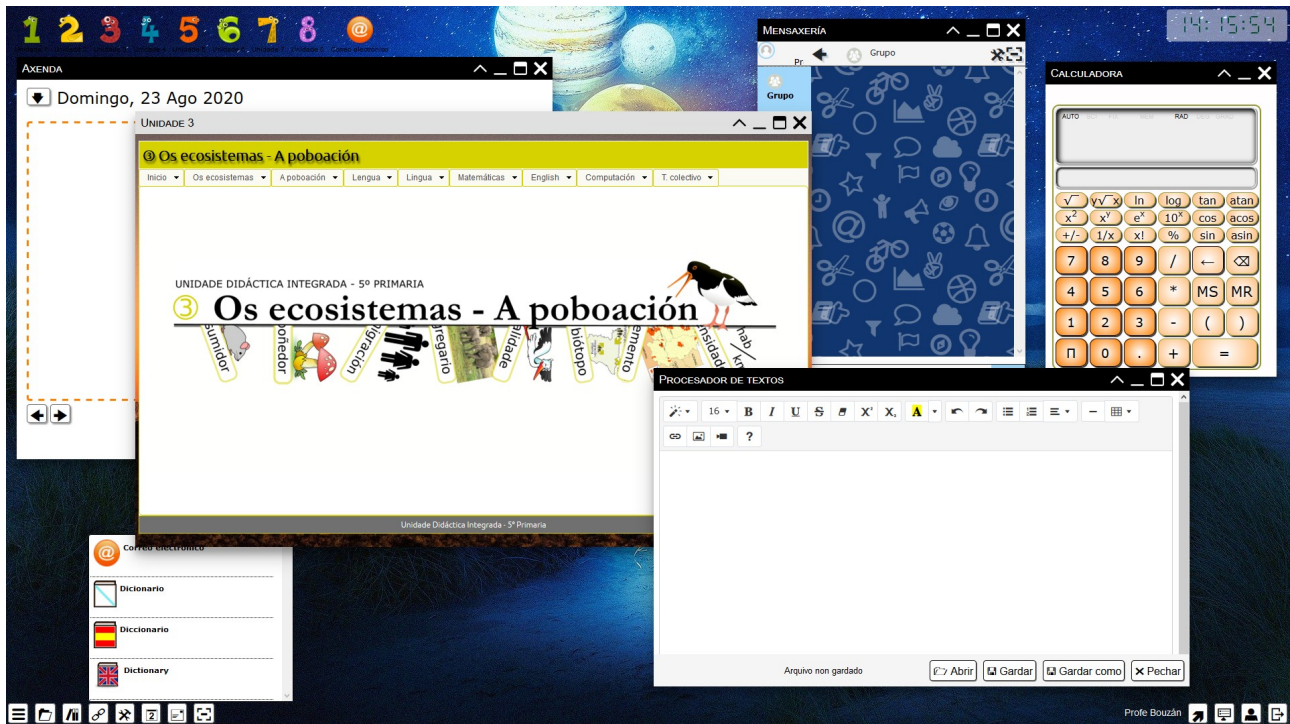


A desktop in Ardora (available from version 9) is, as its name indicates, a "virtual desktop" designed for a specific group of students, where we can upload different types of web content, created with Ardora or with any other tool, so that our students have easy access to that content in one place and with just one click.



Our "virtual desktop" can include different tools: a clock, a calculator, a word processor, a file manager, a direct messaging service or a notepad/agenda, links to other websites (such as an "online" dictionary, for example) as well as any existing content which can be displayed in a web browser.

From this desktop we can customize the content that each one of our students would view; we will also be able to modify, delete or add new students. The activity packages and web spaces including a user manager as well as the "pages within a server" integrated in this "desktop" will run with the group of users previously added in our desktop.

Since it is an online environment with a user management system, the desktop created will only work under web servers. Before you start creating one, it is essential that the computer you are going to work with has a web server installed and configured as described in these tutorials: *0.- IMPORTANT: Preview* and *2. How to install a web server offline*. Thus, we can perform different tests (previews) until what is created is satisfactory to us.

1.- Creating our desktop:

The first thing we need to do is to generate the structure our "virtual desktop" is going to have. To do so, from the utilities menu we simply click on "desktop" and then we start typing in the data we need:

Properties:

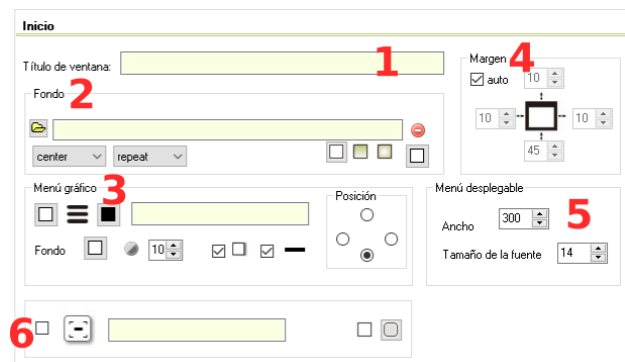
1.- What we write here will later be displayed in the browser tab.

2.- Background: in this section we specify what the desktop background will actually look like. When choosing a background image we should also determine its position

(bottom, centre...) as well as whether this image should be repeated, for example, to create a mosaic.

If you don't input an image, the background will consist of the colour indicated on the rightmost button. By selecting one of the squares above, we will decide whether we want the background to be, in the same order as they are displayed, a "plain" colour, a linear gradient or a circular gradient (in these two cases we will have to determine a second colour on the button which will become available when it is selected).

3.- Graphic menu: in the first two buttons we will define the background colour and the colour of the icon, as well as the "label" to be displayed when the mouse pointer is placed over the start button. In the second line we can specify the background colour for the buttons area, their transparency, shadow and whether a line should be drawn to delimit the buttons area. Finally, at the "position" option, we will determine the place where the menu will be displayed.



4.- Margin: this determines the space that the desktop will keep with each of the edges. By checking the "auto" box these values will be adjusted according to the position of the menu we have chosen in the previous section.

5.- The button area includes several drop-down menus such as "tools" or "library". Here we can choose their width and the font size these menus will have.

6.- Full screen: by checking this box a button for this option will be available in the start menu. Here, we can also specify the label to be shown when the mouse pointer is placed over this button. We can also decide whether the buttons will take on a "straight" or "rounded" appearance at their corners.

User Management:

The screenshot shows three panels from the 'Gestión de usuarios' (User Management) interface:

- Panel 1:** 'Gestión de usuarios' with a search bar and a 'Coordinador/a' section containing a 'Teacher management' button.
- Panel 3:** 'Contraseña' (Password) settings. It includes a field for 'The password must have:' and a 'Tamaño' (Size) dropdown set to 8. Below are three checkboxes: '0,1,2...' (checked), 'A,B,C...' (checked), and 'a,b,c...' (checked). To the right are three input fields for custom messages: 'Minimum character length.', 'At least one number.', and 'At least one capital letter.', 'At least one capital letter.', and 'At least one letter.'
- Panel 4:** 'Logout' section with a 'Close session:' button, a confirmation question 'You really want to log out?', and 'Cancelar' (Cancel) and 'Aceptar' (Accept) buttons.

1.- User management: You must select the folder of a "user management" previously created with Ardora, these will be the users the desktop will start with, although once created we can delete, modify or add new students. It is **extremely important** that this user management has a "**coordinator**" user since, as it is explained below, the coordinator will be the one who has the possibility of adding new teachers to the group working with the desktop (the students can be deleted, modified or added by any user with a teacher role).

2.- Coordinator: Here we type in the label for the button (which only the coordinator will see) from which new teachers can be added.

3.- Password: In this section we will specify the basic parameters for passwords in case the user decides to change them or if a new user is added. We can indicate the required number of characters, whether it should contain at least one number, one upper and/or one lower case letter (boxes 0,1,2 - A, B, C - a, b, c). Next to each of these we can write the messages to be displayed if any of these conditions are not met.

4.- Logout: This is the information about the logout that every user is expected to carry out when he or she quits the system, especially when the browser is not completely closed. In the first field we type the label for the button (optional). In the field "?" we write the question the system will pose when this button is clicked. The last two boxes represent the "Accept" and "Cancel" button.

5.- This will be the title for the user management page.

6.- By ticking this box we inform the students that they can change their data (password and full name). Beside it, we indicate the label that this button will have as well as the colour that the "full name" of the user who has logged in will have (it is displayed in the menu). If this box is not ticked, students will not be able to see this button and they will not be able to change, for example, their password. Teachers and coordinators are always allowed to do this.

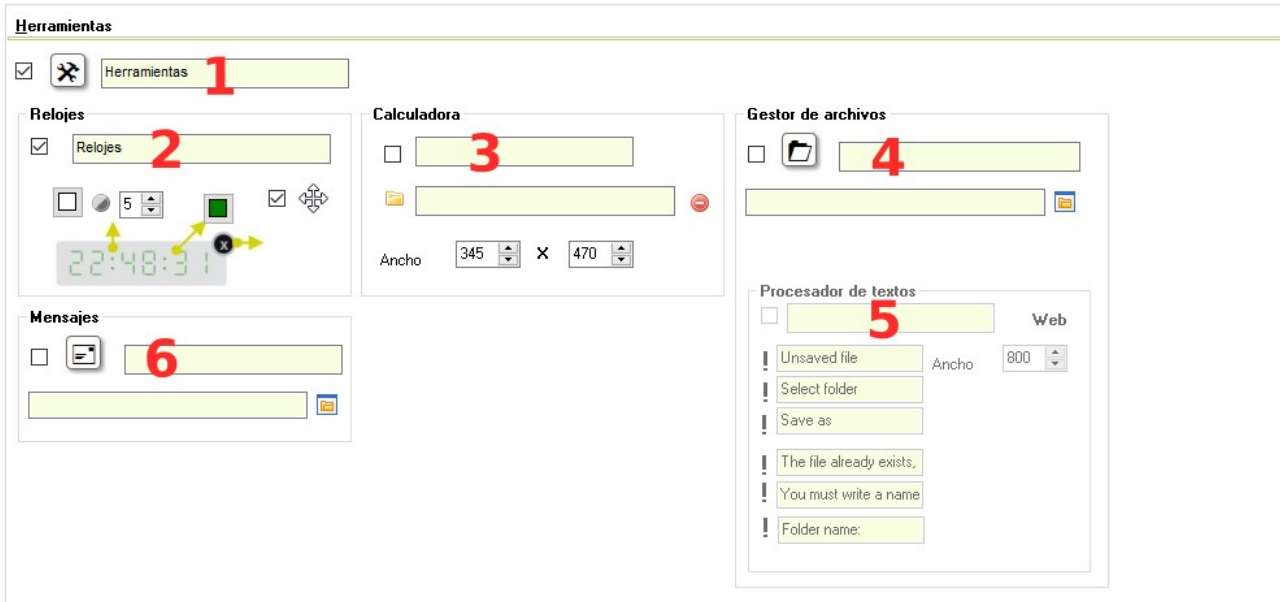
7.- These are the data that will be displayed in the "personal data" section.

8.- Only visible for the teaching staff, from here we will have access to the table where all the students enrolled in the system are listed. The first field is the label for this button, the next four are the headers for each of the columns showing the student information. The rest, as it can be intuitively perceived, represent the messages that will be displayed in case you do not add a course or a group by modifying the information of a student. The messages that are shown when you click on the button to delete a student are displayed at the end (Please, note that this button has no "Undo" option). The last one indicates the message displayed when deleting a user.

9.- This button is only available for teachers and is the one we will use if we have to add a new student. The last one shows the message that will be displayed whenever a user is

registered.

Tools:



1.- By ticking this box the main menu will include a button that allows you to access the different tools that you can configure in the following sections. These tools will be available to all students.

2.- Clocks: By ticking this option, the desktop will display a "digital clock" whose aspect (background colour, transparency and colour of the digits) will be defined in this section.

3.- Calculator: To be able to add a calculator to your desktop, you should have previously created one with Ardora (multimedia page) and published it. Here, apart from defining its label, you should also indicate the html file that the program created when the calculator was published. The following numbers coincide with the size of the window that will be used to display the calculator.

4.- File Manager: Just the same as you do with the calculator, you must create a file manager with Ardora, publish it and then you will be able to add it here. Remember that if you have included the option of recording audio, video or screen, the virtual desktop must be under an "https" server so that it works properly.

5.- Word Processor: In order to activate this tool, you must add a file manager because the files created by this processor will automatically be saved in the personal tab of your file manager. The six areas are: "file not saved", "select folder", "save as", "the file already

exists", "you must specify a name for the file" and "folder name". The width of the window containing the processor is also defined here.

NOTE: It might occur some texts are not saved due to their size (e.g. a text with "very large" images or with several images). This is due to the configuration of three parameters on the server. These parameters can be found in the "php.ini" file, in the values "memory_limit", "upload_max_files", "upload_max_files" and "memory_limit". upload_max_filesize" and "post_max_size".

6.- Messages: We can also include here a page within a server called "messenger" (messages menu) that, like the calculator and the file manager, has to be published beforehand to be able to specify what folder contains it.

Tools:

The screenshot shows two panels from a web application. The left panel, titled "Biblioteca", contains a search bar (1), a "Set up" button (2), a table with columns like "Carpeta", "Texto", "Comentario", "URL", "Miniatura", "Activar", "Ancho", "alto", and "Direct acces" (3), an "Upload" button (4), a "Borrar" button (6), a "Miniatura" section (7), and a "URL" section (5). The right panel, titled "Enlace", contains a "Set up" button (8) and a "Set up" button (8).

Once the desktop is running we will have two different options to provide it with content, either by uploading that content to the "library" or, in case it is an " external content", by adding a link. The process is explained in detail later in this document.

1.- This button will be displayed for all users and will open a menu from which we can have access to each of the contents hosted in the "library". We can write its label in this field.

2.- This is the library administration button, only available for the teaching staff.

3.- After clicking on the library management button (2), a window will now pop up with a

table whose headings will be the ones indicated here. Please, take into account that in "width" and "height" you can indicate the values that, by default, the table will show every time a new content is added and they indicate the dimensions of the window in which the content will be opened.

4.- There are two different methods of uploading content to the library, one of them is by means of this button, from which we can upload to our server a certain content (an activity, a package of web activities, a web space or any other content created with other tools). **Keep in mind that to upload any content you need to create a zip file based on the folder where the content is located** (remember that Ardora, when publishing, always creates a folder. As a general rule, in any operating system you just have to right click on it and choose " Send to zip folder " or " Zip " or any similar message). **In the case of large content** which is not accepted by your server due to its own limitations or the configuration of the php, there is another way to upload content to the library that will be explained in detail later on in this document.

Anyway, **it is important NOT to modify any of the file names created by the software when publishing** so that the "desktop" can easily "identify" the type of content (web space, package of activities...).

5.- As explained later on, when uploading a content in a zip file, the desktop itself unzips it and tries to find the correct file that will allow the content to be executed (usually an htm, html or php file); In the case of content created with Ardora the desktop itself will "search" that file (remember that you should not change the name of the files created by Ardora when publishing), but in the case of other material (eg a folder containing several htm or html files) you should check that the "path" displayed is the one that actually makes the content run. This message will be displayed if this path is not valid (the server cannot access it).

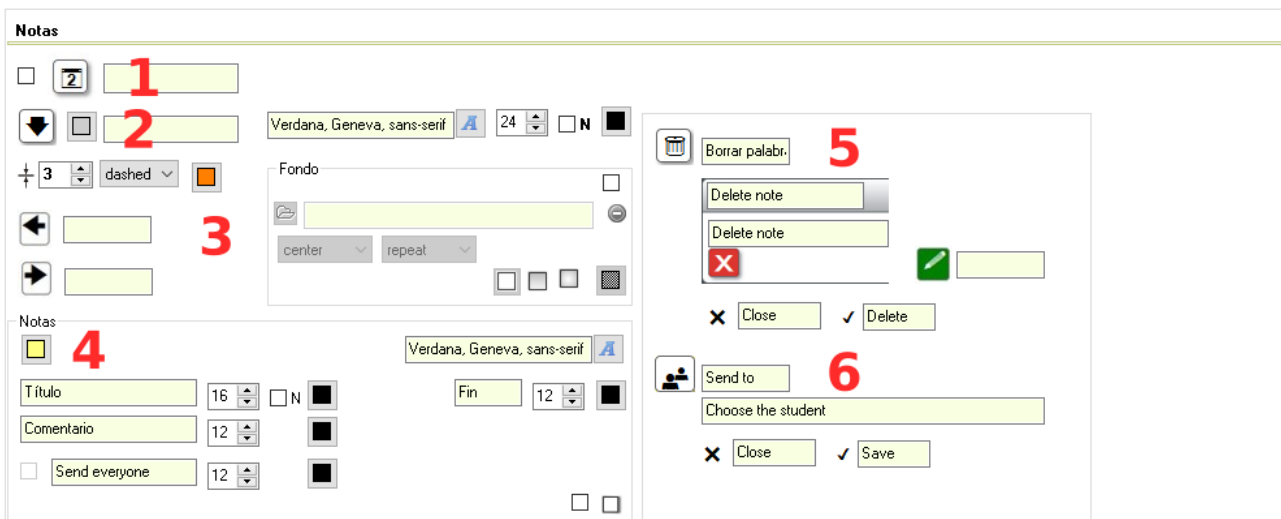
6.- Label and question regarding the removal of items from the library.

7.- The contents uploaded to the library can be run from inside the library menu and from direct accesses available on the desktop (if so indicated by the teacher). To do so, as it is explained below, it is highly recommended to "provide" an image that will help students recognize the content. In this section we will enter the messages for this action and the maximum width that these images will have.

8.- The first button is the one all students will see and which will display a menu from which they can access other web pages (wikipedia, for instance). The second is the button that opens the window for teachers to add those links.

Notes:

Furthermore, our virtual desktop can include an agenda or note system (in future versions it is expected to provide this utility with the functionality of an agenda). As mentioned further on, with this system of notes, all users will be able to have a simple agenda in which they can write down homework assignments, exam dates... with the particularity that any teacher will be able to include a note in each of the student's agendas to, let's say, inform of a certain event on a certain day. The system will display a message to each user with the notes related to the current day at the first moment of opening the desktop.



1.- Tick the box if you wish to include a note system.

2.- Label for the button displaying a calendar to select a day and background colour for that calendar.

3.- Aspect data for the central part in which the notes are shown, concerning the outside line, background and previous/next day buttons.

4.- The first colour button defines the default background colour for each note. Each of the notes that can be included has three different values or fields (which can be named differently): title, comment and end (date). The numeric fields are the size of the font that

each of these fields will have and, to the right, the letter colour. In "Send everyone" there is an option that can only be used by teachers; if we check it, this value will be shown in the notes of all the users (in section 6 we will explain how to send a note to one or more students but not to the whole group).

5.- Information on the message to delete a note.

6.- On this icon (only available for teachers) we will choose the student or students that will receive the grade.

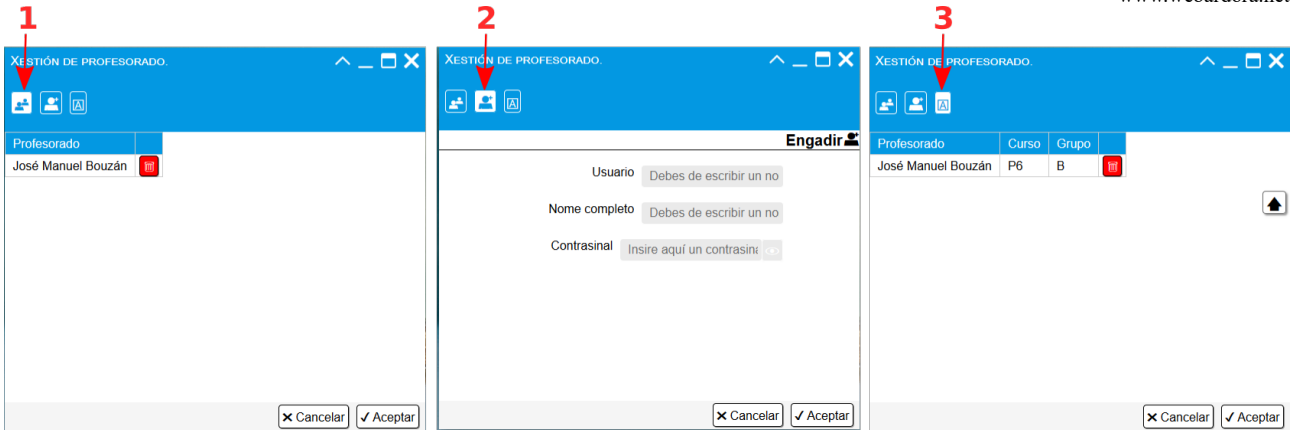
Once everything suits us, we will have to publish the desktop (as it happens with all the contents created by Ardora) and add the folder created by the software to our server to start uploading contents, define links and add or modify possible users.

2.- The coordinator's role:

This user should have been previously indicated when creating the user manager that has been previously selected to create this desktop and he or she will be the person responsible for adding new teachers to our virtual desktop (in addition to the teacher already included in the user manager).



By clicking on the coordinator's button (indicated by the red arrow) you will access a window with three buttons:



- 1.- This screen allows the modification of the "full name" of the teacher, by clicking on the appropriate cell and writing/deleting what is needed. By clicking on the red button the teacher is deleted from the desktop.
- 2.- We can add a new teacher here.
- 3.- In this section the teacher is linked to the group by clicking on the button with the upwards arrow. Currently, it is advisable to create a desktop for each group of students.

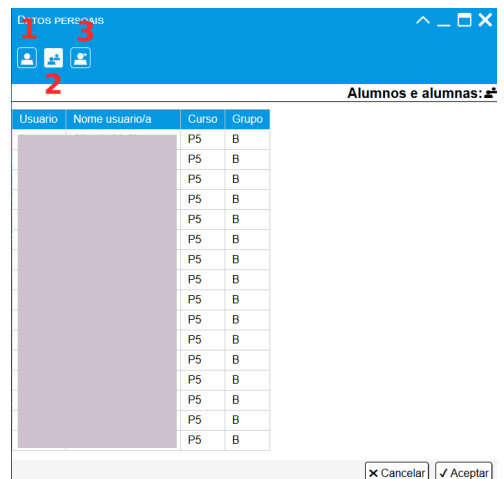
On the other hand, the coordinator can also modify his/her own data by clicking on the button indicated by the arrow.



3.- Student management:

In order to modify the information about a student, add a new one or remove him/her from the list, we must log in as a teacher.

- 1.- This is the button that allows teachers to modify their personal data.
- 2.- We can find a list of the students in our group here. By clicking on the name we can open a new window in which we can modify the student's personal data or delete them.

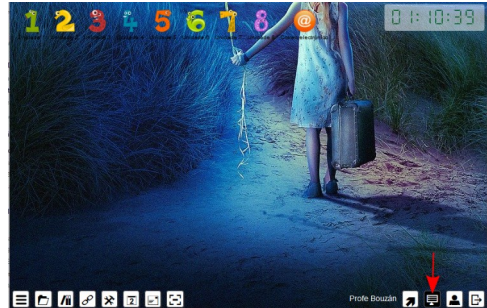


3.- In this space you can "register" a new student.

4.- The library. How to add content.

By pressing the library administration button, we can add content to our desktop if we access it with a teacher role.

IMPORTANT: it is quite probable that when you click on this button the window will delay a few seconds because the server has to check what is going on, so it is advisable to click on it and wait for the new window to pop up.



Before explaining how to upload content to our desktop, it is important to understand this point: as you probably know, Ardora creates web content which can be configured to include user management functions (Ardora activity packages, web spaces, pages within a server). This allows a detailed record of what each student has done and at the same time the teacher can obtain a report on the progress of each of his or her students. Well, this "management system" can still work on the desktop, the only thing to take into account is that **the content uploaded must have a "user manager system"**, it is not really important if the users are not the ones already registered on the desktop, because the system will automatically "adapt" the content for the students enrolled in our virtual desktop. Should you not choose to do this, you can simply upload the content without the above-mentioned user management, and it will be fully operational, although the system will not record any activity.

To upload content to the library, there are two different methods:

A.- Zip file: Recommended for "light" content. We will use the button labelled with the number **1**. The system will ask you to specify which zip file you want to upload and after a while (it depends on different parameters such as: file size, network speed, the server itself...) the zip file will be sent and when it eventually gets to the server, it will be automatically unzipped to create a folder and you will have a new line in your table that

you can modify directly.

B.- Upload the folder directly by FTP to the "library" folder on the desktop we have uploaded to our server. This method is the most suitable for contents of significant weight. The only thing you have to do is to shut down your desktop, open the FTP software you normally use, browse for the "library" folder on your desktop and copy the folder there (**unzipped**). When the file transfer is complete, open the desktop, click on the library management button, wait for the table to pop up, and you will see a new line with the name of the folder you have just uploaded. All you have to do then is to modify the parameters you need:

Carpeta	Texto	Comentario	URL	Miniatura	Activar	Ancho	Alto	Acceso directo	
01claSeresVivosEW	Unidade 1	A clasificación dos seres vivos - O universo e a Terra	01claSeresVivosEW/01claSeresVivosEW.htm	n1.png	<input checked="" type="checkbox"/>	1010	650	<input checked="" type="checkbox"/>	
02asPlantas	Unidade 2 2	As plantas - Clima e vexetación	02asPlantas/02asPlantas.htm 3	n2.png 4	<input checked="" type="checkbox"/> 5	1010	650	<input checked="" type="checkbox"/> 6	
03osEcosistemasEW	Unidade 3	Os ecosistemas - A poboación	03osEcosistemasEW/03osEcosistemasEW.htm	n3.png	<input checked="" type="checkbox"/>	1010	650	<input checked="" type="checkbox"/>	
04aparellsEW	Unidade 4	A relación humana - A organización de España e Europa	04aparellsEW/04aparellsEW.htm	n4.png	<input type="checkbox"/>	1010	650	<input checked="" type="checkbox"/>	
05sauPrehEW	Unidade 5	A saúde - A Prehistoria	05sauPrehEW/05sauPrehEW.htm	n5.png	<input type="checkbox"/>	1010	650	<input checked="" type="checkbox"/>	
06aMateriaEW	Unidade 6	A materia e os materiais - A Idade Antiga	06aMateriaEW/06aMateriaEW.htm	n6.png	<input type="checkbox"/>	1010	650	<input checked="" type="checkbox"/>	
07aEnerxiaEW	Unidade 7	A enerxía - A Idade Media	07aEnerxiaEW/07aEnerxiaEW.htm	n7.png	<input type="checkbox"/>	1010	650	<input checked="" type="checkbox"/>	
08maqudMoEW	Unidade 8	Estruturas e máquinas - A Idade Moderna	08maqudMoEW/08maqudMoEW.htm	n8.png	<input type="checkbox"/>	1010	650	<input checked="" type="checkbox"/>	

1

< >

The first column is the folder name (it can not be changed).

2.- These two pieces of information will be the ones that will later be shown in the library's drop-down menu.

3.- In the URL section, we have to verify that the selected file is the one that actually "runs" the content. If that content has been created with Ardora, the system will automatically detect it. If we upload another type of content, this information has to be checked.

4.- By clicking on the thumbnail cell, a new window will pop up requesting us to provide an image identifying this content.

5.- As long as the "**Activate**" box is not ticked, students won't be able to see this content (it won't be displayed on their desktop) even if it is already assigned to them. **Teachers can view absolutely all the content even if "not activated"**.

"Width" and "height" are used to indicate the size of the window in which the content will be displayed.

6.- By checking this box, the students associated with this content will have a "direct access" or "launcher" on their desktop.

If you prefer to modify the order in which the contents of the library are displayed in the menu and also in the "shortcuts", you only have to click on a row and drag it, within the table, to the place you consider appropriate.

5.- The library. Assigning content to students.

Once we have an item in our library we need to determine which students will be able to access each of these elements. To do this, in the library administration screen, the second button (1) will display a column with the name of the students and a column for each of the contents uploaded to the library, you can check student by student or if you prefer you can check/uncheck all of them by clicking on the button 2.

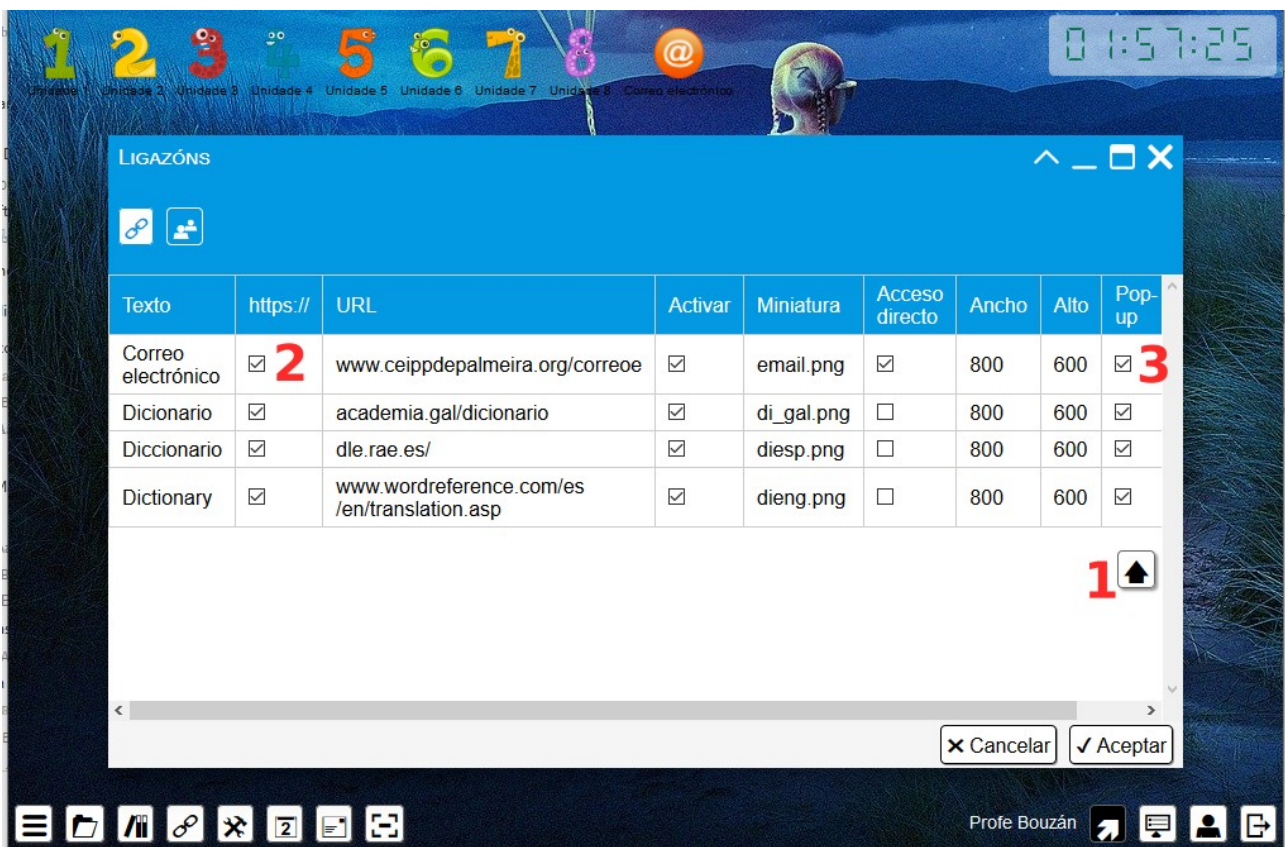
Alumnado	01claSeresVivosEW	02asPlantas	03osEcosistemasEW	04aparellsEW	05sauPrehEW	06aMateriaEW	07aEnergiaEW	08maqudMoEW
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The changes will be displayed when we reload the page and we will be able to see that in the drop-down menu of the library we can find all our contents as well as the shortcuts (those that have been specified).



6.- The links.

As already indicated, we can include links to other websites in our virtual desktop (in the image above you can see an icon that allows you to access your email account). In this case we need to go to the links management button to see a new table.



When you click on button 1, a new empty row will be displayed in the table to fill in different information.

2.- Check this box if the URL you are about to access is under an "https" server (this is easy to find out by copying the address directly from the browser, check if it starts with

<https://www.....>). **Do not type** "http://" or "https://" in the URL cell.

3.- If you tick this box, the link will be displayed in a new tab, not inside your own desktop window. There are some pages on the Internet that do not allow to be displayed inside others (for instance the RAE dictionary), in this case a pop-up is the best option.