



# CULTURAL CONNECTIONS

Quick Start Guide: Admin



These instructions are used to assist the Admin with the use of Cultural Connections: A game about the Spanish-Speaking World.

## Technical FAQ's



# CULTURAL CONNECTIONS

## Quick Start Guide: Admin



### WELCOME TO CULTURAL CONNECTIONS-ADMIN

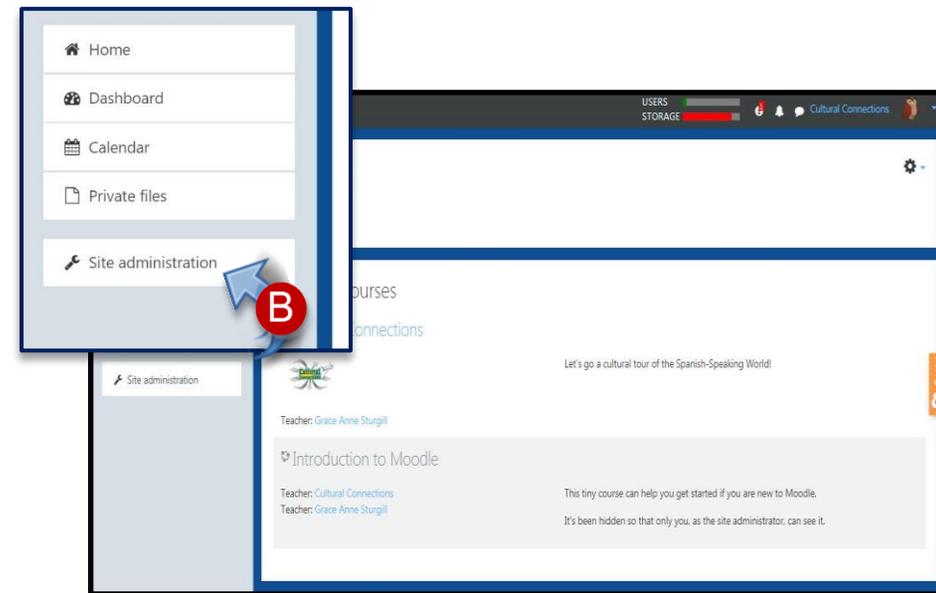
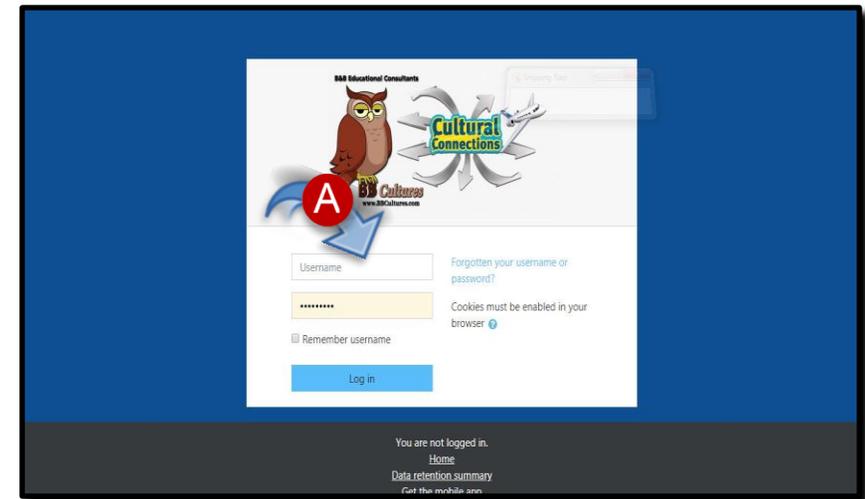
Cultural Connections is an interactive game hosted in Moodle. You will receive an admin username and password in your welcome email, along with a personalized URL.

**Log in (A)** with this information.

On the left side you will see your menu. The center shows you the course, Cultural Connections.

If you subscribed to more than one course section, these courses will appear. Your documentation will also share the short name for each course, which you will need for the CSV enrolment of users.

Select **Site Administration** on the left side (B).





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## Quick Start Guide: Admin

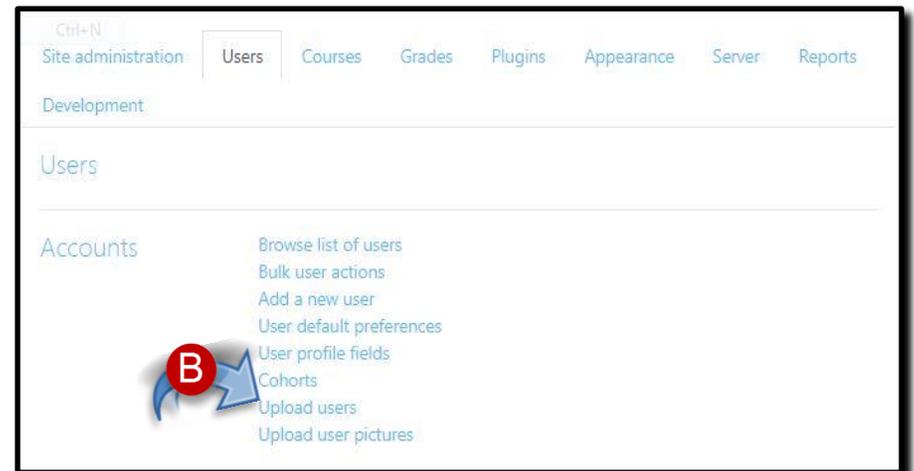
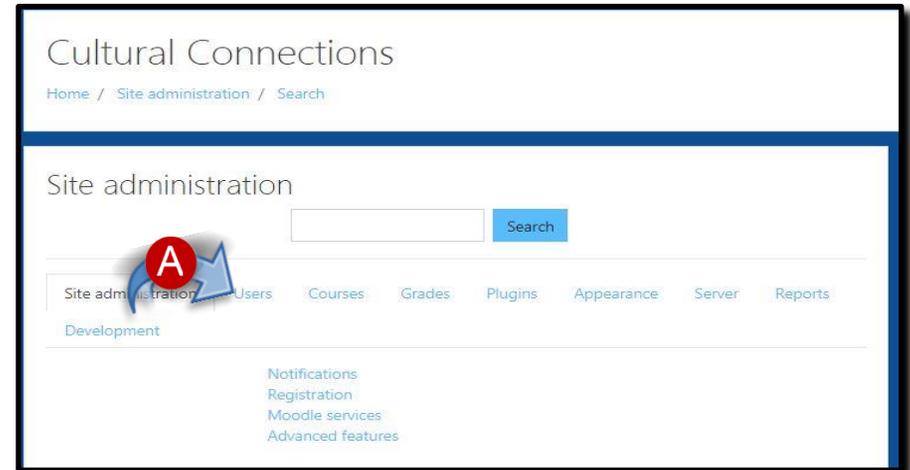


This is the Site Administration Home.

In the center there are several tabs.

Select the **Users** tab (A).

Select **Upload Users** (B). In order to bulk load multiple students and teachers and assign them to the course in one step.





A new screen will appear. This screen is where you will **Choose a File (A)** to upload into the program.

Before we begin uploading the file, let's review the file requirements.



## The File

The users file must be saved in a CSV file format. The required fields are:

- username
- firstname
- lastname
- email.

**All fields must be lowercase and without spaces.**

There are other fields you may include. Our file includes:

- password
  - This field maybe left blank if you would like the system to automatically send the user a password
- institution
  - This field is suggested for districts to help organize users into the right school.
- course1
  - This field is the course's short name. If you have more than one section of the course, verify that you have the correct short name.
- role1
  - This field is the role the person will have in the course.



**Make sure to save the file as a CSV.**

	A	B	C	D	E	F	G	H
1	username	firstname	lastname	email	password	institution	course1	role1
2	dabernethy	Danielle	Brown	<a href="mailto:dbrown@chs.staff.edu">dbrown@chs.staff.edu</a>	CHSSpanish	Central HS	Spanish-Speaking World	teacher
3	jmabernathy	Joseph	Michaels	<a href="mailto:jmichaels@chs.student.edu">jmichaels@chs.student.edu</a>	PassSpanish11	Central HS	Spanish-Speaking World	student
4	jmcbride	Jasmine	McBride	<a href="mailto:jmcbride@chs.students.edu">jmcbride@chs.students.edu</a>	PassSpanish22	Central HS	Spanish-Speaking World	student
5	dsmith1	Destiny	Smith	<a href="mailto:dsmith1@chs.students.edu">dsmith1@chs.students.edu</a>	PassSpanish33	Central HS	Spanish-Speaking World	student
6	twalker	Timothy	Walker	<a href="mailto:twalker@chs.students.edu">twalker@chs.students.edu</a>	PassSpanish44	Central HS	Spanish-Speaking World	student
7	dstephenson	Dammon	Stephenson	<a href="mailto:dstephenson@chs.students.edu">dstephenson@chs.students.edu</a>	PassSpanish55	Central HS	Spanish-Speaking World	student
8	sgreen	Sadie	Green	<a href="mailto:sgreen@chs.students.edu">sgreen@chs.students.edu</a>	PassSpanish66	Central HS	Spanish-Speaking World	student
9	ofountain	Olivia	Fountain	<a href="mailto:ofountain@chs.students.edu">ofountain@chs.students.edu</a>	PassSpanish77	Central HS	Spanish-Speaking World	student
10	acrawford	Addison	Crawford	<a href="mailto:acrawford@chs.students.edu">acrawford@chs.students.edu</a>	PassSpanish88	Central HS	Spanish-Speaking World	student
11	bcohen	Brad	Cohen	<a href="mailto:bcohen@chs.students.edu">bcohen@chs.students.edu</a>	PassSpanish99	Central HS	Spanish-Speaking World	student



### Upload Window

You are now ready to upload your file. Select **Choose File (A)** or drag the file(s) to the indicated space.

For this purpose, I will select **Choose File (A)**.

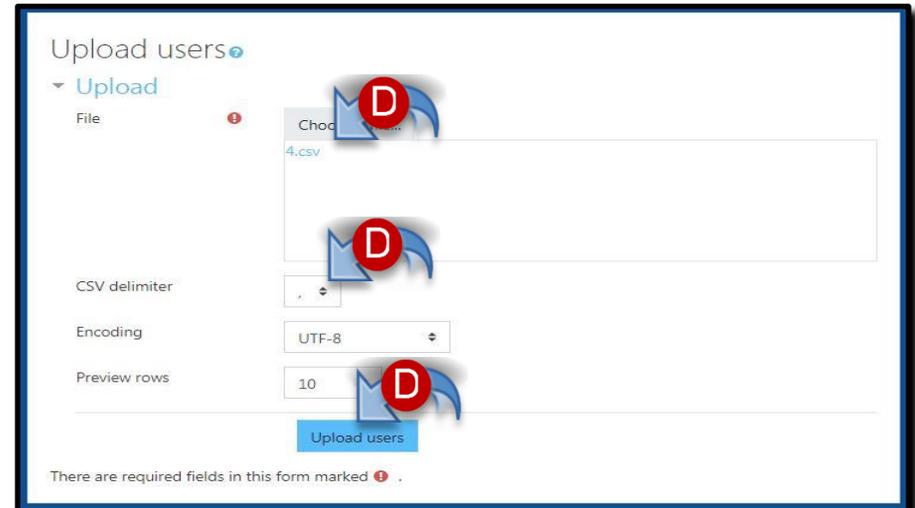
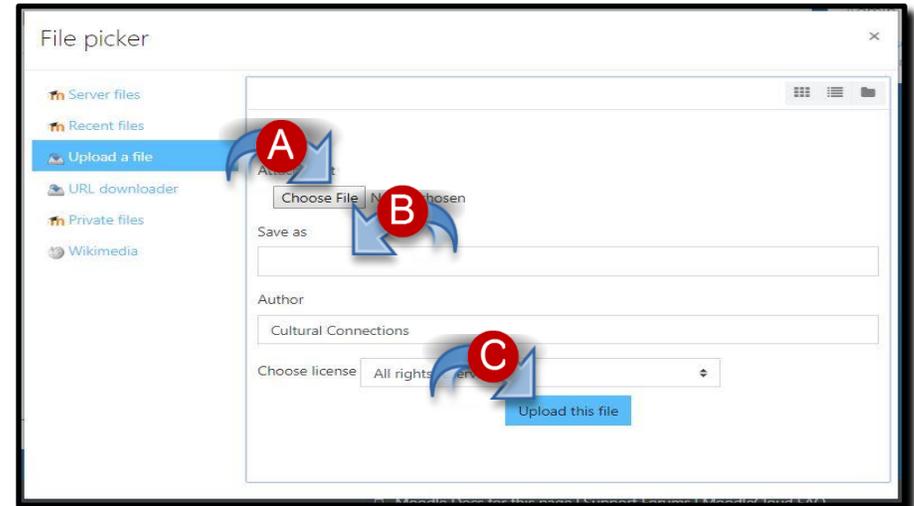
Give the file a name in the **Save As** field (**B**).

Then select **Upload this file (C)**.

Confirm the file is listed (**C**).

Select the type of **CSV delimiter** (i.e. comma) (**D**).

Select **Upload users** at the bottom (**E**).





**Preview** the data that is being uploaded (A).

Verify the **Settings** (B).

If you did not include a password, keep **Create a password if needed and send via email** (B). If you did include a password, select **Field Required in File** from the dropdown menu.

If you would like for your users to change their password upon initial registration, change the **Force Password Change** option to **All** (B)

The screenshot shows the 'Upload users preview' interface. It features a table with columns for CSV line, username, firstname, lastname, email, password, and institution. Below the table is a 'Settings' panel with various options for user creation and management.

CSV line	username	firstname	lastname	email	password	institution
2	dabernethy	Danielle	Brown	dbrown@chs.staff.edu	CHSSpanish	Central H
3	jmabernathy	Joseph				
4	jmcbride	Jasmine				
5	dsmith1	Destiny				

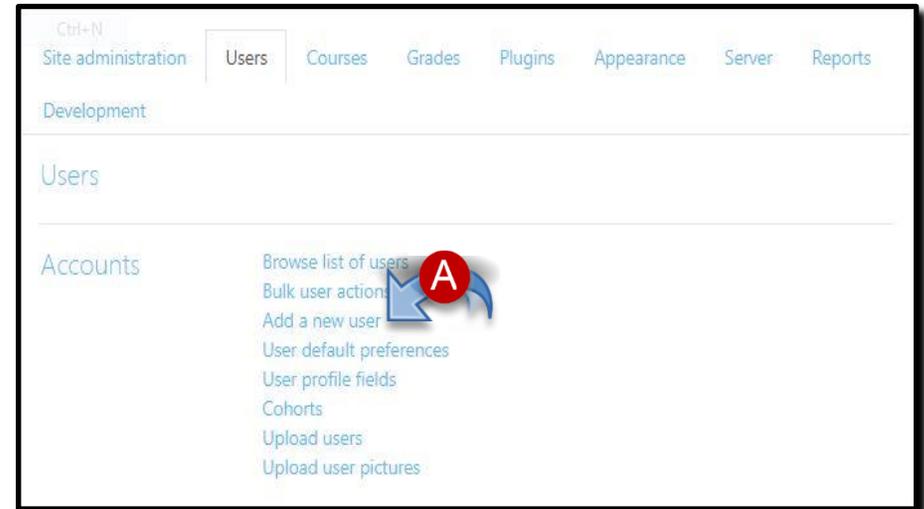
**Settings**

- Upload type: Add new only, skip existing users
- New user password: Create password if needed and send via email
- Existing user details: No changes
- Existing user password: No changes
- Force password change: None
- Allow renames: No
- Allow deletes: No
- Allow suspending and activating of accounts: Yes
- Standardise usernames: Yes
- Select for bulk user actions: No



### Manually Enroll Users

On the **Users** tab, select **Add a New User (A)**.

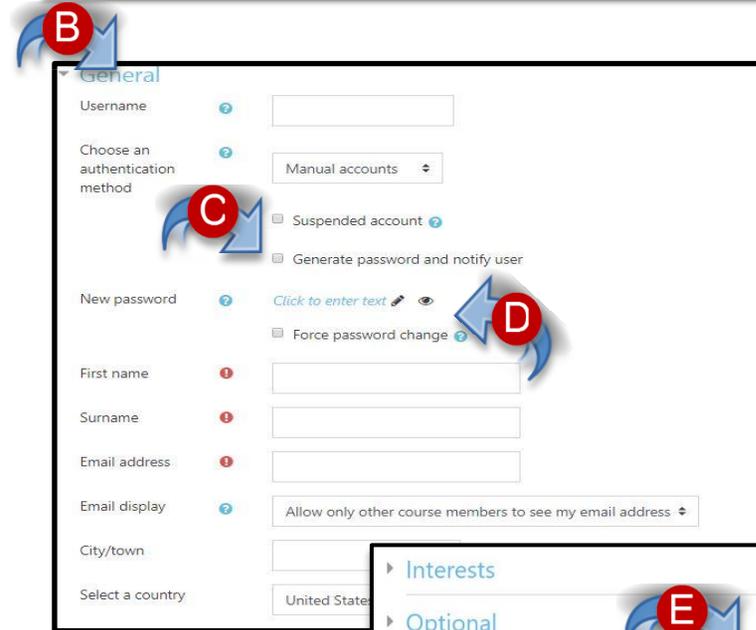


On the **General (B)** screen, complete the fields to create the new account.

You may select to have the program **Generate a password (C)** for the user and **notify the user (C)** via email.

If you would like to assign a password, select **Click to enter text (D)** and manually enter the password. If you would like to force the user to change their password after registration, select **Force password change (D)**.

When all fields are complete, scroll to the bottom and select **Create User**.





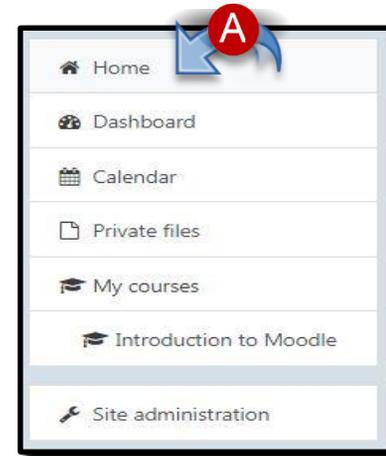
# CULTURAL CONNECTIONS

## Quick Start Guide: Admin

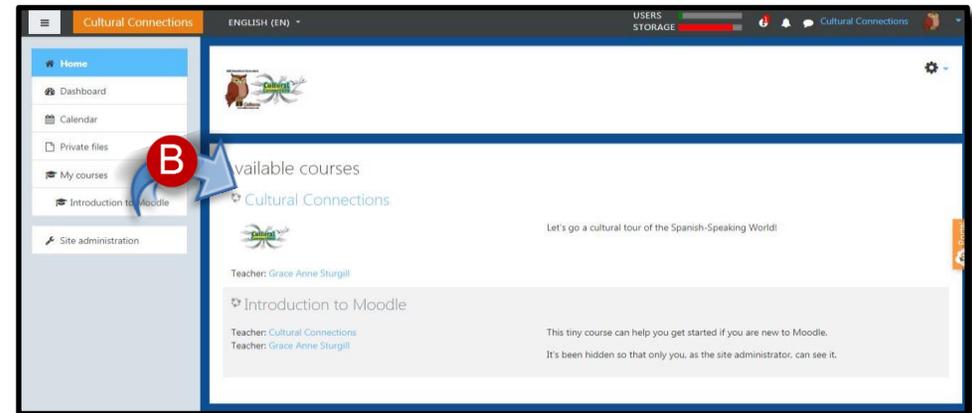


### Add Users to Classes

If you added a teacher or a student manually, you will need to add the user to the class (see previous section, **Manually Add Users**). Once you have added the user, select **Home** (A) on the left side menu.



Select the Cultural Connections course on the right side (B).



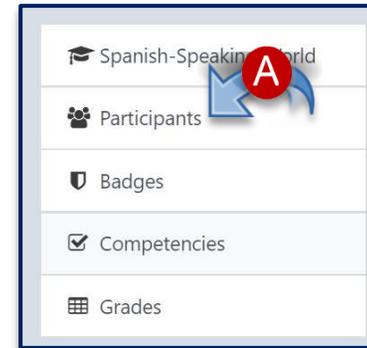


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## Quick Start Guide: Admin



Select **Participants** from the first Course Menu on the left side (A).



From the Participants window, select **Enrol Users** from the top right (B).

Cultural Connections  
Home / Courses / Spanish-Speaking World / Participants

Participants  
No filters applied

Search keyword or select filter

Number of participants: 14

First name: [A-Z]

Surname: [A-Z]

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Addison Crawford	acrawford@chs.students.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Annie Potts	anniepotts@anyemail.com	Student	No groups	Never	Active
<input type="checkbox"/>	Brad Cohen	bcohen@chs.students.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Dammon Stephenson	dstephenson@chs.students.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Danielle Abernethy	danielle.abernethy@gmail.com	Teacher	No groups	13 days 9 hours	Active
<input type="checkbox"/>	Destiny Smith	dsmith1@chs.students.edu	Student	No groups	Never	Active



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## Quick Start Guide: Admin



Find the user by typing their name in the search menu. (A)

Assign a role if other than student (B).

Select Enrol users (C).

The new student will now appear in the class participants list (D).

Enrol users

Enrolment options

Select users No selection

Anni

Assign role Student

Show more...

Enrol users Cancel

Participants

No filters applied

Search keyword or select filter

Number of participants: 14

First name [a-z] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname [a-z] A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Addison Crawford	acrawford@chs.students.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Annie Potts	anniepotts@anyemail.com	Student	No groups	Never	Active
<input type="checkbox"/>	Brad Cohen	bcohen@chs.students.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Dammon Stephenson	dstephenson@chs.students.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Danielle Abernethy	danielle.abernethy@gmail.com	Teacher	No groups	17 days 7 hours	Active
<input type="checkbox"/>	Destiny Smith	dsmith1@chs.students.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Grace Anne Sturgill	jstfota@gmail.com	Teacher, Manager	No groups	20 days 6 hours	Active
<input type="checkbox"/>	Jasmine McBride	jmcbride@chs.students.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Joseph Michaels	j.abernethy16@gmail.com	Student	No groups	20 days 18 hours	Active
<input type="checkbox"/>	Kaycience Watkins	socialmedia.jewell@gmail.com	Student	No groups	23 days 2 hours	Active
<input type="checkbox"/>	Melanie Sims	msims@chs.student.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Olivia Fountain	ofountain@chs.students.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Sadie Green	sgreen@chs.students.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Timothy Walker	twalker@chs.students.edu	Student	No groups	Never	Active

Select all Deselect all With selected users... Choose...

**Your students and teachers are now ready to start exploring Spanish speaking countries!**



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