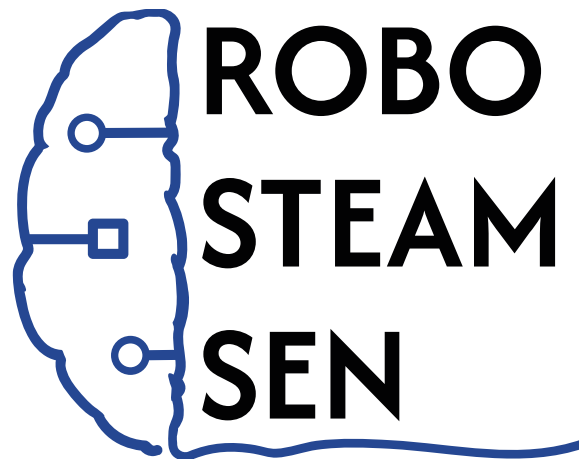


WP4.T4 Community of Practice Admin Tutorial

“WP4. Technical ecosystem & Community of practice”



**Training SEN teachers to
use ROBOTICS for fostering
STEAM and develop
computational thinking**

Project No. 2023-1-ES01-KA220-SCH-000155379



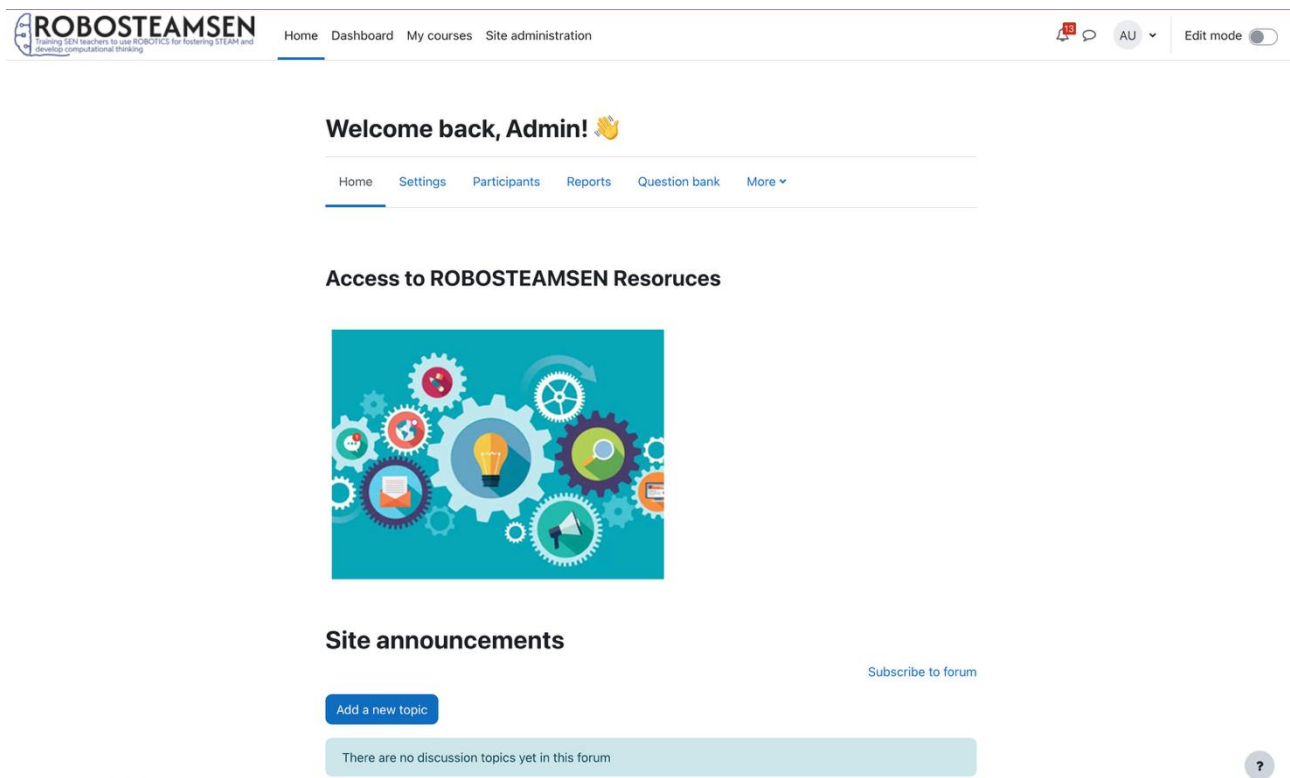
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1. Introduction

The community of practice offers a range of services that must be effectively managed by one or more designated users (Figure 1). Since the platform is built on Moodle, all administrative tasks rely on the functionalities provided by Moodle itself. This tutorial highlights the key administrative features and includes links to detailed guides and video tutorials that explain how to manage Moodle— and, by extension, how to manage the community of practice efficiently.



The screenshot displays the Moodle administration interface for ROBOSTEAMSEN. At the top, the site logo and name are on the left, and navigation links for Home, Dashboard, My courses, and Site administration are in the center. On the right, there are notification icons, a user profile (AU), and an Edit mode toggle. The main content area starts with a 'Welcome back, Admin!' message and a hand icon. Below this is a secondary navigation bar with links for Home, Settings, Participants, Reports, Question bank, and More. A section titled 'Access to ROBOSTEAMSEN Resources' features a graphic of interlocking gears with icons for a lightbulb, magnifying glass, and megaphone. Underneath is a 'Site announcements' section with a 'Subscribe to forum' link and an 'Add a new topic' button. A message box states 'There are no discussion topics yet in this forum'.

Figure 1. – Community of practice admin interface

To access the community of practice as an administrator, users must log in using the standard procedure (see Figure 2). In addition, the user account must have administrative permissions enabled. The user will see the admin interface described in the following sections.

ROBOSTEAMSEN
Training SEN teachers to use ROBOTICS for fostering STEAM and
develop computational thinking

admin

.....

Log in

[Lost password?](#)

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

Some courses may allow guest access

Access as a guest

Cookies notice

Figure 2. - Community of Practice Login Page

2. Main Site Interface

Once logged into the Community of Practice, the first elements visible to the user are: access to the project resources (Figure 3), site announcements (Figure 4), and the list of available courses (Figure 5).

The project resources section includes a direct link to the project's official website, where all compiled materials and outputs have been published and made publicly accessible.

Access to ROBOSTEAMSEN Resoruces



Figure 3. – Link to RoboSTEAMSEN Project List of Resources.

The site announcements is a forum where the administrator can publish any news that they want to send to all the Community of Practice users.

Site announcements

[Subscribe to forum](#)

Add a new topic

There are no discussion topics yet in this forum

Figure 4. – Site announcement and access to the forum where more news can be published.

Below them there is a list of available courses.

Available courses

Taller sobre ROBOSTEAMSEN para el Colegio Virgen de la Vega 🔍



Taller presencial sobre el proyecto ROBOSTEAMSEN

Collaborative Space ➡



This is the space for interaction, collaboration, exchange, etc.

Teacher: [Admin User](#)

Online Workshop



Online workshop about the project and the main results obtained

Teacher: [Admin User](#)

Advanced Programming and Robotics Course ➡



This advanced course is aimed at teachers who already have foundational knowledge in programming and robotics. Participants will explore more complex programming concepts, including decision-making with sensors and advanced control structures. Using online simulations, teachers will learn how to create sophisticated routines for virtual robots. The course also focuses on adapting these concepts for students with intellectual and developmental disabilities, ensuring that advanced robotics projects remain accessible and engaging for all learners.

Teacher: [Admin User](#)

Figure 5. – Part of the List of Available Courses.

[Home](#) [Settings](#) [Participants](#) [Reports](#) [Question bank](#) [More](#) ▾

Figure 6. – Main site menu.

On top of these three items, there is a menu for the administration of the main site. Since Moodle structures everything as courses, this interface is similar to what a teacher would see within a course (except that it not includes the grades option). As shown in Figure 6, the menu includes:

- Home access: returns to the main page.
- Settings: allows configuration of the main site interface.
- Participants: provides access to the list of students enrolled on the platform.
- Reports: offers insights into the use of the main course on the platform.
- Question bank: provides access to the questions stored in the community of practice, which can be reused in any quiz.
- Other: additional functionalities such as access to the content bank, course reuse, and more.

3. Community of Practice Administration

At the top-left of the screen, once logged in, users can access a menu bar with several options (Figure 7). The Home, Dashboard, and My courses options are common to all users:

- Home: returns to the main page.
- Dashboard: displays the user’s tasks and calendar.
- My courses: shows the list of courses in which the user is enrolled.

In addition, the administrator has access to a specific option called Site administration, which is the most relevant feature for this section.

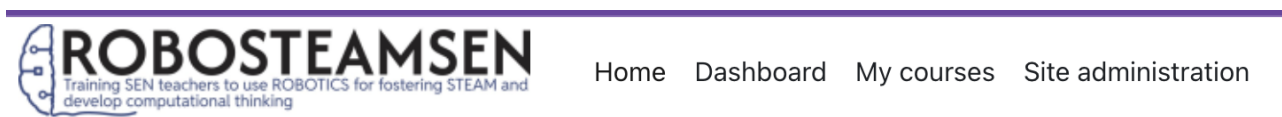


Figure 7. – Menubar with the admin option

Once the user clicks on “Site administration” tab and obtain the options that can be seen in Figure 8.

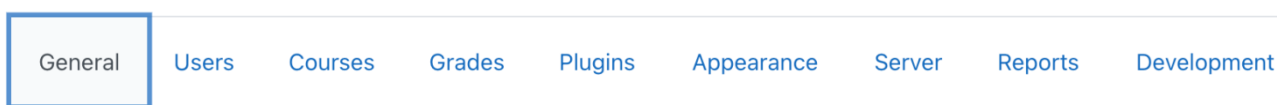


Figure 8. – Submenu bar

Below there is a description of the options provided by each of the subtabs:

- General tab refers to the overall configuration of the platform. As shown in Figures 9 and 10, it includes a wide range of options:
 - Main options such as notifications, Moodle registration, feedback settings, and site administration presets.
 - Analytics options for defining which issues are monitored.
 - Configuration of a competencies framework to be applied across the platform.
 - Setup of a badge system.
 - Configuration of interactive digital content (H5P).
 - License, location, and language settings.
 - Messaging configuration among platform users.

- Possibility to define payment accounts.
- Security-related settings.
- Options to make the platform accessible as a mobile app.
- Connectivity with other Moodle platforms.

[Notifications](#)
[Registration](#)
[Moodle services](#)
[Feedback settings](#)
[Advanced features](#)
[Site admin presets](#)

Analytics

[Site information](#)
[Analytics settings](#)
[Analytics models](#)

Competencies

[Competencies settings](#)
[Migrate frameworks](#)
[Import competency framework](#)
[Export competency framework](#)
[Competency frameworks](#)
[Learning plan templates](#)

Badges

[Badges settings](#)
[Manage badges](#)
[Add a new badge](#)
[Manage backpacks](#)

Figure 9. – Options for General Tab 1

H5P

H5P overview
Manage H5P content types
H5P settings

Licence

Licence settings
Licence manager

Location

Location settings

Language

Language settings
Language customisation
Language packs

Messaging

Messaging settings
Notification settings
Mobile

Payments

Payment accounts

Security

IP blocker
Site security settings
HTTP security
Notifications

Site home

Site home settings

Mobile app

Mobile settings
Moodle app subscription
Mobile authentication
Mobile appearance

MoodleNet

MoodleNet settings

Figure 10. - Options for General Tab 2

- The *Users* tab (Figure 11) allows the management of users and roles within the platform. Its main options include:
 - Accounts: enables listing of users, performing bulk actions, defining common settings, creating user cohorts, and uploading users.
 - Permissions: relates to user policies, roles, and capabilities, and how they are assigned to specific users or groups of users.
 - Privacy and policies: facilitates the configuration of privacy settings, data registration, and data deletion.

Users

Accounts

[Browse list of users](#)
[Bulk user actions](#)
[Add a new user](#)
[User management](#)
[User default preferences](#)
[User profile fields](#)
[Cohorts](#)
[Upload users](#)
[Upload user pictures](#)

Permissions

[User policies](#)
[Site administrators](#)
[Define roles](#)
[Assign system roles](#)
[Check system permissions](#)
[Capability overview](#)
[Assign user roles to cohort](#)
[Unsupported role assignments](#)

Privacy and policies

[Privacy settings](#)
[Policy settings](#)
[Data requests](#)
[Data registry](#)
[Data deletion](#)
[Plugin privacy registry](#)

Figure 11. – Users tab

- The Courses tab (Figure 12) provides several options related to course management, including:
 - Course management: classification of courses into categories, definition of default course settings, and the possibility to restore or request a course.
 - Activities: definition of the types of activities that can be included in courses.
 - Backups: management of course backups, including the option to automate the process.

Courses

[Manage courses and categories](#)
[Course custom fields](#)
[Add a category](#)
[Add a new course](#)
[Restore course](#)
[Course default settings](#)
[Download course content](#)
[Course request](#)
[Pending requests](#)
[Upload courses](#)

Activity chooser

[Activity chooser settings](#)
[Recommended activities](#)

Backups

[General backup defaults](#)
[General import defaults](#)
[Automated backup setup](#)
[General restore defaults](#)
[Asynchronous backup/restore](#)

Figure 12. – Courses tab content

- The grades tab (Figure 13) facilitates the configuration of the evaluation processes into the platform. It includes:
 - General grade set up including categorization and different scales.
 - Definition of settings for the assesment reports.

Grades

[General settings](#)
[Grade category setting](#)
[Grade item settings](#)
[Scales](#)
[Letters](#)

Report settings

[Grader report](#)
[Grade history](#)
[Overview report](#)
[User report](#)

Figure 13.- Grades Configuration

- The Plugins section (Figures 14, 15, 16, 17, 18 and 19) allows the installation and configuration of different types of plugins. It includes:
 - Installation and listing of plugins.
 - Configuration of activity modules and installation of new ones.
 - Configuration of administration tools, including basic settings, antivirus, authentication, and restrictions.
 - Management of platform blocks.
 - Settings related to content caching.
 - Content management.
 - Course and data formats.
 - Enrolment management, closely linked to users and courses.
 - Filters to transform different types of content.
 - Question management.
 - Integration of repositories and portfolios.
 - Configuration of media players and text editors.

Plugins

[Install plugins](#)
[Plugins overview](#)

Figure 14. - Plugins configuration 1

Activity modules

- Manage activities
- Common activity settings
- Assignment
 - Assignment settings
 - Submission plugins
 - Manage assignment submission plug
 - File submissions
 - Online text submissions
 - Feedback plugins
 - Manage assignment feedback plugin:
 - Feedback comments
 - Annotate PDF
 - File feedback
 - Offline grading worksheet
- Book
- Chat
- Custom certificate
 - Custom certificate settings
- Database
- External tool
 - Manage tools
- Feedback
- File
- Folder
- Forum
- Glossary
- IMS content package
- Label
- Lesson
- Page
- Quiz
 - General settings
 - Safe Exam Browser templates
 - Safe Exam Browser access rules
- SCORM package
- URL
- Workshop

Figure 15. – Plugins configuration 2

Admin tools

- Manage admin tools
- Accessibility
 - Brickfield registration
 - Accessibility toolkit settings
- Reports
- Recycle bin

Antivirus plugins

- Manage antivirus plugins

Authentication

- Manage authentication
- Email-based self-registration
- Manual accounts

Availability restrictions

- Manage restrictions

Blocks

- Manage blocks
- Accessibility review
- Activity results
- Course overview
- Courses
- Online users
- Recently accessed courses
- Section links
- Starred courses
- Text
- YouTube

Figure 16. – Plugins configuration 3

Caching

Configuration
Test performance
Cache usage
Cache stores
APC user cache (APCu)
Memcached
MongoDB
Redis

Content bank

Manage content types

Course formats

Manage course formats
Single activity format
Topics format
Weekly format

Custom fields

Manage custom field types

Data formats

Manage data formats

Document converters

Manage document converters

Enrolments

Manage enrol plugins
Cohort sync
Guest access
Manual enrolments
Self enrolment

Figure 17. – Plugins configuration 4

Filters

Manage filters
Common filter settings
Convert URLs into links and images
Display emoticons as images
Display H5P
MathJax
Multimedia plugins

Local plugins

Manage local plugins

Logging

Manage log stores
Standard log

Machine learning backend settings

Python machine learning backend

Media players

Manage media players
VideoJS player

Payment gateways

Manage payment gateways
PayPal

Portfolios

Manage portfolios
Common portfolio settings

Question bank plugins

Manage question bank plugins
Column sort order
Question custom fields

Question behaviours

Manage question behaviours

Question types

Manage question types
Question preview defaults
Multiple choice

Reports

Manage reports

Repositories

Manage repositories
Common repository settings
Content bank
Embedded files
Private files
Recent files
Server files
Upload a file
URL downloader
Wikimedia

Search

Manage global search
Search areas
Solr

Text editors

Manage editors
Atto HTML editor
Atto toolbar settings
Collapse toolbar settings
Equation editor settings
RecordRTC
Table settings
TinyMCE HTML editor

Figure 19. - Plugins configuration 6

- The Appearance tab (Figure 20) relates to the visual design and overall look of the platform. It includes the following functionalities:
 - Platform appearance: configuration of logos, colors, pages, tours, default dashboards, and user profiles.
 - Themes: setup of the platform theme, allowing administrators to choose among several options and adjust specific theme parameters.

Appearance

[Logos](#)
[Course card colours](#)
[Calendar](#)
[Blog](#)
[Navigation](#)
[HTML settings](#)
[Moodle Docs](#)
[Default Dashboard page](#)
[Default profile page](#)
[Courses](#)
[AJAX and Javascript](#)
[Manage tags](#)
[Additional HTML](#)
[Templates](#)
[User tours](#)

Themes

[Theme settings](#)
[Theme selector](#)
[Boost](#)
[Classic](#)

Figure 20. – Appearance tab options

- The *Server* tab (Figure 20) includes functionalities related to server configuration, such as:
 - Web server setup: configuration of PHP variables, session handling, system paths, updates, authentication services, and more.
 - Scheduled tasks and processing: management of automated tasks.
 - Email configuration: setup of email services within the platform.
 - Web services: enabling connections with external tools.

Server

- System paths
- Support contact
- Session handling
- HTTP
- Maintenance mode
- Cleanup
- Environment
- PHP info
- Performance
- Update notifications
- File types
- OAuth 2 services

Tasks

- Task processing
- Task log configuration
- Task logs
- Scheduled tasks
- Tasks running now

Email

- Outgoing mail configuration
- Incoming mail configuration
- Message handlers

Web services

- Overview
- API Documentation
- External services
- Manage protocols
- Manage tokens

Figure 21. – Server tab options

- The Reports tab (Figure 22) includes different type of reports and a tool to build an specific report.

Reports

Comments
Backups
Config changes
Events list
Antivirus failures
Insights
Logs
Live logs
Performance overview
Question instances
Security checks
System status
Accessibility toolkit
Event monitoring rules
Spam cleaner

Report builder

Custom reports

Figure 22. -Reports tab

- The Experimental tab (Figure 23) includes functionalities to be tested in the platform.

Development

Debugging
Web service test client
Purge caches
Third party libraries
Acceptance testing
Make test course
Make JMeter test plan
PHPUnit tests
Template library
XMLDB editor

Experimental

Experimental settings
Database migration

Figure 23. - Experimental tab option

4. External tutorials

As Moodle has very important community there are several interesting tutorials that can be used by any potential admin of the platform. Some examples:

- https://docs.moodle.org/en/Admin_quick_guide
- https://docs.moodle.org/500/en/Managing_a_Moodle_site
- <https://www.youtube.com/watch?v=NXGV98RsBLY>
- <https://www.youtube.com/watch?v=XgWeIqIkLCY>
- <https://www.youtube.com/watch?v=wAA8elb910A>
- https://docs.moodle.org/20/en/Administrator_documentation