



The Competitive University for a Sustainable Society

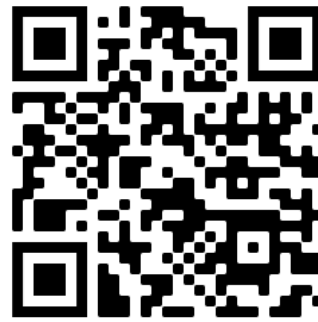
Co-funded by the  
Erasmus+ Programme  
of the European Union



# Virtual Campus TOT overview

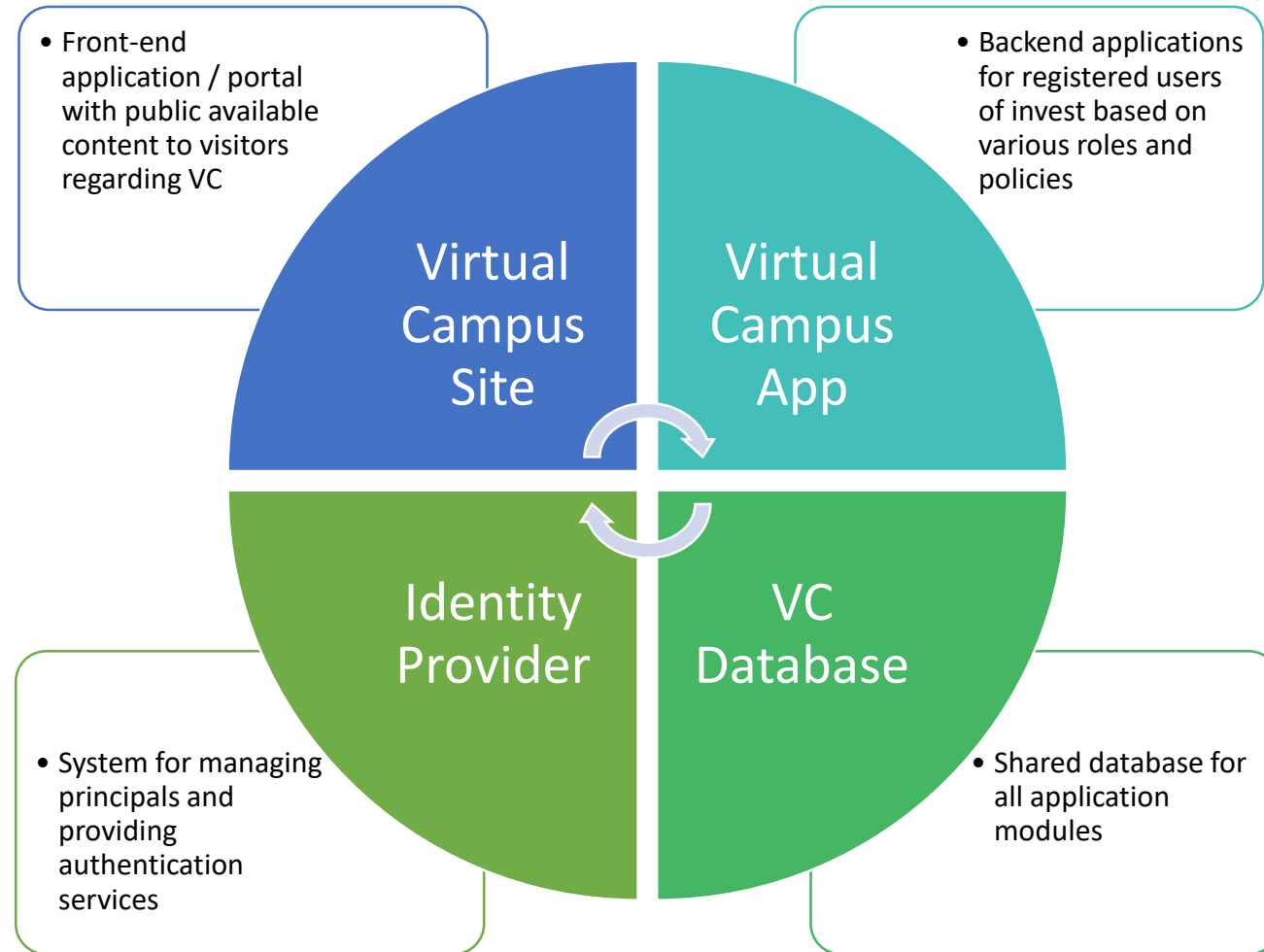
- 9:00 – 9:45 : introduction to virtual campus
- 9:45 – 11:00 : presentation of the software
- 11:00 – 11:30 : coffee break
- 11:30 – 13:30 : Hands-on exercises for students, teachers and administrative staff
- 13:30 – 14:30 : lunch break
- 14:30 – 16:30 : Hands-on exercises for administrative staff
- 16:30 – 17:00 : coffee break
- 17:00 – 18:00 : Q&As





**Virtual Campus is an inter university digital ecosystem that consists of several modules and offers applications that support the following groups of users:**

- Public users / Visitors
- Teachers
- Administrative Staff
- Students
- Prospective Students

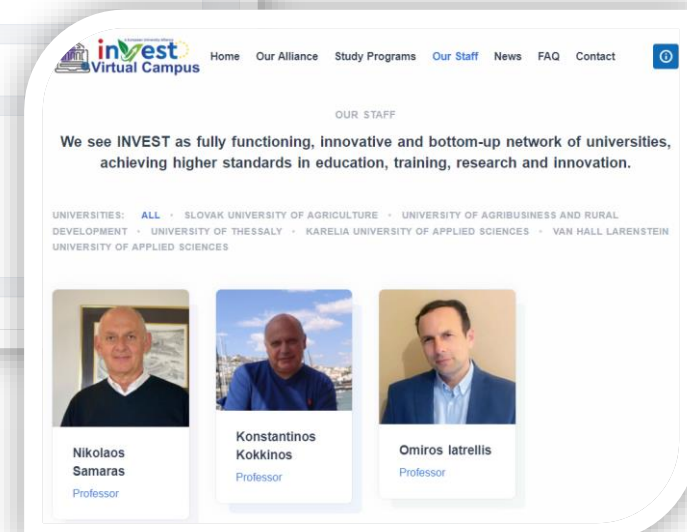
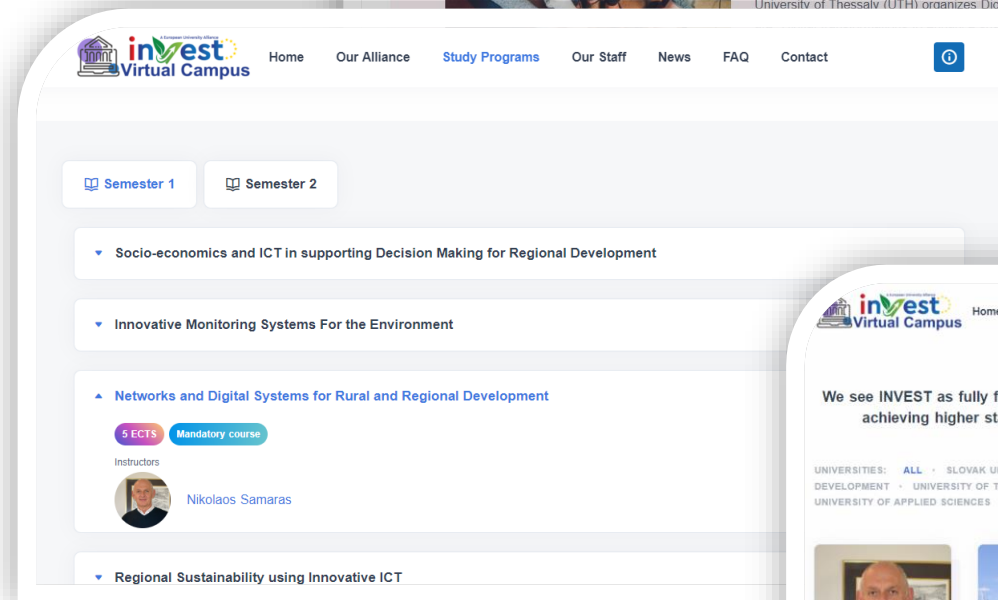
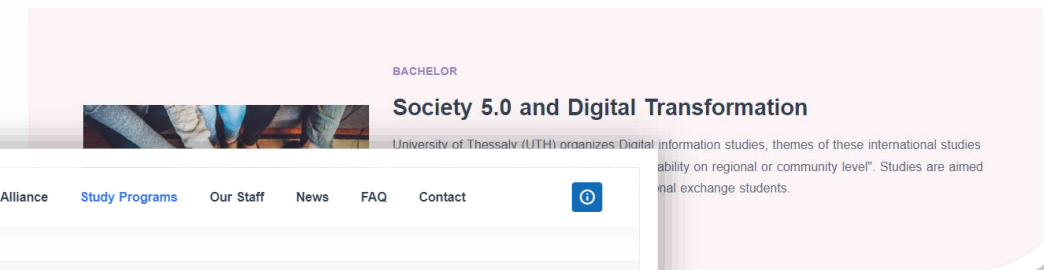
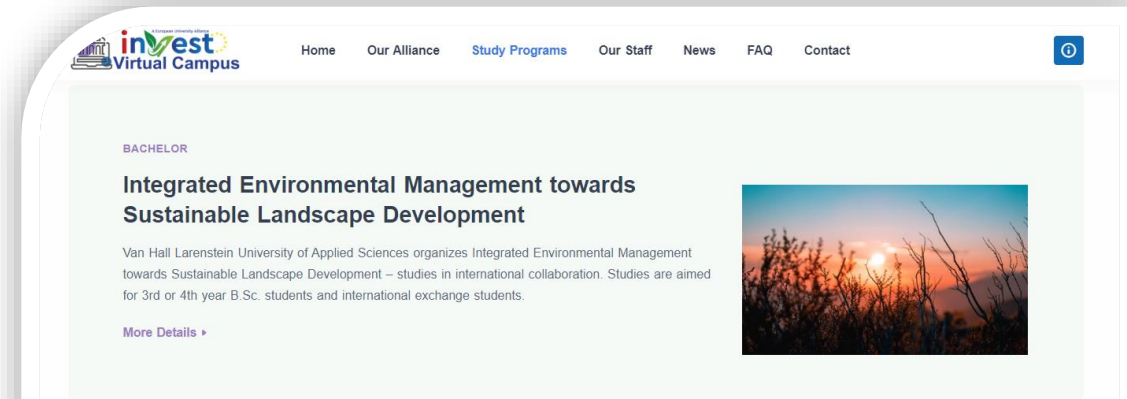


**What is Virtual campus?** is a secure, scalable and modern application that acts as a central gateway for supporting users from all universities of our alliance.

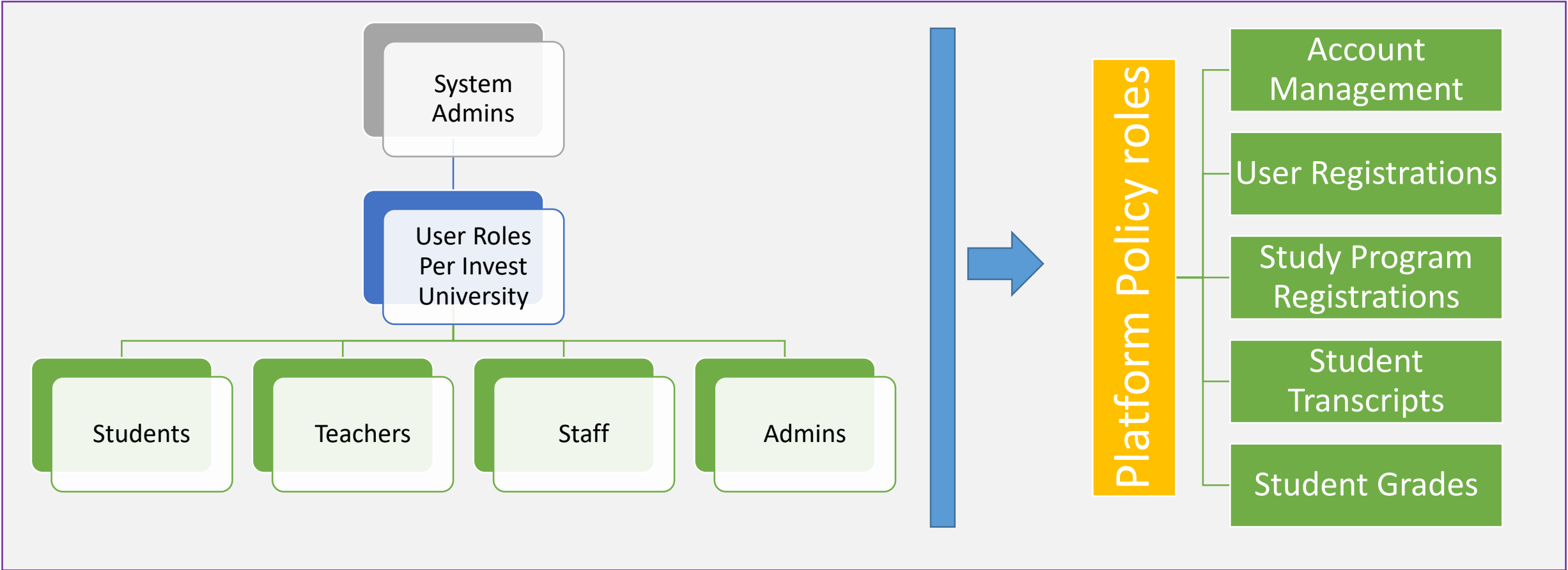
**What is our aim?** The platform aims at digitalizing the registration and admission procedures that will help and increase student mobilities and minimize administrative efforts for all partner universities in a harmonized way.

**Virtual campus website** will delivery content and functionalities to guest – public users regarding:

- The universities that participate in Invest initiative
- Our Programs (List of available bachelors and Masters and courses)
- Staff (instructors for each university with profile pages)
- News and Events regarding Virtual campus
- Registration and Login Services for users
- Faqs and Contact pages



# Virtual Campus Membership Scheme



## System Usergroups

### System administrator:

- Users with elevated access for managing web application platform modules
- Access to content management system for website texts, news and events
- Access to user accounts, study programs, courses, teachers, students, officers, course registrations, study program registrations, documents etc

### Admins And Staff With Special assigned policies

- Create announcements
- Send notifications
- Create mass calendar events
- Manage student registrations
- Manage user accounts
- Manage Student transcripts
- Manage Study registrations
- Manage Gradebooks

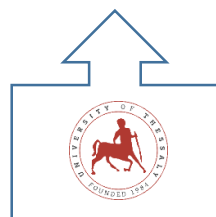
## Virtual Campus Main Usergroups

### Teachers

- Upload course material
- Create announcements
- Update personal profile information used both in the website Staff section and in the VirtualCampus App Instructors section
- Manage Courses' Gradings
- Receive notifications

### Students

- Update their personal account profile
- Register to a Study Program and view admission progress
- Select courses and view corresponding material
- View grades
- Communicate with the VC network
- Receive notifications



# Virtual Campus Modules

Virtual campus consists of several built-in modules that help our team to collaborate, manage processes, and reach new productivity peaks.

- **Platform management:** Administrative area
- **Workspace:** collaboration area where users can share documents, discuss and increase productivity
- **Calendar:** schedule appointments and events
- **Notifications:** stay tuned with everything that happens on VC network
- **Task scheduler:** make lists of work that needs to get done, assign items, set due dates, and discuss
- **Email services:** daily email reports, direct email messaging
- **Study Registrations:** online process for review and admission
- **Gradings**
- **OpenId Services:** provide identity verification to external services based on local identity system
- **Support Tickets** mechanism: capture service requests and incidents from users





Any organization that exposes its computing services to access networks will have to make a significant effort to ensure that information and resources are protected.

**Availability:** This ensures that authorized entities or processes have access to the application when required.

**Authenticity:** This ensures that an entity is who they claim to be, and it guarantees the source from which the data comes.

**Integrity:** This ensures that the information asset has not been altered in an unauthorized manner.

**Confidentiality:** This ensures that sensitive information is neither made available nor disclosed to unauthorized individuals, entities, or processes.

**Traceability:** This ensures that the actions of an entity can be attributed exclusively to that entity.

- Cross-Site Scripting (XSS) attacks
- SQL injection attacks
- Cross-Site Request Forgery (XSRF/CSRF) attacks
- Open redirect attacks



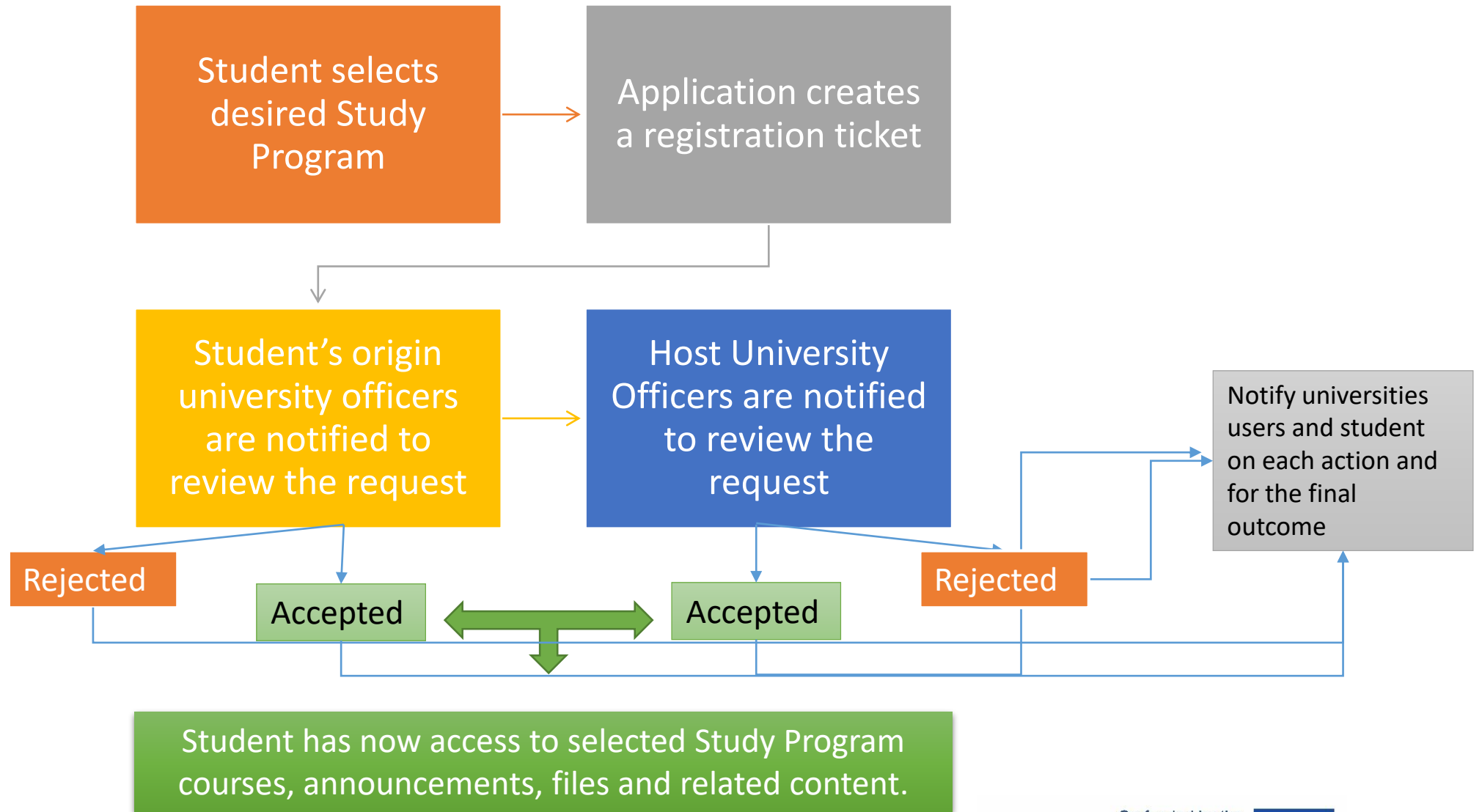


# User registration procedure



- Student registrations are available through the public virtual campus website registration form 24/7
- Email verification procedure ensures that registered users belong to the selected partner university
- University officers can view all applications in the virtual campus app 'Registrations' area and review them
- Application offers enhanced security for identity accounts using TwoFactorAuthentication procedures based on Email and OTP services.

# Study Program Registrations

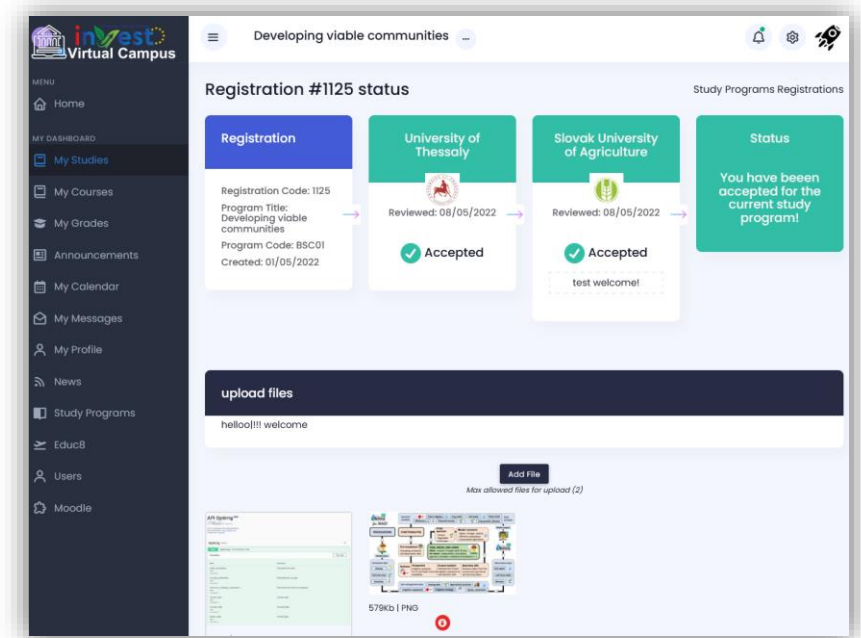


# Study Program Registrations

The main goal of virtual campus is to make the collaboration and communication of the five partner universities easier and more flexible. One of the main problems that had to be solved was the study program registrations.

We managed to create a tailor-made solution that provides university officers and students all tools they need in order to manage and monitor study registrations in a harmonized way.

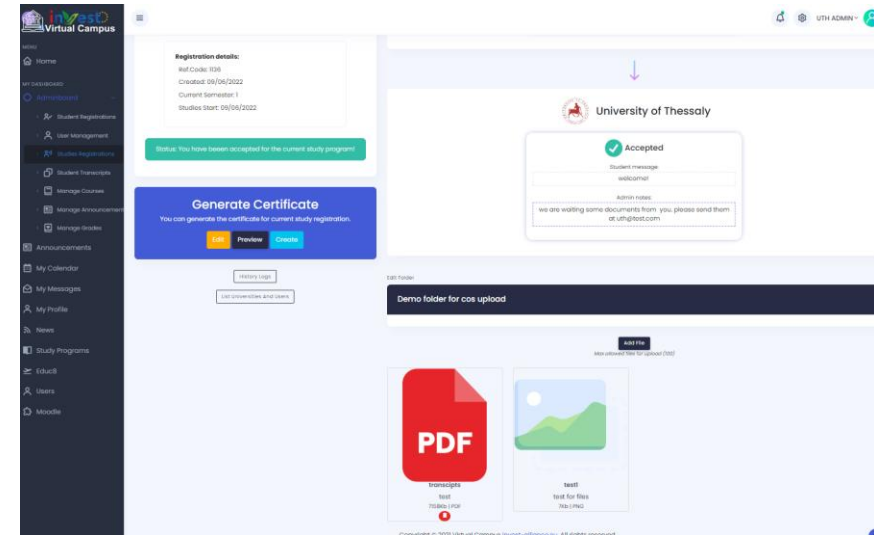
- Students have live information regarding the progress of their study registration. Notifications are being sent at each stage.
- Universities' officers have access to all data they need in order to review registrations.
- Communication between parties can be made through the application messaging, workspace or task scheduler modules.
- Student transcripts can be uploaded through the application



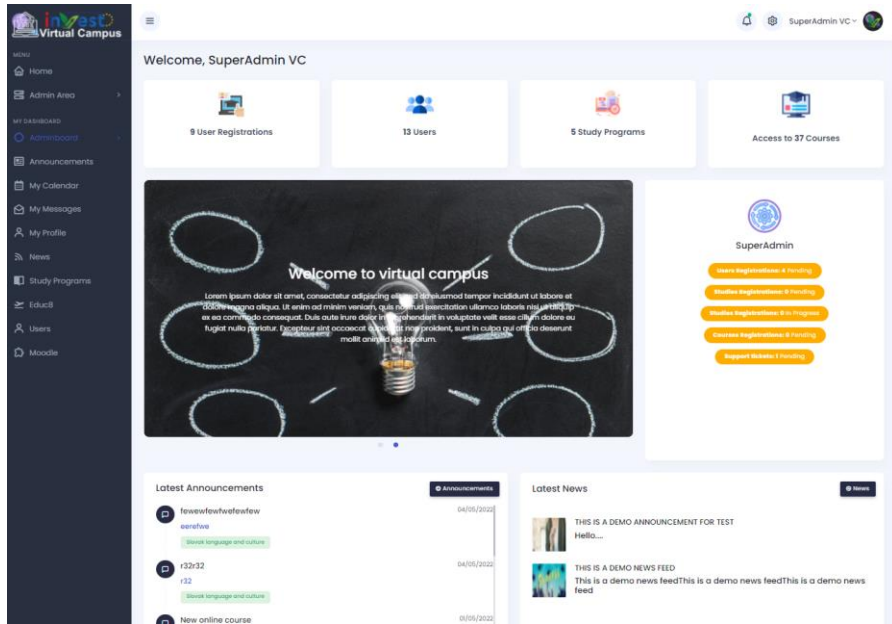
# Study Program Registrations

Registration process , management and monitoring can be made through the Virtual campus in a fast and secure way.

- The registration flow simplifies manual administrative work. Each university can review student's data and proceed to necessary actions.
- University officers can communicate using the 'Messages', 'Workspace' or 'TaskScheduler' in-app modules.
- The platform provides a common space to share files during the whole process.
- Users can easily generate certification reports using predefined templates.



# Virtual Campus Web Application



Welcome, SuperAdmin VC

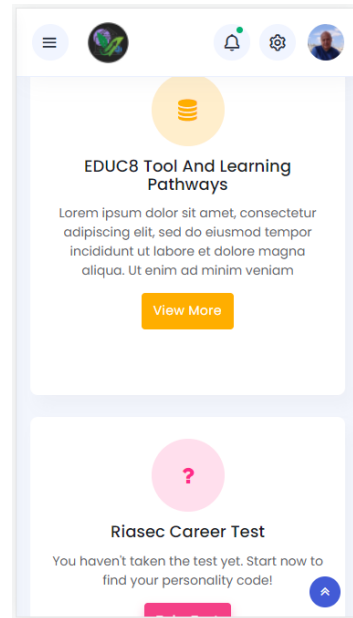
9 User Registrations | 13 Users | 5 Study Programs | Access to 37 Courses

SuperAdmin

- User Registrations & History
- Profile Registrations & History
- Profile Registrations & History
- Course Registrations & History
- Support Tickets & History

Latest Announcements

- News
- News
- News



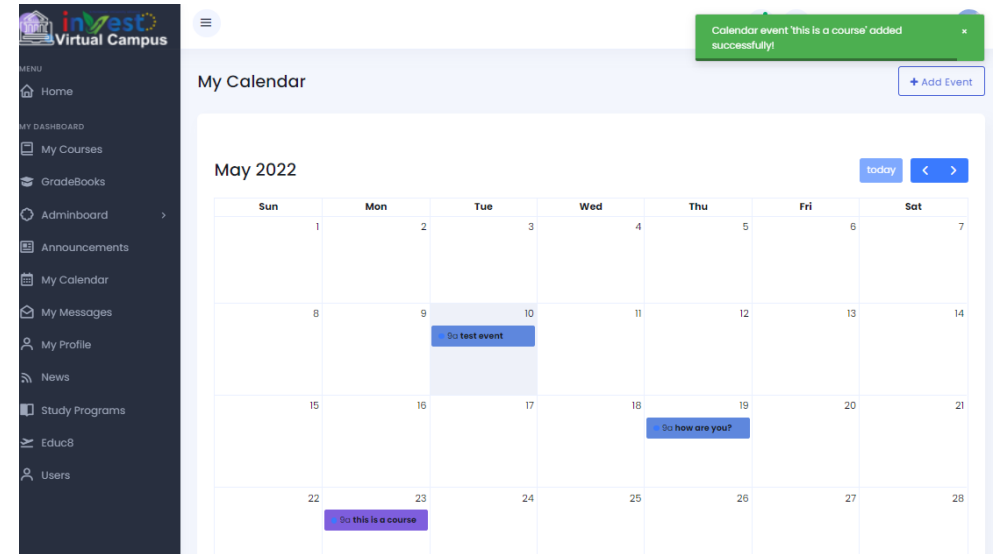
EDUC8 Tool And Learning Pathways

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam

View More

Riasec Career Test

You haven't taken the test yet. Start now to find your personality code!

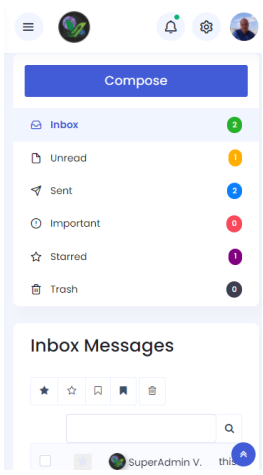


Calendar event 'this is a course' added successfully!

My Calendar

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 So test event	11	12	13	14
15	16	17	18 So how are you?	19	20	21
22	23 So this is a course	24	25	26	27	28



Compose

Inbox

Unread

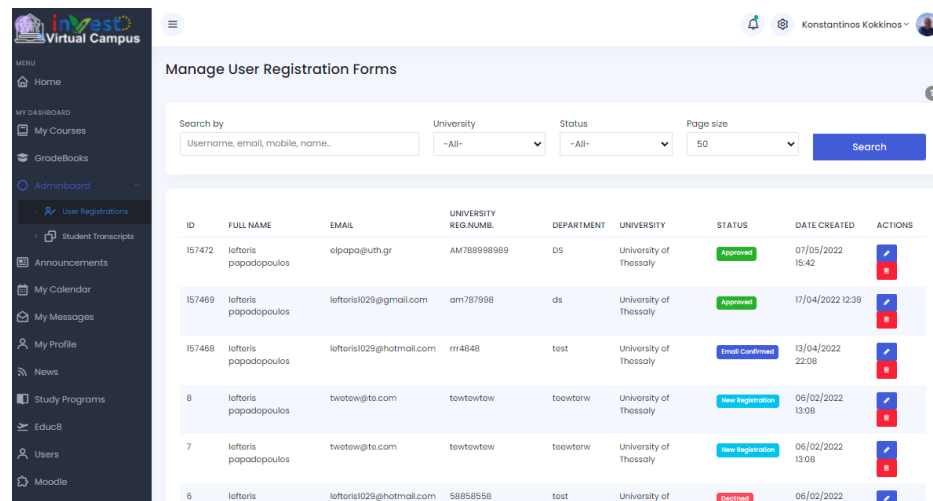
Sent

Important

Starred

Trash

Inbox Messages



Manage User Registration Forms

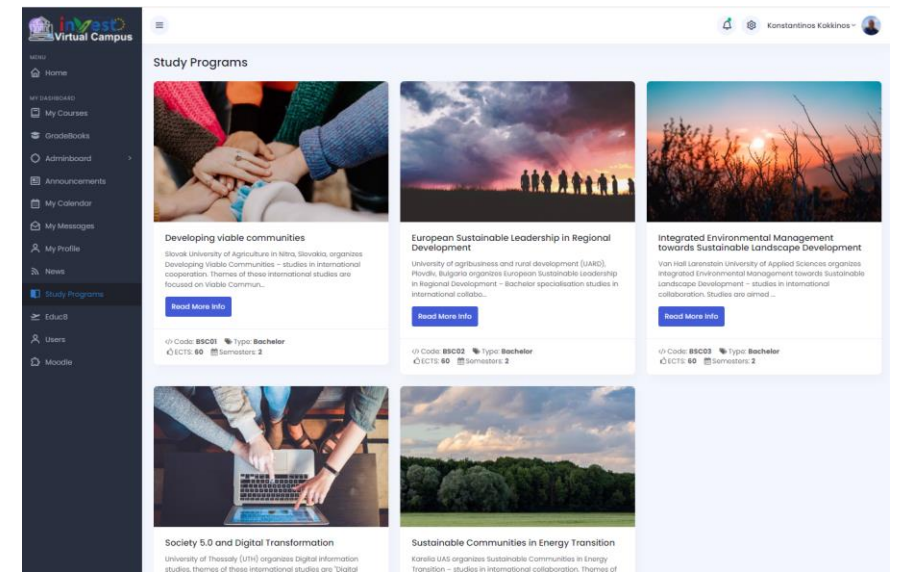
Search by: Username, email, mobile, name...

University: -All-

Status: -All-

Page size: 50

ID	FULL NAME	EMAIL	UNIVERSITY REG.NUMB.	DEPARTMENT	UNIVERSITY	STATUS	DATE CREATED	ACTIONS
157472	letoria papadopoulou	elpapa@uth.gr	AM78899899	DS	University of Thessaly	Approved	07/05/2022 15:42	
157469	letoria papadopoulou	letoria1029@gmail.com	am787998	ds	University of Thessaly	Approved	17/04/2022 12:39	
157468	letoria papadopoulou	letoria1029@hotmail.com	rm4848	test	University of Thessaly	Email Confirmed	13/04/2022 22:08	
8	letoria papadopoulou	twetow@to.com	toawtoaw	toawtoaw	University of Thessaly	New Registration	06/02/2022 13:08	
7	letoria papadopoulou	twetow@to.com	toawtoaw	toawtoaw	University of Thessaly	New Registration	06/02/2022 13:08	
6	letoria papadopoulou	letoria1029@hotmail.com	S885858	test	University of Thessaly	Declined	06/02/2022 13:08	



Study Programs

Developing viable communities

European Sustainable Leadership in Regional Development

Integrated Environmental Management towards Sustainable Landscape Development

Society 5.0 and Digital Transformation

Sustainable Communities in Energy Transition



## Common App Modules

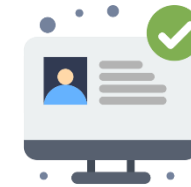
- Login – Password Reset – Multifactor authentication
- Calendar
- Messaging
- Announcements
- Workspace
- Task Scheduler
- Notifications system
- News
- Study programs
- Faculty pages
- Educ8

## Students

- Request for account
- Register to courses
- Register to Study programs
- View Grades

## Teachers - Staff - Admins

- Review accounts
- Review registration requests
- Manage Workspace + Task Items
- Upload grades
- Upload transcripts
- Manage users
- Manage courses and related material
- View departmental organization per university



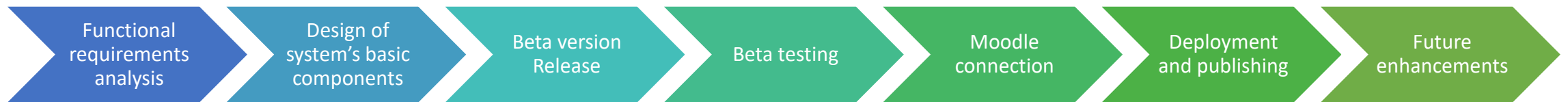
# Virtual Campus Development phase

Virtual Campus is an online web application platform designed, implemented and maintained by the UTH team using open source tools and technologies.

Framework: Microsoft .NET 6 Core

Backend programming language: C#

Database Storage: Microsoft SQL server

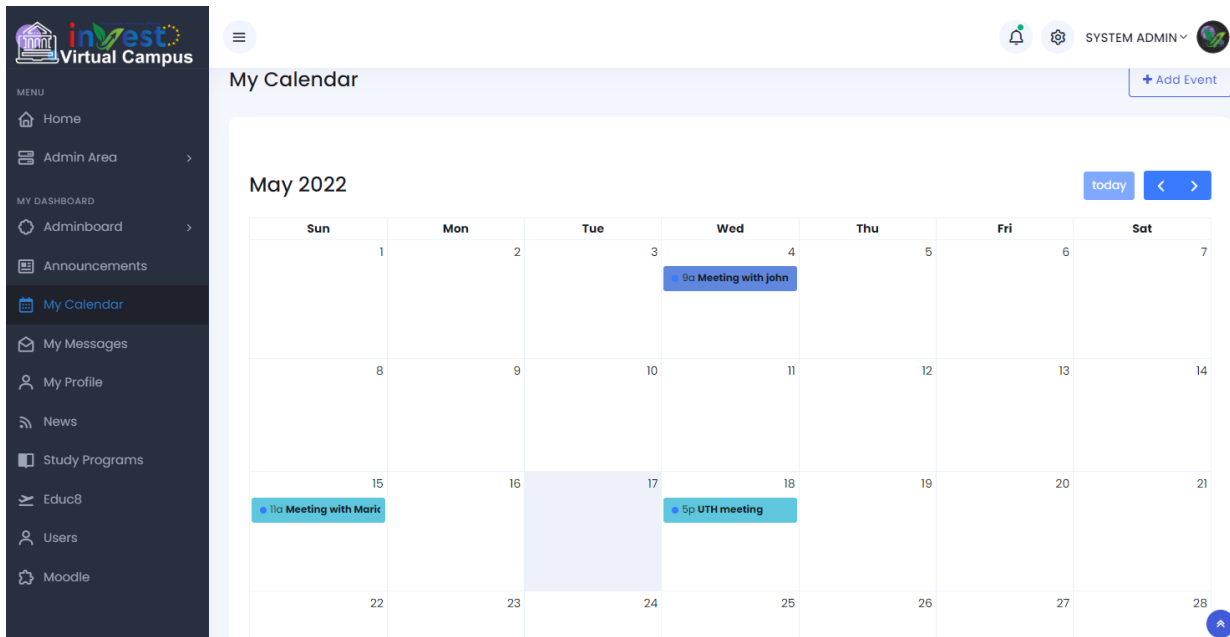


- Testing core functionalities
- Fixing reported bugs
- Monitoring
- Reviewing feedback from users

# Virtual Campus - Calendar



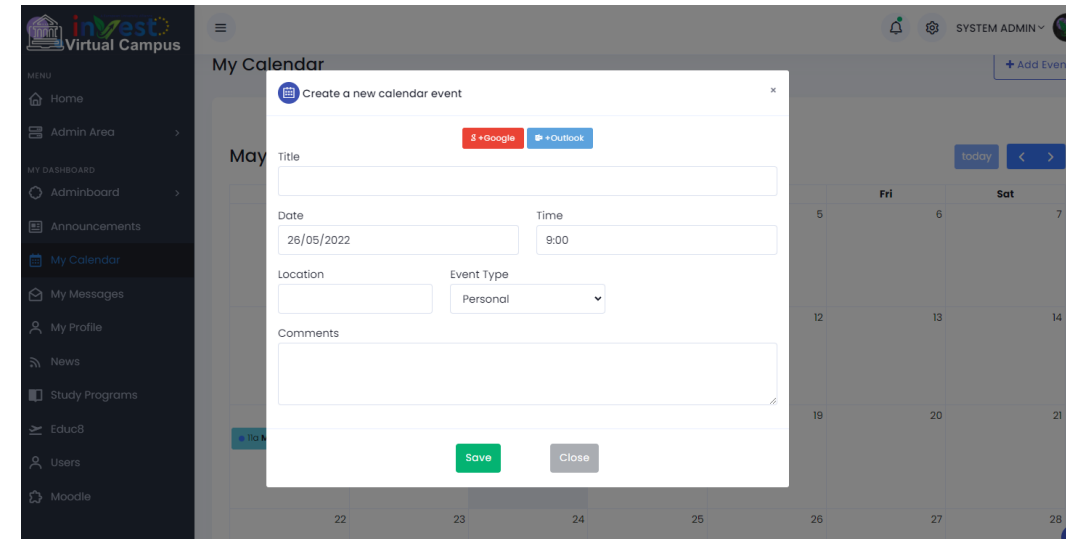
- Available to all user groups
- Easy-to-use interface
- Add events with dates, times, location and comments
- Subscribe with Google or Outlook Calendar to quickly embed / attach your events
- See an agenda of everything you've got coming
- Get notified with daily reports when an event is about to take place



My Calendar

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	9a Meeting with John	5	6	7
8	9	10	11	12	13	14
15	16	17	5p UTH meeting	19	20	21
22	23	24	25	26	27	28



My Calendar

Create a new calendar event

Title

Date: 26/05/2022 Time: 9:00

Location

Event Type: Personal

Comments

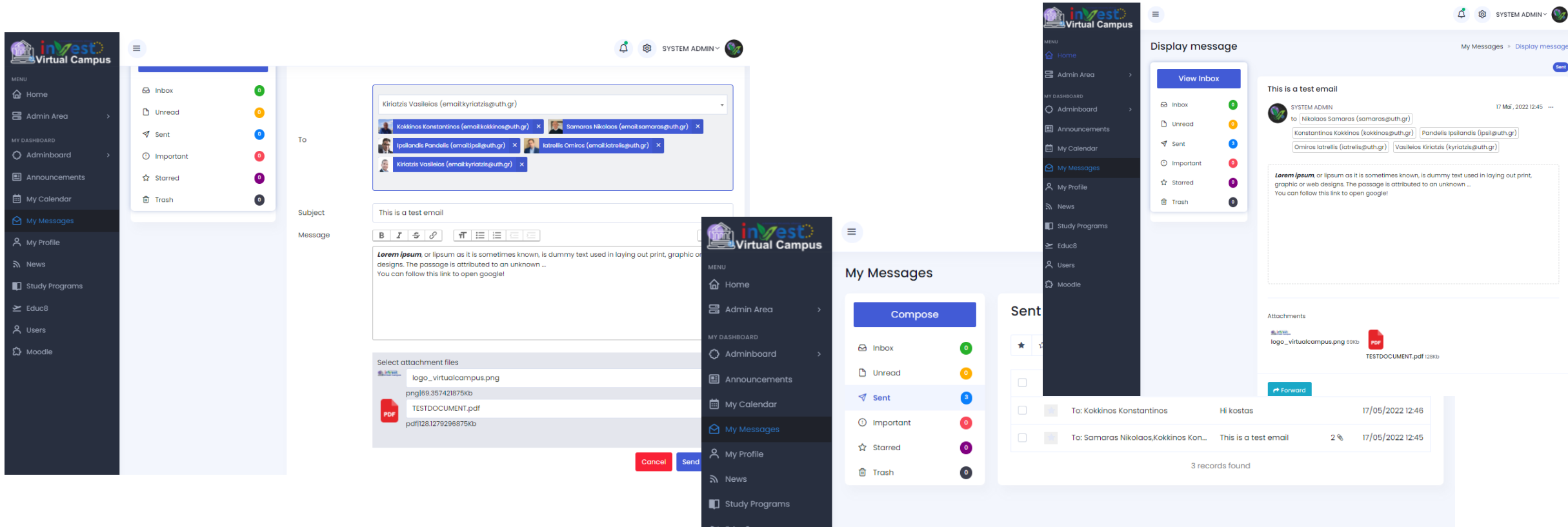
Save Close







- Available to all user groups
- Send direct messages to multiple users with file attachments
- You can message one person or a group of people, and the message is only visible to the people you select
- You'll get a notification every time someone messages you, along with an email message
- You can archive or delete your messages, view unread items or mark them as starred



The screenshot displays the 'Virtual Campus' messaging interface. On the left is a dark sidebar menu with options like Home, Admin Area, My Dashboard, Announcements, My Calendar, My Messages, My Profile, News, Study Programs, Educ8, Users, and Moodle. The main area shows the 'Compose' screen for a message. The 'To' field contains several recipients: Kiriatzis Vasileios, Kokkinos Konstantinos, Samaras Nikolaos, Ipsilandis Pandelis, Iatrelis Omiros, and Kiriatzis Vasileios. The subject is 'This is a test email'. The message body contains a 'Lorem ipsum' placeholder. Below the text, there is a 'Select attachment files' section with two files: 'logo\_virtualcampus.png' and 'TESTDOCUMENT.pdf'. At the bottom, there are 'Cancel' and 'Send' buttons. A 'My Messages' panel is also visible, showing a list of messages with columns for 'To', 'Subject', and 'Time'. The 'Display message' view shows a selected message with its content and attachments.



- Each user can manage his personal account
- Teachers can also update their public profile page by entering corresponding information such as teaching experience, scientific research, publications etc
- Update current passwords
- Enable daily email reports
- Enable two factor authentication during login process
- Usernames and Emails should be unique and it is advised to 'Account Management' users to use the university email address as username account

The screenshot displays the 'My Profile' page in the Virtual Campus system. On the left is a dark sidebar menu with options like Home, My Courses, GradeBooks, Adminboard, Announcements, My Calendar, My Messages, My Profile (highlighted), News, Study Programs, Educ8, Users, and Moodle. The main content area is titled 'My Profile' and includes a user profile picture, a 'Preview' button, and several sections: 'Profile Information' with fields for Username, Email, First Name, Last Name, Mobile, and Phone; 'Edit Password' with fields for Old Password, New Password, and Confirm Password; and 'Other Settings' with a 'Setup OTP' button and toggle switches for 'Enable Two FA Login' and 'Receive daily email report'. Below these are text areas for 'Profile Information', 'Bachelor Infos', and 'Master Infos', each containing placeholder text.





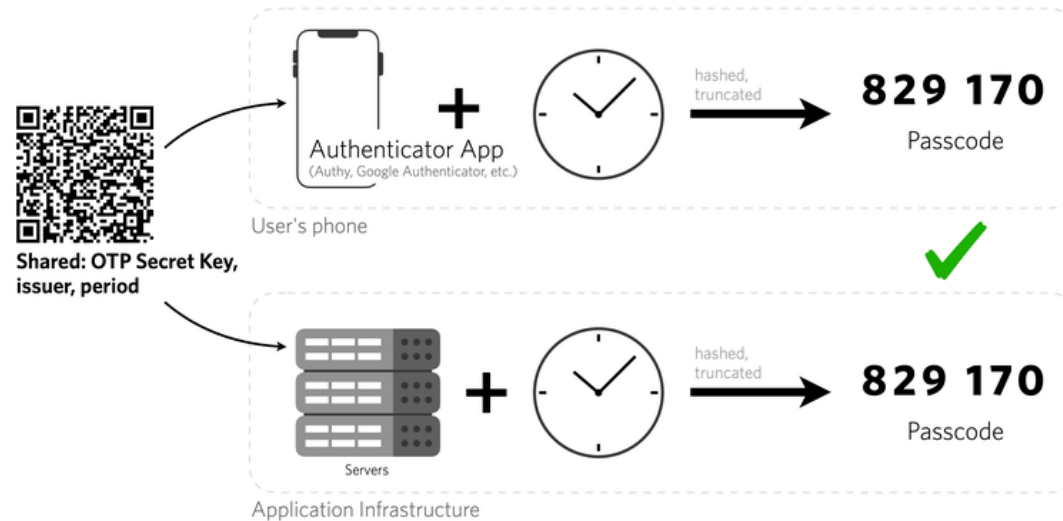
Two factor authentication adds an extra layer of account protection by requiring two types of authentication. This can be something a user knows, like a password, and something the user has, like a phone or an extra secret token.

## TOTP: Time-Based One-Time Password Algorithm


The TOTP algorithm follows an open standard documented in [RFC 6238](#). The inputs include a shared secret key and the system time.

### Email Verification

Verification is being made through a system auto-generated code which is being sent to user's personal email.



Two of the most popular and widely used Mobile OTP Auth Applications




Google Authenticator

Google LLC Tools

Everyone

This app is available for your device



Microsoft Authenticator

Microsoft Corporation Business

Everyone

This app is available for your device





- User can enable or disable 2 factor authentication based on their needs
- If enabled 'Email' authentication provider will be enabled by default
- It is advised to also enable and setup OTP authentication in the device in order to have multiple authentication methods in case of a component failure
- Users can download the app and scan the unique QR code
- They can check that everything's synced by testing the generated passwords

**One Time Password (OTP) Authentication**

**OTP Setup Guide**

- 1. Add 'VirtualCampus' to Google or Microsoft Authenticator**  
Open Authenticator App and add 'VirtualCampus' by scanning the QR Code to the right.  
You can also enter this code: **VPUVS3WJ3EHU65JLKFSMFDPQDFRFV4BY**
- 2. Enter the 6 digit code that Google Authenticator generates**  
Verify that the app is added correctly in Authenticator Application by entering the 6 digit code you will see in the device screen

[Google Authenticator Download Link for Android](#)  
[Google Authenticator Download Link for IOS](#)  
[Microsoft Authenticator Download Link for Android](#)  
[Microsoft Authenticator Download Link for IOS](#)

**Check Password**

You can check if everything are synced by testing your application's current OTP

Code

**Verify**





- Available to all user groups (or only to administrative staff of the 5 universities)
- Create workspaces to share documents, files, and images with simple file upload.
- Add specific users with access privileges.
- Users can comment, share documents and collaborate.
- On every new comment users can be notified (if enabled based on their preferences for the specific workspace)





- Available to all users (students cannot create tasks)
- Assign tasks with due dates to group of users
- Monitor completion progress
- Allow communication and file uploads in comments
- You'll get a notification every time someone completes the task

**Preparation for TOT meeting**

Notes:  
**Lorem Ipsum** is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

*Once completed please mark it and send your comments!*

Duration: 09/05/2022 - 29/06/2022

Assigned to: KA, SA, SYSTEM A, UA, VA

Task completed

UA UTH ADMIN

SYSTEM ADMIN  Completed this to-do 17/05/2022 19:05

VA VHL ADMIN

UA UARD ADMIN

SA SUA ADMIN

KA KARELIA ADMIN

New Comment

**Create Task**

Title: Provide feedback for VC beta v1

Description: **Lorem Ipsum** is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Action Link: <https://beta.invest-alliance.eu>

Starts: 16/05/2022 Ends: 15/06/2022

Is visible: Yes Open: Yes Allow Comments: Yes Allow File Upload: Yes

Select users: Kiriatis Vasileios (email:kiriatis@uth.gr), Samaras Nikolaos (email:samaras@uth.gr), Iatrelis Omiros (email:iatrelis@uth.gr), Kiriatis Vasileios (email:kiriatis@uth.gr)

Save





- Available to all user groups
- Create quick personal notes
- Easily edit them or mark them as completed

My Notes

Note created successfully!

+ Create Note

- Book tickets for conference #4578
- Contact univ. erasmus officer dont forget this
- Call Nikos we have to discuss something...
- i have to send course gradings Send them at lefteris1029@hotmail.com

My Notes

+ Create Note

Insert note

Title: i have to send course gradings

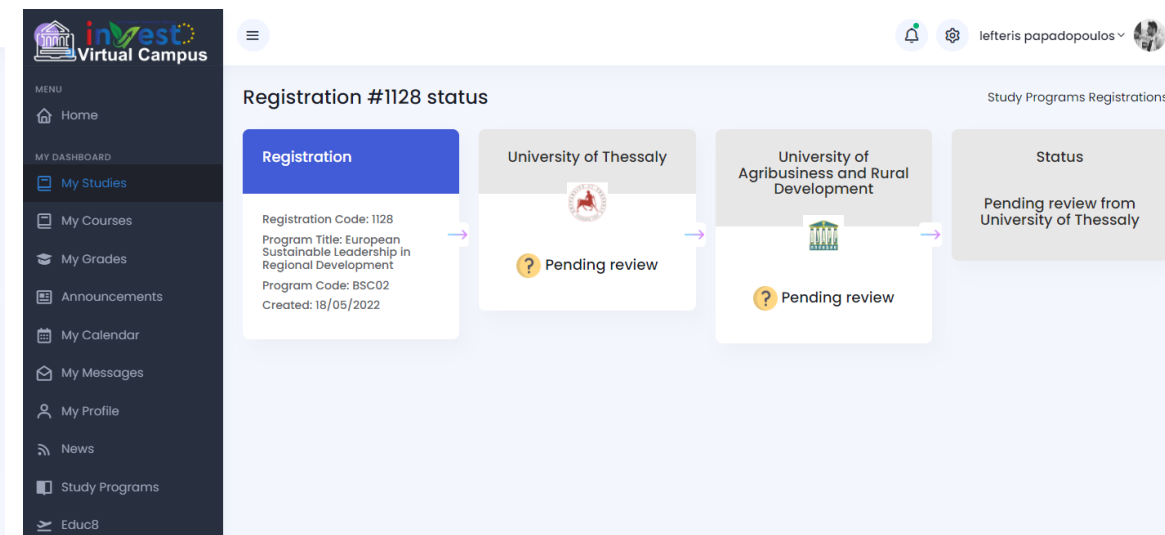
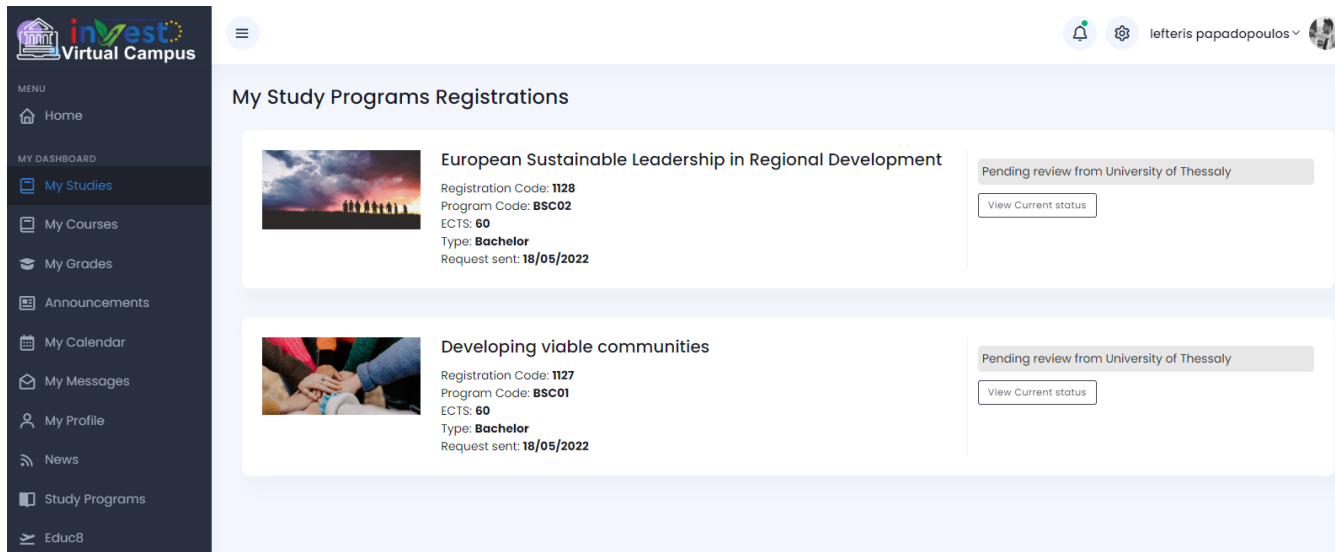
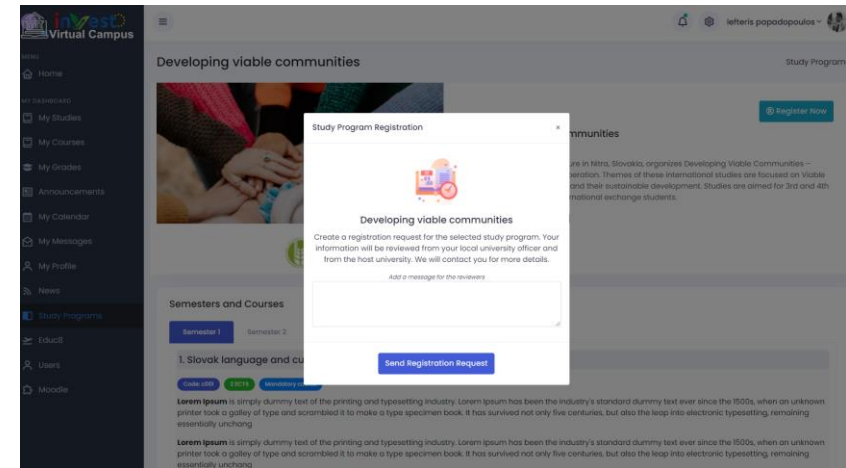
Type: COURSE  Task Completed

Comments: Send them at lefteris1029@hotmail.com

Save Close



- Available to students
- Create requests for study programs
- Stay updated by monitoring the review progress
- Receive notifications for status updated





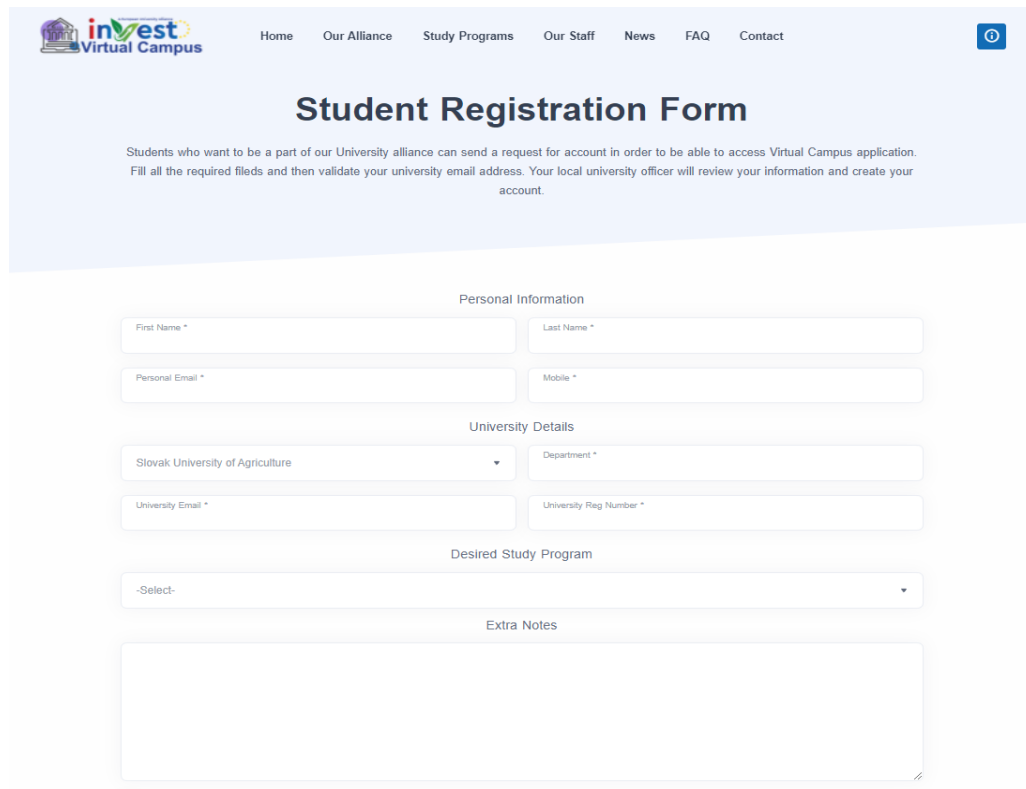
# Exercise 1 – User registration

## Steps

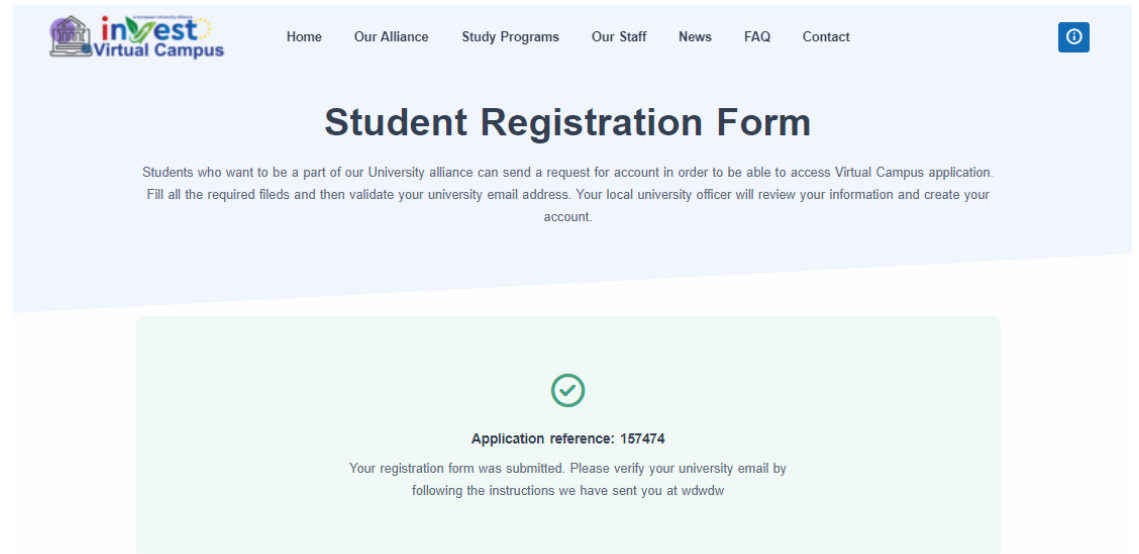
- Go to Virtual Campus Site
- Create a new Student registration form and fill all required fields
- Verify your email address
- Receive your registration code

## Scenario

Student from partner universities wants to register and request for an account in order to be able to use Virtual Campus App



The screenshot shows the 'Student Registration Form' page on the Virtual Campus website. The page includes a navigation menu with links for Home, Our Alliance, Study Programs, Our Staff, News, FAQ, and Contact. Below the navigation is a blue header with the 'invest Virtual Campus' logo and the title 'Student Registration Form'. A paragraph of text explains that students can request an account to access the Virtual Campus application. The form itself is divided into several sections: 'Personal Information' with fields for First Name, Last Name, Personal Email, and Mobile; 'University Details' with a dropdown for 'Slovak University of Agriculture', a Department field, University Email, and University Reg Number; 'Desired Study Program' with a dropdown menu currently set to '-Select-'; and 'Extra Notes' with a large text area.



The screenshot shows the 'Student Registration Form' page after submission. The page features the same navigation and header as the previous screenshot. Below the header, a green confirmation box is displayed. It contains a green checkmark icon, the text 'Application reference: 157474', and a message: 'Your registration form was submitted. Please verify your university email by following the instructions we have sent you at wdwdw'.

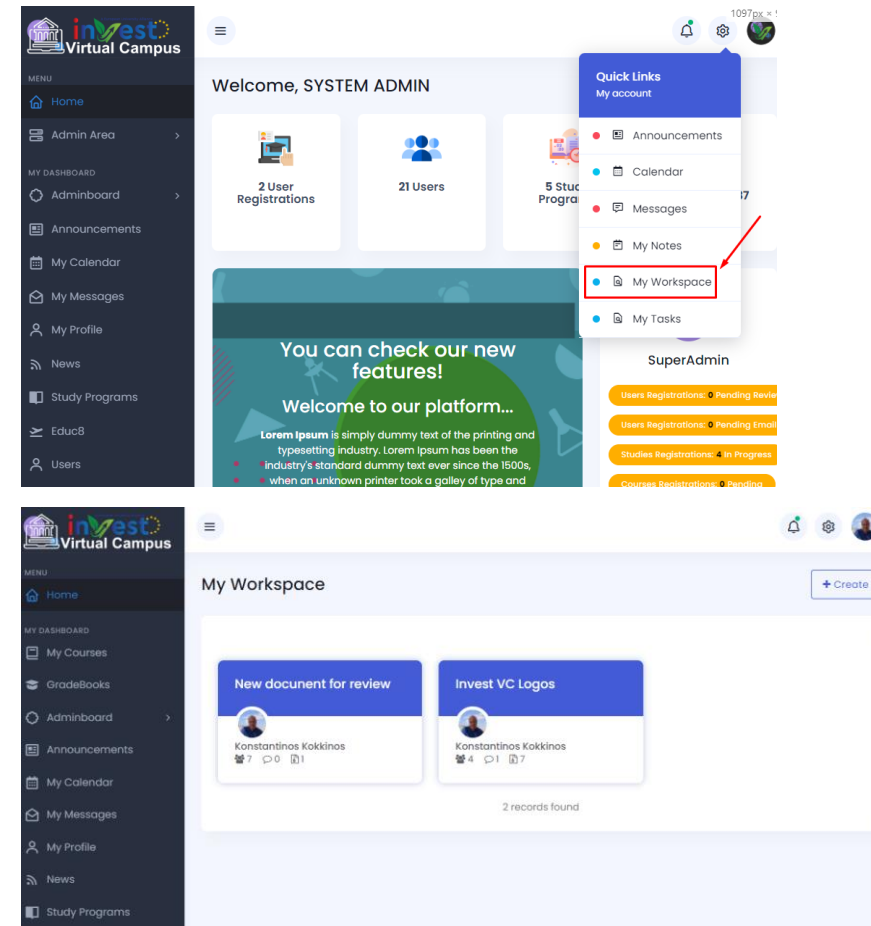
# Exercise 2 – Create Workspace

## Steps

- From the top navigation menu, find 'My Workspace' item
- Select 'Create' to open the workspace Editor
- Enter a title, description
- Set 'allow comments' and 'allow file uploads' to yes
- Set 'Restrict access' to yes in order to select specific users
- Press 'Save'
- Check to verify that the workspace item was created
- Send comments and interact with other users
- Check for notifications automatically generated by the system
- When finished you can edit current item and disabled new user comments

## Scenario

User wants to create a workspace to be shared with a group of other users in order to discuss and upload files



# Exercise 3 – Send message

## Steps

- From the left navigation menu, find 'My Messages' item
- Select 'Compose' to message Editor
- Select your recipients
- Fill 'Subject' and 'Message' areas
- You can attach up to 3 files if needed
- Send the message
- Recipients will receive their own copy of the message along with attachments
- Recipients will be instantly informed with an email

## Scenario

User wants to send a direct message to a user (or a group of users)

The screenshot displays the 'invest Virtual Campus' interface. On the left is a dark navigation menu with 'My Messages' highlighted. The main content area shows a 'Compose message' form. The 'To' field contains 'Samaras Nikolaos (emailsamaras@uth.gr)'. The 'Subject' field contains 'Are we ready for the trip?'. The 'Message' field contains a paragraph of Lorem Ipsum text. At the bottom right of the form are 'Cancel' and 'Send Message' buttons.

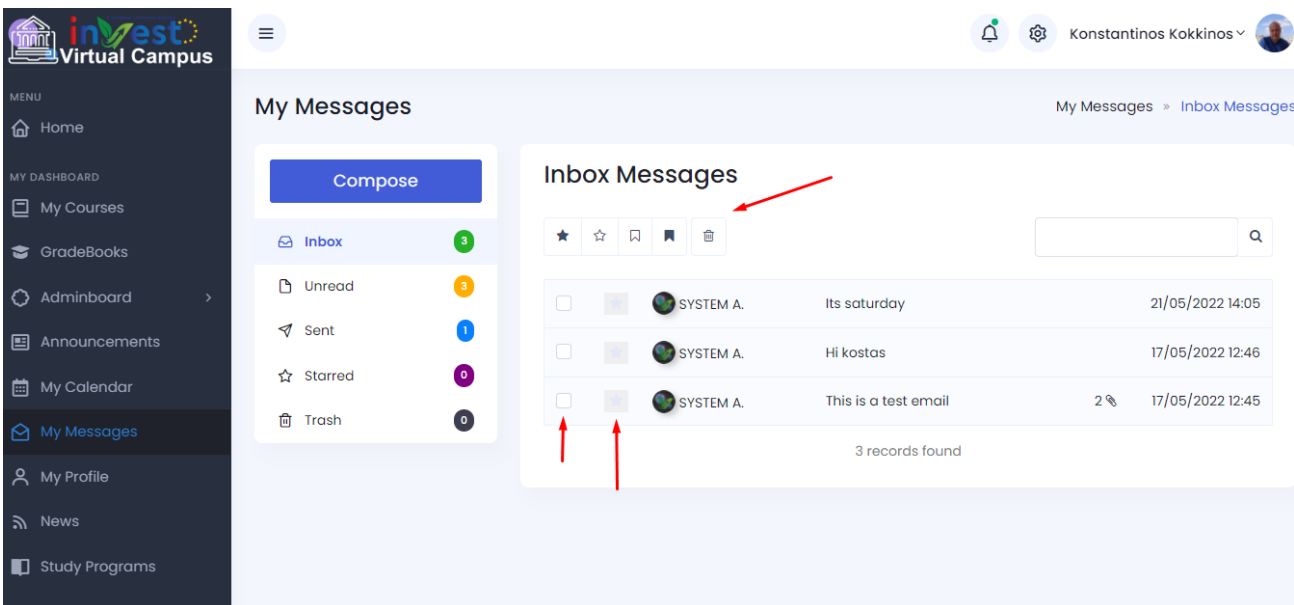
# Exercise 3 – Manage messages

## Steps

- From the left navigation menu, find ‘My Messages’ item
- Select the category you want
- Select the record you want and open it to read the message
- You can send a reply, or forward the message
- Make some extra actions (for example mark a message as ‘starred’ or move some messages to trash folder)
- Completely remove a message from the ‘trash’ folder

## Scenario

User wants to view inbox or unread messages, save them to favorites (starred messages) or move them to trash



My Messages

Compose

Inbox 3

Unread 5

Sent 1

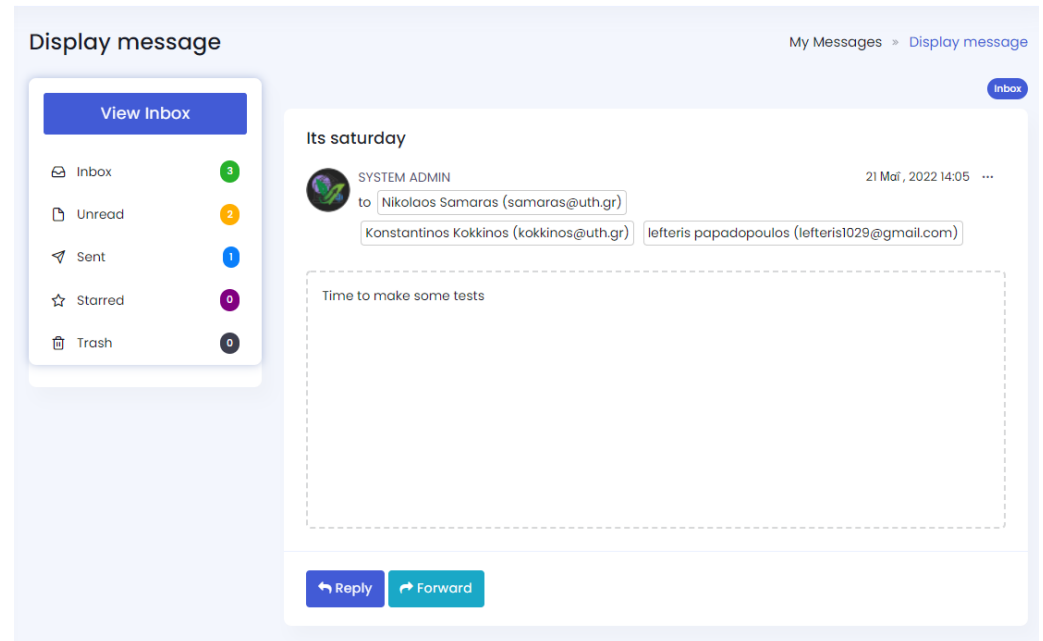
Starred 0

Trash 0

Inbox Messages

3 records found

<input type="checkbox"/>	SYSTEM A.	Its saturday	21/05/2022 14:05	
<input type="checkbox"/>	SYSTEM A.	Hi kostas	17/05/2022 12:46	
<input type="checkbox"/>	SYSTEM A.	This is a test email	2 17/05/2022 12:45	



Display message

My Messages > Display message

View Inbox

Inbox 3

Unread 2

Sent 1

Starred 0

Trash 0

Its saturday

SYSTEM ADMIN

21 Mai, 2022 14:05

to Nikolaos Samaras (samaras@uth.gr)

Konstantinos Kokkinos (kokkinos@uth.gr) lefteris.papadopoulos (lefteris029@gmail.com)

Time to make some tests

Reply Forward

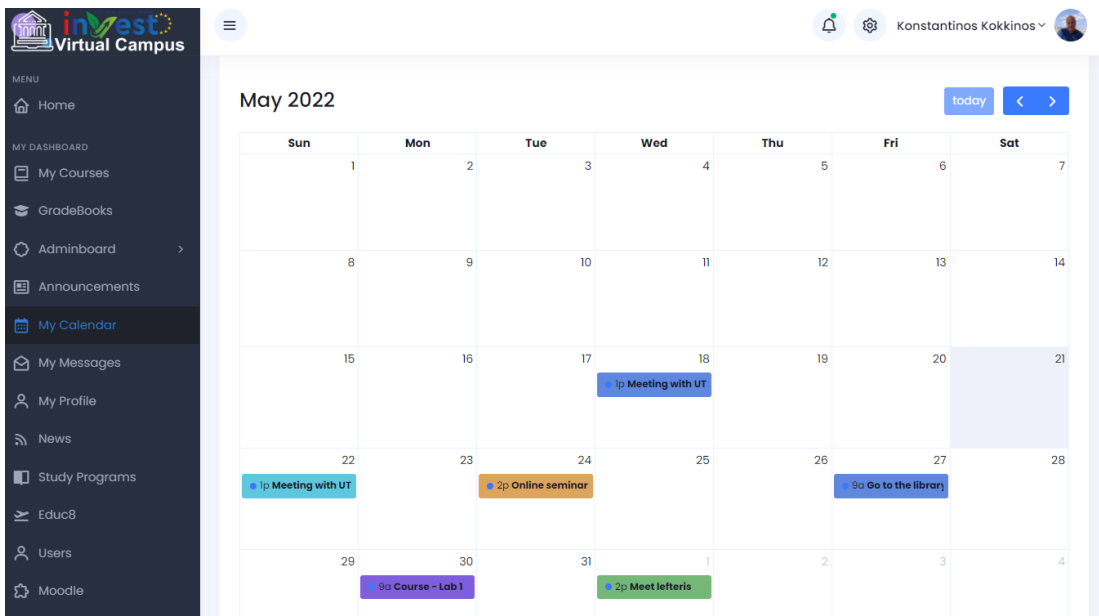
# Exercise 4 – Calendar

## Steps

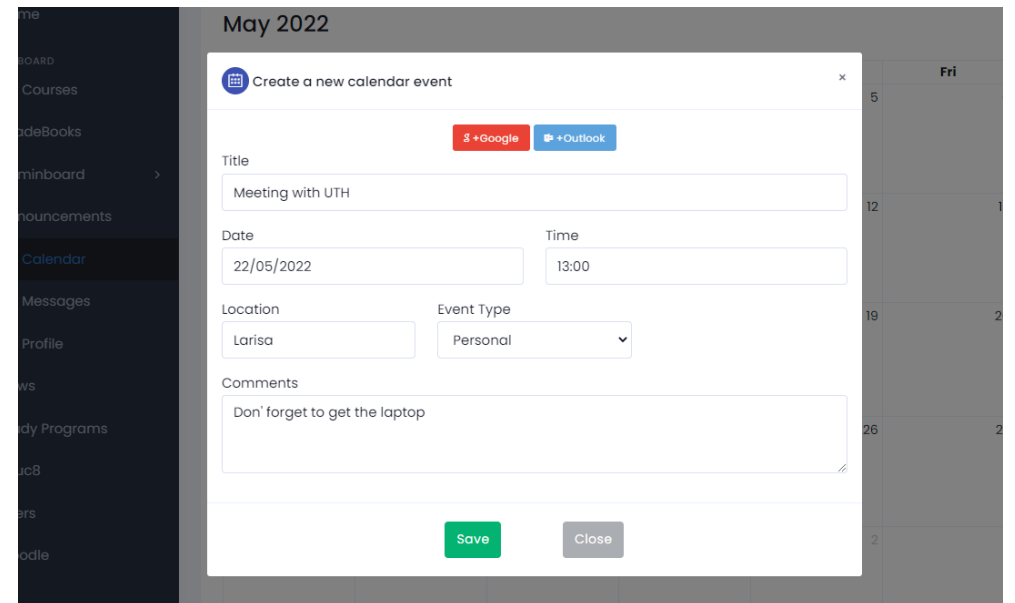
- From the left navigation menu, find ‘My Calendar’ item
- Select a date and click on the calendar
- Fill required information
- Check to see that the event is being added to your personal calendar and also in your home page (section upcoming events)
- Try to add the event to your google or outlook calendar

## Scenario

User wants to view his personal calendar events or create a new event



10/11/2022



Description

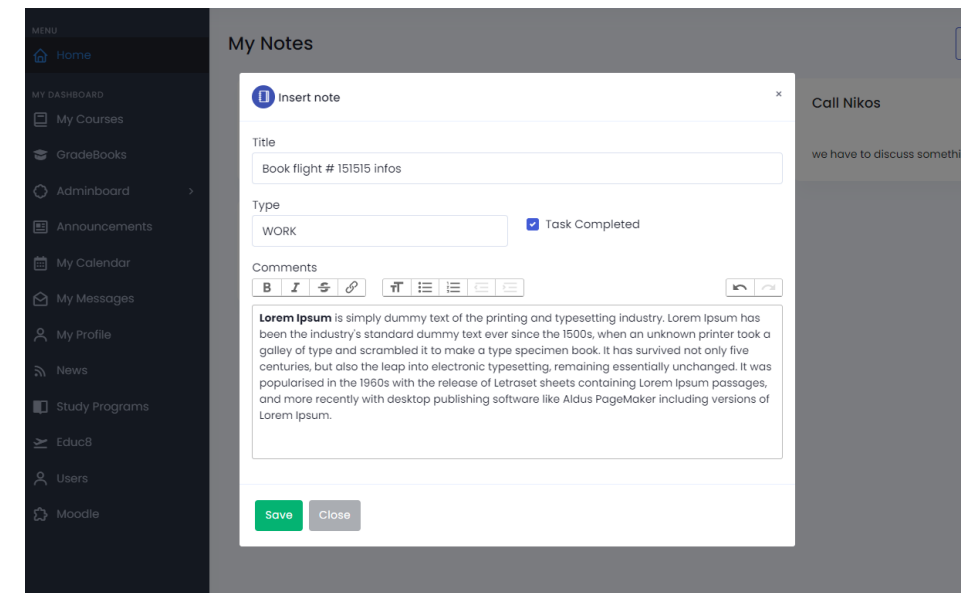
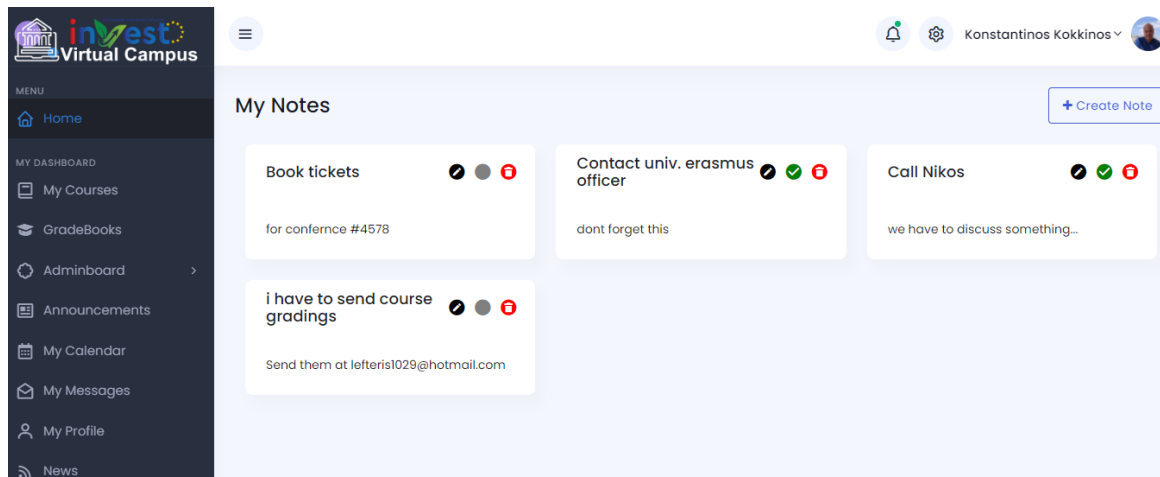
# Exercise 5 – My Notes

## Steps

- From the top navigation menu, find ‘My Notes’ item
- Find all the notes you have created in your personal dashboard
- Select ‘Create Note’ to add a new record
- Enter your information and press ‘Save’
- Try to edit, delete or mark the note as ‘Completed’

## Scenario

User wants to view and manage his personal notes



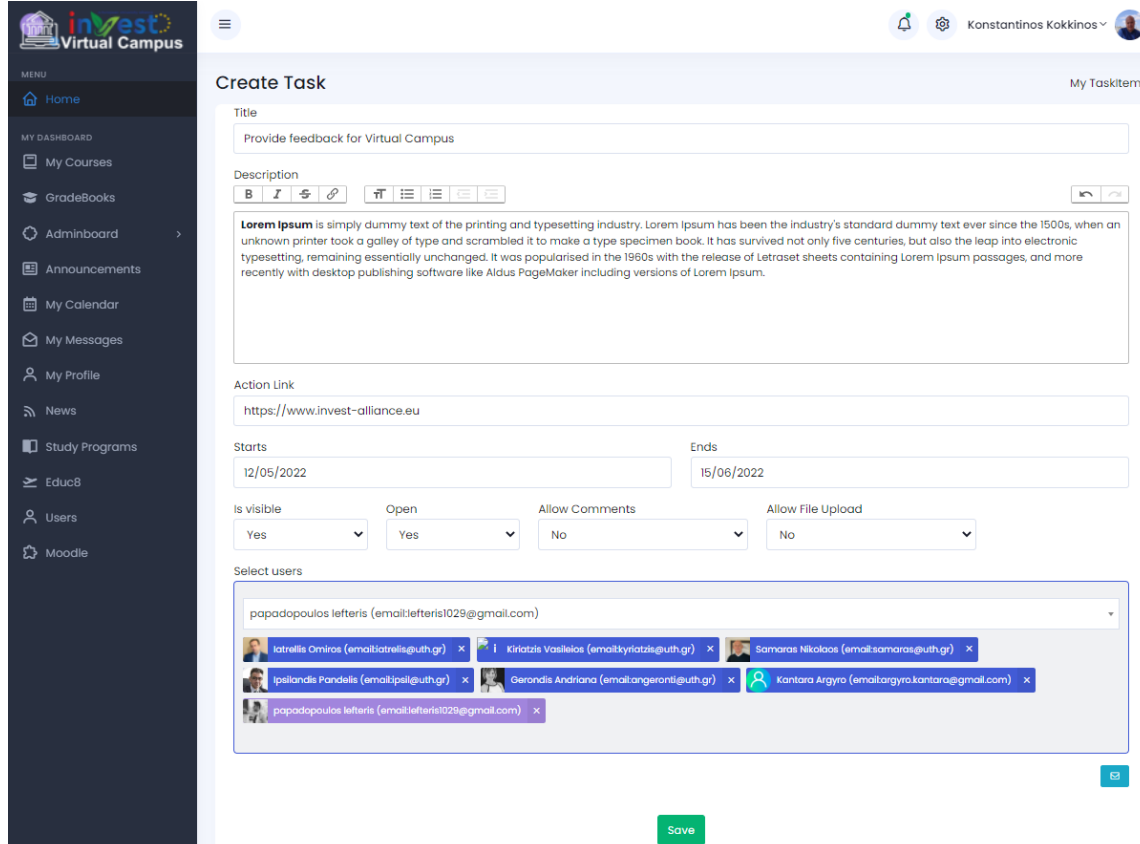
# Exercise 6 – My Tasks (Create)

## Steps

- From the top navigation menu, find ‘My Tasks’ item
- If your account has access you will be able to create ‘Task Assignments’
- Enter your title, some description, task duration and an action link if needed
- Make the task ‘open’ and ‘visible’ so that other users can view it in their dashboard and also change the completion status
- Allow comments and file uploads if needed
- Select your users
- Press ‘save’
- You should be able to see the newly created record in your task dashboard (section ‘Tasks I have assigned’)
- Participants should receive notifications and be able to view the task

## Scenario

User wants to create a new task assignment for a specific group of users



The screenshot shows the 'Create Task' interface. On the left is a dark sidebar menu with 'Virtual Campus' at the top and various navigation options like Home, My Courses, GradeBooks, Adminboard, Announcements, My Calendar, My Messages, My Profile, News, Study Programs, Educ8, Users, and Moodle. The main content area is titled 'Create Task' and includes the following fields:

- Title:** Provide feedback for Virtual Campus
- Description:** A rich text editor containing Lorem Ipsum text.
- Action Link:** <https://www.invest-alliance.eu>
- Starts:** 12/05/2022
- Ends:** 15/06/2022
- Is visible:** Yes (dropdown)
- Open:** Yes (dropdown)
- Allow Comments:** No (dropdown)
- Allow File Upload:** No (dropdown)
- Select users:** A list of users including papadopoulos lefteris, Iatrelis Omiros, Kiriatis Vasileios, Samaras Nikolaos, Ipsilandis Pandelis, Gerondis Andriana, Kantara Argyro, and papadopoulos lefteris.

A green 'Save' button is located at the bottom right of the form.

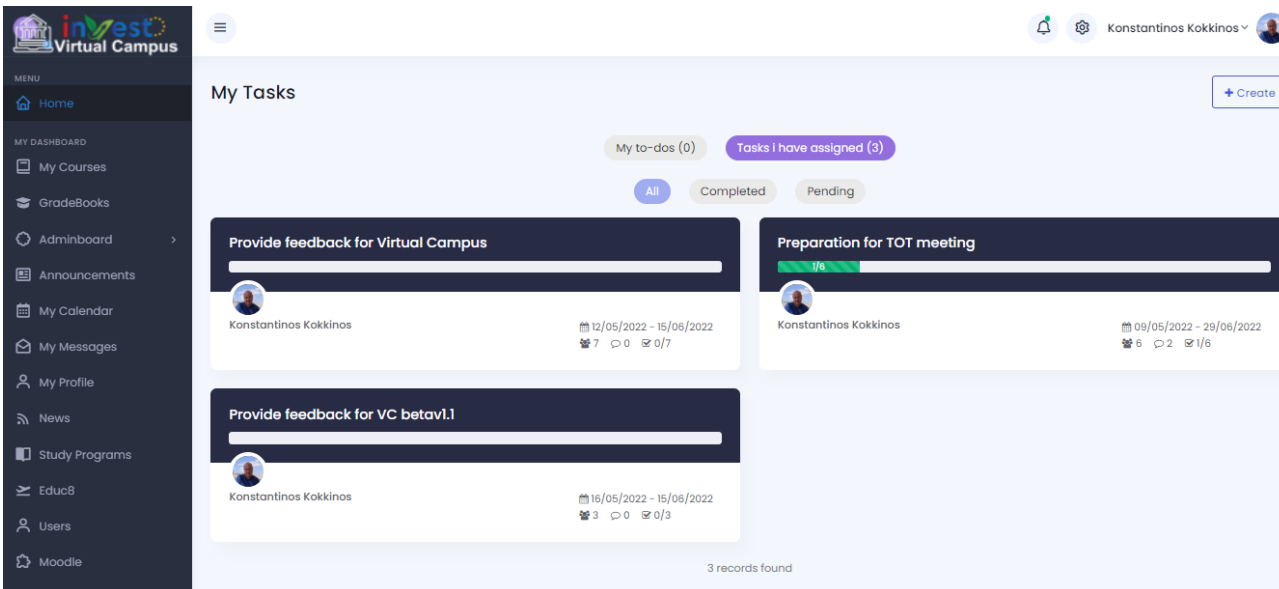
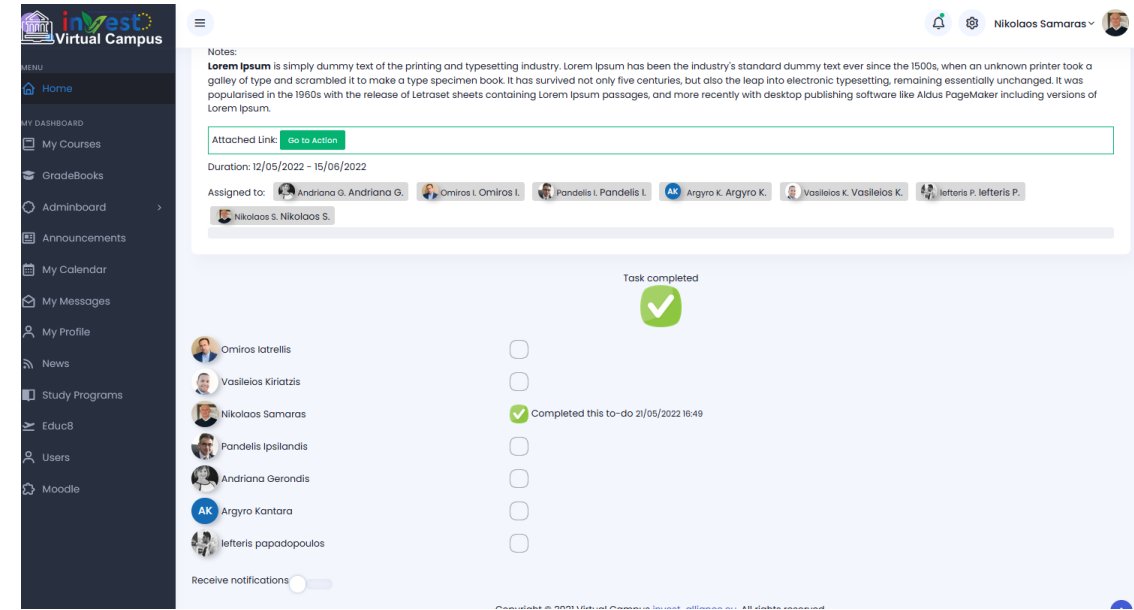
# Exercise 6 – My Tasks

## Steps

- From the top navigation menu, find 'My Tasks' item
- Go to section 'My To-dos'
- Select the task (or filter them to see your pending-completed assignments)
- Enter comments and upload files (if allowed based on the initial settings)
- Mark the task as 'Completed' by toggling the main checkbox

## Scenario

User wants to view created or assigned tasks and make some actions



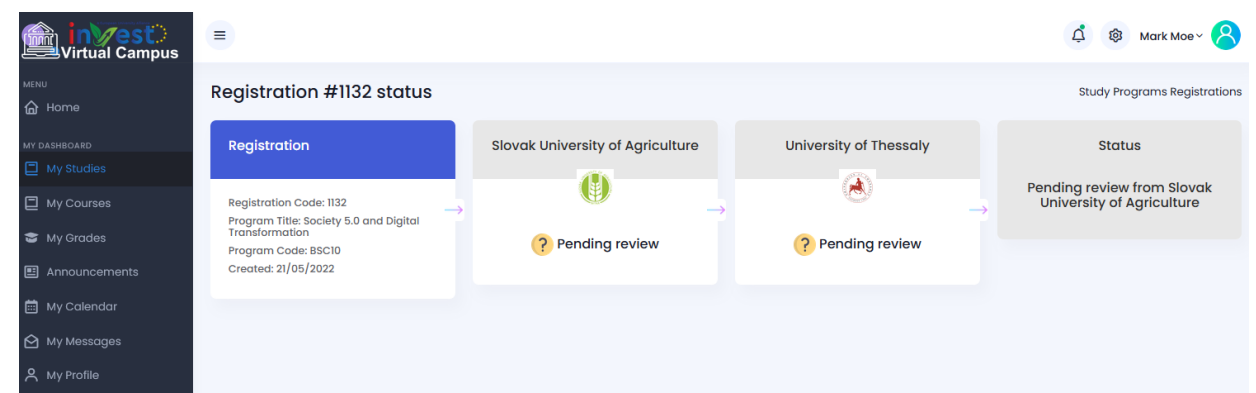
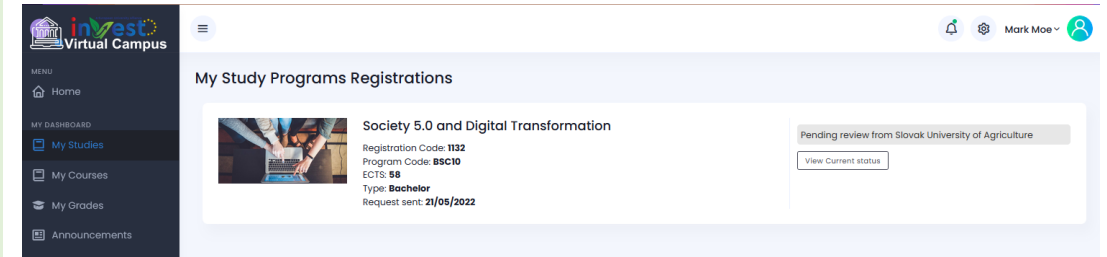
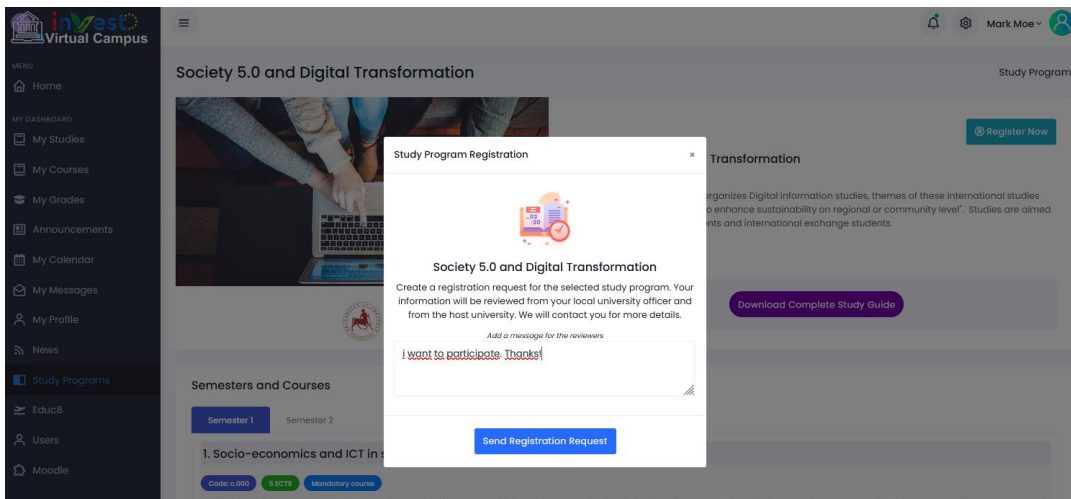
# Exercise 7 – Study registration request

## Steps

- Login to the system as a student
- Navigate to the study programs section
- Select a program and if available press the ‘Register now’
- Enter your message and send the request
- Your request will be submitted to the system and partner universities will be able to review it
- You can monitor current progress for all your registrations from the menu ‘My Studies’
- Select a registration and open it to view current status

## Scenario

User wants to view and manage his personal notes



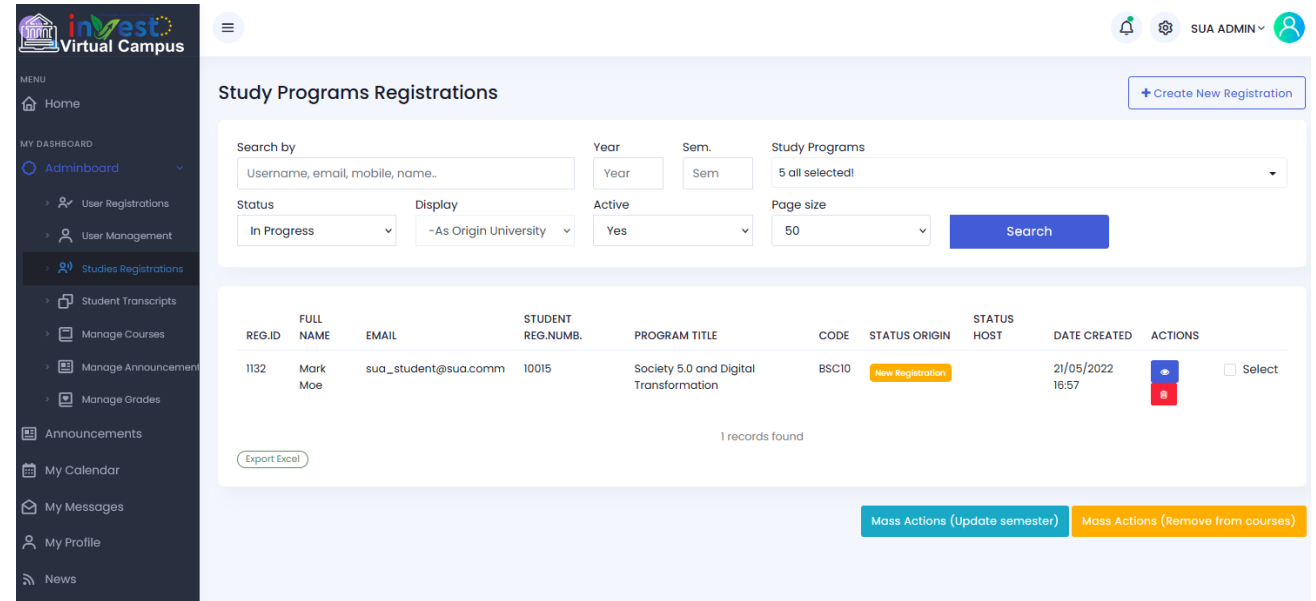
# Exercise 8 – Review Study Registration

## Scenario

A student from SUA wants to register for the study program Society 5.0 hosted by UTH. Student creates a new registration request and both parties should review the request and make necessary actions

## Steps for Student's origin university

- From the left navigation menu, find 'AdminBoard' item and select 'Studies Registrations'
- Apply some filters as search criteria if needed and find the registration request.
- Select it to open it in a new page



**Study Programs Registrations** + Create New Registration

Search by: Username, email, mobile, name.. Year: Year Sem: Sem. Study Programs: 5 all selected!

Status: In Progress Display: -As Origin University Active: Yes Page size: 50 Search

REG.ID	FULL NAME	EMAIL	STUDENT REG.NUMB.	PROGRAM TITLE	CODE	STATUS ORIGIN	STATUS HOST	DATE CREATED	ACTIONS
1132	Mark Moe	sua_student@sua.comm	10015	Society 5.0 and Digital Transformation	BSC10	New Registration		21/05/2022 16:57	<span style="color: blue;">+</span> <span style="color: red;">-</span> <input type="checkbox"/> Select

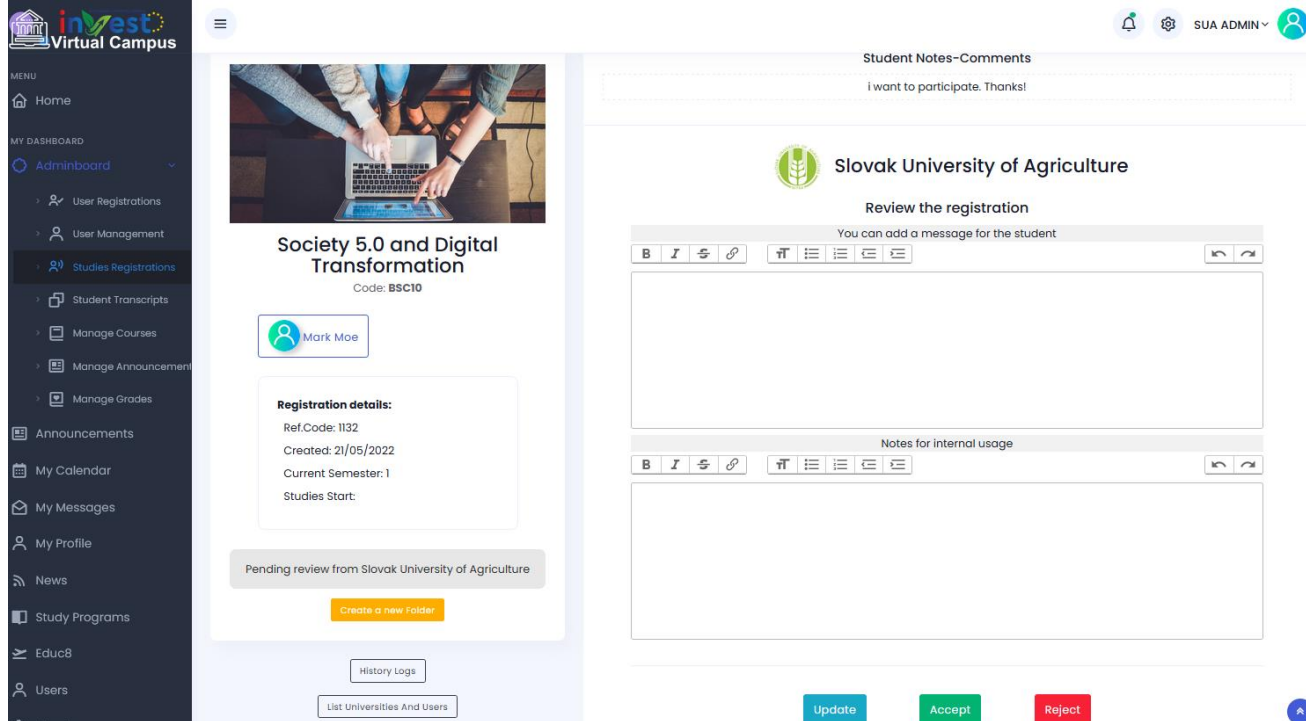
1 records found

Export Excel Mass Actions (Update semester) Mass Actions (Remove from courses)

# Exercise 8 – Review Study Registration

## Steps for Student's origin university

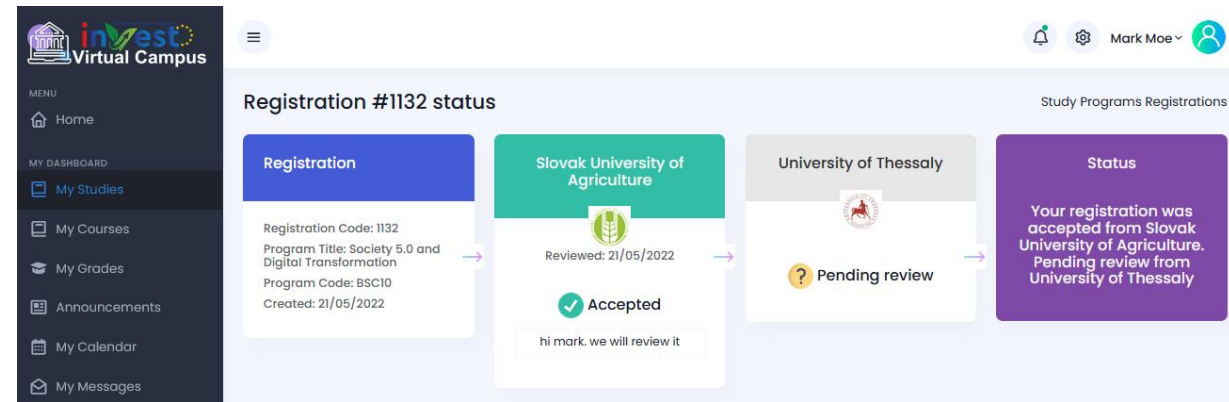
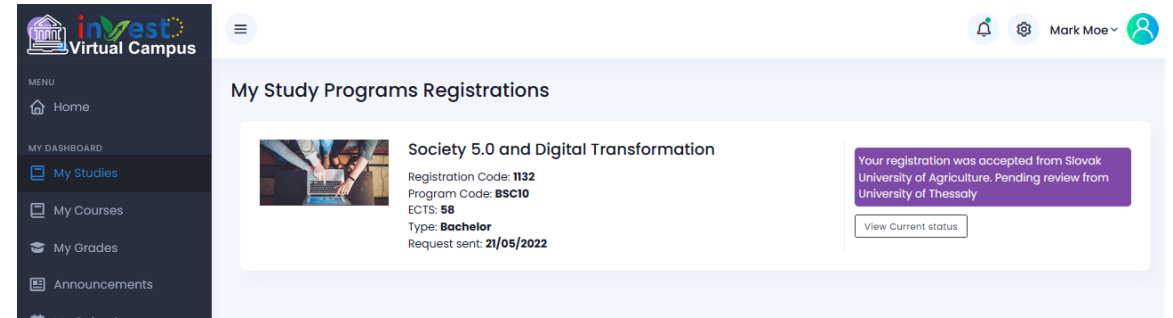
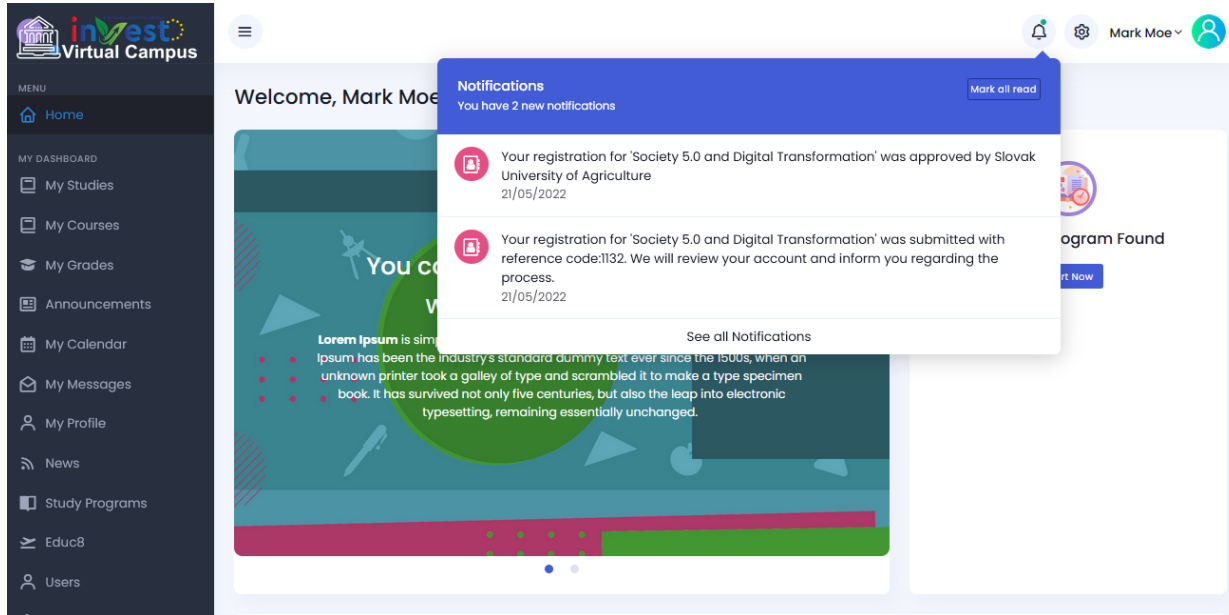
- At this stage the university officer is responsible to review the student request and check if he meets all requirements in order to join the selected study program.
- User can update the current request with some extra messages for the student or for the Host university (for internal usage)
- Finally user will 'Approve' or 'Reject' the request
- 'Accept' the form
- Check for new notifications generated by the system (Student can also see the progress)
- Host university now will have to review the request
- Users can open/create a new folder in order to share files needed for student review



The screenshot shows the 'Virtual Campus' interface. On the left is a dark sidebar menu with options like Home, Adminboard, User Registrations, User Management, Studies Registrations, Student Transcripts, Manage Courses, Manage Announcements, Manage Grades, Announcements, My Calendar, My Messages, My Profile, News, Study Programs, Educ8, Users, and Moodle. The main content area displays a card for 'Society 5.0 and Digital Transformation' (Code: BSC10) with a user profile for 'Mark Moe'. Below the card, it says 'Registration details:' with fields for Ref.Code: 1132, Created: 21/05/2022, Current Semester: 1, and Studies Start. A status bar indicates 'Pending review from Slovak University of Agriculture'. At the bottom of the card are buttons for 'create a new folder', 'History Logs', and 'List Universities And Users'. To the right, there is a 'Student Notes-Comments' section with a text input containing 'i want to participate. Thanks!'. Below this is the 'Slovak University of Agriculture' logo and a 'Review the registration' section with a rich text editor for adding messages to the student and another for internal notes. At the bottom right, there are 'Update', 'Accept', and 'Reject' buttons.

- \* If approved, the request will be forwarded to the host University to also review it. If rejected all parties will get informed and student can create a new one.
- \* 'Accept' and 'Reject' actions are final and can be modified only from the admins.

# Exercise 8 – Review Study Registration

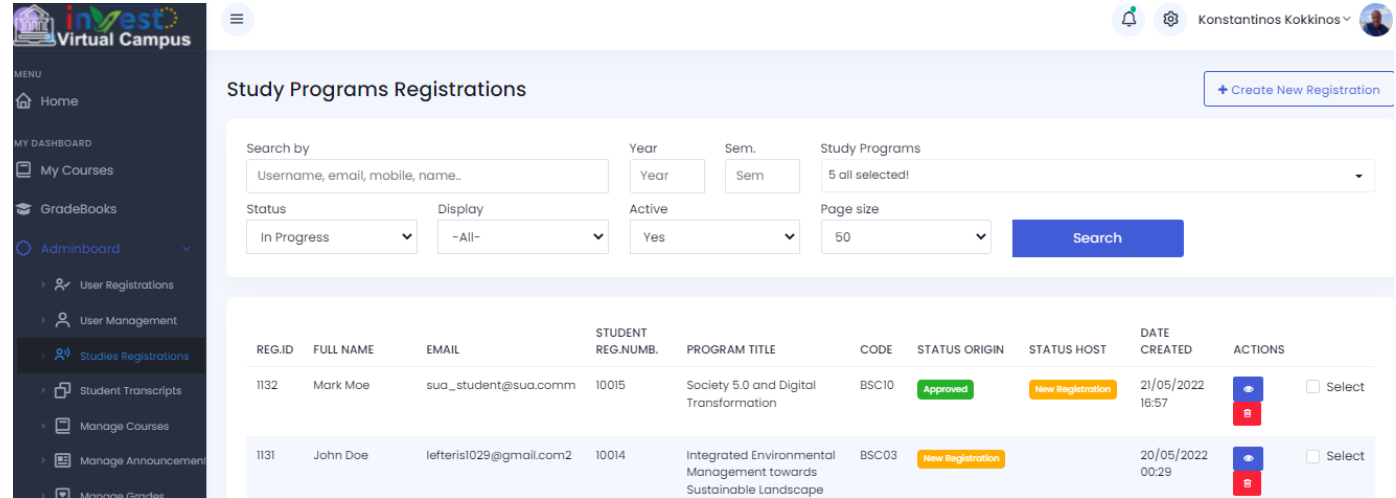


\* Student will receive notifications by the system for each action and will be able to view the current status of his registration request in his portal





# Exercise 8 – Review Study Registration

## Steps for Program's Host university

- At this stage the host university will review the student in order to join the selected study program.
- User can update the current request with some extra messages for the student or for the Origin university (for internal usage)
- 'Accept' the request
- All parties will get notifications and emails
- Student has access to study program's courses, announcements and all related material



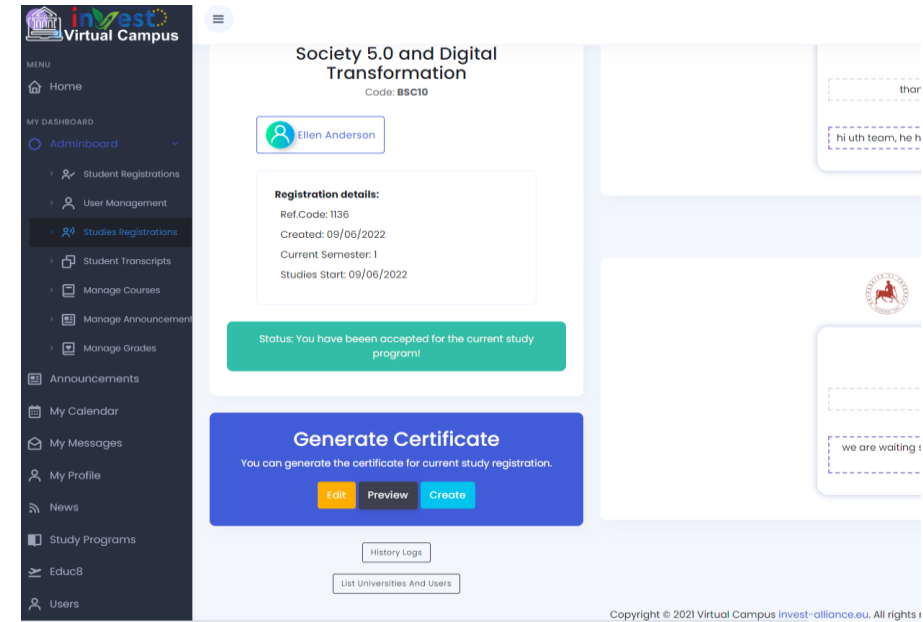
The screenshot shows the 'Study Programs Registrations' page in the Virtual Campus system. The page features a search bar and several filters: Year, Sem, Status (set to 'In Progress'), Display (set to '-All-'), Active (set to 'Yes'), and Page size (set to '50'). A 'Search' button is located to the right of these filters. Below the filters is a table with the following data:

REG.ID	FULL NAME	EMAIL	STUDENT REG.NUMB.	PROGRAM TITLE	CODE	STATUS ORIGIN	STATUS HOST	DATE CREATED	ACTIONS
1132	Mark Moe	sua_student@sua.comm	10015	Society 5.0 and Digital Transformation	BSC10	Approved	New Registration	21/05/2022 16:57	  <input type="checkbox"/> Select
1131	John Doe	lefteris1029@gmail.com2	10014	Integrated Environmental Management towards Sustainable Landscape	BSC03	New Registration		20/05/2022 00:29	  <input type="checkbox"/> Select

# Exercise 8 – Review Study Registration

## Certificate Generation

- Host university can use the predefined PDF template in order to create a certificate
- User can edit the input form fields, upload visual signatures or logos and preview the final certificate
- Finally we can create a PDF from the above template



The screenshot shows a user interface for 'invest Virtual Campus'. On the left is a dark sidebar menu with options like Home, Adminboard, Student Registrations, User Management, Studies Registrations, Student Transcripts, Manage Courses, Manage Announcements, Manage Grades, Announcements, My Calendar, My Messages, My Profile, News, Study Programs, Educ8, and Users. The main content area is titled 'Society 5.0 and Digital Transformation' with code 'BSC10'. It shows the user 'Ellen Anderson' and registration details: Ref.Code: 1136, Created: 09/06/2022, Current Semester: 1, Studies Start: 09/06/2022. A green status box says 'Status: You have been accepted for the current study program!'. A large blue button says 'Generate Certificate' with subtext 'You can generate the certificate for current study registration.' and three smaller buttons: 'Edit', 'Preview', and 'Create'. Below are 'History Logs' and 'List Universities And Users' buttons. A copyright notice at the bottom right reads 'Copyright © 2021 Virtual Campus invest-alliance.eu. All rights reserved.'



The screenshot shows a PDF certificate template. At the top left is the 'invest' logo. At the top right is the University of Thessaly logo. The text reads: 'University of Thessaly', 'Society 5.0 and Digital Transformation', 'INVEST SPECIALISATION COURSE CERTIFICATE / (COMPLEMENTARY TO DIPLOMA SUPPLEMENT)'. Below this is '#REPORT-N/A' and 'Date: 31/08/2022 22:29'. The certificate is divided into two main sections: '1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION' and '2. INFORMATION IDENTIFYING THE QUALIFICATION'. Section 1 includes fields for Family names (Ellen Anderson), Given names, Date of Birth, Student identification number, University of origin (Van Hall Larenstein University of Applied Sciences), and Department of origin (VHL). Section 2 includes fields for Title conferred (INVEST SPECIALISATION COURSE CERTIFICATE), Main fields of study (DIGITAL TRANSFORMATION), and Institution awarding the qualification.



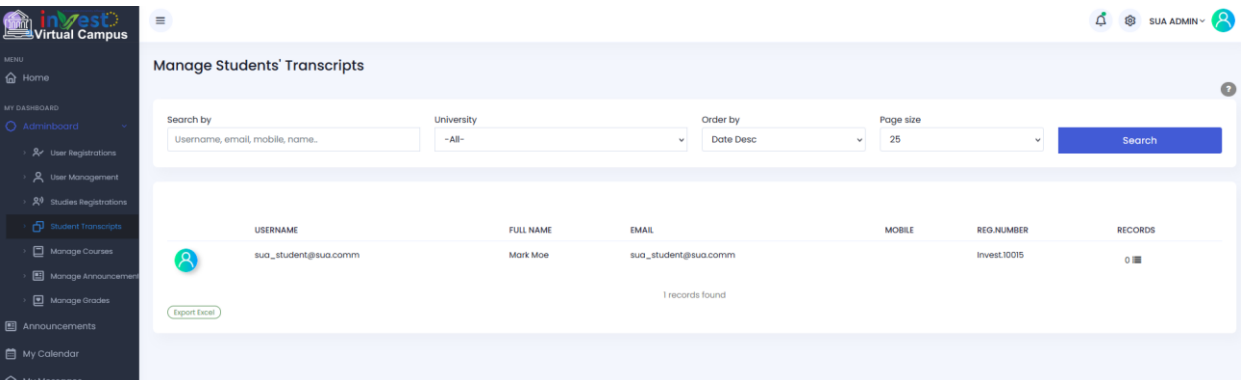
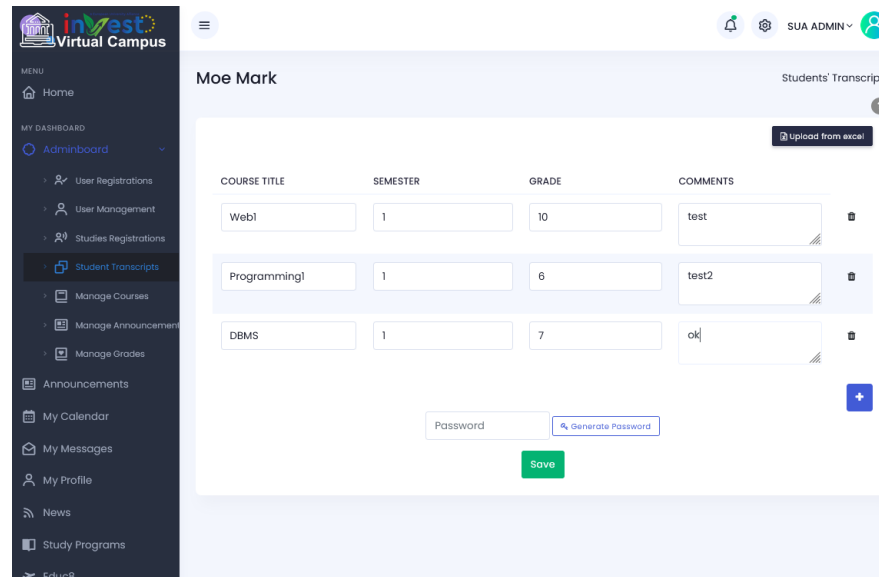
# Exercise 9 – Student Transcripts

## Steps

- From the left navigation menu find 'Adminboard' item and select 'Student Transcripts'
- If your account has access you will be able to see a list of your university registered students
- Select a student to open the transcripts' page
- You can enter manually the grades for the courses or upload an excel file based on a predefined template
- In order to submit the records you will have to provide an extra security password.
- If you have OTP enabled and the app installed in your mobile device you can enter the OTP code.
- Otherwise you can generate a new password which will be emailed to your university email. Open the email and fill the password
- Finally submit the transcripts.
- You will see the records counter updated in the main display list for the selected student.

## Scenario

Enter transcripts for students

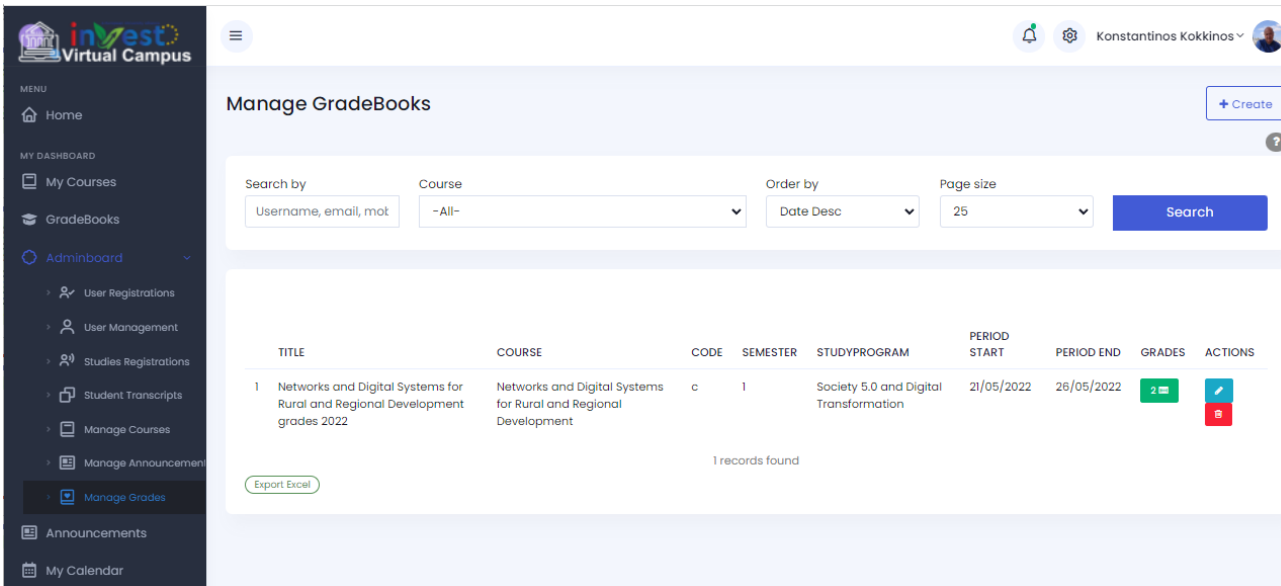
# Exercise 10 - Gradebooks

## Steps



- From the left navigation menu go to 'Gradebooks' or find 'Adminboard' item and select 'Manage Grades' depending on your account role and access policy
- Select 'Create' and choose the course for which you want to create the gradebook
- Press 'Continue'

## Scenario

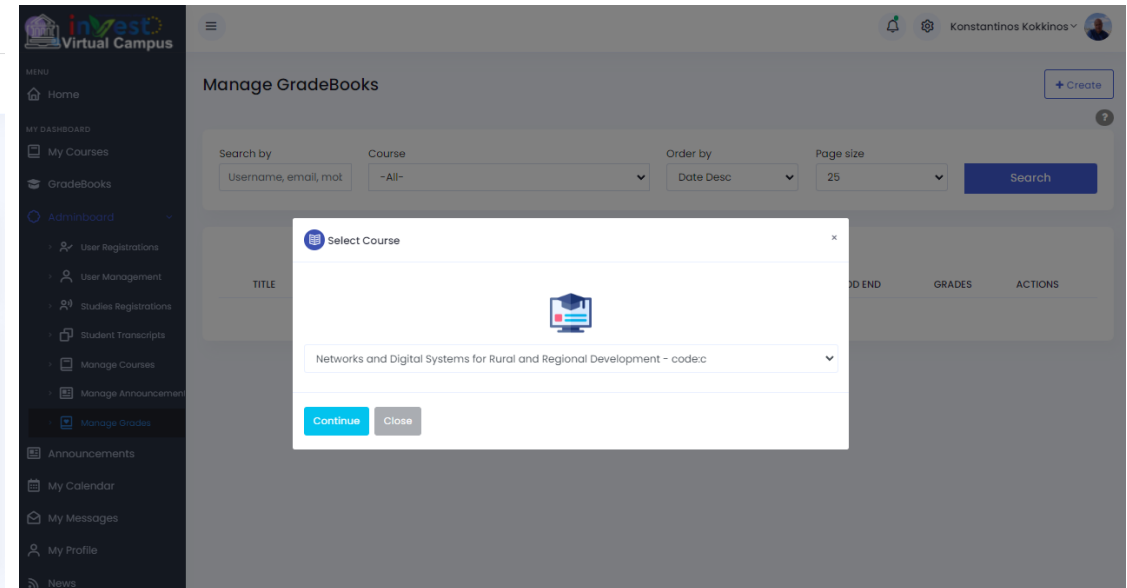
Teacher or university staff wants to enter grades for students



The screenshot shows the 'Manage GradeBooks' page. At the top, there is a search bar with fields for 'Search by' (Username, email, mat), 'Course' (-All-), 'Order by' (Date Desc), and 'Page size' (25). Below the search bar is a table with the following columns: TITLE, COURSE, CODE, SEMESTER, STUDYPROGRAM, PERIOD START, PERIOD END, GRADES, and ACTIONS. The table contains one record:

TITLE	COURSE	CODE	SEMESTER	STUDYPROGRAM	PERIOD START	PERIOD END	GRADES	ACTIONS
1 Networks and Digital Systems for Rural and Regional Development grades 2022	Networks and Digital Systems for Rural and Regional Development	c	1	Society 5.0 and Digital Transformation	21/05/2022	26/05/2022	2	 

Below the table, it says '1 records found' and there is an 'Export Excel' button.



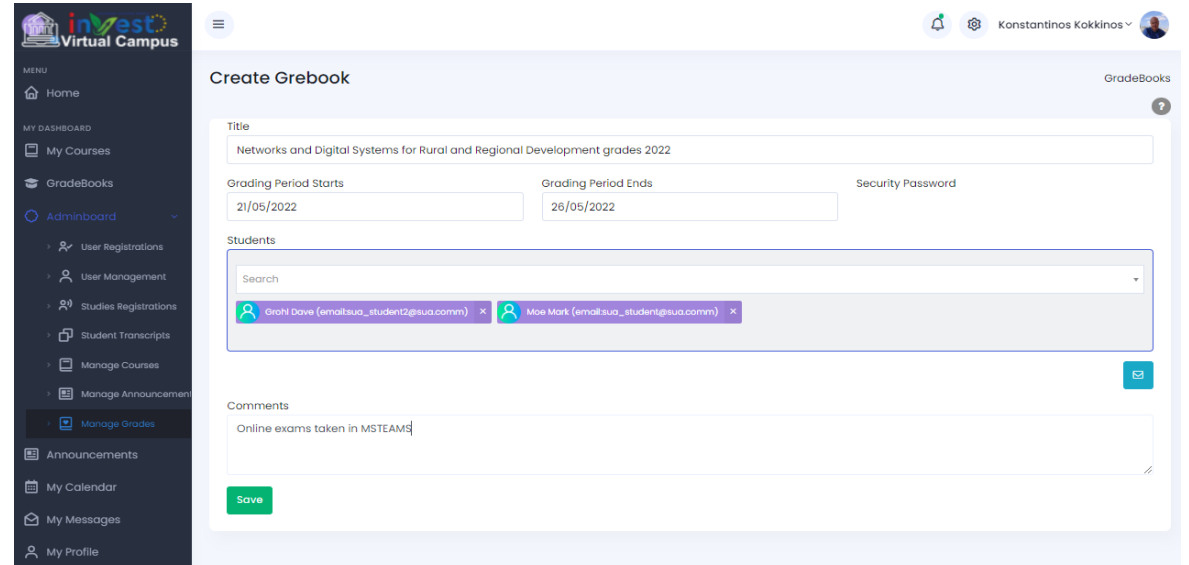
The screenshot shows the 'Manage GradeBooks' page with a 'Select Course' modal open. The modal has a search bar and a dropdown menu showing 'Networks and Digital Systems for Rural and Regional Development - code:c'. There are 'Continue' and 'Close' buttons at the bottom of the modal.



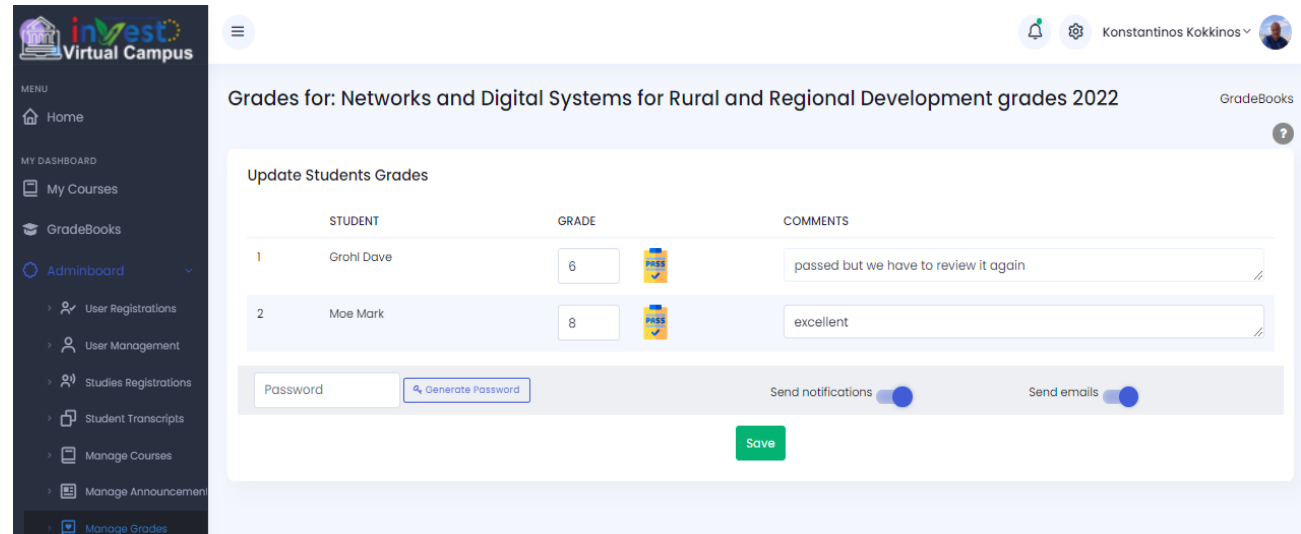
# Exercise 10- Gradebooks

## Steps

- You can enter a title (the system automatically generates a default one), select the grading period, review active and approved students for the course based on which you will enter the grades and finally add some comments if needed.
- Navigate to the main gradebooks list and select the 'Grades' icon
- You will be redirected to the grades page for the previously created gradebook.
- All registered students will appear
- Enter the grade and some comments if you want
- In order to continue you will have to provide and extra security code (either from the OTP application, or by generating a password which will be emailed to your account
- Submit the grades
- Students will receive notifications and emails



The screenshot shows the 'Create Grebook' interface. On the left is a dark sidebar menu with options like Home, My Courses, GradeBooks, Adminboard, and Announcements. The main area is a light blue form titled 'Create Grebook'. It includes a 'Title' field with the text 'Networks and Digital Systems for Rural and Regional Development grades 2022'. Below are 'Grading Period Starts' (21/05/2022) and 'Grading Period Ends' (26/05/2022) fields, and a 'Security Password' field. A 'Students' section has a search dropdown and two selected student cards: 'Grohl Dave' and 'Moe Mark'. A 'Comments' field contains the text 'Online exams taken in MSTEAMS'. A green 'Save' button is at the bottom left.



The screenshot shows the 'Update Students Grades' page. The sidebar menu is visible on the left. The main area is titled 'Grades for: Networks and Digital Systems for Rural and Regional Development grades 2022'. It features a table with columns for 'STUDENT', 'GRADE', and 'COMMENTS'. Below the table are fields for 'Password', a 'Generate Password' button, and toggle switches for 'Send notifications' and 'Send emails'. A green 'Save' button is at the bottom right.

STUDENT	GRADE	COMMENTS
1 Grohl Dave	6	passed but we have to review it again
2 Moe Mark	8	excellent

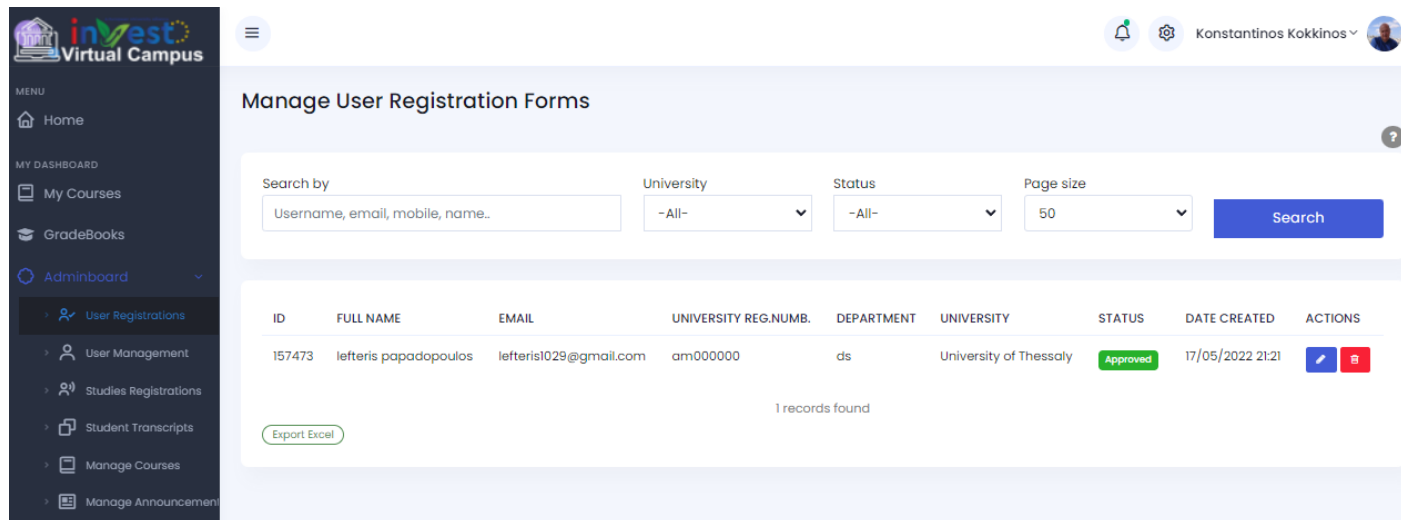
# Exercise 11 – User registrations

## Steps

- From the left menu find 'Adminboard' item and select 'User registrations'
- Apply filters or search criteria and view the results
- Select the registration ticket and view student details
- Review the information and mark the ticket as 'approved' or 'rejected'
- If 'approved' the next step would be the creation of the user local identity account to the system
- If your account has 'User Account management' access you can continue, otherwise you can create a task to corresponding administrative in order to finalize the process

## Scenario



Student wants to register for a virtual campus account and submits a ticket request through the provided online form



Manage User Registration Forms

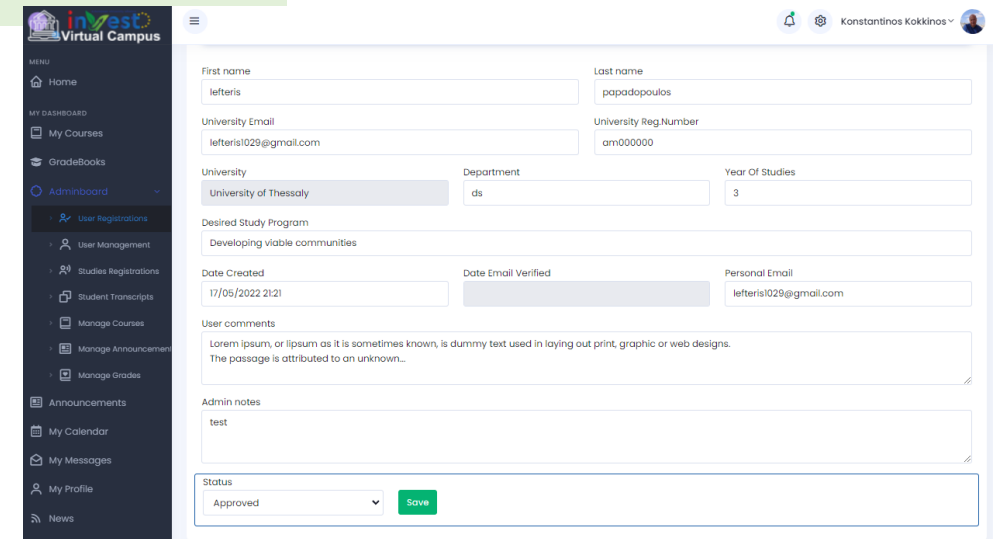
Search by: Username, email, mobile, name..

University: -All- | Status: -All- | Page size: 50

ID	FULL NAME	EMAIL	UNIVERSITY REG.NUMB.	DEPARTMENT	UNIVERSITY	STATUS	DATE CREATED	ACTIONS
157473	lefteris papadopoulos	lefteris1029@gmail.com	am000000	ds	University of Thessaly	Approved	17/05/2022 21:21	 

1 records found

[Export Excel](#)



Virtual Campus

First name: lefteris | Last name: papadopoulos

University Email: lefteris1029@gmail.com | University Reg.Number: am000000

University: University of Thessaly | Department: ds | Year Of Studies: 3

Desired Study Program: Developing viable communities

Date Created: 17/05/2022 21:21 | Date Email Verified: | Personal Email: lefteris1029@gmail.com

User comments: Lorem ipsum, or lipsum as it is sometimes known, is dummy text used in laying out print, graphic or web designs. The passage is attributed to an unknown...

Admin notes: test

Status: Approved | [Save](#)

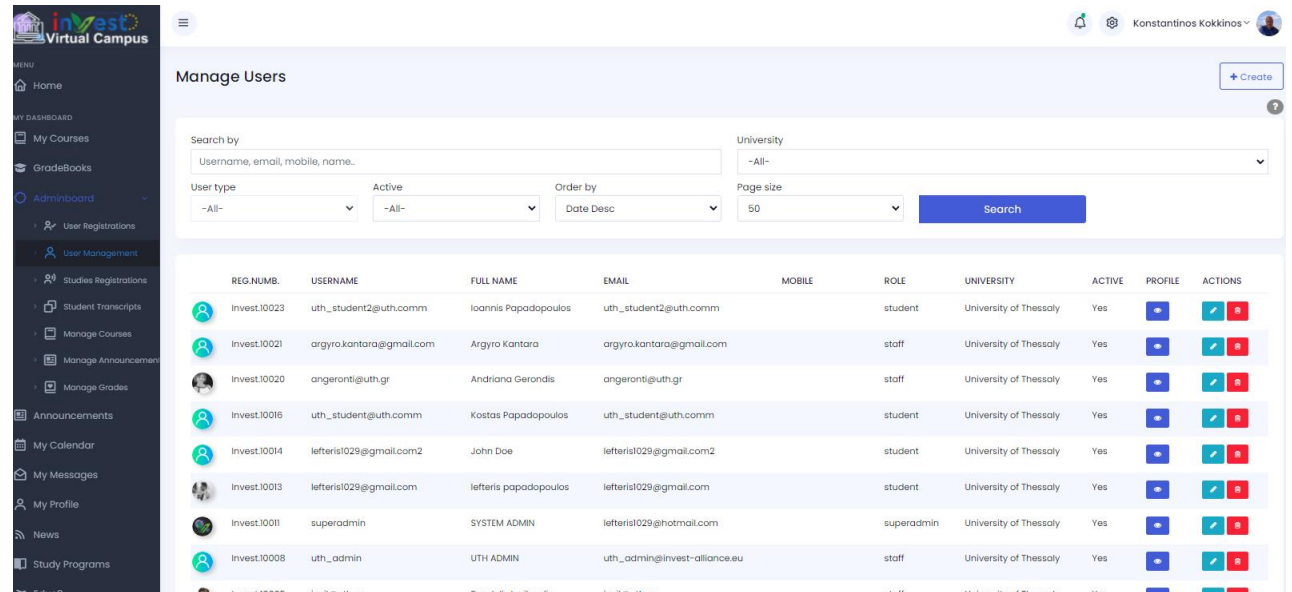
# Exercise 12 – User Accounts

## Steps

- From the left navigation menu find ‘Adminboard’ item and select ‘User Management’
- You can view a list of all available user accounts for your university
- Apply some search criteria
- You can navigate to a user profile if needed
- If you want to edit an account select the corresponding record
- Now press ‘Create’ button to start the process of generating a new local identity

## Scenario

Create a new user account with access to Virtual Campus



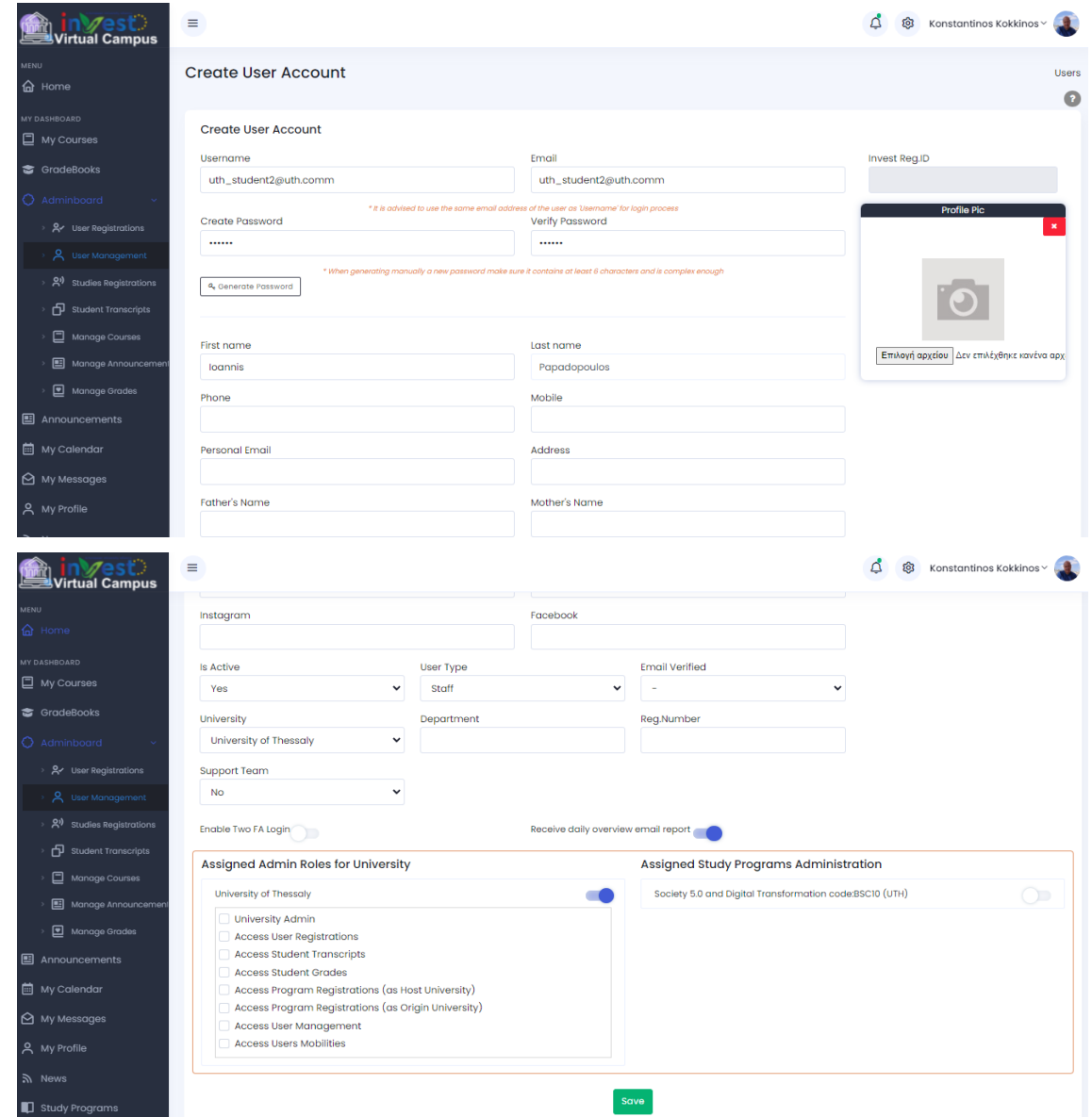
The screenshot displays the 'Manage Users' page. At the top right, the user 'Konstantinos Kokkinos' is logged in. The page includes a search bar with the text 'Search by Username, email, mobile, name...' and a dropdown for 'University' set to '-All-'. Below the search bar are filters for 'User type' (set to '-All-') and 'Active' (set to '-All-'), along with 'Order by' (set to 'Date Desc') and 'Page size' (set to '50'). A 'Search' button is located to the right of these filters. The main content is a table of users with the following columns: REG.NUMB., USERNAME, FULL NAME, EMAIL, MOBILE, ROLE, UNIVERSITY, ACTIVE, PROFILE, and ACTIONS. The table contains several rows of user data, including a 'superadmin' user and a 'uth\_admin' user.

REG.NUMB.	USERNAME	FULL NAME	EMAIL	MOBILE	ROLE	UNIVERSITY	ACTIVE	PROFILE	ACTIONS
Invest.10023	uth_student2@uth.comm	Ioannis Papadopoulos	uth_student2@uth.comm		student	University of Thessaly	Yes		
Invest.10021	argyro.kantara@gmail.com	Argyro Kantara	argyro.kantara@gmail.com		staff	University of Thessaly	Yes		
Invest.10020	angeranti@uth.gr	Andriana Gerantis	angeranti@uth.gr		staff	University of Thessaly	Yes		
Invest.10016	uth_student@uth.comm	Kostas Papadopoulos	uth_student@uth.comm		student	University of Thessaly	Yes		
Invest.10014	lefteris029@gmail.com2	John Doe	lefteris029@gmail.com2		student	University of Thessaly	Yes		
Invest.10013	lefteris029@gmail.com	lefteris papadopoulos	lefteris029@gmail.com		student	University of Thessaly	Yes		
Invest.10011	superadmin	SYSTEM ADMIN	lefteris029@hotmail.com		superadmin	University of Thessaly	Yes		
Invest.10008	uth_admin	UTH ADMIN	uth_admin@invest-alliance.eu		staff	University of Thessaly	Yes		

# Exercise 12 – User Accounts

## Steps

- Enter username and email (\* it is advised to use the university email in both fields)
- Create a password for the user or generate a random one (passwords should be at least 6 chars long)
- Fill user personal information such as first and last name, address, contact and social details if available
- Select a usertype and set the account to be 'active'
- Enter the university, department and univ. registration number
- Based on the usertype you can assign some extra roles to the user (depending on the roles user will have access to various areas of the application and be able to make actions based on those privileges)
- Press 'Save' to create the user
- When a new user is being created he will be notified through email with his credentials
- User can now login to Virtual campus and use the app



**Create User Account**

Username: uth\_student2@uth.comm | Email: uth\_student2@uth.comm

Create Password: ..... | Verify Password: .....

Generate Password

First name: Ioannis | Last name: Papadopoulos

Phone: | Mobile: | Address: | Personal Email: | Father's Name: | Mother's Name: |

Instagram: | Facebook: | Is Active: Yes | User Type: Staff | Email Verified: -

University: University of Thessaly | Department: | Reg Number: | Support Team: No

Enable Two FA Login: | Receive daily overview email report: |

**Assigned Admin Roles for University**

University of Thessaly

- University Admin
- Access User Registrations
- Access Student Transcripts
- Access Student Grades
- Access Program Registrations (as Host University)
- Access Program Registrations (as Origin University)
- Access User Management
- Access Users Mobilities

**Assigned Study Programs Administration**

Society 5.0 and Digital Transformation code: BSC10 (UTH)

Save

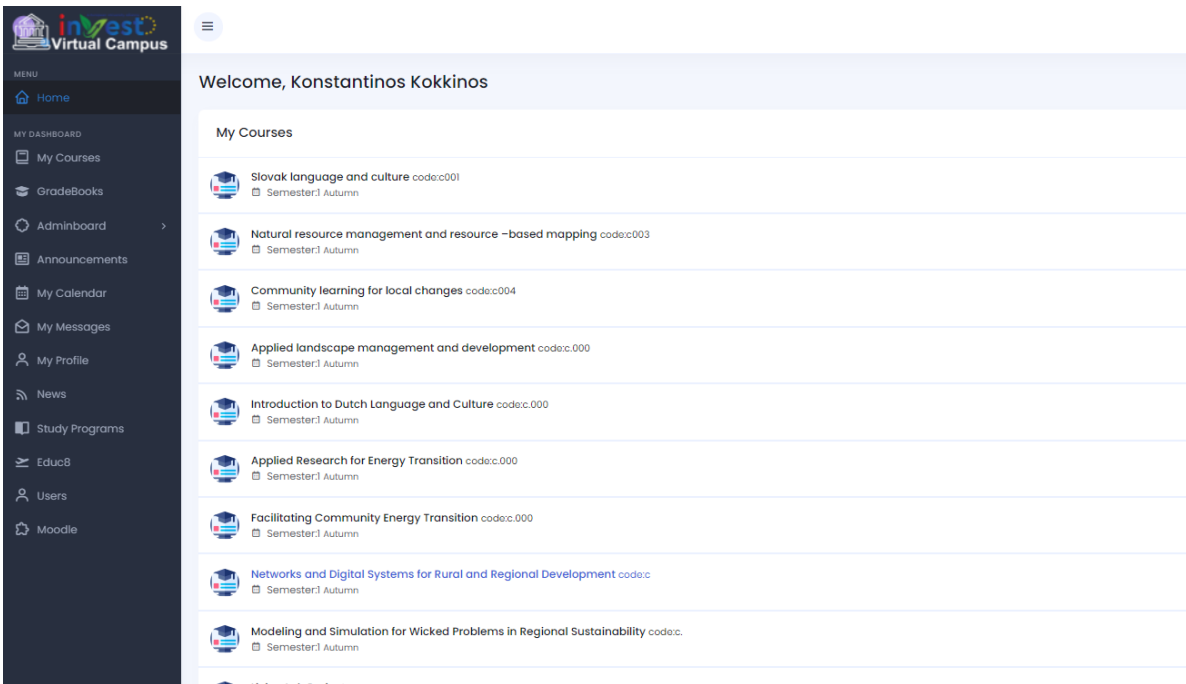
# Exercise 13 – Manage courses

## Steps

- If user is Teacher we can select the courses we are being assigned to as 'Main instructor' in the dashboard page.
- Another way of accessing courses is from the left navigation menu. Find 'Adminboard' and select 'Manage courses'

## Scenario

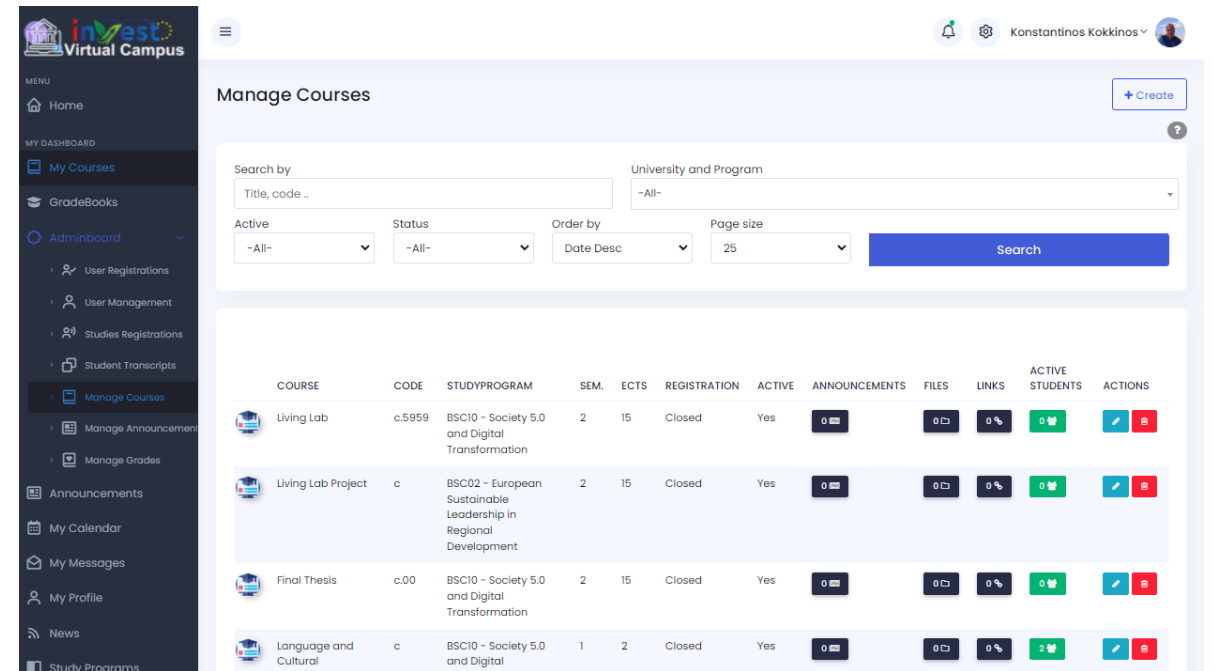
Teacher or university admin wants to manage material for a course (announcements, files, links, registrations)



Welcome, Konstantinos Kokkinos

### My Courses

- Slovak language and culture code:c001 Semester: Autumn
- Natural resource management and resource-based mapping code:c003 Semester: Autumn
- Community learning for local changes code:c004 Semester: Autumn
- Applied landscape management and development code:c.000 Semester: Autumn
- Introduction to Dutch Language and Culture code:c.000 Semester: Autumn
- Applied Research for Energy Transition code:c.000 Semester: Autumn
- Facilitating Community Energy Transition code:c.000 Semester: Autumn
- Networks and Digital Systems for Rural and Regional Development code:c. Semester: Autumn
- Modeling and Simulation for Wicked Problems in Regional Sustainability code:c. Semester: Autumn



### Manage Courses

Search by: Title, code ... University and Program: -All-

Active: -All- Status: -All- Order by: Date Desc Page size: 25

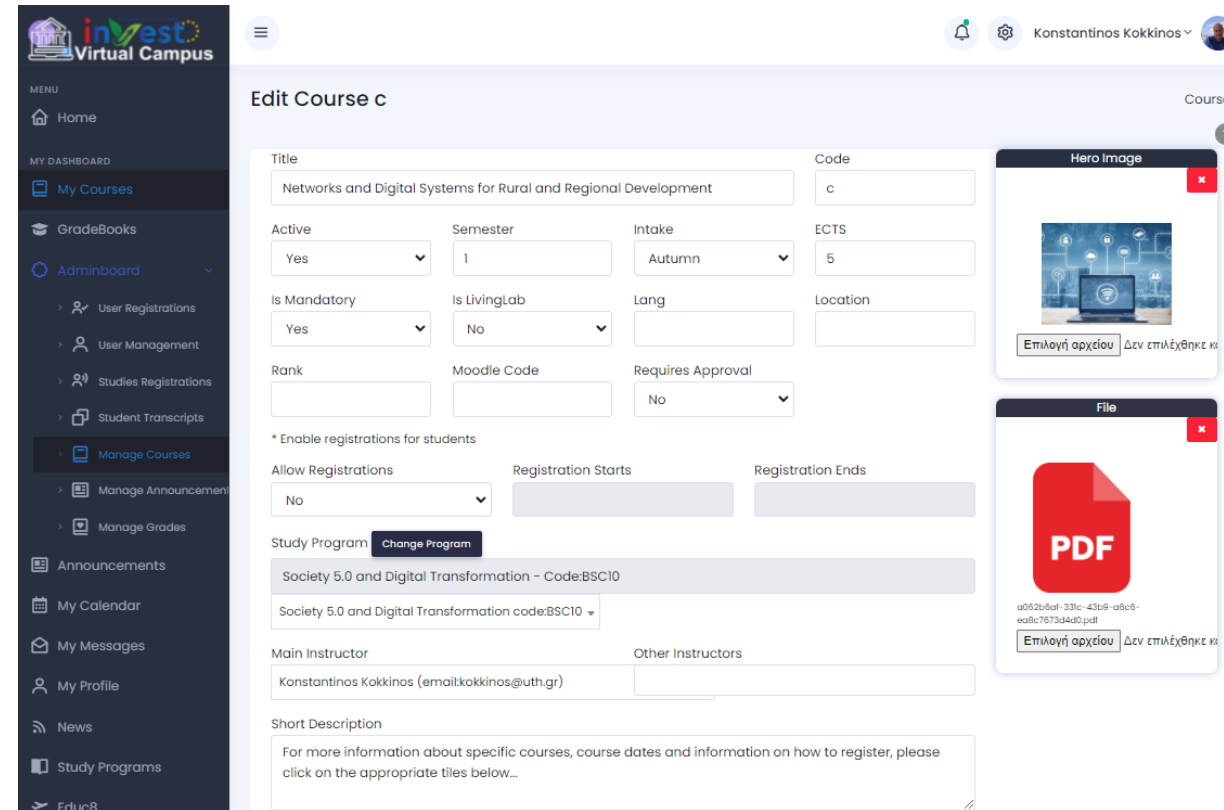
COURSE	CODE	STUDYPROGRAM	SEM.	ECTS	REGISTRATION	ACTIVE	ANNOUNCEMENTS	FILES	LINKS	ACTIVE STUDENTS	ACTIONS
Living Lab	c.5959	BSC10 - Society 5.0 and Digital Transformation	2	15	Closed	Yes	0	0	0%	0	[Edit] [Delete]
Living Lab Project	c	BSC02 - European Sustainable Leadership in Regional Development	2	15	Closed	Yes	0	0	0%	0	[Edit] [Delete]
Final Thesis	c.00	BSC10 - Society 5.0 and Digital Transformation	2	15	Closed	Yes	0	0	0%	0	[Edit] [Delete]
Language and Cultural	c	BSC10 - Society 5.0 and Digital	1	2	Closed	Yes	0	0	0%	0	[Edit] [Delete]

# Exercise 13 – Manage courses

## Edit course details

If your account has necessary access privileges you can edit or create courses

- From the top navbar select the 'edit' icon
- You will be redirected to course editor page
- You have to fill some required fields (such as title, code, semester, ects etc)
- We can set the instructors, the course description, syllabus, objectives etc
- We can set the type of course, set up registration information and upload an image or a file



**inVest Virtual Campus**

MENU

- Home

MY DASHBOARD

- My Courses
- GradeBooks
- Adminboard
  - User Registrations
  - User Management
  - Studies Registrations
  - Student Transcripts
  - Manage Courses
  - Manage Announcements
  - Manage Grades
- Announcements
- My Calendar
- My Messages
- My Profile
- News
- Study Programs
- Educ8

**Edit Course c**

Title: Networks and Digital Systems for Rural and Regional Development

Code: c

Active: Yes | Semester: 1 | Intake: Autumn | ECTS: 5

Is Mandatory: Yes | Is LivingLab: No | Lang: | Location:

Rank: | Moodle Code: | Requires Approval: No

\* Enable registrations for students

Allow Registrations: No | Registration Starts: | Registration Ends:

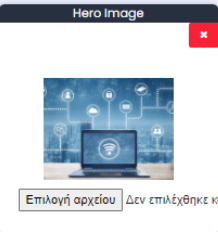
Study Program: [Change Program](#)

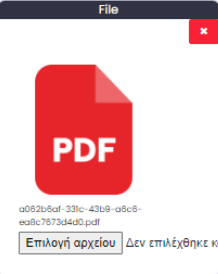
Society 5.0 and Digital Transformation - Code:BSC10

Society 5.0 and Digital Transformation code:BSC10

Main Instructor: Konstantinos Kokkinos (email:kokkinos@uth.gr) | Other Instructors:

Short Description: For more information about specific courses, course dates and information on how to register, please click on the appropriate tiles below...

Hero Image: 

File: 

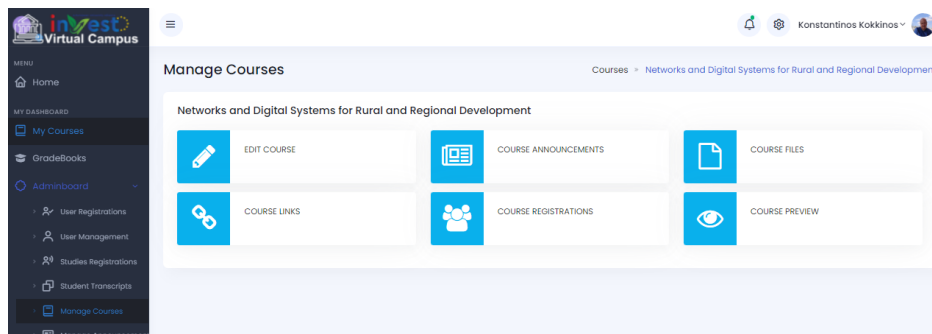
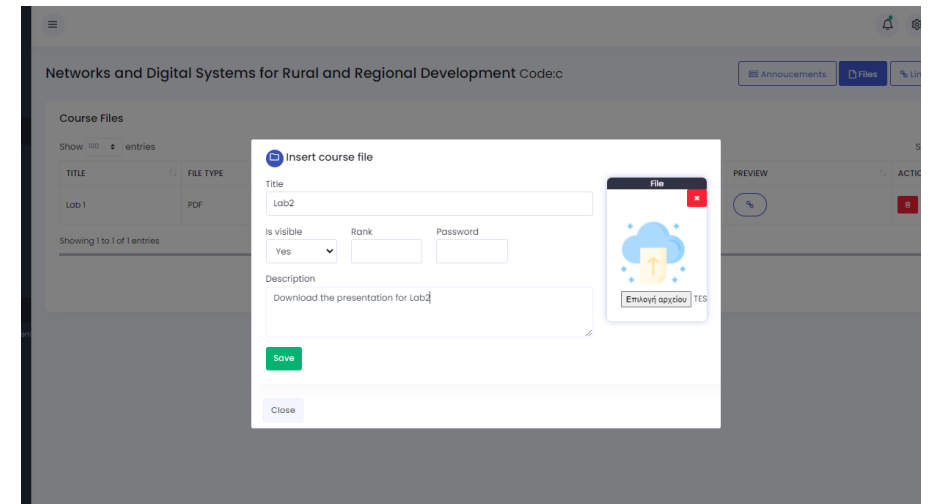
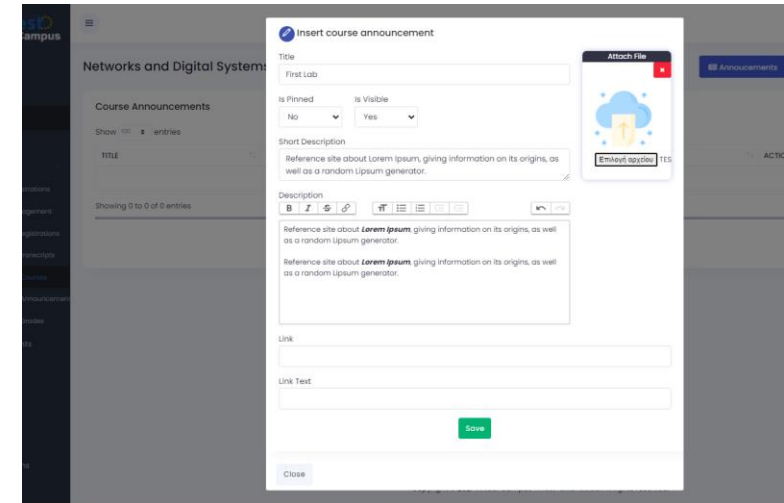
# Exercise 13 – Manage Courses

## Steps for Announcements management

- Select your course and enter the management menu. From the top navigation bar select announcements
- Press create to open a new modal window
- Fill the title, description and upload your attachment if available
- Save the record
- Students registered in the course will receive a notification
- Try to edit or delete

## Steps for Files and links management

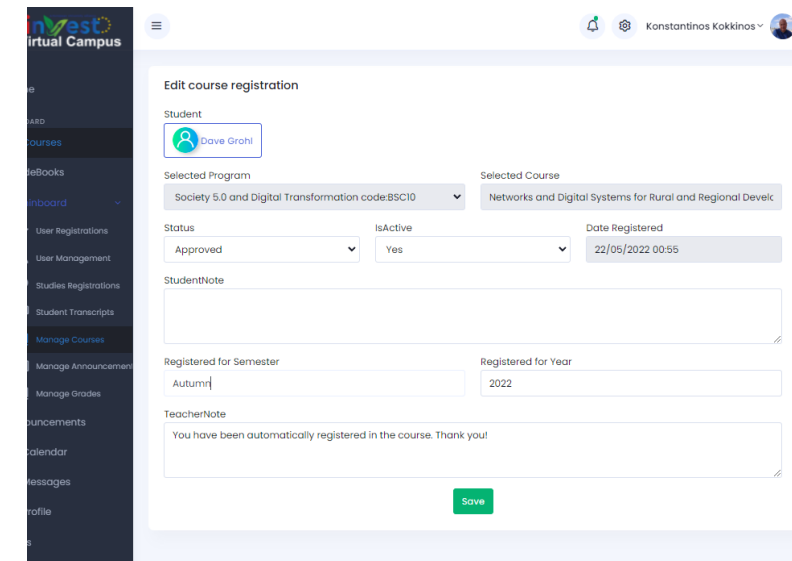
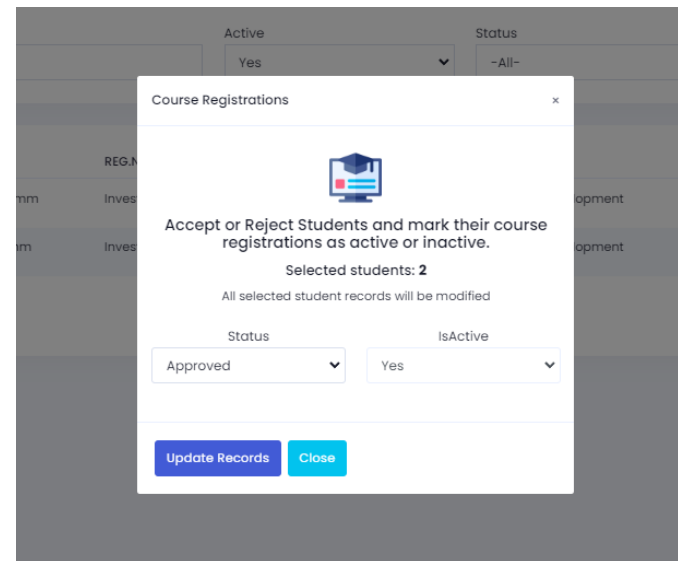
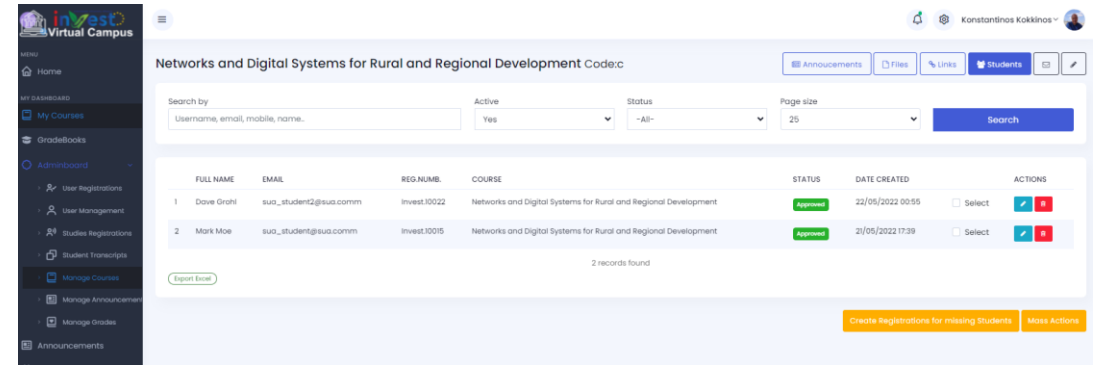
- Follow the same process described above



# Exercise 13 – Manage Courses

## Manage Student Course Registrations

- From the top navbar menu select ‘Students’ tab
- Display a list of all registered students for the selected course
- Apply filters and search criteria if needed
- If you have pending registrations you can edit the records and change the status by selecting the row
- You can make mass actions in the display list by checking the desired records and pressing the ‘Mass Actions’ button. A new modal window pops up in which you can set the ‘registration’ and ‘active’ status of all the records
- If needed you can create mass student registrations for your course
- Try to edit some records. Modifying these data will affect the student’s access to the course material and also the current active gradebook (if not submitted)





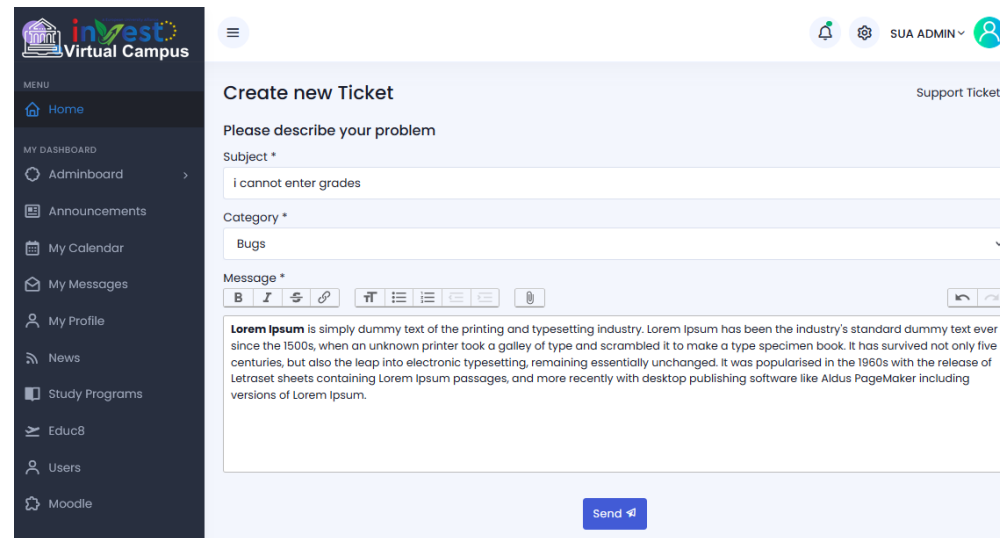
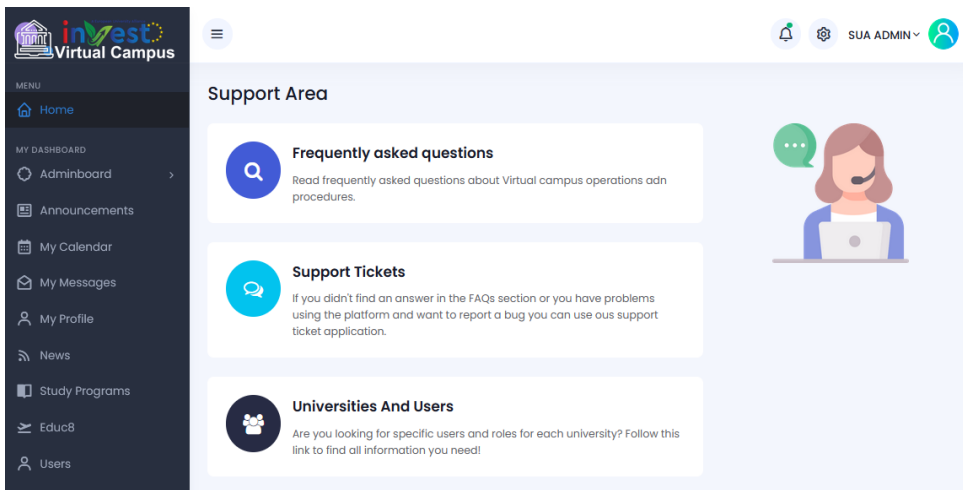
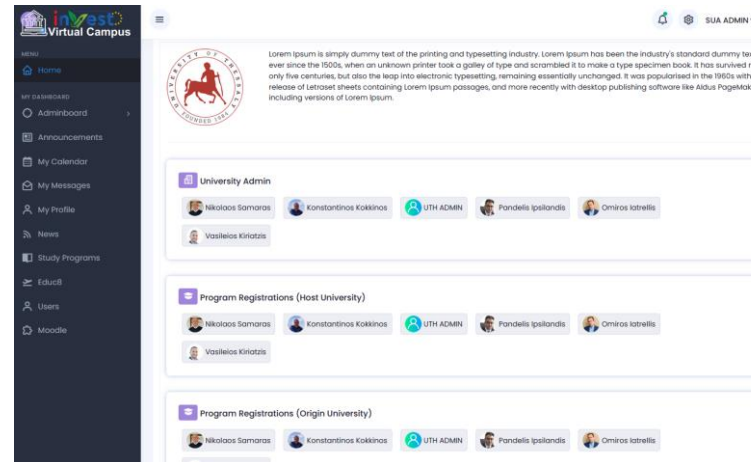
# Exercise – Support Area

## Steps

- From the top menu bar open your profile quick links and select 'Need Help?' item
- Navigate to the support area
- Search in FAQs section
- View the departmental organization for the partner universities regarding in the Virtual Campus Platform
- Go to Support tickets and create a new ticket with your request

## Scenario

Search for help in FAQs section.



10/11/2022

Description

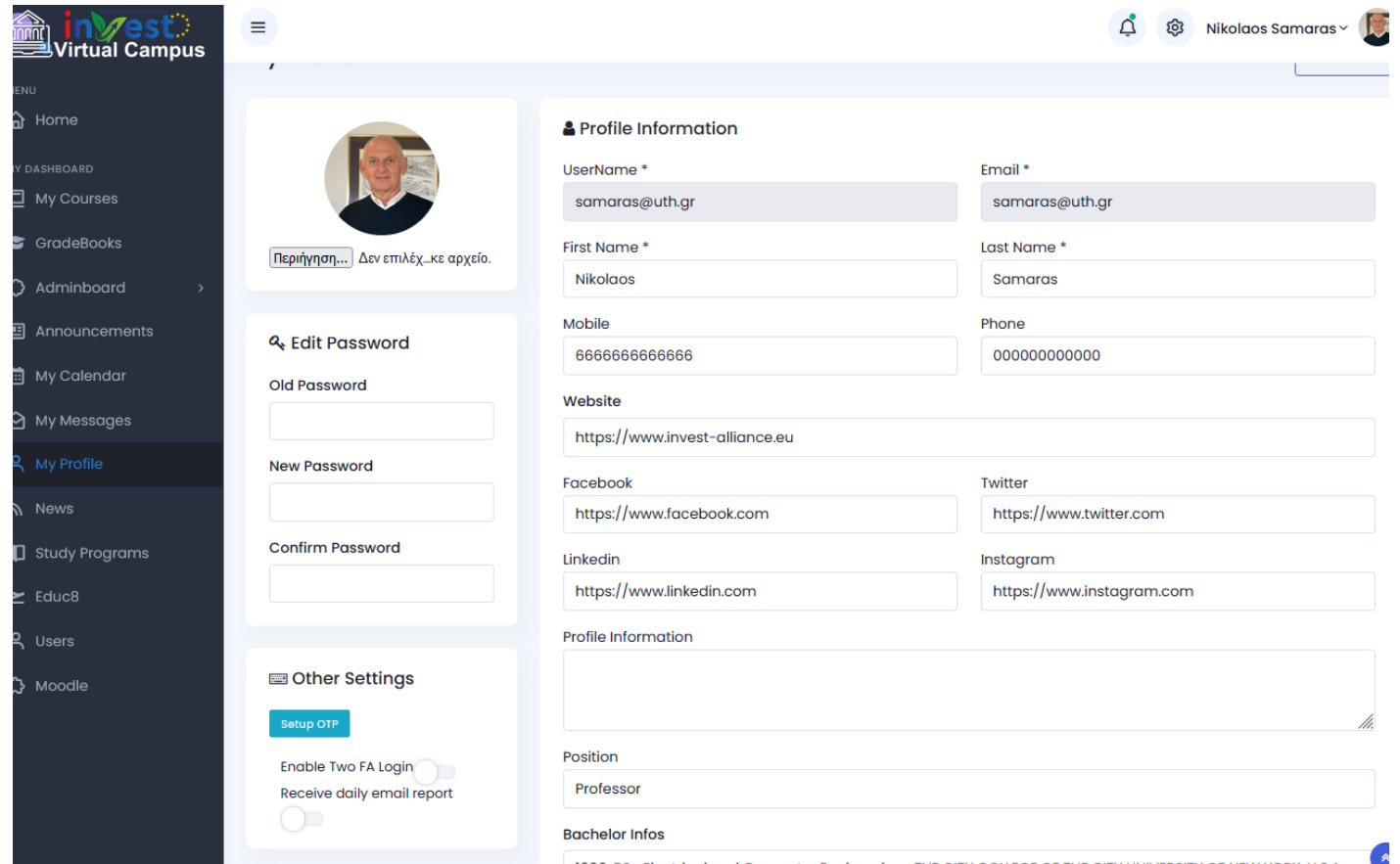
# Exercise – Update profile

## Steps

- From the top menu bar open your profile quick links and select 'Profile' item
- Your personal profile page appears with all available data
- For teachers there are also some extra available fields
- Enter you personal details
- Change your profile image
- Update your password
- Change your account settings
- Setup OTP authentication

## Scenario

Update your profile info.



**invest Virtual Campus**

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**My Profile**

News

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Users

Moodle

**Profile Information**

UserName \* samaras@uth.gr

Email \* samaras@uth.gr

First Name \* Nikolaos

Last Name \* Samaras

Mobile 6666666666666666

Phone 000000000000

Website https://www.invest-alliance.eu

Facebook https://www.facebook.com

Twitter https://www.twitter.com

Linkedin https://www.linkedin.com

Instagram https://www.instagram.com

Profile Information

Position Professor

Bachelor Infos

1998, BSc Electrical and Computer Engineering, THE CITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK, U.S.A.

**Edit Password**

Old Password

New Password

Confirm Password

**Other Settings**

Setup OTP

Enable Two FA Login

Receive daily email report

# Thank you!

