



# **Open eClass 2.1**

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## **Asynchronous eLearning Platform**

**Administrator's Manual**

The **Open eClass** platform is a complete Course Management System. It is the solution offered by the Greek Academic Network GUnet to support Asynchronous eLearning Services. It is mainly designed, developed and supported by the GUnet Asynchronous eLearning Group and is distributed for free as open-source software.

**Title:** Administrator's Manual

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**Authors:** Constantinos Tsibanis, Tilemachos Raptis, Emmanouela Patiniotaki

**Contact:** [info@openeclass.org](mailto:info@openeclass.org)

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## 1. Platform Administration Tool

This manual refers to the Open eClass platform Administrator. It presents all the functionality of the platform's admin tools, in an analytical way. In order to access the Open eClass Admin Tool:

- ➔ Type the Open eClass administrator's **username and password** on the platform's main page and press Enter.
- ➔ Click on the **Admin Tool** link on the Administrator's portfolio left menu.



Pic. 1. Open eClass Administration Tool

## 2. Users' administration

The Open eClass administrator can create two different account categories for platform users: **(a)** Student-User account, **(b)** Teacher account

A user account provides its owner the necessary rights to perform all the allowed actions, in accordance to his role in the platform, both in cases of Students and those of Teachers Users. Each user account is created in platform's main Database. **Notice!** that each user account expires after 4 years.

Open eClass platform supports 5 different ways of user account authentication. Through:

- (α)** the Open eClass platform (default)
- (β)** an LDAP Directory Service
- (γ)** an IMAP Server
- (δ)** a POP3 Server
- (ε)** an EXTERNAL MySQL DATABASE

Activation and adjustment of alternative user authentication ways in the platform will be analysed in a further section.

### 2.1 Teachers' registration

With the option "**Teacher Registration**", you can create a new teacher account. In order to do so you have to fill the the account details (first name, last name, username, password, etc), in the refistration form. If the teacher already has an LDAP, or IMAP or POP3 or EXT MySQL account in the institute, he can register with the already existing account. If a teacher doesn't have an account then he needs to apply for a new one through the account application form. (analysed in the next section Teachers' Applications).

Instructor registration	
New professor account details	
Last Name	<input type="text"/> (*)
First Name	<input type="text"/> (*)
Username	<input type="text"/> (*)
Password :	<input type="password" value="mkavy"/>
Email	<input type="text"/> (*)
Faculty / Department:	Δοκιμαστικό Μάθημα 2
<input type="button" value="Ok"/> (fields marked by (*) are required)	
<input type="button" value="Back"/>	

Pic.2. Teacher Registration form for administrators

## 2.2 Teachers' applications

Here you can see a list of all open (pending) teachers' account applications.

 Administration Tools

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Instructors Open Requests

First Name Last Name	Username	Email	Faculty / Department	Phone	Date of Request	Comments	Actions
User Two	user2	user2@peponi.noc.uoa.gr	Δοκιμαστικό Μάθημα 2		2008-01-15 13:52:37	ok	Close Reject Registration (using an LDAP account)
User Two	user2	user2@peponi.noc.uoa.gr	Δοκιμαστικό Μάθημα 2	1234	2008-01-15 16:38:01	ok	Close Reject Registration (using an LDAP account)
Mayrommatis Antonis	antonis	antonis@teilam.gr	Δοκιμαστικό Μάθημα 2	697090461	2008-07-16 15:31:20	Admin	Close Reject Registration

Other Actions: [Closed Requests](#), [Rejected Requests](#), [Completed Requests](#)

Back

*Pic.3 Presentation of teachers' open applications*

You can perform the following actions:

- ➔ to register a teacher to the platform,
- ➔ to reject his applications or
- ➔ to close the account application

The user-candidate teacher will be informed whatever action you choose and accomplish through an email which will be sent by the platform to inform him for his application status.

What is more, if you click on one of the links for account creation, (clicking on "Register"), the teacher registration operation will be fulfilled with the information the user provided on applying.

If you click on "Rejection", you reject the teacher's application. Fill in a form where you explain the reasons why the teacher application is not accepted. The text you will fill in will be mailed to the teacher's email address. The application is then closed and the teacher account is NOT created.

You are also given the option to ask for a list of all the already closed or rejected account applications in order to reactivate them.

### 2.3 Informational email

You can send an informational email to all users or to teachers solely, who are registered to the Open eClass platform. Fill in your message in the text field that appears and select where you will address it to from the list (to all users or to teachers solely).

Send information e-mail to instructors

Type your message below

Send mail just the instructors ▼

[Back](#)

Pic.4. Sending an Informational e-mail

### 2.4 Users list

You will be able to see a list of all Open eClass registered users' account details (surname, username, email, etc) and each one's role (student or teacher).

List of Users / Actions					
<i>There are: 9 Instructors, 7 Students και 1 Visitors</i>					
<i>Total: 17 Users</i>					
Last Name	First Name	Username	Email	Property	Actions
Georgiadi	Stevy	admin	info@stevygeo.com		
Ράπτης	Ευάγγελος	eraptis	eraptis@math.uoa.gr		
Κράλλη	Δήμητρα	dimitra	kralli@di.uoa.gr		
eclass	dokimi	eclass-3	tr@uoa.gr		
Καθηγητής OE2	GUNet	teacher2	costas@noc.uoa.gr		
Καθηγητής OE1	GUNet	teacher1	costas@noc.uoa.gr		
Τσιμπάνης	Κώστας	costas	costas@noc.uoa.gr		
Καθηγητής	GUNet	teacher	costas@noc.uoa.gr		
Χρήστης	Ένας	user1	user1@peponi.noc.uoa.gr		
mayrommatis	antonis	antonis1	antonis-7777@hotmail.com		
Μαυρομάτης	Αντώνης	antonis	antonis@teilam.gr		

Pic.5 Users' List

If you click on "Edit", you can see the courses a user participates in. If the user is a student, there is an option of unregister him from the course.

**Edit User admin**

Last Name:	<input type="text" value="Georgiadi"/>
First Name:	<input type="text" value="Stevy"/>
Username:	<input type="text" value="admin"/>
e-mail:	<input type="text" value="info@stevygeo.com"/>
Phone:	<input type="text"/>
Faculty / Department:	
Registration Date:	17/3/2008 13:22
Expiration Date:	<input type="text" value="16-3-2012"/> <input type="calendar"/> <input type="text" value="13"/> <input type="text" value="22"/>
User ID:	1

**Modules that User has registered**

Course code	Course Name	Course Registration Date	Property	Actions
TESTGU177	Neo Lessson	13-05-2008	Instructor	---
TESTGU181	Scorm Test	13-05-2008	Instructor	---
TESTGU140	Ιστορία της Τέχνης	13-05-2008	Instructor	---
TESTGU179	Μάρτιος 2008	13-05-2008	Instructor	---
TESTGU182	tralala	13-05-2008	Instructor	---

*Pic.6. User editing*

In order to delete a teacher account you have to delete first all the courses that he is in charge. If you want to delete a student account, you have to unregister him from all the courses that he is participating. Please notice that if a user account is inactive only the platform's administrator can reactivate it.

## 2.5 Search for a User Account

There is a search for a user account form based on:

- ✓ Name, Surname
- ✓ ID or Username
- ✓ Email Address
- ✓ User type (role)
- ✓ User's Registration Date

Pic. 7. User Search

It should be noted that typing the full name and surname of the user is not necessary. The first letters of each are enough. If, for example, you want to browse the user “Nick Papadopoulos”, typing “Nic” on the “Name” field is enough. Searching procedure will give you all users whose names start with “Nic” letters. It goes the same with the surname if you type “Papa” on the “Surname” field. Then all users whose surname starts with “Papa” will appear.

**Notice!** You are also given the opportunity to look for inactive users and renew a users’ account for six months.

## 2.6 Administrator's addition

Here you can assign a user administrator’s rights. It goes without saying that you will have to know their username.

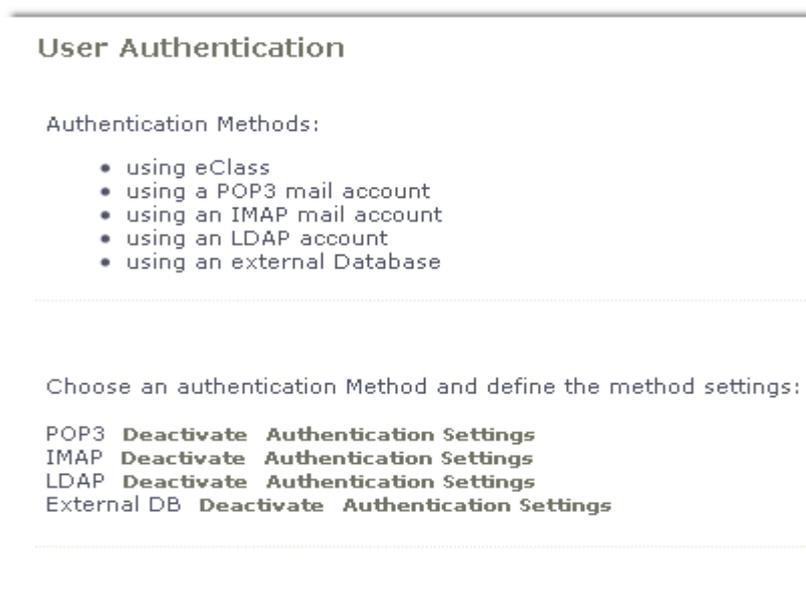
ID	Last Name - First Name	Username	Actions
1	Stevy Georgiadi	admin	

Pic.8. User addition in administration

## 2.7 Users' Authentication

This operation allows the platform administrator to designate alternative ways of user account authentication. More specifically, the available alternatives are through:

- (a) the Open eClass platform, (default)
- (b) an LDAP Directory Service
- (c) an IMAP Server
- (d) a POP3 Server
- (e) an External MySQL Database



*Pic 9. Activation – Adjustment of users' configuration modes*

By default user's account is created on the Open eClass platform database, while other user account authentication services (e.g. LDAP, IMAP, POP3, ETERNAL DATABASE) may also undertake the user account authentication. When a student or a teacher is about to register to the platform, they will view all the activated ways of user account authentication.

The steps in activating an alternative authentication method are the following:

1. You select the method you want to activate
2. You insert the authentication settings (server name and login account)
2. then click on "Activation" from the initial list for the method chosen

### 3. Course Administration

In this section you can see the tools available in platform for courses administration.

#### 3.1 List of Courses/Operations

You are presented a list of all eCourses, open, open in registration and closed.

Courses List / Actions					
Faculty / Department	Code	Title (Instructor)	Access type	Users	Actions
Δοκιμαστικό Μάθημα 1	TESTGU139	μάθημα δοκιμαστικό (Κώστας Τσιμπάνης)			
Δοκιμαστικό Μάθημα 1	TESTGU140	Ιστορία της Τέχνης (Κώστας Τσιμπάνης)			
Δοκιμαστικό Μάθημα 1	TESTGU145	Λιακάδα (Κώστας Τσιμπάνης)			
Δοκιμαστικό Μάθημα 1	TESTGU157	SCORM Test (Κώστας Τσιμπάνης)			
Δοκιμαστικό Μάθημα 1	TESTGU158	Γραμμική Άλγεβρα (Ευάγγελος Ράπτης)			
Δοκιμαστικό Μάθημα 1	TESTGU177	Neo Lesson (Κώστας Τσιμπάνης)			

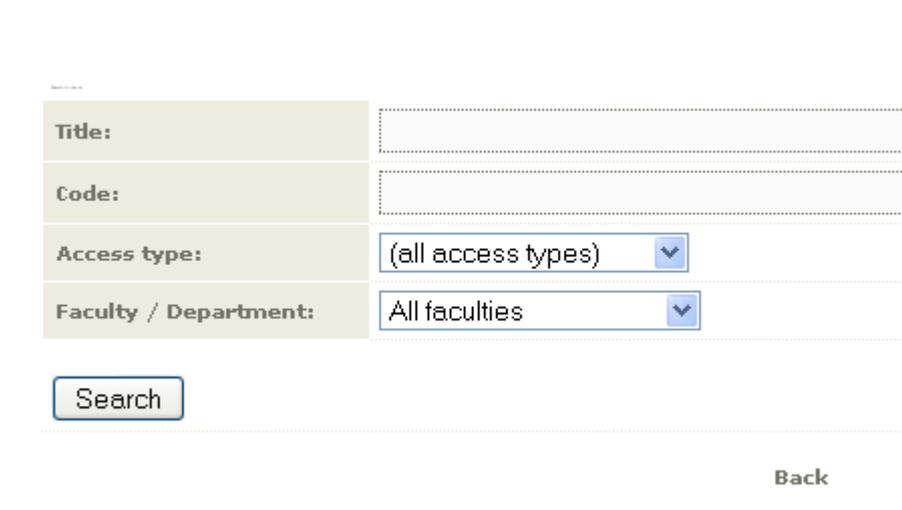
Pic.10. List of courses

There is basic information about the courses, as well as the several actions (operations) concerning them.

- ➔ If you click on "**Users**" you will be able to see all the users, students and teachers, who are registered to the course.
- ➔ You can delete a course (after confirming it) by clicking on "**Delete**".
- ➔ Finally, you can click on "**Edit**" to get more information on the course. This information appears on a new page, like course details, storage limits (Quotas) and course status. If you click on "**Edit**", you can change the information provided for each course. What is also very helpful is the additional operations offered:
  - ✓ **Users List:** it has exactly the same function as the "Users" option .
  - ✓ **Rapid Registration – deleting teachers – students:** in this point you can delete users or add new ones with a student or teacher role, through an efficient environment.
  - ✓ **Security copy reception:** with this option, you can get a course backup, which you can return to the course afterwards.
  - ✓ **Total course deletion:** it deletes the whole course after the relevant confirmation page.

### 3.2 Course Search

Use this page to search for Open eClass courses. The research can be done based on the titles of the courses (you need to fill in the relevant field), the course code (you need to fill in the relevant field), and the type of access for each course (choosing from the list) or the faculty/department (choosing from the list).



The screenshot shows a search form with the following elements:

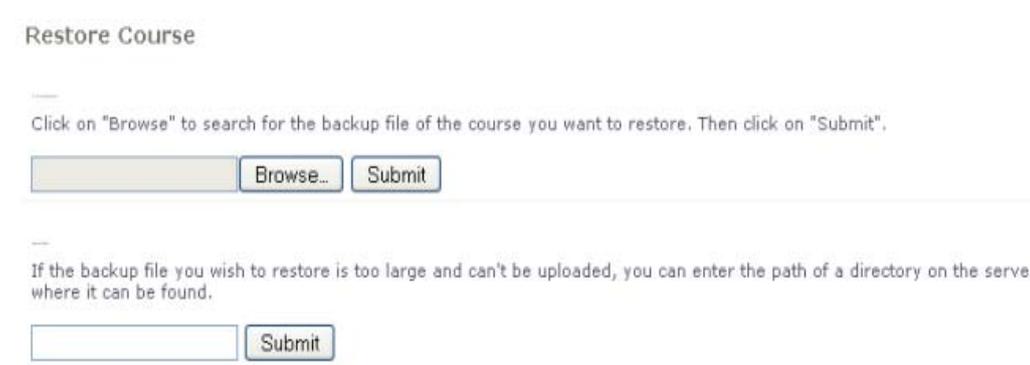
- Title:** A text input field.
- Code:** A text input field.
- Access type:** A dropdown menu with the selected option "(all access types)".
- Faculty / Department:** A dropdown menu with the selected option "All faculties".
- Search:** A button to execute the search.
- Back:** A link to return to the previous page.

Pic. 11. Course Search

In order to do an extensive search, you have to fill in more than one field in the form. The results are presented in a list of Courses, as analysed before.

### 3.3 Restore an Open eClass Course

Restore an Open eClass Course presupposes that the teacher in charge has got a backup file of the course.



The screenshot shows a "Restore Course" form with the following elements:

- Restore Course** (Section Header)
- Instruction:** "Click on 'Browse' to search for the backup file of the course you want to restore. Then click on 'Submit'."
- Form 1:** A text input field, a "Browse..." button, and a "Submit" button.
- Instruction:** "If the backup file you wish to restore is too large and can't be uploaded, you can enter the path of a directory on the server where it can be found."
- Form 2:** A text input field and a "Submit" button.

Pic. 12. Course Retrieval

**1<sup>st</sup> Mode:** You will be asked the backup file name.

- ➔ Search for the backup file name through the "**Browse**" option.
- ➔ Click on the "**Submit**" option.

- ➔ After the decompression, a list of courses included in the backup file will be presented to you.
- ➔ Select the course you want to retrieve and Click on "**Retrieval**".
- ➔ On the next page you will have to fill in the new course details for the course to be created through retrieval.
- ➔ Change the course code (if there is an already existing code, you will be shown the relevant message).
- ➔ Change the rest of the details if necessary (e.g. Teacher, description etc).
- ➔ You may wish to check the "Course Users will be added" option, to notify if you want any (old) course users to be added. This option is related to the next one, «A prefix will be added to the names of users", so as to add a prefix to the already existing usernames. This is done with an aim at avoiding technical obstacles (double user ids), in case of some users having the same username, already existing on the platform. In case you click on the above options, it is advisable that all users are informed concerning their usernames and make sure they change them themselves as well. It should be noted that the above DO NOT stand for the course teacher. That is to say that the teacher's username is NOT altered, not added a prefix either.

**2<sup>nd</sup> Mode:** In case that the file is too big to be uploaded to the server, you can ftp the file into server's filesystem and then you can use the second mode, giving the server the file path. The rest of the process follows as described above.

### 3.4 Registering as Course Administrator

You will be able to see a list of all Open eClass courses. You can register as a course Administrator (who has the same rights as a course teacher) in one or more of those.

Register as admin user

-----

<input type="checkbox"/>	TESTGU139 μάθημα δοκιμαστικό Κώστας Τσιμπάνης
<input type="checkbox"/>	TESTGU140 Ιστορία της Τέχνης Κώστας Τσιμπάνης
<input type="checkbox"/>	TESTGU145 Λιακάδα Κώστας Τσιμπάνης
<input type="checkbox"/>	TESTGU157 SCORM Test Κώστας Τσιμπάνης
<input type="checkbox"/>	TESTGU158 Γραμμική Άλγεβρα Ευάγγελος Ράπτης
<input type="checkbox"/>	TESTGU177 Neo Lesson Κώστας Τσιμπάνης
<input type="checkbox"/>	TESTGU178 Ιστορία της Τέχνης Κώστας Τσιμπάνης
<input type="checkbox"/>	TESTGU179 Μάρτιος 2008 Κώστας Τσιμπάνης
<input type="checkbox"/>	TESTGU181 Scorm Test Κώστας Τσιμπάνης
<input type="checkbox"/>	TESTGU183 English Stevy Georgiadi
<input type="checkbox"/>	TESTGU185 History Costas Tsimpanis
<input type="checkbox"/>	TESTGU186 Mathematics Κώστας Τσιμπάνης
<input type="checkbox"/>	TESTGU187 Mathematics 1 Costas Tsimpanis
<input type="checkbox"/>	TESTGU189 Mathematics Κώστας Τσιμπάνης
<input type="checkbox"/>	TESTGU190 1 Κώστας Τσιμπάνης
<input type="checkbox"/>	TESTGU195 Biology Κώστας Τσιμπάνης

Registration

Pic. 13 Registering as course administrator

### 3.5 List of schools/Operations

You will be presented a list of all Open eClass schools/departments.

If you click on "Add", you can add a new school / faculty. You will be transferred to a form where you will be asked to enter the name and code of your school. For example, if you want to enter the "English Literature" school, you can enter "ENL" as a code and "English Literature" as a name. You will have to be sure that the code includes ONLY Latin characters. As you have finished with details input, click on the "Add" button.

You can also delete a school from the list. This can be done by clicking on "Delete". It should be stressed that deletion of a school can take place ONLY if there are no courses related to that school.

List of Faculties/Departments - Actions

-----

2 Faculties / Departments

Course code	Faculty	Actions
TESTGU	Δοκιμαστικό Μάθημα 1	 
COURSEGU	Δοκιμαστικό Μάθημα 2	 

-----

Add

Back

Pic. 14 List of Schools

## 4. Server Administration

In this unit one can see the tools available for administrating the platform server.

### 4.1 System Information

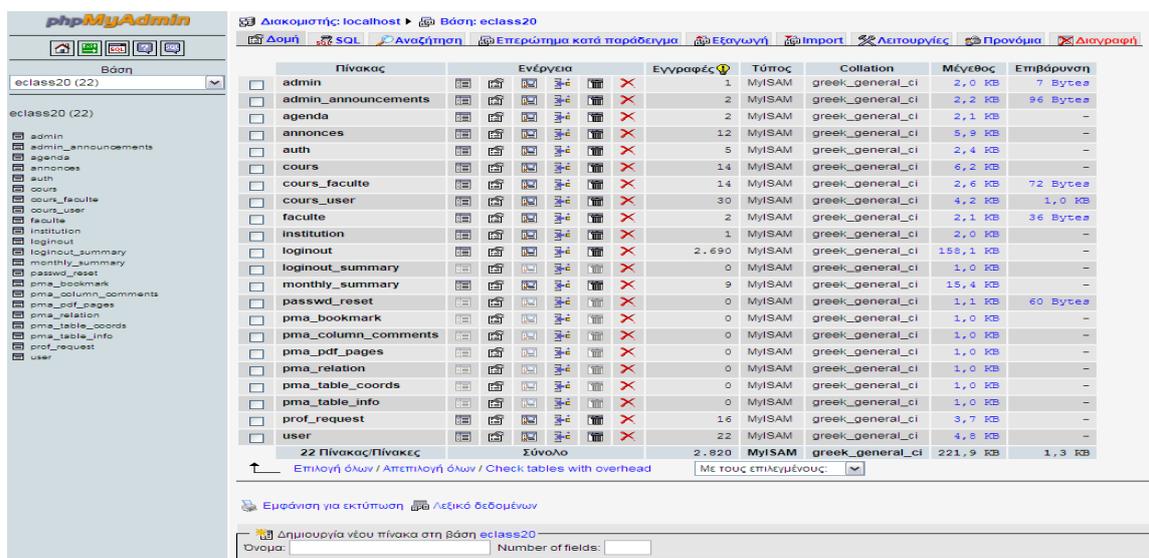
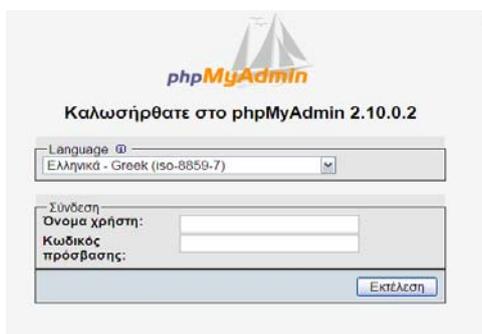
Technical information concerning the Operating System hosting Open eClass platform is presented. This operation is supported only if the Operating System that hosts eClass is Linux or FreeBSD.

### 4.2 PHP Information

Technical information about PHP (its edition, the supported modules, parameters and regulations it runs with etc.) of the operating system that hosts eClass.

### 4.3 Database Management (phpMyAdmin)

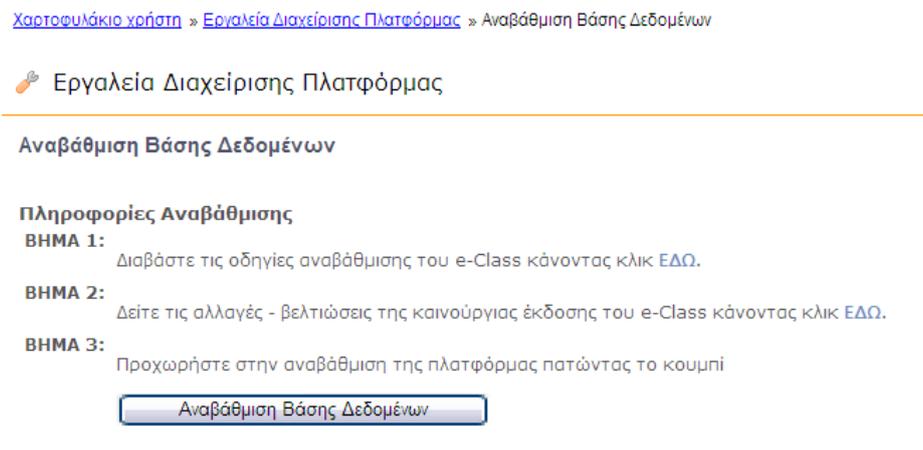
You are provided with the phpMyAdmin tool, which is an open source software available for managing the Open eClass platform Database.



Pic.24 Database Administration

#### 4.4 Database Upgrade

With this tool, you can upgrade the system Database in case of a system upgrade to a more recent edition. After having read the instructions and the changes of the new edition, click on "Database Upgrade". Database upgrade will be done automatically, while analytical information on the changes having taken place will be presented as well.



*Pic. 15 Database Upgrade*

**Note:** Database upgrade can be done directly through:

<http://:όνομαsite/κατάλογοσεclass/upgrade/index.php>

You can use this alternative in case you cannot log in to the system as an admin after the upgrade.

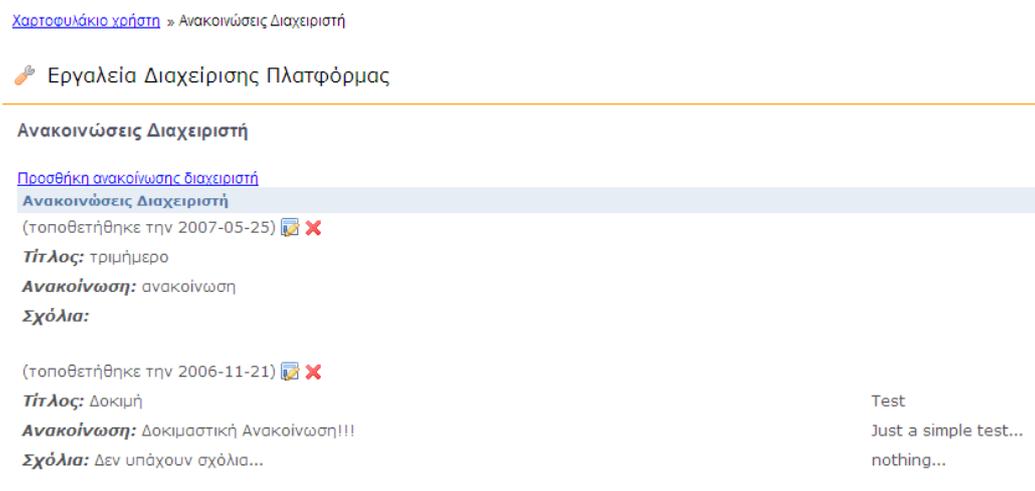
## 5. Other Tools

Here you can see some additional tools that are available to you. These tools cover:

- ➔ Administrator's Announcements
- ➔ Open eClass config file
- ➔ Platform statistics
- ➔ Platform's version

### 5.1 Administrator's Announcements

Here, you can insert announcements concerning the platform, which appear on the Open eClass main page. Choose to add an announcement and fill the form fields (title, announcement, comments) in all the languages supported by the platform. \



Pic. 16 Administrator's Announcements

### 5.2 Config file eClass

You can view the basic Open eClass configuration file (*config.php*). In this file, are stores all the platform setting from the installation procedure.

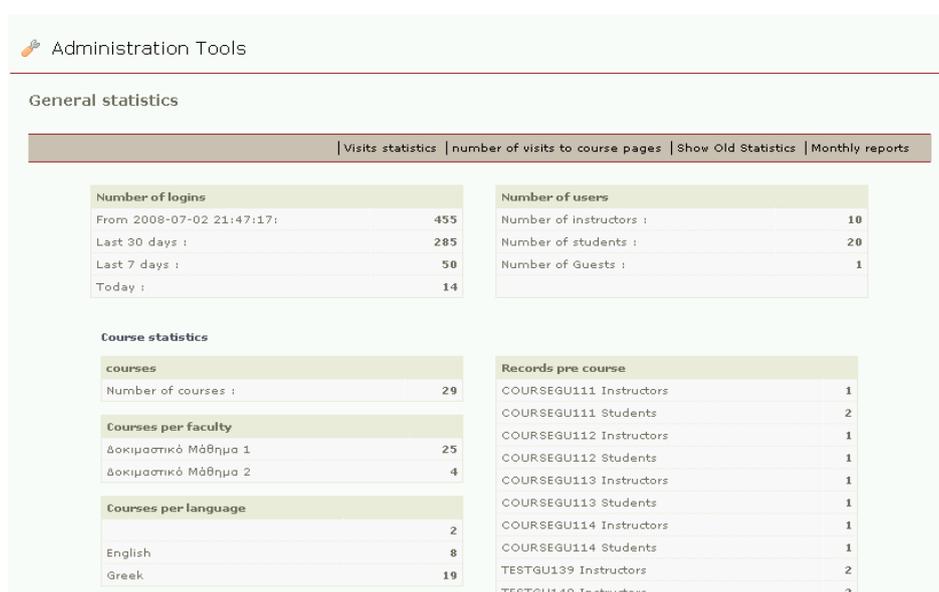
All these settings (*config.php*) are presented in a form, so you can alter them (BEING VERY CAREFUL) and store them again in a new config file. If you tick the Substitution option of the *config\_backup.php*, you save the old setting in the homonym file (deleting the old file, if any). If something failed during substitution of the *config.php* variables, you can retrieve the variables of the last config file by clicking on "Restore values from backup". The form will retrieve the old prices automatically, so you will be able to proceed with saving the old config settings.

### 5.3 Platform Statistics

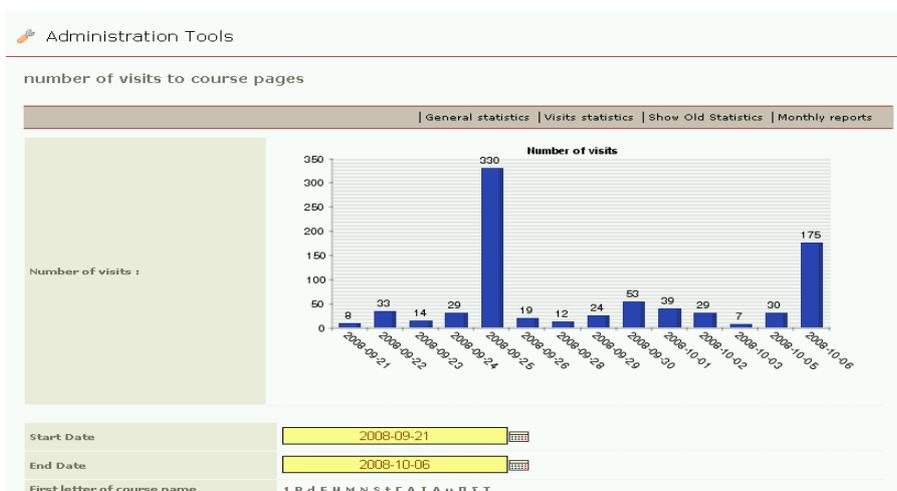
One of the strongest parts of the administration tool is the visiting, participation and platform use statistics.

Special emphasis has been given to the statistics use observation, both by admins and external users, so that evaluations of the value of platform services can be processed easily. To be more specific, some details concerning the educational process, participation and evaluation are presented in a systematic way (briefly for example, in charts), so that they can be used variously, if desirable.

Several statistics around eClass, like login number, number of students, number of teachers etc. The ones supported are briefly categorised as: a) General Statistics, b) Visitation Statistics, c) Course pages visitations, d) Monthly Reports



Pic. 18 General Open eClass Platform Statistics



Pic. 19 Callings statistics

## **6. Extra Settings**

Below you can see some more settings supported by the Open eClass platform and available to its administrator.

### **6.1 Latex Support**

In the `config.php` file, the `"have_latex"` variable is assigned, having a false value by default. If you turn the `"have_latex"` variable true, platform teachers can use latex in some of the Open eClass learning modules. This, however, presupposes Latex to be installed in the eClass hosting server. For more information please read the `README_latex.txt` document.

If you do not wish to have latex support, leave the `"have_latex"` variable false.

### **6.2 Change of Students' Registration mode**

In the `config.php` file the `close_user_registration` variable, has FALSE as default value. If you change that into TRUE, users' registration will not be for free anymore and students have to apply for a new account by filling in an application form (like teacher accounts). In this case, you will be able to see the "Open Student Account Applications" in the admin tool options. If you wish to have "open student registration" variable there is no need to define this variable.

### **6.3 Secure Connection through HTTPS**

During platform users' login, the username - password are transferred through the non-secure HTTP connection and may be intercepted if someone is watching the network used. The solution to this problem is the use of secure HTTP connection. For that to happen, the web server will need to support secure SSL connections of the <https://openeclass.gunet.gr/> type. If you want all users' connections to be done through a secure connection, you only have to change the `urlServer` variable on `config.php` with having an `https` prefix. Otherwise, you can use HTTPS only during the connection and users' profile change that is when codes are transferred (proper solution). In that case, you will have to define the `urlSecure` variable in `config.php` as follows:

```
$urlServer    =    "http://openeclass.gunet.gr/";  
$urlSecure    =    "https://openeclass.gunet.gr/";
```

In order for the web server to accept HTTPS connections, it has to go further than this manual. However, you should notice that the HTTPS support in the 1.3 Apache version demands a special web server edition; while 2.x editions have this support intergraded.

#### 6.4 Homepage Information Keys

This platform edition allows the admin to publish informational texts on the platform homepage. They are usually texts of general interest or links to other relevant services. Publication of those texts is done by introducing a plain html hypertext to the *eclass\_home\_extras\_left.html* and *eclass\_home\_extras\_right.html* documents in the platform's root directory.

#### 7. Communication

The Open eClass platform has been designed and is actively supported by the GUnet Asynchronous eLearning Group. For more information on the Open eClass platform, as well as for technical advice and reporting problems or errors, you can contact the GUnet Asynchronous eLearning Group:

<b>Address:</b>	Academic Network GUnet Asynchronous eLearning Group Operation and Administration Network University of Athens Panepistimioupoli, Ilisia Z.C. 157 84 Athens
<b>Telephone Number:</b>	+30 210 7275611
<b>Fax:</b>	+30 210 7275601
<b>E-mail:</b>	<a href="mailto:admin@openeclass.org">admin@openeclass.org</a>