



# Guide Admin-Interface

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CHRISTIAN ULBRICH, ALEXANDER KÜHN,  
ISABELLE KUXDORF-DIXON, STEFAN DAHLMANN

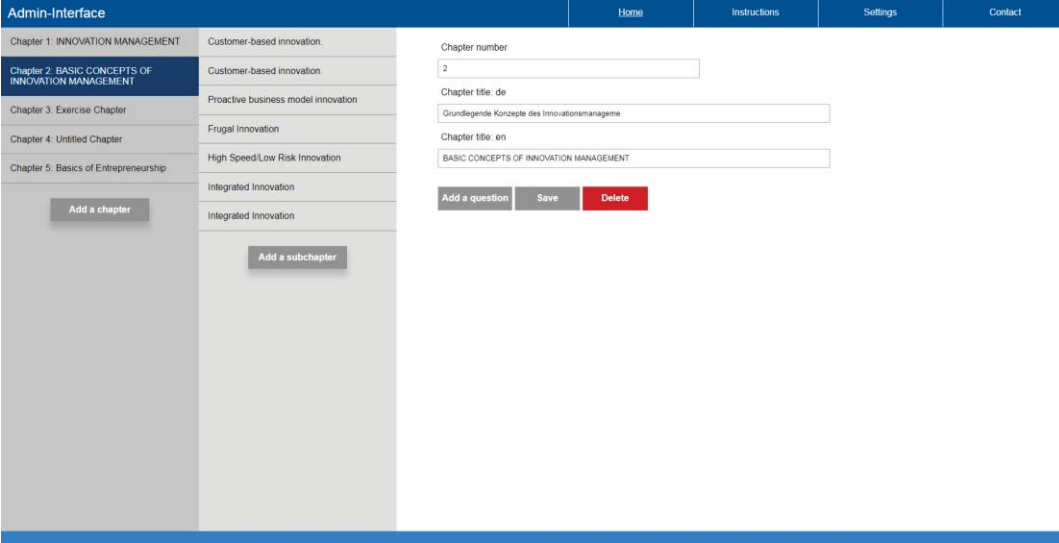
## Work in progress - Note:

This interface and the corresponding guide are still under development. Functions, work processes and the guide may change in the course of time.

# **1. Overview of the Tool**

## Structure of the tool

The navigation bar is located directly at the top of the page. It provides links to the various sub-pages of the interface: the guide, the settings page and the contact page.



The screenshot displays the 'Admin-Interface' with a navigation bar at the top containing links for 'Home', 'Instructions', 'Settings', and 'Contact'. Below the navigation bar, there is a table listing chapters and subchapters. The table has two columns: the first column lists chapters, and the second column lists subchapters. The current chapter selected is 'Chapter 2: BASIC CONCEPTS OF INNOVATION MANAGEMENT', which has subchapters 'Customer-based innovation', 'Proactive business model innovation', 'Frugal Innovation', 'High Speed/Low Risk Innovation', 'Integrated Innovation', and 'Integrated Innovation'. Below the table, there are buttons for 'Add a chapter' and 'Add a subchapter'. To the right of the table, there is a form for adding a question. The form includes fields for 'Chapter number' (with the value '2'), 'Chapter title: de' (with the value 'Grundlegende Konzepte des Innovationsmanagere'), and 'Chapter title: en' (with the value 'BASIC CONCEPTS OF INNOVATION MANAGEMENT'). Below the form, there are buttons for 'Add a question', 'Save', and 'Delete'.

Chapter	Subchapter
Chapter 1: INNOVATION MANAGEMENT	Customer-based innovation.
Chapter 2: BASIC CONCEPTS OF INNOVATION MANAGEMENT	Customer-based innovation.
Chapter 3: Exercise Chapter	Proactive business model innovation
Chapter 4: Untitled Chapter	Frugal Innovation
Chapter 5: Basics of Entrepreneurship	High Speed/Low Risk Innovation
	Integrated Innovation
	Integrated Innovation

The main part of the homepage is divided into 3 columns. In the left column the existing chapters in the database are listed and in the middle column the subchapters. The right column shows detailed information on chapters and subchapters.

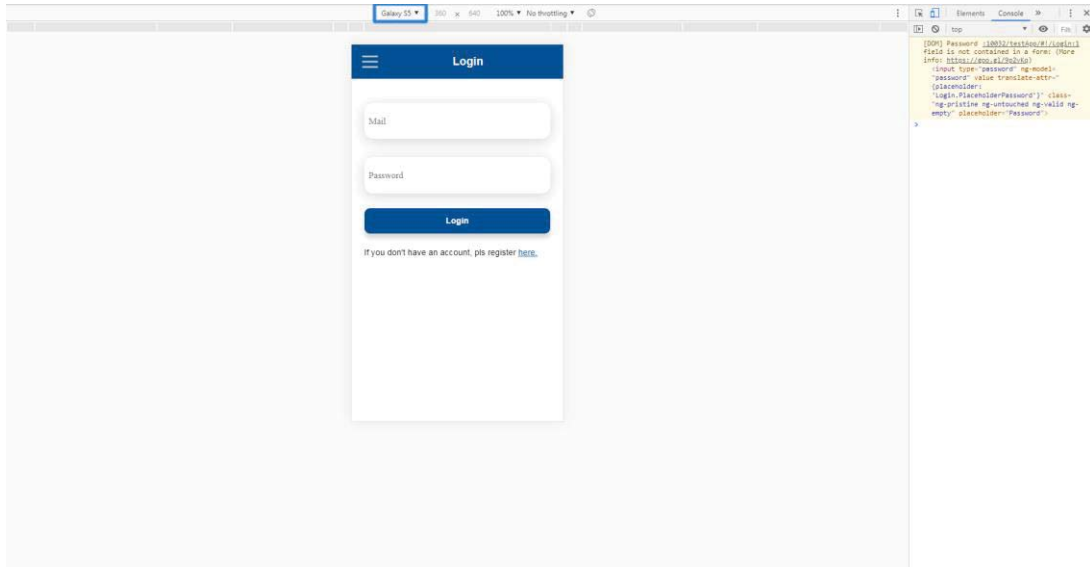
## Functions

You can use the interface to create new content for the application, view existing content, and edit it.

## Test application

The test application allows you to view newly created content and changes from the user's perspective. All saved changes are first displayed in the test application.

To check what the content looks like on mobile devices, activate the developer mode of your browser by pressing the "F12" key by default. In developer mode, you can then resize the web page to fit the size of a mobile device by selecting the size from the drop-down menu in the top bar.



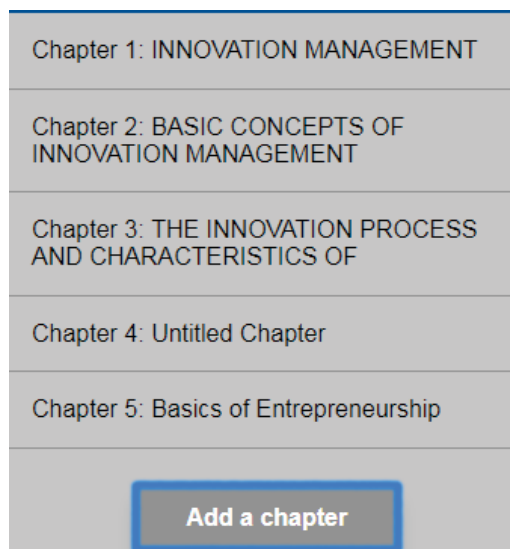
Usually several different mobile devices are specified.

## 2. Use of the tool

### Creation and management of chapters

#### **Step 1: Create new chapter**

Click on the "Add Chapter" button in the right column. A new entry appears in the list.



#### **Step 2: Change details of the chapter**

Select the chapter you just created or another existing chapter from the list. The context for the details of the chapter now appears in the right column of the interface.

Chapter number

Chapter title: de

Chapter title: en

Specify the number of the chapter and the title in German and English.

### Step 3: Save and publish changes

Once you have made all the changes, click the "Save" button. The changes are then displayed in the test application.

Chapter number

Chapter title: de

Chapter title: en

When you are satisfied with the changes, click the "Publish" button. The changes are then visible in the application for all users.

### Bonus: Deleting chapters

To delete a chapter, select the chapter from the list in the left column.

Chapter number

Chapter title: de

Chapter title: en

Now click on the "Delete" button in the right column. The chapter is removed from the list and is then no longer visible in the application.

## Creation and management of subchapters

### Step 1: Create a subchapter

Select a chapter from the list in the left column. Then click on the "Add subchapter" button in the middle column.

Chapter 1: INNOVATION MANAGEMENT	Welcome
Chapter 2: BASIC CONCEPTS OF INNOVATION MANAGEMENT	THE SUBJECT AND ESSENCE OF INNOVATION MANAGEM
Chapter 3: THE INNOVATION PROCESS AND CHARACTERISTICS OF	DEFINITION OF INNOVATION.
Chapter 4: Untitled Chapter	<b>Add a subchapter</b>
Chapter 5: Basics of Entrepreneurship	
<b>Add a chapter</b>	

A new entry appears in the middle column. This subchapter is automatically subordinated to the previously selected chapter.

### Step 2: Edit a subchapter

Select the subchapter you just created or an existing subchapter. You will find subchapters that have already been created by first selecting the parent chapter. In the middle column, all subchapters belonging to the chapter are listed.

Chapter 1: INNOVATION MANAGEMENT	Welcome
Chapter 2: BASIC CONCEPTS OF INNOVATION MANAGEMENT	THE SUBJECT AND ESSENCE OF INNOVATION MANAGEM
Chapter 3: THE INNOVATION PROCESS AND CHARACTERISTICS OF	DEFINITION OF INNOVATION.
Chapter 4: Untitled Chapter	<b>Add a subchapter</b>
Chapter 5: Basics of Entrepreneurship	
<b>Add a chapter</b>	

As soon as you have selected the subchapter, the context for editing the subchapter appears in the right column.

Subchapter number

Subchapter title: de

Subchapter title: en


Text

Add content

Save

Delete

de en



[Upload Image](#) Delete

**B** *I* U Link **Quote** **Code** **Bulleted List** **Numbered List** **Align Left** **Align Right** **Undo** **Redo**

Herzlich Willkommen zum Selbstlernkurs Innovationsmanagement.  
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Delete

Here you can define the number and the German and English title of the subchapter. You can also edit the content of the subchapter here, more on this in the next section.

### Step 3: Save and publish changes

To save the changes you have made, click on the "Save" button. The changes are then displayed in the test application.

Subchapter number

Subchapter title: de

Subchapter title: en

Text

Add content

Save

Delete

Publish

To release the changes in the application, click the "Publish" button.

## Bonus: Deleting subchapters

Select the subchapter you want to delete and click the "Delete" button.

Subchapter number

Subchapter title: de

Subchapter title: en

This deletes the subchapter, removes it from the list and makes it no longer visible in the application.

## Content creation and management

### Step 1: Select Subchapter


Navigate to the desired subchapter as described in the previous section and click on it. The context for editing the subchapter appears.

Subchapter number

Subchapter title: de

Subchapter title: en

de  en

[Upload Image](#)

**B** **I**

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Below the subchapter number and title fields you will find the content area. You can use the tabs to switch between the contents in German and English.

### Step 2: Insert and edit content

To insert a page with content, select the appropriate content type from the drop-down menu and click the "Add content" button. A corresponding editor will appear in the area.

Subchapter number

0

Subchapter title: de

Herzlich Willkommen

Subchapter title: en

Welcome


Text

Add content

Save

Delete

de en



[Upload Image](#) Delete


**B** *I* U [Link](#) **¶¶** **<** **>** **≡** **≡** **←** **→** **↶** **↷**

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Delete

For text content, simply enter the appropriate text. The editor enables you to make basic formatting changes to the text. For images and videos, proceed as follows:

### Image content



[Upload Image](#) Delete

Add image content using the drop-down menu. A field with the link "Upload image" appears in the content area. Click on it. A new tab with an upload dialog appears.

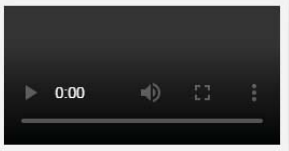
Datei auswählen

Desert.jpg

Upload

Select the appropriate file and click "Upload". As soon as you have received the notification that the upload was successful, you can close the tab again. The image will now appear in the content area.

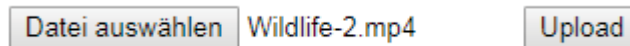
### Video content



[Upload Video](#) Delete



Add video content using the drop-down menu. A field with the link "Upload video" appears in the content area. Click it. A new tab with an upload dialog appears.



Select the appropriate file and click "Upload". As soon as you have received the notification that the upload was successful, you can close the tab again. The video will now appear on the content page.

### *Question Contents*

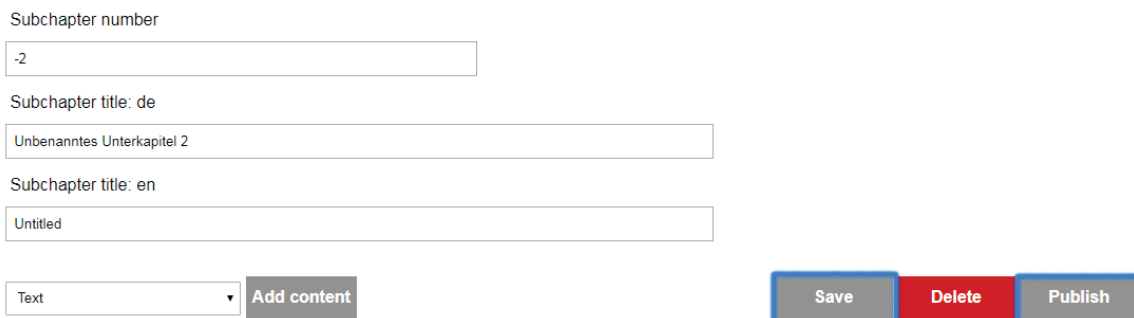
Add question content using the drop-down menu. Then follow the instructions in the next section from step 2.

### **Step 3: Arrange contents**

Each of the individual editors represents a page in the subchapter. If you want to change the order of the contents of a chapter, click on an editor and drag it to the corresponding position. Now release the mouse button again.

### **Step 4: Save contents**

In the same way as saving the subchapter, click on the "Save" button in the right-hand column.

A screenshot of a content editor interface. It features three input fields: 'Subchapter number' with the value '-2', 'Subchapter title: de' with the value 'Unbenanntes Unterkapitel 2', and 'Subchapter title: en' with the value 'Untitled'. Below these fields is a dropdown menu currently set to 'Text' and a grey 'Add content' button. To the right of these elements are three buttons: 'Save' (grey), 'Delete' (red), and 'Publish' (blue).

The contents are then displayed in the test application. By clicking on the "Publish" button, the content in the application becomes visible to all users.

## Bonus: Delete contents

Next to each of the editors you will find a "Delete" button. Click on this button to delete the corresponding content.


Subchapter number

Subchapter title: de

Subchapter title: en

**Add content** **Save** **Delete**

de en



[Upload Image](#) **Delete**

**B** **I** **S** **U** **Q** **<** **>** **☰** **☷** **☰** **☷** **↶** **↷**

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**Delete**

## Create and manage tests for the chapters

### Step 1: Create a new question

Select a chapter from the list in the left column. The context for editing the chapter details appears in the right column.

Chapter number

Chapter title: de

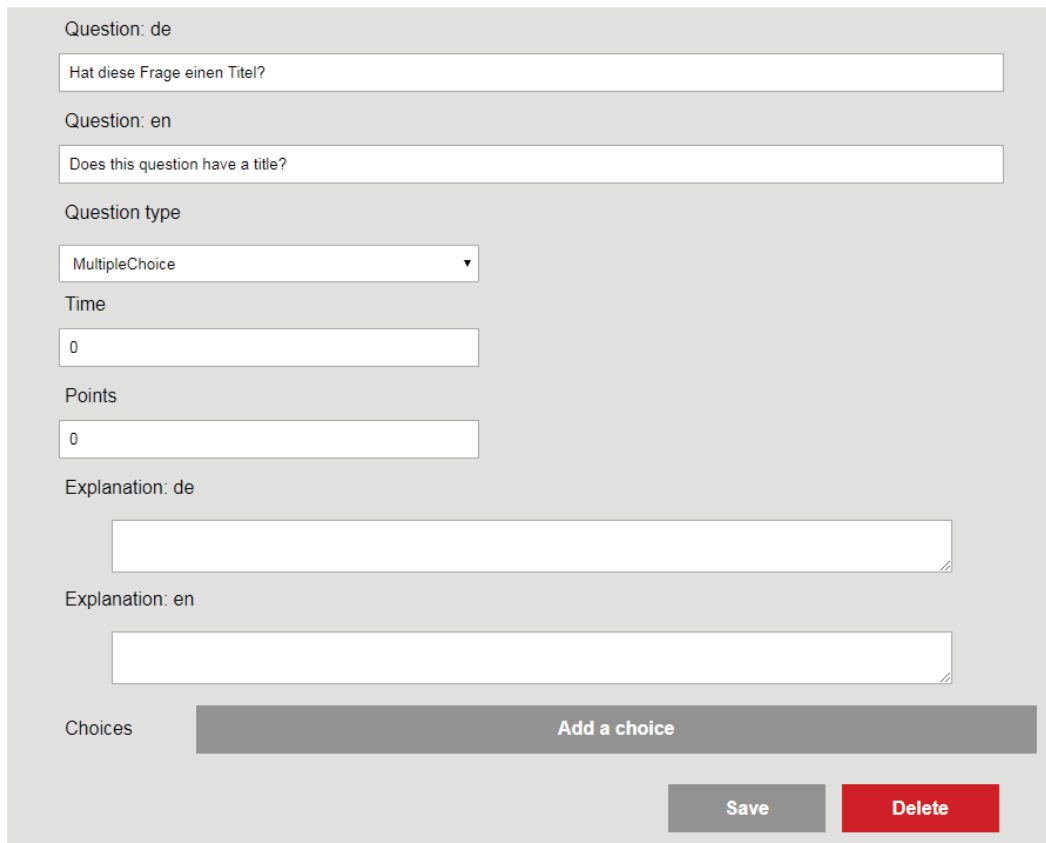
Chapter title: en

**Add a question** **Save** **Delete** **Publish**

Click on the "Add question" button. A new context opens.

## Step 2: Edit questions

In the new context, enter the question text in German and English. In addition, you determine how much time the user has to answer the question and how many points he receives for answering the question.



The screenshot shows a form for editing a question. It is organized into several sections:

- Question: de**: A text input field containing "Hat diese Frage einen Titel?".
- Question: en**: A text input field containing "Does this question have a title?".
- Question type**: A dropdown menu currently set to "MultipleChoice".
- Time**: A text input field containing "0".
- Points**: A text input field containing "0".
- Explanation: de**: A large text area for the German explanation, currently empty.
- Explanation: en**: A large text area for the English explanation, currently empty.
- Choices**: A section with a grey button labeled "Add a choice".
- Buttons**: At the bottom right, there are two buttons: a grey "Save" button and a red "Delete" button.

Use the drop-down menu to define the question types. The following question types currently exist:

- MultipleChoice: Multiple choices, but only one of them is the right one.
- MultipleMultipleChoice: Several answer options and several of them are correct

Also provide an explanation of the question, in German and English. This should help the user to recognize his error in case of a wrong answer and to correct it in the next attempt.

Existing questions are listed under the chapter details. A click on the question text opens the context for editing.

### Step 3: Add answer choices

To add a new answer option, click the "Add a choice" button directly below the question properties.

Explanation: de

Explanation: en

Choices

correct

Enter the German and English answer text in the text fields. You can use the checkbox to specify whether the answer is correct or not. Note the selected question type.

### Step 4: Save question and answers

Click the "Save" button below the question properties. The question can then be viewed in the test application.

Question: de

Question: en

Question type

Time

Points

Explanation: de

Explanation: en

Choices

To make the question visible in the application, click on the "Publish" button.

### Bonus: Delete questions

Open the editing context of a question and click the "Delete" button.

The screenshot shows a question editing interface with the following elements:

- Question: de**: A text input field containing "Hat diese Frage einen Titel?"
- Question: en**: A text input field containing "Does this question have a title?"
- Question type**: A dropdown menu currently set to "MultipleChoice".
- Time**: A text input field containing "0".
- Points**: A text input field containing "0".
- Explanation: de**: A large text area for the German explanation.
- Explanation: en**: A large text area for the English explanation.
- Choices**: A section with a grey bar containing the text "Add a choice".
- Buttons**: At the bottom right, there are two buttons: a grey "Save" button and a red "Delete" button with a blue border.

The question and its answer options are then removed from the list and are no longer visible in the application.

### **3. Specifications and restrictions**

#### Content and page length

- A subchapter should not be longer than 10 pages. The ideal number of pages is between 6 and 8.
- **Please note that at the moment you can only see text, an image or a video on a page.**

#### Image sizes and formats

The application supports JPEG images.

#### Supported video formats

The application supports videos in MP4 format.

## 4. Convert videos using Handbrake

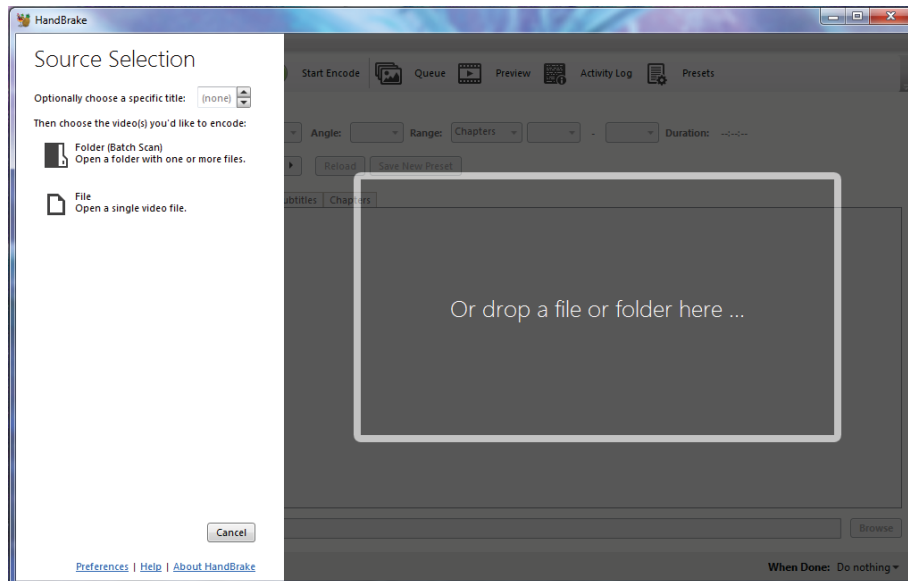
(If you are already familiar with another video conversion tool, you can ignore this guide.)

To convert existing video files into the MP4 format, first download the "Handbrake" program: <https://handbrake.fr>

Install the tool and then follow these steps to convert a video.

### Step 1: Select video.

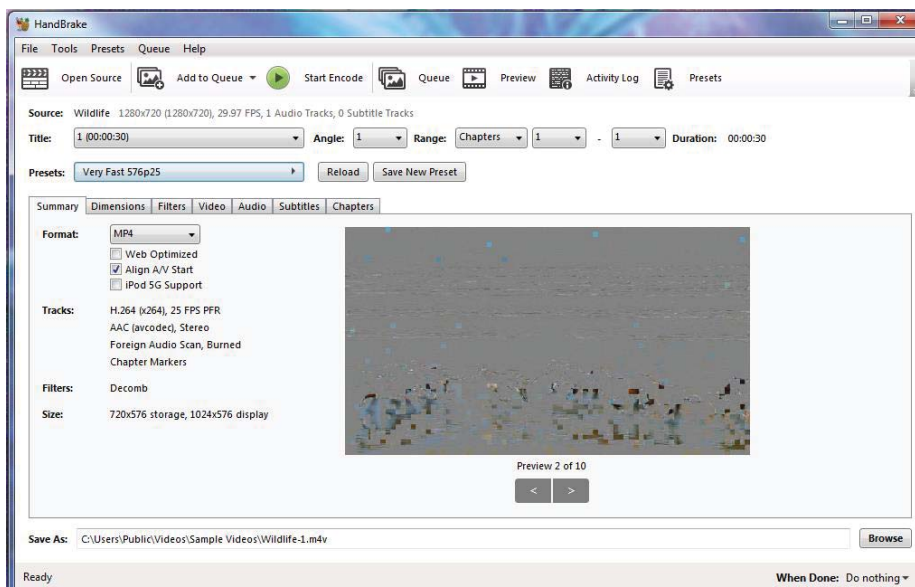
When you open the tool, the following window appears:



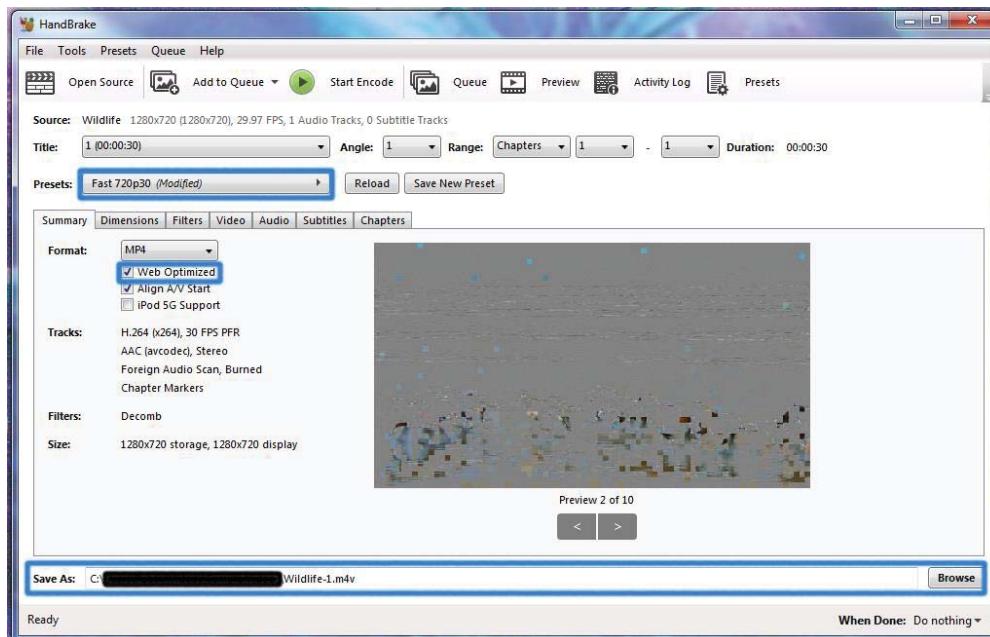
Now find the video file you want to convert and drag it into the given frame. Alternatively, click on the "File" button and select the file via the file browser.

### Step 2: Set up conversion parameters

Once the file has been loaded, you will see the following:



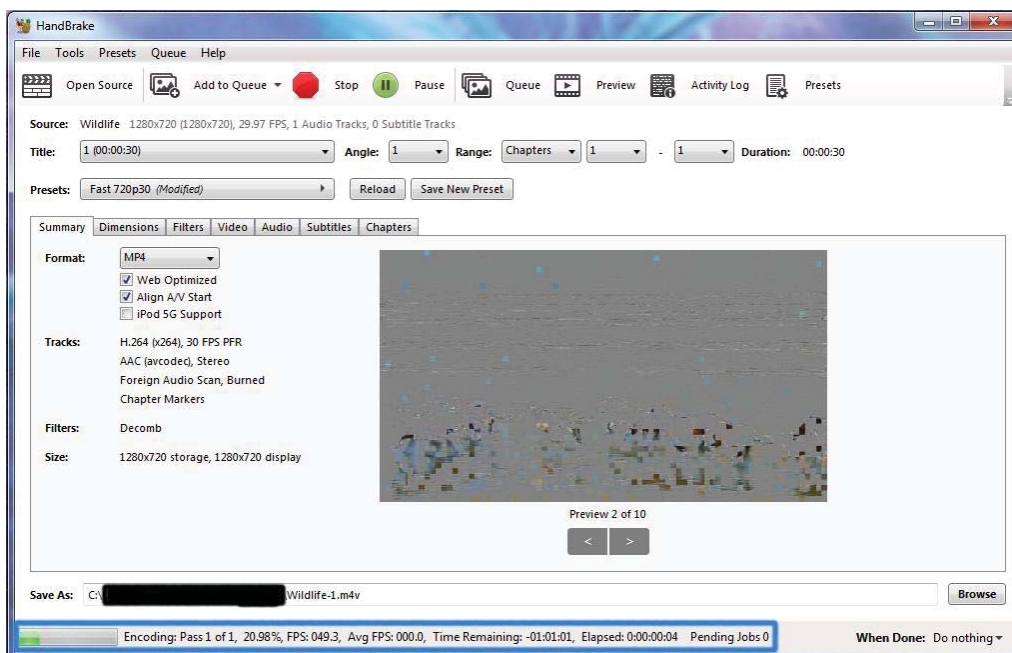
Next, select "Fast 720p30" from the Presets drop-down menu. You will find the option under the subitem "General". Alternatively you can use the option "Fast 1080p30". Check that "MP4" is selected as the format and check the "Web-optimized" box. Your window should now look like this:



Now click on the "Browse" button in the bottom right corner and specify where the converted video should be saved. When saving, also make sure that the file has the extension ".mp4". Change it if necessary.

### Step 3: Encoding the video

Now click on the "Start encoding" button. A small status display at the bottom of the window gives you information about the progress of the process.





Once the tool has completed the process, you should check that the file is error-free. Open the converted video with a playback program of your choice. If the result is to your satisfaction, you can close the handbrake or go to step 4.

**Step 4: Convert more videos**

To convert another video, click on the "Open source" button in the upper left corner. Now you can repeat the procedure as described in the previous steps.