its learning

AT THE HEART OF EDUCATION

System Administration - Workshop 1

Philip Duffield

Educational Consultant

Agenda – System administration 1

Objective*: Begin understanding the configuration and main functionality within the itslearning LMS.*

1. Introduction to this project and itslearning LMS

2. Site credentials and System Admin

3. Profiles, Hierarchy and basic configuration of the site

4. Next workshop…

its

The leading European LMS Platform

- All in the cloud, secure and scalable

- Offices in 8 countries, ~150 employees

- 2000 customers in 26 countries
  - Higher Education, secondary and primary

- > 20 years in the LMS Market

99.95%	**4.5m**	**2000**	**986m**
Average uptime (2015-2020)	Active users Latest 12 months	Customers Schools & HE	Logins in 2020

its

The learning platform designed for teaching

itslearning is easy to use, saves you time and works in all levels of education.
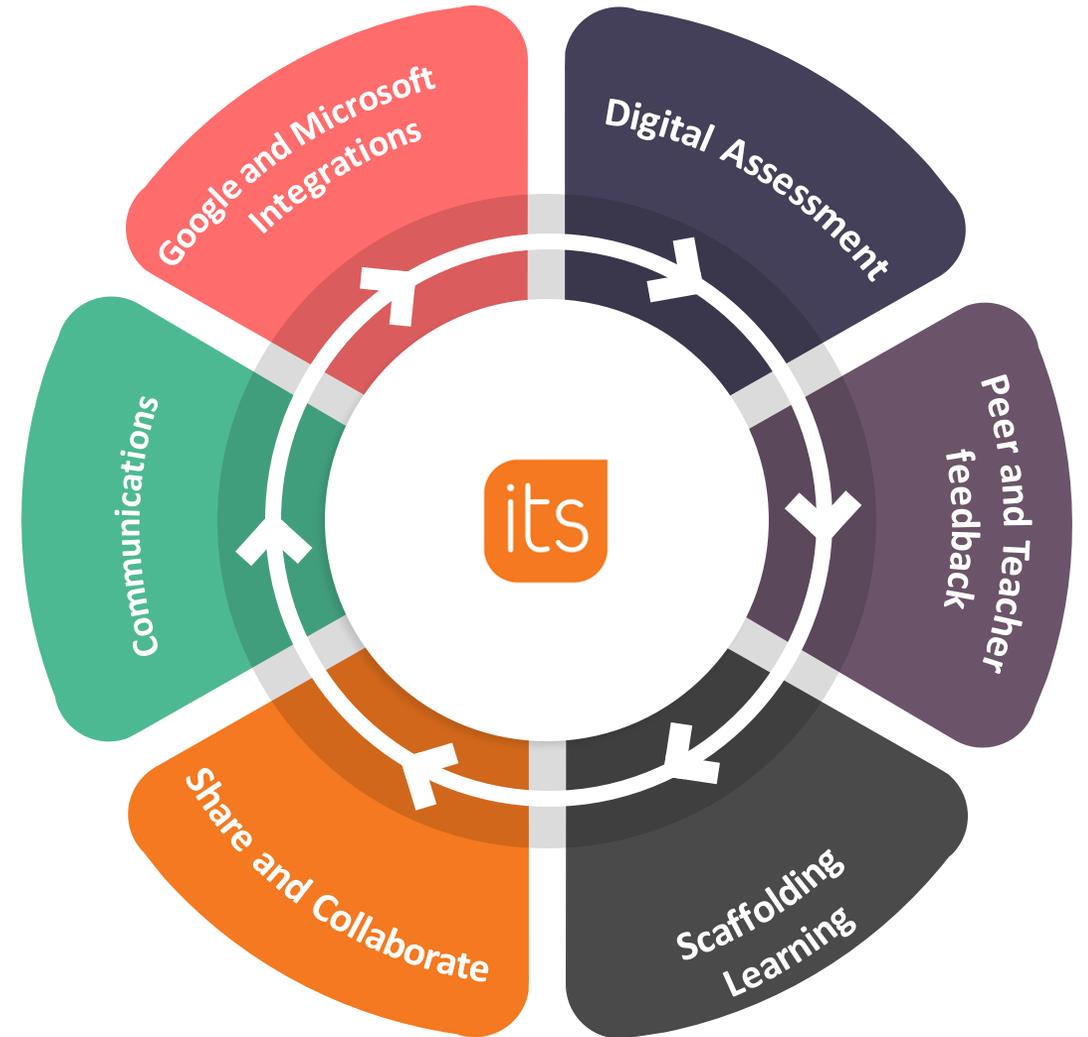
What we offer:
A full service LMS

- A cloud based and open platform with hundreds of integrations.

- One portal connecting your ecosystem.

- Accessible anywhere, at any time and on any device.

- Recognized for information security - ISO 27001 certified and GDPR compliant.

Our focus:
At the heart of education

- A dedicated team with a passion for education

- Working closely with teachers to understand their needs

- Tools to support teaching and learning processes

Erasmus 2022 – Three University Project

- Pedagogical focus
  - Skills to improve teaching effectiveness
- Modern Pedagogy
  - Hybrid-learning, problem-based learning and flipped classroom

- System and tool focus
  - Create an online course
  - Share information with students
  - Scaffold Learning
  - Use digital assessment tools
  - Provide feedback in the LMS

Project Goals

1. Support universities and academic teachers in providing distance learning by means of developing solutions that will **permanently improve the quality of blended and digital teaching and learning**.

2. Use **digital assessment tools** to support **assessment of students' competencies**, the presentation of knowledge and reliable evaluation of skills acquired by students.

3. Support the **skills of academic teachers** in using modern teaching and learning technology.

Roles within the Project

Executive Sponsor

Set the pedagogical vision and strategy of the organization and communicate that to the project group.

Participate in establishment, ongoing status and conclusion of pilot.

System Administrator

Configure the site: privacy, security, user rights and access.

1st line support for teachers and students.

Upload student and teacher information to provision accounts, send passwords, etc.

Communications

Provide information about the project, timeline and groups within the university community.

Share successes.

Teachers

Build courses and study modules inside itslearning.

Engage with students by sharing information, communicating, providing feedback and using digital teaching tools.

Utilise digital teaching with tools such as peer assessment, formative testing, discussion forums, group messaging.

Login details of System Administrators of itslearning LMS

Wroclow University

https://uew.itslearning.com/

Żeneta Jaworska
Marek Wąsowicz

University of Pannonia

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

Gabor Kohlrusz
Tünde Vajda

University of West Attica

https://uniwa.itslearning.com/

Konstantinos Milioris

Provisioning a User/Account

- Account allows you to log-in and participate.

1. Create single user in the interface,
2. upload via a CSV,
3. integration with a student information system
4. self-registration

- Concept of 'Synchronisation Key' ("SyncKey") – THE unique identifier for a person. Must be unique in itslearning and source system (student number, staff number, etc).

Provisioning a User/Account

- Minimum set of data required to provision via integration:
  - First name
  - Last name
  - InstitutionRoleType

- Recommended additional:
  - Username, e-mail address, Synchronisation Key , Courses that they participate in

Recommendation / Decision Points:
Username (for native authentication) – easy to remember for user
Synchronisation Key – the unique id for the user

User Profiles – Terminology Review

"Site Profile":

  All users in itslearning will have one Site Profile.

  This determines how the user behaves across the site.

  Often known as a system role

  A 'Policy' can be used to adjust the settings of a Site Profile.

"Course Profile":

  Determines what a user can do within a specific course.

  The university can create and customise a number of Course Profiles.

  Allows a user to be a teacher in one course and a student in another.

The typical (and default) user 'Site Profiles'

Profile	Who?	Responsibilities	Automated Provisioning?
System Administrator	System responsible, 2nd level support, etc	• Ultimate control over the setup and look of the global site • Configure user Profiles and Policies • Shape itslearning to the needs of organisation • Trouble shoot user access issues • Monitor storage capacity and itslearning licenses used • Check usage reports • Receive Release Notes from itslearning and implement change management • Work with itslearning 2nd line Tech Support with faults, bugs and errors	**Not recommended / With caution**
'Local' Administrator	Faculty administrators, leadership, 1st line support	'Typical' responsibilities: • Archive and/or delete courses within their Institute • Manually enroll 'guest' teachers or observers within courses • Create policies that affect users within their organization • Download assessment records for processing in a 3rd party system	**Yes, with Caution**
Staff	Teacher, lecturers, professors, librarians	• Facilitate courses • Build and collaborate on courses and shared resources	**Yes**
Student	Students within the school	• Participate in courses, complete assignments, tests, collaborate on group work • Use the virtual classroom to enhance and demonstrate their learning	**YES**
Guest	Compliance? Quality Assurance? Guest Lecturer?	• Review Participant and Facilitator involvement and interaction to ensure it is compliant with expectations.	**Typically manually provisioned or from alternative source than SIS**

itsLearning

Profiles: Site Setup

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

The main benefit here is when searching for users

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

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

❑ Additional profiles can be added later by adjusting 'IMS InstitutionRoleType'

Search for user

First name

Last name

Course   Find course   **Hierarchy**   Find hierarchy

All courses ▾   All hierarchies ▾

Search for
- ☐ System Administrator   ☐ Administrator   ☑ Staff
- ☐ Teaching Assistant   ☑ Student   ☐ Guest

Search   Cancel   Help

Map from profile

○ Users with this profile can only be changed manually

◉ Match this profile against the following IMS InstitutionRoleType

Staff

its Learning

Edit Site Profiles

Use the 'Pencil' icon to edit a profile.
The changes will affect ALL users with that profile immediately.
Use with extreme caution.

Additional Reading

- Profile settings and explanations

- Creating and using policies effectively

- Course rights / course profiles

Groups and Membership

Groups – "Hierarchy"

Group Bulletin Board ('Dashboard')

Limit Administration to specific Institutions
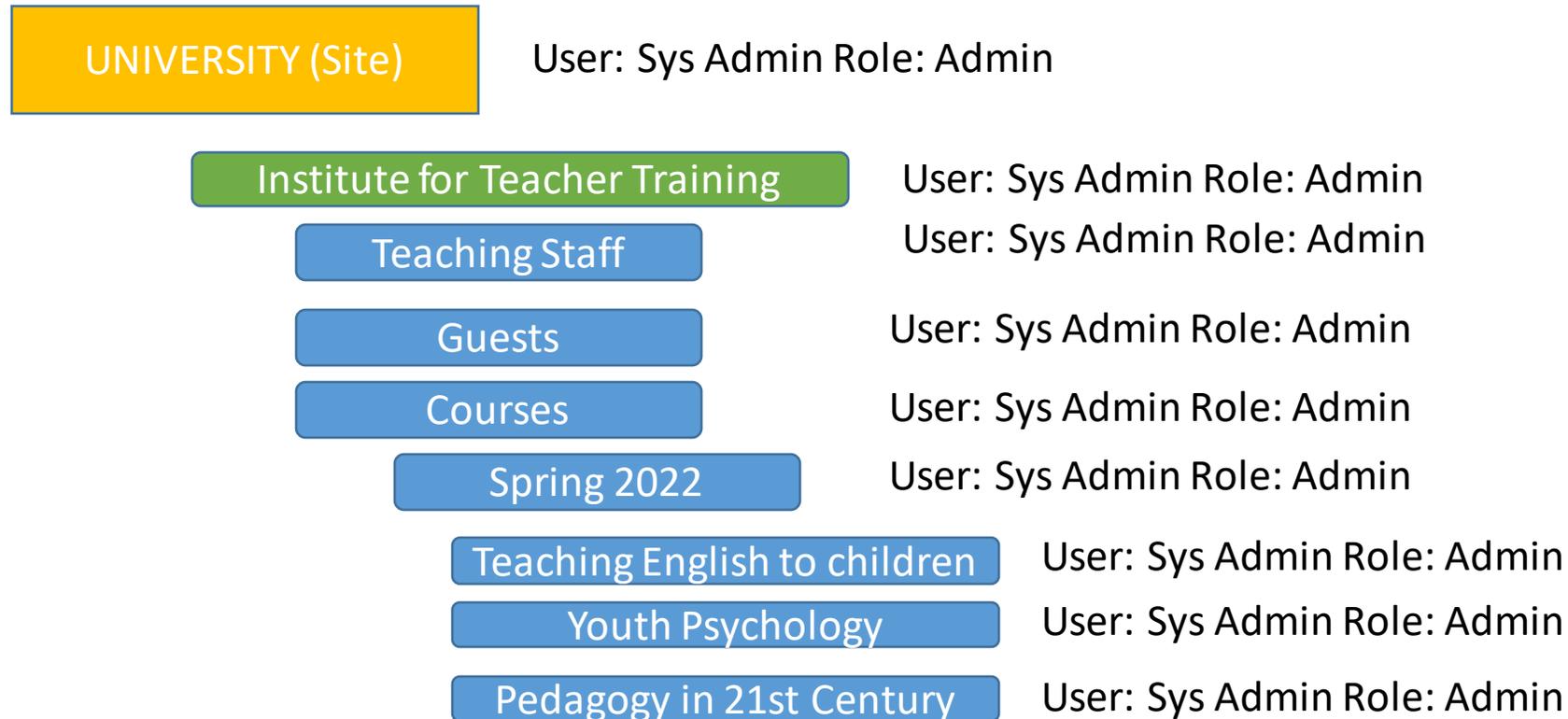
Send a message to an entire Group

Automated course creation, and participant enrolment

Custom configurations for users within Institutions

University (Site)

Institute for Teacher Training

Teaching Staff

Guests

Courses

Spring 2022

Teaching English to children

Youth Psychology

Pedagogy in 21st Century

SITE Level

Organisation Level

Group

itslearning

Groups – and Group Membership

Admin privelages are 'Top Down'

| UNIVERSITY (Site) | User: Sys Admin Role: Admin |

Institute for Teacher Training — User: Sys Admin Role: Admin

Teaching Staff — User: Sys Admin Role: Admin

Guests — User: Sys Admin Role: Admin

Courses — User: Sys Admin Role: Admin

Spring 2022 — User: Sys Admin Role: Admin

Teaching English to children — User: Sys Admin Role: Admin

Youth Psychology — User: Sys Admin Role: Admin

Pedagogy in 21st Century — User: Sys Admin Role: Admin

SITE Level | Organisation Level | Group

itslearning

Groups and Membership – An institute administrator

| UNIVERSITY (Site) | User: Admin Role: <mark>Teacher</mark> |

| Institute for Teacher Training | User: Administrator | Role: Admin | Admin privelages are 'Top Down' |

Teaching Staff — User: Administrator — Role: Admin

Guests — User: Administrator — Role: Admin

Courses — User: Administrator — Role: Admin

Spring 2020 — User: Administrator — Role: Admin

Teaching English to children — User: Administrator — Role: Admin

Youth Psychology — User: Administrator — Role: Admin

Pedagogy in 21st Century — User: Administrator — Role: Admin

SITE Level   Organisation Level   Group

itslearning

Groups and Membership – A student's membership

UNIVERSITY (Site) Continued

User: Student Role: **Student**

Institute for Teacher Training — User: Student · Role: Student

Teaching Staff — User: Student · Role: Student

Guests — User: Student · Role: Student

Courses — User: Student · Role: Student

Spring 2020 — User: Student · Role: Student

Teaching English to children — User: Student · Role: Student

Youth Psychology

Pedagogy in 21st Century

SITE Level · **Organisation Level** · **Group**

its Learning

Administrative Rights in a Group

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

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

Terminology review

Site Profile:

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

Course Profile:

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

Hierarchy Role:

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

Hierarchy / Hierarchy Groups / Organisations / Site:

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

Follow-up Actions

✓Start to prepare the data you will need on Students and their course enrolments

✓Confirm the appointees of each role within each university.

✓Confirm the training plan – agenda, meeting dates and times.