# Dokeos 1.5.4

# Admin Manual

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Dokeos 1.5.4
Admin manual

**dokeos**
Open Source e-Learning

# Introduction

There are different Dokeos manuals for :

- Students/trainees
- Teachers/trainers
- Developers (programers)
- and Administrators

The Student and Teacher manuals have been translated in many languages. Check http://www.dokeos.com for the latest version.

This manual contains many contributions. Thanks to all of you, René Haentjens, Luis Claudio Botelho, Hugues Peeters, Toon Van Hoecke.

This manual is intended as an introduction for system administrators and authors that want a test installation on their own computer.

If you do not find the information you need try the Dokeos forum http://www.dokeos.com/forum/

All manipulations explained in this paper need a login as admin for Dokeos.

# 1. Install

Install is web based.
See http://www.dokeos.com/INSTALL.txt .

**Mail**

The mail system should be configured during the installation, but is not vital for a test installation. Email functions in the Dokeos system are handled by standard PHP functions, and are configured through the php.ini file.

On windows

1.  Find and open php.ini (could be placed here c:\windows\php.ini or for EasyPHP 1.7: EasyPHP1-7\apache\php.ini )

2.  Search for "SMTP"

3.  Change the default value to:
    SMTP= [name of your smtp.mailserver.tld that handles outgoing messages]
    for example:
    SMTP= smtp.myserverprovider.com, or SMTP=smtp.inapg.fr

4.  Restart the web server.

In Outllook the necessary information for outgoing mail can be found in Tools↙ Options ↙ Send mail ↙ Accounts ↙ Parameters ↙ Connections.
See also Chapter 11 and Hand corrections in the Annex.
Dokeos do not accept capital letters in the e-mail address.

# 2. Create and delete a course

After installation, before entering admin interface, you should create a course so that you can play with a non-empty course list.
On the home page of your portal, log in as admin, Click on Create a course area and fill in the form.
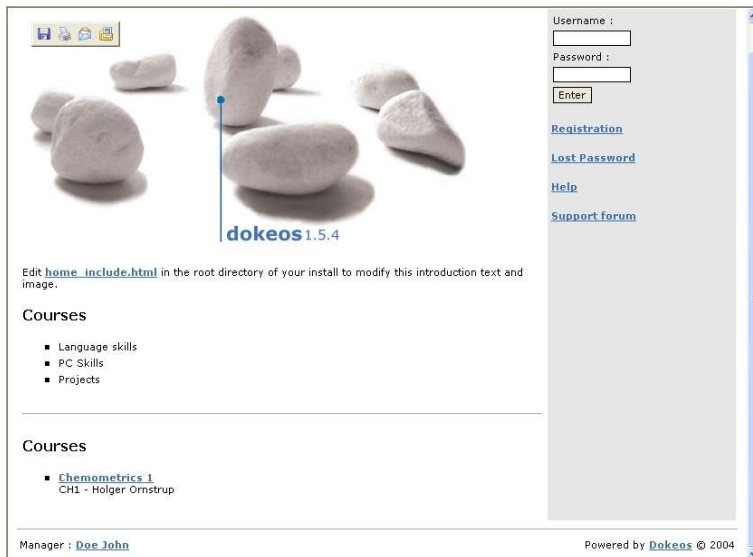

Figure 2.1. Login page of a standard Dokeos installation.


Figure 2.2. After a first login as administrator, go to "Create a course area".

dokeos
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Figure 2.3. Indicate course parameters. The category you want to use for the course may not yet exist. However, it is possible to choose whatever category you like and later move the course to the correct category. Here we choose "Other category".



Figure 2.4. After creating the course you can go back to see the list of courses.



Figure 2.5. My list of courses. You have only one course in your list.

To delete a course see section for course management.

# 3. Access platform web administration



Figure 3.1. Once the course is created, enter Platform administration (bottom of right menu, when logged in as admin).

The main admin page is:

Figure 3.2. The main admin page with several administrative areas.

The hierarchy is: Categories > Courses > Groups > Classes > Users.

**Categories** is a generic word for : faculties, departments, etc.
**Courses** can be divided in **groups** with smaller sets of students/trainees.
Groups are for student collaboration, **classes** are for management of students,. A course can have several classes of students. A class, with some of the students, can be added or deleted when convenient, and in this way the total student population in a course can be easily managed. Classes can be moved from course to course.
A course is not just content, but an area including content, interaction, forums, groups, tests, users, etc.

# 4. Manage users

Users tool allows you to :
- Add users one by one through a web form
- Import lists of users through CSV or XML files.
- Export users lists in CSV or XML format
- Browse users list
- Modify a user's profile
- Add users to courses
- Remove users from the platform
- Add pictures of people

Long users lists will be shown by blocks of 50. Dokeos has been tested with more than 200.000 users and 20.000 courses and did not slow down.

**Add users one by one**
Go to the user area in Administration (URL depends on your configuration):
http://localhost/dokeos/claroline/admin/adminUsers.php.
Then select the course where you want to manage the users.

- 6 -
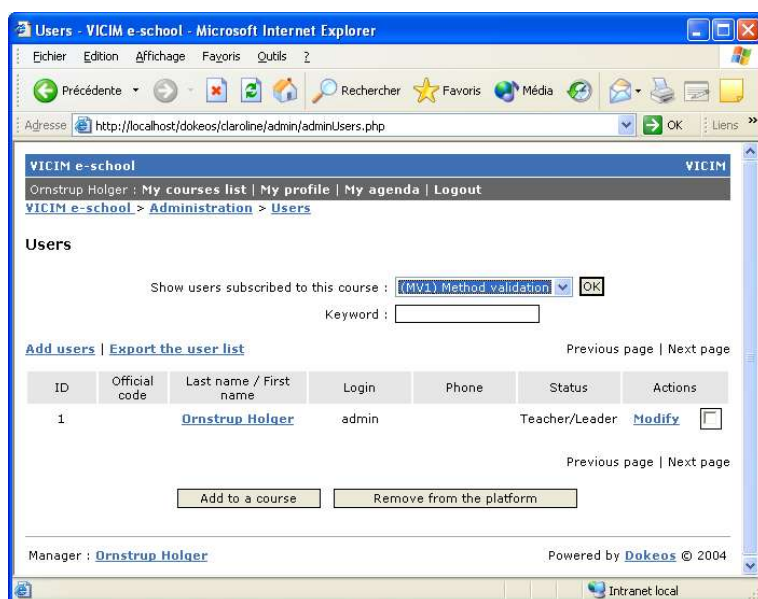
Figure 4.1. To import users one by one, click on Add users.
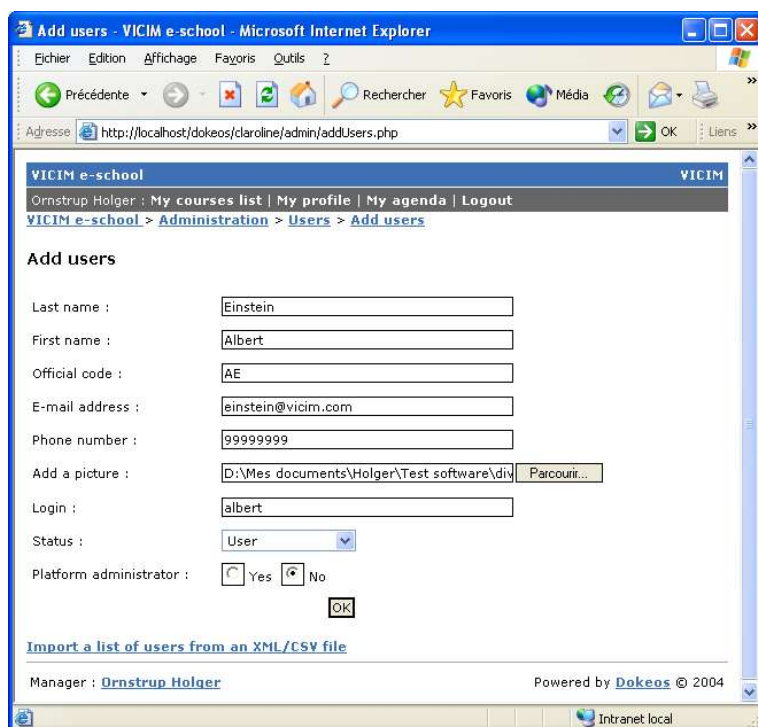


Figure 4.2. Fill in the form. Do not forget to choose the status (user = student, or leader/teacher) and decide whether this user has administrative rights.  Dokeos do not accept capital letters in the e-mail address.
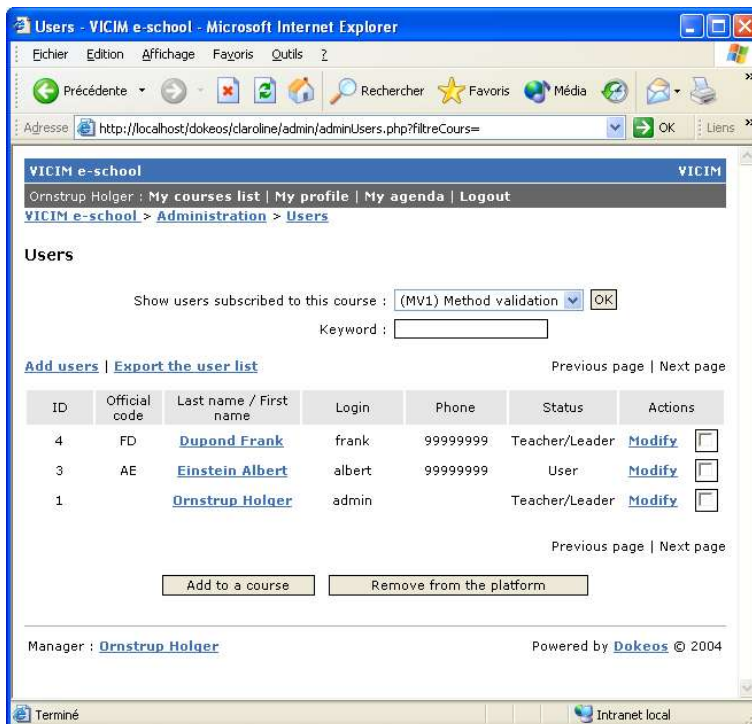
Figure 4.3. It is possible to get a list of the users for each course, or for a full school, by the box "Show users subscribed to this course". The course name indicated as "-" (top choice) gives all users in the school.

## Add users by lists

To add users by lists, click on :
Add users > Import a list of users from an XML/CSV file.
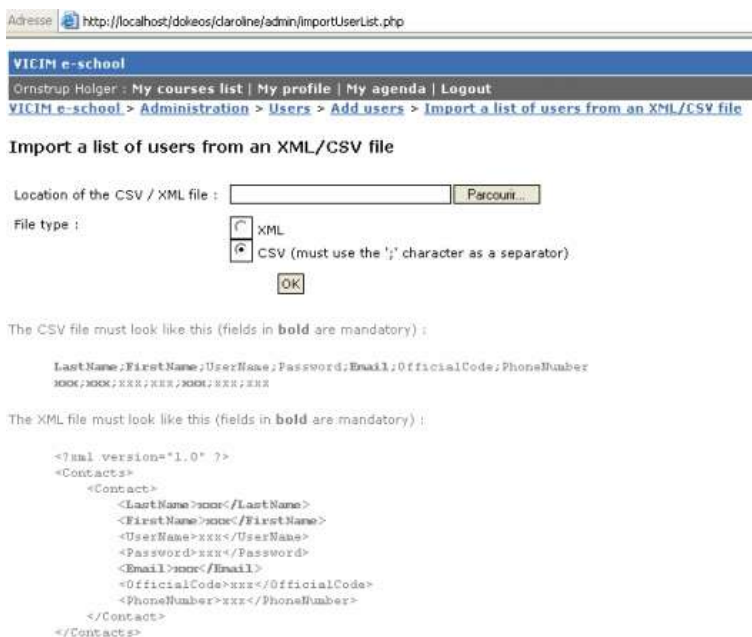


Figure 4.3. It is possible to import a list of users.

To generate a XML users list from your existing Oracle, SQL-Server, Excel, FileMaker

database, see the documentation of these programs. The XML file you will import into Dokeos should be of the form :

```
<?xml version="1.0" ?>
<Contacts>
<Contact>
<LastName>xxx</LastName>
<FirstName>xxx</FirstName>
<Email>xxx</Email>
</Contact>
</Contacts>
```

To generate a CSV export of your existing database or Excel file, see documentation of your software. Excel and Open Office, for instance, allows easy CSV export by "Save as". The users list should be of the form (fields in bold are mandatory) :

**LastName**;**FirstName**;UserName;Password;**Email**;OfficialCode;PhoneNumber
xxx;xxx;xxx;xxx;xxx;xxx;xxx;xxx

So the minimum field list will look like this:
LastName;FirstName;Email
Dupont;Jean;jean@dupont@ourmail.org
Idonohue;Jack;jack.idonohue@email.com
Isaac;Helena;helena.isaac@mail.net

The first line in this list is important, as it indicates to Dokeos the organization of the information, consequently you need this first line in your Excel worksheet.
Remember that Dokeos do not accept capital letters in the e-mail address.

The system will generate a username and a password and send them to every user email address. Users can change their password once logged in.

If the users fail to receive the mail with the login information it may be because their system interpret this mail as spam. It will be good information policy to notify about this possibility in the first information letter. It is then up to the users to adjust their spam filter.


**Self registration by users**
Note that you have choosen during Install process whether you want self-registration or not. Self-registration gives you much less administrative burden but may generate some control and/or security problems. If you deactivated self-registration, then you are forced to enter users through admin interface.
You can change the settings for allow or not allow self registration in the file "claro_main.conf.php", by the lines
$allowSelfReg=true;
$allowSelfRegProf=true;
See the chapter Config for more information.

Teachers are not usually qualified to manage users registration as many people are to be registered in more than one course. Users registration by teacher usually leads to more than one login per person and is then not recommended.


**Modify the user profile**
There are 3 status levels in Dokeos: Administrator, teacher and user.

- Administrator: There is only one administrator on each Dokeos intallation, he can do whatever he likes (hopefully he has a good taste).
- Teacher: The teacher creates the courses and can do course specific management. He has full power on the courses he has created, and can delete them by accident! The learning resources can be created by many teachers, but it is most convenient only to let a few have teacher access to the platform.
- User: The user profile is for the student and tutors.

**Change user status**
- Go to the administrative area for users and click on "Modify".
- In the user profile click on the rool-down-arrow for the Status
- Select the status wanted.



Figure 4.4. The status and other user information can be modified.

**Add teachers**

For adding a new teacher to a course you have to select a course before changing the profile to teacher.

**How to add a teacher to course**

1. Go to the user area
2. Select the user and click "Add to a course"
3. Select the course to receive the person (as a student)
4. Go to the user area (again)
5. Select the course
6. Modify the status from User to Teacher

   If the user is allready in the course, then start from step 4.

**How to add a teacher to the school, A**

1. Go to the user area

2. Be sure *not* to select a course

3. Select the user and click "Modify"

4. Modify the status from User to Teacher

   At login this new teacher can create a new course.

**How to add a teacher to the school, B**

- Let the teacher make a self registration as teacher.

  At login this new teacher can create a new course. Only recommended for test installations.

**Password**

The Dokeos administrator can not change the user password.

There are three solutions for users with lost password.
- On the login page it is possible to click on a link "Lost password". The user then indicates his email and his password is sent to him by the system. A person with one email and several user profiles will get the password for all the profiles.
- The *database* administrator can change the password directly in the dokeos_main database.
- The Dokeos administrator can delete and recreate the user with a new password.

# 5. Manage groups of users

Dokeos promotes collaborative learning. This is why courses contain a Groups tool allowing the teacher/trainer to create and structure groups, fill them, associate them with research themes etc. Usually, group management is made by the teacher/trainer.
However, in some cases, the system admin is requested to edit groups. He must edit courses one by one.



Figure 5.1. From the Main admin area go to the Group area.



Figure 5.2. In the group area select the course where you want to manage the groups.



Figure 5.3. When you have selected the course to manage, it will be possible to add or delete groups.

Figure 5.4. The course "Chemometrics" has now two groups, each with a maximum of 8 participants, but no participants yet in the groups.

Deleting groups can be done by selecting the box to the right for each group, and push the button "Delete selected groups".

# 6. Manage classes of users

Classes are for manangement of users. To avoid importing users in courses one by one, you can create classes of users. If, for instance, all members of "LAW_UNDERGRADUATE2" shall follow several courses, then you should first add all members of "LAW_UNDERGRADUATE2" to a (new) class, and then add this class to all the new courses.

Classes can restrict acces to a course:
- A class can be valluable the full length of the course
- A class can be deleted before end of course
- A class can be added after some time

For exemple on a course that runs for 5 weeks you can have two classes. One for students that stay for all 5 weeks and another class for students that only follow the course the first 3 weeks. The 3 week class is then deleted from the course after the first 3 weeks.

**Add a class to a course:**

Figure 6.1. The Class area of Dokeos gives a possibility to search for classes subscribed (added) to a course.

Figure 6.2. Here we see that there are no classes added to the course "Chemometrics".

Figure 6.3. You create a class with "Add class" and attibute a name to your new class.

Figure 6.4. Once a class is created the next step is to add this class to a course by the "Add to a course" button on the "classes of users" page. In order to affiliate a class to a course you must select both a class and a course. One class can be added to several courses. There is no confirmation. When you click on 'Add …' it is done.



Figure 6.5. The class can be deleted totally from Dokeos or only from a selected course.
In a course with several classes it is possible to delete one or more when convenient.

**Modify classes**
Classes can be modified when necessary. A student can stop or there can be a late inscribed.



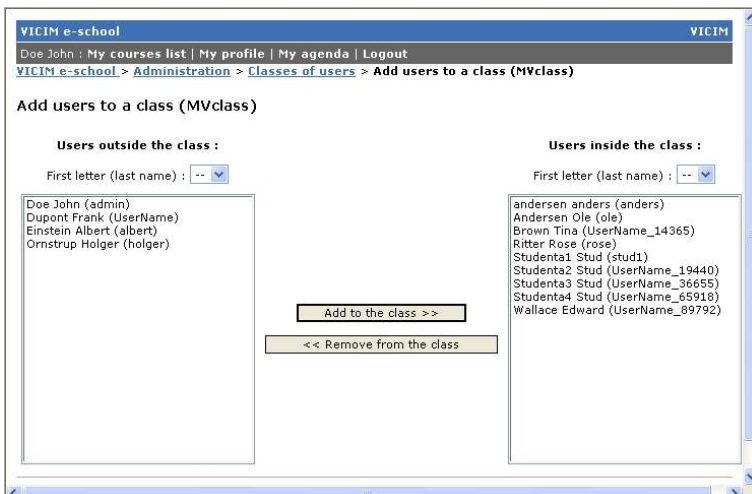Figure 6.6. To modify a class click on the number of users in the class.

Figure 6.7. It is possible to add or remove students (or teachers) from classes.
There is no confirmation. When you click on 'Add …' or 'Remove….' It is done without warning; but you can easily make a new change.

**Move classes**
Classes can be used to move students between courses
- Select your course and click 'ok' to 'Show classes subscribed to this course'
- Select the class to remove (delete) from the course
- Click 'Delete from this course'
- Add the 'deleted' class to another course

# 7. Manage courses (backup and restore)

You can look for a course using the search form on top of Courses tool. It will search all fields : name, code, leader (teacher), language, etc. Once the course located, you can modify its settings, move it to another category, delete it or make a backup of it.

**Delete a course**
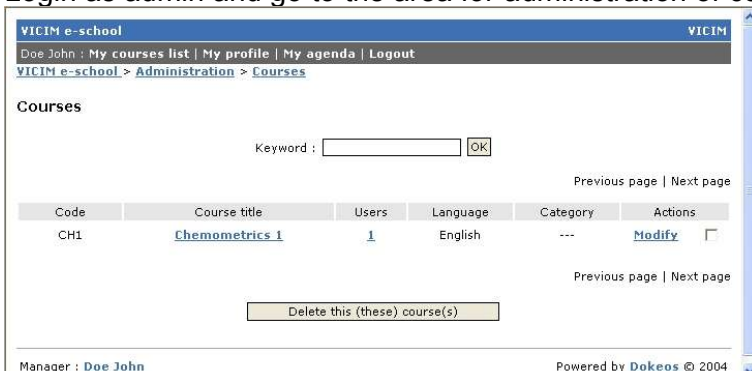Login as admin and go to the area for administration of courses.



Figure 7.1. The listing of courses available. To the right it is possible to select courses to be deleted.

## Backup

The backup will consist of a ZIP file stored, by default, in the Archive directory at the root of the Dokeos web server area. It can be restored through the Create course button of the portal home page (depending on config, by default, only system administrator can restore courses). During the backup process you can also export the course ZIP archive into the Archive directory of another Dokeos portal, e.g. a test installation on a teacher machine.

### Backup procedure

Login as admin and go to the area for administration of courses.



Figure 7.2. The listing of courses available.



Figure 7.3. It is possible to modify the settings for the course and make a backup.
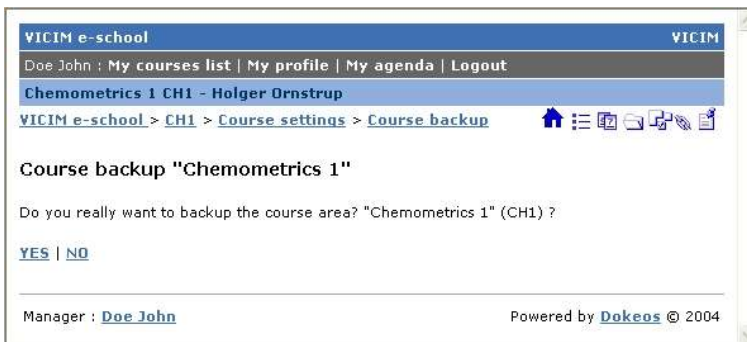
Figure 7.4. Confirm that you want to make a backup of the selected course.
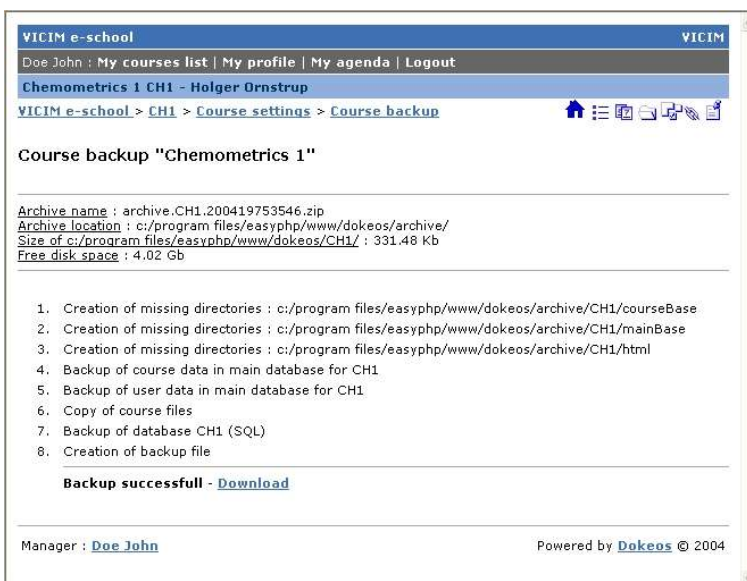


Figure 7.5. Dokeos gives feedback on the backup process. A copy of the backup file can be downloaded. To restore a course go to the Create course area.

**Restore a course**

Once the copy is made, it is, by default, located in the "archive" directory at the root of dokeos install. As campus admin, you can restore it through "Create a course". At the bottom of "Create a course" you have a "Restore" link.

If the course already exists, it will be replaced, so be carefull. There is no function yet to duplicate a course in two different occurences.

Please note that the restore process does not restore the users. It only creates a CSV list of the users in the Documents area of the restored course. See the section for management of users for further details.
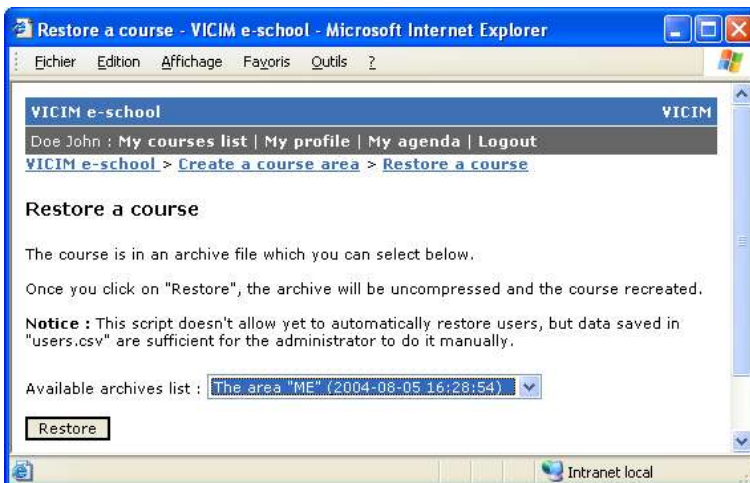
Figure 7.6. To restore a course: 1)  select the "Create new course" option, 2) at the bottom of the page select restore, 3) Select the course to restore in the archive area, 4) validate vith the Restore button.
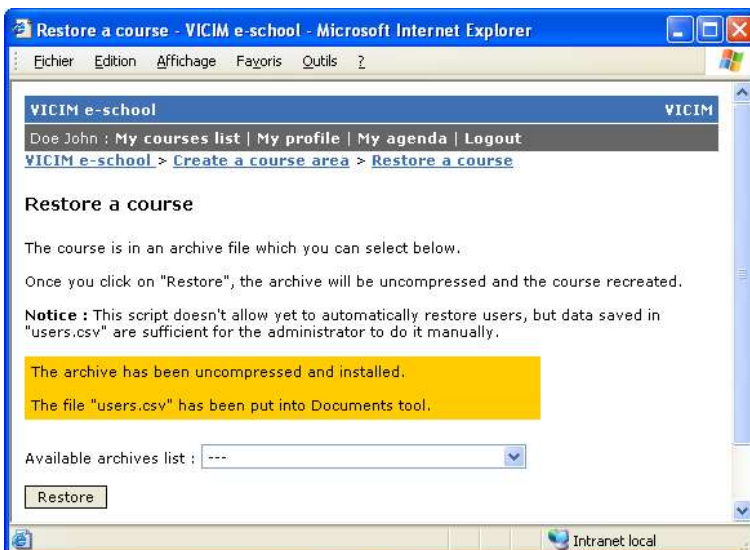


Figure 7.7. The restore function gives feedback.

**To restore users by users.csv**

To add the users listed in the users.csv file. Go to Users, select Add users and at thre bottom of this page you can "Import a list of users from an XML/CSV file". Take care that the describing first line of the csv file describes the contens as explained on the import page; otherwise you may get an error message like "The specified file doesn't contain all needed data !".

# 8. Manage categories of courses

Categories is a generic word for : Faculties, Departments, Ministries or any sub-set of your organisation. It may proove relevant to organise the course catalogue into categories. If you don't want categories, delete all and the system will show the whole course catalogue as a flat list.
Category management allows the creation of sub-categories so as to create a tree of courses.

Figure 8.1. The first page in the admin area.
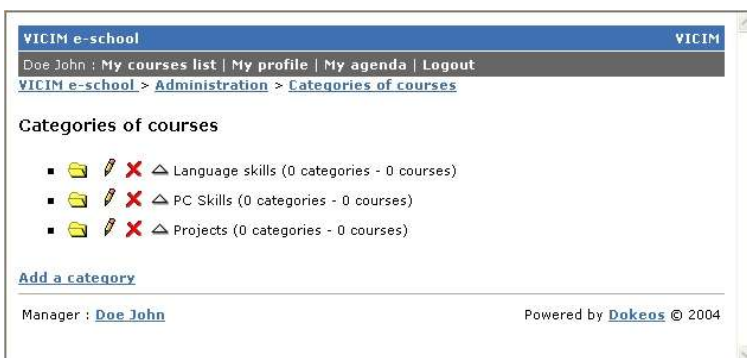


Figure 8.2. In the category area it is possible to change order of the categories, delete or modify a category and to go the area of a category. It is also here you add a new category.

Change order of the categories.
Click on the arrow △ to move the course one level up.

Adding a new category
To add a new category go to the "Add a category" page and fill in the name and code of your course. The new category will imidiately be visible in the list of categories.
It is possible to add seveal levels of categories, to reflect the structure of the school.
When logging in the users can then go to the area of their choice.



Figure 8.3. Add a new category to a course.

# 9. Manage databases with phpMyAdmin

It is quite risky to admin Dokeos directly through phpMyAdmin. You get full power as you access to raw databases data but you can make many mistakes ending in your portal not working anymore.
The management of phpMyAdmin is outside the scope of this Dokeos admin manual. See http://www.phpmyadmin.net/home_page/ and http://www.mysql.com for dedicated manuals.

# 10. Customise Home Page layout

The dokeos development team is working on a tool for easy configuration of the layout, so this text may soon be obsolete.

When you come to the welcome page for the first time you have this layout.
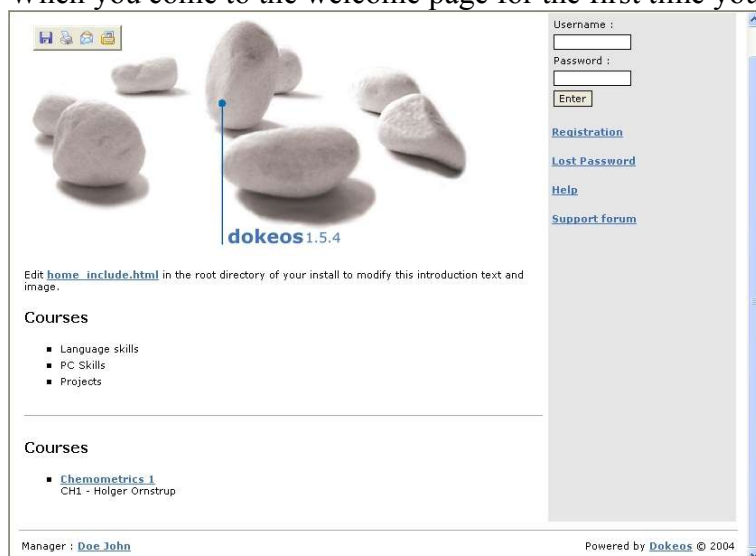


Figure 10.1. Standard welcome page for Dokeos.

It is possible to change layout of the welcome page by editing the "home_include.html" file. The editable area for the home_include.html goes from top of the page to "courses" in the left part of the page.
Here is my first attemt:



Figure 10.1. A simple modification of the standard welcome page for Dokeos.

Some settings like the presence of the link "Registration" on the right menu of the home page are described in the Config section of this text.

The content for the center of the page (default=" Edit home_include.html in the root directory of your install to modify this introduction text and image") is the content of the file home_include.html situated at root directory of your Dokeos install. It is a plain HTML file that you can edit in any text editor (Notepad, Editplus...) or web page builder (Mozilla Composer, Macromedia Dreamweaver..).

The banner of your dokeos portal is the same file included in all pages.

If you have some HTML knowledge, edit this file in a good text editor and modify colors, links, fonts, etc. Don't hesitate to add images or links. We suggest you add images and links through absolute links instead of relative ones because the banner will be included in files situated in different directories.
The following banner (see http://portal.dokeos.com/user_4, Figure 10.3)
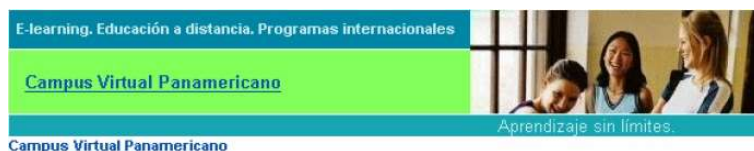
Figure 10.3. A modified banner.

Corresponds to a claroline/inc/claro_init_banner.inc.php file starting like this:

```
1   <div class="topBanner">
2   <table width="100%" cellpadding="0" cellspacing="0" border="0">
3   <tr bgcolor="#0186A5" height="30">
4   <td width="100%">
5   <font color="#C2E7E8"><b>  E-learning. Educaci&oacute;n a
6   distancia. Programas internacionales</b></font>
7   </td>
8   <td align="right" bgcolor="#83FF5A" rowspan="2">
9   <img src="http://portal.dokeos.com/user_4/claroline/img/laughing.jpg">
10  </td>
```

Figure 10.4. The code corresponding to Figure 10.3

The original version of this code was:
```
<div class="topBanner">
<table width="100%" cellpadding="4" cellspacing="0" border="0">
<tr>
<td class="header1">
<b><a href="<?= $rootWeb?>index.php" target="_top"><?= $siteName ?></a></b>
</td>
<td align="right" class="header1">
<b><a href="<?= $InstitutionUrl ?>" target="_top"><?= $Institution ?></a></b>
```

To take full control of Home Page layout and banner layout, you may consider editing the following files:
- index.php (home page of dokeos portal)
- home_include.html

- image.jpg (change or edit in Photoshop or any image editor)
- claroline/inc/claro_init_banner.inc.php
- claroline/inc/claro_init_footer.inc.php
- claroline/inc/claro_init_header.inc.php (where <HEAD> and </HEAD> tages are located add CSS links, Javascript, etc.)
- claroline/inc/conf/claro_main_conf.php (core config of dokeos system : where to edit some texts appearing on home page like email of administrator, link to external website in top right corner etc.).

The following Dokeos Home Page is an example of what you can get if you edit all these files.



**The VICIM layout**

Here I a present a few words about what we have modified in the VICIM e-school.
In VICIM we have a small school homepage accesible for all visitors; placed outside the Dokeos portal where acces is restricted to registered users.
We use the fact that the web server Apache by default is configurated to open html-format files before php-format files, consequently no new configuration is needed to implement our VICIM description to the learning platform.

In the root directory of our school (could be C:\Program Files\EasyPHP\www\Dokeos) we place a file "index.html" and a directory "vicim" that contains all other homepage related files. In this way the description  of the e-school and the content of the e-school is nicely separated and it is easy to update the homepage area as well as install new Dokeos versions. The homepage is described a little further in this text.

The VICIM files:
- index.html (the homepage of the VICIM e-school, with a link to the index.php)
- index.php (home page of dokeos portal, the top left part can be configured by home_include.html)
- home_include.html (describeds the top left part of index.php; the image(s) is found in vicim/images)

The following was not changed by VICIM:
- claroline/inc/claro_init_banner.inc.php
- claroline/inc/claro_init_footer.inc.php
- claroline/inc/claro_init_header.inc.php (where <HEAD> and </HEAD> tages

are located add CSS links, Javascript, etc.)
- claroline/inc/conf/claro_main_conf.php (core config of dokeos system : where to edit some texts appearing on home page like email of administrator, link to external website in top right corner etc.).

# 11. Config

Config is text based. To edit your Dokeos portal settings, use a good text editor (Ms-Word or OpenOffice are NOT text editors). Consider using:
on MAC : SimpleText
on Windows : Notepad or Editplus
on Linux : Bluefish or Quanta
The files to be edited are located in dokeos/claroline/inc/conf.
Which can be situated like this: C:\Program Files\EasyPHP\www\dokeos\claroline\inc\conf.

Important. In general you need to restart the server software (e.g. EasyPHP) for modifications to be implemented.

**Main configuration file**
The main information about the installation is claro_main.conf.php. It is highly recommended to read this file. A few extracts fellow here:

$rootWeb="http://localhost/dokeos/".The URL of the school. The name "localhost" is for a test installation on a single PC. For access to the installation from another machine change the "localhost" to a network accepted name of the hosting machine, or use your web address for the school.

$rootSys="c:/program files/easyphp/www/dokeos/". The files for the school is placed in this directory. When you write http://localhost/dokeos/ in a browser you get the index.php in this directory.

$garbageRepositorySys="c:/program files/easyphp/www/dokeos/claroline/garbage/". Change this address to a place out of web if you can. There is no need to take backup of this directory.

$mysqlRepositorySys="C:/Program Files/EasyPHP/mysql/data/". The place for the data of the school.

General information given during installation (examples):
$siteName="VICIM e-school"

$CourseProgram="http://www.ucl.ac.be/etudes/cours"

$administratorSurname="Doe"
$administratorName="John"
$emailAdministrator="admin@localhost"
$telephone="(000) 001 02 03"

$administrator["name"]=$administratorName." ".$administratorSurname
$administrator["phone"]=$telephone
$administrator["email"]=$emailAdministrator

$educationManager["name"]="Albert Einstein"
$educationManager["phone"]=""

$educationManager["email"]=""

$Institution="VICIM"
$InstitutionUrl="http://www.vicim.urv.es"

$allowSelfReg=true. The user can make self-registration.
$allowSelfRegProf=true. The user can  make self-registration to become a teacher. Not recommended.

**Self modification of profile and email**

To modify users behaviour, for instance, edit profile.conf.inc.php and replace TRUE by FALSE where relevant. Variables and comments should help you understand what each TRUE/FALSE switch is about.
Settings you can change in profile.conf.inc.php are:
- can the user leave his official code field empty (default TRUE) ↙ $userOfficialCodeCanBeEmpty = true;
- can the user edit his own profile or not (default TRUE) ↙ $profileIsEditable = true;
- can the user leave his email field empty (default TRUE) ↙ $userMailCanBeEmpty = true;

**Changing courses home page default configuration for layout**

When a module is deactivated, its icon is usually moved to the bottom of the course homepage, in the deactivated tools category. You could also elect to leave the icon in place but grey it out (so that it looks disabled, and you can't click on it).
Check your claro_main.conf.php. In here, you will find
$homepage_view="default";
// "default" gives the default 2 column view
// "basic_tools_fixed" gives a 3 column view with the basic tools in fixed position

**Files and folders whrite permission on Linux and Unix**

You might experience troubles with Write access to folders. Dokeos is a powerfull system and it needs to write in many directories. To allow this, your folders and files should be writeable by the web server user (this is mainly a LINUX and UNIX problem and should not appear on Windows servers... because they are less secure).
To setup this, see http://www.dokeos.com/INSTALL.txt

**Upload limits**

Size. Limits for the maximum size of files you can upload are both in Dokeos itself and in the settings of your PHP and Apache server :
- /etc/php.ini (in Windows it may be C:\WINDOWS\php.ini... or look for php.ini file)
- claroline/inc/conf/group.document.conf.php
- claroline/document/document.php

In php.ini I set the upload_max_filesize = 50M and in the:
claroline/document/document.php the ($maxFilledSpace = 500000000).

The claroline/inc/conf/group.document.conf.php has as standard:
$groupDocument_maxFilledSpace = 20000000.

Still, big files upload through the web might proove an uncertain experience. If you want to upload very big files to a course, consider using FTP. The files sent by FTP are shown by the Documents tool.

Time. Upload limit could also come from the php.ini time limit. By default, PHP scripts execution

are limited to 30 seconds. If the upload exceeds these 30 seconds, the PHP scripts ends before the upload is complete. You can either change your php.ini file, or add to the beginning of the concerned scripts a set_time_limit (int seconds) statements. In php.ini you change: max_execution_time = 30  to something higher.

We found another limit: in php.conf there is a LimitRequestBody with value 524288. After changing that it all works. **But where is this "php.conf" file?????**

**Many users.**

For very big number of users you may need to modify the maximum number of users per page in user.conf.php where the standard is $nbUsersPerPage = 50.

# 12. Edit this manual

If you want to edit and improve this manual, ask an OpenOffice or a Ms-Word format copy of it :
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# dokeos
Open Source e-Learning

# Annexes

**What to change by hand during install**

**Hand changes by Jamie**

Jamie wrote on the Dokeos forum Fri Dec 19, 2003 10:20 am:

Having installed Claroline 1.4 many many times on various machines, I have started to create a file of things to check each time I try a new installation. Nothing worse than finding a solution to a single line of code problem and then promptly forgetting it a month later!

Here are the php.ini settings I have always had to manually consider in my setups. Without ensuring these, I never get a smooth setup. In fact, I now make a copy of php.ini and store it for all my installations on various machines, but you have to inspect the folder/drive locations of some folders:

register_globals = On

cgi.force_redirect = 0

file_uploads = On
upload_tmp_dir = C:\PHP\uploadtemp (Whatever folder you wish)

[**mail** function]
; For Win32 only.
SMTP = server.gateway-email-server.com; (the smtp of the outgoing **mail** server!)

session.save_path = C:\PHP\sessiondata ; (or whatever folder you wish)

In addition: Try to add IUSER-[MACHINENAME] internet access to those public folders where RW is needed in claroline.
Ensure the newly created php folders are open to everyone for RW