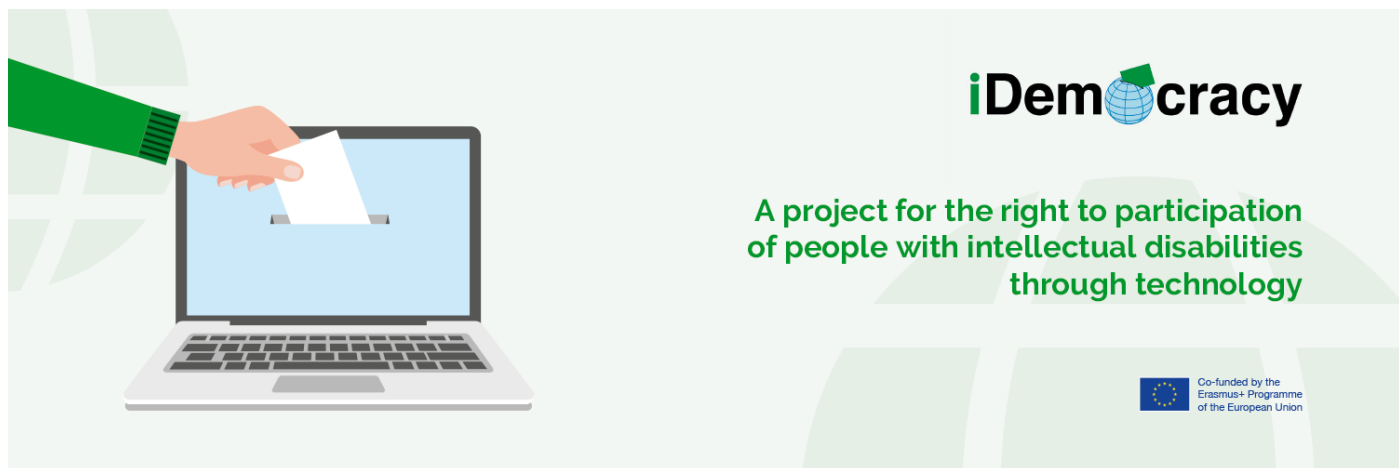


# IDemocracy training platform. Supporter's Manual



**iDemocracy**

A project for the right to participation  
of people with intellectual disabilities  
through technology



Co-funded by the  
Erasmus+ Programme  
of the European Union

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## Introduction

The platform we are using, LearnPress, has documentation over the Internet. However, this guide will focus on the steps that the supporter will perform to enroll the PwID users and how to follow a course. More advanced topics will also be covered, specifically how to create and use materials, and how to manage users.

To access the courses, you need to click on the courses button, as shown in Figure 1.

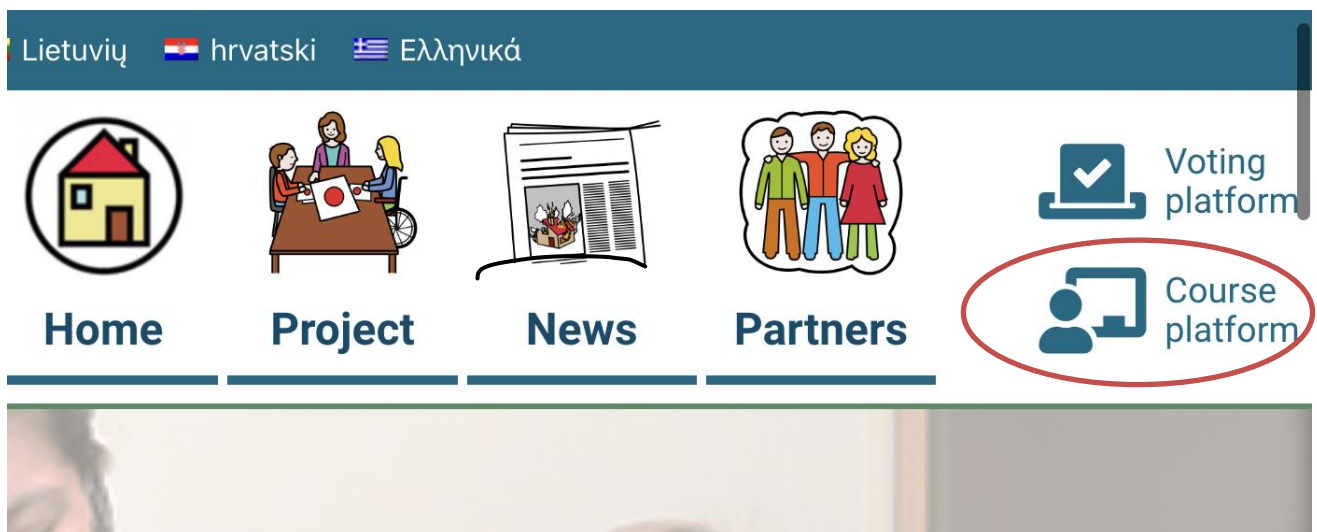


Figure 1. Button: Access to courses

First, we need to click on the button that leads to the courses.

There we will see a list of courses and we can choose our course:

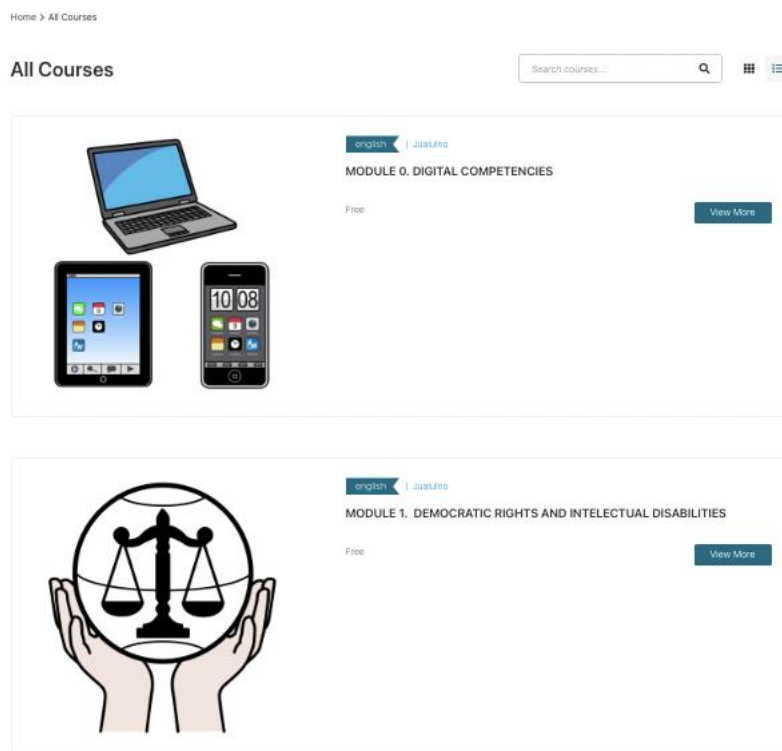


Figure 2. Course list view.

To access the course, you can either click on the picture, the course name, or the “View More” button.

The following screen will be very similar to Figure 3.

All lessons (activities inside a module) are open to anyone.

This means that any user may access a single activity, by clicking on a course and directly clicking in the activity/lesson, as seen in Figure 3:

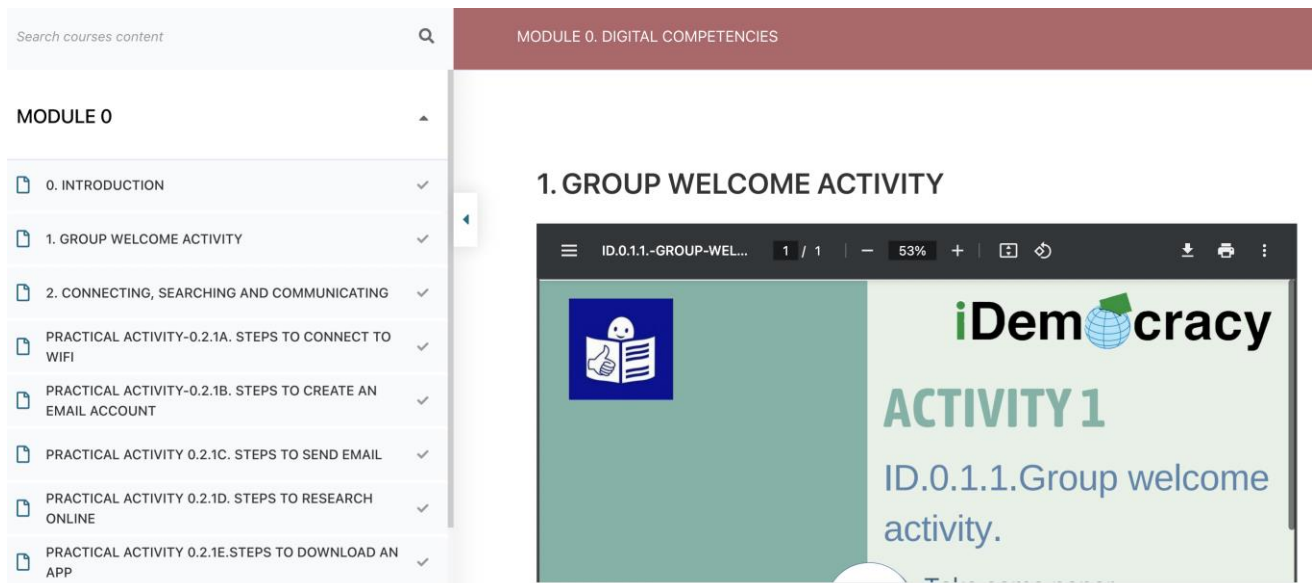


Figure 3. Open access to activities for students (without signing up).

## How to enroll PwID users for a course, as the Supporter

If you are starting a new course with new students, you will need to create a new user for each student.

If you have already gone through any course with a student, they will already have a user so it will not be necessary to add the user. In that case, you can go directly to the second step,

Second step: Assigning a user to a **course**. Otherwise, please keep reading.

## First step: Adding the user to the platform

In the following address: <https://idemocracy-project.eu/wp-admin/user-new.php> users can be added.

When a new group of users need to be introduced, you should proceed to that link.

If you are not logged in, you will be asked to introduce your e-mail and password (see Figure 4) and will be redirected to the “Add new user” area (see Figure 5).

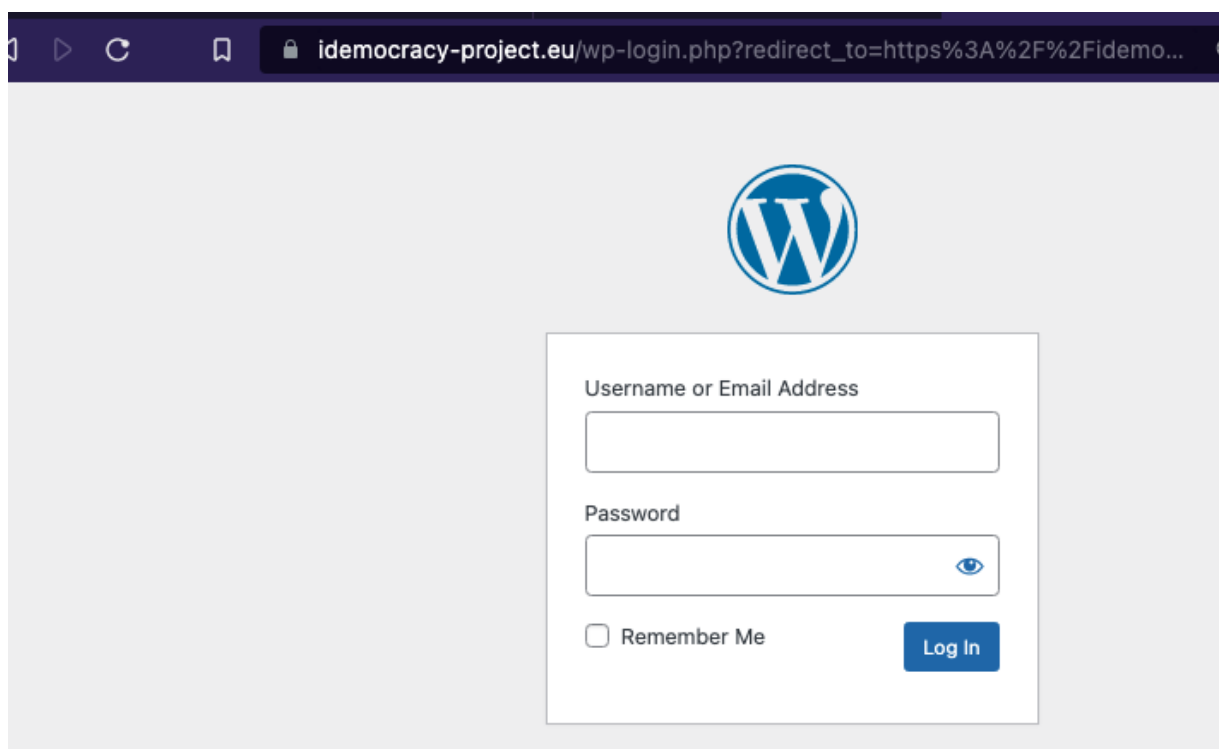
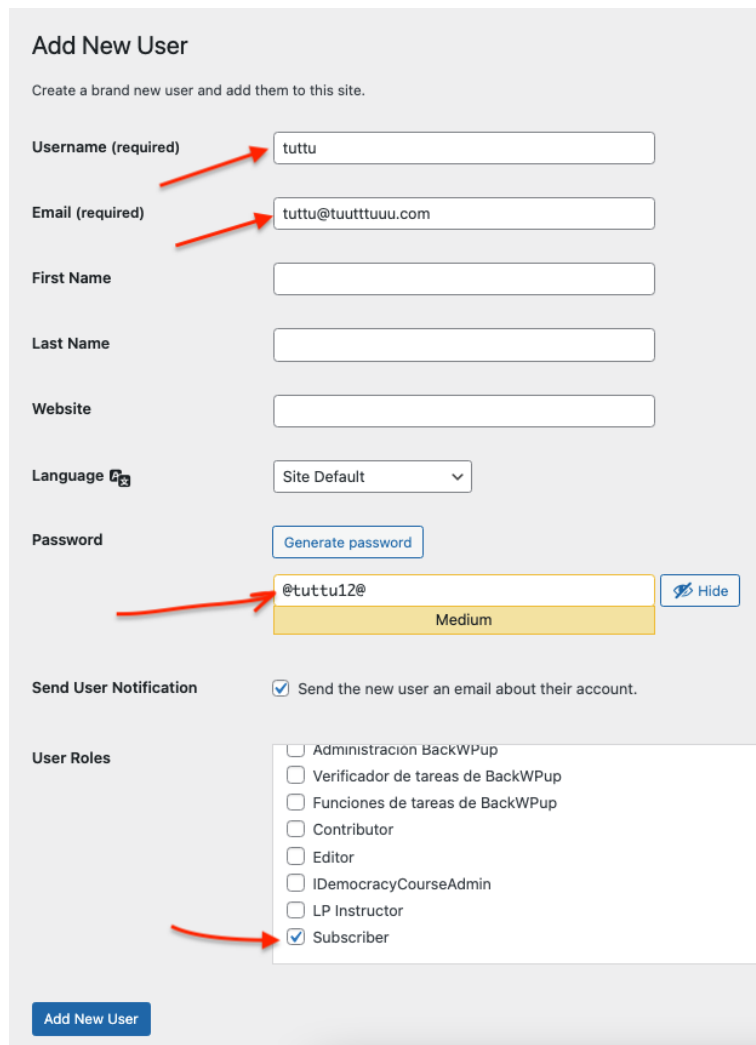


Figure 4. Log-in window.

There are three mandatory fields:

- Username
- Email
- Password

Also, we will need to check the Subscriber role for the PwID user (see Figure 5).



**Add New User**

Create a brand new user and add them to this site.

Username (required)

Email (required)

First Name

Last Name

Website

Language

Password

Send User Notification  Send the new user an email about their account.

User Roles

- Administracion BackWPup
- Verificador de tareas de BackWPup
- Funciones de tareas de BackWPup
- Contributor
- Editor
- IDemocracyCourseAdmin
- LP Instructor
- Subscriber

Figure 5. Mandatory fields to add a new user.

After all (or at least mandatory fields) have been filled, you just need to click the button “Add New User” and it will be created.

## Second step: Assigning a user to a course

Now the users have been added to the system, you can assign the users to a course.

In the following URL, you can create a new enrollment (called Order in LearnPress): [https://idemocracyproject.eu/wpadmin/edit.php?post\\_type=lp\\_order](https://idemocracyproject.eu/wpadmin/edit.php?post_type=lp_order)

You can also navigate to the Orders section inside the LearnPress left menu item, as illustrated in Figure 6.

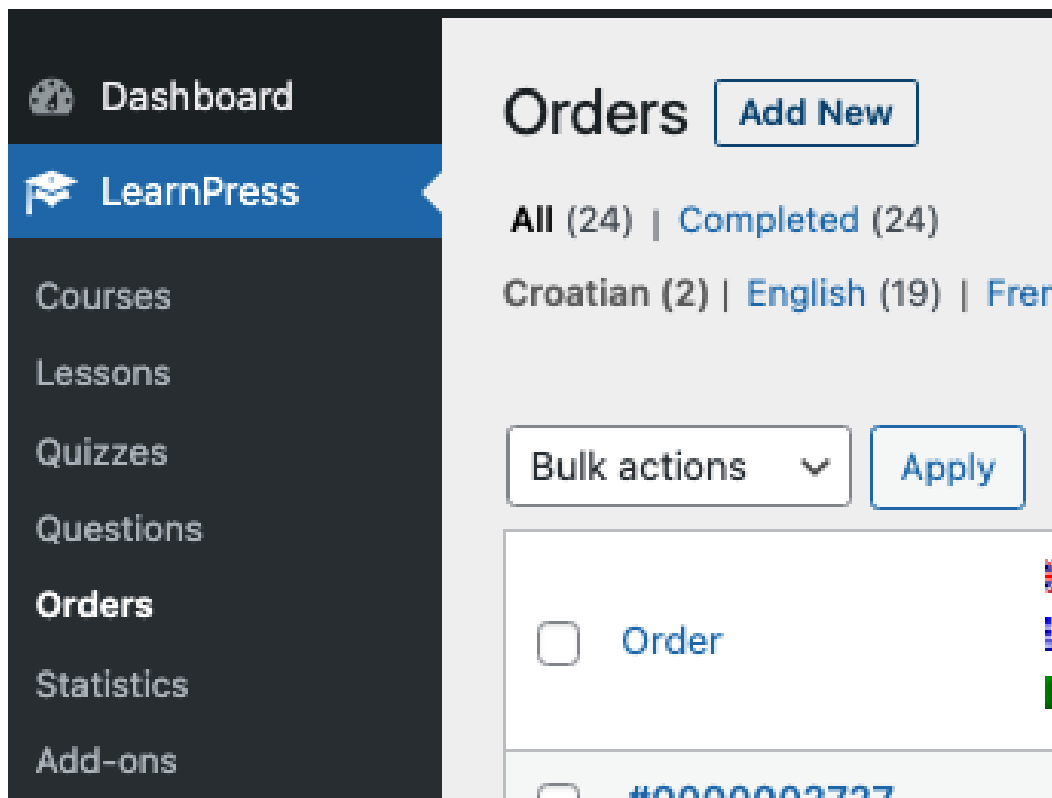


Figure 6. LearnPress Orders (course enrollment). Navigation in the left menu

Once in the Orders section, please click on the “Add New” button.

You will see a webpage, and you will need to:

- Change Status from Pending to Completed (see Figure 7).
- Assign users through the button: Add multi users.



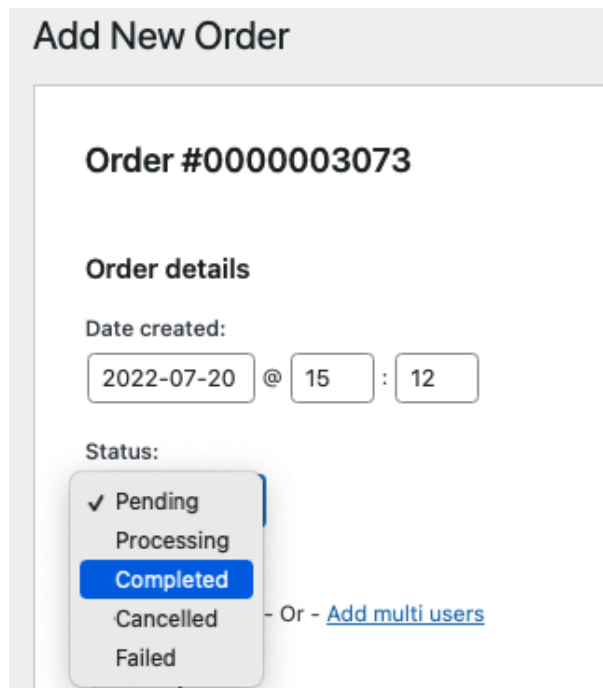


Figure 7. Order status.

When you click on Add multi users, you will need to type some characters (at least two) from their e-mail / username (see Figure 8) and wait for a couple of seconds. A list with all users that start with those letters will be displayed.

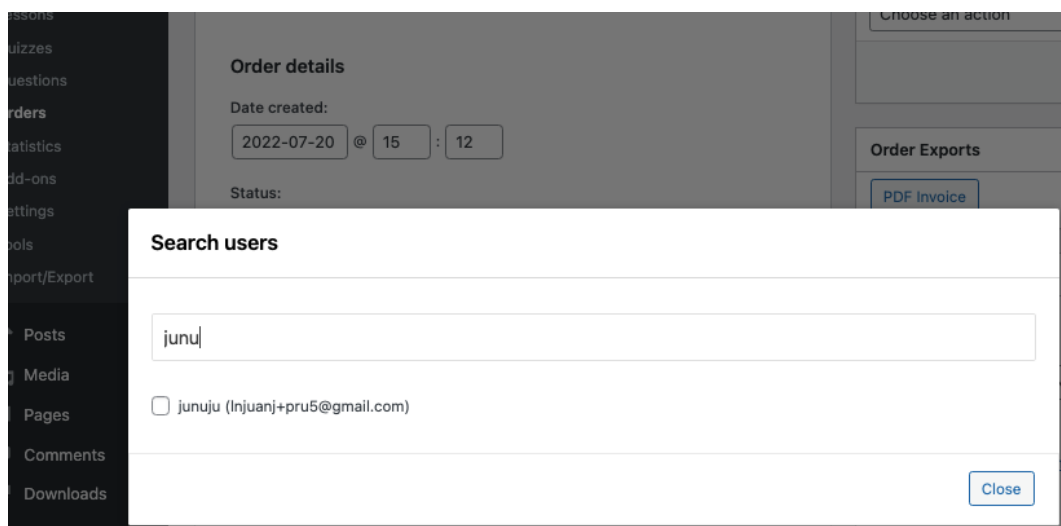


Figure 8. Search users textbox.

You need to click the checkbox in order to add them to the course.

Finally, click the “Add” button (see Figure 9).

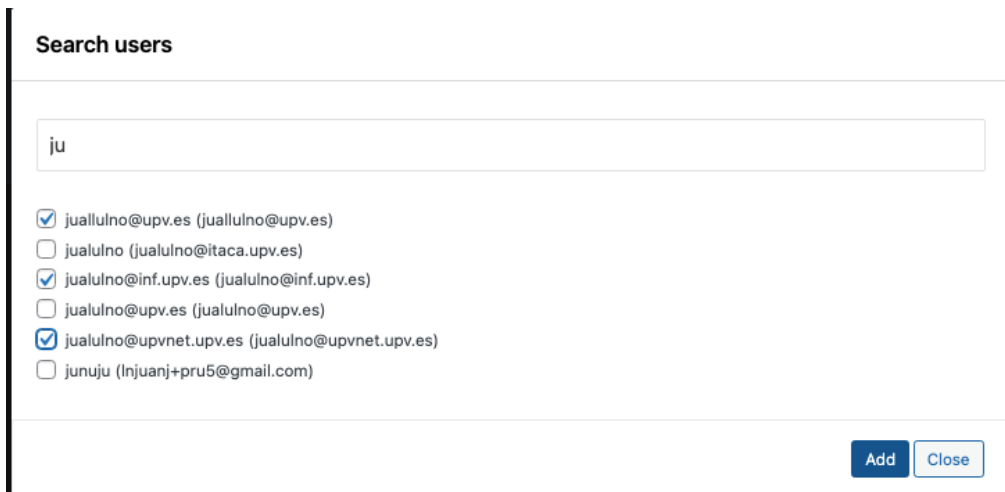


Figure 9. List with selected users. "Add" button is visible.

Finally, you need to specify the course. You should click the "Add item(s)" button (see Figure 10).

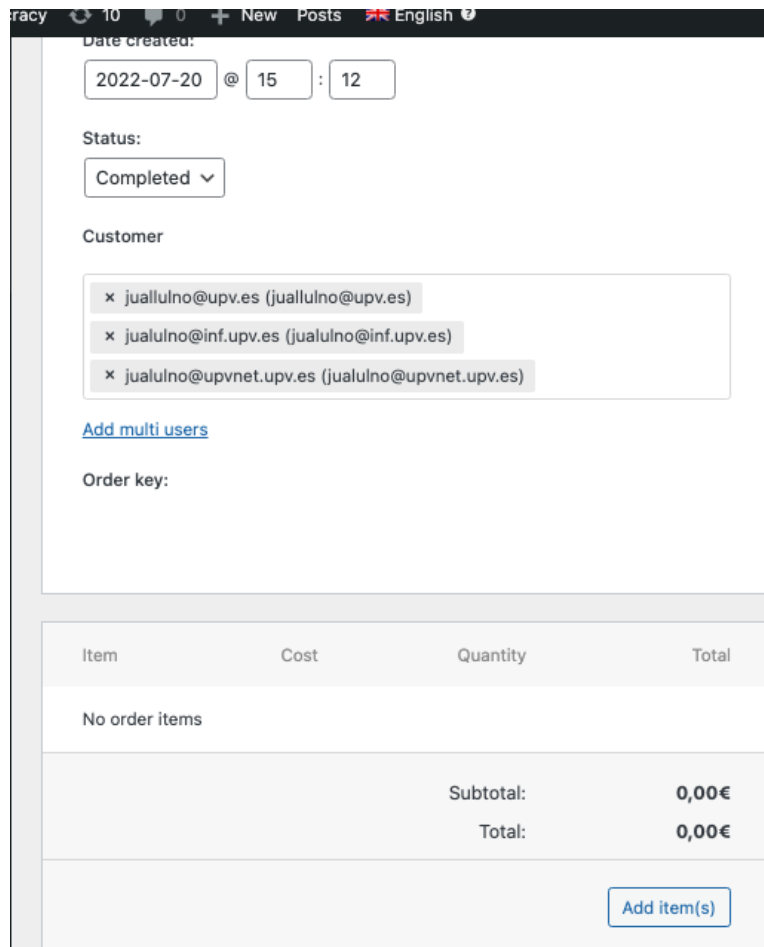


Figure 10. Course enrollment: "Add item(s)" button.

You can select more than one course at the same time, so you could enroll all users to all courses at once in this webpage.

You will be able to select the course(s) in the list that is presented. You can also look for other courses that are not listed by default. When you have selected the course(s), you can click “Add” (see Figure 11).

### Available Courses

- Modul 0. Digitalne kompetencije (Course - #2393)
- Modul 1. Demokratska prava i intelektualne teškoće (Course - #2596)
- Modul 2. Sudjelovanje i uključenost osoba s intelektualnim i razvojnim teškoćama na razini organizacije (Course - #2082)
- Module 0 (Course - #1797)
- Module 0 (Course - #1958)
- Module 1 (Course - #2594)
- Module 2. ENGAGEMENT AT ORGANIZATION LEVEL (Course - #2066)
- Módulo 0 (Course - #2045)
- Módulo 0 – pruebas (Course - #3037)

Add
Close

Figure 11. Available courses list. One item selected. "Add" button.

Finally, we need to click “Update” and the user(s) will be enrolled in the course (see Figure 12).



Figure 12. Final step: Update button.

## How to access a course I am already enrolled in (as a student)

The easiest way is to access the profile page, where the user can see the courses they have been enrolled at: <https://idemocracy-project.eu/lp-profile/>

When a user accesses that webpage, it will ask them to log in first.

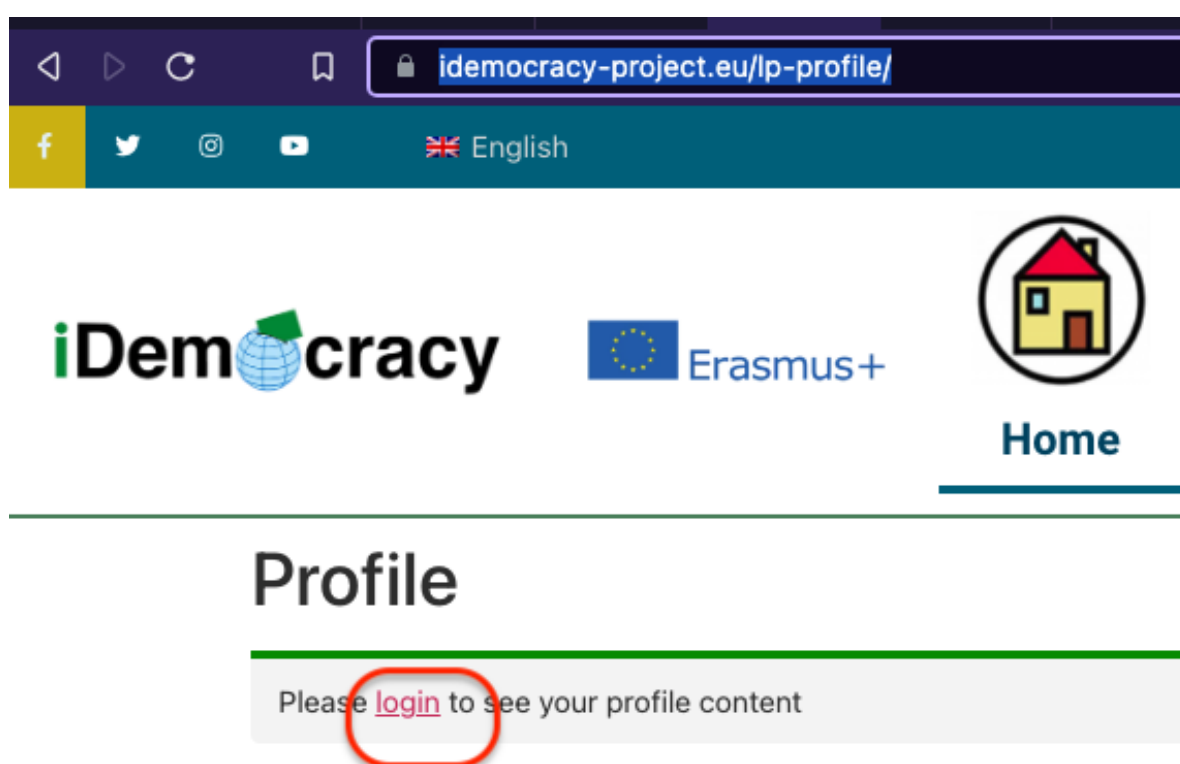


Figure 13. Profile page, asking the user to log in.

When the user clicks on “login” they will be asked for their user and password (see Figure 4) and the user will see their courses (see Figure 14).

The dashboard features a sidebar menu on the left with the following items: Courses (selected), Quizzes, Orders, Settings, and Logout. The main content area displays three summary cards: 'Enrolled Courses' with a count of 1, 'Active Courses' with a count of 1, and 'Completed Courses' with a count of 0. Below these cards is a filter bar for the 'Enrolled' section, with options for 'All', 'In Progress' (selected), 'Finished', 'Passed', and 'Failed'. A table below the filter shows the following data:

Name	Result	Expiration time	End time
Module 2. ENGAGEMENT AT ORGANIZATION	0%	-	-

A red arrow points from the course name in the table to the 'Enrolled' filter tab.

Figure 14. Example showing a course the user is enrolled in.

The user can click on the course name and access it. The progress in the course is always shown beside the course name.

The IDemocracy project partners are the following:



**Plena inclusión CV**



**Universitat Politècnica de València**



**Fenacerci**



**E-Seniors**



**Edra**



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