PORTLAND STATE UNIVERSITY

Regional Administrator User's Guide

National Learner Web Staff

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The Learner Web Regional Administrator Role

Full Implementation Region

In this capacity, you and/or your team will be responsible for all aspects of Learning Plan design and software functionality. The PSU Learner Web staff is always here to support you through this process, as is the international Learner Web community.

Support involves regular monthly web conferences about Regional Implementation and Learning Plan development. One-on-one training webinars with Learner Web support staff are also an option for your training needs. All PSU support staff is available via phone and email during and after your initiation into the Learner Web community. Refer to the “Contacts” list in Officezilla to get the Learner Web Staff contact information you need.

Some of the responsibilities as a Regional Administrator within a Full Implementation Region:

- ✓ Configure the way the LW looks and works in the Region;
- ✓ Create LW accounts for and supervises other administrative roles within the region: Learner Administrator, Resource Administrator, Helper Administrator, Tutor Administrator, Teacher Administrator and Counselor Administrator;
- ✓ Manage personnel, training and technical assistance across the system;
- ✓ Create and/or clone and customize Learning Plans; and
- ✓ Collect data and document the implementation of the LW Region for the process evaluation.

Turnkey Implementation Region

All aspects of a “TurnKey” Region are still managed by your organization. Portland State University Learner Web support staff handles the software administration of turn-key Region management. You get all the benefits of operating a Learner web Region without the overhead of having to learn everything to use the administrative software.

The concept of the “Turnkey" Region was created to minimize the need for a Regional Administrator to have to use the Learner Web Administrative User Interface. When your organization has minimal capacity to learn and use the software configuration options, the PSU Learner Web staff takes care of all of your software needs. The exact specifications that you need are negotiated between you and the Learner Web Support Staff.

Some of the tasks that Learner Web staff will take care of for you may include:

- ✓ Accepting and cloning (making copies) of completed Learning Plans into your Region that other Regions have created and are willing to share with you;
- ✓ Helping you maintain the Resources for your Learning Plans; and
- ✓ Helping you implement the various Learner Web roles (Learning Plan Developer, Learner Administrator, Resource Administrator, Teacher, Tutor, Counselor) as necessary within your Region.

Navigating the Learner Web Administrative Site

NOTE: The main responsibility of a Regional Administrator is to 1) manage Learner Web roles; and, 2) to approve Learning Plans when they are ready to publish to the public website for Learners to use in your Region.

1. Once you receive your username and temporary password from Learner Web staff, go to admin.learnerweb.org to log in to the administrative site

2. Once logged in, you will see on the left side of your screen a Regional Administrator Menu. Below the menu is an expandable Region list. Click on the "plus" sign to open the options available under your Region.

3. The list of items under your Region that you can manage include:

    a. **"Users"** which includes: i) Learners who will be using Learning Plans; ii) Support roles for Learners in Learning Plans such as Teachers, Tutors, Counselors; and iii) Administrative support roles for your Region to serve your Learning Plan development needs.

    b. **"Reports":** there is information in Officezilla on how to create reports if you go to the "Content Library"→"LW Training Regional Administrator"→"Guide to Generating Learning Plan Reports"

c. **“Sharers & Sharees”:** Sharers are the Regions that share their finished Learning Plans with you. Sharees are the Regions you decide to share your finished Learning Plans with.

d. **“Learner Profile Form”:** This handy little form lets you create questions to gather information about the Learner using the Learning Plans within your Region.

e. “**Plan Templates, Contingent Plans & Accepted Plans”:** (this topic is revisited later in this document)

- **Plan Templates** are the Learning Plans that you are creating and/or actively working on within your Region—meaning you/your Learning Plan Developer are developing new content to create a Learning Plan –OR—your Learning Plan Developer may have cloned a Plan from another Region, renamed it, and is now customizing it to your Region’s needs. Think of this area as an active working area—where your Learning Plan Developers will create and/or modify Learning Plan content;

- **Contingent Plans** are Learning Plans that other Regions have chosen to share with you, and are waiting upon your approval to become accepted into your Region;

- **Accepted Plans** are the Learning Plans that you have decided to accept into your Region to use *as is*—meaning that if you do not need to customize them in any way, you can make Accepted Plans available for your Learners and not have to worry about updating them, etc., because when the original Region that shared them with you updates the Plan, those updates will automatically happen in your Region, too. If you clone and rename an Accepted Plan so that you can change/customize it, it will then appear in your Plan Templates because you are working on it.

Summary Training Video

To see a live demonstration of the information in this section, click on the link below to watch a short video that covers the training content discussed.

Learn How to Configure your Region

NOTE: You will get support from the PSU Learner Web Staff here—they will either do this for you if you are a TurnKey Region or you can try it out with guidance—either way you may want to just know how this works.

Configuring your Region's Homepage

1. Login to the Learner Web Administrative Site at admin.learnerweb.org using your screen name and your password as a Regional Administrator.

2. In the middle menu of the webpage, you will see a list of the Region(s) you administer. This is a separate list from the left hand side menu.

3. Under the title of the Region you wish to configure, click on "Configure (Region name)".

4. You will now be prompted with a default Home tab of your Region that includes:

    - ✓ Region Title (this is the title that users will see when they go to your Region's website)

    - ✓ Logo image URL (you can add your own organization's image URL from a stable online photograph storage site such as "FLICKR" if you would like. Otherwise, the standard Learner Web logo will appear.)

    - ✓ Default HTML code. You can keep this code or change it to your Region's needs. Ask a Learner Web staff member if you have questions about this. You can also check out the document titled "Enhancing the Learner Web" in the Content Library of OfficeZilla to learn some HTML code.

5. Change the information for the above items #1-4 as you see fit.

6. Click on "Update (title of your Region) button at the top left of the page.

7. If needed, you can also find the EULAs (End User License Agreements) on this page should you need to review them for any reason. They are not editable, but are there by default.

8. If you are finished, log out of the administrative site.

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Managing Roles as a Regional Administrator

Adding New Accounts and Adding Existing Accounts to a New Role

NOTE: You can repeat this process for adding/managing all other roles in your Region (Teachers, Tutors, etc.).

1. Login to the Learner Web Administrative Site at admin.learnerweb.org using your screen name and your password as a Regional Administrator.

2. Look in the middle of the screen under "Your Regions." Find your Region and click on the "Manage Users and Sharing" link.

3. You will now see a list of all of the possible roles that you can have within your Region.

4. Let's practice adding new Learner accounts. You will make a new "Learner" account within your Region.

5. To do this, click on "Manage Learners" which is first on the list. You will see two links available to click on: 1) New Learner; or, 2) Add Learner Role to Account.

6. To add a brand ***new Learner account***, click on "New Learner". In the next screen, your Region will automatically be checked, scroll to the bottom of the page to you fill out the desired username and password for the new Learner. Click "Save" when finished filling out the fields. At any time, you can go back to this Learner account you've created to add them as a Learner to other Regions (if you administer more than one). To do this, when you follow steps 1-5 above to end up going to "Manage Learners". You will then see the list of existing Learners. By clicking "Edit", you can go in and add the Learner's account to other Regions, change passwords, etc.

7. To use an ***already existing username*** and password of a Learner, click on “Add Learner Role to Account”. You will see a searchable list of Learners in your Region(s). In the blank “screen name” area, start typing the existing username you know you want to make a Learner in your Region. It may take a moment, but the system will eventually pull up the username you are searching for.

8. Check the box next to the Learner’s username you wish to add, then scroll to the bottom of the page and click “Add Role”. This Learner’s account is now linked so that he or she is a Learner in your Region.

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Accepting Learning Plans into your Region

NOTE: Only the Regional Administrator has the permissions to “Accept” Learning Plans into a Region. Sometimes the Regional Administrator and Plan Developer role is shared by the same person, but one must switch back and forth between roles.

1. Login to the Learner Web Administrative Site at admin.learnerweb.org using your screen name and your password as a Regional Administrator.

2. Click on the “plus” sign on the left hand side menu next to your Region’s title.

3. You will be prompted with the three categories previously mentioned in Part E of “Navigating the Learner Web Administrative Site” at the beginning of this training document.

4. To accept “Contingent” Plans that other Regions are sharing with yours, click on the link of the title of the Plan you wish to accept, and check the “Accept” box at the top of the web page.

5. Click “Save” to update the status.

6. To make “Plan Templates” that you have cloned and/or created from scratch available for Learners on your Region’s site, click on the link of the Plan you wish to make available, then check the “Make available for Learners” box.

7. Click on “Save” to update the status.