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# 1 INTRODUCTION

The Admin area is intended for customizing and modifying general and layout settings of the main LMS areas: Teacher, Student and CEO. The Administrator of the course can perform operations on users management, course management, general appearance configuration, subscriptions and payment management, as well as to work with backup copies.

## 1.1 Users Management

The administrative area of the system allows you to perform user management at all levels: from administering course users to managing Teachers, Assistants or Super Users. This section of the User Guide describes how to work with users through the administrative area.

### 1.1.1 CSV Operations

CSV operations are intended for work with users subscribed to various courses. Subscribing or unsubscribing users to or from courses may require a lot of time and effort. For convenience the system allows you to perform the following batch operations with the help of CSV files:

- [CSV Import](#): allows importing a list of users from a CSV file;
- [CSV Export](#): allows exporting the list of users into a CSV file;
- [CSV Delete](#): allows unsubscribing and deleting users with the help of a CSV File.

**Note:** For importing and deletion the CSV file should have the following structure:

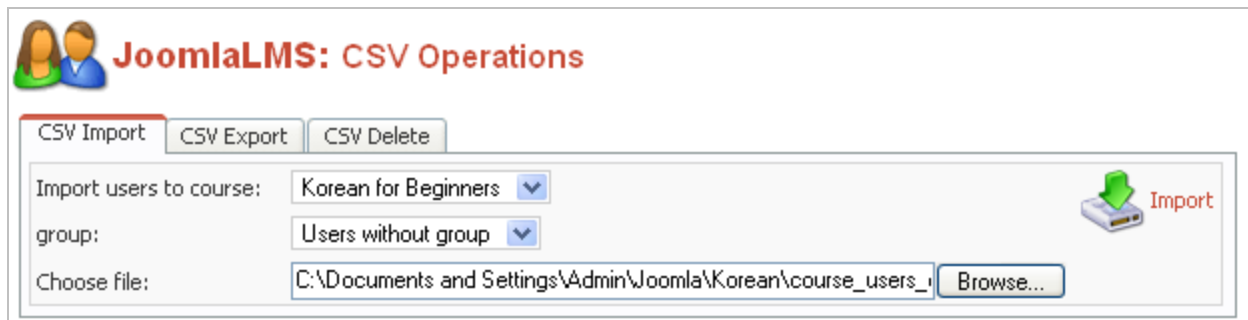
```
username,name,email,password  
Sam,Sam,sam.powter@gmail.com,userpassword
```

Column **password** is not mandatory.

#### 1.1.1.1 CSV Import

By importing Students from a CSV file you may accomplish two tasks at the same time: (1) register users in the system and (2) subscribe them to the required course. To import users from a CSV file:


1. In the left menu go to **Users Management > CSV operations > CSV Import**.



The screenshot shows the JoomlaLMS interface for CSV operations. At the top, there are three tabs: 'CSV Import' (selected), 'CSV Export', and 'CSV Delete'. Below the tabs, there are three rows of form elements: 1) 'Import users to course:' with a dropdown menu showing 'Korean for Beginners'; 2) 'group:' with a dropdown menu showing 'Users without group'; 3) 'Choose file:' with a text input field containing 'C:\Documents and Settings\Admin\Joomla\Korean\course\_users\_' and a 'Browse...' button. To the right of these fields is a green arrow icon pointing to a floppy disk, with the word 'Import' next to it.

Fig. 'CSV Import Form'

2. In the displayed form specify the necessary options:
  - Select a course to which users from the file should be subscribed;
  - Select a user group to which users will belong;
  - Click **Browse** and specify the location of a CSV file on your computer.


- Click the **Import** icon () in the top right corner of the form. Imported data will be shown as a CSV import log. Next to each imported entry find comment text:



The screenshot shows the JoomlaLMS: CSV Import Log interface. It features a header with a JoomlaLMS logo and the title 'JoomlaLMS: CSV Import Log'. Below the header is a table with two columns: 'User information' and 'Result'. The table contains one row of data.

User information	Result
Dave Hunnigan, Dave (d.hunnigan@gmail.com.com) password: <b>student</b>	OK (Adding to group - OK)

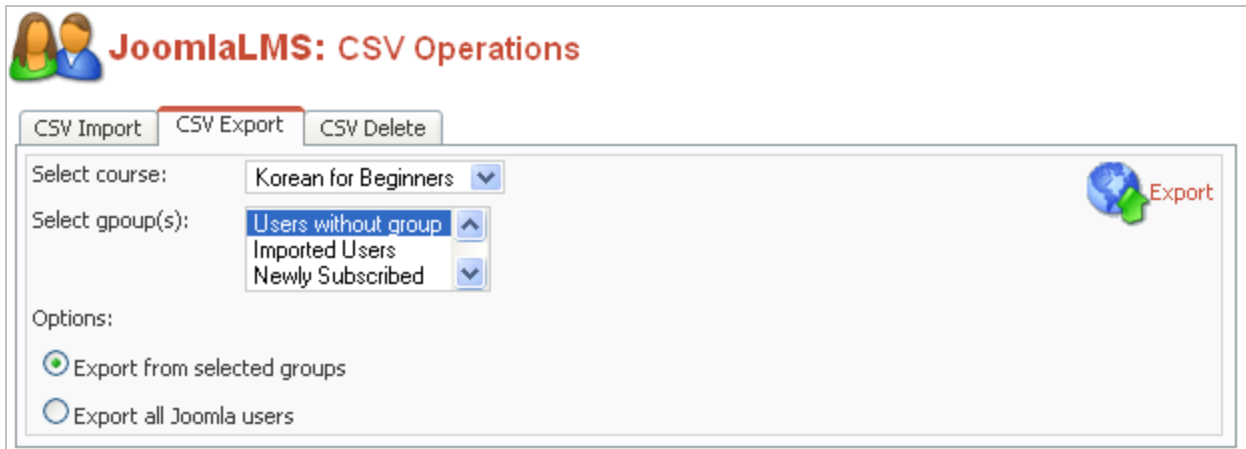
Fig. 'CSV Import Log'

- When finished, click **Back** () to navigate back to the **CSV Import** form.

### 1.1.1.2 CSV Export

To export users to a CSV file:


- In the left menu go to **Users Management > CSV operations > CSV Export**.



The screenshot shows the JoomlaLMS: CSV Operations interface. It has a header with a JoomlaLMS logo and the title 'JoomlaLMS: CSV Operations'. Below the header are three tabs: 'CSV Import', 'CSV Export', and 'CSV Delete'. The 'CSV Export' tab is active. The form contains the following elements:

- Select course:** A dropdown menu with 'Korean for Beginners' selected.
- Select group(s):** A multi-select dropdown menu with 'Users without group', 'Imported Users', and 'Newly Subscribed' selected.
- Options:** Two radio buttons: 'Export from selected groups' (selected) and 'Export all Joomla users'.
- Export icon:** A globe icon with a green arrow and the word 'Export' next to it, located in the top right corner of the form.

Fig. 'CSV Export Form'

- In the displayed form specify the necessary options:
  - Select a course whose users should be exported;
  - Select groups whose users should be exported (hold CTRL for multiple selection);
  - Choose the necessary option: **Export from selected groups** to export users from the course and groups you selected; **Export all Joomla users** to export all users who are currently registered in the system.
- Click the **Export** icon () in the top right corner of the form.
- Open or save the CSV file with the list of exported users on your computer.

### 1.1.1.3 CSV Delete

With the help of the **CSV Delete** option you have an ability to unsubscribe users from one particular course, unsubscribe users from all courses at once or delete users from the system. To perform any of these operations:

- In the left menu go to **Users Management > CSV operations > CSV Delete**.

**Fig. 'CSV Delete Form'**

2. In the displayed form specify the necessary options:
  - Click **Browse** and specify the location of a CSV file on your computer;
  - To unsubscribe users from particular courses, select the **Delete from selected courses** radio button and select the required courses in the list on the right (hold CTRL for multiple selection);
  - To unsubscribe users from all courses at the same time, select the **Delete from all courses** radio button;
  - To delete (unregister) users from the system, select the **Entire user delete (at one time from LMS and Joomla)** check box.
3. Click the **Delete** icon (🗑️) in the top right corner of the form. The system will analyze the CSV file and display a list of users that will be deleted:

#	<input type="checkbox"/> Name	Username	Email
1	<input checked="" type="checkbox"/> Dave	Dave Hunnigan	d.hunnigan@gmail.com.com

**Fig. 'Confirming CSV Deletion'**

4. Select check boxes next to the users whom you want to delete and click **Delete** (🗑️) at the top of the list to confirm your intention; click **Cancel** (✖️) to discard the operation.

### 1.1.2 Groups (Classes) Management

The administrative area gives you a possibility to manage user groups and users belonging to various courses. To work with the list of user groups:

1. In the menu on the left go to **Users Management > Groups (classes) management**.
2. From the **Filter** list select the necessary course.

#	<input type="checkbox"/> Group name	Course name	Teacher
-	- Teacher assistants	-	-
-	- Users without group	-	-
1	<input type="checkbox"/> Imported Users	Korean for Beginners	natalia
2	<input type="checkbox"/> Newly Subscribed	Korean for Beginners	natalia
3	<input type="checkbox"/> Senior Students	Korean for Beginners	natalia

<< Start < Previous 1 Next > End >>

Display #  Results 1 - 4 of 4

**Fig. List of User Groups (Classes)'**


A group of icons in the top right corner allows you to perform the following operations:

Icon	Name	Description
	Delete	Select check boxes next to the groups that you want to delete and click the <b>Delete</b> icon. Confirm your intention by clicking <b>OK</b> in the dialog box.
	Edit	Select a check box next to the group that you want to <a href="#">modify</a> and click the <b>Edit</b> icon.
	New	Click the <b>New</b> icon to <a href="#">add a new user group</a> .




To work with the list of users belonging to a certain group, click a group name link.

### 1.1.2.1 Creating User Groups (Classes)

For each course the system automatically creates two user groups: **Teacher assistants** and **Users without groups**. However for better organization it is possible to add as many user groups as needed:


1. In the left menu go to **Users Management > Groups (classes) management**.
2. From the **Filter** list select the necessary course.
3. Click the **New** icon () in the top right corner. The following form will be displayed:

**Fig. 'Adding a User Group (Class)'**

4. Fill out the following form fields:
  - From the **Select course** list choose a course to which the group will belong;
  - In the **Group Name** field enter the name of the group;
  - In the **Group description** field enter any comment or description text. Use the embedded Visual Editor to format the text.
5. When finished, click **Save** () or **Apply** () in the top right corner to add the new group; click **Cancel** () to discard changes.

### 1.1.2.2 Editing User Groups

To modify properties of a user group that was created earlier:

1. In the left menu go to **Users Management > Groups (classes) management**.
2. From the **Filter** list select the necessary course.
3. Select a check box next to the group that you want to modify and click the **Edit** icon () in the top right corner.
4. Modify group properties as described in the [Creating User Groups \(Classes\)](#) topic.
5. Save changes.

### 1.1.3 Users


The administrative section allows you to manage users belonging to various groups: you can add (subscribe) Students to various courses, add or delete Teacher Assistants or CEO/ Parents.

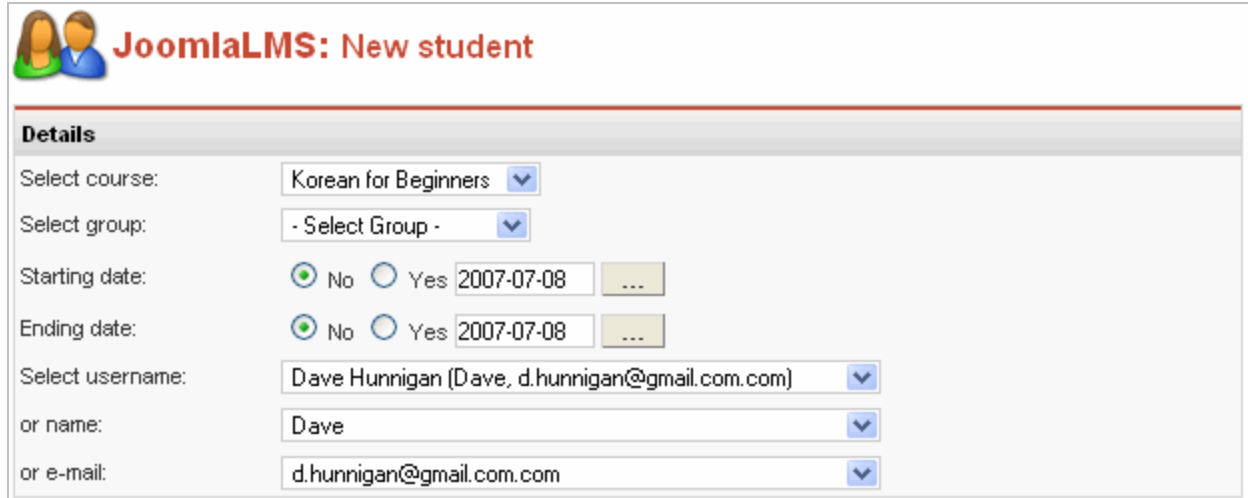
To work with the list of users, click **Users Management** in the left menu and select one of the following sections:

- **View assistants**, to display the list of [Teacher Assistants](#).
- **View students**, to display the list of [Students](#).
- **Parents/ CEO**, to display the list of [Parent/ CEO users](#).
- **Users management**, to display the list of [Teachers and Super Users](#).

### 1.1.3.1 Adding Students


To add Students:




1. In the left menu go to **Users Management > View Students** (or go to **Users Management > Groups (classes) management**, select the required course and click the necessary group link). The system will display a list of Students.
2. Click the **New** icon () in the top right corner of the page. The following form will appear:



**Fig. 'Adding a Student'**

3. Fill out the form fields as described in the table below:


Field	Step
<i>Select course</i>	Select a course to which the Student will be subscribed.
<i>Select group</i>	Select a group to which the Student will belong.
<i>Starting date/ Ending date</i>	If you want to limit Student's access to the course by a certain period, select check boxes and specify the start and ending dates of the period in the <b>Start date</b> and <b>Ending date</b> fields. You can enter the date manually or set the required date with the help of the  button.  <b>Note:</b> <ul style="list-style-type: none"> <li>- If you set only the <b>Start date</b>, the Student will have access to the course only after the start date;</li> <li>- If you set only the <b>Ending date</b>, the Student will have access to the course only till the ending date.</li> </ul>
<i>Select username, or name, or e-mail</i>	Select Student's username, name or e-mail address from one of the lists. Note that you can select only from the list of users registered on the web site.

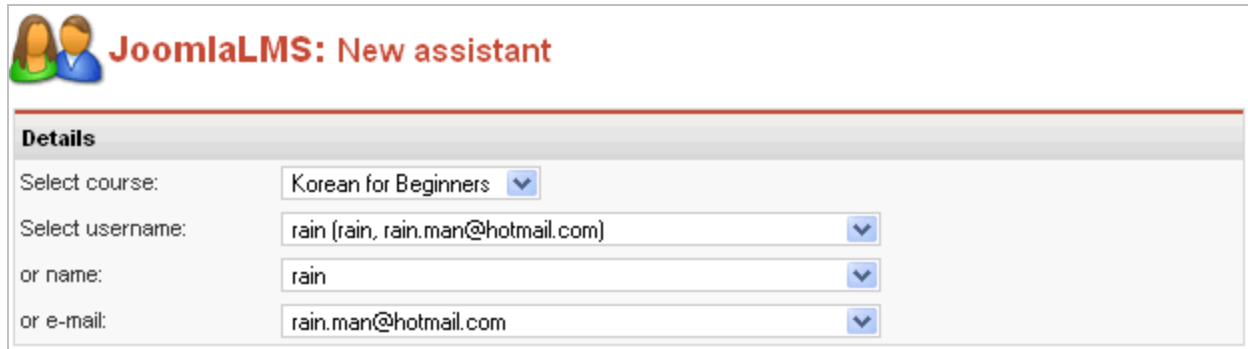
4. When finished, click **Save** () in the top right corner of the page to add the Student; click **Cancel** () to discard changes and close the form.
5. Use the **Back** icon () to navigate away from the list of Students.

### 1.1.3.2 Adding and Deleting Teacher Assistants

Teacher Assistants are users who have the same rights as Teachers (the only difference is that Assistants cannot create, import or delete courses). The administrative area allows you to add or delete Assistants for any of the existing courses.

**To add an Assistant:**

1. In the left menu go to **Users Management > View assistants**. The list of assistants will be displayed.
2. Click the **New** icon () in the top right corner of the page. The following form will appear:



**JoomlaLMS: New assistant**

**Details**



Select course: Korean for Beginners

Select username: rain (rain, rain.man@hotmail.com)


or name: rain

or e-mail: rain.man@hotmail.com

**Fig. 'Adding a Teacher Assistant'**

3. From the **Select course** list select a course to which the Assistant will belong.
4. Select Assistant's username, name or e-mail address from one of the lists below. Note that you can select only from the list of users registered on the web site.
5. When finished, click **Save** () in the top right corner of the page to add the Assistant; click **Cancel** () to discard changes and close the form.


**To delete an Assistant:**

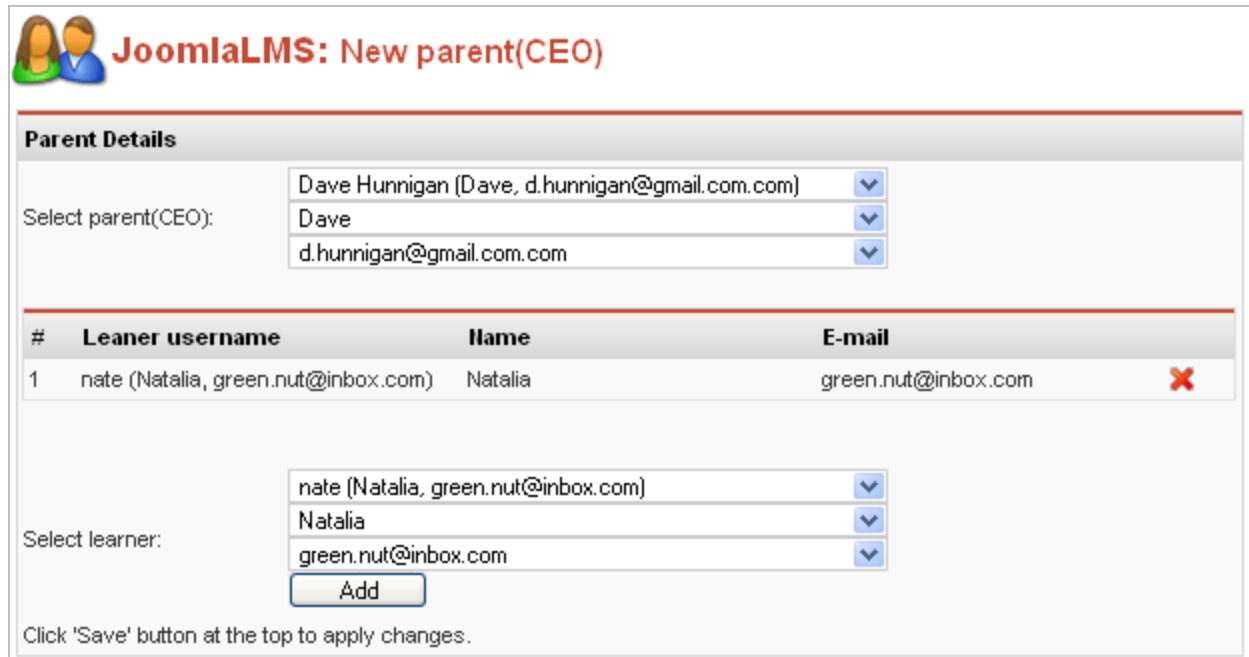
1. In the left menu go to **Users Management > View assistants**. The list of assistants will be displayed.
2. Select a radio button next to the Assistant that you want to remove and click the **Remove** icon () in the top right corner. Confirm your intention by clicking **OK** in the displayed dialog box.

### 1.1.3.3 Managing Parents/ CEO

Each Student subscribed to a course may have a Parent/ CEO user associated with him/ her. Through the administrative area you can add, modify or delete Parent/ CEO users.

**To add a Parent/ CEO user:**

1. In the left menu go to **Users Management > Parents/ CEO**. The list of Parent/ CEO users will be displayed.
2. Click the **New** icon () in the top right corner of the page. The following form will appear:



**JoomlaLMS: New parent(CEO)**

**Parent Details**

Select parent(CEO):

Dave Hunnigan (Dave, d.hunnigan@gmail.com.com) ▼

Dave ▼

d.hunnigan@gmail.com.com ▼

#	Learner username	Name	E-mail
1	nate (Natalia, green.nut@inbox.com)	Natalia	green.nut@inbox.com

Select learner:

nate (Natalia, green.nut@inbox.com) ▼




Natalia ▼

green.nut@inbox.com ▼


Add

Click 'Save' button at the top to apply changes.


**Fig. 'Adding a Parent/ CEO User'**

3. In the **Parent Details** section select a username, name or e-mail of the user who will be considered a Parent/ CEO.
4. In the **Learner username** section select a username, name or e-mail of the Student with whom the newly added Parent/ CEO will be associated. If one and the same Parent/ CEO user should be associated with several Students, click the **Add** button and repeat the steps to create a list of Students for the Parent/ CEO user. Use the  icon to delete Students from the list.
5. When finished, click **Save** () in the top right corner of the page to add the Parent/ CEO user; click **Cancel** () to discard changes and close the form.

**To modify a Parent/ CEO user:**

1. In the left menu go to **Users Management > Parents/ CEO**. The list of Parent/ CEO users will be displayed.
2. Select a check box next to the Parent/ CEO user that you want to modify and click the **Edit** icon () in the top right corner.
3. Modify user's properties.
4. Save changes.

**To delete a Parent/ CEO user:**


1. In the left menu go to **Users Management > Parents/ CEO**. The list of Parent/ CEO users will be displayed.
2. Select check boxes next to the Parent/ CEO users that you want to delete. Click the **Remove** icon () in the top right corner. Confirm your intention by clicking **OK** in the displayed dialog box.

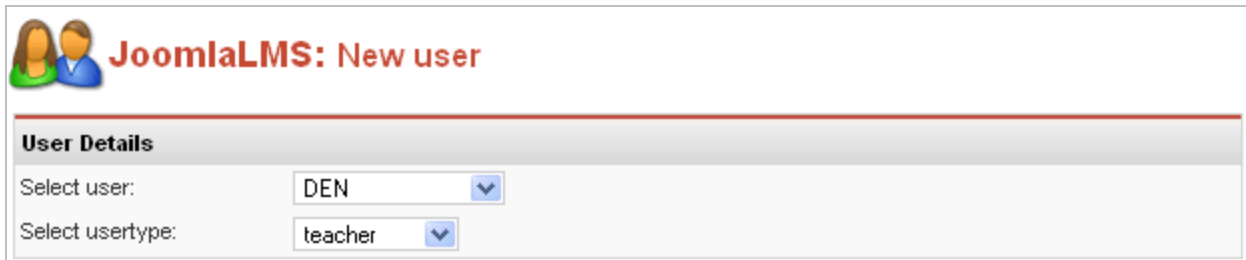
### 1.1.3.4 Managing Teachers and Super Users

The administrative area allows you to select Teachers or Super Users from users registered in the system. Super Users have access to all courses and can manage any course on behalf of a Teacher.

**To add a Teacher or Super User:**

1. In the left menu go to **Users Management > Users Management > New user**. The list of Teachers and Super Users will be displayed.

- Click the **New** icon () in the top right corner of the page. The following form will appear:






**JoomlaLMS: New user**

**User Details**


Select user: DEN

Select usertype: teacher


**Fig. 'Adding a Teacher/ Super User'**

- From the **Select user** list select the necessary user.
- From the **Select usertype** list select the necessary role – Teacher or Super User.
- When finished, click **Save** () or **Apply** () in the top right corner to assign the selected role; click **Cancel** () to discard changes.

**To modify user's role:**

- In the left menu go to **Users Management > Users Management**. The list of Teachers and Super Users will be displayed.
- Select a check box next to the user whose role you want to modify and click the **Edit** icon () in the top right corner.
- Modify user's role to Teacher or Super User.
- Save changes.

**To delete a Teacher or Super User:**

- In the left menu go to **Users Management > Users Management**. The list of Teachers and Super Users will be displayed.
- Select check boxes next to the users that you want to delete. Click the **Delete** icon () in the top right corner. Confirm your intention by clicking **OK** in the displayed dialog box.

## 1.1.4 Certificates

With the help of the administrative section of the system you can track what certificates were printed by course Students.

To view the list of printed certificates, in the left menu go to **Users Management > Certificates**. The list of printed certificates will be represented in the form of a table: each table row contains information on a certain certificate:

#	S/N	Date	User	Course name	Quiz name	Last printed	Type
1	4500fd5c69	2007-07-11	Natalia (nate)	Korean for Beginners	Grammar Basics	2007-07-11	
2	2e4d3ffe65	2007-07-08	Natalia (nate)	Korean for Beginners	Removed Old name:	2007-07-11	
3	a2a1b3011f	2007-07-08	sam (sam)	Korean for Beginners	Removed Old name:	2007-07-11	

Fig. 'List of Printed Certificates'

## 1.2 Courses Management

The **Courses management** section allows a user to view and manage all courses that he/she administers. To pass to the Courses Management page, go to **Courses management > Courses management** in the left menu. As a result, all courses for which you act as Administrator will be displayed:

#	<input type="checkbox"/>	Course name	Category	Owner	Published	Publish start	Publish end	Fee
1	<input type="checkbox"/>	Dentistry	Dentistry education	admin		-	-	Free
2	<input type="checkbox"/>	Korean for Beginners	Language courses	natalia		-	-	0
3	<input type="checkbox"/>	NT course	Other	natalia		-	-	Free

Fig. 'Courses List'

To manage courses in the list, use the following icons at the top of the page:

Icon	Name	Description
	<i>Edit</i>	Allows a user to <a href="#">edit the selected course</a> (to select a course, select a check box next to a corresponding entry in the list).
	<i>Delete</i>	Allows a user to delete the selected course (to select a course, select a check box next to a corresponding entry in the list).




Please note that the Courses Management form does not allow you to add courses. You can create courses only if you log into the learning system as a Teacher.

**Tip** To provide better viewing representation, you can sort out the list of courses using the filter fields at the top and at the bottom of the page.

- In the **Display#** field select the number of entries that should be displayed in the Courses list;
- In the **Filter** field select the category to which the courses should relate.

## 1.2.1 Editing Courses

To edit a course:

1. Go to **Courses management > Courses management** in the left menu.
2. Select a check box next to a necessary course and click the **Edit** icon () at the top of the page.
3. Modify the properties of the course as described in **Creating New Courses** of the Teacher interface section.
4. Click the **Save** icon () at the top of the page to save the changes or **Cancel** () to discard the changes.

## 1.3 Configuration

The Configuration section of the administrative area allows you to manage general settings of the system, public web site and customize courses settings.

### 1.3.1 Front Page Setup

The **FrontPage setup** section allows customizing front pages that are displayed when a user enters the system. To change the FrontPage settings:

1. Go to **Configuration > FrontPage setup** in the left menu.

**Joomla LMS: FrontPage setup**

FrontPage text: **B I U ABC** | [List icons] | -- Styles -- | -- Format --

Welcome to JoomlaLMS!

insert image | insert page break

FrontPage text for unregistered users: **B I U ABC** | [List icons] | -- Styles -- | -- Format --

Welcome to JoomlaLMS! Please, log in.

insert image | insert page break

Show courses list:  No  Yes

Show announcements:  No  Yes

Show homework's:  No  Yes

Show dropbox items:  No  Yes

Number of homepage items:  ⓘ

---

**Meta Data**

Meta Description: elearning solutions meta description


Meta Keywords: elearning solution meta keywords

**Fig. 'Front Page Setup'**

2. Change the settings as described in the following table:

Field	Step
FrontPage text	Enter the greeting text for registered users. Use the embedded Visual Editor to format the text.

<i>FrontPage text for unregistered users</i>	Enter the greeting text for unregistered users. Use the embedded Visual Editor to format the text.
<i>Show courses list</i>	Select <b>Yes</b> if you want the link to the list of courses to be published on the front page; otherwise select <b>No</b> .
<i>Show announcements</i>	Select <b>Yes</b> if you want the Announcements module and its entries to be published on the front page; otherwise select <b>No</b> .
<i>Show homework's</i>	Select <b>Yes</b> if you want the Homework module and its entries to be published on the front page; otherwise select <b>No</b> .
<i>Show dropbox items</i>	Select <b>Yes</b> if you want the DropBox module and its entries to be published on the front page; otherwise select <b>No</b> .
<i>Number of homepage items</i>	Enter the number of homepage items.
<i>Meta Description</i>	Enter a line for representation in search engines: this line will be displayed as a topic in the list of search engine results.
<i>Meta Keywords</i>	Enter key words that describe your course; these key words will to be taken into account by search engines when searching for relevant web pages.

3. Click the **Save** icon () at the top of the page to save the changes.

### 1.3.2 Configuration





The **Configuration** page allows a user to customize layout settings of specific sections of the Joomla LMS main interface.

To be able to change the layout settings, go to **Configuration > Configuration** in the left menu.

The administrator area allows you to change settings of the following sections (to pass to a specific section, click a corresponding tab on the Configuration page):

- [Global](#);
- [Conference](#);
- [Courses](#);
- [Gradebook](#);
- [Files](#);
- [Attendance](#);
- [Users](#);
- [Payments](#);
- [Plugins](#).

To manage the settings, use the following icons at the top of the page:

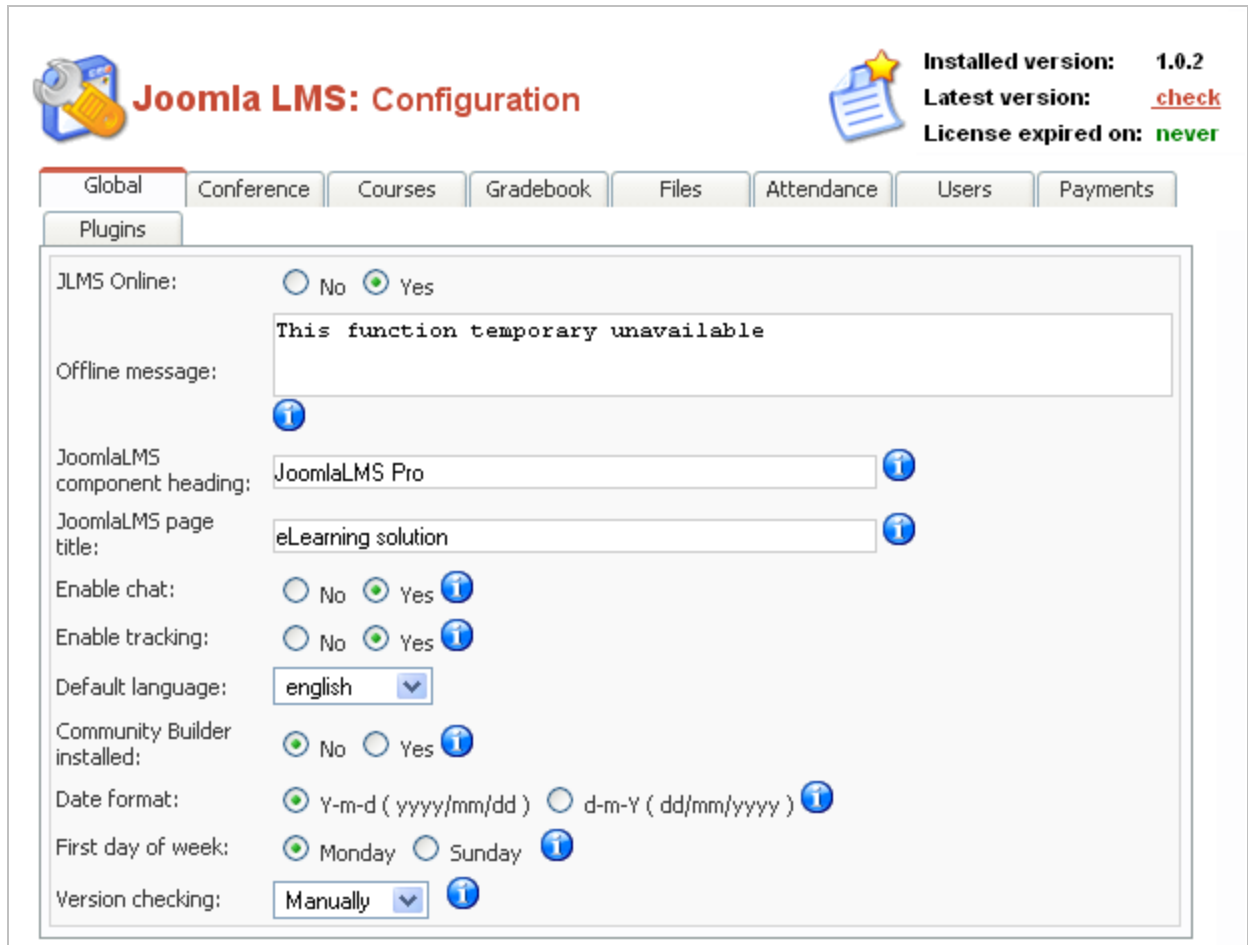
<b>Icon</b>	<b>Name</b>	<b>Description</b>
	<i>Back</i>	Brings a user to the previous page displayed.
	<i>Save</i>	Allows a user to save the changes.
	<i>Apply</i>	Allows a user to apply the changes to the system.
	<i>Cancel</i>	Allows a user to cancel the current operation.

#### 1.3.2.1 Changing Global Settings

Global settings describe the common properties of Joomla LMS.

To change the system global settings:

1. Go to **Configuration > Configuration** in the left menu.
2. Click the **Global** tab of the displayed form.






The screenshot shows the JoomlaLMS Configuration interface. At the top left is the JoomlaLMS logo and the title "Joomla LMS: Configuration". On the top right, there is a status box with a star icon, indicating "Installed version: 1.0.2", "Latest version: check", and "License expired on: never". Below this are navigation tabs for "Global", "Conference", "Courses", "Gradebook", "Files", "Attendance", "Users", and "Payments". The "Global" tab is selected, and a sub-tab for "Plugins" is also visible. The main content area contains various settings:

- JLMS Online:** Radio buttons for "No" and "Yes" (selected).
- Offline message:** A text area containing "This function temporary unavailable".
- JoomlaLMS component heading:** A text input field with "JoomlaLMS Pro".
- JoomlaLMS page title:** A text input field with "eLearning solution".
- Enable chat:** Radio buttons for "No" and "Yes" (selected).
- Enable tracking:** Radio buttons for "No" and "Yes" (selected).
- Default language:** A dropdown menu set to "english".
- Community Builder installed:** Radio buttons for "No" (selected) and "Yes".
- Date format:** Radio buttons for "Y-m-d ( yyyy/mm/dd )" (selected) and "d-m-Y ( dd/mm/yyyy )".
- First day of week:** Radio buttons for "Monday" (selected) and "Sunday".
- Version checking:** A dropdown menu set to "Manually".


Fig. 'Global Settings'

3. Change the settings as described in the following table:

Field	Step
<i>JLMS Online</i>	Select <b>Yes</b> if Joomla LMS should be available online; otherwise select <b>No</b> .
<i>Offline message</i>	Enter the message that should be displayed if JoomlaLMS gets offline.
<i>JoomlaLMS component heading</i>	Enter the heading that will be displayed for the JoomlaLMS component. Please note that this feature is available for Professional version only.
<i>JoomlaLMS page title</i>	Enter the title of the page that will be displayed for the JoomlaLMS component. Please note that this feature is available for Professional version only.
<i>Enable chat</i>	Select <b>Yes</b> if you want chat to be available for courses; otherwise select <b>No</b> .
<i>Enable tracking</i>	Select <b>Yes</b> if you want system tracking to be available for courses; otherwise select <b>No</b> .
<i>Default language</i>	Select a default language for the user interface of Joomla LMS.
<i>Community Builder installed</i>	Select <b>Yes</b> if you want Community Builder to be installed; otherwise select <b>No</b> .
<i>Date format</i>	Select a preferred time format to be used in the system: <b>Year/Month/Day</b> or <b>Day/Month/Year</b> .
<i>First day of week</i>	Select the first day of the week: <b>Monday</b> or <b>Sunday</b> - to be used in calendars within the system.
<i>Version checking</i>	Select a preferred mode of checking availability of new versions of JoomlaLMS: <b>Manual</b> or <b>Automatic</b> .

4. Click the **Save** icon () or the **Apply** icon () at the top of the page to save the changes; click the **Cancel** icon () to cancel changes.

**Tip**

To know the purpose of a specific field in the form, move the pointer over the  icon - as a result, a tool tip will be displayed.

### 1.3.2.2 Conference Settings

Conference settings describe the properties of JoomlaLMS Conference section.

To change the conference settings:

1. Go to **Configuration > Configuration** in the left menu.
2. Click the **Conference** tab of the displayed form.


The screenshot displays the Joomla LMS Configuration interface. At the top left is the Joomla LMS logo and the title 'Joomla LMS: Configuration'. On the top right, it shows the installed version (1.0.2), the latest version (check), and the license expiration status (never). Below this is a navigation menu with tabs for Global, Conference, Courses, Gradebook, Files, Attendance, Users, and Payments. The 'Conference' tab is selected, and a 'Plugins' sub-tab is also visible.




The main content area is divided into three sections:

- Conference settings:** Includes radio buttons for 'Enable conference' (set to 'No'), a text input for 'Flash server URL' (rtmp://s1j912yps.rtmpost.com/), and a text input for 'Number of clients' (20).
- Conference colors:** A list of color pickers for various elements: Background (#E0DFE4), Main color (#F1F6CE), Title color (#E7F1B2), Border color (#999999), Title font color (#798730), Files & users font color (#666666), and Toolbar color (#E0DFE4). To the right, a preview window shows a conference interface with green arrows pointing from the color pickers to the corresponding elements in the preview.
- Conference description:** A rich text editor with a toolbar containing bold, italic, underline, and other formatting options. The text area contains the description 'Conference for language courses.' Below the editor are 'insert image' and 'insert page break' buttons.

Fig. 'Conference Settings'

3. Change the settings as described in the following table:

Field	Step
<i>Enable conference</i>	Select <b>Yes</b> if the use of conference should be enabled for courses; otherwise select <b>No</b> .
<i>Flash server URL</i>	Enter your Flash Media Server account URL by the following pattern: <i>rtmp://flashserverdomain.com</i> .
<i>Number of clients</i>	Enter the maximum number of clients able to take part in the conference. Please note that the value in this field should be set according to your media server account limitations.
<i>Conference colors</i>	Enter the colors that will be used for the Conference section layout. You can select an already predefined set of colors from the <b>Colors styles</b> list or enter corresponding values into the following fields: <ul style="list-style-type: none"> <li>- <b>Background;</b></li> <li>- <b>Main color;</b></li> <li>- <b>Title color;</b></li> <li>- <b>Border color;</b></li> <li>- <b>Title font color;</b></li> <li>- <b>Files &amp; users font color;</b></li> <li>- <b>Toolbar color.</b></li> </ul> <p>To select a necessary color, use the  button.</p>
<i>Conference description</i>	Enter a conference description. Use the embedded Visual Editor to format the text.


4. Click the **Save** icon () or the **Apply** icon () at the top of the page to save the changes; click the **Cancel** icon () to cancel changes.

### 1.3.2.3 Courses Settings


The **Courses settings** form lists all categories of courses currently present in Joomla LMS. This section allows a user to add new course categories, edit the names of existing ones or delete course categories.

To change the courses settings:

1. Go to **Configuration > Configuration** in the left menu.
2. Click the **Courses** tab of the displayed form.



## JoomlaLMS: Configuration





**Installed version:** 1.0.3  
**Latest version:** [check now](#)  
**License expired on:** never  
**License users:** 13 of 100

Global
Conference
Courses
Gradebook
Files
Attendance
Users
Payments


Plugins


### Courses list details


Show fee type column:  No  Yes 


Show paid courses:  No  Yes 

### Show/hide course properties

Show course META properties:  No  Yes 

Show course 'Access Level' property:  No  Yes 

Show course fee property:  No  Yes 

Show course 'Additional registration' property:  No  Yes 

### Configure your course categories

Add

#	Category name	Delete
1	Dentistry education	✘
2	Joomla courses	✘
3	K-12	✘
4	Language courses	✘
5	Marketing	✘
6	Math courses	✘
7	Other	✘
8	Plumbing	✘

\* - You can edit category by double clicking it's title. You can save changes by press Enter, double clicking it's title or title of any other category.






\* - Categories will be saved after "Save" or "Apply" only.

**Fig. 'Courses Settings'**

3. Change the settings as described in the following table:

Field	Step
<b>Courses list details</b>	
<i>Show fee type column</i>	Select <b>Yes</b> if you want the <b>Fee type</b> column to be displayed in the Courses List page; otherwise select <b>No</b> .
<i>Show paid courses</i>	Select <b>Yes</b> if you want paid courses to be displayed in the Courses List page; otherwise select <b>No</b> .
<b>Show/hide</b>	

course properties	
Show course META properties	Select <b>Yes</b> if you want the <b>META</b> properties field to be displayed on the <b>New course/Edit course page</b> ; otherwise select <b>No</b> .
Show course 'Access Level' property	Select <b>Yes</b> if you want the <b>Access Level</b> property field to be displayed on the <b>New course/Edit course page</b> ; otherwise select <b>No</b> .
Show course fee property	Select <b>Yes</b> if you want the <b>Fee</b> property field to be displayed on the <b>New course/Edit course page</b> ; otherwise select <b>No</b> .
Show course 'Additional registration' property	Select <b>Yes</b> if you want the <b>Additional registration</b> property field to be displayed on the <b>New course/Edit course page</b> ; otherwise select <b>No</b> .


- To **add** a new course category, enter its name into the text field at the top of the form and click the **Add** button.
- To **edit** a course category, double click its name in the table and modify the name of the category. Click the **Save** () or **Apply** () icon to save changes.
- To **delete** a course category, click the **Delete** icon () next to a corresponding entry in the list of categories. Click the **Save** () or **Apply** () icon to save changes.

### 1.3.2.4 Gradebook Settings

The **Gradebook settings** form lists all gradebook categories currently present in Joomla LMS. This section allows a user to add new categories, edit the names of existing ones or delete categories.

To change the gradebook settings:

1. Go to **Configuration > Configuration** in the left menu.
2. Click the **Gradebook** tab of the displayed form.



**Installed version:** 1.0.2

**Latest version:** [check](#)

**License expired on:** never

Global
Conference
Courses
Gradebook
Files
Attendance
Users
Payments

Plugins

**Configure your gradebooks categories.**

#	Category name	Delete
1	Assignment	✘
2	Attendance	✘
3	Essay	✘
4	Exam	✘
5	Extra Credit	✘
6	Final Exam	✘

\* - You can edit category by double clicking it's title. You can save changes by press Enter, double clicking it's title or title of any other category.

\* - Categories will be saved after "Save" or "Apply" only.

**Fig. 'Gradebook Settings'**

- To **add** a new gradebook category, enter its name into the text field at the top of the page and click the **Add** button.
- To **edit** a gradebook category, double click its name in the table and modify the name of the category. Click the **Save** (💾) or **Apply** (✓) icon to save changes.
- To **delete** a gradebook category, click the **Delete** icon (✘) next to a corresponding entry in the list of categories. Click the **Save** (💾) or **Apply** (✓) icon to save changes.

### 1.3.2.5 Files Settings

The **Files** settings form allows a user to specify the types of files to be used by the system and the place of their location.

To change the file settings:

1. Go to **Configuration > Configuration** in the left menu.
2. Click the **Files** tab of the displayed form.

**JoomlaLMS: Configuration**

Installed version: **1.0.3**  
 Latest version: **check now**  
 License expired on: **never**  
 License users: **13 of 100**

Global | Conference | Courses | Gradebook | **Files** | Attendance | Users | Payments

Plugins

SCORMs folder:

Path to backups:

Path to documents:

Temporary folder:




Supportable types of files to upload:  
 bmp, csv, doc, gif, htm, html, jpe, jpeg, jpg, pdf, png, ppt, rar, rtf, txt, xls, zip

Comments: We advice (if it `s allowed) to create directory for keeping files and backups not in the root directory but in one-level higher directory. And make sure that access permissions for directory allow writing.


Fig. 'Files Settings'

3. Change the settings as described in the following table:

Field	Step
<i>SCORM folder</i>	Enter the name of a folder where SCORM packages will be stored, for example, <i>lms_scorm</i> . Please note that there should be no '/' character at the end of the name.
<i>Path to backups</i>	Enter the path to backup folder where the backup copies will be stored, for example, <i>/home/var/yourdomain/backup</i> . Please note that there should be no '/' character at the end of the path.
<i>Path to documents</i>	Enter the path to the folder where the course documents will be stored, for example, <i>/home/var/yourdomain/lms_files</i> . Please note that there should be no '/' character at the end of the path.
<i>Temporary folder</i>	Enter the path to the folder where temporary files will be stored, for example, <i>lms</i> . Please note that there should be no '/' character at the end of the path.
<i>Supportable types of files to upload</i>	Enter the extensions of files that should be supported by the system. Use comma to list extensions.

4. Click the **Save** icon () or the **Apply** icon () at the top of the page to save the changes; click the **Cancel** icon () to cancel changes.

**Tip**

To know the purpose of a specific filed in the form, move the pointer over the  icon - as a result, a tool tip will be displayed.

### 1.3.2.6 Attendance Settings

The **Attendance** settings form allows a user to customize the registry of attendance used for courses. This section makes it possible to specify the days on which the Students' attendance should be checked, as well as to set course studying hours.

To change the attendance settings:

1. Go to **Configuration > Configuration** in the left menu.
2. Click the **Attendance** tab of the displayed form.

**Joomla LMS: Configuration**

Installed version: 1.0.2  
 Latest version: [check](#)  
 License expired on: never

Global | Conference | Courses | Gradebook | Files | **Attendance** | Users | Payments

Plugins

Attendance days: ⓘ

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**Configure your attendance periods**

Starting time: Hour: 01 Minute: 00 Ending time: Hour: 01 Minute: 00

#	Period begin	Period end		
1	08:00:00	08:45:00	✗	▼
2	09:00:00	09:45:00	✗	▲ ▼
3	10:00:00	10:45:00	✗	▲ ▼
4	11:00:00	11:45:00	✗	▲

**Fig. 'Attendance Settings'**

3. In the **Attendance days** section of the form select the days on which the Students' attendance should be marked.
4. In the **Configure your attendance periods** section of the form set the course studying hours:
  - To add an hour, enter hour **Starting time** and **Ending time** in the corresponding fields and click the **Add** button.
  - To delete an hour, click the **Delete** icon (✗) next to a corresponding entry in the field.
  - To move an hour up or down in the timetable, click (▲) or (▼).




### 1.3.2.7 Users Settings

The **Users** settings form allows a user to customize the procedure of work with new users.


To change the users settings:

1. Go to **Configuration > Configuration** in the left menu.
2. Click the **Users** tab of the displayed form.

**Fig. 'Users Settings'**

3. In the **Allow import users** field select **Yes** to allow import users; otherwise select **No**.
4. In the **New user password** field enter a default password that will be used for all newly created users.
5. Click the **Save** icon () or the **Apply** icon () at the top of the page to save the changes; click the **Cancel** icon () to cancel changes.

#### Tip

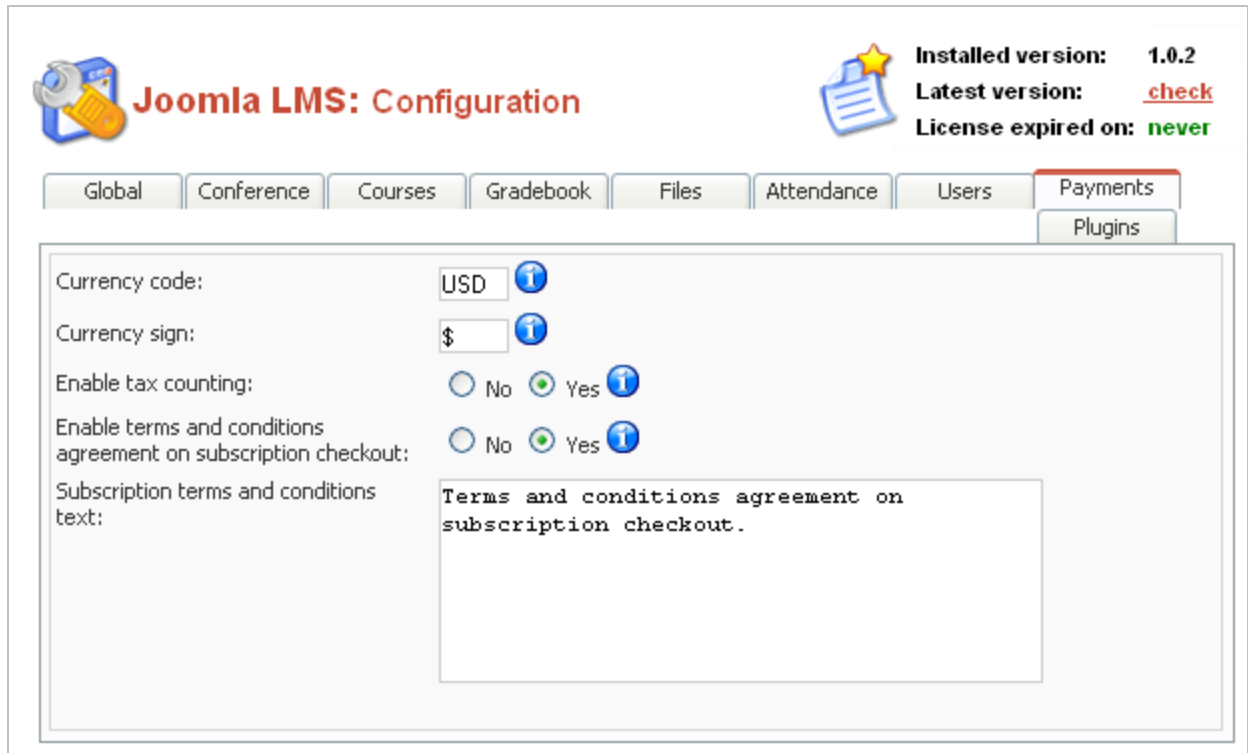
To know the purpose of a specific field in the form, move the pointer over the  icon - as a result, a tool tip will be displayed.

### 1.3.2.8 Payments Settings

The **Payments** settings form allows a user to customize the payment subscriptions used for the courses marked as *'Paid'*.

To change the payments settings:

1. Go to **Configuration > Configuration** in the left menu.
2. Click the **Payments** tab of the displayed form.






The screenshot shows the Joomla LMS Configuration interface. At the top left is the Joomla LMS logo and the title "Joomla LMS: Configuration". At the top right, there is a star icon and the following information: "Installed version: 1.0.2", "Latest version: [check](#)", and "License expired on: never". Below this is a navigation menu with tabs for "Global", "Conference", "Courses", "Gradebook", "Files", "Attendance", "Users", "Payments", and "Plugins". The "Payments" tab is selected. The main content area contains the following settings:

- Currency code: USD (with an information icon)
- Currency sign: \$ (with an information icon)
- Enable tax counting:  No  Yes (with an information icon)
- Enable terms and conditions agreement on subscription checkout:  No  Yes (with an information icon)
- Subscription terms and conditions text: `Terms and conditions agreement on subscription checkout.`


Fig. 'Payments Settings'

3. Change the settings as described in the following table:

Field	Step
<i>Currency code</i>	Enter the three-letter of the currency that will be used for the payments.
<i>Currency sign</i>	Specify the sign of the currency that will be used for the payments, for example, \$.
<i>Enable tax counting</i>	Select <b>Yes</b> if you want the amount of tax to be added to the total sum of payment for courses; otherwise select <b>No</b> .
<i>Enable terms and conditions agreement on subscription checkout</i>	Select <b>Yes</b> if you want a user to confirm his/her agreement with the course terms and conditions when enrolling into the course; otherwise select <b>No</b> .
<i>Subscription terms and conditions text</i>	Enter the text of the course terms and conditions.

4. Click the **Save** icon () or the **Apply** icon () at the top of the page to save the changes; click the **Cancel** icon () to cancel changes.

**Tip**

To know the purpose of a specific field in the form, move the pointer over the  icon - as a result, a tool tip will be displayed.

### 1.3.2.9 Plugins Settings

The **Plugins** settings form allows a user to enable the use of Quizzes and Forum for courses and customize their interface.

To change the plugins settings:




1. Go to **Configuration > Configuration** in the left menu.
2. Click the **Plugins** tab of the displayed form.

The screenshot shows the Joomla LMS Configuration interface. At the top, there is a navigation menu with tabs for Global, Conference, Courses, Gradebook, Files, Attendance, Users, and Payments. The 'Plugins' tab is selected. In the top right corner, there is a status box showing: Installed version: 1.0.2, Latest version: check, and License expired on: never. Below the navigation menu, there are two main sections: 'Quiz settings' and 'Forum settings'. The 'Quiz settings' section includes: Quiz enable (radio buttons for No and Yes, with Yes selected), HotSpot offset manual correction (radio buttons for No and Yes, with No selected), Class of the DIV element (text input field containing 'wrapper'), and Value of the manual offset (text input field containing '0'). The 'Forum settings' section includes: Enable forum (radio buttons for No and Yes, with Yes selected) and Forum absolute path (text input field containing '/home/trigroup/public\_html/forum'). Information icons (blue circles with 'i') are present next to several fields.


**Fig. 'Plugins Settings'**

3. Change the settings as described in the following table:

Field	Step
Quiz enable	Select <b>Yes</b> if you want to enable the use of quizzes in courses; otherwise select <b>No</b> .
HotSpot offset manual correction	Select <b>Yes</b> if you want to enable manual correction for hotspot questions; otherwise select <b>No</b> .
Class of the DIV element	Enter the class of the template DIV element with the ' <i>position:relative</i> ' property.
Value of the manual offset	Enter the manual offset of the hotspot mark.
Enable form	Select <b>Yes</b> if you want to enable use of forums in courses; otherwise select <b>No</b> .
Forum absolute path	Enter the absolute path to the forum, for example, /home/yourdomain/public_html/forum

4. Click the **Save** icon () or the **Apply** icon () at the top of the page to save the changes; click the **Cancel** icon () to cancel changes.

**Tip**

To know the purpose of a specific field in the form, move the pointer over the  icon - as a result, a tool tip will be displayed.

### 1.3.3 Menu Manager

To navigate in the course and switch between course sections and tools, users should use top course menu:



**Fig. 'Course Menu'**

The administrative area allows you to show or hide menu items from the top course menu (thus, for example, you may make some sections unavailable for course users). Note that for each user role the course menu contains a different set of menu items (so for Students the system presupposes one set of menu items, while for CEO/ Parent users there is a different (limited) set of menu items).

To customize course menu items:

1. In the left menu go to **Configuration > Menu Manager**. The system will display a list of menu items for the Home page.
2. From the drop-down list on the right select what menu you want to customize:
  - Homepage menu,
  - Teacher menu,
  - Student menu,
  - CEO/ Parent menu.



**Fig. 'Menu Manager'**

Use the icons on the page to perform the following operations:

Icon	Name	Description
	Published	Click the <b>Published/ Unpublished</b> icons next to the necessary menu items to make these items available/ unavailable to course users.
	Unpublished	
	Move Up	Click the <b>Move Up/ Move Down</b> icons next to menu items to change the order of items in the menu.
	Move Down	
	Save	To change the order of several menu items at once, enter the necessary order index (number) into the text fields next to menu items and click <b>Save</b> .
	Publish	To publish/ unpublish a group of menu items, select check boxes on the left and click the <b>Publish</b> or <b>Unpublish</b> icons in the top right corner of the page (to select all items in the list, use the check box in the table head).
	Unpublish	

To navigate away from the **Menu manager** page, click **Cancel** () in the top right corner.

**Note:** Menu items marked with the icon are disabled in the LMS configuration. Items can be enabled in the [Configuration](#) section

### 1.3.4 Languages

Default interface language for the application is English. However course users have an ability to choose another interface language (currently it is possible to choose between Brazilian, Bulgarian, Chinese, Danish, English, French, German, Italian, Norwegian and Spanish).

The administrative area allows you to manage interface languages: make them available/ unavailable, export language files or import into the system files with new languages. To work with the list of interface languages, in the left menu go to **Configuration > Languages**. The system will display a list of interface languages:

#	<input type="checkbox"/> Published		Language name
1	<input type="checkbox"/>	✓	brazilian
2	<input type="checkbox"/>	✗	bulgarian
3	<input type="checkbox"/>	✗	chinese
4	<input type="checkbox"/>	✓	danish
5	<input type="checkbox"/>	✓	english
6	<input type="checkbox"/>	✓	french
7	<input type="checkbox"/>	✓	german
8	<input checked="" type="checkbox"/>	✓	italian
9	<input checked="" type="checkbox"/>	✓	norwegian
10	<input type="checkbox"/>	✓	spanish

<< Start < Previous 1 Next > End >>

Display #  Results 1 - 10 of 10

**Fig. 'List of Languages'**

Use the icons on the page to perform the following operations:

Icon	Name	Description
	<i>Published</i>	To make languages available/ unavailable for course users, use the <b>Published</b> and <b>Unpublished</b> icons.
	<i>Unpublished</i>	
	<i>Delete</i>	To delete certain languages, select check boxes next to the required languages and click <b>Delete</b> in the top right corner of the page.
	<i>Export</i>	To export language files, select a check boxes next to the required language and click <b>Export</b> in the top right corner of the page. Open or save files on your computer.
	<i>Import</i>	To import files for a new interface language, click <b>Import</b> in the top right corner. On the displayed page click <b>Browse</b> to specify location of a ZIP package with language files on your computer (the package should contain PHP language files). Click <b>Save</b> to import files. ZIP package name will be taken as the name of the newly imported language; if a language with the same name already exists, it will be rewritten.

## 1.4 Subscriptions

The **Subscriptions** section is intended for managing the payments for the courses. The Payment Subscription form is displayed in the main LMS module as soon as the Student tries to enroll into a course that has the 'Paid' attribute.

**Subscription**

Custom

Courses	Subscription type	Period	Price
▶ Korean for Beginners	Basic	-	\$150
			<b>Sub-Total:</b> \$150
			<b>Total:</b> \$150

Discount

Courses	Subscription type	Period	Price
▶ Korean for Beginners	With discount	-	\$150
			<b>Sub-Total:</b> \$150
			<b>Total:</b> \$150

Select payment method:

WorldPay Select Junior

PayPal Standard

2Checkout

Terms and conditions agreement on subscription checkout.

**Fig. 'Subscriptions'**

Please note that this section is only relevant for the courses marked as 'Paid'. If a course is free to be attended, it will not be listed in this section, and you will not be able to create or manage payment subscriptions for it.

The Subscriptions section comprises the following subsections:

- [Subscriptions list](#) - allows a user to view and manage payment subscriptions;
- [New subscription](#) - allows a user to add a new payment subscription;
- [Payments list](#) - allows a user to view and manage orders made by Students;
- [Countries/taxes list](#) - allows a user to define taxes legal for different countries;
- [Payments Processors](#) - allows a user to manage possible processors of payments.

### 1.4.1 Subscriptions List

The **Subscriptions list** section displays all payment subscriptions that have been created, and provides possibilities for their management.

Every subscription in the list is described by specific information: subscription name, course(s) to which the subscription relates, type of subscription, start and end date (if any), publishing information (published or not), discount value and the date of subscription creation.











#	<input type="checkbox"/> Subscription name	Courses	Type	Start date	End date	Published	Price	Date
1	<input type="checkbox"/> Discount	Korean for Beginners	With discount	-	-	X	142.00 - 5% = 134.90	2007-06-19 12:22:09
2	<input type="checkbox"/> Custom	Korean for Beginners	Basic	-	-	X	150.00	2007-06-18 14:19:33

<< Start < Previous 1 Next > End >>

Display #  Results 1 - 2 of 2

**Fig. 'Subscriptions List'**

To manage subscriptions, use the following icons at the top of the page:

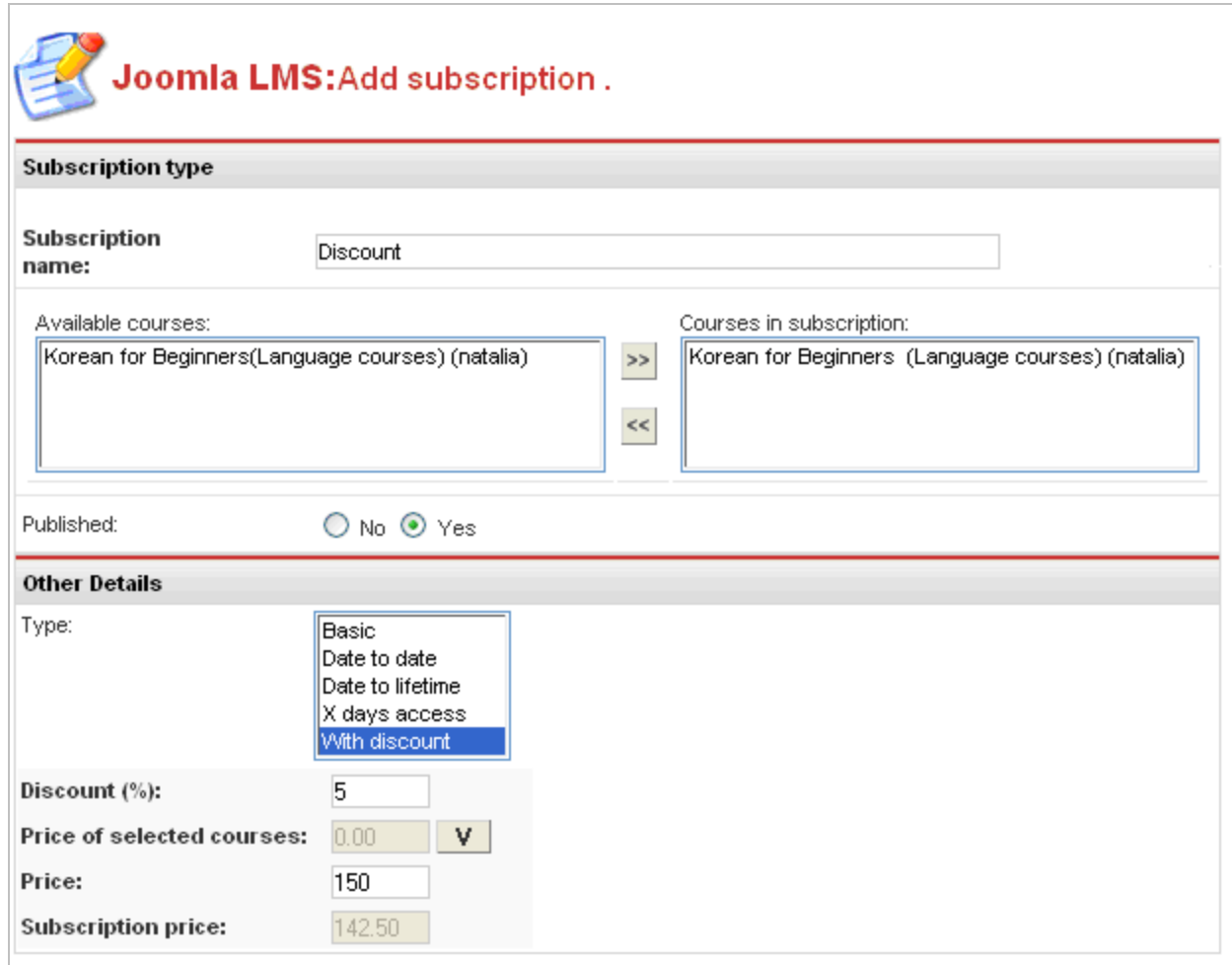
Icon	Name	Description
	<i>Back</i>	Brings a user to the previous page displayed.
	<i>Renew</i>	Allows a user to refresh the data of the selected subscription (to select a subscription, select a check box next to a corresponding entry in the list).
	<i>Publish</i>	Allows a user to publish the selected subscription (to select a subscription, select a check box next to a corresponding entry in the list).
	<i>Unpublish</i>	Allows a user to unpublish the selected subscription (to select a subscription, select a check box next to a corresponding entry in the list).
	<i>New</i>	Allows a user to <a href="#">create a new subscription</a> .
	<i>Edit</i>	Allows a user to edit the selected subscription (to select a subscription, select a check box next to a corresponding entry in the list).
	<i>Delete</i>	Allows a user to remove the selected subscription (to select a subscription, select a check box next to a corresponding entry in the list).
	<i>Close</i>	Closes the Subscriptions list form.

- Tip** To provide better view representation, it is possible to filter subscriptions by the following criteria:
- In the **Display#** field select the number of entries that should be displayed in the Subscriptions list;
  - In the filtering field at the top of the Subscriptions list select **All subscriptions, Published** or **Unpublished**.

### 1.4.2 Adding Subscriptions

To add a new payment subscription:

1. Go to **Subscriptions > Subscriptions list** in the left menu and click the **New** icon at the top of the page or go to **Subscriptions > New subscription** in the left menu. As a result, the **Add subscription** form will be displayed.



**Subscription type**

Subscription name: Discount

Available courses: Korean for Beginners(Language courses) (natalia)

Courses in subscription: Korean for Beginners (Language courses) (natalia)

Published:  No  Yes

**Other Details**

Type: Basic  
Date to date  
Date to lifetime  
X days access  
With discount

Discount (%): 5

Price of selected courses: 0.00

Price: 150





Subscription price: 142.50

Fig. 'Adding Subscription'

2. Fill out the form fields as described in the following table:

Field	Step
Subscription name	Enter a concise description of the new payment subscription.
Available courses	From the left list select courses to which the new subscription should relate and click <b>&gt;&gt;</b> . The selected courses will be added to the right list. To remove a course from the subscription, select it in the right list and click <b>&lt;&lt;</b> .
Published	Select <b>Yes</b> if you want to make the new subscription published; otherwise select <b>No</b> .
<b>Other Details</b>	
Type	Select a corresponding type of time terms for the new subscription: <ul style="list-style-type: none"> <li>– <b>Basic</b> - the subscription is activated and is valid starting from the moment of payment receiving.</li> <li>– <b>Date to date</b> - the subscription is activated from the specified start date and is valid till the specified end date. To set <b>Start date</b> and <b>End date</b>, enter the corresponding values in the fields below (use the <b>...</b> button to choose a date).</li> <li>– <b>Date to lifetime</b> - the subscription is activated from the specified date and valid through the lifetime. To set <b>Start date</b>, enter a corresponding value in the field below (use the <b>...</b> button to choose a date).</li> <li>– <b>X day access</b> - the subscription is valid for the period of X days. To set the</li> </ul>

	number of days, enter a corresponding value in the <b>Term of access</b> field. – <b>With discount</b> - the subscription has a discount for the basic payment. To set a discount, enter a corresponding value in the <b>Discount (%)</b> field. Please note that the value is set in percent.
Price of selected courses	This value is calculated automatically if you select more than one course for the subscription. The sum is calculated by the following formula: <i>number of courses*price</i> .
Price	Enter the payment price for one course. If you select more than one course for the subscription, the sum will be automatically calculated and displayed in the <b>Price of selected courses</b> field.

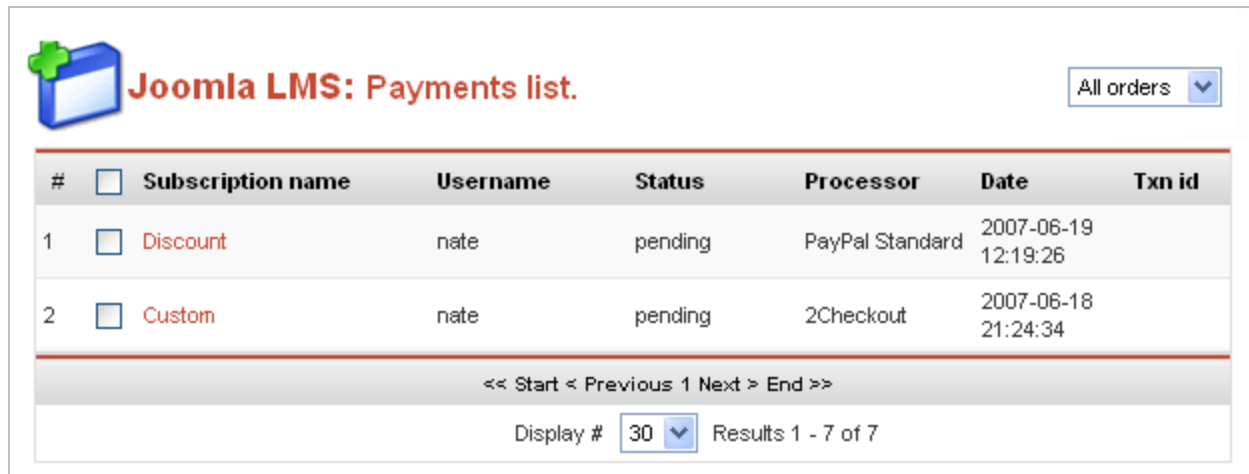
- Click the **Save** icon () or the **Apply** icon () at the top of the page to save the changes; click the **Cancel** icon () to discard changes. Click **Back** () to get back to the previous page displayed.

### 1.4.3 Payments List

The **Payments list** section contains the information for all orders made by Students who want to participate in courses. The Payments list form allows a user to view the orders data, as well as to manage it.

Every order is described by the following data:




- *Subscription name* - the name of the subscription selected by the Student at enrolling;
- *Username* - the name of the Student who has subscribed for the course;
- *Status* – order status: *pending* or *completed*;
- *Processor* - means of payment;
- *Date* - date when the Student has subscribed for the course.
- *Txn id*.



#	Subscription name	Username	Status	Processor	Date	Txn id
1	Discount	nate	pending	PayPal Standard	2007-06-19 12:19:26	
2	Custom	nate	pending	2Checkout	2007-06-18 21:24:34	

Fig. 'Payments List'

To manage orders, use the following icons at the top of the page:

Icon	Name	Description
	<i>Edit</i>	Allows a user to edit the selected order (to select an order, select a check box next to a corresponding entry in the Payments list).
	<i>Delete</i>	Allows a user to delete the selected order (to select an order, select a check box next to a corresponding entry in the Payments list).
	<i>Close</i>	Allows a user to close the Payments list form.


**Tip** To provide better view representation, it is possible to filter orders by the following criteria:

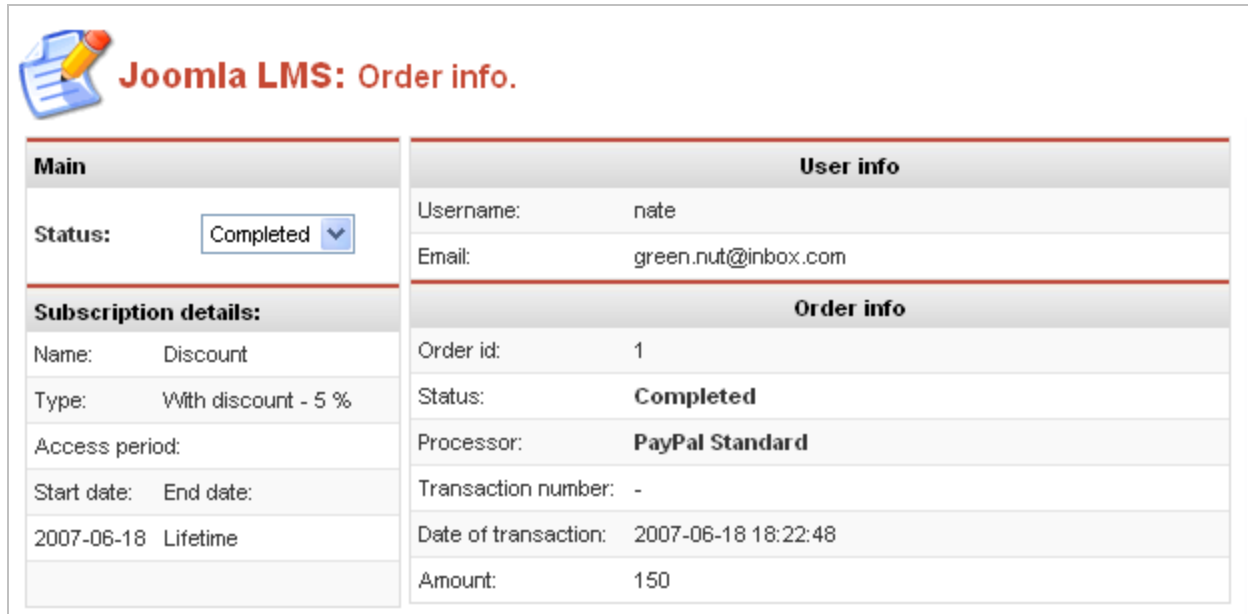
- In the **Display#** field select the number of entries that should be displayed in the Payments list;
- In the filtering field at the top of the list select **All orders, Pending or Completed**.

### 1.4.3.1 Changing Payment Status

All orders made by Students are initially marked as *'pending'*. The Administrator of the course should change the status of a corresponding payment him-/herself after he/she has made sure that the payment has been performed (for example, after the money has been transmitted to the account).

To change the status of the payment:


1. Go to **Subscriptions > Subscriptions list** in the left menu.
2. Click a necessary entry in the **Payments list** or select a check box next to a corresponding entry in the Payments list and click **Edit** () at the top of the page. As a result, the payment data page will be displayed:



The screenshot shows the Joomla LMS: Order info page. It features a header with a pencil icon and the title "Joomla LMS: Order info." Below the header, there are two main sections: "Main" and "User info".

Main	User info
Status: <input type="text" value="Completed"/>	Username: nate
	Email: green.nut@inbox.com
Subscription details:	Order info
Name: Discount	Order id: 1
Type: With discount - 5 %	Status: <b>Completed</b>
Access period:	Processor: <b>PayPal Standard</b>
Start date: End date:	Transaction number: -
2007-06-18 Lifetime	Date of transaction: 2007-06-18 18:22:48
	Amount: 150

Fig. 'Changing Payment Status'

3. Select **Completed** in the **Status** field of the form.
4. Click **Save** () at the top of the page. The system will display a notification asking if you want to enroll the Student who made the order into the corresponding course. Click **Yes** to confirm enrolling; otherwise click **No**.

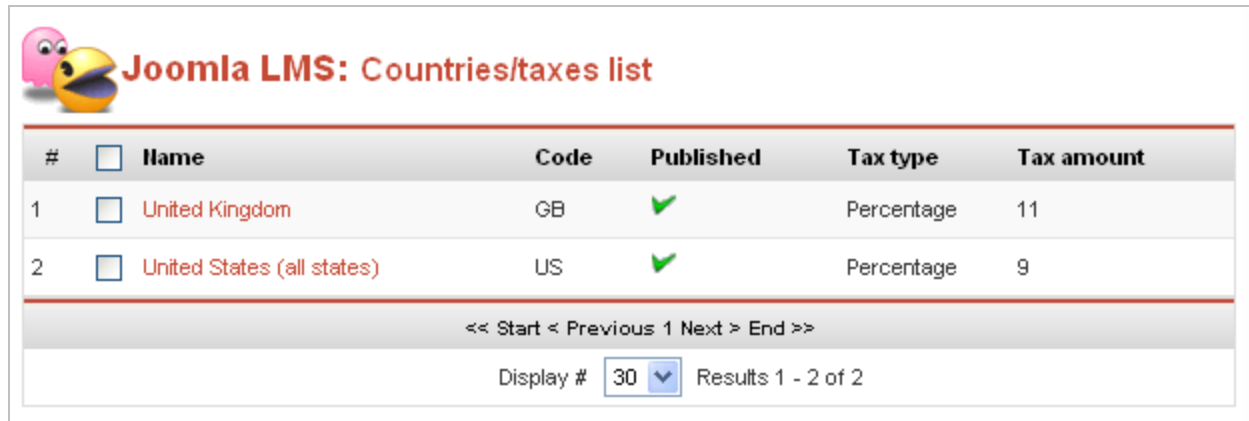
### 1.4.4 Countries/Taxes List

The **Countries/taxes list** form allows a user to create a list of payment taxes valid for different countries. Please note that the tax amount will be added to the payment sum only if the corresponding option is activated within your system. To learn about the option activation, see the [Payment Settings](#) section.

To view the list of taxes by countries, go to **Subscriptions > Countries/taxes list** in the left menu.

Every entry in the Countries/taxes list is described by the following information:

- *Name* - the full name of the country;
- *Code* - a two-letter code of the country;
- *Publishing info* - published or unpublished;
- *Tax type* - percentage or additional;
- *Tax amount*.








#	<input type="checkbox"/> Name	Code	Published	Tax type	Tax amount
1	<input type="checkbox"/> United Kingdom	GB	✓	Percentage	11
2	<input type="checkbox"/> United States (all states)	US	✓	Percentage	9

<< Start < Previous 1 Next > End >>

Display #  Results 1 - 2 of 2

**Fig. 'Countries/Taxes List'**

To manage the list of countries/taxes, use the following icons at the top of the page:

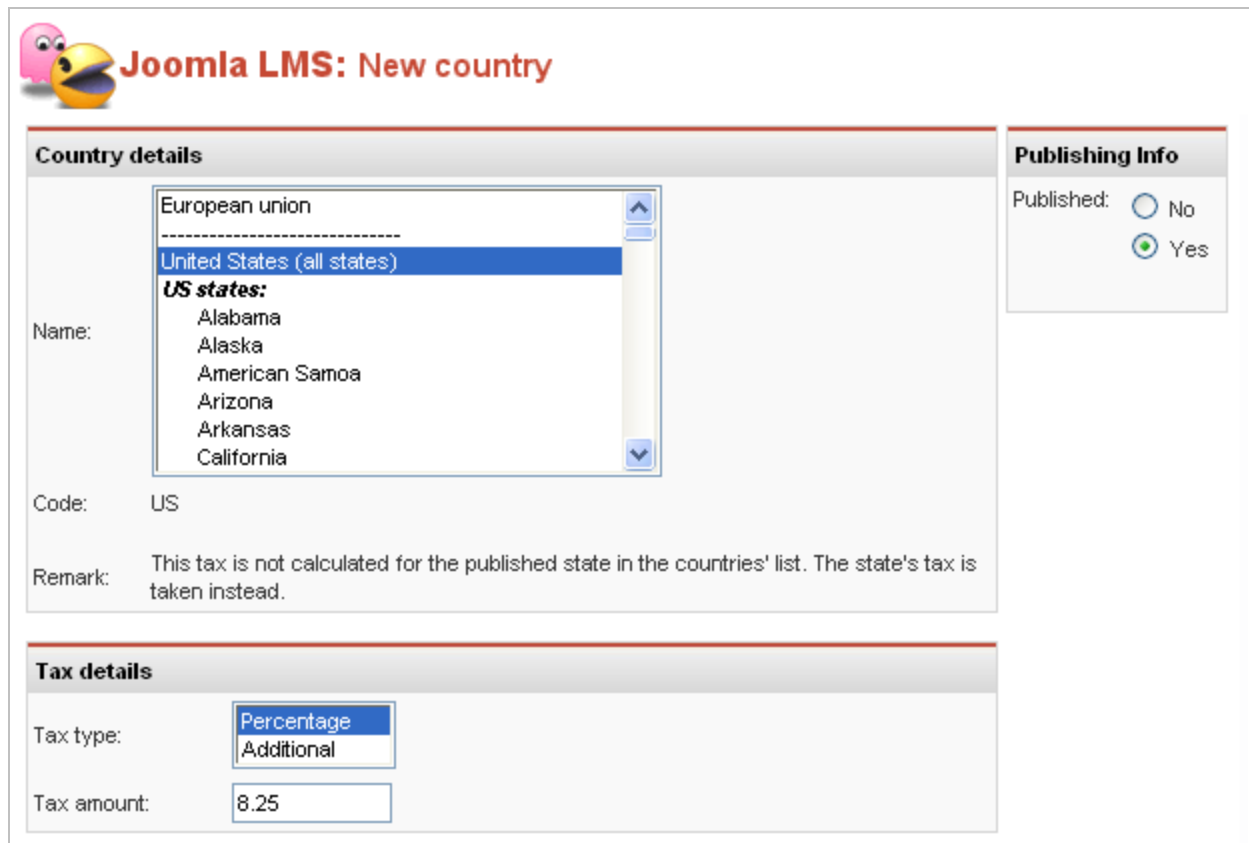
Icon	Name	Description
	<i>Publish</i>	Allows a user to publish the selected entry of the Countries/taxes list (to select a country/tax, select a check box next to a corresponding entry in the Countries/taxes list).
	<i>Unpublish</i>	Allows a user to unpublish the selected entry of the Countries/taxes list (to select a country/tax, select a check box next to a corresponding entry in the Countries/taxes list).
	<i>Delete</i>	Allows a user to remove the selected entry from the Countries/taxes list (to select a country/tax, select a check box next to a corresponding entry in the Countries/taxes list).
	<i>Edit</i>	Allows a user to edit the selected entry in the Countries/taxes list (to select a country/tax, select a check box next to a corresponding entry in the Countries/taxes list).
	<i>New</i>	Allows a user to <a href="#">add a country/tax</a> to the Countries/taxes list.

**Tip** To provide better view representation, it is possible to filter the subscriptions: in the **Display#** field select the number of entries that should be displayed in the Countries/taxes list.

#### 1.4.4.1 Adding Countries/Taxes

To add a new country/tax:

1. Go to **Subscriptions > Countries/taxes** list in the left menu.
2. Click the **New** icon at the top of the page.



**Country details**

Name:   
 European union  
 -----  
 United States (all states)  
**US states:**  
 Alabama  
 Alaska  
 American Samoa  
 Arizona  
 Arkansas  
 California

Code: US

Remark: This tax is not calculated for the published state in the countries' list. The state's tax is taken instead.

**Tax details**

Tax type:   
 Percentage  
 Additional

Tax amount: 8.25



**Publishing Info**

Published:   
 No  
 Yes

Fig. 'New Country/Tax'

3. Fill out the form fields as described in the following table:

Field	Step
Country details	Select the country or state (for the USA) that you want to add to the Countries/taxes list.
<b>Tax details</b>	
Tax type	Select the type of the created tax: <ul style="list-style-type: none"> <li>- <b>Percentage</b> - the percent rate of the payment sum;</li> <li>- <b>Additional</b> - the amount that will be added to the payment sum.</li> </ul>
Tax amount	Enter the percent rate or the amount of the tax.
Publishing info	Select <b>Yes</b> if you want to publish the tax; otherwise select <b>No</b> .

4. At the top of the page click **Save** () to save the created tax or **Cancel** () to discard the changes.

### 1.4.5 Payment Processors

The **Payment Processors** form lists all possible means of paying for the courses. To view the list of used payment processors, go to **Subscriptions > Payment Processors** in the left menu.

Please note that the payment processors are predefined by the system - therefore, you cannot add anything to the list. However, it is possible to edit the existing payment processors, to modify their names for your convenience or delete the payment processor that will not be used within your system.

#	<input type="checkbox"/> Name	Default	Published
1	<input type="checkbox"/> WorldPay Select Junior	✓	✓
2	<input type="checkbox"/> PayPal Standard	Make default	✓
3	<input type="checkbox"/> 2Checkout	Make default	✓

Fig. 'Payment Processors List'

To manage the list of processors and their settings, use the following icons at the top of the page:

Icon	Name	Description
	Default	Allows a user to make the selected payment processor default (to select a processor, select a check box next to a corresponding entry in the Payment Processors list). The default method is automatically selected when the <b>Subscription</b> form is displayed.
	Delete	Allows a user to delete the selected payment processor (to select a processor, select a check box next to a corresponding entry in the Payment Processors list).
	Edit	Allows a user to <a href="#">edit the settings of the selected payment processor</a> (to select a processor, select a check box next to a corresponding entry in the Payment Processors list).

### 1.4.5.1 Editing Payment Processors Settings

To edit the settings of a payment processor:

1. Go to **Subscriptions > Payment Processors** in the left menu
2. Select a check box next to a corresponding entry in the list.
3. Click the **Edit** icon () at the top of the page.
4. Fill out the form fields as described below:

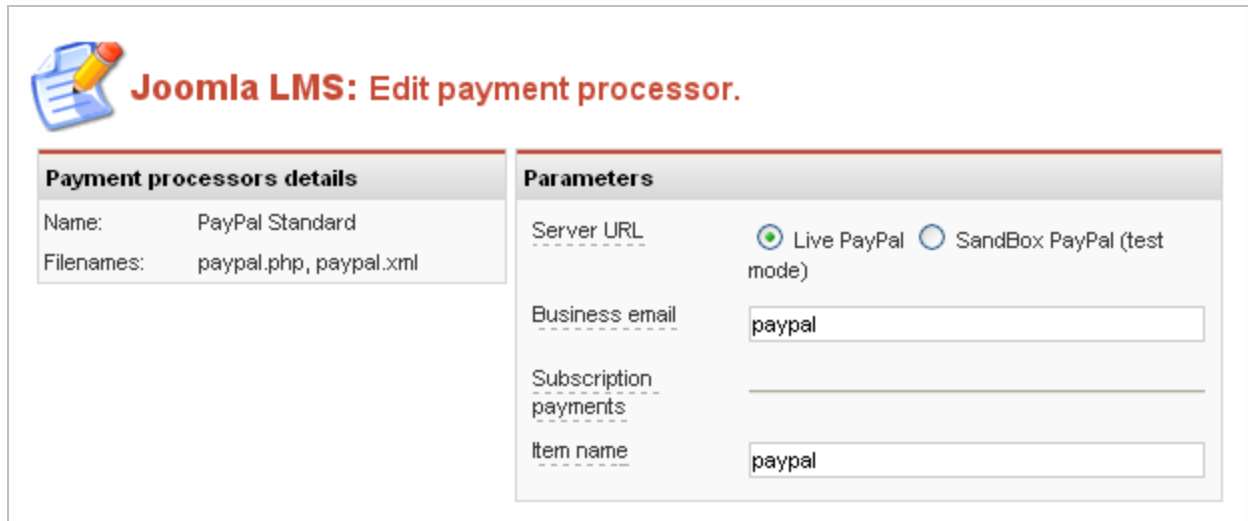
#### A. WorldPay Select Junior

Payment processors details		Parameters	
Name:	WorldPay Select Junior	Installation ID	<input type="text" value="23551"/>
Filenames:	worldpay.php, worldpay.xml	Test mode value	<input type="text" value="100"/>
		Callback password	<input type="text" value="tranquility"/>
		Callback notice !!!	<input type="text"/>
		Product ID	<input type="text" value="course6"/>

Fig. 'WorldPay Select Junior Settings'

Field	Step
<i>Installation ID</i>	Enter your WorldPay installation ID.
<i>Test mode value</i>	Enter 100 for testing payments or leave the field blank to disable the test mode.
<i>Callback password</i>	Enter your callback password as specified in the WorldPay CMS.
<i>Callback notice</i>	Set the callback URL in the WorldPay CMS as: http://www.yoursite.com/index.php?option=com_joomla_lms&task=callback&proc='your worldpay processor id'.
<i>Product ID</i>	Enter the product ID of the selling item.

## B. PayPal Standard



**Joomla LMS: Edit payment processor.**

Payment processors details		Parameters	
Name:	PayPal Standard	Server URL	<input checked="" type="radio"/> Live PayPal <input type="radio"/> SandBox PayPal (test mode)
Filenames:	paypal.php, paypal.xml	Business email	<input type="text" value="paypal"/>
		Subscription payments	<input type="text"/>
		Item name	<input type="text" value="paypal"/>

Fig. 'PayPal Standard Settings'

Field	Step
<i>Server URL</i>	Select the URL of the PayPal payment server: <b>Live PayPal</b> or <b>SandBox PayPal (test mode)</b> .
<i>Business email</i>	Enter the account email.
<i>Item name</i>	Enter the item name of the payment. Use [sub] for the subscription string.

## C. 2Checkout

**Joomla LMS: Edit payment processor.**

Payment processors details		Parameters	
Name:	2Checkout	Test mode	<input checked="" type="radio"/> Yes <input type="radio"/> No
Filenames:	2checkout.php, 2checkout.xml	-	-
		Account number	<input type="text" value="1568955"/>
		Pay method	<input checked="" type="radio"/> Credit card <input type="radio"/> Check
		Secret word	<input type="text" value="conquest14"/>
		Merchant Notifications	<input checked="" type="radio"/> Yes <input type="radio"/> No
		Language	<input type="text" value="en"/>

Fig. '2CheckOut Settings'

Field	Step
<i>Test mode</i>	Select <b>Yes</b> if you want to enable the test mode; otherwise select <b>No</b> .
<i>Account number</i>	Enter the numerical 2CheckOut vendor account number.
<i>Pay method</i>	Select the method of payment during the checkout process: <b>Credit card</b> or <b>Check</b> .
<i>Secret word</i>	Enter your secret word for 2CheckOut.com to make the transactions more secure. Please note that the secret word should contain only letters and numbers without spacing.
<i>Merchant notification</i>	Select <b>Yes</b> if the 2CheckOut receipt should be sent to the site owner; otherwise select <b>No</b> .
<i>Language</i>	Enter a two-letter code of the language that will be used in the process of purchasing. Please note that English is a default language; if you leave this field empty, English will be used.

## D. Authorize.net



## JoomlaLMS: Edit payment processor

Payment processors details	Parameters
Filenames: authorize_aim.php, authorize_aim.xml	Processor Name: <input type="text" value="Credit Card"/>
<b>Description:</b> Authorize.net AIM payment processor for JoomlaLMS component.	Login ID: <input type="text" value="4ns94BCa2"/>
	Transaction key: <input type="text" value="49QQPW2B47n2r2tG"/>
	Test mode: <input type="radio"/> No <input checked="" type="radio"/> Yes
	Description Text: <input type="text" value="Please enter the billing details..."/>
	Enable HTTPS: <input type="radio"/> No <input checked="" type="radio"/> Yes
	Email settings: <input type="text"/>
	Email customer: <input type="radio"/> No <input checked="" type="radio"/> Yes
	Merchant email: <input type="text"/>
	Subscription payments: <input type="text"/>
	Invoice number: <input type="text" value="1"/>
	Description: <input type="text"/>
	Return URL: <input type="text"/>
	Description: <input type="text" value="Your description."/>

Fig. 'Authorize.net'

**Field***Processor name**Login ID**Transaction key**Test mode**Description text**Enable HTTPS***Step**

This field allows you to rename the processor in a way understandable for you.

Enter the login ID that was provided by authorize.net for your merchant account.

Enter the transaction key that was provided by authorize.net for your merchant account.

Select **Yes** to enable Test mode; otherwise select **No**.

Enter the billing details in the description field.

Select **Yes** if you want to send CC data securely via HTTPS protocol for the form submission (which is preferable); otherwise select **No**.

**Email settings**

*Email customer* Select **Yes** if you want to send a confirmation email to the customer; otherwise select **No**.  
 Type in e-mail address where the copy of the customer confirmation should be sent. If a value is submitted, an email will be sent to this address as well as the address(es) configured in the Merchant Interface.

*Merchant email*

**Subscription payments**

*Invoice number* Enter the merchant assigned invoice identification number.

*Description* Enter the description of the transaction. Use [sites] for the sites' string.

*Return URL* Type in the URL of the page the user will be redirected to after the successful payment. Leave blank for homepage.

*Description* Enter your description.

**E. Offline Bank Transfer****JoomlaLMS: Edit payment processor**

Payment processors details	Parameters
Filenames: offline_transfer.php, offline_transfer.xml	Processor Name: <input type="text" value="Offline Bank transfer"/>
<b>Description:</b> Offline Bank transfer processor for JoomlaLMS component.  Use this processor if your users pay fees by bank account.  You can mark their payment as 'completed' on the 'payments list' page after the bank transfer has been received.  In the 'description' field you should enter a small description of this type of payment.  In the 'Payment page' field you should enter text, which will be shown once a user decides to make the payment using this processor. You can enter your bank payment account info and more detailed instructions here. Use constants {ORDER_ID}, {TOTAL} to place information about ORDER ID and fee amount.	Description: <code>Use this processor if you pay fees by bank account.</code>  Payment page: <code>Your OrderID: {ORDER_ID}, Total amount: {TOTAL}</code>

**Fig. 'Offline Bank Transfer'**

Enter the processor's name if you want to modify it, enter the description of this processor and in the 'Payment page' field enter the text which will be shown once a user decides to make the payment using this processor. You can enter your bank payment account info and more detailed instructions here. Use constants {ORDER\_ID} and {TOTAL} to place information about ORDER ID and fee amount.

## 1.5 Backups







The **Backups** section is intended for creating and managing backup copies of separate courses and backup copies of the whole system.

### 1.5.1 Total Backups

The **Total Backups** section provides a possibility to create a backup copy of the whole system. A backup copy of your system can be restored at any moment of time, which helps make the work with the system more convenient and safe.

Please note that the system backup copies are stored within the system only: you cannot export them to the local machine.

To work with system backup copies, use the following icons at the top of the page:

Icon	Name	Description
	<i>Courses Backups</i>	Brings a user to the <a href="#">Courses Export</a> section.
	<i>Generate</i>	Allows a user to generate a new backup copy of the system.
	<i>Restore</i>	Allows a user to restore the selected backup copy of the system (to select a backup copy, select a check box next to a corresponding entry in the list).
	<i>Delete</i>	Allows a user to delete the selected backup copy of the system (to select a backup copy, select a check box next to a corresponding entry in the list).
	<i>Cancel</i>	Allows a user to cancel the current operation.
	<i>Help</i>	Displays help documentation for users.

### 1.5.2 Courses Export

The **Courses Export** section allows a user to create a backup copy of a specific course with a possibility of its subsequent storing on the local machine.

The Courses Export page lists all courses administered by the currently logged user. Every course is described by a unique ID assigned to it.

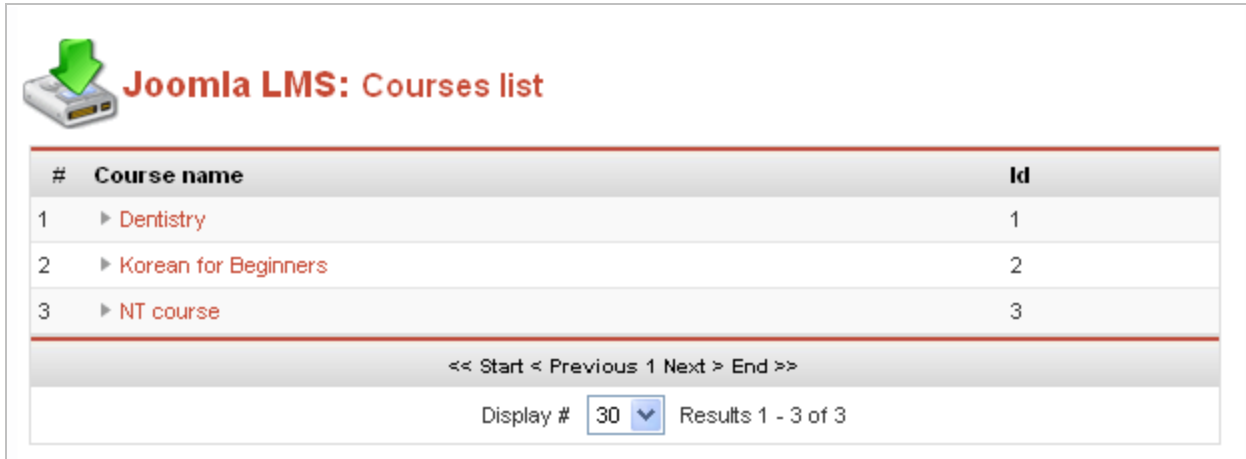


Fig. 'Courses List'

To perform operations on courses backup, use the following icons at the top of the page:

Icon	Name	Description
	Total Backups	Brings a user to the <a href="#">Total Backups</a> section.
	Import	Allows a user to import a locally stored backup copy of a course into the system.
	Cancel	Allows a user to cancel the current operation.
	Help	Displays help documentation for users.





The procedures of backup generating and exporting are performed for every course individually. To view the list of course backups, click its name in the list on the **Courses Export** page. As a result, the list of backups for the corresponding course will be displayed.



Fig. 'Backups List'

To manage course backup copies, use the following icons at the top of the page:

Icon	Name	Description
	Back	Brings a user to the previous page displayed.
	Total Backups	Brings a user to the <a href="#">Total Backups</a> section.
	Generate	Allows a user to generate a new backup copy of a course.

	<i>Export</i>	Allows a user to export the selected backup copy and save it locally (to select a backup copy, select a check box next to a corresponding entry in the list).
	<i>Delete</i>	Allows a user to delete the selected backup copy (to select a backup copy, select a check box next to a corresponding entry in the list).
	<i>Cancel</i>	Allows a user to cancel the current operation.
	<i>Help</i>	Displays help documentation for users.

**Tip** To provide better view representation, it is possible to filter the courses or backup copies: in the **Display#** field select the number of entries that should be displayed in the list.

### 1.5.3 Importing Courses

This option is intended for importing backup copies of courses that are stored locally. If you have a backup copy of a course on your computer that you want to import to the system:

1. Go to **Backups > Courses Export** in the left menu.
2. Click the **Import** icon at the top of the page.
3. Click the **Browse** button and select a file that should be imported to the system.
4. Click the **Upload & Install** button.


As a result, the file pack will be uploaded and installed in the learning system.

### 1.5.4 Exporting Courses


Courses export consists of two main stages:

- [Creating a course backup copy](#);
- [Exporting a course backup copy to a local machine](#).

#### Step 1. Creating a course backup copy.

1. Go to **Backups > Courses Export** in the left menu.
2. In the displayed list click a necessary course. The list of already created backup copies for the course will be displayed.
3. Click the **Generate** button () at the top of the page. As a result, a new backup copy will be added to the backup copies list.

#### Step 2. Exporting a course backup copy to a local machine.

1. Go to **Backups > Courses Export** in the left menu.
2. In the displayed list click a necessary course.
3. Select a check box next to a backup copy that you want to export.
4. Click the **Export** button () at the top of the page and select where the backup copy should be stored.
5. Save changes.