
Learning Circles Dashboard Documentation

Release 1.0.0

Dirk

Jul 18, 2018

Contents

1	Introduction	3
1.1	What is a learning circle?	3
1.2	Tools for learning circles	3
1.3	Using the tools	4
2	Deploy Learning Circles on your own server	5
2.1	Requirements	5
2.2	Setup	5
3	Team organizer guide	7
3.1	Dashboard overview	7
3.2	Adding facilitators	11
3.3	Weekly update	12
3.4	Facilitator dashboard	14
4	Facilitator dashboard guide	15
4.1	Log In	15
4.2	Collect and Manage Signups	17
4.3	View and Edit Meeting Times	17
4.4	Contact Learners	17
4.5	Capture Feedback	19
4.6	Support	20

Contents:

1.1 What is a learning circle?

A learning circle is a study group of about 8 people that meets weekly at a physical location to complete an online course together. A facilitator is present to help with logistics and seed peer learning. Content expertise come from the online course and associated online community.

For a complete guide on organizing and facilitation learning circles you can download the [Learning Circles facilitator handbook](#).

1.2 Tools for learning circles

To help organize and run Learning Circles, we've developed a set of online tools. The tools address the needs for three different roles:

1. Learners. The people taking the learning circles.
2. Facilitators. People facilitating individual learning circles.
3. Organizers. People organizing several learning circles.

1.2.1 Learners can:

- Browse learning circles available in their area
- Sign up for a learning circle
- RSVP for weekly learning circle meetings

1.2.2 Facilitators can:

- See who signed up, when meetings are scheduled, who can come, etc.

- Send messages to learners
- Customize the weekly reminders
- See who is coming to the learning circle meeting
- Capture feedback after a meeting to gather and share reflections.

1.2.3 Organizers can:

- See feedback from facilitators on weekly meetings
- See what meetings are happening each week
- Receive weekly updates on what happened in learning circles the previous week
- Manage learning circles and facilitators

1.3 Using the tools

To use the tools, it should be installed on a server you control. You need to be familiar with using the linux command line and setting up accounts on the web. You can find all the information you need to do so [here](#).

If you're uncomfortable doing this on your own, or would simply prefer paying someone else to do this, you can reach out to P2PU and we can talk about setting this up for you.

You can always ask for support on [our forums](#) should you get stuck at any time.

For more information on using the tools from a facilitator or organizer perspective, you can skip over to [the facilitator user guide](#)

Deploy Learning Circles on your own server

This guide runs you through the steps needed to setup the Learning Cicles web app on you own server. You should be comfortable using the linux command line and following basic instructions. Most of what you need to do is straight forward, but should you run into any trouble, you can ask for help on our [forum](#).

If you find that you need to do anything different or that some steps or info is missing, please let us know on the forum. To make things easier, we are using docker to distribute the application.

2.1 Requirements

- A server running Ubuntu 14.04 with at least 1GB of RAM capable of running Docker - we recommend using a Digital Ocean 1GB droplet at 10 USD p/m (If you use [this link](#) you get 10 USD credit and we get 25 USD if you spend 25 USD or more). **The rest of this guide will assume that you are running Ubuntu 14.04 on DigitalOcean.**
- Domain name to use (You can use [namecheap](#))
- [Mandrill](#), [Sendgrid](#) or [Mailgun](#) account for sending email.
- [Twilio](#) account for sending text messages.
- [Amazon Web Services](#) account for backups to S3.

2.2 Setup

Create a new 1GB droplet on Digital Ocean and select the Ubuntu 14.04 docker image.

SSH into your Digital Ocean droplet:

```
ssh root@ip-of-droplet
```

Download <https://github.com/p2pu/knight-app/raw/master/docs/env.txt> to /var/p2pu/lc/env.txt on the server and edit the environment variables:

```
curl --create-dirs https://raw.githubusercontent.com/p2pu/knight-app/master/docs/env.  
↪txt -o /var/p2pu/lc/env.txt
```

Edit the variables in `/var/p2pu/lc/env.txt` using nano. You can use Ctrl+w to exit once you are done editing:

```
nano /var/p2pu/lc/env.txt
```

Setup postgres:

```
docker run --name postgres --env-file=/var/p2pu/lc/env.txt -v /var/p2pu/lc/postgres:/  
↪var/lib/postgresql/data -d postgres:9.3
```

Create a database & user:

```
docker exec -i -t postgres psql -U postgres
```

You will need to enter your password that you specified in `/var/p2pu/lc/env.txt` for `POSTGRES_PASSWORD`. You will then see `postgres=#`, this is the Postgres psql prompt. Here you need to enter:

```
CREATE USER p2pu password '<insertyourpassword>';  
CREATE DATABASE learningcircles;  
GRANT ALL PRIVILEGES ON DATABASE learningcircles to p2pu;  
\q
```

Setup rabbitmq image:

```
docker run --name rabbitmq -e RABBITMQ_NODENAME=rabbitmq -v /var/p2pu/lc/rabbitmq:/  
↪var/lib/rabbitmq -d rabbitmq:3
```

Setup Learning Circles app:

```
docker run --name lcapp --env-file=/var/p2pu/lc/env.txt --link postgres:postgres --  
↪link rabbitmq:rabbitmq -v /var/p2pu/lc/media:/var/app/upload -p 80:80 -d p2pu/  
↪learning-circles:latest
```

Create a superuser:

```
docker exec -i -t lcapp /var/django-venv/bin/python /var/app/manage.py createsuperuser
```

Setup your DNS by creating a A record to point to the IP address of your server

Go to <http://www.example.net/en/> to view to page.

Go to <http://www.example.net/en/admin/> and log in with the username and password you created above.

Go to <http://www.example.net/en/admin/studygroups/organizer/add/> and select the username you just logged in with and click 'Save'.

You can now return to the site and view the Organizer dashboard.

CHAPTER 3

Team organizer guide

As a team organizer, you get an overview of what is going on in learning circles run by facilitators in your team. Before you can get started, your team needs to be created for you. Chances are good that it's been done already if you are here, but if not, get in contact with the P2PU team.

Log into your dashboard - <https://learningcircles.p2pu.org/en/accounts/login/>

3.1 Dashboard overview

At the top of your dashboard, there are 4 different tabs for you to switch between upcoming meetings, active learning circles, facilitators and invitations.

The **upcoming meetings** view gives you an overview of what learning circles are meeting this week. You can also see what is happening the previous week or the next week.



Organizer Dashboard

[Upcoming Meetings](#)
[Active Learning Circles](#)
[Facilitators](#)
[Invitations](#)

Upcoming meetings Week of Oct. 22, 2017

[Week of Oct. 15, 2017](#)
[Week of Oct. 29, 2017](#)
[This week](#)

Sun, 22 Oct

Details	Facilitator	Time	RSVPs	Feedback
No meetings				

Mon, 23 Oct

Details	Facilitator	Time	RSVPs	Feedback
Fundamentals of Public Speaking - week 1	Arystin	18:00 CDT		

Tue, 24 Oct

Details	Facilitator	Time	RSVPs	Feedback
How Music Can Change Your Life - week 2	Patrice	17:30 CDT		

Wed, 25 Oct

Details	Facilitator	Time	RSVPs	Feedback
No meetings				

Thu, 26 Oct

Details	Facilitator	Time	RSVPs	Feedback
Introduction to the Music Business - week 2	Kimberly Hagen	17:30 CDT		

Fri, 27 Oct

Details	Facilitator	Time	RSVPs	Feedback
No meetings				

Sat, 28 Oct

Details	Facilitator	Time	RSVPs	Feedback
Music for Wellness - week 4	Shar	10:30 CDT		

The **active learning circles** view gives you a list of all the learning circles that still have meetings scheduled in the future.

 MENU

Dirk

Organizer Dashboard

[Upcoming Meetings](#)[Active Learning Circles](#)[Facilitators](#)[Invitations](#)

Active Learning Circles

Details	Signups	Facilitator	Next meeting	
Introduction to the Music Business Thursdays, 17:30:00 at Hall Branch Library	0	Kimberly	Thu, 26 Oct	View
Fundamentals of Public Speaking Mondays, 18:00:00 at North Austin Library	0	Arysti	Mon, 23 Oct	View
How Music Can Change Your Life Tuesdays, 17:30:00 at Harold Washington Library Center, 7th floor meeting room.	1	Patricia	Tue, 24 Oct	View
Music for Wellness Saturdays, 10:30:00 at Chicago Public Library - Roden Branch	3	Sharon	Sat, 21 Oct	View

[Prev](#) [1](#) [Next](#)

[View all learning circles](#)

The **facilitators** view gives you a list of all the facilitators that are currently part of your team.



≡ MENU

Organizer Dashboard

Dirk ▾

Upcoming Meetings

Active Learning Circles

Facilitators

Invitations

Facilitators

Name	Email
Arystine [redacted]	[redacted]
Dirk Uy [redacted]	[redacted]
Griffin [redacted]	[redacted]
hong li [redacted]	[redacted]
Kimber [redacted]	[redacted]
Patrice [redacted]	[redacted]
Sarah A [redacted]	[redacted]
Sharon [redacted]	[redacted]

Prev 1 Next

The **invitations** view shows you a list of everyone who was invited to join your team, this is also where you will invite new facilitators.



MENU

Organizer Dashboard

Dirk ▾

Upcoming Meetings

Active Learning Circles

Facilitators

Invitations

Pending invitations

Name	Date Invited
[redacted]	July 5, 2017 10:20 pm
[redacted]	July 6, 2017 10:37 am

Prev 1 Next

Invite facilitators

Invite facilitator

3.2 Adding facilitators

To invite a facilitator to join your team, you should go to the **invitations** tab mentioned above. Once here, you should enter the email address for the facilitator you want to invite below the list of current invitations.

If you invite a facilitator that is already signed up to learning circles, they will receive a notification asking them to confirm that they wish to join your team.



Hi there Portia,

 Dirk invited you to join their team. You can respond to the invitation on your [dashboard](#).

Cheers

P2PU

If they haven't already signed up, they will receive a message asking them to sign up.



Hi there,

Dirk invited you to join their team on learningcircles.p2pu.org. You first have to sign up at learningcircles.p2pu.org/en/facilitator/signup/ and then accept the invitation.

Cheers

P2PU

Once the facilitator signed up, they will need to accept the team invitation on their learning circles facilitator dashboard.

3.3 Weekly update

As a team organizer you will also receive a weekly update every Monday. This update will contain all the meetings that happened in the previous week and any feedback that was submitted by facilitators in your team.



Learning Circles update

for the time period starting Monday, 2 October and ending Monday, 9 October.

This week

- 40 learning circles met!
- 6 facilitators recorded feedback!
- 24 facilitators signed up!
- 33 facilitators logged in.
- 5 Learning Circles were created.
- 37 learners applied to join a Learning Circle.

User Innovation: A Path to Entrepreneurship at [redacted]

Met 6AM, Monday, 2 October for the 4th time.

Facilitator: [redacted]

Circle size: 12

Feedback from meeting

No feedback recorded yet

Identifying Community Needs [redacted] at [redacted]

Met 7AM, Monday, 2 October for the 2nd time.

Facilitator: [redacted]

Circle size: 9

Feedback from meeting

Learning circle summary:

The learners agreed to go through the notes before the next class and their convenient.

How many people attended? 9

Things worth sharing:

3.4 Facilitator dashboard

You can still access your facilitator dashboard to create and run learning circles yourself. Use the dropdown menu in the top right with your name on it to switch between your team dashboard and your facilitator dashboard.

The screenshot shows the 'Organizer Dashboard' for P2PU. At the top left is the P2PU logo. At the top right is a 'MENU' button. Below the logo, the title 'Organizer Dashboard' is displayed. Underneath the title are four tabs: 'Upcoming Meetings' (active), 'Active Learning Circles', 'Facilitators', and 'Invitations'. To the right of these tabs is a user profile dropdown menu for 'Dirk' with options: 'My team', 'My learning circles', and 'Log out'. The main heading is 'Upcoming meetings Week of Oct. 15, 2017'. Below this are three date filters: 'Week of Oct. 8, 2017', 'Week of Oct. 22, 2017', and 'This week' (selected). The date 'Sun, 15 Oct' is shown. A table with columns 'Details', 'Facilitator', 'Time', 'RSVPs', and 'Feedback' follows. The table contains one row with the text 'No meetings'.

P2PU

MENU

Dirk ▾

My team
My learning circles
Log out

Organizer Dashboard

Upcoming Meetings Active Learning Circles Facilitators Invitations

Upcoming meetings Week of Oct. 15, 2017

Week of Oct. 8, 2017 Week of Oct. 22, 2017 This week

Sun, 15 Oct

Details	Facilitator	Time	RSVPs	Feedback
No meetings				

CHAPTER 4

Facilitator dashboard guide

Before you can log into your dashboard, you need to contact your learning circle organizer and ask them to create an account for you. Once you've done so, you need to obtain your password. You can do so by going to: http://example.com/accounts/password_reset/ and resetting your password. You will receive an email with instructions on setting your new password.



Password reset

Please enter your email address below to reset your password.

Email*

Reset password

4.1 Log In

After setting your password you will be logged in and redirected to the dashboard. You can also access your dashboard directly at <http://example.com/facilitator/>. Whenever you log in, this is the page that you'll see.

Beginner's Guide to Academic Writing

At [Harold Washington](#) 5th floor North every Tuesday, 6 PM to 7:30 PM starting Tue 29 Sep 2015

[edit](#)[download flyer](#)

Next meeting: Tue 29 Sep 2015 at 6 p.m.

Attending:

Recommended activity:

Meetings (6)

Date	RSVPs	Feedback	
Tue, 29 Sep 2015, 6 p.m. 📄		Capture feedback	Delete meeting
Tue, 06 Oct 2015, 6 p.m. 📄		Capture feedback	Delete meeting
Tue, 13 Oct 2015, 6 p.m. 📄		Capture feedback	Delete meeting
Tue, 20 Oct 2015, 6 p.m. 📄		Capture feedback	Delete meeting
Tue, 27 Oct 2015, 6 p.m. 📄		Capture feedback	Delete meeting
Tue, 03 Nov 2015, 6 p.m. 📄		Capture feedback	Delete meeting

[Add meeting](#)

Messages (0)

Email subject	Email body	SMS body	Sent at	
---------------	------------	----------	---------	--

[New message](#)

Members (0)

Name	Goal	Support
------	------	---------

[add learner](#)

4.2 Collect and Manage Signups

Learners can sign up for Learning Circles on <http://example.com> and we recommend that you ensure all learners are signed up during the first meeting. If you need to add or remove learners from the Learning Circle, you can do so on the “Members” part of the dashboard.

To add a learner manually, click the “Add learner” button and fill in the learner detail. You will need to fill in the “Goal” and “Support” fields, so make sure that you get this information from the learners if you plan to add them to the dashboard at a later stage.

Members (2)

Name	Goal	Support	
John Henry <hentry@example.net>	Improve my writing	Provide feedback for other students	<button>Remove</button>
Elize Gouws <234-567-8123>	Boost my chances of being accepted for college	Not sure, but more than willing to help	<button>Remove</button>

Add learner

4.3 View and Edit Meeting Times

The dashboard will show you a list of all the meetings that are scheduled for you Learning Circle. Students have the opportunity to RSVP to meeting reminders via emails they receive, and as they RSVP you will be able to see their responses here. If there are some meetings that will happen at a different time than normal, or if you would like to add an extra meeting, you can do so here.

Meetings (6)

Date		RSVPs	Feedback	
Tue, 22 Sep 2015, 4 p.m.	<button>Edit</button> <button>Delete</button>		<button>Capture feedback</button>	
Tue, 29 Sep 2015, 4 p.m.	<button>Edit</button> <button>Delete</button>		<button>Capture feedback</button>	
Tue, 06 Oct 2015, 4 p.m.	<button>Edit</button> <button>Delete</button>		<button>Capture feedback</button>	
Tue, 13 Oct 2015, 4 p.m.	<button>Edit</button> <button>Delete</button>		<button>Capture feedback</button>	
Tue, 20 Oct 2015, 4 p.m.	<button>Edit</button> <button>Delete</button>		<button>Capture feedback</button>	
Tue, 27 Oct 2015, 4 p.m.	<button>Edit</button> <button>Delete</button>		<button>Capture feedback</button>	

Add meeting

4.4 Contact Learners

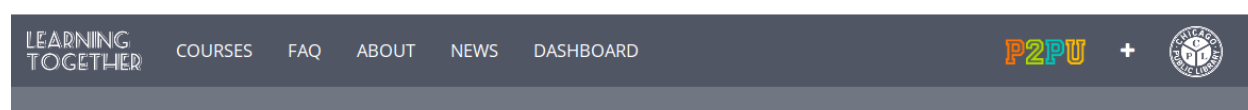
To send a new message to all learners, you can click on “New message”.

Messages (1)

Email subject	Email body	SMS body	Sent at
Welcome to the Academic Writing Learning Circle at Harorld Washington	Hi there I am glad that you decided to join our learning circle. The first meeting will only happen at the end of September, but	Hi there. Welcome to the Learning Circle. I'll be in contact with you closer to the start date of the course.	Mon 31 Aug 2015 at 10:34 a.m.

New message

Here you can author a message that will be sent out to everyone who signed up for the Learning Circle. The text you put in the “Email body” field will be sent to the learners who signed up with an email address, while the text in the “SMS body” field will be sent to the those who signed up with a mobile number. SMS text should be short (limited to 160 characters).



[Back](#)

Send an email to Beginner's Guide to Academic Writing - Tuesdays 18:00:00 at the Harold Washington

Email subject*

Welcome to the Academic Writing Learning Circle at Harorld Washington

Email body*

Sms body*

Send

Automatic reminders will be generated for Learning Circle meetings 4 days ahead of the meeting time. When this reminder is generated you will receive an email with an example of the reminder. If you wish to edit the content of the reminder, you can follow the link in this reminder or you can go to the dashboard and edit the reminder from there.

The reminder will be sent to Learning Circle participants 2 days before the meeting time. If you do not want to make any changes to the meeting reminder, you can simply ignore the reminder.

Email subject	Email body	SMS body	Sent at	
Programming with Python study group meeting this Saturday, 16 May, 10:30AM at the Harold Washington Library Center.	Hi there! The Programming with Python study group will meet this Saturday, 16 May, 10:30AM at the Harold Washington Library Center. See you soon	Remember the Programming with Python study group meeting this Saturday, 16 May, 10:30AM at the Harold Washington Library Center.		Edit

4.5 Capture Feedback

Each week ends with a short intervention where the facilitator should capture feedback from the Learning Circles. The facilitator can capture this information in any way that they want, but at some point (during or right after the Learning Circle, the facilitators should record this information in the dashboard by clicking on the “Capture Feedback” button next to the appropriate meeting date.

Capture feedback for the meeting that happened on Oct. 8, 2015, 5 p.m.

Write your Learning Circle summary here (this will be sent out to the Learning Circle with next week's reminder message). Include the plus delta, feedback from the Intervention, and anything else you want included.*

How many people attended?*

Just between us, anything else you want to add? (Use this for reflections, concerns, and anything else you want us to know to help improve Learning Circles).*

Overall, how would you say this week went?*

Save

4.6 Support

If you have any questions, encounter any problems or need to do something that is not addressed above, you can contact us on our [forum](#).