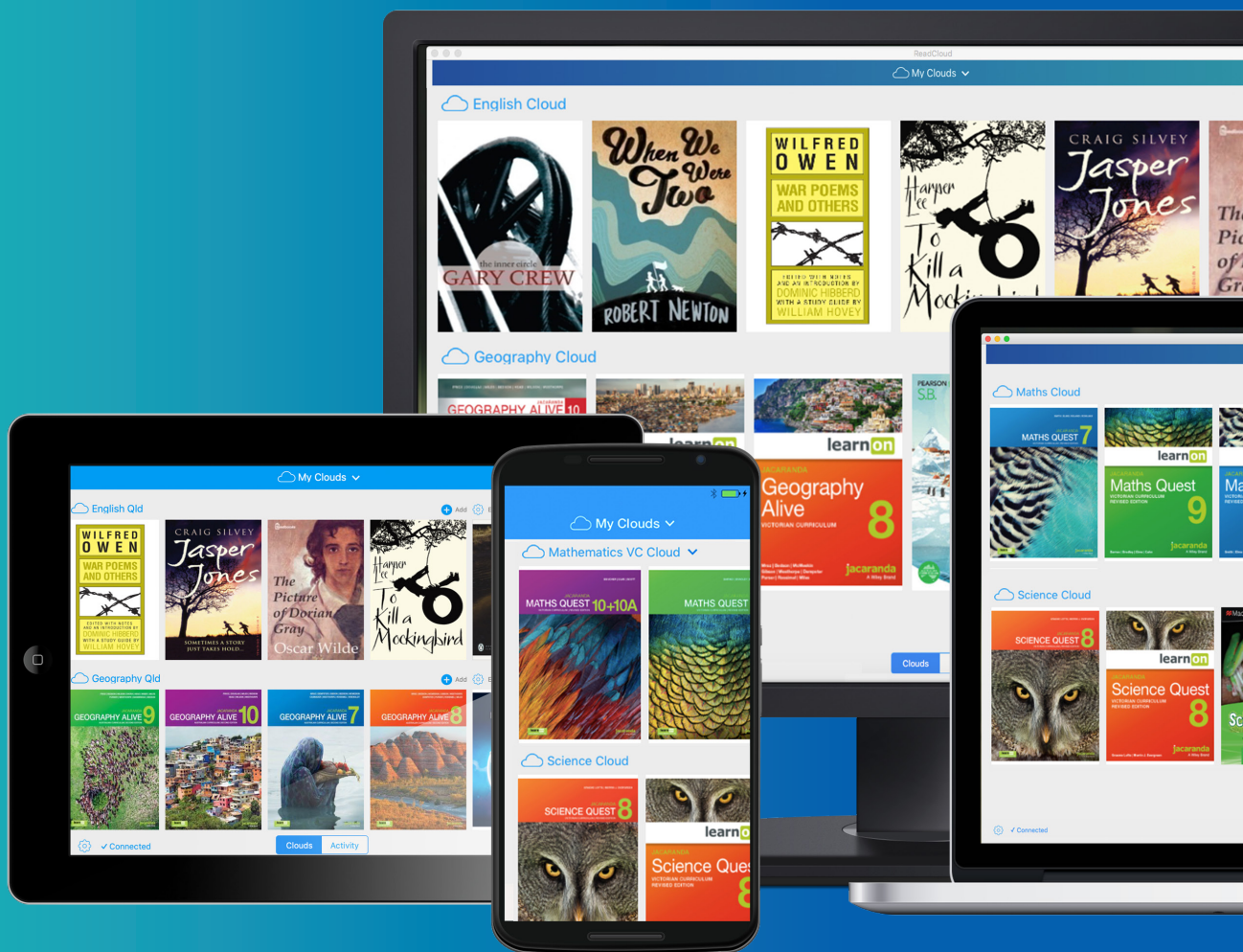




Administration Console User Guide



January 2020



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Welcome to ReadCloud!

ReadCloud's Admin Console can be accessed at admin.readcloud.com.

It's a web-based utility for managing entities within ReadCloud, and performing useful actions to resolve user queries or issues. These currently include:

- **User management**
- **Cloud management**

Some of our support documentation may be useful for administrators, found at help.support.com. There you'll find:

- **LMS User Guides**
- **General User Guide for Teachers**
- **General video tutorials**

You can also contact our Melbourne-based team any time at contact@readcloud.com.

Getting started

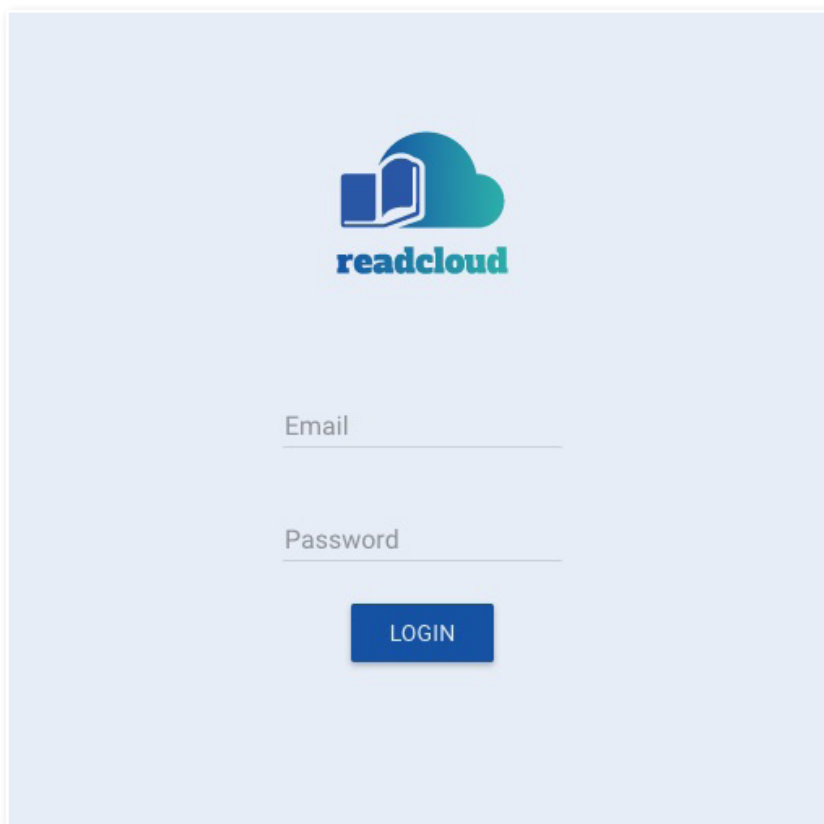
The admin console is a web based application that allows administrators to manage their ReadCloud setup, including users, clouds, institution settings and others.

Prerequisites

- You must have been given credentials from us first.
- You must have **Google Chrome** installed, and must use this to access the admin console.

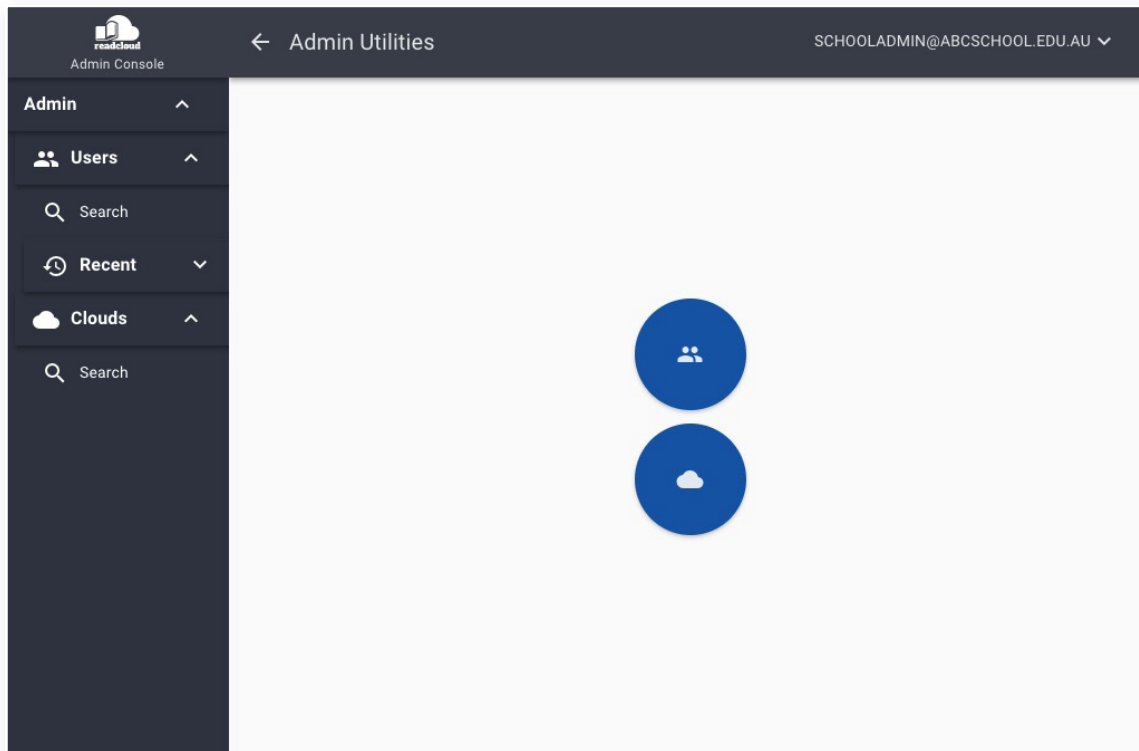
Logging in

- Navigate to the **Admin Console** and you should see the login page if you haven't logged in before.
- Enter the username and password given to you by us.



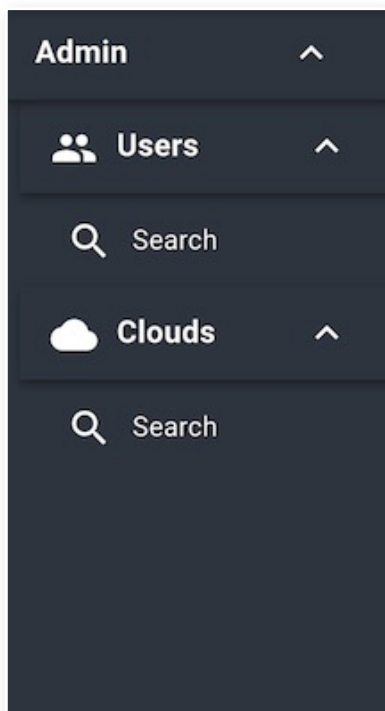
The image shows the ReadCloud login page. At the top center is the ReadCloud logo, which consists of a stylized blue and green cloud with an open book inside it, and the word "readcloud" in blue lowercase letters below it. Below the logo are two input fields: "Email" and "Password", each with a light blue underline. Below the "Password" field is a blue rectangular button with the word "LOGIN" in white uppercase letters.

- If you entered them correctly you should then see the home page.



Site Navigation

Throughout the app you can use the sidebar for navigating around the Admin Console.



Managing Users

- Search for a user
- View user details
 - Clouds view
 - Activity log
 - Transactions and licenses
- Manage users
 - Change their details
 - Change their password

Search for a user

The starting page for navigating to and viewing or managing a user is the User Search page. You can perform a search by filtering down based on user details such as their first name or email, then clicking Search. You will then see all the results for that filter below.

←

User Search

SCHOOLADMIN@DEMO.READCLOUD.COM ▾

First Name

Last Name

Emailrc-test

Role ▾

Institutiondemo.readcloud.... ▾

☐ Include Deleted

SEARCH

Filter

EXPORT

Page: 1 ▾

Rows per page: 50 ▾

1 - 7 of 7




<


>

Email	First Name	Last Name	Institution	Role	Latest Activity
⋮ rc-test+student.1@readcloud.com	Van	Dare	demo.readcloud.com	Student	
⋮ rc-test+student.2@readcloud.com	Anastacio	Koss	demo.readcloud.com	Student	
⋮ rc-test@readcloud.com	Ashly	Schamberger	demo.readcloud.com	Student	31/10/2017, 14:57:46
⋮ rc-test+rconly.1@readcloud.com	Werner	Marks	demo.readcloud.com	Student	
⋮ rc-test+aconly.1@readcloud.com	Willie	Mraz	demo.readcloud.com	Student	
⋮ rc-test+teacher.1@readcloud.com	Deion	Roob	demo.readcloud.com	Teacher	
⋮ rc-test+teacher.2@readcloud.com	Chavanna	Louisville	demo.readcloud.com	Teacher	

View user details

Once you've found the user you're looking for, you can navigate to the details page of the user by clicking the options button of that row, indicated by the three dots.

Email	First Name
 c-test+student.1@readcloud.com	Van
 rc-test+student.2@readcloud.com	Anastacio
 rc-test@readcloud.com	Ashly

rc-test@readcloud.com 

Email	rc-test@readcloud.com
First Name	Ashly
Last Name	Schamberger
Year Level	7
Role	Student
Institution	demo.readcloud.com
Parent Email	rc-test+parent.0@readcloud.com
Last Login	31/10/2017, 14:48:41
Latest Activity	31/10/2017, 14:57:46
Created	31/10/2017, 14:48:17
Last Updated	31/10/2017, 14:48:17

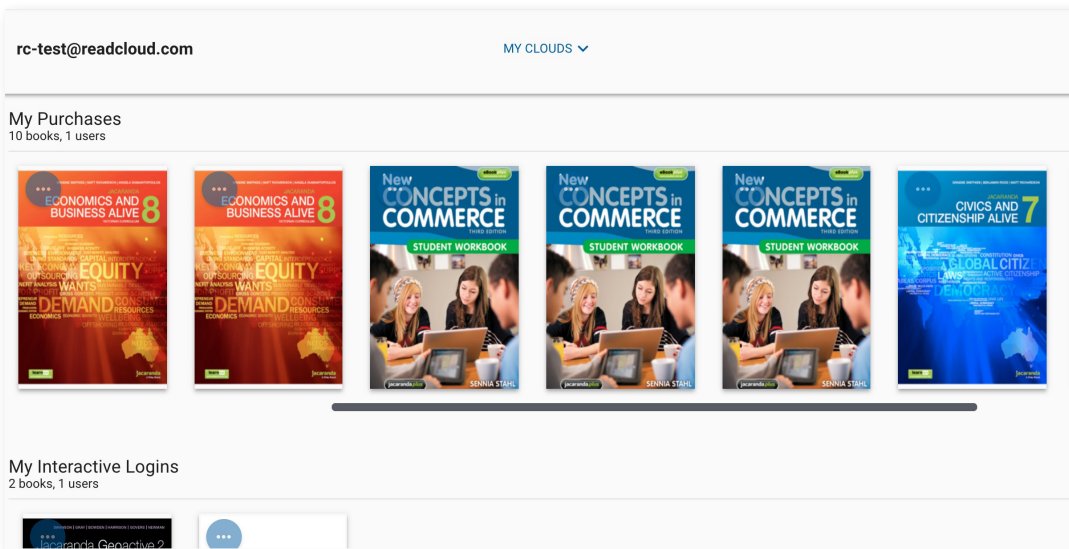
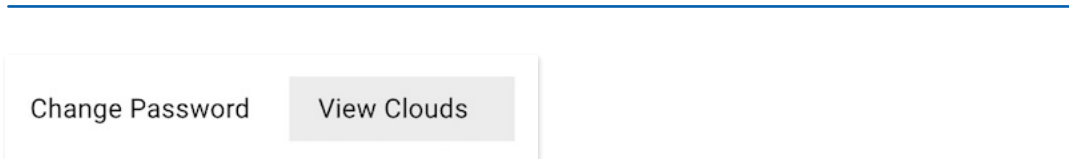
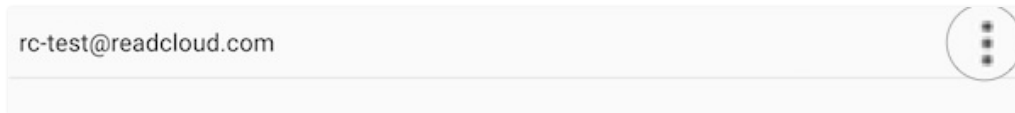
EDIT

Activity Log

Audit Log

Clouds view

Administrators can see a user's clouds view, which shows what a user sees in their own Bookshelf. Click on the 'more options' button with the three dots at the top right in the user details view, then click on View Clouds.



Activity log

Listed under a collapsable tab beneath the user details screen, the activity log contains useful information about what the user has been doing within the app, including books they've opened and any errors or issues they've encountered.

Activity Log					
Filter					
<div> <div>Page: 1</div> <div>Rows per page: 50</div> <div>1 - 6 of 6</div> </div>					
Date	OS	App Version	Type ↑	Description	Result
2017-11-01 2:15 pm	OSX 10.12.6	1.8.116	BookDownload	{ "err": "No available url found", "contentSystem": "RCS", "title": "RCS Book+", "ISBN": "rc_rcs00012" }	Failure
2017-11-01 2:15 pm	OSX 10.12.6	1.8.116	BookDownload	{ "err": "No available url found", "contentSystem": "RCS", "title": "RCS Book+", "ISBN": "rc_rcs00011" }	Failure
2017-11-01 2:15 pm	OSX 10.12.6	1.8.116	BookDownload	{ "contentSystem": "RCS", "title": "RCS Book+", "ISBN": "rc_rcs00005", "url": "https://api.readcloud.com/rcs/bookbytes/ab531ad7-ac97-4d78-9b5a-93f6f407b433.pdf", "id": "59b89237ed501174c3f6f07e", "fileSize": 15705815 }	Success
2017-10-31 3:48 pm	OSX 10.12.6	1.8.116	Login	IP=192.168.0.4; Auto Login; API=V14; OM	Success
2017-10-31 3:48 pm	OSX 10.12.6	1.8.116	Login	IP=192.168.0.4; API=V14; OM	Success
2017-11-01 2:15 pm	OSX 10.12.6	1.8.116	Login	IP=192.168.0.2; Auto Login; API=V14; OM	Success

Transactions and licenses

Beneath this, the transactions panel contains useful information about what licenced books the user owns.

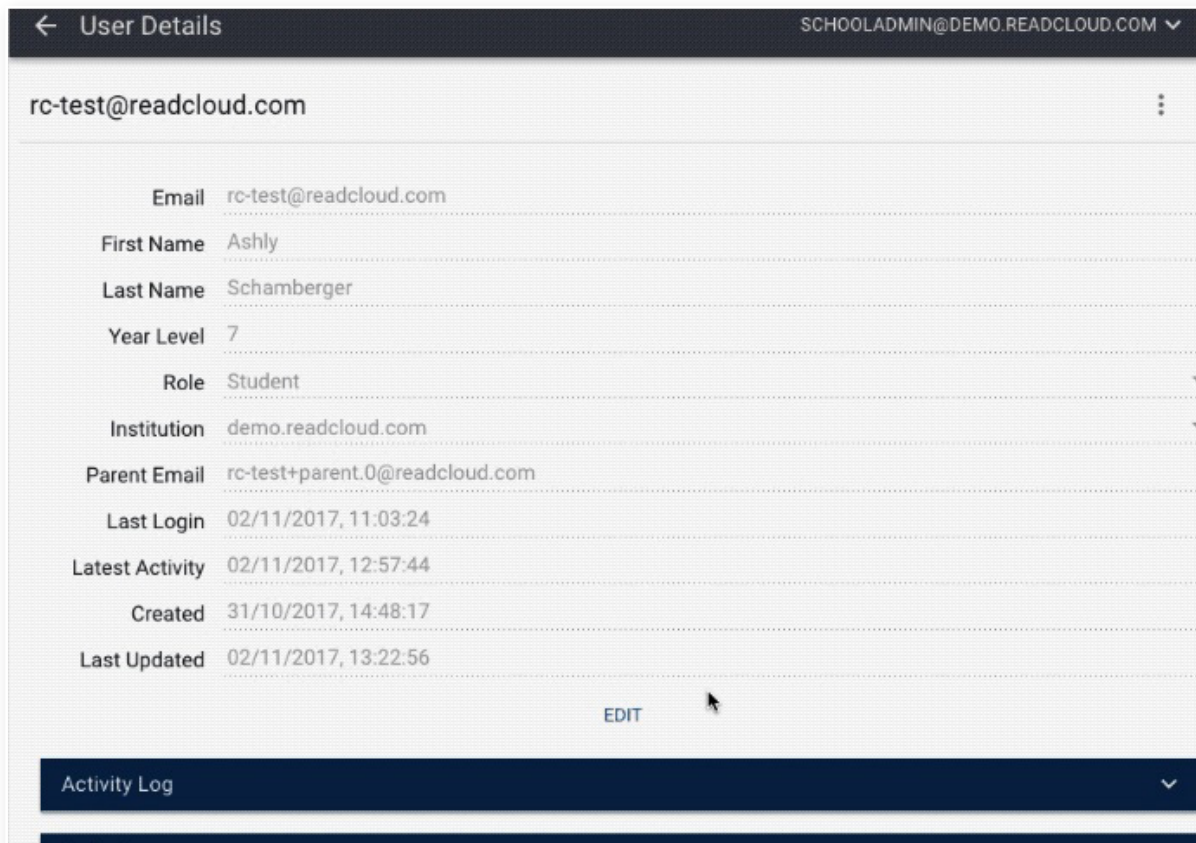
Transactions					
Filter					
<div> <div>Page: 1</div> <div>Rows per page: 50</div> <div>1 - 12 of 12</div> </div>					
ISBN	Title	Transaction Date	Purchase Date	Expire Date	
RC_INTLOGINTEST	Hotmaths (Test)	31/10/2017, 14:48:17	31/10/2017, 14:48:17	31/10/2018, 14:48:17	
RC_INTLOGIN00106	Jacaranda Geoactive 2 NSW AC Edition Stage 5 eGuidePLUS	31/10/2017, 14:48:17	31/10/2017, 14:48:17	31/10/2018, 14:48:17	
9780143784234	Unbreakable	31/10/2017, 14:48:17	31/10/2017, 14:48:17	31/10/2018, 14:48:17	
rc_rcs00013	RCS Book+	31/10/2017, 14:48:17	31/10/2017, 14:48:17	31/10/2018, 14:48:17	

Managing users

The user details page also gives you the ability to perform actions on a user like editing their details or changing their password.

Change their details

To change a user's details, click on the edit button underneath the details panel, make any desired changes, then make sure to click 'save' so that your changes aren't lost.



← User Details SCHOOLADMIN@DEMO.READCLOUD.COM ▾

rc-test@readcloud.com ▮

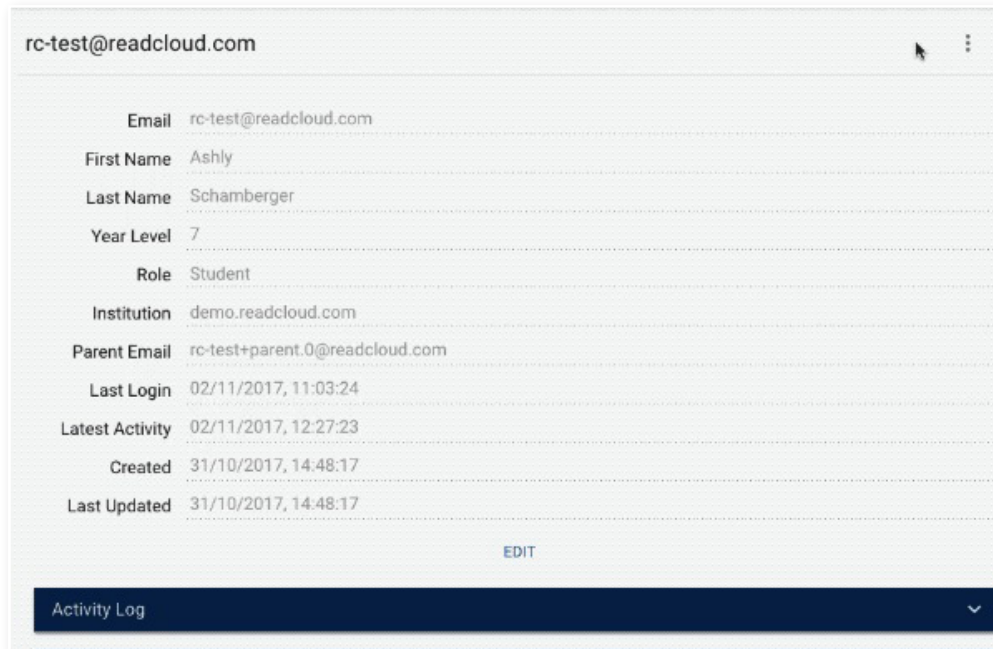
Email	rc-test@readcloud.com
First Name	Ashly
Last Name	Schamberger
Year Level	7
Role	Student ▾
Institution	demo.readcloud.com ▾
Parent Email	rc-test+parent.0@readcloud.com
Last Login	02/11/2017, 11:03:24
Latest Activity	02/11/2017, 12:57:44
Created	31/10/2017, 14:48:17
Last Updated	02/11/2017, 13:22:56

EDIT

Activity Log ▾

Change their password

To change a user's password, click on the more options button with the three dots at the top right of the user details page, then click Change Password. Enter the new password, confirm it, then click Submit.



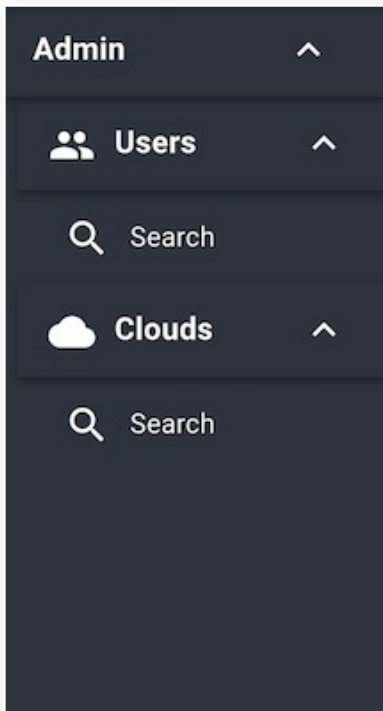
Email	rc-test@readcloud.com
First Name	Ashly
Last Name	Schamberger
Year Level	7
Role	Student
Institution	demo.readcloud.com
Parent Email	rc-test+parent.0@readcloud.com
Last Login	02/11/2017, 11:03:24
Latest Activity	02/11/2017, 12:27:23
Created	31/10/2017, 14:48:17
Last Updated	31/10/2017, 14:48:17

EDIT

Activity Log

Managing Clouds

The Admin Console also allows super users to view and edit key details about their school's cloud set up. Select 'Clouds' in the side navigation menu.



Search for clouds

Much like searching for users, entering a cloud's name into the search underneath 'Clouds' on the navigation menu will bring up those specific clouds.

← Cloud Search

SCHOOLADMIN@DEMO.READCLOUD.COM ▾

Cloud Name
Demo Cloud

Description

Type ▾

Institution
demo.readcloud.... ▾

☐ Include Deleted

SEARCH

Filter

EXPORT

Page: 1 ▾ Rows per page: 50 ▾ 1 - 2 of 2 < >

	Name	Description	Type	Institution	Deleted
⋮	Demo Cloud	Demo Cloud	User	demo.readcloud.com	false
⋮	Demo Cloud 1		School	demo.readcloud.com	false

Page: 1 ▾ Rows per page: 50 ▾ 1 - 2 of 2 < >

View cloud details

Select the cloud you're looking for and a details view will appear, outlining the Cloud's name, its members, administrators and the resources it holds.

Demo Cloud 1
demo.readcloud.com
Deleted

Name
Demo Cloud 1
Warning: cloud names must match the institution's class code if they are synchronized

Description

Institution
demo.readcloud.com

Only admins can add content

Type
School

EDIT

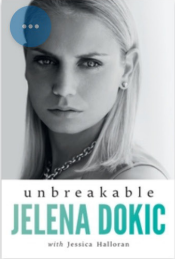
Members

Email	Role
rc-test@readcloud.com	Student
rc-test+student.2@readcloud.com	Student
rc-test+student.1@readcloud.com	Student

Admins

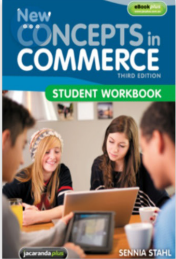
Email	Role
rc-test@readcloud.com	Student
rc-test+student.2@readcloud.com	Student
rc-test+teacher.2@readcloud.com	Teacher
rc-test+teacher.1@readcloud.com	Teacher

Books



No thumbnail preview available
RCS Book+

No thumbnail preview available
RCS Book+



No thumbnail preview available
RCS Book+

No thumbnail preview available
RCS Book+

Edit cloud details

Click 'Edit' under a cloud's main details to edit them.

Name

Demo Cloud 1

Warning: cloud names must match the institution's class code if they are synchronized

Description

Institution

demo.readcloud.com

Only admins can add content

☐

Type

School

EDIT

Manage members and admins

Click the blue '+' icons to add or change members or admins of a specific cloud.

Members

+

Email	Role
rc-test@readcloud.com	Student
rc-test+student.2@readcloud.com	Student
rc-test+student.1@readcloud.com	Student

Admins

+

Email	Role
rc-test@readcloud.com	Student
rc-test+student.2@readcloud.com	Student
rc-test+teacher.2@readcloud.com	Teacher
rc-test+teacher.1@readcloud.com	Teacher

Select Users

First Name

Last Name

Email

rc-

Role

Institution

demo.readcloud...

☐ Include Deleted

SEARCH

Filter

EXPORT

Page: 1

Rows per page: 50

1 - 7 of 7

<input type="checkbox"/>	Email	First Name	Last Name	Institution	Role	Latest Activity
<input checked="" type="checkbox"/>	rc-test+student.1@readcloud.com	Van	Dare	demo.readcloud.com	Student	
<input checked="" type="checkbox"/>	rc-test+student.2@readcloud.com	Anastacio	Koss	demo.readcloud.com	Student	
<input checked="" type="checkbox"/>	rc-test@readcloud.com	Ashly	Schamberger	demo.readcloud.com	Student	01/11/2017, 13:59:55
<input type="checkbox"/>	rc-test+rconly.1@readcloud.com	Werner	Marks	demo.readcloud.com	Student	
<input type="checkbox"/>	rc-test+aconly.1@readcloud.com	Willie	Mraz	demo.readcloud.com	Student	
<input type="checkbox"/>	rc-test+teacher.1@readcloud.com	Deion	Roob	demo.readcloud.com	Teacher	
<input type="checkbox"/>	rc-test+teacher.2@readcloud.com	Cheyenne	Luehlwitz	demo.readcloud.com	Teacher	

Page: 1

Rows per page: 50

1 - 7 of 7

CANCEL

OK