



INTERNET-BASIERTE VORBEREITUNG UND BETREUUNG FÜR INTERNATIONALE
STUDIERENDE UND WISSENSCHAFTLER AN DEUTSCHEN HOCHSCHULEN

opendc.distributed-campus.org

Configuration Guideline for User Administrators

Freie Universität  Berlin

CONTACT:

Karoline von Köckritz
Distributed Campus/Open DC Projektmanagement
Center für Digitale Systeme (CeDiS)
Freie Universität Berlin
Ihnestr. 24
14195 Berlin
Karoline.vonkoeckritz@fu-berlin.de



Translation by Dominique Maria Freya Brockman, Jacobs University Bremen, July 2010
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NOTE

As the user administrator you are responsible for the management of all users, group and roles of your higher learning institution.

New student groups are created according to the needs of the international students and researchers, you instruct colleagues of their editorial rights, and it is your job to approve as well as delete students' accounts and user information.

Please be responsible with your username and password, as there is personal information saved in the database, that due to privacy protection have high safety needs. In case you have forgotten or lost your password directly contact the Distributed Campus Team at CeDiS: distributed.campus@cedis.fu-berlin.de.

If you have any questions feel free to contact us at any time.

Your,
Distributed Campus Team
Center for Digital Systems (CeDiS)
Freie Universität Berlin

1. ACCOUNT

The administrative access is granted with the administrative password that the Freie Universität Berlin has send to you. With this access is granted to user data, as well as group-and role concepts of Distributed Campus.

2. OVERALL DETAILS

Navigation:

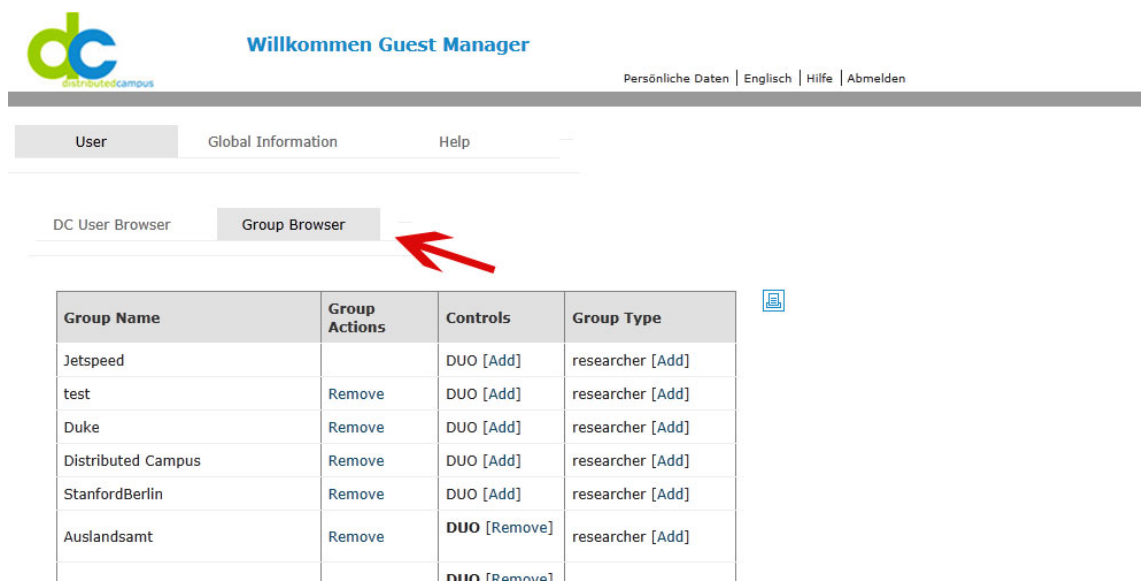
Please do not use the forward-backward buttons in your browser. Doing this can lose any editing and confirmations. Instead navigate with the embedded buttons in the program.

3. GROUP CONCEPT

The administrator establishes the groups for its own institution. The group concept expects that all students get put into groups according to characteristics, for example "Erasmus incoming." Each group has its own editor, see role concept.

New group establishment:

- Login
- Security → group browser
- Add group
- Insert group name
- Click *"add group"*



The screenshot shows the 'Willkommen Guest Manager' interface. At the top, there is a navigation bar with 'User', 'Global Information', and 'Help' tabs. Below this, there are two sub-tabs: 'DC User Browser' and 'Group Browser', with a red arrow pointing to the 'Group Browser' tab. The main content area displays a table of groups with the following data:

Group Name	Group Actions	Controls	Group Type
Jetspeed		DUO [Add]	researcher [Add]
test	Remove	DUO [Add]	researcher [Add]
Duke	Remove	DUO [Add]	researcher [Add]
Distributed Campus	Remove	DUO [Add]	researcher [Add]
StanfordBerlin	Remove	DUO [Add]	researcher [Add]
Auslandsamt	Remove	DUO [Remove]	researcher [Add]
		DUO [Remove]	

WARNING

GROUP NAMES CANNOT BE CHANGED! THEREFORE BE SURE OF YOUR GROUP NAME.

4 GROUP DEFINITION

After having created a new student group you have the possibility to add either a student timeline definition or a researcher timeline definition to this group:

Student timeline for students: with fix start and end date according to the semester beginning and end.

Researcher timeline for researchers: timeline duration in weeks; individual timeline according to the first login of the researcher.

Default setting for a new timeline is student timeline.

Adding the researcher timeline setting to a newly created group:

- *Login*
- *Security → group browser*
- *Group Type besides the group name*
- *Click on researcher “add”*

Groups with researcher timeline setting are marked as follows:

Group Name	Group Type
Forscher Biologie (Bsp)	researcher [Remove]

5 ROLE CONCEPT

Distributed Campus has three central roles-aside of the administrator role:

- *Manager (group inclusive): the manager is the user administrator that creates groups, gives away roles and authenticates student registrations*
- *Maineditor (group inclusive): the maineditor creates and updates the central context in Distributed Campus, that the editor have at their disposal*
- *Editor (group specific): the editor creates and updates the contexts that are available for his/her specific groups.*
- *Student (group specific): students are the users of Distributed Campus. They choose their group upon registration. This way the content of their specific group is made available to them.*

5.1 ROLE MODEL SETTING

Creating a new editor for a group

STEP 1: CREATE USER DATA

- Login
- Security → DC user browser
- Add user
- Add user data (username, temporary password)

Benutzername *

Passwort *

Passwort bestätigen *

Vorname *

Nachname *

E-Mail *

Timeline

Group


Heimuniversität *

Neue Inhalte anzeigen

Neue/Verbesserte Inhalte anzeigen (Tage) *

Newsletter

Subscribe to the newsletter

 Disabled

Letzter Login

Language

Sprache

Passwort zuletzt geändert

- At “group“, choose the group
- At “timeline“, choose the according timeline
- Remove the checkmark on the “disabled“ button
- Add user

STEP 2: ASSIGNING A ROLE

- Security → DC user browser
- Pick user from user overview
- Under “action“ click “roles“
- Pick “editor“ from the list and add a checkmark
- Click “update“

Roles for Sophie Dorothea 

Editor

Role Name	Assign
user	<input type="checkbox"/>
guest	<input type="checkbox"/>
editor	<input checked="" type="checkbox"/>
maineditor	<input type="checkbox"/>
student	<input type="checkbox"/>
tutor	<input type="checkbox"/>
maintutor	<input type="checkbox"/>
manager	<input type="checkbox"/>
duoeditor	<input type="checkbox"/>
duostudent	<input type="checkbox"/>



6 USER ADMINISTRATION (STUDENTS)

Due to privacy laws, students have to register themselves to use Distributed Campus. When entering data in the registration form, the students will pick their group that they have been assigned to by an editor. After the registration is completed, the administrator has to approve the account.

The student can log in only when the administrator accepts his or her registration.

6.1 APPROVING NEWLY REGISTERED USERS

- *Login*
- *Security* → *DC user browser*
- *Groups: check according to group list if user is in the correct group. If the user accidentally added him- or herself to the wrong group, then checkmark the user and correct the group*
- *Roles: student*
- *Edit: accept user*

If the student accidentally registered more than once, only one registration can be approved. The rest of the registration should be deleted.

WARNING: BEFORE DELETING DO NOT CLICK THE “REJECT USER” BUTTON BUT CHOOSE “DELETE USER” AND CONFIRM THE DELETION.

6.2 DELETING USERS

Due to privacy laws, users who have left your institution must be deleted from the platform data base. The editors prepare the deletion so that the administrator can find the user in red in the data base:

- *Login*
- *Security* → *DC user browser*
- *Red user*
- *Click delete user*
- *Confirm deletion*

Every user disabled by the editors can be found the following way:

- *Filter string: T*
- *File disabled*
- *Click “filter”*

In order to delete all disabled users at one click “delete all disabled users” and confirm deletion.

**WARNING:
DELETED USERS CANNOT BE RE-ESTABLISHED.**