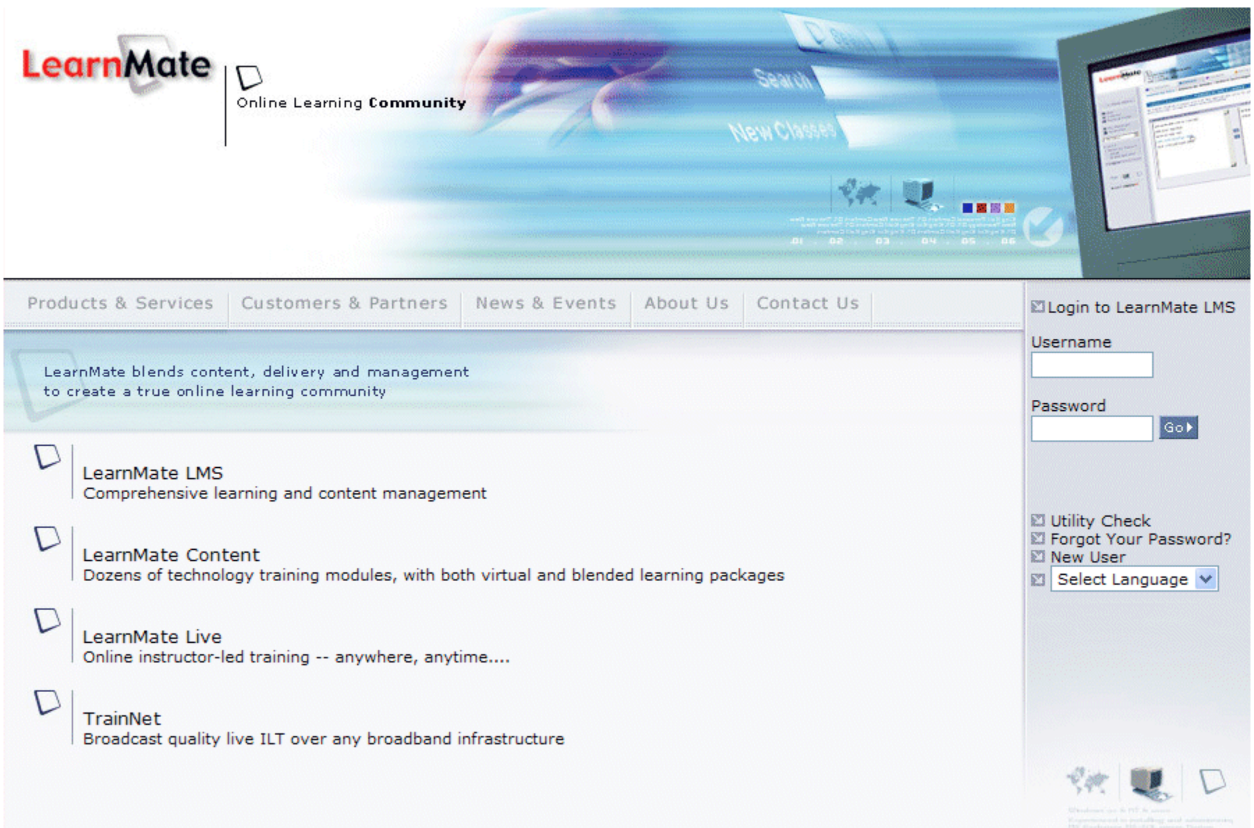
LearnMate LMS V3.2
User Manual



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intelitek

LearnMate

LEARNMATE V3.2 USER MANUAL

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LearnMate

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1

Required System Configuration

Introduction

In this chapter, you will learn how your system must be configured to allow LearnMate to function properly. In addition to an appropriate operating system, LearnMate requires a number of multimedia applications to be installed – the installation of these is covered in detail.

Objectives

In this chapter, we will explore the following topics:

- The utilities required by LearnMate
- Installing the LM Agent
- Installing required software
- Using the Utility Check function
- Installing required utilities
- Disabling pop-up blockers

Required Utilities

LearnMate Content is displayed using the LM Content Viewer. LearnMate Content utilizes a variety of multimedia tools to enhance the learning experience. To prepare your computer for LearnMate Content, you need to ensure that the following applications are installed:

- **Windows** 98, 2000 or XP operating system
- **Internet Explorer** 6.0 or higher
- **LM Agent and Required Software**
- **Macromedia Flash Player 9.0 or Higher**. LearnMate Content modules are rich in interactive Flash animations that enrich the learning experience by giving you the opportunity to perform virtual hands-on experiments.
- **Java Virtual Machine 1.5.06 or Higher**. Test questions are provided throughout LearnMate Content modules to help you measure knowledge of the materials taught. These questions incorporate Java technology.

- **Acrobat Reader**. Acrobat Reader is used to read all documentation provided with LearnMate products.

LM Agent and Required Software

LearnMate Content works in conjunction with intelitek's 3D simulation software to provide you with virtual hands-on learning experiences. When installed on your computer, the required simulation software can be launched and controlled directly from the LearnMate environment using the LM Agent.

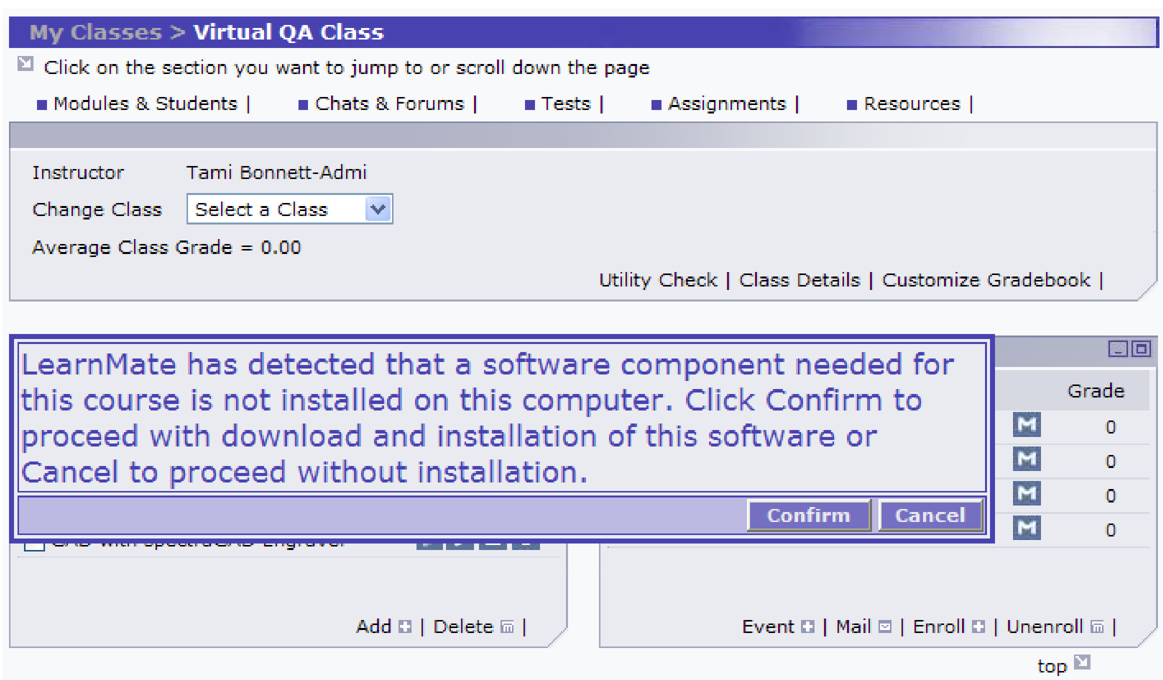
Installing the LM Agent

The LM Agent enables you to operate external software directly from the LearnMate Content Viewer without having to leave the LearnMate system or access the *Start* menu. The LM Agent runs in the background until required by links in the modules. The LM Agent utilizes ActiveX technology.

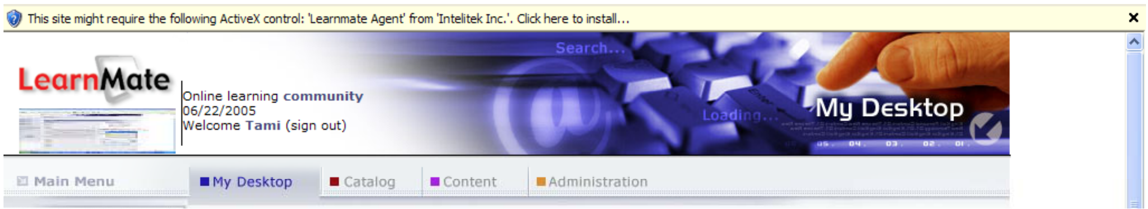
You are prompted to install the LM Agent on your computer the first time that you launch a module requiring the application's use.

To install the LM Agent:

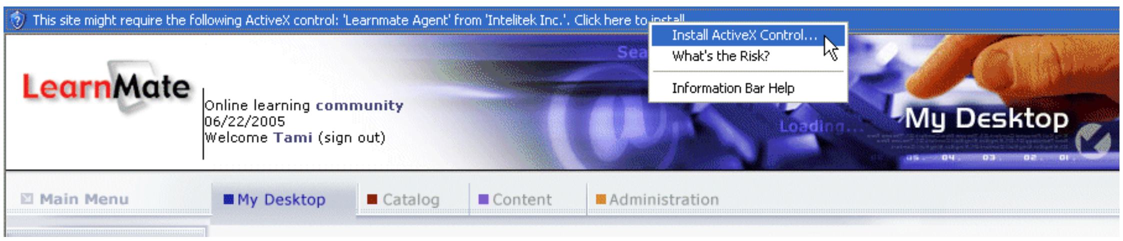
1. Launch a LM Content Module that requires external software. If the LM Agent is not already installed on your PC, you will receive the following message:



2. Click Confirm. The following message is displayed at the top of the page if you have Microsoft XP SP2 installed.

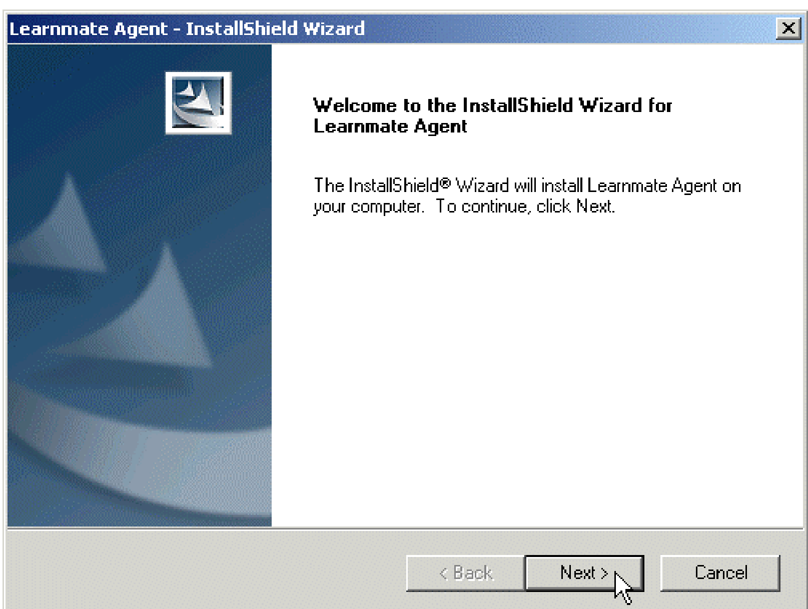


3. Click on the message to begin the install and select Install ActiveX Control from the pop-up menu that opens.



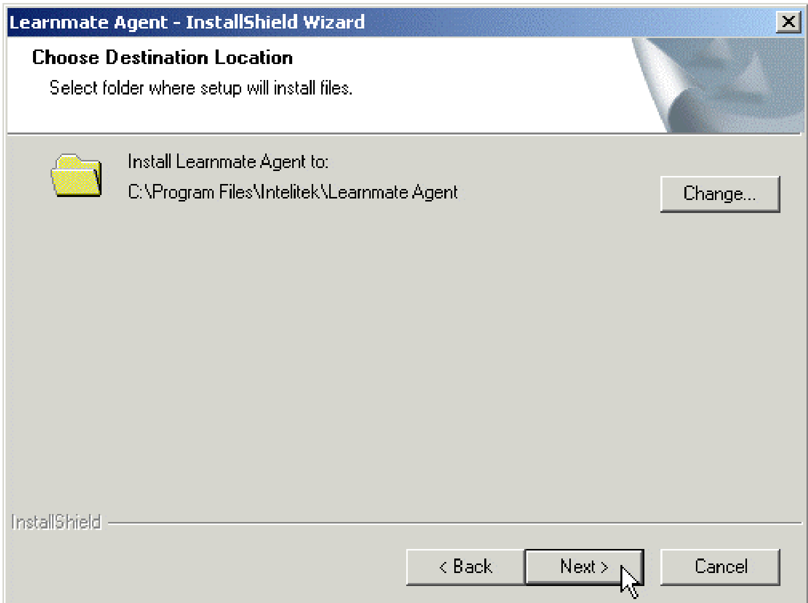
The LearnMate Agent – InstallShield Wizard opens, at the ***Welcome*** page.

4. Click Next.



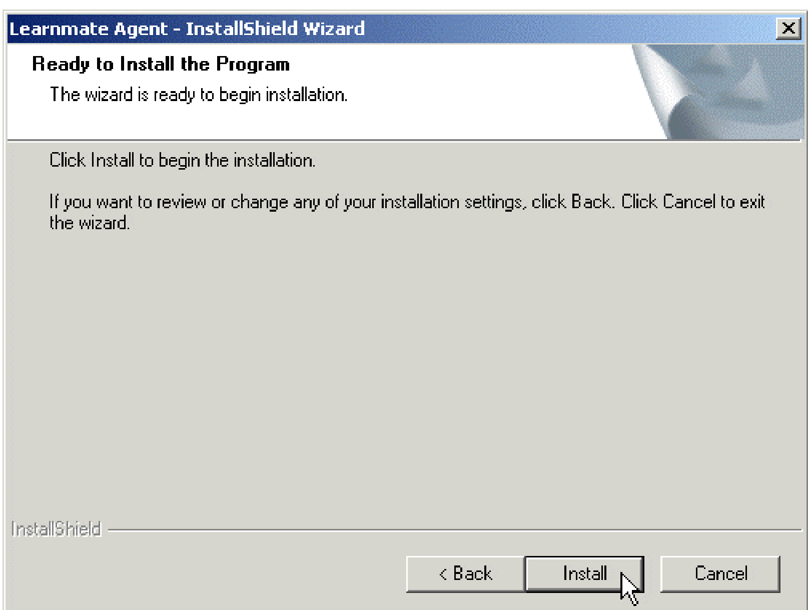
The ***Choose Destination Location*** page is displayed.

5. To accept the default destination folder, click Next. If you click Change, you will be asked to select another folder.



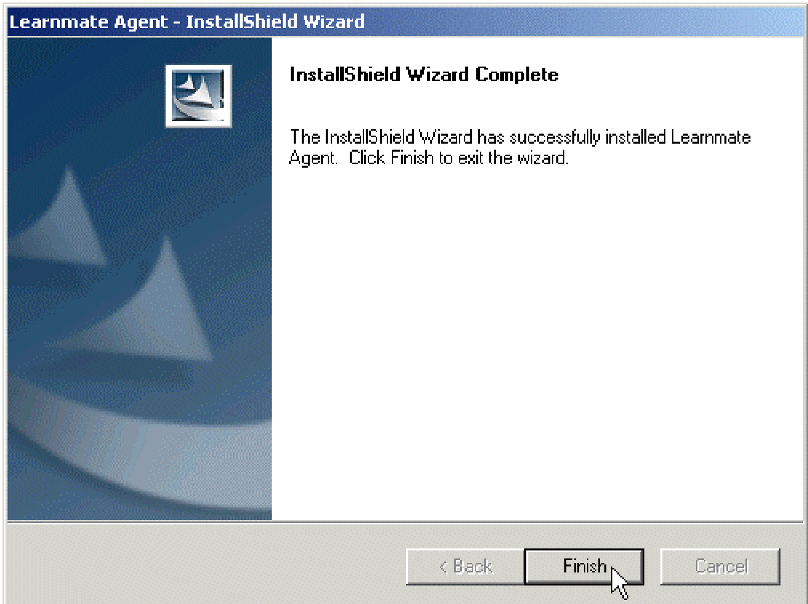
The ***Ready to Install the Program*** page is displayed.

6. Click Install.



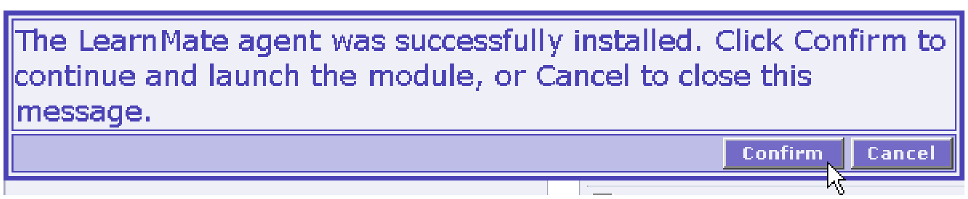
The LearnMate Agent is installed. After installation, the ***InstallShield Wizard Complete*** page is displayed.

7. Click Finish.



The InstallShield Wizard closes. A success message is displayed in the LearnMate window.

8. Click Confirm to launch the module you selected in step 1, or Cancel to return to the ***Class Main Page***.



Installing Required Software

When working a LearnMate Content module that requires integration with simulation and control software, the LM Agent will prompt you to install external software the first time you click a hyperlink that calls the software in the module. Proper installation of these applications will ensure that they work seamlessly from within the module. See **Software Check** on page 75

LearnMate Utility Check

LearnMate offers several methods for checking whether applications are installed, as well as for enabling you to easily install these applications.

- **Utility Check Page:** The *Utility Check* hyperlink – located both on the LearnMate login page and on the ***Class Main Page*** – enables you to quickly test whether the required applications are installed on your PC. From this page, you can install missing applications from either the Web or your local server.
- **Active System Check:** Anytime LearnMate requires an external plug-in to display an object (e.g., Flash animation, Java applet, PDF file), LearnMate checks to ensure that the plug-in is installed on your PC. If the plug-in is not installed, you are prompted to do so.

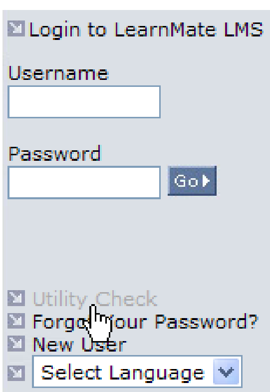
Utility Check Page

Utility Check allows you to test for applications required by LearnMate Content. If the applications are not installed, the Utility Check page enables you to either download the application from the Internet or from the LearnMate server.

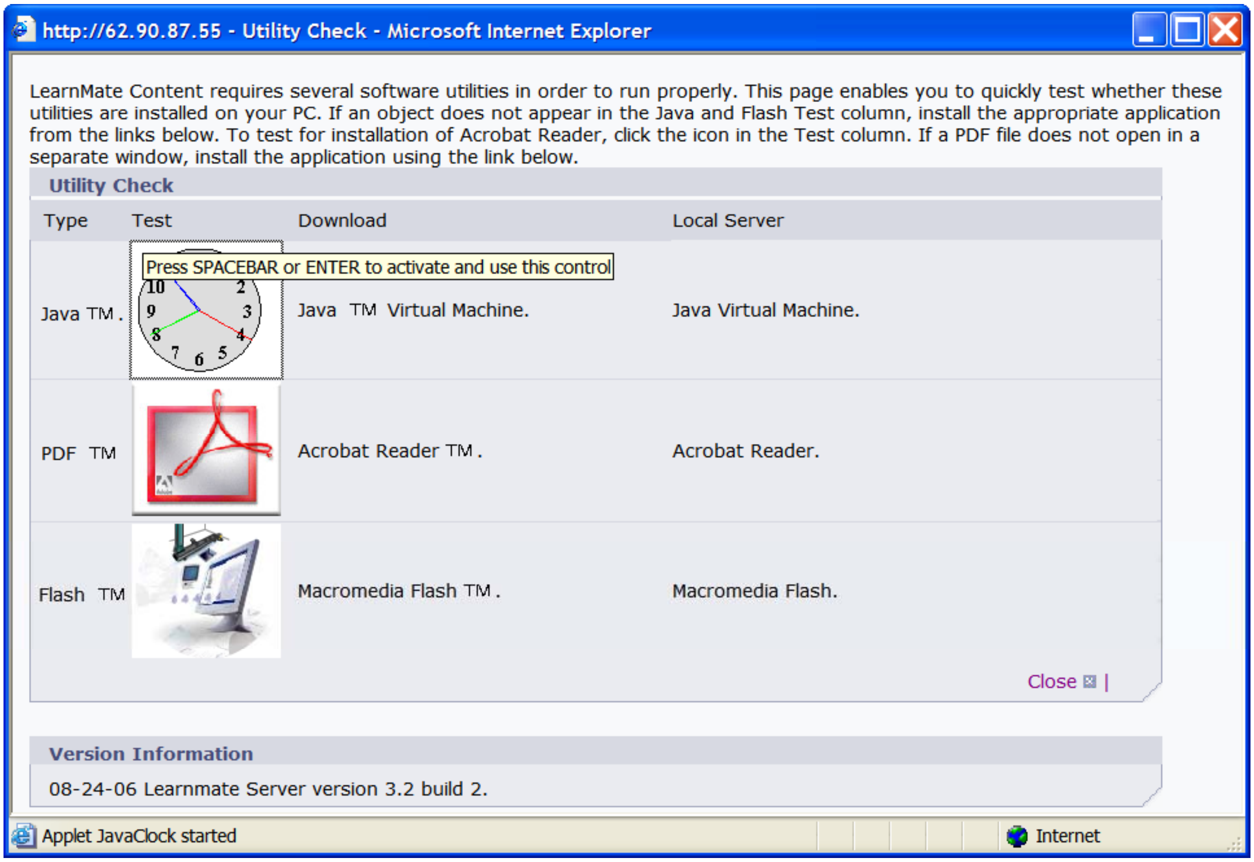
The Utility Check may be accessed from the Login page or from any ***Class Main Page***.
See **Performing a Utility Check** on page 69.

Accessing the Utility Check from the Login Page

1. Open Internet Explorer.
2. Enter the address you have been given for the LearnMate server in the *Address* field (e.g. http://www.learnmate.com or http://roothost). The LearnMate ***Login*** page is displayed.
3. Click Utility Check in the Login to LearnMate LMS panel on the right side of the page.



The ***Utility Check*** page is displayed.



<u>*Testing for the Required Applications*</u>

1. **To test for Macromedia Flash Player:**

   - An animation should be playing in the *Test* column. If no animation is displayed, click the hyperlink in the *Downloads* column to install from the Internet.
   - Alternatively, click the hyperlink in the *Local Server* column to install from the LearnMate server.

2. **To test for Java:**

   - A clock should be displayed in the *Test* column; its second hand should be moving. If the clock is not displayed, click the hyperlink in the *Downloads* column to install from the Internet.
   - Alternatively, click the hyperlink in the *Local Server* column to install from the LearnMate server.

3. **To test for Acrobat Reader:**

   - Click the icon in the *Test* column. A PDF file should open in a separate browser window.

- If the file does not open, click the hyperlink in the *Downloads* column to install from the Internet.
- Alternatively, click the hyperlink in the *Local Server* column to install from the LearnMate server.

Checking the Server Version

The Utility Check page is also used to show the version of the LearnMate server on which you are using. This information is important if you have any customer support questions. The first question an intelitek Customer Support engineer should ask you is which version of the product you are running.

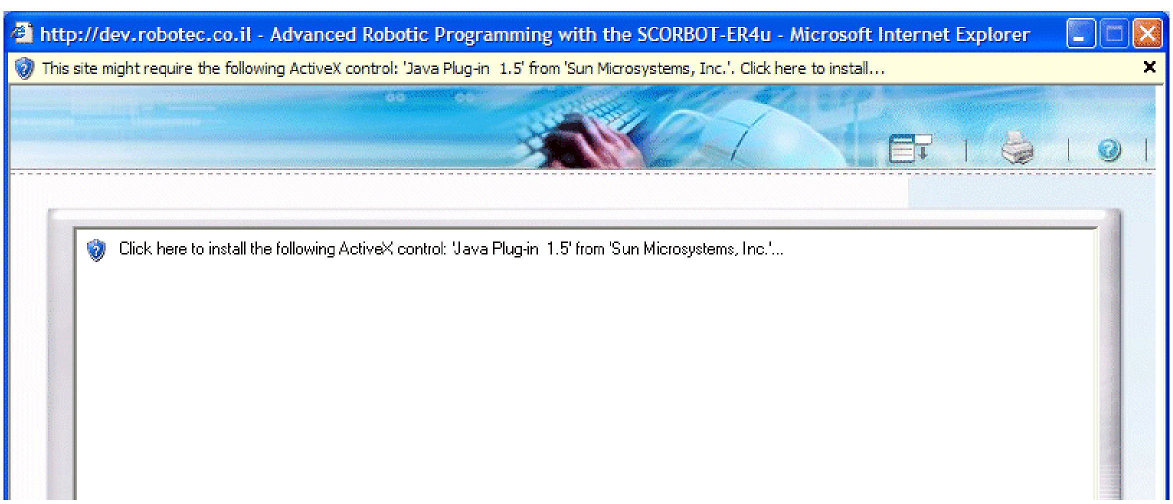
To determine the version:

1. Look at the *Version Information* panel of the **Utility Check** window (at bottom).

2. Note the LearnMate Version and Build listed in this section.

Active System Check

Any time that LearnMate requires an external plug-in to display an object (e.g., Flash animation, Java applet, PDF file), LearnMate checks to ensure that the plug-in is installed on your PC.
If the plug-in is not installed, you are prompted to do so, as shown below.



1. Click the message shaded in yellow at the top of the screen. A submenu is displaye.

Note: The example shown is specific to the installation of Java and will vary per application requiring installation.

2. Select Install ActiveX Control from the submenu. Internet Explorer prompts you to install the application. The graphic shown below will vary depending on the application being installed.

3. Click Install. The Installer begins the installation process.
4. Select all defaults during the installation process. Once the installation process is complete, the object should display correctly.

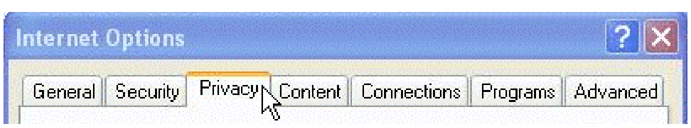
Pop-up Blocking

LearnMate uses pop-up windows that may be blocked by your Internet browser or by software that may be installed on your computer. For LearnMate to function properly, you should prevent LearnMate pop-ups from being blocked. (Pop-ups from other sites will continue to be blocked.)

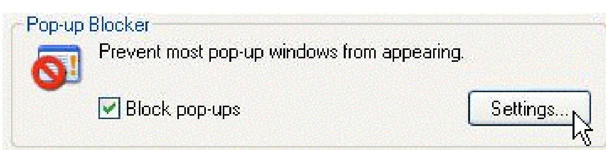
Instructions for disabling Internet Explorer's built-in pop-up blocker and for disabling the pop-up blocker supplied with the Google toolbar are presented below.

Internet Explorer

1. In Internet Explorer, select Tools > Internet Options.
2. Click on the Privacy tab.



3. If the *Block pop-ups* checkbox is selected, click Settings in the *Pop-up Blocker* panel.



The ***Pop-up Blocker Settings*** window is displayed.

4. Type www.learnmate.com in the *Address of Web site to allow* field. (If you log on to LearnMate installed on a local server, type in the address of that server.)

www.learnmate.com is added to the *Allowed Sites* list.

5. Click Add, and then click Close to close the ***Pop-up Blocker Settings*** window.
6. Click OK on the *Privacy* tab to close the ***Internet Options*** window.

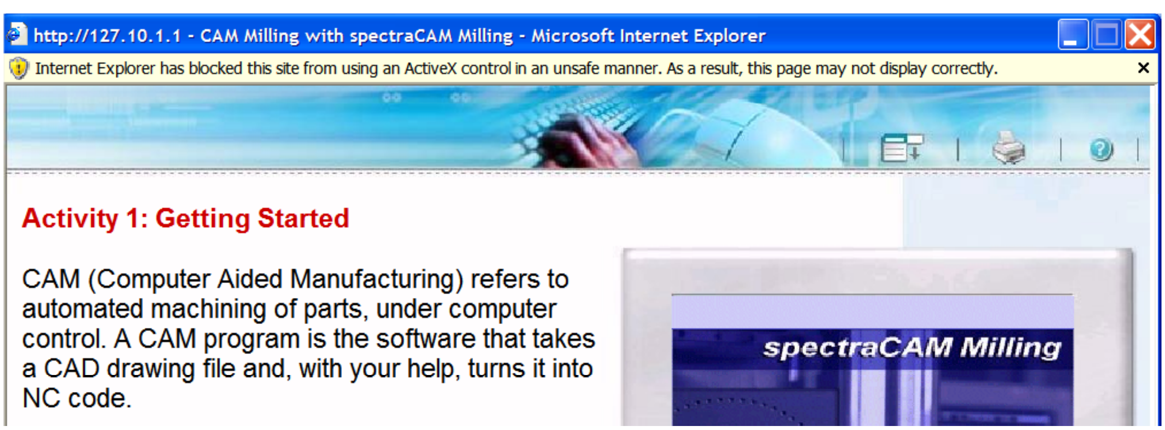
Google

1. After browsing to www.learnmate.com, click the 34 blocked icon on the Google toolbar.

Google will no longer block pop-ups opened by LearnMate.

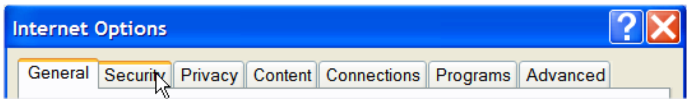
Adding LearnMate as a Trusted Site

With some versions of Internet Explorer, you may get the following ActiveX error message on each new LearnMate Content page.

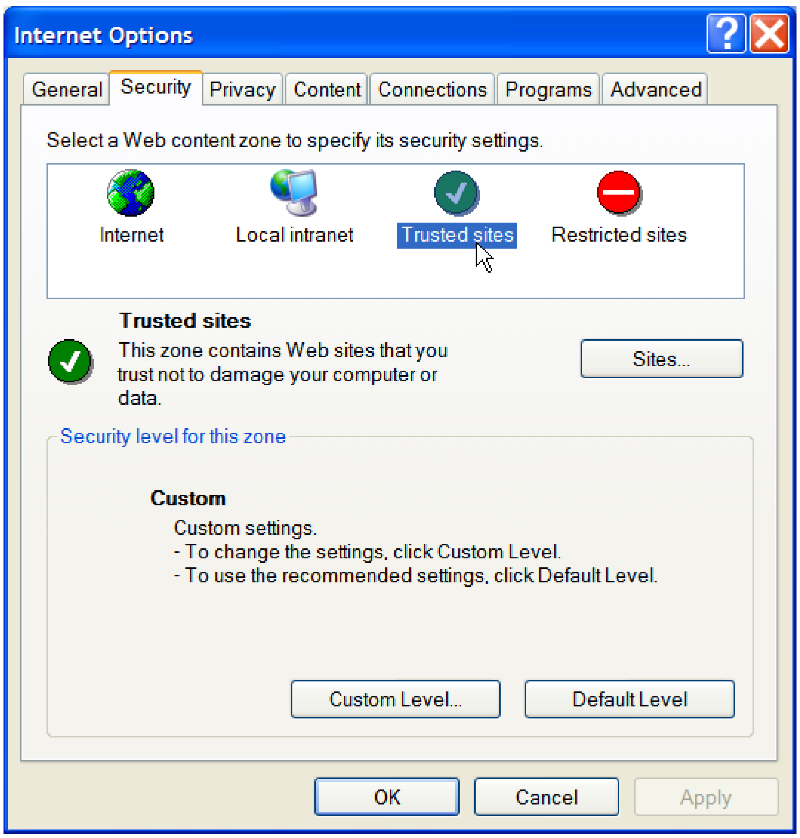


To remove this message, but at the same time not compromise the security of your PC, you need to add the LearnMate server as a trusted site. This process must be performed on every PC in which the message appears.

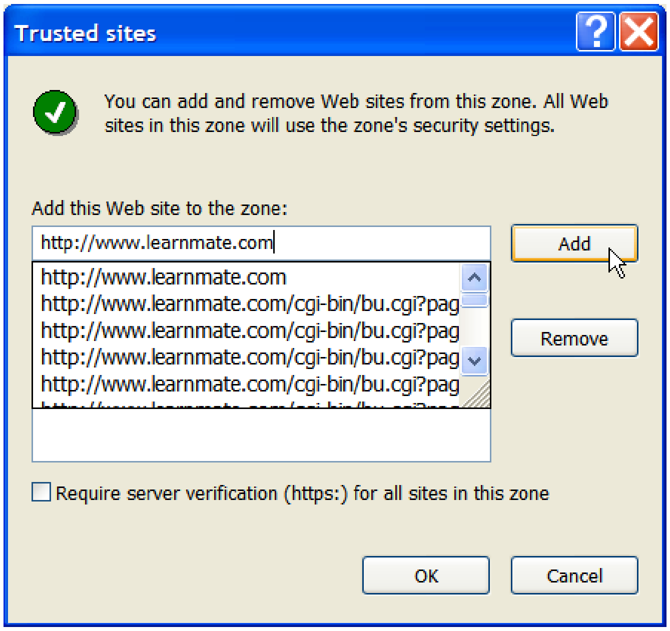
1. Login as an administrator to the PC receiving the message.
2. Open Internet Explorer.
3. In Internet Explorer, select Tools > Internet Options.
4. Click on the Security tab.



5. Click the Trusted Sites icon (the 3rd icon over in the window at the top of this page).



6. Click the Sites button. The ***Trusted Sites*** dialog box is displayed.



7. Uncheck the *Require server verification (https:) for all sites in this zone* checkbox.
8. In the *Add this Web site to the zone:* field, add the IP for your LearnMate server (e.g. http://www.learnmate.com or http://192.172.1.1).
9. Click OK.

The ActiveX message should no longer appear when navigating through LearnMate Content.

Review

In this chapter, we covered the following material:

- The utilities required by LearnMate
- Installing the LM Agent
- Installing required software
- Using the Utility Check function
- Installing required utilities
- Disabling pop-up blockers

Ask Yourself

- How do you install the LearnMate Agent?
- Can you use the Utility Check function to identify missing multimedia applications?
- Can you install the multimedia applications required by LearnMate (Java, Flash and Adobe Reader)?
- What happens if a missing application is required while viewing LearnMate Content?
- What do you do if you receive an ActiveX message in the Content Viewer?
- What do you do if pop-ups are blocked, preventing you from viewing LearnMate Content?

2

Logging In

Review of Previous Chapter

In Chapter 1, we learned about:

- The utilities required by LearnMate
- Installing the LM Agent
- Installing required software
- Using the Utility Check function
- Installing required utilities
- Adding LearnMate as a trusted site
- Disabling pop-up blockers

Introduction

In this chapter, we are going to register and log in to the LearnMate system. By the end of this chapter, you will be able to register for the system and modify your system profile.

Objectives

In this chapter, we will explore the following topics:

- The ***Login*** page
- Changing the System Language
- Self-Registration
- Usernames and passwords

The Login Page

Introduction

The LearnMate system is a members-only web environment, meaning that you must have a username and password for access.

Inside the system, you can enroll in classes and take advantage of all their resources, including content modules, forums, chats, local mail, specialized glossaries and collections of Web links.

The Login Page

The first page of LearnMate, the ***Login*** page, provides the following features:

- **Login Facility:** Enter your username and password to enter LearnMate.
- **Utility Check:** Allows you to ensure that the applications required for running LearnMate successfully are installed on your computer.
- **Forgot Your Password:** LearnMate will mail your password to you.
- **New User:** Allows a new user to self-register, using a registration code supplied by the organization administrator.
- **Select Language:** Allows you to choose the language in which you would like the login page of LearnMate to be displayed.

Accessing LearnMate

LearnMate is accessible from any Internet Explorer browser connected either to the Web or to a local LearnMate server.

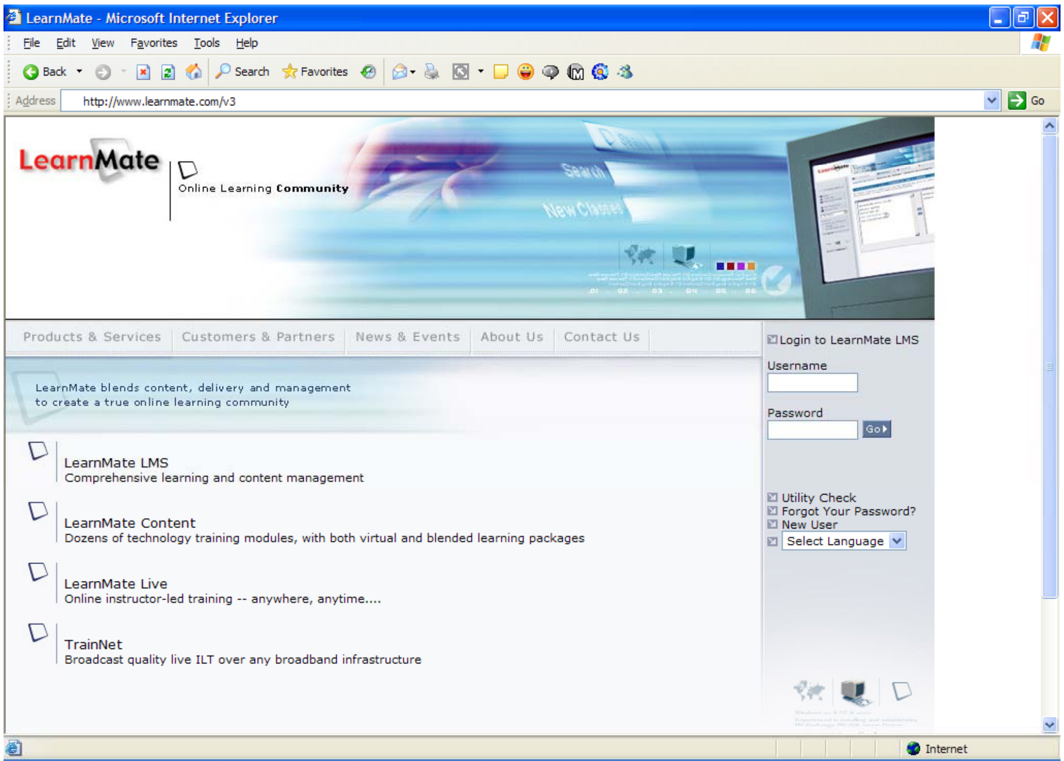
To view the ***LearnMate Login*** page:

1. Direct your web-browser to http://www.learnmate.com,

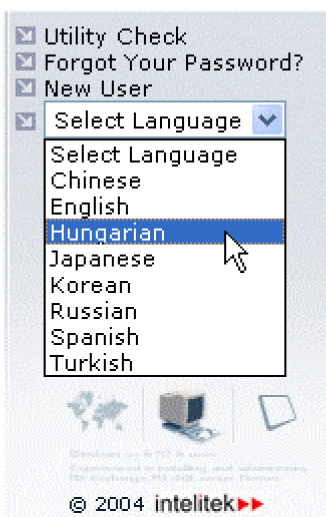
OR

2. If your organization has LearnMate installed on its own server, direct your web-browser to the IP address supplied by your Organization Administrator.

   The ***Login*** page is displayed.



The default language for the system is English. To select a different language, use the *Select Language* drop-down list in the right-hand panel.



The ***Login*** page is now displayed in the language you have selected.

Accessing the System

There are two ways to access the system for the first time:

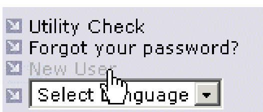
- Self-registration, in which you choose your own username and password. To self-register, you must obtain a self-registration password from your Organization Administrator.
- Typical access, in which your username and password are set by your Organization Administrator.

Self-Registration

Users can self-register to LearnMate, provided they are given a self-registration password.

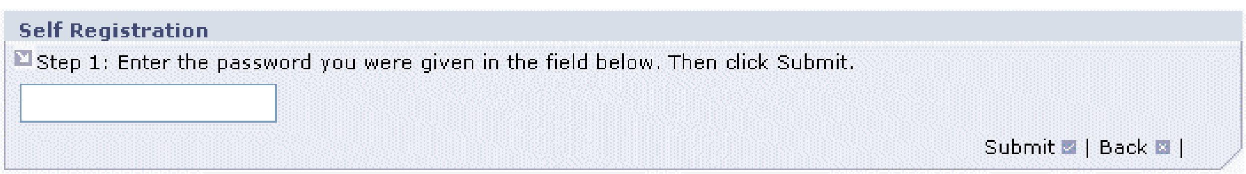
To self-register:

1. Click New User on the ***Login*** page.

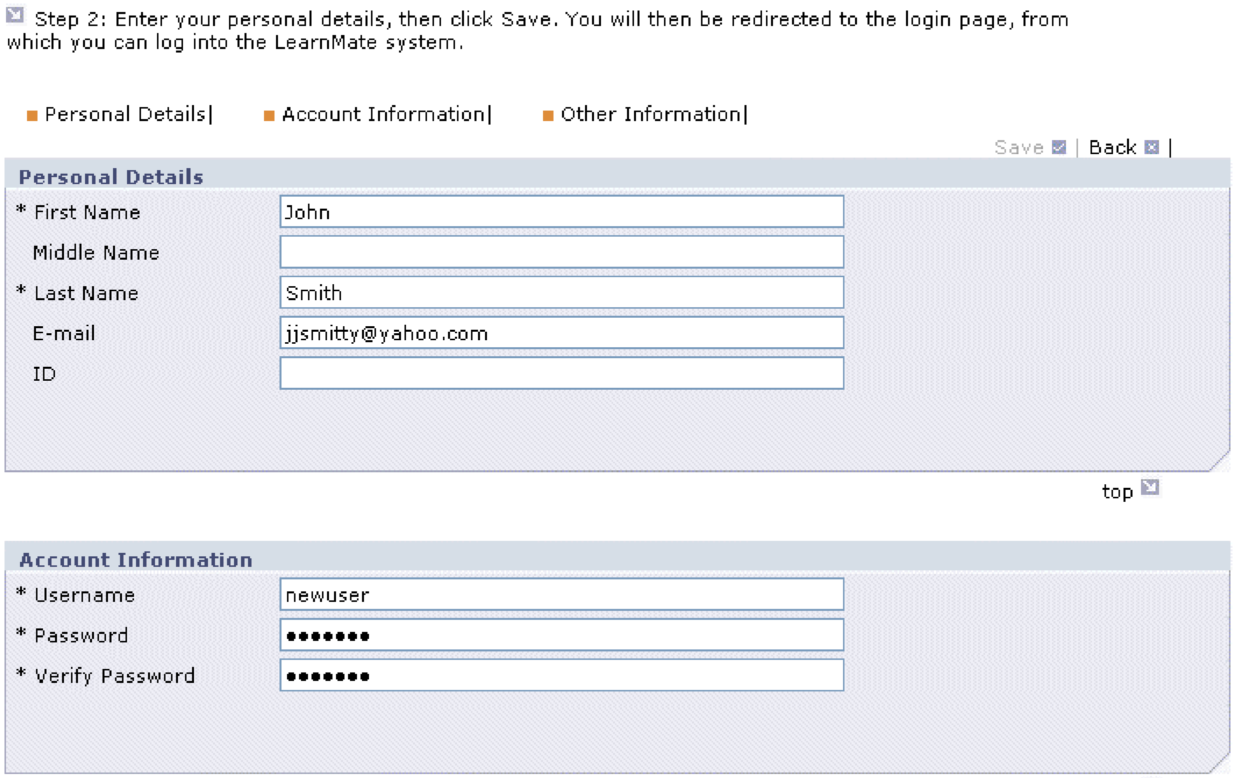


The ***Self Registration*** page is displayed.

2. Enter the password you were provided in the empty field. Then click Submit.



3. The ***Add User*** page is displayed.



4. Fill in the *First Name* and *Last Name* fields. These fields are mandatory (as indicated by a *).
5. Fill in the *Middle Name* and *Mail* fields, if desired. The *Mail* field is for the user's regular mail address outside of the LearnMate system.
6. Fill in the *ID* field, if desired. This field must consist only of numbers, and not more than 10 digits long.
7. Choose a unique username of four to nine characters. If you have requested a username which is already in use in the LearnMate database, you will be prompted to select a different one. Usernames may include numbers, but not accented characters or characters from non-Latin character sets.

   Note: A username cannot be changed once it has been registered in LearnMate.
8. Enter a password in the *Password* and *Verify Password* fields. When choosing your password, consider the tips and tricks listed in the next section. When all fields are completed correctly, click Save. The ***LearnMate Login*** page is displayed.
9. Log in using the username and password you defined in step 3.

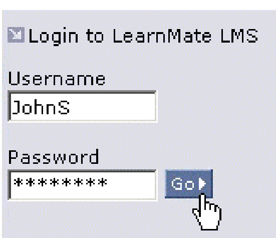
Password Tips and Tricks

- Your password must begin with a letter A-Z, and must be at least four and no more than twelve characters long. Keep in mind that your password is case sensitive. *Apple* is not the same password as *apple*.
- To increase the security of your password, deliberately misspell a word and/or include numeric digits somewhere after the first digit. *Homewerk* and *for2n* are more secure passwords than *Homework* and *fortune*.
- Do not use your username as your password.
- Do not use the word “password” – it is the first password hackers check.
- If allowed by your organization, you can change your password after you have logged into the system. For instructors and administrators, in particular, it is wise to change your password periodically.
- Keep your username and password in a safe place.

Logging in to the System

You will now log in to the LearnMate system.

1. Begin on the ***LearnMate Login*** page. See **Accessing LearnMate** on page 15.
2. Enter your username in the *Username* text field.
3. Enter your password in the *Password* text field.
4. Click Go.



5. If you have forgotten your password, click Forgot your password? You will be prompted to enter your mail address; if your email is part of your User Profile, your password will then be mailed to you. If it is not – or you do not have an email address, ask your instructor to either retrieve or overwrite your password for you.

If you have entered your username and password correctly, the ***My Desktop*** page is displayed. This is your home base of operations.

In the next section, we will explore navigation in the LearnMate environment.

Review

In this chapter, we covered the following material:

- The ***Login*** page
- Changing the System Language
- Self-Registration
- Usernames and passwords

Ask Yourself

- Can you show another person how to log in to LearnMate?
- Have you recorded your user name and password in a safe place?
- Do you know what to do if you lose your password?
- How do you change the System Language?

3

Navigation Bar and Main Menu

Review of Previous Chapter

In Chapter 2, we learned about the following topics:

- The ***Login*** page
- Changing the System Language
- Self-Registration
- Usernames and passwords

Introduction

In this chapter, we will explore the ***Navigation Menu*** and the ***Main Menu***, the parts of the ***My Desktop*** page which are always visible at the top and left of the browser window once you have logged into the LearnMate system. By the end of this chapter, you will view links and grades, use LearnMate's built-in mail system, manage your LearnMate folder and be able to use your LearnMate calendar.

Objectives

In this chapter, we will master the following topics:

- LearnMate Navigation
- My Calendar
- My Inbox
- My Folder
- My Profile
- My Grades
- My Favorites

Navigation

Components

Each page in LearnMate contains some or all of the following components:

- Navigation Menu
- Main Menu
- Path Bar
- Panels
- Hyperlinks and Icons

Navigation Menu

At the top of each page is the ***Navigation Menu***, consisting of two tabs which take you to two different sections of the LearnMate system, ***My Desktop*** and ***Catalog***. These tabs are always visible.

- **My Desktop:** Provides access to your personal learning organizer, containing all the tools required to manage your learning experience. This is the default and LearnMate always opens to this page. See **My Desktop** on page 61.
- **Catalog:** Provides access to all the classes in the LearnMate system, enabling users to see all classes available to their organization, the modules included in each class, and an enrollment start and end date, where relevant. Where permitted by the organization, students can self-enroll in the classes of their choice. See **Catalog** on page 147.

Path Bar

The Path Bar always appears immediately below the ***Navigation Menu***. The Path Bar of each submenu and page is color-coded according to the color of the corresponding ***Navigation Menu*** tab. The text inside the Path Bar reflects your present position within the tree-structured organization of pages within the LearnMate system. This helps you maintain your orientation as you navigate around the system.

Panels

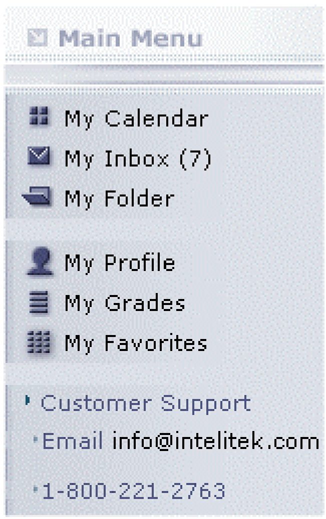
Most of the pages in the LearnMate system are divided into separate panels. Most panels are distinguished by a title in the top bar. The header panels at the top of the page sometimes do not have a title.

Hyperlinks and Icons

Located in appropriate places within the panels are text hyperlinks and pictorial icons which enable you to perform a variety of functions within the LearnMate environment. Because of the wide variety of tasks available to you, the system also provides Tooltip text to explain the function of the icons. Simply hold your mouse pointer over any icon for a second and the Tooltip text will appear in a little box by your mouse pointer.

Main Menu

The ***Main Menu*** is displayed at the left side of the page, providing quick access to many commonly used LearnMate pages. Like the ***Navigation Menu***, it is always visible.



See the following sections:

- **My Calendar** on page 23
- **My Inbox** on page 31
- **My Folder** on page 42
- **My Profile** on page 51
- **My Grades** on page 54
- **My Favorites** on page 57
- **Customer Support** on page 59

My Calendar

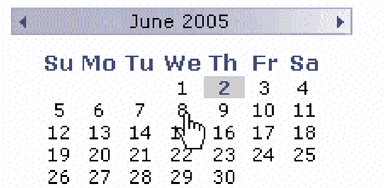
My Calendar is one of the options available from the ***My Desktop*** menu. ***My Calendar*** enables you to record school or personal events, such as a lab, class, chat, or on-line session, that you do not want to forget.

The *My Calendar – Today's Events* panel on the ***My Desktop*** page displays the details of events scheduled for today. See **My Desktop** on page 62.

As no events have been defined in your profile yet, your calendar is currently empty. You will now learn to add an event to your calendar.

Viewing the Calendar

1. Select My Calendar from the ***Main Menu***. The ***My Calendar*** page is displayed with today's diary shown.
2. To view the diary for a different day in the current month, click the required day in the calendar shown at the top right of the page.



3. To change the month of the calendar display, click the right or left arrows in the month heading.

Adding an Event

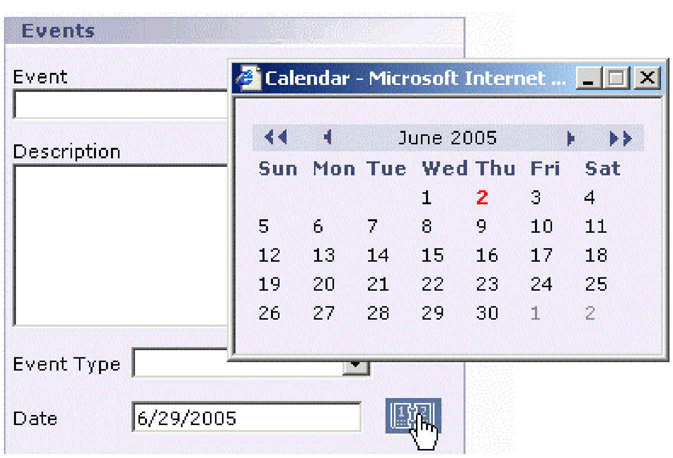
Event is the term used to refer to items listed in a user's ***My Calendar***.

To add an event to your calendar:

1. Select the event's date by doing one of the following:
   - Use the calendar at the top right of the display.

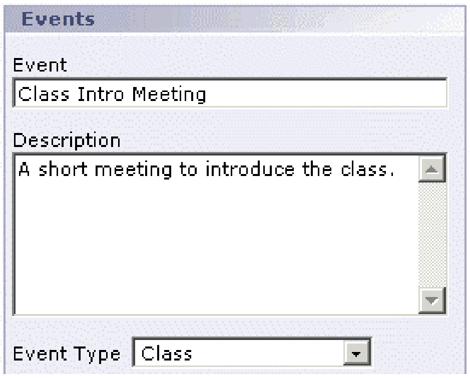
   OR

   - Click the  icon and select the date from the pop-up calendar.

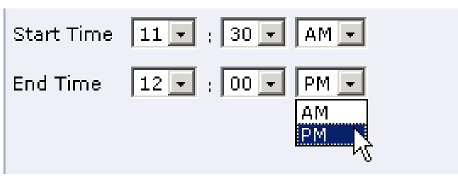


Important Note: Dates and times are set according to the location of the LearnMate server. Therefore, if the LearnMate server resides in a different time zone from the end user, the dates and times should be set for the event accordingly.

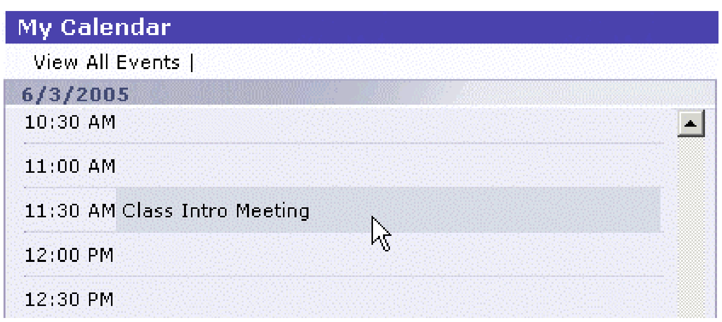
2. Enter the name of the event in the *Event* text field.
3. Enter a description of the event in the *Description* text field.
4. Select the type of event from the *Event Type* drop-down menu. This field is optional.



5. Select the start and end times from the *Start Time* and *End Time* drop-down menus.



6. Click Save. Your event is added to your calendar and appears in the diary for that day.

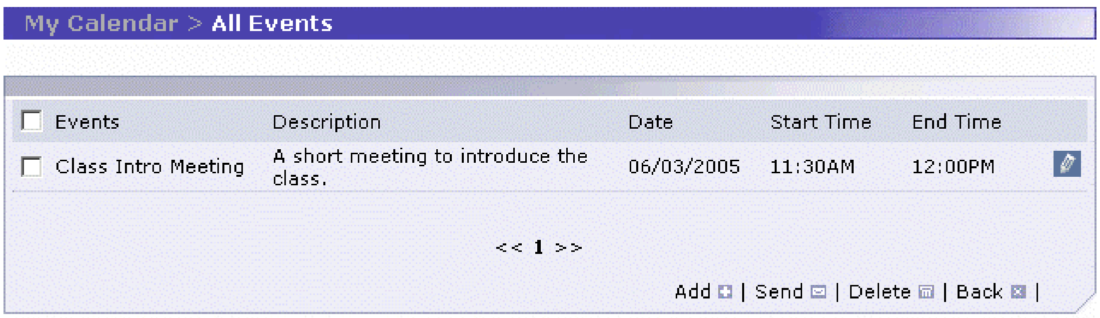


Viewing All Scheduled Events

To see all scheduled events:

1. Select My Calendar from the ***Main Menu***. The ***My Calendar*** page is displayed, with today's diary shown.
2. Click View All Events.

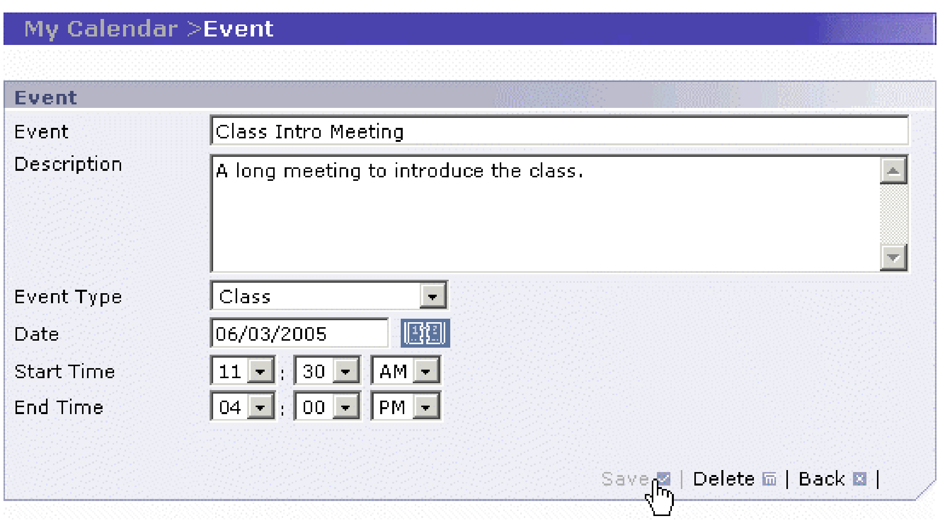
The ***All Events*** page is displayed, listing all events that have been scheduled with the most recent event listed first.



Modifying Events

You can modify the details of an event at any time.

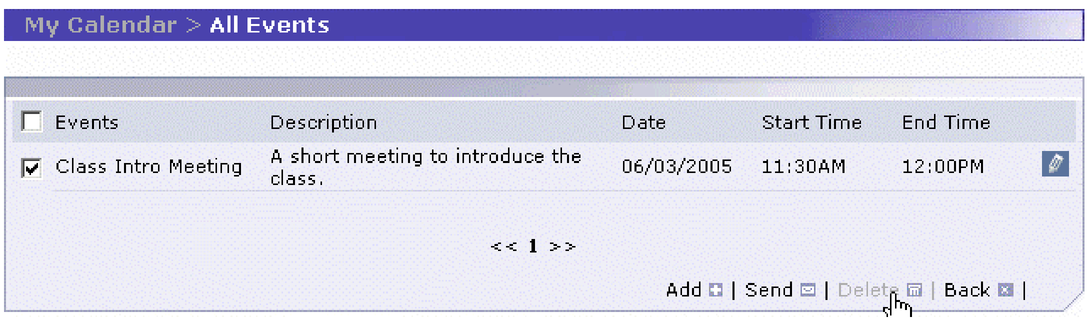
1. Open the *All Events* page as described in **Viewing All Scheduled Events** on page 26.
2. Click the Edit icon next to the event that you want to modify. The ***Event*** page is displayed.
3. Make the necessary changes and click Save.



Deleting an Event

Events can be deleted, either by clicking Delete in the ***Event*** page discussed above, or from the ***All Events*** page, as described below:

1. Open the ***All Events*** page as described previously.
2. Select the checkbox next to the event to be deleted. Multiple checkboxes can be selected.
3. Click Delete.



4. You will then be asked for confirmation.

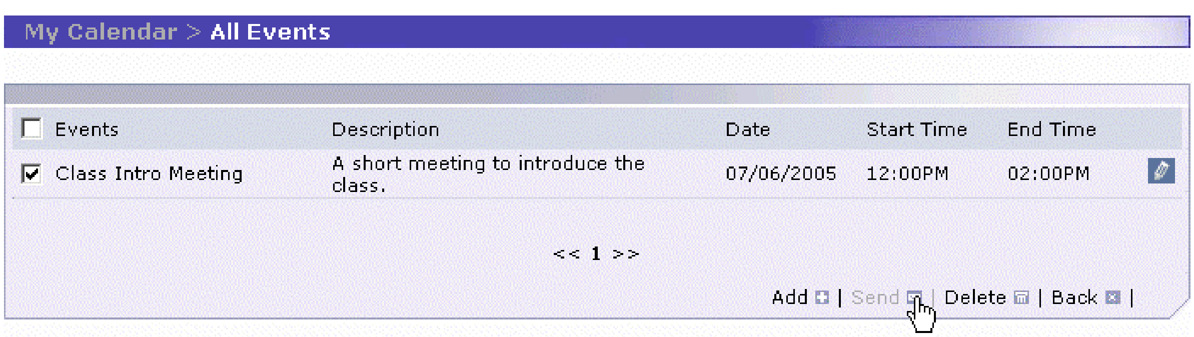
Important Note: This event will also be deleted from the calendars of all users you have sent the event to.

Sending Events

LearnMate allows you to add an event to another user's calendar. Once an event is sent to another user, the user will be notified that an event has been added to their calendar and has the option of approving/declining the event. After an event has been sent, it should not be resent to the same users.

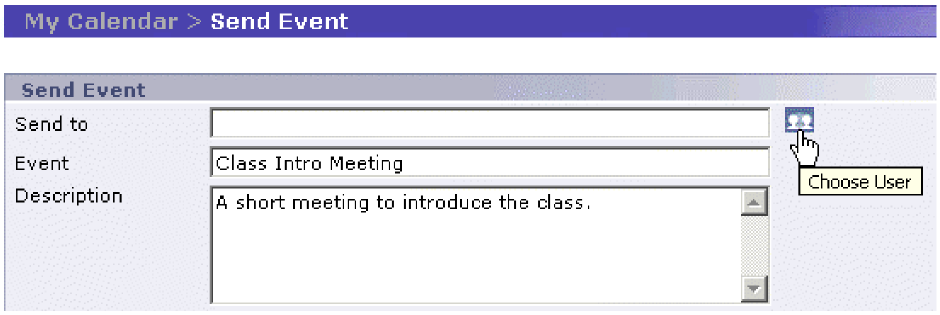
To send an event to other LearnMate users:

1. Select My Calendar from the ***Main Menu***.
2. Click View All Events.
3. Select the checkbox of the event you wish to send. Click Send.



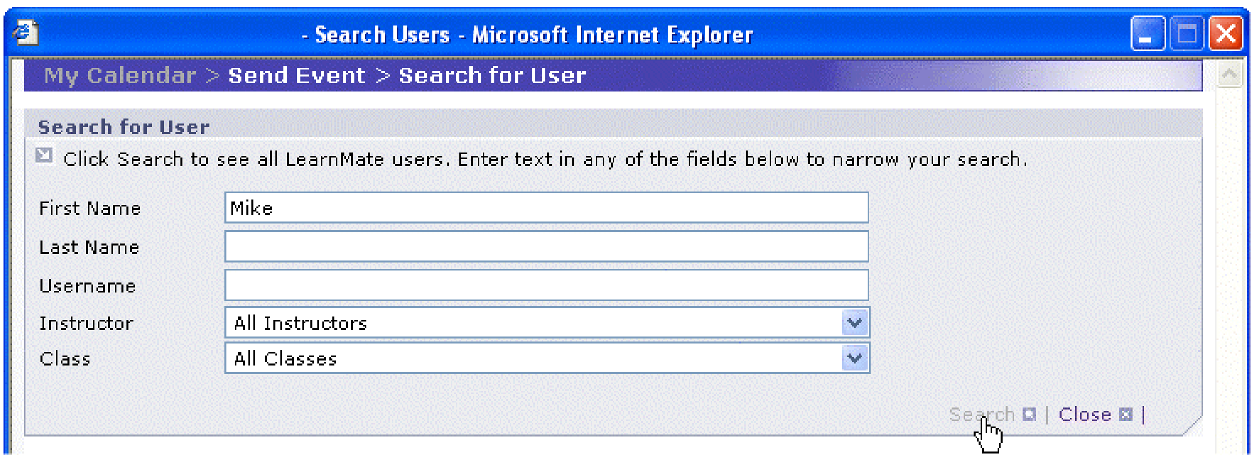
The ***Send Event*** page for this event – showing the event's details – is displayed.

4. Click the Choose User icon to select the user to which you wish to send this event.



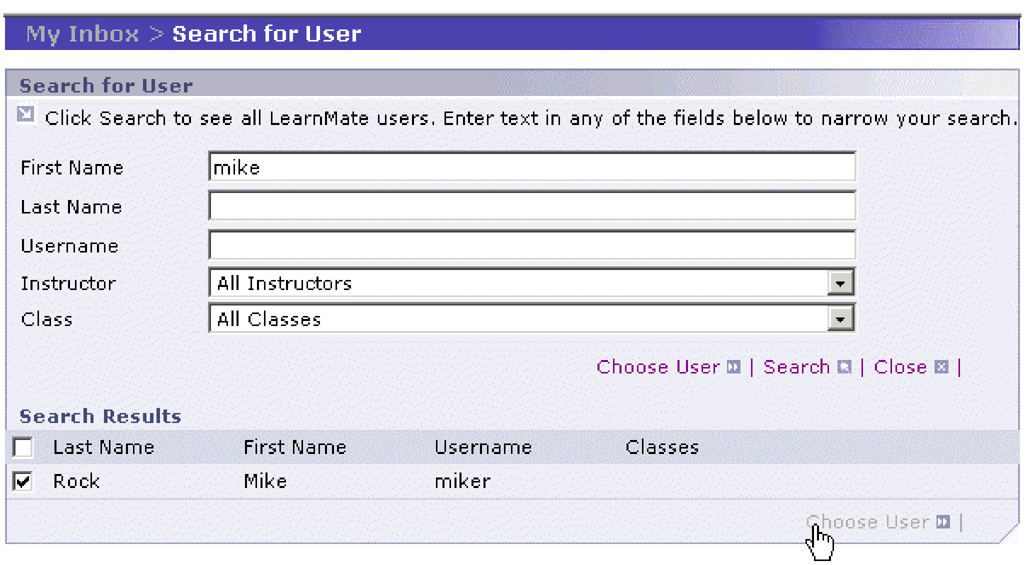
The ***Search for User*** pop-up dialog box opens.

5. Enter search parameters and click Search.



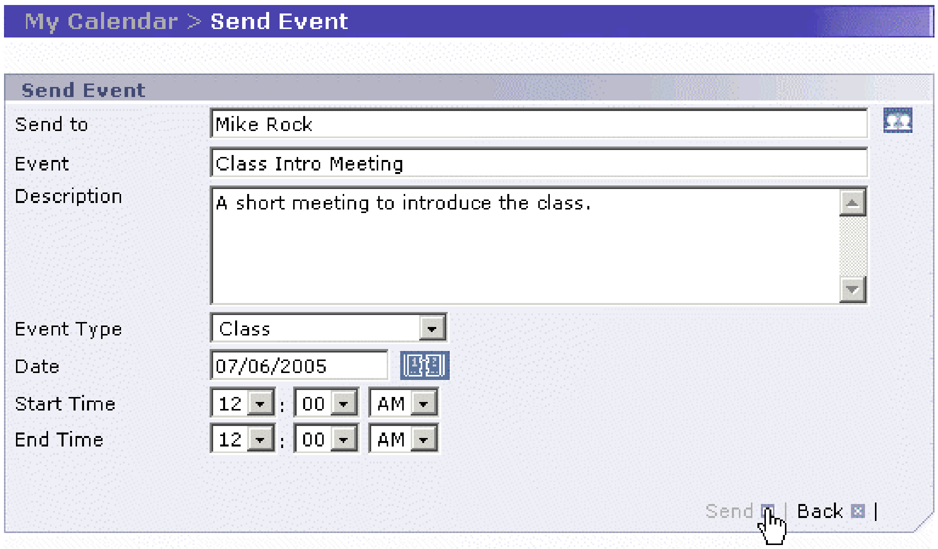
Search results are displayed.

6. Select the user(s) to which you wish to send this event by clicking the checkbox(s) to the left of the user's name.

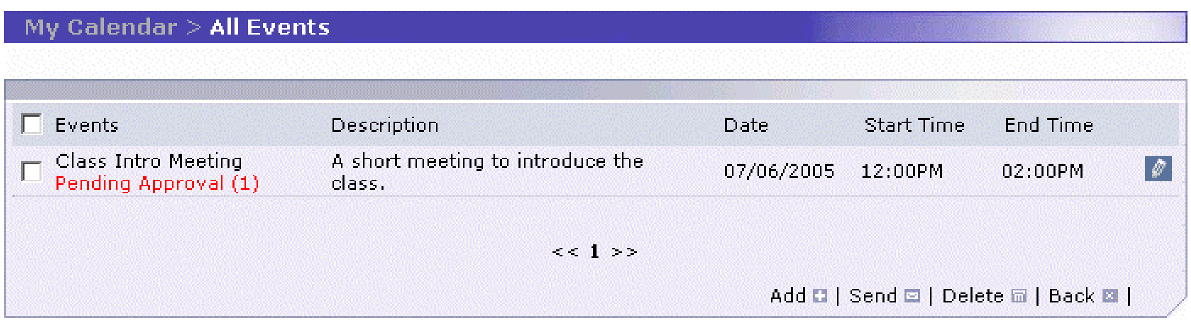


Note: To select or deselect all users at one time, select the *Select All* checkbox to the left of the text “Last Name”.

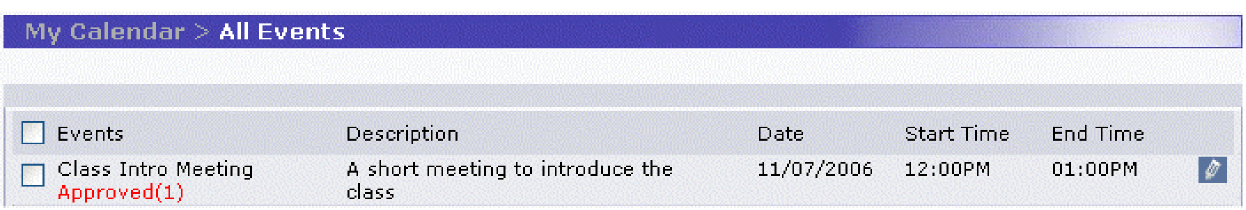
7. Click Choose User. The dialog box closes and the user’s name appears in the *Send to* field.
8. Complete the remaining fields and then click Send.



The event has been sent to the user’s calendar. The event now appears in your calendar with the message: Pending Approval (1), where “(1)” indicates the number of users still to approve receipt and addition of the event to their own calendars.



Once the user has approved the receipt of this event, the “Pending” message will be removed from your calendar and replaced with either an “Approved” or “Declined” message.

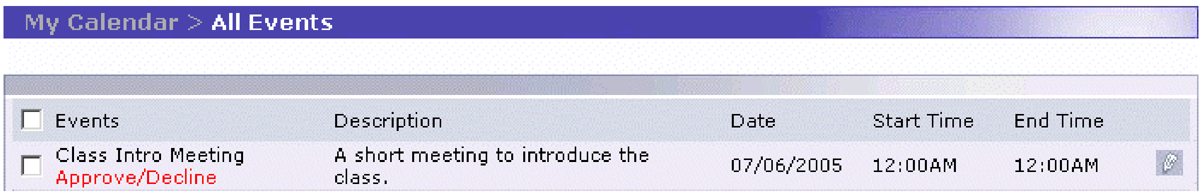


Approving/Declining an Event

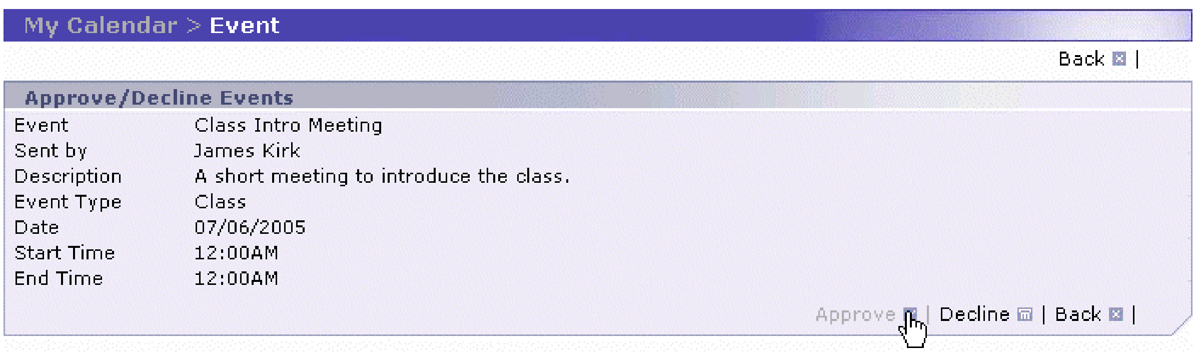
If another user scheduled an event and invited you, a message is displayed in red at the top of your ***My Calendar*** page You have 1 pending event(s).

To view the event, and to accept or decline its addition to your calendar:

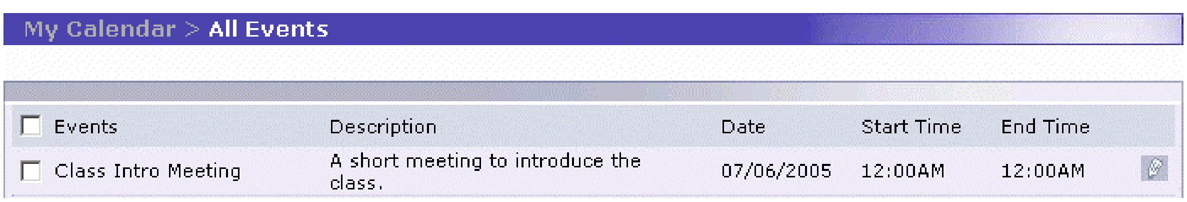
1. Click View All Events. The ***All Events*** page is displayed. Approve/Decline is displayed under a pending event.



2. Click the name of the pending event. The ***Approve/Decline Events*** page is displayed.

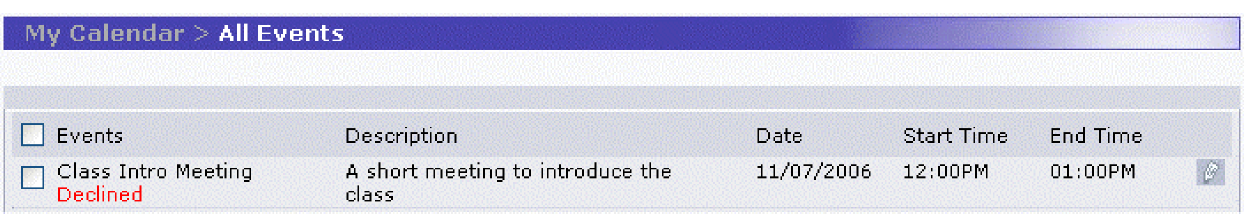


3. To approve the event, click Approve. The ***All Events*** page is redisplayed. The event you approved is listed, without the Approve/Decline message.



OR

4. To decline the event, click Decline. The ***All Events*** page is redisplayed. The event you declined is listed, with the message Declined.



Note: At any time, you can click on an event to which you were invited and the ***Approve/Decline*** page is displayed, allowing to you to approve or decline the event. Thus you can approve an event after having declined it previously, or decline an event you previously accepted.

My Inbox

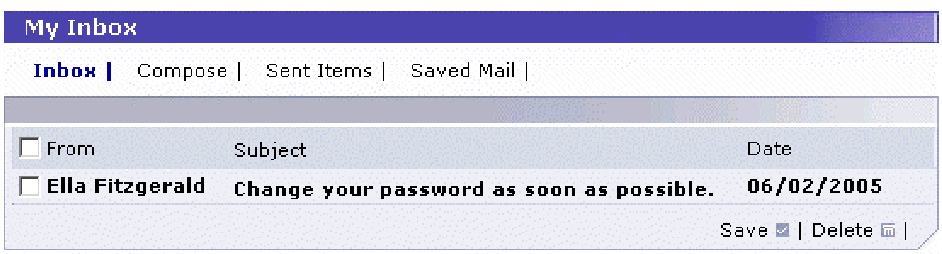
My Inbox is LearnMate's internal mail system (IMS) that allows you to send and receive messages to and from other LearnMate users.

LearnMate also uses ***My Inbox*** to generate notification messages automatically. For example, a student receives a message notifying him when his enrollment in a class has been approved. Or, an instructor receives a message when a student has submitted an assignment for evaluation.

Viewing Your Inbox

To view your Inbox:

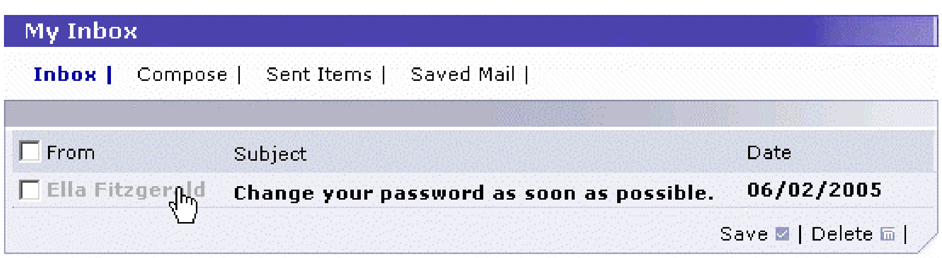
1. Click My Inbox in the ***Main Menu***. The ***My Inbox*** page is displayed. Any messages you have are listed. New messages are listed in bold, while previously viewed messages are un-bolded.



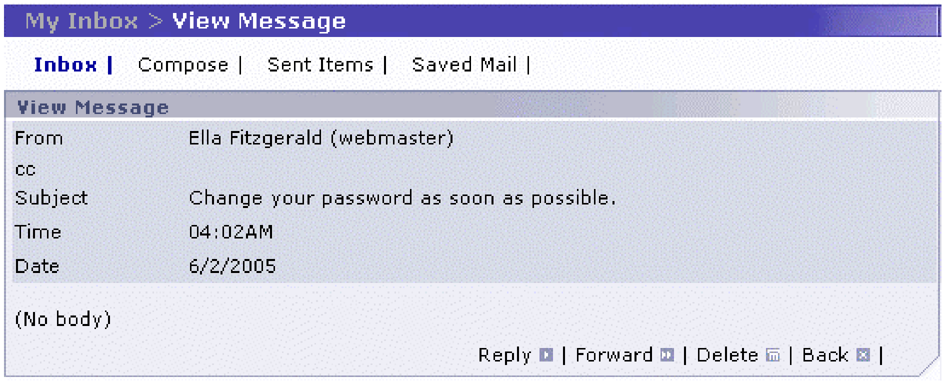
Opening a Message

To open a message:

1. Click on any of the entries in the line of the message.



The message is displayed.

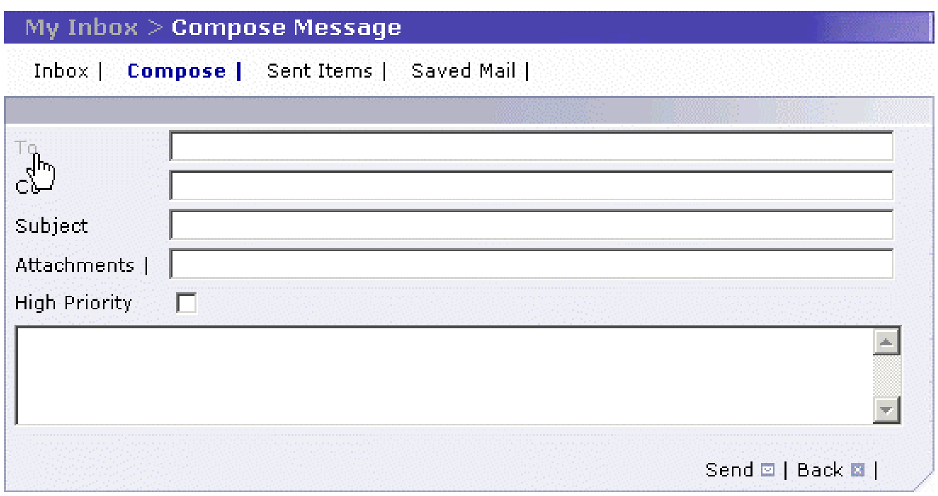


Composing a New Message

To compose a new message:

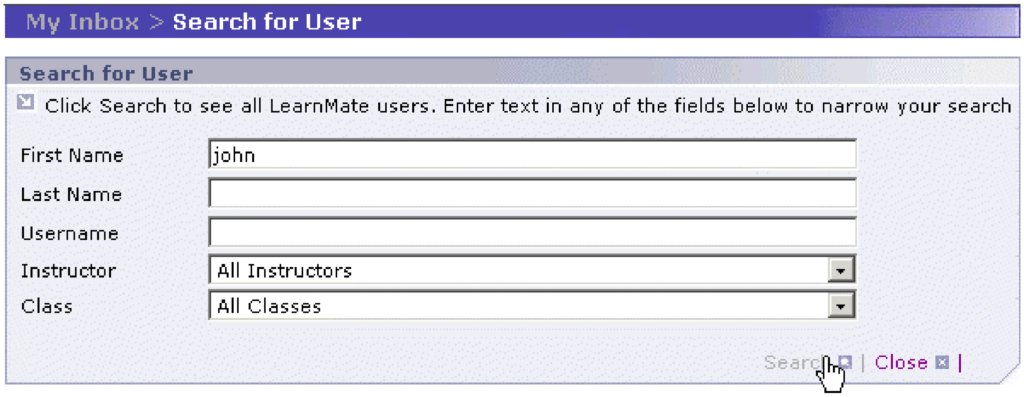
1. Click Compose from the ***My Inbox*** page.

2. To select the user to which you wish to send this message, click To.



The *Search for User* dialog box opens.

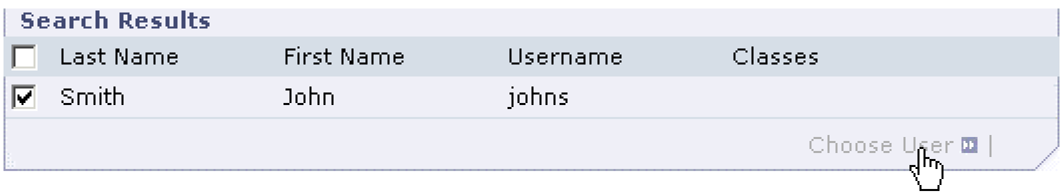
3. Enter search parameters and click Search.



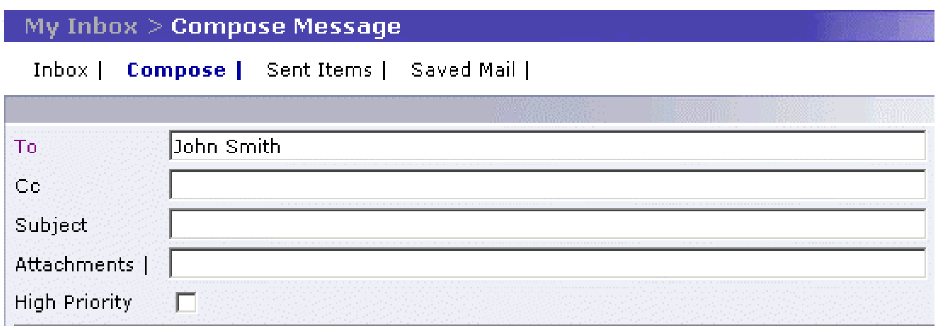
Search results are displayed.

4. Select the user(s) to which you wish to send this message by clicking the checkbox to the left of the user's name.

5. Click Choose User.

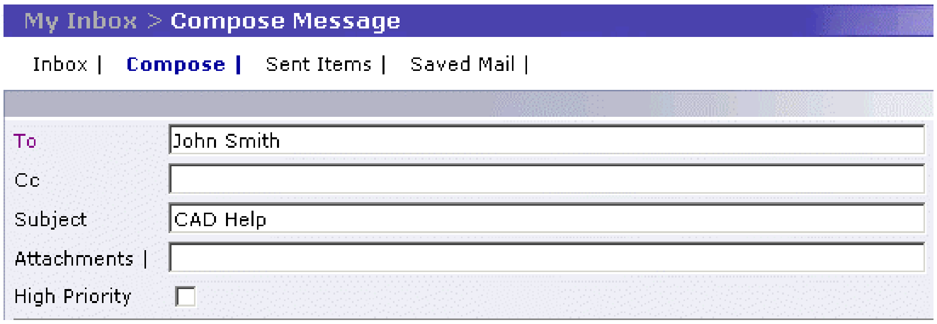


The selected names are added to the *To* field.



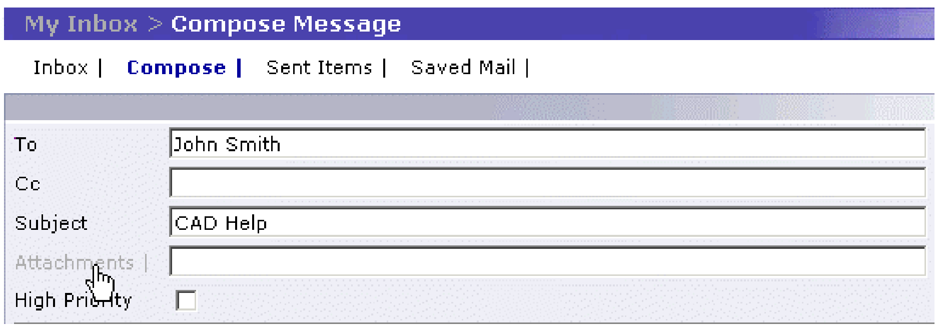
6. To carbon copy (cc) additional users on the message, click Cc and repeat step 2.

7. Enter the subject of the message in the *Subject* field.

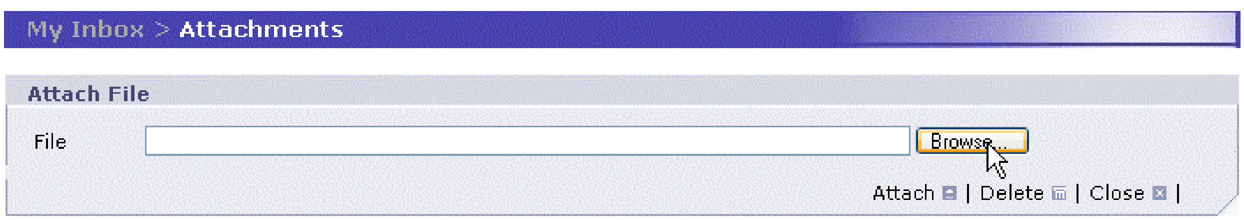


8. To add an attachment to this message:

- Click Attachments.

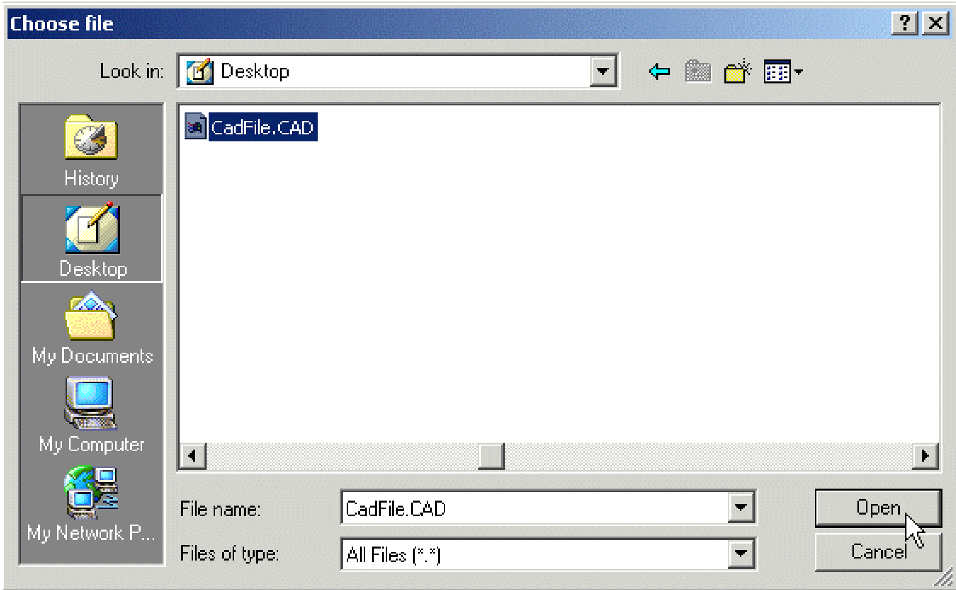


The *Attachments* dialog box is displayed.

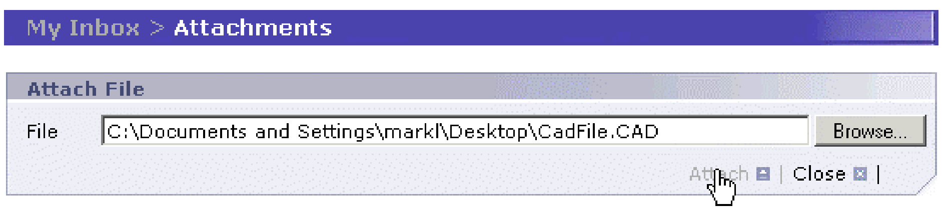


9. Click Browse to search for the attachment you wish to add. The Windows ***Choose File*** dialog opens.

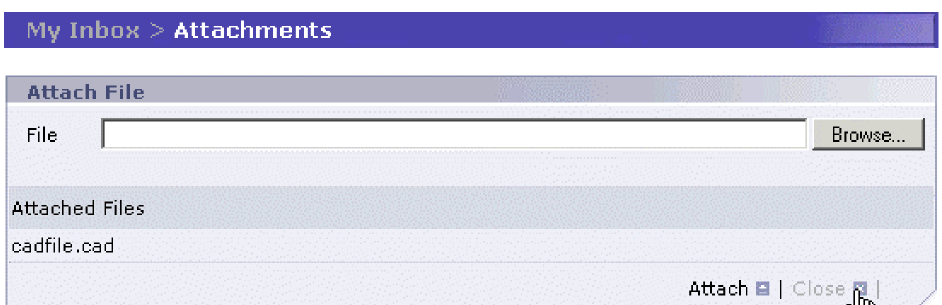
10. Select the file to attach and click Open.



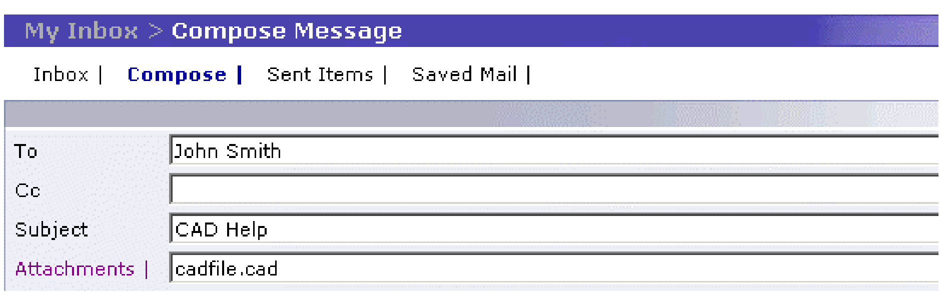
11. Click Attach.



The file name is displayed in the *Attached Files* panel.



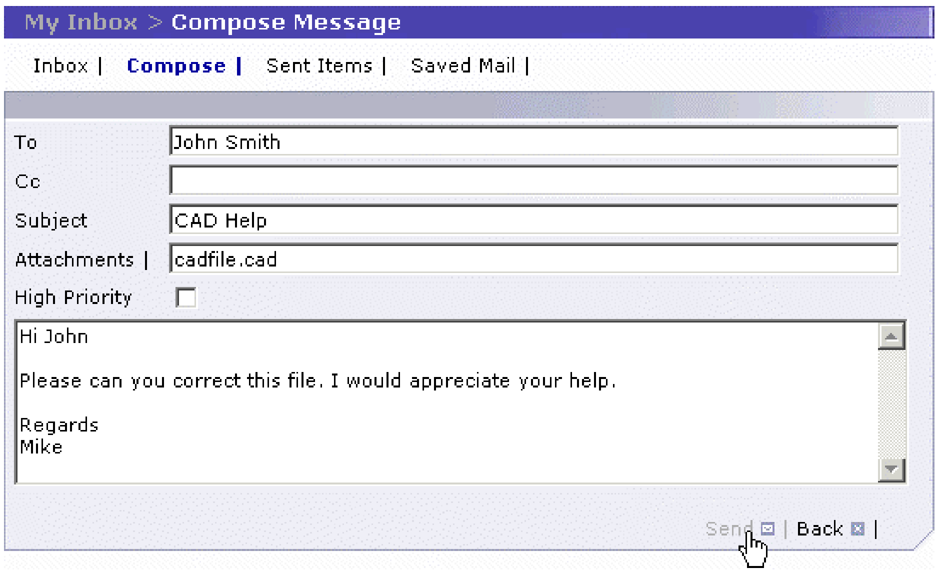
12. Click Close. The file name is displayed in the *Attachments* field.



Note: When you send an attachment, that attachment file is stored in your allocated space on the LearnMate server. The attachment file will be deleted only once you and the recipient have deleted the message that contains the file.

13. Select the *High Priority* checkbox if the message is critical and you wish for it to be marked as such in the recipient's ***Inbox***.

14. Write the body of the message.



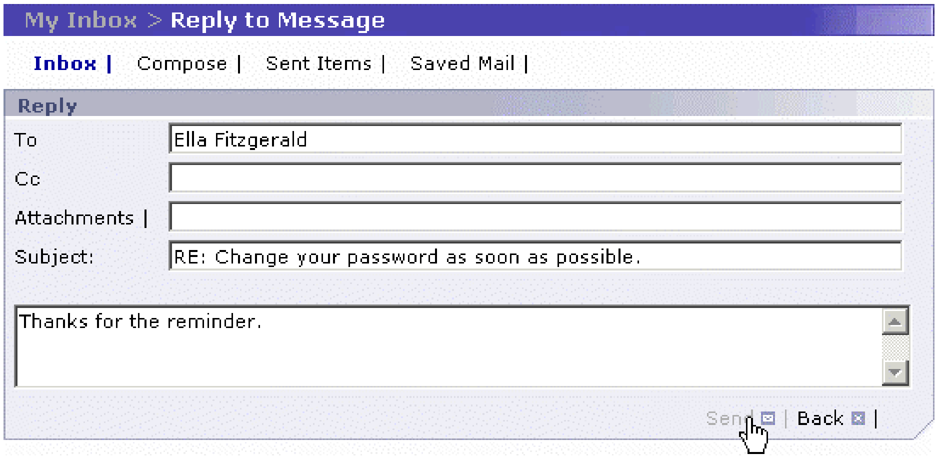
15. Click Send. The message is sent.

Replying to a Message

To reply to a message:

1. Click Reply.

A ***Reply*** page is displayed, with the sender's name automatically entered in the *To* field.



2. Enter your reply in the large text field.

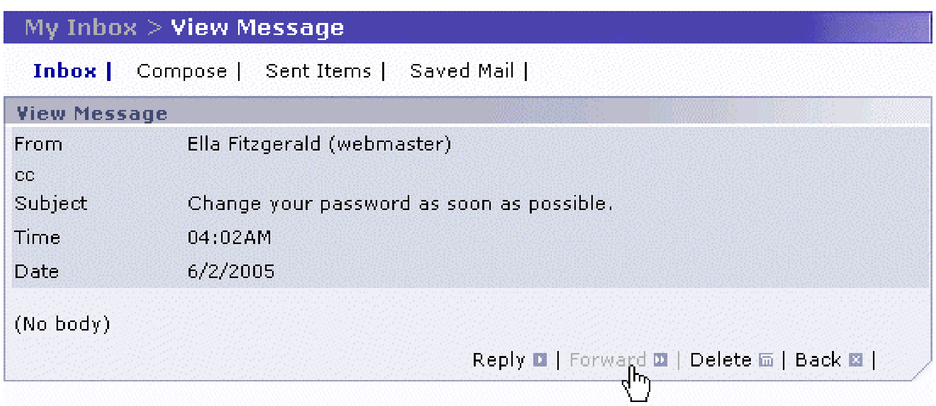
   Note: To add additional recipients to this message, you may click the word To or Cc.

3. Click Send. The message is sent and the ***My Inbox*** page is displayed.

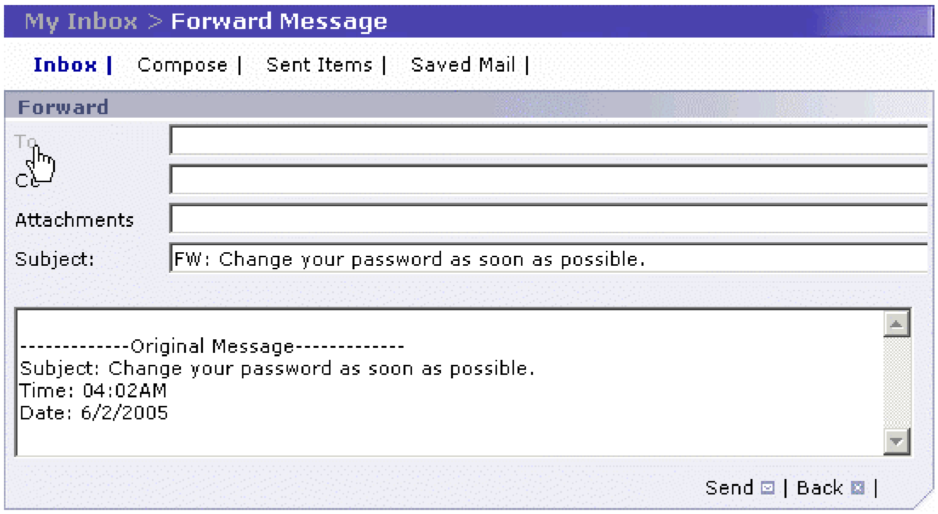
Forwarding a Message

To forward a received message to others:

1. Click Forward.



The ***Forward Message*** page is displayed.

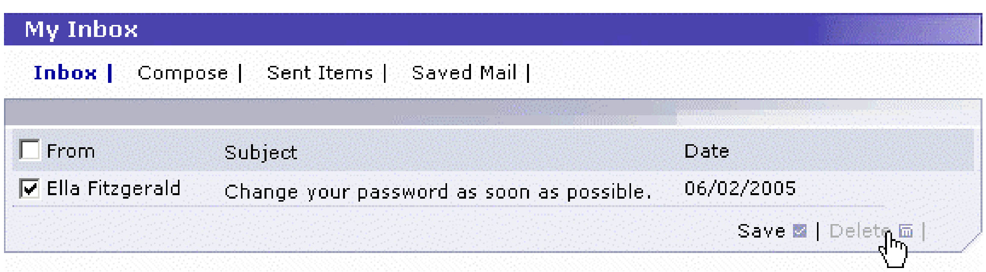


2. To select the user(s) to which you wish to send this message, follow the instructions for selecting users in **Composing a New Message** on page 32. The selected users are added to the *To* field.
3. Click Cc and repeat step 2 to carbon-copy other users.
4. Make whatever changes are necessary to the body of the message.
5. Click Send. The message is forwarded and your ***Inbox*** page is displayed.

Deleting a Message

Messages can be deleted in two ways:

1. From ***My Inbox***, select the checkbox of the message(s) to be deleted.
2. Click Delete.

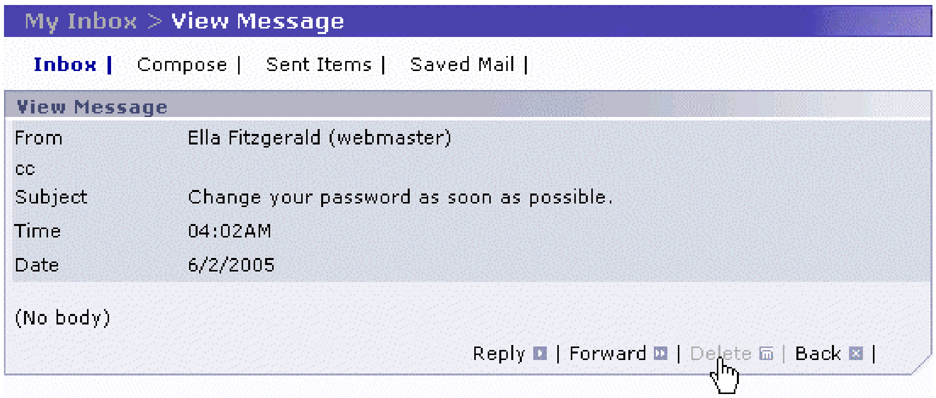


Note: You can delete multiple messages at a time by selecting more than one checkbox. Alternately, you can select all messages in your Inbox by selecting the Select All checkbox to the left of the From column title.

OR

3. Open the message so that it is displayed in the ***View Message*** page.

4. Click Delete.



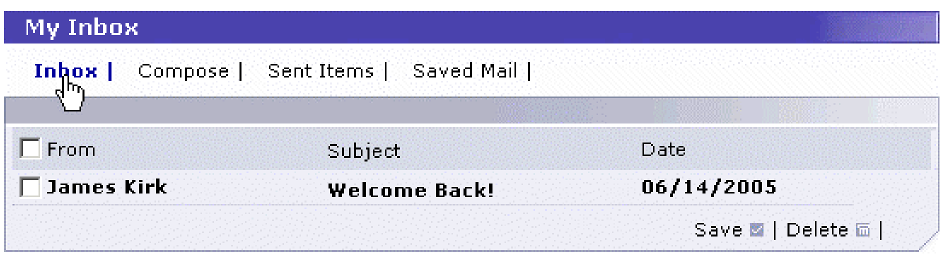
5. Confirm the deletion of the message.

Saving a Message

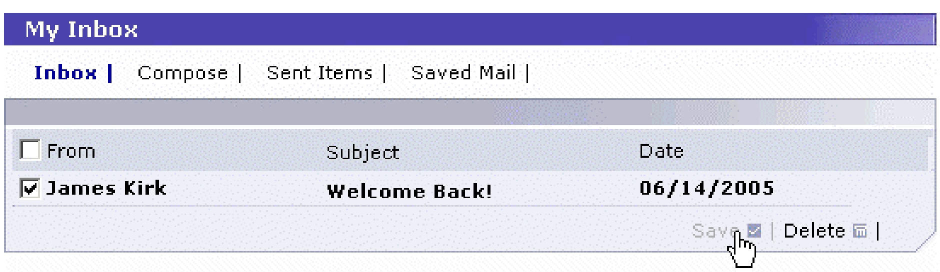
Messages are saved in the Inbox until they are deleted. However, to organize your messages efficiently, you may want to separate your old messages from new ones, or delete all messages except for those with particular importance. For this reason, the *Saved Mail* folder is provided.

To move a mail message from your Inbox to the *Saved Mail* folder:

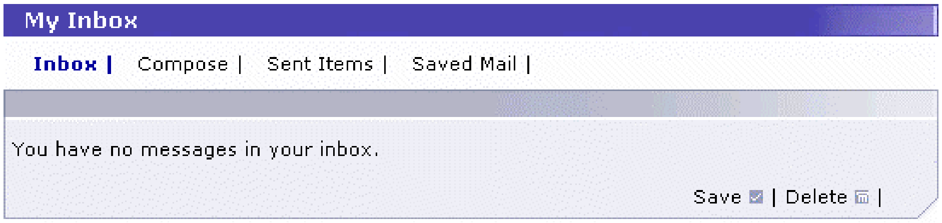
1. Click Inbox. The contents of your Inbox are shown.



2. Select the message(s) to save.
3. Click Save.



The message is removed from the Inbox and moved to the *Saved Mail* folder.



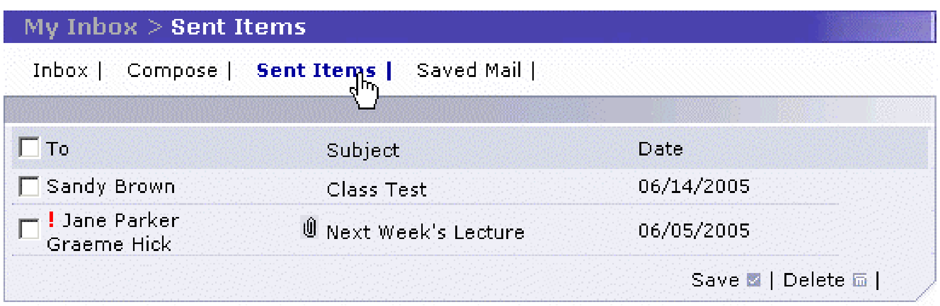
4. Click Saved Mail to view the saved message.

Viewing Sent Mail

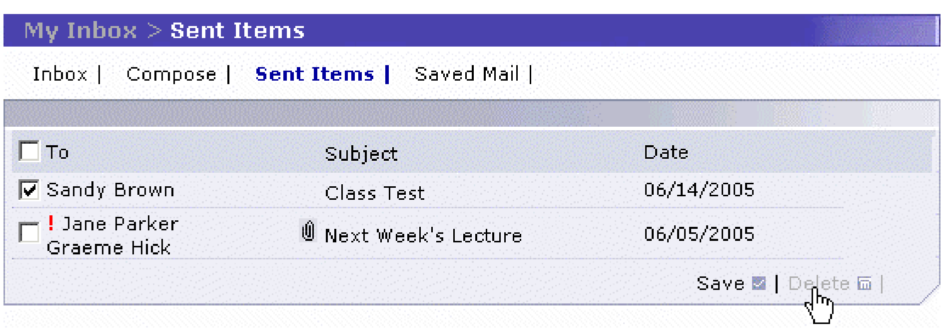
Once you have sent a message, the message is automatically saved in the *Sent Items* folder.

To view sent mail:

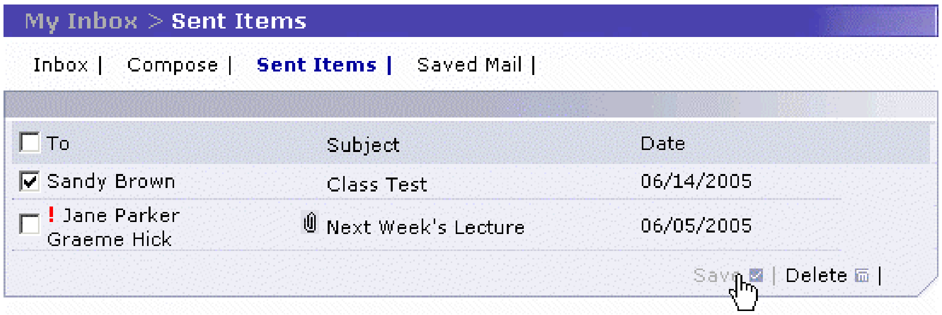
1. Click Sent Items. The *Sent Items* folder is displayed, listing all messages that you have sent.



2. To delete a message from the *Sent Items* folder, check the checkbox next to the message and click Delete.



3. To save a message to the *Saved Mail* folder, check the checkbox next to the message and click Save. The message will be moved from the *Sent Items* folder to the *Saved Mail* folder.

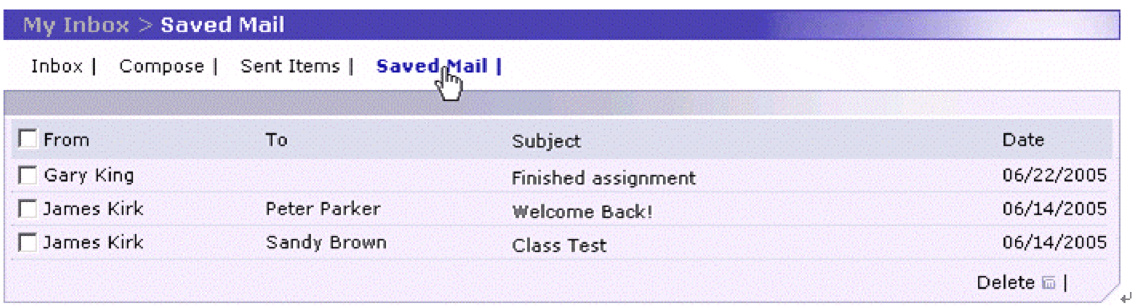


Viewing Saved Mail

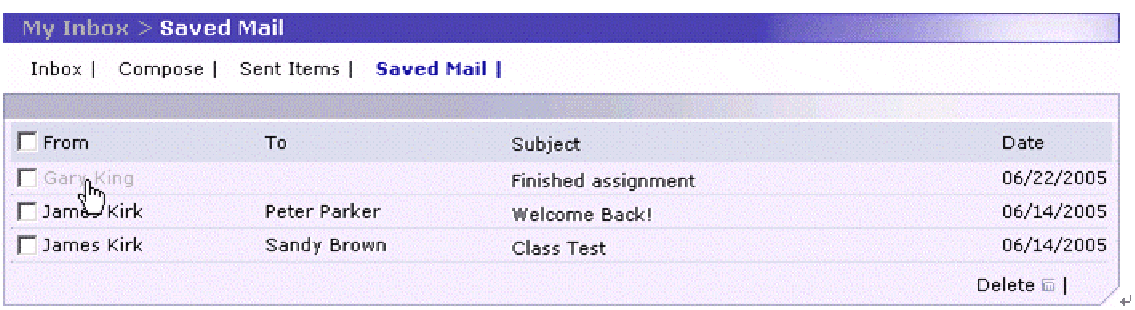
You have learned that messages from the Inbox and *Sent Items* folder can be saved to the *Saved Mail* folder.

To view the Saved Mail folder:

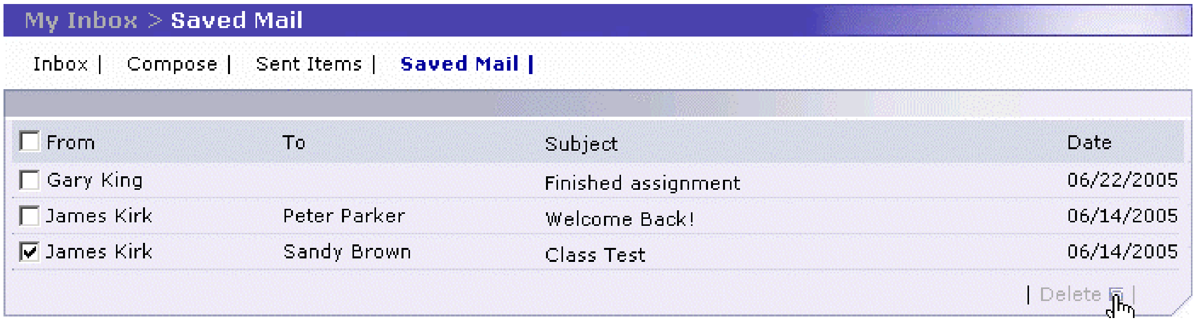
1. Click Saved Mail. All saved messages are displayed.



2. To open a message, click either the name of the sender, the subject or the date of the message.



4. To delete a message, select the message to delete and click Delete.

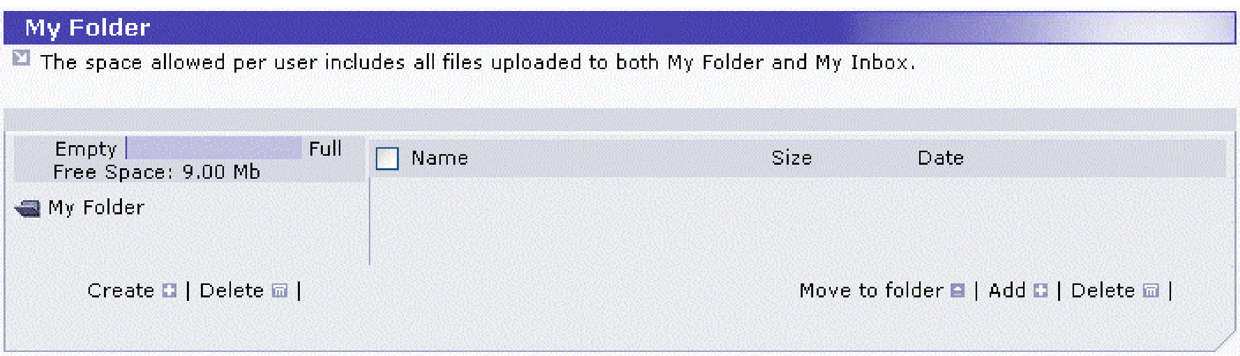


My Folder

My Folder is your personal space on the LearnMate server where you can store your own files. ***My Folder*** enables you to upload work files (e.g., robotic programs, NC files, ladder diagrams, Word files) for use from any PC which has access to the LearnMate server. The space available to each user is defined by an administrator.

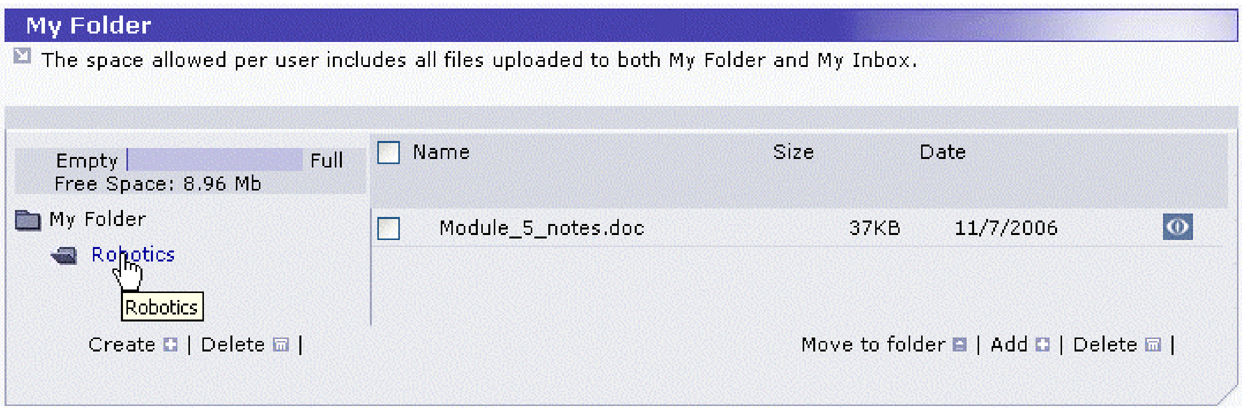
Opening My Folder

1. Click My Folder in the ***Main Menu***. The ***My Folder*** page is displayed.



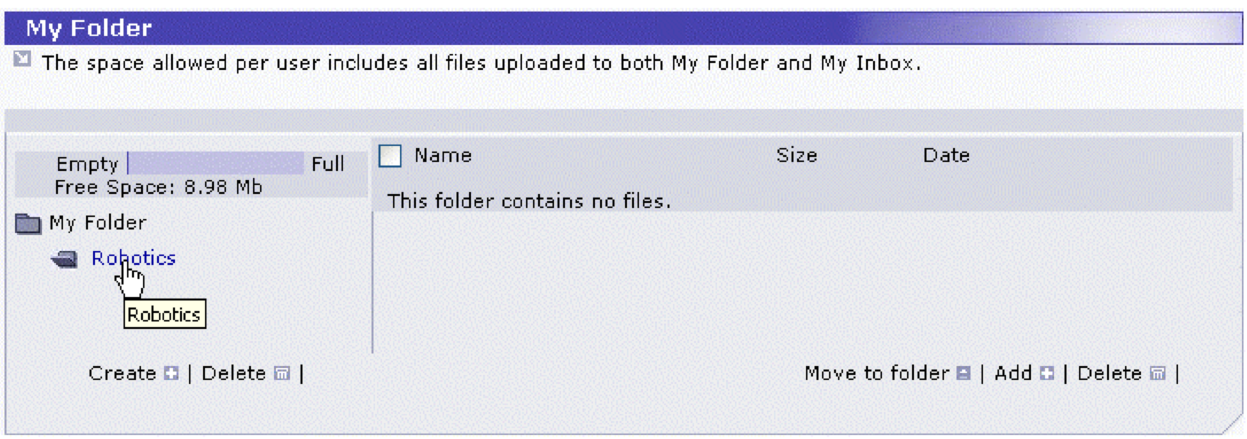
By default, ***My Folder*** opens to the main folder (or directory), called ***My Folder***. ***My Folder*** contains a subfolder for each module and assignment that you are enrolled in. The contents of the open directory in ***My Folder*** are displayed in the right panel.

2. To view the contents of a subfolder, simply click on the subfolder of interest.

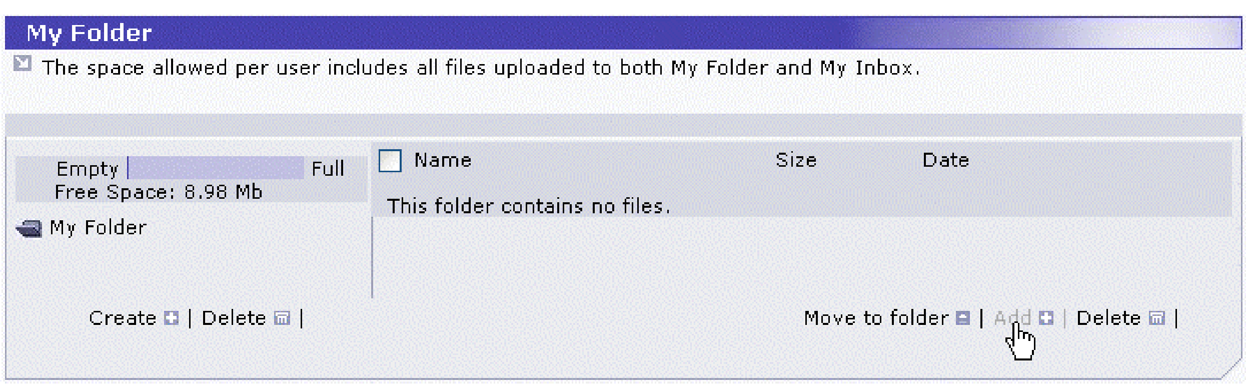


Adding a File to My Folder

1. Click ***My Folder*** in the ***Main Menu***.
2. If you do not want to save the file in the default folder, select the subfolder to which you wish to save the file.

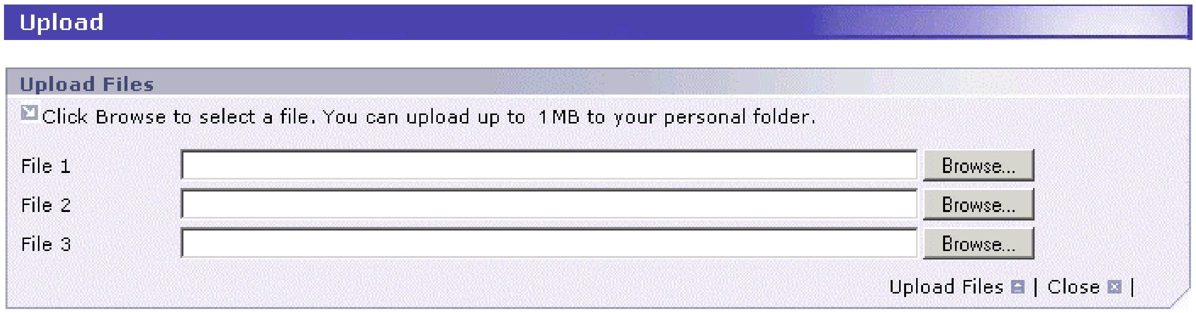


3. Click Add.

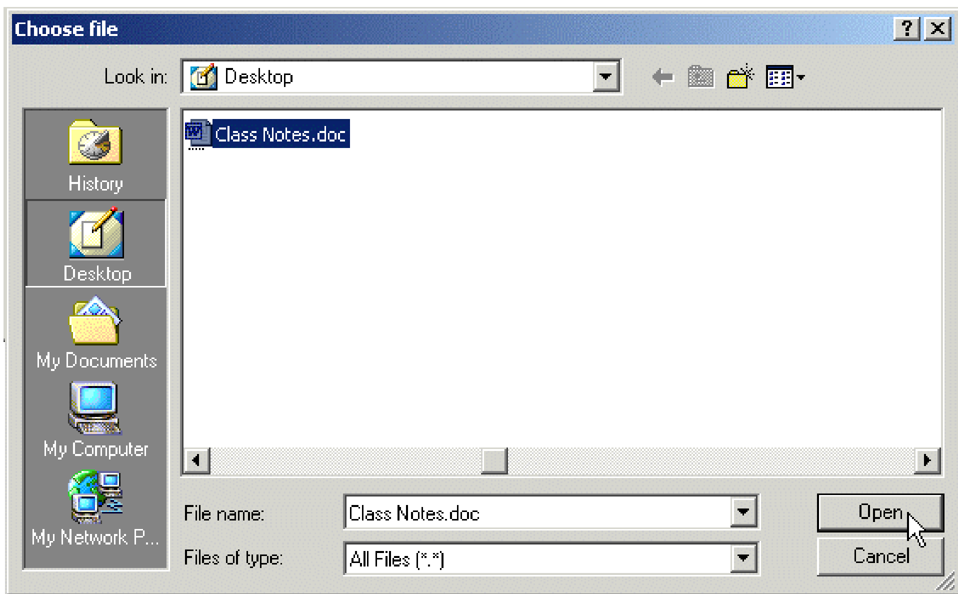


The ***Upload*** pop-up window is displayed. Up to three files can be uploaded at once.

4. Next to the *File 1* field, click Browse. The ***Choose file dialog box*** is displayed.



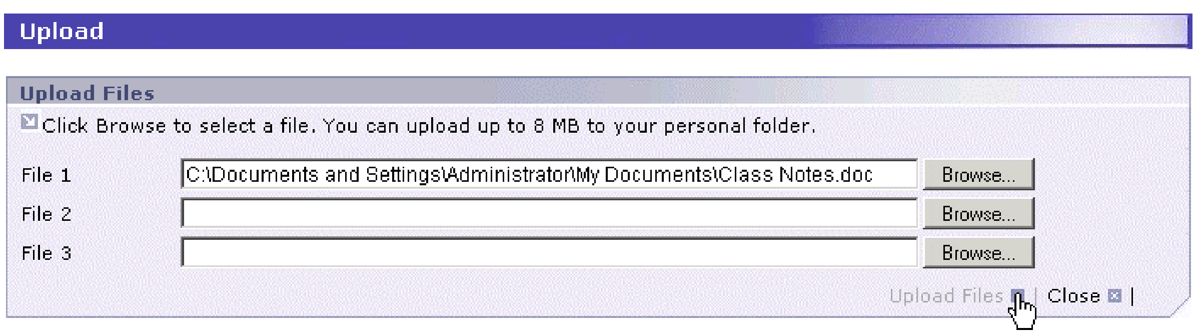
5. Select the file to upload from your hard disk or network drive and click Open.



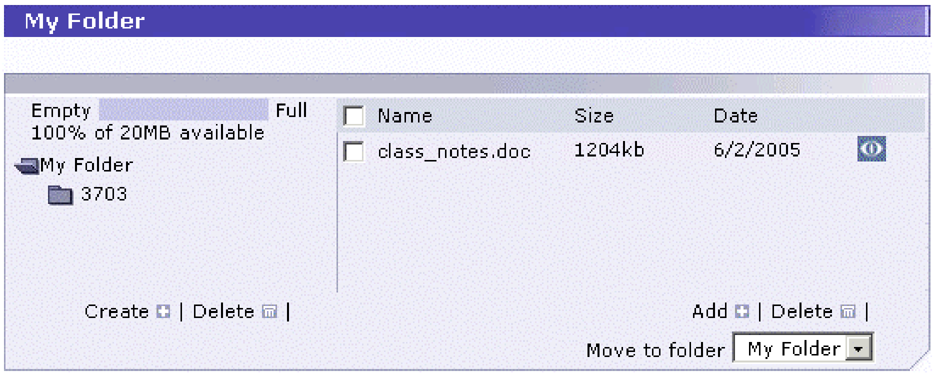
The file name and location is now displayed in the *File 1* field.

6. Repeat the process for Files 2 and 3, if required.

7. Click Upload Files.



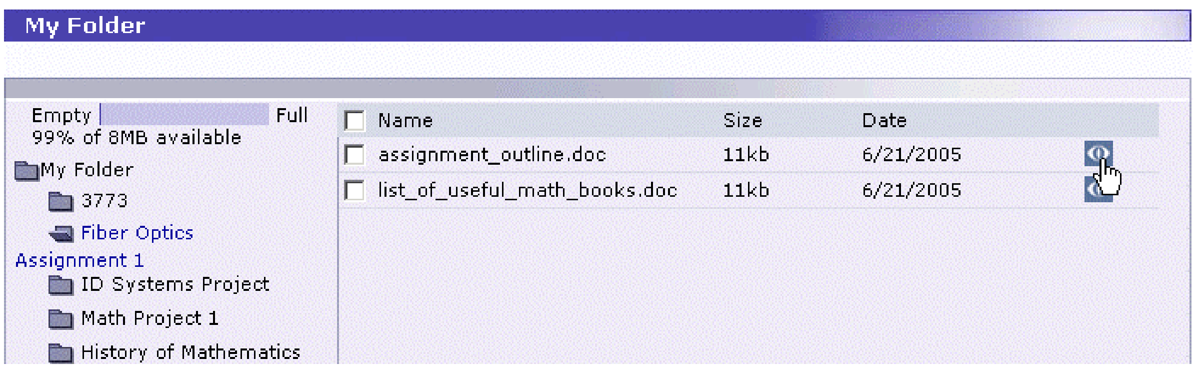
The files are uploaded and the ***Upload*** pop-up window is closed. The file you uploaded is now listed in the right panel of the ***My Folder*** page.



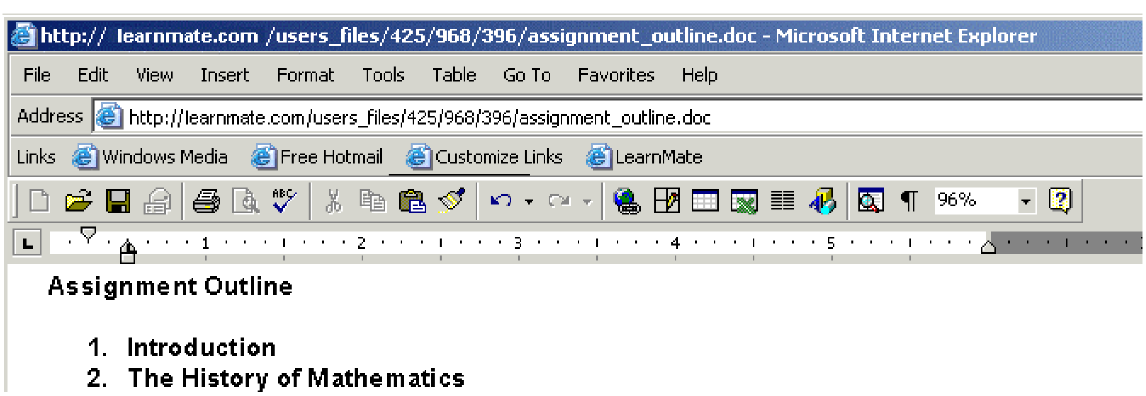
Viewing a File in My Folder

To open a file from ***My Folder***:

1. In the ***My Folder*** page, click the View File icon to view the file.



The file is opened by the relevant application in a separate browser window. For example, if the file is a Word file, the file will be displayed in Word, within a web browser window, as shown.



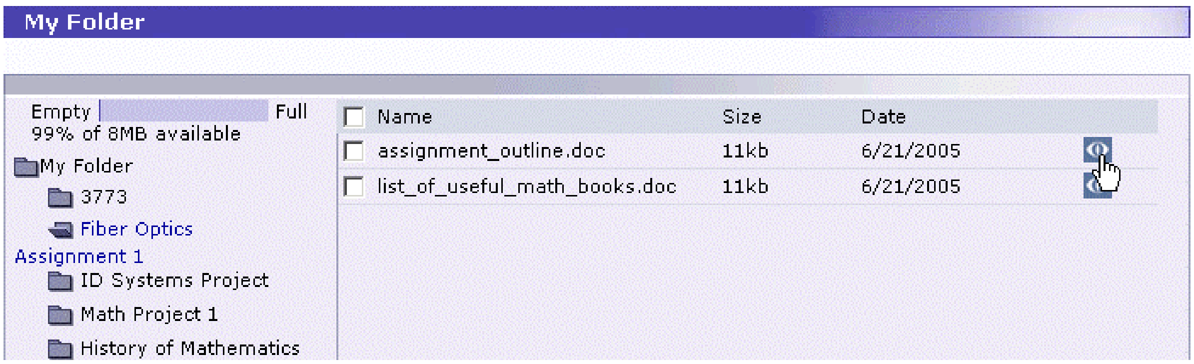
Note: In order to view a file from ***My Folder***, the software program required to view that file type (e.g., Microsoft Word for DOC files, Microsoft Excel for XLS files, Adobe Reader for PDF files) must be installed on your PC.

Downloading a File from My Folder

In some instances, you may wish to upload a file at school or work that you wish to work on at home, or vice versa. This requires you to upload the file from one location, and then download it onto another PC.

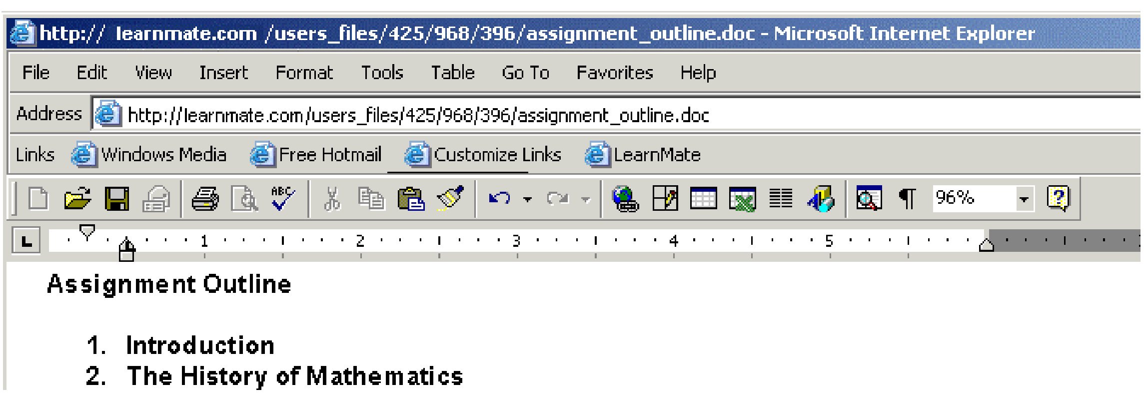
To download a file from ***My Folder*** to your computer.

1. In the ***My Folder*** page, click the View File icon to view the file.



The file is opened by the relevant application in a separate browser window.

Note: In order to view a file from ***My Folder***, the software program required to view that file type (e.g., Microsoft Word for DOC files, Microsoft Excel for XLS files, Adobe Reader for PDF files) must be installed on your PC. For example, if the file is a Word file, the file will be displayed in Word, within a web browser window, as shown.



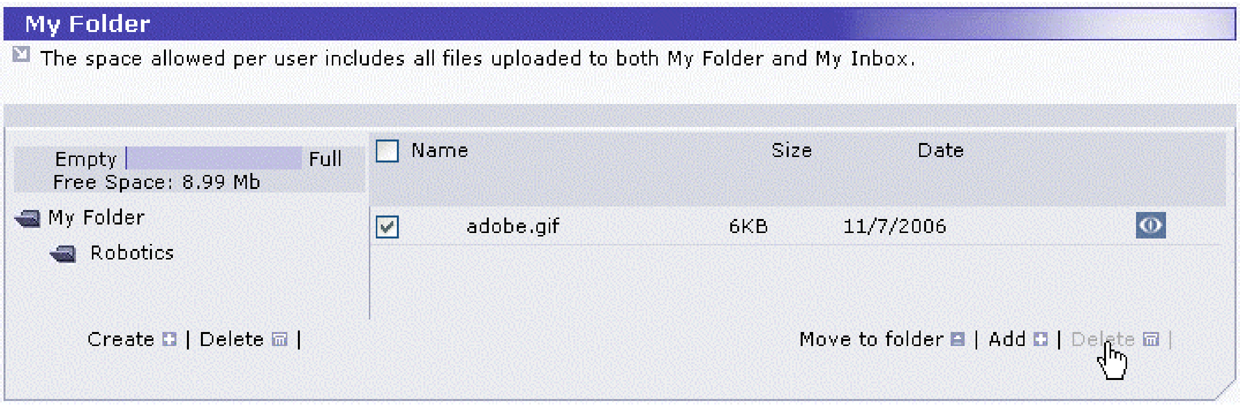
2. Click File in the ***Main Menu*** of the application.
3. Select Save As from the drop-down menu. The ***Save As*** dialog box is displayed.
4. Locate the folder on your hard drive where you would like to save the file, from the *Save in* drop-down menu.
5. Enter the name you would like to save the file under in the *File Name* field.

6. Click Save. The file is saved to your computer.

Deleting a File from My Folder

To delete a file from ***My Folder***:

1. In the ***My Folder*** page, click the folder/subfolder from which you wish to delete files.
2. Select the checkbox next to the file(s) to be deleted.
3. Click Delete.



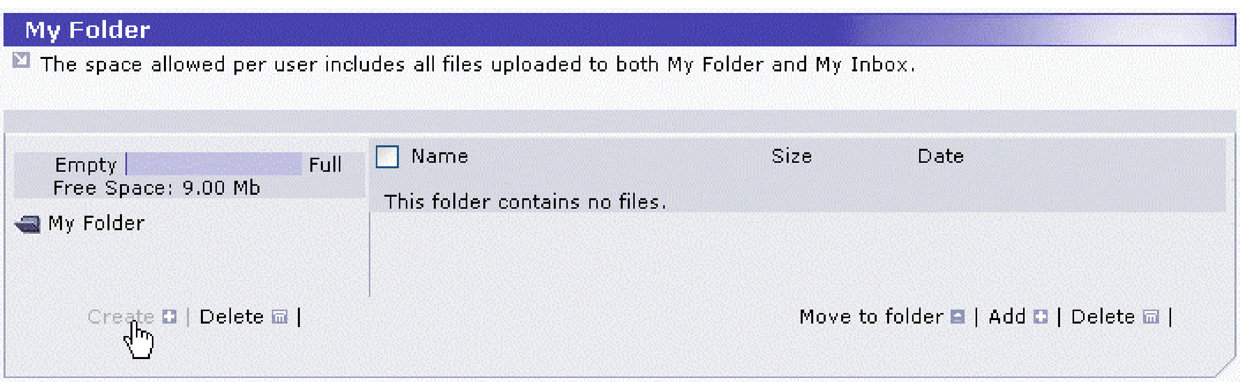
4. Confirm the deletion of the file in the dialog box that opens. The file is deleted.

Creating a New Subfolder

LearnMate allows you to create subfolders within ***My Folder***. This hierarchy can only extend to one level below the original folder, and it is not possible to create sub-subfolders.

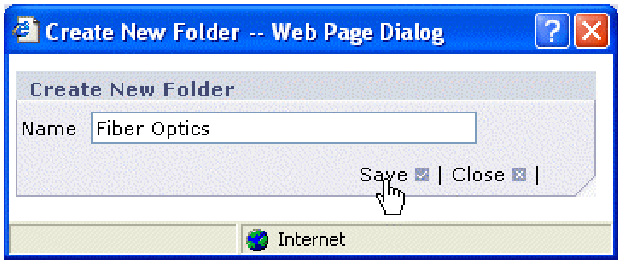
To create a new subfolder in ***My Folder***:

1. Click Create at the bottom of the left panel of the page.

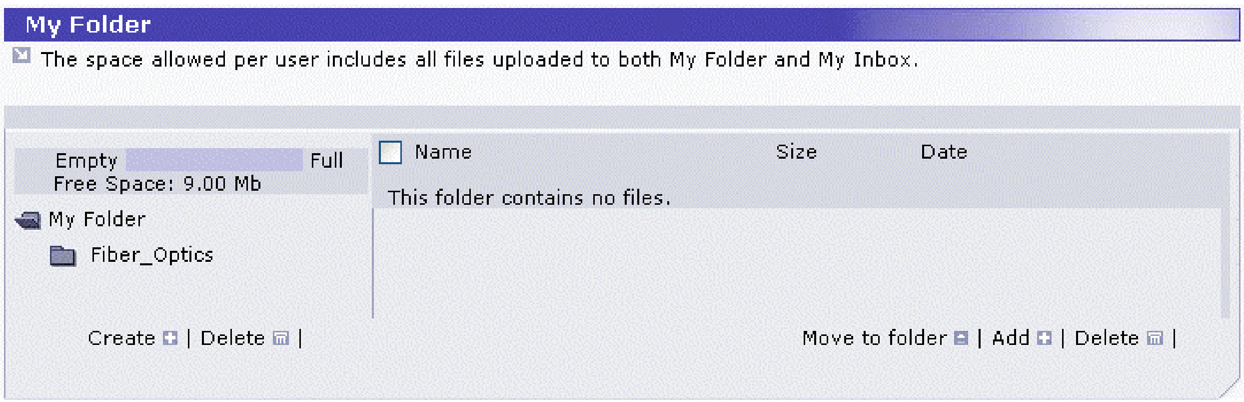


The ***Create New Folder*** pop-up dialog box is displayed.

2. Enter the name of the new folder you wish to create.



3. Click Save. The new folder is displayed on the ***My Folder*** page.

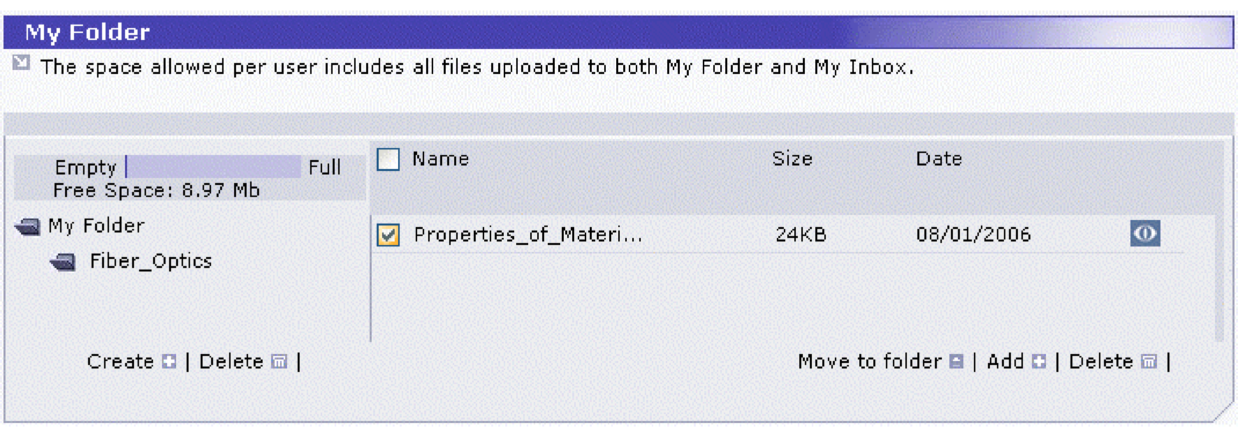


Note: If you are enrolled or teaching any classes that have assignments in them, a subfolder is automatically added to My Folder containing all of the User and Reference files required for that assignment.

Moving a File to a Different Folder

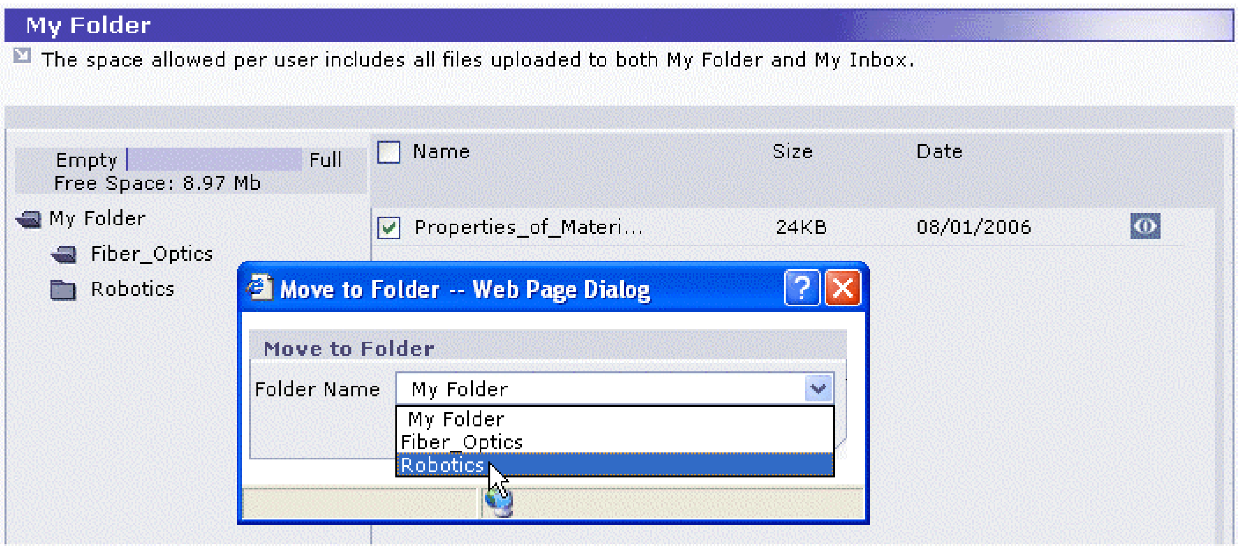
LearnMate allows you to move files from folder to folder within ***My Folder***:

1. In the ***My Folder*** page, select the checkbox next to the file to be moved.

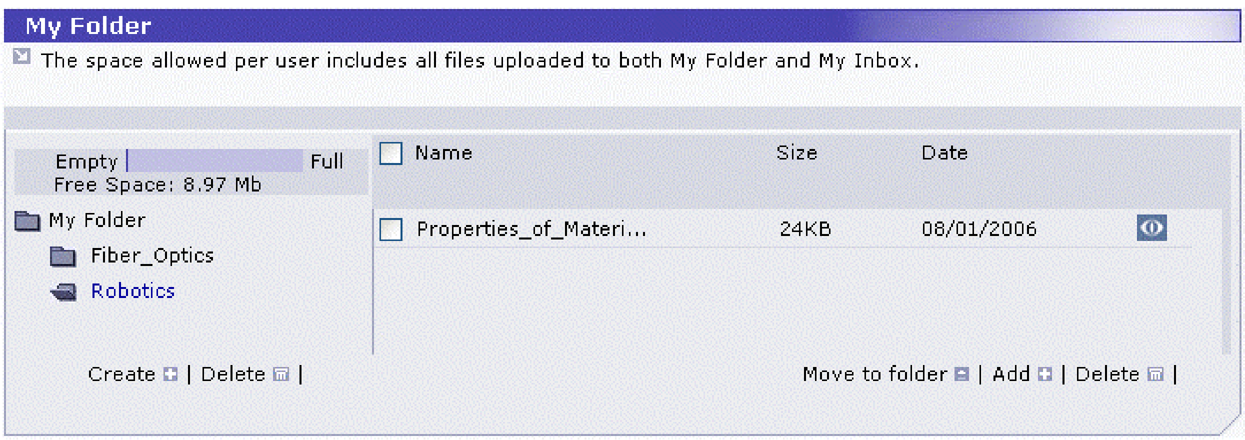


2. Click Move to folder. The ***Move to Folder*** dialog box is displayed.

3. Select the folder to which to move the file from the *Folder Name* drop-down menu.



4. Click Save. After confirming the action, the file is moved to the selected folder.

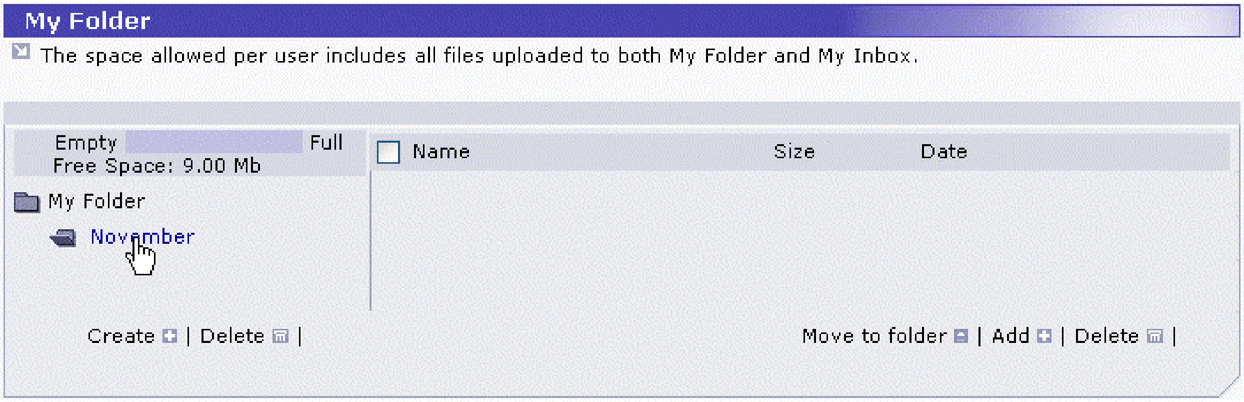


Deleting a Subfolder

Folders can only be deleted if they are empty. If a folder is not empty, LearnMate will tell you that the folder cannot be deleted.

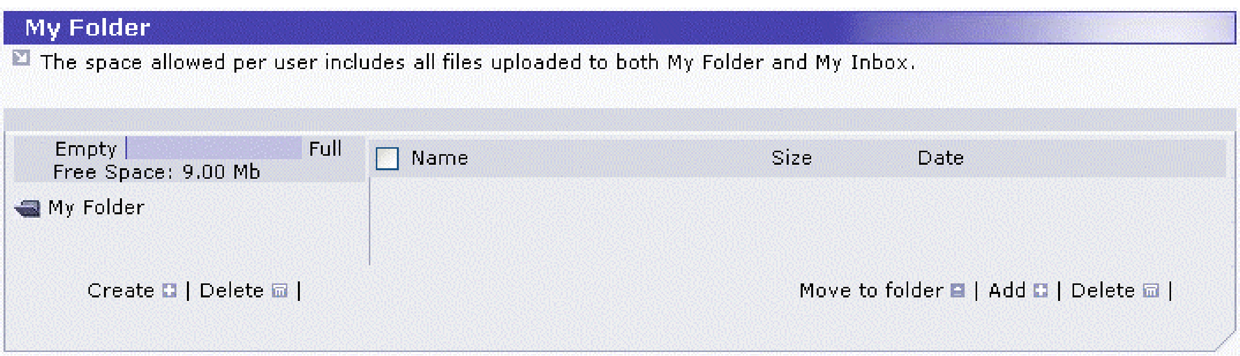
To delete an empty folder:

1. Click the folder to be deleted.



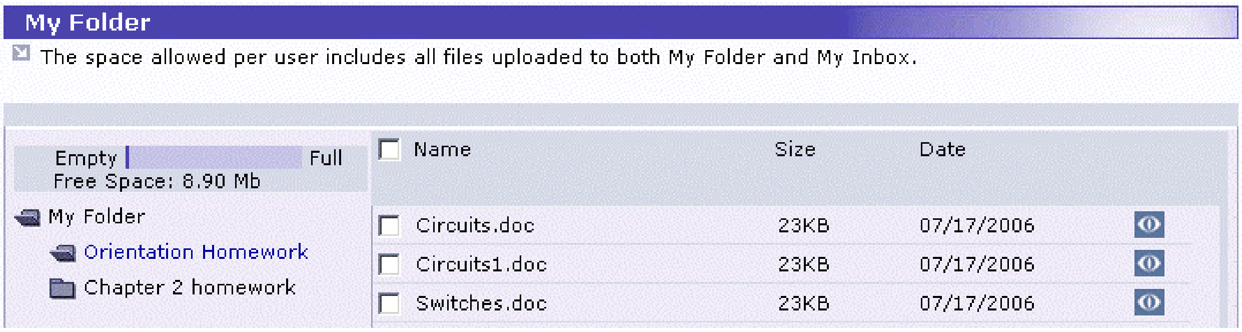
2. Click Delete. You will be asked to confirm your decision to delete the folder.

3. Click OK. The folder is deleted.



Assignments and My Folder

Assignment files uploaded by students and instructors are stored within My Folder (see Assignments on page 107). When a user uploads his or her first file for an assignment, a new folder is created (with the same name as the Assignment), and the file is saved there, as are all subsequent files uploaded for that Assignment. Assignment files count towards one's allocated space on the server.



My Profile

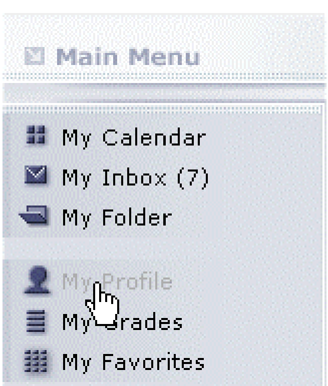
My Profile is one of the options available from the ***Main Menu*** panel at the left of the page. ***My Profile*** contains all your personal details and contact information, and provides tools that enable you to edit your personal details, and change your system password.

You will now use the *Edit* tool in the ***My Profile*** page to update the details that you entered when you registered (or were registered) with the system.

Modifying My Profile and Changing your Password

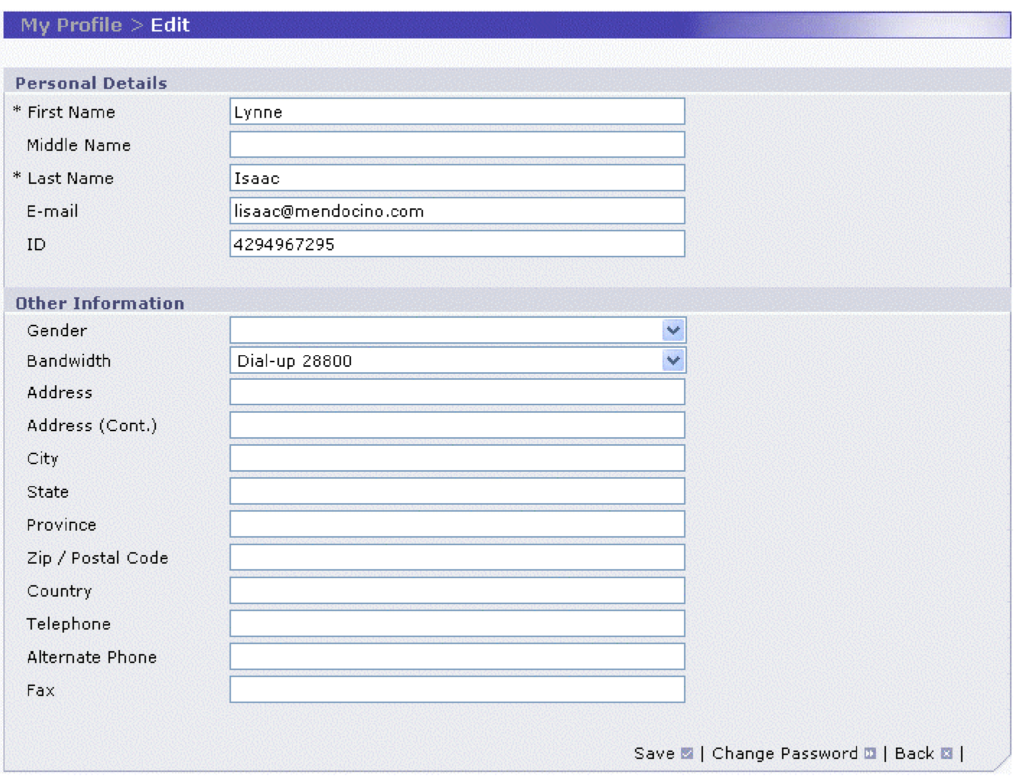
The LearnMate system allows you to edit all information about yourself in ***My Profile*** except your username, which cannot be changed at all, and your picture, which can only be changed by an instructor.

1. Click My Profile in the ***Main Menu*.**



The ***My Profile*** page is displayed, showing your personal details.

2. Click Edit. Your ***My Profile*** page is refreshed to display text fields for each of the entries.



3. Enter or update your personal details.

   Note: Fields indicated with an asterisk (*) are mandatory and must be completed.

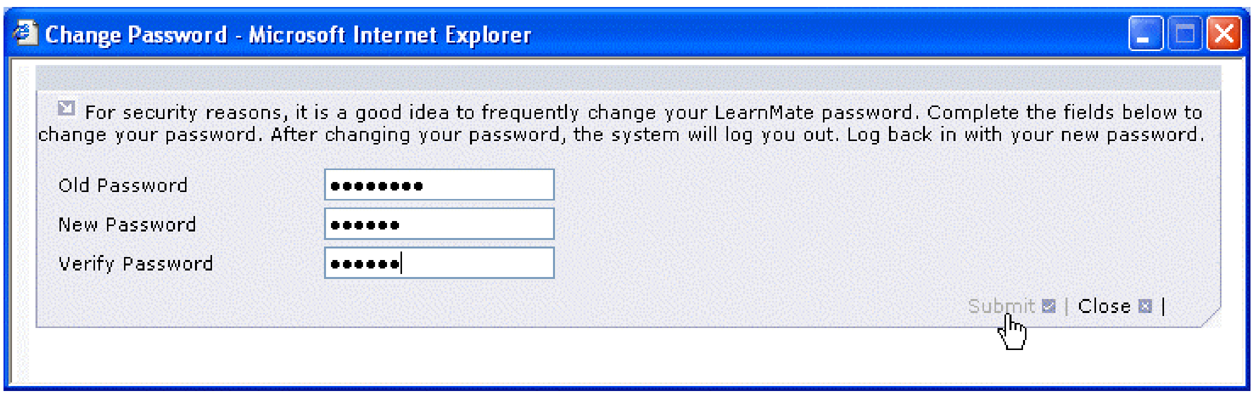
4. When you have finished modifying the information, click Save.

   Note: Click Back to exit without saving your changes.

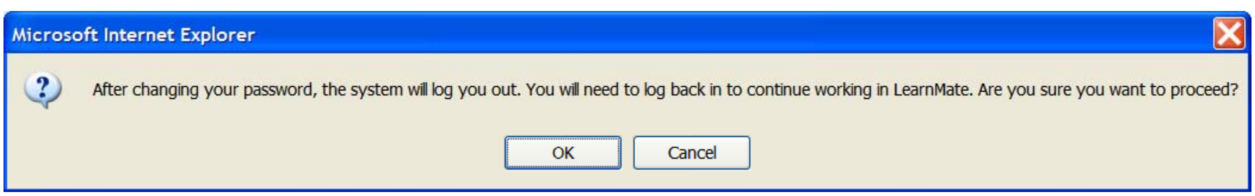
5. To change your password, click Change Password.

   Note: This option may not be available for all students. Administrators have the option of disabling this option for their organizations. In this case, the password can only be changed by an administrator.

   In a new pop-up window, you will be prompted to enter your old password, and then your new password, which must be entered twice for confirmation purposes.



6. After entering your new password, click Submit. The following message is displayed, indicating that you will now be logged out of the system and you must now log in with your new password.



7. Click OK to submit the password change or Cancel to return to the ***Edit Profile*** page.

   If you clicked OK, you will receive a "Your password has changed." confirmation and the ***LearnMate Login*** page is displayed.

   If you clicked Cancel, you are returned to the ***Edit Profile*** page.

My Grades

My Grades is one of the options available from the ***Main Menu***. ***My Grades*** enables you to track your progress through your enrolled classes and related grading activities. The grades that you have received for each class that is in progress, or that you have completed, are displayed.

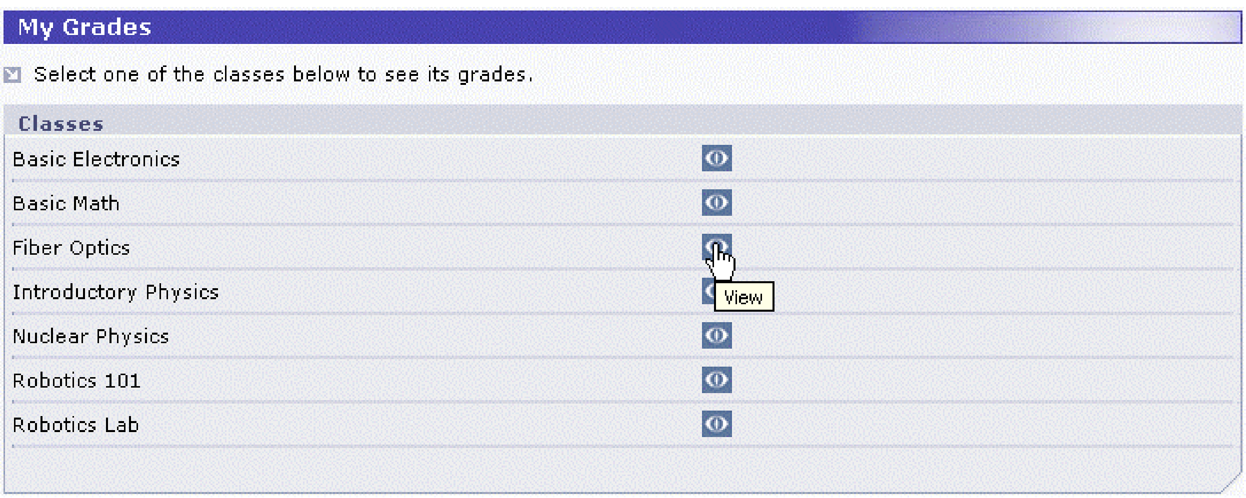
My Grades displays grades for different aspects of the learning experience, such as module grades, class tests, assignments, additional grades (e.g., homework, participation, projects), as well as a final grade. Most of these grades are automatically imported into the gradebook by the system, but some can also be modified manually.

Until you have begun to actively study in LearnMate and have proceeded through a grading activity, your ***My Grades*** page will be empty.

Note: ***My Grades*** is only active for LearnMate students. This menu option is disabled for instructors, who can instead access grades for the classes they are leading through other options mentioned later in this manual.

Viewing My Grades

1. Select ***My Grades*** from the ***Main Menu***. The ***My Grades*** page is displayed, showing a list of the classes in which you are enrolled.
2. Click the View icon next to the class for which you wish to view your grades.



The ***Grades*** page for that class is displayed. The ***Grades*** page lists the grades received for all modules, class tests, assignments and additional grades. Class tests and module tests are listed with their relevant details. For example, in the graphic below, the grades a student obtained for a class test called **Math Test Basic** are shown.

The following points can be seen:

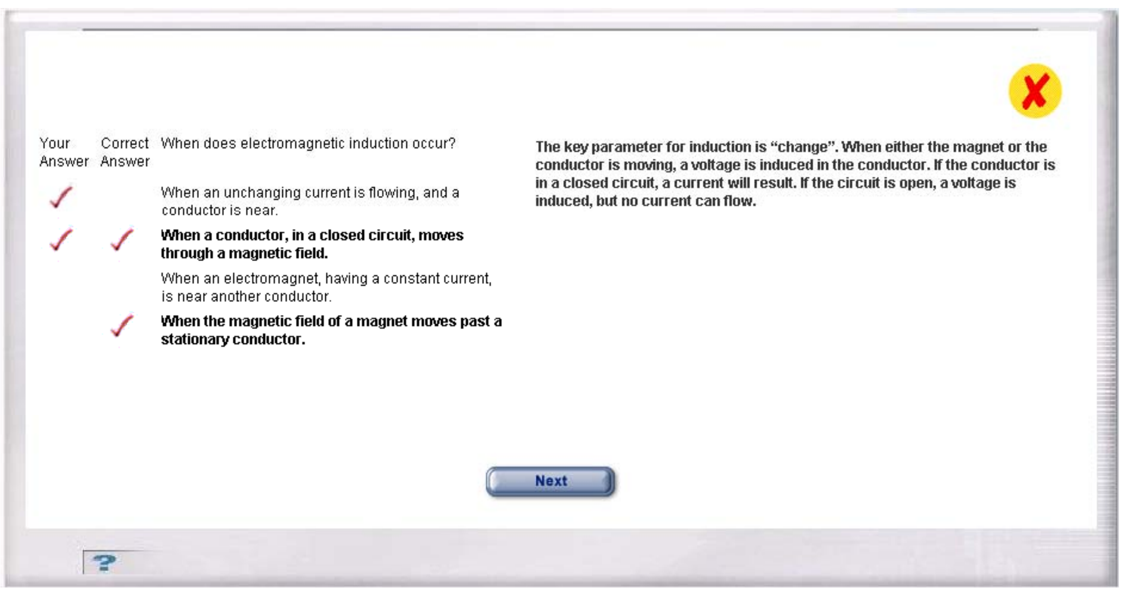
- The test was taken twice. On his first try, the student scored 0. On the second try, the student scored 100.
- The final grade was 100, as the instructor specified that only the best score would count.
- The weighting of this test in the calculation of the final class grade is 20%.

Class Tests Grades

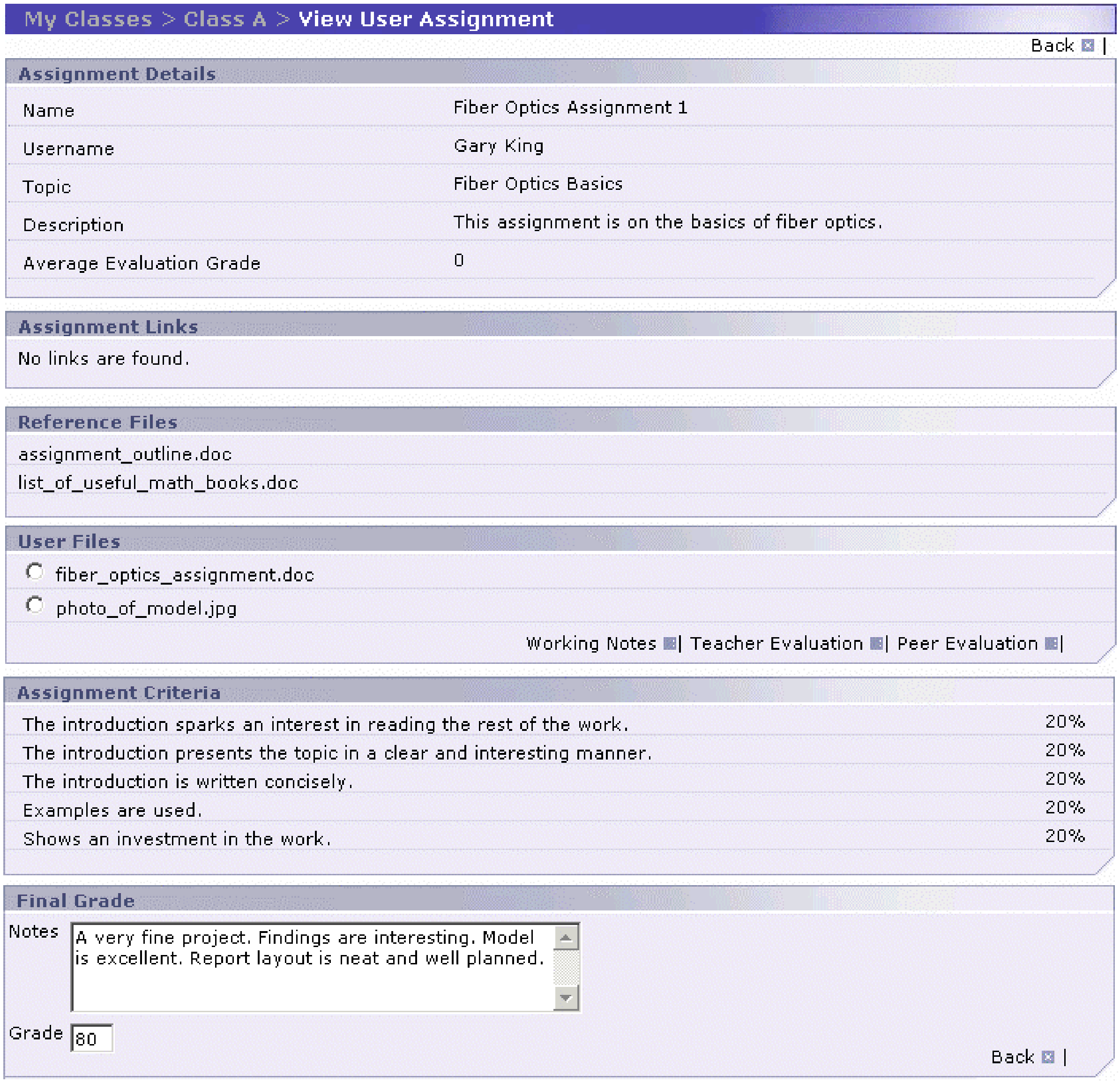
Name	Grade	Date	Weight	
Math Test Basic	100.00 (Best)		20 %	
Math Test Basic (1)	0	06/14/2005		
Math Test Basic (2)	100	06/14/2005		

Note the following:

- Clicking the View icon next to a test opens a preview page, which cycles through all the test questions, showing the question, your answer, the correct answer and feedback.



- Clicking the View icon next to an assignment opens the ***View User Assignment*** page.



My Favorites

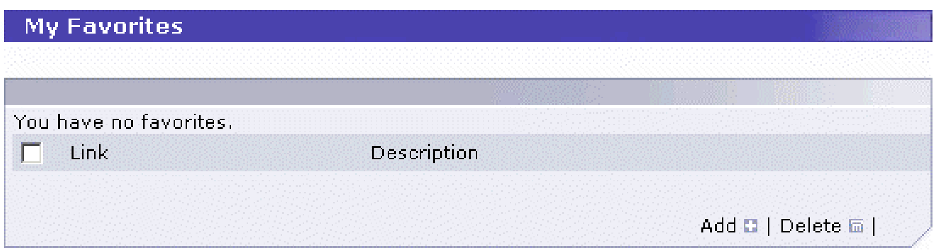
My Favorites is one of the options available from the ***My Desktop*** menu. ***My Favorites*** enables you to add links to sites on the Web that interest you. These links are available for your use only, as opposed to system links that are available to all users.

My Favorites is similar to the Favorites available to you in Internet Explorer. The advantage, however, of LearnMate ***My Favorites*** is their portability. Anywhere that you have access to LearnMate, you will have access to your favorite links, as opposed to Internet Explorer favorites that are only available from the PC on which they were saved.

Adding Links to My Favorites

You will now add a link to your LearnMate ***My Favorites***.

1. Select My Favorites from the ***Main Menu***. As no links have been defined yet, this page is empty.



2. Click Add. The ***Add New Favorite*** page is displayed.
3. Enter a name for the link in the *Name* text field.
4. Enter the URL (address of the site on the World Wide Web) in the *URL* text field.
5. Enter a description of the link in the *Description* field.
6. Click Save.

Your link is added to your ***My Favorites*** page, and is now displayed.

7. Click on the name of the link to open that Web page in a new browser window.

By opening the link in a new window, you can browse the linked site without interrupting the learning experience. When you have finished, you can close the browser window and return to your original place in LearnMate.

Modifying Links in My Favorites

To edit a favorite that you added:

1. Select My Favorites from the ***Main Menu***. All links that you have defined are displayed.

2. Click the Edit icon  next to the link you wish to modify. The ***Edit*** page is displayed, with the same text fields as the ***Add New Favorite*** page.

3. Make the necessary changes and click Save.

4. To return to the ***My Favorites*** page without saving, click Back.

Deleting Links from My Favorites

To delete a link from ***My Favorites***:

1. Select ***My Favorites*** from the ***Main Menu***. All links that you have defined are displayed.
2. Select the checkbox next to the link(s) that you want to delete. You can select multiple links for deletion by selecting multiple checkboxes.

   Note: Clicking the *Select All* checkbox in the upper left-hand corner of the header (to the left of the *Link* column head) selects all checkboxes in the list; alternatively de-selecting this checkbox de-selects all checkboxes in the list. This method can be used with all lists in LearnMate.

3. Click Delete. The selected link(s) is deleted.

Customer Support

In the middle of the ***Main Menu*** are the mail address and the telephone number of your LearnMate Customer Support.

Mail

You can use the LearnMate system to send mail to Customer Support. This mail does not go through the internal LearnMate system, but out through the regular Internet.

In the ***Main Menu***, click on the mail address provided. This opens a new mail message using your own regular mail server. Compose and send your message the way you would compose any ordinary mail outside of the LearnMate environment.

Review

In this chapter, you learned how to use the following features, accessible from the ***Main Menu***:

- LearnMate Navigation
- My Calendar
- My Inbox
- My Folder
- My Profile
- My Grades
- My Favorites

Ask Yourself

- Can you maintain a list of favorite URLs in ***My Favorites***?
- Can you add, remove, send and accept or decline events from ***My Calendar***?
- Can you use the ***Inbox*** function to communicate effectively with other LearnMate users?
- Can you view your grades?
- Can you manage files in ***My Folder***?
- Can you change information in your profile?
- Do you know how to contact your Organization Administrator?

4

My Desktop

Review of Previous Chapter

In the previous chapter, you learned about the options listed in the ***Main Menu*** panel at the left hand side of the ***My Desktop*** page. You will now be introduced to the main area of this page.

In the previous chapters, you registered with LearnMate, and logged into the system for the first time. You saw that the ***Navigation Menu*** at the top of the page and the ***Main Menu*** at the side enable you to navigate the LearnMate environment.

After learning how to navigate through LearnMate, you began exploring ***My Desktop***, one of the options from the ***Navigation Menu***. You then reviewed the various options available from the ***Main Menu***, which is located on the left side of every LearnMate page.

You saw that:

- ***My Profile*** enables you to view and modify your personal details, and change your system password.
- ***My Grades*** enables you to view your scores for LearnMate modules, assignments, tests and other graded activities.
- ***My Favorites*** allows you to manage a list of your favorite websites from any location with access to your LearnMate server.
- ***My Calendar*** allows you to schedule appointments, and to invite others to events.
- ***My Inbox*** allows you to send messages to, and receive messages from, other users.
- ***My Folder*** allows you to save files in a personal folder on the LearnMate server, and to access them at any time.

Objectives

In this chapter, we will explore the following topics:

- **The Header Section:** Provides basic information about the class, including the instructor name and the schedule. See **Header Panel** on page 68.
- **Modules:** Lists and provides access to the class modules, and provides access to module resource files. See **Modules** on page 70.
- **Students:** Lists the class students, and enables you to send messages and event invitations to other students. See **Students** on page 77.

- **Chats** and Chat Management. See **Chats** on page 82.
- **Forums** and Forums Management. See **Forums** on page 91.
- **Class Tests:** Lists and provides access to the class tests that have been set. See **Class Tests** on page 102.
- **Assignments:** Lists and provides access to class assignments. See **Assignments** on page 107.
- **Class Resources:** Lists and provides access to class resource files.

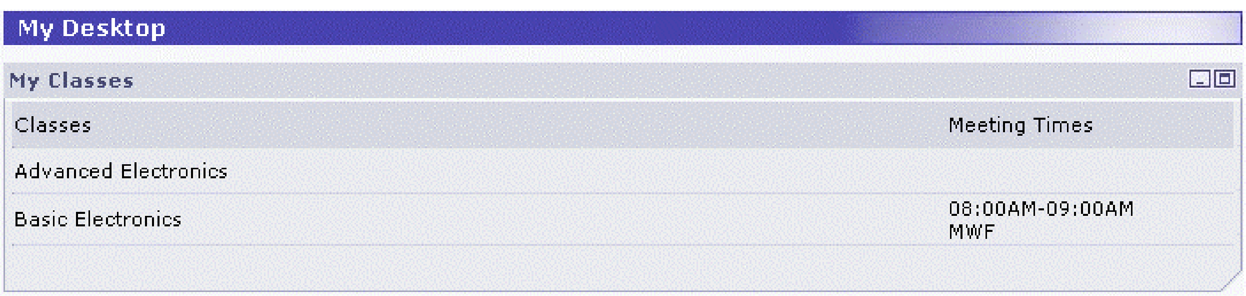
My Desktop

My Desktop is the main viewing area of the LearnMate environment. It is found to the right of the ***Main Menu*** and below the ***Navigation Menu***. Unlike the ***Main Menu*** and ***Navigation Menu***, which are permanent, this area changes depending on the activity you are currently working on.

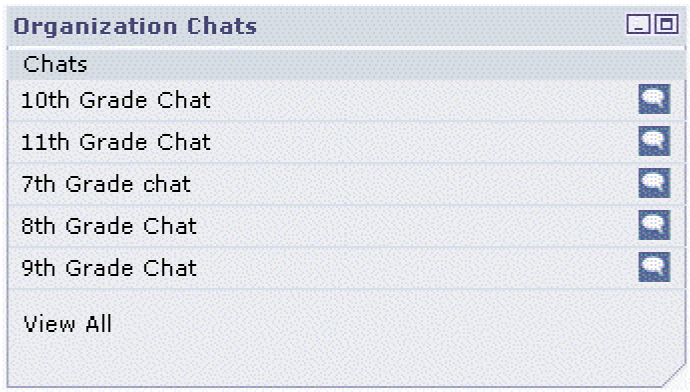
My Desktop is your personal learning organizer and the first page accessed upon successful login. You can return to this page at any time by clicking on the ***My Desktop*** tab in the ***Navigation Menu***.

The ***My Desktop*** page consists of the following four panels:

- **My Classes:** This panel lists all the classes in which the student is enrolled or alternately, the instructor is teaching, depending upon the role of the user. Clicking on a class takes you to the ***Class Main Page*** for that class. See **The Class Main Page** on page 64.

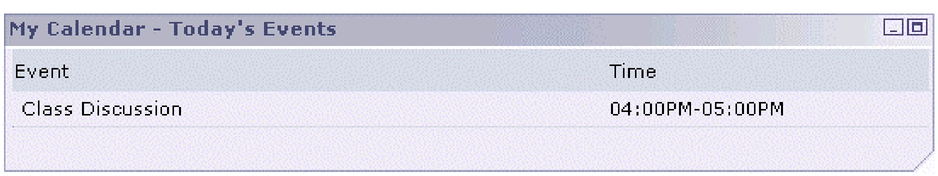


- **Organization Chats:** Lists the chats that have been established for your organization. Organization Chats enable students and instructors from various classes to convene in one chat that is not dedicated to any particular class. This feature is particularly useful in providing a collaborative environment for all teachers in an organization, or students who participate in various extracurricular activities (e.g., FIRST, SkillsUSA). Organization Chats work the same way Class Chats work. To learn how to use chats, see **Chats** on page 82.



- **Organization Forums:** Lists the forums that have been established for your organization. Organization Forums enable students and instructors from all classes within your organization to post and monitor a forum that is not dedicated to any particular class. Organization Forums work the same way Class Forums work. To learn how to use forums, see **Forums** on page 91.

- ***My Calendar* – Today's Events**: Lists events scheduled in your calendar for the current day. See **My Calendar** on page 23.



The Class Main Page

Introduction

All study in LearnMate is done in the framework of a class. A class can be defined as a group of students who are collectively managed by a single instructor, assigned the same or similar content (e.g., modules, assignments, tests), and are graded according to the same grading structure and requirements.

Each class in LearnMate is accessed from its dedicated ***Class Main Page***, which acts as the class "dashboard". This page contains all the necessary tools for users to manage and navigate their learning experience.

- For a student, the ***Class Main Page*** contains all the information and controls required to participate in the class.
- For an instructor, the ***Class Main Page*** contains all the information and control required to manage the class.

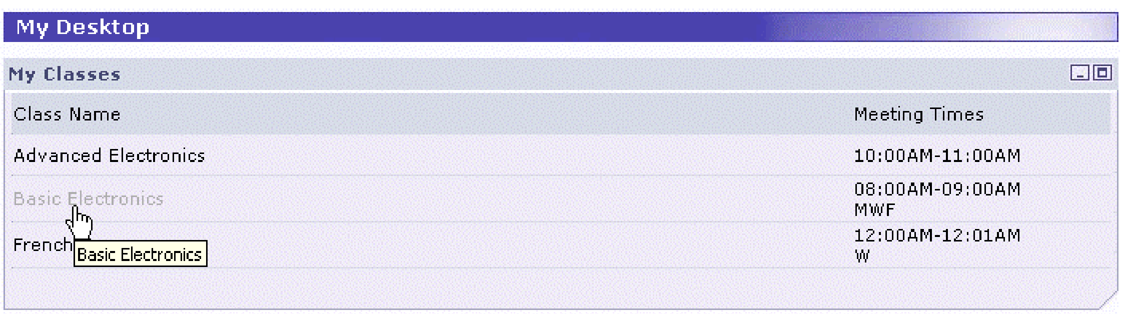
Important Note: The instructions in this chapter relate solely to student use of the Class Main page. More in-depth class management information for instructors can be found in the Class Management chapter, starting on page 253.

Viewing the Class Main Page

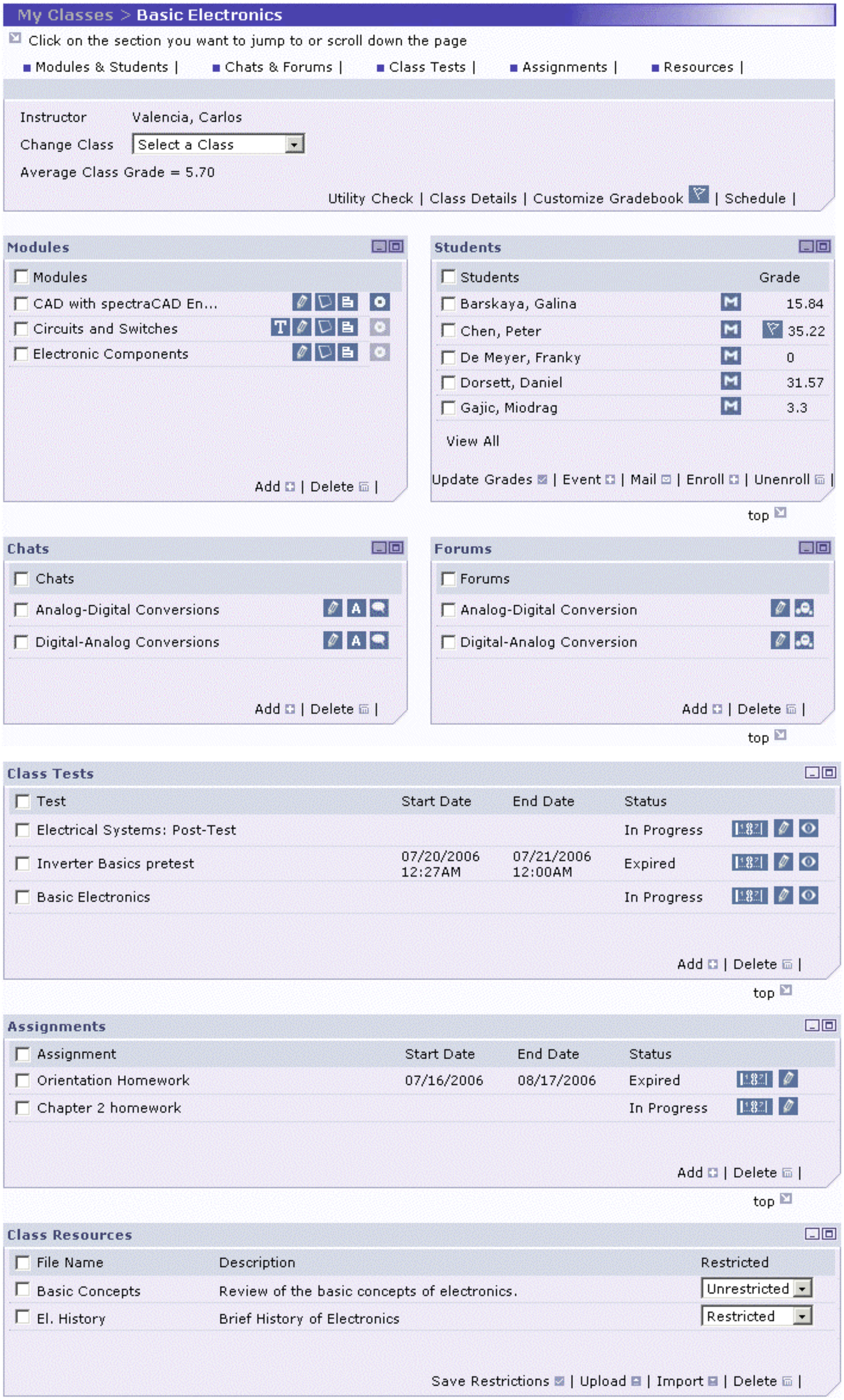
The ***Class Main Page*** for each class is accessible from ***My Desktop***.

To open the ***Class Main Page*** for a class:

1. Click My Desktop. A list of all classes that you are enrolled in (student user), or all the classes that you are instructing (instructor/administrator user), is displayed in the *My Classes* panel.
2. Click on the name of the class of interest.



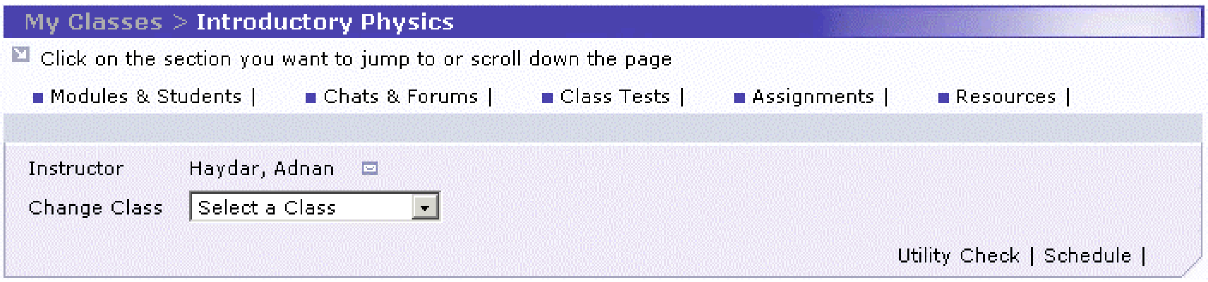
The ***Class Main Page*** for that class is displayed.


My Classes > Basic Electronics
Click on the section you want to jump to or scroll down the page
Modules & Students | Chats & Forums | Class Tests | Assignments | Resources |
Instructor Valencia, Carlos
Change Class Select a Class
Average Class Grade = 5.70
Utility Check | Class Details | Customize Gradebook | Schedule |
Modules
Modules
CAD with spectraCAD En...
Circuits and Switches
Electronic Components
Add | Delete |
Students
Students Grade
Barskaya, Galina 15.84
Chen, Peter 35.22
De Meyer, Franky 0
Dorsett, Daniel 31.57
Gajic, Miodrag 3.3
View All
Update Grades | Event | Mail | Enroll | Unenroll |
top
Chats
Chats
Analog-Digital Conversions
Digital-Analog Conversions
Add | Delete |
Forums
Forums
Analog-Digital Conversion
Digital-Analog Conversion
Add | Delete |
top
Class Tests
Test Start Date End Date Status
Electrical Systems: Post-Test In Progress
Inverter Basics pretest 07/20/2006 12:27AM 07/21/2006 12:00AM Expired
Basic Electronics In Progress
Add | Delete |
top
Assignments
Assignment Start Date End Date Status
Orientation Homework 07/16/2006 08/17/2006 Expired
Chapter 2 homework In Progress
Add | Delete |
top
Class Resources
File Name Description Restricted
Basic Concepts Review of the basic concepts of electronics. Unrestricted
El. History Brief History of Electronics Restricted
Save Restrictions | Upload | Import | Delete |

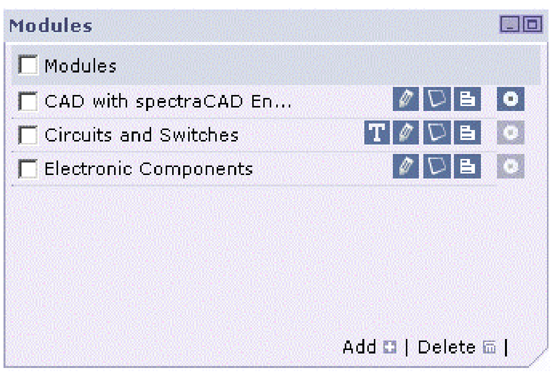
Page Layout

The ***Class Main Page*** consists of the following panels:

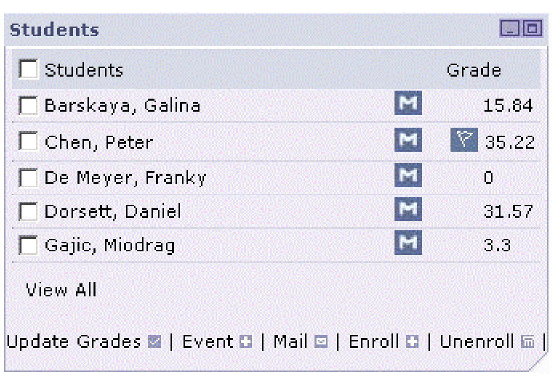
- **Header:** This panel lists the **Instructor.** It also provides access to your other classes, the **Utility Check**, the **Schedule** (for Laboratory classes) and a convenient link for sending mail to the instructor. See **Header Panel** on page 68.



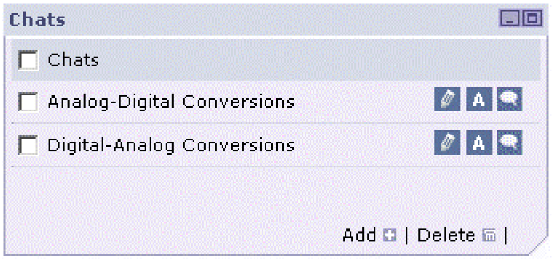
- **Modules:** This panel lists the modules that make up the class. From this panel, you can launch modules, define delivery options for both the module and its related quizzes and tests, view module resources and perform software checks. See **Modules** on page 70.



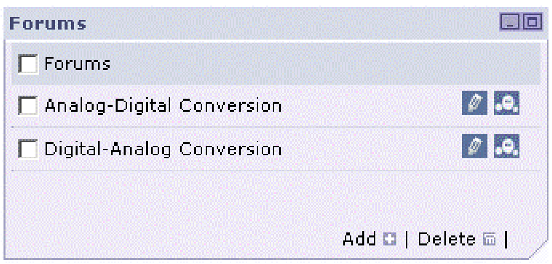
- **Students:** This panel lists all the students taking this class, and provides functionality for interacting with other class students through class events and the ***Inbox***. You can view student grades from this panel, as well as manage module enrollments on a per student basis. See **Students** on page 77.



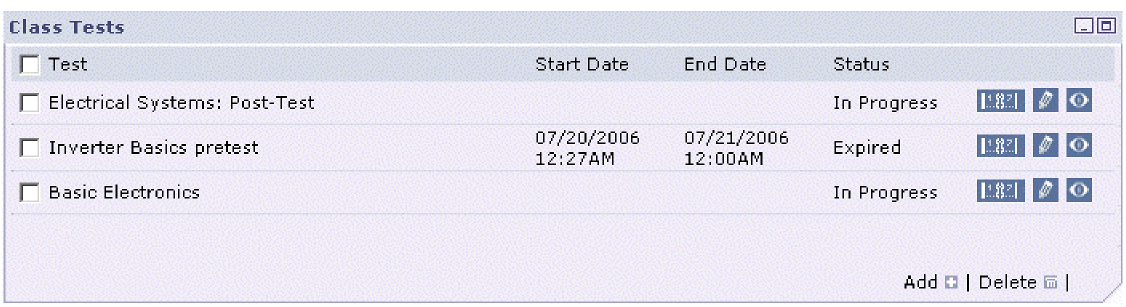
- **Chats:** This panel lists all the chats that are available to the class, enabling users to launch chats. Chat Managers can also archive and manage chats from this panel. See **Chats** on page 82.



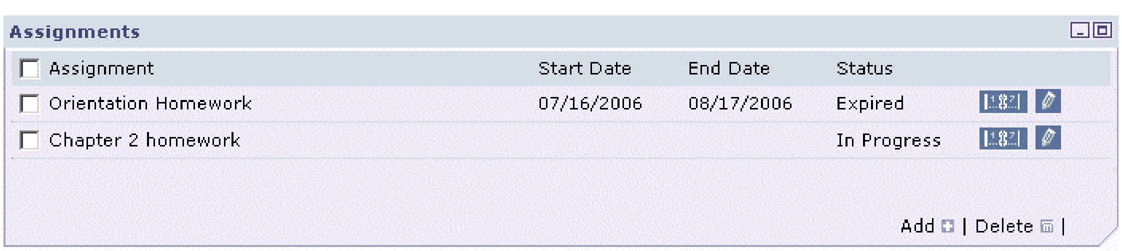
- **Forums:** This panel lists all the forums available to the class, enabling all users to participate in the existing class forums. Forum Managers can also create, manage and delete forums, as well as edit particular threads in the forum, from this panel. See **Forums** on page 91.



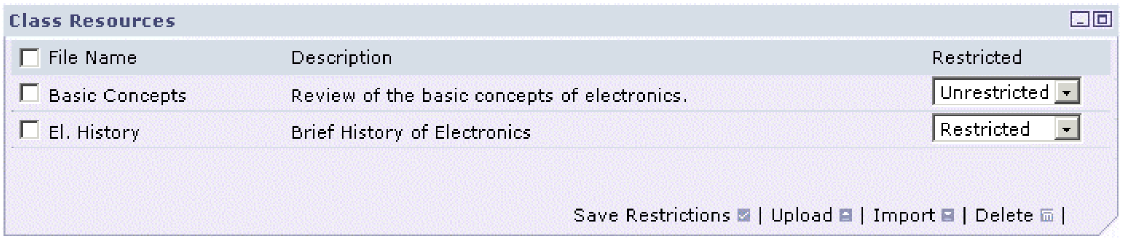
- **Class Tests:** This panel lists all the tests that have been scheduled for the class, including their current status for the logged-in user (In Progress, Expired, Completed). Students can launch tests that are currently "in progress". Instructors can define delivery options for those tests. See **Class Tests** on page 102.



- **Assignments:** This panel lists all the assignments that have been scheduled for the class, including their current status for you (In Progress, Expired, Completed). See **Assignments** on page 107.



- **Class Resources:** This panel lists all the class resource files that the instructor has uploaded for the class and made available. See **Class Resources** on page 124.



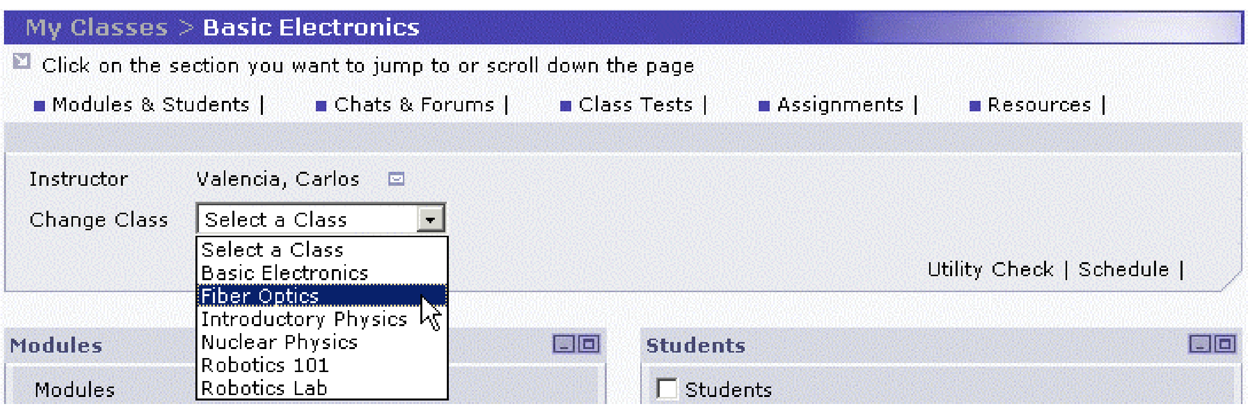
You will learn about each of these panels in more detail in the following sections.

Header Panel

The *Header* panel is the panel at the top of the page with no title in its top bar.

Viewing the Class Main Page of Another Class

The Change Class drop-down list includes all classes in which you are enrolled or teaching. To switch to the ***Class Main Page*** of another class in which you are enrolled, select the class of interest from the *Change Class* drop-down list.



The ***Class Main Page*** for that class is displayed.

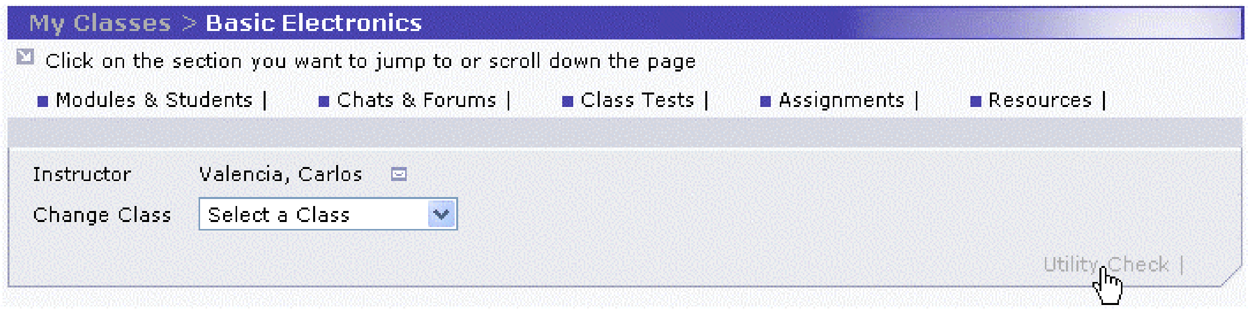
Contacting your Instructor

If you need to contact your instructor outside of class hours, you can use the LearnMate internal mail system. Click on the *Mail to Instructor* icon to the right of the instructor's name. This takes you directly to the ***Mail*** page. Follow the procedure given in **Composing a New Message** on page 32.

Performing a Utility Check

LearnMate requires three external programs – Macromedia Flash™, Acrobat Reader™, and Java™ Virtual Machine – to display various media types used by the system content. **Utility Check** enables you to check whether these programs are installed on your PC.

In the top panel of any ***Class Main Page***, click Utility Check.



Refer to **LearnMate Utility Check** on page 6 to review how this feature works. As you may remember, this feature is also available from the ***Login*** page.

Viewing a Schedule (Laboratory Classes Only)

LearnMate includes two types of classes – Laboratory and Virtual classes, where the primary difference between the two is that lab classes can include a rotational schedule. A rotational schedule indicates when each student will study each of the class modules.

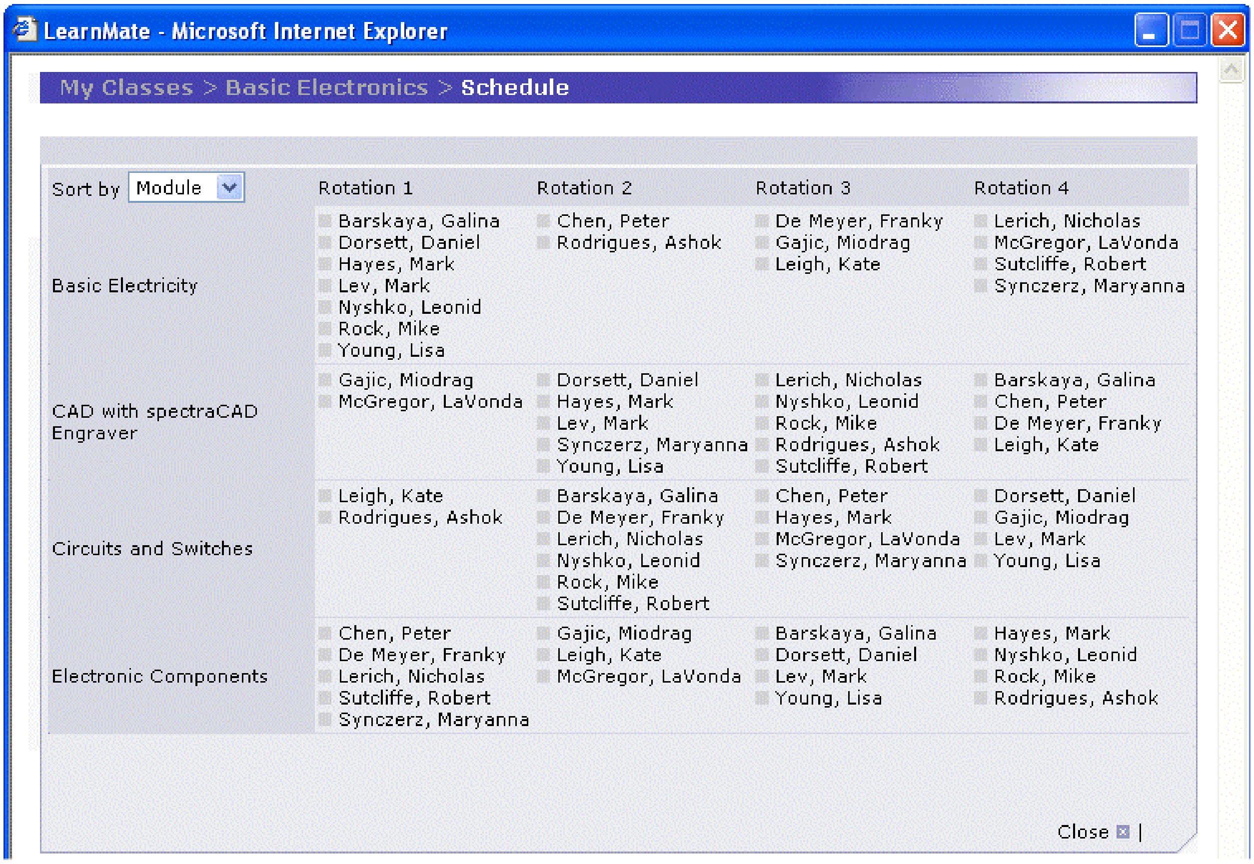
Generated by the instructor, rotational schedules are created based on the following parameters:

- Number of students in the class
- Number of rotations per class (times that students will move from one module/hardware station to another)
- Module prerequisites
- Maximum number of students allowed per module
- Student-to-student restrictions (preventing one named student to work with another named student)

To view a class schedule:

1. Click Schedule in the header panel of the ***Class Main Page***. This option is only available for Laboratory classes. If the class is Virtual, the scheduling feature is not relevant and the hyperlink does not appear.

The ***Schedule*** page is shown. If the instructor has generated a schedule, it is displayed here.



Sort by Module	Rotation 1	Rotation 2	Rotation 3	Rotation 4
Basic Electricity	Barskaya, Galina Dorsett, Daniel Hayes, Mark Lev, Mark Nyshko, Leonid Rock, Mike Young, Lisa	Chen, Peter Rodrigues, Ashok	De Meyer, Franky Gajic, Miodrag Leigh, Kate	Lerich, Nicholas McGregor, LaVonda Sutcliffe, Robert Synczerz, Maryanna
CAD with spectraCAD Engraver	Gajic, Miodrag McGregor, LaVonda	Dorsett, Daniel Hayes, Mark Lev, Mark Synczerz, Maryanna Young, Lisa	Lerich, Nicholas Nyshko, Leonid Rock, Mike Rodrigues, Ashok Sutcliffe, Robert	Barskaya, Galina Chen, Peter De Meyer, Franky Leigh, Kate
Circuits and Switches	Leigh, Kate Rodrigues, Ashok	Barskaya, Galina De Meyer, Franky Lerich, Nicholas Nyshko, Leonid Rock, Mike Sutcliffe, Robert	Chen, Peter Hayes, Mark McGregor, LaVonda Synczerz, Maryanna	Dorsett, Daniel Gajic, Miodrag Lev, Mark Young, Lisa
Electronic Components	Chen, Peter De Meyer, Franky Lerich, Nicholas Sutcliffe, Robert Synczerz, Maryanna	Gajic, Miodrag Leigh, Kate McGregor, LaVonda	Barskaya, Galina Dorsett, Daniel Lev, Mark Young, Lisa	Hayes, Mark Nyshko, Leonid Rock, Mike Rodrigues, Ashok

2. The Schedule can be sorted according to Module or according to Student. Make the appropriate selection in the *Sort by* drop-down list.

3. Click Back to return to the ***Class Main Page***.

Modules

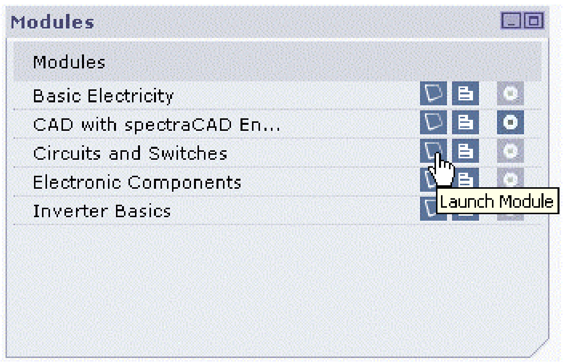
The *Modules* panel lists all modules that make up the class. In this section you can:

- Launch a module
- View the Module Resources associated with a particular module
- Perform a Software Check for the software required by each module

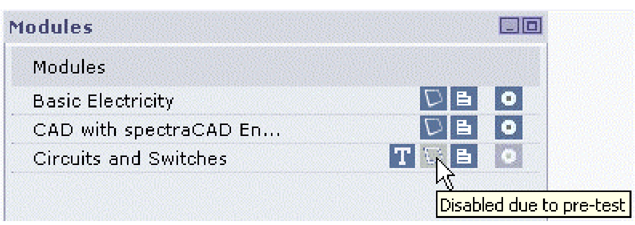
Launching a Module

To launch a module:

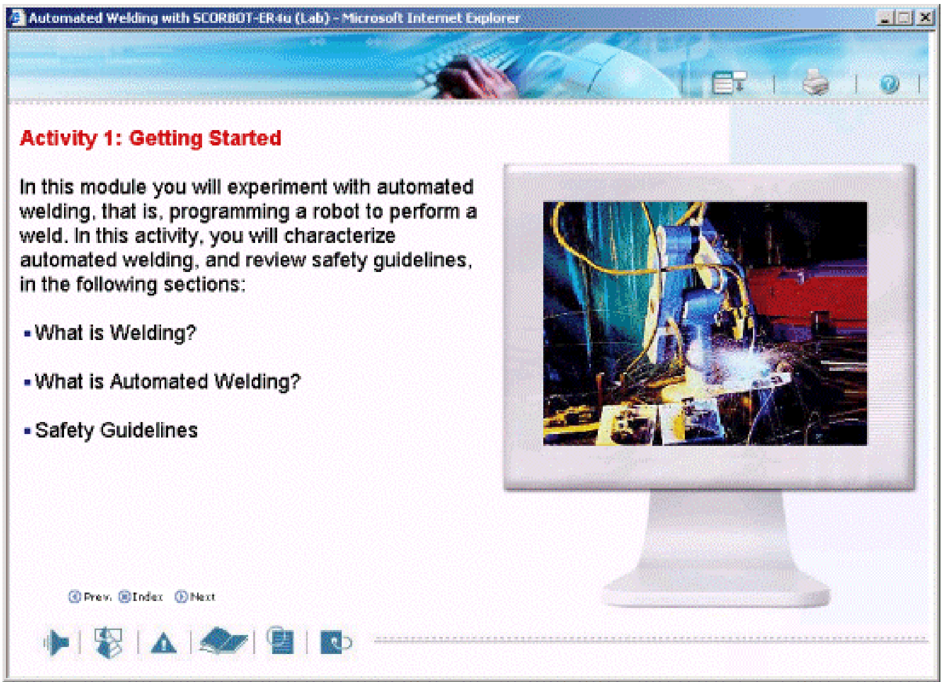
1. In the *Modules* panel of the ***Class Main Page***, click the Launch icon next to the relevant module.



Note: If the module includes a pre-test, the *Pre-Test* icon appears next to the name of the module in the *Modules* panel and the *Launch* icon appears disabled. Before you can launch the module, you must first click the *Pre-Test* icon and take the test. (See Tests and Questions on page 138.) After you complete the test, the *Pre-Test* icon disappears and the *Launch* icon becomes active.



The module is launched in a new web browser window, known as the **Content Viewer**. To learn more about viewing LearnMate Content modules, see **Viewing LearnMate Content**, starting on page 127.



Module Resources

Instructors may upload files to be associated with a module. Examples of such files could include user manuals, solution files, PowerPoint presentations, worksheets and more. Students can open files directly from the ***Resources*** page, or download them to their own computers.

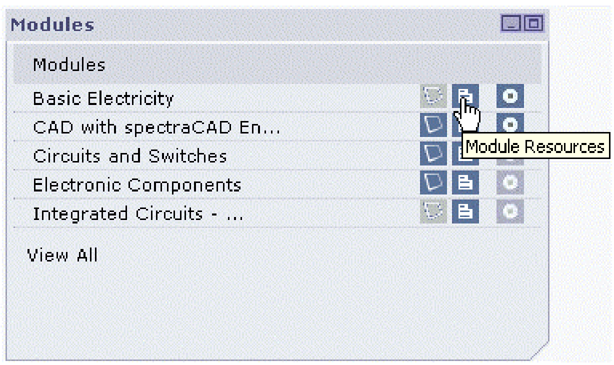
Each module has its own ***Resources*** page, which lists available files associated with that particular module.

Note: The class in general has its own resource page, which behaves in much the same way as the Module ***Resources*** page. Class Resources are designated to include files that relate to the class as a whole, such as safety rules, class regulations, syllabi and more. For more information, see **Class Resources** on page 124. If you have difficulty locating a particular resource, try the ***Class Resource*** page and the ***Resources*** page of each of the other modules in your class.

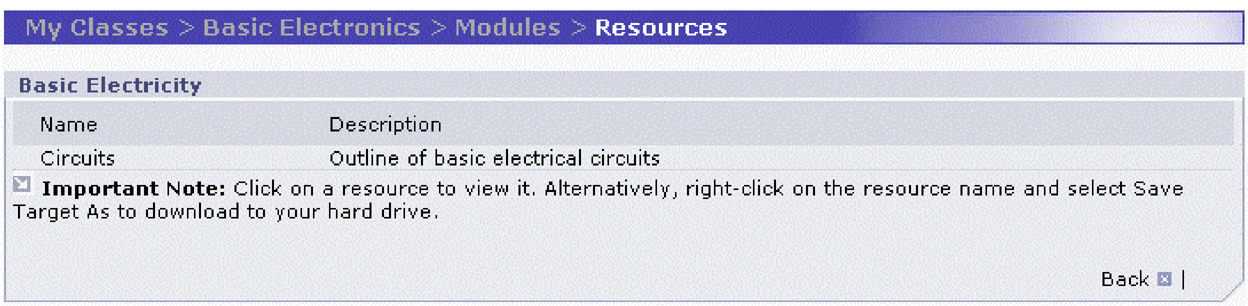
Viewing a Module Resource

To view resources associated with a module:

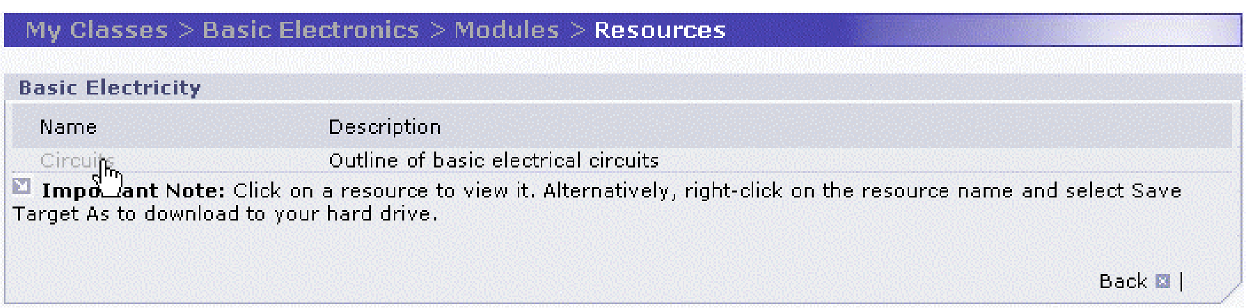
1. In the *Modules* panel of the ***Class Main Page***, click the Module Resources icon next to the relevant module.



The ***Resources*** page is displayed, with all available resource files listed.



2. Click the name of the resource file you would like to open.



The resource file will be opened in a separate window, using the appropriate program, such as Microsoft Word.

Note: In order to view a resource file, the software program required to view that file type (e.g., Microsoft Word for DOC files, Microsoft Excel for XLS files, Adobe Reader for PDF files) must be installed on your PC.

3. To save the file, use the *Save* functionality in the software program used to view the resource.

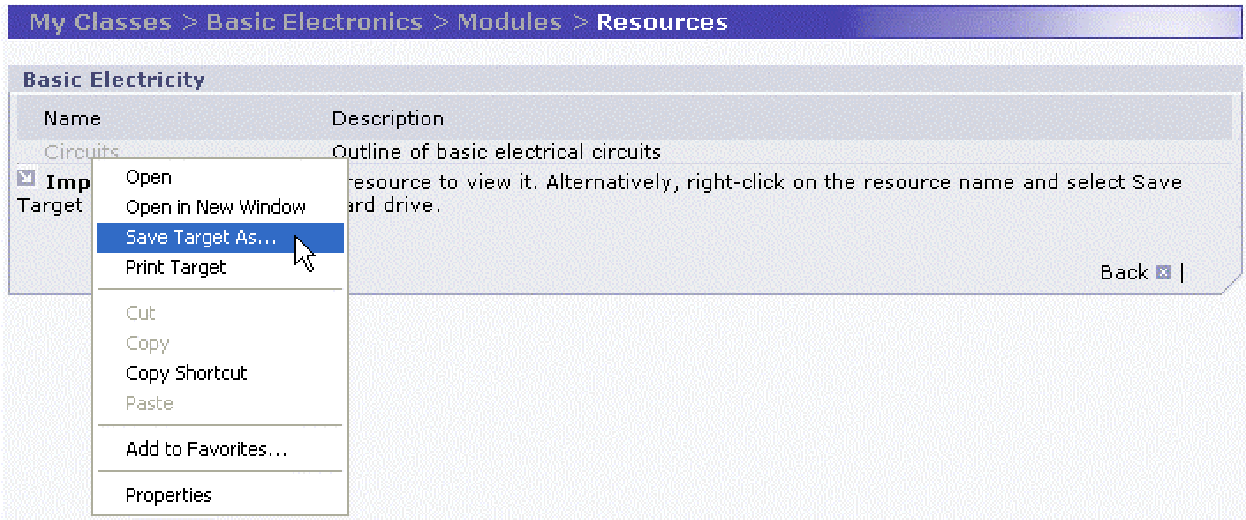
Saving a Resource File

As an alternative to saving a resource file from the software in which it opens, you have the option to save it to your own computer directly from LearnMate.

To save a resource file:

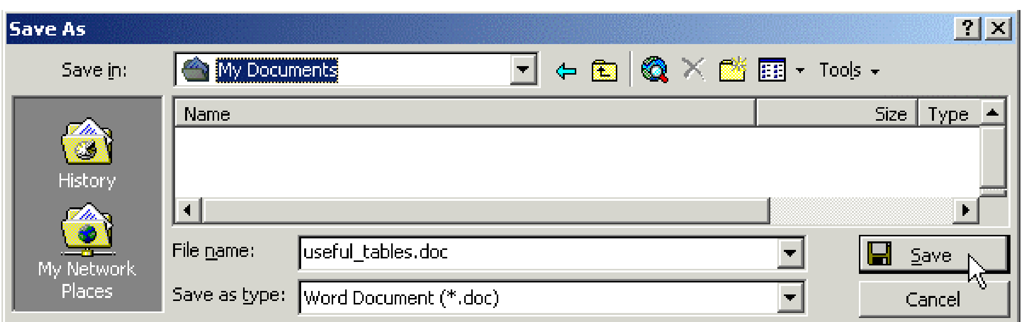
1. Right-click on the name of the resource file.

2. Select Save Target As... from the right-click pop-up menu.



The Windows ***Save As*** pop-up window is displayed.

3. Browse to the folder in which you would like to store the file and click Save.



The file is saved.

4. Alternatively, once you have opened the file directly from LearnMate, you can save the file through the application used to open it.

Software Check

Many LearnMate modules make use of software programs to provide the student with "virtual hands-on" simulated experience with software relevant to the technology taught by the module, or to provide students with a control interface with a hardware component used in the module. Examples include:

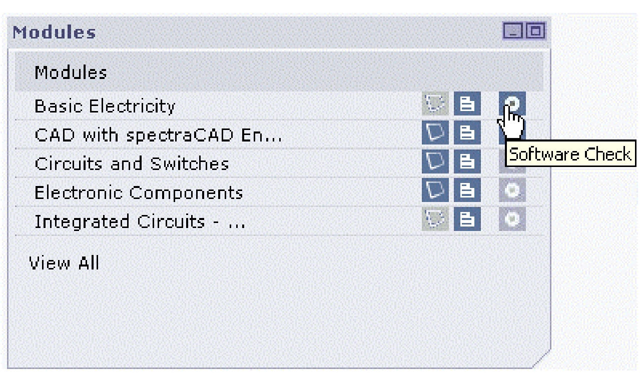
- CAD
- CAM
- Computer Integrated Manufacturing (CIM)
- CNC
- Flexible Manufacturing Systems (FMS)
- Hydraulics
- Programmable Logical Control (PLC)
- Pneumatics
- Process Control
- Robotics

The LearnMate Software Check function enables you to check whether the correct version of the software required by the module is properly installed on your PC, and to install it, before even launching the module.

Note: This procedure is similar to the Utility Check described in **LearnMate Utility Check** on page 6, but it checks for module-specific software.

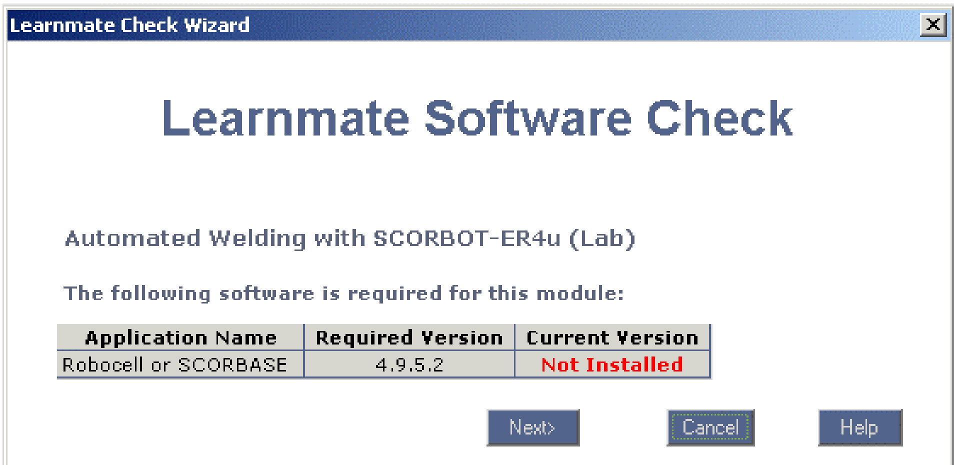
To perform a software check:

1. In the *Modules* panel of the ***Class Main Page***, click the Software Check icon next to the relevant module. If the icon is disabled ( ), the module does not require specific software.

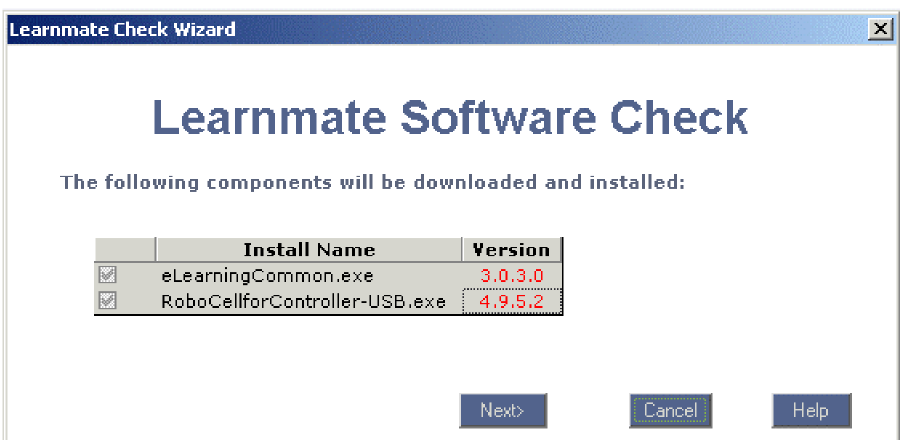


   Note: This check can be performed at any time, even if you have not yet taken the pre-test or are not yet allowed to launch the module due to prerequisites.

The LearnMate Software Check Wizard opens in a new window. A list of software programs required for the module is displayed in the *Application Name* column. The *Current Version* column indicates whether the required software is Installed or Not Installed, as well as the version of the software that is installed.

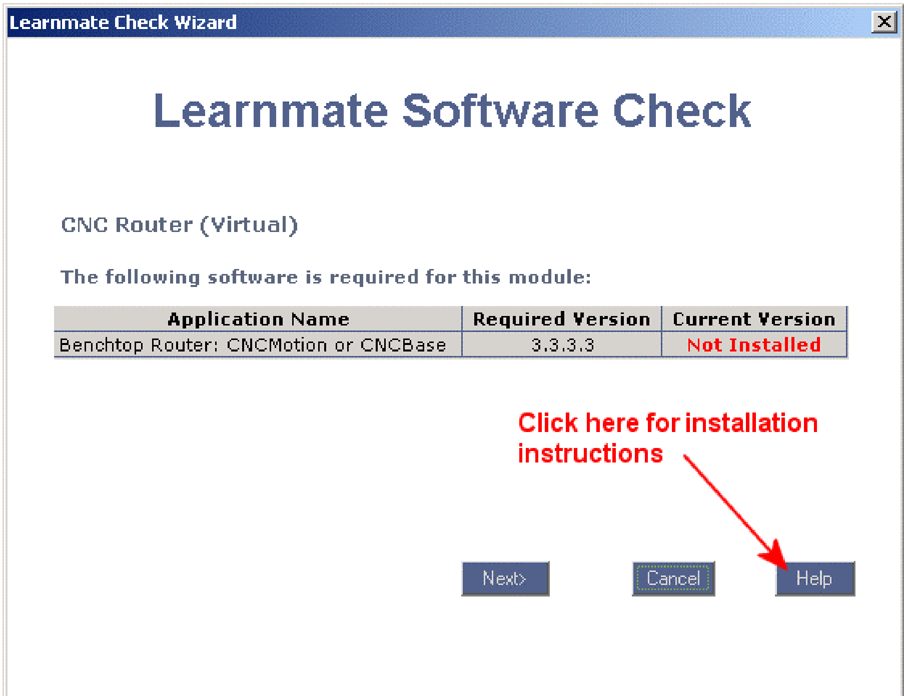


2. If the *Current Version* column indicates that the required software programs are Installed, you do not need to install anything. Click Cancel to return to the ***Class Main Page***. If the *Current Version* column indicates that one or more software programs are Not Installed, proceed to Step 3.
3. Click Next. The LearnMate Check Wizard opens with a list of programs required by the module, indicating which are installed and if installed, the version that is installed.



4. Click Next. The installation file is downloaded to your computer and the software setup program is launched.

5. Follow the instructions in the setup program to complete installation. To open printable installation instructions specific to each software application, click the Help button in the LearnMate Check Wizard.



Note: If you launch a module which requires software that is not yet installed, you will be prompted to install it at the first page in the module.

Students

The *Students* panel allows you to view a list of your classmates and to interact with them via mail and the Calendar of Events.

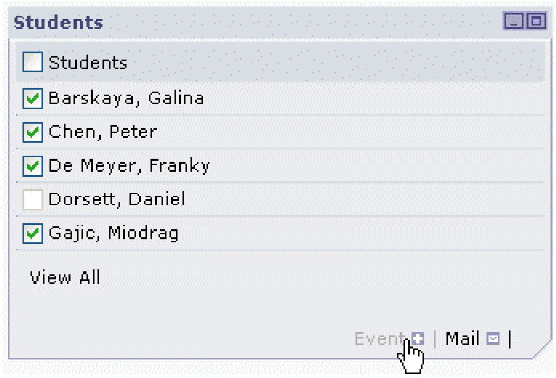
Scheduling an Event

The *Event* hyperlink in the *Students* panel enables you to schedule an event for your class (or for specified students within the class). Such an event may be a study group meeting, a class lecture or an excursion, for example. When you schedule an event, the event will automatically be added to the ***My Calendar*** for each selected student. An event should not be resent to a user to whom the event has already been sent.

To schedule an event:

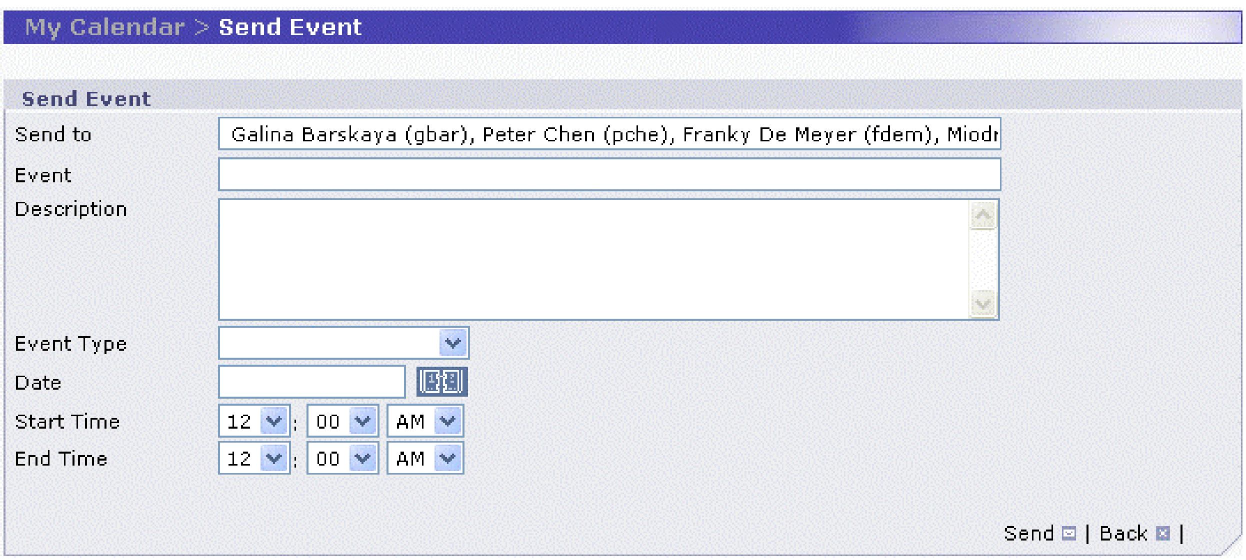
1. Check the checkboxes next to each of the students that you would like to invite to the event. To quickly select or deselect all students, click the *Select All* checkbox.

Note: The checkbox next to your own name is disabled. The event appears in your ***My Calendar*** page automatically.



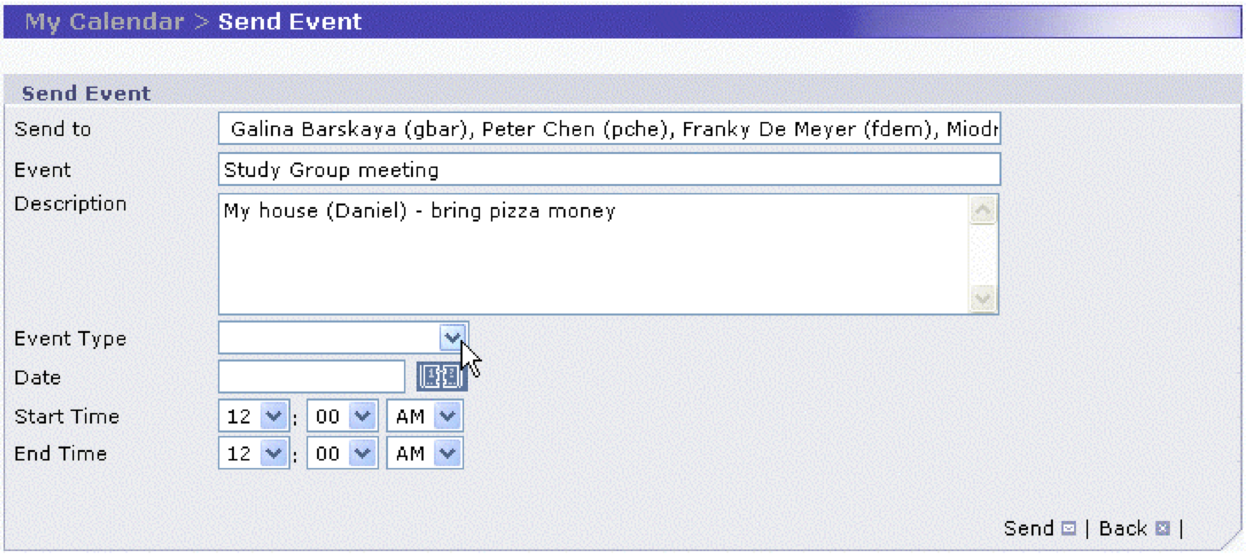
2. Click Event. The ***Send Event*** page is displayed. All students you selected appear in the *Send to* field.

   Note: To edit the list of names in this field, you must return to the ***Class Main Page*** and change your selection of checkboxes. You cannot edit this field directly. To send events to users outside of your class, you must do so via the My Calendar feature discussed in the Sending Events section of the previous chapter on page 27.



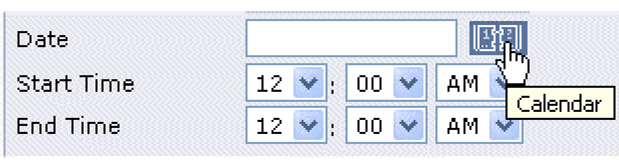
3. Enter the name of the event in the *Event* field. This field is mandatory.
4. Enter a description of the event in the *Description* field. This field is optional.

5. Select the event type from the *Event Type* drop-down menu. This field is optional.

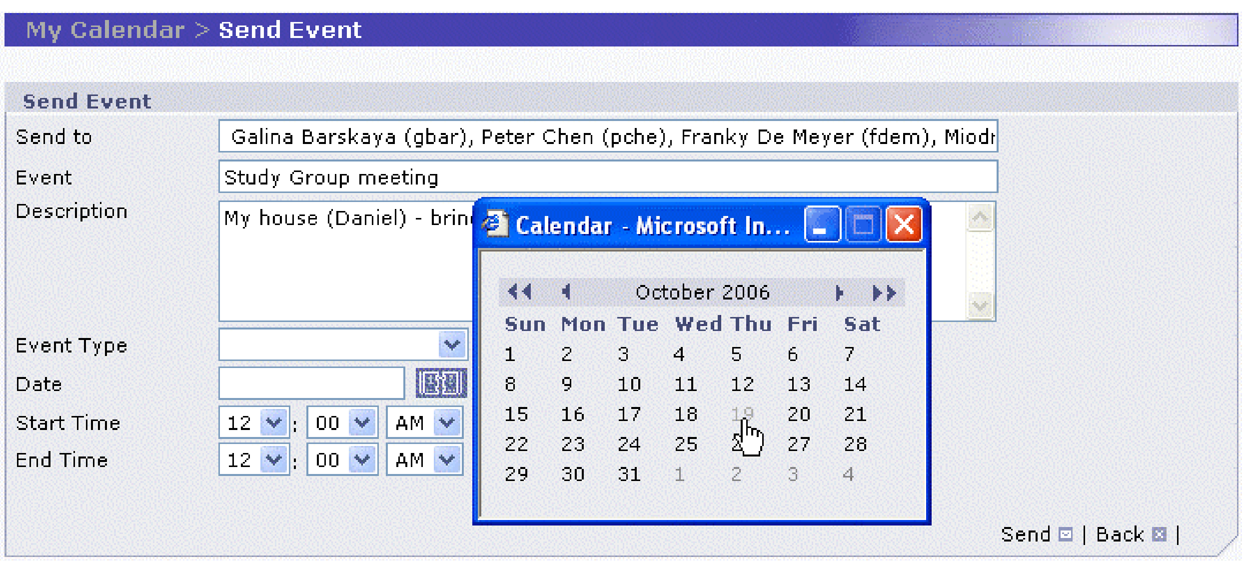


6. The *Date* field is mandatory. To enter data in this field, you must use the *Calendar* icon. It is not possible to edit this field directly. To set a date for the event:

- Click on the Calendar icon next to the *Date* field. A pop-up calendar is displayed.



- Click the date on which the event will take place. The date is automatically entered in the *Date* field.



7. Set the *Start Time* and *End Time*, using the drop-down menus.

Note: The default times are 12:00 AM (midnight). If you do not set the actual start and end times for the event, it will appear at midnight. Dates and times are set according to the location of the LearnMate server. Therefore, if the LearnMate server resides in a different time zone from the end user, the dates and times should be set for the class accordingly.

8. Click Send. The event is automatically entered in the selected students' calendars, as well as your own. The ***Class Main Page*** is displayed.

Accepting or Declining an Event Invitation

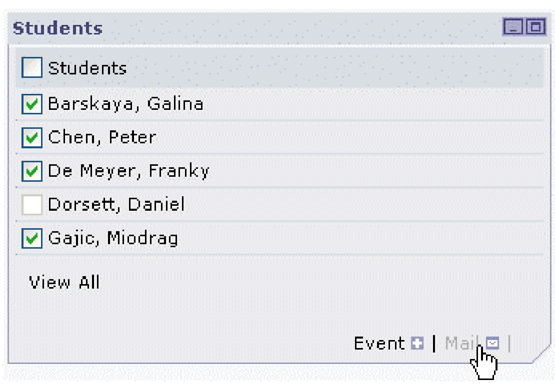
If an instructor or fellow classmate has invited you to an event, at the top of your ***My Calendar*** page, you will see the message, You have 1 pending event(s). To learn how to accept or decline such a request, see **Approving/Declining an Event** on page 30.

Sending a Mail Message

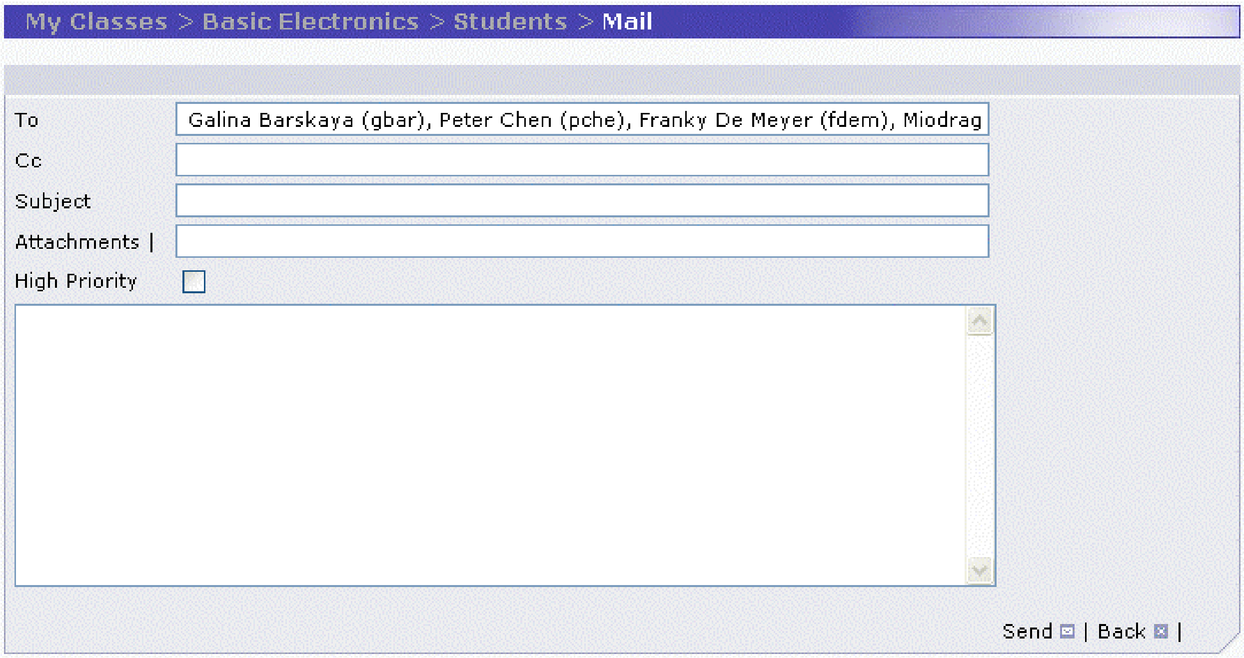
The *Students* panel enables you to easily send a mail message to your class or to specified students within the class.

To send a mail message:

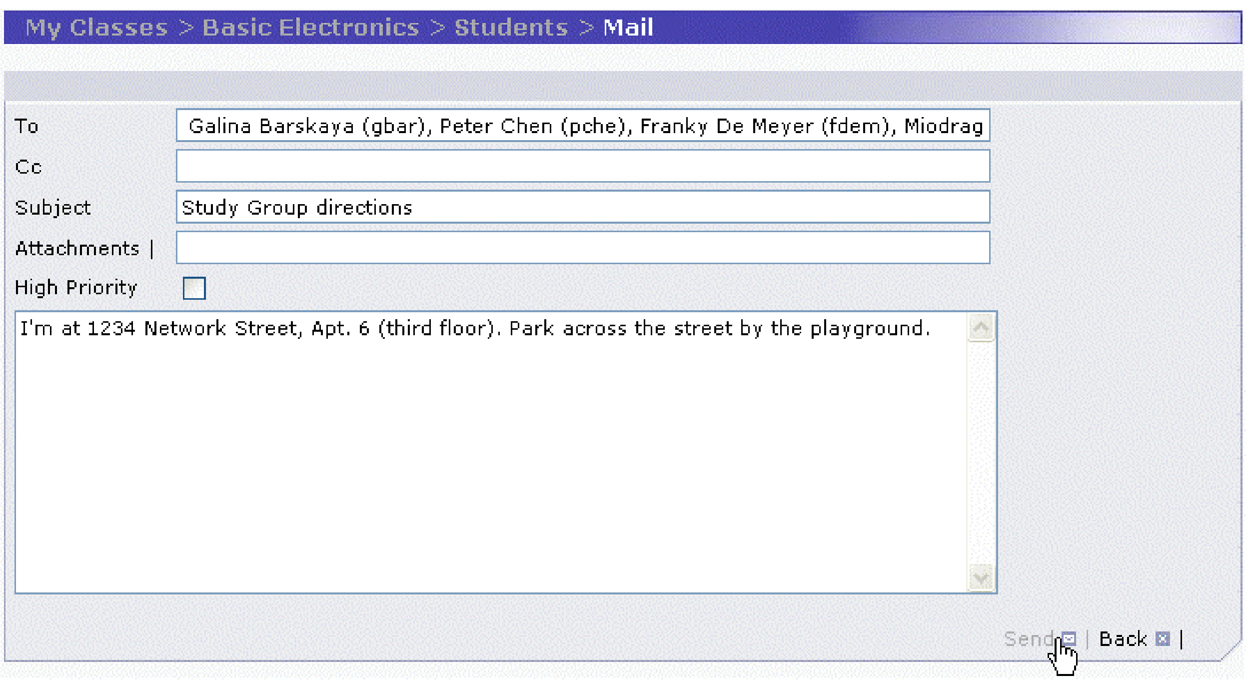
1. Check the checkboxes next to all students that you would like receive the message. To quickly select all students, click the Select All checkbox.
2. Click Mail.



The ***Mail*** page is displayed. The list of all students you selected appears in the *To* field.



3. Complete the remaining fields. See **Composing a New Message** on page 32 for more information on composing a mail message in LearnMate.



4. Click Send. The message is sent to the selected students' Inboxes. The ***Class Main Page*** is displayed.

Chats

Chats is one of the options available from ***My Desktop*** and from each of the ***Class Main Pages***. Chats enable you to instantly communicate with other users in your organization or class. Chats may be used for the following:

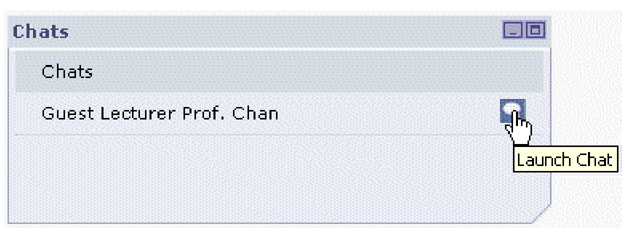
- To allow a student to obtain live help from a remote instructor.
- To enable students to collaborate on assignments in real-time.
- To facilitate a class discussion.
- To enable students to submit questions to a guest moderator.

When you join a chat, your name is added to the list of chat participants displayed in the left-pane of the chat window, and you can contribute messages to the chat, or simply read the messages being posted by other users.

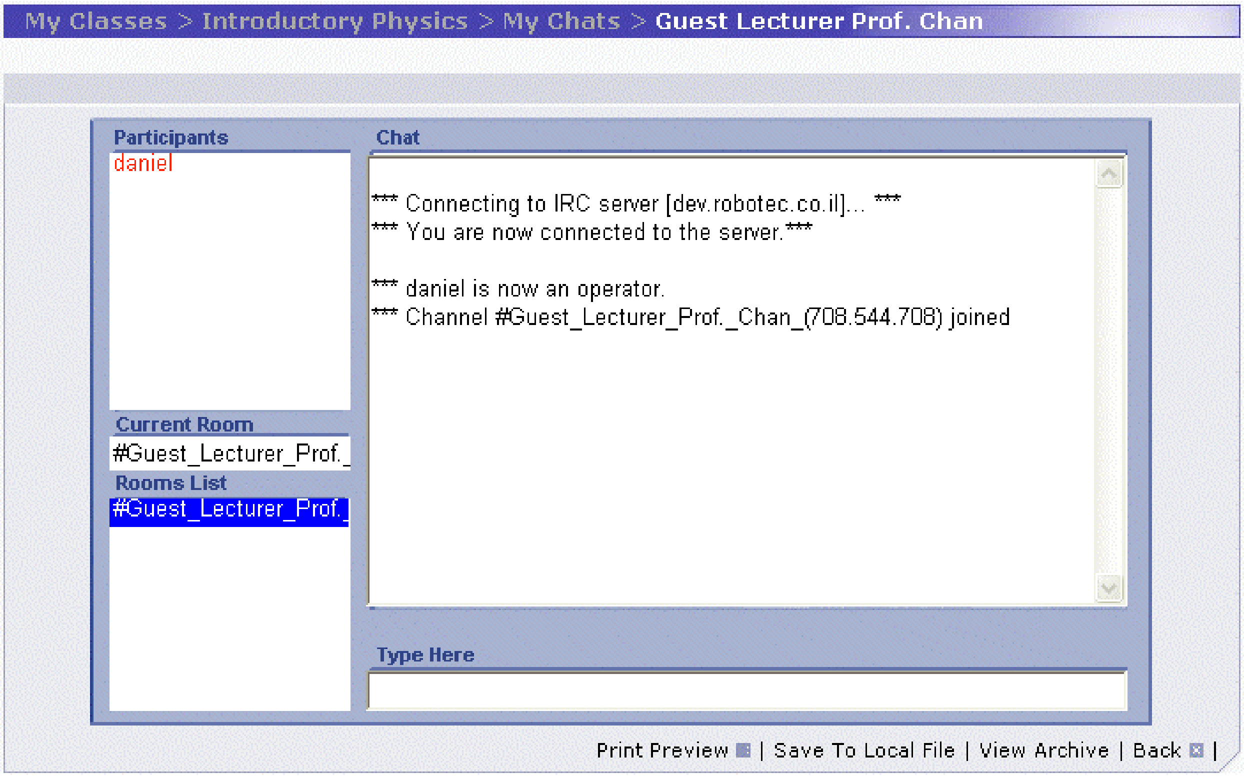
Note: A new chat may be set up by a Organization Administrator or a class instructor. This person can serve as the Chat Manager, or appoint a student to that role. See **Chat Manager** on page 87.

Joining a Chat

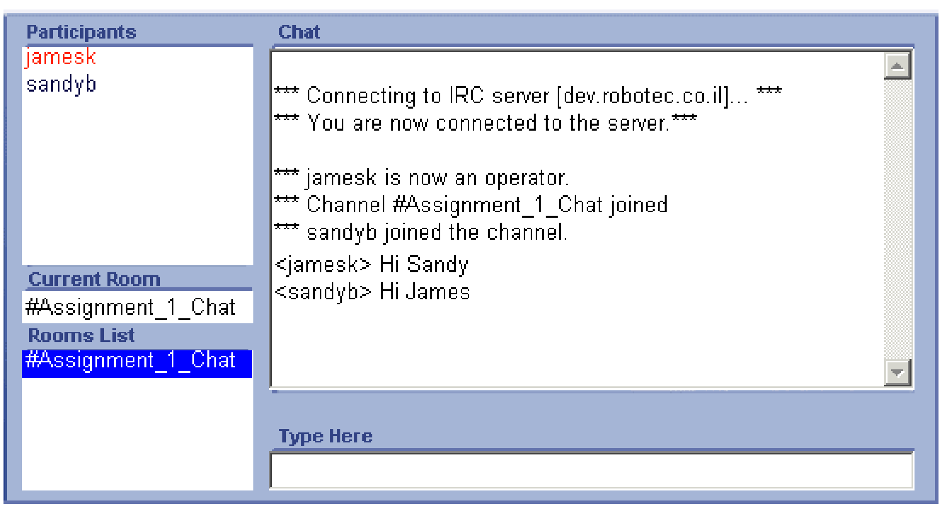
1. In the *Organization Chats* panel of the ***My Desktop*** page, or in the *Class Chats* panel of the ***Class Main Page***, click the Launch Chat icon next to the name of the chat that you would like to join.



The selected chat is displayed, and your name is added to the *Participants* list on the left.



2. Contribute messages to the chat by typing messages in the *Type Here* text field at the bottom of the chat window. Your text will appear in the *Chat* area. Text submitted by other users will also be displayed in the *Chat* area. Messages are shown in chronological order. The submitter's name is shown in <brackets>.



Saving a Chat to a Local File

A user can save the text of an open chat to a file on his computer. This is useful for a student who would like to save the contents of a chat for viewing later, after the chat has ended.

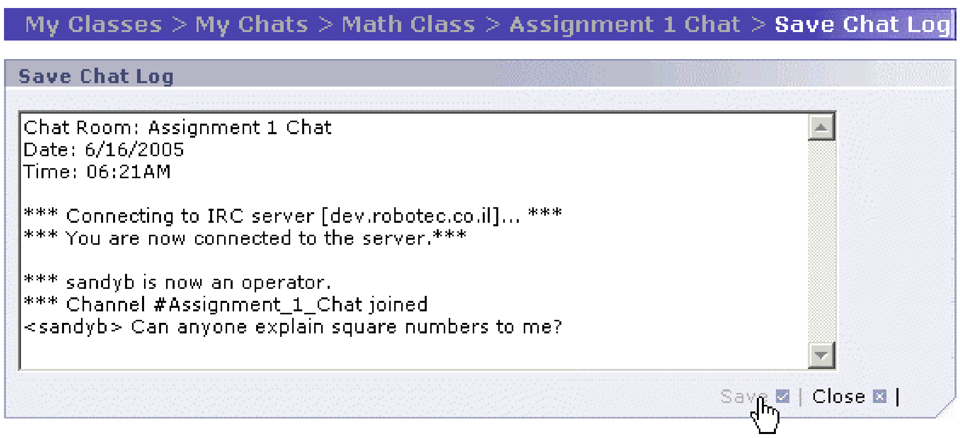
To save a chat to a local file:

1. Click Save to Local File at the bottom of the chat window.

The ***Save Chat Log*** page is displayed.

2. Make any changes to the text, if required.

3. Click Save.

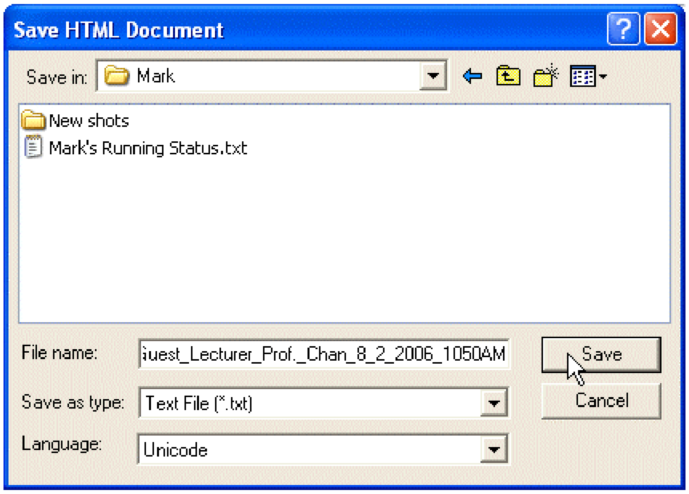


The Windows ***Save HTML Document*** pop-up window is displayed.

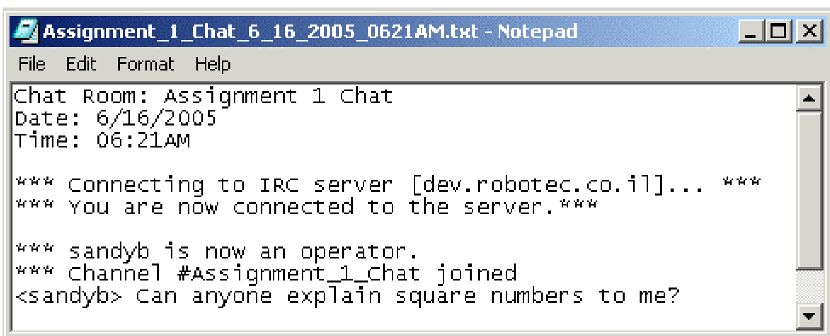
4. Locate the folder in which you would like to save the file.

5. Change the file name in the *File name* field, if required.

6. Click Save.



The Windows ***Save HTML Document*** pop-up window is closed. This file can then be opened using any word processor, or the Windows Notepad program.



Viewing Archived Chat Sessions

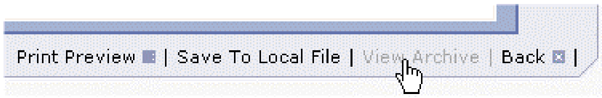
Chat sessions can be saved by the Chat Manager or the Instructor for later reference by any student in the class.

To view a chat session that has been archived:

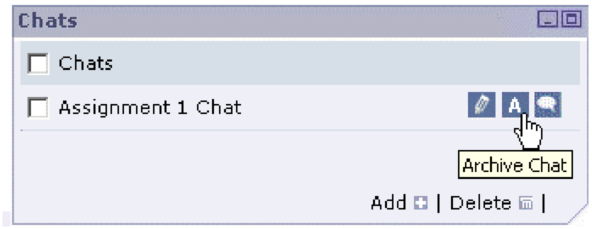
1. Launch the chat of interest.

The ***Chat*** window is displayed.

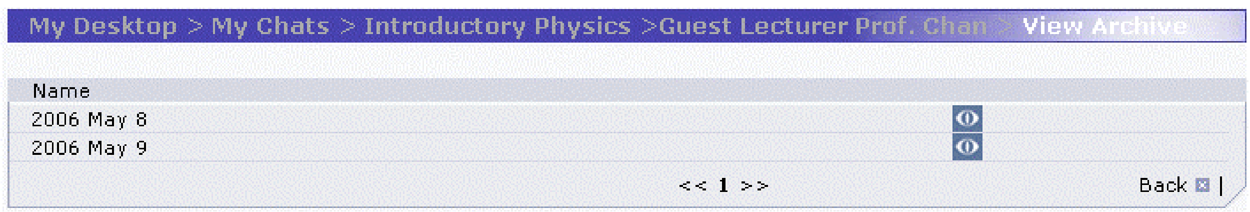
2. Click View Archive at the bottom right of the chat window.



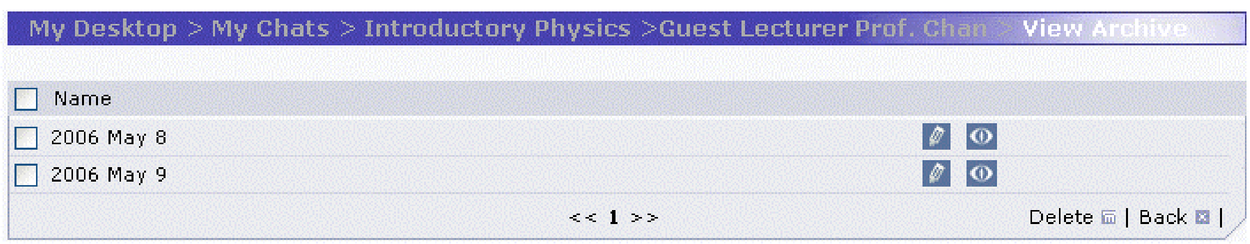
Note: The Chat Manager and the Instructor can also reach the ***View Archive*** page by clicking the Archive Chat icon in the *Chats* panel of the ***Class Main Page***.



The ***View Archive*** page is displayed, listing all archived sessions that have been saved for that chat.



The Chat Manager sees additional controls: the *Edit* icon , the *Delete* button and its associated checkboxes.



3. Click the Print Preview icon next to the name of the archived session you want to view.

The chat session is displayed in a new pop-up window.

Print Chat log

Chat Room: Assignment 1 Chat
Date: 6/16/2005
Time: 05:38AM

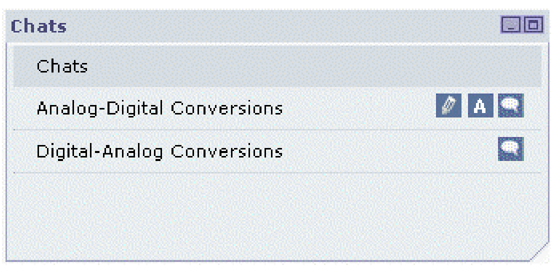
*** Connecting to IRC server [dev.robotec.co.il]... ***
*** You are now connected to the server.***

*** jamesk is now an operator.
*** Channel #Assignment_1_Chat joined
*** sandyb joined the channel.
<jamesk> Hi Sandy
<sandyb> Hi James
<jamesk> How is your assignment going?
<sandyb> I am having difficulty understanding square numbers.

4. Click Print to print the chat, or Close to close the archive.

Chat Manager

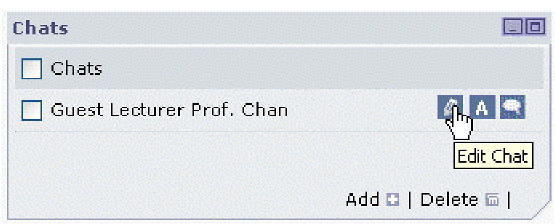
Any member of the class can be appointed to serve as Chat Manager, including a student. The Chat Manager has certain rights and responsibilities. A student Chat Manager sees two additional icons adjacent to the name of the Chat: *Edit Chat* and *Chat Archives*.



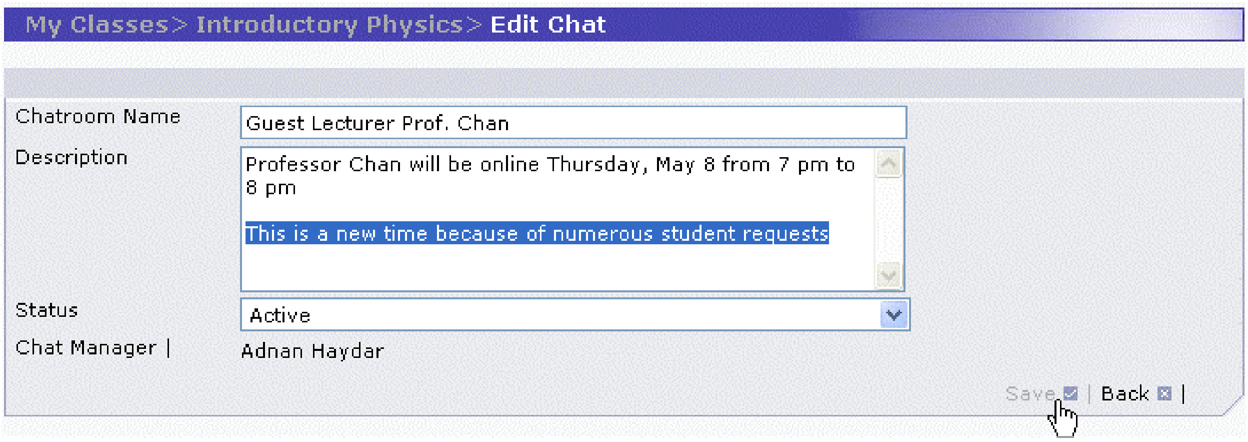
Editing a Chat (Chat Manager Only)

To modify chat details:

1. In the *Class Chats* panel of the ***Class Main Page***, click the Edit Chat icon next to the name of the chat whose details you want to edit.



2. Make any necessary changes to the name or description of the chat.
3. Click Save to save your changes.



Archiving Chat Sessions (Chat Manager Only)

A Chat Manager or Instructor can archive a chat so that the contents can be accessed by any student at a later time.

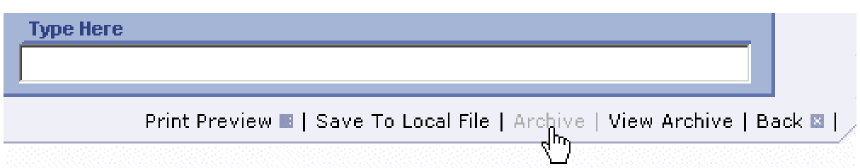
Note: The archive is only accessible when the chat's status is Active. A student who would like to save a chat on his or her own computer can use the Save to Local File option (see **Saving a Chat to a Local File** on page 84). To make a chat archive available to students when the chat is not active, you must save it as a local file for the Instructor to upload as a Class Resource.

Note: The Chat Manager can only archive the chat session from the moment the chat is joined. Therefore, it is a good idea for the Chat Manager to join the chat immediately after it is made active by the Instructor. He can then archive the chat at any time. He should also always archive the chat at the end of chat session.

To archive sessions:

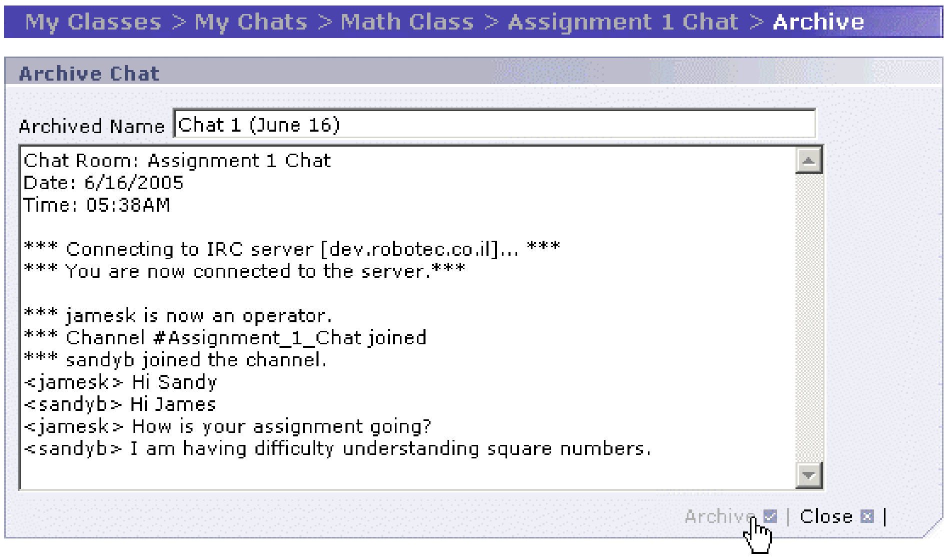
1. Click Archive, found at the bottom of the active chat window.

   Note: This hyperlink is not available to students who are not Chat Manager.

   The ***Archive Chat*** page is displayed.

2. Enter a name in the *Archive Name* field.
3. Click Archive.

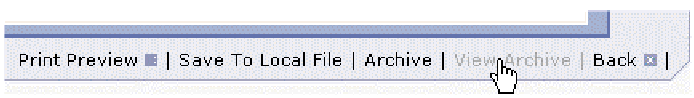


The chat is archived, and the ***Archive Chat*** page is closed.

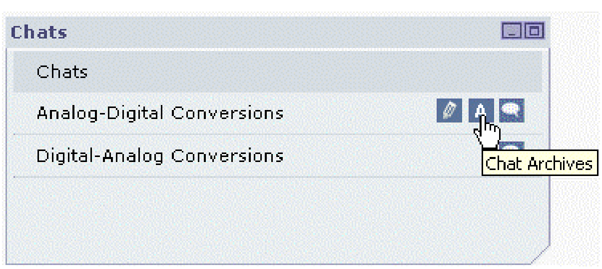
Editing a Chat Archive (Chat Manager Only)

The chat manager may want to edit a chat archive. This may, for example, be required to remove inappropriate or irrelevant comments.

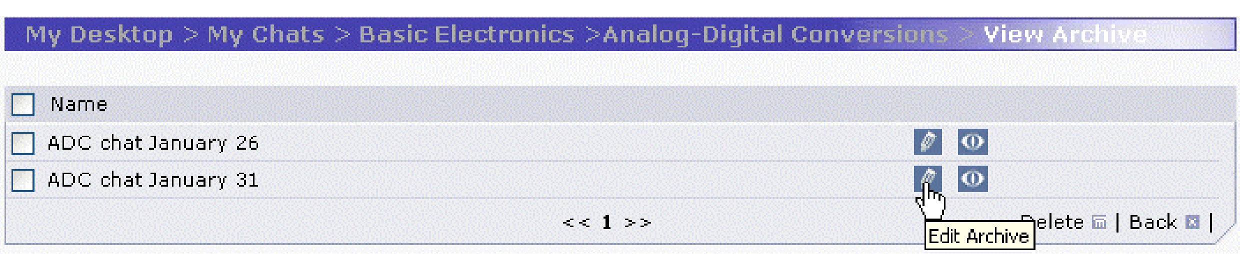
1. Open the ***View Archive*** page. Click on View Archive from the active chat window.



2. An alternative method of opening the ***View Archive*** page is to click on the Chat Archives icon next to the name of the chat in the *Chats* panel of the ***Class Main Page***.

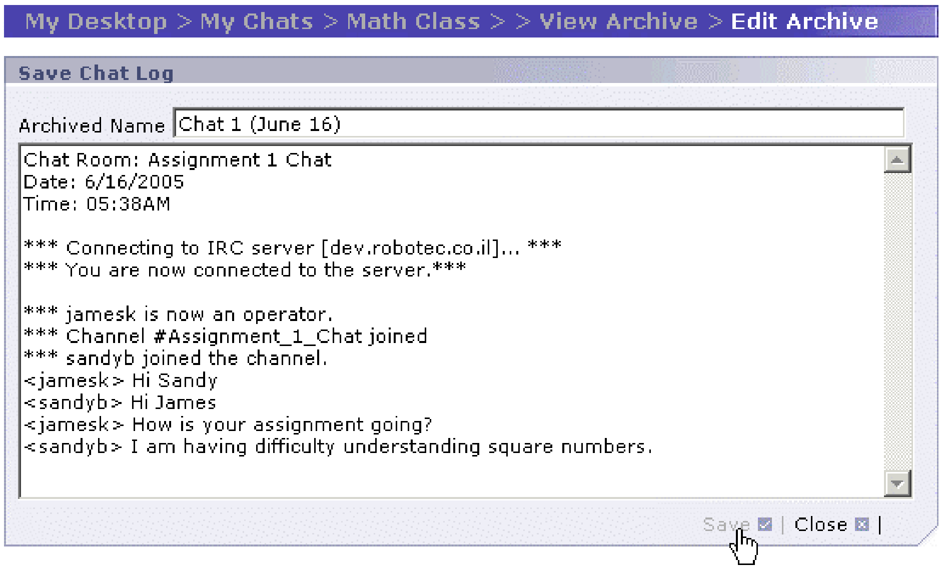


3. From the ***View Archive*** page, click the Edit Archive icon next to the archive to be edited.



The ***Edit Archive*** page is displayed in a new pop-up window.

4. Make the required changes to the *Archived Name* field and the text.



5. Click Save. The ***Edit Archive*** page is closed.

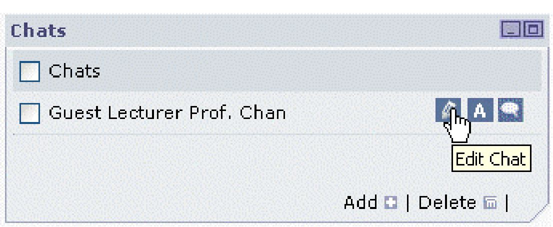
Deactivating a Chat (Chat Manager Only)

Class Chats can be deactivated to prevent students from being able to access them. This is useful when the instructor would like the chat to be available only at certain times, for example.

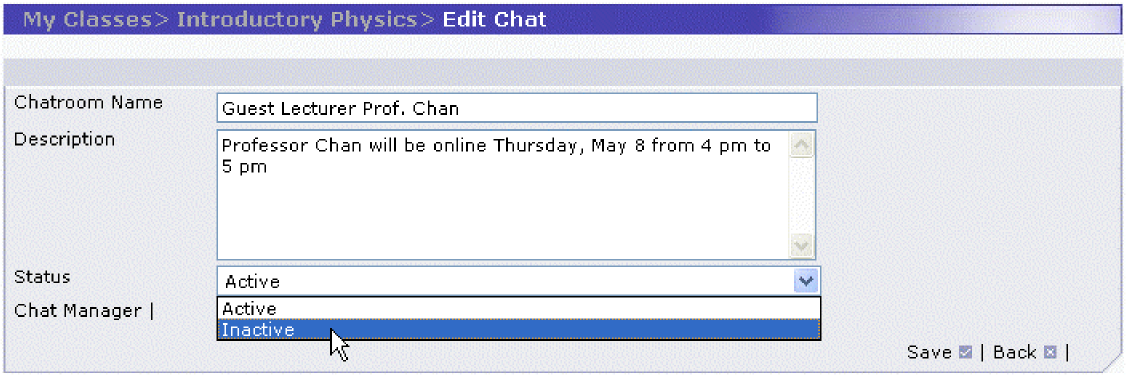
Note: If the Chat Manager is a student, deactivation of the chat will make the chat disappear from the student's Chats panel. In that case, the chat can only be reactivated by the class instructor.

To deactivate a chat:

1. In the *Class Chats* panel of the ***Class Main Page***, click the Edit Chat icon next to the name of the chat whose details you want to edit.



2. Select Inactive from the *Status* drop-down menu.



3. Click Save. The chat disappears completely from the list of chats available to the students, including any student who is assigned to be the Chat Manager. The chat cannot be launched by any user. However, the Instructor can reactivate the Chat.

Forums

Forums is one of the options available from the ***Class Main Page***. Like Chats, Forums allow students and instructors to interact. However, while Chats are synchronous, meaning means that they require all participants to be logged on at the same time, Forums are asynchronous, allowing users to interact at any convenient time. This option is also known as a bulletin board or threaded message forum tool.

Any authorized user can post a message in a forum. All other users may reply to that message, and all messages related to the original posted message are connected together in a **thread**. A new message which is not connected to any previous threads starts a new **topic**. If left untended for a long time, a forum may become difficult to use because of messages which are silly or off-topic. For this reason, the forum is monitored by a Forum Manager.

Forums may be set up for any purpose, including the following:

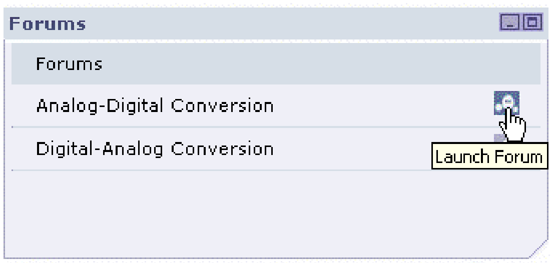
- To enable students to request help on an assignment or project.
- To enable students to collaborate on assignments or projects asynchronously.
- To enable an instructor to moderate an asynchronous discussion on a targeted topic.
- To enable students to share ideas.

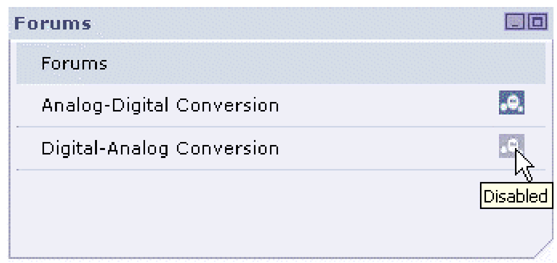
Participating in a Forum

Participating in a forum refers to reading and replying to messages. The LearnMate system also allows a user to print messages or save them to a local computer.

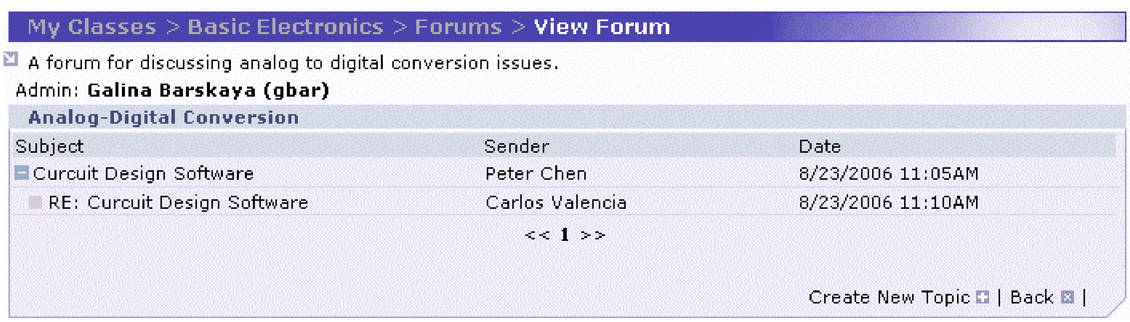
To participate in a forum:

1. In the *Forums* panel of the ***Class Main Page***, click the Launch Forum icon next to the forum in which you would like to participate. If this icon appears disabled, the Forum has been deactivated and cannot be accessed until the Instructor activates it.





The ***View Forum*** page is displayed, providing a listing of all the topics available. Immediately below the Path Bar, you can read a description of the purpose of the Forum as defined by the Forum Manager. From this page, you can view any topic, which is the first message in any thread. You can also view any replies to the topic, or you can create an entirely new topic of your own.

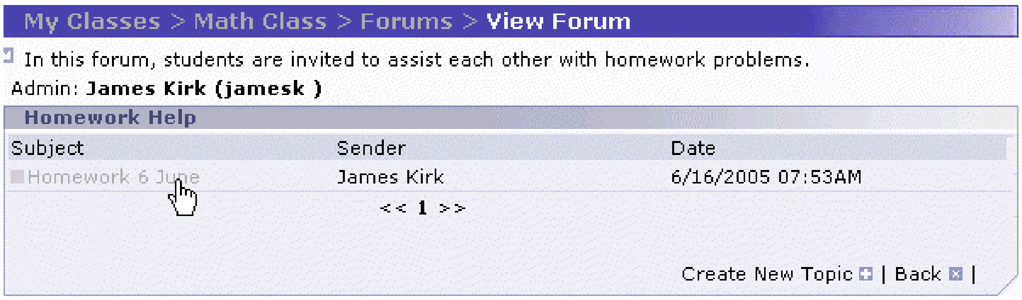


Viewing Topics and Replies

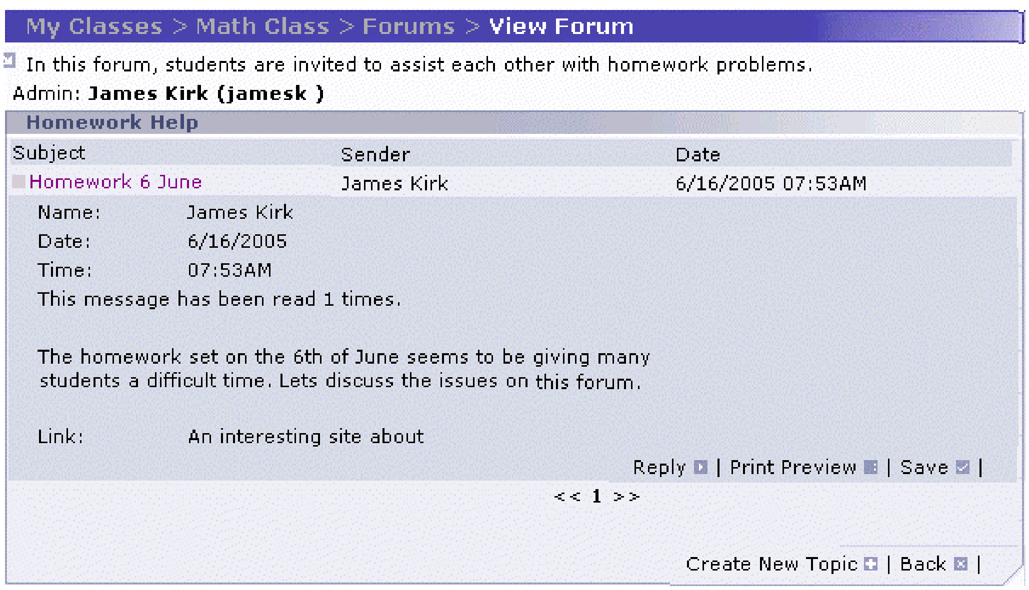
Once you have launched the Forum, you can browse through all posted messages and replies.

1. Launch the Forum according to the procedure in **Participating in a Forum** on page 92. The ***View Forum*** page is displayed.

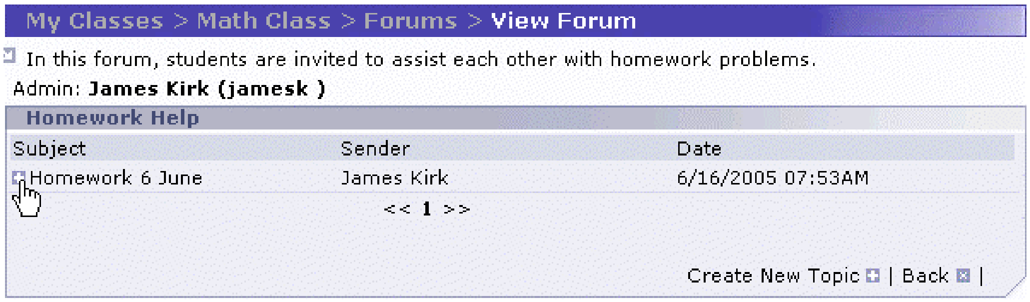
2. To view a topic, click on the subject which interests you.



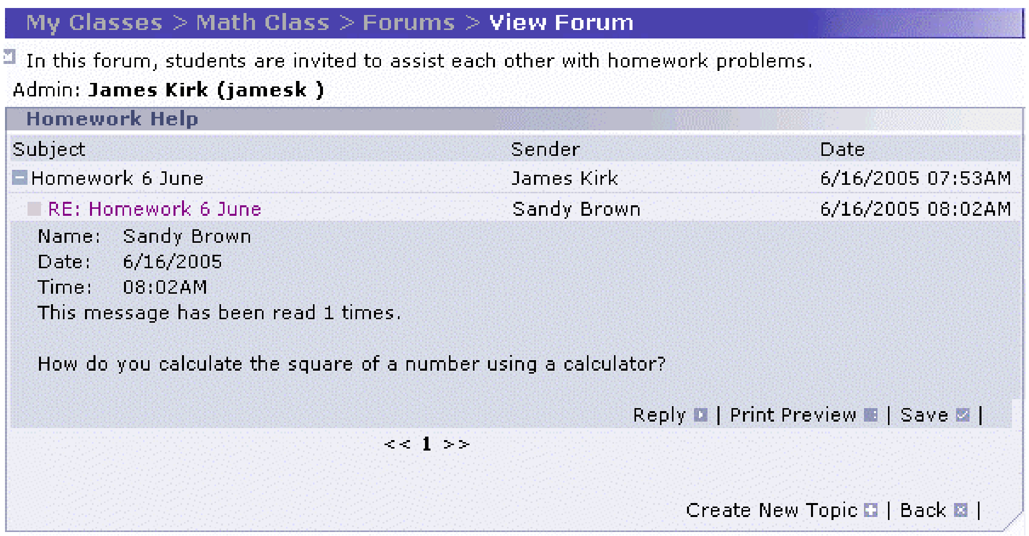
The message is displayed together with the name of the originator, the date and time of posting, the number of times the message has been read, and up to two links to sites on the Web. There are also hyperlinks that allow you to reply to the message, print it or save it to your own computer.



3. If there are replies to the topic, a icon appears immediately to the left of the Subject. To view the replies, click the icon.



All replies to the message are displayed.

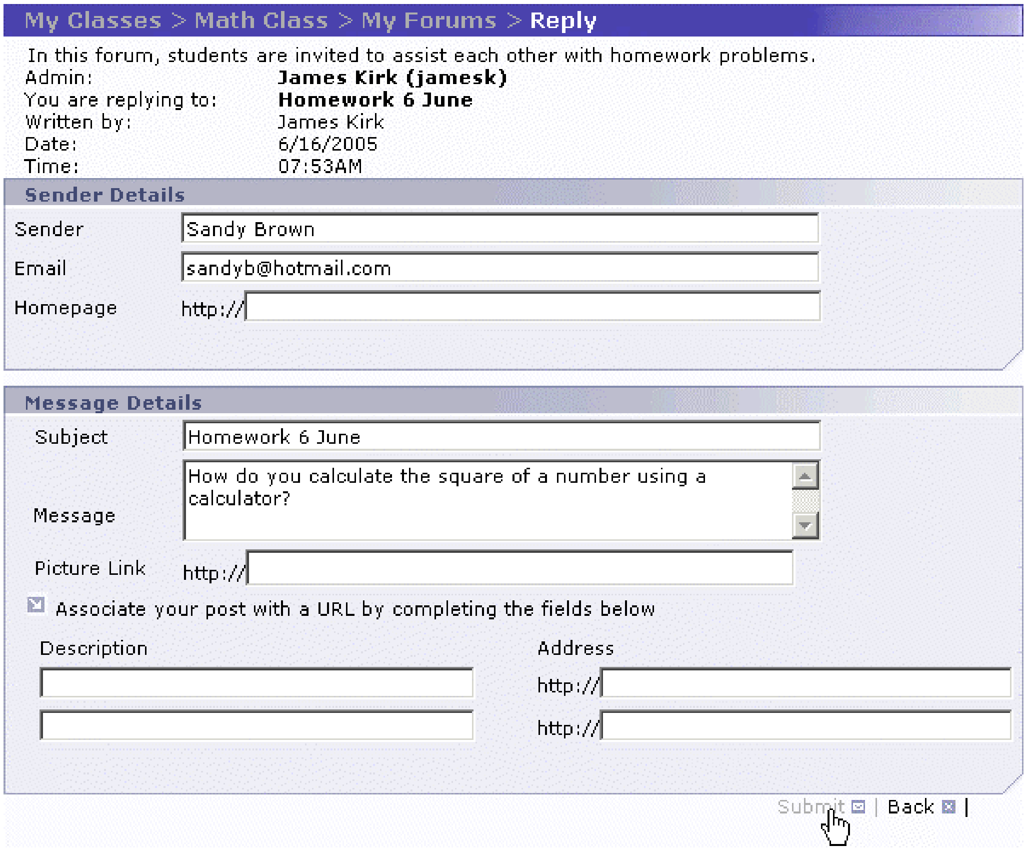


Replying to Messages

You can reply to any message, including both original topics and replies.

1. Launch the Forum according to the procedure in **Participating in a Forum** on page 92. The ***View Forum*** page is displayed.
2. Open the topic that interests you according to the procedure in **Viewing Topics and Replies** on page 93. The message is displayed.
3. To post a reply, click Reply in the panel containing the message to which you want to reply. The ***Reply*** page is displayed.
4. Edit the *Subject*, *Message* and *Homepage* fields.

5. Click Submit.



You are returned to the ***View Forum*** page. Your reply is displayed.

Note: Once posted, a message cannot be deleted, except by the Forum Manager.

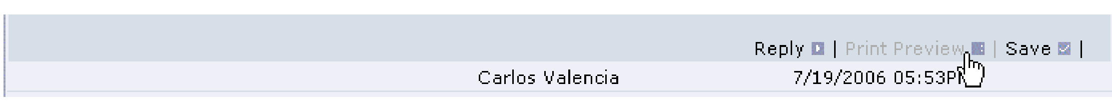
Printing Messages

You can print any message, including both original topics and replies.

1. Launch the Forum according to the procedure in **Participating in a Forum** on page 92. The ***View Forum*** page is displayed.

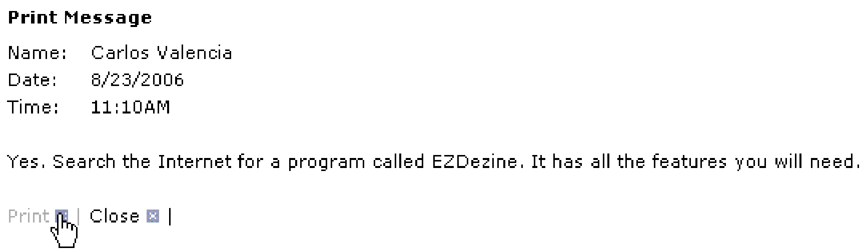
2. Open the topic that interests you according to the procedure in **Viewing Topics and Replies** on page 93. The message is displayed.

3. Click Print Preview in the panel containing the message you want to print.



The ***Print Preview*** pop-up window is displayed.

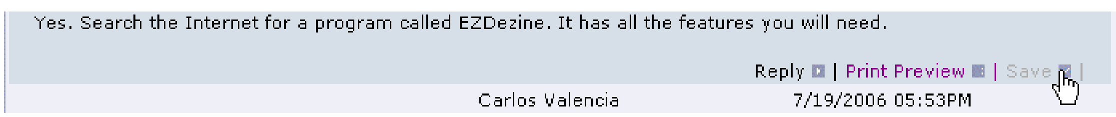
4. Click Print. The message prints and the pop-up window closes.



Saving Messages

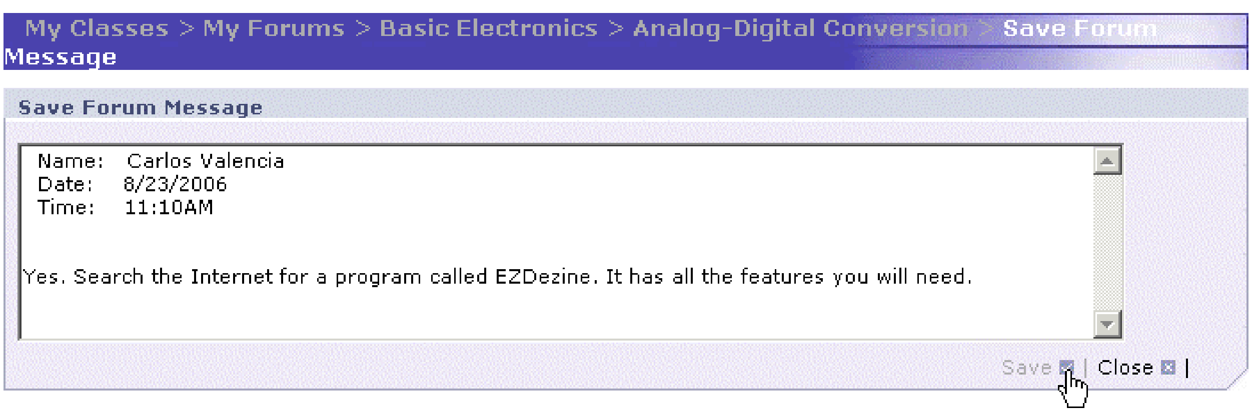
You can save any message to your own computer, including both original topics and replies.

1. Launch the Forum according to the procedure in **Participating in a Forum** on page 92. The ***View Forum*** page is displayed.
2. Open the topic that interests you according to the procedure in **Viewing Topics and Replies** on page 93. The message is displayed.
3. Click Save in the panel containing the message you want to save.



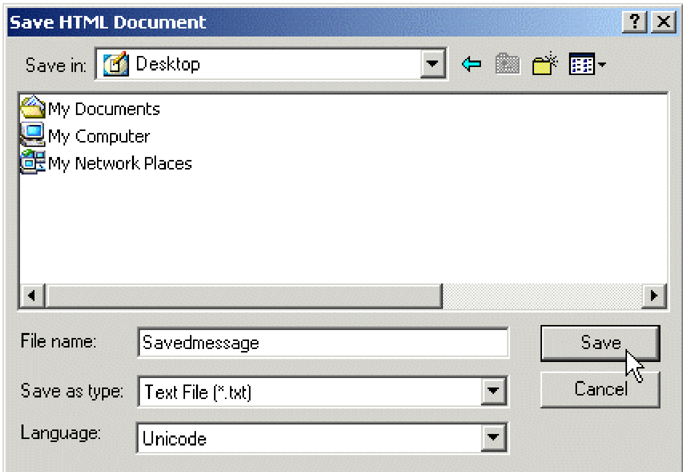
The ***Save Forum Message*** pop-up window is displayed.

4. Click Save.



The ***Save HTML Document*** window is displayed.

5. Select the folder in which to save the message, and enter the name to be given to the file in the *File name* field. Click Save.



The message will be saved as a text (txt) file, which can later be opened using Notepad or any other text editor or word processor.

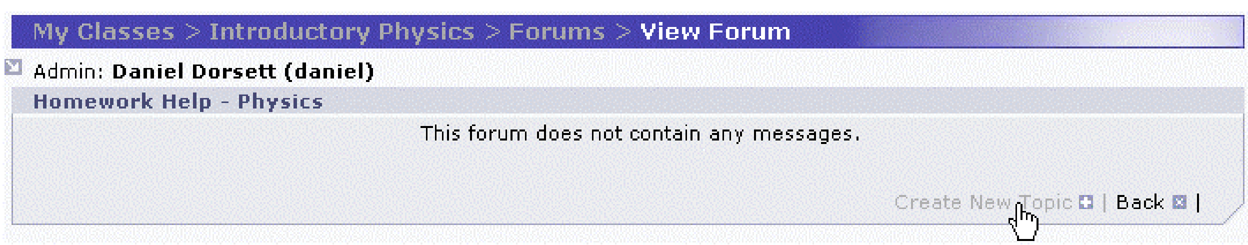
Creating a Topic

Any authorized user can add a new topic to a forum. A new topic is basically just a new message that is not a reply to an existing thread. When you create a new topic, you are creating a new message thread in the forum, which other users can view, and to which they can respond.

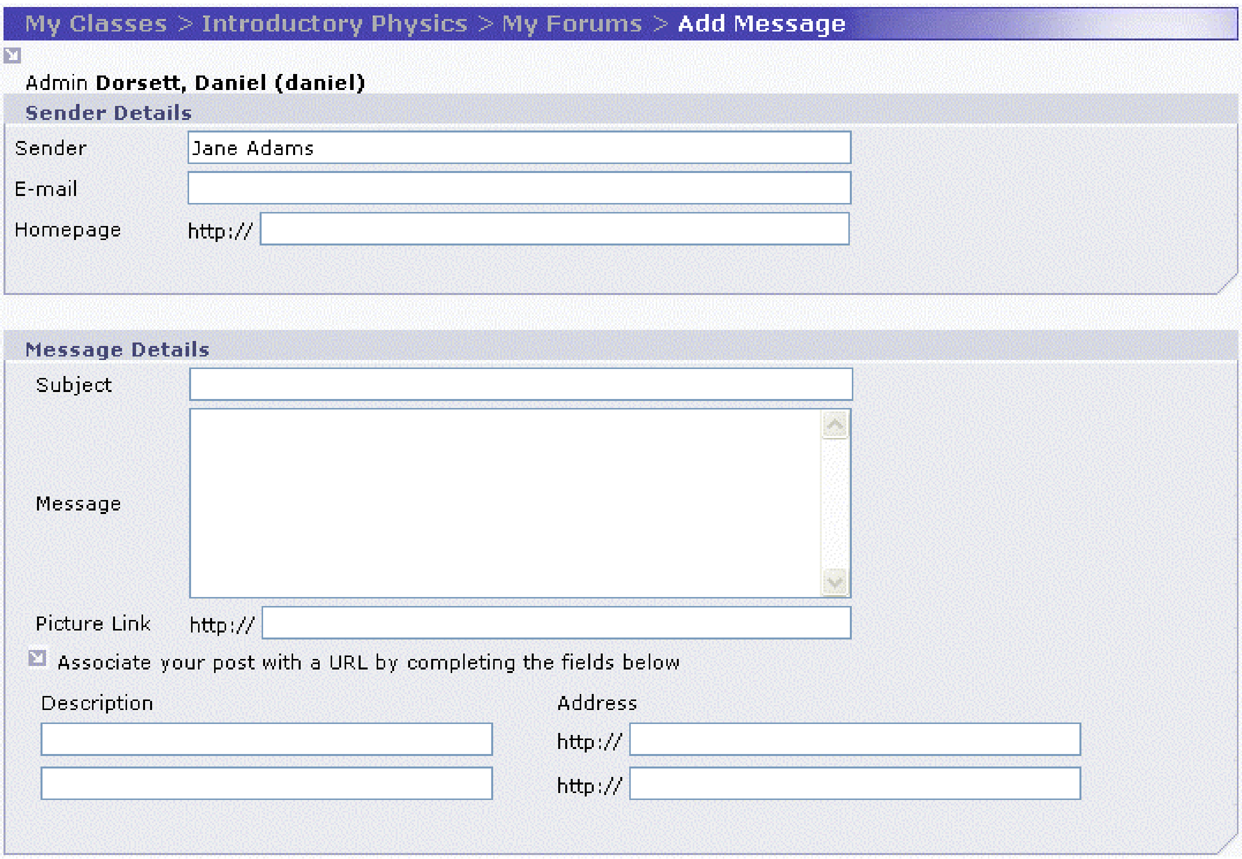
Note: Nothing physically blocks you from starting a new topic that is actually a reply, but if you do this, interested users will be less likely to find your message. When cleaning up the threads, the Forum Manager may decide to delete any such replies.

To create a new topic in a Forum:

1. Launch the Forum according to the procedure in **Participating in a Forum** on page 92. The ***View Forum*** page is displayed.
2. Click Create New Topic at the bottom of the panel.



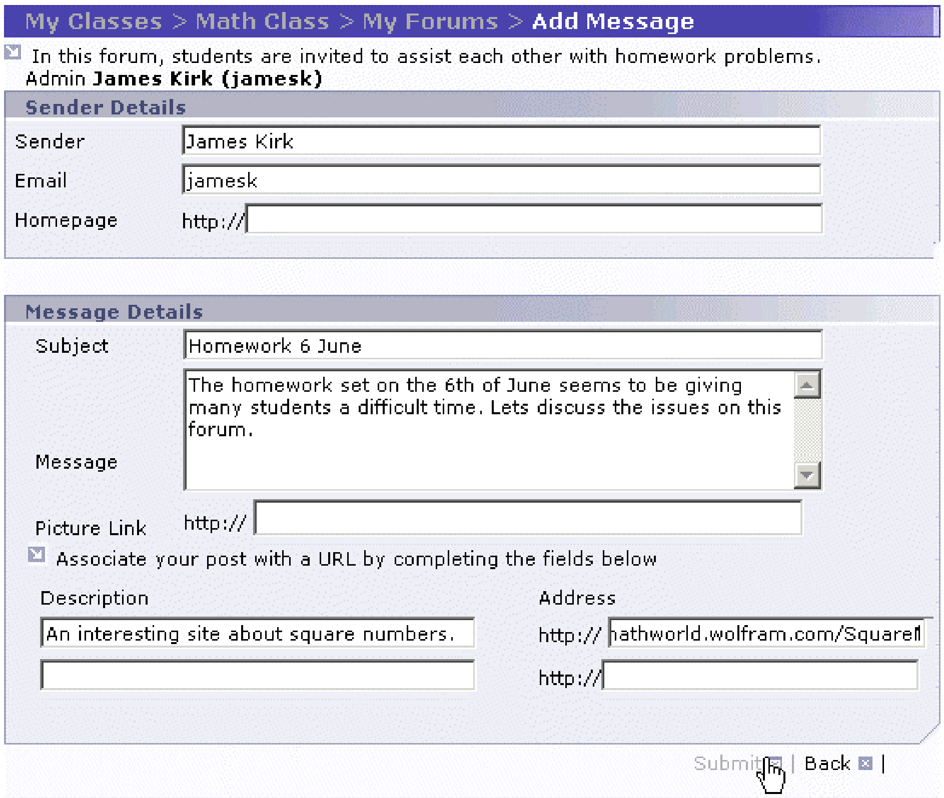
The ***Add Message*** page is displayed.



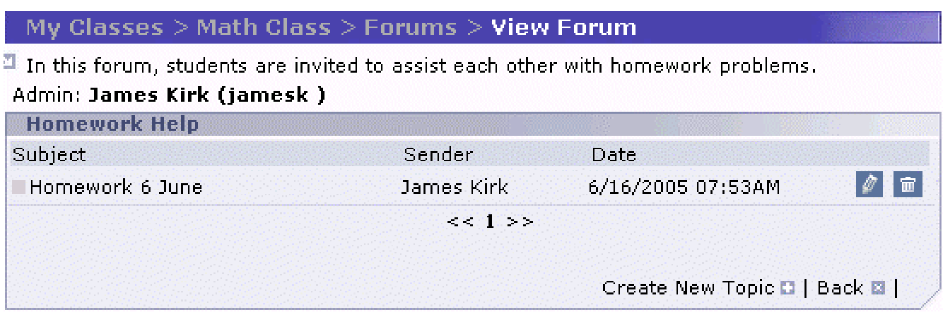
3. In the *Sender Details* panel, enter your name, and, if desired, your e-mail address and homepage in the appropriate fields. Note: **http://** is already entered for you.
4. Enter a subject for your topic in the *Subject* text field.
5. Enter the body of your topic in the *Message* text field.
6. If you wish, you can enter links to up to two websites in the *Address* fields, together with a description of each site in the *Description* fields.
7. In the *Picture Link* field, you have the option of entering the URL of a picture to be displayed with your message.

   Note: Some websites with high volumes of traffic can take a long time to deliver your picture. This problem can be compounded if the picture is large.

8. Click Submit at the bottom of the page.



The ***View Forum*** page is displayed, with the new topic listed.

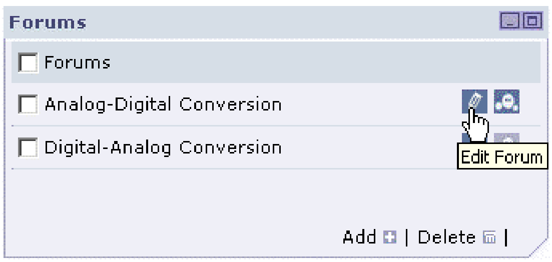


Forum Manager

Any member of the class can be appointed to serve as Forum Manager, including a student. The Forum Manager has certain rights and responsibilities. The Forum Manager sees an additional icon adjacent to the name of the Forum: *Edit Forum*.

Editing Forum Details (Forum Manager Only)

1. Click the Edit Forum icon next to the forum to be edited in the *Forums* panel of the ***Class Main Page***.

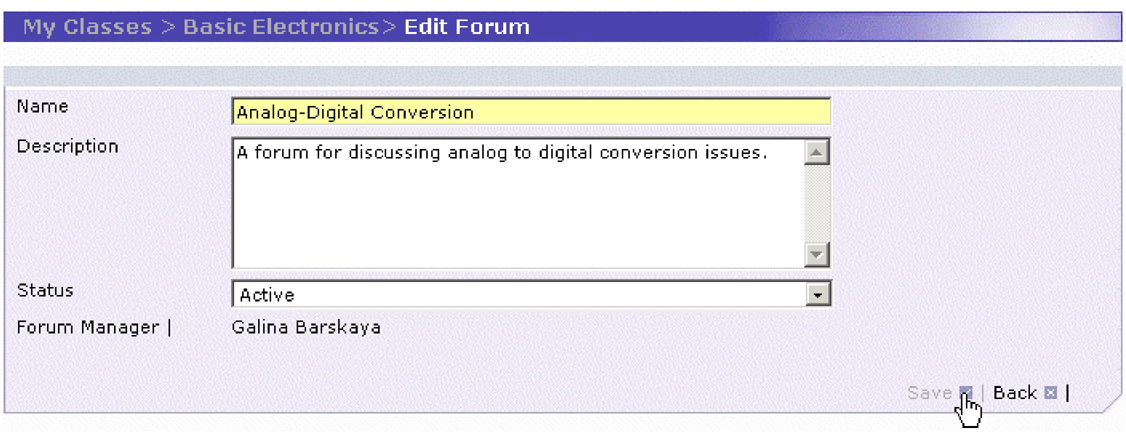


The ***Edit Forum*** page is displayed.

2. On the ***Edit Forum*** page, edit the *Name* and *Description* fields as needed.

Note: Forums are identified by their name, which appears in the *Forums* panel of the ***Class Main Page*** or ***My Desktop*** page. The name must be unique; LearnMate does not support forums with the exact same name. The Description is the text that appears at the top of the ***View Forum*** page.

3. Click Save.

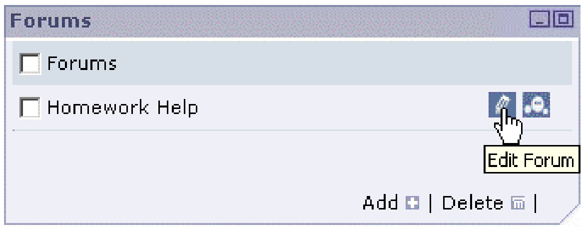


Deactivating a Forum (Forum Manager Only)

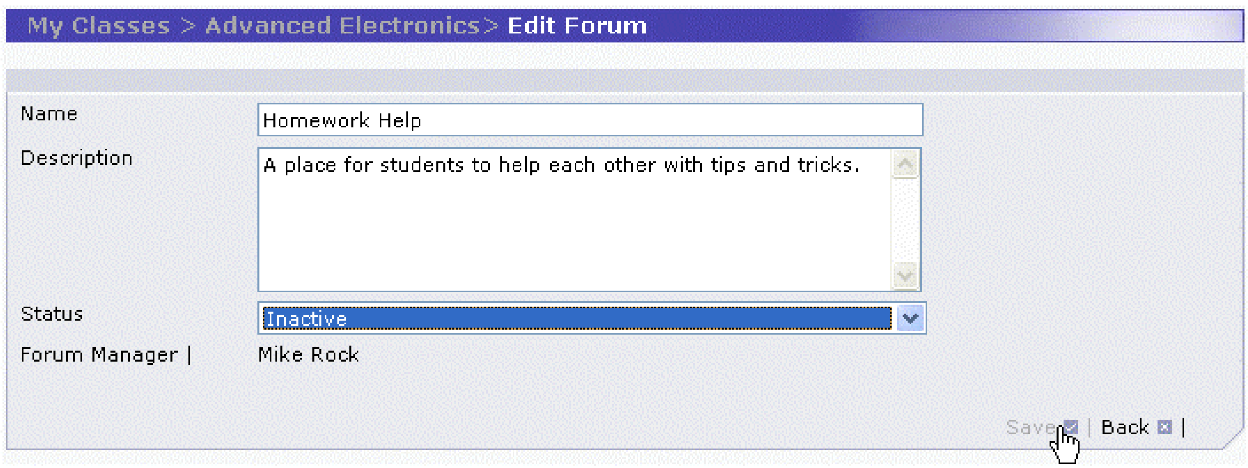
Forums can be deactivated to prevent students from being able to access them. This is useful when the instructor would like the forum to be available only at certain times, such as after all students have taken a test that is the subject of the Forum.

To deactivate a forum:

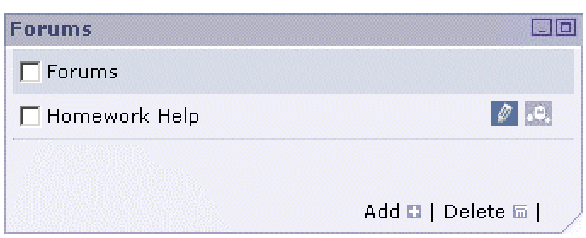
1. Click the Edit Forum icon next to the forum to be edited in the *Forums* panel of the ***Class Main Page***.



2. On the ***Edit Forum*** page, select Inactive from the *Status* drop-down menu.
3. Click Save.



The *Launch Forum* icon in the *Forums* panel appears disabled. Students cannot launch the forum. The forum can be reactivated by returning to the ***Edit Forum*** page and selecting Active from the *Status* drop-down list.



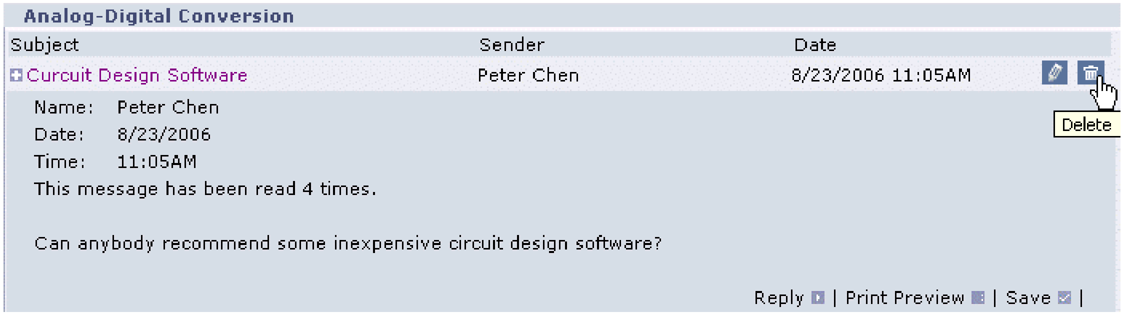
Editing and Deleting Forum Entries (Forum Manager Only)

At times, a forum manager may wish to either edit or delete forum entries posted by students. In the Forum Manager's view only, there are two icons next to each thread and topic: *Edit* and *Delete*.

To delete a forum entry:

1. Launch the Forum according to the procedure in **Participating in a Forum** on page 92. The ***View Forum*** page is displayed.

2. Click the Delete icon next to the message to be deleted.



The message is deleted.

To edit a message:

3. Launch the Forum according to the procedure in **Participating in a Forum** on page 92. The ***View Forum*** page is displayed.

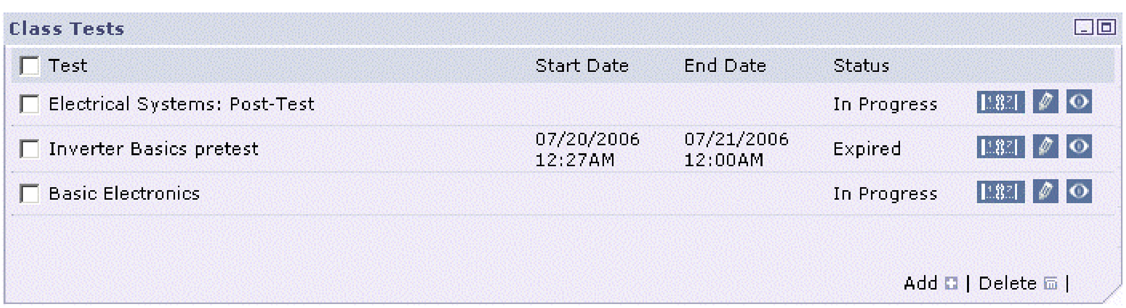
4. Click the Edit icon next to the message to be edited. The ***Edit Message*** page is displayed. This page is identical to the ***Reply*** page.

5. Make the required changes and click Submit. The message is modified. See Replying to Messages on page 94 for more instruction.

Class Tests

From time to time throughout your course of study, your instructor may choose to give tests that are not related to a particular or single module. In LearnMate, these tests are known as Class Tests. Examples of class tests include a mid-term exam, final exam, safety test or a test on material that is not taught within the Learnmate environment.

These tests are launched from the *Class Tests* panel of the ***Class Main Page***. Adjacent to the name of the test is an indication of its status: Not Started, In Progress, Completed or Expired. There may also be entries in the columns for *Start Date* and *End Date*.



Start Date and End Date

The instructor can designate the dates that a particular test can be taken. If a *Start Date* appears next to the name of the test, the test cannot be taken before that date. If an *End Date* appears, the test cannot be taken after that date. At the discretion of the instructor, either or both of these dates may be left open. If neither date appears, then the test can be taken at any time.

Note: The exact time at which the test begins and ends is also shown. This time is specified according to the time at the location of the LearnMate server.

Test Status

Not Started

The instructor can designate the earliest date that a particular test can be taken. Before that date, the status of the test is **Not Started**, and the student cannot launch the test. If you need to take the test at an earlier date, see your instructor.

In Progress

A test which is available for launching is noted as **In Progress** and a *Launch Test* icon is displayed next to the name of the test. Once the allowed number of attempts for the test is exhausted and/or you have viewed your grade with the feedback showing the answers to the test, the status changes to **Completed**.

Tip: Ask your instructor how many tries you are allowed for the test.

Completed

When a test has been taken the maximum number of times allowed or you have viewed the answers to the test via the gradebook or the feedback at the end of the test, the status changes to **Completed** and the *Launch Test* icon disappears.

Expired

The instructor can designate the latest date that a particular test can be taken. After that date, the status of the test is **Expired**, and the student cannot launch the test. If you need to take the test at a later date, see your instructor.

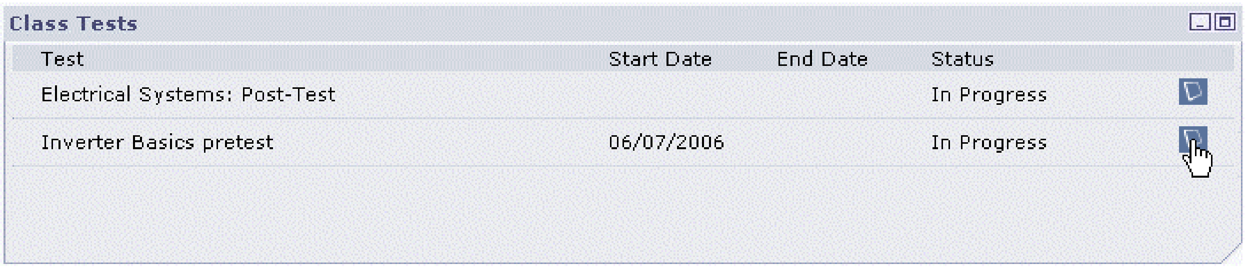
Launching a Test

When the test status is given as **In Progress**, the *Launch Test* icon is displayed next to the test name in the *Class Tests* panel of the ***Class Main Page***. To take a test in LearnMate:

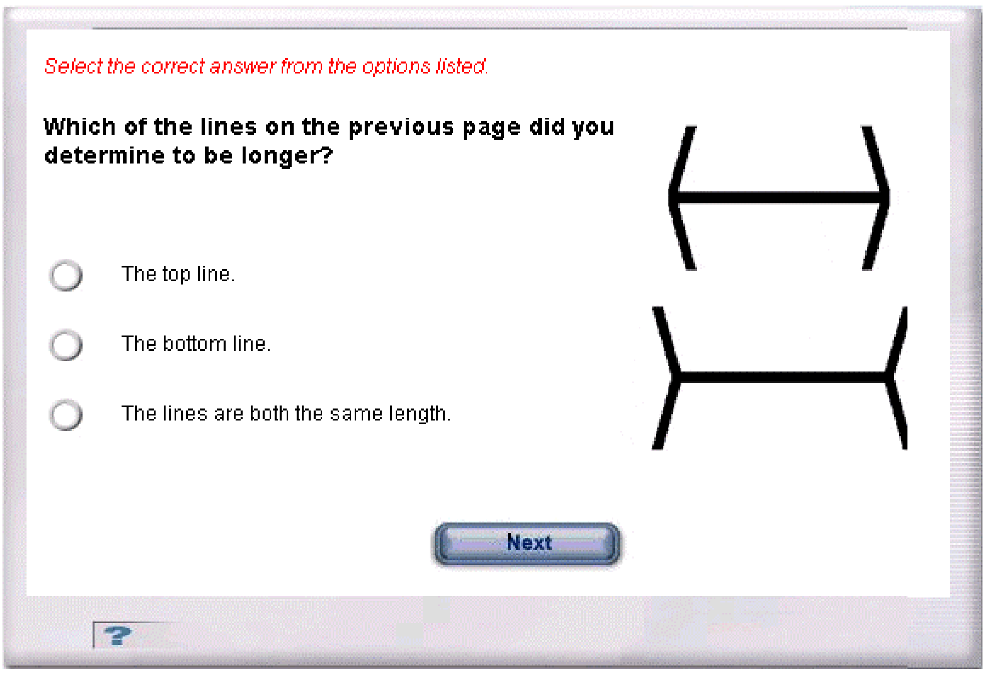
1. Go to the ***Class Main Page***.

   Reminder: To access the ***Class Main Page***, click on the My Desktop tab of the ***Navigation Menu***. Then click on the name of the class in the *My Classes* panel.

2. In the *Class Tests* panel, click the Launch Test icon next to the name of the test you would like to take.



The test is launched in a ***Test Viewer*** pop-up window.



3. Follow the instructions for each question. The following icons become available during the test:

- **Next:** Click Next to submit your answer.
- : Click the icon to open the Test Navigation Bar. Each question is represented in the Test Navigation Bar by a numbered block.
  - Click a numbered block to jump to the question of that number. By the instructor's choice, this option may be disabled.

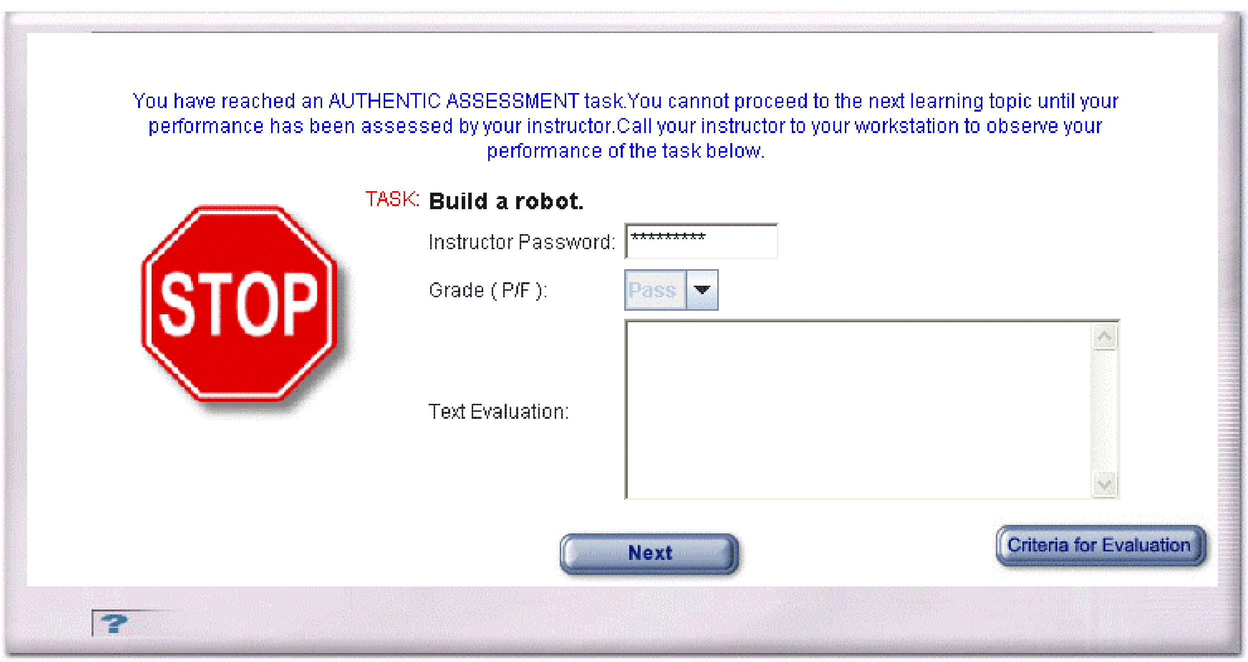
- Note that all questions that have already been visited and answered are indicated in red, while all questions that have not yet been answered are indicated in blue.

- **Submit:** This button is displayed when the last question in the test is displayed. After this button is pressed, the test will end and your score will be calculated. By the instructor's choice, you may be presented with your score, or you may be presented with the correct answers and feedback. You may also submit your test results by clicking Submit in the Test Navigation Bar.

Authentic Assessment Questions

To accurately evaluate learning progress, assessment must examine not only theoretical knowledge but also the practical application of skills.This is what is meant by authentic assessment. Authentic assessments task students with real-world challenges that require them to apply acquired skills and knowledge. This question type requires an instructor to observe student performance of the tasked challenge, and then to grade the student based on pre-defined criteria for evaluation.

In LearnMate, when a test contains an authentic assessment, you cannot navigate to other areas of the content until the instructor has entered a password and assigned you a grade. After the question has been graded, you may proceed to the next question in the test.

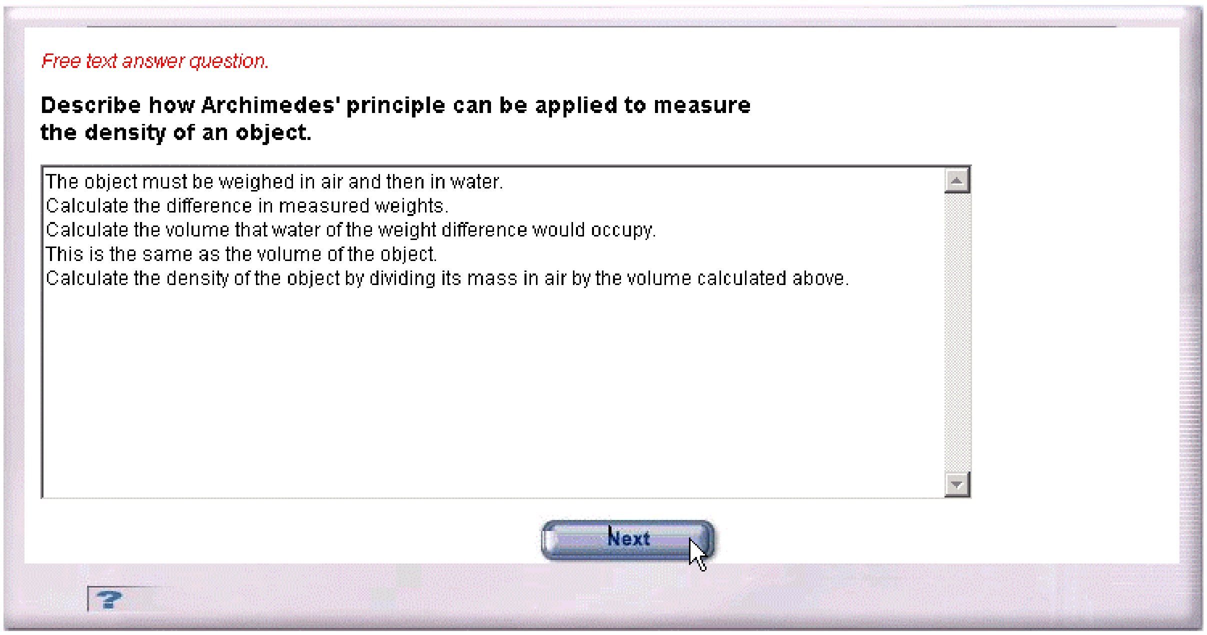


Different grading types are available for authentic assessments: Pass/Fail, 0 - 100% and 1 - 4. The instructor specifies which type is to be used for test. Grades are assigned as follows:

- Pass/Fail: Pass = 100%; Fail = 0%
- 1-4: 1 = 25%; 2 = 50%; 3 = 75%; 4 = 100%
- 0 – 100%: Any grade from 0 to 100 can be assigned.

Open/Essay Questions

Open/Essay questions are not graded automatically, but are graded by the instructor after the test has been submitted. The grade on the Open/Essay question will affect your grade on the test as well as your overall class grade, as shown in the ***My Grades*** portion of the ***Main Menu***.



Assignments

An assignment is a project that students of a class must complete. The instructor can provide resources to help students do the assignment, including computer files, links and instructions. The instructor may perform a preliminary review of the assignment before it is submitted, and may also require it to be reviewed by the student's own peers. When the assignment is complete, it is submitted through LearnMate to the instructor for grading.

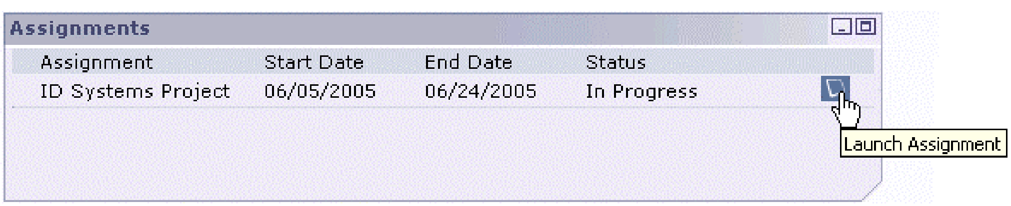
Grading for an assignment is based on pre-defined criteria that the instructor sets upon assignment creation; the student can review these criteria at all times as you progress. Grading is done rubric-style, where the evaluator indicates for each criterion whether it was fully met, partially met or not met at all. Additionally, the evaluator – peer or teacher – can include text remarks.

Launching an Assignment

During the period in which an assignment is in progress, the *Launch Assignment* icon is displayed in the *Assignments* panel of the ***Class Main Page***.

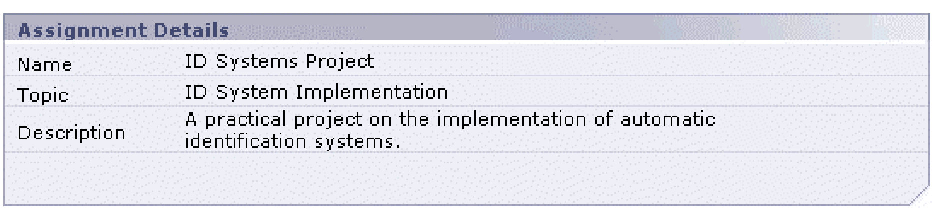
To launch an assignment:

1. Click the Launch Assignment icon next to the name of the assignment. Note that the Start Date, End Date and Status are displayed just as for Class Tests. The assignment can only be launched when the icon is present and the status is indicated as In Progress. See **Start Date and End Date** and **Test Status** on page 103 for more information.



The ***Assignment*** page is displayed. This page contains the following information:

- **Assignment Details:** Lists the assignment's name, topic and description.



- **Grading Criteria:** Outlines the criteria by which your assignment will be graded. The weighting of each criterion is displayed.

Grading Criteria

Criterion	Weight
The information is related to the topic.	34%
The conclusions are broad.	33%
The work has a conclusion.	33%

- **Links:** Lists all web links that the instructor has indicated as relevant to the assignment. Click a link address to access the site. The website will open in a separate window.

Links

Name	Links
Electronics Network	http://www.electronetwork.org/

- **Reference Files:** Lists files that the instructor has uploaded for your use during the assignment. Either click the file name to open it directly from the LearnMate server, or right-click and select Save Target As..., to save it your computer for later access.

Reference Files

introduction.doc

- **User Files:** User Files are files that the student can work on in their use of the assignment, and submit when ready. A User File may consist of a worksheet to be used in completion of the assignment, or a template file for creating a research paper or diary. The *User Files* panel lists all User Files and provides various tools for working with them. See the next section, **Working with User Files**, for more information.

User Files

	Filename	Created From	Status
☐	advanced_skills.txt	Original File	Unlocked

Working Notes | Teacher Evaluation | Peer Evaluation | Upload | Add File |

2. Click Back to return to the ***Class Main Page***.

Working with User Files

Assignments are graded based on the User Files you have generated throughout the course of your work. User Files can be sent to a peer or instructor for a preliminary review or submitted to the instructor for a final grade. Further, you can keep working notes as you progress with each file. In this section, you will learn how to take full advantage of User Files.

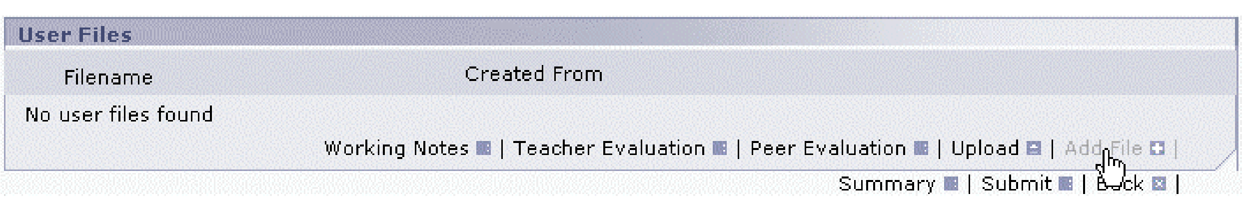
- You can upload files from your computer to your ***Assignment*** page using the Add File procedure. See **Adding a New User File** on page 109.
- You can download files from the ***Assignment*** page to your computer. After doing so, the file on the ***Assignment*** page becomes locked, to prevent you from mistakenly working on different copies of the same file at different times. You may unlock the file if you need to. See **Opening and Downloading a User File** on page 111.
- You can then upload a modified version of a file that was previously downloaded. See **Uploading an Existing User File** on page 112.
- You can create a completely new version of a User File to act as a backup. In this case, both the new version and the old version will be listed on the ***Assignment*** page. See **Creating a New Version of a User File** on page 114.
- You can delete unwanted User Files. See **Deleting a User File** on page 115.
- You can keep Working Notes for each User File. These are short notes for your own use. See **Creating and Viewing Working Notes** on page 116.
- You can submit your User Files to the instructor or to your peers for preliminary evaluation, to receive feedback that may help you complete the assignment. See **Preliminary Evaluations** on page 117.
- When you submit your assignment for grading, all associated User Files are accessible to the instructor. See **Submitting an Assignment for Grading** on page 124.

Adding a New User File

After you have created a file on your computer, it can be uploaded to your ***Assignment*** page.

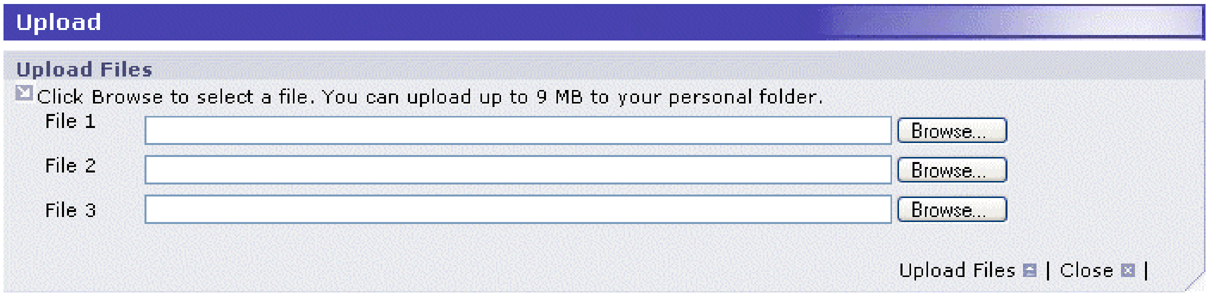
To add a new User File:

1. Launch the assignment as described in **Launching an Assignment** on page 107. The ***Assignment*** page is displayed.
2. Click Add File in the *User Files* panel.



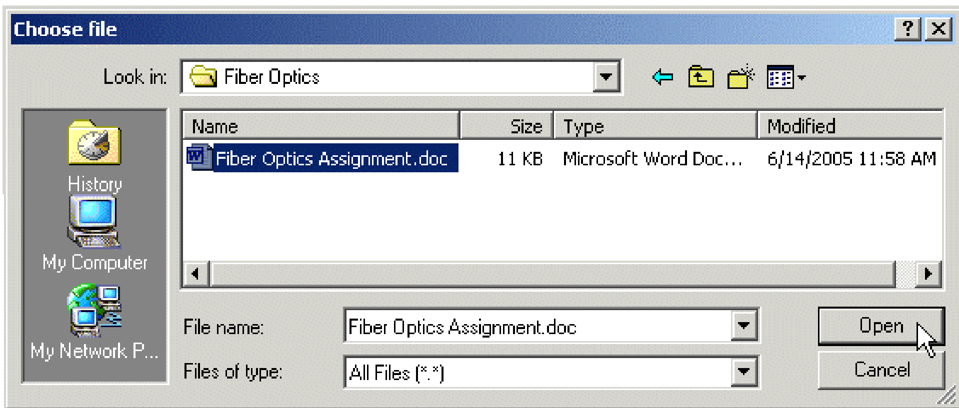
The ***Upload*** pop-up window is displayed.

3. Click Browse next to the *File 1* field.

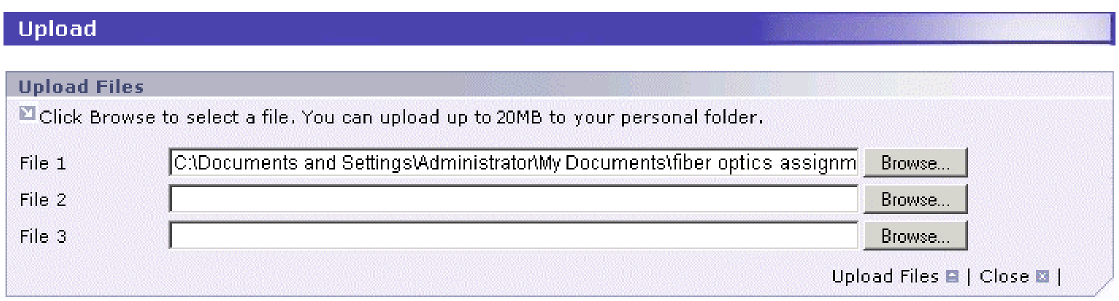


The Windows ***Choose File*** dialog box is displayed.

4. Browse to select the file to add. Then click Open.

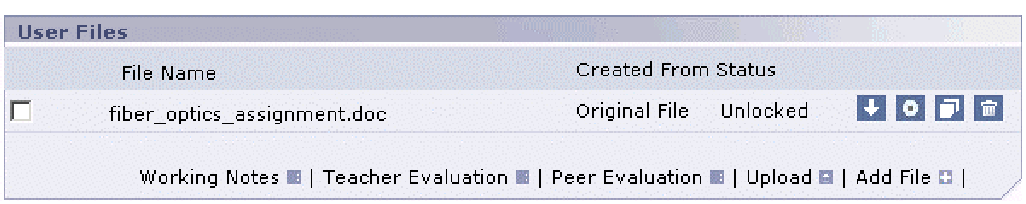


The ***Upload*** pop-up window is displayed with the selected file shown in the *File 1* field.



5. If necessary, repeat steps 3 and 4 to add files in the *File 2* and *File 3* fields.

6. Click Upload Files in the ***Upload*** pop-up window. The ***Upload*** pop-up window closes, and the selected files are listed in the *User Files* panel of the ***Assignment*** page.



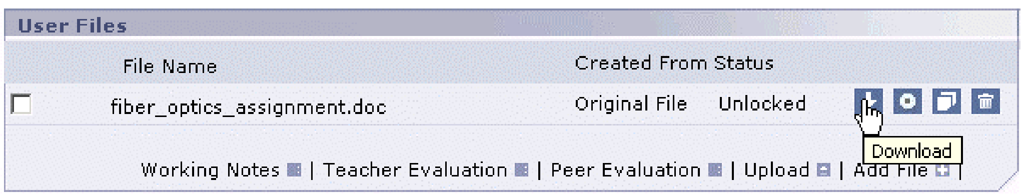
Note: LearnMate automatically replaces all spaces in the name of the uploaded file with underscore characters (_).

Opening and Downloading a User File

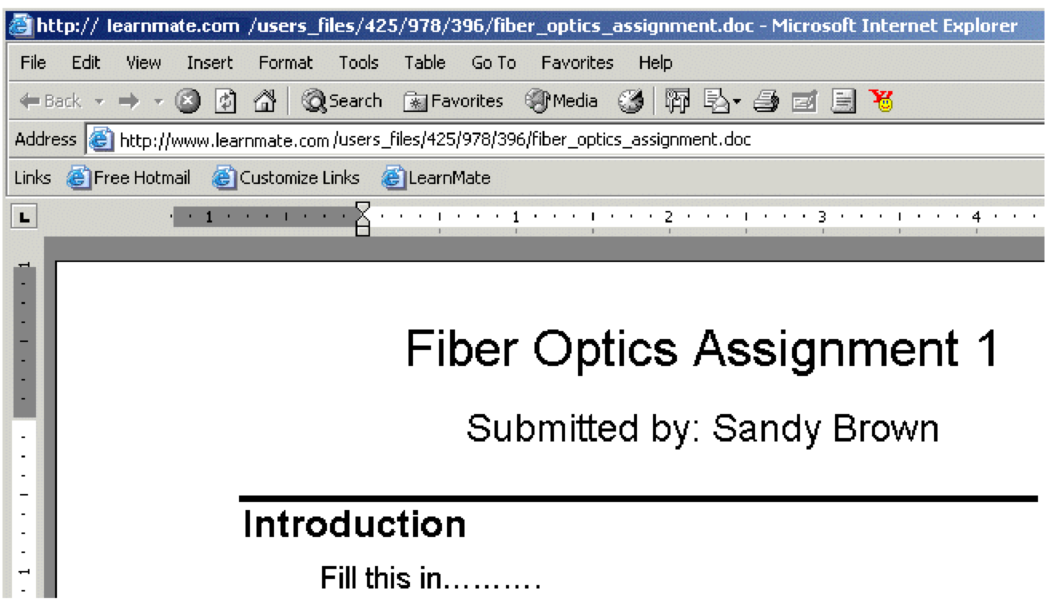
You can open and download any of your User Files to your computer, so that you can work on them offline. Once a file has been downloaded, the status of the file is indicated as Locked. This prevents you from downloading the file again and becoming confused over which copy of the file you are working on.

To open and download a User File:

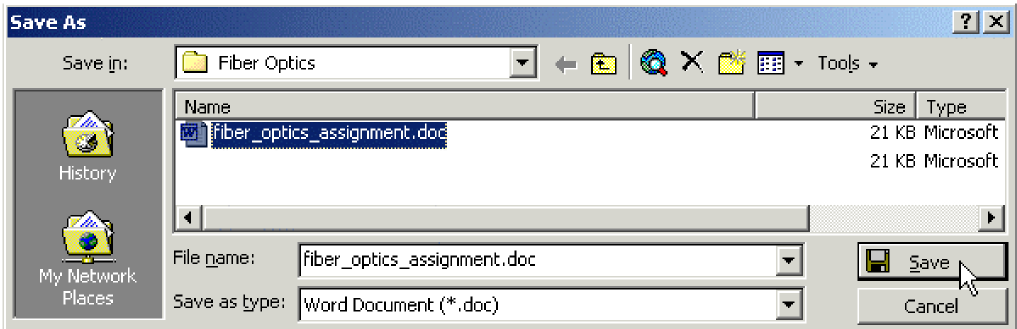
1. Launch the assignment as described in **Launching an Assignment** on page 107. The ***Assignment*** page is displayed.
2. Click the Download icon next to the User File to be downloaded.



The selected file is opened in a new browser window by the application required by the file.



3. Save the folder to your computer using the *Save As* function in the open application. Do not change the name of the file.



The file is saved to your computer.

4. Close the browser window. Do not attempt to make changes here. Instead, open the file from the location you saved it on your computer. You can now work on the file, editing and saving as you normally would. However, be sure to keep the file name exactly the same as it is saved on LearnMate. Each time you are finished editing your work, be sure to upload it to your ***Assignments*** page as described in the next section, **Uploading an Existing User File**.

Note: The example graphics shown here are specific to Microsoft Word. Each software program will appear differently.

Uploading an Existing User File

After you have finished editing your User File, you should return it to LearnMate. The old version you changed is replaced with your latest version and the file's status is changed back to Unlocked. Your Working Notes are preserved and you can download the file again whenever you need to. See **Creating and Viewing Working Notes** on page 116.

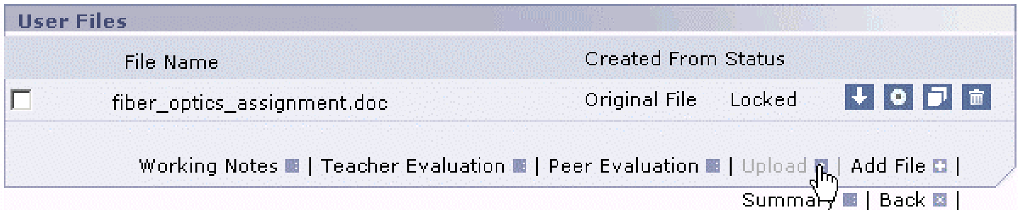
Uploading an existing file to LearnMate involves basically the same procedure as adding a file, as described in **Adding a New User File** on page 109, except that you begin by clicking a different hyperlink.

Note: In order to preserve the document version control provided by the User Files feature of LearnMate assignments, it is very important that you choose the correct hyperlink to start with. Use Add File only the first time you put a file into the system, and use Upload every time after that.

To upload an existing User File:

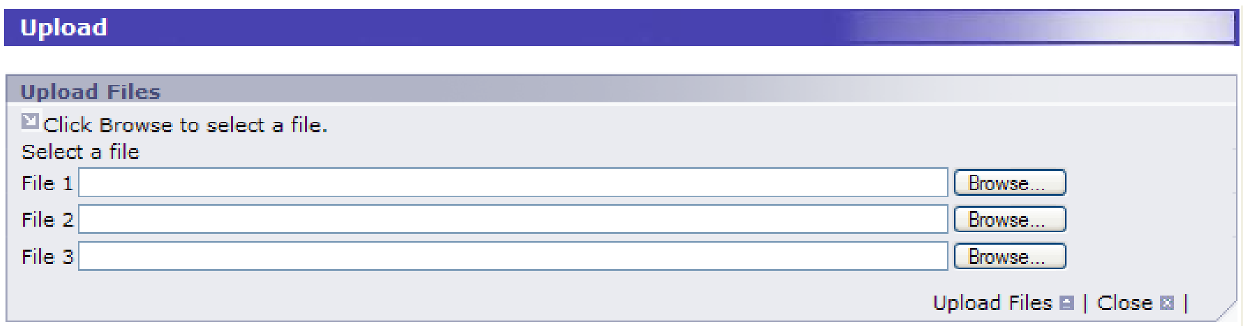
1. Launch the assignment as described in **Launching an Assignment** on page 107. The ***Assignment*** page is displayed.

2. Click Upload at the bottom of the *User Files* panel of the ***Assignment*** page.



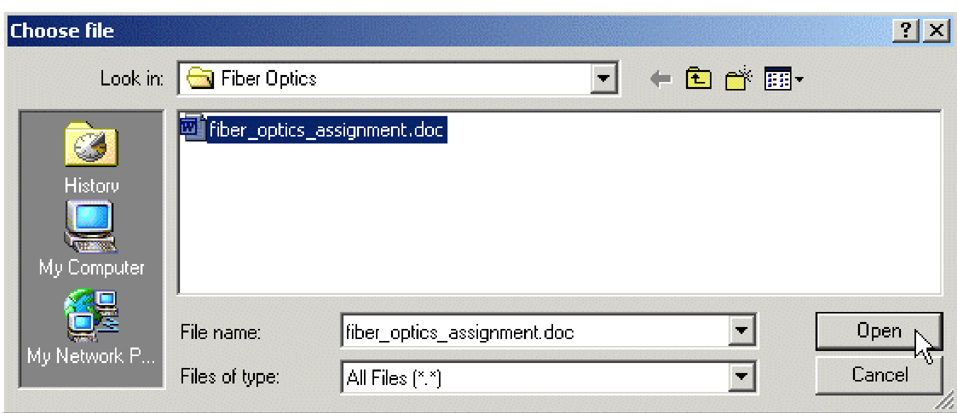
The ***Upload*** pop-up window is displayed.

3. Click Browse next to the *File 1* field.



The ***Choose File*** dialog box is displayed.

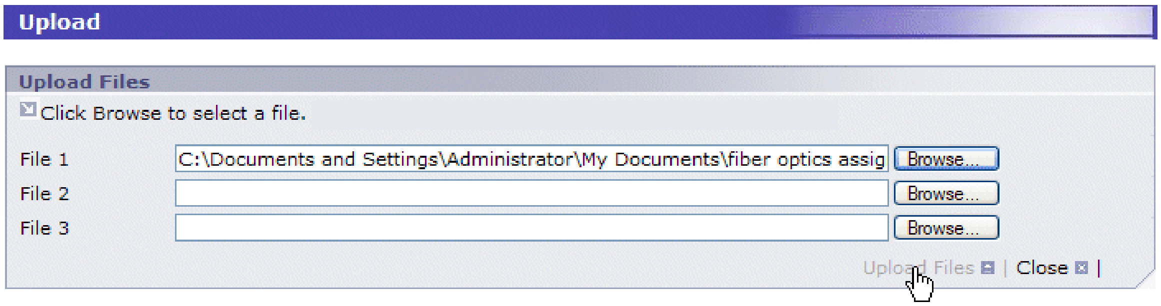
4. Browse to select the file to add. Then click Open.



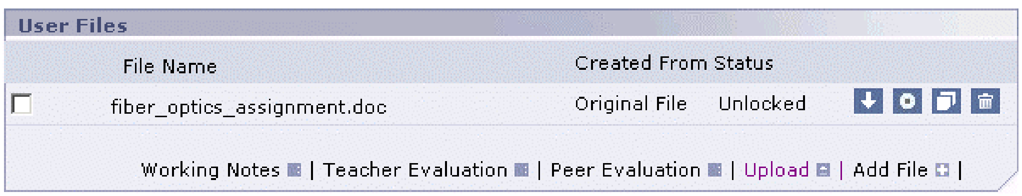
The ***Upload*** pop-up window is displayed with the selected file shown in the *File 1* field.

5. Repeat steps 2 and 3 to add files in the *File 2* and *File 3* fields if necessary.

6. Click Upload Files.



The files you selected are uploaded, replacing the old copies of the files. The file is now unlocked.

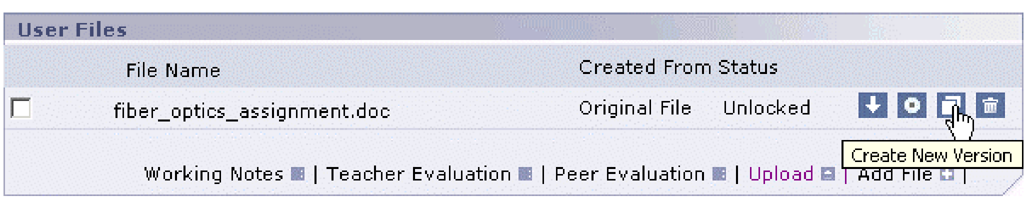


Creating a New Version of a User File

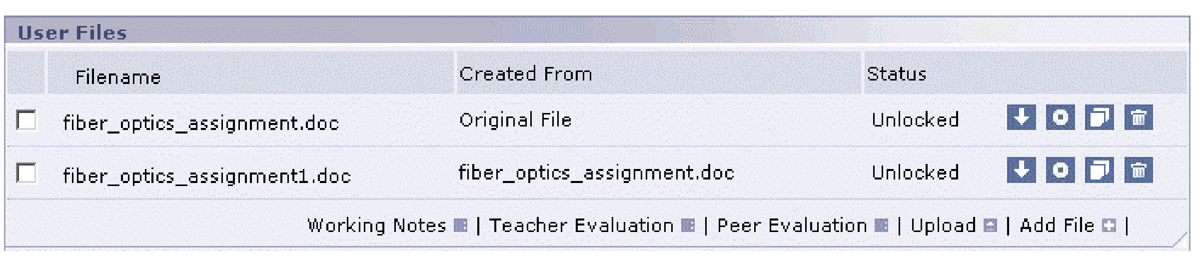
It is recommended that you create a backup copy of a User File before editing it.

To create a new version of a User File:

1. Launch the assignment as described in **Launching an Assignment** on page 107. The ***Assignment*** page is displayed.
2. Click the Create New Version icon next to the relevant file.



The ***Assignments*** page is redisplayed. The new version of the file is shown in the *User Files* panel. The new file has the same name as the previous file, with a number added at the end, indicating the version number. The *Created From* column indicates which file it is based on. You can now download and edit the copy, leaving the original file as a backup.



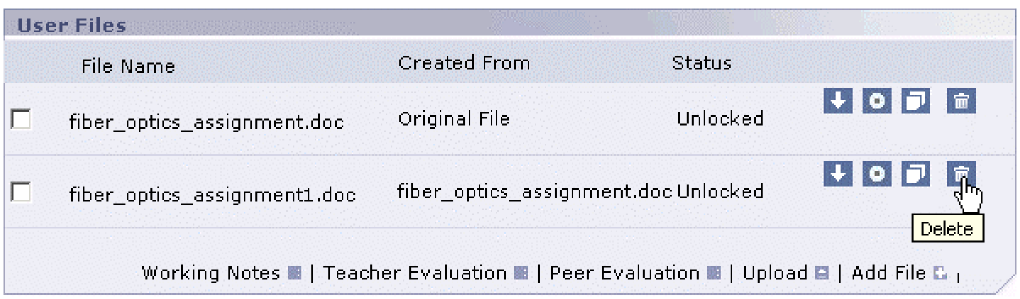
Notes:

- The Working Notes you created for the first version are not carried over into the new version. However, you can still access the original version at any time.
- When creating new versions, it is usually a good idea to start with the latest version. If you go back to the original file, you start a new branch, which can easily lead to confusion. Refer to the Created From column to help identify the latest version.

Deleting a User File

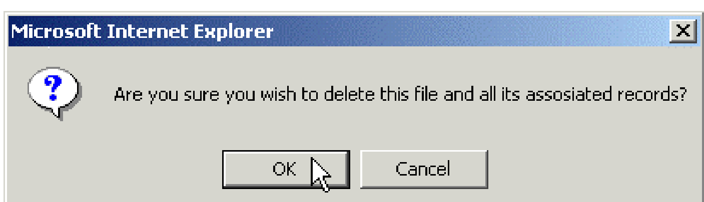
To delete a User File:

1. Launch the assignment as described in **Launching an Assignment** on page 107. The ***Assignment*** page is displayed.
2. Click the Delete icon next to the User File you would like to delete.

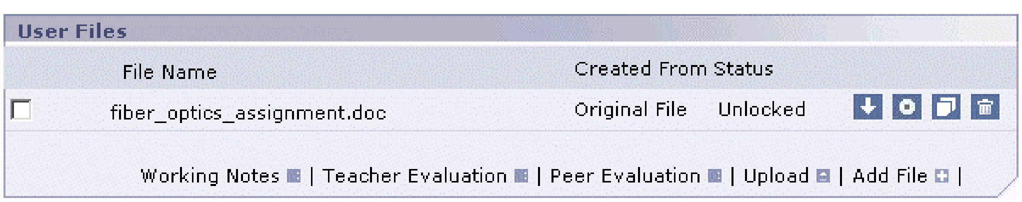


You will be asked for confirmation.

3. Click OK.



The file is deleted and no longer appears in the *User Files* panel.

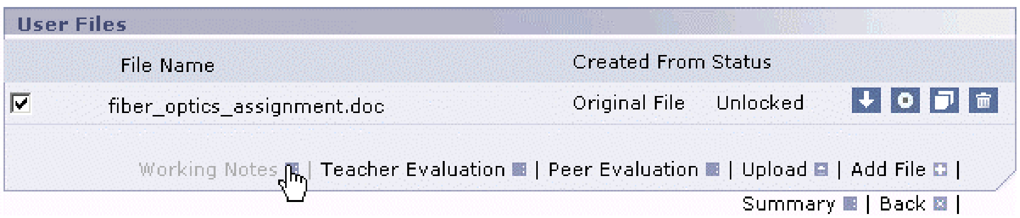


Creating and Viewing Working Notes

LearnMate allows you to keep notes about your User Files. For example, you may want to keep a note as a reminder of work still required on a file, or record comments to add to your peer or teacher evaluation request. Several notes may be kept for each User File.

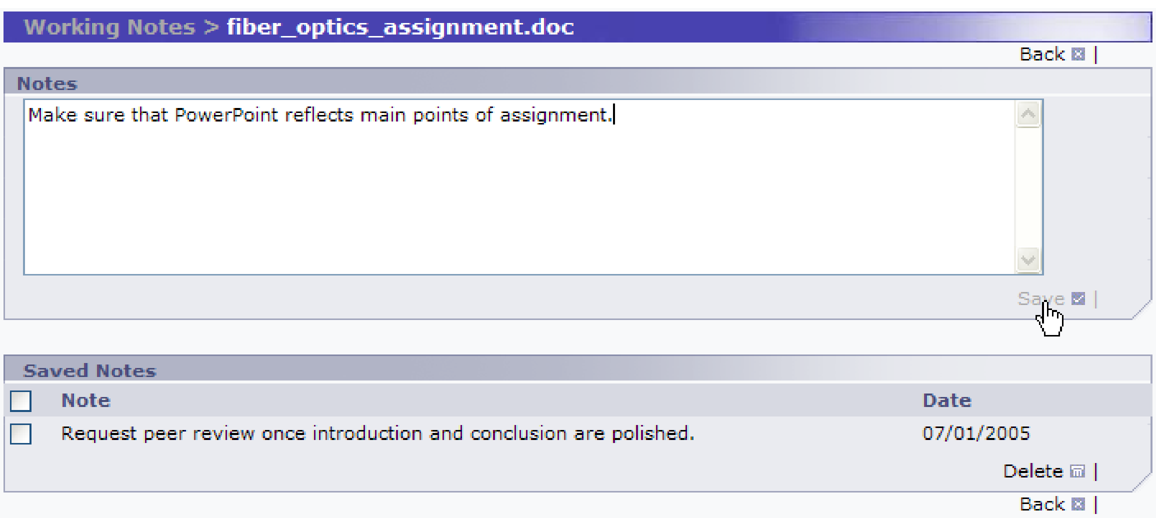
To create and view Working Notes:

1. Launch the assignment as described in **Launching an Assignment** on page 107. The ***Assignment*** page is displayed.
2. In the *User Files* panel, check the checkbox next to the name of the file for which you would like to add a note.
3. Click Working Notes.

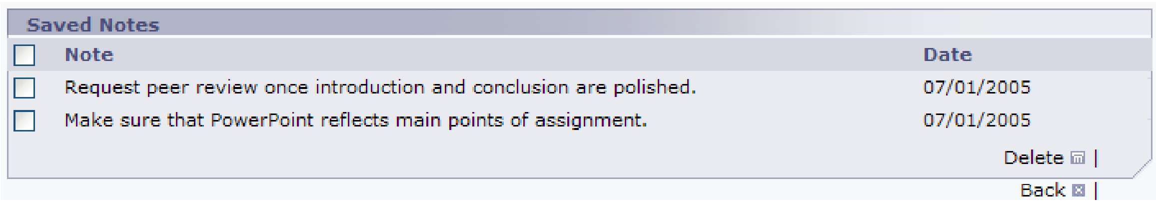


The ***Working Notes*** page is displayed.

4. Previously written notes are listed in the *Saved Notes* panel. They can be deleted by checking the checkboxes and clicking Delete.
5. Write the new note in the *Notes* text field.



6. Click Save. The note is saved and the ***Working Notes*** page closes. When you reopen the ***Working Notes*** page for this file, the note you have entered will be displayed in the *Saved Notes* panel.



Note: When you create a new version of a User File, the Working Notes you created for the first version are not carried over into the new version. However, you can still access the original version at any time.

Preliminary Evaluations

You can submit your User Files to the instructor or to your peers for preliminary evaluation, to receive feedback that may help you complete the assignment and/or better your chances of receiving a good grade.

Submitting an Assignment for Evaluation

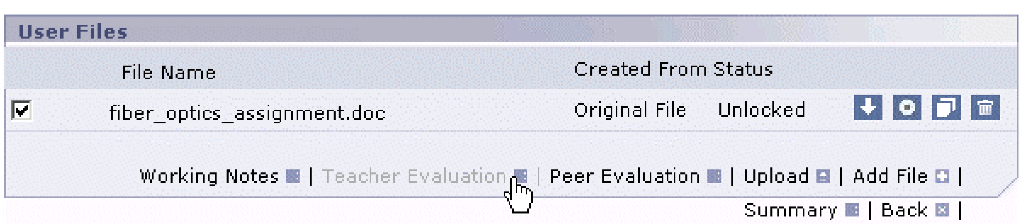
If you need help with your assignment or wish to determine whether you are ready to submit your assignment for a final grade, you can request a preliminary evaluation from either an instructor or a peer. The instructor or peer will receive a message in his or her ***Inbox***, requesting evaluation, together with a link to the User Files you want evaluated (see **Evaluating an Assignment** on page 119).

The procedure for requesting an evaluation is a completely separate procedure from submission for final grade. Preliminary evaluations are not factored into the final grade – they are merely an indicator of how the peer or instructor would grade you at the time of the review request. If you request an evaluation but do not eventually submit the assignment for a grade, the assignment will end up with a grade of zero. See **Submitting an Assignment for Grading** on page 124.

1. Launch the assignment as described in **Launching an Assignment** on page 107. The ***Assignment*** page is displayed.

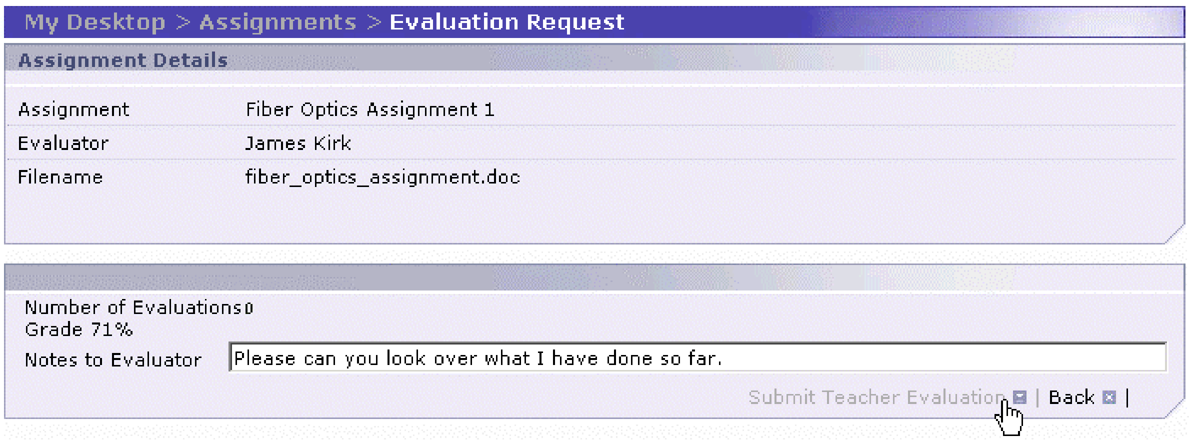
2. In the *User Files* panel of the ***Assignment*** page, check the checkboxes next to the file to be submitted.

3. Click Teacher Evaluation to submit the file to a teacher or Peer Evaluation to submit the files to a classmate. The ***View Evaluation*** page is displayed.



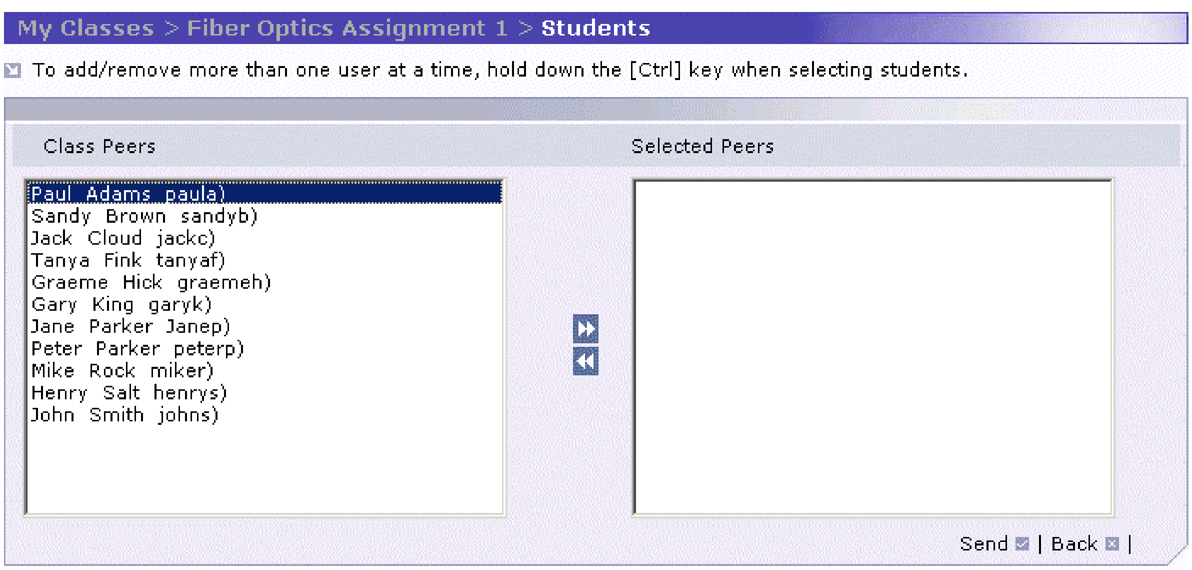
4. Add a note to the evaluator in the *Notes to Evaluator* field.
5. Click Submit Teacher Evaluation or Submit Peer Evaluation.

   Note: This is the same hyperlink you will click to read the evaluation.



3. If you request a teacher evaluation, the teacher is sent a message requesting the evaluation. LearnMate returns to the ***Assignment*** page.

   If you request a peer evaluation, the ***Students*** page is displayed so that you can select the classmates who will do the evaluation. Select the classmates you want to evaluate your work. Click the Add Students icon to move them to the *Selected Peers* box. Then click Send. The ***Evaluation Request*** page is redisplayed. A message requesting evaluation is sent to each of the evaluators.

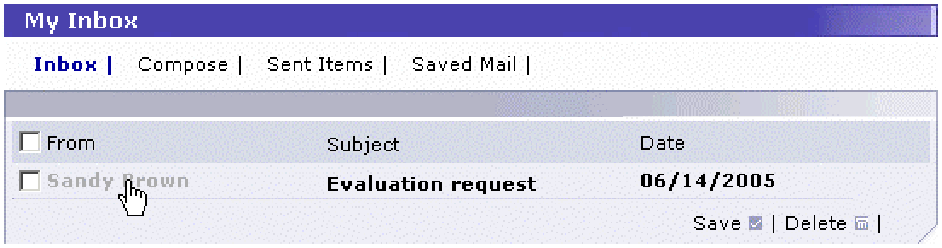


Note: You can only submit one file at a time for review. If you wish to request a preliminary review on more than one file, repeat steps 2 to 5 for each file.

Evaluating an Assignment (Student and Instructor)

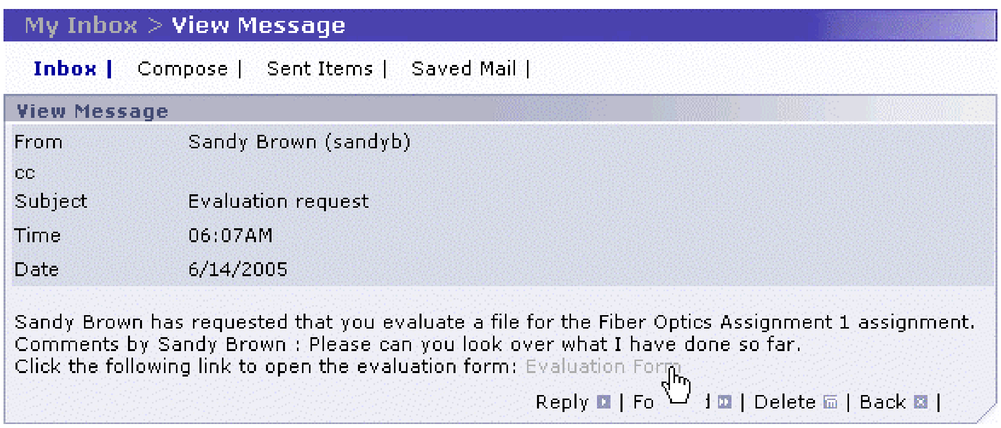
If one of your classmates has requested that you evaluate his or her assignment, you will receive a message in your ***Inbox***. The message will have the subject Evaluation request. To review ***Inbox*** procedures, see **My Inbox** on page 31.

1. Click either the name of the requestor or the subject of the message.

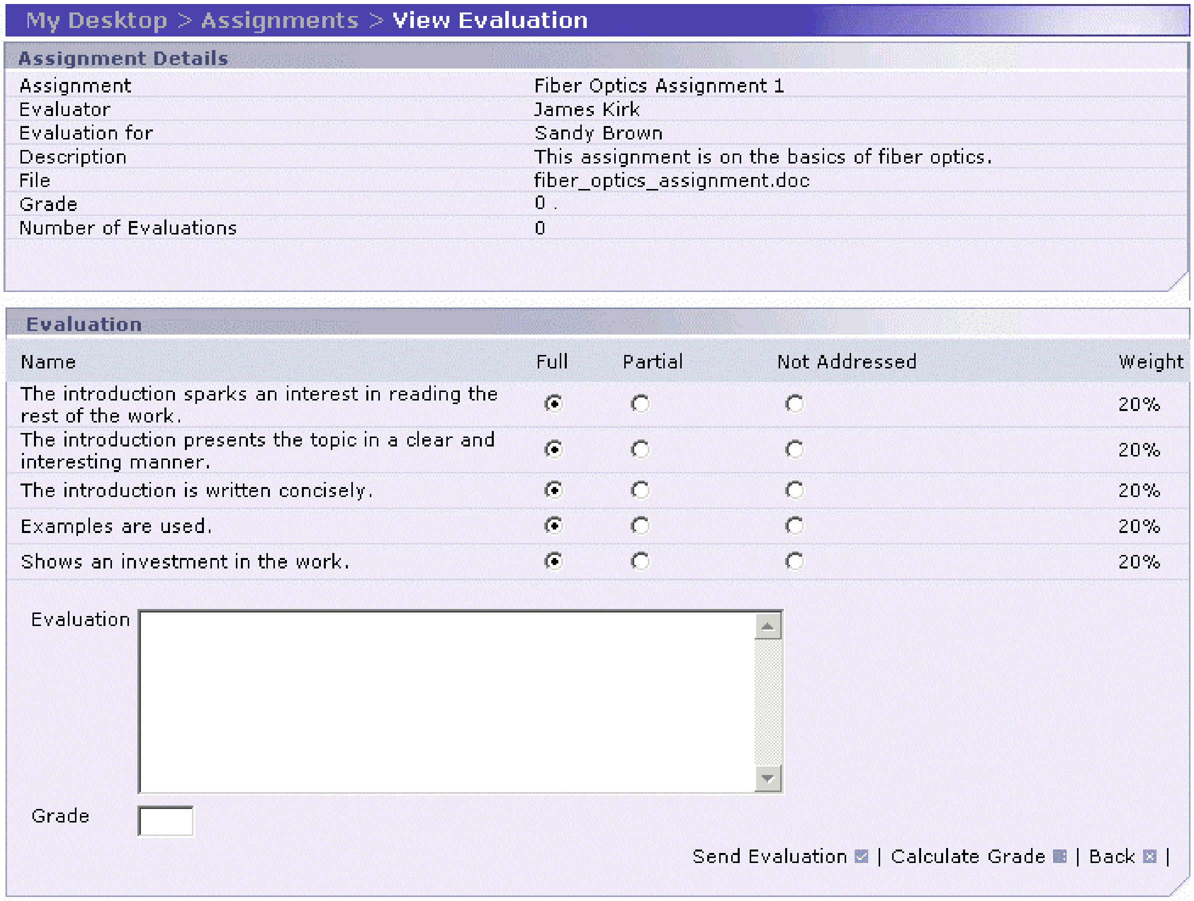


The ***View Message*** page is displayed and the student's comments are shown.

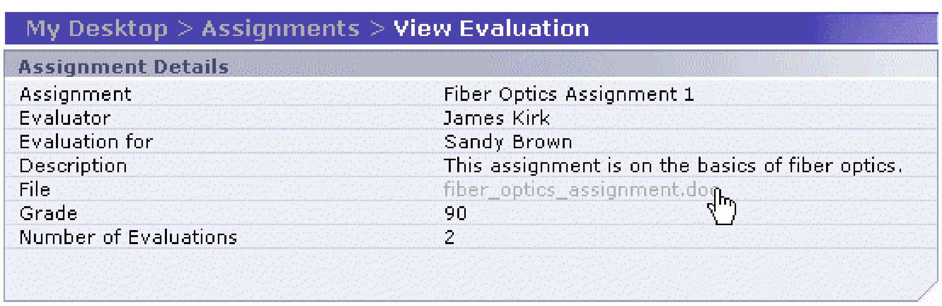
2. Click the link Evaluation Form, which is located at the end of the message body and above the bottom row of hyperlinks.



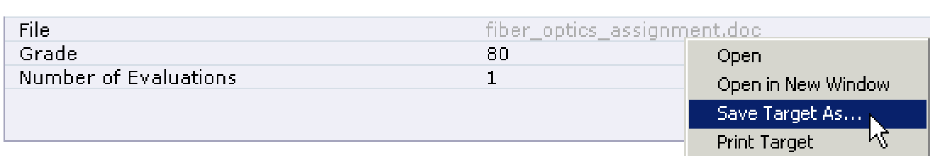
The ***View Evaluation*** page is displayed, listing the assignment details.



3. To read the User File you are supposed to evaluate, you can either open it directly from the LearnMate environment or you can download it to your computer. To open the file directly, click the file name in the *File* row of the *Assignment Details* panel. The file opens for viewing.

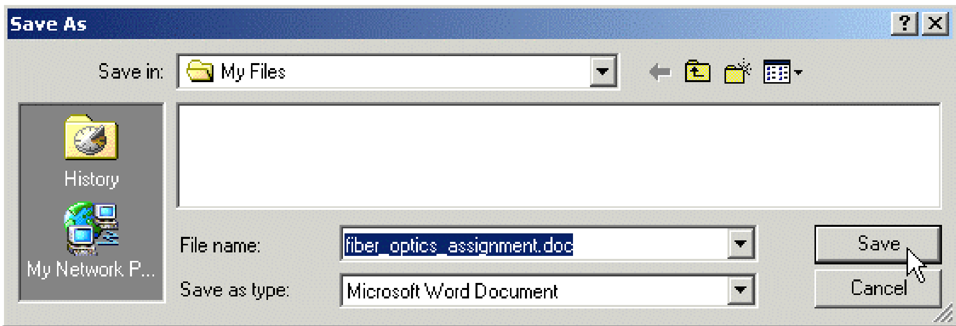


4. Alternatively, to save the file to your own computer, right-click on the name and select Save Target As... from the pop-up box drop-down menu.



The Windows ***Save As*** pop-up window is displayed.

5. Select the folder in which you wish to save the file and enter the file name in the *File Name* field. Click Save.



4. Read the files the student sent and then formally evaluate them.

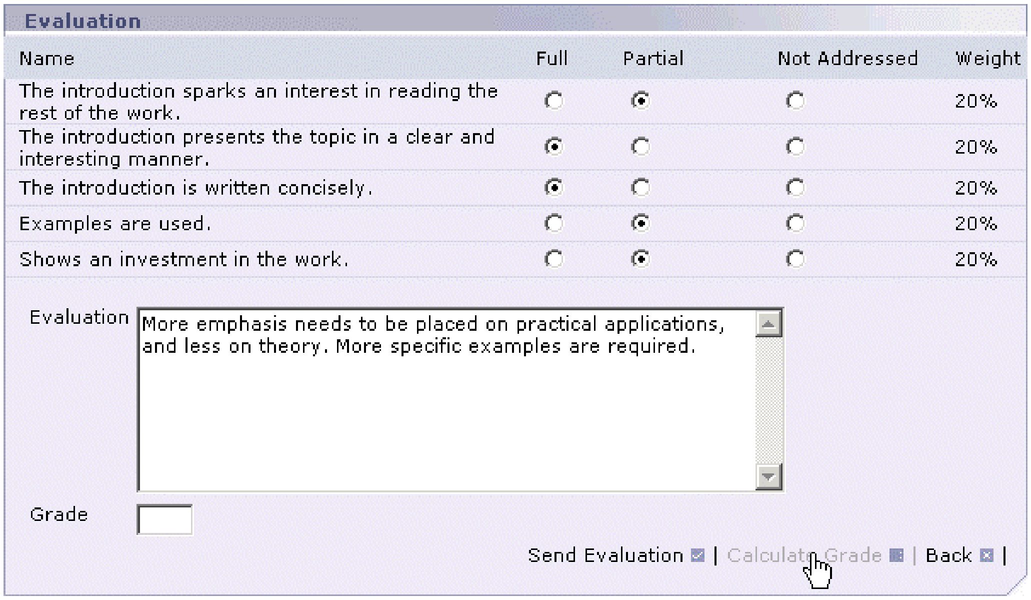
6. Each of the grading criteria the instructor specified for the assignment is listed in the *Evaluation* panel, similar to a formal grading rubric.

   - Evaluate the student's work according to each of these criteria, using the radio buttons provided.

   - Enter a qualitative evaluation in the *Evaluation* field.

     Note: The system does not notify the student as to whether the grade was calculated automatically via the criteria rubric or manually overwritten by the evaluator. This field can also be used to explain the grade you give, as well as to provide feedback on the student's work.

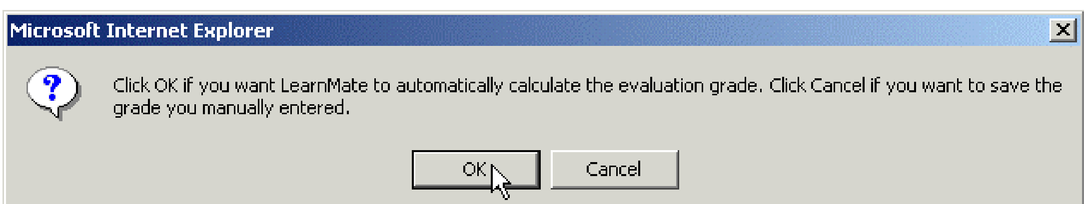
   - Click Calculate Grade to calculate the grade automatically, or enter the grade manually in the *Grade* field. The numbers listed in the *Weight* column are used for automatic calculation, but you may accept or ignore them if you decide to manually grade. If you should calculate the grade automatically, full credit is given for Full, two-thirds credit for Partial, and one-third credit for Not Addressed.



The grade is calculated and placed in the *Grade* field. You can modify this number manually if you wish. Keep in mind that an evaluation "grade" is not the student's actual grade, but a preliminary check to help the student perfect the work before submission.

7. Click Send Evaluation to send your evaluation to the student.

The following message will be displayed.



8. Click OK to use the automatically calculated grade. If you entered a grade manually, click Cancel. A confirmation message is displayed, showing the grade to be assigned.

Note: If you entered a grade manually and then click OK, it will be overwritten with the automatically calculated grade.

9. Click OK to accept the grade. The evaluation is sent, and the ***My Inbox*** page is redisplayed.

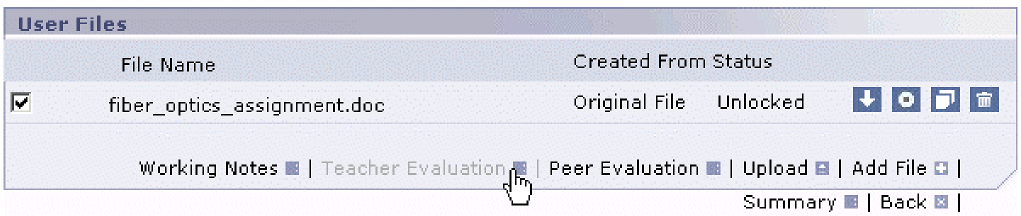
Note: While you are still in your ***Inbox***, you may want to send the student a short mail that the evaluation is complete. The next section describes how a student can view previous evaluations.

Viewing Past Evaluations

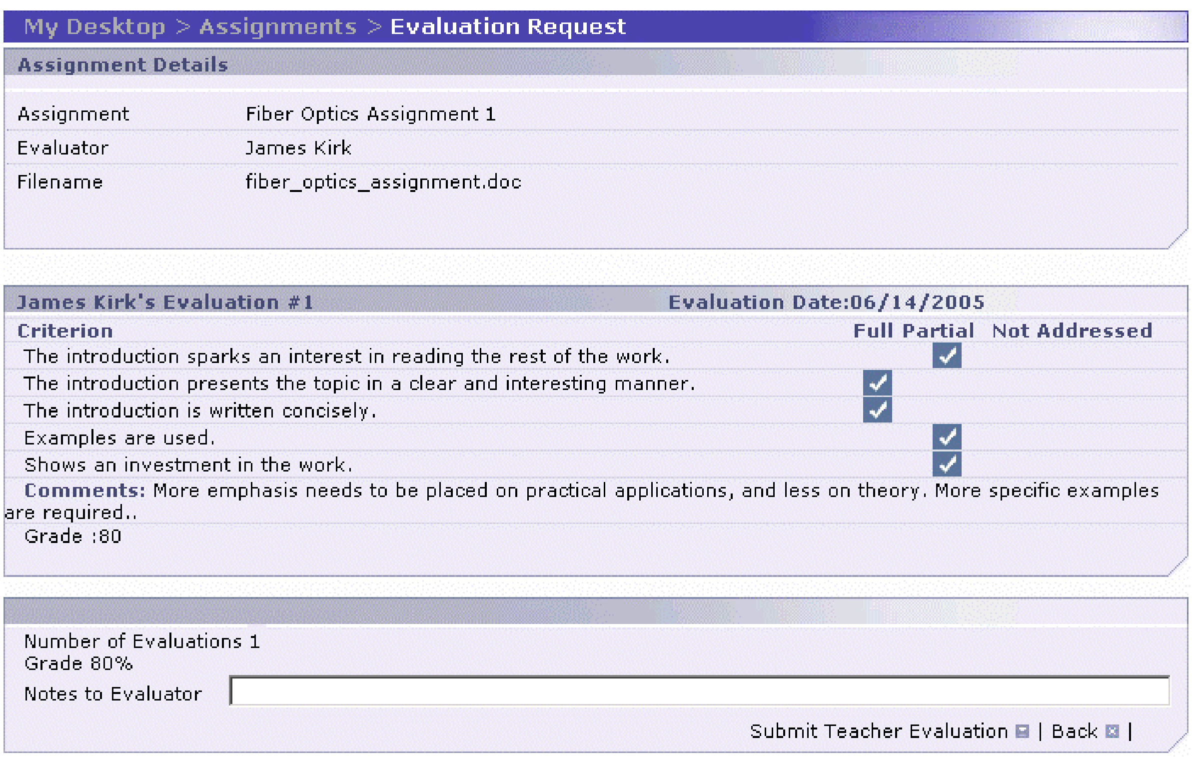
Once an assignment has been evaluated by the instructor or a peer, the evaluation is available for your review.

1. Launch the assignment as described in **Launching an Assignment** on page 107. The ***Assignment*** page is displayed.
2. In the *User Files* panel of the ***Assignment*** page, check the checkboxes next to the User File you sent for evaluation.
3. Click Teacher Evaluation in the *User Files* panel to view evaluations performed by a teacher, or Peer Evaluation to view evaluations performed by peers.

   Note: These are the same buttons you used to send the original evaluation requests.



The ***View Evaluation*** page is displayed. The evaluation is displayed, including the review according to the instructor's grading criteria, the comments and the numeric grade.



4. If you wish, you can send the User File to the same evaluator again with additional comments in the *Notes to Evaluator* field. For example, once you have completed the suggestions noted in a previous evaluation, you may wish to submit the assignment for a re-review. To do so, click Submit Teacher Evaluation or Submit Peer Evaluation only if you want to send the file again.

5. Click Back to return to the ***Assignment*** page.

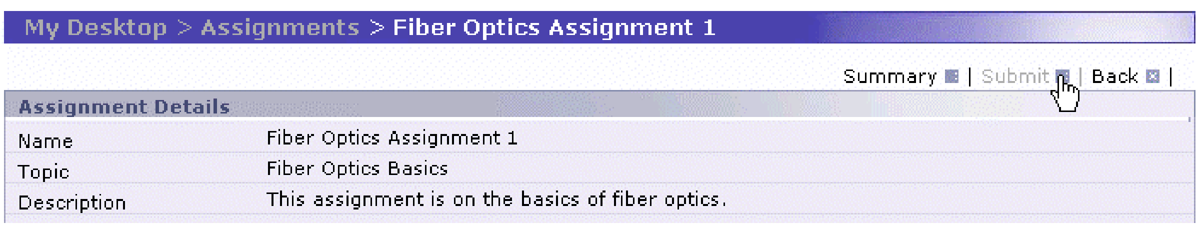
Submitting an Assignment for Grading

Once you have completed the assignment, you must submit it to the instructor for final grading. In some cases, you may have had your User Files evaluated a number of times before final submission.

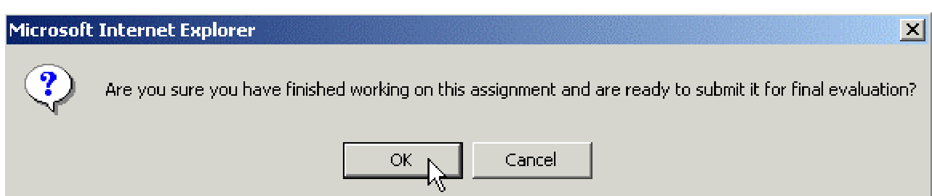
Note: Once you have submitted the assignment for grading, you can no longer launch the assignment for further editing. Therefore, be sure that you are 100% ready to submit the assignment before following this procedure.

1. Launch the assignment as described in **Launching an Assignment** on page 107. The ***Assignment*** page is displayed.

2. In the ***Assignment*** page, click Submit, either at the top or bottom of the ***Assignments*** page.



You will be asked whether you are ready to submit the files. This dialog box is the last warning for the student who intends to request a preliminary evaluation but has selected the Submit procedure by mistake. An assignment can only be submitted for final grade one time.



3. If you are sure you have completed the assignment, click OK. The assignment is submitted and your ***Class Main Page*** is displayed. The instructor receives a message in his ***Inbox***, indicating that the assignment has been submitted for final evaluation. After the assignment has been graded, you can view your grades in the ***My Grades*** page. See Viewing My Grades on page 54.

Class Resources

Class Resources are files that are relevant to the class as a whole, such as the course syllabus, calendar, class rules, safety procedures, lecture notes and so on. Unlike Module Resources (see

Module Resources on page 72), they are not relevant to just one particular module but rather are intended to be more general and for the entire class.

The class resource files are listed in the *Resources* panel of the ***Class Main Page***. This list may change from time to time as determined by the instructor. Students can open files directly from this page, or download them to their own computers. The procedures for dealing with these files are identical to the procedures for Module Resources.

Opening a Resource File

Class Resources are opened in the same manner as Module Resources. See **Viewing a Module Resource** on page 73 for more information on this feature.

Saving a Resource File

Class Resources are saved in the same manner as Module Resources. See **Saving a Resource File** on page 74 for more information on this feature.

Review

In this chapter, we covered the following material:

- The layout of the Class Main Page.
- How Modules are launched.
- How to view a Rotational Schedule.
- How to perform a Software Check to determine that you have the correct version of the software required for a module installed on your PC.
- How mail and events are sent to fellow classmates and the instructor.
- How Chats are managed and used.
- How Forums are managed and used.
- How Class Tests are launched.
- How to launch Assignments and submit them for preliminary reviews and final grading.
- How Resource Files are managed.

Ask Yourself

- Can you schedule a class event, and send messages to students?
- Can you join a chat?
- Can you join a forum?
- Can you add a topic to a forum?
- Can you respond to a message posted in a forum?
- Can you launch a module?
- Do you know where to install the software required for a module?
- Can you launch a class test?
- Can you launch an assignment?
- Can you upload User Files and maintain them while you work on them?
- Can you submit User Files for preliminary reviews and final grading?
- Do you know the difference between the various status messages for class tests and assignments?
- Can you read Resource Files for classes and modules?
- Do you know how to contact your instructor through the LearnMate system?

5

Viewing LearnMate Content

Review of Previous Chapter

In the previous chapter, you were introduced to the Class Main Page, which acts as the "dashboard" for each of a student's or instructor's classes. You learned that this page contains all the information and controls needed to study, or lead, a class.

You covered the following:

- The layout of the Class Main Page.
- How Chats are managed and used.
- How Forums are managed and used.
- How to launch Modules and Class Tests.
- How to install the software required by a module using the Software Check function.
- How to launch Assignments and submit them for preliminary reviews and final grading.
- How Resource Files are managed.

Introduction

In this chapter, we will explore the Content Viewer, the window in which LearnMate Content is presented. The Content Viewer opens in a separate pop-up window and the LearnMate environment remains open and accessible at all times. By the end of this chapter, you will be able to take full advantage of LearnMate Content by using all the functions available from the Content Viewer window.

Objectives

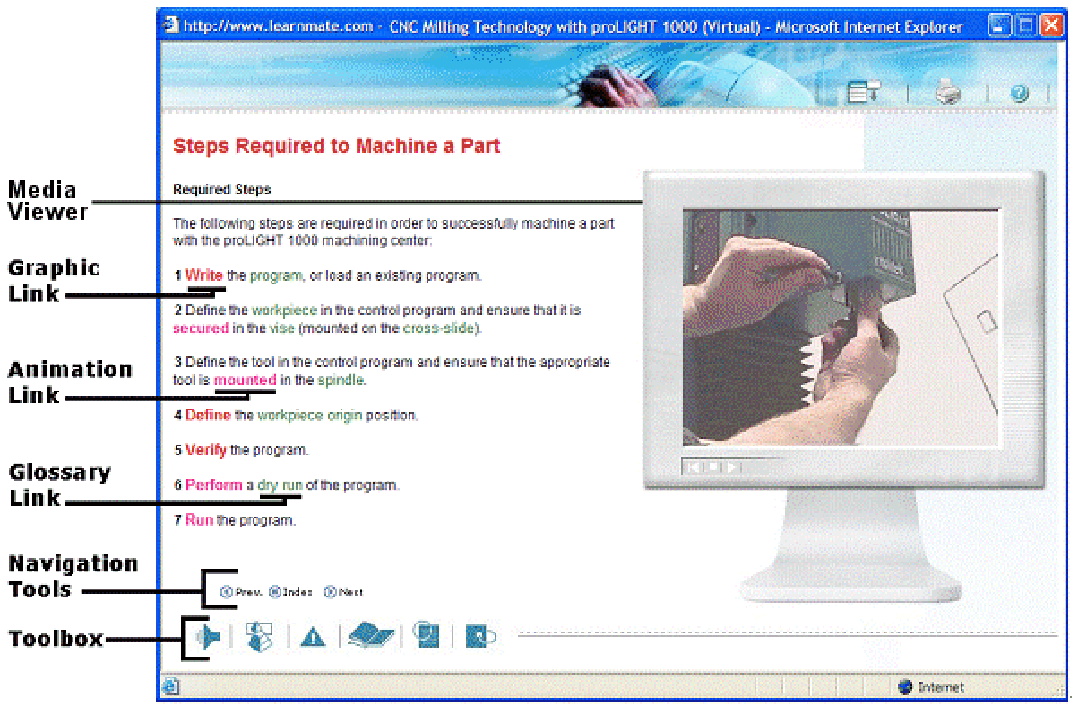
In this chapter, we will explore the following topics:

- The layout of the Content Viewer
- Content Viewer icons
- Color-coded hyperlinks within the text

Overview of Content Viewer

Each LearnMate Content module combines illustrative graphics, interactive animations and simulation software to create a unique learning experience. To facilitate learning, the same basic page structure, generic navigation tools and learning enrichment tools are used in each module.

A typical LearnMate Content page is shown below.



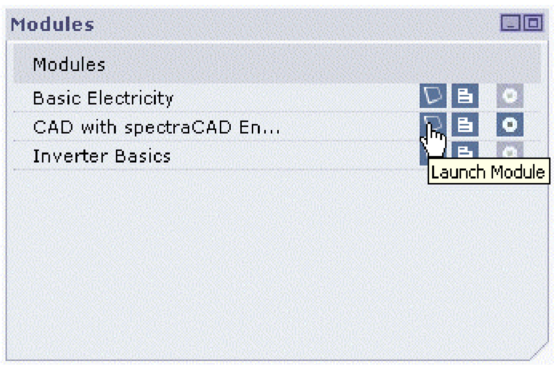
Each of the items specified will be discussed in one of the following sections:

- **Launching a Module**, page 129, explains how to launch a module from the LearnMate interface.
- **Navigating a Module**, page 130, demonstrates various methods for moving from section to section in a module, and describes the functionality of different types of hyperlinks that a module can include.
- **Exploring the LearnMate Toolbox**, page 133, describes each of the six learning enrichment tools available in the LearnMate toolbox.

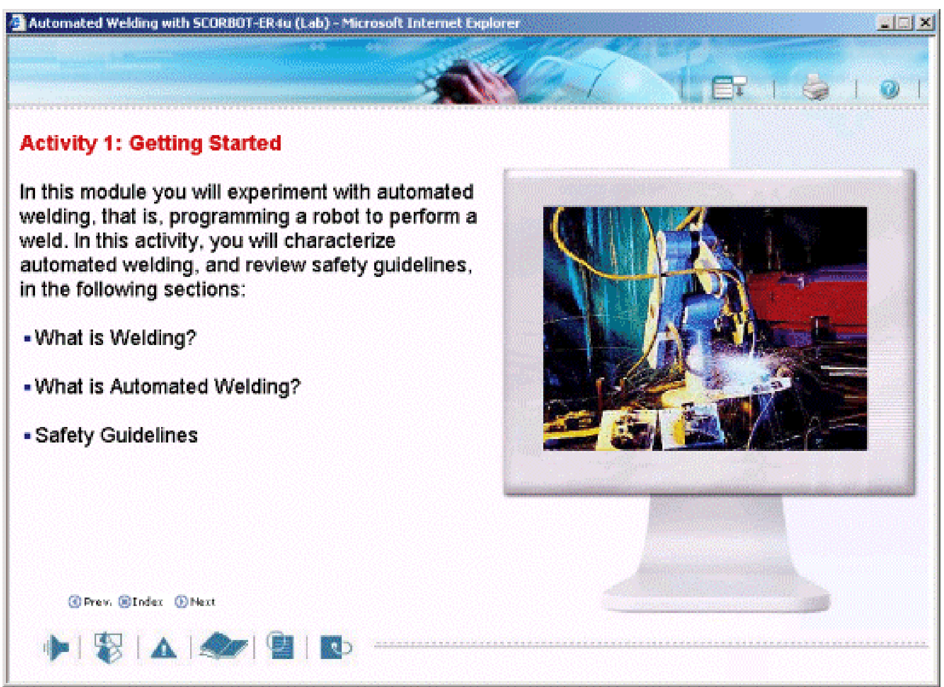
Launching a Module

To launch a module:

1. Click on the My Desktop tab in the ***Navigation Menu***. Click on the name of the class of interest in the *My Classes* panel. In the *Modules* panel of the ***Class Main Page***, click the Launch icon next to the module you wish to launch.



The module is launched in a new Internet browser window.



Navigating a Module

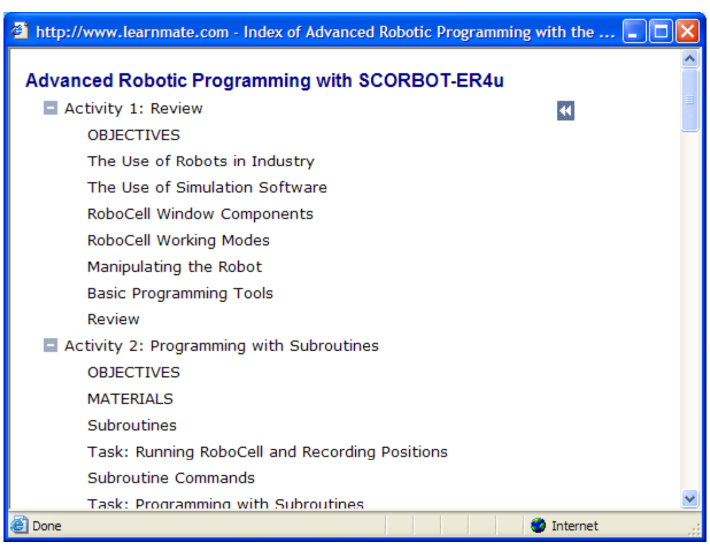
LearnMate offers a number of options for navigating content. Navigation links below the text on each page of LearnMate Content enable you to easily move through the module. You can move sequentially from page to page using the Previous and Next buttons, or jump to a specific section in the module using the Index. Additionally, color-coded links within the text enable you to:

- Change the media object (graphic, animation, video) displayed in the Media Viewer
- Open the Glossary pop-up window to a particular term
- Open a software application
- Open a resource file
- Jump to another page within the current module or another module
- Open a link to a related article or website on the Internet

Moving from Page to Page

- Click Prev to display the previous page in the current module.
- Click Next to display the next page in the current module.
- Click Index to display a Table of Contents of all the sections in the module. An arrow marks the section that is currently open. Click the section to which you would like to jump to display it in the Content Viewer.

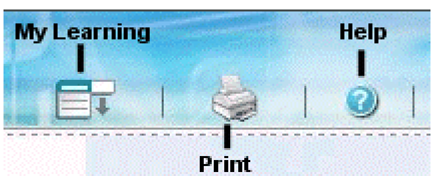
  Note: If you are only able to jump to sections that you have already read but not future sections, this means that **Open Index Navigation** has been disabled by your instructor. This function allows instructors to force students chronologically through the content.



- Click a **red** link to change the graphic displayed in the Media Viewer.
- Click a **pink** link to change the animation displayed in the Media Viewer.
- Click a **green** link to open the Glossary pop-up window to a specific term and definition. For more details on the glossary, see **Glossary**, page 135.
- Click a **blue** link to do one of the following:
  - Open a software application. Note that the required application and the LM Agent must be installed on your computer. See **LM Agent and Required Software** on page 2 and **Software Check** on page 75.
  - Open a resource file.
  - Jump to another page within the current module or another module.
  - Open a link to the Internet.

The Upper Icons

Three commonly used icons are located at the top right of the Content Viewer.



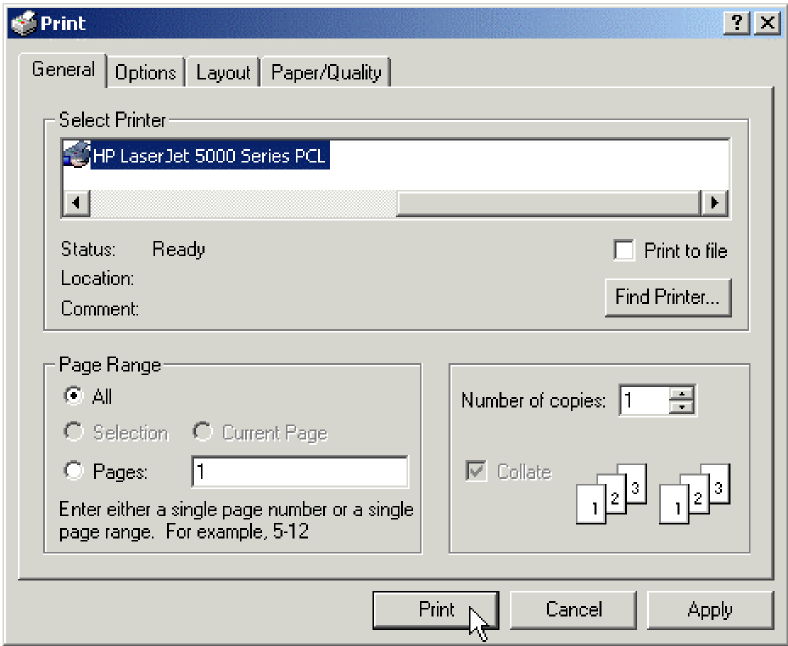
My Learning

Clicking the My Learning icon  brings the ***Class Main Page*** window to the front, temporarily hiding the Content Viewer. The Content Viewer remains open at the page you were just viewing.

Note: To return to the Content Viewer, click the Minimize icon in the upper right corner of the ***Class Main Page*** window or select the Content Viewer from the Windows taskbar.

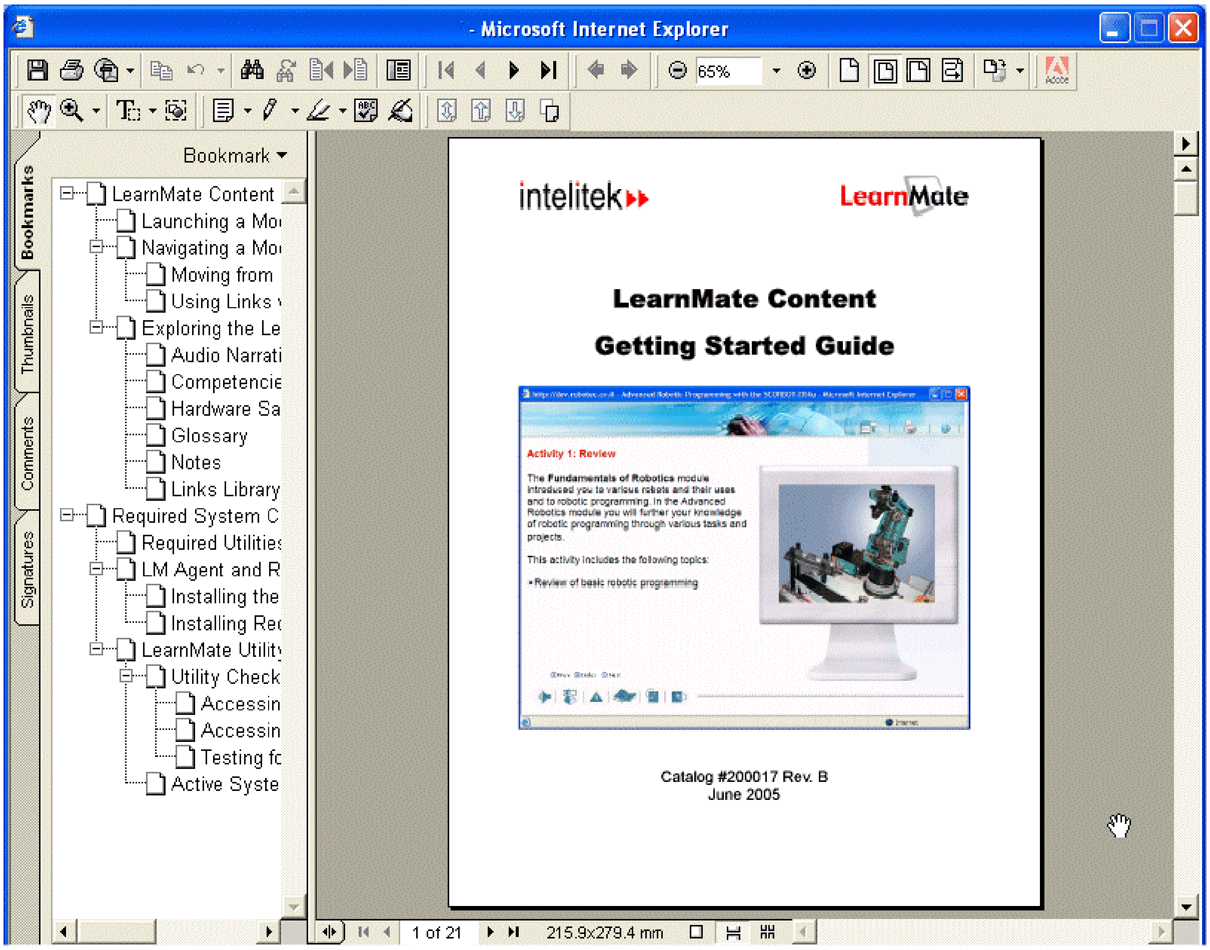
Print

Clicking the Print icon  opens the ***Print*** dialog box. Select the printer, make the required settings and click Print. The currently displayed page will be printed.



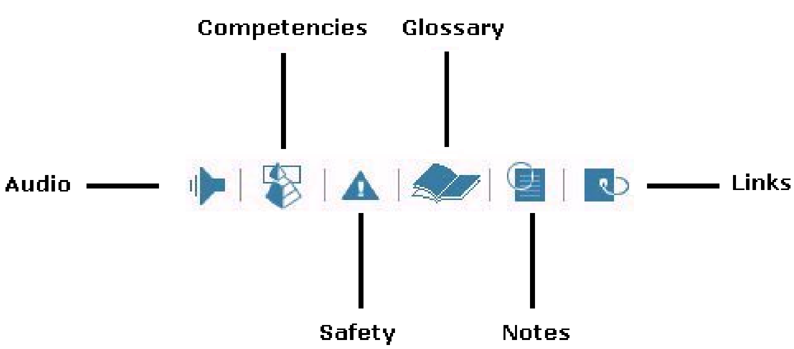
Help

Clicking the Help icon launches the LearnMate v3 Content Getting Started Guide, which introduces you to the basics of using the Content Viewer.



Exploring the LearnMate Toolbox

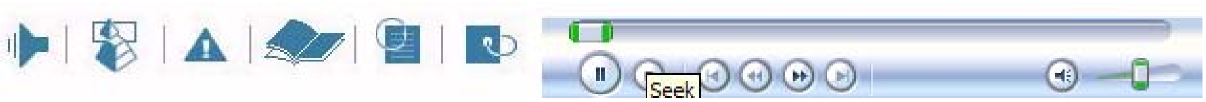
The LearnMate toolbox is displayed in the Content Viewer below the navigation links.



Audio Narration

Many LearnMate Content pages are narrated. Clicking the Audio icon  in the LearnMate Toolbox opens an audio player on the bottom of the Content Viewer, to the right of the Toolbox. The narration of the current page begins playing automatically. You can stop, pause, fast forward, rewind, or restart the narration, or adjust the volume at which the narration is played, using the controls in the audio player.

Note: If the audio appears to be playing but you don't hear any sound, make sure your earphones are connected correctly and that they have not been muted in your computer's Audio controls.



Competencies

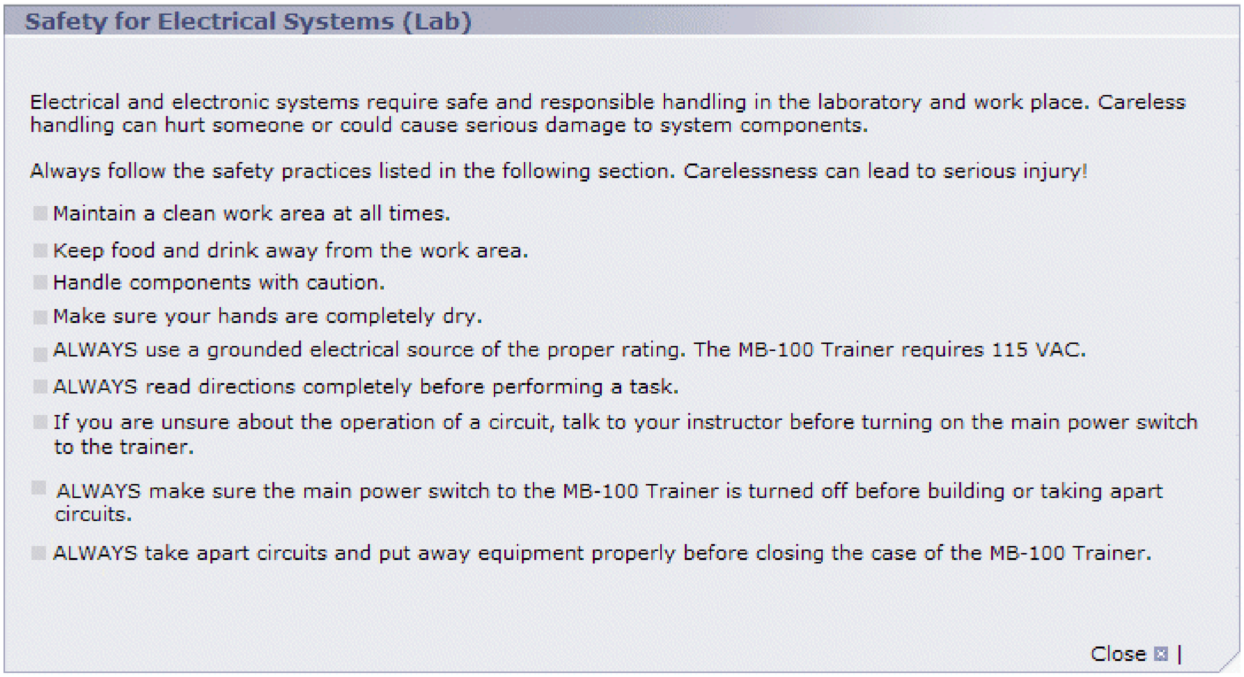
LearnMate modules can be associated with competencies from state, national and industrial Skills Standards.

Click the Competencies icon  in the LearnMate Toolbox. A pop-up window opens, displaying all associated Skills Standards and the specific competencies that have been associated with this module.

Note: Reviewing this list can give you a better idea of what you are expected to learn from this module.

Safety Instructions

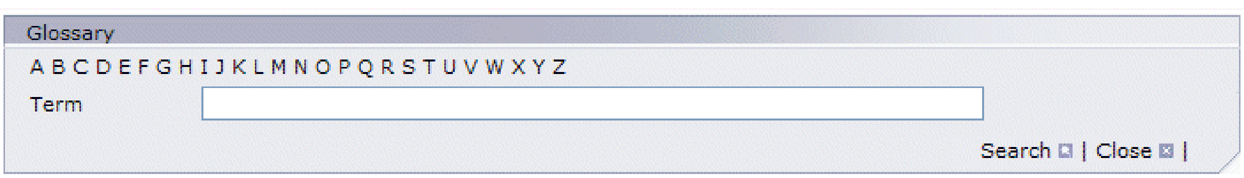
LearnMate Content modules often require the use of hardware. Clicking the Safety icon in the LearnMate Toolbox opens a pop-up window that displays a list of safety instructions for working with the module. If the module is a virtual module that does not require hardware, no safety instructions will be displayed when you click Safety.



Glossary

LearnMate modules are accompanied by glossaries. Clicking the Glossary icon in the LearnMate Toolbox opens a pop-up window that displays the glossary for the currently active module. Whenever the ***Glossary*** window is open, you can search for any particular term using one of the following methods:

- To locate a particular term, enter the term in the field indicated and click Search.
- Click the letter with which the term begins from the alphabet at the top of the window. Then scroll through all terms beginning with the selected letter until you find the term you are seeking.



The ***Glossary*** window can also be opened by clicking a glossary link (a **green** link) in the text of a module, in which case the ***Glossary*** window opens directly to that term.

Notes

LearnMate provides you with a Virtual Notebook to enter any personal notes or comments on the material you are studying.

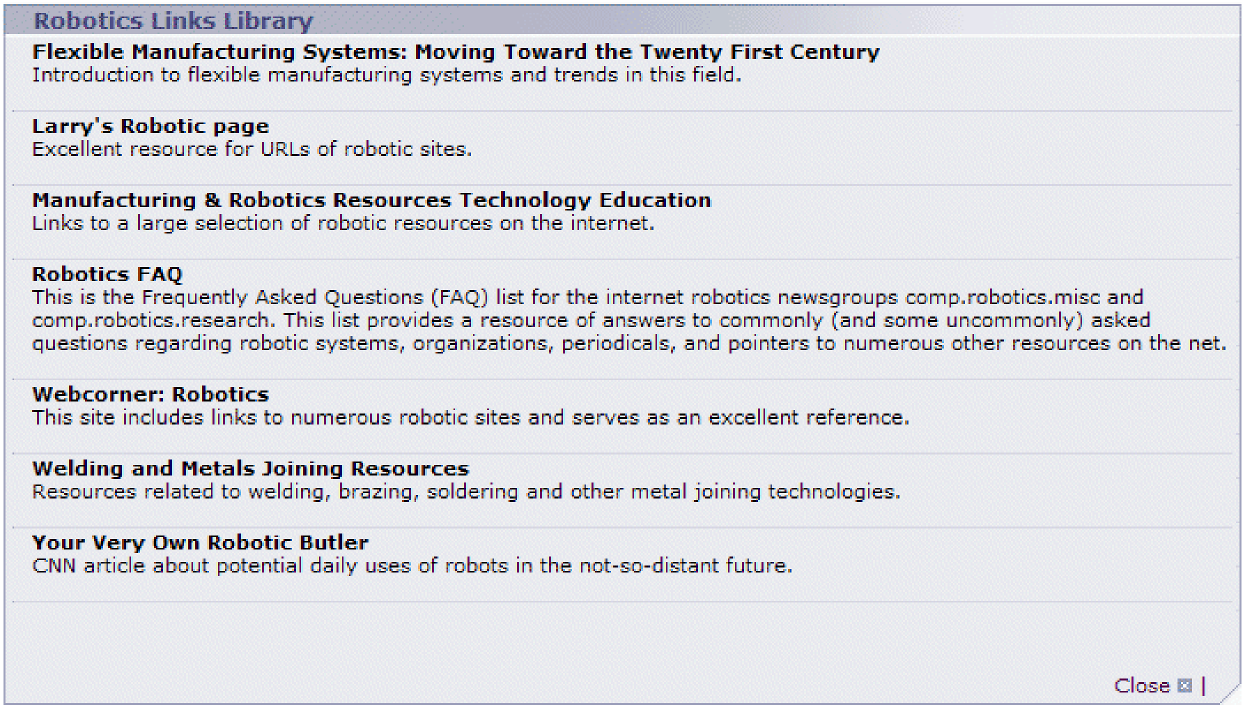
Clicking Notes  in the LearnMate toolbox opens a pop-up window that displays your Virtual Notebook for the current module. You can then save the notes in the Virtual Notebook by clicking Update, or on your personal computer by clicking Save Notes to Local File. You can also print out your comments by clicking Print. Every user has one Virtual Notebook for each module.

Links Library

LearnMate modules may be accompanied by links to websites that provide additional information on the topics covered in the modules.

Clicking Links  in the LearnMate toolbox opens a new pop-up window that displays the links library for the current module. Each link includes a short description. Clicking the link title (**bold black** text) opens a new browser window displaying the linked website.

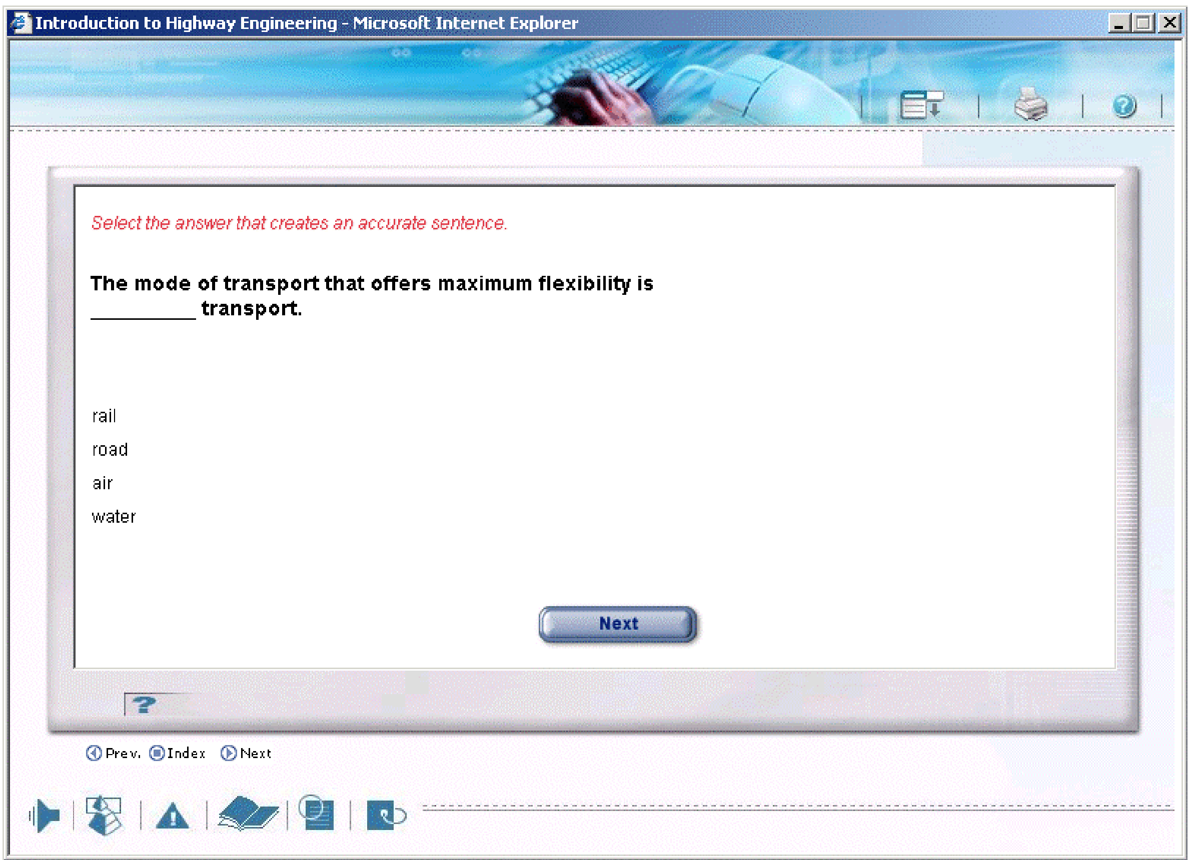
Note: You must be connected to the Internet for these links to work.



Tests and Questions

Questions typically appear throughout LearnMate modules. Usually they are part of tests consisting of multiple questions. These tests can be found in the module index. Sometimes, however, questions appear singularly, to help you clarify text you have just read or a task you just performed.

A typical question page is shown below.



LearnMate includes several different question types: Multiple Choice, Multiple Multiple Choice, Fill-in-the-Blank, True/False, Matching, Drag and Drop Ordered, Drag and Drop Non-ordered, Hotspot, Open/Essay and Authentic Asssessments. As such, it is critical that you follow the instructions displayed in red text at the top of the Question Viewer. They will explain how to answer the question type displayed.

The following icons become available during the test:

- **Next:** Click the Next button in the Question Viewer to submit your answer.

  Note: Do not click Next in the Navigation tools below the Question Viewer unless you want to skip the test. Tests should only be skipped on the advice of your instructor.

- : Click the icon to open the Test Navigation Bar. This option is disabled by the instructor for some tests, in which case the icon appears grayed out. Each question is represented in the Test Navigation Bar by a numbered block.

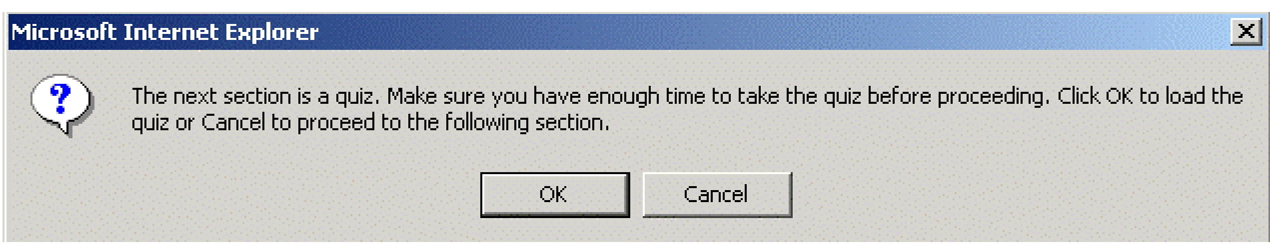
  - Click a numbered block to jump to the question of that number.
  - Note that all questions that have already been visited and answered are indicated in red, while all questions that have not yet been answered are indicated in blue.

- **Submit:** This button is displayed when the last question in the test is displayed. After this button is pressed, the test will end and your score will be calculated. By the instructor's choice, you may be presented with your score, and you may be presented with the correct answers and feedback. You may also submit your test results by clicking Submit in the Test Navigation Bar.

Note: When using the Test Navigation Bar, be very careful not to accidentally click Submit instead of a numbered block in the first row. You can use the Test Navigation Bar to verify that you have answered all questions before submitting the test for grading.

Reaching a Test in a Module

As you reach a point in a module where you are about to be presented with a test, a message will display, informing you that you are about to take a test. Click OK to take the test, or Cancel to skip to the section after the test. (This message is not displayed before questions that appear singly, within content objects.)



Reviewing Answers to a Test

When defining the test delivery options for a class, the instructor can specify whether a student will or won't see the answers to the tests following submission of the test.

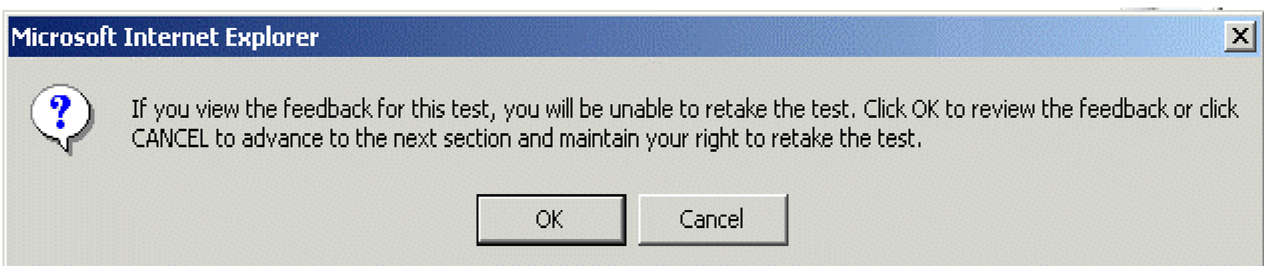
There are three possibilities:

- The student is shown only his or her score at the end of the test.
- The student is shown his or her score, and the answers to each question in the test with feedback about each question.
- The student is shown only a message indicating the test is being submitted for grading.

In addition, the instructor can specify how many attempts at a test each student should be allowed.

These two settings combine to determine whether the student will see the answers to a test after submitting it. Once a student has viewed the answers to a test, he or she is not permitted to take the test again.

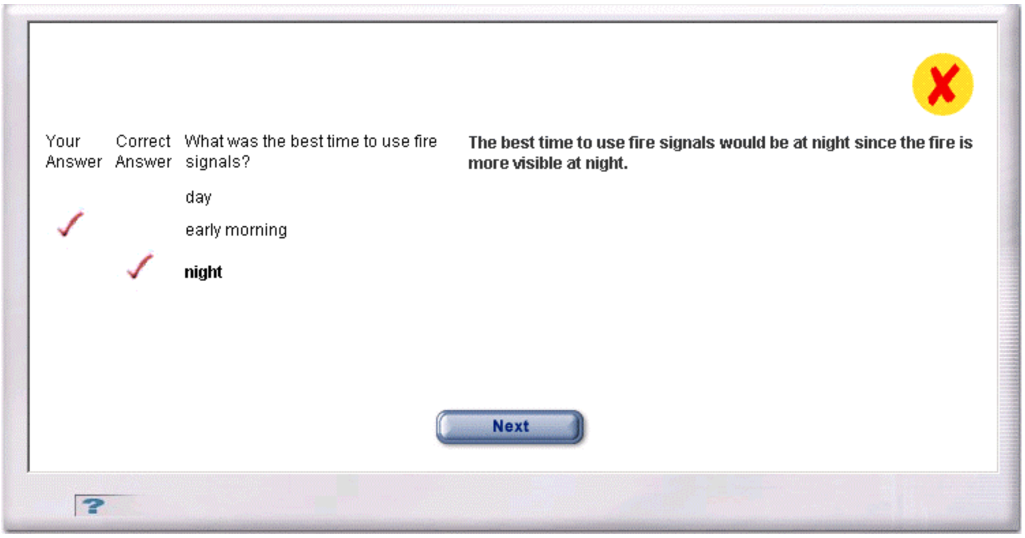
If the instructor has specified that the student can see the answers after submitting a test, the student will see the message below, provided that the student has not used up all permitted attempts at the test.



Click OK to view the answers, or Cancel to advance to the next section. If you click OK and view the answers, you will not be permitted to take the test over. If you click Cancel, you will be allowed to take the test again.

The message above is not displayed once the student has used up all permitted attempts at the test. Providing that the instructor allowed students to view test answers, the student will be shown the test answers automatically after submitting the test for the last permitted attempt.

If you elect to view the answers, you will be shown the answers in the format shown below.



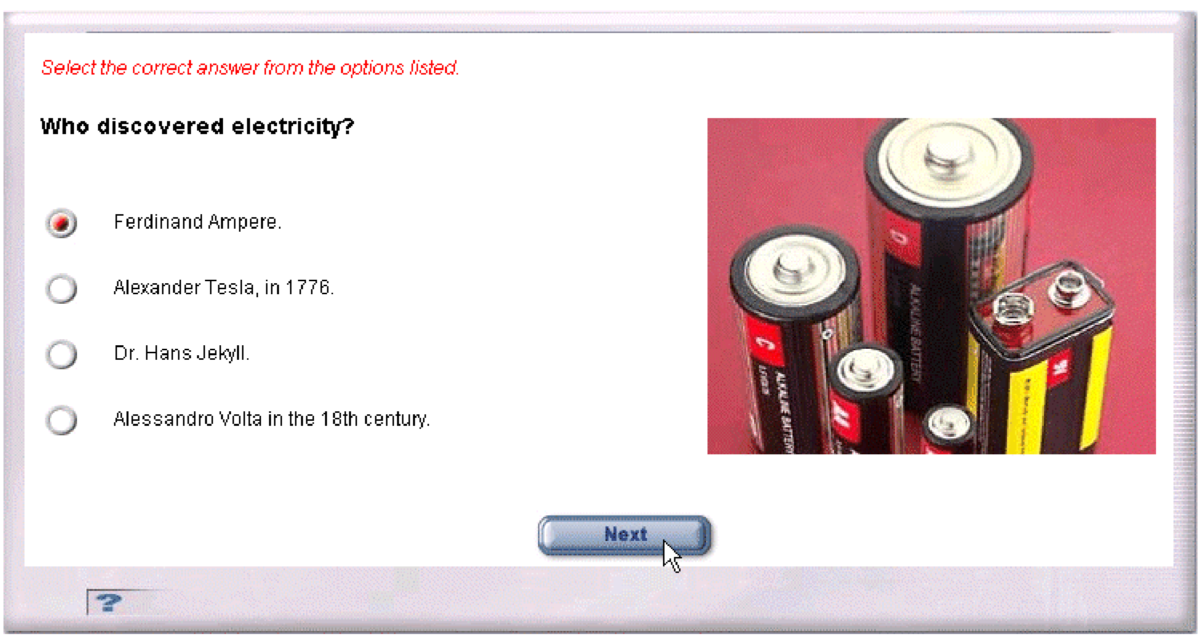
Note that the page displays the answer you provided, the correct answer, and feedback. If the student did not submit an answer to the question, the text “No answer was submitted for this question.” Is displayed in red at the top of the Test Viewer.

Answering Test Questions

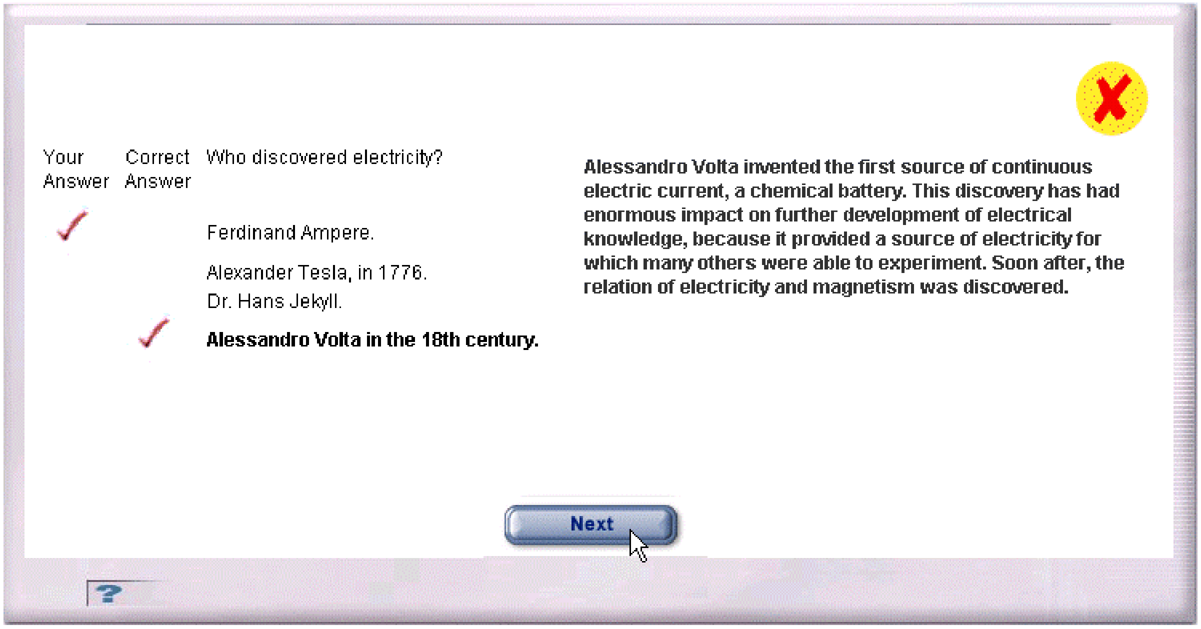
LearnMate offers a range of question types. You will learn how to answer several types of LearnMate questions in this section.

Multiple Choice Questions

Select one of the options listed, and click Next.

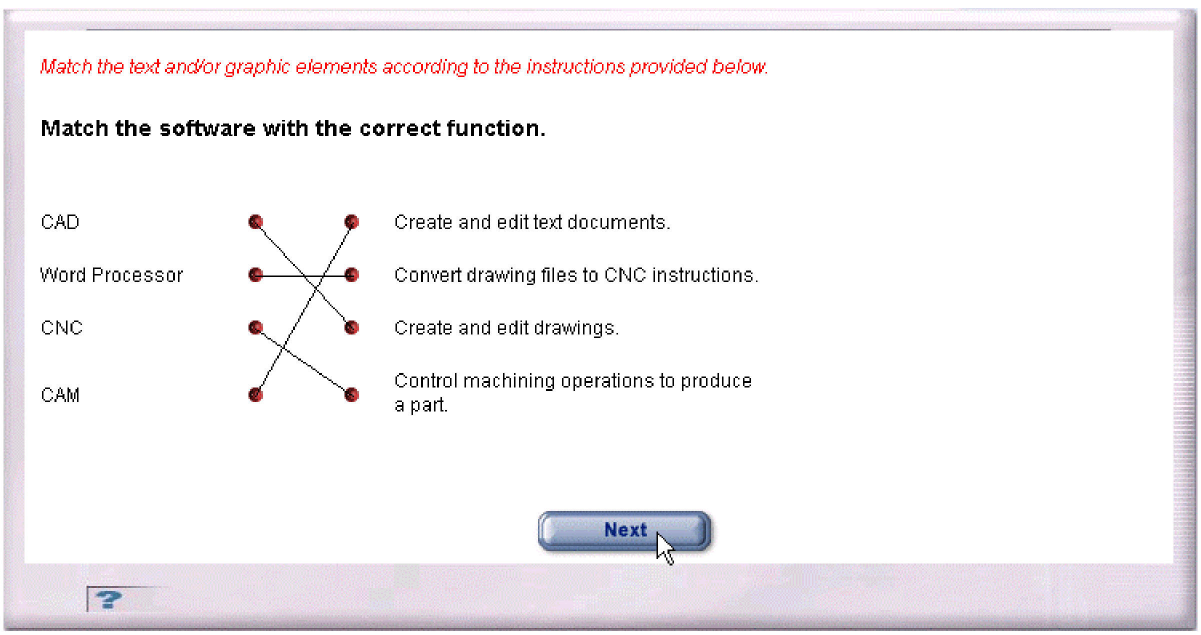


The feedback page indicates the answer you selected and the correct answer.

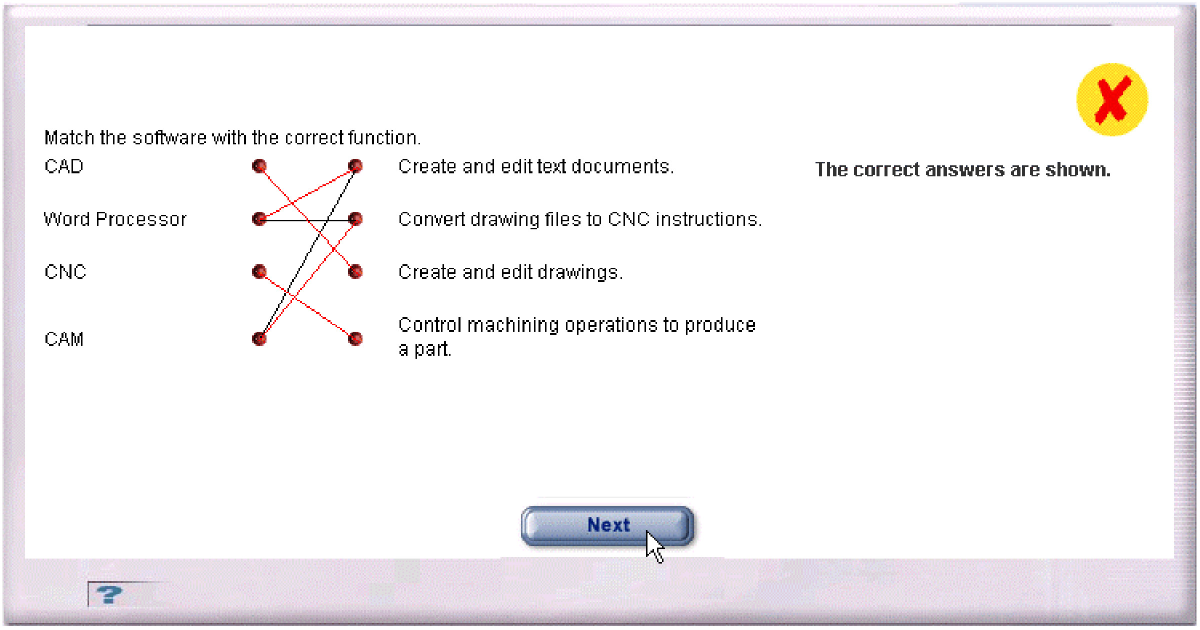


Matching Questions

Drag your cursor from one item in the left column to the matching item in the right column. Repeat for all pairs. Click Next.

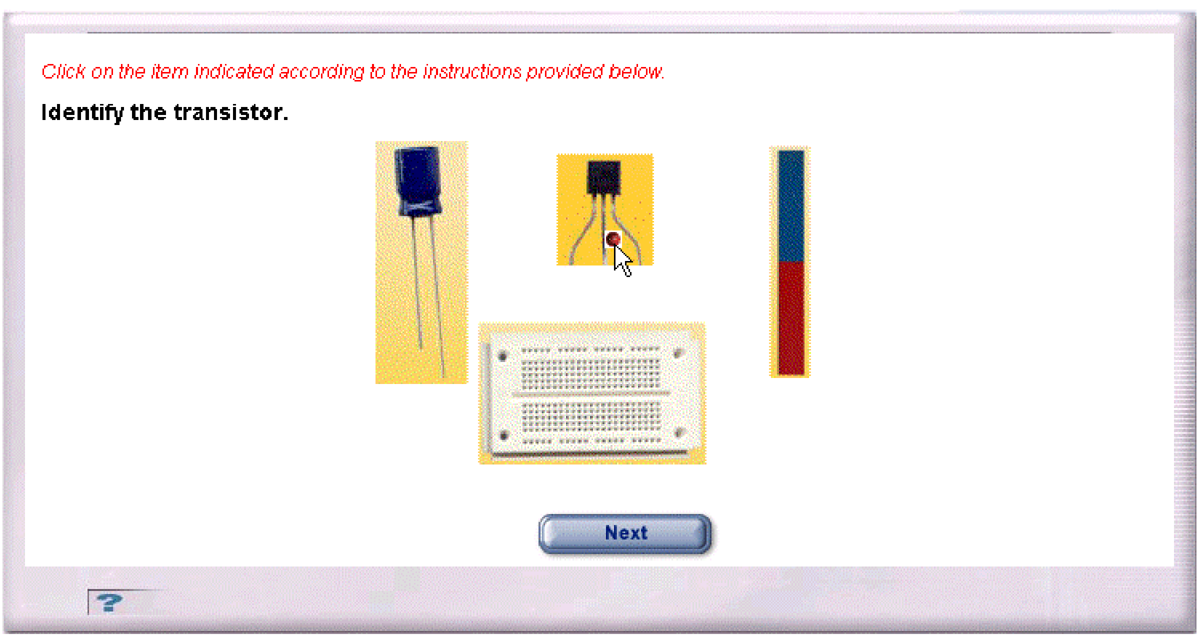


The feedback page shows the links that you entered in black and the correct links in red. Note that if you linked a pair correctly, that link is shown in red. (In other words, only your incorrect links are shown in black.)

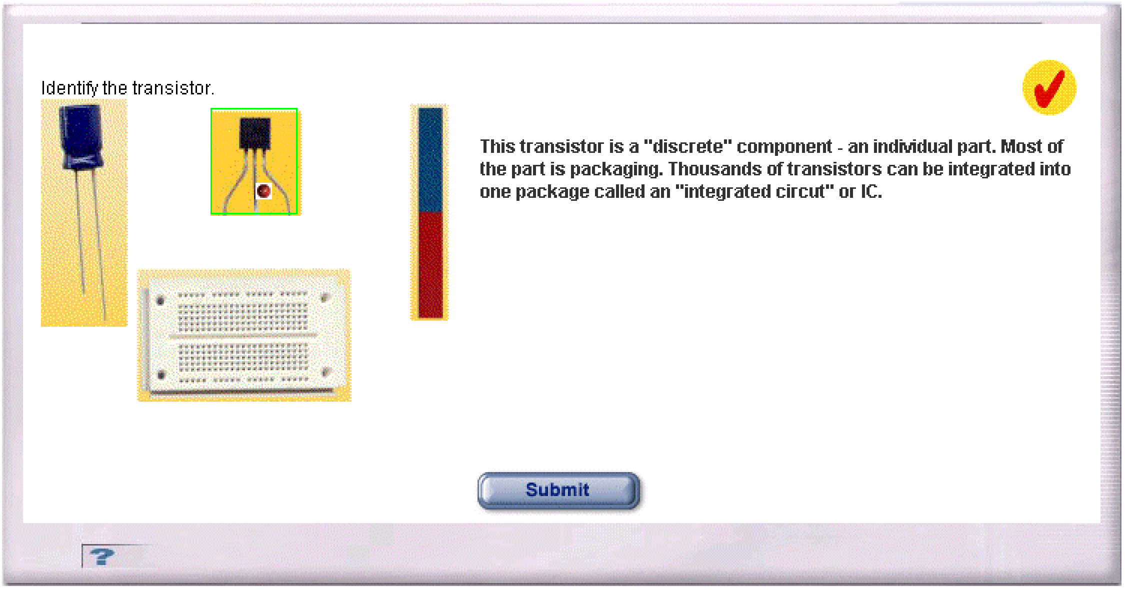


Hotspot Questions

Hotspot questions require you to identify a point on a graphic specified by the question. In the example below, you are asked to click on the transistor. Click on the required spot. A red dot will display at the point that you click. Clicking elsewhere will move the red dot to a new location. Click Next. Note that in some hotspot questions, there may be more than one area that is correct. Clicking any of the correct areas will result in a correct answer.

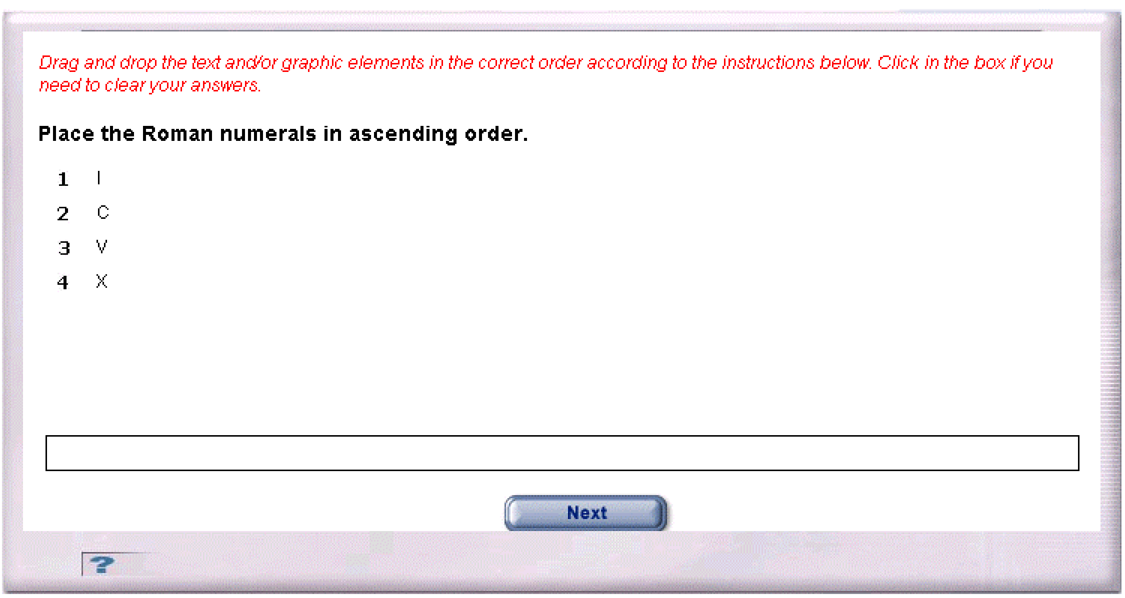


The feedback page shows the location you clicked with a red dot. A green rectangle indicates the correct area. If the red dot is within the green rectangle, your answer is considered correct.

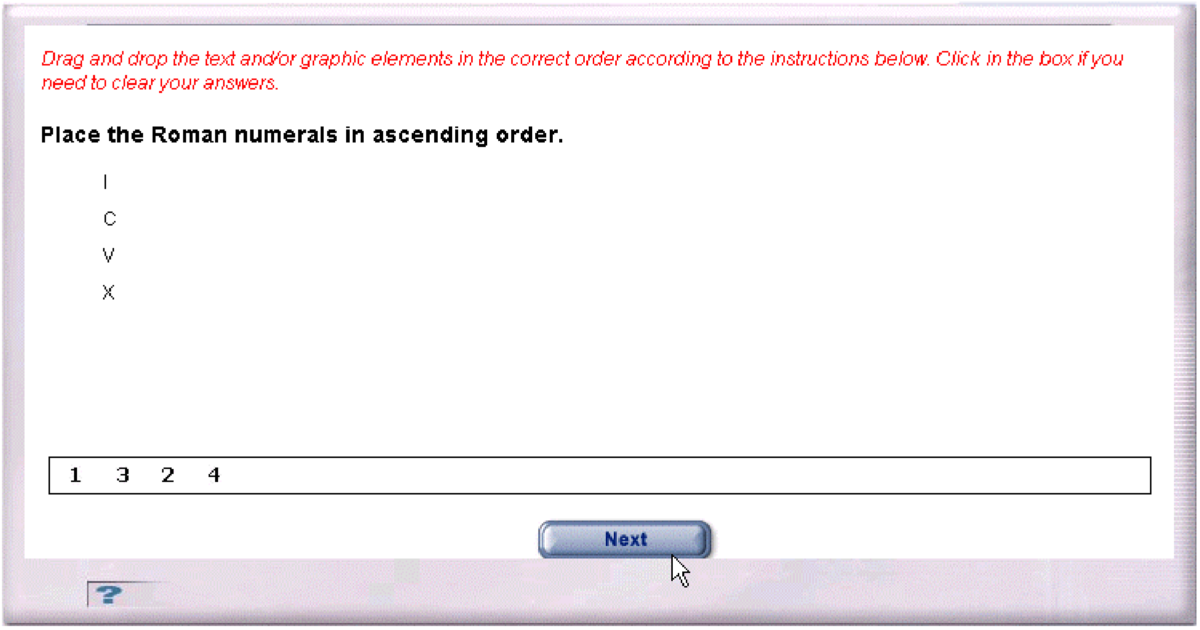


Drag and Drop (Ordered) Questions

A drag and drop question is designed to test your ability to rank a list of items, or place a series of steps in the correct order. The question presents up to four items in a list. Next to each item is a numeric label, from 1 to 4. To answer this question, you need to drag the label numbers into the correct order in the ordering box. To do so, first drag the label number corresponding to the item that should be first in the order, into the box. Then drag the label number corresponding to the second item in order, and so on. For example, in the question below, you are asked to order four Roman numbers, in ascending order.

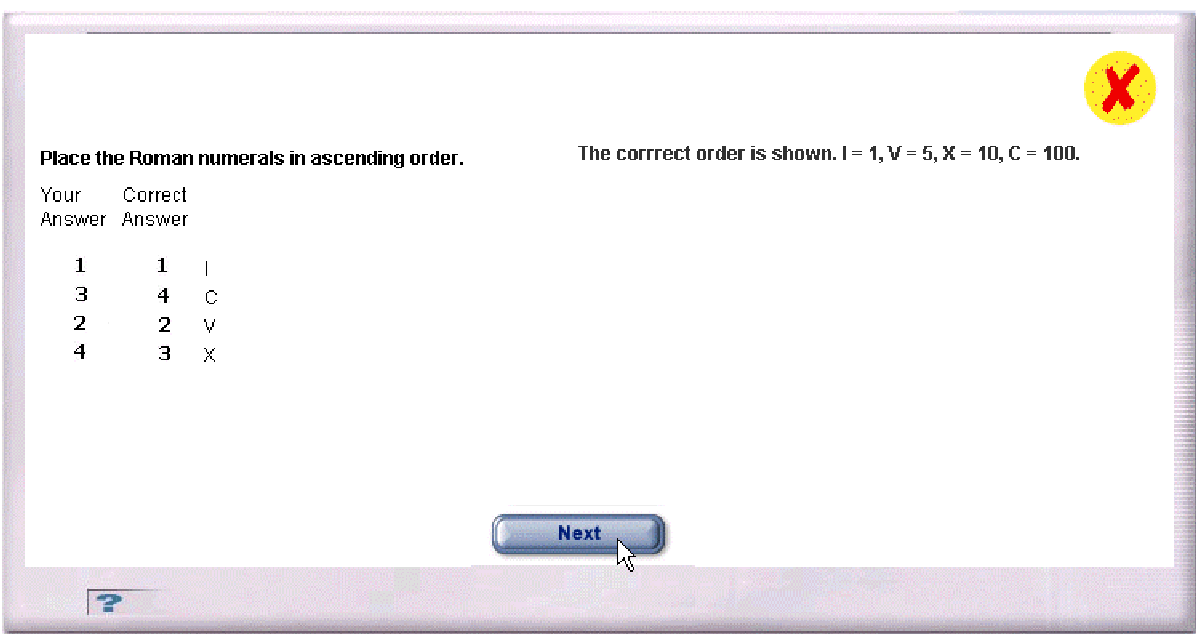


To indicate that the Roman numeral I is first in the sequence, drag the label number 1 into the box. To inidicate that the Roman number V is the second in the sequence, drag the label number 3 into the box. To (incorrectly) indicate that the Roman number C is third in the sequence, drag the label number 2 into the box. To (incorrectly) indicate that the Roman number X is fourth in the sequence, drag the label number 4 into the box. Click Next.



The feedback page indicates the order you specified, and the correct order. Note that the numbers shown in bold here are NOT the label numbers from the question page. Rather, these numbers indicate the correct ordering.

For example, the page below indicates that you provided the following order: I, V, C, X. The correct order should have been: I, V, X, C.



Review

In this chapter, we covered the following material:

- The layout of the Content Viewer.
- How to navigate through module content.
- The significance of the colors of hyperlinks within the content.
- How to print a page.
- How return to the Class Main Page.
- How to access help.
- How to initiate audio narration.
- How to view a list of competencies to be gained in a content object.
- How to view the safety instructions.
- How to access and search the glossary.
- How to keep student notes.
- How to access the links library.
- How to answer tests.

Ask Yourself

- Can you access the index, and select a section to which to jump?
- Can you list the functions performed by each color of hyperlink?
- Can you print a page of LearnMate Content?
- Can you operate the narration function?
- Can you access the list of competencies, hardware safety instructions and the Internet links library?
- Can you navigate between questions in a test?

6

Catalog

Review of Previous Chapter

In the previous chapter, we reviewed the Content Viewer and the following features:

- Returning to Class Main Page
- Printing
- Accessing Help
- Audio Narration
- Competencies
- Safety Rules
- Glossary
- User Notes
- Internet Links
- Color-Coded links within the text
- Tests and Questions

Introduction

In this chapter, we will explore how a student can locate and enroll in a particular class.

Objectives

In this chapter, we will cover the following:

- What is the Catalog?
- Enrolling in a Class

What is the Catalog?

Catalog is one of the options available from the ***Navigation Menu***. ***Catalog*** enables you to locate and enroll in a class that interests you. The ***Catalog*** is a comprehensive directory of all the classes that are available to LearnMate users. The ***Catalog*** lists all classes that have been created, together with the modules of which they are comprised**.**

Class Enrollment

In order to launch and study a class, you must enroll in that class. If you are interested in enrolling for a particular module, you must enroll in a class that includes that module. You cannot enroll in a module directly.

Depending on the instructor's specifications, classes can be categorized as follows:

- **Classes that can be enrolled in from catalog:** After enrolling in a class that can be enrolled in from the catalog, the class will be listed in the My Classes area of the student's My Desktop page. A student will be able to click on the class and access the ***Class Main Page***. The student will automatically appear in the *Students* panel of the ***Class Main Page***.
- **Classes that cannot be enrolled in from catalog:** Although these classes are listed in the catalog, they cannot be selected for enrollment. The instructor must enroll the student directly. If you wish to enroll in such a class, contact the named instructor via ***My Inbox***.

Enrolling in a Class

To enroll in a class:

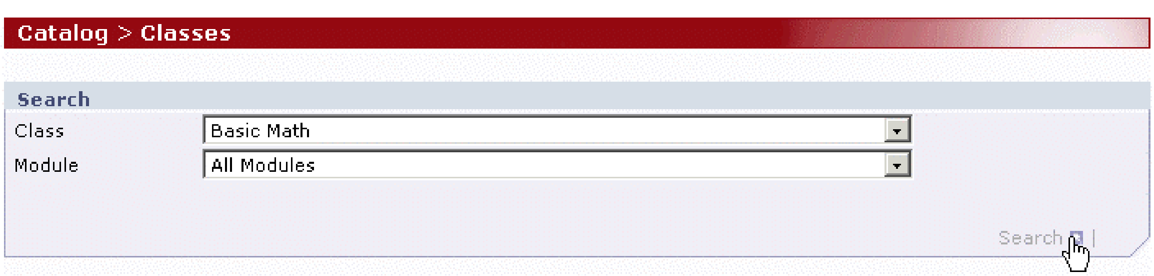
1. Select Catalog from the ***Navigation Menu***.

The ***Classes*** page is displayed.

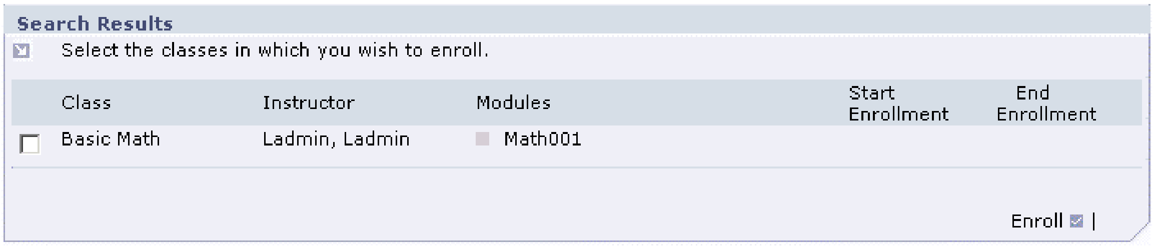
2. Enter your search ***criteria***. You can search either by **Class** or by **Module**.

Note: It is usually more effective to search for Class or Module but not both.

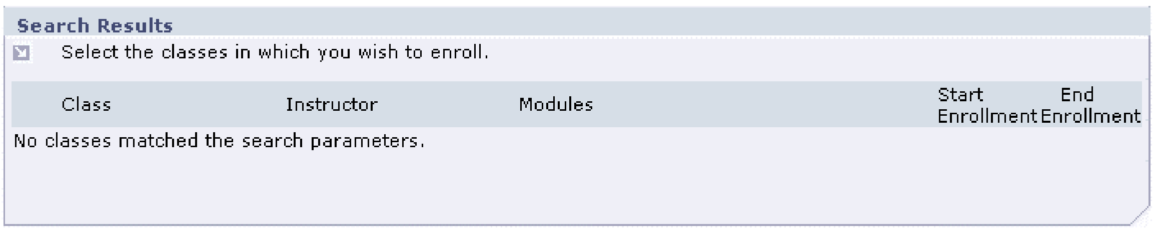
3. Click Search.



A list of all classes matching your search criteria is shown. For each class, the list of its modules is shown, as well as enrollment dates that have been specified.



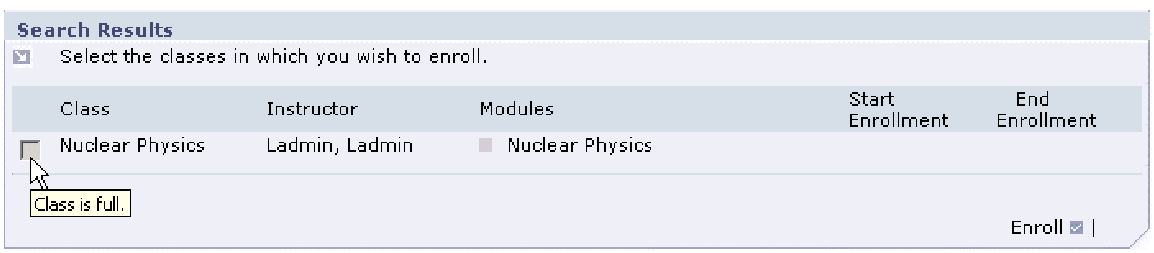
If you specified a Class and Module in the search, but the module is not part of the selected class, you will receive the message No classes matched the search parameters.



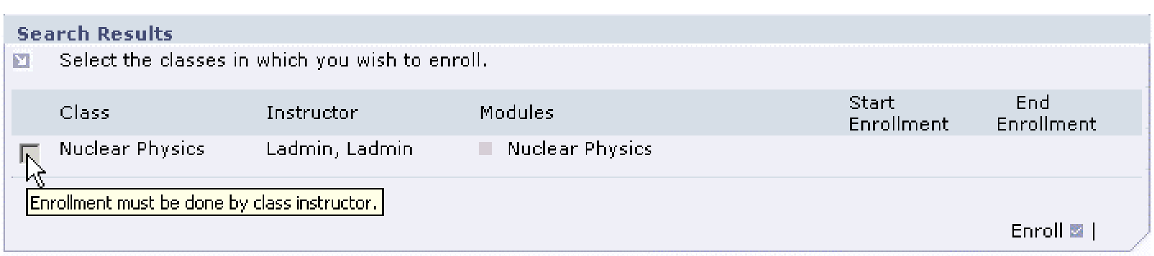
4. Check the checkboxes of all classes in which you want to enroll.

Note: In some cases, the checkbox next to a class is inactive, thus preventing enrollment. Place your cursor over the inactivated checkbox to see the reason enrollment is prevented, including:

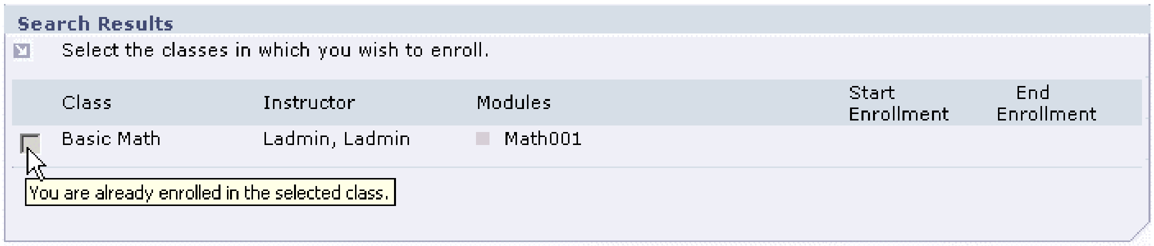
- The class is full**:** The maximum number of students permitted in the class has been exceeded.



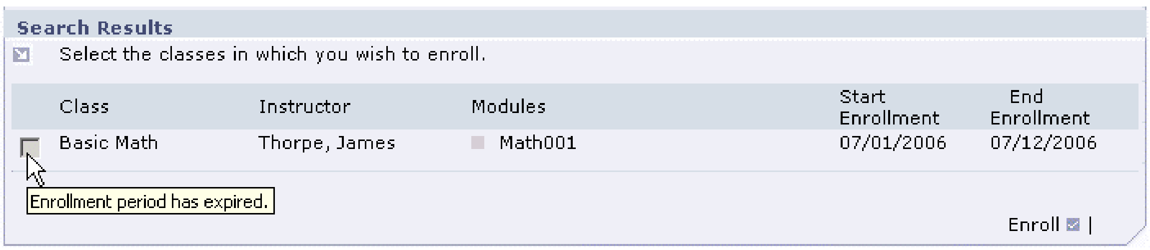
- The class cannot be enrolled in from the catalog**:** The instructor has specified that students may not enroll in the class via the catalog. Enrollment must be done by the instructor. Contact the instructor.



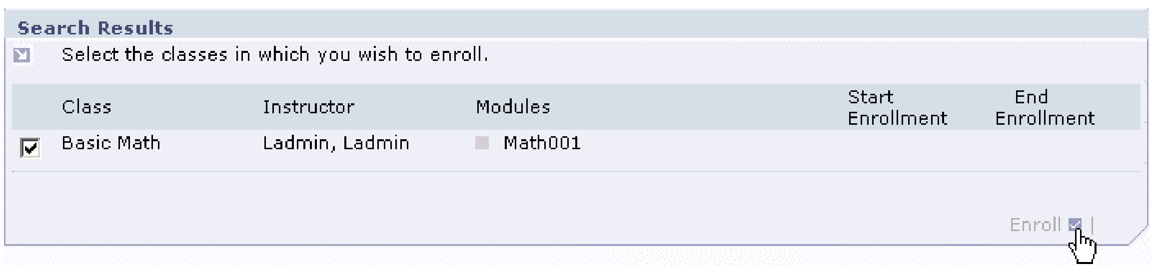
- The student is already enrolled in the class: The student is already enrolled in the class and cannot re-enroll.



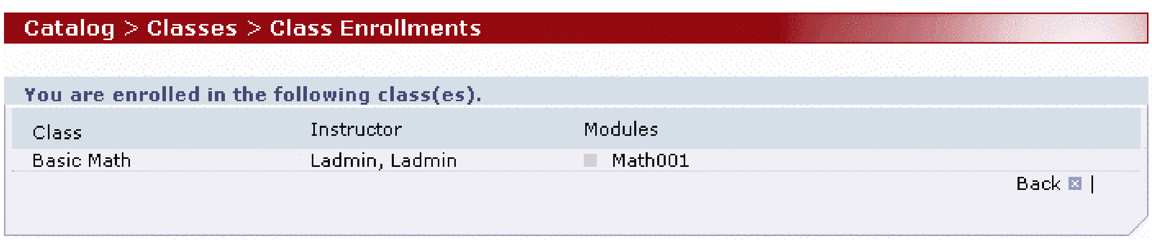
- Enrollment period has expired: The class or module you searched for is unavailable for enrollment as a result of its period of enrollment having expired.



5. Click Enroll.



The ***Class Enrollment*** page is displayed, listing the classes in which you enrolled.



6. Click Back to return to the ***Catalog*** page.

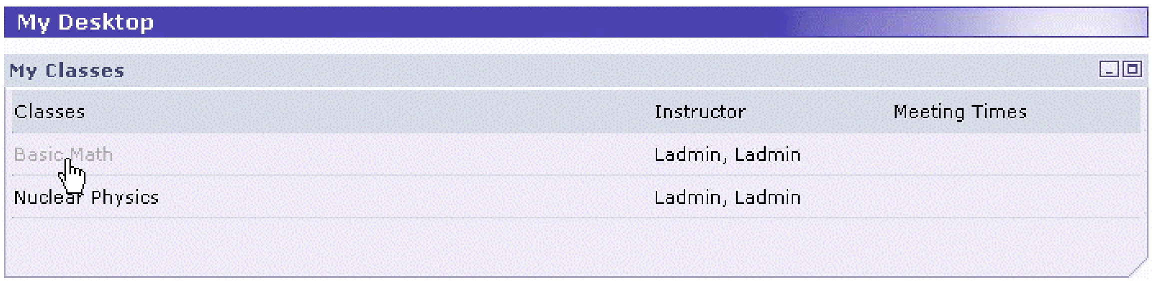
Launching the Class

After completing enrollment in a class, you may immediately launch the class:

1. Click My Desktop.

The class is listed in the *My Classes* panel of the ***My Desktop*** page.

2. Click on the class name to enter the ***Class Main Page***.



See **The Class Main Page** on page 64 for more information.

Review

In this chapter, we covered the following material:

- You learned that the catalog is provided to enable students to search for and enroll in classes of interest.
- You learned that students enroll in classes, and cannot enroll directly in modules.

Ask Yourself…

- Can you search for a class in the Catalog?
- Can you enroll in a class?
- Do you understand the reasons why you may not be able to enroll in a class/

7

Administration Quick-Start Guide

Foreword

The second portion of this manual is designed for non-students only, including instructors, Content Administrators and administrators. Most of the previous six chapters applies to non-students as well. However, certain features are available only to students, such as ***My Grades***.

In addition to the features discussed thus far, administrative users also have a much wider range of features available. Some of these features are accessible through two additional tabs on the ***Navigation Menu***: ***Content*** and ***Administration***. Others are accessible on pages normally visible to students under the ***My Desktop*** and ***Catalog*** tabs. The pages are laid out exactly like the student version, but you have a number of extra icons and hyperlinks that students do not see. Which tabs are visible to you on the ***Navigation Menu*** depends on the permissions that have been assigned to you as a user. See **Roles** on page 223 and **Permissions** on page 225.

Because so much of the system is identical for the different types of users, you will be referred to parts of the student manual, where applicable. All cross-references in the electronic version of this manual are active hyperlinks. Clicking on a referenced section will take you directly to that section.

Introduction

This chapter is designed for administrative users who need to start working with LearnMate immediately. The manual is comprehensive and covers many details beyond the basics of running a class. By following the six-step process outlined here in this Quick-Start Guide, you will cover the most important LearnMate functions, and you can return to the manual at any time to explore LearnMate in greater depth. The six steps are:

1. Set up an organization.
2. Add users to the organization.
3. Create a class.
4. Add modules to a class.
5. Enroll students in a class.
6. Manage the class.

This chapter also introduces the LearnMate interface as seen by administrators.

Step 1: Set Up an Organization

The LearnMate system hierarchy is determined by organizations and their respective sub-organizations. Each organization is an independent entity, maintaining its own users, classes, reports, and modules.

To learn how to set up an organization, see **Organization Management** on page 205.

Step 2: Add Users to an Organization

LearnMate users include students, instructors and administrators, where the latter two can be assigned various system roles and permissions. Additional users can be added at any time.

To learn how to add users to an organization, see **User Management** on page 222.

Step 3: Create a Class

A class is defined as a group of students who are studying similar content (e.g., modules, assignments, tests) and who are managed by the same instructor.

To learn how to create a class, see **Class Management** on page 234.

Step 4: Add Modules to a Class

intelitek's modules cover a wide range of technology subjects. In addition, instructors can create their own modules.

To learn how to add an existing module to a class, see **Adding Modules to Class** on page 269.

To learn how to author a new module, see **Modules** on page 308.

Step 5: Enroll Students in a Class

Once a class has been created and modules have been added to it, students must be enrolled in the class.

To learn how to enroll students in a class, see **Enrollment Via Catalog** on page 238 and **Enrolling Students** on page 277.

Step 6: Manage the Class

Once a class has been assembled, together with students and modules, the instructor is ready to begin managing the class. The most common class management functions, together with their section and page references are listed below:

Function	Section	Page
Adding Resources to the Class	**Class Resources**	**301**
Creating a Chat	**Create a Class Chat**	**287**
Creating a Forum	**Class Forums**	**288**
Adding a Test	**Adding a Test to a Class**	**288**
Adding an Assignment	**Adding an Assignment**	**297**
Setting up the Class Gradebook	**Customize Gradebook**	**256**

The Administrator's LearnMate Interface

This section provides an overview of the LearnMate interface, as described previously in Navigation Bar and Main Menu starting on page 21, and highlights the differences between the student's and administrator's interfaces.

The administrator's ***Main Menu*** is identical to the student's, with one exception: ***My Grades*** is inactive. The administrator's ***Navigation Menu***, however, may include one or two extra tabs, ***Content*** and ***Administration***. Some administrative users, such as class instructors, do not need either Organization Administrator permissions or Content Administrator permissions, so their ***Navigation Menu*** appears identical to the student's.

Navigation

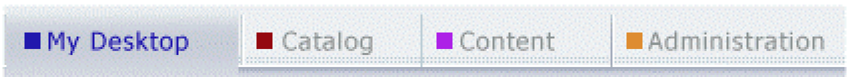
<u>Components</u>

Each page in LearnMate contains some or all of the following components:

- Navigation Menu
- Main Menu
- Path Bar
- Panels
- Hyperlinks and Icons

Navigation Menu

At the top of each page is the ***Navigation Menu***, consisting of two tabs which take you to two different sections of the LearnMate system, ***My Desktop*** and ***Catalog***. These tabs are always visible. In addition, users with Content Administrator permissions see the ***Content*** tab and users with Organization Administrator permissions see the ***Administration*** tab.



- **My Desktop:** Provides access to your personal learning organizer, containing all the tools required to manage your learning experience. This is the default and LearnMate always opens into this page. See **My Desktop** on page 61.
- **Catalog:** Provides access to all the classes in the LearnMate system, enabling users to see all classes available to their organization, the modules included in each class, and an enrollment start and end date, where relevant. Where permitted by the organization, students can self-enroll in the classes of their choice. See **Catalog** on page 147.
- **Content:** Provides access to content editing and management tools, enabling you to add, edit and delete LearnMate modules, tests and assignments. This menu is only available to users who have been defined as content administrators. See **Content Management** on page 307, Content Authoring on page 373 and Test Authoring on page422.
- **Administration:** Provides access to general administrative functions, such as managing users, assigning permissions and defining classes. This menu is only available to users who have been defined as system or organization administrators. See **System Administration** on page 159.

Path Bar

The Path Bar always appears immediately below the ***Navigation Menu***. The Path Bar of each submenu and page is color-coded according to the color of the corresponding ***Navigation Menu*** tab. The text inside the Path Bar reflects your present position within the tree-structured organization of pages within the LearnMate system. This helps you maintain your orientation as you navigate around the system.

Submenus

Submenus are displayed just below the ***Navigation Menu***, and provide access to the menu options. The submenus change, depending on the tab that has been selected on the ***Navigation Menu***. Note that the current item on the submenu appears colored according to the color-code of the section.

- ***Content section (color code = purple)***:

See **Content Management** on page 307, **Content Authoring** on page 373 and **Test Authoring** on page 422.

- ***Administration section (color code = orange)***:

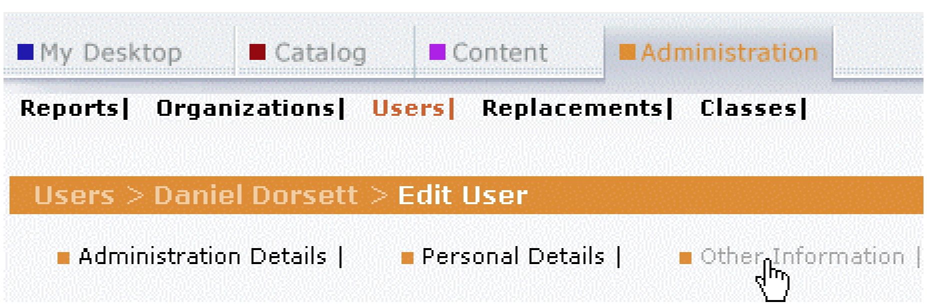
See **System Administration** on page 159.

Panels

Most of the pages in the LearnMate system are divided into separate panels. Most panels are distinguished by a title in the top bar. The header panels at the top of the page sometimes do not have a title.

Hyperlinks and Icons

Located in appropriate places within the panels are text hyperlinks and pictorial icons which enable you to do many things within the LearnMate environment. **Relocation hyperlinks** are available to you at the top of many pages which are very long, enabling you to quickly jump to the panel you need.



Because of the wide variety of tasks available to you, the system also provides **Tooltip text** to explain the function of the icons. Simply hold your mouse pointer over any icon for a second and the Tooltip text will appear in a little box by your mouse pointer.

Main Menu

The ***Main Menu*** is displayed at the left side of the page, providing quick access to many commonly used LearnMate pages. Like the ***Navigation Menu***, it is always visible.

See the following sections:

- **My Calendar** on page 23
- **My Inbox** on page 31
- **My Folder** on page 42
- **My Profile** on page 51

- **My Grades**: available only to students

- **My Favorites** on page 57
- **Customer Support** on page 59

My Folder

The number of megabytes of storage available to you in ***My Folder*** is set by the Organization Administrator. Storage space is allocated separately for Students, Instructors and Administrators. If you as instructor or administrator discover that you require more space than is currently permitted by the system, this setting can be changed from the ***Edit Organizations*** page. See **Uploads** on page 217.

My Desktop

There are two important differences between your ***My Desktop*** page and the student's ***My Desktop*** page:

- The classes listed are the classes for which you are the instructor. The ***Class Main Page*** for each class contains many new icons and hyperlinks that the students never see.

  Note: The LearnMate system enforces a rigid separation between students and administrators. The only way for an instructor to also serve as a student is to create a completely separate student user with its own username and password. See **Creating a New User** on page 226. It is highly recommended that instructors create a student user so that they can log in to LearnMate classes and see them from a student vantage point.

- The *Organization Chats* and *Organization Forums* panels contain additional icons and hyperlinks which enable you to manage them. In addition, the *Administration Chats* panel lists all chats, including inactive chats which are normally invisible to the students.

Catalog

There is one important difference between your ***Catalog*** page and the student's ***Catalog*** page:

Since a member of the administration cannot enroll in a class at all, the *Enroll* hyperlink does not appear and all its associated functions and pages are inaccessible to you.

See **Catalog** on page 147.

Review

In this chapter, we covered the following material:

- You learned how to navigate through the LearnMate system.
- You learned about the distinctions between students and administrative users.

Ask Yourself…

- Can you find your way around the LearnMate system?
- Do you know what to do if you do not see the tabs you require in the ***Navigation Menu***?
- Do you know how to enroll in a class?

8

System Administration

Review of Previous Chapter

In Chapter 7:

- You learned how to navigate through the LearnMate system.
- You learned about the distinctions between students and administrative users.

Introduction

In this chapter, we will explore the System Administration tools available through the ***Administration*** tab on the ***Navigation Menu***. The *Administration* submenu is only available to users who have been assigned Organization Administrator permissions. We will discuss permission levels later in this chapter. The *Administration* submenu provides access to functions such as report generation, organization management, user management and class management.

By the end of the chapter, you will be able to modify user profiles, assign permissions, approve modules, manage organizations and generate reports.

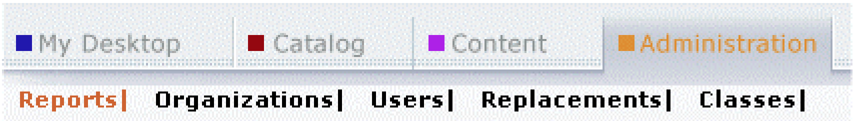
Note: If you discover that you require access to the options discussed in this chapter but you do not have an ***Administration*** tab on your ***Navigation Menu***, contact your Organization Administrator. See **Permissions** on page 225.

Objectives

In this chapter, we will explore the following topics:

- Reports
- Organization Management
- User Management
- Replacements
- Class Management
- Organization Chats and Forums

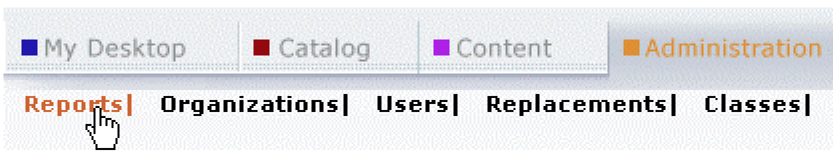
Administration Overview



See the following sections:

- **Reports** on page 160
- **Organization Management** on page 205
- **User Management** on page 222
- **Replacements** on page 234
- **Class Management** on page 234

Reports



Reports is the first option available in the *Administration* submenu. Clicking on the ***Administration*** tab of the ***Navigation Menu*** opens to the ***Reports*** page by default. If you are already working in another part of the ***Administration*** section, you can also simply click on the Reports tab on the *Administration* submenu.

From the ***Reports*** page, you can generate many useful reports that will provide metrics regarding class and student progress, enrollment, grades and more. Many different types of reports are available, but generally they can be classified into four general areas:

- Competencies
- Modules
- System
- User

All reports are displayed on the user's screen and may be printed out, if desired. Whether displayed or printed, all reports include the name of the user who has generated the report, together with the date and time of the report. Reports can be printed out from the Print Preview page or pop-up window.

Tip: Reports, depending on the data requested, can often be quite length. In this case, you may prefer to print out just the first few pages. This can be done using the standard Windows Print interface. Right-click on the window and select Print from the Windows pop-up window, or select File > Print. Then select the number of pages desired in the *Pages* field in the *Page Range* panel.

List of Available Reports

The following reports are available to all users who have Organization Administrator permissions, including both Instructor/Managers and Administrators.

Note: The precise set of available reports may vary from organization to organization, as the Organization Administrator of a parent organization can control which reports are available to various sub-organizations. Similarly, users whose role is set to Administrator can access a wider range of reports than those whose role is set to Instructor/Manager. If you discover that you require access to a type of report that is not listed on your ***Reports*** page, contact your Organization Administrator or the Organization Administrator of your parent organization.

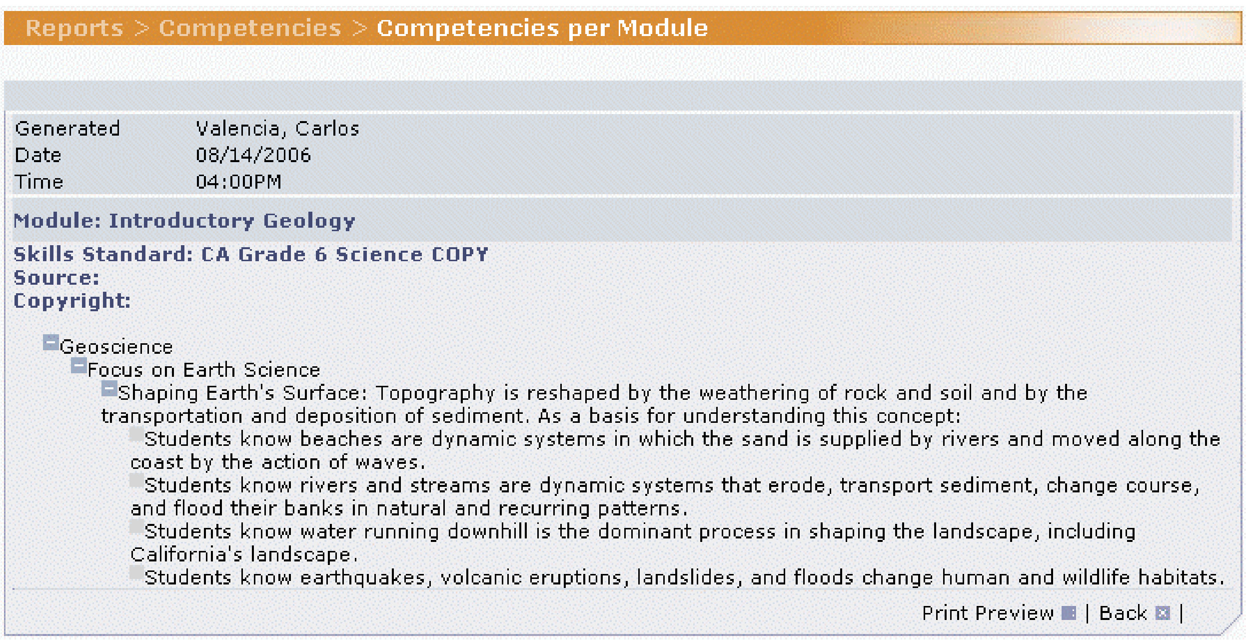
Title	Description
Academic Progress Report, page 186	Prints a listing of the grades of selected students on two tests given in the same class.
Available Modules, page 170	Prints a listing of all modules available in the selected Category(s). If All Categories is selected, the listing is sorted alphabetically according to Category.
Class Grades, page 189	Prints a listing of the grades of all students in a selected class, both the grade to date and the overall grade. Also permits printing detailed grade reports for selected students.
Competencies per Module, page 163	Prints a hierarchical representation of the competencies that have been mapped to a particular module(s). If multiple modules are selected, the report is organized module by module, arranged alphabetically according to the name of the module.
Competencies per Skills Standard, page 166	Prints the entire selected Skills Standard(s) in a hierarchical format.
Enrollments, page 180	Prints a listing of students who are enrolled in the selected class(es), with the following information: • First name • Last name • Username • Date of registration in the LearnMate system

Module Enrollments and Progress, page 172	Prints a listing of all available modules in tabular format, together with: • The number of students enrolled in the module • The total number of times the module has been accessed • The average time spent in the module per login • The average number of logins per user • The average grade for students who have completed the module This report is a multi-level report. If generated for an Organization with multiple classes, clicking on the Organization name will open a new window displaying the data listed above, specifically for the classes selected. Clicking on a class name will then open an additional layer that will display the above information on a per student basis.
Modules per Skills Standard, page 168	Prints the entire selected Skills Standard(s) in hierarchical format. Folllowing each competency is a list of all modules mapped to it.
Module Index, page 174	Prints a listing of the Table of Contents of the selected module(s).
Modules Studied per Day, page 177	Prints a detailed listing of each launch of modules within a selected date range, sorted according to module.
Test Grades, page 192	Prints a detailed listing of grades of all students in a selected module in a selected class, sorted by the name of the test.
User Competency Progress, page 194	For each selected student, prints a listing of all competencies that have been mapped to modules that the student is enrolled in, organized by skills standard. For each competency, there is a notation of the degree of mastery: • **Exposed:** The student has completed a module that was mapped to the competency. Completion is defined as submitted the post-test, or if a module does not have a post-test then visited the last section of the module. • **Understood:** The student has answered questions that have been mapped to the Competency. • **Mastered:** The student has completed an Authentic Assessment(s) that was mapped to the Competency.
User Details, page 199	Prints a listing of the Personal Details and the Other Information contained in the LearnMate system about the selected user.
User Logins Page 182	Prints a detailed tabular listing of user logins for a specified time period, including the following information: • User's real name and username

	• Number of logins • Total time in the system • Average time in the system per login • Names of all classes in which the user is enrolled as a student or assigned as instructor
Username and Password, page 202	Provides a tabular listing of users in a selected class, including the following information: • User's real name • Username • Password

Reports – Competencies

Competencies per Module



Prints a hierarchical representation of the competencies that have been mapped to a particular module. If multiple modules are selected, the report is organized module by module, arranged alphabetically according to the name of the module. Under each module, all mapped Skills Standards are listed in hierarchical format.

Skills standards are typically set up with the following hierarchy:

- Content Standard
- Skills Standard

- Standard
- Strand
- Competency

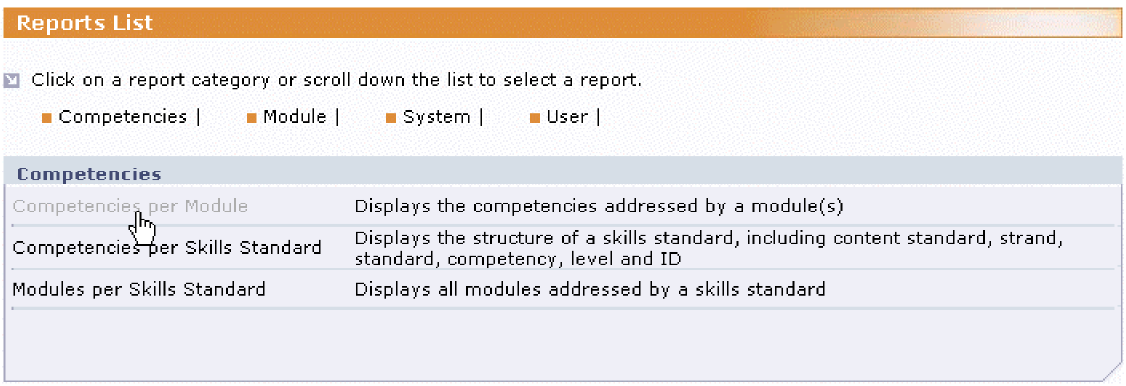
In many skills standards, a competency is associated with a level (i.e. high school, middle school, K-6), as well as an identification

This report is useful to Content Administrators who are preparing the mapping of content to Skills Standards. It is also useful to instructors who are designing curriculum for a particular class.

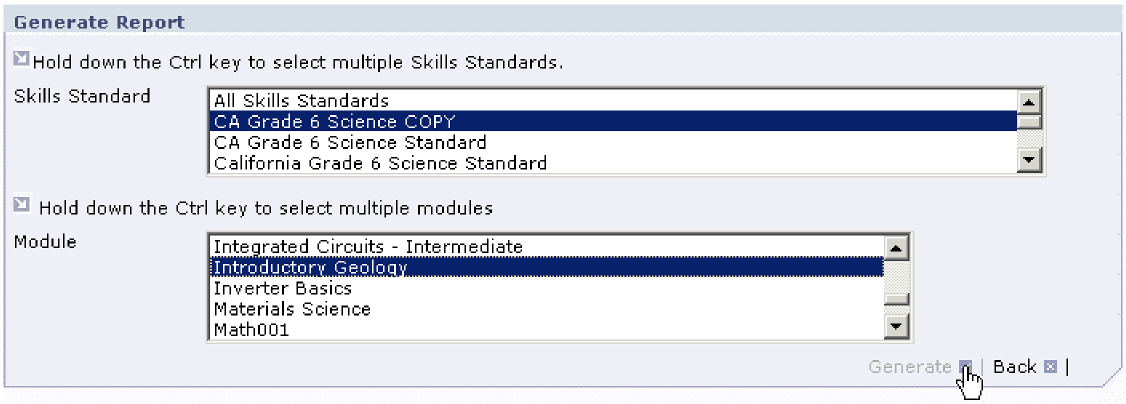
This report can only be generated for the administrator's own organization.

To generate the Competencies per Module report:

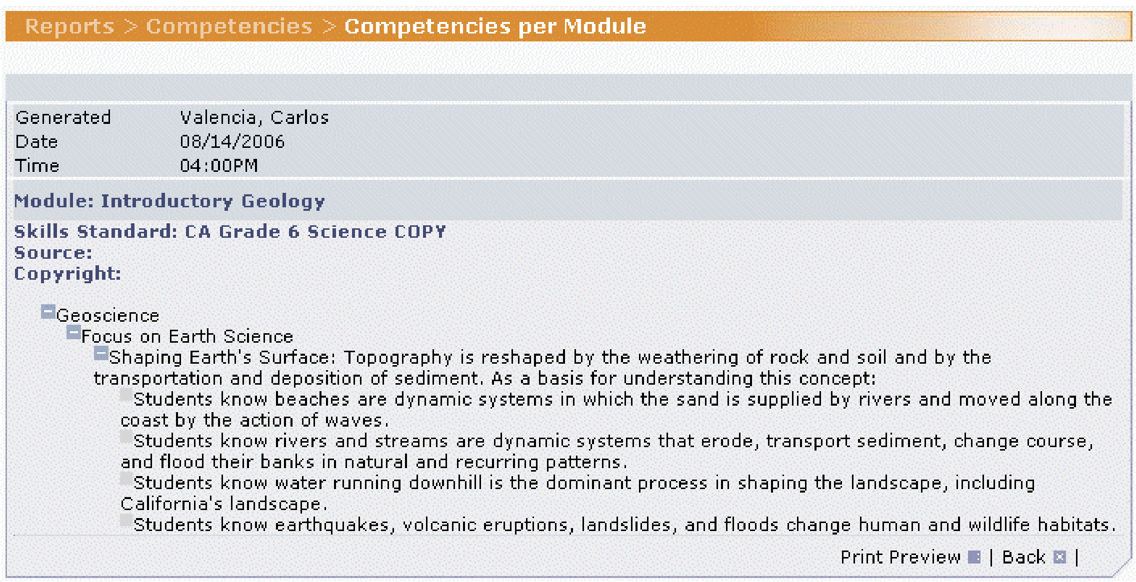
1. Select Administration > Reports List. The ***Reports List*** page is displayed.
2. Click Competencies per Module, which is in the *Competencies* area.

   The ***Competencies per Module*** page is displayed.
3. Select the skills standards to be included in the report from the *Skills Standards* drop-down menu. Hold down the Ctrl key to select multiple skills standards. Select All Skills Standards to include all skills standards in the report.
4. Select the modules to be included in the report from the *Module* drop-down menu. Hold down the Ctrl key to select multiple modules. Select All Modules to include all modules in the report.



5. Click Generate. The report is generated.

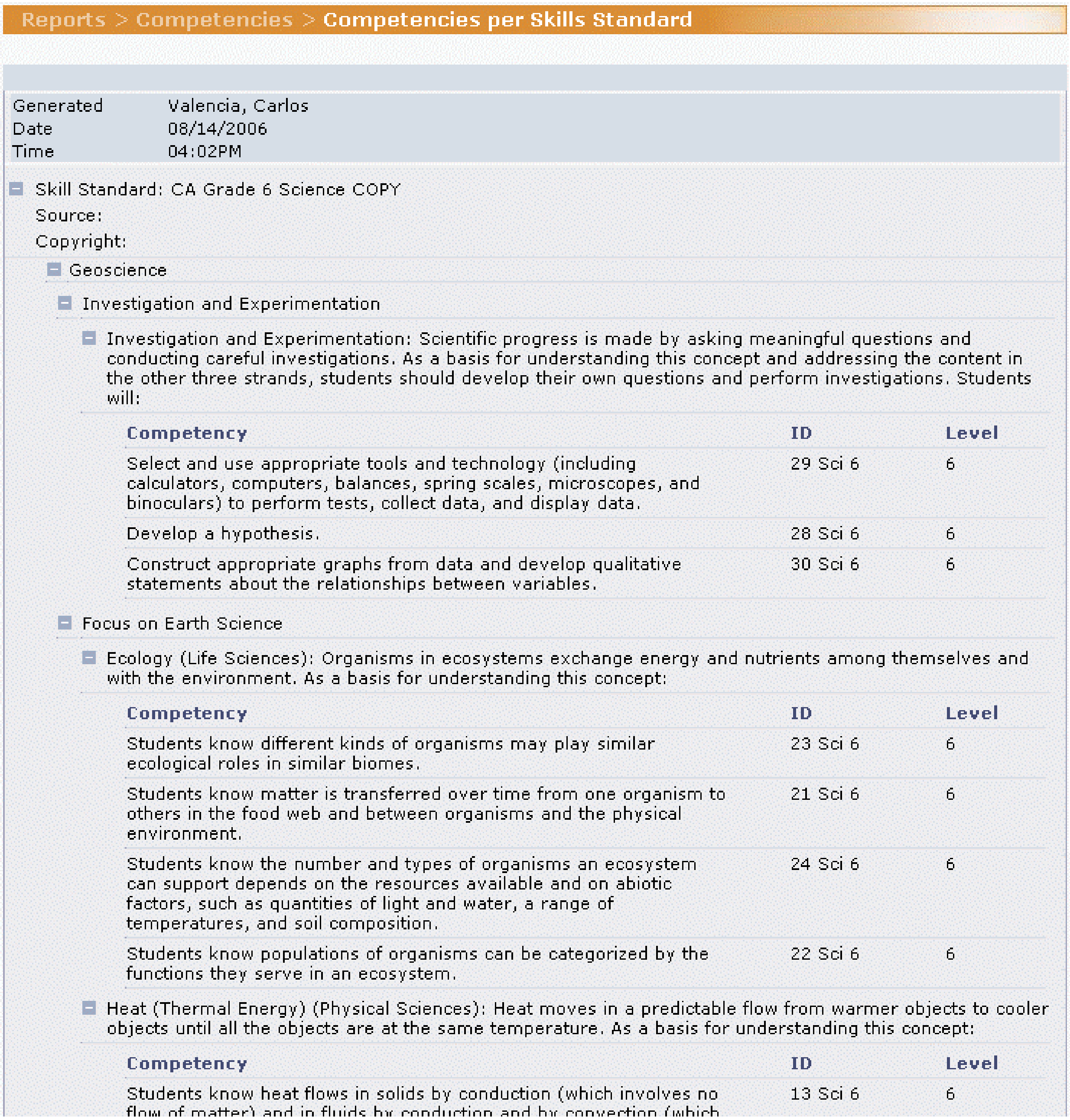


On this page, there are a number of *Expand* or *Collapse* icons which you can use to control how much of the report is displayed.

Tips:

- If you intend to print out this report rather than just view it onscreen, select ***Print Preview*** first. When you get to the ***Print Preview*** page, you will find that the entire hierarchy is displayed in expanded form. Wait until you get to the ***Print Preview*** page before clicking on *Expand* and *Collapse* icons to control how the report is printed out.
- If the desired report is very long, you may prefer to print out just the first few pages. This can be done using the standard Windows Print interface. Right-click on the window and select Print from the Windows pop-up window, or select File > Print. Then select the number of pages desired in the *Pages* field in the *Page Range* panel.

Competencies per Skills Standard



Reports > Competencies > Competencies per Skills Standard

Generated	Valencia, Carlos
Date	08/14/2006
Time	04:02PM

Skill Standard: CA Grade 6 Science COPY
Source:
Copyright:

Geoscience

Investigation and Experimentation

Investigation and Experimentation: Scientific progress is made by asking meaningful questions and conducting careful investigations. As a basis for understanding this concept and addressing the content in the other three strands, students should develop their own questions and perform investigations. Students will:

Competency	ID	Level
Select and use appropriate tools and technology (including calculators, computers, balances, spring scales, microscopes, and binoculars) to perform tests, collect data, and display data.	29 Sci 6	6
Develop a hypothesis.	28 Sci 6	6
Construct appropriate graphs from data and develop qualitative statements about the relationships between variables.	30 Sci 6	6

Focus on Earth Science

Ecology (Life Sciences): Organisms in ecosystems exchange energy and nutrients among themselves and with the environment. As a basis for understanding this concept:

Competency	ID	Level
Students know different kinds of organisms may play similar ecological roles in similar biomes.	23 Sci 6	6
Students know matter is transferred over time from one organism to others in the food web and between organisms and the physical environment.	21 Sci 6	6
Students know the number and types of organisms an ecosystem can support depends on the resources available and on abiotic factors, such as quantities of light and water, a range of temperatures, and soil composition.	24 Sci 6	6
Students know populations of organisms can be categorized by the functions they serve in an ecosystem.	22 Sci 6	6

Heat (Thermal Energy) (Physical Sciences): Heat moves in a predictable flow from warmer objects to cooler objects until all the objects are at the same temperature. As a basis for understanding this concept:

Competency	ID	Level
Students know heat flows in solids by conduction (which involves no flow of matter) and in fluids by conduction and by convection (which	13 Sci 6	6

Prints the entire selected Skills Standard in hierarchical format. The entire text of each item is available at all four levels:

- Skills Standard
- Strand
- Standard
- Competency

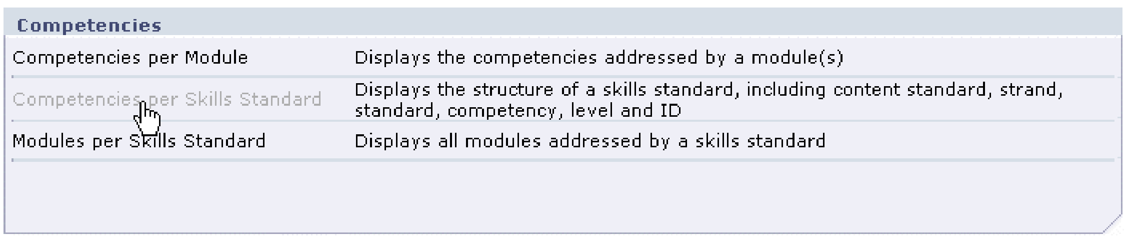
Also shown are the ID number and Level of each individual Competency.

This report is useful to Administrators who are preparing the mapping of content to Skills Standards. It is also useful to instructors who are designing curriculum for a particular class.

This report can only be generated for the administrator's own organization.

To generate a Competencies per Skills Standard report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.
2. Click Competencies per Skills Standard in the *Competencies* area.

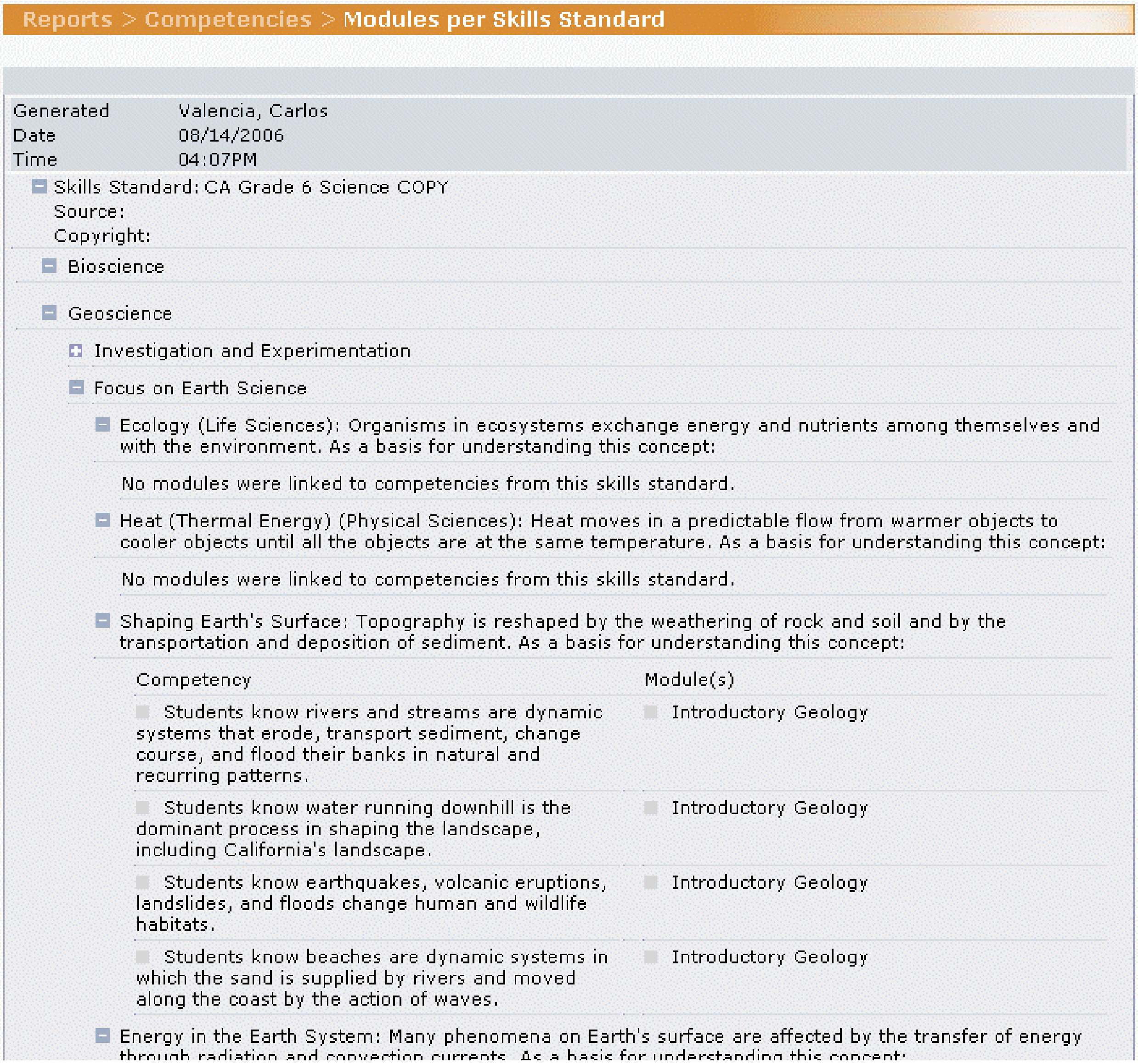
   

   The ***Competencies per Skils Standard*** page is displayed.
3. Select a skills standard from the *Skills Standard* drop-down menu.
4. Select content standards, strands and standards from the appropriate menus. Hold down the Ctrl key to make multiple selections.
5. Click Generate. The report is generated.

Tips:

- On this page, there are a number of *Expand* or *Collapse* icons which you can use to control how much of the report is displayed. If you intend to print out this report rather than just view it onscreen, select ***Print Preview*** first. When you get to the ***Print Preview*** page, you will find that the entire hierarchy is displayed in expanded form. Wait until you get to the ***Print Preview*** page before clicking on *Expand* and *Collapse* icons to control how the report is printed out.
- If the desired report is very long, you may prefer to print out just the first few pages. This can be done using the standard Windows Print interface. Right-click on the window and select Printfrom the Windows pop-up window, or select File > Print. Then select the number of pages desired in the *Pages* field in the *Page Range* panel.

Modules per Skills Standard


Reports > Competencies > Modules per Skills Standard

Generated Valencia, Carlos
Date 08/14/2006
Time 04:07PM

Skills Standard: CA Grade 6 Science COPY
Source:
Copyright:

Bioscience

Geoscience

Investigation and Experimentation

Focus on Earth Science

Ecology (Life Sciences): Organisms in ecosystems exchange energy and nutrients among themselves and with the environment. As a basis for understanding this concept:

No modules were linked to competencies from this skills standard.

Heat (Thermal Energy) (Physical Sciences): Heat moves in a predictable flow from warmer objects to cooler objects until all the objects are at the same temperature. As a basis for understanding this concept:

No modules were linked to competencies from this skills standard.

Shaping Earth's Surface: Topography is reshaped by the weathering of rock and soil and by the transportation and deposition of sediment. As a basis for understanding this concept:

Competency	Module(s)
Students know rivers and streams are dynamic systems that erode, transport sediment, change course, and flood their banks in natural and recurring patterns.	Introductory Geology
Students know water running downhill is the dominant process in shaping the landscape, including California's landscape.	Introductory Geology
Students know earthquakes, volcanic eruptions, landslides, and floods change human and wildlife habitats.	Introductory Geology
Students know beaches are dynamic systems in which the sand is supplied by rivers and moved along the coast by the action of waves.	Introductory Geology

Energy in the Earth System: Many phenomena on Earth's surface are affected by the transfer of energy through radiation and convection currents. As a basis for understanding this concept:

Prints the entire selected Skills Standard in hierarchical format. After each Competency, there is a listing of modules which are mapped to it.

This report is useful to Content Administrators who are preparing the mapping of content to Skills Standards. It is also useful to instructors who are designing curriculum for a particular class.

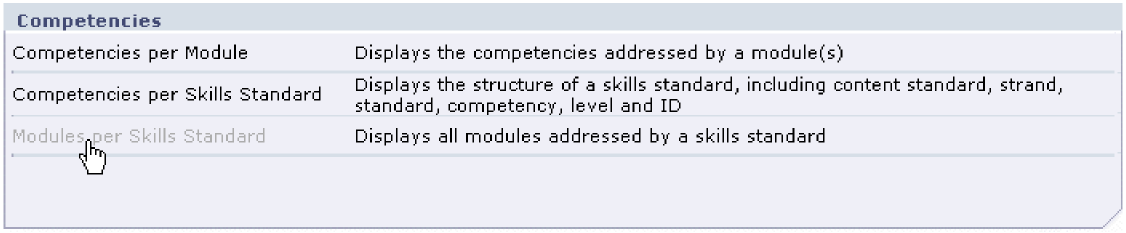
This report can only be generated for the administrator's own organization.

To generate a Modules per Skills Standard report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.

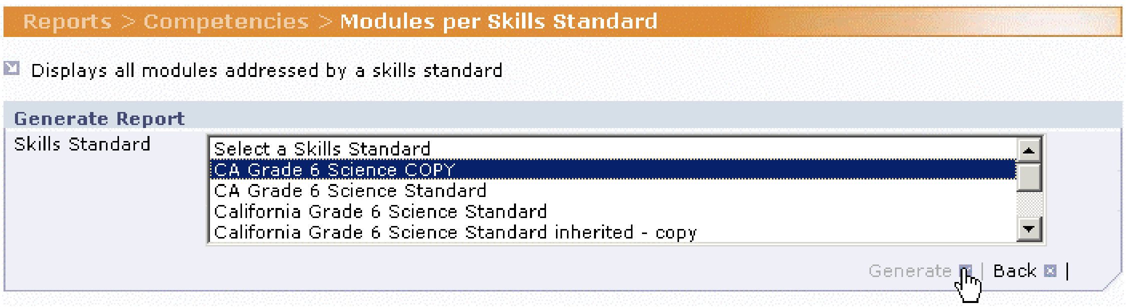
intelitek LearnMate

2. Click Modules per Skills Standard in the *Competencies* area.

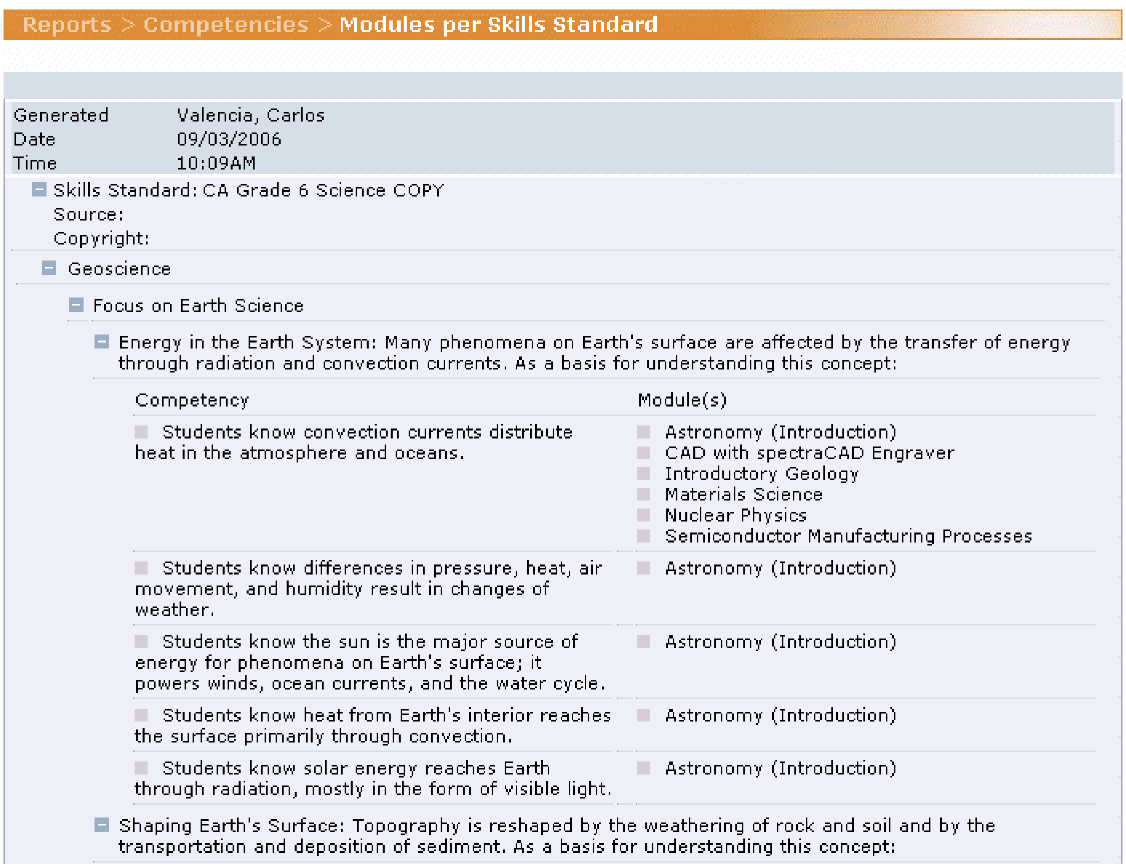


The ***Modules per Skills Standard*** page is displayed.

3. Select the skills standard to be reported on. Only one skills standard may be selected.



4. Click Generate. The report is generated.

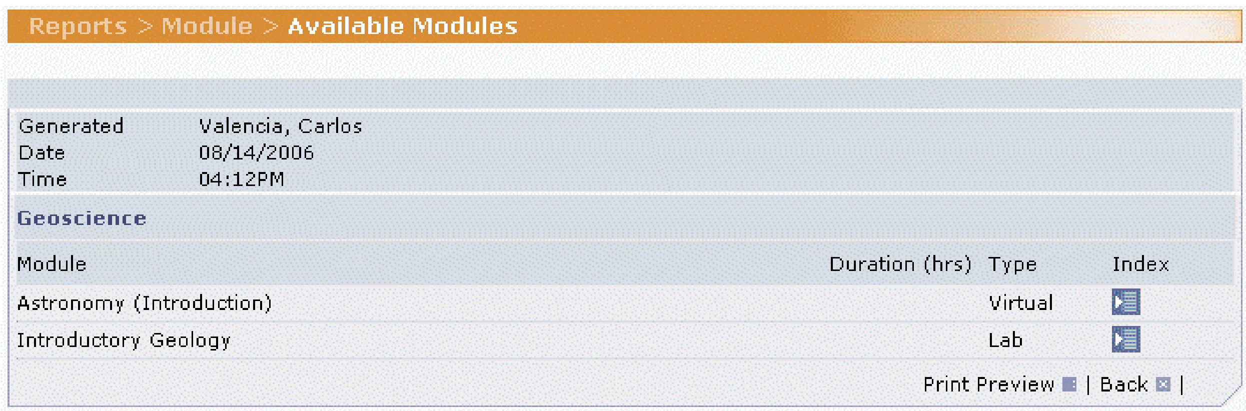


Tips:

- When you generate this report, you are taken to the ***Modules per Skills Standard*** page. On this page, there are a number of *Expand* or *Collapse* icons which you can use to control how much of the report is displayed. If you intend to print out this report rather than just view it onscreen, select ***Print Preview*** first. When you get to the ***Print Preview*** page, you will find that the entire hierarchy is displayed in expanded form. Wait until you get to the ***Print Preview*** page before clicking on *Expand* and *Collapse* icons to control how the report is printed out.
- If the desired report is very long, you may prefer to print out just the first few pages. This can be done using the standard Windows Print interface. Right-click on the window and select Print from the Windows pop-up window, or select File > Print. Then select the number of pages desired in the *Pages* field in the *Page Range* panel.

Reports – Module

Available Modules



Prints a listing of all modules which are available in the selected Category. If All Categories is selected, the listing is sorted alphabetically according to Category. This report contains only modules whose status is set to Active. See **Status** on page 229.

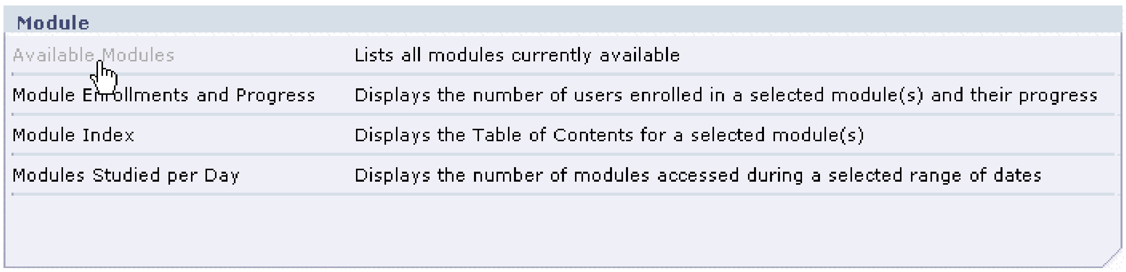
This report shows the name of the user who generated it, together with the date and time. It also displays the following information about the modules in tabular format:

- Module name
- Duration (hours)
- Type

This report is useful to Organization Administrators who do not have Content Administrator permissions. This information is available in a slightly different format on the ***Modules*** page under the ***Content*** tab of the ***Navigation Menu***.

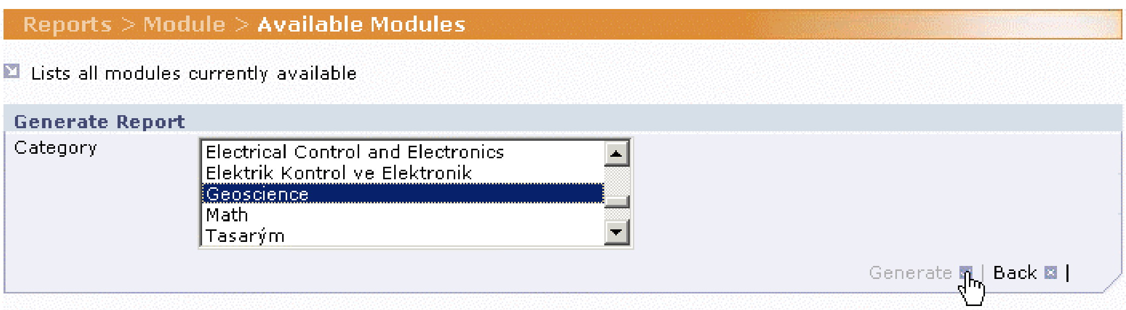
To generate the Available Modules report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.
2. Select Available Modules, which is in the *Modules* area.



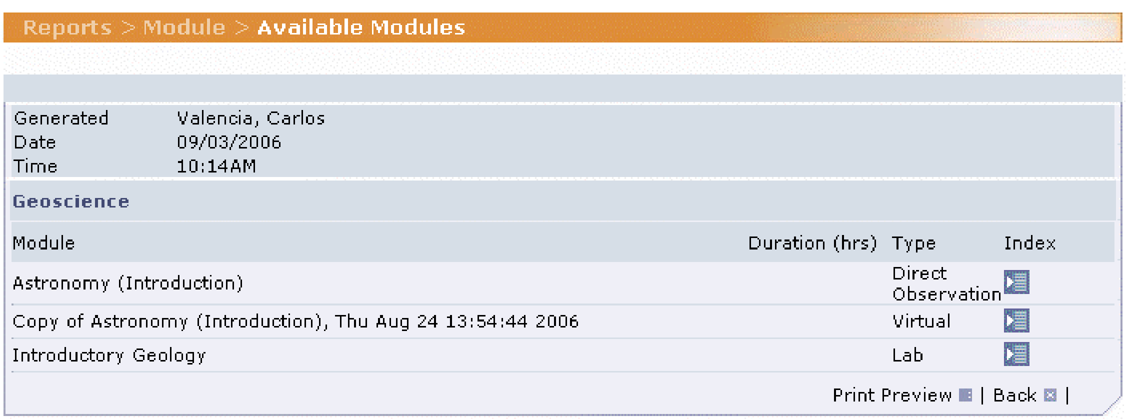
The ***Available Modules*** page is displayed.

3. Select the categories to be included in the report, from the *Category* menu. To select multiple categories, hold down the Ctrl key.



4. Click Generate.

The report is generated.



Tips:

- An *Index* icon is provided to allow you to view the module's Table of Contents. Clicking on this icon brings up a new pop-up window displaying the entire Table of Contents in expanded form, together with a *Print Preview* hyperlink.

- On this pop-up page, there are a number of *Expand* or *Collapse* icons which you can use to control how much of the report is displayed.
- If you intend to print out this report rather than just view it onscreen, select Print Preview first. When you get to the ***Print Preview*** page, you will find that the entire hierarchy is displayed in expanded form and that none of your modifications have carried over. Wait until you get to the ***Print Preview*** page before clicking on *Expand* and *Collapse* icons to control how the report is printed out.

Module Enrollments and Progress

Reports > Module > Module Enrollments and Progress

Generated Valencia, Carlos
Date 08/14/2006
Time 04:13PM

Note: The Average Module Grade column only reflects the grades for completed modules. Incomplete modules are not factored into the average. The number of completed modules is indicated in parentheses by the Average Grade.

Lilliput Technical High School

Module	Enrollment (students)	Total Logins to Module	Average Time in Module (hours)	Average # of Logins per User	Average Module Grade
Astronomy (Introduction)	17	0	0	0	
Basic Electricity	26	7	0	0.27	
CAD with spectraCAD Engraver	24	3	0	0.13	
Circuits and Switches	17	2	0.03	0.12	
Driving Safety	1	0	0	0	
Driving Safety, section 4	9	5	0.01	0.56	
Electronic Components	1	0	0	0	
Introductory Geology	14	12	0.01	0.86	60.71(3)
Inverter Basics	2	0	0	0	
Math001	1	0	0	0	
Nuclear Physics	4	0	0	0	

Print Preview | Back |

Prints a listing of modules in tabular format, together with:

- The number of students enrolled in the module
- The total number of times the module has been accessed
- The average time spent in the module per login
- The average number of logins per user
- The average grade for students who have completed the module

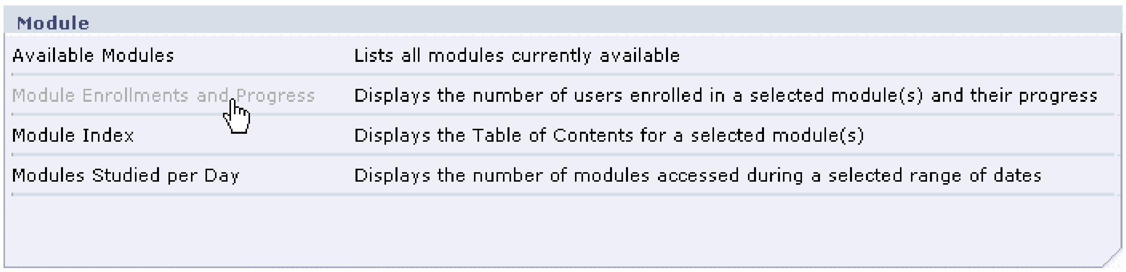
This report is useful to instructors who wish to monitor the activity of their students in progressing through the assigned modules.

The administrator may view and print *Module Enrollments and Progress* reports for his own organization and also for all sub-organizations. By selecting a combination of classes and modules, the administrator can tailor the report according to the needs of the moment.

To generate a Module Enrollments and Progress report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.

2. Click Module Enrollments and Progress, which is in the ***Module*** area.

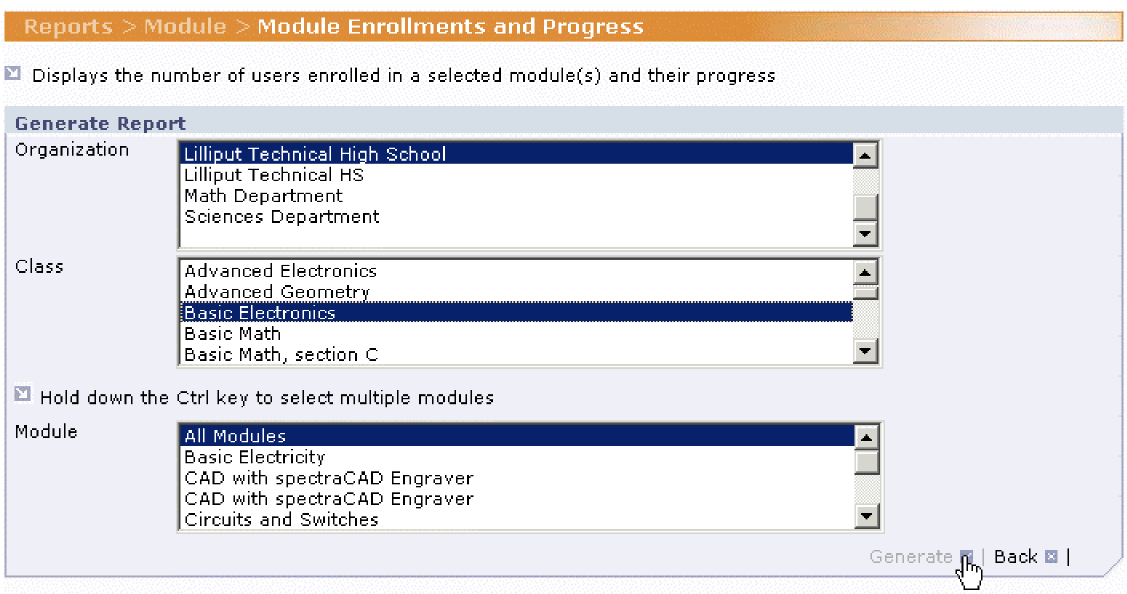


The ***Module Enrollments and Progress*** page is displayed.

3. Select an organization from the *Organization* menu. Only one organization menu may be selected. All classes in that organization are then listed in the *Class* menu.

4. Select a class from the *Class* menu. To select multiple classes, hold down the Ctrl key. All modules that are included in the selected classes are then listed in the *Module* menu.

5. Select a module from the *Module* menu. To select multiple modules, hold down the Ctrl key.



6. Click Generate. The report is generated.

Reports > Module > **Module Enrollments and Progress**

Generated	Valencia, Carlos
Date	09/03/2006
Time	11:16AM

Note: The Average Module Grade column only reflects the grades for completed modules. Incomplete modules are not factored into the average. The number of completed modules is indicated in parentheses by the Average Grade.

Lilliput Technical High School

Module	Enrollment (students)	Total Logins to Module	Average Time in Module (hours)	Average # of Logins per User	Average Module Grade
adad	19	1	0.2	0.05	0.00(1)
Basic Electricity	19	10	0.05	0.53	
CAD with spectraCAD Engraver	19	3	0	0.16	
CAD with spectraCAD Engraver	19	0	0	0	
Circuits and Switches	19	4	0.02	0.21	
Electrical Systems (Virtual)	19	1	0.17	0.05	
Electronic Components	2	0	0	0	
Fiber Optics (Virtual)	19	2	0.38	0.11	
Test Only	19	3	0.03	0.16	0.00(2)

Print Preview | Back |

Module Index

Reports > Module > **Module Index**

Generated	Valencia, Carlos
Date	08/14/2006
Time	04:14PM

CAD with spectraCAD Engraver

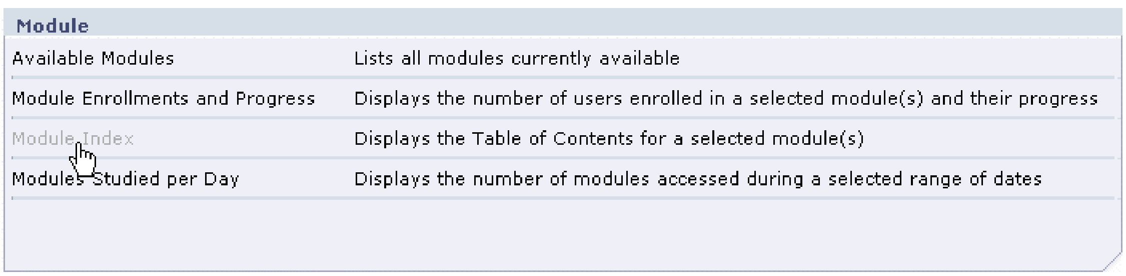
- Activity 1: Getting Started
- Activity 2: Using spectraCAD
- Activity 3: Managing Files
- Activity 4: Creating the LMC Project
- Activity 5: Drawing the M
  - OBJECTIVES
  - MATERIALS
  - Task: Open the LMC Drawing
  - Task: Draw Left Half of the M
  - Task: Mirror the Lines
  - VS mini J7
- Activity 6: Drawing the C
- Activity 7: Speaker Design Project
- Activity 8: Creating the Speaker Cone
- Activity 9: Completing the Speaker Project
- Activity 10: spectraCAD Engraver
- Activity 11: Generating an NC File
- Activity 12: NC Files and Coding
- Activity 13: Pocketing
- Activity 14: Pocket Toolpaths and SpectraCAM

Prints a listing of the Table of Contents of the selected module. The name of each content object is listed in hierarchical format. This report contains only modules whose status is set to Active (see Adding a Module on page 310).

This report is useful to Organization Administrators who do not have Content Administrator permissions. This information is available to Content Administrators in a slightly different format on the ***Index*** page of the selected module, as it appears under the ***Content*** tab of the ***Navigation Menu***. The information is also available to any user who is able to launch the selected module and press the Index hyperlink.

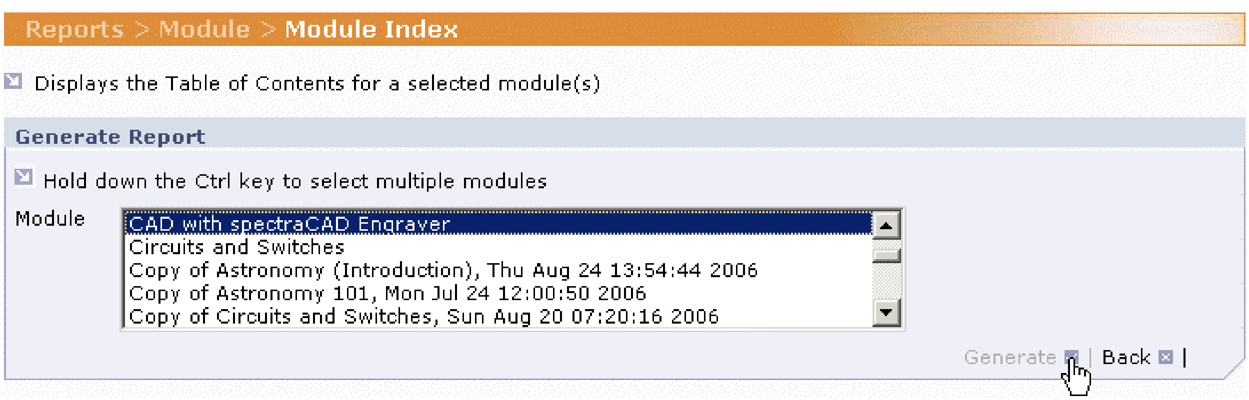
To generate a Module Index report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.
2. Click Module Index, which is in the *Module* area.

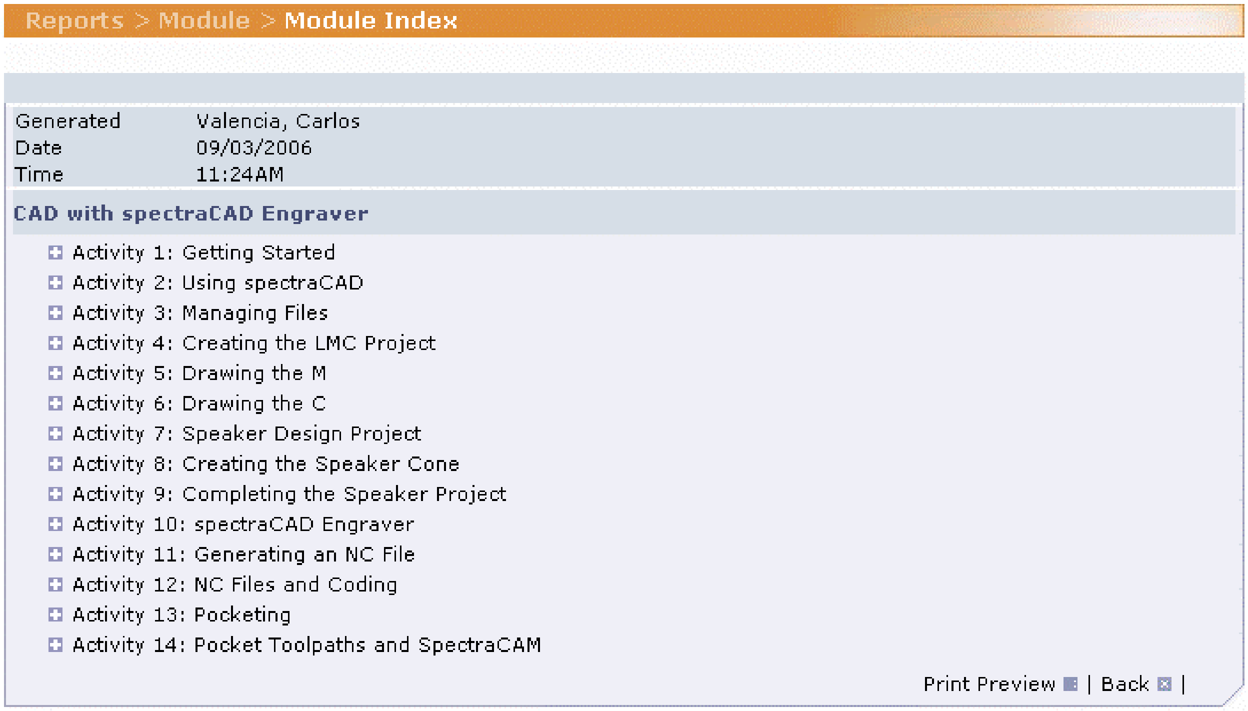


The ***Module Index*** page is displayed.

3. Select the module to be included in the report from the *Module* menu. To select multiple modules, hold down the Ctrl key.



4. Click Generate. The report is generated.



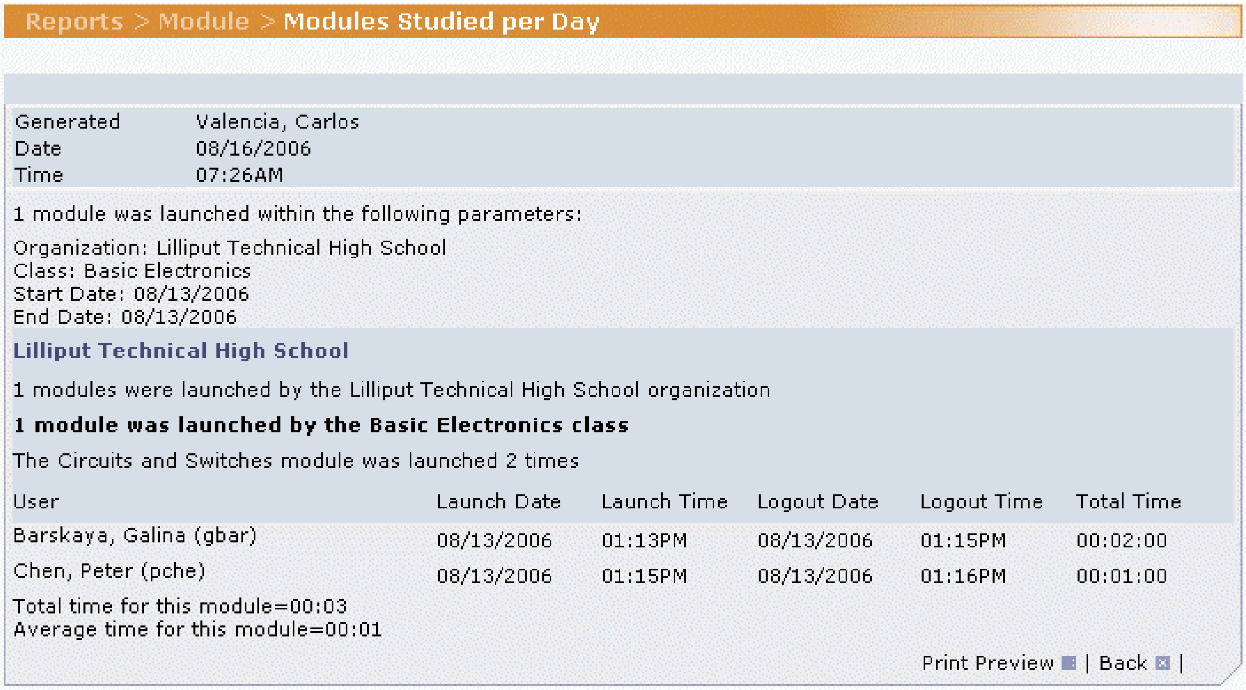
Tips:

- When you generate this report, you are taken to the ***Module Index*** page. On this page, there are a number of *Expand* or *Collapse* icons which you can use to control how much of the report is displayed.
- If you intend to print out this report rather than just view it onscreen, select Print Preview first. When you get to the ***Print Preview*** page, you will find that the entire hierarchy is displayed in collapsed form and that none of your modifications have carried over. Wait until you get to the ***Print Preview*** page before clicking on *Expand* and *Collapse* icons to control how the report is printed out.

Note: The administrator may view and print *Module Index* reports for his own organization but not for any sub-organizations. The reason is that sub-organizations may not have released original, copyrighted content for distribution outside their own sphere of influence. If you require access to information about modules created within one of your sub-organizations, you must contact the following:

- for authorization to copy copyrighted work, contact a Content Administrator in the appropriate sub-organization
- for assistance in copying the data, contact intelitek

Modules Studied per Day


Reports > Module > Modules Studied per Day

Generated	Valencia, Carlos
Date	08/16/2006
Time	07:26AM

1 module was launched within the following parameters:

Organization: Lilliput Technical High School
Class: Basic Electronics
Start Date: 08/13/2006
End Date: 08/13/2006

Lilliput Technical High School

1 modules were launched by the Lilliput Technical High School organization

1 module was launched by the Basic Electronics class

The Circuits and Switches module was launched 2 times

User	Launch Date	Launch Time	Logout Date	Logout Time	Total Time
Barskaya, Galina (gbar)	08/13/2006	01:13PM	08/13/2006	01:15PM	00:02:00
Chen, Peter (pche)	08/13/2006	01:15PM	08/13/2006	01:16PM	00:01:00

Total time for this module=00:03
Average time for this module=00:01

Print Preview | Back |

Prints a detailed listing of each launch of modules within a selected date range, sorted according to module. The following information is provided:

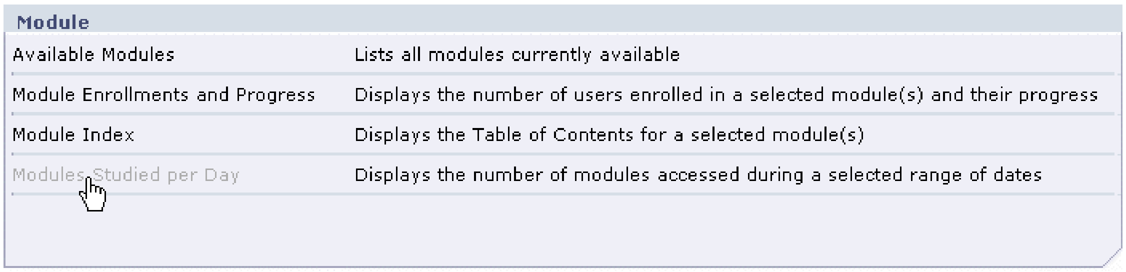
This report is useful to instructors who wish to monitor the activity of their students in progressing through the assigned modules.

Notes:

- The administrator may view and print *Modules Studied per Day* reports for his own organization and also for all sub-organizations. By selecting a combination of classes and modules, the administrator can tailor the report according to the needs of the moment.
- This report is only available to users whose role is set to Administrator. If you need to view or print this report, see **Roles** on page 223.

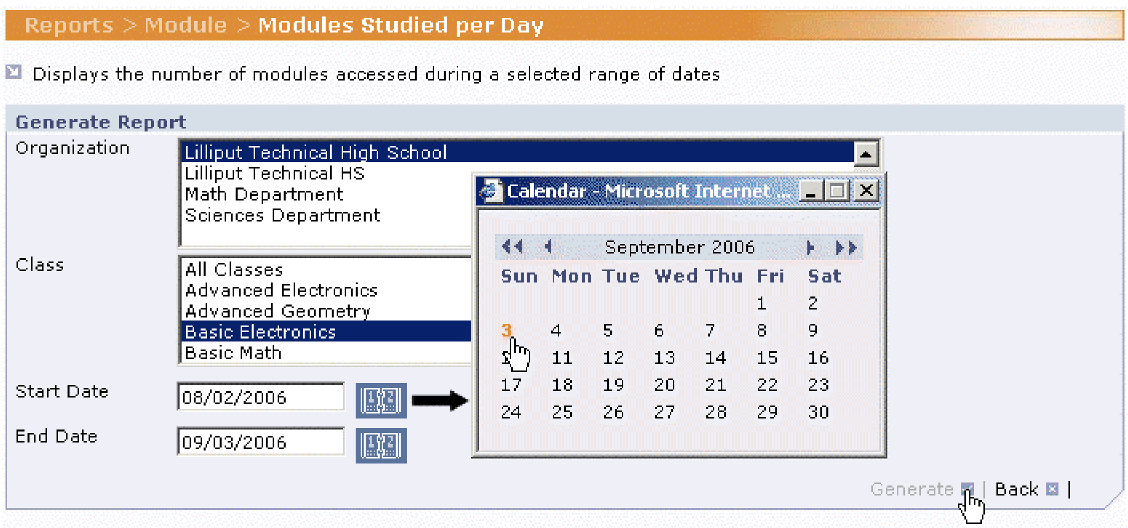
To generate a Modules Studied per Day report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.
2. Click Modules Studied per Day, which is in the *Module* area.

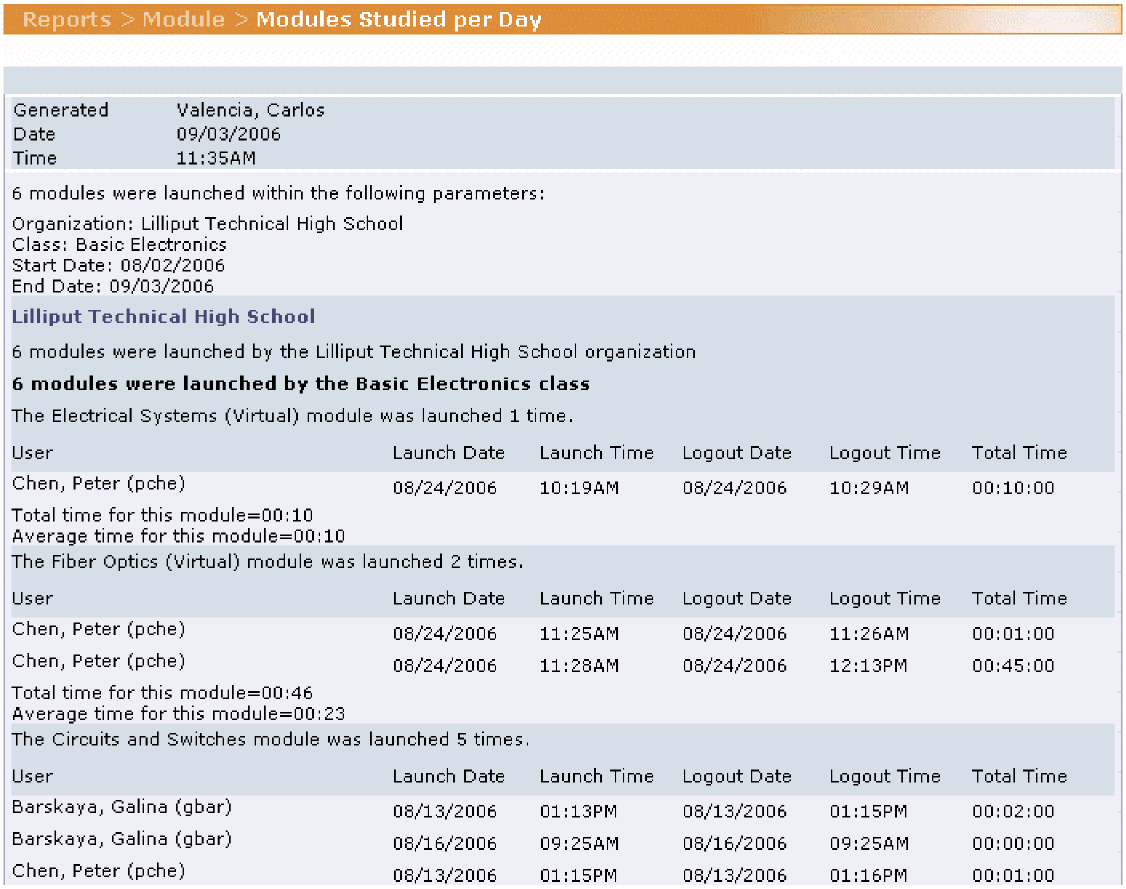


The ***Modules Studied per Day*** page is displayed.

3. Select an organization from the *Organization* menu. Only one organization may be selected.
4. Select a class from the *Class* menu. To select multiple classes, hold down the Ctrl key.
5. Select the dates to be included in the report, by clicking the Calendar icon next to each of the *Start Date* and *End Date* fields. Select the dates from the calendar that is displayed.



6. Click Generate. The report is generated. It lists, for each module, the launch and logout times and dates for each user that studied the module during the specified time period.


Reports > Module > Modules Studied per Day

Generated	Valencia, Carlos
Date	09/03/2006
Time	11:35AM

6 modules were launched within the following parameters:

Organization: Lilliput Technical High School
Class: Basic Electronics
Start Date: 08/02/2006
End Date: 09/03/2006

Lilliput Technical High School

6 modules were launched by the Lilliput Technical High School organization

6 modules were launched by the Basic Electronics class

The Electrical Systems (Virtual) module was launched 1 time.

User	Launch Date	Launch Time	Logout Date	Logout Time	Total Time
Chen, Peter (pche)	08/24/2006	10:19AM	08/24/2006	10:29AM	00:10:00

Total time for this module=00:10
Average time for this module=00:10

The Fiber Optics (Virtual) module was launched 2 times.

User	Launch Date	Launch Time	Logout Date	Logout Time	Total Time
Chen, Peter (pche)	08/24/2006	11:25AM	08/24/2006	11:26AM	00:01:00
Chen, Peter (pche)	08/24/2006	11:28AM	08/24/2006	12:13PM	00:45:00

Total time for this module=00:46
Average time for this module=00:23

The Circuits and Switches module was launched 5 times.

User	Launch Date	Launch Time	Logout Date	Logout Time	Total Time
Barskaya, Galina (gbar)	08/13/2006	01:13PM	08/13/2006	01:15PM	00:02:00
Barskaya, Galina (gbar)	08/16/2006	09:25AM	08/16/2006	09:25AM	00:00:00
Chen, Peter (pche)	08/13/2006	01:15PM	08/13/2006	01:16PM	00:01:00

Tip: If the desired report is very long, the user may find it useful to print out just the first few pages, using the standard Windows interface. Right-click on the window and select Print from the Windows pop-up window. Then select the number of pages desired.

Reports – System

Enrollments

Reports > System > Enrollments

Generated	Valencia, Carlos
Date	08/15/2006
Time	06:16AM

Lilliput Technical High School

There are 25 users in the Lilliput Technical High School organization.

There are 16 users in the Basic Electronics class.

Last Name	First Name	Username	Registration Date
Barskaya	Galina	gbar	07/13/2006
Chen	Peter	pche	07/13/2006
De Meyer	Franky	fdem	07/13/2006
Dorsett	Daniel	daniel	07/13/2006
Gajic	Miodrag	mgaj	07/13/2006
Hayes	Mark	mhay	07/13/2006
Leigh	Kate	klei	07/13/2006
Lerich	Nicholas	nler	07/13/2006
Lev	Mark	mlev	02/14/2006
Nyshko	Leonid	nysh	07/13/2006
Pépin	Denis	dpep	07/13/2006
Rock	Mike	mrock	07/13/2006
Rodrigues	Ashok	arod	07/13/2006
Sutcliffe	Robert	rsut	07/13/2006
Synczerz	Maryanna	msyn	07/13/2006
Young	Lisa	youN	07/13/2006

Print Preview | Back |

Prints a listing of students who are enrolled in the selected class, with the following information:

- First name
- Last name
- User name
- Date of registration in the LearnMate system

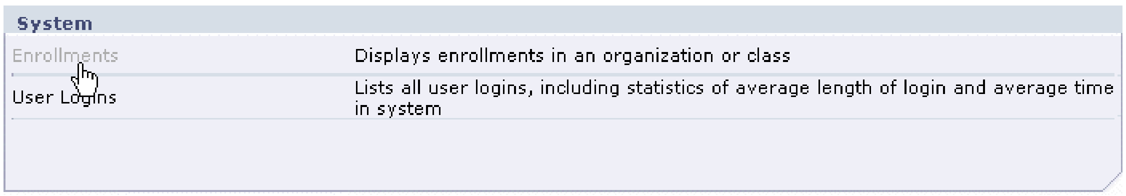
This report is useful to instructors and administrators who wish to monitor the number of students currently enrolled in specified classes. Other than the registration date and the total count of students, this information is available to the class instructor from the *Students* panel of the ***Class Main Page***. See Class Main Page on page 239.

The top of the report shows the total number of students registered in the entire organization. Each class is then listed, showing the number of students currently enrolled in the class.

The administrator may view and print *Enrollments* reports for his own organization and also for all sub-organizations.

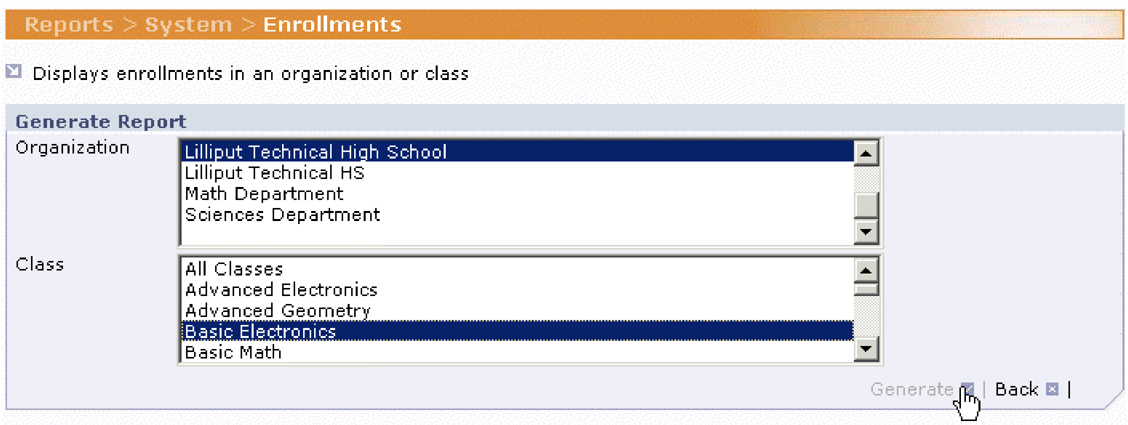
To generate an Enrollments report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.
2. Click Enrollments, which is in the *System* area.

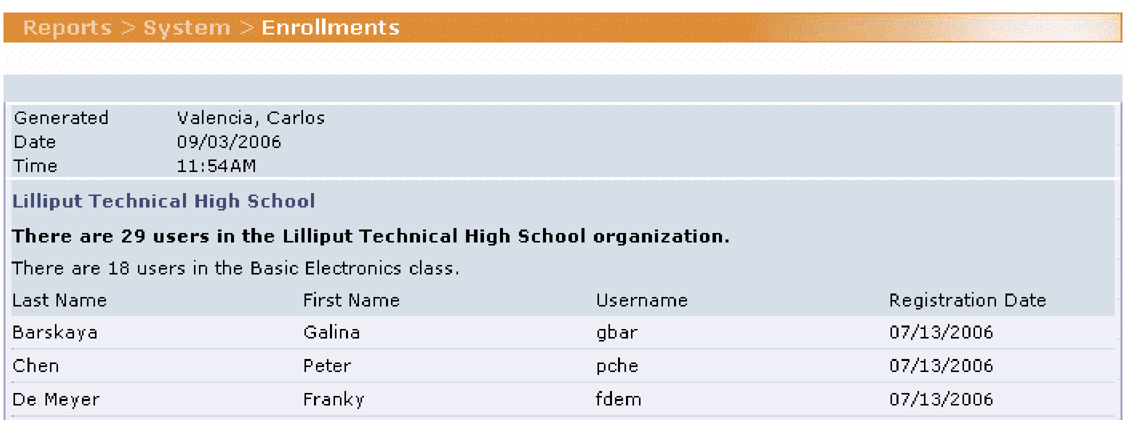


The ***Enrollments*** page is displayed.

3. Select an organization from the *Organization* menu. Only one organization may be selected.
4. Select a class from the *Class* menu. To select multiple classes, hold down the Ctrl key.



5. Click Generate. The report is generated.



User Logins

Reports > System > User Logins

Generated	Valencia, Carlos
Date	08/16/2006
Time	07:28AM

Lilliput Technical High School **Report generated for dates: 08/13/2006-08/13/2006**

Average number of logins:	6.83 times
Average Time per Login (hrs)	1.13 hours

User	# of Logins	Total Time in System (hrs)	Average Time per Login (hrs)	Classes
Barskaya, Galina (gbar)	1	0	0	Basic Electronics Intermediate Physics Robotics 104
Chen, Peter (pche)	2	0	0	Basic Electronics Intermediate Physics Introductory Physics Robotics 104
Dorsett, Daniel (daniel)	7	0.05	0.01	Basic Electronics Fiber Optics Introductory Physics Nuclear Physics Robotics 101 Robotics Lab
Gajic, Miodrag (mgaj)	1	0	0	Basic Electronics Intermediate Physics Introductory Physics Robotics 104
Rodrigues, Ashok (arod)	1	0	0	Basic Electronics Introductory Physics
Valencia, Carlos (cvalencia)	29	4.87	0.17	Advanced Electronics Basic Electronics

Print Preview | Back |

Prints a detailed tabular listing of user logins for a specified time period, including the following information:

- User's real name and username
- Number of logins
- Total time in the system
- Average time in the system per login
- Names of all classes in which the user is enrolled as a student or assigned as instructor

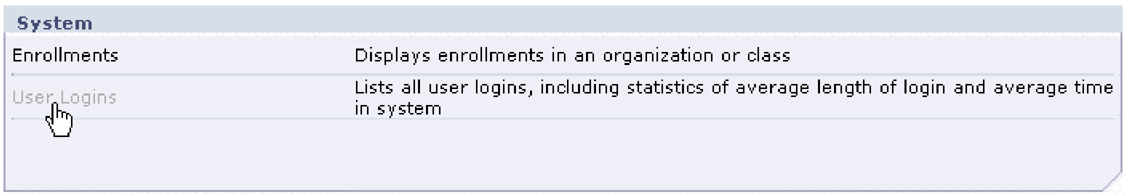
This report is useful to instructors who wish to monitor the activity of their students in progressing through the assigned modules. It is also useful for administrators to monitor anomalous behavior, such as a user who is logged on too many hours in a day, or not enough hours in a specified week or month.

The administrator may generate the report for individually selected users or all the members of a class. The administrator may view and print *User Logins* reports for his own organization and also for all sub-organizations.

Note: This report is only available to users whose role is set to Administrator. If you need to view or print this report, see **Roles** on page 223.

To generate a User Login report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.
2. Click User Login, which is in the *System* area.

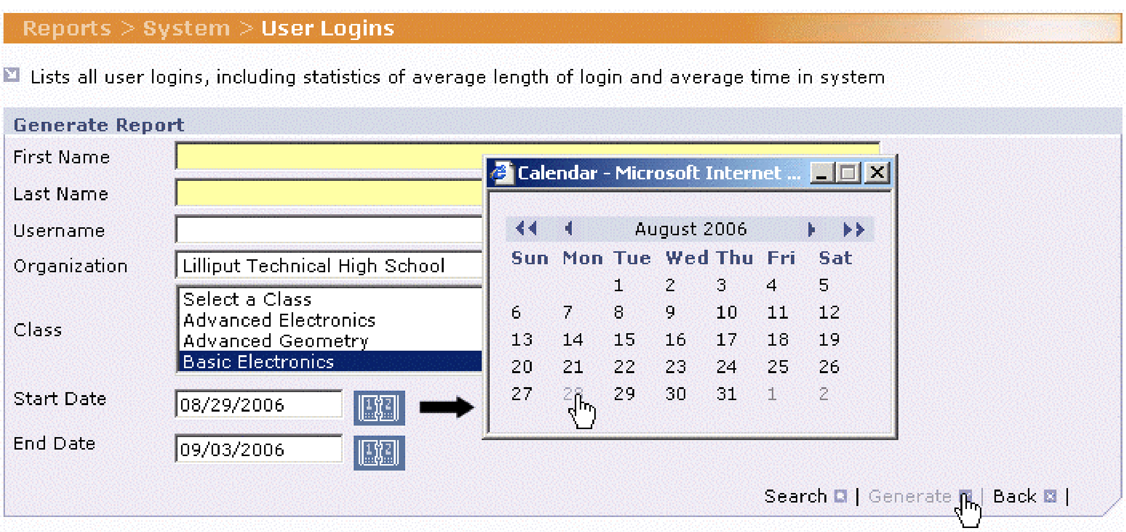


The ***User Login*** page is displayed.

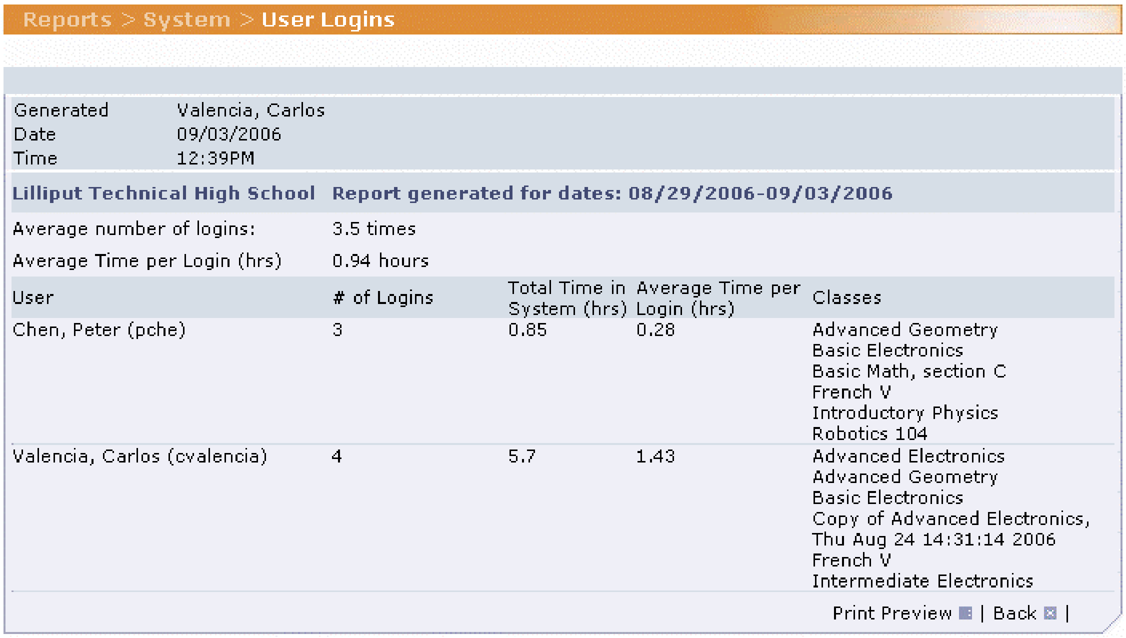
You have a choice either to generate the report for all users within a specified class (or classes), or to generate the report for specific users.

To generate a report for all users within a specified class:

3. Select an organization from the *Organization* drop-down menu. The list of classes in the selected organization are listed in the *Class* menu.
4. Select a class from the *Class* menu. To select multiple classes, hold down the Ctrl key.
5. Set the start and end dates for the reporting period, by clicking the Calendar icon next to the *Start Date* and *End Date* fields. Select the dates from the calendars displayed.

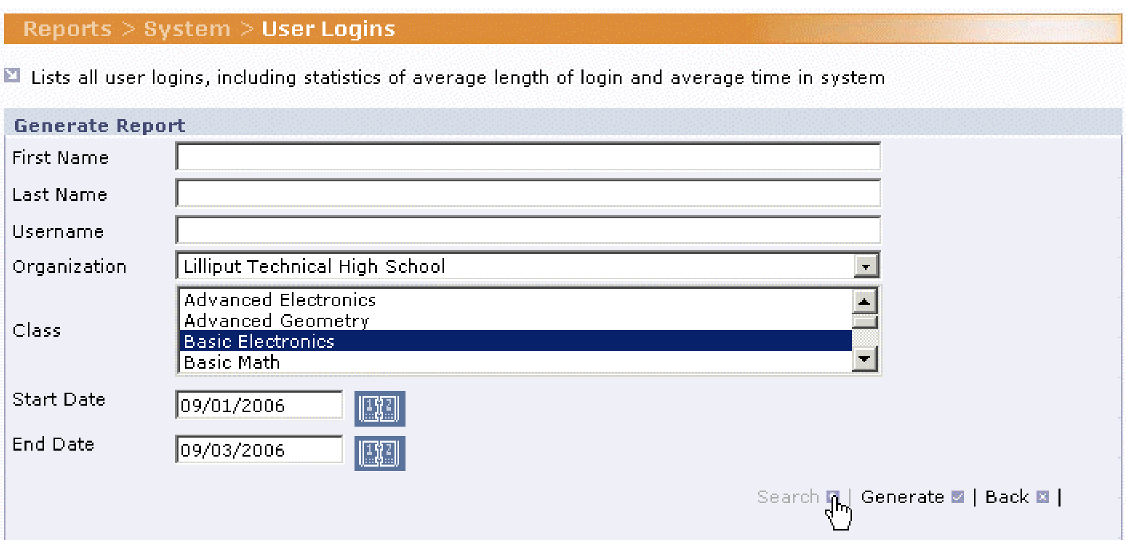


The report is generated, detailing logins by all members of the selected classes.



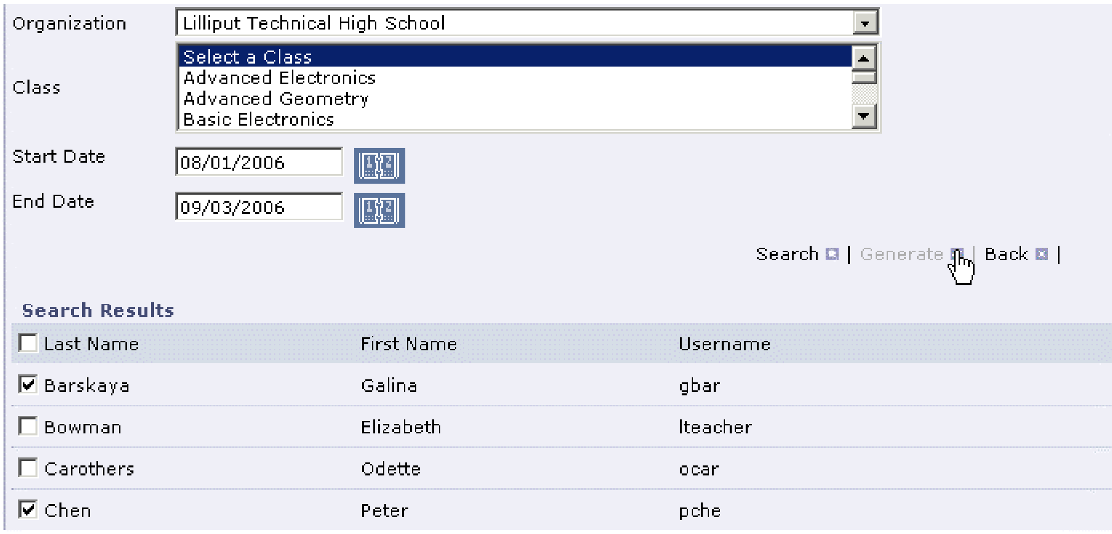
To generate a report for specified users only:

3. Enter at least one of the following search criteria:
   - The student's first name in the *First name* field.
   - The student's last name in the *Last name* field.
   - Select an organization from the *Organization* drop-down menu. The list of classes in the selected organization are listed in the *Class* menu.
   - Select a class from the *Class* menu. To select multiple classes, hold down the Ctrl key.

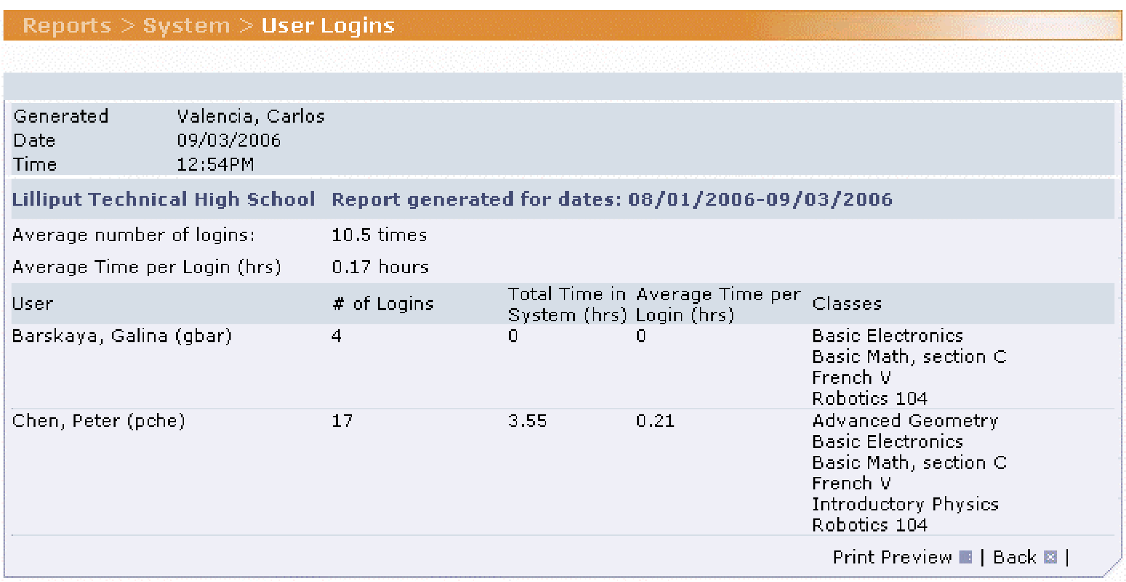


4. Click Search. A list of all students that match the seaarch criteria is displayed.

5. Select the students to be included in the report.
6. Set the start and end dates for the reporting period, by clicking the Calendar icon next to the *Start Date* and *End Date* fields. Select the dates from the calendars displayed.



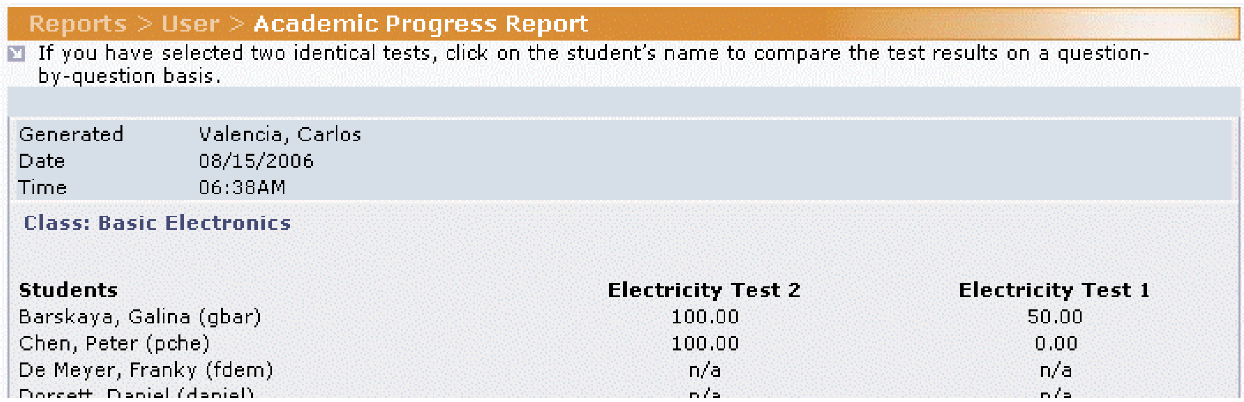
7. Click Generate. The report is generated, detailing logins by the selected users.



Tip: If the desired report is very long, the user may find it useful to print out just the first few pages, using the standard Windows interface. Right-click on the window and select Print from the Windows pop-up window. Then select the number of pages desired.

Reports – User

Academic Progress Report



Prints a listing of the grades of selected students on two tests given in the same class. If the tests are identical, the administrator is permitted to view a question-by-question comparison of the two tests. This is useful when the class post-test is also given as a pre-test.

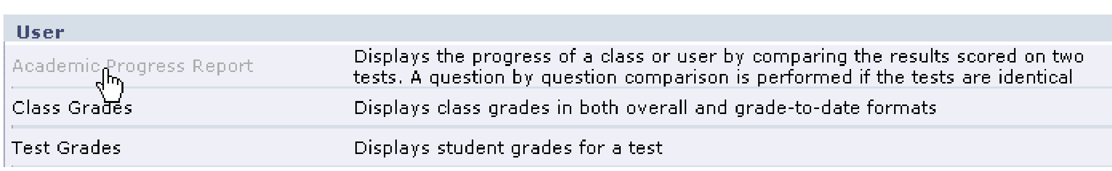
This report is useful to instructors who wish to monitor the activity of their students in progressing through the assigned modules. The information is also available to instructors through the ***Gradebook***. See **Customize Gradebook** on page 256.

The administrator may view and print *Academic Progress* reports for his own organization and also for all sub-organizations.

Note: This report is only available to users whose role is set to Administrator. If you need to view or print this report, see **Roles** on page 223.

To generate an Academic Progress Report:

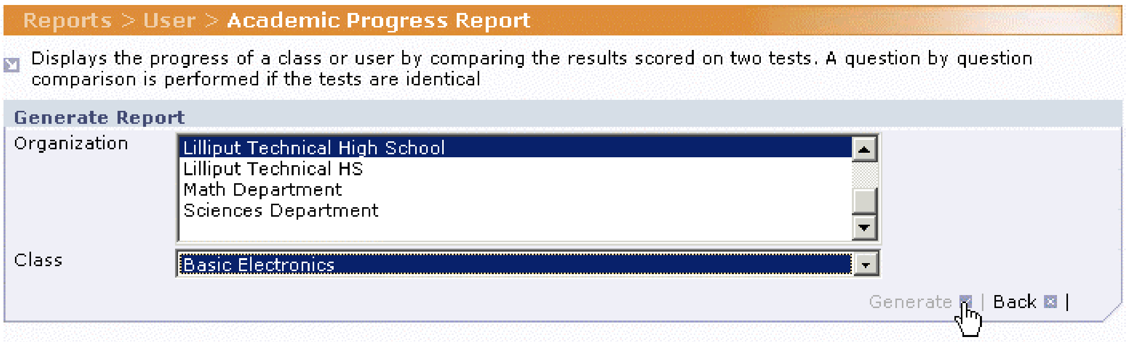
1. Select Administration > Reports. The ***Reports List*** page is displayed.
2. Click Academic Progress Report, which is in the *User* area.



The ***Academic Progress Report*** page is displayed.

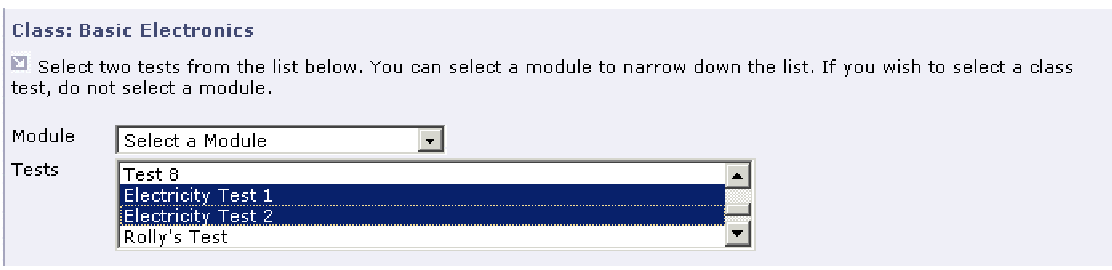
3. Select an organization from the *Organization* drop-down menu.

4. Select a class from the *Class* menu. To select multiple classes, hold down the Ctrl key. In general though, you should only select one class, as this report is designed to measure progress made in a specific class.

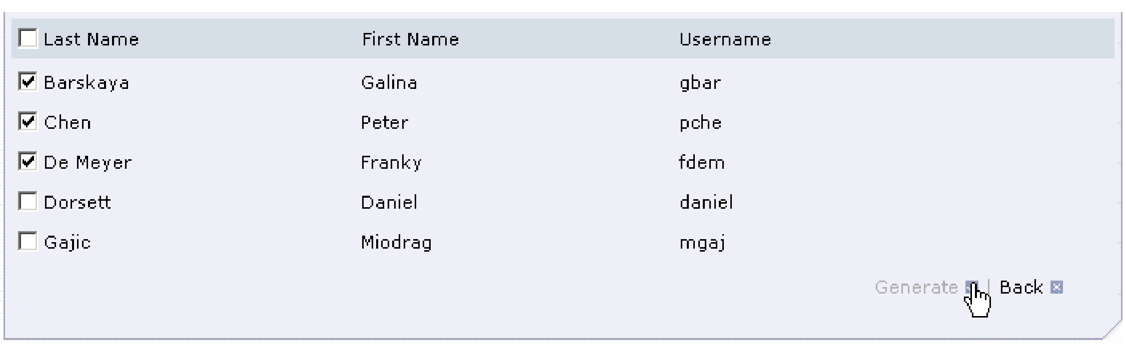


5. Click Generate.

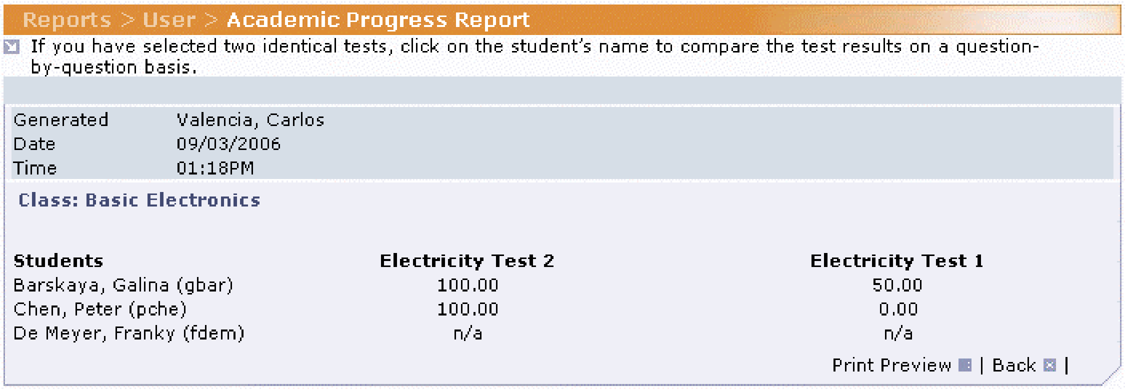
6. To select module tests for comparison, select a module from the *Module* drop-down menu, and two tests from the *Tests* menu. To select class tests, set the *Module* drop-down menu to Select a Module. The *Tests* menu will then list class tests. Select two class tests.



7. Select students of interest from the list, or select all students using the top checkbox.



8. Click Generate. The report is generated. For each selected student, the results of the two tests are shown.



Reports > User > Academic Progress Report

If you have selected two identical tests, click on the student's name to compare the test results on a question-by-question basis.

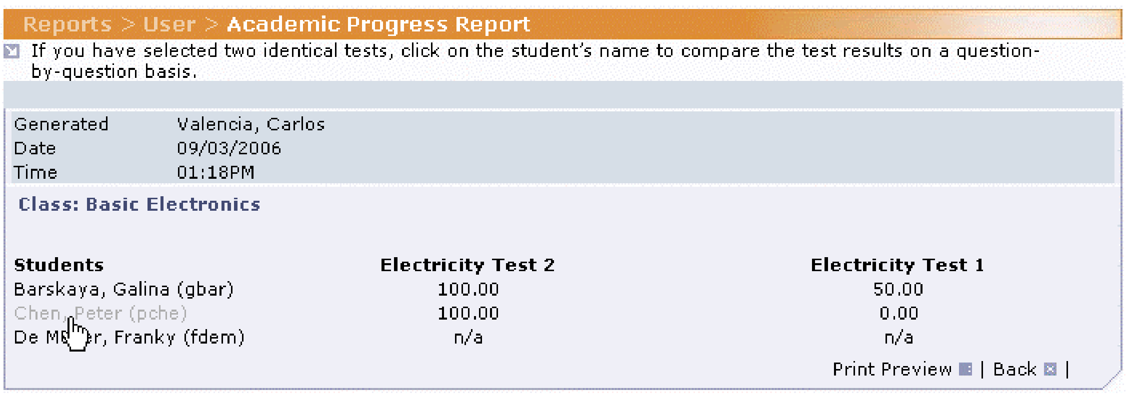
Generated	Valencia, Carlos
Date	09/03/2006
Time	01:18PM

Class: Basic Electronics

Students	Electricity Test 2	Electricity Test 1
Barskaya, Galina (gbar)	100.00	50.00
Chen, Peter (pche)	100.00	0.00
De Meyer, Franky (fdem)	n/a	n/a

Print Preview | Back |

9. If the tests selected contain an identical set of questions, you may click on any student's name.



Reports > User > Academic Progress Report

If you have selected two identical tests, click on the student's name to compare the test results on a question-by-question basis.

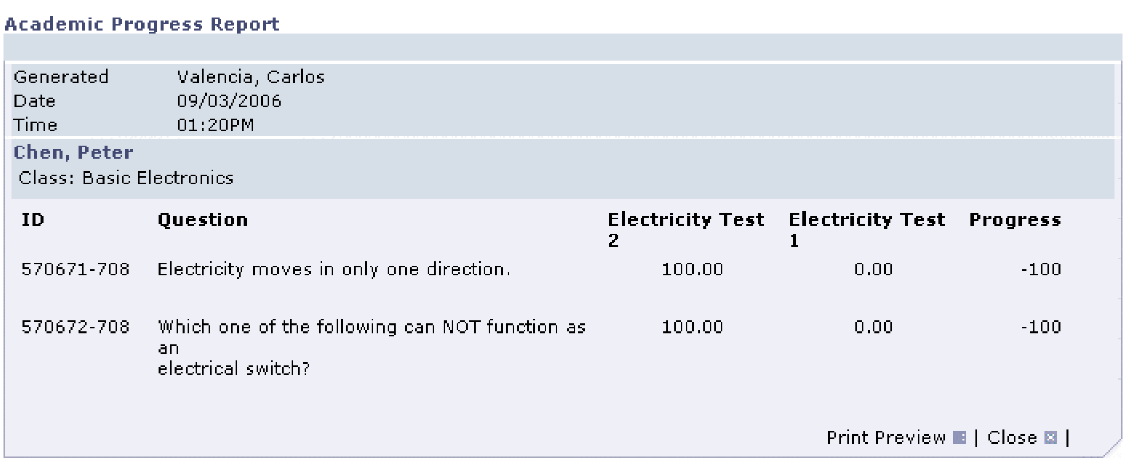
Generated	Valencia, Carlos
Date	09/03/2006
Time	01:18PM

Class: Basic Electronics

Students	Electricity Test 2	Electricity Test 1
Barskaya, Galina (gbar)	100.00	50.00
Chen, Peter (pche)	100.00	0.00
De Meyer, Franky (fdem)	n/a	n/a

Print Preview | Back |

The student's ***Academic Progress Report*** is displayed in a new window. It compares the student's grades for each test question.



Academic Progress Report

Generated	Valencia, Carlos
Date	09/03/2006
Time	01:20PM

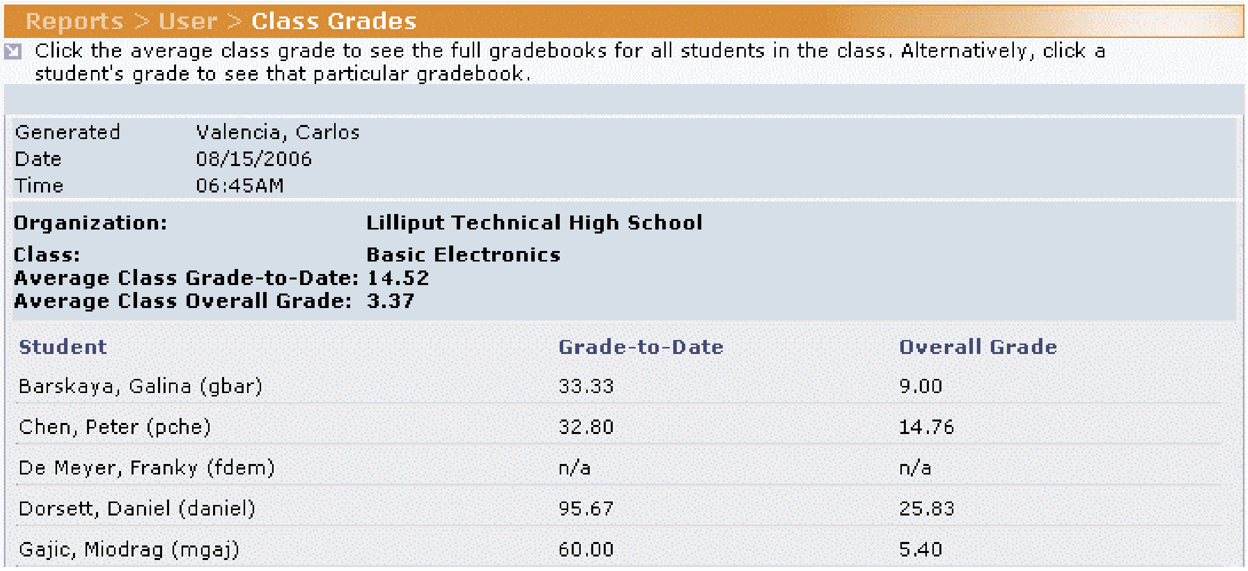
Chen, Peter

Class: Basic Electronics

ID	Question	Electricity Test 2	Electricity Test 1	Progress
570671-708	Electricity moves in only one direction.	100.00	0.00	-100
570672-708	Which one of the following can NOT function as an electrical switch?	100.00	0.00	-100

Print Preview | Close |

Class Grades



Reports > User > Class Grades

Click the average class grade to see the full gradebooks for all students in the class. Alternatively, click a student's grade to see that particular gradebook.

Generated	Valencia, Carlos
Date	08/15/2006
Time	06:45AM

Organization: Lilliput Technical High School
Class: Basic Electronics
Average Class Grade-to-Date: 14.52
Average Class Overall Grade: 3.37

Student	Grade-to-Date	Overall Grade
Barskaya, Galina (gbar)	33.33	9.00
Chen, Peter (pche)	32.80	14.76
De Meyer, Franky (fdem)	n/a	n/a
Dorsett, Daniel (daniel)	95.67	25.83
Gajic, Miodrag (mgaj)	60.00	5.40

Prints a listing of the grades of all students in a selected class, both the grade to date and the overall grade. Also permits printing detailed grade reports for selected students.

A student who has a **Grade to Date** of 100% has answered all questions correctly so far. However, the **Overall Grade** is the percentage of grade points which have been earned out of the total course. Thus, halfway through the course, that same student will have an Overall Grade of 50%.

The basic report provides the class average for both the Grade to Date and the Overall Grade. Below that information is a table giving the individual Grade to Date and Overall Grade alongside the students' names. This report contains a number of hyperlinks which cause the generation of detailed reports.

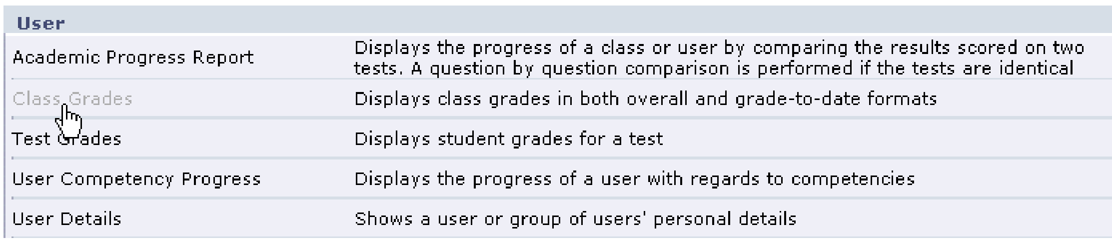
- Clicking on the Grade to Date next to a student's name produces a report for that one student, showing all grades in the class, calculated on a Grade-to-Date basis.
- Clicking on the Overall Grade next to a student's name produces a report for that one student, showing all grades in the class, calculated on an Overall Grade basis.
- Clicking on the Average Class Grade to Date produces a report for all students, sorted alphabetically by name, showing all grades in the class calculated on a Grade-to-Date basis.
- Clicking on the Average Class Overall Grade produces a report for all students, sorted alphabetically by name, showing all grades in the class calculated on an Overall Grade basis.

The information is also available to instructors through the ***Gradebook***. See **Customize Gradebook** on page 256. Administrators may view and print *Class Grades* reports for his own organization and also for all sub-organizations.

Note: This report is only available to users whose role is set to Administrator. If you need to view or print this report, see **Roles** on page 223.

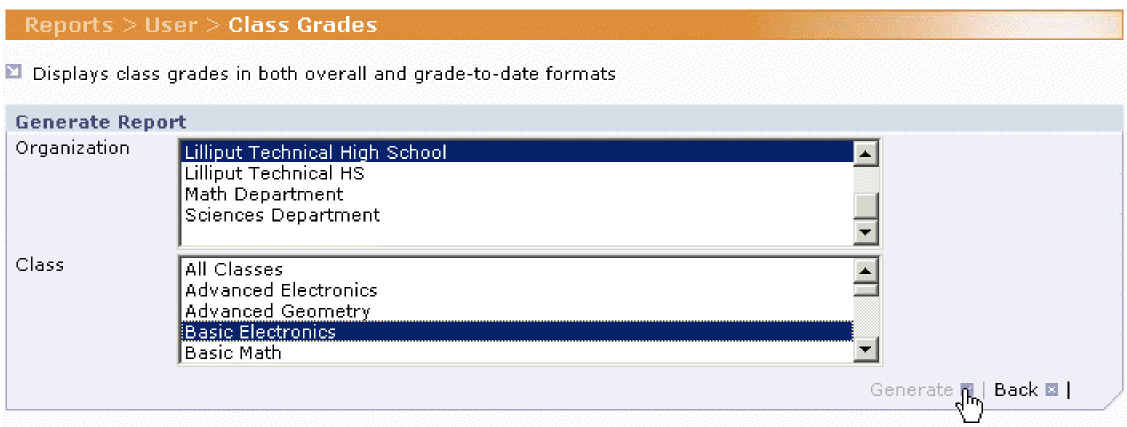
To generate a Class Grades report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.
2. Click Class Grades, which is in the *User* area.

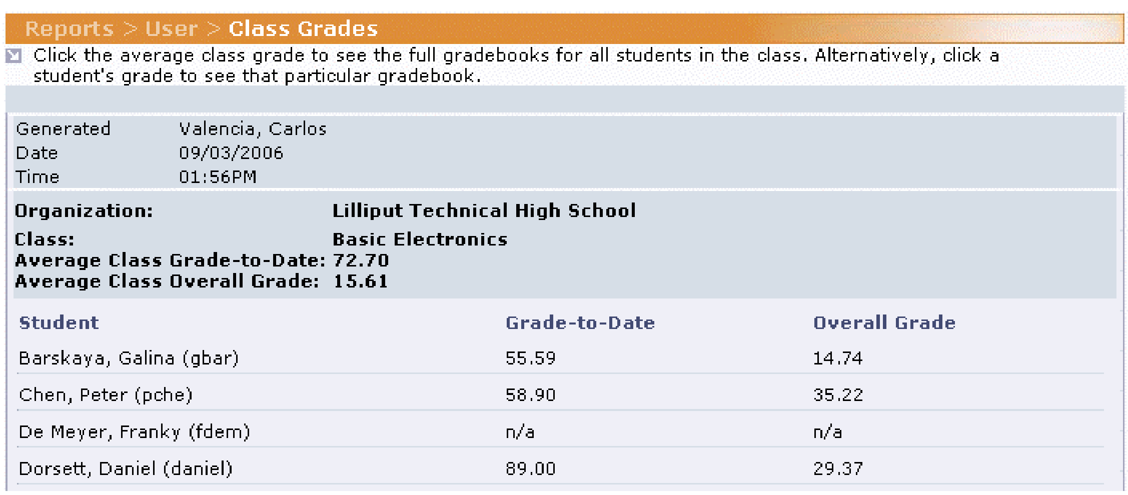


The ***Class Grades*** page is displayed.

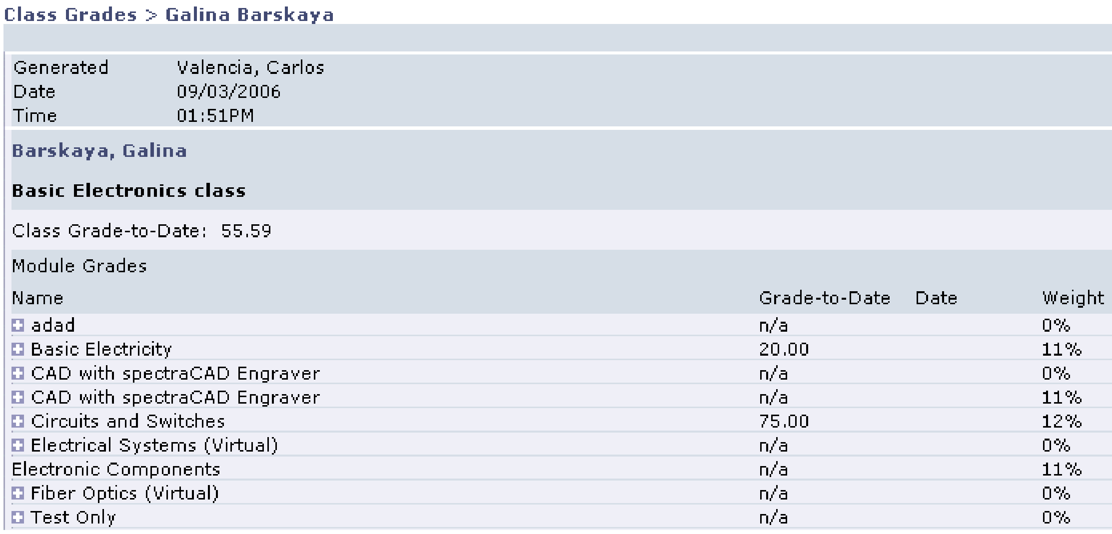
3. Select an organization from the *Organization* drop-down menu. The organization classes are then listed in the *Class* menu.
4. Select a class from the *Class* menu. To select multiple classes, hold down the Ctrl key.



5. Click Generate. The report is generated.



6. As previously discussed, click on a student's Grade-to-Date or Overall Grade to generate reports such as the one shown below.


Class Grades > Galina Barskaya

Generated	Valencia, Carlos
Date	09/03/2006
Time	01:51PM

Barskaya, Galina

Basic Electronics class

Class Grade-to-Date: 55.59

Module Grades

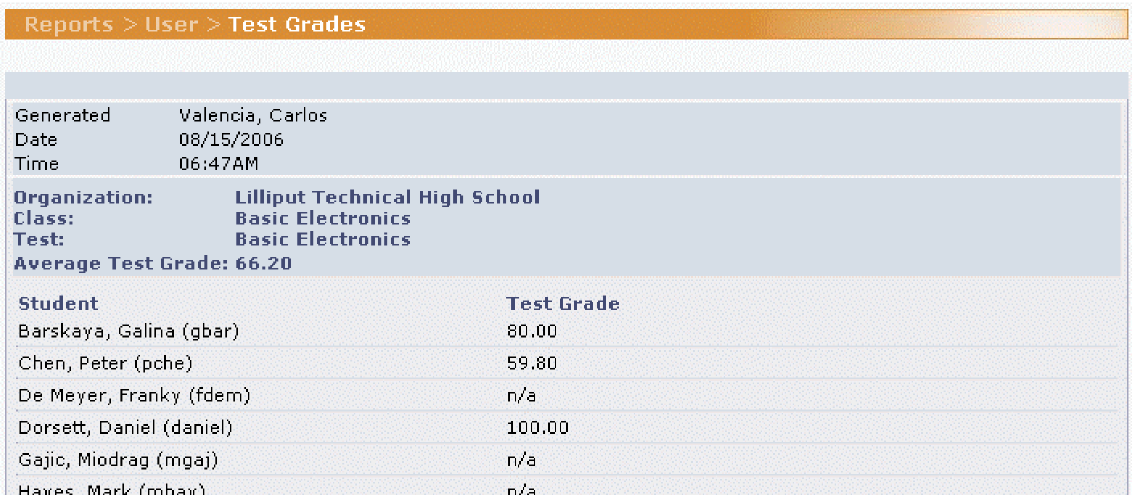
Name	Grade-to-Date	Date	Weight
adad	n/a		0%
Basic Electricity	20.00		11%
CAD with spectraCAD Engraver	n/a		0%
CAD with spectraCAD Engraver	n/a		11%
Circuits and Switches	75.00		12%
Electrical Systems (Virtual)	n/a		0%
Electronic Components	n/a		11%
Fiber Optics (Virtual)	n/a		0%
Test Only	n/a		0%

7. Click on the Average Class Grade-to-Date or Overall Grade values to generate a similar report, but for all class students, as discussed above.

Tips:

- When you generate either one of the Average Class reports, a new pop-up window opens containing the Print Preview. On this page, there are a number of *Expand* or *Collapse* icons which you can use to control how much of the report is displayed.
- If you intend to print out this report rather than just view it onscreen, select Print Preview first. When you get to the ***Print Preview*** page, you will find that the entire hierarchy is displayed in expanded form and that none of your modifications have carried over. Wait until you get to the ***Print Preview*** page before clicking on *Expand* and *Collapse* icons to control how the report is printed out.
- If the desired report is very long, the user may find it useful to print out just the first few pages, using the standard Windows interface. Right-click on the window and select Print from the Windows pop-up window. Then select the number of pages desired.

Test Grades



Prints a detailed listing of grades of all students in a selected module in a selected class, sorted by the name of the test.

According to need, the administrator may select:

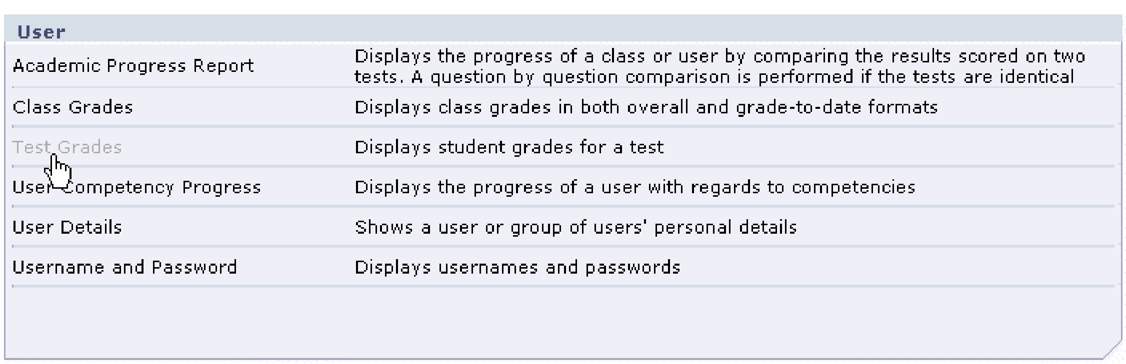
- One class, several classes or all classes
- One module, several modules or all modules
- One test, several tests or all tests

This report is useful to instructors who wish to monitor the activity of their students in progressing through the assigned modules. The information is also available to instructors through the ***Gradebook***. See **Customize Gradebook** on page 256.

Note: This report is only available to users whose role is set to Administrator. An administrator may view and print *Test Grades* reports for his own organization and also for all sub-organizations.

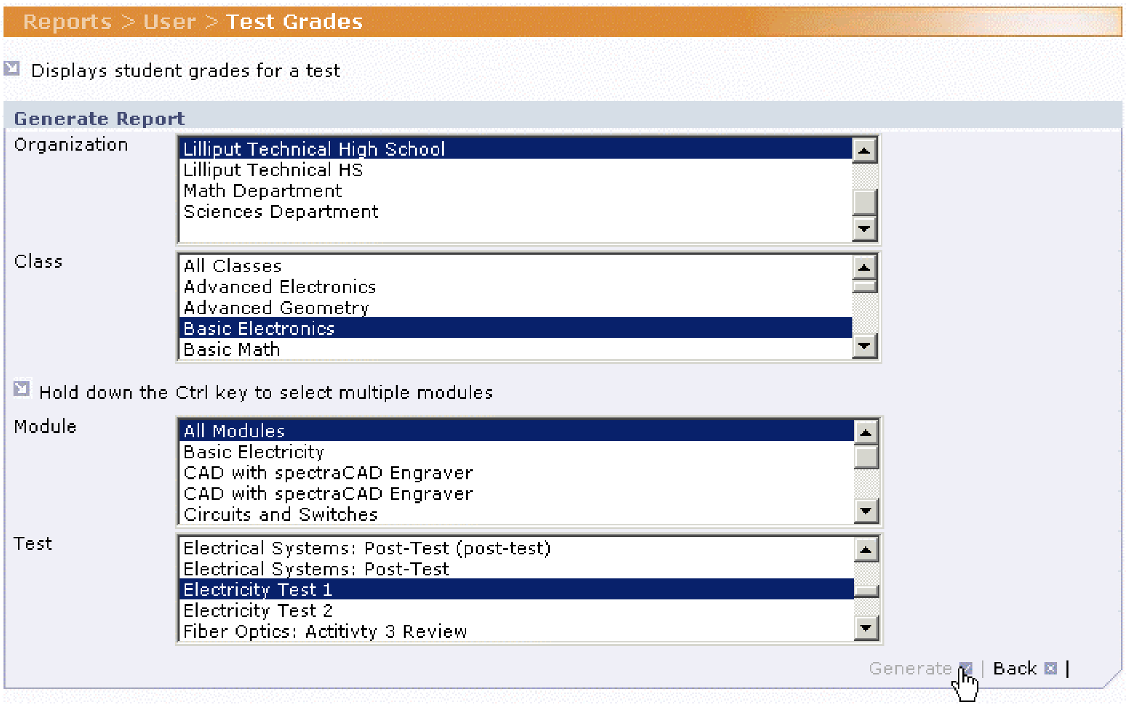
To generate a Test Grades report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.
2. Click Test Grades, which is in the *User* area.

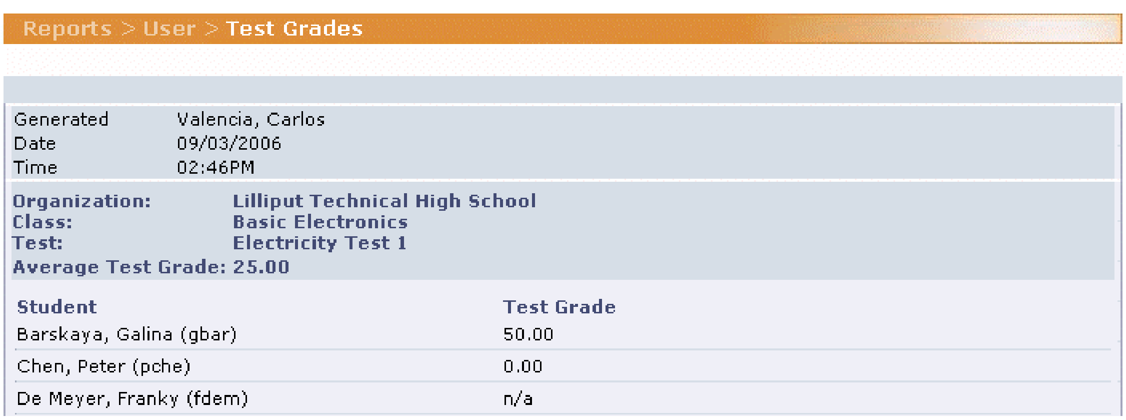


The Test Grades page is displayed.

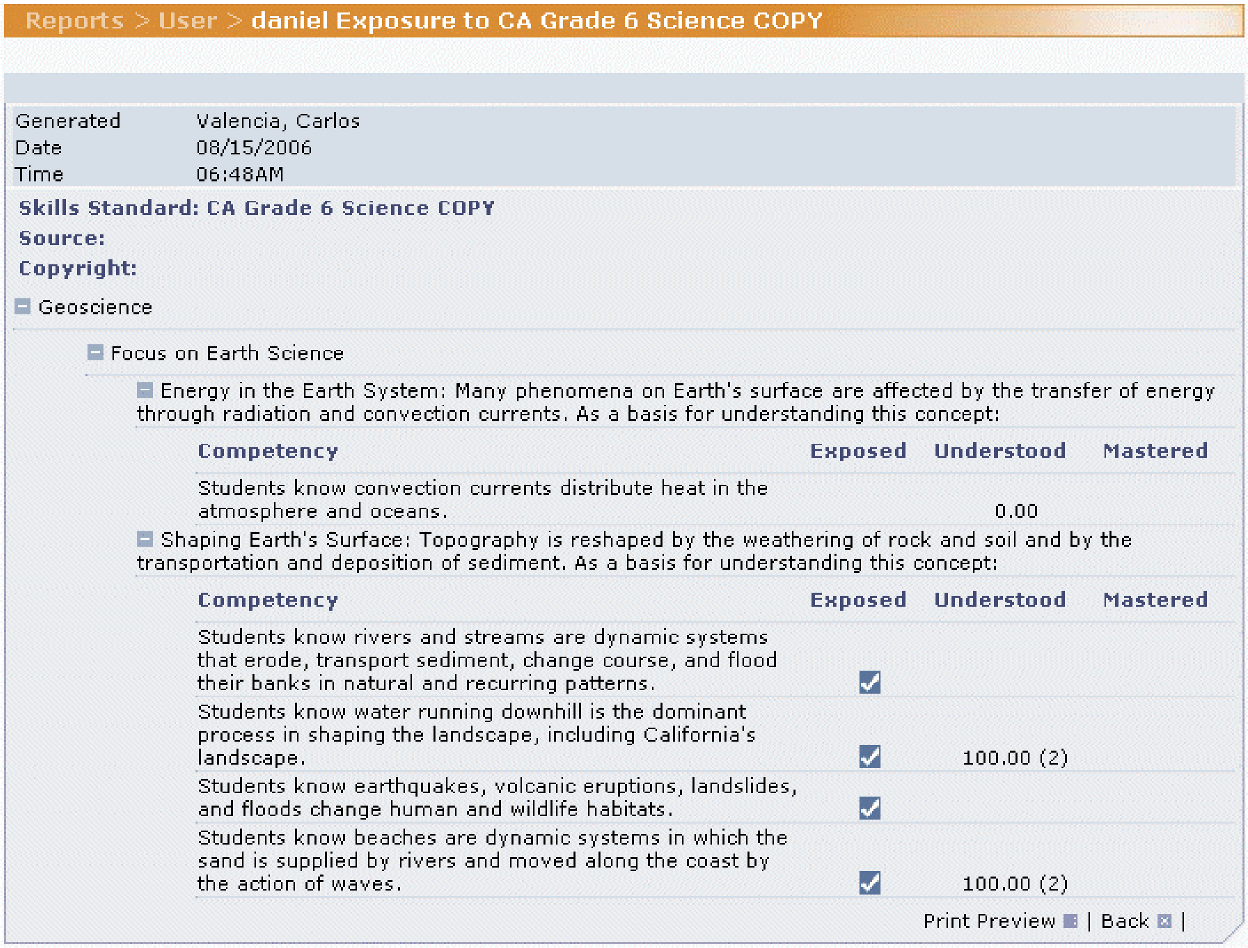
3. Select an organization from the *Organization* drop-down menu. The *Class* menu then lists all classes in the selected organization.
4. Select a class from the *Class* menu. To select multiple classes, hold down the Ctrl key. The *Module* menu then lists all modules in the selected class(es).
5. Select a module from the *Module* menu. To select multiple modules, hold down the Ctrl key. The *Test* menu then lists all tests included in the select module(s). If you would like to generate a report for a class test, select All Modules from the *Module* menu.
6. Select a test from the *Test* menu. To select multiple tests, hold down the Ctrl key.



7. Click Generate. The report is generated.



User Competency Progress



Reports > User > daniel Exposure to CA Grade 6 Science COPY

Generated	Valencia, Carlos
Date	08/15/2006
Time	06:48AM

Skills Standard: CA Grade 6 Science COPY
Source:
Copyright:

Geoscience

Focus on Earth Science

Energy in the Earth System: Many phenomena on Earth's surface are affected by the transfer of energy through radiation and convection currents. As a basis for understanding this concept:

Competency	Exposed	Understood	Mastered
Students know convection currents distribute heat in the atmosphere and oceans.		0.00	

Shaping Earth's Surface: Topography is reshaped by the weathering of rock and soil and by the transportation and deposition of sediment. As a basis for understanding this concept:

Competency	Exposed	Understood	Mastered
Students know rivers and streams are dynamic systems that erode, transport sediment, change course, and flood their banks in natural and recurring patterns.	✓		
Students know water running downhill is the dominant process in shaping the landscape, including California's landscape.	✓	100.00 (2)	
Students know earthquakes, volcanic eruptions, landslides, and floods change human and wildlife habitats.	✓		
Students know beaches are dynamic systems in which the sand is supplied by rivers and moved along the coast by the action of waves.	✓	100.00 (2)	

Print Preview | Back |

For each selected student, prints a listing of all individual Competencies which have been mapped to modules that the student is enrolled in. For each competency, there is a notation of the degree of exposure:

- **Exposed**
- **Understood**
- **Mastered**

According to need, the administrator may select the following:

- One or more Skills Standards
- One class or all classes
- One selected student or all students

When you generate a *User Competency Progress* report, you are taken to the ***User Competency Progress*** page. The page is generated in expanded form and there are a number of *Collapse* icons at various nodes. However, these icons are inactive and cannot be used to collapse part of the tree. The report is organized student by student. After each student's name are headings with the names of the selected Skills Standards. After each Skills Standard is a complete verbal description of the entire hierarchy of the Skills Standard, but only those specific Competencies that the student has been exposed to. Adjacent to each Competency are three columns, indicating Exposed, Understood and Mastered.

- **Exposed:** a check mark here indicates that the student has completed one or more modules which have been mapped to the designated Competency. If the user viewed more than one module associated with the competency, the number of modules appears in parentheses next to the Exposed checkmark.
- **Understood:** The first number in this column indicates the student's cumulative average grade on questions which have been specifically mapped to the designated Competency. Following this number is a number in parentheses which indicates the number of questions which address the Competency.
- **Mastered:** The numbers in this column relate ONLY to Authentic Assessment questions which have been specifically mapped to the designated Competency. The first number in this column indicates the student's cumulative average grade, and the number in parentheses indicates the number of Authentic Assessment questions which address the Competency (see Question Types on page 423).

This report is useful to instructors who wish to monitor the activity of their students in progressing through the assigned modules. It is also useful to members of the administration who wish to monitor the academic progress of the student body as a whole.

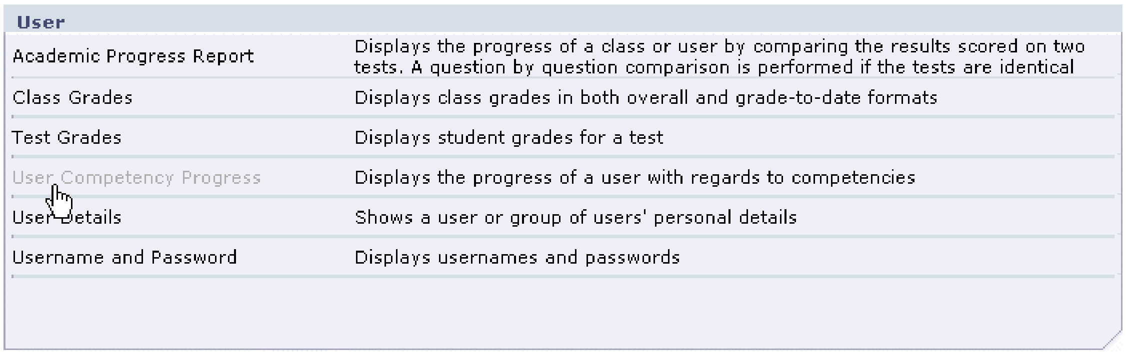
Note: The skills standards available are those of the administrator's own organization. A report for a sub-organization in relation to specific Skills Standards that are available to that sub-organization must be generated by an administrator in that sub-organization. If you are preparing a *User Competency Progress* report and you do not see the appropriate Skills Standard, contact an administrator in that sub-organization or create a new user. See **Creating a New User** on page 226.

The administrator may view and print *User Competency Progress* reports for his own organization and also for all sub-organizations.

To generate a User Competency Progress report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.

2. Click User Competency Progress, which is in the *User* area.



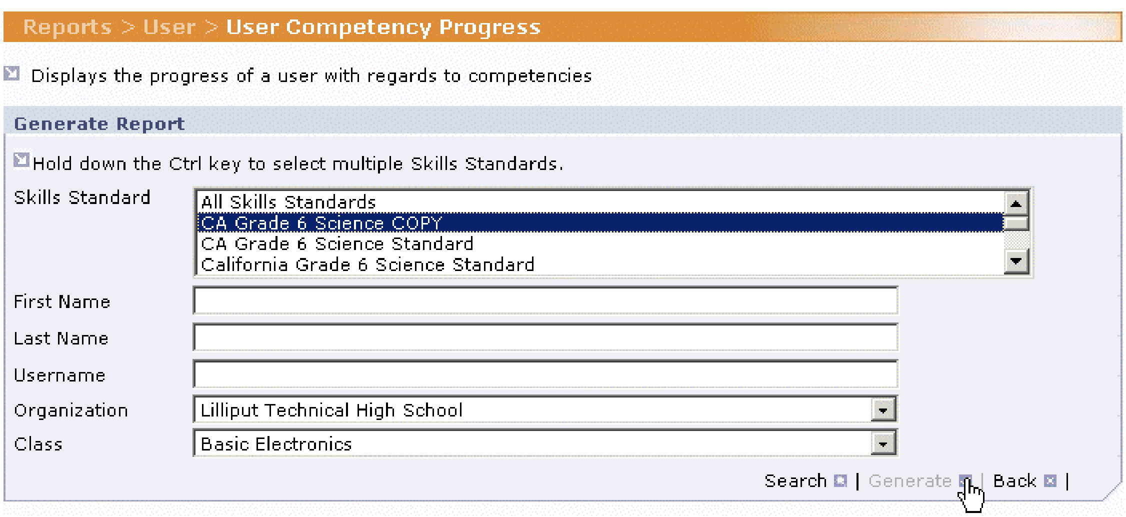
The ***User Competency Progress*** page is displayed.

3. Select the skills standards to be included in the report from the *Skills Standard* menu. To select multiple skill standards, hold down the Ctrl key.

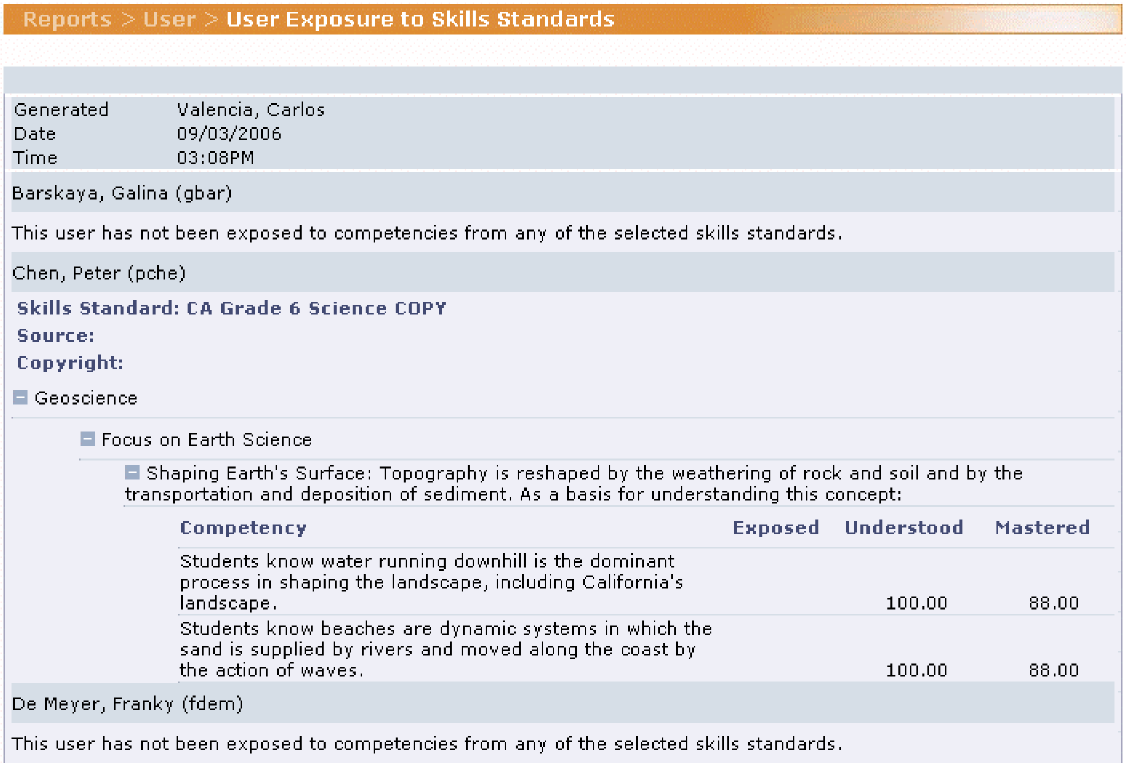
   You have a choice either to generate the report for all users within a specified organization or class, or to generate the report for specific users.

To generate a report for all users within a specified organization or class:

4. Select the organization frm the *Organization* drop-down menu. The *Class* menu then shows all classes in the selected organization.
5. Optionally, select a class from the *Class* menu. You may not select more than one class. If you select Select a Class, the report will be based on all classes.



6. Click Generate. The report is generated.


Reports > User > User Exposure to Skills Standards

Generated Valencia, Carlos
Date 09/03/2006
Time 03:08PM

Barskaya, Galina (gbar)

This user has not been exposed to competencies from any of the selected skills standards.

Chen, Peter (pche)

Skills Standard: CA Grade 6 Science COPY
Source:
Copyright:

Geoscience

Focus on Earth Science

Shaping Earth's Surface: Topography is reshaped by the weathering of rock and soil and by the transportation and deposition of sediment. As a basis for understanding this concept:

Competency	Exposed	Understood	Mastered
Students know water running downhill is the dominant process in shaping the landscape, including California's landscape.		100.00	88.00
Students know beaches are dynamic systems in which the sand is supplied by rivers and moved along the coast by the action of waves.		100.00	88.00

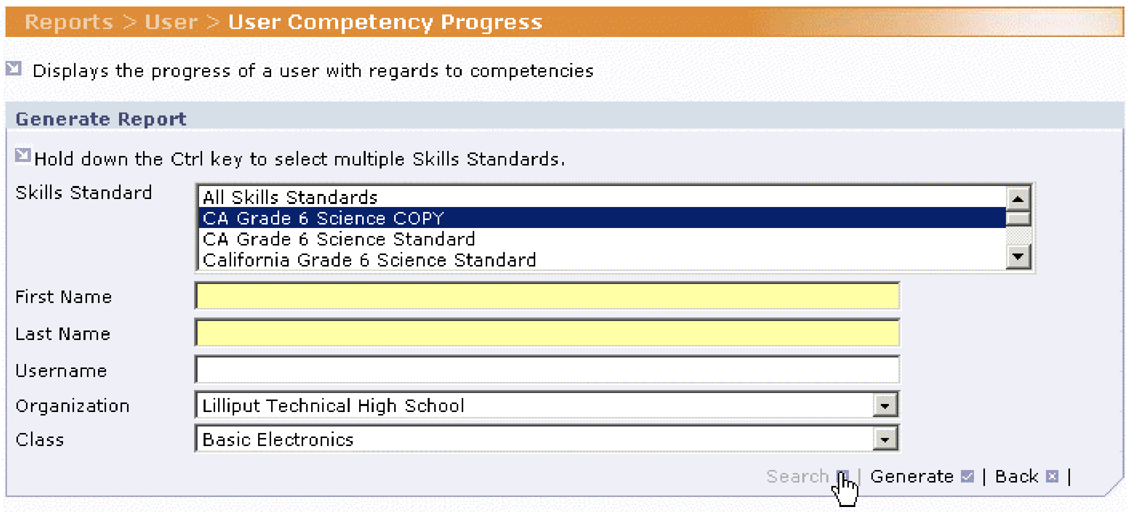
De Meyer, Franky (fdem)

This user has not been exposed to competencies from any of the selected skills standards.

To generate a report for specified users only:

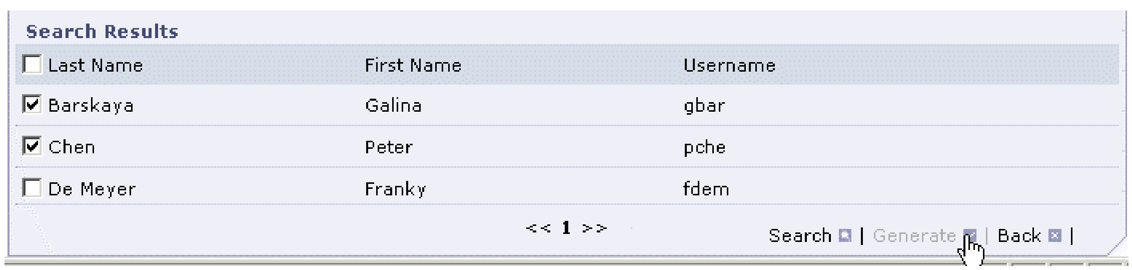
7. Enter at least one of the following search criteria:

- The student's first name in the *First name* field.
- The student's last name in the *Last name* field.
- The student's username in the *Username* field.
- Select an organization from the *Organization* drop-down menu. The list of classes in the selected organization are listed in the *Class* menu.
- Select a class from the *Class* menu. You may only select one class. If you select Select a Class, the report will be based on all classes.

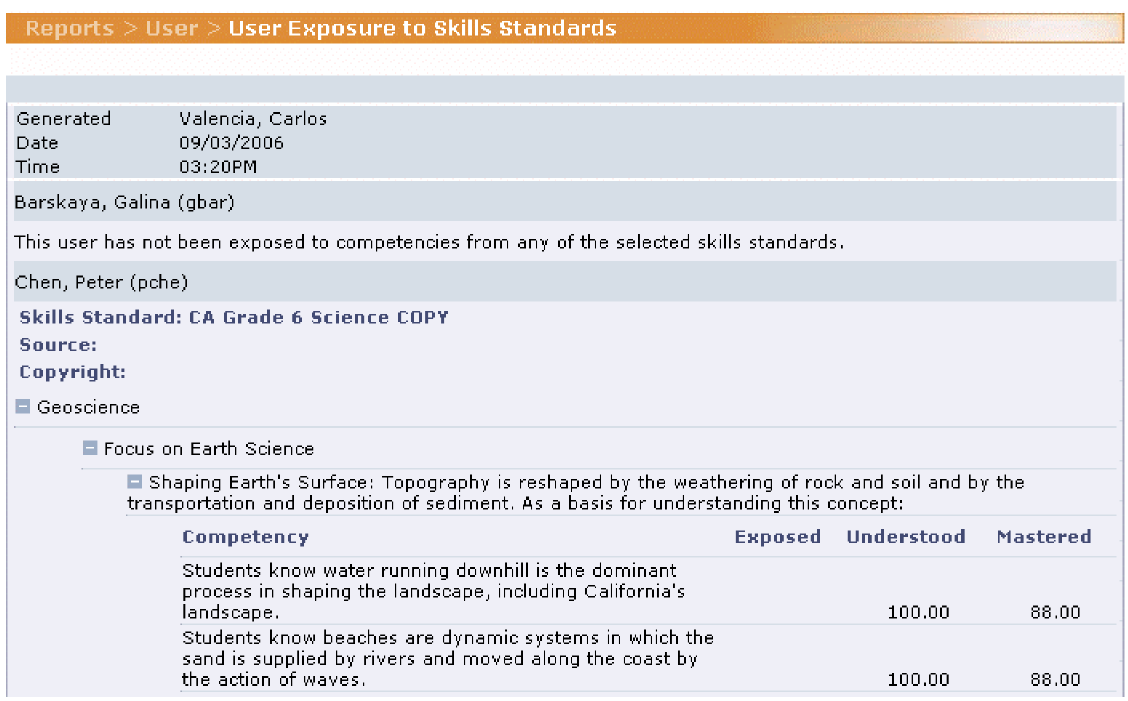


8. Click Search. A list of all students that match the seaarch criteria is displayed.

9. Select the students to be included in the report.



10. Click Generate. The report is generated.



User Details

Prints a listing of the Personal Details and the Other Information contained in the LearnMate system about the selected user.

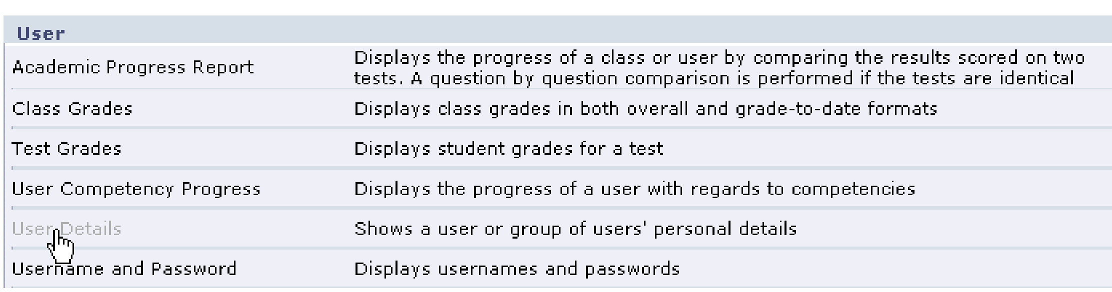
This report is useful to administrators or instructors who need to maintain contact information for students, instructors and other users. The information is also available to administrators under the ***Users*** tab in the ***Administration*** submenu. See **Creating a New User** on page 226.

Tip: If the desired report is very long, the user may find it useful to print out just the first few pages, using the standard Windows interface. Right-click on the window and select Print from the Windows pop-up window. Then select the number of pages desired.

The administrator may view and print *User Details* reports for his own organization and also for all sub-organizations.

To generate a User Details report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.
2. Click User Details, which is in the *User* area.

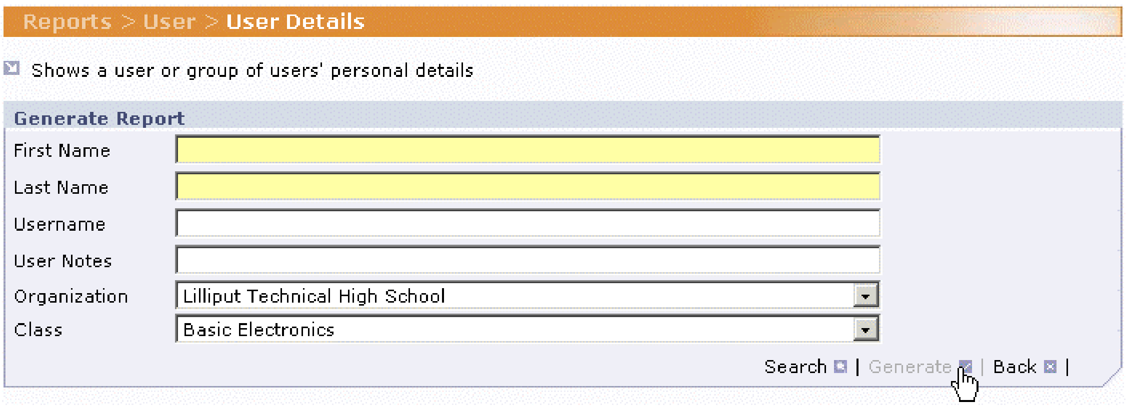


The ***User Details*** page is displayed.

You have a choice either to generate the report for all users within a specified organization or class, or to generate the report for specific users.

To generate a report for all users within a specified organization or class:

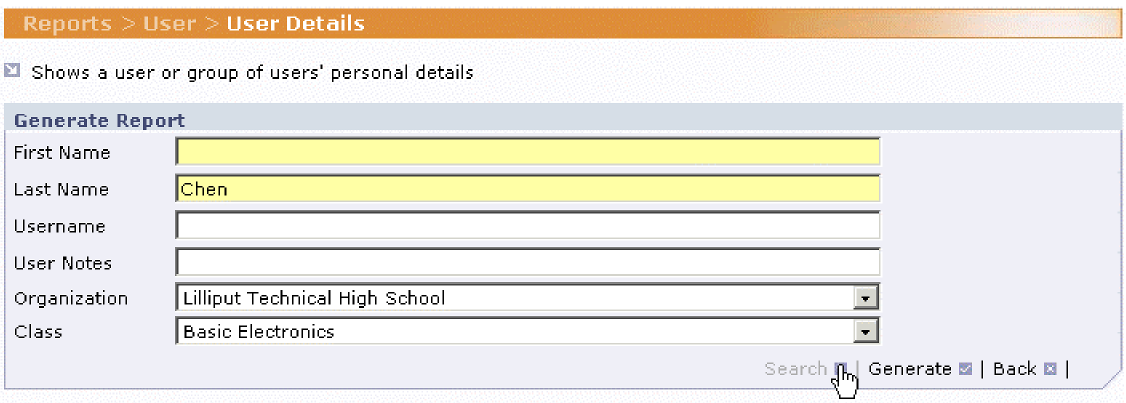
3. Select the organization frm the *Organization* drop-down menu. The *Class* menu then shows all classes in the selected organization.
4. Optionally, select a class from the *Class* menu. You may not select more than one class.



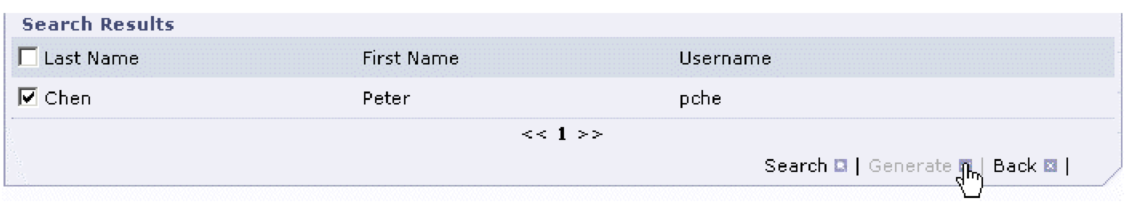
5. Click Generate. The report is generated.

To generate a report for specified users only:

3. Enter at least one of the following search criteria:
   - The student's first name in the *First name* field.
   - The student's last name in the *Last name* field.
   - The student's username in the *Username* field.
   - User notes made about a student in the *User Notes* field.
   - Select an organization from the *Organization* drop-down menu. The list of classes in the selected organization are listed in the *Class* menu.
   - Select a class from the *Class* menu. You may only select one class. If you select Select a Class, the report will be based on all classes.



4. Click Search. A list of all students that match the searach criteria is displayed.
5. Select the students to be included in the report.



6. Click Generate.

   The report is generated for all selected users.

Username and Password

Reports > User > **Username and Password**

Generated	Valencia, Carlos
Date	08/15/2006
Time	06:51AM

Lilliput Technical High School

Last Name	First Name	Username	Password
Bowman	Elizabeth	lteacher	lteacher
Carothers	Odette	ocar	ocar
De Lessups	Ferdinand	lteacher2	lteacher2
Haydar	Adnan	ahaydar	ahaydar
Slapinsh	Valmars	ladmin	ladmin
Smith	Susan	ssmith	ssmith
TBA	Instructor	nadm	nadm
Thorpe	James	jthorpe	jthorpe
User	Super	suser	suser
Valencia	Carlos	cvalencia	cval

Basic Electronics

Last Name	First Name	Username	Password
Barskaya	Galina	gbar	gbar
Chen	Peter	pche	pche
De Meyer	Franky	fdem	fdem

Provides a tabular listing of users, in tabular form, including the following information:

- User's Last and First Names
- Username
- Password

The top part of this report lists all users who are not enrolled in any class, including all instructors and administrators. According to need, the administrator may generate this report in connection with a single class or all classes.

The next portion of the report lists the selected class or classes. Under each class is a complete listing of all enrolled students

This report is useful to administrators who wish to monitor users' behavior.

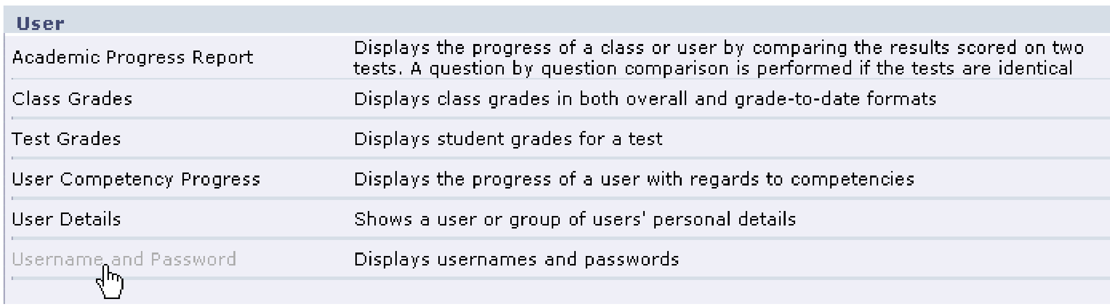
CAUTION: This report includes a plaintext printout of passwords. Any printed copies of this report must be handled with appropriate security procedures.

Tip: If the desired report is very long, the user may find it useful to print out just the first few pages, using the standard Windows interface. Right-click on the window and select Print from the Windows pop-up window. Then select the number of pages desired.

The administrator may view and print *Username and Password* reports for his own organization and also for all sub-organizations.

To generate a Username and Password report:

1. Select Administration > Reports. The ***Reports List*** page is displayed.
2. Click Username and Password, which is in the *User* area.

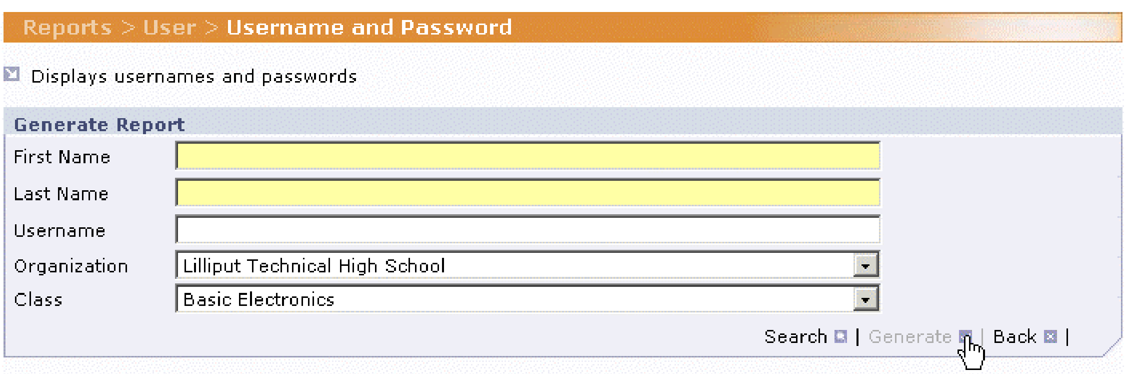


The ***Username and Password*** page is displayed.

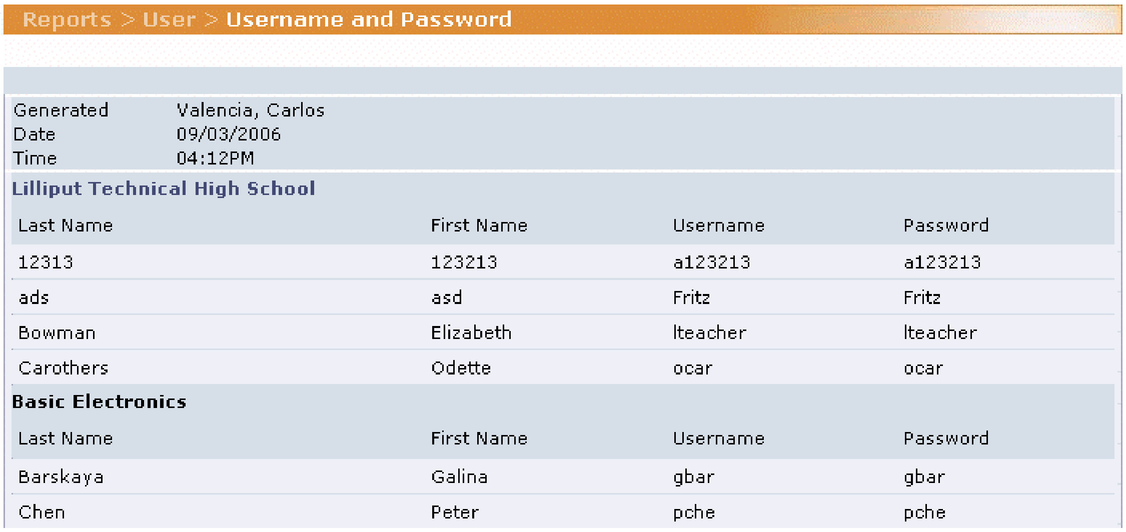
You have a choice either to generate the report for all users within a specified organization or class, or to generate the report for specific users.

To generate a report for all users within a specified organization or class:

3. Select the organization frm the *Organization* drop-down menu. The *Class* menu then shows all classes in the selected organization.
4. Optionally, select a class from the *Class* menu. You may not select more than one class. If you select Select a Class, the report will be based on all classes.



5. Click Generate. The report is generated.

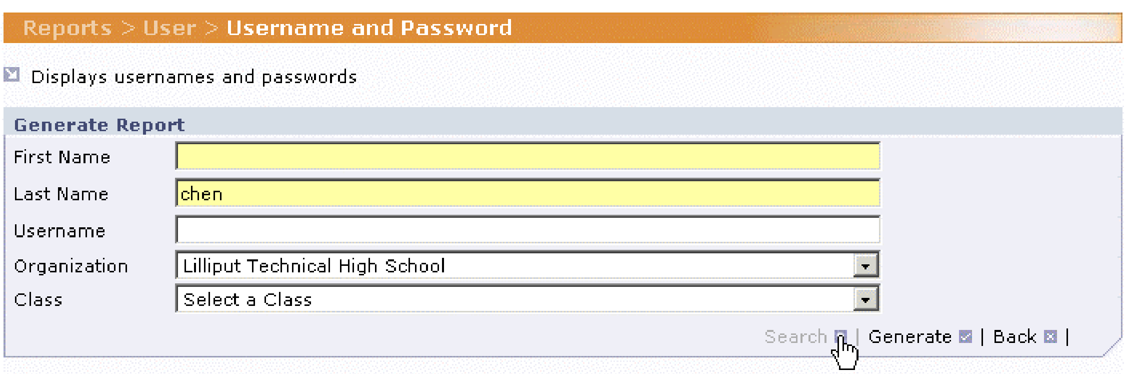

Reports > User > **Username and Password**

Generated	Valencia, Carlos		
Date	09/03/2006		
Time	04:12PM		
Lilliput Technical High School			
Last Name	First Name	Username	Password
12313	123213	a123213	a123213
ads	asd	Fritz	Fritz
Bowman	Elizabeth	lteacher	lteacher
Carothers	Odette	ocar	ocar
Basic Electronics			
Last Name	First Name	Username	Password
Barskaya	Galina	gbar	gbar
Chen	Peter	pche	pche

To generate a report for specified users only:

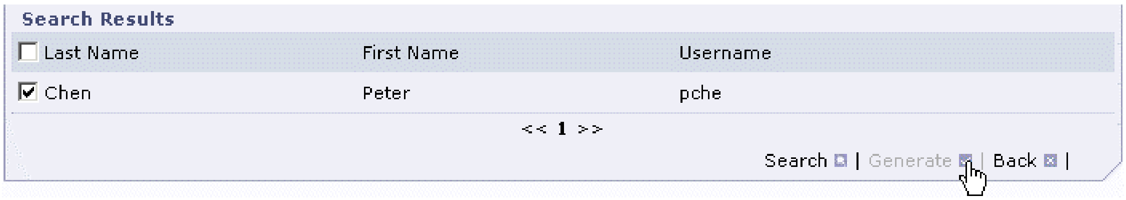
6. Enter at least one of the following search criteria:

- The student's first name in the *First name* field.
- The student's last name in the *Last name* field.
- The student's username in the *Username* field.
- Select an organization from the *Organization* drop-down menu. The list of classes in the selected organization are listed in the *Class* menu.
- Select a class from the *Class* menu. You may only select one class. If you select Select a Class, the report will be based on all classes.

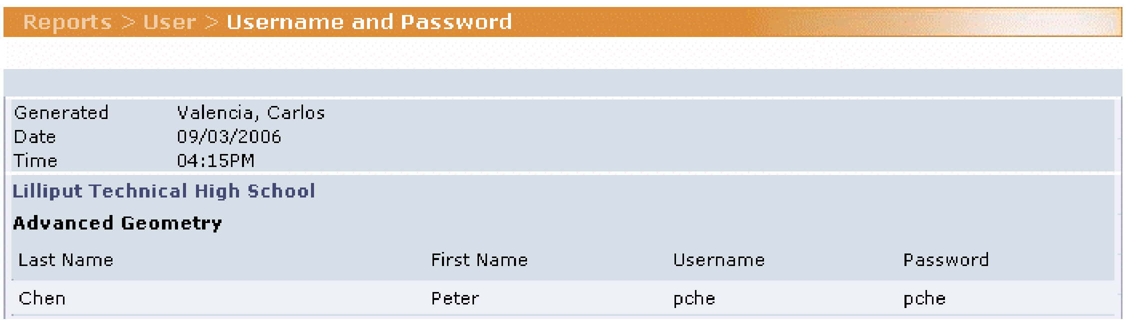


7. Click Search. A list of all students that match the searach criteria is displayed.

8. Select the students to be included in the report.



9. Click Generate. The report is generated for all selected users.



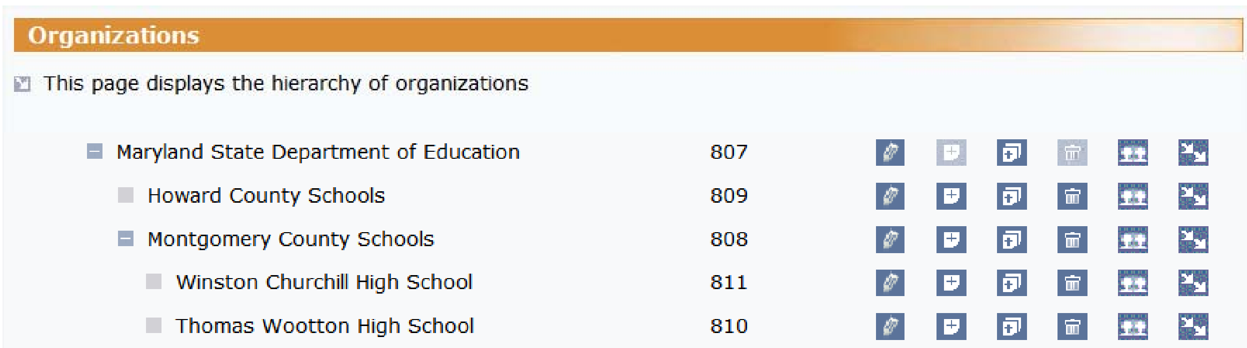
Organization Management

Organizations is the second option available on the *Administration* submenu. If you are already working in another part of the ***Administration Section***, you can simply click on the Organizations tab on the *Administration* submenu. If you are working in another part of the LearnMate system, you must first click on the ***Administration*** tab of the ***Navigation Menu***.

The LearnMate system allows Organization Administrators to set up a hierarchy of sub-organizations, making users, classes, modules and related matters more manageable. All data connected with one sub-organization is completely insulated from every other sub-organization. This provides a measure of privacy and security.

It may be convenient, for example, for a university which is comprised of several colleges to have a separate sub-organization for each college, and for each college to have a separate sub-organization for each department. A school district may want separate sub-organizations for its high schools, middle schools and elementary schools. Each individual school may then be its own sub-sub-organization.

Parent organizations have a variety of functions that they can perform on their sub-organizations, such as running reports on sub-organization data, creating users in the sub-organization, assigning modules and skills standards, and importing mappings between skills standards and modules from the sub-organization. However, organizations on the same level of the hierarchy have no access to one another, nor do they have access to information in organizations higher than them in the tree.



For example, in the organizational hierarchy shown in the graphic:

- Maryland State Department of Education can run reports on, add users to and see some data for all of the organizations below it in the hierarchy (Howard County Schools, Montgomery County Schools, Windwston Churchill High School and Thomas Wootton High School).
- Howard County Schools and Montgomery County Schools are completely insulated from one another – they cannot see any information from each other's database. Likewise, they cannot see any data in the Maryland State Department of Education organization.
- The same model is true of Winston Churchill High School and Thomas Wootton High School – they cannot see or share information with one another, nor can they see their parent, Mongtomery County Schools.

It is important to choose the right structure for your organization when setting up your system for the first time, as it is difficult and time-consuming to make changes later, after the system has filled up with data.

Some of the properties of an organization can be set up and modified by an administrator within that organization, while others can only be managed by an administrator of the parent organization. If you discover that you require access to a function that is not listed on your ***Organizations*** page, contact the Organization Administrator of your parent organization. Other functions are only available to an administrator of a sub-organization. If you discover that you require access to a particular function to deal with a sub-organization, you can either contact an administrator of the sub-organization or create a new administrative user for yourself for use in dealing with that sub-organization.

The properties that you can define for your own organization include the following:

- Name and Description
- Password for enabling user self-enrollment
- System of Measurements (Metric or Imperial)
- Interface language
- Logo
- Format for date and time
- Format for users' Welcome Name
- Form of display of the Glossary
- Whether users are allowed to set their own passwords
- Customer Support contact information
- Data limits on server space for different types of users

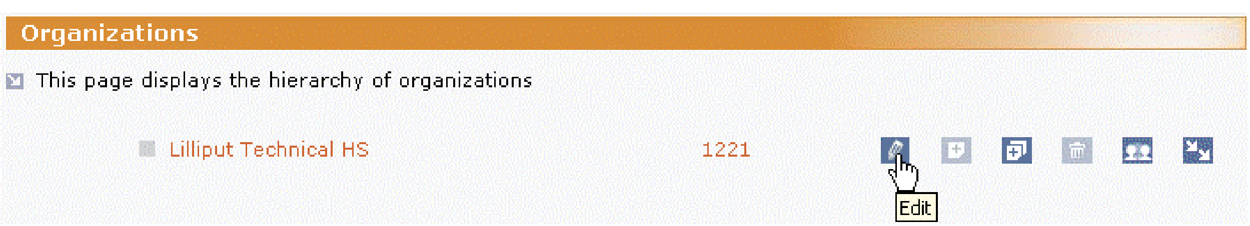
For each different sub-organization, you can define all of the above, and in addition, you can determine precisely which subsets of the following are available to the sub-organization: Skills Standards, Modules and Reports.

Note: By default, sub-organizations generally inherit the settings of the creating organization upon creation, so you should set all your own settings before creating any sub-organizations. For each sub-organization, carefully verify that each setting has been inherited correctly.

Adjusting Settings for Your Own Organization

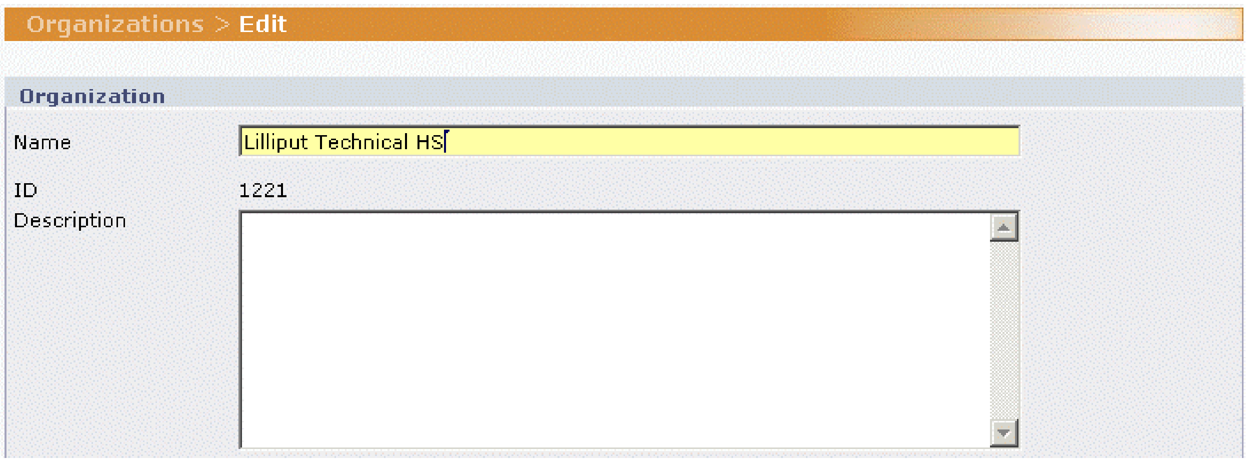
As an administrator, you have control over most settings available for your own organization. For certain things, however, you must contact the Organization Administrator of your parent organization. We will cover those topics in the next section. See **Creating a New Sub-Organization** on page 217.

1. Select Administration > Organizations. The ***Organizations*** page is displayed, showing a tree of all the organizations in the system. The first time you access this page, the only entry will be your own organization, unless sub-organizations were set up at the time of installation.
2. Click next to the name of your Organization.

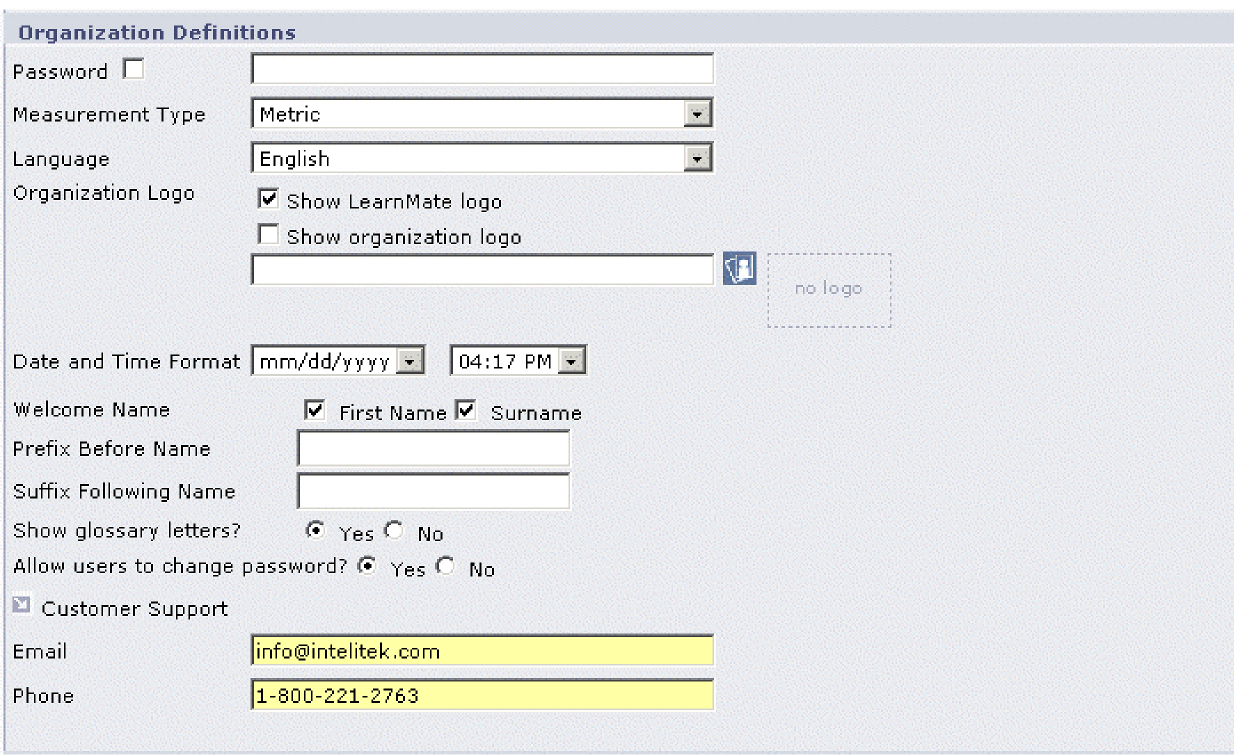


The ***Edit*** page is displayed, consisting of three panels.

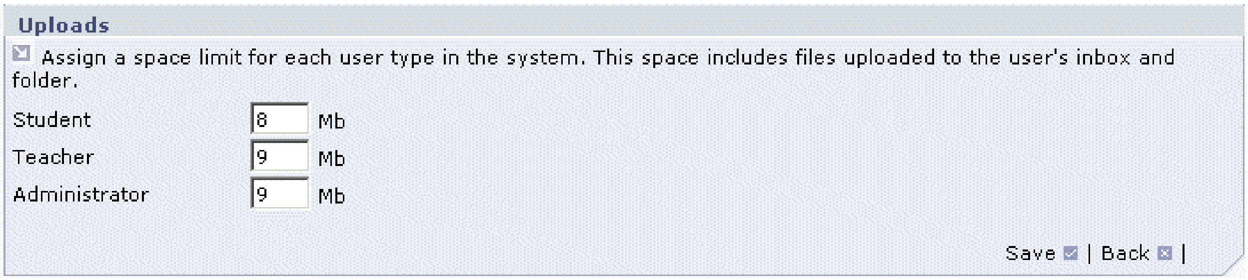
- At the top is the *Organization* panel. This panel contains two editable fields, *Name* and *Description*. It also contains the non-editable Organization ID number that was automatically assigned by the system when your organization was created.



- The next panel is the *Organization Definitions* panel. All of the fields displayed here are editable.



- The bottom panel is the *Uploads* panel, containing three editable fields.



3. Make the required modifications. Descriptions of the various fields follow below.
4. Click Save to save all your changes. The details are changed.

   Note: All editable fields on this page can be changed at any time. If you find that your needs have changed, simply return to this page and make whatever changes are required.

5. To return to the ***Organizations*** page, click Back.

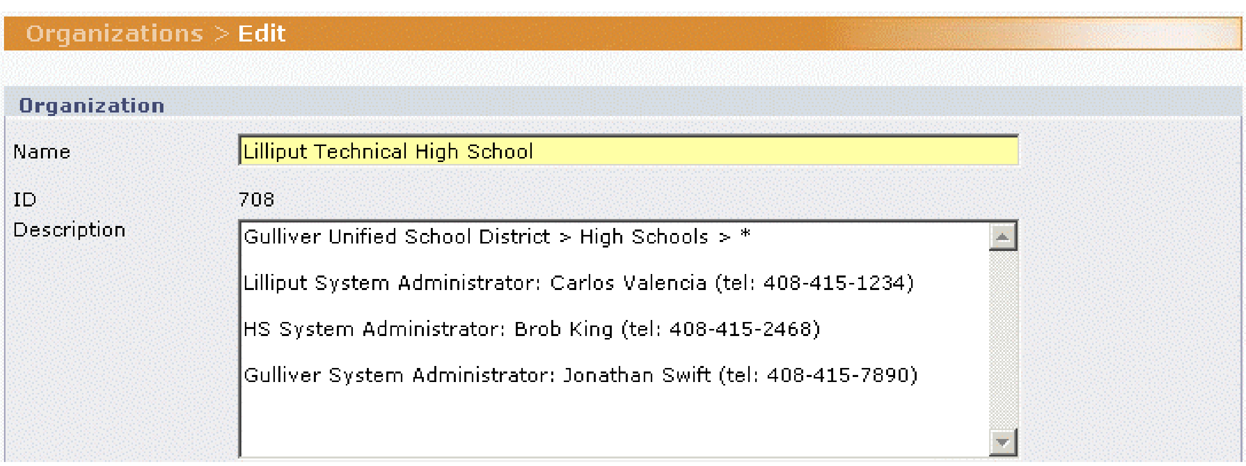
Name

This field is for the name of your organization. It must be a unique name that does not occur anywhere else in the LearnMate system. If you accidentally choose a name which is already in use, the system will give you an error message.

ID

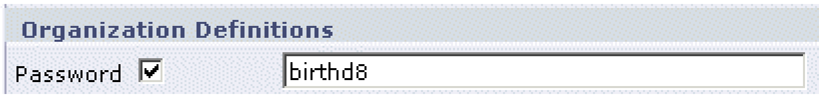
The number displayed here is set automatically at the time the organization is created. You may want to write it down in a convenient place because it will be useful in identifying modules, tests and other items of content. The organization's ID number cannot be changed.

Description



Write a short description of your organization or important information for all Organization Administrators to see. This information is only accessible to users with Organization Administrator permissions.

Password



The *Password* checkbox and text field are used to enable self-enrollment. If Password is checked, users can click New User on the ***Login*** page, enter the password indicated here, and LearnMate will enroll them to the organization as students. See ***Self-Registration*** on page 17.

To enable self-enrollment:

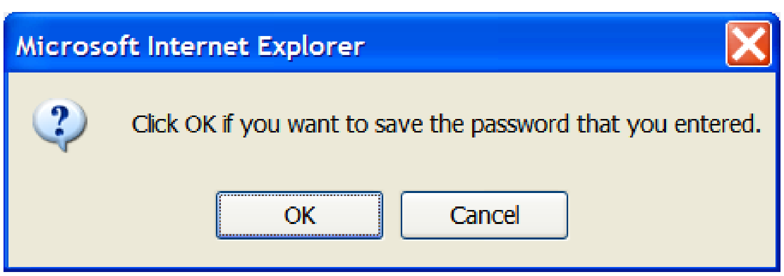
1. Check the Password checkbox if you wish to allow users to self-enroll in the organization.
2. Enter a password in the text field. The password must be unique to your organization. When saving, you will receive an error message if another organization is currently using the password you entered.
3. Click Save.

To change a self-enrollment password:

1. Modify the password displayed in the *Password* text field.
2. Click Save.

To deactivate self-enrollment:

1. Uncheck the Password checkbox.
2. Click Save. You will be prompted with the following message.



3. Click OK to continue to enable self-enrollment with the selected password. Click Cancel to deactivate self-enrollment.

Measurement Type

LearnMate Content is available in either Metric or Imperial measurements. Based on the type selected from this drop-down box, LearnMate can display your intelitek LearnMate Content modules in your organization dynamically in the measurement type selected.

To set the measurement type for your organization:

1. In the *Measurement Type* drop-down box, select the measurement system which is most appropriate for your organization.
2. Click Save.

Note: After changing the measurement type for your organization, you must log out of LearnMate and then log in again for the change to take effect on your computer. The change will become effective for other users in the organization as they log in.

Language

The language chosen here is the language of the LearnMate interface. All pages and dialog boxes in the system will be presented to your users in this language. Currently, LearnMate is available in the following languages:

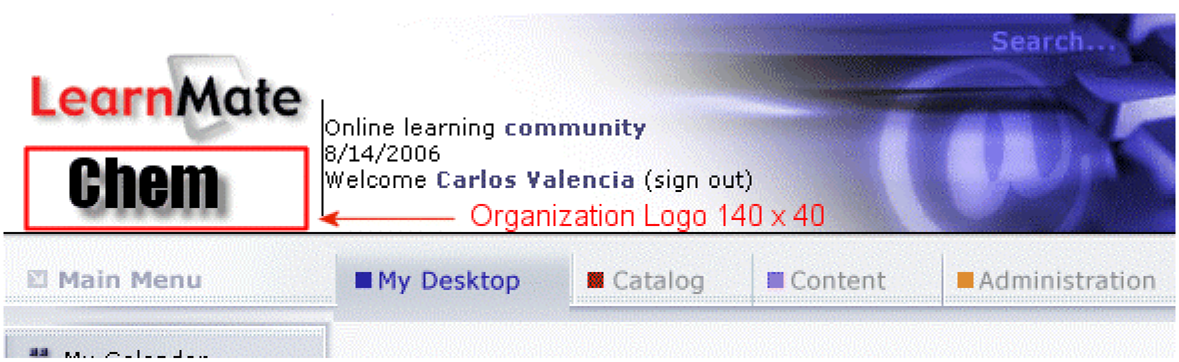
- Chinese
- Japanese
- Korean
- Spanish
- Turkish

To set the LMS interface language for your organization:

1. In the *Language* drop-down box, select the measurement system which is most appropriate for your organization.
2. Click Save. The change will take effect immediately after you click Save.

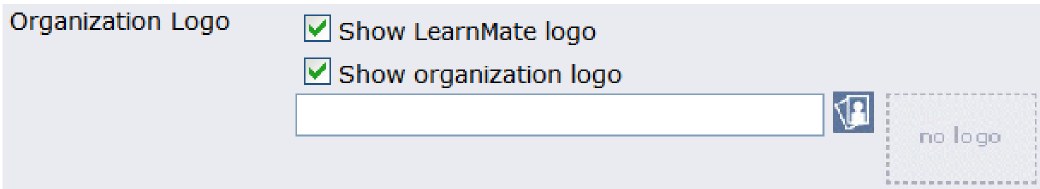
Note: This drop-down only changes the language of the LMS interface. It does not change the language of the text in the content modules. Content modules in other languages must be installed separately. It will, however, change the language of the Content Viewer interface, including the icon tooltips and the interface of the popup windows.

Organization Logo



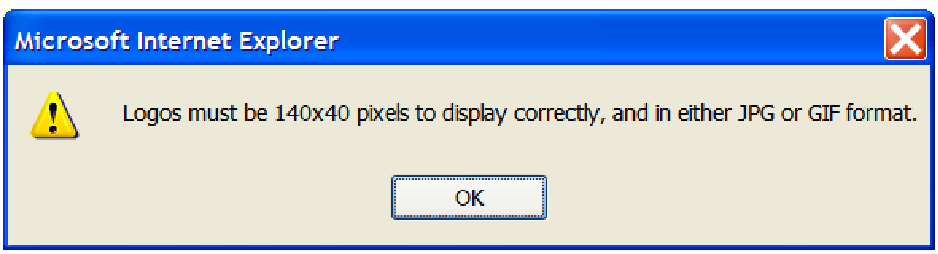
At the top left of every page is space for up to two logos, either the LearnMate logo, your own logo, or both. The logo must be 140 wide by 40 pixels high, and in either *.jpg or *.gif format. To upload your logo, click on the Set Picture icon . To select which icon or icons will be displayed, click the appropriate boxes.

The logo is also displayed in the upper left corner of the Test Viewer. However, there is only room for one logo in the Test Viewer. If you have uploaded a logo for your organization, it takes precedence over the default LearnMate logo.



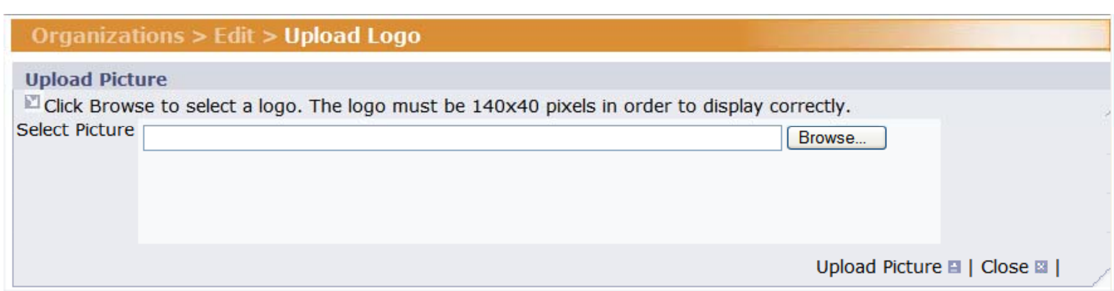
To change the logo parameters for an organization:

1. Click in the Show LearnMate logo checkbox to select or unselect this option.
2. Click in the Show organization logo checkbox to select or unselect this option. If you wish to display your organization's logo, once you have selected this checkbox:
   - Click the Set Picture icon. A message displays, indicating the recommended size for your organization logo. Click OK.

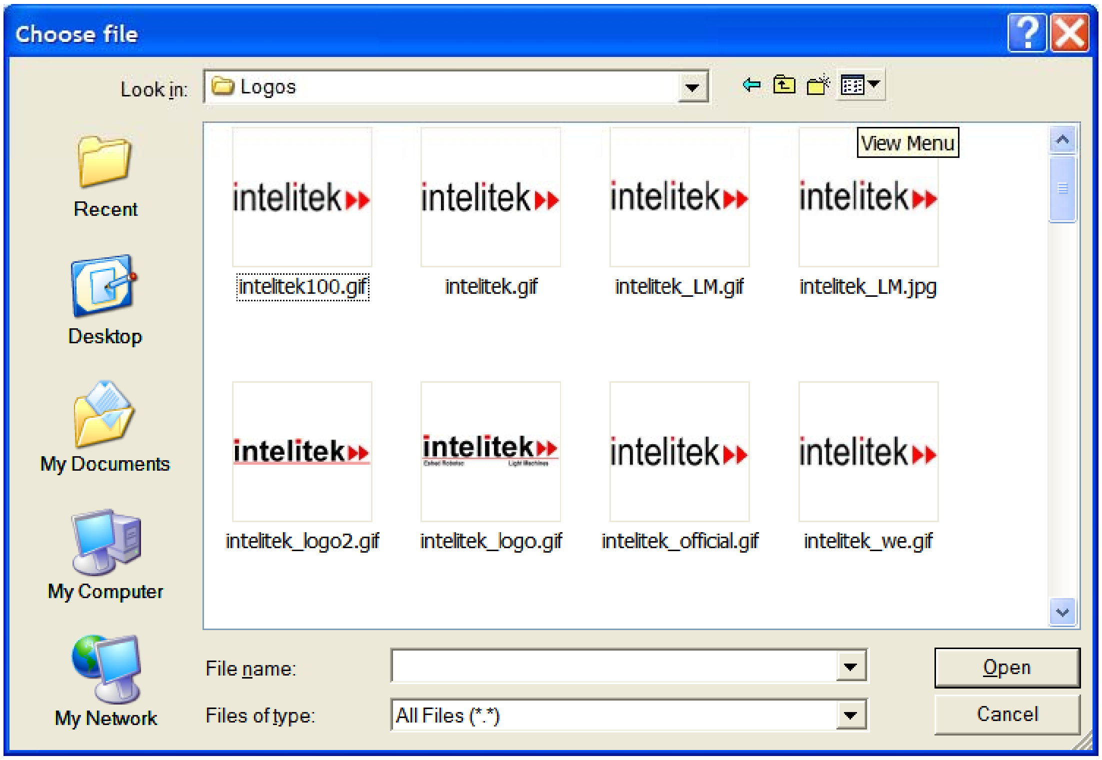


Tip: If your organization logo is not exactly 140x40 pixels, we recommend modifying the size such that either the width or the height is exactly this length and then adding white space in the remaining parameter to then save it with these dimensions. Otherwise, LearnMate will stretch the logo to this size and it may appear distorted.

The ***Upload Logo*** popup window is displayed.

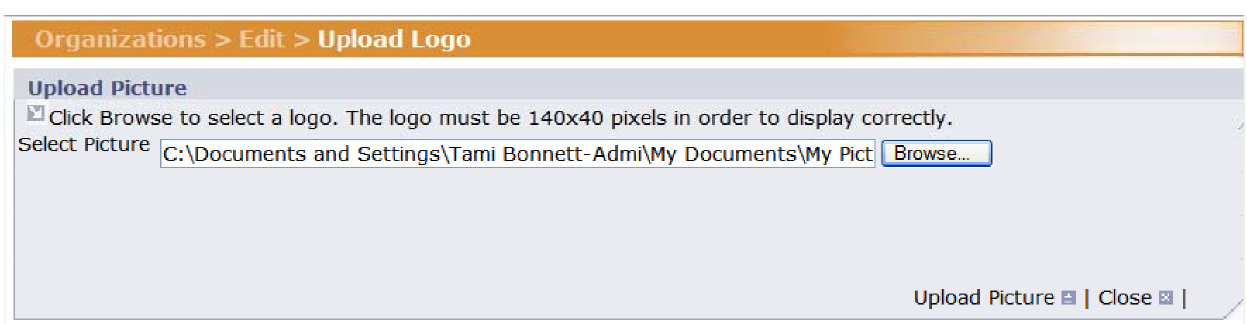


- Click Browse The ***Choose File*** dialog box is displayed.

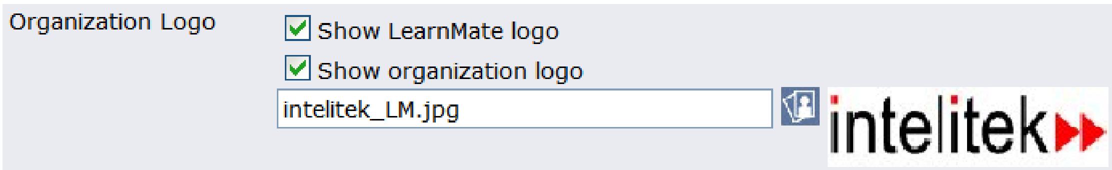


Tip: At the top, right corner of this dialog box, select the View Menu icon and select Thumbnails from the menu that appers. This will preview all graphics in the selected directory in thumbnail format, making it easier for you to select the desired logo.

- Select the file to upload from your hard disk or network drive and click Open. The file name and location is now displayed in the *Select Picture* field.



- Click Upload Picture. The popup window closes and the ***Edit Organization*** page refreshes. The filename is now indicated in the *Show Organization Logo* field and the logo is displayed to the right of that field.



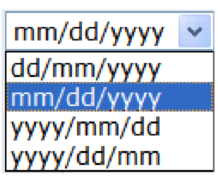
- Click Save at the bottom of the ***Edit Organization*** page. If you forget to click Save, the logo will not be saved and you will need to repeat this process.

Note: If you have uploaded an organization logo and wish to deactivate that logo, you need to not only uncheck the *Show Organization logo* checkbox, but also delete the text in the text field. Then click Save.

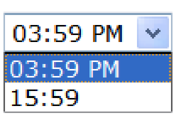
Date and Time Format

Because LearnMate is used internationally, the system offers several commonly used date and time formats. The *Date* and *Time Format* fields allow you to select the appropriate format for date and time for your organization. All dates and times in the system (e.g., date of receipt of inbox message, test expiration date, assignment start date, events, etc.) will be displayed in the formats you choose here.

1. Available date formats are shown below. Select from the *Date* drop-down list the date format that best fits your organization's needs.

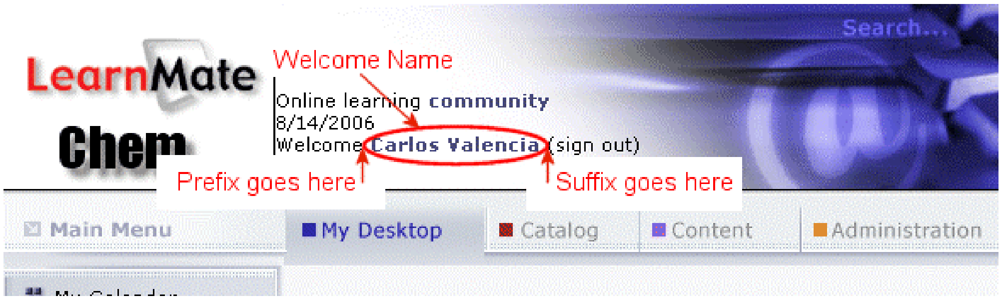


2. Available time formats are shown below. The options include a 12-hr. or a 24-hr. clock. Select the desired time format from the *Time* drop-down list.



3. Click Save.
4. Look at the Welcome message at the top of your screen to ensure that it matches the date format you selected.

Welcome Name



This is the name that appears after the word "Welcome" in the permanent bar at the top of the viewer.

1. Select First Name to show the the user's first name in the welcome message.
2. Select Surame to show the the user's surname in the welcome message.

If you select both checkboxes, the user's first name will be shown in front of the surname. For example Welcome John Smith.

Prefix Before Name

This is a name, word or abbreviation that appears after the word "Welcome" and before the user's name. It is the same for all users. Possible choices here might include Mr., Dr., Engineer, Dear or Right Honorable. It is automatically separated from the name by a space.

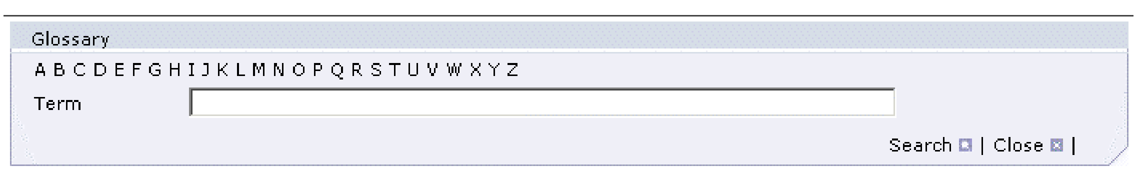
Suffix After Name

This is a name, word or abbreviation which appears after the user's name. It is not separated from the name by a space so if you wish for a space to appear between the Welcome Name and the suffix, you must manually enter one in the field.

This field can be useful for giving an additional indication of the organization name. For example, a Workforce Investment Act organization may enter a suffix of "-WIA" after each user's Welcome Name.

Show Glossary Letters

When the Glossary is displayed, by default, the 26 letters of the Latin alphabet are displayed for the user's convenience in accessing the terms, as shown below.



See Glossary Management on page 358.If your system language uses a non-Latin writing system, deselect this option.

Note: The display alphabet does not include accented characters or other special characters.

Allow Users to Change Password

Many instructors prefer to prevent students from changing the password set at the time of user enrollment. This setting allows you to prevent student users from making changes to their password. This option can be turned on and off at will.

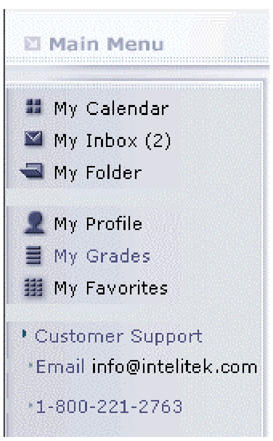
- If Yes is selected here, users will be able to change their own password as desired from the ***My Profile*** page in the ***Main Menu***.
- If No is selected, the Change Password hyperlink is removed from the ***My Profile*** page. Users will only be able to use the password set at the time of registration and/or as assigned/modified by the instructor.

Note: At any time, an instructor can overwrite a user's password on the ***Edit User*** page. See **Creating a New User** on page 226. Further, an instructor can generate the ***Usernames and Password*** report, which displays the usernames and passwords for all users in the selected organization/class. See ***Username and Password*** on page 202.

Allowing users to change their own passwords results in decreased security for individual users, as they may make poor choices of password, but there is also a decreased workload for the system administration in generating passwords and distributing them to the users. Make the choice that is appropriate for your needs.

Customer Support

Customer support details are shown below the ***Main Menu***.



By default, the system inserts contact information for intelitek. These settings can remain as is. Alternately, you may insert the Email address and telephone number of your own system administration office.

Note: When a user clicks on the Email address under the ***Main Menu***, the user's own mail program is opened with the address inserted in the *To* field of a new message. (The Email is not sent using the LearnMate Email facility.) The Email address must be a valid Email address that can be accessed outside of the LearnMate environment.

Uploads

Every LearnMate user is allowed space on the LearnMate server for the uploading of files and attachments. These three fields control the amount of storage space (in Mb) allotted to each user type. Different user types – Student, Instructor/Manager and Administrators – can be assigned different amounts of storage space. This space is used by the following files:

- Mail attachments in My Inbox
- Files in My Folder
- User files in assignment

Depending on your needs, you may find that instructors need more space than students, or that administrators need less. Change the default settings based on your own experience.

Note: Module and Class Resources and media uploads (graphics, animations, logos, video, audio) do not count against an administrator/instructor's allowed space.

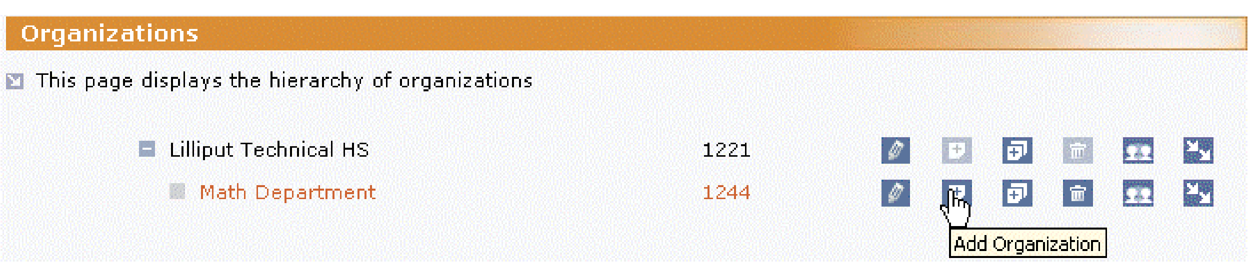
Creating a New Sub-Organization

To create a new sub-organization:

1. Select Administration > Organizations. The ***Organizations*** page is displayed, showing a tree of all organizations in the system.
2. Click on the Add Sub-Organization icon next to the name of the organization that will be the parent.

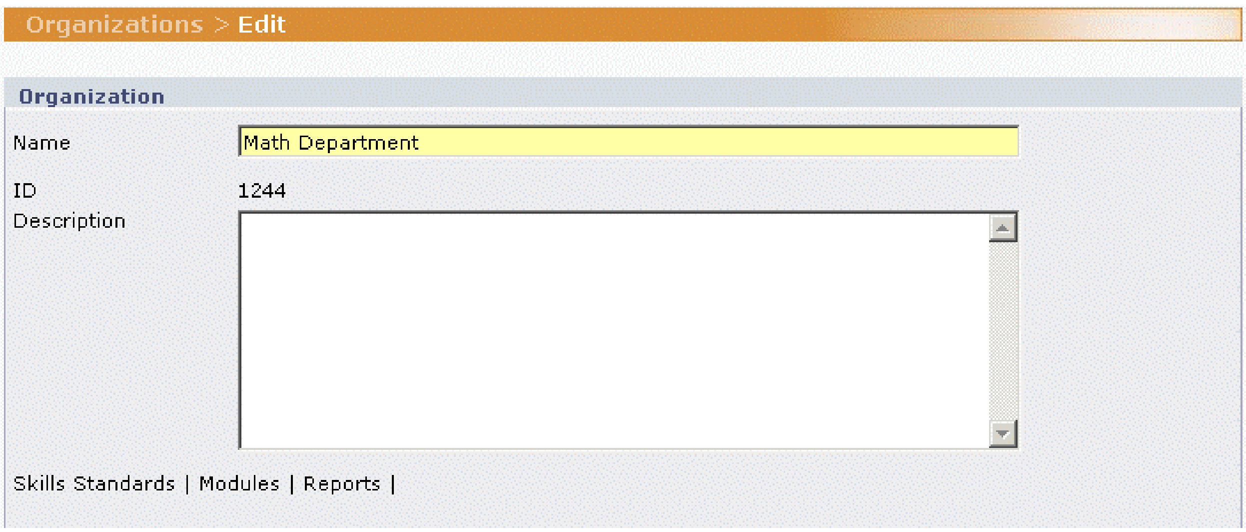
Note: The *Add Organization* icon is disabled for the top organization in your own hierarchy. This icon is only for creating a sibling organization, and you cannot create any other organization on the same level in the hierarchy as your own.

3. If you already have sub-organizations in your organization hierarchy, you can also click on the Add Organization icon next to the name of any sub-organization that will be the sibling of the new sub-organization, or the Add Sub-Organization icon next to the name of the organization that will be the parent of a sub-sub-organization.



4. Edit all fields just as you did for your own organization, and click Save. See **Adjusting Settings for Your Own Organization** on page 207. All of the same fields appear again on the ***Edit*** page, and there are three new hyperlinks in the *Organization* panel:

   - Skills Standards
   - Modules
   - Reports



5. Click on each of these hyperlinks as explained in the next section.

Note: When an administrator creates a sub-organization, that sub-organization is assigned by default most of the attributes of the creating organization, including server space type per user type, customer service mail and telephone number, language, measurement type, and more.

Changing Settings for Sub-Organization

Three additional organization settings can only be changed by the administrator of a parent organization:

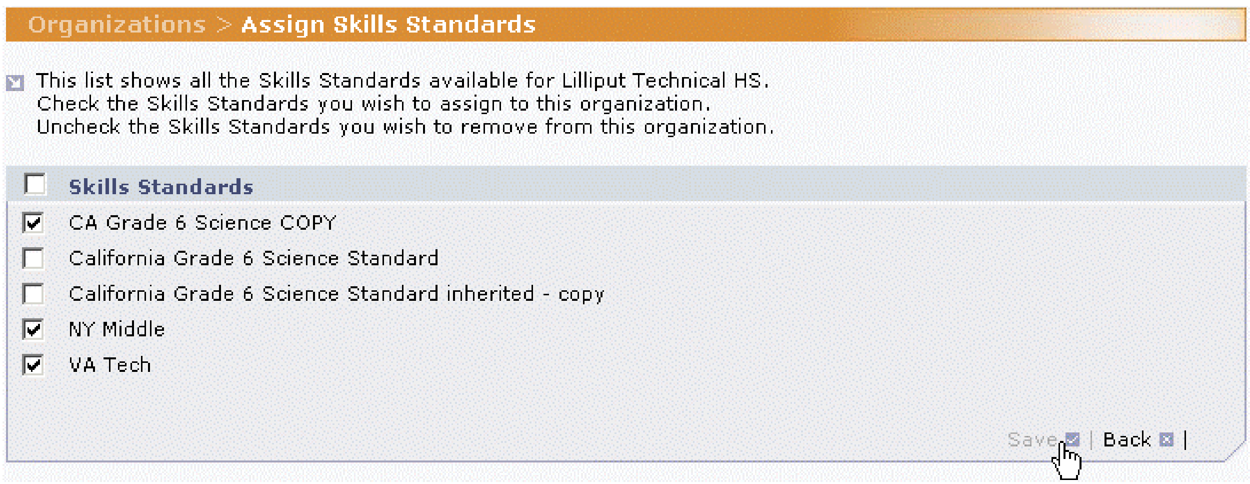
- Skills Standards
- Modules
- Reports

Note: Skills standards, modules or reports can be assigned by the administrator of the sub-organization to any of the sub-sub-organizations under his or her direct control. You may assign one of these directly to the sub-sub-organization, skipping over the sub-organization, and when you do this, the skipped sub-organization does not automatically gain access to the affected item. In this case, if administrators of the skipped sub-organization desire access, they must contact you, not the administrator of the sub-sub-organization.

Skills Standards

States, school districts and professional organizations have published many Skills Standards against which academic performance is measured and for which curricula are designed. The Organization Administrator of the parent organization is the person responsible for determining which Skills Standards are available to the sub-organization.

1. Select Administration > Organizations.The ***Organizations*** page is displayed, showing a tree of all the organizations in the system.
2. Click on the Edit icon next to the name of the organization. The ***Edit*** page is displayed.
3. Click on Skills Standards in the *Organization* panel. The ***Assign Skills Standards*** page is displayed.



3. Select the Skills Standards you want to make available to the sub-organization and click Save.

To check that these skills standards were properly assigned to the sub-organization:

4. Log in to the sub-organization with a username assigned to that suborganization.
5. Select Content > Competencies. The ***Competencies*** page is displayed, showing a list of all skills standards available to the organization.

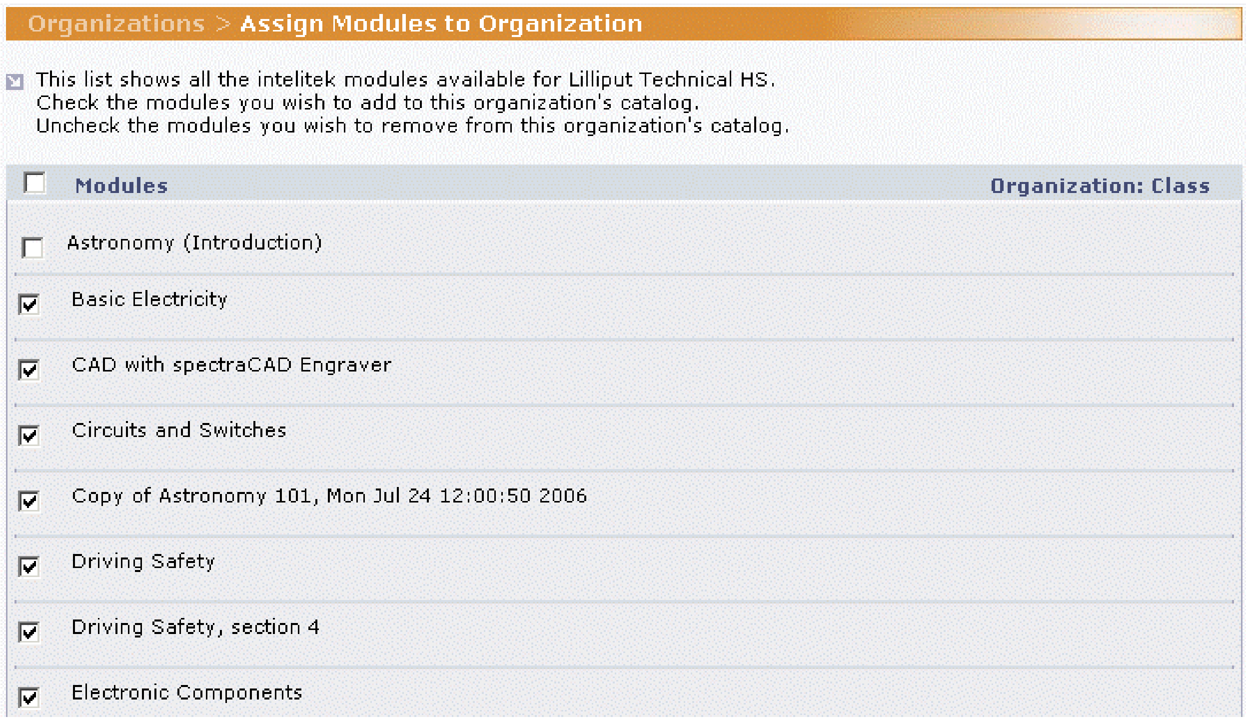
Modules

The **Module** is the basic unit of content in the LearnMate system. Modules are assigned to a sub-organization by an administrator in the parent organization. Modules are added to a class by the assigned class instructor. Modules may be copied and edited, or new modules may be created, but only by Content Administrators.

When a module is assigned to a sub-organization, the sub-organization is also automatically assigned the Category to which the module belongs. See Category Management on page 333.

1. Select Administration > Organizations. The ***Organizations*** page is displayed, showing a tree of all the organizations in the system.
2. Click on the Edit icon next to the name of the organization. The ***Edit*** page is displayed.

3. Click on Modules. The ***Assign Modules to Organization*** page is displayed.



4. Select the modules you want to make available to the sub-organization and click Save.

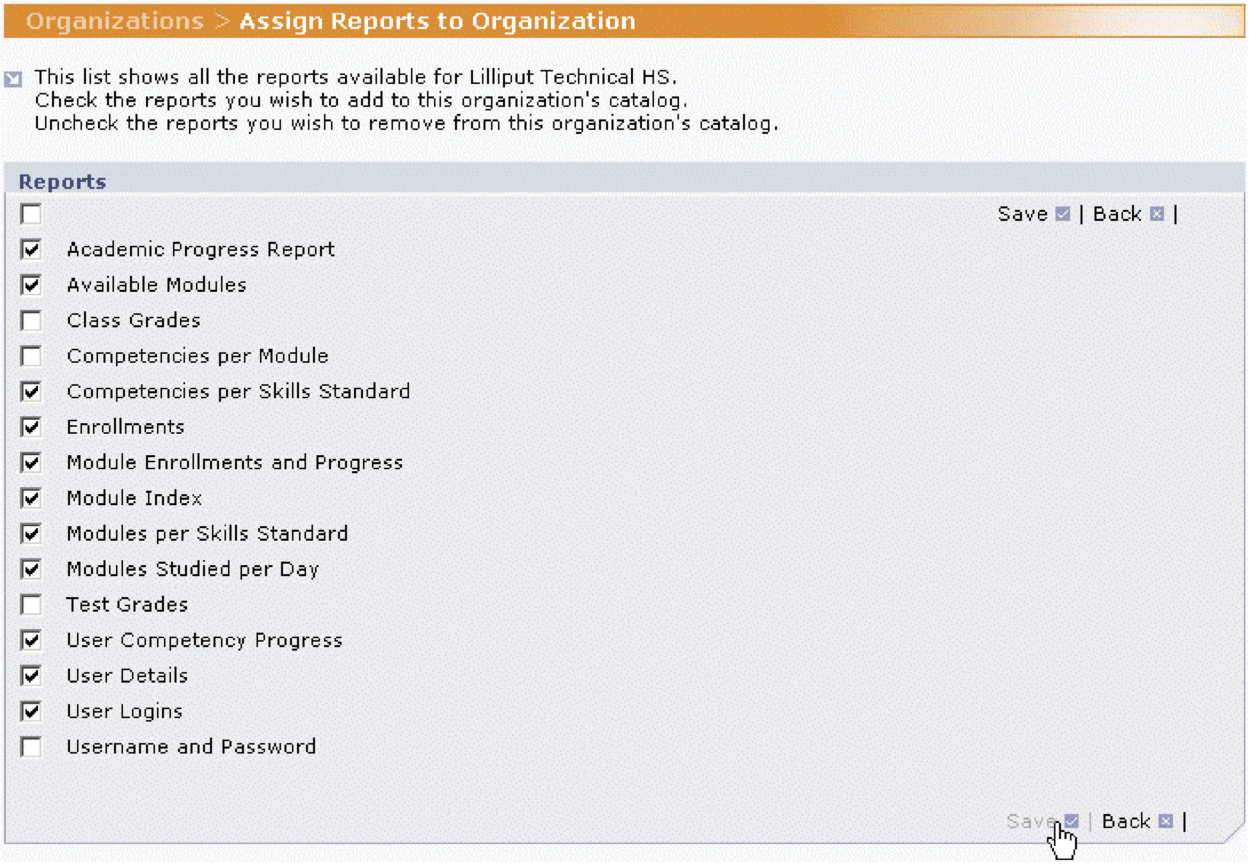
To check that the modules were properly assigned to the sub-organization:

6. Log in to the sub-organization with a username assigned to that suborganization.
7. Select Content > Modules. The ***Modules*** page is displayed, showing a list of all modules available to the organization. The list of modules should include those which have been assigned by a parent organization, plus any that have been created from within the sub-organization.

Reports

There are many different types of reports available in LearnMate. See **Reports** on page 160. However, the precise set of reports available is determined by the parent organization.

1. Select Administration > Organizations. The ***Organizations*** page is displayed, showing a tree of all the organizations in the system.
2. Click on the Edit icon next to the name of the organization. The ***Edit*** page is displayed.
3. Click on Reports. The ***Assign Reports to Organization*** page is displayed.



4. Select the reports you want to make available to the sub-organization and click Save.

Note: If your role is set to Instructor/Manager, this list may include the names of reports which do not appear on your own ***Reports*** page. These reports are accessible only by users whose role is set to Administrator. See **List of Available Reports** on page 161 and **Roles** on page 223.

Editing an Organization

All of the information about an organization that was editable at the time of creation can be edited later.

1. Select Administration > Organizations. The ***Organizations*** page is displayed, showing a tree of all the organizations in the system.
2. Click on the Edit icon next to the name of the organization. The ***Edit*** page is displayed, showing all the same editable fields that were available when the organization was created.
3. Edit all fields that require changes, and click Save.

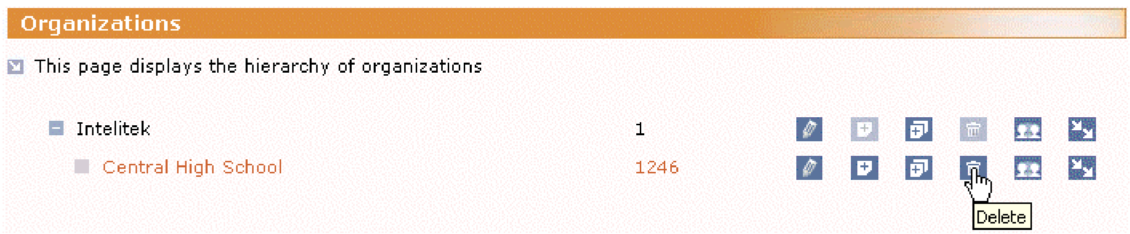
See **Adjusting Settings for Your Own Organization** on page 207 and **Changing Settings for Sub-Organization** on page 218.

Deleting an Organization

An organization can only be deleted by a user with administrative permissions. In order to delete an organization, an additional safeguard has been implemented – requiring the administrator to enter his/her password to ensure that he is absolutely sure that he wishes to delete the organization and is aware that he will lose all data related to that organization.

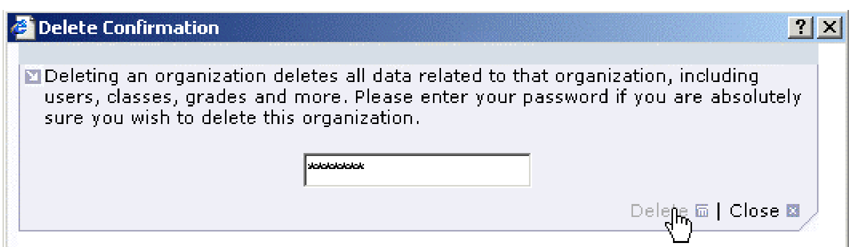
A parent organization can only be deleted once all of its sub-organizations have already been deleted.

1. Select Administration > Organizations. The ***Organizations*** page is displayed, showing a tree of all the organizations in the system.
2. Click the Delete icon next to the organization to be deleted.



The ***Delete Confirmation*** message is displayed.

3. Enter your password and click Delete.



The organization is deleted.

Critical Warning: By deleting an organization, you will lose ALL date related to that organization, including users, classes, grades, skills standards, content created by the organization and more. You must be absolutely sure before you perform this operation as there is no undelete function.

User Management

Users is the third option available on the *Administration* submenu. If you are already working in another part of the ***Administration Section***, you can also simply click on the Users tab on the

Administration submenu. If you are working in another part of the LearnMate system, you must first click on the ***Administration*** tab of the ***Navigation Menu***. From the ***Users*** page, you can do the following and more:

- Create new users and manage their passwords, roles and permissions, as well as current status and identifying information.
- Search for existing users to view their class enrollments and add them to new classes.
- Move users from one organization to another, but only between organizations which are accessible to you.
- Edit a user's personal details, such as address or phone number. While student users can edit their own personal details, there are several parameters only available to instructors and administrators, such as uploading users' pictures, overwriting users' passwords, and assigning users to organizations and classes.

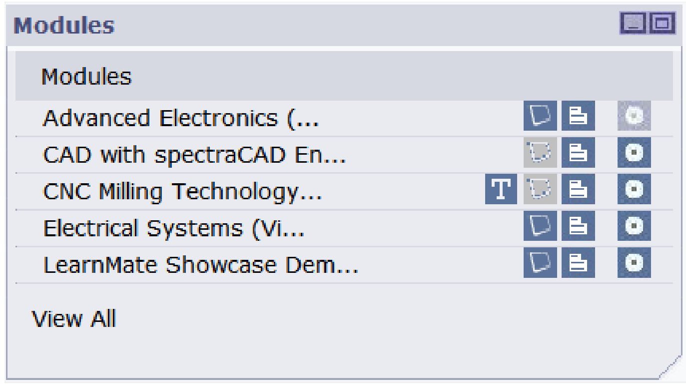
You can search for, view and edit user profiles for any user in your organization and all of your sub-organizations. However, you have no access to users in your parent organization or any of your sibling organizations.

Note: For security reasons, your ability to edit yourself as user is limited, no matter what your role or assigned permissions. You cannot edit any of the attributes listed in the *Administrative Details* panel of the ***Edit User*** page, including role, permissions, status, registration expiration, or organization. See **Administration Details Panel** on page 229. If you attempt to edit yourself from within the ***Administration*** section, you will be taken to the ***My Profile*** page. See **My Profile** on page 51. To return to the ***Administration*** section, click Back at the bottom of the page.

Roles

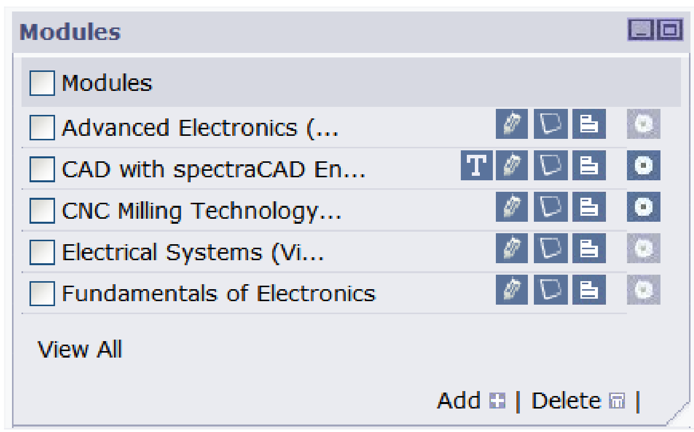
Each user is assigned a role in the system. Three roles are available: Student, Instructor/Manager and Administrator. The choice of role determines the options available to the user, as well as aspects of the LearnMate interface. For example, Student users can only see the ***My Desktop*** and ***Catalog*** menus, while Instructors and Administrators have the options of also seeing the ***Content*** and ***Administration*** menus.

Role also determines the interface of pages available to all user types, as exemplified in the *Modules* panel in the ***Main Class Page***. Student users have only the following options in this panel: take a pre-test, launch modules, view module resources and run software checks.



Student Interface

Instructors and administrators are afforded of the student options, as well as the ability to add and delete modules from the class, define delivery options for the modules and the tests in those modules, add and delete modules to the class, upload and restrict module resources, and more.



Instructor/Administrator Interface

A user can have only one role. In some circumstances, a user may wish to teach one class and enroll in another as a student. In this case, two distinct users must be created in the system, one for each role.

Note: Since each username must be unique, think about what names you wish to assign here. If the usernames differ by one final digit, they will come up together in searches for usernames, which may be more convenient for Organization Administrators. For example, brenda2t and brenda2s. If the usernames differ in their first letter, it may be more convenient for the user, since many browsers have an auto-complete feature. If the usernames are sbrenda and tbrenda, the user may be able to log on simply by typing “sb” or “tb”, though this method is less secure.

Student

Every new user is created as a Student. Once created, the user can be edited and the role can be changed. Students are the only users who are allowed to enroll in classes. They have a Gradebook that shows their academic progress, and they are not allowed any system permissions for editing content or accessing system resources. They also may not be assigned as instructor for a class.

Instructor/Manager

This is the normal role for teachers and staff in the administrative office. Instructor/Managers are not allowed to enroll in classes and they do not have a personal gradebook. However, they may be assigned as instructor of any class, and may be assigned permissions for Content Editing and System Administration.

Note: Instructor/Managers have somewhat limited Administrative permissions. They may not edit or delete any user whose role is Instructor/Manager or Administrator, and they may not access certain reports. While they may create their own Organization Forums and Organization Chats, they may not edit or delete Organization Forums and Organization Chats created by other users. If you are both primary LearnMate administrator and instructor, you would be better off being an Administrator rather than an Instructor/Manager.

Administrator

An Administrator is just like an Instructor/Manager, except that there are no restrictions on the available Administrative permissions. Administrators may edit or delete any user including one whose role is Instructor/Manager or Administrator, and they may access all reports which are available to your organization. An Administrator also has unrestricted rights to edit and delete Organization Forums and Organization Chats. See Organization Chats and Forums on page 245 on page .

Notes: Because of the great power of Administrators, it is wise to limit the number of users with this role. Your sub-organizations may not even need any users with this role, as long as there is someone in the parent organization who is always available to handle problems.

Permissions

Instructor/Managers and Administrators may be assigned Content Administrator permissions or = Organization Administrator permissions or both, depending on their needs. The presence of permissions is very obvious to the user, as color-coded tabs appear on the Navigation Menu indicating which permissions have been granted. See **Navigation Menu** on page 155.

Content Administrator

A Content Administrator has full, unrestricted rights to edit existing content and author new content within the system. See **Permissions** on page 225. A Content Administrator also has full editorial rights to the Media Bank and the system of assigned Categories. Further, content administrators can upload skills standards, map them to content and import mapped standards from sub-organizations.

LearnMate Content consists of modules that the student reads in the Content Viewer, as well as tests and assignments which must be completed for a grade. LearnMate Content can include glossaries and libraries of URLs that are relevant to the modules.

See **Content Management** on page 307, **Content Authoring** on page 373 and **Test Authoring** on page 422.

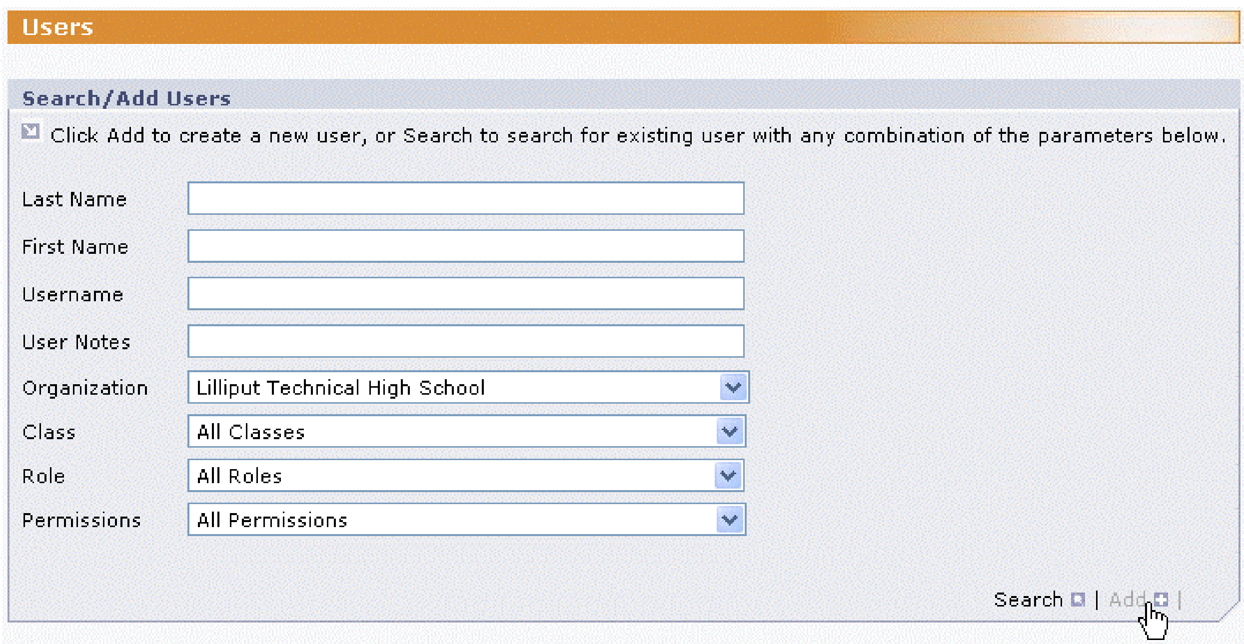
Organization Administrator

An Organization Administrator has rights to manage organizations, users, classes and reports, as described in this chapter.

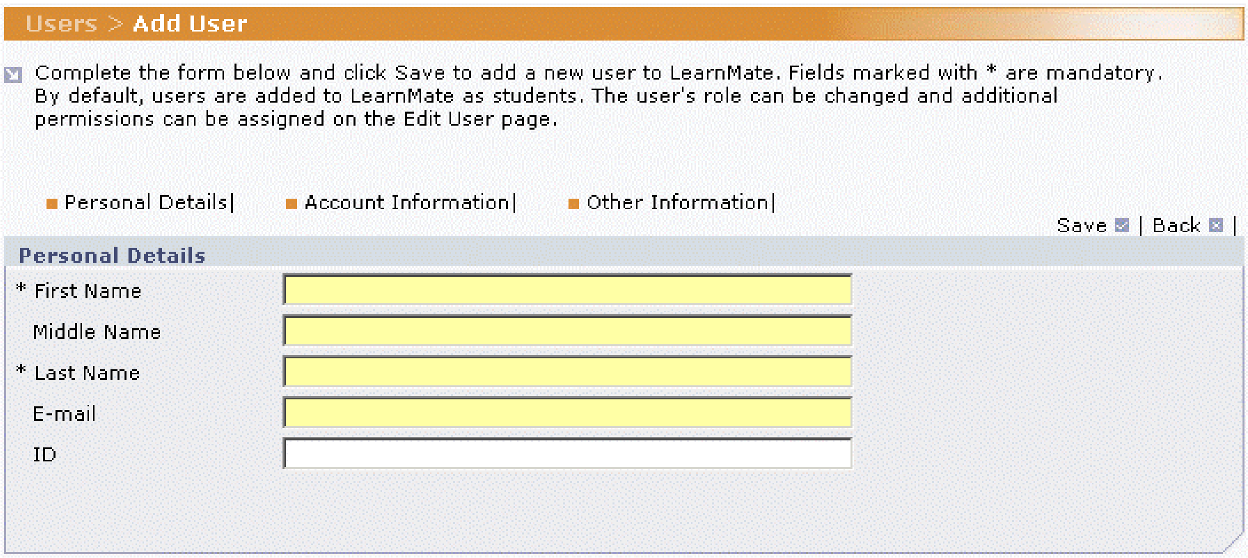
Although the instructor assigned to a class has sole rights to control most features in the class, there are certain things which can be done only by a Organization Administrator, such as naming the class, assigning the instructor and copying the class.

Creating a New User

1. Select Administration > Users. The ***Users*** page is displayed.



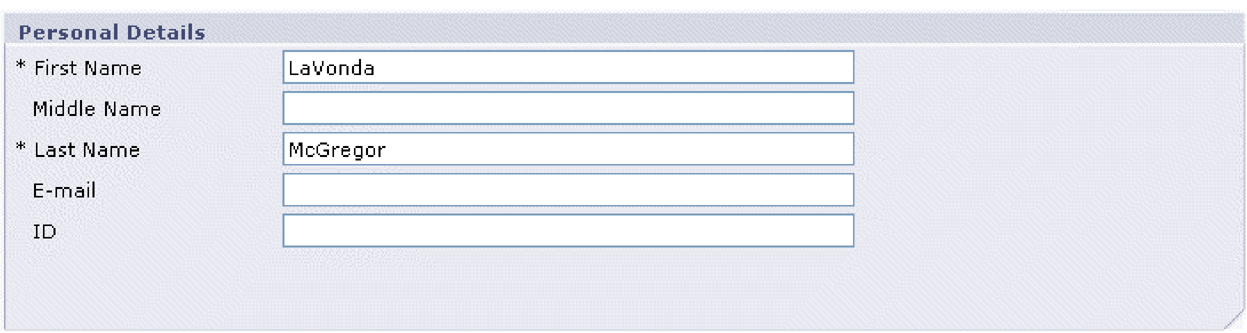
2. Click Add. The ***Add User*** page is displayed.



This page consists of three panels:

- Personal Details
- Account Information
- Other Information

Personal Details Panel

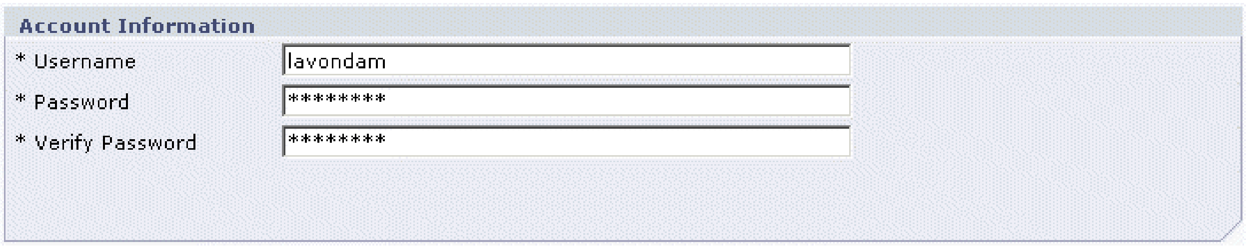


1. Fill in the *First Name* and *Last Name* fields. These fields are mandatory.

2. Fill in the *Middle Name* and *Mail* fields, if desired. The *Mail* field is for the user's external e-mail address outside of the LearnMate system. The *Mail* field is not mandatory. However, if supplied, the user will be able to use the Forgot Your Password? link on the LearnMate login screen. This feature sends the user his or her username and password to the e-mail address entered.

3. Fill in the *ID* field, if desired. This field must consist only of numbers, and may not be longer than 10 digits.

Account Information Panel



Username

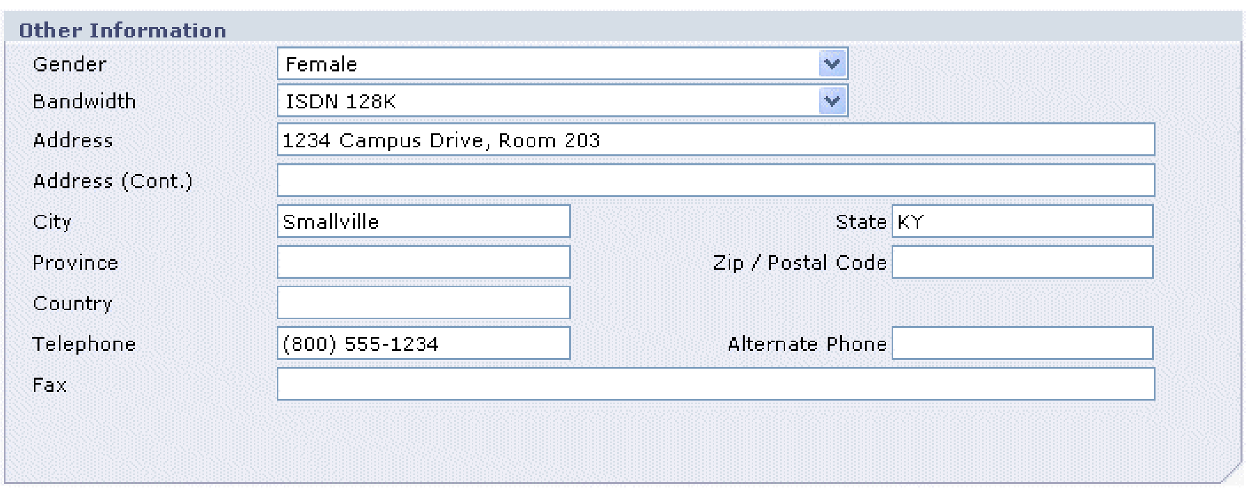
1. Choose a unique username of four to nine characters. If you have requested a username that is already in use in the LearnMate database (even if it is in a different organization), you will be prompted to select a different one. Usernames may include numbers, but not accented characters or characters from non-Latin character sets. This field is mandatory.

   Important Note: A username cannot be changed once it has been registered in LearnMate.

Password

2. Enter a password in the *Password* and *Verify Password* fields. When choosing the password, consider the tips and tricks listed at **Password Tips and Tricks** on page 19. These fields are mandatory. This password can be edited by administrators and instructors.

Other Information Panel

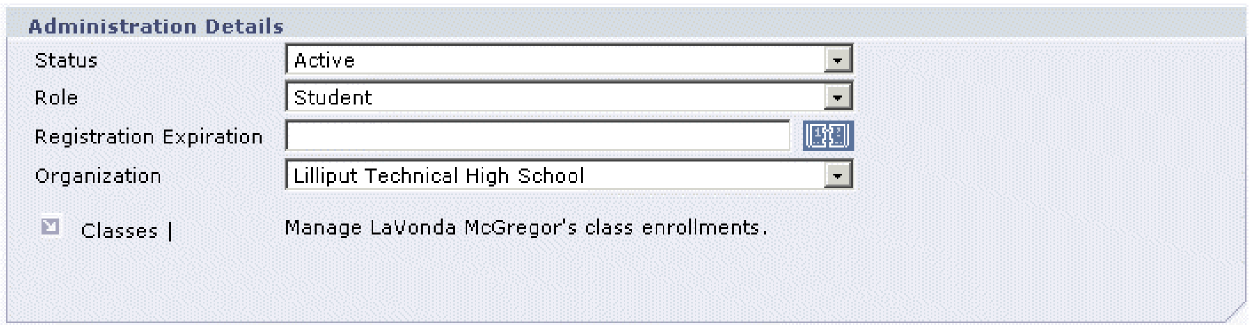


1. Optionally, complete all desired fields in the *Other Information* panel.
2. When all fields are completed correctly, click Save.
3. The ***Add User*** page is refreshed and the following new items appear:
   - A new *Administration Details* panel at the top
   - A new *Picture* field at the bottom of the *Other Information* panel and

- A *User Notes* field in the *Personal Details* panel.

The page is now called the ***Edit User*** page.

Administration Details Panel



Status

The default *Status* setting is Active. If the user will no longer be a participating member of the class and/or organization, change this setting to Inactive. A student who is enrolled in a class cannot be changed from Active to Inactive. First, the user must be unenrolled from the class by the class instructor, and then the student's status can be changed. See **Unenrolling Students** on page 279 and **Assigning Instructor** on page 237. A user who is Inactive is blocked from entering the system entirely.

Note: When a user's status is changed to Inactive, all data associated with the ***Main Menu*** (e.g., files in My Folder, messages in My Inbox) is preserved. However, Gradebook information and Assignments are lost when the student is unenrolled from classes.

Role

The default Role setting is Student. If desired, change this setting by selecting the appropriate role in the *Role* drop-down box. See **Roles** on page 223.

Registration Expiration

Registration Expiration allows you to set a date on which a user's access to the system will be denied. This feature is particularly useful for instructors who wish to prevent students from accessing the system once the grading period/school year/etc. has ended. It is also an excellent tool for allowing users trial access to the system for a set period of time.

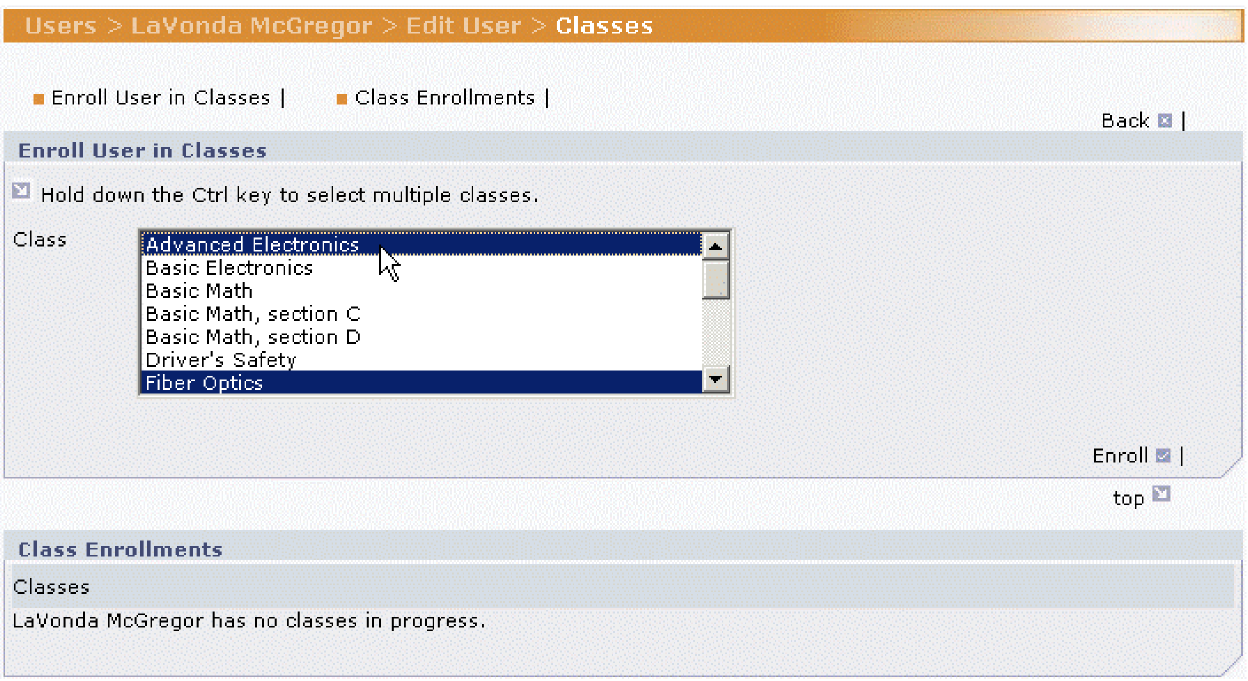
To set a registration expiration for a user, click on the Calendar icon and select the desired date from the pop-up window. This field cannot be filled in directly. When this date passes, the student will no longer be able to log in to the system.

Organization

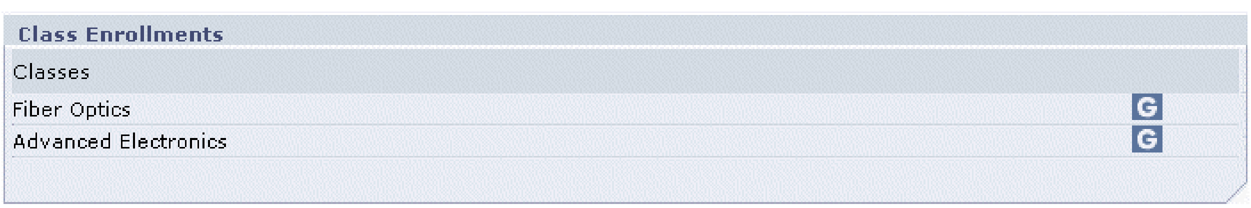
If this user will be reassigned to a sub-organization, make the selection from the *Organization* drop-down box. The default for this field is the organization of the creating user. If you are in a parent organization but are adding users to a sub-organization, be sure to change this selection.

Classes

1. To enroll the student in existing classes, click on Classes. The ***Classes*** page is displayed.



2. In the *Enroll User in Classes* panel, select all desired classes. To select more than one class at a time, hold down your Ctrl key to select individual items, or your Shift key to select a range of adjacent items. When all classes have been selected, click Enroll. The page is refreshed, and the selected classes appear in the *Class Enrollments* panel.

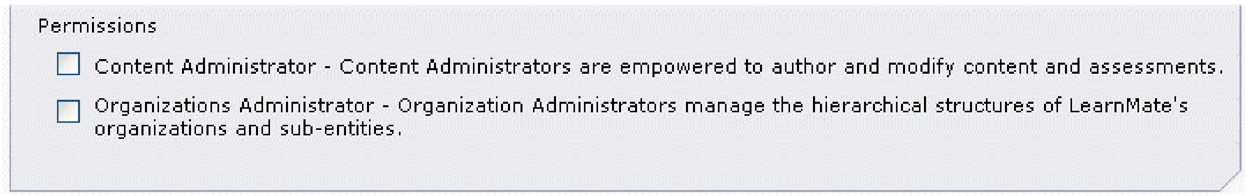


Adjacent to the name of each class is a *View Grades* icon. If you are not the instructor for the class, this icon is inactive and the tooltip text will read: Only the Class Instructor can view/modify grades. If you are the instructor of the class, the icon will be active and the tooltip text will read: View Grades. When you click on this icon, you will be taken to this student's gradebook. See **Grades** on page 281.

Note: You cannot remove the student from classes from this page. Only the instructor of the affected class has this power. See **Unenrolling Students** on page 279 and **Assigning Instructor** on page 237.

Permissions

1. If you have changed the user's Role from Student to Instructor/Manager or Administrator, the *Classes* hyperlink and associated text label are replaced with two checkboxes for selection of assigned permissions. See **Roles** on page 223.



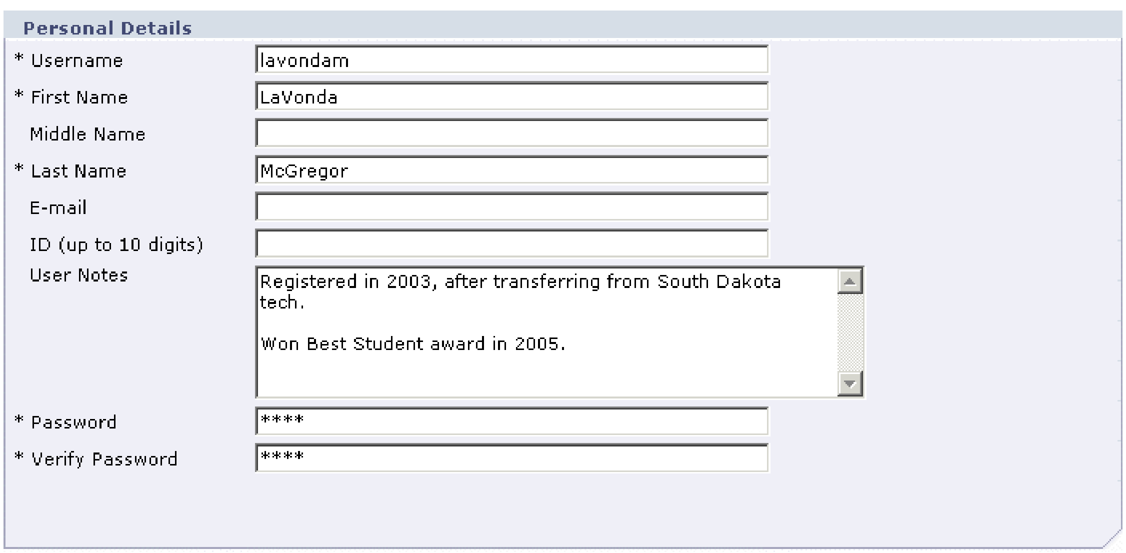
2. Select the permissions required by this user. See **Permissions** on page 225.

   Note: If you are the only instructor using LearnMate at your institution, it is recommended that you have both permissions.

3. When all settings have been chosen, click Save.

Personal Details Panel

This panel contains additional fields that are not shown on the ***Add User*** page.

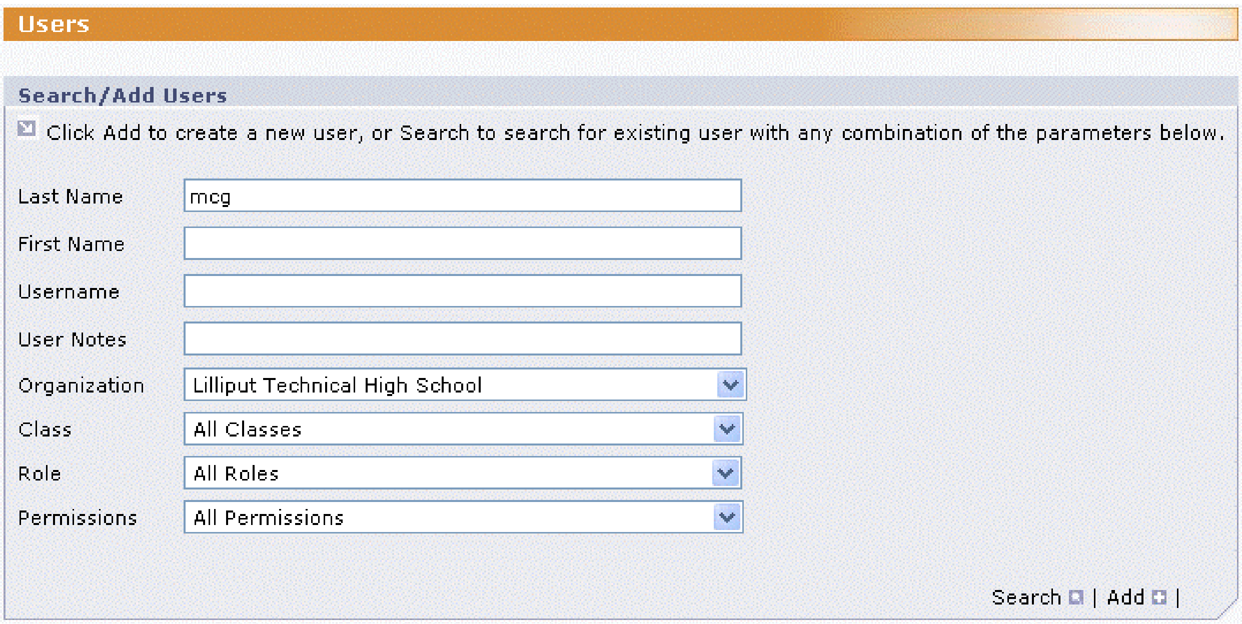


- The *Username* field cannot be edited.
- The *User Notes* field allows an instructor to enter text comments on a per user basis, which enables easier searching and reporting on users who meet specific criteria. This text field is unlimited. Text entered in this field is not viewable by the student. Hence this field is ideal for entering notes about the user that only the instructor or administrators should see, such as behavioral issues, special needs, sports teams, etc.

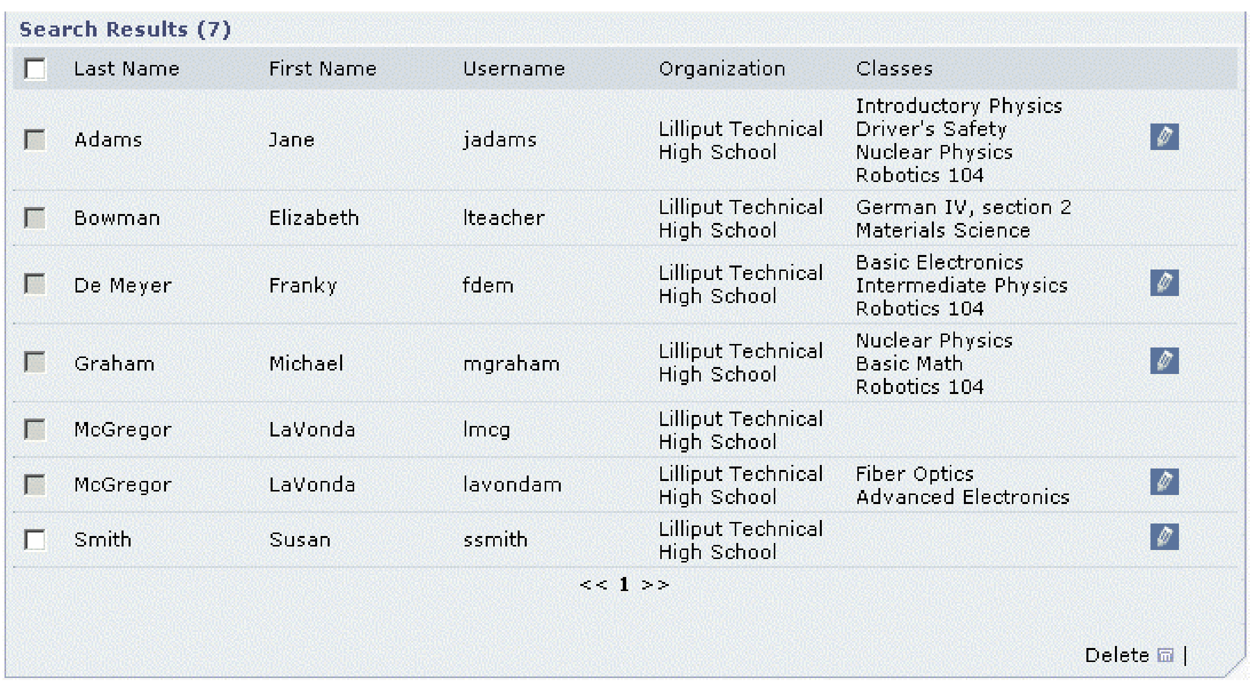
- The *Password* field can be edited, allowing a user's password to be reset.

Searching for a User

1. Select Administration > Users. The ***Users*** page is displayed.



2. Enter search criteria in one or more of the fields and click Search. You must enter at least one search parameter. It is not possible to search for All Users in All Organizations. The ***Users*** page is refreshed with a new *Search Results* panel at the bottom:


Search Results (7)

Last Name	First Name	Username	Organization	Classes
Adams	Jane	jadams	Lilliput Technical High School	Introductory Physics Driver's Safety Nuclear Physics Robotics 104
Bowman	Elizabeth	lteacher	Lilliput Technical High School	German IV, section 2 Materials Science
De Meyer	Franky	fdem	Lilliput Technical High School	Basic Electronics Intermediate Physics Robotics 104
Graham	Michael	mgraham	Lilliput Technical High School	Nuclear Physics Basic Math Robotics 104
McGregor	LaVonda	lmcg	Lilliput Technical High School	
McGregor	LaVonda	lavondam	Lilliput Technical High School	Fiber Optics Advanced Electronics
Smith	Susan	ssmith	Lilliput Technical High School	

<< 1 >>

Delete |

This page provides checkboxes for selection of users for deletion, and also icons for editing the users.

Editing a User

From time to time, it may be necessary to change certain aspects about a user. Some things are merely informational, such as address or telephone number. Other things affect the behavior of the entire LearnMate system.

All user details can be changed except for the username. If a username absolutely must be changed, such as where a user is allowed to self-register but has chosen an inappropriate username, the user must be deleted and created again. To avoid loss of valuable data, this should be done at the earliest possible time. See **Deleting a User** on page 233. You can monitor the usernames students choose for themselves by running a Username and Password Report. See **Username and Password** on page 202. Then edit any of the required fields as described in **Creating a New User** on page 226.

Note: If your Role is Instructor/Manager, Edit icons appear only next to the names of students, not Instructor/Managers or Administrators. You are only allowed to edit students.

Deleting a User

When a user is no longer connected with your organization, the associated user in LearnMate should be deleted from the system. <u>This action is not reversible and there is no Undo function</u>. <u>Deleting a user also deletes all data associated with that user, including grades, data saved in the user's ***My Folder***, saved mails and so on</u>.

Once a user has been deleted, that username can be reused in future. A new user assigned a previously deleted username is treated as a new user in all respects.

Users cannot be deleted from the system until they are removed from all classes. This is true of both students and instructors. All classes that a student is currently enrolled in are listed in the *Classes* column. Likewise, all classes an instructor/administrator is teaching are also listed in this column.

Students may only be removed from a class by the assigned instructor. See **Unenrolling Students** on page 279 and **Assigning Instructor** on page 237. The *Delete* checkbox will only become active when the student is no longer enrolled in any classes.This is a safety check to ensure that you do not delete data that you will later regret and need.

Only a user whose role is Administrator may delete a user who is an Administrator or Instructor/Manager. If you see that the selection box to the left of the person's name is grayed out and inactive and that there are no classes listed in the *Classes* column, you may not have the role required to delete the user. See **Roles** on page 223.

Note: If the user has simply moved to a new organization, the user should not be deleted. Instead, the administrator of an organization that is sufficiently high in the organization hierarchy should move the user from one organization to another. See **Organization** on page 230.

To delete a user:

1. Find the user as described in **Searching for a User** on page 232.
2. Check the checkbox next to the user's name and click Delete.

You will be shown a warning dialog box.

3. Confirm the deletion by clicking OK.

Replacements

Replacements is the fourth option available in the *Administration* submenu. It allows you to view and change the dynamic replacements within LearnMate modules. If you are curious, you may view the list of replacements, but any changes will have a drastic impact on the display of text within the content. Therefore:

This option is for intelitek use only, and must not be used by other users.

Class Management

Classes is the fifth option available in the *Administration* submenu. If you are already working in another part of the ***Administration Section***, you can simply click on the Classes tab on the *Administration* submenu. If you are working in another part of the LearnMate system, you must first click on the ***Administration*** tab of the ***Navigation Menu***.

A **class** is defined as a group of students who are studying a specific content set with an instructor. The content set includes modules, tests and assignments. Once a class has been created, an Organization Administrator can copy the class, together with all its associated data. This might be done, for example, when there are substantially identical classes being taught at different times or by different instructors. For instance, if an instructor teaches a class that is identical except for the student roster, he may wish to copy that class and rename it according to the period in which it is taught (e.g.,Engineering Technology – Period 1, Engineering Technology – Period 2) . Likewise, if an instructor is teaching a class first semester and wants to carry over the student roster and some of the grades and/or content to the second semester, this feature is ideal.

Each class is generally managed by its own instructor. See **Class Management** on page 253. However, only a Organization Administrator can rename the class, assign the class instructor or copy the class. The Organization Administrator also can view the ***Class Main Page*** and the modules associated with the class and, like the assigned instructor, can edit the following basic information:

- Class description
- Type (Laboratory or Virtual)
- Whether students can enroll themselves in the class via the catalog
- Room
- Minimum and maximum limits on number of enrolled students
- Start and end dates for enrolling
- Number of Lab rotations (for Laboratory classes only)
- Date and time of class meetings (for Laboratory classes only)

All other matters related to setup of the class can only be done by the assigned instructor. See **Class Details (Instructor)** on page 256. If you discover that a particular class requires a change which you cannot make as administrator, contact the instructor.

You can only view and edit classes within your own organization, not any of your sub-organizations. If you discover that you require access to a particular class in a sub-organization, you can either contact an administrator of the sub-organization or create a new administrative user for yourself to be used for dealing with that sub-organization.

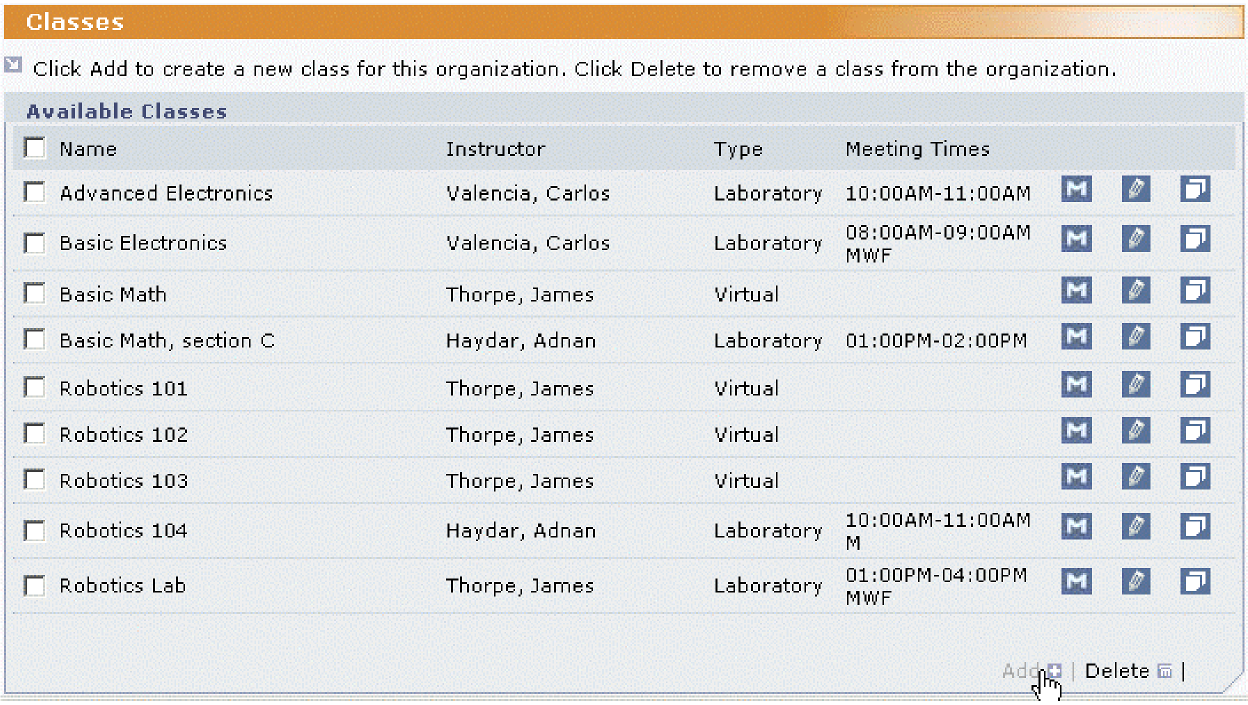
Administrators assign modules to a class based on the modules available to the organization. Once a class is set up, the administrator enrolls students in the class and the students can be enrolled in the modules assigned to that class.

Creating a New Class

To add a new class:

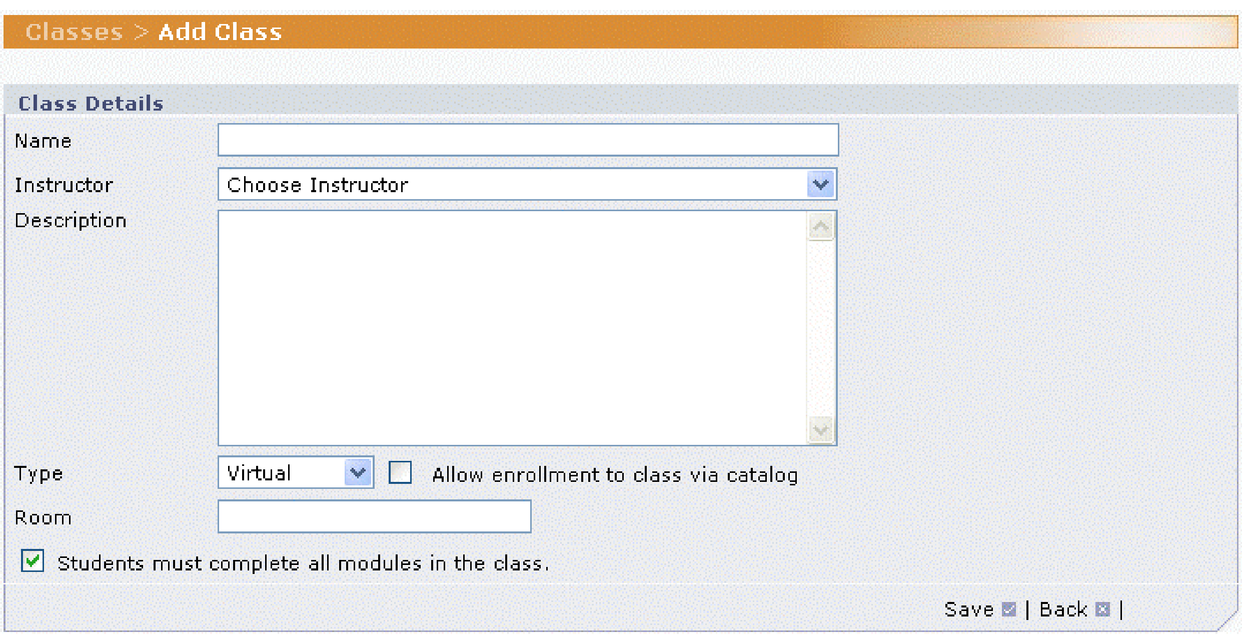
1. Select Administration > Classes. The ***Classes*** page is displayed.

2. On the ***Classes*** page, click on Add at the bottom of the page.



The ***Add Class*** page is displayed.

3. Complete all required fields and click Save.

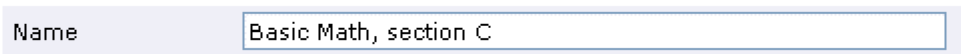


Class Name

Assign the class a name. Note that the system allows for multiple classes with the same name, however this can become confusing on the ***My Desktop*** page.

The system does not care how you distinguish them, so it is up to you to decide what naming convention works best for you. The class name can include numerals, punctuation and accented characters. The first character can be a numeral, if desired. The following are valid class names:

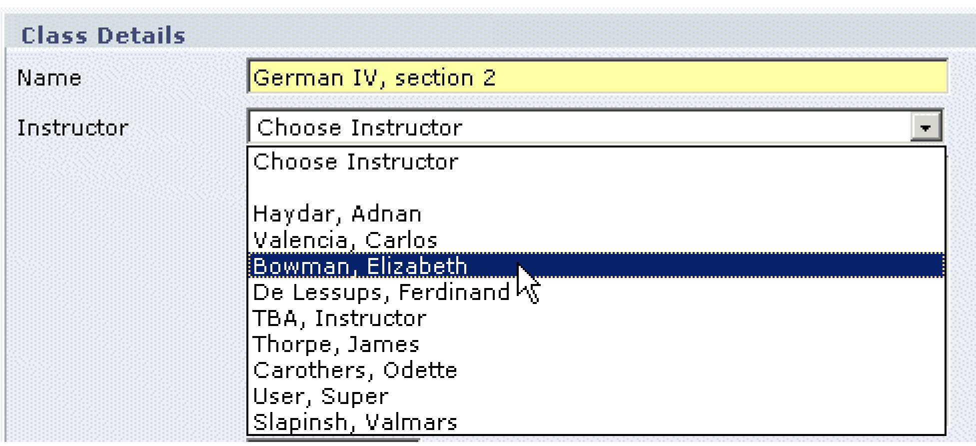
- Basic Math, section A
- Basic Math {A}
- Math 100
- Basic Math - 9:00
- Basic Math (Möbius)
- 101A: Basic Math



Tip: A great deal of time and effort can be saved by taking advantage of the *Class Copy* function. See **Copying a** Class on page 241. If you have to set up five Basic Math classes, you should create one first. Then, when all modules, tests, assignments and related matters have been set up, make copies for the remainder of the class sections. The instructors assigned at that point will have a fully set up class, which they can modify according to their own needs and preferences.

Assigning Instructor

Every class must have an assigned instructor. Select an instructor from the drop-down list.



Note: If the instructor you are searching for does not appear, it means one of the following things:

- The user has not yet been created in the system. See **Creating a New User** on page 226.
- The user's status has been set to Inactive. See **Status** on page 229.
- The user's Role has not been changed from Student to Instructor/Manager. See **Role** on page 229.
- The user has been assigned to the wrong organization. See **Organization** on page 230.

Class Details (Administrator)

The other attributes that may be set at the time of creation of a class are discussed below. These attributes may also be set by the assigned class instructor.

1. Make all necessary changes and click Save.
2. After you save the new class, several new fields appear for limiting the class size and limiting the dates that students may enroll themselves in the class via the ***Catalog***. See **Enrollment** on page 239 and **Enrollment Dates** on page 240. Complete the relevant fields and click Save again.

Note: This is the same page as the ***Edit Class*** page. It is identical in every respect except that it is called ***Add Class*** instead of ***Edit Class***. See **Editing a** Class on page 242.

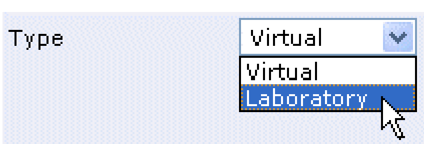
Description

The description is only seen by the class instructor and the Organization Administrators. Enter an appropriate, brief description. This does not appear in the Catalog, so it is not a place for an exhaustive syllabus of materials to be covered in the class. This field is optional and may be left blank.

Type

Classes are either Virtual or Laboratory. A Virtual class is not dependent on any lab equipment, and thus the students do not need to share resources. Virtual classes can be online classes where the students never meet face to face, or are scattered at locations throughout the world.

Laboratory classes contain one or more modules which require the students to use certain equipment in the classroom. If there are two machines which the students must use in shifts, each machine should have its own module, and the system will take care of scheduling the rotations. See **Rotational Schedules** on page 262.



Note: Regardless of whether the class uses shared equipment, you may find it convenient to set the class type to Laboratory anyway, so that the dates and times the class meets will show on the ***My Desktop*** page of all students and the instructor.

Enrollment Via Catalog

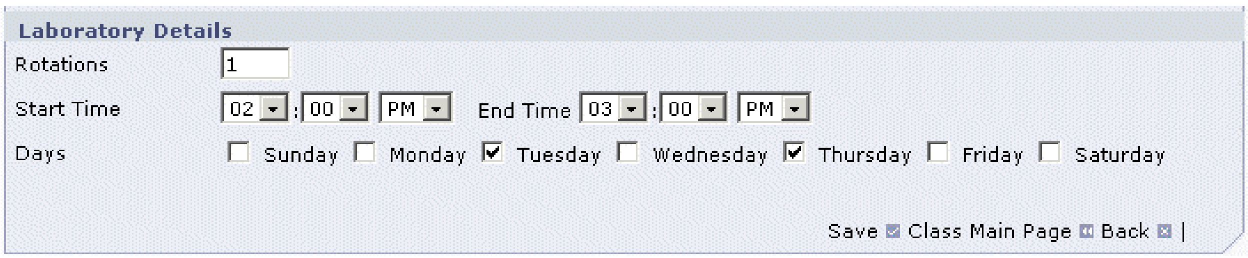
When checked, the *Allow enrollment to class via catalog* checkbox permits all interested students to enroll themselves in the class from the ***Catalog***. See **Enrolling in a Class** on page 148. If the *Allow enrollment to class via catalog* checkbox is deselected, enrollment in the class can only be done by the instructor. This feature may be disabled on a class-by-class basis so that instructors can approve enrollments on the basis of completed prerequisites, administrative assignments, personal interviews or any other appropriate reason. See **Enrolling Students** on page 277.

Note: The Administrator does not have any permissions to place students in a class unless the Administrator is also the assigned class instructor.

Room

This field is for informational purposes only, and is viewed only by the class instructor and the Organization Administrators. This field is optional and may be left blank.

Laboratory Details Panel



Rotations

This number must equal the number of modules in the class. It is only relevant to Laboratory classes, and the *Laboratory Details* panel does not appear at all for Virtual classes. This number is critical to generating a rotational schedule.

Times

Set the start and end time of the Laboratory class using the drop-down boxes. The start time must be before the end time. This field is only relevant to Laboratory classes, and the *Laboratory Details* panel does not appear at all for Virtual classes.

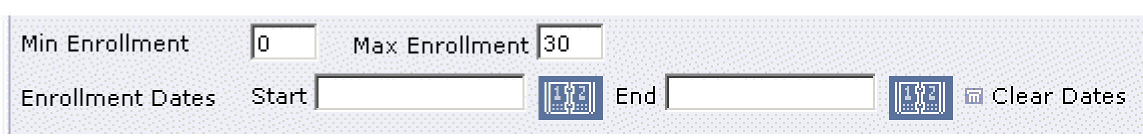
Days

Check the days that the class meets by checking the appropriate days of the week. This field is only relevant to Laboratory classes, and the *Laboratory Details* panel does not appear at all for Virtual classes.

Class Main Page

Click Class Main Page to view the ***Class Main Page***. If you are the assigned instructor, you have full rights to edit this page. If you are not the assigned instructor, you may only view this page. The administrator may not enroll any students and may not add any content to the class, such as Modules, Assignments, Class Tests, Chats or Forums.

Enrollment



After you save the new class, two new fields appear for setting the minimum and maximum number of students in the class. The default numbers are 0 and 30. You can choose whatever numbers are appropriate for the class, but they must be set. These numbers are advisory. If the instructor reduces the class enrollment below the minimum number, a warning dialog box is presented. However, if the instructor attempts to add more students than are allowed by the *Max Enrollment* field, that action is blocked. Likewise, students will not be allowed to enroll in a class via the Catalog once the enrollment maximum has been reached. If desired, the instructor can get around this obstacle by changing the *Max Enrollment* field.

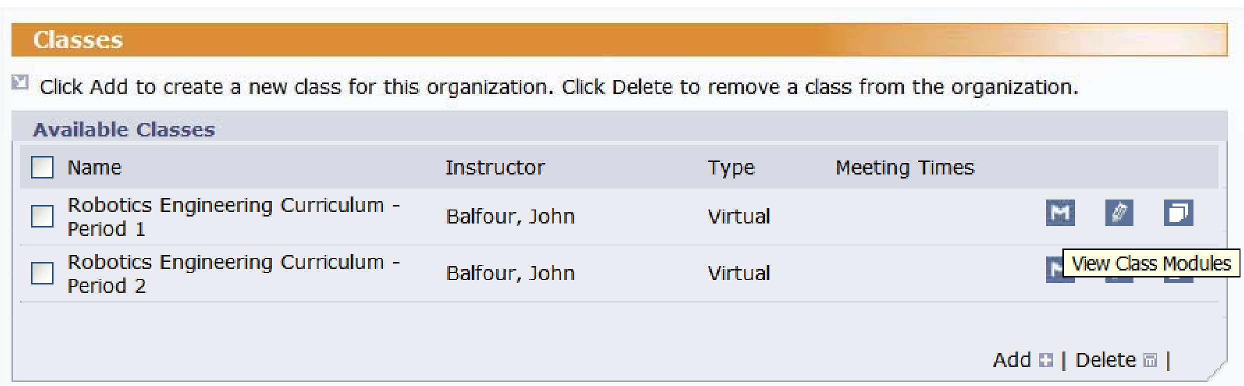
Enrollment Dates

After you save the new class, two new fields appear for setting the earliest and latest dates for students to enroll themselves in the class via the ***Catalog***. These limits are only applicable to self-enrolling students. The instructor can enroll students at any time.

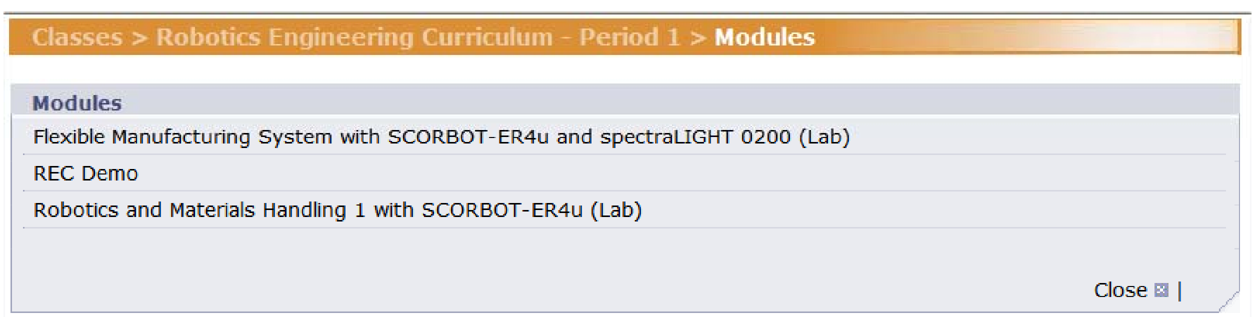
Viewing Modules

To view a list of the modules included in any class:

1. Select Administration > Classes. The ***Classes*** page is displayed.
2. On the ***Classes*** page, click on the View Class Modules icon for the class of interest.



The ***Class Modules*** popup window is displayed.



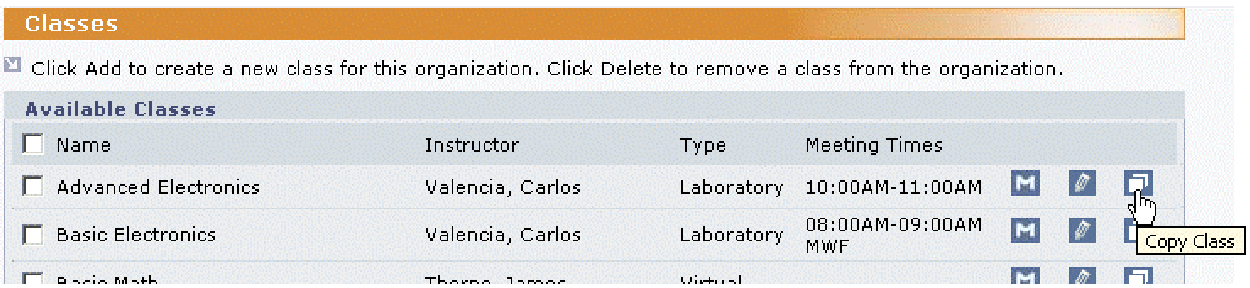
If the class has been assigned modules, the modules are listed.. If the class does not yet have modules, a message indicates as such.

Copying a Class

This function allows you, as Administrator, to make a copy of a class, complete with all modules, assignments, tests, chats, forums and the Class Gradebook, or a selection of thereof. This is beneficial to instructors who are teaching the same class either multiple times a week or over the course of several semesters.

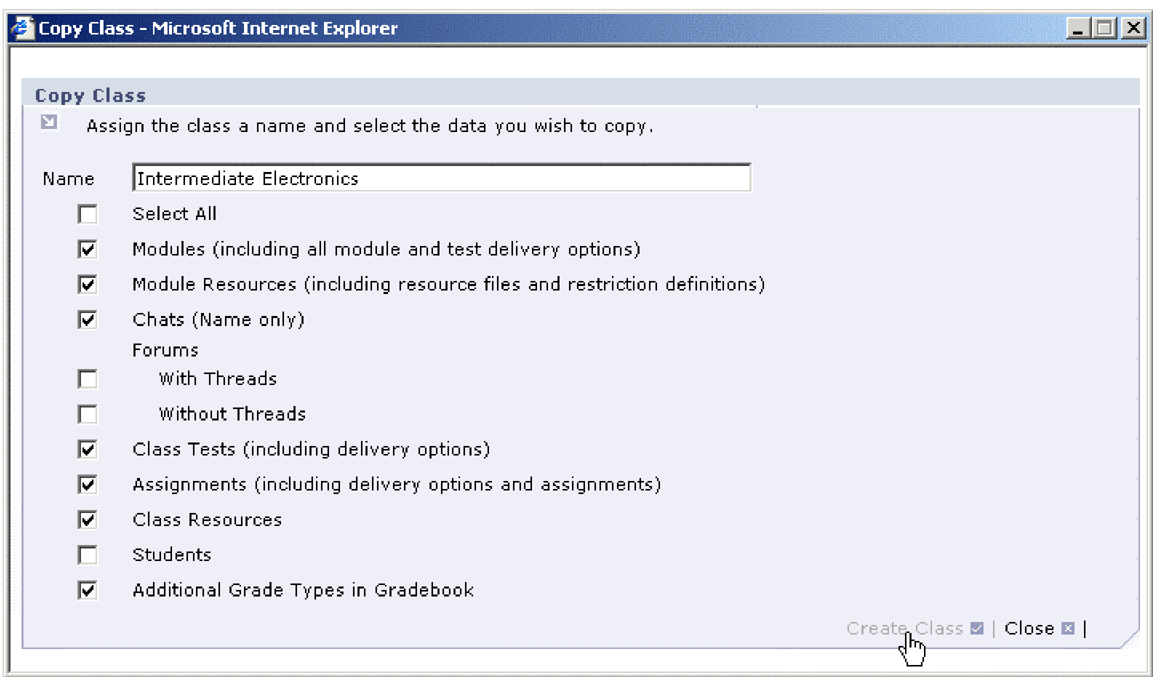
To copy a class:

1. Select Administration > Classes. The ***Classes*** page is displayed.
2. From the ***Classes*** page, click on the Copy Class icon for the class of interest.

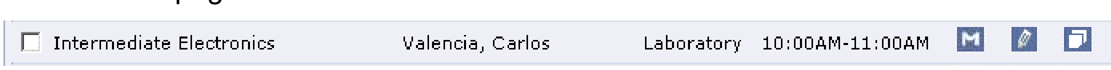


The ***Copy Class*** pop-up window is displayed.

3. Enter the name you wish to be assigned to the new class in the *Name* field.
4. Select the features of the selected class that you want to be copied into the new class, and click Create Class.



The ***Classes*** page refreshes. The new module is listed.



Note:

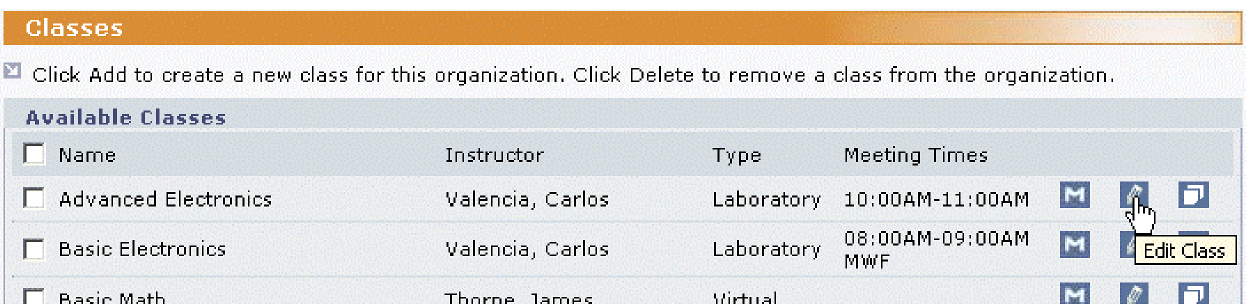
- The class instructor is automatically copied with the class.
- If you wish to change the class instructor, or other administrative class details (name, instructor, type, meeting times, etc.), you will need to edit the class from the Administration menu. See **Editing a** Class on page 242.
- If you require changes to the contents of the class (modules, students, gradebook setup, assignments, chats, forums, resources), see **Class Management** on page 234.

Editing a Class

At any time, you may edit any of the administrative attributes of a class. The assigned instructor can also change all of these attributes from the ***Class Details*** page, except for the class name and the choice of assigned instructor. See **Class Details (Instructor)** on page 256. If you as administrator also happen to be the assigned instructor and wish to change the class name or assigned instructor, you must do it from the ***Edit Class*** page and not the ***Class Details*** page.

To edit a class:

1. Select Administration > Classes. The **Classes** page is displayed.
2. On the ***Classes*** page, click on the Edit Class icon for the class of interest.



The ***Edit Class*** page is displayed. This page is identical to the ***Add Class*** page in every respect except the name of the page. See **Class Details (Administrator)** on page 238.

3. Make the required changes and click Save.

Note: Changes to classes that have been copied are only made to the class currently being edited. To make the same change to each of the copies of the class, you must either edit each of the copies separately or re-copy the class.

Deleting a Class

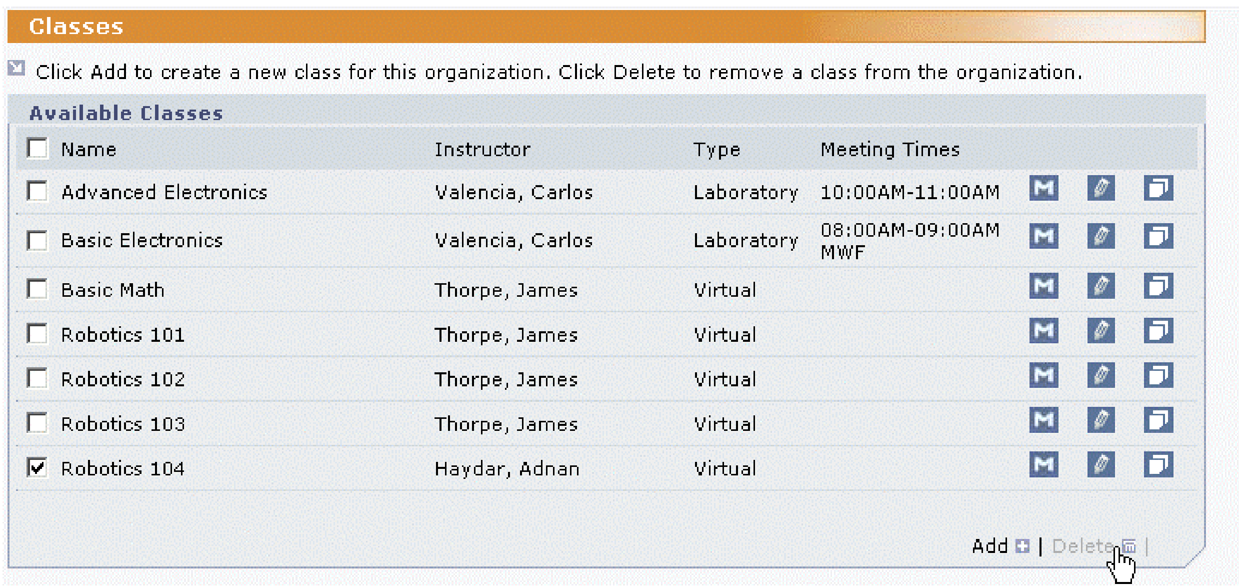
A user with administrative permissions can delete any class that is no longer needed. This procedure should be used sparingly. If a class will be taught by a different instructor next term, the modules, assignments, gradebook and all other associated data may still be useful. If the class is deleted and then re-created, all these settings will have to be done again.

In such a case, you may wish to instead archive your class. LearnMate offers an informal procedure for archiving classes. See **Archiving a Class** on page 244.

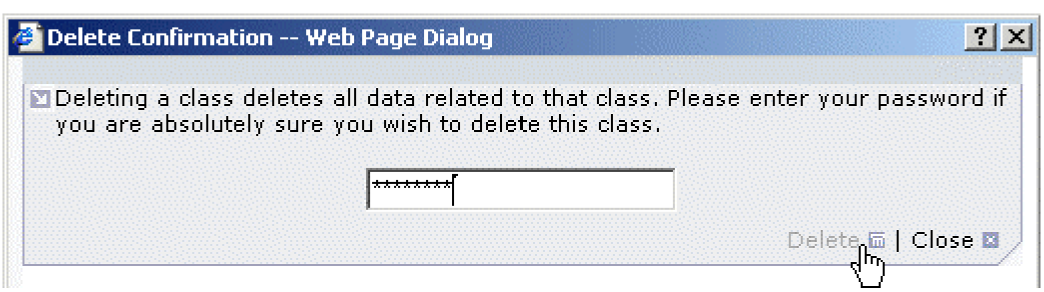
Note: You cannot delete a class that has students enrolled in it. The class instructor must first unenroll all students. See **Unenrolling Students** on page 279. If necessary, you as administrator can temporarily assign yourself to be the class instructor. See **Assigning Instructor** on page 237. It is not necessary to remove modules from the class before deletion, and it is not possible to remove the assigned instructor without putting another one in the position.

To delete a class:

1. Select Administration > Classes. The ***Classes*** page is displayed.
2. On the ***Classes*** page, select the checkbox to the left of the class name, and click the Delete hyperlink at the very bottom of the page.



You will be presented with the ***Delete Confirmation*** warning dialog box that asks for a password.



The password required is your own personal password.

3. Enter your password and click Delete. The class is completely removed from your organization.

Note: Deletion of a class does not affect any classes that were created as copies of that class.

Archiving a Class

While LearnMate does not have an official archiving feature, the following procedure will enable you to archive classes. All data will be retained for later reference, but you will not have to sort through all archived classes in your *My Classes* list each time you log in to the system.

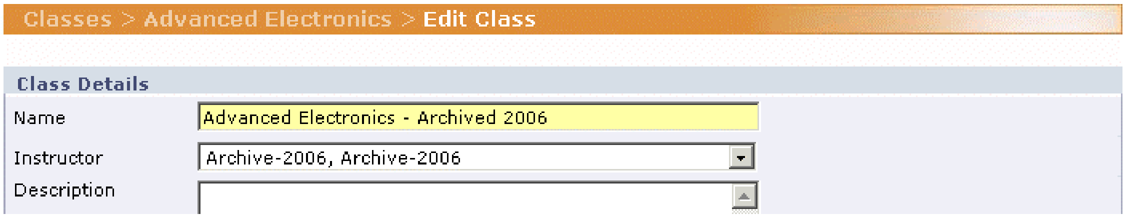
To archive a class:

1. Select Administration > Users. The ***Users*** page opens.
2. Add a new user in the system to be used for the purpose of archiving. Examples could include a username of *Archive-2006* or *Archive-Fall2005*. The user should be assigned to the same organization as the classes you wish to archive. To review how to add new users to the system, see **Creating a New User** on page 226.

3. Now select Administration > Classes. The ***Classes*** page is displayed.
4. On the ***Classes*** page, click on the Edit Class icon for the class you wish to archive.

The ***Edit Class*** page opens.

5. Select the new user you just created from the *Instructor* drop-down list.
6. Optionally, change the name of the class to indicate that it is archived. For example, Robotics Engineering could become Robotics Engineering – Pd.1, 2005, Sem. 1.



7. Click Save once you have completed all required changes.
8. Go to **My Desktop**. Note that the class no longer appears in your *My Classes* list.
9. Logout of the system.
10. Login as the new archive user. Note that the archived class now appears in this user's *My Classes* list.

Notes:

- Any time you wish to access archived classes, you will need to log in to LearnMate with the archive username. You may wish to create a username per period of time you wish to archive (e.g. school year, semester, grading period).
- When using this archiving procedure, note that you will not be able to delete or change the status of users who are enrolled in the archived classes. Users can only be deleted or changed to inactive once they are unenrolled from a class, even if it is an archived class.

Organization Chats and Forums

If your role is set as Administrator, you have unlimited rights to create, edit and delete chats and forums, which are available to your entire organization from the ***My Desktop*** page of every user.

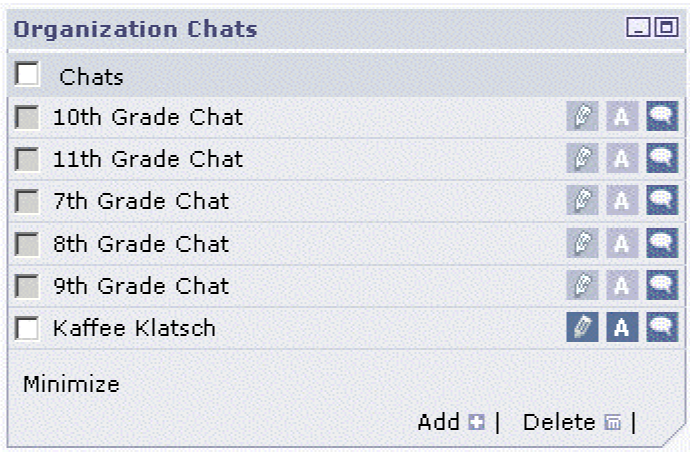
If your role is set as Instructor/Manager, you can create a new organization chat or forum, and you can modify or delete it. However, you can only view chats and forums created by other administrative users.

Organization Chats and Forums can be used by all users in the system, regardless of their assigned role or permissions. They function exactly like the Class Chats and Forums, which are accessible only to the assigned instructor and the enrolled students of a particular class. To learn how to participate in chats and forums, see **Chats** on page 82 and **Forums** on page 91.

Organization Chats and Forums should be set up to cover topics of interest to all students.

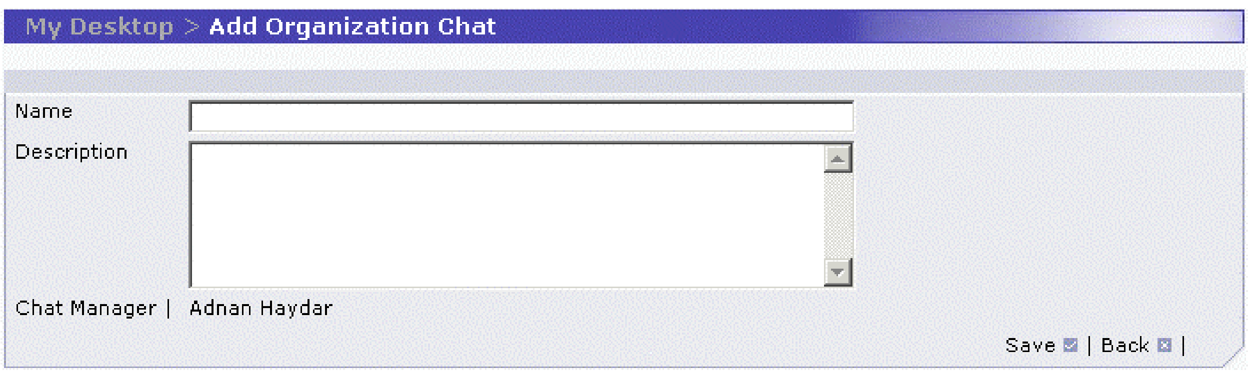
Creating an Organization Chat

An Organization chat may be created by users with either Instructor/Manager or Administrator roles. Instructor/Managers may only edit or delete Organization Chats that they have created themselves, while Administrators may edit or delete any chat. The set of icons next to the names of Organization Chats reflects the difference in roles. If you see that there are no Edit icons and no checkboxes for deletion, you may not have the role required to perform this function. Likewise, if you see that the Edit icons, Archive icons and deletion checkboxes are grayed out (inactive). See **Roles** on page 223.



11. Click on the My Desktop tab of the ***Navigation Menu***.

12. In the *Organization Chats* panel of the ***My Desktop*** page, click on Add. The ***Add Organization Chat*** page is displayed..



13. Fill in the required fields and click Save.

Name

This field is required. The text entered here will appear to all users.

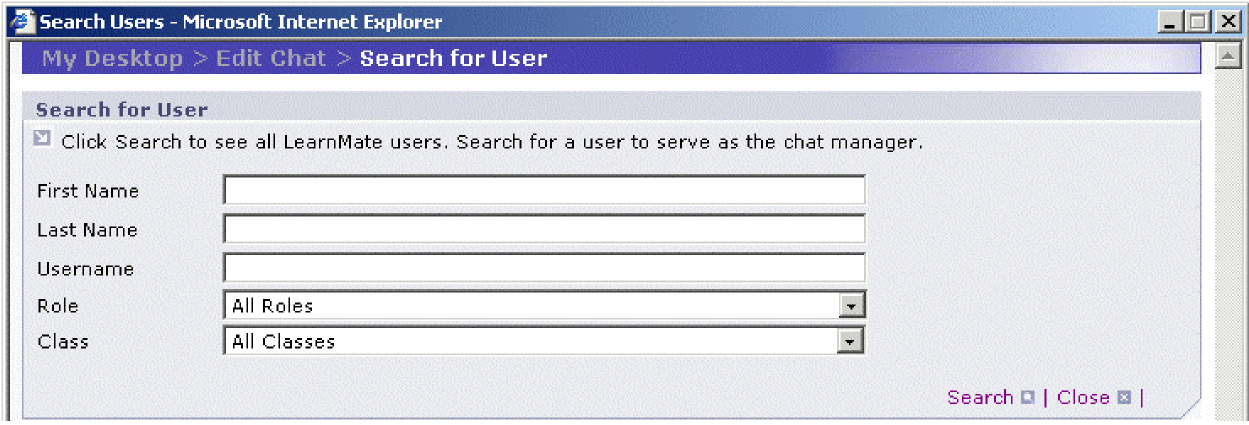
Description

This field is optional. The information entered here is visible only to Administrators, the person who created the chat, and the Chat Manager.

Selection of Chat Manager

The person who created the chat is the default Chat Manager. To appoint a different Chat Manager:

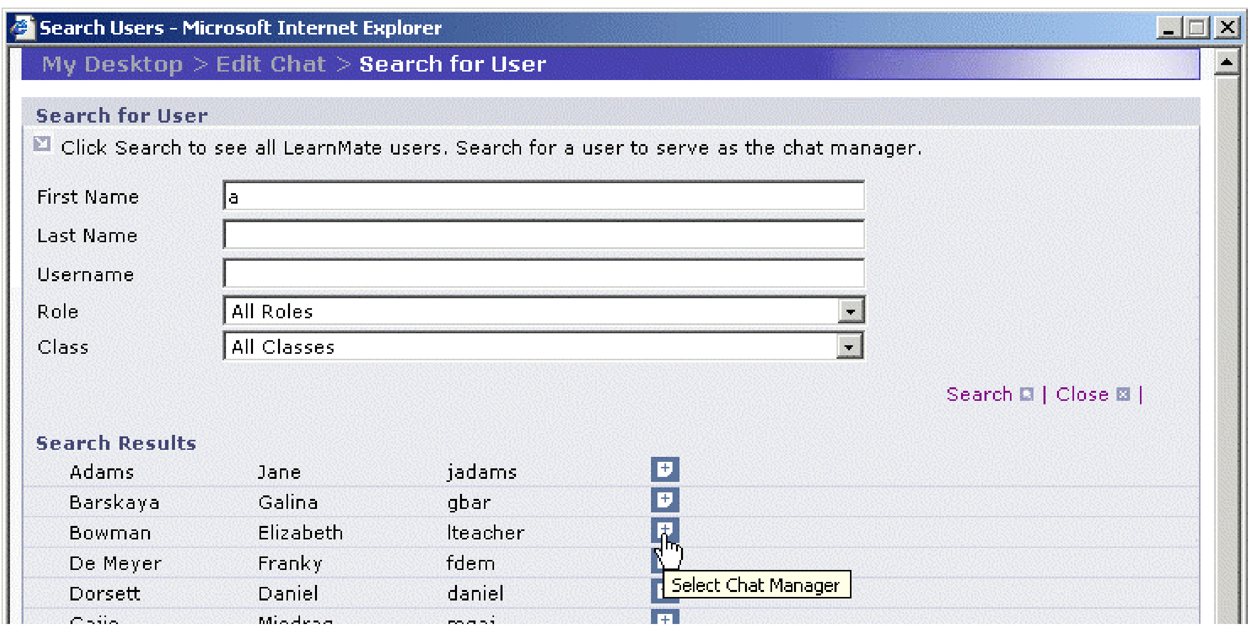
1. Click Chat Manager. This brings up the ***Search for User*** pop-up window.



2. Enter search criteria in one or more of the fields and click Search.

   Note: You must enter at least one search parameter. It is not possible to search for All Users in All Organizations.

   The ***Search for User*** window is refreshed with a new *Search Results* panel at the bottom:



3. Click on the Select Chat Manager icon next to the user you wish to appoint to the role.

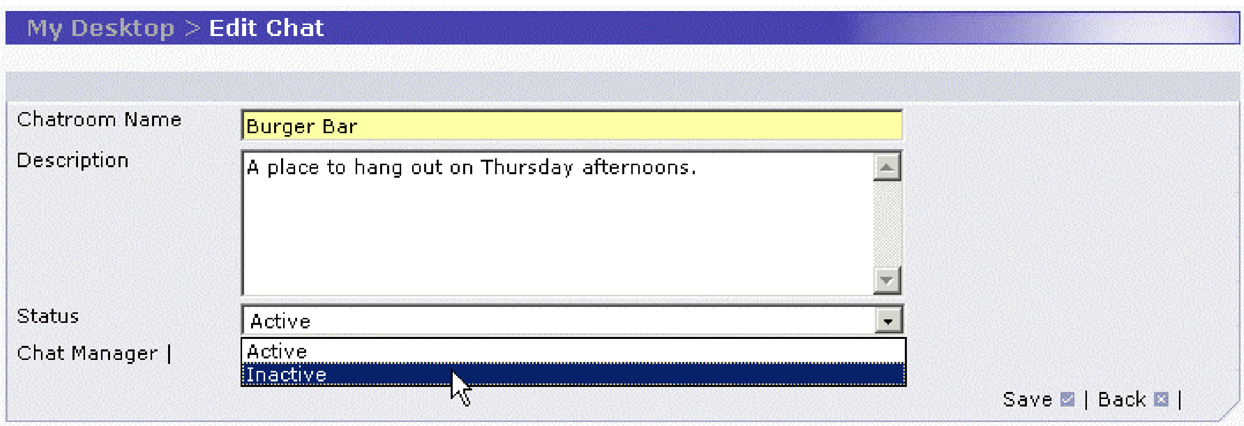
   Note: You may appoint any user in the system as Organization Chat Manager, including a student. To learn more about the rights and responsibilities of a Chat Manager, see **Chat Manager** on page 87. Note that an Instructor/Manager who is appointed as Chat Manager has the additional ability of changing the Chat Manager or deleting the chat entirely.

Deactivating an Organization Chat

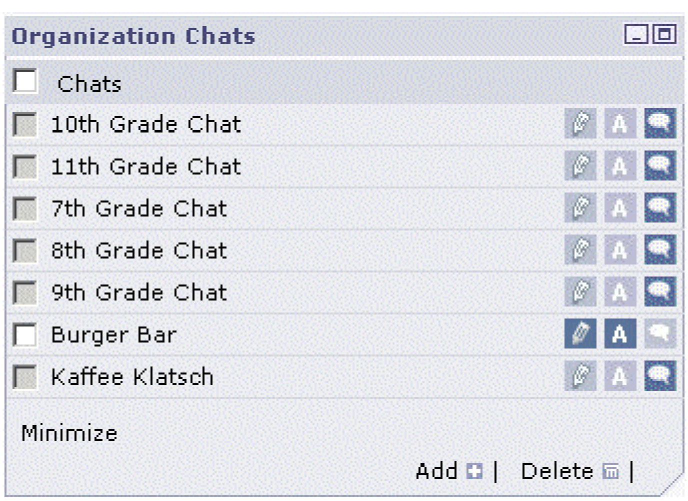
A Chat requires the active involvement of the Chat Manager. When the time allotted for the chat has expired, the Chat Manager must deactivate the chat so that students cannot use it unsupervised.

To deactivate a chat:

1. Click on the My Desktop tab of the ***Navigation Menu***.
2. In the *Organization Chats* panel of the ***My Desktop*** page, click on the Edit Chat icon. The ***Edit Chat*** page is displayed.



3. Select Inactive from the *Status* drop-down list.
4. Click Save. The chat disappears from the ***My Desktop*** page of all students. On the ***My Desktop*** page of Instructor/Managers and Administrators, the *Launch Chat* icon changes from Active to Inactive.



Reactivating an Organization Chat

1. Click on the My Desktop tab of the ***Navigation Menu***.

2. In the *Organization Chats* panel of the ***My Desktop*** page, click on the Edit Chat icon. The ***Edit Chat*** page is displayed.
3. Set the Status to Active and click Save. The Launch Chat icon should now be active for instructors and administrators, and the chat name should appear in the Chats list for students.

Deleting an Organization Chat

You may wish to completely remove a chat from the system. In this case, you can delete the chat. Note that the difference between Deleting and Deactivating a chat is that when you delete a chat, all archives are lost, while when you deactivate a chat, the chat archives are retained and can be accessed at a later date once the chat is reactivated (see Deactivating an Organization Chat on page 248).

1. Click on the My Desktop tab of the ***Navigation Menu***.
2. In the *Organization Chats* panel of the ***My Desktop*** page, select the checkbox next to the chat you wish to delete, and then click on Delete.

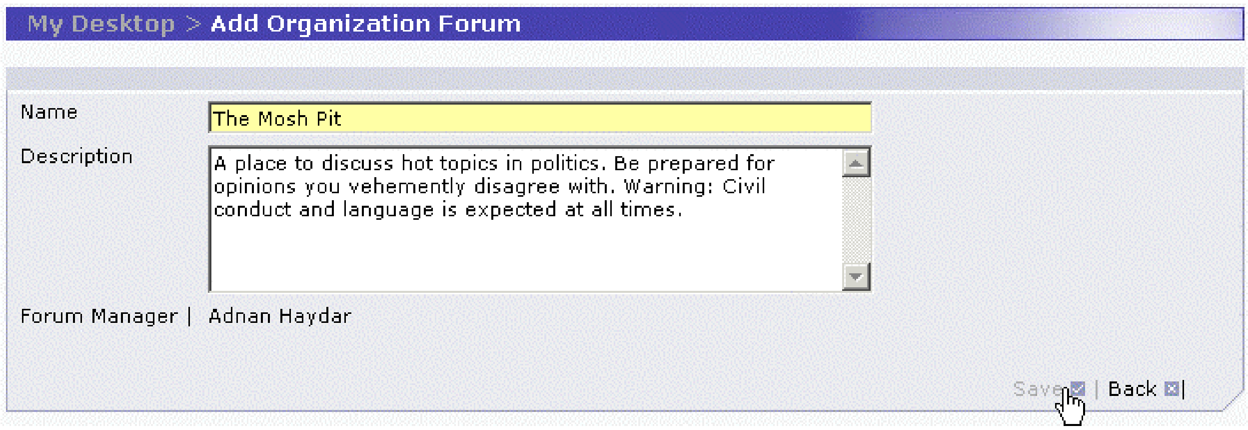
3. Confirm the deletion. The chat is deleted from the list.

Creating an Organization Forum

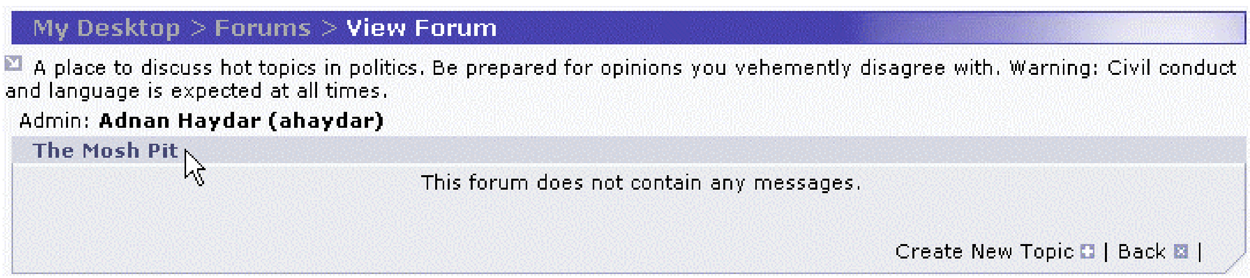
Organization Forums are created in the same fashion as Organization Chats. Whereas class forums are only accessable by members of that class, organization forums are accessable by all an organization's users. Organization forums should therefore be set up to cover topics of interest to all the organization's users.

1. Click on the My Desktop tab of the ***Navigation Menu***.
2. In the *Organization Forums* panel of the ***My Desktop*** page, click on Add. This brings you to the ***Add Organization Forum*** page.

3. Complete all fields.



Note that the text entered in the *Description* field appears to all users at the top of the ***View Forum*** page when the Forum is accessed.



14. Click Save. The chat is added to the list.

Deactivating an Organization Forum

The Forum Manager may deactivate the Forum at any time to prevent access by all users.

To deactivate a Forum:

1. Click on the My Desktop tab of the ***Navigation Menu***.
2. In the *Organization Forums* panel of the ***My Desktop*** page, click on Edit. This brings you to the ***Edit Organization Forum*** page.
3. Select Inactive from the *Status* drop-down list.
4. Click Save. On the ***My Desktop*** page of all users, the *Launch Forum* icon changes from Active to Inactive .

Deleting an Organization Forum

Organization Forums are deleted in the same fashion as Organization Chats.

1. Click on the My Desktop tab of the ***Navigation Menu***.
2. In the *Organization Forums* panel of the ***My Desktop*** page, select the checkbox next to the Forum you wish to delete and then click on Delete.

3. Confirm the deletion. The forum is removed from the list.

Review

In this chapter, we covered the following material:

- Reports
- Organization Management
- User Management
- Replacements
- Class Management
- Organization Chats and Forums

Ask Yourself…

- Can you generate reports?
- Can you create sub-organizations and configure their settings?
- Can you create new users?
- Can you modify user profiles?
- Can you move a user from one organization to another?
- Can you set up a new class?
- Can you copy an existing class?
- Can you set up a chat or forum for your whole organization?

9

Class Management

Review of Previous Chapter

In Chapter 9 we covered the following material:

- Reports
- Organization Management
- User Management
- Replacements
- The Administrative Aspect of Class Management

Introduction

The class instructor is the primary person responsible for setting up the class. The class instructor makes all decisions about content and grading, as well as resources and tools available to students of the class. An Organization Administrator must create the class and assign the instructor, and may set or modify some of the initial settings, but everything else is controlled by the instructor. In many implementations, they may be one and the same.

In this chapter, we will explore the ***Class Main Page*** of the assigned class instructor. We will learn how to add modules, tests, assignments and resources to the class. We will set up class chats and forums. Finally, we will learn how to set up the ***Gradebook***, including all related functions.

Note: For most functions, the class instructor does not need permissions for administration or content editing. For this reason, the ***Administration*** and ***Content*** tabs may not appear on your ***Navigation Menu***. However, if you wish to create your own tests or assignments, you must have Content Administrator permissions. Likewise, if you are teaching two classes which are substantially identical, you must have Organization Administrator permissions to make a copy of the first class, once you have completely set it up.

Objectives

In this chapter, we will explore the following topics:

- Average Class Grade
- Utility Check

- Class Details
- Customize Gradebook
- Schedule
- Modules
- Students
- Class Chats
- Class Forums
- Class Tests
- Assignments
- Class Resources

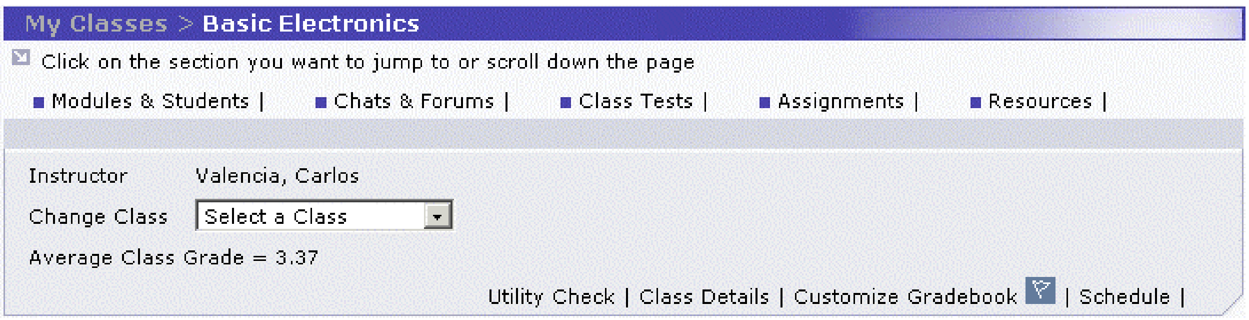
For quick reference, consult or click on the desired item in this chart:

Setting Up the Class – Class Main Page

To set up a class, you must open the ***Class Main Page*** for that class. To open the ***Class Main Page*** for a class:

1. Click the My Desktop tab on the ***Navigation Menu***.
2. Find the name of your class in the *My Classes* panel at the top of the page.
3. Click on the name of your class. This will bring you to the ***Class Main Page***. If your class is not listed in the *My Classes* panel of ***My Desktop***, contact an administrator.

Header Panel



The header panel is the unnamed panel at the top of the ***Class Main Page***. At the top is your own name as instructor, and a convenient drop-down box that allows you to switch from one class to another without having to go back to the ***My Desktop*** page. It also contains the following items:

- Average Class Grade
- Utility Check
- Class Details
- Customize Gradebook
- Schedule

<u>Average Class Grade</u>

LearnMate includes two different grade formats – Grade-to-Date and Overall Grade.

- **Grade-to-Date** is based on the weighted grading activities currently taken by the student, without factoring in the grading activities that have not yet been taken. To simplify this concept, the grade-to-date is the grade the student would get if the instructor suddenly decided to end the class and base the grades only on activities completed so far. For example, if a student has two grades – an 80% for a grading activity weighted at 25% and a 100% for a second graded activity weighted at 25% - the student's grade-to-date is 90%, calculated as: ((80* .25)+(100* .25))* (100/(25+25)).
- **Overall Grade** takes into consideration the grades that have not yet been completed from the student. To simplify this concept, the overall grade is the grade the student would get if he/she received a 0% on all remaining graded activities. In the same example above, the overall grade for the student would be 45%, calculated as (80*.25)+(100*.25).

At the top of the ***Main Class Page***, the Average Class Grade for the class is displayed. This displays the average grade in Overall grade format. Therefore, until all grading activities for the class are completed, this number may seem low as it is factoring in zeroes for all grading activities not yet completed. This number will increase throughout the course.

Note: This number does not update automatically. You must click on Update Grades in the *Students* panel to update the Average Class Grade. See **Updating All Students' Grades** on page 281.

Utility Check

This convenient hyperlink allows you to easily check whether your computer has all the required components for LearnMate to function correctly. You will probably use this most often when logging into the system from someone else's computer, as the computers in your LearnMate laboratory are probably pre-loaded with the required software.

See **LearnMate Utility Check** on page 6.

Class Details (Instructor)

The Class Details may be edited by the class instructor and also by any Organization Administrator. See **Class Details (Administrator)** on page 238.

Customize Gradebook

LearnMate offers a fully customizable gradebook. The LearnMate gradebook contains references to all activities in the class that contribute to the student's final grade, including:

- Module Tests
- Class Tests
- Assignments
- Other Graded Activities (e.g., participation, homework, presentations, attendance, worksheets, research projects)

You have complete control over the grade weights in your class. From the ***Customize Gradebook*** page, you can weight any of the above items based on the level of difficulty or importance they have to the class.

If you see a *Flag* icon here, it is a notification to you that the sum of all grading activities is less than 100%, which means that all grades reported throughout the system will be incorrect. The Tooltip text on this icon reads: Weights for class grading activities do not equal 100%. When you see it, you must click Customized Gradebook and adjust the values in your ***Gradebook***.

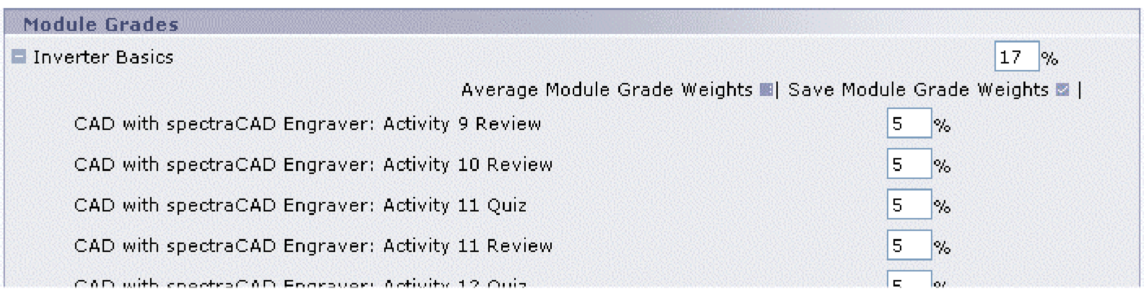
By default, when you initially add modules to a class, they are each given equal weightings, totaling 100%. If you subsequently remove modules from a class, the weightings of the remaining modules will be adjusted automatically. Note however that this is only remains true if you do not manually adjust the weightings in the gradebook. Once you have manually adjusted the weightings, the gradebook will not be automatically adjusted again – instead you will be warned that the totals do not equal 100% and will be asked to adjust the gradebook accordingly. This is because LearnMate cannot assume how you wish to weight new grading activities and adjust existing activities once you have made changes.

To customize the ***Gradebook***:

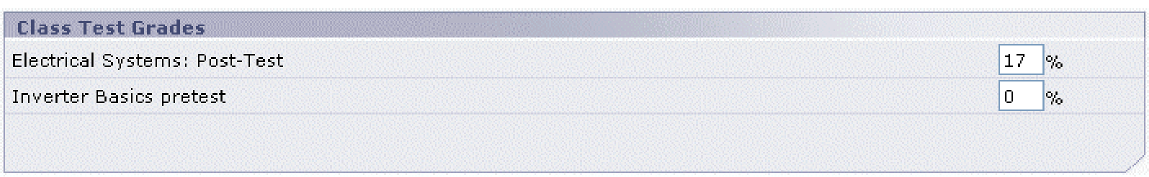
1. Click Customize Gradebook in the header panel of the ***Class Main Page***

The ***Customize Gradebook*** page is displayed. This page consists of multiple panels:

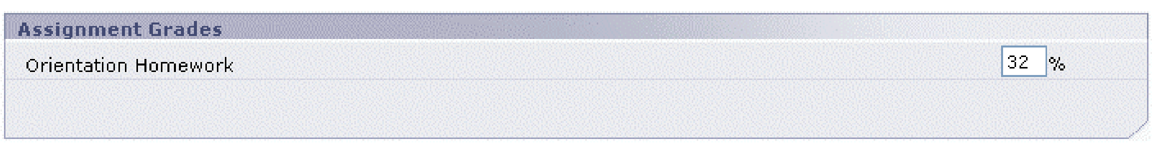
- **Module Grades:** Lists each module in the class, with all the tests contained in that module (e.g., reviews, pre-test, post-test).



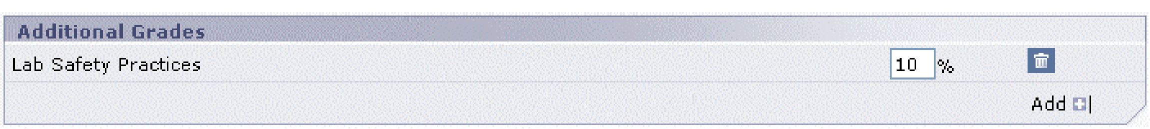
- **Class Test Grades:** Lists all class tests that have been defined for the class. See **Class Tests** on page 288.



- **Assignment Grades:** Lists all assignments that have been defined for the class. See **Assignments** on page 297.



- **Additional Grades:** Additional grades are defined in the *Additional Grades* panel. See **Defining Additional Grades** on page 260.



Note: You must always ensure that the Top Level Grades always total 100%, and that the lower-level grades in each module also always total 100%.

Defining Module Grades

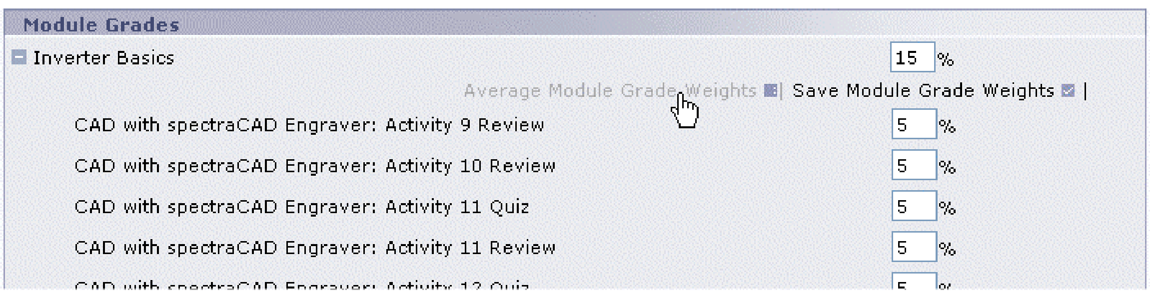
When a module is added to the class according to the procedure outlined in **Adding Modules to Class** on page 270, the corresponding Module Grades become part of the ***Gradebook***. To customize the Module Grade weights, you must first attend to the tests that comprise the final module grade. The weights of all lower-level grades in the module must always total 100%. You will define the weight for the complete module later.

As previously stated, if you have not made changes to the gradebook page and previously clicked Save, the module grades will default to 100 divided by the number of graded activities in the module. If, however, you have already clicked Save on this page, the module grades will be 0 by default.

To define weights for the tests that comprise a module:

1. Open the tree for a module, if it is not already open.
2. Enter a weight for each test in the list, making sure that they all add up to 100%. Weights must always be entered as whole numbers. Fractions and decimals are not valid.

   Alternatively, click Average Module Grade Weights immediately below the name of the module to have the computer average the weights.

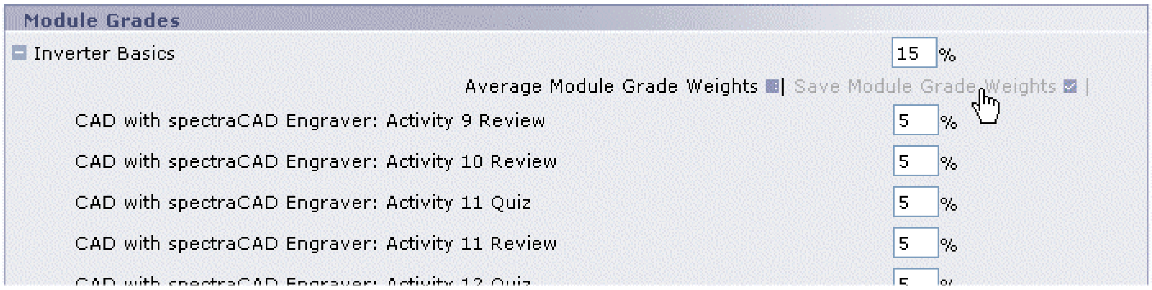


   Notes:

   - While many instructors may wish to see the students' results for the various reviews (quizzes) at the end of each activity in a LearnMate module, they may also wish to exclude these grades from the students' final grade. To prevent the review grades from being factored into the final grade for a module, leave their weight at the default 0%. If you choose this strategy, be sure to explain to students that they may see their test grades in their ***My Grades*** page, but that there will be no visible change to their cumulative grade.
   - If you have enabled a pre-test for the module (see **Enabling Pre-Test** on page 271), the pre-test is not included in the ***Customize Gradebook*** page as pre-tests are always weighted at 0%. The pre-test will, however, appear in the student gradebook – both in the instructor and student view.
   - The tests appear in the order in which they are given within the module. As such, the post-test is typically listed last.

   Note:

3. Click Save Module Grade Weights below the module name.



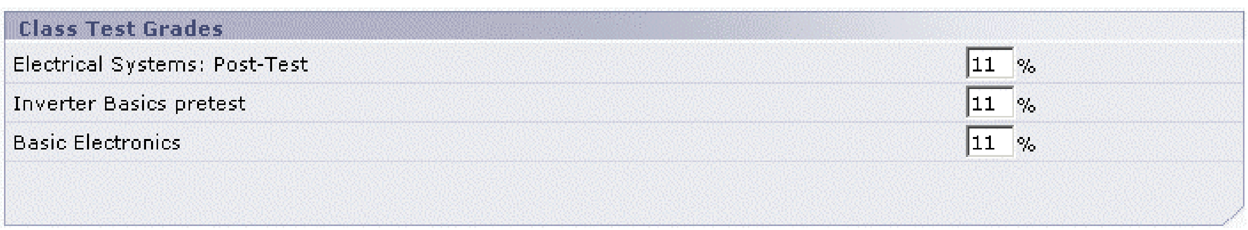
4. Repeat steps 2 and 3 for all remaining modules. Later you will assign weights for each module in the gradebook.

Tip: It is easier to concentrate on a particular module when you close the trees of all other modules in the gradebook.

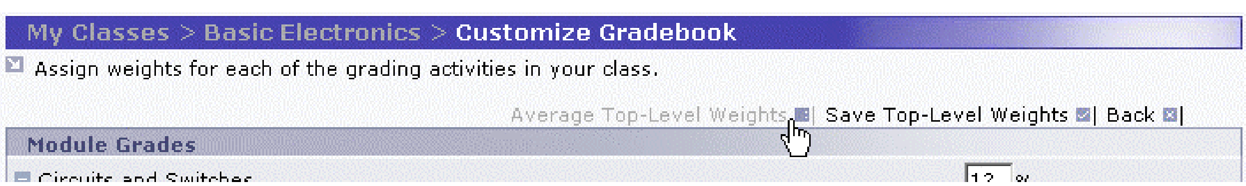
Defining Class Test Grades

When the instructor manually adds Class Tests to the class according to the procedure outlined in **Class Tests** on page 288, the corresponding Class Test grades become part of ***Gradebook***. Like with Module Grades, if the gradebook has already been modified from the default, the weights of a new class test are not automatically updated and are given the default value of zero.

1. Define the weights of each Class Test by filling in the weights manually.



2. Each individual Class Test is considered a Top Level Grade and alternatively can be changed by clicking the Average Top-Level Grades hyperlink at the top of this page. This hyperlink will average each of the top line items in the gradebook (e.g. module grade – not the grading activities within the module, class tests, assignments, other grades).



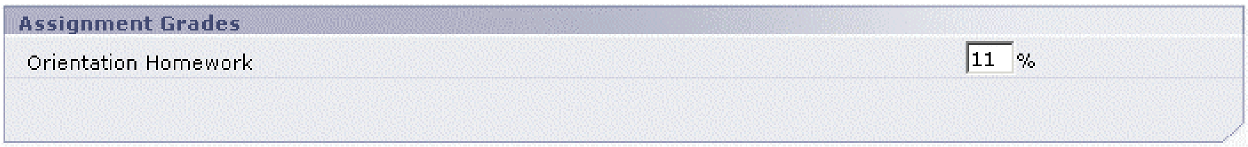
Tip: Click Save often as you systematically weight the various components of the gradebook. Customizing the gradebook can be time consuming and you do not want to risk losing this valuable work.

Defining Assignment Grades

When the instructor manually adds Assignments to the class according to the procedure outlined in **Assignments** on page 297, the corresponding Assignment grades become part of

Gradebook. If the gradebook has already been modified from the default, the weights of new assignments are not automatically updated and are given the default value of zero.

1. Define the weights of each Assignment by filling in the weights manually.



2. Each individual Assignment is considered a Top Level Grade and alternatively can be changed by clicking the Average Top-Level Grades.

Defining Additional Grades

Additional Grades are grades for activities that are factored into the student's final grade, but that are not automatically graded by the LearnMate system. The grades for these items may be calculated mathematically in an external spreadsheet or may be the teacher's subjective assessment. They must be manually entered into LearnMate, as opposed to modules or tests, where LearnMate automatically grades each of the grading activities.

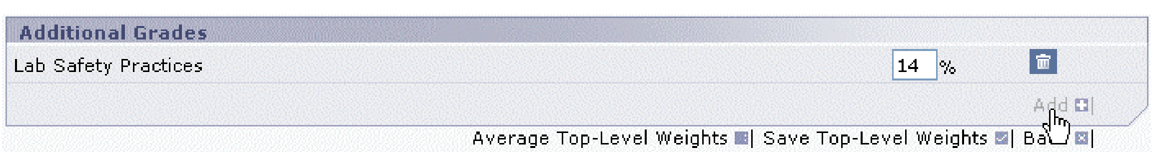
Examples of Additional Grades could include (but are not limited to):

- Attendance (Tardies)
- Teamwork
- Attitude
- Citizenship
- Lab Safety
- Participation
- Presentations
- Research Projects

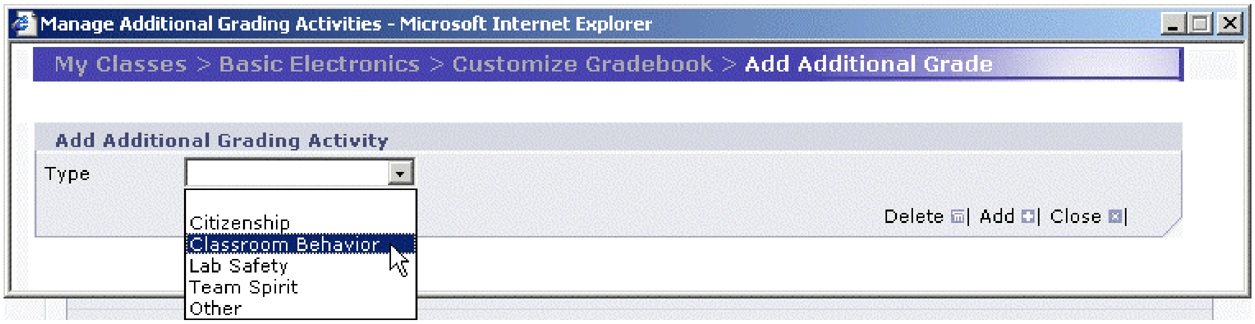
These grades are defined in the *Additional Grades* panel of the ***Gradebook***. Once an Additional Grade has been defined in the system, it is available to all instructors in the organization.

To add an additional grade:

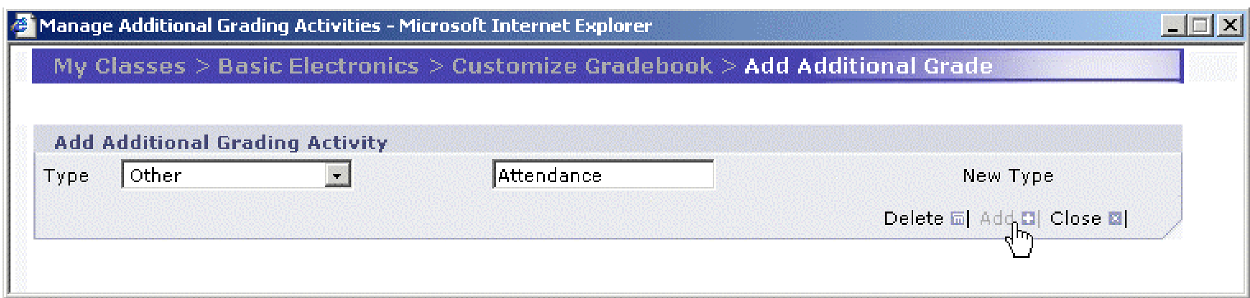
1. Click Add in the *Additional Grades* panel.



The ***Add Additional Grade*** pop-up window is displayed.



2. If the grading activity you want is listed in the *Type* drop-down menu, select it and click Add.
3. If not, select Other. If you select Other, the *New Type* field is displayed. Enter in the name of the new activity in the *New Type* field and click Add.



If you have previously changed the weights in the gradebook from the default (clicked Save in this page), a warning dialog box is displayed.

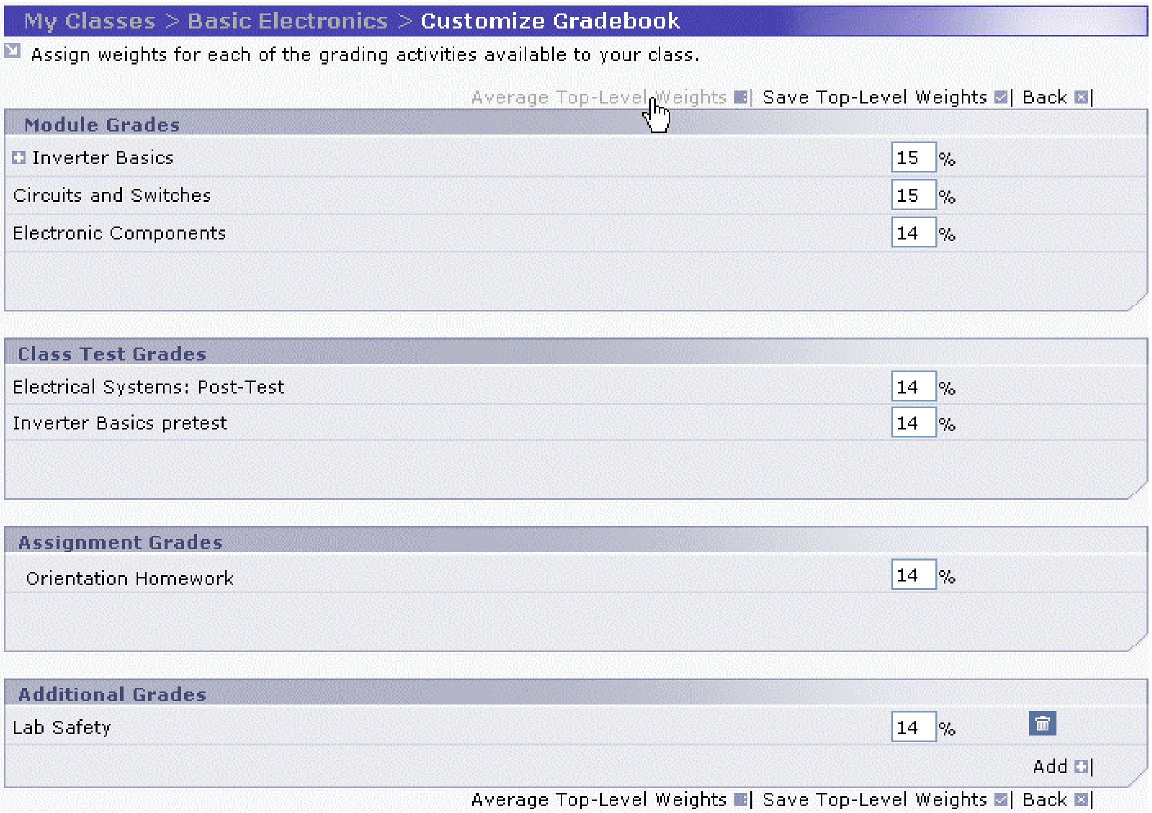
3. Click OK. The pop-up window is refreshed. Repeat steps 1 through 3 as many times as needed, then click Close. The Customize Gradebook page is redisplayed, with the new grading activities listed in the *Additional Grades* panel.
4. Manually enter the values in the fields next to the name of each item in this panel. Each of these grades is considered a Top-Level grade and is affected when you click Average Top-Level Grades.

Adjusting Top-Level Grades

Each line item in the gradebook (e.g., module, class test, assignment, additional grade) is considered a “top-level grade” in LearnMate. In the case of modules, the combined values of all the tests in a module constitute a single Top-Level grade.

Tip: Before assigning weights to Top-Level grades it may help to collapse the modules by clicking the *Collapse* icon next to each module name.

1. If you want LearnMate to assign average values to all of the Top-Level grades, now is the time to click the Average Top-Level Grades hyperlink at the top of the page.



2. When you are satisfied with the values of your Top-Level grades and you are sure that these values total 100%, click Save Top-Level Grades at the top of the page.

Your ***Gradebook*** is now complete.

3. Click Back to return to the ***Class Main Page***.

You may return to the ***Gradebook*** at any time. Reweighting the grades is done according to the same procedure.

Rotational Schedules

A class may be designed to use two or more different kinds of equipment, each with its own instructional module. In this case, it is useful to split the students up into rotational groups so that the equipment is used to maximum efficiency. LearnMate can generate the rotational schedules automatically. The resulting schedule can be displayed sorted by module or by student.

This feature is applicable only to Laboratory classes. It is not available to Virtual classes because in a Virtual class, there is no physical equipment to be shared among different modules. Accordingly, the hyperlink does not appear for Virtual classes at all. See **Type** on page 238.

Whether to use rotational schedule is optional. It is possible to run your laboratory without any rotational schedule at all – the choice is yours. Even if you use the system to generate a rotational schedule, you do not have to use it.

Note: The number of rotations must be equal to the number of modules in the class. Make the required setting in the ***Class Details*** page. See **Class Details (Instructor)** at page 256. It is not possible to generate a rotational schedule before modules have been assigned to the class. See **Adding Modules to Class** on page 269. It is likewise impossible to generate a rotational schedule before students have been assigned to the class. See **Enrolling Students** on page 277.

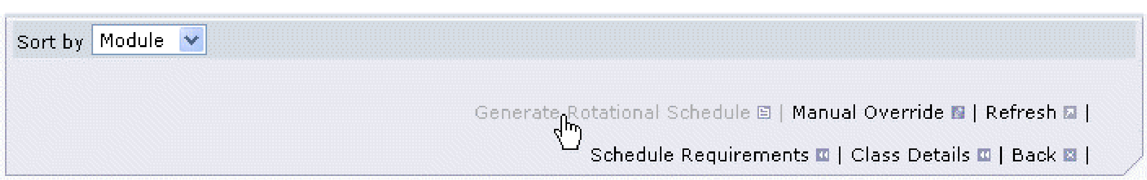
Generating a Rotational Schedule

To automatically generate a rotational schedule:

1. Click Schedule at the bottom of the header panel of the ***Class Main Page***.

The ***Schedule*** page is shown. If a schedule has already been generated, it is displayed here. This is the same hyperlink that appears on the student's ***Class Main Page***. See **Viewing a Schedule (Laboratory Classes Only)** at page 69.

2. Click Generate Rotational Schedule.



The automatically generated schedule is shown, sorted by module.

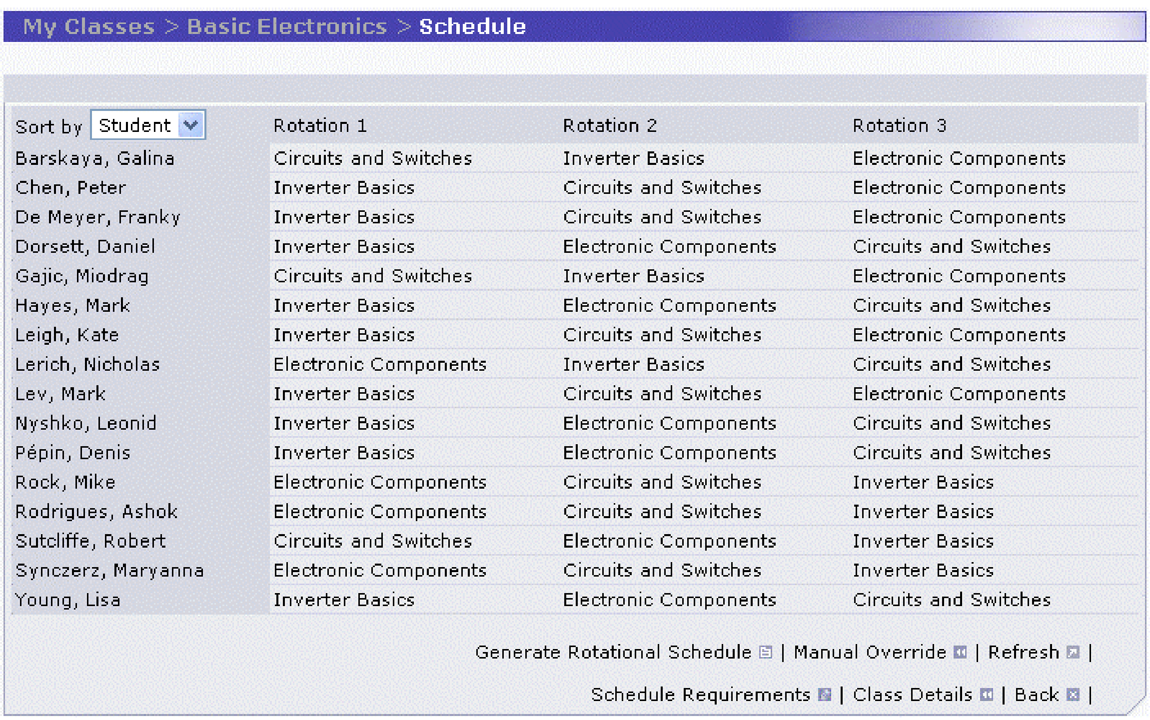
My Classes > Basic Electronics > Schedule

Sort by Module	Rotation 1	Rotation 2	Rotation 3
Circuits and Switches	Barskaya, Galina Gajic, Miodrag Sutcliffe, Robert	Chen, Peter De Meyer, Franky Leigh, Kate Lev, Mark Rock, Mike Rodrigues, Ashok Synczerz, Maryanna	Dorsett, Daniel Hayes, Mark Lerich, Nicholas Nyshko, Leonid Pépin, Denis Young, Lisa
Electronic Components	Lerich, Nicholas Rock, Mike Rodrigues, Ashok Synczerz, Maryanna	Dorsett, Daniel Hayes, Mark Nyshko, Leonid Pépin, Denis Sutcliffe, Robert Young, Lisa	Barskaya, Galina Chen, Peter De Meyer, Franky Gajic, Miodrag Leigh, Kate Lev, Mark
Inverter Basics	Chen, Peter De Meyer, Franky Dorsett, Daniel Hayes, Mark Leigh, Kate Lev, Mark Nyshko, Leonid Pépin, Denis Young, Lisa	Barskaya, Galina Gajic, Miodrag Lerich, Nicholas	Rock, Mike Rodrigues, Ashok Sutcliffe, Robert Synczerz, Maryanna

Generate Rotational Schedule | Manual Override | Refresh |

Schedule Requirements | Class Details | Back |

3. To sort the rotational schedule by student, select Student from the *Sort by* drop-down list. The rotational schedule is displayed, now sorted by student.



My Classes > Basic Electronics > Schedule

Sort by Student	Rotation 1	Rotation 2	Rotation 3
Barskaya, Galina	Circuits and Switches	Inverter Basics	Electronic Components
Chen, Peter	Inverter Basics	Circuits and Switches	Electronic Components
De Meyer, Franky	Inverter Basics	Circuits and Switches	Electronic Components
Dorsett, Daniel	Inverter Basics	Electronic Components	Circuits and Switches
Gajic, Miodrag	Circuits and Switches	Inverter Basics	Electronic Components
Hayes, Mark	Inverter Basics	Electronic Components	Circuits and Switches
Leigh, Kate	Inverter Basics	Circuits and Switches	Electronic Components
Lerich, Nicholas	Electronic Components	Inverter Basics	Circuits and Switches
Lev, Mark	Inverter Basics	Circuits and Switches	Electronic Components
Nyshko, Leonid	Inverter Basics	Electronic Components	Circuits and Switches
Pépin, Denis	Inverter Basics	Electronic Components	Circuits and Switches
Rock, Mike	Electronic Components	Circuits and Switches	Inverter Basics
Rodrigues, Ashok	Electronic Components	Circuits and Switches	Inverter Basics
Sutcliffe, Robert	Circuits and Switches	Electronic Components	Inverter Basics
Synczerz, Maryanna	Electronic Components	Circuits and Switches	Inverter Basics
Young, Lisa	Inverter Basics	Electronic Components	Circuits and Switches

Generate Rotational Schedule | Manual Override | Refresh |

Schedule Requirements | Class Details | Back |

4. Click Back to return to the ***Class Main Page***.

Note: It is not possible to erase a rotational schedule once it has been generated. It is possible though to generate a new schedule to replace the existing one.

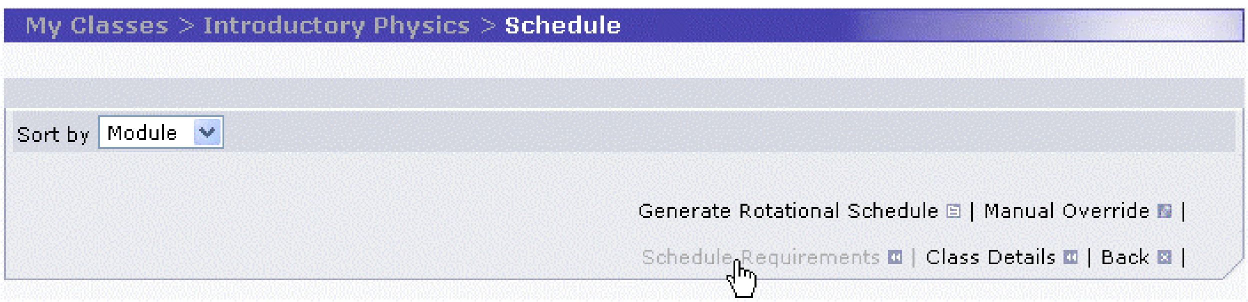
Restricting Students in Rotational Assignments

You can flag certain students to prevent them from being assigned to the same rotational group. Perhaps two students do not get along, or the computer has broken up study groups that you have carefully put together.

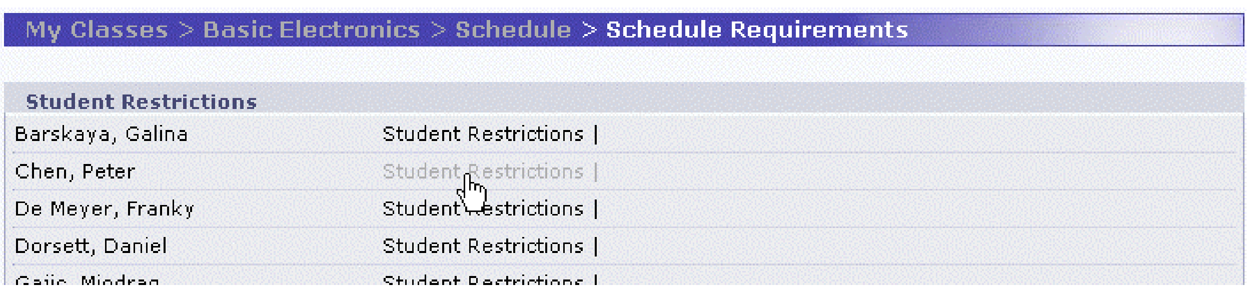
Tip: You can use this feature to preserve your study groups. Go through each of the students in Group 1, one at a time. Restrict each of these students from working with all students outside of Group 1. Repeat the procedure for each successive group until you achieve the result you want.

To restrict student rotational assignments:

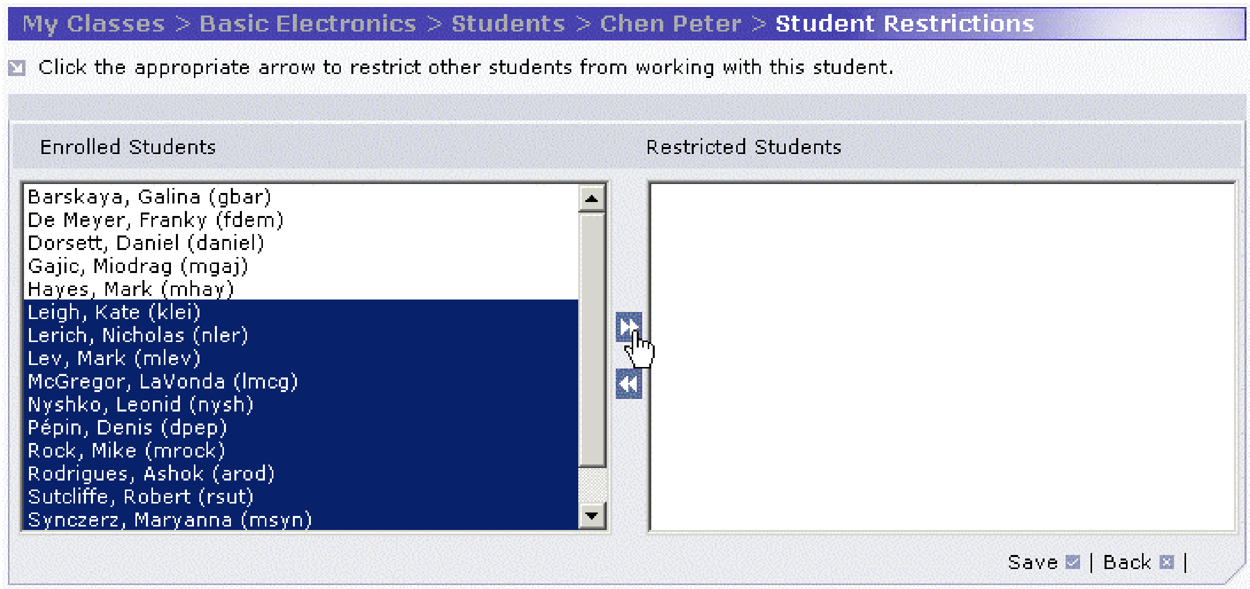
1. Click Schedule Requirements at the bottom of the ***Schedule*** page.



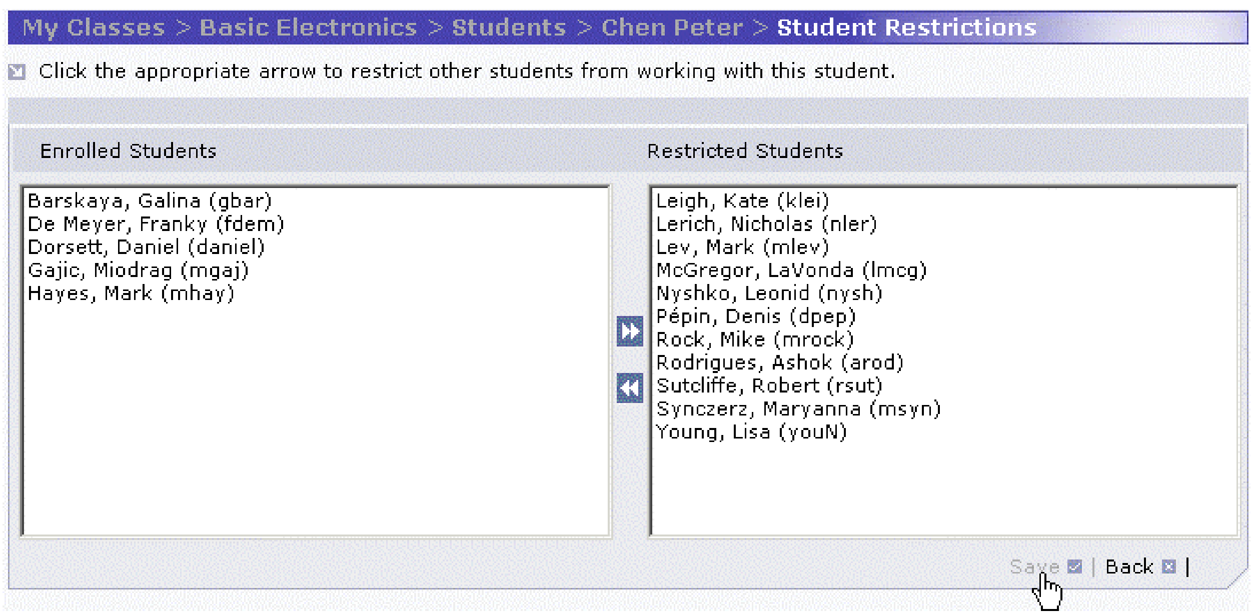
2. The ***Schedule Requirements*** page is displayed, listing all the students in the class. Click Student Restrictions next to the name of the student you are concerned with.



3. The ***Student Restrictions*** page is displayed. **Note:** The name of the student you are working on appears in the Path Bar and does not appear in the list of names in the *Enrolled Students* panel.



4. Select all students who you do not wish to work with the selected student. To select multiple students, hold Ctrl while you click. When all affected students have been selected, click the Add Students icon to move them from the *Enrolled Students* panel to the *Restricted Students* panel.



5. Click Save. You are returned to the ***Schedule Requirements*** page.

6. Repeat steps 2 through 5 as many times as necessary. **Note:** After you have restricted Student A from working with Student B, the change is reflected on the ***Student Restrictions*** page of both students. If you are trying to enforce study groups, this will save you a lot of time.

   Note: You can change these restrictions at any time using the same procedure. Remove students from the restricted list by clicking on their names in the *Restricted Students* panel and then clicking on the Remove Student icon.

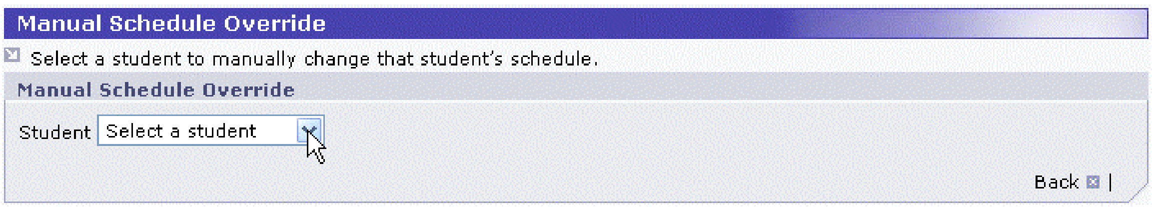
Manually Adjusting an Automatically Generated Rotational Schedule

You may find that the automatically generated schedule is unsuitable, even after taking your restrictions into account. You can override any part of the assignments, even putting two students in the same group after you have restricted them from working together.

To manually adjust an automatically generated schedule:

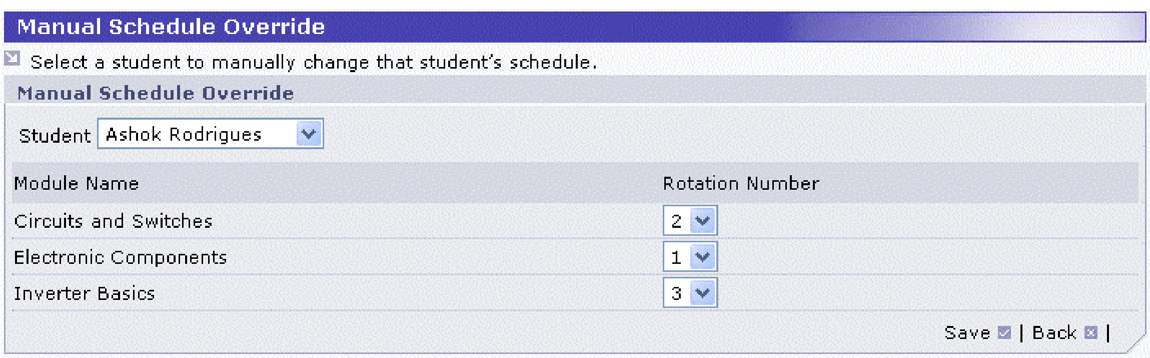
1. Click Manual Override.

The ***Manual Schedule Override*** page is displayed.

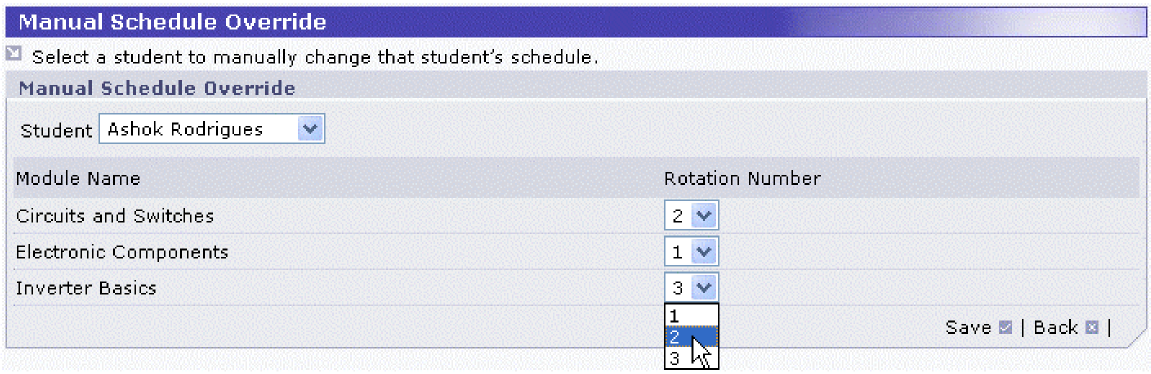


2. Select the student whose schedule you would like to adjust from the *Student* drop-down list.

A list of all the class modules is shown, as well as the rotation number for each module.



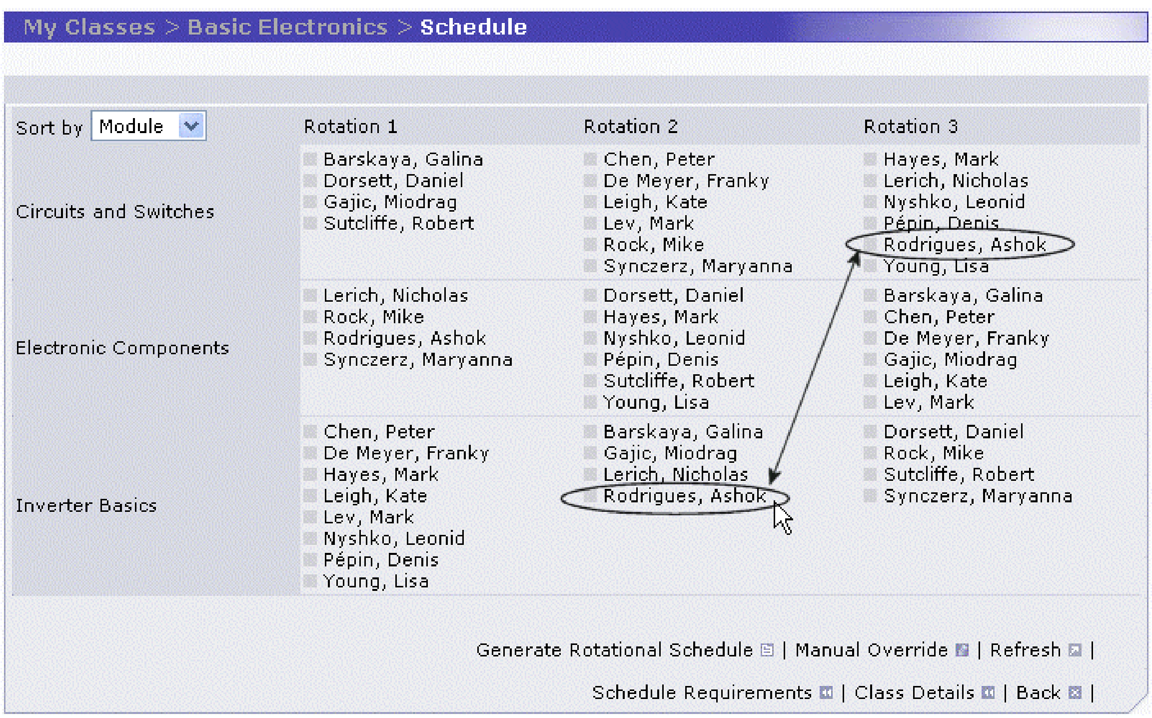
3. Select the desired rotation numbers for each module from the *Rotation Number* drop-down lists. Make sure that each module is assigned a unique rotation number.



4. Click Save. The ***Manual Override*** page is redisplayed. Other students are moved around to balance the modules.

   Note: If one module is a pre-requisite for another module, the schedule will be adjusted so that students will be forced to complete the first module before the second. (See Adding a Module 310 to learn how prerequisites are defined.) In order to change module pre-requisites, you must have Content Administrator permissions. If you do not have these permissions, you will not see a ***Content*** tab on your ***Navigation Menu***. Contact your Organization Administrator. See **Permissions** on page 225.

5. Click Back to return to the ***Schedule*** page. The schedule now reflects the manual change you made.



7. Repeat steps 1 through 6 for as many students as necessary.

8. Click Back to return to the ***Class Main Page***.

Printing Rotational Schedules

Rotational schedules must be printed using Windows Print interface. Open the rotational schedule of interest. Right-click anywhere in the browser window and select Print from the pop-up window, or select File > Print.

Modules (Instructor)

Modules are the basic unit of content in the LearnMate system. As class instructor, you must add modules to your class so that the subject matter materials may be delivered to your students.

If you do not have Content Administrator permissions, you may not edit or create modules for inclusion in your own class, but you can include any modules which are available to your organization. If you do not have Content Administrator permissions, you do not have a ***Content*** tab on your ***Navigation Menu***. If you need to edit or create modules but do not see this tab, contact your Organization Administrator. See **Permissions** on page 225.

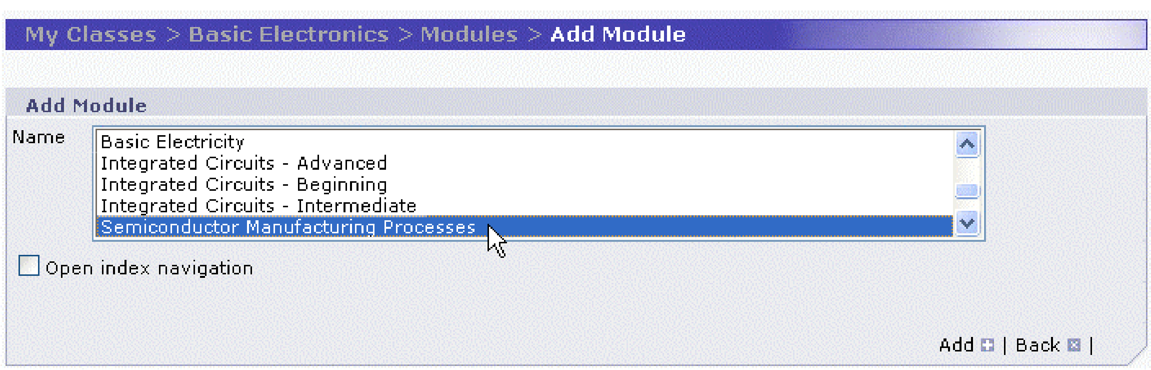
The creation and editing of modules and tests that are included in modules is discussed in detail in the chapters Content Management on page 307 and Test Authoring on page 422

Note: Once you have added modules to your class, you must define how module tests are used in the class (see **Defining Module Delivery Options** on page 270), adjust the gradebook (see **Defining Module Grades** on page 258), and, in Laboratory classes, adjust the rotational schedule (see **Rotational Schedules** on page 262).

Adding Modules to Class

To add a module to a class:

1. Click Add in the *Modules* panel of the ***Class Main Page***. The ***Add Module*** page is displayed.



Select Modules for Addition

2. Select the modules to be studied in this class from the large scrollable list in the *Add Module* panel. To select multiple modules, hold the Ctrl key when you click.

   Note: It is more time-efficient to add multiple modules to the class at the same time. Addition of modules affects the ***Gradebook***, and in Laboratory classes, it also affects the rotational schedule. See **Defining Module Grades** on page 258 and **Rotational Schedules** on page 262.

Specify Open Index Navigation

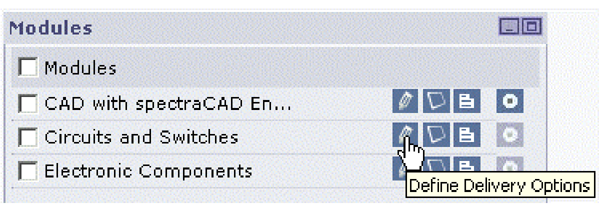
3. If this checkbox is selected, the student will be able to view the entire module index (table of contents), and will be able to jump to any content within the module at any time. If it is not selected, the student will be forced to advance through the module serially, and will only be able to jump backwards to sections they are have already visited.
4. Click Add. The modules are added to the *Modules* panel of the ***Class Main Page***.

   Note: The addition of modules to the class causes changes in the ***Gradebook***. See **Defining Module Grades** on page 258. You must also define how the modules are to be used in class. See the next section.

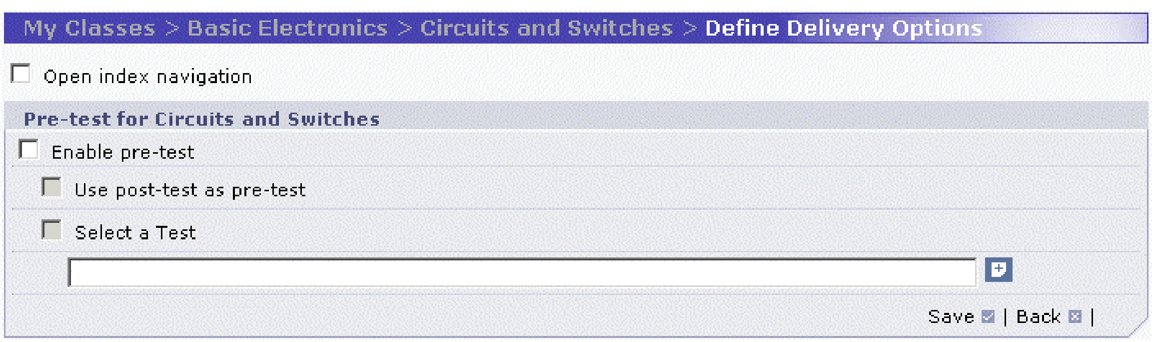
Defining Module Delivery Options

While the index of a module and its contents are the same for all classes, you can specify several ways in which the module is used in your particular class:

1. In the *Modules* panel of the ***Class Main Page***, click the Define Delivery Options icon next to the module whose usage you wish to define.



The ***Define Delivery Options*** page is displayed.

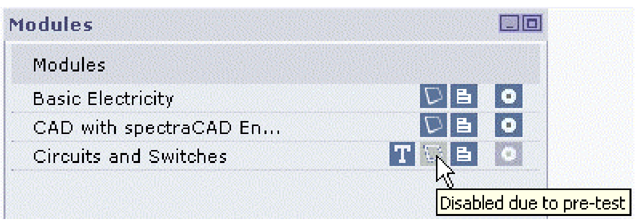


The first item under the path bar is the *Open Index Navigation* checkbox. Here, you may review and change the setting that was specified when the module was added to the class. See **Specify Open Index Navigation** on page 270.

Enabling Pre-Test

2. If you want the students to take a pre-test before launching the module, check the Enable Pre-Test checkbox. A new *Pre-Test* icon appears next to the name of the module in the *Modules* panel for both student and instructor.

In the *Modules* panel of the students' ***Class Main Page*** the *Launch* icon appears disabled . After the student completes the test, the *Pre-Test* icon vanishes and the *Launch* icon becomes active. The *Pre-Test* icon remains on the instructor's *Modules* panel.



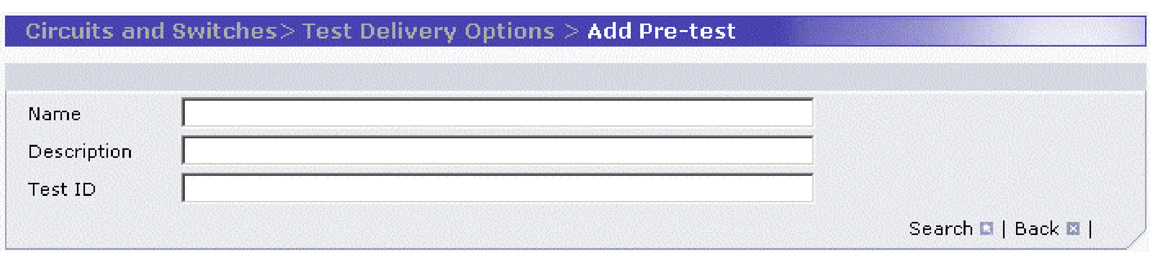
The default pre-test is the post-test that has been created for the module, but you can specify any other test in the system. (See Adding/Creating a Post-test on page 314.)

Tip: Using the post-test as a pre-test enables you to create a question-by-question report showing the students' improvement over the course of the module. See **Academic Progress Report** on page 186.

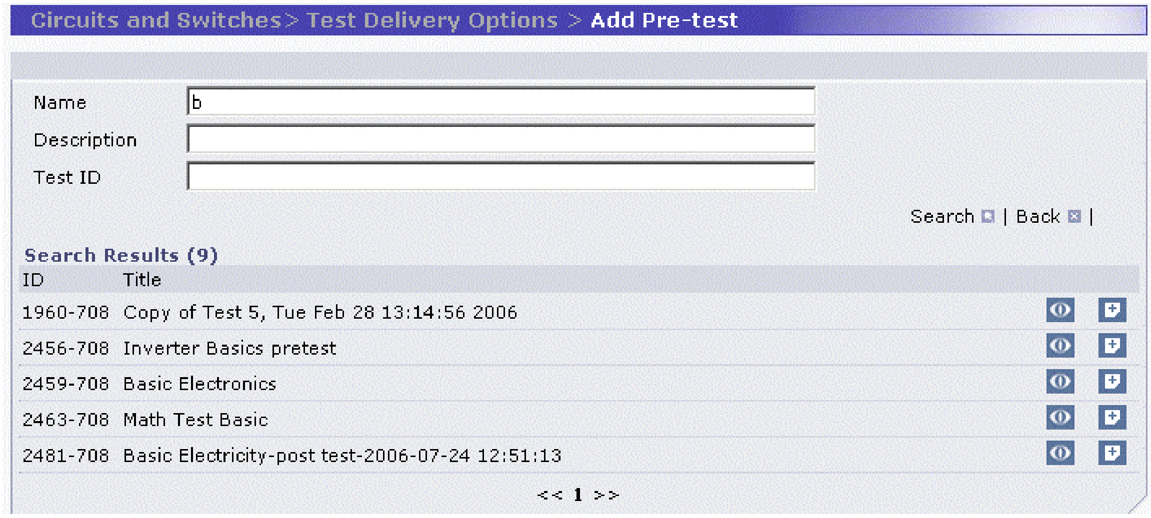
Selecting Pre-Test

To select a test to use as the pre-test:

3. Click on the Add icon to the right of the blank field. This takes you to the ***Add Pre-Test*** page.



4. Enter at least one search parameter and click Search. This causes the page to refresh, with a new *Search Results* panel at the bottom.

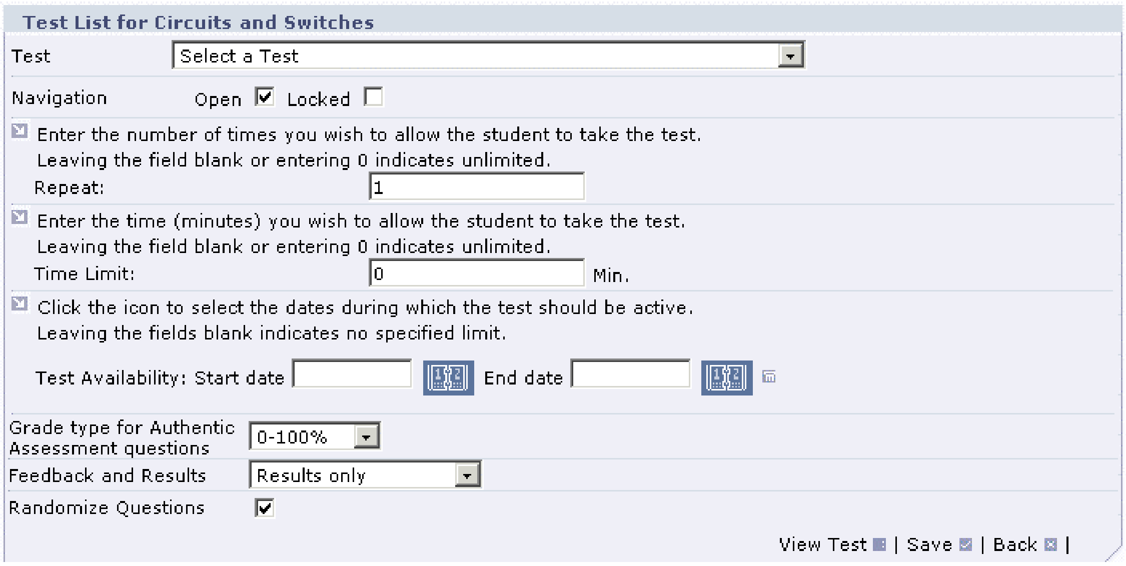


Each test is listed with the following information:

- **Test ID number:** The first number is the number of the test. After the hyphen, there is the ID number of the organization which created the test.
- **Title:** This is the actual Name of the test
- **View Test icon** : Clicking on this icon calls up the Test Viewer, enabling you to preview the entire test to make sure it is the one you want.
- **Add Test icon** : Clicking on this icon adds the selected test as the Pre-Test for the module you are working on. You are returned to the ***Define Delivery Options*** page.

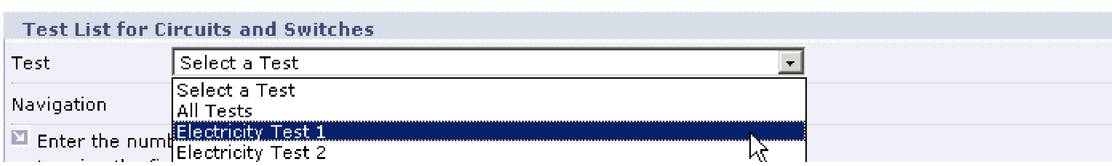
Test List Panel

The bottom panel on the ***Define Delivery Options*** page is the *Test List* panel. At the top is a drop-down box for selection of the Module Tests. The options below can be set individually for each test, or the same settings can be applied to all tests. The choice of option sometimes causes new choices to appear in this panel, as explained below.



Select Test

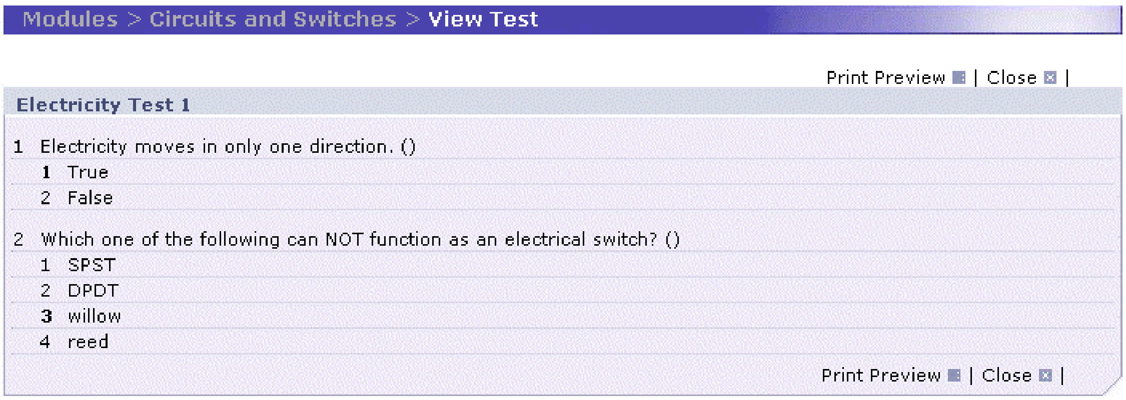
5. Select the test whose delivery options you want to set. Click on the arrow on the drop-down list and click on your selection. Note that the tests are listed in the order in which they appear in the module. If you would like to set the same settings for all tests simultaneously, select All Tests from the drop-down menu.



Preview Test

6. To preview the test you have selected, click View Test at the bottom of the panel.

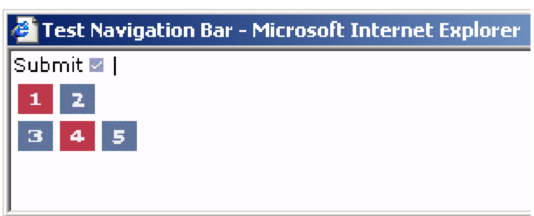
This action calls up the ***Test Viewer***, enabling you to preview the entire test to determine the most appropriate Test Delivery settings.



Note: The View Test function does not work if *All Tests* is selected from the *Test* drop-down menu.

Test Navigation

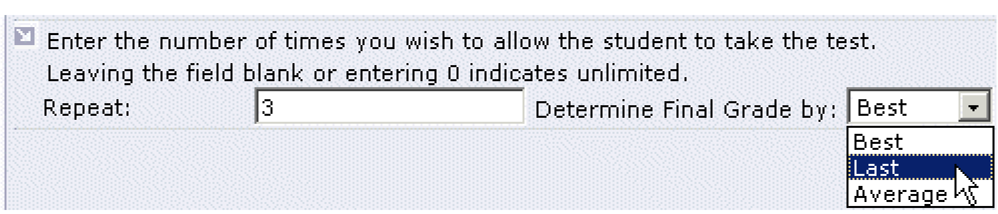
7. Test Navigation is similar to Module Navigation but it is a separate setting. Your choice here determines whether the student is forced to proceed serially through the test (Locked) or may jump around through the test using the ***Test Navigation Bar*** (Open). See **Launching a Test** on page 103.



Number of Retakes

8. Specify the number of times you want to allow the students to take this particular test. If you enter zero, the number is unlimited. If you enter any number other than 1, a new drop-down box appears, allowing you to specify how the final test grade is calculated. Choose the option that is most suitable for this test.

- **Best:** The best grade of all tries
- **Last:** The grade on the last attempt
- **Average:** The average of all tries



Time Limit

9. Enter the amount of time you wish to allow for this test, measured in minutes. Entering zero or leaving the box blank indicates unlimited.

Availability Dates

10. Select the dates you wish to allow access to this test. These dates can only be set by clicking on the Calendar icon. To clear the dates, click on the Clear Dates icon to the far right.

Authentic Assessment Questions

Authentic Assessment Questions are used to determine the student's mastery of the Competency which is associated with the question. See **Competencies** on page 337. If the test does not contain any Authentic Assessment Questions, this parameter is irrelevant and can be ignored.

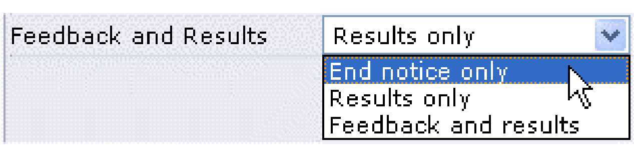
11. If there are any Authentic Assessment Questions, you should choose which of three methods will be used to rate the student's mastery. The default setting is 0-100%.

- **0-100%:** This allows you the most flexibility, but you need clear guidelines for selecting the number
- **Pass/Fail:** Pass = 100%; Fail = 0%
- **1-4:** This allows a four-step scale from 1 (worst) to 4 (best). The system automatically converts the choices 1-4 to a number, as follows:

  1 = 25%; 2 = 50%; 3 = 75%; 4 = 100%

Tip: You should use the same setting for all Authentic Assessment questions in your class.

Feedback and Results



12. Use the *Feedback and Results* drop-down menu to specify what level of feedback the student is given upon completion of the test.

- **End notice only:** The student is told only that the test has ended and their score is being submitted; the score is not shown.
- **Results only:** The student is given his score at the end of the test.
- **Feedback and Results:** After answering all the questions, the student is given his score, and each question is redisplayed together with the student's answer, the correct answer

and an explanation of the correct answer. Note that LearnMate ensures that students can not take a test again after seeing the correct answers. See Reviewing Answers to a Test on page 140.

Randomize Questions

13. Select the Randomize Questions checkbox if you wish the questions to be presented to the students in random order. Note: The answer choices within each question are not randomized. If the answer to question 12 is C, it will be C for all students. If Randomize Questions has been enabled, one student in your class might see Question 12 as the first question, and another as the fourth.

Save

14. When you are satisfied with your choices, click Save.

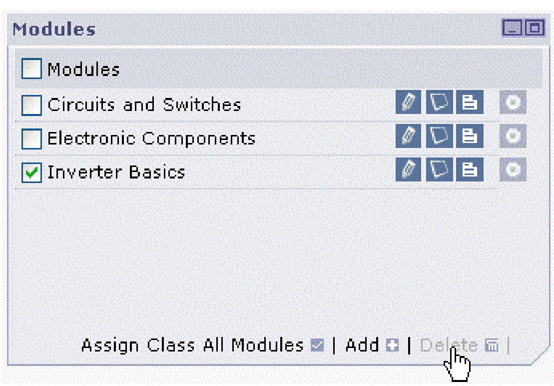
15. Repeat the foregoing procedure for all the tests in the module. These settings can be changed at any time.

Deleting Modules from Class

When a module is deleted from the class, all student data related to that module (e.g., grades, login information, progress tracking) is deleted as well. Before deleting, you must be very sure that you have no further use for any of this information. There is no undo function.

To delete a module from a class:

1. In the *Modules* panel of the ***Class Main Page***, select the checkboxes next to each module to be deleted from the class.
2. Click Delete.



3. Click OK to confirm the module's deletion. The module is deleted from the class.

Note: This action will have serious consequences to the ***Gradebook*** and (in Laboratory classes) your rotational schedule. Whenever you delete a module, be sure to update your ***Gradebook*** and rotational schedule. See **Defining Module Grades** on page 258 and **Rotational Schedules** on page 262.

Students

All users, including students, can send mail or schedule events from the *Students* panel of the ***Class Main Page***. See **Scheduling an Event** on page 77 and **Sending a Mail Message** on page 80. However, instructors have several additional capabilities:

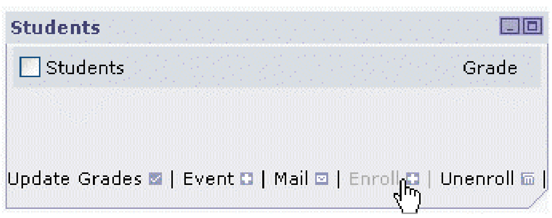
- Enrolling and Unenrolling students
- Viewing and Assigning students' module enrollments
- Viewing, editing and updating students' grades

Enrolling Students

If permitted by the instructor, students may enroll themselves in a class from the ***Catalog*** during the dates specified on the ***Class Details*** page. You also have the option of manually enrolling students at any time from the *Students* panel of the ***Class Main*** Page.

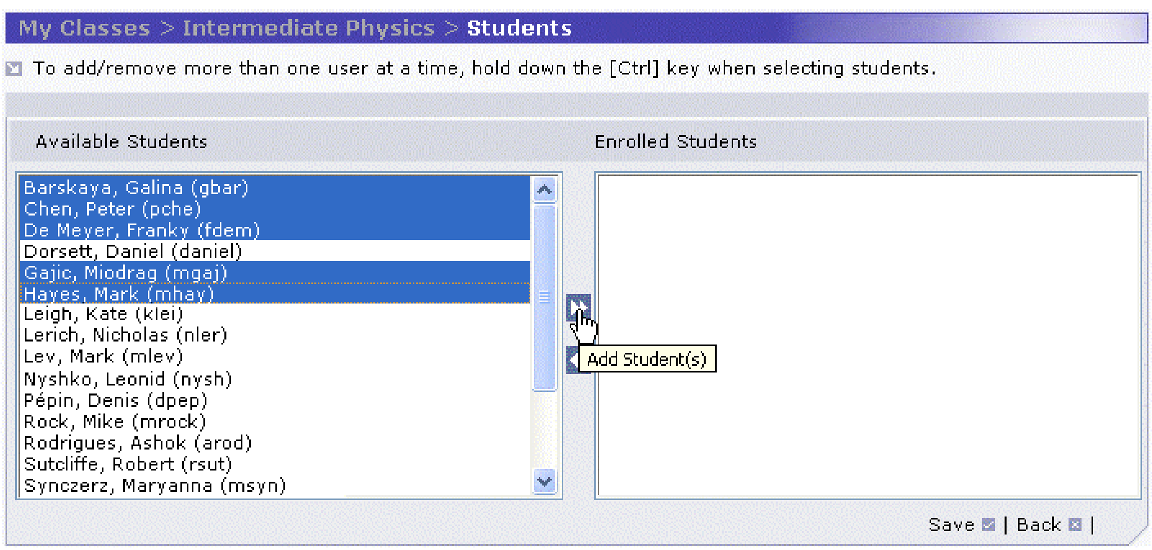
To enroll students in a class:

1. Click Enroll in the *Students* panel on the ***Class Main*** Page.



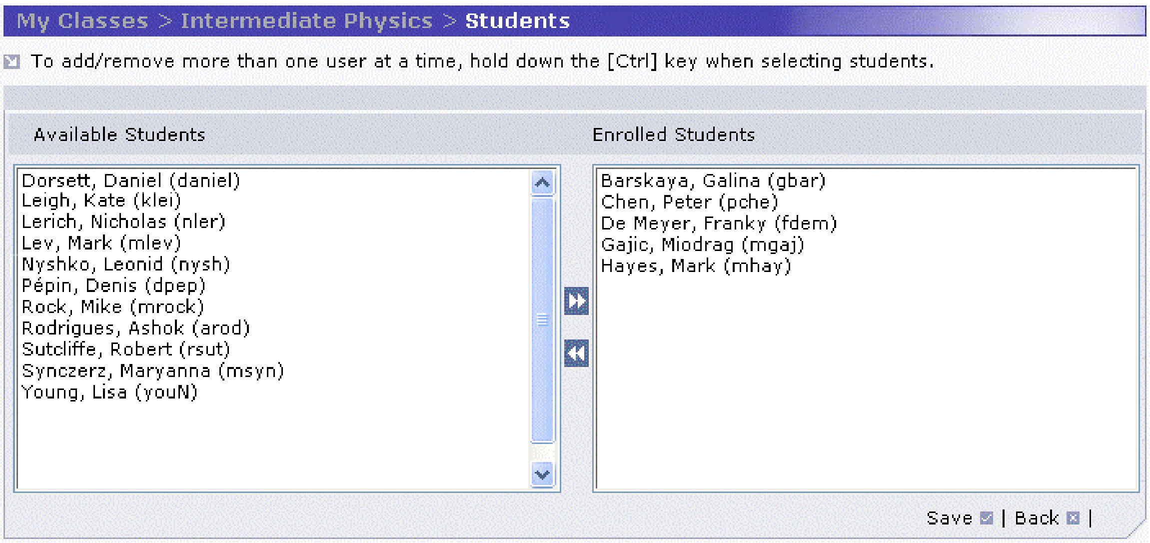
   The ***Students*** page is displayed.

2. Select the students to add to the class from the *Available Students* panel on the left side of the page. Hold down the Ctrl key to select multiple students.
3. Click the Add Students icon to move the selected students to *Enrolled Students* panel.

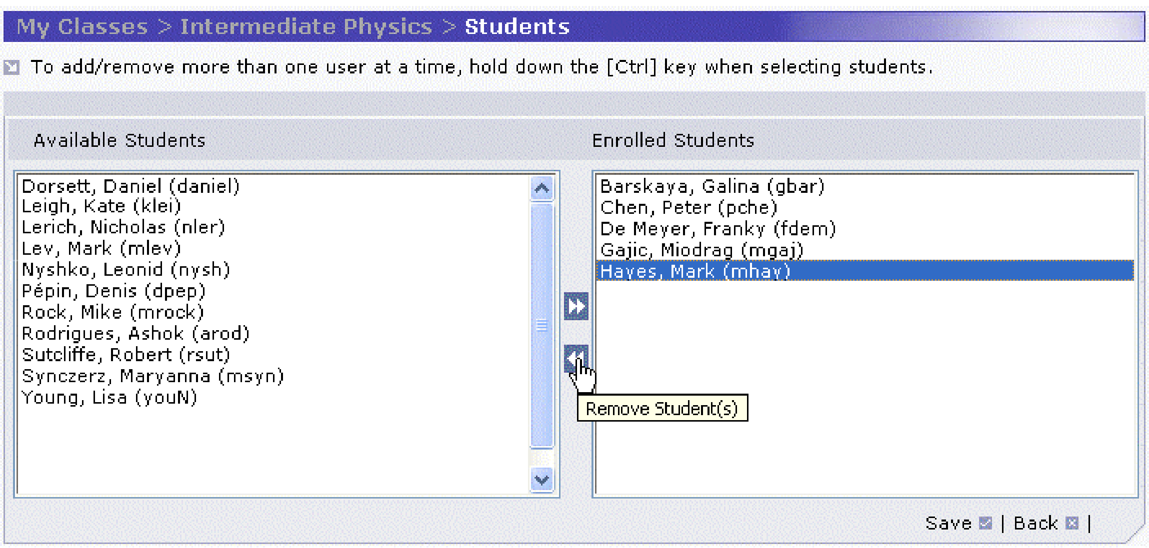


To select multiple students, hold the Ctrl key when you click. The selected students are moved from the *Available Students* panel to the *Enrolled Students* panel.

Note: The students are not actually added to the class until you click Save.



4. To remove a student from a class, make your selection in the *Enrolled Students* panel and click the Remove Student icon.



The selected students are moved from the *Enrolled Students* list to the *Available Students* list.

5. Click Save to save your choices, or click Back to return to the ***Class Main Page*** without any changes.

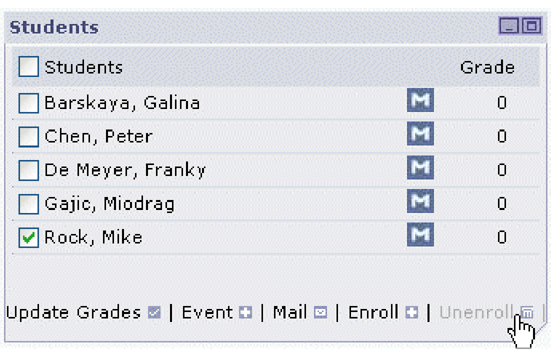
The ***Class Main Page*** is displayed, with the updated list of students in the *Students* panel.

Unenrolling Students

There are two ways to remove a student from the class roster.

- Use the ***Students*** page, as detailed above in **Enrolling Students** on page 277.
- Use the *Students* panel of the ***Class Main Page***, as follows:

1. Click the checkbox next to the name of each student to be removed. If you wish to remove all students, such as after the end of the term, click in the Select All checkbox at the top of the panel.



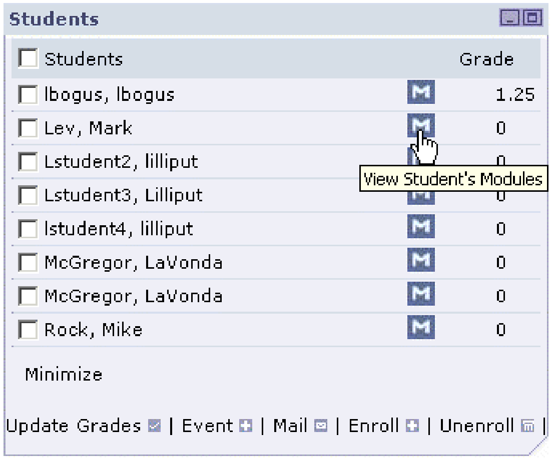
2. Click Unenroll.
3. Confirm the deletion.

Modifying a Student's Module Enrollments

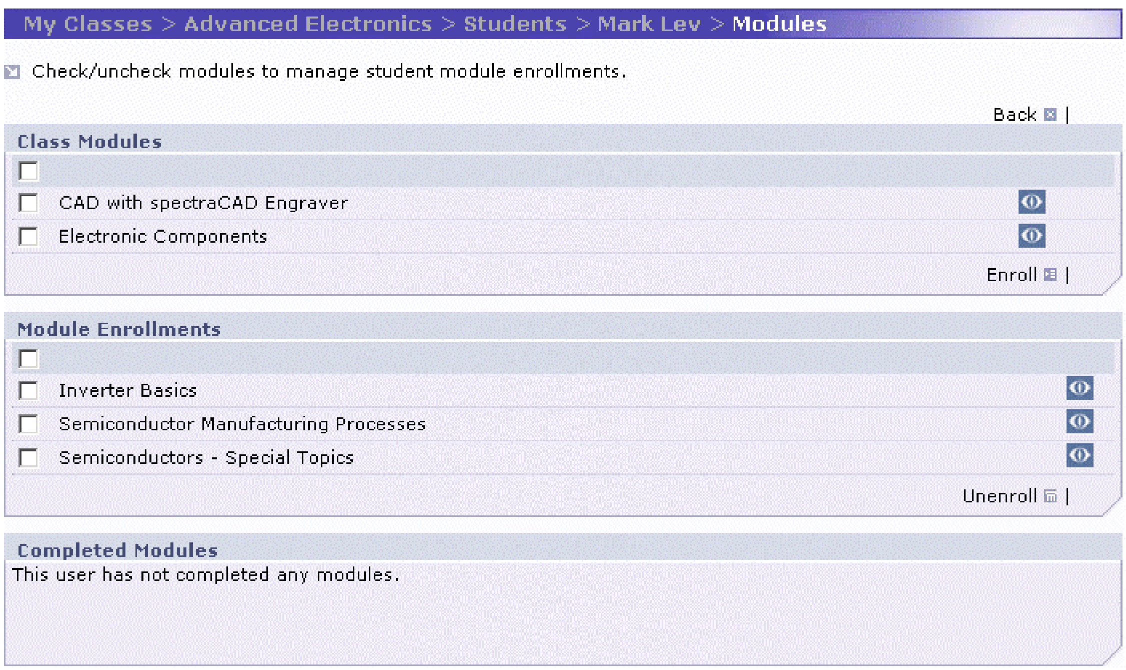
All of the modules in a class are automatically assigned to all students. The instructor can remove modules from any given student. When the module is removed, the student does not see it in the *Modules* panel of the ***Class Main Page***. You can use this procedure to control the dates that modules are available to the students.

To modify the module enrollments of a student:

1. In the *Students* panel of the ***Class Main Page***, click the View Student's Modules icon next to the relevant student's name.



The ***Modules*** page is displayed.



The *Class Modules* panel lists all modules which the student is not enrolled in.

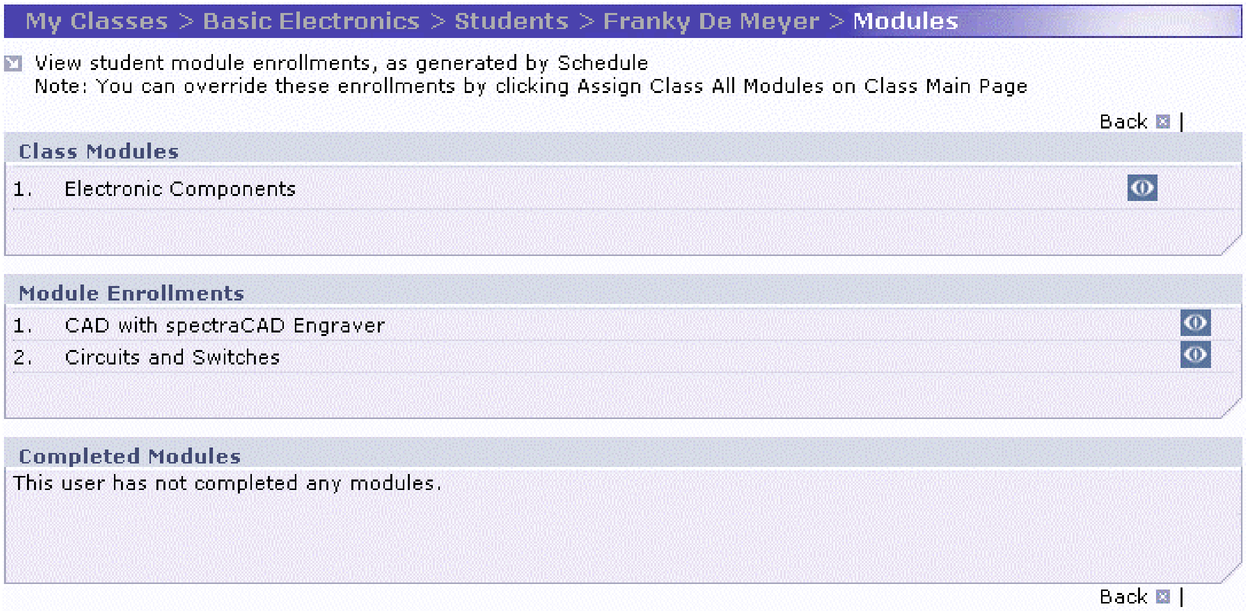
The *Module Enrollments* panel lists all modules which the student is currently enrolled in.

The *Completed Modules* panel lists all modules which the student has completed. A module is considered to be complete only once the post-test at the end of that module has been completed.

16. To unenroll a student from a module, select a module in the *Module Enrollments* area, and click Unenroll. The module will be moved to the *Class Modules* area.

17. To enroll a student in a module, select a module in the *Class Modules* area and click Enroll. The module will be moved to the *Module Enrollments* area.

Note: If a rotational schedule has been established for the class, you will not be able to enroll students in additional modules, or unenroll them from modules. The page will appear without checkboxes.



**Updating All Students' Grades**

In the *Students* panel of the ***Class Main Page***, click on Update Grades. The system then begins updating all students' grades. This process can take a long time, particularly toward the end of the term.

Note: Although test grades are calculated automatically when the student finishes a test, the grades are not transferred into the student's gradebook until the instructor updates the grades using this procedure. It is good practice to click on this hyperlink at the end of every test, so that the grades will be immediately visible to the students on their own ***My Grades*** page. See **My Grades** on page 54.

Grades

The instructor has the ability to modify the grades of any student. The student's gradebook shows all of the tests and other grading activities in the class, organized hierarchically. You can control how much of the gradebook is displayed by clicking on the expand and collapse icons.

Test Grades can be calculated automatically by the system and entered into the students' gradebooks by clicking on Update Grades in the *Students* panel of the ***Class Main Page***. See **Updating All Students' Grades** on page 281.

Assignment Grades must be entered by the instructor individually using the procedures detailed here. See **Changing Assignment Grades** on page 284.

Additional Grades must be entered by the instructor individually using the procedures detailed here. See Defining Additional Grades on page 260.

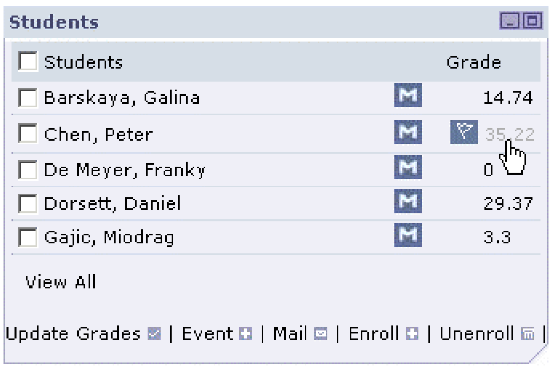
Grades on a test can be changed either on a question-by-question basis or on the test as a whole.

Note: The grade on a test cannot be modified until after the student has actually gone through the test.

Opening a Student's Gradebook

To open a particular student's ***Gradebook***:

1. Click on the number under the *Grade* column, next to the student of interest.

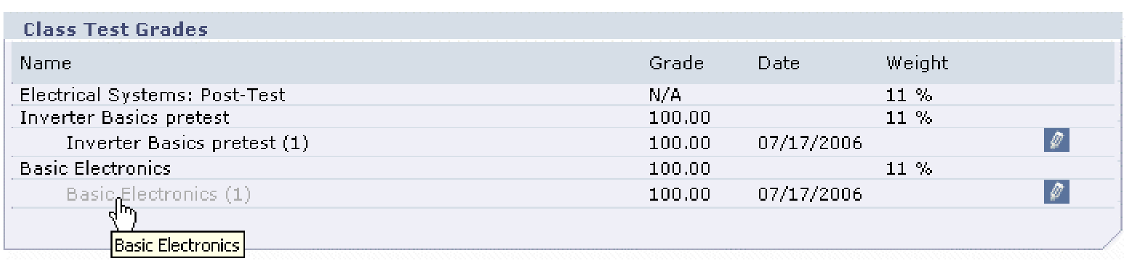


The student's ***Gradebook*** is opened.

Changing Overall Test Grades

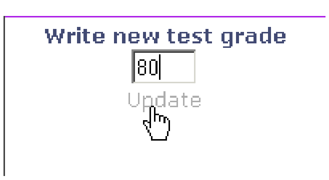
To change the overall grade on a given test:

1. Find the name of the test in the appropriate panel. Click on the name of the test.

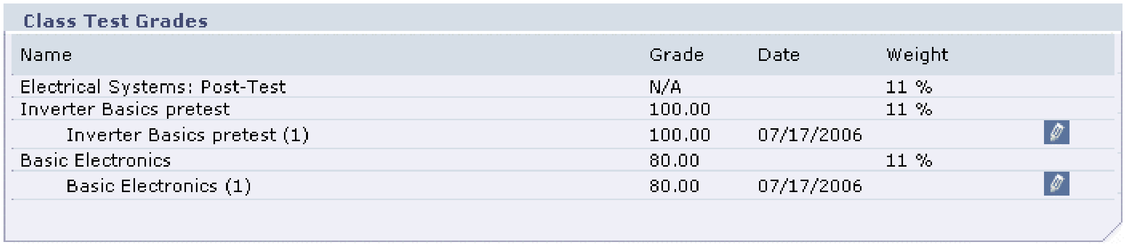


A pop-up window opens which allows you to enter the new grade.

2. Enter the new grade and click Update. Note that these grades may be decimals, down to the tenths' place.



The ***Grades*** page is refreshed. The modified test grade is shown.



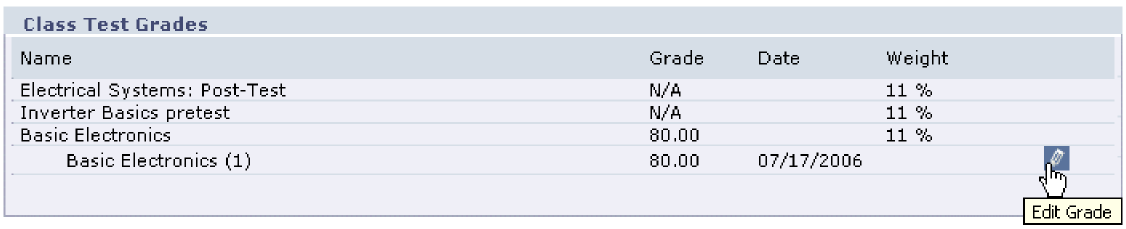
Class Test Grades

Name	Grade	Date	Weight
Electrical Systems: Post-Test	N/A		11 %
Inverter Basics pretest	100.00		11 %
Inverter Basics pretest (1)	100.00	07/17/2006	
Basic Electronics	80.00		11 %
Basic Electronics (1)	80.00	07/17/2006	

Changing Individual Question Grades

To change the grade on an individual question:

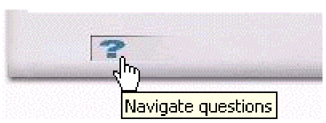
1. Click on the Edit Grade icon to the right of the name of the test. The Test Viewer opens.



Class Test Grades

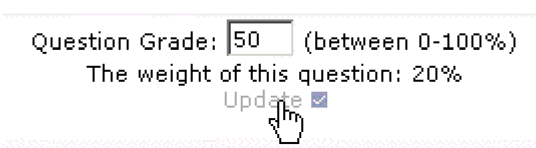
Name	Grade	Date	Weight
Electrical Systems: Post-Test	N/A		11 %
Inverter Basics pretest	N/A		11 %
Basic Electronics	80.00		11 %
Basic Electronics (1)	80.00	07/17/2006	

2. Click on the Navigate Questions icon to open the Test Navigation Bar.



3. Click on the number of the question to be modified, or page through the test until you reach the question of interest.

4. Enter the new grade in the *Question Grade* field at the bottom center of the Test Viewer and click Update. If you do not click Update, the new grade will not be saved into the system.



5. Repeat the foregoing procedure for all questions which require modification.

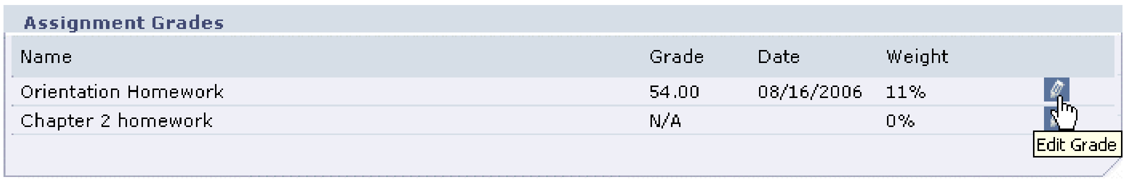
6. Close the Test Viewer.

The ***Grades*** page refreshes, and the adjusted test grade is shown.

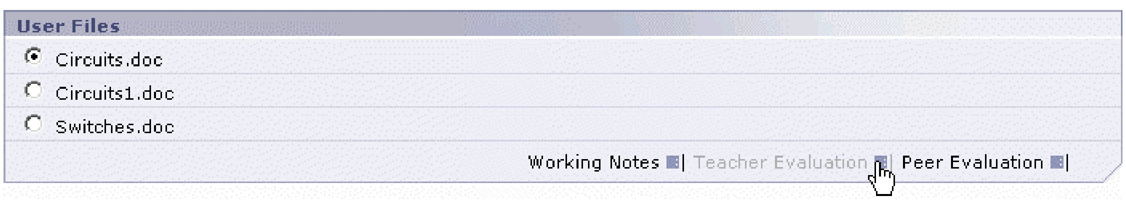
Changing Assignment Grades

The section below discusses how an assignment grade can be changed after it has been previously graded. To learn how assignments are graded initially, see Evaluating an Assignment (Student and Instructor) on page 119.

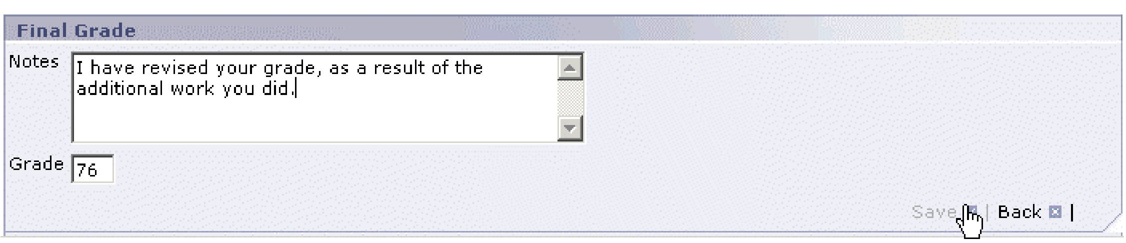
1. Click on the Edit Grade icon to the right of the name of the assignment. The ***View User Assignment*** page opens.



2. Any links the student has attached to the assignment are listed in the *Links* panel.
3. To open a reference file listed in the *Reference Files* panel, click on its name.
4. The user files which the student has submitted for grading appear in the *User Files* panel. You can view the files themselves from this page by clicking on them. Also, you can view the following items by selecting the file of interest and clicking on the associated hyperlink:
   - Working Notes
   - Teacher Evaluation
   - Peer Evaluation



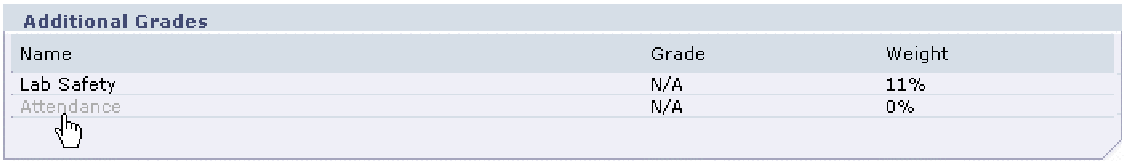
5. The criteria which you established for evaluation are all listed in the *Assignment Criteria* panel. This is for your reference.
6. In the *Final Grade* panel, you can insert the final numeric grade, an integer between 0 and 100. You can also include any comments for the student to read in the student's gradebook.
7. Click Save. Your changes are saved and the page refreshes.



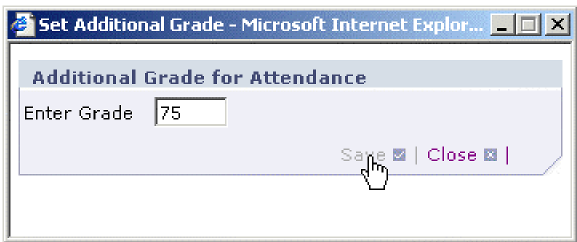
8. Repeat this procedure for each Assignment.
9. Click Back. You are returned to the student's ***Grades*** page.

Changing Additional Grades

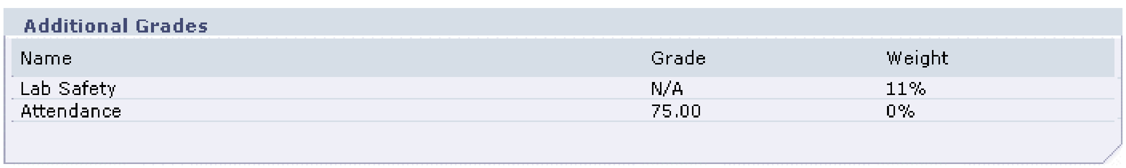
1. Click on the name of the Additional Grade activity.



2. The ***Set Additional Grade*** pop-up window opens.



3. Enter the grade in the *Enter Grade* field and click Save. The pop-up window closes and the student's ***Grades*** page is refreshed with the new grade.



4. Repeat this procedure for each Additional Grade.

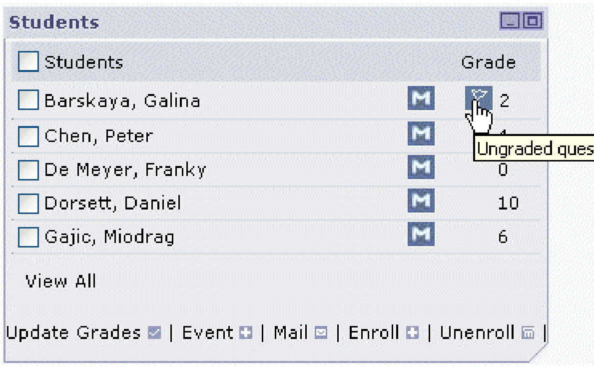
Grading Open/Essay Questions

Although the instructor does not need to review automatically graded questions, he does have to assign grades to open/essay questions, as they are not graded automatically by the system.

The instructions that follow apply to review tests within modules, pre-tests, post-tests at the end of modules and class tests.

After a student has completed a test that included an open/essay question, the instructor is notified that he has to grade the test by the presence of a Flag icon next to the student's name in the *Students* area of the ***Main Class Page***.

1. If a Flag icon is displayed, click it to go to the student's ***Grades*** page.

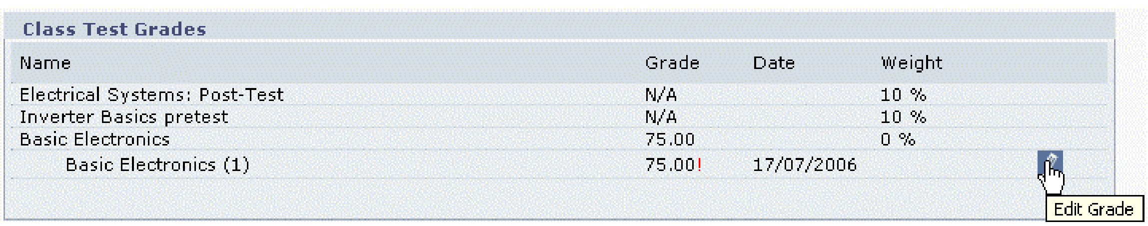


OR

Click the number in the *Grade* column to go to the student's ***Grades*** page.

The student's ***Grades*** page is displayed. A red ! next to a test indicates that the test requires manual grading. This icon disappears after all such questions have been graded.

2. Click the Edit Grade icon to grade the test.



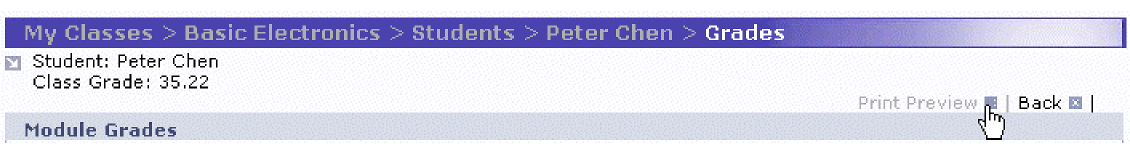
The Test Viewer opens in a new browser window and the first question is displayed.

- The question is displayed, together with the correct answer, the student's answer and the question feedback.
- The question grade is displayed beneath the question viewer. The grade shown is the automatically assigned grade. The instructor can change this grade. After changing the grade, click Update to save the change.
- The grade for Open/Essay questions is not automatically assigned, and the instructor is required to enter it.

Printing a Student's Gradebook

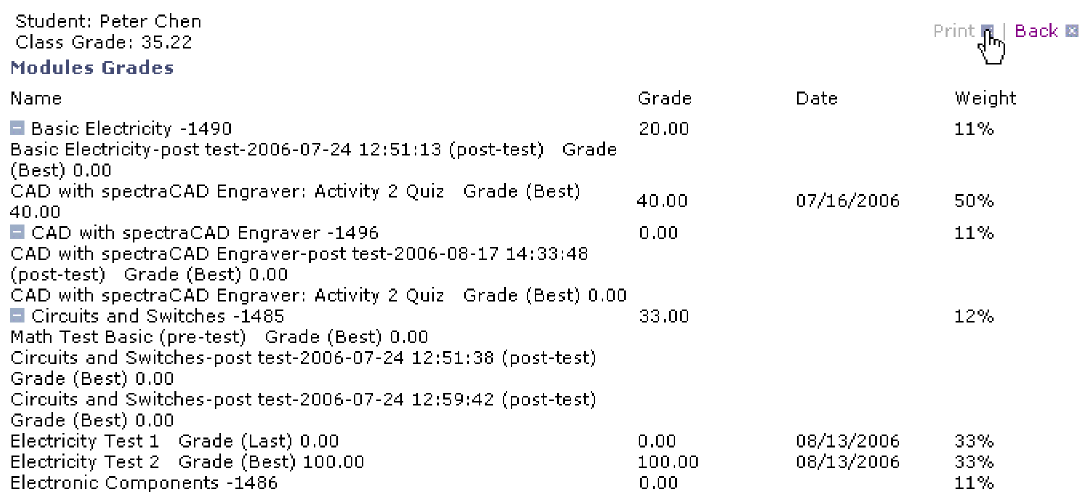
To print an individual student's gradebook:

1. In the student's ***Grades*** page, click Print Preview.



The student's grades are shown in printable form.

2. Click Print.



Student: Peter Chen
Class Grade: 35.22

Print | Back |

Modules Grades

Name	Grade	Date	Weight
Basic Electricity -1490	20.00		11%
Basic Electricity-post test-2006-07-24 12:51:13 (post-test) Grade (Best) 0.00			
CAD with spectraCAD Engraver: Activity 2 Quiz Grade (Best) 40.00	40.00	07/16/2006	50%
CAD with spectraCAD Engraver -1496	0.00		11%
CAD with spectraCAD Engraver-post test-2006-08-17 14:33:48 (post-test) Grade (Best) 0.00			
CAD with spectraCAD Engraver: Activity 2 Quiz Grade (Best) 0.00			
Circuits and Switches -1485	33.00		12%
Math Test Basic (pre-test) Grade (Best) 0.00			
Circuits and Switches-post test-2006-07-24 12:51:38 (post-test) Grade (Best) 0.00			
Circuits and Switches-post test-2006-07-24 12:59:42 (post-test) Grade (Best) 0.00			
Electricity Test 1 Grade (Last) 0.00	0.00	08/13/2006	33%
Electricity Test 2 Grade (Best) 100.00	100.00	08/13/2006	33%
Electronic Components -1486	0.00		11%

The page is printed.

3. Click Back to return to the ***Grades*** page.

Class Chats

All users, including students, can participate in Class Chats. Unlike Organization Chats, which can be accessed by any user in the system, a Class Chat is only open to members of the class (instructor and students).

A student who has been appointed as Chat Manager has additional rights to edit or deactivate the chat. See **Chat Manager** on page 87. However, only the Class Instructor may do the following:

- Create a Class Chat
- Appoint a Chat Manager
- Reactivate a Chat

When a Class Chat is created, the default Chat Manager is the instructor who created it. Even when someone else has been assigned as Chat Manager, the instructor still retains all the powers of the Chat Manager, though the instructor's name does not appear when the chat is accessed.

Create a Class Chat

Creation of a Class Chat is basically the same as creation of an Organization Chat. The main difference is that only the class instructor can create a Class Chat. See

Creating an Organization Chat on page 245.

To create a class chat:

1. In the *Chats* panel of the ***Class Main Page***, click Add.
2. Follow the rest of the procedure set out at
3. **Creating an Organization** Chat on page 245.

Appoint a Chat Manager

The Class Chat Manager is appointed the same way as an Organization Chat Manager. Only a member of the class is available for this purpose. See **Selection of Chat Manager** on page 246.

Reactivate a Chat

A class chat which has been deactivated does not appear in the Chats panel of the students' Class Main Page. To reactivate the chat, follow the same procedure as reactivating an Organization Chat. See **Reactivating an Organization Chat** on page 248.

Class Forums

All users, including students, can participate in Class Forums.

Unlike Organization Forums, which can be accessed by any user in the system, a Class Forum is only open to members of the class (instructor and students).

A student who has been appointed as Forum Manager has additional rights to edit or deactivate the Forum. See **Forum Manager** on page 100. However, only the Class Instructor may do the following:

- Create a Class Forum
- Appoint a Forum Manager
- Reactivate a Forum

These procedures are essentially the same as for Class Chats. See Class Chats on page 287.

When a Class Forum is created, the default Forum Manager is the instructor who created it. Even when someone else has been assigned as Forum Manager, the instructor still retains all the powers of the Forum Manager, though the instructor's name does not appear when the Forum is accessed.

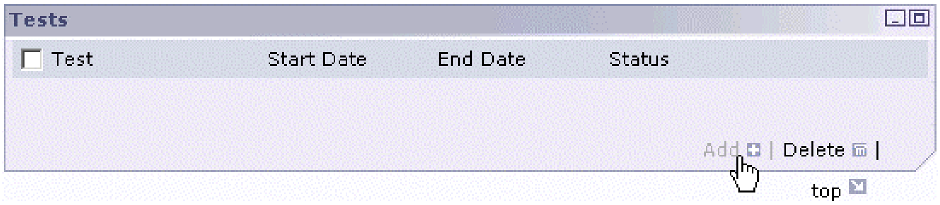
Class Tests

If you do not have Content Administrator permissions, you may not edit or create Class Tests for inclusion in your own class, but you can include any Class Tests which are available to your organization. If you do not have Content Administrator permissions, you do not have a ***Content*** tab on your ***Navigation Menu***. If you need to edit or create Class Tests but do not see the ***Content*** tab on your ***Navigation Menu***, contact your Organization Administrator. See **Permissions** on page 225.

Adding a Test to a Class

To add a test to a class:

1. Click Add in the Tests area of the ***Class Main Page***.

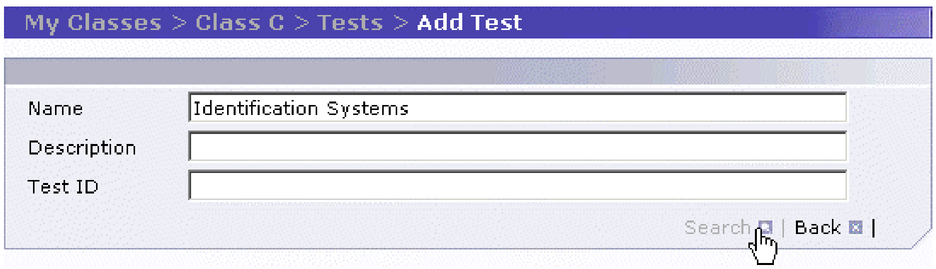


The ***Add Test*** page is displayed, enabling you to search for an existing test in the LearnMate test bank and to schedule the class for that test.

2. To search for a test in the test bank:

- Enter either the name you gave the test in the *Name* field, part of the test's description in the *Description* field, or the test ID number in the *Test ID* field.

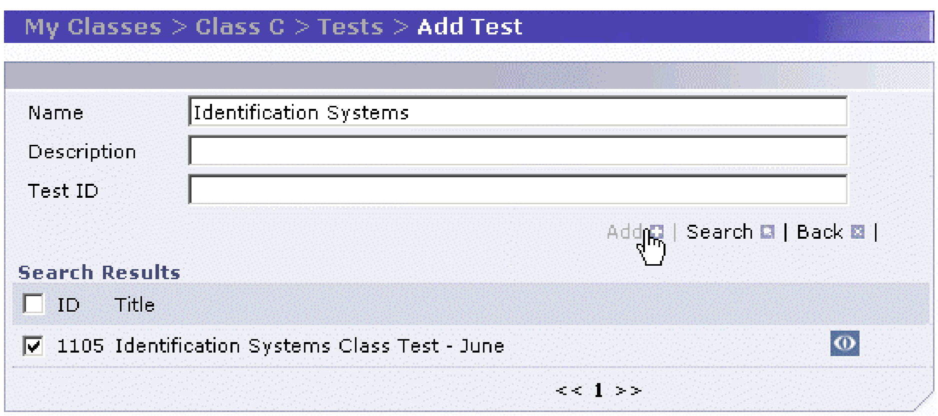
3. Click Search.



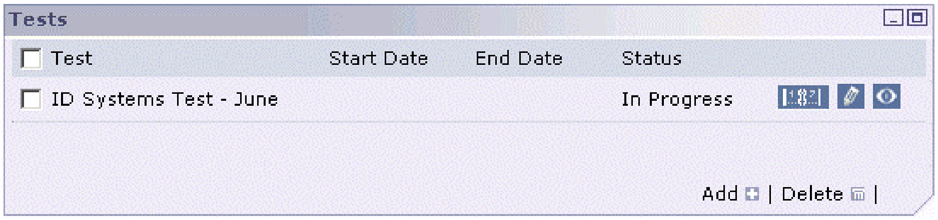
A list of all tests that meet the search criteria you specified is displayed.

4. Check the checkbox next to the test(s) you would like to schedule for your class.

5. Click Add.



The ***Class Main Page*** is redisplayed, with the test you selected listed in the *Tests* area. In the sections that follow, you will learn how to set availability dates and times for the test, as well as test delivery details.

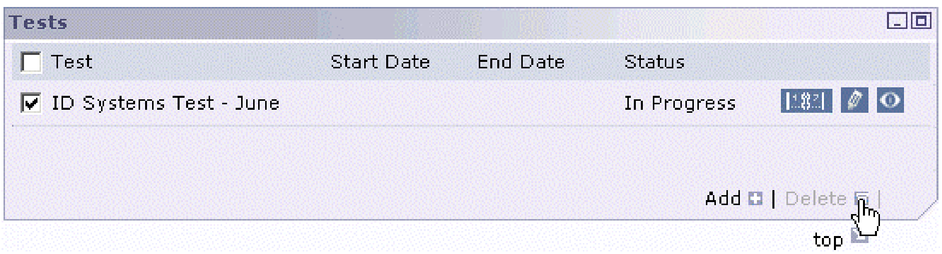


Removing a Test from a Class

Once a test has been scheduled for a class, it can be unscheduled. Doing so does not delete the test from the LearnMate test bank – only from the class. It does, however, delete any student grades submitted for that test.

To remove a test from a class:

1. Select the checkbox next to the test you would like to remove.
2. Click Delete in the *Tests* area.



3. Confirm deletion of the test.

   The ***Class Main Page*** is redisplayed, without the test you have removed. The gradebook is altered automatically.

Note on Test Status

The status of each test is indicated in the *Status* column of the *Tests* area.

The instructor can specify the dates and times in which the test should be available to students (see Setting Availability Dates for a Test on page 291). He can also specify the number of attempts permitted (see Define Test Delivery Options on page 292).

The status of a test in a student's ***Class Main Page*** is based on the test dates and times, and on the number of attempts he has left. The status of a test in the ***Instructor's Class Main Page*** is based only on the test dates.

Student Statuses:

Expired: The End date and time for the test has passed. Students may no longer take the test.

In Progress: The current date and time lies between the Start and End dates and times, and the student has at least one attempt at the test remaining. The student may take the test.

Not Started: The Start date and time has not yet arrived. Students may not take the test yet.

Completed: The student has completed the test and has no attempts left.

Instructor Statuses:

Expired: The End date and time for the test has passed. Students may no longer take the test.

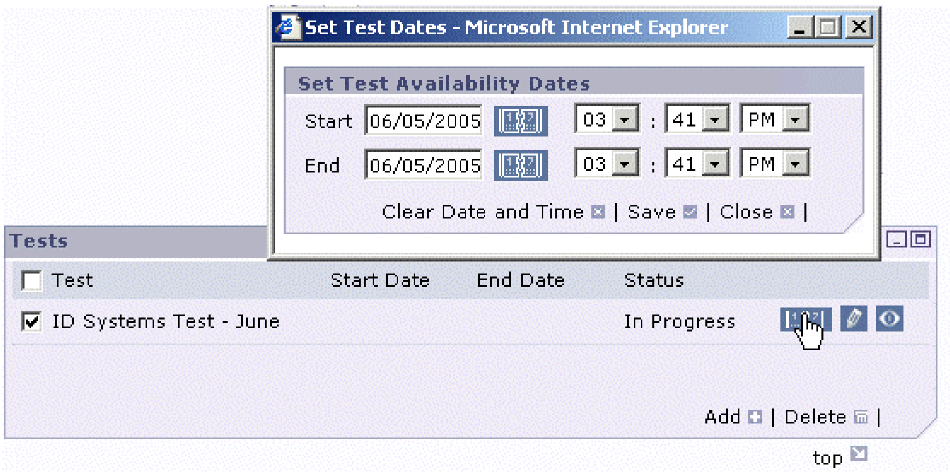
In Progress: The current date and time lies between the Start and End dates and times.

Not Started: The Start date and time has not yet arrived. Students may not take the test yet.

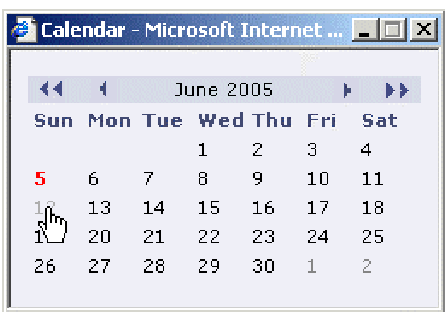
Setting Availability Dates for a Test

To set the date for a test listed in the *Tests* area of the ***Class Main Page***:

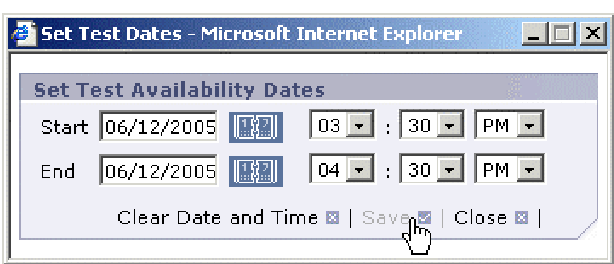
1. Click the Set Date icon next to the relevant test in the *Tests* area. The ***Set Test Dates*** pop-up window is displayed.



2. Set the *Start* and *End* dates and times by clicking the Calendar icon and choosing the date from the calendar that is displayed.

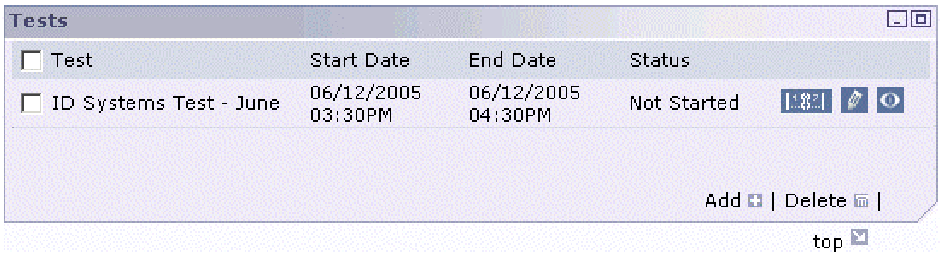


3. Set the *Start* and *End* times using the drop-down menus.



Note: Dates and times are set according to the location of the LearnMate server. Therefore, if the LearnMate server resides in a different time zone from the end user, the dates and times should be set for the class accordingly.

4. Click Save. The ***Class Main Page*** is redisplayed, and the *Start* and *End* dates are shown next to the test in the *Tests* area.

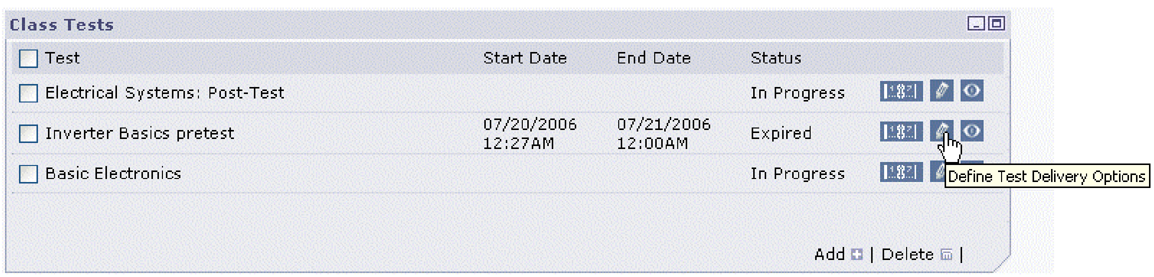


Define Test Delivery Options

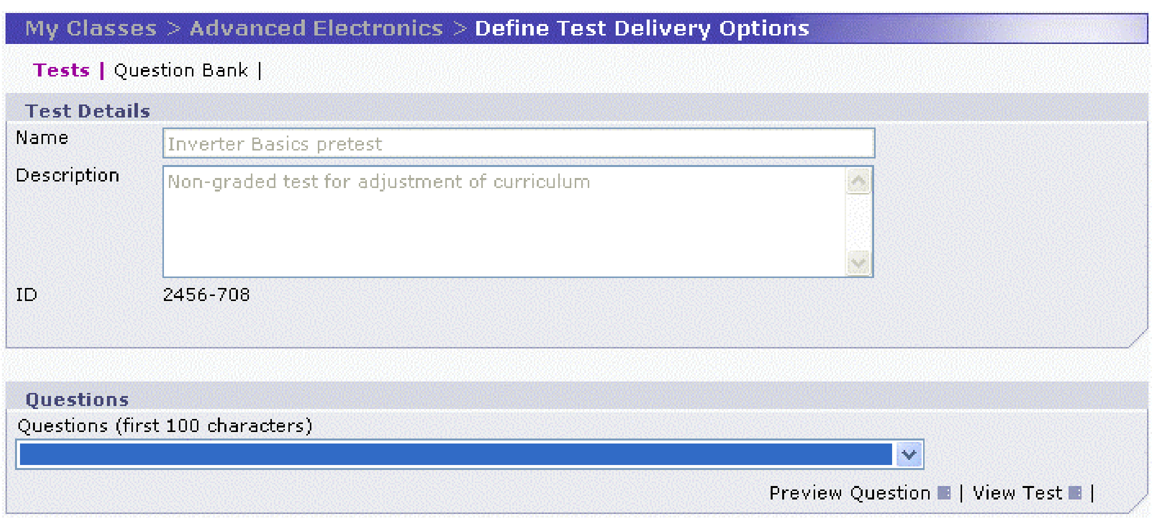
The instructor can specify a number of parameters that control how the test should operate within the class.

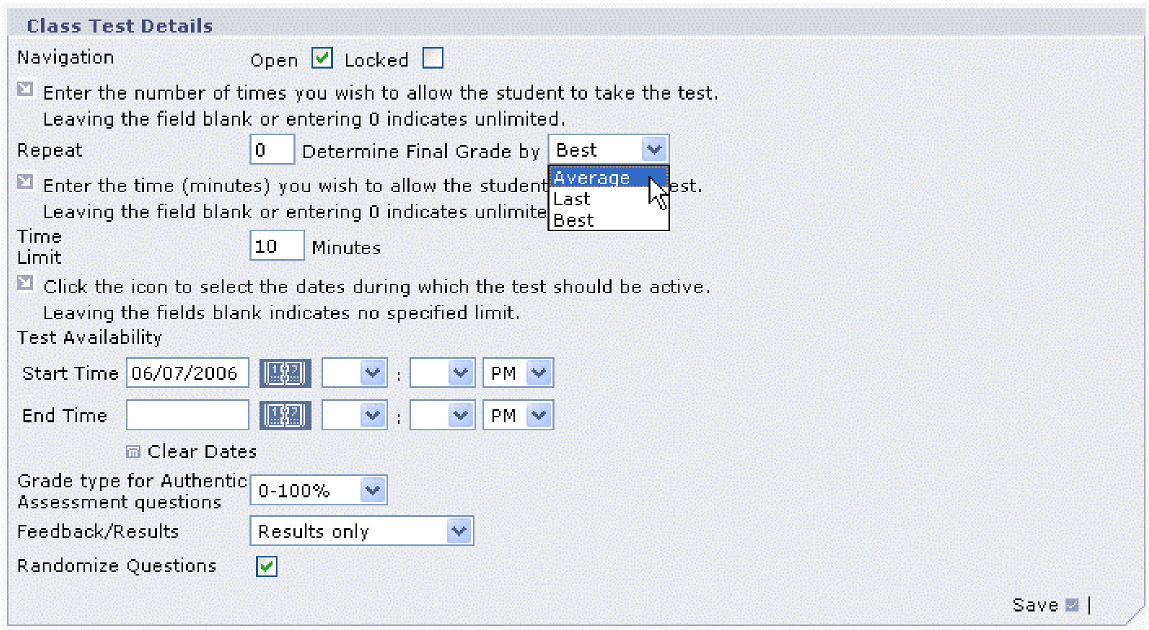
To edit class test details:

1. Click the *Edit Test* icon next to the test name in the *Tests* area of the ***Class Main Page***.



The ***Class Test Details*** page is displayed.





2. Make the required changes in the Class Test Details area, as follows:

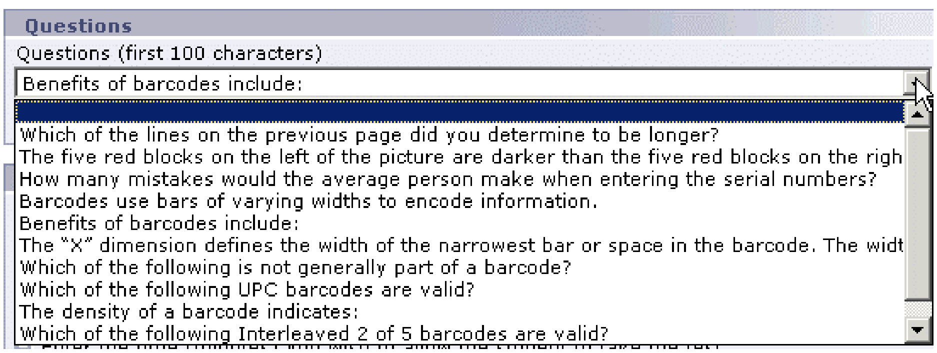
- Navigation:
  - *Open:* Students are not forced chronologically through the text questions, and instead can move around the test, skipping from question to question.
  - *Locked*: Students must answer each question in chronological order.
- Repeat*:* The number of times each student may repeat the test. Enter 0 to indicate that the student may take the test an unlimited number of times.
- Determine Final Grade by:
  - *Best*: Only the student's best score on the test is used to calculate the final grade.
  - *Last*: Only the student's last score on the test is used to calculate the final grade.
  - *Average*: The average of all the student's attempts at the test is used to calculate the final grade.
- Time Limit*:* Sets the time allowed to the student to complete the test, in minutes. If you do not wish to impose a time limit, set this field to 0.
- Start Time and End Time: Specifies the time period during which the test can be taken.
- Grade Type for Authentic Assessment Questions: Specifies how authentic assessment questions are graded:
  - *Pass/Fail*: The instructor can assign only a passing or failing grade.
  - *0-100%*: The instructor can assign any grade from 0% to 100%.

- *1-4*: The instructor grades the question on a scale of 1 to 4, where 1 corresponds to 25%, 2 to 50%, 3 to 75% and 4 to 100%.

- Feedback/Results*:* Specifies what level of feedback the student is given.
  - *End notice only:* The student is told only that the test has ended and their score is being submitted; the score is not shown.
  - *Results only*: The student is given his score at the end of the test.
  - *Feedback/Results*: After answering all the questions, the student is given his score, and each question is redisplayed together with the student's answer, the correct answer and an explanation of the correct answer.
- Randomize Questions*:* If selected, the test questions are delivered to the student in a random order. If not selected, the test questions are shown in the order they were specified when the test was created.

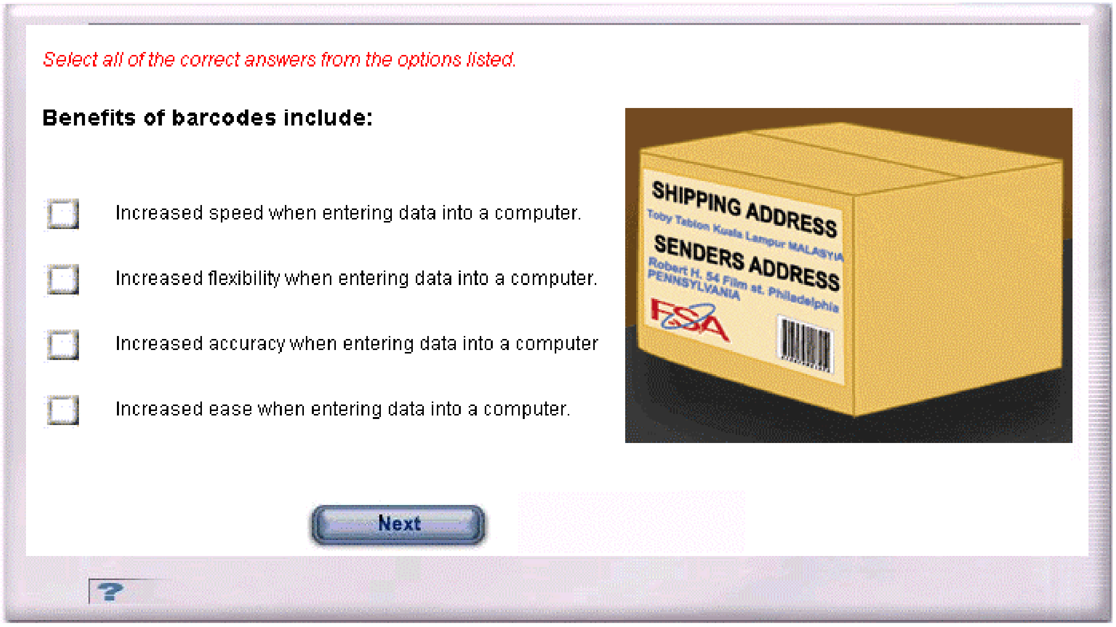
3. To preview a test question:

- Click the icon in the *Questions* area. The list of questions is shown.

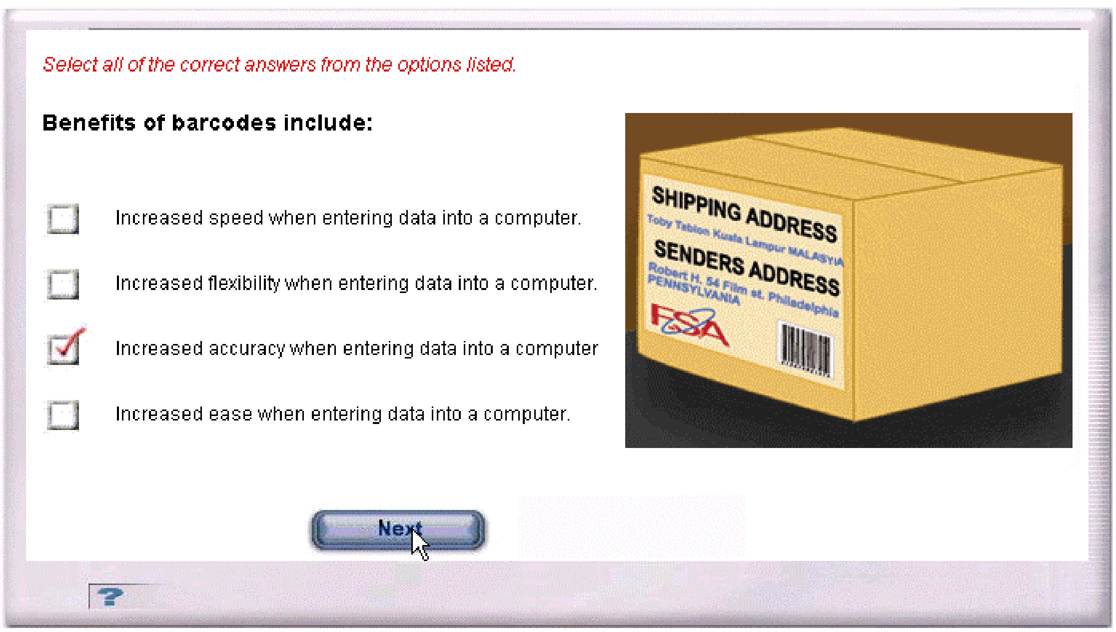


- Select the question you would like to preview.
- Click Preview.

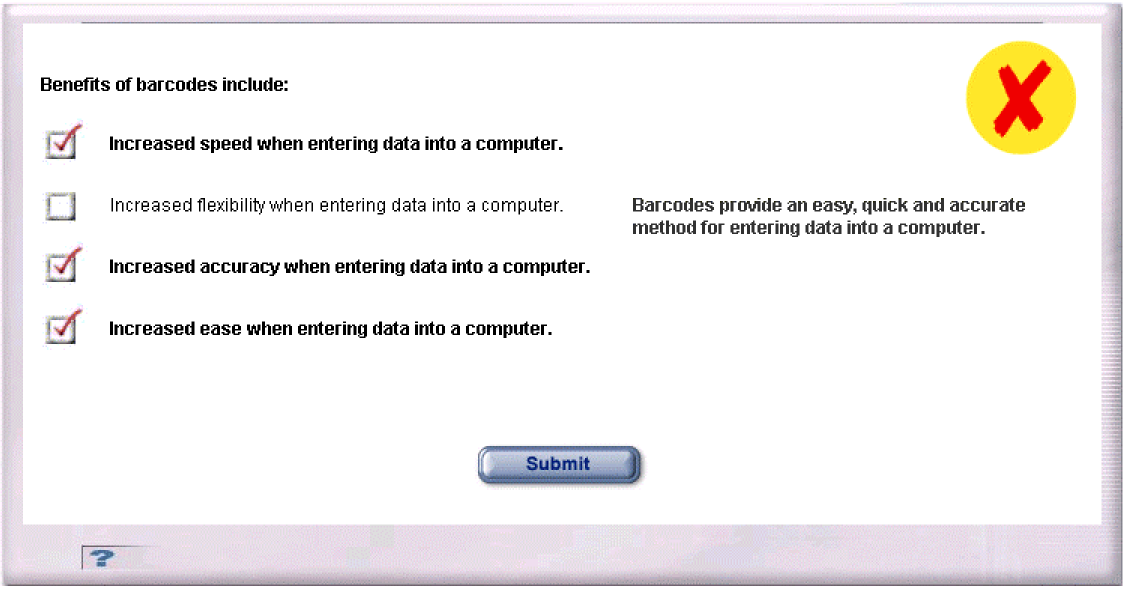
The Test Viewer is displayed.



- Answer the question and click Next.



The answer is shown, together with a hint and/or feedback (if they exist).



- Close the Test Viewer window.

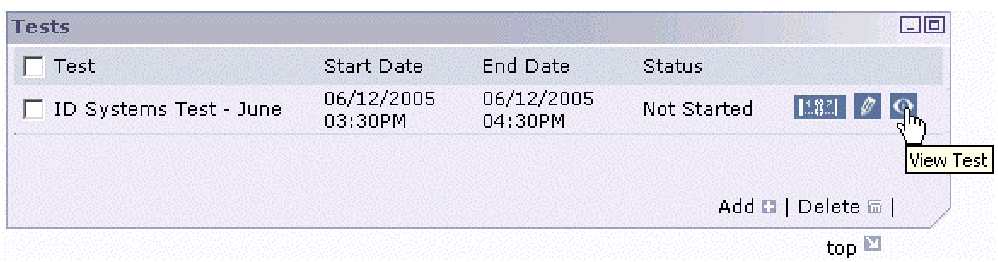
4. Click Save.

5. Click Back to return to the ***Class Main Page***.

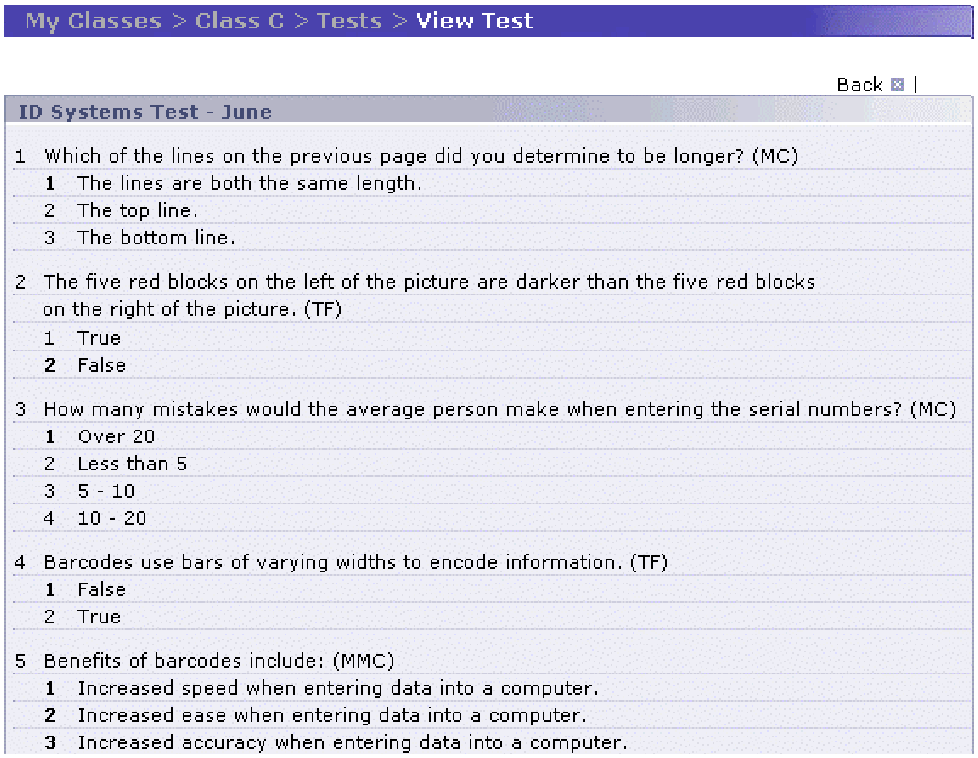
Viewing Test Questions

To display all test questions in an easy-to-view format, from the ***Class Main Page***:

1. In the Click the View Test icon next to the test you would like to view.



2. The ***View Test*** page is displayed. Each question is displayed, together with the possible answers and the question type. The number of the correct answer is bolded.



3. Click Back to return to the ***Class Main Page***.

To display all test questions in an easy-to-view format, from the ***Edit Test*** page:

4. Click View Test.

The ***View Test*** page is displayed. Each question is displayed, together with the possible answers and the question type. The number of the correct answer is bolded.

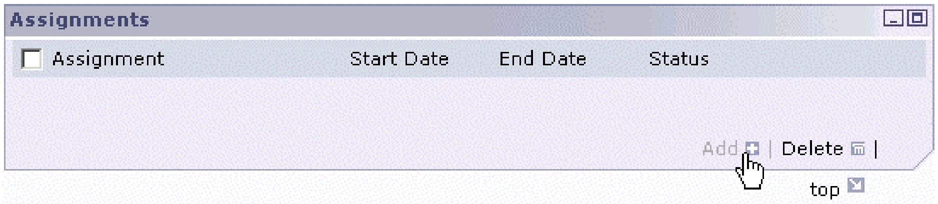
Assignments

If you do not have Content Administrator permissions, you may not edit or create Assignments for inclusion in your own class, but you can include any Assignments which are available to your organization. If you do not have Content Administrator permissions, you do not have a ***Content*** tab on your ***Navigation Menu***. If you need to edit or create Assignments but do not see the ***Content*** tab on your ***Navigation Menu***, contact your Organization Administrator. See **Permissions** on page 225 and Assignments on page 362.

Adding an Assignment

To add an assignment to a class:

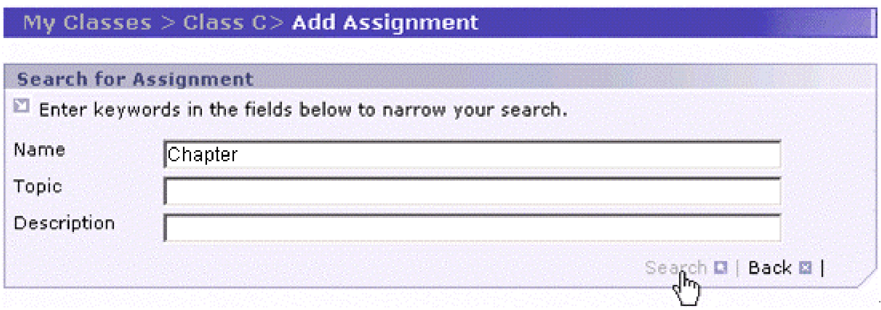
1. Click Add in the *Assignments* area of the ***Class Main Page***.



The ***Add Assignment*** page is displayed. In this page, you will specify the search criteria to search for the assignment you would like to set.

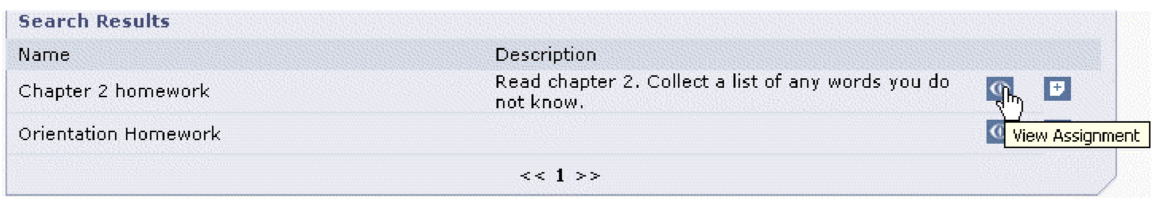
2. Enter the name of the assignment in the *Name* field, the topic of the assignment in the *Topic* field or a description of the assignment in the *Description* field.

3. Click Search.



A list of assignments that match your search criteria is displayed.

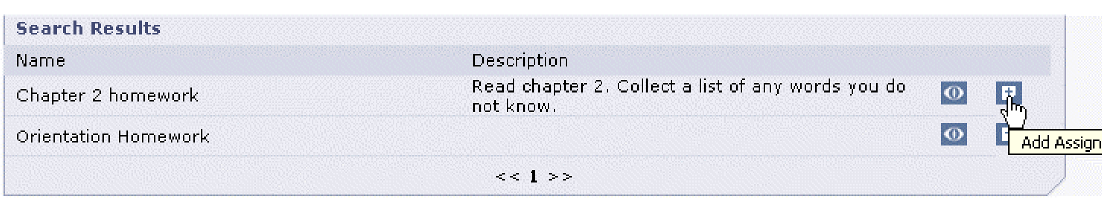
4. To view the details of the assignment, click the View Assignment icon.



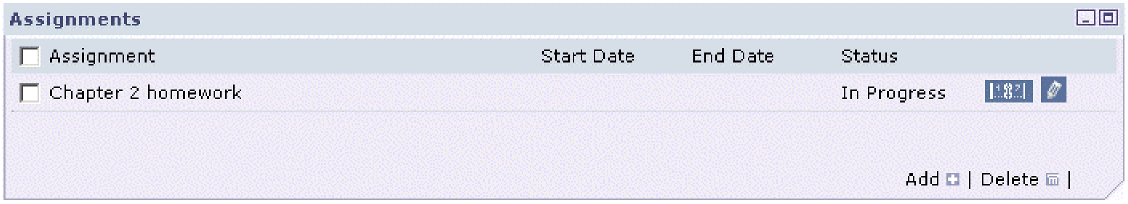
The ***View Assignment*** page for the selected assignment is displayed.

5. Click Back to return to the ***Add Assignment*** page.

6. To add an assignment to the class, click the Add Assignment icon next to the assignment you would like to add.



The ***Class Main Page*** is displayed, with the selected assignment listed in the *Assignments* area. The ***Gradebook*** is automatically updated.



Removing an Assignment from a Class

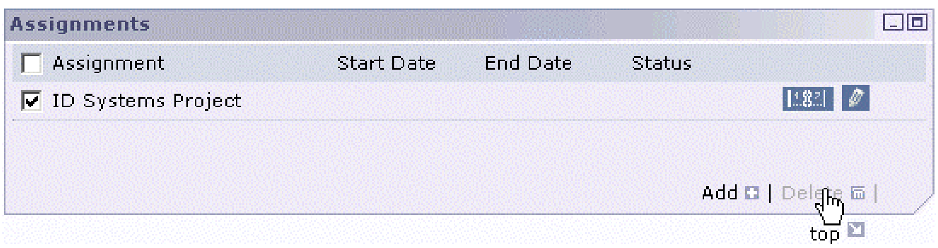
Once an assignment has been set for a class, it can be removed. Deleting an assignment from a class does not delete the assignment from the assignment bank.

Important Note: When an assignment is deleted from a class, all grades and data associated with that assignment are also deleted. If you do not wish to lose this information but no longer want the assignment “active” as part of the class contents, we recommend that you instead change the availability dates of the assignment such that it is expired. As such, students will no longer be able to launch the assignment but all previous data is retained. The next section will instruct you on changing an assignment’s availability dates.

To remove an assignment from a class:

1. Check the checkbox next to the assignment you would like to remove.

2. Click Delete in the *Assignments* area.



You are requested to confirm deletion of the assignment. The ***Class Main Page*** is redisplayed, without the assignment you have removed.

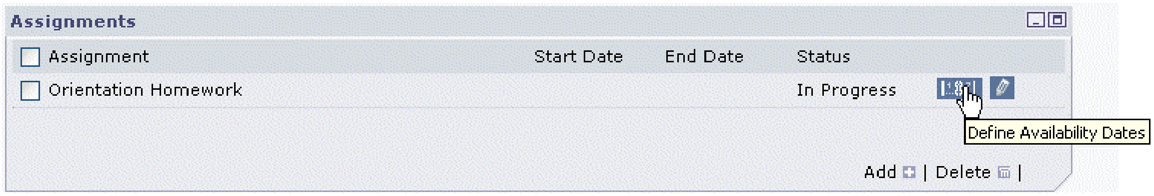
Setting the Dates for an Assignment

The instructor can specify the dates between which the students may perform the assignment. The *Status* column in the *Assignments* area indicates the current status of the assignment:

- Expired*:* The End date for the assignment has passed. Students may no longer submit the assignment.
- In Progress*:* The current date lies between the Start and End dates and times. The students may access the assignment.
- Not Started*:* The Start date has not yet been reached. Students may not access the assignment yet.

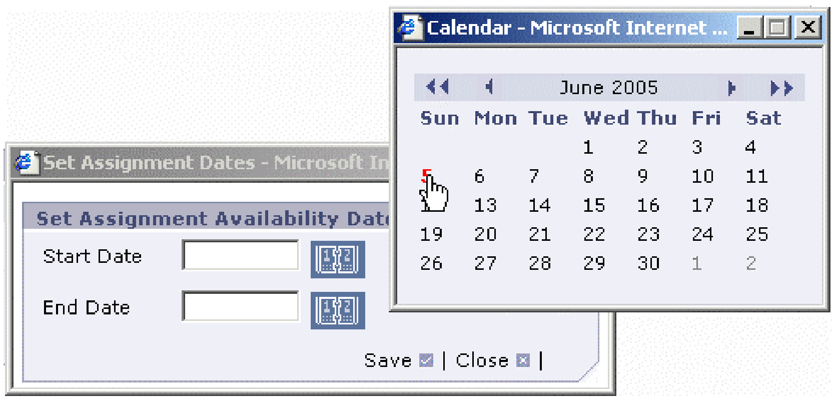
To set the date for an assignment listed in the *Assignments* area of the ***Class Main Page***:

1. Click the Set Date icon next to the relevant assignment in the *Assignments* area.



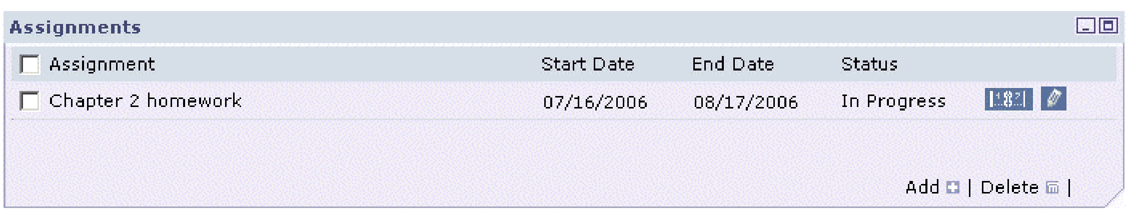
The ***Set Assignment Dates*** pop-up window is displayed.

2. Set the *Start* and *End* dates and times by clicking the Calendar icon next to each field and selecting a date from the calendar that is displayed.



Note: Dates and times are set according to the location of the LearnMate server. Therefore, if the LearnMate server resides in a different time zone from the end user, the dates and times should be set for the class accordingly.

3. Click Save. The ***Class Main Page*** is redisplayed, and the *Start* and *End* dates are shown next to the assignment in the *Assignments* area.



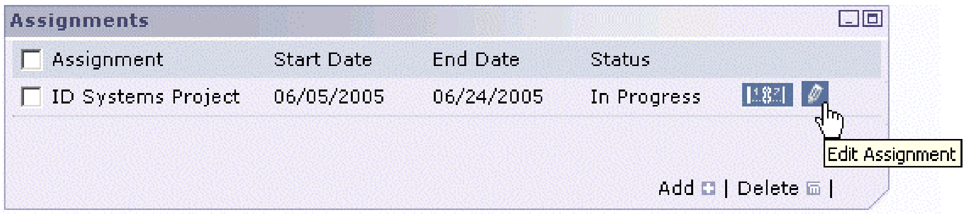
The instructor can change the availability dates at any time by repeating the process described in this section.

Editing an Assignment

You can edit an assignment only if you created the assignment yourself. If you are adding an assignment that you did not create, you cannot edit the assignment. From the ***Content*** menu, you can create a copy of the assignment and adjust it to fit your needs. For more information on copying an assignment, see Copying an Assignment on page 369.

To edit an assignment:

1. Click the Edit Assignment icon next to the assignment name in the *Assignments* area of the ***Class Main Page***. The ***Edit Assignment*** page is displayed.



Refer to Editing an Assignment on page 369, for instructions on editing an assignment.

Class Resources

Class resources are files that are relevant to the class as a whole, such as the course syllabus, calendar, class rules, safety procedures and so on. Unlike Module Resources (see **Module Resources** on page 72), they are not relevant to just one particular module.

The class resource files are listed in the *Resources* panel of the ***Class Main Page***. This list may change from time to time as determined by the instructor. Students can open files directly from this page, or download them to their own computers. The procedures for dealing with these files are identical to the procedures for Module Resources.

The Class Instructor has the same rights to open and save Resource Files that students have. See **Viewing a Module Resource** on page 73 and **Saving a Resource File** on page 74. However, the Class Instructor may also:

- Restrict or Unrestrict resources for viewing
- Upload new resources
- Import resources from modules or other classes

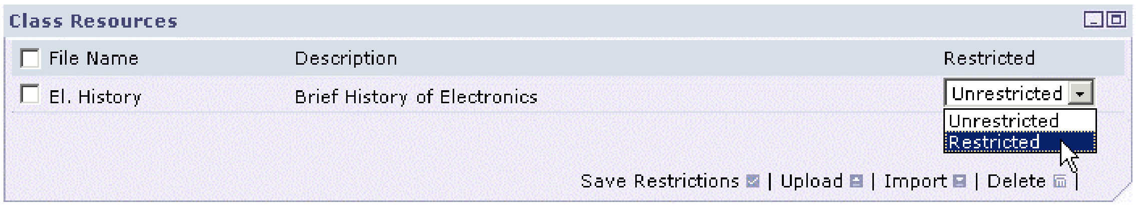
Resource Restrictions

Once a resource file is in the system and associated with the class, the instructor can control whether it is available for the students to view. This setting can be changed at any time. This is quite useful, as in the following situations:

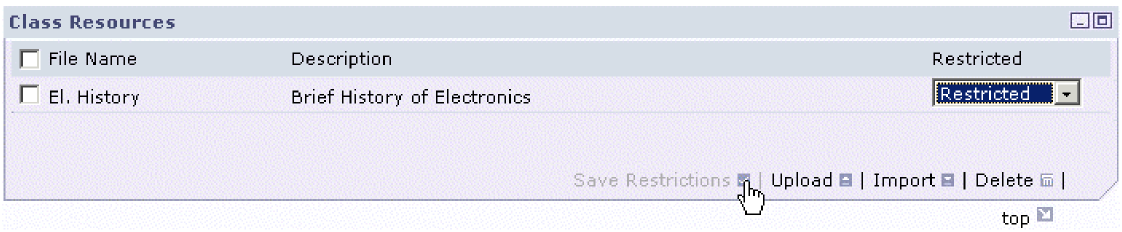
- Answers to a test, available for discussion after the test is completed
- Supplementary reading material, available only when the class is covering that specific topic
- Videos, Web links, photographs, charts and any other electronic resource when the material is relevant to the current topic – not before and not after.

To restrict a class resource:

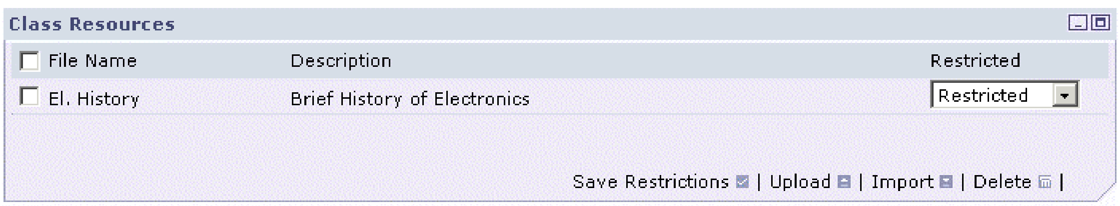
1. Select Restricted from the *Restricted* drop-down menu next to the resource to be restricted, in the *Class Resource* area of the ***Class Main Page***.



2. Click Save Restrictions.



The page is refreshed, and the file is restricted for use.

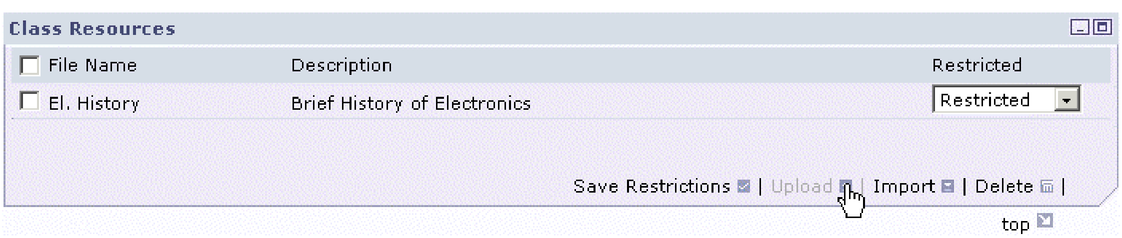


3. To unrestrict the use of a class resource file, select Unrestricted from the *Restricted* drop-down menu, and click Save Restrictions.

Uploading Resources

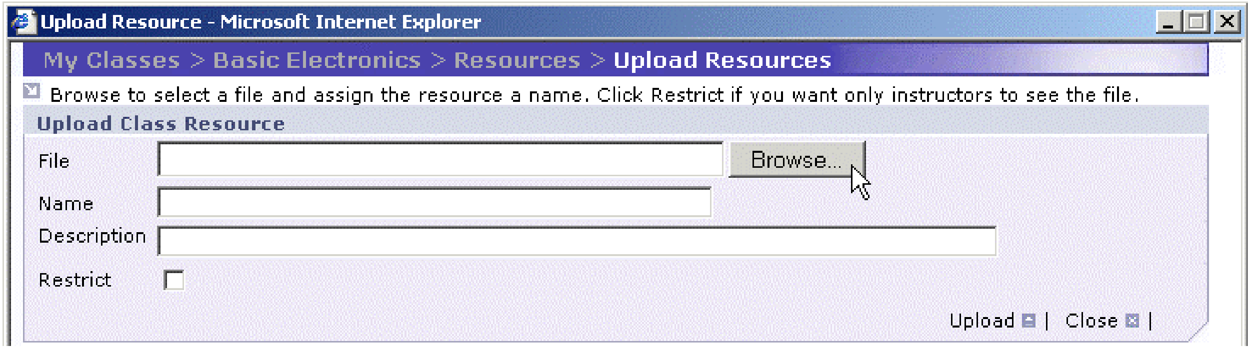
This procedure is used to add a new resource file into the system.

1. Click Upload in the *Class Resources* area of the ***Class Main Page***.



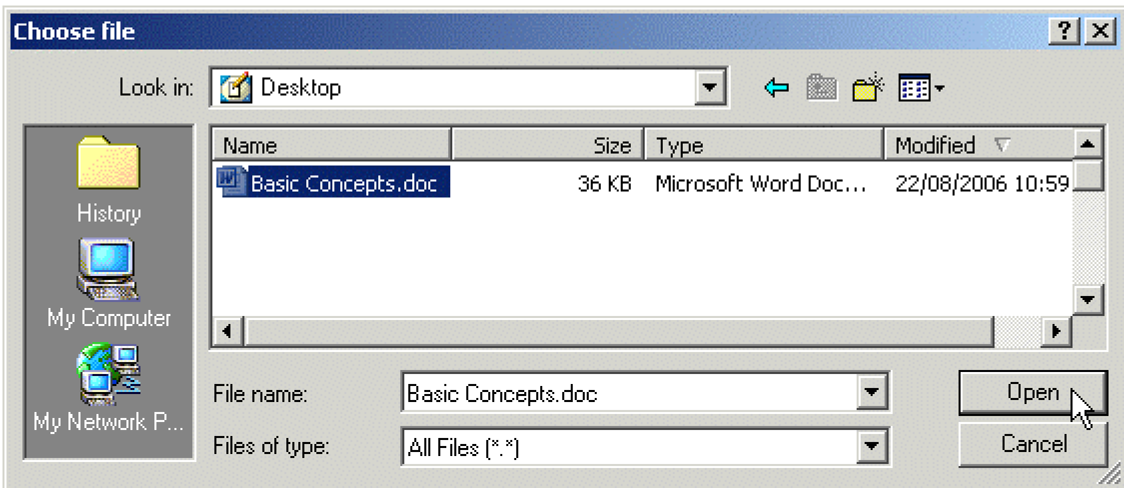
The ***Upload Resource*** pop-up window is displayed.

2. Click Browse.



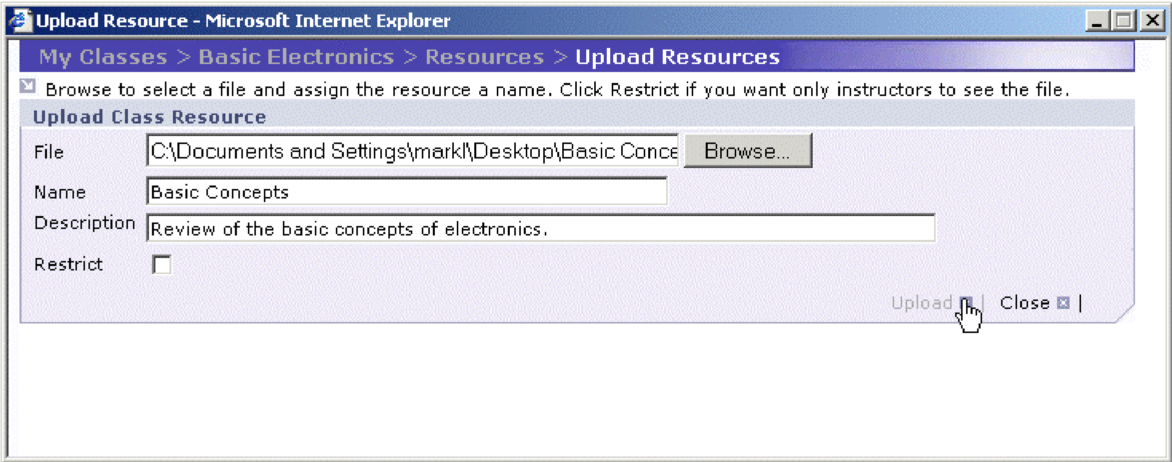
The ***Choose file*** pop-up window is displayed.

3. Select the file to be uploaded and click Open.

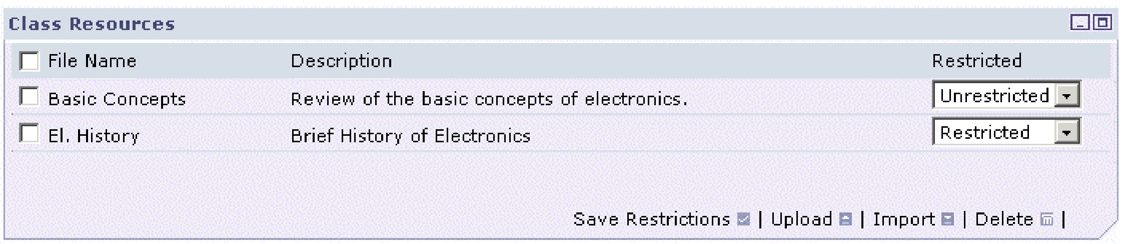


The file name is entered in the Upload Resources pop-up.

4. Enter the name to be given to the file in the *File* field. This does not have to be the same as the file name as it is on your computer.
5. Enter a description of the file in the *Description* field.
6. Check the Restrict checkbox if you wish for the file to be restricted.
7. Click Upload.



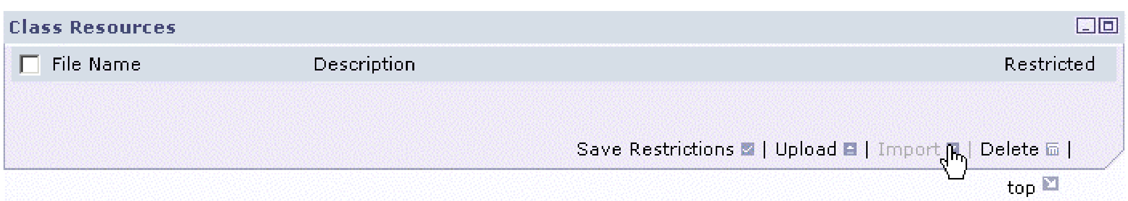
The ***Class Main Page*** is refreshed, and the uploaded resource is listed.



Importing Resources

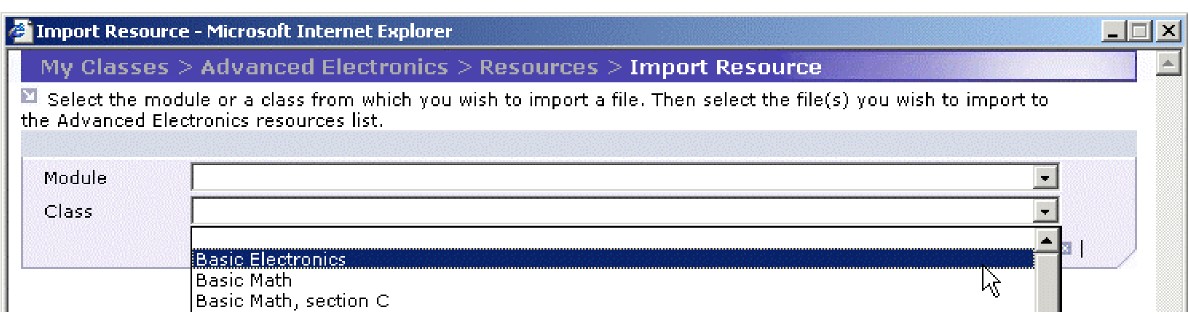
This procedure is used to add an existing resource to the class, when that resource is already in the system, attached either to a module or some other class.

1. Click Import in the *Class Resources* area of the ***Class Main Page***.



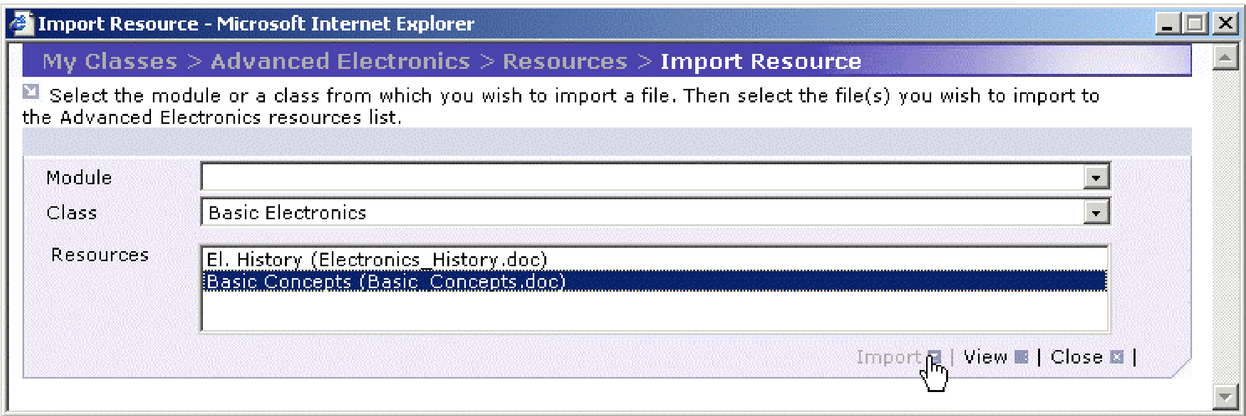
The ***Import Resource*** pop-up window is displayed.

2. Select a module or class from which to import a resource file, using the drop-down menus.

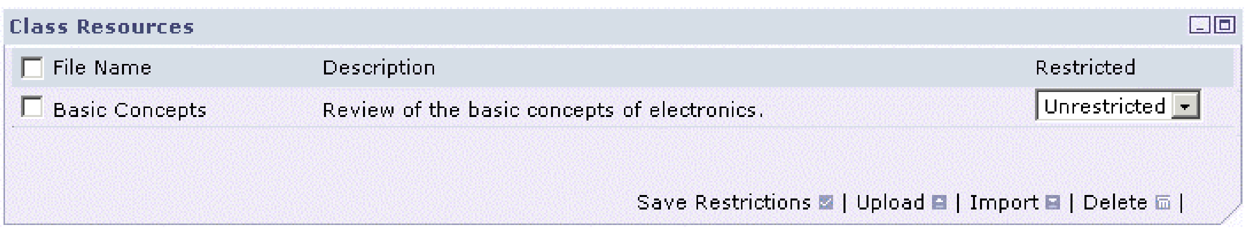


After a class or module has been selected, all the resource files owned by that class or module are listed.

3. Select a file to import, and click Import.



The ***Class Main Page*** is refreshed, and the selected file is listed in the *Class Resources* area.



Review

In this chapter, we covered the following material:

- Average Class Grade
- Utility Check
- Class Details
- Customize Gradebook
- Schedule
- Modules
- Students
- Class Chats
- Class Forums
- Class Tests
- Assignments

- Class Resources

Ask Yourself…

- Can you customize the gradebook?
- Can you add additional grades to the gradebook?
- Can you explain the difference between the overall grade and the grade-to-date?
- Can you edit students' grades?
- Can you set up a rotational schedule?
- Can you ensure that specific students are not grouped together in an automatically generated rotational schedule?
- Can you add modules to a class?
- Can you define how module tests are to function?
- Can you enroll students in a class?
- Can you set up, manage and archive class chats?
- Can you set up and manage class forums?
- Can you schedule class tests?
- Can you set class assignments?
- Can you upload class resources and restrict/unrestrict their use?

10

Content Management

Review of Previous Chapter

In chapter 10, we covered the following material:

- Average Class Grade
- Utility Check
- Class Details
- Customize Gradebook
- Schedule
- Modules
- Students
- Class Chats
- Class Forums
- Class Tests
- Assignments
- Class Resources

Introduction

This section explores the ***Content*** tab on the ***Navigation Menu***. It is only accessible to Instructor/Managers or Administrators who have Content Organization Administrator permissions. If you do not see the ***Content*** tab on your ***Navigation Menu***, contact your Organization Administrator. See **Permissions** on page 225.

In the ***Content*** section of the LearnMate system, you can create and edit all types of content available for inclusion in classes. You can also manage the Media Bank and the mapping of content to Skills Standards.

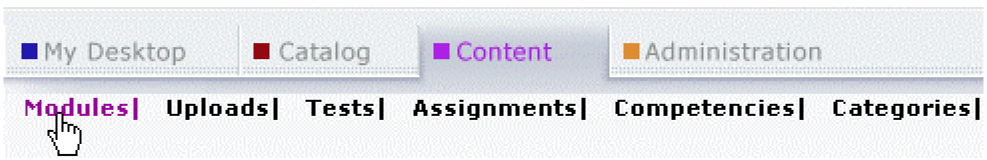
Objectives

In this chapter, we will explore the following topics:

- Modules

- Content Objects
- Uploading Media
- Categories
- Competencies
- Links
- Glossary
- Assignments

Modules

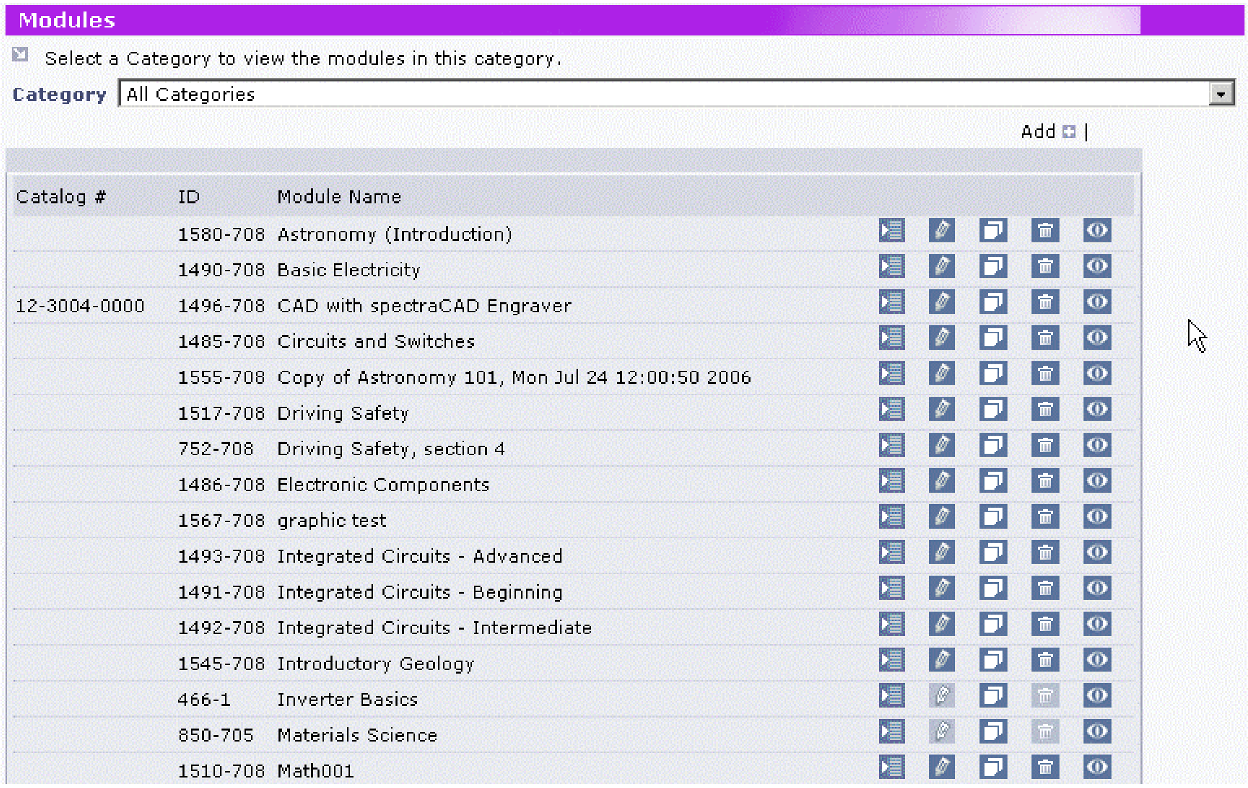


The **Module** is the basic unit of content in the LearnMate system. The module is viewed in the Content Viewer. Each page of content consists of text and the Media Viewer. The Media Viewer may display still graphics or photographs, but may also present videos, animations and all manner of interactive graphics.

An instructor may see a list of all available modules when adding modules to the class, and may also preview any module without personally completing prerequisites and without any restrictions on navigation through the index. An administrator may likewise see a list of available modules when preparing certain reports. See **Reports – Module** on page 170. An administrator may preview a module by launching it from the ***Class Main Page*** of any class that includes the module. See Launching a Module on page 71.

However, the best way to view modules is from the ***Modules*** page itself. It is the default page for the ***Content*** section. When you click on the Content tab of the ***Navigation Menu***, you are immediately taken to this page. If you are already within the ***Content*** section of the system, you can also click on the Modules tab of the ***Content*** submenu.

While instructors can preview the entire module, including all of its tests and its index, only a Content Administrator may edit the text of a module or change the tests and their questions. If you find that you need either of these capabilities and you do not see a ***Content*** tab on your ***Navigation Menu***, contact your Organization Administrator. See **Permissions** on page 225.



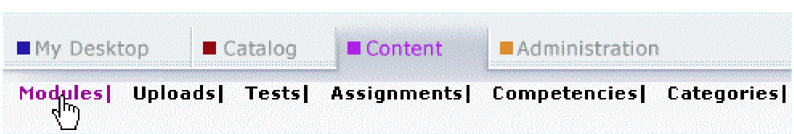
Viewing the List of Modules

To view the list of modules available to the organization of the current user:

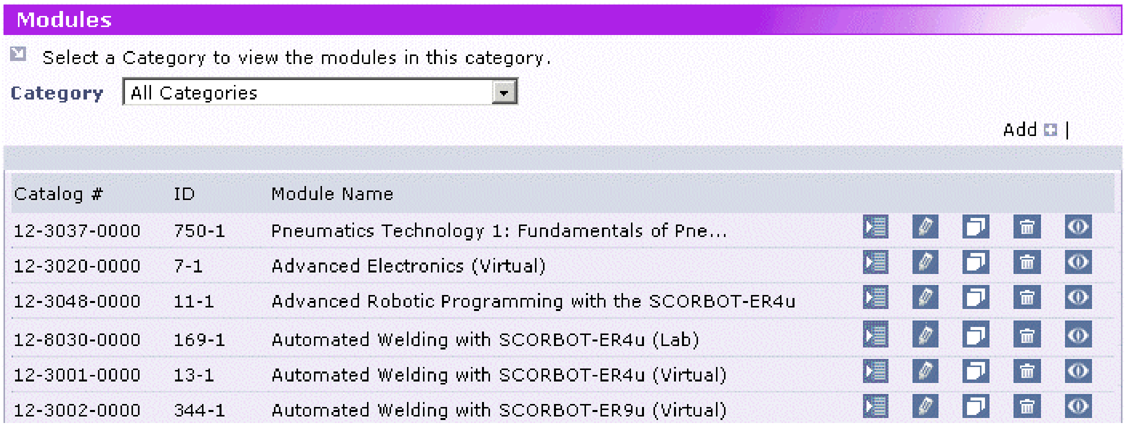
1. Select Content from the ***Navigation Menu***. The ***Content*** options are displayed.

2. Click Modules. The list of modules is displayed.

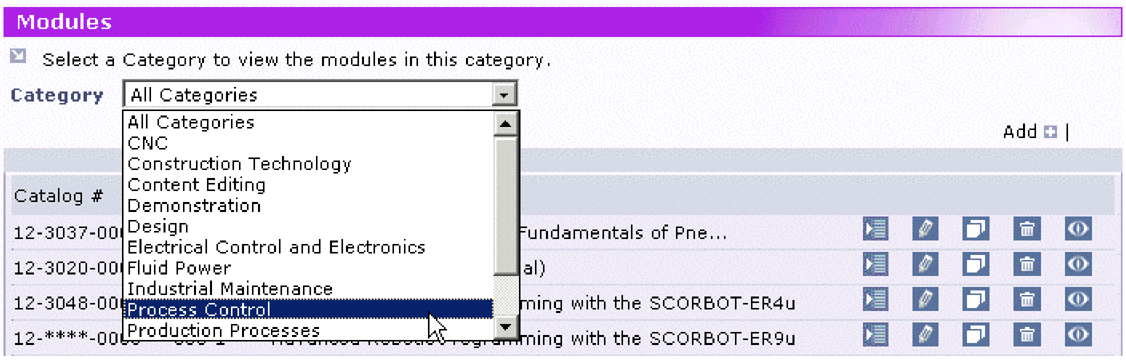
   Note: The ***Modules*** page is displayed by default whenever the ***Content*** option is selected from the navigation menu. Step 2 is only required when accessing the ***Modules*** page from another submenu option in the ***Content*** section of the system.



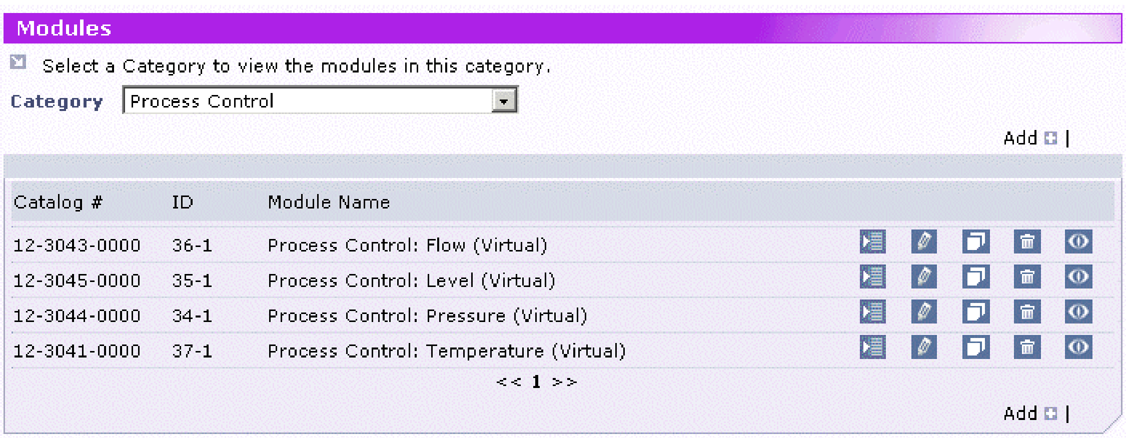
   The list of modules is displayed.



3. To show only the modules belonging to a particular category, select the required category from the *Category* drop-down menu. (See Category Management on page 333.)



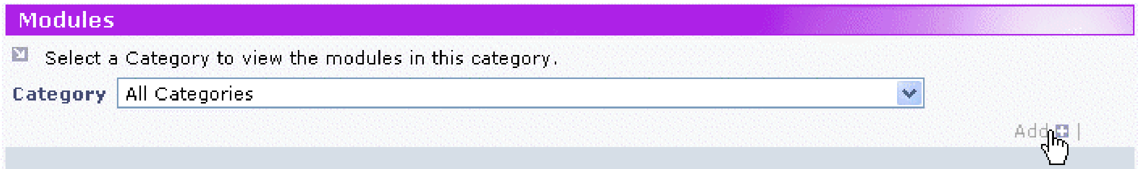
The ***Modules*** page is refreshed, showing only the modules assigned to the selected category.



Adding a Module

To add a new module to the system:

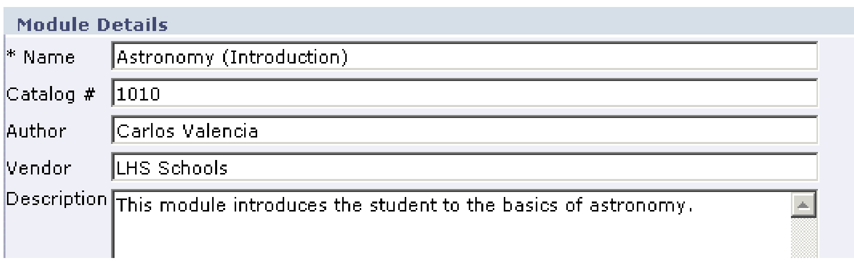
1. Select Content > Modules. The list of modules is displayed.
2. Click Add.



The ***Add New Module*** page is displayed.

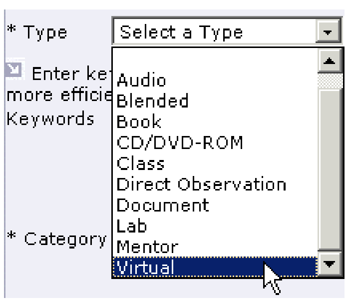
3. Complete the *Module Name*, *Catalog #*, *Author*, *Vendor* and *Description* fields.

   Note: All fields marked with an * are mandatory.

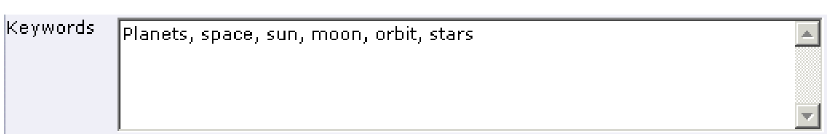


4. Enter the number of activities the module will contain in the *No. of Activities* field.
5. Enter the duration of the module in terms of hours in the *Duration* field

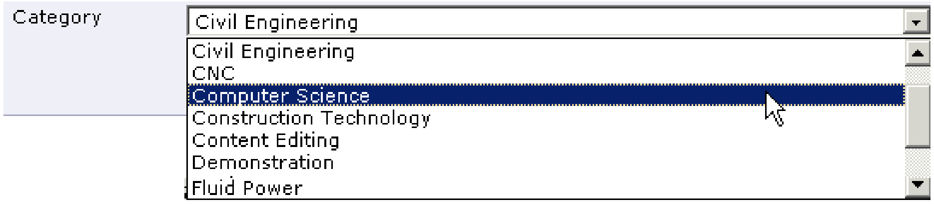
6. Select the applicable type of module from the *Type* field. This field is mandatory.



7. Select the language of instruction from the *Language* field.
8. Enter relevant keywords in the *Keywords* area. Use commas to separate them. These keywords enable students to search the catalog for classes containing relevant modules. See Catalog on page 147.



9. Select the relevant *Category* for the new module. The module will share web links and glossary terms with other modules in the category. This field is mandatory.



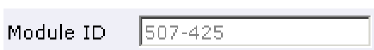
To learn more about categories, see Category Management on page 333.

10. Click Save to save the module you have created.

The ***Edit*** page is displayed. This page includes all fields and options that are present in the ***Add*** page, as well as a number of others. The additional fields and options are explained in the steps that follow.

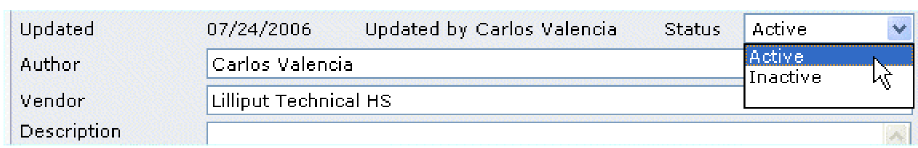
11. LearnMate automatically assigns a *Module ID* to the new module. This number cannot be edited.

Note: The second number in the sequence shown is the organization ID (e.g., [module ID]-[organization ID].)



12. Select the status of the module in the *Status* drop-down menu. A module that is Inactive cannot be launched, and students cannot be enrolled.

Note: We recommend modules be defined as Inactive if their content is currently undergoing modifications.

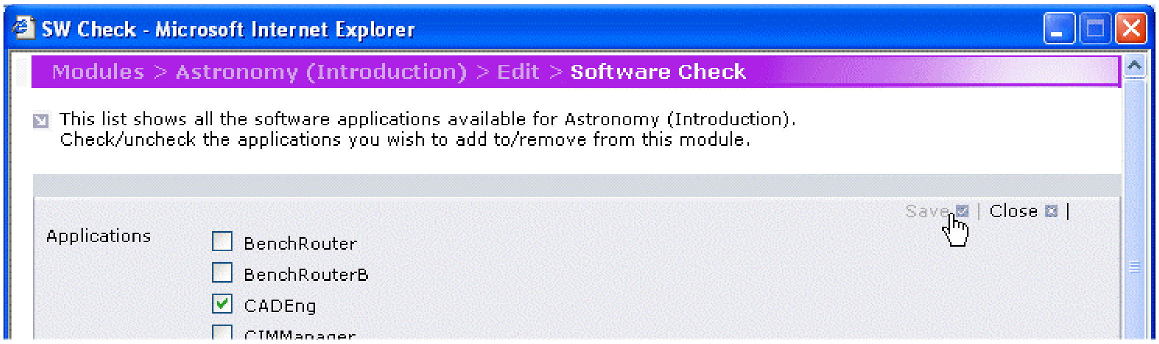


13. intelitek offers a range of software programs for use in its modules. To use such software in your module and ensure that a software check is available for this module from the ***Class Main Page***:

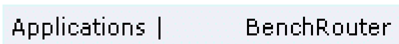
- Click Applications.

The ***Software Check*** page is displayed. All available software programs are listed.

- Check the application(s) required for your module.



- Click Save. The selected program will be listed next to *Applications* on the ***Edit*** page. Once this module is added to a class, click the Software Check icon next to the module name in the *Modules* area to check for the proper installation of this program.



For more information on the Software Check feature, see Software Check on page 75.

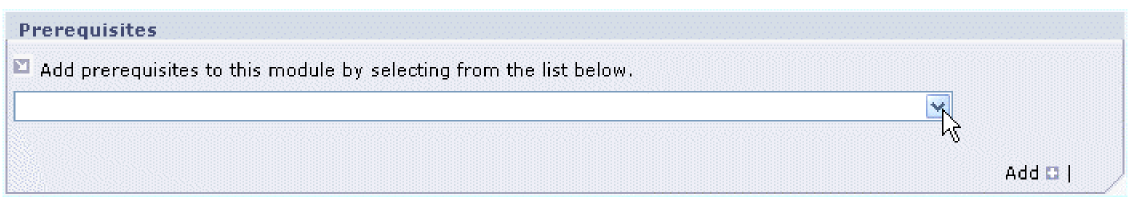
14. To add a post-test to the module, see Adding/Creating a Post-test on page 314.

15. Click Save to save any changes you make in the *Module Details* section of the page.

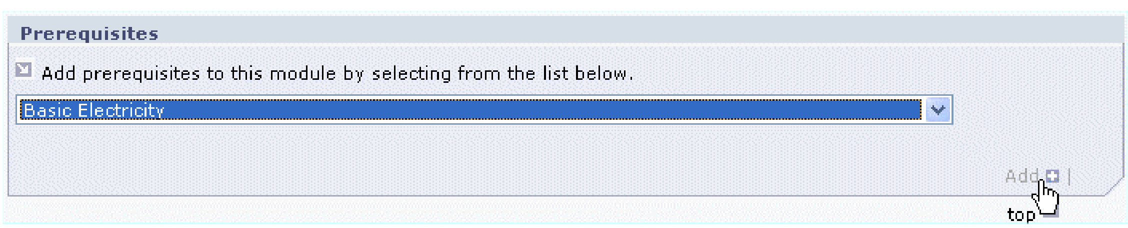
16. Prerequisites are modules that the student must have completed before taking the new module. Students who do not have the required prerequisites will not be permitted to launch the module.

To assign prerequisites to a module:

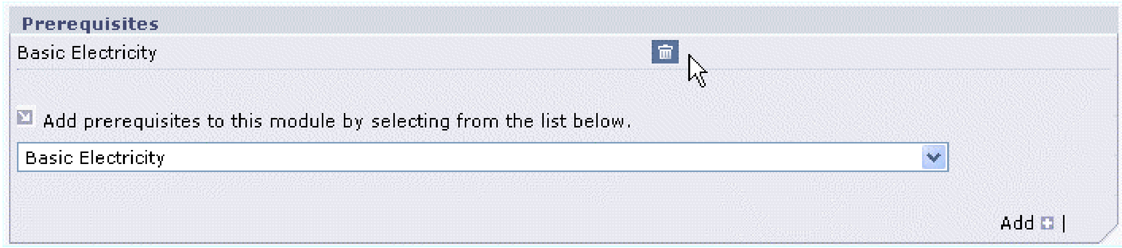
- Select the first prerequisite module from the *Prerequisites* drop-down menu.



- Click Add.



- The selected module is added to the prerequisites list.



- Repeat this process to add as many prerequisites as are required.
- To remove a prerequisite, click the Delete icon next to the prerequisite to be deleted.

Note: Changes in the *Prerequisite* area are saved by clicking Add. Changes to the *Module Details* area must be saved by clicking Save.

17. To return to the list of modules, click Back.

Adding/Creating a Post-test

The post-test is the test that students are given after completing a module.

You may create a post-test manually using the LearnMate Test Authoring Tool (see Tests on page 437.)

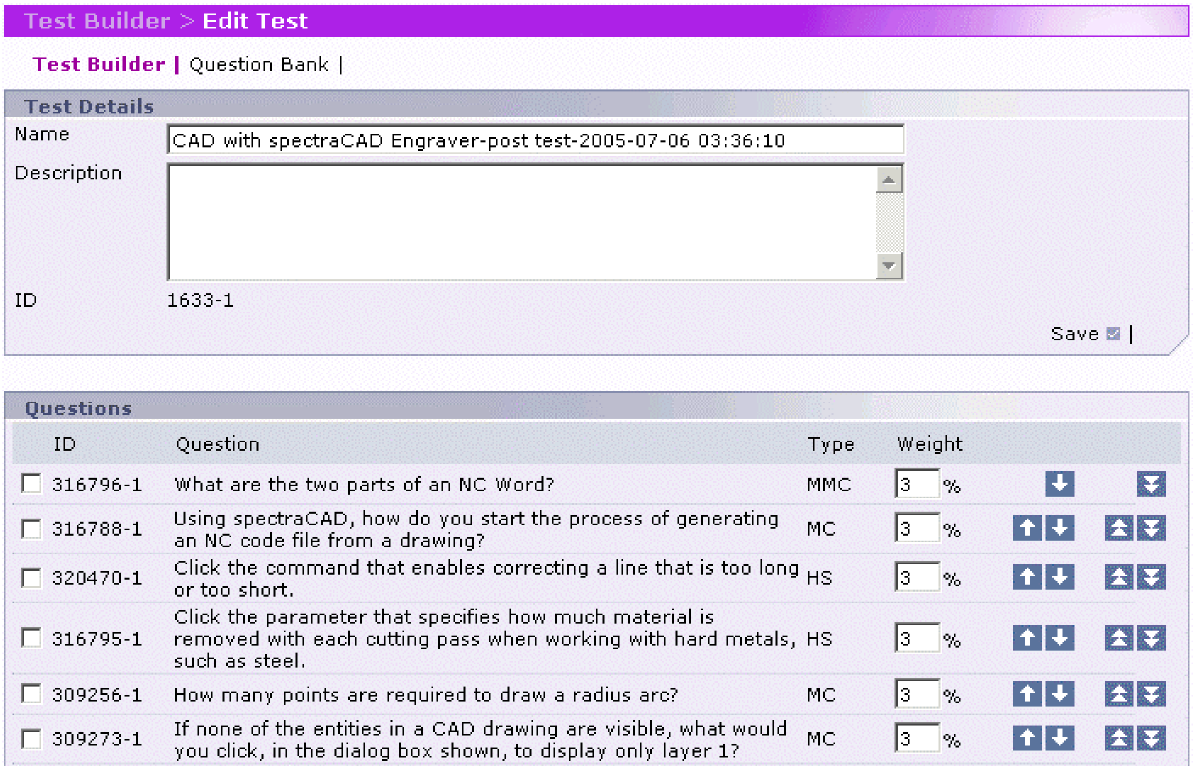
Alternately, LearnMate can automatically generate a post-test for you. An automatically generated post-test will consist of 40 questions that are randomly selected from the generic questions available in the module's question bank. Links to LearnMate-generated post-tests are added automatically to the last content object of each module, and accessed by clicking on the ? icon on the bottom of that page.

Note: We recommend that LearnMate automatically generate most post-tests. If you wish, you may then edit or change questions chosen by LearnMate after the test has been generated.

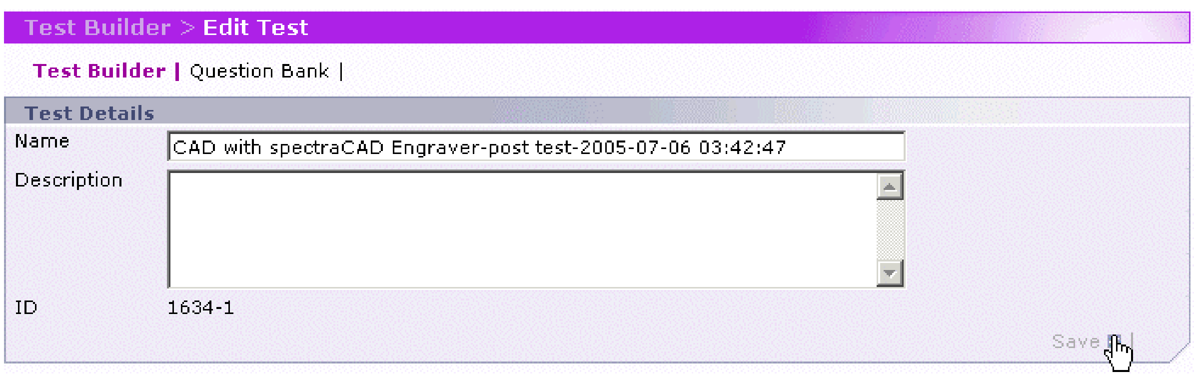
To automatically generate a post-test:

1. Click Create Post-test.

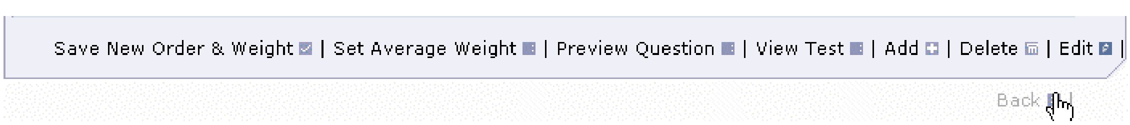
- The ***Edit Test*** page is displayed. The questions that were automatically selected for the post-test are listed. See Adding Questions to a Test on page 438 to learn how to modify the test.



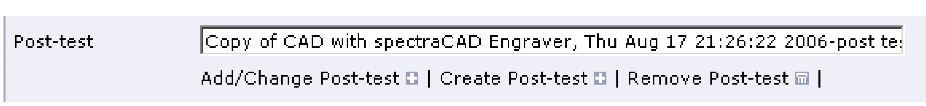
2. After making any changes, click Save.



3. Click Back.



4. The ***Edit Module*** page is redisplayed. The name of the post-test is displayed in the *Post-test* field.



Note: Clicking Create Post-test if a post-test already exists, will result in a new test being created that will replace the existing test.

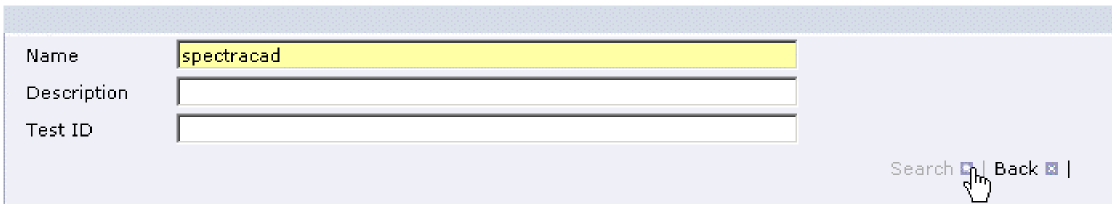
To specify a manually created test as a post-test:

5. Click Add/Change Post-test.

The ***Add Test*** page is displayed.

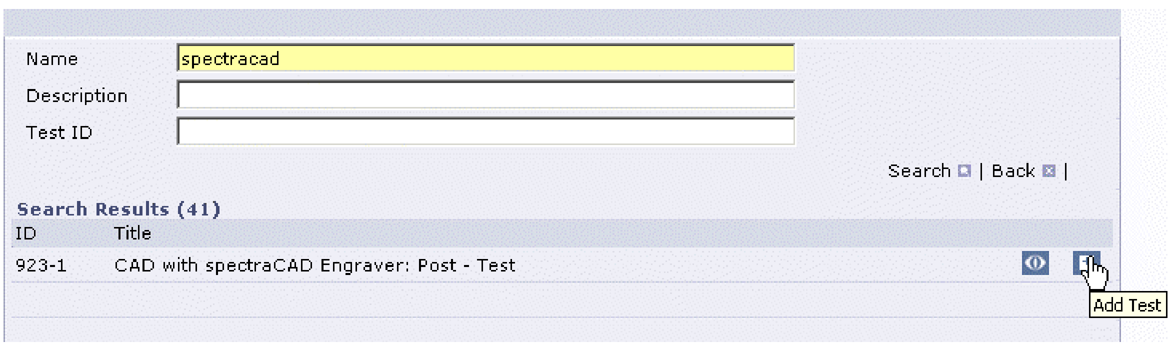
6. Enter the *Name*, *Description*, or *Test ID* of the test you would like to specify as the post-test.

7. Click Search.

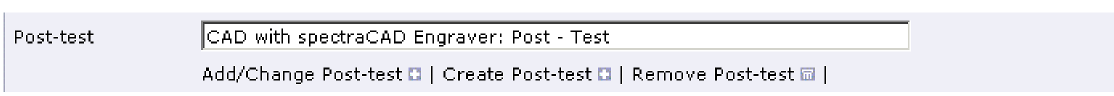


All tests that match your search criteria are listed.

8. Click the Add Test icon next to the test to be specified as the post-test.



The ***Add New Module*** page is redisplayed, with the selected test shown in the *Post-test* field.

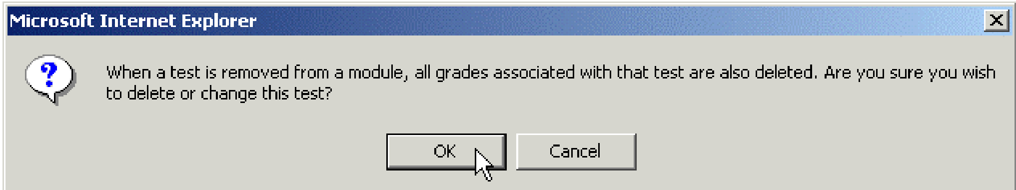


Removing a Post-test from a Module

To remove a post-test from a module:

1. Click Remove Post-test.

You will be warned that if a test is removed from a module, all grades associated with that test will be deleted.



2. Click OK to continue, or Cancel to return to the ***Edit Module*** page, without removing the post-test.

   The ***Edit Module*** page is redisplayed. The *Post-test* field is blank. The student will not be presented with a post-test at the completion of the module.

Deleting a Module

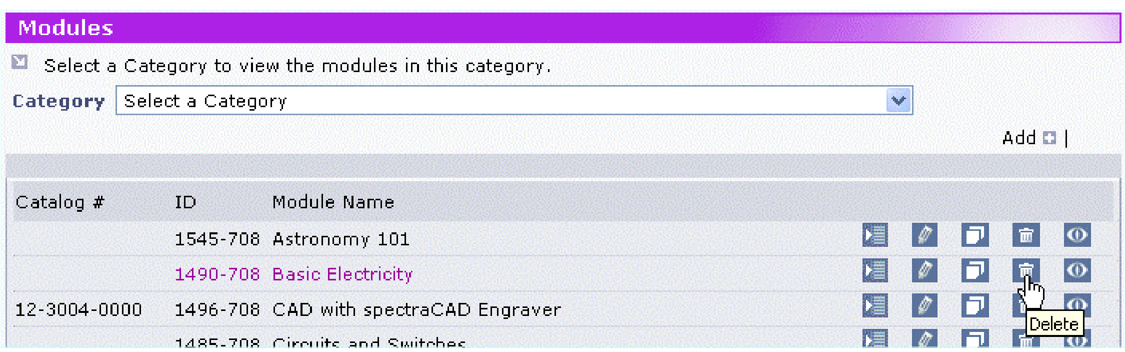
Important Note: Once a module has been deleted, it cannot be restored. Further, all student data related to that module will also be lost. Be very careful when performing this function.

A module that is currently in use in a class cannot be deleted.

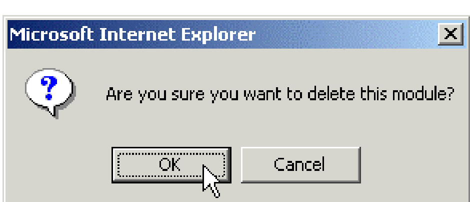
To delete a module:

1. Select Content > Modules.The list of modules is displayed.
2. Click next to the module that you would like to delete.

   The Delete icon will only be active for modules that originated in your organization. You cannot delete modules created by other organizations.

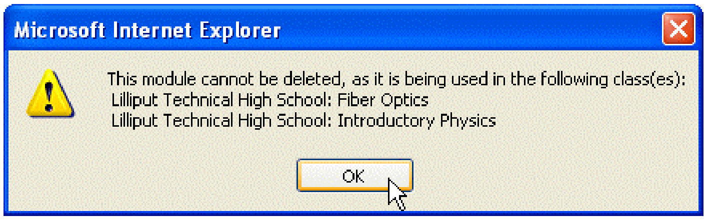


   You will be asked if you are sure that you want to delete the selected module.



3. Click OK when you are asked for confirmation.

Note: You cannot delete a module that is currently in use in a class (either in your current organization or any sub-organization). If you attempt to delete such as class, you will receive the message shown below. The message also indicates in which organizations and classes the module is being used.

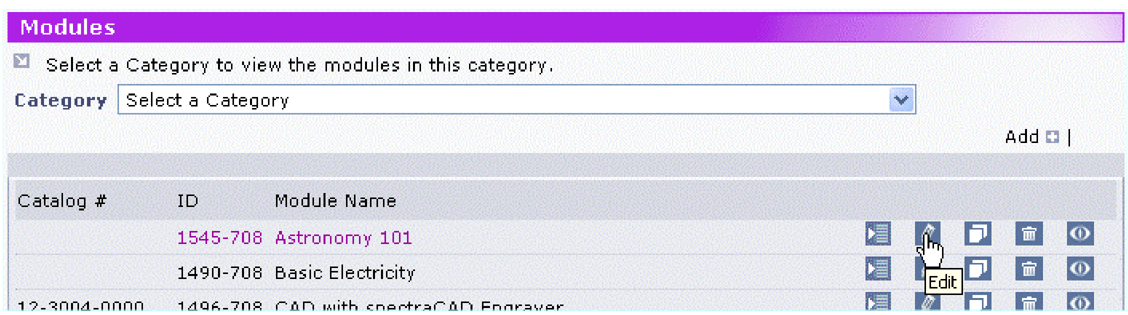


Editing Module Details

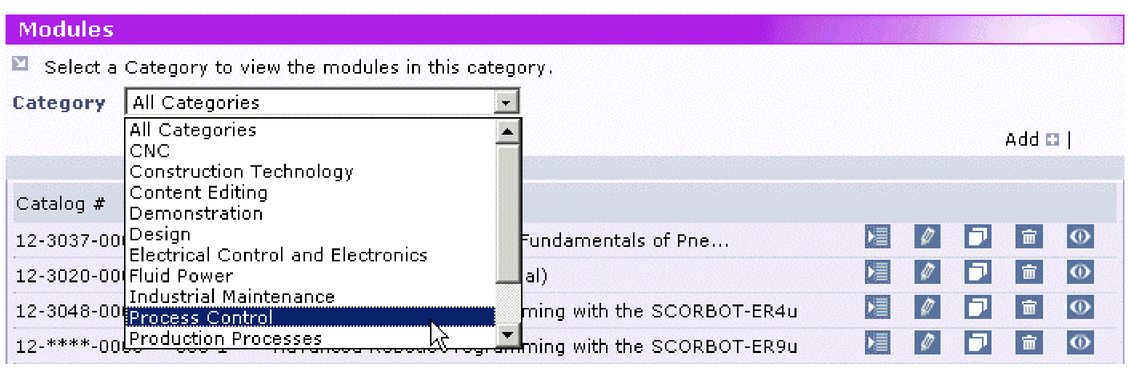
To edit the module details:

1. Select Content > Modules. The list of modules is displayed.
2. To edit the module details, click the Edit icon . The ***Modules Edit*** page is displayed.

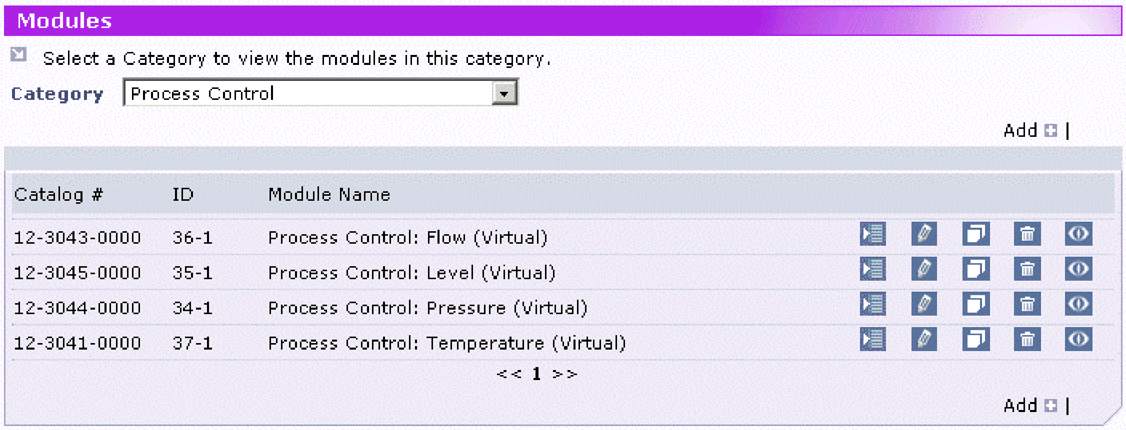
   Note: The Edit icon will only be active for modules that originated in your organization. You cannot edit modules created by other organizations. The icon will only be active for modules that were created by members of your organization.



3. The ***Modules Edit*** page is displayed. This page is identical to the To show only the modules belonging to a particular category, select the required category from the *Category* drop-down menu. (See Category Management on page 333.)



The ***Modules*** page is refreshed, showing only the modules assigned to the selected category.

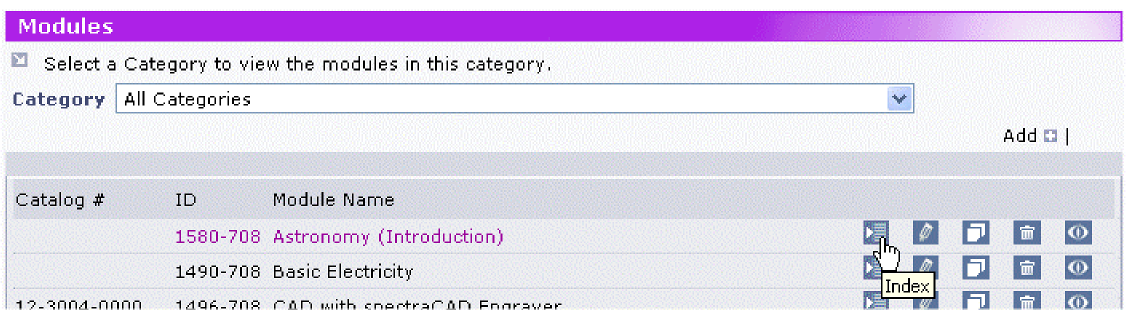


Adding a Module page, as described on page 310.

Editing Module Content

To edit the module content:

1. Select Content > Modules. The list of modules is displayed.
2. To edit the module content, click the Index icon. The module index (table of contents) is displayed. To learn how content objects are edited, see **Content Authoring** on page 373.



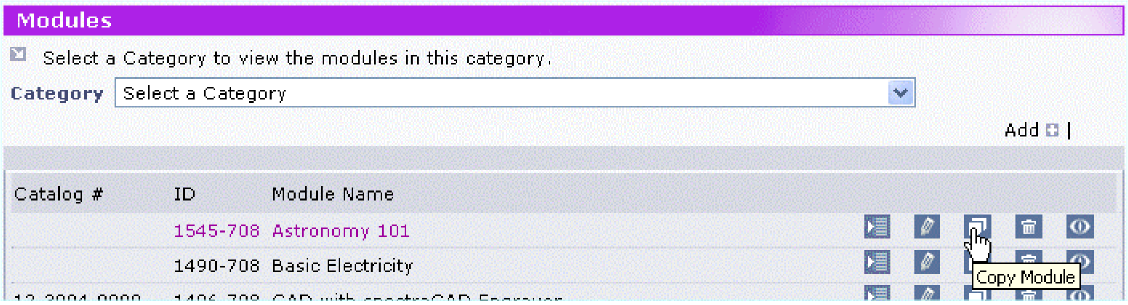
Copying a Module

You may want to create a module that is similar to an existing module. To speed up the process, LearnMate allows you to create a copy of a module that can then be edited without affecting the original module.

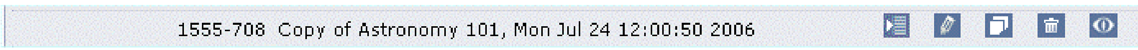
This function should be used if you wish to modify either the details or the content of a module inherited by a parent organization. Once the module is copied, you have essentially created a new, albeit linked, version of that module that now originates in your organization. You will then be able to make required changes to the module's index or details.

To copy a module:

1. Select Content > Modules. The list of modules is displayed.
2. Click the Copy Module icon next to the module that you would like to copy.



3. The modules list is redisplayed. The copy of the module is named “Copy of [name of module], [Date and Time of copy]”. This module can then be edited as discussed before.

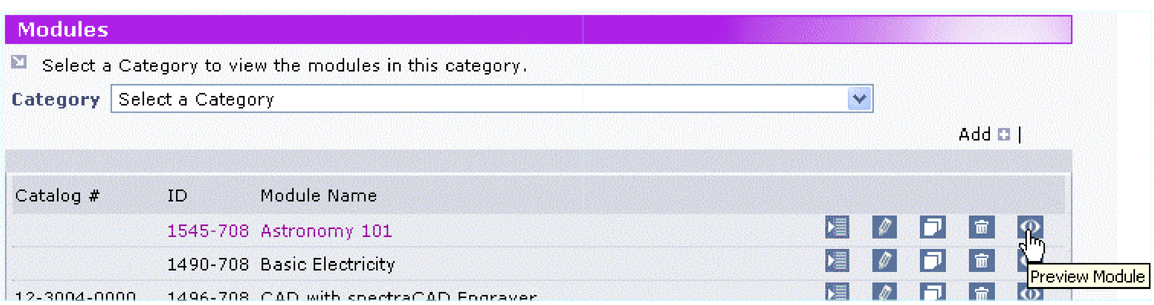


Note: Once a module has been copied, we recommend changing its name.

Launching a Module

To preview a module from the ***Modules*** page:

1. Select Content > Modules. The list of modules is displayed.
2. Click the Preview icon next to the module to be viewed. The module is launched in a separate ***Content Viewer*** window.



Content Objects

When we talk about LearnMate modules, we are essentially referring to the final material that the student will see. As we shall see, the material that the student sees in the Content Viewer is composed of a number of different system objects, known as ”content objects”.

- Content objects are chunks of data designed to be used in multiple contexts.
- Content objects are essentially the pages that the student can see in the Viewer.
- Content objects can include text, graphics, animations, glossary items, links and tests.
- Each content object is known as a Reusable Learning Object (RLO), and is both portable and reusable, meaning that it can be used repeatedly from module to module.

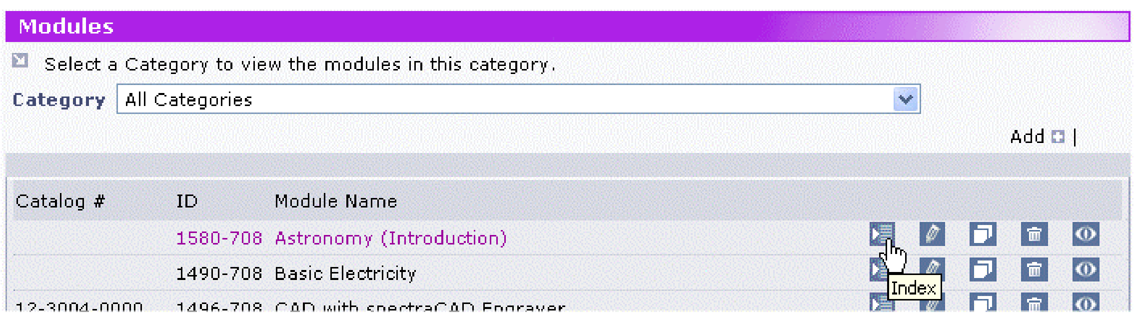
For example, a content object could be a section on safety when working with electrical systems. This section can be included in multiple modules, as required.

- A single copy of the content object is stored in the bank, and is referenced in as many modules as required. Because of this design, any changes to the content object need only be made once, to the content object in the bank. The changes will automatically be seen in each instance of the content object.
- Content objects can be designed to fit your requirements, and can be made as simple or as complex as your imagination and budget allow. We recommend that a typical content object be anywhere from a single page to no more than 10 pages. It should be the smallest chunk of data that you would consider reusing from module to module.

Viewing the List of Content Objects in a Module

To view the index, or list of content objects, of a module:

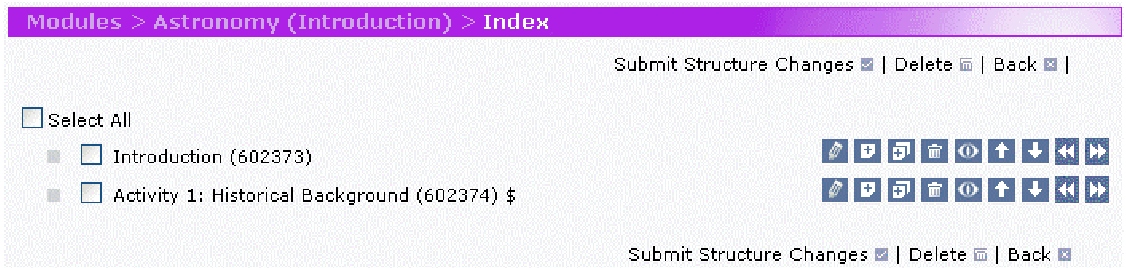
1. Select Content > Modules. The list of all modules available to your organization is shown. This list includes all modules created by your organization, as well as those assigned to your organization by a parent organization.
2. Click the Index icon next to the module of interest.



The index is shown:

- The index will be blank if no content objects have been added.

- For modules that originated in your organization, each content object in the index will be followed by a number of icons that enable you to manipulate the object (e.g., Add, Add Subentity, Edit, Delete, Preview, Change Order, Change Level).



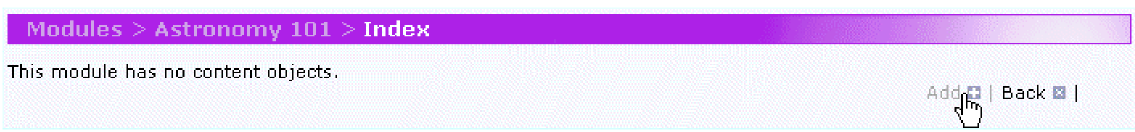
- For modules that did not originate in your organization, you will only be able to preview the content object and not make any editing changes. To edit such modules, you will first need to make a copy of the module (see Copying a Module on page 319).

- Next to each content object is a number. That number is the content object ID number.
- A $ sign next to a content object indicates that the content object originates in another module, and can thus not be edited in this module.

Adding the First Content Object to the Index

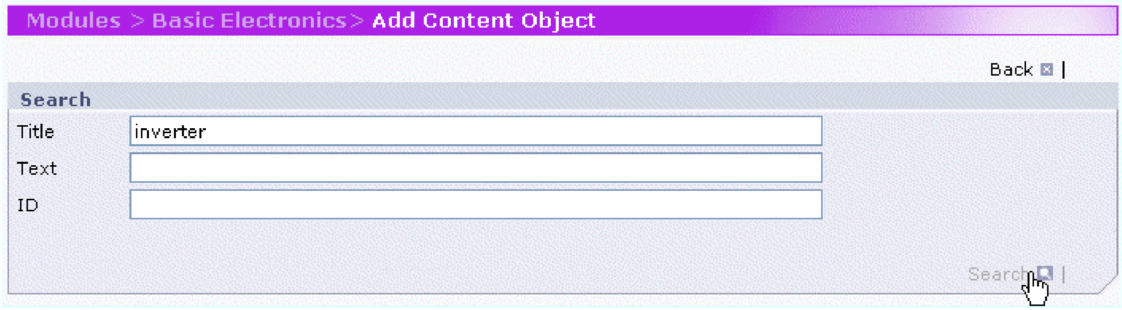
To add a content object to a blank index:

1. Select Content > Modules.
2. Click the Index icon next to the module to which you would like to add a content object. The index is shown. The index will be blank if no content objects have been added thus far.
3. Click Add.

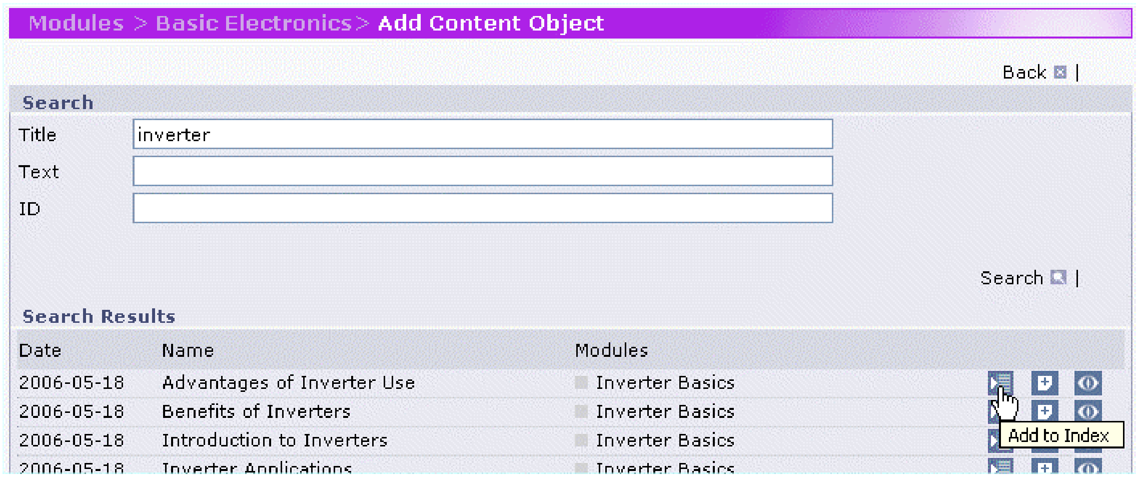


The ***Add Content Object*** page is displayed, enabling you to either add a new content object to the index, or to insert an existing content object into the index:

4. To add an existing content object to the index:
   - Enter either the *Title*, *Text* or content object *ID* in the relevant field in the *Search* area.
   - Click Search.



The Search Results page is displayed.



- Select the content object of interest and:
  - Click Add to Index to add the content object to the module and return to the module index.

  OR

  - Click Add and Edit to add the content object to the module and to go to the content object editing page.

  OR

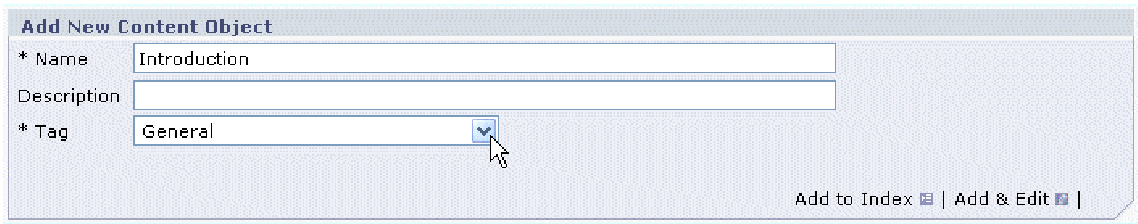
  - Click to preview the content object.

  Note: If you select a content object that is owned by another module, that content object will appear with a *$* sign next to it in the index.

5. To add a new content object to the index:

- Enter the name of the new content object in the *Name* field in the *Add New Content Object* area.
- Enter a description of the new content object in the *Description* text field of the *Add New Content Object* area.
- Select a content object tag:

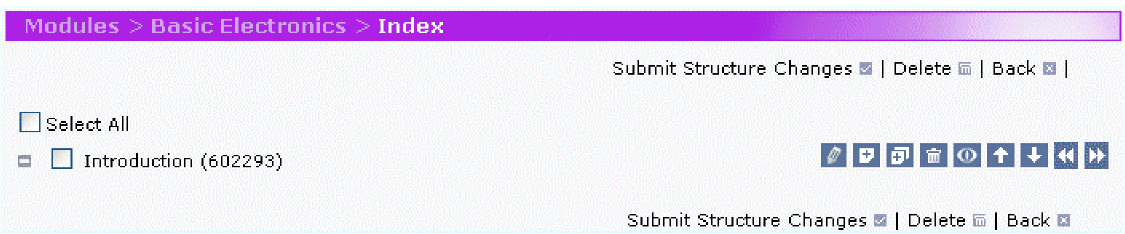
- *General:* For general purpose content objects.
- *Safety:* For a content object that provides safety instructions. This content object can be opened automatically in the preview page by clicking the **Safety** icon . Only one content object should be defined as a Safety content object per module. Once one content object has been set to Safety, this option will not be listed in the Tag pull-down menu.
- *Test:* For a content object that will contain a test. A Test content object cannot contain text or graphics, only a test.



6. Click Add to Index to add the content object to the module and return to the Module Index.

OR

Click Add and Edit to add the content object to the module and to go to the Edit Content Object page.



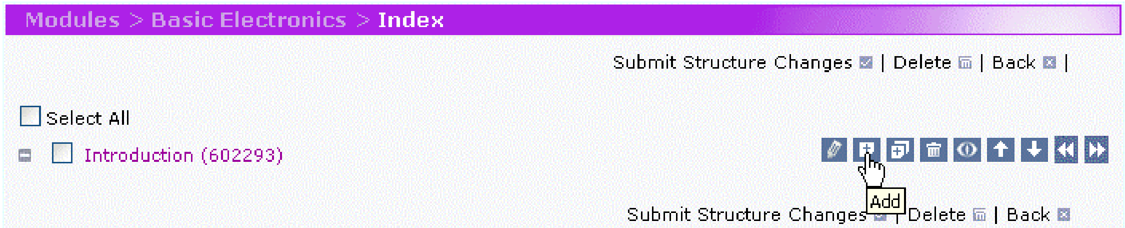
You will learn how to add content and formatting to content objects in the next chapter, Content Authoring, on page 373.

Adding Additional Content Objects to a Module

In the previous section, you learned how to add the first content object to a module. Once you have done so, the Add link is no longer displayed. To add content objects, you will use the and icons.

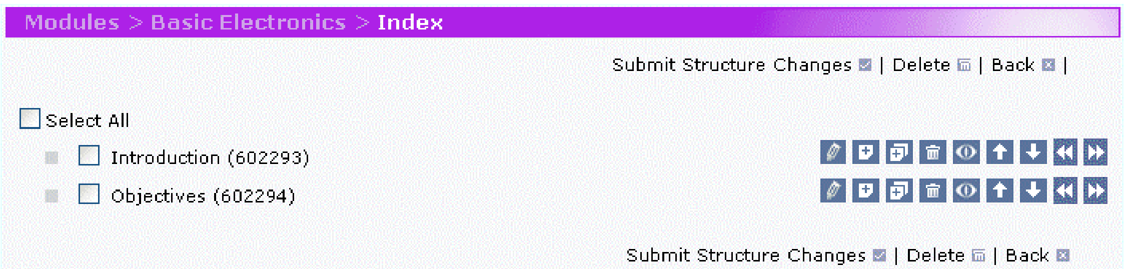
To add a content object below an existing content object, at the same level in the hierarchy:

1. Click the Add icon next to the content object below which the new content object should appear.



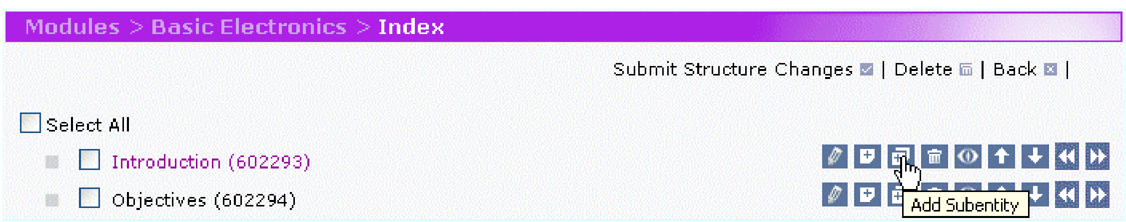
The ***Add Content Object*** page is displayed. Follow the instructions for adding a new content object, or using an existing content object, as explained in the previous section.

The new content object is listed at the same level as the previous content object.



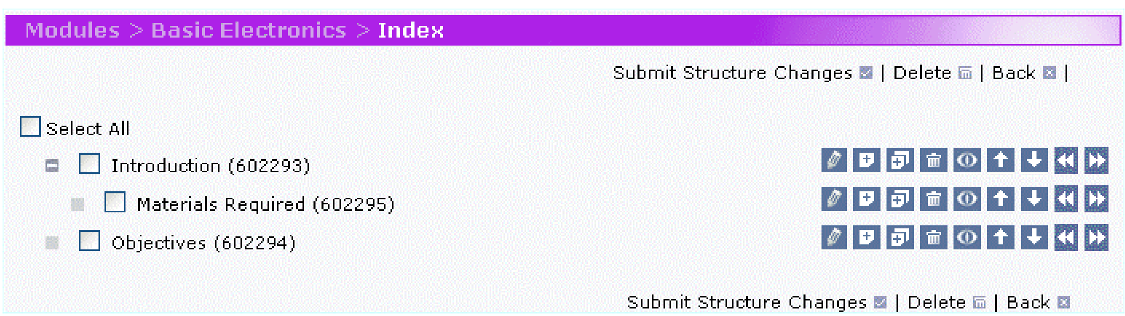
2. To add a content object below an existing content object, at the next level in the hierarchy:

- Click the Add Subentity icon next to the content object below which the new content object should appear.



The ***Add Content Object*** page is displayed. Follow the instructions for adding a new content object, or using an existing content object, listed in the previous section.

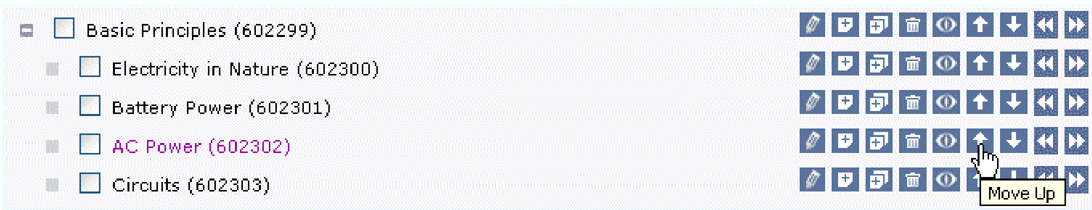
The new content object is listed at the next level under the previous content object.



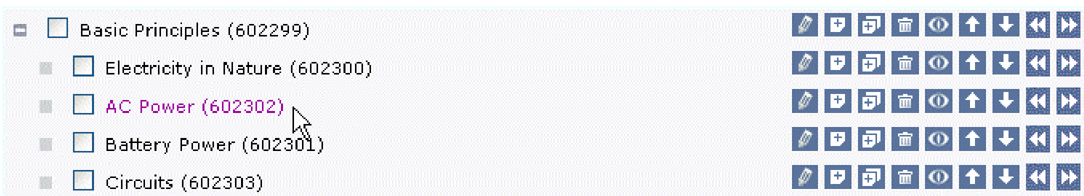
Reordering Content Objects

As you learned in the previous sections, additional content objects are always added to the index of a module below existing content objects, using the and icons. At times, you may want to change the order of the index. This is done using the and icons.

1. Click next to a content object that you would like move up.

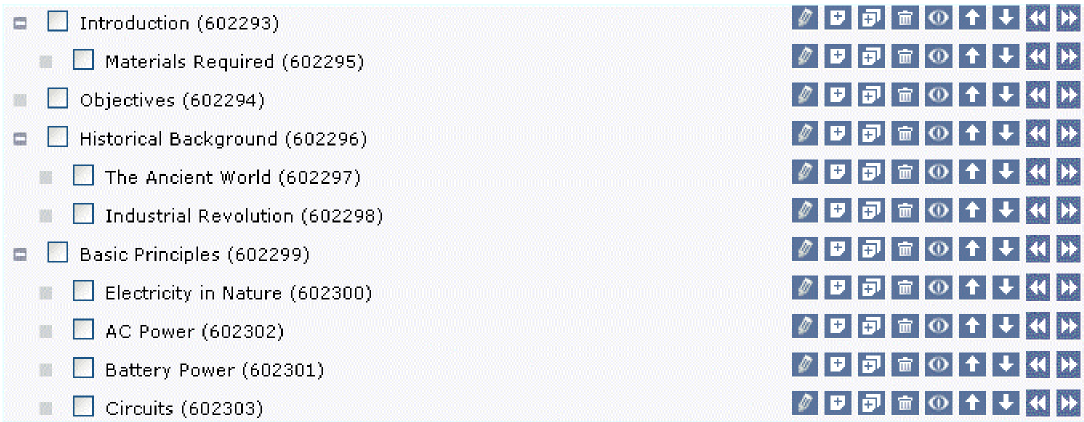


The content object is shifted up one position.



2. Click next to a content object that you would like to move down.

The content object is shifted down one position.



When a content object is moved up, it always moves above the next content object on the same level. Therefore, if a content object has "children", it will be moved together with all of its children.

The same principal applies when moving content objects down.

Note: To move a content object up/down multiple places, you will need to "follow" the content object. Each click of the and icons will move it up/down one space. You will then need to click the and icons next to the content object's new position.

3. To save the changes that you have made, click Submit Structure Changes.

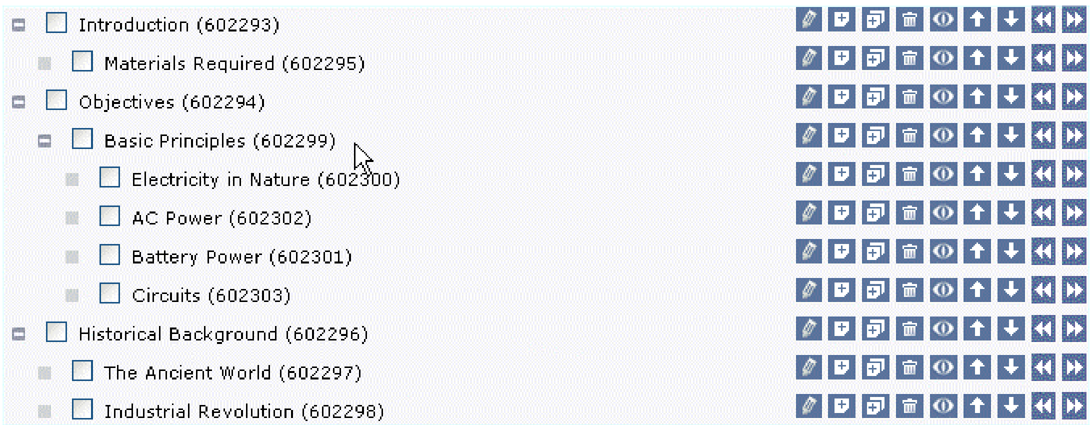
The index is redisplayed, reflecting the changes you made.

Changing Hierarchy of Content Objects

At times, you may want to change the hierarchy of content objects in the index. To do so, use the and icons.

1. To lower the hierarchy of a content object (to move it to the right in the index), click next to the content object.

The selected content object is moved towards the right in the index. Its children content objects move with it.



2. To move a content object to the left in the index, click .
3. To save the changes that you have made, click Submit Structure Changes.

The index is redisplayed, reflecting the changes you made.

Removing Content Objects from a Module

You can remove content objects from a module. If the module is the owner of the content object, deleting the content object from the index will also delete the content object from the database. If the current module is not the owner of the content object, the content object will no longer be a part of the module, but will remain available to be included in the module (or in another module) at a later time.

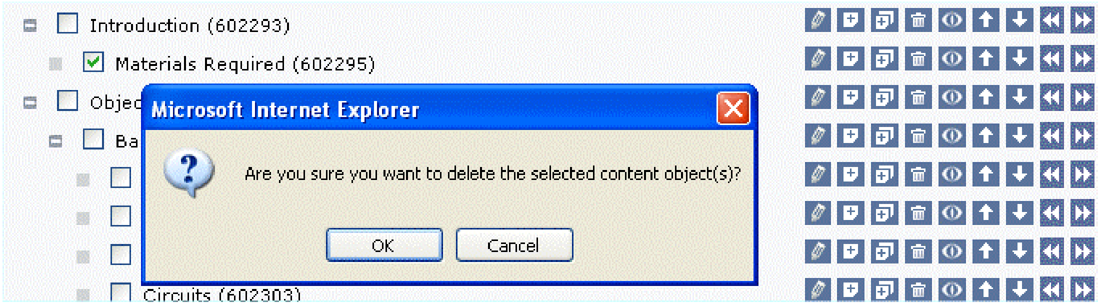
If a content object has sub-entities underneath it, those sub-entities must be deleted first.

Content objects can either be deleted one at a time, or using the multiple delete function.

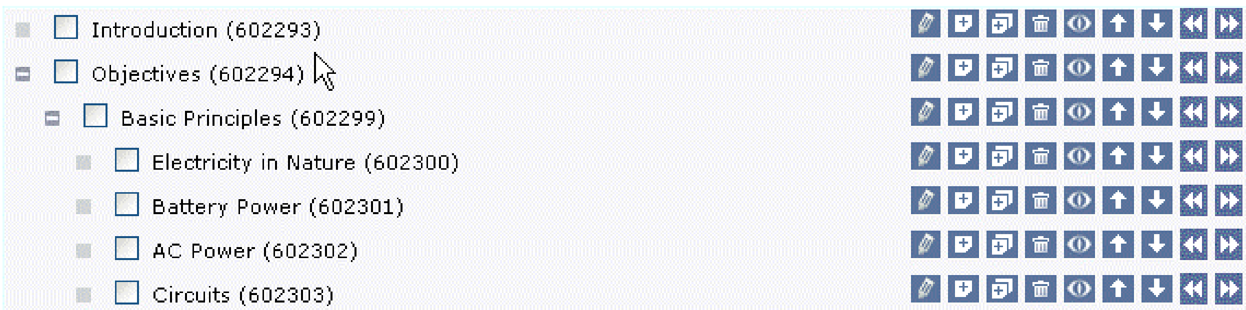
To remove a content object from the index, one at a time:

1. Click Delete next to the content object you would like to remove from the index.

You will be asked for confirmation.

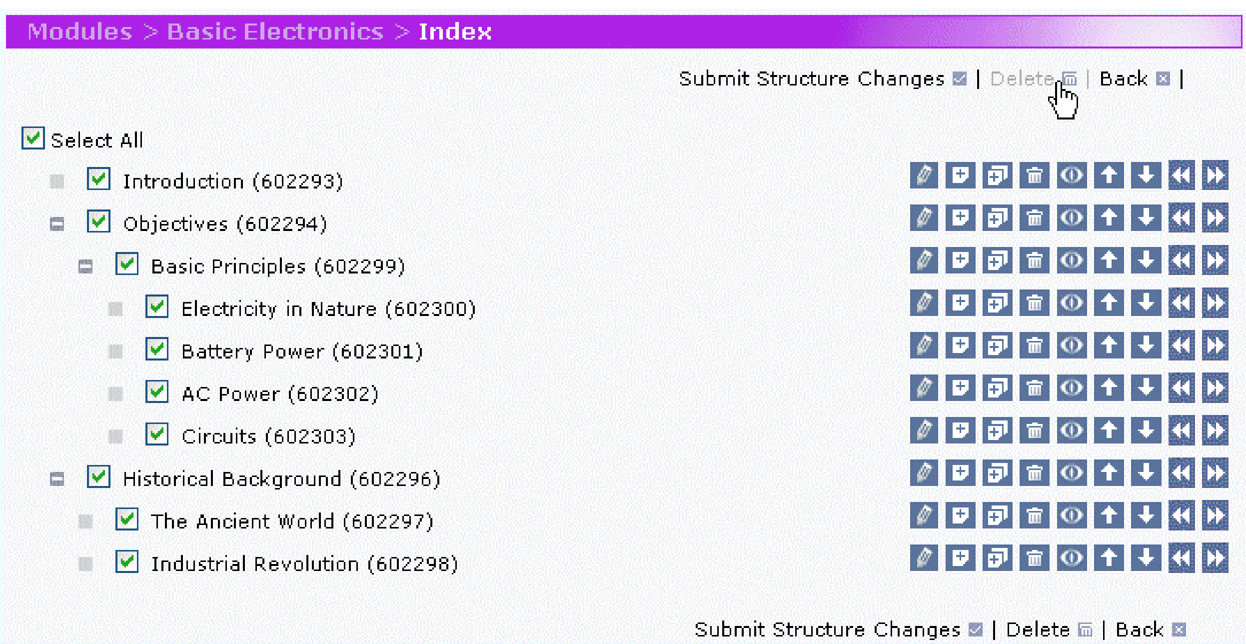


2. Click OK to confirm its deletion. The content object is removed from the module.



To remove a content object from the index, one at a time:

3. Select the checkboxes next to all content objects to be deleted. Alternatively, select the Select All checkbox, which automatically results in all checkboxes being selected. Then deselect the checkboxes next to the content objects that are not to be deleted.
4. Click the Delete icon at the top or bottom of the page.

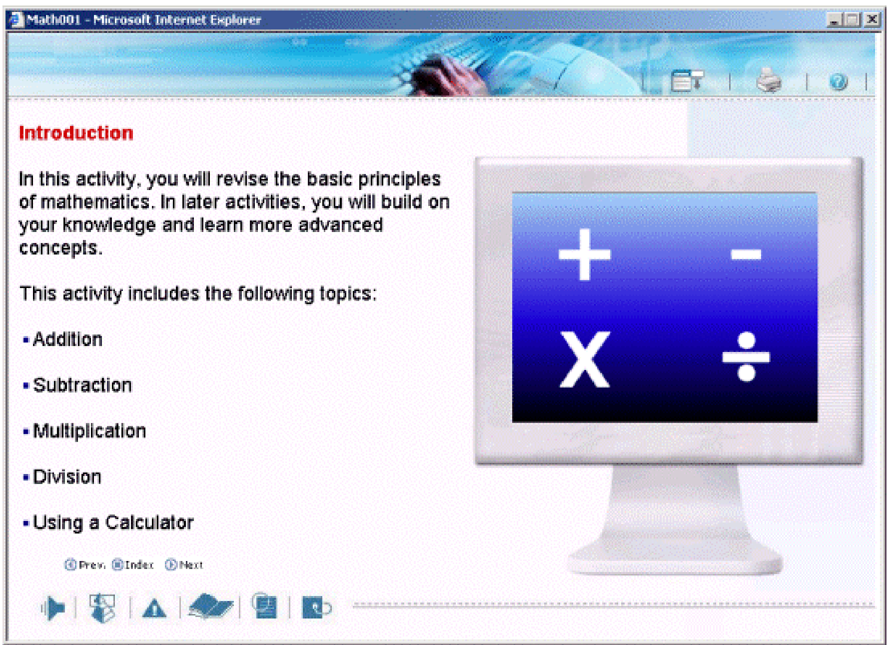


Previewing Content Objects

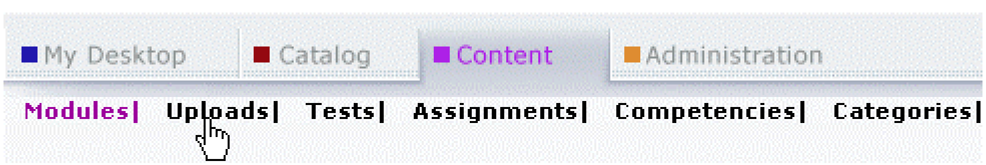
To preview a content object from the Index:

1. Click the Preview icon next to the content object you would like to view.

The content object is displayed in the ***Content Viewer*** window.

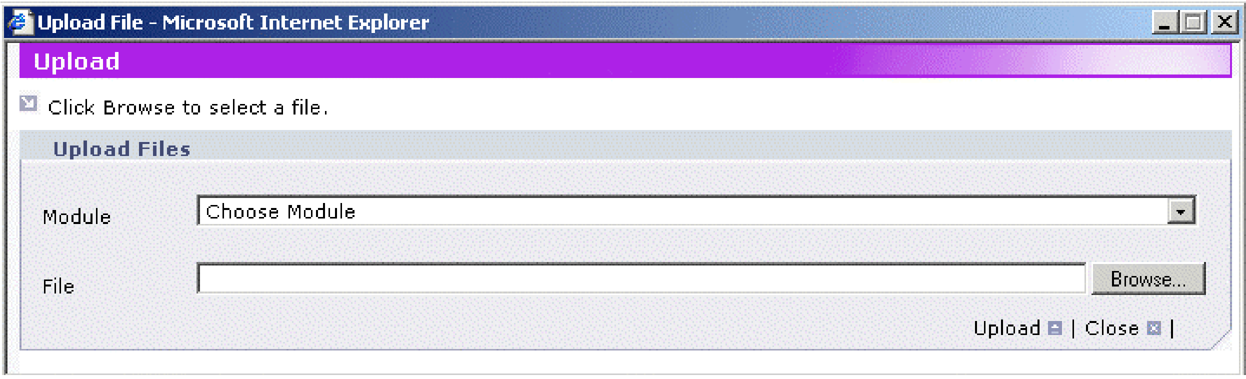


Uploading Media



Uploads is used for adding new graphic or video files to the Media Bank. It cannot be used to upload new resource files to a module.

Uploads is the second option available on the ***Content*** submenu. If you are already working in another part of the ***Content Section***, you can also simply click on the Uploads tab on the ***Content*** submenu. If you are working in another part of the LearnMate system, you must first click on the Content tab of the ***Navigation Menu***.



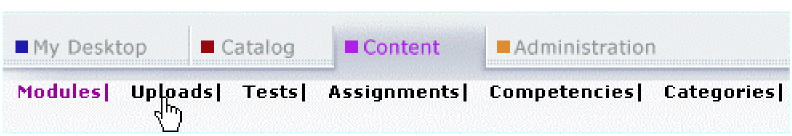
The Media Bank includes media that can be used in content objects. Media types includes graphics (GIF or JPEG files), animations (SWF files), and videos (AVI, MPG and MPEG files).

- Once uploaded to the system, a single media item can be included in multiple content objects.
- As with content objects, a single copy of the media item is saved in the bank. This item is referenced in each of the content objects that use it.
- Given this structure, any change to a media item need only be made once, to the item in the bank, in order for the changes to be seen in every instance of the item.
- Media items are “owned” by a module. Therefore, media items must be uploaded to a particular module. They can then be reused in other modules.

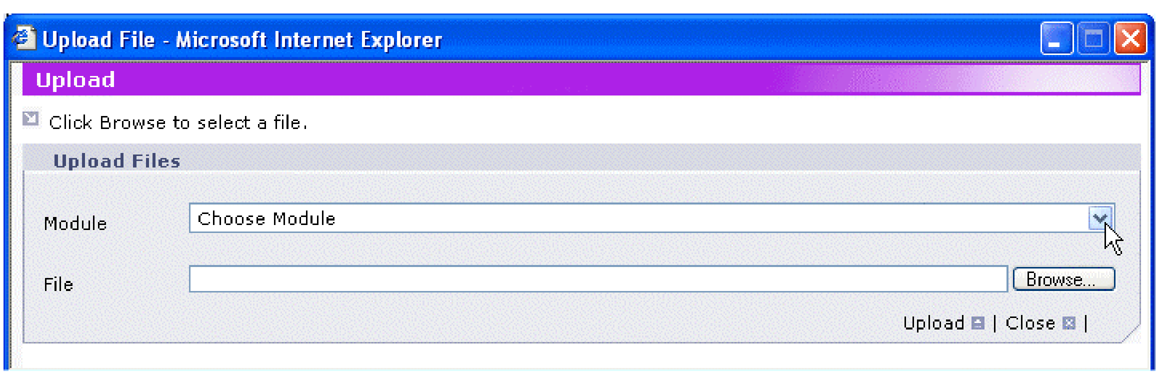
Uploading Media Files

To upload a media file:

1. Select Content > Uploads. The ***Upload*** pop-up window is displayed.

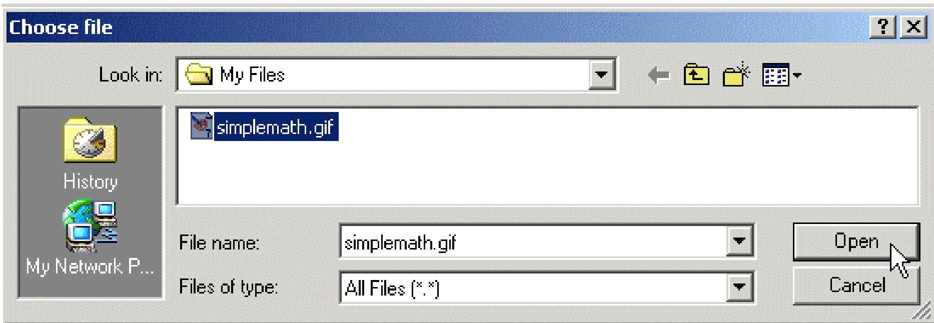


2. Select the module that is to “own” the media item from the *Module* drop-down menu.
3. Click Browse and browse to the media file that you want to upload to the bank.



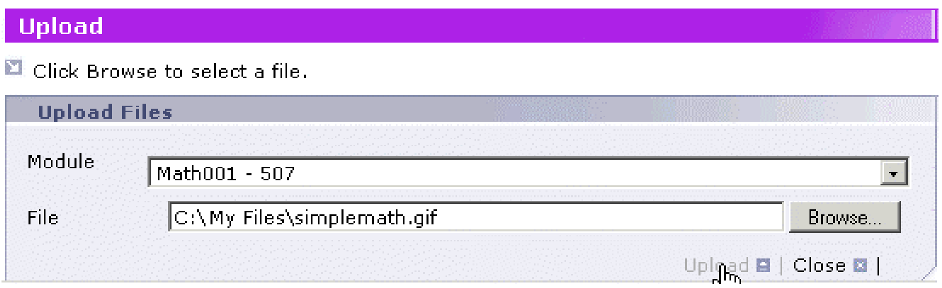
The ***Choose file dialog box*** is displayed.

4. Select the file to upload.
5. Click Open. The file name and location are displayed in the *File* field in the ***Upload*** pop-up window.

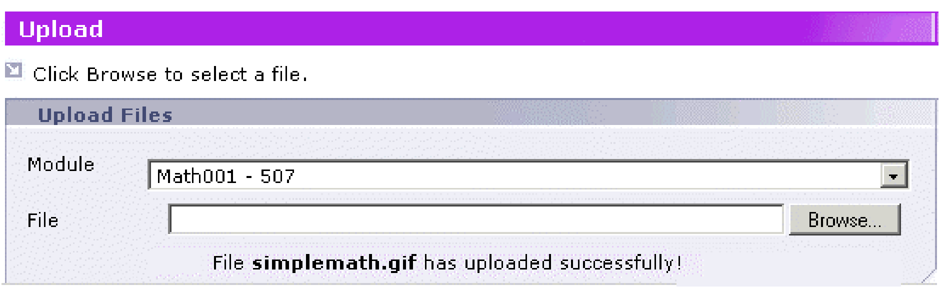


The ***Upload*** window is redisplayed, with the file name shown.

6. Click Upload.



When the file has been successfully uploaded to the bank, a confirmation message is displayed.

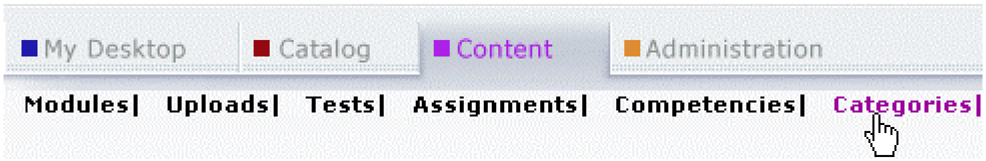


7. Either close the ***Upload*** window, or repeat the process to upload more files.

You will learn more about the use of media items in content objects in the next chapter.

Note: The same procedure is available when editing a specific content object. Clicking Upload in the ***Edit Content Object*** page opens the same ***Upload*** window as discussed above. The *Module* drop-down by default shows the name of the module currently being edited.

Category Management



Categories are used to group related modules together, even if the modules are not all included together as a set in every class. Modules in the same category appear together in the ***Modules*** page. Modules in the same category share a single Glossary and a single Links file. In this way, students learning about electronics will have access to terms relating to electronics, without having to wade through terms relating to geology, structural engineering, career skills and CNC programming. Similarly, they can browse through Web links, pre-screened to cover the topic of the class and nothing else.

Instructors can use Categories to help them find specific modules. However, only a Content Administrator can create or edit Categories. If you find that you need either of these capabilities and you do not see a ***Content*** tab on your ***Navigation Menu***, contact your Organization Administrator. See **Permissions** on page 225.

Categories is the sixth option available on the ***Content*** submenu. If you are already working in another part of the ***Content Section***, you can also simply click on the Categories tab on the ***Content*** submenu. If you are working in another part of the LearnMate system, you must first click on the Content tab of the ***Navigation Menu***.

Notes on Category Inheritance

You have previously learned that modules can be inherited from an organization to its sub-organizations. Those sub-organizations are not permitted to edit inherited modules, but may make copies of those modules and edit the copies.

The same is true of categories. When a sub-organization inherits a module from its parent organization, it automatically inherits the category into which that module was grouped. Thus the sub-organization also inherits the glossary and links databases for that category.

The sub-organization is not permitted to edit the inherited category in any way:

- The name of the category cannot be changed.
- Glossary entries cannot be edited, added or deleted.
- Links entries cannot be edited, added or deleted.

Should the sub-organization wish to make any of the changes listed above, a copy of that the category must be made. Copying a category also copies the glossary and links.

If the parent organization makes a change to a category, such as changes to links or glossary terms, those changes will be seen by sub-organizations to which the category had been assigned previously. However, if the sub-organization made a copy of the inherited category, the new category so created will not be affected at all by changes made to the original by the parent organization.

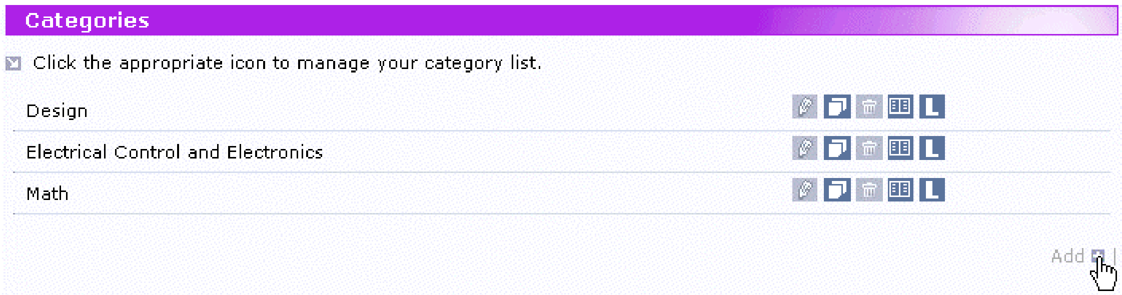
Adding Categories

To add a category:

1. Select Content > Categories.

   The ***System Categories*** page is displayed. All the defined categories are shown.

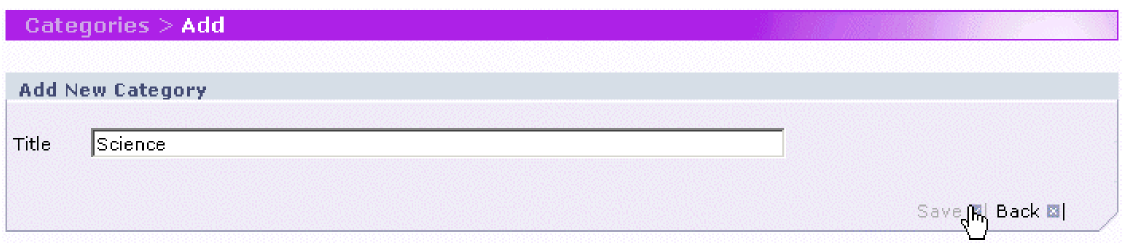
2. To add a category, click **Add**.



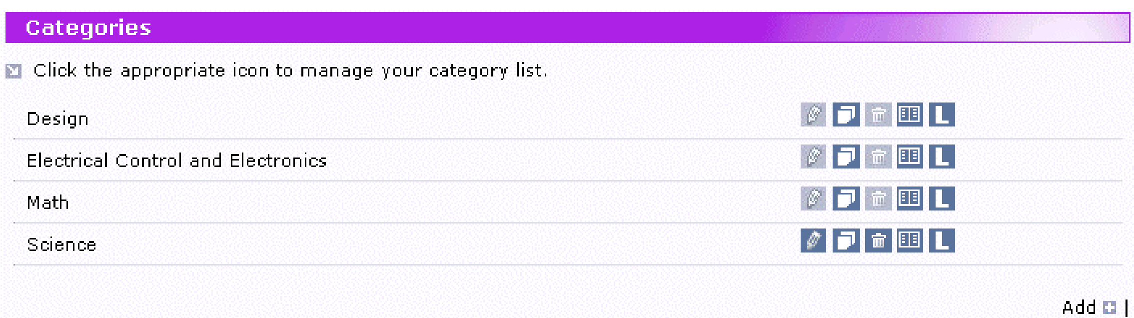
   The ***Add New Category*** page is displayed.

3. Enter a name for the new category in the *Title* field.

4. Click Save to add the new category to the system.



   A glossary and links bank for your new category are automatically added to the system.

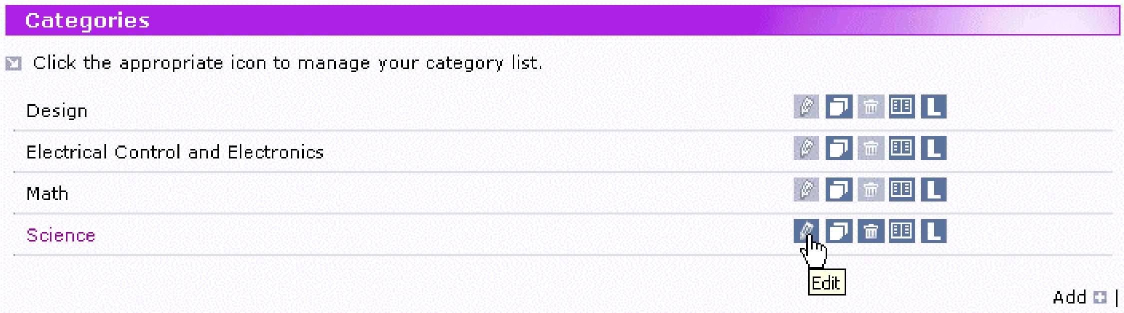


Editing a Category Name

You may only edit the name of a category owned by your organization. You may not edit the name of a category that was inherited from a parent organization.

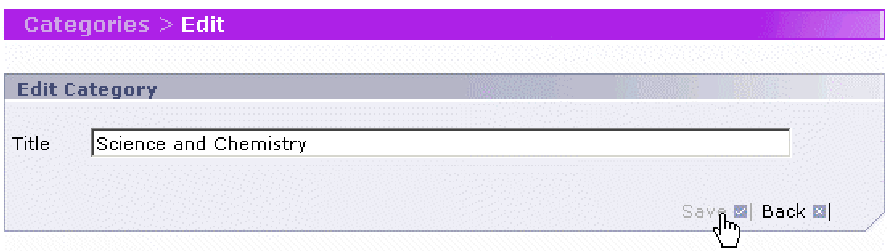
To change the name of a category:

1. Click the Edit icon alongside the category name in the ***System Categories*** page. This icon is inactive if your organization does not own the category.

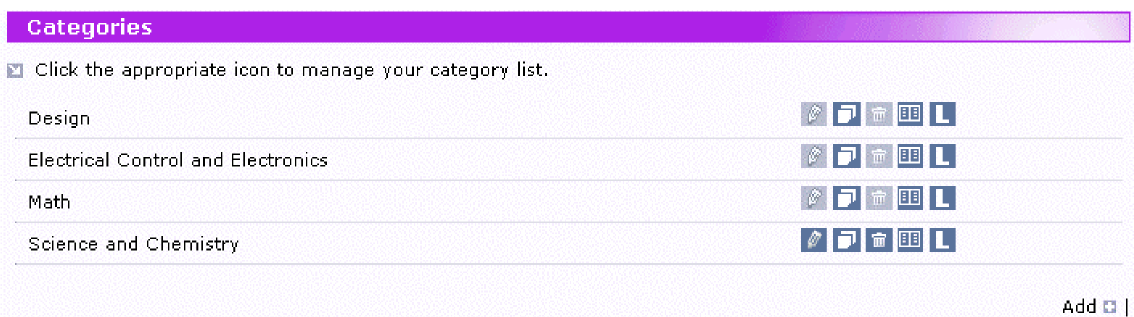


The ***Edit Category*** page is displayed.

2. Make the change to the title.
3. Click Save.



The category name is changed.



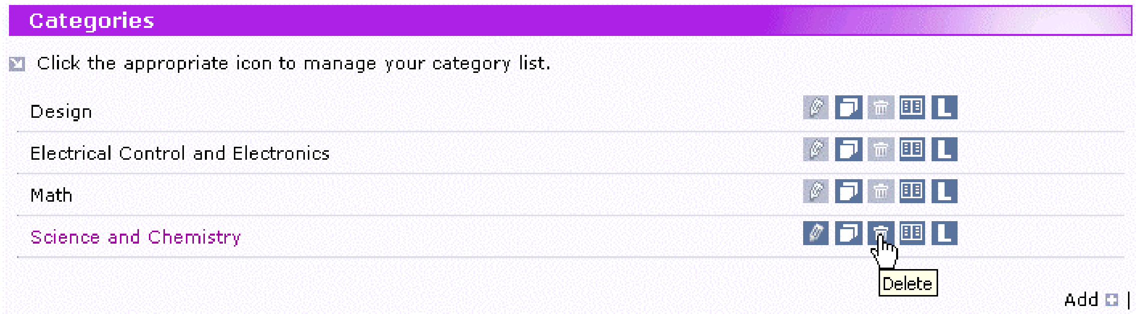
Deleting a Category

You may only delete categories owned by your organization. You cannot delete categories that were inherited from a parent organization.

Note: Once a category is deleted, all related resource banks belonging to that category (glossary, library of links) are also deleted. They cannot be restored.

To delete a category:

1. Click the Delete icon next to the category to be deleted. This icon is inactive if your organization does not own the category.



You will be asked for confirmation.

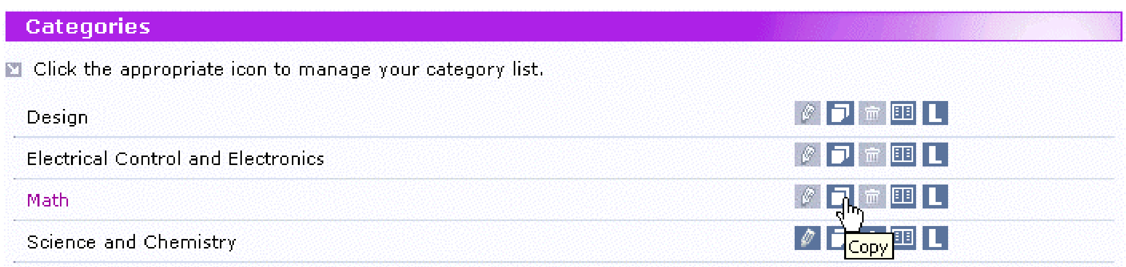
2. Click OK to confirm the deletion. The category is deleted.

Copying a Category

You may copy any category listed on the ***Categories*** page.

To copy a category:

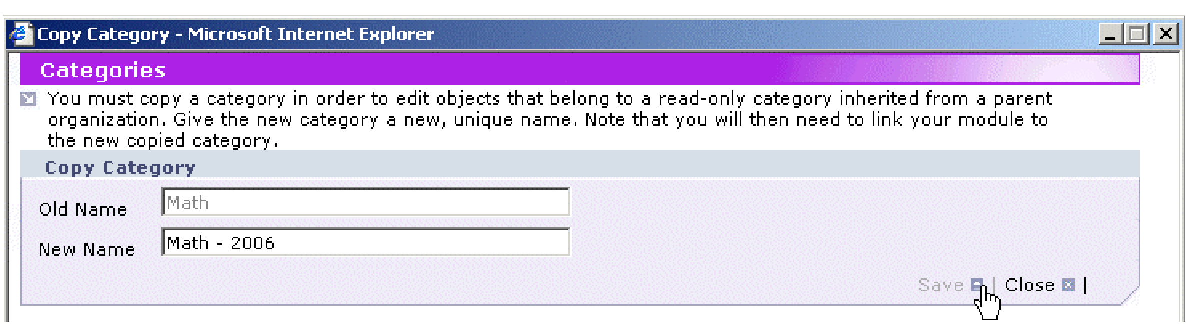
1. Click the Copy icon next to the category to be copied.



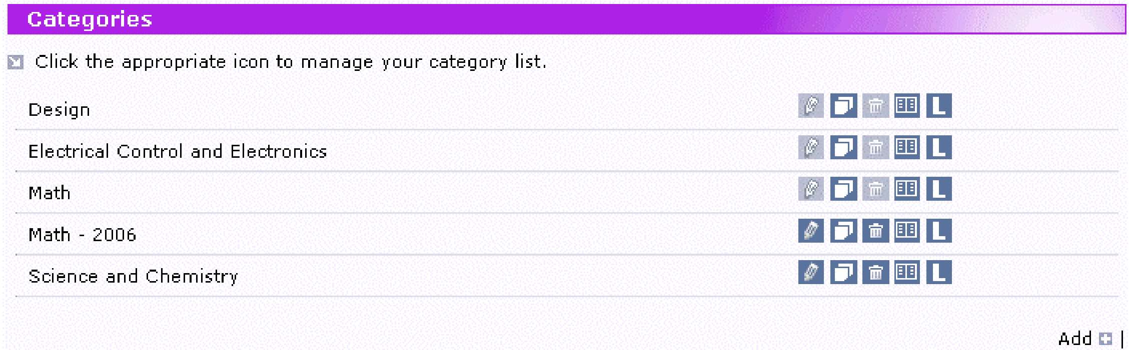
The ***Copy Categories*** pop-up window displays.

2. Enter the name to be given to the new category. It may not be the same as the name of the category being copied.

3. Click Save.

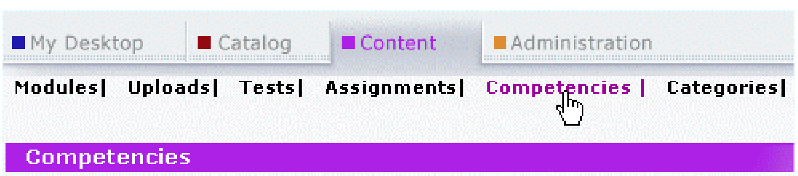


The new category is now listed on the ***Categories*** page.



Note: After copying a category, all modules that were previously assigned to the original category will still be assigned to that original category. If you want a module to be part of your new category, you must change the category specification in the module's ***Edit*** page, see Adding a Module on page 310.

Competencies



By completing a LearnMate module, a student gains a wide rage of competencies. Such competencies include an understanding of the material covered, skills gained by solving complex problems, and the ability to integrate knowledge in a task.

LearnMate's Competencies Management feature allows an instructor to keep track of the competencies gained by the students as they progress through the modules.

- An organization defines the competencies that are of interest to it by uploading a list of standards known as a Skills Standard or Content Standard.
- The skills standard can be edited and updated at any time.
- Instructors can map any number of the organization's competencies to a module, identifying the competencies that students are expected to accumulate during the module.
- Competencies can also be allocated to individual test questions.
- Reports can be generated to display the competencies gained by each student, as well as the competencies that have been assigned to each module.
- Skills standards can be inherited to sub-organizations. Parent organizations can also import skills standards from sub-organizations.

Students and instructors can read the text of competencies that have been mapped to their modules. However, only a Content Administrator can edit the text of the Skills Standards or map Skills Standards to modules and questions. If you find that you need either of these capabilities and you do not see a ***Content*** tab on your ***Navigation Menu***, contact your Organization Administrator. See **Permissions** on page 225.

What is a Skills Standard?

The term Skills Standard (also referred to as a Content Standard) refers to the list of competencies that an organization has defined for its modules. Typically, states will have defined skills standards for language arts, science, math and technology. Industrial standards are also typically divided into skills standards. For example, the National Institute for Metalworking Standards (NIMS) has separate standards for various levels of metalworking and machining.

Creating a Skills Standard File

LearnMate allows you to quickly add multiple Skills Standards to the system by enabling you to upload external files containing those standards. A skills standard import file must consist of a spreadsheet that is organized as follows:

- ID: The ID number assigned to the specific competency.
- Level: The grade level for which the competency is defined.
- Skills Standard: The name of a list of competencies defined by the organization. Usually, only one Skills Standard is defined per organization, although multiple Skills Standards may be appropriate if there are categories of completely unrelated competencies. An example could be Science, Math or Language Arts.
- Strand: This is usually the first category level in the Skills Standard. Examples may include Algebra, Trigonometry, Physical Science, etc.
- Standard: This is typically the second category level in a Skills Standard. It either clarifies the strand, or in some cases, is a general statement that is then clarified by the particular competencies that follow it.
- Competency (competency, indicator or skill): A skill or item in a skills standard that defines a particular theoretical or practical understanding a student should obtain from the learning material.

The Content Standard, Strands, Standards and Competencies form a hierarchical structure.

Note: The system accepts only a four-tier hierarchy. If the set of standards to be uploaded consists of a different number of tiers, it must first be adapted. The lowest level is the actual standard. The upper levels function as groupings, and are for order and convenience only.

To create a Skills Standard file that can be uploaded into LearnMate:

1. Create a spreadsheet file with six columns. The following column headers must be entered in the first row of the spreadsheet:

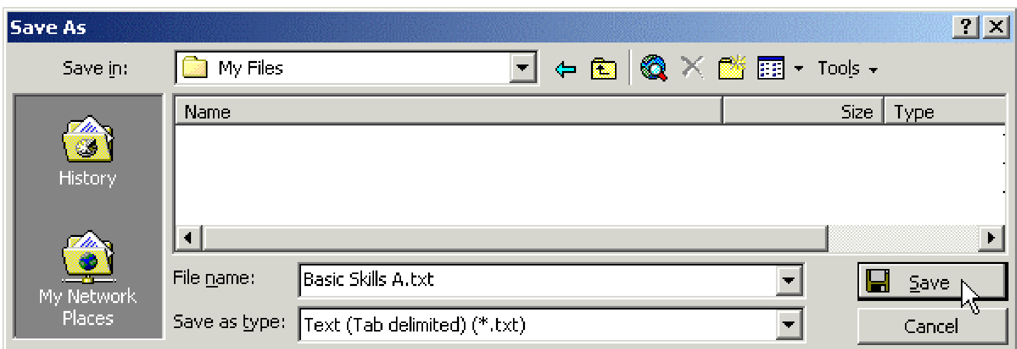
	A	B	C	D	E	F
1	**ID**	**Level**	**Content Standard**	**Strand**	**Standard**	**Proficiency**

2. Fill in each column, using as many rows as required. An example is shown below:

ID	Level	Content Standard	Strand	Standard	Proficiency
JK_1	1	MJL HIGH Skills	Maths	Basic Operators	Adds numbers mentally and using calculator.
JK_2	1	MJL HIGH Skills	Maths	Basic Operators	Subtracts numbers mentally and using calculator.
JK_3	1	MJL HIGH Skills	Maths	Application	Solves story problems easily.
JK_4	1	MJL HIGH Skills	Algebra	Variables	Applies basic operators to unknown variables.
JK_5	1	MJL HIGH Skills	Algebra	Equations	Solves equations using unknown variables.
JK_6	2	MJL HIGH Skills	Calculus	Derivatives	Understands graphical interpretation of derivative.
JK_7	2	MJL HIGH Skills	Calculus	Derivatives	Performs derivatives of single-variable expression.
JK_8	2	MJL HIGH Skills	Calculus	Integration	Understands graphical interpretation of integration.
JK_9	2	MJL HIGH Skills	Calculus	Integration	Integrates single-variable expression.

3. Save the file in a tab-delimited format, with a .txt extension, by selecting Text (Tab delimited)(*.txt) from the *Save as type* drop-down menu. (Attempting to upload an Excel xls file will fail.)

4. Click Save.



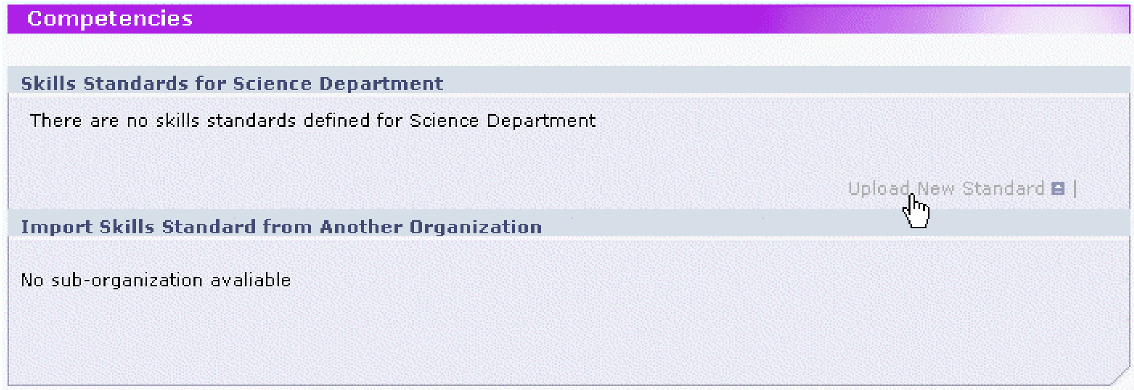
5. Close your spreadsheet program. You may not be able to upload the file to LearnMate if your spreadsheet program is still open.

Uploading a Skills Standard

To upload the Skills Standard file:

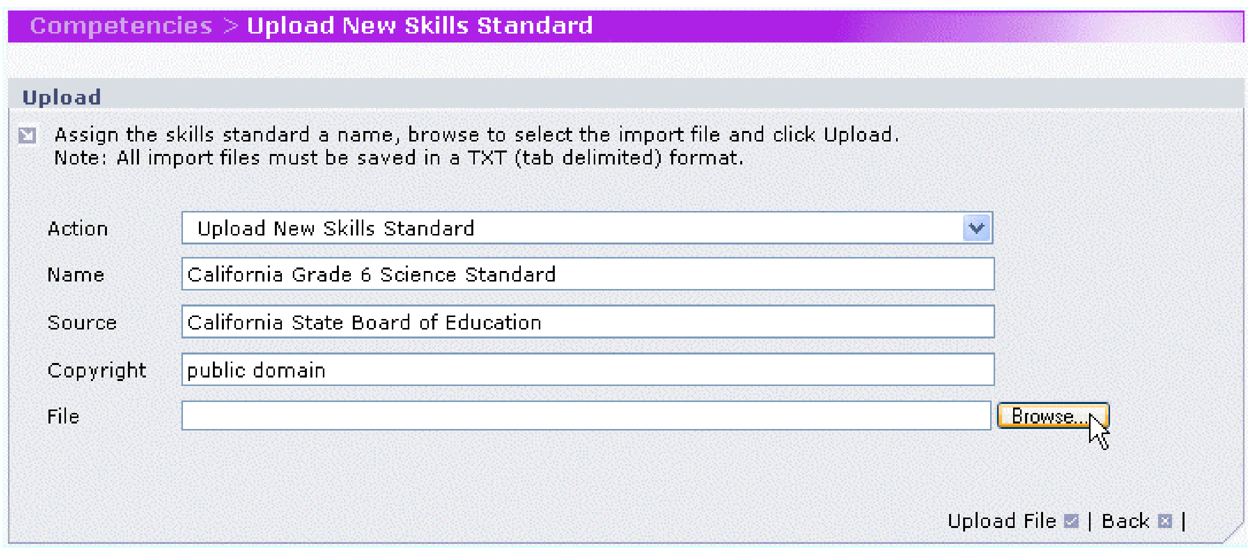
1. Select Content > Competencies. The ***Competencies*** page is displayed.

2. Click Upload New Standard.



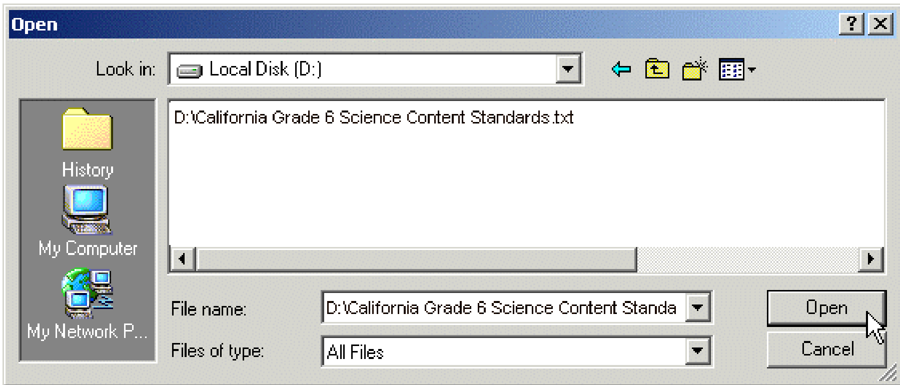
The ***Upload New Skills Standard*** page is displayed.

3. Select Upload New Skills Standard from the *Action* drop-down menu.
4. Enter a name for the Skills Standard in the *Name* field. This name must be unique – you cannot upload more than one skills standard under the same name.
5. Enter the source of the skills standard in the *Source* field.
6. Enter copyright details in the *Copyright* field.
7. Click Browse.



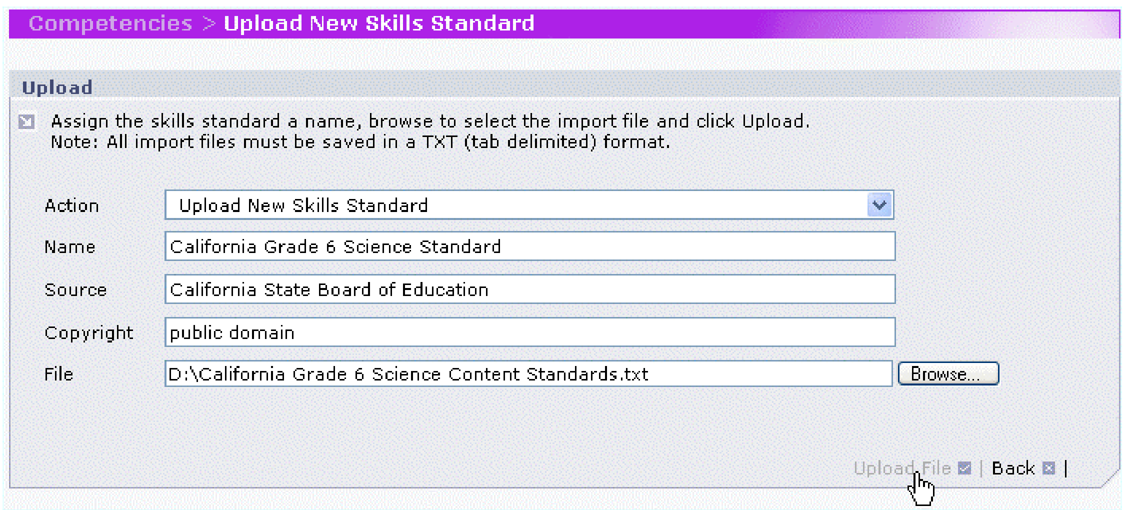
The ***Choose File*** dialog box is displayed.

8. Select the file to be imported.
9. Click Open.

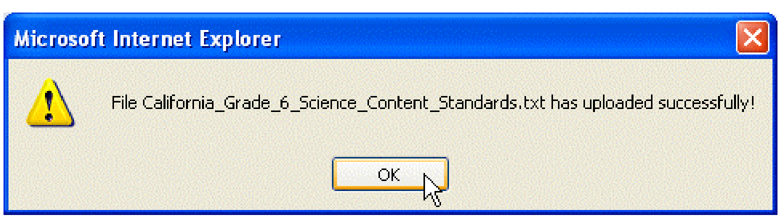


The file name is displayed in the ***Upload New Skills Standard*** page.

10. Click Upload File.

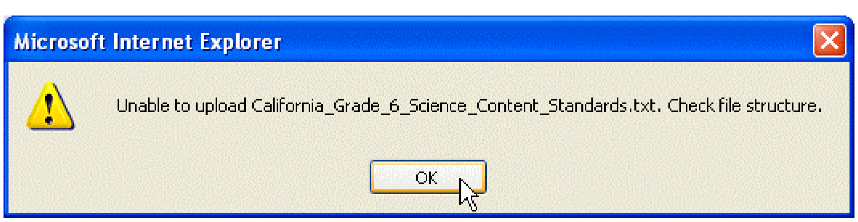


- If the upload was successful, a success message is displayed:

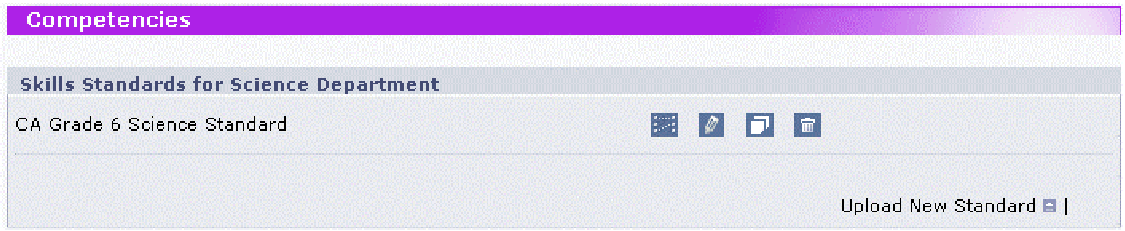


Note: Any spaces in the file name are converted to underscores.

- If the upload was not successful, a failure message is displayed, typically indicating that the file you uploaded was not in the correct format.



The ***Competencies*** page is displayed, with the new Skills Standard shown.



You are now ready to either edit the standard or to map the standard to LearnMate Content modules, both of which you will learn about in subsequent sections.

Assigning Competencies to Modules

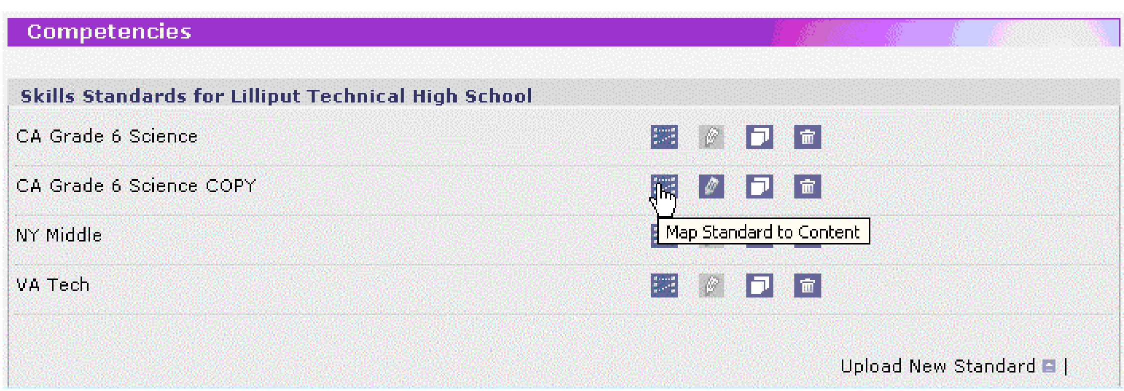
Once a skills standard is uploaded to LearnMate, it is ready to be mapped to LearnMate Content. Competencies from a skills standard can be mapped to LearnMate modules or specifically to particular test questions.

These mappings enable the following and more:

- Instructors can show detailed proof to administrators that the content used in their classroom is mapped to required standards.
- Instructors and administrators can determine the effectiveness of LearnMate Content, by generating reports that show student successes and failures in terms of state defined standards.
- Students can show future employers the various competencies to which they have been exposed and achieved various levels of competency.

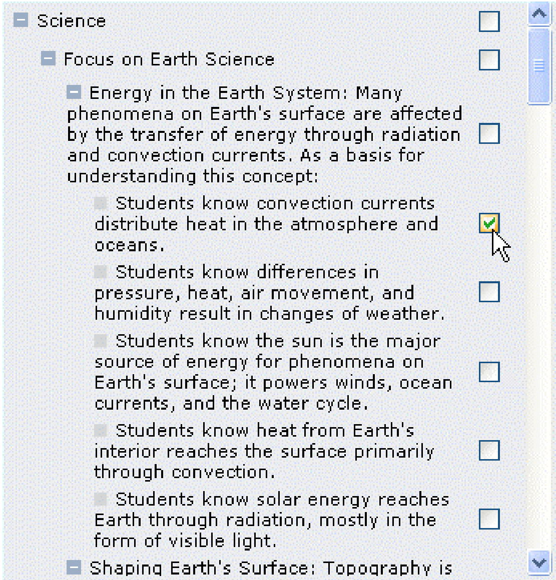
To map competencies from a skills standard to a module:

1. Click the Map Standard to Content icon next to the Skills Standard you would like to map to a module.

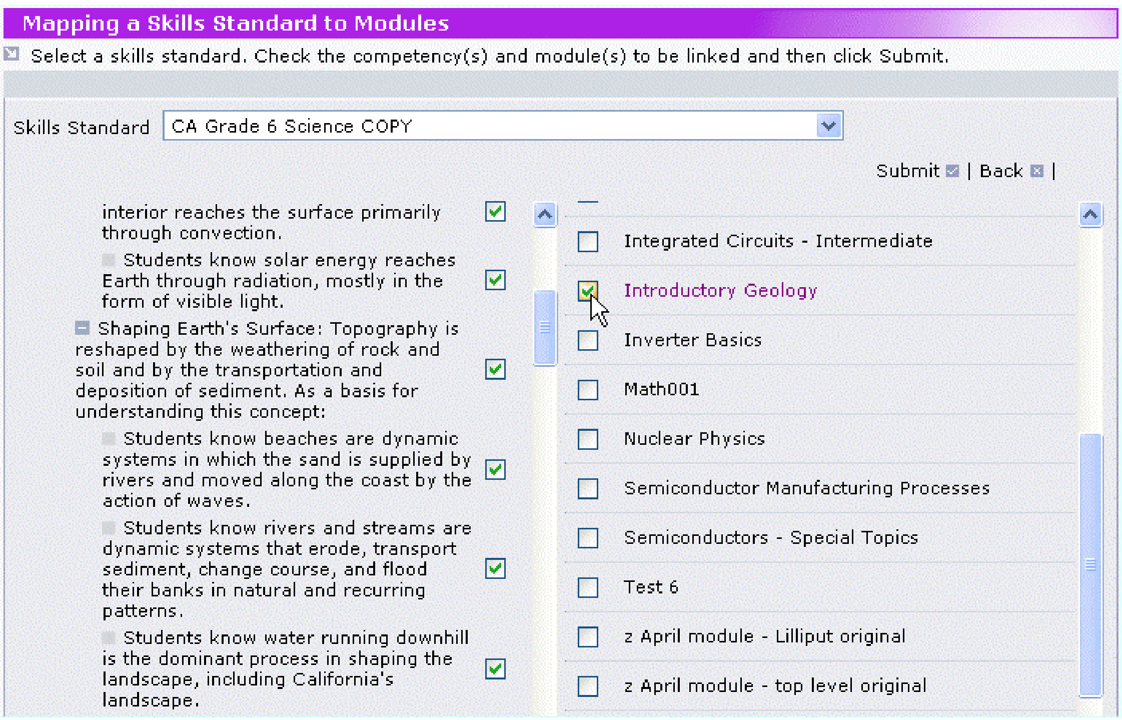


The ***Mapping a Skills Standard with a Module*** page is displayed.

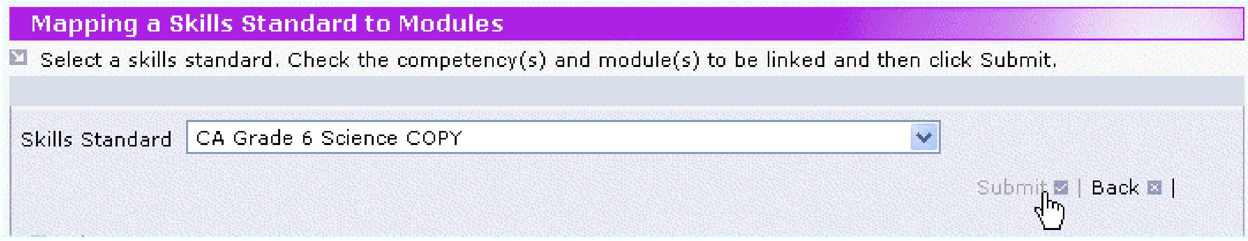
2. Select the standards to be mapped. Selecting the checkbox next to any of the standard groups (any checkbox other than those for the lowest level standards) selects all lower standards in the hierarchy.



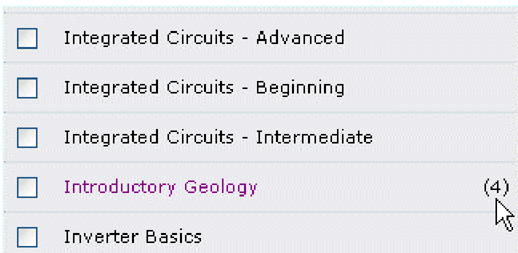
3. Select the modules to which the selected standards are to be mapped.



4. Click Submit, either at the top or bottom of the page.



The page refreshes. The number of competencies assigned to each module is listed in (brackets).



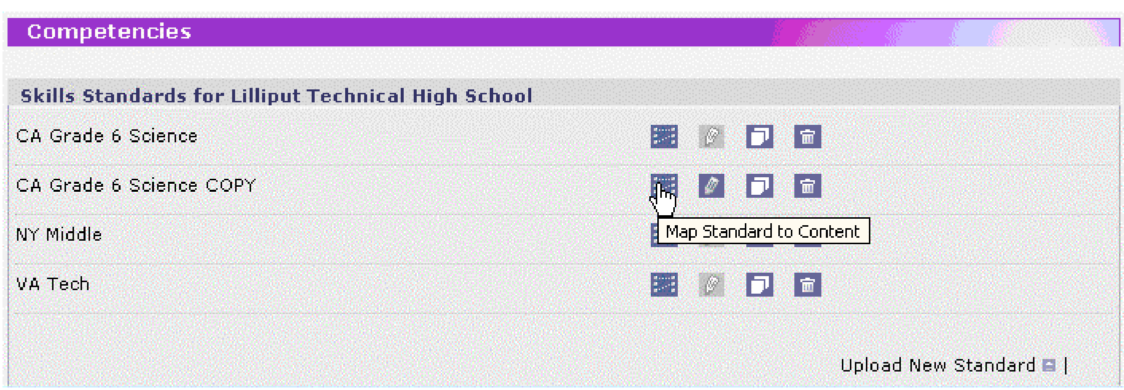
Associating Questions with Competencies

You have learned how to assign competencies to modules. LearnMate also enables you to assign competencies to individual assessment questions. To learn how to assign competencies to a question, see Associating Questions with Competencies on page 434.

Viewing Competencies that have been Mapped to a Module

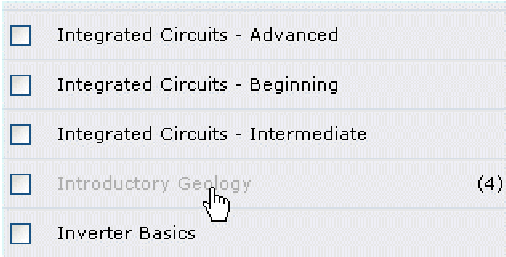
To view the competencies already mapped to a module:

1. In the ***Competencies*** page, click the Map Standard to Content icon next to the Skills Standard of interest.



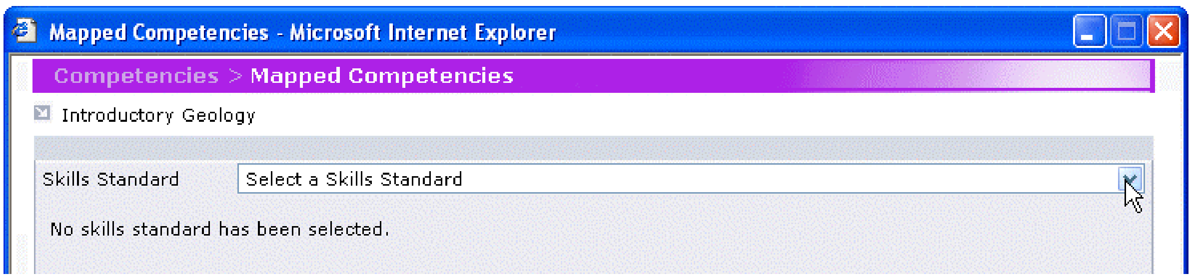
   The ***Mapping a Skills Standard with a Module*** page is displayed.

2. Click on the name of the module of interest.

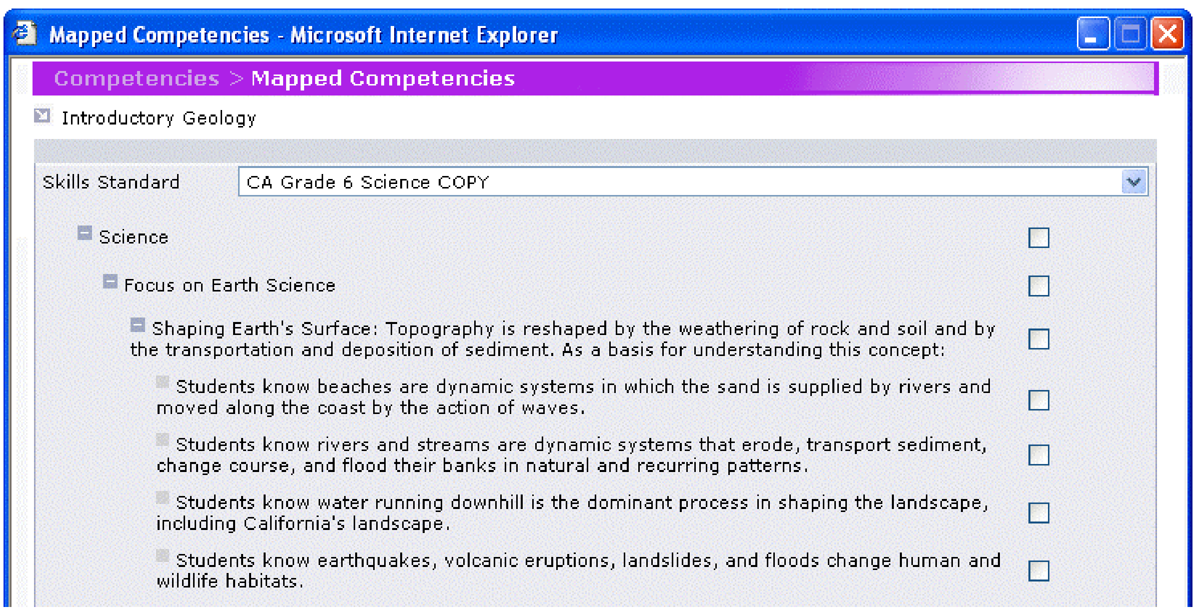


The ***Mapped Competencies*** pop-up window opens.

3. Select a sills standard from the *Skills Standard* drop-down menu.



The list of competencies from the selected skills standard that have been mapped to the selected module are listed.



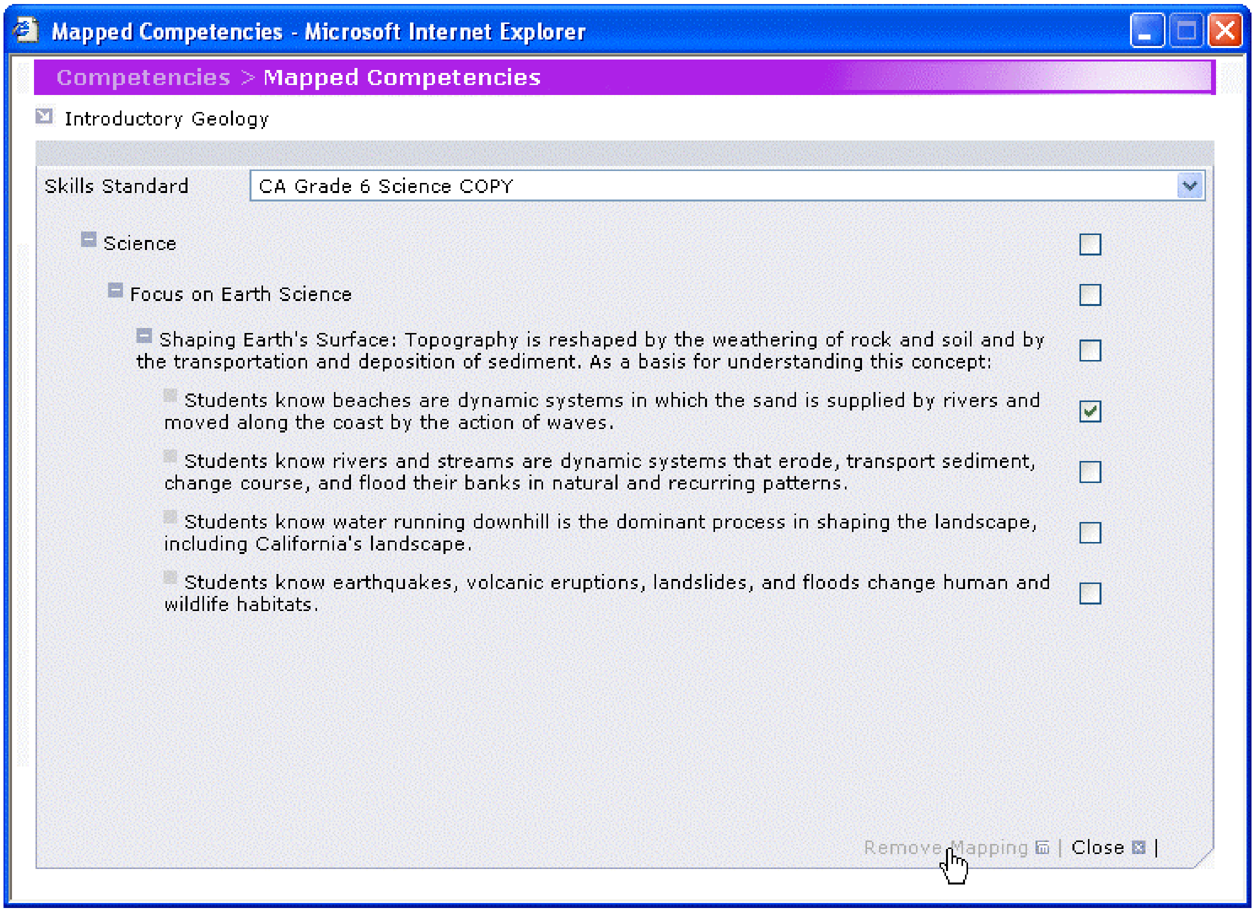
Disassociating Modules and Competencies

Competency mappings can easily be deleted if a mistake is made during the mapping process.

To disassociate modules from a particular competency:

1. Follow the instructions in the section above to display a list of all competencies mapped to the module.

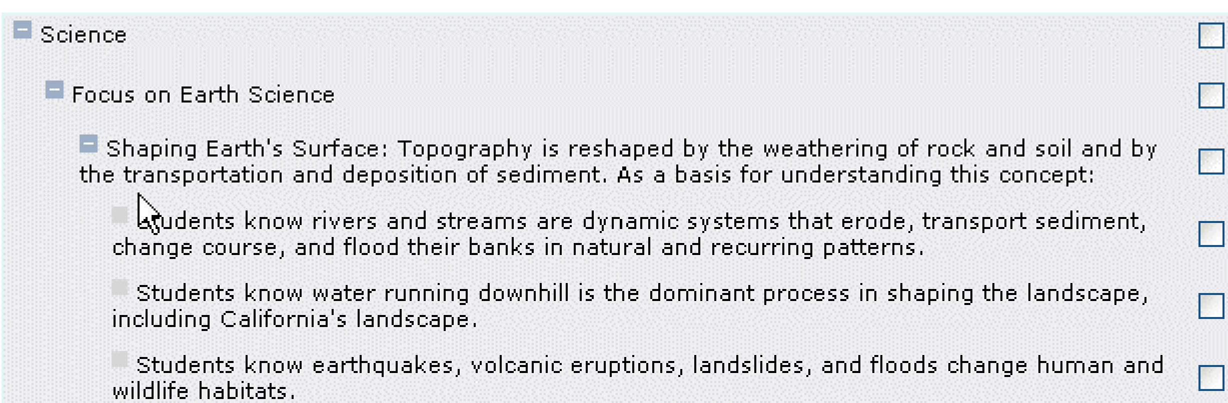
2. Check the checkboxes corresponding to all competencies that are to be un-mapped.
3. Click Remove Mapping.



You will be asked for confirmation.

4. Click OK to confirm.

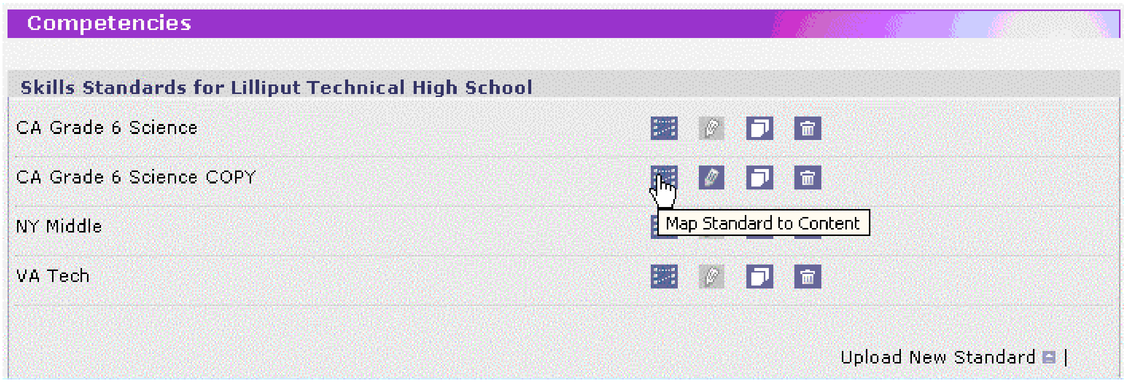
The page is refreshed. The disassociated competencies are no longer listed.



Viewing Modules to which a Competency has been Mapped

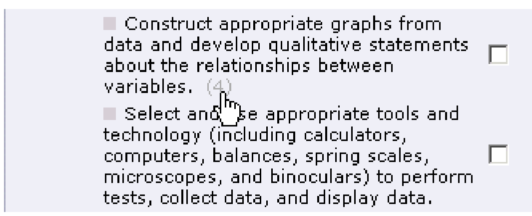
To view a list of the modules that have been assigned a specific competency:

1. In the ***Competencies*** page, click the Map Standard to Content icon next to the Skills Standard of interest.

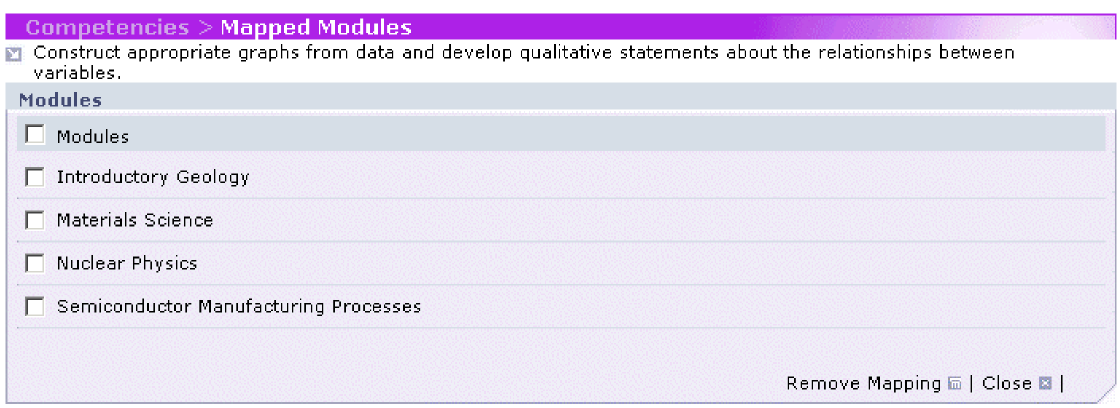


The ***Mapping a Skills Standard with a Module*** page is displayed.

2. Click on the number in brackets next to the competency of interest. (If there is no number next to the competency name, the competency has not been assigned to any modules.)



The ***Mapped Modules*** pop-up window is displayed, listing all modules to which the competency is assigned.



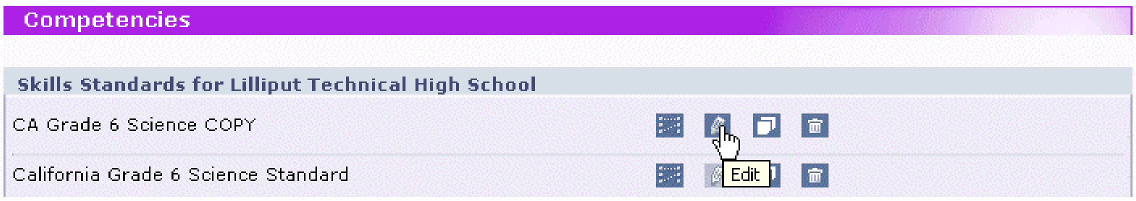
3. Competency associations can be removed by selecting the checkboxes of modules and clicking Remove Mappings.

Manually Editing Skills Standards

After having uploaded a Skills Standard, you may want to edit existing competencies, or add new ones. LearnMate enables you to do this online.

To edit a skills standard:

1. Select Content > Competencies. The ***Competencies*** page is displayed.
2. Click the Edit icon next to the Skills Standard you would like to edit.



The ***Edit Skills Standard*** page is displayed.

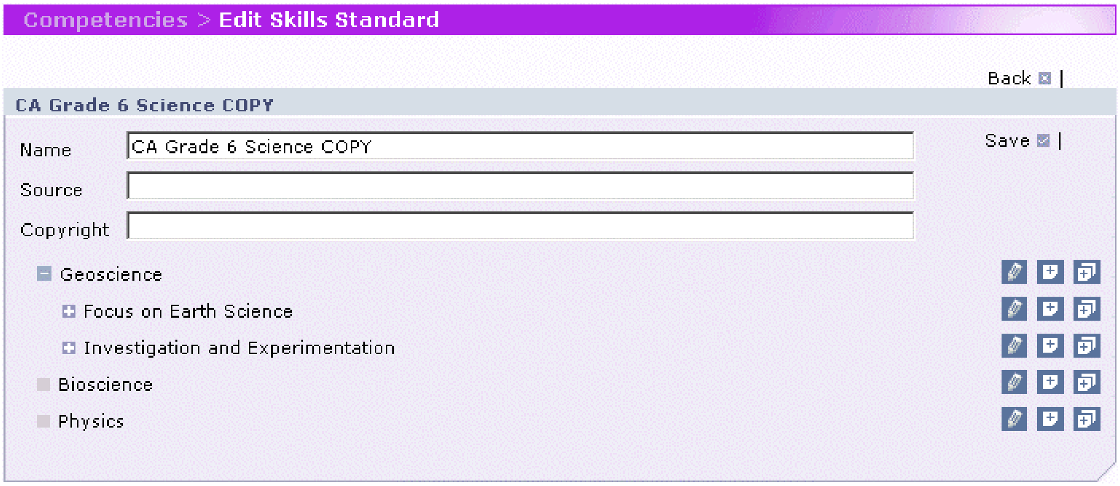
To add a new item to the skills standard:

1. Click Add next to the competency (at any level) under which the new item should be listed, if it is to be at the same level.

The ***Add Content Standard*** page is displayed. (The name of the page shown depends on the level at which you are adding an item.)

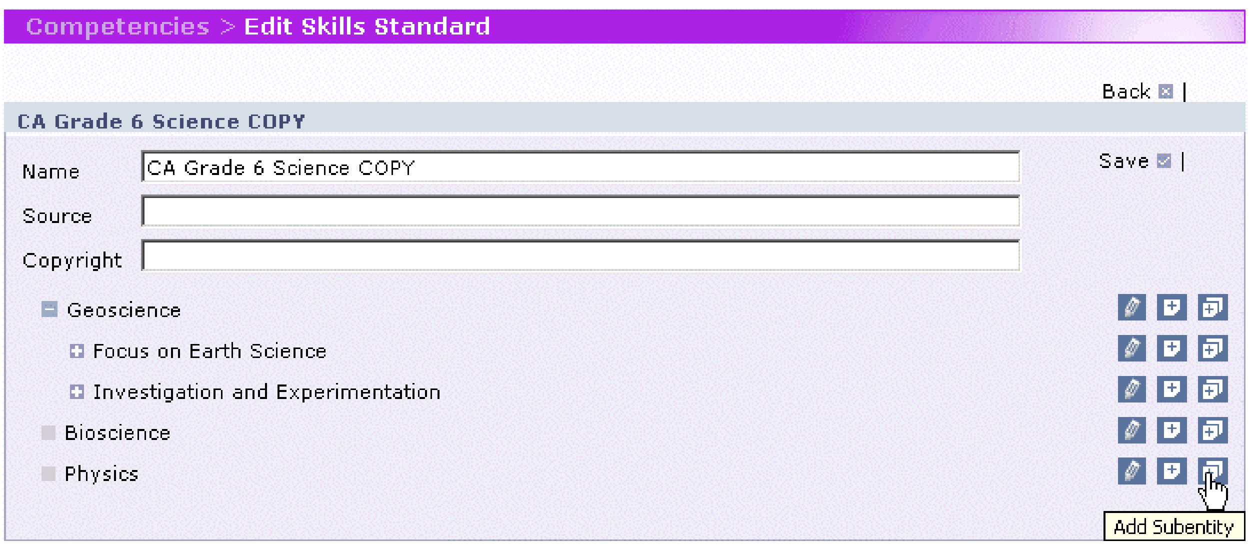
2. Enter the name of the new item in the text entry area, and click Save.

The new item is added to the Skills Standard.



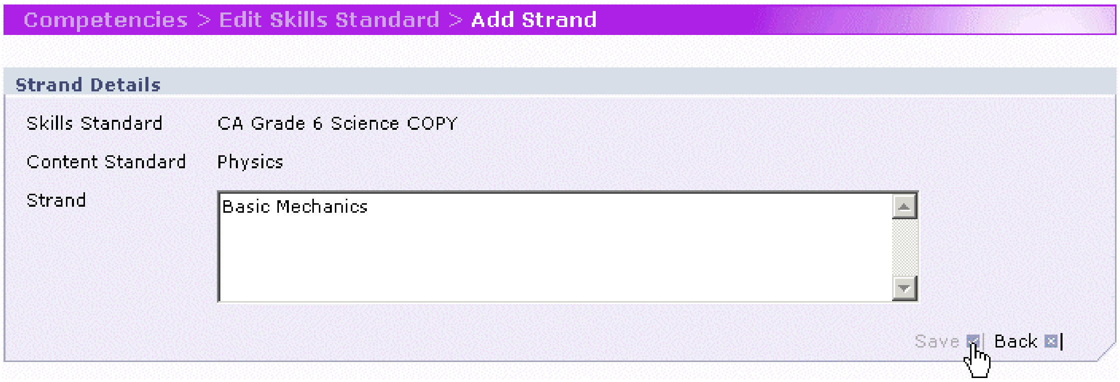
To add an item at a lower level in the skills standard hierarchy:

1. Click Add Subentity next to the standard, strand or competency under which the new competency should be added.

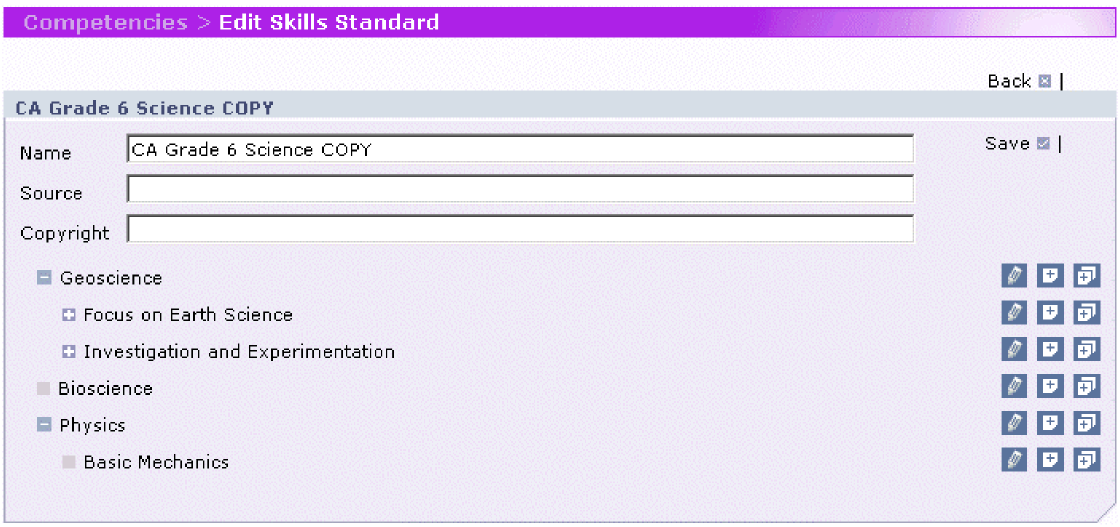


The ***Add Strand*** page is displayed. (The name of the page shown depends on the level at which you are adding an item.)

2. Enter the name of the item in the text entry area and click Save.

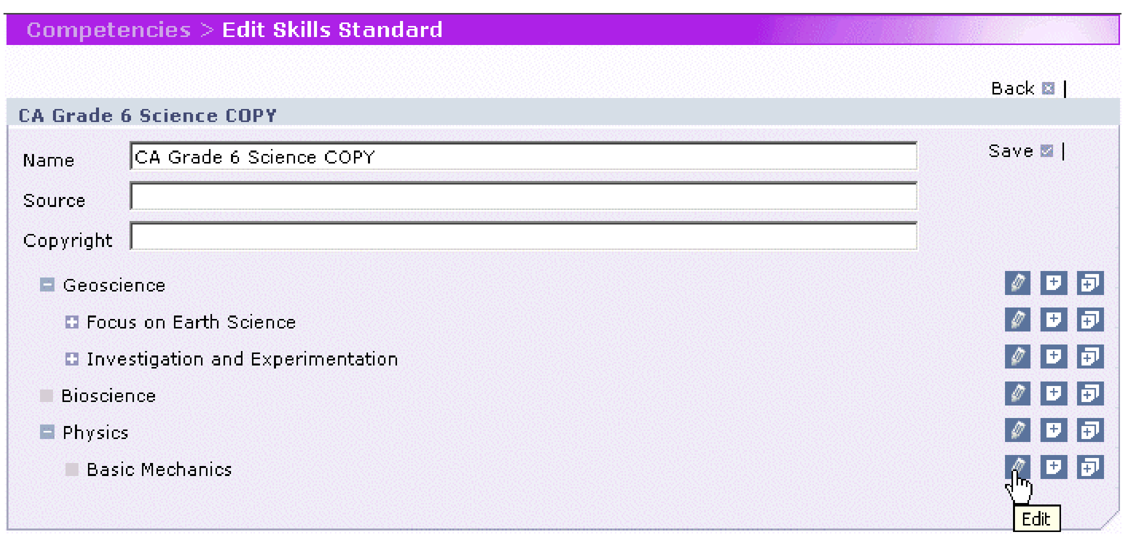


The new item is displayed in the Skills Standard.



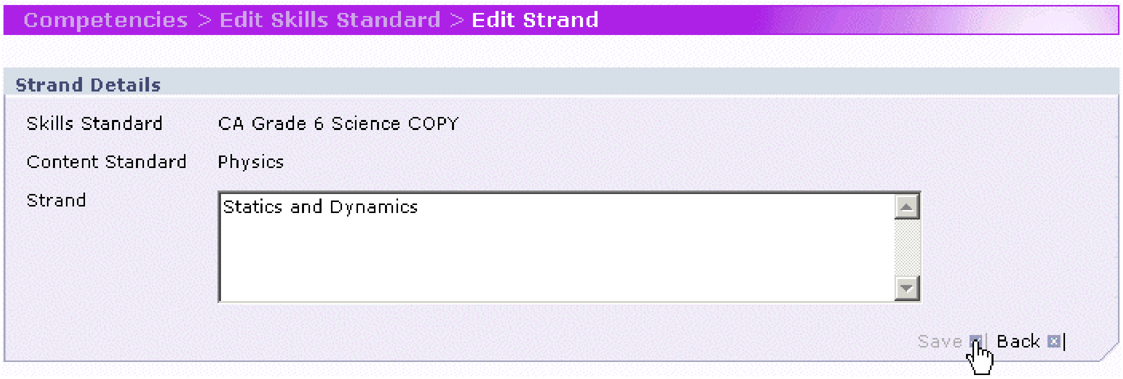
To edit an item in the skills standard:

1. Click Edit next to the item to edit.

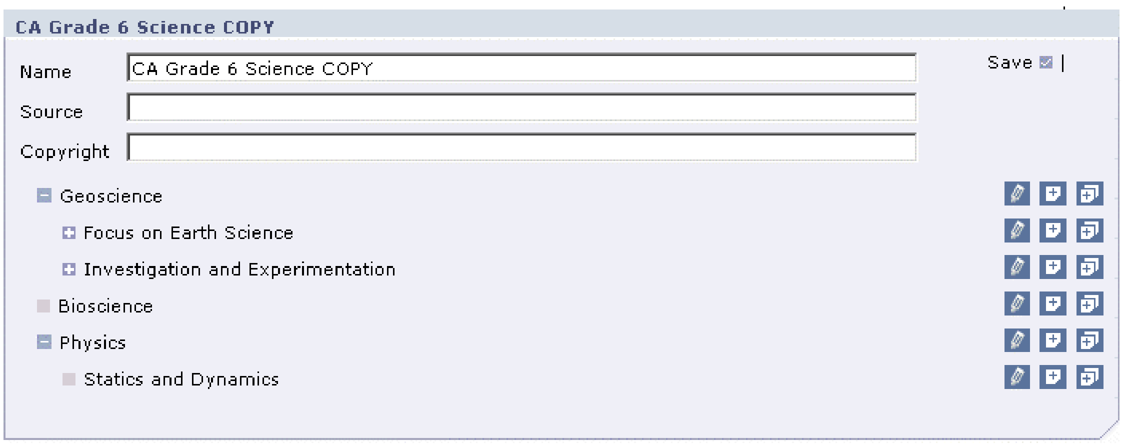


The ***Edit Strand*** page is displayed. (The name of the page shown depends on the item's level in the hierarchy.)

2. Edit the name of the item in the text entry area and click Save.



The tile of the item is changed.



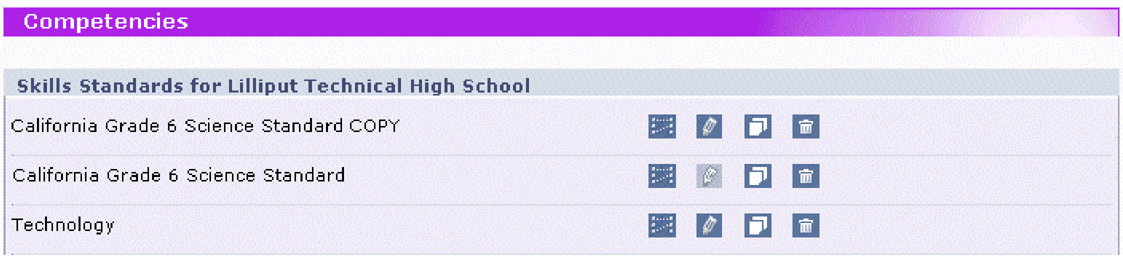
Inheriting Skills Standards to Sub-Organizations

A parent organization can inherit its skills standards to its sub-organizations. The following important points must be noted:

- By default, a sub-organization inherits all of a parent organization's skills standards. To learn how to select which skills standards are to be inherited by each sub-organization, see Changing Settings for Sub-Organization on page 218.
- A sub-organization that inherits a skills standard from its parent organization, also inherits all the mapping between the competencies of that skills standard and the modules and questions that it inherited from the parent organization.
- A skills standard can only be edited by the organization that owns it – a sub-organization cannot edit a skills standard inherited from its parent organization.

- A sub-organization may make a copy of an inherited skills standard. This copy then constitutes a new standard owned entirely by the sub-organization, which can then edit or delete it as required. See the next section, Copying a Skills Standard on page 352.
- A sub-organization cannot map competencies of an inherited skills standard to modules or questions. If a sub-organization wishes to do so, a copy of the skills standard must be made first.
- Any changes made to a skills standard by a parent organization will be seen by all sub-organizations that have inherited the skills standard.

In the example below, the California Grade 6 Science Standard was inherited from a parent organization, and thus cannot be edited or deleted. The Technology standard is owned by the organization shown, and can be edited or deleted. Both skills standards can be copied. The California Grade 6 Science Standard COPY is a copy made of California Grade 6 Science Standard, and is fully editable in this organization.



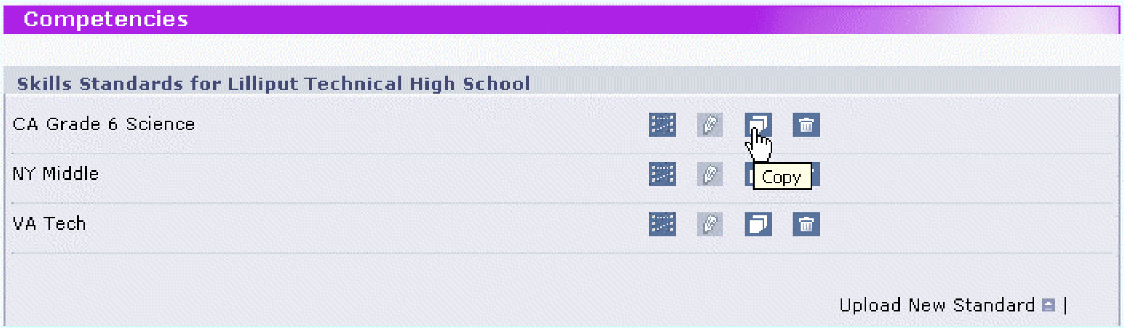
Copying a Skills Standard

An organization can make a copy of any skills standard that it owns, inherited from a parent organization, or imported from a sub-organization.

- The copy is owned by the organization that made the copy, not by the organization that owns the original.
- The copy constitutes a new, separate skills standard, that can be edited or deleted by its owner organization.
- When a skills standard is copied, the copy's competencies are mapped to the same modules and questions as the corresponding competencies in the original skills standard.
- Any changes to the copy will not affect the original skills standard.
- A copy made of an inherited skills standard can be imported by the parent organization. (See the next section, Importing Standards from Sub-Organizations, on page 353)

To copy a skills standard:

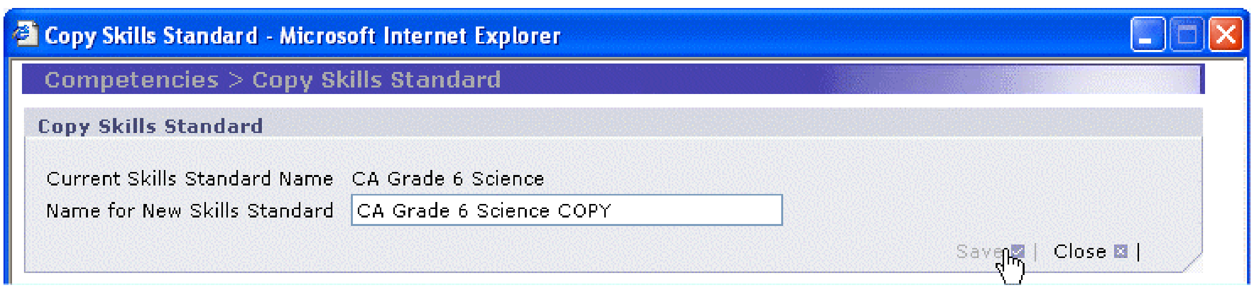
1. Select Content > Competencies. The ***Competencies*** page is displayed.
2. Click the Copy icon next to the skills standard to be copied.



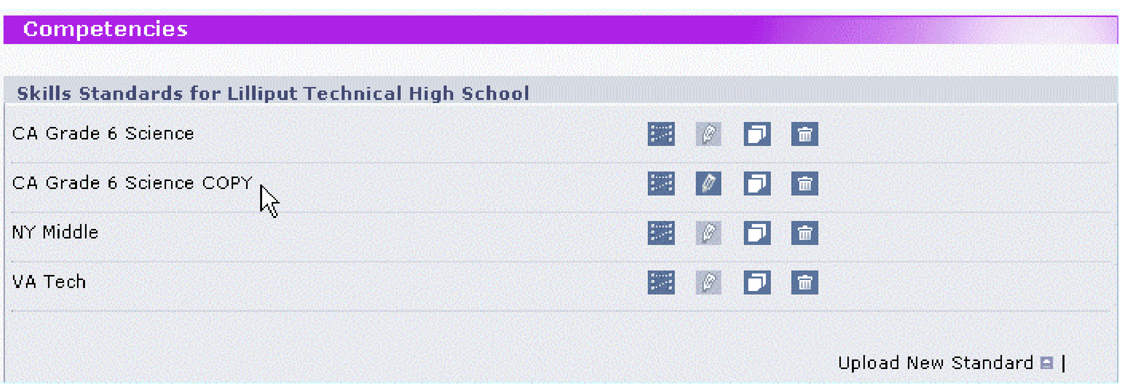
The ***Copy Competency*** pop-up window is displayed.

3. Enter the name to be given to the copied skills standard in the *Name for New Skills Standard* field.

4. Click Save.



The ***Competencies*** page is refreshed, and the copied competency is listed. Note that the organization that made the copy owns the copy, and can edit or delete it.



Importing Standards from Sub-Organizations

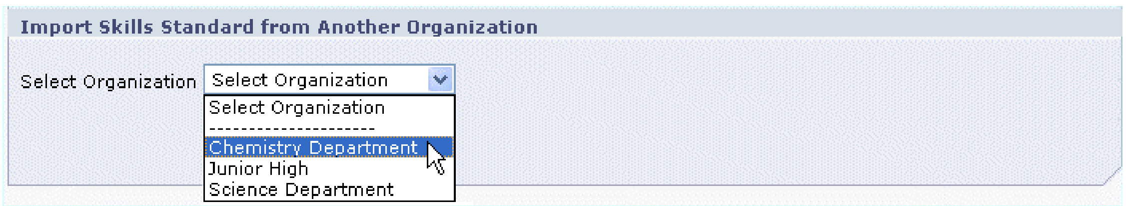
A parent organization is able to import skills standards created by its sub-organizations.

- The imported skills standard is not a copy of the original.
- The imported skills standard is owned by the sub-organization that created it, not by the parent organization.

- When a skills standard is imported, the skills standard's competencies are mapped to the same modules as the corresponding competencies in the sub-organization.
- The parent organization cannot edit the imported skills standard, or make new mappings.
- If the parent organization wishes to edit the imported skills standard, a copy of the standard must be made. The copy can then be edited.

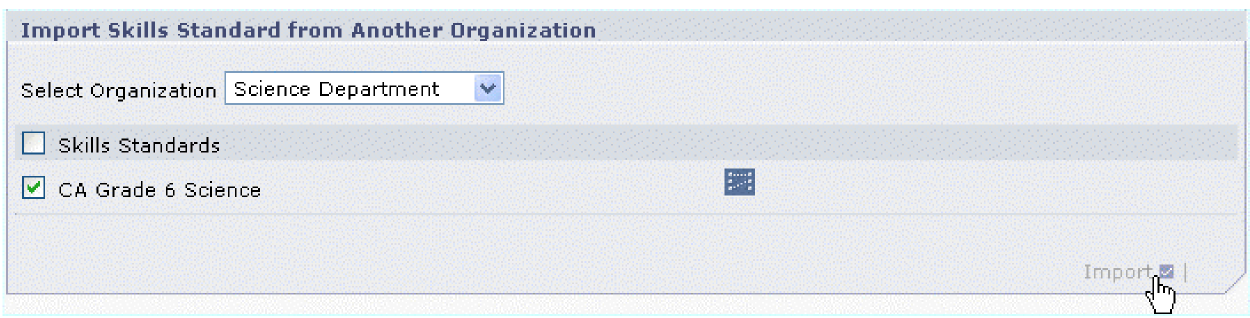
To import a skills standard:

1. Select Content > Competencies. The ***Competencies*** page is displayed.
2. Select an organization from which to import a skills standard, from the *Select Organization* drop-down menu in the *Import Skills Standard from Another Organization* area.



All skills standards owned by the selected sub-organization are listed.

3. Select all skills standards to be imported, and click Import.



The ***Competencies*** page is refreshed, and the imported skills standard is listed.

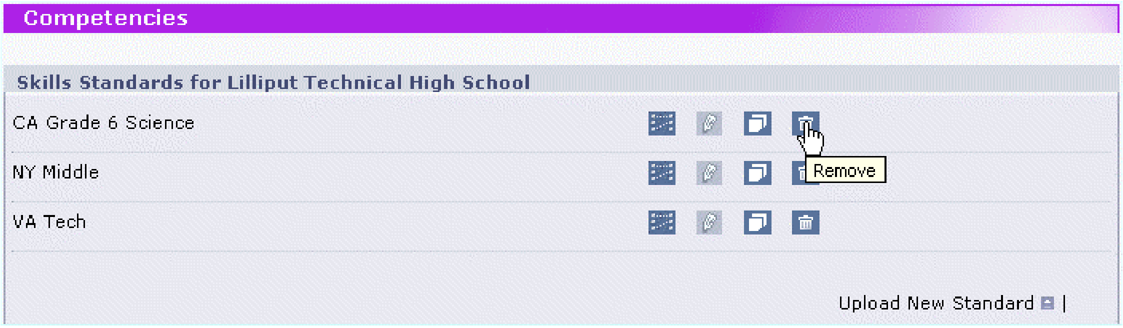
Deleting A Skills Standard

An organization can delete any skills standard that it owns.

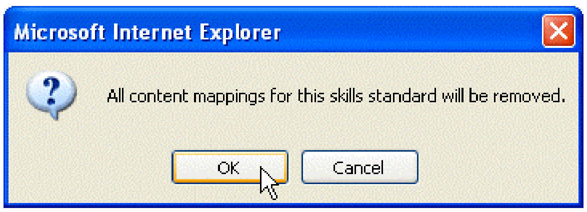
- When a parent organization deletes a skills standard, the skills standard, together will all competency mappings, are simultaneously removed from all sub-organizations.
- A sub-organization may not delete a skills standard that it inherited from a parent organization.

To delete a skills standard:

1. Select Content > Competencies. The ***Competencies*** page is displayed.
2. Click the Delete icon next to the skills standard to be deleted.

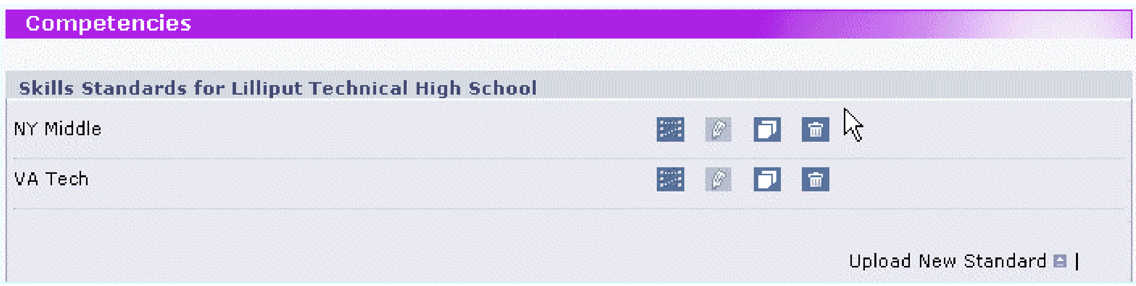


You will be asked to confirm the deletion.



3. Click OK to confirm deletion.

The ***Competencies*** page is refreshed, and the selected skills standard is no longer listed.



Competencies Reports

LearnMate is able to generate a range of competency-related reports. See Reports – Competencies on page 163.

Links Management

Link libraries are comprehensive databases of links to websites that are relevant for a specific category. Once a link has been entered into the library for a specific category, it can be accessed by the student by clicking the Link icon  at the bottom of the ***Content Viewer***.

Note: The URLs for external websites are likely to change as time passes. You may need to occasionally update both the links provided with LearnMate modules, as well as those you added on your own.

An instructor has the same rights to view the Links library as the students have, and this is done in the same way. Only a Content Administrator, however, can add new items to a Links library or edit the individual links. If you find that you need either of these capabilities and you do not see a ***Content*** tab on your ***Navigation Menu***, contact your Organization Administrator.

Notes on Links Inheritance

In Category Management on page 333you learned that inherited categories cannot be edited. The links library of an inherited category similarly cannot be edited:

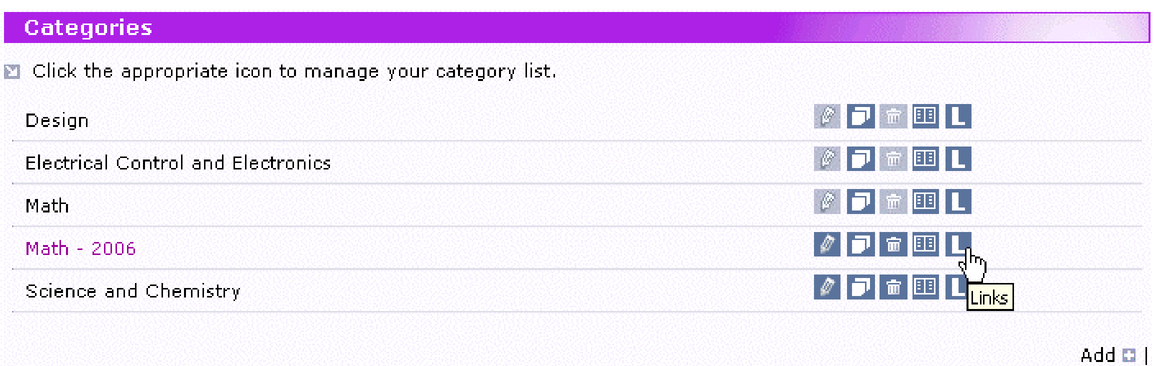
- Links cannot be edited.
- Links cannot be deleted.
- Links cannot be added.

If you would like to add links to or edit links in a links library of an inherited category, first make a copy of the category (see Copying a Category on page 336). Remember to then assign affected modules to your new category (see Editing Module Details on page 319).

Adding Links

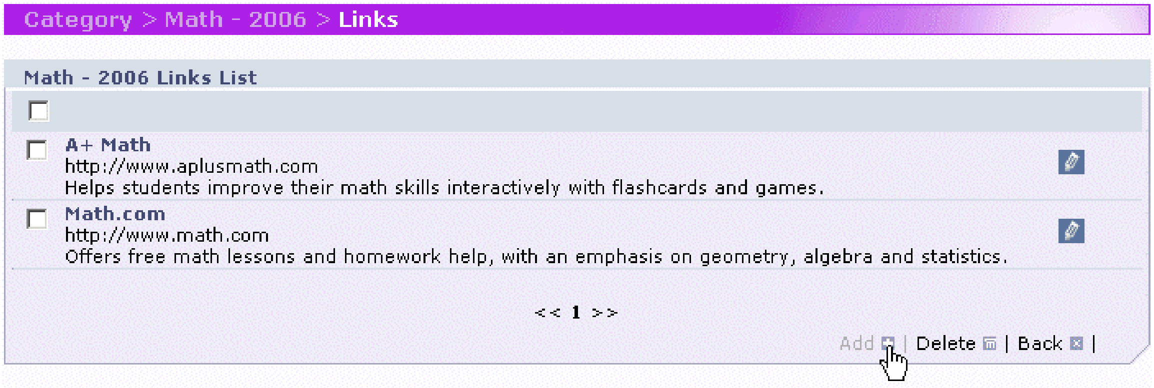
To add a link:

1. Select Content > Categories. The ***Categories*** page is displayed, showing all available categories.
2. Click the Links icon next to the category to which you want to add a link to a relevant website.



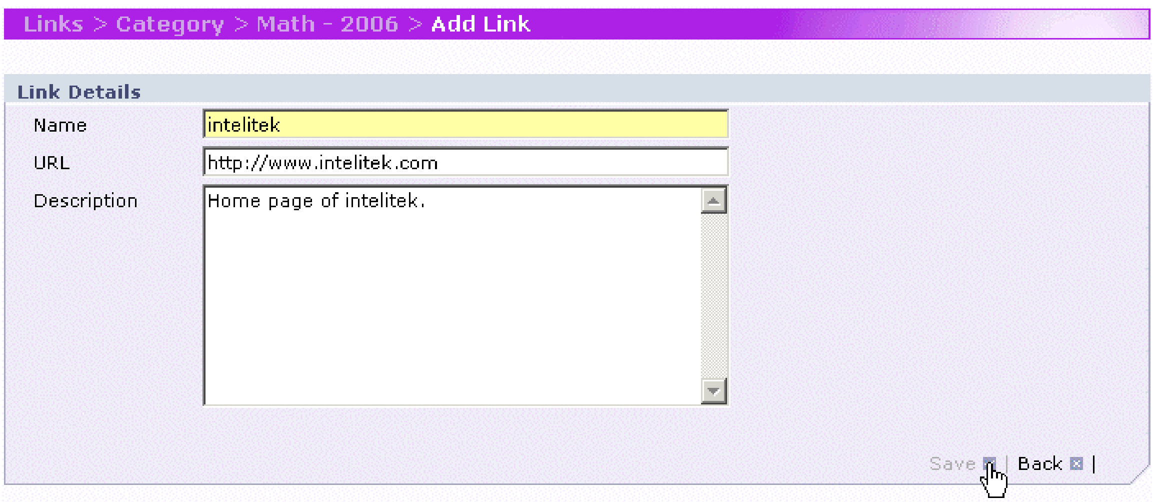
The ***Links*** page is displayed.

3. Click Add. The Add link will be inactive if the category is not owned by your organization.

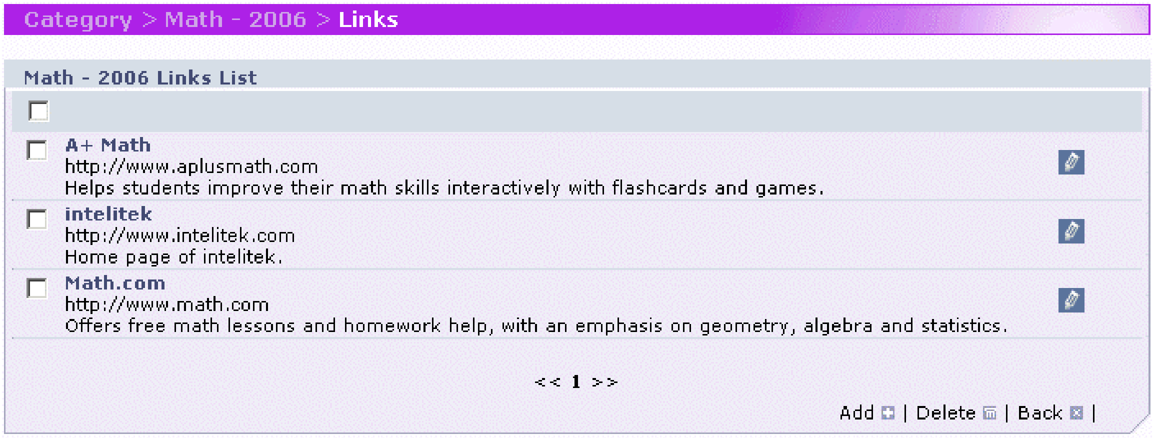


The ***Add Link*** page is displayed.

4. Enter a name for the website in the *Name* field.
5. Enter the website address in the *URL text* field.
6. Enter a description of the website in the *Description* box.
7. Click Save.



The link is added to the ***Links List*** page.



When the student clicks the **Link** icon in the ***Content Viewer***, a separate window listing all the defined links is displayed. Clicking on a link of interest will open a new browser window to that site.

Glossary Management

Glossaries are comprehensive databases of key words and phrases used in the modules in a specific category. Once a term has been entered into the glossary for a specific category, it can be linked to from any of the modules in that category. In addition, the student can access and search the glossary from the Viewer by clicking the Glossary icon at the bottom of the window.

An instructor has the same rights to view the glossary as the students have, and this is done in the same way: launching a module and clicking on the Glossary icon or the green hyperlinks. Only a Content Administrator, however, can add new terms to a Glossary or edit the definitions. If you find that you need either of these capabilities and you do not see a ***Content*** tab on your ***Navigation Menu***, contact your Organization Administrator. See **Permissions** on page 225.

Notes on Glossary Inheritance

Category Management on page 333 you learned that inherited categories cannot be edited. The glossary of an inherited category similarly cannot be edited:

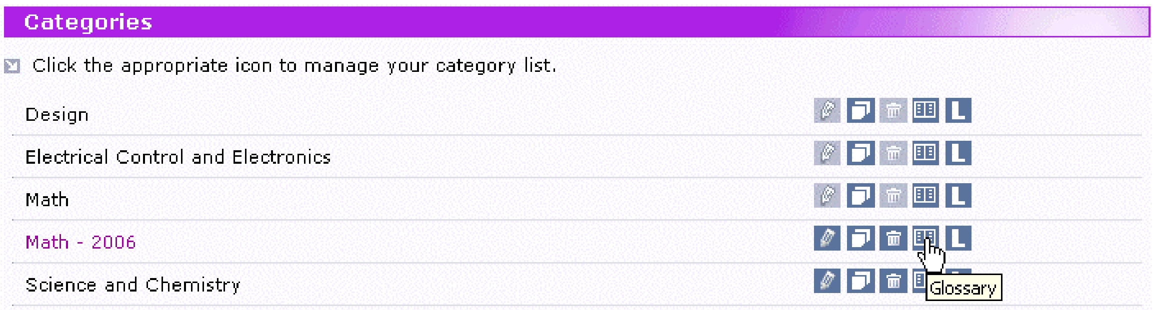
- Glossary terms cannot be edited.
- Glossary terms cannot be deleted.
- Glossary terms cannot be added.

If you would like add terms to or edit terms in a glossary of an inherited category, first make a copy of the category (see Copying a Category on page 336). Remember to then assign affected modules to your new category (see Editing Module Details on page 319).

Adding Glossary Terms

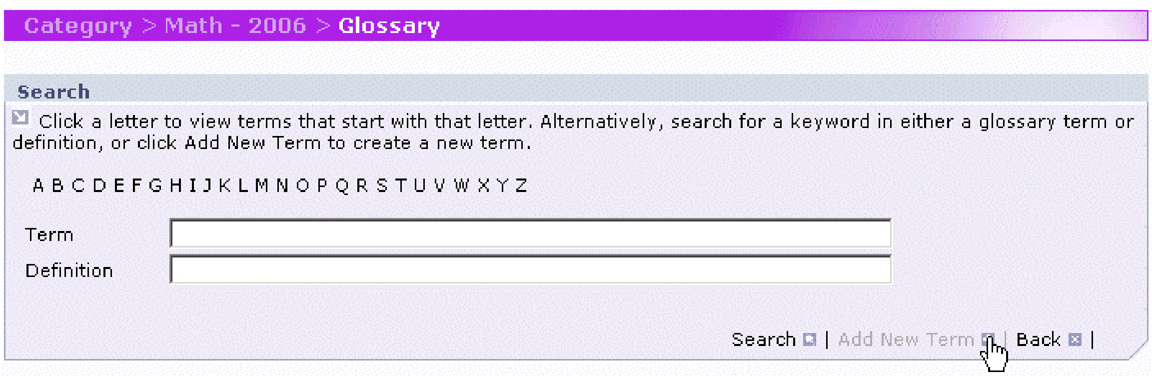
To add a term to a category glossary:

1. Select Content > Categories. The ***Categories*** page is displayed, showing all available categories.
2. Click the Glossary icon next to the category to whose glossary you wish to add a new term.



The ***Glossary*** page is displayed for the category selected.

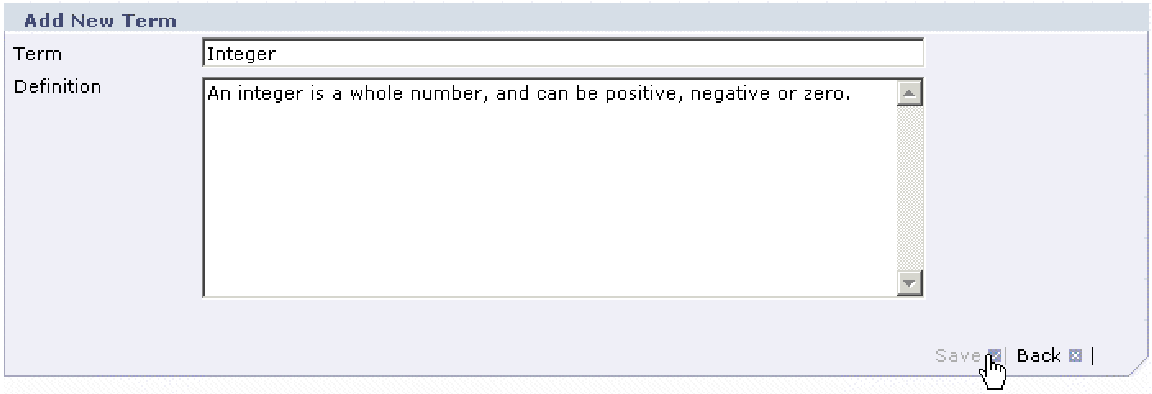
3. Click Add New Term. The *Add New Term* link will be inactive if the category is not owned by your organization.



Th

The ***Add New Term*** page is displayed.

4. Enter the new glossary term in the *Term* text field located in the *Add New Term* area.
5. Enter the definition of the term in the *Definition* box located in the *Add New Term* area.
6. Click Save.

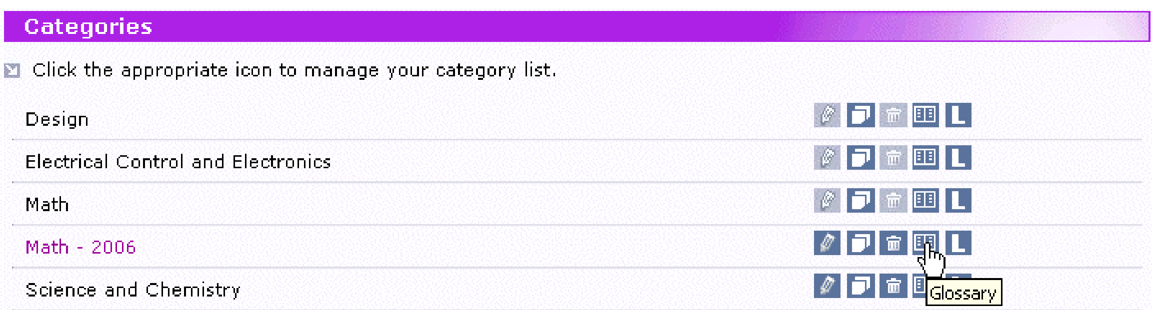


The term is added to the glossary for that category, and can be linked to from any of the modules assigned to that category.

Viewing a Glossary Definition

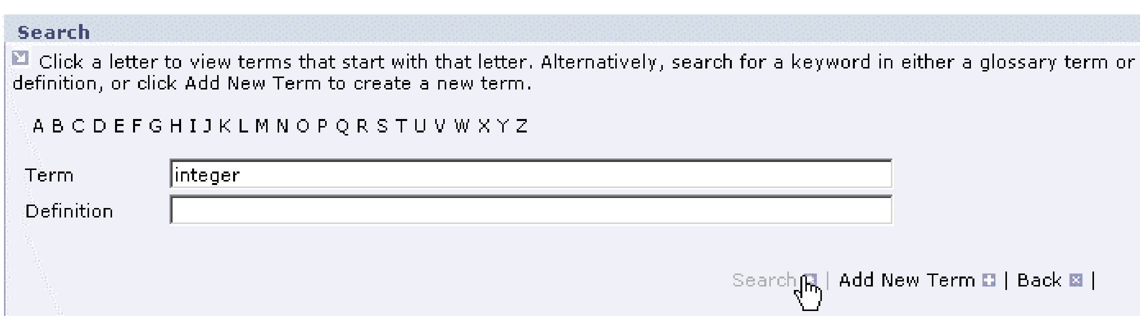
To search for and view a glossary definition:

1. Select Content > Categories. The ***Categories*** page is displayed, showing all available categories.
2. Click the Glossary icon next to the category to whose glossary you wish to add a new term.



The ***Glossary*** page is displayed for the category selected.

3. Either enter the term in the *Term* field or part of the definition in the *Definition* field and click Search to search for a term,

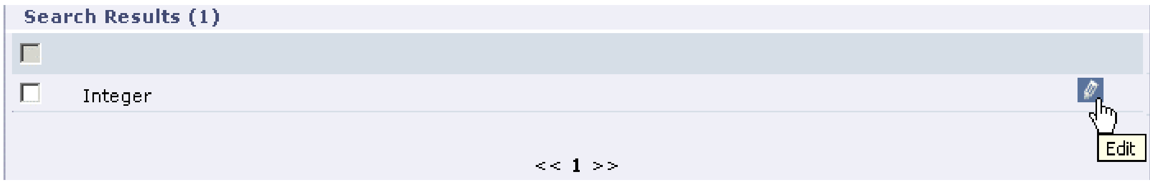


OR

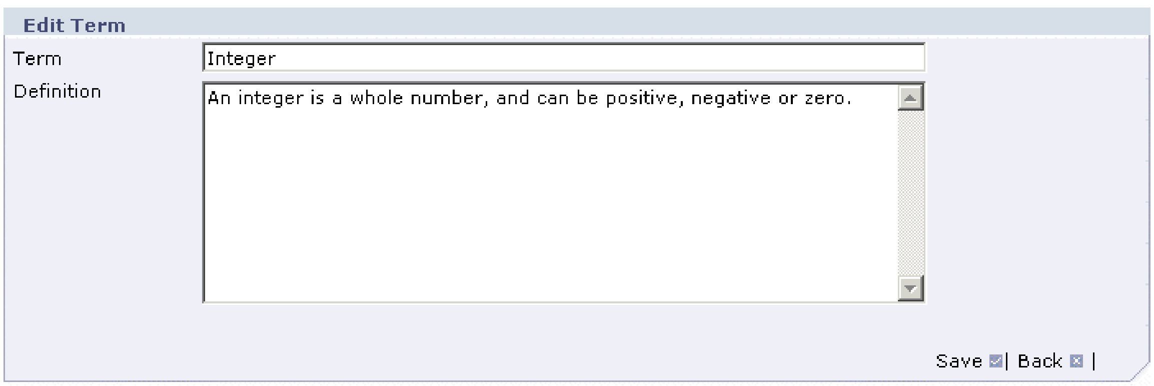
Click the letter in the alphabet with which the term begins.

The search results are shown.

4. Click Edit next to the term you would like to view. If the category is not owned by your organization, the Edit icon will be replaced by the View icon . Clicking will allow you to view the definition, but not to edit it.



The ***Edit Term*** page is displayed, with the definition of that term.



Editing a Glossary Definition

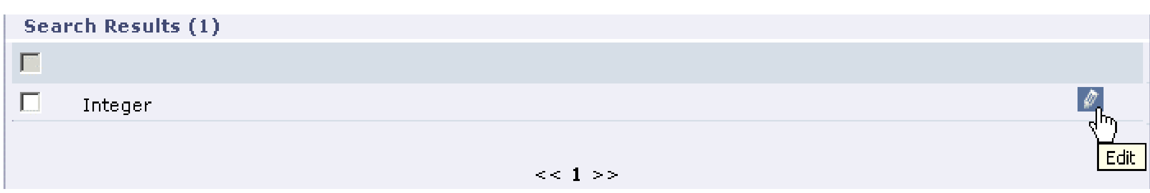
To edit a glossary definition:

1. Select Content > Categories. The ***Categories*** page is displayed, showing all available categories.

2. Click the Glossary icon next to the category to whose glossary you wish to add a new term.

3. Search for a term in the glossary as described in the previous section.

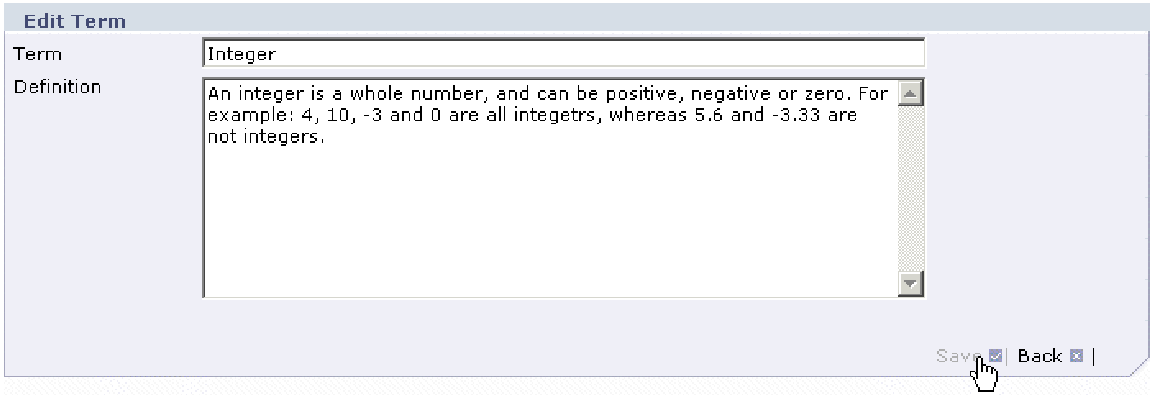
4. Click Edit next to the term you would like to edit. If the category is not owned by your organization, the Edit icon will be replaced by the View icon . Clicking will allow you to view the definition, but not to edit it.



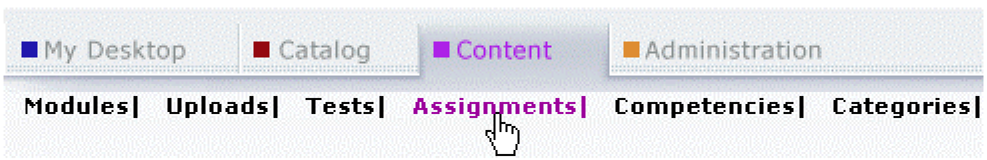
The ***Edit Term*** page is displayed.

5. Make the required change to the term and/or definition.

6. Click Save. If the category is not owned by your organization, the *Save* link will not be present.



Assignments



An assignment is a project that an instructor sets for the students of a class.

They may be:

- Library research reports
- Experiments
- Writing assignments
- Art or shop projects
- Photographs
- Interviews
- Analysis

The instructor can provide computer files, links, and instructions to enable the students to complete the assignment, which can then be submitted via LearnMate.

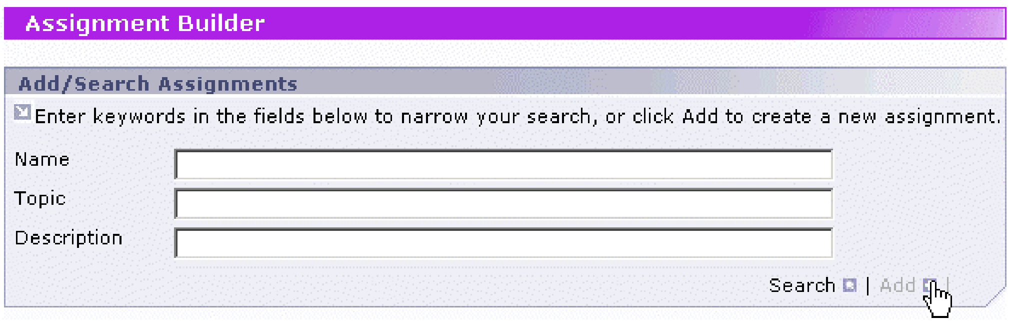
Assignments are graded individually by the instructor. If they are presented in electronic form, they may be submitted to the instructor through the LearnMate environment, even though they are not graded automatically like the module tests and class tests. Instructors can view Assignments and include them in their classes, but only a Content Administrator can create or edit an assignment.

Instructors can view Assignments and include them in their classes, but only a Content Administrator can create or edit an assignment. If you find that you need either of these capabilities and you do not see a ***Content*** tab on your ***Navigation Menu***, contact your Organization Administrator. See **Permissions** on page 225.

Creating an Assignment

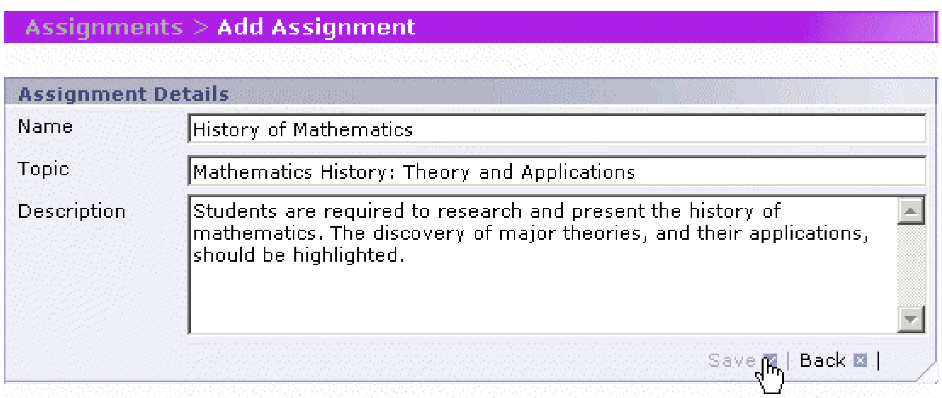
To create an assignment:

1. Select Content > Assignments. The ***Assignment Builder*** page is displayed.
2. Click Add.



The ***Add Assignment*** page is displayed.

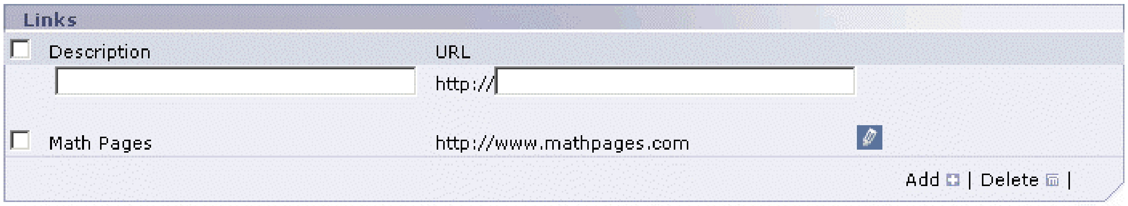
3. Complete the *Name*, *Topic* and *Description* fields.
4. Click Save.



The ***Edit Assignment*** page is displayed.

5. To add a link for the assignment, enter the name of the website in the *Description* field, and the URL address in the *URL* field. Then click Add.

The link is listed in the *Links* area.

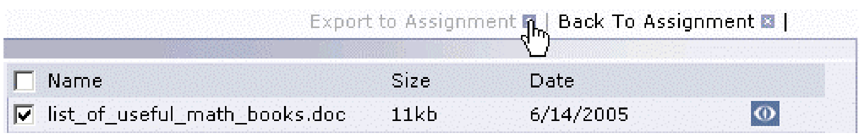


6. A *Reference File* is a file that all students will be able to open or download, but not to edit and re-upload. Reference Files can either be imported from your ***My Folder***, or uploaded from your PC or network.

- To import a reference file for the assignment from ***My Folder***:
  - Click Import from My Folder.

My Folder is displayed.

  - Select the files to import and click Export to Assignment.



The file is displayed in the *Reference Files* area.

OR

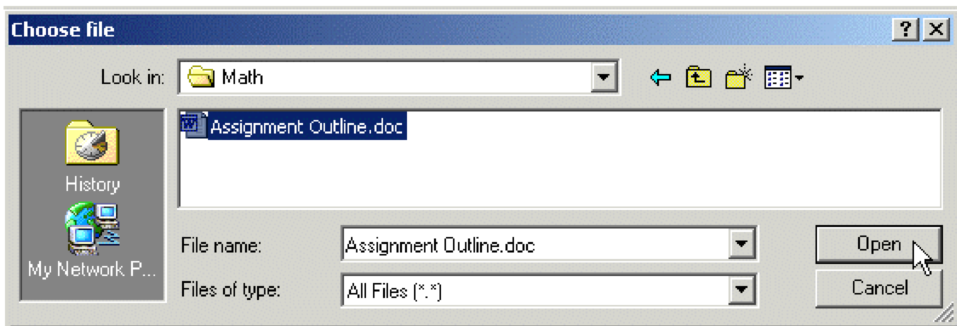
- To upload a reference file from your PC or network:
  - Click Upload to browse your computer hard-drive to find the file to attach.

The ***Upload window*** is displayed.

  - Click Browse.

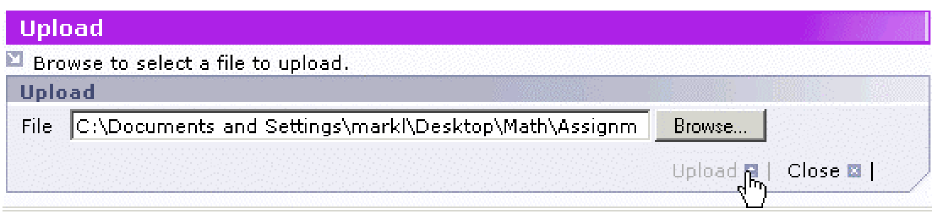
The ***Choose file dialog box*** is displayed.

- Select the file to add as a reference file and click Open.



The ***Upload*** window is redisplayed, with the selected file name shown.

- Click Upload.



The file is displayed in the *Reference Files* area.

7. *User Files* are files that students upload to their own ***Assignments*** page. They can upload user files, download them, edit them and re-upload them. Finally, the student submits his user files to the instructor for grading (see Working with User Files on page 109).

   The instructor may want to provide each student with an initial user file. This could take the form of a worksheet on which each student will fill in his own answers before submission.

   - To provide the students with a user file:
     - The file must be first added as a reference file, as explained in the previous step.
     - Select the reference file that you would like to assign to each student as a user file.
     - Click Move to User Files.

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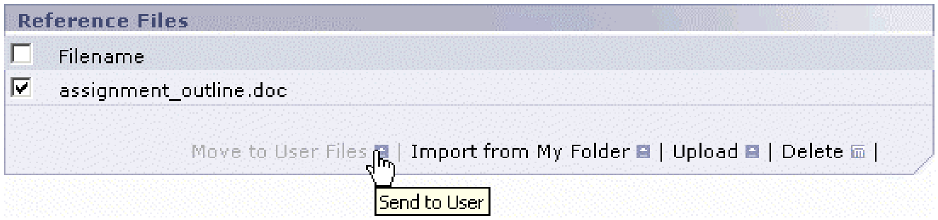
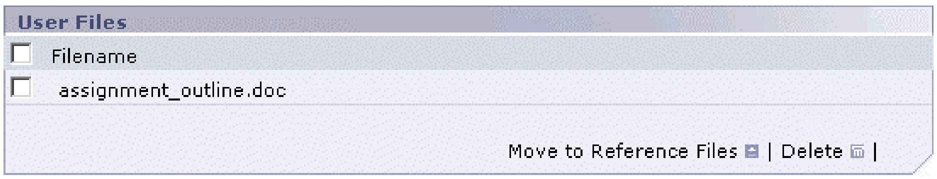


The file is moved to the *User Files* area.

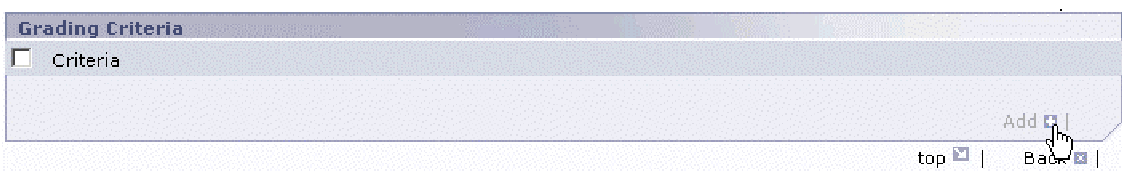


- To move a user file back to the *Reference Files* area, select the file and click Move to Reference Files.
- To delete a user file, select the file and click Delete.

Note: Reference files cannot be moved to the *User Files* area if the assignment has already been included in a class. If the assignment has been included in a class, the *Move to User Files* link will not be displayed.

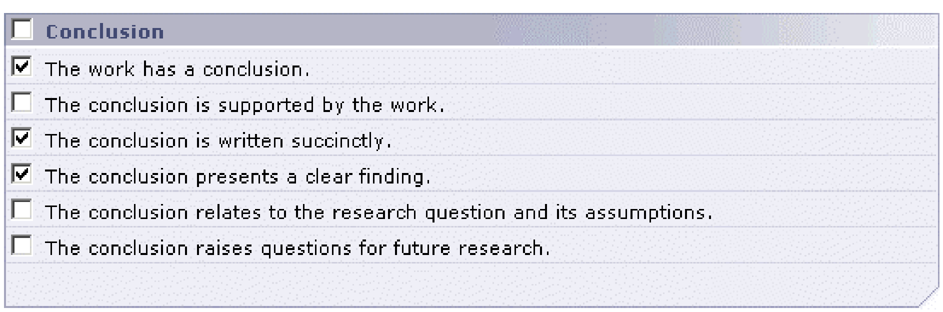
8. To specify the criteria against which the students' work will be graded:

- Click Add in the *Grading Criteria* area.

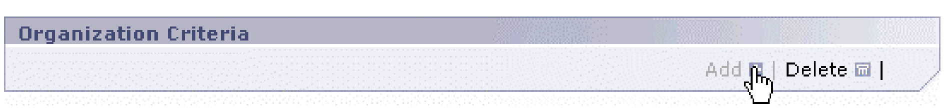


The ***Criteria*** page is displayed.

- Select the criteria to be included.

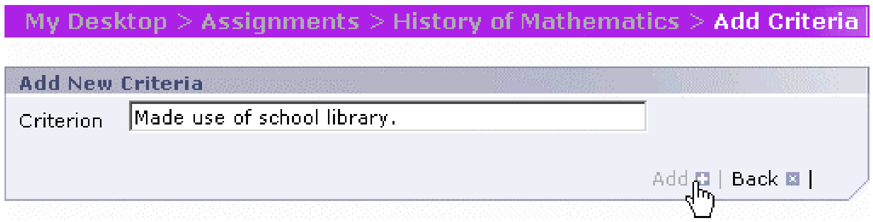


- To add your own criteria:
  - Click **Add** in the *Organization Criteria* area.

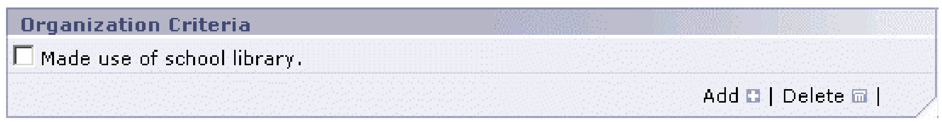


The ***Add Criteria*** page is displayed.

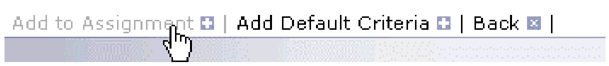
- Enter the criterion in the *Criterion* field and click Add.



The criterion is added to the *Organization Criteria* area of the ***Criteria*** page.



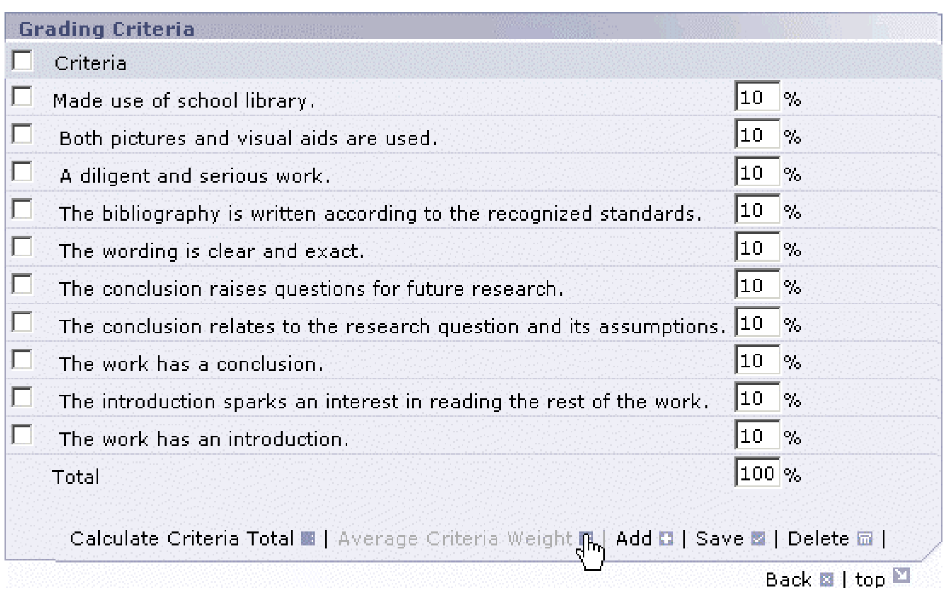
- Organization criteria can be deleted by selecting the criteria to be deleted and clicking Delete.
- Once you have selected all the criteria for the assignment, click Add to Assignment.



The ***Edit Assignment*** page is displayed, with the chosen criteria listed in the *Grading Criteria* area.

9. To weight the importance of each criterion in the students' final assignment grade:

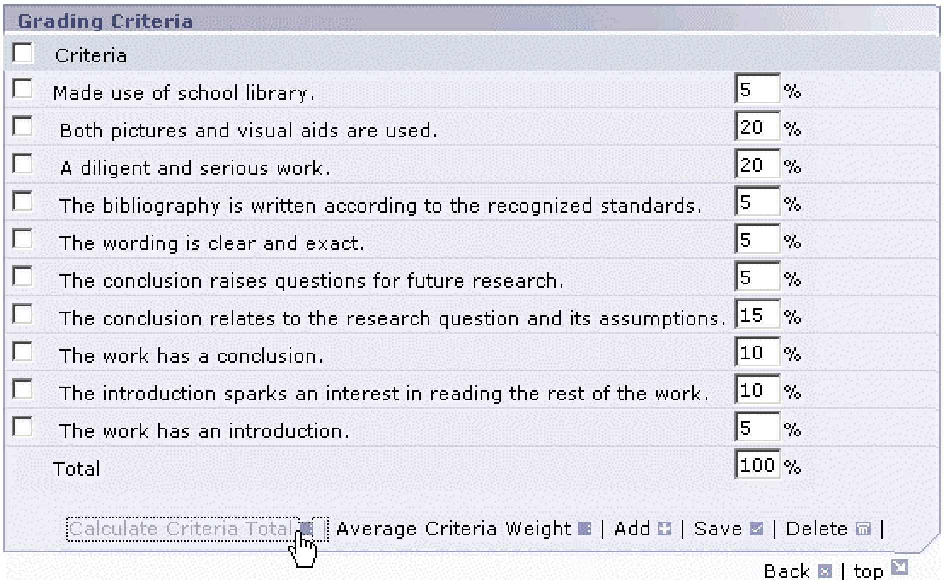
- Either click Average Weighting Criteria to set all criteria to equal values.



OR

- Enter the percentage weightings manually.

- Click Calculate Criteria Total to calculate the total so that you can ensure that the total equals 100%.



- Click **Save**. The grading criteria are saved and the assignment is now created.

To learn how to assign an assignment to a class, see Adding an Assignment on page 297.

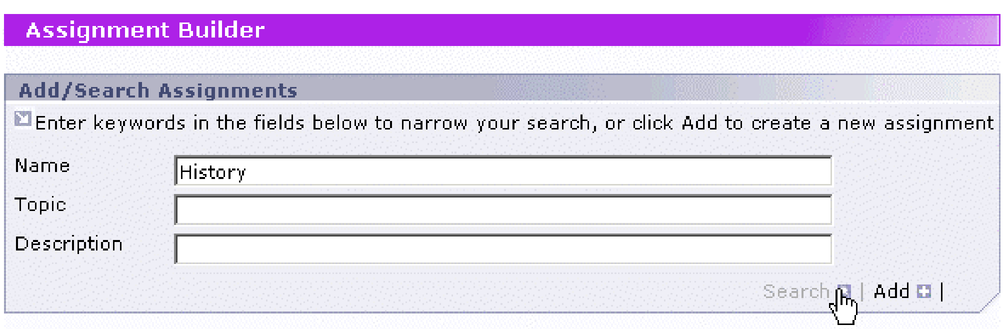
Searching for an Existing Assignment

To search for a previously created assignment for editing or viewing via the Content menu:

1. Select Content > Assignments. The ***Assignment Builder*** page is displayed.

2. Complete any of the *Name*, *Topic*, or *Description* search fields.

3. Click Search.

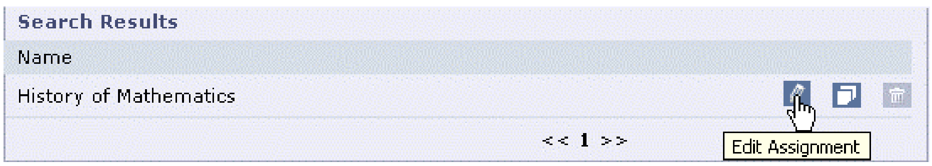


A list of all assignments that match your criteria is displayed.

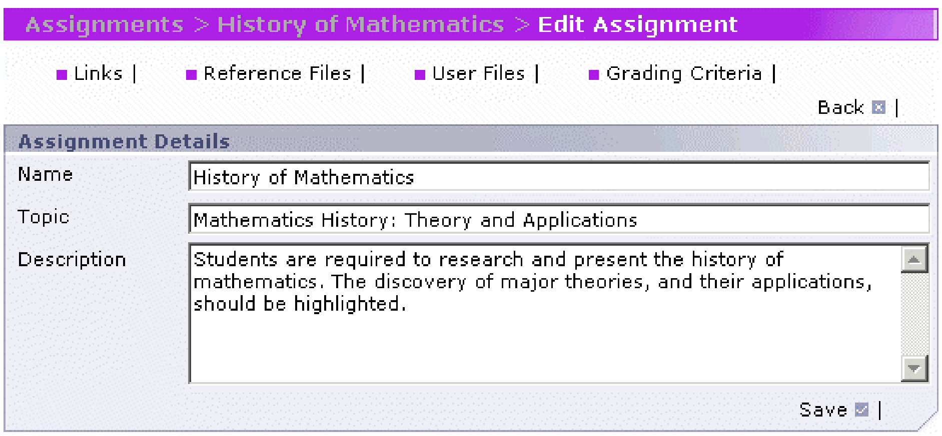
Editing an Assignment

To edit an assignment:

1. Search for an assignment as described in the previous section.
2. Click the Edit Assignment icon next to one of the search results.



The ***Edit Assignment*** page is displayed.



3. Make the required changes and click Save. To learn how the fields and links on this page function, see Creating an Assignment on page 363.

Note: You may only edit assignments that you created. If you wish to make changes to an existing assignment that was created by another LearnMate user, you will need to make a copy of that assignment.

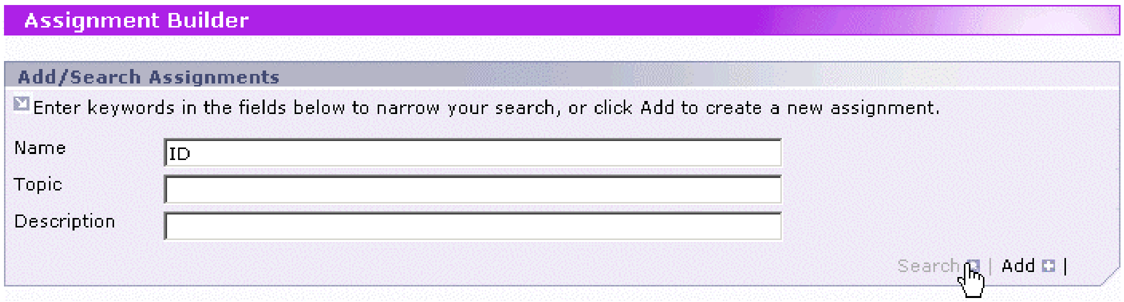
Copying an Assignment

You may wish to create an assignment that is similar to an existing assignment. LearnMate allows you to make a copy of an existing assignment. The copy can then be edited.

To make a copy of an assignment:

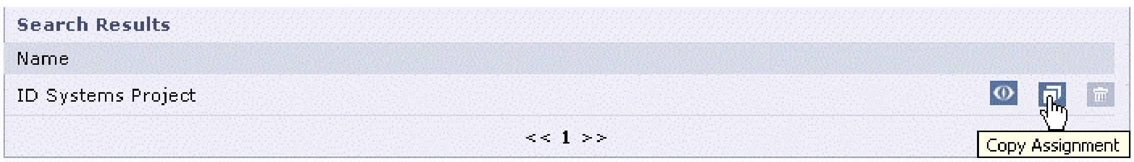
1. Select Content > Assignments. The ***Assignment Builder*** page is displayed.
2. Complete any of the *Name*, *Topic*, or *Description* search fields.

3. Click Search.



A list of all assignments that match your search criteria is displayed.

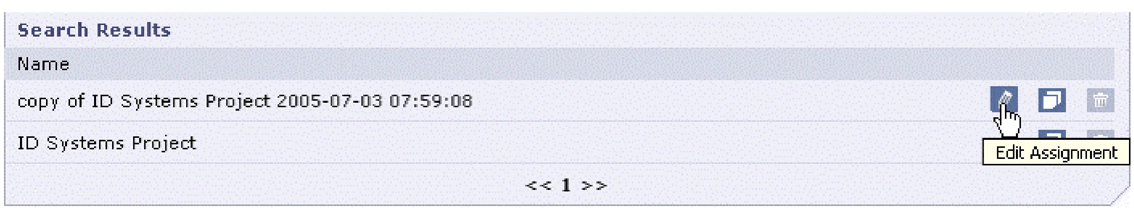
4. Click the Copy Assignment icon next to the assignment to be copied.



The ***Search Results*** page is updated, and the new assignment is listed. The copy is assigned a name according to a default format, beginning with the word “copy”, and ending with the date of its creation.

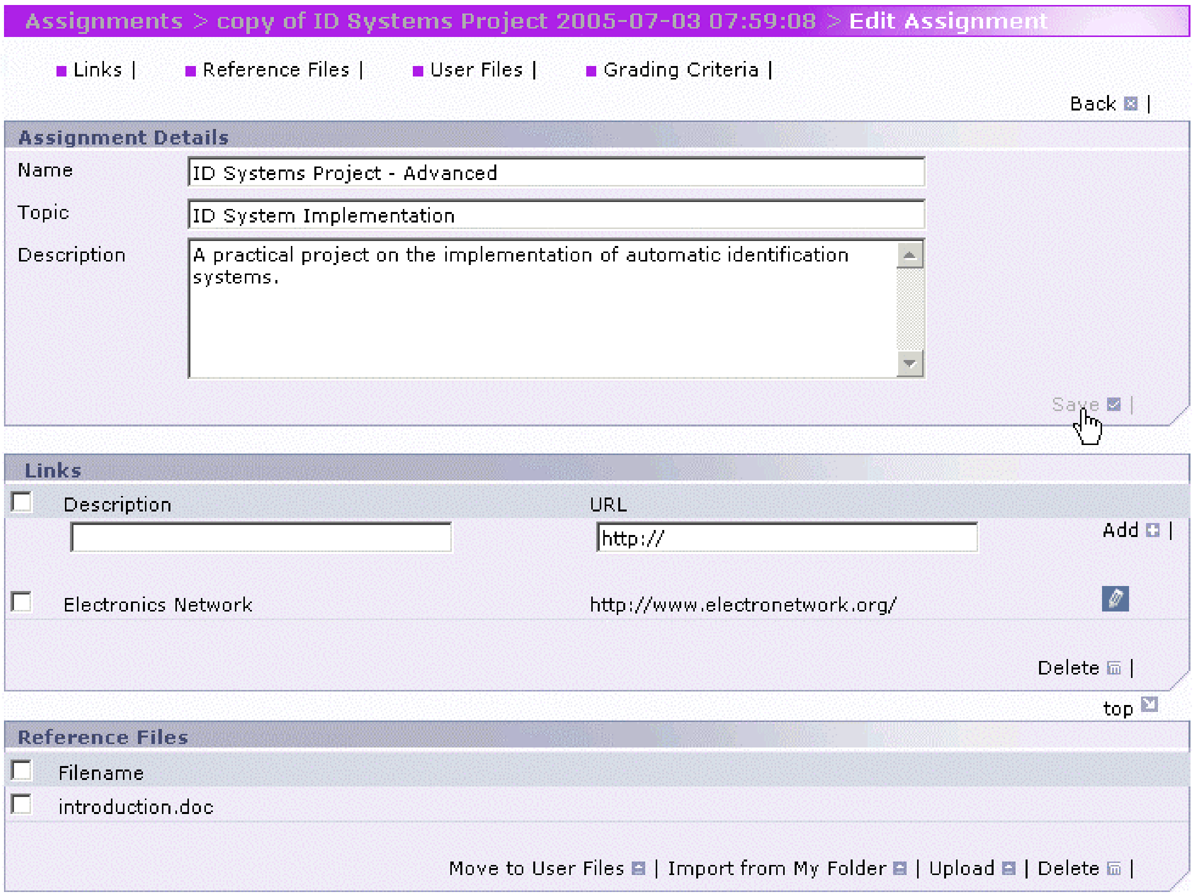
If you are permitted to edit an assignment, as will be the case with the copied assignment, an Edit icon will be displayed to the right of the assignment name. If you are not permitted to edit an assignment, a View icon will be displayed.

5. Click the Edit Assignment icon to edit the copied assignment.



The ***Edit Assignment*** page is displayed. (If you click the View Assignment icon, the ***View Assignment*** page is displayed. This page contains the same information as the ***Edit Assignment*** page, but cannot be edited.)

Make all required changes, particularly to the name of the assignment.

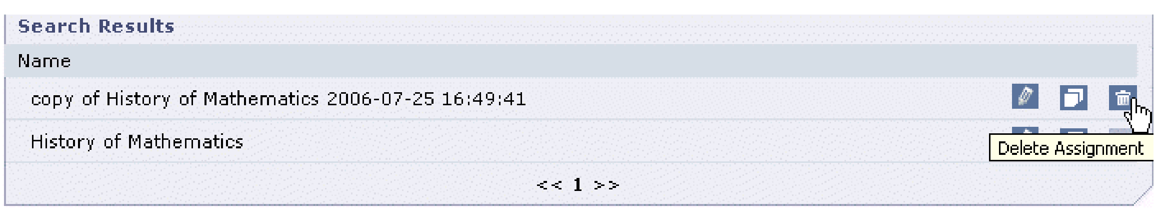


6. Click Save.

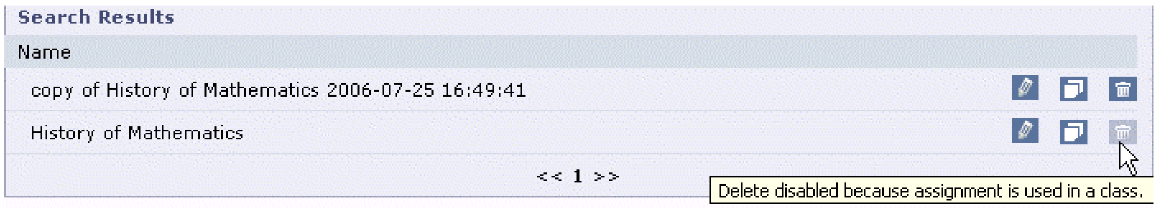
Deleting Assignments

To delete an assignment:

1. Search for the assignment as explained above.
2. Click the Delete icon next to the assignment to be deleted.



Note: You cannot delete any assignment that is currently assigned to a class. The Delete icon will be inactive for all assignments that are currently assigned to classes.



Managing Assignments

To learn how assignments are added to a class, see Assignments on page 297, in the Class Management chapter. To learn how students view and submit assignments, and how instructors grade assignments, see Assignments on page 107 in the My Desktop chapter.

Review

In this chapter, we covered the following material:

- Modules
- Content Objects
- Uploads
- Categories
- Competencies
- Links
- Glossary
- Assignments

Ask Yourself…

- Can you create, edit, copy and delete each of the content types, as listed above?

11

Content Authoring

Review of Previous Chapter

In previous sessions, we discussed the structure of content in the LearnMate database. You learned that LearnMate modules are built using content objects. A content object, as you have learned, is essentially one or more “pages” of information that can include text, tests (questions), graphics, animations, and video.

We discussed the logic behind the database structure, and explored how media objects are stored in system-wide banks. You learned that each of these items can be independently referenced multiple times for use in different content objects.

Introduction

In this session, we are going to explore the facilities provided by LearnMate for content authoring. We will examine the use of each of the content authoring tools. By experimenting with the authoring tools, you will become familiar with the ways in which these tools are used.

Note: The options discussed in this chapter are only available to instructors and administrators with Content Administrator permissions.

Objectives

This chapter will explore the following topics:

- Introduction to Content Editing
- Adding or Editing Text
- Formatting Text
- Creating Bulleted and Numbered Lists
- Adding Page Breaks
- Inserting Glossary Links
- Inserting Links to Other Sections
- Inserting Links to External Applications
- Inserting Links to Websites
- Inserting Tests

- Uploading Audio Narration Files
- Content Editing Icons Quick Reference

Introduction to Content Editing

XML Tags

All text formatting in a content object is performed using XML and HTML tags. While you do not need to have a background in XML programming to use these tools, you must keep in mind that these tags appear between triangular brackets <tag> and work in pairs.

The first tag opens a command <tag>, and the second tag closes the command </tag>. The "close" tag is indicated by a / before the command.

Adding or Editing Text

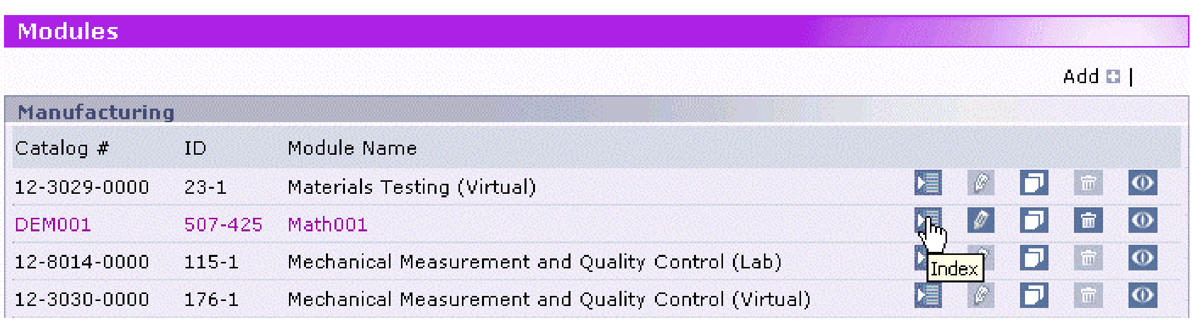
Adding and editing text are the most basic tasks that you can perform to a content object. After text has been entered or edited, it can be formatted. For example, the size of the text can be changed, or certain words can appear in a different color.

Text is added or edited simply by typing the required text in the *Content Object Body* area of the ***Content Object*** page.

Adding or Editing Text

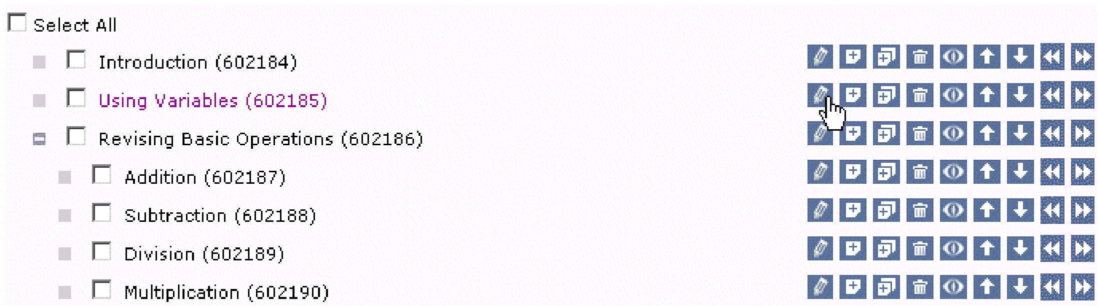
To add or edit text:

1. Click Content > Modules. The ***Modules*** page is displayed, listing all the modules in LearnMate to which your organization has access.
2. Click Index next to the name of the module in which the content object to which you want to add text is found. (To learn how to create a new module, see Adding a Module on page 310.)



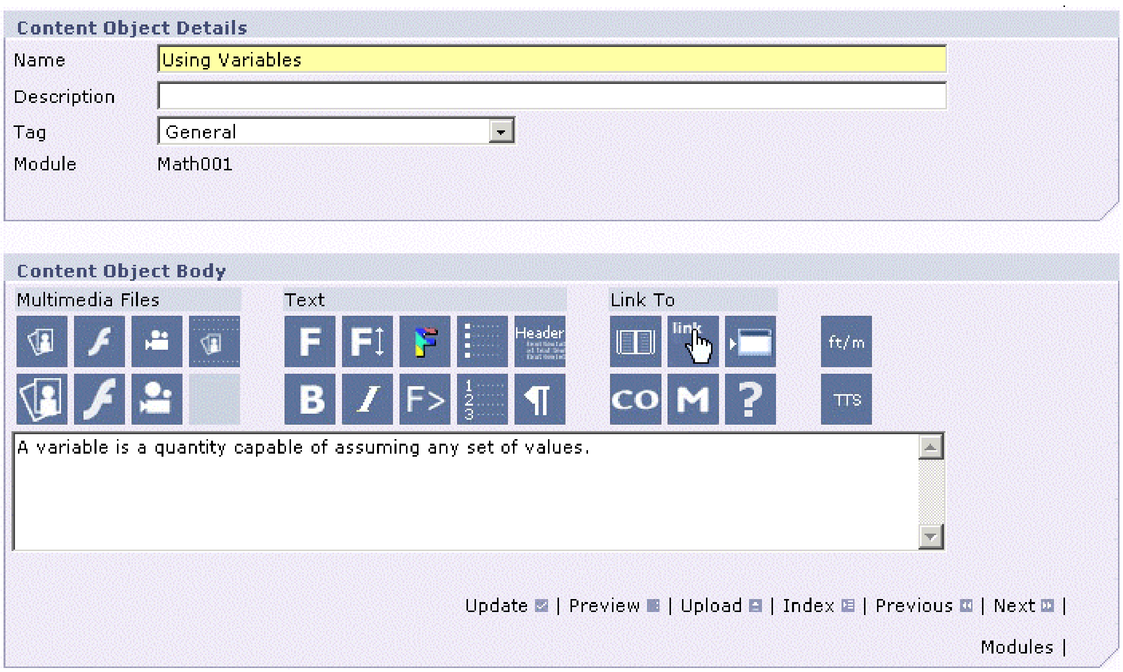
The *Module Index* (table of contents), in the form of a tree showing all the content objects in the selected module, is displayed.

3. Click Edit next to the name of the content object that you want to edit. (To learn how to create new content objects, see Adding the First Content Object to the Index on page 322.)



The ***Content Object page*** is displayed.

4. Enter the required text in the *Content Object Body* area.

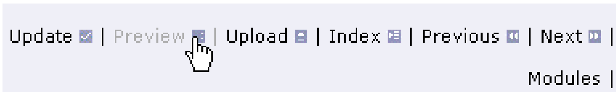


5. When you have entered all the required text, click Update or Save As to save your changes.

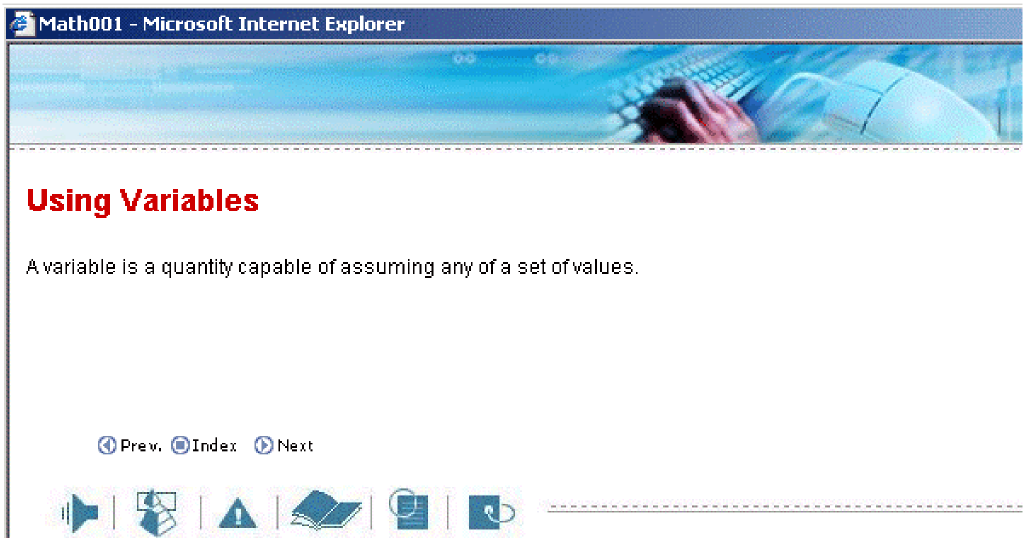
Note: LearnMate Content is written directly to the database and must be saved before it can be previewed. You must always click Update or Save As after making any changes to a content object. If you do not save your work and move to another page, those changes will be lost.

- **Update** saves any changes made to the content object. Always save changes before moving to another page.
- **Save As** enables you to make a change to and save a shared (reused) content object. The content object will then be owned by the current module and is unlinked from previous instances. This hyperlink only appears for shared content objects. To make a change that will be reflected in all other modules that use the content object, you must enter the index of the module that owns the content object and edit the content object there.

6. Click Preview to preview the way your content object will appear to students.

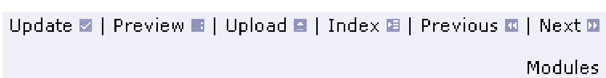


The content object is displayed in the ***Content Viewer***.



The Navigation Hyperlinks

The navigation hyperlinks below the *Content Object Body* area in the ***Content Object*** page enable you easily move between the content objects in a module, as well as save changes and preview objects.



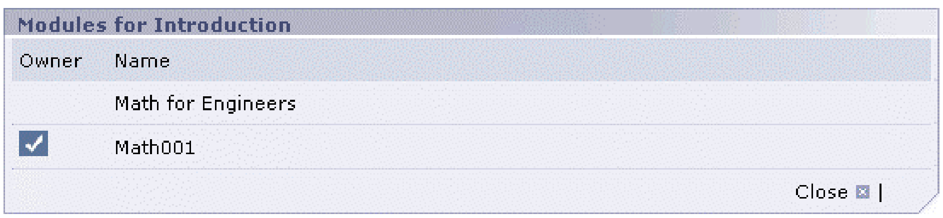
- **Update** saves any changes made to the content object. Always save changes before moving to another page.
- **Save As** enables you to make a change to and save a shared (reused) content object. The content object will then be owned by the current module and is unlinked from previous instances. This hyperlink only appears for shared content objects. To make a change that will be reflected in all other modules that use the content object, you must enter the index of the module that owns the content object and edit the content object there.

  Before making a change in a shared content object (indicated by the presence of a **Save as** hyperlink and not an **Update** hyperlink), decide whether the change is relevant to all uses of this content object or only to this particular instance of it.

  - If the change is relevant to all uses of the content object, click Modules to find the module owner of that object (indicated by a checkmark), and then make the change in the module of origination.

- If the change is relevant only to this module, then click Save as to enable the current module to acquire “ownership” over this version of the content object. Then make required changes.

- **Preview** displays the content object as it will be seen by the student.
- **Upload** enables you to upload new media items to the Media Bank. See Uploading Media on page 330.
- **Index** displays a tree showing all the content objects in the currently active module.
- **Prev** moves you to the Content Object page for the previous content object in the module hierarchy.
- **Next** moves you to the Content Object page for the next content object in the module hierarchy.
- **Modules** enables you to view the Modules in which a content object is used. A to the left of a module indicates that the content object originated in – and is owned by - that module. This is critical information for shared content objects, for which you need to decide whether to edit the original content object or to click Save As to unlink the content object.



Tips and Tricks

Always click Update after making any changes to a content object. If you do not click Update, and move to another page, your changes will not be saved.

If you edit a content object and your changes are not shown when you Preview the content object, update (press F5) the ***Content Viewer*** window to ensure that the latest version of the content object is being previewed.

Content Object Types

In Adding the First Content Object to the Index on page 322, you learned that each content object must be defined by type:

- *General:* For general purpose content objects.
- *Safety:* For a content object that provides safety instructions. This content object can be opened automatically in the preview page by clicking the **Safety** icon . Only one content

object should be defined as a Safety content object per module. Once one content object has been set to Safety, this option will not be listed in the Tag pull-down menu.

- *Test:* For a content object that will contain a test. A Test content object cannot contain text or graphics, only a test.

The content object type is reflected in the *Tag* drop-down menu on the ***Edit Content Object*** page.

Note the following:

- It is recommended that you do not change the *Tag* setting of an existing content object. Instead, create a new content object of the required type (see Adding Additional Content Objects to a Module on page 324), and delete the old one (see Removing Content Objects from a Module on page 328).
- The *Safety* tag will not be listed in the *Tag* drop-down menu if another content object in the module has already been defined as a Safety content object.

Formatting Text

The appearance of text that has been added to a content object can be formatted as required.

- Text can be made **bold** or *italicized*.
- The size, color and font of the text can similarly be changed.

The text formatting options are divided into two groups:

- **Independent Tools**: Bold and Italics

  Bold and *italics* are independent text tools, meaning that they can perform their task without the use of any additional commands. Simply select the text to which you want to apply the formatting, click the appropriate icon, and the formatting is applied.

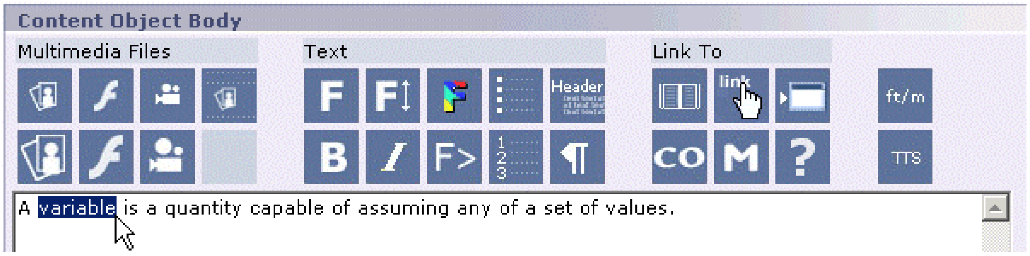
- **Dependent Tools**: Font Size, Color and Face.

  Font Size, Font Color and Font Face are dependent formatting tools, meaning that they require the use of an additional tag in order to perform their task. These commands are inserted in front of the text to which you want to apply the formatting. The tag <end_font> is placed after the text, to stop the application of the formatting command.

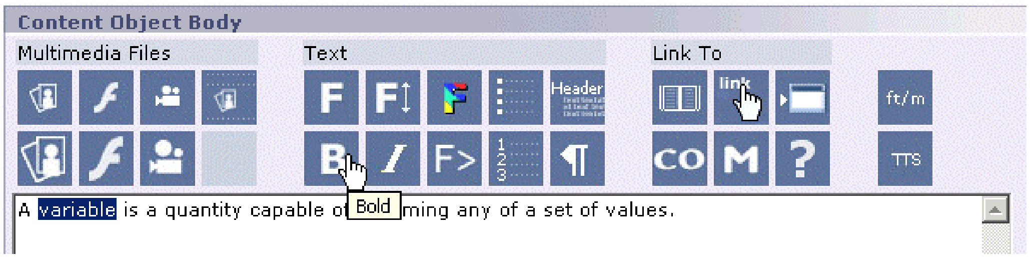
Bolding (Emphasizing) Text

To bold text:

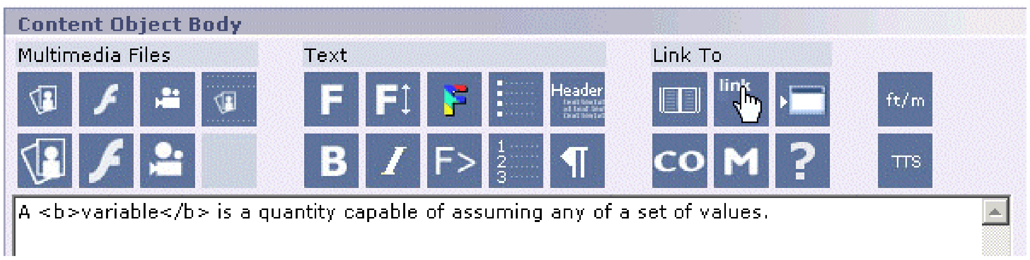
1. Select the required text in the *Content Object Body* field.



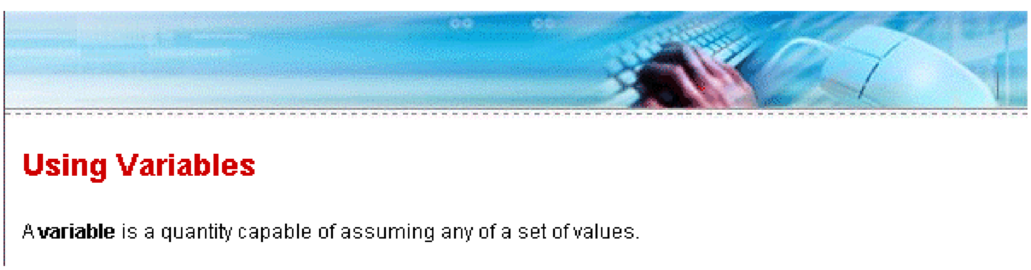
2. Click **B**.



The tags and are displayed before and after the selected text, respectively.



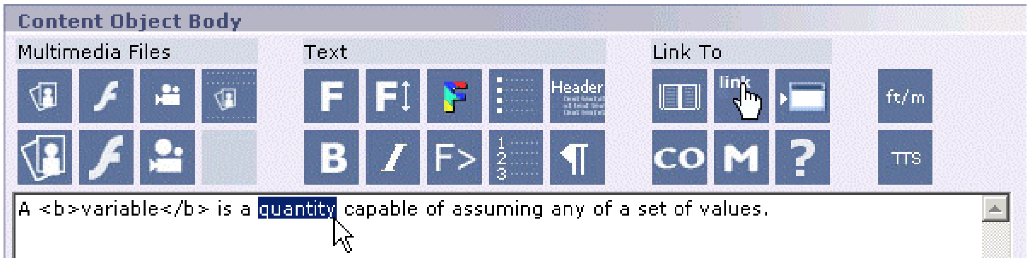
3. Click Update to save your changes.
4. Click Preview to preview the content object. The text to which the formatting was applied should appear darker relative to the rest of the text.



Italicizing (Slanting) Text

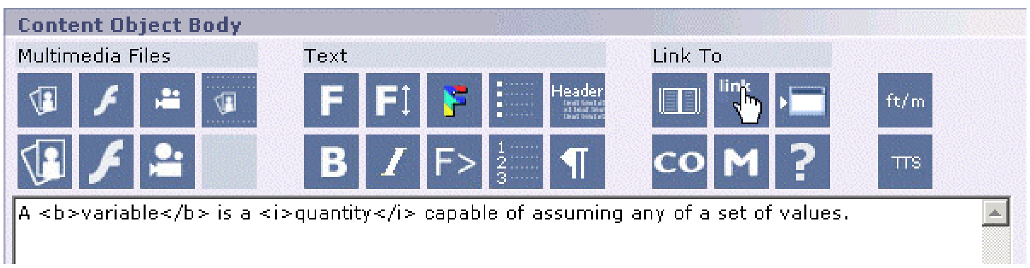
To italicize text:

1. Select the required text in the *Content Object Body* field.

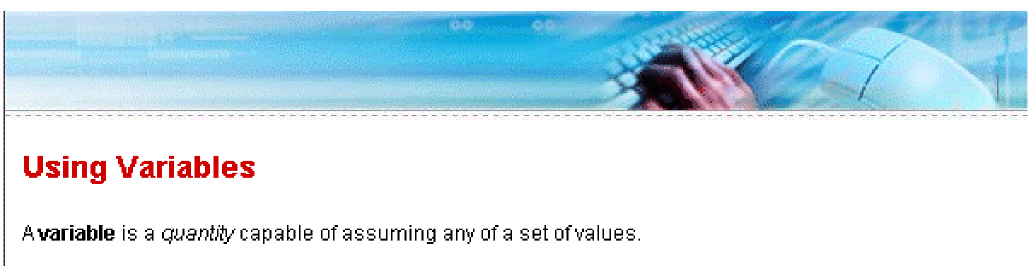


2. Click *I*.

The tags <i> and </i> are added before and after the selected text, respectively.



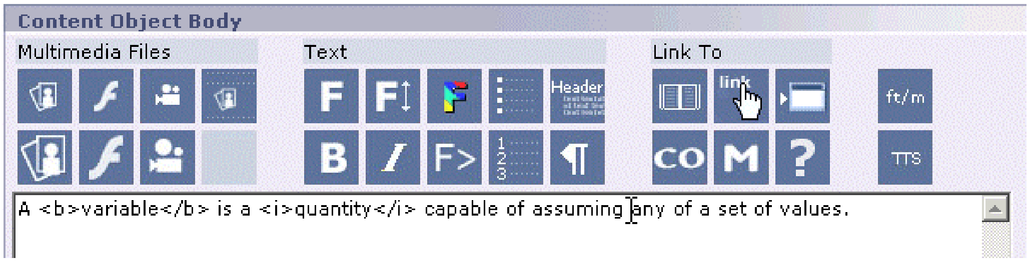
3. Update and preview the content object. The text to which you applied the formatting should appear slanted relative to the rest of the text.



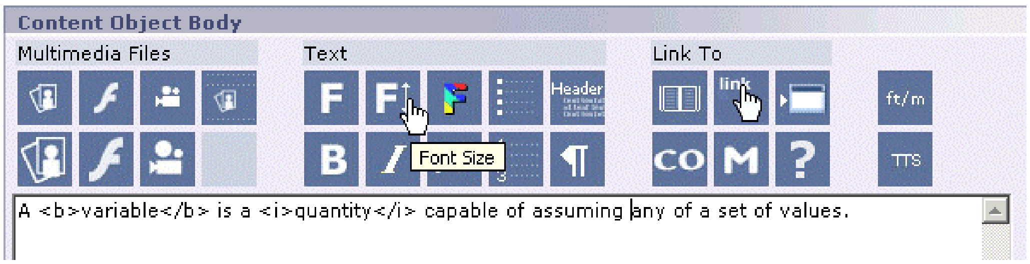
Changing the Font Size

To change the font size:

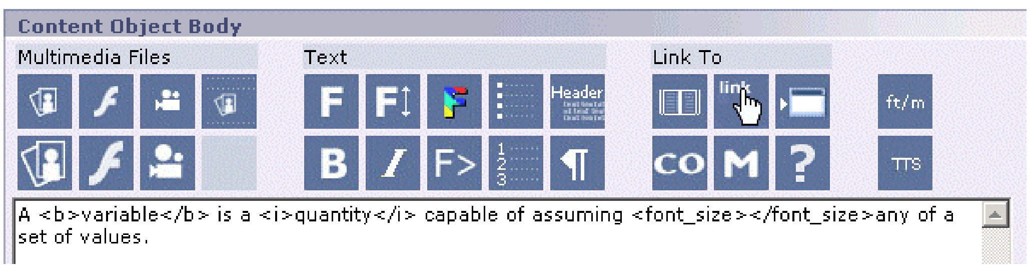
1. In the ***Content Object*** page, click in front of the text whose size you want to change.



2. Click .

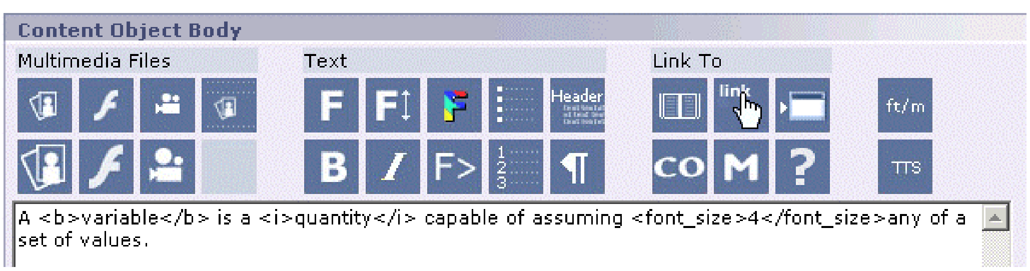


The tags <font_size></font_size> are inserted in front of the text. Note that unlike the bold or italics tags, both the tags appear before the text whose size you want to change.

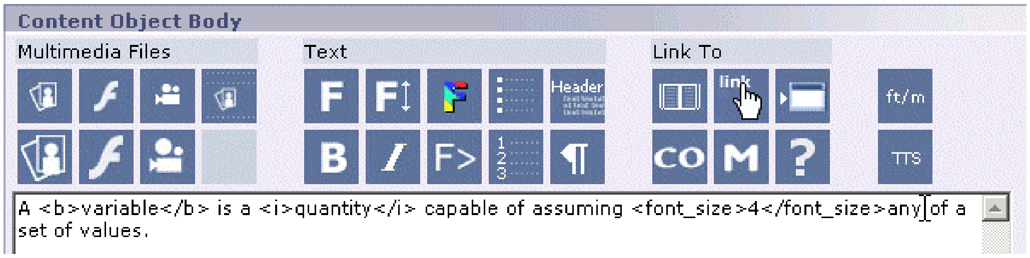


3. Enter the size of the text between the tags. The default text size is 2.
4. To create smaller text, enter **1** between these tags.

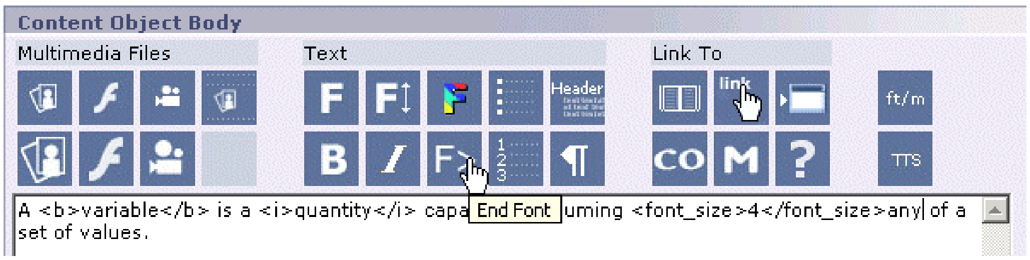
   To create larger text, enter **a number higher than 2**.



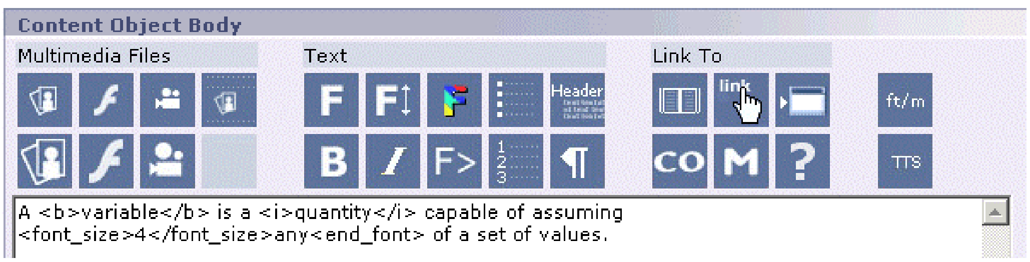
5. In the ***Content Object*** page, click after the text whose size you want to change.



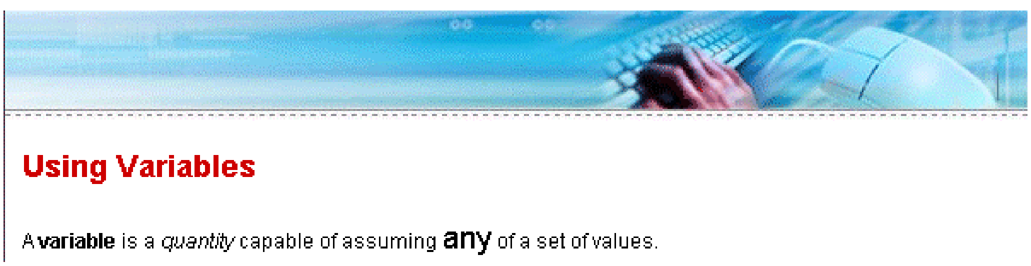
6. Click F>.



The tag <end_font> is added after the required text.



7. Update and preview the content object. The text to which the formatting was applied should be a different size relative to the rest of the text.

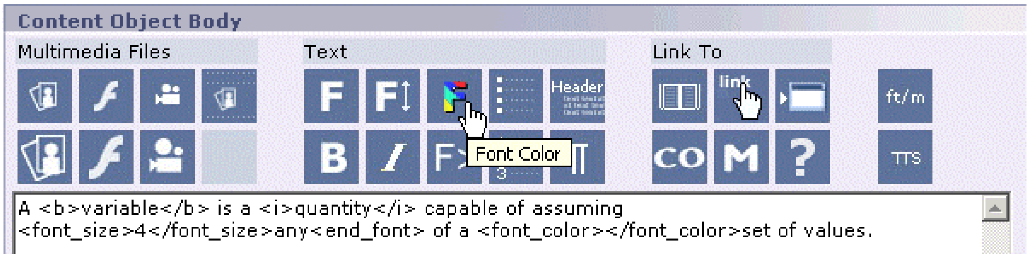


Note: The default text size is 2. All the text before the <font_size></font_size> tags is this size. All the text after the <end_font> tag will revert back to this default size.

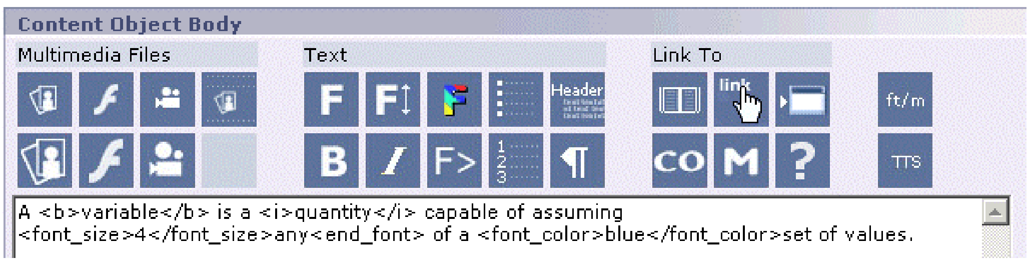
Changing the Font Color

To change the font color:

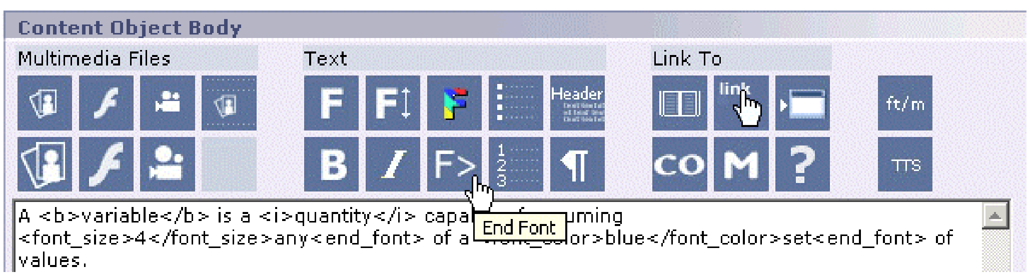
1. In the ***Content Object*** page, click in front of the text whose color you want to change.
2. Click . The command <font_color></font_color> is inserted in front of the text. Note that unlike the bold or italics tags, both the tags appear before the text whose color you want to change.



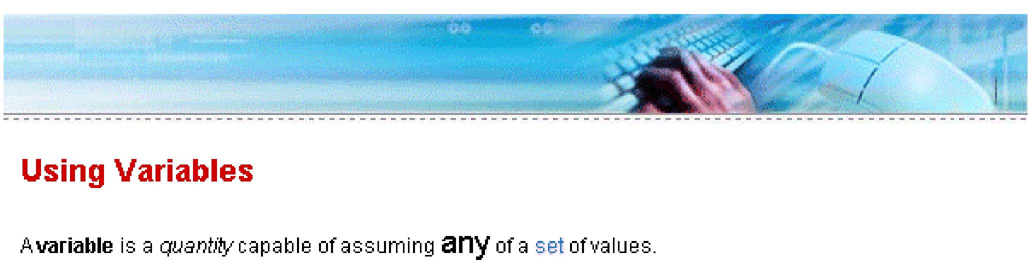
3. Enter the new color of the text between the tags. You can change the color of the text to any color recognized by XML or HTML.
4. You can enter the color either by typing the name or the color (for example, red) or by typing the color's code (for example #00FFFF).
5. Go to this website for a complete list of colors and their HEX codes. http://www.w3schools.com/html/html_colornames.asp.



6. Click after the text whose color you want to change.
7. Click F>. The tag <end_font> is added after the required text.



8. Update and preview the content object. The selected text should be a different color relative to the rest of the text.

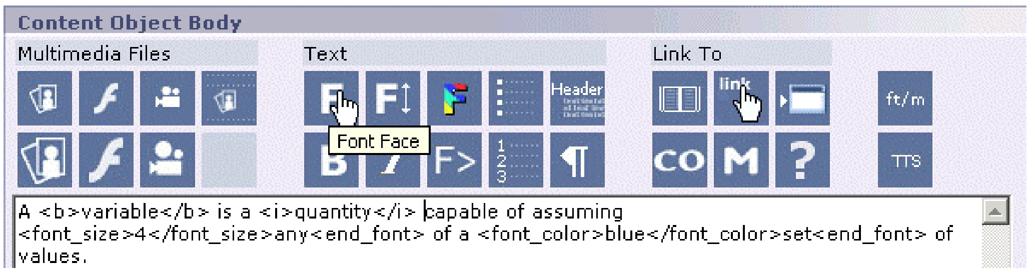


Note: The default font color is black. All the text before the <font_color></font_color> tags is this color. All the text after the <end_font> tag will revert back to this default color.

Changing the Font Face

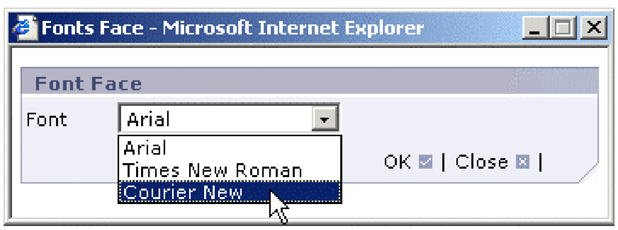
To change the font face:

1. In the ***Content Object*** page, click in front of the text whose font you want to change.
2. Click F.

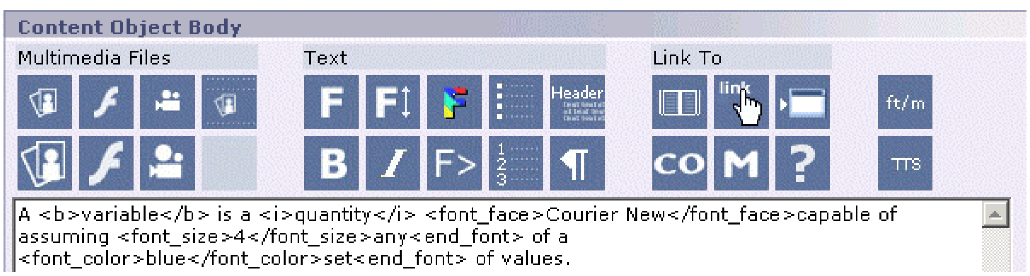


   A pop-up window is displayed.

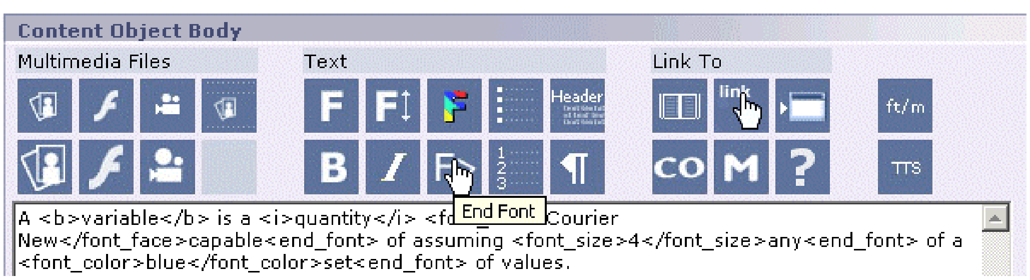
3. Select the required font and click OK. Note that the default text font is Arial.



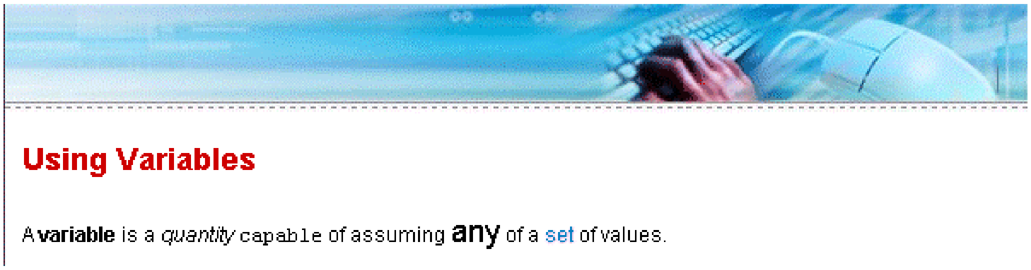
   The tag <font_face>font></font_face> is added before the selected text.



4. Click after the required text.
5. Click F>. The tag <end_font> is added after the required text.



6. Update and preview the content object. The selected text should be a different font relative to the rest of the text.



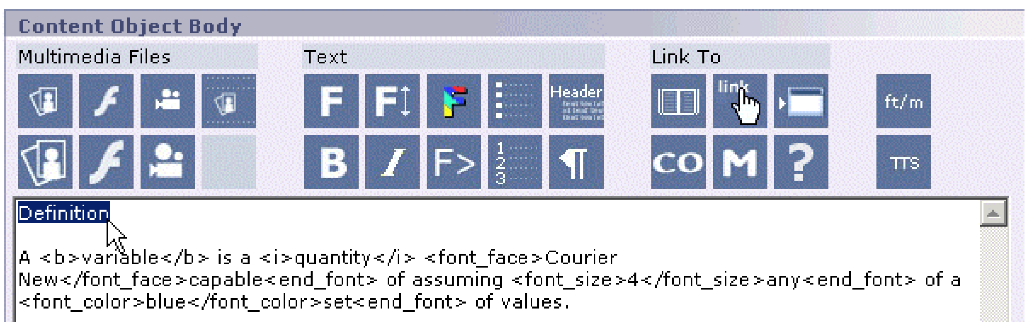
Note: The default font face is Arial. All the text before the <font_face></font_face> tags is this font. All the text after the <end_font> tag will revert back to this default font.

Adding a Header

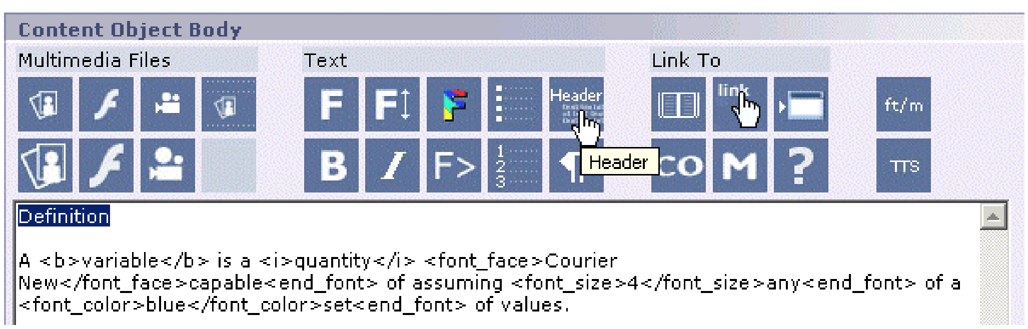
Typically, each LM page starts with a sub-heading that describes the page.

To create a header:

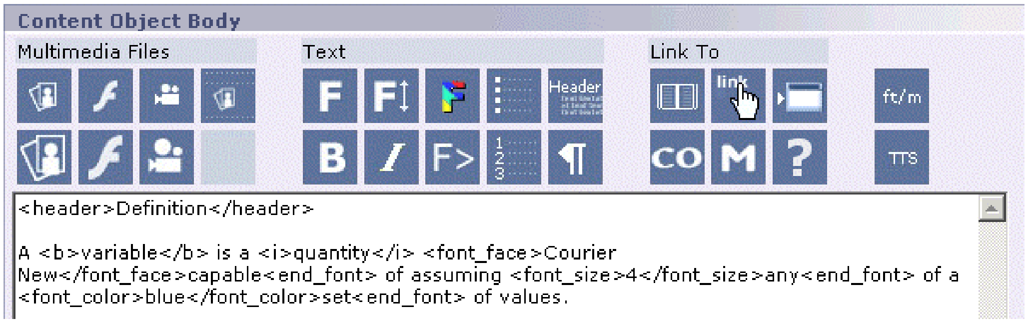
1. Select the required text in the *Content Object Body* field.



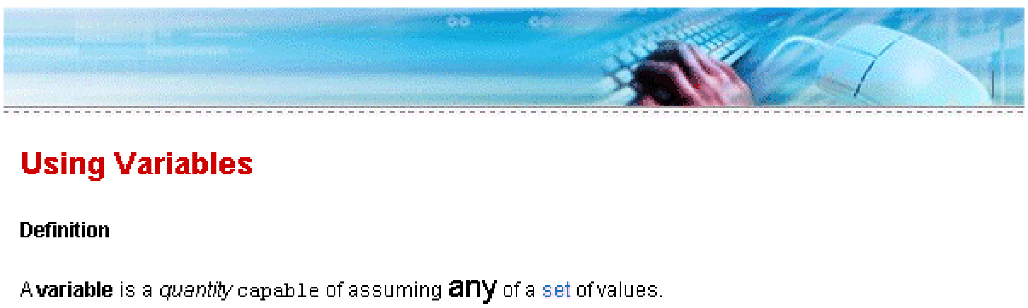
2. Click the Header icon .



The tags <header> and </header> are added before and after the selected text, respectively.



3. Update and preview the content object. The text to which you applied the formatting should appear in bold.

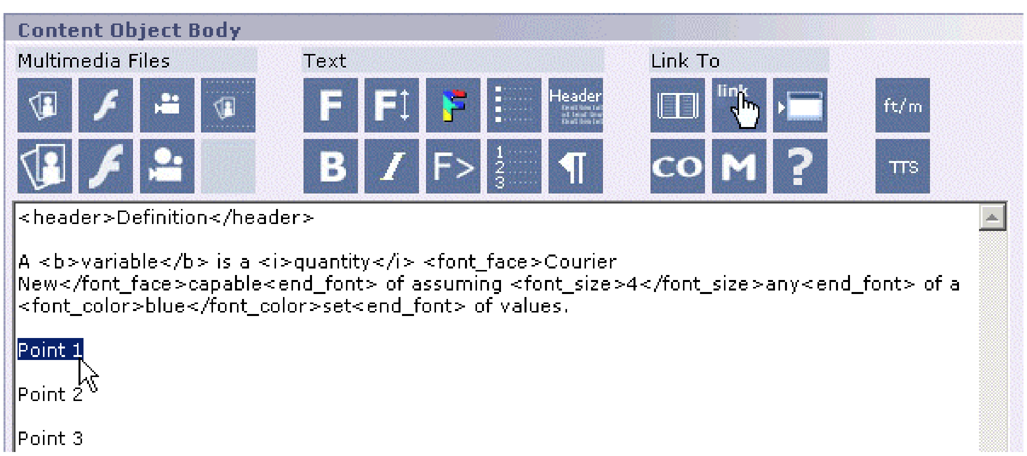


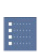
Note: To make the header stand out more, we recommend that you place at least one blank line between the header and the first line of text. This is done by pressing [Enter] twice after the </header> tag.

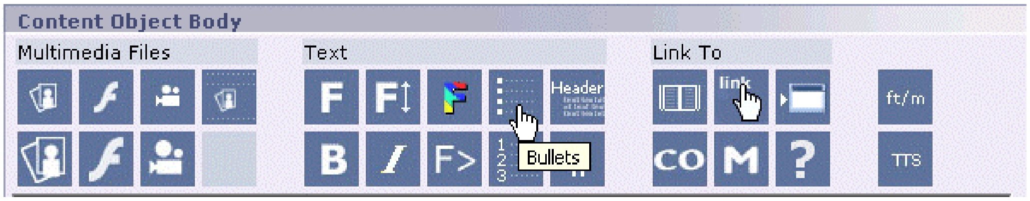
Creating Bulleted Lists

To create a bulleted list:

1. In the *Content Object Body* field, select the first line in the list.

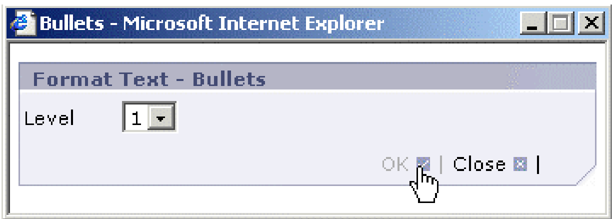


2. Click .



The ***Bullets*** pop-up window is displayed.

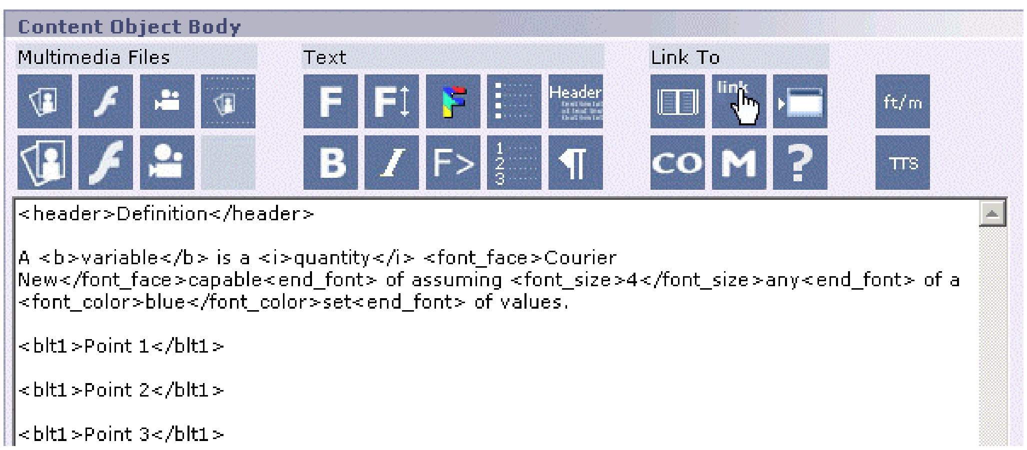
3. Select the level of bullets that you require, where 1 are left aligned, 2 are indented one level, and so on, and click OK.



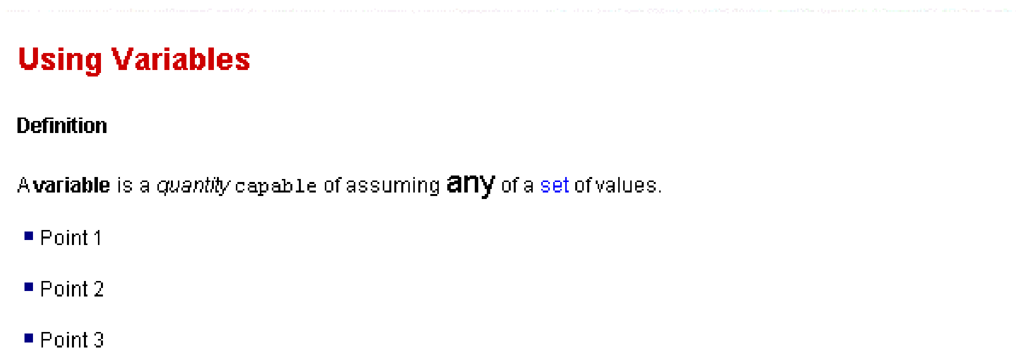
The tag <blt1> or <blt2> is added before the text and the tag </blt1> or </blt2> is added at the end of the line.

4. Repeat this procedure for each line in the bulleted list, or copy and paste the tags at the beginning and end of each line, respectively.

Note: In a bulleted list, each entry should be on a separate line.



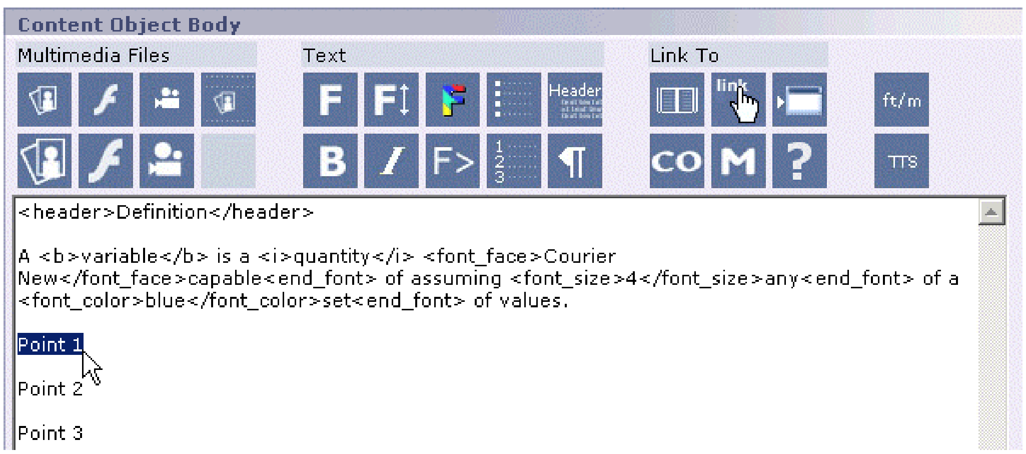
5. Update and preview the content object. The modified text will appear as a bulleted list.



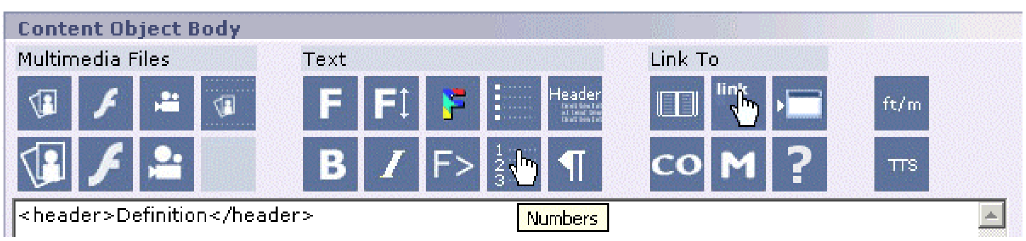
Creating Numbered Lists

To create a numbered list:

1. In the *Content Object Body* field, select the first line in the list.



2. Click .



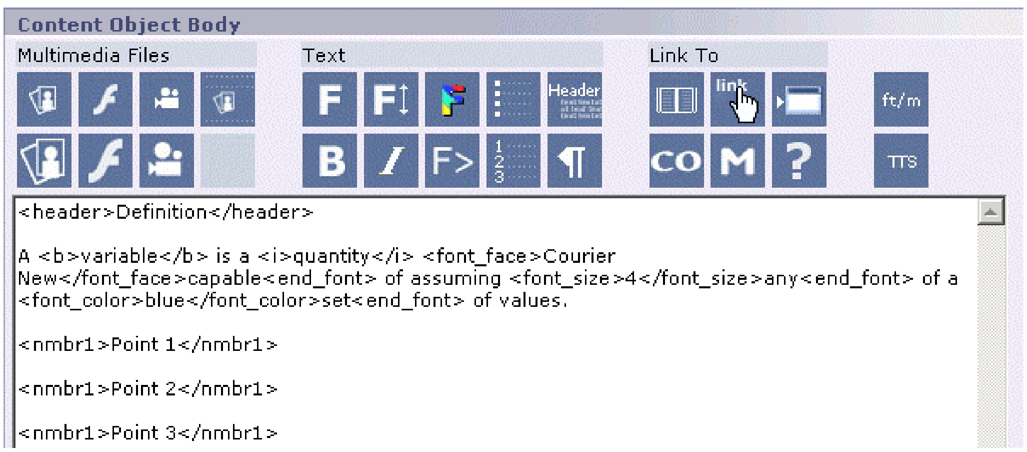
The ***Numbering*** pop-up window is displayed.

3. Select the level of numbers that you require, where 1 are left aligned, 2 are indented one level, and so on, and click OK.

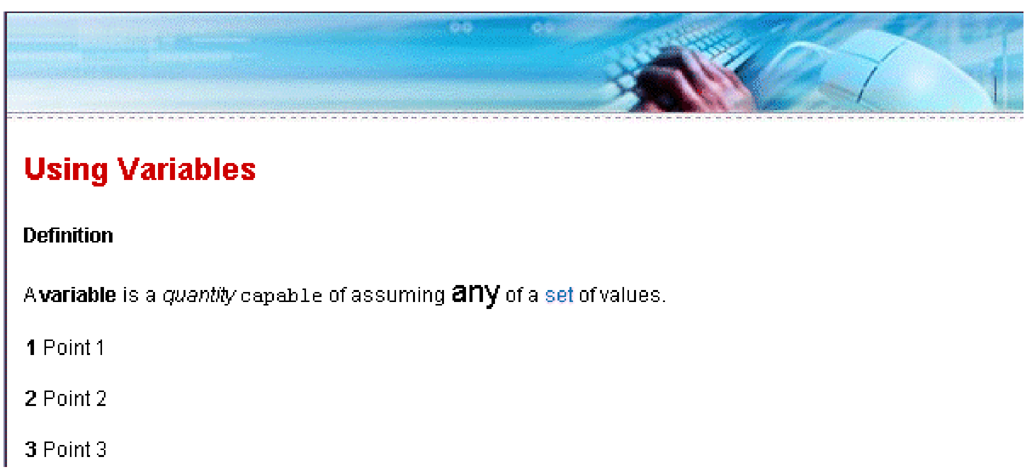
The tag <nmbr1> or <nmbr2> is added before the text and the tag </nmbr1> or </nmbr2> is added at the end of the line.

4. Repeat this procedure for each line in the numbered list, or copy and paste the tags at the beginning and end of each line, respectively.

   Note: In a numbered list, each entry should be on a separate line.



5. Update and preview the content object. The modified text will appear as a numbered list.

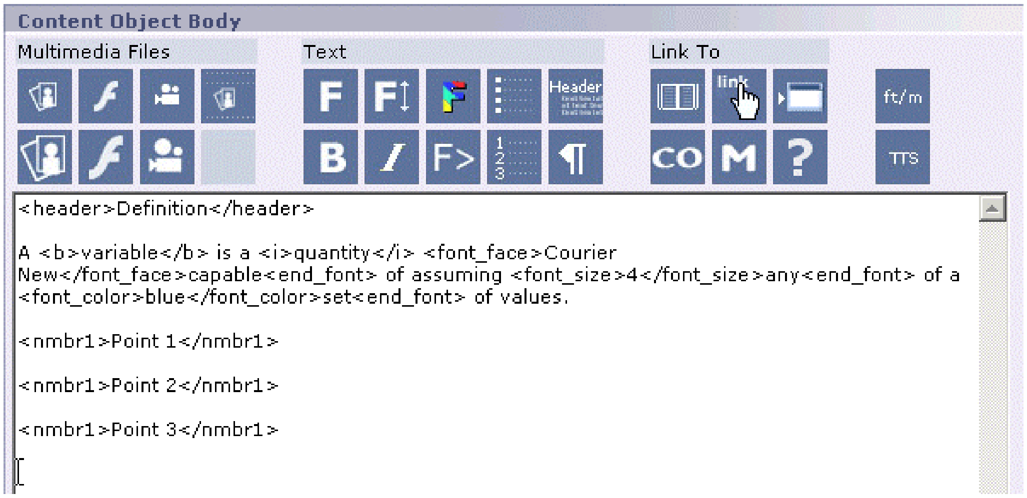


Adding Page Breaks

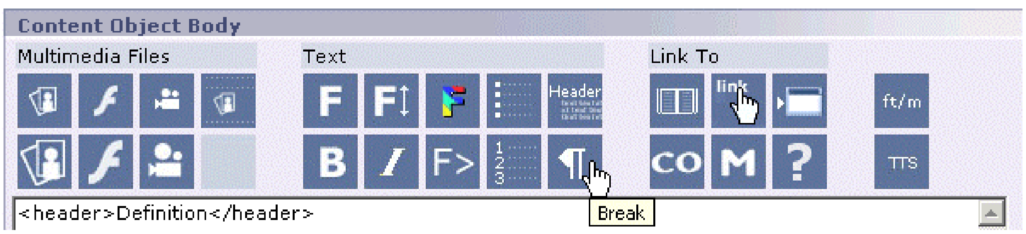
Page breaks enable you to split up the information displayed in a single content object. The information is displayed in separate pages, but is saved in the database as a single content object.

To add a page break:

1. Click after the last line of text that you want to appear on the page.

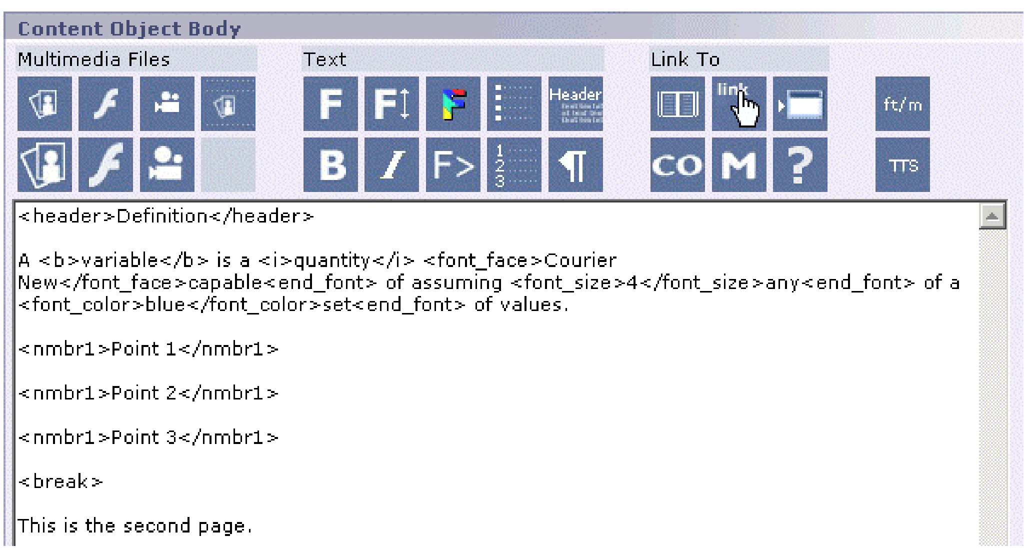


2. Click .



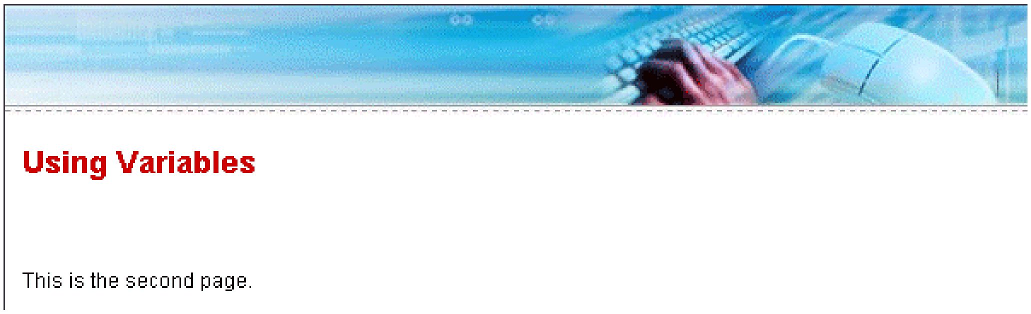
The tag <break> is added.

3. Enter the text that you would like to appear on the next page.



4. Update and preview the content object. All the text before the page break is displayed on one page.

5. Click the Next link to view the next that appears after the page break.



Adding Media Items

Media items, such as graphics, animations, videos or sound clips enliven the learning experience., making it more interactive and engaging

LearnMate enables you to add different types of media files: graphics, animations and videos. Media items can be displayed in either a small frame or a big frame. Ideally, a small media item should be displayed in a small frame, and a big media item in a big frame.

- If a big media item is displayed in a small frame, the media item will be shrunk down automatically to fit in the frame. This may result in a loss of quality.
- If a small media item is displayed in a big frame, there will be a large amount of empty space around the media item.

The Media Bank

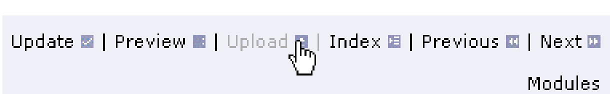
The Media Bank includes media files that can be used in content objects. Media types includes graphics (GIF or JPEG files), animations (SWF files), and videos (AVI, MPG and MPEG files).

- Once uploaded to the system, a single media item can be included in multiple content objects.
- As with content objects, a single copy of the media item is saved in the bank. This item is referenced in each of the content objects that use it.
- Given this structure, any change to a media item need only be made once, to the item in the bank, in order for the changes to be seen in every instance of the item.
- Media items are “owned” by a module. Therefore, media items must be uploaded to a particular module. They can then be reused in other modules.

Uploading Media Files

To upload a media file:

1. Click Upload beneath the content object editing area.



OR

2. Select the Upload submenu option from the *Content* navigation menu.

   The ***Upload*** pop-up window is displayed.

3. Select the module that is to own the media item from the *Module* drop-down menu. (The current module is selected by default, if the ***Upload*** window is accessed from the ***Content Object*** page.)

4. Upload media files as described in Uploading Media on page 330.

Adding a Media File

To use a media file in a content object:

1. In the ***Content Object*** page, click at the beginning of the first line in the content object (or after a <break> tag to insert a media file on a subsequent page).

2. Click the appropriate media icon depending on the type of media file you want to add.

   - To add a graphic in a small frame, click .
   - To add a graphic in a large frame, click .
   - To add an animation in a small frame, click .
   - To add an animation in a large frame, click .
   - To add a movie in a small frame, click .
   - To add a movie in a large frame, click .

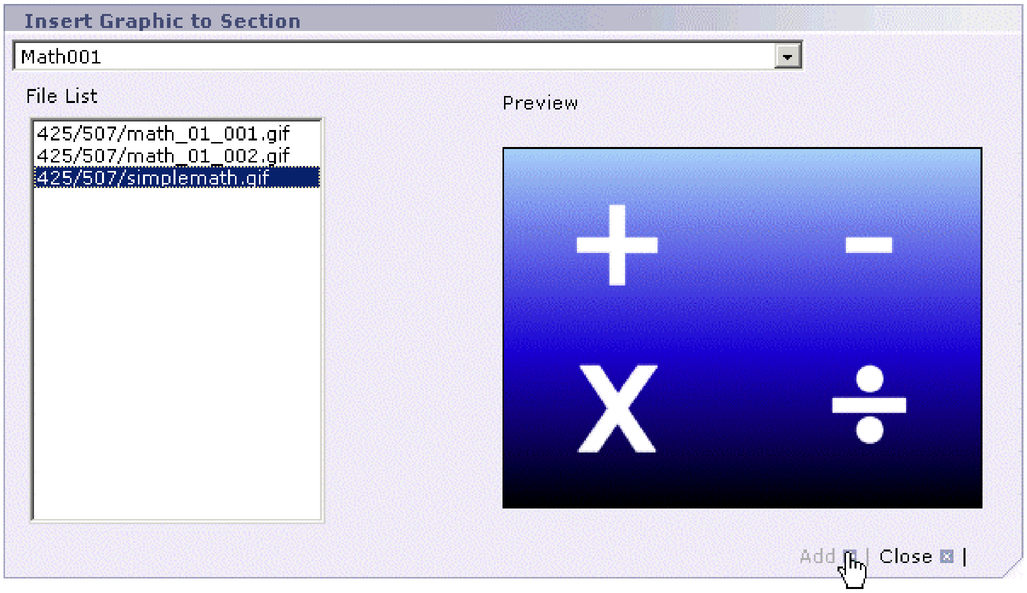
   The ***Media Bank*** window is displayed. Media files are organized by the modules to which they originated.

3. Select a module from the drop-down menu at the top of the window. Once a module has been selected, the list of graphics/animations/videos for that module is displayed in the *File List*. The *File List* also includes media items owned by other modules that have been used in the selected module.

   Note: Each selected media file can be viewed in the ***Preview*** window.

4. Browse to the media file that you would like to insert and click Add.

   Note: The graphic shown represents the *Insert Graphic to Section* option. A similar but slightly different window will open when inserting an animation or video to the content object.



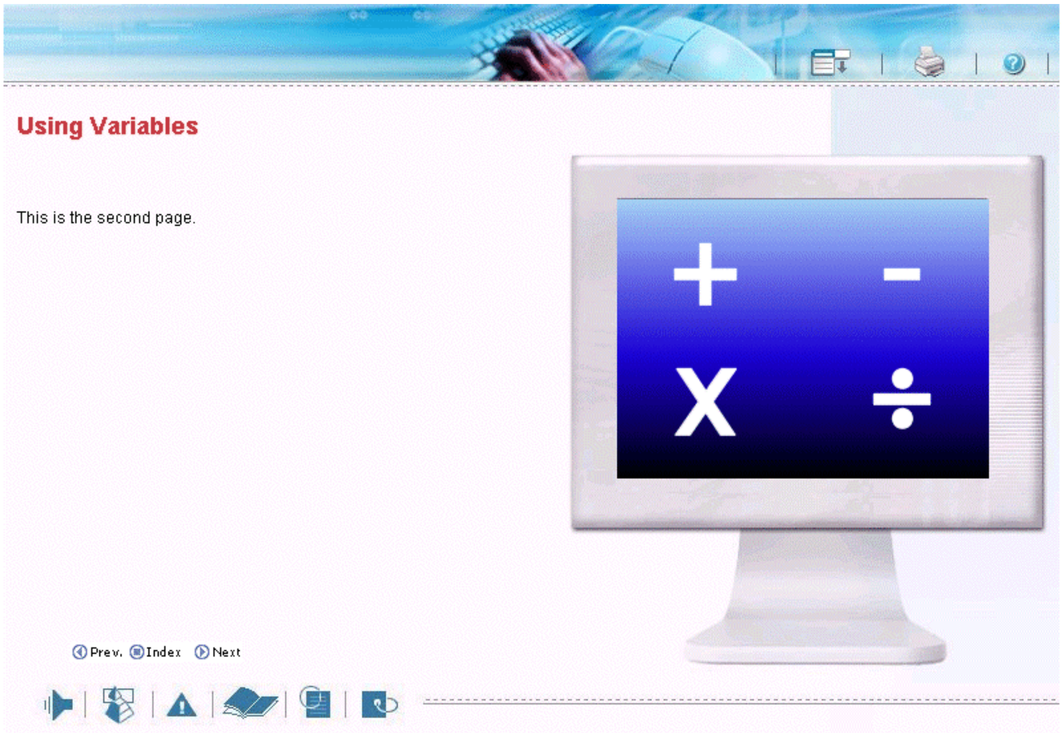
The media link is added to the content object.

```
<break><small_picture>425/507/simplemath.gif</small_picture>
This is the second page.
```

The following links are used, depending on the icon selected in step 2:

- Big Picture: <big_picture></big_picture>
- Small Picture: <small_picture></small_picture>
- Big Flash: <big_flash></big_flash>
- Small Flash: <small_flash></small_flash>
- Big Movie: <big_movie></big_movie>
- Small Movie: <small_movie></small_movie>

5. Update and preview the content object.



Referencing Multiple Media Items on One Page

You just learned how to specify one media file per page, by inserting a command such as <big_picture>1/1/mathoperators.gif</big_picture>. You may want to reference multiple media files on a single page.

For example, a content object in a biology class may contain a picture of an adult elephant. On the same page, you can insert text “Click **here** to view a picture of a baby elephant.” The word **here** can be inserted as a link to a media file.

To create a link for multiple media files on a single page:

1. Insert the media item as usual. For example, you may insert a picture of a baby elephant.

   Example: <small_picture>425/526/babyelephant.gif</small_picture>

2. Remove the second part of the command:

   Example: <small_picture>425/526/babyelephant.gif

3. Add the command <link_text> after the file name:

   Example: <small_picture>425/526/babyelephant.gif<link_text>

4. Enter the text from which you want to link:

   Example: <small_picture>425/507/math_01_003.gif<link_text>here

5. Add the command </link_text> to close the link:

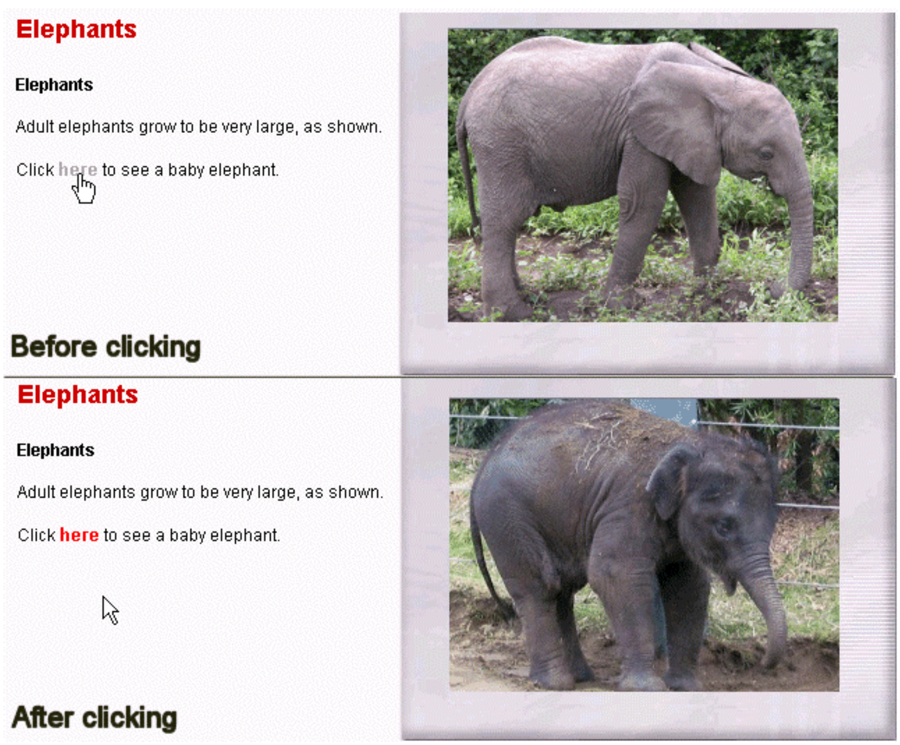
   Example: <small_picture>425/507/math_01_003.gif<link_text>here</link_text>

6. Add any other text that may be required to complete the page.

   Example: Click <small_picture>425/507/math_01_003.gif<link_text>here</link_text> to see a baby elephant.

   The content object will display a picture of an adult elephant at first. When the student clicks the word **here**, a picture of a baby elephant will be shown.

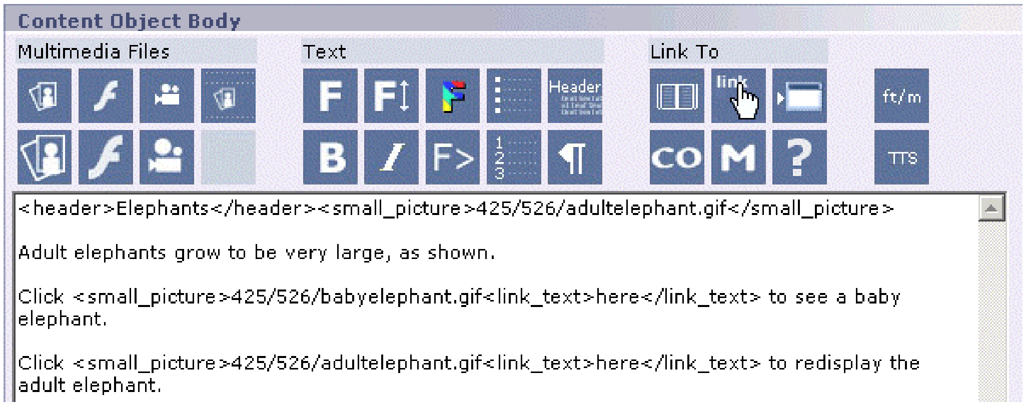
7. Update and preview the content object. The link text should appear a different color, and when you click on it, the appropriate media item should be displayed.



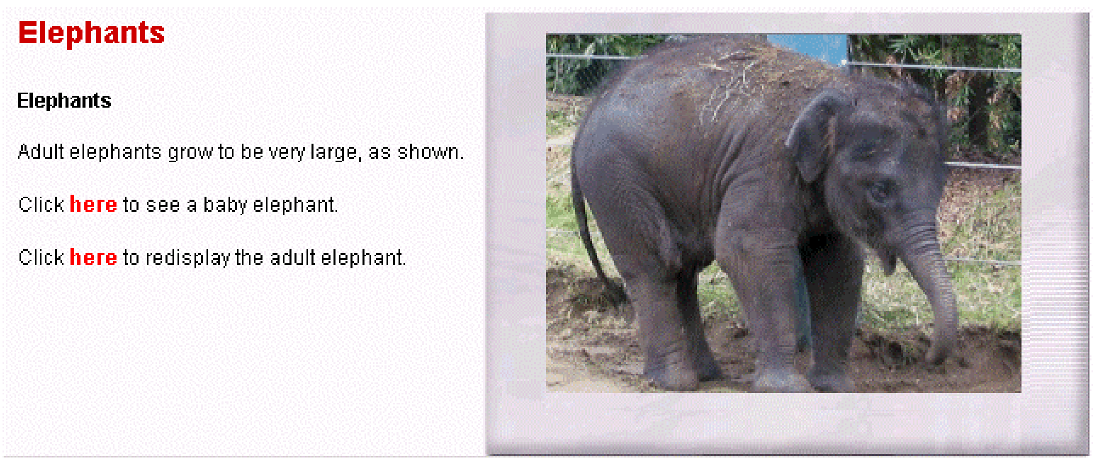
On a page that contains links to media items, it is advisable to create links for all media items. In the example shown above, once the student has clicked to see the baby elephant, he is unable to redisplay the adult elephant, unless you provide a link enabling this.

For example, you may add text saying “Click **here** to redisplay the adult elephant.

The link is added as shown below.



The page is displayed as shown below.



Tips and Tricks

- On a page that contains links to media items, it is advisable to create links for all media items, as described above.
- Only one size of Viewer can be displayed per page. If a small media item and a large media item have been added to a single page, both items are displayed in large frames.
- If a graphic and an animation have been added to a single page, the graphic is displayed first, regardless of the order in which they are called.
- When an animation or movie is displayed, Play, Stop and Rewind buttons are added to the frame, enabling the user to stop, rewind or replay the animation or movie.

Linking to Glossary Terms

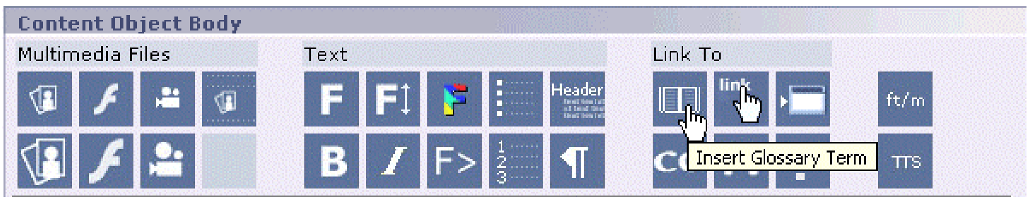
You can add a link to any glossary term defined for the category to which your module is assigned.

To add a link to a glossary term:

1. In the ***Content Object*** page, click on the point in the text at which you would like to place a link to a glossary term.

```
<break><small_picture>425/507/simplemath.gif</small_picture>

This is the second page.

Click here to see a picture of <small_picture>425/507/math_01_003.gif<link_text>Isaac
Newton</link_text>
```

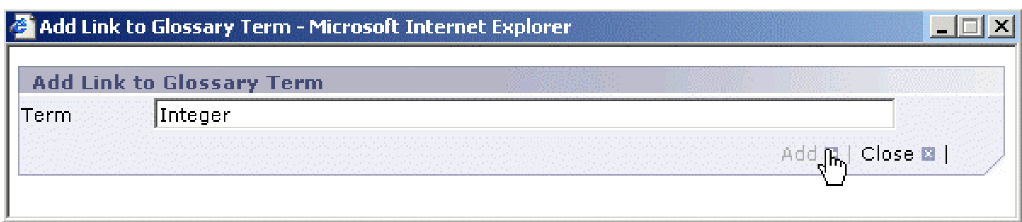
2. Click the Glossary icon.



The ***Glossary*** pop-up window is displayed.

3. Enter the term to which you would like to link, and click Add.

Note: The term must exist in the glossary for this link to work. To check the glossary for existing terms, or to add a new term to the glossary, see Glossary Management on page 358.



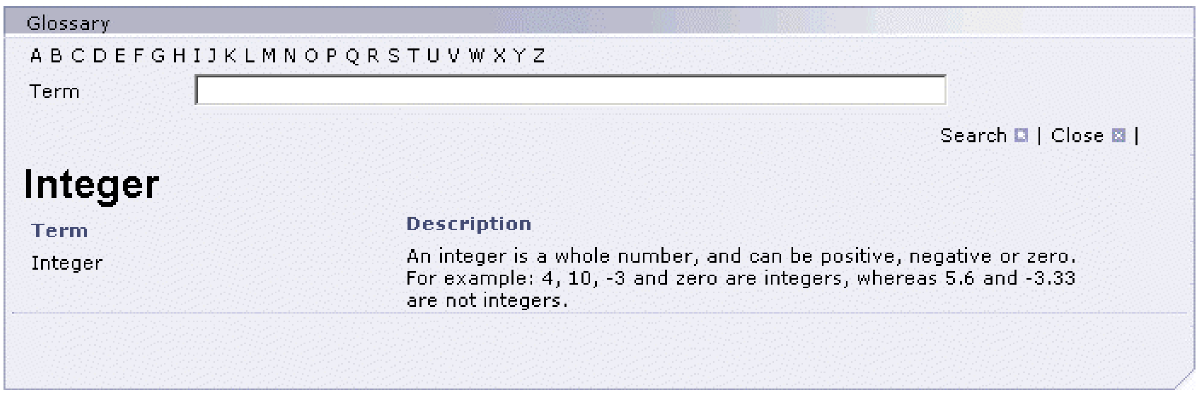
The link is added to your content object.

```
<break><small_picture>425/507/simplemath.gif</small_picture>

This is the second page.

Click here to see a picture of <small_picture>425/507/math_01_003.gif<link_text>Isaac
Newton</link_text>

<glossary>Integer</glossary><glossary_text>Integer</glossary_text>
```

Note that the term appears twice. The first instance is the text that will be looked up in the glossary, and must match a term that exists there. The second instance is the text that appears on the page. They need not be the same. For example, you may prefer that the term “integer number” be displayed.

```
<glossary>Integer</glossary><glossary_text>Integer number</glossary_text>
```

In the ***Content Viewer***, the term will be displayed in green. Clicking on it will open the glossary to the relevant term.



Tips and Tricks

- Links to glossary terms appear as follows in the content object. In this example, the link is to the word Example**.**

  <glossary>Example</glossary><glossary_text>Example</glossary_text>

- The first set of tags refer to the entry in the glossary. This text must be identical to the term that appears in the glossary, including capital letters, punctuation and blank spaces.

  <glossary>Example</glossary>

- The second set of tags refer to the link to the glossary term that is displayed in the content object. When the student clicks on this link, the appropriate glossary term is displayed.

  <glossary_text>Example</glossary_text>

- By default, the link text is identical to the glossary term. The link text can however be changed as required.

  <glossary_text>Example</glossary_text> or <glossary_text>Examples</glossary_text>

Linking to Sections

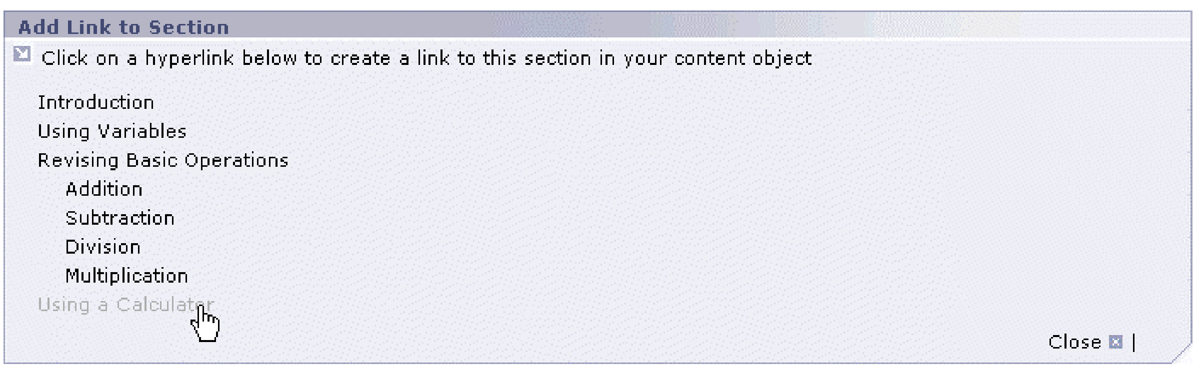
To add a link to a different section in this module:

1. In the ***Content Object*** page, click at the point in the text where you would like the section link to appear.

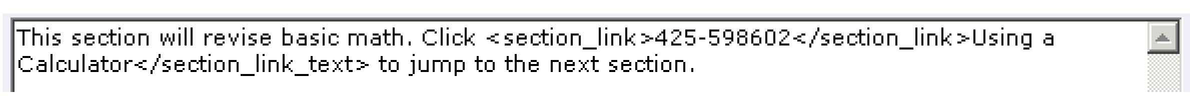
2. Click the Insert Section Link icon.

The ***Add Link to a Section*** pop-up window is displayed, listing all the sections (content objects) in the current module.

3. Select the section to which you would like to link.

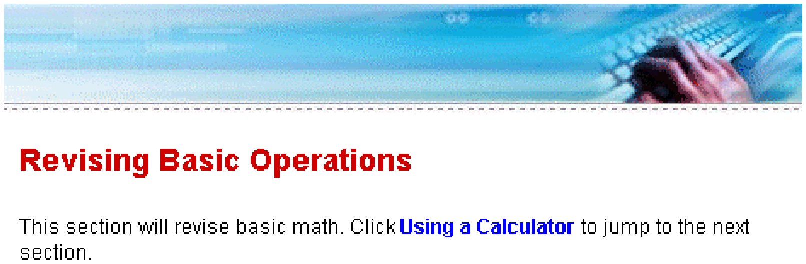


The link is inserted in the content object.



4. Update and preview the content object. The name of the section is displayed as the link.

5. Click on this text to go to the linked section.



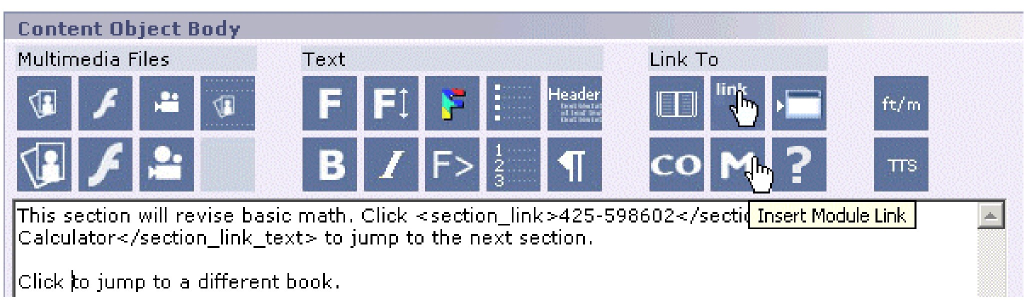
The text between the <section_link></section_link> tags is by default the name of the content object to which you are linking. This text can be changed if required.

Linking to Other Modules

To add a link to a section in a different module:

1. In the ***Content Object*** page, click at the point in the text where you would like the section link to appear.

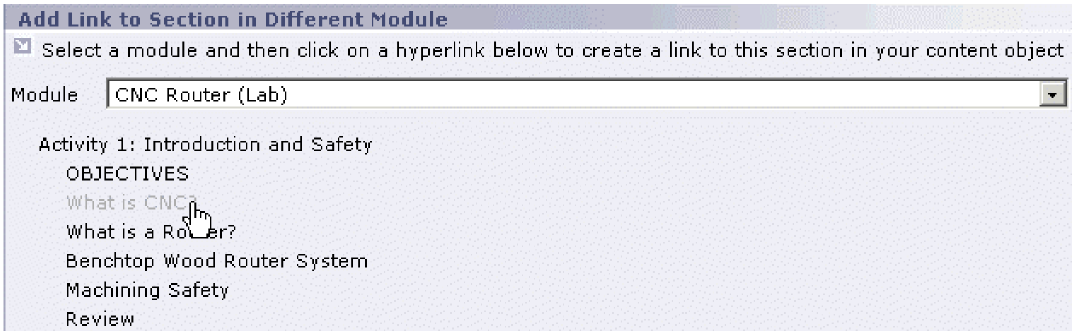
2. Click the Insert Module Link icon .



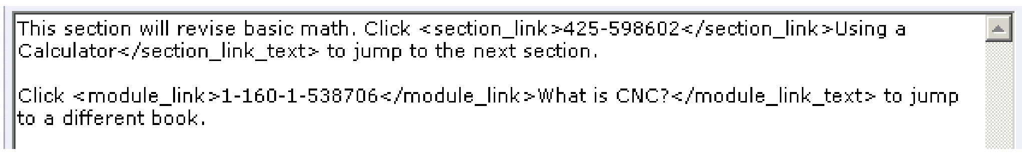
The ***Add Link to Section in Different Module*** pop-up window is displayed. At the top of the window is a drop-down list box containing all of the available modules.

3. Select a module. A list of sections in that module is displayed.

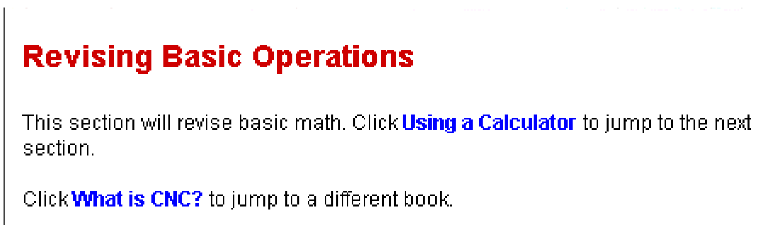
4. Click the section to which you would like to link.



The link is added to your content object.



5. Update and preview the content object. The name of the section is displayed as a link. When the student clicks on this text, the section opens in a new ***Content Viewer*** window.

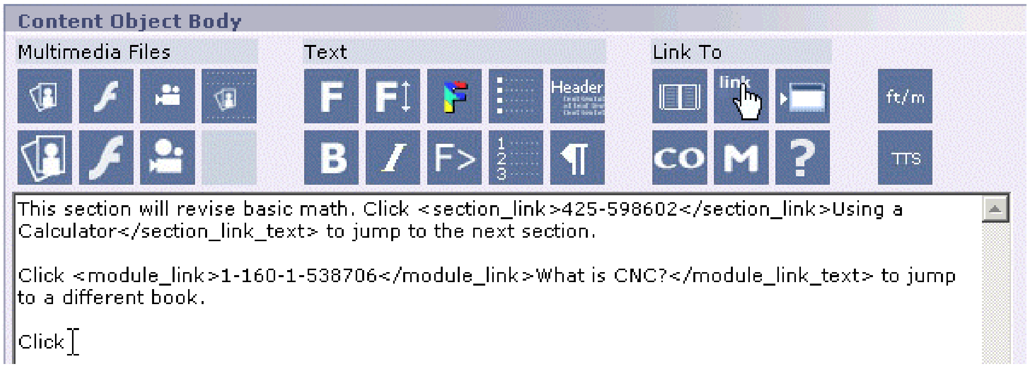


Linking to External Applications

intelitek modules often involve student experimentation with a range of software applications, such as PLC programmers, CAD/CAM packages and CNC and robotics simulation and control software. LearnMate offers unique capability that allows these programs to be activated from within a content object. For example, students can open the software by clicking on a link within the ***Content Viewer*** to open the software. Actions supported include opening and closing the program as well as minimizing, maximizing and restoring the software window.

To add a link to an external application:

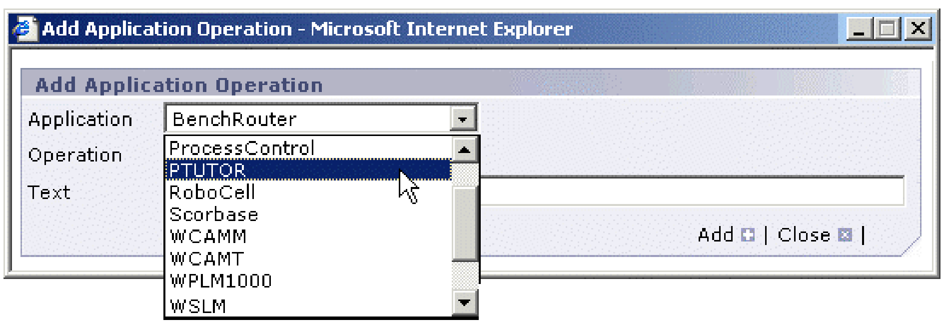
1. In the ***Content Object*** page, click the point in the text at which you would like the link to the application to appear.



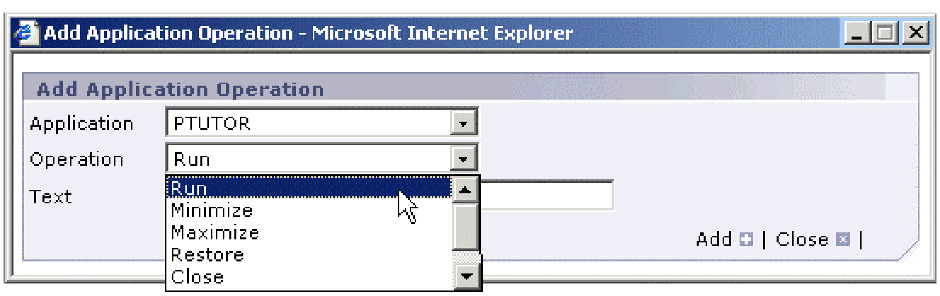
2. Click .

The ***Add Application Operation*** pop-up window is displayed.

3. Select the application to which you would like to link from the drop-down list.

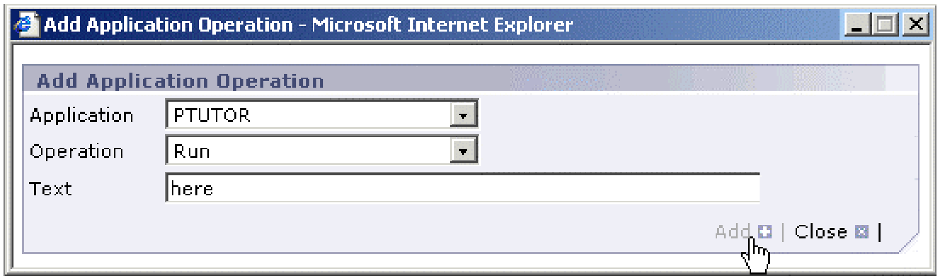


4. Select the operation that you would like performed on the application from the dropdown list. Note that the first link must always be to run the application. Once the application is opened, additional links can be made to manipulate the application, such as minimize, resize or exit.

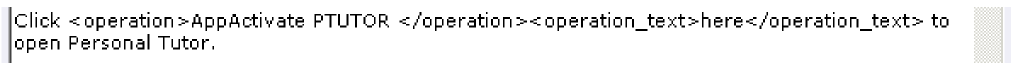


5. Enter link text in the *Text* field. This is the text on which the student will click to activate the link.

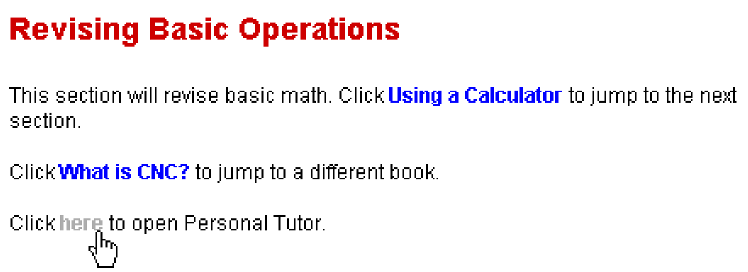
6. Click Add.



The link is added to your content object. You may add text after the link to complete the sentence.



7. Update and preview the content object.
8. Click on the link to run and/ or manage the external application.

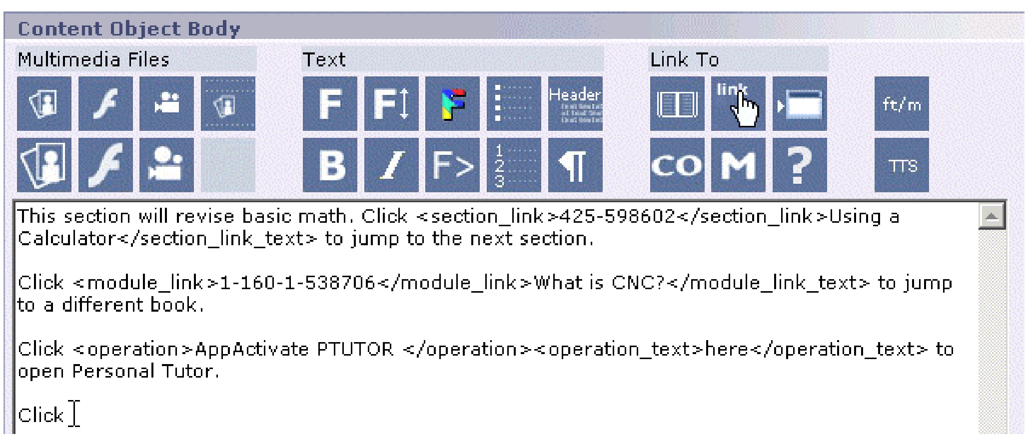


Linking to Websites

LearnMate enables the content developer to insert a link to an Internet website. When the student clicks the link, a new browser window will open, displaying the specified website.

To add a link to a website (URL):

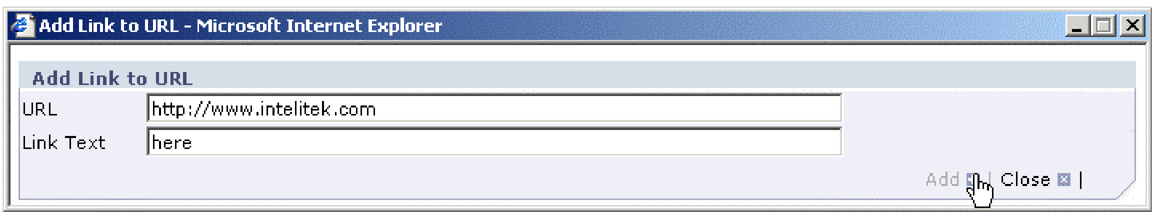
1. In the ***Content Object*** page, click at the point in the text at which you would like the link to a website to be inserted.



2. Click .

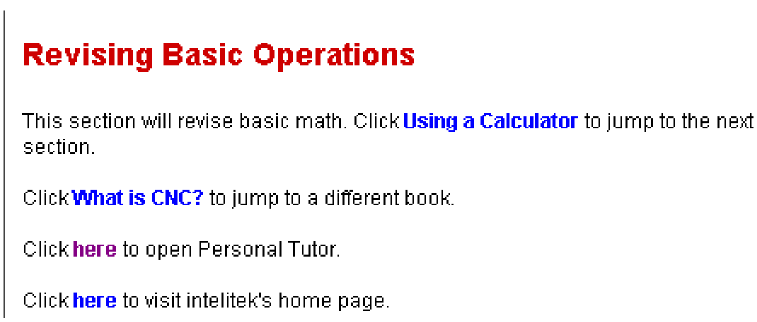
The ***Insert a Link*** pop-up window is displayed.

3. Enter the URL of the website to which you want to link. *http://* is shown by default.
4. Enter the link text in the *Link Text* field. This is the text that the student will click to activate the link.
5. Click Add.



The link is added to your content object. You may add text after the link to complete the sentence. Note that *http://* is not displayed inside the link.

6. Update and preview the content object.
7. Click on the link to open the web site in a new browser window.



Adding Tests and Questions

Tests can be inserted either in the form of questions or tests. A test is a predefined grouping of questions. Therefore, after defining a test, by inserting a single link to that test, a number of questions will be asked.

The advantage of inserting a link to a test as opposed to links to each question is that the results of a test are saved and remain available to the instructor and student, whereas the results of individual questions cannot be retrieved.

This section explains how tests and questions are inserted into content objects. To learn how tests and questions are created, see the Test Authoring chapter on page 422.

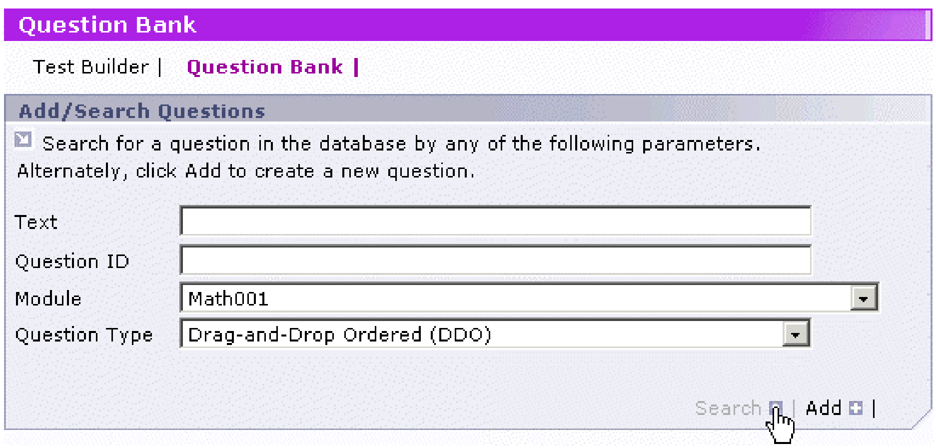
Searching for a Question

To search for a question to insert:

1. Select Content > Tests. The ***Test Builder*** page is displayed.
2. Click Question Bank at the top of the page.

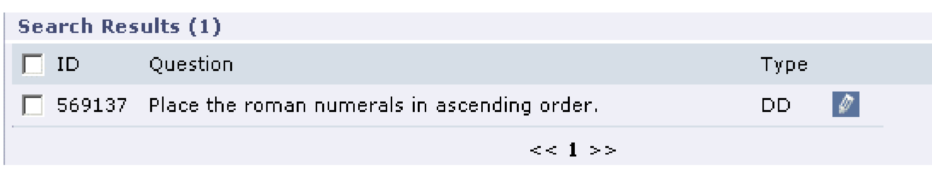
The ***Add/Search Questions*** page is displayed.

3. Enter the search criteria.
4. Click Search.



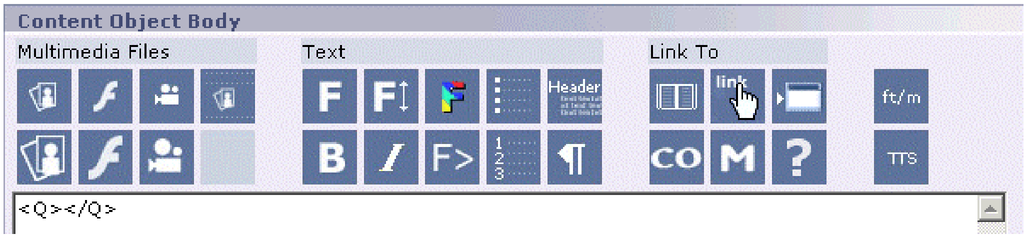
All questions matching the search criteria are listed.

5. Note the ID number of the question you would like to insert in your content object.

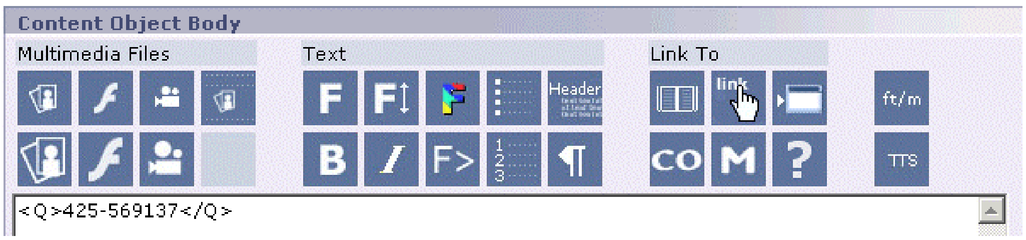


Adding a Question to a Content Object

1. In the ***Edit Content Object*** page, click at the point in the text at which you want the question (test) to appear, and add the tags <Q></Q>.



2. Enter the identification number of your organization and the question in the database between the tags, separated by a “-“.



3. Apply formatting as follows:

   - If the question is the first item in a content object, insert a page break after the question, before any text.
   - If the question is the last item in a content object, insert a page break before the question, after any text.
   - If the question is in the middle of a content object, insert page breaks both before and after the question, thus differentiating between the question and the text that comes before and after it.
   - If a number of questions are to be shown consecutively, the <q></q> tags do not have to be separated by <breaks>, but each set of <q></q> tags should be on a separate line. For example:

     text

     <break>

     <q>1-3232</q>

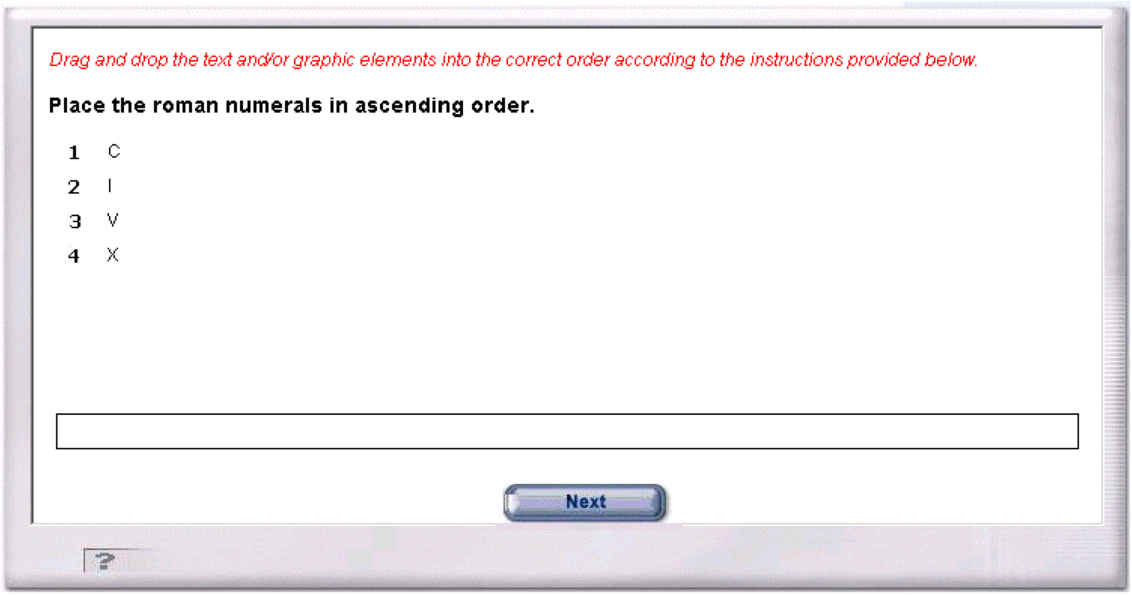
     <q>1-3244</q>

     <q>1-2939</q>

     <break>

     more text

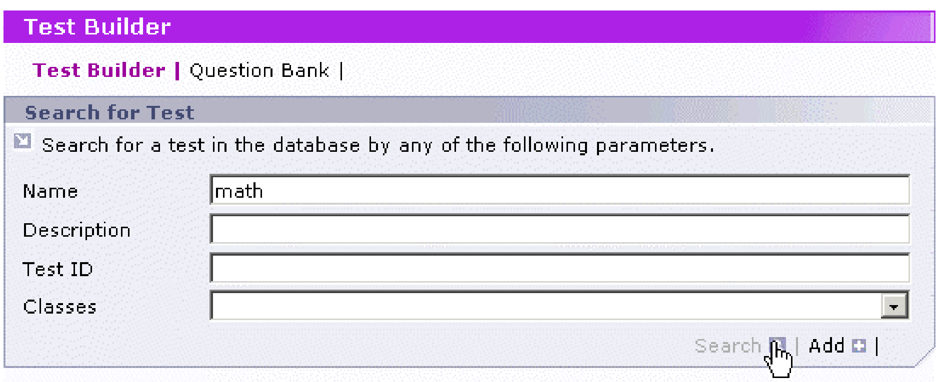
4. Update and preview the content object. The question is displayed in the ***Test Viewer***.



Searching for a Test

To search for a test to insert into a Content Object:

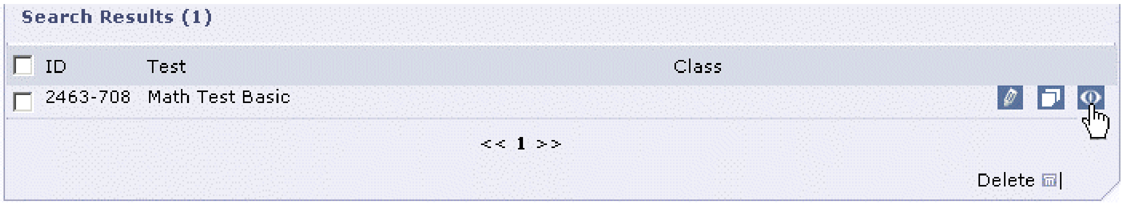
1. Select Content > Tests. The ***Search for Test*** page is displayed.
2. Enter the search criteria.
3. Click Search.



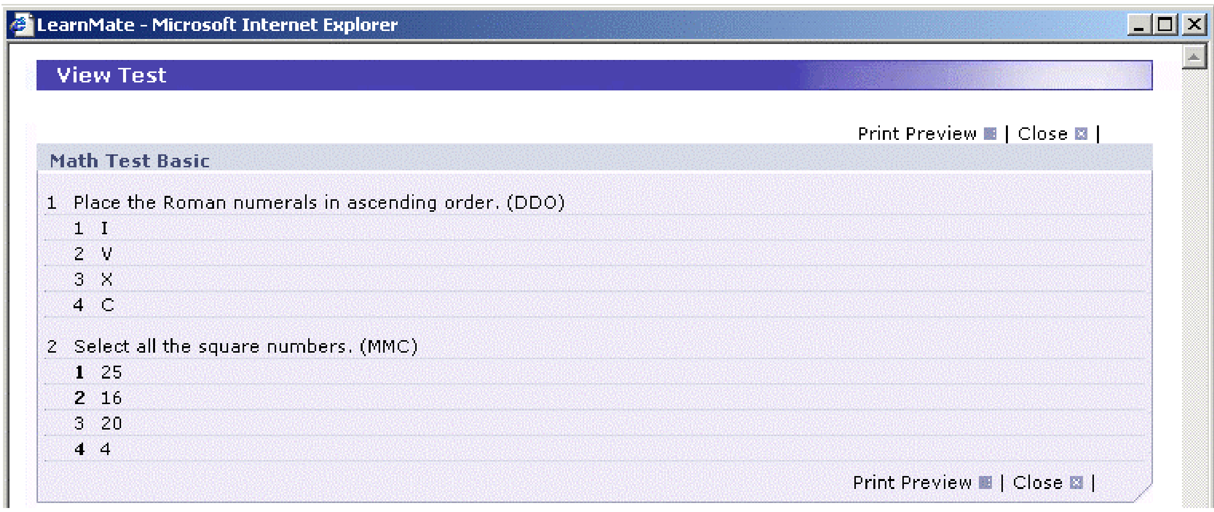
All tests matching the search criteria are listed.

4. Note the ID and organization number of the test you would like to insert.

5. To preview a test, click next to the required test.



The list of the test's questions is displayed in the ***View Test*** pop-up window. The correct answer(s) for each question are bolded.



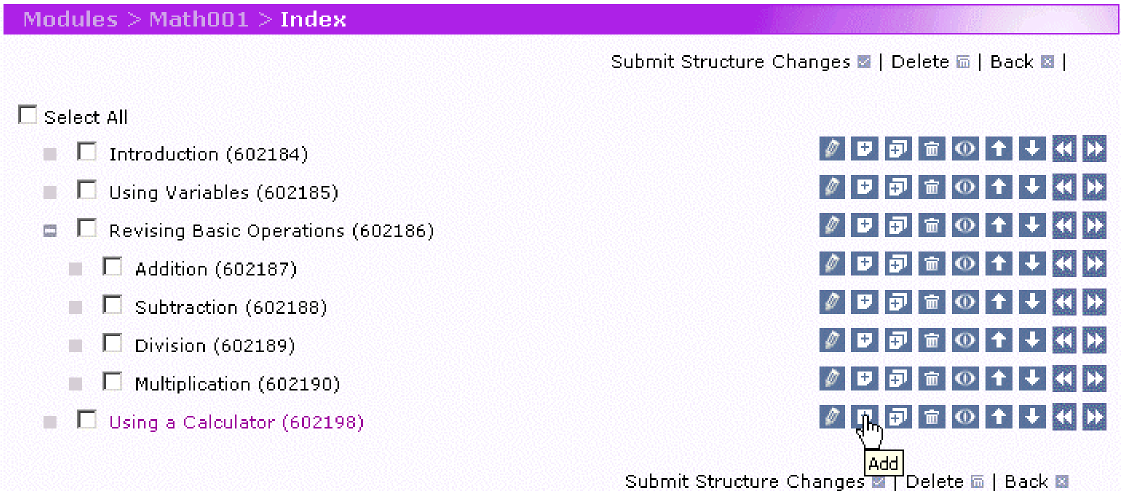
6. Click Close to close the ***View Test*** pop-up window.

Adding a Test to a Content Object

Whereas a content object can contain both text and questions, a content object that is to contain a test can only contain that test – it cannot contain text or other media.

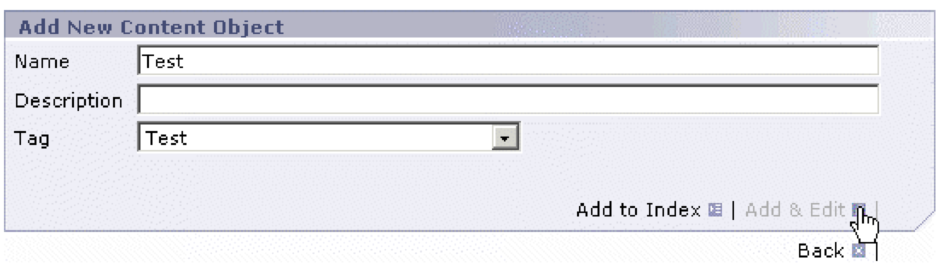
To add a test to a content object, you must create a new content object to contain that test.

1. In the ***Module Index*** page, click Add next to the content object under which you would like the new content object to be created.



The ***Add Content Object*** page is displayed.

2. Enter the name of the new content object in the *Name* field in the *Add New Content Object* area.
3. Select Test from the *Tag* drop-down menu.
4. Click Add & Edit.



The ***Add Test*** page is displayed.

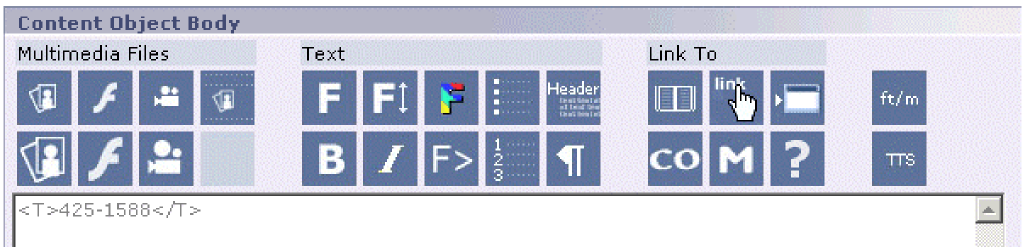
5. Enter any of the *Name*, *Description*, or *Test ID* of the test you would like to add.

6. Click Search.

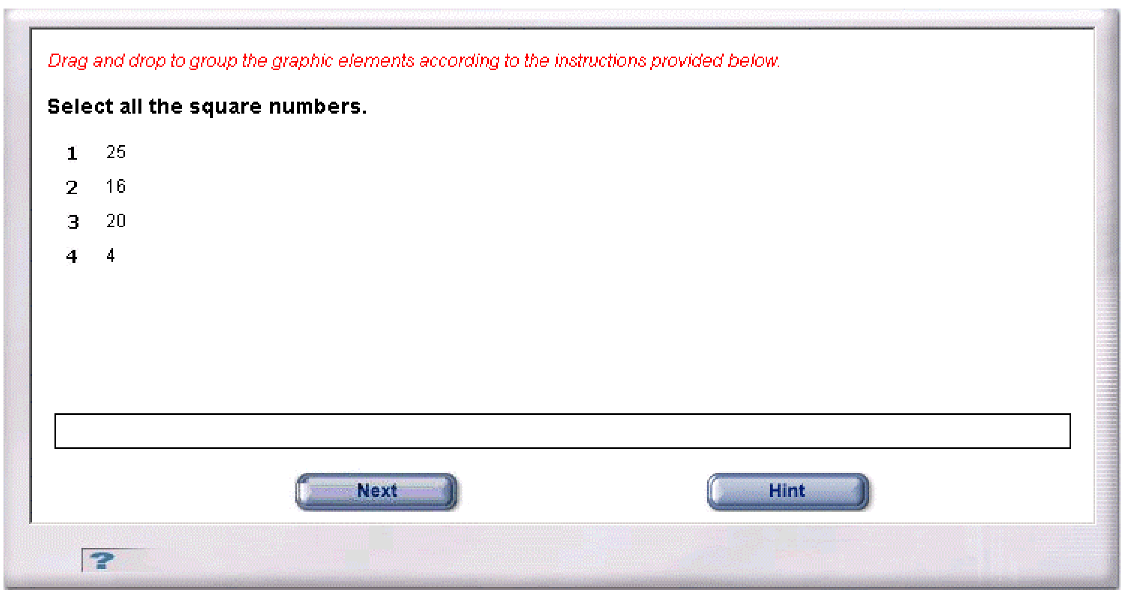
The ***Search Results*** page is displayed.

7. Click the Add Test icon next to the test to be added.

The ***Edit Content Object*** page is displayed. The test number is automatically inserted between <T></T> tags, together with your organization number. A Test content object cannot be edited.



8. Update and preview the content object. The test is displayed in the ***Test Viewer***.



Adding Automatically Converted Measurements

When authoring a content object, you may wish to include measurements, such as 10 cm or 35 inches, within your text. If your content is to be viewed by users of multiple organizations, some of which use the metric measurement system and others of which use the imperial system, you would want the appropriate unit system to be used for each.

LearnMate allows you to enter measurements using either measurement system. LearnMate then automatically converts the measurements as required, depending on the student's organization settings. For example, measurements can be entered using the metric units listed in the first column of the table below. The table shows the imperial units displayed when viewed by a user from an imperial organization.

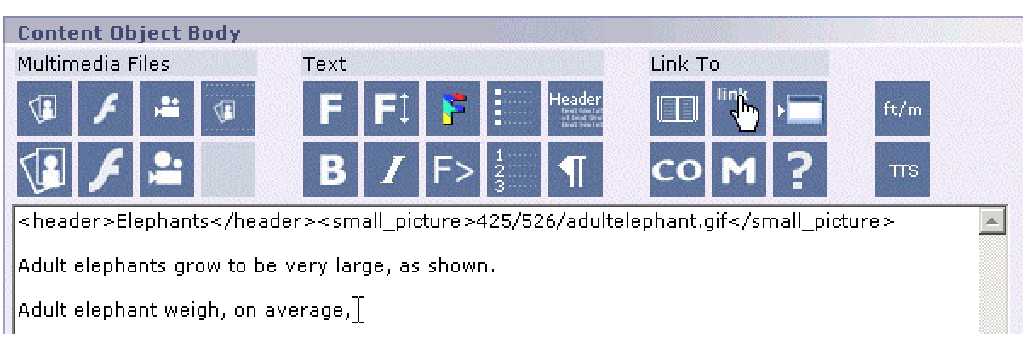
Metric Unit Entered	Symbol	Imperial Unit Displayed	Symbol
meter	m	yard	yd
centimeter	cm	inch	in
millimeter	mm	inch	in
kilometer	km	mile	mi
Grams	g	ounce	oz
milligram	mg	ounce	oz
kilogram	kg	pound	lb
ton	ton	pound	lb
Celsius	c	Fahrenheit	F

Measurements can be entered using the imperial units listed in the first column of the table below. The table shows the metric units displayed when viewed by a user from an metric organization.

Imperial Unit Entered	Symbol	Metric Unit Displayed	Symbol
inch	in	centimeter	cm
feet	ft	centimeter	cm
yard	yd	meter	m
mile	mi	kilometer	km
pound	lb	kilogram	kg
ounce	oz	gram	g

Entering Measurements

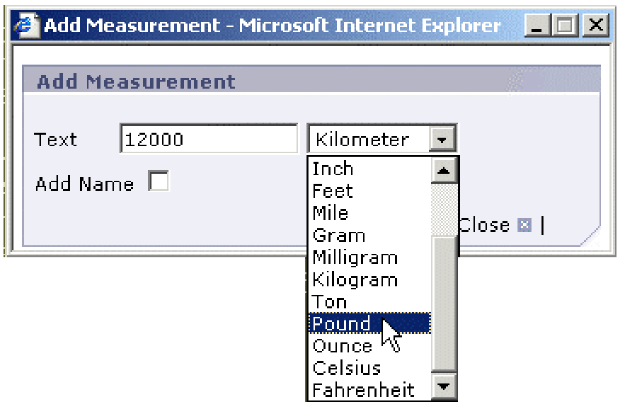
1. In the ***Edit Content Object*** page, locate your cursor at the point where you would like the measurement to be displayed.



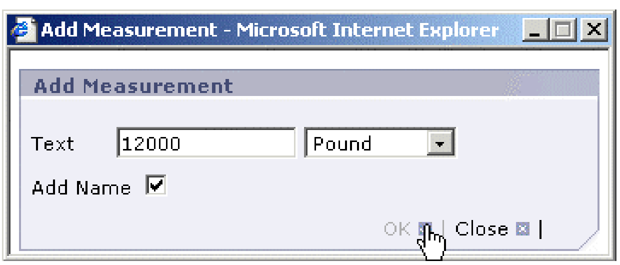
2. Click the Measurements icon ft/m.

The ***Add Measurement*** pop-up window is displayed.

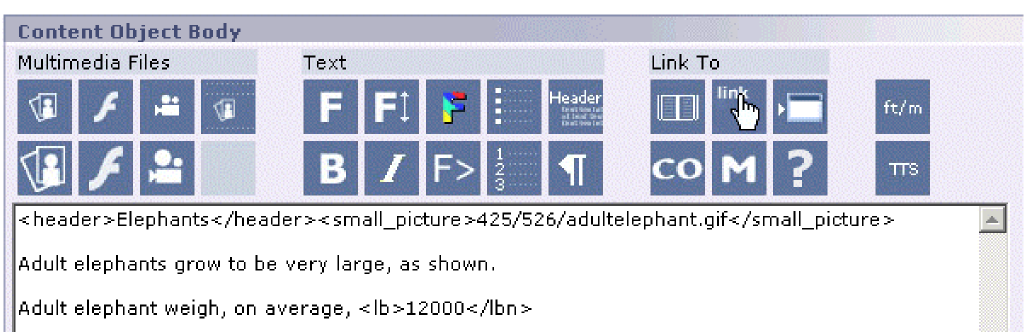
3. Enter the numerical value in the *Text* field.
4. Select the unit of measurement from the drop-down menu.



5. If you would like the unit of measurement to be displayed next to the number, select Add Name. If you do not, select Add Name, the number will be shown without a unit symbol.
6. Click OK.

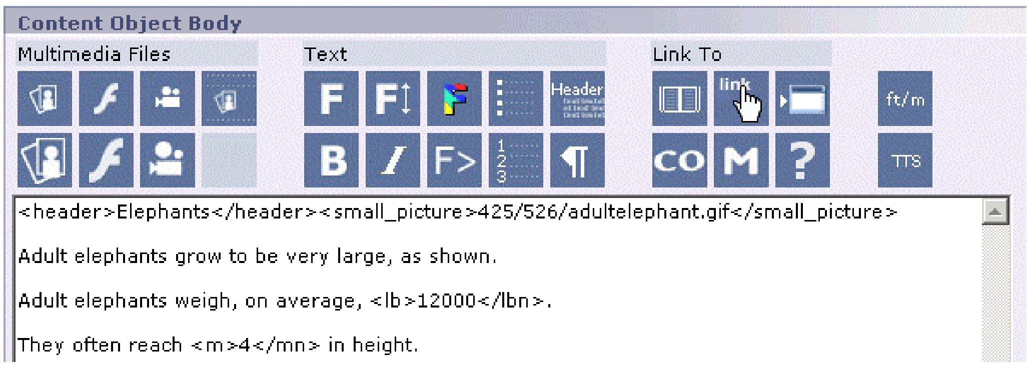


The appropriate tag and number is entered in the content object body.

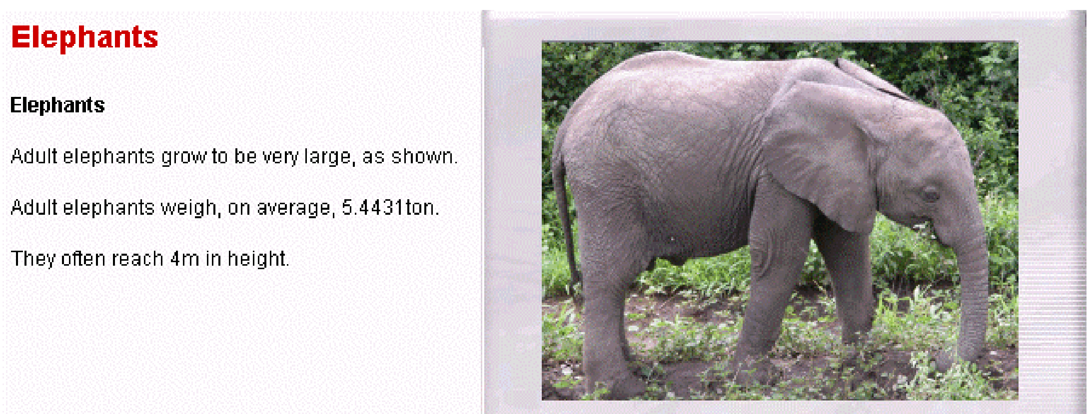


Note that the number is written between <lb></lbn> tags. This tells LearnMate that the value 12000 is in terms of pounds. The n in the second tag instructs LearnMate to display the unit symbol – the student will see **12000lb**. Had the n been omitted, the student would only see **12000**.

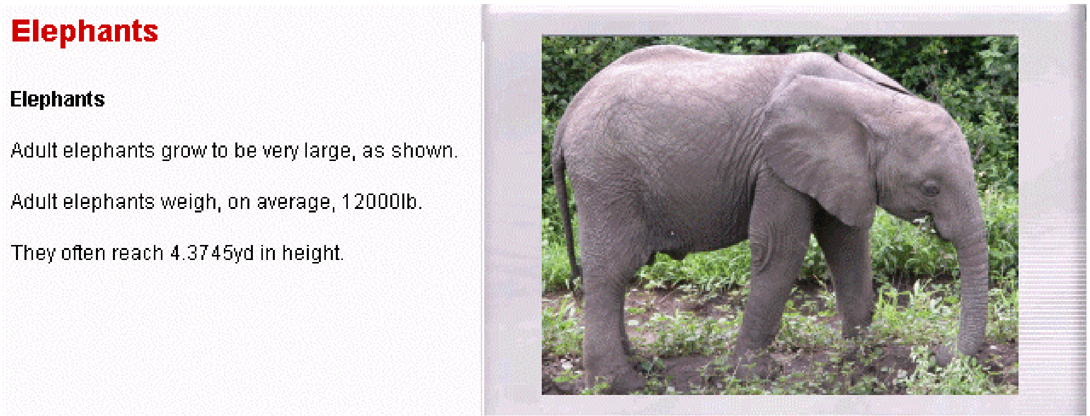
7. You can enter measurements from both measurement systems in the same content object. For example, in the content object shown below, the weight is specified in pounds, and the height is specified in meters.



- A student from an organization whose default measurements are defined as “metric” will see both measurements in metric units:



- A student from an organization whose default measurements are defined as “imperial” organization will see both measurements in imperial units:



Adding Audio Narration Files

LearnMate allows all content editors to upload sound files to narrate content text. The following principles must be followed.

- One sound file must be created for each page of content that requires narration.
- The sound files must be in MP3 format.

The process consists of two steps:

- Recording the speech files
- Uploading the speech files

Recording Speech Files

One speech file must be recorded per page of content. The files can be given any name at all, but it is important that it be clear which page each file corresponds to. This will make it easier for you to upload the files later.

1. Open the module to be narrated, in the ***Content Viewer***.

2. Read the page aloud while recording.
3. Save the recording file.

   You may give the file any name, but it must clearly identify the page recorded. This will help you when uploading the file later.

   We recommend the following format: [Content object name]-[First line of text].mp3

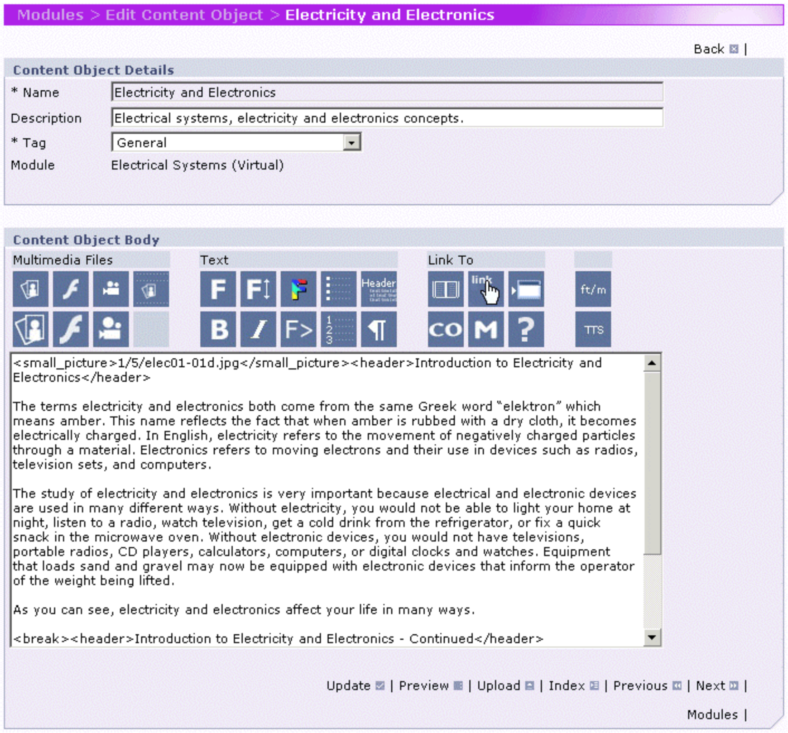
   For example, the speech file for the page shown above would be *Electricity and Electronics – Introduction to Electricity and Electronics.mp3*.
4. Continue to the next page, and repeat the instructions above for all pages that are to have speech narration.

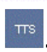
Uploading a Speech File

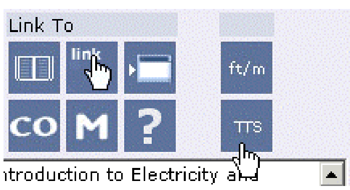
NOTE: Some system administrators block the upload and download of MP3 files. Uploading speech files requires that the upload of MP3 files be allowed.

To upload a speech file:

1. Open the content editing page of the content object for which you want to upload speech files.



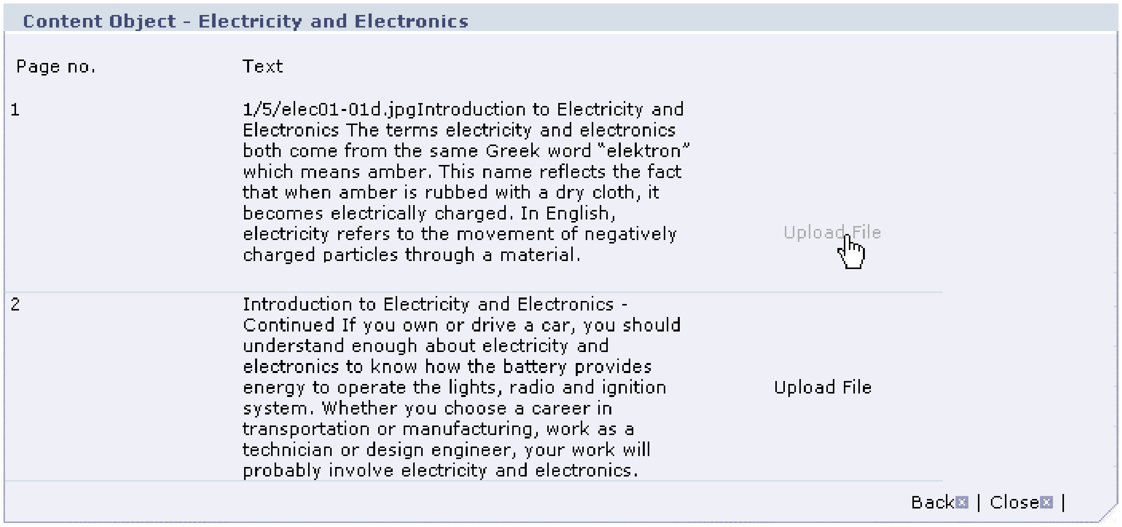
2. Click the TTS icon .



The ***Add Alternative Text*** window opens.

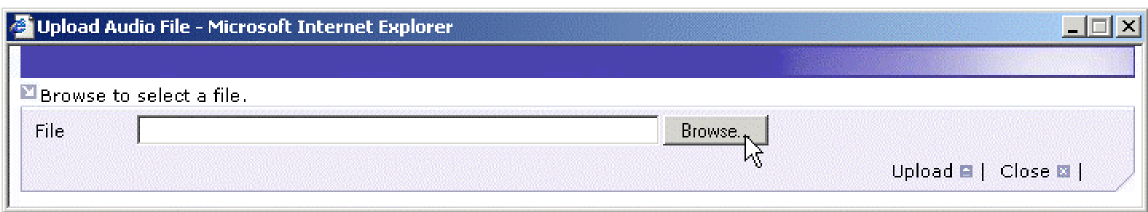
3. Click Upload Sound File.

4. The ***Upload Audio File*** window is displayed. It shows all the text in the content object, for each page separately.
5. Click Upload File next the text of the page for which you would like to upload a sound file.

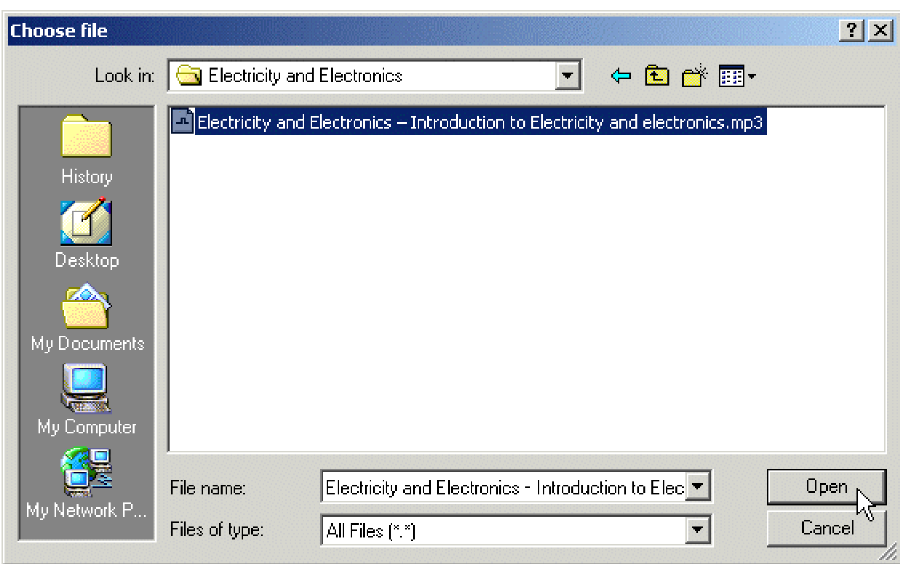


The ***Upload Audio File*** pop-up window is displayed.

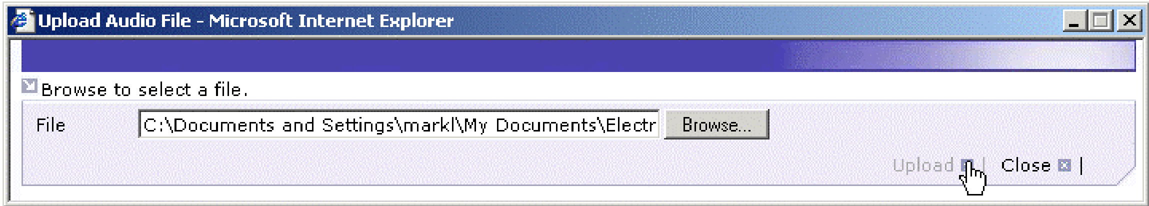
6. Click Browse.



7. Locate the speech file that corresponds to the page for which you are uploading narration, and click Open.

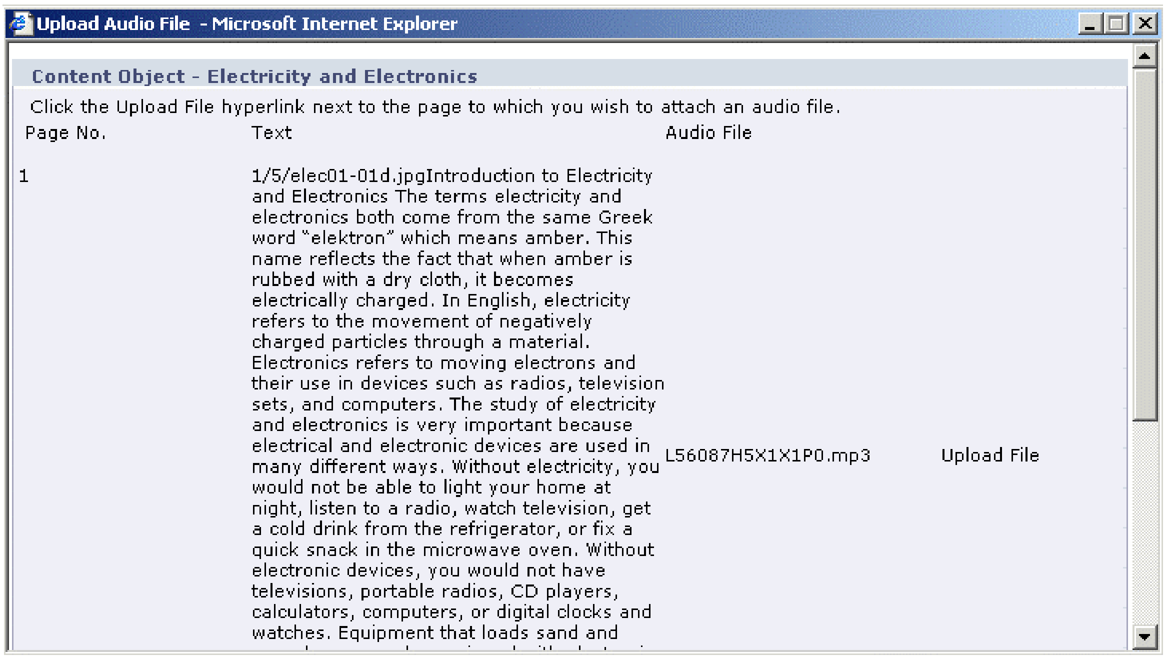


8. Click Upload in the ***Upload Audio File*** pop-up window.



After the file has uploaded, the pop-up closes.

LearnMate assigns a new name to the audio file you uploaded, based on the ID of the content object and the page number within the content object. This number is shown in the *Audio File* column of the ***Upload Audio File*** window.



9. If there are other pages listed on the ***Upload Audio File*** window, repeat steps 4 to 8 for each.

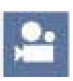
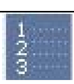
10. Once you have uploaded sound files for all pages in the content object, click Close.

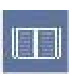
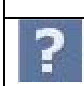
11. To verify that the files have been correctly uploaded, preview the content object, and click the Audio icon on each page to listen to the narration.

For each content object that requires speech narration, repeat the above process from step 1 through 11.

Content Editing Icons Quick Reference

The following is a quick reference guide for all icons used in LearnMate Author.

Icon	Description	Tag
	Insert a graphic from the bank. The graphic is displayed in a small frame.	<small_picture>graphic.gif</small_picture>
	Insert a graphic from the bank. The graphic is displayed in a big frame.	<big_picture>graphic.gif</big_picture>
	Insert a graphic from the bank. The graphic is displayed without a frame, in the text area.	<inside_picture>graphic.gif</inside_picture>
	Insert a flash animation from the bank. The flash animation is displayed in a small frame.	<small_flash>flash.swf</small_flash>
	Insert a flash animation from the bank. The flash animation is displayed in a big frame.	<big_flash>flash.swf</big_flash>
	Insert a movie from the bank. The movie is displayed in a small frame, with Stop, Play and Rewind options.	<small_movie>graphic.gif</small_movie>
	Insert a movie from the bank. The movie is displayed in a big frame, with Stop, Play and Rewind options.	<big_movie>graphic.gif</big_movie>
	Make selected text **bold**.	text
	Make selected text *italics*.	<i>text</i>
	Insert a bullet at the beginning of a sentence.	<blt1>
	Insert a number at the beginning of a sentence,	<nmbr1>
	Change the font face of the text that follows the command. Close this command using <end_font>.	<font_face>font</font_face>

Icon	Description	Tag
	Change the font size of the text that follows this command. Close this command using <end_font>.	<font_size>#</font_size>
	Change the font color of the text that follows this command. Close this command using <end_font>.	<font_color>color</font_color>
	Close the font size, font face or font color commands. Note: Even if more than one font change command is being cancelled, the end_font tag need only appear once.	<end_font>
	Adds a sub-heading to the page. Close this command using <\header>.	<header>Header</header>
	Insert a page break within a content object.	<break>
	Insert a link to a term in the glossary. Note: The first command references the exact term in the glossary. The second command is the link text that is displayed in the Viewer.	<glossary>Glossary</glossary><glossary_ text>Glossary</glossary_text>
	Insert a link to a site on the World Wide Web. Note: When entering a link to a website, begin the address with **www**. **Do not include http://.**	<link>www.intelitek.com</link>
	Insert a link to an external application.	
	Insert a link to another content object in the module.	<section_link>00000</section_link>section_ name</section_link_text>
	Link to a content object in a different module. The content object opens in a separate Module Viewer	<module_link>00000</module_link>section_ name</module_link_text>
	Add or replace a test (only for content objects that are defined as Test).	

Icon	Description	Tag
ft/m	Insert a number with a measurement tag.	Depends on measurement, for example: <lb></lb>, <km></km>, <yd></yd>. Suffix an in the second tag to display the unit symbol after the number, for example, <lb></lbn>
TTS	Used by customers to upload their own MP3 narration files. Used by Intelitek to insert text (alternate narration text) to be read by the text-to-speech engine instead of the text entered in the editing page.	

Review

In this chapter, we covered the following material:

- We experimented with the different options that LearnMate offers for editing content objects.
- We added and formatted text, added media items, tests and questions, and inserted links to glossary terms, sections and websites.

Ask Yourself…

- Can you add text to a content object?
- Can you use the independent formatting tools (bold and italics)?
- Can you use the dependent formatting tools (font size, font face and font color)?
- Can you create bulleted or numbered lists?
- Can you add media items to a content object?
- Can you create links to media items?
- Can you insert and modify links to glossary terms to a content object?
- Can you control external applications?
- Can you insert links to websites?
- Can you insert questions and page breaks?
- Can you insert tests?
- Can you add audio narration files to a content object?

12

Test Authoring

Review of Previous Chapter

In the previous chapter, we explored the tools provided by LearnMate for online content editing.

- You experimented with changing the appearance of text in a content object, for example, by making text bold or italicized, adding bullets or numbers, or changing the size or color of the text.
- You experimented with adding media items such as pictures and videos to a content object.
- You learned how to add links to other content objects within the same module, content objects in other modules and Internet websites.
- You learned how to add questions and tests to a content object.
- You learned how to upload audio narration files.

Introduction

LearnMate allows one to author questions and to use existing questions from the question bank. LearnMate includes a wide variety of question types that on the one hand ensure that the student has grasped the material, and on the other hand ensure an interactive learning experience.

Each question includes the question text, the possible answers, the number and style of which change depending on the question type, and feedback. Each question can also include a graphic and a hint. Each question can be linked to one ore more competencies.

Tests, which comprise a number of questions, can be created and placed throughout a module, or assigned to a class. The scores each student obtains on any test will be available to the instructor.

In LearnMate, questions can be considered the building blocks of tests, much like content objects are the building blocks of modules.

Note: The options discussed in this chapter are only available to instructors and administrators with Content Administrator permissions.

Objectives

In this chapter, we will explore the following topics:

- Questions: Including question types, how questions are created, edited and inserted into modules.
- Tests: How tests are created and inserted into modules.
- Pre-Tests: How pre-tests are created and added to modules.

Questions

Question Types

LearnMate enables an instructor to formulate questions in a range of formats:

- A **multiple choice question** includes a question and four possible answers, of which only one answer is correct.
- A **multiple multiple choice question** includes a question and four possible answers, of which more than one answer is correct.
- **Fill-in-the-blank questions** include a question and up to our possible answers, only one of which correctly completes the statement.
- **True or False questions** include a statement, of which the student has to determine validity - decide whether the statement is true or false.
- **Hot spot questions** require the student to click on a specific point in a graphic.
- **Drag and drop (Ordered)** require that the student arrange a list of items, or a group of graphics, in the correct order. This type is recommended for procedural-type questions.
- **Drag and drop (Not Ordered)** require the student to move the correct or incorrect items into a box. This question type is recommended for sorting tasks.
- **Matching questions** require that the student match between two lists of items.
- **Authentic assessment:** requires that the student perform a task in the presence of the instructor, who then assigns a grade for the task, according to predefined criteria.
- **Open/Essay:** requires that the student answer a short answer or essay question. This is the only question type that is not automatically graded by LearnMate.

Generic and Non-Generic Questions

When creating a question, you are required to specify whether the question is generic or not.

- A **non-generic question** is one that is context sensitive, and as such, can only reasonably be asked at a particular point in the module. As an example, questions relating to the results of an experiment conducted in a task should only be asked during, or directly after, the task.
- For example: “Which LED was lit during the experiment?”

- A **generic question** is a non-context sensitive question that a student can reasonably be asked on completion of an activity or module. Questions on theory or general understanding are most often generic.

  For example: “Which of the following materials are conductors?”

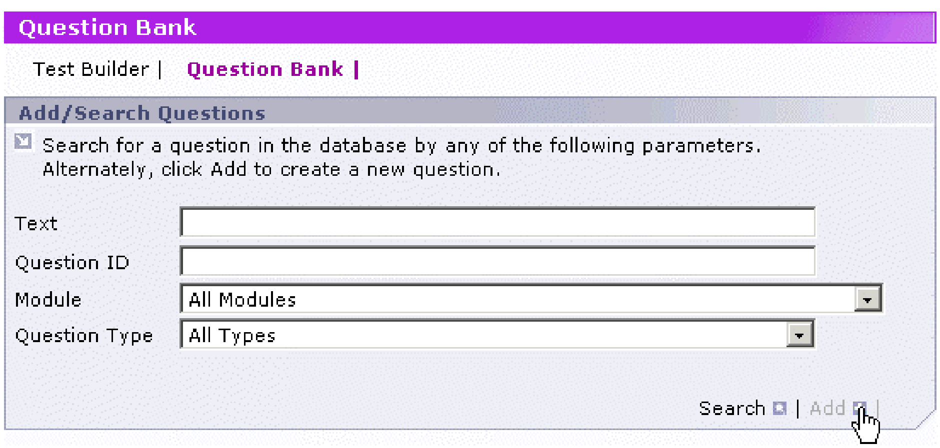
The significance of whether a question is marked as generic or not relates to the generation of the post-test that the student takes after completing the module. LearnMate can automatically select 40 questions from a module to formulate a post-test. Only questions marked as generic are included in the post-test. (To learn more about post-tests, see Adding/Creating a Post-test on page 314)

Creating Questions

To create a question:

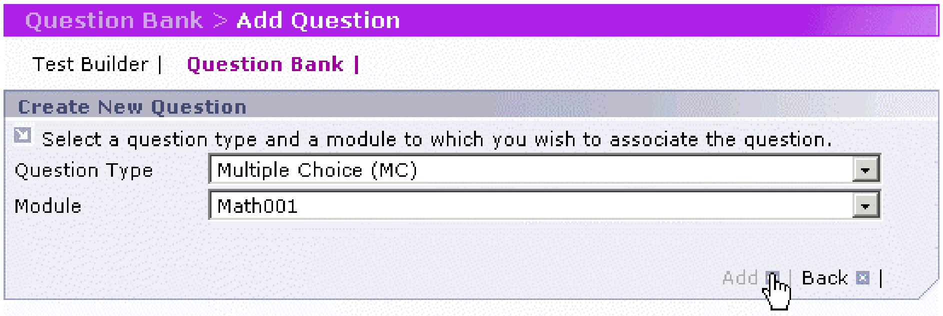
1. Select Content > Tests. The ***Test Builder*** page is displayed.
2. Click Question Bank at the top of the page.

3. The ***Question Bank*** page is displayed, and allows you to search for existing questions (see Searching for a Question on page 405) or to create new questions.
4. Click Add.



   The ***Add Question*** page is displayed.

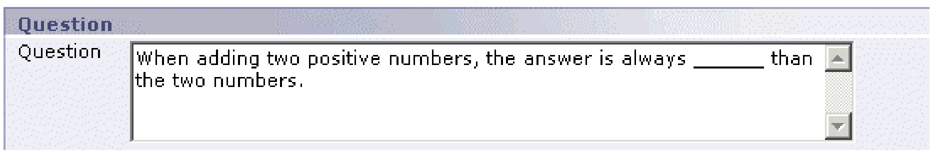
5. Select the type of question you would like to create from the *Question Type* drop-down menu.
6. Select the module that you would like the question to be a part of from the *Module* drop-down menu. This module will “own” the question, although the question will be available for use by other modules created by your organization.
7. Click Add.



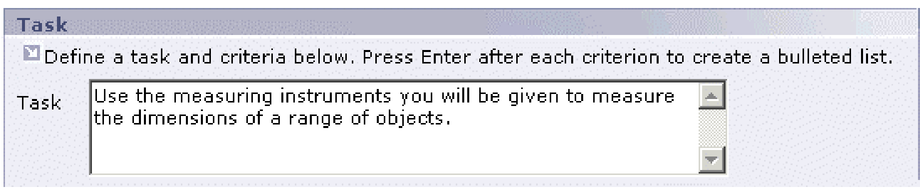
The ***Question Editing*** page is displayed.

8. Type the question text in the *Question* text box.

- For FI (Fill-in-the-blank) questions, type _______ to form the blank space.



- For AA (Authentic Assessment) questions, type the task instructions in the *Task* text box.

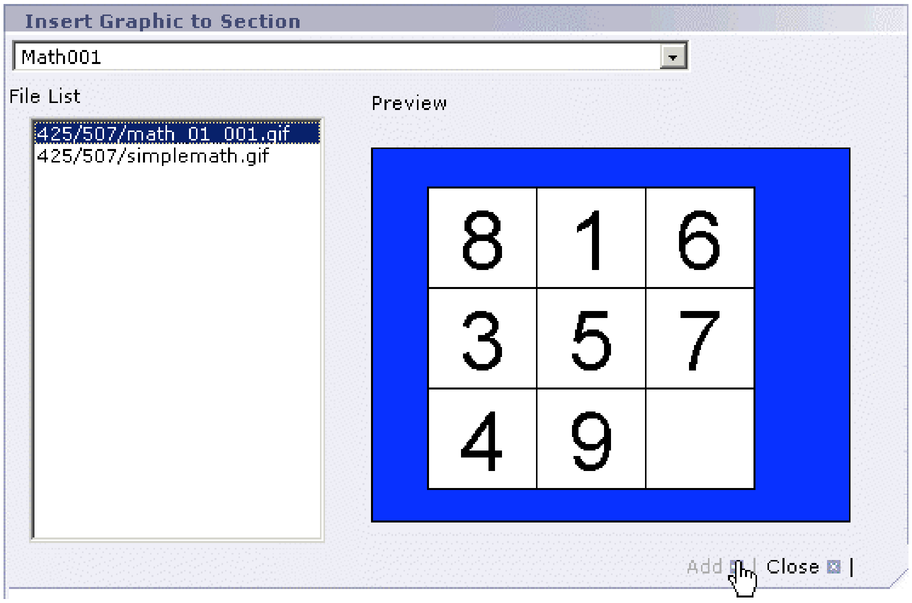


9. To select a picture to be displayed with the question:

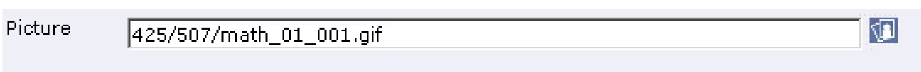
- Click the Choose Picture icon.

The ***Media Bank*** is displayed.

- Choose the picture to insert, and click Add.



The question name is shown in the Picture field.

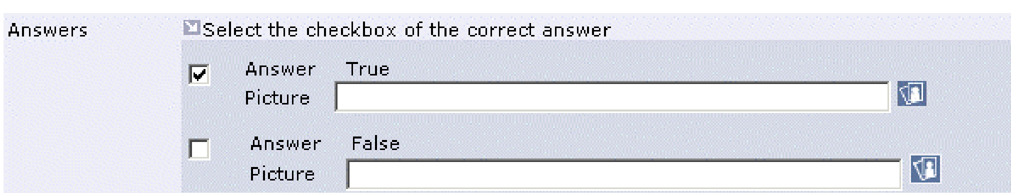


Note: Do not use animated gifs in questions, as they do not display properly in questions.

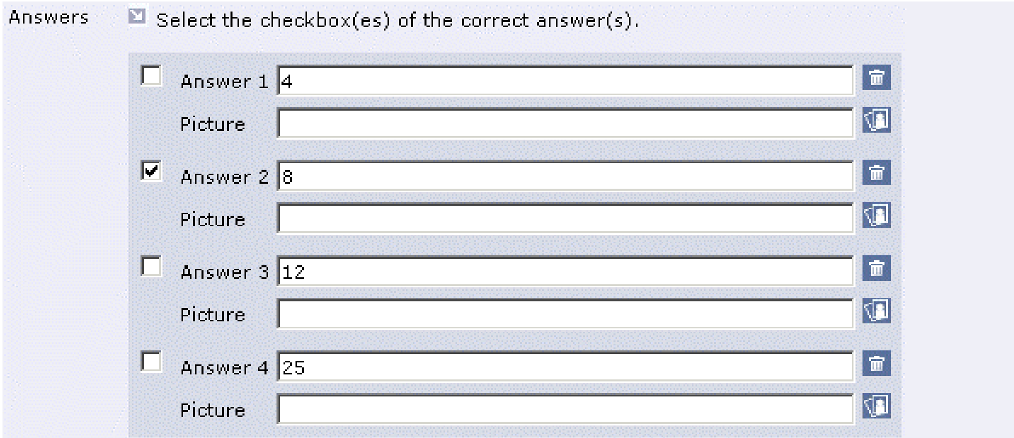
10. Check the Generic checkbox if the question is generic. When LearnMate creates a post-test automatically, only generic questions are included.

11. Fill in the answers and mark the correct one, depending on the question type:

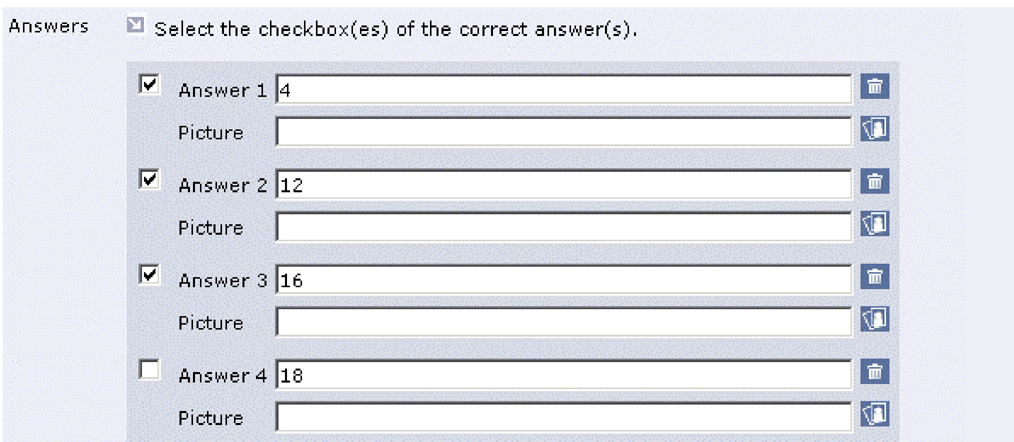
- TF (True/False):
  - Check the checkbox next to the correct answer.
  - You may click the Choose Picture icon to select a graphic for each alternative (the graphic should be small).



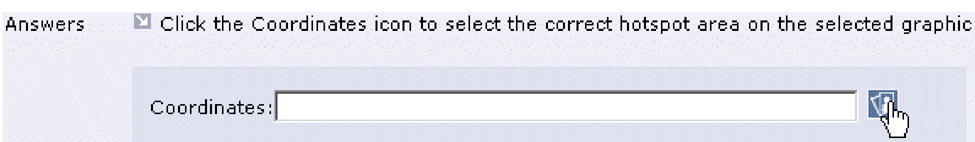
- MC (Multiple Choice):
  - Enter the alternative answers in the fields *Answer 1* to *Answer 4*.
  - Check the checkbox next to the correct answer.
  - You may click the Choose Picture icon to select a graphic for each answer (the graphic should be small).



- MMC (Multiple Multiple Choice):
  - Enter the alternative answers in the fields *Answer 1* to *Answer 4*.
  - Check the checkbox next to all correct answers.
  - You may click the Choose Picture icon to select a graphic for each answer (the graphic should be small).

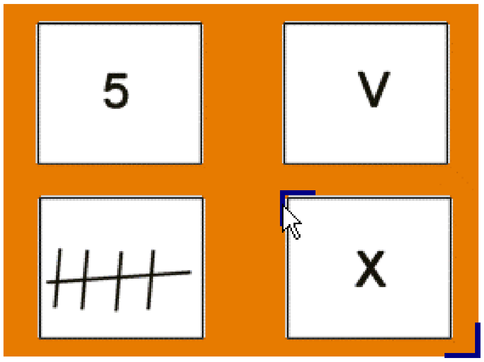


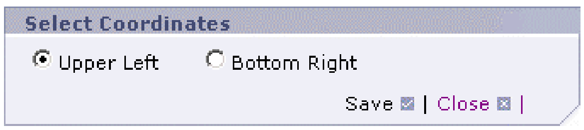
- HS (Hotspot):
  - A picture must first be defined, as described above.
  - Click the Set Coordinates icon.



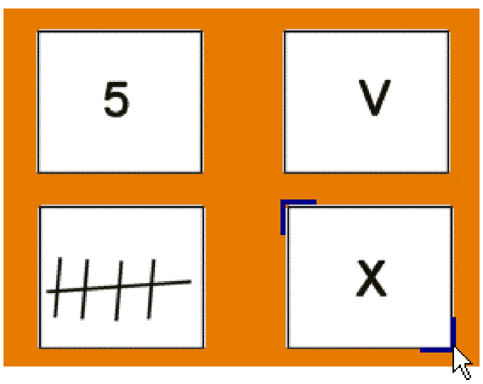
The selected graphic is displayed.

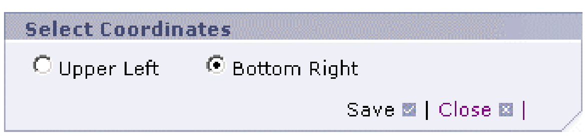
- Click the location of the upper left corner of the correct area of the picture.





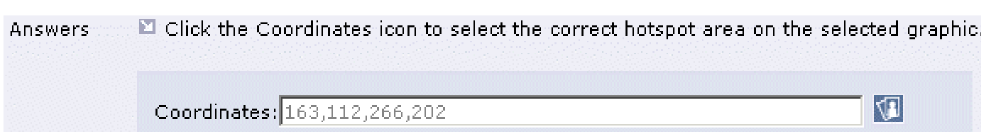
- Select the Bottom Right checkbox, and click the location of the lower left corner of the correct area of the picture.





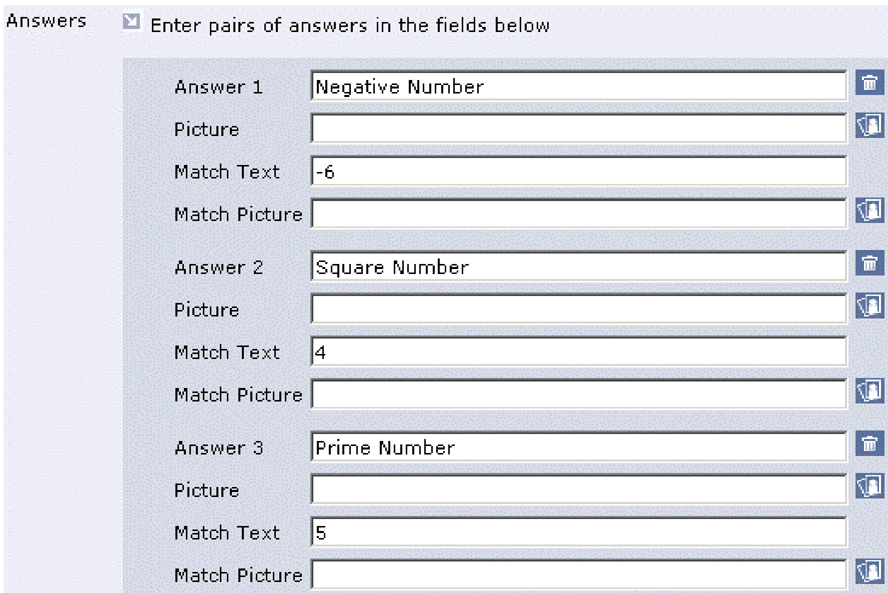
- Click Save.

The coordinates (in pixels) are shown in the *Coordinates* field. Up to four correct locations can be specified.

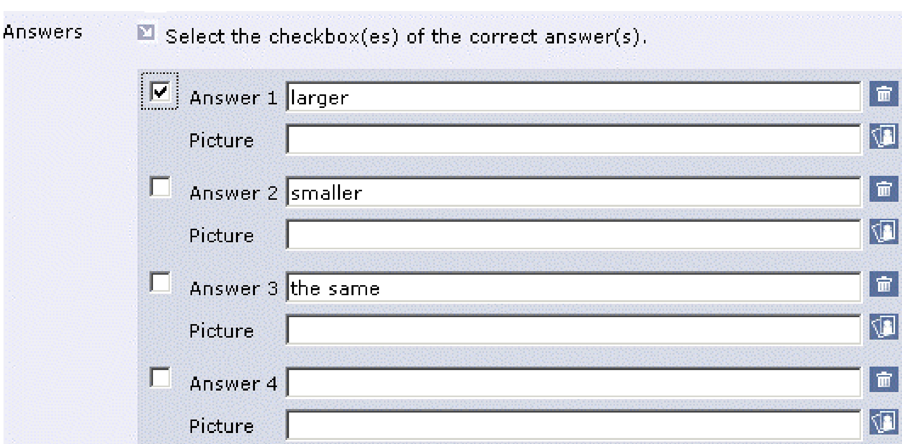


- MAT (Matching):

- For each matching pair, fill in the *Answer* and *Match Text* fields.
- Alternatively, or in addition, you can specify graphics to be matched by selecting graphics for the *Picture* and *Match Picture* fields, using the Choose Picture icon. Up to four pairs can be specified.

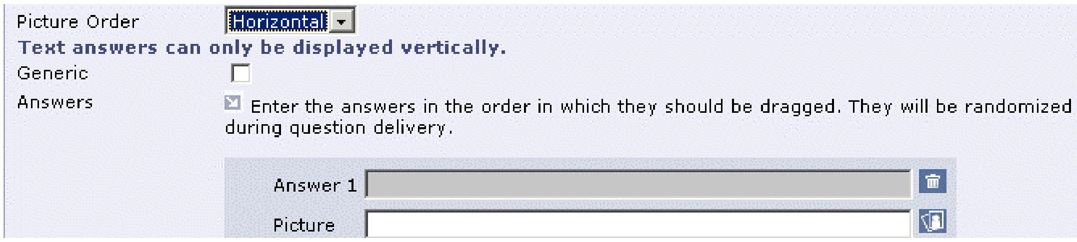


- FI (Fill-in-the-blank):
  - Enter the alternative answers in the fields *Answer 1* to *Answer 4*.
  - Check the checkbox next to the correct answer.
  - You may click the Choose Picture icon to select a graphic for each answer (the graphic should be small).



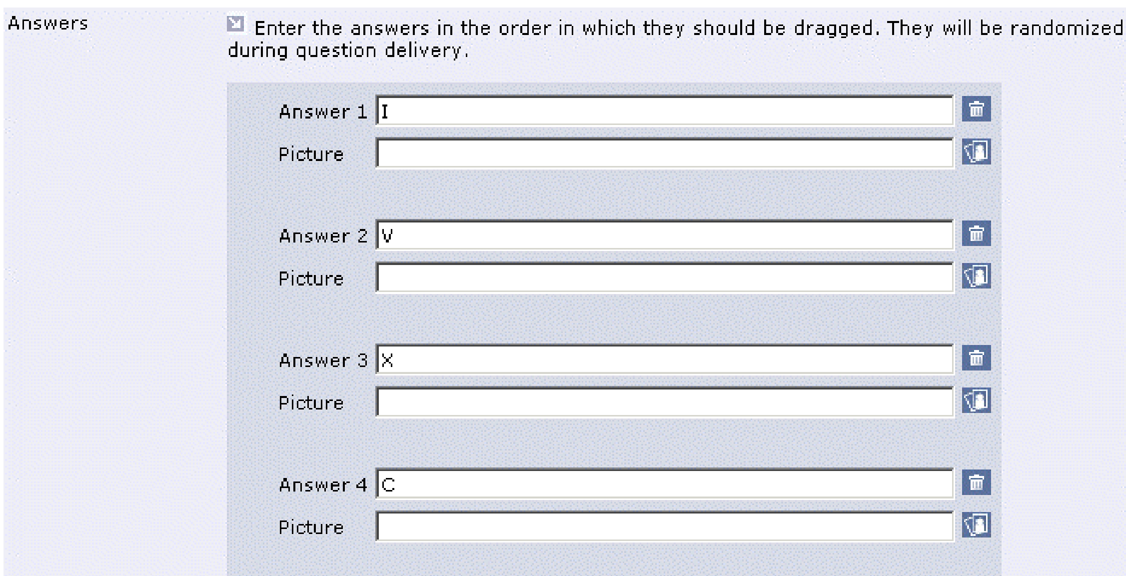
- DDO (Drag-and-Drop-Ordered):
  - Select whether the answers should be arranged vertically or horizontally from the *Picture Order* drop-down menu.

- If you select Vertical, you will be able to enter either text or picture answers.
- If you select Horizontal, you will only be able to enter picture answers. The text answer fields will be disabled. Text answers can only be displayed vertically.

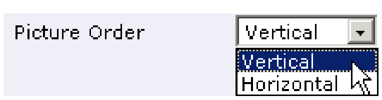


Enter the answers in order in the fields *Answer 1* to *Answer 4*, such that the first answer is *Answer 1* and the last is *Answer 4*.

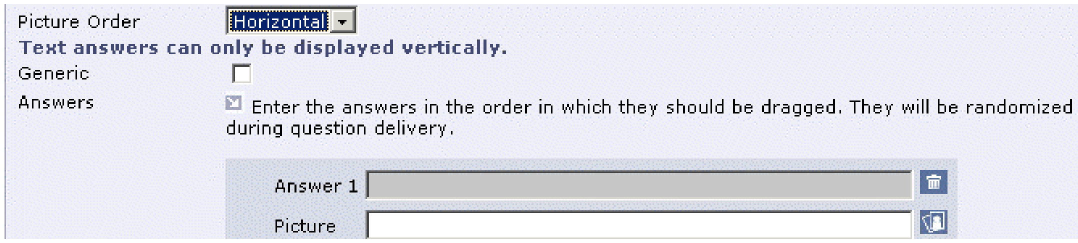
- You may click the Choose Picture icon to select a graphic for each answer (the graphic should be small).



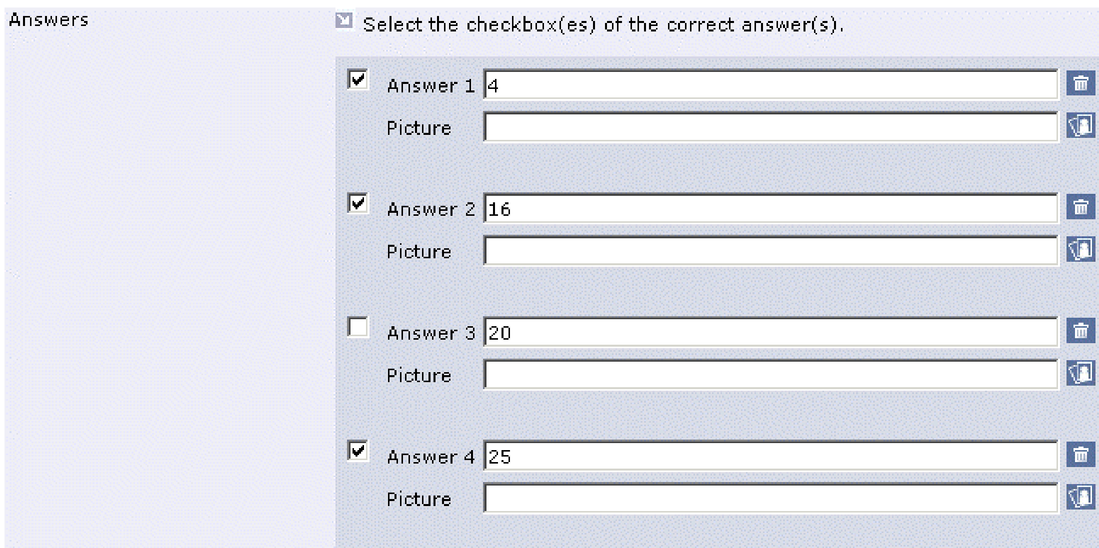
- DDN (Drag-and-Drop Not Ordered):
  - Select whether the answers should be arranged vertically or horizontally from the *Picture Order* drop-down menu.



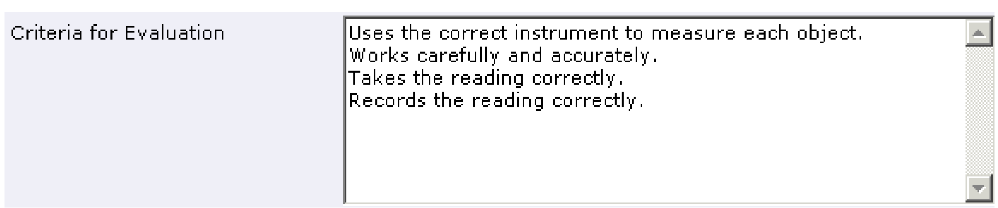
- If you select Vertical, you will be able to enter either text or picture answers.
- If you select Horizontal, you will only be able to enter picture answers. The text answer fields will be disabled. Text answers can only be displayed vertically.



- Enter the alternative answers in the fields *Answer 1* to *Answer 4*.
- Check the checkbox next to all correct answers.
- You may click the Choose Picture icon to select a graphic for each answer (the graphic should be small).

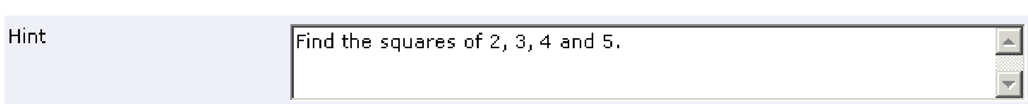


- AA (Authentic Assessment): Type each criterion for evaluation in the *Criteria for Evaluation* text box. Press Enter at the end of each criteria, so that each criterion is listed on its own line.

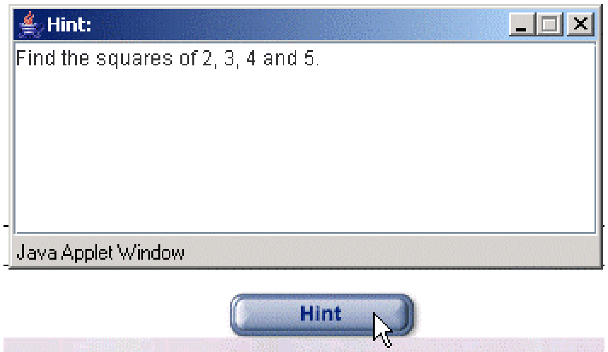


- Open/Essay Question: This question type does not require answers to be entered.

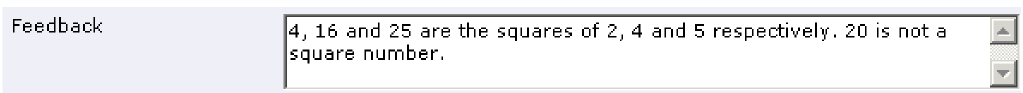
12. Type a hint in the *Hint* text box (optional).



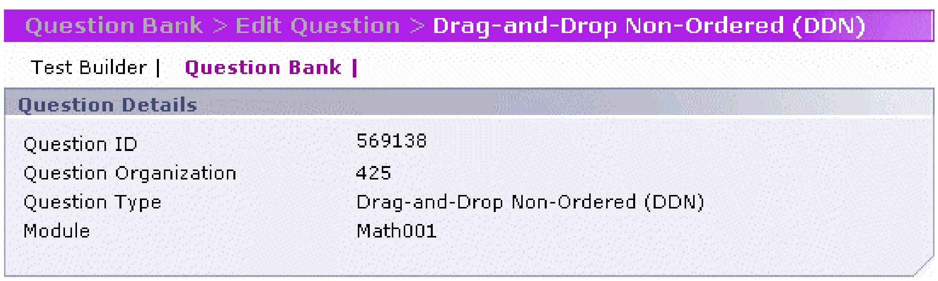
This text is displayed when the student clicks **Hint** in the Test Viewer.



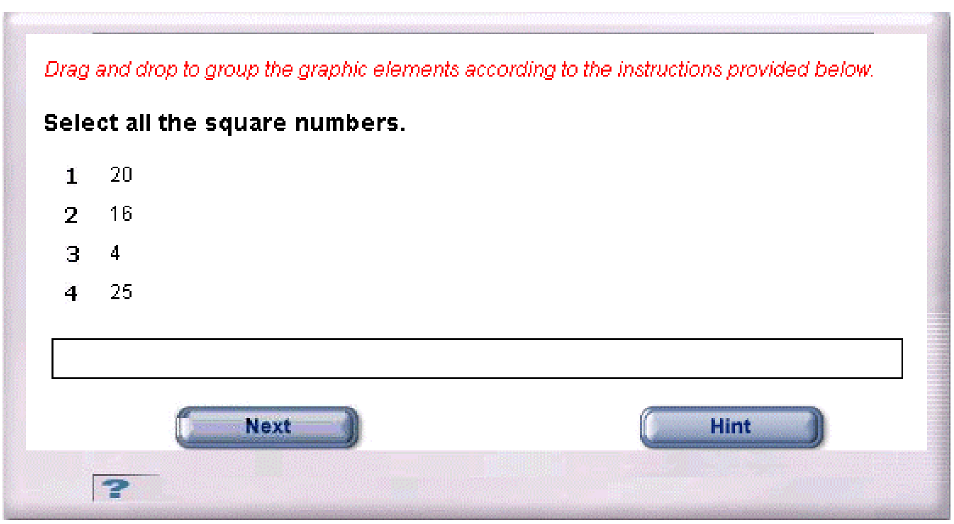
13. Type feedback in the *Feedback* text box. This text is displayed when the answer to the question is shown.



14. Click Save to save your question. The ***Question Editing*** page is refreshed. A question ID number is assigned to the question, and is displayed in the *Question Details* area.



15. Click Preview to see how your question will appear to the student.



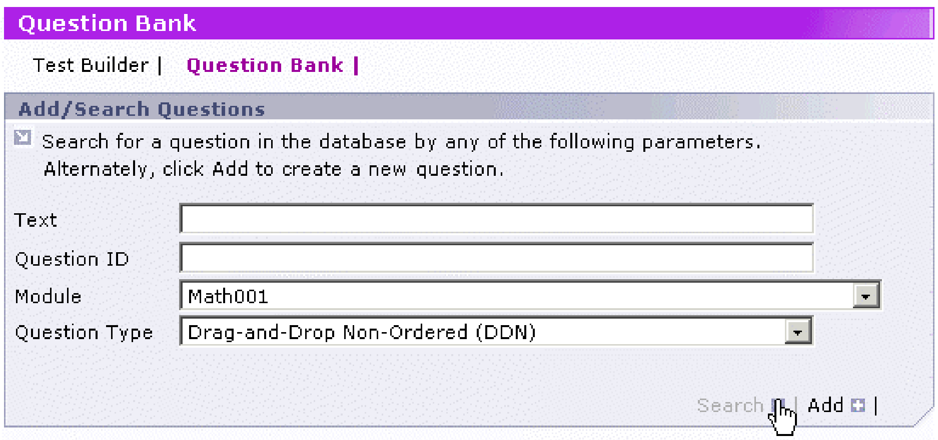
16. Click Back on the ***Question Edit*** page to return to the ***Create New Question*** page.

Editing a Question

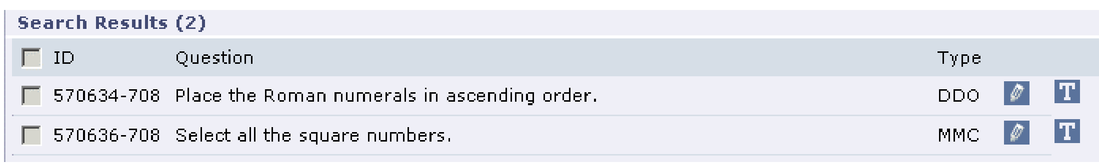
Once a question has been saved, it can be edited at any time.

To edit a question:

1. Select Content > Tests. The ***Test Builder*** page is displayed.
2. Click Question Bank at the top of the page.
3. Search for the question you wish to edit by entering search criteria. Then click Search.

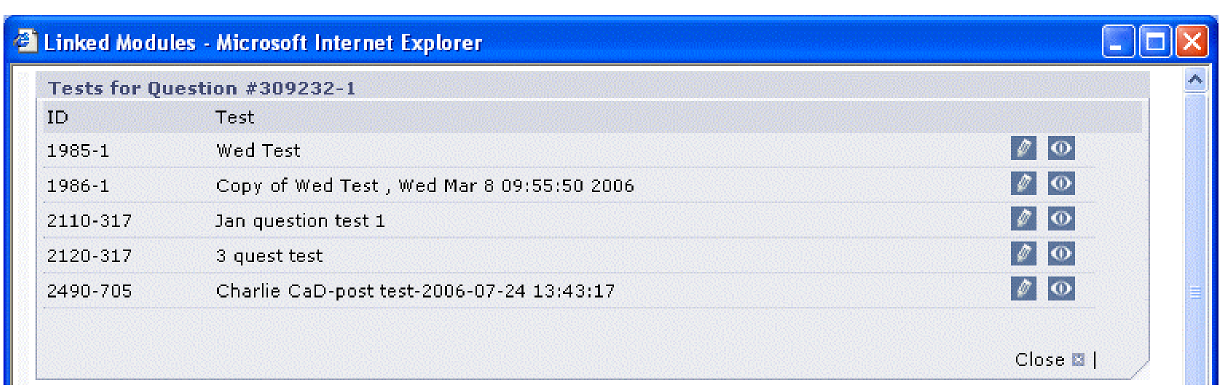


All questions matching the search criteria are listed.

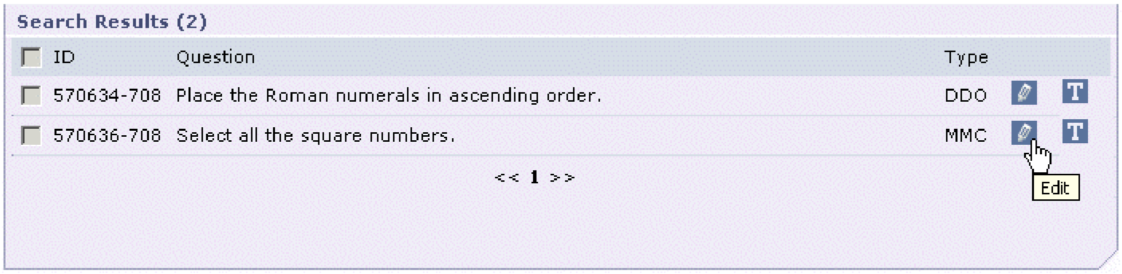


Note: A icon next to a question indicates that the question is used in a test. This may influence your decision on whether to edit the question or not.

Clicking the Test icon opens a pop-up window listing all the tests in which the question is used. Clicking the Edit icon next to a test in this window directs the main LearnMate window to the ***Test Edit*** page, see Creating a Test on page 437. Clicking the Preview icon opens the ***View Test*** pop-up window, see Searching for a Test on page 407.

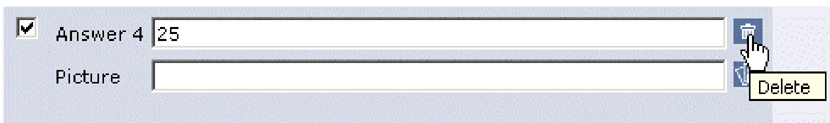


4. Click the Edit icon next to the question you would like to edit.



The ***Edit Question*** page is displayed.

5. Make the required changes.
6. To delete an alternative answer from the question, click the Delete icon next to that answer.



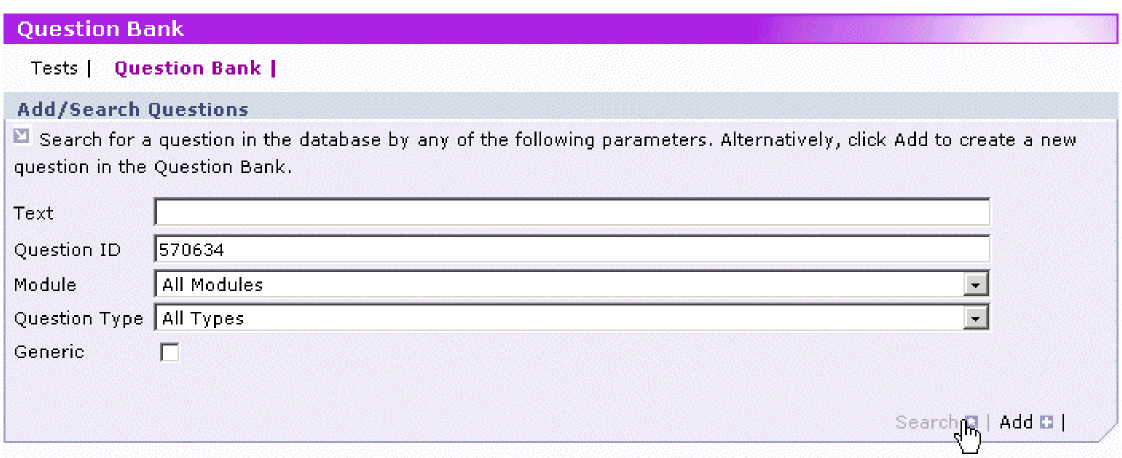
7. Click Save. The ***Edit Question*** page is refreshed. We recommend previewing the question to ensure that it still displays correctly.

Associating Questions with Competencies

You learned previously how competencies can be assigned to modules and content objects. LearnMate also enables you to assign competencies to individual assessment questions.

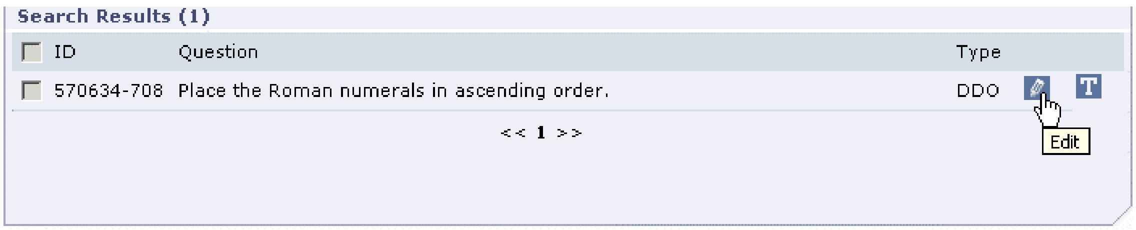
For more information about competencies, see Competencies on page 337.

1. Select Content > Tests. The ***Test Builder*** page is displayed.
2. Click Question Bank. The ***Question Bank*** page is displayed.
3. Enter the search criteria, such as the ID number of the question.
4. Click Search.



The search results are displayed.

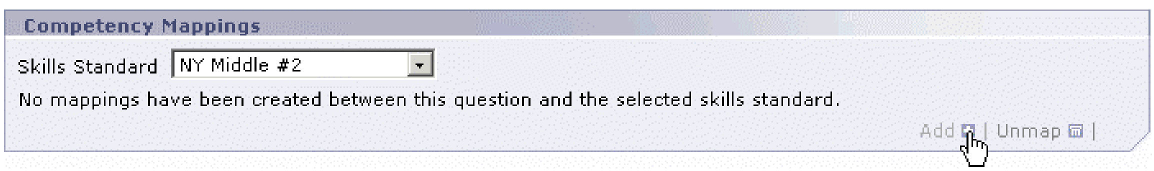
5. Click the Edit icon.



The ***Edit Question*** page is displayed.

6. Select a Skills Standard from the *Skills Standard* drop-down menu.

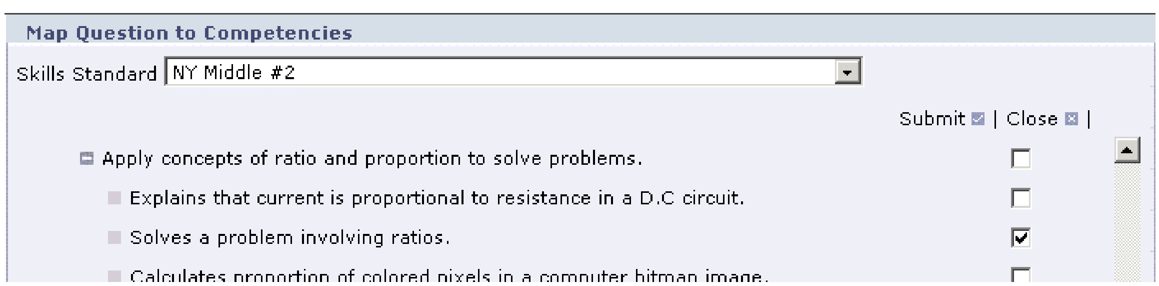
7. To add a mapping to the skills standard, click Add.



Note: You may only map questions to skills standards owned by your organization. The Add link will be disabled if you select a skills standard not owned by your organization.

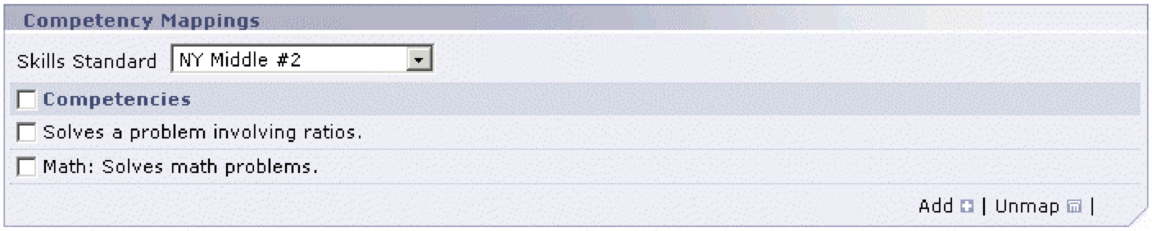
The ***Add Questions to Competencies*** pop-up window is displayed.

8. Check all competencies to be mapped to the question.

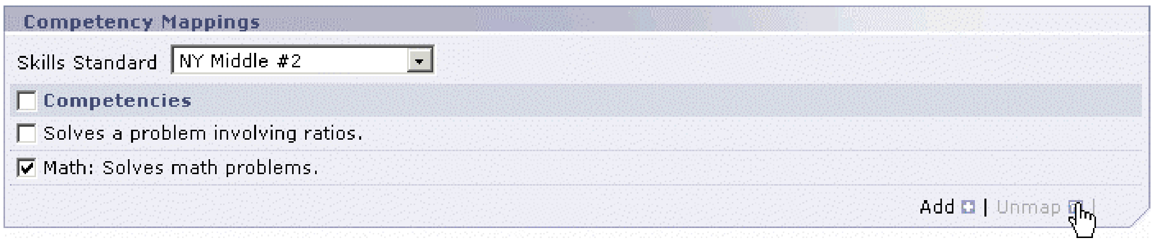


9. Click Submit to save your mappings.

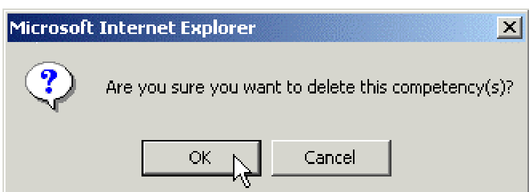
The competencies selected are now listed in the *Competencies* area.



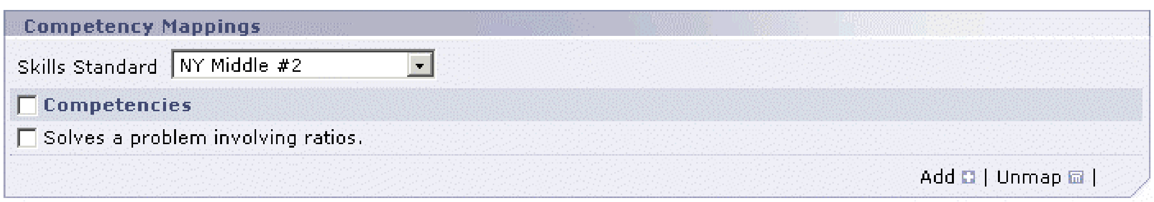
10. To remove a competency, select the relevant checkbox and click Unmap.



11. You will be asked for confirmation. Click OK.



The selected competency is removed from the list of competencies.



Inserting Questions into a Module

To learn how questions are inserted into a module, see Adding a Question to a Content Object on page 405.

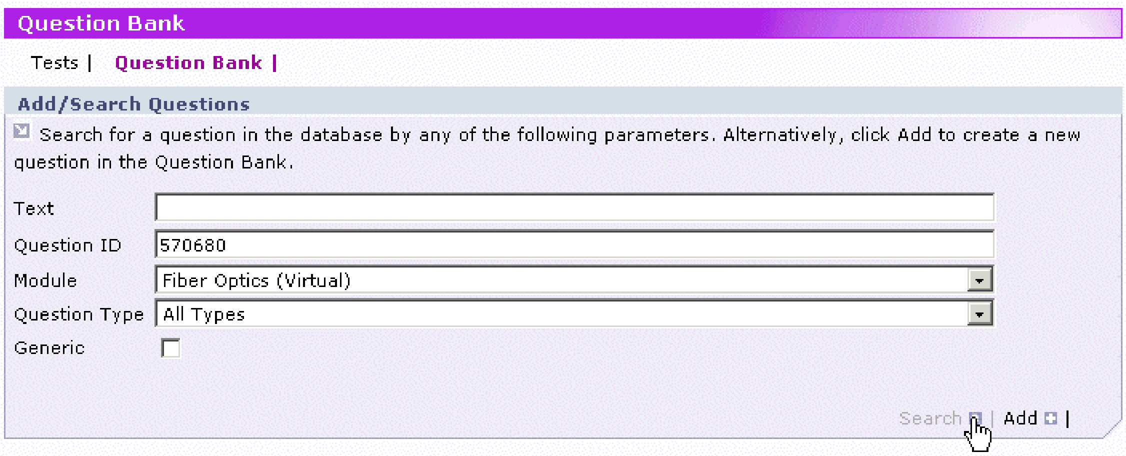
Deleting Questions

To delete a question from the database:

1. Select Content > Tests. The ***Test Builder*** page is displayed.

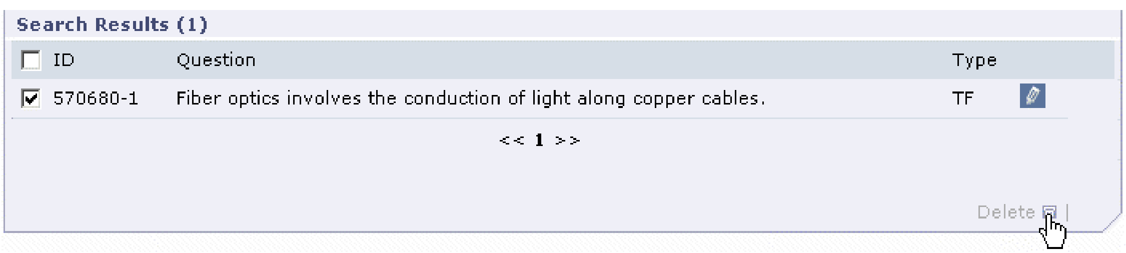
2. Click Question Bank at the top of the page.

3. Search for the question you wish to edit by entering search criteria. Then click Search.



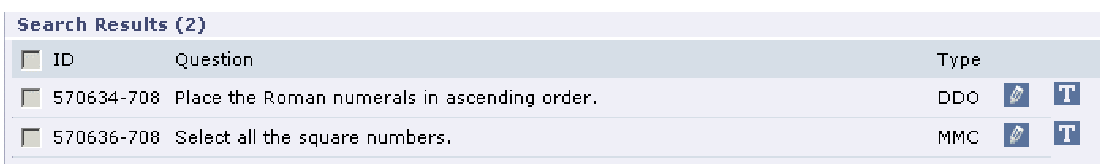
All questions matching the search criteria are listed.

4. Select the question to be deleted, and click Delete.



The question is deleted.

Note: LearnMate does not permit questions that have been included in tests to be deleted. The presence of a Test icon T next to a question indicates that it is part of a test.



Tests

A test is made up of individual questions. Only once all the questions for a test have been created should the test be created. Questions can also be added to an existing test at any time.

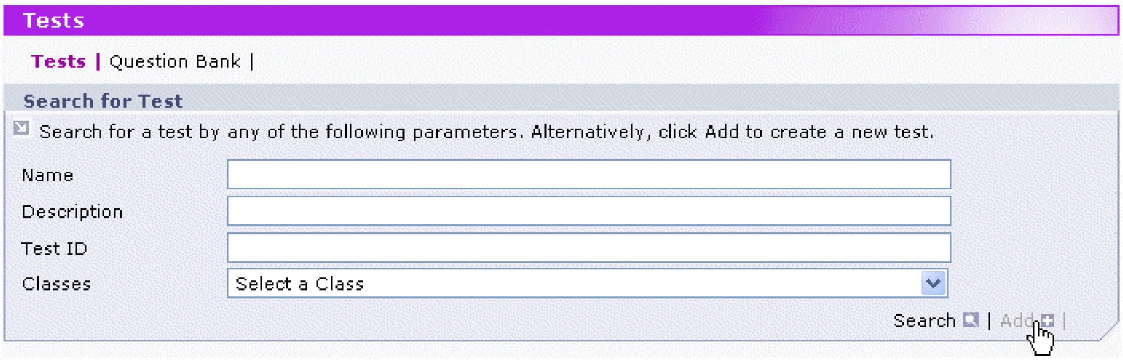
Creating a Test

To create a test:

1. Select Content > Tests. The ***Test Builder*** page is displayed.

The ***Test Builder*** page allows you to search for existing tests (see Searching for a Test on page 407) or to create new tests.

2. Click Add.



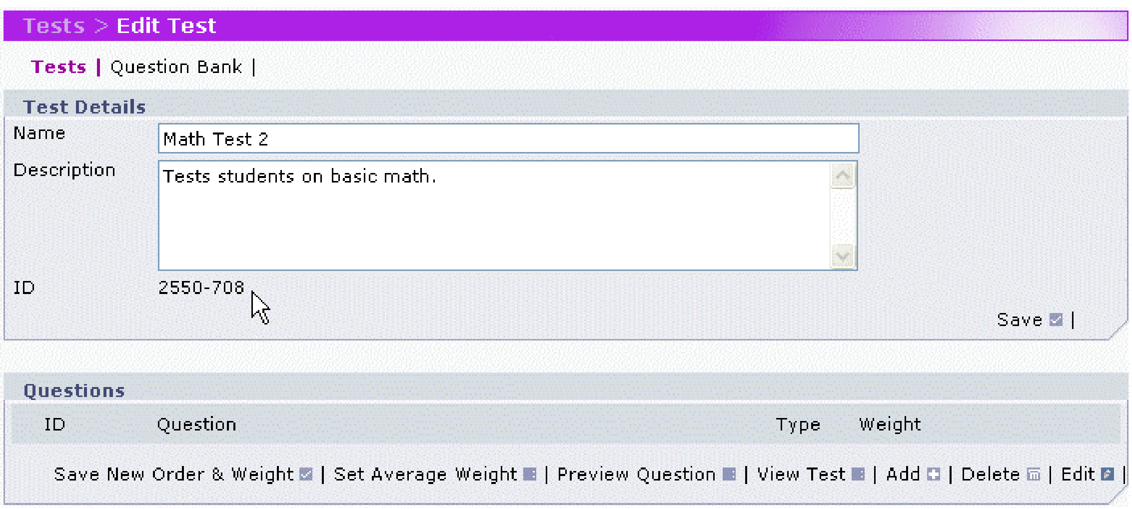
The ***Add Test*** page displays.

3. Enter the test's name in the *Name* field, and a description of the test in the *Description* text box.

   Note: The test name may not include quotation marks.

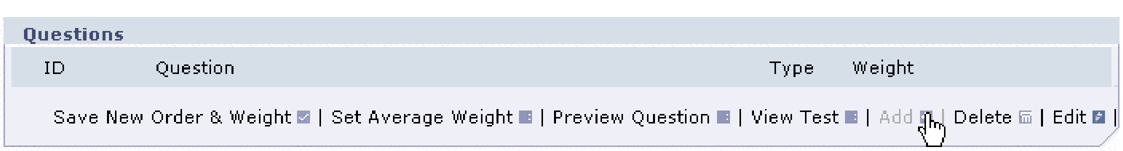
4. Click Save.

   The ***Edit Test*** page is displayed. Note that a test ID number has been assigned to the test, and is shown in the *Test Details* area.



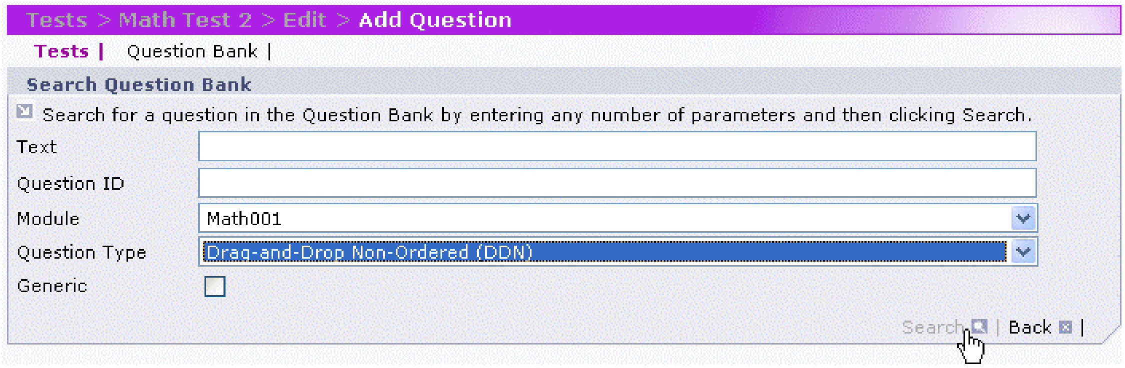
Adding Questions to a Test

1. In the ***Edit Test*** page, click Add in the *Questions* area.



The ***Add Questions*** page is displayed.

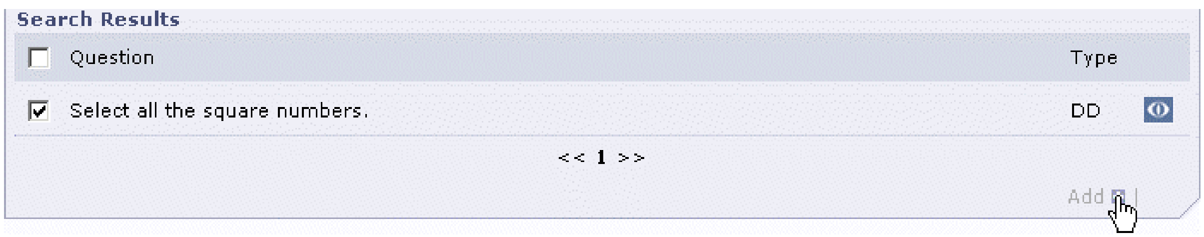
2. Enter the search criteria for the question you are looking for and click Search.



A list of questions matching the criteria is displayed.

3. Select the checkbox next to the question(s) you would like to add to the test. You can select multiple questions if multiple questions are listed.

4. Click Add.

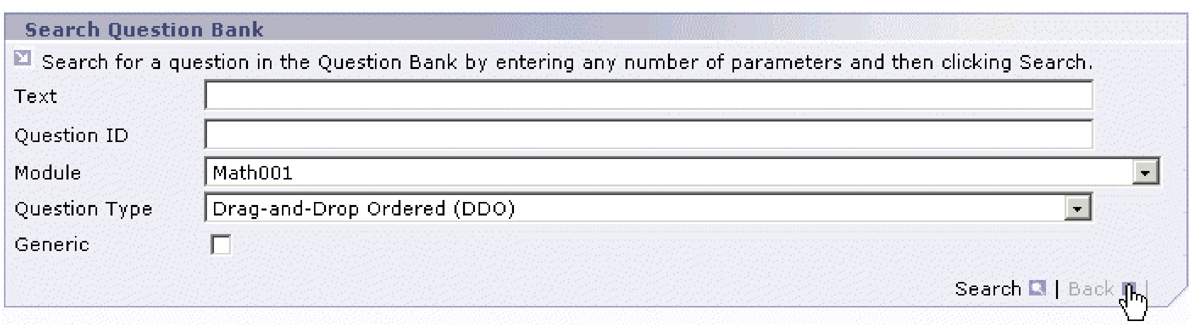


The ***Add Question*** page is redisplayed, ready for you to search for the next question to add.

5. To add another question, return to step 2,

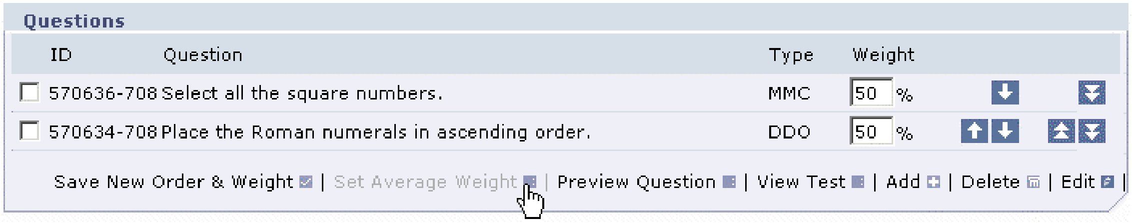
   OR

   To stop adding questions, and save the test, click Back.



The ***Edit Test*** page is displayed, listing all the questions you added in the *Questions* section.

6. Click Set Average Weight to set all questions to have the same weighting in the calculation of the test average, or fill in the values manually, ensuring that the total equals 100%.



7. The questions can be reordered by using the arrow icons:

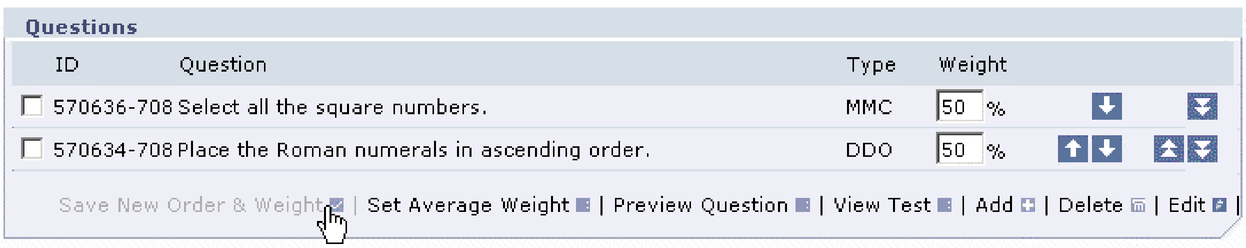
   : Moves the question one place up.

   : Moves the question one place down.

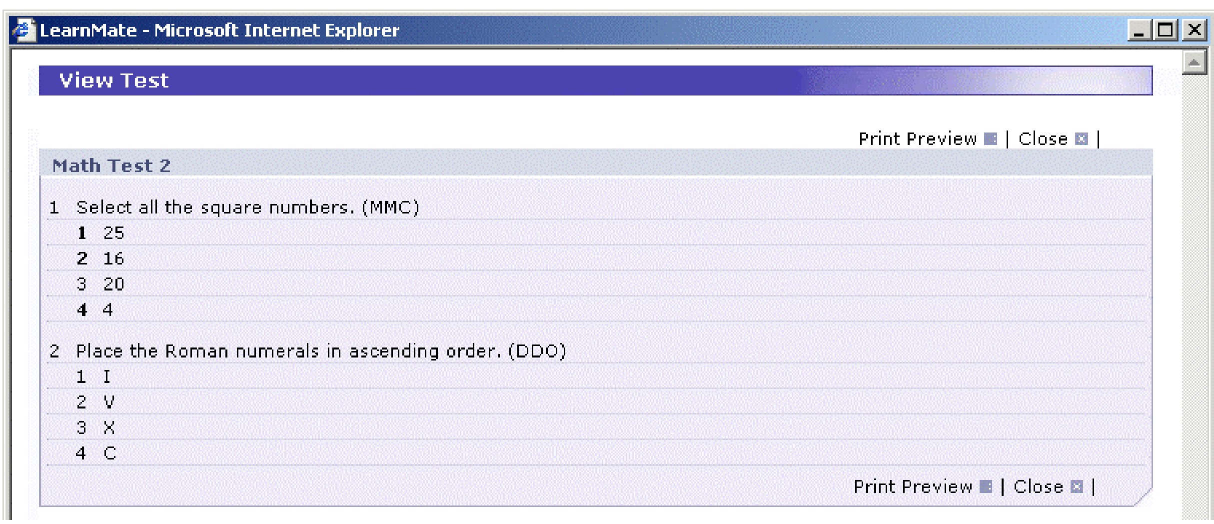
   : Moves the question to the first place in the list.

   : Moves the question to the last place in the list.

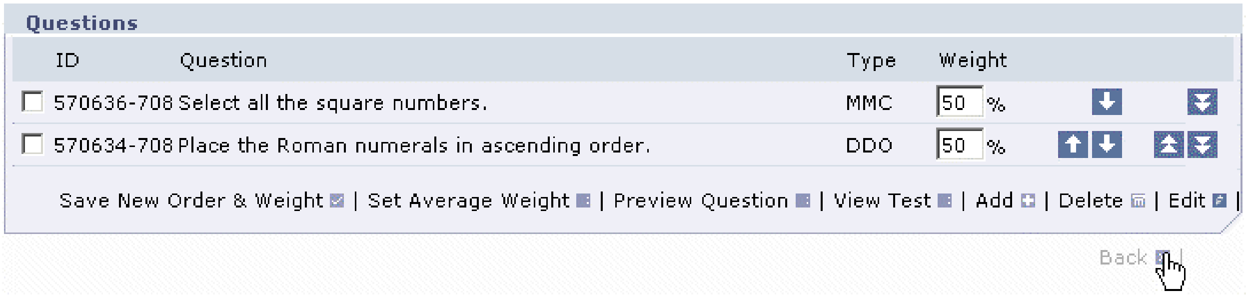
8. Click Save New Order and Weight to save the weightings and order that have been set.



9. To view a list of questions and answers, click View Test. The ***View Test*** pop-up window is shown. Click Close to close the ***View Test*** pop-up window.



10. Click Back to return to the ***Test Builder*** page.



11. To remove questions from a test, select the relevant checkboxes, and click Delete.

Inserting Tests into a Module

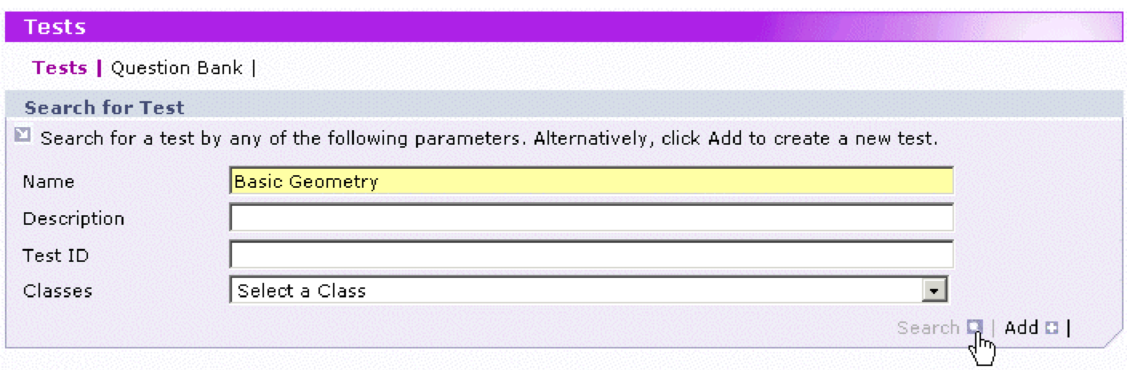
To learn how tests are inserted into a module, see Adding a Test to a Content Object on page 408.

Adding Tests to a Class

To learn how tests can be added to a class, see Adding a Test to a Class on page 288.

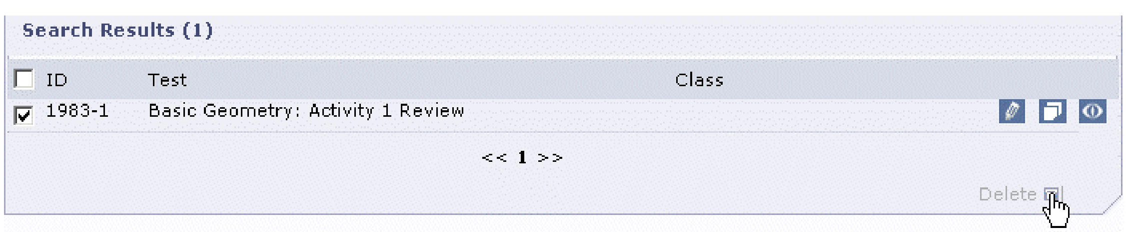
Deleting a Test

1. Select Content > Tests. The ***Test Builder*** page is displayed.
2. Enter the search criteria, and click Search.



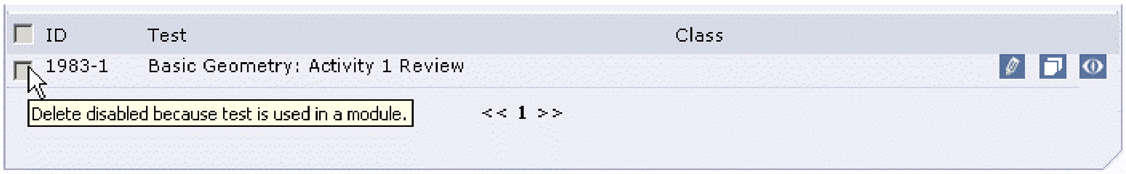
All tests matching the search criteria are listed.

3. Select the test to be deleted, and click Delete.



The test is deleted.

Note: LearnMate does not permit tests that have been included in modules or in classes to be deleted. The checkbox next to such a test is not selectable.



Pre-Tests

An instructor may like to gauge the progress that each student makes over the course of a module. One way of accomplishing this is by having each student take a pre-test before starting the module. The pre-test can optionally be identical to the post-test, in which case the results of the two scores can be compared question-by-question in the Academic Progress Report to determine the extent of the learning that occurred. Alternately, the pre-test can be an entirely different test built and selected by the instructor, in which case the Academic Progress Report will compare the final grades of both tests (pre and post). Should an instructor wish to deploy a pre-test for a module, the student is prevented from launching the module until the pre-test score has been submitted.

If the instructor prefers that the pre-test be the same as the post-test, there is no need to create a pre-test – the existing post-test can be specified as the pre-test.

If the instructor would like to create a new test to be used as a pre-test, see section Creating a Test on page 437, and create the pre-test as you would any other test. There is no defined naming or any other pre-test-specific conventions – pre-tests are no different than other tests.

Specifying which test is to be used as a pre-test, if any, is accomplished on the Define Delivery Options page, explained in the section Enabling Pre-Test on page 271.

Comparing the Pre-Test and Post-Test Results

Test results can be compared using the Academic Progress Report, which is described in the section Academic Progress Report, on page 186.

Review

In this chapter, we covered the following material:

- We explored questions and tests.
- We learned what question types LearnMate supports.

- We discovered how questions and tests are created.
- We learned how to create a pre-test.

Ask Yourself…

List some of the question types that can be created in LearnMate.

- Can you create questions of all different types?
- Can you create a test?
- Can you add questions to a test?
- Can you create a pre-test?

13 Troubleshooting

Introduction

This section presents a list of problems that may seem to occur and their solutions. The problems are divided into the following categories:

- Class Management
- Content Editing
- Content Management and System Administration
- My Folder
- Other

Class Management

Problem	Possible Cause	Solution
The Average Class Grade shown at the top of the Class Main Page seems very low.	This value takes into consideration the grades that have not yet been completed. To simplify this concept, the Average Class Grade is the average of the students' grades if they all received a 0% on all remaining graded activities. For this reason, the Average Class Grade will increase throughout the course. See Average Class Grade on page 256.	
The Average Class Grade never seems to change.	This value is not updated automatically.	Click Update Grades in the Students panel in the Class Main Page. See Updating All Students' Grades on page 281.

After copying a class, the new class does not include the Rotational Schedule set up for the original class.	Rotation Schedules are not copied by the Copy Class function.	Set up a new Rotational Schedule in the new class. See Rotational Schedules on page 262.
Students are unable to navigate freely through a module using the Index.	The Open index navigation checkbox at the top of the module's Define Delivery Options window is not checked.	Check the Open index navigation checkbox at the top of the module's Define Delivery Options window. Do not confuse this with the Navigation Open checkbox lower down in the window, which pertains to navigation within tests. See Specify Open Index Navigation no page 270.

Content Editing

Problem	**Possible Cause**	**Solution**
After reordering content objects in an index, the changes made seem to be lost.	User did not click Submit Structure Changes.	After making changes to the order or hierarchy of content objects in an index, click Submit Structure Changes. The page will refresh, and the changes will be reflected. See Reordering Content Objects on page 326.
An Open/Essay question with a picture looks distorted.	The picture assigned to the question is too large.	Resize the picture to 300 pixels (width) x 200 pixels (height). See Creating Questions on page 424.

The Update button in the Edit Content Object page is renamed as Save As.	The content object is owned by a different module, and cannot be edited.	Click the Modules link. You will be shown a list of all modules that use the content object. The module that owns the content object is indicated with a checkmark. If your organization owns the module that owns the content object, you can edit the content object in that module, and all changes will be visible in all other modules that use it. If your organization does not own the content object, you must create a new content object that you can edit. To do so, click the Save As button. You will be warned that doing so will create a new content object. Click OK. A new content object is created in place of the old one, and you are now free to edit it and click Update as required. See The Navigation Hyperlinks on page 376.
The automatically-created Post-Test does not contain 40 questions.	The module does not include 40 questions. The post-test includes all generic questions that were assigned to the module in the Create New Question window, and all generic questions owned by other modules that are used within the module.	Create new questions for the module and create a new post-test, or, if appropriate, manually edit the post-test, adding questions from other modules. See Adding/Creating a Post-test on page 314.

An Internet link within the Content Viewers is not displayed correctly; the address is shown twice.	The link <link> tags include http://, for example: <link>http://www.intelitek.com<link_text> Intelitek.com</link_text>	Remove the http:// from the link, for example: <link>www.intelitek.com<link_text> Intelitek.com</link_text> See Linking to Websites on page 404.
Clicking a green glossary link in the Content Viewer opens the Glossary window, with the message “not found”.	The glossary term in the <glossary></glossary> tags is not the same as any term within the glossary.	1. Check that the word is found in the glossary. For example, if the glossary includes a definition for Car, the glossary tags must be written <glossary>Car</glossary> and not <glossary>Cars</glossary>. 2. Ensure that there are no extra spaces within the tags, such as in <glossary>Car </glossary> See Linking to Glossary Terms on page 396.
Clicking any green glossary link in the Content Viewer opens the Glossary window, with the message “not found”.	The module is not linked to the correct category.	In the Module Details page, ensure that the correct Category is selected. See Linking to Glossary Terms on page 396.
When creating a new content object, the Tag drop-down menu in the Add Content Object page does not include Safety.	The module already includes a Safety content object. Each module can only have one content objected tagged as Safety.	Return to the module index. The words (Safety CO) are shown next to the content object currently marked as Safety. Change the tag to General, and Update. You may now add a new Safety content object to the module. See Content Object Types on page 377.

A test question does not load in the Test Viewer.	The graphic specified to be shown with the question is an animated gif file.	Replace the animated gif with a static gif or jpg graphic. See Editing a Question on page 433.
After uploading a new version of a media object file (gif, jpg, avi or swf), the old version is still being shown in the Content Viewer.	The file exists in your computer's cache.	In Internet Explorer, select Tools>Internet Options. In the Temporary Internet Files area, click Delete Files. Refresh you Content Viewer by pressing F5 on your keyboard.
	The file exists in your network's cache.	If are working on a network, and have tried clearing your computer's cache without success, the old file may be present in your network's cache. Ask your system administrator to clear the cache. Alternatively, upload the file under a new name, and change the media tags appropriately. This tactic does result in a number of unused files on the server, and can cause confusion later.
In the Content Viewer, in a place where a question is supposed to be displayed, a red x is displayed instead.	JAVA is not installed.	In the Class Main Page, click Utility Check, and install JAVA from there. See LearnMate Utility Check on page 6.
In the Content Viewer, in a place where a flash (swf) is supposed be displayed in the Viewer, the Viewer is blank, except for an icon in its top right corner.	Macromedia Flash is not installed.	In the Class Main Page, click Utility Check, and install Macromedia Flash from there. See LearnMate Utility Check on page 6.

Content Management and System Administration

Problem	Possible Cause	Solution
One or both of the Content and Administration tags are missing from my Navigation bar	You do not have the necessary levels of permission.	Contact your LearnMate system administrator, to adjust your levels of permissions. See Roles on apge 223 and Permissions on page 225.
Error on page message displayed at bottom of screen.	Module, Test or Assignment listed on page includes an apostrophe in its name.	Do not include apostrophes in Module, Test or Assignment names.
Module, Test or Assignment not found in a search.	Apostrophes in Module, Test and Assignment names may cause those entities to not be found in searches.	Do not include apostrophes in Module, Test or Assignment names.
A sub-organization is missing from drop-down menus and reports.	The sub-organization is of a different language than your organization.	Log into the sub-organization of interest to edit, change settings or generate reports, instead of attempting to do so from the parent organization.
After changing the Measurement Type setting in the Edit Organization page, modules are still displayed with the old measurement settings.	Changes to the Measurement Type setting are only enforced at log in.	Log out of LearnMate, and log in again. All other users will view modules using the newly select measurement type after logging in. See Measurement Type on page 210.
A search for a Module, Content Object, Test or Assignment does not find any matches, although at least one match definitely exists.	One or more spaces were entered at the end of the search string.	Redefine the search, taking care not to add spaces at the end of search strings.
A student or instructor would like to change his or her username.	LearnMate does not allow a username to be changed once a user has been created.	If the user has just been created, delete the user and create a new one. If the user has existed for some time, doing the above would cause all data collected to date, such as test and assignment grades, to be lost.

When searching for a content object in the Add Content Object window, a content object that is known to match the search strings is not found.	The content object already exists in the module. Since each content object can only exist in one place within a module, the search will not display content objects that exist in the module index already. See Adding the First Content Object to the Index on page 322.	

My Folder

Problem	Possible Cause	Solution
Free space in My Folder is low, although there are few files there.	When you send a file as an attachment to a mail message, that file occupies space allocated to you My Folder, but cannot be deleted from there. Such files are only deleted once both the sender and the recipient of the mail message have deleted the message.	Delete all items with attachments in your Sent Items folder. If that does not free sufficient space, ask the recipients of messages that you have sent with large attachments to delete those messages. See Deleting a Message on page 38.
	When an instructor adds files to an Assignment, those files occupy space allocated to the instructor's My Folder.	Once the Assignment is no longer needed, the instructor should delete the Assignment, and the space in his My Folder will be cleared. See Deleting Assignments on page 371.

Other

Problem	Possible Cause	Solution
When LearnMate is supposed to open a new window, the new window shows the Login page, instead of the intended page.	The security setting on your computer prevents LearnMate from successfully opening another window.	In Internet Explorer, select Tools>Internet Options>Security>Trusted Sites. Add the address of your LearnMate server to the Trusted sites zone, for example: http://www.learnmate.com Do not check Require server verification (https:) for all sites in this zone.