





## Quick guide

### Updating content buddies to providers

#### For content providers

\* When a content buddy reaches a specific number of points, you may give administrative rights to this user and allow him to create new courses (L-bundles) with educational material, and also L-mites.

#### **WARNING!**

\*\* It is not recommended to perform such an action, unless absolutely necessary. Content providers, like you, have full access to the educational material and can accidentally delete other's material.

#### Transforming a user (content buddy) to "content provider"

The screenshot displays the Eduweb user interface. At the top, there is a navigation bar with a menu icon, the text 'Combating Digital Exclusion', the language 'ENGLISH (EN)', and a 'Log in' button circled in red. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with 'Home' and 'Calendar' links. The main content area features a header with the Eduweb logo and a pencil icon. Below the header, there is a section titled 'Available courses' which lists three courses: 'Sending Your First Email', 'test course 1', and 'A test course related to email (L-Bundle)'. Each course entry includes a brief description and a 'summary' link. To the right of the course listings, there are two sidebars: 'COURSE CATEGORIES' with links for 'COURSES' and 'LIBRARY', and 'TAGS' with links for 'Communicate', 'Easy level', 'English', and 'Ελληνικά'.



Eduweb



2

Remember username

Log in

3

Forgotten your username or password?

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

Log in as a guest

## Is this your first time here?

To gain points from your achievements, you first need to create an account.

Create new account



Eduweb Combating Digital Exclusion

ENGLISH (EN)

provider provider



provider provider

Customise this page

### COURSE OVERVIEW

No course information to show.

### COURSE CATEGORIES

COURSES  
LIBRARY 3a

All courses ...

### LEVEL UP!



3P

1P to go

To gain experience points and level up, FIRST enrol in the course, by clicking the little GEAR icon at the top of the course page.

# EduWeb

Dashboard / Courses / LIBRARY

3b Manage courses

Course categories: LIBRARY

This is the library of educational material.  
Use combinations of the the educational material from this library, to create your own educational material.

Search courses  Go

Expand all

- Communicate
- Stay informed
- Entertain
- Protect One's Self and Others
- Create
- Shop
- Technical skills

L-MITE TEMPLATE (What are 'emails?')

### LEVEL UP!



3P

1P to go

To gain experience points and level up, FIRST enrol in the course, by clicking the little GEAR icon at the top of the course page.

#### RECENT REWARDS

- Activity completed 117m
- Activity completed 117m
- Activity completed 147m

Info

Ladder

## Course and category management

### Course categories

Create new category

- COURSES
- LIBRARY** 3c
- ...

**Edit**

- Create new subcategory
- Sort subcategories by Category name ascending
- Sort subcategories by Category name descending
- Sort subcategories by Category ID number ascending
- Sort subcategories by Category ID number descending

**Delete**

**Assign roles** 3d

- Permissions
- Check permissions

**Move**

- Cohorts
- Filters
- Restore course

### LIBRARY

Create new course | Sort courses | Per page: 50

- L-MITE TEMPLATE (What are 'emails?')

Showing all 1 courses

#### Move selected courses to...

Choose... Move

Search courses

# EduWeb

Dashboard / Category: LIBRARY / Assign roles

## Assign roles in Category: LIBRARY ⓘ Please choose a role to assign

Role	Description	Users with ro
<b>Manager</b> 3e		8 Panag Anast guru g Theod Giulio provid borner Teopn
Course creator		0

[Back to Category: LIBRARY](#)

# EduWeb

Dashboard / Category: LIBRARY / Assign roles

## Assign role 'Manager' in Category: LIBRARY ⓘ

**Existing users**

*Users in this Category (8)*

- Panagiots Chatziantoniou (hagianto@sch.gr)
- Anastasia Economou (anasta@cyfam.pi.ac.cy)
- guru guru (guru@guru.com)
- Theodora Kakouli (thiakouli@gmail.com)
- Giulio Montanari (giulio.montanari@libero.it)
- provider provider (sdf@sdf.com)
- bornemouth university (vkatos@bournemouth.ac.uk)
- Teopni 4anoes (georgi.chapov@mpes.government.bg)

Search  Clear

[Search options](#)

**Potential users**

*Potential Users (8)*

- admin admin (test@testver.com)
- buddy buddy (sdf@gwer.com)
- joomla\_connector joomla\_connector (glannopk@sch.gr)
- kostas kostas (hamrado@freemail.gr)
- student student (student@wergv.wg)
- teacher2 teacher2 (ertgws@hiji.com)
- Admin User (glannopk@cti.gr)
- Phillip Wilkinson (wilkinson88@gmail.com)

Search  Clear

3h

3f

3g

◀ Add

Remove ▶

provider provider Reset page to default Stop customising this page

**LEARNING PLANS** + -

**COURSE OVERVIEW** + -

Number of courses to display:

No course information to show.


**COURSE CATEGORIES** + -

**COURSES** 3a

LIBRARY

All courses ...

**LEVEL UP!** + -



EduWeb Dashboard / Courses / COURSES 3b **Manage courses**

Course categories:

Search courses

[Expand all](#)


- ▶ Communicate
- ▶ Stay informed
- ▶ Entertain
- ▶ Protect one's Self and Others
- ▶ Create
- ▶ Shop
- ▶ Technical skills

**L-BUNDLE TEMPLATE**

Content Buddies and Content Providers can use this template as a guide to create their own courses.

Here, the course summary must be written, a few words about the course.

**LEVEL UP!** + -

 4

3<sup>rd</sup>

1<sup>st</sup> to go

To gain experience points and level up, FIRST enrol in the course, by clicking the little GEAR icon at the top of the course page.

RECENT REWARDS

1 <sup>st</sup>	Activity completed	118 <sup>th</sup>
1 <sup>st</sup>	Activity completed	118 <sup>th</sup>
1 <sup>st</sup>	Activity completed	Sep 8

Info Ladder


## Course and category management

Viewing: Course categories and courses ▾

### Course categories

Create new category

3c

- ☐ COURSES  1
- ☐ Communicate 2
- ☐ Stay informed 1
- ☐ Entertain 0
- ☐ Protect one's Self and Others 0
- ☐ Create 0
- ☐ Shop 0
- ☐ Technical skills 0
- ☐ LIBRARY 1

**Sorting**

Selected categories ▾


Sort by Category name ascending

Sort by Course full name ascending

Sort


**Move selected categories to**

Choose...

- ⚙ Edit
- ➕ Create new subcategory
- ↕ Sort subcategories by Category name ascending
- ↕ Sort subcategories by Category name descending
- ↕ Sort subcategories by Category ID number ascending
- ↕ Sort subcategories by Category ID number descending
- ✕ Delete
-  Assign roles 3d
- 🔑 Permissions
- 👤 Check permissions
- 👥 Cohorts
- 🔍 Filters
- 🔄 Restore course

## Assign roles in Category: COURSES

Please choose a role to assign

Role	Description	Users with ro
 Manager 3e		8
		Panaç
		Anaşt
		guru ç
		Theoc
		Giulio
		provic
		borne
		Teopr
Course creator		0

## Assign role 'Manager' in Category: COURSES

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- Anastasia Economou (anasta@cyfam.pi.ac.cy)
- guru guru (guru@guru.com)
- Theodora Kakouli (thiakouli@gmail.com)
- Giulio Montanari (giulio.montanari@libero.it)
- provider provider (sdf@sdf.com)
- bornemouath university (vlkatos@bournemouath.ac.uk)
- Георги Чанов (georgi.chapov@mpes.government.bg)

Search  Clear

[Search options](#)

**Potential users**

*Potential Users (8)*

- admin admin (test@testwer.com)
- buddy buddy (sdf@gwer.com)
- joomla\_connector joomla\_connector (giannopl@sch.gr)
- kostas kostas (hamradio@freemail.gr)
- student student (student@wergw.won)
- teacher2 teacher2 (ertgws@iji.com)
- Admin User (giannopl@cti.gr)
- Phillip Wilkinson (wilkinson88@gmail.com)

Search  Clear

3h

3f

3g

The screenshot shows a user assignment interface. On the left, a list of 'Existing users' is shown. In the center, there are two buttons: 'Add' and 'Remove'. On the right, a list of 'Potential users' is shown. Red circles and text are used as annotations: a red circle around the 'Add' button is labeled '3h'; a red circle around the top of the 'Potential users' list is labeled '3f'; and a red circle around the 'Search' input field at the bottom right is labeled '3g'.



