FRAKTALIS User Manual

Introduction

fraktalis

fraktalis is a software developed by CIMNE for the development of collaborative work platforms, easily adaptable to any kind of organization.

From your house, your workplace or wherever you have a computer with connection to Internet, you will be able to enter into fraktalis and, in a very simple way, accessing materials, getting in touch with your colleagues, employees or partners and coordinating the activities of your organization through collaborative tools.

fraktalis allows setting, in a customized manner, any kind of inter-relationship among members of an organization as well as among them and external partners. Moreover, it enables the activation and configuration of different sections and tools, also controlling who has access to the contents, in order to fit with the particular needs of every organization.

- **Emulate your Organization:**Create in the web your Organization Structure
- **Personalizable:**Customize the look and layout of the different spaces.
- **Modular:**Decide wich tools to use in each space
- **Learning:**Allows creation and management of learning courses.
- **Manage Users:**Register users, asign roles through the different spaces
- **Comunicate and share:**Comunicate and share data in the net (Chat, Forums etc).

ZONES

fraktalis Structure

You can create a structure of spaces with four hierarchical levels, In order of magnitude they are:

The Organization, Centers, Spaces and Groups.

Once created each zone, the configuration is always done through the Administration of this zone.

Centers Configuration

Administration --> Configure

Data of the Center
Specify here the name and data of this Center (name, address, telephone, etc...).

Additional fields
You can create a number of additional fields that will be added to the profile of every user of the Center.

Visibility
Only for Multicenter Systems: An Organization with several centers, if checked, the center is visible from the other Centers menu and will appear in the "Centers" drop down list.

Remember me:
Allows activating the remember-me chek box in the login module.

Meeting Point
This checkup enables/disables the Meeting Point tool.

External E-mail
This option enables/disables users to send emails outside of the organization. This applies only for users with an administration level less than 4.

Multi-Language
This option enables/disables the multi-language configuration. When enabled, you will be able create layout templates with content in different languajes.

Language Selector
Select here the languages you want to appear in the main page

Allow to see internal users in E-Mail and Meeting Point
Selecting this checkup allows users having contact information of other Center users.

Allow to modify My Data
Selecting this checkup allows users modifying their contact data in My Data website.

Welcome
Welcome text for giving information that will appear only to to users who access for the first time to the system.

Logo
Select the image file for the logo.

Background
Select the image to be displayed as the background of the whole Center.

Spaces Configuration

Clicking over "Configure" option on Administration left-side menu it is possible to view and edit the basic settings of the Space.

Name
The name of the Space.

Reference
This is the name you have to append to the host address to have direct acces to this Space. For exaple, to acces the space with Ref "Finanzas" you have to write "www.micentro.com/Finanzas"

Registration fees
Only for educational spaces. Shows the registration fee (if any) for students registering in this space. It show in the registration page.

Registration
Mode to register in a course.

Require confirmation: The student sends a request, but must be accepted by the administrator of the course.
No Requires Confirmation: The studen registers and has access immediatly to de course..

Access mode
There are 4 kinds of access mode:

- Hidden: The Space is not visible by users except administrators (level > 5)
- Accredited: Only registered users with permissions can access the Space.
- Free: All users registered in the Center users can access the Space.
- External: Visible for all the people, registered and non-registered users.

Multi-Language
This option enables/disables the multi-language option in this Space no matter what is set in the Center config.

EvaluationPlan: Number of Intervals
Only for educational spaces: When evaluating a student you set here the number of fields that will appear for each student in his evaluation History

Logo
Select the file for the logo of the Space, if ommitted, the Center logo will appear

Adding new Spaces
To add new Spaces refer to Add Spaces

Spaces management

Center >> Administration >> Spaces >> Add

Para crear un espacio hay que tener en cuenta los siguientes pasos:

1. Crear el espacio con el nombre y propiedades apropiado y asignarlo a la división correspondiente.

2. Dentro del espacio ponemos el contenido en la pagina principal y (opcionalmente los menús y contenidos auxiliares que queramos)

3. Creamos los usuarios de ese espacio fundamentalmente el administrador (que es el que posteriormente se encargara de gestionarlo y añadir los contenidos y futuros usuarios)

2. Una vez en edición del centro, usamos la tool ?Spaces menu? (que genera automáticamente el menú con todos los espacios disponibles)
para seleccionar el espacio que queramos y arrastrarlo a la posición del menú general deseada.

After the Space is added it will show in the list of spaces. You must assign it to a division in order to make it visible in the main page menu

To Configure more parameters of this new space, go into the space Administration and click Configure

Types of Spaces

There exist 3 types of Spaces in fraktalis:

- Learning: Spaces oriented to learning activities.
- Work/Leisure: Spaces oriented to collaborative work and projects or other activities like associations.

The main difference between them is that Learning spaces allows working with learni courses.

Divisions

A division is like a folder to organize spaces or groups.

Deleting a Space

To delete a Space go to the administration of that Space and click on Configure in the left-side menu. If the user has the appropriate privileges to administrate the Space a Delete button should be visible, which should bu used to delete the Space.

Editions

Description
An Edition is relatoed only to students in a course. Is the group of students that attend the course in the same period of time. .

For example: Edition:April2006 "course A" is referring to the students of the course A in April2006.

You can have several Editions for the same course. Each edition will have a starting and ending date.

Create an edition

You can create as many editions as you need.
To create one you have to write the name and the starting and ending dates.
Students are only able to start the course when the *starting date* is reached, and they only can access untill the *ending date*.

Edition States
Editions can have 3 states:

- **Open, with Registration Open:** The edition is open and available for Registration. The edition will show in the registration page
- **Open, with Registration Closed:** The edition is open. The related course is accesible, but Registration for this course is closed.
- **Closed:** This edition of the course has finished and closed. The course is not available for the students belonging to this edition.

When an Edition is closed, it can only be reopened by an administrator (level 6).

Editing Editions
It is possible to change the name, the starting and ending dates and also the state of an Edition by clicking over the name of an Edition and changing the corresponding fields.
By clicking on "Students" at the top menu of the Edition, it is possible to access to the student list that have registered to this Edition.

External Inscriptions
It is possible to publish a page for external registration to the courses. They must fill their data in a specific form that is shown.
The external webpage will show a list of the editions with the status "Registration open" active. Students can register directly into the desired Edition from the external webpage.

Once the students have filled and sent the inscription form, they will appear in the section "Students" of an Edition.

State of Students belonging to an Edition
By clicking on "Students" at the top menu of the Edition, a list of students registered into this Edition is shown, with the following information: Id, Name, Surname, Edition, Country, Date of user creation and Status.

There are 8 different status that Students may adopt along the time:

- **Request**: the first status that a Student adopts when makes the registration into an Edition.
- **Pending**: Administrators of the Space can change the status to Pending in order to indicate that the Student must complete some bureaucracy steps (for example, because there is a lack of certain documentation).
- **Accepted**: When the Student is finally accepted to the Course but payment is still pending.
- **Registered**: Administrators should change a Student to this status when the Student has completed the registration to the course, including any bureaucracy and payments. This state will allow the Student to access the course when the *starting date* is reached.
- **Transferred**: If a Student is passed form one Edition to another (for example, taking the same course again in the next Edition)
- **Passed**: If the Student has successfully passed the course when it finish.
- **Not Passed**: If the Student has failed the course when it finish.

Changing the Edition of a Student
To change the Edition of a Student, select the Edition where the Student is currently registered, click on "Students" at the top menu of the Edition, and then change its Edition from the selector of the field Edition. The Student will be automatically deleted form the current Edition and added to the selected one. Administrator can change the status of the Student in the new Edition.

History

The link History in the left-side menu of a Space configuration or in the menu of a Group configuration allows administrators consulting and editing the marks and comments about the performance of a certain set of Members/Students. This option is focused to educational sites, but usability for other purposes may be possible.

Filter the History List:
It is possible to filter the list obtained by the History tool. Choose the desired *Group*, *Edition* or *User* to consult form the selector, and refine the results by using more than one selector if necessary. The corresponding list of users will be shown in the panel, showing the following information: ID, Name, Surname, Comment, Marks, Group, Edition, Date.

The top-panel searcher can also be used to find results among the ones presented in the panel.

Delete a registry:
It is possible to delete a registry by clicking in the delete icon (at the right-side of each registry).

Export to Excel:
It is possible to export the results shown in the panel to an Excel format by clicking in the corresponding icon (Excel icon).

Groups Configuration

Spaces Administration >> Goups >> (Click over one group)

Name
The name of the Group.

Access mode
There are 4 kinds of access mode:

- Hidden: The Space is not visible by users except administrators (level > 5)
- Accredited: Only registered users with permissions can access the Space.
- Free: All users registered in the Center users can access the Space.
- External: Visible for all the people, registered and non-registered users.

Optional
This option is only for to educational spaces, allowing to distinguish among optional and required subjects within a Course. When a student enrolls to a certain course (Space), all the subjects (Groups) that are configured as "non-optional" are assigned to him.

Tools
Use the checkups to enable/disable the tools of the Group.

Adding new Groups
To add new Groups refer to Add groups

History
This option is focused to educational sites, but usability for other purposes may be possible. By clicking the History link it is possible to consult and edit the marks and comments about the performance of a certain set of Members/Students. See History for more information.

Users
The Users link allows administrators consulting the current members of a Group or adding new ones. More information in Users.

Go
Go to the group.

Add Groups

Center >> Go To one Space >> Administration >> Groups >> Add

After the Group is added it will show in the list of groups. You must assign it to a division in order to make it visible in the main page menu

To Configure more parameters of this new space, just click in the Group you want to modify.

Users

The link Users in the Group configuration allows administrators consulting the current members of a Group or adding new ones.

List of users
Choose the desired user type in the selector in order to list the current users of this type that conform the current Group.

Adding an user
Choose the desired user type in the selector in order to list the current users of this type that conform the current Group. The box "Users from this space-Type" shows the users belonging to the Space and that could also form part of the current Group. Select the name of the user to add and press "Add" button.

User Categories

Users in fraktalis have a category associated which defines their privileges in the system. This category is represented by number, both indicating the hierarchical level of the user.

- **Organization Administrators / Superadministrator** (level 8): Superadministrators are the highest hierarchical user level in fraktalis. They are in charge of the general administration of the Organisation and have access to create new Centers.To access the Org Administration you acces the Center Admin and then click on "Administration" in the left menu.
- **Center Administrator** (level 7): Center Administrators have access to all information contents and settings of the Center that they administrate, and are able to create new Spaces and Groups, and manage users.
- **Space Administrator** (level 6): Space Administrators have access to all information contents and settings of the Center. This user is able to create new Groups, to manage users in the Space and Groups.
- **Space Manager** (level 5): This user profile is oriented to develop the administrative tasks of a Space. This user is similar to level 6 but can not add/delete users.
- **Coordinator** (level 4): This is the Admin user for a group. It is similar to a level 5 in a Group
- **Teacher** (level 4): This user has same privileges as Coordinator and is used only in educational spaces.
- **Collaborator/Member** (level 3): Users of this level have access to all the Groups data and can add documents to the group.
- **Tutor**(level 2): Has access to Group data. Can not add material to the group it is used mostly in educational spaces.
- **Student**(level 2): This user has same privileges as Tutor and is used only in educational spaces
- **Guest/Ex-Student** (level 1): This profile has access only to free data. Spaces or groups that are declared free or external.
- **Banned**(level 0): User banned has no access to the Center

Library access rules

These are the kind of actions that can be done in the library depending on the category of the user.

Type of actions that can be done:
========================
S See a document
A Add a document

D Delete only my documents

P Publish / Hide document

Modifiers

=======

Whith no modifier, this action is done only on my document. The modifiers are:

\+ Action can be done on my and my Group documents

\++ Action can be done on all documents of all groups

Note: Levels 1,2, and 3 require that the user is member of the group if these users are not members, they do not see the group.

Level 4 and more , allways see all groups.

Library
=====

Level 5 and more: S A M++ D++ P++

Level 4: S A M+ D+ P+

Level 4 (not member) : S

Allways members of the group

=====================

Level 3: S A M D P

Level 2: S (Only when the document is not hidden)

Level 1: No access

Files
====

Only level > 4 or 4 registered in the group can see files

User List

User List:
Shows the list of users of this Space.

To obtain more information about a certain user, click over the name or surname of such an user. The system will show the Data of the selected user. To add a new user to this Space click on "Add New User"

Add New User:

Choose the role of the new user from the selector. Fill the form with name, surname, second surname, nickname and email address. Click send and the next screen will display the acknowledgment of the creation of the user as well as the password to access the system.

Alternatively, the "User List" button can also be used when the new user already exists in the system. By clicking on this button, the system will show the User Lists allready registered. The list can be displayed by user's type or by alphabetical order. Find and select an existing user (or users) and close the window. Finally, associate the proper role from the selector and click on "Add" button.

My Data

Any user logged in the system is able to view and modify its personal contact-data by clicking on the link with the nickname of the active user (typically at the top right-side of the layout). Administrators also get the same webpage when accessing into the administration view of a Center or Space.

Change Password
From the user management it is possible to change the password needed to login into the system. To change the password click on Change Password and fill the form. For security reasons, introducing the current password is required.

Modify *(if allowed by administrators)*
This option lets to change the personal and contact user data (upload a photo, change address,...).

Acredited *(if available)*
Under an administration view the My Data page shows the Centers, Spaces, user role and level of privileges of the observed user profile. Depending on the privileges of the active administrator the system will allow changing these parameters, always restricting the changes to the access level of the Administrator (level 6 Administrators only are able to assign a maximum access level of 6 to other users).

My File
Place to locate files in the server. From My File it is possible to manage the upload and maintenance of these files.

MY FILE

From My File each registered user can manage its own files and documents. The screen enumerates all the current files located in the fraktalis platform. The information shown is the *title*, *filename*, *size*, *author*, *uploader* and *date of upload*. Three icons allows to see the uploader comments, download the file or delete the file from the server.

Add a File To add a new file just click on Add button. It opens a new screen with a form to be filled with the basic file information. Once it is filled, click on Send button and the new file will be shown in the first My Data screen.

Download a File
To download a file click on Download icon.

Delete a File
To delete a file click on Delete icon.

Modify a File
To modify a file located in fraktalis you should make the modifications on a file in your computer and then replace the previous version located in the server by the new one located in your computer (first delete the old version file and then add the new one).

Image

This division groups together the configuration options referent to the layout of the different fraktalis views

Edit
Edit allows setting the layout of the different fraktalis views and languages (if multi-language option is activated) as well as lets to decide the tools and modules to be shown at each of the different layout templates.

Modules
This option allows adding contents and links in the system to be used afterwards from the Edit option.

Skins
This option allows managing different skins for fraktalis as well as to select the one used to define the design of the different layouts of fraktaliss.

Edit

Description

Center and Space Administrators are able to edit the layout and information contents showed in the public and private views of the Centers, Spaces and Groups they manage. When accessing to "Edit" option form the left-side menu it is drawn the current layout of the Center, Space or Group that is being administrated. There exist a general frame with three columns, which represents the webpage layout. Note also there exists a red-line box in the top-right of the edition screen, which is used to preview the tools, modules and menus that are possible to add to the three-columns layout.

Selecting the public or the private view for editing

Before starting to edit, the Administrator should decide whether to edit the public view or the private view of the Center/Space/Group under edition. It must be done through the selector that contains the options "public" and "private". When changing the view, click See button in order to update the edition frame.

Multi-language (optional)

If the multi-language option was enabled when configuring the Center, then a language selector will be shown next to public-view/private-view selector. A different layout can be set for each public and private view and for each language. Also, editing layouts for "All" languages at the same time is possible. Note that all the Modules to be shown in the layout in different languages have to be created and edited in their respective languages.

Adding basic layout

By clicking on the "Layout" link, a drop-down menu becomes visible. The following elements are available in this menu:

- **Footer:** Allows to add a Footer at the bottom of the layout.
- **Header:** Allows to add a Header at the bottom of the layout.
- **Column:** Create a new column to fill with contents (Menus, Modules or Tools).
- **Vertical Menu:** Vertical Side menu..
- **Horizontal Menu:** Horizontal menu.

To add an element to the layout, select the element type form the above menu and navigate through pop-up windows until you find the desired element. On selecting it, it should appear a preview of the element in the red-line box. Drag and drop the element to the desired new place into the edition framework. Once located in the new position, it is possible to save the new layout by clicking on Save button.

Adding tools or modules

Click on the corresponding icon shown on the bar of the column we are working. A window will appear mostrando la lista de tools o modulos disponibles. Selecciona el deseado y se añadira a la columna.

Tools

By clicking on the "Tools" icon, a drop-down menu becomes visible. The following elements are available in this menu:

- **Access**: a little box with to fields to be filled with user nickname and password to access the system.
- **Planning**: a tool to organize and schedule the important events of a Group/Course.
- **Album**: a tool to administrate and show image and picture galleries (read more about this tool).
- **Calendar**: a tool to organize and schedule the important events of a Center or Space.
- **Conferences**: a tool to organize and schedule the interesting Conferences for users of a Center or Space.
- **Blackboard**: a tool to make and share drawings (read more about this tool).
- **Enterprises**: the job office to match prospective employees with employment offers (read more about this tool).
- **FAQ**: Frequently Asked Questions.
- **Files**: File repository
- **Forum**: a tool to let users sharing doubts and answers.
- **Groups**: a set of links to the Groups defined in a Space.
- **Group Menu**: Builds a menu with the list of groups of this space
- **Languages**: Adds a language selector
- **Page footer**: Adds a standard page footer
- **Locator**: Adds a bar locator
- **News**: a tool to show the news.
- **Publications**: a tool to show the publications of interest about a Center, Space or Group.
- **Questionnaires**: a tool to assess users or to have surveys for users.
- **My Net**: Adds a mini acces tool to the social network
- **Search**: Adds a search tool
- **Short News**: a tool to show short news in a little display panel.
- **Spaces Menu**: Adds a menu with the list of spaces of this center
- **Library**: Adds a library tool
- **Tell Me**: a tool to allow users communicating with the administrators of a Space.
- **User**: Adds an acess/user data tool

To add an element to the layout, select the element type form the above menu and navigate through pop-up windows until you find the desired element. Once loaded correctly, it is possible to save the new layout by clicking on Save button.

Adding external links
To add external links create a Module with the proper format (see Modules help) and add the Module to the layout.

Editing the elements style
It is possible to change the background color of the elements or delete the header of the elements. To change the background color, first select a column of the edition frame and select a color from the color selector. Then, click Send button. All the elements inside the column should change their background color.

To delete the header of an element, just click over the cross shown in the header. It will be deleted in the preview of the layout. Save changes by clicking Save button.

Changing the place of the elements
It is possible to change the place of the existing layout elements by drag and drop them to the desired place.

Delete elements from the layout
All the elements shows (under the edition view) a cross in their top-left side. By clicking on this cross the element is deleted form the layout preview. Save changes by clicking Save button.

Modules

Description
Modules are sets of information contents composed by a title and a text. Modules are mainly used to compose the layout of the public and private views of the Centers, Spaces and Groups. They are thought to be in a static place of the layout, although their contents can be editable by different edit users (access to different modules is defined by Administrators).

Modules management
From the administration view of a Center or Space, click over the menu-option "Modules". A list of existing Modules available at the Center or Space will be shown. Click Add Folder to create new folder that help to organize the modules. It is possible to move or copy existing modules by checking the corresponding option and selecting the desired module and the appropriate destination folder.

Adding Modules
Click Add Module to create a new one. In next screen fill the Title field, comments (if any) and the information contents of such a module. Click Save button.

Deleting Modules
Select a Module and click Delete button.

Editing Modules
Editing a Module requires the deletion of the previous version of the Module and the creation of a new Module with the desired changes.

Please, note that if the content of a Module is modified, the published view of this Module is not automatically updated. To update the publication of this Module, the previous publication of the Module should be deleted from the website layout and then the new version of the Module must be added again (see Edit for more information).

Adding external links through Modules
It is possible to add external links (links to websites outside the fraktalis platform) by creating Modules with the following HTML code:

<iframe scrolling="auto" height="1000" frameborder="0" width="100%" marginheight="0" marginwidth="0" border="no" src="**Here the external address**" name="riFrame" id="riFrame" onload="ajustaTamano(this)"></iframe>

Save the Module with *.html* extension.

Skins

Description
Center Administrators are able to change the appearance (colors and styles) of the Centers, which is technically called the *skin*. By clicking on the option "Skins" of the left-side menu whist being in the Center administration tool a list of the available skins will be shown. To change the Center appearance, just select the desired skin and the system will apply the changes.

Maintenance

Description
Here Administrators will find some tools for specific maintenance purposes .

Delete erased emails
Use this option to free space and clean the system by completely eliminating all the mails erased by users.The mails are deleted from the database and moved to a special folder for archive.

Logs
Consult monthly logs of the system. Click over the name of the log to be viewed (name contain the logged year and month). Logs can be downloaded and deleted form the system by using the proper icons next to each of them.

Watch all the emails
It is possible to check any email sent through the system among any user. Only allowed to the SuperAdmin level.

Watch all the questions
It is possible to check any question sent by users.Only allowed to the SuperAdmin level.

Group selector
To see and manage the user distribution of in the gropus of a space, select the Space, Groups, and the type of users to be shown. A filter is also allowed by Registration Date. Click "Search" button to obtain a list with the users belonging to the chosen Groups.

Massive Upload
To manage the bulk upload of multiple users. User data can be imported from a excel file. The excel file is basically a table with the names of the people to import

Transfer
To manage the massive transfer of users between spaces.

Listings

Description:
The link Listings in the left-side menu of a Space configuration allows administrators consulting a list of users belonging to the Space being administrated.

Generate a list:
Select the Groups and the category of user to be listed. Select more than one Group or User Category holding the Ctrl key when selecting (Cmd key for Mac users). Choose between *Simplified data* or *Complete data* to generate lists with more or less information about the users.

By cheking the checkup "Group" the information of users will appear differentiating the categories of users by Groups.

Click on Search button to generate the list.

Tools

Description
fraktalis has a rich set of tools that can be useful in different contexts, for example, the News tool, the Calendar tool or the Conferences tool. These tools are enabled by Center and/or Space Administrators, and it is possible to used them at Center level, at Space level or even at Group level.

The availability and configuration of each tool in the context of a Center, Space or Group is independent of the same tools available and configured in other Centers, Spaces or Groups. Users only have access to the contents of this tools if they belong to same Center, Space or Group in which the tool was enabled (for example, the News of a certain Space only are visible for the users belonging to such Space). In the same manner, the administration of these tools is done by the administrators of the same Center, Space or Group and its administration view is accessed by clicking over "Administration" link from the same level at which the tool belongs (the News of a certain Space are managed from the administration view of the same Space, whereas the News of a Group are managed form the administration view of this Group).

Questionnaires

Description

Questionnaires allows administrators to build and show assessment test, surveys and voting polls for users.

Adding Questionnaires

When accessing the administration of Questionnaires, a list of the available Questionnaires will be presented (if any). To add a new Questionnaire click on Add button and select the kind of Questionnaire:

- **Assessment:** to assess Members of a Center or a Space about any matter of interest. Also for autoassessment purposes.
- **Survey:** to take data from anonymous or non-anonymous surveys among the users of a Center or Space.
- **Vote:** similar to Surveys but oriented to know about the opinion of users of a Center or Space (always non-anonymous).

Fill the Title field with a name for the Questionnaire and a Description (optional) and click Add button to add the new Questionnaire.

Questionnaires -> Assessment

Description
Assessment is an item of the Questionnaires tool. The purpose of Assessment is to add exercises to assess Members of a Center or Space about a certain topic or even to let them to self-assess.

Add Assessment exercices
To add an Assessment, select type "Assessment", write a name (or "title") and add a description (optional). Click on Send button to finally add the Assessment to the Questionnaires tool.

Options with Assessment
To see the options available for any Assessment click over the icon or name of the desired Assessment in the left-side tree. The right-side icons menu will show the following options:

- Information
- See questionnaire
- Associated questions
- See results
- Publish
- Tracking
- Delete
- Edit

Information of the Assessment
By clicking on the Information icon, the following information about the Assessment will be shown:

- **Title:** name of the Assessment.
- **Type:** Assessment.
- **Publish:** indicates if the Assessment is published or not.
- **Visibility:** indicates if the Students are able to see the results when the Assessment is finished or not.
- **E-mail:** indicates to whom send the results of completed Assessments (if any). Options are: Teacher and/or Student.
- **Maximum Time:** indicates the maximum time allowed to complete an Assessment.
- **Max. Tries:** indicates the maximum number of tryings allowed to complete the Assessment.
- **Randomization:** indicates if the associated questions of the Assessment are selected randomly from the available set of questions.
- **Questions Presented:** indicates the number of questions associated to the Assessment.
- **Total Number of Questions:** indicates the total number of questions available for the Assessment.
- **Tracking:** indicates if the tracking option is enabled.
- **Flow Control:** the Flow Control rule to apply.
- **User:** current user name.
- **Start:** first access of the user.
- **Time:** time used by the current user to complete the Assessment.
- **Status:** indicates if the Assessment was completed or not (it may affect other learning contents, according to the Flow Control rules). When the Assessment is not finished, it will be shown a Go button to start the test.
- **Max. Tries:** indicates the maximum number of tryings allowed to complete the Assessment.
- **Tries:** indicates the maximum number of tryings done by the current user.
- **Marks:** indicates if the marks obtained in the Assessment.
- **Description:** set by Assessment creator.
- **Record added:** Assessment creator and date of Assessment creation.
- **Record changed:** date of last edition of the Assessment and name of the editor.

See questionnaire of an Assessment
By clicking on the See Questionnaire icon, the content of the Assessment will be shown just like Students will see it.

Associate Questions to an Assessment
Option to add questions and associate them to an Assessment. By clicking on the Associate Questions icon a list of available questions will be presented (if any). To add a new question, click on Add button and select the type of question:

- **Fill in the blank:** this option requires to write the question in the corresponding box and select the weight of the question (only integer values are allowed).
- **Multiple choice:** this option requires to write the question and select the weight of the question (only integer values are allowed). Also requires to fill up to 5 answers and their optional comments (shown when the Student receive the Assessment results) and to check the correct answer by checking the checkup next to the answers (only 1 correct answer is allowed).

When finish editing the question, click on Add button to save changes.

Once a question has been created, it appears in the list of available questions for the Assessment. To associate a question to the Assessment click on [+] icon, or click on [-] of the associated questions to dissociate form the

Assessment. Only associated questions will be shown to the Students answering the Assessment.

Note that when any Student start the Assessment it is not possible to edit most of the parameters of the Assessment, such as the number of questions. It is so to maintain a criteria of fairness among all Students and also for maintain a congruent set of statistics about the Assessments (only Superadministrators are able to modify already started Assessments).

See results of an Assessment
By clicking on the See Results icon it is possible to consult the results and statistics of the Assessment. Results can be presented by filtering according to the kind of question or in a global manner.

Publish an Assessment
Make the Assessment public and available to the users of a Center or Space.

Tracking an Assessment
To track the progress of the different Students of a Course, click on Tracking icon. A list of Students (if any) will be shown, showing their names, their corresponding initial and latest access to the Assessment, their progress and their status. It is also possible to filter Students by their Editions.

Delete an Assessment
To delete an Assessment and all its contents, click on Delete icon. Confirm your decision by clicking "Accept".

Modify an Assessment
Click the Modify icon to modify the name and description of the Assessment. It also enables to publish/unpublish the Fill and to change the Flow Control rules.

Visibility sets if the Student is able to see the correct answers and the results after completing the Assessment.

E-mail specifies to whom the results of the test may be sent by email: to the Teacher and/or to the Student.

Maximum Time specifies the time in minutes in which users are allowed to complete the Assessment, whereas Max. Tries refers to the maximum number of times users are able to try answering the Assessment.

If Randomization is checked up, the system will randomly choose the questions to be presented in the Assessment. By selecting the number of Questions Presented it is possible to take a random set of questions among all the available questions of the Assessment.

Edit the desired fields and click on Send button to save the changes.

Questionnaires -> Surveys

Description
Survey is an item of the Questionnaires tool. The purpose of Survey is to add polls to collect the opinion of users of a Center or Space about a certain matter.

Add Surveys
To add a Survey, select type "Survey", write a name (or "title") and add a description (optional). Also select whether the Survey should be Anonymous or reflect the name of answering Students by enabling/disabling the corresponding checkup. Click on Send button to finally add the Survey to the Library.

Options with Surveys
To see the options available for any Survey click over the icon or name of the desired Survey in the left-side tree. The right-side icons menu will show the following options:

- Information
- See questionnarie
- Associated questions
- See results
- Delete
- Edit

Information of the Survey
By clicking on the Information icon, the following information about the Survey will be shown:

- **Title:** name of the Survey.
- **Type:** Survey.
- **Publish:** indicates if the Survey is published or not.
- **Tracking:** indicates if the tracking option is enabled.
- **Flow Control:** the Flow Control rule to apply.
- **Description:** set by Survey creator.
- **Record added:** Survey creator and date of Survey creation.
- **Record changed:** date of last edition of the Survey and name of the editor.

See questionnaire of a Survey
By clicking on the See Questionnaire icon, the content of the Survey will be shown just like Students will see it.

Associate Questions to a Survey
Option to add questions and associate them to a Survey. By clicking on the Associate Questions icon a list of available questions will be presented (if any). To add a new question, click on Add button and select the type of question:

- **Fill in the blank:** this option only requires to write the question in the corresponding box and click Add button.
- **Evaluation:** this option requires both to write the question or sentence and to select the Evaluation Index, that is the range in which the user will be able to evaluate a certain sentence.
- **Multiple choice:** this option requires to write the question and select the number of answers. Afterwards it requires to fill the different answers available for users.

When finish editing the question, click on Add button to save changes.

Once a question has been created, it appears in the list of available questions for the Survey. To associate a question to the Survey click on [+] icon, or click on [-] of the associated questions to dissociate form the Survey. Only associated questions will be shown to the Students answering the Survey.

See results of a Survey
By clicking on the See Results icon it is possible to consult the results and statistics of the Survey. Results can be presented by filtering according to the kind of question or in a global manner. Anonymous Surveys will not show the names of the answering Students.

Delete a Survey
To delete a Survey and all its contents, click on Delete icon. Confirm your decision by clicking "Accept".

Modify a Survey
Click the Modify icon to modify the name and description of the Survey. It also enables to publish/unpublish the Survey, to track/untrack and to change the Flow Control rules. Edit the desired fields and click on Send button to save the changes.

Questionnaires -> Vote

Description
Vote is an item of the Questionnaires tool. The purpose of Vote is to add polls to collect the opinion of users of a Center or Space about a certain matter.

Add Vote
To add a Vote, select type "Vote", write a name (or "title") and add a description (optional). Also select whether the Vote should be Anonymous or reflect the name of answering Students by enabling/disabling the corresponding checkup. Click on Send button to finally add the Vote to the Library.

Options with Votes
To see the options available for any Vote click over the icon or name of the desired Vote in the left-side tree. The right-side icons menu will show the following options:

- Information
- See questionnarie
- Associated questions
- See results
- Delete
- Edit

Information of the Vote
By clicking on the Information icon, the following information about the Vote will be shown:

- **Title:** name of the Vote.
- **Type:** Vote.
- **Publish:** indicates if the Vote is published or not.
- **Tracking:** indicates if the tracking option is enabled.
- **Flow Control:** the Flow Control rule to apply.
- **Description:** set by Vote creator.
- **Record added:** Vote creator and date of Vote creation.
- **Record changed:** date of last edition of the Vote and name of the editor.

See questionnaire of a Vote
By clicking on the See Questionnaire icon, the content of the Vote will be shown just like Students will see it.

Associate Questions to a Vote
Option to add questions and associate them to a Vote. By clicking on the Associate Questions icon a list of available questions will be presented (if any). To add a new question, click on Add button and select the type of question:

- **Fill in the blank:** this option only requires to write the question in the corresponding box and click Add button.
- **Evaluation:** this option requires both to write the question or sentence and to select the Evaluation Index, that is the range in which the user will be able to evaluate a certain sentence.
- **Multiple choice:** this option requires to write the question and select the number of answers. Afterwards it requires to fill the different answers available for users.

When finish editing the question, click on Add button to save changes.

Once a question has been created, it appears in the list of available questions for the Vote. To associate a question to the Vote click on [+] icon, or click on [-] of the associated questions to dissociate form the Vote. Only associated questions will be shown to the Students answering the Vote.

See results of a Vote
By clicking on the See Results icon it is possible to consult the results and statistics of the Vote. Results can be presented by filtering according to the kind of question or in a global manner. Anonymous Votes will not show the names of the answering Students.

Delete a Vote
To delete a Vote and all its contents, click on Delete icon. Confirm your decision by clicking "Accept".

Modify a Vote
Click the Modify icon to modify the name and description of the Vote. It also enables to publish/unpublish the Vote, to track/untrack and to change the Flow Control rules. Edit the desired fields and click on Send button to save the changes.

Library

Description
The Library tool is thought to be the documentation manager of the Groups (or "subjects" in case of Leisure Spaces).

The content is hierarchically organized through chapters and subchapters, which are useful to organize the different chapters and topics of a certain subject.

Contents
Contents are the basic documentation and learning material of a Course. The format of these contents may be text, pictures, animations, video, sound or interactive exercises.

There are 6 types of contents that may conform the syllabus of the course:

- Folders and Subfolders (also called Chapters and Subchapters).
- Files (PowerPoints, Docs, webpages, Excels, flash, videos,...).
- Assessment and autoassessment exercices.
- Surveys.
- Documents (simple readable documents and notes).
- SCORM documents (a kind of file that follows the SCORM standards for digital learning materials).

To add contents, at least one Folder has to be created, since Folders contain the particular Contents of the Course. See the particular help of each type of content to know how to create and configure them.

Chapters and Subchapters
A Chapter may contain several Subchapters, whereas Subchapters may also contain other Subchapters. It allows reproducing the correct content structure of a Course. Chapters and Subchapters will contain the Contents of the Course.

Flow Control of the Courses
It could be interesting for teachers that some of the Contents of a Course be only available for Students when previous learning materials has been studied. fraktalis integrates a Flow Control for the learning materials, in order to control *when* these Contents will be available for Students.

For example, Chapter 2 of a Course may be only accessible when students has been previously shown Chapter 1, but never before.

There are 3 basic Flow Control orders:

- Accessible when finishing previous item.
- Accessible when beginning previous item.
- Always Accessible.

See the particular help of each type of content to know where to configure their Flow Control orders.

Note that Flow Control is always referring to previous items located in the left side navigation tree of the Library tool.

Change the order of the items
To change the order of the items that are shown on the left side navigation tree of the Library tool, please use *drag and drop* to decide their new positions.

Relationship and differences between Library tool and Files tool
The Library tool is a front-end of the Files tool. It is possible to change form the Library tool to the Files tool by clicking on the corresponding icon of the left side navigation tree of the Library or Files tools.

The main differences between the Library and the Files tools are that Files tool is not accessible for level 3 users or lower, whereas the Library tool is accessible for all types of users and, as a second difference, the Library tool incorporates more options than the Files tool, as for example the Flow Control, the possibility to add comments, to have statistics, etc.

Library -> Documents

Description
Documents is an item of the Library tool. The purpose of Documents is to add basic readable documents and notes to the Content of a Course.

Add Documents
To add a Document, navigate through any Folder/Chapter of the tree of the Library tool and click on the Add icon located in the right side of the layout. Select type "Document", write a name (or "title") and add a description (optional). Click on Send button to finally add the Document to the Library.

Options with Documents
To see the options available for any Document click over the icon or name of the desired Document in the left-side tree. The right-side icons menu will show the following options:

- Information
- Delete
- Edit

Information of the Documents
By clicking on the Information icon, the following information about the Document will be shown:

- **Title:** name of the Document.
- **Type:** Document.
- **Publish:** indicates if the Document is published or not.
- **Tracking:** indicates if the tracking option is enabled.
- **Flow Control:** the Flow Control rule to apply.
- **Description:** set by Documents creator.
- **Record added:** Document creator and date of Document creation.
- **Record changed:** date of last edition of the Document and name of the editor.
- **Add Entry:** to add comments about the Document.

Delete a Document
To delete a Document and all its contents, click on Delete icon. Confirm your decision by clicking "Accept".

Modify a Document
Click the Modify icon to modify the name, description or the linked Document. It also enables to publish/unpublish the Document. Edit the desired fields and click on Send button to save the changes.

Add comments about a Document
Under the Information screen of a Document click on Add Entry button to add comments readable for other users. In the edition screen just write your comments and click on Add button to add the comment to the Library.

Library -> Assessment

Description
Assessment is an item of the Library tool. The purpose of Assessment is to add exercises to assess Students or to let them to self-assess.

Add Assessment exercices
To add an Assessment, navigate through any Folder/Chapter of the tree of the Library tool and click on the Add icon located in the right side of the layout. Select type "Assessment", write a name (or "title") and add a description (optional). Click on Send button to finally add the Assessment to the Library.

Options with Assessment
To see the options available for any Assessment click over the icon or name of the desired Assessment in the left-side tree. The right-side icons menu will show the following options:

- Information
- See questionnaire
- Associated questions
- See results
- Tracking
- Delete
- Edit

Information of the Assessment
By clicking on the Information icon, the following information about the Assessment will be shown:

- **Title:** name of the Assessment.
- **Type:** Assessment.
- **Publish:** indicates if the Assessment is published or not.
- **Visibility:** indicates if the Students are able to see the results when the Assessment is finished or not.
- **E-mail:** indicates to whom send the results of completed Assessments (if any). Options are: Teacher and/or Student.
- **Maximum Time:** indicates the maximum time allowed to complete an Assessment.
- **Max. Tries:** indicates the maximum number of tryings allowed to complete the Assessment.
- **Randomization:** indicates if the associated questions of the Assessment are selected randomly from the available set of questions.
- **Questions Presented:** indicates the number of questions associated to the Assessment.
- **Total Number of Questions:** indicates the total number of questions available for the Assessment.
- **Tracking:** indicates if the tracking option is enabled.
- **Flow Control:** the Flow Control rule to apply.
- **User:** current user name.
- **Start:** first access of the user.
- **Time:** time used by the current user to complete the Assessment.
- **Status:** indicates if the Assessment was completed or not (it may affect other learning contents, according to the Flow Control rules). When the Assessment is not finished, it will be shown a Go button to start the test.
- **Max. Tries:** indicates the maximum number of tryings allowed to complete the Assessment.
- **Tries:** indicates the maximum number of tryings done by the current user.
- **Marks:** indicates if the marks obtained in the Assessment.
- **Description:** set by Assessment creator.
- **Record added:** Assessment creator and date of Assessment creation.
- **Record changed:** date of last edition of the Assessment and name of the editor.

See questionnaire of an Assessment
By clicking on the See Questionnaire icon, the content of the Assessment will be shown just like Students will see it.

Associate Questions to an Assessment
Option to add questions and associate them to an Assessment. By clicking on the Associate Questions icon a list of available questions will be presented (if any). To add a new question, click on Add button and select the type of question:

- **Fill in the blank:** this option requires to write the question in the corresponding box and select the weight of the question (only integer values are allowed).
- **Multiple choice:** this option requires to write the question and select the weight of the question (only integer values are allowed). Also requires to fill up to 5 answers and their optional comments (shown when the Student receive the Assessment results) and to check the correct answer by checking the checkup next to the answers (only 1 correct answer is allowed).

When finish editing the question, click on Add button to save changes.

Once a question has been created, it appears in the list of available questions for the Assessment. To associate a question to the Assessment click on [+] icon, or click on [-] of the associated questions to dissociate form the

Assessment. Only associated questions will be shown to the Students answering the Assessment.

Note that when any Student start the Assessment it is not possible to edit most of the parameters of the Assessment, such as the number of questions. It is so to maintain a criteria of fairness among all Students and also for maintain a congruent set of statistics about the Assessments (only Superadministrators are able to modify already started Assessments).

See results of an Assessment
By clicking on the See Results icon it is possible to consult the results and statistics of the Assessment. Results can be presented by filtering according to the kind of question or in a global manner.

Tracking an Assessment
To track the progress of the different Students of a Course, click on Tracking icon. A list of Students (if any) will be shown, showing their names, their corresponding initial and latest access to the Assessment, their progress and their status. It is also possible to filter Students by their Editions.

Delete an Assessment
To delete an Assessment and all its contents, click on Delete icon. Confirm your decision by clicking "Accept".

Modify an Assessment
Click the Modify icon to modify the name and description of the Assessment. It also enables to publish/unpublish the Fill and to change the Flow Control rules.

Visibility sets if the Student is able to see the correct answers and the results after completing the Assessment.

E-mail specifies to whom the results of the test may be sent by email: to the Teacher and/or to the Student.

Maximum Time specifies the time in minutes in which users are allowed to complete the Assessment, whereas Max. Tries refers to the maximum number of times users are able to try answering the Assessment.

If Randomization is checked up, the system will randomly choose the questions to be presented in the Assessment. By selecting the number of Questions Presented it is possible to take a random set of questions among all the available questions of the Assessment.

Edit the desired fields and click on Send button to save the changes.

Library -> Files

Description
Files is an item of the Library tool. The purpose of Files is to add document of different formats to the Content of a Course. For example, Power Points, Docs, Excel, PDFs, etc.

Add Files
To add a File, navigate through any Folder/Chapter of the tree of the Library tool and click on the Add icon located in the right side of the layout. Select type "File", write a name (or "title") and add a description (optional). Also select the desired file to share with Students from the ones available at the Files tool (select the file by clicking over the left-side checkup of any file). Click on Send button to finally add the File to the Library.

Options with Files
To see the options available for any File click over the icon or name of the desired File in the left-side tree. The right-side icons menu will show the following options:

- Information
- See documentation
- Detach
- Delete
- Edit

Information of the File
By clicking on the Information icon, the following information about the File will be shown:

- **Title:** name of the File.
- **Type:** File.
- **Publish:** indicates if the File is published or not.
- **Tracking:** indicates if the tracking option is enabled.
- **Flow Control:** the Flow Control rule to apply.
- **File:** relative route of the file.
- **Description:** set by File creator.
- **Record added:** File creator and date of File creation.
- **Record changed:** date of last edition of the File and name of the editor.
- **Add Entry:** to add comments about the File.

See documentation of a File
By clicking on the See Documentation icon, the content of the document will be shown (if it is a known format like .doc, .pdf, etc.).

Detach a File
Option to download the File to your computer.

Delete a File
To delete a File and all its contents, click on Delete icon. Confirm your decision by clicking "Accept".

Modify a File
Click the Modify icon to modify the name, description or the linked File. It also enables to publish/unpublish the File, to track/untrack, to change the Flow Control rules, to allow/disallow downloading and to allow/disallow reading of the File. Edit the desired fields and click on Send button to save the changes.

Add comments about a File
Under the Information screen of a File click on Add Entry button to add comments readable for other users. In the edition screen just write your comments and click on Add button to add the comment to the Library.

Library -> Folders and Subfolders

Description
Folders and Subfolders are items of the Library tool. They are also called Chapters and Subchapters in reference to the structure of a syllabus of a Course.

The purpose of Folders and Subfolders is to hierarchically sort the Content of a Course. It is useful to organize the different chapters and topics of a certain subject.

Add Folders
To add a Folder, navigate at the top level of the tree of the Library tool and click on the Add icon located in the right side of the layout. Select type "Folder", write a name (or "title") and add a description (optional). Click on Send button.

Add Subfolders
To add a Subfolder, navigate through any Folder/Chapter of the tree of the Library tool and click on the Add icon located in the right side of the layout. Select type "Folder", write a name (or "title") and add a description (optional). Click on Send button.

Options with Folders
To see the options available for any Folder/Subfolder click over the icon or name of the desired Folder/Subfolder in the left-side tree. The right-side icons menu will show the following options:

- Information
- Add
- Export
- Import
- Tracking
- Delete
- Edit

Information of the Folder
By clicking on the Information icon, the following information about the Folder will be shown:

- **Title:** name of the Folder.
- **Type:** Folder.
- **Publish:** indicates if the Folder is published or not.
- **Tracking:** indicates if the tracking option is enabled (always set to true in Folders).
- **User:** current user name.
- **Start:** first access of the user.
- **Latest:** latest access of the user.
- **Progress:** percentage of completeness of the inner materials of the Folder.
- **Description:** set by Folder creator.
- **Record added:** Folder creator and date of Folder creation.
- **Record changed:** date of last edition of the Folder and name of the editor.

Add content to a Folder
By clicking on the Add icon, the following fields will be shown:

- **Date:** current date.
- **Type:** choose the type of content to add.
- **Title:** name of the new resource content.
- **Anonymous:** it is shown only when a Survey type is chosen, and indicates if the survey will store the name of the answerers or not.
- **File:** it is shown only when a File or a Scorm document type is chosen, and allows selecting the corresponding file form the Files tool.
- **Description:** brief description to be filled (optional).

Click on Send button to create the new selected Content.

Export a Folder
To export a Folder and all its contents, click on Export icon. Select a destination folder and click on Export button.

Import a Folder
To import a Folder and all its contents, click on Import icon. Select the desired Folder to be imported and click Import button.

Tracking a Folder
To track the progress of the different Students of a Course, click on Tracking icon. A list of Students (if any) will be shown, showing their names, their corresponding initial and latest access to the Folder, their progress and their status. It is possible to filter Students by their Editions.

Delete a Folder

To delete a Folder and all its contents, click on Delete icon. Confirm your decision by clicking "Accept".

Modify a Folder

To modify the name, description or to unpublish a Folder, click on Modify icon. Edit the desired fields and click on Send button to save the changes.

Library -> Scorm documents

Description
Scorm documents is an item of the Library tool. The purpose of Scorm documents is to add learning materials that are made in Scorm format. This format enable to quickly generate the Content of a Course as well as to have interactive learning materials that take information about their use by Students, among other characteristics. See official webpage of Scorm format for more information.

Add Scorm documents
To add a Scorm document, navigate through any Folder/Chapter of the tree of the Library tool and click on the Add icon located in the right side of the layout. Select type "Document:Scorm", write a name (or "title") and add a description (optional). Also select the desired Scorm file to automatically generate the learning materials for the Course. Use the interface of the Scorm documentss tool to upload and select the Scorm file (select the file by clicking over the left-side checkup of any file). Click on Send button to finally add the Scorm document to the Library.

Options with Scorm documents
To see the options available for any Scorm document click over the icon or name of the desired Scorm document in the left-side tree. The right-side icons menu will show the following options:

- Information
- See documentation
- Detach
- Delete
- Edit

Information of the Scorm document
By clicking on the Information icon, the following information about the Scorm document will be shown:

- **Title:** name of the Scorm document.
- **Type:** Scorm document.
- **Publish:** indicates if the Scorm documents is published or not.
- **Tracking:** indicates if the tracking option is enabled.
- **Flow Control:** the Flow Control rule to apply.
- **File:** relative route of the Scorm document.
- **Description:** set by Scorm document creator.
- **Record added:** Scorm document creator in the Library and date of Scorm document creation.
- **Record changed:** date of last edition of the Scorm documents and name of the editor.
- **Add Entry:** to add comments about the Scorm documents.

See documentation of Scorm documents
By clicking on the See Documentation icon, the content of the document will be shown (if it is a known format like .doc, .pdf, etc.).

Detach a Scorm documents
Option to download the Scorm documents to your computer.

Delete a Scorm documents
To delete a Scorm document and all its contents, click on Delete icon. Confirm your decision by clicking "Accept".

Modify a Scorm documents
Click the Modify icon to modify the name, description or the linked Scorm documents. It also enables to publish/unpublish the Scorm documents, to track/untrack, to change the Flow Control rules, to allow/disallow downloading and to allow/disallow reading of the Scorm documents. Edit the desired fields and click on Send button to save the changes.

Add comments about a Scorm documents
Under the Information screen of a Scorm documents click on Add Entry button to add comments readable for other users. In the edition screen just write your comments and click on Add button to add the comment to the Library.

Library -> Surveys

Description
Survey is an item of the Library tool. The purpose of Survey is to add polls to collect the opinion of Students about any matter.

Add Surveys
To add a Survey, navigate through any Folder/Chapter of the tree of the Library tool and click on the Add icon located in the right side of the layout. Select type "Survey", write a name (or "title") and add a description (optional). Also select whether the Survey should be Anonymous or reflect the name of answering Students by enabling/disabling the corresponding checkup. Click on Send button to finally add the Survey to the Library.

Options with Surveys
To see the options available for any Survey click over the icon or name of the desired Survey in the left-side tree. The right-side icons menu will show the following options:

- Information
- See questionnarie
- Associated questions
- See results
- Delete
- Edit

Information of the Survey
By clicking on the Information icon, the following information about the Survey will be shown:

- **Title:** name of the Survey.
- **Type:** Survey.
- **Publish:** indicates if the Survey is published or not.
- **Tracking:** indicates if the tracking option is enabled.
- **Flow Control:** the Flow Control rule to apply.
- **Description:** set by Survey creator.
- **Record added:** Survey creator and date of Survey creation.
- **Record changed:** date of last edition of the Survey and name of the editor.

See questionnaire of a Survey
By clicking on the See Questionnaire icon, the content of the Survey will be shown just like Students will see it.

Associate Questions to a Survey
Option to add questions and associate them to a Survey. By clicking on the Associate Questions icon a list of available questions will be presented (if any). To add a new question, click on Add button and select the type of question:

- **Fill in the blank:** this option only requires to write the question in the corresponding box and click Add button.
- **Evaluation:** this option requires both to write the question or sentence and to select the Evaluation Index, that is the range in which the user will be able to evaluate a certain sentence.
- **Multiple choice:** this option requires to write the question and select the number of answers. Afterwards it requires to fill the different answers available for users.

When finish editing the question, click on Add button to save changes.

Once a question has been created, it appears in the list of available questions for the Survey. To associate a question to the Survey click on [+] icon, or click on [-] of the associated questions to dissociate form the Survey. Only associated questions will be shown to the Students answering the Survey.

See results of a Survey
By clicking on the See Results icon it is possible to consult the results and statistics of the Survey. Results can be presented by filtering according to the kind of question or in a global manner. Anonymous Surveys will not show the names of the answering Students.

Delete a Survey
To delete a Survey and all its contents, click on Delete icon. Confirm your decision by clicking "Accept".

Modify a Survey
Click the Modify icon to modify the name and description of the Survey. It also enables to publish/unpublish the Survey, to track/untrack and to change the Flow Control rules. Edit the desired fields and click on Send button to save the changes.

MEMBERS

The link Members in the Group configuration allows users consulting the current members of a Group as well as consulting their curriculum and contact data.

Administrators will always have access to all the users' data, whereas the rest of users only are able to view limited data when the option "Visible data" option of a given profile is disabled.

List of users
Choose the desired user type in the selector in order to list the current users of this type that conform the current Group.

Adding an user
Choose the desired user type in the selector in order to list the current users of this type that conform the current Group. The box "Users from this space-Type" shows the users belonging to the Space and that could also form part of the current Group. Select the name of the user to add and press "Add" button.

Questions

Description
The Questions tool is useful to allow users of a Group to send a question or suggestion to the Managers of that group. The area is divided into received and answered folders.

The Managers/Professors of a Groups receive a notification when they enter into the system and there are questions with pending answer. The questions are addressed to all the Managers/Professors of the Group, and any of them can reply with an answer. Once the question was answered, it is moved into the list of answered messages. All the messages can be sorted by the following criteria: Subject, name and date.

Add new Question To add a new Question click on New link. A new window will open. Fill the fields with the subject and the core message (and optionally add an attach) and click on Send button.

Tell Me

Description

The purpose of the tool Tell Me is to provide Space Administrators with a communication tool to send and receive messages to/from users using a generic email address associated to the administration of the Space and not the personal one. The functionality of this tool is quite similar to the Mailbox tool.

An example of use of Tell Me tool may be to allow users make questions or suggestions about the contents of a Space or to warn about possible errors in the platform.

The Administrators receive an advice of new messages in the Tell Me tool when entering into the system. The questions are addressed to all the administrators of the Space, and any of them will be able to give an answer.

Planning

Description

The Planning tool is equivalent to the Calendar tool but with more information to help planing the activities of a Group or Course. Consult Calendar tool to obtain more information.

Statistics

Description
The Statistics tool let administrators to have information about the utilization of the fraktalis platform. It counts the number of total accesses to the Center, Space or Group from where the tool is consulted.

The information of accesses is presented by days and by users. The part showing the number of accesses per day is by default set to present the current month, but it is possible to navigate among other months with the help of "Previous" and "Next" links. The part showing the accesses by user indicates the name of the user, the user type, the total number of entries done by the user in the visualized month and the total time dedicated to navigation among the Center, Space or Group under analysis.

Filtering accesses by day
It is possible to obtain more information about the accesses done in a certain day of the month. Clicking on a certain day will show the number of accesses per hour at such a day, and also will filter the number of users accessing the place during the day under analysis.

Filtering accesses by user
It is possible to obtain more information about the accesses done by a certain user. By clicking over the name of an user, the tool will show only the statistical data relative to the selected user, charting its number of accesses per day.

News

Description
News can be configured to be displayed at Center level, Space level and Group level. News are displayed as headlines with the first words of the text. Clicking over the headlines the news will be expanded and will be completely readable.

Adding News
The News tool allows creating news and making them visible in the public view (they will be in the homepage of the portal and readable for everyone) or in the private view (only visible for registered users). If the access to the News tool is done from the administration view of a Center, Space or Group, the configuration of this tool will be relative to such a Center, Space or Group.

Adding News: Parameters
Click on Add button to insert news. A form will be displayed. Introduce the headline ("subject") and the date of the news. Next, decide by checking in visibility fields if the news will be published in the public portal, the private portal, in both of them or deactivating any visibiliy. Finally, introduce the text of the news, with the proper format and images, just like the news should be shown to users.

Modifying and Deleting News
Form the list of news of the News tool, select the news to be edited or deleted. In case of making changes, click on Send button in order to save the news. In case of deleting the news, press on Delete button.

Visibility of News
There are 2 checkups to define visibility of the news, with 4 possible combinations:

- **Public:** Visible for everybody from the public view of fraktalis.
- **Private:** News only visible for registered users in the private view of fraktalis
- **Both Public and Private:** News visible both for registered and unregistered users.
- **Neither Public nor Private:** News not published (it exists in the News tool but is not published).

Short News

Description

Short News are news expressed with few words (ussually as a unique headline) and which are shown in a display panel that is iteratively scrolling all the active Short News in order to make them visible in an interesting and fast way for the user. Short News tool can be configured and displayed independently at Center level, Space level and Group level.

Adding Short News

To add a Short News fill the final date (date of stopping publishing the news) and the text of the news. Then, click on Add button and the Short News will be published.

Deleting Short News

Short News that are no longer necessary could be eliminated by clicking on the Delete link of the associated Short News in the list of current Short News.

FAQ

Description

FAQ (Frequently Asked Questions) are one of the options in the left-hand menu of any Center, Space or Group. Its purpose is to provide users with information to answer typical user questions about a certain topic. An useful search engine is also provide to navigate among FAQs.

Adding a FAQ

From administration view at the level of a Center, Space or Group, click on the FAQ option from the left-side menu. Click on Add link in order to insert a new FAQ to the collection. Fill the form with the question and the answer, formatting and inserting images just as the FAQ should be shown to users.

Publications

Description

Publications are independent documents belonging to a Center, Space or Group that are desired to be published and visible to users of the same Center and same or different Spaces and Groups. They usually are shown in a highlighted manner, to be visible at first sight for users.

Publications are presented as a vertical list sorted by date of insertion. Clicking over the name a new window is opened with the document. Users can also download the file by clicking in the corresponding icon. Users with privileges (including the uploader of the file) are able to delete the file by clicking the corresponding icon.

Adding Publications

To add new documents to Publications click on "Add" button and fill the form with Title, Author and Description. To select or upload the file to be published click on "Select File" button. It opens a new window with a file manager. Navigate or use the Search field to find the file if it is already in the system, or use "Add File" field to upload a new one. When the file has been selected, click on "Send" button to publish the Publication.

Deleting Publications

Users with privileges (including the uploader of the file) are able to delete the file by clicking the corresponding icon from the list of Publications.

Album

Description
The Album tool is useful to manage and publish a collection of photos or images at a Center or Space level. It is fully controlled by administrators.

There is a drop-down menu that allows to select among all the albums available.

Album options:
Each album can host an unlimited number of images, being the maximum size permitted of each one no superior than 300Kb. The final size will be personalized according to the space administrator.

Add an Album:
Click on New Album will create a new one. adding at the same time the first image. Images will be displayed in small thumbnails, showing the original picture in full size when clicking over them.

Delete Albums:
Click on Delete button will delete the complete album and all his images.

Add Images:
Click on Add Image and a new window will open to allow selecting the image to be added to the album.

Delete Images:
On the top-right corner of every image a little x appears. By clicking on it the image will be deleted. Delete we will delete the complete album and all his images.

Blackboard

Description
The blackboard is a drawing tool integrated in the fraktalis platform that allows to make drawings by using geometric predefined figures or drawing by freehand.

The resultant file will get saved in My File and later it will be editable by the user that has created it. The format of the file is Microsoft's standard VML.

Attention!: This functionality only is operative over Internet Explorer 5,5 or higher.

Drawing options Using the blackboard it is possible to choose the thickness of the brush, and drawing freehand or using predefined geometric figures (rectangles, circles, or rectangles with round corners) and also to fill with some color these figures. The palette has 24 colors

Other options are:

- Undo the last sketch or figure realized.
- Empty the content of the blackboard. This action can not be undone.
- Visualize the contents in full screen.
- Save the drawing into My File.

Enterprises

Description

This tool allows seeing the associated companies of the Course, as well as their employment offers, together with the option to send the cv and more... it is the fraktalis's employment office.

Calendar

Description

The Calendar is a tool that let to create an agenda of events that will be displayed in a graphical calendar. Those days of a month that contain a programmed event will be displayed with a highlighting different color. Different Calendar can be created and managed at Center level, Space level or Group level.

Adding events / activities to the Calendar

Once in the administration view of the Calendar click on "Add Activity" and fill the form with a name and a description for the event. Click on "Add" button and come back to main screen. Fix the starting and ending dates of the activity and click on Modify button.

Deleting events / activities to the Calendar

Once in the administration view of the Calendar select the checkups of all the calendars to be deleted and click on "Delete" button.

Conferences

Description

Conferences tool allows publishing a list of incoming and past conferences that may be interesting for users of your organization. Clicking over the name of a Conference, the user will be redirected to the official webpage of the conference to obtain more information.

Adding Conferences

To add new Conferences click on "Add" button and fill the form with Name, Starting date, Final date, Location URL and an optional logo or image. Click on "Send" button to publish the Conference.

Modifying or deleting Conferences

When accessing to the administration view of the tool, a vertical list of all the previously introduced Conferences is shown. Users with privileges are able to modify or delete the Conference by clicking on the name of the conference. To modify the Conference, make the proper changes and click on "Send" button. To delete, just click on "Delete" button.

Mailing

Description
The Mailing tool let administrators to have templates of letters to be emailed and whose content is the same for several users but which require a personalization of the name to whom these letters are addressed.

In order to customize each template with the name, surname and second surname of every selected user, the following macros must be used within the document, just in the place where they should appear inside the letter:

- [Name]
- [Surname]
- [2ndSurname]

Adding templates
To add a template click on "Add" button and fill the form. *Title* is the name of the template inside the system. *Subject* is the subject used when the email is sent. *Header* refers to the image (jpeg, png, etc...) inserted as a header of the document to be emailed. *Text* is the part to write the message to be communicated to destination part (in Text part the macros [Name], [Surname], [2ndSurname] can be used). *Footer* is the image inserted as a footer of the document to be emailed. *Files* are documents attached to the email. Click "Add" button to save changes.

Modifying templates
To modify a template, click over the template name (shown when accessing the Mailing tool) and choose the "Modify" link. When changes are made, click "Modify" button to save changes.

Deleting templates
To delete a template, click over the template name (shown when accessing the Mailing tool) and click "Delete" link. Accept when the system ask for confirmation.

Sending emails
To send a certain template, click over the name of such a template and choose the addressees from the "User list" button. The user list can be sorted by user type or by alphabetical order. Once all the addresses users have been selected, click on "Send" button to email the letter to them.

Mailbox

Description
Sending and receiving E-mails is possible for fraktalis users.
The access to the Mailbox tool is done though the "Mailbox" link, usually located in the top-right menu.

View email:
To view the Received or Sent emails, navigate through the buttons with the same name. Eliminated mails can also be consulted in the Paper Bin. It is possible to add new folders (by clicking "Add Folder" button) to organize the management of the emails.

Sending E-Mail:

- Click the "New" button. A window opens with some fields to write the message.
- To send the message to an internal user, press the "To:" button (or "CC:" to send copies) and a new window will open with the internal users' list. The list can be displayed by user's type or by alphabetical order.
- To send the message to an external user type the email address in the corresponding field of the users' list window.
    - To attach files click the button "Examine" and select the desired file. It is allowed to attach up to 3 files.
- Press "Send" button to send the email to all addresses. If the message has been sent correctly it will appear a confirming notification.

On Line Registration

Description

Add this tool if you have some courses (Educational spaces) and want to show a registration page. It will show all the current courses aof the center that have their editions open for Registration.

Thruogh the form in this page, students will be able to register in the course.