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**Mitechsoft LearningCube System (Version 1.0) Administrator's Manual**

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## **Mitechsoft LearningCube System (Version 1.0)**

### System Administrator's Manual

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# Mitechsoft LearningCube Administrator's Manual

## 1. Introduction

In order to manage LearningCube System, you need to be appointed as the Administrator of the system. Once you have been appointed as the LearningCube Administrator, you will be able to see the Admin icon as follows  on top of the LearningCube main bar. To manage the system, you need to click on this icon. Once you have clicked on this icon, you will be shown the management page. On the left hand side of the page, you will be able to see the links that you may use in order to manage the system.

The links consist of:

- Portfolio Manager
- Data Manager
- Admin Manager
- User Manager
- Subject Category Manager

“Portfolio Manager” is for you to manage the portfolios in the system. By default this is the main page from this interface.

“Admin Manager” is for you to manage the Administrators to the LearningCube System.

“User Manager” is for you to manage users who can create portfolios in the system.

“Subject Category Manager” is for you to manage and edit “Subject Area” and “Discipline”

## 2. Portfolio Manager

Once you click on this link, the list of available portfolios will be displayed on the right hand side of the page. For each portfolios you will be able to see five buttons situated at their upper right hand side as follows:

- Modify
- Access
- Users
- Remove
- Archive

“Modify” button is for the Administrator to modify the properties of the selected Portfolio. “Users” button is for you to manage the users for the respective portfolio . The Administrator will be able to subscribe certain users to the selected portfolios.

“Remove” button is for you to remove the portfolio.

“Archive” button id for you to archive the portfolio.

## 2.1 Managing Portfolio Users

Once you click on the "Users" button, you will be shown the page which shows list of users:

Subscribed by Administrator  
Subscribed by portfolio owner  
Subscribed by users

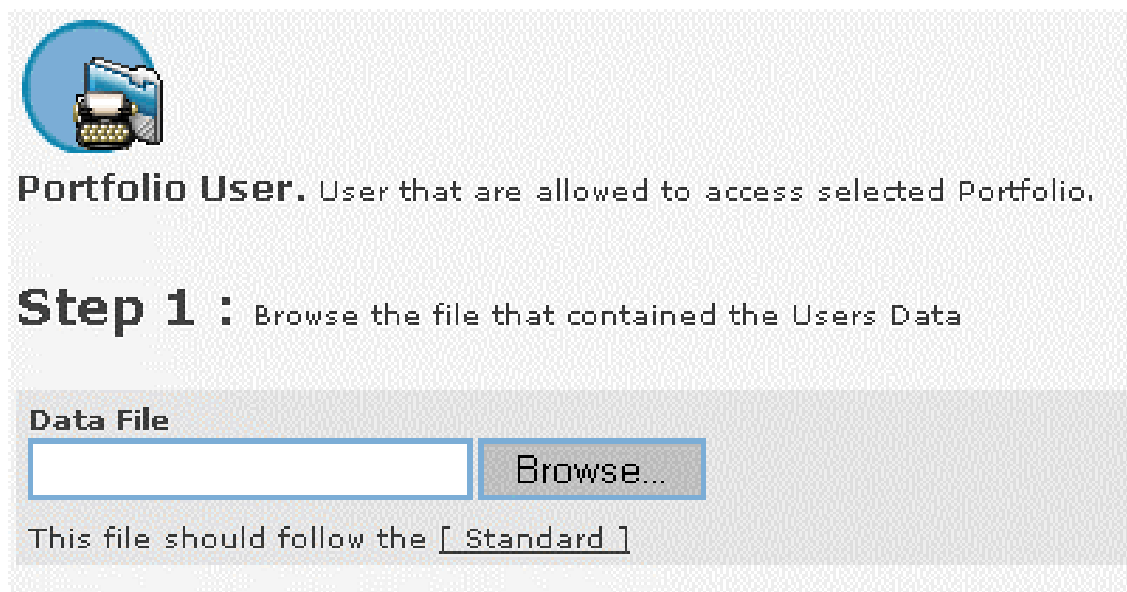
The names of users that you may see here are the users that have been subscribed by the Administrator. If you want to see the list of users that has been subscribed by the portfolio owner or users that subscribed to the portfolio themselves, you need to click on the "Subscribed by Owner" and "Subscribed by users" link respectively.

In order to add new users to the respective portfolio, you need to click on the "Add User" button. Before that, you need to prepare the name of users that you want to select in the text file by following the standard as follows:

Field **separator** is Comma (,)  
Required Field, contains the userid.  
Optional Field, can be Portfolio Code / Course Code Or Portfolio Code / Course Code with Portfolio Sub Group

Example: standard:                   drdeen@ihsan.com  
with optional field :               drdeen@ihsan.com,MAT123  
  drdeen@ihsan.com,MAT123,Group A

When you click on the "Add User" button, you will be shown the page as follows:



**Portfolio User.** User that are allowed to access selected Portfolio.

**Step 1 :** Browse the file that contained the Users Data

**Data File**

This file should follow the [ Standard ]

You have four steps to be completed. Step 2 and Step 3 are optional.

#### Step 1

You need to browse the text file that contain the user data by clicking on the "Browse" button. You then need to choose this file before you can proceed to the other steps.

#### Step 2

This step is optional. You may enter the Portfolio Code (Course Code) and Portfolio (Course) Subgroup here.

You have to click on the "Force using this Portfolio Code" if you wish to use that code for the chosen portfolio.

**Step 2 :** Enter the Portfolio Code / Course Code and Portfolio Sub Group. (Optional)

##### Portfolio Code



Force using this Portfolio Code / Course Code

##### Portfolio Sub Group



Force using this Portfolio Sub Group

#### Step 3

This step is also optional. This step is for you to force overwrite the new data over the existing data. This step will only be useful if you have chosen the "Force" option in the Step 2.

#### Step 4

Once you have satisfied with the information provided, you then need to click on the "Submit" button in order to proceed. You will then be informed about the status of the process as follows:


Detail result of the Create Portfolio User process.

1. - drdeen@ihsan.com : Successful
2. - nasar@ihsan.com : Successful
3. - ziaf@ihsan.com : Successful

In this way, as an Administrator, you will be able to included users directly to the portfolios that you choose.

### 3. Admin Manager

This facility is to enable the Administrator to assign Administrator role to another user. After clicking this link, you will be shown the page that displays the list of the Administrators available in the system. You may delete these Administrators or you may add up another

Administrator by clicking on the "Add User" button. . Once you click on this button, you will be given the form for you to fill in the user ID that you want to assign as an Administrator.

### 4. User Manager

This facility is to enable the Administrator to manage users who are allowed to create portfolio in the LearningCube System. When you click on the "User Manager" link, you will be shown the list of users who are allowed to create portfolio. You may remove these users by clicking on their respective "Remove" button or you may add up new user by clicking on the "Add User" button. You need to fill in the full e-mail address of that user.

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