



# ePo Administrators User Guide

Version 1.0



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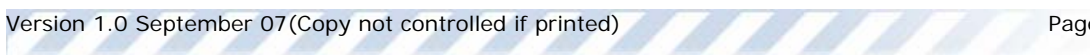
Last modified 14 September 2007





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## ePo Administration

As an ePo Administrator, you have additional functionality within ePo, which allows you to:

- Create, import and delete users within ePo Users.
- Search and modify existing User details.
- Change User passwords.
- Add and delete content within the ePo Shared Resources.

### Navigation

Along the top of your work area is an Administration link which, when clicked on, will display the **ePo Users** tab in the work space.



- You can also navigate to additional Admin functionality by clicking on the **ePo Resources** tabs.



## ePo Users



The functions available for administering ePo User accounts are:

- upload a file of multiple users
- create a new single user
- search for a user based on name or class details
- search for users based on space used (MB)
- delete one or more users
- modify a user's details and/or privileges
- change a user's login password

### Add ePo Users

ePo is a secure site and can only be accessed by users with valid ePo accounts. As the administrator, you can create, delete and modify all ePo accounts for your school.

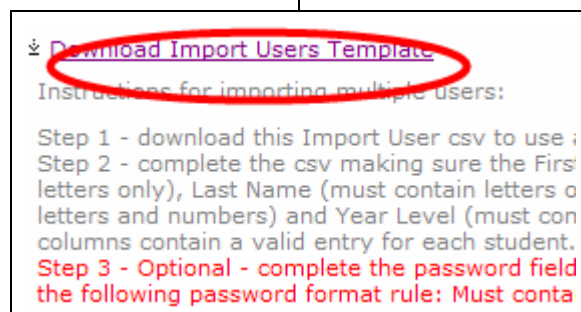
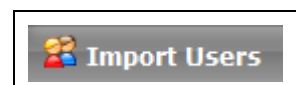
### Upload Multiple Users

When you set up your school, all the staff and student details can be saved in a single file and uploaded at once.

You can use Excel to create your school User File and save it as a **.csv file**. The template for the user file can be downloaded in the Import User section of ePo.

To import the users:

1. Click the **Import Users** link
2. Download the **Import Users Template** and follow the steps to create your User File



- Take note of the **Important Notes** when creating your User File to ensure a successful upload.

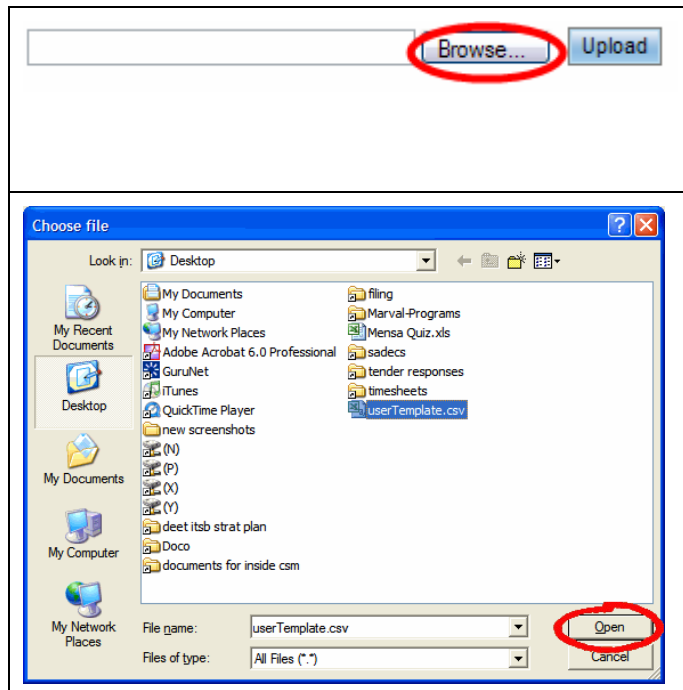




3. Click the **Browse** button (or if you know the file path, type the file path directly into the Import File field).

- The **Choose File** dialog box opens.

4. Navigate to where the User File is, select it and click **Open**.



- You will be returned to ePo and the file path will appear in the upload file field.

5. Click the **Upload** button to upload the file.

### Important Notes:

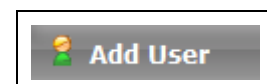
- On successful import, the system will create a **once off** export file containing all of your users details along with their system generated username and password.
- This file will allow you to distribute your users' login information so you will need to **save it in a secure location**.
- Note:** if you do not download and save this file now you will lose the information. The system will not be able to generate it for you again.

## Add a Single User

You can use the Add User section to create a new ePo account for an individual.

- To create multiple new ePo accounts, you may like to upload a csv file of the user details. See Upload multiples Users below.

1. Click the **Add Users** link





2. Enter the Users Details in the fields displayed.

- The Username and Password are the details that the user will need to login to ePo for the first time. These details will need to be provided to the user.
- The Role will determine what the user can see and do once logged in to ePo.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Username	<input type="text"/>
Password	<input type="text"/>
Role	<input checked="" type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Administrator
Class	<input type="text"/>
Year Level	<input type="text"/>

3. Click the **Add User** button.

- The new user account has now been created.

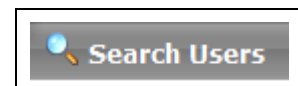
## Search and Modify Users

You will use this section to make changes to individual users such as changing access or passwords.

Before you modify a user you will need to find them by using the Search function.

### Search Users

6. Click the **Search Users** link



7. Select the criteria you want the search to match against

- If you enter just a few letters, the search will match any part of the name. Eg, if you entered **smi** in the last name field will find **Smith**, **Smithers**, **Goldsmith** **Cosmi**.

First Name	<input type="text"/>
Last Name	<input type="text" value="smi"/>
Username	<input type="text"/>
Class	<input type="text"/>
Year Level	<input type="text"/>
Space Used	<input type="text"/> to <input type="text"/> MB

- You can search for users who have used a certain amount of space by entering the Space Used range in MB.

8. Click **Search** to perform the search.





If there is more than one user who matches your search, they will be listed in the Search results page.

Search Results								Search Users		Add User		Import Users	
Back to Search Criteria													
First Name ▲	Surname	Username	Class	Year Level	Role	Space Used	Space Allocated						
Administrator	Administrator	administrator	Admins	9	Administrator	0 KB	20.00 MB				<input type="checkbox"/>		
example	student	example	Example	9	Student	0 KB	20.00 MB				<input type="checkbox"/>		
Karen	Dermody	karenderm01	Admins	9	Administrator	0 KB	20.00 MB				<input type="checkbox"/>		
Shara	Kremer	sharakrem01	Admins	9	Administrator	0 KB	20.00 MB				<input type="checkbox"/>		
Teacher	Teacher	teacher	Testers	9	Teacher	0 KB	20.00 MB				<input type="checkbox"/>		

Delete Users Select: [All](#), [None](#)

## Edit user details

To edit the user details, click the link to the right of the user's name. The following describes the various edit functions.

<p>First Name <input type="text" value="Shara"/></p> <p>Last Name <input type="text" value="Kremer"/></p>	<p>These details are automatically used in various places within ePo including;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Users Portfolio homepage</li> <li><input type="checkbox"/> To identify the user when requesting feedback</li> </ul>
<p>Username <input type="text" value="sharakrem01"/></p>	<p>This is the user's login. If you change this, the user will need to know their new username in order to login next time.</p>
<p>Role <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Teacher <input checked="" type="checkbox"/> Administrator</p>	<p>This is the user's role. What the user can do and see in ePo is determined by their role.</p>
<p>Class <input type="text" value="Admins"/></p> <p>Year Level <input type="text" value="9"/></p>	<p>This is the user's Class and Year Level details.</p>

## Change user password

The ePo database does not keep a record of individual user's passwords. When a user forgets their password, an administrator will have to create a new one for them.

As the Administrator you will be notified when a user, who has forgotten their password, clicks the **Forgotten your password?** link on the ePo login page.

To then change the User's password:

1. Search for the user and click the **Change Password** link in the search results table.





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2. Enter a new Password and confirm it by entering it again.
3. Click on the **OK** push button

New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>

- The user's password has now been changed. The user will need to be informed of this new password in order to login.
- The next time they login, the user will be asked to change their password again to ensure the security of their work.





## ePo Resources

ePo Resources is where all the files (image, video, audio or documents) that are included in all the Portfolios are stored. Every ePo user has their own personal **My Resources** section in which they can store resources that only they can use. Each user's My Resources disk storage space is limited to 20 MB. Users are responsible for managing their own My Resources storage space.

## Shared Resources

As the Administrator, you can make some files available in the Shared Resources section. Shared Resources will be available to all users at your school for use in their folios.

- This is a good idea for resources that are likely to be used by a number of students, such as class photos, whole of school projects etc.
- The benefit of adding files to the Shared Resources is that each user who would like to use the file in their folio does not have to store a separate version.

In the **Shared Resources** table you can:

- Add new resources 
- View resources 
- Delete resources 
- Keep track of how much shared disk space is available 

**Note:** Management of the Shared Resources area is shared with other Teachers and Administrators at your School.

## Adding new resources

You can add files to My Resources prior to creating your folios or at the time of adding content to your folio page (via the pop up Resource Dialogue box).

1. Click the **Add New Resource** link to browse for a new file.



- You can choose to add a file that is stored anywhere on your local computer or network

**TIP!** Make sure you have saved your files in a location that is easy to browse for and each file has been saved with a file name that makes it easy to identify.



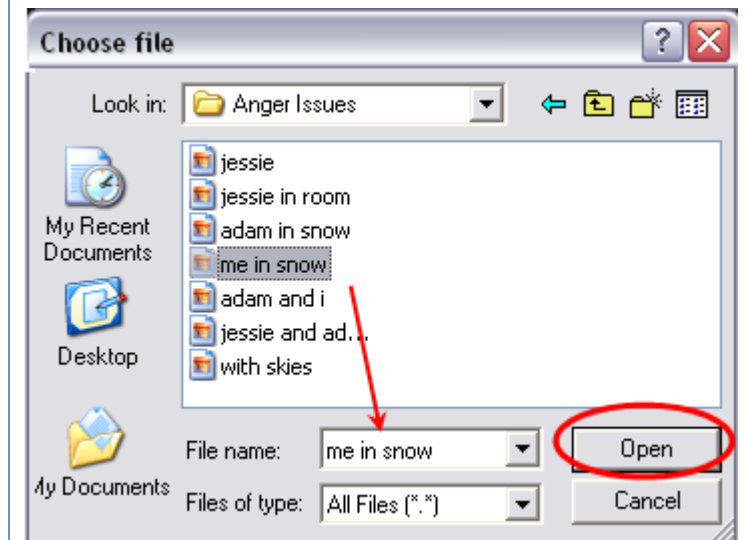
2. Click the **Browse** push button.



3. Find your file and select it by highlighting it (click on the file name)

- The name of the file appears in the **File name** text box

4. Click the **Open** button



5. Click **Upload**

- A message will appear when the file is successfully uploaded.



6. Click **Ok**

- The image now appears in Shared Resources.