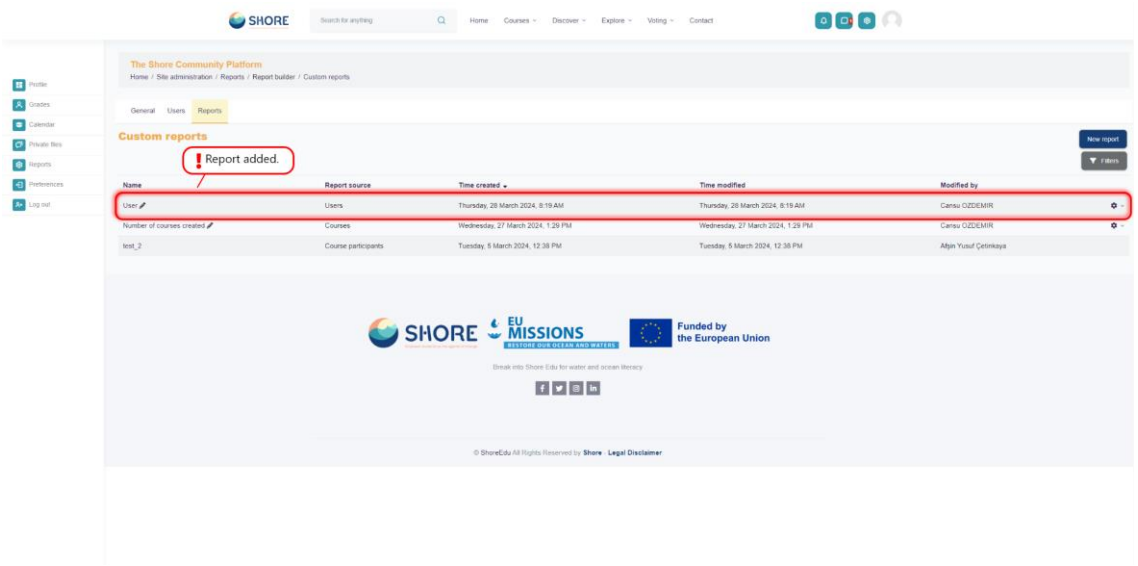

Figure 242 Reporting- User Report- New report- Click Save and View the Created Report and Click on Report Pencil Icon

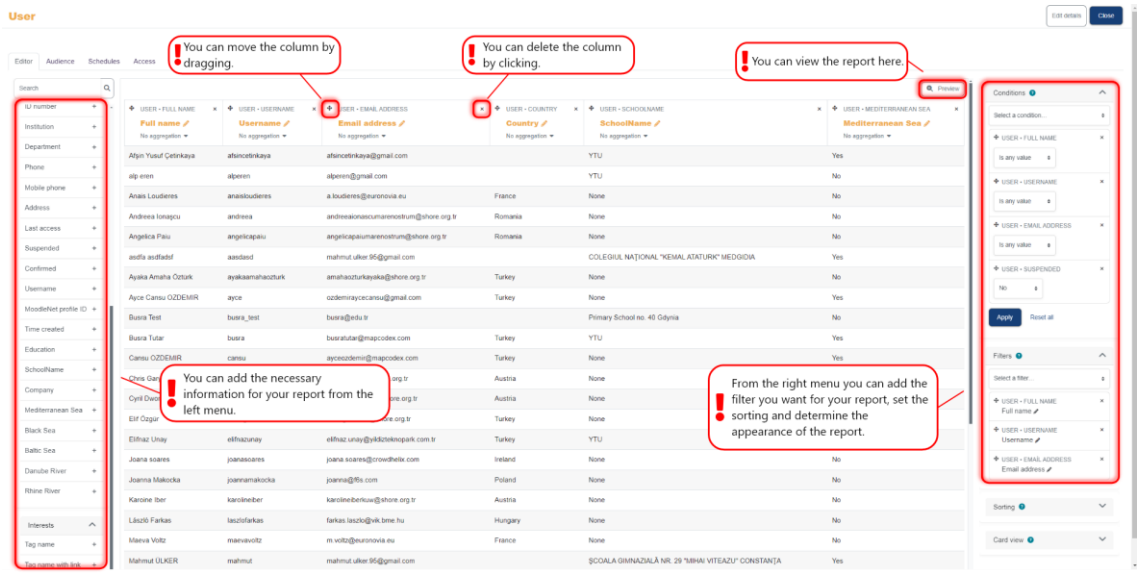

Figure 243 Reporting- User Report- New report- You Can Remove Any Columns You Don't Want and Add Columns Which You Do Want

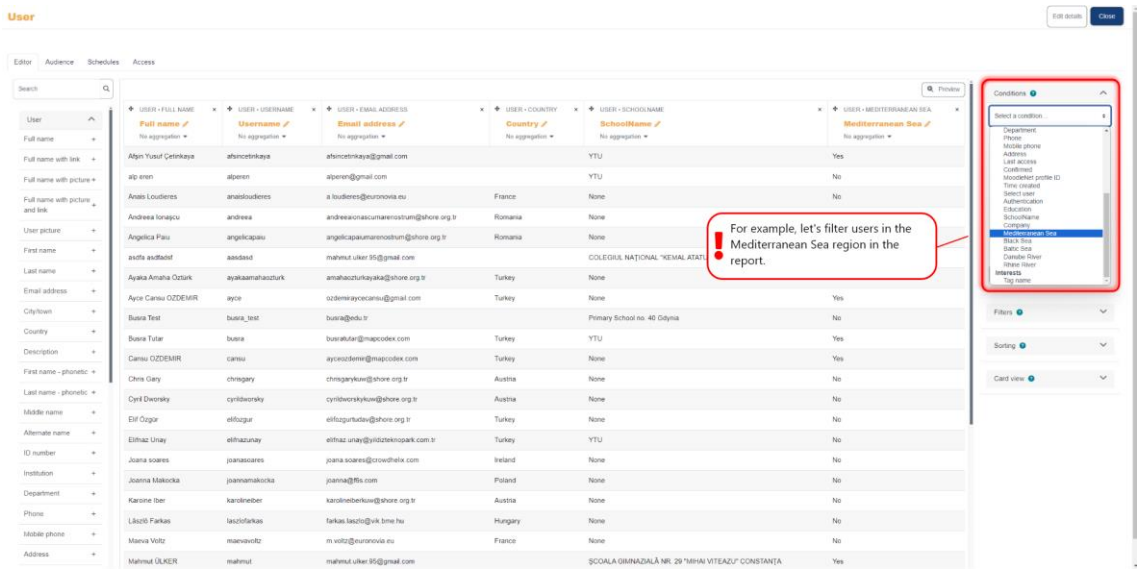

Figure 244 Reporting- User Report- New report- You Can Change the Options For Conditions, Filters, Sorting and Card View as Required- Add the Mediterranean Sea Region as a Condition

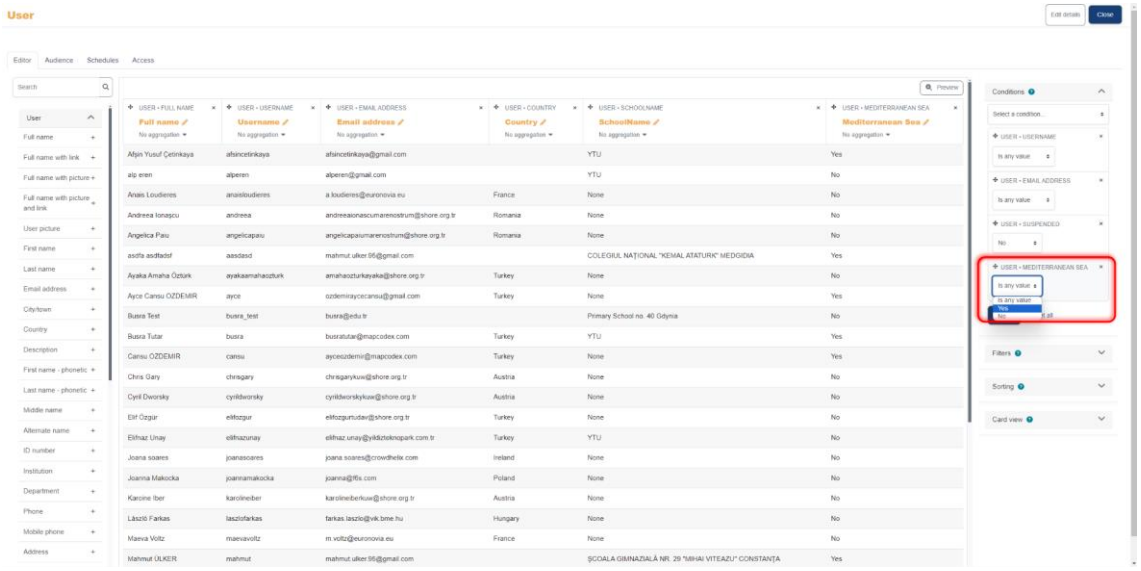

Figure 245 Reporting- User Report- New report- Add the Mediterranean Sea Region as a Condition and In the Dropdown Box, ,Select "**YES**" as the Value

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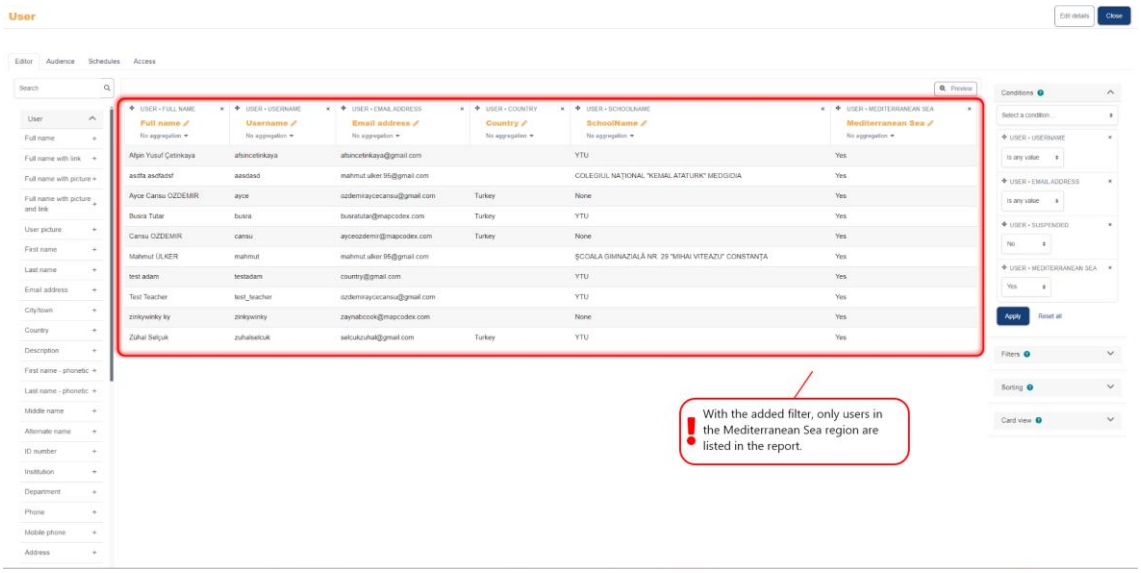

Figure 246 Reporting- User Report- New report- Add the Mediterranean Sea Region as a Condition- Click Apply Button and View your New Report

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