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learningMaker authoring tool v 4.2.2.0 EN (admin)



Administrator guide

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1. Introduction to the tool (admin)

Netex learningMaker is an authoring tool to easily create and edit e-learning content and publish it in different formats **to be used in any CMS, LMS, or web site.**

The contents created are **compatible with multiple devices** and they can be published in different formats (Web, SCORM, xAPI, etc.). By using HTML5 technology and "Responsive Design" techniques, a content generated under this format is fully adapted to the device on which it is displayed.

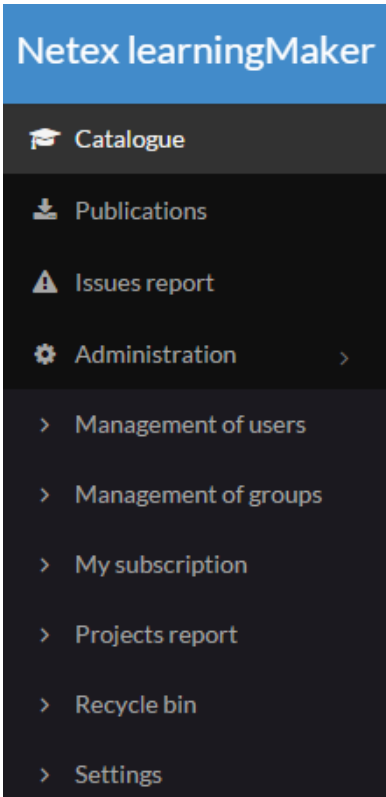
Netex learningMaker allows you to create your own contents (called "**projects**") in a **collaborative and delocalised way**, so that other users can be involved in their creation.

Important:

Any **doubt about the basic operation of the application, navigation or project creation, see the Author manual.**
In this manual section only **the Administrator actions are explained.**

2. Accessing the administrator panel (admin)

The Administration options are located on the left side menu in learningMaker. To display them, click on the "**Administration**" drop-down menu.



3. Managing users (admin)

3.1 Creating users

3.2 Editing and modifying users

3.3 Editing user permissions

3.4 Restoring the user password

3.5 Deleting users

3.1 Creating users

Go to "**Administration**" >> "**Management of users**" and click on "**Create a user**".

It is required to fill in the **"User"**, **"Password"** and **"email"** fields and to select the user profile.

Additionally, you can:

- Enter user **"Name"** and **"Last name"**.
- **Deny user management.** When creating an Administrator user, you can give them permission to perform any task **except for creating and deleting users**. It is recommended to select this option when creating secondary administrators and for monitoring properly the creation of new users in the system.
- **Collaborator.** It allows creating "external" Author and Reviewer users, that is, they are not taken into account for the total of users included in the licence contracted by the client. This option only can be selected by the Super Administrator of the system (Netex) and where justified.

3.2 Editing and modifying users

Go to **"Administration"** >> **"Management of users"**.

Locate the user in the list and click on **"Edit"** from the **"Options"** drop-down menu in the **"Options"** column.

admin	soporte@netexlearning.com	Administrator	✓	Options ▾
admincentral		Author	✓	<ul style="list-style-type: none"> Edit permissions Edit Restore password Delete
adrian.rodriiguez	adrian.rodriiguez@netexlearning.com	Author	✓	
aida.aljan		Author	✓	
ainhoa.echeverria	ainhoa.echeverria@netexlearning.com	Administrator	✓	

The general data entered when creating a user can be modified (see [section 3.1](#))

3.3 Editing user permissions

Go to **"Administration"** >> **"Management of users"**.

Locate the user in the list and click on **"Edit permissions"** from the **"Options"** drop-down menu in the **"Options"** column.

admin	soporte@netexlearning.com	Administrator	✓	Options ▾
admincentral		Author	✓	Edit permissions Edit Restore password Delete
adrian.rodriiguez	adrian.rodriiguez@netexlearning.com	Author	✓	
aida.aljan		Author	✓	
ainhoa.echeverria	ainhoa.echeverria@netexlearning.com	Administrator	✓	

In the new window, a folder structure containing the folders created in learningMaker is displayed for giving permissions to the user.

Name	Preview	Publish	View	Edit
root	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
00 Trials catalogo	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
000000001_delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
02022016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 La Salle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08_repsol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0_UNIVERSIDAD_EUROPEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14233_AXA_Protection_Academy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15062015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15118_BBVA_Habilidades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15_correos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18012016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18_Leroy_Merlin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23 Netex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35 VideoArts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37 Deusto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39_santander_mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The available permissions are:

- **Preview:** users with this permission can display the final result of a project.
- **Publish:** it allows users to publish a project. This permission is independent of the others, that is, a user can have a "Publish" permission and does not have any of the others.
- **View:** it allows viewing all project details (properties, quizzes, versions...).
- **Edit:** it allows modifying the project contents from the edition panel.

See that the folders in which a user has some kind of permission are marked in orange.

Remember

There is some confusion about Preview and View permissions.

If a user has only the Preview permission, when clicking on the project name, a final view of the project is displayed (it is the normal operation for Reviewer users).

If a user has the View permission, they can access the project details by clicking on the project name, and from there, display the project.

The View permission prevails over the Preview permission. In this way, if a user has both, the default permission will be the View permission.

3.4 Restoring the user password

By default, users have to recover their password by using the automatised system (see [section 3.4](#) in the Author manual).

However, in some cases, the password has to be restored manually (for example, if the email address of a user is incorrect, the user does not receive the email that is sent automatically for recovering their password).

To restore manually the user password, go to **"Administration" >> "Management of users"**.

Locate the user in the list and click on **"Restore password"** from the **"Options"** drop-down menu in the **"Options"** column.

admin	soporte@netexlearning.com	Administrator	✓	Options ▾
admincentral		Author	✓	
adrian.rodriiguez	adrian.rodriiguez@netexlearning.com	Author	✓	
aida.aljan		Author	✓	
ainhoa.echeverria	ainhoa.echeverria@netexlearning.com	Administrator	✓	

- Edit permissions
- Edit
- Restore password
- Delete

Enter the password, confirm the password and click on **"Save"**.

Change password X

New password:

Confirm password:

3.5 Deleting users

Go to **"Administration"** >> **"Management of users"**.

Locate the user in the list and click on **"Delete"** from the **"Options"** drop-down menu in the **"Options"** column.

admin	soporte@netexlearning.com	Administrator	✓	Options ▾
admincentral		Author	✓	
adrian.rodriiguez	adrian.rodriiguez@netexlearning.com	Author	✓	
aida.aljan		Author	✓	
ainhoa.echeverria	ainhoa.echeverria@netexlearning.com	Administrator	✓	

- Edit permissions
- Edit
- Restore password
- Delete

In the verification window, click on **"Acceptar"**.

4. Managing groups (admin)

4.1 Creating groups

4.2 Adding or deleting users in a group

4.3 Editing group privileges

4.1 Creating groups

We can classify users according to a quality in common by grouping them. For example, we can create user groups for representing the structure of a company.

Groups allow you to speed up the process of defining permissions on projects. Also it is possible to grant permissions to an entire group, instead of doing it individually (see [section 3.3](#)).

In the event that we want that a user group has access to a folder, it is more convenient to give the permissions to the whole group rather than to give them user by user.

Go to **"Administration"** >> **"Management of groups"** and click on **"Create a group"**.

Create a group
X

Name

Enter a name for the group and click on **"Save"**.

4.2 Adding or deleting users in a group

Go to **"Administration"** >> **"Management of groups"**.

Locate the group in the list and click on **"Manage members"** from the **"Options"** drop-down menu in the **"Options"** column.

NETEX_calidad	Options ▾
NETEX_colaboradores externos	<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px; margin-top: 5px;"> Edit permissions Manage members Edit Delete </div>
NETEX_CUP	
NETEX_MADRID	
NETEX_SM	

We can search users by using the search engine or by scrolling in the list:

- Click on **"Add"** to include a user in a group.
- Click on **"Exclude"** to exclude a user from a group.

Group members
X

Show only included

Name	Options
marcos.perez	Add
Manousarides.N@cambridgeenglish.org	Add
luis.nuñez	Add
luis.aneiros	<div style="display: flex; align-items: center;"> <div style="background-color: #4a86e8; color: white; padding: 2px 5px; margin-right: 5px;">Added</div> <input type="button" value="Exclude"/> </div>
luis.aneiros	Add
lucy.mordini@gmail.com	Add

4.3 Editing group privileges

Go to **"Administration"** >> **"Management of groups"**.

Locate the user in the list and click on **"Edit permissions"** from the **"Options"** drop-down menu in the **"Options"** column.

NETEX_calidad	Options ▾
NETEX_colaboradores externos	Edit permissions
NETEX_CUP	Manage members
NETEX_MADRID	Edit
NETEX_SM	Delete

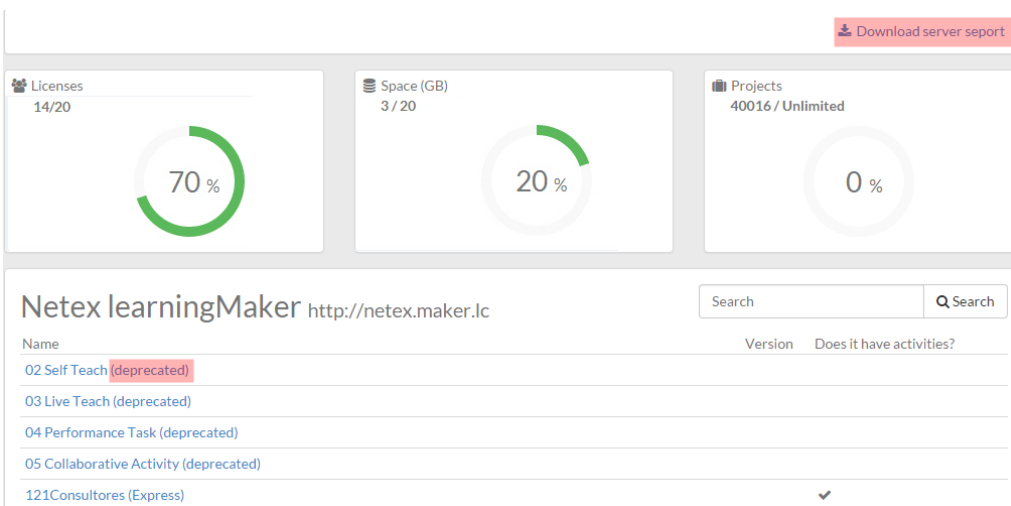
To give permissions to groups is exactly **the same as for users**. See [section 3.3](#)

5. My subscription (admin)

Go to **"Administration"** >> **"My subscription"**.

In this section, the status of your subscription to the tool is displayed, that is,

- Total number of users you can have and how many of them you have used (**"Licenses"**).
- The **storage space** used and the storage space available. If there is limited storage space, you can free up it by deleting projects or by emptying the recycle bin. (See [section 7](#)).
- The **number of projects** created and how many you can create until the subscription ends.
- List of the available **templates**. This list includes both the basic templates and the custom templates created for your corporation. Obsolete templates appear as "deprecated". By clicking on a functional template's name, its characteristics and properties are displayed.
- An Excel file can be obtained by clicking on **"Download server report"**. It contains all this information (number of users, storage space used, number of projects), in addition to other data as number of pages and number of resources stored in learningMaker.



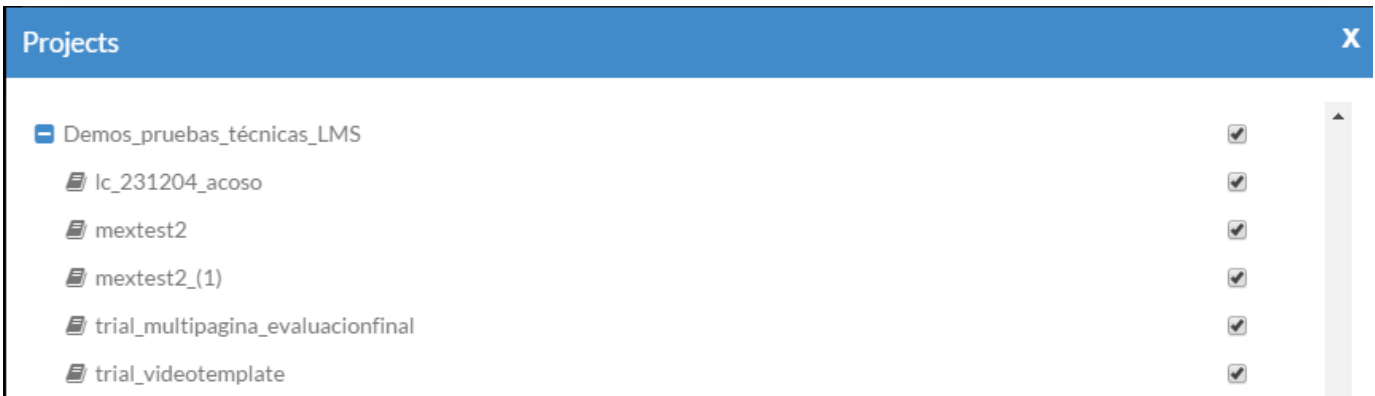
6. Projects report (admin)

A project report allows obtaining relevant information on a project or projects including in a folder.

Go to **"Administration"** >> **"Projects report"**.

Click on **"Select projects"**. Scroll in the learningMaker folder list and locate the folder and/or projects from which we want to obtain a report.

It is recommended to select folders including a limited number of projects or not much content.



Click on **"Select"** to obtain the report.

After few seconds the report can be displayed or downloaded by clicking on **"Download server report"**.

A list of the existing projects in the folders is displayed. Also, we can view the number of pages of each project, its resources sorted by types, the publication size (that is, the final zip file) and the storage space occupied by the projects.

Select projects
Download server report

Name	Author	Pages	Images	Audios	Videos	Zip	Publication size	Storage space occupied
root		28	40	9	6	1	70.613	136.939
Demos_pruebas_técnicas_LMS		28	40	9	6	1	70.613	136.939
trial_multipagina_evaluacionfinal	admin	6	10	3	1	1	19.080	20.694
trial_videotemplate	ruben.ansedes	5	7	1	2	0	25.440	80.905

7. Recycle bin (admin)

When deleting a project, it is sent to the recycle bin. Projects are deleted from the project creation panel (in the **"Catalogue"** section). Author users have access to this panel.

Do not forget to empty the Recycle Bin often to avoid taking up too much storage space.

As Administrator you can recover a project or delete it definitelly.

Go to **"Administration" >> "Recycle bin"**.

✖ Borrar seleccionados

<input type="checkbox"/>	Código	Nombre	Plantilla	Fecha de eliminación	Estado	Opciones
<input type="checkbox"/>	CODE-3084	lc_080503_risk	Repsol (Multi-página)	13/01/2016 20:04	rough	Opciones
<input type="checkbox"/>	CODE-2951	lc_080502_change	Repsol (Multi-página)	13/01/2016 20:03		Restaurar
<input type="checkbox"/>	CODE-2750	lc_080501_efficiency	Repsol (Multi-página)	13/01/2016 20:03		Borrar definitivamente

From the **"Options"** column, we can:

- **"Recover"** a project by returning it to the project list, in the author panel. This version of the project is recovered with the same name and content as when it was deleted. The restored project is kept locked by you, in this way, it cannot be edited by another user.
- **"Delete definitelly"** a project. In this way you can delete project by project.

If you want to **delete several projects at the same time**, select them and click on **"Delete selected items"**. Remember, once this action has been performed, the projects cannot be recovered.

8. Customising the tool (admin)

learningMaker allows including the name and corporate logo of your company for displaying them on the platform.

Go to "**Administration**" >> "**Settings**" and click on the "**Basic information**" tab.

Click on "**Seleccionar un archivo**" to add a corporate image. The selected file must comply with the criteria of maximum size, format and maximum height and width that are indicated on the screen.

Also you can enter your "**Company name**".

Click on "**Save**" for saving changes.

Basic information

PENS

Basic information

Logo

Maximum size 1024kb
Supported formats JPG, GIF, PNG
Maximum width 240px
Maximum height 480px

Seleccionar archivo Ningún archivo seleccionado

Company name *

Netex learningMaker

Save

9. Synchronising learningMaker with other platforms (admin)

learningMaker allows synchronising the tool publications with platforms supporting PENS. In this way, when publishing a project, one of the platforms can be selected to upload the project directly to it.

Go to "**Administration**" >> "**Settings**", and click on the "**PENS**" tab.

Basic information

PENS

PENS systems

+ Create

Name	URL	User	Options
plataforma PENS	www.urldelaplataforma.com	usuario	

Associating a platform supporting PENS

1. Click on "**Create**".
2. Fill in the fields on the creation form and click on "**Save**".

Create new PENS X

Name

URL

User ID

Password

Editing a platform

1. From the **"Options"** drop-down menu, select **"Edit"**.
2. Modify the data on the form and click on **"Save"**.

PENS systems

Name	URL	User	Options
plataforma PENS	www.urldelaplataforma.com	usuario	<input type="button" value="Options ▼"/>

Delete

Edit

Deleting a platform

1. From the **"Options"** drop-down menu, select **"Delete"**.

PENS systems

Name	URL	User	Options
plataforma PENS	www.urldelaplataforma.com	usuario	<input type="button" value="Options ▼"/>

Delete

Edit