

SHARE2TEACH USAGE GUIDE

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CodeCrafters

Share2Teach is an open educational platform providing users with access to diverse educational resources. This guide will help you navigate the platform and understand its features. The system supports four user roles: Admin, Moderator, Educator, and Open Access User. Each role has different permissions and capabilities.

**1. Getting Started**

**1.1 Accessing Share2Teach**

* Open your web browser and go to the Share2Teach platform URL.
* No download or installation is required.

**1.2 Creating an Account**

1. Click on **Sign Up** (only for Educators and Moderators).
2. Fill in your details, including a secure password.
3. Verify your email if required.
4. Login to start using your account.

**2. User Roles and Functionalities**

**2.1 Open Access Users**

As an Open Access user, you do not need to register to use the platform and access the following functionalities:

* Search for documents.
* View documents.
* Rate documents.
* Access the **FAQ** page for assistance.

**2.2 Educators**

Educators can access all the Open Access functionalities and in addition they can:

* Upload documents.
* Tag documents with metadata.
* Rate and review resources.
* Contribute to the **FAQ** section.

**2.3 Moderators**

Moderators have access to educator functionalities and can:

* Moderate documents (approve/reject uploads).
* Flag inappropriate content.
* Review and update metadata of files.

**2.4 Admin**

Admins manage the platform. They can:

* Access analytics.
* Manage all user roles.
* Oversee document uploads and the moderation process.

**3. Functional Guide**

**3.1 Searching for Documents**

* Use the **Search Bar** at the top of the page.
* Enter keywords, subject or grade level.
* Filter results by file type, upload date and ratings.

**3.2 Uploading a Document (Educators & Moderators)**

1. Navigate to the **Upload** section.
2. Click **Browse** to select your file.
3. Fill in required metadata fields (title, subject, description).
4. Click **Upload** to submit the file for moderation.

**3.3 Moderating Files (Moderators Only)**

1. Go to the **Moderation** section.
2. View pending files.
3. Approve or reject files.
4. Add comments for rejected files if needed.

Sample code for approving files:

public FileEntity approveFile(Long fileId) {

FileEntity file = fileRepository.findById(fileId).orElseThrow(() -> new RuntimeException("File not found"));

file.setStatus("Approved");

return fileRepository.save(file);

}

**3.4 Document Rating**

* After viewing a document, scroll to the rating section.
* Select a rating from 1 to 5 stars.

**FAQs**

**Q1 – How do I reset my password?**

* Click ***Forgot Password*** on the login page. Follow the instructions to reset.

**Q2 – Why was my document rejected?**

* Check the rejection comments from the moderator in the **Uploads** section. Ensure your document follows the content guidelines.

**Q3: Can I download a document?**

* Currently, documents are viewable only within the platform to maintain security and integrity.

**Troubleshooting**

**Issue 1 – I cannot upload a file.**

* Ensure your file meets the platform's format and size requirements.
* Check your internet connection and try again.
* Ensure you are logged in as an Educator or Moderator.

**Issue 2 – I cannot log in.**

* Ensure your login credentials are correct.
* Reset your password if you’ve forgotten it.
* If problems persist, contact platform support.

**Issue 3 – My document is still pending.**

* Moderation may take some time. Please wait for the moderator's approval or contact support for further assistance.