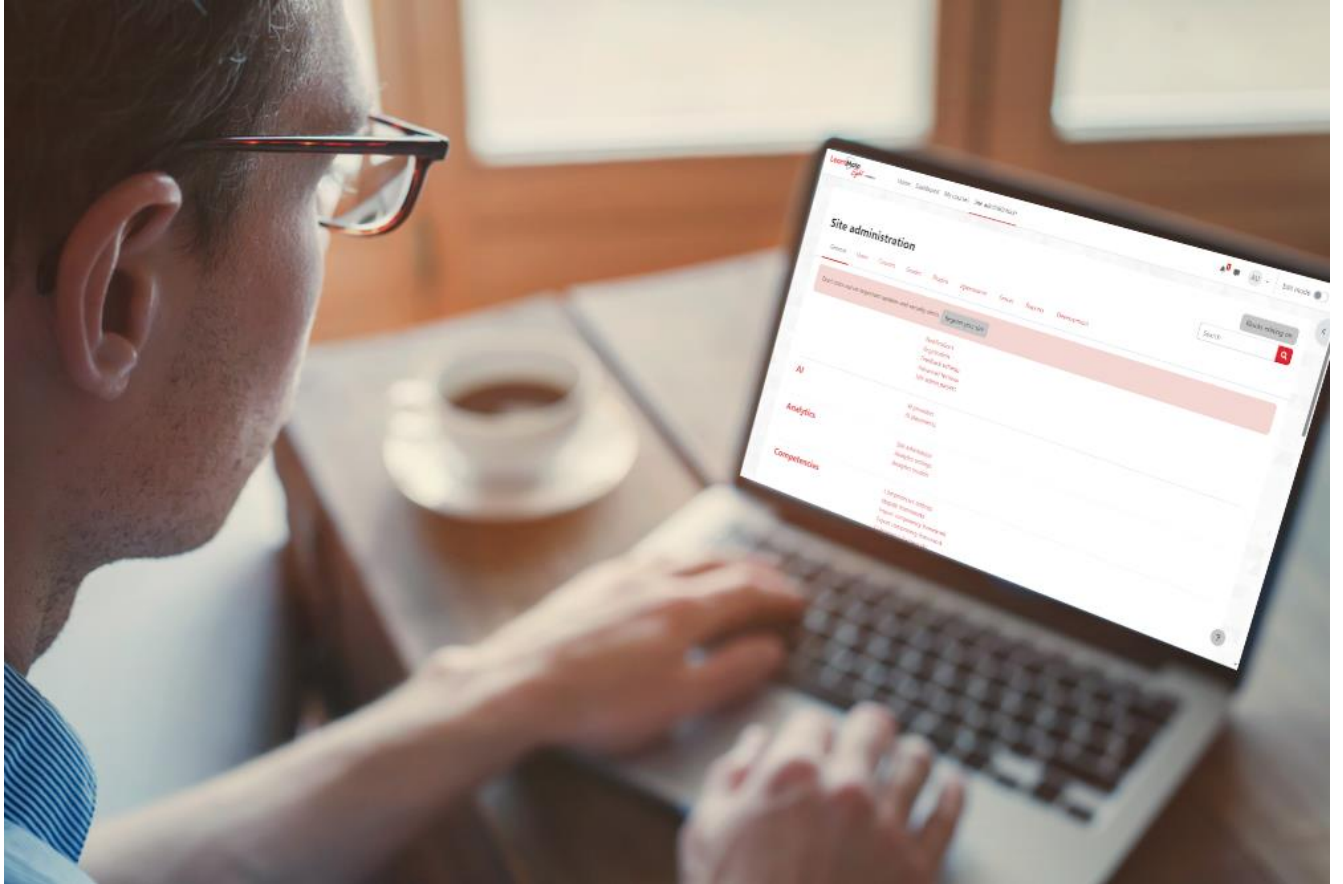


LearnMate



Administrator's Quick Start Guide



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LearnMate 8 Administrator's Quick Start Guide

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Contents

- 1. Welcome to LearnMate 8 4
 - 1.1. Introducing LearnMate 8 4
- 2. User and Account Management 5
 - 2.1. Uploading a Single User to the Site 5
 - 2.2. Uploading Multiple Users to the Site 5
 - 2.3. Suspending a User Account 6
 - 2.4. Deleting a User from the Site 6
 - 2.5. Creating a Cohort 6
 - 2.6. Assigning System Roles 7
 - 2.7. Managing Authentication Methods 7
- 3. Course and Enrollment Management 8
 - 3.1. Creating a Category 8
 - 3.2. Creating a Course 8
 - 3.3. Enrolling Users into a Course 9
 - 3.4. Enabling Self Enrollment in a Course 9
 - 3.5. Adjusting Course Default Settings 9
- 4. Course Reuse and Data Backup 10
 - 4.1. Backing Up a Course 10
 - 4.2. Restoring a Course 10
 - 4.3. Importing Content from One Course to Another 10
 - 4.4. Configuring Automated Backups 11
- 5. Site Appearance and Localization 12
 - 5.1. Adding a Language Pack to the Site 12
 - 5.2. Changing the Site Language 12
 - 5.3. Adjusting the Site Home Page Settings 12
 - 5.4. Changing the Site Theme 13
- 6. System Configuration and Maintenance 14
 - 6.1. Resetting Your Password 14
 - 6.2. Enabling Maintenance Mode 14
 - 6.3. Clearing Cache 14
 - 6.4. Viewing Site Logs 15
 - 6.5. Adjusting Privacy Settings 15
 - 6.6. Installing a Plugin 15

1. Welcome to LearnMate 8

1.1. Introducing LearnMate 8

Welcome to *LearnMate 8 (Eight)*!

Intelitek's latest learning management system (LMS) equips site administrators with a secure, highly accessible platform designed for effortless management. LearnMate 8 guarantees maximum stability and robust privacy controls to safeguard your institution's data. As an administrator, you will appreciate the intuitive interface that streamlines user administration, course organization, and grading workflows. Built to modern accessibility standards, it ensures an inclusive learning environment for all users out of the box. With clean navigation and simplified backend tools, LearnMate 8 provides a reliable, user-friendly foundation to elevate your digital learning experience.

The following sections contain common procedures to help you get started with the LearnMate 8 learning management system (LMS).



2. User and Account Management

2.1. Uploading a Single User to the Site

Creating accounts manually is useful when you only need to grant access to one new student, teacher, or staff member. This ensures they have immediate, personalized access to LearnMate.

To upload a single user to the site:

1. Navigate to **Site administration** and click the **Users** tab.
2. Under the **Accounts** section, click **Add a new user**.
3. Fill in the required fields, including Username, New password, First name, Last name, and Email address.
4. Adjust any optional profile settings or add a user picture if desired.
5. Scroll to the bottom and click **Create user**.

2.2. Uploading Multiple Users to the Site

Bulk uploading saves time when you need to create accounts for an entire class, department, or organization at once. You can achieve this by uploading a standard CSV file formatted with user data.

To create the CSV file, first open a spreadsheet and save it as a comma-separated values (.csv) file. The first row must be the header containing exactly formatted, lowercase field names without spaces. You must include username, firstname, lastname, and email. You can optionally include passwords by adding a password column, or enroll users directly into courses by adding course1 (using the course shortname) and role1 (such as student). An example is shown here.

username	firstname	lastname	email	password	course1	role1
jdoe	John	Doe	jdoe@example.com	ChangeMe1!	Robot Grippers	student
asmith	Alice	Smith	asmith@example.com	ChangeMe1!	Robot Grippers	student
bwayne	Bruce	Wayne	bwayne@example.com	ChangeMe1!	Robot Grippers	student
ckent	Clark	Kent	ckent@example.com	ChangeMe1!	Robot Grippers	student
dprince	Diana	Prince	dprince@example.com	ChangeMe1!	Robot Grippers	student
gcooper	Grant	Cooper	gcooper@example.com	ChangeMe1!	Robot Grippers	student

To upload multiple users to the site:

1. Navigate to **Site administration** and click the **Users** tab.
2. Under the **Accounts** section, click **Upload users**.
3. Drag and drop your prepared CSV file into the file upload area or use the **Choose a file** button.
4. Click **Upload users** to view a preview of the data and configure your specific upload settings.
5. Scroll to the bottom and click **Upload users** again to finalize the account creations.

2.3. Suspending a User Account

Suspending an account temporarily revokes a user's access to LearnMate without deleting their historical data or course grades. This is ideal for users on a leave of absence or pending administrative review.

To suspend a user account:

1. Navigate to **Site administration**, click the **Users** tab, and select **Browse list of users**.
2. Locate the specific user by using the search filters.
3. Click the Edit (gear) icon in the Action column next to the user's name.
4. Locate the Suspended account checkbox under the General settings and check it.
5. Scroll down and click **Update profile**.

2.4. Deleting a User from the Site

Deleting a user permanently removes their account and personal data from the system. This action should only be taken when a user no longer needs access, and their historical records are no longer required for compliance.

To delete a user from the site:

1. Navigate to **Site administration**, click the **Users** tab, and select Browse list of users.
2. Find the user you want to remove using the search filters.
3. Click the Delete (trash can) icon in the Action column next to their name.
4. Review the confirmation prompt to ensure you have the correct user.
5. Click **Continue** to permanently delete the account.

2.5. Creating a Cohort

Cohorts are site-wide or category-wide groups that allow you to easily enroll entire batches of users into courses at once. This is highly efficient for managing specific graduating classes or academic programs.

To create a cohort:

1. Navigate to **Site administration** and click the **Users** tab.
2. Under the **Accounts** section, click **Cohorts**.
3. Click the **Add new cohort** button.
4. Enter a Name, a required Cohort ID, and select the context (System or a specific category) where this cohort will be available.
5. Click **Save changes**.

2.6. Assigning System Roles

System roles grant administrative or site-wide permissions to specific users, giving them capabilities beyond standard students or teachers. This is used to assign sweeping roles like Manager or Course Creator.

To assign system roles:

1. Navigate to **Site administration** and click the **Users** tab.
2. Under the **Permissions** section, click **Assign system roles**.
3. Click the specific role you want to assign (for example, Manager).
4. In the *Potential users* list on the right, search for and select the user you want to assign the role to.
5. Click the **Add** button in the middle to move them to the *Existing users* list.

2.7. Managing Authentication Methods

Authentication methods control how users create accounts and log in to your LearnMate platform. You can enable, disable, or prioritize options like email-based self-registration, manual accounts, or third-party logins.

To manage authentication methods:

1. Navigate to **Site administration** from the main menu.
2. Click the **General** tab.
3. Scroll down to the **Authentication** section and click **Manage authentication**.
4. Click the **Enable** (eye) icon next to a method to turn it on or click the **Settings** (gear) icon to configure its specific rules.
5. Scroll to the bottom to configure common settings like self-registration, then click **Save changes**.

3. Course and Enrollment Management

3.1. Creating a Category

Categories help you organize courses into logical hierarchies, such as by department, semester, or subject area. Proper categorization makes it easier for users to navigate the site and find their assigned courses.

To create a category:

1. Navigate to **Site administration** and click the **Courses** tab.
2. Click **Manage courses and categories**.
3. Above the category list on the left, click the **Create new category** button.
4. Select a Parent category (or choose *Top* to make it a main category) and enter a Category name.
5. Click **Create category** at the bottom of the page.

3.2. Creating a Course

A course is the primary learning environment where teachers can add resources, activities, and assessments for students. Creating a new course is the first step in delivering educational content on your platform.

To create a course:

1. Navigate to **Site administration**, click the **Courses** tab, and select **Manage courses and categories**.
2. Select the category where you want the course to live, then click the **Create new course** button on the right side.
3. Enter the Course full name and a Course short name.
4. Adjust the course format, start dates, and visual settings as needed.
5. Scroll down and click **Save and display**.

3.3. Enrolling Users into a Course

Manual enrollment allows you to directly assign specific students or teachers to a course. This guarantees they have immediate access to the course materials without needing a password.

To enroll users into a course:

1. Navigate to the specific course where you want to add users.
2. From the course navigation menu, click the **Participants** tab.
3. Click the **Enroll users** button located at the top or bottom of the participant list.
4. In the pop-up window, search for the users or cohorts you want to add and assign them the appropriate Role (e.g., Student or Teacher).
5. Click **Enroll selected users and cohorts**.



Click or scan to see an additional method for enrolling users

3.4. Enabling Self Enrollment in a Course

Self-enrollment allows users to join a course on their own, often using an enrollment key provided by the instructor. This significantly reduces the administrative burden of manual enrollments.

To enable self enrollment in a course:

1. Navigate to the specific course.
2. From the course navigation menu, click **Participants**.
3. Click the dropdown menu at the top left of the page (usually labeled *Enrolled users*) and select **Enrollment methods**.
4. Locate *Self enrollment (Student)* in the list of methods and click the **Enable** (eye) icon so it is no longer crossed out.
5. To add a password, click the **Edit** (gear) icon next to Self enrollment, enter an Enrollment key, and click **Save changes**.

3.5. Adjusting Course Default Settings

Adjusting course defaults allows you to standardize the basic settings, format, and layout for every new course created on the platform. This saves administrators and teachers time by eliminating the need to manually configure the same settings repeatedly.

To adjust course default settings:

Navigate to **Site administration** from the main menu.

1. Click the **Courses** tab.
2. Scroll to the **Course default settings** section and click **Course default settings**.
3. Adjust the preferred defaults for settings like course format, maximum file upload size, and completion tracking.
4. Scroll to the bottom of the page and click **Save changes**.

4. Course Reuse and Data Backup

4.1. Backing Up a Course

Creating a course backup saves all of the course's structure, activities, and (optionally) user data into a single file. This is crucial for archiving old courses or keeping a safe copy before making major revisions.

To back up a course:

1. Navigate to the specific course you want to back up.
2. From the course navigation menu, click **More** and select **Course reuse**.
3. In the dropdown menu at the top left, select **Backup**.
4. Check the boxes for the settings and data you want to include, then click **Next** to specify individual activities.
5. Review your selections on the final screen and click **Perform backup**, then click **Continue** when it finishes.

4.2. Restoring a Course

Restoring a course allows you to take a previously backed-up course file and recreate it on your LearnMate site. You can restore it as an entirely new course, merge the backup data into an existing course, or completely overwrite an existing course.

To restore a course:

1. Navigate to any course, click **More** in the course navigation menu, and select **Course reuse**.
2. From the dropdown menu at the top left, select **Restore**.
3. Drag and drop your backup file into the file upload area and click **Restore**.
4. Review the backup details and click **Continue**.
5. Choose whether to restore as a new course, into the current course, or into an existing course, click **Continue**, and follow the remaining prompts to execute the restore.

4.3. Importing Content from One Course to Another

The import feature allows administrators or authorized teachers to copy specific resources and activities from one course directly into another. This saves time by reusing existing materials instead of building them from scratch.

To import content from one course to another:

1. Navigate to the destination course where you want the copied content to appear.
2. From the course navigation menu, click **More** and select **Course reuse**.
3. From the dropdown menu at the top left, ensure **Import** is selected.
4. Select or search for the source course that contains the content you want to copy and click **Continue**.

5. Follow the prompts to select the specific activities and blocks you wish to import, review your choices, and click **Perform import**.

4.4. Configuring Automated Backups

Automated backups ensure that all your course content and user data are regularly and securely saved without manual effort. This provides critical data loss prevention in the event of a system failure or accidental deletion.

To configure automated backups:

1. Navigate to **Site administration** from the main menu.
2. Click the **Courses** tab.
3. Scroll down to the **Backups** section and click **Automated backup setup**.
4. Set the backup schedule, choose where the files will be saved, and specify which data components to include.
5. Scroll to the bottom and click **Save changes** to activate the automation.

5. Site Appearance and Localization

5.1. Adding a Language Pack to the Site

Installing new language packs allows you to localize your LearnMate platform for international users or specific demographic needs. This provides a more accessible learning environment by letting users navigate the interface in their native language.

To add a language to the site:

1. Navigate to **Site administration** from the main menu.
2. Click the **General** tab and scroll down to the **Language** section.
3. Select **Language packs**.
4. Choose the desired language(s) from the list of available language packs on the right side of the screen.
5. Click the **Install selected language pack(s)** button in the middle to complete the addition.

5.2. Changing the Site Language

Adjusting the site language ensures that LearnMate's interface is displayed in the preferred language for your institution. You can set a new default language for all users on the platform.

To change the site language:

1. Navigate to **Site administration** from the main menu.
2. Click the **General** tab and scroll down to the **Language** section.
3. Select **Language settings**.
4. Choose your desired language from the **Default language** dropdown menu.
5. Scroll to the bottom and click **Save changes**.

5.3. Adjusting the Site Home Page Settings

Customizing the home page (also referred to as the front page) allows you to control exactly what users see before and after they log in. You can use this space to display site announcements, course lists, or a custom welcome message.

To adjust the home page settings:

1. Navigate to **Site administration**.
2. Click the **General** tab.
3. Scroll down to the Site home section and click **Site home settings**.
4. Adjust the site name, summary, and the dropdown items for *Site home* (what guests see) and *Site home items when logged in*.
5. At the bottom of the page, click **Save changes**.

5.4. Changing the Site Theme

Changing the site theme alters the overall visual appearance, color scheme, and layout of your LearnMate platform. This allows you to align the learning environment with your institution's specific branding and stylistic preferences.

To change the site theme:

1. Navigate to **Site administration** from the main menu.
2. Click the **Appearance** tab.
3. Under the **Themes** section, click **Theme selector**.
4. Click the **Change theme** button next to the device type (such as Default) you want to modify.
5. Scroll through the available themes and click the **Use theme** button beneath your desired choice.
6. Review the updated appearance and click **Continue**.

6. System Configuration and Maintenance

6.1. Resetting Your Password

Updating your password regularly helps maintain the security of your administrator account. This process allows you to securely change your current password from within your own profile.

To reset your password:

1. Click your user profile picture in the top right corner of LearnMate and select **Profile**.
2. In the User details section, click the **Preferences** link.
3. Under the User account heading, click **Change password**.
4. Enter your current password, followed by your new password twice.
5. Click **Save changes**.

6.2. Enabling Maintenance Mode

Enabling maintenance mode temporarily locks out non-administrator users so you can safely perform system updates or troubleshoot issues. This prevents students and teachers from interacting with the site while changes are being made.

To enable maintenance mode:

1. Navigate to **Site administration** from the main menu.
2. Click the **Server** tab.
3. Scroll to the **Server management** section and click **Maintenance mode**.
4. Click the **Enable** button and optionally type an explanation message that will display to your users.
5. Click **Save changes**.

6.3. Clearing Cache

Clearing the system cache forces LearnMate to reload its data and interface elements from scratch. This is often necessary to make new theme settings, language changes, or plugin updates immediately visible.

To clear the cache:

1. Navigate to **Site administration** from the main menu.
2. Click the **Development** tab.
3. Locate the **Purge caches** section and click **Purge caches**.
4. Click the **Purge all caches** button in the center of the screen.
5. Wait a few moments for the system to process the request and display a success message.

6.4. Viewing Site Logs

Site logs record every action taken on the platform, providing a detailed audit trail of user activity and system events. Reviewing these logs is essential for troubleshooting access issues or tracking specific user interactions.

To view site logs:

1. Navigate to **Site administration** from the main menu.
2. Click the **Reports** tab.
3. Under the **Logs** section, click **Logs**.
4. Use the dropdown menus to filter by specific courses, participants, days, or activities.
5. Click the **Get these logs** button to generate the report.

6.5. Adjusting Privacy Settings

Configuring privacy settings ensures your LearnMate platform complies with institutional data policies and regional privacy laws. This allows you to manage data retention, user consent, and site policy agreements.

To adjust privacy settings:

1. Navigate to **Site administration** and click the **Users** tab.
2. Scroll down to the **Privacy and policies** section.
3. Click **Privacy settings**.
4. Configure your required settings, such as forcing users to log in to view profiles or specifying a privacy contact.
5. Click **Save changes**.

6.6. Installing a Plugin

Installing plugins extends the core functionality of LearnMate by adding new activity types, reports, blocks, or integrations. This allows you to continuously expand and customize the toolset available to your educators and learners.

To install a plugin:

1. Navigate to **Site administration** from the main menu.
2. Click the **Plugins** tab.
3. Click **Install plugins** at the top of the page.
4. Drag and drop your downloaded plugin ZIP file into the upload area, or use the **Choose a file** button.
5. Click the **Install plugin from the ZIP file** button.
6. Review the validation check and click **Continue** to proceed with the database upgrade.