

# DIMBI

## Guidelines for Dimbi portal



Funded by the  
Erasmus+ Programme  
of the European Union

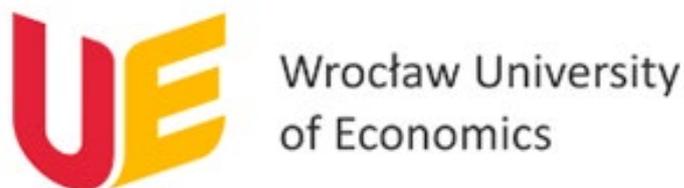
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## About this manual

This manual has been designed to be used by DIMBI users and is a walkthrough for the main features and functionalities of this platform.

## Prepared By:



## 1. About Dimbi

The project meets the needs of the universities and offers the access to the ready-made, innovative tools. It also contributes to modernizing of the high education in Europe and complies with the strategies and policies of EU. The aim of the Partnership, whatsoever, is introducing the innovative practices leading to high quality of teaching and learning.

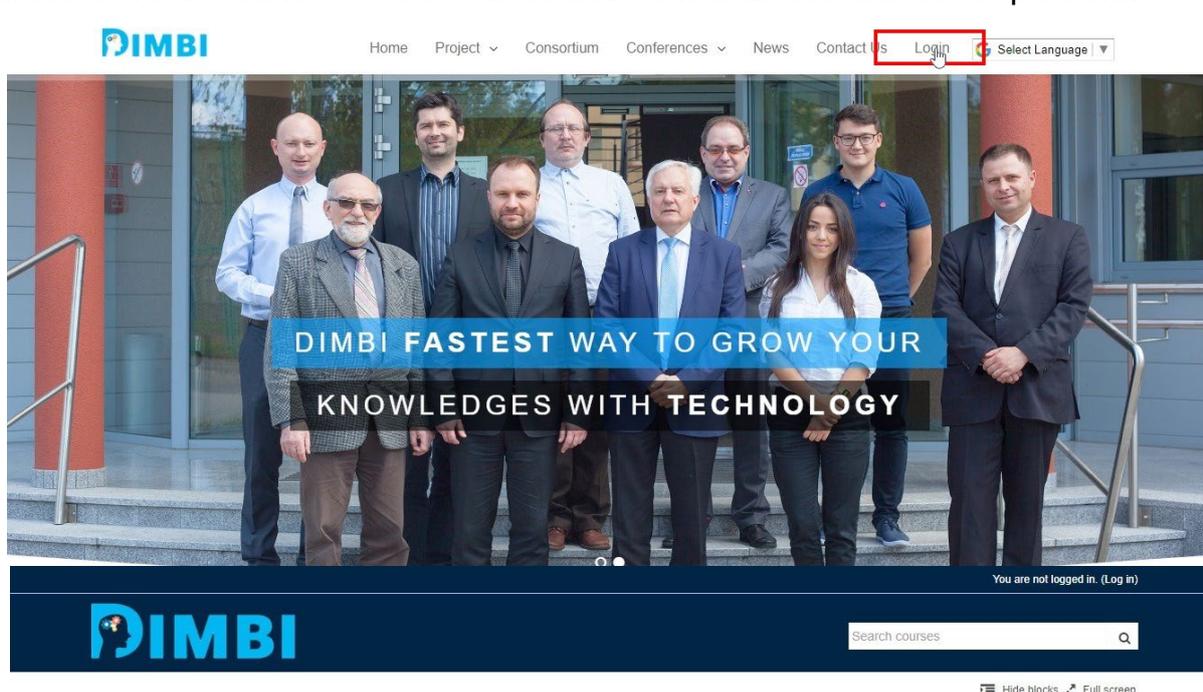
## 2. Intellectual Outputs

- Innovative Curriculum - Business Intelligence
- Innovative Curriculum - Data warehouse
- Methodology of teaching Business Intelligence and Data warehouse
- Interactive books
- Educational and Communicational Portal

## 3. How to view Dimbi platform

On the official website of Dimbi project you will find the "Login section" which redirects you to the main page of the platform.

You will see there an overview of the courses and some main features of the platform.



### Available courses

Curriculum Data War...

Course >

Curriculum Business ...

Course >

Teaching Methodolog...

Course >

### Calendar

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

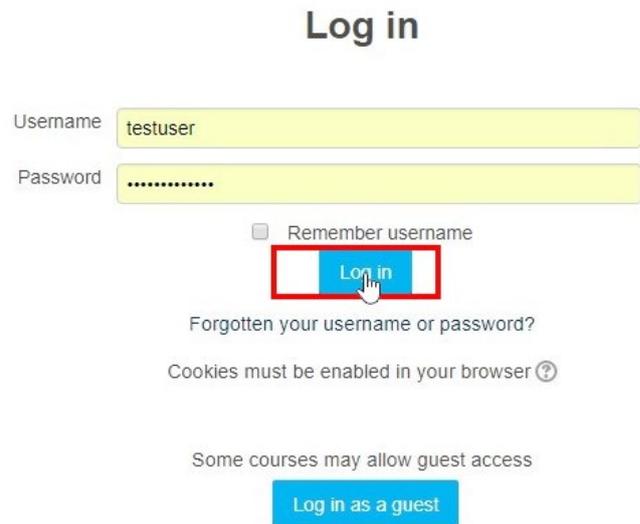
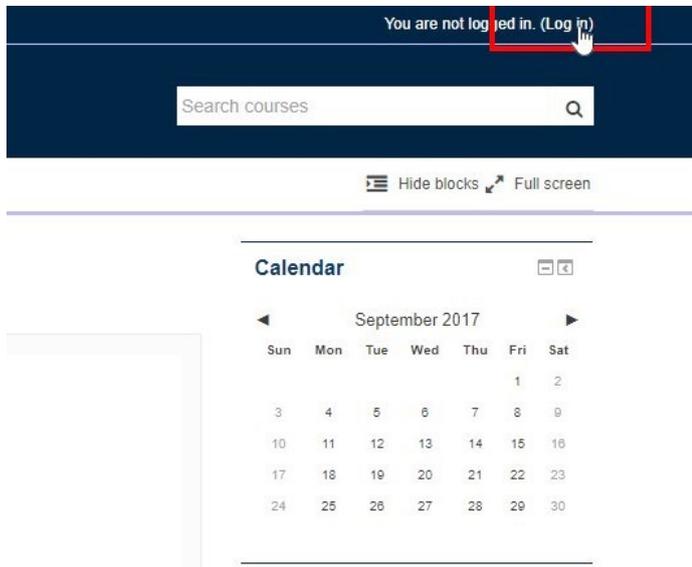
### Course categories

- Curriculum
- Teaching
- Active books
- Test course
- All courses ...

## 4. Logging in to the platform

To be able to use the platform functionalities, to enroll for courses, communicate to other users and view users profile and their publications, you have to login, providing username and password.

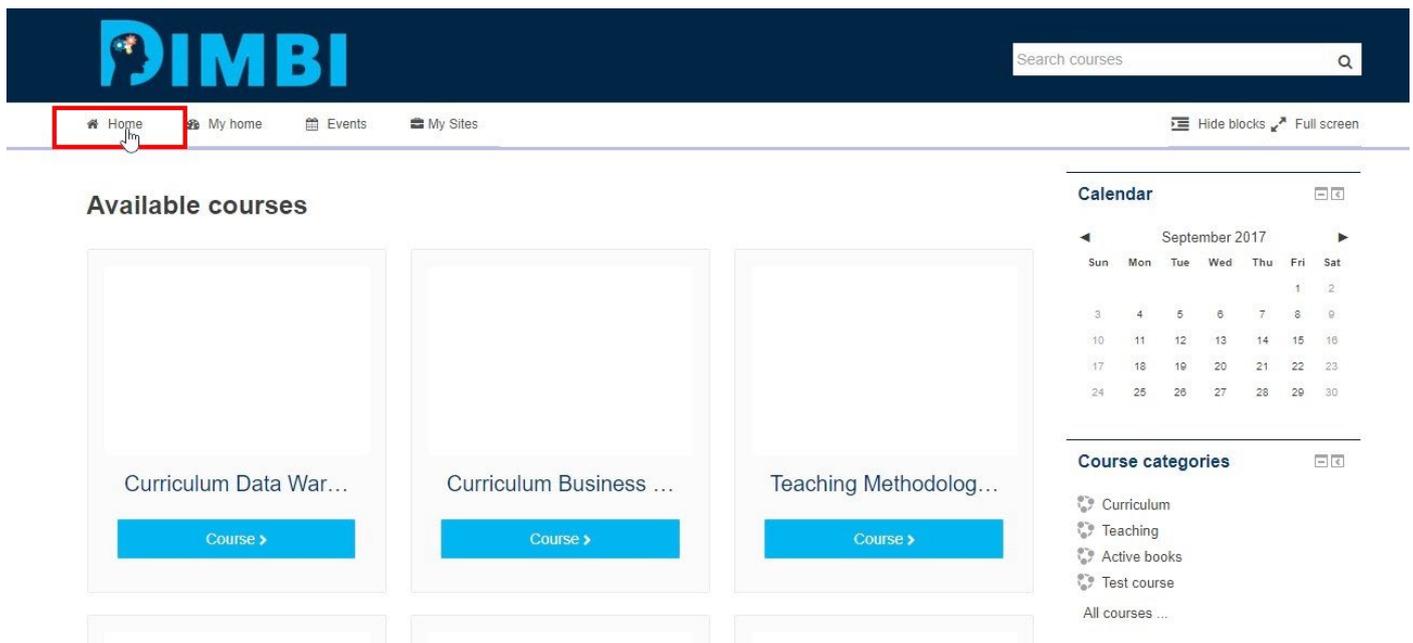
- On the top right corner is the section to login.
- Provide username and password.



## 5. The platform's overview

In this chapter, we present the Dimbi platform and its main functionalities. You will be able to view the different sections of the platform and learn how to use it in order to perform various actions.

- **Home**  
*Displays all available courses and configurations menu (on the right side)*



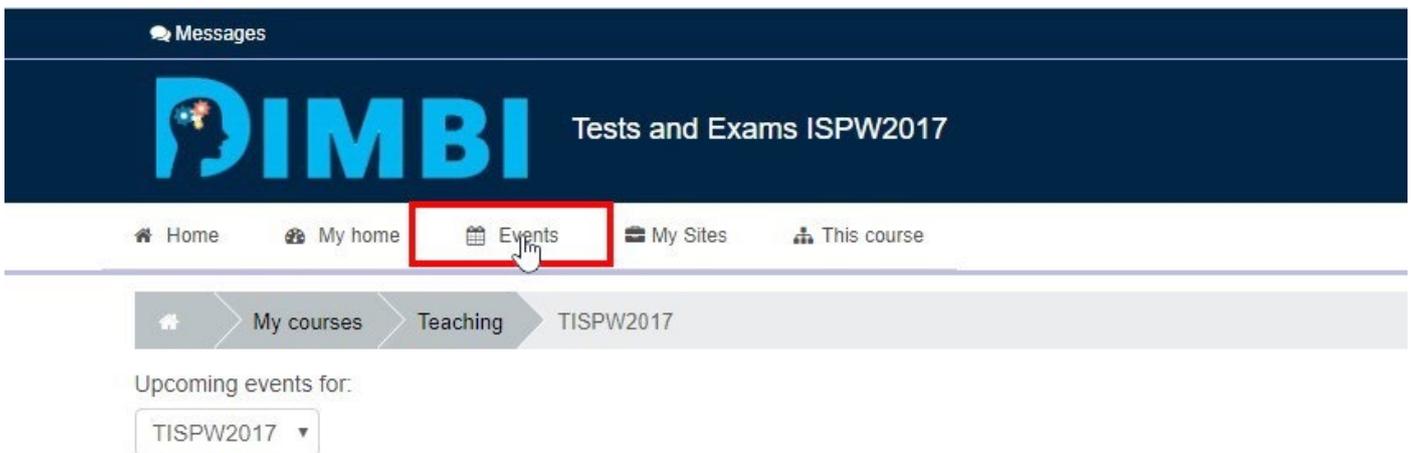
- **My home**

Stands for users personal and customized home page, with the courses that he/she has enrolled, private files, and you can see online users as well on the right section of the platform.



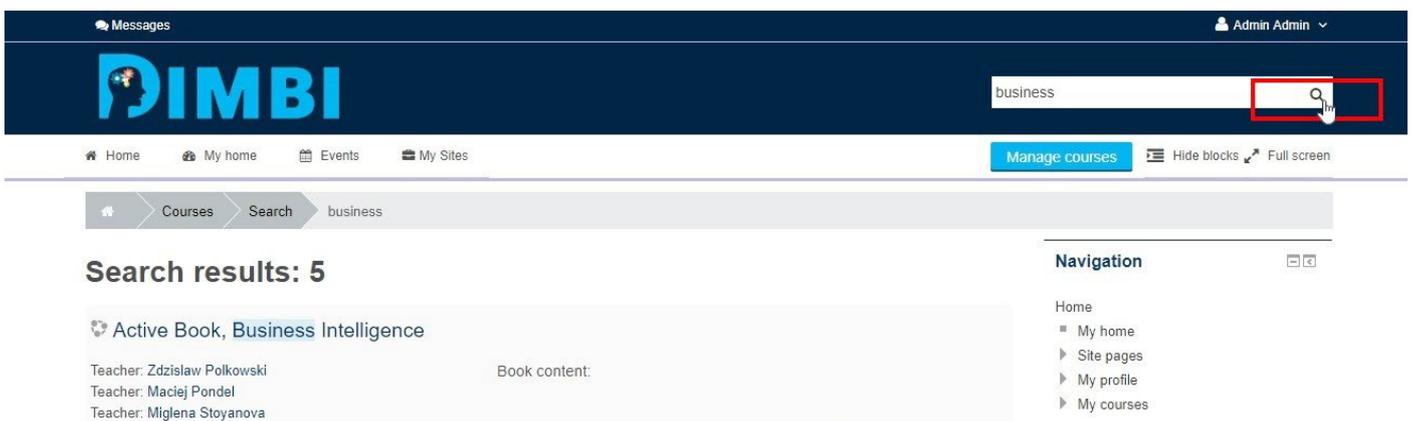
- **Events**

Displays events of all courses that user has enrolled, or you can choose for a specific event through the dropdown menu.



## 6. How to search

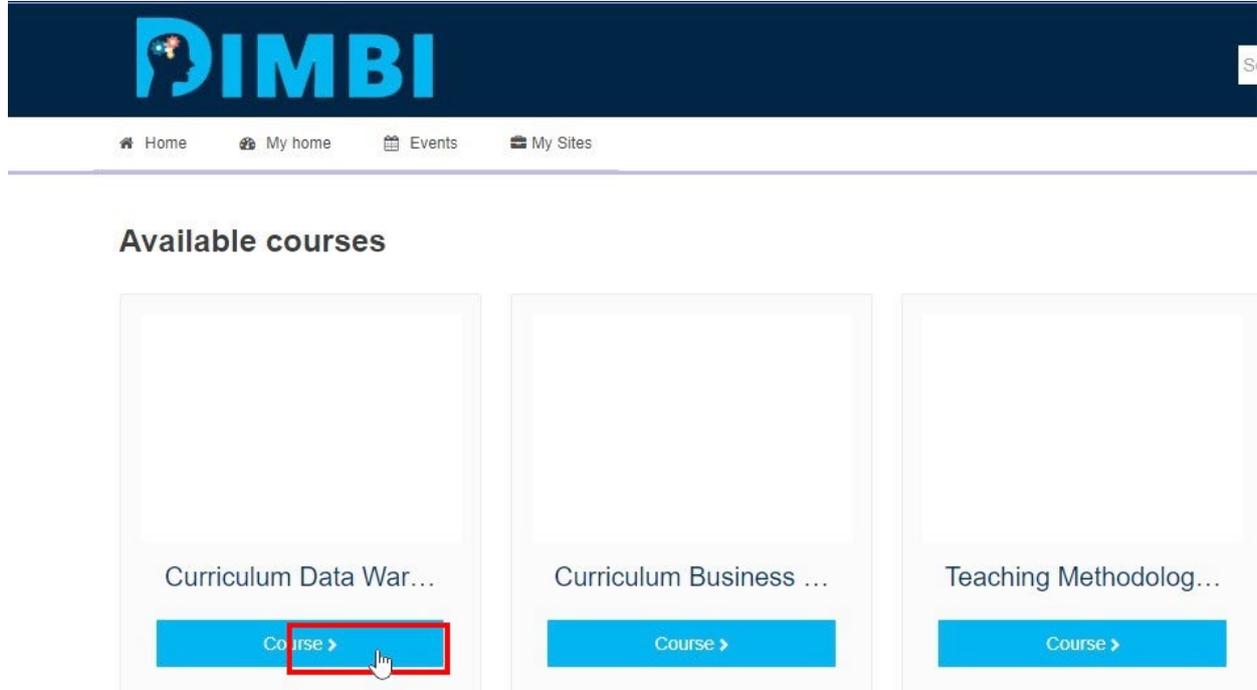
On the top right corner, you can find the search bar. Simply type what you are looking for and the results will be displayed with details.



## 7. How to enroll to a course

You can view details of the course clicking the course button, which displays course details like, teacher, topics covered, books included, authors etc.

There are two options to be enrolled to a course:

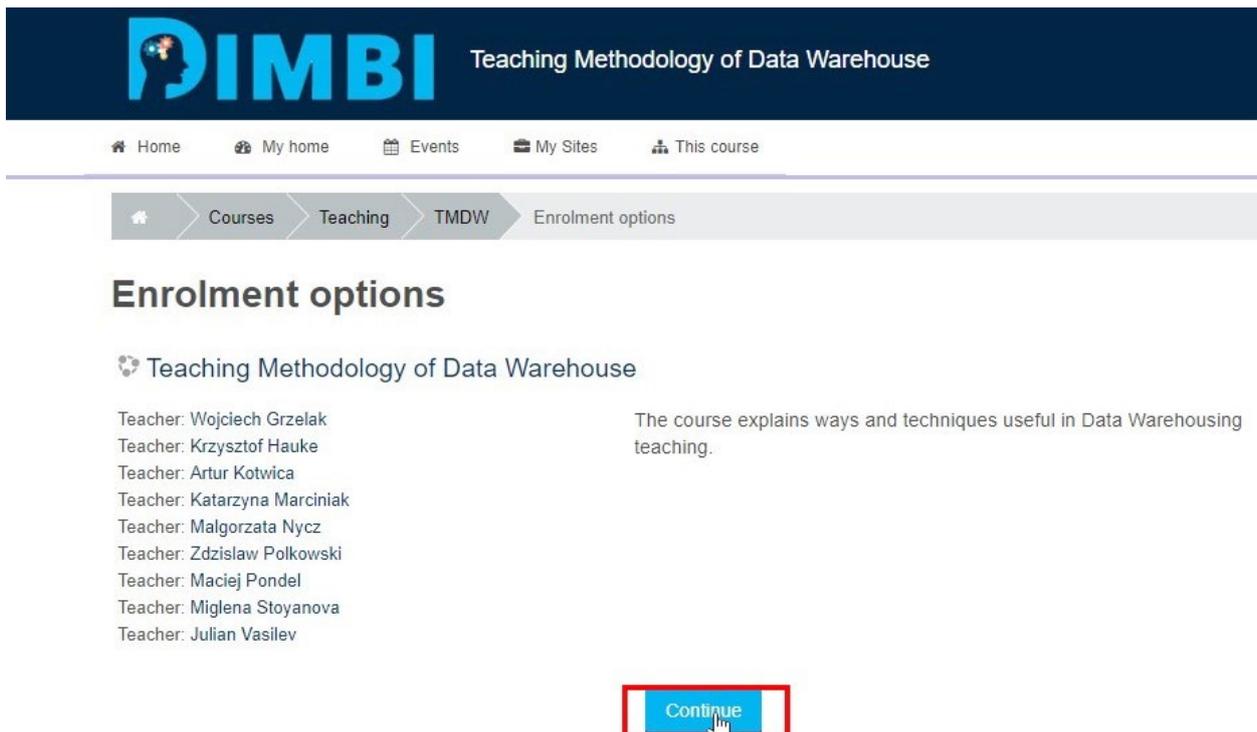


- **Enroll by admin**

*Administrator of the platform enrolls a user to specific courses making the right configurations;*

- **Enroll by user**

*User itself enrolls to the preferred course.*



## 8. How to manage side menu

On the right side, there is a personal menu displaying data and settings of the current user. He/she can see the following items on the menu:

- **My private files**
- **Online users**
- **Navigation**
- **Administration**

The screenshot shows a vertical menu on the right side of the page. It is divided into four sections, each with a title and a collapse icon (two squares):

- My private files**: Shows "No files available" and a link "Manage my private files..."
- Online users**: Shows "(last 5 minutes)" and a user "test user" with a small profile icon.
- Navigation**: A list of items: "Home", "My home", "Site pages", "My profile", "My courses", and "Courses".
- Administration**: Shows "My profile settings".

At the bottom right of the menu area, there is a grey square button with an upward-pointing arrow.

### 8.1 My private files > Manage my private files

User can upload files up to 100MB of most generic types (images, Office documents, zip files, etc.). User can choose file from local computer, using drag and drop feature, or even choose from cloud platforms.

The screenshot shows the "My private files" management interface. At the top, there is a breadcrumb trail: Home > My profile > My private files. Below this is a "Files" section with a sub-header "Files" and a note: "Maximum size for new files: 100MB, overall limit: 100MB".

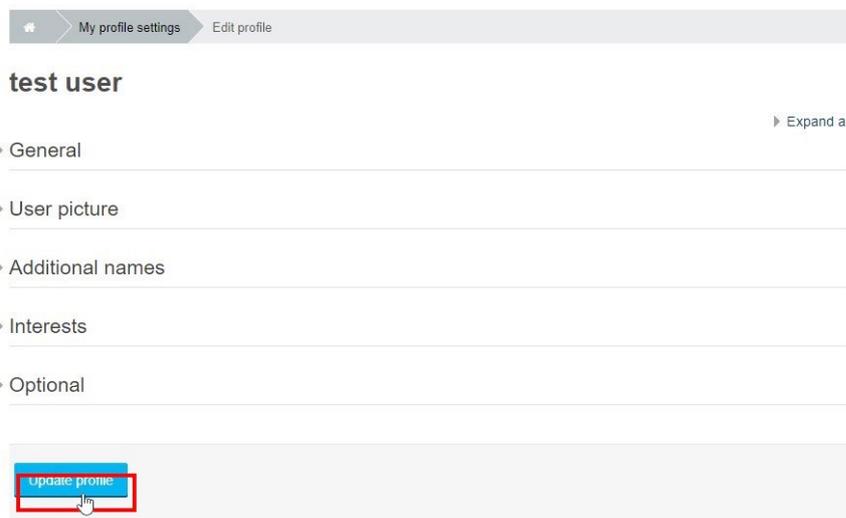
The main area contains a file upload interface with three icons: a document with a plus sign, a folder, and a download icon. Below these icons is a folder named "Files" containing a single document icon labeled "Dimbi Guide.docx".

At the bottom of the interface, there are two buttons: "Save changes" (highlighted with a red box and a mouse cursor) and "Cancel".

## 8.2 Administration > My profile settings > Edit Profile

User can edit or add new:

- **GENERAL**  
*name, surname, email and other personal settings*
- **PICTURE**  
*upload new or replace*
- **ADDITIONAL NAMES**  
*add phonetic name, surname, middle name, etc.*
- **INTERESTS**  
*list of interests*
- **OPTIONAL**  
*contact details like, websites and social networks.*



## 8.3 > Change Password

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Change password

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**Username**  
testuser

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

**Current password\***

**New password\***

**New password (again)\***

### 8.4 > Messaging

User can configure various options about notification methods for incoming messages.

- Personal messages between users
- Course creation request approval notification
- Course creation request rejection notification
- Badge recipient notifications
- Badge creator notifications
- Manual enrolment expiry notifications
- Self-enrolment expiry notifications

System	Popup notification	Email
<b>Personal messages between users</b>		
When I'm logged in	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When I'm offline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Course creation request approval notification</b>		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Course creation request rejection notification</b>		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Badge recipient notifications</b>		
When I'm logged in	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When I'm offline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Badge creator notifications</b>		

### 8.5 > Blogs

At this section user can edit and configure:

- **Preferences**  
*User can select blog entries per page*
- **External blogs**  
*User can register to and external blog and receive news and updates via RSS*

#### Register an external blog

RSS feed URL\* ?  
 Choose a link...

Name ?

Description ?

Filter tags ?

Add these tags ?

Save changes Cancel

## FAQ

### Starting with Dimbi

#### What is DIMBI?

DIMBI is a learning management system.

#### How do I start using DIMBI?

You can access it from every device connected to internet, through this link (DIMBI).

#### Do I have to be good with technology to use DIMBI?

To use DIMBI, you only need the basic web browsing skills.

#### Is DIMBI just for online learning?

It can be. However, in most cases DIMBI is used to support and combine face-to-face interaction with e-learning, m-learning and other forms of learning.

### Navigation and settings

#### How do I login to DIMBI?

Go to the right URL (address) of the DIMBI site, login with your username and password, or enter as a Guest (if allowed). Most DIMBI sites will have a link to set up a new account or request forgotten details of your existing one.

#### How do I get around DIMBI?

Use the Navigation block on the side of your page. From there you can go directly to any part of DIMBI you have access to.

#### How do I edit things?

You can only edit things you have permission to edit. A regular user such as a student can only edit their My home page and possibly their Profile page. A user with editing rights such as a teacher can use the 'Turn editing on' button or the link in the Settings block to edit items. A guest can't edit anything and an Admin you can whatever they like.

#### Who can create and edit activities and other things in courses?

Whoever has the editing capability. Usually, it is the Teacher who creates and edits courses and activities within courses, but this role can be changed, re-named (ex. Facilitator) and given to other people too.

#### How long does it take students to learn to use DIMBI?

It really does not take a great deal of skill or computer knowledge to use DIMBI. With basic web browsing and editing skills, students (and teachers) can use DIMBI - instantly!

#### Do students must be online all the time to use DIMBI?

DIMBI is an online learning management system and at some point, you and your students will have to spend some time in front of a computer. How much time depends on what you use DIMBI for. Most DIMBI sites are used to mix offline and online learning activities.

## Basic DIMBI jargon

DIMBI uses jargon words that you may be familiar with from other, non-DIMBI contexts. Within DIMBI, these words have specific (and potentially different) meanings, explained below.

### What is a Course?

A course is the basic learning area on DIMBI where a teacher displays materials for their students.

### What is a Category?

A category is a group of things and has several meanings in DIMBI. It can be a grouping of courses by a certain criterion (Such as: Science; Junior School; Staff Area). It can be a group of questions, or a group of entries in a glossary.

### What is an Activity?

Usually an activity is something that a student will do that interacts with other students and or the teacher. DIMBI has over a dozen activity types of tools for a teacher to use in a course.

### What is a Resource?

Resources are items that a teacher can use to support learning, such as a file or a link. A standard DIMBI comes with 6 resource types that can be added to a course.

### What is a Role?

A role in DIMBI refers to what a user is allowed (or not) to do on a DIMBI site. Typical roles might include those of a student and teacher. A role is a collection of permissions that can be assigned to specific users in specific contexts. For example, when a user is enrolled in a course as a student.

## Security

What if I did something wrong and accidentally broke it - could it be easily fixed?

DIMBI can be backed-up at any point. If a backup was made 5 minutes before you broke it, chances are it can be fixed easily.

### Can I track and search what people do and post in DIMBI?

Assuming you are a teacher and it is your course, yes. DIMBI Admin can do that for the entire site.

### Can I backup DIMBI so I don't lose things?

Yes, you can back up a DIMBI site or as a teacher you can back up your course and download it (if your role permits it). With appropriate permissions, you can restore your course and/or import parts of courses elsewhere on your site or beyond.

## Technical

### Does it matter what computer type or browser I use for DIMBI?

DIMBI works well in all standard, modern browsers and different operating systems. As with any web based application, you should be aware of your audience, their typical bandwidth and web browsers.

### Can you use DIMBI from anywhere?

Yes, if it is on a web server attached to the internet and you have a computer, mobile device or tablet. Or if it is on a web server attached to the same intranet (internal network) as a computers or tablets which need to work it. And you can even put DIMBI on a USB drive.