

# ENHANCE Admin Demo:

## Part 1 – Demo instructions

### Document history

Version	Created By	Date	Status	Comments
1	R. Szmurlo	18.09.2025	Working	First version for discussion

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# 1. Introduction

## 1.1 Disclaimer

The new version of the ILC System has two applications ENHANCE Admin and EHNANCE Catalogue. The kick-off is related to ENHANCE Admin which is approaching production ready level within weeks. Then ENHANCE Catalogue is a preview only, contains limited functionality and is subject to major changes.

## 1.2 Issues and discussion policy

All questions / issues / feature requests / incidents should be submitted to GitHub repository issues section available:

<https://github.com/EnhanceAlliance/Innovative-Learning-campus-Catalogue/issues>

Please avoid direct e-mails to developer team.

## 1.3 Basic notions

ENHANCE Admin	Administrative application available under the link below dedicated to academic coordinators, education officers, it officers, etc.:  <a href="https://ilcdemo.enhance.pw.edu.pl/admin">https://ilcdemo.enhance.pw.edu.pl/admin</a>
ENHNACE Catalogue	EHNACE Catalogue system which is dedicated for Learners  <a href="https://ilcdemo.enhance.pw.edu.pl">https://ilcdemo.enhance.pw.edu.pl</a>
ILO Specification	Educational offer specification which is a subject to be approved by leading university Education Officer by one single or multiple ENHANCE member(s) to direct an activity that leads to learning outcomes.
ILO Instance	An LO that is showcased in the LO catalogue and is certified by an ENHANCE member university on behalf of ENHANCE with an ENHANCE certificate.
ENHANCE LOs	ENHANCE LOs are according to ENHANCE framework created (or adjusted) and implemented specifically for ENHANCE.
Leading University	Currently the leading university is also an awarding university and sometimes in the system these names might be interchanged.
Collection round	An entity representing information about collection round like: academic year for which the collection is running, the teaching period, publication deadline of ILOs in the catalogue, etc. This information is managed by Education Officers Coordinator.

## 1.4 Actors (from the ENHANCE framework)

### 1.4.1 Non-human entities

The list of non-human entities is as follows:

- **[E] ENHANCE:** ENHANCE Alliance.
- **[U] university (organization):** member of the ENHANCE Alliance.

- **[LU] lead university:** university that coordinates a particular LO and issues formal documents certifying the learning outcomes acquired by the learners.
- **[PU] participating university:** university that participates in the development or implementation of a particular LO.
- **[RU] receiving university:** university that hosts the learners during a particular learning activity (either onsite or online).
- **[SU] sending university:** university that sends the learner to participate in a learning activity (either onsite or online) at another university.
- **[ADM] IT Administering Staff:** Warsaw University of Technology deployment and developers team.

#### 1.4.2 Human entities

Each human entity involved in the development and implementation of a particular LO is associated with an institution (university) - member of the ENHANCE Alliance. The list of human entities, along with their institution associativity, is as follows:

- **[L] Learner [U]:** currently browses the catalogue offers.
- **[AC] Academic Coordinator [LU]:** member of academic staff; Currently can be shared an editable form to fill in details about the ILO Specification and Instance. No login is required.
- **[EO] Education Officer [LU]:** coordinates the processes related to the development and implementation of the LO; communicated with other EOs.
- **[EOC] Education Officers Coordinator [E]:** EO centrally coordinating the administrative processes related to the approval, collection, review and harmonization of ILOs.
- **[CO] Communication Officer [U]:** person responsible for the promotion and dissemination of ILOs.
- **[T] Teacher [LU + PU]:** runs a specific course or other learning activity and assesses its learning outcomes.

## 2. ILO Specifications and ILO Instances lifecycle

**The ILO Specification can be interpreted as a template of LO.** There is always one existing version of ILO Specification for specific learning opportunity. The ILO Specification represents always the current state. ILO Specifications are internal documents shared among staff only (Education Officers, Academic Coordinators) and are never directly presented to learners.

**ILO Instances are created from ILO Specifications** (like documents from templates). When an ILO Instance is created a content of current ILO Specification is copied to the instance. This creates a snapshot of the ILO Specification. Since this moment editing contents of the ILO Instance will modify only the instance. Only Education Officers can edit ILO Instances.

**ILO Instances are learning opportunities which are bounded to time limits, locations, application details, etc.,** which can be showcased in the catalogue. There can be as many as required instances for different time slots, collection rounds or academic years. ILO Instances represent a kind of time-travel data of an ILO. The system will keep all historical versions of ILOs thus tracking changes over time.

The ILO Specification must be approved by the Leading university [LU] Education officer [EO].

## 2. Processes overview

### 2.1 Process overview

The ILC System currently supports processes according the ENHANCE Framework:

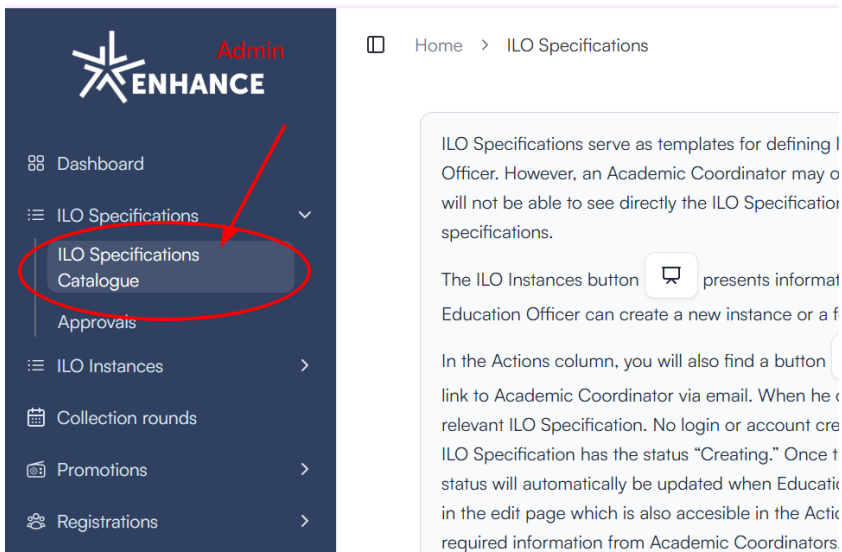
- Developing ILOs
  - a. Creating [AC+EO]
  - b. Adjustment [AC+EO]
  - c. Approval [EO]
- Preparing ILOs
  - a. Collecting instances (creating instances, assigning time slots, resources, locations, etc.)
  - b. External review (recognition by other member universities)
  - c. Harmonization (review by Board of Education Officers)
- Publication in ENHANCE Catalogue

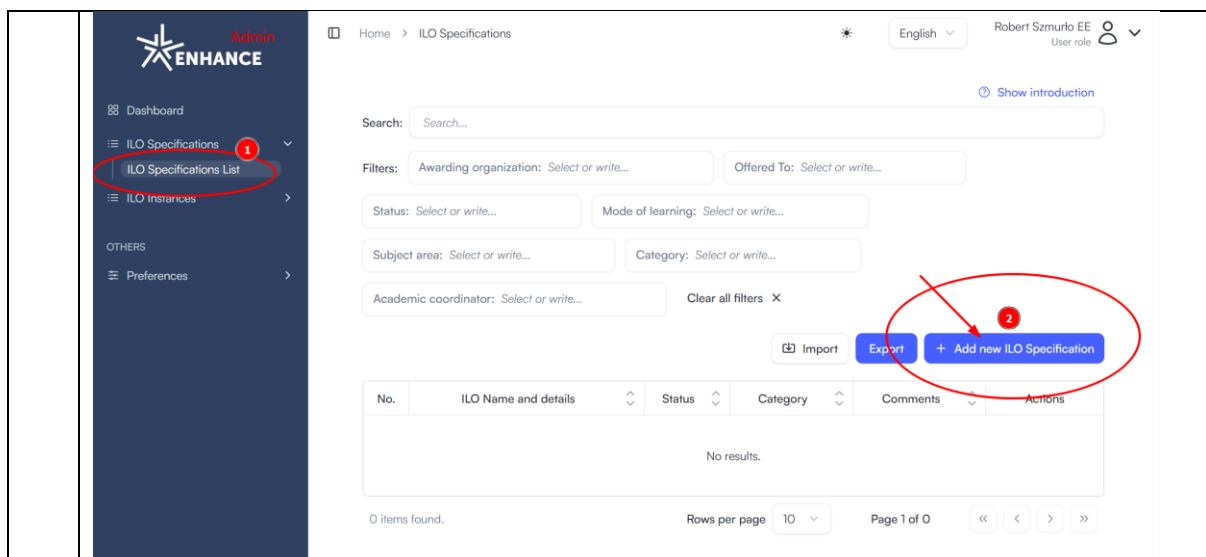
## 3. Example processes

### 3.1 Developing a new ILO – data edited by EO

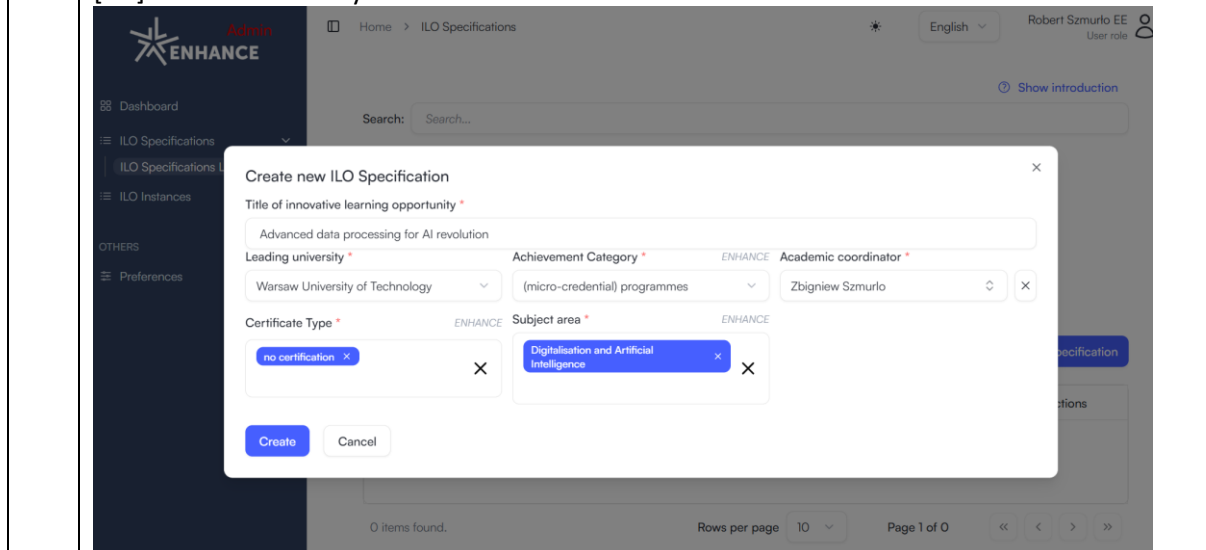
The scenario is valid when the data is edited in the ILC System manually by [EO]. In the first step [EO] contacts the [AC] and collects all necessary information. This may be e-mail, word document or any other form. Then [EO] adjusts the contents and the creates a new ILO Specification with all data filled in in this first step.

Steps:

1.	[EO] logs in to the system ( <a href="https://ilcdemo.enhance.pw.edu.pl/admin">https://ilcdemo.enhance.pw.edu.pl/admin</a> )
2.	<div><div>[EO] navigates to ILO Specifications List</div><div>The screenshot shows the ENHANCE Admin interface. On the left is a dark blue sidebar with the ENHANCE logo and a list of menu items: Dashboard, ILO Specifications (with a dropdown arrow), ILO Specifications Catalogue (highlighted with a red circle and a red arrow pointing to it), Approvals, ILO Instances, Collection rounds, Promotions, and Registrations. The main content area has a breadcrumb trail 'Home &gt; ILO Specifications' and a text box explaining that ILO Specifications serve as templates for defining ILOs. It also mentions that an Academic Coordinator may not see these directly and that the ILO Instances button provides information. The text continues to describe how to create a new instance or a form, and mentions a button in the Actions column to link to the Academic Coordinator via email. It also states that when a relevant ILO Specification is selected, no login or account creation is required, and the status will be updated when the Educational Officer provides the required information from Academic Coordinators.</div></div>
3.	[EO] click

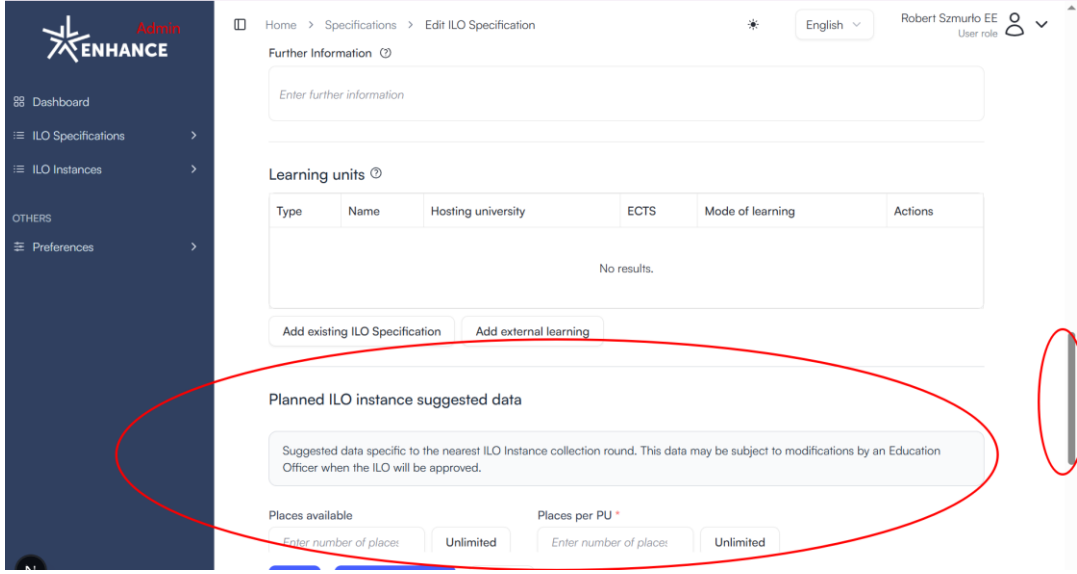
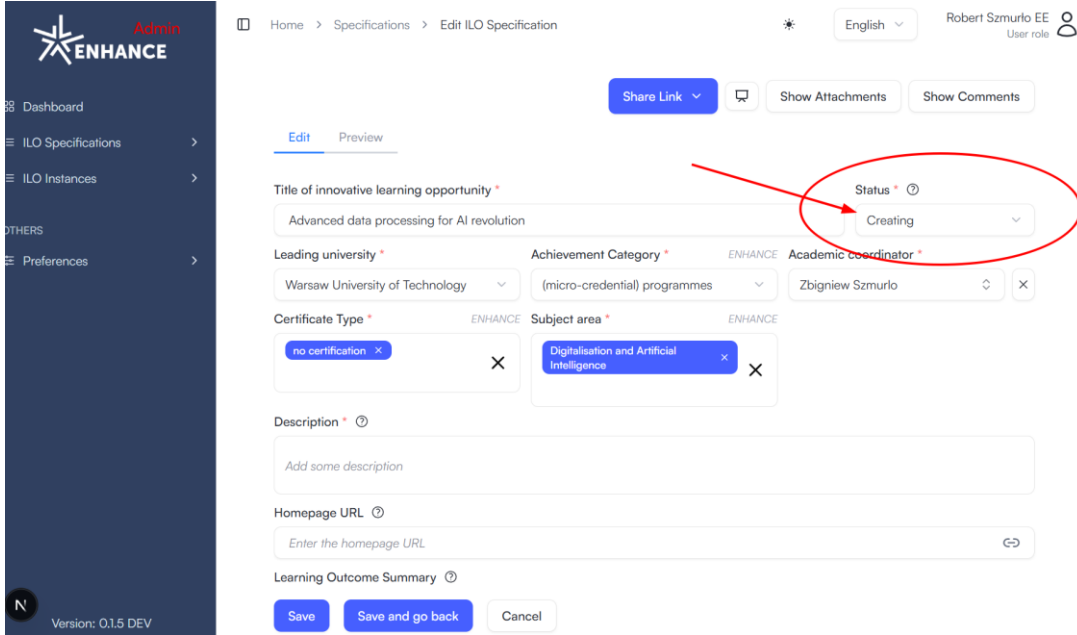


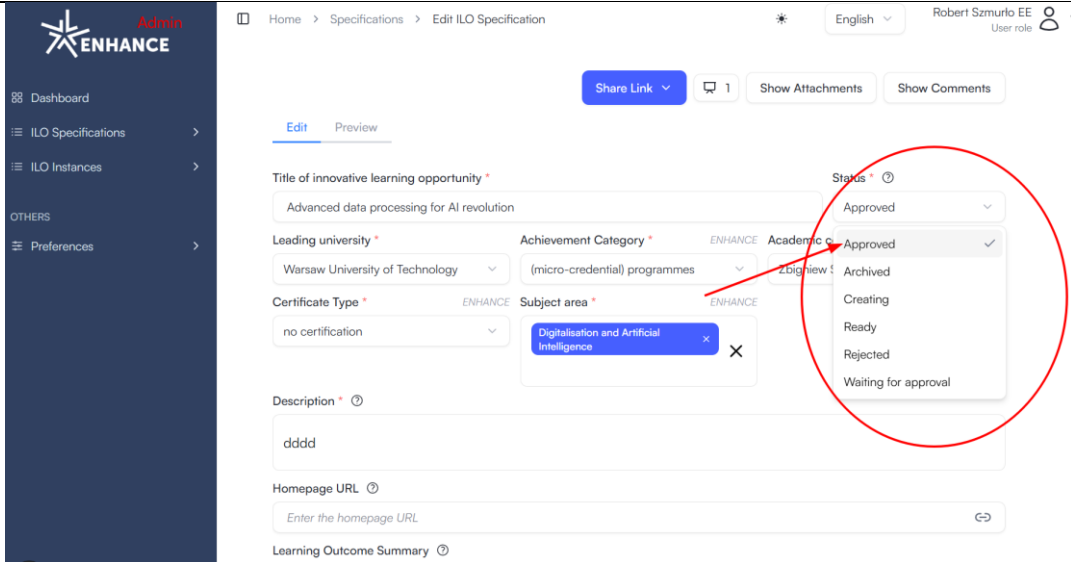
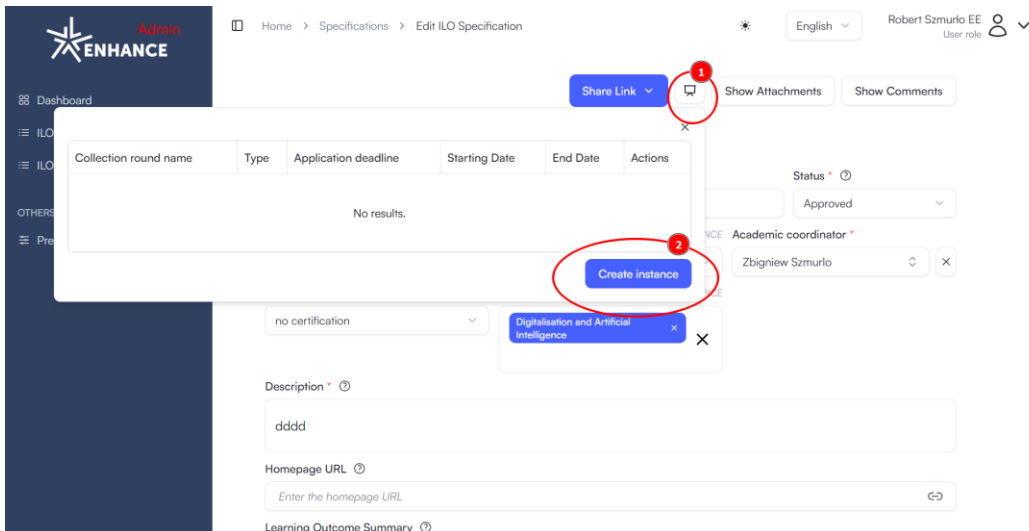
4. [EO] Fills in mandatory initial data and clicks 'Create' button.



5. [EO] edits all other ENHANCE Framework recommended fields depending on the specific type of an ILO. The required fields are marked with 'red asterix character'. All mandatory fields must be filled in before ILO can be approved.

The edit form is divided into two sections: Specification data and ILO instance suggested data. The latter is recommended and required. This data will jump in when a new ILO Instance will be created and allows to edit all required data once.

	
6.	<p>When [EO] finishes editing he must click 'Save' button. The 'Save' button can be used as often as required but only when the status of the ILO Specification is 'Creating'</p> 
7.	<p>When [EO] finishes developing (editing) the ILO Specification and concludes that the contents in the ILC Admin System is complete then he must assign 'Approved' status by choosing option in the list and clicking 'Save'.</p>

	
8.	<p>Since the ILO was approved when edited by [EO] then he can create an ILO Instance which will be subject to presentation in the Catalogue. The ILO Instance can be created in the Editor of ILO Specification by clicking the ILO Instances popover button and the by clicking `Create instance` button.</p> 
9.	<p>[EO] fills in mostly optional instance data and clicks 'Save'</p> <p>[EO] must select a <b>'Collection round'</b> with which the instance is bounded. There is a permanent collection round for MOOCs which presents learning opportunity instantly. For other collection rounds necessary conditions must be satisfied to show the ILO in the Catalogue: 'Publish date' of the collection must be past and teaching period ends date must be ahead. You do not need to control the collection round parameters since it is managed by Education Officers Coordinator.</p> <p>[EO] should provide data on available total places (2) and Places per PU (3). You can choose an option 'Unlimited' to specify that there are no limits.</p> <p>[EO] provides information on application deadline.</p>

10. You can preview the ILO Instance in the catalogue by clicking the preview button. Please note that this is a special preview view and the ILO may not be showcased to learners because collection round conditions are not satisfied.

### 3.2 Developing a new ILO – data edited by AC

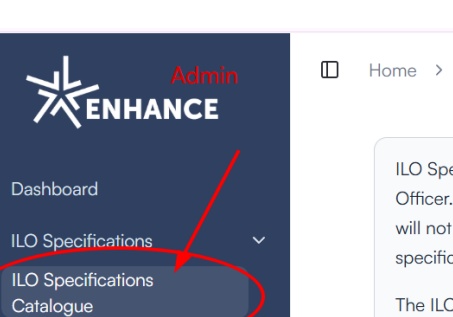
In the slightly more complicated scenario data may be put to the system by an Academic Coordinator. This avoids manual copy / pasting data by [EO] and reduce the effort.

Preliminary step:  
[EO] collects only required information for registering a new ILO in the system:

- Title of innovative learning opportunity
- Leading university
- ILO Category
- Academic Coordinator email , given name and family name
- Certificate type

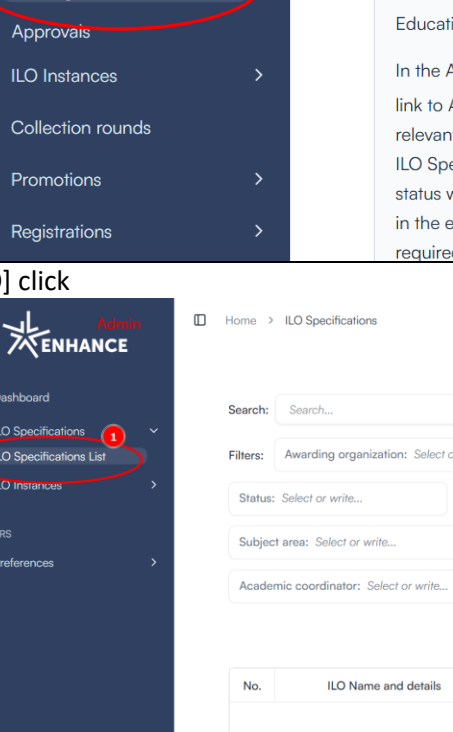


1. [EO] logs in to the system (<https://ilcdemo.enhance.pw.edu.pl/admin>)
2. [EO] navigates to ILO Specifications List



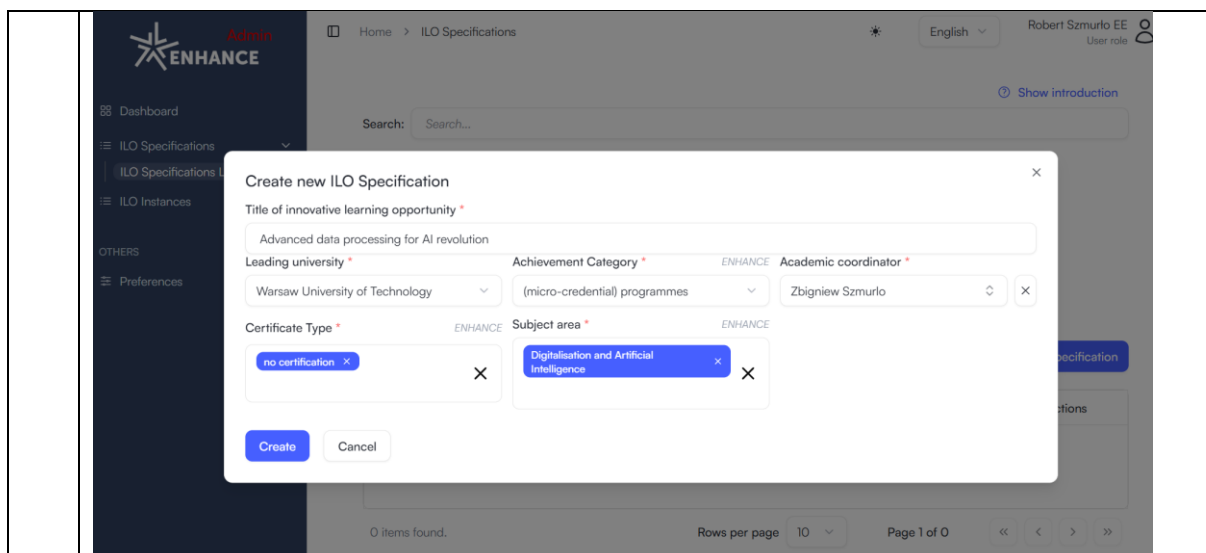
The screenshot shows the ENHANCE Admin interface. The left sidebar contains a menu with items: Dashboard, ILO Specifications, ILO Specifications Catalogue, Approvals, ILO Instances, Collection rounds, Promotions, and Registrations. The 'ILO Specifications Catalogue' item is circled in red, with a red arrow pointing to it from the text '2. [EO] navigates to ILO Specifications List'.

3. [EO] click

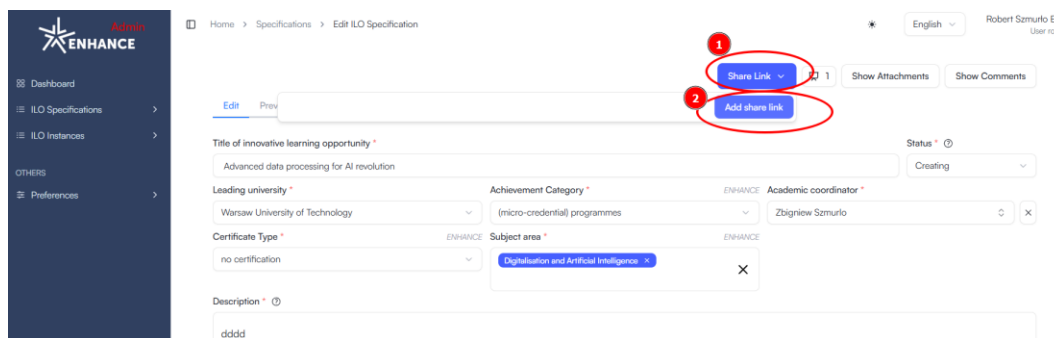


The screenshot shows the ENHANCE Admin interface for the 'ILO Specifications' section. The left sidebar has 'ILO Specifications List' circled in red with a red arrow pointing to it from the text '3. [EO] click'. The main content area shows a search bar, filters for 'Awarding organization', 'Offered To', 'Status', 'Mode of learning', 'Subject area', 'Category', and 'Academic coordinator'. Below the filters is a table with columns: No., ILO Name and details, Status, Category, Comments, and Actions. The 'Add new ILO Specification' button is circled in red with a red arrow pointing to it from the text '4. [EO] Fills in mandatory initial data and clicks 'Create' button.'

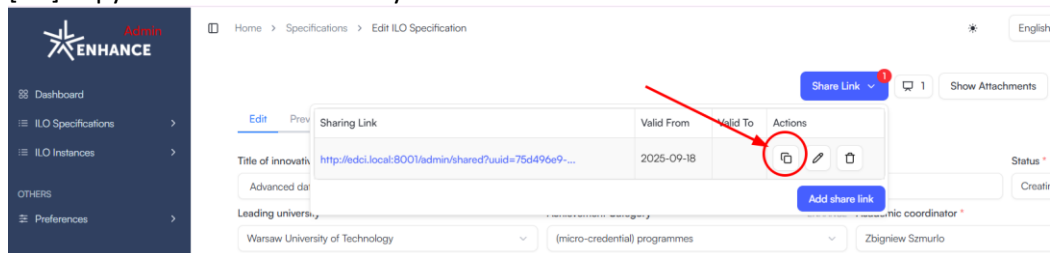
4. [EO] Fills in mandatory initial data and clicks 'Create' button.

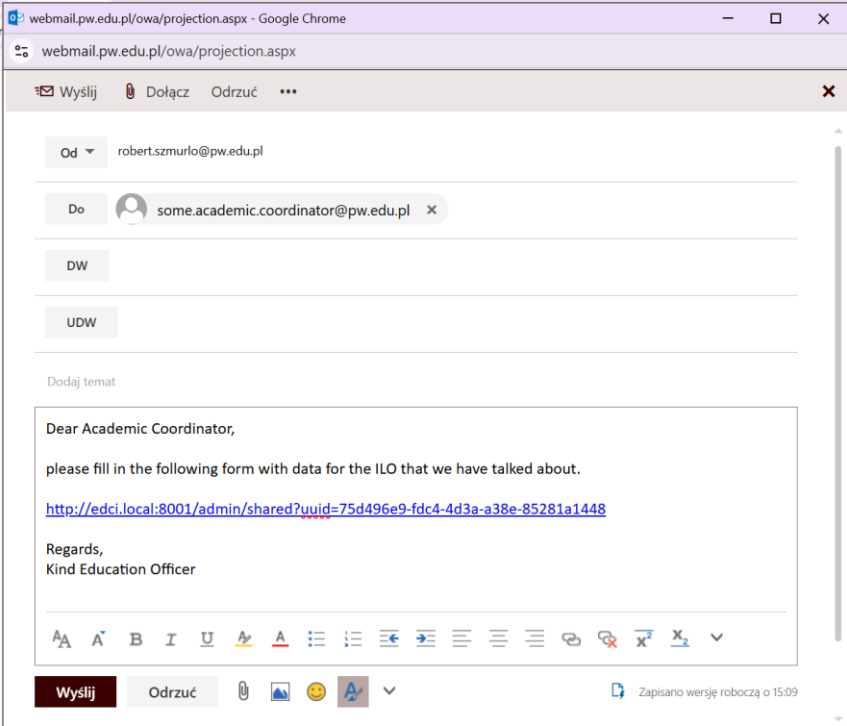


5. [EO] creates a share link by clicking a Share Link button and then 'Add share link'. Please make sure that the status of the ILO Specification is 'Creating', since this is the only status when Academic Coordinator will be authorized to edit descriptions.



6. [EO] copy the link and sends it by email to Academic coordinator.



	
7.	<p>[AC] clicks the link in the e-mail which navigates him to edit form of the ILO. The [AC] fills in the form with information about ILO Specification and suggested information about the nearest Instance.</p>



edci.local:8001/admin/shared?uid=75d496e9-fdc4-4d3a-a38e-8528...

No results.

Add existing ILO Specification Add external learning

ILO instance suggested data

Places available Places per PU \*

Enter number of place Unlimited 3 Unlimited

Application period starts Application deadline

dd.mm.rrrr unlimited

Starting date ends: dd.mm.rrrr

Location

Type location description

Schedule information

Enter schedule information

Link (if another from ILO Specification)

Admission procedure

Enter admission procedure

Additional note

Enter additional note

Save and finish later Save and send for Approval Save and set Ready Cancel recent changes

9. [EO], when notified by automatic e-mail navigates to Approvals and reviews the contents of the ILO Specification (see (1)). When he decides it is complete he can click 'Approve' (1), or he can Approve and Create Instance with one step (3). [EO] can also Reject by setting the Reject status. Finally [EO] may adjust the contents by editing the ILO Specification himself by clicking 'Edit' (5).

Admin ENHANCE

Home > Approvals

Search: Search...

Filters: Leading university: Warsaw University of Technology Offered To: Select or write... Status: Select or write... Mode of learning: Select or write... Subject area: Select or write... Category: Select or write... Academic coordinator: Select or write... Clear all filters X

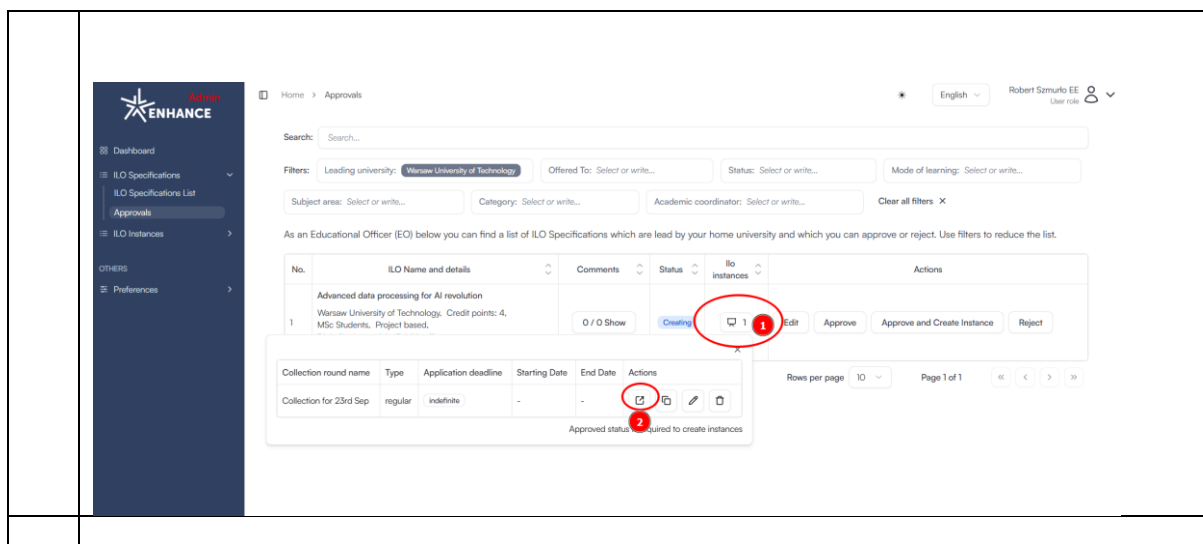
As an Educational Officer (EO) below you can find a list of ILO Specifications which are lead by your home university and which you can approve or reject. Use filters to reduce the list.

No.	ILO Name and details	Comments	Status	ILO instances	Actions
1	Advanced data processing for AI revolution Warsaw University of Technology MSc Students, Project based, Digitalisation and Artificial Intelligence, (micro-credential) programmes, Zbigniew Szmurlo.	Preview ILO Specification in a new tab	Creating	1	<div> <div>2</div> <div>3</div> <div>4</div> </div> <div> <div>5</div> </div>

Showing: 1 to 1 of 1 total items.

Rows per page 10 Page 1 of 1

10. You can preview the ILO Instance in the catalogue by clicking the preview button. Please note that this is a special preview view and the ILO may not be showcased to learners because collection round conditions are not satisfied.



### 3.3 External review by Education Officers

**External review [EO]:** the ILO instances from all universities being reviewed by all Education Officers who a) provide feedback/comments (if needed), b) choose the ILOs they want to offer to their learners, and c) indicate whether they can provide funding for the places they have selected for their learners (if a physical mobility is involved).

- [EO] navigates to **External review** page, where he can see all ILO Instances attached to chosen 'Collection round' and published in the system by other member universities Education officers.
- In the external review EO controls which learning opportunities from other member universities can be offered to his university students (see the Offered to ...). According the Framework by default all ILO Instances are recognized. To disable an offer EO must explicitly deselect the switch.

ENHANCE

Admin

Dashboard

ILO Specifications

ILO Instances

ILO Instances Catalogue

External review

Harmonization

Users

Preferences

Home > External review

Collection round: \* Collection for 23rd Sep

Reviewing organization: \* Warsaw University of Technology

Collection period from: 2025-09-13 to: 2025-09-15 • Teaching period from: 2025-09-22 to 2025-09-30 • Publication deadline: 2025-09-13 • Published

Search: Search...

Filters: Leading university: Select or write...

Offered To: Select or write...

Status: Select or write...

Mode of learning: Select or write...

Subject area: Select or write...

Category: Select or write...

Clear all filters X

No.	ILO Name and details	Comments	Leading University	Total places and per WUT	Offered to Warsaw University of Technology	Scholarships for students of Warsaw University of Technology
1	Advanced data processing for AI revolution --- Credit points: 4, MSc Students, Digitalisation and Artificial Intelligence, (micro-credential) programmes, Project based, Zbigniew Smurlo	0 / 0 Show	Warsaw University of Technology	20 (3 per WUT)	<input checked="" type="checkbox"/>	<div>2 Funded places</div> <div>Please contact WUT foreign office by email: enhance.mobility@pw.edu.pl</div> <div>+</div>

Showing: 1 to 1 of 1 total items.

Rows per page 10 Page 1 of 1

3. Additionally, EO can provide a dedicated information for his university students about possible scholarships.

ENHANCE

Admin

Dashboard

ILO Specifications

ILO Instances

ILO Instances Catalogue

External review

Harmonization

Users

Preferences

Home > External review

Collection round: \* Collection for 23rd Sep

Reviewing organization: \* Warsaw University of Technology

Collection period from: 2025-09-13 to: 2025-09-15 • Teaching period from: 2025-09-22 to 2025-09-30 • Publication deadline: 2025-09-13 • Published

Search: Search...

Filters: Leading university: Select or write...

Offered To: Select or write...

Status: Select or write...

Mode of learning: Select or write...

Subject area: Select or write...

Category: Select or write...

Clear all filters X

No.	ILO Name and details	Comments	Leading University	Total places and per WUT	Offered to Warsaw University of Technology	Scholarships for students of Warsaw University of Technology
1	Advanced data processing for AI revolution --- Credit points: 4, MSc Students, Digitalisation and Artificial Intelligence, (micro-credential) programmes, Project based, Zbigniew Smurlo	0 / 0 Show	Warsaw University of Technology	20 (3 per WUT)	<input checked="" type="checkbox"/>	<div>2 Funded places</div> <div>Please contact WUT foreign office by email: enhance.mobility@pw.edu.pl</div> <div>+</div>

Showing: 1 to 1 of 1 total items.

Rows per page 10 Page 1 of 1

Collection round: \* Collection for 23rd Sep

Reviewing organization: \* Warsaw University of Technology

Collection period from: 2025-09-13 to: 2025-09-15 • Teaching period from: 2025-09-22 to 2025-09-30 • Publication deadline: 2025-09-13 • Published

Search: Search...

Filters: Leading university: Select or write...

Offered To: Select or write...

Status: Select or write...

Mode of learning: Select or write...

Subject area: Select or write...

Category: Select or write...

Clear all filters X

Create grant

Grant Type \*  
Funded places

Places available \*  
4 Unlimited

Description (eg. amount)  
Please contact WUT foreign office by email: enhance.mobility@pw.edu.pl

Save Cancel

### 3.4 Harmonization by Board Education Officers

In the Harmonization view which is the final step before publishing offers in the Catalogue Education Officers, members of the Board can review the state. Additionally, the Education Officers Coordinator may choose which offers should be specially featured in the Catalogue.

Admin

ENHANCE

Dashboard

ILO Specifications

ILO Instances

ILO Instances Catalogue

External review

Harmonization

OTHERS

Preferences

Home > Harmonization

English

Robert Samurlo EE

Collection round: Collection for 23rd Sep

Collection period from: 2025-09-13 to: 2025-09-15 · Teaching period from: 2025-09-22 to 2025-09-30 · Publication deadline: 2025-09-13 · Published

Search:

Filters:

Awarding organization: Select or write...

Offered To: Select or write...

Status: Select or write...

Mode of learning: Select or write...

Subject area: Select or write...

Category: Select or write...

Clear all filters X

No.	ILO Name and details	Status	Comments	Featured	Total places	Places per PU	Offered to	Scholarships for students
1	Advanced data processing for AI revolution --- Warsaw University of Technology: Credit points: 4, MSc Students, Digitalisation and Artificial Intelligence, (micro-credential) programmes, Project based, Zbigniew Smurlo	Published	0 / 0 Show		20	3 places	10 offered	2 Warsaw University of Technology Funded places Please contact WUT foreign office by email: <a href="mailto:enhance.mobility@pw.edu.pl">enhance.mobility@pw.edu.pl</a>

Showing: 1 to 1 of 1 total items.

Rows per page 10

Page 1 of 1