



OMNIUM[®]

CLASSROOM



ADMINISTRATION GUIDE

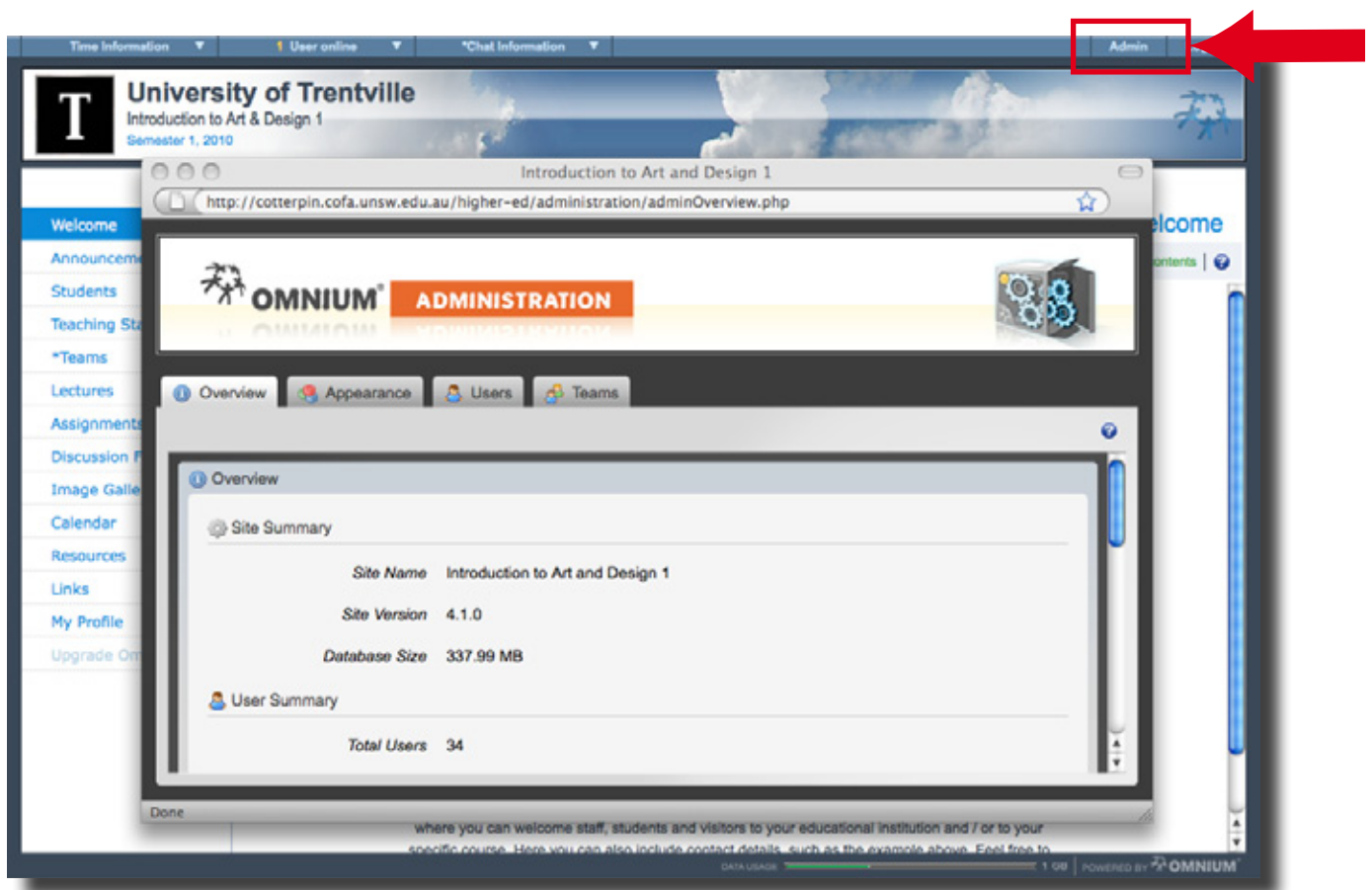


Administration

This *Administration Guide* will provide you with step-by-step instructions on how to use the administration features of your website. The administration panel can only be viewed and customised by your site's allocated administrator. It includes information on adding members, creating teams and allocating user types.

Accessing the Administration window

Click on the blue 'Admin' button on the top right hand corner of your website. This will only be seen by your site's allocated administrator.



The screenshot shows the OMNIUM Administration interface. At the top right, a blue 'Admin' button is highlighted with a red box and a red arrow. The main content area displays the 'ADMINISTRATION' header and an 'Overview' section with the following data:

Site Summary	
Site Name	Introduction to Art and Design 1
Site Version	4.1.0
Database Size	337.99 MB

User Summary	
Total Users	34

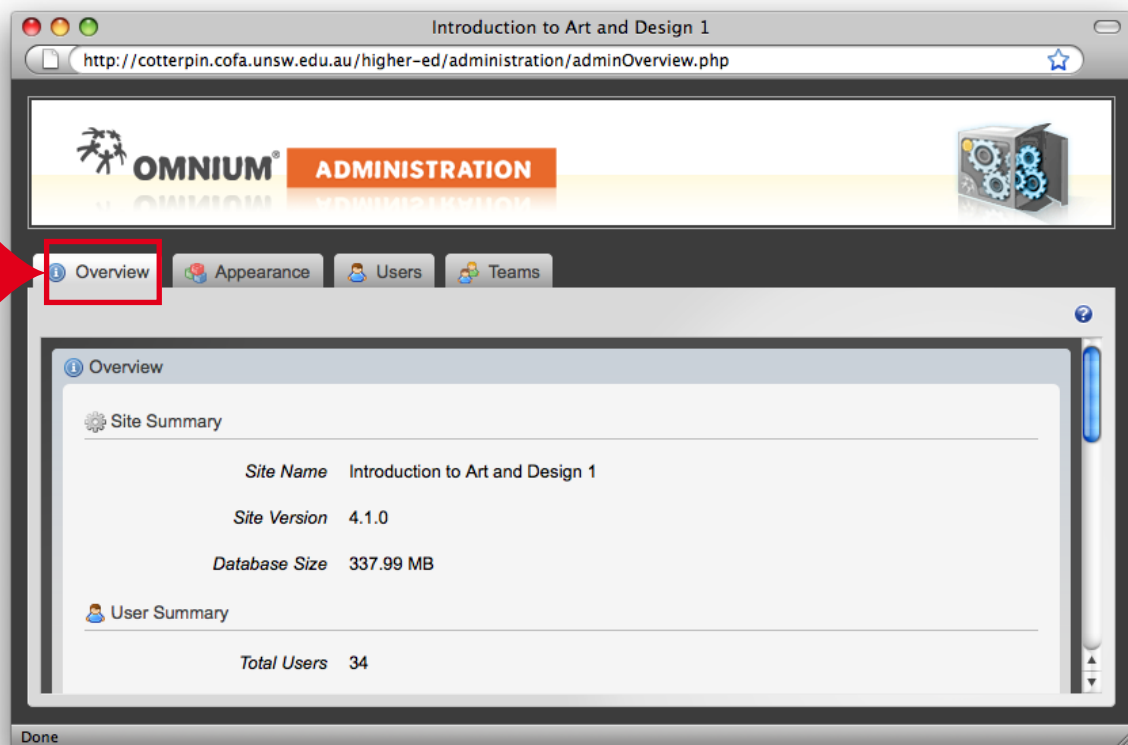
The Administration window



The 'Overview' tab

The 'Overview' tab provides you with a statistical summary of your website.

- 'Site Summary' - this informs you of your site's current name, software version and database size.
- 'User Summary' - this informs you of how many users (or members) your website currently has. It also allows you to see how many of these user's are actually active and how many are currently online.
- 'Users by Type' - Here you can see what type of users are currently members of your site. For example, you can view how many Teaching Staff, Students and Administrators are using your site.
- 'Site Feature Summary' - This allows you to see how many features are installed on your website. It also shows you how many are active.
- 'File Use Summary' - This informs you of how many files have been uploaded to your site. You can also check what the total size of these files are and allows you to clear temporary files. This can be done at any stage without affecting the content of your website.



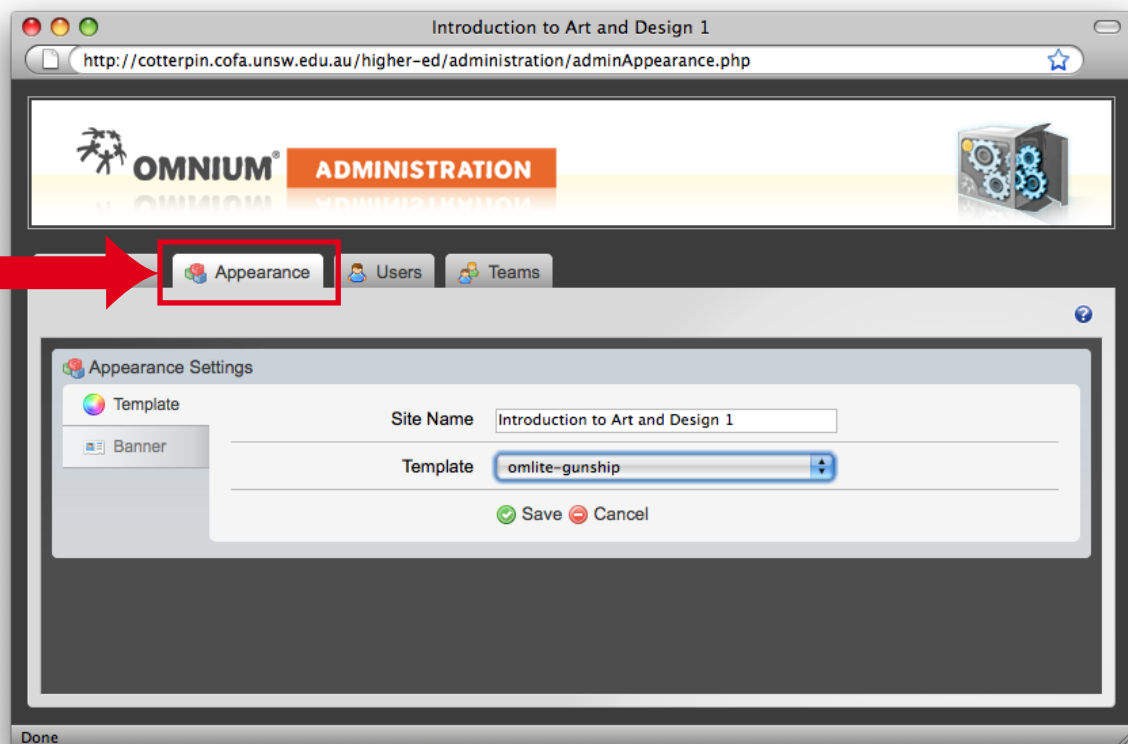
The 'Overview' tab



The 'Appearance' tab

The 'Appearance' tab allows you to change the visual appearance of your website. In the 'Template' tab you can change your

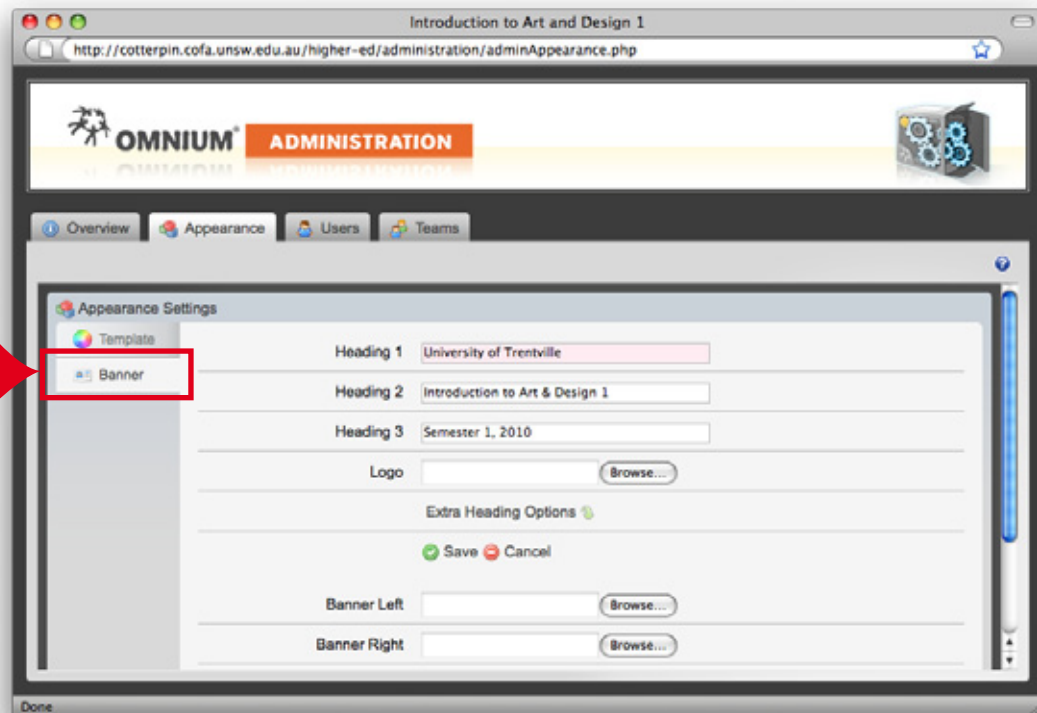
- 'Site Name' - the name that appears in search results and at the top of your browser window.
- 'Template' - enables you to select the colour of your website from a range of different templates.



The Appearance Tab



- 'Banner' - is where you can change the text headings that appear within your banner.
- 'Logo' - enables you to upload your University, School or Class logo to appear in the banner. You can also choose not to have any logo if you prefer by selecting 'Extra Heading Options' and checking 'Disable Logo' (see screenshot below).
- 'Banner Left', 'Banner Right', 'Banner Background' and 'Extra Banner Options' - allow you to have greater control of the appearance of your website. This is where you can upload your own customised banner images, restore the banners to the original Omnium Classroom default settings, change the banner background colour or disable the banner images altogether.



The 'Banner' options page

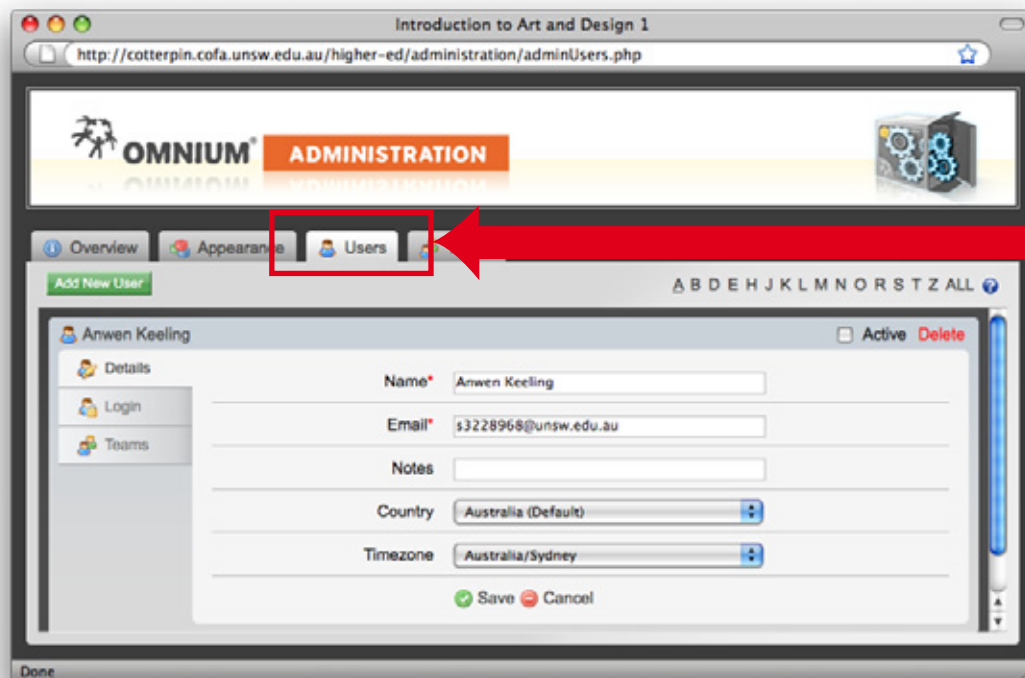


The 'Users' tab

When you click on the 'Users' tab you will see an alphabetical list of all members of your site. To sort users by first name, click on the letters listed along the right hand corner of the window. To view all of your site's members click on 'ALL' also in the top right hand corner. To specify which users are active or not by checking the box on the right hand side.

Adding new users (Note: The red asterisks specify which fields are compulsory.)

1. To add a new user click on the '[Add New User](#)' button on the left hand corner (see screenshot below).





Adding a new user

2. You can choose to make this user active by checking the 'Active' box.
3. Add the user's name, email and any notes regarding this user. Notes are only visible to the site's administrator. You can also specify their country of residence and timezone.
4. Choose a username for this user and specify how they are authenticated in the site. The 'Omnium password (Default)' is the default setting used by most classes.
5. Select a password. This will enable the user to access the site.
6. If you have the 'Teams' feature, specify which team this user belongs to by clicking on 'User Teams'. A list of teams will appear. Check the box of which team this new user belongs to.
7. Click on 'User Type' to select what type of user this person will be. For example, if this new




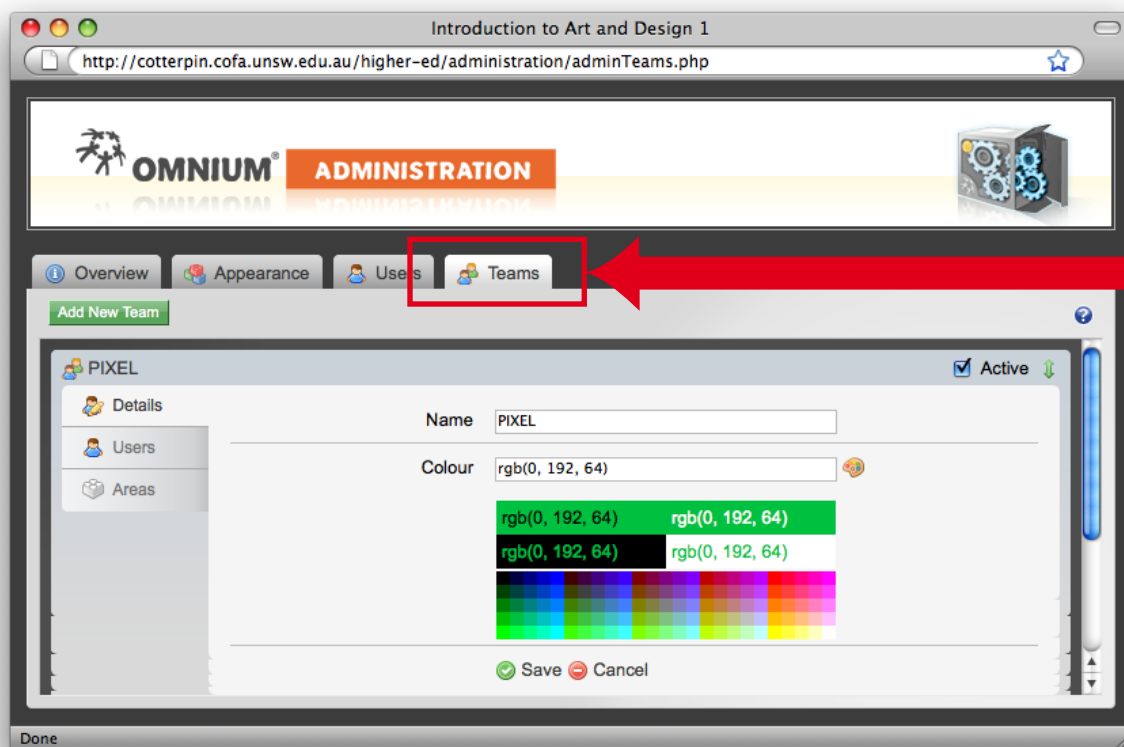
user is a student check the 'Students' box.

8. Finally click 'Save' marked with a green tick  to save this user. If you want to cancel adding this user click 'Cancel' marked with a red icon .
9. To delete a user click 'Delete' on the right hand side.

The 'Teams' tab



This tab will be visible if you have purchased the 'Teams' feature. When you click on the 'Teams' tab you will see a list of teams currently entered in your site. You can specify which teams are active or not by checking the box on the right hand side.

You can sort these teams by clicking and dragging the green arrow  on the right hand side. This specifies the exact order of your teams as listed in the 'Teams' area of your website.





Adding a new team

Editing a team

1. Click on the team you wish to edit. Change the name of the team in the 'Name' field.
2. You can specify the colour of this team by entering the colour code in the 'Colour' field. Select a colour by clicking on the colour palette icon  on the right hand side.
3. Click on the 'Users' tab on the left hand side. A list of users will appear. You can remove users from this team by clicking on the 'Remove' button marked with a red icon .



4. You can add a user by typing their names in the 'Add User' field. Then click on 'Add' on the right hand side.
5. If you wish to deactivate this team without deleting it, click on the 'Areas' tab and check the box under '*displayed*'. This team will not appear on the website and will not be accessible.
6. Finally click on 'Save' marked with a green tick  to save this user. If you want to cancel adding this team click 'Cancel' marked with a red icon .

Using this **Administration Guide** you can now view a summary of your site. You can also successfully add, edit and sort users and teams.

Enjoy customising your Classroom new website!

For information on setting up your website after purchasing the Omnium Classroom Software refer to the **Getting Started Guide**. Information on the features of the software can be found in the **Feature Guide**. All guides can be accessed via the Omnium website:

www.omnium.net.au/software/helpcentre



Contact Omnium at www.omnium.net.au