



# **Report WP4-A4:**

## **Platform user manual**



## Result

Platform user manual

## Related to

WP4-A4: Documentation of the platform programming code, creation of the user manual

## Platform link

<https://app.tet-erasmus.eu>

## Statement of originality

This report contains original unpublished work, except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation, or both.

## Disclaimer

This report contains material, which is the copyright of TET Consortium Parties. All TET Consortium Parties have agreed that the content of the report is licensed under a Creative Commons Attribution Non-Commercial Share Alike 4.0 International License. TET Consortium Parties does not warrant that the information contained in the Deliverable is capable of use, or that use of the information is free from risk and accept no liability for loss or damage suffered by any person or any entity using the information.

## Copyright notice

© 2022-2025 TET Consortium Parties

## Note

For anyone interested in having more information about the project, please see the website at: <https://tet-erasmus.eu/>



This publication is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International Public License](https://creativecommons.org/licenses/by-nc/4.0/) (CC BY-NC 4.0).

## Document version history

Version	Date	Author	Comment
1.0	28.2.2025	Tomaž Požrl, UNILJ	Initial version

## Table of contents

1. Introduction .....	6
1.1 Overview of the TET platform .....	6
1.2 Purpose of the platform in this project .....	7
1.3 Purpose of the manual .....	9
1.4 Manual target audience .....	9
1.5 How to access the platform .....	9
2. Getting started .....	12
2.1 System requirements .....	12
2.2 Signing up .....	12
2.3 Logging in and out .....	13
2.4 Overview of the user interface .....	13
2.4.1 Header .....	14
2.4.2 Search bar .....	14
2.4.3 Basic navigation bar .....	15
2.4.4 Profile .....	15
2.4.5 Left sidebar .....	16
2.4.6 Content area .....	17
2.4.7 Right sidebar .....	18
2.4.8 Footer .....	19
3. Using the platform .....	21
3.1 Creating, editing, and deleting content .....	22
3.1.1 Creating a new course, chapter or page .....	22
3.1.2 Editing a course, chapter or page .....	25
3.1.3 Deleting a course, chapter or page .....	26
3.2 Formatting page content .....	27
3.2.1 Basic formatting .....	27
3.2.2 Inserting lists .....	28
3.2.3 Inserting links .....	28
3.2.4 Inserting (embedding) PDF files .....	30

3.2.5	Inserting tables.....	31
3.2.6	Inserting images.....	32
3.2.7	Inserting code blocks .....	33
3.2.8	Inserting drawings.....	34
3.2.9	Inserting / editing media.....	36
3.2.10	Inserting collapsible blocks .....	37
3.2.11	Editing page source code .....	38
3.2.12	WYSIWYG editor shortcuts .....	39
3.3	Additional functionalities.....	40
3.3.1	Adding page tags.....	40
3.3.2	Adding attachments to a page .....	41
3.3.3	Setting a page as a template.....	41
3.3.4	Page revisions and restoring previous versions.....	42
3.4	Searching for content.....	44
3.4.1	Basic search options.....	44
3.4.2	Advanced search options.....	45
4.	User management and user features .....	47
4.1	User roles and permissions.....	47
4.2	Inviting and managing users .....	48
4.2.1	Inviting users.....	49
4.2.2	Managing users.....	49
5.	Customizing user experience .....	51
5.1	User profile .....	51
5.1.1	User profile details.....	51
5.1.2	Access & security .....	52
5.1.3	User interface shortcuts.....	53
5.2	Notifications.....	54
5.3	Customizing platform experience.....	57
6.	Platform administration (administrators only).....	61
6.1	Basic platform settings.....	61

6.2	Maintenance settings.....	64
6.3	Activity logging.....	66
6.4	User management.....	67
6.5	Managing user roles.....	68
6.6	Webhooks .....	69
7.	Troubleshooting and FAQs.....	72
7.1	Common issues and their solutions.....	72
7.2	How to contact support .....	75
8.	Best practices .....	77
8.1	Tips for structuring and organizing content.....	77
8.2	Tips for creating content.....	78
8.3	Recommended workflows for teaching and learning.....	79
9.	Glossary.....	82
	Appendices.....	84

# 1. Introduction

**The Evolving Textbook (TET)** is an innovative online platform designed to transform higher education textbooks into dynamic, evolving resources through active student participation. By leveraging advanced information and communication technologies (ICT), TET creates an interactive and adaptable learning environment that supports both educators and learners.

The platform provides tools for content creation, organization, and integration with external resources, enabling seamless browsing, presentation, and sharing of educational materials in classroom, online, and blended learning environments. Additionally, a built-in recommender system suggests relevant content to enhance the learning experience.

The University of Ljubljana (UNILJ) leads and coordinates Work Package 4, which focuses on platform development.

This user manual serves as a comprehensive guide to help teaching staff and learners navigate and maximize the platform's capabilities. It introduces the structured hierarchy of Books, Chapters, and Pages, providing an intuitive way to create, access, and manage educational content. Whether you're a teacher designing course materials or a student engaging with study resources, TET is built to enhance collaboration and learning.

The manual is structured with step-by-step instructions and clear explanations of key functionalities, empowering users to confidently perform tasks. It also includes troubleshooting tips and best practices to help users overcome challenges and optimize their use of the platform.

The Introduction Chapter provides an overview of the **TET Platform User Manual**, outlining its purpose, intended audience, and access instructions. Designed for teaching staff and learners, this manual offers clear guidance on how to efficiently create, manage, and access educational content on the platform.

## 1.1 Overview of the TET platform

The TET platform is built upon the BookStack, an open-source, self-hosted knowledge management system designed for organizing content in a simple, hierarchical format. Its intuitive interface makes it well-suited for non-technical users, while its robust backend architecture supports scalability and extensibility. In this project, BookStack has been adapted to function as a digital repository for higher education study materials, providing a collaborative environment for both educators and students.

Key features of the TET platform are:

- **Hierarchical content organization:** Content is structured into Books, Chapters, and Pages, mimicking a traditional textbook layout.

- **Role-based permissions:** Fine-grained control over who can view, edit, or manage content.
- **Rich Text editing:** A WYSIWYG editor for easy content creation and formatting.
- **Search functionality:** Allows users to quickly locate content, even in large repositories.
- **Version control:** Tracks changes to content, enabling rollbacks if needed.
- **Customizable interface:** Adapts to institutional branding and needs.

## 1.2 Purpose of the platform in this project

In the context of this project, the platform serves as a scalable and user-friendly solution for organizing and sharing educational materials. Its key objectives include:

- **Centralized content management:** Providing a unified repository for study materials, reducing duplication and improving access.
- **Collaboration:** Enabling educators and learners to co-author, co-create, and manage content collaboratively.
- **Ease of use:** Ensuring that both technical and non-technical users can navigate and utilize the platform efficiently.
- **Secure access:** Protecting sensitive data through role-based permissions and secure authentication mechanisms.

By leveraging BookStack, the platform facilitates a seamless flow of knowledge between educators and students, while its modular design allows for future adaptability.

In this project, the TET platform has been tailored to serve as a structured digital repository, supporting the evolving textbook concept. Its intuitive organization and collaborative tools make it an effective resource for both teaching staff and students. To ensure optimal usability, security, and adaptability, the platform has been customized to meet the following objectives:

### Structural and organizational customizations

**Customized Course Hierarchy** – BookStack naturally organizes content into Shelves, Books, Chapters, and Pages, but in TET, these elements have been aligned with educational workflows:

- **Shelves → Topics** (e.g., Mechatronics, Manufacturing Engineering, Data-Driven System Engineering).
- **Books → Courses**, which are curated learning materials.
- Chapters and Pages provide modular structuring of courses for easy navigation and content breakdown.

**Predefined topics (Shelves)** – Instead of an open-ended approach, topics (shelves) are fixed, with only administrators having the ability to modify them.



**Role-based content creation restrictions** – Unlike standard BookStack, where users can create books freely, in TET:

- Only teachers can create courses (books).
- Students can contribute by adding pages (if permissions allow), but they cannot create courses or chapters.

### User Access and Permissions

**Enhanced role-based access control** – While BookStack supports user roles, TET has stricter permission structures, ensuring:

- Teachers can create and manage courses, set permissions, and approve student contributions.
- Students can contribute only to pages but do not have rights to create or delete major course structures (courses and chapter).
- Admins oversee the entire platform, including modifying topics (shelves) and managing user accounts.

**Secure authentication and institutional access** – The TET platform restricts registration to users from partner institutions, requiring a valid institutional email. General email domains (e.g., Gmail, Yahoo) are discouraged.

### Content Creation and Collaboration

**Guided content creation workflow** – Unlike generic BookStack usage, the TET platform provides a defined workflow for:

- Planning course structures (aligning topics and courses).
- Content contribution by multiple users (teacher-led or collaborative).
- Publishing and reviewing through page revisions.

**Commenting system for collaboration** – BookStack allows page editing, but in TET, the commenting feature is emphasized to:

- Enable teachers and students to suggest edits and improvements.
- Facilitate collaborative discussions within course materials.

**Content review and approval** – The owner of a course (teacher) has the right to approve, modify, or delete student contributions, ensuring content relevance and quality.

### Customization for Educational Use

**Language and accessibility considerations** – While BookStack supports basic multilingual UI adjustments, TET ensures:

- Localized content adaptation for different educational contexts.
- A clean, accessible design that works on desktop and mobile devices.

### 1.3 Purpose of the manual

The primary purpose of this manual is to equip teaching staff and learners with the knowledge they need to effectively navigate and utilize the TET platform. It serves as a guide to the platform's features, ensuring that users can:

- **Create and manage content:** Learn how to organize and share educational materials within the platform's structured hierarchy.
- **Collaborate and contribute:** Understand how to co-create content, manage permissions, and engage in discussions with other users.
- **Access and explore materials:** Discover how to locate, review, and interact with the resources available on the platform.
- **Optimize the user experience:** Utilize platform features such as search tools, notifications, and role-based permissions to streamline workflows.

By following this manual, users can fully leverage the platform's capabilities to enhance teaching and learning experiences.

### 1.4 Manual target audience

The manual is primarily designed for the following groups:

#### 1. Teaching staff

- Educators responsible for creating, organizing, and sharing study materials.
- Instructors looking to collaborate with colleagues or students to co-develop content.
- Administrators managing user access, permissions, and course-related materials.

#### 2. Learners

- Students accessing educational materials created by teaching staff.
- Participants contributing to collaborative assignments or projects.
- Individuals seeking to personalize their learning experience through platform features such as bookmarks, tags, or search filters.

This manual assumes no prior technical expertise, making it accessible to all users regardless of their familiarity with digital tools.

### 1.5 How to access the platform

To begin using the TET platform, follow these steps to access the system:

### 1. Access via web browser

- Open your preferred browser (e.g., Chrome, Firefox, Edge).
- Navigate to the platform's URL: <https://app.tet-erasmus.eu>

### 2. Login to your account

- Click on the **Log in** button in the top right corner of the homepage.
- Enter your credentials (email and password). Email address needs to be your institutional address.
- If multi-factor authentication (MFA) is enabled, follow the prompts to enter the verification code sent to your registered email or phone.

### 3. First-time access for teachers

- Please contact the platform's system administrator by sending an email to: [platformtet@gmail.com](mailto:platformtet@gmail.com)

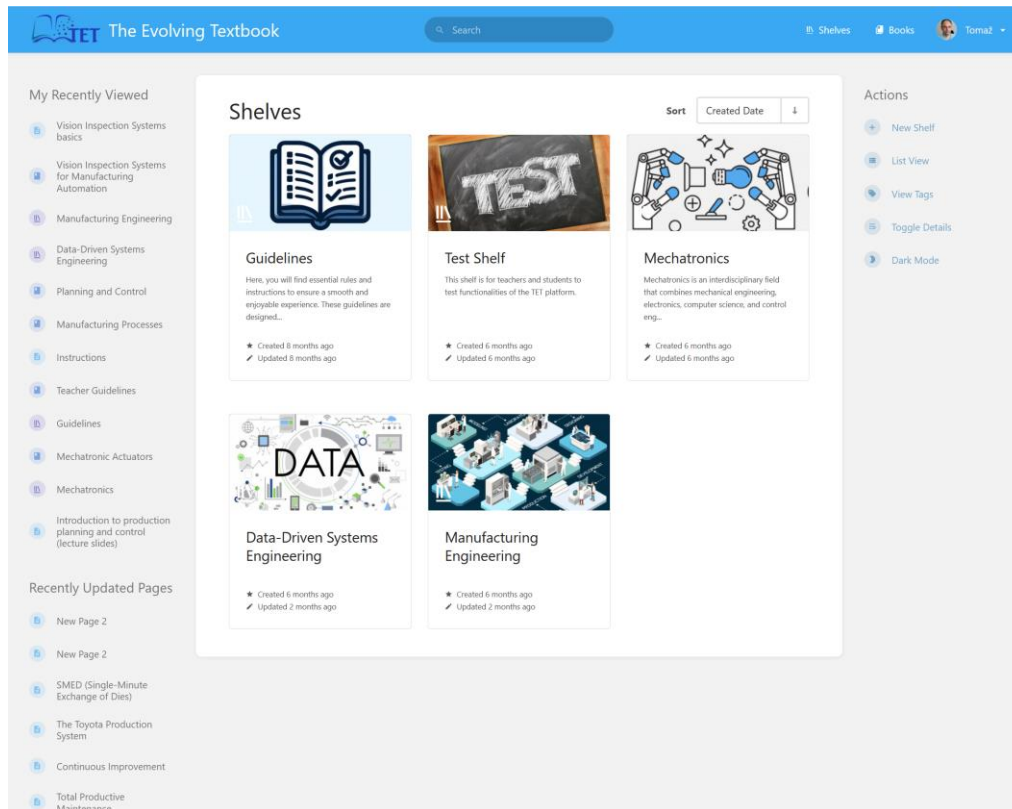
### 4. First-time access for students

- If you are a new student user, you first need to sign up.
- Click on the **Sign up** button in the top right corner of the homepage.
- Before continuing with the Sign up, you will need to consent to the processing of your personal data in compliance with the privacy policy attached: <https://app.tet-erasmus.eu/books/privacy-policy/page/privacy-policy>
- Before continuing with the Sign up, you will also need to consent that any content that you upload is made available under [CC BY-NC 4.0 license](#).
- Enter your selected credentials (**Name**, **Email** and **Password**). Email address needs to be your institutional address.
- You will receive an email to confirm the creation of your new user account. Follow the link to complete this step
- After completing the signup, return to the homepage page and login.

### 4. Navigating the platform

- Once logged in, you will land on the platform dashboard. From here, you can:
  - Main platform area: view available materials organized in Shelves, Books, Chapters and Pages.
  - Left side of the platform: check your recently viewed materials and recently updated pages.
  - Right side of the platform: use common actions specific to the current page (for example: create new shelf, change the type of view, view tags, change the mode (light or dark).
  - Centre of the header bar: access search functionality to quickly locate resources.

- The right side of the header bar: use the menu to explore Shelves and Books.
- The right side of the header bar: access your account information.



## 5. Troubleshooting access issues

- If you experience difficulties logging in, verify your credentials or reset your password using the **Forgot Password** option on the Log In page.
- If you still experience difficulties logging in, contact the platform system administrator at [platformtet@gmail.com](mailto:platformtet@gmail.com) (Email subject: TET Platform – Log-In Issues)
- If you experience difficulties signing up, contact the platform system administrator at [platformtet@gmail.com](mailto:platformtet@gmail.com) (Email subject: TET Platform – Sign Up Issues)

The introduction chapter provides a foundation for understanding the purpose of the manual, identifying its audience, and guiding users on how to access the platform. With these basics in place, teaching staff and learners can proceed to explore the platform's functionalities in subsequent chapters.

## 2. Getting started

This chapter provides an overview of how to begin using the TET platform. It includes system requirements, instructions for logging in and out, and a walkthrough of the user interface. By the end of this section, users will have a solid foundation to navigate and interact with the platform effectively.

### 2.1 System requirements

To ensure a smooth and optimal experience, the TET platform requires the following:

#### 1. Hardware requirements

- A desktop, laptop, tablet, or smartphone with internet access.
- Minimum screen resolution: 1024 x 768 (for desktop/laptop users).
- Recommended: 4 GB of RAM and a dual-core processor for multitasking.

#### 2. Software requirements

- **Web browser:**
  - Recommended: Google Chrome (latest version), Mozilla Firefox (latest version), Microsoft Edge.
  - Supported: Safari (latest version) or other modern browsers with JavaScript and cookies enabled.
- **Operating system:**
  - Windows 10 or newer, macOS 10.13 or newer, or modern Linux distributions.
  - For mobile access: iOS 12 or newer, Android 9 or newer.

#### 3. Internet requirements

- Minimum bandwidth: 5 Mbps for viewing content.
- Recommended: 10 Mbps or higher for media-heavy materials or collaborative features.

### 2.2 Signing up

#### For teachers / educators

If you wish to sign up, please contact the platform's system administrator by sending an email to: [platformtet@gmail.com](mailto:platformtet@gmail.com)

#### For students / learners (self-registration)

1. Open your web browser and navigate to the platform's URL: <https://app.tet-erasmus.eu>
2. On the homepage, click the **Sign up** button in the top-right corner of the interface.

3. Before continuing with the Sign up, you will need to consent to the processing of your personal data in compliance with the privacy policy attached: <https://app.tet-erasmus.eu/books/privacy-policy/page/privacy-policy>
4. Before continuing with the Sign up, you will also need to consent that any content that you upload is made available under CC BY-NC 4.0 license.
5. Enter the selected **Name**, **Email** and **Password** and click the **Create Account** button. Email address needs to be your institutional address.
6. You will receive an email to confirm the creation of your new user account. Follow the link to complete this step.
7. After completing the signup, return to the homepage page and login.

## 2.3 Logging in and out

### Logging in

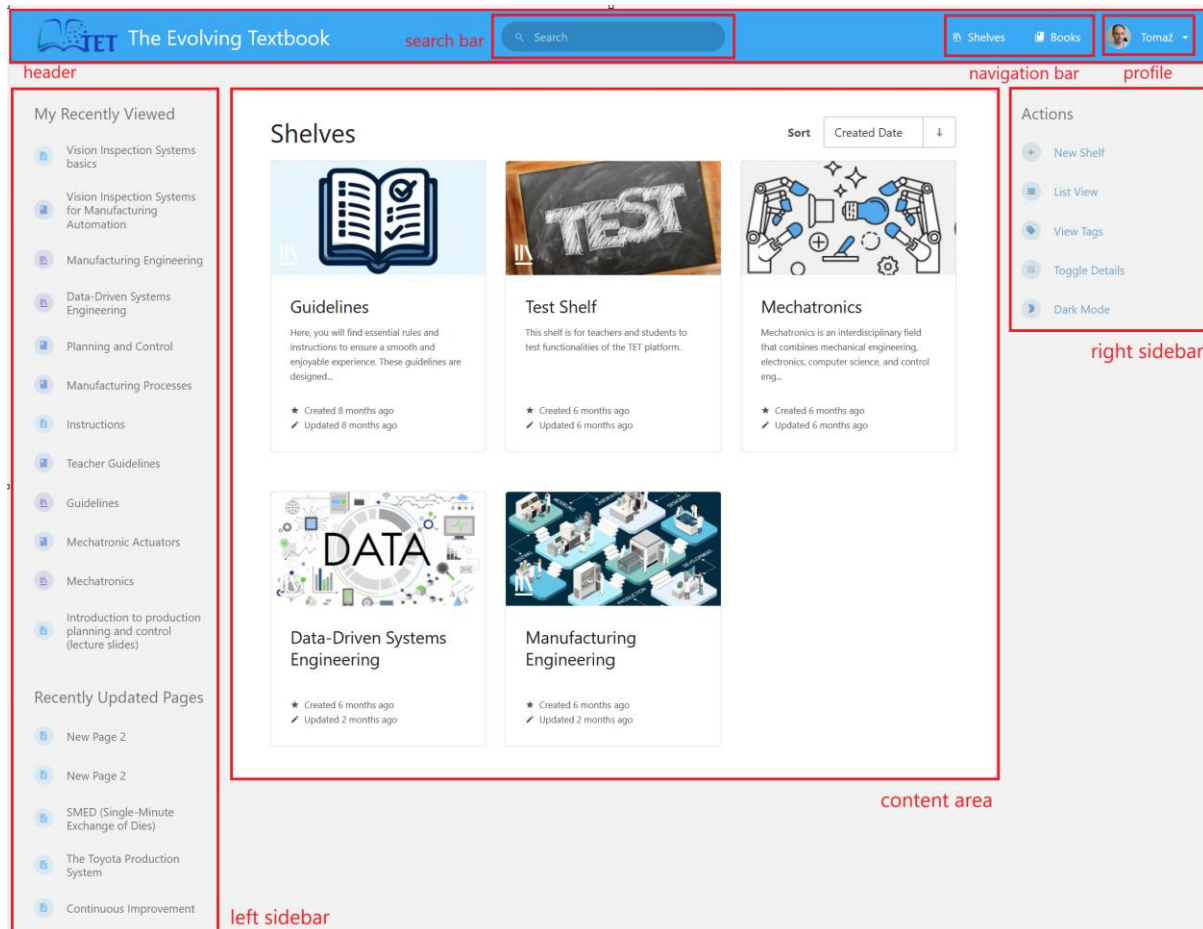
1. Open your web browser and navigate to the platform's URL: <https://app.tet-erasmus.eu>
2. On the homepage, click the **Log in** button in the top-right corner of the interface.
3. Enter the **Email** and **Password** you select when signing up to the platform.
  - If multi-factor authentication (MFA) is enabled, follow the prompts to enter the verification code sent to your email or phone.
4. Click the **Log In** button to access the platform. Upon successful login, you will be directed to the dashboard, which provides an overview of your activity and available materials.

### Logging out

1. To log out, click on your **profile image** or **name** located in the top-right corner of the interface.
2. From the dropdown menu, select **Logout**.
  - This will end your session and return you to the login page.
  - Always log out when accessing the platform from a shared or public device for security purposes.

## 2.4 Overview of the user interface

Once logged in, you will be presented with the platform's user interface. The interface is designed for simplicity and ease of use, making it accessible for both teaching staff and learners. Below is an annotated description of its key components.



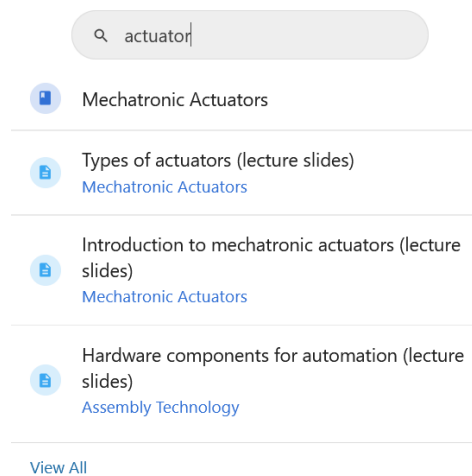
## 2.4.1 Header



- Includes platform logo and name, search bar, basic navigation bar and user profile.
- Various notifications are also displayed in this area.

## 2.4.2 Search bar





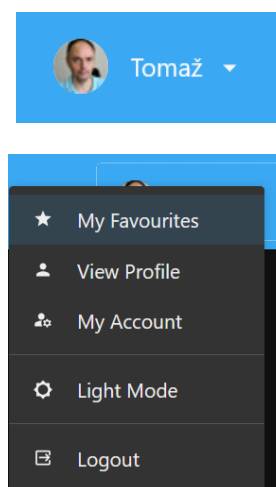
- Located in the middle of the header, the search bar provides to the platform content search functionality
- Search is automatic and returns a list of most relevant content found with a link to the full list of results.

### 2.4.3 Basic navigation bar



- Located on the right side of the header, it provides a direct link to the list of all shelves (thematic fields) and books (courses) on the platform.

### 2.4.4 Profile





- Located on the far-right side of the header, it provides access to:
  - User's account (name, email, avatar, preferred language)
  - User's profile (created content – pages, books, chapters, shelves; recent activity)
  - User's favourite content
  - Selection of platform interface mode (light or dark)
  - Logout button


## 2.4.5 Left sidebar



- Located to the left of the main content area and generated **contextually** depending on the content of the main area:
  - On homepage: recently viewed content, recently updated pages
  - On Shelves subpage: recently viewed, popular Shelves, new Shelves
  - On Books subpage: recently viewed, popular Books, new Books
  - On specific shelf page: shelf tags, creation and update info, permission info
  - On specific book page: search bar to search within the book, book tags
  - On specific chapter page: chapter tags, search bar to search within the chapter, navigation of the book the chapter belongs to
  - On specific page: page tags, attachments, navigation of a book the page belongs to

## 2.4.6 Content area


### Shelves



**Guidelines**

Here, you will find essential rules and instructions to ensure a smooth and enjoyable experience. These guidelines are designed...


★ Created 8 months ago  
✎ Updated 8 months ago



**Test Shelf**

This shelf is for teachers and students to test functionalities of the TET platform.

★ Created 6 months ago  
✎ Updated 6 months ago




**Mechatronics**

Mechatronics is an interdisciplinary field that combines mechanical engineering, electronics, computer science, and control eng...


★ Created 6 months ago  
✎ Updated 6 months ago

Sort Created Date ↓



**Data-Driven Systems Engineering**

★ Created 6 months ago  
✎ Updated 2 months ago




**Manufacturing Engineering**

★ Created 6 months ago  
✎ Updated 2 months ago

- The main area of the platform interface where selected materials (shelves, books, chapter, pages) are displayed.
- Materials can be presented in grid view or in list view.

### Shelves



**Manufacturing Engineering**

Manufacturing Processes

Assembly Technology


Lean Manufacturing

Vision Inspection Systems for Manuf...

Optimization of Production Processe...

Additive Manufacturing

Assembly system



**Data-Driven Systems Engineering**

Data Analysis

Simulation Modelling

Planning and Control

Sort Created Date ↑

- Shelves and books are presented with:
  - Cover image

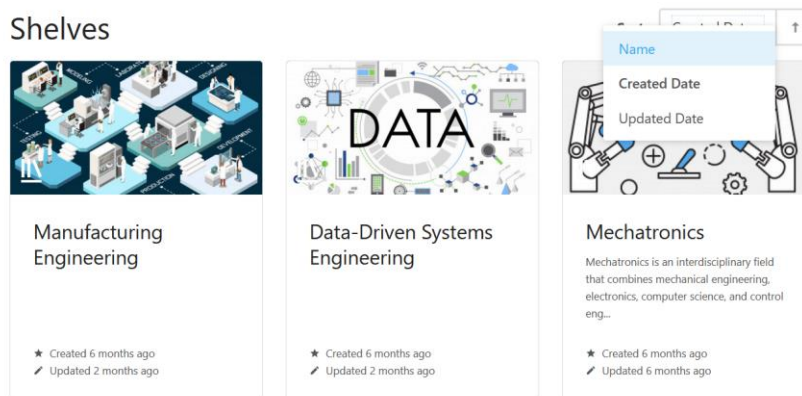
TET: The Evolving Textbook

Project No 2022-1-SI01-KA220-HED-000088975

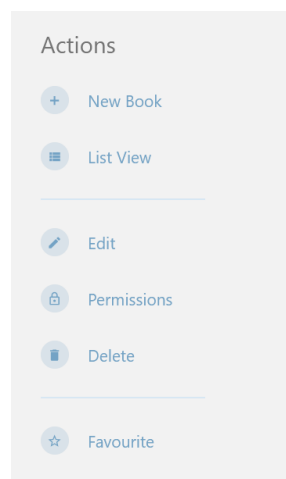
17

- Name
- Short description
- Ownership, creation and update info.
- Shelves and books can be sorted by:
  - Name
  - Created date
  - Updated date

### Shelves



## 2.4.7 Right sidebar



- Located to the right of the main content area and generated **contextually** depending on the content of the main area.
  - On homepage:
    - Create new shelf
    - Select view (grid or list)
    - View platform tags
    - Select mode (light or dark)

- On Shelves subpage:
  - Create new shelf
  - Select view (grid or list)
  - View platform tags
- On Books subpage:
  - Create new book
  - Select view (grid or list)
  - View platform tags
- On specific shelf page:
  - Create new book, select view (grid or list)
  - Edit shelf, set shelf permissions, delete shelf
  - Set shelf as favourite
- On specific book page:
  - Book ownership, creation and update info
  - Create new chapter
  - Edit book
  - Sort book content (pages)
  - Watch the book (for new pages and updates)
  - Set book a favourite
  - Export a book to .html, .pdf, .txt or .md.
- On specific chapter page:
  - Chapter ownership, creation and update info
  - Create a new page
  - Sort pages in a book
  - Watch a chapter (for new pages and updates)
  - Set chapter as favourite
  - Export a chapter to .html, .pdf, .txt or .md.
- On specific page:
  - Page ownership, creation and update info
  - Page revision number
  - Page watch (if set)
  - Page revisions
  - Watch the page (for new pages and updates)
  - Set page as favourite
  - Export a page to .html, .pdf, .txt or .md page

## 2.4.8 Footer

## Connect with us.

### Social networks

[LinkedIn](#)



Funded by the European Union. However, the views and opinions expressed are solely those of the author(s) and do not necessarily reflect the views and opinions of the European Union or CMEPIUS (the funding authority).

Neither the European Union nor the funding authority can be held responsible for them.

All content on this site is licensed under the Creative Commons NC BY 4.0 license.

© Copyright University of Ljubljana, Faculty of Mechanical Engineering, 2024. All Rights Reserved

Powered by BookStack

- Located at the bottom of the page, it contains a link to the project's LinkedIn page, the EU co-funding logo and disclaimer, a note on the license used for the platform's content, and copyright information for the entire platform

This chapter introduces the foundational steps for getting started with the TET platform. Users should now be able to log in, navigate the interface, and familiarize themselves with the tools and features available to enhance their teaching or learning experience. The next chapters will dive deeper into specific functionalities and workflows.

### 3. Using the platform

This chapter provides detailed instructions on how to create, manage, and search for content in the TET platform. It is designed to guide both teaching staff and learners through key features, such as creating and organizing materials, formatting content, and finding resources. Visual aids (e.g., images of the platform interface) are included to enhance understanding.

**NOTE:** Any type of content (topic, course, chapter, page) can only be added by registered users. Non-registered users (guests) can only view platform content.

The structure of the content is partially predefined. Study materials are organized in several topics (Shelves):

- Mechatronics
- Manufacturing Engineering
- Data-Driven Systems Engineering

Additional topics can be added if need arises.

**NOTE:** A new topic (Shelf) can only be added by the platform system administrator.

Topic (Shelf) contains course(s) (Books). These courses loosely relate to actual courses taught at institutions of project partners. At the end of Work Package 4, the list of courses includes:

- Mechatronics (Shelf):
  - Mechatronic Actuators
  - Signals and Systems
  - Basics of Machine Vision
  - Logic Systems
- Manufacturing Engineering (Shelf):
  - Manufacturing Processes
  - Assembly Technology
  - Lean Manufacturing
  - Vision Inspection Systems for Manufacturing Automation
  - Optimization of Production Processes
  - Additive Manufacturing
- Data-Driven Systems Engineering (Shelf):
  - Data Analysis
  - Simulation Modelling
  - Planning and Control

**NOTE:** A new course (Book) can be added by any Teacher (a user with a Teacher role).

A course (Book) content is organized into chapters and/or pages. Pages can also be added directly to the course (Book). For core content, chapters/pages loosely relate to the actual study materials used for courses taught at institutions of project partners.

**NOTE:** A new chapter inside a course (Book) can only be added by the Teacher who owns the course (Book).

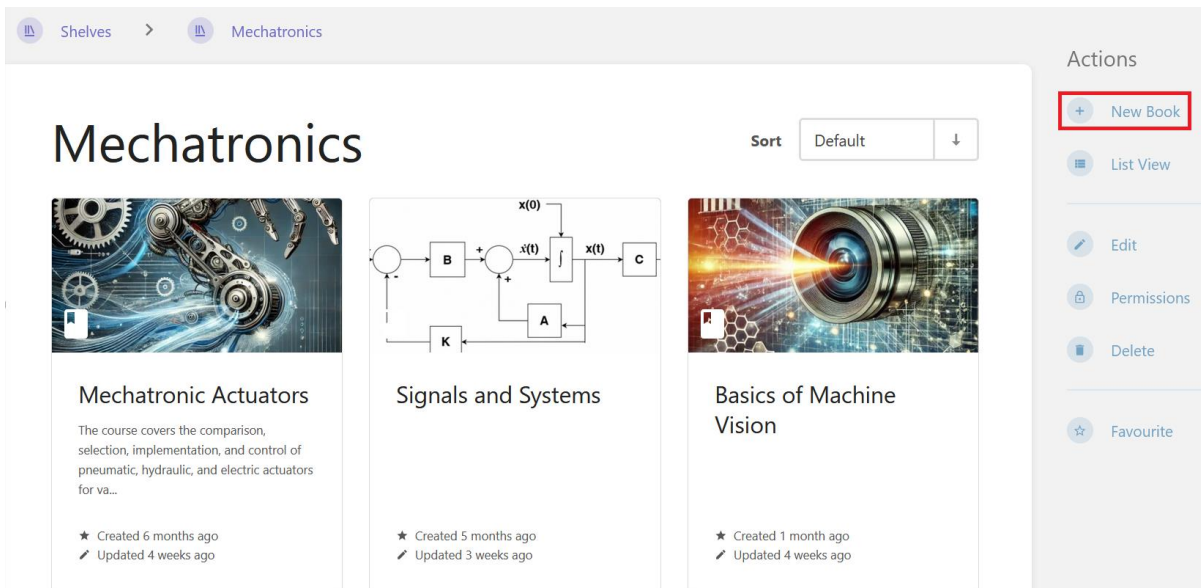
**NOTE:** A new page inside any course (Book) can be added by any Teacher or any Student (a user with a student role).

## 3.1 Creating, editing, and deleting content

### 3.1.1 Creating a new course, chapter or page

#### 1. Creating a new course (Book) (Teachers only)

- From the homepage content area, click on the topic (Shelf) where you want to create the course.
- Inside the selected topic (Shelf), click **New Book** in the **Right sidebar**.



The screenshot shows the 'Mechatronics' shelf in the TET interface. The shelf contains three course cards:

- Mechatronic Actuators**: The course covers the comparison, selection, implementation, and control of pneumatic, hydraulic, and electric actuators for va...  
★ Created 6 months ago  
✎ Updated 4 weeks ago
- Signals and Systems**:  
★ Created 5 months ago  
✎ Updated 3 weeks ago
- Basics of Machine Vision**:  
★ Created 1 month ago  
✎ Updated 4 weeks ago

On the right sidebar, the 'New Book' button is highlighted with a red box.




- Fill in the following details in the form:
  - **Name:** Enter the title of the course.


- **Description:** Provide a brief summary of the course's content or purpose. The description appears on the list of courses within the topic.
- **Cover image:** Upload a 440 x 250 px image that visually represents the content of the course. The image will be displayed in the course list inside the topic.
- **Book tags:** Add key/value pair tags to describe the course content. These tags help improve search functionality on the platform.
- **Default Page Template:** Optionally, select a template for pages within the course.

### Create New Book

Name

Description

**B I**   



**Book Tags**  
 Add some tags to better categorise your content.  
 You can assign a value to a tag for more in-depth organisation.  
[View existing tags.](#)

[Add another tag](#)

**Default Page Template**  
 Assign a page template that will be used as the default content for all pages created within this item. Keep in mind this will only be used if the page creator has view access to the chosen template page.

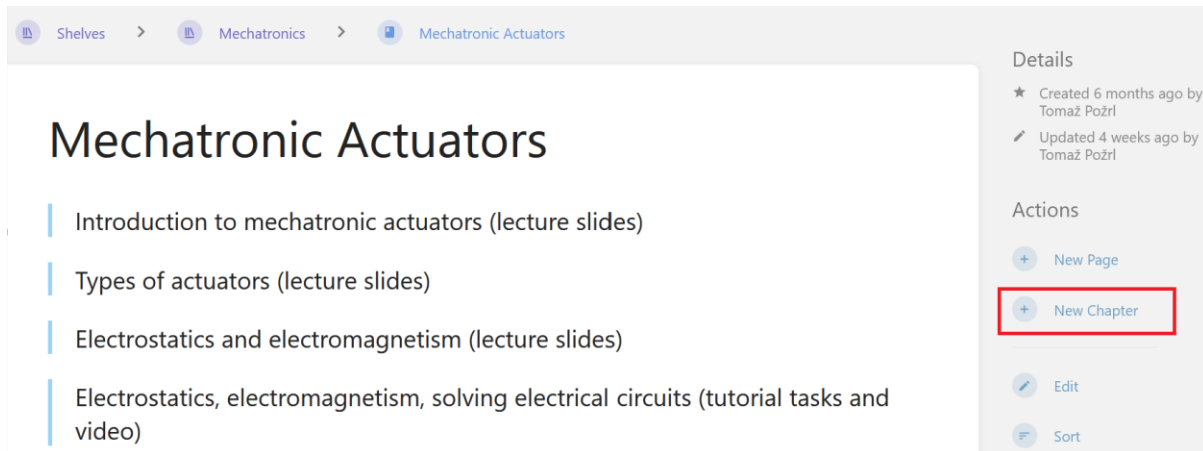
[Select](#)

- Click **Save Book** to create the book. It will now appear in the selected topic (Shelf).

## 2. Creating a new chapter (Teachers only)

- On the book's page where you want to add a new chapter, click **New Chapter** in the **Right sidebar**.

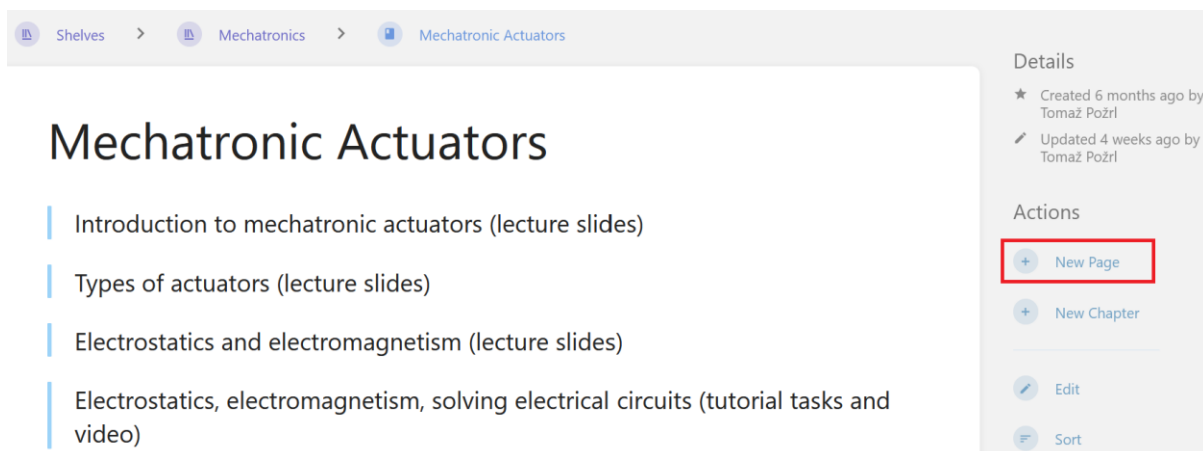




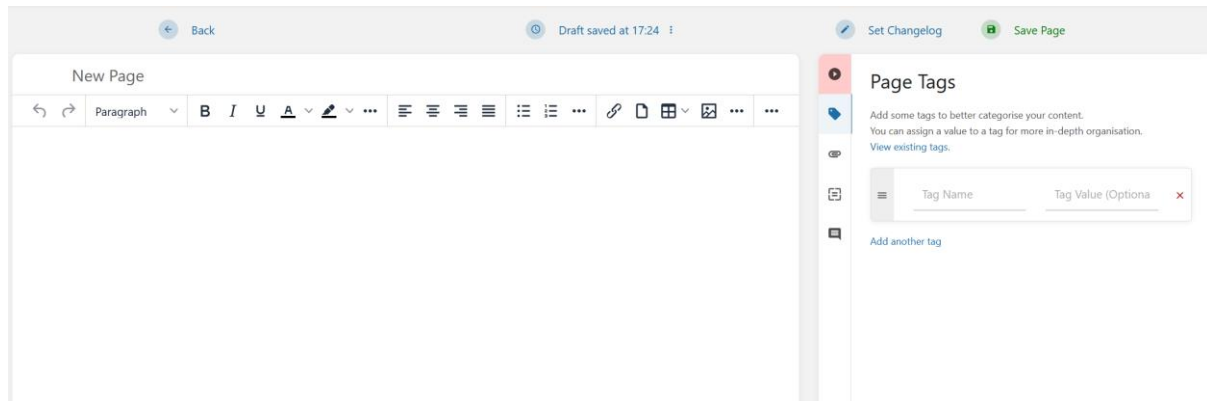
- Fill in the following details in the form:
  - **Name:** Enter the title of the chapter.
  - **Description:** Provide a brief summary of the chapters' content or purpose. The description appears on the list of chapters/pages within the course.
  - **Chapter tags:** Add key/value pair tags to describe the chapter's content. These tags help with platform search functionality.
  - **Default Page Template:** Optionally, select a template for the pages within the chapter.
- Click **Save Chapter** to create the chapter. The chapter will now appear in the selected course.

### 3. Creating a new page (Teachers and Students)

- Open the course where you want to add the page.
- You can create a page either directly in the course or within a chapter. To create a page inside a chapter, first click on the chapter name to open it.
- Click **New Page** in the **Right sidebar**.



- A new interface will open, allowing you to define the content of the new page.

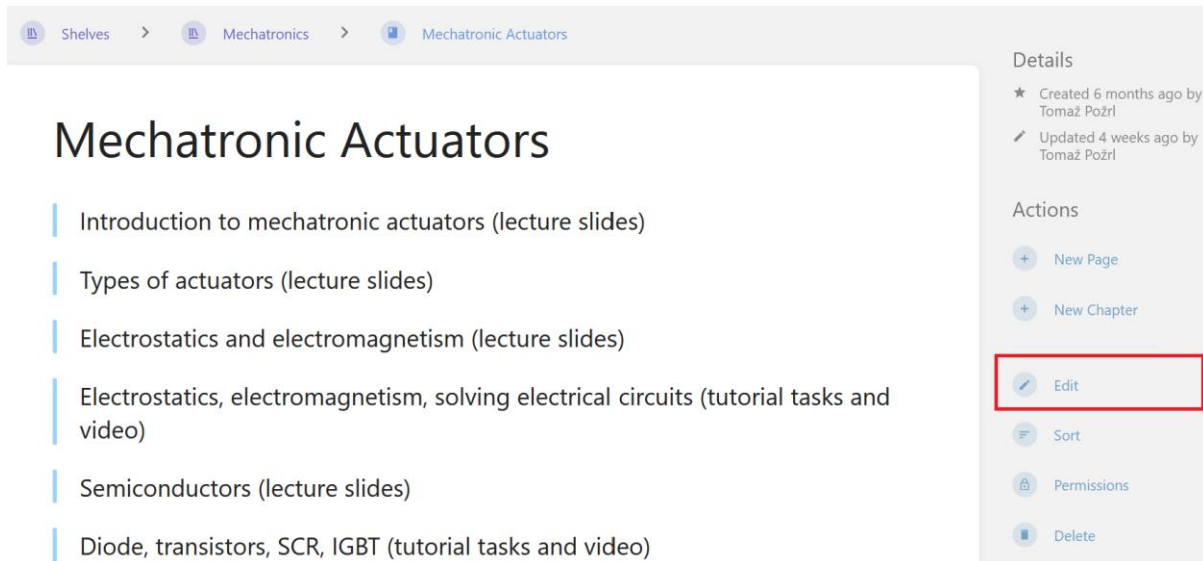


- This interface consists of:
  - Top bar with links to:
    - Return to the previous page.
    - Save or delete the page draft.
    - Add changelog comments for page modifications.
    - Save the page.
  - Main editing area, featuring a WYSIWYG editor with options to:
    - Write and format text.
    - Adjust content alignment.
    - Insert elements such as bullet lists, numbered lists, task lists, links, PDFs, tables, images, horizontal lines, code blocks, drawings, media, collapsible blocks (explained in detail in the following subsections).
    - Edit the page's HTML source code.
  - Sidebar to the right of the editor, which provides options to:
    - Add page tags (key/value pairs)
    - Attach files to the page.
    - Set the current page as the template for reuse on other pages.
    - View and manage comments left on the page.
- If the page contains a lot of content and you cannot build it in one go, you can save it as a draft and continue editing later.
- Once the page is complete, click **Save Page** in the top bar to save and publish it on the platform.

### 3.1.2 Editing a course, chapter or page

**NOTE:** A user can only edit a course, chapter, or page that they have created or own.

- Open the course, chapter or page you want to edit.
- In the **Right sidebar**, click **Edit**.



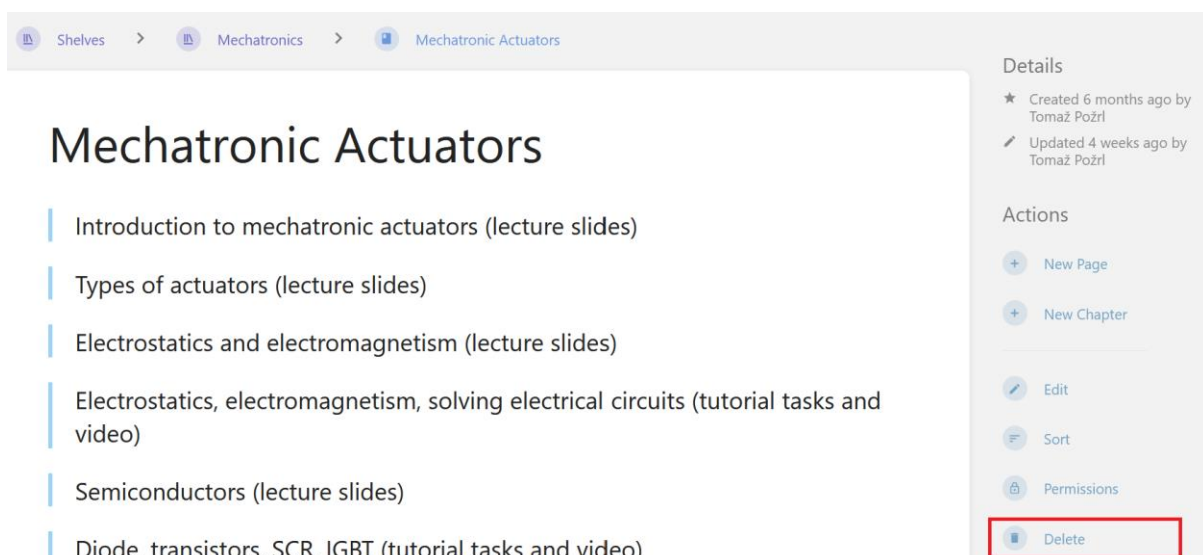
The screenshot shows the TET interface for the 'Mechatronic Actuators' course. The main content area lists several topics: 'Introduction to mechatronic actuators (lecture slides)', 'Types of actuators (lecture slides)', 'Electrostatics and electromagnetism (lecture slides)', 'Electrostatics, electromagnetism, solving electrical circuits (tutorial tasks and video)', 'Semiconductors (lecture slides)', and 'Diode, transistors, SCR, IGBT (tutorial tasks and video)'. On the right, the 'Details' sidebar shows the course was created 6 months ago by Tomaž Požrl and updated 4 weeks ago by the same user. Below this, the 'Actions' section contains buttons for 'New Page', 'New Chapter', 'Edit' (highlighted with a red box), 'Sort', 'Permissions', and 'Delete'.

- Make the necessary changes in the same way you created the content.
- Click **Save** to apply the changes.

### 3.1.3 Deleting a course, chapter or page

**NOTE:** A user can only delete a course, chapter, or page that they have created or own.

- Open the course, chapter or page you want to delete.
- In the **Right sidebar**, click **Delete**.



This screenshot is identical to the one above, showing the 'Mechatronic Actuators' course page. However, in this version, the 'Delete' button in the 'Actions' section of the right sidebar is highlighted with a red box, instead of the 'Edit' button.

- Confirm that you want to delete the content.

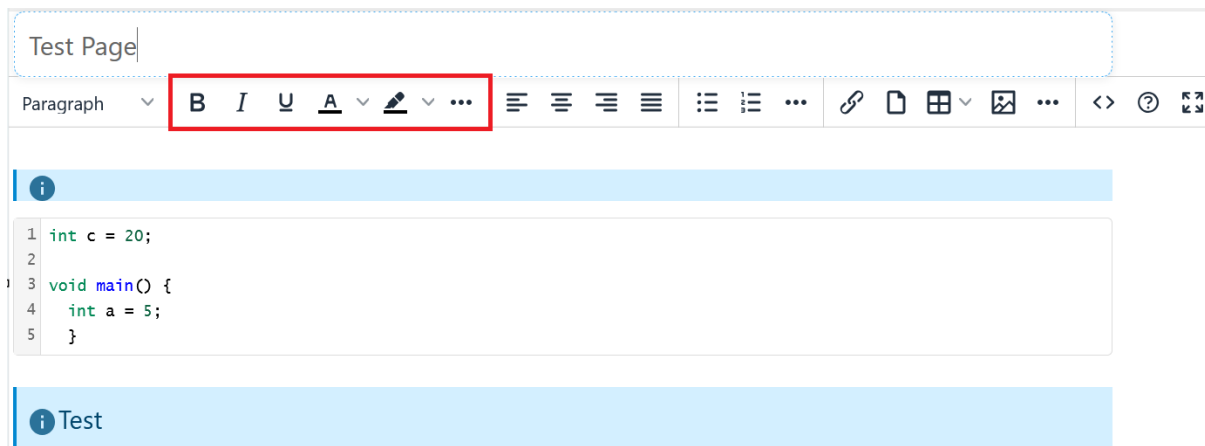
**NOTE:** Be extra cautious when deleting content. Only delete content if you are certain it is no longer needed.

## 3.2 Formatting page content

The platform provides a WYSIWYG editor, enabling user to format text and structure your page content without coding knowledge.

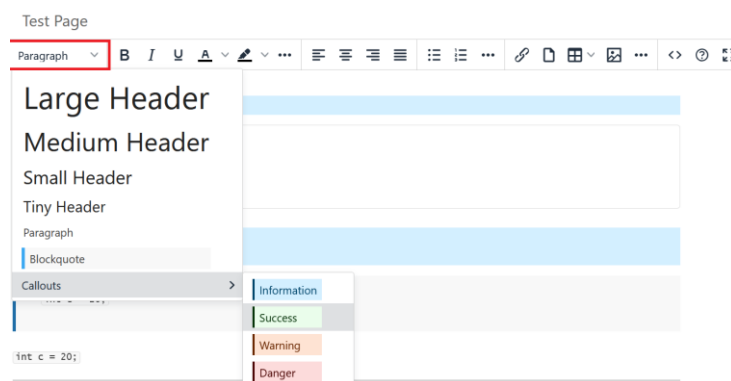
### 3.2.1 Basic formatting

WYSIWYG editor includes common text formatting options:



- Bold, italic, underline,
- text colour,
- text background colour,
- strikethrough,
- subscript and superscript

The editor also allows user to set various headers and visual structures to better present the content:

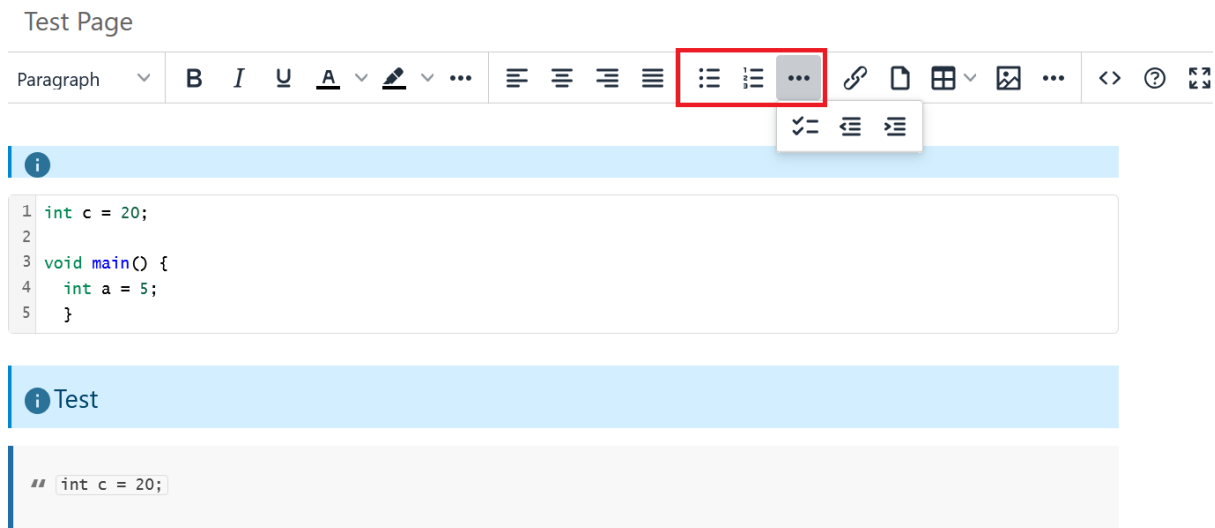


- Tiny, small, medium and large headers,
- paragraph formatting,
- blockquote for emphasizing text,
- callouts for text accentuation, with options for blue, green, orange and red coloured text blocks.

The editor allows content to be aligned left, centre, right, or justified.

### 3.2.2 Inserting lists

The editor provides functions to create various types of lists. Lists can also include sublists with adjustable indentation levels for better content organization.














List options include:

- Bullet lists (unordered lists),
- numbered lists (ordered lists),
- task lists (checklists).

### 3.2.3 Inserting links

The editor allows users to insert internal or external links.

Test Page

Paragraph ▼ **B** *I* U A ▼  ▼ ⋮           ⋮ <> ? ⌕

**i**

```
1 int c = 20;
2
3 void main() {
4     int a = 5;
5 }
```

**i** Test

```
// int c = 20;
```

In the **Insert/Edit Link** window, provide the following details:

- URL (web address of the link),
- Text to be displayed (anchor text for the link),
- Title of the link (optional tooltip text),
- Open mode (choose whether the link opens in the current window or a new window).


The URL can be:

- Absolute, linking to an external website.
- Internal, linking to a topic, course, chapter, or page within the platform.

Insert/Edit Link

×

URL



Text to display

Title

Open link in...

Current window

▼

Cancel

Save

Entity Select

×

Search

Manufacturing Engineering

Mechatronic Actuators

Mechatronics

Lean Manufacturing

Manufacturing Processes

Data-Driven Systems Engineering

Simulation Modelling

Data Analysis


Select





### 3.2.4 Inserting (embedding) PDF files



The editor allows users to insert (embed) PDF files directly into the page.





Test Page




Paragraph

**B** *I* U A  ...

  ...

    ...

i

```
1 int c = 20;
2
3 void main() {
4     int a = 5;
5 }
```

i

Test

```
// int c = 20;
```

Insert PDF

×

PDF URL

Insert PDF

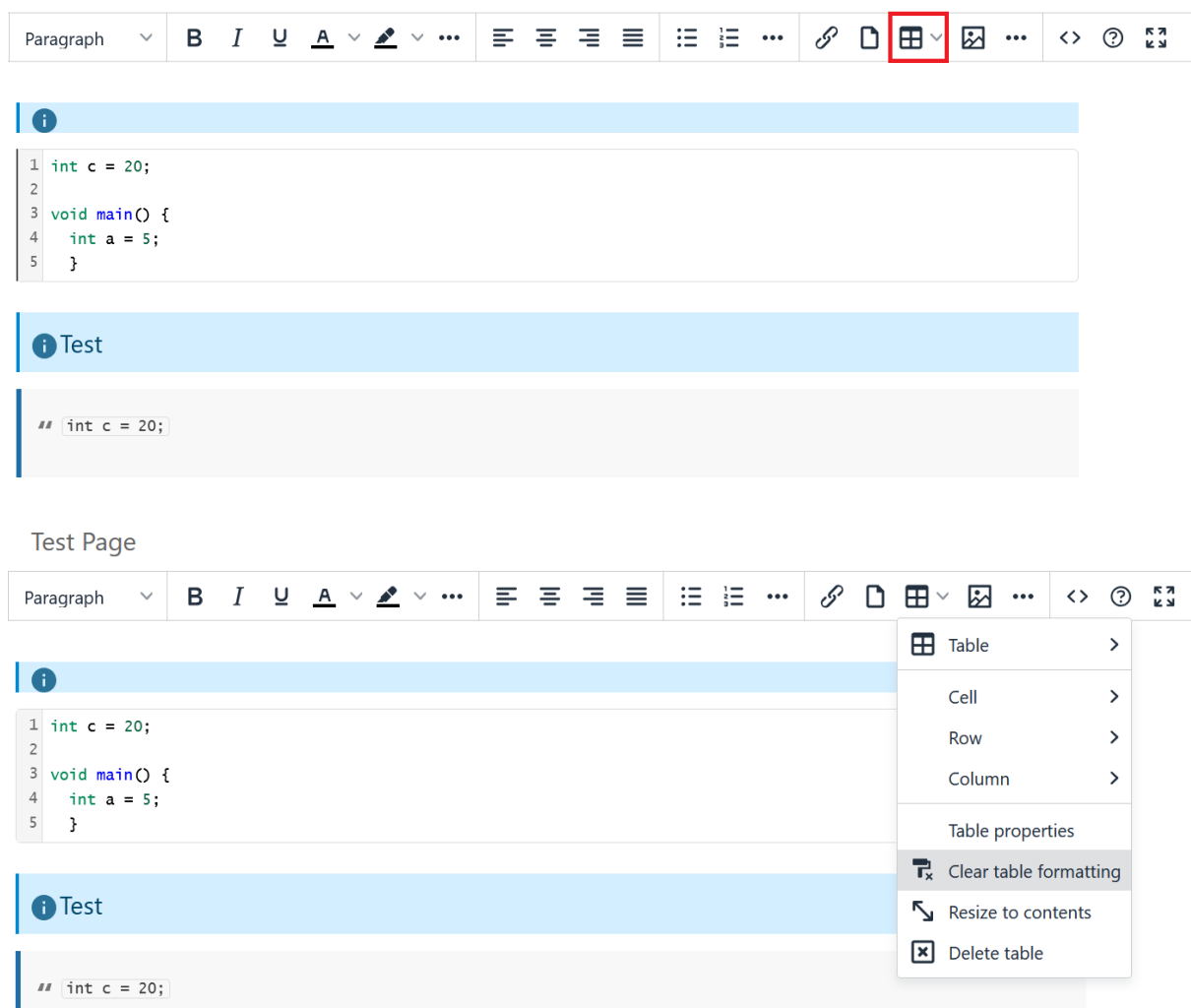
In the **Insert PDF** window, provide the absolute URL to the PDF file. The file can be:

- An external URL linking to a PDF hosted outside the platform.
- A PDF uploaded to the platform, which can be:
  - Attached to the currently edited page.
  - A file previously uploaded to other sections of the platform.

### 3.2.5 Inserting tables

The editor allows users to insert tables into the page for organizing and presenting data effectively.

Test Page



The screenshot shows the TET editor interface. At the top, there's a toolbar with various icons. The 'Table' icon, which looks like a grid, is highlighted with a red box. Below the toolbar, there's a code editor with the following C++ code:

```
1 int c = 20;
2
3 void main() {
4     int a = 5;
5 }
```

Below the code editor, there's a section titled 'Test' with a comment:

```
// int c = 20;
```

The 'Insert' menu is open, showing options like 'Table', 'Cell', 'Row', 'Column', 'Table properties', 'Clear table formatting', 'Resize to contents', and 'Delete table'.

Tables can be heavily customized, with properties that can be set for:

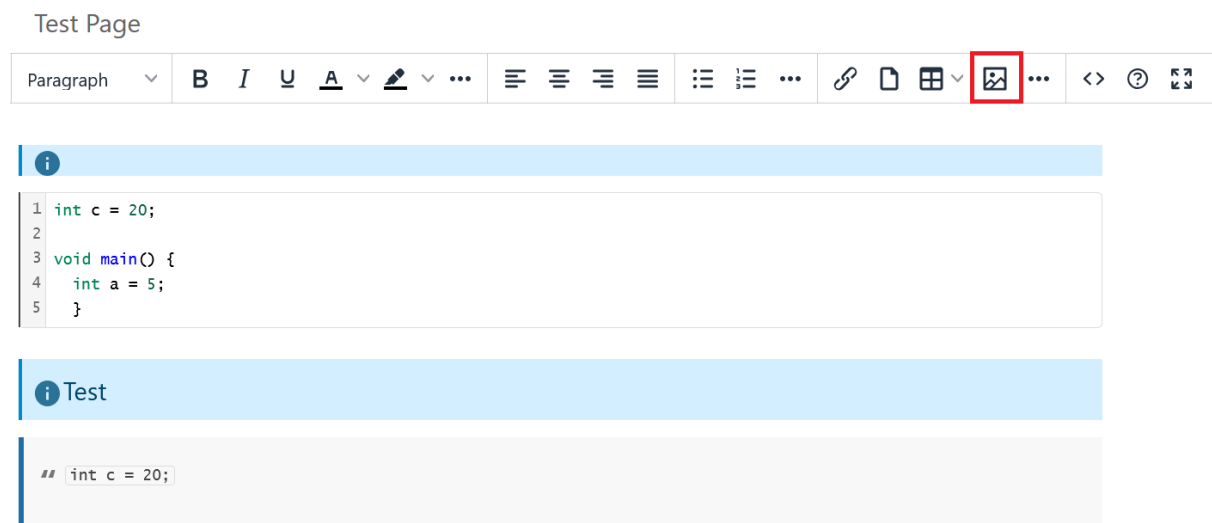
- The entire table (e.g., size, borders, alignment).



- Each row (e.g., height, background colour).
- Each column (e.g., width, alignment).
- Individual cells (e.g., formatting, merging, padding).

### 3.2.6 Inserting images

The editor allows users to insert images into the page.

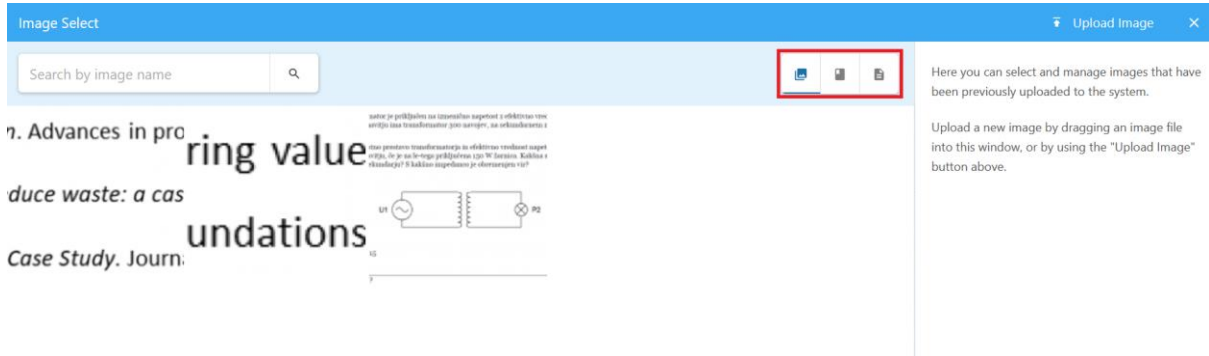


In the **Image Select** window, users can upload an image by clicking the **Upload Image** button.



Alternatively, users can select an image that has already been uploaded to the platform. They can search in:

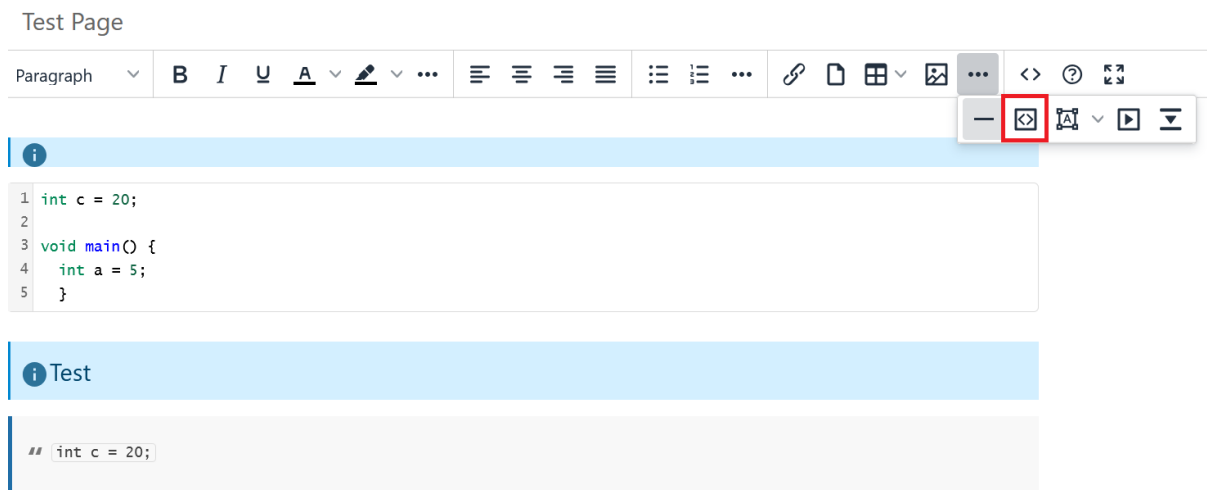
- All images,
- images within the current course,
- images uploaded to the current page.



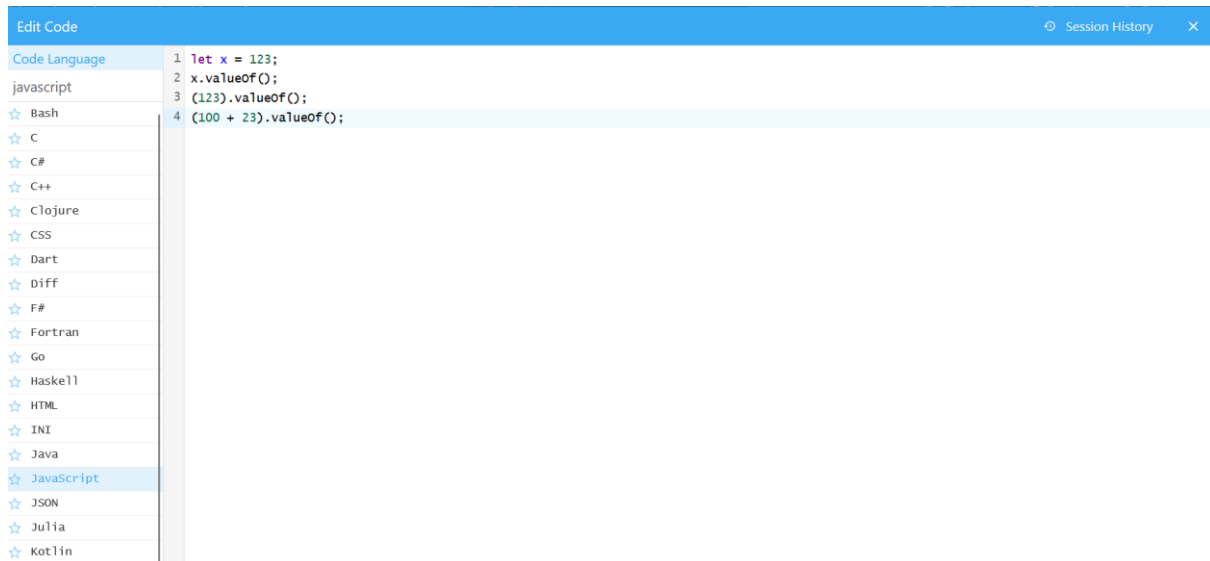
Once an image is selected, click the **Select Image** button to insert it into the page.

### 3.2.7 Inserting code blocks

The editor provides support for inserting code blocks, allowing users to display formatted code snippets clearly.



In the **Edit Code** window, users can choose from a wide range of programming languages. They can write the programming code directly in the editor or they can copy and paste code from other editors.



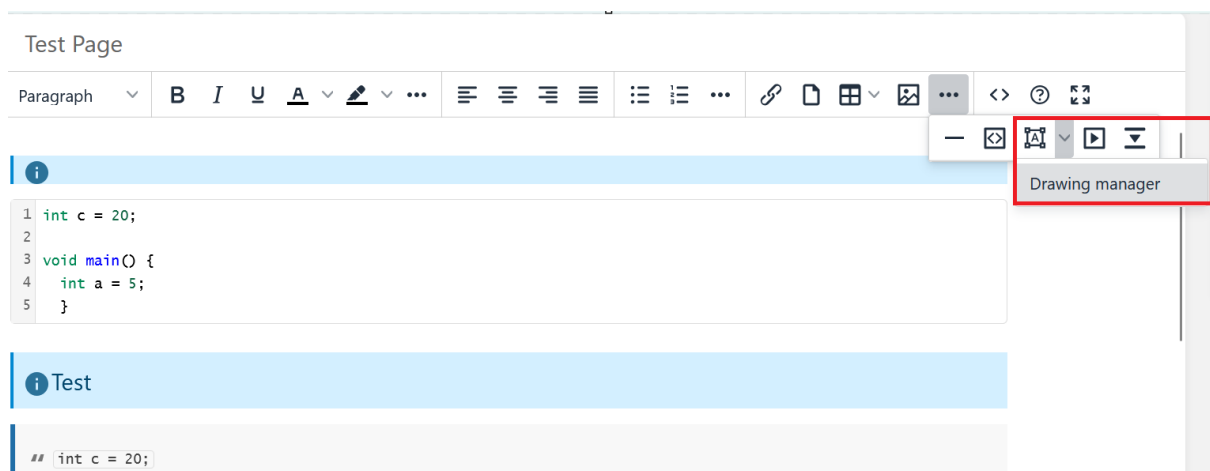
The code editor features include code highlighting that enhances visibility and readability. Basic code versioning is available via the **Session History** button (top right).

Once the programming code is complete, click **Save Code** to insert the code block into the page.

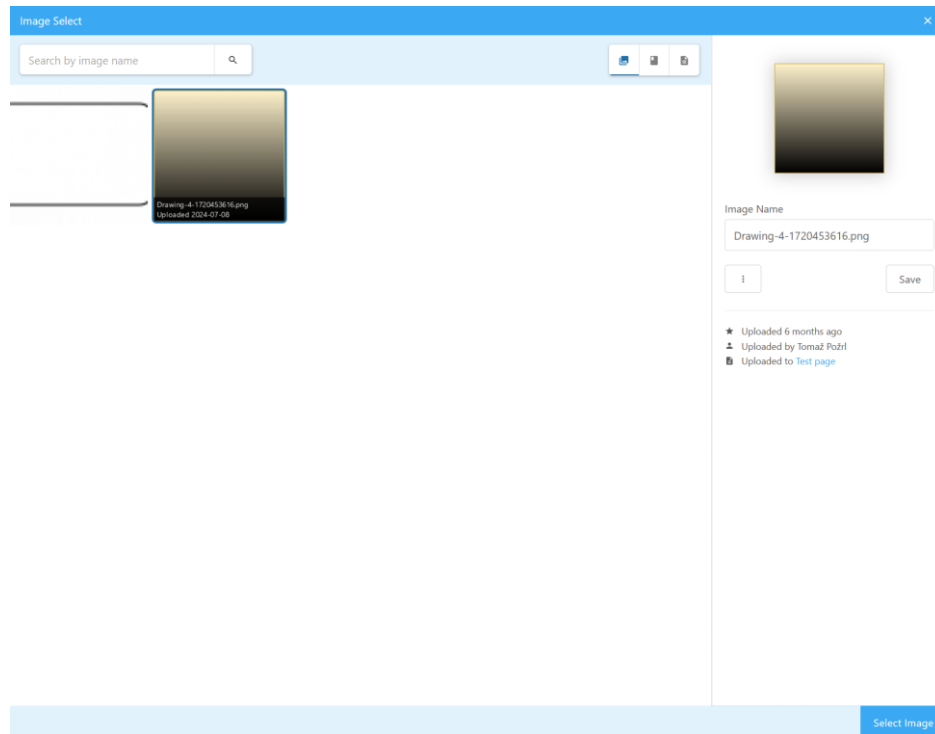
### 3.2.8 Inserting drawings

The editor provides comprehensive support for creating and inserting drawings. Users can either insert an existing drawing from the platform or create a new drawing directly within the editor.

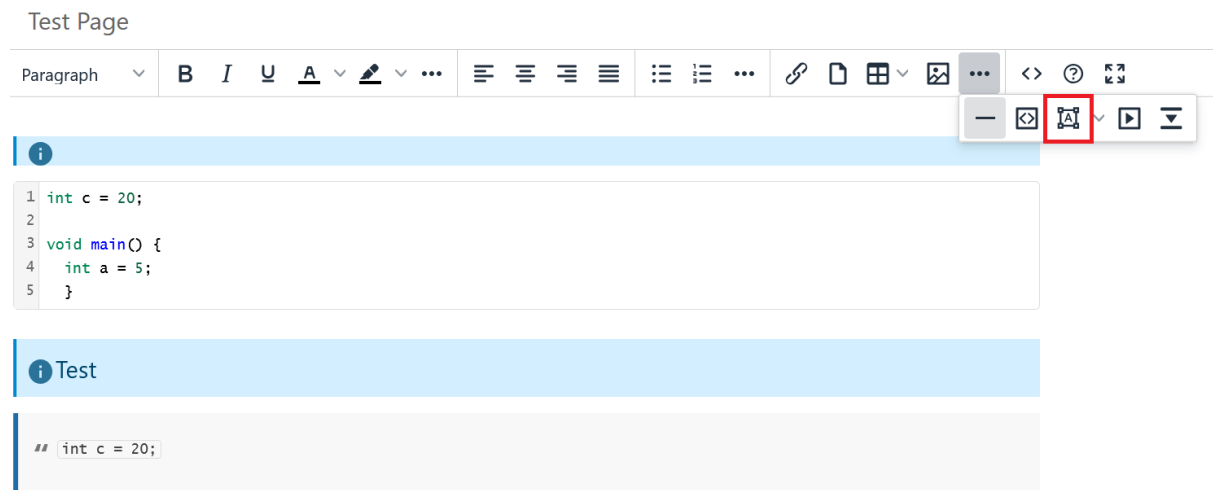
To insert an existing drawing, open the **Drawing manager** as shown below.

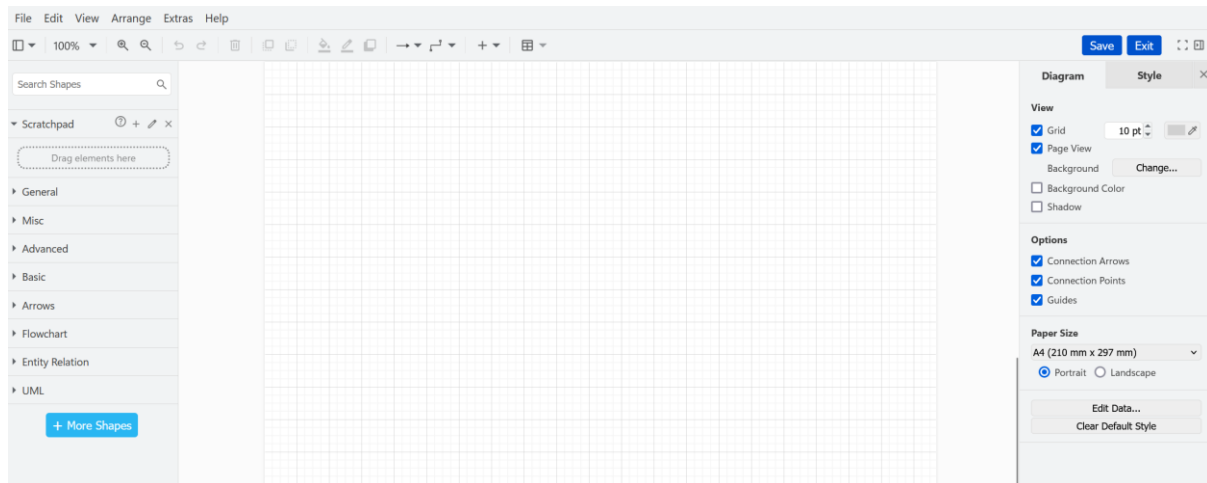


In the **Image Select** window, choose the desired drawing and click **Select Image** to insert it into the page. Users can select drawings from the entire platform, drawings within the current course, or drawings created within the current page.



To create a new drawing, click the **New Drawing** button as shown below. This will open the drawing editor, allowing users to create and customize their drawings before inserting them into the page.





Users can choose from a wide variety of pre-existing shapes, including:

- basic and general shapes,
- advanced shapes,
- arrows,
- flowcharts,
- entity relationship diagrams,
- UML diagrams,
- clipart,
- electrical shapes,
- floorplans,
- cabinets,
- web icons,
- signs,
- and much more.











These shapes allow users to create detailed and structured visual content within their drawings.


### 3.2.9 Inserting / editing media


The editor supports inserting and embedding media files, allowing users to integrate audio, video, and other multimedia content directly into a page.

- Supported image formats: JPG, PNG, GIF, WebP
- Supported video formats: MP4, WebM, MOV
- Supported audio formats: MP3, WAV.

Test Page

Paragraph ▼ **B** *I* U A ▼  ...      ▼  ...   

 1 `int c = 20;`  
2  
3 `void main() {`  
4 `int a = 5;`  
5 `}`


 Test

`// int c = 20;`

Insert/Edit Media ✕

General  
Embed

Source

Width  Height  

Cancel Save














In the **Insert/Edit Media** window, provide the absolute URL to the media file. The file can be embedded in two ways:



- General: a file previously attached to the page. You can set width and height of the embedded media and also constrain proportions.
- Embed: a file from an external source where an embedding code needs to be provided.

### 3.2.10 Inserting collapsible blocks


The editor also allows users to insert a collapsible block. This block remains hidden by default, but readers can expand it to view its content. The editor also supports adding a label to the collapsible block.

Test Page

Paragraph **B** *I* U A   ...     ...     ...   














 



```
1 int c = 20;
2
3 void main() {
4     int a = 5;
5 }
```

 Test

```
// int c = 20;
```

Test Page

Paragraph **B** *I* U A   ...     ...     ...   














▼ test label for collapsible block



```
test
```

### 3.2.11 Editing page source code

Advanced users can edit the source code of the page by directly modifying the HTML. This allows for greater customization and control over the page's content and formatting.

Test Page

Paragraph **B** *I* U A   ...     ...     ...   

```
1 int c = 20;
2
3 void main() {
4     int a = 5;
5 }
```

#### Source Code



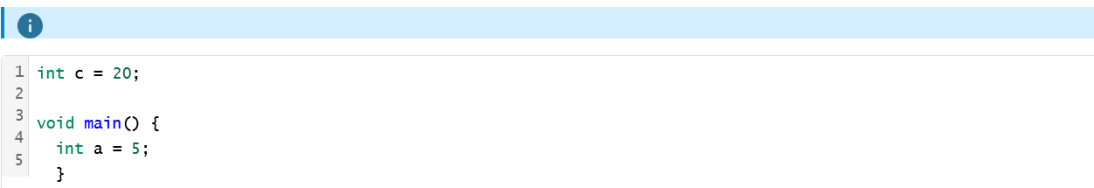
```
<h5 id="bkmrk-%C2%A0" class="callout info"></h5>
<pre id="bkmrk-int-c-%3D-20%3B-void-mai"><code class="language-c">int c = 20;

void main() {
  int a = 5;
}</code></pre>
<h5 id="bkmrk-test" class="callout info">Test</h5>
<blockquote id="bkmrk-%C2%A0test-2">
<p><code>int c = 20;</code></p>
<pre><code class="language-javascript">let x = 123;
x.valueOf();
(123).valueOf();
(100 + 23).valueOf();</code></pre>
<p id="bkmrk-%C2%A0%C2%A0"></p>
</blockquote>
```

### 3.2.12 WYSIWYG editor shortcuts

For quicker and easier formatting of page content, the editor provides various keyboard shortcuts to enhance productivity.

#### Test Page





## About the WYSIWYG Editor

### Shortcuts

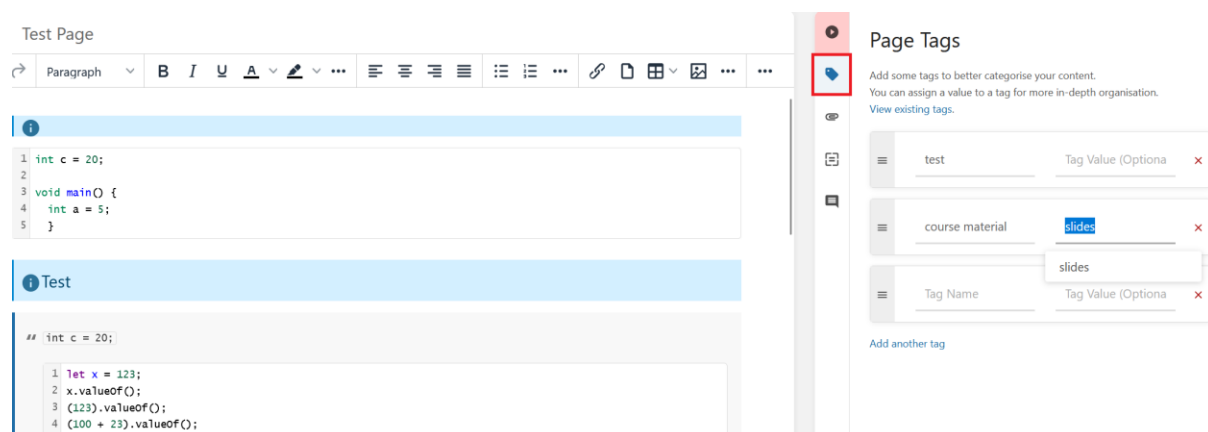
The following shortcuts are available in the editor:

Shortcut (Windows/Linux)	Shortcut (Mac)	Description
Ctrl + S	Cmd + S	Save Draft
Ctrl + Enter	Cmd + Enter	Save Page & Continue
Ctrl + B	Cmd + B	Bold
Ctrl + I	Cmd + I	Italic
Ctrl + 1	Cmd + 1	Large Header
Ctrl + 2	Cmd + 2	Medium Header
Ctrl + 3	Cmd + 3	Small Header
Ctrl + 4	Cmd + 4	Tiny Header
Ctrl + 5	Cmd + 5	Paragraph
Ctrl + D	Cmd + D	
Ctrl + 6	Cmd + 6	Blockquote
Ctrl + Q	Cmd + Q	
Ctrl + 7	Cmd + 7	Insert code block
Ctrl + E	Cmd + E	
Ctrl + Shift + 8	Cmd + Shift + 8	Inline code
Ctrl + Shift + E	Cmd + Shift + E	

## 3.3 Additional functionalities

### 3.3.1 Adding page tags

To organize content effectively, you can categorize a page by adding page tags. These tags can be simple keywords for quick categorization or structured key/value pairs for more detailed classification.



The screenshot shows the TET editor interface. The main editor area contains a code block with the following C++ code:

```
1 int c = 20;
2
3 void main() {
4     int a = 5;
5 }

```

Below the code block, there is a section titled "Test" containing another code block:

```
1 let x = 123;
2 x.valueOf();
3 (123).valueOf();
4 (100 + 23).valueOf();

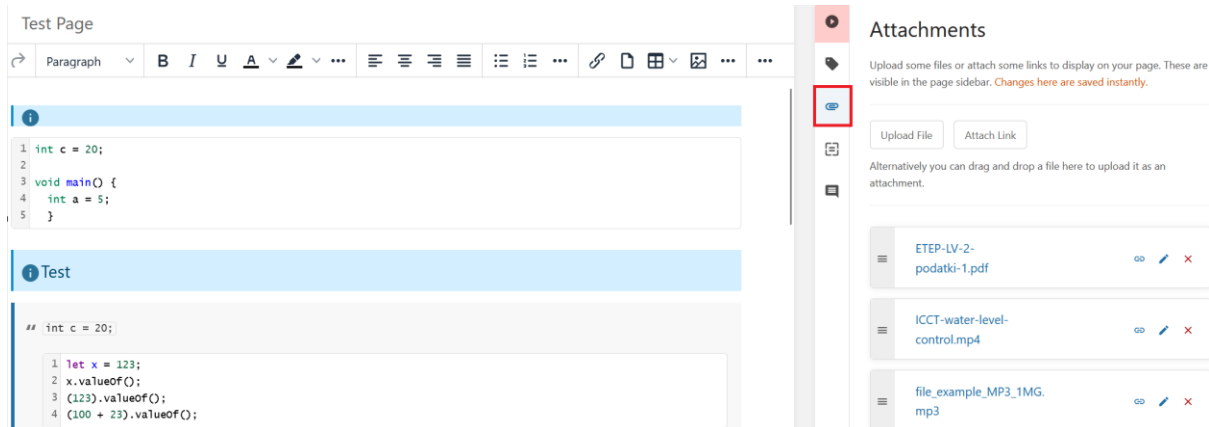
```

On the right side, the "Page Tags" sidebar is open. It shows a list of tags: "test" and "course material". The "course material" tag has a value of "slides". The sidebar also includes a form to add a new tag with fields for "Tag Name" and "Tag Value (Optional)".

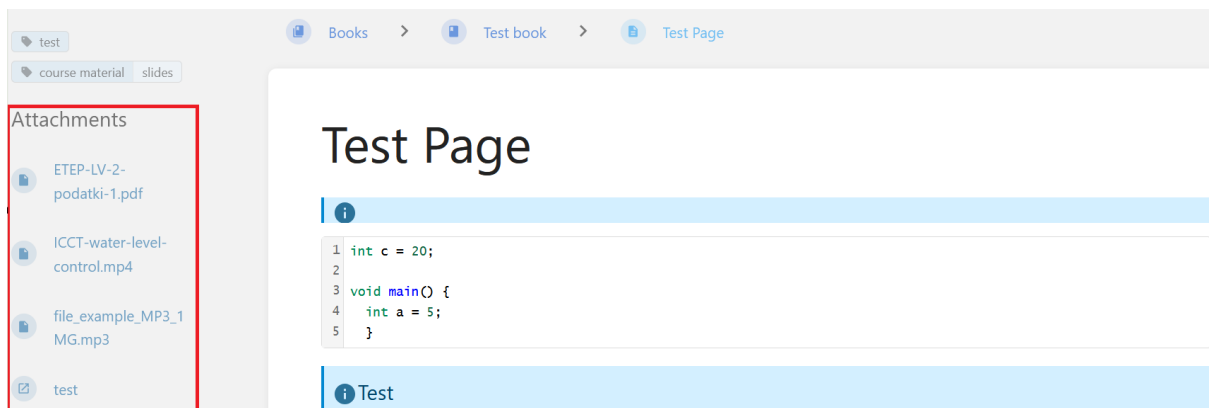
Upon saving the page, the added tags appear in the **Left sidebar** of the platform interface.

### 3.3.2 Adding attachments to a page

The editor supports adding attachments to the page. Users can upload a file directly to the page or attach a link to an external file or resource.



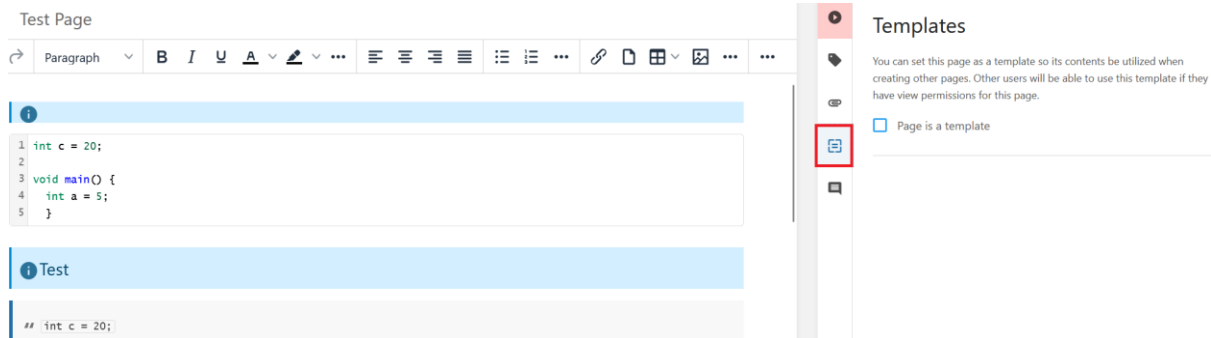
The attached files or links are saved instantly and appear in the right sidebar of the editor interface. Upon saving the page, the added attachments appear in the left sidebar of the platform interface.



Additionally, users can use the **Insert PDF** option in the editor to embed PDF files within the page. They can also use the **Insert/Edit Media** option to embed media files, as described earlier in this section.

### 3.3.3 Setting a page as a template

If you want your course content to follow a specific page template, you can structure the page and then save it as a template. Other users can also use the template for their pages, depending on their permissions.

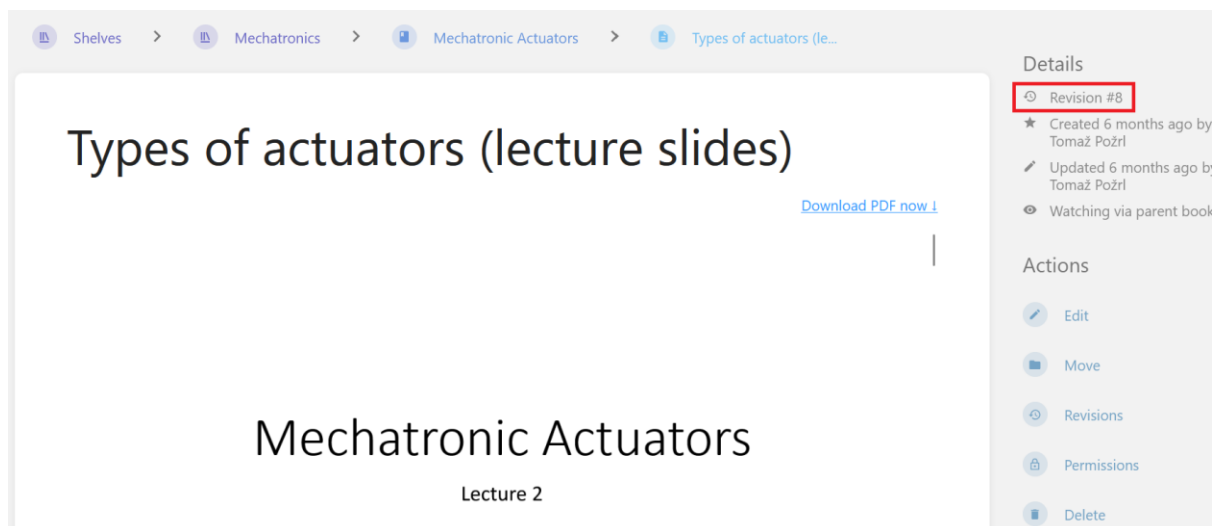


### 3.3.4 Page revisions and restoring previous versions

The Page Revisions feature ensures that all changes to platform content pages are tracked, allowing users to review or restore earlier versions when needed. This is especially useful for collaborative projects, where multiple users contribute to a Page, Chapter, or Course.

#### Accessing page revisions

1. Open the **Page** you want to review.
2. Look for the **Revision** number at the top of the **Right sidebar**.
3. Click on the revision link to open **Page Revisions** history.



A list of page revisions will appear, displaying the following details:

- Revision number,
- page name and editor type,
- created by (user who made the revision) and revision date,
- changelog (optionally, if entered when saving the page – see chapter 3.1.1),
- actions available for each revision:




- changes (compare differences between versions),
- preview (see the content of that revision)
- restore (revert the page to the selected version),
- delete (permanently remove a revision).

Shelves > Mechatronics > Mechatronic Actuators > Types of actuators (le... > Page Revisions

## Page Revisions

Listed below are all the past revisions of this page. You can look back upon, compare, and restore old page versions if permissions allow. The full history of the page may not be fully reflected here since, depending on system configuration, old revisions could be auto-deleted.

Sort

#	Page Name / Editor Type	Created By / Revision Date	Changelog	Actions
3	Types of actuators (lecture slides) (WYSIWYG)	 Tomaž Požrl 16 July 2024 15:49:07 (6 months ago)		<a href="#">Changes</a>   <a href="#">Preview</a>   <a href="#">Restore</a>   <a href="#">Delete</a>
2	Types of Actuators (lecture slides) (WYSIWYG)	 Tomaž Požrl 16 July 2024 14:05:22 (6 months ago)		<a href="#">Changes</a>   <a href="#">Preview</a>   <a href="#">Restore</a>   <a href="#">Delete</a>
1	Types of Actuators (WYSIWYG)	 Tomaž Požrl 16 July 2024 13:48:27 (6 months ago)	Initial publish	<a href="#">Changes</a>   <a href="#">Preview</a>   <a href="#">Restore</a>   <a href="#">Delete</a>

### Restoring a previous revision




1. From the **Page Revisions** screen, select the version you want to restore.
2. Click **Preview** action in the far-right column to review the content of that version.
3. If it's the correct version, click **Restore** in the far-right column and confirm your decision.
4. The restored version will now be the active content for that Page, and a new version will be created to document the restoration.

Shelves > Mechatronics > Mechatronic Actuators > Types of actuators (le... > Page Revisions

## Page Revisions

Listed below are all the past revisions of this page. You can look back upon, compare, and restore old page versions if permissions allow. The full history of the page may not be fully reflected here since, depending on system configuration, old revisions could be auto-deleted.

Sort

#	Page Name / Editor Type	Created By / Revision Date	Changelog	Actions
3	Types of actuators (lecture slides) (WYSIWYG)	 Tomaž Požrl 16 July 2024 15:49:07 (6 months ago)		<a href="#">Changes</a>   <a href="#">Preview</a>   <a href="#">Restore</a>   <a href="#">Delete</a>
2	Types of Actuators (lecture slides) (WYSIWYG)	 Tomaž Požrl 16 July 2024 14:05:22 (6 months ago)		<a href="#">Changes</a>   <a href="#">Preview</a>   <a href="#">Restore</a>   <a href="#">Delete</a>
1	Types of Actuators (WYSIWYG)	 Tomaž Požrl 16 July 2024 13:48:27 (6 months ago)	Initial publish	<a href="#">Changes</a>   <a href="#">Preview</a>   <a href="#">Restore</a>   <a href="#">Delete</a>

### Deleting a previous revision

1. From the **Page Revisions** screen, select the version you want to restore.




2. Click **Preview** in the far-right column to review the content of that version.
3. If it's the correct version, click **Delete** in the far-right column and confirm your decision.
4. The selected version will be permanently deleted and will no longer appear in the revision history.

Shelves > Mechatronics > Mechatronic Actuators > Types of actuators (le... > Page Revisions

### Page Revisions

Listed below are all the past revisions of this page. You can look back upon, compare, and restore old page versions if permissions allow. The full history of the page may not be fully reflected here since, depending on system configuration, old revisions could be auto-deleted.

Sort

#	Page Name / Editor Type	Created By / Revision Date	Changelog	Actions
3	Types of actuators (lecture slides) (WYSIWYG)	 Tomaž Požrl 16 July 2024 15:49:07 (6 months ago)		<a href="#">Changes</a>   <a href="#">Preview</a>   <a href="#">Restore</a>   <a href="#">Delete</a>
2	Types of Actuators (lecture slides) (WYSIWYG)	 Tomaž Požrl 16 July 2024 14:05:22 (6 months ago)		<a href="#">Changes</a>   <a href="#">Preview</a>   <a href="#">Restore</a>   <a href="#">Delete</a>
1	Types of Actuators (WYSIWYG)	 Tomaž Požrl 16 July 2024 13:48:27 (6 months ago)	Initial publish	<a href="#">Changes</a>   <a href="#">Preview</a>   <a href="#">Restore</a>   <a href="#">Delete</a>

### Benefits of version history






- **Transparency:** Track who made changes and when they occurred.
- **Error recovery:** Restore content if errors or accidental deletions are made.
- **Collaboration:** Resolve conflicts by reverting to a baseline version.

## 3.4 Searching for content

### 3.4.1 Basic search options

- Use the **Search bar** at the top of the interface to find content.
- Enter keywords or phrases to locate topics, courses, chapters or pages.
- A list of the top 5 search results will appear, along with a link to view the full list of results.
- Each result in the top 5 list displays the name of the content and an icon indicating the content type (topic, course, chapter, or page).).
- Click on a result to open it and navigate to the selected content.
- If you don't find suitable content in the top 5 search results, click **View All** to see the full list of results.

systems

-  Logic Systems
-  Vision Inspection Systems for Manufacturing Automation
-  Signals and Systems
-  Data-Driven Systems Engineering
-  State-space approach for linear control systems. Chapter I: Introduction  
[Signals and Systems](#)

[View All](#)

### Advanced Search

Search Terms

Content Type

☒ Page ☒ Chapter  
☒ Book ☒ Shelf

Exact Matches

[Add](#)

Tag Searches

[Add](#)

Options

☐ Viewed by me  
☐ Not viewed by me  
☐ Permissions set  
☐ Created by me  
☐ Updated by me  
☐ Owned by me

Date Options

Updated after  
[Set Date](#)

Updated before  
[Set Date](#)

Created after  
[Set Date](#)

Created before  
[Set Date](#)

[Update Search](#)

### Search Results

42 total results found

#### Simulation Modelling

[course](#) [simulation modelling](#) [book](#)

[ILO description](#) [ILO1: explain the concepts related to modelling continuous-time systems using the system dynamics method](#) [ILO Bloom verb level](#) 2

[ILO content](#) [ILO1: modelling the continuous-time systems concepts](#) [ILO content keywords](#) [ILO1: modelling, simulation, continuous-time system](#)

[ILO context](#) [ILO1: system dynamics method](#) [ILO context keywords](#) [ILO1: systems thinking, system dynamics method](#)

[ILO description](#) [ILO2: construct a simulation model reflecting the key features and behaviour of the system under analysis](#) [ILO Bloom verb level](#) 6

[ILO content](#) [ILO2: simulation model reflecting key features and behaviours](#) [ILO content keywords](#) [ILO2: system, model, modelling, simulation system archetypes](#)

[ILO context](#) [the system under analysis](#) [ILO context keywords](#) [system, system archetypes](#)

[ILO description](#) [ILO3: analyse simulation experiment results for continuous-time systems](#) [ILO Bloom verb level](#) 4

[ILO content](#) [ILO3: simulation experiment results](#) [ILO content keywords](#) [ILO3: simulation experiment](#) [ILO context](#) [ILO3: continuous-time systems](#)

[ILO context keywords](#) [ILO3: continuous-time systems](#)

#### Logic Systems

[book](#)

[ILO description](#) [ILO1: analyze and construct compound propositions, logical equivalences, and fuzzy logic operations for practical problem-solving in logic systems](#)

[ILO Bloom verb level](#) 4

[ILO content](#) [ILO1: analyzing and constructing logical operations, truth tables, compound propositions, fuzzy set operations, control system rules to solve problems in logic systems](#)

[ILO content keywords](#) [ILO1: logical operations, truth tables, compound propositions, fuzzy set operations, control system rules](#)

[ILO context](#) [ILO1: design of practical logic systems, control rules, real-world applications, problem-solving scenarios](#)

#### Vision Inspection Systems for Manufacturing Automation

[ILO description](#) [ILO1: Describe the main concepts of vision system in the context of quality control](#) [ILO Bloom verb level](#) 2

[ILO content](#) [ILO1: concepts of vision systems](#) [ILO content keywords](#) [ILO1: quality control, defects, manufacturing](#)

[ILO description](#) [ILO2: Use basic programming Python libraries for computer vision operations](#) [ILO Bloom verb level](#) 3

[ILO content](#) [ILO2: basic programming rules](#)

[ILO content keywords](#) [ILO2: OpenCV, Python, image analysis](#) [ILO description](#) [ILO3: Analyse case studies and select HW and SW components for vision system design](#)

[ILO Bloom verb level](#) 4

[ILO content](#) [ILO3: HW and SW components](#) [ILO content keywords](#) [ILO3: automation, complex systems, machine vision](#)

### 3.4.2 Advanced search options

For more precise results, use the advanced search options available in the full search results interface. Options include:

- **Content Type** filters: Limit searches to Shelves, Books, Chapters, or Pages.

- **Exact Matches:** Search for exact words only.
- **Tag Searches:** Enter specific tags to refine search results.
- **Personalization filters:** Limit searches based on your interaction with content:
  - Viewed by me
  - Not viewed by me
  - Created by me
  - Updated by me
  - Owned by me
- **Permissions set:** Limit searches to content with specific permissions set
- **Date filters:** Narrow results based on creation or update dates.

After setting the advanced search options, click the Update Search button to apply the filters and refresh the search results.

### Advanced Search

Search Terms

Content Type

☒ Page ☒ Chapter

☒ Book ☒ Shelf

Exact Matches

☐ Add

Tag Searches

☐ Add

Options

☐ Viewed by me

☐ Not viewed by me

☐ Permissions set

☐ Created by me

☐ Updated by me

☒ Owned by me

Date Options

Updated after

Set Date

Updated before

Set Date

Created after

Set Date

Created before

Set Date

Update Search

### Search Results

11 total results found

#### Logic Systems

ILO context ILO1: design of practical logic systems, control rules, real-world applications, problem-solving scenarios

ILO content keywords ILO1: logical operations, truth tables, compound propositions, fuzzy set operations, control system rules

ILO content ILO1: analyzing and constructing logical operations, truth tables, compound propositions, fuzzy set operations, control system rules to solve problems in logic systems

ILO Bloom verb level 4

ILO description ILO1: analyze and construct compound propositions, logical equivalences, and fuzzy logic operations for practical problem-solving in logic systems

book

#### Signals and Systems

ILO context ILO2: Explicitly solve for each state variable using one of the selected formulas for computing the matrix exponent.

ILO description ILO1: Understand the derivation of state equations. Apply basic matrix operations. Identify which state variables to choose based on energy storage or other considerations.

ILO content ILO1: the state-space approach, state equations, ordinary differential equations, choice of state variables, canonical form, energy storage

ILO content keywords ILO1: state space, matrices, linear systems, state variables

ILO context ILO1: Selection of state variables for a particular engineering model represented as a system of ordinary differential equations

ILO content keywords ILO1: state variables electrical circuits, Kirchhoff's law, electro-mechanical systems, DC motor

ILO Bloom verb level ILO1: Level 2 - understand, describe, identify; Level 3 - apply, demonstrate, solve.

ILO description ILO2: Solve the linear canonical state equation using the matrix exponent. Explain matrix eigenvalues and eigenvectors. Create time dependency plots for each vector component.

ILO content ILO2: Matrix exponent computation, state equation solution, state vector components

ILO content keywords ILO2: matrix exponent, eigenvalues, eigenvectors

keyword state-space methods ILO context keywords ILO2: matrix determinant, eigenvector space, Vandermonde matrix

ILO Bloom verb level ILO2: Level 2 - understand, describe, explain, classify; Level 3 - apply, solve, execute

book keyword state space

ILO description ILO3: Apply second-order approximation. Interpret controllability. Use pole placement for a linear feedback controller. Compare the Bass-Gura and the Ackermann's formulas.

ILO content ILO3: Second-order approximation, pole placement technique, step response characteristics, linear feedback controller, controller canonical form.

ILO content keywords ILO3: step response, overshoot, settling time, feedback controller, controllability, Bass-Gura formula

This chapter equips users with the knowledge to create, format, organize, and find content within the TET platform. By leveraging these features, teaching staff and learners can collaborate efficiently and access relevant materials with ease. The next chapter will explore collaborative workflows and other advanced features.

## 4. User management and user features

This chapter covers user roles and permissions, inviting and managing users, and user profile settings. Administrators have full control over user management, while teachers and students have different levels of access based on their roles. Additionally, the platform offers collaboration features that allow users to contribute content efficiently while maintaining security and accountability.

### 4.1 User roles and permissions

The platform uses a **role-based access control system** to manage permissions and define what actions users can perform. Below are the key roles and their default permissions:

#### 1. Administrator

- Full control over the platform.
- Can manage users.
- Can create, view, edit or delete all content.
- Can manage permissions on all books, chapters and pages.
- Can manage roles and role permissions.
- Can manage app settings.
- Can manage page templates, export content, and change page editor.
- Can receive and manage notifications.
- Can access system API.

#### 2. Teacher

- Can view all topics, courses, chapters and pages.
- Can create new courses, chapter and pages.
- Can edit or delete **own** courses, chapters and pages.
- Can manage permissions on **own** books, chapters and pages.
- Can manage page templates, export content, and change page editor.
- Can receive and manage notifications.
- Can access system API.

#### 3. Student

- Can view all topics, courses, chapters and pages.
- Can create new pages.
- Can edit or delete own pages.
- Can export content and change page editor.
- Can receive and manage notifications.



#### 4. Public

- Non-registered users
- Can view all topics, courses, chapters and pages.

## User Roles

[Create New Role](#)

Roles are used to group users & provide system permission to their members. When a user is a member of multiple roles the privileges granted will stack and the user will inherit all abilities.

<input type="text" value="Search"/>	<b>Sort</b>	<input type="text" value="Name"/>	<input type="button" value="↓"/>
<b>Admin</b> Administrator of the whole application	1 user assigned 60 permissions		
<b>Public</b> The role given to public visitors if allowed	1 user assigned 8 permissions		
<b>Student</b> Students are encouraged to actively participate by submitting relevant and useful material to the platform and to review existing material on the platform.	3 users assigned 23 permissions		
<b>Teacher</b> With the aim of improving the quality of lecture topics, teacher provide initial material and identify issues or topics that require further development.	10 users assigned 37 permissions		

### Adjusting permissions (administrators only)

1. Navigate to the **Settings** section in the administrator header bar.
2. In the submenu below the header bar, select **Users**.
3. Scroll through the list of users, find the desired user, and click on their name.
3. In the **User Roles** section, select the desired role of the user.
4. Click **Save** to apply the changes.

## 4.2 Inviting and managing users

Collaboration in the TET platform involves inviting teachers, students, and others to contribute to content creation and co-creation.

### 4.2.1 Inviting users

The TET platform is publicly accessible, allowing anyone to view its content by visiting the platform URL: <https://app.tet-erasmus.eu>. The platform URL is public and can be shared with interested teachers, students, and other users. To contribute own content, a person needs to sign up as described in chapter 2.2.

Sign-up is primarily intended for teachers and students working or studying at partner institutions of the TET project. To register, users must have a valid email address from a participating institution.

Users from non-partner institutions can also sign up, but they must first contact the platform system administrator to add their institution's email domain to the list of allowed domains. To request access, send an email to: [platformtet@gmail.com](mailto:platformtet@gmail.com).

Gmail and other general email domains are discouraged for registration to prevent spam bots and similar unwanted users.

### 4.2.2 Managing users

User management for all users is restricted to administrators, who can access user settings through the **Settings** section in the header bar. By clicking **Users** in the submenu, the administrator can access the user list. The list displays basic information for each user, including:

- Avatar,
- name,
- email address,
- platform role,
- latest activity.

The user list can be sorted by:

- Name,
- email address,
- user profile creation date,
- user profile update date,
- user's latest activity.

By clicking on a user's name, the administrator can access the complete user profile for further management.

#### User profile management

On a user's profile, both the administrator and the user (for their own profile) can set or change the following details:

- user's name,
- user's email address,
- user's platform role (Admin, Teacher, Student, or Public)
- user's password,
- user's avatar,
- user's preferred language,

Optionally, if enabled globally, administrators can also manage:

- external authentication ID,
- multi-factor authorization for enhanced security,
- API token for REST API access.

### Delete a user

If a user no longer requires access, administrators can delete their account by accessing the user's profile. At the bottom of the **Edit User** section, click **Delete User** button.

**NOTE:** Before deleting a user, reassign ownership of their content to another user. Failure to do so may result in errors when accessing the content or modifying its permissions.

Effective user management in the TET platform ensures secure and structured collaboration. This chapter outlined the role-based access system, including permissions for Administrators, Teachers, Students, and Public users. It explained how administrators can invite, manage, and adjust user roles, as well as edit or delete user accounts. The user profile settings allow customization, including security features like multi-factor authentication and API token management. Lastly, the collaboration features of the platform support teamwork while maintaining control, ensuring that content is managed efficiently and securely.

## 5. Customizing user experience

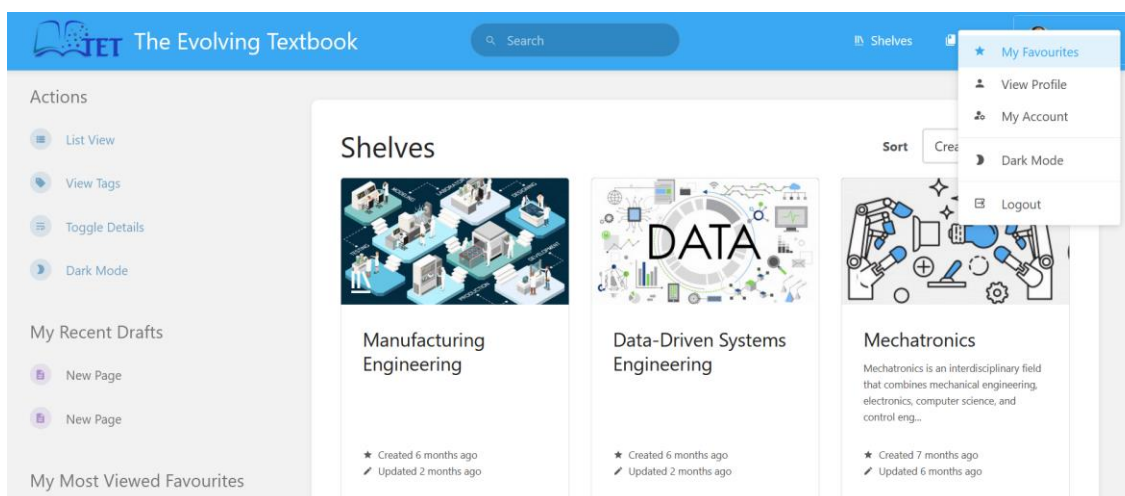
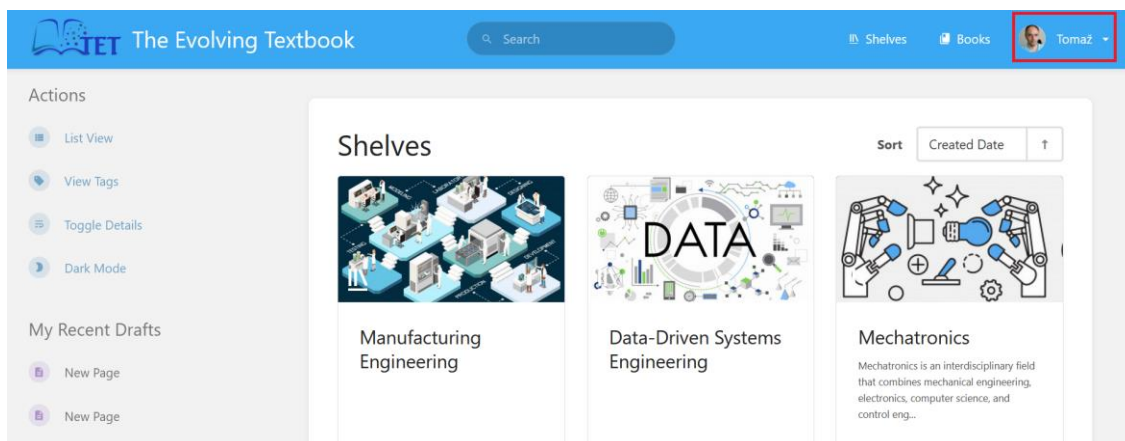
The TET platform offers various customization options to enhance user experience, allowing users to personalize their profiles, security settings, notifications, and interface preferences. This chapter covers key customization features, including profile management, shortcut configurations, notification settings, and display preferences. By utilizing these options, users can tailor the platform to best suit their needs and improve efficiency when navigating and interacting with content.

### 5.1 User profile

#### 5.1.1 User profile details

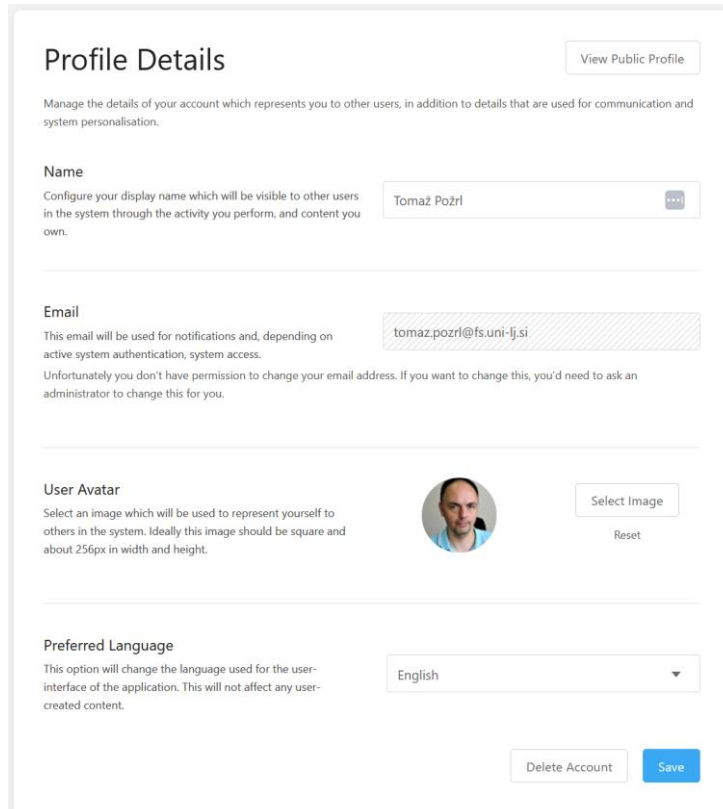
Users can update their profile details by accessing their account. To do so:

- Click on your name or avatar in the far-right part of the **header bar**.
- Click on **My Account**.



In the Profile Details section, users can:

- Change display **Name** – update their name as it appears in the system.
- Select **User Avatar** – choose an image to represent them in the platform.
- Change **Preferred Language** – set the user interface language (this does not affect content).



The screenshot shows a 'Profile Details' form with the following sections:

- Header:** 'Profile Details' title and a 'View Public Profile' button.
- Intro:** A paragraph explaining that the details manage the user's account and communication details.
- Name:** A text input field containing 'Tomaž Požrl'. A small icon indicates a character count.
- Email:** A text input field containing 'tomaz.pozrl@fs.uni-lj.si'. A note below states that this email is used for notifications and system access, and that changing it requires administrator permission.
- User Avatar:** A circular image of a man. To the right are 'Select Image' and 'Reset' buttons. A note specifies the image should be square and about 256px in width and height.
- Preferred Language:** A dropdown menu currently set to 'English'. A note explains that this changes the user interface language but not user-created content.
- Footer:** 'Delete Account' and 'Save' buttons.

## 5.1.2 Access & security

In the **Access & Security** section of the user account, users can:

- Change their password,
- Set-up multi-factor authentication (if enabled globally),
- Create API tokens for REST API access.

### Change Password

Change the password you use to log-in to the application. This must be at least 8 characters long.

Password

Confirm Password

Update

### Multi-Factor Authentication

Setup multi-factor authentication as an extra layer of security for your user account.

Manage

✖ 0 methods configured

### API Tokens

API Documentation

Create Token

Create and manage the access tokens used to authenticate with the BookStack REST API. Permissions for the API are managed via the user that the token belongs to.

*No API tokens have been created for this user*

### 5.1.3 User interface shortcuts

In the UI Shortcut Preferences section of the user account, users can enable and customize shortcuts for navigation and common actions across the platform.

Users can set **Navigation** shortcuts for:

- Homepage, shelves, books, settings, my favourites,
- view profile, logout global search, next, previous.

Users can also set **Common Actions** shortcuts for:

- New, edit, copy, delete, favourite,
- export, sort, permissions, move, revisions.

## UI Shortcut Preferences

Here you can enable or disable keyboard system interface shortcuts, used for navigation and actions. You can customize each of the shortcuts below. Just press your desired key combination after selecting the input for a shortcut.

☒ Keyboard shortcuts enabled

### Navigation

Homepage	1	View Profile	6
Shelves	2	Logout	0
Books	3	Global Search	/
Settings	4	Next	ArrowRight
My Favourites	5	Previous	ArrowLeft

### Common Actions

New	n	Export	x
Edit	e	Sort	s
Copy	c	Permissions	p
Delete	d	Move	m
Favourite	f	Revisions	r

Note: When shortcuts are enabled a helper overlay is available via pressing "?" which will highlight the available shortcuts for actions currently visible on the screen.

Save Shortcuts

These shortcuts enhance efficiency by allowing quick access to key platform functions. When shortcuts are enabled, pressing ? opens a helper overlay displaying the available shortcuts, highlighting the actions currently accessible on the platform.

## 5.2 Notifications

Users can enable notifications for any course, chapter, or page. To do so, they open the content (course, chapter, or page) and click the **Watch** action in the **Right sidebar**.



When a user selects the **Watch** action, a new area appears in the **Details** section of the **Right sidebar**, labelled **Watching new pages and updates**.



By clicking on the **Watching new pages and updates** area, users can access additional options to customize notifications. For **courses and chapters**, the available options include:

- **Default Preferences:** reverts watching settings to the user's default notification preference.
- **Ignore:** disables all notifications, overriding user-level preferences.
- **New Pages:** notifies the user whenever a new page is created within a course.
- **All Page Updates:** notifies the user about all new pages and any changes made to existing pages.
- **All Page Updates and Comments:** notifies the user about new pages, page changes, and new comments.

For **pages**, notification customization options include:

- **Default Preferences:** reverts watching settings to the user's default notification preference.



- **Ignore:** disables all notifications, overriding user-level preferences.
- **All Page Updates:** notifies the user about any changes made to existing pages.
- **All Page Updates and Comments:** notifies the user about any page changes and new comments.

If the notification criteria are met, the user will receive a notification email informing them of the relevant updates

### The Evolving Textbook

A new page has been created in The Evolving Textbook:

**Page Name:** [Test](#)  
**Page Path:** [Mechatronic Actuators](#)  
**Created By:** Admin

[View Page](#)

This notification was sent to you because [your notification preferences](#) cover this type of activity for this item.

---

If you're having trouble clicking the "View Page" button, copy and paste the URL below into your web browser:

<https://app.tet-erasmus.eu/books/mechatronic-actuators/page/test>

© 2025 The Evolving Textbook. All rights reserved

Users can set their default notification preferences in their user account under the **Notification Preferences** section. This allows them to control how they receive updates for different activities. Available notification Options:

- Notification for changes to pages the user owns,
- notification for comments on pages the user owns,
- notification for replies to the user's comments.

Additionally, this section also provides a list of **Watched and Ignored Items**.

## Notification Preferences

Control the email notifications you receive when certain activity is performed within the system.

- ☒ Notify upon changes to pages I own
- ☒ Notify upon comments on pages I own
- ☒ Notify upon replies to my comments

Save Preferences

## Watched & Ignored Items

Below are the items that have custom watch preferences applied. To update your preferences for these, view the item then find the watch options in the sidebar.

 Test book	 All Page Updates
 Mechatronic Actuators	 All Page Updates
 Semiconductors (lecture slides)	 All Page Updates
 Test	 All Page Updates

## 5.3 Customizing platform experience


Users have several options to customize the appearance and functionality of the TET platform to enhance their experience.

### Sorting topics (Shelves) and courses (Books)

Users can sort the topics (Shelves) on the homepage using the following options:


- Name of the topic.
- creation date of the topic,
- Update date of the topic.

### Shelves




**Manufacturing Engineering**

★ Created 6 months ago  
✎ Updated 2 months ago



**Data-Driven Systems Engineering**


★ Created 6 months ago  
✎ Updated 2 months ago



**Mechatronics**

Mechatronics is an interdisciplinary field that combines mechanical engineering, electronics, computer science, and control eng...


★ Created 7 months ago  
✎ Updated 6 months ago



**Test Shelf**

This shelf is for teachers and students to test functionalities of the TET platform.

★ Created 7 months ago  
✎ Updated 6 months ago




**Guidelines**

Here, you will find essential rules and instructions to ensure a smooth and enjoyable experience. These guidelines are designed...


★ Created 8 months ago  
✎ Updated 8 months ago

### Shelves



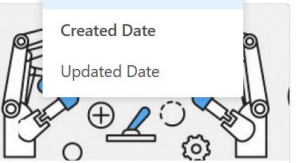
**Manufacturing Engineering**

★ Created 6 months ago  
✎ Updated 2 months ago



**Data-Driven Systems Engineering**

★ Created 6 months ago  
✎ Updated 2 months ago



**Mechatronics**

Mechatronics is an interdisciplinary field that combines mechanical engineering, electronics, computer science, and control eng...

★ Created 7 months ago  
✎ Updated 6 months ago

A similar sorting functionality is also available for courses (Books).

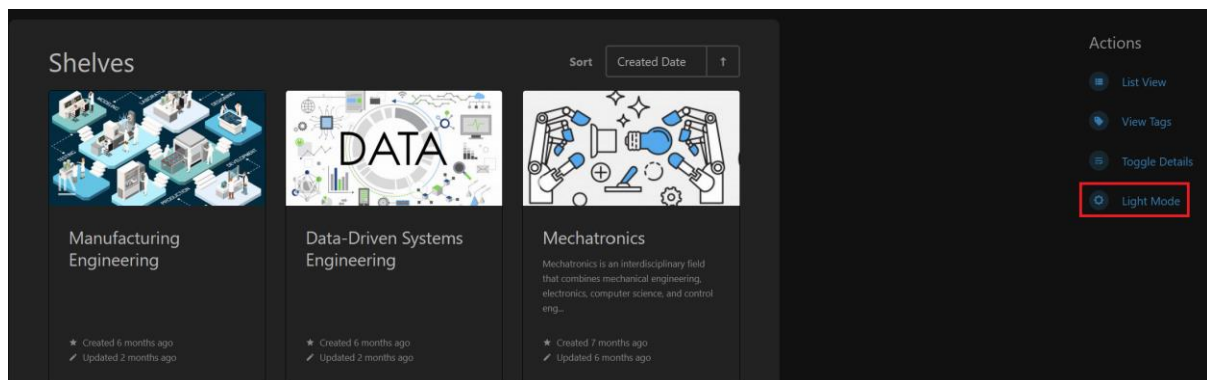
## Switching between light or dark mode of the platform

Users can choose between **Light Mode** or **Dark Mode** to adjust the platform's appearance. This setting affects the main content area, excluding the header bar and footer.

- Light Mode: Background colour is RGB (242, 242, 242).
- Dark Mode: Background colour is RGB (17, 17, 17).

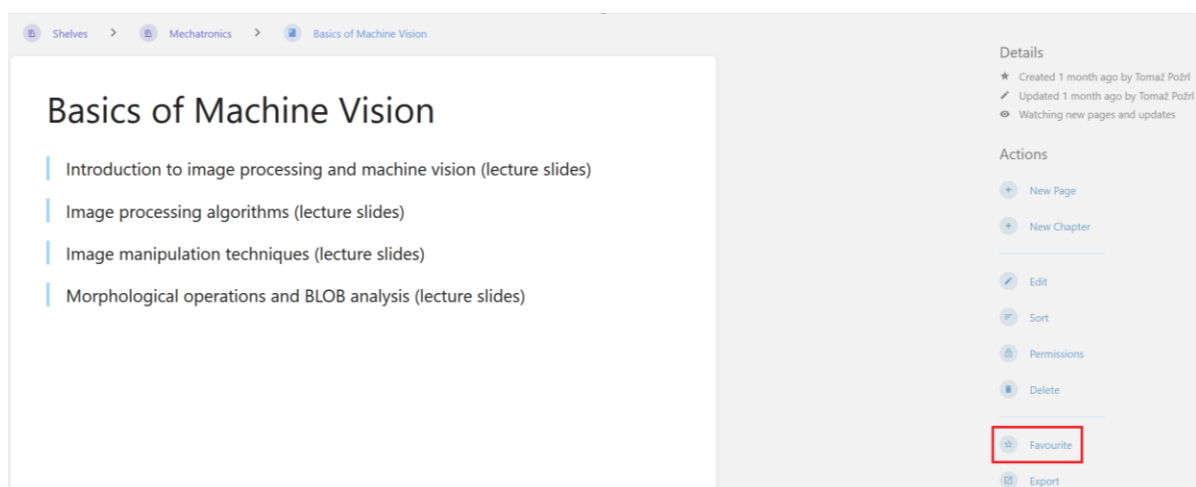
To switch between modes, users can either:

- Select the **Light Mode** or **Dark Mode** in the **Right sidebar** of the homepage.
- Click their name or avatar in the far-right area of the **Header** bar and select **Light Mode** or **Dark Mode** in the drop-down menu.

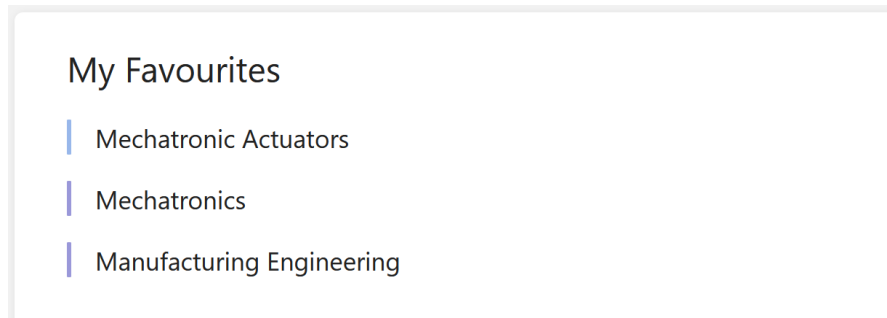


## Setting content as favourite

For quicker and easier access, users can label any content (course, chapter, or page) as a favourite. To set a content as a favourite, first open the content you want to mark. Then, in the **Right sidebar** locate the **Actions** section and click Favourite to add the content to your favourites list.



To view the list of favourite content, navigate to the far-right part of the **Header** bar and click on your name or avatar. In the drop-down menu, select **My Favourites**. A list of favourite content will be displayed for quick access.



Customizing the TET platform allows users to optimize their experience for better accessibility and efficiency. Users can update their profile details, enhance account security, configure keyboard shortcuts, and manage notifications for updates on their content. Additionally, the platform provides sorting options for topics and courses, allows switching between light and dark mode, and enables users to mark content as favourites for quick access. These features help users streamline their workflow and enhance their interaction with the platform.

## 6. Platform administration (administrators only)

The TET platform administration provides tools and settings for managing users, configuring system preferences, monitoring activity, and integrating external services. This chapter outlines key administrative functions, including platform settings, maintenance, user management, activity logging, and webhooks. Administrators have full control over the platform's security, customization, and automation features, ensuring smooth operation and efficient management.

To access administration settings, click **Settings** in the Header bar (available only for administrators).

### 6.1 Basic platform settings

Basic platform settings can be modified in the **Settings** section of the administration dashboard. These settings are categorized into three sections:

- **Features & Security**
- **Customization**
- **Registration**

#### Features & Security

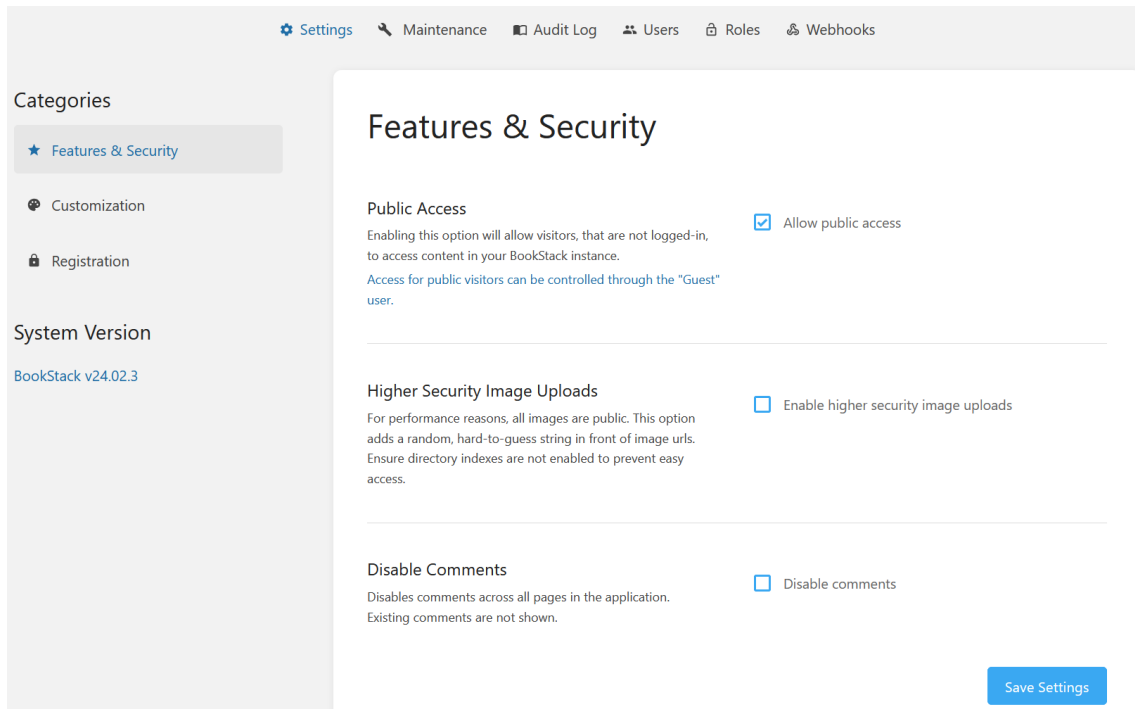
This section allows administrators to:

- Enable public access to the platform for users non-registered users (Public user role).
- Enable higher security image uploads, adding an additional layer of protection to prevent unauthorized access to uploaded images.
- Disable comments across all pages on the platform.

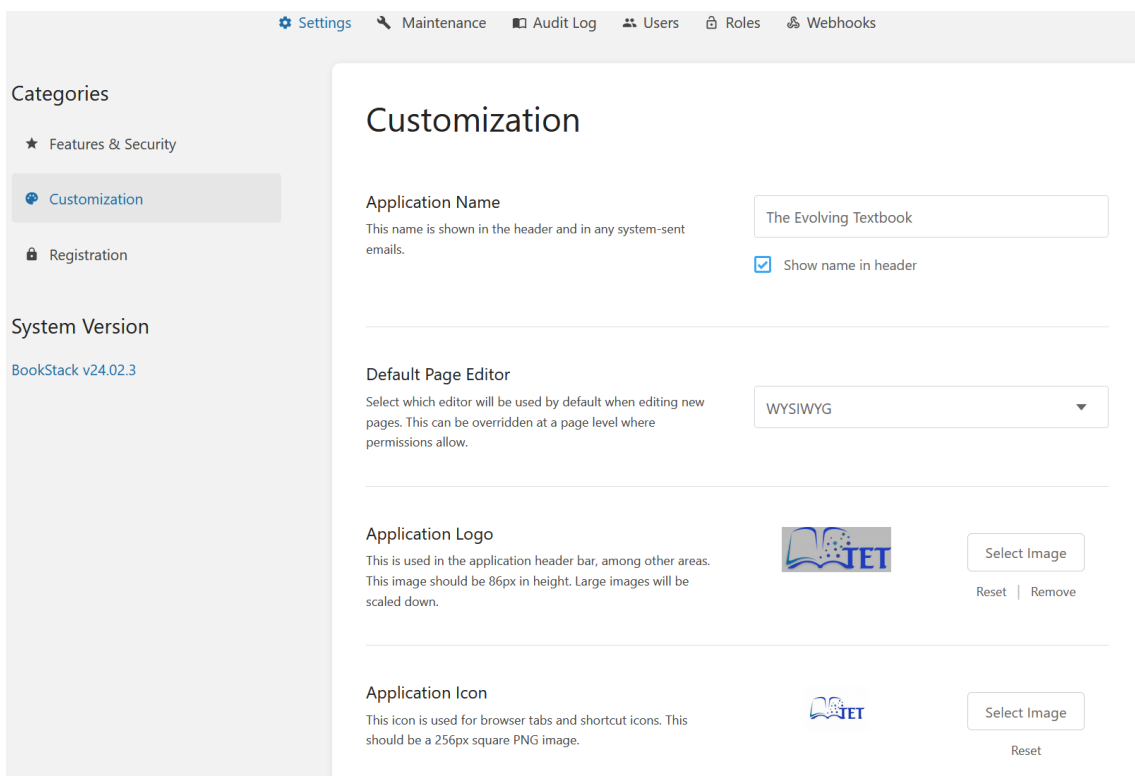
#### Customization

The Customization section of the settings allows administrators to customize the platform by modifying the following elements:

- Platform name - displayed in the **Header bar**,
- default page editor - choose between WYSIWYG or Markdown,
- platform logo – customizable logo displayed on the platform,
- platform icon – appears in browser tabs and as a short icon,
- platform colour scheme – customize colours, including primary colour, topic/course/chapter/page colour, and page draft colour,
- platform homepage – set the default landing page for users,
- footer links – customizable links displayed in the footer section.



The screenshot shows the 'Features & Security' settings page. The left sidebar contains 'Categories' with 'Features & Security' selected, and 'System Version' showing 'BookStack v24.02.3'. The main content area has three sections: 'Public Access' with a checked 'Allow public access' checkbox, 'Higher Security Image Uploads' with an unchecked checkbox, and 'Disable Comments' with an unchecked checkbox. A 'Save Settings' button is at the bottom right.



The screenshot shows the 'Customization' settings page. The left sidebar is similar to the previous one, but 'Customization' is selected. The main content area has three sections: 'Application Name' with a text input 'The Evolving Textbook' and a checked 'Show name in header' checkbox; 'Default Page Editor' with a dropdown menu set to 'WYSIWYG'; and 'Application Logo' and 'Application Icon' sections, each with a preview image, a 'Select Image' button, and a 'Reset' button.

Additionally, the administration dashboard allows administrators to add custom HTML content, which is inserted into the bottom of the <head> section of every page. This feature is particularly useful for

adding extra functionalities, such as analytics tracking codes (e.g., Google Analytics), custom scripts for integrations, or metadata adjustments for SEO optimization.

### Custom HTML Head Content

Any content added here will be inserted into the bottom of the <head> section of every page. This is handy for overriding styles or adding analytics code.

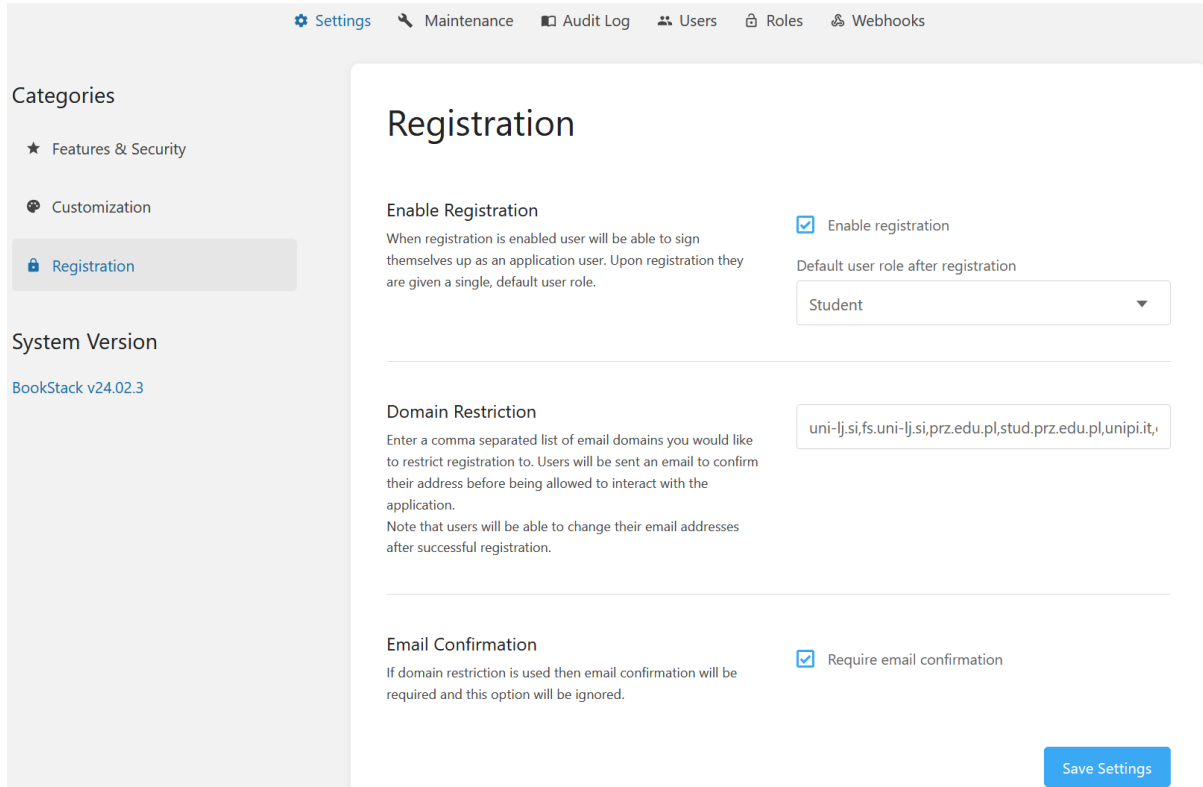
```
1 <style>
2
3   .text-muted.break-text {
4     display: none;
5   }
6   #recent-activity {display:none;}
7   /*#sidebar { display: none; }*/
8   a[href*="copy"] {
9     display: none !important;
10  }
11 </style>
```

### Registration

In the Registration section of the administration settings, administrators can:

- enable or disable self-registration – control whether users can sign up on their own,
- set domain restrictions - allow only specific email domains for registration,
- require email confirmation for registrations – ensure users verify their email before completing registration.





The screenshot shows the BookStack administration dashboard. The top navigation bar includes links for Settings, Maintenance, Audit Log, Users, Roles, and Webhooks. The left sidebar contains a 'Categories' section with 'Features & Security', 'Customization', and 'Registration' (highlighted), and a 'System Version' section showing 'BookStack v24.02.3'. The main content area is titled 'Registration' and contains three sections: 'Enable Registration' with a checkbox for 'Enable registration' (checked) and a dropdown for 'Default user role after registration' set to 'Student'; 'Domain Restriction' with a text input field containing 'uni-lj.si,fs.uni-lj.si,prz.edu.pl,stud.prz.edu.pl,unipi.it,'; and 'Email Confirmation' with a checkbox for 'Require email confirmation' (checked). A 'Save Settings' button is located at the bottom right of the settings area.

## 6.2 Maintenance settings

Maintenance settings can be modified in the **Maintenance** section of the administration dashboard.

### Recycle bin

In this section, administrators can review deleted content, including topics, courses, chapters, and pages.

- When a user deletes content, it is sent to the Recycle Bin instead of being permanently removed.
- Administrators can:
  - Review deleted content before taking action.
  - Restore content if it was deleted by mistake.
  - Permanently delete content, making it unrecoverable.

[Settings](#)
[Maintenance](#)
[Audit Log](#)
[Users](#)
[Roles](#)
[Webhooks](#)

## Recycle Bin

Deleted shelves, books, chapters & pages are sent to the recycle bin so they can be restored or permanently deleted. Older items in the recycle bin may be automatically removed after a while depending on system configuration.

Shelves: 0

Books: 0

Chapters: 2

Pages: 15

Open Recycle Bin

## Recycle Bin

Here you can restore items that have been deleted or choose to permanently remove them from the system. This list is unfiltered unlike similar activity lists in the system where permission filters are applied.

Empty Recycle Bin

Deleted Item	Parent	Deleted By	Deletion Time	
test chapter 0 Pages	Test shelf 2	Grzegorz Dec	2025-01-14 08:50:03	Actions
New Page	test ch2	Grzegorz Dec	2025-01-14 09:10:38	Actions
New Page	test ch2	Grzegorz Dec	2025-01-14 09:12:28	Actions
New Page	test ch2	Grzegorz Dec	2025-01-14 09:13:45	Actions
Introduction	Lean Manufacturing	Grzegorz Dec	2025-01-29 12:30:44	Actions

## Recycle Bin

Here you can restore items that have been deleted or choose to permanently remove them from the system. This list is unfiltered unlike similar activity lists in the system where permission filters are applied.

Empty Recycle Bin

Deleted Item	Parent	Deleted By	Deletion Time	
test chapter 0 Pages	Test shelf 2	Grzegorz Dec	2025-01-14 08:50	<div>Restore</div> <div>Permanently Delete</div>
New Page	test ch2	Grzegorz Dec	2025-01-14 09:10	

## Clean-up images

Administrators can use a clean-up tool that scans all images and drawings on the platform to identify unused or redundant images for removal, helping to free up storage and maintain efficiency.

## Send a test email

The platform provides a tool to send a test email to the administrator's email address. This ensures that email notifications and system emails are functioning correctly.

### Regenerate references

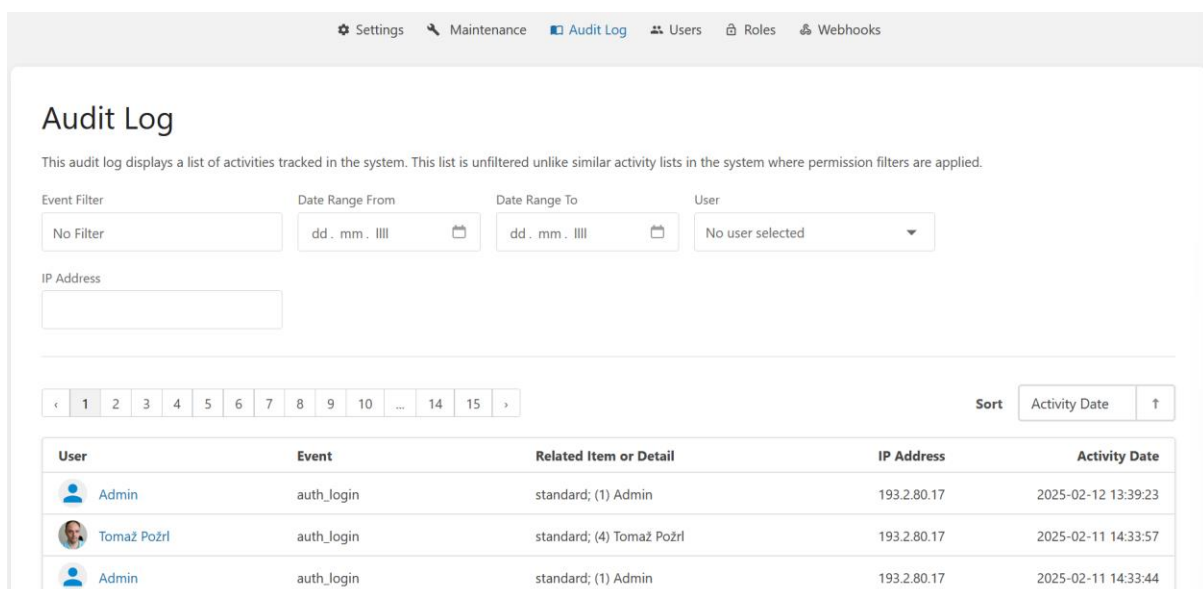
This tool scans all cross-item references and rebuilds the reference index in the database. It is particularly useful for old content that may have outdated references and content added using unofficial methods, ensuring all links and references are properly indexed.

## 6.3 Activity logging

All activities performed on the platform are logged and can be reviewed by administrators. The logs provide a detailed record of user actions, ensuring transparency and security. Logged information includes:

- User – the person who performed the action.
- Event – the type of activity recorded.
- Related item or detail – specific details, such as which page was created, which role was updated, etc.
- IP address – the IP address of the user at the time of the activity.
- Activity date - the timestamp when the action occurred.

The activity log can be filtered by any of the logged data, allowing administrators to quickly access specific types of activity. This helps in monitoring platform usage and investigating any potential issues.



The screenshot shows the 'Audit Log' interface. At the top, there's a navigation bar with links: Settings, Maintenance, Audit Log (active), Users, Roles, and Webhooks. Below the navigation bar, the 'Audit Log' title is followed by a subtitle: 'This audit log displays a list of activities tracked in the system. This list is unfiltered unlike similar activity lists in the system where permission filters are applied.' Below this, there are filters: 'Event Filter' (No Filter), 'Date Range From' (dd. mm. llll), 'Date Range To' (dd. mm. llll), and 'User' (No user selected). There's also an 'IP Address' filter field. Below the filters, there's a table with columns: User, Event, Related Item or Detail, IP Address, and Activity Date. The table contains three rows of activity logs. At the bottom right of the table, there's a 'Sort' button and a dropdown menu set to 'Activity Date' with an upward arrow.

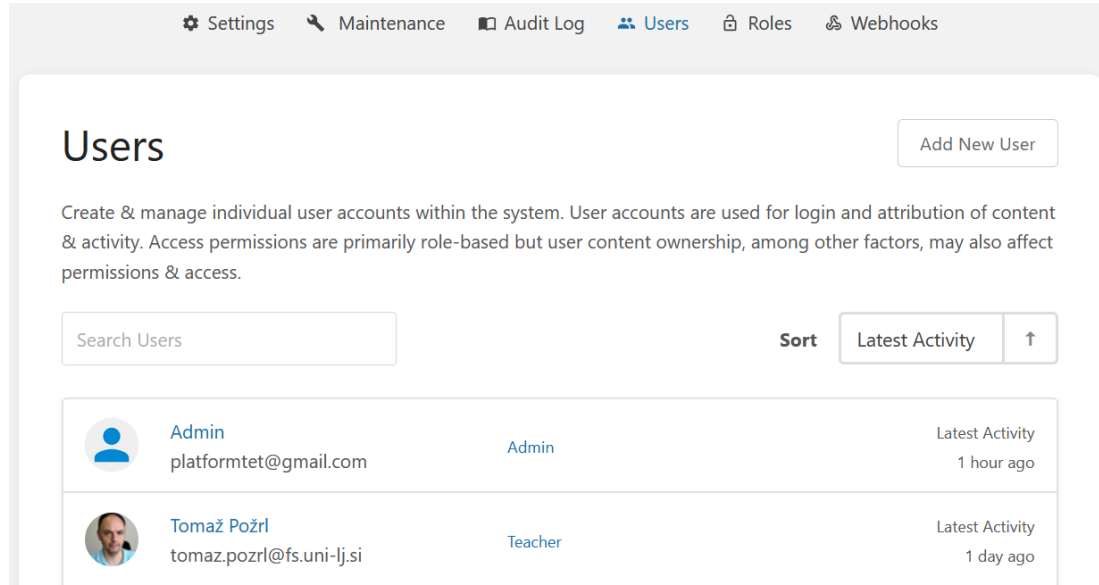
User	Event	Related Item or Detail	IP Address	Activity Date
Admin	auth_login	standard; (1) Admin	193.2.80.17	2025-02-12 13:39:23
Tomaž Požrl	auth_login	standard; (4) Tomaž Požrl	193.2.80.17	2025-02-11 14:33:57
Admin	auth_login	standard; (1) Admin	193.2.80.17	2025-02-11 14:33:44

The platform records a wide range of activity types, allowing administrators to monitor and manage user actions efficiently. Logged activities include:

- **Content management**
  - pages: create, update, delete, restore, move,
  - chapters: create, update, delete, move,
  - courses (Books): create, create from chapter, update, delete, sort,
  - topics (Shelves): create, create from book, update, delete,
- **User management**
  - users: create, update, delete,
  - roles: create, update, delete,
- **Collaboration and permissions**
  - comments: create, update, delete,
  - permissions: update
  - revisions: restore, delete,
- **System and maintenance actions**
  - settings: update,
  - maintenance: action run,
  - recycle bin: empty, restore, destroy,
- **Authentication and security**
  - authentication: register, login, password reset request, password reset update,
  - API tokens: create, update, delete,
  - MFA: setup method, remove method,
- **Integration and automation**
  - webhooks: create, update, delete.

## 6.4 User management

Administrators have full control over user account management on the platform. They can manually add new users to the system or modify existing user accounts, including updating user details, roles, and permissions. This ensures that administrators can efficiently manage user access and maintain a structured user environment on the platform.



Name	Email	Role	Latest Activity
Admin	platformtet@gmail.com	Admin	1 hour ago
Tomaž Požrl	tomaz.pozrl@fs.uni-lj.si	Teacher	1 day ago

When manually adding a user, administrators must enter similar details as in self-registration, including:

- Name,
- Email, address,
- Preferred language.

If the administrator enables the invite email option, the user will receive an email to set their own password. If the invite email is not enabled, the administrator must set the password for the user.

In self-registration, the user's role is pre-defined as Student. In manual registration, the administrator can set the user's role during account creation. Manual registration is primarily intended for Teachers, who must contact the TET platform system administrator to have their account created.

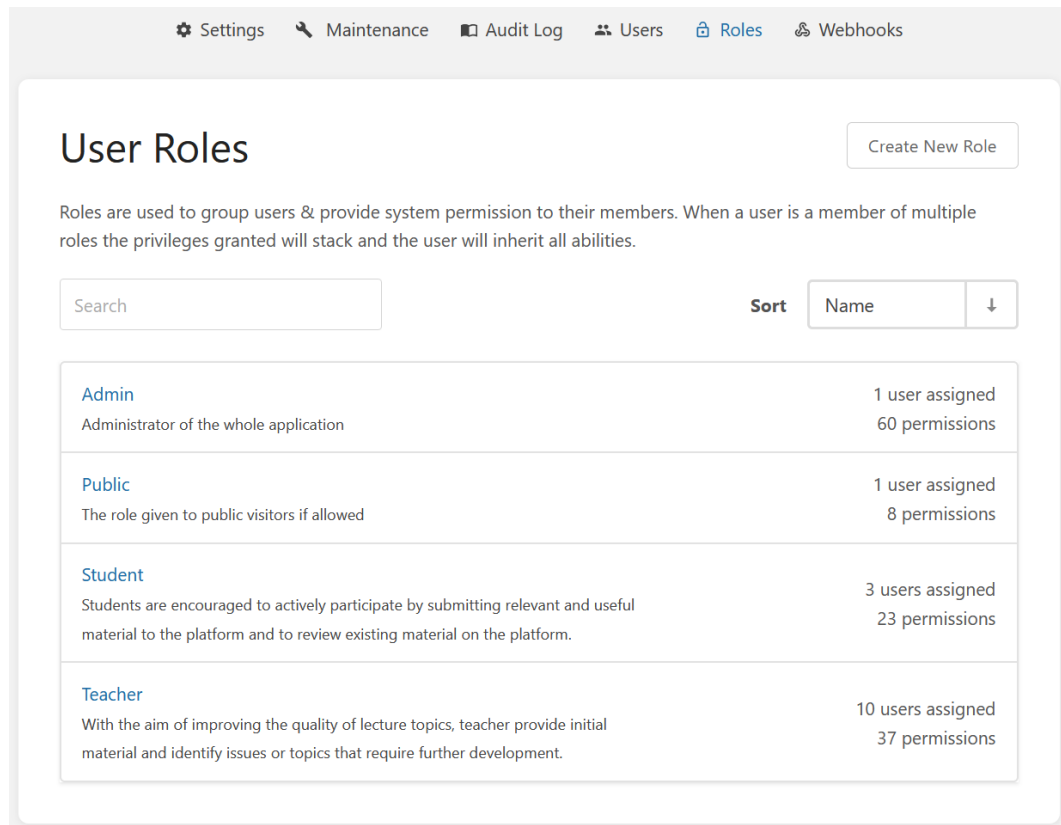
## 6.5 Managing user roles

Administrators have the ability to define, set, and modify user roles. These roles determine user permissions across different areas of the platform. The TET platform has four pre-defined roles:

- Admin – full platform administrator with complete access and permissions for all actions and activities,
- Teacher - can create courses, chapters, and pages and manage their own content but cannot manage other users' content, platform settings, users, or roles.
- Student - can create and manage their own pages but has limited editing permissions on other content.

- Public - non-registered users who can view all topics, courses, chapters, and pages but cannot edit or create content.

Administrators can assign and modify roles based on user needs and platform requirements, ensuring appropriate access control and security within the platform



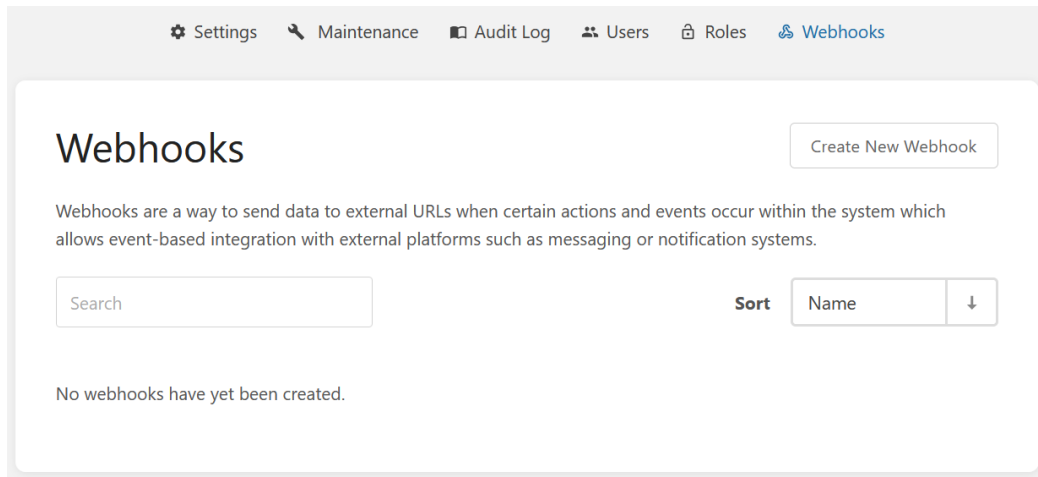
The screenshot shows the 'User Roles' management page. At the top, there is a navigation bar with links: Settings, Maintenance, Audit Log, Users, Roles (active), and Webhooks. The main heading is 'User Roles' with a 'Create New Role' button. Below the heading, a descriptive text states: 'Roles are used to group users & provide system permission to their members. When a user is a member of multiple roles the privileges granted will stack and the user will inherit all abilities.' There is a search bar and a 'Sort' dropdown menu currently set to 'Name'. A table lists four roles: Admin, Public, Student, and Teacher, each with a description, the number of users assigned, and the number of permissions.

Role	Description	Users Assigned	Permissions
<a href="#">Admin</a>	Administrator of the whole application	1 user assigned	60 permissions
<a href="#">Public</a>	The role given to public visitors if allowed	1 user assigned	8 permissions
<a href="#">Student</a>	Students are encouraged to actively participate by submitting relevant and useful material to the platform and to review existing material on the platform.	3 users assigned	23 permissions
<a href="#">Teacher</a>	With the aim of improving the quality of lecture topics, teacher provide initial material and identify issues or topics that require further development.	10 users assigned	37 permissions

## 6.6 Webhooks

A webhook is an event-driven communication method that automatically sends data between applications via HTTP. This enables seamless API-based automation and allows event-triggered workflows to be executed in external platforms, such as messaging and notification systems. When a specific action or event occurs on the platform, a webhook sends data to an external system. This enables real-time integration with external tools without manual intervention.

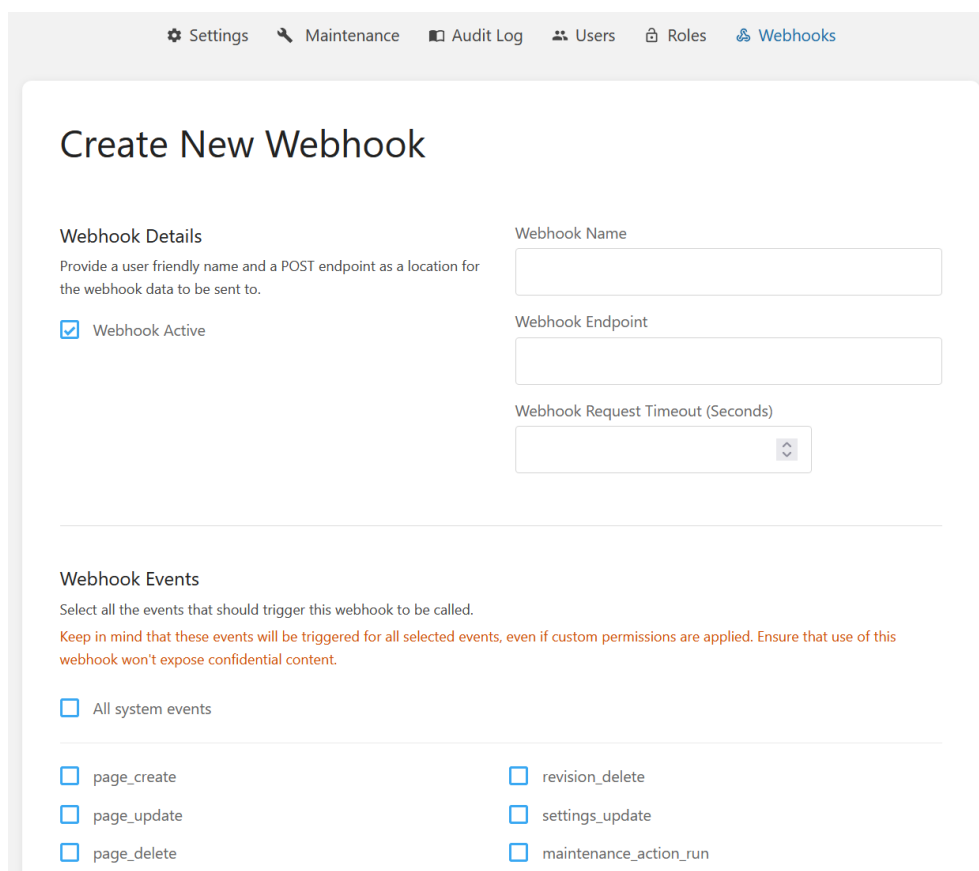
To create a new webhook, navigate to the **Webhooks** section in the administration settings and click **Create New Webhook**.



The screenshot shows the 'Webhooks' management interface. At the top, there is a navigation bar with links for Settings, Maintenance, Audit Log, Users, Roles, and Webhooks. The main heading is 'Webhooks', with a 'Create New Webhook' button on the right. Below the heading, a descriptive text states: 'Webhooks are a way to send data to external URLs when certain actions and events occur within the system which allows event-based integration with external platforms such as messaging or notification systems.' There is a search input field and a 'Sort' dropdown menu currently set to 'Name'. The main content area displays the message: 'No webhooks have yet been created.'

Configure the webhook details, including:

- Webhook name,
- Webhook endpoint – destination URL,
- Webhook request timeout in second,
- Event trigger – either all system events or individual events defined in chapter 6.3.



The screenshot shows the 'Create New Webhook' form. The navigation bar is identical to the previous screenshot. The form has two main sections: 'Webhook Details' and 'Webhook Events'. In the 'Webhook Details' section, there is a text input for 'Webhook Name', a text input for 'Webhook Endpoint', and a numeric input for 'Webhook Request Timeout (Seconds)'. A checkbox labeled 'Webhook Active' is checked. The 'Webhook Events' section includes a text input for selecting events, with a warning note: 'Keep in mind that these events will be triggered for all selected events, even if custom permissions are applied. Ensure that use of this webhook won't expose confidential content.' Below this, there are two columns of checkboxes for specific events: 'All system events', 'page\_create', 'page\_update', 'page\_delete', 'revision\_delete', 'settings\_update', and 'maintenance\_action\_run'. All checkboxes in this section are currently unchecked.

This chapter covered the core administrative functions of the TET platform, including configuring platform settings, managing user accounts and roles, monitoring activity logs, and maintaining system performance. Administrators can customize the platform's appearance, set security measures, manage registration policies, and automate workflows using webhooks. These tools ensure secure, efficient, and scalable platform management, allowing administrators to maintain a structured and well-organized user environment.



## 7. Troubleshooting and FAQs

This chapter provides solutions to common issues encountered on the TET platform and outlines how users can troubleshoot problems related to authentication, content editing, file uploads, search, notifications, and system performance. It also includes guidance for administrators on managing permissions, API integrations, and platform settings. Additionally, users can learn how to contact support when troubleshooting steps do not resolve their issue.

### 7.1 Common issues and their solutions

#### 1. Login and authentication issues

**Possible Issues:**

- Forgotten password – user cannot log in.
- Not receiving password reset emails.
- Multi-Factor Authentication (MFA) not working.

**Troubleshooting:**

- ✓ Use the **Forgot Password** function on the login page.
- ✓ Check spam/junk folders for password reset emails.
- ✓ Ensure MFA settings are correctly configured (if enabled, administrators only).

#### 2. Content editing and formatting issues

**Possible issues:**

- Edits not saving properly.
- Changes made by one user are overwritten by another.
- Formatting errors when pasting from other platforms or documents.
- Issues with Markdown rendering in the Markdown editor.

**Troubleshooting:**

- ✓ Check if multiple users are editing the same page and coordinate edits.
- ✓ Ensure the page is saved before exiting.
- ✓ Use Paste as Plain Text (Ctrl+Shift+V) when copying from external platforms or documents.
- ✓ Preview Markdown formatting before saving.

#### 3. Permission and access issues

**Possible issues:**

- User cannot access a course, chapter, or page.
- Teacher cannot edit or delete content they created.
- Users cannot see content that should be public.

**Troubleshooting:**

- ✓ Check if the user has the correct role and permissions (administrators only).
- ✓ Administrators can update permissions via the settings.
- ✓ Verify that the content is not restricted to a specific group.

## 4. Notification and email issues

**Possible issues:**

- Not receiving notifications for watched content.
- Emails for comments, updates, or mentions are not arriving.
- Delayed email delivery.

**Troubleshooting:**

- ✓ Check **Notification Preferences** under user settings.
- ✓ Ensure email notifications are enabled in administration settings.
- ✓ Confirm that the email address is correct and verified.

## 5. Image and file upload issues

**Possible issues:**

- Images are not uploading properly.
- Uploaded images are not appearing on the page.
- File upload fails due to size limitations.
- PDFs and attachments are not embedding correctly.

**Troubleshooting:**

- ✓ Ensure the file format is supported (JPEG, PNG, PDF, etc.).
- ✓ Check if the file size exceeds the upload limit.
- ✓ Refresh the page or reinsert the file if it does not display.
- ✓ Check if higher security image upload settings are enabled (administrators only).

## 6. Search and navigation issues

**Possible issues:**

- Users cannot find content using search.
- Search results do not display expected pages.
- Filters and sorting options not working properly.

**Troubleshooting:**

- ✓ Ensure content has correct keywords and tags for better searchability.
- ✓ Check if content is public or restricted based on permissions.
- ✓ Use advanced search filters to refine results.

## 7. Page versioning and history issues

**Possible issues:**

- Accidentally deleted content.
- Want to restore a previous version.
- Version history not displaying correctly.

**Troubleshooting:**

- ✓ Use the **Page Revisions** feature to restore a previous version.
- ✓ Check the **Recycle Bin** (administrators only) if the content was deleted.
- ✓ Ensure users have the necessary permissions to restore content (administrators only).

## 8. Slow performance or loading issues

**Possible issues:**

- Pages take too long to load.
- Platform is unresponsive or freezing.
- Images and attachments load very slowly.

**Troubleshooting:**

- ✓ Clear browser cache and cookies.
- ✓ Try a different browser or device.
- ✓ Check if large images or heavy content is slowing down performance.
- ✓ If the issue persists, contact an administrator to check for server issues.

## 9. Webhooks and API issues (for advanced users)

**Possible issues:**

- Webhooks are not triggering properly.

- API tokens not working.
- Integration with external tools fails.

**Troubleshooting:**

- ✓ Ensure the webhook endpoint is correct and accessible (administrators only).
- ✓ Check if API tokens have expired or are incorrectly configured.
- ✓ Verify event triggers are properly set up in the Webhooks section (administrators only).

## 10. Administrator-specific issues

**Possible issues:**

- Cannot update platform settings.
- User roles are not applying correctly.
- Deleted users' contributions are lost.

**Troubleshooting:**

- ✓ Ensure the user has Admin permissions to make platform-wide changes.
- ✓ Check role settings and permissions configurations.
- ✓ Before deleting a user, reassign ownership of their content to another user to prevent data loss.

## 7.2 How to contact support

If the troubleshooting steps described above, as well as other sections of this manual, do not resolve your issue, you can seek additional support. Below are the available support options:

### 1. Visit the guidelines available on the platform

- When logged in, select the **Guidelines** shelf on the platform homepage.
- Depending on your role, choose either **Teacher Guidelines** or **Student Guidelines**.
- Both guideline sections are divided into two parts:
  - **Rules:** basic guidelines for using the platform and creating content.
  - **Instructions:** video guides covering content creation, co-creation, content organization, and permission settings.

Shelves > Guidelines > Teacher Guidelines > Instructions

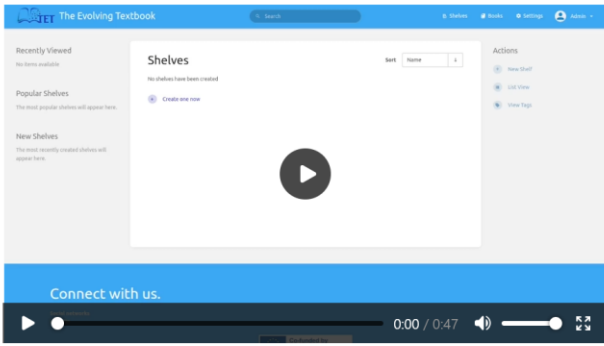
## Instructions

The principles of storing educational material within The Evolving Textbook (TET) is based of the ideas of a normal stack of books. Just like normal books, TET books can contain chapters and pages. Ideally, you'd have separate books for separate topics.

### SHELVES & BOOKS

Once you start to stack-up books you can start to use shelves to organise your books. Shelves can contain multiple books and a single book could be placed on multiple shelves. The initial shelves represent selected topics for core content (Mechatronics, Assembly, Production Planning and Monitoring, and Simulations).

You can start by creating books and sorting them later on the shelves, or you can start with creating your shelf first and then create books directly on that shelf.



Shelf creation procedure

## 2. Platform support

- Contact the TET platform administrator by sending an email to:
  - [platformtet@gmail.com](mailto:platformtet@gmail.com)
- Be sure to include the following information:
  - Your name and role (e.g., teacher, student).
  - A detailed description of the issue, including steps to reproduce it.
  - Screenshots or logs, if applicable.

This chapter covered common troubleshooting scenarios for login, content management, notifications, and platform performance issues. Users can resolve many issues by following step-by-step troubleshooting steps, adjusting user settings, or contacting an administrator when necessary. If further assistance is needed, users can refer to the platform guidelines or reach out to platform support via email. By using these resources, users and administrators can ensure smooth operation and efficient problem resolution on the TET platform.

## 8. Best practices

This chapter provides best practices for structuring content, creating engaging materials, and optimizing workflows for teaching and collaboration. Following these guidelines ensures a well-organized, accessible, and interactive learning experience on the TET platform.

### 8.1 Tips for structuring and organizing content

#### Topics (Shelves) – The highest level of organization

At the top level, content is divided into several topics (Shelves). Currently, these are:

- Mechatronics,
- Manufacturing Engineering,
- Data-Driven System Engineering.

These topics are mostly fixed, but additional topics can be added by the platform administrator if needed.

#### Courses (Books) – Defined within topics

Within each topic, courses (Books) are created.

- The initial courses were provided by the teaching staff involved in the TET project as part of Work Package 3: Core Textbook Content Preparation.
- Additional courses can be added by teaching staff (users with the Teacher role) if necessary.
- Only Teachers can add a new course—Students cannot create courses.

#### Chapters and Pages – Organizing course content

Inside a course, teachers can decide how to structure the content:

- Pages hold the actual content.
- Pages can be directly placed within a course or grouped into Chapters for better organization.
- The teacher who created the course has full control over its structure and is the only one who can add chapters.

#### Adding and managing pages

- Any registered user (Admin, Teacher, or Student) can add pages to a course or chapter, but the course owner decides where content can be added.

- The course owner can delete any added page if they find it inappropriate for any of the following reasons:
  - It does not fit the topic of the course.
  - It contains copyrighted material.
  - It includes offensive, foul, or inappropriate language.

## 8.2 Tips for creating content

### Use descriptive titles

When creating a new content item (course, chapter or a page), choose a clear and concise title that accurately reflects its content.

- Avoid vague titles like "Chapter 1"; instead, use descriptive titles like "Introduction to Algebra."
- For course title, use the Title case format and capitalize all major words (nouns, verbs, adjectives, adverbs, pronouns). Avoid capitalizing articles, prepositions, and coordinating conjunctions.
- For chapter and page titles, capitalize only the first letter of the title.
- For page titles, add the type of the content at the end of the title.
  - Example: "Types of actuators (lecture slides)"

### Break content into digestible sections

Avoid long, unstructured text sections to enhance readability.

- Use headings (e.g., H1, H2, H3) to divide content into smaller, manageable parts.
- Include bullet points, numbered lists, or tables for clarity.
- Keep paragraphs short to improve readability.

### Incorporate multimedia and examples

Make the content more engaging and illustrative with visual aids.

- Add images, tables, and charts.
- Create drawings using the built-in tool.
- Embed PDF files, videos, and sound media.
- Include real-world examples or case studies to help learners relate to the material.

### Leverage tags for better organization

Use tags to categorize content, making it easier to find through the search feature.

- Tags can be simple keywords or a key/value pair for structured metadata.
- Use consistent tagging to improve searchability and navigation.

## 8.3 Recommended workflows for teaching and learning

Establishing effective workflows for teaching and learning ensures that the platform is used collaboratively and efficiently. Below are recommended workflows for both teaching staff and students:

### Workflow 1: For teaching staff – creating and managing course materials

#### 1. Plan your course structure

- Begin by determining which topic best fits your course.
- If none of the existing topics are suitable, contact the platform administrator to suggest creating a new topic.
- Outline your course structure by dividing it into chapters and pages.
- Proceed with creating the course (Book) on the platform.
- If applicable, add course chapters for better organization.

#### 2. Create course content

- Start by creating the actual course content, adding it as a page withing a chapter or directly in the course.
- Write engaging and well-structured content to enhance readability.
- Incorporate images, charts, diagrams, videos, and downloadable resources to support different learning styles.

#### 3. Collaborate with colleagues

- Invite other teachers or students to contribute to the course content.
- Assign specific chapters or pages to each collaborator for faster development.
- Use the **Comment** feature to discuss changes or suggest edits.

#### 4. Publish and review

- Before publishing, use the **Page Revisions** feature to review changes and finalize the material.
- Ensure the appropriate permissions are set before sharing the finalized content with learners.

### Workflow 2: For students – accessing and interacting with materials



## 1. Navigate course content

- Start from the dashboard to access available topics and courses.
- Use the navigation menu to explore chapters and pages within a course.

## 2. Search for specific topics

- Use the search bar to locate specific topics or keywords.
- Apply advanced filters to refine results by content type (e.g., courses, pages) or tags.

## 3. Engage with content

- Read pages carefully and try to fully understand the material.
- View embedded images, videos, chart, drawing, etc. to reinforce understanding.
- Download attachments or supplemental materials for additional reference.
- Export pages and download them for offline use.
- Mark important topics, courses, chapters, or pages as **Favourites** for quick access later.
- Use the **Watch** feature to stay updated on content changes.

## 4. Collaborate with peers

- Add comments or suggestions to pages.
- Contribute by adding relevant content (if allowed).
- Use the available editing tools to create well-structured and engaging content.
- Participate in group activities, such as collaborative page creation or peer review of shared materials.

## Workflow 3: For collaborative projects

### 1. Define project goals

- Teachers and students collaboratively outline the project's scope and deliverables.
- Use a dedicated course section to organize all related materials.

### 2. Assign roles and responsibilities

- Teachers assign specific pages to students.
- Students take ownership of their sections while working collaboratively.

### 3. Collaborate in real-time

- Use the real-time editing to co-author content.
- Discuss changes through in-document comments or mentions.

#### 4. Review and finalize

- Teachers review student contributions using the **Page Revisions** and provide feedback.
- Finalize the project and publish it for the class to review.

By applying these best practices, users can enhance content quality, improve navigation, and streamline collaboration. A structured approach helps maintain an efficient and engaging learning environment for both educators and students.

## 9. Glossary

This chapter provides definitions of key terms and concepts used throughout the TET platform user manual. The glossary serves as a reference for teaching staff and learners to better understand the terminology related to the platform's features and functionalities.

Term	Definition
<b>Admin</b>	A user role with full control over the platform, including managing users, permissions, and system settings.
<b>API (Application Programming Interface)</b>	A set of rules that allows external applications to interact with the TET platform programmatically.
<b>Course (Book)</b>	The highest-level container in the TET platform, used to group related content (e.g., course materials).
<b>Topic (Shelve)</b>	A collection of multiple courses (Books) grouped together for better organization, typically by course or topic.
<b>Chapter</b>	A subdivision of a course (Book), used to organize content into smaller, related sections.
<b>Commenting</b>	A feature that allows users to provide feedback or discuss specific parts of a Page within the platform.
<b>Content</b>	General term for the materials created or managed in the platform, including courses, chapters, and pages.
<b>Filter</b>	A tool for narrowing down search results or displayed content based on specific criteria, such as tags or types.
<b>Homepage</b>	The central hub of the platform where users can view recent activity, access content, and manage tasks.
<b>MFA (Multi-factor Authentication)</b>	An additional layer of security requiring users to verify their identity through multiple methods, such as a password and a code sent to their email.
<b>Page</b>	The most granular unit of content in the platform, containing detailed information, resources, or media.
<b>Permission</b>	A specific capability assigned to a role, such as the ability to edit content, upload files, or manage users.

Term	Definition
<b>Public</b>	A non-registered user role that allows viewing content but restricts editing or administrative access.
<b>Real-time editing</b>	A feature that allows multiple users to edit the same content simultaneously, with changes appearing in real time.
<b>Role</b>	A classification of users that defines their permissions and access levels on the platform (e.g., Admin, Teacher, Student, Public).
<b>Search</b>	A tool for locating specific content within the platform using keywords, filters, or tags.
<b>Student</b>	A user role that allows creating, editing, and deleting own pages, but does not include administrative permissions or permissions to manage courses, chapter, or other pages.
<b>Tag</b>	A label used to categorize content and make it easier to locate through search or navigation.
<b>Teacher</b>	A user role that allows creating, editing, and deleting content but does not include administrative permissions.
<b>Version history</b>	A feature that tracks changes made to a Page, allowing users to view, compare, or restore previous versions.
<b>WYSIWYG (What You See Is What You Get)</b>	A content editor that allows users to format text, add images, and structure content visually without needing to write code.

## How to Use This Glossary

- Teaching staff can refer to the glossary to clarify roles, permissions, or features while managing content.
- Learners can use it to better understand platform terminology as they navigate and interact with materials.

By providing clear definitions, this glossary ensures all users have a shared understanding of the TET platform's functionalities, supporting effective collaboration and content creation.

## Appendices

The Appendices provides supplementary resources to enhance your experience with the TET platform. It includes keyboard shortcuts for efficient navigation and a list of supported file types.

### Keyboard shortcuts for system interface

Keyboard shortcuts make navigation and performing actions on the platform faster and more efficient, especially for frequent tasks. Below is a list of commonly used shortcuts:

Shortcut	Action
<b>1</b>	Go to homepage
<b>2</b>	Go to the page with all topics (Shelves)
<b>3</b>	Go to the page with all courses (Books)
<b>4</b>	Go to platform settings (administrators only)
<b>5</b>	Go to My favourites
<b>6</b>	View your profile
<b>0</b>	Logout of the platform
<b>/</b>	Global search
<b>Arrow left</b>	Next item
<b>Arrow right</b>	Previous item
<b>n</b>	New content
<b>e</b>	Edit currently open content
<b>c</b>	Copy currently open content
<b>d</b>	Delete currently open content
<b>f</b>	Set currently open content as favourite
<b>x</b>	Export currently open content
<b>s</b>	Sort pages within a course or chapter
<b>p</b>	Set permissions on currently open content
<b>n</b>	Move currently open content
<b>r</b>	Check content revisions (version history)

## Keyboard shortcuts for WYSIWYG editor

In the WYSIWYG editor environment, shortcuts help users quickly perform common editing tasks, improving efficiency and workflow:

Shortcut	Action
Ctrl + S	Save draft
Ctrl + Enter	Save page and continue
Ctrl + B	Make text bold
Ctrl + I	Make text italic
Ctrl + 1	Large header
Ctrl + 2	Medium header
Ctrl + 3	Small header
Ctrl + 4	Tiny header
Ctrl + 5 Ctrl + D	Paragraph
Ctrl + 6 Ctrl + Q	Blockquote
Ctrl + 7 Ctrl + E	Insert code block
Ctrl + Shift + 8 Ctrl + Shift + E	Inline code

## List of supported file types

The TET platform allows users to upload and embed various file types to enhance the content. Below is a list of supported file formats:

### 1. File types for embedding into pages:

- Images: JPG, PNG, GIF, WebP,
- Videos: MP4, WebM, MOV,
- Audio: MP3, WAV,
- PDF

## 2. File types for attachments:

- Any commonly used file type – the file is added to the page, and a downloadable link is generated.

### File size limits

- **Default maximum file size:** 25 MB (configurable by an administrator).
- For larger files, consider compressing them or splitting the content into smaller files.





#### Lead Partner



UNIVERZA  
V LJUBLJANI

#### Partners



**POLITECHNIKA  
RZESZOWSKA**  
im. IGNACEGO ŁUKASIEWICZA



UNIVERSITÀ DI PISA

