# VIRTUAL
# WAR MEMORIAL
# Australia

## SCHOOL ADMINISTRATOR'S GUIDE

# School Administrator's Guide

## Contents

## GETTING STARTED

1. The Schools Program Manager creates a School Admin user profile for the teacher designated to manage the program for the school. This is done using the name and email address of the teacher.
2. Go to the Virtual War Memorial site and sign in via the link on the top right hand side of the page. ( https://vwma.org.au/ )

## GROUPS

The Groups section is located under the Edit and Delete buttons under the school profile. If you cannot see a New + , click on the "Groups" bar to reveal.

### Creating

To create a group:

1. Click New +
2. Enter the Name of the group, for example the class name 9X
3. Enter the Year in which the group is created
4. Enter the name of the person who will be responsible for administrating and moderating student work
    a. If the person is an existing user, enter their name in the "Admin name" field and select the appropriate option from the drop-down list
    b. If not, create a new user by filling in the last name, first name and email in the appropriate fields
5. Ensure the "Yes" option is selected for active
6. Click Save

### Adding Students

Once the groups have been created, you are able to begin assigning students to each group.
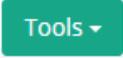
To add students individually:

1. In the class group, scroll down to the students bar and click to reveal
2. Click the New + button and enter the last name, first name and email. You can also assign their project at this stage – see Assigning Projects on the following page.
3. Select the appropriate parental permission option
4. Click Save

To import a class list:

1.  In the class group, on the right-hand side of the students bar, click the **Tools ▾** button and then select "Import CSV".

2.  Choose the appropriate CSV file from your computer and click submit. The CSV format must be: *first name, last name, email.* For any assistance with this, please do not hesitate to contact us.

## Assigning Projects

To assign individual servicemen or women as projects to students:

1.  Click on the ✏ for the appropriate student
2.  In the Curating field, begin typing the name of the serviceman or woman, then select the correct individual from the drop-down list which appears.

> **Please note:** The individual needs to be entered as Surname, First Name, and you then need to wait for the list to appear. For common names, you should also know the service number to ensure the correct individual is assigned. For any assistance with this, please do not hesitate to contact us.

## Deleting Groups/Students

1.  Click on the 🔍 next to the student on the far right of the page in line with the group/student name then click **🗑 Delete**
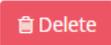
    **NB. To delete a group, you will first need to delete all of the associated students.**

## Showing/Sorting

Under groups on the school admin page, you can show only the groups relevant to a particular year by selecting the year from the drop-down list next to the "Go Button" on the right hand side of the page.

You can also sort groups by year or group name by clicking the Year or Group cell in the table.

## Groups

**New +**

Year [ All ▼ ]  **Go ▼**

| Year ⇕ | Group ▲ | Registered | Not Started | Started | Under Review | Published | |
|--------|---------|-----------|-------------|---------|--------------|-----------|---|
| 2015 | Gryffindor | 3 | 3 | 0 | 0 | 0 | 🔍 ✏️ |
| 2015 | Slytherin | 2 | 1 | 1 | 0 | 0 | 🔍 ✏️ |

## STUDENT PERSPECTIVE

This section takes you through the process of completing a profile from a student perspective.

### Activating

When students are added to a group and assigned an individual, they will automatically receive an email with a link allowing them to set a password and activate their account.



The next time they sign in to the Virtual War Memorial, they will be taken straight to their project.



If they navigate away from their project to look at other information on the site, they can quickly return by selecting the "Your Project" link from the top right hand corner of the page.

## Completing the Profile

Students can navigate their way through the profile by completing fields and clicking **Save** at the bottom of each section, or by using the links under "Progress" in the left hand navigation menu.

### 1. Details

The Details section simply asks students to complete as many of the personal details about their individual as they are able to discover from their research. Most of the section is very straightforward; however, in some parts, students may need help.

### Home Town

Students start entering the name of the town and then select the appropriate option from a drop-down list. If the town is not listed, the students have the option to add the town by clicking **Add Town...** and entering the name of the town, state and country.

### Service Outcome

Students select the outcome of the individual's service from a drop-down list. Distinguishing between service outcome options, can be difficult in some cases. The definitions below might help.

**To be identified** – the outcome is not yet known

**Killed in Service** – killed on active duty but not as a result of military action

**Missing in Action** – the body or whereabouts of the individual have not yet been identified

**Returned** – the individual completed their service and returned home

**Killed in Action** – the individual was killed in the course of military action

**Died of Wounds** – the individual died later as a result of injuries sustained

**Died of Illness** – the individual died as a result of an illness contracted

**Non Battle Casualty** – killed while enlisted but not on active service at the time

**Suicide** – the individual took their own life

**Cemetery**

As with Home Town, students start to type in the name of a cemetery and then select from a drop-down list. If the cemetery is not listed, students click **Add New...** and enter the details name, address, state and country.

Remind students to **Save** what they have done.

## 2. History

The History section will already have some events entered that students will not be able to change. These may include enlistment, embarkation, conflict involvements, discharge or other events that have come with the individual's record as it was uploaded to the Virtual War Memorial. However, this is unlikely to be a complete list.

To build an individual's history, students:

1. Click **Add a History Event**

2. Define the type of event by selecting an option from the drop-list. The selection will determine which fields need information. Select from:

   **Discharge** – Leaving service. Enter the date. In the Service field, start typing the service, eg. 2nd AIF WW2, then select from the drop-down list. Select the conflict from the drop-down list.

   **Embarkation** – The individual was loaded on to transport to be sent overseas (in many cases, this will already be complete). Enter the date, service, rank, conflict, and unit with which they served, eg. 10th Field Ambulance.

   **Honours and Awards** – This includes medals. Enter the date, conflict, and campaign eg. Battle of Romani. In the Medal field, start typing the name of the honour eg. Distinguished Service Order and select from the drop-down list.

   **Involvement** – The conflicts in which they served. Enter the date, service, rank eg. Squadron Leader and select from drop down list, campaign, unit, and date their involvement ended.

   **POW** – Internment as a Prisoner of War. Enter dates from and to, conflict and campaign.

**Promotion** – Promotions received from one rank to another, eg. from corporal to sergeant. Enter date, service, rank promoted to, conflict and unit.

**Transfer** – Movement of individual between units. Enter date, service, rank, conflict and unit.

**Wounded** – Wounds received in service. Enter the date, conflict, campaign.

The required details are very brief. Students can enter more information into the Details field at the bottom of the page.

3. Click Save.

4. Students can then add more history events by repeating the process.

### 3. Biography

Students enter the biography they have composed of the individual. For more help in composing a biography for the Virtual War Memorial, students and teachers can refer to the Virtual War Memorial "Writing a Biography" Resource.

It is recommended that they complete this in a Word document (or similar), proof-read and edit, before copying and pasting into the Biography field.

They will then need to format the biography using the menu at the top of the field.
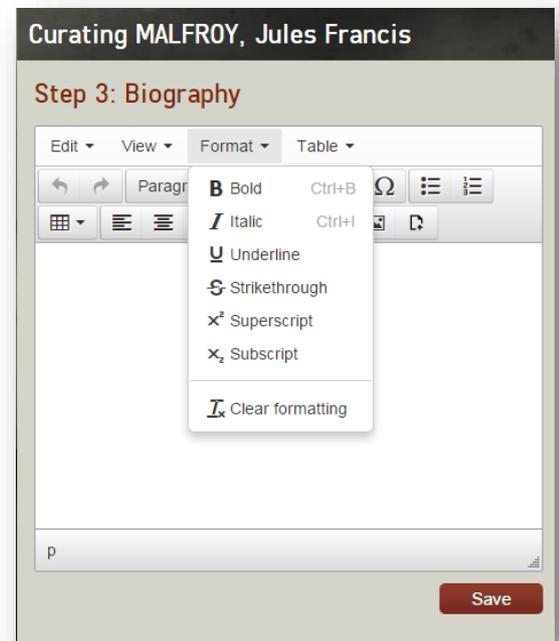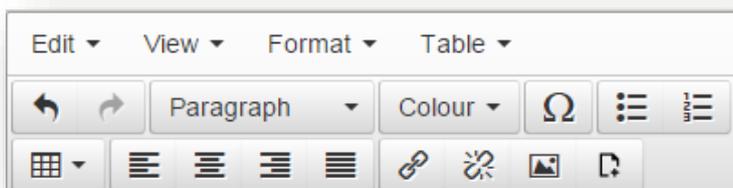
### 4. Photos

To add images:

1. Click **Add a Picture**

2. Select the image from your computer, click Open

3. Enter details including the date taken, if known, and a caption.

4. Students must enter an attribution for the image in order to save.

5. Students can set the image as the profile photo by selecting the check box

6. Click Save

### 5. Links

To add links:

1. Click **Add a Link**

2. Enter the name of the link, eg. Royal Australian Navy – HMAS AE1

3. Enter the URL, eg. http://www.navy.gov.au/hmas-ae1

4. Click Save

### 6. Resources

To add files:

1. Click **Add a Resource**

2. Select the file you want to add and click Open

3. Enter the name of the file, eg. Diary of Lieutenant Commander CJP Hill HMAS Parramatta

4. Click Save

### 7. Submit

The final step is for the students to submit their project to the teacher. They will receive a reminder of the importance of making an effort in building their profile.

Once they click the "Submit to Teacher" button, the project will be ready to be assessed and moderated.

**Curating MALFROY, Jules Francis**

**Step 7: Submit**

Draco, your name will ALWAYS be associated with Jules Francis MALFROY.

So to honour his memory make sure that you have done your best in finding all you can and that the information is correct and presented properly.

If you are satisfied that you can do nothing more, please submit to your teacher.

**Submit to Teacher**

## MODERATION

| Name ▲ | Status | Year | Group | Parental Permission | Curating | | |
|---|---|---|---|---|---|---|---|
| Hermione Grainger | Published | 2015 | Gryffindor | Yes | GRAINGER, Alexander | | |
| Todd Hainsworth | Not Started | 2015 | Gryffindor | No | BENSON, Albert | | |
| Harry Potter | Awaiting Review | 2015 | Gryffindor | No | POTTER, Harry | | |

Once students have submitted their project to the teacher, it will appear as "Awaiting Review".

Click on the name of the individual being moderated to view what the student has done.

To moderate the work done by students:

1. Scroll to the list of students at the bottom of the school admin page
2. To view what the student has done, click 🖉 next to the name of their individual
   You will be able to view and edit the biography the student has written and any of the fields relating to the individual's personal details. You will also be able to view the engagements entered and related links, resources and pictures submitted by the student.
   **Please Note: You now have the ability to download student projects.**
   Click ⬇ to go to a pdf copy of the project, which can be saved or printed. You may wish to print a copy of the student project for assessment purposes, for editing, or for your own records.

3. The field at the bottom of the page "Email to student" requires to you enter feedback before choosing either "Publish" if you believe the profile is ready, or "Send Back" from the drop-down list under "Action" if the student needs to revise and resubmit. If you have sent the project back, the student will be able to work on the project as before and resubmit when ready.