

How to – administrate Web-SP

Log in as the superadmin user to the admin interface:

<http://server/lineAdmin/admin/main.html>

(server = server:port)

Add a new user:

1. Create new user.
2. Enter information about the user.
(Note, the E-mail needs to be valid since it's used by the lost password feature).
3. Save.

Add a new course:

1. Create new course.
2. Enter the name of the course.
3. Save.
4. The user retrieves the password by using Forgotten password >> at the Web-SP login page.
5. When logged in, the user may change the password under the Settings menu item.

Add users to a course:

1. Choose course.
2. Mark users as a student, teacher or administrator.
 - > Student: Learner / will be able to run the virtual patients (VP).
 - > Teacher: Case creator / will be able to author VP's and add them to this course
 - > Administrator: Course admin / will be able to administrate this course via the Web-SP admin
3. Save.

NB. A user with "teacher" access will be able to copy cases from "Public Template cases" if the user is granted "student" access to that course.

Bulk import of new users to a course:

1. Choose course.
2. Scroll down to "Add students from file:"
3. Browse to the text file you are about to import.
4. Submit Query

Format of the file: (email, user name, university, work unit)

How to use Public Template cases:

1. A case creator should already be a "teacher" in a course.
2. Grant the case creator access to the public templates by adding him/her as a "Student" to the "Public Templates" course

Note that:

- Any user given the teacher privilege of any course is regarded as a teacher throughout the system.