



How to create a user

Promoting Web 2.0 in adult and VET training

× Create content

Administrator

- + Content management
- + Site building
- + Organic groups
- + Site configuration
- + Messaging & Notifications
- + **User management**
- + Reports
- > Help

Manage your site's users, groups and access to site features.

Manage your site's users, groups and access to site features.

Languages admin

Dashboard Add custom

Customize dashboard Add About Svea

Recent activity


IH	6:26pm	admin updated Bookmark
IH	6:24pm	admin updated Calendar
IH	6:24pm	admin updated Shoutbox
IH	6:23pm	admin updated Notebook
IH	6:22pm	admin updated Enter Group
IH	6:21pm	admin updated Main Functionalities
IH	6:14pm	admin updated Blog
IH	6:03pm	admin posted My List

Wednesday, Feb 9


GM	2:57pm	admin updated ddd
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My groups

Do you need help interacting with SVEA Platform?



Who is online?



February 2011

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Click on the “User management” term on the administration menu



User management

[Add About Svea](#)[Access rules](#)

List and create rules to disallow usernames, e-mail addresses, and IP addresses.

[Permissions](#)

Determine access to features by selecting permissions for roles.

[Roles](#)

List, edit, or add user roles.

[U create settings](#)

Configure default roles for users created by U create module.

[User settings](#)

Configure default behavior of users, including registration requirements, e-mails, and user pictures.

[Users](#)

List, add, and edit users.

List, add, and edit users.

Funded by:

Lifelong Learning Programme



Administer



PROMOTING WEB 2.0 IN VET AND ADULT TRAINING

This site is optimized for a 1280 x 1024 resolution with the following browsers: Firefox 3.6.8, Chrome 8.0.552, Opera 11.00, Safari 5.0.3, Internet Explorer 8

Click on the “users” term in the central column



List

Add user

Click here

Add About Svea



Show only users where

role is

permission

status

Update options

<input type="checkbox"/>	Username	Status	Roles	Member for	Last access	Operations
<input type="checkbox"/>	admin	active		31 weeks 6 days	1 min 40 sec ago	edit

Funded by:



Education and Culture DG
Lifelong Learning Programme



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Click on the “add user” term in the upper left side of the central column.

Account information

USERNAME: *

Insert here the username

E-MAIL ADDRESS: *

Insert here the email adress

PASSWORD: *

Insert here the password

CONFIRM PASSWORD: *

Confirm here the password

STATUS:

 Blocked Active

The status has to be set on active otherwise you cannot create the user

ROLES:

 authenticated user admin administrator manager

Here you have to select the role that belongs to your user:

1.admin has the rights to do everything on the platform;

2.administrator: he can do nearly everything except for operation that can be dangerous for the proper functioning of the platform;

3.manager: he is a sort of "content editor".

 Notify user of new account

— You can select this if you want to notify the user about his new account

Groups

- Join *Group Model*.
- Join *Introduction & How to*.

Here you can assign groups to your user **in order to allow him to have access to them**

Language settings

LANGUAGE:

- Dutch (Nederlands)
- English
- German (Deutsch)
- Italian (Italiano)
- Spanish (Español)

Here you can assign a default language to your user

Create new account

Click here to save your new user's account



How to create a group

Promoting Web 2.0 in adult and VET training

The image shows a screenshot of the SVEA Platform dashboard. At the top, there is a navigation bar with 'Languages', a user profile for 'admin', and a home icon. On the right, there is a 'SVEA' logo. Below this, a secondary navigation bar contains 'Dashboard', a group icon, a user icon, and another 'SVEA' logo. A yellow box highlights the '+ Create content' button. A dropdown menu is open, listing options: 'About Svea', 'Group' (highlighted with a yellow box), 'Feed item', 'Filedepot Folder', 'Poll', and 'My List'. To the right of the dropdown are 'Settings' and 'Search' buttons. Below the navigation, there is a 'Dashboard' section with 'Add custom' and a 'Customize dashboard' button. The main content area features a 'Welcome to the SVEA Platform' section with text about the EU-funded project and its objectives. A cartoon character wearing a pink shirt with 'YES' written on it is visible in the bottom right corner.

Select “**Create Content**”=>”**Group**” from the top menu



+ Create content

Settings

Search

Create Group

GROUP LANGUAGE:

- Language neutral
- Dutch
- English
- German
- Italian
- Spanish

Select the default language of your group

Save

Preview

TITLE: *

Insert the name of your group

PATH: *

http://sveabeta.csp.it/

Insert the path for your group

Group space



Private group

A private group is accessible only to users added to that group by one of the group's managers.



Public group

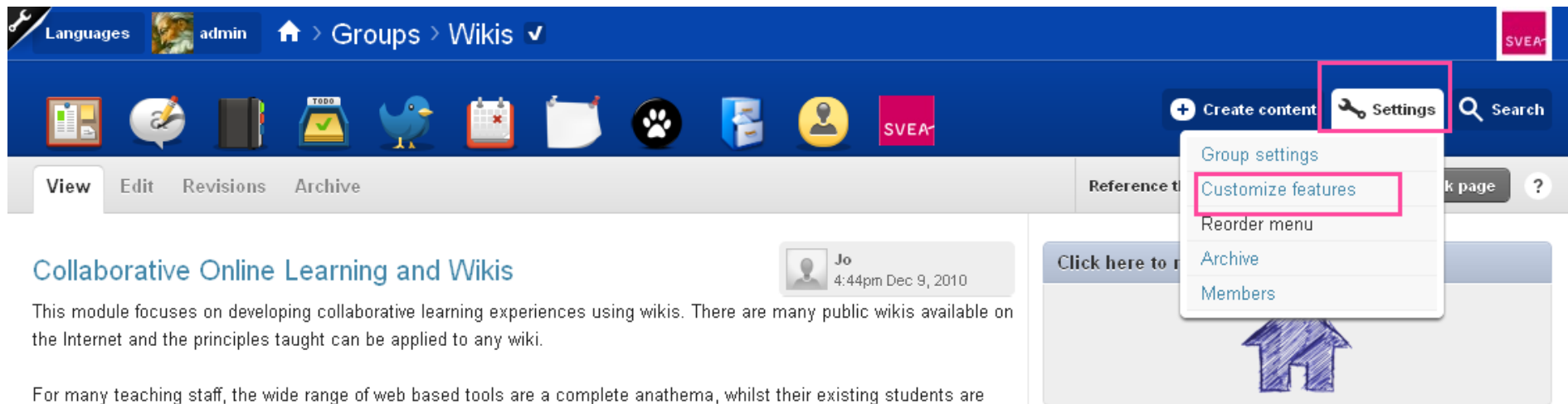
A public group is accessible to all users on the site. Users can join and leave public groups freely.

Select the desired access policy for your group

DESCRIPTION: *

Insert a description for your group

+ URL path settings



Once you have created your group then select from the top menu
“Settings”=>“Customize features”.

This page will allow you to enable the desired tools in your group.