**ADAPTIVE MOOCs**

**Administrator Manual**

To open the administration the Adaptive MOOCs, use the following steps:

1. The system is a part of the BECK Centre developed during the project. Open the BECK project website <http://beck-erasmus.com/> to access the system (Fig. 1).
2. Go to the BECK project website, select **BECK Centre** in the menu and click **Adaptive MOOCs** in the drop-down menu (Fig. 1). To start Adaptive MOOCs, please refer to the Adaptive MOOCS User Manual.

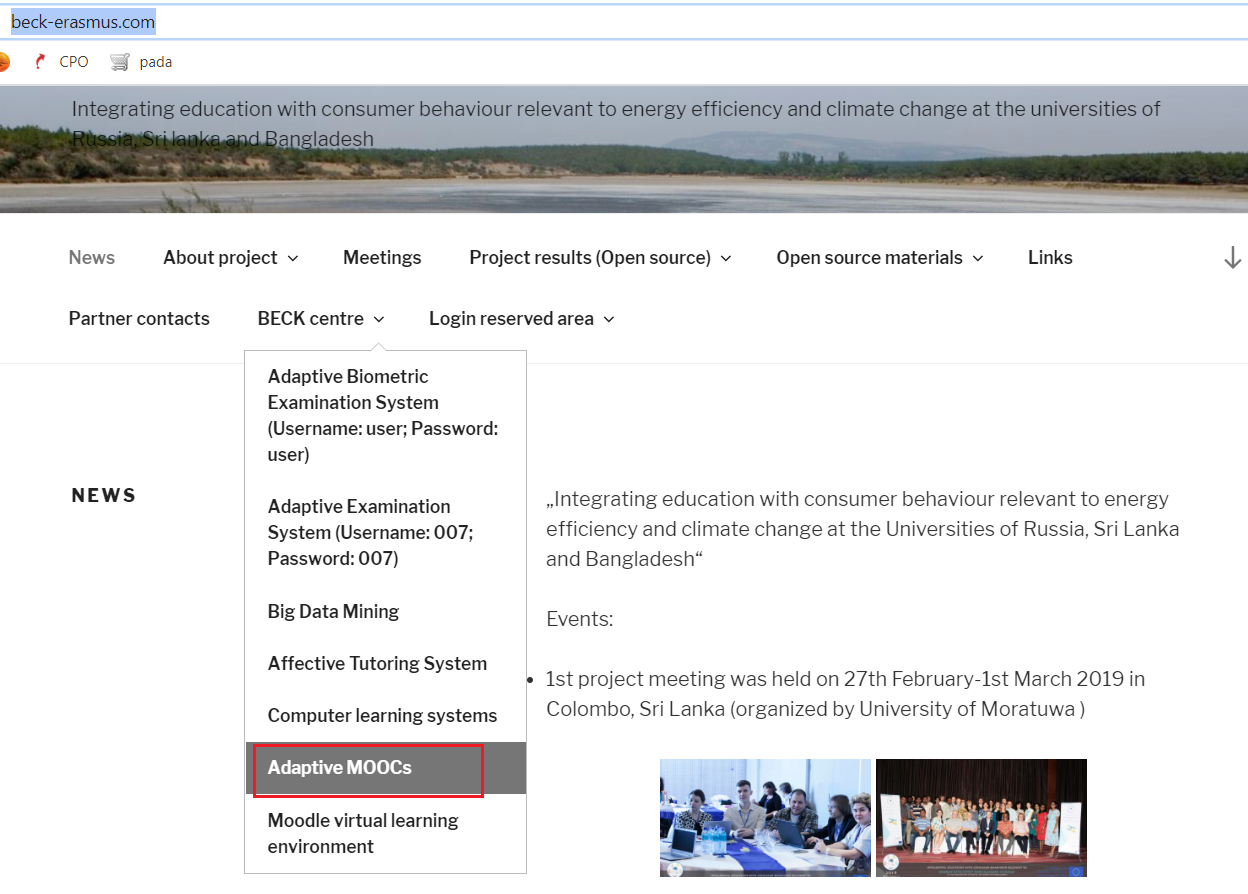


Fig. 1. The BECK project website.

1. Use <https://beck-ats.vilniustech.lt/admin> for system administration and creating/editing new/existing surveys. Login details:
   1. Username: [admin@gmail.com](mailto:admin@gmail.com)
   2. Password: godlike

and click **Login** (Fig. 2).

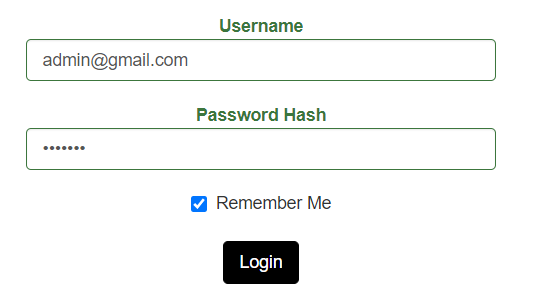


Fig. 2. Administrator login in Adaptive MOOCs.

***1.1. Create a new survey***

The steps for creating a new survey are in reverse to the usual order: enter the text → create an answer → assign text to the answer → create a question → assign an answer to the question → create a survey → assign questions to the survey. Each step is briefly described below.

1. Fill in the text matrix and select which text will be uploaded to the system (see the instructions *Adaptive MOOCs text search and matrix creation*);
2. To add your texts to the system, select **Texts** in the left toolbar (Fig. 3). You can add new text or edit/delete existing text. Use the following features:

|  |  |
| --- | --- |
|  | -View |
| -Update |
| -Delete |

To add new text, click **Create\_text** (Fig. 4). A window will open. Enter the title, then copy and paste the text with a reference link and highlighted keywords (Fig. 5). Then click **Save**.

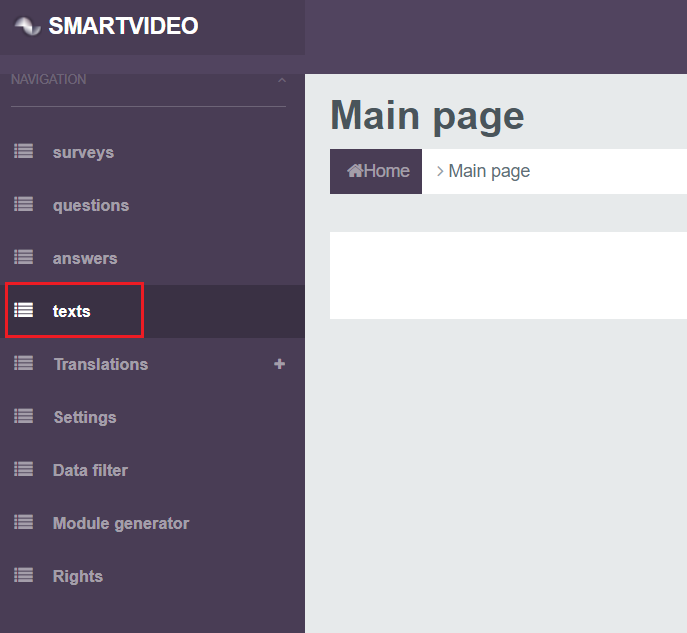


Fig. 3. The button to add text.

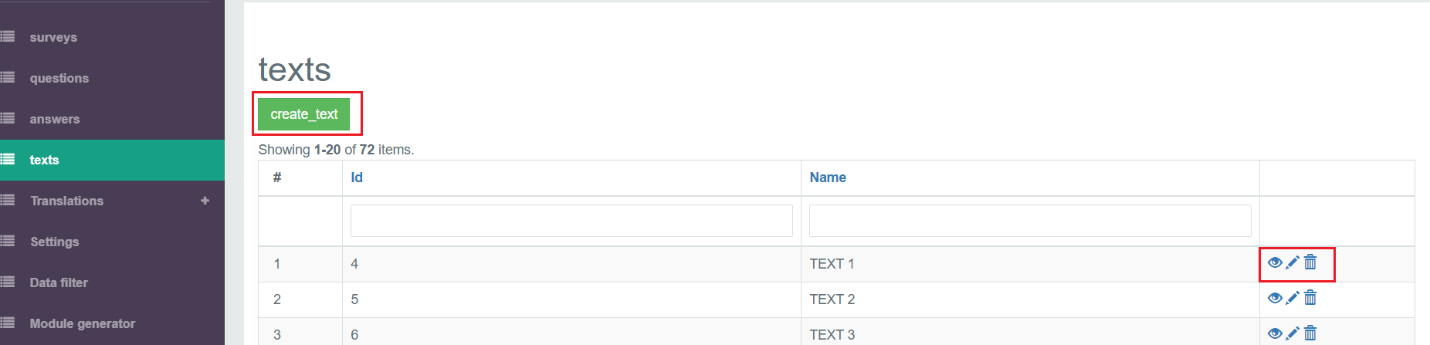
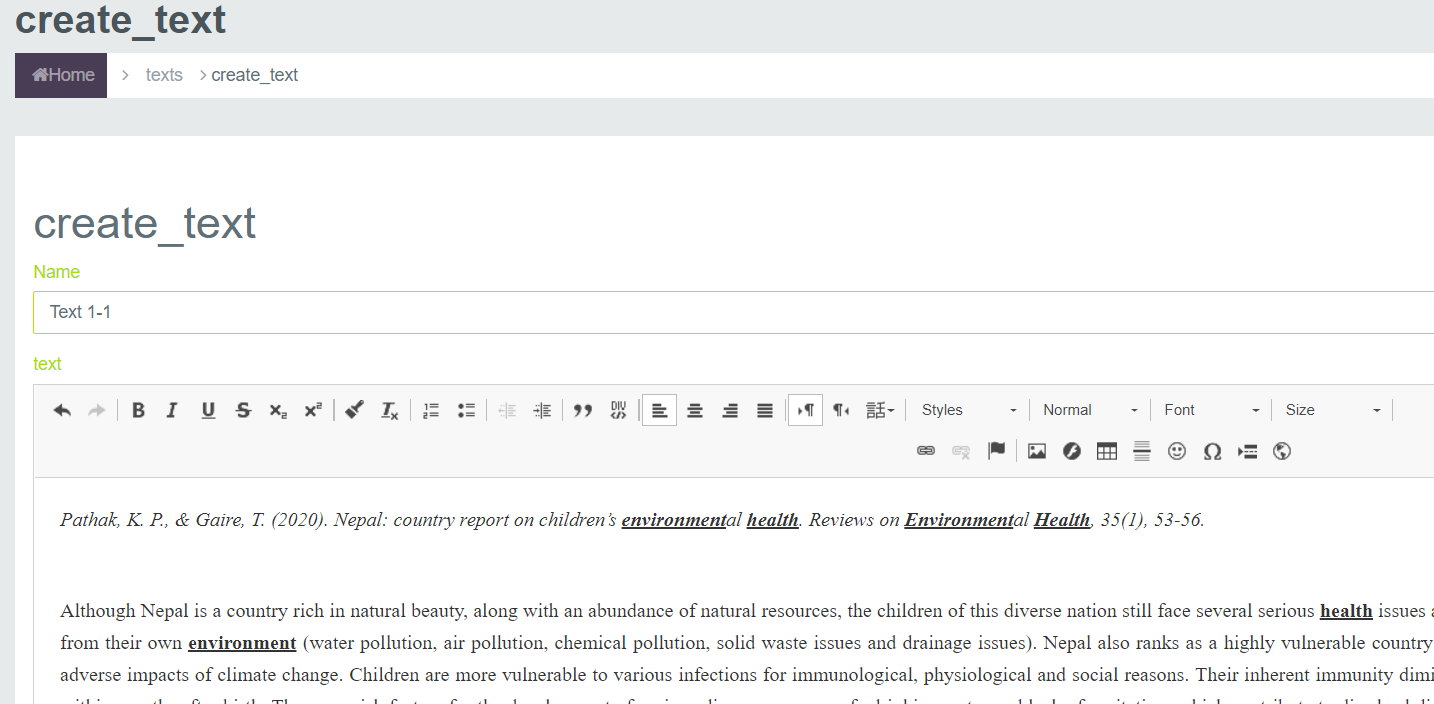
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Fig. 4. The button to add new text.



**...**

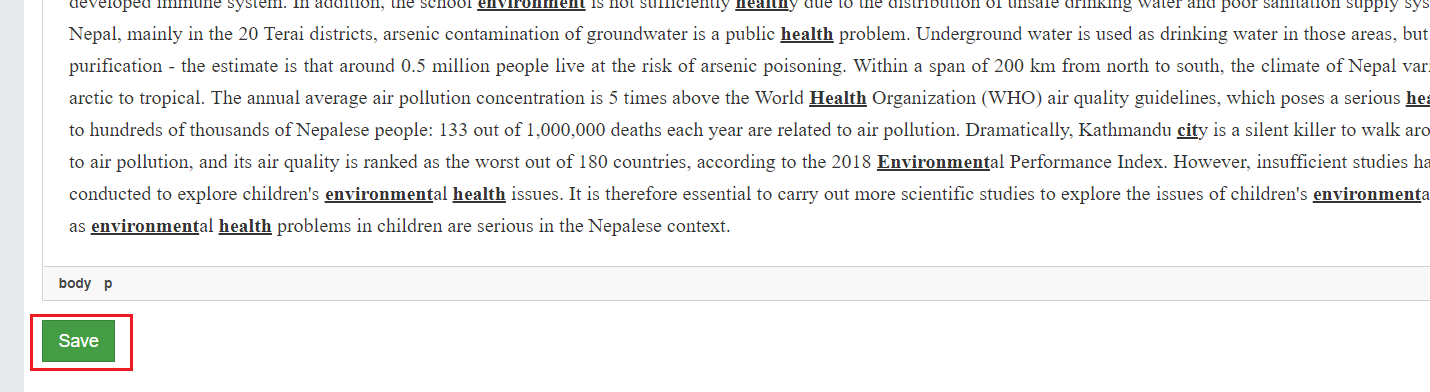


Fig. 5. Uploading new text.

1. To add survey answers and assign text, select **Answers** in the left toolbar. A window will open with the available answers (Fig. 6). Use the following features to review and edit the existing answers:

|  |  |
| --- | --- |
|  | -View |
| -Update |
| -Delete |

Click **Save** when you finish editing. Check the box next to **Active** (visible to users) to activate or hide answers.

To add a new answer, click **Create answer**. Add a new answer and click **Select text** toassign the text you want to the new answer (Fig. 7). Assign the relevant text to the answer taking into account the title of the text. To remove any selected text, click **X** next to the text. Check the box next to **Active** to make the answer visible to users.

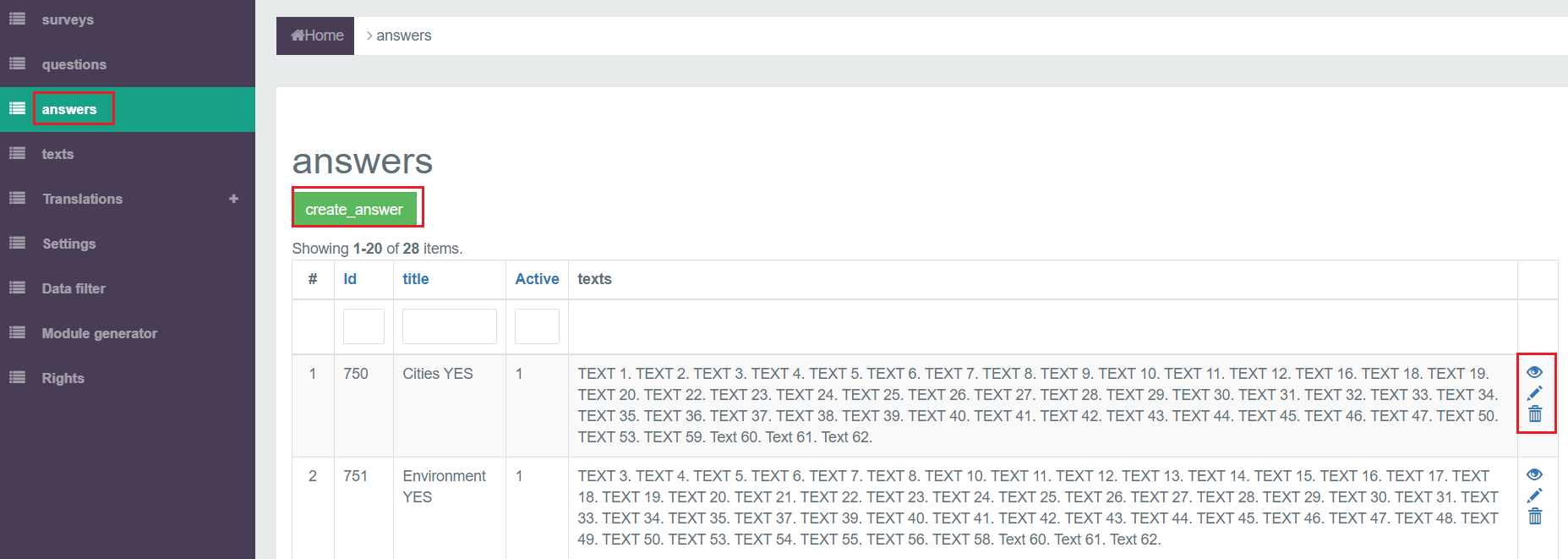


Fig. 6. Creating answers.

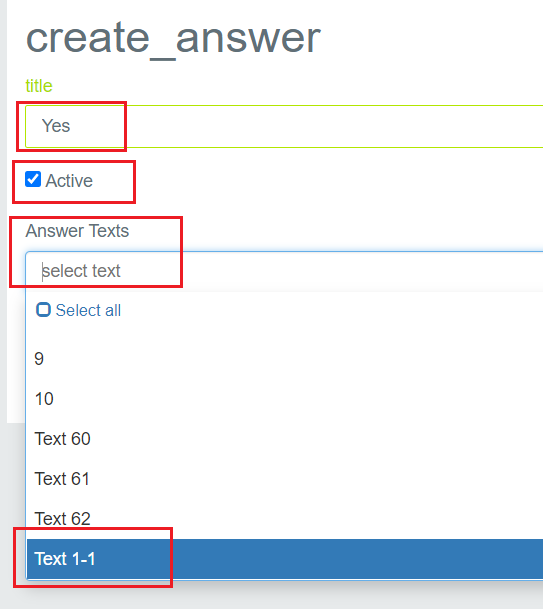


Fig. 7. Adding a new answer and assigning text.

1. Add survey questions and assign their answers. A window will open with the available questions and their list (Fig. 8). Atsidariusiame lange matysite jau suvestus klausimus ir jų sąrašą (8 pav.). Use the following features to review and edit the existing questions:

|  |  |
| --- | --- |
|  | -View |
| -Update |
| -Delete |

Check the box next to **Active** to make a question visible to the system users.

To add a new question, select **Create\_question**. Add the question, check the box next to **Active** to make it visible, assign an answer to the question from the available list and click **Save** (Fig. 9).

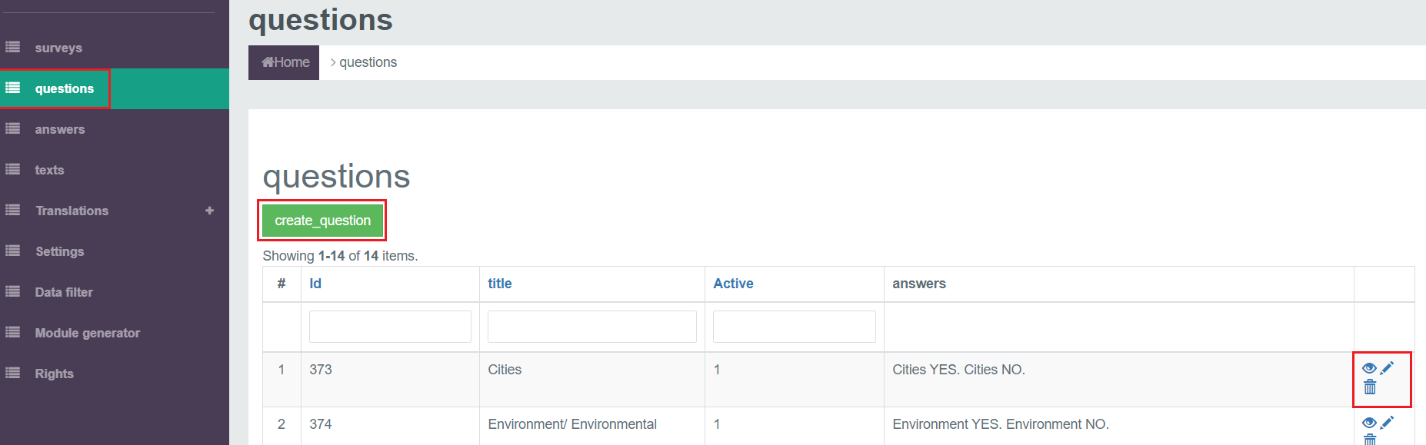


Fig. 8. Creating questions.

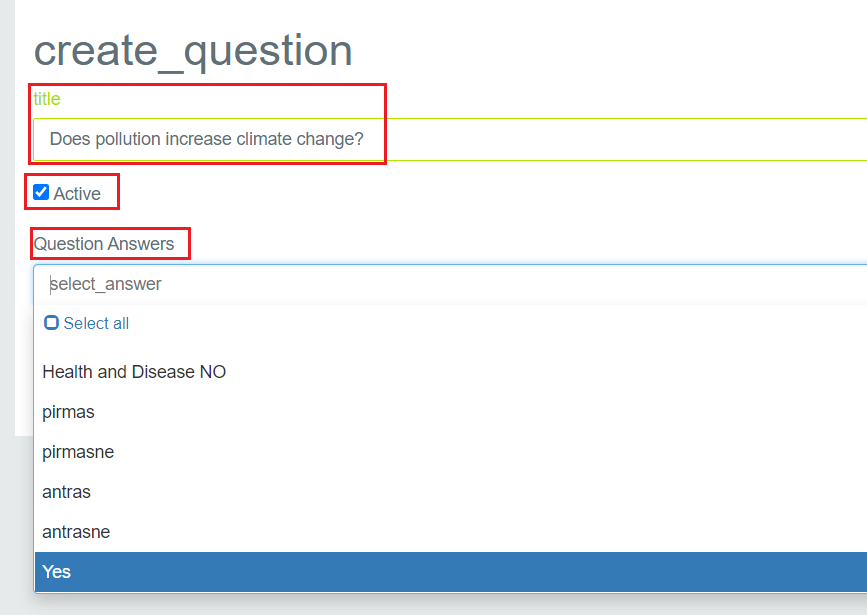


Fig. 9. Adding a new question and assigning an answer.

1. Create a survey (Fig. 10), select **Survey** in the left toolbar. A window will open with the available survey. Use the following features to review and edit the existing survey:

|  |  |
| --- | --- |
|  | -View |
| -Update |
| -Delete |

Check the box next to **Active** to make a survey visible to the system users. To create a new survey, click **Create survey**. Add the survey title, check the box next to **Active** to make the survey visible, assign questions to the survey from the available list and click **Save**.

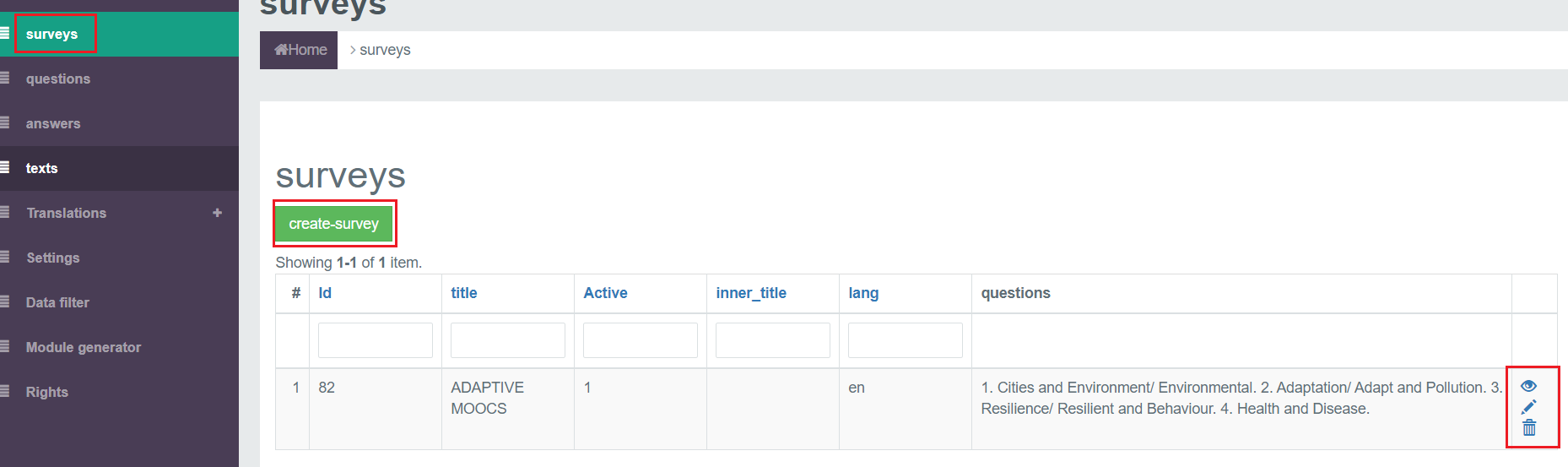
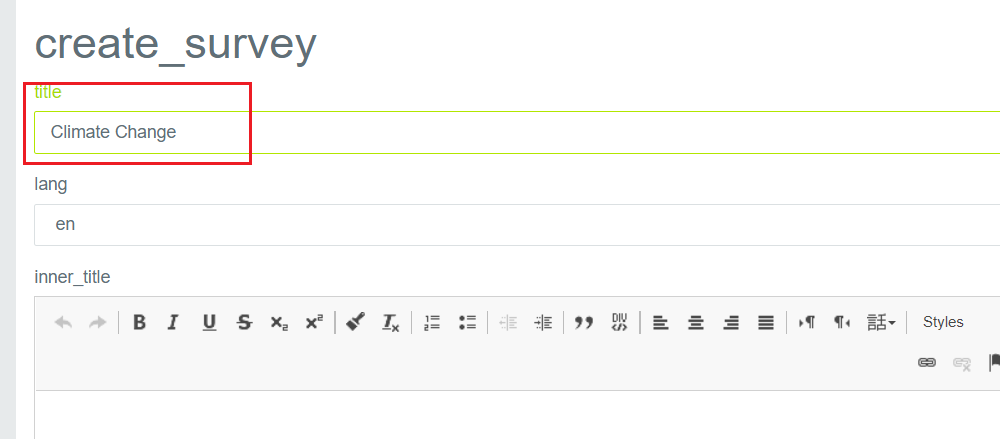


Fig. 10. Creating survey 

**…**

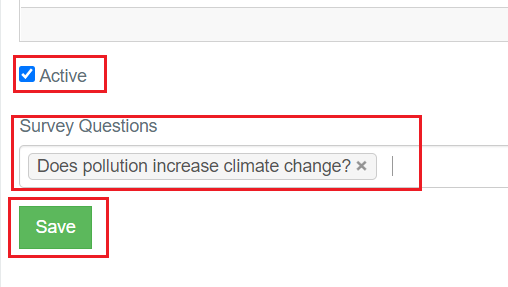


Fig. 11. Adding a new survey and assigning questions.

***1.2.*** ***Edit an existing survey***

To edit an existing survey or assign text, follow the steps below:

1. To edit text, select **Texts** (Fig. 3) in the left toolbar. A window will open with a list of all available texts (Fig. 4). You can add new text or edit/delete existing text. Use the following features:

|  |  |
| --- | --- |
|  | -View |
| -Update |
| -Delete |

Click the pencil icon to edit text. A text editing window will be opened. You can edit the title and the text. Click **Save** to save your adjustments.

1. To edit existing answers, select **Answers** (Fig. 6) in the left toolbar. A window will open with a list of available answers. You can add new answers or edit/delete existing answers. Use the following features:

|  |  |
| --- | --- |
|  | -View |
| -Update |
| -Delete |

Check or uncheck the box next to **Active** to activate or hide answers. Click the red dot highlighted in Fig. 12 to assign more texts to an answer. A menu with all available texts will open automatically. To add more content, select the texts you want to add. To delete an assigned text, click **X** next to the text you want to delete. When you finish editing, click **Save**.

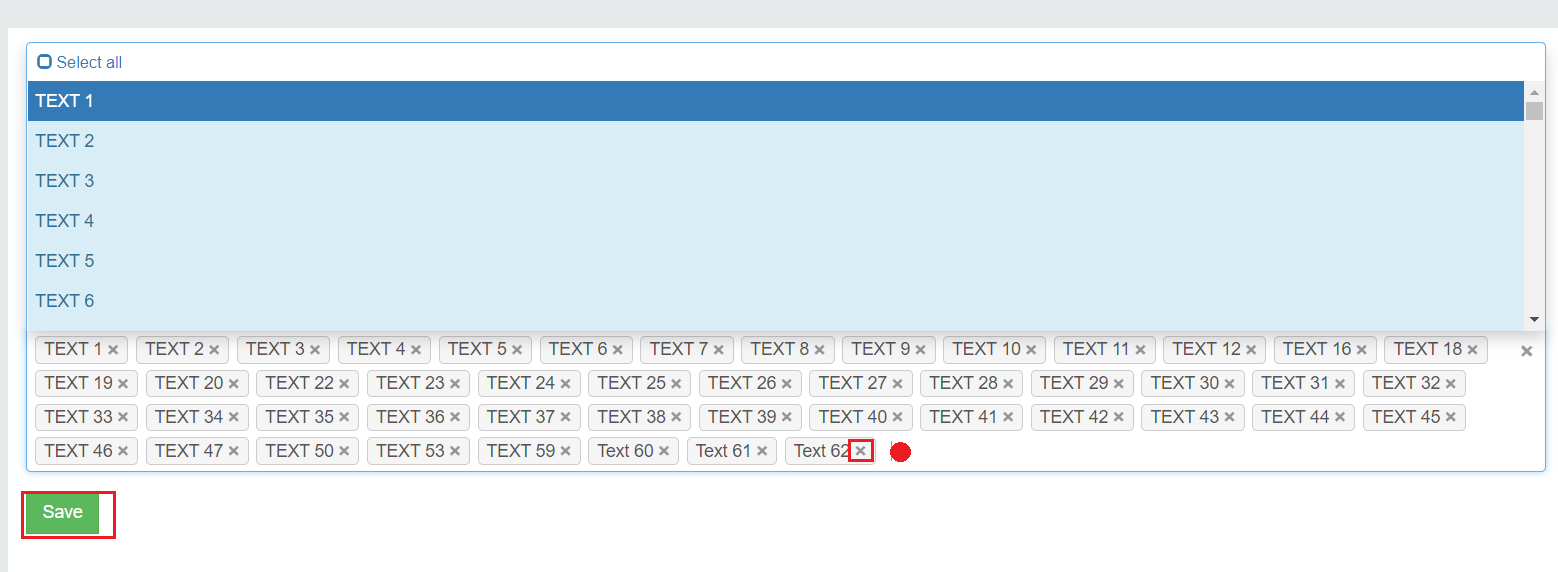


Fig. 12. Assigning or deleting additional text.

1. To edit existing questions, select **Questions** (Fig. 8) in the left toolbar. A window will open with a list of available questions. You can add new question or edit/delete existing questions. Use the following features:

|  |  |
| --- | --- |
|  | -View |
| -Update |
| -Delete |

Click the red dot highlighted in Fig. 13 to assign more answers to a question. A menu with all available answers will open automatically. To add more answers, select the answer you want to add. To delete an assigned answer, click **X** next to the answer you want to delete. When you finish editing, click **Save**.

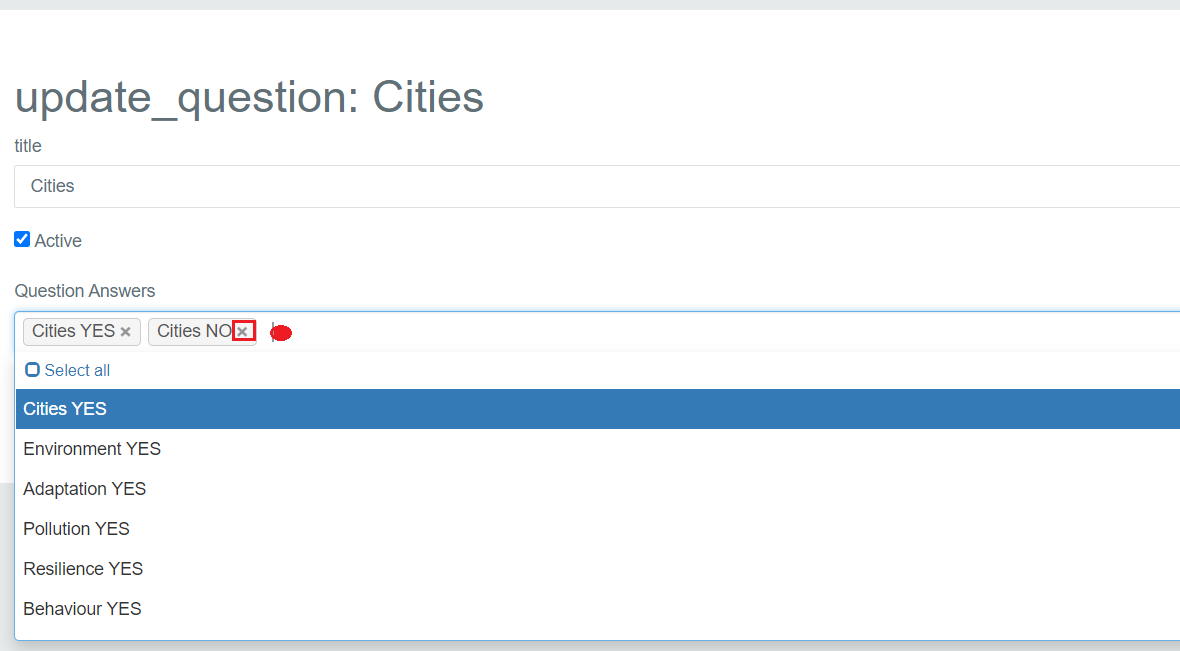


Fig. 13. Assigning or deleting additional answer.

1. To edit existing survey, select **Survey** (Fig. 10) in the left toolbar. A window will open with a list of available surveys. You can add new survey or edit/delete existing surveys. Use the following features:

|  |  |
| --- | --- |
|  | -View |
| -Update |
| -Delete |

Click the pencil icon to edit survey. Check or uncheck the box next to **Active** to activate or hide survey. You can edit the title and the survey. Click the red dot highlighted in Fig. 14 to assign more questions to a survey. A menu with all available questions will open automatically. To add more content, select the questions you want to add. To delete an assigned question, click **X** next to the question you want to delete. When you finish editing, click **Save**.

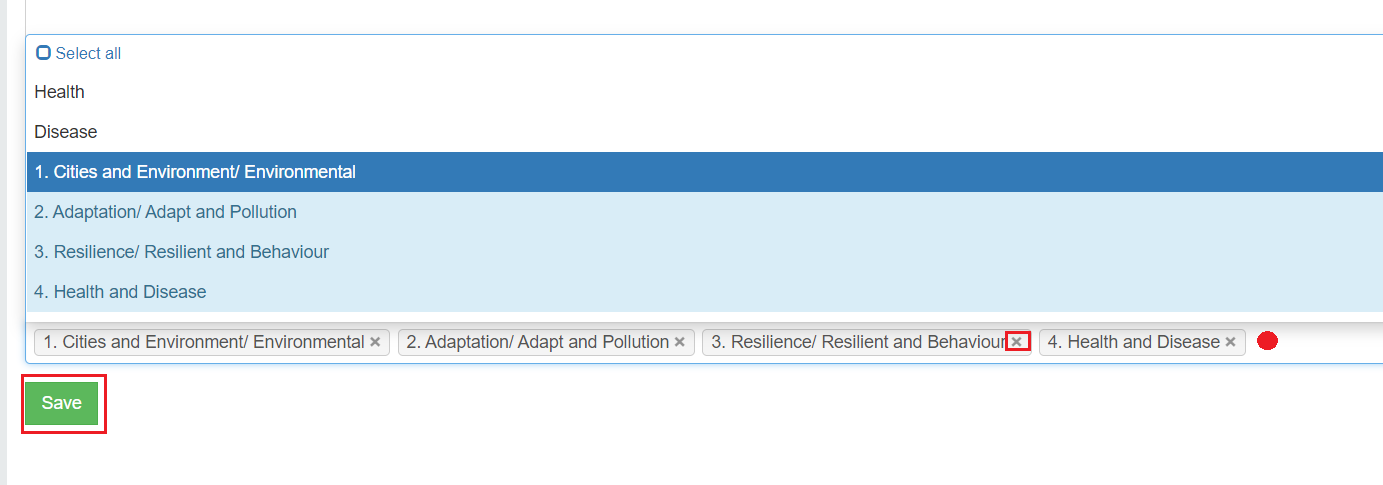


Fig. 14. Assigning or deleting additional question.

**Other system features**

1. **Parameters.** This option lets you set a delay. This means you can set the time to start the analysis of a user’s emotions when a video is opened. The interval for tracking and recording the viewer’s emotions can be also set. 1,000 = 1 second. Set the parameters and click **Save** (Fig. 15).

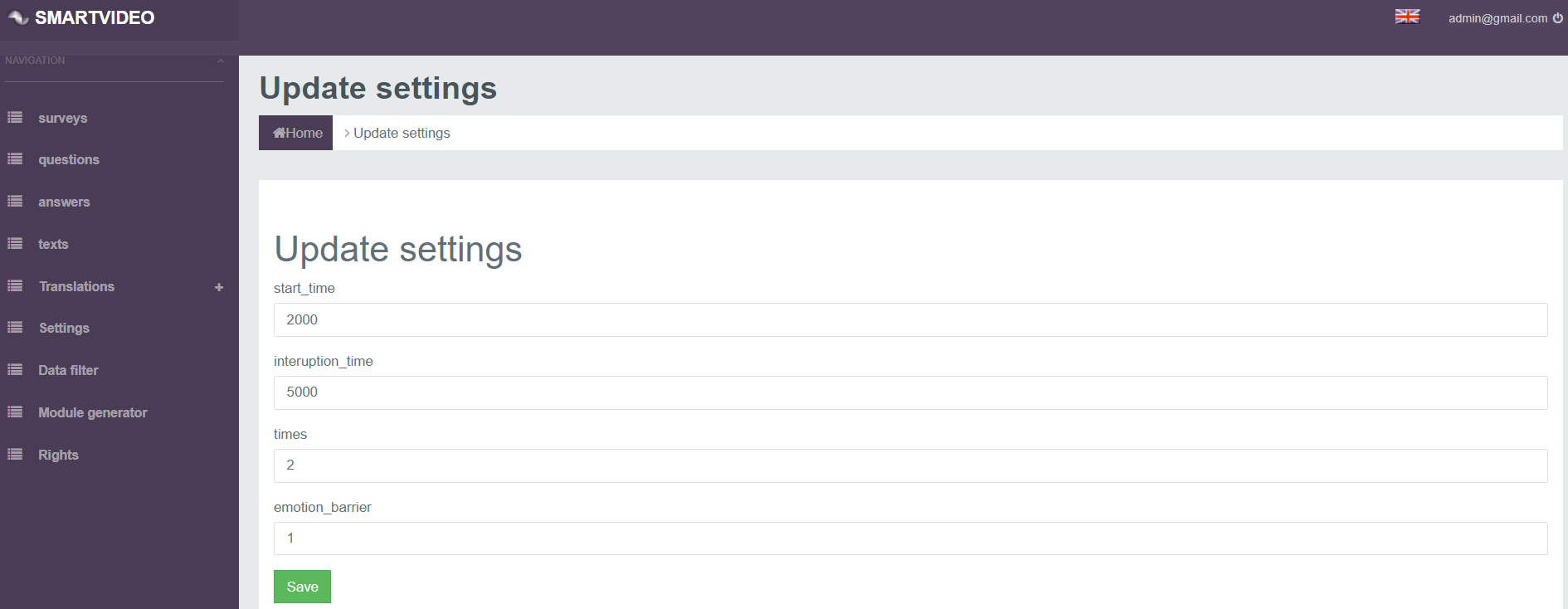


Fig. 15. The analysis settings window.

1. **Data filtering.** This option lets you see the emotions determined for the selected time period (click the calendar icon). Set the year, month, day, hour and minute and then click **Filter** (Fig. 16).

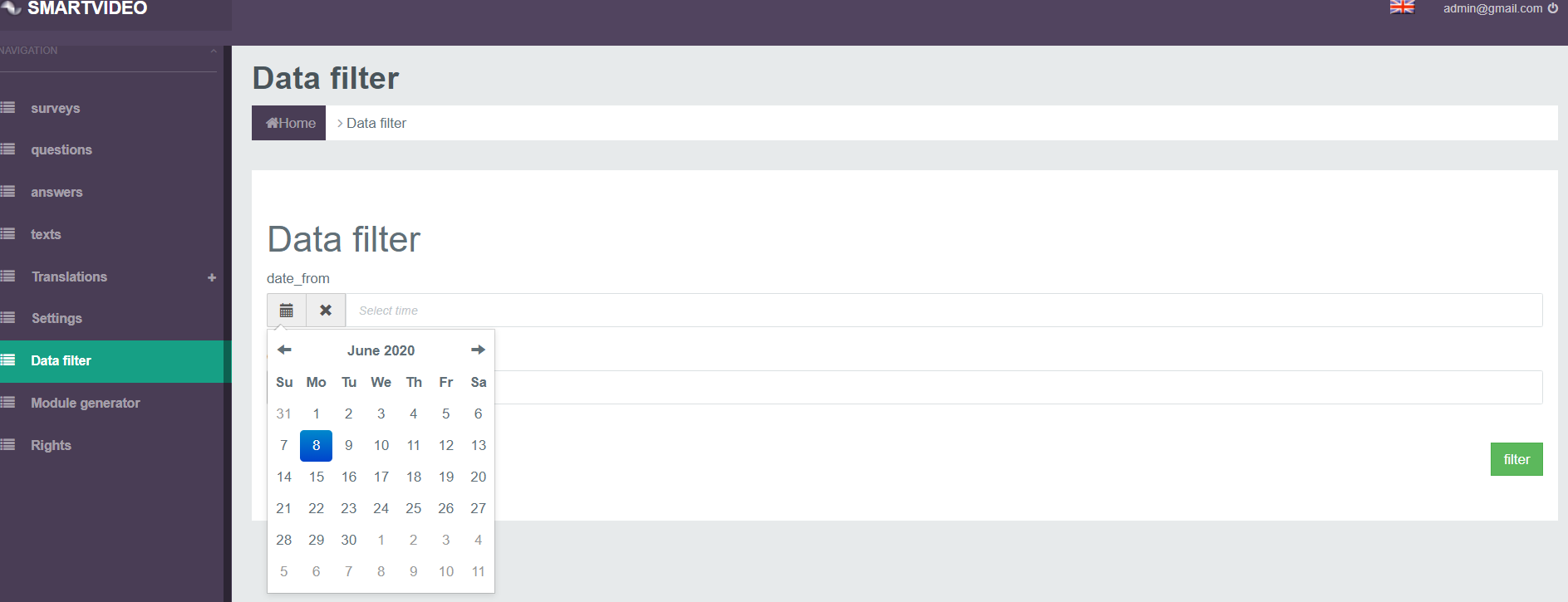


Fig. 16. Data filtering window.

This option also shows the data for the selected time period (Fig. 17)

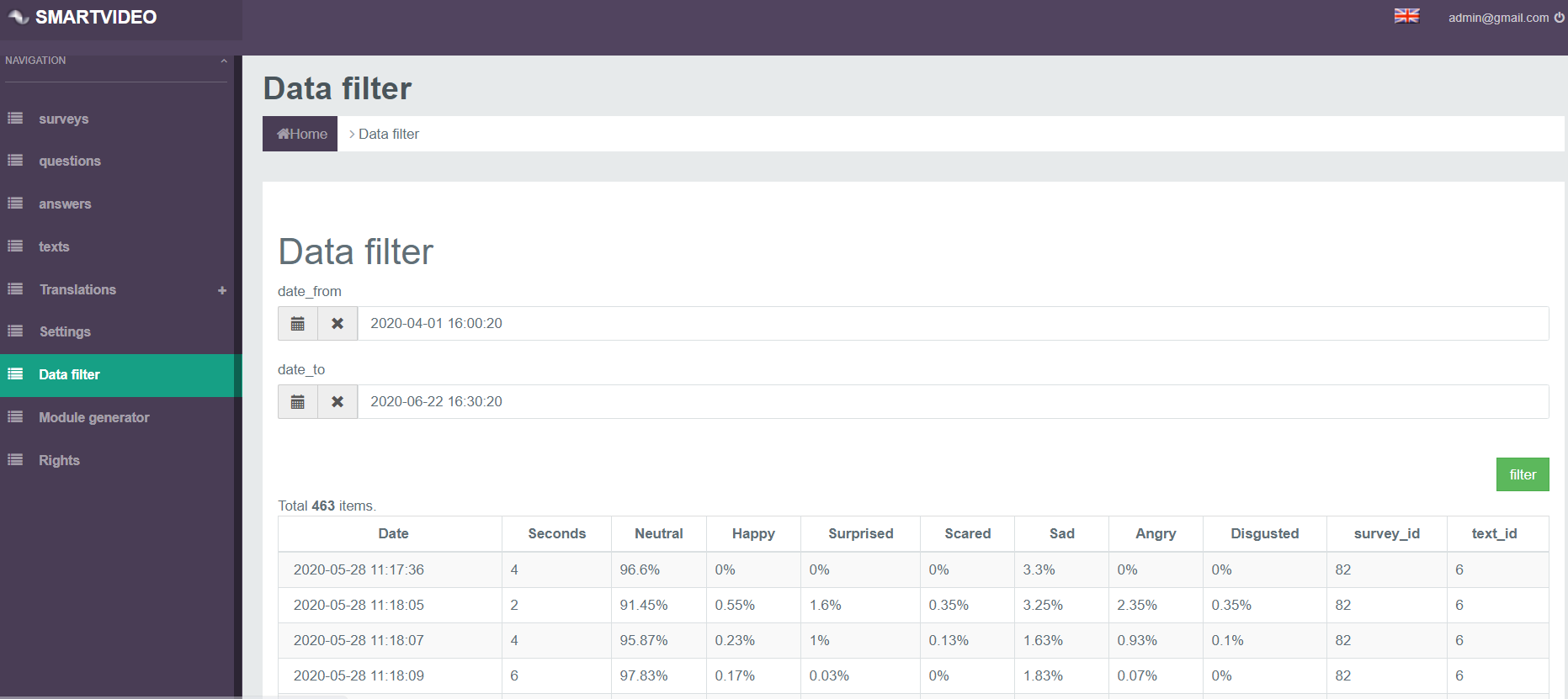


Fig. 17. Data for the selected time period.