Training Manual – Social Network

V 1.0
Registered Users
Advanced Functions

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# Contents

1. Signing up for the community ................................................................. 4  
   1.1. Register for the community ............................................................ 4  
   1.2. Logging in ..................................................................................... 4  
   1.3. Forgotten Password .................................................................. 5  
2. Your profile ......................................................................................... 5  
   2.1. Viewing your profile .................................................................... 5  
   2.2. Editing your profile ..................................................................... 5  
   2.2.1. To edit your public details: .................................................... 5  
   2.2.2. To edit your private details: .................................................... 6  
   2.2.3. To edit your community account details: ............................ 6  
3. Groups ............................................................................................... 6  
   3.1.1. Joining a Group ..................................................................... 7  
   3.1.2. Leaving a group ...................................................................... 7  
   3.1.3. Using groups .......................................................................... 7  
   3.2. Conversations ............................................................................. 7  
   3.2.1. Viewing a conversation ......................................................... 8  
   3.2.2. Replying to a topic ................................................................. 8  
   3.2.3. Starting a new topic ............................................................... 9  
   3.2.4. Editing a topic which you've started ..................................... 9  
3.3. Members ......................................................................................... 9  
4. Discussing education and assessment ................................................... 11  
   4.1. Viewing Discussions .................................................................. 11  
   4.2. Commenting on discussions ........................................................ 12  
   4.3. Starting a new discussion ............................................................ 12  
   4.4. Editing a discussion topic you've started ................................... 12  
5. Polls .................................................................................................. 13  
   5.1. Voting in a poll .......................................................................... 13  
   5.2. To view previous polls ............................................................... 13  
   5.3. Commenting on polls ............................................................... 13  
6. Members ............................................................................................ 13  
   6.1. Viewing another members profile ............................................ 14
7. Alerts ........................................................................................................................... 15
  7.1 To subscribe to specific topics or areas on the site .............................................................. 15
  7.2 To receive alerts from a specific item or conversation thread........................................... 15
8. Reporting content ........................................................................................................... 16
9. Advanced users ............................................................................................................ 17
10. Admin Interface ......................................................................................................... 17
  10.1 Content Management .................................................................................................. 17
  10.2 Adding content ......................................................................................................... 17
    10.2.1 Expert .................................................................................................................. 17
    10.2.2 Group .................................................................................................................. 18
    10.2.3 Poll ...................................................................................................................... 18
    10.2.4 Page .................................................................................................................... 18
    10.2.5 User .................................................................................................................... 18
    10.2.6 Nodequeue ........................................................................................................... 19
  10.3 Browse for Content ................................................................................................... 19
  10.4 Editing the ‘Qualification type’, ‘Topic’ and ‘Subject’ fields .............................................. 19
11. Site Building .............................................................................................................. 20
  11.1 Adding a new block .................................................................................................... 20
  11.2 Controlling where blocks are placed ........................................................................... 20
12. User Management ...................................................................................................... 21
  12.1 Adding a new user ..................................................................................................... 21
  12.2 Editing, blocking and removing users ......................................................................... 21
  12.3 Registration codes (Centre numbers) ......................................................................... 21
13. Editing content .......................................................................................................... 22
  13.1 Adding and editing group discussion forums ............................................................... 22
  14. Expert answers .......................................................................................................... 22
  15. Moderating Content .................................................................................................. 22
1. Signing up for the community

1.1. Register for the community

From the home page:

1. Click on "Create new account" (located in the top right of the homepage)
2. Fill in necessary fields on registration form. For privacy reasons, do not use your email address as your username.
3. You will need to enter a centre number. The school or organisation which you are part of will have its own unique centre number. If you are unsure of what your centre number is, please contact OCR
4. In the CAPTCHA section, fill in the provided field with the obscured text shown in the image. This is to determine that you are a human being as opposed to an automated spam account.

![CAPTCHA Image]

**What code is in the image?**

5. Click "Create new account"
6. You should receive an email confirming your registration. You may need to check your spam/junk folder.

You are now registered! **Welcome to the OCR Community!**

1.2. Logging in

You need to be a registered user in order to log in and post content to the community.

If you have just created a new account, you will be logged in automatically. Otherwise, enter your **username** and **password** in the requisite boxes in the upper right hand corner of the homepage, and click on the "Log in" button.

You should now be logged in.

If you wish to log out (recommended if you are using a shared computer) you can do so by clicking on "Logout" in the same box in the top right of the page, underneath your username.
1.3. Forgotten Password

If you’ve forgotten your password:

1. Click on "Request new password" in the box in the top right hand side of any page
2. Enter your email address  **NOTE: This must be the email address which you signed up to the site with**
3. You will receive an email shortly detailing how you can log into the site and change your password

2. Your profile

Your profile is where you can view or edit your public and private account information as well as view your activity on the site and the groups your are a member of. You need to be logged in to view or edit your profile information.

2.1 Viewing your profile

From the homepage, click on either your username or profile in the top right hand box on the page. (This is the username you signed up to the site with)

You can navigate between the different areas of your profile using the tabs shown below:

- **Overview**
  This tab shows a summarised version of your profile information, activity on the site and the groups you are a member of

- **Edit My Profile**
  Allows viewing and editing of public and private profile information as well as your community account details

- **My Alerts**
  Allows you to view and edit the parts of the site from which you are receiving email alerts

- **Resources**
  Lists the resources you have uploaded to OCR community

2.2 Editing your profile

To edit your profile, click on the “Edit my profile” tab when viewing your profile

There are three sections to your profile: your public details, your private details and your community account details

2.2.1 To edit your public details:

From your profile page:

1. Click on the “Edit my profile” tab
2. To upload a profile picture:
a. Click the "Browse" button next to the "Upload new image" field
b. Select whichever picture you wish on your computer
c. Click on "Open"
d. Your picture should now be displayed (it should be noted that as profile pictures are always displayed in a square box, it is best to choose a picture which has dimensions similar to a square)
e. Your picture will be saved when you click "Save changes" at the bottom of the form

3. Enter your location in the "Location" field (this is public so DO NOT use your whole address)
4. In the "About you" field you can add a piece of text about who you are and what you do
5. Click "Save changes" to save your public details and complete the process

2.2.2 To edit your private details:

From your profile page:

1. Click on the "Edit my profile" tab
2. Click on "Private details" in the menu on the left hand side
3. Enter your details in the boxes (the Title, Surname and Organisation fields are mandatory)
4. Click "Save changes" to save your private details and complete the process

2.2.3 To edit your community account details:

This section allows you to edit your email address and password

From your profile page:

1. Click on the "Edit my profile" tab
2. Click on "Community account details" in the menu on the left hand side
3. To change your email address (this is the address used for all communications from the OCR community), put your new email address in the "Email address" field
4. To change your password, you will need to type your new password in both the "Password" and "Confirm password" fields
5. If you no longer wish to be a member of the community, you can request to leave the community by clicking on "leave the community". This will open a dialogue box asking why you are leaving. Click "Leave the community" to delete your account. **WARNING: THIS IS PERMANENT AND CANNOT BE UNDONE!**
6. Click on "Save changes" to save your details and complete the process
   *Please note that when you leave the community, your content is left behind and marked as being from user "Anonymous"

3. Groups

Groups are places where you can interact with other members of the OCR community, by posting in a discussion forum or by sharing resources. Most groups will be based on subjects, e.g. there will be a group for Maths, a group for ICT, etc.
3.1.1 Joining a Group

If you are not a member of a group you are generally still able to view most of the content. However to add content yourself, or to join in with the discussions, you must be a member of the group.

To join a group:

1. Click on "Collaborate with colleagues" on the right hand side of the screen
2. Find the group you wish to join. Depending on the number of groups on the site, the one you are looking to join may not be on the front page of the groups area. You can either use the page numbers below the groups to scroll through them, or alternatively use the filter on the right to narrow down the groups displayed on the page
3. When you have found the group you’re looking for, click "Join `groupname`", and confirm you wish to join the group when the next page appears
4. You are now a member of the group
5. Whilst the majority of groups will be free to join, it is possible that some may require moderator approval. If so, your membership will be on hold until you are informed that you’ve been granted approval

3.1.2 Leaving a group

To leave a group, either:

1. Click on "Collaborate with colleagues", find the group you wish to leave and click the link at the bottom of the group’s box
2. When in a group, there is a box on the right hand side of the screen containing a button to leave the group

3.1.3 Using groups

Click on the name on a group that you are a member of. You will be taken to the group’s overview page. Here the newest conversation topics and popular resources are listed, and there is a navigation bar at the top:

- Overview
- Conversations
- Members
- Resources

Clicking on these tabs will take you to the different areas of the group

3.2 Conversations

This area allows you to take part in discussions with other members. Click on the "Conversations" tab when viewing a group to get here
3.2.1 Viewing a conversation

To view the discussions taking place, click on one of the forum names (for example “About the group” or “General discussion” in the image above)

<table>
<thead>
<tr>
<th>Forum</th>
<th>Topics</th>
<th>Posts</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the group</td>
<td>2</td>
<td>5</td>
<td>just a little test</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>50 min ago</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>by JP</td>
</tr>
<tr>
<td>General discussion</td>
<td>3</td>
<td>3</td>
<td>Do you feel Maths GCSE has become too easy?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 hour ago</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>by user8</td>
</tr>
</tbody>
</table>

You will then see a list of topics currently being discussed. Click on one of them to view the topic (“Do you feel Maths GCSE has become too easy?” in the image above)

3.2.2 Replying to a topic

To reply to a topic:

1. View the topic which you wish to reply to
2. Scroll down to the bottom and enter your text in the box provided
3. Click on “Post reply”
4. If the box is greyed out, you are not a member of the group (you must be a member of a group to participate in its discussions). There is a Join ‘groupname’ button on the right hand side of the page which allows you to join the group.

By doing the above you will reply to the initial post of the topic. If you wish to reply to a comment somebody has already made, click on the reply button in the bottom right of their post.

Replies

You will be taken to a new screen. Fill in the box and clock “Post reply” to enter your response.

3.2.3 Starting a new topic

From the conversation area of a group:

1. On the right hand side of the screen there is a button called “Start a topic”. Click on this.
2. Enter your text in the “Title” and “Body” text boxes.
3. Select which forum in which you wish the topic to appear in the “Forum” drop down box.
4. Click “Save”.

3.2.4 Editing a topic which you’ve started

To edit a topic that you’ve started:

1. Go to the topic.
2. Above it, but below the “Overview” tab, are two buttons: “View” and “Edit”. Click on “Edit”.
3. Make your changes and click “Save”, as you would for starting a new topic.

3.3 Members

The members tab let’s you view all OCR community members who are part of the group. To search for a specific member, there is a box on the right hand side of the screen. Simply input the term you wish to search for into the box, and click “Search”.
3.4 Resources

The resources area of the site is where users can share documents, links. Official OCR resources will also be linked to from here.

3.4.1 Viewing resources

To view this section, click on the "Resources" tab on the navigation bar when in a group. An example of the this page can be seen below.

Click on the title of a resource to view it.

If you are searching for something specific, there are ways to narrow down the search. You are able to sort the list by "Title", "Author", "Date" and "Qualification type", by clicking the respective buttons above the list of groups:

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Uploaded date</th>
<th>Qualifications Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>maths</td>
<td>user1</td>
<td>Wed, 25/08/2010 - 10:12</td>
<td>NVQ</td>
</tr>
</tbody>
</table>

You can also use the three boxes on the right: to filter by keyword, filter by qualification type, filter for official OCR resources, and search.
3.4.2 Commenting on a resource

The comment on a resource, the procedures are exactly the same as on replying to a conversation topic

1. Go to the page of the resource you wish to comment on
2. Scroll down to the bottom and enter your text in the box provided
3. Click on "Save"
4. If the box is greyed out, you are not a member of the group (you must be a member of a group to participate in its discussions). There is a Join 'groupname' button on the right hand side of the page which allows you to join the group

3.4.3 Uploading your own resource

To upload your own resource to the site:

1. Go to the resources page of a group you are a member of
2. Click on the “Create new resource” button on the right hand side of the screen
3. Fill in the boxes you wish and click on "Save".

Note:
1. Administrators and Community Managers are able to add 'Official OCR resources'. There is a checkbox for this on the upload page
2. It is important not to upload the file of the resource. Instead, post a link to the resource on the official OCR site

4. Discussing education and assessment

This area is to encourage members of the community to discuss education and assessment generally, and is not connected to any particular subject

4.1 Viewing Discussions

The three most recent discussions are listed in a box on the homepage. To view all the discussions either:

1. Click “Discuss education and assessment” in the box on the right hand side of any page

Or:

2. On the homepage, click on the “All discussions” link

You will be taken to an overview page showing all the current discussions. Simply click on the title of any one of them to view it

The discussions are listed in chronological order, with the most recently started discussion at the top

You are able to reorder or filter the discussions in several ways
This navigation bar is at the top of the screen

1. Click on "Latest" to order the discussions chronologically, in descending order by the date of the last post. This is the default tab selected when you enter the discussions area
2. Click on "Popular" to order the discussions by rating
3. Click on the "My discussions" tab to view only discussions which you've started

On the right hand side of the screen there are two boxes you can use to filter the discussions: filter by discussion topic and filter by keyword. Clicking on a word or phrase in either of the boxes will filter the discussions by that term.

4.2 Commenting on discussions

To reply to a discussion:

1. View the discussion you wish to reply on
2. Scroll down to the bottom and input your text into the box (if you cannot see a text box it will be because you aren't logged in to the site)
3. Click “Post reply”

If you wish to respond to a comment somebody has made rather than the overall discussion:

1. Scroll down to the post you wish to respond to and click the “Reply”
2. You will be taken to a new page. Input your text in the boxes provided and click “Post reply”

4.3 Starting a new discussion

To start a new discussion:

1. Go to the discussions page
2. Click the button on the right hand side entitled "Start a discussion"
3. Enter your text in the boxes provided and click “Save”

4.4 Editing a discussion topic you’ve started

To edit a discussion which you’ve started

1. Go to the discussion
2. Above the initial post, but below the title, are two buttons: “View” and “Edit”. Click on “Edit”
3. Make your changes and click “Save”, as you would for starting a new topic
5. Polls

Registered users are able to vote in polls

5.1 Voting in a poll

To vote in the current poll:
1. Go to the homepage and scroll down to find the poll
2. Select your option and click "Vote"

5.2 To view previous polls

1. Click on the "View previous poll results". You have to have voted in the current poll for this to appear
2. Click on the title of a poll to be taken to its page

5.3 Commenting on polls

To comment on the current poll:
1. Click on the title of the poll ('This is a poll' in the image above)
2. Type your comment in the box provided and click "Save"

To comment on previous polls
1. Click on "View previous poll results"
2. Click on the title of the poll you wish to comment on
3. Type your comment in the box provided and click "Save"

6. Members

To view all the members of the site:
1. Go to the homepage
2. On the right hand side there is a block showing the newest members of the site:
3. Click on "All members"

To search for a member:

1. Follow the steps above to get to the page showing all the members
2. Enter your search term in the box on the right and click "Search"

6.1 Viewing another members profile

To view another member’s profile, simply click on their name. This can be done anywhere on the site, and will take you to their overview page:
Clicking on the "Resources" tab will bring up a page showing all the resources they have posted onto the site

**7. Alerts**

You can subscribe to sections of the community. You can set up the alerts to be sent to you every 4 hours, daily or weekly, to check out what’s happening in the areas that interest you.

**7.1 To subscribe to specific topics or areas on the site**

1. Go to your user profile
2. Click on the "My alerts" tab

**My account**

<table>
<thead>
<tr>
<th>Overview</th>
<th>Edit my profile</th>
<th>My Alerts</th>
<th>Resources</th>
</tr>
</thead>
</table>

**Areas**
You are currently receiving alerts for all content added to the following areas. To unsubscribe uncheck the box.

- Discussions

**GROUPS**
You are currently receiving alerts for all content added to the following groups. To unsubscribe uncheck the box.

- ICT

**Individual pages**
You are currently receiving alerts for these specific pages. To add pages navigate to the page you want to receive alerts on and click the "Alert" box.

Remove Which subject is more difficult ICT/Maths? admin

1. Select the areas that are of interest to you. You can only subscribe to groups
2. You can then choose whether to receive the alerts as they happen or in a daily digest email, or to stop receiving alerts for the time being

**7.2 To receive alerts from a specific item or conversation thread**

1. Click the "Get alerts" button found next to "Reply"
2. If you click on the one under this post you’ll receive notifications from any comments posted here.
3. To receive alerts about all content posted in the “Discuss education and assessment” part of the site, go to the main discussions page and in the bottom right of the page will be a green box with a link that allows you to sign up to alerts from that area

You can also subscribe to a user’s public activity feed, for instance if a particular blogger interests you.
8. Reporting content

The site has a built-in function for reporting inappropriate or offensive content. This is available for all user-generated content.

3. Browse to any piece of content (Question, design resource, knowledge etc.)
4. If you feel that the content is inappropriate, click on "Report" underneath the body of the content.

5. If you change your mind, you can undo the action by clicking "Cancel"
9. Advanced users

There are four different types of advanced users

**Administrators**

Administrators have access to the full range of functions described in this section, and are the only users able to edit the content of the site, e.g. by adding groups, banner images, editing users etc.

**Community Managers**

Community Managers are in charge of groups, and able to edit the forums on their groups, moderate content and provide expert answers to discussions (see sections 13.1, 14 and 15)

**Experts**

Experts who can enter an expert response to a question in the discussions area (see "Expert Answers", section 14)

**Moderators**

Moderators are able to moderate content that has been reported by users (see "Moderating Content", section 15)

10. Admin Interface

Administrator functions are performed both though the main site page and also using the black menu at the very top of the screen. To see the this menu you must be logged in as an administrator

10.1 Content Management

This is the main tool for editing and adding to the content on the site

10.2 Adding content

Move your cursor over "Content management" then click "Create content" in the menu that appears. A Page will appear with the option to create the following content:

10.2.1 Expert

This page is used to add experts to the site. Fill in the fields and click "Save" to add the expert. The name of the expert will now appear in the drop down menu when editing discussions to add an expert answer (see "Expert answers" below)
10.2.2 Group

Fill in the fields to create a new group

Note:
1. Selecting "Promoted to the front page" will not automatically place the group on the homepage. For that you need to use the "Nodequeue" function. When viewing the group after it has been created, there is a tab on its navigation bar entitled "Nodequeue". Click on that and then click "Add to Queue". The group will appear on the homepage. See section 10.2.6 for more on the "nodequeue" function.
2. The images used for the icon and teaser image should not be too thin and high, as the image fields on the site are a specific size, so parts of the image can be cut off if is not reasonably close to being a square.
3. To edit the forums available in the new group, see section 13.1 below.

10.2.3 Poll

Fill in the fields to create a new poll

Note:
1. Only one poll is visible on the front page at any one time, which will be the newest poll created with the "Promoted to front page" option ticked. If you wish to reorder the polls (i.e. to place an older one on the front page), see "Nodequeue" below.

10.2.4 Page

This is used to add a new page to the site. For example, if an OCR were to organise a conference, a page could be created and then temporarily placed on the site with information, links etc.

Fill in the forms to create the page

Note:
1. For a page to be visible a link to it must be added to one of the existing menus. This is done by the 'Menu Settings' area, in between the 'title' and 'body' fields. Whilst the link can in theory be added anywhere in the site, including admin menus, it is highly recommended that it is added to one of the following menus:
   - Footer Menu: The links at the bottom of the page
   - Secondary Links: The 'In the community' box on the right hand side of the page
   You can use the 'Weight' field to decide where the link appears. Pages with a higher weight will appear above those with a lower weight.
2. In the 'Input format' field, it is highly recommended that 'Filtered HTML' is used, for security reasons.
3. If the a link to the page is not added immediately, you can find it again in the "Content" area of the CMS menu, see section x below.

10.2.5 User

Used to add new users to the site (see "Adding a new user" below).
10.2.6 Nodequeue

This function is used for determining which groups and polls are shown on the homepage.

To add a group to the homepage:
1. Go into the group's page and click "Edit" on the top navigation bar.
2. Make sure that the 'Promoted to front page' tick box is selected in the "Publishing options" area at the bottom, and click "Save".
3. Click the "Nodequeue" tab in the group's navigation bar and click "Add to queue".
4. The group should now appear on the homepage.

To reorder the groups on the homepage:
1. Hold your mouse cursor over the "Content management" menu in the admin bar.
2. Click "Nodequeue".
3. There should be a line entitled "Home page groups". Click "View".
4. To change the order of the groups click and hold the cross icon to the left of the group name, and drag it to where you wish.
5. Click "Save".

Note: A maximum of 9 groups can be shown on the homepage at any one time.

To change the order of polls on the homepage:
1. Hold your mouse cursor over the "Content management" menu in the admin bar.
2. Click "Nodequeue".
3. There should be a line entitled "Homepage poll". Click "View".
4. To change the order of the polls click and hold the cross icon to the left of the group name, and drag it to where you wish. The top poll in the list will be visible.
5. Click "Save".

10.3 Browse for Content

To view all the content that has been added to the site (groups, users, conversations, pages etc.), bring up the "Content management" menu and click "Content". You are able to filter by type of content using the menus at the top.

Note: This is where you can find pages that have been added but have yet to have a link assigned to them.

10.4 Editing the ‘Qualification type’, ‘Topic’ and ‘Subject’ fields

These three fields are used to filter groups, resources and discussion topics.

To edit these, go to "Content management>Taxonomy".

To add new terms, click "add term". Only the “Term name” field is needed. “Save” to have to terms added to the site.

To edit the current terms, click "List terms" and then click "Edit".
To change the order the terms will appear in the lists, click "List terms", click and hold your mouse on the grey crosses to the left of the terms, drag them to where you wish them to be, and then "Save"

Note:
1. Initially, for every group that is started, a new subject field will have to be created for it. For example, if an English group is added, either one of the three starting subjects (initially ‘Subject 1’, ‘Subject 2’ etc.) will need to be edited, or a new subject created. Later, if subgroups for subjects are created, these subgroups might not need a new subject field.

11. Site Building

This menu can be used to both add new blocks to the site and edit ones that are currently there, such as banners and scope notes. For example, the "Collaborate with Colleagues" image on the homepage is a block.

On the CMS menu, hold the cursor over "Site building" then "Blocks" and click "List".

11.1 Adding a new block

When in the blocks page, click "Add block"

Fill out the form:
1. The "Block description" field will not show to users but will be used as the name of the block on the block overview page, where you control where it is placed, so use a name that will allow you to recognise what it is.
2. The "Page specific visibility settings" controls which pages the block is either seen or not seen on. The format to use in the "Pages" box is for the whole link after 'http://social.ocr.org.uk'. For example, for the block to be visible in the discussions area, select "Show on only the listed pages" and type 'discussions' into the box. For the block to be shown in only the ICT group, enter 'groups/ict' in the box.
3. If you wish the block to be listed (or not listed) in a certain area of the site plus its sub areas, use the * character as a wildcard. For example, entering 'discussions*' into the box would make the block visible on the discussions overview page, as well as every individual discussion topic.
4. Click "Save block". You will be taken back to the blocks overview page.

11.2 Controlling where blocks are placed

Go to the blocks overview page if you are not there already (On the admin interface, hold the cursor over "Site building" then "Blocks" and click "List")

1. Parts of this page are coloured yellow. These are a guide to where you are able to add blocks to
2. If you have created a new block, it will initially reside in the "Disabled" section of the list. Find the block you’ve created and use the drop down menu to decide where it will be placed.
3. To change the composition of a block, click "Configure".
4. Click "Save blocks" for your changes to be saved.

In order to quickly make changes to blocks that are already on the site, if you hold your mouse over a block a link for "configure block" appears. Simply make your changes and save.
12. **User Management**

This area of the admin interface used for adding new users, editing users, altering permissions and changing the centre numbers

12.1 **Adding a new user**

To add a new user, use the admin interface at the top: “User management>Users>Add users”

The “Notify user of new account” tick box will send an email to the address that you have entered in the “E-mail address” field

12.2 **Editing, blocking and removing users**

To edit existing users, go to “User management>Users”. This is used to give users privileges (e.g. expert or moderator functionality), block users, delete users and edit their details

This area lists every user of the site. You are able to filter and sort the users by various categories. Once you’ve found the user you’re looking for, click “Edit”, make your changes and click “Save”

If you change a user’s status to “Blocked”, they will be unable to log in to the site but any content they have already added will remain

If you “Delete” a user on the other hand, their content will still appear but will be listed as being post by an anonymous user

12.3 **Registration codes (Centre numbers)**

Centre numbers can either be uploaded en masse, by importing a csv file, or individually

To import a file of centre numbers:
   1. Go to “User Management>Registration Codes>Import”
   2. Attach the file containing the numbers
   3. Click “Import”

To add individual centre numbers:
   1. Go to “User Management>Registration Codes>Import”
   2. Fill in the fields
   3. Click “Import”

To view the centre numbers on the site, go to “User Management>Registration Codes>List”
13. **Editing content**

Administrators are able to edit all content as if they were the user that posted it initially, by clicking on "Edit" when viewing the content.

This can also be used to delete content. For example, if a Community Manager would like to delete a conversation topic in a group forum, they would:

1. View the topic
2. Click "Edit" at the top of the topic
3. Click "Delete" at the bottom of the new page

13.1 **Adding and editing group discussion forums**

Administrators and Community Managers can add or edit the conversations areas in groups, by both adding forums and editing the names of current forums.

To add a new forum:

1. Go to the "Discussions" area of a group
2. Click on the "Add new forum" button
3. Enter the details. Weight is used to determine where in the list the forum will appear i.e. the forum with the highest weight will appear at the top. Click "Save"

To edit a forum:

1. Go to the "Discussions" area of a group
2. Click on the "Edit" button
3. Enter the details. Weight is used to determine where in the list the forum will appear i.e. the forum with the highest weight will appear at the top. Click "Save"

14. **Expert answers**

Administrators, Community Managers and Experts can provide an ‘expert answer’ to a topic in the ‘Discussion education and assessment section’.

To add an expert answer:

1. View the discussion post you wish to answer
2. Click "Edit"
3. Scroll down, and there will be an ‘Expert’ box
4. Enter your text in the box
5. Choose your expert name from the drop down box
6. Click "Save"

15. **Moderating Content**

Administrators, Community Managers and Moderators can moderate content, to ensure that all posted content adheres to community guidelines and that anything deemed offensive can be removed.
Any user can report content. When they do so, it is added to a list in the ‘Moderate’ area of the site. You can view this via the black Admin interface bar at the very top of the page: "Content Management > Moderate", which will bring up the page above.

At the top there is a navigation bar. "Pending Items" lists reported content that has yet to be dealt with by a moderator. "Hidden Items" lists those items which have been reported three times, and have therefore been temporarily removed until a moderator can look at them.

You are able to use the drop down box to filter content by which group it has been posted in (e.g. Maths, ICT etc.)

Below that is listed various pieces of information about the content: who authored it, who reported it, when it was reported, the reasons for it being reported, and the text that was reported.

You have several options:

1. "Allow". Removes the content from the moderating area.
2. "**Remove**". The content will disappear from the site. The user who posted it will not be notified. Note that if what is removed was the starting post in a topic or discussions, all replies will also be lost. However if a reply is removed, everything else will remain on the site.

3. "**Warn and Allow**". The content will remain on the site but its author will receive a warning email, to the account which they signed up to the site with. A box will appear where you are able to enter whatever text you wish for the email.

4. "**Warn and Remove**". The content will be removed from site and the author will receive a warning email, to the account which they signed up to the site with. A box will appear where you are able to enter whatever text you wish for the email.

5. "**Ban**". Bans the author of the offensive content from the site.

For advice on moderation best practice, please see the moderation handbook. This provides a full range of scenarios that may be encountered by a moderator and how to respond to them.